



City of Kenmore - 18120 68th Avenue NE - Kenmore, WA 98028

Phone: 425-398-8900 - E-mail: cityhall@kenmorewa.gov

City Council Regular Meeting

ON-SITE

MONDAY, OCTOBER 28, 2024 - 7:00 PM

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

ZOOM LINK: <https://kenmorewa-gov.zoom.us/j/88174485531>

ZOOM PASSWORD: 102824

Or One tap Mobile: US: +12532158782,,88174485531#

Or Telephone Dial US: +1 253 205 0468

Webinar ID: 881 7448 5531

ZOOM PASSWORD: 102824

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

If you have technical difficulties accessing the meeting virtually, please contact the Deputy City Clerk at

mkang@kenmorewa.gov.

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

Land Acknowledgement to Honor First Peoples

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

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

II. ROLL CALL

III. LAND ACKNOWLEDGEMENT

IV. FLAG SALUTE

V. AGENDA APPROVAL

VI. PROCLAMATIONS

A. Native American Heritage Month

PROCLAIMED

[Native American Heritage Month - November 2024](#)

B. Honoring Veterans Day

PROCLAIMED

[Veterans Day - November 11, 2024](#)

VII. PRESENTATIONS

- A. The Lodge at St. Edward State Park - Michelin Key Award, presented by Kevin Daniels, James Daniels, and Corey Roettgers
PRESENTED
[Presentation - The Lodge \(added 10/28\)](#)
- B. Recognizing Officer Doug Deppa's Retirement, including 8 Years of Service to Kenmore and 25 Years to King County
PRESENTED

VIII. WHERE'S THE FUN?

IX. PUBLIC COMMENTS

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

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

X. CONSENT AGENDA

CONSENT AGENDA APPROVED UNANIMOUSLY

- A. Approve the City Council Regular Meeting Minutes from Monday, October 14, 2024.
[City Council Regular Meeting Minutes from October 14, 2024](#)
- B. Approve Total Check #s 55108 through 55180 totaling \$1,128,352.43, Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 10/04/2024 in the amount totaling \$336,472.55, and EFT Payment #s 1711 through 1713 totaling \$20,358.54. (added 10/23)
[Voucher Certification and Approval 9/28/2024 - 10/11/2024 \(added 10/23\)](#)
- C. Authorize the City Manager to execute Contract No. 24-C3084 Interlocal

Agreement between the City of Kenmore, City of Lake Forest Park, and King County Fire District 16 for emergency management, subject to approval by the City Attorney of any minor amendments.

[Agenda Bill - Interlocal Agreement](#)

[Attachment 1 - Draft Interlocal Agreement \(Contract No. 24-C3084\)](#)

[Attachment 2 - Contract No. 16-C1622 Amendment No. 2 Interlocal Agreement for Emergency Management](#)

[Attachment 3 - Contract No. 16-C1622 Interlocal Agreement for Emergency Management](#)

XI. PUBLIC HEARING

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

- A. Proposed Ordinance No. 24-0621, Amendments to the Exceptional Tree Regulations in Section 18.57.063 of the Kenmore Municipal Code (KMC), presented by Development Services Director Samantha Loyuk, *for public hearing*

PUBLIC HEARING HELD

[Agenda Bill - Proposed Ordinance No. 24-0621](#)

[Attachment 1 - Proposed Ordinance No. 24-0621](#)

[Attachment 2 - Proposed Ordinance No. 24-0621 Exhibit A](#)

[Attachment 3 - High-Capacity Transit Map](#)

[Attachment 4 - High-Capacity Transit Map excluding R1, R4, R6, P Zones](#)
[Presentation - Exceptional Trees Code Amendment \(added 10/28\)](#)

XII. BUSINESS AGENDA

- A. Planning Commission Recommendations of Comprehensive Plan Amendments, presented by Community Development Director Debbie Bent, Principal Planner Todd Hall, and Planning Commissioners, *for discussion only*

- Housing Element
- Land Use Element
- Introduction Section

DISCUSSED

[Agenda Bill - Planning Commission Recommendations](#)

[Attachment 1 - Draft Housing Element \(updated 10/24\)](#)

[Attachment 2 - Draft Land Use Element](#)

[Attachment 3 - Summary of Comprehensive Plan Amendments \(updated 10/24\)](#)

[Attachment 4 - Draft Introduction to the Comprehensive Plan \(added 10/28\)](#)

- B. Proposed Ordinance No. 24-0621, Amendments to the Exceptional Tree Regulations in Section 18.57.063 of the Kenmore Municipal Code (KMC), presented by Development Services Director Samantha Loyuk, *for adoption*
AMENDED ORDINANCE ADOPTED
[Agenda Bill - Proposed Ordinance No. 24-0621](#)
[Attachment 1 - Proposed Ordinance No. 24-0621](#)
[Attachment 2 - Proposed Ordinance No. 24-0621 Exhibit A](#)
[Attachment 3 - High-Capacity Transit Map](#)
[Attachment 4 - High-Capacity Transit Map excluding R1, R4, R6, P Zones](#)
[Presentation - Exceptional Trees Code Amendment \(added 10/28\)](#)
- C. Budget Presentations: General Fund, Strategic Reserve, Strategic Opportunities, Transportation Benefit District, UTGO Debt Service, Real Estate Excise Tax, Walkways & Waterways, Transportation Impact Fee, Public Works Operations Center, Affordable Housing, Surface Water Management (SWM), SWM Capital, Swamp Creek, and Equipment Replacement, presented by Department Heads and Staff
MOVED TO SPECIAL MEETING TO BE HELD ON THURSDAY, NOVEMBER 7TH
[Agenda Bill - Budget Presentations \(updated 10/24\)](#)
[Attachment 1 - Budget Presentations \(updated 10/28\)](#)
- D. Proposed Ordinance No. 24-0617, Amendments to the 2023-2024 Biennial Budget, presented by Finance & Administration Director Melinda Merrell, *for discussion*
MOVED TO SPECIAL MEETING TO BE HELD ON THURSDAY, NOVEMBER 7TH
[Agenda Bill - Amendments to the 2023-2024 Biennial Budget \(added 10/22\)](#)
[Attachment 1 - 2024 Year End Recommended Budget Adjustments](#)
[Presentation - 2023-2024 Budget Amendments \(added 10/25\)](#)

XIII. STAFF REPORTS

XIV. COUNCILMEMBER REPORTS & COMMENTS

XV. ADJOURNMENT

UPCOMING MEETINGS

- A. Monday, November 11, 2024 - **HOLIDAY (Veterans Day)**
Tuesday, November 12, 2024 at 7:00 PM - City Council Regular Meeting
Thursday, November 14, 2024 at 7:00 PM - City Council Special

Meeting

Monday, November 18, 2024 at 7:00 PM - City Council Regular Meeting

Monday, November 25, 2024 at 7:00 PM - City Council Regular Meeting

NOTICE OF POTENTIAL QUORUMS

[Click here for information about Potential Quorums of the City Council.](#) Now found on the City website under City Council Meetings.

City of Kenmore, Washington Proclamation

WHEREAS, Indigenous Peoples, the "First People," are culturally distinct ethnic groups who are native to North America, which were later colonized and resettled by other ethnic groups. Native Americans are descendants of the original indigenous inhabitants of what is now the United States; and

WHEREAS, during Native American Heritage Month, we celebrate the rich tapestry of Native peoples and honor their sacrifices, which we recognize as inextricably woven into the history of this country; and

WHEREAS, despite centuries of violence and oppression, Native peoples have always been resilient and proud; and

WHEREAS, Native communities have passed down rich cultures, knowledge, traditions, and ways of life that have enriched our heritage and continue to add to all aspects of our society through their generosity of teaching economic, environmental, and cultural sustainability; and

WHEREAS, the City of Kenmore is committed to participating in dialogues led by tribal communities, around the opportunities in the areas of self-determination, sovereignty, and cultural preservation, to create an active government-to-government collaboration; and

WHEREAS, the City of Kenmore recognizes the significance of land recognition as an initial step towards honoring the original stewards of the land and fostering a more inclusive community dialogue about our shared history and future; and

WHEREAS, the City of Kenmore acknowledges that to truly thrive as a community, we must continue to educate ourselves and take action that reflects our commitments towards celebrating and recognizing diverse heritages.

NOW THEREFORE, I, Nigel Herbig, Mayor of the City of Kenmore, on behalf of the City Council, do hereby proclaim **November 2024** to be **Native American Heritage Month** throughout the City of Kenmore.

IN WITNESS WHEREOF, signed this 28th day of October 2024.

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

City of Kenmore, Washington Proclamation

WHEREAS, Veterans Day is a time to honor and pay tribute to all veterans, both living and passed, for their service and dedication to the preservation of our nation's ideals, including liberty, justice, and democracy; and

WHEREAS, the courage and selflessness displayed by veterans across every branch of the military continue to inspire future generations of Americans, reminding us of the true cost of freedom; and

WHEREAS, generation after generation of people have sacrificed their lives to preserve the unique form of government dedicated to human rights and respect for the individual; and

WHEREAS, the City of Kenmore joins the rest of the nation to express our profound gratitude to those who have worn uniforms and fought to protect our rights and freedoms; and

WHEREAS, this month, we hold all veterans in our hearts and minds while we commit to remembering contributions of those personally known, and those we've never met; and

WHEREAS, in honor of these dedicated individuals, we pledge continued defense of our nation so that their sacrifices will stand before the entire world as a tribute to the spirit and determination of people dedicated to the principles of freedom and democracy.

NOW THEREFORE, I, Nigel Herbig, Mayor of the City of Kenmore, on behalf of the City Council, do hereby recognize **November 11, 2024**, as **Veterans Day** throughout the City of Kenmore. We call upon the community to join in giving honor and appreciation to those who have served and show gratitude to veterans and their families.

IN WITNESS WHEREOF, signed this 28th day of October 2024.

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



THE LODGE

AT ST. EDWARD PARK



MICHELIN 2024

WE'RE HONORED TO
BE A 2024 ONE
MICHELIN KEY HOTEL

GUIDED HISTORICAL TOUR

5 PM | Fridays | \$12 Per Person

Discover the rich history of The Lodge at St. Edward on our guided walking tour, led by our incomparable Recreation Supervisor, Joshua!

Learn how Bishop O'Dea's vision, architect John Graham Sr.'s design, and modern renovations have shaped the property we know today.





CHEF'S TASTING MENU

5:30 PM | Fridays & Saturdays | \$135 Per Person

Indulge in an unforgettable culinary journey at Cedar + Elm, where every Friday and Saturday, we unveil a meticulously crafted 5-course menu inspired by the season's freshest harvest. Each dish showcases the finest local ingredients expertly woven into every bite.

PICKLE BALL AT THE LODGE

Play in our newly refurbished gymnasium designed specifically for pickleball. Our indoor courts are available to reserve through the CourtReserve App or the front desk.

UPCOMING EVENTS:

WOMEN'S PICKLEBALL NIGHT

Every Monday | 4 - 8 PM

Gentlemen's Pickleball Night

Every Wednesday | 5 - 9 PM



MIDWEEK LOCAL'S SPA SPECIAL

Available Tuesday - Thursday

Residents of our community, treat yourself to a midweek escape with 15% off any Vita Nova Spa treatment.

BRIAN CARTER CELLARS WINEMAKER'S DINNER

November 17 | 5:30 PM | \$155 Per Person

Join us at The Lodge for an evening of culinary excellence with Executive Chef Luke Kolpin's five-course menu, paired with Brian Carter Cellars' exceptional wines. Delight in exceptional food, wine, and meet the artisans in one memorable night.



BEAUJOLAIS NOUVEAU

November 21 | 5 - 9 PM | Cedar + Elm

Our Annual Fall French takeover of Cedar + Elm is Back! Join us for an enchanting evening of delectable a la carte French cuisine and live entertainment, all in celebration of the latest Beaujolais Nouveau vintage release!

The local sensation, Rouge, will serenade us with their lively blend of French melodies, while we pour both freshly bottled local and French Gamay Noir, marking the debut of the 2023 Vintage.

WREATH MAKING WORKSHOP

6:30 - 8:30 PM | \$95 Per Person

Join us for festive, fresh, and high-end wreath-making classes with JBK Weddings & Events on Mondays, December 2-16 and Wednesday, December 18! The class includes all the supplies and tools you will need to create a beautiful holiday wreath with step-by-step instructions.



MAKING SPIRITS BRIGHT POP-UP BAR

DAILY THROUGH DECEMBER 25

Sunday – Thursday, 2 PM - 10 PM
Friday & Saturday, 2 PM - 11 PM

Join us in The Tonsorium Bar* for outrageously festive decor, holiday movies, and crazy fun cocktails to get you in the merry spirit! Seating is first come, first serve.

**Please note that the Tonsorium Bar may be closed occasionally for holiday parties and events.*



HOLIDAY HIGH TEA

EVERY THURSDAY & FRIDAY IN
DECEMBER

2:30 PM – 4:30 PM | \$72 Per Person

Set in the beautiful Cedar + Elm dining room, you can delight in an afternoon reminiscent of earlier times as you leisurely eat your way through three tiers of decadent sweets and savory finger foods. Sipping on soothing teas from Rishi Tea & Botanicals while being serenaded by live musicians.



HOLIDAY BRUNCH

**December 25, December 26, and January 1
8 AM - 2 PM**

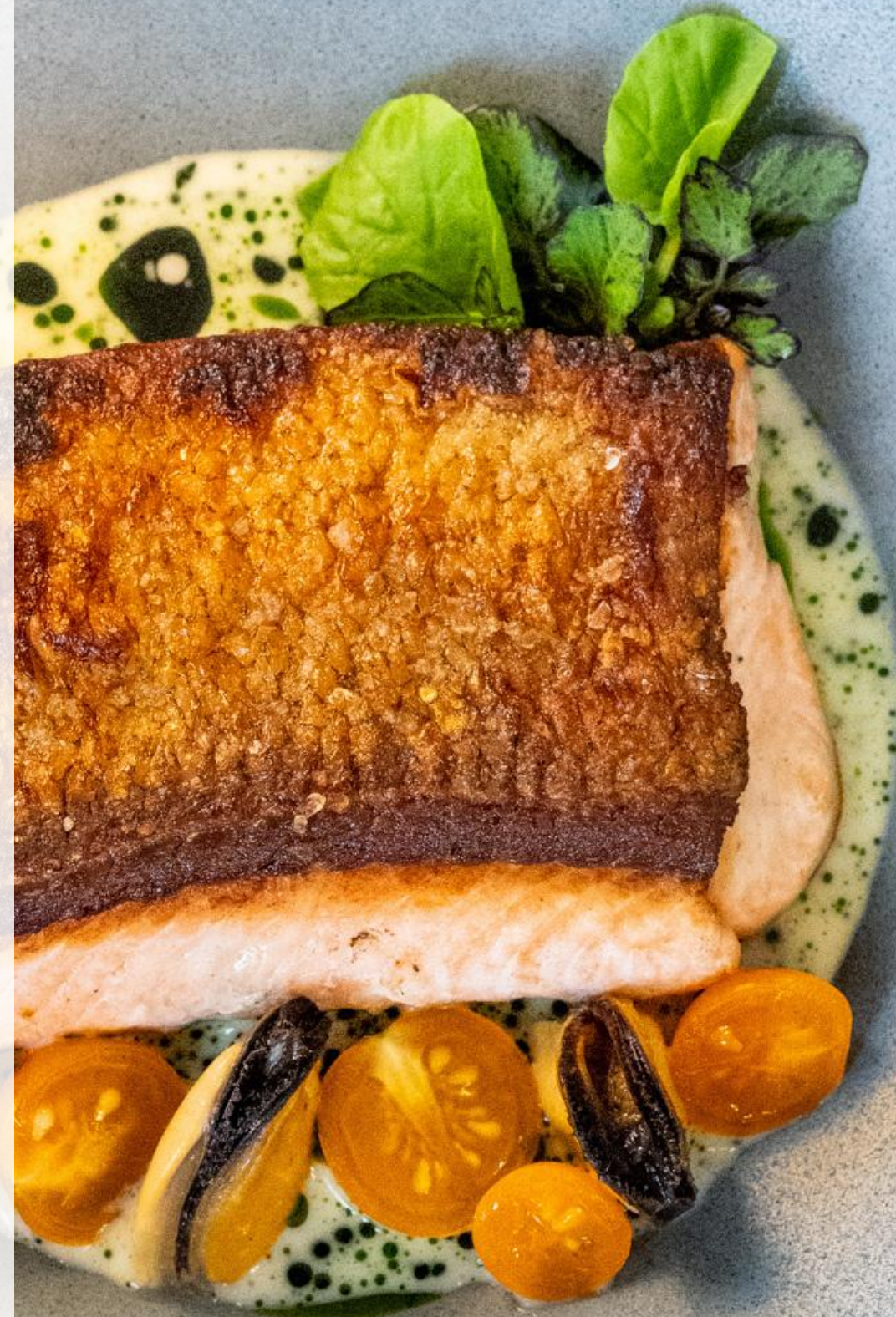
Join us for a festive holiday brunch
in the peaceful atmosphere of
Cedar + Elm and enjoy something
from our menu.



CHRISTMAS EVE & CHRISTMAS DAY TASTING MENU

December 24 and December 25
5 - 9 PM | \$125 Per Person

Bring your family and friends to Cedar + Elm to celebrate Christmas Eve or Christmas Day including all the joys of the holiday season with a four-course tasting menu from Executive Chef Luke Kolpin and team.



New Year's Eve



CELEBRATION AT
THE LODGE
AT ST. EDWARD PARK

Celebrate the arrival of 2025 in style at a 2024 One MICHELIN Key Hotel, The Lodge at St. Edward Park! Join us for an opulent New Year's Eve soirée in our historic setting, where past, present, and future converge for an unforgettable night of glamour.

Jake Bergevin and the Javatown Swing Orchestra are back again this year, along with a whimsical photo booth, delectable bites, craft cocktails, and a grand countdown to midnight, where we'll toast to the possibilities of the new year.



New Year's Eve



CELEBRATION AT
THE LODGE
AT ST. EDWARD PARK



PACKAGES

Room Package | Starting at \$599 for two guests

Enjoy a very special stay at 2024 ONE Michelin Key Hotel, The Lodge at St. Edwards, including overnight accommodations for two guests and two tickets to the New Year's Eve party *(\$450 value)*.

New Year's Eve Dinner at Cedar + Elm | \$175 Per Person*

We invite you to the historic Cedar + Elm dining room for an elevated, chef-curated, five-course tasting menu featuring the best of the Pacific Northwest and beyond. Enjoy the live piano stylings on our house piano while reminiscing over your favorite memories of the year.

Party-only Tickets | \$225 Per person

If you're not staying overnight, you can purchase individual party tickets for \$225 per person. This includes party admission, two drink tickets, a midnight champagne toast, and a selection of gourmet bites including elevated appetizers, seafood spread, and desserts prepared by Executive Chef Luke Kolpin and team.

**City of Kenmore
City Council Meeting
Regular Meeting Minutes
Monday, October 14, 2024**

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

PRESENT:

Councilmembers: Mayor Nigel Herbig
Deputy Mayor Melanie O'Cain
Councilmember Joe Marshall
Councilmember Debra Srebnik
Councilmember Valerie Sasson
Councilmember Nathan Loutsis
Councilmember Jon Culver – Excused; late arrival 7:07 PM

Staff: City Manager Rob Karlinsey
Deputy City Manager Stephanie Lucash
City Attorney Dawn Reitan
City Clerk Anastasiya Warhol
Deputy City Clerk Michelle Kang
Public Works Operations Director Jennifer Gordon
Maintenance Worker David Samolyuk
Climate Action Plan Program Manager Nina Rasmussen
Recreation Program Supervisor Maurita Colburn
Finance & Administration Director Melinda Merrell
Development Services Director Samantha Loyuk
Environmental Services Director Richard Sawyer
Housing and Human Services Manager Tambi Cork
Communications and Tourism Manager Lauren Chomiak
Kenmore Police Chief Brandon Moen
Assistant to the City Manager/DEIA Coordinator Garrett Oppenheim

Speaking Guests: Shelly Helder, Gordon Thomas Honeywell State Lobbyist – Virtual

Public Comments Speaking Guests:
Richard Lewis, Kenmore Resident
Tracy Banaszynski, Kenmore Resident
Elizabeth Mooney, Kenmore Resident – Virtual

Business Agenda Item A Public Comments Speaking Guests:
Elizabeth Mooney, Kenmore Resident – Virtual

CALL REGULAR MEETING TO ORDER

Mayor Herbig called the regular meeting to order at 7:00 PM.

LAND ACKNOWLEDGEMENT

Mayor Herbig read the Land Acknowledgement Honoring First Peoples.

FLAG SALUTE

Mayor Herbig led the Council in the Pledge of Allegiance.

AGENDA APPROVAL

The agenda was approved as presented.

PROCLAMATION

Mayor Herbig, on behalf of the City of Kenmore, proclaimed October 20, 2024, as Youth Poet Laureate Day, throughout the City of Kenmore. Arts of Kenmore Director Judy Elbert accepted the proclamation on behalf of Youth Poet Laureate Elizabeth Wang.

[Youth Poet Laureate Day - October 20, 2024](#)

WHERE'S THE FUN?

City Manager Rob Karlinsey highlighted photos from last week's groundbreaking ceremony of Kenmore Elementary School's renovations.

PUBLIC COMMENTS

The City Council received comments from the public.

Timestamped link here:

https://youtu.be/5TdRlb7JzOg?si=eT9RywqZywKwUI_F&t=375

Councilmember Jon Culver joined the Council meeting at 7:07 PM.

CONSENT AGENDA

A. Approve Total Check #s 55039 through 55107 totaling \$811,101.02, Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 9/20/2024 in the amount totaling \$396,548.85, and EFT Payment #s 1695 through 1710 totaling \$27,226.99.

[Voucher Certification and Approval 9/14/2024 - 9/27/2024](#)

B. Approve Contract No. 10-C873 Amendment No. 7 with Progressive Animal Welfare Society (PAWS) to extend the contract, and authorize the City Manager to execute substantially and materially in the form attached to the October 14, 2024 agenda bill.

[Agenda Bill - Amendment No. 7 to Contract No. 10-C873](#)
[Attachment 1 - Amendment No. 7 to Contract No. 10-C873](#)

- C. Approve Contract No. 19-C2122 Amendment No. 4 with Shannon & Wilson, Inc. to extend the contract, and authorize the City Manager to execute substantially and materially in the form attached to October 14, 2024, agenda bill.
[Agenda Bill - Amendment No. 4 to Contract No. 19-C2122](#)
[Attachment 1 - Amendment No. 4 to Contract No. 19-C2122](#)
- D. Approve Contract No. 20-C2229 Amendment No. 4 with Cascadia Law Group, PLLC to extend the contract, and authorize the City Manager to execute substantially and materially in the form attached to the October 14, 2024, agenda bill.
[Agenda Bill - Amendment No. 4 to Contract No. 20-C2229](#)
[Attachment 1 - Amendment No. 4 to Contract No. 20-C2229](#)
- E. Approve Contract No. 21-C2667 Amendment No. 6 with PACE Engineers, Inc. to extend the contract, and authorize the City Manager to execute substantially and materially in the form attached to the October 14, 2024 agenda bill.
[Agenda Bill - Amendment No. 6 to Contract No. 21-C2667](#)
[Attachment 1 - Amendment No. 6 to Contract No. 21-C2667](#)
- F. Approve Contract No. 23-C2923 Amendment No. 2 with Confluence Environmental Company to extend the contract and authorize the City Manager to execute substantially and materially in the form attached to the October 14, 2024, agenda bill.
[Agenda Bill - Amendment No. 2 to Contract No. 23-C2923](#)
[Attachment 1 - Amendment No. 2 to Contract No. 23-C2923](#)
- G. Authorize the City Manager to execute the Memorandum of Agreement related to Contract No. 23-C2930, between the City of Kenmore, Northshore School District, and the Center for Human Services relating to behavioral health counseling.
[Agenda Bill - Memorandum of Agreement](#)
[Attachment 1 - Contract No. 23-C2930](#)
[Attachment 2 - Memorandum of Agreement](#)
- H. Authorize the City Manager to execute Contract No. 24-C3080 with Armstrong Services for Janitorial Services at City Facilities in an amount not to exceed \$260,000.
[Agenda Bill - Contract No. 24-C3080](#)
[Attachment 1 - RFP No. 24-C3090](#)
[Attachment 2 - Draft Contract No. 24-C3080](#)
- I. Adopt Proposed Ordinance No, 24-0614, 2025-2030 Capital Improvement Program for Parks, Transportation, Surface Water Management, and Facilities. *(added 10/9)*

[Agenda Bill - Capital Improvement Program \(added 10/9\)](#)
[Attachment 1 - Proposed Ordinance No. 24-0614 \(added 10/9\)](#)
[Attachment 2 - Park Capital Improvement Program \(added 10/9\)](#)
[Attachment 3 - Park Narratives \(added 10/9\)](#)
[Attachment 4 - Transportation Capital Improvement Program \(added 10/9\)](#)
[Attachment 5 - Transportation Narratives \(added 10/9\)](#)
[Attachment 6 - Surface Water Capital Improvement Program \(added 10/9\)](#)
[Attachment 7 - SWM Narratives \(added 10/9\)](#)
[Attachment 8 - City Facilities Capital Improvement Program \(added 10/9\)](#)
[Attachment 9 - City Facilities Narratives \(added 10/9\)](#)
[Attachment 10 - REET Fund Projections \(added 10/9\)](#)
[Attachment 11 - Park Impact Fee Fund Projections \(added 10/9\)](#)
[Attachment 12 - Transportation Impact Fee Fund Projections \(added 10/9\)](#)
[Attachment 13 - King County Trail and Park Levy Projections \(added 10/9\)](#)

MOTION: Approve the consent agenda outlined above.

Moved by Loutsis; seconded by Culver.

VOTE: Consent Agenda was approved by **UNANIMOUS CONSENT**.

PRESENTATION

Public Works Operations Director Jennifer Gordon introduced a new staff member, Maintenance Worker David Samolyuk.

BUSINESS AGENDA

- A. November 5, 2024, General Election Washington Initiative Measure No. 2066 Concerning regulating energy services, including natural gas and electrification
- Informational Presentation by Climate Action Plan Program Manager Nina Rasmussen
 - Questions and Discussion
 - **Public Comment** - Pursuant to RCW 42.17A.555(1), members of the public are afforded an approximately equal opportunity for expression of an opposing view
 - Possible adoption of Resolution No. 24-421 to include language in [support/opposition] of Washington State Initiative Measure No. 2066
- [Agenda Bill - Washington State Initiative Measure No. 2066](#)
[Attachment 1 - Initiative Measure No. 2066 Full Text](#)
[Attachment 2 - Proposed Resolution No. 24-421](#)
[Presentation - Initiative Measure No. 2066 \(added 10/11\)](#)

Mayor Herbig opened the public comment period at approximately 7:24 PM.

One resident provided testimony.

Timestamped link here: https://youtu.be/5TdRIb7JzOg?si=CukVckaM5t_3E5-b&t=1449

Mayor Herbig closed the public comment period at approximately 7:25 PM.

MOTION: Adopt Resolution No. 24-421 to include language in opposition of Washington State Initiative Measure No. 2066, which concerns regulating energy services, including natural gas and electrification.

Moved by Culver; seconded by Herbig.

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

MOTION PASSES.

- B. Northshore Parks and Recreation Service Area (NPRSA) Community Center Site Selection Process Update, presented by Public Works Operations Director Jennifer Gordon, Recreation Program Supervisor Maurita Colburn, and Consultants, *for discussion*

[Agenda Bill - NPRSA Community Center Site Selection Process Status Update](#)

[Attachment 1 - NPRSA Service Area Boundary Map](#)

[Attachment 2 - NPRSA Youth Community Center 1st Survey Results](#)

Public Works Operations Director Jennifer Gordon gave an update relating to NPRSA. In addition, Ms. Gordon noted that Councilmember Srebnik currently serves as Chair of NPRSA, and Councilmember Loutsis is on the Board. The group plans to meet on Wednesday, October 16, and will report back on progress.

- C. Budget Presentations: General Fund Revenues, City Council, City Manager's Office, City Clerk's Office, Housing & Human Services, Public Safety, Finance & Administration, Legal, Human Resources, Non-Departmental, Special Projects, and Development Services, presented by Department Heads and Staff

[Agenda Bill - Budget Presentations](#)

[Presentation - Budget Presentations \(updated 10/14\)](#)

Staff presented on preliminary department budgets. The Council raised additional questions relating to proposed staffing positions, increasing election costs, community engagement expenses, and rising police costs.

- D. City of Kenmore 2025 State Legislative Agenda, presented by City Manager Rob Karlinsey and Gordon Thomas Honeywell State Lobbyist Shelly Helder, *for adoption*

[Agenda Bill - 2025 State Legislative Agenda \(added 10/9\)](#)

[Attachment 1 - 2025 Legislative Agenda \(added 10/9\)](#)

[Attachment 2 - 2025 Policy Statements \(added 10/9\)](#)

[Presentation - Preparing for the 2025 Legislative Session \(added 10/9\)](#)

Shelly Helder from Gordon Thomas Honeywell outlined some expectations for the upcoming sessions. Kenmore’s legislative documents were introduced, including 3-5 high-priority issues, such as Lakepointe, pedestrian/bike projects, and digital permitting upgrades (My Building Permit backend permitting system). The draft policy statements highlight climate change, fiscal sustainability, and funding tools for housing. Next steps

involve seeking City Council approval, engaging with legislators, and preparing for the session beginning in January 2025.

MOTION: Approve the proposed City of Kenmore Legislative Agenda.

Moved by O'Cain; seconded by Srebnik.

