



City of Kenmore - 18120 68th Avenue NE - P.O. Box 82607 - Kenmore, WA 98028
Phone: 425-398-8900 - Fax: 425-481-3236 - E-mail: cityhall@kenmorewa.gov

City of Kenmore
Regular City Council Meeting Agenda
7:00 p.m., Monday, June 18, 2018
Kenmore City Hall, Council Chambers
18120 68th Ave. NE, Kenmore, WA 98028

If you have any questions or to confirm agenda items prior to the meeting, or if you require special accommodations, please call the City Clerk at 425-398-8900. You may also stop by City Hall at 18120 68th Avenue NE, Kenmore. Council agendas are also available on our website at www.kenmorewa.gov.

I. CALL MEETING TO ORDER

II. ROLL CALL

III. FLAG SALUTE

IV. AGENDA APPROVAL

V. PRESENTATION

- A. Camp Unity Temporary Use Update - Mark Van Wormer, Camp Unity

VI. PROCLAMATION

- A. Pride Week - June 24 through June 30, 2018 in the City of Kenmore
[Agenda Item](#)

VII. CITIZEN COMMENTS

- A. This is an opportunity to express your views on issues that are important to you and to the community. Please limit your comments to three (3) minutes.

VIII. CONSENT AGENDA

- A. Council Meeting Minutes of May 14, 2018
[Minutes](#)
- B. Checks #39896 through #39971 in the amount of \$453,281.98.
Total Payroll/Taxes/Flexible Spending & Health Savings Account Electronic Deposits Dated: 5/11/18 in the amount of \$97,261.37.

[Check Vouchers](#)

- C. Authorize the City Manager to Enter into an Agreement with the Army Corps of Engineers for the Expedited Review of the W. Sammamish River Bridge Project

[Agenda Item](#)

IX. PUBLIC HEARING

- A. 2019-2024 Six-Year Transportation Improvement Program - John Vicente, City Engineer

[Agenda Item](#)

[Presentation](#)

X. BUSINESS AGENDA

- A. Resolution #18-309 for the 2019-2024 Six-Year Transportation Improvement Program - John Vicente, City Engineer

[Agenda Item](#)

- B. Ordinance 18-0484 Authorizing the Acquisition by Condemnation of Certain Real Property Interests as Needed for the West Sammamish River Bridge Replacement Project - John Vicente, City Engineer

[Agenda Item](#)

[Presentation](#)

- C. Temporary Shelter Policy - Rob Karlinsey, City Manager and Jack Urquhart, Management Intern

[Agenda Item](#)

[Slide presentation](#)

XI. STAFF REPORT

XII. COUNCILMEMBER REPORTS & COMMENTS & INITIATIVES

XIII. ADJOURNMENT

Upcoming Meetings:

- A. Monday, June 25, 2018 - Regular Council Meeting
Monday, July 9, 2018 - Regular Council Meeting
Monday, July 16, 2018 - Regular Council Meeting
Monday, July 23, 2018 - Regular Council Meeting
Monday, July 30, 2018 - Special Council Meeting

City of Kenmore, Washington Proclamation

WHEREAS, all LGBTQIA+ Americans are deserving of the same dignity, respect, justice and rights afforded to all citizens, a principle bolstered by the Washington State Law Against Discrimination, the 2012 Washington State Senate and House of Representatives bill to legalize gay marriage, and lastly in 2015, with the landmark decision of the Supreme Court guaranteeing marriage equality across all 50 states; and

WHEREAS, LGBTQIA+ youth, families and community members continue to experience discrimination and exclusion in our schools and communities, places of work, and in acquiring housing; and

WHEREAS, LGBTQIA+ youth are more likely to face homelessness, or enter the foster care system, and become at higher risk of escapism behaviors such as running away from home, an increased risk of alcohol and drug abuse, suicide and suicide ideation; and

WHEREAS, the Seattle Times reports that hate crimes have increased in Seattle in the past 2 years, as well in several other US cities. LGBTQIA+ are in the top 2 types of people targeted; and

WHEREAS, the voters of Washington State and Kenmore voted overwhelmingly for marriage equality (R-74) in 2012; and

WHEREAS, the fight for equality and dignity for all individuals under the law continues and equality of opportunity and freedom from discrimination are fundamental to ensuring economic success and personal fulfillment; and

WHEREAS, the City of Kenmore recognizes the importance of its residents', students', business owners' and employees' and city employees' diversity of ethical, cultural, racial, and sexual orientation and identities – all of which bring important richness to the City of Kenmore; and

WHEREAS, the fight for equality and dignity for all individuals under the law continues and equality of opportunity and freedom from discrimination are fundamental to ensuring economic success and personal fulfillment; and

WHEREAS, the City of Kenmore passed Resolution #17-292, on March 6, 2017, Reaffirming Kenmore as a Safe, Inclusive and Welcoming City for All People; and

WHEREAS, in the City's Resolution, it states "*Kenmore believes in the dignity, equality and constitutional and civil rights of all people, and will not tolerate discrimination, harassment or any behavior that creates fear, isolation or intimidation;*" and

WHEREAS, the City of Kenmore encourages all residents to work together to fight bullying and harassment, and teach respect for everyone, regardless of age, ethnicity, faith, gender, sexual orientation or any differences that are perceived or real; and

WHEREAS, Pride week is a celebration of strides made by LGBTQIA+ individuals all over the nation and a recognition that LGBTQIA+ rights are human rights; and

**WHEREAS, NOW, THEREFORE, I, DAVID BAKER, MAYOR OF KENMORE, WASHINGTON,
DO HEREBY PROCLAIM JUNE 24, 2018 THROUGH JUNE 30, 2018 AS:**

PRIDE WEEK IN THE CITY OF KENMORE

IN WITNESS WHEREOF, signed this 18th day of June, 2018.

Signed: _____
David Baker, Mayor

Attested: _____
Kelly Chelin, City Clerk

**City of Kenmore, Washington
City Council Regular and Special Meeting Minutes
May 14, 2018**

CALL SPECIAL MEETING TO ORDER — The Kenmore City Council special meeting was called to order by Mayor Baker at 6:00 p.m.

STUDY SESSION

City of Kenmore Pavement Rating and Future Management Program Recommendations - Jeff Conder, Capital Asset & Pavement Services and Jennifer Gordon, Public Works Operation Manager

Councilmembers present:

Mayor David Baker
Deputy Mayor Nigel Herbig
Councilmember Joe Marshall
Councilmember Milton Curtis
Councilmember Debra Srebnik
Councilmember Stacey Denuski
Councilmember Brent Smith

FLAG SALUTE

The Council led the flag salute.

AGENDA APPROVAL

The agenda was approved as submitted.

PROCLAMATION

Proclamation for Kids to Parks Day on May 19, 2018

CITIZEN COMMENTS

Jenkins Chan
720 Lakeside Avenue South #204
Seattle, Washington 98144

Eric Clarke
10035 NE 170th Street
Bothell, Washington 98011

Mr. Chan and Mr. Clarke both spoke to the Council about the transit oriented development opportunities in the City.

CONSENT AGENDA

MOTION: Councilmember Srebnik made a motion to approve the consent agenda, Councilmember Denuski seconded the motion. The motion passed unanimously.

The consent agenda included the following:

Total check #39704 through #39798 in the amount of \$492,233.34.

Total Payroll/Taxes/Flexible Spending and Health Savings Account Electronic Deposits Dated 4/27/18 in the amount of \$101,440.69.
Payroll Check #10090 in the amount of \$1,134.24.

City Council Meeting Minutes of March 26, 2018, April 2, 2018 and April 16, 2018

Authorize the City Manager to Accept a \$1.5 Million Public Works Trust Fund Loan for the NE 190th Street Culvert Replacement Project

Approve the 2017 Update to the Lake Washington/Cedar/Sammamish Watershed (WRIA 8) Chinook Salmon Conservation Plan

Authorize the City Manager to Enter into a Memorandum of Understanding between the City and Adopt-A-Stream Foundation and the Sno-King Watershed Council (Contract 18-C1870) for the Recreation and Conservation Office (RCO) Grant 14-1333 at Squire's Landing Park - Maureen Colaizzi, Parks Project Manager and Debbie Bent, Community Development Director

PUBLIC HEARING

School Impact Fees for the Northshore School District - Debbie Bent, Community Development Director and Lauri Anderson, Senior Planner

Staff explained that at the March 26, 2018 City Council meeting, Council directed staff to prepare Municipal Code amendments related to school impact fees. Those amendments are attached to Ordinance 18-0463. The ordinance would impose an impact fee of \$10,573 on new single-family and townhouse construction.

As the City would collect the fees for the Northshore School District, an interlocal agreement is necessary. The draft interlocal agreement (Contract 18-C1873) has been reviewed by Northshore School District staff. The interlocal is scheduled to be considered by the School Board at their next meeting, also on May 14.

The Master Builders Association of King and Snohomish Counties has submitted a letter describing possible confusion over the imposition of school impact fees on townhouses. In the Zoning Code (Municipal Code Title 18), townhouses are defined as multifamily development; the Northshore School District is not assessing a school impact fee for multifamily development at this time. The lack of a school impact fee on townhouses could serve as an incentive to building townhouses in the City's single-family zoning districts. To eliminate this incentive, Council directed that, for purposes of school impact fees, townhouses should be considered equivalent to single-family development. This is made clear in the amendments to Title 20. In fact, the Northshore School District Capital Facilities Plan impact fee schedule already has an assessment for townhomes, recognizing that this type of housing does generate students.

In January 2017, the Northshore School District requested that the City assess school impact fees. Although the District may request school impact fees, it is a City Council decision to assess them. The Council also determines the appropriate amount of the fee after reviewing the calculations in the District's Capital Facilities Plan.

The Mayor opened the public hearing at 7:19 p.m.

Eric Clarke
(spoke earlier)

Mr. Clarke spoke to the school impact fees. He stated that it was a big jump in fees to go from \$0 to \$10,000.

BUSINESS AGENDA

Ordinance 18-0463 Amending the Kenmore Municipal Code to Adopt School Impact Fees for the Northshore School District - Debbie Bent, Community Development Director and Lauri Anderson, Senior Planner

MOTION: Deputy Mayor Herbig made a motion to approve Ordinance 18-0463 Amending the Kenmore Municipal Code to Adopt School Impact Fees for the Northshore School District, Councilmember Denuski seconded the motion.

AMENDMENT TO THE MOTION: Councilmember Curtis made an amendment to the motion for 50% of the fee for the first year and the full amount for the second year, Mayor Baker seconded the motion. The motion failed 1-6-0 with Councilmember Curtis in favor.

MAIN MOTION VOTE: The motion passed 6-1-0 with Mayor Baker opposed.

Authorize the City Manager to Sign an Interlocal Agreement, Contract 18-C1873, with the Northshore School District Related to School Impact Fees - Debbie Bent, Community Development Director and Lauri Anderson, Senior Planner

MOTION: Councilmember Denuski made a motion to authorize the City Manager to Sign an Interlocal Agreement, Contract 18-C1873, with Northshore School District Related to School Impact Fees, Deputy Mayor Herbig seconded the motion. The motion passed unanimously.

Twin Springs Master Plan - Debbie Bent, Community Development Director and Guy Michaelson, Berger Partnership

Director Bent explained that on May 14, 2018 Staff and representatives from Berger Partnership will present the Twin Springs Master Plan and Phase 1 cost estimates for Council review and feedback. Public input into development of the master plan was received via an online survey and two public open houses (9/12/17 and 10/24/17).

Background information is also available on the City's website, <http://www.kenmorewa.gov/TwinSpringsPark>. The Twin Springs 25-acre property was transferred to the City from King County on May 18, 2016 by Quit Claim Deed. The property must be used for public park, recreation or open space. The Interagency Agreement (Contract 16-C1509) and Surface Access Easement Agreement (Contract 16-C1509) between King County and the City (approved by Council 2/8/16) outlines the conditions of property transfer. Although the property now belongs to the City; King County continues to have certain maintenance responsibilities on the City property for several years.

On 7/25/16 Council direction was to keep Twin Springs park closed to the public pending: 1. Development of an interim use plan; 2. Resources are allocated for implementation of the plan; and 3. The recommendations of the Public Works Service Analysis in relation to bringing on a new park facility are available to consider in developing a maintenance plan for Twin Springs.

On 4/24/17 Council authorized execution of Contract 17-C1732 with the Berger Partnership in the amount of \$39,200 to develop a preliminary master plan (interim plan) for Twin Springs. The contract scope includes: Data gathering and review of existing documents to understand the sites physical assets and limits as well as regulatory realities; Development of 1-2 scenarios for how various near-term opportunities can exist on the site and document higher investment longer-term ideas generated from the first public outreach effort; Second public outreach effort to obtain feedback on the near-term scenarios; and Interim Plan Documentation including a narrative and graphic package and a high-level cost assumption document.

MOTION: Councilmember Smith made a motion to approve the Twin Springs Master Plan, Councilmember Curtis seconded the motion.

AMENDMENT TO THE MOTION: Councilmember Marshall made an amendment to the motion to defer action on the item until public has had an opportunity to provide public input. Motion failed due to lack of a second.

MAIN MOTION: The motion passed 6-1-0 with Councilmember Marshall voting no.

Report on Tree Regulations - Samantha Loyuk, Associate Planner

At the direction of the City Council, Development Services has prepared an informational presentation on Kenmore Municipal Code (KMC) 18.57 ("tree regulations").

In the memorandum dated 12/12/2017, prepared by the Community Development Department, a brief history of the tree-related code updates are provided. This document provides useful background information and helps illustrate the development of the code and where we are today with tree regulations.

The intent of the presentation is to provide an overview of how KMC 18.57 is implemented, primarily as it relates to new development.

Council and staff engaged in a discussion about the regulations.

MOTION: Councilmember Srebnik made a motion to replace like trees for like trees, Mayor Baker seconded the motion.

AMENDMENT TO THE MOTION: Councilmember Marshall made an amendment to the motion to direct staff to report back and come up with language to incorporate or recommendations or suggested parameters and standards for like for like trees, Mayor Baker seconded the motion. The motion failed 3-4 with

Councilmember Marshall, Councilmember Srebnik and Deputy Mayor Herbig voting yes.

MAIN MOTION VOTE: The motion failed 2-5-0 with Councilmember Marshall and Councilmember Srebnik voting yes.

ADJOURNMENT

Mayor Baker adjourned the meeting 9:27 p.m.

David Baker, Mayor

ATTEST:

Kelly M. Chelin, City Clerk



Voucher Certification and Approval

City of Kenmore

DATE RANGE:

05/19/2018 - 06/01/2018

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 the 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

Total Check #s 39896 through 39971: \$453,281.98

Total Payroll/Taxes/Flexible Spending & Health Savings Acct. Electronic Deposits Dated: 05/11/2018: \$ 97,261.37

R. Kagi 6-6-18
City Manager / Date

B. R. Miller 6/1/18
Finance Director / Date
Accountant

Vendor Name	Check #	Date	Description	Amount
AFLAC	39896	05/25/2018	Employee Medical/Disability Plans	172.38
AFLAC	39896	05/25/2018	Employee Medical/Disability Plans	154.72
AMERICAN GENERAL LIFE GPO-400S	39897	05/25/2018	Life Insurance	203.27
AMERICAN GENERAL LIFE GPO-400S	39897	05/25/2018	Life Insurance	67.37
AMERICAN GENERAL LIFE GPO-400S	39897	05/25/2018	Life Insurance	37.63
AWC EMPLOYEE BENEFITS	39898	05/25/2018	Employee Health Insurance	13.24
AWC EMPLOYEE BENEFITS	39898	05/25/2018	Employee Health Insurance	3,268.55
AWC EMPLOYEE BENEFITS	39898	05/25/2018	Employee Health Insurance	436.96
AWC EMPLOYEE BENEFITS	39898	05/25/2018	Employee Health Insurance	374.30
AWC EMPLOYEE BENEFITS	39898	05/25/2018	Employee Health Ins Contributions	858.60
AWC EMPLOYEE BENEFITS	39898	05/25/2018	Employee Health Ins Contributions	108.71
AWC EMPLOYEE BENEFITS	39898	05/25/2018	Employee Health Ins Contributions	77.17
AWC EMPLOYEE BENEFITS	39898	05/25/2018	Employee Health Insurance	3,247.39
AWC EMPLOYEE BENEFITS	39898	05/25/2018	Employee Health Insurance	(354.96)
AWC EMPLOYEE BENEFITS	39898	05/25/2018	Employee Health Insurance	28,684.21
AWC EMPLOYEE BENEFITS	39898	05/25/2018	Employee Health Insurance	3,683.55
AWC EMPLOYEE BENEFITS	39898	05/25/2018	Employee Health Insurance	(28.65)
AWC EMPLOYEE BENEFITS	39898	05/25/2018	Employee Health Insurance	3,256.92
AWC EMPLOYEE BENEFITS	39898	05/25/2018	Employee Health Insurance	40.77
AWC EMPLOYEE BENEFITS	39898	05/25/2018	Employee Health Insurance	4.62
AWC EMPLOYEE BENEFITS	39898	05/25/2018	Employee Health Insurance	4.96
AWC EMPLOYEE BENEFITS	39898	05/25/2018	Employee Health Insurance	1.99
AWC EMPLOYEE BENEFITS	39898	05/25/2018	Employee Health Insurance	425.07
AWC EMPLOYEE BENEFITS	39898	05/25/2018	Employee Health Insurance	54.13
AWC EMPLOYEE BENEFITS	39898	05/25/2018	Employee Health Insurance	50.14
DEPARTMENT OF LABOR AND INDUSTRIES	39900	05/25/2018	City of Kenmore	178.33
DEPARTMENT OF LABOR AND INDUSTRIES	39900	05/25/2018	City of Kenmore	27.15
DEPARTMENT OF LABOR AND INDUSTRIES	39900	05/25/2018	City of Kenmore	54.30
DEPARTMENT OF LABOR AND INDUSTRIES	39900	05/25/2018	City of Kenmore	687.18
DEPARTMENT OF LABOR AND INDUSTRIES	39900	05/25/2018	City of Kenmore	104.61
DEPARTMENT OF LABOR AND INDUSTRIES	39900	05/25/2018	City of Kenmore	209.22
DEPARTMENT OF LABOR AND INDUSTRIES	39900	05/25/2018	City of Kenmore	112.20
DEPARTMENT OF LABOR AND INDUSTRIES	39900	05/25/2018	City of Kenmore	2.25
DEPARTMENT OF LABOR AND INDUSTRIES	39900	05/25/2018	City of Kenmore	0.83
DEPARTMENT OF LABOR AND INDUSTRIES	39900	05/25/2018	City of Kenmore	204.37
DEPARTMENT OF LABOR AND INDUSTRIES	39900	05/25/2018	City of Kenmore	4.09
DEPARTMENT OF LABOR AND INDUSTRIES	39900	05/25/2018	City of Kenmore	1.53

DEPARTMENT OF RETIREMENT SYSTEMS	39901	05/25/2018	Public Employees Retirement	1,677.27
DEPARTMENT OF RETIREMENT SYSTEMS	39901	05/25/2018	Public Employees Retirement	137.31
DEPARTMENT OF RETIREMENT SYSTEMS	39901	05/25/2018	Public Employees Retirement	15,161.65
DEPARTMENT OF RETIREMENT SYSTEMS	39901	05/25/2018	Public Employees Retirement	1,662.63
DEPARTMENT OF RETIREMENT SYSTEMS	39901	05/25/2018	Public Employees Retirement	1,436.46
DEPARTMENT OF RETIREMENT SYSTEMS	39901	05/25/2018	Public Employees Retirement	211.45
DEPARTMENT OF RETIREMENT SYSTEMS	39901	05/25/2018	Public Employees Retirement	374.48
DEPARTMENT OF RETIREMENT SYSTEMS	39901	05/25/2018	Public Employees Retirement	148.05
DEPARTMENT OF RETIREMENT SYSTEMS	39901	05/25/2018	Public Employees Retirement	828.77
DEPARTMENT OF RETIREMENT SYSTEMS	39901	05/25/2018	Public Employees Retirement	710.08
DRS 457	39902	05/25/2018	DRS 457 Deferred Comp	755.00
ICMA RETIREMENT TRUST 457 - 304745	39903	05/25/2018	ICMA 457 Deferred Comp	3,428.80
ICMA RETIREMENT TRUST 457 - 304745	39903	05/25/2018	ICMA 457 Deferred Comp	692.08
LINCOLN NATIONAL LIFE INSURANCE	39904	05/25/2018	Life Ins/ADD & LTD	10.80
LINCOLN NATIONAL LIFE INSURANCE	39904	05/25/2018	Life Ins/ADD & LTD	0.60
LINCOLN NATIONAL LIFE INSURANCE	39904	05/25/2018	Life Ins/ADD & LTD	332.78
LINCOLN NATIONAL LIFE INSURANCE	39904	05/25/2018	Life Ins/ADD & LTD	32.46
LINCOLN NATIONAL LIFE INSURANCE	39904	05/25/2018	Life Ins/ADD & LTD	36.47
LINCOLN NATIONAL LIFE INSURANCE	39904	05/25/2018	Life Ins/ADD & LTD	15.62
LINCOLN NATIONAL LIFE INSURANCE	39904	05/25/2018	Life Ins/ADD & LTD	0.85
LINCOLN NATIONAL LIFE INSURANCE	39904	05/25/2018	Life Ins/ADD & LTD	(0.01)
LINCOLN NATIONAL LIFE INSURANCE	39904	05/25/2018	Life Ins/ADD & LTD	509.08
LINCOLN NATIONAL LIFE INSURANCE	39904	05/25/2018	Life Ins/ADD & LTD	47.18
LINCOLN NATIONAL LIFE INSURANCE	39904	05/25/2018	Life Ins/ADD & LTD	52.82
NATIONAL LIFE OF VERMONT	39905	05/25/2018	Life Insurance	123.17
NATIONWIDE FINANCIAL 401a	39906	05/25/2018	City of Kenmore 401a Loan	240.68
NATIONWIDE FINANCIAL 401a	39906	05/25/2018	City of Kenmore 401a Loan	219.19
NATIONWIDE FINANCIAL 401a	39906	05/25/2018	City of Kenmore 401a	10,616.73
NATIONWIDE FINANCIAL 401a	39906	05/25/2018	City of Kenmore 401a	945.80
NATIONWIDE FINANCIAL 401a	39906	05/25/2018	City of Kenmore 401a	1,057.58
NATIONWIDE RETIREMENT SOLUTIONS 457	39907	05/25/2018	Nationwide 457 Deferred Comp	250.00
NATIONWIDE RETIREMENT SOLUTIONS 457	39907	05/25/2018	Nationwide 457 Deferred Comp	75.00
STATE OF FLORIDA DISBURSEMENT UNIT	39908	05/25/2018	Employee Deduction	275.00
UNITED WAY OF KING COUNTY	39909	05/25/2018	Employee Charitable Contribution	74.61
A+ CONFERENCING	39910	06/01/2018	5/15/18 Conference Call	12.44
ABBEY PARTY RENTS OF WA, INC.	39911	06/01/2018	Chair Rental for Public Hearing 5/17	449.96
ADVANCE TESTING & SERVICE INC	39912	06/01/2018	Annual Backflow Assembly Testing	270.00
ADVANCE TESTING & SERVICE INC	39912	06/01/2018	Annual Backflow Assembly Testing	270.00
ADVANCE TESTING & SERVICE INC	39912	06/01/2018	Annual Backflow Assembly Testing	324.00
ADVANCE TESTING & SERVICE INC	39912	06/01/2018	Annual Backflow Assembly Testing	324.00
AM TEST, INC	39913	06/01/2018	Swamp Creek Water Sampling	225.00
AM TEST, INC	39913	06/01/2018	Swamp Creek Water Sampling	225.00
ARTS OF KENMORE	39914	06/01/2018	2/3-3/3/17 Kenmore Heritage Society PSA	950.00
ARTS OF KENMORE	39915	06/01/2018	11/17/17-1/25/18 Youth Art V Exhibit	950.00
ARTS OF KENMORE	39916	06/01/2018	8/7-11/9/17 A Day In the Life of Kenmore Contest	950.00
ARTS OF KENMORE	39917	06/01/2018	3/17-5/11/17 SR522 Let's Beautify this Project	950.00
ARTS OF KENMORE	39918	06/01/2018	6/2-8/10/17 KAS Featured Artist (Irina Milton)	950.00
CADMAN MATERIALS, INC.	39919	06/01/2018	Asphalt for Catch Basin Repair 8202 Bothell Way	178.75
CADMAN MATERIALS, INC.	39920	06/01/2018	Asphalt for Catch Basin Repair 8040 Bothell Way	60.83
CADMAN MATERIALS, INC.	39921	06/01/2018	Asphalt for Catch Basin Repair 20404 73rd Pl	60.06

VIII. B. Checks #39896 through #39971 in the amount of \$453,281.98. Total...

COMCAST BUSINESS	39922	06/01/2018	5/14-6/13 City Hall Cable/Internet	152.13
COMCAST BUSINESS	39923	06/01/2018	5/19-6/18 Hangar Bldg. Cable	94.15
COMCAST BUSINESS	39924	06/01/2018	5/10-6/9 Squire's Landing Internet	69.95
CRITERION PICTURES USA	39925	06/01/2018	#249952, 249953 Licensing Fee for 2 Summer Movies	940.00
DEVRIES, DENIS	39926	06/01/2018	5/7-5/21 Police Volunteer Mileage Reimbursement	33.25
DFR LAW GROUP, LLC	39927	06/01/2018	18-C1845 April Conflict Counsel	300.00
FIRE PROTECTION, INC	39928	06/01/2018	City Hall Fire Alarm Service	646.25
FRUHLING SAND & TOPSOIL	39929	06/01/2018	April Vegetation & Asphalt Disposal	195.00
FRUHLING SAND & TOPSOIL	39929	06/01/2018	Asphalt Disposal Ticket #529891	35.00
HANSEN, COREY	39930	06/01/2018	May Incubator Consulting Services	4,180.00
HDR ENGINEERING, INC	39931	06/01/2018	17-C1743 Apr. Safe Route to School Sidewalk Proj.	2,547.93
HDR ENGINEERING, INC	39932	06/01/2018	16-C1625 Apr. Juanita Drive Ped/Bike Improvements	80,000.89
HR&A ADVISORS, INC	39933	06/01/2018	18-C1821 3/1-5/18 Lakepointe Pro Forma Analysis	60,750.00
INNOVAC	39934	06/01/2018	April 30th Vactor Services	799.26
JUDHA OF LION LANDSCAPING	39935	06/01/2018	18-C1841 SR522 Irrigation Retrofit	56,659.71
KENMORE COMMERCIAL LLC	39936	06/01/2018	June Incubator Monthly Lease	3,291.66
KING COUNTY FINANCE	39937	06/01/2018	1st Qtr Mental Health Prog/Liquor Profit/ExciseTax	1,552.91
KPFF CONSULTING ENGINEERS	39938	06/01/2018	15-C1484 Professional Svcs through 4/27	845.77
KPFF CONSULTING ENGINEERS	39938	06/01/2018	15-C1484 Professional Svcs through 4/27	67.89
KPFF CONSULTING ENGINEERS	39938	06/01/2018	15-C1484 Professional Svcs through 4/27	7,402.30
KPFF CONSULTING ENGINEERS	39939	06/01/2018	15-C1484 68th Ave Ped/Bike Svcs through 4/27	14,012.72
LIGHTHOUSE CONSULTING INC	39940	06/01/2018	March Web Hosting/Protection/Archiving	2,552.21
LIGHTHOUSE CONSULTING INC	39940	06/01/2018	April IT Services	2,741.38
LIGHTHOUSE CONSULTING INC	39940	06/01/2018	April Web Hosting/Protection/Archiving	2,530.55
LIGHTING GROUP NORTHWEST	39941	06/01/2018	Brew Row Banner Hanging Hardware	2,431.19
MAIL FINANCE	39942	06/01/2018	6/19-9/18/18 Postage Machine Lease	706.20
MICHAEL PENDLETON	39943	06/01/2018	5/21-5/22 Budget Retreat Project	2,533.30
MOBILE MINI, INC.	39944	06/01/2018	5/18-6/14 Rhododendron Park Storage Container	137.10
NORTH COAST ELECTRIC COMPANY	39945	06/01/2018	Light Bulbs for City Hall	172.48
NORTH COAST ELECTRIC COMPANY	39945	06/01/2018	Light Bulbs for City Hall	127.33
NORTHSHORE UTILITY DIST	39946	06/01/2018	3/15-5/15 City Hall Irrigation	457.80
NORTHSHORE UTILITY DIST	39946	06/01/2018	3/15-5/15 City Hall Water/Sewer	565.33
NORTHSHORE UTILITY DIST	39946	06/01/2018	3/15-5/15 68th/SR522 ROW Irrigation	69.25
NORTHSHORE UTILITY DIST	39946	06/01/2018	3/15-5/15 SR522/83rd Pl NE Irrigation	72.82
NORTHSHORE UTILITY DIST	39946	06/01/2018	3/15-5/15 7321 NE 192nd Water Fill Station	10.90
NORTHSHORE UTILITY DIST	39946	06/01/2018	3/15-5/15 Northshore Summit Park Irrigation	27.70
NORTHSHORE UTILITY DIST	39946	06/01/2018	3/15-5/15 67th/181st ROW Irrigation	27.70
NORTHSHORE UTILITY DIST	39946	06/01/2018	3/15-5/15 Hangar Bldg. Water/Sewer	416.85
NORTHSHORE UTILITY DIST	39946	06/01/2018	3/15-5/15 ROW 68th-73rd/181st Irrigation	80.35
NORTHSHORE UTILITY DIST	39946	06/01/2018	3/15-5/15 Town Square 6728 181st Irrigation	76.65
OFFICE DEPOT	39947	06/01/2018	Voicemail Log Books	27.68
OFFICE DEPOT	39948	06/01/2018	Office Supplies	16.94
OFFICE DEPOT	39948	06/01/2018	Office Supplies	12.70
OFFICE DEPOT	39948	06/01/2018	Office Supplies	6.42

