



City of Kenmore - 18120 68th Avenue NE - Kenmore, WA 98028
Phone: 425-398-8900 - E-mail: cityhall@kenmorewa.gov

City Council Regular Meeting

ON-SITE

MONDAY, JANUARY 27, 2025 - 7:00 PM

In addition, we try to provide access to the meeting virtually:

ZOOM LINK: <https://kenmorewa-gov.zoom.us/j/89685908629>

ZOOM PASSWORD: 012725

Or One tap Mobile: US: +12532158782,,89685908629#

Or Telephone Dial US: +1 253 205 0468

Webinar ID: 896 8590 8629

ZOOM PASSWORD: 012725

SIGN UP FOR VIRTUAL PUBLIC COMMENT HERE: www.kenmorewa.gov/virtualpubliccomment

If you have technical difficulties accessing the meeting virtually, please contact the Deputy City Clerk at mkang@kenmorewa.gov.

Technical Difficulties - If the virtual component of the meeting disconnects, and we cannot resolve technical difficulties to reconnect the virtual component, the in-person meeting will continue at City Hall if there is a quorum of the body to conduct business.

Land Acknowledgement to Honor First Peoples

We acknowledge that the City of Kenmore is situated upon the ancestral lands of the Snohomish, Snoqualmie, Sauk-Suiattle, Duwamish, Stillaguamish, Tulalip, Suquamish, Muckleshoot, and other tribes who are part of the Coast Salish Peoples. We recognize and express our deepest respect for their enduring stewardship and profound relationship with this land, which they have cherished and protected since time immemorial. We honor the First Peoples, acknowledge their vibrant cultures, and commit ourselves to learning from their wisdom in our journey to promote justice, equity, and mutual understanding. We pledge to stand alongside these communities in acknowledging past injustices and working towards a future that respects and celebrates the diverse heritage of this land.

I. CALL REGULAR MEETING TO ORDER - 7:00 PM

II. ROLL CALL

III. LAND ACKNOWLEDGEMENT

IV. FLAG SALUTE

V. AGENDA APPROVAL

VI. PROCLAMATION

- A. Black History Month - February 2025
[Proclamation - Black History Month](#)

VII. WHERE'S THE FUN?

VIII. PUBLIC COMMENTS

Welcome to the Council's meeting. Please address your comments to the Mayor and Council. You'll have three minutes to speak. If there are more than 20 speakers, time will be reduced to two minutes per speaker. The Clerk will call your name when it's your turn. The Presiding Officer may choose to alternate between in-person and online comments. Please state your name and city of residence and keep within the allotted time. To make every person feel welcome and safe here, please refrain from booing, clapping, heckling, yelling, or other interruptions. The meeting is recorded for transparency. Thank you for being here, and for sharing your input respectfully.

VIRTUAL PUBLIC COMMENT PRE-REGISTRATION PROCESS: To provide public comments virtually, please fill out the [Virtual Public Comment Request Form](#) in advance of the meeting. The form opens Tuesdays at 12:00 Noon and closes Mondays at 12:00 Noon. You will be confirmed by the City Clerk. If you are having difficulty, please reach out to the City Clerk at awarhol@kenmorewa.gov.

IX. CONSENT AGENDA

- A. Approve the City Council Special Meeting Minutes from Monday, January 13, 2025.
[City Council Special Meeting Minutes from Monday, January 13, 2025 \(added 1/25\)](#)
- B. Approve Total Check #s 55529 through 55575 totaling \$222,305.38, Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 12/27/2024 in the amount totaling \$292,935.71, and Total EFT Payments #s 1751 through 1766 totaling \$43,265.19, and Total Wire Transfers totaling \$7,600,000.00.
[Voucher Certification and Approval 12/21/2024 - 12/31/2024](#)
- C. Adopt proposed Resolution No. 24-424, adopting the Picnic Shelter Rental Policies to establish rules and guidelines for renting picnic shelters in city parks.
[Agenda Bill - City of Kenmore Picnic Shelter Rental Policies](#)
[Attachment 1 - Proposed Resolution No. 25-424](#)
[Exhibit A - Picnic Shelter Rental Policies \(updated 1/27\)](#)
- D. Approve the 2025 Planning Commission Docket.
[Agenda Bill - 2025 Planning Commission Docket](#)
[Attachment 1 - Staff Memo](#)
[Attachment 2 - Staff Analysis and Recommendation](#)
[Attachment 3 - Docket Prioritization List](#)
[Attachment 4 - Schedule](#)

X. BUSINESS AGENDA

- A. Joint Planning Commission Land Capacity Analysis & Middle Housing Discussion, presented by Community Development Director, Principal Planner Todd Hall, and Kimley-Horn Consulting Team, *for discussion*

and direction

[Agenda Bill - Land Capacity Analysis and Middle Housing Regulations](#)

[Attachment 1 - Land Capacity Analysis](#)

[Attachment 2 - Middle Housing Briefing Memo \(updated 1/22\)](#)

[Attachment 3 - Development Code Review Outline](#)

[Attachment 4 - Presentation \(updated 1/22\)](#)

- B. 2025 Aquatic Vegetation Management Plan, presented by Environmental Services Director Richard Sawyer and Herrera Environmental Consultant, *for discussion*
[Agenda Bill - 2025 Aquatic Vegetation Management Plan](#)
[Attachment 1 - Kenmore 2024 Post-Management Aquatic Plan Survey](#)
[Attachment 2 - Waxwadis Park Algae Management Suitability Study](#)
[Attachment 3 - Arrowhead Algae Survey](#)
[Presentation - 2025 Aquatic Plant Management \(added 1/27\)](#)
- C. 2023 Greenhouse Gas Emissions Inventory Report, presented by Environmental Services Director Richard Sawyer and Climate Action Plan Program Manager Nina Rasmussen, *for information only*
[Agenda Bill - 2023 Greenhouse Gas Emissions Inventory](#)
[Attachment 1 - Kenmore 2023 Inventory of Communitywide and Government Greenhouse Gas Emissions](#)
[Presentation - Kenmore 2023 Greenhouse Gas Inventory Update \(added 1/27\)](#)

XI. STAFF REPORTS

- A. City Manager Succession Process, presented by City Manager Rob Karlinsey (*added 1/24*)
- B. Other - City Manager Rob Karlinsey

XII. COUNCILMEMBER REPORTS & COMMENTS

XIII. ADJOURNMENT

UPCOMING MEETINGS

- A. Monday, February 10, 2025 6:30 PM - City Council Special and Regular Meeting
Monday, February 17, 2025 7:00 PM - **HOLIDAY**
Tuesday, February 18, 2025 7:00 PM - City Council Regular Meeting - **TENTATIVELY CANCELED**
Monday, February 24, 2025 7:00 PM - City Council Regular Meeting

NOTICE OF POTENTIAL QUORUMS

[Click here for information about Potential Quorums of the City Council.](#) Now

found on the City website under City Council Meetings.

City of Kenmore, Washington

Proclamation

WHEREAS, Black History Month is an annual recognition of history and celebration of achievements and contributions of Black and African American people to our nation's history and culture; and

WHEREAS, through bravery, perseverance, commitment, hard work, faith, and resolve—often in the face of prejudice and hardship—Black and African American people have enhanced and advanced every aspect of American life; and

WHEREAS, for over two and a half centuries, Black and African American people have struggled against the cruelties of slavery and Jim Crow segregation; as well as discrimination in social, cultural, political, and economic systems; and have faced disproportionate economic hardships and social inequalities; and

WHEREAS, despite extraordinary human trials, Black and African American leaders, educators, artists, scientists, entrepreneurs, and community members have significantly enriched the social, cultural, and economic fabric of the city, state, and nation; and

WHEREAS, this nation is strengthened and enriched by people of every race, religion, color, and creed; this February during Black History Month, we celebrate the cultural heritage, diverse contributions, and unbreakable spirit and patriotism of Black and African American people; and

WHEREAS, this month calls upon every member of our community to strive to build on our togetherness and cultural awareness and celebrate our diversity and intersectionality. The Council makes this proclamation to celebrate the Black and African American community and as an affirmation of the City's commitment to protect and serve everyone who resides in, works in, or visits Kenmore without discrimination, and of its beliefs in dignity, equality, and civil rights of all people.

NOW THEREFORE, I, Nigel Herbig, Mayor of the City of Kenmore, on behalf of the City Council, do hereby proclaim **February** to be **Black History Month** throughout the City of Kenmore.

IN WITNESS WHEREOF, signed this 27th day of January 2025.

Signed: _____ Attested: _____
Nigel Herbig, Mayor Anastasiya Warhol, City Clerk

**City of Kenmore
City Council Meeting
Special Meeting Minutes
Monday, January 13, 2025**

These minutes are created to capture Council action. This is not a verbatim transcript.
Meeting video and audio are available on the City YouTube channel.

PRESENT:

Councilmembers: Mayor Nigel Herbig
Deputy Mayor Melanie O’Cain
Councilmember Joe Marshall
Councilmember Debra Srebnik
Councilmember Valerie Sasson
Councilmember Jon Culver
Councilmember Nathan Loutsis

Staff: City Manager Rob Karlinsey
Deputy City Manager Stephanie Lucash
City Attorney Dawn Reitan
City Clerk Anastasiya Warhol
Deputy City Clerk Michelle Kang
Kenmore Police Chief Brandon Moen
Kenmore Police Officer Jeff Durrant
Community Development Director Debbie Bent
Principal Planner Todd Hall
Development Director Samantha Loyuk
Finance & Administration Director Melinda Merrell
Senior Civil Engineer Kent Vaughan
Environmental Services Director Richard Sawyer
Public Works Operations Director Jennifer Gordon

Speaking Guests: Michael Pendleton, Facilitator

Public Comments Speakers:
Patrick O’Brien, Kenmore Resident
Jennifer Anderson LaRue, Kenmore Resident
Stacey Valenzuela, Kenmore Resident (virtual)

CALL SPECIAL MEETING TO ORDER

Mayor Herbig called the special meeting to order at 6:00 PM.

LAND ACKNOWLEDGEMENT

Mayor Herbig read the Land Acknowledgement Honoring First Peoples.

FLAG SALUTE

Mayor Herbig led the Council in the Pledge of Allegiance.

WHERE'S THE FUN?

Deputy City Clerk Michelle Kang highlighted the work that the county, city, and community have been doing to support Lake City Partners in opening the Kenmore Senior Women's Shelter. Although not officially open yet, LCP has been able to move in four elder women mid-December and expects to be at full capacity (26 women) by the end of March.

PUBLIC COMMENTS

The City Council received comments from the public.

Timestamped link: <https://www.youtube.com/live/oAMPgwtnvAE?si=UqL9DcvL8V-NlqFG&t=325>

CONSENT AGENDA

- A. Cancel the City Council Regular Meeting of Monday, January 20, 2025 (and Tuesday, January 21, 2025) in honor of Martin Luther King, Jr. Day.
- B. Approve the City Council Regular Meeting Minutes from Monday, November 25, 2024.
[City Council Regular Meeting Minutes from Monday, November 25, 2024](#)
- C. Approve the City Council Special Meeting Minutes from Monday, December 2, 2024.
[City Council Special Meeting from Monday, December 2, 2024 \(added 1/9\)](#)
- D. Approve the City Council Special and Regular Meeting Minutes from Monday, December 9, 2024.
[City Council Special and Regular Meeting Minutes from December 9, 2024 \(added 1/9\)](#)
- E. Approve the City Council Special Meeting Minutes from Tuesday, December 17, 2024.
[City Council Special Meeting Minutes from Tuesday, December 17, 2024](#)
- F. Approve Total Check #s 55426 through 55528 totaling \$1,765,433.14, Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 12/13/2024 in the amount totaling \$282,121.10, and Total EFT

Payments #1750 totaling \$18,813.00, and Total Wire Transfer to LGIP totaling \$3,500,000.00.

[Voucher Certification 12/07/2024 through 12/20/2024](#)

- G. Approve the proposed 2025 Proclamations Calendar.
[Agenda Bill - Proposed 2025 Proclamations Calendar](#)
[Attachment 1 - Proposed 2025 Proclamations Calendar](#)
[Attachment 2 - Proclamations Request Form](#)
- H. Authorize the City Manager to execute Amendment No. 1 to Contract No. 22-C2862 with KPFF Consulting Engineers to increase the contract by an additional \$850,000 to \$3,000,000.
[Agenda Bill - Amendment No. 1 to Contract No. 22-C2862](#)
- I. Approve the Interlocal Agreement between King County and the City of Kenmore for Jail Services and authorize the City Manager to sign the agreement.
[Agenda Bill - Jail Services](#)
[Attachment 1 - Draft Interlocal Agreement](#)

MOTION: Approve the consent agenda outlined above.

Moved by Srebnik; seconded by Loutsis.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT.

PRESENTATION

Kenmore Police Chief honored Kenmore Police Officer Jeff Durrant's 20+ years of service to Kenmore.

PUBLIC HEARING

Proposed Ordinance No. 25-0625, amending and extending interim regulations for an additional six months for certain parcels close to Swamp Creek in proximity to SR 522 and 80th Avenue NE, presented by Community Development Director Debbie Bent, *for public hearing*

[Agenda Bill - Interim Regulations](#)

[Attachment 1 - Proposed Ordinance No. 25-0625](#)

[Attachment 2 - Ordinance No. 24-0612](#)

[Attachment 3 - Ordinance No. 24-0606](#)

[Attachment 4 - Ordinance No. 23-0586](#)

[Attachment 5 - Ordinance No. 23-0575](#)

[Attachment 6 - Ordinance No. 23-0569](#)

[Attachment 7 - Ordinance No. 22-0555](#)

[Attachment 8 - Ordinance No. 22-0543](#)

Mayor Herbig opened the Public Hearing at approximately 6:27 PM.
No individuals signed up to provide public testimony for the public hearing.
Timestamped link here:
<https://www.youtube.com/live/oAMPgwtnvAE?si=QzFfnq7nKs462AIN&t=1665>. No speakers.
Mayor Herbig closed the Public Hearing at approximately 6:27 PM.

BUSINESS AGENDA

Proposed Ordinance No. 25-0625, amending and extending interim regulations for an additional six months for certain parcels close to Swamp Creek in proximity to SR 522 and 80th Avenue NE, presented by Community Development Director Debbie Bent, *for adoption*

[Agenda Bill - Interim Regulations](#)

[Attachment 1 - Proposed Ordinance No. 25-0625](#)

[Attachment 2 - Ordinance No. 24-0612](#)

[Attachment 3 - Ordinance No. 24-0606](#)

[Attachment 4 - Ordinance No. 23-0586](#)

[Attachment 5 - Ordinance No. 23-0575](#)

[Attachment 6 - Ordinance No. 23-0569](#)

[Attachment 7 - Ordinance No. 22-0555](#)

[Attachment 8 - Ordinance No. 22-0543](#)

MOTION: Adopt Proposed Ordinance No. 25-0625, amending and extending interim regulations for an additional six months for certain parcels close to Swamp Creek in proximity to SR 522 and 80th Avenue NE.

Moved by Culver; seconded by Marshall.

VOTE: 7 Yes – Culver, Marshall, Srebnik, Sasson, Loutsis, O’Cain, Herbig; 0 No; 0 Abstain.

MOTION PASSES.

The Council took a 10-minute break to reconfigure the Council Chambers in anticipation of the Study Session.

STUDY SESSION: PREVIEW OF 2025

A. 2025 Docket for Planning Commission and City Council

[Memo - Review of 2025 Docket](#)

[Attachment 1 - Draft Preliminary 2025 Docket \(updated 1/8\)](#)

[Attachment 2 - Draft Preliminary Docket Analysis \(updated 1/6\)](#)

[Attachment 3 - Draft Preliminary Schedule \(updated 1/6\)](#)

[Memo - STEP Housing Work Program for 2025](#)

B. 2025 Department Visual Workplans

- [2025 Workplan - City Manager's Office, Excel \(updated 1/9\)](#)
- [2025 Workplan - Community Development, Excel \(updated 1/9\)](#)
- [2025 Workplan - Development Services, Excel \(updated 1/9\)](#)
- [2025 Workplan - Engineering, Excel \(updated 1/9\)](#)
- [2025 Workplan - Environmental Services, Excel \(updated 1/9\)](#)
- [2025 Workplan - Finance, Excel \(updated 1/9\)](#)
- [2025 Workplan - Operations, Excel \(updated 1/9\)](#)
- [2025 Workplan - Police, Excel \(updated 1/9\)](#)

C. Annual City Council Retreat Cadence

[Memo - Council Retreat Research](#)

D. Other Items for Discussion:

Deputy Mayor O'Cain

- Positioning Kenmore for the FIFA World Cup in 2026
- Next General Town Hall

Councilmember Sasson

- Sanctuary City - Reaffirming 2017 Resolution?
- Bike Lane Sweeper (Necessary with New Candlesticks?)
- Require Recyclable/Compostable Take-out Containers and Utensils (King County?)
- Stipend for Planning Commission? Would like some research on this.

Councilmember Loutsis

- Noise/reckless driving/disturbing the peace (e.g. loud vehicles and mystery booms)
- Youth Representation on Advisory Committees
- Future budgeting priorities and practices - Balanced Budget Requirement

Councilmember Srebnik

- Climate Action Plan (CAP) Workplan
- Multifamily Housing Composting
- Community Garden
- Card Room
- Dog Park Update

[Councilmember Sasson Item - Resolution No. 17-292, reaffirming the City of Kenmore as a Safe, Inclusive, and Welcoming City for All People](#)
[Councilmember Srebnik Item - CAP Workplan Format](#)

The Council provided the following direction:

- Include downtown planning in the upcoming year's docket.
- Extend winter light displays, potentially year-round.
- Arrange a visit from King County Marine Patrol or join them on their patrol boat.
- Schedule annual retreats and set the 2025 date via poll:
 - o Odd years: One-day local retreat (Friday/Saturday).
 - o Even years: Two-day off-site retreat with a focus on budget planning.
- Support initiatives to highlight the FIFA event and create opportunities in Kenmore.
- Host regular spring and fall town halls in a roundtable format.
- Reaffirm Resolution No. 17-292, affirming Kenmore as a safe, inclusive, and welcoming city for all.
- Investigate whether cities of similar size provide stipends to Planning Commissioners.
- Develop and annually update a Climate Action Plan (CAP) Workplan.
- Provide seed funding to support the community garden project at the Lutheran Church.

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 10:24 PM.

Nigel Herbig, Mayor

Anastasiya Warhol, City Clerk



Voucher Certification & Approval

City of Kenmore

DATE RANGE: 12/21/2024 through 12/31/2024

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Kenmore and that I am authorized to authenticate and certify to said claim. The following checks and electronic payments are approved for payment:

Total EFT Payments: #1751-1766	43,265.19
Total Checks: #55529 through 55575	222,305.38
Total Payroll EFT & Bank Drafts: Payroll/Taxes/Health Insurance/ FSA/HSA/Retirement/Life Ins.; Dated 12/27/2024	292,935.71
Total Wire Transfers:	7,600,000.00

Rob Karlinsey
Rob Karlinsey (Jan 8, 2025 12:00 PST)
City Manager / Date

Melinda Merrell
Finance Director / Date

Vendor Name	Payment Number	Payment Date	Description	Amount
AMERICAN TRAFFIC SOLUTIONS INC	1751	12/31/2024	Dec 2024 KAPE Program	18,750.00
U.S. BANK PURCHASE CARDS	1752	12/31/2024	Registration, Travel Seaside Institute, Meal	1,230.59
U.S. BANK PURCHASE CARDS	1753	12/31/2024	ESRI refund, Seattle Times, Pest Svc,tools, treats WMCA Reg, Training & Council snacks, Zoom	1,484.50
U.S. BANK PURCHASE CARDS	1754	12/31/2024	Stickers, candy, tech equipment, Wix app	489.49
U.S. BANK PURCHASE CARDS	1755	12/31/2024	Wellness Gifts, Winterfest Advertising	331.41
U.S. BANK PURCHASE CARDS	1756	12/31/2024	Puget Sound Business Journal Annual Subc.	100.00
U.S. BANK PURCHASE CARDS	1757-1758	12/31/2024	Tool/Supplies/Materials/Special Events, Registra.	4,128.17
U.S. BANK PURCHASE CARDS	1759	12/31/2024	O'Cain SCA Reg., Nov 24 MBP Fees	89.40
U.S. BANK PURCHASE CARDS	1760	12/31/2024	New laptops/hardware, Crelate, HR Train, supplies	12,640.90
U.S. BANK PURCHASE CARDS	1761	12/31/2024	Staff Meeting Meal	327.54
U.S. BANK PURCHASE CARDS	1762	12/31/2024	WABO Training Registration -B Baker	372.00
U.S. BANK PURCHASE CARDS	1763	12/31/2024	Buzzsprout, Bike supplies	81.35
U.S. BANK PURCHASE CARDS	1764	12/31/2024	Office Supplies	79.05
U.S. BANK PURCHASE CARDS	1765	12/31/2024	Volgistics, Asana, Storage, MRSC, Events	1,914.39
U.S. BANK PURCHASE CARDS	1766	12/31/2024	Staff Appreciation Lunch Olive Garden, MRSC	1,246.40
AFLAC	55529	12/27/2024	Employee Medical/Disability Plans	32.89
AWC EMPLOYEE BENEFIT TRUST/VIMLY	55530	12/27/2024	Employee Health Ins Contributions	99,868.97

IX. B. Approve Total Check #s 55529 through 55575 totaling \$222,305.38, ...

Vendor Name	Payment Number	Payment Date	Description	Amount
AWC EMPLOYEE BENEFIT TRUST/VIMLY	55531	12/27/2024	void	-
ESD - LTC	55532	12/27/2024	Long Term Care Fund	1,104.06
ESD - PFML	55533	12/27/2024	Paid Family & Medical Leave	1,630.80
NATIONAL LIFE INSURANCE CO.	55534	12/27/2024	Life Insurance	37.50
DEPARTMENT OF LABOR AND INDUSTRIES	55535	12/27/2024	City of Kenmore	3,629.46
DEPARTMENT OF LABOR AND INDUSTRIES	55536	12/27/2024	void	-
NORTHWEST ARBORICULTURE LLC	55537	12/31/2024	Consulting Arborist - PWOC	1,136.44
AM TEST, INC	55538	12/31/2024	Swamp Creek TMDL	240.00
AURORA RENTS	55539	12/31/2024	Rental Equipment for Senior Center	177.97
CANON FINANCIAL SERVICES, INC.	55540	12/31/2024	Dec 2024 Copier Rental 2nd FI City Hall	266.32
CLEARVIEW NURSERY, INC.	55541	12/31/2024	Materials for SW vegetation in ditch @ 60/120th	258.96
CONFLUENCE ENVIRONMENTAL COMPANY	55542	12/31/2024	Aug 2024 Tl'awh-ah-dees Park Services	3,850.26
DAILY JOURNAL OF COMMERCE	55543	12/31/2024	Legal Notices	739.50
DIVYA QUAMARA	55544	12/31/2024	Deposit Refund for Hangar Event 12/28/2024	150.00
EVERMARK, LLC	55545	12/31/2024	"Kenmore" polar fleece reflective hats	3,184.78
FERGUSON WATERWORKS #3156	55546	12/31/2024	Surface Water materials	285.40
FLEMINGS HOLIDAY LIGHTING LLC	55547	12/31/2024	Holiday Lighting Repair - Sequoia Tree @ CH	165.30
GRAINGER	55548	12/31/2024	Tools for Streets/Irrigation	505.45
HONEY BUCKET	55549	12/31/2024	12/9-1/5/2025 PW Yard Sanitation Service	167.75
KIMLEY HORN AND ASSOCIATES, INC.	55550	12/31/2024	Nov 2024 Kenmore Middle School Consulting	5,557.50
KM MARKETING SERVICES LLC	55551	12/31/2024	Social Media Content "Find-Kenmore" Instagram	2,800.00
MARY MILLER STEPHENS	55552	12/31/2024	Dec 2024 Public Defense Screening SCORE	1,250.00
McGRATH HUMAN RESOURCES GROUP	55553	12/31/2024	Draft Salary Survey Report	11,225.00
NARWHAL MET, LLC	55554	12/31/2024	Jan 2025 Weather Monitoring Services	425.00
NELSON ELECTRIC, INC.	55555	12/31/2024	City Hall Garage Door Repairs	1,724.08
NORTH AMERICAN SAFETY, INC.	55556	12/31/2024	390 Safety Vests TARGET ZERO	2,145.00
NORTHSHORE SCHOOL DISTRICT	55557	12/31/2024	Oct & Nov 2024 School Impact Fees	50,871.00
OFFICE DEPOT	55558	12/31/2024	Office Depot Misc. Office Supplies	176.21
OFFICE DEPOT	55559	12/31/2024	Office Depot Misc. Office Supplies	17.54
OLSON BROTHERS PRO VAC LLC	55560	12/31/2024	Drainage Maintenance	2,790.00
O'REILLY/FIRST CALL	55561	12/31/2024	Fleet Supplies	11.01
PAWS	55562	12/31/2024	Nov 2024 Animal Sheltering Services	458.00
PETTY CASH CUSTODIAN	55563	12/31/2024	Petty Cash Replenishment	60.34
PUGET SOUND ENERGY	55564	12/31/2024	11/13-12/13/24 Hangar Electric & Gas, PW Site & Boathouse Electric	1,244.57
ROBERTA WILCOX	55565	12/31/2024	Reimbursement-Winterfest Craft Supplies	49.18

IX. B. Approve Total Check #s 55529 through 55575 totaling \$222,305.38, ...

Vendor Name	Payment Number	Payment Date	Description	Amount
SEATTLE'S CHILD	55566	12/31/2024	Farmer's Market Advertising	2,104.00
SHANNON & WILSON, INC.	55567	12/31/2024	Dec 2024 On-Call Geotech Services	1,885.00
SOUND PUBLISHING, INC.	55568	12/31/2024	Winterfest Advertising- Everett Herald	330.00
SUSTAINABLE STRATEGIES DC, LLC	55569	12/31/2024	2024/25 Consulting Grant Prep - Lakepointe	10,000.00
T MOBILE USA, INC.	55570	12/31/2024	Staff Cell Phones and Data Plans	1,716.76
UTILITIES UNDERGROUND LOCATION CTR	55571	12/31/2024	Nov 2024 Utility Locates	179.52
WASHINGTON CITY/COUNTY MGMT ASSOC	55572	12/31/2024	NWWLA Tuition - N Suarez 2024/25	1,200.00
ZIPLY FIBER	55573	12/31/2024	City Hall Phones	648.15
CONSOLIDATED PRESS	55574	12/31/2024	2024-2025 Winter Quarterly Newsletter	5,805.71
NAVIA	55575	12/31/2024	Dec HSA & FSA Fees	200.00
MISSION SQUARE / 109964	DFT0002452-2454	12/27/2024	City of Kenmore 401a & 401a Loan	24,068.41
DRS 457	DFT0002455-2456	12/27/2024	DRS 457 Deferred Comp	781.50
MISSION SQUARE 457 / 304745	DFT0002457-2460	12/27/2024	Mission Square 457 Deferred Comp	7,837.83
WEALTHCARE HSA	DFT0002461	12/27/2024	Employee Health Savings Contribution	348.08
LINCOLN NATIONAL LIFE INSURANCE	DFT0002462-2463	12/27/2024	Life Ins/ADD & LTD	2,372.19
PERS DEPT OF RETIREMENT SYSTEMS	DFT0002464-2469	12/27/2024	Public Employees Retirement	37,849.34
NAVIA	DFT0002470	12/27/2024	Employee Flexible Spending Account	653.13
DEPARTMENT OF LABOR AND INDUSTRIES	DFT0002471-2474	12/27/2024	Void	-
BANNER BANK 941 DEPOSIT	DFT0002475	12/27/2024	Federal Taxes	36,331.06
BANNER BANK 941 DEPOSIT	DFT0002476-2477	12/27/2024	Void	-
PERS DEPT OF RETIREMENT SYSTEMS	DFT0002478	12/27/2024	Void	-
DEPARTMENT OF LABOR AND INDUSTRIES	DFT0002479	12/27/2024	Void	-
LINCOLN NATIONAL LIFE INSURANCE	DFT0002480	12/27/2024	Void	-
MISSION SQUARE / 109964	DFT0002481	12/27/2024	Void	-
BANNER BANK 941 DEPOSIT	DFT0002482	12/27/2024	Federal Taxes	10.77
PAYROLL	Electronic Deposit	12/27/2024	Direct Deposit	182,683.40
TOTAL				558,506.28

IX. B. Approve Total Check #s 55529 through 55575 totaling \$222,305.38, ...



City of Kenmore, WA

Vendor Purchasing Report

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For Date Range 01/01/2024 - 12/31/2024

Name	Amount
1 ALLIANCE GEOMATICS	23,103.48
58 STARS TRAVEL	2,088.36
A & A LIMOUSINE & BUS SERVICE	6,263.00
AABCO BARRICADE COMPANY INC.	9,957.90
AARTI TANNA	150.00
ABRACADABRA PRINTING	657.89
ABS VALUATION	5,500.00
ACF WEST INC	3,532.68
ADVANCE TESTING & SERVICE INC	2,955.08
AFLAC	1,905.93
AGORA REFRESHMENTS	2,235.62
ALL AROUND FENCE COMPANY	24,715.12
ALL PURPOSE DOOR REPAIR, INC	3,517.58
ALPHAGRAPHICS	1,324.95
ALWAYS ACTIVE SERVICES LLC	802,425.78
ALYSSA MONTGOMERY	150.00
ALYSSA RUSSELL	150.00
AM TEST, INC	6,610.00
AMADOR FARMS	262.00
AMBER CLIFTON	2,260.36
AMERICALL	2,129.33
AMERICAN GENERAL LIFE GPO/400S	2,643.96
AMERICAN SOCIETY OF COMPOSERS	500.00
AMERICAN TRAFFIC SOLUTIONS INC	202,500.00
AMY LINDBLOM	150.00
AMY ZIER	137.60
ANCHOR QEA, LLC	12,057.50
ANDRES TORRES	249.90
ANDREY GOLUBOVICH	6,481.96
ANNA ARNOTT	215.06
ANNIE FOSTER	3,000.00
ANSER ADVISORY CONSULTING, LLC	59,290.00
APPLIED CONCEPTS, INC.	1,845.85
AQUATECHNEX LLC	20,756.18
ARCADIA HOMES LLC	72.82
ARCHIVESOCIAL, INC.	4,845.93
ARMSTRONG SERVICES	19,838.34
ARTS OF KENMORE	9,290.21
ASHWINI HOSADEVARAHADLU SHIVANANDA	250.00
ASPECT CONSULTING LLC	3,122.50
ASSOCIATION OF WA CITIES	30,600.15
AURORA RENTS	11,015.55
AWC EMPLOYEE BENEFIT TRUST/VIMLY	1,210,604.56
BANNER BANK 941 DEPOSIT	857,638.99
BASTYR UNIVERSITY	375.00
BCN TELECOM, INC.	11,368.48
BERGER PARTNERSHIP	3,498.75
BIZDIVERSITY	2,500.00
BOAZ COFFEE	27.00
BOTHELL KENMORE CHAMBER OF COMMERCE	3,600.00
BRASS MONKEY INVESTMENTS LLC	7,554.90
BRIGHT SPARK EARLY LEARNING SERVICES	1,200.00
BROADCAST MUSIC, INC.	435.00

IX. B. Approve Total Check #s 55529 through 55575 totaling \$222,305.38, ...

Name	Amount	Page 16 of 261
BROTHER'S FARMS	461.00	
BROWNE AND TOASTED	30.00	
BRYAN HAMPSON	165.00	
BUD CLARY FORD OF MOSES LAKE	54,007.70	
BUILDERS EXCHANGE OF WASHINGTON INC	75.10	
BULGER SAFE & LOCK, INC.	109.25	
C R COLLINS CONSTRUCTION INC	110.40	
CALICO COOKIES - ERIN CALI	103.00	
CALPORTLAND COMPANY	10,702.66	
CAMP UNITED WE STAND	1,125.60	
CANON FINANCIAL SERVICES, INC.	3,195.12	
CAPITAL ONE TRADE CREDIT/MCLENDRON	401.08	
CASCADE PEST CONTROL	2,009.55	
CASCADIA COLLEGE	30,000.00	
CASCADIA LAW GROUP	3,093.75	
CDL Dragons Truck School	3,800.00	
CECCANTI, INC.	86,872.43	
CEDAR GROVE COMPOSTING, INC.	64.74	
CENTER FOR HUMAN SERVICES	105,494.55	
CENTRICITY GIS, LLC	14,500.00	
CHANIN KELLY-RAE CONSULTING LLC	650.00	
CHASE WALKER	492.19	
CHICAGO TITLE	32.26	
CITY OF BELLEVUE	232,845.92	
CITY OF KENMORE	2,553.80	
CITY OF KENT	575.00	
CITY OF LAKE FOREST PARK	56,187.00	
CITYWORKS/AZTECA SYSTEMS LLC	43,832.13	
CIVICPLUS LLC	14,625.03	
CLEARVIEW NURSERY, INC.	258.96	
CODE PUBLISHING COMPANY	10,470.88	
COMCAST	25,336.24	
COMCAST BUSINESS	2,815.38	
COMMANDLINK	2,761.89	
CONFLUENCE ENVIRONMENTAL COMPANY	57,954.28	
CONNOR WATKINS	150.00	
CONSOLIDATED PRESS	25,045.20	
CONTECH ENGINEERED SOLUTIONS, INC	10,806.00	
CORE DESIGN, INC.	5,164.86	
COSTCO	60.00	
COTTAGE COMMUNITY BAKERY	219.00	
CRAIG OLSON	248.00	
CUBBYHOLE CREATIVE LTD	3,000.00	
D.P. NICOLI, INC.	469.37	
DAHLIA CORONA	445.07	
DAILY JOURNAL OF COMMERCE	5,719.85	
DALE KRUEGER	208.65	
DAMODAR NAGANDLA	4,328.91	
DANIEL WICK	157.71	
DANSOUND INC	7,766.00	
DAVID ARTHUR	1,213.03	
DAVID BAKER	240.39	
DAVIDSON MACRI SWEEPING, INC.	14,058.77	
DEPARTMENT OF COMMERCE	105,918.27	
DEPARTMENT OF ECOLOGY	31,047.00	
DEPARTMENT OF LABOR AND INDUSTRIES	90,418.19	
DEPT. OF L&I - BOILER SECTION	82.40	
DEVON LEGER	4,500.00	
DICK'S TOWING	1,160.25	
DILIGENT CORPORATION	18,834.13	

IX. B. Approve Total Check #s 55529 through 55575 totaling \$222,305.38, ...

Name	Amount	Page 17 of 261
DIVYA QUAMARA	150.00	
DRS 457	28,114.50	
DTG RECYCLE	7,140.95	
E SQUARED SYSTEMS, LLC	1,291.98	
EBIX, INC.	164.20	
ELECTRONIC BUSINESS MACHINES	2,681.73	
ELIAS M. KAUHANE	1,700.00	
ELYON MAINTENANCE, INC.	97,076.20	
EMC RESEARCH, INC.	71,000.00	
EMERALD CITY STATEWIDE	2,073.97	
ENVIRONMENTAL SYSTEMS RESEARCH INST	15,320.10	
ENVIROTECH	10,041.75	
ESD - LTC	27,634.58	
ESD - PFML	48,624.00	
ESD - UI TAX ADMINISTRATION	6,751.95	
EVERMARK, LLC	5,744.76	
FACET NW, INC.	28,684.50	
FARM FRESH NW	148.00	
FAST WATER HEATER	187.10	
FASTSIGNS	3,915.35	
FERGUSON WATERWORKS #3156	7,421.39	
FIRE PROTECTION, INC	3,970.65	
FIRESTONE INVESTMENT LLC	87,576.20	
FIX AUTO KENMORE	3,222.02	
FLEMINGS HOLIDAY LIGHTING LLC	5,831.29	
FLYNN BEC LP	14,831.82	
FLYWAY RETAIL + LIVING	6,779.87	
FOSTER GARVEY PC	3,787.50	
FOURTEN CREATIVE	14,945.58	
FRANKLIN COVEY	26.00	
FUELCARE	7,643.05	
GAMETIME	84.46	
GARY ULRICH	40.00	
GAYLYNN BRIEN	660.00	
GCP WW HOLDCO, LLC	8,550.70	
GOAT AND SEED	374.00	
GOOD TO GO	3.00	
GOOD, MICHAEL J.	300.00	
GORDON THOMAS HONEYWELL	49,727.31	
GRAINGER	1,826.78	
GRAND EVENT RENTALS	13,628.71	
GRANICUS	28,736.29	
GREAT WESTERN RECREATION, LLC	141.81	
GSC PRODUCTION	600.00	
GUY JONES	206.64	
H.D. FOWLER COMPANY	8,195.61	
HAGGARD & GANSON LLP	3,857.00	
HANGING GARDENS NATIVE PLANTS	1,243.26	
HAYTON FARMS	40.00	
HDR ENGINEERING, INC	47,990.63	
HEALTH MANAGEMENT ASSOCIATES INC	36,928.75	
HEIDELBERG MATERIALS	2,933.03	
HERRERA ENVIRONMENTAL CONSULTANTS	39,464.35	
HESTON PHOTOGRAPHY	1,644.15	
HIGHWIRE	3,317.85	
HILLIS CLARK MARTIN & PETERSON P.S.	43,223.00	
HIMA NURSERY, INC.	7,008.11	
HOLMBERG COMPANY	1,678.63	
HOME DEPOT CREDIT SERVICES	6,096.83	
HONEY BUCKET	6,297.75	

IX. B. Approve Total Check #s 55529 through 55575 totaling \$222,305.38, ...

Name	Amount	Page 18 of 261
HORIZON DISTRIBUTORS INC	13,015.64	
HP'S SMOKEHOUSE BBQ	330.00	
HRA VEBA TRUST	48,892.06	
HULA O LEHUALANI	900.00	
HUNTINGTON TECHNOLOGY FINANCE	45,235.36	
HYDROPOINT DATA SYSTEMS, INC.	10,914.07	
ICICLE VILLAGE RESORT	8,138.12	
ICLEI	1,200.00	
ICMA INTERNATIONAL CITY/CNTY MGMT ASSOC	1,200.00	
INGLEMOOR HIGH SCHOOL	570.00	
INSIDESOURCE	2,470.64	
INSLEE, BEST, DOEZIE & RYDER, P.S.	433,180.94	
INTERNATIONAL INST OF MUNI CLERKS	375.00	
iWORQ SYSTEMS	2,800.00	
J&E PRODUCE	23.00	
JACOBS ENGINEERING GROUP	42,564.05	
JADA THOMPSON	156.00	
JAMIE MCKEOGH	2,500.00	
JASON CHURCH	7,500.00	
JASON RICHARD SPERLING	830.00	
JAYMARC AV	2,016.66	
JENNIFER LEIGH DIXON	3,520.00	
JENNIFER SPELHAUG	1,043.12	
JENSEN TOFFEE	22.00	
JERRY OWEN	27,732.40	
JET CITY PRINTING	2,382.76	
JIM DANDY SEWER & PLUMBING	462.42	
JOHN BAYS	7,500.00	
JOHN VICENTE	591.28	
JOHNSON'S JUNK REMOVAL LLC	19,381.18	
JONES BOYS MAINTENANCE CO. INC.	1,414.79	
JORDAN STECKS	150.00	
JUDHA OF LION LANDSCAPING AND SERVICES LLC	35,260.00	
JURASSIC PARLIAMENT	1,899.64	
JUSTIN CONNORS	150.00	
KARI HATCHER	150.00	
KARIM KARMALI	79.92	
KBA INC.	13,122.98	
KCDA PURCHASING COOP	6,834.60	
KDJ'S THE BAKERIE	31.00	
KENMORE AUTOMOTIVE	13,406.39	
KENMORE COMMUNITY CLUB	530.00	
KENMORE ELEMENTARY PTA	5,000.00	
KENMORE HERITAGE SOCIETY	5,585.85	
KENMORE MIDDLE SCHOOL	10,000.00	
KENMORE SENIOR CENTER	31,250.00	
KERRY KAESTNER	150.00	
KIMLEY HORN AND ASSOCIATES, INC.	61,636.86	
KINDFIRE CREATIVE	4,800.00	
KING COUNTY BAR ASSOCIATION	800.00	
KING COUNTY FINANCE	1,716.12	
KING COUNTY FINANCE	239,921.99	
KING COUNTY RADIO COMM SERVICES	472.76	
KING COUNTY RECORDER'S OFFICE	1,273.50	
KING COUNTY REGIONAL HOMELESSNESS AUTHORITY	38,000.00	
KING COUNTY SHERIFF	4,512,739.04	
KING COUNTY TREASURY	103,652.68	
KM MARKETING SERVICES LLC	2,800.00	
KOMPAN, INC	6,476.30	
KPFF CONSULTING ENGINEERS	605,380.89	

IX. B. Approve Total Check #s 55529 through 55575 totaling \$222,305.38, ...

Name	Amount	Page 19 of 261
LAKE CITY PARTNERS ENDING HOMELESSNESS	17,000.00	
LAKESIDE INDUSTRIES	1,248.57	
LANGTON SPIETH, LLC	20,000.00	
LEIGH ANNE MALAVOTTE	156.00	
LEVERAGE TECHNOLOGIES, INC	9,970.00	
LIGHTHOUSE CONSULTING INC	159,454.72	
LINCOLN NATIONAL LIFE INSURANCE	27,802.78	
LINKEDIN CORP.	5,730.00	
LITTLE JACK FLOWER FARM	235.00	
LOUDEDGE, INC.	1,150.00	
LUPITA ZAMORA CONSULTING LLC	1,200.00	
MACDONALD MILLER FACILITY SOLUTIONS	1,693.62	
MARINE FLOATS CORPORATION	9,826.87	
MARY MILLER STEPHENS	15,000.00	
McGRATH HUMAN RESOURCES GROUP	16,225.00	
MCKEE APPRAISAL REAL ESTATE SERVICES & CONSULTING, INC.	1,600.00	
MELANIE O'CAIN	453.50	
MELINDA MERRELL	971.69	
METROPOLITAN TRANSPORTATION COMM/STREETSAVER	2,000.00	
MICHELLE KANG	415.39	
MICHELLE SHAW	150.00	
MINUTEMAN PRESS	46,163.93	
MISSION SQUARE / 109964	728,873.60	
MISSION SQUARE 457 / 304745	182,529.96	
MKS PROPERTIES	44,548.08	
MOJO STRATEGIES	5,870.00	
MORGAN SOUND INC	4,443.21	
MORGAN STANLEY GLOBAL BANKING OPERATIONS	9,166.66	
MORUP SIGNS, INC.	688.76	
Motorola Solutions, Inc.	9,695.70	
MOTT MACDONALD	20,222.30	
MR. T'S TROPHIES & AWARDS LLC	28.52	
MSR BEACHWOOD 2 LLC	7,906.55	
MSR KENMORE CREEK HOMES	7,766.81	
MUNIMANAGE, LLC	10,750.00	
NAC INC	44,515.00	
NAMI EASTSIDE	7,500.00	
NARWHAL MET, LLC	4,675.00	
NATIONAL BARRICADE CO., LLC	7,749.00	
NATIONAL LEAGUE OF CITIES	2,190.00	
NATIONAL LIFE INSURANCE CO.	882.66	
NAVIA	48,234.84	
NC Machinery	24.32	
NELSON ELECTRIC, INC.	10,629.55	
NELSON TRUCK EQUIPMENT CO	9,779.98	
NEOGOV	880.00	
NIGEL HERBIG	1,274.71	
NIKHIL PATNE	250.00	
NINA RASMUSSEN	977.74	
NORTH AMERICAN SAFETY, INC.	4,645.00	
NORTHLAKE LITTLE LEAGUE	187.00	
NORTHSHORE PARK & REC SERVICE AREA	5,440.00	
NORTHSHORE SCHOOL DISTRICT	528,371.50	
NORTHSHORE SCHOOLS FOUNDATION	3,000.00	
NORTHSHORE SENIOR CENTER	16,250.00	
NORTHSHORE UTILITY DIST	175,580.57	
NORTHSHORE YOUTH SOCCER ASSOC.	55.00	
NORTHWEST ARBORICULTURE LLC	27,746.42	
NORTHWEST PAVEMENT MANAGEMENT ASSOCIATION	700.00	
NORTHWEST TROPHY	1,670.40	

IX. B. Approve Total Check #s 55529 through 55575 totaling \$222,305.38, ...

Name	Amount	Page 20 of 261
NUHSA	1,000.00	
OFFICE DEPOT	5,879.21	
OFFICE OF MINORITY & WOMEN'S BUSINESS ENTERPRISES	2,395.47	
OLBRECHTS & ASSOCIATES, PLLC	11,718.50	
OLSON BROTHERS PRO VAC LLC	188,031.01	
OLYMPIC ENVIRONMENTAL RESOURCES INC	52,138.20	
OLYMPIC NURSERY INC	1,250.10	
OLYMPIC TRAILER & TRUCK ACCESSORIES	10,840.49	
ONE DIVERSIFIED	25,701.34	
ONTRA MARKETING GROUP	150.00	
O'REILLY/FIRST CALL	503.83	
OSBORN CONSULTING INC.	501,742.77	
OUR FAMILY FARM	342.00	
OUTCOMES BY LEVY, LLC	16,700.00	
PACE ENGINEERS, INC.	277,424.75	
PACIFIC AIR CONTROL, INC.	20,567.84	
PACIFIC TOPSOILS	13,696.87	
PACIFICA LAW GROUP LLP	1,716.00	
PACWEST MACHINERY	2,605.98	
PAO DE QUEIJO	32.00	
PARAMETRIX INC	218,220.43	
PATRICK O'BRIEN	134.40	
PAWS	6,412.00	
PENDLETON CONSULTING LLC	15,442.40	
PERFORMANCE SYSTEMS INTEGRATION LLC	1,045.79	
PERS DEPT OF RETIREMENT SYSTEMS	1,018,941.42	
PETROCARD, INC	3,942.42	
PETTY CASH CUSTODIAN	532.42	
PLYWOOD SUPPLY	1,298.96	
POLCO	9,000.00	
PREMIER MEDIA GROUP	2,585.00	
PROGENGO LLC	128.76	
PSR MECHANICAL, LLC	6,013.06	
PUGET SOUND CLEAN AIR AGENCY	23,536.00	
PUGET SOUND EMERGENCY RADIO NETWORK OPERATOR	1,814.40	
PUGET SOUND ENERGY	715,442.68	
PUGET SOUND PLANTS	12,188.95	
PUGET SOUND REGIONAL COUNCIL	10,159.00	
QUADIENT LEASING USA, INC.	2,582.49	
QUALITY BUSINESS SYSTEMS / WELLS FARGO	58.83	
QUANTUM HOMES	13,937.00	
QUINN PROFFITT	612.20	
RAJESH MASKARA	250.00	
RAMEZ DEBBAS	1,099.31	
REGIONAL ANIMAL SERVICES OF KC	1,395.00	
REGIONAL CRISIS RESPONSE AGENCY	115,379.25	
REPUBLIC SERVICES #172	21,438.01	
RICH HARTMAN'S BELLINGHAM FORD LINCOLN	53,089.00	
ROB KARLINSEY	500.00	
ROBERTA WILCOX	49.18	
RRJ COMPANY, LLC	504,140.25	
SAGACITY MEDIA, INC.	2,510.00	
SAMANTHA LOYUK	146.06	
SANDHYA MANICKAVASAGAM	300.00	
SARABJIT MANN	7,500.00	
SARAH ROBERTS	146,670.92	
SCENIC 365 LLC	4,295.00	
SCHEMATA WORKSHOP INC.	243.00	
SCHINDLER ELEVATOR CORPORATION	6,155.15	
SCORE	140,362.61	

IX. B. Approve Total Check #s 55529 through 55575 totaling \$222,305.38, ...

Name	Amount	Page 21 of 261
SEATOWN SWEETS	50.00	
SEATTLE & KING COUNTY PUBLIC HEALTH	1,026.00	
SEATTLE OUT & PROUD FOUNDATION	2,250.00	
SEATTLE PUMP & EQUIPMENT CO./JETTERS NORTHWEST	241.29	
SEATTLE TIMES	15,824.80	
SEATTLE'S CHILD	2,804.00	
SECURITY SOLUTIONS NW	27,266.00	
SENTINEL OFFENDER SERVICES, LLC	1,754.00	
SENZA KENMORE LLC / GOLDSMITH	7,500.00	
SESAC	581.00	
SHANNON & WILSON, INC.	4,047.50	
SHANNON TIPPLE-LEEN	173.45	
SHERWIN WILLIAMS CO.	932.71	
SHI INTERNATIONAL CORP.	3,414.93	
SHORELINE FIRE DEPT	1,400.00	
SHRED IT, C/O STERICYCLE, INC>	1,420.46	
SIGN CONNEXTION LLC	656.41	
SISKUN POWER EQUIPMENT	12,996.03	
SIU SONG	144.80	
SKYCORP, LTD	43,074.87	
SLABJACK NW, LLC	5,031.57	
SMS CLEANING, INC.	64,950.00	
SNO KING WATERSHED COUNCIL	150.00	
SNOHOMISH COUNTY	40,279.00	
SOFTWAREONE, INC.	21,668.07	
SOMERSAULT WELLNESS LLC	1,200.00	
SOUND EMPLOYMENT SOLUTIONS, INC.	3,084.42	
SOUND PUBLISHING, INC.	1,745.00	
SOUND SAFETY PRODUCTS CO.	763.69	
SOUND STUMP REMOVAL LLC	1,900.00	
SOVA CONSULTING	7,500.00	
SPECIALTY DOOR SERVICE, INC.	9,498.35	
ST OF WA DEPT OF FISH & WILDLIFE	40.00	
STAPLES	21,108.78	
STATE AUDITOR'S OFFICE	71,999.24	
STATE OF WA DEPT. OF LICENSING	1.64	
STEPHAN GMUR	1,775.72	
STEPHANIE LUCASH	1,365.75	
STEWART MACNICHOLS HARMELL, INC.	60,000.00	
STORM LAKE GROWERS, INC.	2,221.67	
STOWE DEVELOPMENT & STRATEGIES LLC	11,520.00	
STRATEGIES 360, INC.	18,416.67	
STRIDER CONSTRUCTION CO., INC.	57,430.84	
SUMMIT LAW GROUP PLLC	1,500.00	
SUNBELT RENTALS	4,521.33	
SUNRISE LOCAL BERRIES FARM, LLC	222.00	
SUPERION, LLC	29,098.99	
SURYA SKJONSBY	514.93	
SUSTAINABLE STRATEGIES DC, LLC	10,000.00	
SWANK MOTION PICTURES, INC.	1,395.00	
T MOBILE USA, INC.	20,485.17	
TAMBI CORK	243.89	
TAME THE JUNGLE, LLC	3,279.00	
TASTAD CONSTRUCTION INC	202,355.48	
THE LODGE AT ST. EDWARD PARK	895.56	
THE ORIGINAL POOP BAGS	2,839.78	
THOMCO CONSTRUCTION, INC.	18,882.49	
TILCO VANGUARD INC.	10,534.98	
TIM STROUSE	250.00	
TOASTMASTERS INTERNATIONAL	250.00	

IX. B. Approve Total Check #s 55529 through 55575 totaling \$222,305.38, ...

Name	Amount	Page 22 of 261
TOBIN BENNETT GOLD	711.40	
TOTAL LANDSCAPE CORP	142,583.41	
Traffic Safety Supply Co. Inc	35,422.72	
TRAILER BOSS	12,018.71	
TRUE NORTH EQUIPMENT INC	314.35	
TRUGREEN	3,817.58	
TRUSTEES OF THE HAMLINE UNIVERSITY OF MINNESOTA	1,704.47	
TYLER TECHNOLOGIES, INC.	22,850.12	
U.S. BANK N.A. / CUSTODY	650.00	
U.S. BANK PURCHASE CARDS	338,771.06	
ULINE	9,232.11	
UNITED RENTALS NW, INC	2,774.17	
UPS STORE KENMORE	949.16	
URBAN ACCESSORIES, INC.	2,404.54	
URBAN LAND INSTITUTE	25,000.00	
US POSTAL SERVICE	11,840.18	
USPS-POC c/o CITIBANK	3,996.75	
UTILITIES UNDERGROUND LOCATION CTR	1,842.72	
VALLEY, CHRIS & BETH	2,464.75	
VERIZON WIRELESS	726.56	
VIDIT JAIN	150.00	
VIJAYARAGHAVAN MAKKAKODE	250.00	
WA CITIES INSURANCE AUTHORITY	795,456.00	
WA FINANCE OFFICERS ASSOCIATION	225.00	
WA RECREATION & PARK ASSOC.	605.00	
WA STATE DEPARTMENT OF AGRICULTURE	75.00	
WA STATE DEPT OF ENTERPRISE SVCS	4,329.69	
WA STATE DEPT OF LABOR & INDUSTRIES	284.30	
WA STATE DEPT OF TRANSPORTATION	9,502.36	
WA STATE DEPT OF TRANSPORTATION	431.02	
WAGNER ARCHITECTS	584,232.90	
WAPRO	225.00	
WARD'S SCIENCE	2,372.31	
WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS	275.88	
WASHINGTON AUDIOLOGY SERVICES, INC.	1,114.10	
WASHINGTON CITY/COUNTY MGMT ASSOC	2,060.00	
WASHINGTON FEDERAL BANK	2,732.20	
WASHINGTON MUNICIPAL CLERKS ASSOC	100.00	
WASHINGTON STATE FARMERS MARKET ASSOCIATION	350.00	
WASHINGTON STATE OFFICE CASH MGMT	1,075.50	
WEALTHCARE HSA	9,050.08	
WESTERN DISPLAY FIREWORKS, LTD.	15,000.00	
WESTERN ENTRANCE TECHNOLOGY, LLC	2,314.20	
WESTERN SYSTEMS, INC	32,478.64	
WESTLAKE HARDWARE WA-153	4,455.28	
WETLANDS & WOODLANDS INC	2,605.79	
WM CORPORATE SERVICES INC.	51,897.65	
WONDERLAND CHILD & FAMILY SERVICES	2,000.00	
WORKPLACE RESOLUTIONS, LLC	800.00	
XEROX CORPORATION	6,750.21	
YANGFENG YU	150.00	
YOUNGMIN KIM	150.00	
YOURMEMBERSHIP.COM, INC	249.00	
ZEN DEVELOPMENT, LLC	11,266.50	
ZENCITY TECHNOLOGIES, INC.	14,601.50	
ZESBAUGH, INC.	506.92	
ZIPLY FIBER	8,959.73	
ZONAR SYSTEMS	544.07	
ZUMAR	1,989.99	

IX. B. Approve Total Check #s 55529 through 55575 totaling \$222,305.38, ...

Voucher List 12/31/2024

Final Audit Report

2025-01-08

Created:	2025-01-08
By:	Brenda Chamness (bchamness@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAb6sMKQvM5nOwprDcspcxzB04tGMG35Wq

"Voucher List 12/31/2024" History

-  Document created by Brenda Chamness (bchamness@kenmorewa.gov)
2025-01-08 - 6:38:40 PM GMT
-  Document emailed to Melinda Merrell (mmerrell@kenmorewa.gov) for signature
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City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 1/27/2025

Subject/Topic:	Proposed Council Action/Motion:
Proposed Resolution No. 25-424 Adopting Picnic Shelter Rental Policies Department: Public Works Operations Prepared by: Jennifer Gordon Public Works Operations Director Attachments: 1 - Resolution No. 25-424 Exhibit A: City of Kenmore Picnic Shelter Rental Policies	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☒ Adopt/Approve ☐ Authorize ☐ Other: Adopt Proposed Resolution No. 25-424 Adopting Picnic Shelter Rental Policies to Establish Rules and Guidelines for Renting Picnic Shelters in City Parks.