VOTE: 6 Yes – Marshall, O'Cain, Sasson, Srebnik, Herbig, Loutsis; 1 No – Culver; 0 Abstain.

MOTION PASSES.

MOTION: Approve the proposed City of Kenmore 2025 policy statements.

Moved by O'Cain; seconded by Srebnik.

MOTION: Table the item to the next meeting, October 21, and direct staff to make changes and add item to the consent agenda.

Moved by Culver; seconded by Herbig.

VOTE: 6 Yes – O'Cain, Sasson, Srebnik, Culver, Herbig, Loutsis; 1 No – Marshall; 0 Abstain.

MOTION PASSES.

- E. Service Level Budgeting Results, presented by Assistant to the City Manager/DEIA Coordinator Garrett Oppenheim, *for information only*

[Agenda Bill - Service Level Budgeting \(added 10/10\)](#)

[Attachment 1 - Presentation \(added 10/10\)](#)

[Attachment 2 - Service Level Budgeting Description \(added 10/10\)](#)

[Attachment 3 - Service Level Budgeting Memo \(updated 10/14\)](#)

Assistant to the City Manager Garret Oppenheim outlined the steps to building a Service Level Budget: identify each department's programs, categorize them as core, basic, or enhanced, assign costs, score the programs, make budget recommendations, and present the budget to City Council and the community. Core services, essential for public safety and mandated by law, include road maintenance and police patrol. Basic services, while not legally required, are fundamental city functions like parks and traffic safety. Enhanced services, which improve quality of life, may include items such as recreation programs, human services funding, and city events.

STAFF REPORTS

DEIA Event Update - Dia de los Muertos

Assistant to the City Manager/DEIA Coordinator Garrett Oppenheim noted that it will be happening November 2 with community activities, a food truck, and an evening showing of the children's movie "Coco". City Manager Karlinsey praised the efforts of the DEIA Advisory Committee.

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 10:31PM.

Nigel Herbig, Mayor

Anastasiya Warhol, City Clerk

DRAFT



Voucher Certification & Approval

City of Kenmore

DATE RANGE: 9/28/2024 through 10/11/2024

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

Total EFT Payments: #1711 through 1713	20,358.54
Total Checks: #55108 through 55180	1,128,352.43
Total Payroll EFT & Bank Drafts: Payroll/Taxes/Health Insurance/ FSA/HSA/Retirement/Life Ins.; Dated 10/04/2024	336,472.55

Rob Karlinsey
Rob Karlinsey (Oct 21, 2024 12:13 PDT)

City Manager / Date

Melinda Merrell
Melinda Merrell (Oct 21, 2024 09:44 PDT)

Finance Director / Date

Vendor Name	Payment Number	Payment Date	Description (Payable)	
AMERICAN TRAFFIC SOLUTIONS INC	1711	10/11/2024	Sep 2024 KAPE Program	18,750.00
ELECTRONIC BUSINESS MACHINES	1712	10/11/2024	Sept. 2nd Floor Copier B/W & Color Overage Chgs	259.83
KBA INC.	1713	10/11/2024	Consulting Engineer Services 1/1-8/24/2024	1,348.71
AMERICAN GENERAL LIFE GPO/400S	55108	10/04/2024	Life Insurance	220.33
KENMORE AUTOMOTIVE	55109	10/11/2024	KEN 332 - 2019 Chevrolet Silverado Repair	13,406.39
NORTHWEST ARBORICULTURE LLC	55110	10/11/2024	Consulting Arborist - PWOC	1,793.00
SOUND STUMP REMOVAL LLC	55111	10/11/2024	Landscape Cleanup - Holt Property	2,093.80
Traffic Safety Supply Co. Inc	55112	10/11/2024	Variable Message Board	35,422.72
AGORA REFRESHMENTS	55113	10/11/2024	Oct 2024 City Hall & PW Hall Filtered Water	198.19
ALWAYS ACTIVE SERVICES LLC	55114	10/11/2024	Aug. Services 68th/Simonds Rd/NE 170th Sidewalk	137,883.45
AURORA RENTS	55115	10/11/2024	Rental Equip. SW Pond Dredging W012218 75th Ave NE	2,337.48
BOTHELL KENMORE CHAMBER OF COMM.	55116	10/11/2024	City of Kenmore 5K Event Support	1,500.00
CALPORTLAND COMPANY	55117	10/11/2024	Materials SW Pond Dredging W012218 75th Ave NE	428.50
CANON FINANCIAL SERVICES, INC.	55118	10/11/2024	Sep 2024 City Hall 2nd Floor Printer Lease	266.32
CASCADE PEST CONTROL	55119	10/11/2024	Sep 2024 Rhododendron Park Pest Control	167.50
CIVICPLUS LLC	55120	10/11/2024	Oct 2025-Oct 2026 CivicRec Reservation Renewal	6,321.67
CODE PUBLISHING COMPANY	55121	10/11/2024	KAC Codification Fee-Purchasing Policies	174.75
E SQUARED SYSTEMS, LLC	55122	10/11/2024	Quarterly Boathouse Fire Alarm Monitoring	132.24

X. B. Approve Total Check #s 55108 through 55180 totaling \$1,128,352.43,...

ELYON MAINTENANCE, INC.	55123	10/11/2024	Initial Site Cleanups - Mitigation Management	40,278.10
GCP WW HOLDCO, LLC	55124	10/11/2024	Employee Boots & Uniform Arnott & Samolyuk	767.74
GOOD TO GO	55125	10/11/2024	Toll for Fleet Vehicle 330 9/17/24	3.00
GORDON THOMAS HONEYWELL	55126	10/11/2024	Sep 2024 General Consulting Services	4,577.31
HEIDELBERG MATERIALS	55127	10/11/2024	Materials for SW Pond Dredging W012218 75th Ave NE	108.88
HOME DEPOT CREDIT SERVICES	55128	10/11/2024	Public Works Supplies & Equipment	436.24
HYDROPOINT DATA SYSTEMS, INC.	55129	10/11/2024	Jan 2025-Dec 2026 Renewal WeatherTRAK Irrig. Contr	6,991.14
JASON RICHARD SPERLING	55130	10/11/2024	Oktoberfest 2024 Photos	400.00
KIMLEY HORN AND ASSOCIATES, INC.	55131	10/11/2024	Aug 2024 Consulting	1,910.00
KING COUNTY FINANCE	55132	10/11/2024	Sep 2024 DPD Small Cities Screening Reimb.	80.00
KING COUNTY FINANCE	55133	10/11/2024	Sep 2024 Material Disposal	121.70
KING COUNTY SHERIFF	55134	10/11/2024	Sep 2024 Police Services & Aug Concert Overtime	364,834.15
KPFF CONSULTING ENGINEERS	55135	10/11/2024	Aug 2024 Consulting Engineer Services	108,287.56
KPFF CONSULTING ENGINEERS	55136	10/11/2024	Void	-
LIGHTHOUSE CONSULTING INC	55137	10/11/2024	Sept. SiteProtector, Archiving, Web Hosting Svcs.	14,654.30
MARINE FLOATS CORPORATION	55138	10/11/2024	Removal of Log Boom Park seasonal floats	5,169.10
MARY MILLER STEPHENS	55139	10/11/2024	Sep 2024 Public Defense Services at SCORE	1,250.00
MKS PROPERTIES	55140	10/11/2024	Refund Dep. PRJ17-0110/ENG17-0966	24,411.08
NARWHAL MET, LLC	55141	10/11/2024	Oct 2024 Weather Monitoring Service	425.00
NELSON ELECTRIC, INC.	55142	10/11/2024	Electrical Repair at Log Boom Park	603.90
NORTHLAKE LITTLE LEAGUE	55143	10/11/2024	Refund of net field time missed Jan-Jun 2024	187.00
NORTHSHORE UTILITY DIST	55144	10/11/2024	Sep 2024 Fleet Fuel & Maintenance	5,151.77
NORTHSHORE UTILITY DIST	55145	10/11/2024	Jul-Sep City Parks/Bldgs/ROW Water/Sewer/Irrigation	23,530.53
NORTHSHORE UTILITY DIST	55146	10/11/2024	Void	-
NORTHSHORE UTILITY DIST	55147	10/11/2024	Void	-
NORTHWEST ARBORICULTURE LLC	55148	10/11/2024	Emergency Leaning Tree Removal 61st NE & 192nd	2,125.32
OFFICE DEPOT	55149	10/11/2024	Office Depot Misc. Office Supplies	389.16
OFFICE DEPOT	55150	10/11/2024	Void	-
OFFICE DEPOT	55151	10/11/2024	Void	-
OFFICE DEPOT	55152	10/11/2024	Void	-
OLSON BROTHERS PRO VAC LLC	55153	10/11/2024	Catch Basin Cleaning & Vactor Truck Svcs	17,340.02
OSBORN CONSULTING INC.	55154	10/11/2024	July - Sept. Consulting Services	89,583.57
PACIFIC TOPSOILS	55155	10/11/2024	8/26-9/25/24 Material Disposal & Topsoil Purchase	1,922.92
PUGET SOUND EMERGENCY RADIO NETWORK	55156	10/11/2024	2024 Q4 Emergency Radios	604.80
PUGET SOUND ENERGY	55157	10/11/2024	8/14-9/13/24 City Hall Electricity	2,997.94
QUADIENT LEASING USA, INC.	55158	10/11/2024	10/27/24-1/26/25 Quarterly Postage Meter Lease	645.77
REGIONAL ANIMAL SERVICES OF KC	55159	10/11/2024	Sep 2024 Pet Licenses	335.00
REPUBLIC SERVICES #172	55160	10/11/2024	Sep 2024 Solid Waste- Rhod. Park, City Hall, PW Shop	2,235.10
SARAH ROBERTS	55161	10/11/2024	April - July Prosecution & Domestic Violence Svcs	53,596.13

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SCORE	55162	10/11/2024	Sep 2024 SCORE Jail Services	Page 32 of 269	8,814.80
SEATTLE TIMES	55163	10/11/2024	Sep 2024 Legal Notices & Advertising		577.00
SHRED IT, C/O STERICYCLE, INC>	55164	10/11/2024	Sep 2024 Shred Pickup Services		226.96
SISKUN POWER EQUIPMENT	55165	10/11/2024	Surface Water & Streets Small Equipment Maint.		242.52
SOUND EMPLOYMENT SOLUTIONS, INC.	55166	10/11/2024	10/7/2024 Citywide Training		1,842.21
STAPLES	55167	10/11/2024	City Hall & Hangar Maint. Supplies		340.25
STAPLES	55168	10/11/2024	Void		-
SUNBELT RENTALS	55169	10/11/2024	Rental Equip. for City Hall Lawn Aeration		109.92
T MOBILE USA, INC.	55170	10/11/2024	Staff Cell Phones		1,696.78
TOTAL LANDSCAPE CORP	55171	10/11/2024	Aug/Sep Parks Landscape Maintenance		9,036.40
TRUGREEN	55172	10/11/2024	Moorlands Field Maintenance		2,041.61
UPS STORE KENMORE	55173	10/11/2024	Sept. Oktoberfest Post Cards & PRR Scanning		123.40
VERIZON WIRELESS	55174	10/11/2024	Telemetry Data Plan		50.04
WA STATE DEPT OF TRANSPORTATION	55175	10/11/2024	Aug. 68th & 175th/181st Traffic Signal Maint.		414.58
WAGNER ARCHITECTS	55176	10/11/2024	Public Works Facility Planning Services		121,764.00
WESTLAKE HARDWARE WA-153	55177	10/11/2024	Public Works Supplies & Equipment		348.48
WM CORPORATE SERVICES INC.	55178	10/11/2024	Sept. Street Sweeper Dump Fees		1,745.75
XEROX CORPORATION	55179	10/11/2024	Sept. 1st Floor Copier Chgs & Lease		504.18
ZIPLY FIBER	55180	10/11/2024	9/19-10/18 Public Works Office Internet		172.98
MISSION SQUARE / 109964	DFT0002271-2274	10/04/2024	City of Kenmore 401a		27,813.63
MISSION SQUARE 457 / 304745	DFT0002275-2278	10/04/2024	ICMA 457 Deferred Comp		6,387.98
DRS 457	DFT0002279-2280	10/04/2024	DRS 457 Deferred Comp		766.50
AVIDIA HEALTH	DFT0002283	10/04/2024	Employee Health Savings Contribution		348.08
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0002284-2289	10/04/2024	Public Employees Retirement		38,195.84
NAVIA	DFT0002291	10/04/2024	Employee Flexible Spending Account		1,056.84
BANK OF AMERICA 941	DFT0002292	10/04/2024	Federal Taxes		31,933.07
DEPARTMENT OF LABOR AND INDUSTRIES	DFT0002293	10/04/2024	City of Kenmore		25,584.82
ESD - LTC	DFT0002294	10/04/2024	Long Term Care Fund		6,985.48
ESD - PFML	DFT0002295	10/04/2024	Paid Family & Medical Leave		12,293.97
PAYROLL	Electronic Deposit	10/04/2024	Direct Deposit		185,106.34
TOTAL					1,485,183.52

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City of Kenmore

Vendor Purchasing Report

For Date Range 01/01/2024 - 10/11/2024

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0022	ASSOCIATION OF WA CITIES	30,600.15
0024	DAVID BAKER	240.39
0037	BASTYR UNIVERSITY	250.00
0054	BULGER SAFE & LOCK, INC.	109.25
0064	CASCADE PEST CONTROL	1,674.55
0067	CENTER FOR HUMAN SERVICES	82,241.55
0076	CITY OF BELLEVUE	57,861.94
0081	CITY OF KENMORE	2,553.80
0083	CITY OF LAKE FOREST PARK	56,187.00
0092	CODE PUBLISHING COMPANY	8,945.95
0099	CONSOLIDATED PRESS	19,239.49
0103	COSTCO	60.00
0109	DAILY JOURNAL OF COMMERCE	4,587.65
0111	DEPARTMENT OF ECOLOGY	11,061.00
0121	REPUBLIC SERVICES #172	17,440.00
0130	ESD - PFML	36,557.98
0137	FERGUSON WATERWORKS #3156	6,715.40
0151	CALPORTLAND COMPANY	7,655.23
0169	HERRERA ENVIRONMENTAL CONSULTANTS	16,348.54
0173	HOME DEPOT CREDIT SERVICES	5,476.87
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	275,546.01
0189	ICMA INTERNATIONAL CITY/CNTY MGMT ASSOC	1,200.00
0191	INTERNATIONAL INST OF MUNI CLERKS	375.00
0197	JET CITY PRINTING	1,980.53
0201	KCDA PURCHASING COOP	6,834.60
0204	KENMORE COMMUNITY CLUB	530.00
0205	KENMORE HERITAGE SOCIETY	5,585.85
0206	KENMORE MIDDLE SCHOOL	5,000.00
0213	REGIONAL ANIMAL SERVICES OF KC	1,200.00
0219	KING COUNTY FINANCE	183,080.56
0233	KING COUNTY SHERIFF	3,419,595.80
0235	KING COUNTY TREASURY	103,652.68
0251	LIGHTHOUSE CONSULTING INC	133,660.78
0261	PENDLETON CONSULTING LLC	10,701.90
0265	MORGAN SOUND INC	4,443.21
0267	MR. T'S TROPHIES & AWARDS LLC	28.52
0285	SHORELINE FIRE DEPT	1,400.00
0286	NORTHSHORE SCHOOL DISTRICT	352,777.50
0287	NORTHSHORE SENIOR CENTER	12,187.50
0288	NORTHSHORE UTILITY DIST	148,453.93
0292	HONEY BUCKET	5,794.50
0299	EBIX, INC.	164.20
0300	OFFICE DEPOT	5,073.33
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	29,249.10
0310	PACIFIC TOPSOILS	11,648.27
0311	PARAMETRIX INC	75,214.44
0314	PETTY CASH CUSTODIAN	472.08
0327	PUGET SOUND CLEAN AIR AGENCY	23,536.00
0328	PUGET SOUND ENERGY	638,479.21
0331	PUGET SOUND REGIONAL COUNCIL	10,159.00
0345	SEATTLE TIMES	11,807.30
0355	STAPLES	16,409.68

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Vendor Purchasing Report

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For Date Range 10/01/2024 - 10/11/2024

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0356	STATE AUDITOR'S OFFICE	45,500.69
0357	STEWART MACNICHOLS HARMELL, INC.	45,000.00
0365	TOTAL LANDSCAPE CORP	90,290.60
0370	UNITED RENTALS NW, INC	2,774.17
0371	US POSTAL SERVICE	9,484.52
0374	URBAN LAND INSTITUTE	25,000.00
0387	WA CITIES INSURANCE AUTHORITY	795,456.00
0389	WASHINGTON CITY/COUNTY MGMT ASSOC	860.00
0390	WA FINANCE OFFICERS ASSOCIATION	225.00
0391	WASHINGTON MUNICIPAL CLERKS ASSOC	100.00
0396	WA STATE DEPT OF ENTERPRISE SVCS	4,329.69
0401	WA STATE DEPT OF TRANSPORTATION	8,169.32
0405	WASHINGTON STATE OFFICE CASH MGMT	783.50
0412	WM CORPORATE SERVICES INC.	26,220.18
0419	WONDERLAND CHILD & FAMILY SERVICES	1,500.00
0424	MISSION SQUARE 457 / 304745	136,287.01
0425	DRS 457	23,425.50
0426	AFLAC	1,561.56
0428	BANK OF AMERICA 941	652,786.92
0429	AWC EMPLOYEE BENEFIT TRUST/VIMLY	911,837.82
0431	DEPARTMENT OF RETIREMENT SYSTEMS	777,182.88
0432	DEPARTMENT OF LABOR AND INDUSTRIES	66,591.02
0436	NATIONAL LIFE INSURANCE CO.	770.16
0441	DANSOUND INC	7,766.00
0448	UPS STORE KENMORE	816.11
0449	ACF WEST INC	2,724.90
0450	AURORA RENTS	8,522.04
0473	ARTS OF KENMORE	6,331.10
0542	AMERICAN SOCIETY OF COMPOSERS	500.00
0550	KING COUNTY RECORDER'S OFFICE	541.50
0558	SNOHOMISH COUNTY	22,448.00
0586	QUADIENT LEASING USA, INC.	2,582.49
0588	ENVIRONMENTAL SYSTEMS RESEARCH INST	15,320.10
0610	WA STATE DEPT OF TRANSPORTATION	86.34
0685	PACE ENGINEERS, INC.	228,070.75
0690	BUILDERS EXCHANGE OF WASHINGTON INC	75.10
0692	HDR ENGINEERING, INC	47,990.63
0696	AMERICAN GENERAL LIFE GPO/400S	2,203.30
0817	GRAINGER	340.31
0831	NORTHSHORE PARK & REC SERVICE AREA	5,440.00
0851	EVERMARK, LLC	2,559.98
0868	JAYMARC AV	2,016.66
0875	WA STATE DEPARTMENT OF AGRICULTURE	75.00
0898	ZONAR SYSTEMS	544.07
0899	SHRED IT, C/O STERICYCLE, INC>	1,234.96
0913	KENMORE ELEMENTARY PTA	3,750.00
0937	ZUMAR	1,989.99
0968	KOMPAN, INC	4,238.63
0981	COMCAST BUSINESS	2,106.52
0994	GORDON THOMAS HONEYWELL	40,697.31
1003	iWORQ SYSTEMS	2,800.00
1010	WESTLAKE HARDWARE WA-153	3,318.80
1045	HORIZON DISTRIBUTORS INC	12,342.71
1047	SARAH ROBERTS	93,858.54
1052	FIRE PROTECTION, INC	3,970.65
1068	WA STATE DEPT OF LABOR & INDUSTRIES	284.30
1123	AM TEST, INC	4,840.00
1140	PAWS	4,122.00

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For Date Range 10/01/2024 - 10/11/2024

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1148	AGORA REFRESHMENTS	1,905.30
1168	SCHINDLER ELEVATOR CORPORATION	4,207.16
1197	MARY MILLER STEPHENS	11,250.00
1216	ADVANCE TESTING & SERVICE INC	2,835.08
1222	OLSON BROTHERS PRO VAC LLC	116,532.71
1258	SESAC	581.00
1299	VERIZON WIRELESS	626.48
1304	BRYAN HAMPSON	165.00
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	3,600.00
1322	AABCO BARRICADE COMPANY INC.	9,957.90
1328	ANCHOR QEA, LLC	4,385.25
1331	KBA INC.	13,122.98
1337	STATE OF WA DEPT. OF LICENSING	1.64
1345	SHERWIN WILLIAMS CO.	820.12
1356	ROB KARLINSEY	500.00
1358	ALPHAGRAPHS	1,204.46
1383	CHICAGO TITLE	16.56
1385	CITYWORKS/AZTECA SYSTEMS LLC	43,832.13
1387	ST OF WA DEPT OF FISH & WILDLIFE	40.00
1390	UTILITIES UNDERGROUND LOCATION CTR	1,250.04
1403	OSBORN CONSULTING INC.	445,751.28
1410	SEATTLE & KING COUNTY PUBLIC HEALTH	1,026.00
1420	GSC PRODUCTION	600.00
1425	FASTSIGNS	3,915.35
1431	GAYLYNN BRIEN	420.00
1452	CITY OF KENT	575.00
1456	HESTON PHOTOGRAPHY	1,644.15
1459	FLEMINGS HOLIDAY LIGHTING LLC	3,386.77
1478	NIGEL HERBIG	1,274.71
1482	HIGHWIRE	3,317.85
1500	MARINE FLOATS CORPORATION	9,826.87
1504	SCORE	121,873.85
1510	SOUND EMPLOYMENT SOLUTIONS, INC.	1,842.21
1524	GRANICUS	6,825.01
1525	PACIFICA LAW GROUP LLP	1,716.00
1547	SAMANTHA LOYUK	146.06
1555	LINCOLN NATIONAL LIFE INSURANCE	20,805.03
1580	NORTHWEST TROPHY	1,670.40
1591	ULINE	9,232.11
1593	A & A LIMOUSINE & BUS SERVICE	6,263.00
1629	WESTERN DISPLAY FIREWORKS, LTD.	15,000.00
1654	LANGTON SPIETH, LLC	20,000.00
1673	KPFF CONSULTING ENGINEERS	504,199.98
1678	JOHN VICENTE	591.28
1689	MOTT MACDONALD	20,222.30
1708	APPLIED CONCEPTS, INC.	1,845.85
1711	SOFTWAREONE, INC.	21,668.07
1721	GOOD TO GO	3.00
1731	NORTHWEST ARBORICULTURE LLC	21,601.25
1732	PERFORMANCE SYSTEMS INTEGRATION LLC	390.12
1738	MUNIMANAGE, LLC	10,750.00
1739	FIX AUTO KENMORE	3,222.02
1770	AQUATECHNEX LLC	20,756.18
1775	YOURMEMBERSHIP.COM, INC	249.00
1779	SNO KING WATERSHED COUNCIL	150.00
1782	SWANK MOTION PICTURES, INC.	1,395.00
1786	TYLER TECHNOLOGIES, INC.	22,850.12
1791	QUINN PROFFITT	612.20

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For Date Range 10/01/2024 - 10/11/2024

Vendor Set: Vendor Set 01

Vendor	Name	Volume
1798	OLBRECHTS & ASSOCIATES, PLLC	11,718.50
1816	NAVIA	41,897.51
1828	QUALITY BUSINESS SYSTEMS / WELLS FARGO	58.83
1829	SHI INTERNATIONAL CORP.	284.67
1838	AVIDIA HEALTH	6,961.60
1856	ARCADIA HOMES LLC	72.82
1874	DEVON LEGER	4,500.00
1879	HOLMBERG COMPANY	1,678.63
1884	HEIDELBERG MATERIALS	1,878.31
1885	NATIONAL BARRICADE CO., LLC	7,408.01
1900	ASPECT CONSULTING LLC	3,122.50
1913	GRAND EVENT RENTALS	13,131.88
1920	BERGER PARTNERSHIP	3,498.75
1927	GAMETIME	84.46
1930	T MOBILE USA, INC.	15,334.89
1932	U.S. BANK N.A. / CUSTODY	416.00
1933	VALLEY, CHRIS & BETH	2,464.75
1936	SUPERION, LLC	29,098.99
1939	ARCHIVESOCIAL, INC.	4,845.93
1961	WESTERN ENTRANCE TECHNOLOGY, LLC	1,542.80
1979	FLYWAY RETAIL + LIVING	4,945.64
1980	HRA VEBA TRUST	48,892.06
1993	MORGAN STANLEY GLOBAL BANKING OPERATIONS	9,166.66
1994	LAKE CITY PARTNERS ENDING HOMELESSNESS	17,000.00
2007	HYDROPOINT DATA SYSTEMS, INC.	10,914.07
2016	METROPOLITAN TRANSPORTATION COMM/STREETSAV	2,000.00
2035	JURASSIC PARLIAMENT	1,899.64
2047	PUGET SOUND PLANTS	2,705.40
2048	SMS CLEANING, INC.	58,455.00
2049	SUNBELT RENTALS	3,122.59
2078	WA RECREATION & PARK ASSOC.	605.00
2079	ZESBAUGH, INC.	506.92
2081	SHANNON & WILSON, INC.	2,162.50
2132	FUELCARE	7,643.05
2142	MISSION SQUARE / 109964	574,726.68
2157	SOUND SAFETY PRODUCTS CO.	763.69
2161	TOBIN BENNETT GOLD	711.40
2175	ELECTRONIC BUSINESS MACHINES	2,258.62
2176	CANON FINANCIAL SERVICES, INC.	2,396.16
2183	SISKUN POWER EQUIPMENT	11,866.50
2194	CONFLUENCE ENVIRONMENTAL COMPANY	32,616.19
2200	CHASE WALKER	492.19
2221	O'REILLY/FIRST CALL	370.31
2236	COMCAST	18,976.06
2249	KING COUNTY BAR ASSOCIATION	600.00
2250	NAMI EASTSIDE	5,625.00
2252	TRUGREEN	3,466.05
2254	U.S. BANK PURCHASE CARDS	257,805.40
2255	ANNA ARNOTT	215.06
2256	FLYNN BEC LP	13,536.97
2259	MINUTEMAN PRESS	36,589.44
2262	DILIGENT CORPORATION	18,834.13
2270	LAKESIDE INDUSTRIES	1,248.57
2284	ENVIROTECH	10,041.75
2288	NORTHWEST PAVEMENT MANAGEMENT ASSOCIATION	700.00
2298	WAPRO	200.00
2299	OFFICE OF MINORITY & WOMEN'S BUSINESS ENTERPRISE	2,395.47
2312	GOOD, MICHAEL J.	300.00

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Vendor Purchasing Report

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For Date Range 10/01/2024 - 10/11/2024

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2327	PACIFIC AIR CONTROL, INC.	17,565.99
2331	EMC RESEARCH, INC.	71,000.00
2334	NORTHSHORE YOUTH SOCCER ASSOC.	55.00
2338	58 STARS TRAVEL	2,088.36
2340	MOJO STRATEGIES	5,870.00
2341	1 ALLIANCE GEOMATICS	23,103.48
2353	NORTHSHORE SCHOOLS FOUNDATION	2,250.00
2360	MELANIE O'CAIN	453.50
2377	NUHSA	1,000.00
2379	JENNIFER LEIGH DIXON	3,520.00
2381	NORTHLAKE LITTLE LEAGUE	187.00
2392	DEPARTMENT OF COMMERCE	105,918.27
2393	SEATTLE PUMP & EQUIPMENT CO./JETTERS NORTHWE	241.29
2396	ZIPLY FIBER	6,844.50
2403	AMERICALL	1,643.35
2413	ICLEI	1,200.00
2417	SUMMIT LAW GROUP PLLC	1,500.00
2419	KINDFIRE CREATIVE	2,400.00
2425	THOMCO CONSTRUCTION, INC.	18,882.49
2434	PSR MECHANICAL, LLC	2,250.82
2437	LOUDEDGE, INC.	1,150.00
2458	MKS PROPERTIES	44,548.08
2459	NELSON ELECTRIC, INC.	8,905.47
2464	D.P. NICOLI, INC.	469.37
2482	KIMLEY HORN AND ASSOCIATES, INC.	44,054.36
2486	CASCADIA LAW GROUP	3,093.75
2487	SIU SONG	144.80
2489	THE ORIGINAL POOP BAGS	1,419.89
2503	NORTH AMERICAN SAFETY, INC.	2,300.50
2507	ONE DIVERSIFIED	25,701.34
2523	ALL AROUND FENCE COMPANY	24,715.12
2531	BCN TELECOM, INC.	8,127.56
2535	BRASS MONKEY INVESTMENTS LLC	7,554.90
2537	HUNTINGTON TECHNOLOGY FINANCE	45,235.36
2540	BRIGHT SPARK EARLY LEARNING SERVICES	900.00
2562	ABS VALUATION	2,000.00
2570	H.D. FOWLER COMPANY	8,173.27
2573	GCP WW HOLDCO, LLC	7,891.54
2578	CENTRICITY GIS, LLC	14,500.00
2579	CHANIN KELLY-RAE CONSULTING LLC	650.00
2598	WAGNER ARCHITECTS	235,311.00
2599	CEDAR GROVE COMPOSTING, INC.	64.74
2609	DTG RECYCLE	6,945.97
2610	SPECIALTY DOOR SERVICE, INC.	4,460.61
2617	STRIDER CONSTRUCTION CO., INC.	57,430.84
2618	STEPHANIE LUCASH	1,092.00
2619	MSR KENMORE CREEK HOMES	7,766.81
2642	WASHINGTON AUDIOLOGY SERVICES, INC.	1,114.10
2656	WASHINGTON STATE FARMERS MARKET ASSOCIATION	350.00
2660	WASHINGTON FEDERAL BANK	2,732.20
2661	JASON RICHARD SPERLING	830.00
2668	CORE DESIGN, INC.	5,164.86
2691	E SQUARED SYSTEMS, LLC	1,291.98
2692	PREMIER MEDIA GROUP	1,990.00
2697	THE LODGE AT ST. EDWARD PARK	895.56
2707	ONTRA MARKETING GROUP	150.00
2713	DEPT. OF L&I - BOILER SECTION	82.40
2715	TRUE NORTH EQUIPMENT INC	314.35