OFFICE DEPOT	39948	06/01/2018	Office Supplies	88.93
OFFICE DEPOT	39948	06/01/2018	Office Supplies	38.11
OFFICE DEPOT	39948	06/01/2018	Office Supplies	16.94
OFFICE DEPOT	39948	06/01/2018	Office Supplies	59.29
OFFICE DEPOT	39948	06/01/2018	Office Supplies	33.88
OFFICE DEPOT	39948	06/01/2018	Office Supplies	71.99
OFFICE DEPOT	39948	06/01/2018	Office Supplies	47.23
OFFICE DEPOT	39948	06/01/2018	Office Supplies	25.41
OFFICE DEPOT	39948	06/01/2018	Office Supplies	33.88
OFFICE DEPOT	39948	06/01/2018	Office Supplies	25.41
OFFICE DEPOT	39949	06/01/2018	Headphones	10.99
OFFICE TEAM	39950	06/01/2018	Temporary Reception Svcs Week Ending 5/18	1,019.96
OFFICE TEAM	39950	06/01/2018	Temporary Reception Svcs Week Ending 5/25	1,022.00
OLYMPIC ENVIRONMENTAL RESOURCES INC	39951	06/01/2018	Spring Recycling Collection Event Implementation	11,605.97
PACE ENGINEERS, INC.	39952	06/01/2018	15-C1483 March Surface Water On-Call Services	28,177.01
PACE ENGINEERS, INC.	39952	06/01/2018	15-C1483 March Surface Water On-Call Services	6,348.39
PACE ENGINEERS, INC.	39952	06/01/2018	15-C1483 March Surface Water On-Call Services	3,260.52
PACE ENGINEERS, INC.	39952	06/01/2018	15-C1483 March Surface Water On-Call Services	115.10
PACE ENGINEERS, INC.	39952	06/01/2018	15-C1483 March Surface Water On-Call Services	2,735.64
PACE ENGINEERS, INC.	39952	06/01/2018	15-C1483 March Surface Water On-Call Services	226.09
PERFORMANCE JOURNEYS, INC.	39953	06/01/2018	Employee Training	9,000.00
PERTEET INC.	39954	06/01/2018	12-C1082 3/5-4/29 On-Call Engineering Svcs	937.31
PHSI PURE HEALTH SOLUTIONS INC.	39955	06/01/2018	May/June City Hall Filtered Water Systems	192.99
PRIDE ELECTRIC INC.	39956	06/01/2018	Hangar Bldg. Electrical Repairs	1,674.20
PRIDE ELECTRIC INC.	39956	06/01/2018	City Hall Electrical Repairs	341.00
PUGET SOUND ENERGY	39957	06/01/2018	4/13-5/14 City Hall Natural Gas Chgs	340.55
PUGET SOUND ENERGY	39957	06/01/2018	4/13-5/14 Incubator Electricity & Gas	442.75
PUGET SOUND ENERGY	39957	06/01/2018	4/13-5/14 Town Square & Hangar Bldg. Electricity	632.26
PUGET SOUND ENERGY	39957	06/01/2018	4/13-5/14 Town Square & Hangar Bldg. Gas	113.76
PUGET SOUND ENERGY	39957	06/01/2018	4/13-5/14 Kenmore Traffic Signals	382.60
PUGET SOUND ENERGY	39957	06/01/2018	4/13-5/14 Kenmore School Crosswalks	63.81
PUGET SOUND ENERGY	39957	06/01/2018	4/13-5/14 Kenmore Radar Speed Signs	85.45
PUGET SOUND ENERGY	39957	06/01/2018	4/13-5/147 City Tree Light Receptacles	77.66
PUGET SOUND PLANTS	39958	06/01/2018	SR522 Irrigation Retrofit Project Plants	16,558.85
REY TRANSLATIONS	39959	06/01/2018	May 15th & 16th Planning Commission Hearings	2,351.77
REY TRANSLATIONS	39960	06/01/2018	KWAC Scholarship Flyer Translation	100.00
SEATTLE TIMES	39961	06/01/2018	5/14 Legal Notice SEPA PRJ18-0044	236.38
SHRED-IT USA LLC	39962	06/01/2018	Shredding Services	69.45
SKAGIT GARDENS	39963	06/01/2018	Flower Baskets	3,159.97
SMS CLEANING, INC.	39964	06/01/2018	May Janitorial Services	3,900.00
SMS CLEANING, INC.	39964	06/01/2018	May Janitorial Services	1,800.00
STAPLES ADVANTAGE	39965	06/01/2018	Facility Maint. Supplies City Hall & Hangar	246.50
STAPLES ADVANTAGE	39965	06/01/2018	Facility Maint. Supplies City Hall & Hangar	147.99
STAPLES ADVANTAGE	39965	06/01/2018	Disposable Gloves for Hangar & City Hall	17.71
STAPLES ADVANTAGE	39965	06/01/2018	Disposable Gloves for Hangar & City Hall	17.71
SUNBELT RENTALS	39966	06/01/2018	Scissorlift Rental for City Hall Maintenance	952.39
THE PART WORKS, INC.	39967	06/01/2018	Parts for Repairing Boat Launch Restroom Toilet	67.12

TOTAL LANDSCAPE CORP	39968	06/01/2018	May City Hall & Parks Landscaping	880.00
TOTAL LANDSCAPE CORP	39968	06/01/2018	May City Hall & Parks Landscaping	4,145.45
TOTAL LANDSCAPE CORP	39969	06/01/2018	April Northshore Summit & Squire's Landscaping	1,738.00
TOWN CENTER HARDWARE	39970	06/01/2018	April Public Works Supplies	38.74
TOWN CENTER HARDWARE	39970	06/01/2018	April Public Works Supplies	50.56
TOWN CENTER HARDWARE	39970	06/01/2018	April Public Works Supplies	16.27
TOWN CENTER HARDWARE	39970	06/01/2018	April Public Works Supplies	8.78
TOWN CENTER HARDWARE	39970	06/01/2018	April Public Works Supplies	16.26
YSI INCORPORATED, A XYLEM BRAND	39971	06/01/2018	Stream Monitoring Equipment	1,417.82
NAVIA	DFT0000149	05/25/2018	Employee Flexible Spending Account	173.50
NAVIA	DFT0000149	05/25/2018	Employee Flexible Spending Account	153.85
NAVIA	DFT0000149	05/25/2018	Employee Flexible Spending Account	85.38
NAVIA	DFT0000149	05/25/2018	Employee Flexible Spending Account	96.15
BANK OF AMERICA 941	DFT0000150	05/25/2018	Federal Taxes	932.62
BANK OF AMERICA 941	DFT0000150	05/25/2018	Federal Taxes	2,918.88
BANK OF AMERICA 941	DFT0000150	05/25/2018	Federal Taxes	9,186.65
BANK OF AMERICA 941	DFT0000150	05/25/2018	Federal Taxes	599.45
BANK OF AMERICA 941	DFT0000150	05/25/2018	Federal Taxes	240.58
BANK OF AMERICA 941	DFT0000150	05/25/2018	Federal Taxes	269.06
BANK OF AMERICA 941	DFT0000150	05/25/2018	Federal Taxes	837.69
PAYROLL		5/25/2018	Direct Deposit	81,767.56
				<u>\$ 550,543.35</u>



City of Kenmore

Vendor Purchasing Report

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Vendor	Name	Volume
0002	ACTION ENTERTAINMENT	500.00
0014	AMERICAN PLANNING ASSOCIATION	1,778.00
0022	ASSOCIATION OF WA CITIES	17,264.07
0024	BAKER, DAVID	1,697.71
0037	BASTYR UNIVERSITY	200.00
0047	BRAVO ENVIRONMENTAL , NW INC.	96.00
0054	BULGER SAFE & LOCK, INC.	721.71
0064	CASCADE PEST CONTROL	572.00
0067	CENTER FOR HUMAN SERVICES	10,500.00
0076	CITY OF BELLEVUE	75,813.75
0083	CITY OF LAKE FOREST PARK	415,027.78
0092	CODE PUBLISHING COMPANY	2,767.69
0099	CONSOLIDATED PRESS	8,275.05
0106	CROWN PRODUCTS LLC	981.05
0111	DEPARTMENT OF ECOLOGY	190.00
0121	REPUBLIC SERVICES	4,583.63
0137	FERGUSON ENTERPRISES INC #1539	1,946.93
0145	FRUHLING SAND & TOPSOIL	1,050.00
0151	CALPORTLAND COMPANY	1,002.93
0152	GOVERNMENT FINANCE OFFICERS ASSOC	190.00
0173	HOME DEPOT CREDIT SERVICES	253.05
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	71,488.57
0197	JET CITY PRINTING	1,355.21
0201	KCDA PURCHASING COOP	16,919.77
0206	KENMORE MIDDLE SCHOOL	4,963.62
0213	KING COUNTY ANIMAL SVCS	1,505.00
0218	KING COUNTY FINANCE	3,019.71
0219	KING COUNTY FINANCE	113,564.23
0224	SOUND PUBLISHING, INC.	3,387.80
0229	KING COUNTY OFFICE OF FINANCE	1,681.19
0230	KING COUNTY RADIO COMM SERVICES	300.30
0233	KING COUNTY SHERIFF	20,697.59
0235	KING COUNTY TREASURY	20,751.06
0246	LAKE CITY PICTURE FRAMING	257.85
0251	LIGHTHOUSE CONSULTING INC	26,422.03
0261	MICHAEL PENDLETON	6,038.50
0267	MR. T'S TROPHIES	263.57
0285	NORTHSHORE FIRE DEPT	1,560.00
0287	NORTHSHORE SENIOR CENTER	15,800.00
0288	NORTHSHORE UTILITY DIST	49,578.54
0289	NORTHSHORE YMCA	3,250.00
0290	NORTHSHORE YOUTH & FAMILY SERVICES	8,000.00
0292	HONEY BUCKET	860.20
0299	EBIX, INC./ TOPHEALTH	118.27
0300	OFFICE DEPOT	3,864.85
0302	OFFICE TEAM	8,593.14
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	13,793.47
0310	PACIFIC TOPSOILS	1,131.83
0314	PETTY CASH CUSTODIAN	392.12
0327	PUGET SOUND CLEAN AIR AGENCY	18,341.00
0328	PUGET SOUND ENERGY	79,205.23
0329	PUGET SOUND FINANCE OFFICERS ASSOC	50.00

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Vendor	Name	Volume
0345	SEATTLE TIMES	2,539.36
0355	STAPLES ADVANTAGE	3,296.73
0356	STATE AUDITOR'S OFFICE	673.20
0357	STEWART MACNICHOLS HARMELL, INC.	25,000.00
0359	SOUND CITIES ASSOC	45.00
0365	TOTAL LANDSCAPE CORP	29,906.75
0371	UNITED STATES POSTMASTER	6,581.76
0374	URBAN LAND INSTITUTE	440.00
0375	US POSTAL SERVICE (HASLER)	5,008.86
0386	WA ASSOC OF CODE ENFORCEMENT	40.00
0387	WA CITIES INSURANCE AUTHORITY	274,278.00
0389	WASHINGTON CITY/COUNTY MGMT ASSOC	630.00
0390	WA FINANCE OFFICERS ASSOCIATION	150.00
0391	WASHINGTON MUNICIPAL CLERKS ASSOC	75.00
0401	WA STATE DEPT OF TRANSPORTATION	1,761.66
0412	COLUMBIA RIDGE LANDFILL	3,201.15
0419	WONDERLAND DEVELOPMENT	2,500.00
0422	NATIONWIDE FINANCIAL 401a	148,083.00
0423	NATIONWIDE RETIREMENT SOLUTIONS 457	3,575.00
0424	ICMA RETIREMENT TRUST 457 - 304745	46,699.86
0425	DRS 457	5,490.00
0426	AFLAC	1,635.50
0428	BANK OF AMERICA 941	175,309.43
0429	AWC EMPLOYEE BENEFITS	231,955.04
0431	DEPARTMENT OF RETIREMENT SYSTEMS	250,703.89
0432	DEPARTMENT OF LABOR AND INDUSTRIES	16,272.24
0434	UNITED WAY OF KING COUNTY	820.71
0436	NATIONAL LIFE OF VERMONT	615.85
0448	UPS STORE	157.04
0449	ACF WEST INC	1,113.75
0450	AURORA RENTS	259.35
0473	ARTS OF KENMORE	4,750.00
0484	CITY WIDE FENCE COMPANY, INC	1,172.60
0494	SECRETARY OF STATE	3,818.83
0497	DAY WIRELESS SYSTEMS	76.79
0501	MACLEOD RECKORD	3,356.60
0550	KING COUNTY RECORDER'S OFFICE	39.00
0558	SNOHOMISH COUNTY	4,179.00
0564	AMERICAN PUBLIC WORKS ASSOCIATION	120.00
0586	MAIL FINANCE	1,412.40
0588	ENVIRONMENTAL SYSTEMS RESEARCH INST	5,720.00
0594	RANDALL, BRIAN	811.05
0617	KING COUNTY FINANCE	210.82
0639	KONICA MINOLTA BUSINESS SOLUTIONS	1,128.96
0641	TELESYSTEMS WEST	137.51
0675	BANNER BANK CS	612.44
0685	PACE ENGINEERS, INC.	169,794.74
0689	DIGITAL REPROGRAPHICS SERVICES INC.	241.18
0690	BUILDERS EXCHANGE OF WASHINGTON INC	90.00
0692	HDR ENGINEERING, INC	313,458.42
0696	AMERICAN GENERAL LIFE GPO-400S	1,722.99
0699	BANNER BANK DB	716.03
0743	BANNER BANK NO	4,245.04
0764	OUSLEY, NANCY	762.66
0781	QUALITY BUSINESS SYSTEMS INC.	6,206.01
0788	CURTIS, DR. MILTON	59.43
0791	NORTHSHORE ROTARY CLUB	220.00
0800	BANNER BANK JG	8,306.38

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Vendor	Name	Volume
0817	GRAINGER	511.46
0834	BANNER BANK KENMORE	14,412.34
0852	GREGORY, JOANNE	404.60
0858	A+ CONFERENCING	155.16
0868	JAYMARC - AV	8,990.29
0869	BANNER BANK JGORDON	3,588.34
0892	JACOBS ENGINEERING GROUP	308,314.05
0898	ZONAR SYSTEMS	527.73
0899	SHRED-IT USA LLC	626.07
0912	ALCALDE & FAY	15,058.50
0913	KENMORE ELEMENTARY PTA	2,500.00
0937	ZUMAR	388.01
0981	COMCAST BUSINESS	12,549.86
0983	PASSPORT TRAVEL AND TOURS	1,832.60
0994	GORDON THOMAS HONEYWELL	15,907.60
1000	JRW ENTERPRISES	2,866.18
1003	IWORQ SYSTEMS	2,800.00
1010	TOWN CENTER HARDWARE	454.15
1034	EMERALD FIRE LLC	393.80
1045	HORIZON DISTRIBUTORS INC	746.42
1047	SARAH ROBERTS	44,644.68
1052	FIRE PROTECTION, INC	4,801.78
1068	WA STATE DEPT OF LABOR & INDUSTRIES	141.60
1114	PHSI PURE HEALTH SOLUTIONS INC.	505.45
1116	FRONTIER	4,231.26
1123	AM TEST, INC	900.00
1131	SUSSMAN/PREJZA & CO, INC	1,350.00
1140	PAWS	1,488.00
1152	WASHINGTON ENERGY SERVICES CO. LLC	36.75
1161	INDEPENDENT STATIONERS	166.01
1177	WELLS FARGO FINANCIAL	2,478.92
1181	BANNER BANK BH	3,965.83
1192	HOPKINS, CRAIG	237.64
1193	DEVRIES, DENIS	154.80
1197	MILLER STEPHENS, MARY	6,250.00
1215	STATE OF FLORIDA DISBURSEMENT UNIT	3,025.00
1216	ADVANCE TESTING & SERVICE INC	1,188.00
1222	OLSON BROTHERS PRO-VAC	9,681.10
1259	PERTEET INC.	69,750.28
1266	AAA FLAG & BANNER MFG. CO., INC.	3,022.34
1269	KAMINS CONSTRUCTION INC.	1,764.95
1291	SCHNEE, CARLA	661.96
1299	VERIZON WIRELESS	2,246.12
1309	BANNER BANK BAKER	8,415.22
1311	WASHINGTON STATE PATROL	1,528.25
1313	GREATER BOTHELL CHAMBER OF COMMERCE	2,400.00
1322	AABCO BARRICADE COMPANY INC.	1,848.00
1326	JOYCE ZIKER PARKINSON	692.50
1327	HWA GEOSCIENCES INC.	1,120.44
1337	STATE OF WA DEPT. OF LICENSING	7.52
1339	STATE OF WA DEPARTMENT OF LICENSING	30.00
1342	PETERSON, JANET	350.00
1357	KENMORE COMMERCIAL LLC	16,536.71
1358	ALPHAGRAPHS	742.40
1363	INNOVAC	19,365.90
1370	WINTERBOURNE LANDSCAPE	1,206.99
1377	D.R. HORTON	7,500.00
1385	CITYWORKS/ AZTECA SYSTEMS INC.	22,000.00

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Vendor	Name	Volume
1390	UTILITIES UNDERGROUND LOCATION CTR	856.56
1402	NORTHWEST MARINE TRADE ASSOCIATION	450.00
1403	OSBORN CONSULTING INC.	20,180.83
1411	INTERNATIONAL BUSINESS INNOVATION	525.00
1412	SKAGIT GARDENS	3,159.97
1416	MOBILE MINI, INC.	822.65
1431	BRIEN, GAYLYNN	150.00
1437	VOLGISTICS, INC	540.00
1452	CITY OF KENT	500.00
1456	HESTON VISUAL ARTS	863.50
1457	LANGUAGE LINE SERVICES, INC.	18.37
1459	FLEMINGS HOLIDAY LIGHTING LLC	5,768.62
1479	A V CAPTURE ALL	4,740.12
1480	VERTICAL VISUAL SOLUTIONS INC.	11,811.25
1485	WA ASSOC OF PUBLIC RECORDS OFFICERS	175.00
1504	SCORE	106,518.11
1540	A-1 LANDSCAPING AND CONSTRUCTION, INC	90,359.82
1541	HEWITT	2,255.00
1544	METROPOLITAN TRANS. COMMISSION	1,500.00
1550	HANSEN, COREY	28,600.00
1552	DENUSKI, STACEY	46.70
1555	LINCOLN NATIONAL LIFE INSURANCE	5,219.20
1577	MUMMA, RYAN	459.15
1580	NORTHWEST TROPHY	361.59
1581	STARDOM SERVICES, INC.	2,040.00
1590	HERMANSON COMPANY, LLP	5,916.90
1596	NW ENVIRONMENTAL TRAINING CENTER	700.00
1598	HELMETS R US INC	208.97
1606	GALLATIN PUBLIC AFFAIRS	14,000.00
1607	SCHOCK, BRETT	829.47
1609	MARSHBANK CONSTRUCTION	8,567.54
1634	SREBNIK, DEBRA	314.42
1657	STEWART TITLE COMPANY	7,855.10
1661	WHITEMAN, TELA	400.43
1673	KPFF CONSULTING ENGINEERS	104,744.20
1678	VICENTE, JOHN	522.07
1689	MOTT MACDONALD GROUP, INC.	180,330.81
1690	SITTS & HILL ENGINEERS, INC.	4,650.47
1704	BANNER BANK RK	6,191.30
1711	SOFTWAREONE, INC.	8,925.18
1715	THE WIDE FORMAT COMPANY	770.00
1718	RESOURCE EXPLORATION, LLC	20,000.00
1719	SALTER, JON	333.50
1721	GOOD TO GO	32.75
1726	UNITED STATES TREASURY	30.30
1731	NORTHWEST ARBORICULTURE LLC	16,119.94
1733	BELMARK, LLC	7,832.80
1734	TOP TO BOTTOM JANITORIAL, INC.	21,447.00
1738	MUNIMANAGE, LLC	61,395.00
1739	FIX AUTO	2,875.38
1754	RFI ENTERPRISES INC.	8,159.25
1762	BAKER, BRIDGIT	149.16
1774	OWEN EQUIPMENT COMPANY	1,591.70
1785	ECOSS	2,594.20
1786	TYLER TECHNOLOGIES, INC.	137.50
1796	EXPONENT, INC.	6,027.50
1798	OLBRECHTS & ASSOCIATES, PLLC	1,072.50
1806	RYCO EQUIPMENT, INC.	1,155.00

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Vendor	Name	Volume
1810	ABBEY PARTY RENTS OF WA, INC.	885.49
1814	YSI INCORPORATED, A XYLEM BRAND	1,417.82
1816	NAVIA	6,522.68
1819	COSTTREE, LLC	3,000.00
1822	ECO-COUNTER	840.00
1824	URBAN FORESTRY SERVICES, INC.	842.47
1826	MCCLURE AND SONS, INC.	5,794.00
1828	QUALITY BUSINESS SYSTEMS - WELLS FARGO	3,377.65
1829	SHI INTERNATIONAL CORP.	351.81
1843	TUFF SHED, INC	6,046.70
1848	STANLEY PATRICK STRIPING COMPANY	23,417.50
1852	STANTON, ANN	57.77
1859	IRON CREEK CONSTRUCTION LLC	1,820.63
1873	ENGINEERING/REMEDIATION RES. GROUP	12,276.05
1879	HOLMBERG COMPANY	10,732.60
1884	CADMAN MATERIALS, INC.	1,677.12
1889	WILLIAMS, KASTNER & GIBBS PLLC	7,870.89
1900	ASPECT CONSULTING LLC	3,337.47
1901	NORTH COAST ELECTRIC COMPANY	459.90
1908	VAUGHAN, KENT	300.00
1920	BERGER PARTNERSHIP	12,270.82
1926	GUARDIAN SECURITY SYSTEMS, INC.	339.91
1930	T-MOBILE USA, INC.	97.06
1932	U.S. BANK N.A. - CUSTODY	272.00
1936	SUPERION, LLC	2,249.21
1944	OHNO CONSTRUCTION	10,812.80
1946	FALL PROZ INC	3,886.00
1960	WALTER E. NELSON CO.	426.35
1961	WESTERN ENTRANCE TECHNOLOGY, LLC	605.00
1962	BANNER BANK SKROGH	3,832.29
1964	EARTHWORKS	23,612.75
1975	COMMUNITY ATTRIBUTES INC.	20,006.50
1980	HRA VEBIA TRUST	13,950.00
1982	CRAWFORD ELECTRIC	366.55
1985	CONTRACT LAND STAFF LLC	3,591.80
1987	KITSAP CONFERENCE CENTER	124.69
1989	WA TRAFFIC SAFETY COMMISSION	103.49
1990	GLOCK PROFESSIONAL, INC.	500.00
1991	WASHINGTON STATE TREASURER	6,570.28
1994	LAKE CITY PARTNERS ENDING HOMELESSNESS	2,000.00
1995	REY TRANSLATIONS	4,207.53
1996	SEQUOYAH ELECTRIC LLC	7,477.80
1997	BARCLAY DEAN ARCHITECTURAL PRODUCTS, LLC	115.50
1998	JOHNSTON GROUP, LLC	7,875.00
1999	KING COUNTY POLICE CHIEFS ASSOCIATION	20.00
2000	WILLIAMS MECHANICAL, INC.	2,931.50
2001	PETERSEN BROTHERS, INC.	1,994.16
2002	GHOEBANI, FARIBA	472.00
2003	INNOVATIVE COMFORT SYSTEMS, INC.	255.15
2004	RED BARN ENGINEERING, INC.	291.77
2005	VAN DYK, JOE	850.00
2006	SOMOL HAMASAKI, KRIS	36.75
2007	HYDROPOINT DATA SYSTEMS, INC.	517.01
2008	MEAD GILMAN & ASSOCIATES	40.00
2009	O'CONNOR CONSULTING GROUP, LLC	10,000.00
2010	JUDHA OF LION LANDSCAPING	198,736.24
2011	PLAN TO PERMIT, LLC	3,520.00
2012	DDK DESIGNS, LLC	35.38

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Vendor	Name	Volume
2013	THE POTTING SHED	1,787.50
2015	INGLEWOOD VILLAGE III CONDOMINIUMS	973.80
2017	DARRELL THOMSON	5,781.00
2018	LAKE HARRISON ESTATES	7,500.00
2019	EMERALD CITY STATEWIDE	2,046.00
2020	KELLY ATKINSON	1,180.00
2021	GEOTERRA, INC.	2,024.00
2022	JA BRENNAN ASSOCIATES, PLLC	2,274.00
2023	HR&A ADVISORS, INC	108,625.00
2024	DFR LAW GROUP, LLC	1,500.00
2026	HEAT FLOW MECHANICAL LLC	113.40
2027	MERIT HOMES, INC.	7,747.90
2028	PRIDE ELECTRIC INC.	2,340.80
2029	HAWTHORNE GLEN 12, LLC	7,500.00
2030	ZEP SALES & SERVICE	869.44
2031	ANDREW POGUE PHOTOGRAPHY LLC	2,050.00
2032	DOOR PROS INC.	971.85
2033	DUGAN, GERALD & GAIL	3,000.00
2034	GEO GROUP NORTHWEST INC.	10.60
2035	JURASSIC PARLIAMENT	1,458.35
2037	PRO-LONG ROOF CARE & GUTTERS	1,097.80
2038	SKEFFINGTON, ELAINE	300.00
2039	ATTORNEY & NOTARY SUPPLY, INC.	80.30
2040	SEAPLANE LLC	96.25
2041	LAKE UNION SEA RAY	14,740.15
2042	CRITERION PICTURES USA	940.00
2043	LIGHTING GROUP NORTHWEST	2,431.19
2044	THE PART WORKS, INC.	67.12
2045	PERFORMANCE JOURNEYS, INC.	9,000.00
2047	PUGET SOUND PLANTS	16,558.85
2048	SMS CLEANING, INC.	5,700.00
2049	SUNBELT RENTALS	952.39
Vendor Set Vendor Set 01 Total:		4,885,757.88



**City Council Business Agenda Item
City of Kenmore, WA**

Subject/Topic: Army Corps of Engineers Project Partnership Agreement for the W Sammamish River Bridge Project Proposed Council Action/Motion: Authorize the City Manager to enter into an agreement with the Army Corps of Engineers for the expedited review of the W. Sammamish River Bridge Project.	For Council Meeting Agenda of: June 18, 2018 Departments: Public Works Prepared by: John Vicente, PE <table style="width: 100%;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%; text-align: center;"><u>Initial & Date</u></td> </tr> <tr> <td>Approved by Department Head:</td> <td style="text-align: center;">@ 5/25/18</td> </tr> <tr> <td>Approved by City Attorney:</td> <td style="text-align: center;">VIA Email</td> </tr> <tr> <td>Approved by Finance Director: ✓</td> <td style="text-align: center;">n/a</td> </tr> <tr> <td>Approved by City Manager:</td> <td style="text-align: center;">PJK</td> </tr> </table> Exhibits/Attachments: NA		<u>Initial & Date</u>	Approved by Department Head:	@ 5/25/18	Approved by City Attorney:	VIA Email	Approved by Finance Director: ✓	n/a	Approved by City Manager:	PJK
	<u>Initial & Date</u>										
Approved by Department Head:	@ 5/25/18										
Approved by City Attorney:	VIA Email										
Approved by Finance Director: ✓	n/a										
Approved by City Manager:	PJK										
<u>INFORMATION/BACKGROUND:</u> The West Sammamish Bridge project (Bridge Project) will require permits from the Army Corps of Engineers (Corps). This permit (a Section 408 permit) is one of several permits required to construct the new bridge. The Corps has indicated that due to funding limitations, all permit reviews are subject to delay pending availability of funding. Section 1156(a)(2) of the Water Resources Development Act allows non-federal public entities to contribute funds to the Corps to expedite the evaluation of Section 408 requests. As such, the Corps has established a funding option which utilizes a Project Partnership Agreement (PPA). A PPA is an agreement between the Government and a non-Federal sponsor (state, municipal government, flood control district, port authority, etc.) for construction of a water resources project. It describes the project and the responsibilities of the Government and the non-Federal sponsor in the cost sharing and execution of work. The PPA is a mechanism that guarantees funding for a project and eliminates any delays as a result of funding gaps and provides for resources to review the project permit. Given the time sensitivity of the Bridge Project, it is recommended to proceed with Section 1156 and contract with the Corps to expedite the permitting process.											
<u>RECOMMENDATION:</u> Staff recommends Council authorize the City Manager to enter into a Project Partnership Agreement with the Army Corps of Engineers to expedite the review process for the bridge project Section 408 review not to exceed \$50,000.											
<u>FISCAL CONSIDERATION:</u> The Corps is not able to provide the City with an estimate of the cost for the expedited review. Total cost depends on the project and the complexities associated with each project. There are sufficient funds in the bridge project budget to cover this cost and this cost is reimbursable through the project grants.											
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Council Goal I: To focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle and other means of travel.											



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Public Hearing and Resolution Adopting the 2019-2024 Six-Year Transportation Improvement Program Proposed Council Action/Motion: Public Hearing and Adoption of Resolution No. 18-309 for the 2019-2024 Six-Year Transportation Improvement Program	For Council Meeting Agenda of: June 18, 2018 Department: Public Works/Engineering Prepared by: John Vicente, PE <table style="width: 100%;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%; text-align: center;"><u>Initial & Date</u></td> </tr> <tr> <td>Approved by Department Head:</td> <td style="text-align: center;">@ 5/25/18</td> </tr> <tr> <td>Approved by City Attorney:</td> <td style="text-align: center;">VIA Email</td> </tr> <tr> <td>Approved by Finance Director: ✓</td> <td style="text-align: center;">n/a</td> </tr> <tr> <td>Approved by City Manager:</td> <td style="text-align: center;">R&K</td> </tr> </table> Exhibits/Attachments: A: Resolution No. 18-309		<u>Initial & Date</u>	Approved by Department Head:	@ 5/25/18	Approved by City Attorney:	VIA Email	Approved by Finance Director: ✓	n/a	Approved by City Manager:	R&K
	<u>Initial & Date</u>										
Approved by Department Head:	@ 5/25/18										
Approved by City Attorney:	VIA Email										
Approved by Finance Director: ✓	n/a										
Approved by City Manager:	R&K										

INFORMATION/BACKGROUND:

In accordance with RCW 35.77.010, the legislative body of each city in Washington State must prepare and adopt a six-year comprehensive transportation improvement program (TIP) annually. The TIP may also be modified at any time during the year as needed. The purpose of the TIP is to assure that each city “perpetually have available advanced plans looking to the future for not less than six years as a guide in carrying out a coordinated transportation program.” The 6-year TIP has been prepared and is attached to Resolution No 18-309 (Exhibit A).

A public hearing has been scheduled for June 18, 2018 to receive public comment and to consider adoption of the TIP.

The TIP provides a summary of potential transportation projects and funding for each project. The projects listed in the TIP are consistent with Transportation element of the City’s adopted Comprehensive Plan. The revenue sources are categorized into three groups: Local funds; secured Federal and State Funds; and funding not secured. The TIP is a planning document that is not fiscally constrained, meaning all funds identified do not need to be “in hand” to include a project in the TIP.

The recommended TIP continues the City’s emphasis on multimodal transportation safety including improvements to SR 522, Juanita Drive and 68th Ave NE sidewalks and bike lanes, sidewalk projects located near Arrowhead elementary and Downtown, and the West Sammamish River Bridge replacement. The Lower Swamp Creek Bridge Replacement project has been added to this year’s TIP update. The bridge study performed in 2015 recommended that the bridge be replaced in 10 years. This TIP reflects that recommendation and identifies a funding need for design in 2023 and 2024. Construction would be estimated in 2025 or 2026.

<u>FISCAL CONSIDERATION:</u> Funding secured for projects are noted on the attached TIP. For projects with unsecured funding, additional local funds will be needed and/or Federal or State funding would be required to complete the projects. Staff will continue to actively pursue funding for those projects currently not fully funded. For those projects listed that do not get full funding, they will be pushed out subsequent years with each TIP amendment.
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Goal #1: To focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel (Implement the Sidewalk Plan).

EXHIBIT A
**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 18-309**

**A RESOLUTION OF THE CITY COUNCIL OF KENMORE,
WASHINGTON, ADOPTING THE 2019-2024 SIX-YEAR
TRANSPORTATION IMPROVEMENT PROGRAM.**

WHEREAS, RCW 35.77.010 requires the City to review and adopt annually a revised and extended six-year comprehensive transportation program; and

WHEREAS, on June 18, 2018, the City Council held a public hearing and took public comment on the proposed 2019-2024 Six-Year Transportation Improvement Program; and

WHEREAS, the City Council finds that the proposed 2019-2024 Six-Year Transportation Improvement Program is consistent with the Transportation Element of the City of Kenmore Comprehensive Plan, and includes the facilities, projects, programs and information required by RCW 35.77.010;

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

Section 1. Program Adopted. The 2019-2024 Six-Year Transportation Improvement Program for the City of Kenmore, attached as an Exhibit and incorporated by this reference, is approved and adopted.

Section 2. Filing of Program. As required by RCW 35.77.010, the City Manager or designee is authorized and directed to file a copy of this resolution, together with the attached Exhibit, with the Secretary of the Washington Department of Transportation within thirty (30) days of adoption of this resolution.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, AT A REGULAR MEETING THEREOF THIS 18TH DAY OF JUNE 2018.