Approvals:

Department

Head JG 1/14/25

City

Attorney DR 1/17/2025

Finance

Director MM 1/17/2025

City

Manager RK 1/17/2025

Optional _____

Summary/Background:

Up until recent years the City of Kenmore owned just one picnic shelter located at Rhododendron Park. As part of the lease agreement with the Northshore Senior Center for use of the Rhododendron Park Building, the Kenmore Senior Center would be responsible for managing picnic shelter reservations to the community. This included retaining all rental revenues from the picnic shelter to help offset program and facility operations.

As part of recent park capital improvements additional park picnic shelters have been added at three Kenmore parks; Moorlands, Log Boom, and Łaŕwadis. It has been our intent to develop a picnic shelter rental policy to include all Kenmore park locations, including the Rhododendron Park picnic shelter managed by the Kenmore Senior Center.

A draft Picnic Shelter Reservation Policy was presented, reviewed and discussed at the December 2, 2024, Council Meeting. Minor changes discussed and agreed to included:

Under **Availability**, following the second paragraph, the following language was added:

- “When a picnic shelter has not been reserved, it may be used by individuals or groups on a first-come, first-served basis without fee. All general public users must abide by the community rules and user requirements outlined in this policy.”

Under **Rental Rates**, the following language was added:

“Fees may be waived for applicants who are Kenmore residents whose household income are at or below 80 percent Area Median Income (AMI) as adjusted for family size. Eligibility will be determined by AMI percentage table provided by Regional Coalition for Housing (ARCH). It is only required that the applicant meet AMI requirements, not other attendees.”

Previous Council Action(s):

Reviewed and discussed Draft Picnic Shelter Rental Policies with City Council on 12/2/2024.

Fiscal Consideration:

n/a

City Council Priorities or Budget Objective Being Addressed:

The City’s top priority will always be fulfilling its core mission, which includes City governance, ensuring public safety, maintaining the City’s infrastructure, complying with state and federal mandates, and safeguarding the City’s finances. In addition, achieving the City’s 20-year vision as described in the Comprehensive Plan is of high importance.

7. Broaden community engagement and foster fun.
9. Explore opportunities to expand Parks and Recreation.

**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 25-424**

**A RESOLUTION OF THE CITY COUNCIL OF KENMORE, WASHINGTON,
ADOPTING THE PICNIC SHELTER RENTAL POLICIES.**

WHEREAS, the City of Kenmore maintains parks and recreational facilities to promote healthy living, community connection, and access to natural environments; and

WHEREAS, the City has created the Picnic Shelter Rental Policies to ensure equitable access, enhance user experience, and promote the enjoyment of public spaces; and

WHEREAS, one of the primary goals of these policies is to make picnic shelter rentals more accessible and affordable for Kenmore residents, including provisions for reduced rates for households at or below 80 percent Area Median Income (AMI); and

WHEREAS, the adoption of these policies supports the City's commitment to inclusivity and responsible management of community resources.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The Picnic Shelter Rental Policies, attached hereto as Exhibit A and incorporated by this reference, are hereby adopted.

Section 2. City staff are directed to implement and enforce the policies in alignment with the City's goals of accessibility, affordability, and responsible resource use.

PASSED BY THE CITY COUNCIL AT A MEETING THEREOF ON THE 27TH DAY OF JANUARY 2025.

CITY OF KENMORE

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

Anastasiya Warhol, City Clerk

APPROVED AS TO FORM:

Dawn Reitan, City Attorney

City of Kenmore Picnic Shelter Rental Policy

Approved: _____

Designation and Purpose

The City of Kenmore maintains 8 parks and over 93 acres of parkland. Each of these unique parks provides an array of amenities; from waterfront access and activities, to skateparks and playgrounds, to boardwalks and unique works of art. The City of Kenmore is dedicated to promoting healthy living, providing recreation opportunities for children and adults, and keeping our community connected to the natural environment.

Picnic shelters are available at several Kenmore parks. Picnic shelters offer the community a gathering place in city parks. The purpose of the following policies is to establish rules for the community use of the picnic shelters.

Locations

Picnic Shelters are located at the following parks in Kenmore:

Log Boom Park
Rhododendron Park
ŁaŁwadis (Tl' awh-ah-dees) Park
Moorlands Park

Reserved Area & Site Amenities

Each site offers a furnished covered picnic area, charcoal barbeques, power, and access to park restrooms, all included with each rental. For more detailed information about specific onsite amenities please visit the City's online [park directory](#). Rental activities must be contained within the picnic shelter and barbeque areas. All other areas in the park (beaches, shorelines, trails, play structures, docks, park amenities, walkways and paths, etc.) will remain open and available to the general public.

A larger area may be available but may also require obtaining a Special Event permit.

Availability

City events or co-sponsored activities will have priority over other group or individual users.

Picnic shelters are offered in block rental periods including half day (9am to 2pm or 3pm to 9pm) and full day (9am to 9pm). Rental periods must include all activities associated with rental; setup, cleanup, deliveries and/or pickup of any equipment. There may be multiple events on the same day, so arriving and departing on time is important.

Picnic shelters are available to rent daily February through October except for the following observed holidays:

Memorial Day
Juneteenth
Independence Day
Labor Day

Rental Capacity

Each picnic shelter may be reserved for a party of under 100 people without obtaining a Special Event Permit.

Residents and Non-Resident Users

Kenmore residents may reserve a picnic shelter at the resident rate (deposit and/or cleaning fee may apply). To ensure the policies are being followed, the City may limit or suspend rental(s) for persons or organizations that violate these policies. Kenmore residents may pay the resident rate if the Applicant is a current resident of Kenmore.

Rental Rates

Rental rates are broken up into resident and non-resident rates. Applicant shall have a Kenmore address to qualify for the resident rate. Rental fees are included in the annual fee schedule adopted by City Council.

Fees may be waived for applicants who are Kenmore residents whose household income are at or below 80 percent Area Median Income (AMI) as adjusted for family size. Eligibility will be determined by AMI percentage table provided by Regional Coalition for Housing (ARCH). It is only required that the applicant meet AMI requirements, not other attendees.

Food and Beverages

No alcohol is allowed on the premises. Personal gas/propane barbeques with a drip pan may be brought in for use. Personal charcoal operated barbecues are not allowed. Place personal barbecue(s) in a location to prevent smoke damage to the structure and safe for your guests and other park visitors. Onsite grills are charcoal only; renter is responsible for bringing their own charcoal. Since the grills are open to the public, the City does not guarantee their cleanliness, it is the responsibility of the renter to clean onsite grills.

Parking

Parking is not reserved and is available first-come, first serve for all park users in designated parking areas only. On-site parking rules and parking laws apply. Parking may not be reserved or blocked off.

Renters shall be responsible for their own equipment. Any rented or brought onsite additional equipment or supplies is to be disclosed on the application for pre-approval.

Power

A single standard power receptacle is available at each picnic shelter location. If additional power is desired, the use and description of a renter provided generator must be disclosed on the rental application and receive preapproval. Certain size generators may require a permit. The use of a generator without a permit, if applicable, is not allowed. The City does not provide rentals.

Garbage

Garbage must be contained to on-site garbage receptacles. Additional garbage or items too large to fit into onsite receptacles should be removed and appropriately disposed of by the renter at the end of the reservation period.

Reservation Arrangements & Requirements

1. Reservations can be made up to six months in advance and a minimum of 14 calendar days.
2. Renters must be 18 years of age or older and must sign the City's Picnic Shelter Rental Application and Agreement.
3. Applicant must be present for the entire duration of the rental.
4. Groups composed of minors shall always be supervised by a sufficient number of adults (18 years of age or older) while using City facilities.
5. The Applicant is considered to be the responsible party in case of damage, theft, or disturbance during use of City facilities.
6. All rentals are for private, by invitation only parties, not open to the public.
7. All renters shall be responsible for obtaining and maintaining, at no cost to the City, all licenses, permits, and other authorizations required to conduct rental activities. Food trucks may be permissible, but only with City approval and may additionally require a Special Event Permit.
8. Renter shall be responsible for restoring the picnic shelter to the condition it was in prior to rental. All garbage/recycling shall be deposited in the appropriate container, and all food and beverages shall be removed from the premises.
9. The Renter is the responsible party in case of damage, theft, or disturbance during use of the picnic shelter.

Cancellation and Refunds

The City may cancel a reservation at any time due to an emergency, severe weather or situations that may result in facility damage or personal injury. The City Manager or designee can also cancel a reservation if picnic shelter is needed for a city sponsored event. In such instances a full refund will be provided.

No refunds will be provided due to weather conditions. Cancellations must be made by email to reservations@kenmorewa.gov. Cancellations 60+ days in advance will receive 75% refund. Cancellations 30-59 days in advance will receive 50% refund. Cancellations 0-29 days in advance will receive no refund. Refunds will be credited with the original form of payment.

Long-Term Ongoing Rentals

Rentals that book multiple dates at a consistent day and time require approval by the City Manager or designee, and in most cases requests for an ongoing rental will be approved for no more than three months at a time.

Picnic shelters may not be rented more than once a month by the same applicant unless the applicant is working directly with the City via a Special Event permit or other agreement.

Indemnification

An Applicant must sign the City of Kenmore's Picnic Shelter Rental Application and Agreement. Applicant agrees to indemnify and hold the City, its elected officials, officers, employees, agents and volunteers harmless from any and all claims, demands, losses, action and liabilities, including costs or attorney's fees, to or by any and all persons or entities, including, without limitation, their respective agents, licensees, or representatives, arising from, resulting from or connected in any way with the rental of a park picnic shelter by the Applicant and attendees of the activity, or by the Applicant's or attendees' breach of the rental policies or rental agreement. The City is not responsible for lost, stolen or damaged items.

Liability Insurance Coverage

Liability insurance naming the City of Kenmore as an additional insured is required for events that exceed 100 people or for other reasons as deemed necessary by the City Manager or designee. Applicants required to obtain insurance shall provide proof of commercial general liability insurance in the amount of \$1,000,000 combined, single limit per occurrence. Such insurance shall be primary over any coverage held by the City and shall name the City as an additional insured. Two weeks prior to the facility rental date, the applicant shall submit a copy of the insurance policy declaration page to the City as evidence of acceptable insurance coverage. The certificate of insurance shall include the following items: location of activity; type of activity; separate endorsement sheet; date(s) of coverage.

Amplified Sound

Noise levels must comply with Kenmore Municipal Code 8.05 Noise. Sound shall not be audible at a distance greater than 75 feet from the source. Amplified sound must cease

by 9:00 p.m. Please be respectful of residential neighbors, businesses and other park users. Speakers must face inward, towards the event, not outward towards open park area or neighbors.

Decorations & Signs

Decorations or signs can be hung using non-damaging, paint safe tape only. All decorations, signage, banners, tape, strings, supplies and equipment are to be removed by the end of the rental period. No décor/signage may be attached or displayed outside of the rental area.

Deliveries

Applicants must get pre-approval to schedule deliveries for their rental period. The Applicant must be present to accept or sign for any deliveries related to the event, and the delivery/pick up time will be considered part of the rental period. No onsite storage space is available before or after the rental period.

City Codes and General Use Policies

All City of Kenmore codes and ordinances are in effect and enforced during the use of City of Kenmore facilities. Regulations governing sound, vehicle access, etc. apply per the [City of Kenmore Municipal Code](#). The renter agrees to comply with all local, state and federal non-discrimination laws, regulations and policies while renting a city facility.

The following activities are not allowed by drop-in park users or private party rentals:

- Inflatables/bouncy houses, hamster balls, bubble soccer, dunk tanks, pony rides, petting zoos, trackless trains, laser tag, foam parties, all other high-risk activities.
- Events advertised on social media, by flyer, etc.
- Events open to the public.
- Solicitations and advertising.
- Business use and/or selling of merchandise/services.
- Alcohol service and/or consumption.
- Fireworks.
- Amplified sound audibles 75 feet beyond its origin.
- Motorized vehicles on turf, grass, or sidewalks
- Digging and/or driving stakes into the ground
- Confetti, glitter, and paint.

City or Park staff may or may not be onsite during your rental.

If you have an emergency, please call 911.

To report a nonemergency issue please use the [Report a Concern Online Form](#) on the City's website.

No Election/Campaign Activity In Violation of Law: City of Kenmore facilities may not be used for campaign purposes in violation of RCW 42.17A.555, WAC 390-05-271 and WAC 390-05-273.

No Endorsement: Receiving permission to use City facilities does not constitute an endorsement of a group's philosophies, policies, or beliefs.

Distribution of Give-Aways: The City reserves the right to deny the distribution of items at events deemed to be hazardous, a nuisance or not family friendly.

City Can Add Restrictions/Requirements: The City can add requirements and/or restrictions as deemed necessary, depending on the event. The City will identify the required additional requirements and/or restrictions in writing five (5) business days in advance of the event (or prior to the Applicant's final payment securing the reservation) and the Applicant's signature agreeing to the additional conditions will be required. The City can deny rental requests due to staff or facility availability, incompatibility of the rental request with the City facilities, or other reasons. All requests are subject to the approval of the City Manager or designee. The City reserves the right to terminate an event if risks to safety or property exist or if users are violating facility use policies or other laws.

Policy Interpretation and Amendments: The City Manager shall have the authority to exercise reasonable judgement and discretion in the interpretation and amending of these policies.

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 1/27/2025

Subject/Topic:	Proposed Council Action/Motion:
Approval of 2025 Annual Docket of the Planning Commission Department: Community Development Prepared by: Debbie Bent, Community Development Director Todd Hall, Principal Planner Attachments: 1 – Staff Memo 2 – Staff Analysis and Recommendations for the 2025 docket 3 –Docket Prioritization List 4 –Schedule	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☒ Adopt/Approve ☐ Authorize ☐ Other: Approve the 2025 Planning Commission Docket.

Approvals:

Department

Head DB, 1/15/25

City

Attorney

NA

Finance

Director

NA

City

Manager

RK 1/16/2025

Optional

Summary/Background:

At the January 13, 2025, City Council study session, staff reviewed the proposed 2025 annual Planning Commission docket. Staff recommends the following City-initiated projects be reviewed by Planning Commission.

- Middle housing (MH), ADUs, cottage housing regulations, including Land Use/Zoning Map amendments and small houses on small lots (due by June 30, 2025)
- Land Use Element/Housing Element amendments related to MH regulations (due by June 2025)
- PROS Plan/Parks & Recreation Element/Parks CFP (2025-26)
- Bastyr Comp Plan Amendments (Comp Plan/zoning amendments & master plan update) (docket request submitted 2025)

The annual docket review process, outlined in Chapter 19.20 of the KMC, determines which amendments to the City's Comprehensive Plan and related development regulations will be forwarded to the Planning Commission for their review and recommendation during the year. Private applicants have the opportunity to submit requests for amendments during an open docket application period, which, for 2025, occurred in November of 2024. A number of projects have been identified by staff, the

City Manager, the Planning Commission, the City Council, and others as work program or potential docket items.

Threshold criteria for inclusion on the annual Planning Commission docket are established in KMC19.20.080. The criteria are:

- The City has the resources, including staff and budget, necessary to review the proposal; and
- It has been more than two years since the proposed amendment has been considered unless a compelling reason for changed circumstances can be made; and
- The proposal would correct an inconsistency within or make a clarification to a provision of the comprehensive plan; or
- All of the following:
- The proposal demonstrates a strong potential to serve the public interest by implementing specifically identified goals and policies of the comprehensive plan; and
- The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process.

Once the City Council sets the 2025 annual docket work program, the Planning Commission will spend the year reviewing and discussing the proposed docket amendments before making their recommendations to the City Council.

Staff requests that the City Council approve the 2025 Planning Commission docket.

Previous Council Action(s):

None

Fiscal Consideration:

None

City Council Priorities or Budget Objective Being Addressed:

Priority 2: "Preserve and increase availability of all types of housing at all income levels, including the needs of people experiencing homelessness."

Priority 4. "Promote sustainable Economic Development Strategies that enhance downtown and attract residents, small businesses, and visitors."

Priority 9. "Explore opportunities to expand Parks and Recreation."



Memorandum

TO: City Council

FROM: Debbie Bent, Community Development Director
Todd Hall, Principal Planner

DATE: January 27, 2025

SUBJECT: Approval of 2025 Annual Docket

Summary

Each year the City Council approves the annual docket for the Planning Commission, which includes amendments to the Comprehensive Plan and related development regulations.

The City received three-privately initiated amendments, one of which is recommended to be reviewed by the Planning Commission.

Background

The annual docket review process, outlined in Chapter 19.20 of the KMC, determines which amendments to the City's Comprehensive Plan and related development regulations will be forwarded to the Planning Commission for their review and recommendation during the year. Private applicants have the opportunity to submit requests for amendments during an open docket application period, which, for 2025, occurred in November of 2024.

A number of projects have been identified by staff, the City Manager, the Planning Commission, the City Council, and others as work program or potential docket items.

Threshold criteria for inclusion on the annual Planning Commission docket are established in KMC19.20.080. The criteria are:

- The City has the resources, including staff and budget, necessary to review the proposal; and
- It has been more than two years since the proposed amendment has been considered unless a compelling reason for changed circumstances can be made; and
- The proposal would correct an inconsistency within or make a clarification to a provision of the comprehensive plan; or
- All of the following:
- The proposal demonstrates a strong potential to serve the public interest by implementing specifically identified goals and policies of the comprehensive plan; and,
- The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process.

Once the City Council sets the 2025 annual docket work program, the Planning Commission will spend the year reviewing and discussing the proposed docket amendments before making their recommendations to the City Council.

Staff requests that the City Council approve the 2025 Planning Commission docket.

Staff Analysis and Recommendations for 2025 Planning Commission Docket

	2025 Docket Item	Source	Recommendation	Analysis
1.	Middle Housing and Accessory Dwelling Unit (ADU) Regulations, including Land Use/Zoning Map Amendments, cottage housing, small houses on small lots.	State-mandated update per HB 1110 and 1337	Add to 2025 docket	<u>Docket Criteria</u> • <i>The City has the resources, including staff and budget, necessary to review the proposal.</i> Yes. Community Development staff and the consulting team of Kimley-Horn (hired in 2024 to help with the middle housing project) are working collaboratively on this project. This project, including consultant assistance, was funded by a grant from the Department of Commerce awarded in 2023. • <i>It has been more than two years since the proposed amendment was considered.</i> Yes. The regulations are required by State-mandates passed by the Legislature in 2023. • <i>This proposal has strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.</i> The proposed regulations will allow for a variety of new housing options in the City. The project supports multiple goals and policies of the recently adopted Comprehensive Plan. These include, but are not limited to: ○ Land Use Goal 1: Enhance Kenmore's quality of life as a place for a diverse range of residents to live, raise children, recreate, work, shop and socialize. ○ Policy LU-1.5.1: Ensure that zoning regulations provide for a range of housing types and densities, such as lower density neighborhoods, and medium density neighborhoods that combine lower density housing such as single-family, duplexes, triplexes and cottage housing, and neighborhoods with larger-scale multifamily developments. ○ Policy LU-1.9.5: Promote middle housing through city policies and codes to allow for broader housing types identified in

				residential zones, reduce climate-related displacement, and increase access to City transit systems. ○ Housing Goal 1: Promote and maintain strong, diverse equitable, and inclusive residential neighborhoods. ○ Policy H-4.3.2: Allow and accommodate accessory dwelling units in low and medium density residential districts. • <i>The public interest would best be served by considering the proposal in the current year.</i> The State requires jurisdictions to adopt new middle housing and ADU regulations no later than June 30, 2025.
2.	Land Use Element/Housing Element amendments related to middle housing regulations	Related to Item 1 above.	Add to 2025 docket	<u>Docket Criteria</u> • <i>The City has the resources, including staff and budget, necessary to review the proposal.</i> Yes. Community Development updated the Housing and Land Use Elements in 2024 as part of the periodic update of the Comprehensive Plan. • <i>It has been more than two years since the proposed amendment was considered.</i> Yes. The regulations are required by State-mandates passed by the Legislature in 2023. • <i>This proposal has strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.</i> These two elements will need adjustments due to newly adopted State legislation regarding middle housing and accessory dwelling units (ADUs). The proposed regulations will allow for a variety of new housing options in the City. The project supports multiple goals and policies of the recently adopted Comprehensive Plan. These include, but are not limited to:

				- Land Use Goal 1: Enhance Kenmore's quality of life as a place for a diverse range of residents to live, raise children, recreate, work, shop and socialize. - Policy LU-1.5.1: Ensure that zoning regulations provide for a range of housing types and densities, such as lower density neighborhoods, and medium density neighborhoods that combine lower density housing such as single-family, duplexes, triplexes and cottage housing, and neighborhoods with larger-scale multifamily developments. - Policy LU-1.9.5: Promote middle housing through city policies and codes to allow for broader housing types identified in residential zones, reduce climate-related displacement, and increase access to City transit systems. - Housing Goal 1: Promote and maintain strong, diverse equitable, and inclusive residential neighborhoods. - Policy H-4.3.2: Allow and accommodate accessory dwelling units in low and medium density residential districts. <i>The public interest would best be served by considering the proposal in the current year.</i> The State requires Comprehensive Plans and development regulations to be consistent with each other. These amendments are necessary to ensure their consistency.
3.	KMC updates needed per middle housing regulations (e.g., parking, road/fire access, utilities, landscaping, stormwater, easements)	Related to Item 1 above.	Add to 2025 Docket	<u>Docket Criteria</u> <i>The City has the resources, including staff and budget, necessary to review the proposal.</i> Yes. Community Development staff and the consulting team of Kimley-Horn are working collaboratively to update Title 18 to include middle housing regulations. <i>It has been more than two years since the proposed amendment was considered.</i> Yes. These regulations are new updates and are related to required State-mandated regulations (middle housing) passed by the Legislature in 2023.

			<i>This proposal has strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.</i> This project is necessary in order to ensure consistency with the new housing regulations. The proposed regulations will allow for a variety of new housing options in the City. The project supports multiple goals and policies of the recently adopted Comprehensive Plan. These include, but are not limited to: - Land Use Goal 1: Enhance Kenmore’s quality of life as a place for a diverse range of residents to live, raise children, recreate, work, shop and socialize. - Policy LU-1.5.1: Ensure that zoning regulations provide for a range of housing types and densities, such as lower density neighborhoods, and medium density neighborhoods that combine lower density housing such as single-family, duplexes, triplexes and cottage housing, and neighborhoods with larger-scale multifamily developments. - Policy LU-1.9.5: Promote middle housing through city policies and codes to allow for broader housing types identified in residential zones, reduce climate-related displacement, and increase access to City transit systems. - Housing Goal 1: Promote and maintain strong, diverse equitable, and inclusive residential neighborhoods. - Policy H-4.3.2: Allow and accommodate accessory dwelling units in low and medium density residential districts. <i>The public interest would best be served by considering the proposal in the current year.</i> The State requires jurisdictions to adopt new middle housing and ADU regulations no later than June 30, 2025. These regulations are related to the new middle housing regulations.
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4.	PROS Plan/Parks & Recreation Element/Parks CFP	City- and State-mandated	Add to 2025 Docket	<u>Docket Criteria</u> • <i>The City has the resources, including staff and budget, necessary to review the proposal.</i> Yes. Community Development staff and a consulting team (TBD) will work collaboratively to update the Parks, Recreation and Open Space (PROS) Plan, Parks & Recreation Element of the Comprehensive Plan, Parks Capital Facilities Plan, and update to the park impact fee rate study. • <i>It has been more than two years since the proposed amendment was considered.</i> Yes. The last update to each of these items was in 2020. • <i>This proposal has strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.</i> This project is necessary in order to ensure consistency within the Comprehensive Plan, as also ensure that the City remains eligible for recreation and conservation grants managed by the Recreation and Conservation Office (RCO). The project supports multiple goals and policies of the current Parks & Recreation Element of the Comprehensive Plan. These include, but are not limited to: ○ Objective P-6.1 and Policies P-6.1.1 – 6.1.13: Maintain and update the city Parks, Recreation and Open Space (PROS) plan and conduct other appropriate master planning for Kenmore parks and recreation service delivery. ○ Parks & Recreation Goal P-7: Create a financially sustainable park and recreation system through partnerships and stewardships. ○ Policy P-7.1.2: Develop and prepare six-year capital improvement program projects identifying priorities, specific projects, and capital costs.
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				○ Policy P-7.1.5: Identify and actively seek potential grant funding assistance from public and private sources for habitat restoration, acquisition, development, and renovation. • <i>The public interest would best be served by considering the proposal in the current year.</i> The State requires jurisdictions to adopt an updated PROS Plan to remain eligible for RCO grants. The updated Plan, Parks & Rec element and Parks CFP would ensure the City remains eligible.
5.	Bastyr Master Plan (Comp Plan, Zoning Code Update, Master Plan Update)	Bastyr University	Add to 2025 docket	<u>Docket Criteria</u> • <i>The City has the resources, including staff and budget, necessary to review the proposal.</i> Yes. • <i>It has been more than two years since the proposed amendment was considered.</i> Yes. This is a new request. • <i>This proposal has strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.</i> Bastyr has responded in their application: "The proposal would serve the public interest by providing a revenue source necessary to ensure Bastyr's long-term financial viability. In addition, it would provide additional market rate housing opportunities for the Bastyr community and the citizens of Kenmore. Any specific housing proposal would have to be approved through a Master Plan process, which would incorporate mitigation measures necessary to protect health, safety, and welfare of the environment." The Comprehensive Plan designates the Bastyr University 50-acre Property as the following: "Special Study Area – Bastyr University." The City has designated the St. Thomas Seminary property, owned by Bastyr University as a Special Study Area recognizing the Bastyr University Master Plan approved in December 2009 that will guide the development of the property. The land use designation for the

			Campus is Public and Private Facilities and development activities on the Campus will be limited to activities and levels of use as specified in the approved Master Plan and implementing zone of Public and Semi – Public". The Comprehensive Plan also references Figure LU-4 which references the Master Plan concept approved in the original master plan. The Comprehensive Plan states "The Bastyr University Campus Master Plan is adopted for the approximately 50-acre property in the City and is illustrated in Figure LU-4. The Bastyr University Master Plan and the applied zoning provide for a coordinated multi-use higher education center meeting the vision of the University and the City to support diverse and continuing education opportunities, strengthen the City's economic base, and protect natural features. Figure LU-4 is considered a conceptual graphic, and minor modifications (KMC 19.23.050.A) to site development consistent with City master plan and zoning regulations are considered consistent with the Comprehensive Plan. The City's long-term interest in the property is to have continued use of the site by Bastyr University or a similar institution with public access/use maintained through the use of a purchase of development rights, out-right purchase of portions of the property, off-site density transfers or joint use agreements". The only housing type referenced in the approved master plan is student dormitory housing. The docket request for market rate housing requires amendments to the comprehensive plan, zoning regulations and master plan. The proposal is consistent with, and advances, the following GMA goals (RCW 36.70A.020): <u>Housing</u>. The GMA requires cities and counties to "plan for and accommodate housing affordable to all economic segments of the population of this state, promote a variety of residential densities and housing types." This proposal will bring new market-rate housing opportunities to Kenmore, invigorating the Bastyr campus
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			and locating employees, patients and students closer to the institution that serves them. <u>Economic Development.</u> The GMA requires cities and counties to “encourage economic development . . . , promote economic opportunity for all citizens of this state, especially for unemployed and for disadvantaged persons, promote the retention and expansion of existing businesses and recruitment of new businesses, recognize regional differences impacting economic development opportunities, and encourage growth in areas experiencing insufficient economic growth, all within the capacities of the state's natural resources, public services, and public facilities.” This proposal will promote the retention of Bastyr, an existing business/institution, by providing a necessary revenue stream and invigorating its campus by adding high-quality housing for the Bastyr community and Kenmore residents. • <i>The public interest would best be served by considering the proposal in the current year.</i> Yes. Bastyr is requesting this application be reviewed in 2025 due to the need for a financially sustainable path forward now and so that its future in Kenmore is secure. Per the University, this effort cannot be delayed to a future subarea or plan amendment process.
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	Updates to Downtown Element/Chapter 18.52 KMC, Design Standards – Update Downtown Element figures and Chapter 18.52, Design Standards to align with City’s Climate Action Plan.	Jim Howard		<u>Docket Criteria</u> • <i>The City has the resources, including staff and budget, necessary to review the proposal.</i> No. Due to a large number of state-required items to be adopted in the 2025 workplan and lack of staff resources to accommodate this in the workplan, staff is recommending postponing this item until a future date (2026-27). • <i>It has been more than two years since the proposed amendment was considered.</i> No. Downtown Element was just adopted as part of the Comprehensive Plan update, adopted December 9, 2024. • <i>This proposal has strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.</i> Yes. The proposed amendments would assist in updating the KMC relating to the Downtown Plan, as well as design standards for the downtown area. The regulations would also assist in alignment with the recently adopted Climate Action Plan, adopted in 2024. • <i>The public interest would best be served by considering the proposal in the current year.</i> Yes. While the current Downtown Plan and development regulations are over 20 years old and need to be updated to be in alignment with new Comprehensive Plan policies, staff does not have the resources to complete this update in the calendar year.
	Updates to Chapter 18.35 KMC, Landscaping – Update Chapter 18.35, Landscaping, to align with the City’s Climate Action Plan and City’s Exceptional Tree Ordinance.	Elizabeth Mooney		<u>Docket Criteria</u> • <i>The City has the resources, including staff and budget, necessary to review the proposal.</i> No. Due to a large number of state-required items to be adopted in the 2025 workplan and lack of staff resources to accommodate this in the workplan, staff is recommending postponing this item until a future date (2026-27).

			• <i>It has been more than two years since the proposed amendment was considered.</i> Yes. • <i>This proposal has strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.</i> Yes. The proposed amendments would assist in updating the KMC relating to landscaping and making them consistent with the recently adopted Climate Action Plan and exception tree ordinance. • <i>The public interest would best be served by considering the proposal in the current year.</i> Yes. While the proposal would eliminate some inconsistencies between the Comprehensive Plan and development regulations and the recently adopted Climate Action Plan, staff does not have the resources to complete this update in the calendar year.
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2025 DOCKET/WORK PROGRAM PRIORITIZATION

The “docket” is the Planning Commission’s annual work program. Zoning Code Section 19.20.080 provides threshold review criteria for selecting projects to be placed on the docket. Criteria include how long it has been since the issue was last considered (more than two years unless there’s a compelling reason for taking something up again), correction of inconsistencies or clarifications, and serving the public interest. Another criterion is availability of city resources—whether staffing levels and budget allow review of the proposal.

The attached prioritization chart identifies possible work program items recommended by the staff, the Planning Commission, the City Council, or other entities. Amendments are grouped by department. The proposed year of consideration and lead department are shown. A more complete description of each project follows the chart.

Along with assigning the docket to the Planning Commission, the City Council may directly review projects that are already consistent with the Comprehensive Plan. Work program items from several departments targeted for direct City Council review in 2025 are identified on the following pages. Once Council has approved the docket, staff develops a schedule for Planning Commission and Council.

2025 Planning Commission Docket

The recommended 2025 Planning Commission docket is as follows (the number assigned to each project corresponds to its number in the prioritization chart).

1. Middle housing (MH), ADUs, cottage housing regulations, including Land Use/Zoning Map amendments and small houses on small lots (due by June 30, 2025)
2. Land Use Element/Housing Element amendments related to MH regulations (due by 6/30/25)
3. PROS Plan/Parks & Recreation Element/Parks CFP (Plan due 2/2026; P&R Element/Parks CFP due 12/25)
4. Bastyr Master Plan Update (Comp Plan Update/zoning update/master plan update) (docket request submitted 2025)

2025 Amendments Directly to City Council

Community Development

5. Park Impact Fee Rate Study (adopt 3/26)
6. STEP Regulations/Cold Weather Shelters - emergency shelters, transitional housing, emergency housing, and permanent supportive housing (STEP) regulations (HB 1220); cold weather shelters (adopt 2025)
7. Unit Lot Subdivisions & Impact Fees (adopt 2025)
8. Co-Living Requirements (adopt 2025)
9. Residential Parking Requirements (adopt 2025)
10. Super majority approval of development agreements for certain code deviations (2025-26)
11. TOD "carve-out" regulations (2025-26)
12. Critical area regulations/BAS (per WDFW checklist sent 6/2024) (adopt 2025)

Development Services

13. Conversion of Existing Buildings to Residential Use (promote commercial & MU to residential)
14. Exempt buildings under 12 units, no more than 2 stories from definition of multifamily residential
15. Hosting the homeless by religious organizations – When authorized – Requirements – Prohibitions on local actions; Increasing flexibility for homeless encampments
16. Building/Energy Code Updates
17. Streamlined design review; design guidelines may not reduce density, height, bulk, or scale beyond the underlying zone

Engineering

18. Title 10 vehicles and traffic code revision
19. Title 12 vegetation and maintenance/road standards
20. CTR Ordinance (2025-26)

Public Works

21. Park rules update

Environmental Services

22. Surface Water Master Plan

City Manager

23. Political Sign regulation review

Prioritization Chart

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Year
COMMUNITY DEVELOPMENT						
1. Middle housing (MH) and ADU regulations, including Land Use/Zoning Map amendments and small houses on small lots	State	Yes	Yes	Large	Yes	2025
2. Land Use Element/Housing Element amendments related to MH regulations	State	Yes	Yes	Medium	Yes	2025
3. PROS Plan/Parks & Recreation Element/Parks CFP	Staff	Yes	Yes	Large	No	2025-26
4. Bastyr Comprehensive Plan Amendments (Comp Plan Update, zoning update and master plan update)	Bastyr	Yes	Yes	Large	No	2025
5. Park Impact Fee Rate Study	Staff	No	No	No	No	2025
6. STEP Regulations/Cold Weather Shelters	Staff	No	No	Medium	No	2025
7. Unit Lot Subdivisions & Impact Fees	State	No	No	Medium	Yes	2025
8. Co-Living Requirements	State	No	No	Medium	Yes	2025
9. Residential Parking Requirements	State	No	No	Medium	No	2025
10. Super majority approval of development agreements for certain code deviations	Council	No	No	Medium	No	2025-26

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Year
11. TOD "carve-out" regulations	Council	No	No	Medium	No	2025-26
12. Critical area regulations limited update to comply with WDFW requirements, mandate by December 2025.	State	Yes	Yes	Medium	No	December 2025
DEVELOPMENT SERVICES						
13. HB 1042 – Conversion of existing buildings to residential use (2023) (promote commercial and mixed-use to residential)	State	No	No	Medium	Yes	2025
14. SB 5058 – Exempt buildings under 12 units, no more than 2 stories from definition of multifamily residential	State	No	No	Medium	Yes	2025
15. RCW 35A.21.360 – Homeless by religious organizations	State	No	No	Medium	No	2025
16. Initiative 2066 – Building/Energy Code Update	State	No	No	Medium	Yes	2025
17. HB 1293 – Streamlined design review	State	No	No	Medium	Yes	2025
PUBLIC WORKS						
18. Title 10 Vehicles and Traffic Code Revision	Staff	No	No	Medium	Yes	2025-26
19. Title 12 Vegetation and Maintenance/Road Standards	Staff	No	No	Medium	Yes	2025-26

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Year
20. CTR ordinance	State	No	Yes	Medium	Yes	2025+
PARKS						
21. Park rules update	Staff	No	No	Medium	No	2025-26
ENVIRONMENTAL SERVICES						
22. Surface Water Master Plan	State	No	No	Large	No	2025-26
CITY MANAGER						
23. Political Signs	Staff	No	No	Small	No	2025-26
PRIVATELY INITIATED ITEMS SUBMITTED IN 2025						
Bastyr University (see item #4 above)						
Updates to Downtown Element/Chapter 18.52 KMC, Design Standards (Howard))	Private citizen	No	No	Medium	No	Recommend review in 2026-27
Updates to Chapter 18.35 KMC, Landscaping (Mooney)	Private citizen	No	No	Medium	No	Recommend review in 2026-27
FOR FUTURE CONSIDERATION						
Housing Strategy Plan Update	Staff	No	No	Large	No	2026-27
Expansion of MFTE area	Staff	No	No	Large	No	2026-27
Downtown Subarea Plan/Regulations	Staff	Yes	Yes	Large	No	2026-27
Manufactured Home Park Regulations	Staff	Yes	Yes	Medium	No	2026-27
Neighborhood Commercial Regulations	Staff	Yes	Yes	Medium	No	2026-27

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Year
Economic Development Strategy Update	Staff	No	No	Medium	No	2027-28
Updates to Downtown Element/Chapter 18.52 KMC, Design Standards (Howard)	Private citizen	No	No	Medium	No	2026-27
Updates to Chapter 18.35 KMC, Landscaping (Mooney)	Private citizen	No	No	Medium	No	2026-27
Update of Shoreline Master Program/Shoreline Element/Critical Area Regulations	Staff	Yes	Yes	Large	No	2027-29
Potential Lakepointe Subarea Plan/Regulations/Elimination of P-Suffix regulations	Staff	Yes	Yes	Large	No	2027-28
Placeholder: Updates to regulations to comply with State legislation passed in 2025-26	State	Possibly	Possibly	Large	Yes	2026-28

Explanation of Prioritization Chart Items

Following are more complete descriptions of each item in the docket prioritization chart:

COMMUNITY DEVELOPMENT

1. Middle Housing and ADU regulations, including Land Use/Zoning Map Amendments & small houses on small lots. Complete middle housing and ADU regulations as required by HB 1110 and HB 1337, passed by State in 2023. This also includes related amendments to other regulations (e.g. utilities, landscaping, driveways etc.) to accommodate MH and ADUs. Adoption required by Council no later than June 30.
2. Land Use Element/Housing Element amendments related to MH regulations. Additional amendments to elements, as necessary, per changes to MH regulations (e.g. description of new land use designations). Adopt by EOY 2025.
3. PROS Plan/Parks & Recreation Element/Parks CFP. Update to Parks, Recreation, and Open Space Plan, as required, in order to receive grants by Washington Recreation and Conservation Office. Also update Parks & Rec Element, and Parks CFP of the Comprehensive Plan. PROS must be adopted by February 26, 2026, to remain eligible for RCO grants; P&R Element/Parks CFP adopt by EOY 2025 along with other comp plan docket items.
4. Bastyr Comp Plan Amendments, Zoning Code Update, and Master Plan Update. Bastyr University submitted a docket application with the intent to sell underutilized land on the campus for development of market-rate housing. Bastyr is proposing to amend the "Special Study Area" description in Policy LU-2.1.2; Land Use Element, amend the PSP zoning regulations in KMC 18.27.010 to allow multi-family, market rate housing, and also update the original Bastyr University Master Plan, which was approved in 2009 and extended through 2025 through a Development Agreement minor amendment process.
5. Park Impact Fee Rate Study. Update the Park Impact Fee Rate Study last adopted in 2020. This will be a part of the PROS Plan update. Adopt in 2026.
6. STEP Regulations/Cold Weather Shelters - Per HB 1220 passed by State in 2021, adopt regulations that address moderate, low, very low, and extremely low-income housing in the housing element of the comprehensive plan. Need to address emergency housing, such that it does not restrict permanent supportive housing, transitional housing, indoor emergency housing or indoor emergency shelters. Also updating Chapter 18.100.210 KMC, Cold Weather Shelters, allowing for extreme weather (low barrier) shelters. Adopt in 2025.

7. Unit Lot Subdivisions & Impact Fees (SB5258). Both passed by State in 2023. ULS allows for subdivisions of parcels into small fee simple lots. This is subdivision of a parent lot into separately owned condominium/townhomes. Also included in the bill, an amendment to RCW 82.02 that requires local jurisdictions that apply impact fees to adopt impact fees that produce proportionately lower impact fees for smaller housing units. Adopt in 2025.
8. Co-Living Units. Passed by State in 2024, allows for co-living in zones that permit multi-family housing. Co-living offers residents private, lockable sleeping units with shared kitchen and restroom facilities. Adopt in 2025.
9. Residential Parking Requirements. Passed by State in 2024, requires cities to adopt new residential parking requirements (e.g. space dimensions, parking enclosures, tandem spaces, surfacing materials). Adopt in 2025.
10. Super majority approval of development agreements for certain code amendments. Council-initiated amendment to require super majority for development agreements depending on type of code amendments
11. Review of the Transit-Oriented Development (TOD) "carve-out" regulations. A "carve-out" of the City's updated TOD regulations was made in 2022 pending a Swamp Creek corridor assessment (#21). In the "carve-out" the pre-existing interim zoning rules were retained. The corridor assessment was completed, in 2024 and so the "carve-out" regulations will be revisited in 2025.
12. Critical area regulations (per WDFW checklist sent 6/2024). Limited update to Chapter 18.55 KMC to address items from WDFW and comply with best available science. Amendments due by December 2025. Staff anticipates a complete review of critical area regulations and shoreline regulations in 2027-2029. The State mandates that the Shoreline Master Program is updated every ten years, next due June 30, 2029.

DEVELOPMENT SERVICES

13. HB 1042 – Conversion of existing buildings to residential use. Passed by State in 2023, promote commercial and mixed-use to residential. Some provisions include allowing a 50% density increase above what is permitted in the underlying zone if the housing is constructed entirely within the envelope of an existing building; prohibiting the imposition of parking standards on the additional dwelling units; prohibiting imposing additional permitting requirements on use of existing buildings beyond those applicable to all residential development in the zone, with the exception of emergency and transitional housing; prohibiting the imposition of additional design standards; prohibiting requiring that unchanged portions of an existing building used for residential purposes meet the current energy code (however, if any portion of an existing building is converted to

new dwelling units, the new units must meet the current code); and prohibiting denial of a building permit based on certain existing nonconformities unless a city official with decision-making authority makes findings that the nonconformity is causing a significant detriment to the surrounding area.

14. SB 5058. Passed by State in 2023, exempt buildings under 12 units, no more than 2 stories from definition of multifamily residential. This ends requirements for developers of such buildings to submit a building enclosure design document to the building authority before obtaining a building permit; obtain a building enclosure inspection by a qualified building inspector during construction or rehabilitative construction, and; obtain a building enclosure inspection by a qualified building inspector before conveyance of a condominium unit. The effect this is to encourage the development of 2-12 unit condominium buildings, including middle housing buildings, and therefore increasing homeownership opportunities.
15. RCW 35A.21.360 Hosting the homeless by religious organizations. Passed by State in 2023, amend zoning code relating to temporary homeless encampments. Any conditions imposed by cities and counties must be necessary to protect public health and safety and must not substantially burden the decisions or actions of a religious organization regarding the location of housing or shelter for homeless persons on property owned by the religious organization. Also addressing length of stay at shelters (currently 125 days).
16. Initiative 2066 – Building & Energy Code Update. Effective 12/5/24, in response to HB 1589 passed by State in 2024. I-2066 bans the Washington state energy code from “prohibiting, penalizing, or discouraging the use of gas in any form of heating, or for uses related to any appliance or equipment, in any building.
17. HB 1293 – Passed by State in 2023, minor change to define streamlined design review process. Minor change to reflect that design guidelines may not reduce density, height, bulk, or scale beyond the underlying zone.

PUBLIC WORKS

18. Title 10 Vehicles and Traffic Code Revision. The City’s traffic safety and traffic management policies are maintained by EN. This project would include review of potential amendments related to on-street parking and new regulations related to alternative modes of travel (e-bikes, scooters, bike share, etc.), along with other potential amendments to update Title 10.
19. Title 12 Vegetation and Maintenance/Road Standards. Update to vegetation and maintenance standards for streets, sidewalks and public spaces. Responsibilities for adjacent property owners.

20. CTR ordinance. State law requires that cities have a commute trip reduction (CTR) ordinance applicable to businesses which have more than 100 full-time employees. State CTR funds are not available to jurisdictions without an ordinance. Kenmore's largest employer, Bastyr University, already has its own CTR plan, required through the Bastyr University Master Plan.

PARKS

21. Park rules update. Titles 8 and 9 address a number of park-related issues, including how to handle park use and reservations.

ENVIRONMENTAL SERVICES

22. Surface Water Master Plan (SWMP). Update of the SWMP which guides projects and strategies that manage the City's surface water and stormwater that protects the environments, meets the needs of the community, and follows state, federal, and local regulations. Also stream naming.

CITY MANAGER

23. Political Signs. Review political sign regulations to ensure compliance with state law.

PRIVATELY SUBMITTED ITEMS SUBMITTED IN 2025

The following items were submitted by private applicants.

Bastyr Comp Plan Update, Zoning Code Update, and Master Plan Update – See Item 4 above for description.

Updates to Downtown Element/Chapter 18.52 KMC, Design Standards (Howard) – See description below.

Updates to Chapter 18.35 KMC, Landscaping – See description below.

FOR FUTURE CONSIDERATION

Housing Strategy Plan Update - Review and re-prioritizing of the projects within the Housing Strategy Plan adopted in 2017.

Expansion of MFTE Area – The MFTE can be used in some parts of the downtown and in the TOD District but is not available in other areas of the City. The City may wish to expand the MFTE to remaining parts of the City’s downtown, including Lakepointe. MFTE is an important incentive to affordable housing development.

Downtown Subarea Plan/Regulations – Update to the Downtown Plan (2003) and development regulations. Downtown Kenmore is identified as a Countywide Growth Center by King County.

Manufactured Home Park Regulations – Rezoning and new regulations for MHP properties north of SR-522.

Neighborhood Commercial Regulations – Develop new regulations allowing for small-scale, neighborhood commercial uses within walking or bicycling distance of homes. A new policy (LU-1.2.6) was adopted in the Land Use Element of the Comprehensive Plan.

Economic Development Strategy Update – Review of priority items from the Economic Development Strategy that was adopted in 2018. In 2023 a new “three prong” approach was adopted for economic development, aligned with the adopted Economic Development Strategy: 1. Be a well-run city; 2. Seize strategic opportunities; 3. Focus on key partnerships.

Updates to Downtown Element/Chapter 18.52 KMC, Design Standards – Update Downtown Element figures and Chapter 18.52, Design Standards to align with City’s Climate Action Plan. ** Due to a large number of state-required items to be adopted in the 2025 workplan, staff is recommending postponing this item until a future date (2026-27).

Updates to Chapter 18.35 KMC, Landscaping – Update Chapter 18.35, Landscaping, to align with the City’s Climate Action Plan and City’s Exceptional Tree Ordinance. ** Due to a large number of state-required items to be adopted in the 2025 workplan, staff is recommending postponing this item until a future date (2026-27).

Update of Shoreline Master Program/Shoreline Element/Critical Area Regulations – Update to the Shoreline Master Program, Shoreline Element of the Comprehensive Plan, and update of Title 18.55 KMC, Critical Area Regulations to be in compliance with Best Management Practices. Last adopted in 2020.

Potential Lakepointe Subarea Plan/Regulations/Elimination of P-Suffix regulations – The planned future of the Lakepointe site could be considered if talks with a private developer are stalled and/or based on other development options. Review and elimination of P-suffix conditions could be considered as part of a future Lakepointe development plan.

Placeholder: Updates to regulations to comply with State legislation passed in 2025-26 – Updates to applicable KMC titles based on any new legislation passed by State legislature.

		MIDDLE HOUSING	COMP PLAN AMENDMENTS		BASTYR	OTHER REGULATIONS/ITEMS								
	Meetings and Key Dates	Middle Housing/ADUs/Cottage Housing/Small House Regulations (Staff/Consultant)	Housing & Land Use Element (Middle Hsg) (Todd)	PROS/CF Elements (Todd)	Bastyr (CPA/Zoning/Master Plan (Todd/Debbie)	Unit Lot Subdivision & Impact Fees (Sr. Plnr)	Co-Living (Sr. Plnr)	Residential Parking (Sr. Plnr)	Critical Area Regs (Consultant)	Park Impact Fee Rate Study (2026) (Consultant)	DA Super Majority (Sr. Plnr)	STEP/ Shelters (Sr. Planner/Tambi)	TOD Carve-Out Regs (Sr. Plnr)	
2025		PLANNING COMMISSION REVIEW												
	January 7 - PC	PRA/OPMA												
	January 13 - CC	2025 Preliminary Docket Review											Interim extension	
	January 21 - PC	Briefing/Introdcution												
	January 27 - CC	Docket Adoption & Joint Meeting with Planning Commission (LCA/middle housing approach)												
	February 4 - PC	Discussion												
	February 18 - PC	Discussion												
	March 4 - PC	Discussion												
	March 18 - PC	Hearing												
	March 24 - CC		Introduction			Introduction								
	April 1 - PC													
	April 7 - CC	PC Recommendations									Introduction			
	April 15 - PC					Discussion								
	April 21 - CC	Discussion	Discussion											
	May 6 - PC		Discussion											
	May 19 - CC	Discussion												
	May 20 - PC													
	June 3 - PC		Hearing (if substantive changes from PC)											
	June 2 - CC													Hearing
	June 9 - CC			Discussion										
	June 17 - PC													
	June 23 - CC		Dicussion (TBD)											
	June 30 - CC	Council adoption												
	July 1 - PC Cancel													Council adoption
	July 7 - CC													
	July 8 - PC						Discussion							
	July 14 - CC													
	July 15 - PC									Discussion				
	August 5 - PC													
	August 19 - PC													Discussion
	September 2 - PC													
	September 8 - CC													
	September 15 - CC											Discussion		
	September 16 - PC											Hearing		
	October 6 - CC													
	October 7 - PC													
	October 21 - PC			PC Recommendation										
	October 28 - CC													
	November 4 - PC													
	November 17 - CC													
	November 18 - PC													
	December 2 - PC				Council adoption									
	December 8 - CC													
	December 16 - PC Cancel													

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 1/27/2025

Subject/Topic:	Proposed Council Action/Motion:
Joint Planning Commission - Land Capacity Analysis & Middle Housing Discussion Department: Community Development Prepared by: Debbie Bent, Community Development Director Todd Hall, Principal Planner Attachments: 1 – Land Capacity Analysis 2 – Middle Housing Briefing Memo 3 – Development Code Review Outline 4 – Presentation	☐ Information Only ☐ Receive and File ☒ Discuss ☒ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☐ Authorize ☐ Other: Discuss Land Capacity Analysis and provide direction on middle housing regulations.