X. B. Approve Total Check #s 55108 through 55180 totaling \$1,128,352.43,...

Vendor Purchasing Report

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Vendor Set: Vendor Set 01

Vendor	Name	Volume
2728	NARWHAL MET, LLC	3,400.00
2765	TRUSTEES OF THE HAMLINE UNIVERSITY OF MINNESOTA	1,704.47
2766	ZEN DEVELOPMENT, LLC	11,266.50
2768	SEATTLE OUT & PROUD FOUNDATION	2,250.00
2773	REGIONAL CRISIS RESPONSE AGENCY	115,379.25
2778	OUTCOMES BY LEVY, LLC	13,050.00
2780	XEROX CORPORATION	5,602.16
2782	HILLIS CLARK MARTIN & PETERSON P.S.	40,923.00
2785	RICH HARTMAN'S BELLINGHAM FORD LINCOLN	53,089.00
2789	SCHEMATA WORKSHOP INC.	243.00
2792	STRATEGIES 360, INC.	18,416.67
2793	SOMERSAULT WELLNESS LLC	1,200.00
2796	KING COUNTY REGIONAL HOMELESSNESS AUTHORITY	38,000.00
2800	MELINDA MERRELL	971.69
2802	AMADOR FARMS	262.00
2804	BROTHER'S FARMS	461.00
2805	CALICO COOKIES - ERIN CALI	103.00
2808	LITTLE JACK FLOWER FARM	235.00
2810	PAO DE QUEIJO	32.00
2812	RRJ COMPANY, LLC	342,068.79
2813	OUR FAMILY FARM	342.00
2815	SUNRISE LOCAL BERRIES FARM, LLC	222.00
2818	BOAZ COFFEE	27.00
2821	HAYTON FARMS	40.00
2822	HP'S SMOKEHOUSE BBQ	330.00
2825	MICHELLE KANG	415.39
2826	MICHELLE SHAW	150.00
2832	KDJ'S THE BAKERIE	31.00
2835	NAC INC	44,515.00
2836	CASCADIA COLLEGE	30,000.00
2842	HULA O LEHUALANI	900.00
2843	ELIAS M. KAUHANE	1,700.00
2847	CAMP UNITED WE STAND	1,125.60
2849	FARM FRESH NW	148.00
2851	JENSEN TOFFEE	22.00
2857	ESD - LTC	20,179.81
2876	AMERICAN TRAFFIC SOLUTIONS INC	146,250.00
2878	ALWAYS ACTIVE SERVICES LLC	802,425.78
2889	FOURTEN CREATIVE	7,945.58
2890	TASTAD CONSTRUCTION INC	171,479.13
2905	SIGN CONNEXION LLC	656.41
2907	CAPITAL ONE TRADE CREDIT/MCLENDON	401.08
2920	BIZDIVERSITY	1,750.00
2927	KENMORE SENIOR CENTER	23,437.50
2933	CIVICPLUS LLC	6,321.67
2935	OLYMPIC NURSERY INC	1,250.10
2936	STOWE DEVELOPMENT & STRATEGIES LLC	10,200.00
2938	SKYCORP, LTD	43,074.87
2942	PLYWOOD SUPPLY	1,298.96
2947	Motorola Solutions, Inc.	9,695.70
2948	HEALTH MANAGEMENT ASSOCIATES INC	36,928.75
2950	PUGET SOUND EMERGENCY RADIO NETWORK OPERATI	1,814.40
2951	INSIDESOURCE	2,470.64
2952	SARABJIT MANN	7,500.00
2953	PETROCARD, INC	3,942.42
2955	JIM DANDY SEWER & PLUMBING	462.42
2956	JORDAN STECKS	150.00
2957	NIKHIL PATNE	250.00

X. B. Approve Total Check #s 55108 through 55180 totaling \$1,128,352.43,...

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For Date Range 10/01/2024 - 10/11/2024

Vendor Set: Vendor Set 01

Vendor	Name	Volume
2958	ALYSSA MONTGOMERY	150.00
2960	SLABJACK NW, LLC	5,031.57
2961	KARI HATCHER	150.00
2962	FAST WATER HEATER	187.10
2963	FIRESTONE INVESTMENT LLC	87,576.20
2964	AMBER CLIFTON	2,260.36
2965	ICICLE VILLAGE RESORT	8,138.12
2968	GARY ULRICH	40.00
2970	POLCO	9,000.00
2971	TOASTMASTERS INTERNATIONAL	250.00
2972	JONES BOYS MAINTENANCE CO. INC.	1,414.79
2973	JOHN BAYS	7,500.00
2974	RAJESH MASKARA	250.00
2975	SHANNON TIPPLE-LEEN	173.45
2976	LINKEDIN CORP.	5,730.00
2977	JERRY OWEN	27,732.40
2978	PROGENGO LLC	128.76
2979	DALE KRUEGER	208.65
2980	AMY LINDBLOM	150.00
2981	LEIGH ANNE MALAVOTTE	156.00
2983	AMY ZIER	137.60
2984	JADA THOMPSON	156.00
2985	YOUNGMIN KIM	150.00
2986	SENZA KENMORE LLC / GOLDSMITH	7,500.00
2987	CRAIG OLSON	248.00
2989	LUPITA ZAMORA CONSULTING LLC	1,200.00
2990	BUD CLARY FORD OF MOSES LAKE	54,007.70
2991	C R COLLINS CONSTRUCTION INC	110.40
2992	DAHLIA CORONA	445.07
2995	ANDRES TORRES	249.90
2996	SANDHYA MANICKAVASAGAM	150.00
2997	VIJAYARAGHAVAN MAKKAKODE	250.00
3000	SENTINEL OFFENDER SERVICES, LLC	819.50
3001	STEPHAN GMUR	1,775.72
3002	KARIM KARMALI	79.92
3007	JENNIFER SPELHAUG	1,043.12
3008	KERRY KAESTNER	150.00
3010	NINA RASMUSSEN	977.74
3011	TAMBI CORK	243.89
3014	NELSON TRUCK EQUIPMENT CO	9,779.98
3015	ASHWINI HOSADEVARAHADLU SHIVANANDA	250.00
3018	COTTAGE COMMUNITY BAKERY	219.00
3019	BROWNE AND TOASTED	30.00
3022	JAMIE MCKEOGH	2,500.00
3024	TAME THE JUNGLE, LLC	3,279.00
3025	JASON CHURCH	7,500.00
3026	DAVID ARTHUR	1,213.03
3027	ANNIE FOSTER	3,000.00
3029	ALYSSA RUSSELL	150.00
3030	SECURITY SOLUTIONS NW	27,266.00
3031	WORKPLACE RESOLUTIONS, LLC	800.00
3032	CUBBYHOLE CREATIVE LTD	3,000.00
3033	J&E PRODUCE	23.00
3034	VIDIT JAIN	150.00
3036	YANGFENG YU	150.00
3037	HAGGARD & GANSON LLP	3,857.00
3038	DICK'S TOWING	1,160.25
3039	MSR BEACHWOOD 2 LLC	7,906.55

X. B. Approve Total Check #s 55108 through 55180 totaling \$1,128,352.43,...

Vendor Purchasing Report

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For Date Range 10/01/2024 - 10/11/2024

Vendor Set: Vendor Set 01

Vendor	Name	Volume
3040	DAMODAR NAGANDLA	4,328.91
3041	SURYA SKJONSBY	514.93
3042	TIM STROUSE	250.00
3043	GOAT AND SEED	374.00
3045	SEATOWN SWEETS	50.00
3047	McGRATH HUMAN RESOURCES GROUP	5,000.00
3048	SEATTLE'S CHILD	700.00
3050	USPS-POC c/o CITIBANK	3,996.75
3051	SOVA CONSULTING	7,500.00
3052	TILCO VANGUARD INC.	10,534.98
3053	ANDREY GOLUBOVICH	6,481.96
3055	JOHNSON'S JUNK REMOVAL LLC	19,381.18
3056	SCENIC 365 LLC	1,295.00
3057	SAGACITY MEDIA, INC.	2,510.00
3058	FRANKLIN COVEY	26.00
3059	AARTI TANNA	150.00
3060	ANSER ADVISORY CONSULTING, LLC	16,500.00
3061	Traffic Safety Supply Co. Inc	35,422.72
3062	SOUND STUMP REMOVAL LLC	1,900.00
3063	KENMORE AUTOMOTIVE	13,406.39
3065	DANIEL WICK	157.71
3066	PATRICK O'BRIEN	134.40
3067	ELYON MAINTENANCE, INC.	40,278.10
Vendor Set Vendor Set 01 Total:		16,210,955.70

X. B. Approve Total Check #s 55108 through 55180 totaling \$1,128,352.43,...



City Council Agenda Bill City of Kenmore, WA

Subject/Topic: Contract 24-C3084 Interlocal Agreement for Emergency Management between the City of Kenmore, City of Lake Forest Park and King County Fire District 16

Proposed Council Action/Motion:

Motion authorizing the City Manager to execute Contract 24-C3084 Interlocal Agreement for Emergency Management subject to approval by the City Attorney of any minor amendments.

For Council Meeting Agenda of: 10/28/24

Department: Community Development

Prepared by: Debbie Bent, Community Development Director

Initial & Date

Approved by Department Head: 10/16/24 DB

Approved by City Attorney: 10/15/24 DR

Approved by Finance Director: 10/18/24 MM

Approved by City Manager: 10/17/24 RK

Attachments/Exhibits:

1. Contract 24-C3084 Interlocal Agreement for Emergency Management
2. Contract 16-C1622 Amendment #1 Interlocal Agreement for Emergency Management
3. Contract 16-C1622 Interlocal Agreement for Emergency Management

Summary: Contract 24-C3084 (Attachment #1) is a new interlocal agreement for Emergency Management between the City of Kenmore, City of Lake Forest Park and King County Northshore Fire District #16 for emergency management. The coalition is known as the Northshore Emergency Management Coalition (NEMCo). This new interlocal agreement will replace Contract 16-C1622 (Attachments #2 and #3), effective 1/1/25.

The new interlocal agreement term is one year to allow the City of Kenmore to assess alternative options for emergency management services including assessment of NEMCo as one of the potential options.

Information/Background: Key terms of the new "draft" Interlocal Agreement (Attachment #1) are described below. The draft agreement is also under review by the City of Lake Forest Park.

ILA Term (Sections 5 and 6):

- One year term 1/1/25 through 12/31/25 that automatically terminates.

Administration/Governance (Sections 9, 10, 15, 16 and 20):

- The NEMCo Board is the governing body that includes representatives from the City of Kenmore, City of Lake Forest Park and Shoreline Fire Department. The Board is responsible for the appointment and termination of an Emergency Manager.
- The City of Lake Forest Park is the lead agency for administration which includes oversight of agreements, budget/finances and supervision of the Emergency Manager.

- The Fire District provides office space for the Emergency Manager, storage for NEMCo property and EOC equipment and a training area for community and volunteer groups.

Emergency Manager (Section 11,19):

- Responsible for management and operations of an Emergency Operations Center.
- Responsible for management, coordination and training of community volunteer emergency groups such as the Community Emergency Response Team (CERT), Radio Amateur Civil Emergency Service (RACES).
- Responsible for coordinating emergency preparedness throughout the jurisdictions and administration of a community based advisory committee "Northshore Emergency Management Council.
- Responsible for maintenance of regional emergency management plans and programs.

Emergency Operation Center (Section 18)

- An EOC is activated whenever necessary in response to a natural or human caused disaster within the boundaries of the City of Kenmore or City of Lake Forest Park.
- Fire Station 51 is the primary EOC location.
- Lake Forest Park City Hall is the secondary EOC location.
- City of Kenmore City Hall is the tertiary EOC location.

Budget/ Cost Sharing and Assets (Sections 12, 13, 14 and 17)

- 2025 operating budget estimated at \$182,722 which includes the cost of the Emergency Manager. The NEMCo Board approves the budget.
- The City of Kenmore's share of the 2025 budget is estimated to be \$83,861, representing 45.89%, proportionate share of total costs.
- When the ILA ends all inventoried assets will be returned to the Party that owns them. Jointly owned property will be disposed of based on proportional cost sharing.

Background NEMCo Interlocal Agreement

Since the formation of NEMCo in 2016, there have been several changes impacting the NEMCo organization. In 2022 the Shoreline Fire Department entered into an agreement to staff, manage and operate King County Fire District #16. At the end of 2023 the Northshore Utility District left NEMCo. The City of Kenmore no longer contracts with the City of Lake Forest Park for maintenance services. The City of Kenmore as an organization has also grown significantly since 2016, employing more than 60 employees.

On 12/10/16 the City Council authorized approval of Contract No. 16-C1622 (see Attachment #3), to establish a joint emergency management organization, the Northshore Emergency Management Coalition (NEMCo), with the City of Lake Forest Park, Northshore Fire District and the Northshore Utility District (see Attachment #3).

On 12/10/18 the City Council authorized Amendment #1 to Contract 16-C1622. Amendment #1 revised Section 16 to allow the NEMCo Committee to either credit back or retain any surplus funds. Section 21 was revised to update contact information.

Fiscal Consideration: 2023-2024 budget assumption for NEMCo dues \$106,500. Actual NEMCo dues for the 2023-2024 biennium \$110,213. Kenmore's share of dues for 2025 is estimated at approximately \$58,000. The proposed emergency management budget for 2025-2026 is \$186,000. In 2025 \$58,000 is assumed for NEMCo dues and \$38,000 for consultant assistance to assess future

options for Emergency Management. In 2026 \$90,000 is assumed for Emergency Management Costs which will be updated once the ongoing option for Emergency Management is defined.

City Council Priority or Budget Objective Being Addressed: Council priority #7 Support public safety and social justice reform

Interlocal Agreement for Regional Emergency Management

**Kenmore
Lake Forest Park
King County Fire District 16**

This interlocal agreement for regional emergency management (“Agreement”) is made pursuant to the interlocal Cooperation Act, Chapter 39.34 RCW, by and between the following parties:

- The City of Lake Forest Park, a Washington State municipal corporation, (“LFP”)
- The City of Kenmore, a Washington State municipal corporation, (“Kenmore”)
- King County Fire District No. 16, a Washington State special purpose district and municipal corporation, (“KCFD16”)

LFP, Kenmore, and KCFD16 are also referred to collectively as “Parties” and individually as “Party.”

RECITALS

1. LFP and Kenmore are adjacent cities located along the north shores of Lake Washington. KCFD16 is a local municipal service provider to LFP and Kenmore (See Exhibit “A” for boundaries of the Parties).
2. Each Party has responsibilities and obligations to prepare for emergencies. Pursuant to RCW 38.52.070, LFP and Kenmore are required to establish local organizations for emergency management. LFP and Kenmore have established a joint local organization for emergency management, as authorized by RCW 38.52.070 (also known as a joint emergency management organization). The same requirement does not apply to KCFD16.
3. The Parties agree that it is in the best interest of their local communities to administer and coordinate their emergency management plans and programs.

AGREEMENT

To that end, the Parties agree as follows:

4. Purpose. The purpose and intent of this Agreement is to provide an efficient mechanism for the effective administration and coordination of emergency management plans and programs to protect the public peace, health, and safety, as well as to preserve the lives and property of the people served by the Parties, to ensure the continuation of services during emergencies, and the assist in the recovery of the community after disaster events.
5. Effective Date and Duration. This Agreement shall take effect January 1, 2025. This Agreement shall remain in effect for a period of 12 months (December 31, 2025) (“Term”). This Agreement replaces the Interlocal Agreement effective between the Parties on January 1, 2017.

6. Termination. Following the end of the Term, this Agreement shall automatically terminate. All Parties are responsible for any residual liabilities, obligations or costs incurred prior to the termination of this Agreement.
7. No Separate Entity. This Agreement establishes a joint operation of the Parties and does not create a separate legal entity. The joint operation shall be called the “Northshore Emergency Management Coalition” or “NEMCo.”
8. No Joint Venture. Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture, or other enterprise between the Parties.
9. Administration. Subject to the directives of the “NEMCo Board” established in Section 11 below, LFP shall serve as the Lead Agency (“Lead Agency”) for the Parties and NEMCo personnel. As Lead Agency, LFP shall supervise an employee to serve as the Emergency Manager identified in Section (11), who shall administer and coordinate the joint operation, oversee and supervise all agreements of the Parties made on behalf of NEMCo, act as the direct supervisor for all personnel authorized by NEMCo, and serve as the point of contact for the Parties. The Lead Agency shall be the employer of record for the Emergency Manager and all necessary personnel authorized by NEMCo, as well as contract for goods and services in its own name on behalf of NEMCo. The Lead Agency shall share all reports, documents, and written work products with all Parties.
10. Emergency Manager. The Parties shall be responsible for the appointment and termination of an Emergency Manager. The Emergency Manager shall have experience in the management and operations of an Emergency Operations Center (EOC) and the management and coordination of community volunteer groups such as Community Emergency Response Teams (CERT), RACES, and similar in support of emergency response. The Emergency Manager is an “at will” position and may be terminated from such position upon the unanimous vote of the Board of Directors, with or without cause.
11. Governance. A decision-making body, called the “NEMCo Board of Directors” or “NEMCo Board,” shall govern and administer this Agreement and direct the Emergency Manager’s actions, functions, and duties to ensure consistency with the terms and conditions of this Agreement, applicable Comprehensive Emergency Management Plans, and other Emergency Management Papers, pursuant to RCW 38.52. Each Party shall appoint a representative to the NEMCo Board and meet at least quarterly. The NEMCo Board may also meet at other times as is determined by its members and, at the request of one Party for a special or emergency meeting, the NEMCo Board shall meet within a reasonable time after the request. The NEMCo Board meetings shall operate in accordance with the traditional ‘Robert’s Rules of Order’ and strive to make decisions by consensus. Voting shall be on a ‘one Party, one vote’ basis. Other than votes to increase NEMCo’s operating budget or expenditures, which require unanimous vote, voting that results in a tie shall be resolved by a weighted vote, using the percentage share of Section 14. All NEMCo Board of Director meetings shall comply with all provisions of the Washington Open Public Meetings Act and Public Records Act. Ch. 42.30 RCW and Ch. 42.56 RCW. A community based advisory committee, called the “Northshore Emergency Management Council” or “NEMCo Council,” shall be formed and administered by the Emergency Manager. The NEMCo Council will be comprised of business leaders, emergency service providers, school representatives, community associations, and other key community members from throughout the joint

jurisdictions of the Parties. The NEMCo Council will meet quarterly, under the direction of the Emergency Manager, to discuss and coordinate emergency preparedness efforts with a focus on ensuring a comprehensive and holistic approach to emergency management throughout the jurisdiction of the Parties.

12. Operating Budget. NEMCo's operating budget of \$182,722 for 2025 consists of the costs necessary to employ and retain the services of an Emergency Manager, as well as any other authorized personnel, with approved salary, benefits, and overhead. Any other costs incurred by the Lead Agency or any Party for or on behalf of NEMCo must be approved in advance by the NEMCo Board. The NEMCo Board shall meet in the third quarter of each calendar year to approve and finalize the operating budget for the following calendar year.
13. Contribution Payments. The non-Lead Agency Parties shall pay their respective shares of the approved annual operating budget to the Lead Agency by January 31st of 2025. The Lead Agency shall not send a bill, invoice, or reminder.
14. Cost Sharing. Each Party shall be responsible for its own internal costs of participating in NEMCo, such as costs for staff time and facilities used for pre-emergency planning, training, and meeting. All costs incurred by the Lead Agency on behalf of NEMCo shall be shared as follows:

Party	Total	LFP	Kenmore	KCFD16
Percentage Share (for Term)	100%	45.89%	45.89%	8.3%
2025 Operating Budget	\$182,722	\$ 83,861	\$83,861	\$15,000

15. Finance and Accounting Services. As an additional contribution to NEMCo the Lead Agency will provide finance and accounting services for the Parties, at its own cost, according to this Agreement, and will maintain a separate fund in its accounting system for this purpose.

16. Reconciliation. Within thirty (30) days after the end of the Term, the Lead Agency shall prepare and deliver to the Parties a reconciliation of expenditures and fees collected for the previous calendar year. Any surplus resulting from the reconciliation for 2024 shall be either shared by the Parties proportionally, based on the cost-sharing percentages in Section 14 above, shall be credited against the following year's contributions to NEMCo, based on the proportional cost-sharing percentages. The NEMCo Board shall decide which option shall be used during the third quarter budget discussion noted in Section 12 above. Any surplus resulting from the reconciliation for 2025 shall be shared by the Parties proportionally based on the cost share percentage in Section 14.

17. Ownership of Property. Except as agreed otherwise by the Parties in writing, the title to property owned by a Party and used by NEMCo shall not be transferred to NEMCo or any other Party. The Parties must agree unanimously in advance to the acquisition or lease of new property purchased as part of the overhead for NEMCo discussed in Section 12 above. Unless agreed otherwise by the Parties, such property shall be jointly owned by all Parties and be operated under the oversight of the Emergency Manager. Said property will be inventoried annually by the Emergency Manager, who

will provide a report of this inventory during the third quarter NEMCo Board meeting. Upon the end of the Term, the Parties agree that all assets inventoried by the Emergency Manager shall be returned to the Party that owns them. The Parties agree to dispose of jointly-owned property acquired by NEMCo in a mutually agreeable manner and based on the proportional cost-sharing percentages set forth in Section 14.

18. Joint Emergency Operations Center (EOC). Whenever an EOC activation is necessary in response to a natural or human caused disaster within the city boundaries of LFP or Kenmore, the Parties agree to operate together from a joint facility. Shoreline Fire Station 51, property of KCFD16, has been identified as the primary EOC location, with LFP City Hall being identified as the secondary EOC location. A tertiary EOC location will be maintained at Kenmore City Hall, however this EOC system will be designed to be a mobile EOC to allow for the maximum potential for all Parties to maintain the continuity of operations and/or government during a disaster event. Activation of the EOC should occur whenever circumstances warrant it or when requested by one or more of the Parties. The Emergency Manager will be responsible for maintaining the functionality of all EOC locations, as well as developing and advising the Parties on critical incidents that would warrant various levels of EOC activation.

19. Emergency Management Plans and Programs. To provide a more comprehensive response to a natural or human caused disaster within the boundaries of LFP or Kenmore, the Parties agree that regional emergency management plans, to include a Regional Comprehensive Emergency Management Plan, and emergency response programs, such as the maintenance of a corps of volunteer emergency workers, shall be coordinated by NEMCo. It will be the responsibility of the Emergency Manager to maintain any applicable plans and programs, as well as supervise, train, and retain a group of volunteer emergency workers utilizing FEMA supported programs such as Community Emergency Response Team, Radio Amateur Civil Emergency Service, or Auxiliary Communications Services.

20. Administrative Services. In addition to the space for the primary EOC mentioned in Section 18 above, KCFD16 agrees to provide NEMCo and its authorized personnel with suitable office space, storage for NEMCo property and EOC equipment, appropriate training areas for the education of the community and volunteer corps, and administrative support from its staff, to include the use of community office supplies, printers, and internet. In exchange for these services, KCFD16 will pay a reduced portion of the cost-sharing as reflected in Section 14 above.

21. Mutual aid. During an emergency, each Party, via an authorized representative or through the Emergency Manager, is authorized to request assistance from any other Party for services outside of the regular roles and municipal duties of that Party. The requested Party is not obligated to fulfill any request, but if assistance is rendered, the requesting Party shall pay for the assistance on a time, equipment, and material basis.

22. Regular Agency Operations. Each Party shall continue to fulfill its respective municipal functions and duties without reimbursement from any other Party to this Agreement. Although the Parties are administering and coordinating their emergency management plans and programs under this

Agreement, each Party shall retain full responsibility, discretion, and control over the application of these emergency plans, programs, and resources within their jurisdiction.

23. Indemnification. Except in those situations where the Parties have statutory or common law immunity for their actions and/or inactions and to the extent permitted by state law, and for the limited purposes set forth in this Agreement, each Party shall protect, defend, hold harmless, and indemnify each other Party, its officers, elected officials, agents, and employees while acting within the scope of their employment as such, from and against any and all claims (including demands, suits, penalties, liabilities, damage, costs, expenses, or losses of any kind or nature whatsoever including attorney's fees) arising out of or in any way resulting from such Party's Participation and obligations under this Agreement. Each Party agrees that its obligations under this section extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, each Party, by mutual negotiation, hereby waives, with respect to the other Parties only, any immunity that would otherwise be available against such claims under the industrial insurance act provisions of Title 51 RCW.

24. No Third-Party Beneficiaries. This Agreement is for the sole benefit of the Parties. No other persons shall be deemed to have any rights in, under, or to this Agreement.

Interlocal Agreement for Regional Emergency Management

Kenmore Contract No. 16-C1622 Amendment No. 1 **Lake Forest Park Contract No. 16-070 Amendment No. 1**

This interlocal agreement for regional emergency management ("Agreement") is made pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW, by and between the following parties:

- The City of Lake Forest Park, a Washington State municipal corporation, ("LFP")
- The City of Kenmore, a Washington State municipal corporation, ("Kenmore")
- King County Fire District No. 16, a Washington State special purpose district and municipal corporation, ("KCFD16")
- Northshore Utility District, a Washington State special purpose district and municipal corporation, ("NUD")

LFP, Kenmore, KCFD16 and NUD are also referred to collectively as "Parties" and individually as "Party."

RECITALS

- (1) LFP and Kenmore are adjacent cities located along the north shores of Lake Washington. KCFD16 and NUD are local municipal service providers to LFP and Kenmore (See Exhibit "A" for boundaries of the Parties).
- (2) Each Party has responsibilities and obligations to prepare for emergencies. Pursuant to RCW 38.52.070, LFP and Kenmore are required to establish local organizations for emergency management. LFP and Kenmore have established a joint local organization for emergency management, as authorized by RCW 38.52.070 (also known as a joint emergency management organization). The same requirement does not apply to KCFD 16 or NUD.
- (3) The Parties agree that it is in the best interest of their local communities to administer and coordinate their emergency management plans and programs.

AGREEMENT

To that end, the Parties agree as follows:

- (4) Purpose. The purpose and intent of this Agreement is to provide an economical mechanism for the efficient administration and coordination of emergency management plans and programs, generally to protect the public peace, health and safety, to preserve the lives and property of the people served by the Parties and to ensure the continuation of municipal services during emergencies.
- (5) Effective Date and Duration. This Agreement shall take effect January 1, 2017. This Agreement shall remain in effect for a period of 36 months (December 31, 2019) ("Initial Term").

- (6) Term Extension and Early Termination. Following the Initial Term, this Agreement shall extend automatically for additional twelve-month periods, unless one or more Parties gives notice of withdrawal to all other Parties at least six months prior to the end of the then current term. All Parties are responsible for any residual liabilities, obligations or costs incurred prior to the termination of this Agreement.
- (7) No Separate Entity. This Agreement establishes a joint operation of the Parties and does not create a separate legal or administrative entity. The joint operation shall be called the "Northshore Emergency Management Coalition" or "NEMCo."
- (8) No Joint Venture. Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture or other enterprise between the Parties.
- (9) Administration. Subject to the directives of the "NEMCo Committee" established in Section (10) below, LFP shall serve as the Lead Agency ("Lead Agency") for the Parties and NEMCo. As Lead Agency, LFP shall select and appoint an employee to serve as the Emergency Manager identified in Section (11), which employee generally shall administer and coordinate the joint operation, oversee and supervise all agreements of the Lead Agency or any Party made on behalf of NEMCo, and serve as the point of contact for the Parties. The Lead Agency shall be the employer of record for the Emergency Manager and all necessary personnel authorized by NEMCo, and shall contract for goods and services in its own name on behalf of NEMCo. The Lead Agency shall share all reports, documents and written work products with all Parties.
- (10) Governance. A decision making body, called the "NEMCo Committee," shall govern and administer this Agreement and direct the Lead Agency's actions, functions and duties, consistent with the terms and conditions of this Agreement, and consistent with the Comprehensive Emergency Management Plans and Emergency Management Program Papers of LFP and Kenmore, pursuant to Chapter 38.52 RCW. Each Party shall appoint a representative to the NEMCo Committee. The NEMCo Committee shall meet at least quarterly and at such other times as is determined by the Committee. At the request of one Party for a special or emergency meeting, the NEMCo Committee shall meet within a reasonable time after the request. The NEMCo Committee shall strive to make decisions by consensus. Voting shall be on a "one Party, one vote" basis. Other than votes to increase NEMCo's operating budget or expenditures, which require unanimous vote, voting that results in a 2-2 tie shall be resolved by a weighted vote, using the percentage share of Section (14). The NEMCo Committee shall comply with all provisions of the Washington Open Public Meetings Act and Public Records Act.
- (11) Operating Budget. NEMCo's operating budget of \$139,540 for 2017 consists only of the costs necessary to employ and retain the service of an Emergency Manager with approved salary, benefits, and overhead. Any other costs incurred by the Lead Agency or any Party for or on behalf of the NEMCo must be approved in advance by the NEMCo Committee in writing. The NEMCo Committee shall meet in the third calendar quarter of each calendar year to approve and finalize the operating budget for the following calendar year.