CITY OF KENMORE

David Baker, Mayor

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Rod Kaseguma, City Attorney



CITY OF KENMORE

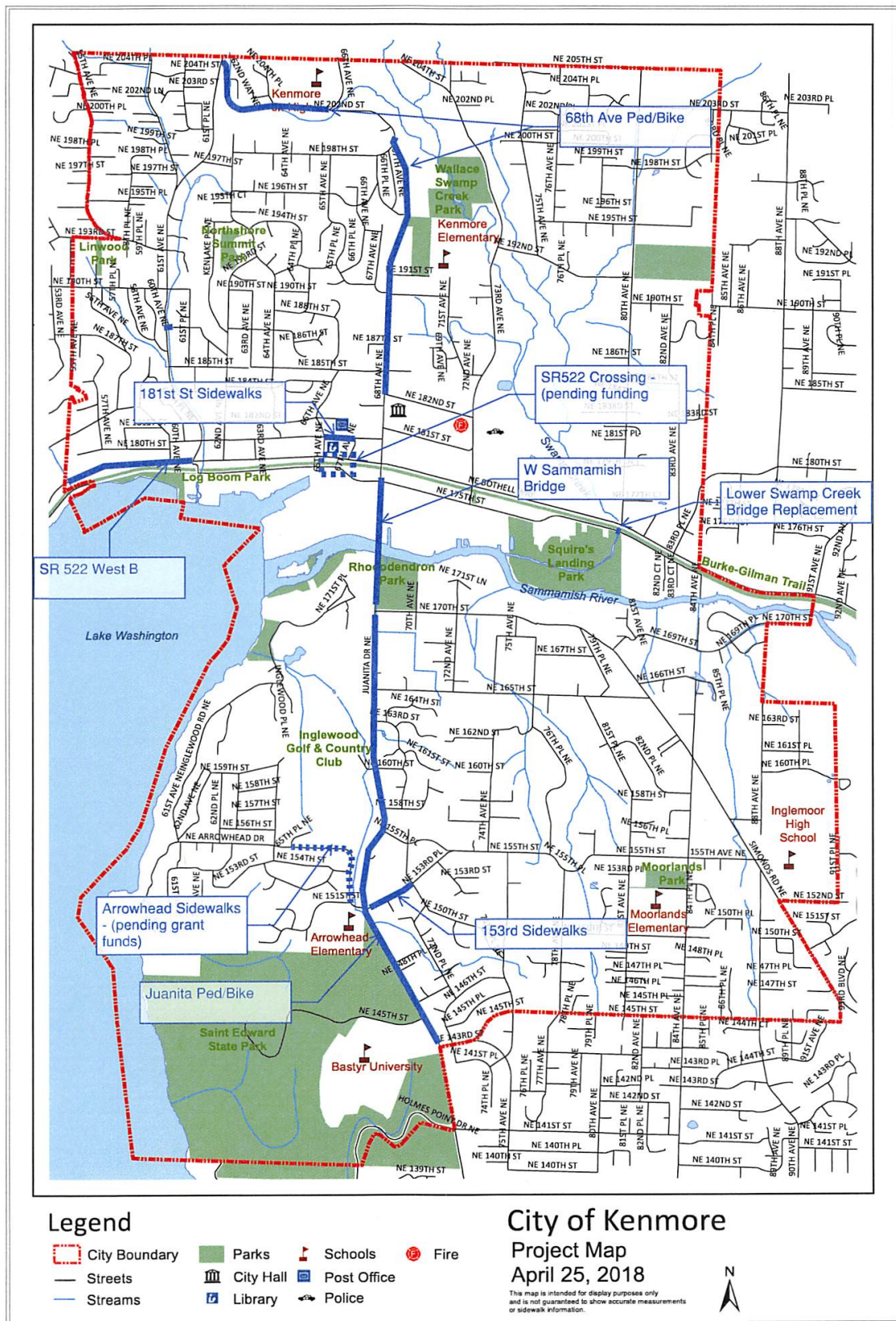
2019-2024 Transportation Improvement Program

Project name	Funding	Year							2019-2024 Totals	Project Totals
		Prior Years	2019	2020	2021	2022	2023	2024		
SR 522 West B (57th to 61st)	Local	\$ -							\$ -	\$ -
	Federal/State	\$ -		\$ 600,000	\$ 7,400,000	\$ 4,000,000			\$ 12,000,000	\$ 12,000,000
	Unsecured	\$ -			\$ 1,000,000				\$ 1,000,000	\$ 1,000,000
	Subtotal	\$ -	\$ -	\$ 600,000	\$ 8,400,000	\$ 4,000,000	\$ -	\$ -	\$ 13,000,000	\$ 13,000,000
NE 153rd Place Sidewalk Improvements (South Side) Juanita Drive NE - 70th Ave NE	Local		\$ 74,844						\$ 74,844	\$ 74,844
	Federal/State	\$ 135,938	\$ 537,656						\$ 537,656	\$ 673,594
	Unsecured								\$ -	\$ -
	Subtotal	\$ 135,938	\$ 612,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 612,500	\$ 748,438
181st Sidewalk 65th-67th Streets	Local	\$ 38,994	\$ 231,079						\$ 231,079	\$ 270,073
	Federal/State	\$ 84,798	\$ 450,334						\$ 450,334	\$ 535,132
	Unsecured								\$ -	\$ -
	Subtotal	\$ 123,792	\$ 681,413	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 681,413	\$ 805,205
NE Arrowhead Drive Sidewalks Improvements	Local		\$ 19,500	\$ 98,718					\$ 118,218	\$ 118,218
	Federal/State								\$ -	\$ -
	Unsecured		\$ 175,500	\$ 888,463					\$ 1,063,963	\$ 1,063,963
	Subtotal	\$ -	\$ 195,000	\$ 987,181	\$ -	\$ -	\$ -	\$ -	\$ 1,182,181	\$ 1,182,181
Overlay Program (Prior year Expenditures are as of 2016 only)	Local	\$ 1,450,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 3,300,000	\$ 4,750,000
	Federal/State	\$ -		\$ 355,351					\$ 355,351	\$ 355,351
	Unsecured				\$ 65,776	\$ 745,338			\$ 811,114	\$ 811,114
	Subtotal	\$ 1,450,000	\$ 550,000	\$ 905,351	\$ 615,776	\$ 1,295,338	\$ 550,000	\$ 550,000	\$ 4,466,465	\$ 5,916,465
West Sammamish River Bridge Replacement	Local	\$ 224,818			\$ 3,264,786	\$ 238,060	\$ 20,668	\$ 20,668	\$ 3,544,182	\$ 3,769,000
	Federal/State	\$ 3,967,572	\$ 11,539,791	\$ 10,083,265	\$ 3,895,366				\$ 25,518,422	\$ 29,485,994
	Unsecured								\$ -	\$ -
	Subtotal	\$ 4,192,390	\$ 11,539,791	\$ 10,083,265	\$ 7,160,152	\$ 238,060	\$ 20,668	\$ 20,668	\$ 29,062,604	\$ 33,254,994
Juanita Drive Pedestrian and Bicycle Improvements	Local	\$ 2,095,149	\$ 1,933,342	\$ 618,090	\$ 353,419				\$ 2,904,851	\$ 5,000,000
	Federal/State	\$ 525,600							\$ -	\$ 525,600
	Unsecured			\$ 6,325,000	\$ 1,754,080				\$ 8,079,080	\$ 8,079,080
	Subtotal	\$ 2,620,749	\$ 1,933,342	\$ 6,943,090	\$ 2,107,499	\$ -	\$ -	\$ -	\$ 10,983,931	\$ 13,604,680
68th Avenue NE Pedestrian and Bicycle Improvements	Local	\$ 1,087,655	\$ 5,601,265	\$ 1,807,080					\$ 7,408,345	\$ 8,496,000
	Federal/State								\$ -	\$ -
	Unsecured								\$ -	\$ -
	Subtotal	\$ 1,087,655	\$ 5,601,265	\$ 1,807,080	\$ -	\$ -	\$ -	\$ -	\$ 7,408,345	\$ 8,496,000
SR 522 Crossing Study	Local								\$ -	\$ -
	Federal/State		\$ 250,000	\$ 250,000					\$ 500,000	\$ 500,000
	Unsecured								\$ -	\$ -
	Subtotal	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000



CITY OF KENMORE
2019-2024 Transportation Improvement Program

Project name	Funding	Year							2019-2024 Totals	Project Totals
		Prior Years	2019	2020	2021	2022	2023	2024		
Lower Swamp Creek Bridge Replacement	Local								\$ -	\$ -
	Federal/State								\$ -	\$ -
	Unsecured						\$ 404,000	\$ 404,000	\$ 808,000	\$ 808,000
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 404,000	\$ 404,000	\$ 808,000	\$ 808,000
Sidewalk Gaps	Local		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000	\$ 600,000
	Federal/State								\$ -	\$ -
	Unsecured								\$ -	\$ -
	Subtotal	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000	\$ 600,000





City of Kenmore Capital Improvement Program

Project Name: SR 522 West B (57th to 61st including Burke-Gilman Trail Wall)

Project No. T-8

Project Location: SR 522 from 57th Avenue NE to 61st Avenue NE.

Project Manager: Kent Vaughan

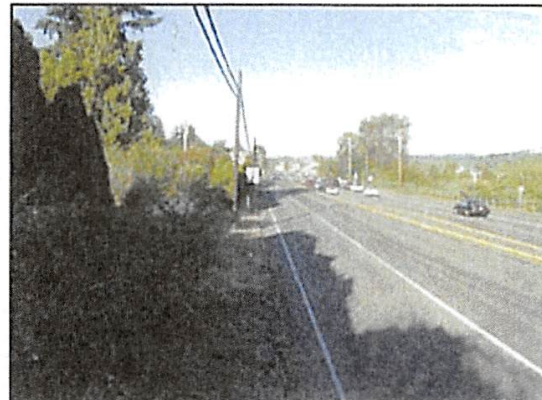
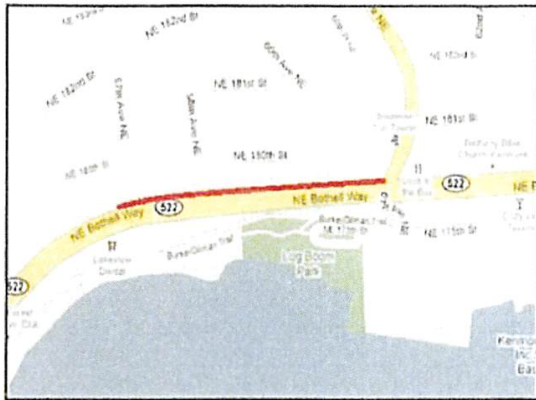
Project Description: This project would widen Highway 522 west of 61st Avenue NE to the south to provide dual eastbound to northbound left turn lanes at the 522/61st Avenue NE signal. The widening would require construction of a retaining wall along the north side of the Burke-Gilman Trail.

Background: This project is one of the components of the larger SR 522 West (a.k.a. Phase 1, Stage 2 Corridor Improvement) Project; now called West B. The addition of dual east to north turn lanes at the 522/61st Avenue NE signal would increase efficiency for all legs. West B improvements include sidewalk, roadway widening, drainage facilities, street lights, landscaping, and undergrounding utilities.

The West A Segment (NE 61st to 65th Streets including north and south approaches) was constructed in 2015-16. Right of way acquisition for West B generally consists of utility and temporary construction easements and will be conducted once the design is confirmed.

Funding Status:

This project is fully funded by the Washington State LEAP Transportation Bill (2016).

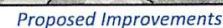


Project Name: NE 153rd Place Sidewalks

Project Manager: Kent Vaughan

Background: The south side of NE 153r Place currently 2-foot to 6-foot+ wide shoulders for pedestrian use. NE 153rd Ave NE is a designated walking route for Arrowhead Elementary School students. Sidewalks along this road were identified as a priority during the neighborhood meetings held for this area as part of the Neighborhood Transportation Program Plan.

Funding Sources: This project was awarded a Safe Routes to Schools grant.





City of Kenmore Transportation Improvement Program

Project Name: 181st Street Sidewalks

Project Location: NE 181st Street between 65th Avenue NE and 67th Avenue NE

Project Manager: Kent Vaughan

Project Description: This project builds new sidewalks on north side of NE 181st Street between 65th Avenue NE and 67th Avenue NE. Project also includes on-street parking, landscaping, and roadway and pedestrian lighting.

Background: NE 181st St. sidewalk varies from 5-foot wide to 3-foot wide and asphalt shoulder in some locations. Sidewalks have obstructions and curb ramps do not meet American's with Disabilities Act (ADA). This segment of sidewalk is the remaining portion on NE 181st Street within the City's downtown to need sidewalks/ADA upgrades.

Funding Sources: This project was awarded Transportation Improvement Board (TIB) funds.

Proposed Improvements:





City of Kenmore Transportation Improvement Program

Project Name: NE Arrowhead Drive Sidewalks

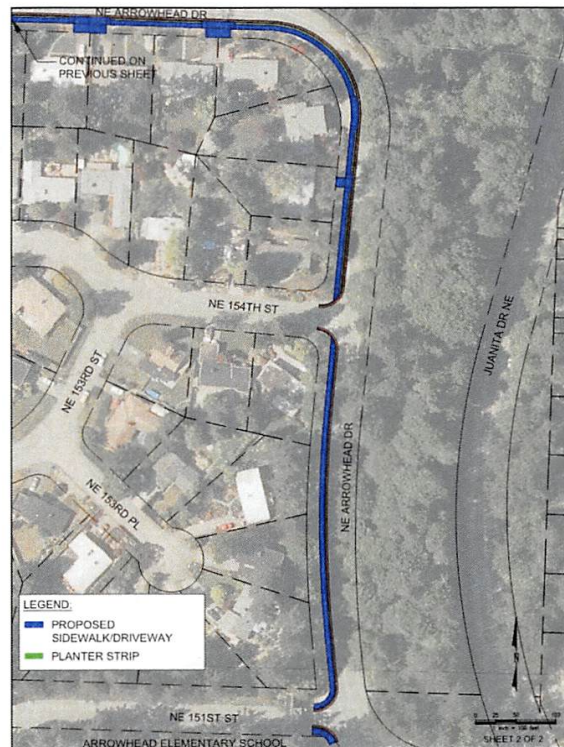
Project Location: NE Arrowhead Drive between NE 151st Street and 64th Avenue NE.

Project Manager: To Be Determined

Project Description: This project builds new sidewalks on west side of NE Arrowhead drive from the Arrowhead Elementary to approximately 1000 feet north.

Background: NE Arrowhead Drive varies from 3-foot wide to 5-foot wide shoulder with two way traffic. NE Arrowhead Drive is a designated walking route for Arrowhead Elementary School students. Sidewalks along this road were identified as a high priority during the neighborhood meetings held for this area as part of the Neighborhood Transportation Program Plan.

Funding Sources: This project is currently unfunded. Grants will be sought to fund this project.



Proposed Improvements



City of Kenmore Transportation Improvement Program

Project Name: Overlay Program

Project Location: Various Locations.

Project Manager: To be determined

Project Description: This program typically consists of grinding and overlaying a stretch of roadway that falls within a pavement rating between 60 and 70 and crack and roadway seals for ratings between 70 and 80. This program also involves upgrading curb ramps to meet with the American's with Disabilities Act (ADA), major pavement repairs, adjusting utilities, and reestablishing pavement markings.

Background: The City of Kenmore Comprehensive Plan promotes a fiscally constrained Transportation Element that prioritizes operation and maintenance of existing facilities within the City. Focus is typically on arterials within the City. In addition, there are 3 goals listed in the Comprehensive Plan that support this program:

1. Provide a complete transportation network serving local and regional circulation needs, safely accommodating all users.
2. Promote a transportation system that contributes to fiscal and environmental sustainability.
3. Facilitate freight mobility and economic prosperity.



City of Kenmore Transportation Improvement Program

Project Name: West Sammamish River Bridge Replacement Project

Project Location: 68th Avenue NE between NE 170th Street and NE 175th Street.

Project Manager: John Vicente

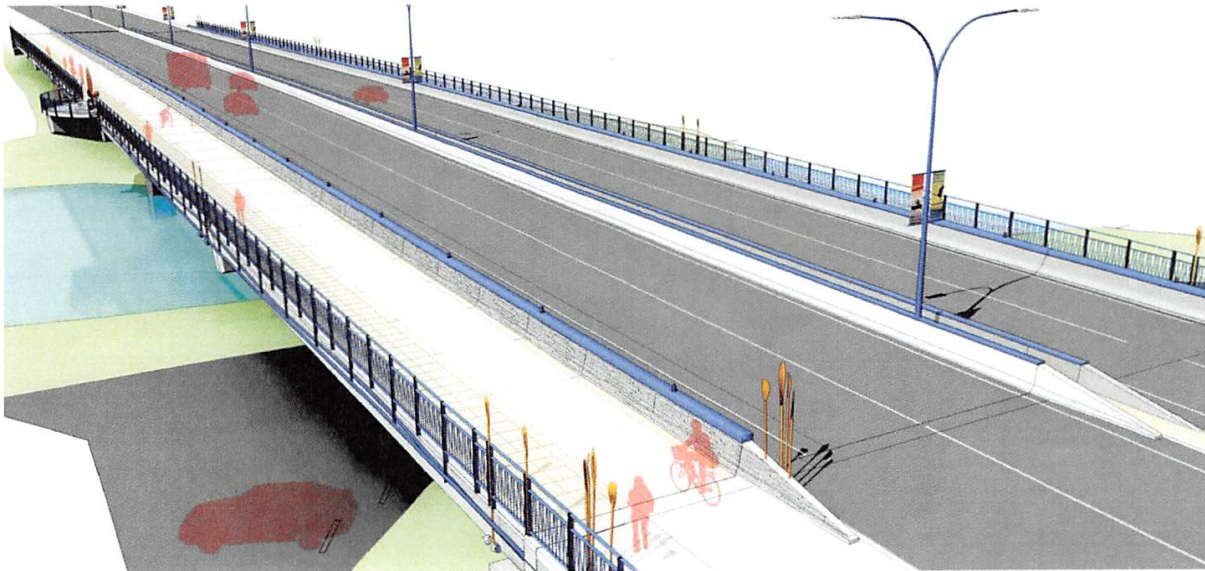
Project Description: Replace the West Sammamish River Bridge (southbound traffic) that crosses the Sammamish River on 68th Ave NE. The project will also include new sidewalk and bike path, landscaping, lighting, and utility undergrounding on 68th Ave NE between NE 170th St. and NE 175th St.

Background: The West Sammamish River Bridge was constructed in the 1930's and is at the end of its life. It is considered to be structurally obsolete. To date, the City has completed an alternatives analysis, a scour analysis, a load rating analysis, and has applied load restrictions on the bridge (weight limits went into effect in 2014). The bridge continues to be monitored during the design of the new bridge.

Funding Sources: The City has been awarded several grants for the project. The City was awarded \$12M in Bridge Program funds, \$1.06M in Surface Transportation funds, \$8M in Connecting Washington funds, and \$6.9M in TIB funds.



Project Location



Proposed Improvements



City of Kenmore Transportation Improvement Program

Project Name: Juanita Drive Pedestrian and Bicycle Improvements

Project Location: Juanita Drive NE (143rd St to NE 170th St)

Project Manager: Kent Vaughan

Project Description: This project provides for continuous ADA accessible sidewalk and buffered bike lanes on Juanita Drive NE between NE 143rd Street and NE 170th Street. Specific project components include:

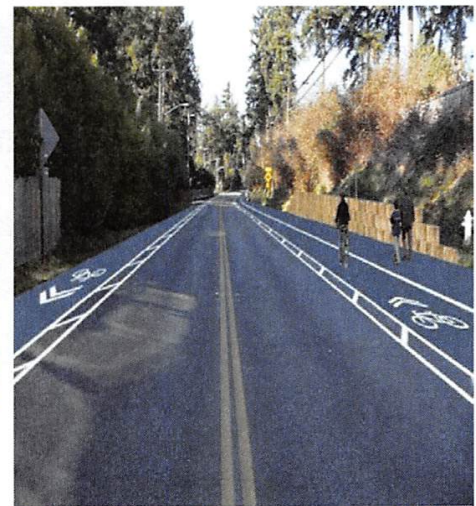
- Sidewalk along the east side of Juanita Drive where residential neighborhoods are located. Sidewalk improvements and pedestrian crossings on west side of street will be limited to bus stops only.
- Bike lanes with buffer on the east and west side of Juanita Drive;
- Adding or extending left turn lanes where warranted;
- Pedestrian crossing treatments to improve nonmotorized safety, connectivity, and comfort;
- Sidewalk improvements on side streets as needed to connect to proposed improvements on Juanita Drive;
- Improved corridor drainage, street lighting and aesthetics and;
- Utility relocation and/or retaining structures, where necessary.

Background: Juanita Drive serves as a north-south critical link to the City's Downtown, SR 522 Corridor, Burke-Gilman Trail, Bastyr University, Kenmore Senior Center, Parks, and Arrowhead Elementary School for thousands of local residents and is part of the Lake Washington Loop, one of the region's most popular recreational cycling routes. Juanita Drive NE is an existing minor arterial roadway with mostly one travel lane in each direction and asphalt shoulders. The posted speed is 35 mph. This roadway experiences a high number of accidents per year and contains several geometric deficiencies including lack of continuous sidewalks and bicycle lanes, substandard horizontal and vertical curves, and excessive superelevation. Up to 250 bicycles and 15,000 vehicles use this corridor daily.

Funding Status: This project is partially funded. In November 2016, the citizens of Kenmore voted to pass a public bond measure to begin design work on Juanita Drive NE in 2017 and provide matching funds to pursue State and Federal grant opportunities to fund the right-of-way and construction phases of the project. \$525K in Pedestrian and Bicycle Program grant funds have been awarded. Additional grants will be pursued to fund this project.



Existing Conditions on Juanita Drive



Rendering of cross section concept courtesy of the City of Kirkland



City of Kenmore Transportation Improvement Program

Project Name: 68th Avenue NE Pedestrian and Bicycle Improvements

Project Location: 68th Ave NE and NE 202nd St

Segment a: West side of 68th Ave NE from NE 182nd St to NE 185th St

Segment b: East side of 68th Ave NE from NE 185th St to existing sidewalk

Segment c: West side of 68th Ave NE from NE 185th St to NE 201st St

Segment d: North side of NE 202nd St from 66th Ave NE to 61st Ave NE

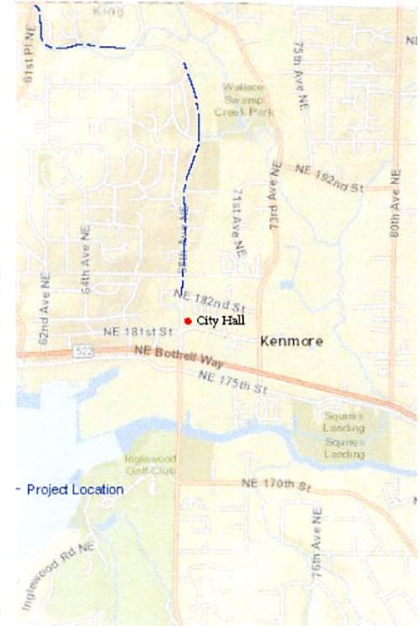
Project Manager: Kent Vaughan

Project Description: This project provides for continuous ADA accessible sidewalk and bike lanes on 68th Avenue NE and NE 202nd Streets respectively between NE 182nd Street and 61st Avenue NE. Specific project components include:

- Sidewalk along the west side of 68th Avenue NE / north side of NE 202nd Street. Sidewalk will be completed on the east side of 68th Avenue NE from NE 185th Street to existing sidewalk.
- Bike lanes on the east and west side of 68th Avenue NE;
- Improved corridor drainage and street lighting and;
- Utility relocation and/or retaining structures, where necessary.

Background: 68th Ave NE is a collector arterial roadway that runs north/south through the City of Kenmore. 68th Avenue NE serves a primary connector to Downtown Kenmore and City Hall for residences to the north and Kenmore Middle School. This roadway consists of one travel lane in each direction and intermittent asphalt shoulders. The posted speed is 35 mph.

Funding Sources: In November 2016, the citizens of Kenmore voted to pass a public bond measure to provide funding for this sidewalk/bicycle improvement project. Grants will also be sought to fund this project.



Existing Conditions:





City of Kenmore Transportation Improvement Program

Project Name: SR 522 Crossing Study

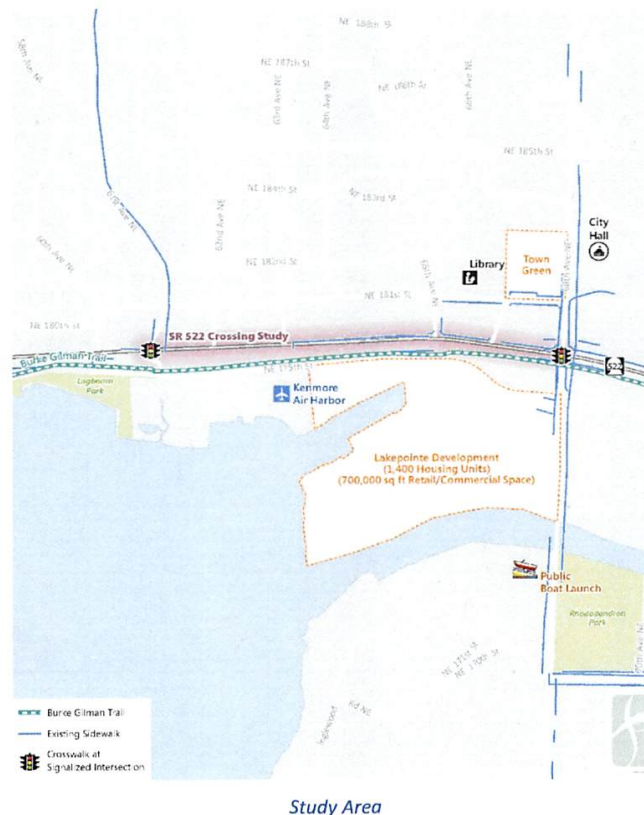
Project Location: State Route 522 between 61st Ave NE and 68th Ave NE.

Project Manager: John Vicente

Project Description: Type, size, and location study to evaluate potential crossing locations of SR 522 between 61st and 68th Avenues. The alternatives will include both grade-separation and at-grade crossing improvements. All facilities analyzed will consider walking and biking as priority modes.

Background: SR 522 currently has signalized crossings located at 68th Ave NE and 61st Ave NE, and no other safe crossings are located between these two intersections, a distance of over 0.5 mile. The north side of SR 522 is composed of several commercial businesses, a mix of single and multi-family housing, the City's downtown and other community destinations (post office, public library, City Hall, parks, etc.). The south side of SR 522 has the Burke-Gilman trail (a regional trail serving several cities and connecting many communities), Kenmore Air, and the future Lakepointe Development (a multifamily/commercial development on 40 acres of lake front property). The proposed crossing would help to connect Downtown Kenmore, community destinations, and the many businesses and residences north of SR 522 with the proposed Lakepointe development, the Burke-Gilman Trail, and Kenmore's waterfront. SR 522 currently serves as a major barrier for north-south mobility in Kenmore, particularly for bicycle and pedestrian travel.

Funding Sources: This project is currently funded with \$500K of State appropriated funds.





City of Kenmore Capital Improvement Program

Project Name: Lower Swamp Creek Bridge Replacement

Project Location: NE 175th Street/Swamp Creek Crossing

Project Manager: To be determined

Project Description: The bridge over Swamp Creek at NE 175th Street is aged and in need of replacement.

Background: This structure is on NE 175th Street, adjacent to the Burke Gilman Trail and crosses Swamp Creek. This structure currently is wide enough for two way vehicle traffic. The existing structure is routinely evaluated by the King County, our Bridge Engineering team. Maintenance is provided to the structure as needed. The City's Bridge Inspection Team recommended evaluation of the structure for rehabilitation vs. replacement. A study and alternatives analysis was performed in 2016 that recommended replacement of the bridge within the next 10 years.

Funding Status:

There is no funding set aside for design or construction for a new bridge. Applications for Bridge Program funds will be made if matching funds are made available.



Figure A: Existing Bridge

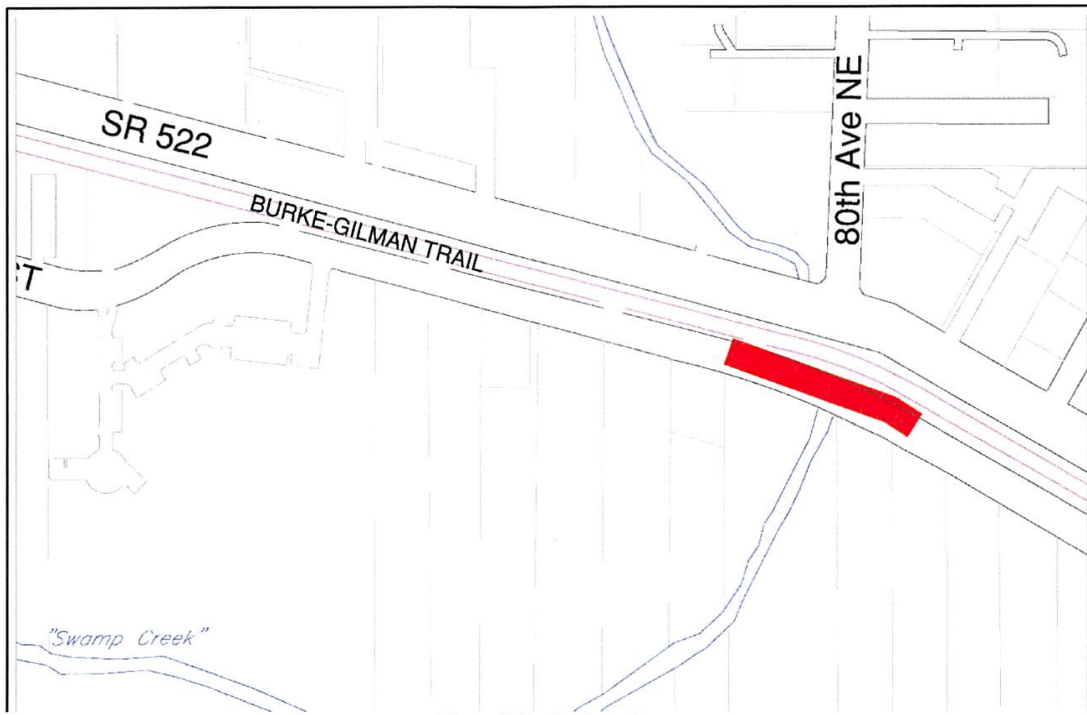


Figure B: Project Location



City of Kenmore Transportation Improvement Program

Project Name: Sidewalk Gaps

Project Location: Various Locations

Project Manager: To be determined

Project Description: This project fill in gaps within the sidewalk network and replaced sidewalk panels that restrict access. Funds will be used to fill/replace sidewalk panels at locations that maximize the available funding.

Background: After completion of the sidewalk/curb ramp inventory, several sidewalk gaps and non-accessible sidewalk areas were noted.

Funding Sources: \$100K per year of local funds are allocated to this project.