Approvals:

Department Head DB, 1/16/25 City Attorney NA Finance Director NA City Manager RK 1/16/2025 Optional _____

Summary/Background:

At the January 27, 2025, City Council meeting, Community Development staff and the consulting team from Kimley-Horn (Clay White and Nick Chen) will give a presentation that provides an overview of the Land Capacity Analysis methodology and results (Appendix H of the 2024 Comprehensive Plan), an overview of legislation related to middle housing and accessory dwelling units, and an outline of questions for discussion/direction related to the middle housing approach and regulations.

The City must adopt new zoning regulations for middle housing and ADUs by June 30, 2025. Amendments to the Comprehensive Plan Housing and Land Use Elements may also be needed for consistency.

Previous Council Action(s):

The City recently adopted amendments to the Housing Element and Land Use Elements of the Comprehensive Plan (2024).

Fiscal Consideration:

Contract 23-C2995 with Kimley Horn (\$111,250) for consultant assistance with Middle Housing including the land capacity analysis was funded by a Department of Commerce grant \$40,000 and General Funds budgeted in the Community Development Department budget for 2023-2024.

City Council Priorities or Budget Objective Being Addressed:

Priority 2: "Preserve and increase availability of all types of housing at all income levels, including the needs of people experiencing homelessness."



MEMORANDUM

To: Todd Hall and Debbie Bent
City of Kenmore

From: Joel Farias, Sam Matterazzo, Clay White, and Nick Chen
Kimley-Horn and Associates, Inc.

Date: November 1, 2024

Subject: Land Capacity Analysis Memorandum

INTRODUCTION AND INITIAL FINDINGS

The City of Kenmore (City) contracted Kimley-Horn and Associates, Inc. (Kimley-Horn) to prepare a Land Capacity Analysis (LCA) consistent with the Growth Management Act (GMA) requirements in RCW 36.70A.115 and WAC 365-196-325. The LCA was prepared based on the methodology used in the 2021 King County Urban Growth Capacity report. The LCA reviews existing capacity for population, housing, and employment in the City limits.

Table 1 shows the initial findings of the LCA under existing conditions. **Overall, the City showed sufficient total capacity for housing, jobs, and population allocations.** The following methodology walks through each step of the analysis.

Table 1: Initial Findings Summary

Subject	Findings
Housing Capacity (inc. pipeline)	6,748 dwelling units
Housing Surplus	3,678 dwelling units
0-80% AMI Housing Surplus	2,147 dwelling units
>80-120% AMI Housing Surplus	1,531 dwelling units
Net Commercial/Industrial Capacity	52.38 acres
Employment Capacity	3,252 jobs
Employment Surplus	52 jobs

METHODOLOGY

As part of the City of Kenmore's 2024 Comprehensive Plan Periodic Review and update, an analysis of housing, population, and employment land capacity is required. This analysis is conducted utilizing the methodology as outlined in the [2021 King County Urban Growth Capacity Report](#) (UGC). The UGC Report was completed before The Department of Commerce created the [Housing for All Planning Tool \(HAPT\)](#), so [Commerce's 2024 guidance on implementing HB 1220](#) was used for calculating capacity by Area Median Income. The objective is to determine whether Kenmore possesses sufficient land densities and buildable lands to accommodate planned growth out to 2044.

King County, in compliance with the 2021 Washington House Bill 1220 amendments to the GMA, has allocated projected growth (population, housing, and jobs) to the City of Kenmore. House Bill 1220 requires jurisdictions to address the housing needs of people making different incomes as part of their Comprehensive Plan updates. To satisfy these new requirements, an analysis of the City's existing and proposed zoning and development regulations was completed to demonstrate that the housing types and quantities that meet the need of each of the Areas Median Income brackets is available.

The King County CPPs allocated a total of 3,070 housing units to the City of Kenmore to plan for between 2020 and 2044. **Table 2** shows how the 3,070 units of housing are broken down by income level. The CPPs allocated a job growth target of 3,200 jobs between 2020 and 2044. The existing jobs as of 2023 were used to capture job growth between 2020 and 2023.

Table 2: City of Kenmore Permanent Housing Needs by Income Level (% of Area Median Income)

2020-2044	Total	0-30% Non-PSH	0-30% PSH	>30- 50%	>50- 80%	>80- 100%	>100- 120%	>120%
Estimated Housing Supply (2020)	9,589	359	0	835	1,183	1,277	1,517	4,418
Kenmore Housing Growth Targets (2020-2044)	3,070	1,063	559	483	393	75	85	412

Source: [King County Countywide Planning Policies](#) (CPPs), 2023

Table 3: Employment Targets

City	2023 Job Total	2044 Job Target Allocation
Kenmore	4,165	3,200

Source: [PSRC Covered Employment](#), 2023 and [King County Countywide Planning Policies](#) (CPPs), 2023

CURRENT CONDITIONS

A detailed analysis was conducted on the City's existing conditions. The analysis included a review of the City's pipeline housing units. Pipeline units can be summarized as any units that are not reflected in the City's 2020 housing supply used by King County to allocate housing units. The total pipeline count for the City is comprised of three major categories: housing units built since 2020, building permits issued since 2020, and projects currently under review by staff.

Properties in the permit pipeline or with issued building permits are assumed to develop consistent with their permit applications and are excluded from the land capacity analysis. While these properties do not provide capacity for future residential development yet, the anticipated development may be counted toward meeting the projected housing needs. For projects which are under review, a base level permitting step of at least preliminary approval was set to be considered a pipeline development. There is one exception to this rule, and that is if the City is working jointly with a developer to develop a property. Two such projects were identified and classified as pipeline developments.

Residential development that has occurred between Dec 31, 2020 (the base year for the projected housing needs) and September 1st, 2024, was classified as pipeline development and counted toward

meeting projected housing needs. Residential developments classified as pipeline are deducted from the jurisdiction's projected housing needs.

Table 4 and **Table 5** show a summary of the pipeline development units in the City by both housing type and category of pipeline development. **Table 5** shows an "Affordable Pre-App" category with 296 units of pipeline development. This category is comprised of two separate projects that the City is currently analyzing to develop affordable apartments. Both projects propose densities aligned with the allowed density for their respective zones, so they were kept as pipeline even though they have only completed pre-application meetings.

Table 4: Pipeline Units

Housing Type	Number of Units (net)
Single Family	120
Mixed-Use Multifamily	68
Manufactured	-1
Townhome	211
Condo	180
Apartments	349
Accessory Dwelling Unit (ADU)	51
Total	978

Source: Information compiled using City of Kenmore permitting data Jan 2021-Sept 2024

Table 5: Pipeline Development Status

Pipeline Development Type	Number of Units
Housing Built since 2020	275
Issued Building Permits	229
Preliminary Approval	178
Affordable Pre-App	296
Total	978

Source: Information compiled using City of Kenmore permitting data Jan 2021-Sept 2024

Kenmore Zoning

Commerce's Guidance on implementing HB 1220 recommends categorizing existing zones into five categories related to allowed densities. This analysis will refer to the City's zones by these categories for capacity presentation. The zones and zone categories are shown in **Table 6**.

Table 6. Zone Categories

Zone Category	Density Range	City Zone within density range
Very Low Density	0 – 4 du/acre	R-1 and R-4
Low Density	4 – 10 du/acre	R-6
Medium-Low Density	10 – 24 du/acre	NB, R-12, and R-18
Medium-High Density	24 – 48 du/acre	R-24 and CB
High Density	48+ du/acre	DC, UC W, UC E, RB, and DR

ADJUSTMENTS, CONSTRAINTS, AND ASSUMPTIONS

Adjustments

LCA Methodology specifies that “low probability for development” parcels should be removed from the analysis. They are defined as parcels which are:

- Tax exempt (parks, schools, churches, and public facilities)
- Gas stations and condos
- Tracts and easements for access, landscaping, stormwater, or other utility
- Other parcels identified by staff as being low probability for development (i.e. infrastructure constrained sites, sites with historical significance)

1,202 parcels, which met the above conditions, were removed from further analysis.

A “public purpose and right-of-way area” deduction of 10% was applied to all developable parcels. The public purpose and right-of-way deduction accounts for lot area that will be used for streets, sidewalks, and public purpose land (stormwater facilities, open space, other recreational facilities).

Constraints

Areas of the City encumbered by critical areas and their buffers was removed. A critical areas overlay was created in GIS by joining together city-identified steep slopes, wetlands, streams, waterbodies, and protected habitat areas after applying the respective buffer (buffer distances are regulated by the City's code). To calculate developable area, the area of each parcel that is encumbered by the critical areas overlay was removed. Developable area represents the amount of area in each parcel that can be developed.

A map showing the critical areas overlay with Kenmore's zones can be found in [Appendix C](#).

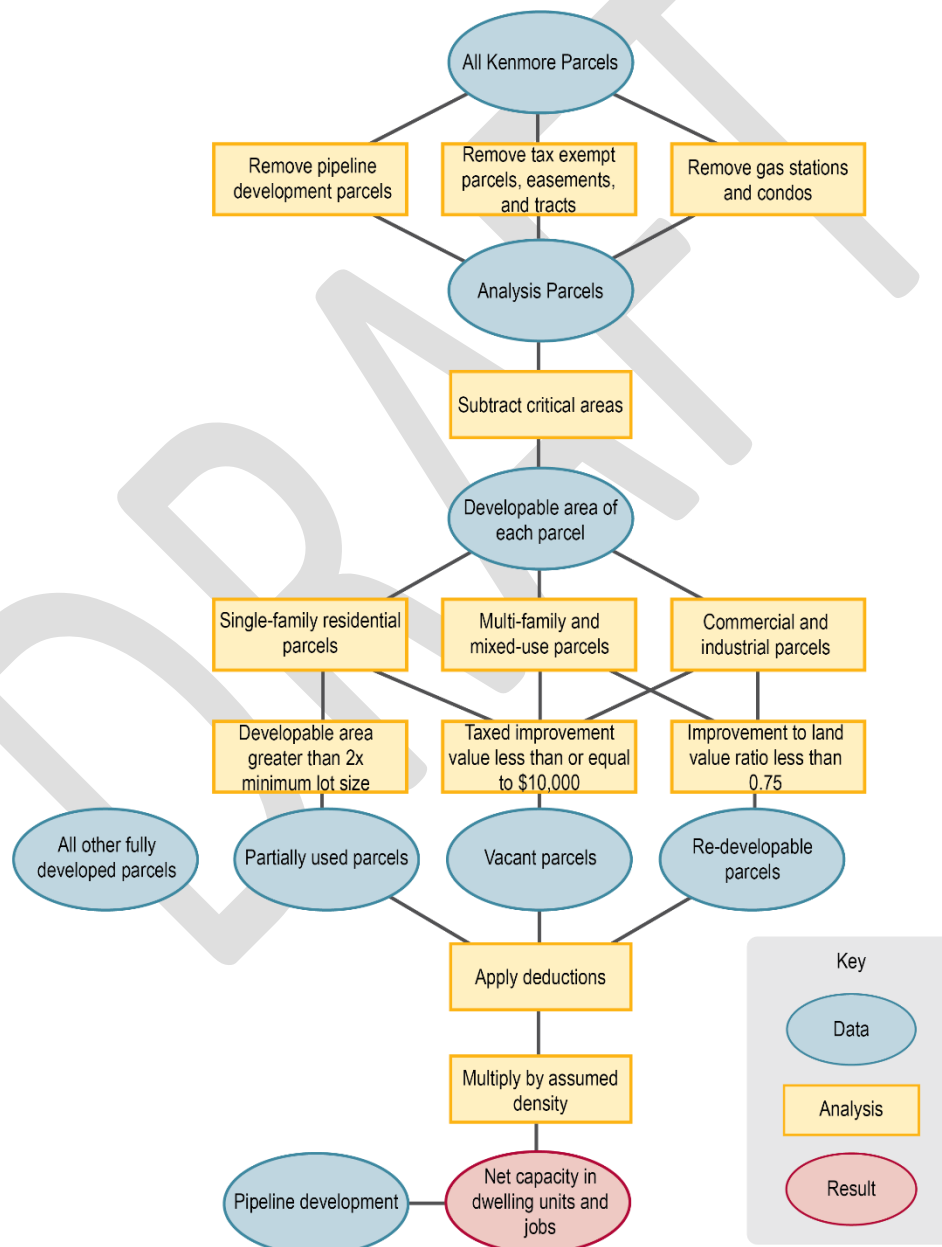
Assumptions

Key assumptions were used for the analysis of the data needed to calculate total capacity of housing and jobs in the City. The following assumptions are based on specific City market factors, coordination with City staff, the King County UGC Report, and Commerce guidance.

1. An affordable housing unit means that the housing unit does not cost more than 30% of household income ([RCW 36.70A.030](#)).
2. It is assumed that higher-density housing is more likely to be affordable to lower-income households. The assumption here is that a two-bedroom apartment home is generally less expensive than a two-bedroom detached single-family home (based on median rent and home values).
3. Permanent supportive housing is more likely in high-density zones that include incentives or subsidies (as noted in [Commerce Guidance](#)).
4. Per the UGC Report, there are no infrastructure constraints in the Kenmore city limits. The City's most recently adopted [Capital Facilities](#) and [Utilities Element](#) also note sufficient capacity for identified future growth. Therefore, an infrastructure deduction was not applied.
5. Re-developable parcels are assumed to be redeveloped within the planning period.
6. Mixed-use zone capacity will be split between job capacity and housing capacity based on base building height (1st floor commercial and every other floor residential will be assumed. For example, a 1-acre vacant parcel in the CB zone, which has a max building height of 35 feet ~3 floors, will be calculated with 33.3% commercial capacity and 66.6% residential capacity).
7. Kenmore's Zoning code ([KMC Title 18](#)) specifies minimum, base, and max residential densities of each zone that allows residential development. There are also standards for developing at densities greater than the listed max density in the Residential Density Incentives and Transfer Of Density code ([KMC 18.80](#)). For this analysis, assumed densities ranged from the listed base density to the listed max density. This assumption is meant to balance developments that will develop at higher densities than the listed max density and developments that will develop closer to the listed base density. Exact densities used for each zone are listed in **Table 8**, where building height, listed densities, and market trends are also analyzed to set densities.
8. Due to the high density allowed in Kenmore's zones with not very much development existing at those high densities, an adjustment was made to further lower capacity. Capacity was calculated using Net site area (removed critical areas, then deducted capacity by public use/infra/access, and market factor).
 Kenmore code 18.30.020 Density calculations – Allowable dwelling units, lots or floor area. Specifies that *"the allowed number of dwelling units or lots (base density) shall be computed by multiplying the **site area*** by the applicable residential base density number."*
 If the gross site area was used for the density calculations, then a much higher capacity would be calculated.
 ***Site area** is defined under KMC 18.20.2750: *"Site area" means the total horizontal area of a project site, less areas below the ordinary high water mark*

9. Transit Oriented Development Overlay assumptions:
 - a. NOTE: The Transit Oriented Development Overlay is currently being replaced by the Urban Center zone with the same zoning standards.
 - b. Six eligible parcels were identified as potential sites for TOD projects:
 - i. PIN: 0114100843- 0.5-acre lot, R-18 zoned parcel with a 2-bd home. Improvement value of \$1,000
 - ii. PIN: 0114100841- 0.5-acre lot, R-18 zoned parcel with a 2-bd home. Improvement value of \$1,000
 - iii. PIN: 0114100885- 2-acre lot, UC zoned parcel. Grocery outlet, \$2.5 million improvement value.
 - iv. PIN: 0114100881- 1.1-acre lot, UC zoned parcel. Parking lot, improvement value of 0.
 - v. PIN: 0114100860- 0.4-acres developable area (1-acre lot area), UC zoned parcel. Restaurant, improvement value of \$1,000
 - vi. PIN: 0114100855- 0.02- acres developable area (0.57-acres lot area), UC zoned parcel. Retail store, improvement value of \$1,000.
 - c. The six parcels with TOD potential are assumed to be completely re-developed, include underground parking, build to max allowed height, and at 150 dwelling units per acre.
 - d. First floor commercial is assumed. After a 10% public use deduction and 15% commercial deduction, there is a net total of 16,057 sf of job capacity (64 jobs at 250 sf per job).
 - e. After a 10% public use deduction and 7% multifamily deduction, there is a total of 369 multifamily dwelling units of capacity.

10. The methodology will use the residential capacity shown in the UGC Report as the existing capacity. A general breakdown of the methodology is shown in the figure below beginning at “All Kenmore Parcels” and ending in “Net capacity”



AREAS AVAILABLE FOR DEVELOPMENT

After pipeline development parcels and “low probability for development” parcels were removed from the analysis. Developable areas were calculated by removing areas encumbered by critical areas. A market factor is assigned to each developable parcel based on the King County UGC Report Market Factor Guidance which designates Kenmore as a High-Capacity Transit jurisdiction and sets ranges for market factors.

Market factor is an adjustment that removes a percentage of total capacity to account for housing units that will not be developed within the planning period even though they show as available. For example, multifamily development on vacant parcels has a 7% market factor. This means that 7% of the gross housing unit capacity are removed due to the assumption that 7% of capacity will not be built by 2044. Re-developable and partially used parcels have a higher market factor because it is more expensive to re-develop than to build on a vacant property. The status (referred to as LCA Status in this memo) of each parcel is broken down into the following designations and market factors:

Table 7: LCA Status Definitions and Market Factors

LCA Status	Definition	Market Factor
Vacant	Where King County parcel data designates the parcel as vacant or if the improvement value is less than \$10,000.	Multifamily: 7% Single Family: 5% Commercial: 15% Industrial: 20%
Partially Used	Only where minimum lot size is used (R-1, R-4, and R-6 zones). Where the developable area of the parcel is at least double the minimum lot size.	Single Family: 9%
Re-developable	Only for non-single family residential. Where improvement to land value ratio is less than 0.75.	Multifamily: 10% Commercial: 25% Industrial: 30%
Pipeline	Parcels with housing built since 2020, building permits issued since 2020, and where projects are currently under review.	Not applicable
Fully Developed	Parcels which do not fall into the any of the above designations.	Not applicable

A map of these parcels is included in [Appendix C](#). King County's market factor ranges for Kenmore can be found in [Appendix B](#).

POTENTIAL YIELDS FOR GROWTH

The King County UGC Report has a methodology for how to calculate residential and commercial development potential for each zone. The net capacity of each zone was calculated using the following steps:

1. Report developable area by LCA Status and by zone.
2. Deduct 10% for rights-of-way and public purpose, determining the actual buildable area.

3. Calculate initial capacity by multiplying assumed density by buildable area, resulting in either initial dwelling unit calculations for residential capacity, or square feet of developable floor area for non-residential capacity.
4. Subtract existing units/development on re-developable parcels.
5. Deduct LCA Status respective market factor to determine the net capacity by zone.

Per the assumptions list, each zone that allows and can feasibly develop with residential development was assigned an assumed density based on existing zoning regulations, market trends, and existing development. Table 8 delivers key information from each applicable zone used to calculate the assumed density along with a short justification for each density.

Table 8: Residential Density Calculation

Zone	Min, Max, and Base Density	Max, Base Height	Assumed Density (du/ac)	Assumptions
R-1	N/A, 1, 1	35	1	Density incentives are less likely to be used in these zones because single-family detached housing, infill lots, ADUs, and low-density attached are the most likely future development in these zones. So base density is a good indicator of the future built density.
R-4	N/A, 6, 4	35	4	
R-6	N/A, 9, 6	35	6	
R-12	9.6, 18, 12	60, 60	18	Townhomes are most likely to be built in these zones due to the allowed and max densities. The R-12 zone is most likely to use density bonuses to build townhomes and the R-18 zone is less likely to build at the max density since the base allowed density (18 du/acre) is already optimal for townhomes.
R-18	13.5, 27, 18	80, 60	18	
R-24	16.8, 36, 24	80, 60	36	With a large max height, mid to high density apartments are most likely to be built in the R-24 zone with the use of density increasing incentives.
NB	N/A, 8, 24	45, 35	24	Mixed-use is allowed in the NB zone with up to 24 du/ac. Assuming 1 st floor commercial and 2 nd /3 rd story residential, the 24 du/ac is achievable.
RB	N/A, 72, 48	55, 55	48	Residential developments are allowed in the RB zone only as mixed-use development at a density of up to 72 du/ac. Due to existing uses in the RB zone (mostly commercial), a conservative, achievable density was used. Another constraint was added to the RB zone which is a 30% market factor to residential capacity for both vacant and re-developable lots instead of the applicable multi-family and commercial market factors.

Zone	Min, Max, and Base Density	Max, Base Height	Assumed Density (du/ac)	Assumptions
CB	18, 36, 24	45, 35	30	The purpose of the community business zone (CB) is to provide pedestrian-friendly, mixed use development. Since most of the area in the CB zone with development potential is in the West subarea which caps building height at 35 feet, a density closer to the base density was used. 30 du/ac is achievable with 3-4 stories, smaller apartment units, and underground parking all within a large structure.
DR	18, 72, 48	80, 60	72	The downtown residential zone provides higher density residential development in support of the downtown commercial zone. The large height limit and encouragement of high density residential in this zone provides a great opportunity to achieve the max density allowed. An additional factor was applied to incorporate mixed-use developments and reduce residential capacity to a more realistic capacity in this zone (15%)
UC West	N/A, 72, 48	55	48	A density a bit lower than the base density was used with assumption of mixed-use developments considering the max height and the City's vision for this are.
UC East	60, 150, N/A	85	150	The vision for this zone is transit oriented developments with no future automobile centric developments allowed. The max density is possible under that assumption. An additional factor was applied to incorporate mixed-use developments and reduce residential capacity to a more realistic capacity in this zone (15%, due to max residential floor area in a mixed-use development being 85%)
DC	60, 120, N/A	85	100	Assumes mixed-use only at 65 ft high (due to zoning restrictions). Vision for the zone includes transit orientation and shared or structured parking. Which encourages high-density residential with less parking. Any development going up in this high land value area would build near max density.

Employment density was already calculated in the UGC Report. The employment density for the City was provided in recommended ranges. Kenmore's range was 200-400 sf per employee for Commercial and Mixed-Use zones and 500-800 sf per employee for Industrial zones.

The assumed densities used for this analysis were 250 sf per job for commercial/mixed-use and 800 sf per employee for industrial. The industrial employee density is conservative due to high cost of re-development in industrial zones. The commercial and mixed-use employee density was set a little under

the middle point of the recommended range due to anticipated increase in mixed-use developments in the downtown corridor which would create denser employment.

Table 9: Employment Densities

Zone type	Assumed Employee Density	Zones
Commercial and Mixed-Use	250 sf per job	NB, CB, DC, UC, RB, and DR
Industrial	800 sf per job	WC

ESTIMATED YIELDS FOR GROWTH

Net housing capacity is found by adding pipeline units to the total housing capacity in the residential and mixed-use vacant, partially used, and re-developable lots. **Table 10** shows the breakdown of capacity by zone category. The results show that there is capacity for 6,748 units after the addition of pipeline development, which is 3,678 units over the allocated amount.

Table 10. Net Housing Capacity

Zoning Category	Housing Capacity	Pipeline	Net Capacity
Very Low Density	243	170	413
Low Density	1,561	0	1,561
Medium-Low Density	179	391	569
Medium-High Density	162	68	230
High Density	3,625	349	3,975
Totals	5,770	978	6,748
Target			3,070
Surplus (Deficit)			3,678

Commerce guidance instructs cities to compare land capacity with housing needs by Area Median Income (AMI) bracket. Therefore, the analysis outlines, based on existing housing diversity and local conditions, which types of housing each zone permits and what income brackets and AMI they align with. For example, the R-6 zone in Kenmore allows detached single-family homes, up to six-unit attached buildings, townhouses, and ADUs. Since these housing types all have the potential to serve different AMI brackets, there was a weight added to each of the housing types in the R-6 zone based on the probability that each would be built. This probability is an assumption based on city staff knowledge, historical building trends, existing zoning, and existing market factors. Based on the weight of each housing type, a total capacity for each AMI bracket was able to be calculated by multiplying the weight by the total capacity in each zone category. The results are shown in **Table 13**. This weight is presented in the form of a ratio and the total ratio for each zone category will ultimately add up to 1.0.

The ratio is used due to zones allowing diverse housing types that serve multiple income brackets. The breakdown of the ratios and weight of each housing type used for each zoning category can be found in [Appendix A](#).

Table 11: Income Levels (AMI=\$147,400)

Income Level	Income Bracket
0-30%	\$0 - \$44,220
>30-50%	\$44,220 - \$73,700
>50-80%	\$73,700 - \$117,920
>80-100%	\$117,920 - \$147,400
>100-120%	\$147,400 - \$176,880
>120%	\$176,880+

Table 12: Relating housing types and income levels to City zones

Zoning Category	Density Range	Assumed Affordability	Zones that allow each density
Very Low Density	0 – 4 du/acre	>120%	R-1 and R-4
Low Density	4 – 10 du/acre	>120%	R-6
Medium-Low Density	10 – 24 du/acre	50-120%	NB, R-12, and R-18
Medium-High Density	24 – 48 du/acre	0-80%	R-24 and CB
High Density	48+ du/acre	0-80%	DC, UC W, UC E, RB, and DR

Housing affordability capacity per zone can be calculated based on the housing affordability assumptions. The capacity was compared to the housing allocations set by King County in **Table 13**.

Table 13: Housing Needs Results using Standard Zoning Regulations

Income Level (AMI ¹)	Income Bracket	Zone Category	Projected Housing Need	Projected Capacity	Surplus/ Deficit
0-30%	\$0 - \$44,220	High Density & Medium-High Density	1,622	1,773	151
>30-50%	\$44,220 - \$73,700	High Density & Medium-High Density	483	1,436	953
>50-80%	\$73,700 - \$117,920	High, Medium-High & Medium-Low Density	393	1,436	1,043
>80-100%	\$117,920 - \$147,400	Medium-Low Density	75	309	234
>100-120%	\$147,400 - \$176,880	Low Density & Medium-Low Density	85	309	224
>120%	\$176,880+	Very Low & Low Density	412	1,485	1,073
Total			3,070	6,748	3,678

1. AMI = Area median income

Table 13 shows that there is sufficient capacity in the city limits to accommodate for the projected housing need for each income band.

Table 14: Employment Capacity

Zone Type	Net Developable Area	Employment Density	Employment Capacity
Commercial and Mixed-Use	768,221 sf	250 sf per job	3,072
Industrial	144,448 sf	800 sf per job	180
All Zones	912,669 sf	Target	3,200
Total Surplus			52

Table 14 shows that there is capacity for 3,252 jobs under existing conditions. The job allocation for the city was 3,200 jobs. The City's job capacity meets the allocation.

Emergency Housing

The City was allocated a total of 587 Net New Emergency Housing Needs. "Emergency Housing" includes emergency housing and emergency shelter and is in addition to permanent housing needs. To report capacity for emergency housing, the City must define "Emergency Housing" in their code and include emergency housing as a use in their zoning tables.

To satisfy this requirement, the City defined emergency housing as "temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless that is intended to address the basic health, food, clothing, and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement." The City currently allows emergency housing in the DC, UC, WC, and RB zones, where hotels are currently allowed. The City is updating zoning regulations to ease the limitations on occupants in an emergency shelter to satisfy the allocation.

APPENDIX A

CONSTRAINTS AND ASSUMPTIONS

Assumptions

Assumed Housing Allocation Ratios.

This table calculates the ratio of each AMI level that could be potentially built in each zone.

Appendix Exhibit 1. Assumed Housing Allocation Ratios

Zone Category	0-30%	>30-50%	>50-80%	>80-100%	>100-120%	>120%
VL	0.05					0.95
L	0.05			0.13	0.13	0.70
ML	0.23	0.18	0.18	0.20	0.20	
MH	0.37	0.32	0.32			
H	0.37	0.32	0.32			

Housing type assumptions and weighting.

This table shows the assumed percentage of future housing that will be built in each zoning category based on recent development, regional market trends, population and employment projections, and development regulation changes.

Appendix Exhibit 2. Projected Development in each Zone Category by Housing Type

	VL	L	ML	MH	H
ADU (not studied as part of this analysis)					
Duplex					
Triplex					
Quadplex					
Townhomes/ Condo		0.25	0.4		
Group Home					
Mixed Use			0.2	0.3	0.6
Mobile/ Manufactured Home					
Multifamily			0.35	0.65	0.35
Supportive/ Subsidized Housing	0.05	0.05	0.05	0.05	0.05
Single Family Detached	0.95	0.7			

Deductions

Appendix Exhibit 3. Adjustments

Constraint or adjustment factor	Definition	Deduction
Critical areas	Any land encumbered by critical areas is removed from the analysis	100%
Public purposes deduction	10% of available land will be needed for public purposes and right-of-way.	10%
Market adjustment factor	See Market Factor Section in Appendix B for exact numbers. Varies by development type and LCA Status	5%-30%
Vacancy rate adjustment	A reasonable factor for vacant units will be based on the most current census data. This adjustment is a deduction to population capacity by implementing a percentage of homes that will be vacant from the total capacity. Only applicable for population calculations. From 2022 ACS 5-year estimate Table B25002	3.7%

Market and median housing costs

The tables below calculate the minimum household income needed to afford each general housing type then converts that to the specific AMI.

The assumption is that, since home price and rent are based on median values, the AMI level calculated in the 4th column (of Exhibit 5) plus the AMI below and above will be able to afford that housing type without being cost-burdened. This is to take into account the upper and lower costs of each housing type since we used median value as the base analysis.

Appendix Exhibit 4. Max monthly cost of housing for each income level to not be cost-burdened (mortgage or rent)

Income Lower limit	Income Upper limit	AMI	Monthly cost of Housing Lower limit	Monthly cost of Housing Upper limit
\$0	\$44,220	0-30%	\$0	\$1,106
\$44,220	\$73,700	>30-50%	\$1,106	\$1,843
\$73,700	\$117,920	>50-80%	\$1,843	\$2,948
\$117,920	\$147,400	>80-100%	\$2,948	\$3,685
\$147,400	\$176,880	>100-120%	\$3,685	\$4,422
	\$176,880	>120%	greater than	\$4,422

Appendix Exhibit 5. Income Level without Subsidies by Housing Types (in Kenmore)

Housing Type	Monthly cost	Annual Household income needed (monthly cost/0.3) * 12	Annual Income Level as a percent of AMI (Based on \$147,400 AMI)
Single-Family	\$7,300	\$292,000	198%
Townhomes	\$2,809	\$112,360	76%
Condo	\$3,200	\$128,000	87%
Apartments	\$1,779	\$71,160	48%

References for above table:

Numbers based on CoStar Data, City of Kenmore, median rent - 2023

Median Rent for apartment: \$1,779

Median Rent for townhome: \$2,809

Numbers based on Zillow, Kenmore City, avg of median sale price - 2023
and Washington Center for Real Estate Research, avg of median sale price - 2023

Median detached single-family value: \$986,483 (\$7,300/month)

Median condo/townhome value: \$443,000 (\$3,200/month)

Monthly cost for single-family homes and condominiums was calculated using the Fannie Mae Mortgage Calculator at <https://yourhome.fanniemae.com/calculators-tools/mortgagecalculator>

Appendix Exhibit 6. Housing Types and Zone Categories

>120% AMI	Very low density	Single Family Detached	R-1 and R-4
		ADU	
		Mobile Home	
>100% AMI	Low density	Attached SF (4-10 du/ac)	R-6
>50-120% AMI	Medium-low density	Townhomes (10-24 du/ac) and condos	NB, R-12, R-18
		Multifamily/Mixed use (10-24 du/ac)	

0-80% AMI	Medium-High density	Mixed Use(24-48 du/ac)	R-24, CB, and DR
		Multifamily (24-48 du/ac)	
0-80% AMI	High density	Mixed Use(48+ du/ac)	DC, UR, UC W, UC E, RB, and DR
		Multifamily (48+ du/ac)	
0-30% AMI	Subsidized housing	Group Home	All Zones at a low rate (5%)
		Supportive/ Subsidized Housing	

Appendix Exhibit 7. Capacity per AMI per Zone Category

Zone category	0-30%	>30-50%	>50-80%	>80-100%	>100-120%	>120%
VL	21	0	0	0	0	393
L	78	0	0	195	195	1092
ML	133	104	104	114	114	0
MH	84	73	73	0	0	0
H	1457	1259	1259	0	0	0



APPENDIX B
MARKET FACTORS

Table 2C– High-Capacity Transit (HCT) Market Alignment Table

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City/Regional Geography		Product-Type Market Factor Alignment			
City	PSRC Designation	Multifamily/MU	Single Family	Office/ Commercial	Industrial
Newcastle	HCT	Low	Medium	Low	High
Woodinville	HCT	Low	Low	Low	Low
Mercer Island	HCT	High	Low	Medium	Medium
Des Moines	HCT	High	Low	Low	Low
Shoreline	HCT	High	Medium	High	High
Kenmore	HCT	Low	Low	Medium	Medium
Lake Forest Park	HCT	High	Medium	High	NA

Table 3A – Market Factor Ranges by Product-Type

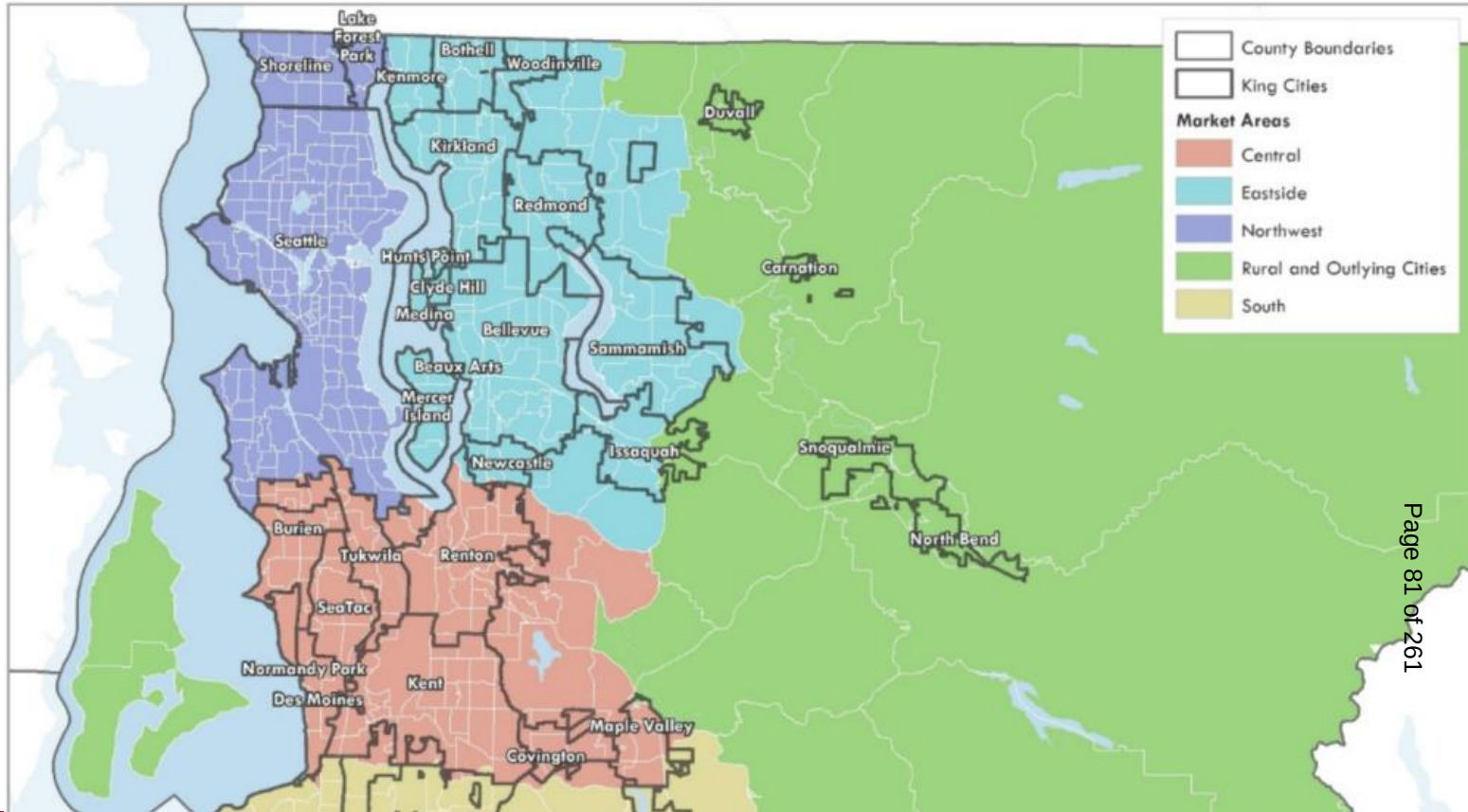
Regional Geography	Product-Type			
	Residential		Non-Residential	
Market Factor Alignment	Multifamily/ Mixed-Res	Single Family	Commercial (Office/Retail/Mixed)	Industrial
Core City				
Low	5%-10%	1%-14%	1%-10%	1%-15%
Medium	11%-20%	15%-20%	11%-20%	16%-35%
High	21%-35%	21%-30%	21%-50%	36%-50%
High-Capacity Transit				
Low	5%-10%	1%-9%	1%-14%	1%-19%
Medium	11%-15%	10%-20%	15%-25%	20%-30%
High	16%-30%	21%-35%	26%-50%	31%-50%
Cities and Towns				
Low	10%-24%	1%-10%	1%-10%	1%-15%
Medium	25%-35%	11%-40%	11%-20%	16%-35%
High	36%-50%	41%-50%	21%-50%	36%-50%
Metropolitan				
Low	5%-10%	1%-14%	1%-10%	1%-15%

Exhibit 2. Recommended Square Foot per Job Assumptions by King County Market Area

Market Area	Average 2006 Employment Density (all zones)	Average 2019 Employment Density (all zones)	Recommended Range for LCA: Commercial and Mixed-Use Zones	Recommended Range for LCA: Industrial Zones
Central	655	608	300–600	700–1,200
Eastside	398	386	200–400	500–800
Northwest	445	415	200–400	500–800
Outlying Cities	669	630	300–600	700–1,200
South	701	724	300–600	700–1,200

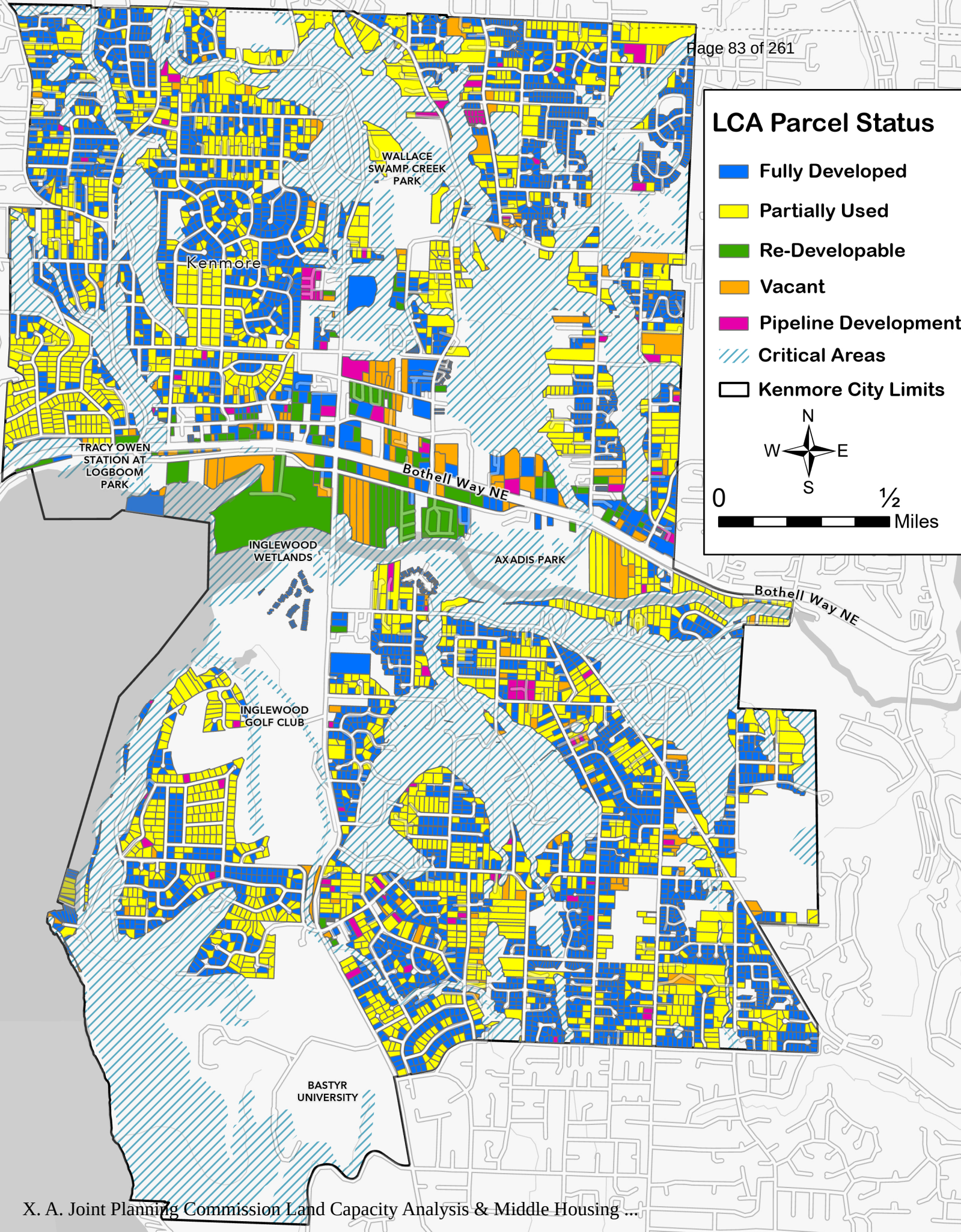
Notes: See Exhibit 3 in Appendix A for a map of jurisdictions included in the average density analysis for each market area.
Sources: BERK, 2020 (See Appendix A for details)

FIGURE 5: EMPLOYMENT DENSITY SUBAREAS



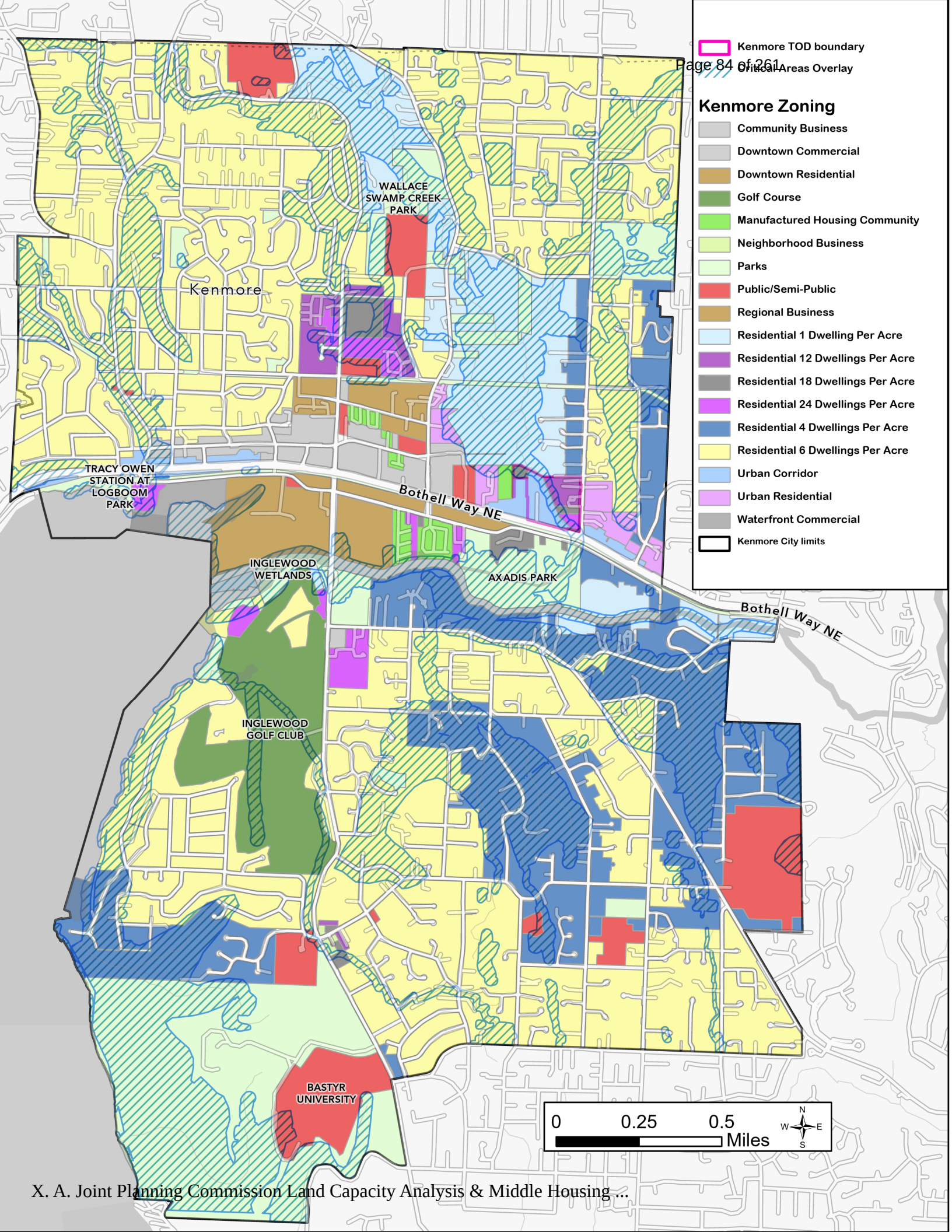
APPENDIX C
LCA MAPS

DRAFT



Kenmore Zoning

- Community Business
- Downtown Commercial
- Downtown Residential
- Golf Course
- Manufactured Housing Community
- Neighborhood Business
- Parks
- Public/Semi-Public
- Regional Business
- Residential 1 Dwelling Per Acre
- Residential 12 Dwellings Per Acre
- Residential 18 Dwellings Per Acre
- Residential 24 Dwellings Per Acre
- Residential 4 Dwellings Per Acre
- Residential 6 Dwellings Per Acre
- Urban Corridor
- Urban Residential
- Waterfront Commercial
- Kenmore City limits



APPENDIX D
HOUSING PROJECTIONS AND EMPLOYMENT PROJECTIONS

		Jurisdictional Net New Permanent Housing Units Needed, 2019-2044								Jurisdictional Net New Emergency Housing Needs
		Total	0 to ≤30%		>30 to ≤50%	>50 to ≤80%	>80 to ≤100%	>100 to ≤120%	>120%	
High Capacity Transit Communities	Des Moines	3,800	790	415	231	227	281	318	1,538	726
	Kenmore	3,070	1,063	559	483	393	75	85	412	587
	Lake Forest Park	870	313	164	143	140	14	16	80	166
	Mercer Island	1,239	339	178	202	488	4	5	23	237
	Newcastle	1,480	627	329	433	22	9	10	50	283
	Shoreline	13,330	3,617	1,902	2,710	740	573	650	3,138	2,547
	Woodinville	2,033	854	449	354	156	29	33	158	388

Table DP-1: King County Jurisdiction Growth Targets 2019-2044			
Net New Units and Jobs			
Jurisdiction		2019-2044 Housing Target	2019-2044 Job Target
Metro Cities	Bellevue	35,000	70,000
	Seattle	112,000	169,500
Metropolitan Cities Subtotal		147,000	239,500
Core Cities	Auburn	12,000	19,520
	Bothell	5,800	9,500
	Burien	7,500	4,770
	Federal Way	11,260	20,460
	Issaquah	3,500	7,950
	Kent	10,200	32,000
	Kirkland	13,200	26,490
	Redmond	20,000	24,000
	Renton	17,000	31,780
	SeaTac	5,900	14,810
	Tukwila	6,500	15,890
Core Cities Subtotal		112,860	207,170
High Capacity Transit Communities	Des Moines	3,800	2,380
	Federal Way PAA	1,020	720
	Kenmore	3,070	3,200
	Lake Forest Park	870	550
	Mercer Island	1,239	1,300
	Newcastle	1,480	500
	North Highline PAA	1,420	1,220
	Renton PAA - East Renton	170	0
	Renton PAA - Fairwood	840	100
	Renton PAA - Skyway/West Hill	670	600
	Shoreline	13,330	10,000
	Woodinville	2,033	5,000



TO: Debbie Bent, Community Development Director
Todd Hall, Principal Planner

FROM: Clay White, Director of Planning and Nick Chen, AICP

DATE: January 15, 2025

RE: January 27, 2025, Kenmore City Council and Planning Commission Joint Meeting – Middle Housing Policy and Code update project and Land Capacity Analysis

On behalf of the Kimley-Horn team, we look forward to the opportunity to provide an update to the Kenmore City Council and Planning Commission on January 27, regarding the Middle Housing Policy and Code update project and the completed Land Capacity Analysis for the Comprehensive Plan. This provides an opportunity to brief the City Councilmembers and the Planning Commission through a follow up to the April 8, 2024, meeting, including a brief background for this project and requirements of applicable legislation (HB 1110 and HB 1337), updates on the current project status, and discussion questions to gain feedback from City Council and Planning Commission members to guide next steps.

Land Capacity Analysis Overview

A land capacity analysis was undertaken as a mandatory part of the 2024 Kenmore Comprehensive Plan update. The Growth Management Act (GMA) requires comprehensive plans to include a housing element that identifies “sufficient capacity of land” to accommodate all projected housing needs during the horizon period of the plan (RCW 36.70A.070(2)(c)). The analysis evaluated whether Kenmore has adequate land to develop in pursuit of its housing and economic growth targets. **Table 1** below shows the initial findings summary, which indicate that Kenmore has sufficient capacity to accommodate its housing growth targets at both the 0-80% of Area Median Income (AMI) and >80%-120% of AMI levels. The full LCA summary memo, including methodology, current conditions, development assumptions, data sources, and estimated yields for growth is included as an attachment to the Council meeting packet.

Table 1: Initial Findings Summary

Subject	Findings
Housing Capacity (inc. pipeline)	6,748 dwelling units
Housing Surplus	3,678 dwelling units
0-80% AMI Housing Surplus	2,147 dwelling units
>80-120% AMI Housing Surplus	1,531 dwelling units

Subject	Findings
Net Commercial/Industrial Capacity	52.38 acres
Employment Capacity	3,252 jobs
Employment Surplus	52 jobs

This analysis is conducted utilizing the methodology as outlined in the [2021 King County Urban Growth Capacity Report](#) (UGC). The UGC Report was completed before The Department of Commerce created the [Housing for All Planning Tool \(HAPT\)](#), so [Commerce's 2024 guidance on implementing HB 1220](#) was used for calculating capacity by Area Median Income. King County, in compliance with the 2021 Washington House Bill 1220 amendments to the GMA, has allocated projected growth (population, housing, and jobs) to the City of Kenmore. House Bill 1220 requires jurisdictions to address the housing needs of people making different incomes as part of their Comprehensive Plan updates. To satisfy these new requirements, an analysis of the City's existing and proposed zoning and development regulations was completed to demonstrate the housing types and quantities that meet the need of each of the Areas Median Income (AMI) brackets is available.