- (12) NUD Provisions. For its participation, 300 hours per year of the Emergency Manager's time is allocated to functions primarily for NUD as identified in Exhibit "B", Functions for Northshore Utility District. The Emergency Manager shall keep track of the actual time needed to perform those services. NUD has the option of using the 300 hours for these or other functions. If NUD fails to use its annual allotted hours, the unused hours shall be rolled forward to be used in the following year(s), provided the accumulated unused rolled forward hours do not exceed 80 at any time. If NUD uses the Emergency Manager for more than 300 (plus any unused hours rolled forward from the previous years) hours in a calendar year, NUD shall pay NEMCo for the overage at a rate of \$70 per hour at the annual Reconciliation (See Section 16).
- (13) Contribution Payments. The non-Lead Agency Parties shall pay their respective shares of the approved annual operating budget to the Lead Agency by January 31st of the budget year. The Lead Agency shall not send a bill, invoice or reminder.
- (14) Cost-sharing. Each Party shall be responsible for its own internal costs of participating in NEMCo, such as costs for staff time and facilities used for pre-emergency planning, training and meeting. All costs incurred by the Lead Agency on behalf of the NEMCo, shall be shared as follow:

Party	Total	Kenmore	LFP	KCFD 16	NUD
Percentage Share (for all years)	100%	30.75%	30.75%	23.50%	15.00%
2017 Operating Budget	\$139,540	\$42,909	\$42,909	\$32,792	\$20,931

- (15) Finance and Accounting Services. As additional contribution to NEMCo, the Lead Agency will provide finance and accounting services for the Parties, at its own cost, according to this Agreement, and will maintain a separate fund in its accounting system for this purpose.
- (16) Annual Reconciliation. Within thirty (30) days after the end of a calendar year, the Lead Agency shall prepare and deliver to the Parties a reconciliation of expenditures and fees collected for the previous calendar year. Any surplus resulting from the reconciliation shall be either shared by the Parties proportionally, based on the cost-sharing percentages in Section (14) above or as agreed to by the Parties, as applicable, and shall be credited against future contributions to NEMCo (likely contributions due in the next year), or retained by the Lead Agency and used to further carryout the mission of NEMCo. The NEMCo committee shall decide which option shall be used during budget discussion as noted in Section (11) above
- (17) Ownership of Property. Except as agreed otherwise by the Parties in writing, title to property owned by a Party and used by NEMCo shall not be transferred to NEMCo or any other Party. All Parties must agree in advance to the acquisition or lease of new property used by NEMCo, and such property shall be jointly owned by all Parties unless agreed otherwise by the Parties in writing.
- (18) Regular Agency Operations: Each Party shall continue to fulfill its respective municipal functions and duties without reimbursement from any other Party to this Agreement. Although the Parties

are administering and coordinating their emergency management plans and programs under this Agreement, each Party shall retain sole discretion and full control over its own emergency plans, programs and resources.

- (19) Joint Emergency Operations Center (EOC): Whenever an EOC activation is necessary in response to natural or human caused disaster within the city boundaries of LFP and Kenmore, the Parties agree to operate together from a joint facility. The headquarters fire station in Kenmore has been identified as the primary EOC location. Activation of the EOC should occur whenever circumstances justify or when requested by one or more of the Parties. Because half of NUD's service area is outside the city boundaries of LFP and Kenmore, it will not staff such EOC. However, NUD will keep close communication with the Parties during any emergency involving the Parties.
- (20) Mutual-aid: During an emergency, the individuals listed under the "Notices" section, or their successors as set forth in a notice to the other Parties, are authorized to request assistance from any other Party for services outside of the regular roles and municipal duties of that Party. The requested Party is not obligated to fulfill any request. If assistance is rendered, the requesting Party shall pay for the assistance, on a time, equipment and material basis, at the rates published on the responding Party's website.
- (21) Notices: All NEMCo email notices shall be sent to the Parties at the following addresses:

LFP	Phillip Hill	phill@ci.lake-forest-park.wa.us
LFP	Steve Sutton	ssutton@ci.lake-forest-park.wa.us
LFP	Frank Zenk	fzenk@ci.lake-forest-park.wa.us
Kenmore	Rob Karlinsey	rkalinsey@kenmorewa.gov
Kenmore	Bryan Hampson	bhampson@kenmorewa.gov
Kenmore	Jennifer Gordon	jgordon@kenmorewa.gov
KCFD16	Jim Torpin	jtorgin@northshorefire.com
KCFD16	Eric Magnuson	emagnuson@northshorefire.com
KCFD16	Doug Knight	dknight@northshorefire.com
NUD	Al Nelson	anelson@nud.net
NUD	Ethan Maiefski	emaiefski@nud.net

Each Party is responsible for prompt notification to the other Parties of any personnel change.

- (22) Written notices shall be sent by mail or hand-delivered to:

Phillip Hill, City Administrator
City of Lake Forest Park
 17425 Ballinger Way NE
 Lake Forest Park, WA 98155

Rob Karlinsey, City Manager
City of Kenmore
 18120 68th Ave NE
 Kenmore, WA 98028

Jim Torpin, Fire Chief
King County Fire District 16
 7220 NE 181st Street
 Kenmore, WA 98028

Al Nelson, General Manager
Northshore Utility District
 6830 NE 185th Street
 Kenmore, WA 98028

- (23) Indemnification: Except in those situations where the Parties have statutory or common law immunity for their actions and/or inactions and to the extent permitted by state law, and for the limited purposes set forth in this Agreement, each Party shall protect, defend, hold harmless and indemnify each other Party, its officers, elected officials, agents and employees, while acting within the scope of their employment as such, from and against any and all claims (including demands, suits, penalties, liabilities, damages, costs, expenses, or losses of any kind or nature whatsoever including attorney's fees) arising out of or in any way resulting from such Party's own negligent acts, errors, or omissions or willful misconduct related to such Party's participation and obligations under this Agreement. Each Party agrees that its obligations under this section extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, each Party, by mutual negotiation, hereby waives, with respect to the other Parties only, any immunity that would otherwise be available against such claims under the industrial insurance act provisions of Title 51 RCW.
- (24) No Third Party Beneficiaries: This Agreement is for the sole benefit of the Parties. No other persons shall be deemed to have any rights in, under, or to this Agreement.

The Parties have executed this Agreement on the dates written below:

LFP:

By Jeff Johnson, its Mayor
 City of Lake Forest Park
 Date Signed: 11/8/18

Kenmore:

By Rob Karlinsky, its City Manager
 City of Kenmore
 Date Signed: 10-12-18

KCFD16:

By Jim Torpin, its Fire Chief
 King County Fire District 16
 Date Signed: 10-16-18

NUD:

By Al Nelson its General Manager
 Northshore Utility District
 Date Signed: 10/17/18

EXHIBIT "A"

OVERLAPPING BOUNDARIES OF THE PARTIES

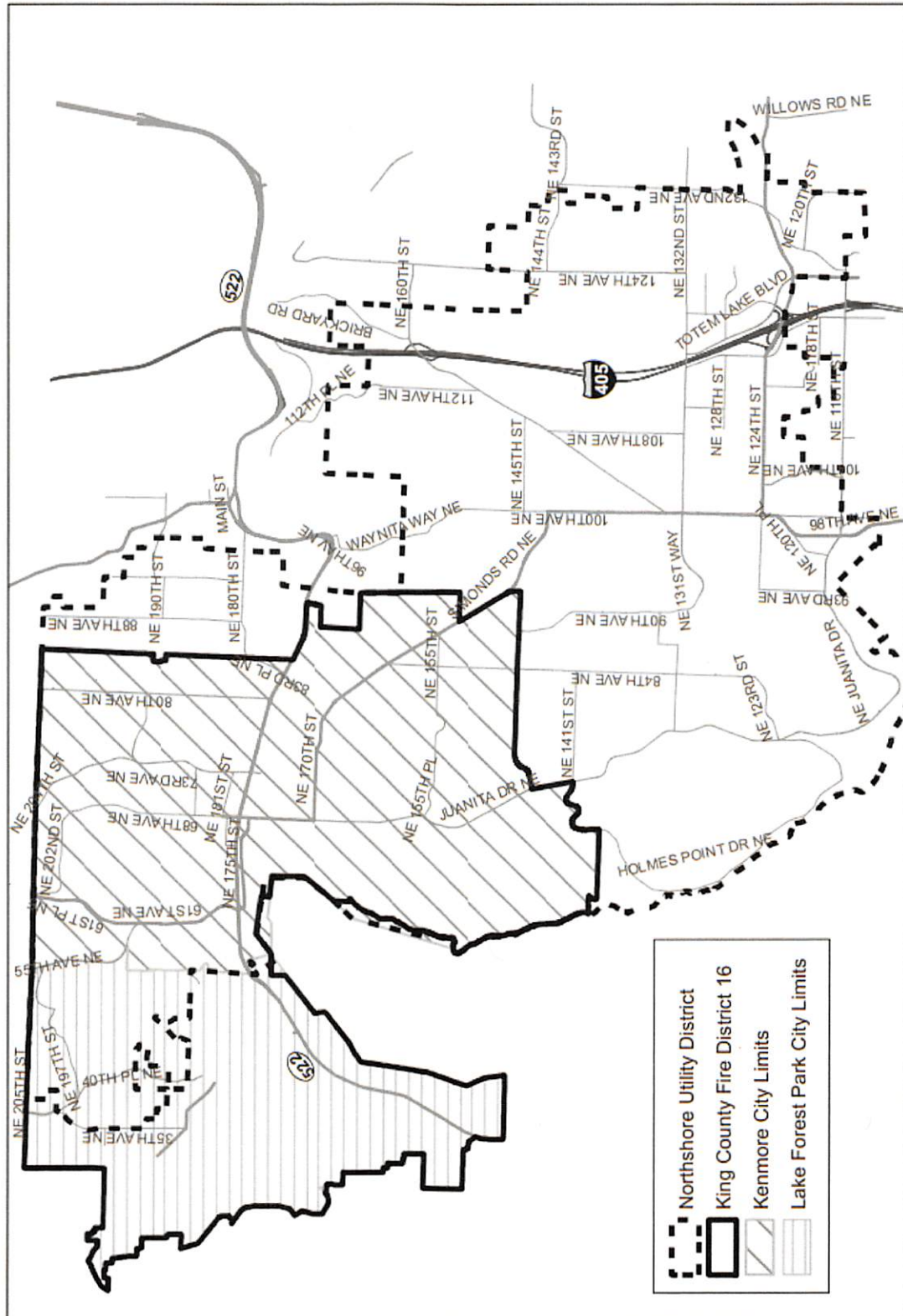


EXHIBIT "B"**Emergency Manager Duties and Responsibilities**

The following is a list of job duties and responsibilities of the Emergency Manager of the Northshore Emergency Management Coalition (NEMCo). The list includes examples of the duties and responsibilities, and shall not be considered exhaustive or complete.

Functions and Activities for Kenmore, Lake Forest Park and KCFD 16

- (1) **Volunteer Coordination and Management-** Coordinate CERT, RACES, and other emergency volunteers programs. Volunteer Reception Center (VRC), credentialing, sheltering, etc.
- (2) **Joint EOC Development-** Develop the Joint EOC and its tiered activation system. Ensure activation levels are developed, practiced and carried out.
- (3) **Staff Training and Exercises-** Develop yearly staff training and exercise schedule supported by the Operational Annex of LFP's and Kenmore's CEMP. Example- EOC, VRC, position specific, emergency notification system, and joint city team building training. Ensure staff NIMS compliance and schedule ICS courses as needed.
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- (5) **Citizen Training/Community Education-** Coordinate two CERT training opportunities, two emergency management work-shops, and an annual preparedness fair for NEMCo area citizens. May provide community education on related preparedness/prevention topics. Introduce Map Your Neighborhood to neighborhoods as a next step in community involvement.
- (6) **Coordinated Communication-** Develop coordinated notification system for NEMCo Parties and the community before, during, and after events. The system should include: Code Red and each City's Emergency Notification System. Development of a web presence (website).
- (7) **Resource Management-** Maintain resources that will be called upon in an emergency. Evaluate and possibly renew standing agreements, memorandums of understanding or mutual aid arrangements. Update other resource lists and accompanying documents. Evaluate standing agreements and needs of each Party to identify and report gaps in anticipated resource needs.
- (8) **Northshore Emergency Management Council -**Coordinate with and support the Northshore Emergency Management Council, which is comprised of business leaders, service providers, school representatives, Kenmore Air and other community groups. The council would meet quarterly and link our efforts together in a more comprehensive manner.
- (9) **Emergency Plans-** Maintain the CEMP, COOP, Hazard Mitigation plan.

Functions for Northshore Utility District

- (a) **Monthly Training-** Prepare for and hold 12 one-hour safety meetings at NUD.
- (b) **First Aid Training-** Prepare for and conduct CPR and First Aid training once every three years.
- (c) **New Employee Training-** Prepare and deliver flagging classes for newly hired employees once per year.
- (d) **Staff Training-** Prepare for & deliver two water/sewer system emergency drills per year (two 8 hour days).
- (e) **Emergency Plan Update-** Annually review and consult on emergency response plans.



Letter of Transmittal

City of Lake Forest Park

17425 Ballinger Way NE, Lake Forest Park, WA 98155
Main: 206.368.5440 FAX: 206.364.6521

To: Mr. Rob Karlinsey, City Manager
City of Kenmore
P. O. Box 82607
Kenmore, WA 98028

The following items:

- ☒ Enclosed
- ☐ Requested
- ☐ Other

Sent Via:

- ☒ US Mail
- ☐ Email
- ☐ Hand Delivery
- ___ Total pgs., incl. cover sheet

Date: November 9, 2018

Agreement No. AG-18-043 and AG-18-060 (City of LFP)

Subject: AG-18-043 - Interlocal Agreement / Housing and Locating NEMCo Ham Radio Repeater Equipment on Northshore Utility District Property
AG-18-060 - Interlocal Agreement / Amendment to Interlocal Agreement for Regional Emergency Management Services (NEMCo)

Copies:	Description:
1	Fully executed original - Ham Radio Repeater
1	Fully executed original - Amendment to Original NEMCo ILA

Remarks:

Dear Mr. Karlinsey,

Enclosed are executed copies of the above-referenced agreements for your files.

I can be reached at 206.957.2809 if you have any questions.

Thank you very much.

JoAnne Trudel

JoAnne Trudel

Enclosures

pc: Police Chief Sutton

RECEIVED
NOV 26 2018
CITY OF KENMORE

Interlocal Agreement for Regional Emergency Management

Kenmore Contract No. 16-C1622 Lake Forest Park Contract No. 16-070

This interlocal agreement for regional emergency management ("Agreement") is made pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW, by and between the following parties:

- The City of Lake Forest Park, a Washington State municipal corporation, ("LFP")
- The City of Kenmore, a Washington State municipal corporation, ("Kenmore")
- King County Fire District No. 16, a Washington State special purpose district and municipal corporation, ("KCFD16")
- Northshore Utility District, a Washington State special purpose district and municipal corporation, ("NUD")

LFP, Kenmore, KCFD16 and NUD are also referred to collectively as "Parties" and individually as "Party."

RECITALS

- (1) LFP and Kenmore are adjacent cities located along the north shores of Lake Washington. KCFD16 and NUD are local municipal service providers to LFP and Kenmore (See Exhibit "A" for boundaries of the Parties).
- (2) Each Party has responsibilities and obligations to prepare for emergencies. Pursuant to RCW 38.52.070, LFP and Kenmore are required to establish local organizations for emergency management. LFP and Kenmore have established a joint local organization for emergency management, as authorized by RCW 38.52.070 (also known as a joint emergency management organization). The same requirement does not apply to KCFD 16 or NUD.
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LFP	Steve Sutton	ssutton@ci.lake-forest-park.wa.us
LFP	Frank Zenk	fzenk@ci.lake-forest-park.wa.us
Kenmore	Rob Karlinsey	rkarlinsey@kenmorewa.gov
Kenmore	Bryan Hampson	bhampson@kenmorewa.gov
Kenmore	Jennifer Gordon	jgordon@kenmorewa.gov
KCFD16	Jim Torpin	jtorgin@northshorefire.com
KCFD16	Eric Magnuson	emagnuson@northshorefire.com
KCFD16	Doug Knight	dknight@northshorefire.com
NUD	Fanny Yee	fyee@nud.net
NUD	Al Nelson	anelson@nud.net

Each Party is responsible for prompt notification to the other Parties of any personnel change.

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 17425 Ballinger Way NE
 Lake Forest Park, WA 98155

Rob Karlinsey, City Manager
City of Kenmore
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 Kenmore, WA 98028

Jim Torpin, Fire Chief
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 Kenmore, WA 98028

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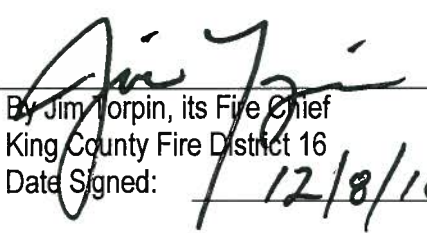
LFP:

By  its Mayor
 City of Lake Forest Park
 Date Signed: 12/8/16

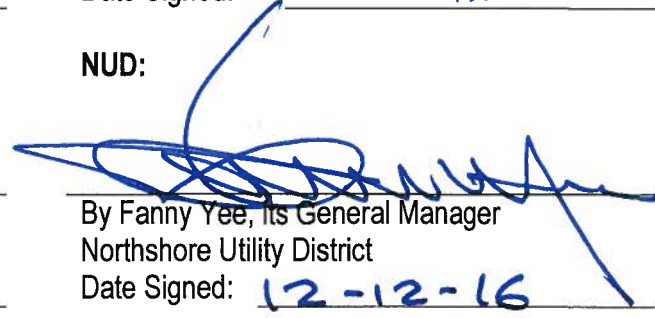
Kenmore:

By  its City Manager
 City of Kenmore
 Date Signed: 12-13-16

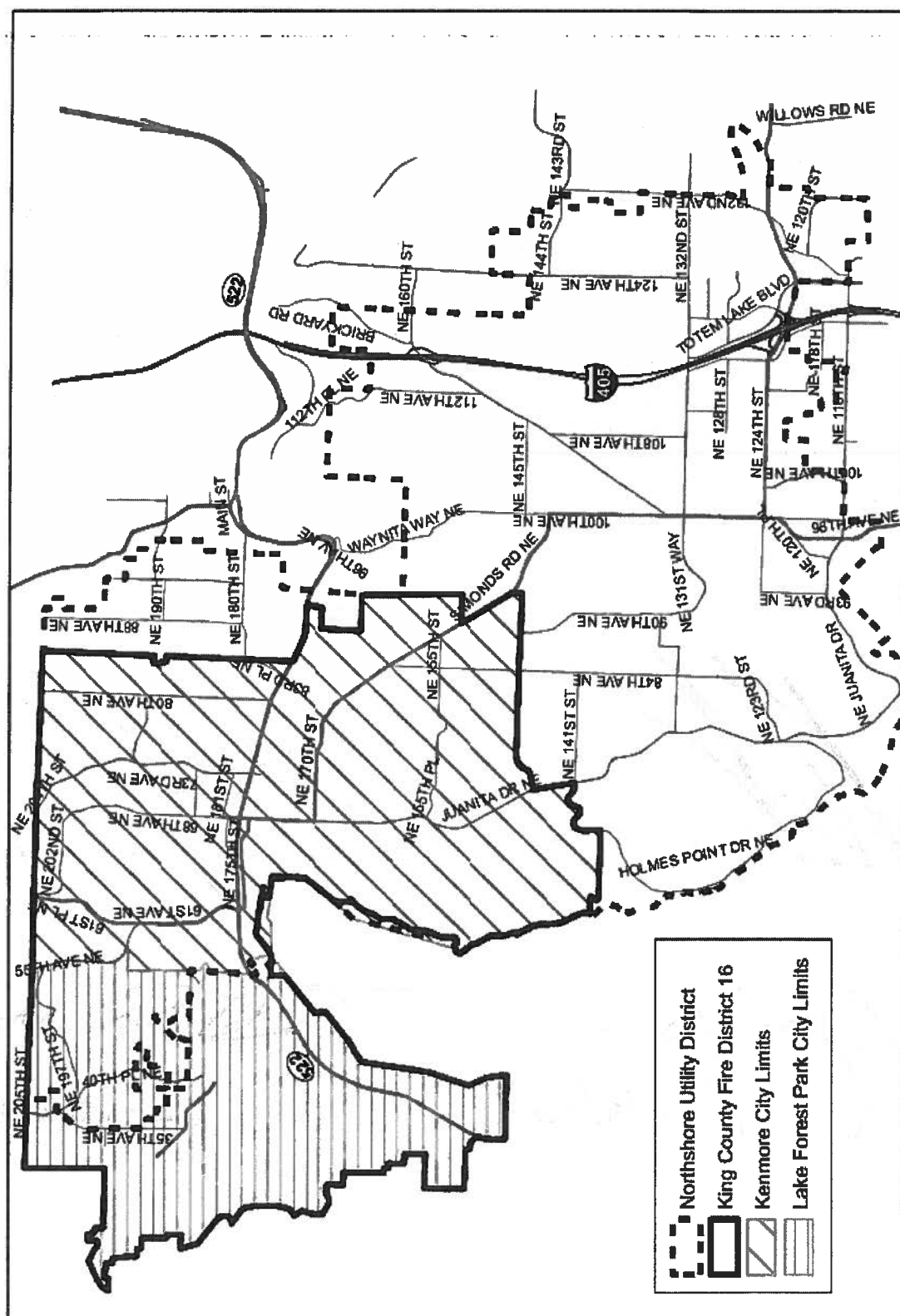
KCFD16:

By  its Fire Chief
 King County Fire District 16
 Date Signed: 12/8/16

NUD:

By  its General Manager
 Northshore Utility District
 Date Signed: 12-12-16

OVERLAPPING BOUNDARIES OF THE PARTIES



X. C. Authorize the City Manager to execute Contract No. 24-C3084 Interl...

EXHIBIT "B"

Emergency Manager Duties and Responsibilities

The following is a list of job duties and responsibilities of the Emergency Manager of the Northshore Emergency Management Coalition (NEMCo). The list includes examples of the duties and responsibilities, and shall not be considered exhaustive or complete.

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- (1) **Volunteer Coordination and Management-** Coordinate CERT, RACES, and other emergency volunteers programs. Volunteer Reception Center (VRC), credentialing, sheltering, etc.
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- (e) **Emergency Plan Update-** Annually review and consult on emergency response plans.



City Council Agenda Bill City of Kenmore, WA

Subject/Topic:

Amendments to the Exceptional Tree Ordinance; Section 18.57.063 of the Kenmore Municipal Code (KMC).

Proposed Council Action/Motion:

Public hearing and motion to adopt Ordinance No. 24-0621 amending exceptional tree regulations in Section 18.57.063 of the Kenmore Municipal Code (KMC).

For Council Meeting Agenda of: 10/28/2024

Department: Development Services

Prepared by: Samantha Loyuk, Development Services Director

Initial & Date

Approved by Department Head: SL 10/10/24

Approved by City Attorney: DR 10/15/24

Approved by Finance Director: N/A

Approved by City Manager: RK 10/16/24

Attachments/Exhibits:

1. Ordinance No. 24-0621
2. Exhibit A of Ordinance 24-0621 (proposed changes highlighted in yellow)
3. High-capacity transit map
4. High-capacity transit map excluding properties zoned lower density residential (R-1, R-4, R-6) and Parks (areas applicable to the Ordinance No. 24-0621 are highlighted in yellow)

Summary:

An ordinance is proposed to amend exceptional tree regulations based on the unintended consequences of ordinance no. 23-0593 related to housing. The amendments alter the exceptional tree ordinance in the following ways:

1. The definition of Exceptional Tree is revised to be consistent with Lake Forest Park's definition (Lake Forest Park Municipal Code 16.14.030 Table 1). However, KMC 15.25.030.K.2. will remain as-is; the section states, "Any healthy *tree* with a d.b.h. of 48 inches or greater is an exceptional tree except those in Table 2 that are never considered exceptional."
2. Exemption provided for residential development located in Community Business, Downtown Commercial, Downtown Residential, Manufactured Housing Community, Public/Semi-Public, R-12, R-18, R-24, Regional Business, Waterfront Commercial, Urban Corridor, and Urban Residential zones and within one-quarter mile (1,320 feet) of planned or existing transit stops designated as *high-capacity transit* by Sound Transit. Exempted projects are required to pay a fee to the city's tree fund in an amount established by resolution (currently \$600 per tree unit).

Information/Background:

On October 16, 2023, the City Council passed Ordinance 23-0593 to protect exceptional trees. Since adoption, concerns have been raised regarding potential unintended consequences of the code which could negatively impact housing. To remedy this, Ordinance 24-0621 proposes to amend the exceptional tree ordinance in two ways:

XI. A. Proposed Ordinance No. 24-0621, Amendments to the Exceptional Tree...

1. Amend the definition of an exceptional tree to align with the definition used by the City of Lake Forest Park (LFP), whose tree protections are widely seen as the gold standard in the region. In practice this means increasing the protection threshold for Douglas Firs from 30 inches to 42 inches, Grand Firs from 24 inches to 33 inches, Western Hemlocks from 24 inches to 42 inches, and Western Red Cedars from 30 inches to 42 inches. It also means removing from the definition of exceptional trees Oregon Ash, Oregon White Oak, Pacific Dogwood, Pine, Sitka Spruce, and Willow. Certain elements of the exceptional tree definition will be retained, including designation of all trees 48 inches d.b.h. or greater, except for certain nuisance species (Alder, Black Cottonwood, English Holly, and Leyland Cypress).
2. Provide an exemption from the exceptional tree regulations for residential development located in Community Business, Downtown Commercial, Downtown Residential, Manufactured Housing Community, Public/Semi-Public, R-12, R-18, R-24, Regional Business, Waterfront Commercial, Urban Corridor, and Urban Residential zones and within one-quarter mile (1,320 feet) of high-capacity transit. In practice, this will result in the creation of a corridor along State Route 522 to accommodate residential development consistent with the underlying zones. Exempted projects will be required to pay a fee to the city's tree fund in an amount established by resolution (currently \$600 per tree unit). For example, a 42" Douglas fir tree removed under this section would require a fee of \$18,000 (40" = 13.0 tree units x \$600 = \$18,000).

The proposed amendments will not change landscape and significant tree code requirements for developments.

Fiscal Consideration:

Increasing the complexity of the code creates additional work for staff. The cumulative effects of code changes should be considered as it impacts staff resources and the ability of staff to process permits in a timely fashion and in compliance with the timelines established by state law.

City Council Priority or Budget Objective Being Addressed:

#1 – Increase and preserve the options for affordable housing.

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 24-0621**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,
AMENDING CHAPTERS 15.25, 18.20, and 18.57 OF THE KENMORE
MUNICIPAL CODE TO AMEND EXCEPTIONAL TREE REGULATIONS
AND PROCEDURES WITHIN THE CITY; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City of Kenmore Comprehensive Plan (“Comprehensive Plan”) Policy LU-2.2.3 states that Kenmore’s regulation of land use should: a) protect public health, safety, and general welfare; b) protect environmentally sensitive areas, including wetlands, groundwater, streams, Lake Washington, the Sammamish River, and Puget Sound; and c) support tree preservation, whenever possible; and

WHEREAS, Comprehensive Plan Policy LU-1.5.2 identifies that development regulations should provide and address, among other things, tree retention standards; and

WHEREAS, the Comprehensive Plan Housing Element plans for a range of densities and housing types for all needs and incomes, through preserving, improving, and expanding housing stock; and

WHEREAS, the Comprehensive Plan 20-Year Vision embraces its role as a high-capacity transit community, supporting bus rapid transit and other transit options as part of the regional network; and

WHEREAS, the Comprehensive Plan states that high density residential development intensities support and are supported by multi-modal transportation options, including high capacity transit; and

WHEREAS, areas located near high-capacity transit are typically characterized by higher-density development, including multifamily housing, and benefit from enhanced access to public transportation options, supporting more efficient land use and promoting sustainable growth; and

WHEREAS, single-family residential development in the R-1, R-4, and R-6 zones does not accommodate high-density multifamily development, limiting the potential for increased housing density and diverse housing options in these areas; and

WHEREAS, the City aims to balance housing needs while honoring its commitment to tree preservation and environmental stewardship; and

WHEREAS, the City Council has considered tree protection regulations at its April

1 of 3

19, 2021, May 26, 2021, September 20, 2021, December 6, 2021, March 21, 2022, May 16, 2022, July 18, 2022, and October 24, 2022, September 25, 2023, October 9, 2023, April 8, 2024, July 22, 2024 meetings; and

WHEREAS, the City Council adopted Ordinance 23-0593 on October 16, 2023, with an effective date of October 25, 2023, to establish an exceptional tree program; and

WHEREAS, members of the public have voiced concerns about potential unintended consequences of Ordinance 23-0593, specifically as it may negatively impact housing; and

WHEREAS, at the April 8, 2024 study session and July 22, 2024 council meeting, City Council directed staff to amend the exceptional tree code to address unintended consequences of the exceptional tree ordinance which could negatively impact housing ("Proposed Amendments"); and

WHEREAS, the adoption of land use and zoning regulations is a valid exercise of the City's police powers and is specifically authorized by RCW 35A.63.100, RCW 36.70A.040, and the Washington Constitution, Article XI, Section 11; and

WHEREAS the Proposed Amendments support Council priorities to increase and preserve the options for affordable housing; and

WHEREAS, the City sent notice of the Proposed Amendments to the Washington State Department of Commerce pursuant to RCW 36.70A.106; and

WHEREAS, on October 4, 2024, the City's Responsible Official issued a Revised Determination of Non-Significance pursuant to the State Environmental Policy Act in relation to the Proposed Amendments; and

WHEREAS, the City Council held a public hearing on October 28, 2024 and considered the comments and record relating to the Proposed Amendments; and

WHEREAS, the City Council desires to adopt the Proposed Amendments and finds that such amendments are consistent with the 2023-2024 Council Priorities, the goals, objectives, and policies of the Comprehensive Plan; and

WHEREAS, the City Council has been guided by the goals of the Growth Management Act (RCW 36.70A.020) when considering adoption of the Proposed Amendments; and

WHEREAS, the City Council intends the amendments to remedy and cure unintended consequences and as such intends the amendment to retroactively apply to permits deemed complete on or after October 25, 2023; and

WHEREAS, the City Council finds that adoption of the Proposed Amendments is in the best interests of the residents of Kenmore and will promote the public health, safety,

and welfare of the City.