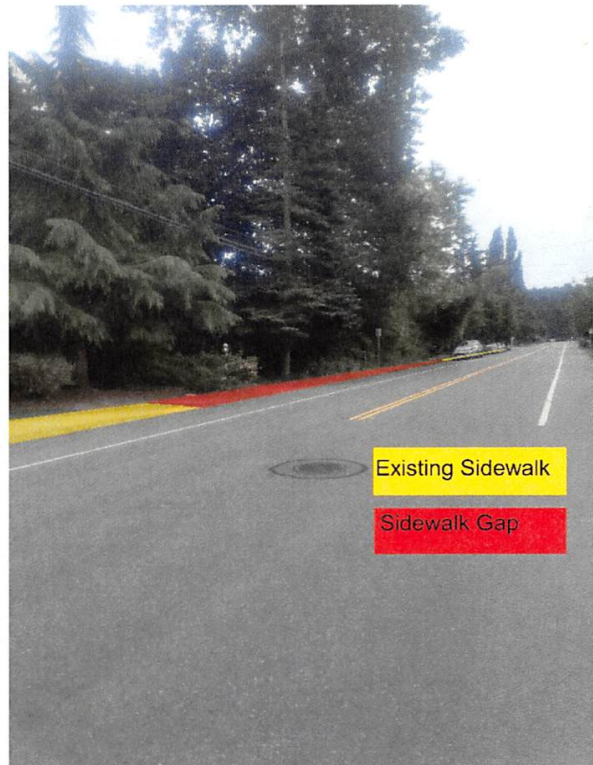


Figure A

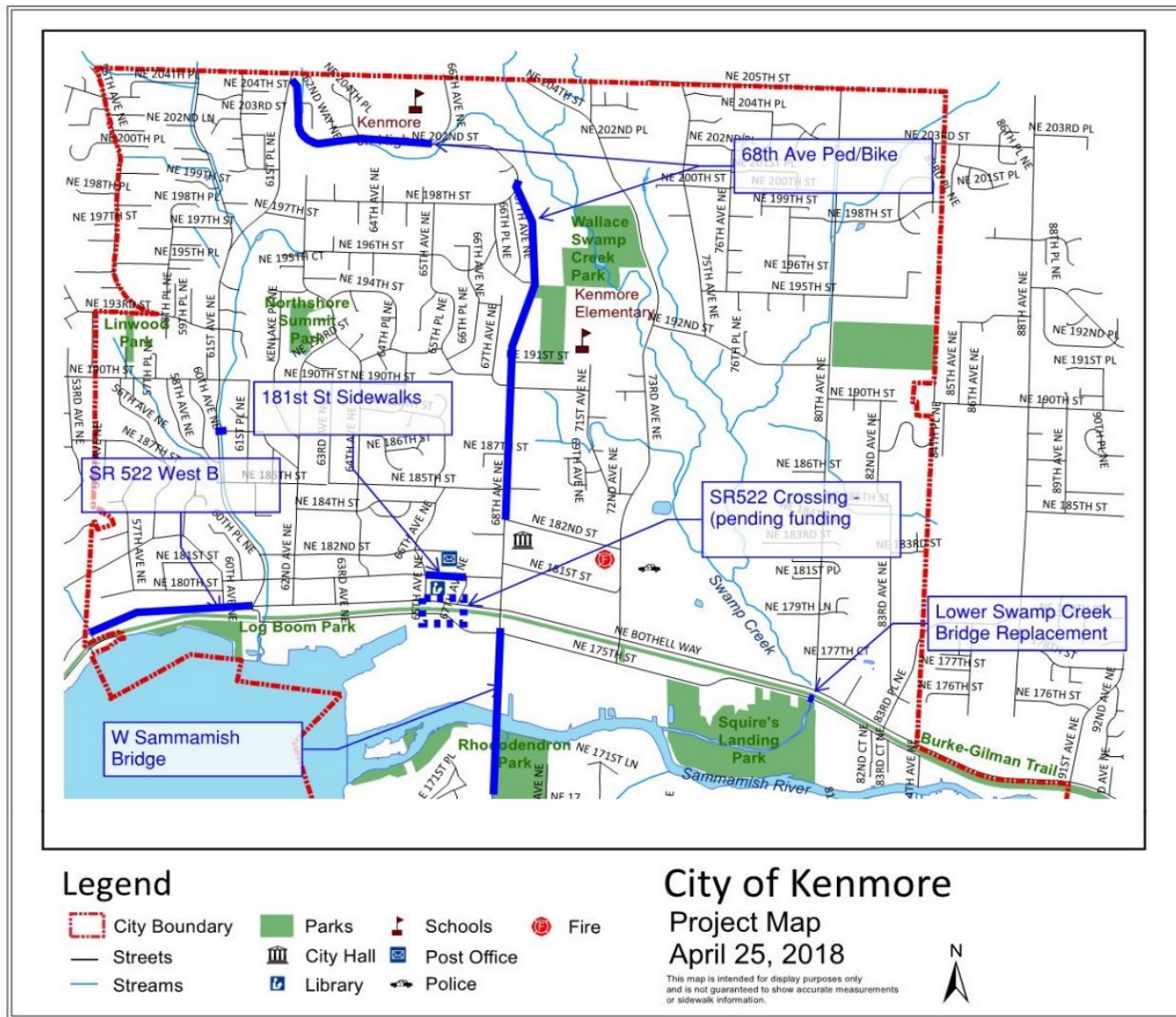
Six Year Transportation Improvement Program 2019-2024

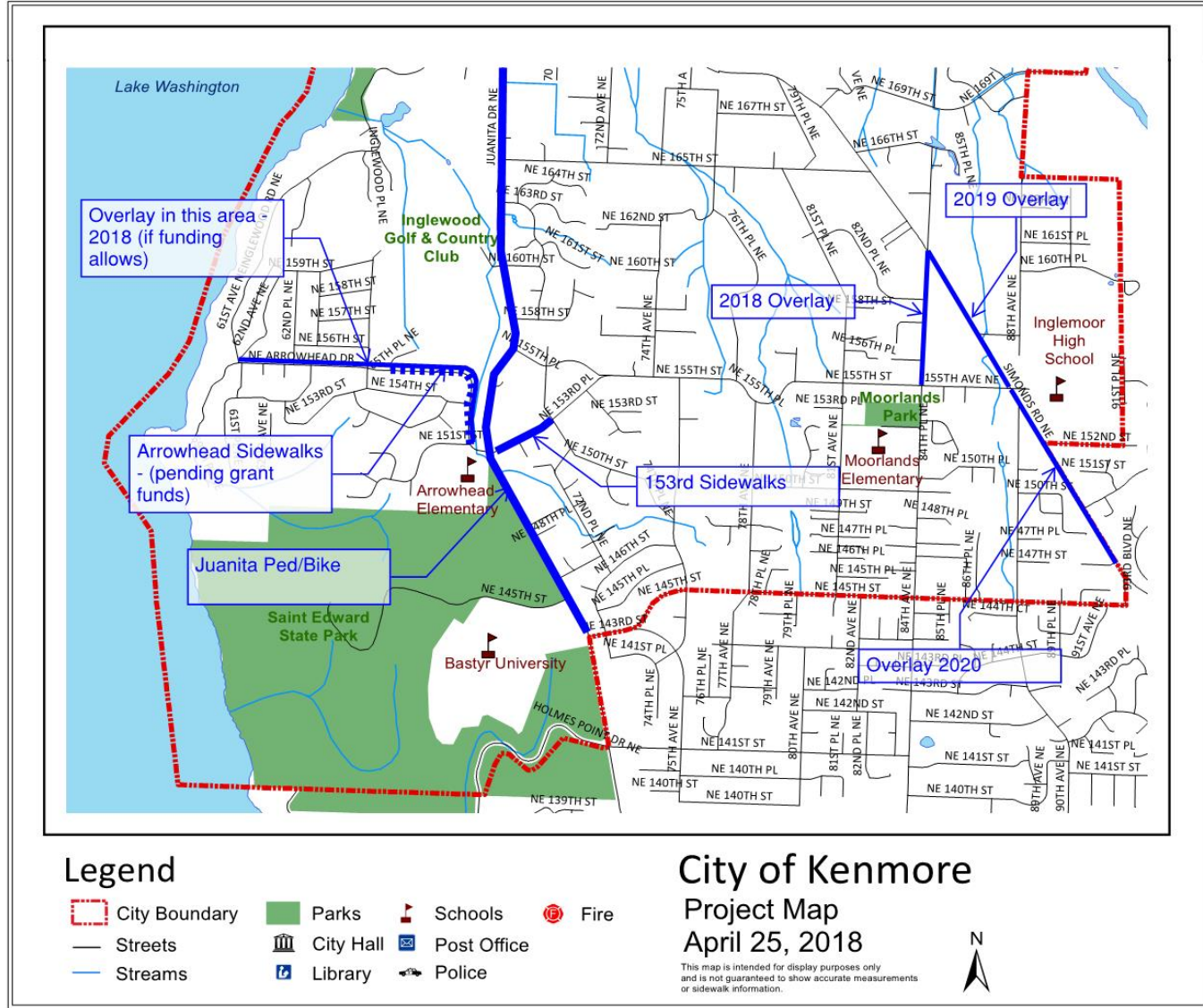
Background

- RCW 35.77.010 requires municipalities to create a Transportation Improvement Program (TIP)
- TIP must show how a City proposes to utilize funds for transportation related projects in the ensuing 6 years
- Consistent with the City's Comprehensive Plan
- Update must be performed each year
- TIP is a planning document and not fiscally restrained
- TIP filed with WA State Secretary of Transportation
- A public hearing is required prior to approval

TIP Update

- One new projects added to this TIP
- Most project from last year carried over
- New project added:
 - Lower Swamp Creek Bridge Replacement
- Projects Removed:
 - 61st Ave Survey and Conceptual Plan
 - SR 522 West (A)
 - NE 202nd Safe Routes to Schools
 - 62nd Ave NE Corridor Improvements





Recommendation

- Recommendation to Adopt Resolution 18-309 and approve the 2019-2024 Six-Year Transportation Improvement Program





**City Council Business Agenda Item
City of Kenmore, WA**

Subject/Topic: Public Hearing and Resolution Adopting the 2019-2024 Six-Year Transportation Improvement Program Proposed Council Action/Motion: Public Hearing and Adoption of Resolution No. 18-309 for the 2019-2024 Six-Year Transportation Improvement Program	For Council Meeting Agenda of: June 18, 2018 Department: Public Works/Engineering Prepared by: John Vicente, PE Initial & Date Approved by Department Head: <u>Q 5/25/18</u> Approved by City Attorney: <u>VIA Email</u> Approved by Finance Director: <u>n/a</u> Approved by City Manager: <u>ROK</u> Exhibits/Attachments: A: Resolution No. 18-309
<u>INFORMATION/BACKGROUND:</u> In accordance with RCW 35.77.010, the legislative body of each city in Washington State must prepare and adopt a six-year comprehensive transportation improvement program (TIP) annually. The TIP may also be modified at any time during the year as needed. The purpose of the TIP is to assure that each city “perpetually have available advanced plans looking to the future for not less than six years as a guide in carrying out a coordinated transportation program.” The 6-year TIP has been prepared and is attached to Resolution No 18-309 (Exhibit A). A public hearing has been scheduled for June 18, 2018 to receive public comment and to consider adoption of the TIP. The TIP provides a summary of potential transportation projects and funding for each project. The projects listed in the TIP are consistent with Transportation element of the City’s adopted Comprehensive Plan. The revenue sources are categorized into three groups: Local funds; secured Federal and State Funds; and funding not secured. The TIP is a planning document that is <u>not fiscally constrained</u>, meaning all funds identified do not need to be “in hand” to include a project in the TIP. The recommended TIP continues the City’s emphasis on multimodal transportation safety including improvements to SR 522, Juanita Drive and 68th Ave NE sidewalks and bike lanes, sidewalk projects located near Arrowhead elementary and Downtown, and the West Sammamish River Bridge replacement. The Lower Swamp Creek Bridge Replacement project has been added to this year’s TIP update. The bridge study performed in 2015 recommended that the bridge be replaced in 10 years. This TIP reflects that recommendation and identifies a funding need for design in 2023 and 2024. Construction would be estimated in 2025 or 2026.	

<u>FISCAL CONSIDERATION:</u> Funding secured for projects are noted on the attached TIP. For projects with unsecured funding, additional local funds will be needed and/or Federal or State funding would be required to complete the projects. Staff will continue to actively pursue funding for those projects currently not fully funded. For those projects listed that do not get full funding, they will be pushed out subsequent years with each TIP amendment.
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Goal #1: To focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel (Implement the Sidewalk Plan).

EXHIBIT A
**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 18-309**

**A RESOLUTION OF THE CITY COUNCIL OF KENMORE,
WASHINGTON, ADOPTING THE 2019-2024 SIX-YEAR
TRANSPORTATION IMPROVEMENT PROGRAM.**

WHEREAS, RCW 35.77.010 requires the City to review and adopt annually a revised and extended six-year comprehensive transportation program; and

WHEREAS, on June 18, 2018, the City Council held a public hearing and took public comment on the proposed 2019-2024 Six-Year Transportation Improvement Program; and

WHEREAS, the City Council finds that the proposed 2019-2024 Six-Year Transportation Improvement Program is consistent with the Transportation Element of the City of Kenmore Comprehensive Plan, and includes the facilities, projects, programs and information required by RCW 35.77.010;

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

Section 1. Program Adopted. The 2019-2024 Six-Year Transportation Improvement Program for the City of Kenmore, attached as an Exhibit and incorporated by this reference, is approved and adopted.

Section 2. Filing of Program. As required by RCW 35.77.010, the City Manager or designee is authorized and directed to file a copy of this resolution, together with the attached Exhibit, with the Secretary of the Washington Department of Transportation within thirty (30) days of adoption of this resolution.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, AT A REGULAR MEETING THEREOF THIS 18TH DAY OF JUNE 2018.

CITY OF KENMORE

David Baker, Mayor

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Rod Kaseguma, City Attorney



CITY OF KENMORE

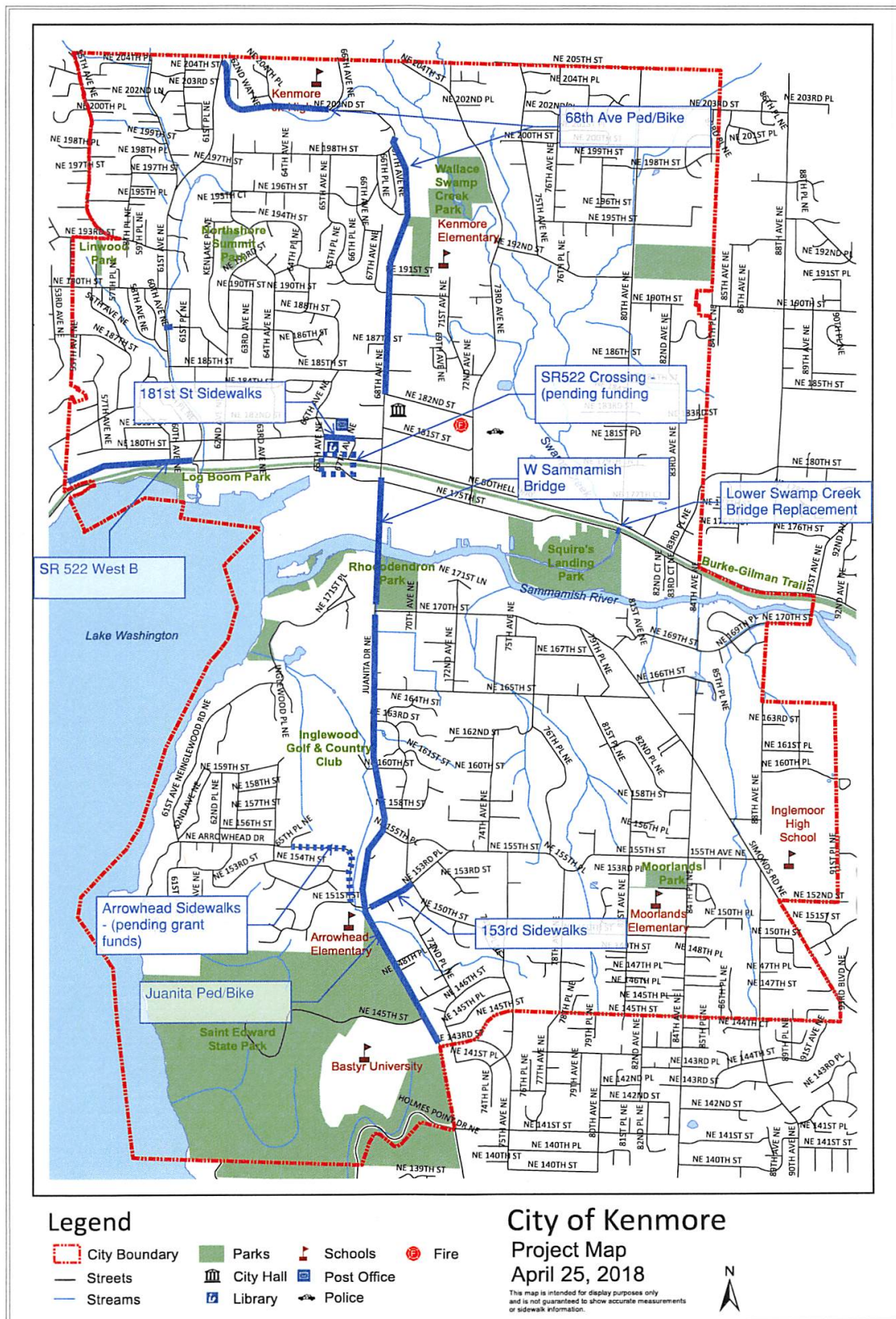
2019-2024 Transportation Improvement Program

Project name	Funding	Year							2019-2024 Totals	Project Totals
		Prior Years	2019	2020	2021	2022	2023	2024		
SR 522 West B (57th to 61st)	Local	\$ -							\$ -	\$ -
	Federal/State	\$ -		\$ 600,000	\$ 7,400,000	\$ 4,000,000			\$ 12,000,000	\$ 12,000,000
	Unsecured	\$ -			\$ 1,000,000				\$ 1,000,000	\$ 1,000,000
	Subtotal	\$ -	\$ -	\$ 600,000	\$ 8,400,000	\$ 4,000,000	\$ -	\$ -	\$ 13,000,000	\$ 13,000,000
NE 153rd Place Sidewalk Improvements (South Side) Juanita Drive NE - 70th Ave NE	Local		\$ 74,844						\$ 74,844	\$ 74,844
	Federal/State	\$ 135,938	\$ 537,656						\$ 537,656	\$ 673,594
	Unsecured								\$ -	\$ -
	Subtotal	\$ 135,938	\$ 612,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 612,500	\$ 748,438
181st Sidewalk 65th-67th Streets	Local	\$ 38,994	\$ 231,079						\$ 231,079	\$ 270,073
	Federal/State	\$ 84,798	\$ 450,334						\$ 450,334	\$ 535,132
	Unsecured								\$ -	\$ -
	Subtotal	\$ 123,792	\$ 681,413	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 681,413	\$ 805,205
NE Arrowhead Drive Sidewalks Improvements	Local		\$ 19,500	\$ 98,718					\$ 118,218	\$ 118,218
	Federal/State								\$ -	\$ -
	Unsecured		\$ 175,500	\$ 888,463					\$ 1,063,963	\$ 1,063,963
	Subtotal	\$ -	\$ 195,000	\$ 987,181	\$ -	\$ -	\$ -	\$ -	\$ 1,182,181	\$ 1,182,181
Overlay Program (Prior year Expenditures are as of 2016 only)	Local	\$ 1,450,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 3,300,000	\$ 4,750,000
	Federal/State	\$ -		\$ 355,351					\$ 355,351	\$ 355,351
	Unsecured				\$ 65,776	\$ 745,338			\$ 811,114	\$ 811,114
	Subtotal	\$ 1,450,000	\$ 550,000	\$ 905,351	\$ 615,776	\$ 1,295,338	\$ 550,000	\$ 550,000	\$ 4,466,465	\$ 5,916,465
West Sammamish River Bridge Replacement	Local	\$ 224,818			\$ 3,264,786	\$ 238,060	\$ 20,668	\$ 20,668	\$ 3,544,182	\$ 3,769,000
	Federal/State	\$ 3,967,572	\$ 11,539,791	\$ 10,083,265	\$ 3,895,366				\$ 25,518,422	\$ 29,485,994
	Unsecured								\$ -	\$ -
	Subtotal	\$ 4,192,390	\$ 11,539,791	\$ 10,083,265	\$ 7,160,152	\$ 238,060	\$ 20,668	\$ 20,668	\$ 29,062,604	\$ 33,254,994
Juanita Drive Pedestrian and Bicycle Improvements	Local	\$ 2,095,149	\$ 1,933,342	\$ 618,090	\$ 353,419				\$ 2,904,851	\$ 5,000,000
	Federal/State	\$ 525,600							\$ -	\$ 525,600
	Unsecured			\$ 6,325,000	\$ 1,754,080				\$ 8,079,080	\$ 8,079,080
	Subtotal	\$ 2,620,749	\$ 1,933,342	\$ 6,943,090	\$ 2,107,499	\$ -	\$ -	\$ -	\$ 10,983,931	\$ 13,604,680
68th Avenue NE Pedestrian and Bicycle Improvements	Local	\$ 1,087,655	\$ 5,601,265	\$ 1,807,080					\$ 7,408,345	\$ 8,496,000
	Federal/State								\$ -	\$ -
	Unsecured								\$ -	\$ -
	Subtotal	\$ 1,087,655	\$ 5,601,265	\$ 1,807,080	\$ -	\$ -	\$ -	\$ -	\$ 7,408,345	\$ 8,496,000
SR 522 Crossing Study	Local								\$ -	\$ -
	Federal/State		\$ 250,000	\$ 250,000					\$ 500,000	\$ 500,000
	Unsecured								\$ -	\$ -
	Subtotal	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000



CITY OF KENMORE
2019-2024 Transportation Improvement Program

Project name	Funding	Year							2019-2024 Totals	Project Totals
		Prior Years	2019	2020	2021	2022	2023	2024		
Lower Swamp Creek Bridge Replacement	Local								\$ -	\$ -
	Federal/State								\$ -	\$ -
	Unsecured						\$ 404,000	\$ 404,000	\$ 808,000	\$ 808,000
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 404,000	\$ 404,000	\$ 808,000	\$ 808,000
Sidewalk Gaps	Local		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000	\$ 600,000
	Federal/State								\$ -	\$ -
	Unsecured								\$ -	\$ -
	Subtotal	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000	\$ 600,000





City of Kenmore Capital Improvement Program

Project Name: SR 522 West B (57th to 61st including Burke-Gilman Trail Wall)

Project No. T-8

Project Location: SR 522 from 57th Avenue NE to 61st Avenue NE.

Project Manager: Kent Vaughan

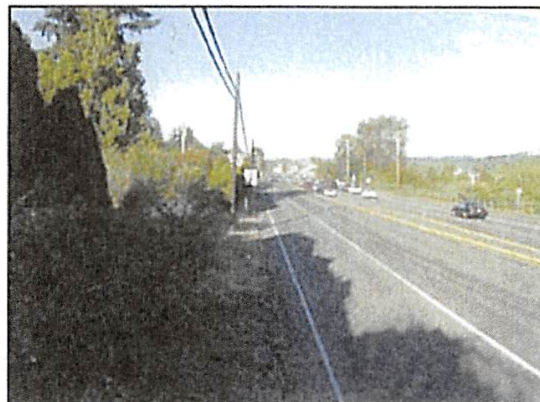
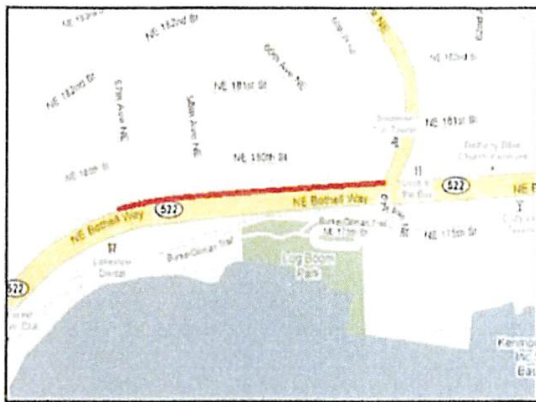
Project Description: This project would widen Highway 522 west of 61st Avenue NE to the south to provide dual eastbound to northbound left turn lanes at the 522/61st Avenue NE signal. The widening would require construction of a retaining wall along the north side of the Burke-Gilman Trail.

Background: This project is one of the components of the larger SR 522 West (a.k.a. Phase 1, Stage 2 Corridor Improvement) Project; now called West B. The addition of dual east to north turn lanes at the 522/61st Avenue NE signal would increase efficiency for all legs. West B improvements include sidewalk, roadway widening, drainage facilities, street lights, landscaping, and undergrounding utilities.

The West A Segment (NE 61st to 65th Streets including north and south approaches) was constructed in 2015-16. Right of way acquisition for West B generally consists of utility and temporary construction easements and will be conducted once the design is confirmed.

Funding Status:

This project is fully funded by the Washington State LEAP Transportation Bill (2016).





City of Kenmore Transportation Improvement Program

Project Name: NE 153rd Place Sidewalks

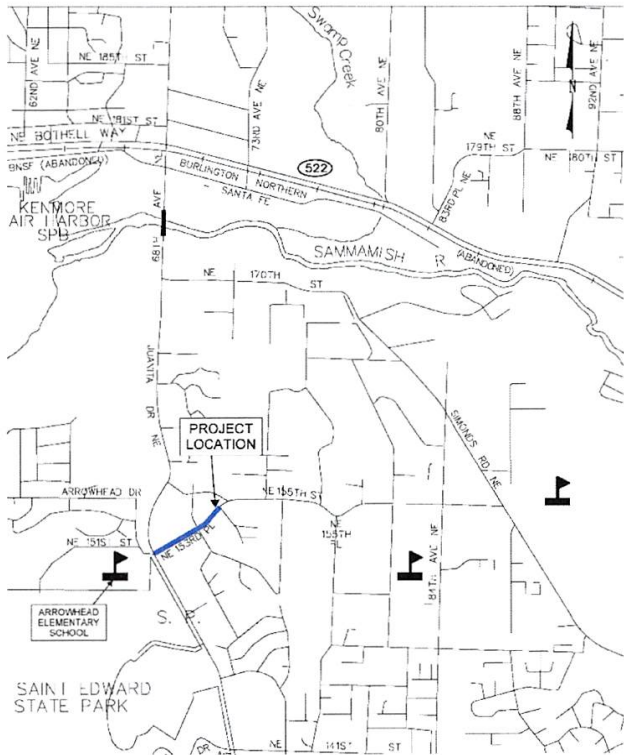
Project Location: NE 153rd Place between Juanita Drive and 70th Avenue NE

Project Manager: Kent Vaughan

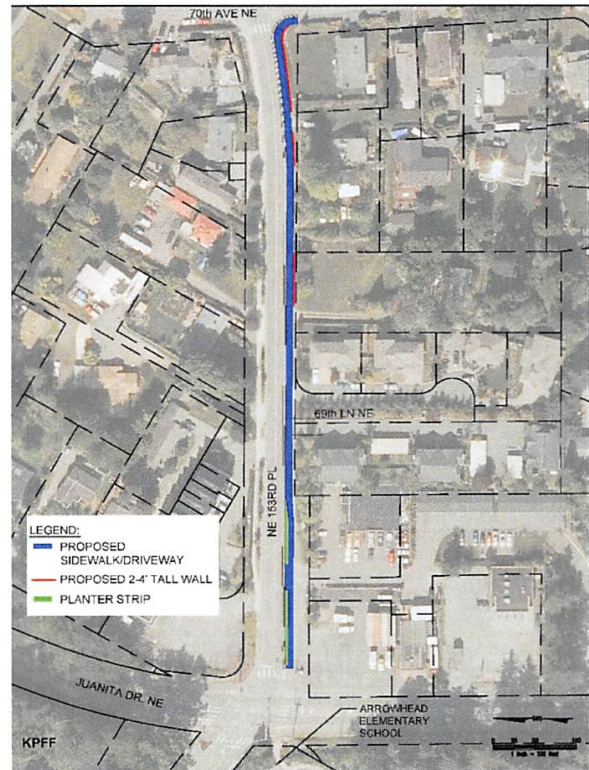
Project Description: This project builds new sidewalks on south side of NE 153rd Place from Juanita Drive to 70th Avenue NE.

Background: The south side of NE 153rd Place currently 2-foot to 6-foot+ wide shoulders for pedestrian use. NE 153rd Ave NE is a designated walking route for Arrowhead Elementary School students. Sidewalks along this road were identified as a priority during the neighborhood meetings held for this area as part of the Neighborhood Transportation Program Plan.

Funding Sources: This project was awarded a Safe Routes to Schools grant.



Project Location



Proposed Improvements



City of Kenmore Transportation Improvement Program

Project Name: 181st Street Sidewalks

Project Location: NE 181st Street between 65th Avenue NE and 67th Avenue NE

Project Manager: Kent Vaughan

Project Description: This project builds new sidewalks on north side of NE 181st Street between 65th Avenue NE and 67th Avenue NE. Project also includes on-street parking, landscaping, and roadway and pedestrian lighting.

Background: NE 181st St. sidewalk varies from 5-foot wide to 3-foot wide and asphalt shoulder in some locations. Sidewalks have obstructions and curb ramps do not meet American's with Disabilities Act (ADA). This segment of sidewalk is the remaining portion on NE 181st Street within the City's downtown to need sidewalks/ADA upgrades.

Funding Sources: This project was awarded Transportation Improvement Board (TIB) funds.

Proposed Improvements:





City of Kenmore Transportation Improvement Program

Project Name: NE Arrowhead Drive Sidewalks

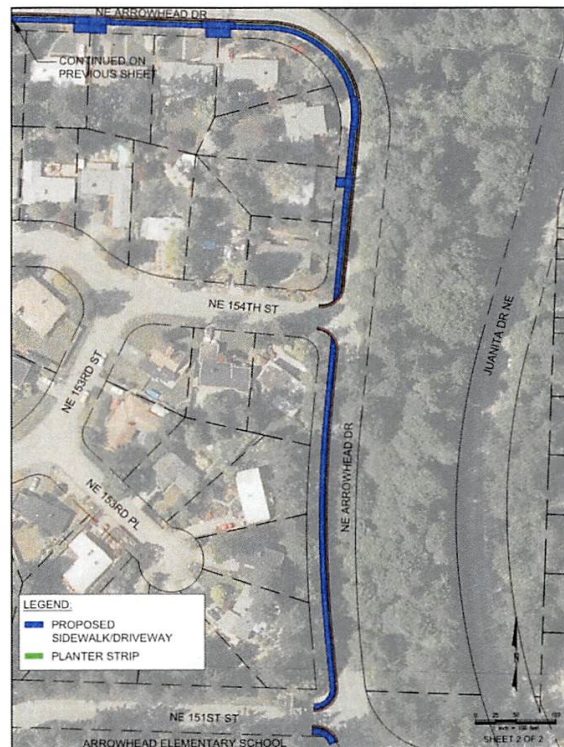
Project Location: NE Arrowhead Drive between NE 151st Street and 64th Avenue NE.

Project Manager: To Be Determined

Project Description: This project builds new sidewalks on west side of NE Arrowhead drive from the Arrowhead Elementary to approximately 1000 feet north.

Background: NE Arrowhead Drive varies from 3-foot wide to 5-foot wide shoulder with two way traffic. NE Arrowhead Drive is a designated walking route for Arrowhead Elementary School students. Sidewalks along this road were identified as a high priority during the neighborhood meetings held for this area as part of the Neighborhood Transportation Program Plan.

Funding Sources: This project is currently unfunded. Grants will be sought to fund this project.



Proposed Improvements



City of Kenmore Transportation Improvement Program

Project Name: Overlay Program

Project Location: Various Locations.

Project Manager: To be determined

Project Description: This program typically consists of grinding and overlaying a stretch of roadway that falls within a pavement rating between 60 and 70 and crack and roadway seals for ratings between 70 and 80. This program also involves upgrading curb ramps to meet with the American's with Disabilities Act (ADA), major pavement repairs, adjusting utilities, and reestablishing pavement markings.