Overall, the City showed sufficient total capacity for housing at each of the required AMI brackets, jobs, and population allocations to meet its 2044 growth topic.

HB 1110 Legislation Overview

The Washington Legislature passed Engrossed 2nd Substitute [House Bill 1110](#) ("E2SHB 1110", commonly referred to as "HB 1110") in 2023. HB 1110 requires 77 cities across the State of Washington to adopt development regulations allowing for middle housing on all lots zoned predominantly for single-family residential use. In Kenmore, this is land zoned R-1, R-4, and R-6. The City of Kenmore is required to adopt new zoning and development regulations in compliance with these new requirements by June 30, 2025. If no action is taken, the legislation will become effective in the form of a "Model Ordinance" prepared by the Department of Commerce.

House Bill 1110 has different requirements for cities that have a population under/over 25,000. In 2023, the City of Kenmore population estimate was 24,230. It is likely that Kenmore will grow past the 25,000 thresholds within the next two or three years. When a city moves into a new population tier, it must comply with the new requirements. At the April 2024 study session, the City Council and Planning Commission directed staff to assume planning as a Tier 2 jurisdiction with the requirements for a population over 25,000.

Requirements for population over 25,000

At least six of nine middle housing building types must be allowed

2 units per lot

4 units per lot when near major transit or when at least 1 affordable housing unit is provided

HB 1337 Legislation Overview

Following the same objective as HB 1110, [House Bill 1337](#) seeks to increase housing supply and options through the allowance of accessory dwelling unit (ADU) construction in all single-family zones. The bill requires cities to allow up to two ADUs per lot all single-family zones while uniformly applying development standards across principal units and ADUs. Table 2 below provides a summary of the bill requirements.

Table 2: HB 1337 Summary

HB 1337 Requirements	Requirement Details
General Requirements	- Treat ADUs the same as principal units - Allow ADUs on any lot where the principal unit meets the lot size minimum. - Allow the conversion of existing structures into ADUs, such as garages.
Size	Cannot require ADUs to be smaller than 1,000 square feet (sf). An ADU can be smaller than 1,000 sf, however Kenmore must allow someone to build an ADU that is at least 1,000 sf.
Parking	No off-street parking requirements for ADUs in certain circumstances (distance to transit, lot sizes)
Impact Fees	Impact fees are capped at 50% of the fees charged for single-family houses
Ownership Occupancy	Owner is not required to live on the property where they build an accessory dwelling unit (ADU)

The City of Kenmore's current code meets most of the requirements for HB 1337, with the exception of the following amendments which are needed:

- Remove the current owner occupancy requirements (currently either the primary unit or ADU must be owner-occupied for six months)
- Permit up to two attached or detached ADUs per lot
- Clarify conversion of existing structures to ADUs, even if they violate current setback and lot coverage requirements.

Kimley-Horn has provided a thorough Code Outline for both HB 1110 and HB 1337 which describes each of the requirements for both house bills, as well as whether the City of Kenmore's code currently complies with the requirements. If the code does not comply, recommendations for amendments are proposed.

Project Phases

The middle housing and ADU code updates are comprised of several "phases" of development which include:

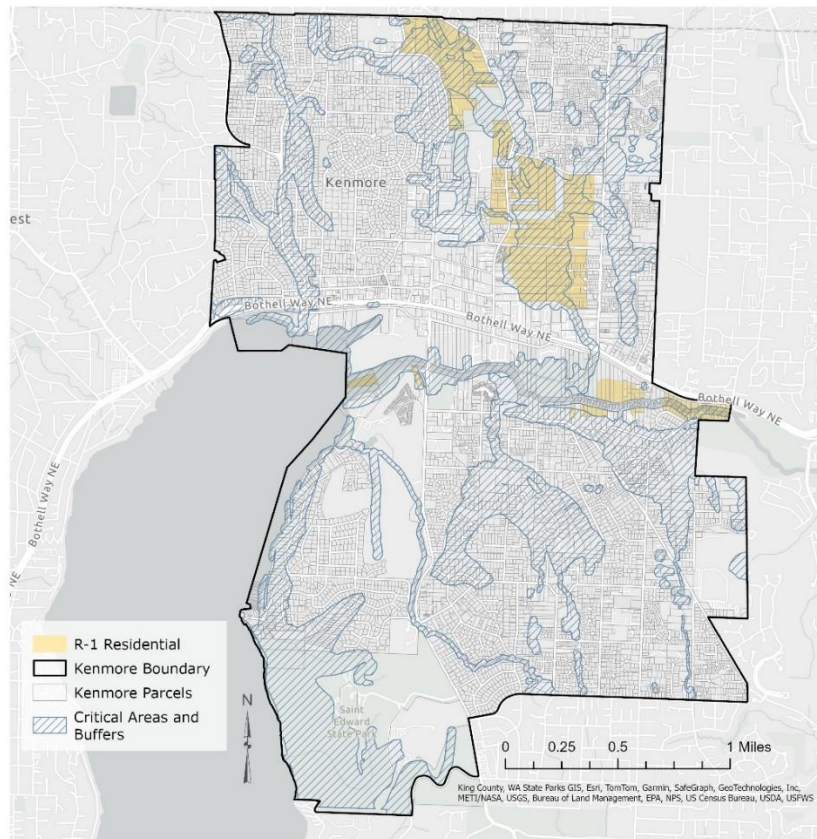
- **Setting minimum requirements:** This includes adding the desired permitted middle housing types as well as definitions, updating the "unit per lot" density requirement and applicability, updating parking requirements, and creating fee simple Unit Lot Subdivision requirements.
- **Tailoring the requirements to Kenmore:** This includes establishing development regulations and design standards, including setbacks, height, and others) for middle housing types and exploring potential development incentives or unique elements to the code update.
- **Departmental Coordination & Planning:** Code updates relating to middle housing go beyond the requirements listed in HB 1110. There are additional Public Works and other related standards which may be impacted and requiring amendments as a result of permitting additional housing units in single-family areas. Factors such as water and sewer service, stormwater and impervious surfaces, and fire and emergency services must be considered. In December 2024, our team met with Planning and Public Works to initiate the discussion on these additional code impacts.

The planning team has established the minimum required code updates and is currently working through additional edits to development standards and Departmental coordination. Discussion questions included at the end of this memo will help to clarify the City Council and Planning Commissions desired approach to the project.

Alternative to Density Requirements

As permitted in [RCW 36.70A.635\(4\)](#), cities are permitted to exempt up to 25% of eligible single-family lots from the middle housing requirements, pursuant to specific findings. This would permit Kenmore to exempt lots with highly sensitive environmental areas if desired. Planning Commission has previously asked how this alternative approach could apply to parcels within the R-1 zone, particularly with those parcels which abut the Swamp Creek area. The map below shows where those parcels are located within the City.

Exhibit 1: R-1 Parcels and Critical Areas within Kenmore



Zone	Square Footage	Acres	% of Single-Family Areas
R-1	9,565,661	219.60	10%
R-4	21,285,967	488.66	22%
R-6	64,249,836	1,474.97	68%
Total	95,101,464	2,183.23	100%

Commerce guidance provides the following input on designating middle housing in critical areas: Lots, parcels, and tracts designated with critical areas or their buffers that are exempt from the density requirements as provided in RCW 36.70A.635(8); provided that, only those lots where the critical areas or their buffers would preclude middle housing development should be excluded. A lot, parcel or tract that has a critical area or buffer on it, that could be developed for middle housing, should be considered as a lot eligible for middle housing development.

The Code Outline prepared for HB 1110, mentioned above, includes an overview of the areas within the City which may be excluded from middle housing requirements as part of the 25% as well as areas which should be included in the 75% of eligible single-family lots where middle housing is permitted. The Code Outline is included as an attachment to the Council meeting packet.

Small Houses on Small Lots

HB 1110 is intended to create gentle density increases in single-family areas, which includes the opportunity for smaller lots within a parent lot through the fee simple unit lot subdivision process. These are lots which can be owned independently from the primary unit and create home ownership opportunities on a smaller scale. Lots which are created and owned through the fee simple unit lot subdivision process must meet the bulk standard requirements of the parent lot, unless otherwise specified.

Similarly, if cottage housing is a desired middle housing type, this also creates the opportunity for smaller housing units with shared common space. Often housing units are owned in a condominium style, where homeowners own the building but the common space is shared through a collective entity.

Discussion Questions

As part of the meeting, we hope to discuss the following topics in order to comprehensively address the City's development code updates:

1. Housing Types: Which of the nine middle housing types should the City permit?
2. Alternate Density and Critical Areas:
 - a. Should the City take the standard middle housing approach (Option 1: Unit density for Tier 2 cities – e.g. 2 units/lot, 4 units/lot w/in ¼ mile transit or at least 1 unit affordable); OR
 - b. Alternate density option (Option 2: 75/25 option, exempting some lots with significant critical areas from middle housing density requirements)?

3. Inclusionary housing: Should the City implement a requirement for a percentage of units in future multi-family development to be deed-restricted as affordable or create a fee in lieu for affordable housing, or both?
4. Unit Density and ADUs: Should the City adopt a maximum unit density standard? Should ADUs be counted toward middle housing unit density?
5. Impact Fees: Should the City impose impact fees on middle housing? On ADUs? (Note: ADU impact fees cannot exceed 50% of the rate that would apply to the principal unit).

Next Steps

Following the January 27 Joint City Council and Planning Commission meeting, we will use the input gained to finalize draft amendments to the applicable code sections and bring those to Planning Commission and City Council in February and early March for discussion ahead of consideration for adoption in late March or early April. The City is required to adopt amendments relating to HB 1110 and 1337 by June 30, 2025 or the model ordinance becomes applicable.

City of Kenmore – R-1, R-4, and R-6 Development Code Review

Standard implementation process. Required elements to address from House Bill 1110 which are enumerated in [RCW 36.70A.635-639](#)

Topic	State law provision	House Bill 1110 requirement	Do the R-1, R-4, and R-6 zones already meet these standards?	High level code changes being considered
Middle Housing Types	RCW 36.70A.635(5)	Allow at least six of nine middle housing building types.	The City of Kenmore’s code allows a single detached dwelling unit and multiple-family dwelling with some restrictions listed in KMC 18.21.020. Namely, only townhouse units are permitted as multi-family in these zones and only on lots in a subdivision or short subdivision designed for townhouse units. Other townhouse units require a conditional use permit. Apartments are prohibited. KMC 18.20.835 defines Multi-family dwelling as “a one-family dwelling attached to one or more one-family dwellings by common roofs, walls, or floors. Also includes one or more dwellings attached to nonresidential uses. This definition does not include accessory dwelling units, community residential facilities, supportive living facilities, or nursing and personal care facilities.” This standard has not been met.	Code changes are required to comply with this requirement. <u>Items to discuss:</u> • The City’s definition of multi-family could be interpreted to include duplexes up to sixplexes, but further definition of these housing types would clarify that they are permitted in these zones. • The definition of townhouse, as listed below, is appropriate to meet state law and could encompass up to up to six of the required housing types, however the conditional use requirement when outside of a subdivision (KMC 18.21.020 Table A, Footnote 11) must be removed. The City cannot require a conditional use permit in order to build these approved middle housing types. ○ Townhouse Definition: A one-family, ground-related dwelling attached to one or more such units or to a nonresidential <i>use</i> in which each unit has its own exterior, ground-level access to the outside, no unit is located over another unit, and each unit is separated from any other unit by one or more vertical common walls. Typically the units are multi-story. • If Kenmore would like to consider stacked flats, courtyard apartments, or cottage housing, further modifications would need to be made to permit these as Footnote 11 mentioned above currently prohibits any multi-family use types that are not townhouses in the R-1, R-4, and R-6 zones. <u>Recommendation:</u> • Revise KMC 18.21.020 Table A to remove the conditional use restriction for townhouses and the restriction on apartments IF courtyard apartments is a desired use. • Consider whether the city wants to define a cap to the number of attached units that could be considered a townhouse (for instance, up to 6). Note: The definition for ADU does not mention the 1,000sq ft. size limitation in KMC 18.73.100.D.2. Should we add the max size to the

Topic	State law provision	House Bill 1110 requirement	Do the R-1, R-4, and R-6 zones already meet these standards?	High level code changes being considered
				definition so people can tell what the difference is between an ADU and SFR? Also note that HB 1337 does not allow limiting size under 1,000 sq. ft so we need to adjust the max floor area allowed for lots less than 6,000 sf.
Increases Unit Density	RCW 36.70A.635(1)(a)(i-iii)	Allow at least two units per lot.	The R-1, R-4, and R-6 zones use a density based on dwelling units per acre and do not define a dwelling unit per lot standard. KMC 18.21.030 Table B This standard has not been met.	Code changes are required to meet this standard. <u>Recommendation:</u> KMC 18.21.030 Table B should be updated to include a footnote which specifies that at least two units per lot are permitted in the R-1, R-4, and R-6 zones when an approved middle housing type is proposed. This is in addition to the existing single-family residence if the project proposes to retain an existing housing unit. To avoid a multiplier effect of housing units, the code should specify when a lot allows for more units. As an example, if a 10,000 sq. ft. lot has three units permitted and they subdivide the lot, those new lots may not be able to have middle housing or an ADU. We should make this clear in the code given condo and unit lot subdivision requirements.
Increased Unit Density	RCW 36.70A.635(1)(a)(i-iii)	Allow at least four units per lot within ¼ mile of a major transit stop or when at least one affordable housing unit is provided.	The R-1, R-4, and R-6 zones use a density based on dwelling units per acre and do not define a dwelling unit per lot standard. Further, the code does not make allowances for distance to a major transit stop or inclusion of affordable units KMC 18.21.030 Table B This standard has not been met.	Code changes are required to meet this standard. <u>Recommendation:</u> - KMC 18.21.030 Table B should be updated to include a footnote which specifies that at least four units per lot are permitted in the R-1, R-4, and R-6 zones when an approved middle housing type is proposed within ¼ mile of a major transit stop or when at least one affordable housing unit is provided. This is in addition to the existing single-family residence if the project proposes to retain an existing housing unit. Note: KMC 18.20.3023 defines a “Transit Center” as any facility designed for accommodating large numbers of public transportation passengers to wait, board, and disembark at the intersection of multiple transit routes. - RCW 36.70A.635 defines “Major transit stop” as a: (a) A stop on a high capacity transportation system funded or expanded under the provisions of chapter 81.104 RCW;

Topic	State law provision	House Bill 1110 requirement	Do the R-1, R-4, and R-6 zones already meet these standards?	High level code changes being considered
				(b) Commuter rail stops; (c) Stops on rail or fixed guideway systems; or (d) Stops on bus rapid transit routes, including those stops that are under construction. <u>Recommendation:</u> • The City should either amend the definition a “Transit Center” to be consistent with RCW 36.70A.635 or add a definition for a “Major transit stop”
Subdivision of zero lot line units	RCW 36.70A.635(5)	Allow subdivision of new lots so they may be owned fee simple rather than in a condominium form of ownership. NOTE: This requirement was separately adopted into RCW 58.17 for all short subdivisions in Senate Bill 5258.	Subdivision regulations will need to be amended to allow the subdivision of attached units.	KMC 18.21.030 requires a 5’ minimum side setback in R-1 and a combined 15’ (min 5’ on one side) in R-4 and R-6 zones. This needs to be amended to allow a common wall units to be exempt from side yard setbacks. For example: Side yard: five feet; attached housing with a shared wall/property line can be zero feet except for end units that shall be five feet. Option for code – this language will be organized to manage the structure of KMC 17.20. This is a sample and may need to be adjusted based on Kenmore’s subdivision code. <u>KMC 17.20.XXX Unit Lot Subdivisions.</u> <u>A. The primary purpose of these provisions is to allow for the creation of fee simple unit lots for townhouse dwellings, duplexes, and attached ADUs while applying only those site development standards applicable to the parent site as a whole.</u> <u>B. Overall development of the parent lot shall meet the development and design standards of the underlying land use district applicable at the time the permit application is vested. As a result of the subdivision, development on individual unit lots may be nonconforming as to some or all of the development standards of this title based on analysis of the individual unit lot, except [insert exceptions if desired].</u> <u>C. Unit lot subdivisions and subsequent platting actions, additions or modifications to the structure(s) may not create or increase any nonconformity of the parent lot.</u>

Topic	State law provision	House Bill 1110 requirement	Do the R-1, R-4, and R-6 zones already meet these standards?	High level code changes being considered
				D. <u>Private access drives are allowed to provide access to dwellings and off-street parking areas within a unit lot subdivision. Access, joint use and maintenance agreements shall be executed for use of common garage or parking areas, common open area and other similar features, as recorded with King County.</u> E. <u>Within the parent lot, required parking for a dwelling unit may be provided on a different unit lot or tract other than the lot with the dwelling unit, if the right to use that parking is formalized by an easement or otherwise defined on the final plat, as recorded with King County.</u> F. <u>The fact that the unit lot is not a separate buildable lot and that additional development of the individual unit lots may be limited as a result of the application of development standards to the parent lot shall be noted on the plat, as recorded with King County.</u>
Development standards	RCW 36.70A.635(6)(b-c)	Requires development standards for new middle housing development to be no more restrictive than those for single-family detached development.	Specific development standards such as height and setbacks for townhouses in the R-1, R-4, and R-6 zones are not more restrictive than they are for single-family residences, however townhouses do require a conditional use permit for townhouses outside a subdivision or short subdivision designed for townhouse units. Additionally, maximum density standards may be restrictive beyond what state law permits in certain circumstances. KMC 18.21.030 Table B This standard requires minor modifications and the City could consider additional revisions to further promote middle housing development if desired.	Minimal code changes to development standards are required, however the following standards (KMC 18.21.030 Table B) should be considered for their potential impacts to middle housing development: - Footnote 4: This maximum density may be achieved only through the application of residential density incentives pursuant to Chapter 18.80 KMC or <i>transfers of density credits</i>, or any combination of density incentive or density transfer. Maximum density may only be exceeded pursuant to KMC 18.80.040(E)(1)(f). - Development incentives may not be required to meet the 2 unit per lot standard. In some instances, especially where the existing unit is maintained, this may exceed the maximum density for the lot. This must be permitted per state law. - Footnote 9: At least 20 linear feet of driveway shall be provided between any garage, carport or other fenced parking area and the <i>street</i> property line. The linear distance shall be measured along the centerline of the driveway from the access point to such garage, carport or fenced area to the <i>street</i> property line. - Parking requirements for middle housing types are limited per RCW 36.70A.635(6)(d-f), including that cities may not require off-street parking for middle

Topic	State law provision	House Bill 1110 requirement	Do the R-1, R-4, and R-6 zones already meet these standards?	High level code changes being considered
				housing within ½ mile of a major transit stop. This standard may need to be clarified to ensure that a garage, carport, or other parking area are not required for in specific development scenarios. - Footnote 10: Vehicle access points from garages, carports or fenced parking areas shall be set back from the property line on which a <i>joint use driveway</i> is located to provide a straight line length of at least 26 feet as measured from the centerline of the garage, carport or fenced parking area, from the access point to the opposite side of the <i>joint use driveway</i>. - Similar to the explanation above, an off-street parking garage for a duplex may share an access drive with the adjacent unit but not require a driveway space as well. The 26’ requirement may be removed if multiple ingress/egress points are permitted. <u>Recommendation:</u> - Revise KMC 18.21.020 Table A to remove the conditional use restriction for townhouses and the restriction on apartments IF courtyard apartments is a desired use.
Design review	RCW 36.70A.635(6)(a)	If a design review board process is required, it must be an administrative process (requiring no discretionary decision for approval).	Per KMC 18.52.075, applications subject to design review shall be reviewed and processed following the permit procedures for the primary permit application(s) consistent with Chapter 19.25 KMC. KMC 19.25.020 defines the five classifications of land use decision procedures. It appears all potentially applicable permit processes for single-family (and when applied, middle housing) are either Type 1, Type 2, or Type 3 land use decision processes, all of which are administrative. This standard has been met. KMC 18.52.075	<u>Recommendation:</u> - Confirm middle housing developments would be Type 1 or Type 2 land use decision processes - Revise KMC 19.25.020 Exhibit A to include unit lot subdivision as a Type 1, Type 2, or Type 3 land use decision processes consistent with preliminary subdivision and short subdivision processes.
Parking	RCW 36.70A.635(6)(d-f)	May not require more than one off street parking space for middle housing on lots less than 6,000 square feet before any zero lot line subdivisions or lot split.	No, middle housing types are not listed and the parking requirement for townhouses exceeds the minimum requirements in state law. Single detached dwelling unit requirements may stay as is. This standard has not been met. KMC 18.40.030	KMC 18.40.030 lists a minimum of 2 parking spaces required per dwelling unit for single detached dwelling units and townhouses with an additional guest parking space for developments over 5 units. Minimum parking standards for middle housing units will need to be created. If desired, the city could incentivize providing

Topic	State law provision	House Bill 1110 requirement	Do the R-1, R-4, and R-6 zones already meet these standards?	High level code changes being considered
		May not require more than two off street parking spaces for middle housing on lots greater than 6,000 square feet before any zero lot line subdivisions or lot splits. May not require off-street parking as a condition of permitting development of middle housing within one-half mile walking distance of a major transit stop		more parking in certain areas and nothing prevents developers from providing more off-street parking. <u>Items to discuss:</u> KMC 18.40.030 must be reviewed to determine an approach for specifying the minimum parking requirement for middle housing types. Since townhouses are permitted in R-12, R-18, and R-24, the City must decide if townhouses in R-1, R-4, and R-6 should have different parking requirements. <u>Recommendation:</u> Amend KMC 18.40.030 to include a new line for middle housing types (as newly defined in the KMC) to match RCW 36.70A.635(6)(d-f) standards. Alternatively, the City could add each middle housing type into the table with new standards and modify the requirements for townhouses.

Topic	State law provision	House Bill 1110 requirement	Do the R-1, R-4, and R-6 zones already meet these standards?	High level code changes being considered																																																			
				<table><tr><th>LAND USE</th><th colspan="3">MINIMUM PARKING SPACES REQUIRED Citywide, Except in Downtown Commercial and Downtown Residential Zones West of 68th Avenue NE</th></tr><tr><td colspan="4">RESIDENTIAL:</td></tr><tr><td>Single detached dwelling unit</td><td colspan="3">2.0 per dwelling unit</td></tr><tr><td>Townhouse</td><td colspan="3">2.0 per dwelling unit</td></tr><tr><td>Guest parking</td><td colspan="3">1 space for every 5 units</td></tr><tr><td>Apartment:</td><td colspan="3"></td></tr><tr><td>Microhousing dwelling unit</td><td colspan="3">Within 1/4 mile of SR-522: 0.75 per dwelling unit. Otherwise, 1.2 per dwelling unit</td></tr><tr><td>Studio unit</td><td colspan="3">1.2 per dwelling unit</td></tr><tr><td>One-bedroom unit</td><td colspan="3">1.5 per dwelling unit</td></tr><tr><td>Two-bedroom unit</td><td colspan="3">1.7 per dwelling unit</td></tr><tr><td>Three-bedroom unit or larger</td><td colspan="3">2.0 per dwelling unit</td></tr><tr><td>Guest parking</td><td colspan="3">1 space for every 5 units</td></tr></table>				LAND USE	MINIMUM PARKING SPACES REQUIRED Citywide, Except in Downtown Commercial and Downtown Residential Zones West of 68th Avenue NE			RESIDENTIAL:				Single detached dwelling unit	2.0 per dwelling unit			Townhouse	2.0 per dwelling unit			Guest parking	1 space for every 5 units			Apartment:				Microhousing dwelling unit	Within 1/4 mile of SR-522: 0.75 per dwelling unit. Otherwise, 1.2 per dwelling unit			Studio unit	1.2 per dwelling unit			One-bedroom unit	1.5 per dwelling unit			Two-bedroom unit	1.7 per dwelling unit			Three-bedroom unit or larger	2.0 per dwelling unit			Guest parking	1 space for every 5 units		
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Three-bedroom unit or larger	2.0 per dwelling unit																																																						
Guest parking	1 space for every 5 units																																																						
75/25 Alternative to Density Approach	RCW 36.70A.635(4)	N/A	N/A	<u>Items to discuss:</u> - This approach would allow the City to identify up to 25% of the community to exempt from middle housing requirements, pursuant to required findings in RCW 36.70A.635(4) - Planning Commission members have expressed concern about allowing middle housing in the R-1 zone due to potentially environmentally sensitive areas. R-1 areas make up approximately 10% of the community (see table below) and could be exempted. <table><tr><th>Zone</th><th>Square Footage</th><th>Acres</th><th>% of Single-Family Areas</th></tr><tr><td>R-1</td><td>9,565,661</td><td>219.60</td><td>10%</td></tr><tr><td>R-4</td><td>21,285,967</td><td>488.66</td><td>22%</td></tr></table>				Zone	Square Footage	Acres	% of Single-Family Areas	R-1	9,565,661	219.60	10%	R-4	21,285,967	488.66	22%																																				
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Topic	State law provision	House Bill 1110 requirement	Do the R-1, R-4, and R-6 zones already meet these standards?	High level code changes being considered								
				<table><tr><td>R-6</td><td>64,249,836</td><td>1,474.97</td><td>68%</td></tr><tr><td>Total</td><td>95,101,464</td><td>2,183.23</td><td>100%</td></tr></table> - Per Commerce guidance on housing in critical areas: Lots, parcels, and tracts designated with critical areas or their buffers that are exempt from the density requirements as provided in RCW 36.70A.635(8); provided that, only those lots where the critical areas or their buffers would preclude middle housing development should be excluded. A lot, parcel or tract that has a critical area or buffer on it, that could be developed for middle housing, should be considered as a lot eligible for middle housing development. Requirements for inclusion in the 75%: Except for areas identified at higher risk of displacement under RCW 36.70A.070(2)(g), lots that must be included in the “at least” 75 percent include: - Any areas for which the exclusion would further racially disparate impacts or result in zoning with a discriminatory effect; - Any areas within one-half mile walking distance of a major transit stop; THIS IS APPLICABLE TO R-1 IN KENMORE - Any areas historically covered by a covenant or deed restriction excluding racial minorities from owning property or living in the area, as known to the city at the time of each comprehensive plan update. For 25% to be excluded: The 25 percent or less of the lots to be excluded from the unit per lot requirements of RCW 36.70A.635(1) must include but are not limited to: - Lots, parcels, and tracts designated with critical areas or their buffers that are exempt from the density requirements as provided in RCW 36.70A.635(8); provided that, only those lots where the critical areas or their buffers would preclude middle housing development should be excluded. A lot, parcel or tract that has a critical area or buffer on it, that could be developed for middle housing, should be considered as a lot eligible for middle housing development.	R-6	64,249,836	1,474.97	68%	Total	95,101,464	2,183.23	100%
R-6	64,249,836	1,474.97	68%									
Total	95,101,464	2,183.23	100%									

Topic	State law provision	House Bill 1110 requirement	Do the R-1, R-4, and R-6 zones already meet these standards?	High level code changes being considered
				- Any portion of a city within a one-mile radius of a commercial airport with at least 9,000,000 annual enplanements - Areas subject to sea level rise, increased flooding, susceptible to wildfires, or geological hazards over the next 100 years - Areas within the city for which the department has certified an extension of the implementation timelines under RCW 36.70A.637 due to the risk of displacement. This certification is not required if the number of lots excluded from the unit per lot requirements of RCW 36.70A.635 is less than 25 percent of the total number of lots being considered in this alternative. - Areas within the city for which the department has certified an extension of the implementation timelines under RCW 36.70A.638 due to a lack of infrastructure capacity. This certification is not required if the number of lots excluded from the unit per lot requirements of RCW 36.70A.635 is less than 25 percent of the total lots being considered in this alternative. - Further, the reference in RCW 36.70A.635(4)(b) to “must include but are not limited to” means that jurisdictions may include lots in the 25 percent that are not specifically listed in RCW 36.70A,635(4)(b)(i)-(v). - Vacant lots meeting the criteria above can be included in the 25 percent or less category. NOTE: 2 ADUs would still be allowed within R-1 areas.

City of Kenmore – R-1, R-4, and R-6 Development Code Review

Required elements to address from House Bill 1337 which are enumerated in [RCW 36.70A.680-682](#) and [.696-699](#)

Topic	State law provision	House Bill 1337 requirement	Does Neighborhood Residential zone already meet these standards?	High level code changes being considered
Impact Fees	RCW 36.70A.681(1)(a)	May not assess impact fees on the construction of accessory dwelling units that are greater than 50 percent of the impact fees that would be imposed on the principal unit.	In an effort to promote diversified and attainable housing options, the Kenmore City Council approved Resolution no. 23-400 to waive building permit fees for the construction of new accessory dwelling units (ADUs). The resolution and revised fee schedule went into effect July 1, 2023. ADU fee waivers remain a part of the current (2024) fee schedule as well. This standard has been met. KMC 20.47.040.A.7	No code changes required.

Topic	State law provision	House Bill 1337 requirement	Does Neighborhood Residential zone already meet these standards?	High level code changes being considered
Occupancy	RCW 36.70A.681(1)(b)	May not require the owner of a lot on which there is an accessory dwelling unit to reside in or occupy the accessory dwelling unit or another housing unit on the same lot;	Kenmore currently requires that either the primary dwelling unit or the accessory dwelling unit be owner-occupied for a minimum of six consecutive months after completion of the ADU. This requirement is removed after six months. This is not consistent with state law and must be removed. This standard has not been met. KMC 18.73.100	Recommendation: Remove KMC 18.73.100.C
Number of ADUs per lot	RCW 36.70A.681(1)(c)(i)-(iii)	Must allow: - One attached accessory dwelling unit and one detached accessory dwelling unit; - Two attached accessory dwelling units; or - Two detached accessory dwelling units, which may be comprised of either one or two detached structures;	KMC 18.73.100.A allows only one accessory dwelling unit per primary single detached dwelling unit. Kenmore does permit both attached and detached accessory units, but this section must be modified to allow up either one detached and one attached ADU or up to two attached ADUs. This standard has not been met. KMC 18.73.100.A	Consider modifying KMC 18.73.100.A to allow two ADUs per lot. Two options to consider: - Adjust KMC 18.73.100.A to permit two per lot but tie it do the newly added “units per lot” density requirement established for middle housing types. - Adjust WVMC 20.118.030.B.4 to allow as many ADUs on a lot as the revised “units per lot” density requirement permits. If four are allowed per lot, does it matter if they are ADUs or other middle housing types? The intent is that lots have flexibility in development types but not exceed 3 units of any kind per lot.
Allowance for detached ADUs	RCW 36.70A.681(1)(d) RCW 36.70A.681(1)(j)	Must permit accessory dwelling units in structures detached from the principal unit. Must allow accessory dwelling units to be converted from existing structures, including but not limited to detached garages, even if they violate current code requirements for setbacks or lot coverage	KMC 18.73.100.A permits both attached and detached ADUs, limited to one per primary single detached dwelling unit. Kenmore’s code does not address conversion of existing structures. KMC 15.35.010 addresses condominium conversion of apartments to for sale condominium units but does not address creation of units from non-residential structures. It is unclear if this standard has been met. For discussion.	Discussion item: Either I cannot locate it or there are not specific references to what setbacks are required for ADUs. Should consider updating KMC 18.73.100 to reference the standards for primary units within that structure or a specific set of standards. For instance, height is discussed in 18.73.100 but setbacks are not.
Allowance for ADU’s on lots where a principal unit would be allowed	RCW 36.70A.681(1)(e)	Must allow an accessory dwelling unit on any lot that meets the minimum lot size required for the principal unit	KHC 18.73.100.A and B permit one accessory dwelling unit per primary single detached dwelling unit (this will need to be changed per RCW 36.70A.681(1)(c)(i)-(iii)) and there is no minimum lot size required for an ADU. The standard has been met. KMC 18.73.100	No code changes required.

Topic	State law provision	House Bill 1337 requirement	Does Neighborhood Residential zone already meet these standards?	High level code changes being considered
ADU size	RCW 36.70A.681(1)(f)	May not establish a maximum gross floor area requirement for accessory dwelling units that is less than 1,000 square feet	KMC 18.73.700.D.1 establishes a maximum floor area of 1,000 square feet with an exception to exceed that if the ADU is proposed on the ground floor as part of an existing primary unit. This standard has been met. KMC 18.73.100.D.1	No code changes required.
ADU Height	RCW 36.70A.681(1)(g)	May not establish roof height limits on an accessory dwelling unit of less than 24 feet, unless the height limitation that applies to the principal unit is less than 24 feet, in which case a city or county may not impose roof height limitation on accessory dwelling units that is less than the height limitation that applies to the principal unit	KMC 18.73.100.E establishes a maximum height for a detached ADU at 35', however, the detached <i>ADU</i> may not exceed one story over a detached garage or two stories if built at ground level. This standard has been met. KMC 18.73.100.E	No code changes required. However, if the city plans to reduce rear setbacks for ADUs or other middle housing types, reducing the allowed height for structures may be something to think about. The city could even consider reducing the 20-foot rear setback when heights are reduced. This could provide an option.
Other bulk standards	RCW 36.70A.681(1)(h)	May not impose setback requirements, yard coverage limits, tree retention mandates, restrictions on entry door locations, aesthetic requirements, or requirements for design review for accessory dwelling units that are more restrictive than those for principal units	Kenmore does not impose development standards for ADUs that are more restrictive than for the principal single-family units allowed in those zones. This standard has been met.	No code changes required.
ADU setbacks on alleys	RCW 36.70A.681(1)(i)	Must allow detached accessory dwelling units to be sited at a lot line if the lot line abuts a public alley, unless the city or county routinely plows snow on the public alley	KMC 18.30.210 permits development of a structure to a property line abutting an alley. This standard has been met. KMC 18.30.210.A	City clarification needed on KMC 18.30.210.B. This could potentially need to be modified.
Sale of ADUs	RCW 36.70A.681(1)(k)	May not prohibit the sale or other conveyance of a condominium unit independently of a principal unit solely on the grounds that the condominium unit was originally built as an accessory dwelling unit	It does not appear that the city currently prohibits an ADU from being condominiumized. However, the City does have an owner occupation requirement that must be removed per RCW 36.70A.681(1)(b). This could potentially prohibit the sale of an ADU if one of the units must be owner-occupied and the owners wanted to sell the primary unit as well.	No code changes required. Like a unit lot subdivision, the city should consider any other standards that should change to anticipate a change in ownership

Topic	State law provision	House Bill 1337 requirement	Does Neighborhood Residential zone already meet these standards?	High level code changes being considered
Frontage improvements	RCW 36.70A.681(1)(I)	May not require public street improvements as a condition of permitting accessory dwelling units	Reference to public street improvements required could not be found in Kenmore’s code.	Confirm
Parking		May not: • Require off-street parking as a condition of permitting development of accessory dwelling units within one-half mile walking distance of a major transit stop; • Require more than one off-street parking space per unit as a condition of permitting development of accessory dwelling units on lots smaller than 6,000 square feet before any zero lot line subdivisions or lot splits; and • Require more than two off-street parking spaces per unit as a condition of permitting development of accessory dwelling units on lots greater than 6,000 square feet before any zero lot line subdivisions or lot splits.	Kenmore does not require any additional off-street parking spaces for ADUs on any size lot and there are no distinctions for proximity to a major transit stop. This standard has been met. KMC 18.73.100.F	No code changes required. <u>Discussion Item:</u> The City could consider amending KMC 18.40.030 to include a row for ADUs and clarify that no parking is required for ADUs. The current reference in KMC 18.73.100.F <i>could</i> be interpreted as “No additional off-street parking spaces (beyond what is required for single-family units) is required for an ADU.” The City could also remove the word additional from KMC 18.73.100.F

Middle Housing Policy, Code Update Project, and Land Capacity Analysis Overview

Joint City Council and Planning Commission Meeting

January 27, 2025



Briefing Overview

- Project team introductions
- Land Capacity Analysis Recap
- HB 1110 and 1337 Legislation Overview
- Project Phases
- Discussion questions
- Next Steps



Introductions



Kimley-Horn Project Team



Clay White,
Project Manager



Nick Chen, Lead
Planning Analyst



Joel Farias,
Planning Analyst



Land Capacity Analysis



Land Capacity Analysis (LCA) Overview

- Growth Management Act (GMA) requires comprehensive plans to include a housing element that identifies “sufficient capacity of land” to accommodate all projected housing needs during the horizon period of the plan (RCW 36.70A.070(2)(c)).
- Commerce has reviewed the City’s LCA analysis and approved the methodology and findings.
- LCA evaluates:
 - Current conditions
 - Development constraints
 - Areas available for development
 - Potential and estimated yields for growth
 - Land capacity to accommodate housing units by income level



LCA Assumptions and Findings

- LCA was prepared using:
 - 2021 King County Urban Growth Capacity Report methodology and assumptions
 - 2023 King County Countywide Planning Policies
 - 2023 WA Dept of Commerce HB 1220 Implementation guidance
 - 2024 Kenmore Municipal Code, local housing research, and residential permitting data
- The results of the LCA indicates Kenmore **has sufficient capacity to accommodate its housing growth targets** at both the 0-80% of Area Median Income (AMI) and >80%-120% of AMI levels, as well as its employment growth targets.

Subject	Findings
2020 Housing Supply	9,589 units
2023 Employment total	4,165 jobs
Total Pipeline Units	978
Housing Target	3,070 new units
Employment Target	3,200 new jobs
Undevelopable Acreage (critical areas and buffers)	1,320 acres out of 4,020 acres
Total developable area	910 acres

Subject	Findings
Housing Capacity (including pipeline units)	6,748 dwelling units
Housing Surplus	3,678 dwelling units
0-80% AMI Housing Surplus	2,147 dwelling units
>80-120% AMI Housing Surplus	1,531 dwelling units
Net Commercial/Industrial Capacity	52.38 acres
Employment Capacity	3,252 jobs
Employment Surplus	52 jobs



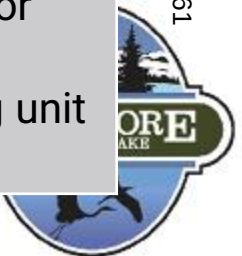
HB 1110 and HB 1337 Overviews



House Bill 1110 (Middle Housing)

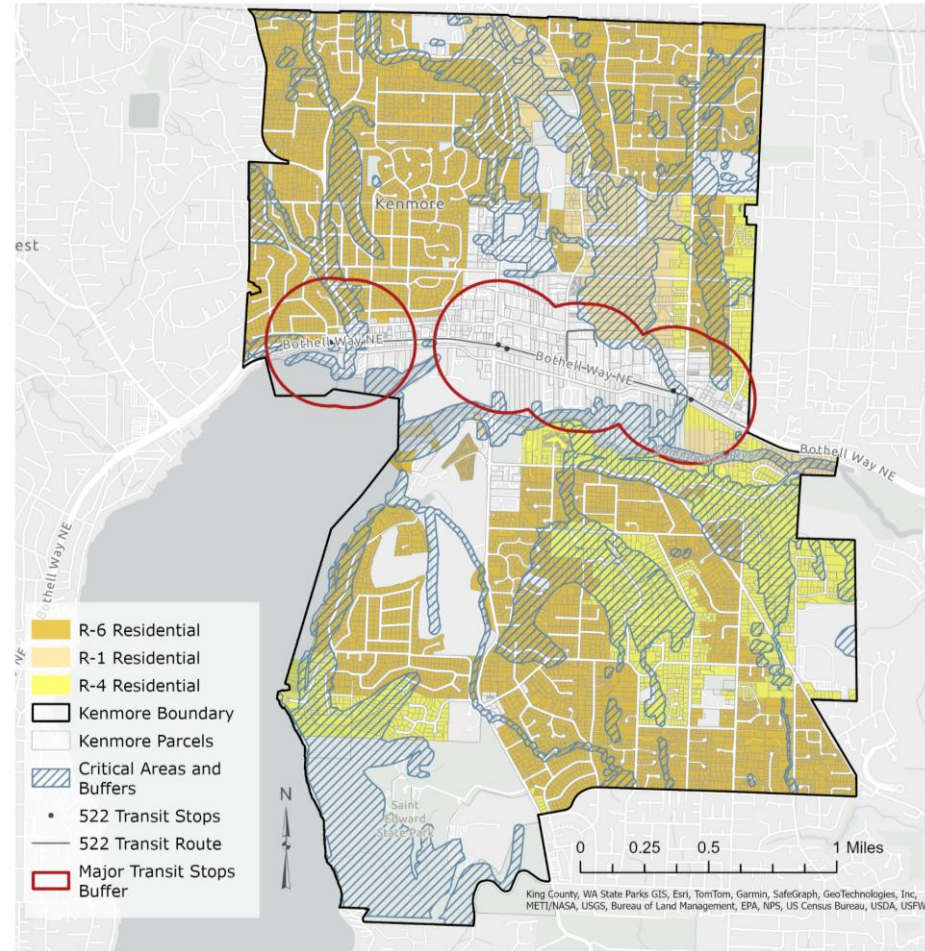
- Passed by legislature in 2023
- Requires the City of Kenmore to adopt housing policies and implementing regulations to allow more middle housing in residential zones.
- Must be completed by June 30, 2025, or model code will apply.
- 2023 City of Kenmore population estimate – 24,230.

Requirements	Tier 2 – over 25,000 population
Middle Housing Types	At least six of nine middle housing building types must be allowed
Base Unit Density	2 units per lot
Increased Unit Density	4 units per lot when near major transit or when at least 1 affordable housing unit is provided



HB 1110 - High level details

- Applies to R-1, R-4, R-6 zones.
- Limits on more restrictive standards than single family housing.
- Design review must be administrative.
- Limits parking requirements.
- Permit subdivision of new units.
- “Units per lot” standard changes how density is calculated



For illustrative purposes only.



House Bill 1337 (ADUs)

- Passed by legislature in 2023
- Requires the City of Kenmore to allow two ADUs on all single-family properties
- Has requirements outlined in the bill relating to:
 - Types of ADUs (attached v detached) and size limits
 - Off-street parking
 - Impact fees
 - Conversion of existing structures
 - Frontage improvements



Project Phases



Phased Approach – HB 1110

Set Minimum Requirements

- Add middle housing type definitions and permitted uses
- Update “unit per lots” density approach and base lot density
- Update parking requirements within ½ mile of a major transit stop and to meet lot size requirements
- Unit Lot Subdivision requirements

Tailor Code to Kenmore

- Determine what types of development the community wants to promote
- Amend development regulations (setbacks, building height, and others) and design standards
- Explore potential development incentives
- Consider development of a cottage housing code



Phased Approach – HB 1110

Departmental Coordination & Planning

- Address related Public Works standards
 - Parks and Open Space
 - Public street improvements
 - Tree retention and replacement
 - Water/sewer provider coordination
 - Stormwater and impervious surfaces
 - Electrical service
 - Garbage/Recycling/Yard Waste Service
 - Fire and emergency access considerations
 - Updates to Land Use and Housing Elements of the Comprehensive Plan
 - Updates to Zoning and Land Use Maps
- Met with Public Works and other departments to coordinate on code updates in December 2024



Alternative to Density Requirements

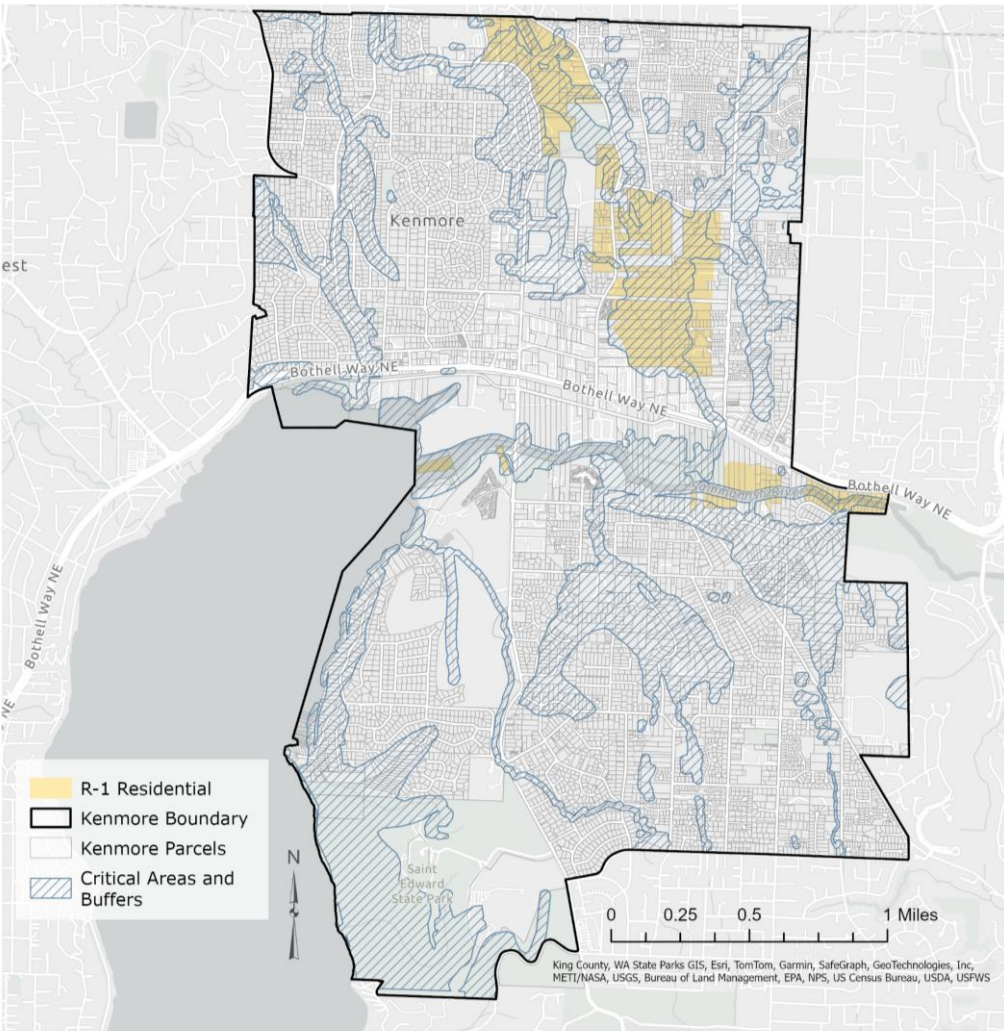
- Permitted under RCW 36.70A.635(4).
- Permits a city to implement the unit per lot density requirements for “at least” 75 percent of lots in the city that are primarily dedicated to single-family detached housing units.
- Requirements for which lots may go in the 75 percent included and the 25 percent excluded
- City must analyze areas at risk of displacement and areas lacking infrastructure
- May use this approach without Commerce Certification if excluded lots are under 25 percent of total single-family lots.
- Planning Commission has previously asked how this alternative approach could apply to parcels within the R-1 zone.



Alternate to Density Potential Applicability

- The map to the right illustrates R-1 zoned parcels which have been discussed by Planning Commission

Zone	Square Footage	Acres	% of Single-Family Areas
R-1	9,565,661	219.60	10%
R-4	21,285,967	488.66	22%
R-6	64,249,836	1,474.97	68%
Total	95,101,464	2,183.23	100%

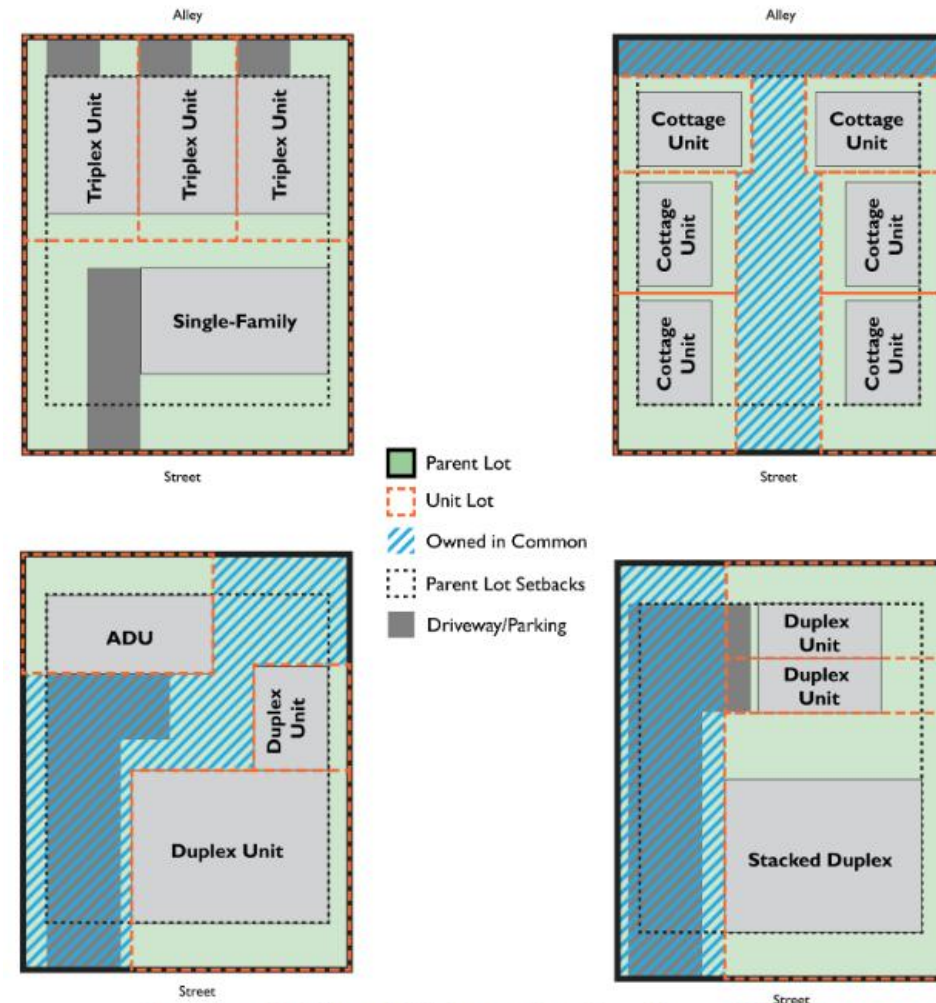


For illustrative purposes only.



Small Houses on Small Lots

- Fee Simple Unit Lot subdivision
 - Creates separate ownership opportunities within parent lots
- Cottage Housing
 - Allows for ownership of smaller lots or condominium-style units with shared community space



Examples of unit lot subdivision configurations. Source: MAKERS

HB 1337 Regulation Changes

Much of Kenmore's existing ADU code (KMC 18.73) complies with the requirements of HB 1337.

The following changes are needed for full compliance:

- Remove the current owner occupancy requirements (currently either the primary unit or ADU must be owner-occupied for six months)
- Permit up to two attached or detached ADUs per lot
- Clarify conversion of existing structures to ADUs, even if they violate current setback and lot coverage requirements.

The intent is to make these revisions collectively with the HB 1110 updates for consistency in implementation.



Discussion questions



Discussion questions

- Housing Types: Which of the nine middle housing types should the City permit?
- Alternate Density and Critical Areas:
 - Should the City take the standard middle housing approach (Option 1: Unit density for Tier 2 cities – e.g. 2 units/lot, 4 units/lot w/in ¼ mile transit or at least 1 unit affordable); OR
 - Alternate density option (Option 2: 75/25 option, exempting some lots with significant critical areas from middle housing density requirements)?
- Inclusionary housing: Should the City implement a requirement for a percentage of units in future multi-family development to be deed-restricted as affordable or create a fee in lieu for affordable housing, or both?



Discussion questions

- Unit Density and ADUs: Should the City adopt a maximum unit density standard? Should ADUs be counted toward middle housing unit density?
- Impact Fees: Should the City impose impact fees on middle housing? On ADUs? (Note: ADU impact fees cannot exceed 50% of the rate that would apply to the principal unit).