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

Section 1. Findings. The City Council adopts the recitals set forth above as findings in support of this Ordinance, which are incorporated by reference as if set forth in full.

Section 2. Amendment. The City Council amends Chapters 15.25, 18.20, and 18.57 of the Kenmore Municipal Code as set forth in Exhibit A, attached hereto and incorporated by reference as if set forth in full.

Section 3. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of the ordinance, or the application of the provision to other persons or circumstances, shall not be affected or affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

Section 4. 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 MEETING THEREOF ON THE 28TH DAY OF OCTOBER 2024.

CITY OF KENMORE

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

Anastasiya Warhol, City Clerk

Approved as to form:

Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK: PASSED BY
THE CITY COUNCIL: ORDINANCE NO.: 24-
0621
DATE OF PUBLICATION:
EFFECTIVE DATE:

15.25.030 Definitions.

Certain words and phrases used in this chapter, unless otherwise clearly indicated by their context, mean as follows:

- A. “Applicant” means a person who files an application for a permit under this chapter and who is either the owner of the land on which that proposed activity would be conducted, a contract purchaser, or the authorized agent of such a person.
- B. “Bench” means a relatively level step excavated or constructed on the face of a graded *slope* surface for drainage and maintenance purposes.
- C. “City manager” means the City of Kenmore city manager or his or her designee(s).
- D. “Clearing” means the cutting or *removal* of *vegetation* or other organic plant material by physical, mechanical, chemical or any other means.
- E. “Department” means the *department* designated by the *city manager* to administer this chapter.
- F. “Diameter at breast height” means a *tree’s* diameter in inches at four and one-half feet above the ground. On multiple stemmed or trunked *trees*, the diameter shall be the sum of diameters of all individual stems or trunks.
- G. “Director” means the director of the *department* designated by the *city manager* to administer this chapter.
- H. “Earth material” means any rock, natural soil or any combination thereof.
- I. “Erosion” means the wearing away of the ground surface as the result of the movement of wind, water and/or ice.
- J. “Excavation” means the *removal* of *earth material*.
- K. “Exceptional tree” means a tree which because of its unique combination of size, species, and age is worthy of long-term retention for the purposes and values set forth in KMC [18.57.015](#), and that has been determined to constitute an important community resource and may not be *removed* or damaged.
 - 1. All healthy specimens of *tree* species in Table 1 are *exceptional trees* if they have a diameter at breast height (d.b.h.) equal to or greater than that listed for the respective species. For *trees* with multiple leaders at four and one-half feet above the ground, the d.b.h. shall be the combined cumulative total of branches greater than six inches diameter at four and one-half feet above the ground. For *trees* that have been removed and whereas only the stump remains, the size of the *tree* shall be measured from the diameter of the top of the stump.
 - 2. Any healthy *tree* with a d.b.h. of 48 inches or greater is an exceptional tree except those in Table 2 that are never considered exceptional.

Table 1: Exceptional Tree Species and Required Diameters at Breast Height

Tree Species (Common Name)	Scientific Name	Threshold d.b.h. (in inches)
Bigleaf Maple	<i>Acer macrophyllum</i>	42"
Douglas Fir	<i>Pseudotsuga menziesii</i>	42" 30"
Grand Fir	<i>Abies grandis</i>	33" 24"
Madrona	<i>Arbutus menziesii</i>	12"
Oregon Ash	<i>Fraxinus latifolia</i>	24"
Oregon White Oak	<i>Quercus garryana</i>	24"
Pacific Dogwood	<i>Cornus nuttallii</i>	24"
Pine (any species)	<i>Pinus</i> family	30"
Sitka Spruce	<i>Picea sitchensis</i>	24"
Western Hemlock	<i>Tsuga heterophylla</i>	42" 24"
Western Red Cedar	<i>Thuja plicata</i>	42" 30"
Western White Pine	<i>Pinus monticola</i>	36"
Willow (any species)	<i>Salix</i> family	24"

Table 2: Tree Species That Are Not Exceptional Trees

Tree Species (Common Name)	Scientific Name
Alder (any species)	<i>Alnus</i> family
Black Cottonwood	<i>Populus trichocarpa</i>
English Holly	<i>Ilex aquifolium</i>
Leyland Cypress	<i>Cupressus x leylandii</i>

L. "Fill" means a deposit of *earth material* placed by mechanical means.

M. "Grade" means the elevation of the ground surface.

1. “Existing grade” means the *grade* prior to *grading*.
2. “Rough grade” means the stage at which the *grade* approximately conforms to the approved plan.
3. “Finish grade” means the final *grade* of the *site* which conforms to the approved plan.

N. “Grading” means any excavating, filling, removing of the duff layer, or combination thereof.

O. “Hazard tree” means any *tree* that has a high probability of failure due to any structural defect, disease or damage or combination of defect, disease or damage. A “high probability of failure” means falling and causing damage to persons or property. A “hazard tree” includes, but is not limited to, any isolated *tree(s)* that have a high probability of failure due to low *wind-firmness* in post-construction conditions as determined by a *qualified tree protection professional*.

P. “Impervious surface” means a nonvegetated surface which either prevents or retards the entry of water into the soil mantle under natural conditions prior to development, and/or which causes water to run off the surface in greater quantities or at a rate of flow greater than the flow under natural conditions prior to development. Common *impervious surfaces* include, but are not limited to, roofs, walkways, patios, driveways, parking lots, storage areas, paved areas, gravel areas, areas of packed or oiled earthen materials or other surfaces which similarly impede the natural infiltration of surface and *stormwater*. Open uncovered flow control or water quality treatment facilities shall not be considered as *impervious surfaces* for the purposes of determining whether thresholds for the application of minimum requirements are exceeded, but shall be considered *impervious surfaces* for the purposes of runoff modeling.

Q. “Land alteration” means any alteration to the surface of the land or the surface drainage including improvements to a storm water tract. *Land alterations* include but are not limited to: *excavations, fills, clearing, grading, and tree removal* or any combination thereof; placing or removing *impervious surfaces*, including *structures* and *pavement*; compacting the earth surface; changing the existing *grade*; or changing the surface so that surface water leaves the site differently, including changes to flow path, flow rate, or flow volume.

R. “Removal” with regard to *trees* means the act of removing a *tree* by digging up, cutting down, or causing a *tree* to die within a period of three years from such act.

S. “Shorelines” means those lands defined as shorelines in the State Shorelines Management Act of 1971.

T. “Significant tree” means an existing healthy *tree* that is not a *hazard tree* and that is at least six inches in *diameter at breast height* (d.b.h.) as measured at four and one-half feet (54 inches) above the ground. For *trees* with multiple leaders at four and one-half feet above the ground, the d.b.h. shall be the combined cumulative total of branches greater than six inches diameter at four and one-half feet above the ground. For *trees* that have been removed and whereas only the stump remains, the size of the *tree* shall be measured from the diameter of the top of the stump. Replacement trees required as mitigation for removed *exceptional trees* are considered *significant trees*, regardless of size.

U. “Site” means any lot or parcel of land or contiguous combination thereof where projects covered by this chapter are performed or permitted.

V. “Slope” means an inclined ground surface, the inclination of which is expressed as a ratio of vertical distance to horizontal distance.

W. “Storm drain system” means a system of gutters, pipes, or ditches used to carry surface and *stormwater* from the surrounding lands to drainage facilities, critical areas, streams or lakes.

X. “Stormwater” means water originating from rainfall and other precipitation that ultimately flows into drainage facilities, rivers, streams, lakes and wetlands. As applied in this chapter, *stormwater* is synonymous with the term “surface water.”

Y. “Structure” means anything permanently constructed in or on the ground, or over the water, and excluding fences eight feet or less in height, decks less than 18 inches above *grade*, paved areas, and structural or nonstructural *fill*.

Z. “Terrace” means a relatively level step excavated or constructed on the face of a graded *slope* surface for drainage and maintenance purposes.

AA. “Tree” means a self-supporting woody perennial plant characterized by one main stem or trunk of at least six inches diameter at breast height, or a multiple stemmed or trunk system with a definite crown, maturing at a height of at least 12 feet above ground level. The *department* shall determine whether any specific woody plant shall be considered a tree.

BB. “Vegetation” means any and all organic plant life growing at, below, or above the soil surface. [Ord. 23-0593 § 2 (Exh. A); Ord. 22-0547 § 2 (Exh. A); Ord. 16-0428 § 11 (Att. G); Ord. 12-0345 § 3 (Exh. A).]

Chapter 18.20
TECHNICAL TERMS AND LAND USE DEFINITIONS

18.20.3022 Transit, High Capacity

“High capacity transit” means a transit stop that receives transit services from at least one route that provides service at least four times per hour for twelve or more hours per day.

...

18.20.3083 Tree, exceptional.

“Exceptional tree” means a tree which because of its unique combination of size, species, and age is worthy of long-term retention for the purposes and values set forth in KMC [18.57.015](#), and that has been determined to constitute an important community resource and may not be *removed* or damaged.

A. All healthy specimens of *tree* species in Table 1 are *exceptional trees* if they have a diameter at breast height (d.b.h.) equal to or greater than that listed for the respective species. For *trees* with multiple leaders at four and one-half feet above the ground, the d.b.h. shall be the combined cumulative total of branches greater than six inches diameter at four and one-half feet above the ground. For *trees* that have been removed and whereas only the stump remains, the size of the *tree* shall be measured from the diameter of the top of the stump.

B. Any healthy *tree* with a d.b.h. of 48 inches or greater is an *exceptional tree* except those in Table 2 that are never considered exceptional.

Table 1: Exceptional Tree Species and Required Diameters at Breast Height

Tree Species (Common Name)	Scientific Name	Threshold d.b.h. (in inches)
Bigleaf Maple	<i>Acer macrophyllum</i>	42"
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Madrona	<i>Arbutus menziesii</i>	12"
Oregon Ash	<i>Fraxinus latifolia</i>	24"
Oregon White Oak	<i>Quercus garryana</i>	24"
Pacific Dogwood	<i>Cornus nuttallii</i>	24"

Table 1: Exceptional Tree Species and Required Diameters at Breast Height

Tree Species (Common Name)	Scientific Name	Threshold d.b.h. (in inches)
Pine (any species)	<i>Pinus</i> family	30"
Sitka Spruce	<i>Picea sitchensis</i>	24"
Western Hemlock	<i>Tsuga heterophylla</i>	42" 24"
Western Red Cedar	<i>Thuja plicata</i>	42" 30"
Western White Pine	<i>Pinus monticola</i>	36"
Willow (any species)	<i>Salix</i> family	24"

Table 2: Tree Species That Are Not Exceptional Trees

Tree Species (Common Name)	Scientific Name
Alder (any species)	<i>Alnus</i> family
Black Cottonwood	<i>Populus trichocarpa</i>
English Holly	<i>Ilex aquifolium</i>
Leyland Cypress	<i>Cupressus x leylandii</i>

Chapter 18.57 TREE MANAGEMENT AND PROTECTION

18.57.035 Exemptions.

A. The following land *uses* are exempt from the provisions of this chapter. However, compliance with other applicable provisions of the Kenmore Municipal Code including but not limited to ~~to then-current~~ *critical* area regulations per Chapter [18.55](#) KMC and ~~then-current~~ clearing regulations per Chapter [15.25](#) KMC is still required:

1. Agriculture, meaning the use of the land for the primary purpose of deriving income from growing plants or *trees* on land including, but not limited to, land used principally for fruit or timber production, but not including land used principally for another *use* and only incidentally for growing *trees* or plants for income.
2. *Commercial nursery* or *tree farm*, but only those *trees* which are planted and growing on the premises of a licensed retailer or wholesaler for sale to the general public. Other *trees* on such premises shall remain subject to this chapter.
3. Residential *Development*.
 - a. All existing *lots* on which are to be situated new *single detached dwelling units* in residential zones based on tree removal limits established by clearing requirements.
 - b. All existing *lots* on which are situated existing detached *dwelling units* in residential zones based on tree removal limits established by clearing requirements.
 - c. ~~Unless otherwise exempted in KMC 18.57.063.D, residential~~ Residential development is not exempt from the provisions of KMC [18.57.063](#), *Exceptional tree* protections.
4. Downtown Commercial and Downtown Residential Zones. All *development* occurring within core areas designated as downtown commercial and downtown residential zones. [Ord. 23-0593 § 4 (Exh. B); Ord. 22-0547 § 4 (Exh. B(II)); Ord. 11-0329 § 3 (Exh. 1).]

18.57.063 Exceptional tree protections.

A. Prohibited Activities. The following activities are prohibited with regard to *exceptional trees*.

1. *Removal*, in whole or in part.
2. Harming, injuring, or damaging the *tree*, including cutting its bark or branches with a knife, axe, hatchet, saw, or any other similar device or object.
3. Pouring toxic material on the *tree* or on the ground near enough to the *tree* to affect its health.
4. Burning the *tree* or causing a fire near enough to the *tree* to affect its health.
5. Topping.

6. Pruning beyond the standards provided by the Tree Care Industry Association at ANSI300 Part 1.

7. Attaching any sign, poster, notice, or other object to the *tree*, or fastening any guy wire, cable, rope, nails, screws, or other device to the *tree*, with the following exceptions:

- a. To support young or broken *trees*;
- b. For residential uses (e.g., treehouses, tire swings, etc.);
- c. The *City* may tie temporary signs or banners associated with street improvement, parades, seasonal lighting, or other *City* activities.

B. Variance. *Exceptional trees* may be *removed* only as allowed in this section.

1. *Variances* from the *exceptional tree* standards of this chapter may be authorized by the *city manager* in accordance with the approval criteria described in this section. A variance for removal of *exceptional trees* is a Type 2 land use decision, pursuant to KMC [19.25.020](#), except as described in subsection (B)(2)(a)(3) of this section.

a. Prior to commencing with the *removal* the owner shall obtain a permit from the *City*.

b. No *variance* is allowed in order to create additional *lots*.

c. Decision Criteria.

(1) Necessary for Rights or Use – Private *Development Proposals*.

Such *variance* is necessary for the preservation and enjoyment of a substantial property right or use possessed by other similarly situated properties but which because of the presence of *exceptional tree(s)* is denied to the property in question. For a variance to be granted under this section, the applicant must demonstrate compliance with the reasonable use exception approval criteria established in KMC [18.55.180\(A\)\(1\)\(a\)](#) through (g). The phrase “*exceptional tree*” shall replace the phrase “*critical area*” when utilizing said criteria for a variance under this section;

(2) The granting of such *variance* will not be materially detrimental to the public welfare or injurious to the property or improvement;

(3) The granting of the *variance* is consistent with the general purpose and intent of the City’s comprehensive plan and adopted development regulations.

d. *City Manager Review*. The *city manager* shall review the application. The *city manager* shall approve, approve with conditions, or deny the request based on the proposal’s ability to comply with all of the *variance* criteria in this section.

e. Burden of Proof. The burden of proof shall be on the *applicant* to bring forth evidence in support of the application and to provide sufficient information on which any decision has to be made on the application.

f. Time Limit.

(1) Establishment of any activity authorized pursuant to an *exceptional tree variance* shall occur within four years of the effective date of the decision for such *variance*. This period may be extended for one additional year by the *city manager* if the *applicant* has submitted the applications necessary to authorize the development activity and has provided written justification for the extension.

(2) For the purpose of this subsection, “establishment” shall occur upon the issuance of all local permit(s) needed to begin the development activity; provided, that the improvements authorized by such permits are completed within the time frames of said permits.

g. Mitigation Requirements.

(1) To the extent feasible, *exceptional trees removed* under a *variance* shall be replaced at a ratio of three replacement trees for each *exceptional tree removed* (3:1).

(2) If on-site replacement is not feasible, off-site replanting on public property with the *City’s* written permission.

(3) Whether planted on-site or off-site, replacement *trees* shall be of a species listed in Table 1 at KMC [18.20.3083](#) and must remain viable for a minimum of five years after planting or themselves be replaced at a 1:1 ratio.

(4) Notwithstanding the foregoing, replacement trees under this chapter are considered *significant trees* pursuant to KMC [18.20.2730](#), regardless of diameter at breast height (d.b.h.).

(5) Notice on *title*.

(a) In order to inform subsequent purchasers of real property of the existence of replacement *trees* and their required viability period, the owner of any property containing replacement *trees* planted as mitigation for the removal of *exceptional trees* shall file a notice with county records and elections division according to the direction of the *City*. The notice shall state the presence of the replacement *trees* on the property and the date until which they must remain viable, of the application of this chapter to the property, and the fact that limitations on actions affecting the *trees* may exist. The notice shall run with the land.

(b) This notice on title shall not be required for:

(A) A *development proposal* by a *public agency* or utility;

(B) Within a recorded easement or right-of-way;

(C) Where the agency or *utility* has been adjudicated the right to an easement or right-of-way; or

(D) On the site of a public facility.

(c) The applicant shall submit proof that the notice has been filed with the county records and elections division (i.e., copy of document recorded on title).

2. Hazardous Trees.

a. The *removal of hazard exceptional trees* shall comply with the following:

(1) Prior to commencing with the *removal* the owner shall obtain a permit from the *City*.

(2) The burden of proving the hazardous nature of the *tree* lies with the property owner. The property owner shall provide the *City* with a report, prepared by an International Society of Arboriculture (ISA) certified arborist with a current Tree Risk Assessment Qualification (TRAQ), documenting that the *tree(s)* has a “high” or “extreme” risk and no other mitigation measure will reduce the risk below “high.”

(3) Emergency Tree Removal. Where tree removal is necessary to prevent or correct an immediate threat to public health, safety, property, or welfare is performed in an emergency situation, the permit application, evidence of the threat, and a tree risk rating of “high” or “extreme” prepared by a *qualified tree protection professional* shall be submitted within the next business working day to the *City*. Emergency tree removal, as described here within, is exempt from the Type 2 decision process.

b. Mitigation Requirements.

(1) The *removal of hazardous, dying, or dead exceptional trees* shall be *mitigated* by planting one replacement tree, unless otherwise provided in KMC [18.55.150\(E\)\(2\)](#).

(2) Replacement *trees* must be of a species listed in Table 1 at KMC [18.20.3083](#) and must remain viable for a minimum of five years after planting or themselves be replaced at a 1:1 ratio.

3. Private Access.

a. Prior to commencing with the *removal* the owner shall obtain a permit from the *City*.

b. *Exceptional trees* may be *removed* where necessary to provide for access to *development* sites, provided there are no feasible alternative alignments. Alternative access must be pursued to the maximum extent feasible.

4. Public Facilities.

- a. The *City* reserves the right to *remove exceptional trees* where necessary for roads, bridges, *utilities*, and facilities.
- b. *Exceptional tree* removal by private utilities require a tree removal permit and right-of-way use permit.
- c. *Exceptional trees* removed under this section are subject to the mitigation requirements described in subsections (B)(1)(g)(1) through (4).

C. Modification to Standards to Protect Exceptional Trees.

- 1. For single-family residential subdivisions and short subdivisions on sites in the R-4 zone that contain *exceptional trees*, the minimum lot size may be reduced to 5,400 square feet with no limitation on the percentage of smaller lots, regardless of KMC [18.21.030](#), Footnote 16. The lot area shall exclude access easements and access panhandles.
- 2. Unless it would be unreasonable to do so based on the use of neighboring properties, the *city manager* may reduce *setbacks* in residential zones regulated by Chapter [18.21](#) KMC to 10 feet, and *setbacks* in other zones to five feet, in order to maximize the protection of an *exceptional tree* and avoid exceptions or variances.

D. Exemption.

- 1. In the Community Business, Downtown Commercial, Downtown Residential, Manufactured Housing Community, Public/Semi-Public, R-12, R-18, R-24, Regional Business, Waterfront Commercial, Urban Corridor, and Urban Residential zones, KMC [18.57.063](#) shall not apply to residential development located within one-quarter mile (1,320 feet) of planned or existing transit stops designated as *high-capacity transit* by Sound Transit.
- 2. *Exceptional trees* removed under this section shall pay a fee to the city's tree fund in an amount established by resolution.

ED. Penalties.

- 1. Civil Penalty. The penalty for *removal* of an *exceptional tree* or any other activity prohibited under subsection A of this section shall be a civil penalty of up to \$2,500 per inch in d.b.h. of the *tree removed* with a maximum fine of \$150,000. In no case shall the penalty be reduced to less than \$10,000 total. For example, the monetary penalty for a 30-inch d.b.h. Douglas fir *removed* results in a maximum penalty of \$75,000. If the violation is found to have been willful or malicious, as determined by the *city manager*, the amount of the penalty may be doubled as punitive damages and the violator may be subject to criminal penalties under KMC [18.57.110](#)(B).
- 2. In addition, any person found to be in violation of this section shall plant three replacement *trees* for each *exceptional tree* removed. Replacement *trees* shall be a species listed in Table 1 at KMC [18.20.3083](#) and must remain viable for a minimum of five years after planting or themselves be replaced by the offender at a 1:1 ratio. In order to inform subsequent purchasers of real property of the existence of replacement *trees* and their

required viability period, a notice will be filed on the title by the same procedure outlined under subsection (B)(1)(g)(4) of this section. [Ord. 23-0593 § 4 (Exh. B).]

XI. A. Proposed Amendments to the Exceptional Tre...

XI. A. Proposed Amendments to the Exceptional Tre...

XI. A. Proposed Amendments to the Exceptional Tre...



Exceptional Trees

Code Amendment



CITY OF KENMORE
DEVELOPMENT SERVICES

Summary



On October 16, 2023, the City Council passed **Ordinance 23-0593** to protect **exceptional trees**.

Since adoption, concerns have been raised regarding potential unintended consequences of the code which could negatively impact **housing**.

To **remedy** this, **Ordinance 24-0621** proposes to amend the exceptional tree ordinance in **two ways**.



Amendments

Definition

1. Revises KMC 18.20.3083(B) Table 1 to align with Lake Forest Park's definition (Lake Forest Park Municipal Code 16.14.030 Table 1).
2. Certain elements of the definition remain the same such as KMC 18.20.3083.B.
 1. Makes all trees exceptional at 48" d.b.h. or greater.
 2. Excludes trees including Alders, Black Cottonwood, English Holly, and Leyland Cypress.

Exemption

1. An exemption is provided for residential development in certain zones within a quarter-mile of high-capacity transit.
2. Exempted projects will be required to pay a fee to the city's tree fund in an amount established by resolution (currently \$600 per tree unit).

Amendments – Definition



Existing

Table 1: Exceptional Tree Species and Required Diameters at Breast Height

Tree Species (Common Name)	Scientific Name	Threshold d.b.h. (in inches)
Bigleaf Maple	<i>Acer macrophyllum</i>	42"
Douglas Fir	<i>Pseudotsuga menziesii</i>	30"
Grand Fir	<i>Abies grandis</i>	24"
Madrona	<i>Arbutus menziesii</i>	12"
Oregon Ash	<i>Fraxinus latifolia</i>	24"
Oregon White Oak	<i>Quercus garryana</i>	24"
Pacific Dogwood	<i>Cornus nuttallii</i>	24"
Pine (any species)	<i>Pinus</i> family	30"
Sitka Spruce	<i>Picea sitchensis</i>	24"
Western Hemlock	<i>Tsuga heterophylla</i>	24"
Western Red Cedar	<i>Thuja plicata</i>	30"
Willow (any species)	<i>Salix</i> family	24"

Table 2: Tree Species That Are Not Exceptional Trees

Tree Species (Common Name)	Scientific Name
Alder (any species)	<i>Alnus</i> family
Black Cottonwood	<i>Populus trichocarpa</i>
English Holly	<i>Ilex aquifolium</i>
Leyland Cypress	<i>Cupressus x leylandii</i>

Proposed

Table 1: Exceptional Tree Species and Required Diameters at Breast Height

Tree Species (Common Name)	Scientific Name	Threshold d.b.h. (in inches)
Bigleaf Maple	<i>Acer macrophyllum</i>	42"
Douglas Fir	<i>Pseudotsuga menziesii</i>	42"
Grand Fir	<i>Abies grandis</i>	33"
Madrona	<i>Arbutus menziesii</i>	12"
Western Hemlock	<i>Tsuga heterophylla</i>	42"
Western Red Cedar	<i>Thuja plicata</i>	42"
Western White Pine	<i>Pinus monticola</i>	36"

Table 2: Tree Species That Are Not Exceptional Trees

Tree Species (Common Name)	Scientific Name
Alder (any species)	<i>Alnus</i> family
Black Cottonwood	<i>Populus trichocarpa</i>
English Holly	<i>Ilex aquifolium</i>
Leyland Cypress	<i>Cupressus x leylandii</i>

Amendments – Exemption



D. Exemption.

1. In the Community Business, Downtown Commercial, Downtown Residential, Manufactured Housing Community, Public/Semi-Public, R-12, R-18, R-24, Regional Business, Waterfront Commercial, Urban Corridor, and Urban Residential zones, KMC 18.57.063 shall not apply to residential development located within one-quarter mile (1,320 feet) of planned or existing transit stops designated as *high-capacity transit* by Sound Transit.
2. *Exceptional trees* removed under this section shall pay a fee to the city's tree fund in an amount established by resolution.



18.20.3022 Transit, High Capacity

“High capacity transit” means a transit stop that receives transit services from at least one route that provides service at least four times per hour for twelve or more hours per day.



Community Feedback



This ordinance will make a large portion of the city exempt from exceptional tree regulations.

The exemption applies to 281 parcels, or 3% of parcels in the City.

Why aren't we using tree conservation easements to mitigate tree loss in the city?

The significant tree code incentivizes the use of tree conservation tracts, which are similar to easements.

What about urban heat islands, climate change, and equity issues?

(these are tough and important issues that can't be answered in a tiny word bubble)

Community Feedback



Why has input from knowledgeable local residents (who were asked to comment) been disregarded?

City Council has discussed tree regulations 16 times in the last 3 years. All comments received were reviewed and considered.

Why not wait to change the code until after the Urban Forestry Management Plan (UFMP) is done?

The UFMP is estimated to be completed mid-2025 to assist in future policy discussion.

Our region is facing a housing affordability and attainability crisis – Kenmore needs more housing to accommodate future residents.

The code amendment aims to balance tree preservation and residential development.

Community Feedback



I'm concerned we're backtracking for the sake of convenience and "progress"

The amendment is not for convenience; the amendments help address State-mandated housing requirements.

How many years do we need to wait after planting until we see the benefits from the new tree to make up for the one that got cut down?

A Douglas fir tree can take 60-150 years to reach maturity and grow to 30" – 42" d.b.h.

Maintaining our tree canopy is essential for the health of streams and watersheds in Kenmore, as well as keeping our steep slopes stable.

Agreed. The KMC provides important tree preservation & protection measures (and will continue to do so even if the ordinance is adopted).

Next Steps



Public hearing and City Council consideration of Ordinance No. 24-0621 amending exceptional tree regulations in Section 18.57.063 of the Kenmore Municipal Code (KMC).

Thank you

Kenmore Development Services



City Council Agenda Bill City of Kenmore, WA

Subject/Topic: Presentation of Planning Commission's Recommendations on Comprehensive Plan Amendments – Housing Element, Land Use Element, and Introduction Section Proposed Council Action/Motion: No action is requested; Information and discussion	For Council Meeting Agenda of: 10/28/24 Department: Community Development Department Prepared by: Debbie Bent, Community Development Director, and Todd Hall, Principal Planner <table><thead><tr><th></th><th><u>Initial & Date</u></th></tr></thead><tbody><tr><td>Approved by Department Head:</td><td><u>DB</u></td></tr><tr><td>Approved by City Attorney:</td><td><u>N/A</u></td></tr><tr><td>Approved by Finance Director:</td><td><u>N/A</u></td></tr><tr><td>Approved by City Manager:</td><td><u>RK 10/18/24</u></td></tr></tbody></table> Attachments/Exhibits: Attachment 1: Draft Housing Element Attachment 2: Draft Land Use Element Attachment 3: Summary of Comprehensive Plan amendments		<u>Initial & Date</u>	Approved by Department Head:	<u>DB</u>	Approved by City Attorney:	<u>N/A</u>	Approved by Finance Director:	<u>N/A</u>	Approved by City Manager:	<u>RK 10/18/24</u>
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Approved by Department Head:	<u>DB</u>										
Approved by City Attorney:	<u>N/A</u>										
Approved by Finance Director:	<u>N/A</u>										
Approved by City Manager:	<u>RK 10/18/24</u>										
Summary: At your October 28 joint meeting with the Planning Commission, the Planning Commission will present their recommendations on the revised Housing Element, Land Use Element, and Introduction section.											
Information/Background: In January 2024, the City Council assigned to the Planning Commission review of the Comprehensive Plan, including elements as listed above, as part of the State-mandated 2024 Comprehensive Plan update. The Commission has been working on this project since that time and a brief outline of their works follows: - January 2024: City Council approved the Annual Docket for the Planning Commission, including amendments for the 2024 Comprehensive Plan update. - June – September 2024: Planning Commission reviewed drafts of both elements, including Introduction section. - October 2024: Planning Commission held a public hearing for the items and approved their final recommendations. There were no public comments on the drafts.											

Next Steps

On October 28, the City Council will begin their discussion of the above mentioned Comprehensive Plan items. If needed, the City Council meeting on November 12 will also be an opportunity for additional review.