Background: The City of Kenmore Comprehensive Plan promotes a fiscally constrained Transportation Element that prioritizes operation and maintenance of existing facilities within the City. Focus is typically on arterials within the City. In addition, there are 3 goals listed in the Comprehensive Plan that support this program:

1. Provide a complete transportation network serving local and regional circulation needs, safely accommodating all users.
2. Promote a transportation system that contributes to fiscal and environmental sustainability.
3. Facilitate freight mobility and economic prosperity.



City of Kenmore Transportation Improvement Program

Project Name: West Sammamish River Bridge Replacement Project

Project Location: 68th Avenue NE between NE 170th Street and NE 175th Street.

Project Manager: John Vicente

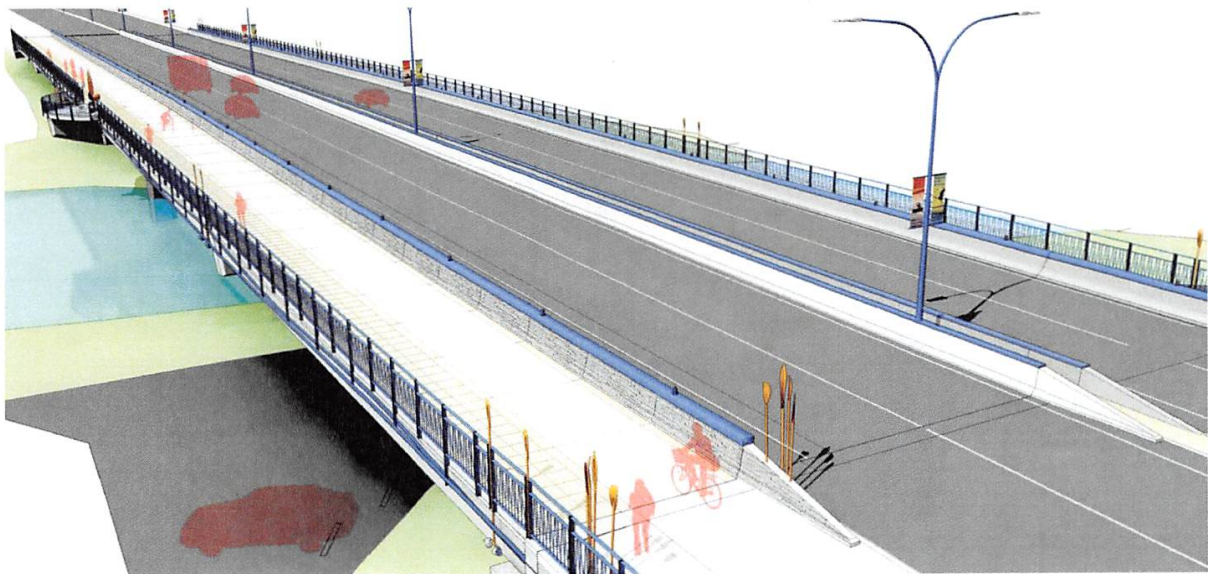
Project Description: Replace the West Sammamish River Bridge (southbound traffic) that crosses the Sammamish River on 68th Ave NE. The project will also include new sidewalk and bike path, landscaping, lighting, and utility undergrounding on 68th Ave NE between NE 170th St. and NE 175th St.

Background: The West Sammamish River Bridge was constructed in the 1930's and is at the end of its life. It is considered to be structurally obsolete. To date, the City has completed an alternatives analysis, a scour analysis, a load rating analysis, and has applied load restrictions on the bridge (weight limits went into effect in 2014). The bridge continues to be monitored during the design of the new bridge.

Funding Sources: The City has been awarded several grants for the project. The City was awarded \$12M in Bridge Program funds, \$1.06M in Surface Transportation funds, \$8M in Connecting Washington funds, and \$6.9M in TIB funds.



Project Location



Proposed Improvements



City of Kenmore Transportation Improvement Program

Project Name: Juanita Drive Pedestrian and Bicycle Improvements

Project Location: Juanita Drive NE (143rd St to NE 170th St)

Project Manager: Kent Vaughan

Project Description: This project provides for continuous ADA accessible sidewalk and buffered bike lanes on Juanita Drive NE between NE 143rd Street and NE 170th Street. Specific project components include:

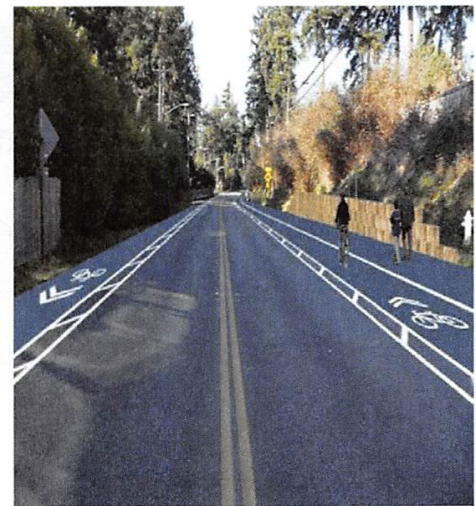
- Sidewalk along the east side of Juanita Drive where residential neighborhoods are located. Sidewalk improvements and pedestrian crossings on west side of street will be limited to bus stops only.
- Bike lanes with buffer on the east and west side of Juanita Drive;
- Adding or extending left turn lanes where warranted;
- Pedestrian crossing treatments to improve nonmotorized safety, connectivity, and comfort;
- Sidewalk improvements on side streets as needed to connect to proposed improvements on Juanita Drive;
- Improved corridor drainage, street lighting and aesthetics and;
- Utility relocation and/or retaining structures, where necessary.

Background: Juanita Drive serves as a north-south critical link to the City's Downtown, SR 522 Corridor, Burke-Gilman Trail, Bastyr University, Kenmore Senior Center, Parks, and Arrowhead Elementary School for thousands of local residents and is part of the Lake Washington Loop, one of the region's most popular recreational cycling routes. Juanita Drive NE is an existing minor arterial roadway with mostly one travel lane in each direction and asphalt shoulders. The posted speed is 35 mph. This roadway experiences a high number of accidents per year and contains several geometric deficiencies including lack of continuous sidewalks and bicycle lanes, substandard horizontal and vertical curves, and excessive superelevation. Up to 250 bicycles and 15,000 vehicles use this corridor daily.

Funding Status: This project is partially funded. In November 2016, the citizens of Kenmore voted to pass a public bond measure to begin design work on Juanita Drive NE in 2017 and provide matching funds to pursue State and Federal grant opportunities to fund the right-of-way and construction phases of the project. \$525K in Pedestrian and Bicycle Program grant funds have been awarded. Additional grants will be pursued to fund this project.



Existing Conditions on Juanita Drive



Rendering of cross section concept courtesy of the City of Kirkland



City of Kenmore Transportation Improvement Program

Project Name: 68th Avenue NE Pedestrian and Bicycle Improvements

Project Location: 68th Ave NE and NE 202nd St

Segment a: West side of 68th Ave NE from NE 182nd St to NE 185th St

Segment b: East side of 68th Ave NE from NE 185th St to existing sidewalk

Segment c: West side of 68th Ave NE from NE 185th St to NE 201st St

Segment d: North side of NE 202nd St from 66th Ave NE to 61st Ave NE

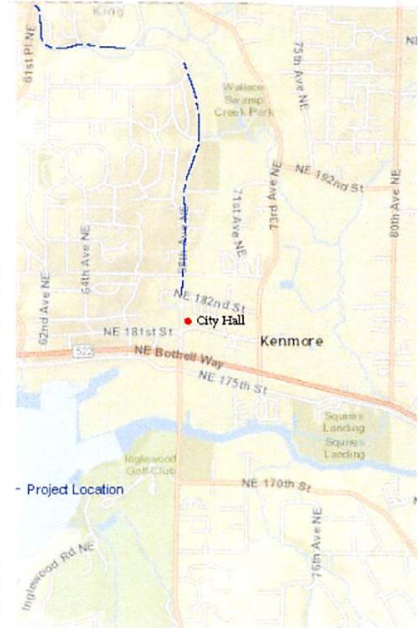
Project Manager: Kent Vaughan

Project Description: This project provides for continuous ADA accessible sidewalk and bike lanes on 68th Avenue NE and NE 202nd Streets respectively between NE 182nd Street and 61st Avenue NE. Specific project components include:

- Sidewalk along the west side of 68th Avenue NE / north side of NE 202nd Street. Sidewalk will be completed on the east side of 68th Avenue NE from NE 185th Street to existing sidewalk.
- Bike lanes on the east and west side of 68th Avenue NE;
- Improved corridor drainage and street lighting and;
- Utility relocation and/or retaining structures, where necessary.

Background: 68th Ave NE is a collector arterial roadway that runs north/south through the City of Kenmore. 68th Avenue NE serves a primary connector to Downtown Kenmore and City Hall for residences to the north and Kenmore Middle School. This roadway consists of one travel lane in each direction and intermittent asphalt shoulders. The posted speed is 35 mph.

Funding Sources: In November 2016, the citizens of Kenmore voted to pass a public bond measure to provide funding for this sidewalk/bicycle improvement project. Grants will also be sought to fund this project.



Existing Conditions:





City of Kenmore Transportation Improvement Program

Project Name: SR 522 Crossing Study

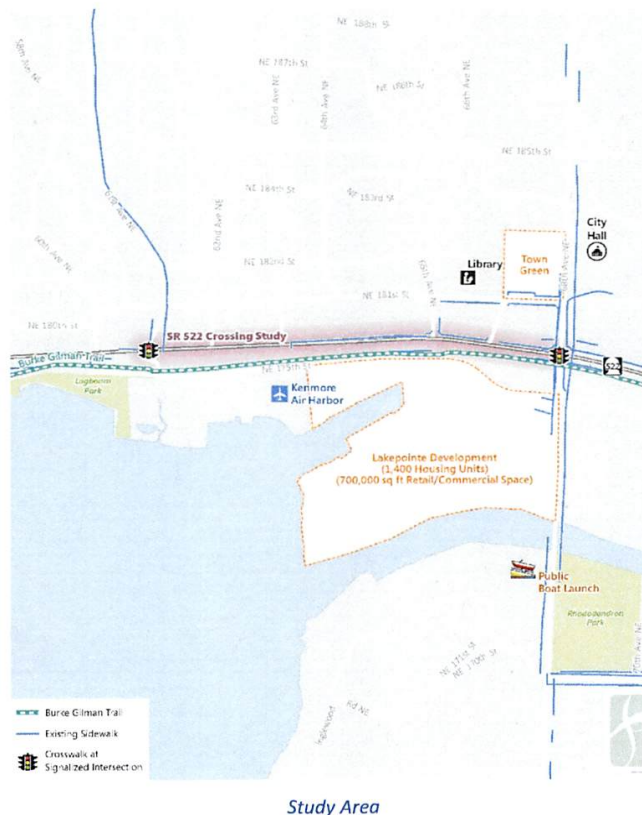
Project Location: State Route 522 between 61st Ave NE and 68th Ave NE.

Project Manager: John Vicente

Project Description: Type, size, and location study to evaluate potential crossing locations of SR 522 between 61st and 68th Avenues. The alternatives will include both grade-separation and at-grade crossing improvements. All facilities analyzed will consider walking and biking as priority modes.

Background: SR 522 currently has signalized crossings located at 68th Ave NE and 61st Ave NE, and no other safe crossings are located between these two intersections, a distance of over 0.5 mile. The north side of SR 522 is composed of several commercial businesses, a mix of single and multi-family housing, the City's downtown and other community destinations (post office, public library, City Hall, parks, etc.). The south side of SR 522 has the Burke-Gilman trail (a regional trail serving several cities and connecting many communities), Kenmore Air, and the future Lakepointe Development (a multifamily/commercial development on 40 acres of lake front property). The proposed crossing would help to connect Downtown Kenmore, community destinations, and the many businesses and residences north of SR 522 with the proposed Lakepointe development, the Burke-Gilman Trail, and Kenmore's waterfront. SR 522 currently serves as a major barrier for north-south mobility in Kenmore, particularly for bicycle and pedestrian travel.

Funding Sources: This project is currently funded with \$500K of State appropriated funds.





City of Kenmore Capital Improvement Program

Project Name: Lower Swamp Creek Bridge Replacement

Project Location: NE 175th Street/Swamp Creek Crossing

Project Manager: To be determined

Project Description: The bridge over Swamp Creek at NE 175th Street is aged and in need of replacement.

Background: This structure is on NE 175th Street, adjacent to the Burke Gilman Trail and crosses Swamp Creek. This structure currently is wide enough for two way vehicle traffic. The existing structure is routinely evaluated by the King County, our Bridge Engineering team. Maintenance is provided to the structure as needed. The City's Bridge Inspection Team recommended evaluation of the structure for rehabilitation vs. replacement. A study and alternatives analysis was performed in 2016 that recommended replacement of the bridge within the next 10 years.

Funding Status:

There is no funding set aside for design or construction for a new bridge. Applications for Bridge Program funds will be made if matching funds are made available.



Figure A: Existing Bridge

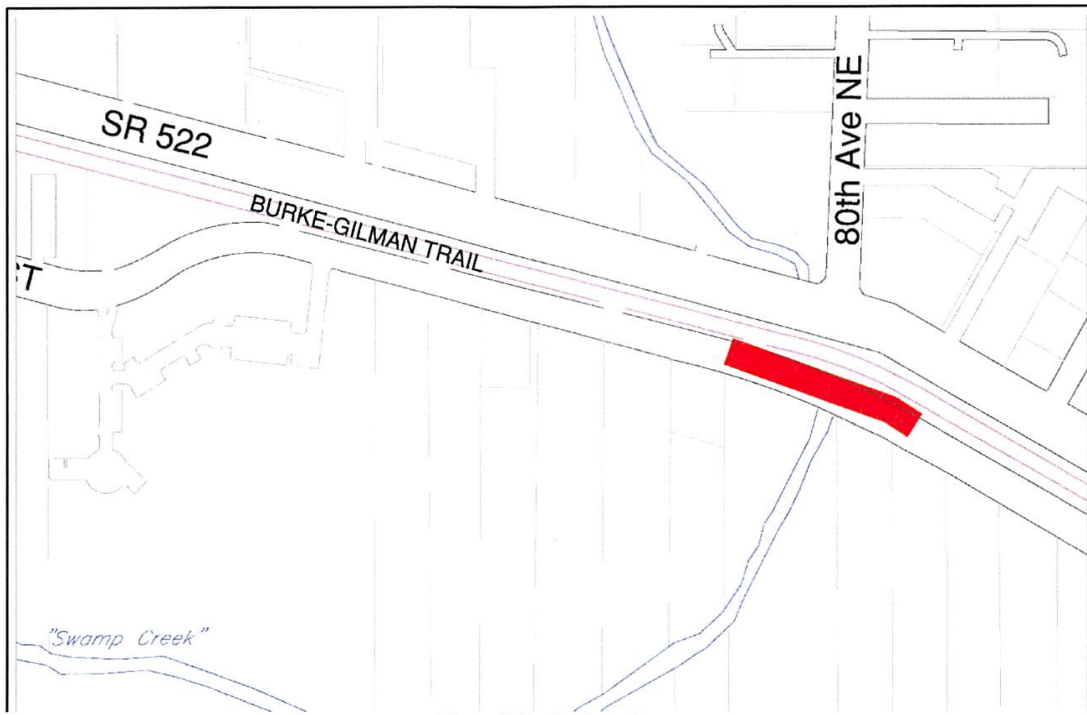


Figure B: Project Location



City of Kenmore Transportation Improvement Program

Project Name: Sidewalk Gaps

Project Location: Various Locations

Project Manager: To be determined

Project Description: This project fill in gaps within the sidewalk network and replaced sidewalk panels that restrict access. Funds will be used to fill/replace sidewalk panels at locations that maximize the available funding.

Background: After completion of the sidewalk/curb ramp inventory, several sidewalk gaps and non-accessible sidewalk areas were noted.

Funding Sources: \$100K per year of local funds are allocated to this project.

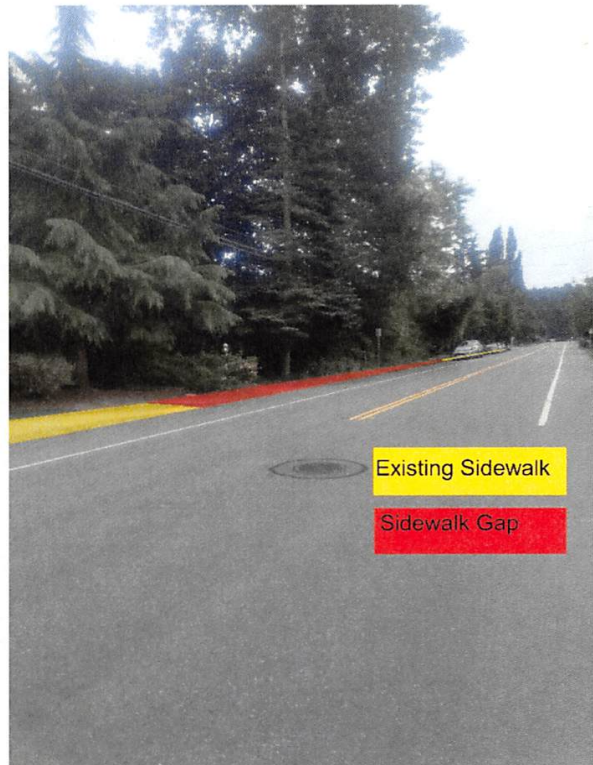


Figure A



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: West Sammamish River Bridge Replacement Project Condemnation Ordinance Proposed Council Action/Motion: Adopt Ordinance No 18-0464 authorizing the acquisition by condemnation of certain real property interests as needed for the West Sammamish River Bridge Replacement project	For Council Meeting Agenda of: June 18, 2018 Department: Public Works/Engineering Prepared by: John Vicente, PE <table style="width: 100%;"> <tr> <td></td> <td style="text-align: right;"><u>Initial & Date</u></td> </tr> <tr> <td>Approved by Department Head:</td> <td style="text-align: right;">J 5/25/18</td> </tr> <tr> <td>Approved by City Attorney:</td> <td style="text-align: right;">VIA EMAIL</td> </tr> <tr> <td>Approved by Finance Director: ✓</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td>Approved by City Manager:</td> <td style="text-align: right;">RJK</td> </tr> </table> Exhibits/Attachments: Attachment 1: Parcel Map Attachment 2: Ordinance No. 18-0464 Attachment 3: Acquisition Process Flowchart		<u>Initial & Date</u>	Approved by Department Head:	J 5/25/18	Approved by City Attorney:	VIA EMAIL	Approved by Finance Director: ✓	N/A	Approved by City Manager:	RJK
	<u>Initial & Date</u>										
Approved by Department Head:	J 5/25/18										
Approved by City Attorney:	VIA EMAIL										
Approved by Finance Director: ✓	N/A										
Approved by City Manager:	RJK										
<u>INFORMATION/BACKGROUND:</u> The West Sammamish River Bridge Replacement Project (Project) includes replacement of the existing southbound bridge, widened pedestrian and bicycle facilities between NE 170th Street and NE 175th Street, street illumination, retaining walls, drainage improvements, landscaping, utility undergrounding, and signal improvements. The design is currently at 90% completion. <u>DISCUSSION:</u> The City has initiated right of way acquisition where necessary on the Project. The Project will be acquiring property rights from 12 individual parcels (See Attachment 1) at an estimated cost of \$998K. Parcel acquisitions areas and locations have been identified based on design drawings. Administrative Offer Summaries (for acquisitions under \$25k) have been completed and formal offer letters for some parcels have been presented. The acquisition will include the following (but not limited to) real property rights: fee simple and temporary construction easements. To date, all property owners received invitations to meet with City Staff and our right of way consultant, RES Group NW, and staff will continue to pursue meetings property owners until property rights have been secured. Every property owner has also received a phone call and certified letter notifying them of the requested Council action and Council meeting information. The scheduled adoption of the Ordinance has also been advertised in the Seattle Times and Daily Journal of Commerce (DJC). Staff will work closely with all property owners; however, in the unlikelihood that agreements cannot be made, utilization of eminent domain will be necessary to meet our construction schedule. The attached condemnation ordinance (Attachment 2) authorizes the City Manager to pursue condemnation if negotiations reach an impasse. Note that condemnation is a tool that the City will utilize if needed. Other effective tools/strategies that will be utilized include: in-person property owner meetings, formal offer letters, utilization of Possession and Use											

(P&U) Agreements, and negotiation. Also, it is typical to file condemnation if the property owner will not sign a P&U Agreement, but much success can be achieved through mediation.

The right of way process for this project must comply with State and Federal regulations. Right of Way acquisition generally follows the same steps for all properties (see flow chart in Attachment 3):

- Meeting with property owners and tenants when appropriate to discuss project schedule, acquisition needs, and right of way acquisition process.
- Administrative Offer Summaries prepared (for property acquisitions less than \$25,000)
- Appraisals prepared (for property acquisitions estimated to exceed \$25,000)
- Independent 3rd party review of all appraisals.
- Offers to property owners.
- Negotiations (includes Possession and Use Agreements)
- Condemnation (as needed)
- Settlement

As mentioned, during the negotiations we will make every reasonable effort to reach agreement on acquisition. Our right of way consultants, RES Group NW, understand Federal and State acquisition requirements and the need to provide property owners with the time to consider offers and ask questions. We will also share appraisal information with property owners upon request. However there are times when negotiations reach an impasse and condemnation is necessary.

The Possession and Use Agreement (P&U) is a powerful tool and staff will encourage property owners to enter into this agreement. P&U's are signed when the property owner agrees to the property rights sale, but does not agree to the price. Signing the P&U allows the City to pay what has been offered (appraised value) and allows the City to go to construction. Negotiations would then continue.

Through Ordinance 18-0464, Council would authorize the use of eminent domain for all project needs at the same time. This strategy makes sense for several reasons: efficiency of process, fairness to all property owners, and protection of privacy for property owners. It also avoids delays to the project and demonstrates the City's intent to acquire land and proceed with the project. Without the condemnation ordinance at this time, the City would wait until an impasse is reached with a property owner and then schedule consideration of a condemnation ordinance for the specific property. This process would interject several months into the project schedule and would also single out a specific property owner that has elected to go through condemnation proceedings.

RECOMMENDATION:

City staff recommends the adoption of Ordinance 18-0464 authorizing the acquisition by condemnation of real property interests as needed for the West Sammamish River Bridge project.

FISCAL CONSIDERATION:

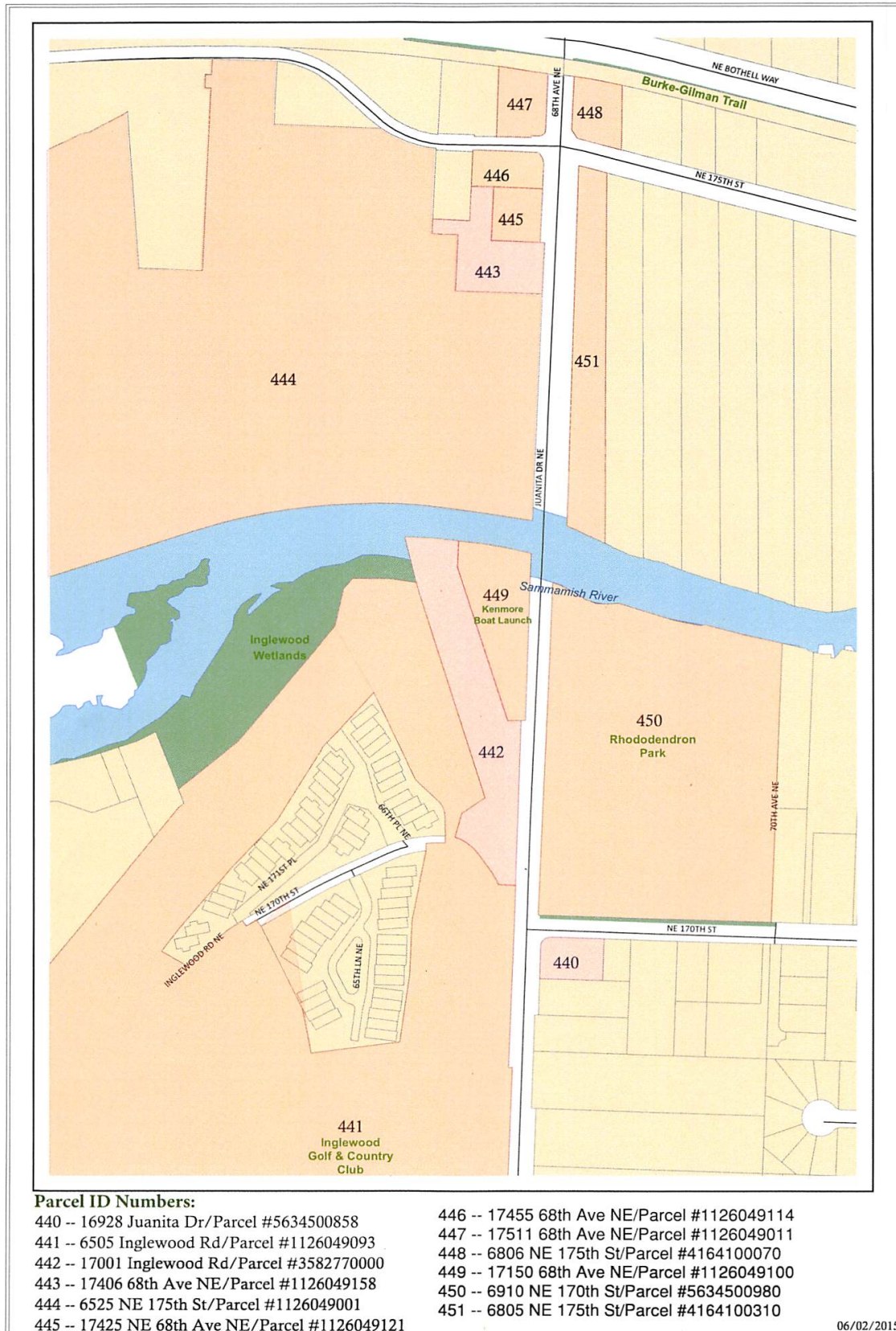
The total right-of-way budget for Bridge Project is \$1.0 million dollars. The BRAC and Connecting Washington funds will reimburse the City for all right of way costs. It is not anticipated that any City funds will be needed for right of way acquisition purposes.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Council Goal 1: To focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle and other means of travel.

Attachment 1

W Sammamish River Bridge Project -- ROW Parcel Map



**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 18-0464**

AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON, AUTHORIZING THE ACQUISITION BY NEGOTIATION OR CONDEMNATION OF CERTAIN REAL PROPERTY INTERESTS NEEDED FOR THE WEST SAMMAMISH RIVER BRIDGE PROJECT, WHICH CONTEMPLATES THE CONSTRUCTION OF A NEW BRIDGE AND CORRIDOR IMPROVEMENTS 68TH AVE NE BETWEEN NE 170TH STREET AND NE 175TH STREET, SUCH AS SIDEWALKS, BIKE PATH, ROW AMENITIES, TRAFFIC SIGNAL IMPROVEMENTS, AND UTILITY UNDER-GROUNDING.

WHEREAS, the City of Kenmore is working towards designing and constructing a replacement bridge and new sidewalk and bike path, known as West Sammamish River Bridge Replacement Project ("Bridge Project"); and

WHEREAS, the City desires to construct certain improvements to 68th Avenue NE which improvements are now known and referred to by the City and in this Ordinance as the West Sammamish River Bridge Replacement Project ("Bridge Project"); and

WHEREAS, the Bridge Project contemplates the construction of a new bridge (replacement), sidewalk on both sides of the corridor, bike path on the west side of the corridor, the installation of traffic signal improvements, illumination, retaining walls, center medians from at the approach to both ends of the bridge, right-of-way amenities, drainage improvements, landscaping, utility under-grounding, and off-site mitigation; and

WHEREAS, pursuant to State and Federal policies and regulations, the City is acquiring real property interests, including necessary rights-of-way and easements, through negotiations with owners of property along 68th Ave NE, and also will provide relocation assistance to legal occupants of land whose business or personal property are displaced as a result of the Bridge Project, if any; and

WHEREAS, City staff and consultants have reviewed and analyzed alternatives for the Bridge Project and have recommended that the City acquire certain portions of and interests in real property in the form of rights-of-way. In order to construct the Bridge Project, it is necessary to acquire, condemn, appropriate, take and damage portions of and interests in real property, in the form of rights-of-way, as legally described and depicted in **Attachment A**, attached hereto and incorporated by this reference, and said real property is further identified by King County Tax Parcel Nos. 5634500858, 1126049093, 1126049158, 1126049001, 1126049121, 1126049114, 1126049100; and

WHEREAS, City staff and consultants have reviewed and analyzed alternatives for the Bridge Project and have recommended that the City acquire certain portions of and interests in real property, in the form of permanent easements. In order to construct the Bridge Project, it is necessary to acquire, condemn, appropriate, take and damage portions of and interests in real property, in the form of permanent easements for purposes of utilities and related appurtenances, or for purposes of grading, cuts and fills for roads and related appurtenances, as legally described and depicted in **Attachment A**, attached hereto and incorporated by this reference, and said real property is further identified by King County Tax Parcel No. 3582770000; and

WHEREAS, City staff and consultants have reviewed and analyzed alternatives for the Bridge Project, and have recommended that the City acquire certain portions of and interests in real property, in the form of temporary construction easements. In order to construct the Bridge Project, it is necessary to acquire, condemn, appropriate, take and damage portions of and interests in real property, in the form of temporary construction easements as legally described and depicted on **Attachment A**, attached hereto and incorporated by this reference, and said real property is further identified as King County Tax Parcel Nos. 5634500858, 1126049093, 3582770000, 1126049158, 1126049001, 1126049121, 1126049114, 1126049011, 416410070, 1126049100, 4164100310; and

WHEREAS, if the City is unable to acquire the necessary rights-of-way and easements in a timely manner, the City must file a petition in eminent domain (condemnation petition) in order to meet funding and construction deadlines for the Bridge Project; and

WHEREAS, the City is authorized by Chapter 35A.64 RCW to exercise the power of eminent domain pursuant to Chapters 8.12 and 8.28 RCW; and

WHEREAS, the City has complied with the notice requirements set forth in RCW 8.25.290 by providing notice to the owners of the real property identified herein of the planned final action of adopting this Ordinance, and published notice of such planned final action in the manner set forth in RCW 8.25.290; and

WHEREAS, on June 18, 2018, the City Council held a public hearing on this Ordinance, and considered the comments received;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Incorporation of Recitals. The recitals set forth above are hereby adopted and incorporated herein as if set forth in full.

Section 2. Acquisition of Real Property. Acquisition of the rights and interests in the real property described and depicted on Attachment A ("Property") is necessary for the construction of the Bridge Project, which project is for a public use. The rights and interests in the Property herein described is hereby condemned, appropriated, taken and damaged in fee for rights-of-way, easements and temporary easements for public purposes, subject to the making or paying of just

compensation to the owners thereof in the manner provided by law.

Section 3. Source of Funds. The cost and expense of acquiring all rights and interests in the Property shall be paid for from multiple funding sources.

Section 4. Condemnation Authorization. City staff, the City Attorney, and all City consultants for the Project are authorized and directed to enter into any and all negotiations and agreements necessary to acquire the rights and interests in the Property as described in Attachments A. If such negotiations fail to acquire such interests in the Property in a timely manner, as determined by the City Manager, the City Attorney is authorized to prosecute proceedings provided by law to condemn, appropriate and take the Property and carry out and implement the provisions of this Ordinance.

Section 5. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ____ DAY OF _____, 2018.