Next Steps

- Draft amendments to applicable middle housing and ADU code sections
- Continue departmental coordination
- Bring draft code amendments to Planning Commission and City Council for discussion in February and early March
- Hearings tentatively planned for late March/early April



Nine Defined Housing Types



Duplex



Triplex



Fourplex



Cottages



Townhouses

Additional Potential Housing Types:

- Fiveplexes
- Sixplexes
- Stacked Flats
- Courtyard Apartments



City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 1/27/2025

Subject/Topic:	Proposed Council Action/Motion:
2025 Aquatic Vegetation Management Plan Department: Environmental Services Prepared by: Richard Sawyer, Env Services Director Attachments: 1. Kenmore 2024 Post-Management Aquatic Plant Survey 2. ŁaŁwadis Park Algae Management Suitability Study 3. Arrowhead Algae Survey	☒ Information Only ☐ Receive and File ☒ Discuss ☐ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☐ Authorize ☐ Other:

Approvals:

Department Head RS City Attorney NA Finance Director NA City Manager RK Optional NA

Summary/Background:

This report summarizes staff's recommendations for managing aquatic vegetation at Log Boom Park and ŁaŁwadis Park in 2025 and additional evaluation of toxic algae blooms in the Arrowhead Point shoreline area.

Log Boom Park

Log Boom Park is located on the north shore of Lake Washington and includes the mouth of Tributary 0056 at its easternmost edge. The park includes a pier extending 600-feet onto the lake, over 1,200-feet of shoreline and includes a recently enhanced 200-foot beach, which is popular for swimming and small watercraft access. Previous treatments have focused on managing aquatic plants localized around the existing pier (approximately 1.3-acres), however, recent park improvements necessitate expansion of the treatment area to include much more of the park area west of the pier to the beach access (approximately 13-acres).

Previously, diver assisted suction dredging was utilized to manage aquatic plants along the pier at a cost of approximately \$35,000 for the 1.3-acre area and took about a week to complete. The method was effective and worked for this smaller area, however, to utilize this method in the expanded area (10 times larger) it would become cost prohibitive and take months to complete. Herbicide treatment

is one of the recommended management strategies in the City's Integrated Aquatic Vegetation Management Plan (IAVMP) when utilized correctly, however, it was not the preferred method if a non-herbicide method was feasible. Due to the large cost increase and implementation time, staff determined ongoing diver assisted suction dredging to be infeasible.

The recommended on-going course of action is to conduct two herbicide treatments, annually. The first treatment, conducted early in the growing season, includes an application of ProcellaCOR, which targets milfoil. The second treatment, including a mixture of Diquat and Aquathol K, conducted in July to avoid any impacts to salmon, targets other remaining aquatic weeds such as white stem pondweed, curly leaf pondweed, common waterweed, and Brazilian elodea.

This course of action was conducted in 2024 with successful results (see the attached Herrera report, Kenmore 2024 Post-Management Aquatic Plant Survey). However, conducting the second treatment earlier in July may be more beneficial as plant growth will not be as far along (July 1st is the earliest that the second treatment can be conducted). Treatment costs in 2024 were approximately \$20,000.

Łaǻwadis Park

Łaǻwadis Park contains a small lagoon located at the confluence of Swamp Creek and Sammamish River. Recent improvements at the park include a boat ramp and two docks for small watercraft, and trails with observation areas to provide shoreline access to the public. However, hydrological and water quality conditions in and around the lagoon result in poorly circulated and nutrient rich water. This leads to issues of heavy algae and noxious weed growth in and around the lagoon. The following recommendations are provided to address these concerns.

The recommended long-term course of action is to install an aeration system in the lagoon area of the park to increase oxygen levels that promote aerobic bacteria which break down organic waste. Additionally, an algaecide and phosphorus inactivation treatment is recommended to provide near-term results in getting the lagoon clear of existing algae. Manual skimming of the lagoon is recommended throughout the summer season to remove algae and floating aquatic plant debris. Lastly, aquatic plants will continue to grow in the park and may even increase because of algae treatment. Staff recommend continued treatments for managing aquatic plants, which can be coordinated with Log Boom Park treatments.

Arrowhead Point/Inglewood Wetlands Shoreline

Arrowhead Point is located on the shores of Lake Washington north of Saint Edward State Park. The shoreline has been subject to repeated toxic cyanobacteria (blue-green algae) blooms in recent years. The City hired Herrera Environmental Consultants to investigate the blooms to better understand their cause, how they spread, and develop potential mitigation strategies for both the City and shoreline property owners. See the attached Arrowhead Algae Survey report for full details.

The study conducted in 2024 helped further the understanding of the dynamics causing the accumulation of algae blooms, however, additional investigation will be needed to pinpoint the source. Herrera believes that the three highest potential sources may include 1) circulated from deeper open-water areas of the lake, 2) attached to aquatic plants that die off in the fall and concentrate in areas like Arrowhead because of wind patterns, and 3) lake sediments.

It is recommended, based on results from the 2024 evaluation, to collect additional data in September through December 2025 at sites located near the mouth of Sammamish River and Arrowhead Point. This would allow for comparative analyses of the phytoplankton and algae communities between the sites and provide more definitive results on the source of the blooms. To conduct this level of analysis, staff estimate consultant costs would be in the range of \$35K-\$50K.

Previous Council Action(s):

City Council adopted the IAVMP in 2017 and subsequent update in 2020.

City Council approved Herrera's 2024 contract and the 2024 Aquatic Vegetation Management Plan on February 26, 2024.

Fiscal Consideration:

The 2025 Log Boom Park workplan is anticipated to cost approximately \$22,500 for herbicide treatments conducted in early June (depending on conditions) and early July.

The 2025 Āa'wādis Park workplan is anticipated to cost approximately \$12,500 for the installation of an aeration system, \$10,000 for algaecide treatment, \$10,000 for phosphorus inactivation treatment, \$1,200 for herbicide treatment (if coordinated with Log Boom Park). Additionally, approximately 104 hours of staff time will be used for manual skimming, which will likely be conducted by seasonal staff. The total treatment cost is estimated to be \$36,300.

The 2025 Arrowhead Algae Study is anticipated to cost approximately \$35K-\$50K to conduct monthly sampling and survey September through December, sampling of three bloom events and production of a report. Additionally, the City may opt to utilize Herrera to conduct a post-treatment aquatic plant survey, which is anticipated to cost approximately \$11,000.

City Council Priorities or Budget Objective Being Addressed:

City Council Priority 1 to continue to implement the adopted Climate Action Plan and promote environmental stewardship, including water, air, forest, and habitat restoration and preservation, and fulfilling core mission to maintain City infrastructure.

Draft

TECHNICAL MEMORANDUM

Date: October 7, 2024
To: Richard Sawyer, City of Kenmore
From: Eliza Spear, Nick Bartish, and Rob Zisette, Herrera Environmental Consultants, Inc.
Subject: Kenmore 2024 Post-Management Aquatic Plant Survey

Kenmore 2024 Post-Management Aquatic Plant Survey

Background

The City of Kenmore issued the 2017 Integrated Aquatic Vegetation Management Plan (IAVMP) (Herrera 2017) and the 2020 IAVMP Update (Herrera 2021b) to manage aquatic noxious weeds within the City and to maintain public access to three shoreline parks: Log Boom Park, Rhododendron Park, and Squires Landing Park, which has recently been renamed as ʕaʕwadis (TL'awh-ah-dees) Park. Dense invasive aquatic plants negatively impact ecological processes and interfere with recreation and business activities. Dense native plants also may negatively impact recreation and business activities while providing important habitat and water quality benefits for the environment.

The IAVMP presents a monitoring and evaluation plan to be conducted by the City which includes regular aquatic plant surveys and mapping. Herrera Environmental Consultants, Inc. (Herrera) conducted surveys in 2016, 2021, and 2022 that included plant distribution and density mapping throughout the shorelines of Lake Washington and the Sammamish River within the Kenmore city limits (Herrera 2017, 2021a, 2022). Herrera also conducted a qualitative survey of plant distribution within key areas in 2020 to inform the IAVMP update (Herrera 2021b). Aquatic plant surveys are conducted periodically to continue implementation of the City of Kenmore's monitoring plan to document existing conditions, inform aquatic plant control practices, and identify any new infestations of invasive plants in Lake Washington and the Sammamish River within the Kenmore city limits.

Methods

The survey described in this memorandum was conducted by Herrera biologists Eliza Spear and Nick Bartish on September 17, 2024. The purpose of this survey was to map the density of all aquatic plants and identify the distribution of aquatic plant species in the Log Boom Park area for evaluating effectiveness of the 2024 plant management activities that were limited to this area of the City. Herrera conducted a previous aquatic plant survey in May 2024 of the entire City of Kenmore shoreline to document pre-management conditions, recommend appropriate management actions by the City, and to provide information for other property owners to use for management of aquatic plants in other areas within the Kenmore city limits in 2024 (Herrera 2024). Management recommendations included application of the herbicide ProcellaCOR to stands of Eurasian watermilfoil located within the Log Boom Park area. ProcellaCOR is a highly effective, systemic, and selective herbicide that works well in these

conditions because it does not require a long contract time to kill the entire target species, does not impact native plant species or other aquatic biota, and has no restrictions to lake use.

A contractor hired by the City applied ProcellaCOR on June 19, 2024 to target Eurasian watermilfoil in 13 acres within the Log Boom Park area. The contractor then applied Diquat and Aquathol K on July 23, 2024 to target pondweeds within the same treatment area. Diquat and Aquathol K are contact herbicides, which kill plant matter but leave roots intact. These herbicides were used primarily to target white stem pondweed (*Potamogeton amplifolius*) and common waterweed (*Elodea canadensis*). This treatment area is the study area for the post-treatment Herrera survey described in this report. Figure 1 (attached) shows the treatment area and pre-treatment plant density and species composition in the Log Boom Park area. Figure 1 also shows the swim route in the Log Boom Park area for the Kenmore Quad held on August 24, 2024.

Herrera conducted the survey by boat and did not conduct diver surveys or mapping of emergent plants. Herrera conducted the survey along transects perpendicular to shore and spaced no more than 150 feet apart as per the 2020 IAVMP Update (Herrera 2021b). An aquatic plant sampling rake was used to sample and identify the relative abundance or submersed aquatic plant species along the transects, and sample locations were recorded by GPS. Herrera used underwater sonar equipment with GPS (Lowrance HDS7) to gather plant height and density data. The acquired data were processed by BioBase EcoSound for preparing maps of submersed aquatic plant biovolume within the survey area. Plant biovolume represents the fraction (0 to 1) of the water column occupied by plant matter at each measurement location.

Results

Figure 2 (attached) presents the total plant biovolume and dominant species composition observed during the 2024 post-treatment aquatic plant survey. All species identified in the Log Boom Park area during the pre- and post-treatment surveys are listed in Table 1, which includes the plant type and noxious weed class (King County 2024). The species composition and percent cover observed at sampling locations in the Log Boom Park area during both surveys are included in Table 2.

Table 1. Aquatic Plant Species Identified in the Log Boom Park Area for the 2024 Pre- and Post-Treatment Surveys.

Scientific Name	Common Name	Type	Pre-Treatment	Post-Treatment
<i>Ceratophyllum demersum</i>	Hornwort	Native Plant	Yes	Yes
<i>Egeria densa</i>	Brazilian elodea	Class B Noxious Weed	Yes	Yes
<i>Elodea canadensis</i>	Common waterweed	Native Plant	Yes	Yes
<i>Myriophyllum spicatum</i>	Eurasian watermilfoil	Class B Noxious Weed	Yes	Yes
<i>Najas flexilis</i>	Slender water-nymph	Native Plant	Yes	Yes
<i>Potamogeton crispus</i>	Curly-leaf pondweed	Class C Noxious Weed	Yes	No
<i>Potamogeton praelongus</i>	White-stem pondweed	Native Plant	Yes	Yes
<i>Potamogeton zosteriformis</i>	Ribbon-leaf pondweed	Native Plant	Yes	No
<i>Vallisneria americana</i>	Tapegrass	Native Plant	Yes	Yes

Pre-treatment survey on May 14–15, 2024 and post-treatment survey on September 17, 2024.



Table 2. Aquatic Plant Species Composition at Sample Locations in the Log Boom Park Area for the 2024 Pre- and Post-Treatment Surveys.

Sample^a	Pre-Treatment Plant Species Composition on May 14-15, 2024 (percent)
63	<i>Eurasian watermilfoil</i> (20), <i>white-stem pondweed</i> (20), <i>common waterweed</i> (60)
64	Common waterweed (100)
65	Common waterweed (50), <i>Eurasian watermilfoil</i> (50)
66	Curly-leaf pondweed (90), common waterweed (10)
67	Common waterweed (100)
68	Ribbon-leaf pondweed (50), common waterweed (50)
69	<i>Eurasian watermilfoil</i> (100)
70	<i>Eurasian watermilfoil</i> (100)
71	<i>Eurasian watermilfoil</i> (99), common waterweed (1)
72	<i>Eurasian watermilfoil</i> (100)
73	<i>Eurasian watermilfoil</i> (100)
74	<i>White-stem pondweed</i> (33), <i>Eurasian watermilfoil</i> (33), <i>common waterweed</i> (33)
Sample^a	Post-Treatment Plant Species Composition on September 17, 2024 (percent)
497	Tapegrass (100)
498	Tapegrass (80), <i>white-stem pondweed</i> (20)
499	Tapegrass (100)
500	No plants collected
501	Tapegrass (90), <i>white-stem pondweed</i> (10)
502	Tapegrass (40), slender water-nymph (30), <i>white-stem pondweed</i> (20)
503	Hornwort (50), tapegrass (50)
504	<i>Egeria</i> (10), tapegrass (90)
505	Slender water-nymph (90), hornwort (10)
506	Tapegrass (90), <i>Eurasian watermilfoil</i> (5), common waterweed (5)
507	<i>Eurasian watermilfoil</i> (10), tapegrass (20), slender water-nymph (60), hornwort (10)
508	Tapegrass (60), hornwort (40)
509	Slender water-nymph (70), <i>white-stem pondweed</i> (30)
510	<i>Slender water-nymph</i> (70), <i>white-stem pondweed</i> (30)

^a Sample locations in *italics* are located outside the treatment area.

Herrera biologists observed a mix of native and invasive aquatic plants in the Log Boom Park management area (Figure 2). Figure 3 shows the change in biovolume between surveys in 2024. Blue areas on this figure show where biovolume decreased between surveys. Red areas on this figure show where biovolume increased between surveys. Blue areas indicate success of the control efforts in 2024. Red areas likely indicate where plants had not fully matured during the pre-treatment survey, resulting in lower biovolume than would occur at full growth.

During the post-treatment survey, the Log Boom Park area was dominated by native species including *white-stem pondweed*, slender water-nymph, hornwort, common waterweed, and tapegrass. Native species comprised an average of 42 percent of composition samples in the Log Boom Park Area during



the pre-treatment survey. Invasive species comprised an average of 58 percent of composition samples in the Log Boom Park Area.

The same native species were observed during the post-treatment survey with the exception of slender water-nymph, which dominated several sample locations in September. Only occasional incidences of Eurasian watermilfoil and Egeria were observed during the post-treatment survey. Native species comprised an average of 90 percent of composition samples during the post-treatment survey. Invasive species comprised an average of 2 percent of composition samples. This is a significant reduction in invasive species as compared to pre-treatment survey results.

The observed reduction in plant biovolume in some areas, reduction in invasive species, and increase in native species composition indicates success of the City's management efforts in 2024.

Conclusions and Recommendations

Conclusions from the 2024 post-treatment aquatic plant survey of the Log Boom Park treatment area:

- The aquatic plant community in the Log Boom Park treatment area was dominated by native plants. Native plant communities provide fish habitat and improve water quality and should only be controlled as necessary to allow for commercial and recreational access.
- Eurasian watermilfoil is likely to reoccur near Log Boom Park in 2025. Continued monitoring of the aquatic plant community at Log Boom Park and repeated control efforts as needed are recommended.
- ProcettaCOR is recommended to treat Eurasian watermilfoil as needed in 2025. This herbicide is a cost-effective method to treat the plant which is currently interfering the most with beneficial use activities. ProcettaCOR is a highly effective, systemic, and selective herbicide with no restrictions to lake use.
- If applying ProcettaCOR in the future, the City should not use diver assisted suction harvesting (DASH). Although it is an effective and selective form of plant control, it is not as cost effective as ProcettaCOR. DASH has been used by the City in the last several years at Long Boom Park and may be continued in the future depending on future conditions.
- Mechanical harvesting is not recommended for regular control because it leaves roots intact that result in fast regrowth of invasive species within the control area, and because it may increase the spread of invasive species from cut plant fragments that escape the harvesting machine. If the City wishes to achieve short-term control of all invasive and native species in the Log Boom Park area for the Kenmore Quad without chemicals, harvesting may be used but it should be confirmed that a harvester is available to provide a sufficient depth of control to benefit swimmers.



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Herrera. 2017. Lake Washington and the Sammamish River Within the City of Kenmore, Washington, Integrated Aquatic Vegetation Management Plan. Prepared for the City of Kenmore by Herrera Environmental Consultants, Inc., Seattle, Washington. June.

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Herrera. 2021b. Lake Washington and the Sammamish River Within the City of Kenmore, Washington, Integrated Aquatic Vegetation Management Plan 2020 Update. Prepared for the City of Kenmore by Herrera Environmental Consultants, Inc., Seattle, Washington. March.

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King County. 2024. King County Noxious Weeds List.

<<https://kingcounty.gov/services/environment/animals-and-plants/noxious-weeds/laws/scientific-list.aspx>>.



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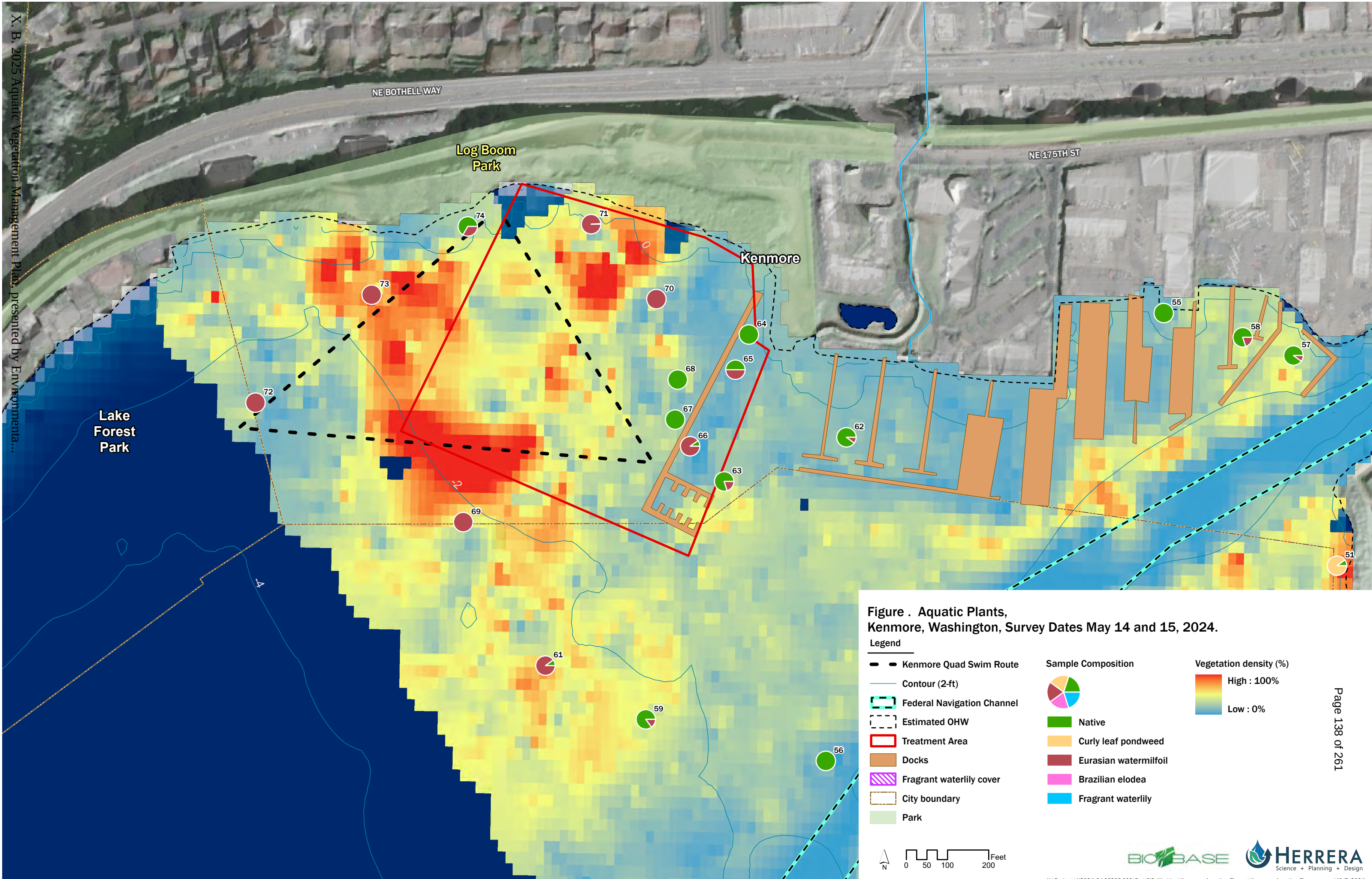


Figure . Aquatic Plants, Kenmore, Washington, Survey Dates May 14 and 15, 2024.

Legend

- Kenmore Quad Swim Route
- Contour (2-ft)
- Federal Navigation Channel
- Estimated OHW
- Treatment Area
- Docks
- Fragrant waterlily cover
- City boundary
- Park

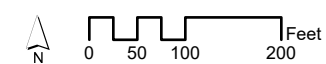
Sample Composition

- Native
- Curly leaf pondweed
- Eurasian watermilfoil
- Brazilian elodea
- Fragrant waterlily

Vegetation density (%)

High : 100%

Low : 0%



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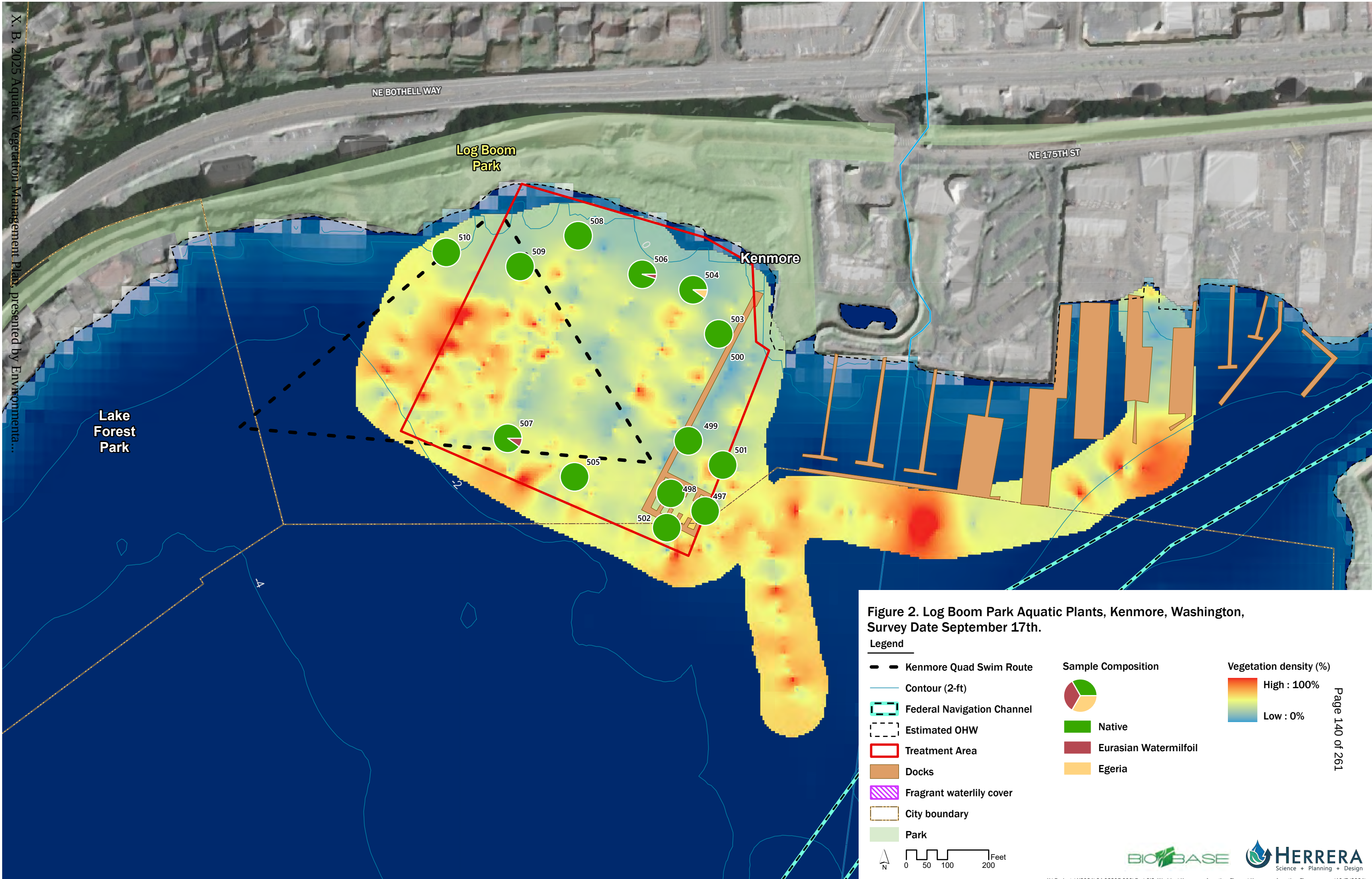


Figure 2. Log Boom Park Aquatic Plants, Kenmore, Washington, Survey Date September 17th.

Legend

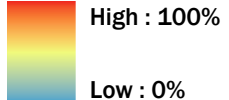
-  Kenmore Quad Swim Route
-  Contour (2-ft)
-  Federal Navigation Channel
-  Estimated OHW
-  Treatment Area
-  Docks
-  Fragrant waterlily cover
-  City boundary
-  Park

Sample Composition



-  Native
 Eurasian Watermilfoil
 Egeria

Vegetation density (%)



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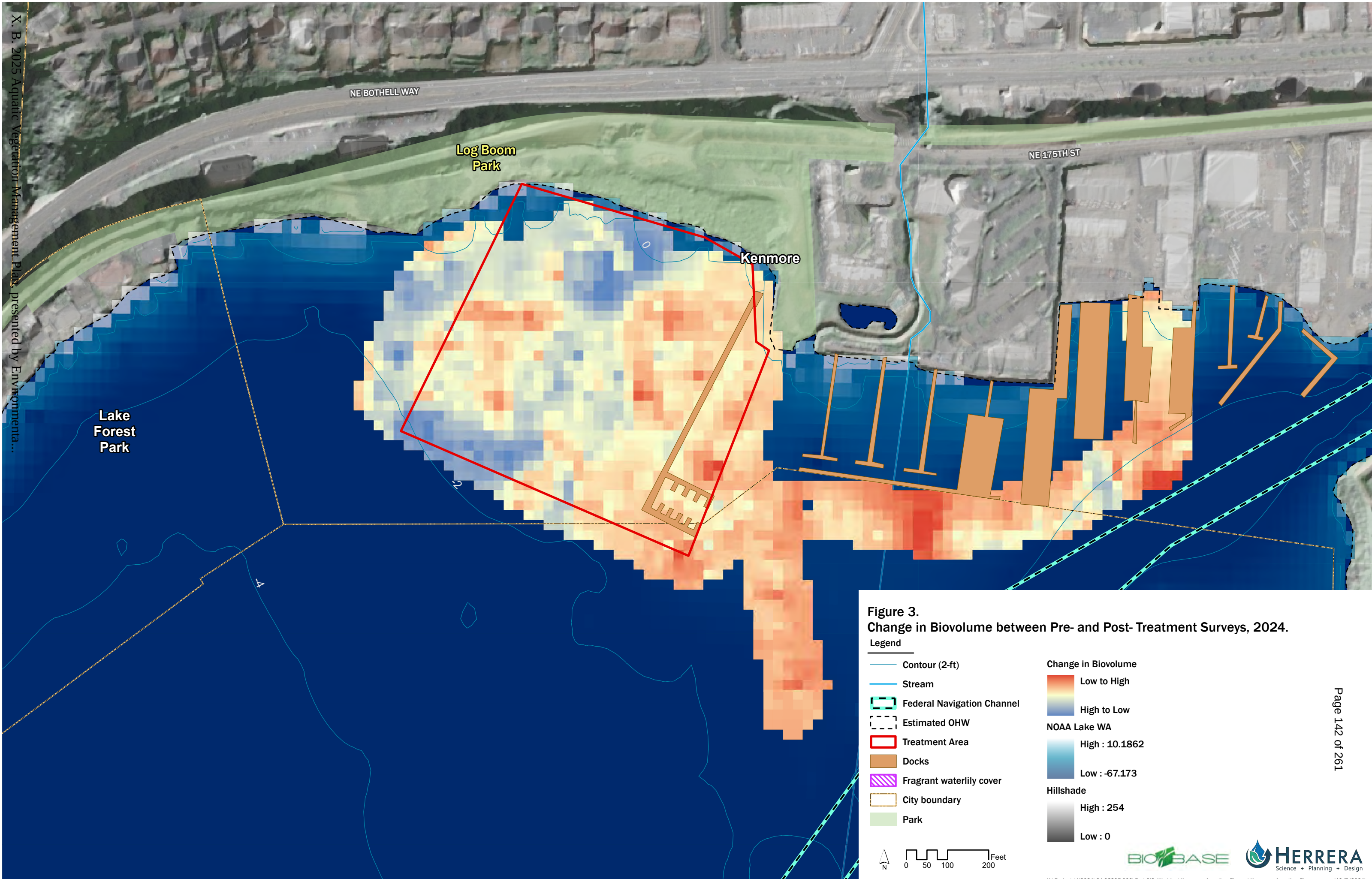


Figure 3.
Change in Biovolume between Pre- and Post- Treatment Surveys, 2024.

Legend

- Contour (2-ft)
- Stream
- Federal Navigation Channel
- Estimated OHW
- Treatment Area
- Docks
- Fragrant waterlily cover
- City boundary
- Park

Change in Biovolume

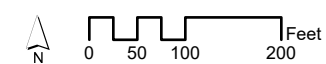
- Low to High
- High to Low

NOAA Lake WA

- High : 10.1862
- Low : -67.173

Hillshade

- High : 254
- Low : 0



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TECHNICAL MEMORANDUM

Date: January 17, 2025
To: Richard Sawyer, City of Kenmore
From: T. Clark, Katie Sweeney, Rob Zisette, Eliza Spear, Herrera Environmental Consultants, Inc.
Subject: ʔaʔwadis Park Algae Management Suitability Study

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Introduction

The City of Kenmore (City) requested that Herrera evaluate sources of toxic algae (cyanobacteria) within the study area and evaluate options for algae management for the upstream lagoon at Ḳáx̣ẉadis Park. Ḳáx̣ẉadis Park (Figure 1) is located at the confluence of Swamp Creek with the Sammamish River, which drains into the northeast corner of Lake Washington. Observations from community members and City staff have noted that lagoon is suffering from increasing algae blooms and/or nuisance aquatic plants. Excess floating algae and rooted aquatic plants develop the late summer and early fall (Figure 2) and are the impetus for this study. To date, City staff have used a surface skimmer to remove accumulations of filamentous algae and debris from the lagoon. No algae samples have been submitted to NW Toxic Algae for cyanotoxin analysis.

This technical memorandum summarizes potential management strategies for nuisance algae in the lagoon and recommends four alternative pilot programs: aeration, algicide treatment, algae skimming, and phosphorus inactivation. These programs could be implemented in succession depending on the observed effectiveness of each method. These recommendations represent a planning-level process to evaluate likely benefits or consequences of management actions and the estimated costs.

Herrera monitored aquatic plants within the study area for preparation of the original City of Kenmore Integrated Aquatic Vegetation Management Plan (IAVMP) in 2017 and on several occasions since for IAVMP effectiveness evaluations and updates. The aquatic plant community in the study area is typically dominated by the noxious weeds, fragrant waterlily (*Nymphaea odorata*), Eurasian watermilfoil (*Myriophyllum spicatum*) and curly leaf pondweed (*Potamogeton crispus*). The dominant coverage appears to oscillate between aquatic plants and algae both between and, to a lesser degree, within summers.

Information on the environmental conditions in the lagoon are based on visual observations, and hydrological and water quality monitoring data for Swamp Creek and the Sammamish River collected by King County. Both the Sammamish River and Swamp Creek have elevated levels of nutrients (total nitrogen concentrations as annual medians: 783 µg/L at Swamp Creek [site ID: 0470] and 526 µg/L at Sammamish River [site ID: 0450CC]; total phosphorus concentrations as annual medians: 63.9 µg/L and 30.7 µg/L, respectively); King County 2023)¹. These values are indicative of conditions that favor nuisance algae blooms because they generally exceed nutrient criteria for a eutrophic state based on summer mean concentrations of total nitrogen (greater than 650 µg/L) and total phosphorus (greater than 25 µg/L) (Welch and Jacoby 2004)².

¹ King County. 2023. Water Quality Status and Trends in 75 King County Streams (2016- 2020). Prepared by Jeremy Walls and Timothy Clark, Water and Land Resources Division. Seattle, Washington.

² Welch, E. B. and J. M. Jacoby. 2004. Pollutant effects in freshwater: applied limnology. Spon Press, London. 504pp.



The nuisance blooms in the late summer and early fall coincide with lower flows for both the river and stream. The lagoon is approximately 245 feet long and 84 feet wide for an area of 0.5 acres (see Figure 1). The lagoon volume is estimated at 2 acre-feet based on an approximate mean depth of 4 feet.

Based on this information, we hypothesize that the driving factors for nuisance blooms in the lagoon in the summer are: (1) nutrient enrichment from Swamp Creek that fuels algae and plant productivity, (2) low hydraulic flushing that allows accumulation of algae in the lagoon and settling of organic material ("muck") on the lagoon's bottom, and (3) microbial breakdown of organic material and consumption of oxygen in lagoon sediments releases nutrients for algae uptake. Groundwater and stormwater inputs may also be a source of nutrients, but these are expected to be minor during the summer when precipitation and the water table are low. Based on these hypotheses, we expect that management methods that directly remove algae (e.g., algaecides or skimming), promote mixing and flushing of the lagoon to push algae out, and inactivation of sediment phosphorus to starve algae could be effective short-term solutions. Management of nutrients from Swamp Creek, a large urban/suburban watershed, would benefit the lagoon. However, watershed management actions (e.g., stormwater retrofits) would take decades to meaningfully reduce nutrients in Swamp Creek and improve conditions in the lagoon.



Figure 1. Ħaħwadis Park Study Area.



Lagoon – Approximately 245' north/south & 84' west/east





Algae Management Strategies

This section describes the algae control strategies we evaluated for implementation at ḲāḲwadis Park and recommends a pilot program to begin algae management.

Table 1 in the *Method Summaries* section outlines the most suitable in-lake management methods, outlining their relative effectiveness at reducing algae, a high-level cost assessment, and level of potential non-target impacts. Table 2 summarizes strategies that show a potential for controlling algae, but we consider experimental, where relative efficacy is uncertain due to a lack of studies and/or inconsistent results, and Table 3 outlines algae control strategies not suitable for implementation at ḲāḲwadis Park. Additionally, Table 4 briefly long-term nutrient reduction strategies that would not immediately provide water quality benefits in the Park's lagoon. These actions, if implemented, would eventually decrease the nutrients that fuel algae blooms and aquatic plants in the lagoon.

Recommended Pilot Program Options

From the evaluated algae management strategies (see Tables 1 through 3 in the next section), we recommend the following three control options to consider for implementing in a pilot program at ḲāḲwadis Park. The aeration system may be implemented in combination with algaecide treatment or alum treatments.

Install an Aeration System. Aeration systems control algae by disrupting the buoyancy of cyanobacteria and promoting the growth of aerobic bacteria that help break down organic waste. Aeration can also support fish health and improve water quality. Implementation involves installing an electrical hookup to operate the aeration system. However, aeration may be difficult to sufficiently suppress algae growth to meet water quality goals in highly enriched systems.



A pond aerator in Laurelhurst Park, Portland, Oregon.

We recommend this option for a pilot program because we believe this technology may be able to reduce algae blooms at ḲāḲwadis Park and support breakdown of organic material ('muck') in the lagoon at much lower cost than other methods, which are approximately five times the cost over a 10-year period (see Table 1). Much of the cost associated with this option is up-front (e.g., permitting, equipment, and installation), with low annual maintenance and operating costs (e.g., electricity). Furthermore, if aeration does not provide the desired effect within the pilot period, the installed electrical hookup could be used in the future for piloting other in-water management strategies (i.e., nanobubbler or ultrasound



systems). Proper placement the aeration system in the lagoon will be key to ensure complete mixing of lagoon waters. The placement of the aeration diffuser(s) will be informed by manufacturer specifications and will depend on the number of diffusers. A single diffuser should be adequate for the lagoon, and the diffuser may be placed in the center of the lagoon.

Costs are based on installation of a small single unit in the center of the pond that is designed for a pond up to 0.5 acres and maximum depth of 6 feet (AirMax SW40 Pond Aeration System by American Pond Aeration). If a single aerator does not result in improved water quality, a linear bubble aeration system could be placed across the lagoon entrance to create a bubble curtain for reducing stream water and nutrient inputs (this addition is not included in the estimate below).

Estimated Cost: \$12,500 capital + \$540/year O&M = \$1,800/year for 10 years

Conduct Algaecide Treatments.

Algaecides are highly effective at killing algae and cyanobacteria in the water column, but do not reduce nutrients and do not provide long-term control. Algaecides are only effective while the active ingredient is in the water column (i.e., for a few hours or days). Following treatment, algae are expected to return or aquatic plants may capitalize following the increase in light availability and nutrients.



Algaecide application at Vancouver Lake Regional Park swim beach, Vancouver, Washington.

Algaecide treatments could be implemented over one to two summers, with adaptive evaluation of its effectiveness and cost. We expect algaecide treatments to be highly effective short-term in the lagoon but, depending on the frequency of algae blooms and relative need, this option may become costly. Frequent monitoring and coordinating a mobilization coordination in advance are key to successful algaecide success. Permitting may be accomplished by adding an algaecide to the City's exiting Aquatic Plant and Algae Management permit.

A framework should be developed for what will trigger the mobilization of an algaecide treatment. Example triggers can include visual confirmation of a nuisance algae bloom by an expert or exceedance of set chlorophyll-a (a measure of algae biomass) or cyanotoxin thresholds.

Estimated Cost: \$10,000/year for 4 treatments in summer, with actual costs dependent on bloom frequency and treatment longevity.

Conduct Phosphorus Inactivation Treatments with Alum. Alum (aluminum sulfate) is a salt that has been used for treating drinking water, wastewater, and lakes. When alum is applied to water, it forms flocules of aluminum hydroxide which fall to the lake bottom, removing algae and particulate phosphorus and

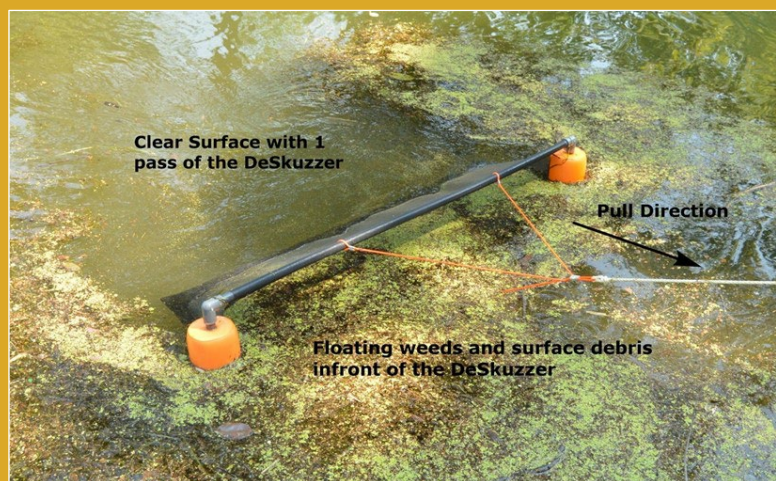


increasing water clarity. Aluminum hydroxide also serves as a binding site for dissolved phosphorus, which prevents bound phosphorus from being uptaken by algae. Excess product can be applied to also inactivate recently deposited surface sediments in the treated waterbody. Treatments are required at least annually to remove soluble phosphorus and particulate phosphorus (for alum) when external phosphorus loading from the watershed or adjacent waters is high. Alum treatment in the lagoon will require permitting with the Washington State Department of Ecology and must be conducted by a licensed applicator. Alum decreases the pH of water, and the permit requires that pH must be closely monitored during application to prevent impacts to aquatic life.

For this planning estimate, we assumed 2 treatments would be needed per summer due to the high amount of phosphorus loaded to the lagoon from Swamp Creek. These treatments would be conducted in Spring (April or May) and Summer (July or August).

Estimated Cost: \$10,000/year for 2 treatments in summer, with actual costs dependent on bloom frequency and treatment longevity.

Surface Water Skimming. The existing surface water maintenance program using a DeSkuzzer skimmer could be formalized to evaluate its effectiveness. Formalizing this program will involve tracking the frequency of skimming events, the number of hours spent, and relative effectiveness at controlling algae and other surface scums. This is a low-cost option because the skimmer has been purchased and it offers immediate improvements to aesthetics and recreation without the use of chemicals.



A DeSkuzzer used for surface water skimming and water quality maintenance.

Estimated Cost: \$10,500/year for 8 skimming events each requiring 13 hours to skim the entire pond summer, with actual costs dependent on bloom frequency and treatment longevity.

Effectiveness Monitoring and Adaptive Management. It is critical to continue monitoring lagoon conditions to assess risks to public health and wildlife, to track the effectiveness of the management methods implemented, and make adaptive management decisions. Monitoring options include:

- Aerial photography from unmanned aerial vehicles (UAVs) owned and operated by the City
- Monthly chlorophyll-a (algae biomass) monitoring
- Routine bloom surveillance (weekly) and cyanotoxin analysis when blue-green algae blooms are present



- Long-Term, External Nutrient Management.** Finally, long-term management of external nutrients (i.e., shoreline and watershed sources) is necessary to prevent accumulation of nutrients in the lagoon. Managing external sources will be challenging due to the lagoon's location on the Sammamish River, which provides a consistent replenishment of nutrients. Recommended long-term actions to reduce external nutrient supply to the Xáxw'adis Park lagoon are outlined in Table 4.

Most Suitable

Method Description	Effectiveness	Cost	Non-Target Impact Risk
Lagoon Mixing by Aeration			
Aerating a pond can be beneficial, but its impact depends on the specific conditions and goals for the water body. Aeration increases oxygen levels, which can support fish health and improve water quality by promoting aerobic bacteria that help break down organic waste. However, aeration is not a cure-all; its effectiveness depends on factors like the water body's size, depth, and nutrient load. In nutrient-rich ponds, aeration might initially stir up sediments, potentially worsening water quality before long-term benefits are seen. Additionally, while aeration can help reduce muck and odors over time, it requires regular maintenance and proper setup to avoid mechanical issues or unintended consequences. HPA and Shoreline permits may be required.	Low to Moderate	Low <u>Equipment:</u> \$2,500 <u>Installation:</u> \$10,000 120V electrical set-up, trenching, and permitting <u>Operations and Maintenance:</u> \$40/summer for electricity plus \$500/year for set-up and maintenance <u>Ten-year Annual Cost:</u> \$1,800/year	Low

Table 1 (continued). Most Suitable Algae Management Strategies for ĽáĽwadis Park.

Method Description	Effectiveness	Cost	Non-Target Impact Risk
Algaecide Treatment			
Algaecides (i.e., endothall [e.g., Hydrothol® 191] and sodium carbonate peroxyhydrate [e.g., PAK 27 or Phycomycin]) kill algae and cyanobacteria in the water column. Algaecides do not reduce nutrients, do not provide long-term control, may affect other aquatic biota to varying degrees, and may accelerate recycling of nutrients. Algaecides are effective only while the active ingredient is in the water column and available for uptake by the algae. Following treatment, algae are expected to return or aquatic plants may capitalize following the increase in light availability and nutrients. Permitting may be accomplished by adding an algaecide to the City's exiting Aquatic Plant and Algae Management permit. Assumptions for the cost estimate: • Dosage: 100 pounds per acre foot • Treatment Volume: 20,580 sq ft (area) * 4 ft (mean depth) = 82,320 cubic feet = 2 acre-feet • Algaecide cost: Phycomycin at \$1.60 per pound • Product cost per treatment: \$320 • Mobilization: \$2,250 per treatment • Total cost per treatment: \$2,600 • Treat monthly June through September (4 times per summer)	High (short-term)	Moderate Annual Cost: \$10,000/year for 4 treatments	Low–Moderate (may increase coverage of nuisance aquatic plants)
Manual skimming (e.g., parachute skimmer)			
Physical removal of filamentous algae, floating aquatic plants, and debris using skimmer with net mesh. Non-filamentous algae may be removed concurrently if enough material is captured in the net to provide a finer filter bed. Assumptions for the labor estimate: • 1,600 square-feet skimmed per hour • \$100/hour staff labor rate (burdened rate) • Skim entire lagoon (20,580 sq. ft. in 13 hours) 2 times per month June through September Potential products include: DeSkuzzer (4.5-foot wide with 24-foot pull) or pond weed rakes (various sizes, recommend a rake with finely spaced tines)	Moderate to high (depends on type of algae present)	Moderate Equipment: \$150 to \$300; Labor: \$10,400/year for 8 skimming events at 13 hours/event Annual Cost: \$10,500/year for 8 skimming events	Low, chemical-free



Table 1 (continued). Most Suitable Algae Management Strategies for ŁaŃwadiŁ Park.

Method Description	Effectiveness	Cost	Non-Target Impact Risk
Water Column Phosphorus Inactivation			
Alum, lanthanum, iron, calcium, or a proprietary formulation are applied to strip the water column to remove phosphorus and inactivate sediment phosphorus. Some products (alum and proprietary products) form floccules which remove algae and particulate phosphorus and increase water clarity. Treatments are required at least annually to remove soluble phosphorus and particulate phosphorus (for alum) when external phosphorus loading from the watershed or adjacent waters is high, and excess product can be applied to also inactivate recently deposited surface sediments in the treated waterbody. Permitting may be accomplished by adding alum or lanthanum to the City's exiting Aquatic Plant and Algae Management permit. Following treatment, aquatic plant growth may increase following the increase in light availability. Assumptions for the cost estimate (assuming alum): • Treat every twice per summer • Mobilization: \$5,000 per treatment • Alum dose: 4 mg Al/L = 1.2 kg (6.4 gallons) for lagoon water phosphorus stripping and partial sediment phosphorus inactivation • Alum cost: \$2.50/gallon = \$16 • Total cost per treatment: \$5,016	High	Moderate Annual Cost: \$10,000 /year (for 2 alum treatments)	Low–Moderate (may increase coverage of nuisance aquatic plants)



Method Description	Rationale for Rejection
Dredging	
Dredging is the removal of sediment and organic material from the bottom of a waterbody, which can contain significant amounts of nutrients accumulated over time. Removing this material reduces the amount of phosphorus, which can help to prevent the growth of algae. Dredging can be complex and prohibitively expensive, requiring specialized equipment and expertise. Increased depths may reduce aquatic weeds and improve recreational uses. It is difficult to permit, impacts aquatic life, and temporarily increases turbidity and disturbs public use. HPA and Shoreline permits may be required.	Expected effectiveness is low to moderate, but the relative cost and potential impact to non-target species is very high.
Dilution/Flushing	
Use of a low phosphorus water supply (e.g., adjacent waterbody, groundwater) to dilute the amount of phosphorus in the focal waterbody. Dilution works best in low-flow systems where external phosphorus loading is low. Flushing can be effective with higher phosphorus source waters that works be washing out the algae faster than they grow, which usually requires an exchange rate greater than one pond volume in 10 days.	No surface waters nearby have lower nutrient conditions, and pumping in groundwater is expensive.
Aquatic Plant Removal	
Mechanical harvesting of aquatic plants involves the removal of excessive plant biomass using specialized equipment such as harvesters and cutters. Aquatic plants store nutrients in their tissues. By removing excess plant biomass, mechanical harvesting helps to remove these nutrients from the waterbody.	Aquatic plant removal may be useful, especially for reducing nuisance lilies and milfoil, which would potentially also reduce periphytic algae. However, removing these species may allow benthic or planktonic algae to take their place, taking advantage of less competition for light.
Aquatic Plant Growth	
Submerged aquatic plants compete with phytoplankton for nutrients and can prevent the resuspension of sediments and nutrients during rainfall and wind events. Plants can provide habitat for zooplankton and fish, and some species secrete allelochemicals which inhibit the growth of some algae. There is much uncertainty in coverage needed to reduce algae growth and does not address external nutrient loading. Aquatic plants may inhibit navigation and recreation.	The lagoon already features abundant aquatic plants; additional growth is not expected to provide enough competition to reduce algae growth since there is an overabundance of nutrients available.

Table 3 (continued). Strategies Not Suitable for łáǎwadis Park.

Method Description	Rationale for Rejection
Biomanipulation	
Removal of zooplanktivorous and benthivorous fish or the addition of piscivores are the most frequently applied biomanipulation methods. These methods increase zooplankton populations to increase the amount of grazing on algae and therefore reduce overall algae. This method does not address nutrients and may remove desirable fish species. These projects are always considered experimental because of the difficulty in predicting or controlling results.	Removal of fish species is not feasible in the lagoon due to its connection to the Sammamish River and Lake Washington. Impacts of biomanipulation are too difficult to predict and can be more damaging than beneficial.
Straw	
Applying barley and rice straws is considered an alternative cyanobacterial control strategy for lakes. The mode of cyanobacteria control is not entirely understood and is debated; it may work by releasing allelopathic compounds during the decay of straw, or by promoting beneficial bacteria and fungi growth over algae. Decomposition may reduce oxygen levels, prohibiting further release of inhibitory substances and reducing water quality. Relief is not immediate, straws may be a visual or boating nuisance, and it does not address nutrients.	Low to no expected effectiveness and potential visual and recreational nuisance.
Sediment Phosphorus Inactivation	
A higher dose than the water column stripping is applied to inactivate phosphorus in the sediment to prevent future release over a long period of time (5 to 10 years). This is not believed to be appropriate for the lagoon because the phosphorus loading to the lagoon is expected to be primarily from external sources (stormwater, Swamp Creek, and Sammamish River) rather than pond sediment release.	The Sammamish River likely contributes most of the nutrients available in the lagoon. Controlling internal sediment phosphorus release without reducing high external inputs is not expected to be sustainable in the long-term, and more frequent treatments to remove phosphorus from the water and inactivate recently deposited surface sediments would be needed (see Table 1).
Shading (Dyes)	
Shading involves coloring the lake with dye to decrease sunlight available for algae growth. This method is largely untested and likely very difficult to permit in natural lakes. May have undesirable aesthetic impacts.	This is not feasible for the lagoon because the APAM permit specifically disallows use for rivers or streams or any lake that discharges to other surface waters of the State. Furthermore, we have low confidence in the overall effectiveness of this method.