If the City Council has substantive changes to any of the elements, a public hearing may be held at the November 18, 2024, meeting. Adoption of the Comprehensive Plan and associated KMC amendments is anticipated for the December 9, 2024, meeting.

Fiscal Consideration:

The Community Development Department received \$125,000 in grant funds for the Comprehensive Plan update (half in 2022/2023 and half in 2023/2024). The Department has also received grant funding to support the development of other Elements, including Middle Housing.

City Council Priority or Budget Objective Being Addressed:

The following 2024 City Council Priorities are being addressed by these elements and KMC updates: Priority 3: Continue to seek opportunities to activate the Lakepointe property. Priority 8: Promote sustainable economic development.

~~Text~~ = deleted text

Text = new text

HOUSING ELEMENT

INTRODUCTION AND BACKGROUND

Purpose

Access to quality and affordable housing is crucial for promoting socially and economically diverse neighborhoods, where Kenmore residents have access to quality facilities, services, amenities, and employment opportunities. ~~This~~ is Housing Element is intended to plan for a range of densities and housing types for all needs and incomes, through preserving, improving, and expanding housing stock. City housing policy should be financially sustainable—supportive of strong neighborhoods with efficient service provision. Strategically planned and well-designed housing neighborhoods can serve as a climate resilience strategy, promoting sustainable transportation networks, housing options, access to services, amenities, employment opportunities and preserving the natural environment, natural spaces, wetlands, streams, and fish and wildlife habitats. To achieve this, a diverse range of housing choices options should be located within Kenmore's neighborhoods, downtown and along SR-522 where amenities and services are conveniently accessible. By ~~en~~ Ensuring adequate homeownership and rental housing choice availability in the city, this creates greater opportunity for current and future generations Kenmore residents to thrive and broadens access to social and economic benefits for all Kenmore residents. Consistent with the Natural Environment Element of this Plan, new housing should be located to protect the natural environment, including wetlands, streams, and fish and wildlife habitats of importance.

Growth Management Act Requirements

The Growth Management Act (GMA) states that Comprehensive Plans are to plan for and accommodate housing affordable to all economic segments of the population of this state, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock. Housing elements are to include an inventory and analysis of existing and projected housing needs, including units for moderate-, low-, very low-, and extremely low-income households as well as emergency housing¹, emergency shelters, and permanent supportive housing². The Housing element should include a statement of goals, policies, objectives, and

¹ Emergency Housing, as defined by RCW 36.70A.030, means temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless that is intended to address the basic health, food, clothing, and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement.

² RCW 36.70A.030(31) "Permanent supportive housing' is subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors. Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the resident's health status, and connect the

mandatory provisions for the preservation, improvement, and development of housing, including moderate-density housing options such as duplexes, triplexes, and townhomes. Housing elements must identify sufficient land capacity for housing including, but not limited to, government - assisted housing, housing for moderate, low, very low, and extremely low-income households, manufactured housing, multifamily housing, group homes, foster care facilities, emergency housing, emergency shelters, permanent supportive housing, and within an urban growth area boundary, consideration of duplexes, triplexes and townhomes. The housing element must also and consider housing location in relation to employment location. Lastly, Hhousing elements also must identify policies, regulations, and implementation measures that do not result in racially disparate impacts, displacement and exclusion in housing.

Countywide Planning Policies

The “overarching” housing goal of the new Countywide Planning Policies (CPPs) is to “provide a full range of affordable, accessible, healthy, and safe housing choices to every resident in King County.” The CPPs direct each jurisdiction to update its comprehensive plan for:

- Preserving, improving, and expanding its housing stock;
- Promoting fair and equitable access to housing for all people; and
- Taking actions that eliminate race-, place-, ability-, and income-based housing disparities.

The CPPs identify the countywide housing needs of low-, very low-, and extremely low-income households, which are equal to 19 percent (51-80 percent Area Median Income AMI), 15 percent (31-50 percent AMI), and 15 percent (30 percent and below AMI), respectively, of all County households. The CPPs also state that each city should address the housing needs of all economic segments and strive to provide housing affordability to accommodate a proportionate amount of the countywide needs.

The county-wide population growth forecast has been established by the Washington State Office of Financial Management (OFM), as required by the GMA. In the CPPs, each jurisdiction in King County agreed to a housing target (population allocations converted into households) for the years 2019-2044. Kenmore’s housing growth target is 3,070 housing units. The city is committed to ensuring Kenmore has capacity in the Comprehensive Plan and implementing regulations to meet this target. Actual growth would occur based upon market forces.

Affordable Housing Committee Recommendations

The Affordable Housing Committee (AHC) of the Growth Management Planning Council serves as a regional advisory body, responsible for recommending action and assessing progress towards implementing the Regional Affordable Housing Task Force Action Plan for King County. This Plan was developed in 2018 to address the affordable housing crisis in King County.

The Plan states that, at its core, the housing crisis is driven by a supply and demand challenge that is two- fold. First, King County’s population has grown faster than new homes have been built, Second, King County’s population has not grown evenly across the income spectrum. In response to demand for housing by high-earner households, housing developers have focused new projects to serve the upper end of the market and many of what were once existing affordable units have increased in price beyond what many middle- and low-income working individuals and families can

resident of the housing with community-based health care, treatment, or employment services. Permanent supportive housing is subject to all of the rights and responsibilities defined in chapter 59.18 RCW.”

afford.

The Action Plan includes seven goals, with strategies to achieve the goals, and actions to implement the strategies. Goals include: Increase construction and preservation of affordable homes for households earning less than 50 percent area median income; prioritize affordability accessible within a half mile walkshed of existing and planned frequent transit service, with a particular priority for high-capacity transit stations; preserve access to affordable homes for renters by supporting tenant protections to increase housing stability and reduce risk of homelessness; and promote greater housing growth and diversity to achieve a variety of housing types at a range of affordability and improve jobs/housing connections throughout King County.

A Regional Coalition for Housing (ARCH)

ARCH, a partnership between King County and East King County Cities, including Kenmore, collaborates to preserve and expand housing for low- and moderate-income households in the region. ARCH assists member governments in developing housing policies, strategies, programs, and regulations. The ARCH Housing Trust Fund invests local funding from ARCH member cities in the creation and preservation of affordable homes for low and moderate income individuals and families. Additionally, through ARCH, the City of Kenmore administers affordable housing programs, including the ARCH trust fund that supports the creation of affordable housing for vulnerable populations. ARCH also plays a role in region-wide planning efforts, including addressing homelessness through regional strategies.

History of DiscriminatoryHistorically Marginalized Communities, and Racially Disparate Land Use and Housing Practices

Like many communities, Kenmore has a documented history of discriminatory-racial disparities in land use and housing practices, including the placement of racially discriminatory housing covenants over some local neighborhoods. These actions prevented people of colorfrom historically marginalized communities from access to housing and from living in parts of the City. Too, widespread zoning of areas exclusively for single-family housing has kept out those with lower incomes or those who can affordare able to only afford rental housing. A new focusRecognition of diversity, equity and inclusion, as well as an understanding that local housing practices cannot fully remediate or prevent harms of past or current discrimination, is part of this Housing Element.

Although several of these structural elements fall outside the purview of municipal government, City of Kenmore remains dedicated to actively promoting equity. In particular, a new emphasis on "Missing Middle" housing types is one way to reverse this pattern of exclusion. The City adopted the Diversity, Equity, Inclusion, and Accessibility (DEIA) Strategic Plan in 2023, which focuses on strategies to cultivate an inclusive community through city services and amenities. Housing and Human Services is a key focus of the DEIA Plan, which is aimed at meeting the basic needs of all residents. This Housing Element includes policies that focus on the importance of DEIA, the Strategic Plan, and aim to root out systemic inequality. Additionally, Housing Element policies address displacement and potential mitigations, particularly for lower-income residents People of Color (BIPOC).

City of Kenmore Equity Analysis & Eastside for All Report

As part of this Comprehensive Plan update, City of Kenmore conducted a racial equity analysis to help the City establish anti-displacement policies for the Plan's Housing and Land Use elements. The goal of the analysis was to provide information, context, and evaluation of the potential disparate impacts or displacement risk that might result from growth plans and provide recommendations that support the City's ability to avoid and mitigate policies that preserve past harms and work to eliminate practices that increase future displacement risks. In summary, the results of the racial equity analysis found that the City should:

1. Develop a wider historical context (e.g., increased recognition of Native Americans)
2. Understand the combinations of risks associated with displacement (e.g., housing, land use, and demographic displacement risks)
3. Develop an investment strategy that prioritizes investing in people and places that need stabilizing first, rather than centering distribution by population (e.g., focus on population and people and on City-funded housing)
4. Establish an equitable approach to population growth (e.g., improving lives of marginalized populations, racial equity and social justice lens, applying targeted universalism, health equity, multimodal transportation)
5. Take a regional approach to population growth and housing
6. Consider public health equity with displacement risks
7. Deepen equity considerations within community engagement

The full report is adopted by reference as part of the Housing Element as Appendix E.

In addition to the equity analysis, the City collaborated with ARCH and Eastside for All (EFA), a nonprofit organization founded in 2019 to advance racial equity and social justice in East King County. EFA organizes and mobilizes communities of color and immigrant communities who are most impacted by racial disparities and inequities. The report of the process is adopted by reference as part of the Housing Element as Appendix F.

Displacement Risk

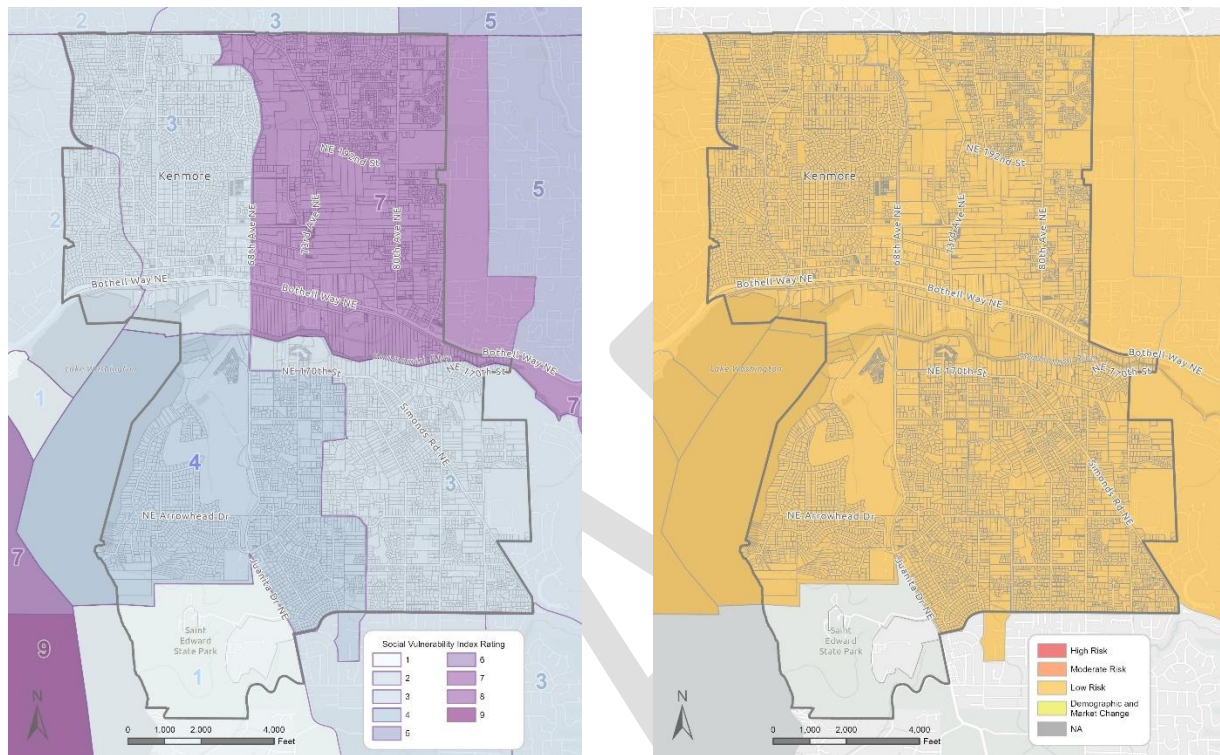
The impact of racially exclusive and discriminatory land use and housing practices can be seen when analyzing changing demographic population patterns. Puget Sound Regional Council (PSRC) has developed a "displacement risk mapping tool" to identify areas in the region where current residents and businesses are at risk of displacement as growth occurs. The mapping tool uses a variety of indicators across five major categories, including socio-demographics, transportation qualities, neighborhood characteristics, housing, and civic engagement. No census tract in Kenmore was identified as a "high" displacement risk. Two tracts, both of which overlap with the City of Bothell to the east, identify as "moderate" displacement risk. A portion of This area is located Kenmore east of 68th Avenue NE and north of Bothell Way/SR-522.³ is identified on this map as an area of moderate displacement risk.

~~Housing Element policies address displacement and potential mitigations, particularly for lower-income residents and People of Color.~~

³ While there are no Census tracts (which is a broadly defined area) that have a high displacement risk, there is possibility that some Census blocks may have a higher or lower displacement risk.

Figures H-1 and H-2 identify the socioeconomic vulnerability index and displacement risk within the City of Kenmore.

FIGURES H-1 and H-2 **SOCIAL VULNERABILITY INDEX AND DISPLACEMENT RISK**



Source: City of Kenmore GIS, WA State Dept. of Health

Source: WA Department of Commerce, US Census

Relationship to the Natural Environment

The Natural Environment Element notes that natural systems have played an important part in defining the character of Kenmore. Historically, this area has made significant alterations to the natural environment as a result of development. Moving forward, protecting Lake Washington and the City's wetlands, streams, trees, and fish and wildlife habitat is crucial to integrating new housing compatibly into the natural environment. Addressing geologic hazards and flooding protects future residents from harm.

EXISTING CONDITIONS

The following discussion draws from the East King County Housing Analysis, produced for all member cities of A Regional Coalition for Housing (ARCH), and made a part of this Comprehensive Plan as Appendix A.

Population and Population Age **Demographics and Household Characteristics**

The City of Kenmore has an estimated population of 24,448 (September 2023), an increase of

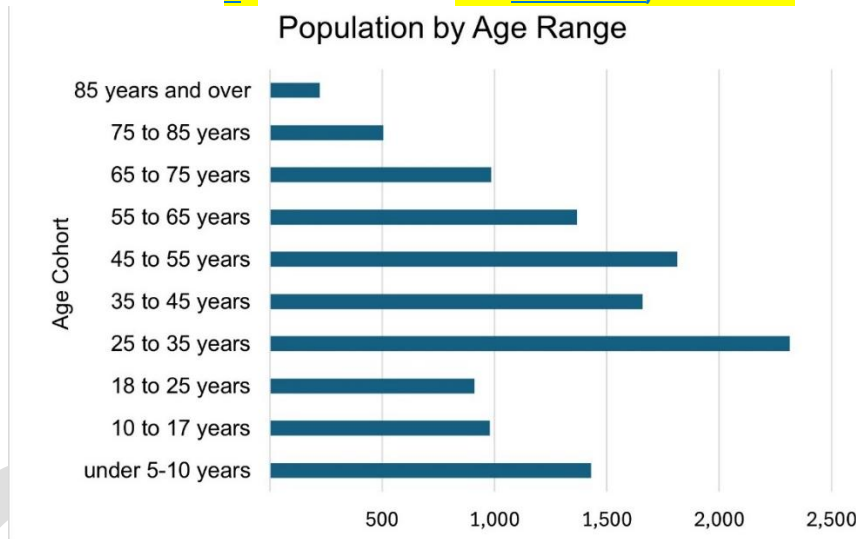
3,078, or approximately 14 percent since the last Comprehensive Plan update in 2014. The annual growth rate (1.35 percent) is slightly lower than the countywide growth rate (1.7 percent) during this period. Table H-A below shows the population profile. Figure H-3 shows the age distribution in Kenmore.

Table H-A, Population Profile, 2023

Population	24,448
Households	9,505
Median Age	41.3
Median Male Age	40.6
Median Female Age	42.1
Age	

Source: Data Axle, Inc., Esri Community Analyst, 2023.

FIGURE H-31 POPULATION AGE COHORTS, KENMORE
Population by Age Range

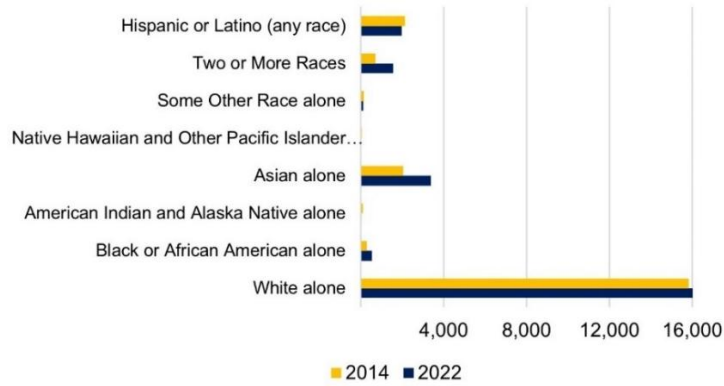


Source: ACS 5-year estimates (Table B01001), 2022.

People of Color (BIPOC) comprise approximately 35.22 percent of the Kenmore population overall, the highest of which are Asian alone. The proportion of residents defining themselves as "White alone" declined from 74 percent in 2014 to 68 percent in 2022, while persons defined as "Asian alone" increased from 10 percent to 14 percent of the population. Self-identified Hispanic/Latino residents dropped slightly from 10 percent in 2014 to 8 percent in 2022. The highest percentages of these groups (26 to 28 percent) appear in the youngest age categories, below 45 years old. See Figure H-42.

FIGURE H-24 POPULATION BY RACE AND ETHNICITY

Population by Race and Ethnicity



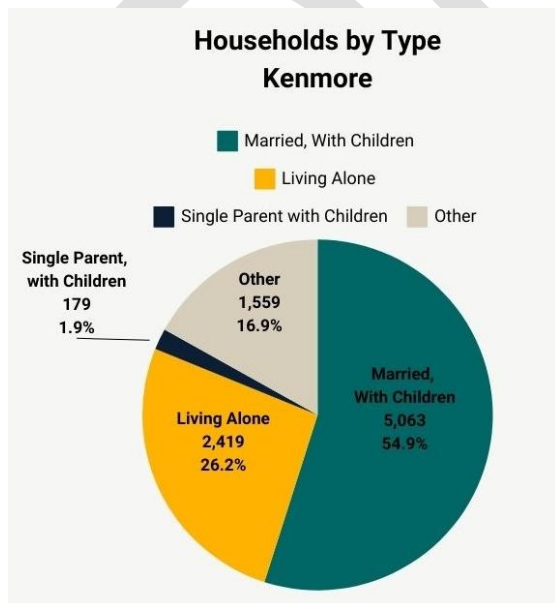
Source: ACS, 5-year estimates, 2022.

Households and Household Types

Kenmore averaged 8,858 total households from 2015 to 2019 currently has approximately 9,220 households, 11-15 percent more than in 2010 last reported in the comprehensive plan in 2014, but the composition of household types changed very little. The household size decreased slightly, from 3.03 to 2.53. Compared to King County overall (Figures H-2 and H-3 below), the city has greater percentages of married-couple families (59-55 percent) and families with children (33-57 percent). The city also maintains a somewhat lower proportion of one- and two-person households (57 percent) than the rest of King County (64 percent).

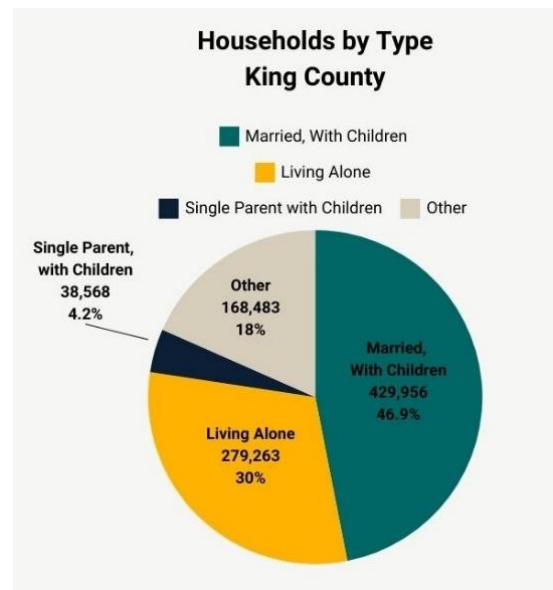
HOUSEHOLDS BY TYPE

FIGURE H-52
KENMORE, 2015-2019



Source: ACS 5-Year estimates, 2022

FIGURE H-634
KING COUNTY, 2015-2019



Jobs and Wages

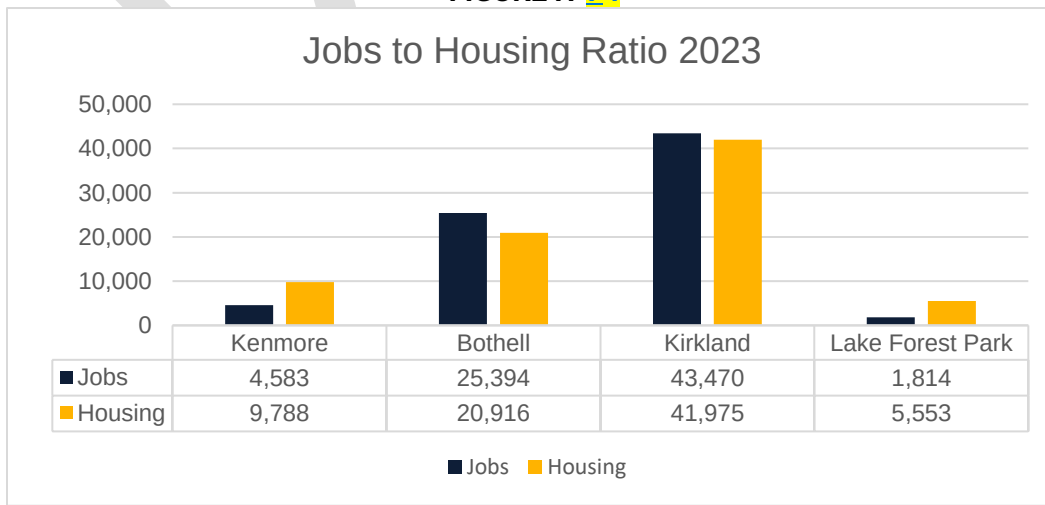
Employment can be an important contributor to housing demand within a community, both in terms of the amount and affordability of housing. Jobs are mostly concentrated along the SR-522 corridor. As of September 2023, there are approximately 4,583 jobs/employees within Kenmore. According to U.S. Census data, only 2 percent of working Kenmore residents are employed inside the City. There are over 3.5 times as many residents working outside the city for employment versus those coming into the City. This indicates the limited availability of jobs in the city and residents work in job sectors that Kenmore does not offer (i.e., education and services instead of high-tech, financial). Kenmore still serves largely as a bedroom community for surrounding employment centers.

Employment can be an important contributor to housing demand within a community, both in terms of the amount and affordability of housing. Kenmore lost 20 percent of its jobs from 2006 to 2018, to a total of 4,012. The city's employment target of 3,200 jobs (2019–2044) represents an 80 percent increase over total employment in 2018, which, if true, means that local job growth will be a larger factor in housing demand in the future than in the past.

A jobs/housing ratio is a measure of the amount of employment compared to the amount of housing in a specific geographic area. By monitoring this metric, this allows the City to plan for and improve geographic distribution of housing and employment opportunities in the community. Generally, a low jobs/housing ratio indicates that a community is housing-rich and may be classified as a "bedroom community," while a high jobs/housing ratio indicates that the community is an employment center. The goal target is a balance of jobs and housing, while also considering that the housing available in the community is affordable to workers at different income levels.

Kenmore, with approximately 4,583 jobs and 9,788 housing units, has a 1:2 jobs to housing ratio, which is a little less than half the number of jobs per housing units available. Figure H-7 shows the jobs/housing ratio for Kenmore, as well as other nearby jurisdictions and King County for comparison. For comparison, Bothell has slightly more jobs than housing, Kirkland has an almost equal balance of jobs and housing, and Lake Forest Park has significantly more housing than jobs by a 3:1 margin.

FIGURE H-74



Source: Data Axle Inc., ESRI Community Analyst, 2023

Along with relatively low employment opportunities in the city, jobs in Kenmore tend toward the lower-paying types; 60 percent pay less than \$50,000 a year (Figure H-5, below).

FIGURE H-5

WAGES OF JOBS IN KENMORE

Household Incomes

Approximately 22-19 percent of the households in Kenmore fall within the standards defined as extremely low- or very low- income (Table H-AB, 2016-2020). This, which is slightly lower than countywide figures, but higher than east King County. The rental market is the primary source of housing for these populations.

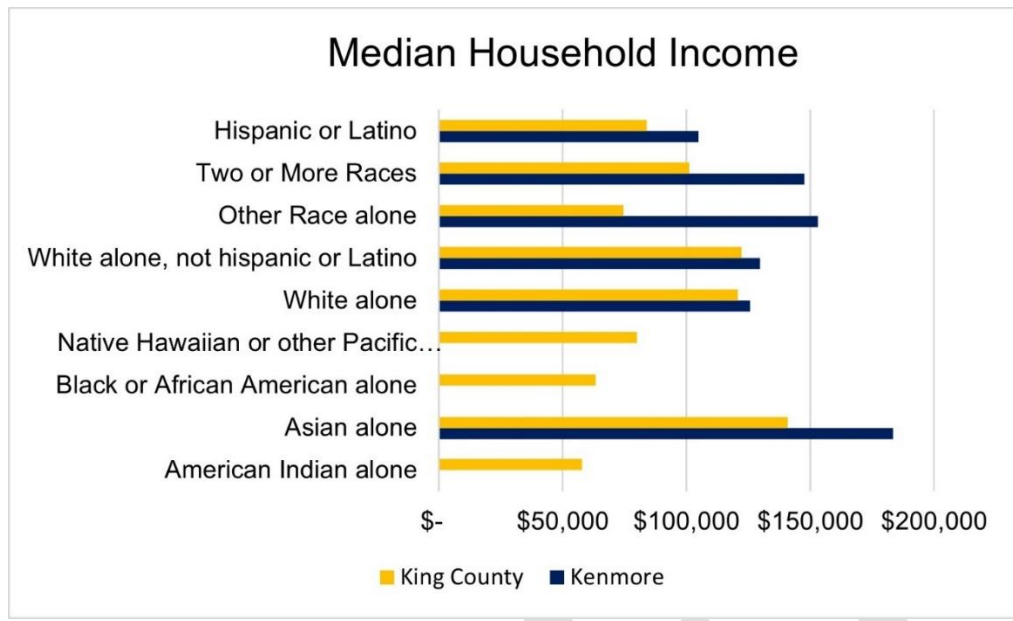
Figure H-68 provides information on median household income by race/ethnicity.

TABLE H-AB HOUSEHOLDS BY INCOME CATEGORY

HOUSEHOLD INCOME CATEGORY	PERCENT OF TOTAL HOUSEHOLDS			
	KENMORE		KING CO.	
	2006-2010-2012-2016	2014-2018-2017-2020	2006-20180-2012-2016	2014-2018-2017-2020
< 30% of median: Extremely Low-Income	11%	1211%	12%	913%
30% to 50% of median: Very Low-Income	69%	108%	10%	911%
50% to 80% of median: Low-Income	1310%	11%	113%	1012%
> 80% of median: Middle- and Higher-Income	7170%	6870%	6467%	7264%
"Median" refers to the Area Median Income (King and Snohomish counties). Some totals exceed 100% due to rounding.				

Source: Comprehensive Housing Affordability Strategy (CHAS) 5-Year Estimates (U.S. Housing and Urban Development).

FIGURE H-86
MEDIAN HOUSEHOLD INCOME



Source: ACS [2019-2022](#) 5-Year Estimates (U.S. Census Bureau). * Not all data not available for Kenmore.

Northshore School District records show that 13.5 percent of the students qualify, based on income, for free or reduced lunches at school (Northshore website).

Existing Housing Types

Housing Types

Kenmore added 14 percent more housing units since 2006—somewhat slower than King County and the rest of the Eastside. The city's mix of housing types changed little since 2000. As of 2023, Kenmore added 14 percent more housing units since 2010, which is slower than King County and other neighboring cities (see Table H-BC, below).