CITY OF KENMORE

David Baker, Mayor

ATTEST/AUTHENTICATED:

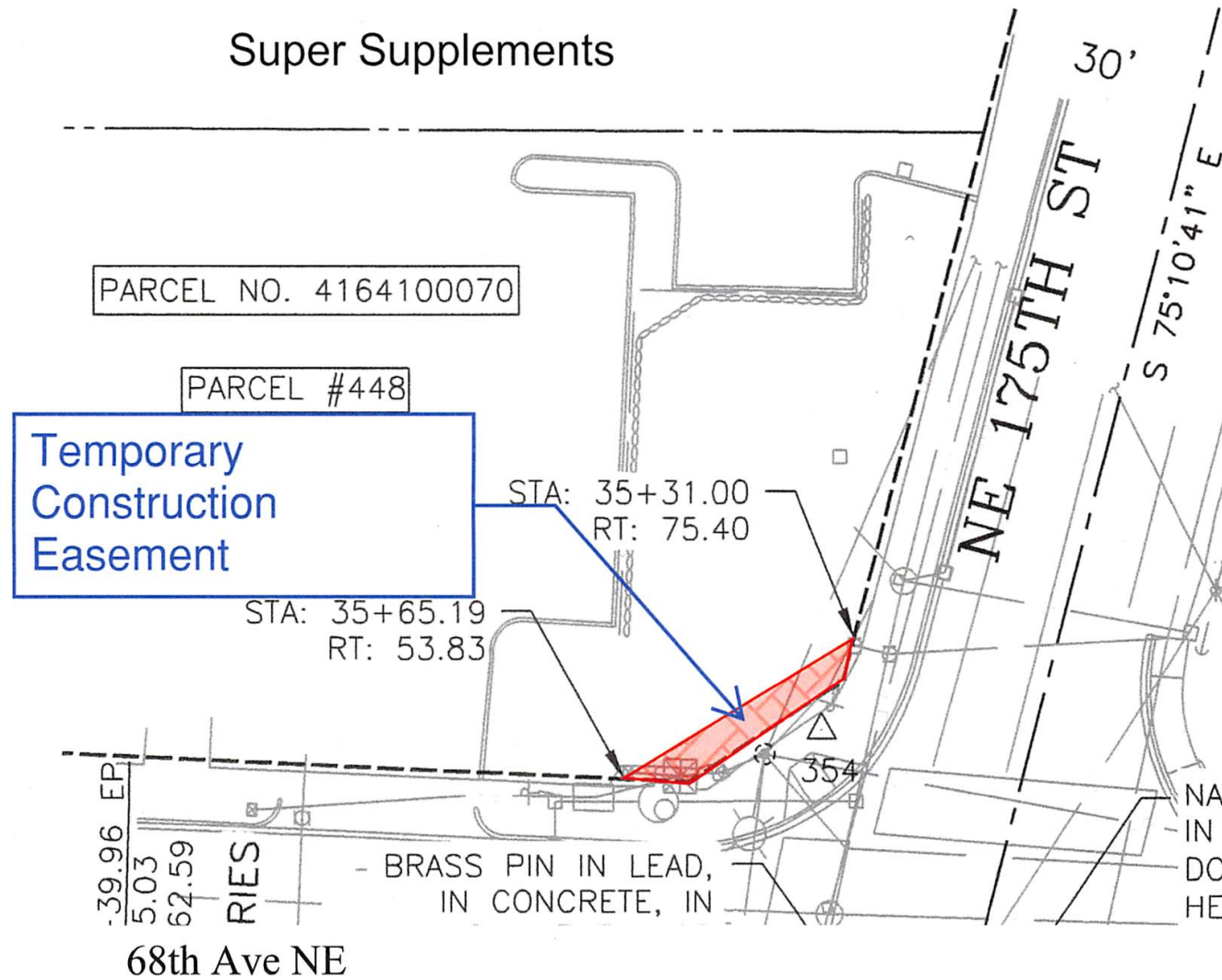
Kelly Chelin, City Clerk

Approved as to form:

Rod P. Kaseguma, City Attorney

Filed with the City Clerk: _____, 2018
Passed by the City Council: _____, 2018
Ordinance No. 18-0464
Date of Publication: _____, 2018
Effective Date: _____, 2018