Method Description	Effectiveness	Cost	Non-Target Impact Risk
Stormwater Management			
Fertilized areas, domestic animals, wildlife, and erosion of soils and organic matter contribute phosphorus to stormwater runoff. Stormwater management seeks to treat or infiltrate runoff from impervious and pollutant-generating surfaces prior to discharge to the river.	Low–Moderate	Moderate-High	Low
Stream Phosphorus Inactivation			
Phosphorus inactivation products can be applied at the mouth of streams or stormwater outfalls entering a waterbody to inactivate phosphorus prior to it becoming available to algae. These systems may include pumps and retention ponds but, due to high costs, alum injection is most effective for large volumes of conveyed water. However, all applied alum must be retained and would not be allowed to be discharged to the Sammamish River, which requires long detention times and would be difficult and expensive to achieve.	Low–Moderate	Moderate–High	Moderate
Waterfowl Management			
Waterfowl droppings are often a leading contributor to bacteria loading and can present a health risk from fecal pathogens. Droppings also contain phosphorus, especially during seasons when resident and migrating geese/ducks may be abundant. Management involves annoying (e.g., via noise, lasers, faux predators), relocating, or removing waterfowl attractants (e.g., nearby expanses of open lawn, food sources). Legal and ethical considerations apply.	Low–Moderate	Low-Moderate	Low
Shoreline Management			
Concrete or rock wall bulkheads negatively impact fish and wildlife habitat and can accelerate erosion and suspension of shallow waterbody sediments by increasing wave energy, which can fuel cyanobacteria growth. BMPs include healthy shoreline alternatives that use native plants, beaches, and wood to protect houses while improving habitat, views, and recreational opportunities.	Low–Moderate	Moderate	Low



TECHNICAL MEMORANDUM

Date: January 17, 2025
To: Richard Sawyer, City of Kenmore
Copy to: John Adamski, Arrowhead Point Resident
Rachael Gravon, King County Water and Land Resources Division
From: Timothy Clark, Nikki VandePutte, and Rob Zisette, Herrera Environmental Consultants, Inc.
Subject: Arrowhead Point Algae Survey Results

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Background

Herrera Environmental Consultants (Herrera) was contracted by the City of Kenmore to investigate algae blooms that accumulate along the northeastern shore of Lake Washington, specifically at Arrowhead Point. The area of interest includes approximately 1 mile shoreline from the mouth of the Sammamish River south to Arrowhead Point. According to local residents, the frequency and magnitude of cyanobacteria (blue-green algae) blooms have been increasing in recent years. Cyanobacteria are a type of algae that can form thin green- to blue-green-colored scums on the water surface with a paint-like appearance (see top photograph in Figure 1) and are of particular concern because they can produce toxins responsible causing illness or even death to humans and animals if consumed. Filamentous green algae often form thick green- to yellow-colored scums on the water surface with a thick, stringy appearance that are aesthetically unpleasant but do not produce toxins.

The study area is comprised of the northeastern shoreline of Lake Washington, from the mouth of the Sammamish River, across Squawk Slough, and south to Arrowhead Point (Figure 2; Figure 3). The Inglewood Golf Club is located along the northern most extent of the shoreline, with Inglewood Condominiums immediately adjacent. Single-family residential homes occupy the remainder of the shoreline within the study area. Saint Edward State Park is located along the shoreline immediately south of the study area. Observations from community members of increasing toxic algae blooms in this area in the late summer and fall were communicated to the City and formed part of the impetus for this study.

The purpose of this investigatory study was to evaluate potential sources of the cyanobacteria blooms that accumulate at Arrowhead Point. Herrera designed a simple algae bloom monitoring program to assess the extent and sources of toxic cyanobacteria on the shores. Potential sources include:

- Planktonic algae suspended in the Sammamish River and the nearshore (littoral) and offshore (pelagic) open waters of Lake Washington.
- Benthic algae attached to lake sediments near the mouth of the Sammamish River and shallow areas of the lake.
- Periphytic algae attached to aquatic plants near the mouth of the Sammamish River shallow areas of the lake).

Based on high-frequency and diligent observations by a local resident at Arrowhead Point, John Adamski, the following are understood:

- Fall seasons in warm years have been noticeably worse for algae.
- Algae scums tend to accumulate near Arrowhead Point following northerly and northwesterly winds.
- On days when an algae scum is present along the lake shoreline at Arrowhead Point, the amount of scum decreases going north to where it disappears somewhere off the mouth of the Sammamish River.
- Southwesterly and southeasterly winds will push debris and algae toward Log Boom Park along Lake Washington's northern shore.



Figure 1. Cyanobacteria Bloom Along Shore at Arrowhead Point in Lake Washington, Kenmore, Washington.



Photo by J. Adamski, December 2023.

Figure 2. Fragrant Water Lily Patch at Mouth of Sammamish River in Lake Washington, Kenmore, Washington.



Photo by Charlie Parks, City of Kenmore, September 2024.



File Path: K:\Projects\2020\24-08005-0001\Pro\GIS Working\Kerrmore_Aquatics_Figures\prox\Figure 1_Study Area
Date: 12/4/2024
Author: bbaugniowski

Methods

Herrera staff performed two surveys from the Sammamish River mouth to Arrowhead Point. The first survey occurred during the post-treatment vegetation survey on September 17, 2024. The second survey occurred following observations of algae bloom accumulation at Arrowhead Point on November 7, 2024, and also extended north of the Sammamish River.

To conduct the survey, Herrera staff submerged a YSI EXO multiparameter sonde to a depth of 10 centimeters (cm) from a boat to measure the following water quality parameters of interest: chlorophyll-a, blue-green algae (phycocyanin), temperature, dissolved oxygen, specific conductance (conductivity at 25 °C), and pH. Table 1 presents the relevance and data quality objectives for each of these parameters.

Table 1. YSI EXO Sonde Measurement Data Quality Objectives.

Parameter	Relevance	Resolution	Accuracy	Range
Chlorophyll-a	Measure of algae biomass	0.01 µg/L	Linearity: $r^2 \geq 0.999$ for Rhodamine WT across full range	0 to 400 µg/L
Blue-green Algae (Phycocyanin)	Measure of cyanobacteria biomass (also called blue-green algae)	0.01 µg/L	Linearity: $r^2 \geq 0.999$ for Rhodamine WT across full range	0 to 100 µg/L
Temperature	Drives chemical and metabolic reaction speed	0.001 °C	-5 to 35°C: ± 0.01 °C	-5 to 50 °C
Dissolved Oxygen	Measure of available oxygen in water. Waters receive oxygen from the atmosphere, aquatic plants, and algae. Oxygen is consumed during decomposition of organic material (e.g., algae, plant debris).	0.01 mg/L	0 to 20 mg/L: ± 0.1 mg/L or 1% of reading, whichever is greater	0 to 50 mg/L
Specific Conductance (Conductivity)	Measure of the concentration of dissolved ions in water (normalized to at 25 °C). Increases in conductance could then be an indicator that a discharge of groundwater or large source of pollution has entered the water.	0.1 to 10 µS/cm	$\pm 0.5\%$ of reading or 1 uS/cm	0 to 200,000 µS/cm
pH	pH is a measure of the acidity (or basicity) of water. Most living organisms, especially aquatic life, function at the optimal pH range of 6.5 to 8.5.	0.01 units	± 0.1 within ± 10 °C of calibration temperature, ± 0.2 for entire temperature range	0 to 14 units

The sonde was calibrated before use to obtain accurate readings. The sonde took readings every 10 seconds, while the boat maintained a speed of 4.5 knots or less. The survey began at the north end of the Sammamish River and traveled south to or slightly beyond Arrowhead Point, staying as close to the shoreline as possible. On the return north, they stayed approximately 100 feet offshore.



While travelling both directions, staff performed a routine visual observation every 15 minutes and when they observed algae of interest. If a blue-green algae scum or mat was observed, they collected a sample of the scum for microscopic examination and qualitative algae identification by an experienced Herrera scientist. Field observations are documented in Appendix B of this technical memorandum.

Additionally, throughout the study period (August to November 2024), John Adamski conducted frequent visual surveys at Arrowhead Point, paddling to Log Boom Park and the Harbour Village Marina to investigate the spatial distribution of blooms (or lack thereof). These efforts are greatly appreciated and provide a more comprehensive understanding of the dynamics in the region of the lake as affected by winds, light, temperature, discharge from the Sammamish River, and senescence of aquatic plants. Mr. Adamski observations and photographs are documented in Appendix A of this technical memorandum.

Results

Results from both surveys are presented spatially in maps and as summary statistics in boxplots. In the boxplots, the box represents the interquartile range. The lower bound of the box is the 25th percentile and the upper bound is the 75th percentile. The median is shown by a horizontal line within the box. The “whiskers” (vertical lines) extend to the smallest and largest values within 1.5 times the interquartile range. Any data outside the whiskers are outliers and plotted as points.

During the September 17 survey, the crew were unable to follow the lake shoreline for 0.25 miles south of the Sammamish River (offshore of Inglewood Shores and Golf Course), due to the thick stand of lily pads (Figure 4).

Chlorophyll-a

All algae contain chlorophyll-a, which is used as measure of algae biomass. Figure 5 and Figure 6 present chlorophyll-a concentrations in micrograms per liter ($\mu\text{g/L}$). On September 17, both the highest (600 $\mu\text{g/L}$) and lowest (0 $\mu\text{g/L}$) concentrations were measured near the mouth of the Sammamish River. The high concentrations on the eastern segment of the loop near the river mouth occurred while the sonde was inadvertently partially dragged through shallow lake sediments, and the sediments were resuspended. The sonde manufacturer states that the chlorophyll-a and blue-green algae sensors are minimally impacted by turbidity, and the observed peaks are not expected to be due to sensor interference. The increased chlorophyll-a readings may instead be due to the sonde’s suspension of planktonic algae settled on the sediment, benthic algae growing on the sediment, or periphytic algae growing on submersed aquatic plants. High concentrations were also measured close to east shoreline.

On November 7, the chlorophyll-a concentrations were higher about 100 meters offshore (up to about 130 $\mu\text{g/L}$) than nearshore (typically less than 1 $\mu\text{g/L}$), except for a few elevated points close to the northeast shoreline, just south of the mouth of the Sammamish River. However, overlapping survey points near Arrowhead Point show low chlorophyll-a on the way to the point and high chlorophyll-a returning from the point (see Figure 3). This was also observed for BGA noted below, suggesting that pigments on sediments or plants may have been suspended by the boat propeller on the way to the



point. The survey was extended to Log Boom Park and the marina to the east because an algae bloom was reported for these areas; however, there was no indication of elevated chlorophyll-a in these areas and no algae blooms were visually observed during the November 7 survey.

Figure 4. Comparison of Inglewood Shores waterlilies during the September 17 (left) and November 7 (right) Algae Surveys.



Photos by City of Kenmore

The median concentration of chlorophyll-a was higher in September (3.5 $\mu\text{g/L}$) than November (0.01 $\mu\text{g/L}$) (see Figure 5). In November, more than half of the measured concentrations were less than zero. The negative values are indicative of very low (undetected) values of chlorophyll-a. The sensor was calibrated prior to both events and passed the post-event checks.

Figure 5. Chlorophyll-a Concentrations in Lake Washington.

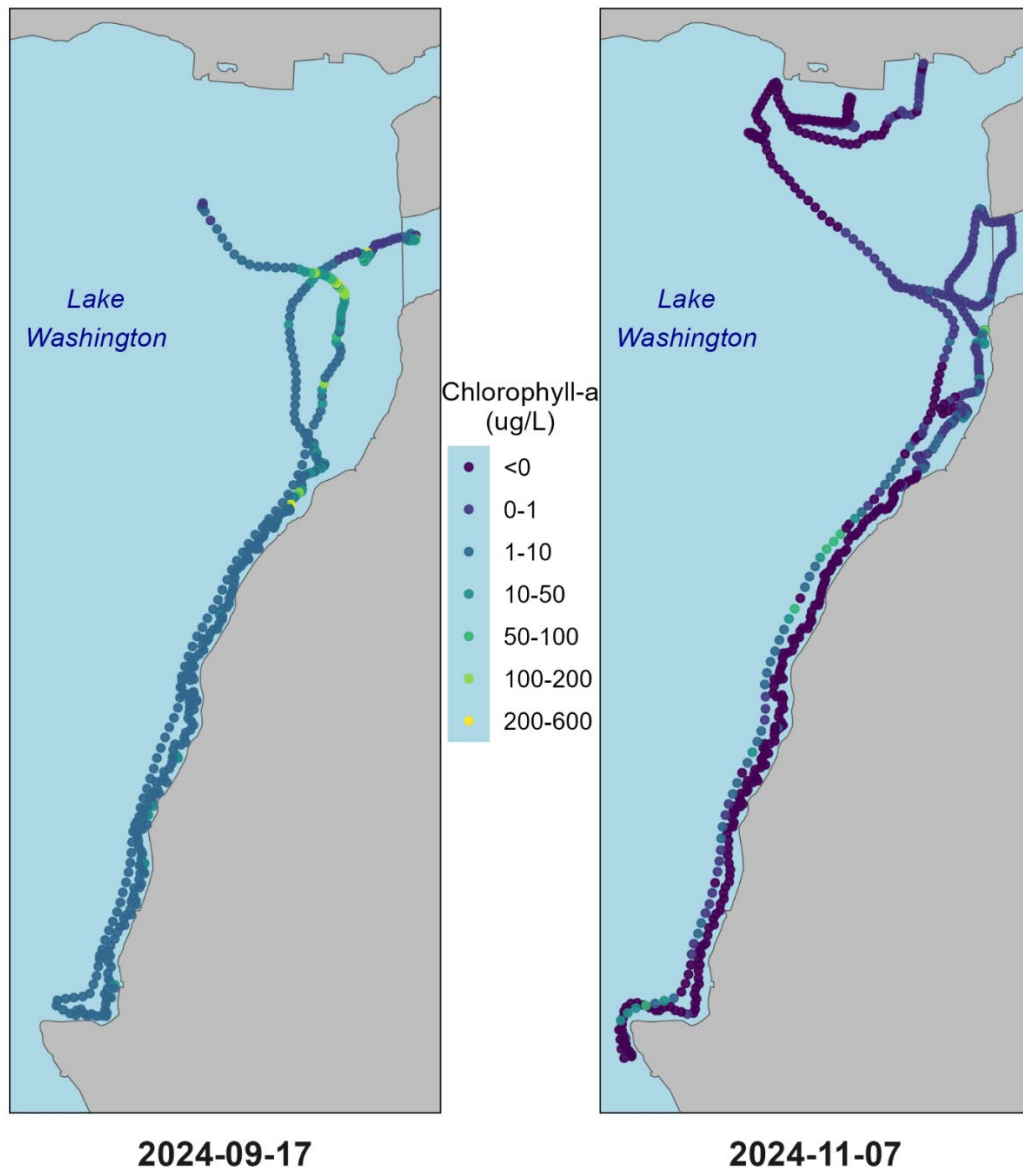
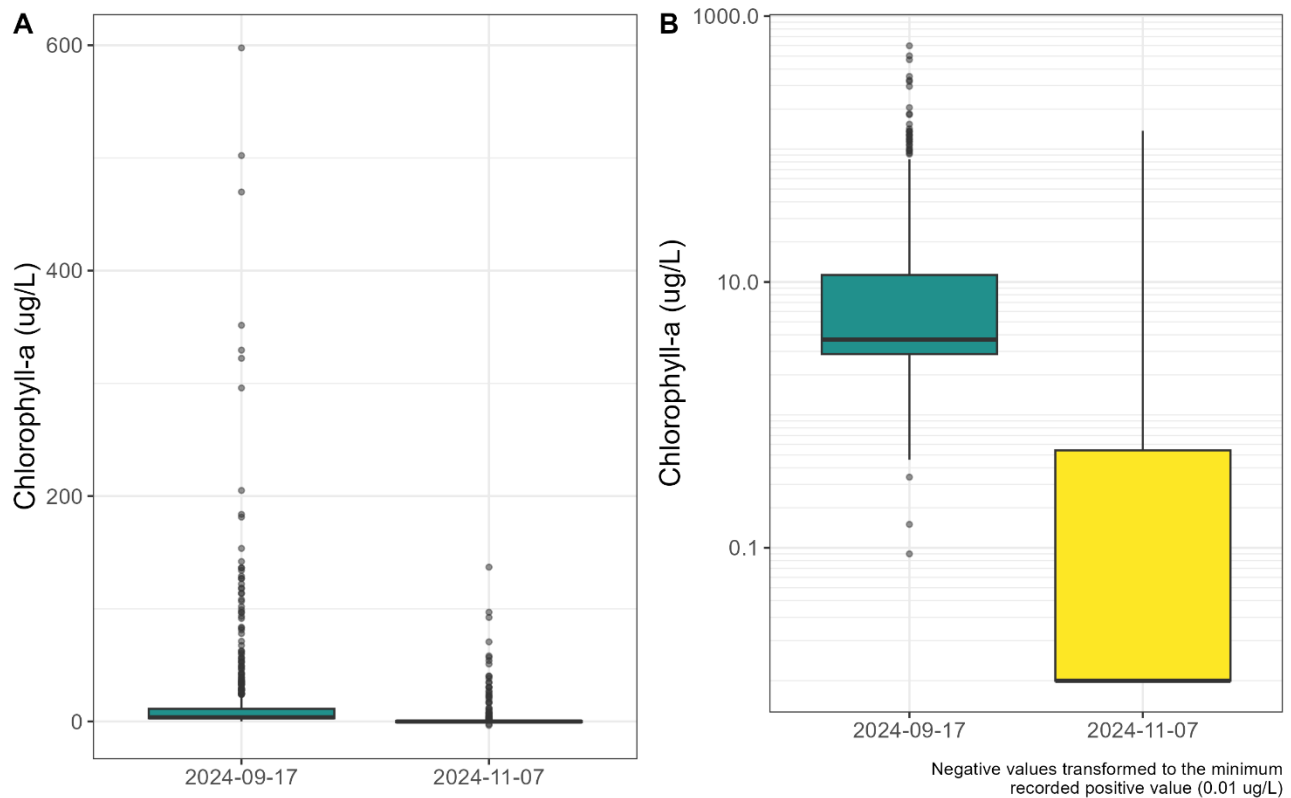


Figure 6. Chlorophyll-a Concentrations on Linear (A) and Logarithmic (B) Scales.



Blue-green Algae Pigment (Phycocyanin)

Cyanobacteria (blue-green algae or BGA) also produce a pigment named phycocyanin, which is not produced by other types of algae and, therefore, is used to represent the biomass of BGA. Figure 7 and Figure 8 present blue-green algae (BGA) pigment, measured as phycocyanin concentrations in micrograms per liter (ug/L). Recorded concentrations were primarily less than zero on both survey days, indicating low levels of blue-green algae. (The sensor was calibrated prior to both events and passed the post-event checks). Concentrations greater than zero were recorded near the northeast shoreline and near the mouth of the Sammamish River on September 17. On November 7, positive concentrations were also measured on the northeast shoreline and about 100 meters offshore.

Phycocyanin concentrations were generally closely related to chlorophyll-a (Figure 9). A substantial exception to this was found at the mouth of the Sammamish on September 17, when the measured phycocyanin values were much higher than expected. These points of high BGA to chlorophyll-a ratios suggest cyanobacteria may be more dominant than other members of the algal community. During the November 7 event, high BGA to chlorophyll-a ratios were seen at a few of the offshore points.

The elevated BGA, chlorophyll-a, and their ratio in the shallows near the mouth of the Sammamish River observed on September 17 may be indicative of benthic and/or periphytic cyanobacteria and other algae taking advantage of the nutrient-rich inputs from the Sammamish River and being suspended by either



the sonde or the boat propeller. The lack of either pigment at most other points in the river suggest that the elevated pigments locations were not caused by planktonic (free-floating) algae growing in the Sammamish River.

Figure 7. Blue-Green Algae (BGA) Concentrations in Lake Washington with Disproportionately Higher BGA than Chlorophyll-a at Red Circled Points (see Figure 9).

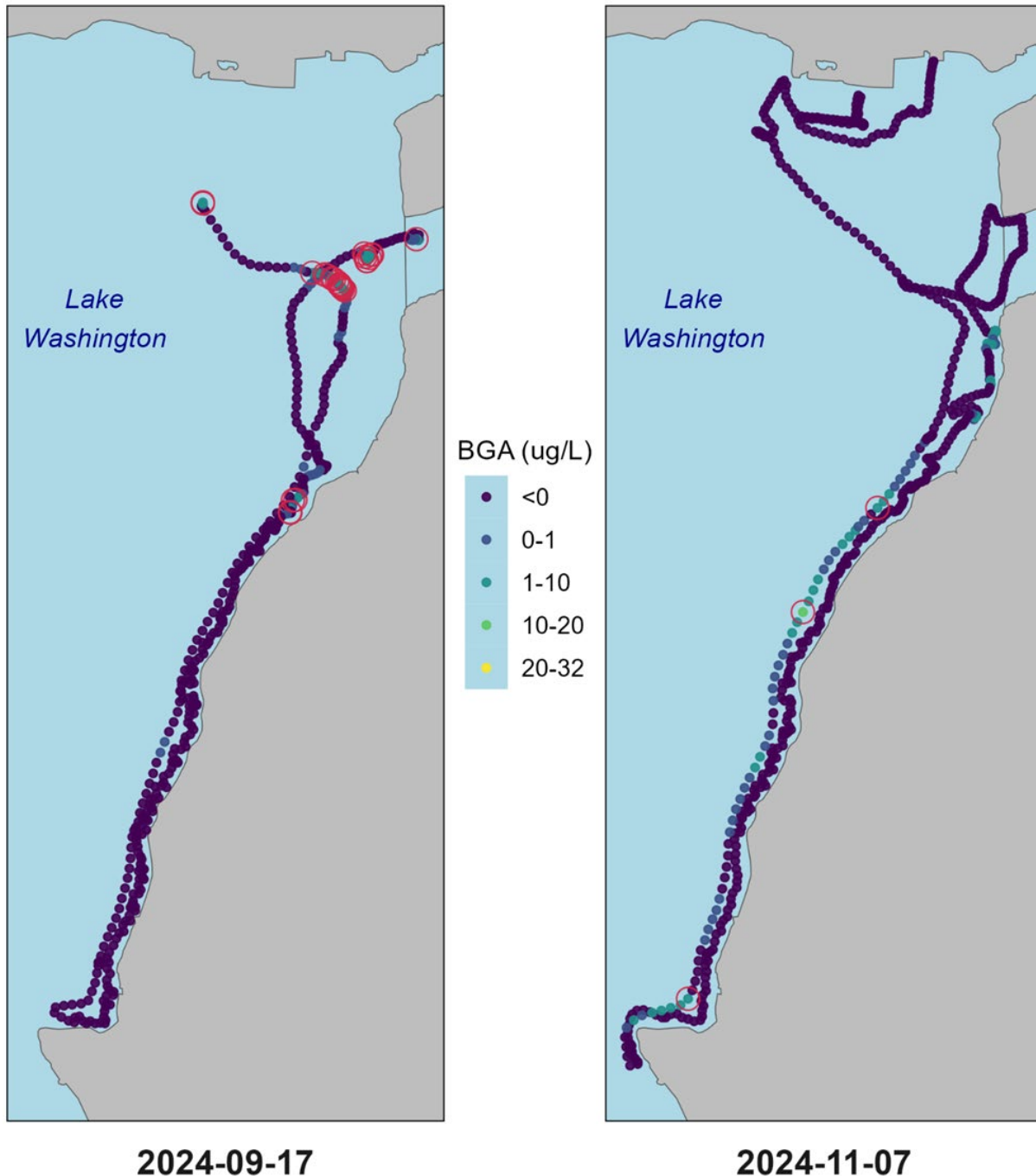


Figure 8. Counts of Blue-Green Algae (BGA) Concentrations.

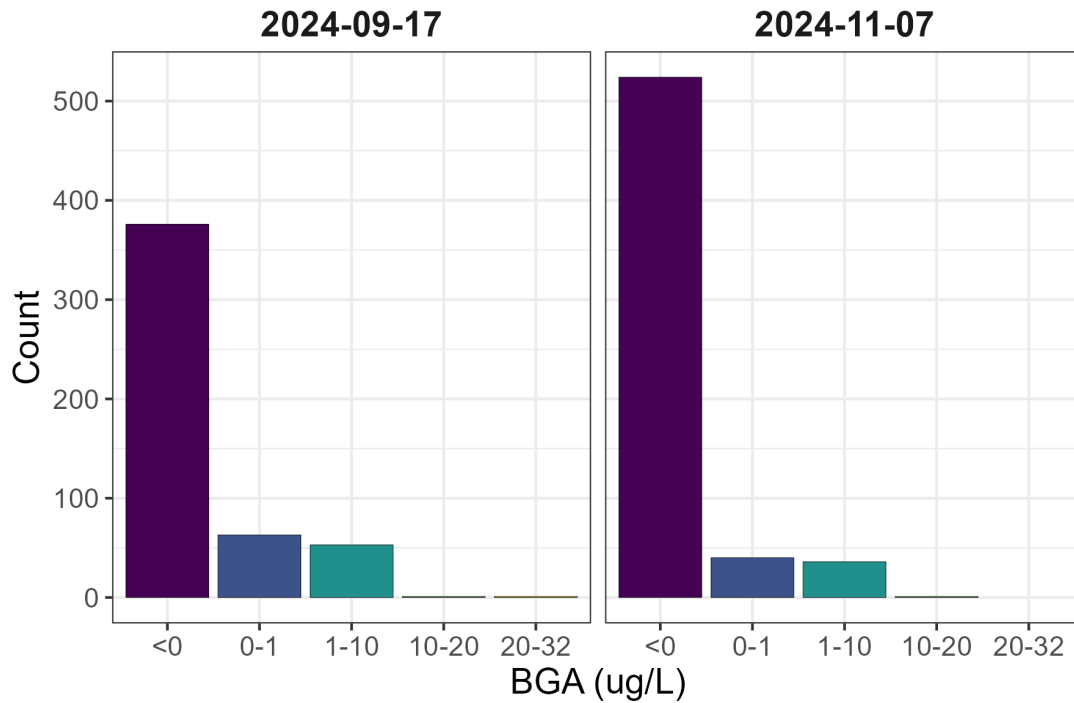
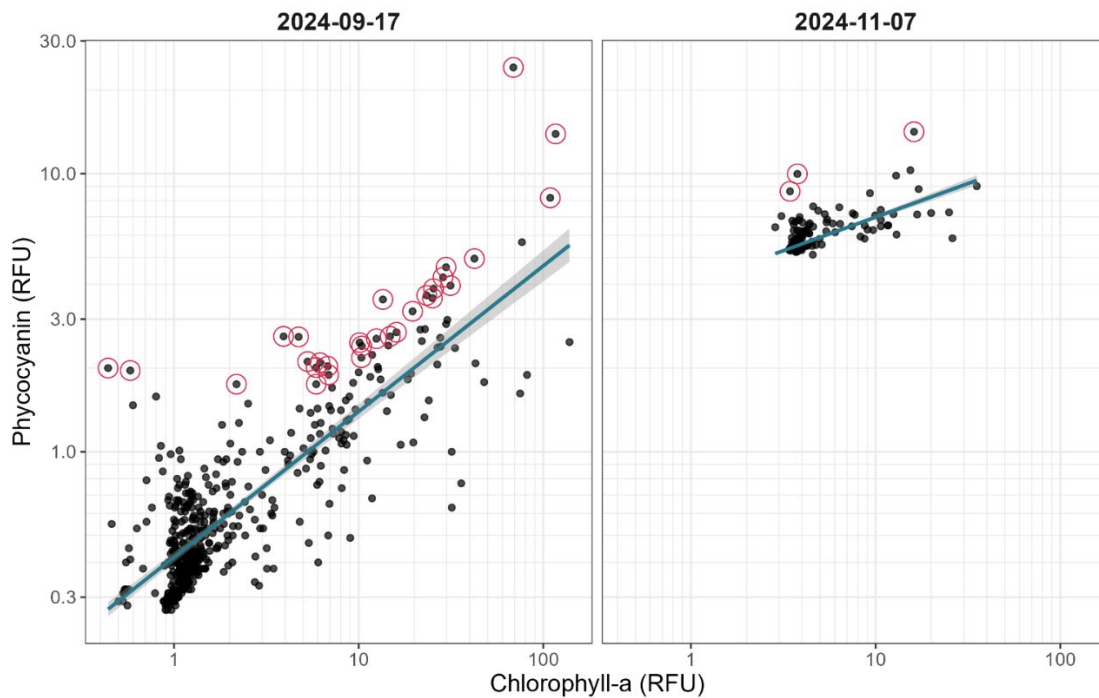


Figure 9. Comparison Between Measured Fluorescence Units for Chlorophyll-a and Phycocyanin With Circled Points Where Phycocyanin Was More Than 50 Percent the Predicted Value (Blue Line).



Temperature

Figure 10 presents temperature results in degrees Celsius (°C). On both survey dates, temperatures were lowest near the mouth of Sammamish. Temperatures were warmer during the September survey (ranging from 16 to 20 °C) than the November survey (ranging from 10 to 14 °C). This is expected and reflects the change in the season to decreased solar radiation, lower air temperature, and increased discharge cooler waters in the Sammamish River.

Dissolved Oxygen

Algae production increases dissolved oxygen, whereas decay of organic matter in sediments (or in waters during the evening or under dense aquatic plant cover) decreases dissolved oxygen. Also, less oxygen dissolves in warmer waters than cooler waters, such that the Sammamish River would be expected to have more dissolved oxygen than the lake surface because it is cooler.

Figure 11 presents dissolved oxygen results in milligrams per liter (mg/L). Dissolved oxygen concentrations were generally high with medians greater than 9 mg/L on both survey days. Instances of lower concentrations occurred along the northeast shoreline, most notably on November 7 with several measurements below 6 mg/L in the vicinity of the fragrant water lilies. On November 7, the location with the lowest dissolved oxygen concentrations at the northeast shoreline corresponded with relatively high concentrations of BGA and chlorophyll-a. The lower dissolved oxygen in this area may have been caused by sediment suspension from the sonde or boat, or decay of water lilies and other organic plant matter in that area.

Specific Conductance

Specific Conductance (conductivity) is a measure of dissolved solids that is generally not affected by algae production.

Figure 12 presents conductivity results in microsiemens per centimeter (µS/cm). On both survey dates, conductivity values were higher near the mouth of the Sammamish River. Median conductivity values were comparable on both days, but there was a larger range on September 17.

pH

Algae production increases pH from consumption of carbon dioxide, a weak acid.

Figure 13 presents pH results. On both survey dates, pH was lower near the mouth of the Sammamish River. The median pH was higher on September 17 than on November 7, which agrees with the higher rates of algae productivity suggested by the higher chlorophyll-a concentrations.



Figure 10. Temperature Measurements in Lake Washington.

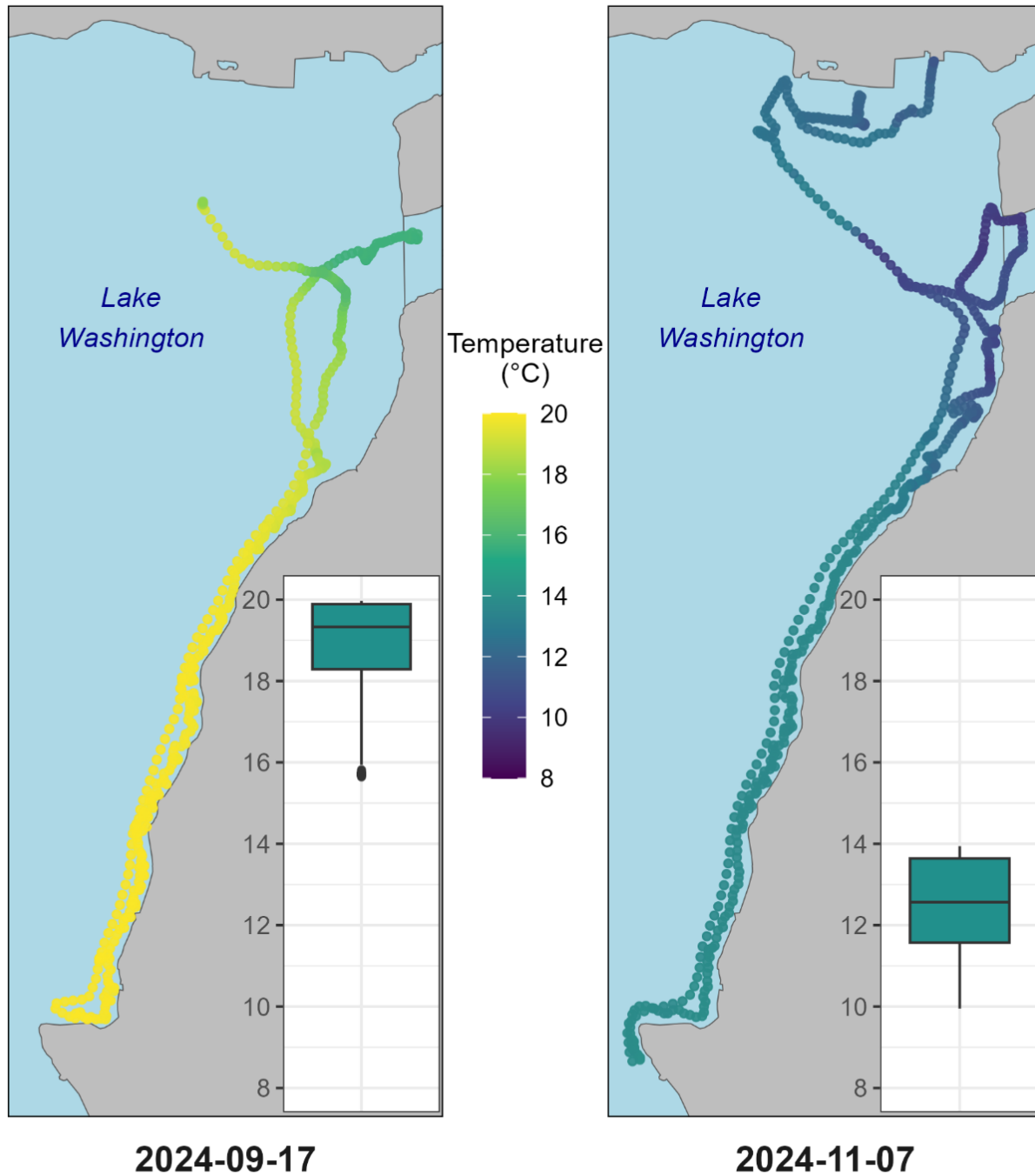
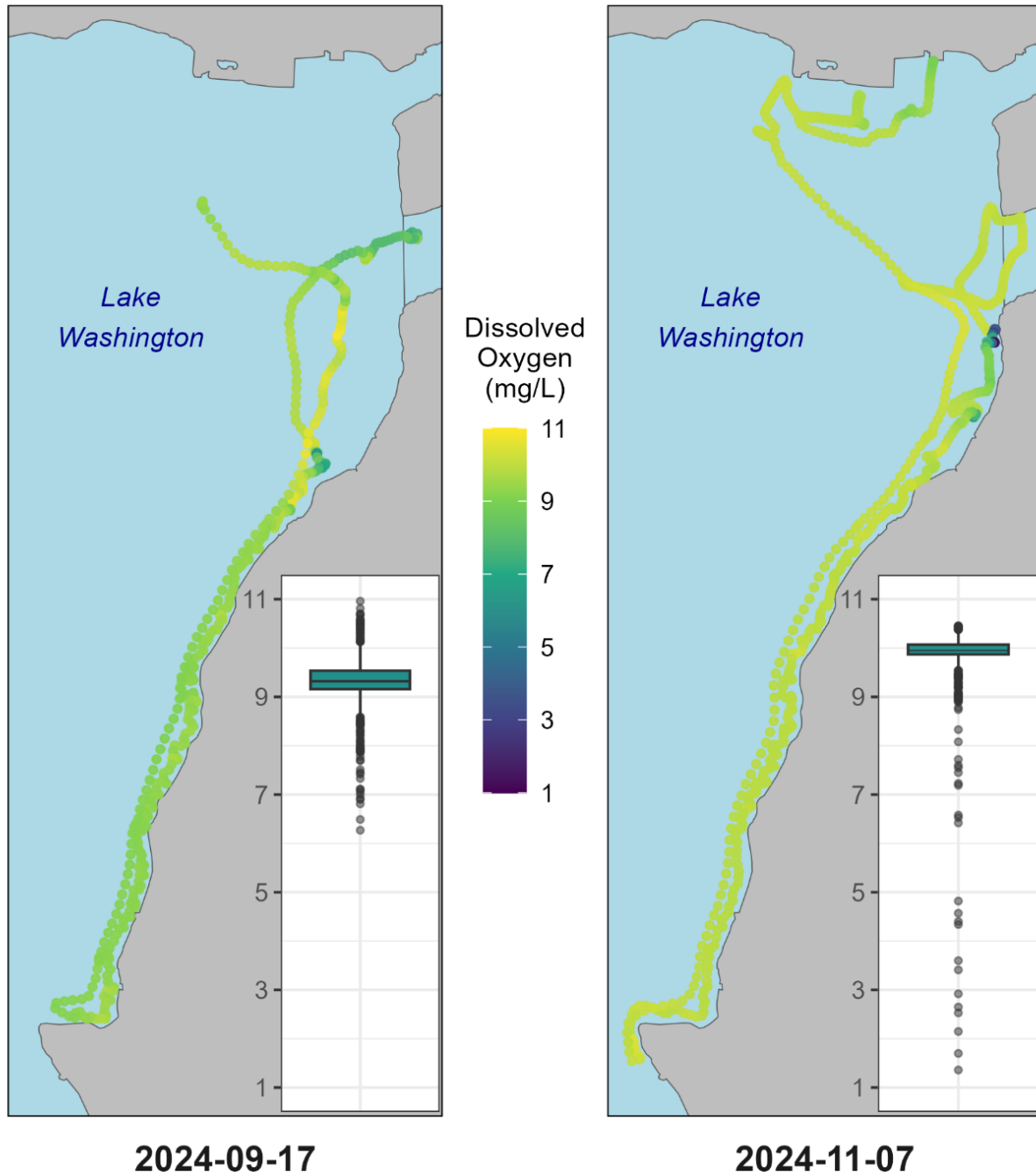


Figure 11. Dissolved Oxygen Concentrations in Lake Washington.



2024-09-17

2024-11-07



Figure 12. Conductivity Values in Lake Washington

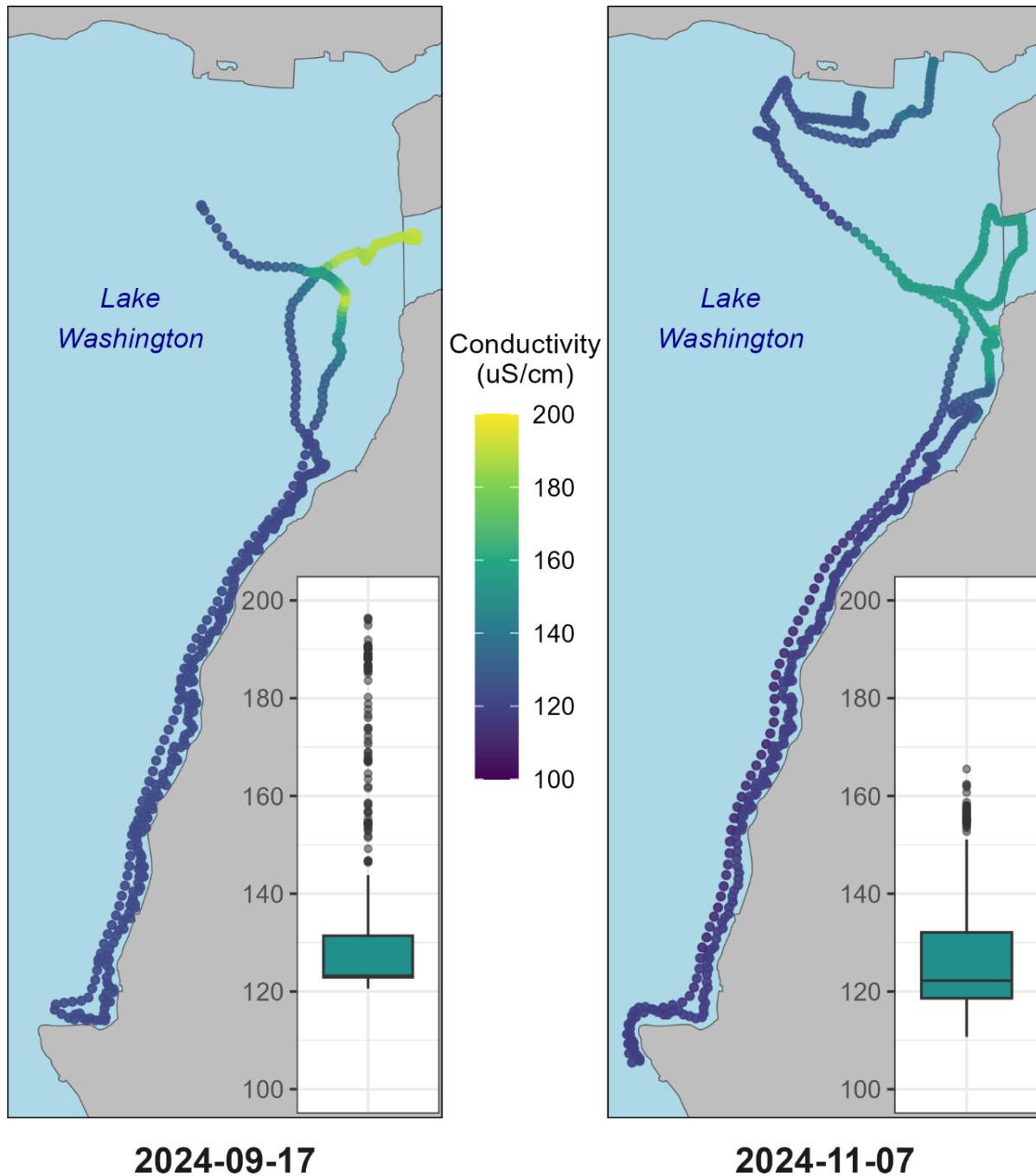
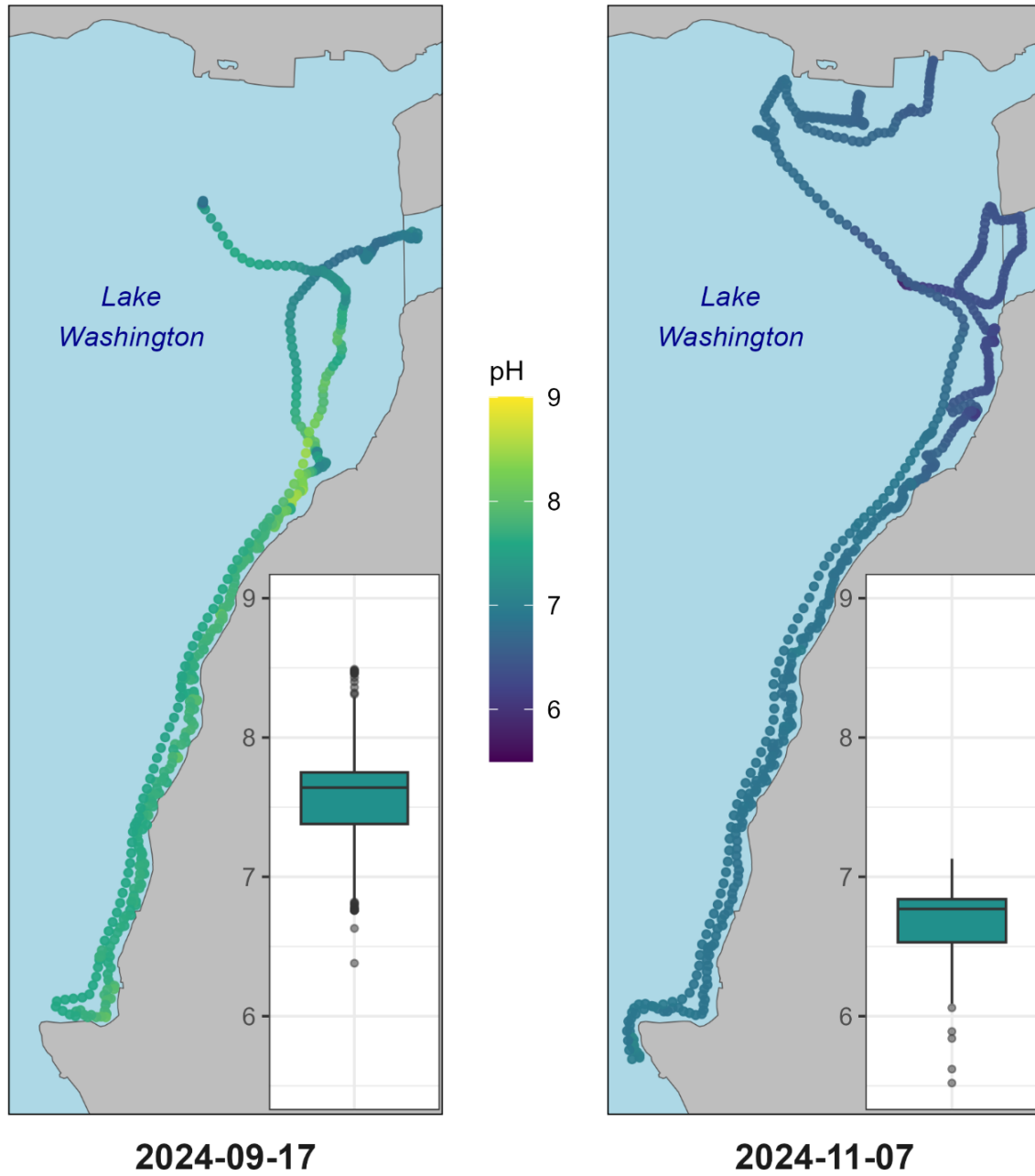


Figure 13. pH Measurements in Lake Washington.



2024-09-17

2024-11-07

Algae Identification

During each sampling event, three samples were collected for qualitative algae identification. These samples were collected when there was either a noticeable algae bloom present or when there was an increase in the chlorophyll-a measured by the sonde. The three samples collected on September 17, 2024, were not analyzed for algae identification because the algae scum appeared to be comprised of filamentous green algae and not blue-green algae.

Table 2 presents the algae sample locations for all six samples and algae identification results for the three samples analyzed from the second sampling event on November 7, 2024. The blue-green algae *Dolichospermum*, consisting of a coiled filamentous species, was the dominant species observed at two locations north of Arrowhead Point: 1) just south of the large fragrant water lily patch located south of the Sammamish River and 1) north of the Sammamish River on the west side of Pier 2 in North Lake Marina. No algae were observed in the third sample collected adjacent to the decaying Eurasian watermilfoil south of Arrowhead Point. *Dolichospermum* is a known producer of microcystin.

Table 2. Algae Identification

Date Sampled	Time	Location	Sample ID	Sampling Notes	Algae Present
2024-09-17	11:05	47.74837 N 122.26055 W	KEN-1	Green filamentous algae observed (south of river and lily patch)	Not analyzed
	11:20	47.74476 N 122.26324 W	KEN-2	Green filamentous algae observed (further south of river)	Not analyzed
	12:00	47.76285 N 122.25965 W	KEN-3	Very shallow at Sammamish River mouth (at edge of deposit area)	Not analyzed
2024-11-07	12:52	47.74883 N 122.25997 W	KEN-02-20241107	Fine, light green particulates in top of water column, decaying Eurasian watermilfoil and white water lily (south side of lily patch ~15 feet from eastern shoreline)	Dolichospermum (coiled)
	13:22	47.73825N 122.26771 W	KEN-03-20241107	Clear, decaying Eurasian watermilfoil (south side of Arrowhead Point)	None observed
	13:54	47.75563 N 122.2617 W	KEN-04-20241107	Green scum with duckweed accumulating at dock edge (Pier 2 West Side)	Dominant: Dolichospermum (coiled) Present: Pennate diatoms Ulothrix (green) Lyngbya (thin BGA)



Conclusions and Recommendations

This study furthers understanding of the dynamics that cause accumulations of algae blooms at Arrowhead Point. Unfortunately, the data gathered do not pinpoint a specific source or “breeding ground” of algae that accumulate along the shoreline. The two surveys show that there are “hot spots” of algae with relatively higher concentrations of chlorophyll-a and BGA pigment, but it is not known if these hot spots are the origin of those blooms or a temporary location in a dynamic system. Table 3 below summarizes the hypothesized origins/sources of the cyanobacteria blooms/scums, this study’s findings, qualitative assessment by Herrera limnologists of the likelihood of the hypothesis, and recommended follow-up to further study sources of algae scums.

While we cannot conclude a definitive source, the Herrera team believes the most likely source of the scums is pelagic algae from either the nearshore, open waters, or both. The northern part of Lake Washington tends to have higher nutrient and algae concentrations than the rest of the lake, likely due to elevated nutrient inputs from the Sammamish River. The blooms are expected to remain suspended throughout the mixed surface waters throughout most of the year, but periods of high cyanobacteria growth rates during calm weather (which causes high buoyancy and scum formation in the warmer surface layer) followed by persistent winds from the south can push the algae bloom scums north (and to the northeast shore from return currents or directly during southwesterly winds) causing them to accumulate along the Arrowhead Point shoreline. Periphytic and benthic cyanobacteria may float to the water surface and contribute to the scums. However, the observed blooms (e.g., green paint) were not visually similar to benthic cyanobacteria (which typically form brown clumps) and most periphytic algae are expected to settle to the sediment during the senescence of aquatic plants in fall. Furthermore, the decay of milfoil and other aquatic plants on the shoreline are not likely to produce enough nutrients to fuel scum-forming cyanobacteria blooms within the decaying plant matter.

We recommend the collection of additional algae community data to confirm these hypotheses. A potential study design would be to conduct monthly September to December algae samples at the following locations:

- The surface of a deep-water site in northern Lake Washington (station 0804)
- The surface of a nearshore site near the mouth of the Sammamish River
- Two periphyton sites on aquatic plants near the mouth of the Sammamish River and Arrowhead Point
- One benthic site in the shallow area outside of aquatic plants near the mouth of the Sammamish River

These samples would be evaluated for the phytoplankton community quantitatively (i.e., cell count and biovolume) or semi-qualitatively (i.e., present, dominant, subdominant). Additionally, the algae scums with cyanobacteria characteristics that form at Arrowhead Point or Log Boom Park would be sampled several times (e.g., first occurrence and whenever a thick bloom appears). The algae communities between each of the sampling sites and dates can be compared through ecological community analyses (e.g., non-metric multidimensional scaling [NMDS] plots).



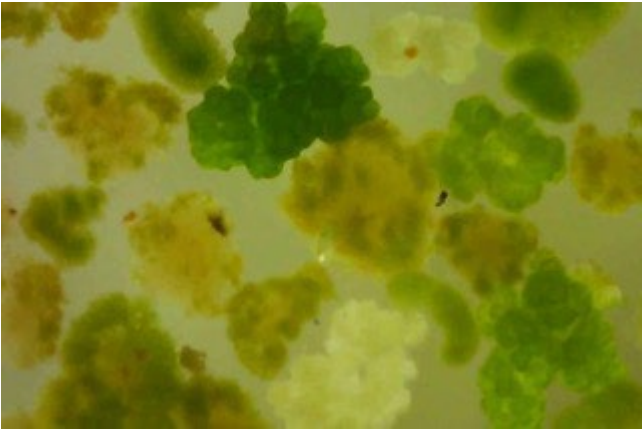
Table 3. Hypothesized Algae Bloom Sources, Study Conclusions, and Recommended Follow-up					
Potential Source(s) of Algae Blooms	Hypothesis	Study Findings and Conclusions	Likelihood of Source Contributing to Arrowhead Scums	Recommended Follow-up	Possible Management Strategies to Mitigate Impacts at Arrowhead Point and Inglewood Shores
Pelagic (open-water) and/or near-shore phytoplankton	Cyanobacteria form scums as they surface due to heightened buoyancy from gas vesicles filled with oxygen produced by high growth rates. Some types of cyanobacteria are able to increase buoyancy and seek additional light near the surface during low light conditions in the fall. These surfacing cyanobacteria may form scums in warm surface layer during low wind mixing and then get pushed to shore by winds. Increased cyanobacteria growth in the later summer and fall is driven as more nutrients enter the lake due to lake mixing and watershed inputs. These cyanobacteria may originate from the deep or shallow waters in the lake.	Past monitoring by King County indicate that the northern Lake Washington pelagic monitoring station (0804) tends to have slightly higher algae, as measured by chlorophyll-a, than stations further south. This study is not able to conclude whether or not pelagic algae are a primary or contributing source of blooms reaching Arrowhead Point.	Moderate to high, but need additional data to confirm.	Analyze phytoplankton community composition in shallow and deep water samples from site 0804, at a site near the mouth of the Sammamish, and at a site nearshore at Arrowhead Point monthly from September to December to compare to community samples collected at an accumulated bloom.	Algaecide may be used to address accumulated blooms, but blooms would be expected to return since their source is elsewhere in the lake. Physical barriers could be used (e.g., turbidity curtains or oil-containment booms). Design would need to consider wind-induced currents and waves for secure anchoring.
Periphyton attached to aquatic plants	Cyanobacteria grow within the large mats and stands of aquatic plants near the mouth of the Sammamish and along the Lake Washington shoreline. As these plants senesce (die-off) in the fall, the periphytic cyanobacteria can detached and become suspended in the water. Predominant winds concentrate the suspended algae along the shore.	The large stand fragrant water lilies near the mouth of the Sammamish River was quite large and could not be accessed during the September survey, but periphytic algae were observed on submersed aquatic plants at the perimeter of the lily stand during the September survey. The November survey occurred after lily die-off and no periphyton was seen in the area. After the November survey and long after aquatic plant senescence, cyanobacteria scums continued to accumulate at Arrowhead Point (Appendix A). Therefore, detached periphytic cyanobacteria do not appear to be a predominant source of accumulated algae.	Low, but need additional data to confirm.	Analyze periphyton samples collected from aquatic plants near the mouth of the Sammamish on a monthly basis from September to December. Compare these results to community samples collected at an accumulated bloom at Arrowhead Point.	Algaecide may be used to kill periphytic algae. Treatment, however, may be challenging due to the dense growth of water lilies. Herbicides could be used to remove the aquatic plants. However, this could result in a transition to benthic algae (see below).
Benthic algae	Some types of cyanobacteria grow on lake sediments. These benthic mats of cyanobacteria may become dislodged following more intense wind events or accumulation of gas within the mats. These dislodged mats form surface scums that attenuate along the shoreline.	The algae blooms observed in 2024 do not appear to be benthic in origin, which are usually brown in color and often include elements of the sediment matrix. The September survey found higher concentrations of both algae pigments in the shallows near the mouth of the Sammamish River. This occurred as the sensor was dragged along the bottom sediments and the sediments were suspended.	Low-to-moderate, the observed blooms do not appear to be benthic in origin, but the existence of benthic cyanobacteria is possible. Additional data are needed to confirm.	Analyze benthic algae community composition in samples collected from the shallows near the mouth of the Sammamish on a monthly basis from September to December. Compare these results to community samples collected in periphyton and at an accumulated bloom at Arrowhead Point.	Algaecide may be used to kill benthic algae in areas. Mapping of growing areas is recommended to inform treatment.