TABLE H-BC
NUMBER AND TYPE OF HOUSING UNITS, KENMORE

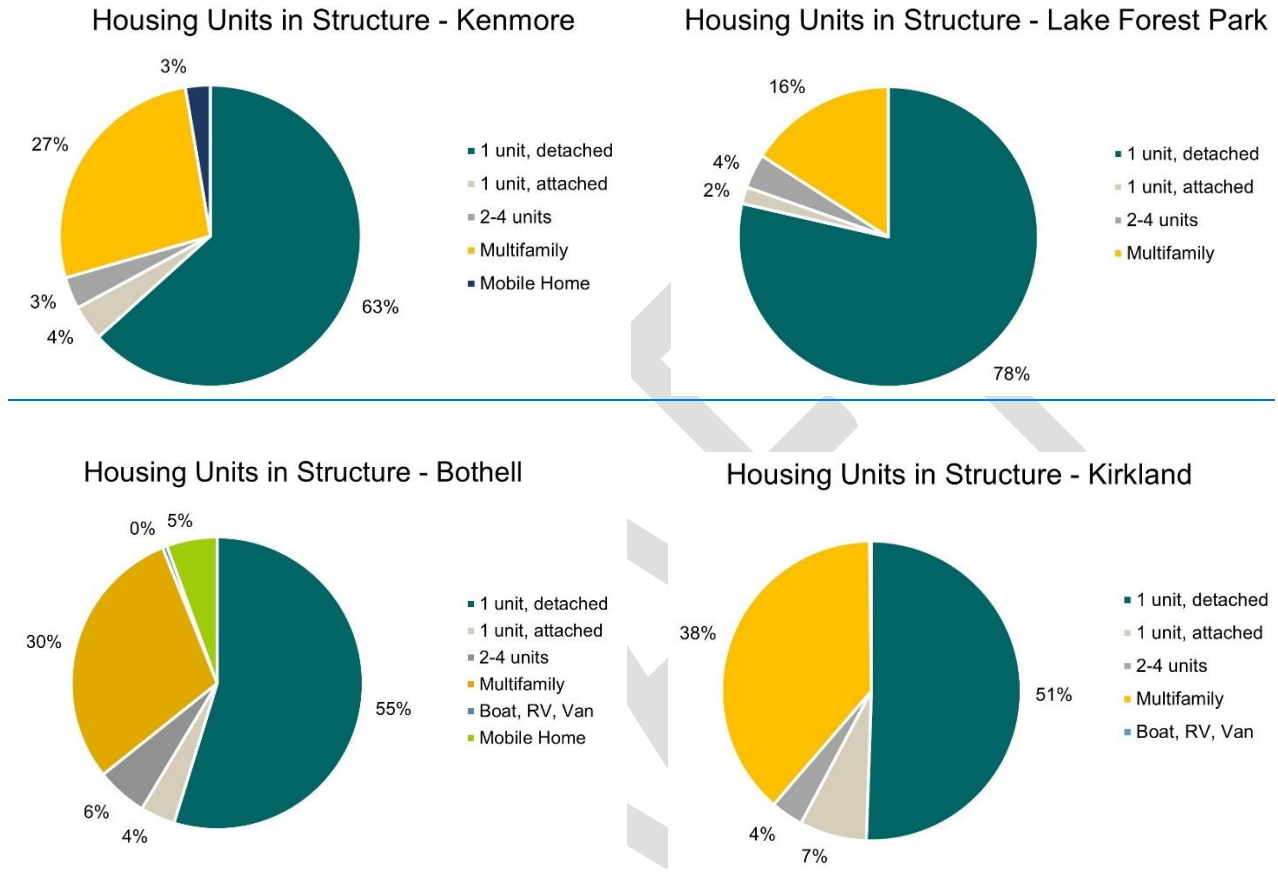
TYPE OF HOUSING	2000		2010		2021/2023	
	UNITS	% OF TOTAL	UNITS	% OF TOTAL	UNITS	% OF TOTAL
Single-family Detached	5,235	70%	6,024	70%	6,625	69.68%
2 or more-family	1,892	25%	2,254	26%	2,753	28.29%
Mobile Homes	361	5%	291	3%	291	3%
Total Units	7,488		8,569		9,669	100%

Source: WA State Office of Financial Management (OFM), Postcensal Estimates of Housing Units, April 1, 2020 to April 1, 2023. U.S. Census Bureau, 2000 Census, and Washington State Office of Financial Management (OFM), 2021.

Compared to [King County and most of east most jurisdictions in](#) King County, Kenmore has a low percentage ([27.22](#) percent) of multi-family housing. (see Figure H-97, below).

FIGURE H-97

HOUSING UNITS BY UNITS IN STRUCTURE



Source: [2010 Census and 2019-2022](#) American Community Survey, 5-Year Estimates (U.S. Census Bureau).

Kenmore is one of the few communities in east King County with a significant number of manufactured homes (close to 300; Washington State OFM, [2023](#)). Most of Kenmore's manufactured homes are located in six parks with a small number located on individual lots. Units are primarily owner occupied, sited on rental pads. The manufactured housing communities are an important housing resource for many Kenmore residents. More than half of the households living in manufactured homes are low-income. Two of the manufactured housing communities are reserved for seniors. In many cases, manufactured housing communities provide the opportunity of unsubsidized home ownership to households that cannot afford to purchase other types of housing. Homes are in a wide range of physical condition, including some units that are getting past their useful life. Other concerns include long-term park maintenance and replacement of aging infrastructure. Overall availability of manufactured housing has been decreasing in King County as parks are redeveloped with other uses. Of concern is that when parks are closed and replaced with more expensive housing, homeowners lose most of their investment. Future redevelopment of some of the mobile home parks to higher densities could provide additional housing units with affordability requirements.

Kenmore has permitted more than [60-16](#) accessory dwelling units as of [2021-2022](#) ([10 attached, 6](#)

detached). In 2020, the City amended its ADU regulations to encourage development of ADUs, including extinguishment of the owner occupancy requirement after the first six months of consecutive occupancy.

Market Rate Housing Prices

Homeownership

Kenmore has a homeownership rate of 73.69 percent, which is among the highest for ARCH compared to cities and greater than the countywide rate (57.56%). Black, Indigenous, and other People of Color (BIPOC) householders are 19 percent of Kenmore's households and 18 percent of the homeowners. Asian householders (not Hispanic or Latino) are 13 percent of the total households and 14 percent of the homeowners. Other BIPOC householders are 6 percent of the total and 4 percent of Kenmore's homeowners.

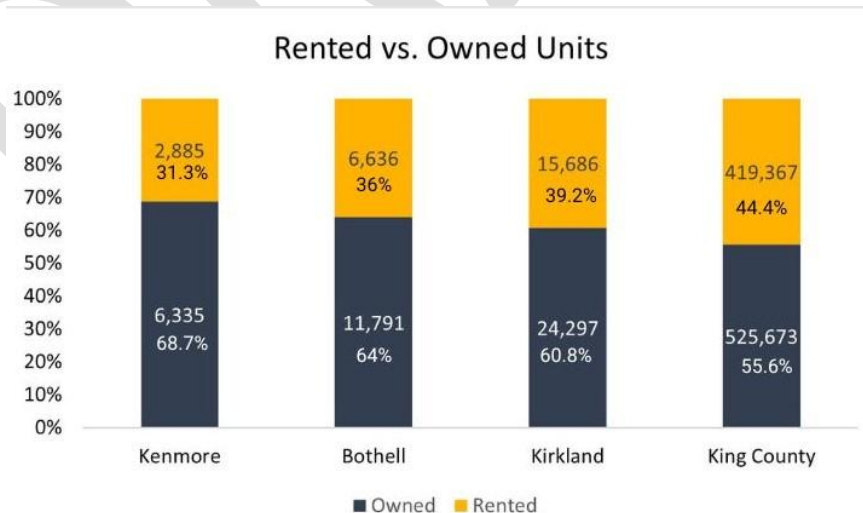
The average home sale price value in 2020-June 2024 in Kenmore was \$1,055,872,730,000 (Zillow, 2024). Washington Center for Real Estate Research).

Condominiums and townhomes, including both ground-oriented and non-ground-oriented owned dwelling units, provide relatively affordable homeownership alternatives for Kenmore residents. The average sale price for condominiums in 2020 was \$371,000—similar to condo prices in Bothell and Woodinville, and low compared to the averages across east King County and King County overall (Washington State Real Estate Research Committee).

Rental Housing

Rental housing makes up about 27-31 percent of housing supply in Kenmore, a significantly smaller portion of overall housing than in east King County and King County as a whole (Figure H-10).

FIGURE H-10 RENTED VS. OWNED UNITS



Source: ACS, 5-year estimates, 2022. U.S. Census

The median gross rent (including utilities) in Kenmore in 2020-2022 was \$1,850, the lowest among east King County cities except Beaux Arts Village, and 10.5 percent below the county-wide median

(Table H-CD).

TABLE H-CD
MEDIAN GROSS RENTS, 2015–2019 5-YEAR AVERAGES
(2019 DOLLARS)

LOCATION	BEDROOMS				AVERAGE
	0	1	2	3	All Units
Bothell	\$1,472 1,845	\$1,480 1,857	\$1,724 2,200	\$2,205 2,782	\$1,719 2,174
Kenmore	\$1,236 1,169	\$1,287 1,677	\$1,391 1,864	\$2,071 2,417	\$1,433 1,850
ShorelineLake Forest Park	\$1,193 N/A	\$1,362 1,717	\$1,592 2,206	\$1,925 2,417	\$1,574 1,992
King County	\$1,307 1,552	\$1,420 1,738	\$1,671 2,070	\$2,030 2,569	\$1,606 1,950

Source: ACS 2015–2019 5-Year Estimates.

Rental vacancy data indicate that Kenmore has relatively few apartments available (Table H-D, below). The average 5-year rental vacancy rate in Kenmore, according to 2022 ACS data, averaged 4.4 percent.

TABLE H-D
RENTAL HOUSING VACANCIES

	PERCENT OF ALL RENTAL HOUSING UNITS	
	2006 – 2010 average	2015 – 2019 average
Total vacant	7.8%	6.5%

* "Seasonal, recreational, or occasional use" may include units not available for rent.

Rental Housing for People Needing Supportive ServicesHousing for Vulnerable Populations

Currently, Kenmore has a very limited range of housing for people who need emergency shelters, transitional housing, emergency housing, and permanent supportive housing ("STEP") supportive services, particularly for the elderly, persons with disabilities, persons with medical conditions, and those individuals with physical disabilities. The housing includes adult family homes, assisted living facilities, boarding homes, group living, and nearby nursing homes.

An estimated four (4) 2.6 percent of the people in Kenmore are over the age of 80 years. Supplemental Security Income supports people with disabilities in about two percent of Kenmore households.

Kenmore has one licensed assisted living facility (boarding home) with 100 beds and 26 licensed adult family homes with 150 beds. Adult family home residents include elderly people, individuals with limited mobility (use of wheelchair), developmental disabilities, mental illness, diabetes, terminal illnesses, brain injury, and those recovering from strokes. The number of persons living in supported living situations (i.e., group quarters) has increased 35% since 2010,

a somewhat lower rate than the growth across east King County (44 percent). The closest nursing home to Kenmore is in Bothell. Bothell Health Care (707 228th St. SW) nursing home has 99 beds.

Income- and Price-Restricted Housing

Land Use and Tax Incentives

The City of Kenmore has a number of voluntary incentive programs to support housing developers who commit to setting aside some of the homes in their properties to be affordable for income-eligible households. At this writing, one property (Spencer 68) does so, as a result of the city's purchase and resale of a disused Metro park-and-ride lot.

	Apartments
50% AMI	5
85% AMI	51
Market Rate	166

Spencer 68 Apartments benefits from an exemption from property taxation on their buildings (not the land) for 12 years—through 2029—and, in exchange, reserves 56 affordable units for the life of the property.

Affordable housing requirements and tax incentives are offered in the transit-oriented district around the current park-and-ride facility on SR-522, and density requirements are in place for the Downtown Commercial zoning district. Density incentives are provided in the Neighborhood Business (NB) zone and in most other zones through the Residential Density Incentives program.

Public and other Funding Programs

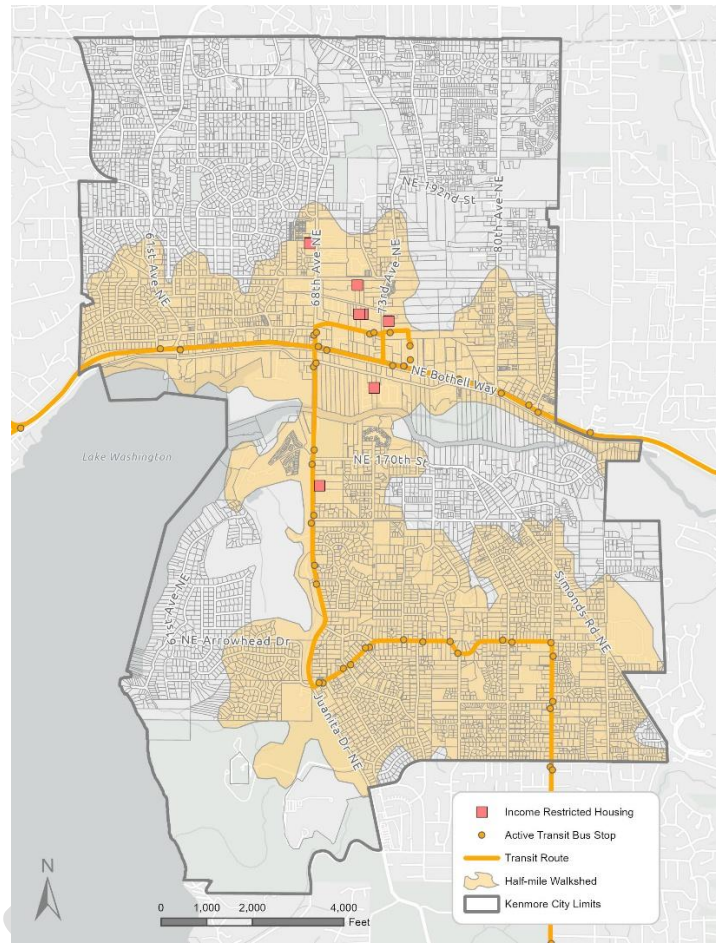
A variety of publicly assisted rental housing is available in Kenmore, including:

Name	Owner	Population Served	Units or Beds
Brookside Apartments	Sound Mental Health	Transitional	16
Copper Lantern	Low Income Housing Institute	Families	21
Green Leaf Apartments	King County Housing Authority	Families	27
Harbour Villa Apartments	King County Housing Authority	Seniors & Disabilities	5
Heron Landing	Downtown Action to Save Housing	Seniors	50
Heron Run	Kenmore Family Associates	Families	40
Northwood Apartments	King County Housing Authority	Seniors & Disabilities	34
Shadrach ApartmentsKenmore Place	Hopelink	Families	9

All of these income- and price-restricted housing units are located within a half mile of transit service (see Figure H-11):

FIGURE H-11

INCOME RESTRICTED HOUSING WITHIN HALF MILE OF WALKSHED OF TRANSIT



Source: City of Kenmore GIS

In addition, the Housing Authority operates a voucher program (Housing Choice Vouchers) for the rental of privately held units. This federal program currently assists approximately 122 Kenmore households with rental subsidies. Lower income tenants in the City of Kenmore may also apply for emergency funding from King County in the event they are faced with eviction due to nonpayment of rent. This assistance is available through the Multi-Service Center of Northeast King County.

Housing for the Homeless

Although Kenmore-specific information is not available, the 2020 Point in Time Count of the homeless found that there were 204 sheltered homeless individuals and 56 unsheltered homeless individuals (living on the streets) in north King County, which includes Bothell, Kenmore, Lake Forest Park, Shoreline, and Woodinville.

~~Three~~ Two facilities in Kenmore provide or have recently provided temporary shelter. Mary's Place (18118 73rd Avenue NE) provides emergency family shelter. In 2018 and 2021, Camp Unity Eastside was Camp United We Stand located at Northlake Lutheran Church (6620 NE 185th Street) and provided shelter for about 40 men, women and couples without children. Hopelink's Kenmore Place shelter also provides temporary housing. Mary's Place (18118 73rd Ave NE) provided emergency family shelter for several years but the facility closed June 2024.

An application from the Episcopal Church of the Redeemer (6210 NE 181st Street) was received in December 2021 to host Camp Unity Eastside between June and October 2022.

The establishment of the King County Regional Homelessness Authority in 2021 should help refine information on the homeless population in Kenmore and begin to address homelessness county-wide.

Faith organizations in Kenmore have provided temporary shelter in the past, but also present opportunities for the provision of affordable housing units. As these organizations are considering how to utilize their properties, including excess land or parking areas, there may be future opportunities to accommodate affordable housing, especially for those households earning 50 percent AMI or below.

HOUSING AFFORDABILITY

The costs of purchasing or renting homes in Kenmore have increased dramatically. While all households are affected, renter households, Hispanic/Latino households, and lower-income households (regardless of tenure) in Kenmore allocate a larger portion of their income toward housing.

According to policies established by the U.S. Department of Housing and Urban Development, a household should spend no more than 30 percent of its income on housing, including utilities. If they pay more than that, a household that is considered "cost burdened" when they spend more than 30 percent of their household income on housing. In 2020, approximately 25 percent of all households in the city fell into the cost-burdened category, a little over 2,300 households. Among them, over 854 households were severely cost-burdened, they are considered "housing cost burdened." Table H-E shows incomes and affordable housing costs for various income levels.

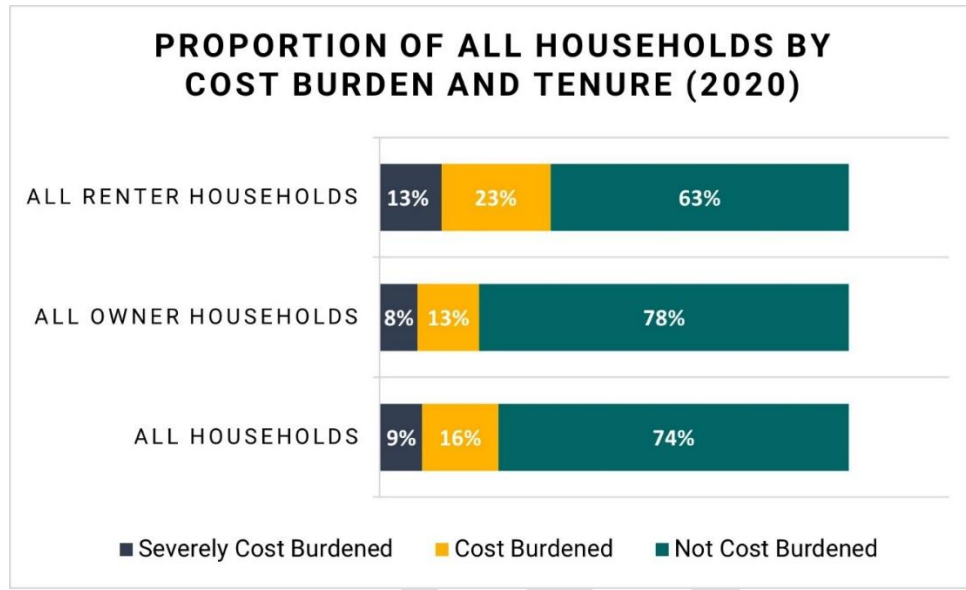
TABLE H-E
AFFORDABLE HOUSING COSTS BASED ON KING COUNTY MEDIAN INCOME, 2024

	EXTREMELY LOW- INCOME		VERY LOW- INCOME		LOW- INCOME	
	30% of Area Median		50% of Area Median		80% of Area Median	
Household Size	Annual Income	Affordable Monthly Cost	Annual Income	Affordable Monthly Cost	Annual Income	Affordable Monthly Cost
1	\$30,954	\$774	\$51,590	\$1,290	\$82,544	\$2,064
2	\$35,376	\$884	\$58,960	\$1,474	\$94,336	\$2,358
3	\$39,798	\$995	\$66,330	\$1,658	\$106,128	\$2,653
4	\$44,120	\$1,106	\$73,700	\$1,843	\$117,920	\$2,948
5	\$47,758	\$1,194	\$79,596	\$1,990	\$127,354	\$3,184

Source: ARCH.

Figure H-12 illustrates the percentage of renter and owner households based on their cost-burden status. Renter households were significantly more likely to experience cost burden during this period – 36 percent compared to only 21 percent of owner households. Figure H-13 shows the cost burden by household income.

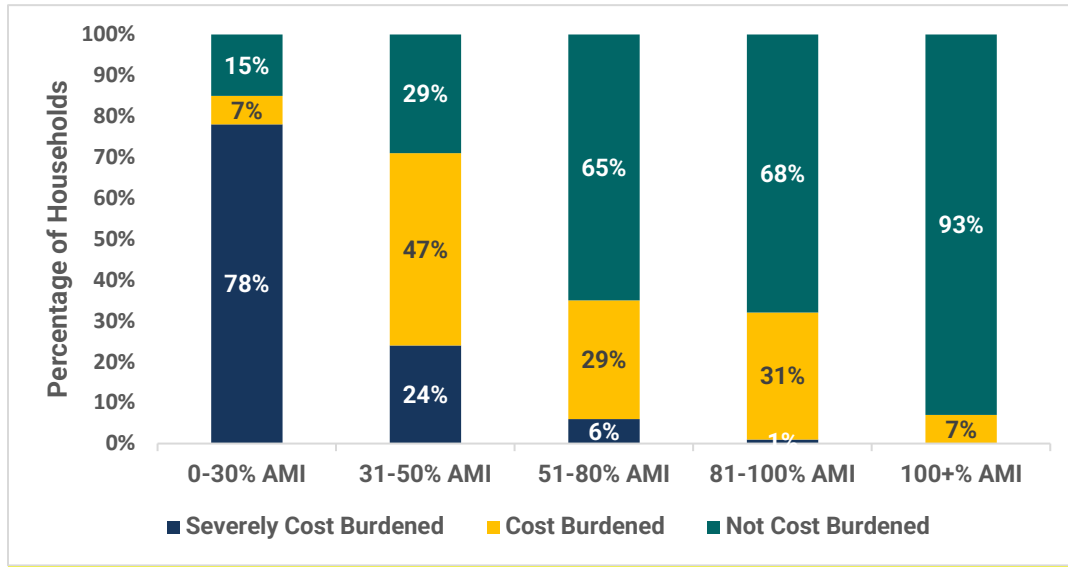
FIGURE H-12 PROPORTION OF ALL HOUSEHOLDS BY COST BURDEN AND TENURE (2020)



Source: HUD CHAS data (based on 2016-2020 ACS 5-year estimates)

Note: HUD does not calculate cost burden status for households with zero or negative income. These are represented as "Not Calculated", which is the one percent remaining to equal 100-percent.

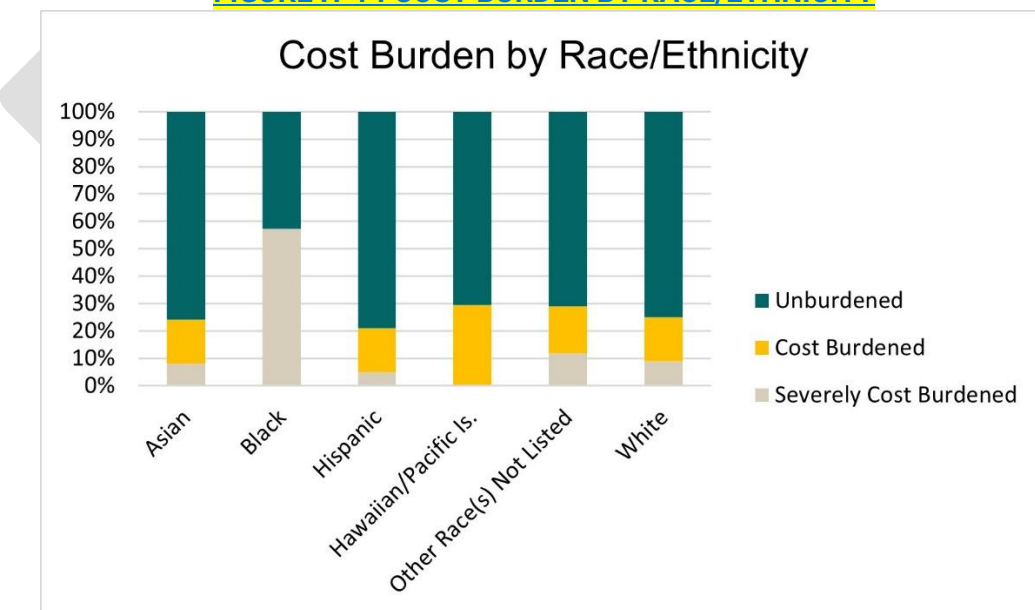
FIGURE H-13 COST BURDEN BY HOUSEHOLD INCOME



Source: CHAS 2015-2019

Examining the proportion of all households by race (Figure H-14), households of color have similar rates of cost-burden as White households. However, of the Black or African American population living in Kenmore, the majority are severely cost burdened, spending over 50 percent of their income on housing. Hispanic/Latino households are more likely to be cost-burdened with a notably higher percentage spending 30 – 50 percent of their income on housing compared to other racial groups.

FIGURE H-14 COST BURDEN BY RACE/ETHNICITY



Source: CHAS 2015-2019

Using the federal affordability definition, 12% of Kenmore's housing is affordable to extremely low- and very low-income households and 12% to low-income households. The amount of housing affordable to extremely low- and very low-income families is similar to Bothell and King County, but higher than east King County cities as a group (7%). The amount of housing affordable at the low-income level is again similar to Bothell, but higher than east King County overall (8%), and lower than the countywide figure (16%). Table H-F compares the housing affordability of Kenmore, east King County, and King County overall against countywide housing needs.

Most of Kenmore's housing affordable to lower incomes is rental housing. Thirty-two (32) percent of the rental units in Kenmore were affordable to extremely low- or very low-income families in 2018. This is greater than the countywide figure (24%), and much higher than other cities in east King County (13%).

About nine percent (9%) of the owner-occupied housing units in Kenmore are affordable to families earning up to 80 percent of median income, and an additional eight percent (8%) are affordable to families earning 80 to 100 percent of median income. These figures are similar to east King County (6% and 5%, respectively), but somewhat lower than King County (13% and 11%). Note that Kenmore has a relatively high percentage of homes affordable to low-income households, which may be partially attributable to the city's relatively high number of manufactured homes.

TABLE H-F
AFFORDABLE HOUSING AND COUNTYWIDE HOUSING NEEDS, 2018

HOUSEHOLD INCOME LEVEL		PCT OF TOTAL HOUSING UNITS AFFORDABLE			COUNTYWIDE HOUSING NEED
		Kenmore	East King Co.	King County	
< 30% of median:	Extremely Low-Income	3%	3%	4%	15%
30% to 50% of median:	Very Low-Income	9%	4%	9%	15%
50% to 80% of median:	Low-Income	12%	8%	16%	19%
> 80% of median:	Middle- and Higher-Income	76%	85%	71%	51%

Source: CHAS (Comprehensive Housing Affordability Strategy; U.S. Housing and Urban Development), 2014-2018 5-year averages.

Note: Countywide Housing Need determined by 2021 Countywide Planning Policies.

Cost-Burdened Households

Overall, housing cost burden improved in Kenmore since 2010, from 38 percent to 28 percent of all households (comparable to all of East King County). For some segments of the community, however, cost burden worsened. Close to half (48 percent) of the renting households are housing cost-burdened, up from 42 percent. This is high compared to other ARCH cities (35 percent) and King County as a whole (42 percent). On the positive side, Kenmore's percentage of severely cost-burdened renters (paying more than half their incomes on housing) has fallen from 21 percent to 17 percent.

Table H-G provides information on housing cost burden by race/ethnicity in Kenmore.

TABLE H-G
HOUSING COST BURDEN AND RACE/ETHNICITY
KENMORE, 2018

Race/Ethnicity of Householder	All Households	Cost Burdened (Housing costs 30% to 49% of household income)	Severely Cost Burdened (Housing costs 50% or more of household income)
Hispanic or Latino, any race	5%	9%	8%
Not Hispanic or Latino	95%	91%	92%
American Indian or Alaska Native alone	0%	0%	1%
Asian alone	11%	14%	14%
Black or African American alone	1%	8%	10%
White alone	81%	64%	62%
Other (including multiple races)	2%	4%	5%

Source: CHAS 2014–2018 5-year Estimates.

See Appendix — for more information about cost burdened households.

HOUSING TARGETS AND CAPACITY

The city's 2019-2044 growth target established by the King County Countywide Planning Policies is 3,070 housing units. On an annualized basis, this means the city should expect and plan for 123 additional units each year. The Kenmore Land Use Plan provides enough zoned capacity to exceed the 2044 housing target, as shown in Table H-~~HE~~^{HF}. Mixed-use areas provide a very large percentage of the city's present capacity for new housing.

Within ½-one-half mile of high-capacity transit, there is capacity for approximately 3,500 additional new housing units, including new development in the medium density residential classification. Existing housing units in that area total nearly 7,000 units.

TABLE H-~~HE~~^{HF}
EXISTING HOUSING UNITS, AND 2021 CAPACITY, KENMORE

Housing Type	2018 Existing		Remaining Capacity		Total if Built to Capacity	
	Units	Pct	Units	Pct	Units	Pct
Single-family Dwellings	6,808	72%	418	11%	7,226	53%
Multi-family Dwellings, total	2,621	28%	3,717	89%	6,338	47%
In residential-only zones			184	5%		
In mixed-use zones			3,533	95%		
Total	9,429		4,135		13,564	

Source: Washington State Office of Financial Management and 2021 Urban Growth Capacity Report (King County).

Approximately seventy (70) percent of the city's residential capacity, however, is zoned for "medium high" and "high" densities, and if developed to capacity Kenmore will provide a variety of housing similar to that of other similarly sized cities (Table H-G). Of Kenmore's total city acreage, 78% is zoned exclusively for residential uses (all R and MHC zones). Of that acreage, the area zoned exclusively for single-family residential development comprised 95% of the total in 2023. New allowances for middle housing will reduce this percentage and provide more opportunities for additional housing types in the City (Figure H-15).