ATTACHMENT A



CITY OF KENMORE

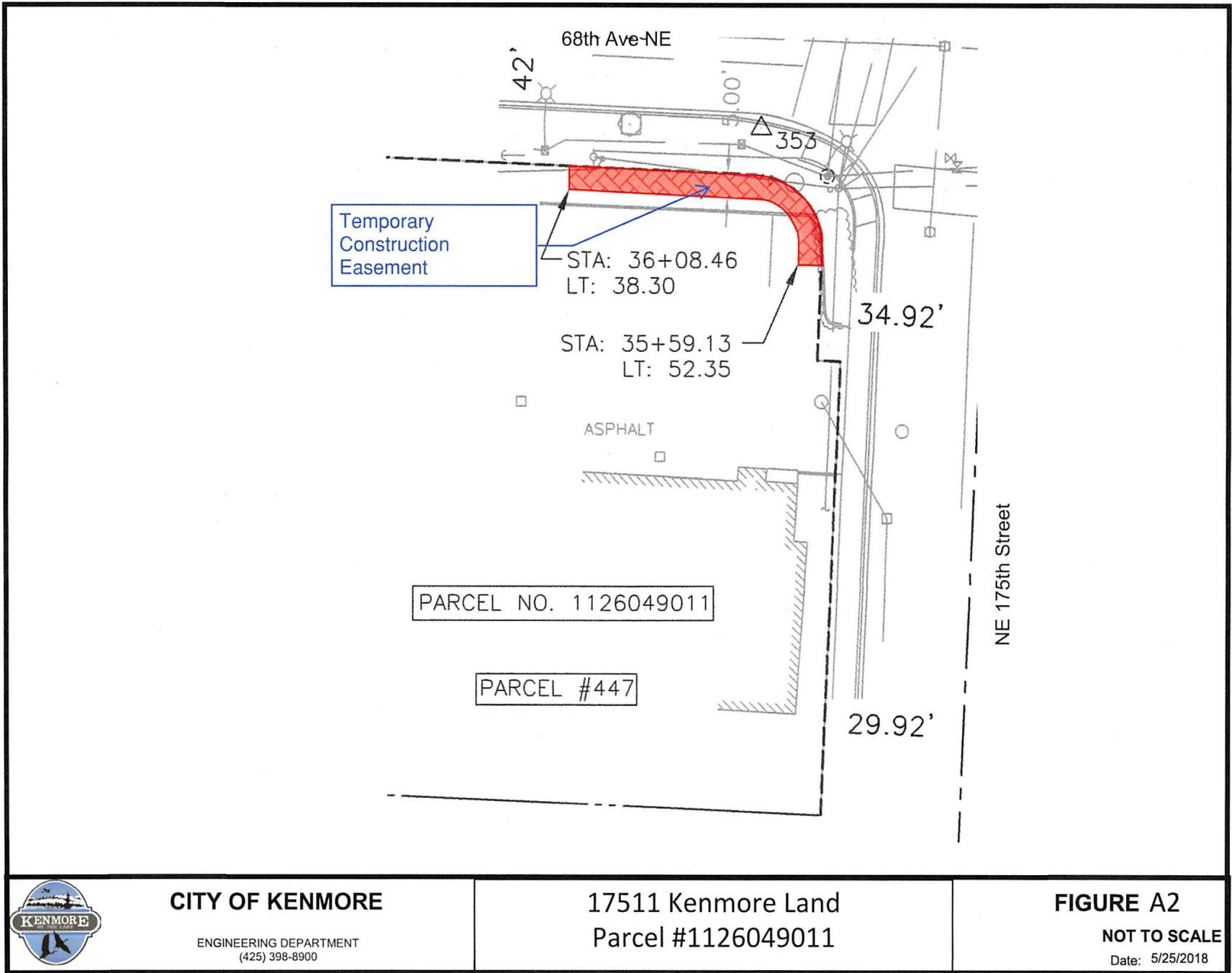
ENGINEERING DEPARTMENT
(425) 398-8900

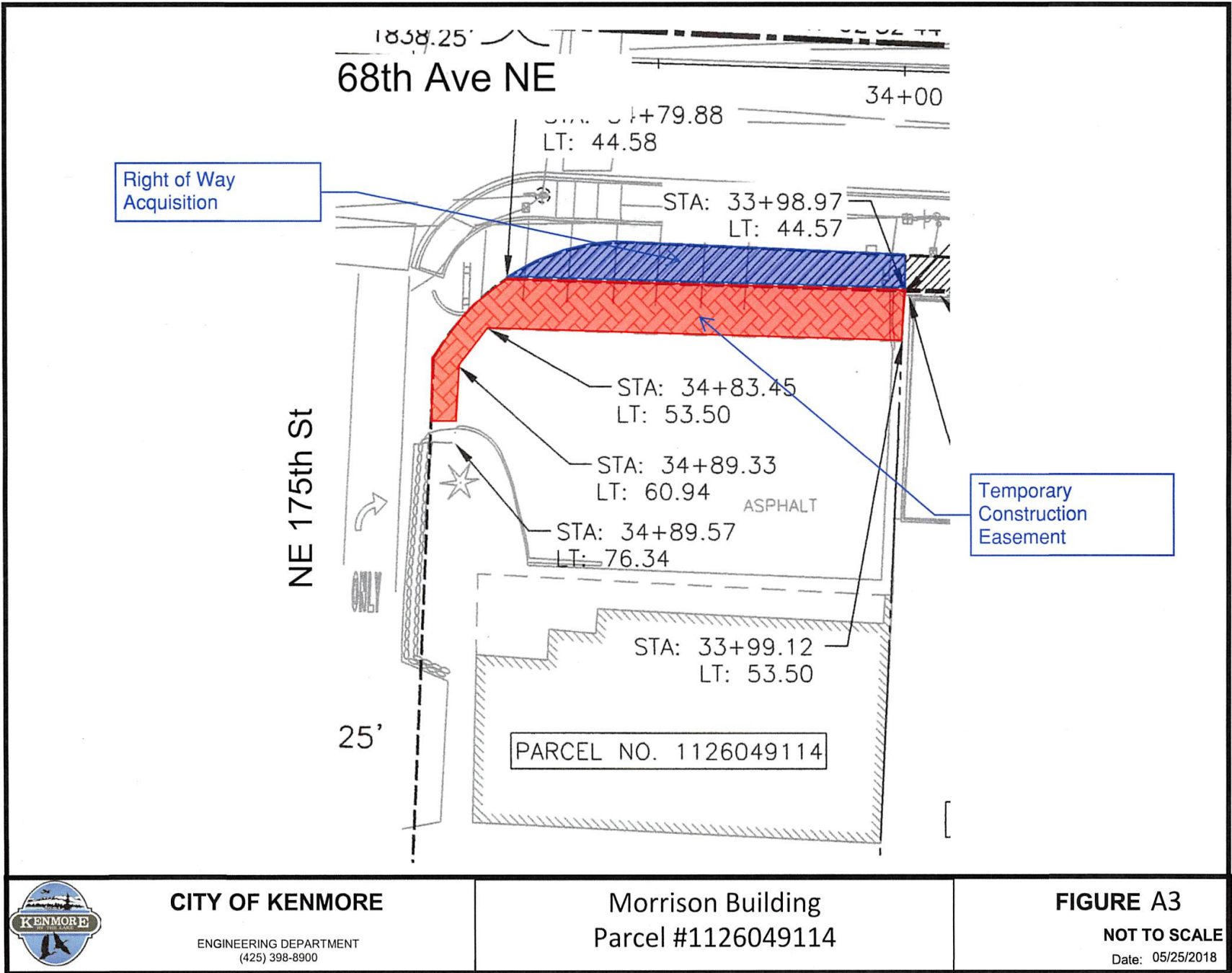
Super Supplements
Parcel # 4164100070

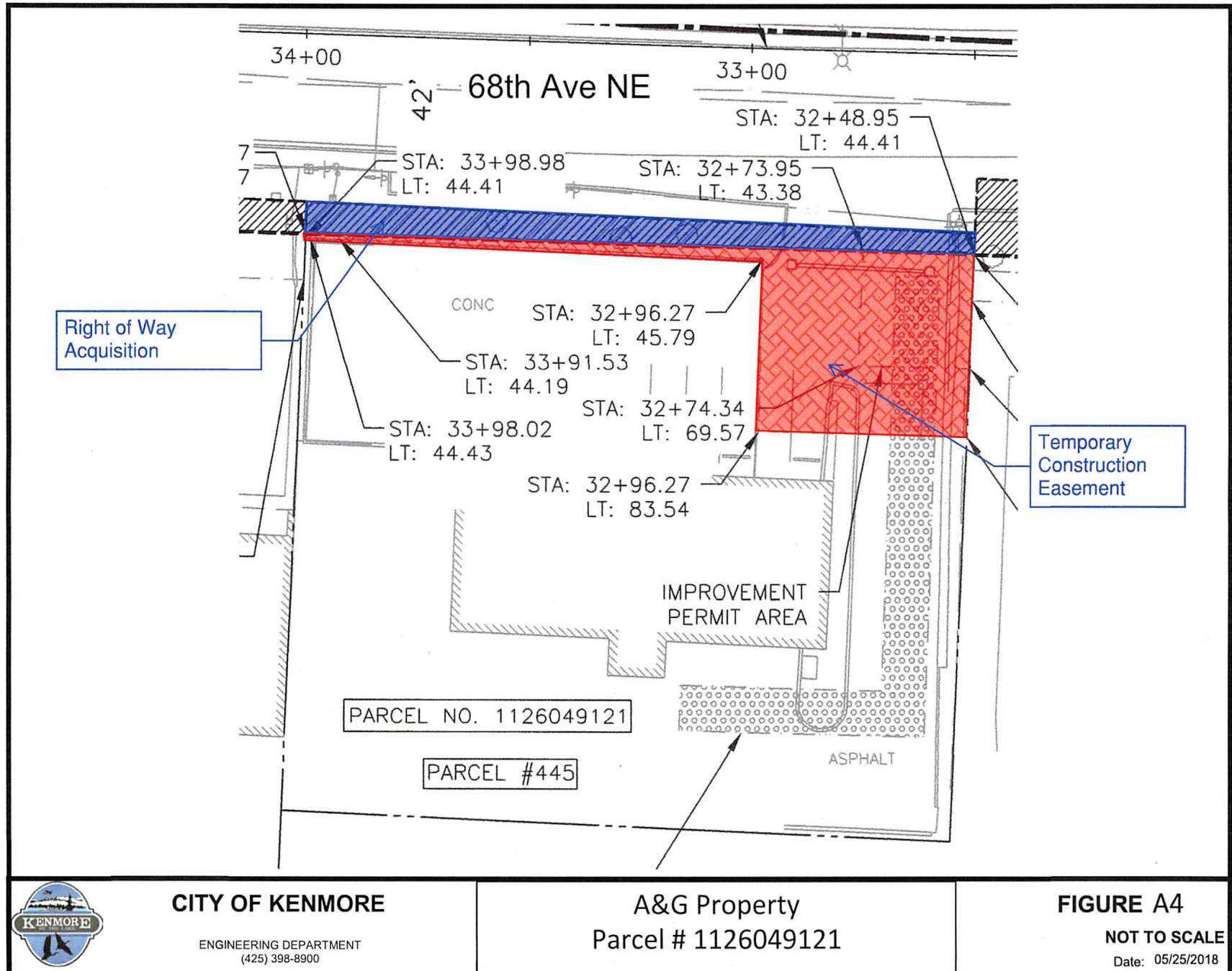
FIGURE A1

NOT TO SCALE

Date: 5/25/2018







CITY OF KENMORE

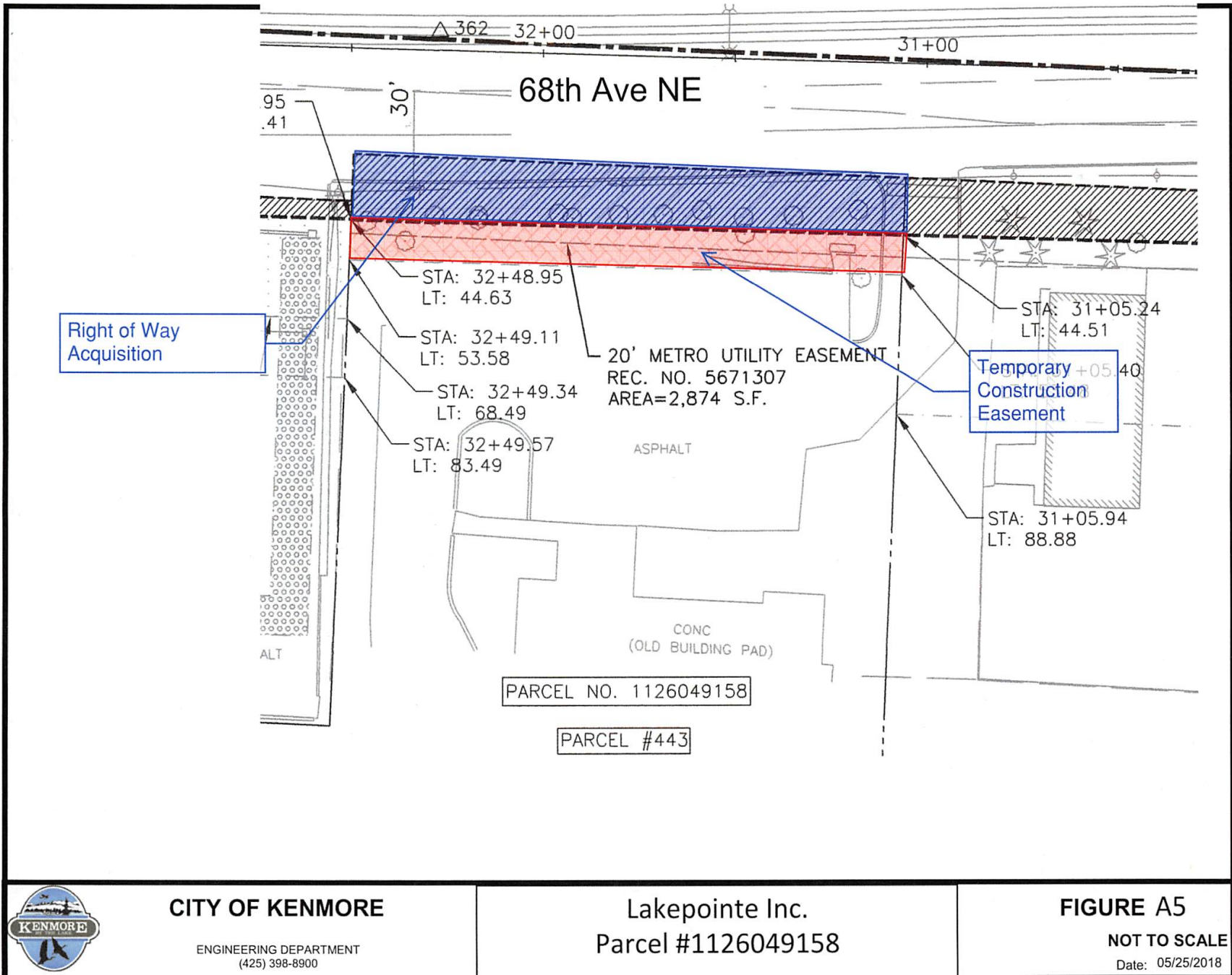
ENGINEERING DEPARTMENT
(425) 398-8900

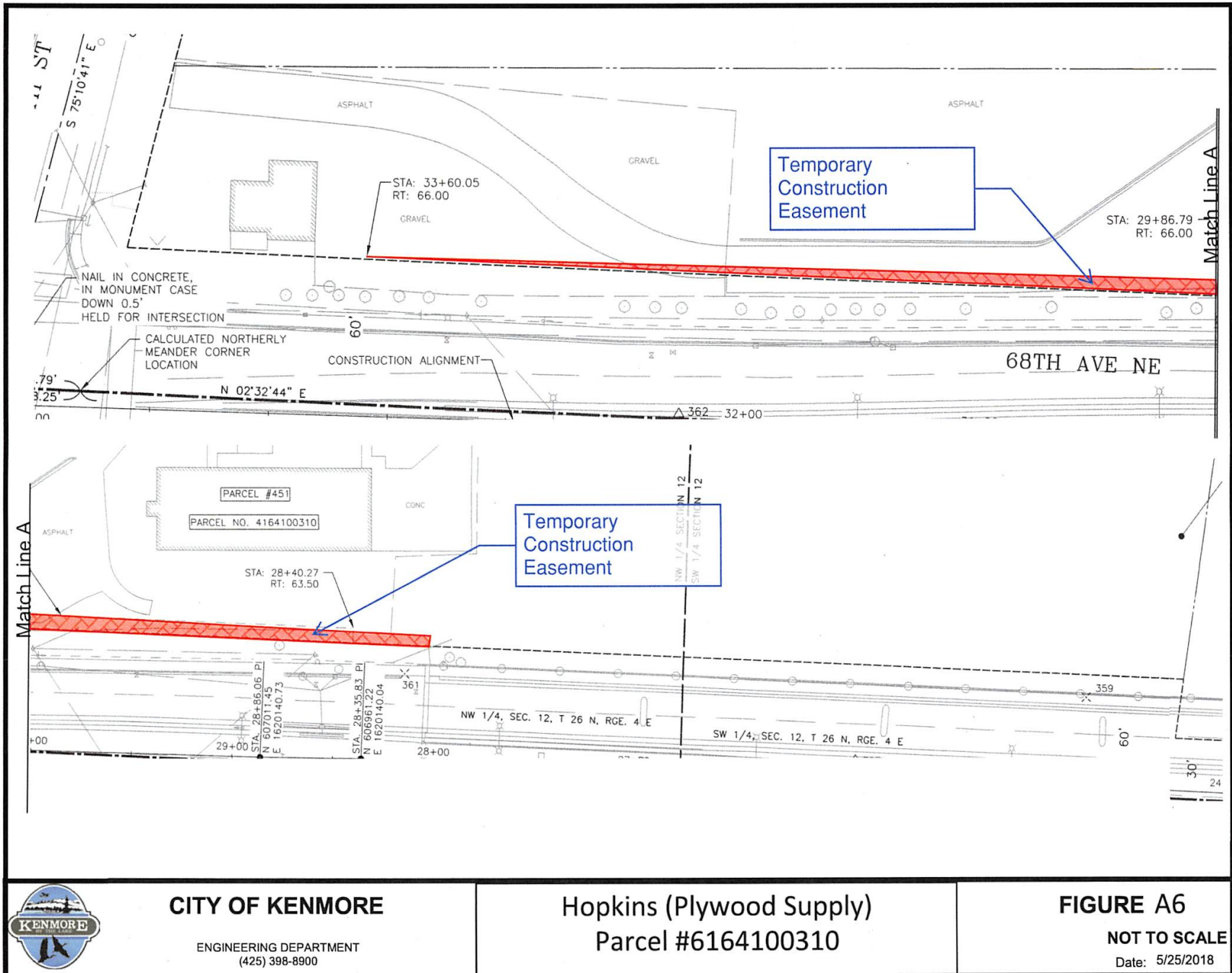
A&G Property
Parcel # 1126049121

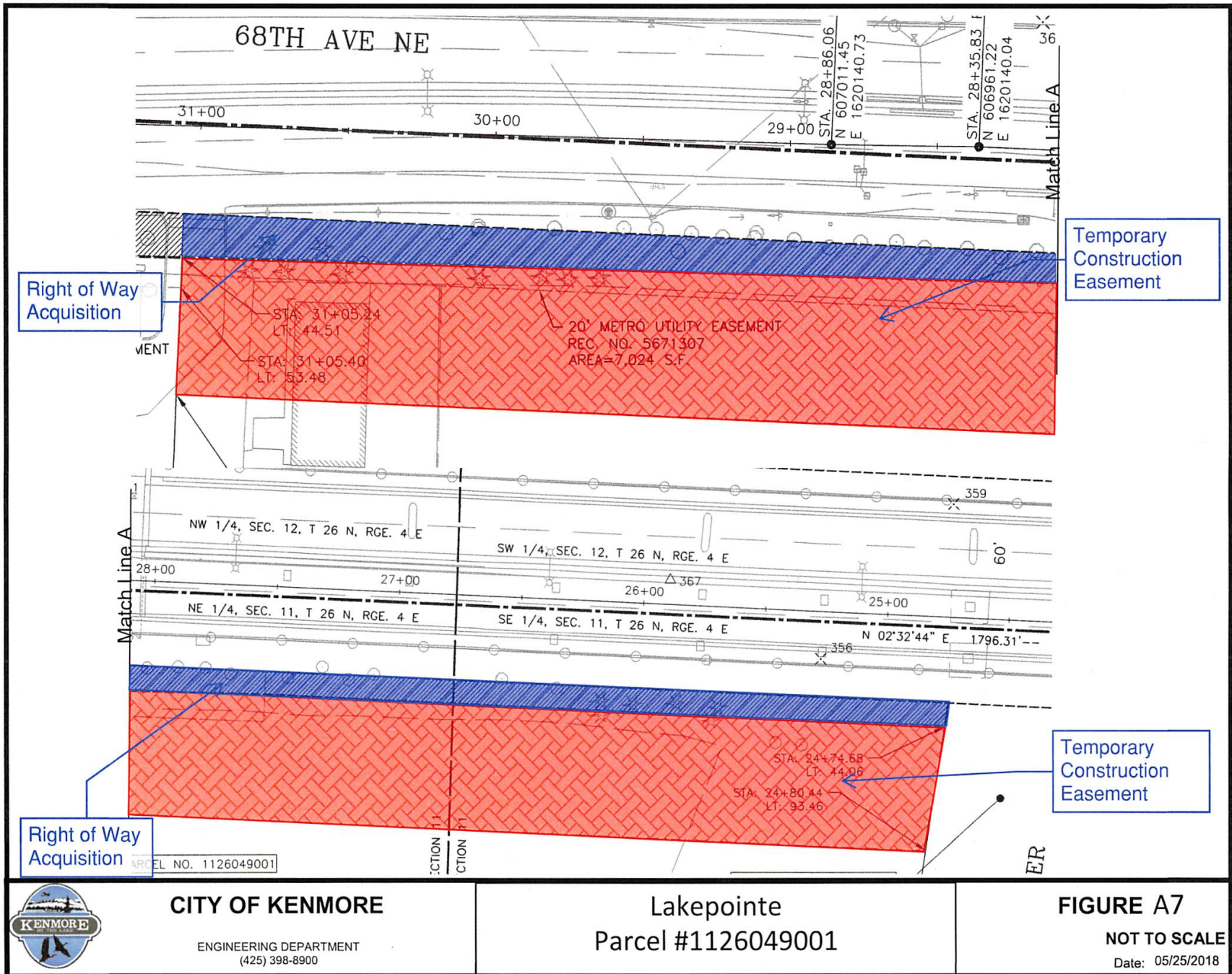
FIGURE A4

NOT TO SCALE

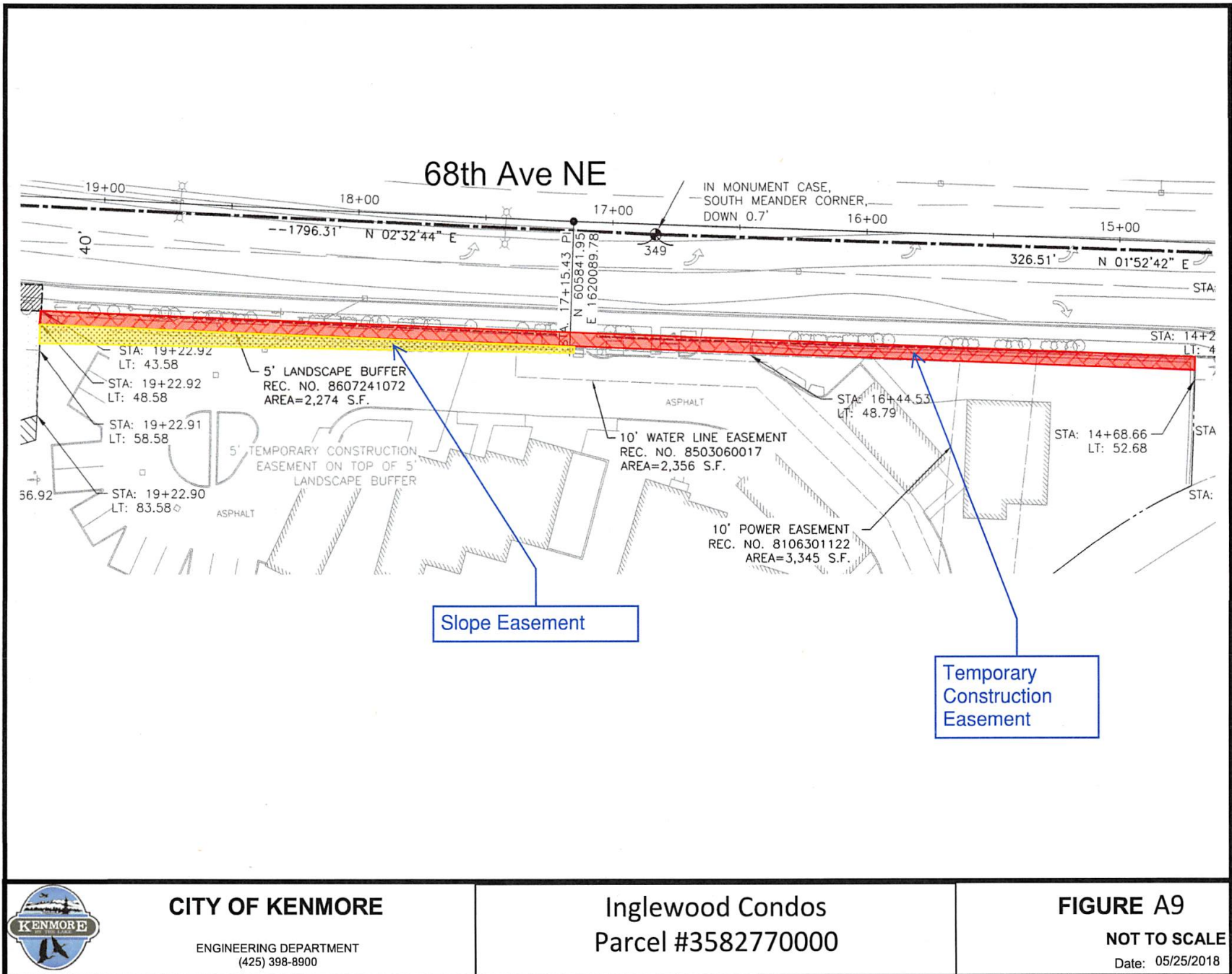
Date: 05/25/2018

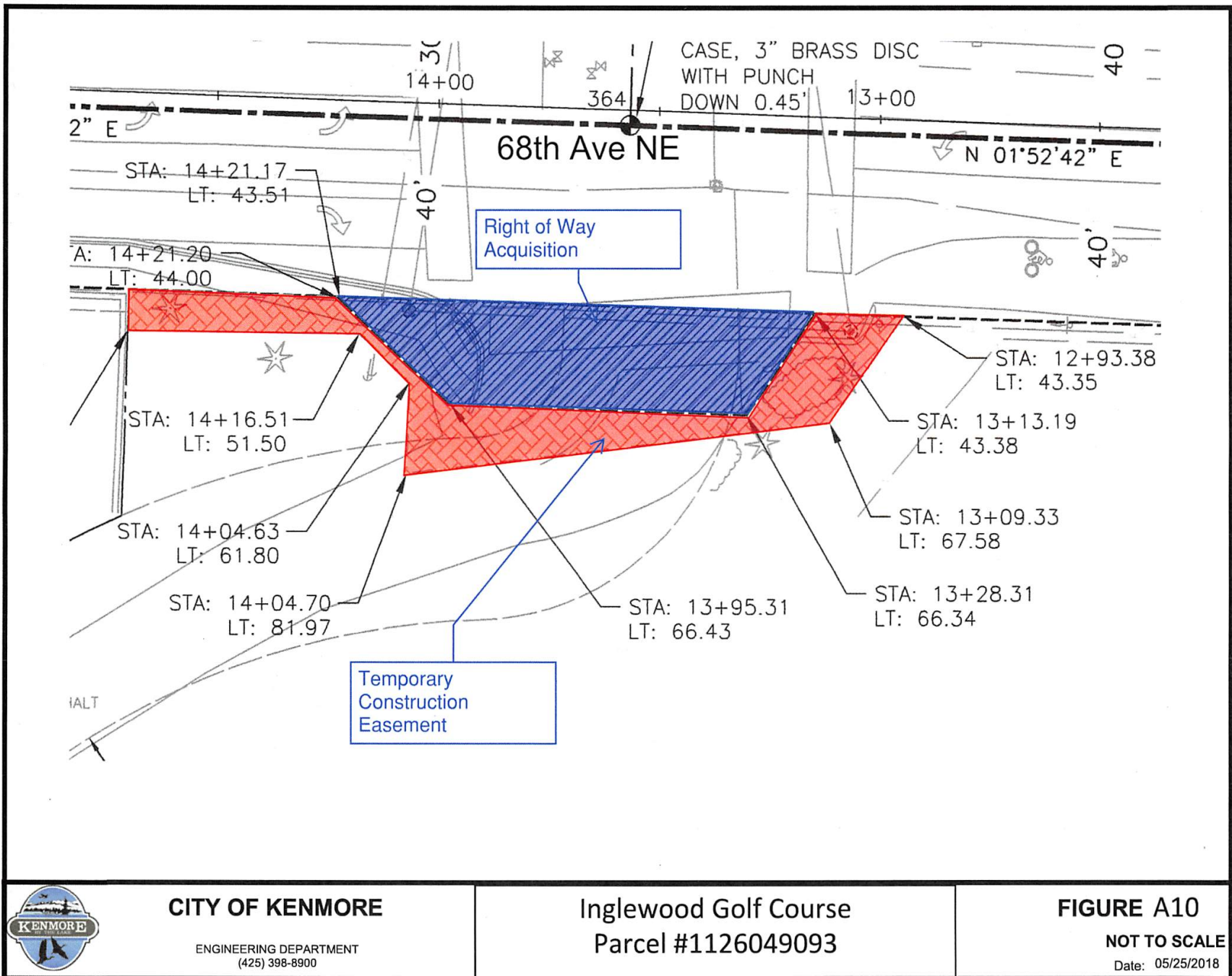


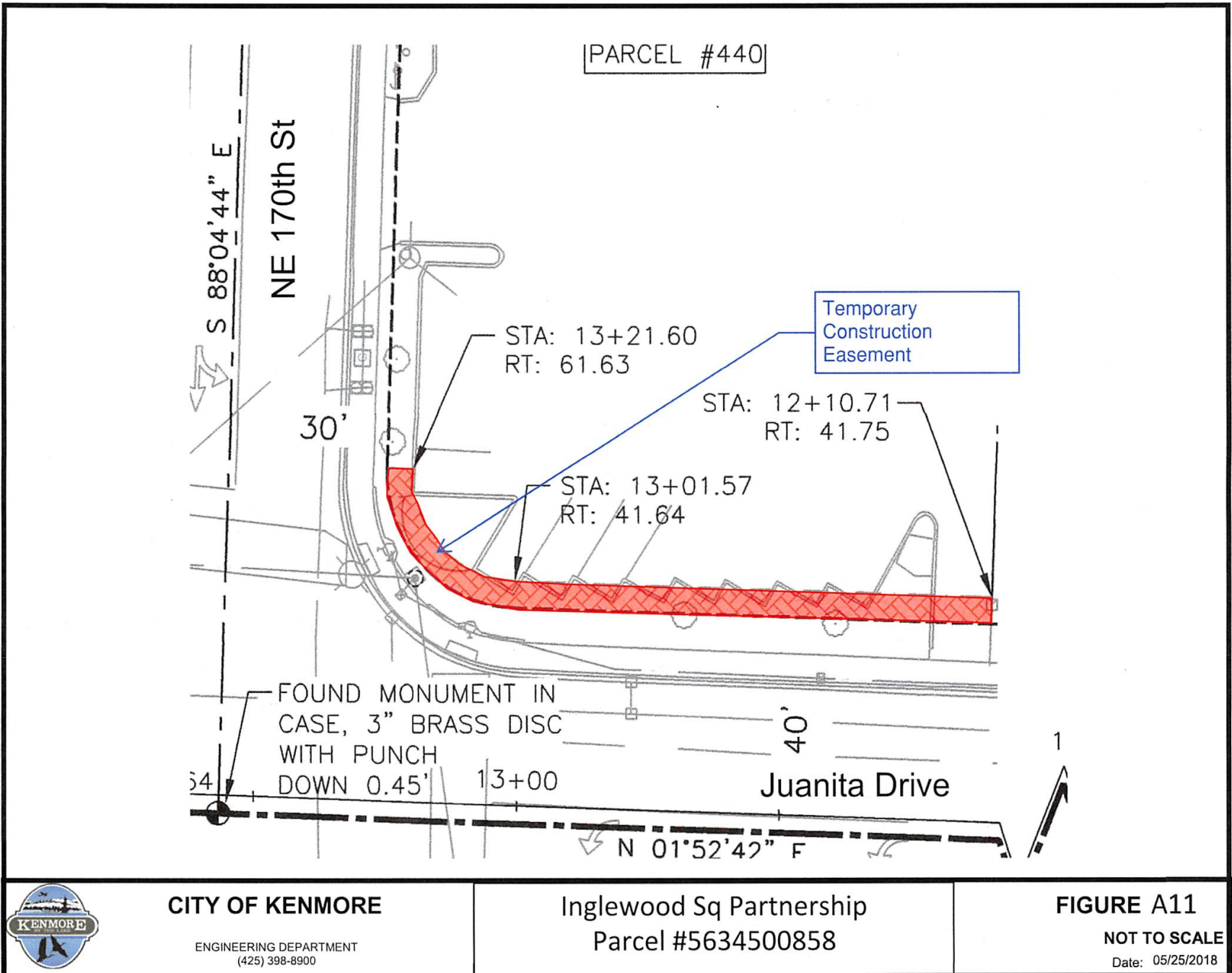












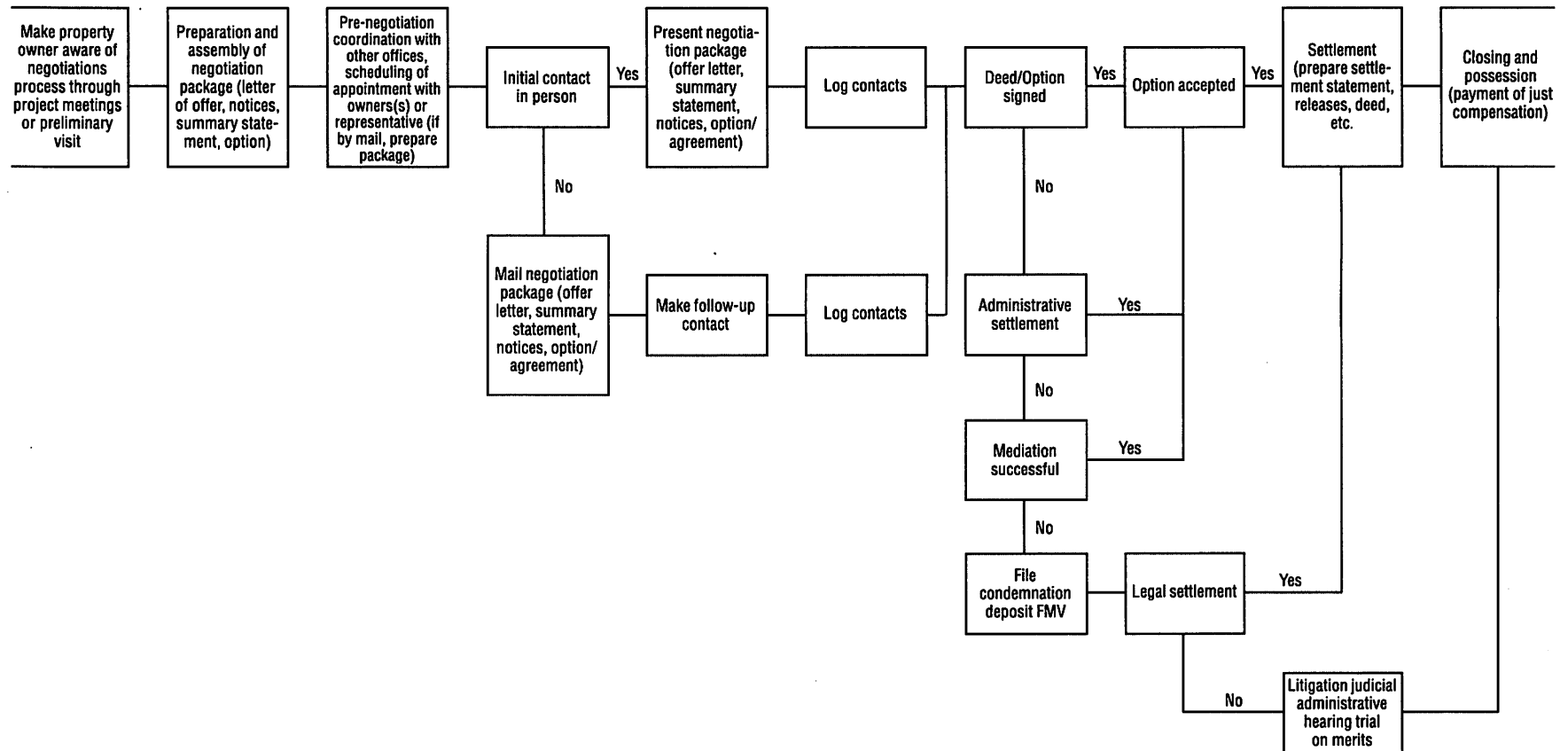
AGENDA ITEM ATTACHMENT 3

Acquisition Process

Pre-Negotiations

Negotiations

Closing/Condemnation



WEST SAMMAMISH RIVER BRIDGE

Right of Way

PROPERTY RIGHTS NEEDED

- ▶ 12 Parcels involved
 - ▶ 7 Permanent acquisitions
 - ▶ 12 Temporary acquisitions (2.5 year duration)
 - ▶ 1 Staging area negotiation



ACQUISITIONS – NORTH OF BRIDGE

CONDEMNATION ORDINANCE

- ▶ Authorizes staff to utilize eminent domain
- ▶ Not starting this process on any parcel at this time
- ▶ Authorizing now saves on time
- ▶ Listing all properties avoids singling out individual property owners

STEPS BEFORE CONDEMNATION

- ▶ Present offer to property owner
- ▶ Good faith negotiations
- ▶ 30-day review
- ▶ Settlement negotiations if needed
- ▶ Option for Possession and Use
- ▶ Condemnation process if P&U not granted

RIGHT OF WAY ACQUISITION STATUS

- ▶ Appraisals completed
- ▶ Initial property owner meetings have occurred
- ▶ Next, Meeting with owners to discuss offers

RECOMMENDATION: ADOPT ORDINANCE NO 18-0464 AUTHORIZING THE ACQUISITION BY CONDEMNATION OF CERTAIN REAL PROPERTY INTERESTS AS NEEDED FOR THE WEST SAMMAMISH RIVER BRIDGE REPLACEMENT PROJECT





City of Kenmore, Washington

Memorandum

Date: June 8, 2018

To: Rob Karlinsey, City Manager

From: Jack Urquhart, Management Intern

Re: Temporary Shelter Policy

Recommendation

Staff recommends that the City Council reviews data and examples of temporary shelter ordinances contained in this memo and discusses whether to direct staff in drafting a policy ordinance.

Problem and History

Over the last year, Kenmore has received multiple requests to use sites as temporary shelters and/or resource centers. The City has appropriately conditioned applications through its Temporary Use Permit process. However, the question has been raised as to whether Kenmore should have specific code for temporary shelter regulations to address concerns of safety and security. At the January 2018 retreat, the City Council directed staff to produce a policy memo in summer 2018 with research and recommendations for a temporary shelter ordinance.

Current Conditioning

The Kenmore Code currently establishes general regulations for Temporary Use Permits. Kenmore's Temporary Use code is included in this packet as Appendix A.

Two Types of Shelters

A potential new policy could address two different types of homeless shelters: 1) temporary shelters and 2) low-barrier temporary shelters.

Definitions

For the purpose of this memo and policy matrix (Appendix B), staff will define temporary shelters as barrier-based indoor and outdoor shelters, including outdoor encampments.

Low-barrier temporary shelters are indoor shelters with minimum expectations from tenants. They often will not reject residents for things such as drugs, alcohol, and pets. Many do not require identification for sex offender or active warrant checks. However, staff proposes that low-barrier temporary shelters as defined by Kenmore can include shelters with sex offender and warrant checks, so long as other barriers are absent.

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Staff proposes that the City Manager or designee issuing Temporary Use Permits will classify applicant shelters as temporary shelters or low-barrier temporary shelters depending on their barrier characteristics, and corresponding regulations will apply.

Regulation Areas

Refer to the attached matrix with comparisons of temporary shelter policies from Shoreline, Kirkland, and Bothell. The matrix shows details of each city's policy per regulation area, with a proposed Kenmore policy in the highlighted columns for both types of shelter. The Kenmore proposal is a launching point for the City Council to consider each regulation area and make its own determinations.

Key regulations areas are as follows:

Application Requirements and Permit Fee

Jurisdictions require varying amounts of information from applicants. Many call for plans to ensure the managing and or/sponsoring organization's consideration of safety, health, site impacts, security, transportation, and parking. Ultimately, a designated staff member will review applications and grant permits based on meeting application requirements and public health and safety requirements.

The permit fee for a recent homeless encampment's temporary use permit in Woodinville was \$976 and was paid by the sponsoring church. Bothell's transitory accommodation permit fee was \$2,842, including a 5 percent technology fee. In Redmond's research, they found the average fee to be \$1,135. A chairman for Camp Unity said their permit fees have normally ranged from \$300-\$2,000 and have occasionally been waived. He described high permit fees as "onerous" for Camp Unity and its sponsoring organizations.

When Kenmore issued temporary use permits for encampments and emergency shelters in the past year, no permit fee was applied.

Of note: Redmond is quite different than other cities surveyed. Its code allows for permits that can be granted for five years and allow three stays over that period of time, as long as encampment plan and conditions remain unchanged. Therefore, its fee of \$2,652.53 is divided over three possible stays. Though it was not adopted, Redmond also explored permitting five stays on one five-year permit, and lowering the fee to \$1000 (\$200 per stay).

The City Council will establish an appropriate permit fee.

Location

A buffer of 20 ft. from abutting properties is a common standard for required separation. Jurisdictions typically prohibit critical areas and their buffers for shelter sites.

The City Council will likely address concerns regarding a separation distance for low-barrier temporary shelters from surrounding properties or specific types of properties, such as schools and public areas. Staff proposes discretion in the Temporary Use application process to determine whether the site's location and condition meet the requirement of not being in conflict with the health and safety of the community (see KMC 18.115.40 E for language that will be applied).

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If the City Council determines a specific separation distance from certain types of properties should be required, staff seeks direction from the City Council in determining regulations.

Maximum Occupancy

Typical maximum occupancy per city ordinance is 100. Camp Unity has changed its maximum occupancy to 40, based on the difficulty of managing a site with more residents. A separate maximum occupancy for indoor, cold-weather emergency shelters may not be necessary. A few other jurisdictions in the state require a minimum of 150 square feet per resident for outdoor encampments.

Duration

Temporary shelters: Typical duration limits for temporary encampments are around 90 days. In Tacoma's newer temporary shelter policy, shelters can be permitted for a 185-day stay, with the possibility of extending to one (1) year. The Camp Unity chairman said that 90 days is difficult, because set up and take down both require one week apiece. Camp Unity would prefer a duration limit of 120 days, so as to have three (3) locations over the course of a year, instead of four (4), although 125 days would actually ensure only three annual sites.

Low-barrier temporary shelters: Organizations such as Lake City Partners Ending Homelessness typically rotate from church to church one month at a time during the coldest months of the year.

Frequency

Other municipalities have commonly opted for six (6) months to one (1) year for the amount of time that needs to transpire before requesting a new permit on a vacated site.

In Kenmore's case, Northlake Lutheran Church has been the site of an outdoor homeless encampment and an indoor, low-barrier temporary shelter. A decision can be made on whether the two separate types of shelters can be hosted concurrently or successively on the same site. For instance, code could regulate that one site can only host one temporary shelter at the same time, and a specified amount of time must transpire between permits for the same site unless successive shelters are of different types (i.e., an encampment followed shortly thereafter by a low-barrier temporary shelter).

Concurrence

Some cities opt to regulate how many encampments or other temporary shelters can operate at the same time. Tacoma has a limit of six (6), with extra stipulations on where they can be located. Lynwood has a limit of one (1).

Pre-screening of Residents

Temporary shelters: Other jurisdictions commonly obtain identification of residents and perform checks for sex offenders and active warrants. If sex offenders or persons with active warrants are identified, police is immediately notified.

Low-barrier temporary shelters: Low-barrier shelter organizations often don't require identification from residents, as their funding depends on it. Mark Ellerbrook from the King County Department of Community and Human services confirmed that King County's funding of

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Lake City Partners Ending Homelessness is contingent upon its low-barrier status, and that no screening is a fundamental component of that status.

Code of Conduct

Codes of conduct are commonly required from sponsoring or managing organizations. Jurisdictions vary in their codes of conduct requirements, with Kirkland's being one of the most comprehensive (see matrix).

Notice

If desired, a minimum notice for surrounding property owners and/or the public before the beginning of operation for a temporary homeless shelter. For instance, Kirkland requires that all owners of all properties within 500 ft. of the site be notified by mail at least 14 days prior to beginning of operation. Furthermore, notice must be published in the city newspaper and on the city website. Sumner requires that owners of properties within 500 ft. be invited by the managing or sponsoring agency to an information meeting, which must be held at least 30 days before submitting the application.

Supervision

Outdoor encampments: Some jurisdictions require that a representative of the sponsoring or managing agency be on site at all times.

Indoor, cold-weather emergency shelters: Lake City Partners Ending Homelessness requires that two monitors be on site during operating hours. A regulation for minimum supervision should be established.

Enforcement

Enforcement comes through 1) issuing permits based on applicants meeting all requirements, 2) inspecting sites as stipulated in the ordinance, and 3) sending notice of non-compliance and, if necessary, revoking the Temporary Use Permit. Other jurisdictions typically send violation notices and give a reasonable period of time for compliance. If the Temporary Use Permit must be revoked, all temporary shelter activities on the site must cease.

Conclusion

Staff recommends that the City Council reviews data and examples of temporary shelter ordinances contained in this memo and discusses whether to direct staff to move forward in drafting a policy ordinance.

Explanation of Appendices

Appendix A: The current Kenmore Temporary Use code.

Appendix B: A policy matrix comparing neighboring codes for temporary encampments and a proposal for Kenmore regulations, with columns for temporary shelters and low-barrier temporary shelters.

Appendix C: The Shoreline Temporary Use code with a section addressing “transitional encampments.” Shoreline’s code is characteristic of neighboring codes, with language for regulations that staff proposes be influential in Kenmore’s regulations.

Appendix D: The Tacoma Temporary Use code, with a section addressing “temporary shelters.” City Attorney Rod Kaseguma favors the setup of the Tacoma code, insisting that Kenmore’s code could follow a similar order in addressing regulation areas.

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Appendix A: Kenmore Temporary Use Code

18.100.100 Temporary use permits.

A temporary use permit is a mechanism by which the *City* may permit a *use* to locate within the *City* on an interim basis, without requiring full compliance with the development standards, or by which the *City* may permit seasonal or transient *uses* not otherwise permitted.

Except as provided by KMC [18.100.110](#), a temporary use permit shall be required for:

- A. *Uses* not otherwise permitted in the zone that can be made compatible for periods of limited duration and/or frequency;
- B. *Uses* permitted in a zone which do not meet all of the required development standards but that can be made compatible for periods of limited duration and/or frequency; or
- C. Limited expansion of any *use* that is otherwise allowed in the zone but which exceeds the intended scope of the original land use approval. [Ord. 11-0329 § 3 (Exh. 1).]

18.100.110 Temporary use permits – Exemptions to permit requirement.

- A. Any *use* not exceeding a cumulative total of two days each calendar year shall be exempt from requirements for a temporary use permit.
- B. The following *uses* shall be exempt from requirements for a temporary use permit when located in the RB, WC, UC, CB, DC, PSP, P, or NB zone for the time period specified below:

- 1. *Uses* not to exceed a total of 30 days each calendar year:

- a. Christmas tree lots; and
- b. Produce stands.

- 2. *Uses* not to exceed a total of 14 days each calendar year:

- a. Amusement rides, carnivals, or circuses;
- b. Community festivals; and
- c. Parking lot sales.

C. Any community event held in a *park* and not exceeding a period of seven days shall be exempt from requirements for a temporary use permit.

D. Temporary uses or activities, conducted during an *emergency* event, or training exercises conducted at emergency sites, designated pursuant to an emergency management plan, shall not be subject to the provisions of this title. [Ord. 14-0391 § 2 (Exh. 1); Ord. 11-0329 § 3 (Exh. 1).]

18.100.120 Temporary use permits – Duration and frequency.

Temporary use permits shall be limited in duration and frequency as follows:

- A. The temporary use permit shall be effective for up to 365 days after issuance by the *city manager*;
- B. The temporary use shall not exceed a total of 90 days or as otherwise provided in this title; provided, that this requirement applies only to the days that the event(s) authorized by the permit actually takes place. This time limit may be extended by the *city council* following a public hearing on the proposal;
- C. The temporary use permit shall specify a date upon which the *uses* shall be terminated and removed; and

6/7/2018

Chapter 18.100 GENERAL PROVISIONS – NONCONFORMANCE, EXISTING LEGAL USES, AND TEMPORARY USES

D. A temporary use permit shall not be granted for the same temporary use on a property more than once per calendar year; provided, that a temporary use permit may be granted for multiple events during the approval period. [Ord. 11-0329 § 3 (Exh. 1).]

18.100.125 Temporary use permits – Decision criteria.

A temporary use permit shall be granted by the *City* only if the *applicant* demonstrates that:

- A. The proposed temporary use will not be materially detrimental to the public welfare;
- B. The proposed temporary use is compatible with existing land *uses* in the immediate vicinity in terms of noise and hours of operation; and
- C. Adequate public off-street parking and traffic control for the exclusive use of the proposed temporary use can be provided in a safe manner. [Ord. 11-0329 § 3 (Exh. 1).]

18.100.130 Temporary use permits – Parking.

Parking and access for proposed temporary *uses* shall be approved by the *City*. [Ord. 11-0329 § 3 (Exh. 1).]

18.100.140 Temporary use permits – Traffic control.

The *applicant* for a proposed temporary use shall provide any parking/traffic control attendants as specified by the *department*. [Ord. 11-0329 § 3 (Exh. 1).]

Appendix B: Policy Comparison Matrix with Kenmore Proposal

	Shoreline	Kirkland	Bothell	Additional Notes	Kenmore Proposal	
					Temporary Shelters	Low-barrier Shelters
Type of Permit	Temporary Use: Transitional Encampments	Temporary Use: Encampments	Transitory Accommodation		Temporary Use: Temporary Shelters	Temporary Use: Low-barrier Shelters
Permit Fee	Fee waived	\$231 plus technology fee	\$2842 including 5 percent technology fee	Woodinville: \$976, paid by sponsoring church Camp Unity said that some cities require an onerous application fee anywhere from \$300-\$2,000. In some cases they can get it waived	No fee	
Permitted Locations					Prohibited in critical areas and their buffers Not detrimental to the public welfare, compatible with existing uses in the immediate vicinity in terms of noise and hours of operation, adequate parking and traffic control provided in a safe manner Not in conflict with health and safety of the community Low-barrier shelters must be indoors	
Application	Permit issued by Director based on: Mitigated impacts on safety, health and parking Hours of operations specified Noise, light, and glare don't negatively affect surrounding area	Application provided by Planning and Building Department Reviewed and decided upon by planning official Transportation plan required with application	Permits issued by Community Development Director based on adequate impact mitigation Permit fee established by City Council Impact mitigation plan Code of conduct		City manager or designee authorizes permits based on public health and safety requirements being addressed and consideration of application's conformance to regulations	
Operating Hours						Open between the hours of 7:30 p.m. and 7:30 a.m.
Maximum Occupancy	100 maximum; 7,500 sq. ft. required for up to 50 first residents, 150 sq. ft. per resident after that	100 maximum		Camp Unity limit is 40	100 maximum Outdoor shelters: 150 sq. ft. required per resident Indoor shelters: Compliance with building code for safety	
Duration	90 days, with possible extension for 90 more days based on meeting site requirements	92 days	90 days	Camp Unity said that the common 90-day limit is difficult, due to preparations to move and moving. Much prefers 120 days	125 days (causes temporary shelter to only need 3 sites per year)	31 days

	Shoreline	Kirkland	Bothell	Additional Notes	Kenmore Proposal	
					Temporary Shelters	Low-barrier Shelters
Frequency	Once vacated, site not authorized for new permit for 180 days	Once per 365 day period on same site	Permit for 90 days per site in 12-month period, cumulatively or consecutively		Once vacated, site not authorized for new permit for 180 days for a shelter of the same type (i.e., a low-barrier shelter cannot be followed by another low-barrier shelter on the same site until 180 days have transpired) A permit for a different shelter type on the same site can be issued with no required buffer time (i.e., a low-barrier shelter can come in December to a church that hosted an outdoor encampment from September to November) A temporary shelter and a low-barrier shelter cannot operate on the same site concurrently	
Concurrence				Some jurisdictions, such as Lynwood, stipulate that only one temporary homeless shelter can operate at a time	Only one shelter of each type (temporary shelter and low-barrier shelter) may operate in the city at any time	
Exterior boundary	10 ft. setbacks from neighboring properties, 5 ft. setback from right-of-way lines	Must be located a minimum of 20 ft. from property lines of abutting residential properties	No less than 20 ft. from adjacent property lines unless property gives consent		If outdoors, must be located a minimum of 20 ft. from property lines of abutting properties	
Sight-obscuring Fence	Six-foot sight-obscuring screen. Screen can't be black.	Sight-obscuring fence required around perimeter unless out of view of adjacent properties	Sight-obscuring fence required around perimeter unless out of view of adjacent properties		If outdoors, a six-foot-tall sight-obscuring fence required, unless site is out of view of adjacent properties	
Lighting		Exterior lighting must face downward and contained within encampment	Compliant with city light and glare regulations		If outdoors, exterior lighting must face downward and be contained within encampment	
Children		No children under 18 allowed in encampment			Persons under 18 only allowed if accompanied by a guardian or part of organization providing a meal	No children under 18 allowed in shelter
Pre-screening of Residents	Sex offender and warrant checks Identification list sent to King County Sheriff's Office Communication Center	Sex offender and warrant checks All police requirements for offenders met	Sex offender and warrant checks Police immediately notified if sex offender or person with active warrant identified	Lake City Partners Ending Homelessness has King County as its primary funder, and the county's funding is contingent upon low-barrier (no-screening) status	Sex offender and warrant checks Police immediately notified if sex offender or person with active warrant identified	Sex offender and warrant checks Police immediately notified if sex offender or person with active warrant identified UNLESS Funding agency's grant contingent upon no screening

	Shoreline	Kirkland	Bothell	Additional Notes	Kenmore Proposal	
					Temporary Shelters	Low-barrier Shelters
Transportation		Transportation plan required with application	Temporary shelter must be located within one-half mile of a regular public transportation stop		Transportation plan required with application	Sponsoring organization provides bus tickets or other transportation for daytime hours when shelter is not operating
Adequate Facilities and Inspections	"Provide adequate sanitary facilities" Permit inspections by City and King County Health and Fire Departments at any reasonable time without notice Inspection by Fire Department first week of operation	"... compliance with Washington State and City codes concerning but not limited to drinking water connections, human waste, solid waste disposal, electrical systems and fire-resistant materials"	"All applicable city, county and state regulations pertaining to public health shall be met." Adequate toilet facilities as determined by Public Works Director Inspections permitted by the City to ensure public health at any time without notice	Camp Unity claims Tacoma's code overreaches. CUE has one shower for 40 residents and says it's adequate	Provide adequate sanitary facilities Permit inspections by City and King County Health, Fire and Police Departments at any reasonable time without notice Adequate access for emergency vehicles	
Parking		Parking for five vehicles shall be provided	Adequate parking will be provided so as to not reduce parking utilized by existing surrounding uses Proposed parking plan		Minimum of two (2) off-street parking spaces per 25 residents unless shelter is cold-weather shelter where amount of residents cannot be anticipated. In that case, a minimum of eight (8) off-street parking spaces is required Required parking for principal/existing use on-site shall not be displaced	
Code of Conduct	Code of conduct includes: -No drugs, alcohol, violence -Exclusion of sex offenders	Managing agency provides and enforces code of conduct containing the following as a minimum: -No drugs or alcohol -No weapons -No violence -No open flames -No loitering in surrounding neighborhood -Quiet hours	Required with names and phone numbers of persons comprising the applicant		Code of conduct required and submitted with application for review Includes at a minimum: -No drugs or alcohol -No weapons -No violence -No open flames -No loitering in surrounding neighborhood -Quiet hours	Code of conduct required and submitted with application for review Includes at a minimum: -No violence -No open flames -No loitering in surrounding neighborhood -Quiet hours
Supervision and Security					One representative of managing/sponsoring agency on site at all times	Two monitors required on site during operating hours

	Shoreline	Kirkland	Bothell	Additional Notes	Kenmore Proposal	
					<i>Temporary Shelters</i>	<i>Low-barrier Shelters</i>
Smoking	Smoking only in designated area, must be 25 feet from neighboring properties				Smoking only in designated area, must be 25 feet from neighboring properties	
Quiet Hours					For outdoor encampments, quiet hours must be observed from 9:00 p.m. to 9:00 a.m.	
Notice	Neighborhood meeting and written summary before application is submitted	14 days before anticipated start, mailed notice to owners of property within 500 ft. and residents and tenants adjacent to property Published in city newspaper and posted on city web site	Comments sought from any public or private schools within 600 ft. of boundaries Mediation through city if necessary		30 days before application is submitted, property owners and residents within 500 ft. of site and the City must be mailed a notice by managing/sponsoring agency At least two weeks before application is submitted, a public information meeting must be held by managing/sponsoring agency	

Appendix C: Shoreline Temporary Use Code

20.30.295 Temporary use.

A. A temporary use permit is a mechanism by which the City may permit a use to locate within the City (on private property or on the public rights-of-way) on an interim basis, without requiring full compliance with the Development Code standards or by which the City may permit seasonal or transient uses not otherwise permitted.

B. The Director may approve or modify and approve an application for a temporary use permit if:

1. The temporary use will not be materially detrimental to public health, safety, or welfare, nor injurious to property and improvements in the immediate vicinity of the subject temporary use;
2. The temporary use is not incompatible in intensity and appearance with existing land uses in the immediate vicinity of the temporary use;
3. Adequate parking is provided for the temporary use and, if applicable, the temporary use does not create a parking shortage for the existing uses on the site;
4. Hours of operation of the temporary use are specified;
5. The temporary use will not create noise, light, or glare which would adversely impact surrounding uses and properties; and
6. The temporary use is not in conflict with the standards of the critical areas regulations, Chapter [20.80](#) SMC, Critical Areas, and is located outside the shoreline jurisdiction regulated by the Shoreline Master Program, SMC Title [20](#), Division II.