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Appendix A

J. Adamski Observations (August to November 2024)

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Date	Observation	Photos
August 14, 2024	this morning there was a small and diffuse accumulation of green dust-like particles in a few places on the beach here and with a few patches of foam - it surprised me - i have not seen traces of algae before October - yesterday there was quite a bit of foam on the shore but no green stuff I took a sample and looked with my little hobby microscope - and saw some green ball clusters that look somewhat like microcystin in samples from here in the past I paddled along the shore toward the river mouth and there were some slight traces of the dust and streaky foam but not significant accumulation - the river mouth did not have algae indications - just debris and an oily looking surface - as i was coming back to arrowhead a wind came up and the green dust disappeared - now this afternoon there is another suspicious patch - this has green dust on and around globs of rotting green filamentous algae - and the sample looks pretty much the same under the scope - the clusters are perhaps 3-4 tenths of a mm across	  Arrowhead (Rachael Gravon, King County, suggested that the ball clusters were Botryococcus)

Date	Observation	Photos
August 22, 2024	I went for a paddle up to Kenmore this morning and was surprised to see that the very large floating mats of green algae have diminished to a small patch off the west tip of Lakepointe - the mats were there late last week - now they are gone. I have mentioned before that this year has been unusual for aquatic vegetation in that the larger rooted plants did not grow as quickly and to the size we have seen in past years - usually the rooted plants have grown to the surface by the beginning of July in Arrowhead cove - and at Logboom - not this year. And this year the green algae mats that cling to the tops of the rooted plants were a somewhat smaller area - not by a lot, but noticeable We had a somewhat unusual summer storm Saturday with sustained southerly winds above 25mph and gusts over 30mph and another southerly storm almost as strong on Sunday. Could that have blown the algae mats off the rooted plants toward Kenmore Air and the asphalt plant? I looked at Logboom and there is no significant accumulation of algae there - but Logboom is west of the path of the wind across Lakepointe point.	
August 26, 2024	on my paddle today I was trying to find the missing green algae from the Lakepointe site today when I paddled to Kenmore I was looking for the green algae - there was none at Logboom, none at the Northlake marina - a little at the Kenmore private moorage docks - but not much since it is eutrophic there and they have pond lilies and duck weed in excess - the Kenmore air docks had no algae and the industrial waterway for the concrete and asphalt plant had no visible algae where is it - there is green algae floating in the lake - on the current of the lake - we have seen more this year than ever in arrowhead	

October 16, 2024	There have been no visible scum occurrences at Arrowhead through the middle of October - I do see some foam on the shore and more green color in the water but no visible trace of algae here yet. At the mouth of the river and at Logboom last Friday I saw "green dust" in the water - maybe over 20 yards from shore at Logboom to 100 yards out from shore. At the river mouth on the Lakepointe side I saw some light streaks of green dust but no thick scum. In the river up to T-Dees park there was no green stuff but a fair amount of foam clusters. There was no green stuff or foam at the park. The river water is full of debris and very brown. The large weeds in the lake still look pretty healthy - the water is very clear now and you can see a lot of green algae hanging on the larger weeds pretty much all over. That said there still is a significant amount of decaying green algae washing along the lake floor and onto the shore with the lake current.	 Arrowhead point  Logboom Park
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Date	Observation	Photos
		 Marina
October 22, 2024	This afternoon there were a few traces of algae on the shore together with some foam here at Arrowhead - the water has been very clear here with the prevalent southerly winds - today we had calm conditions and bright sunshine I was curious so I went to look at the beach at Logboom - the park beach had clear water and no visible traces of algae - but the shoreline by the pier had green scum swirls over 50 feet or so. The marinas to the east of the park had several scum patches and lots of duckweed near the shore	
October 23, 2024	the water here at Arrowhead is a little murky but algae free this morning	
October 24, 2024 AM	Clear again here this morning - and it was clear at Logboom both the beach and pier yesterday afternoon	

Date	Observation	Photos
October 24, 2024 PM	just drove up to Logboom and there are little scummy swirls near the pier and now - just after noon there is a very small bloomlet on the Arrowhead beach - after clear water at 9 am	 Logboom  Arrowhead Point

October 25, 2024	clear this morning at Arrowhead - a little light scum in patches this afternoon - weather is calm and sunny 60 degrees Lakepointe beach is clear this afternoon - some small green globs near the pier	
-------------------------	---	--

Date	Observation	Photos
		Arrowhead (left) and Lakepointe Beach (right)
October 28, 2024	all clear Saturday, Sunday and today with south wind, clouds and rain - no surprise - with a little sun an light wind tomorrow there might be a slight chance of a bloom- then sun and light wind this coming weekend both Saturday and Sunday -	
October 29, 2024	all clear at Arrowhead and Logboom this afternoon - sunny and 54 degrees, light southerly - in there marina between pier 1 and 2 there is some scum that appears to be a combo of duckweed and algae - with some healthy looking bryozoans floating nearby	 Marina

Date	Observation	Photos
October 30, 2024	All clear this morning - 51 degrees calm wind cloudy - and likely to rain pretty soon - forecast for the next several days is for light rain and southerly wind - no sun and variable wind until Next Wednesday	
November 5, 2024 AM	good morning - there is a little something going on here at Arrowhead this morning - 45 degrees very light northerly onshore light overcast - I can see faint green dust floating in from the north - slight accumulation of algae near shore -a little more at 9 am than at 8 - the forecast is for light variable winds and gradually clearing to sunny this afternoon - kind of a surprise to me that this is happening today - but the forecasts here can change pretty fast	 Arrowhead

Date	Observation	Photos
November 5, 2024 PM	the weather was changeable today - some sun, calm wind, then rain, then light northerly and cloudy - the algae did increase over the day but not a large bloom - picture at 2pm - weather forecast has sun and light winds for the next few days - expect algae	 Arrowhead
November 6, 2024 PM	the water here this morning clear with calm wind and sunshine	

Date	Observation	Photos
November 7, 2024	good afternoon - I just got home from a trip to Logboom and heard that a team member was here at Arrowhead sampling - sorry I missed him - at Logboom the beach was clear with very slight onshore breeze and sun - the pier had faint green dust slowly floating to shore - first pic - there were some scum patches in the marina - the second pic is near shore by Pier 2 and the next pic near the end of that pier Pier 2 is open to the public during daylight hours and has a delightful long walkway on the end - the water was clear out there	 Marina  Logboom
November 12, 2024	Hi all, the water here at Arrowhead has been clear for the last several days with the south winds and rain - no surprise - next sunny weather now looks to be early next week	

Date	Observation	Photos
November 15, 2024 AM	Surprise sunny day and light northerly this morning - slight accumulation of algae at Arrowhead The weather was sunny and calm at 10AM this morning and the water was very clear - now at 11:30 there is a light northerly (onshore) breeze and there are patches of foam and light accumulation of algae near shore along several lots here - I can see light green "dust" floating in from the north. This appears to be a developing situation - I'll update if something interesting happens	 Arrowhead
November 15, 2024 PM	Algae continues to accumulate 2:30 pm on the shore here at arrowhead - still no large scum - light northerly 50 degrees partly cloudy	 Arrowhead

Date	Observation	Photos
November 19, 2024	the small algae accumulation last Friday persisted and traces were still visible Saturday morning - the weekend was clear both here and at Logboom today (48 degrees, cloudy very light on-shore northerly) I can see some green drifting into the beach - no significant accumulation at this time	 Arrowhead

Date	Observation	Photos
November 21, 2024	Nice green scum floating in from the north on a very light wind	 Arrowhead

Date	Observation	Photos
November 26, 2024	last report was from last Thursday the 12th morning with light algae - the algae scum did increase throughout the day and there were still some residual traces on Friday morning - the water was clear over the weekend. The weather Monday and today has been cloudy, cold and very light winds - some algae scum accumulation Monday - first pic - and more today second pic - I stopped by Logboom today and the water there and in the marina is clear. The rest of the week - maybe especially Thanksgiving day, is forecast for light winds and perhaps some sun.	 Arrowhead

Date	Observation	Photos
November 27, 2024	42 degrees cloudy, very light northerly - some algae accumulation along the shore here at Arrowhead - pic below - this is the thirteenth occurrence this year - 4 in October and now 9 in November	 Arrowhead

Appendix B

Survey Field Observations

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Date: 9/17/24, TuesStaff: G. Spear & N. BartishWeather (e.g., wind direction/speed): 7 mph S wind, 56°F, cloudyRecent Weather: rain weekend before

Other

Observations: started logging @ 10:45 AM, every 10 seconds, YSI XO

Time	Location Description	Lat	Long	Visual Observations (e.g., color, bloom, scum, algae mat, epiphytic, benthic, odor)	Sample?
10:45 AM	mouth of Sammamish	47.75347	-122.25272	no algae obs. shallow water depth preventing shoreline access	no
11:00 AM	start of docks	47.74943	-122.25980	filamentous algae - green EUWA	no
11:05	Ken-1	47.74837	-122.26055	green, no odor, epiphytic filam. green algae	Ken-1
11:15		47.74638	-122.26250	filam green on EUWA	NO
11:20	Ken-2	47.74476	-122.26324	filam green on EUWA	Ken-2

Time	Location Description	Lat	Long	Visual Observations (e.g., color, bloom, scum, algae mat, epiphytic, benthic, odor)	Sample?
11:30 AM		47.7423 2	-122.26 484	no algae observed	NO
11:45 AM	~100 ft offshore	47.742 44	-122.26 485	"	"
12:00 PM	at edge of deposit area from Sammamish mouth; Ken-3	47.752 85	-122.259 65	very shallow, Chlorophyll #s went up, no visible algae	Ken-3

Date: 11/7/24Staff: E. Sparv + N. BartishWeather (e.g., wind direction/speed): sunny, 54°F, 3 mph SW windsRecent Weather: last rain 11/5

Other

Observations: aquatic plant community in process of senescence; some filamentous algae obs on EUWA, but less frequent than in previous sampling event

Time	Location Description	Lat	Long	Visual Observations (e.g., color, bloom, scum, algae mat, epiphytic, benthic, odor)	Sample?
12:35pm	Mouth of Sammamish	47.75317	-122.25804	clear fine sediment bottom very shallow	Ø
12:52pm	~15ft from eastern shoreline of Lake WA	47.74883	-122.25997	fine, light green particulates in top of water column, decaying EUWA + NYOD	KEN-02-20241107
1:07pm	~40ft from eastern shoreline	47.74423	-122.26344	clear water column decaying EUWA + Pot. spp	Ø
1:22pm	South side of Arrowhead Pt.	47.73825	-122.26771	clear decaying EUWA	KEN-03-20241107
1:37	~120ft from eastern shoreline	47.74976	-122.25947	clear decaying NYOD	Ø

Time	Location Description	Lat	Long	Visual Observations (e.g., color, bloom, scum, algae mat, epiphytic, benthic, odor)	Sample?
1:54	Pile 2 (west side)	47.755 63	-122.26 127	green scum w/ LEM1 accumulating @ dock's edge	KEN-04 20241107

2025 Aquatic Plant Management



CITY OF KENMORE
ENVIRONMENTAL SERVICES



Introduction



- **2025 Plant Management Plan – City Shoreline Areas**
 - Log Boom Park Recommendations
 - Łaŋwadis Park Recommendations
- **Arrowhead Point Algae Study**
 - 2024 Study Results
 - 2025 Recommendations

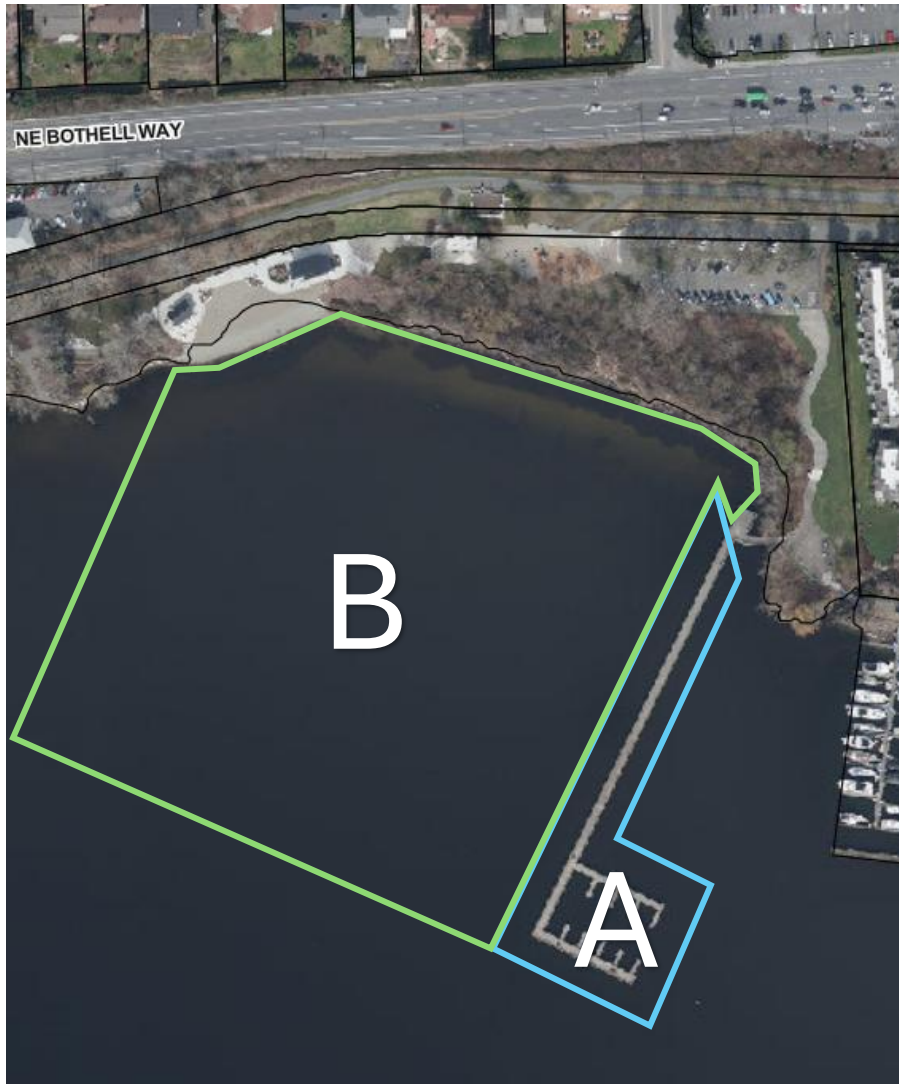
Special Thanks to Herrera Environmental Staff:

Rob Zisette, Principal Aquatic Scientist

Tim Clark, Senior Limnologist

Eliza Spear, Senior Ecologist

Log Boom Park



Pier

- Extends 600-feet
- Covers 1.3-acres
- Treatment Area A

Shoreline/Open Water

- Major Update 2023
- Over 1,200-feet Shoreline
- 200-foot beach
- On-site Facilities
- Adjacent Open Water 11.7-acres
- Treatment Area B

Log Boom Park



Pier (Treatment Area A)

- Historically treated with Diver Assisted Suction Dredging or DASH was successful and practical when this was the focus area (approximately 1.3-acres)

Shoreline/Open Water (Treatment Area B)

- Historically untreated, but increased public use and direction to staff for additional treatment since 2023 park update
- Increases total treatment area to approximately 13-acres



Log Boom Park



2025 Management Plan

- Treat entire 13-acre area
- Continue manual shoreline raking throughout growing season (May-Sept) using City staff
- Early season herbicide treatment using ProcellaCOR, which targets milfoil growth
- Early July herbicide treatment targeting white stem pondweed, curly leaf pondweed, common waterweed, and Brazilian elodea



Naʼawadis Park



Lagoon

- Nutrient rich, oxygen poor water
- Poor circulation
- Heavy algae and plant growth

2025 Management Plan

- Aeration system
- Algaecide/phosphorus inactivation treatment
- Manual skimming



X'w'adís Park



Sammamish River

- The main river main channel has remained navigable in previous years. However, the shorelines and mouth experience heavy plant growth and sedimentation outside the main channel. No treatment proposed.

Arrowhead Point Algae Bloom Survey Results and Recommendations

Rob Zisette, Principal, Herrera Environmental Consultants
January 27, 2025

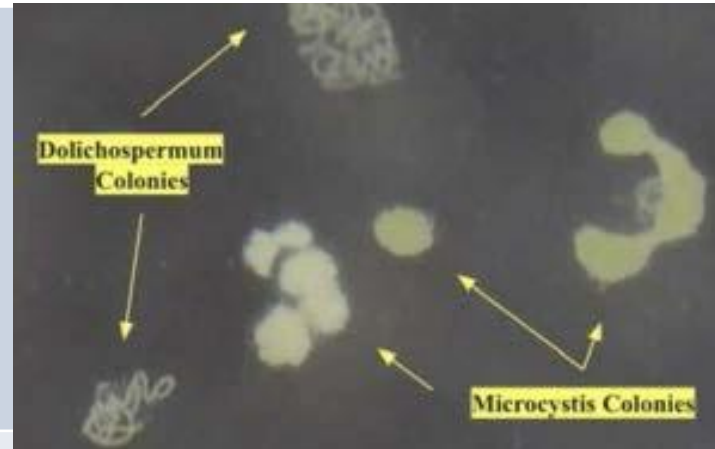


Algae Blooms Frequently Accumulate at Arrowhead Point

Photo: J. Adamski Dec 2023

Where are they coming from?
Can we stop them?

**Pelagic (open-water)
and/or near-shore
phytoplankton**

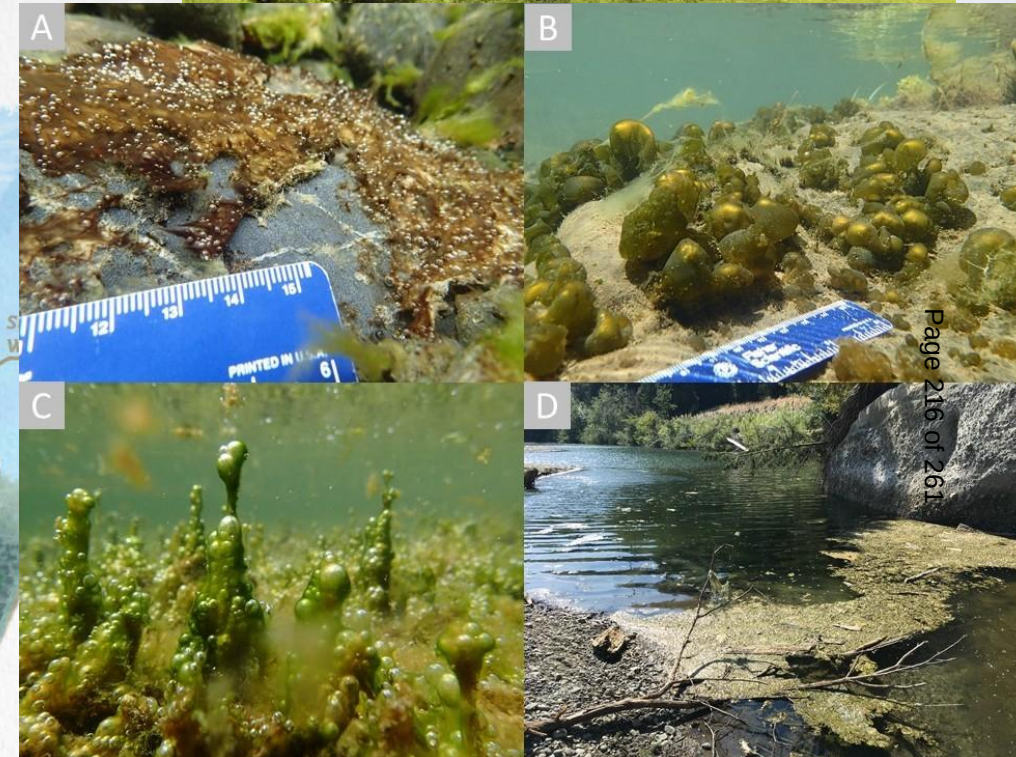
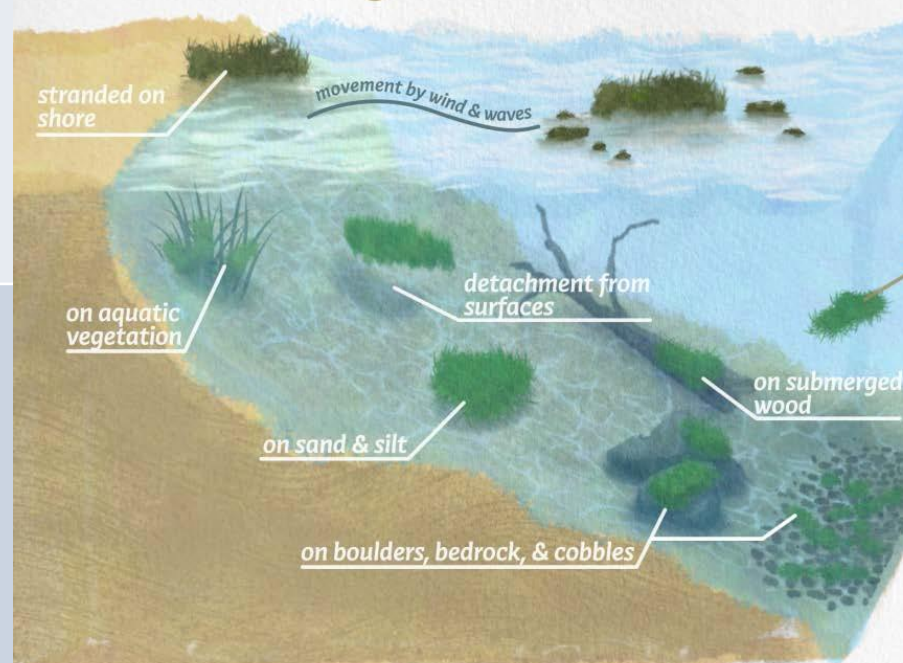


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**Periphyton attached to
aquatic plants or lake
bottom (benthic algae)**

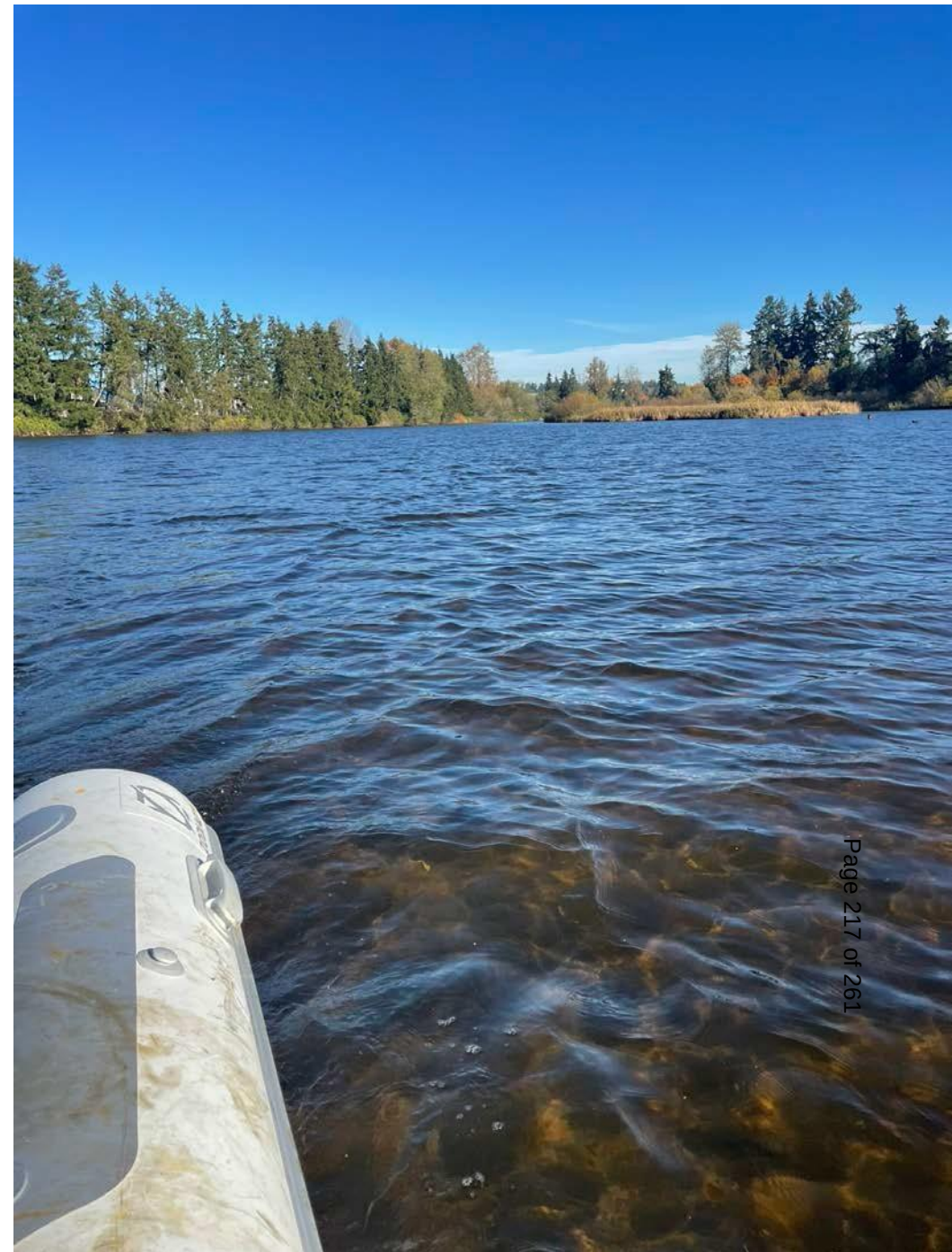
Growth & Movement of Benthic Cyanobacterial Mats



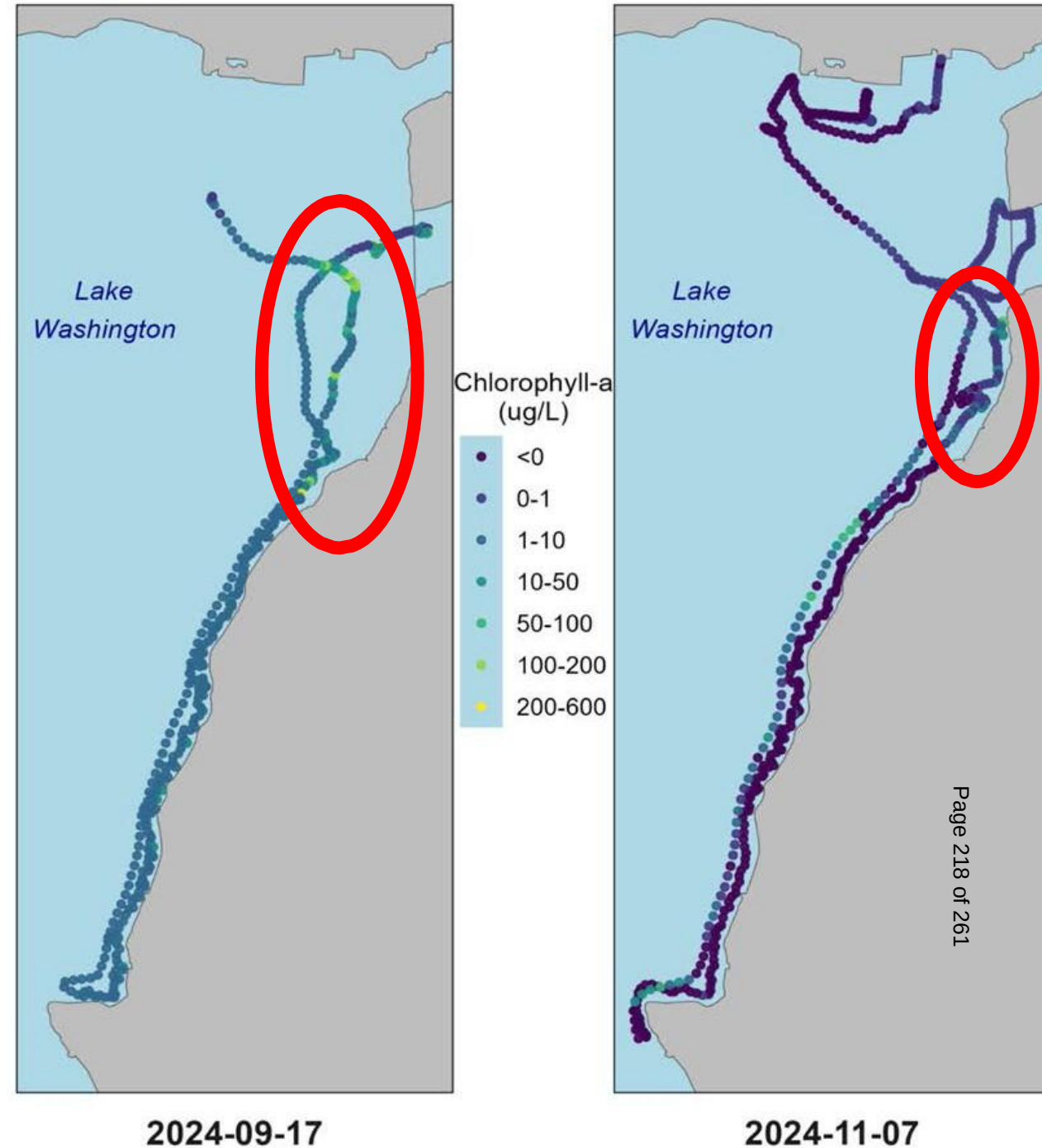
Longitudinal boat surveys conducted from mouth of Sammamish River to Arrowhead Point on Sept 17 and Nov 7, 2024

Measured temperature, algae pigments, other parameters with water quality meter

Algae samples were collected for microscopic identification but not quantification when blooms observed



- “Hot spots” of algae were found near the river with relatively higher concentrations of chlorophyll-a and blue-green-algae pigment
- Unknown if these hot spots are the origin of those blooms or a temporary location in a dynamic system.
- No “smoking gun” or “breeding ground” was identified





Nov 7, 2024



17, 2024

X. B. 2025 Aquatic Vegetation Management Plan, presented by Environmental...

Where are they coming from?Can we stop them?

	Likelihood of Source	Possible Management Strategies
Planktonic (open-water) and/or near-shore phytoplankton	Moderate to high but need additional data to confirm.	Algaecide may be used to kill floating and suspended algae, but blooms would be expected to return since their source is elsewhere in the very large lake or river. Physical barriers could be used (e.g., turbidity curtains or debris booms), but expensive and obstructs boating.
Periphyton attached to aquatic plants	Low, but need additional data to confirm.	Algaecide may be used to kill periphytic algae, but treatment may be challenging in vicinity of dense water lilies. Herbicides could be used to remove the aquatic plants, but could result in a transition to benthic algae.
Benthic Algae	Low-to-moderate, as the observed algae do not appear to be benthic in origin, but the existence of benthic cyanobacteria is possible. Additional data are needed to confirm.	Algaecide may be used to kill benthic algae in areas. Mapping of growing areas is recommended to inform treatment.

Recommended Follow-up Study in 2025

- **Analyze algae species composition to determine bloom source** (pelagic, periphytic, or benthic).
- **6 sampling locations for algae sampling/species enumeration:**
 - ***Surface of a deep-water site*** in north Lake Washington (KC station 0804)
 - ***Surface of two nearshore sites*** near the mouth of the Sammamish River and Arrowhead Point
 - ***Two periphyton sites*** on aquatic plants near the mouth of the Sammamish River and Arrowhead Point
 - One ***benthic site*** in the shallow area outside of aquatic plants near the mouth of the Sammamish River
- **7 sampling events** (routine monthly plus bloom events in August-November)
- Longitudinal water quality meter survey in addition to algae sampling/identification
- **Budget Estimate:** \$35K to \$50K



Questions?

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City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 1/27/2025

Subject/Topic:	Proposed Council Action/Motion:
2023 Greenhouse Gas Emissions Inventory Department: Environmental Services Prepared by: Nina Rasmussen, Climate Action Plan Program Manager Attachments: 1. Kenmore 2023 Inventory of Communitywide and Government Greenhouse Gas Emissions	☒ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☐ Authorize ☐ Other:

Approvals:

Department Head RS 1/14/2025 City Attorney N/A Finance Director N/A City Manager RK 1/14/2025 Optional N/A

Summary/Background:

As part of the City of Kenmore's climate action efforts, a 2023 greenhouse gas (GHG) inventory has been completed by the Environmental Services department to show progress in emissions reductions from the 2019 inventory. The 2019 inventory was intended to be the "baseline" inventory from which to compare all future emissions changes.

Despite an increase in population since 2019, emissions have decreased in that time. The report shows a 15% decrease in emissions bringing Kenmore's total to 144,491 metric tons of carbon dioxide equivalent (MT CO₂e). Per capita, this is a decrease of 18.2%. The greatest reductions were seen in the sectors that are also the largest contributors of emissions: Buildings & Energy and Transportation. Kenmore's proportion of emissions from each sector remains largely unchanged.

Buildings & Energy and Transportation remain the most promising areas to enact change and will continue to be the focus of climate programming moving forward.

While the reduction of emissions is promising, emissions will need to be reduced at a faster rate to meet the City's emissions goals. The current reduction of 15% over four years will not be sufficient if reductions act linearly. However, with the Clean Energy Transformation Act (CETA) and other state and federal policies, Kenmore is primed to leverage larger change in the upcoming years.

A GHG inventory is expected to be completed every two years to aid in monitoring progress in reaching emissions reduction goals. Those goals include a 50% reduction by 2030, a 75% reduction by 2040, and a 95% reduction and net zero by 2050.

Previous Council Action(s):

N/A

Fiscal Consideration:

The emissions inventory provides data on emissions progress and does not directly propose action items with fiscal considerations.

City Council Priorities or Budget Objective Being Addressed:

1. Continue to implement the adopted Climate Action Plan and promote environmental stewardship, including water, air, forest, and habitat restoration and preservation.



Kenmore 2023 Inventory of Communitywide and Government Greenhouse Gas Emissions

JANUARY 2025

Prepared by City of Kenmore Environmental Services
with Assistance from ICLEI – Local Governments for
Sustainability USA

Credits and Acknowledgments

City of Kenmore

Nina Rasmussen, Climate Action Plan Program Manager
Richard Sawyer, Environmental Services Director
Sammie Roeun, Administrative Specialist, Environmental Services

ICLEI

Jadon Basilevac, Program Officer

Data Source Contacts

Patrick Robinson, Puget Sound Energy
Rick Waldren, Republic Services
Carl Grodnik, King County DNRP, Wastewater Treatment Division
Steve Skylstad, Northshore Utility District
Brice Nichols, Puget Sound Regional Council

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Executive Summary

Key Findings

Communitywide greenhouse gas (GHG) emissions were calculated at **144,491 MT CO₂e** for 2023. This is a reduction of 25,465 MT CO₂e from 2019's 169,956 MT CO₂e¹ or 15%. While population growth often brings an increase in emissions, that has not been the case for Kenmore. Between 2019 and 2023, Kenmore saw population growth of an estimated 910 residents or 3.9%. However per capita emissions decreased from 7.29 MT CO₂e to 5.96 MT CO₂e or 18.2%. As stated in the Climate Action Plan and Climate Action Element, Kenmore's goals are to see a 50% reduction in emissions by 2030, a 75% reduction by 2040, and a 95% reduction and net zero by 2050.

Figure 1 shows communitywide emissions by sector. The largest contributor is Buildings & Energy with 57% of emissions. This can be broken down, with Residential Energy responsible for 43% overall and Commercial Energy contributing 13% overall. The next largest contributor is Transportation & Mobile Sources (31%). Process & Fugitive Emissions, Solid Waste, and Wastewater were responsible for the remaining 12% of emissions.

Figure 2 shows Kenmore's government operations emissions. These emissions make up a fraction of communitywide emissions at 742 MT CO₂e (0.5%). Buildings & Energy accounts for a vast majority (76%) of these emissions, with a relatively even split between emissions from Facilities and emissions from Street Lights & Traffic Signals. The next largest contributor is Transportation & Mobile Sources, including Vehicle Fleet & Equipment (12%) and Employee Commute (10%) for a 22% overall contribution. Solid Waste was responsible for the remainder (less than 2%) of local government operations emissions.

Figure 3 shows a comparison of communitywide emissions between 2019 and 2023 by sector. The highest emitting sectors saw reductions between 2019 and 2023, but there were modest increases in three sectors: Non-Road Vehicles & Equipment, Solid Waste, and Wastewater.

Puget Sound Energy (PSE) has increased their portfolio of renewables, helping to drive emissions reductions alongside localized actions. While the decreased emissions since 2019 are encouraging, the rate of reduction will need to increase in order to meet the goal of a 50% reduction by 2030. That can only be achieved if PSE stays on target to reduce fossil fuel-based energy sources and if local programs and policies are ramped up. Thus, it will be critical to continually fund climate action to move the needle in a significant way.

¹ 2019 emissions were previously calculated and reported at 170,255 MT CO₂e. This metric has been recalculated using updated calculators and the IPCC 6th Assessment Report to more accurately compare across years. More information can be found in Inventory Methodology.

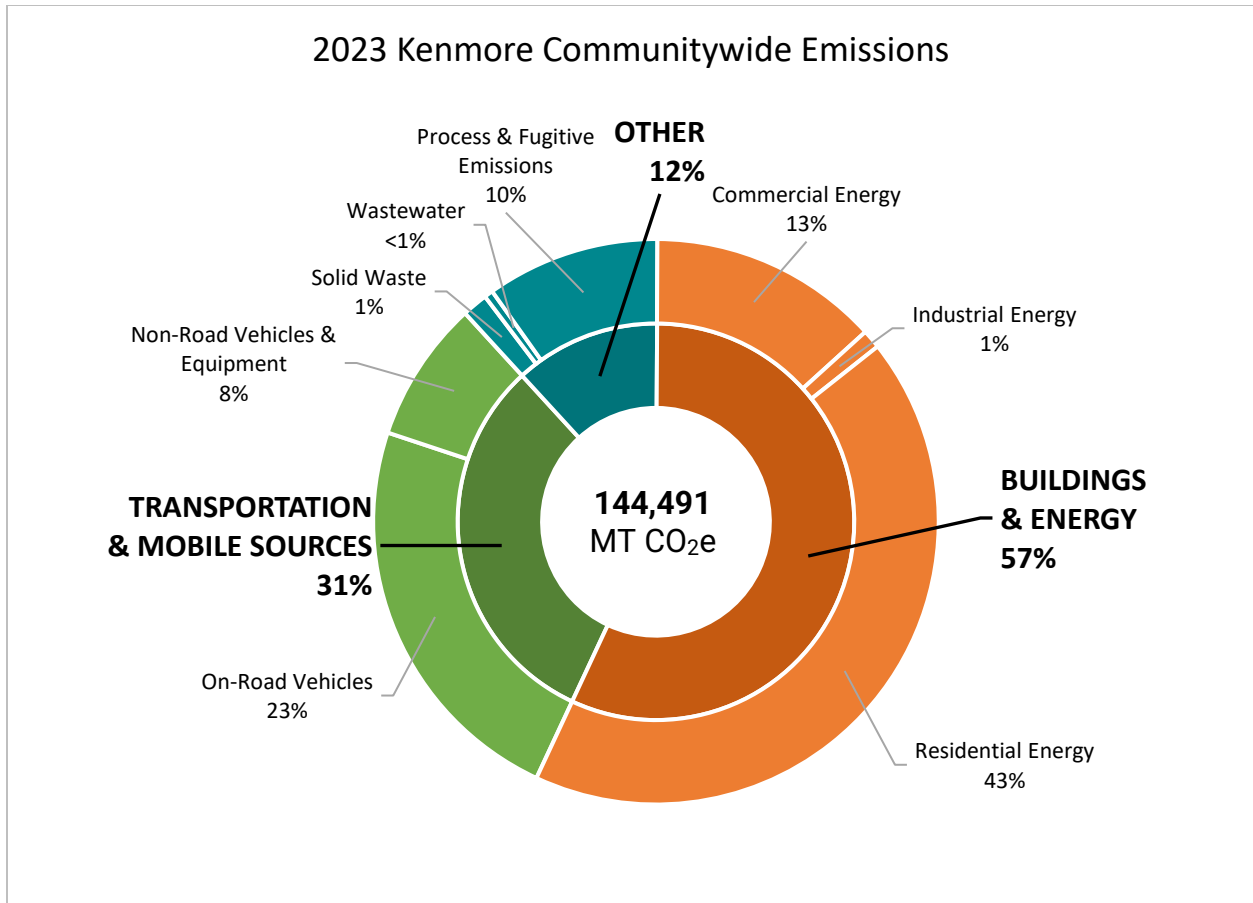


Figure 1: 2023 Kenmore Communitywide Emissions

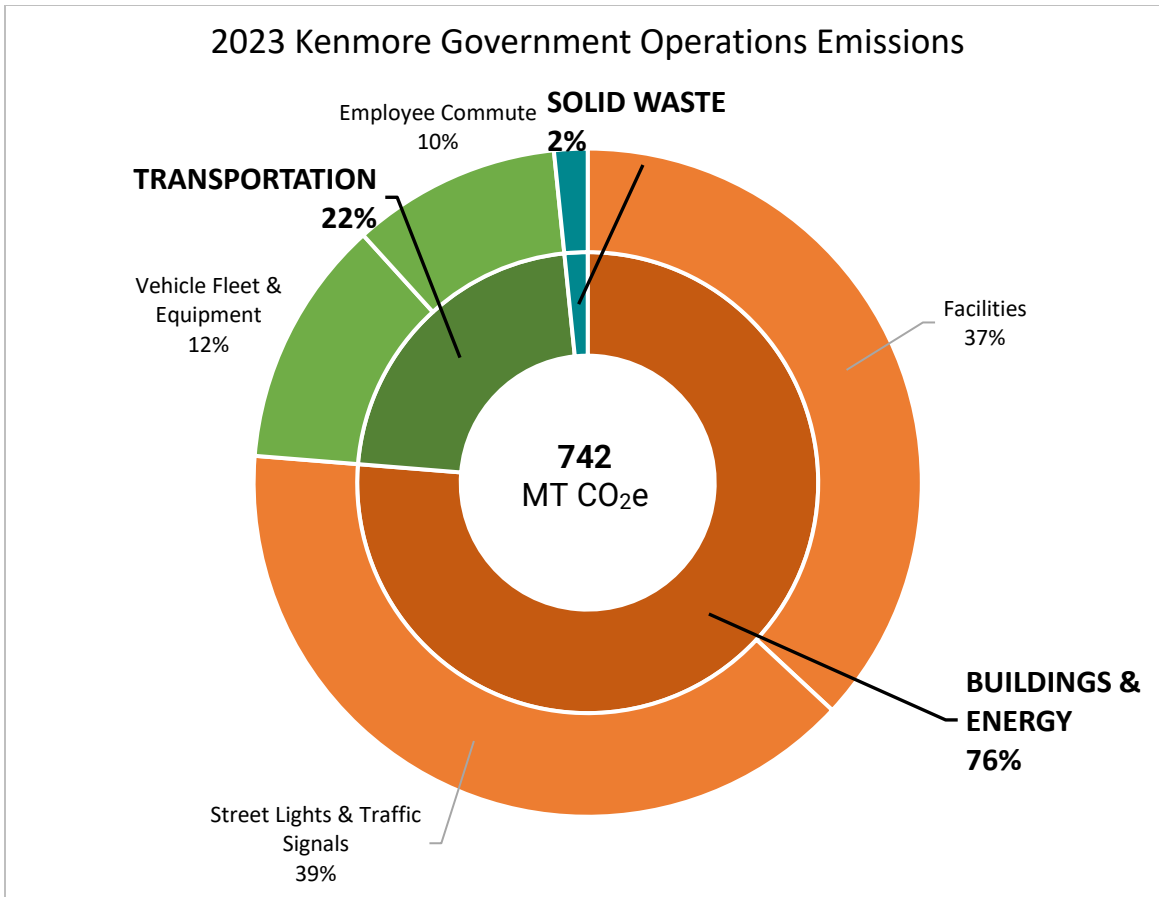


Figure 2: 2023 Kenmore Government Operations Emissions

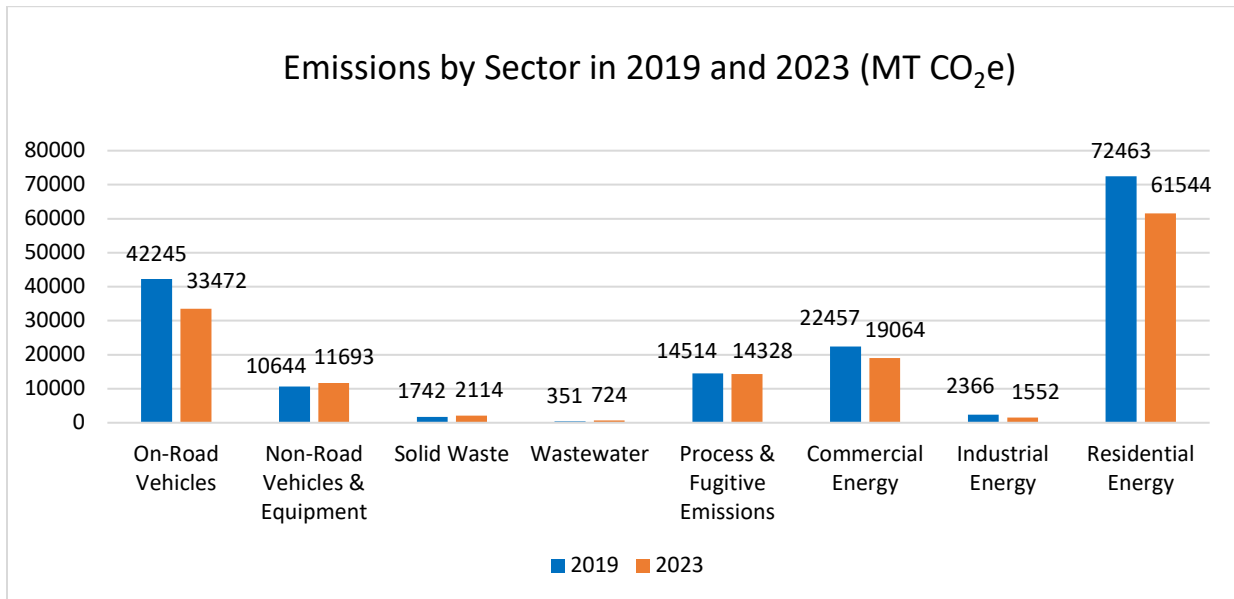


Figure 3: Emissions by Sector in 2019 and 2023

Introduction

An updated greenhouse gas inventory has been completed for 2023. The purpose of this update is to provide data on the City of Kenmore's progress toward emissions reduction goals. In this report, emissions data from 2023 is compared against 2019 data to evaluate progress. The 2023 inventory will also be used to inform future workplans and strategies for localized climate action.

2021 Inventory

While a GHG inventory was planned to be completed every two years, the COVID-19 pandemic raised questions about the accuracy of results in 2021. A 2021 update was started but not completed in full. PSRC did not feel comfortable providing traffic data, as the models would not reflect the decrease in vehicle miles traveled (VMT) as observed and more accurate data would still not provide a true trend of emissions reductions. Given the time required to update a GHG inventory, a determination was made to focus on the 2023 inventory as it would be the best indicator of current progress.

Inventory Methodology

Understanding a Greenhouse Gas Emissions Inventory

The first step toward measuring greenhouse gas emission reductions requires identifying baseline emissions levels along with sources and activities generating emissions in the community. 2019's inventory served to act as that baseline, with subsequent updates providing a snapshot of progress from the baseline.

This report presents emissions from both the Kenmore community as a whole, and from operations of the City of Kenmore government. The government operations inventory is a subset of the communitywide inventory, as shown in **Figure 4**.



Figure 4: Government Operations Emissions as a Subset of Community Emissions

Three primary greenhouse gases are included in this inventory: carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O). Many of the tables and figures in this report represent emissions in "carbon dioxide equivalent" (CO₂e) values, calculated using the Global Warming Potentials

(GWP) for methane and nitrous oxide from the IPCC 6th Assessment Report, as seen below in **Table 1**:

Table 1: Global Warming Potential Values (IPCC, 2020)

Greenhouse Gas	Global Warming Potential
Carbon Dioxide (CO ₂)	1
Methane (CH ₄)	27
Nitrous Oxide (N ₂ O)	273

This means that while carbon dioxide has a certain potential to heat the Earth, methane is 27 times more potent than carbon dioxide and nitrous oxide is 273 times more potent than carbon dioxide for warming. CO₂e is derived from these separate values to provide one unit of measurement.

Beyond these three primary gases, four additional GHGs are assessed solely for refrigerants due to their prominence. They include hydrofluorocarbons (HFCs) related to the substitution of ozone-depleting substances, HFCs related to fluorochemical production, perfluorocarbons (PFCs) related to the substitution of ozone-depleting substances, and sulfur hexafluoride (SF₆).

This inventory uses the U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions (Community Protocol) and the Local Government Operations Protocol for Accounting and Reporting Greenhouse Gas Emissions (LGO Protocol), both of which are described below. These protocols provide a standardized approach to quantifying GHG emissions.

Community Protocol

The U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions² represents a national standard in guidance to help U.S. local governments develop effective community GHG emissions inventories. It establishes reporting requirements for all community GHG emissions inventories and provides detailed accounting guidance for quantifying GHG emissions associated with a range of emission sources and community activities.

The communitywide inventory in this report includes emissions from the five Basic Emissions Generating Activities required by the Community Protocol. These activities are:

² ICLEI. 2012. U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions. Retrieved from <http://www.iclei.org/us-community-protocol/>

- Use of electricity by the community
- Use of fuel in residential and commercial stationary combustion equipment (e.g., natural gas for boilers and furnaces)
- On-road passenger and freight motor vehicle travel
- Use of energy in wastewater treatment and distribution
- Generation of solid waste by the community

The communitywide inventory also includes the following activities:

- Transportation of solid waste to landfills, process emissions from landfill activities
- Non-road vehicles and equipment (e.g., motorized lawn equipment, construction vehicles)
- Process emissions from wastewater treatment
- Fugitive emissions from natural gas leakage (e.g., unburned gas leaked from appliances or services lines)
- Fugitive emissions from refrigerant leakage (e.g., leaked refrigerants from heat pumps or other equipment)

Local Government Operations (LGO) Protocol

The LGO Protocol³ serves as the national standard for quantifying and reporting greenhouse gas emissions from local government operations. It provides the principles, approach, methodology, and procedures needed to develop a local government operations greenhouse gas emissions inventory.