C. Except for transitional encampments, a temporary use permit is valid for up to 60 calendar days from the effective date of the permit, except that the Director may establish a shorter time frame or extend a temporary use permit for up to one year.

D. Additional Criteria for Transitional Encampment.

1. The site must be owned or leased by either a host or managing agency.
2. The application fee for a temporary use permit (TUP) for a transitional encampment is waived.
3. Prior to application submittal, the applicant is required to hold a neighborhood meeting and provide a written summary as set forth in SMC [20.30.045](#) and [20.30.090](#).
4. The applicant shall utilize only government-issued identification such as a State or tribal issued identification card, driver's license, military identification card, or passport from prospective encampment residents to develop a list for the purpose of obtaining sex offender and warrant checks. The applicant shall submit the identification list to the King County Sheriff's Office Communications Center.
5. The applicant shall have a code of conduct that articulates the rules and regulation of the encampment. These rules shall include, at a minimum, prohibitions against alcohol and/or drug use and violence; and exclusion of sex offenders. The applicant shall keep a cumulative list of all residents who stay overnight in the encampment, including names and dates. The list shall be kept on site for the duration of the encampment. The applicant shall provide an affidavit of assurance with the permit submittal package that this procedure is being met and will continue to be updated during the duration of the encampment.
6. The maximum number of residents at a transitional encampment site shall be determined taking into consideration site conditions, but shall in no case be greater than 100 residents at any one time. Any proposed site

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shall meet the site requirements in subsection (D)(7) of this section and be of sufficient size to support the activities of the transitional encampment without overcrowding of residents.

7. Site Requirements.

a. The minimum useable site area for a transitional encampment shall be: 7,500 square feet for the first 50 residents, plus 150 square feet for each additional resident, up to the maximum allowable of 100 residents. The useable site area may be a combination of contiguous parcels in the same ownership of the host or managing agency.

b. Tents and supporting facilities within an encampment must meet 10-foot setbacks from neighboring property lines, not including right-of-way lines or properties under the same ownership as the host agency. Setback from rights-of-way must be a minimum of five feet. Additional setback from rights-of-way may be imposed based on the City's Traffic Engineer's analysis of what is required for safety. Setbacks to neighboring property lines may be reduced by the Director to a minimum of five feet if it can be determined that the reduction will result in no adverse impact on the neighboring properties, taking into account site conditions that extend along the entire encampment area, including but not limited to:

- i. Topography changes from adjoining property;
- ii. Visually solid, minimum six-foot height, intervening structures;
- iii. Distance from nearest structure on neighboring property;
- iv. Vegetation that creates a visual screen.

c. The transitional encampment shall be screened. The screening shall meet setbacks except screening or structures that act as screening that are already in existence. The color of the screening shall not be black.

d. A fire permit is required for all tents over 400 square feet. Fire permit fees are waived.

e. All tents must be made of fire resistant materials and labeled as such.

f. Provide adequate number of 2A-10BC rated fire extinguishers so that they are not more than 75 feet travel distance from any portion of the complex. Recommend additional extinguishers in cooking area and approved smoking area.

g. Smoking in designated areas only; these areas must be a minimum of 25 feet from any neighboring residential property. Provide ashtrays in areas approved for smoking.

h. Emergency vehicle access to the site must be maintained at all times.

i. Members of the transitional encampment shall monitor entry points at all times. A working telephone shall be available to ensure the safety and security of the transitional encampment at all times.

j. Provide adequate sanitary facilities.

8. The encampment shall permit inspections by City, King County Health Department, and Fire Department inspectors at reasonable times during the permit period without prior notice to ensure compliance with the conditions of the permit.

9. The encampment shall allow for an inspection by the Shoreline Fire Department during the initial week of the encampment's occupancy.

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10. Encampments may be allowed to stay under the temporary use permit for up to 90 days. A TUP extension may be granted for a total of 180 days, on sites where agencies in good standing have shown to be compliant with all regulations and requirements of the TUP process, with no record of rules violations. The extension request must be made to the City, but does not require an additional neighborhood meeting or additional application materials or fees.
11. Host or managing agencies may not host a transitional encampment on the same site within 180 days of the expiration date of the TUP for a transitional encampment.
12. At expiration of the permit, the host or managing agency shall restore the property to the same or similar condition as at permit issuance. (Ord. 762 § 1 (Exh. A), 2017; Ord. 724 § 1 (Exh. A), 2015; Ord. 425 § 1, 2006).

Appendix D: Tacoma Temporary Shelter Code

Tacoma Municipal Code

a valid building permit for which a complete application is submitted within 18 months following said damage, which permit must be actively pursued to completion.

J. Nonconforming signs. Nonconforming signs shall be subject to the regulations found in Section 13.06.521.N. Signs for nonconforming commercial and/or industrial uses in a residential district shall be limited to the signage which existed at the time it became nonconforming or, in the event the sign is destroyed or removed, it may be replaced by a sign not to exceed 32 square feet.

(Ord. 28376 Ex. E; passed Aug. 16, 2016; Ord. 28336 Ex. C; passed Dec. 1, 2015; Ord. 28230 Ex. D; passed Jul. 22, 2014; Ord. 28077 Ex. C; passed Jun. 12, 2012; Ord. 27893 Ex. A; passed Jun. 15, 2010; Ord. 27771 Ex. C; passed Dec. 9, 2008; Ord. 27539 § 18; passed Oct. 31, 2006; Ord. 27431 § 11; passed Nov. 15, 2005; Ord. 27079 § 47; passed Apr. 29, 2003; Ord. 26933 § 1; passed Mar. 5, 2002)

13.06.635 Temporary use.

A. Purpose. The purpose of this section is to allow listed temporary uses which:

1. Are not contrary to the various purposes of this chapter;
2. Will not impede the orderly development of the immediate surrounding area, as provided for in the Comprehensive Plan and the zoning district in which the area is located; and
3. Will not endanger the health, safety, or general welfare of adjacent residences or the general public.

B. Temporary uses.

1. General. A temporary use shall be subject to the standards of development specified in this section.
2. Duration and/or frequency. Where permitted as a temporary use, the following uses may be authorized for the time specified in Table 1, and subject to Section 13.06.635.B.

Table #1: TEMPORARY USES ALLOWED – NUMBER OF DAYS ALLOWED	
Temporary Use Type	Days Allowed Per Year
Seasonal sales	45
Carnival	14
Temporary housing	See Section 13.06.635.B.3.a
Temporary office space	See Section 13.06.635.B.3.b
Temporary storage	See Section 13.06.635.B.3.d
Temporary shelters	See Section 13.06.635.B.4

a. The duration of the temporary use shall include the days the use is being set up and established, when the event actually takes place, and when the use is being removed.

b. A parcel may be used for no more than three temporary uses within a calendar year; provided, the time periods specified in Table 1 are not exceeded. Multiple temporary uses may occur on a parcel concurrently; provided, the time periods in Table 1 are not exceeded.

3. Temporary structure standards.

a. Temporary housing.

(1) Such use shall be placed on a lot, tract, or parcel of land upon which a main building is being in fact constructed. The applicant shall have a valid building permit approved by Planning and Development Services;

(2) Such uses are of a temporary nature not involving permanent installations, including structures and utilities;

(3) That such a house trailer or mobile home shall be located at least 25 feet away from any existing residences;

(4) That conformance with all applicable health, sanitary, and fire regulations occasioned by the parking and occupancy of said house trailer or mobile home shall be observed.

(5) The temporary housing shall be removed within 30 days after final inspection of the project, or within one year from the date the unit is first moved to the site, whichever may occur sooner.

b. Temporary office space.

(1) Such use shall be in accordance with the use regulations of the zoning district within which the temporary office is located.

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- (2) Such use is appropriate due to the construction or reconstruction of a main building or the temporary nature of the use.
- (3) Such use is of a temporary nature not involving permanent installations, including structures, utilities, and other improvements, unless such improvements are to be used in conjunction with a permanent structure, plans for which have been approved by Planning and Development Services. This provision shall not be construed to prohibit the installation of utilities necessary to serve the temporary use or the requiring of improvements necessary to eliminate or mitigate nuisances or adverse environmental impacts resulting from the temporary use.
- (4) Such a temporary building shall be located at least 25 feet away from any existing structure or structures under construction unless it can be demonstrated that a lesser distance will be adequate to safeguard adjacent properties and provide a safe distance from any construction occurring on the site.
- (5) Such temporary building shall not be required to comply with the design standards found in Section 13.06.501.
- (6) That conformance with all applicable health, sanitary, and fire regulations occasioned by the parking and occupancy of said temporary building shall be observed.
- (7) The temporary office shall be removed within 30 days after final inspection of the project, or within one year from the date the unit is first moved to the site, whichever may occur sooner.

c. Carnival.

- (1) Such uses are of a temporary nature not involving permanent installations, including both structures and utility services, except those already existing on the premises.
- (2) Proper regard shall be given to the controlling of traffic generated by the use with respect to ingress and egress to the given site and the off-street parking of automobiles attracted by the use.
- (3) That any structures, buildings, tents, or incidental equipment shall be located at least 200 feet from existing residences;
- (4) That off-street parking for the primary use on the site shall not be reduced below the required parking for that use.

d. Temporary storage. Temporary storage units are transportable units designed and used primarily for temporary storage of building materials, household goods, personal items and other materials for use on a limited basis. Temporary storage units, where allowed, shall be subject to the following standards:

- (1) Temporary storage units shall be allowed as part of an active construction project or active moving process.
- (2) In residential zoning districts, the maximum duration of temporary storage shall be 180-days in any two-year period, with up to one 60-day extension allowed at the discretion of Planning and Development Services.
- (3) In commercial, mixed-use or industrial zoning districts, temporary storage units shall be removed within 30 days after final inspection of the project.
- (4) Temporary storage units shall be placed in the least conspicuous location available to minimize disturbance to any adjoining properties and shall be located in accordance with all applicable building, health and fire safety ordinances and regulations. Units shall provide a minimum 5-foot setback from all exterior property lines and shall not be located within required buffer areas. Units shall not block, impair, or otherwise unduly inconvenience pedestrian or vehicular traffic patterns, emergency access, access points to the site, parking lots, or adjacent uses.
- (5) Such use is of a temporary nature not involving permanent installations, including structures, utilities, and other improvements, unless such improvements are to be used in conjunction with a permanent structure, plans for which have been approved by Planning and Development Services. This provision shall not be construed to prohibit the installation of utilities necessary to serve the temporary use or the requiring of improvements necessary to eliminate or mitigate nuisances or adverse environmental impacts resulting from the temporary use.
- (6) Such temporary building shall not be required to comply with the standard locational, bulk and area requirements or the design, landscaping, parking and other standards found in Sections 13.06.500-.522.
- (7) Planning and Development Services shall have full discretion to stipulate additional limitations or conditions on such temporary use to ensure that it does not unduly affect the health, safety, or general welfare of adjacent properties or residences or the general public.

4. Temporary Shelters.

a. Purpose. In recognition of the need for temporary housing for homeless persons, it is the purpose of this section to allow sponsoring religious, non-profit, and governmental organizations to use property owned or controlled by them for temporary homeless shelters, while preventing harmful effects associated with such uses, including the use of open flames, the possibility

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of impediments to emergency services, the possibility of environmental degradation, the use of improper sanitary facilities, and the possibility of any other factors that would be considered a nuisance under applicable laws.

b. Application. In order to allow sponsoring religious, non-profit, and governmental organizations to establish a temporary shelter on qualifying property, a permit must be obtained from Planning and Development Services in accordance with TMC 13.05, Land Use Permit Procedures, and the following:

(1) The Director of Planning and Development Services is authorized to issue permits for temporary shelters only upon demonstration that all public health and safety considerations have been adequately addressed, and may administratively adjust standards upon providing findings and conclusions that justify the requirements. A permit allowing a temporary shelter site may be terminated if the City determines the site is unfit for human habitation based on safety, sanitary conditions or health related concerns or activities have become disorderly or disorganized so as to impact the safety, health, and welfare of the neighborhood adjacent to the site.

(2) An application for a temporary shelter shall include the following:

(a) The dates of the start and termination of the temporary shelter;

(b) The maximum number of residents proposed;

(c) The location, including parcel number(s) and address(es);

(d) The names of the managing agency, proposed self-management plan (the self-management plan would require consultation with the sponsor and oversight by City staff and meetings with neighboring property owners, businesses, Safe Streets organizations, Neighborhood Councils, and/or similar organizations), or manager and sponsor;

(e) A site plan showing the following shall be prepared and reviewed by staff, which will make recommendations for best practices, including Crime Prevention through Environmental Design ("CPTED") principles:

(i) Property lines;

(ii) Property dimensions;

(iii) Location and type of fencing/screening (must be a minimum of ten feet from property lines);

(iv) Location of all support structures (administrative, security, kitchen, and dining areas) or planned space to be used inside an on-site structure;

(v) Method of providing and location of potable water;

(vi) Method of providing and location of waste receptacles;

(vii) Location of required sanitary stations (latrines, showers, hygiene, hand washing stations);

(viii) Location of vehicular access and parking;

(ix) Location of dwellings for each person (must meet Tacoma-Pierce County Health Department requirements);

(x) Entry/exit control points;

(xi) Internal pathways, and access routes for emergency services.

(f) A statement from the sponsoring religious, non-profit, or governmental organization regarding its commitment to maintain liability insurance in types and amounts sufficient to cover the liability exposures inherent in the permitted activity during the existence of any sponsored temporary shelter;

(g) a signed trespass order filed with the Tacoma Police Department;

(h) a mandatory preapplication meeting to be attended by city representatives, such as agents from Planning and Development Services and Neighborhood and Community Services, as deemed appropriate;

(i) transition plan for assisting residents in moving to another location.

c. Safety and health requirements. A temporary shelter shall be established in accordance with the following standards:

(1) No more than 100 residents shall be allowed per shelter location. The City may further limit the number of residents as site conditions dictate.

(2) A minimum of 7,500 square feet of site area shall be required for shelters serving up to 50 people. The minimum site area may be proportionally reduced if adjacent existing buildings are used for sleeping or support facilities such as kitchen, dining hall, showers, and latrines.

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(3) For a shelter serving more than 50 residents, the minimum 7,500 square-foot site area shall be increased by 150 square feet for each additional resident, up to a total of 100 residents.

(4) The maximum duration of a temporary shelter shall be 185 consecutive days, except as provided below:

(a) The Director may extend the permit once for up to 40 days if unforeseen problems arise regarding shelter relocation. An extension must be requested before the last 30 days of the temporary permit and will not be granted if any violation of the temporary shelter permit has occurred. Notice of such an extension shall be provided to the same notification list required for the original permit application, as well as any other individuals who commented on the original request.

(b) The Director may extend the permit once when inclement weather, natural disaster, or other emergency necessitates the continued use of the shelter location. The Director may extend the permit until the event necessitating the extension has ended but no longer than 90 days. An extension must be requested prior to the event or when reasonable given the circumstances of the event. Notice of such an extension shall be provided to the same notification list required for the original permit application, as well as any other individuals who commented on the original request.

(c) The Director may extend the temporary permit for a longer period, up to 180 days, if the shelter has demonstrated continuing need and demonstrated compliance with this chapter. An extension must be requested before the last 60 days of the existing temporary permit. As indicated in Section 13.05.020.H, the maximum duration for this type of temporary permit is one year, however, successive permits for one shelter facility can also be approved under this section. If an extension is approved, the decision shall address any appropriate modifications to conditions of approval. This type of long-term extension, or successive long-term permits, shall be processed in the same manner required for the original Temporary Shelters Permit (as outlined in Section 13.05), including the same level of community notification, community meeting, and comment period. The Director's decision regarding this type of extension shall require periodic monitoring not less than every 45 days. An extension shall not be granted if any violation of the existing temporary shelter permit has occurred. In considering whether to grant this type of long-term extension, the Director shall consider factors such as:

- i. The number of code compliance cases.
- ii. The number of calls placed to police due to disruptions on-site by residents.
- iii. The number of community engagements, which may include meetings or volunteer opportunities.
- iv. A report documenting the status of resident jobs, skills, or behavioral trainings.
- v. A report documenting efforts, up to and including, transitioning of residents into other temporary, long-term, or more stable housing.

(5) A temporary shelter may only return to the same site after six-months has lapsed since the end date of the previous temporary shelter.

(6) In no event shall more than six temporary shelter sites be permitted within the City at any given time. Additionally, a maximum of two (2) shelters should be allowed in any single Police Sector at any given time and a minimum of one mile must separate each temporary shelter site. Prior to approving a request for a second temporary shelter location within a sector, all other sectors shall have a temporary shelter location. As part of process for approving a second location within a sector, the City shall determine whether there are adequate City services to support the second location in a sector.

(7) Outdoor shelters shall be enclosed on all sides with a minimum six-foot tall, sight-obscuring fence. No fence will be required if the site is out of view of adjacent properties.

(8) Permanent structures are prohibited from being constructed within the temporary shelter site. Existing permanent structures may be used for sheltering or service provision.

(9) Temporary shelters are prohibited in Shoreline Districts, critical areas, and their buffers.

(10) The sponsoring religious, non-profit, or governmental organization shall work with Neighborhood and Community Services and other agencies to find more permanent housing solutions for the inhabitants of the shelter during its operation.

(11) One security/office/operations structure shall be provided for the site manager. The manager must be on site at all times. Persons who are acting as the on-site manager must be awake while on shift to monitor the security of the shelter and be ready and able to alert police and/or other emergency responders if the need arises.

(12) The minimum age for unaccompanied shelter residents is 18 years of age. Individuals under the age of 18 will only be allowed if accompanied by a guardian.

(13) Each resident shall be pre-screened for warrants and a background check shall be completed by the sponsor religious, non-profit, or governmental organization. No sex offenders will be permitted as shelter residents.

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(14) The temporary shelter must be located within one-half mile of a transit stop that is in service seven days per week.

(15) The following facilities and provisions must be made available on-site and approved for adequacy and location by the Tacoma-Pierce County Health Department prior to occupancy:

(a) Potable water as approved or provided by local utilities. Estimated usage is four to five gallons per day, per resident.

(b) Provide sanitary toilets as provided in the following table:

Number of residents	1-20	21-40	41-60	61-80	81-100
Number of toilets required	1	2	3	4	5

(c) Provide hand washing stations with warm water, soap, paper towels and covered garbage cans and recycling containers at the following locations:

(i) Hand washing stations next to toilets provided in the following manner:

Number of residents	1-15	16-30	31-45	46-60	61-75	76-90	91-100
Number of stations required	1	2	3	4	5	6	7

(d) Showering facilities are required as provided in the following table:

Number of residents	1-33	34-66	67-100
Number of showers required	1	2	3

(e) At least one food preparation area with refrigeration, sinks, and cooking equipment. If food is prepared on-site, adequate dishwashing facilities must be available.

(f) Food preparation, storage, and serving. No children under the age of ten shall be allowed in food preparation or storage areas.

(g) An adequate water source must be made available to the site.

(h) Indoor sleeping facilities must meet the following standards:

(i) Must comply with all life safety and building code requirements.

(i) Outdoor sleeping facilities must meet the following standards:

(i) Appropriate spacing is required between all temporary, semi-permanent, and permanent sleeping structures of all types, materials, and sizes. Appropriate spacing will be specified during application intake and review.

(j) Waste water disposal, which drains to sanitary sewer.

(k) Solid waste: Garbage and recycling removal by local utilities. Adequate scheduled dumping to prevent overflow. Infectious waste/sharps disposal shall be made available.

(l) Premises must be maintained to control insects, rodents, and other pests.

(16) Premises must be maintained as approved by the Tacoma Fire Department ("TFD"), including:

(a) Approval letter from the TFD, should the shelter site contain structures in excess of 200 square feet or canopies in excess of 400 square feet.

(b) Provide fire extinguishers in quantity and locations as specified by TFD.

(c) Adequate access for fire and emergency services, with a minimum of two access points, shall be maintained.

(d) No smoking or open flames shall be allowed in sleeping or food prep structures. Smoking within the shelter site will be within designated smoking areas only.

(e) Electrical inspections, in coordination with a Planning and Development Services electrical inspector, shall occur to ensure safe installation of power, if provided, including to support facilities (administration, security, kitchen, dining, shower, hygiene, and latrine facilities) and any sleeping structures.

(f) Security Plan. The security plan shall:

(i) List the contact name and phone number of the on-site manager;

(ii) Contain an evacuation plan for the temporary shelter;

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- (iii) Contain a controlled access plan for residents; and
 - (iv) Contain a fire suppression and emergency access plan.
 - (17) Parking standards.
 - (a) Parking spaces, layouts, and configuration shall be designed in accordance with TMC 13.06.510.
 - (b) A minimum of two off-street parking spaces per 25 residents are required for all temporary shelters.
 - (c) Any required parking for the principal/existing use on-site shall not be displaced as a result of the temporary shelter.
 - (18) Refuse and recycling containers shall be provided on-site, with service provided by Solid Waste Management and paid for by the applicant.
- (Ord. 28498 Ex. A; passed Apr. 10, 2018; Ord. 28460 Ex. A; passed Oct. 17, 2017; Ord. 28216 Ex. C; passed Apr. 22, 2014; Ord. 28109 Ex. O; passed Dec. 4, 2012; Ord. 27893 Ex. A; passed Jun. 15, 2010; Ord. 27079 § 48; passed Apr. 29, 2003; Ord. 26933 § 1; passed Mar. 5, 2002)

13.06.640 Conditional use permit.

A. Purpose. In many zones there are uses that may be compatible but because of their size, operating characteristics, potential off-site impacts and/or other similar reasons warrant special review on a case-by-case basis. The purpose of the conditional use permit review process is to determine if such a use is appropriate at the proposed location and, if appropriate, to identify any additional conditions of approval necessary to mitigate potential adverse impacts and ensure compatibility between the conditional use and other existing and allowed uses in the same zoning district and in the vicinity of the subject property. The zoning district use tables identify which uses require a conditional use permit (see Sections 13.06.100, -.200, -.300, and -.400). These uses may be authorized by the Director or Hearing Examiner in accordance with the procedures established in TMC 13.05 and the applicable criteria outlined below.

B. Conditional uses and height. Since certain conditional uses have intrinsic characteristics related to the function or operation of such uses, which may necessitate buildings or other structures associated with such uses to exceed the height limits of the zoning districts in which the conditional uses may be located, the Director or Hearing Examiner may authorize the height of buildings or other structures associated with the following conditional uses to exceed the height limit set forth in the zoning district in which such uses are located; provided, such height is consistent with the criteria contained in subsection C of this section:

1. Airports.
2. Religious assembly.
3. Schools, public or private.
4. Public safety and public services facilities.
5. Hospitals.
6. Wireless communication towers or wireless facilities, subject to the requirements set forth in Section 13.06.545, and the time limitations set forth in Chapter 13.05, Table G.
7. Utilities.
8. Park and recreation.
9. Surface Mining, and subject to the requirements of Section 13.06.540.

In order to ensure that the location and character of these uses will be compatible with the Comprehensive Plan, a review and decision by the Director or Hearing Examiner are required prior to the issuance of any conditional use permit.

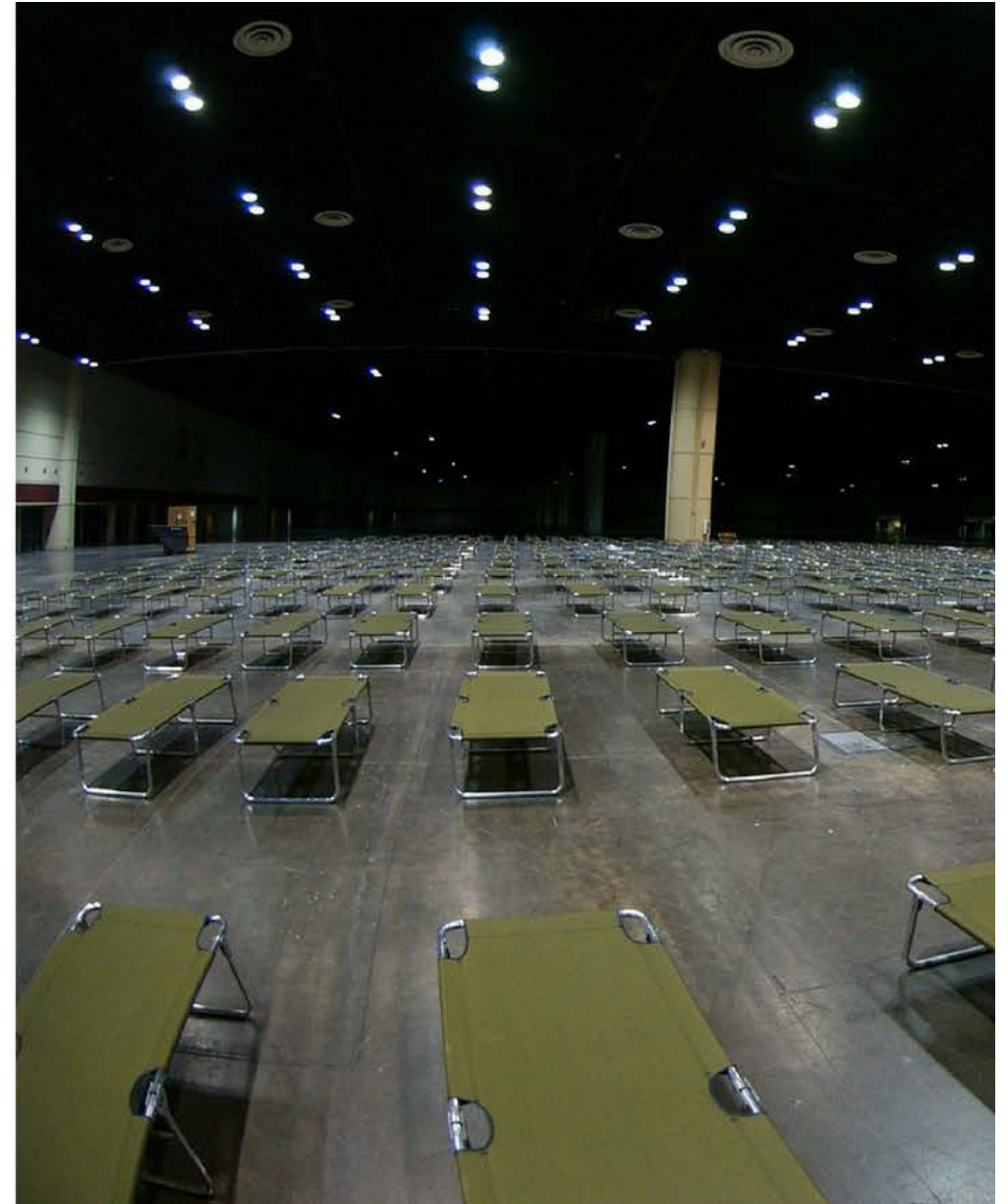
C. Conditional Use Permits and Historic Properties. For proposals affecting properties that are listed individually on the Tacoma Register of Historic Places, or are within historic special review or conservation districts, the Director shall refer the complete application to the Landmarks Preservation Commission for comment regarding whether the proposal appears to meet applicable historic guidelines and standards.

D. Criteria. A conditional use permit shall be subject to the following criteria:

1. There shall be a demonstrated need for the use within the community at large which shall not be contrary to the public interest.

Temporary Shelters Policy

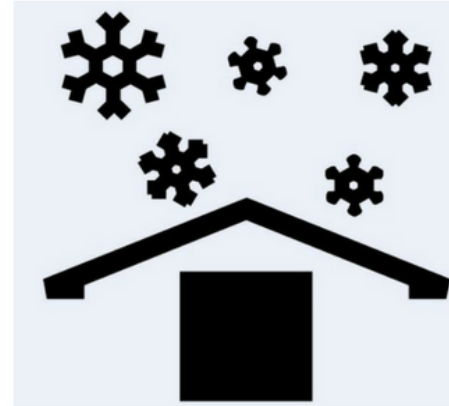
City Council Meeting
June 18, 2017



Problem and History



Encampments



Cold-weather, low-barrier shelters

Definitions

Temporary Shelters

Indoor or outdoor, barrier-based
Includes encampments

Low-barrier Temporary Shelters

One-month, overnight, indoor
Minimum expectations
"Take you as you are"

Types of Barriers

No pets, weapons, alcohol, drugs
Sobriety tests, Identification checks

Regulation Items Addressed

Application

Permit fee

Max occupancy

Duration

Frequency

Concurrence

Permitted locations

Pre-screening of residents

Children

Code of Conduct

Supervision

Security

Smoking

Quiet hours

Sight-obscuring fence

Neighbor notice

Adequate facilities

Transportation

Parking

Operating hours

Application and Fee

	<i>Temporary Shelters</i>	<i>Temporary Low-barrier Shelters</i>
<i>Application Requirements</i>	Site plan shows conformanc to regulations and public health and safety requirements Includes Code of Conduct and Transportation Plan	
<i>Fee</i>	No fee	

Max Occupancy, Duration, Frequency, Concurrence

	Temporary Shelters	Temporary Low-barrier Shelters
Max Occupancy	100 maximum Outdoor shelters: Site area equal to at least 150 sq. ft. required per resident Indoor shelters: Compliance with building code for safety	
Duration	125 days	31 days
Frequency	Once vacated, site nor permitted for another shelter for 180 days Different shelter types (temporary vs. temporary low-barrier) don't require buffer time but cannot exist on site at the same time	
Concurrence	Only one shelter of each type (temporary shelter and low-barrier shelter) may operate in the city at any time	

Safety and Security

	Temporary Shelters	Temporary Low-barrier Shelters
Permitted Locations	Not in conflict with health and safety of the community	
		Indoors
Pre-screening of Residents	Sex offender and warrant checks	
	Police immediately notified if sex offender or active warrant identified	
		UNLESS funding agency's grant contingent on no screening
Children	No children under 18 allowed to stay overnight unless accompanied by a parent or guardian	No children under 18 allowed

Safety and Security (cont.)

	<i>Temporary Shelters</i>	<i>Temporary Low-barrier Shelters</i>
<i>Code of Conduct</i>	Submitted with application Includes at a minimum: -No drugs or alcohol -No weapons -No violence -No open flames -No loitering in neighborhood -Quiet hours	Submitted with application Includes at a minimum: -No violence -No open flames -No loitering in neighborhood -Quiet hours
<i>Supervision and Security</i>	Shelter provides contact information for an emergency point of contact from both the managing and sponsoring agency, which can be called anytime	Two monitors during operating hours

Neighbor Impacts

	<i>Temporary Shelters</i>	<i>Temporary Low-barrier Shelters</i>
<i>Smoking</i>	Smoking only in designated area, must be 25 feet from neighboring properties	
<i>Quiet Hours</i>	Outdoor: Between 9 p.m. and 9 a.m.	
<i>Sight-obscuring Fence</i>	If outdoors, six-foot fence unless out of view	
<i>Neighbor Notice</i>	Mailed notice to neighbors 30 days before application submission Public information meeting held by agency two weeks before submission	

Miscellaneous Regulations

	Temporary Shelters	Temporary Low-barrier Shelters
Adequate Facilities and Inspections	Provide adequate sanitary facilities Inspections by City and King County Health, Fire and Police Departments Adequate access for emergency vehicles	
Transportation	Transportation plan required with application	
		Bus tickets or other transportation for daytime hours
Parking	Two off-street parking spaces per 25 residents Cold-weather: Eight parking spots required	
Operating Hours		Between 7:30 p.m. and 7:30 a.m.

Enforcement

- 1 Issuing permits based on applicants meeting all requirements
- 2 Inspecting sites as stipulated in the ordinance
- 3 Sending notice of non-compliance and, if necessary, revoking the Temporary Use Permit