The following activities are included in the LGO inventory:

- Energy and natural gas consumption from buildings & facilities
- On-road transportation from employee commute and vehicle fleet
- Generation of solid waste from local government operations

Quantifying Greenhouse Gas Emissions

Sources and Activities

Communities contribute to greenhouse gas emissions in many ways. Two central categorizations of emissions are used in communitywide inventorying: 1) GHG emissions that are produced by “sources” located within the community boundary, and 2) GHG emissions produced from community “activities”. Examples of sources include power plants and freight rail. Activity examples include use of electricity and solid waste generation. Some emissions are categorized as produced by both a source and an activity.

³ ICLEI. 2008. Local Government Operations Protocol for Accounting and Reporting Greenhouse Gas Emissions. Retrieved from <https://icleiusa.org/ghg-protocols/>

Source	Activity
Any physical process inside the jurisdictional boundary that releases GHG emissions into the atmosphere.	The use of energy, materials, and/or services by members of the community that result in the creation of GHG emissions.

Figure 5: Source vs. Activity

A purely source-based emissions inventory could be summed to estimate total emissions released within the community's jurisdictional boundary. In contrast, a purely activity-based emissions inventory could provide perspective on the efficiency of the community, even when the associated emissions occur outside the jurisdictional boundary. The division of emissions into sources and activities replaces the scopes framework that is used in government operations inventories, as the scopes framework does not have a clear definition for application to community inventories.

This inventory relies largely on activity data for the purposes of emissions calculations.

Baseline Year

The inventory process requires the selection of a baseline year with which to compare current emissions. Kenmore's communitywide greenhouse gas emissions inventory utilizes 2019 as its baseline year, as it was the first year in which data was collected to measure existing emissions. Using the 2019 numbers, a wedge analysis was created to project emissions reductions needed over time to reach City and regional goals. This update provides the first step in assessing progress from the baseline year.

Quantification Methods

Greenhouse gas emissions can be quantified in two ways:

- Measurement-based methodologies refer to the direct measurement of greenhouse gas emissions (from a monitoring system) emitted from a flue of a power plant, wastewater treatment plant, landfill, or industrial facility.
- Calculation-based methodologies calculate emissions using activity data and emission factors. To calculate emissions accordingly, the basic equation below is used:

$$\text{Activity Data} \times \text{Emission Factor} = \text{Emissions}$$

Activity data refers to the relevant measurement of energy use or other greenhouse gas-generating processes such as fuel consumption by fuel type, metered annual electricity consumption, and annual vehicle miles traveled. See Appendix A for a detailed listing of the activity data used in composing this inventory.

Known emission factors are used to convert energy usage or other activity data into associated quantities of emissions. Emissions factors are usually expressed in terms of emissions per unit of activity data (e.g., lbs. CO₂/kWh of electricity). For this inventory, calculations were made using ICLEI's ClearPath tool.

All emissions sources in this inventory are quantified using calculation-based methodologies.

Table 2 shows the inputs used from each sector and the methodology to calculate emissions.

Table 2: Inputs and Calculation Methodologies

Sector	Input	Unit of Measurement	Source or Activity ⁴	Data Type	Process to Get MT CO ₂ e
Communitywide Emissions					
Residential Energy	Electricity Usage	kWh	Activity	Recorded	PSE provides emissions factors (emissions per kWh) based on production and distribution. Factor accounts for different sources (23% coal, 27% hydro, 23% natural gas, 16% wind, primarily) as well as both PSE-owned electric operations and electricity purchases. Multiplied by total residential usage as reported by PSE.
	Natural Gas Usage	Therms	Source & Activity	Recorded	Usage multiplied by emissions factor for natural gas provided through ClearPath.
Commercial Energy	Electricity Usage	kWh	Activity	Recorded	PSE provides emissions factors (emissions per kWh) based on production and distribution. Factor accounts for different sources (23% coal, 27% hydro, 23% natural gas, 16% wind, primarily) as well as both PSE-owned electric operations and electricity purchases. Multiplied by total commercial usage as reported by PSE.
	Natural Gas Usage	Therms	Source & Activity	Recorded	Usage multiplied by emissions factor for natural gas provided through ClearPath.
Industrial Energy	Electricity Usage	kWh	Activity	Recorded	PSE provides emissions factors (emissions per kWh) based on production and distribution. Factor accounts for different sources (23% coal, 27% hydro, 23% natural gas, 16% wind, primarily) as well as both PSE-owned electric operations and electricity purchases. Multiplied by

⁴ Categorization of source or activity is determined through the U.S. Community Protocol.

					total industrial usage as reported by PSE.
	Natural Gas Usage	Therms	Source	Recorded	Usage multiplied by emissions factor for natural gas provided through ClearPath.
On-Road Vehicles	In-Boundary Travel	Vehicle Miles Traveled (VMT)	Source & Activity	Modeled, Scaled	Modeled county data that takes into account vehicle type, fuel type, and fuel economy. Scaled to Kenmore. Provides data inside Kenmore boundaries only. More detail on vehicle breakdown can be found in Table 8 .
Non-Road Vehicles	N/A	N/A	Source	Modeled, Scaled	A direct estimate of emissions is output through EPA's MOVES model. Data is derived from the county level and scaled to Kenmore. The model uses a complex set of calculations to provide scenario- and location-specific modeling.
Solid Waste	Waste Generated	Tons	Activity	Recorded	Tonnage is paired with information on the landfills (methane collection scenario and landfill moisture content) to determine emissions as calculated through ClearPath. Waste characterization percentage data is provided from King County to provide a more accurate account of disposal.
	Transportation to Landfills	Tons	Source & Activity	Estimated	Estimated emissions based on amount of waste generated, fuel type used to transport emissions, and distance to landfills. Accounts for disposal at both Cedar Hills and Columbia Ridge landfills.
	Landfilling Process	Tons	Source	Scaled	ClearPath estimates operational emissions for landfilling based on the assumption of diesel heavy-duty equipment in use. Emissions are scaled based on tonnage disposed.
Wastewater	Wastewater Treated	Gallons (in millions)	Activity	Recorded, Scaled	Process emissions from treatment are assessed through a standard multiplier provided by ClearPath. Emissions related to discharge to rivers and streams is calculated through inputting associated daily nitrogen load provided by the treatment plant.
	Electricity Usage	kWh	Activity	Recorded, Scaled	Electricity usage in operations is provided for the whole facility. Data is scaled to Kenmore based on volume of wastewater treated.
	Digester Gas	Standard cubic feet (scf)/day	Source	Recorded, Scaled	Digester gas produced during treatment is calculated through

					ClearPath. Emissions vary based on if the gas is combusted and used for energy or flared into the air as excess. This is scaled from total operations based on volume of wastewater from Kenmore.
Process & Fugitive Emissions	Natural Gas Distribution	Therms	Source	Recorded	ClearPath applies a leakage rate to the quantity of natural gas used to calculate emissions.
	Refrigerants	N/A	Source & Activity	Estimated, Scaled	Refrigerant emissions are directly estimated through national modeling. 4 gases (2 HFCs, PFC, SF ₆) are assessed due to their common usage. This data is then scaled.
Government Operations Emissions					
Buildings & Facilities	Electricity Usage	kWh	Activity	Recorded	PSE provides emissions factors (emissions per kWh) based on production and distribution. Factor accounts for different sources (23% coal, 27% hydro, 23% natural gas, 16% wind, primarily) as well as both PSE-owned electric operations and electricity purchases. Multiplied by total municipal facility usage as reported by PSE.
	Natural Gas Usage	Therms	Source & Activity	Recorded	Usage multiplied by emissions factor for natural gas provided through ClearPath.
Street Lights & Traffic Signals	Electricity Usage	kWh	Activity	Recorded, Estimated	Unmetered street light energy usage is estimated by PSE. PSE provides emissions factors (emissions per kWh) based on production and distribution. Factor accounts for different sources (23% coal, 27% hydro, 23% natural gas, 16% wind, primarily) as well as both PSE-owned electric operations and electricity purchases. Multiplied by total street light & traffic signal usage as reported by PSE.
Vehicle Fleet	In-Boundary Travel	VMT	Source & Activity	Recorded	Mileage was used to determine emissions from gas, diesel, and other fueled vehicles.
Non-Road Equipment	Fuel Usage	Gallons	Source	Recorded	Fuel volume for construction and other equipment was totaled to determine emissions.
Contracted Vehicles		VMT		Estimated	Emissions are estimated based on number of trips to Kenmore for service requests, distance traveled, and fuel type. For 2023, this section was estimated due to time constraints.

Employee Commute	To/From Work Travel	VMT	Source & Activity	Surveyed, Estimated	Employees were surveyed, taking into account distance, travel method, vehicle type, fuel economy, and frequency at work/in office.
Solid Waste	Waste Generation	Tons	Activity	Estimated	Waste generation is approximated by assessing frequency of pick ups and size of bins. Tonnage is paired with information on the landfills (methane collection scenario and landfill moisture content) to determine emissions as calculated through ClearPath. Waste characterization percentage data is provided from King County to provide a more accurate account of disposal.

Calculation Review

As part of the inventory process, the inputs and calculations were reviewed by ICLEI staff for completeness, accuracy, and adherence to the Community and LGO Protocols.

Assumptions & Caveats

This inventory provides an update of emissions as accurately as allowable given the data available. Some emissions sources are not able to be accounted for or are estimated. This inventory relies on a mix of modeled, recorded, estimated, and scaled data to calculate emissions. In addition, certain calculations such as transportation data and refrigerant trends rely on 2022 inputs, due to the unavailability of 2023 data at the time of reporting. See Appendix A for a full list of data assumptions, gaps, and caveats.

Communitywide Emissions Inventory Results

The total communitywide emissions for the 2023 inventory are shown in **Table 3**.

Table 3: Communitywide Emissions Inventory

Sector	Fuel or Source	2023 Usage	Usage Unit	2023 Emissions (MTCO ₂ e)	2019 Emissions (MTCO ₂ e)	% Change
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Residential Energy	Electricity (Puget Sound Energy)	95,302,324	kWh	37,096	47,342	-21.6%
	Natural Gas	4,596,972	Therms	24,448	25,121	-2.7%
Residential Energy Total				61,544	72,463	-15.1%
Commercial Energy	Electricity	33,509,942	kWh	13,044	17,501	-25.5%
	Natural gas	1,131,908	Therms	6,020	4,956	21.5%
Commercial Energy Total				19,064	22,457	-15.1%
Industrial Energy	Electricity	2,511,794	kWh	978	1,235	-20.8%
	Natural gas	108,177	Therms	574	1,131	-49.3%
Industrial Energy Total				1,552	2,366	-34.4%
On-Road Transportation	Gasoline (passenger vehicles)	84,327,154	Annual VMT	30,148	35,887	-16%
	Diesel (passenger & freight vehicles)	7,290,954	Annual VMT	3,324	6,358	-47.7%
Non-Road Vehicles & Equipment	Gasoline	55,154.75	MMBtu	3,957	3,646	8.5%
	Diesel	79,296	MMBtu	5,868	5,415	8.4%
	Compressed Natural Gas (CNG)	2,948	MMBtu	179	159	12.6%
	Liquefied Petroleum Gas (LPG)	27,439	MMBtu	1,689	1,424	18.6%
Transportation Total				45,165	52,889	-14.6%
Solid Waste	Waste Generated (sent to Cedar Hills Landfill)	4648	Tons	1,351	1,108	21.9%
	Waste Generated (sent to Columbia Ridge Landfill)	1898	Tons	472	357	32.2%
	Transportation Emissions	6546	Wet Short Tons	184	173	6.4%
	Process Emissions Associated with Landfilling	6546	Wet Short Tons	107	104	2.9%
Solid Waste Total				2,114	1,742	21.4%
Wastewater	Wastewater Treatment Energy Usage	1,453,717	kWh	566	277	104.3%
	Wastewater Treatment	0.09692	N ₂ O	26	9	188.9%
	Nitrogen Discharge	0.36270	N ₂ O	99	64	54.7%
	Digester Gas Flared	24,683.56	Standard Cubic Feet (Scf)/day	31	0	--
	Digester Gas Combusted (used for boiler operations)	24,683.56	Scf/day	2	1	100%
Wastewater Total				724	351	106.3%

Process & Fugitive Emissions	Fugitive Emissions from Natural Gas Distribution	5,837,057	Therms	1,078	1,084	-0.6%
	Fugitive Emissions from Refrigerants	N/A	N/A	13,250	13,430	-1.3%
Process & Fugitive Total				14,328	14,514	-1.3%
Upstream Impacts of Activities	Transmission and Distribution Losses	131,324,060	kWh	0	3,174	-100%
Upstream Impacts of Activities Total				0	3,174	--
Total Community-Wide Emissions				144,491	169,956	-15%
Per Capita Emissions				5.96	7.29	-18.2%

Figure 6 shows Buildings & Energy emissions by source, totaled across residential, commercial and industrial usage.

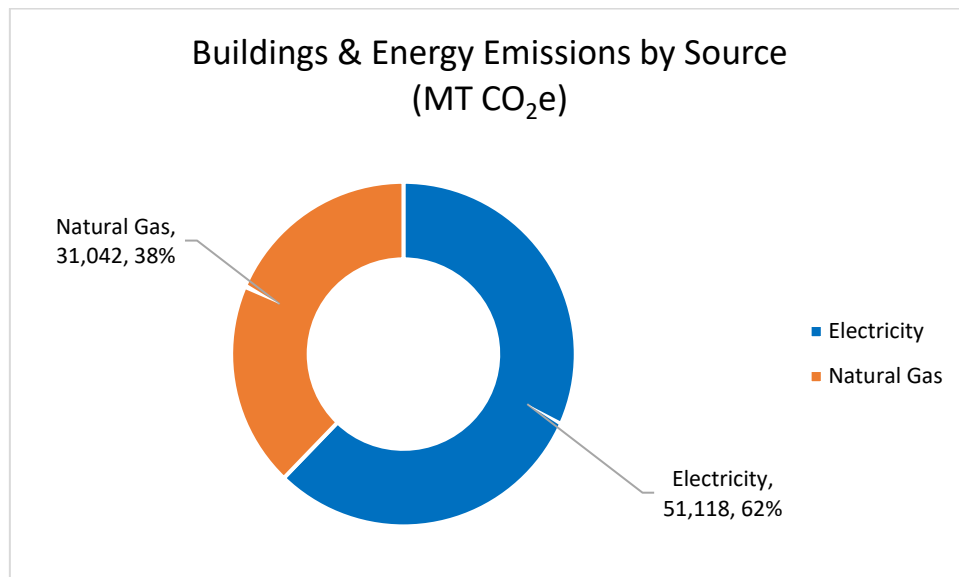


Figure 6: Buildings & Energy Emissions by Source

Understanding the Results

Energy

Emissions from energy usage decreased significantly in 2023. This was due in large part to two factors. First, usage (kWh) was reduced overall across sectors. Secondly, Puget Sound Energy's (PSE) energy source makeup improved. More renewables in PSE's portfolio means less CO₂ and CH₄ per MWh generated.

Transportation

On-road transportation also showed a decline in emissions due to a decrease in vehicle miles traveled (VMT) as modeled by Puget Sound Regional Council (PSRC). This may be due to the staying power of a hybrid work environment in certain industries resulting in fewer cars on the road. This reduction could also be the result of the uptick of electric vehicles in the region as well as improved fuel efficiency for newer vehicles. Data from Washington State estimates registrations of electric vehicles rose from approximately 13% of all registrations to 28% of registrations in Kenmore between 2019 and 2023⁵. Non-road vehicles and equipment, on the other hand, resulted in a slight increase in emissions. This could be due to an increase in construction activities or recreational activities. However, because this data is modeled and scaled, it is difficult to assign

Solid Waste

Solid waste estimates increased due to population growth, but no significant changes occurred.

Wastewater

Wastewater emissions increased due to population growth and also due to a change in West Point Treatment Plant operations. While the plant used to use all digester gas as an energy source to send back to the grid, this practice has since declined. The plant now flares roughly half of digester gas, resulting in higher emissions.

Process & Fugitive

These emissions resulting from escaped natural gas and refrigerants remained largely the same.

Upstream Impacts

Upstream impacts refer to transmission and distribution losses of electricity from the source to the consumer. This is primarily due to resistance in the wires and transformers, leading to wasted heat energy during transmission and distribution stages. These losses were calculated separately in 2019 but were included in 2023's overall energy numbers. This makes it appear that upstream impacts have completely dissolved over time. In reality, the reporting has changed and all future reports from PSE will have integrated line losses and upstream impacts will not be calculated separately.

Results Summary

Over the course of four years, Kenmore has managed to reduce emissions by 15% from the baseline year (2019). This is a step in the right direction to meet the upcoming goal of 50% reduction by 2030. However, at the current rate of change, it would not be enough to meet the milestone goal. More drastic emissions reduction measures are needed to achieve a 50% reduction. This is largely dependent on factors outside of the City's control as well. Puget Sound Energy's compliance with Washington's Clean Energy Transformation Act (CETA) is a critical factor in this change.

Next Steps

The inventory should be used to further focus and prioritize actions to reduce emissions. Based on the inventory results, the following areas have the greatest potential for emissions reduction:

⁵ <https://data.wa.gov/Transportation/Electric-Vehicle-Share-of-New-Registrations/wzin-vviiu>

- Residential Energy
- On-Road Vehicles
- Commercial Energy

Government Operations Emissions Inventory Results

Government operations emissions for 2023 are shown in **Table 4**.

Table 4: Local Government Operations Inventory

Sector	Fuel or source	2023 Usage	Usage unit	2023 Emissions (MTCO ₂ e)	2019 Emissions (MTCO ₂ e)	% Change
Buildings & Facilities	Electricity	564,432	kWh	219	286	-23.4%
	Natural Gas	10,372	Therms	55	51	7.8%
Buildings & Facilities Total				274	337	-18.7%
Street Lights & Traffic Signals	Electricity	750,449	kWh	309	230	34.4%
Street Lights & Traffic Signals Total				309	230	34.4%
Vehicle Fleet & Equipment	Gasoline	37,796.4	Annual VMT	32	29	10.3%
	Diesel	10,032	Annual VMT	25	32	-21.9%
	Diesel (construction)	306	Gallons	3	2	50%
	Gasoline (equipment)	247.8	Gallons	2	3	-33.3%
	Diesel (equipment)	193.7	Gallons	2	-- ⁶	--
Contracted Vehicles	Diesel	4292	Annual VMT	25	25	0%
Vehicle Fleet Total				89	91	-2.2%
Employee Commute	Gasoline	193,816.36	Annual VMT	73	112	-34.8%
	Electric	5,494.34	Annual VMT	1	0	--
	Diesel	1,432.92	Annual VMT	1	0	--
	Transit	468	Annual VMT	0	0	0%

⁶ Diesel used for equipment was combined with on-road diesel use or construction in 2019 and therefore cannot be compared with 2023 diesel equipment use.

Employee Commute Total				75	112	-33%
Solid Waste	Waste Generation	42.1	Tons	12	9	33.3%
Solid Waste Total				12	9	33.3%
Total Government Emissions				742	779	-4.7%

Figure 7 shows the breakdown of emissions by City facility.

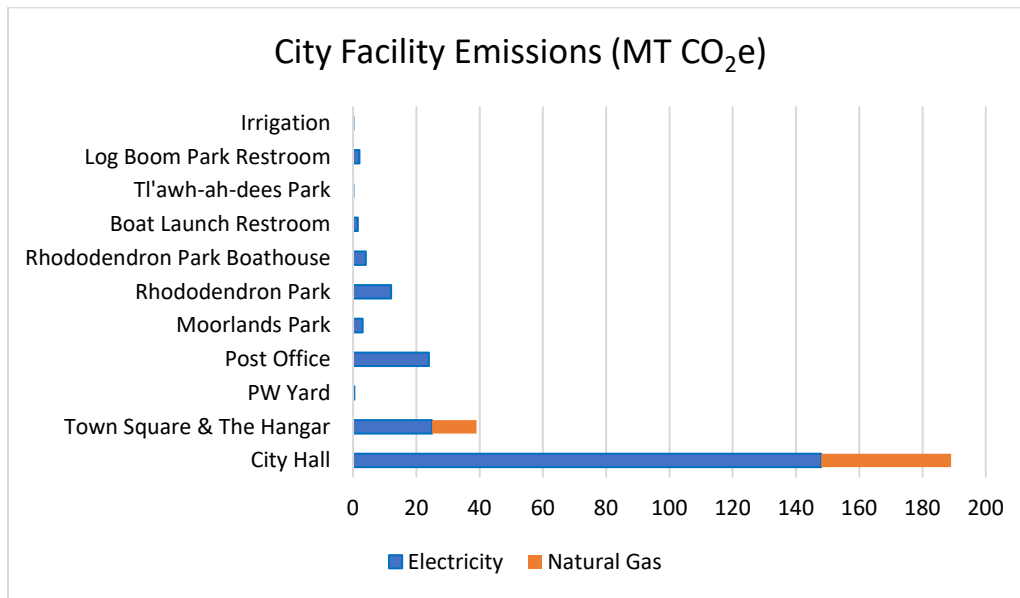


Figure 7: City Facility Emissions

Understanding the Results

Buildings & Facilities

While energy usage increased, the associated emissions decreased from 2019. This is likely due to PSE's increased renewable portfolio.

Street Lights & Traffic Signals

Street light energy usage increased, however the data provided is an estimate of use due to the nature of PSE's data request system. Unmetered street light data cannot be pulled retroactively, resulting in estimates based on when the data was acquired. For 2023, street light data was received in June 2024. PSE used the June count of streetlights paired with average daily hours operating to estimate yearly energy usage. Any changes between inventories are therefore difficult to assess for accuracy.

Vehicle Fleet

Vehicles used by City staff also saw a reduction. This is likely due to a handful of electric vehicles and hybrids being added to the fleet and the disuse or reduced use of older vehicles with lower fuel efficiency.

Employee Commute

Employee commute had reduced emissions despite a growing employee count. Hybrid work schedules after COVID-19 have made it possible for the City to reduce on-road tailpipe emissions. Commuting emissions fell from approximately 1.8 MT CO₂e annually to 1.4 MT CO₂e annually per employee.

Solid Waste

Waste generation is estimated for City facilities, as actual numbers are not tracked on such a granular scale. The increased waste generation reflects added bins or frequency of pickups due to construction projects, facility needs, or other needs.

The emissions reductions from government operations were less stark than communitywide reductions, but the share of communitywide emissions resulting from government operations is minimal. However, this does not mean that government emissions can be ignored. It may be more challenging to find areas for quick reductions given budget constraints.

Next Steps

The City will continue to prioritize energy efficiency measures, use of renewables, and improved policies and procedures to make progress toward emissions goals.

Conclusion

2023 GHG emissions were calculated at 144,491 MT CO₂e, resulting in a reduction of 25,456 MT CO₂e or 15% from 2019 baseline measurements. Buildings & Energy and Transportation & Mobile Sources continue to be the dominant sources of emissions in the City at 57% and 31%, respectively. The City's 2030 Climate Action Plan goal is to reach 50% of 2019 baseline GHG emissions or 84,978 MT CO₂e. **Figure 8** below charts the City's progress towards this goal as of this update. As the graph shows, a higher emissions reduction will need to be realized in future GHG emissions inventories to meet the 2030 reduction target. The trendline shows the needed reduction year over year, however, annual progress is not expected to follow a linear path.

Completion of another GHG inventory in two years is recommended to further assess progress resulting from actions implemented. The software used for calculating emissions is also expected to be overhauled and refined before the next update, which will likely result in more robust reporting. Staff continue to improve methodologies over time to provide a more accurate

account of emissions. Forecasts may also be updated regularly based on how the region is performing.

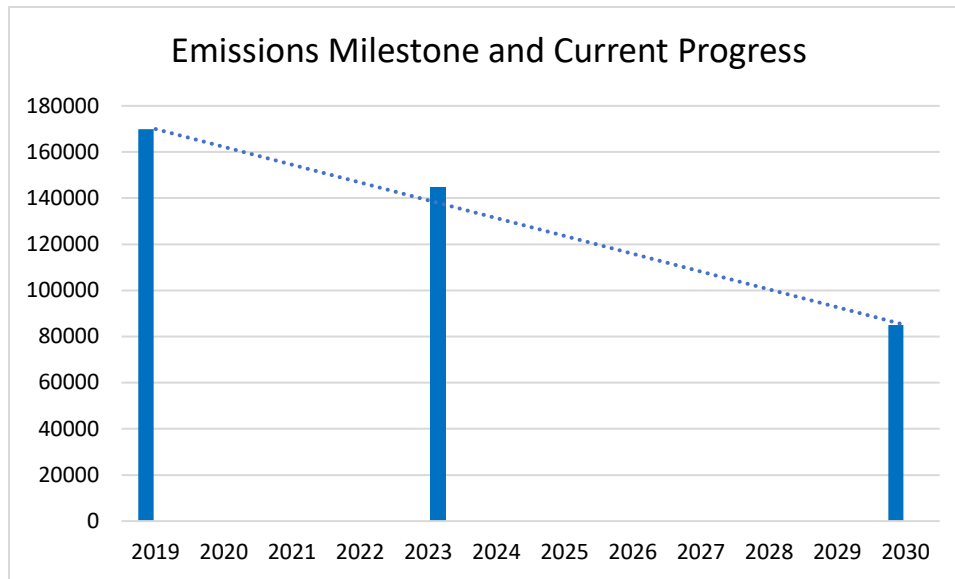


Figure 8: Emissions Milestone and Current Progress

Appendix A: Methodology Details

Energy

The following tables show each activity, related data sources, and notes on data gaps.

Table 5: Energy Data Sources

Activity	Data Source	Data Gaps/Assumptions
Communitywide		
Residential, commercial, and industrial electricity consumption	PSE	N/A
Residential, commercial, and industrial natural gas consumption	PSE	N/A
Local Government Operations		
Electricity consumption	PSE	Unmetered street light energy usage is estimated. PSE process does not allow retroactive data pull, resulting in data representing the time at which it was requested. Any major changes in number of streetlights operating throughout the year will not be reflected in the estimate provided.
Natural gas consumption	PSE	N/A

Table 6: Emissions Factors for Electricity Consumption⁷

Year	CO ₂ (lbs./MWh)	CH ₄ (lbs./GWh)	N ₂ O (lbs./GWh)
2023	853.82	65.79	9.30

Transportation

Table 7: Transportation Data Sources

Activity	Data Source	Data Gaps/Assumptions
Communitywide		
Vehicle miles traveled	PSRC, WSDOT	Data is for 2022; 2023 data was not available from WSDOT at time of

⁷ The factor set utilizes AR4 global warming potentials, while the rest of the report utilizes AR6. This may lead to emissions factors that are understated.

		reporting. Data is modeled, then scaled from observed county-level data.
Local Government Operations		
Government vehicle fleet & equipment	Northshore Utility District (NUD)	NUD logs fuel use for gas cans (both gasoline and diesel). These quantities are assumed to be used for both small and large equipment not related to construction, as construction fuel is logged separately.
Contracted vehicles		Exact contractor calculations were determined to be too time intensive for the purposes of this report. Because government operations are a small portion of emissions, VMT was estimated to be similar to that of 2019. Estimate includes vector work and street sweeping but does not account for other general contracting that requires travel.
Employee commute	City of Kenmore staff (surveyed)	Survey captures general commuting habits but does not fully take into account sick time, extended leaves, or changes in habits throughout the year. Survey was administered in 2024 and relies on accurate reporting from staff.

For vehicle transportation, it is necessary to apply average miles per gallon and emissions factors for CH₄ and N₂O to each vehicle type. The factors used are shown in **Table 7**.

Table 8: MPG and Emissions Factors by Vehicle Type⁸

Fuel	Vehicle type	MPG	CH ₄ g/mile	N ₂ O g/mile
Gasoline	Passenger car	24.8	0.0078	0.0061
Gasoline	Light truck	18.1	0.011	0.0073
Gasoline	Heavy truck	7.3	0.032	0.0041
Gasoline	Motorcycle	44	0.0672	0.0069
Diesel	Passenger car	24.8	0.0302	0.0192
Diesel	Light truck	18.1	0.029	0.0214
Diesel	Heavy truck	7.3	0.0095	0.0431

⁸ MPG and emissions factors utilize 2022 national defaults, as 2023 defaults were not available at the time of reporting.

Solid Waste

Table 9: Solid Waste Data Sources

Activity	Data Source	Data Gaps/Assumptions
Communitywide		
Waste generation	Republic Services	King County sends waste to two landfills with different characteristics and distances. Calculations assume waste landfilled is distributed to these landfills at the same percentage as county-wide. Percentages of waste sent to each landfill is from 2021, as no more recent data is available.
Waste characterization	King County	Waste characterization is assessed on a county scale. More granular data is unavailable requiring scaling down. Assumed that Kenmore's waste characterization is similar to King County as a whole.
Local Government Operations		
Waste generation	Republic Services	Waste hauler is not able to assess waste generation specifically from government operations. This data is estimated based on number of bins, frequency of pick-ups, and a 70% full estimation at time of pick up.

Wastewater

Table 10: Wastewater Data Sources

Activity	Data Source	Data Gaps/Assumptions
Communitywide & Local Government Operations		
Nitrogen Discharge	King County	Treatment plant serves several communities; data is scaled to Kenmore's population.
Digester Gas Combustion/Flaring		
Energy used in wastewater facilities		

Process & Fugitive Emissions

Table 11: Process & Fugitive Emissions Data Sources

Activity	Data Source	Data Gaps/Assumptions
Communitywide		
Natural Gas Distribution	PSE	Calculation utilizes PSE's reported emissions and scales data to Kenmore's population.
Refrigerants	PSE, EPA	Data represents 2022 trends, as 2023 has not been released. Global warming potentials of gases utilize

		AR5 as a standard. The rest of the calculations in this report use AR6 unless where noted. Data comes from national trends reported by EPA that are then scaled to Kenmore's population. Calculations assume Kenmore's refrigerant emissions are similar to national trends.
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Upstream Impacts of Activities

Table 12: Upstream Impacts of Activities Data Sources

Activity	Data Source	Data Gaps/Assumptions
Communitywide		
Transmission & Distribution Losses	PSE	PSE updated their reporting between 2019 and 2023. Transmission and distribution losses have since been included and will continue to be integrated in future reports. Line losses are estimated by PSE to be 5.1% of distribution volume. In 2019 line losses were calculated in ClearPath separately, making comparison across years unrealistic.

Inventory Calculations

The 2023 inventory was calculated following the U.S. Community Protocol and ICLEI's ClearPath software. As discussed in Inventory Methodology, the IPCC 6th Assessment was used for global warming potential (GWP) values to convert methane and nitrous oxide to CO₂ equivalent units. ClearPath's inventory calculators allow for input of the sector activity (i.e. kWh or VMT) and emission factor to calculate the final CO₂e emissions.

Additional Gaps, Caveats, & Assumptions

This inventory employs the use of a combination of recorded, modeled, and scaled data. Due to this, the inventory should be assumed to be the best estimate of local emissions given the available data. It should not be viewed as a precise, exacting account. This inventory is also not intended to provide an assessment of local air quality or particulate matter concentrations.

This inventory accounts for certain activities from the community but does not wholly incorporate consumption habits and other choices made by residents that have impacts on emissions. A consumption-based inventory would take into consideration food, services, construction materials, and goods consumed. However, the data to inform a consumption-based inventory is not readily available and would likely require substantial research or consultant assistance for future implementation.

Additionally, there are several sources of emissions that are not accounted for and similarly were not accounted for in the 2019 inventory. Unaccounted for sources of emissions are listed below.

Local Aviation

The emissions from Kenmore Air operations are not included in this report. Kenmore Air has expressed unease with providing information that would be used to calculate emissions. Additionally, air travel from Kenmore residents is unaccounted for as this data is difficult to collect on a small scale. It's possible that in future air travel is modeled and included across inventories.

Transit

Emissions associated with transit ridership from Kenmore residents are not included. This data is not available since Kenmore does not operate its own transit system. It is difficult to assume that Kenmore ridership looks similar to that of other cities, considering much fewer routes are offered which may greatly impact ridership.

Industrial Operations on Lake Washington

Kenmore's industrial neighbors have also refrained from providing data on any direct emissions into the air from operations. While the inventory does account for electricity and natural gas use and the emissions associated therein, any additional emission data is considered private and is not required to be provided. The EPA assumes that GHG emissions from the production of asphalt are negligible.⁹

Waterborne Activities

Any recreational, industrial, or other emitting activities on Lake Washington are not included. This data is unfeasible to collect. Future consumption-based inventories may be better suited to capture some of this information.

Potable Water

Emissions from energy related to potable water supplied are not separated out in this inventory. NUD operates in Kenmore, so its electricity and natural gas use is accounted for in the Energy sector. Future updates may add in the emissions associated with the treatment of water across inventories.

Small Sources

Small sources such as generators and other emitting sources within the community are not taken into account due to lack of information available. Non-Road Vehicles & Equipment captures much of the fuel-based equipment but is likely not comprehensive.

Other Contracted Services

As a small city, contracted services are a regular part of business. However, this also makes it challenging to record and estimate emissions associated with every contract or work order. For purposes of this report, vactoring and street sweeping were estimated to be similar to 2019 numbers. Future updates may add in a more robust accounting of contracted service emissions across more departments.

Embedded Carbon, Construction Materials

⁹ https://www.epa.gov/sites/production/files/2016-03/documents/warm_v14_construction_demolition_materials.pdf

A full life cycle assessment of emissions related to new builds, remodels, and construction materials has not been conducted for this report. A future consumption-based inventory would be better suited to track more holistic emissions such as embedded carbon.

Carbon Sinks

This inventory also does not assess areas where the City may be removing carbon out of the atmosphere. Current urban forestry efforts may provide a better look at how the canopy is contributing to carbon sequestration. Future calculations of the impacts of wetlands may provide a more thorough understanding as well.

Unknowns

Lastly, this inventory may be missing several unknown factors that have not been thought of during the calculation process. Because they are unknowns, they may only be included and fixed by comparing to other jurisdictions' inventories or if other emitting sources in the city become apparent at a later date. Because of this, any cascading impacts of unaccounted for data are also unknown.

Kenmore 2023 Greenhouse Gas Inventory Update

January 27, 2025



CITY OF KENMORE

ENVIRONMENTAL SERVICES



Communitywide Summary

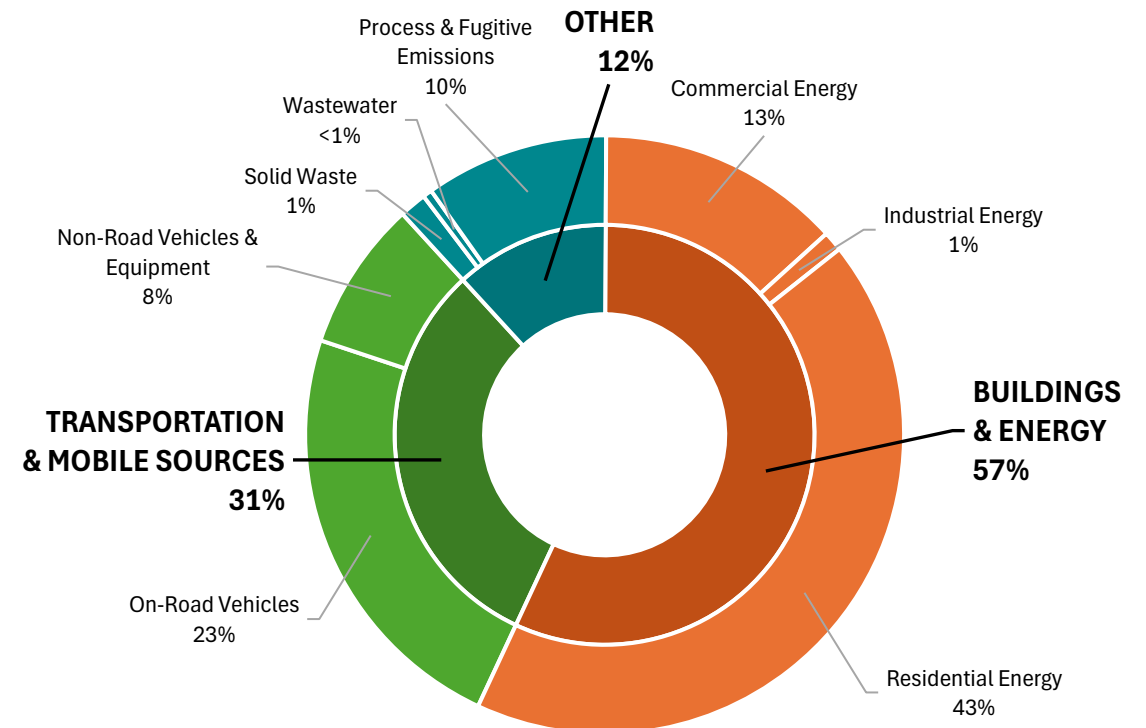


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144,491 Metric Tons of Carbon Dioxide Equivalent (MT CO₂e)

- Emissions decreased 25,465 MT CO₂e or 15% from 2019
- Highest emitting sectors: Buildings & Energy and Transportation & Mobile Sources

2023 Kenmore Communitywide Emissions



Communitywide Summary



CITY OF KENMORE

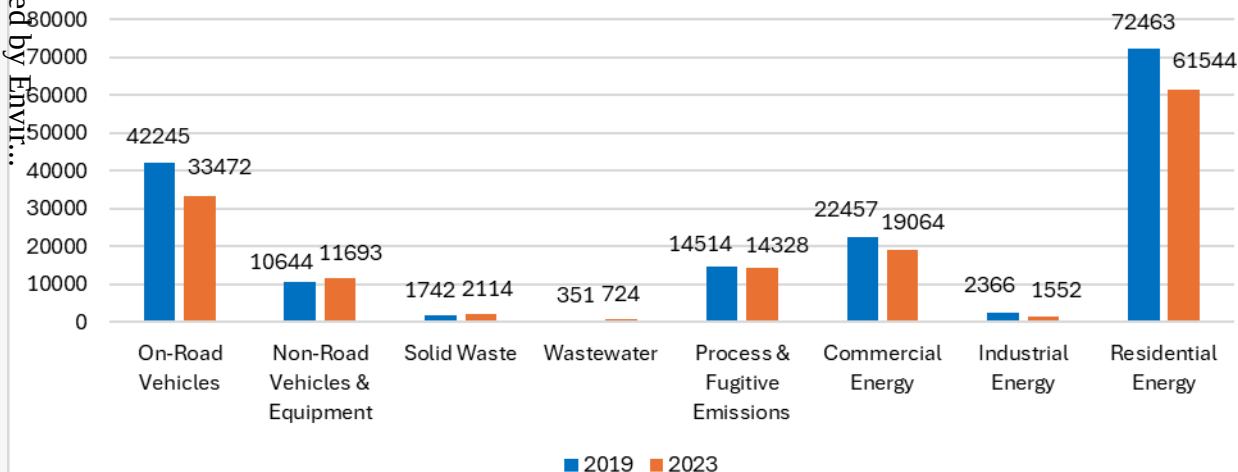
ENVIRONMENTAL SERVICES

Population increased 3.9%,
but emissions fell 18.2%
per capita from 2019



	2019 Emissions (MT CO ₂ e)	2023 Emissions (MT CO ₂ e)	% Change
ENERGY	97,286	82,160	-15.5%
TRANSPORTATION	52,889	45,165	-14.6%
SOLID WASTE	1,742	2,114	21.4%
WASTEWATER	351	724	106.3%
PROCESS & FUGITIVE	14,514	14,328	-1.3%
UPSTREAM IMPACTS	3,174	N/A	N/A
TOTAL	169,956	144,491	-15%
PER CAPITA	7.29	5.96	-18.2%

Emissions by Sector in 2019 and 2023 (MT CO₂e)



Biggest reductions were also
in Buildings & Energy and
Transportation & Mobile
Sources



Government Operations Summary

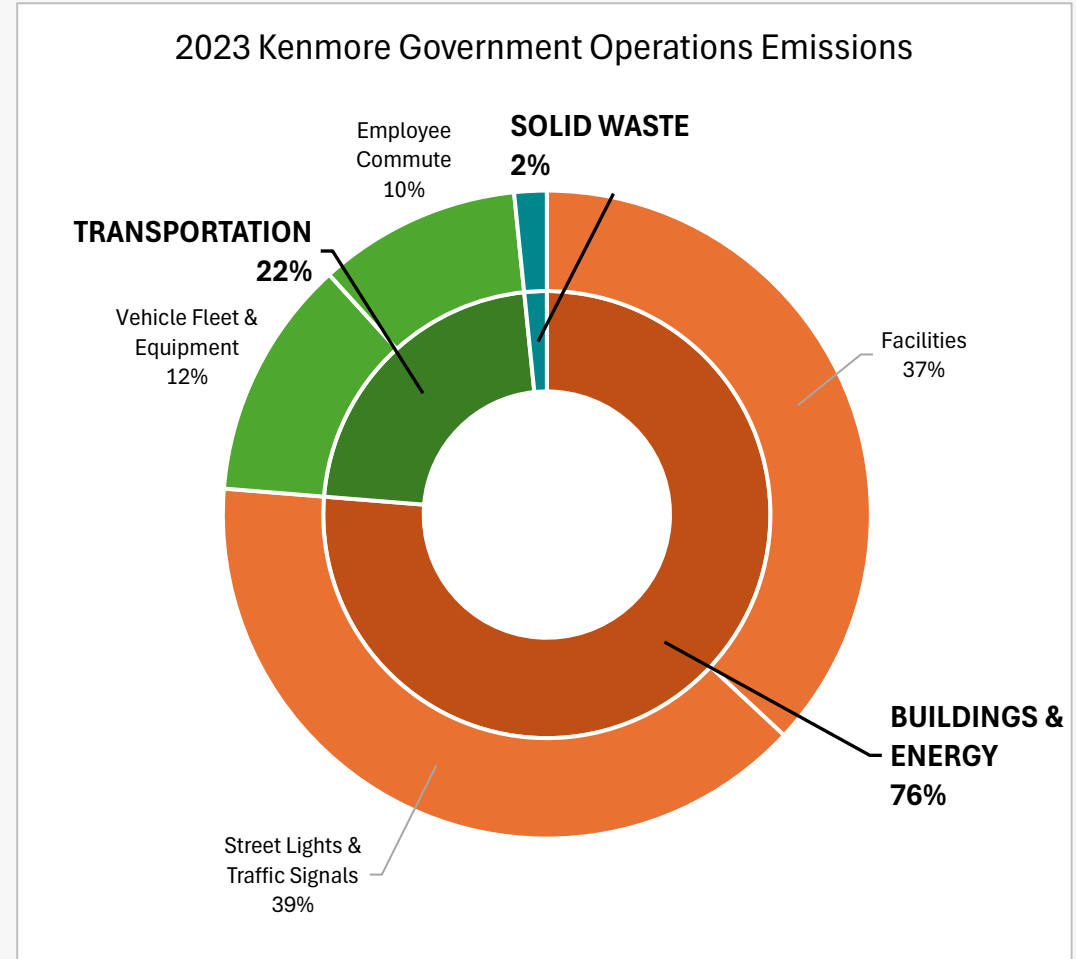


CITY OF KENMORE
ENVIRONMENTAL SERVICES

742 MT CO₂e

Government operations accounted for 0.5% of Kenmore's total emissions

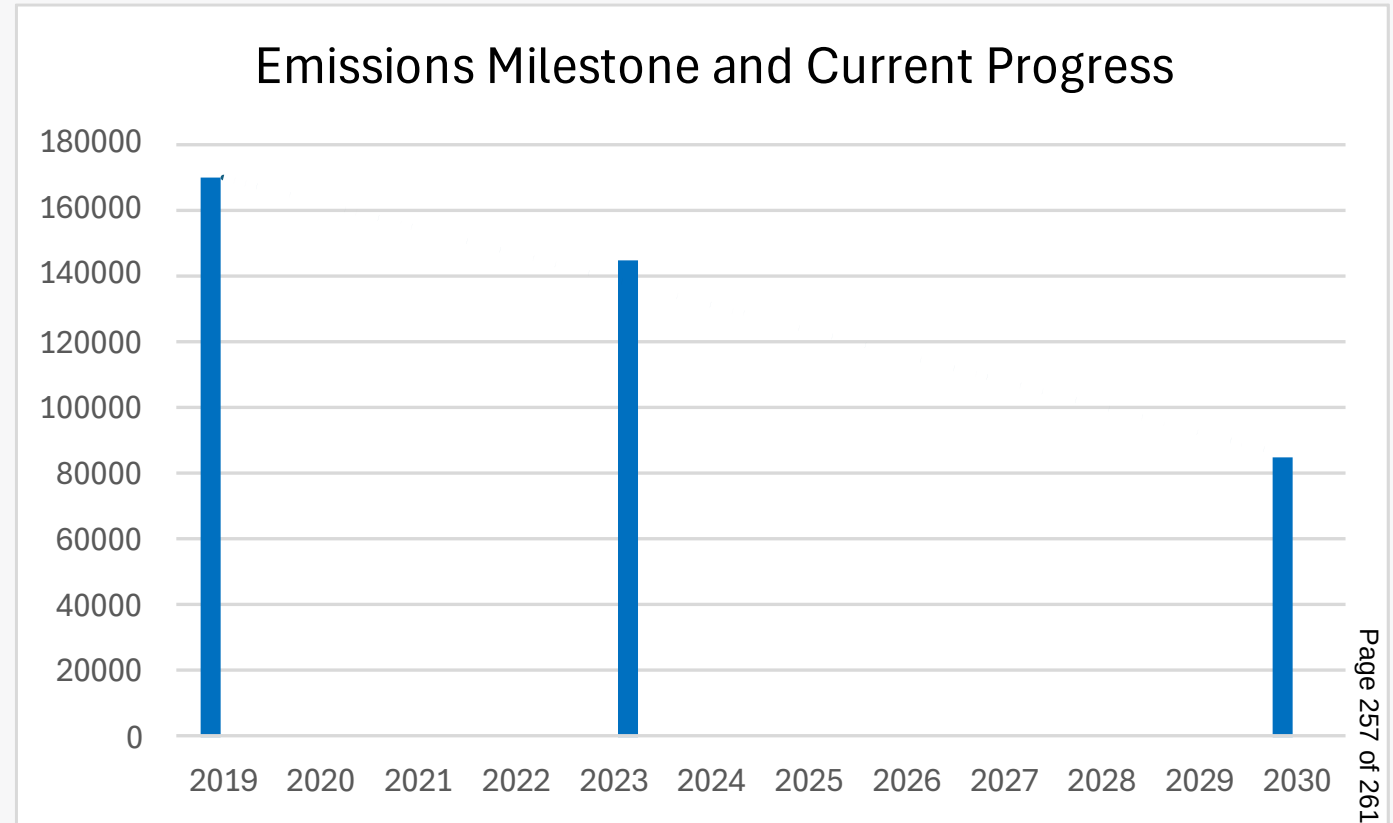
Operating emissions decreased slightly, but not a significant margin



Emissions Goals & Current Progress



- Kenmore needs to increase the rate of reduction to stay on target with 50% reduction by 2030
- Progress is unlikely to be linear
- Progress is also dependent on outside factors beyond the control of the City



What's Next



CITY OF KENMORE

ENVIRONMENTAL SERVICES

Communitywide

- Focus on energy efficiency, weatherization
 - Incentive programs, workshops, policy review
- Public EV charging infrastructure
 - Recommendations from EVIP
- Encouraging more bicycle use, alternate forms of transportation
 - Bicycle mapping, added bike parking, transit promotion
- Continuation of public education
 - More events and ways to get involved



What's Next



CITY OF KENMORE

ENVIRONMENTAL SERVICES

Government Operations

- Additional solar panels on City Hall
 - pending funding opportunity
- Street light replacement of halogen bulbs with LEDs in 2025.
 - Estimated to decrease energy needs by 80% resulting in a 211 MT CO₂e reduction
- Transition City fleet to electric
 - The City currently has four electric vehicles, with plans to purchase one more in 2025. Additional EV charging to be added as needed
- Energy efficiency design elements and solar at Public Works Operations Center
 - Will also support a fully electric fleet in future

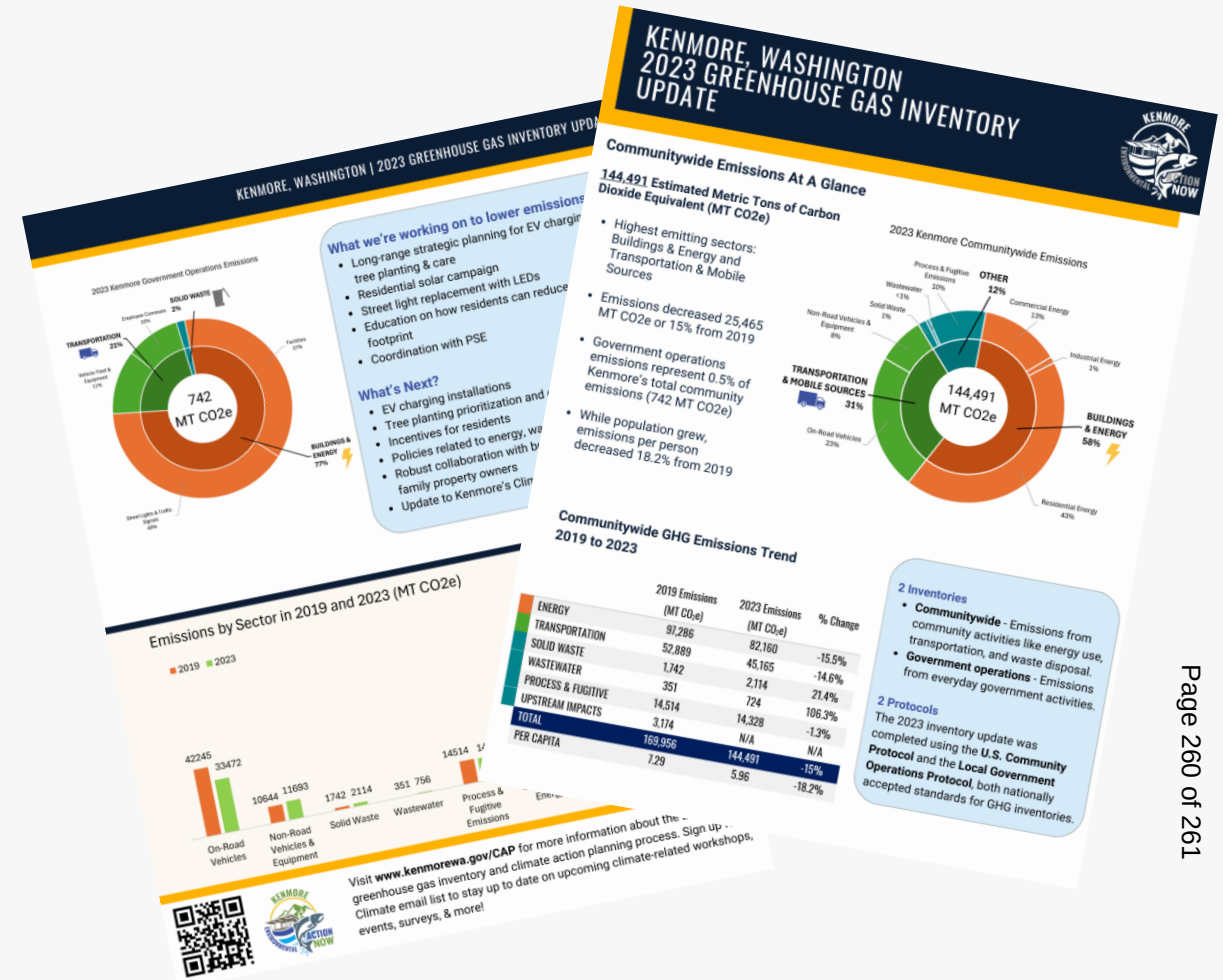


Communicating Progress



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- 2-page factsheet developed for communication to the public
- Dashboard in development to showcase inventory results and other program metrics
- Next update will evaluate 2025 numbers



Thank you!

Questions?

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