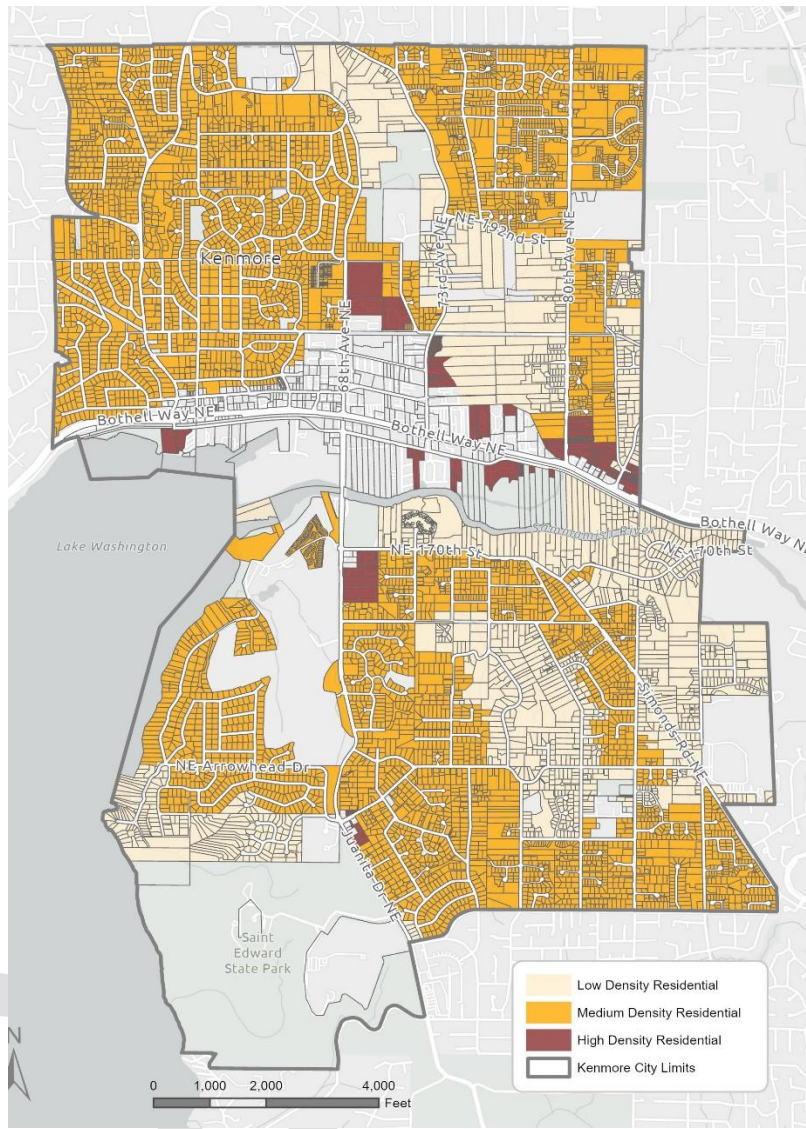
TABLE H-G

AREA BY ALLOWED HOUSING DENSITY

Row Labels	Sum of Acres	% Area
High Density Residential	80.539	3.33%
Low Density Residential	744.221	30.77%
Medium Density Residential	1593.565	65.90%
Grand Total	2418.325	100.00%

Source: City of Kenmore GIS

FIGURE H-15
LAND ZONED FOR HOUSING BY DENSITY



Source: City of Kenmore GIS

Land Capacity Analysis

Cities and counties are required to perform a Land Capacity Analysis (LCA) to assess and document the capacity of new housing and jobs on vacant, underutilized, or partially used lands. This analysis examines the potential for land within a community's borders to support new housing growth, given the existing zoning and development regulations. Unlike a Buildable Lands Analysis, which reviews past performance under the previous comprehensive plan, a LCA projects forward, evaluating land uses and development types planned for the next planning period as outlined in WAC 365-196-325. The aim of a LCA is to assess what current development regulations permit, rather than what has already been developed.

A summary of findings of the LCA are documented below in Table H-H below. The LCA showed that the City has more than enough capacity to accommodate its assigned growth targets under existing zoning patterns. In 2044, the City is expected to have a surplus capacity of 2,064 housing units and 258 jobs above King County growth targets. That said, the City may want to continue expanding capacity beyond what is needed to meet growth targets and achieve important

community-wide objectives such as housing affordability. The full LCA and methodology may be found in Appendix G.

TABLE H-H
LAND CAPACITY ANALYSIS SUMMARY

Subject	Findings
Housing Capacity	5,134 dwelling units
Housing Surplus	2,064 units
Net Commercial/Industrial Capacity	52.38 acres
Employment Capacity	3,458 jobs
Employment Surplus	258 jobs
0-80% AMI Housing Surplus	864 dwelling units
>80-120% AMI Housing Surplus	1,200 dwelling units

Source: City of Kenmore, Kimley-Horn

ADEQUATE PROVISIONS FOR HOUSING

RCW 36.70A.070 and RCW 36.70A.070(2)(d) requires that cities document in their housing element adequate provisions for existing and projected housing needs for all economic segments of the community, including:

- i. Incorporating consideration for low, very low, extremely low, and moderate-income households;
- ii. Documenting programs and actions needed to achieve housing availability including gaps in local funding, barriers such as development regulations, and other limitations;
- iii. Consideration of housing locations in relation to employment location; and
- iv. Consideration of the role of accessory dwelling units (ADUs) in meeting housing needs.

As part of the Comprehensive Plan update, an analysis to identify adequate provisions must be conducted. However, actions to “make adequate provisions” may be implemented after the plan’s adoption. The City must submit a report to the Washington State Department of Commerce five years after the adoption of the Comprehensive Plan (2029), detailing progress in implementing the Comprehensive Plan. This report, as outlined in RCW 36.70A.130, will include updates on housing element implementation and permitting timelines. This section summarizes the analysis of adequate provisions conducted by the City, as well as actions to be completed by the Comprehensive Plan deadline according to the land capacity analysis.

Consideration of Housing for All Income Levels

The GMA mandates that the City must plan for an accommodate housing needs across all income levels. These needs are specified in housing growth targets by income level, provided by King County, and documented in the Countywide Planning Policies (CPPs). These targets are outlined in the previous section. The Comprehensive Plan must demonstrate adequate land capacity to meet housing needs at each affordability level. Additionally, the City must identify barriers to housing production at each affordability level and outline adequate provisions to address these barriers within the Comprehensive Plan.

Actions to Achieve Housing Availability and Affordability

As identified in the Land Capacity Analysis summary above, the City is able to meet its assigned growth targets. However, there are a number of actions, listed below in Table H-I, that outline

recommended actions for the City to address barriers to housing production and increase the likelihood of meeting the housing needs of all income levels over the next 20 years. Implementing these actions will likely take several years. While there are no specific actions needed to be taken before the adoption of this Plan, the following section highlights actions that that should be prioritized for implementation after the plan's adoption.

TABLE H-1
HOUSING PRODUCTION BARRIERS & PROPOSED ACTIONS

Barrier	Housing Types	Proposed Action
<u>Regulations and permit process for Shelters, Transitional Housing, Emergency Housing and Permanent Supportive Housing (STEP)</u>	<u>STEP Housing</u>	<u>Review and amend zoning regulations and permit process for STEP housing using the Department of Commerce guidance</u>
<u>Building/Energy Codes</u>	<u>All housing types, Affordable (income restricted) housing</u>	<u>Review recent building code updates & energy code requirements make building more costly. Review codes to explore options for cost reductions in particular for affordable (income restricted) housing.</u>
<u>Permit Fees/Impact Fees</u>	<u>Accessory Dwelling Units and affordable housing</u>	<u>Review and amend permit fees/impact fees for ADU's and affordable (income restricted) housing projects to provide exemptions and/or reduced fees. Coordinate with the school district on regulations that exempt affordable (income restricted) housing from school impact fees.</u>
<u>Utility Connection Fees</u>	<u>Accessory Dwelling Units and affordable housing</u>	<u>Coordination with utility providers on options for reducing connection fees particularly for ADU's and also affordable (income restricted) housing project.</u>
<u>Affordable Housing Funding Gap</u>	<u>Affordable housing</u>	<u>Review Multi-Family Tax Exemption (MFTE) regulations and consider expanding to other areas of the City. Review inclusionary zoning requirements and consider expanding to other areas of the City.</u>
<u>High minimum lot sizes</u>	<u>Duplexes, triplexes, townhomes</u>	<u>Consider decreasing minimum lot sizes from 7,200 to 5,000 ft² in R-4 zones</u>
<u>Low maximum density</u>	<u>Duplexes, triplexes, townhomes</u>	<u>Consider increasing maximum density in R-1 zone to 4 units per lot and 8 units per lot in R-6</u>
<u>Building heights</u>	<u>Low- to mid-rise</u>	<u>Consider increasing maximum heights in Downtown Residential & Commercial, and Urban Corridor and Residential zones</u>
<u>Parking requirements</u>	<u>All middle housing and multi-family types</u>	<u>Consider reducing parking requirements citywide</u>

Source: City of Kenmore

Location of Housing and Employment

A requirement of the GMA is to consider housing locations in relation to employment locations. This analysis is documented in both the Housing Element above and also the Economic Development Element. Some key findings include:

- Jobs to Housing Ratio – As of 2023, Kenmore has approximately 4,600 jobs and 9,800 housing units, giving it a jobs to housing ratio of 1:2, meaning there are fewer than half the number of jobs compared to housing units. For comparison, Bothell has slightly more jobs than housing, Kirkland has an almost equal balance of jobs and housing, and Lake Forest Park has significantly more housing than jobs, with a 3:1 ratio
- Inflow/Outflow of Workers – Over 3.5 times as many residents work outside the city for employment versus those coming into the city. This is due to the limited jobs in the city and in the city and also residents who work in job sectors that are not available in Kenmore (e.g., high-tech, financial). Most of Kenmore's employment is concentrated along the SR-522 corridor between the city limits of Bothell and Lake Forest Park.
- Land Use Pattern – Kenmore's land use pattern is a mix of low-density, located primarily to the north and south of SR-522, and a mix of medium- to high-density along the SR-522 corridor. Downtown Kenmore is the most densely populated area of the city and is designated as a Countywide Growth Center.

Role of ADUs in Kenmore

Another adequate provision required by RCW is to consider the role of accessory dwelling units (ADUs) in meeting housing needs. Given that much of Kenmore's land is allocated to detached single-family residential, there is an opportunity to address housing needs by promoting the development of both attached and detached dwelling units on these lots. These housing types could be affordable for moderate and lower-income households.

In 2023, the State legislature passed HB 1110 and HB 1337, but which mandate significant changes to ADU regulations, including allowing two ADUs per lot in all cities within urban growth areas (including Kenmore) and reducing barriers related to occupancy, sale, lot size, and parking. Kenmore is updating its development regulations to comply with these new provisions and will complete the updates within six months of the periodic update.

Predicting ADU production trends post-regulation updates is challenging. Although recent ADU construction in Kenmore has been minimal, there's potential for a substantial increase due to the planned code updates and the existing size of residential lots. This is reflected in the housing land capacity analysis and the considerations for meeting housing targets under current zoning.

AFFORDABLE HOUSING NEEDS

Countywide Planning Policy (CPP) H-1 requires that all jurisdictions, "Plan for and accommodate the jurisdiction's allocated share of countywide future housing needs for moderate-, low-, very low- and extremely low-income households as well as emergency housing, emergency shelters, and permanent supportive housing."

The growth allocations stem from multicounty planning policies outlined in VISION 2050, which establish a regional framework for centers and define the role of each community. Kenmore, as a High-Capacity Transit Community, designates Downtown Kenmore as a candidate Countywide Growth Center. The VISION 2050 Regional Growth Strategy envisions Kenmore accommodating growth while contributing significantly to the region's housing supply.

Kenmore's adopted housing targets are for 3,070 new units from 2020-2044. Table H-I shows the adopted housing growth target overall and by income band. Approximately 1,600 units are needed for households earning 30% AMI or less, including approximately 559 units of permanent supportive housing that include wrap-around services for people who need support to maintain residency.

In Kenmore, there are currently very limited options for emergency housing, emergency shelter, and permanent supportive housing. Each of these options assist those who are unhoused or facing eviction in Kenmore. Emergency housing and shelters both provide temporary services, whereas emergency housing provides overnight accommodation and shelters may not. Permanent supportive housing is a long-term housing option for those who need comprehensive support services to retain tenancy. As of 2024, Kenmore Place, a transitional shelter operated by Hopelink, is located in Kenmore.

All comprehensive plans ... combine to address the countywide need for affordable housing ... at a level that calibrates with the jurisdiction's identified "affordability gap" for extremely low-, very low-, and low-income households." Table H-I shows the difference between the housing supply in 2019 and the expected need in 2044 at each income level. (See the Endnotes to this chapter for definitions of each column heading.)

TABLE H-I CITY OF KENMORE ADOPTED HOUSING GROWTH TARGETS (2020-2044)

Total Housing Need ⁴	0 - ≤ 30% AMI ⁵		>30 - ≤50% AMI	>50 - ≤80% AMI	>80 - ≤100% AMI	>100 - ≤120% AMI	>120% AMI	Emergency Housing Beds ⁶
	PSH ⁷	Non-PSH						
3,070	559	1,063	483	393	75	85	412	587

Source: 2021 King County Countywide Planning Policies (amended 2023).

TABLE H-I AFFORDABLE HOUSING NEEDS

	2019 Estimated Supply	2044 Apportioned	2019 - 2044 Need
Kenmore	9,485	12,555	
0 - 30% AMI	278 3%	1,883 15%	1,605
31 - 50% AMI	1,074 11%	1,883 15%	810
51 - 80% AMI	1,324 14%	2,385 19%	1,061
Over 80% AMI	6,809 72%	6,403 51%	406
East King County cities	222,378	314,032	

⁴ King County adopted housing target (2019-2044), based on 2020 WA State OFM, 2014-2018 Comprehensive Housing Affordability Strategy, and 2020 Public Use Microdata Sample data on the distribution of units at different income levels. These data sources are used to align with the Dept. of Commerce countywide need baseline data, even though the King County growth target setting process began in 2019.

⁵ AMI = area median income.

⁶ Emergency housing includes emergency housing and shelter and is in addition to permanent housing needs.

⁷ PSH = permanent supportive housing.

0 – 30% AMI	6,036 3%	47,105 15%	41,068
31 – 50% AMI	12,260 5%	47,105 15%	34,845
51 – 80% AMI	24,465 11%	59,666 19%	35,201
Over 80% AMI	179,617 81%	160,156 51%	19,460

Sources: CHAS, OFM, ARCH.

Note that the CPPs encourage local governments and their comprehensive plans to work in collaboration with other jurisdictions and non-governmental agencies.

"When taken together, all the comprehensive plans of King County jurisdictions must "plan for and accommodate" the existing and projected housing needs of the county (RCW 36.70A.020 and 36.70A.070)" (introduction to CPP Housing chapter). "All comprehensive plans in King County combine to address the countywide need for housing at a level that results in the combined comprehensive plans in King County meeting countywide need" (H-1). "This section promotes cross-sectoral and interjurisdictional coordination to meet the housing needs of households with extremely low, very low, and low incomes. Collective efforts to fund or provide technical assistance for affordable housing development and preservation, and for the creation of strategies and programs, can help to meet the housing needs identified in comprehensive plans. Therefore, there are opportunities for efficiencies and greater impact through interjurisdictional cooperation" (introduction to CPPs H-6 and H-7). The CPPs encourage Kenmore and other cities not to think of affordable housing goals or issues as theirs to solve alone. For example, Kenmore may be able to plan for more than 1,061 homes affordable to low-income households or support some extremely low-income housing created in other communities. The city of Kenmore belongs to ARCH to make these opportunities happen.

Overall, production of housing units in Kenmore has kept pace to achieve future housing 2044 targets. However, the rate of moderate- to low-income housing production (>80% AMI) has been slower than for those at higher-level incomes (>80% AMI).

For an extensive housing analysis, including a summary of emergency housing a, shelters, and permanent housing, refer to Appendix A, East King County Housing Analysis, authored by ARCH in November 2022. This document also indicates how member cities, including City of Kenmore, comply with the King County Housing CPPs.

The following section includes a summary of housing strategies to address local housing needs in Kenmore.

SUMMARY OF LOCAL HOUSING STRATEGIES

The city has ~~taken action~~^{acted} in several areas to address local housing needs. These include:

- In 2003, the city rezoned a former Park and Ride site on 68th Avenue NE to enable a multifamily development, with a requirement that 25 percent of the units address local affordable housing needs. Spencer68 apartments opened in 2015, providing 56 affordable units, five for low-income households. To help enhance affordability on the property, the city approved a twelve-year property tax exemption on residential improvements.
- ~~The city waived a portion of impact fees for a project that incorporated housing affordable to low-income households.~~
- The city has been an ongoing member of ARCH. Through the ARCH Trust Fund process,

the city has regularly committed local funds for affordable housing projects in Kenmore and throughout the region, assisting with nearly 200-100 units affordable to lower-income households.

- Through participation in the countywide CDBG Consortium, local homeowners receive Housing Repair loans (9 applications in 2021).
- In 2015, the city adopted increased density allowances in the Transit Oriented Development District Overlay Area with requirements for including affordable housing in new development. Regulations were amended in 2022 with a requirement that twenty-five percent of units must be affordable to those at the 50% AMI level or below for rental units or 80% AMI for ownership units.
- In 2017, the city approved a Housing Strategy Plan identifying potential strategies to address affordable housing needs and prioritizing them for future consideration.
- In 2019, the city:
 - rezoned some of the City's manufactured housing communities in order to preserve existing affordable housing in those communities. The adopting ordinance was appealed and as of July 2024, the appeal has not been resolved.
 - amended zoning for portions of the Community Business zoning district, including incentives for development of affordable housing.
 - expanded the area eligible for a Multifamily Tax Exemption to the Transit-Oriented Development District.

In 2020 the City adopted regulations to allow flexible re-use of tax-exempt or publicly owned sites through a special process to increase housing supply and enable more diverse forms of housing if linked to providing some affordable housing.

- The City has adopted several residential renter protection regulations. In 2019, the city adopted an enhanced notice of rent increase. From March 20, 2021, through January 15, 2022, the city adopted a temporary moratorium on residential tenant evictions related to the Covid-19 pandemic. In June 2021, the City adopted four renter protections that remained ed in place through the Washington State and City of Kenmore declared emergency related to the Covid-19 pandemic:
 - Creates a defense to eviction for rental debt accrued due to pandemic-related hardship.
 - Creates a defense to eviction if a tenant has a rental assistance application in process.
 - Bans late fees for rent that became due during the pandemic.
 - Requires landlords to certify that they have attempted to obtain rental assistance before filing for eviction due to unpaid rent accrued during the pandemic.
- In 2022 the City also is considering adopting additional residential tenant protections. In 2023 the tenant protection ordinances were appealed and as of July 2024, the appeal has not been resolved. Tenant protections adopted including:
 - Notice of rent increase required
 - Cap on late fees
 - Cap on move in fee
 - Right to Payment Plan
 - Rental unit registration program
 - Just cause eviction program
 - Right to relocation assistance
 - Criminal background checks prohibited
 - Bars discrimination due to immigration status
 - Bars requirement of social security number
 - Bans abusive, deceptive, and unfair practices in rental housing
 - Rent due date may be altered due to tenant's fixed income
 - Landlord may not demand child or person with disability to be signatory to lease if

tenant of record is already a signatory

- In 2023 the tenant protection ordinances were appealed. In September 2024, the City Council adopted Ordinance 24-0604 Amending Chapter 8.55 KMC, Tenant Protections.⁸

- In 2021, the city:
 - created a reduced permit review process for projects containing affordable housing.
 - updated regulations to allow Accessory Dwelling Units, with over 60 ADUs permitted to date.

~~In 2022, the City Council authorized spending approximately 3 million dollars in federal American Rescue Plan Act (ARPA) funding for a project containing a minimum of 10% of dedicated affordable housing for those earning less than 30% AMI. The Council also authorized use of City surplus property for this development. It is anticipated that the development proposal will be submitted to the annual State and County funding pipeline in 2022.~~

- The Approach at Kenmore, a proposed multifamily rental and ownership building, will provide an affordable housing option for families in the downtown Kenmore area. Habitat for Humanity SKKC will create 20 affordable for-sale units, while Imagine Housing will operate the rental units and will partner with a complementary community service partner to provide access to essential services for on-site residents and the broader community.

⁸ Ordinance 24-0604, Amending Chapter 8.55 KMC, Tenant Protections. This ordinance repealed Section 8.55.075 KMC, Just cause for landlord's eviction, and Section 8.55.078, Unfair or abusive acts by landlords prohibited.

GOALS, OBJECTIVES, AND POLICIES

RESIDENTIAL NEIGHBORHOODS

GOAL H-1. PROMOTE AND MAINTAIN STRONG, DIVERSE, EQUITABLE, AND INCLUSIVE RESIDENTIAL NEIGHBORHOODS.

OBJECTIVE H-1.1 Encourage repair and maintenance of existing housing.

Policy H-1.1.1 Encourage private reinvestment in residential neighborhoods and private rehabilitation of housing by providing information, technical assistance, and referrals to appropriate agencies and organizations.

Policy H-1.1.2 Provide regular and appropriate levels of investment in transportation, pedestrian safety, surface water, and parks maintenance and improvements within residential neighborhoods, consistent with the City's capital improvement priorities. Encourage special districts to provide services and maintain infrastructure within residential neighborhoods consistent with adopted service and capital improvement plans.

Policy H-1.1.3 ~~—In cooperation~~ Cooperate with King County, Puget Sound Energy utility providers, or other agencies, promote the use of weatherization programs in existing housing.

Policy H-1.1.4 Consider modifications to existing development standards or development incentives which make the development of middle housing types and ADUs more feasible when maintaining existing housing on single-family lots.

Policy H-1.1.5 Encourage homeowners to take advantage of existing programs and resources to maintain and preserve their homes.

Policy H-1.1.6 Encourage the preservation and repurposing of existing housing, rather than demolition.

Policy H-1.1.7 Implement minimum property maintenance requirements to ensure the safety and livability of existing housing stock.

OBJECTIVE H-1.2 Support housing stability through tenant protections for renters.

Policy H-1.2.1 Implement tenant protections that increase housing stability such as notice of rent increase and just cause eviction for tenants on termed leases.

OBJECTIVE H-1.3 ~~Prioritize and plan for the retention of existing residents~~ Prioritize and plan for the retention of existing residents and pursue social justice and equity in housing policies, regulations, and programs when considering zoning changes or capital projects. In particular consider impacts on marginalized people, with a particular focus on Black, Indigenous, and People of Color (BIPOC) communities.

Policy H-1.3.1 Support policies, practices, and programming that promote and retain diversity, and ensure equity and inclusion in Kenmore.

Policy H-1.3.2 Actively mitigate displacement risks and enhance opportunities for affordable housing through preservation and displacement prevention strategies.

- Provide relocation assistance to low- and moderate-income households facing displacement due to condemnation or redevelopment.
- Develop strategies to preserve manufactured housing communities at risk of redevelopment.
- Strengthen protections and support for low-income renters and renters with disabilities.
- Implement anti-displacement measures before or alongside development capacity increases or capital investments.
- Identify and secure funding for anti-displacement tools and programs. (Futurewise recommendation)

Policy H-1.3.3 Foster equitable outcomes by collaborating with communities most affected by past and present racially exclusive land use and housing practices.

- Address Historical and Current Harms: Identify and implement targeted actions to address the negative impacts of past and present racially exclusive land use and housing practices on Black, Indigenous, and People of Color (BIPOC) households.
- Partner with Disproportionately Impacted Communities: Collaborate with community-based organizations and BIPOC individuals, especially those with extremely low incomes, to ensure their meaningful participation in housing policy development and implementation.
- Promote Anti-Displacement and Opportunity: Support anti-displacement efforts, increase access to opportunities, and promote wealth building within BIPOC communities.
- Center BIPOC Needs and Solutions: Develop, implement, and monitor strategies that prioritize the needs and solutions articulated by disproportionately impacted populations.
- Ensure Fair Housing Practices: Establish processes to guarantee that fair housing laws and best practices are upheld.

Policy H-1.3.4 Partner with historically marginalized communities disproportionately affected by past and present racial housing and land use disparities to create equitable opportunities. Work closely with communities that have experienced the negative impacts of racially exclusive land use and housing policies to promote fairness and equity.

Policy H-1.3.5 Identify and eliminate barriers that prevent equal access to housing and

neighborhood opportunities for people of all races and backgrounds.

Policy H-1.3.6 Track progress in reducing racial and other inequalities in housing and neighborhood options. Identify controllable factors within Kenmore that contribute to disparities and take corrective actions.

Policy H-1.3.7 Ensure that land use, zoning, and regulatory frameworks facilitate the effective operation of human services, shelters, permanent supportive housing, and emergency housing.

Policy H-1.3.8 Support affordable housing development on city-owned and faith-based properties through regulations allowing for affordable housing as an accessory use and density bonuses.

OBJECTIVE H-1.4 Promote safe, physically accessible, well maintained, and well-designed residential environments with associated open spaces.

Policy H-1.4.1 Encourage housing design and development that promotes public safety including "Crime Prevention through Environmental Design" components as described in the Community Design Sub-Element.

Policy H-1.4.2 Ensure development regulations address accessible housing and transportation services. Residential structures as well as physical improvements, such as parking, streets, and sidewalks, should allow for mobility and accessibility by all residents, including the elderly and persons with disabilities, consistent with the Transportation Element. Promote awareness of Universal Design improvements that increase housing accessibility.

Policy H-1.4.3 Support well-maintained neighborhoods through an active code enforcement program.

Policy H-1.4.4 Prepare and implement development and design standards that further the community vision consistent with Land Use and Community Design Element goals and policies.

Policy H-1.4.5 Encourage energy and water efficiency in existing and new housing developments, as addressed in the Utilities Element.

Policy H-1.4.6 Ensure adequate setbacks, landscaping, and buffering are required between housing developments of significantly differing densities and between housing and commercial areas.

Policy H-1.4.7 Ensure critical area regulations protect environmentally sensitive areas and that the regulations are fully implemented. Restrict intrusion into sensitive areas by nearby residents and visitors.

Policy H-1.4.8 Encourage cluster residential development along with open space, to protect and preserve environmentally sensitive areas.

Policy H-1.4.9 Plan for residential neighborhoods that promote the health and well-being of all residents by supporting active living and by reducing

exposure to harmful conditions.

Policy H-1.4.10 Implement energy-efficient housing standards that incorporates renewable energy sources like solar and wind power to maximize sustainability.

Policy H-1.4.11 Encourage home renovations that prioritize resilience, energy efficiency, and indoor air quality, helping to mitigate the impacts of natural disasters and climate change.

Policy H-1.4.12 Promote the use of durable, low-maintenance building materials, high-efficiency energy systems, and low-impact development techniques to reduce housing lifecycle costs and align with the City's Climate Action Plan.

Policy H-1.4.13 Encourage the remediation of older homes to eliminate potential health hazards, including lead-based paint, asbestos, and other harmful materials.

Policy H-1.4.14 Encourage the repurposing of non-residential buildings for residential use.

Policy H-1.4.15 Develop design guidelines, standards, or other measures to achieve the following benefits:

a. Promote compatibility between new and existing housing.

b. Connect multifamily developments with surrounding neighborhoods to enhance community cohesion.

c. Facilitate the integration of attached and detached accessory dwelling units into residential areas.

GOAL H-2.

PROVIDE HOUSING OPPORTUNITIES AND ZONE SUFFICIENT LAND IN KENMORE TO ACCOMMODATE PROJECTED HOUSING NEEDS FOR PEOPLE WITH SPECIAL NEEDSVULNERABLE POPULATIONS.

OBJECTIVE H-2.1

Provide opportunities for the development of short-term and permanent housing for people with special needsvulnerable populations.

Policy H-2.1.1 Allow opportunities for assisted housing, for people with special needsvulnerable populations by:

- a. Permitting group living situations, including those where residents receive such supportive services as counseling, foster care or medical supervision in accordance with state and federal laws; and,
- b. Encouraging developers and owners of assisted housing units to undertake activities to establish and maintain positive relationships with neighbors. Encourage neighbors to similarly maintain those relationships.

Policy H-2.1.2 Ensure that group home providers have received appropriate licenses from federal or state agencies where appropriate.

Policy H-2.1.3 Support housing options and services that enable seniors to stay in their homes or neighborhoods.

Policy H-2.1.4 Allow housing for vulnerable populations throughout the city.

Policy H-2.1.5 Partner with private agencies to provide housing for seniors, people with disabilities, domestic violence victims, and homeless individuals and families.

Policy H-2.1.6 Develop or modify codes and ordinances to allow for a continuum of care and housing opportunities for vulnerable populations.

Policy H-2.1.7 Encourage the creation, renovation, and modification of housing that is accessible to vulnerable populations, using building and site plan codes.

Policy H-2.1.8 Provide incentives to encourage developers to dedicate a portion of new housing projects to vulnerable populations.

Policy H-2.1.9 Facilitate the acquisition of grants and loans for housing for vulnerable populations by agencies, developers, and nonprofits.

OBJECTIVE H-2.2 Support and promote community facilities and programs that are important to the safety, health, and social needs of residents.

Policy H-2.2.1 Increase coordination among providers of social, health, counseling, and other services to individuals, families, children, and persons with special needs including senior citizens, persons with physical or mental disabilities, persons with terminal illness, or other special needs.

Policy H-2.2.2 Work with transit and transportation providers to increase access between special needs housing and community facilities and programs in Kenmore or the Northshore area.

Policy H-2.2.3 Support the location of social, recreational, health, safety, and other services in Kenmore to serve people with special needs.

Policy H-2.2.4 Support efforts by providers of social, health, counseling, and other services to assist newly arrived immigrant populations.

Policy H-2.2.5 Support a range of housing options and services to help homeless persons and families stay sheltered.

Policy H-2.2.6 Work with other jurisdictions, the Regional Homelessness Authority, and health and social service organizations to develop a coordinated, regional approach to homelessness.

Policy H-2.2.7 Continue to support the creation of emergency, transitional, and permanent supportive housing with appropriate services for people with special needs and the homeless. Place a strong emphasis on transitioning individuals into permanent housing as soon as possible.

Policy H-2.2.8 Promote, assist, and support social and health service organizations that

provide housing programs for vulnerable populations.

Policy H-2.2.9 Foster and maintain partnerships that have proven effective in reducing homelessness, preventing homelessness, and assisting chronically homeless individuals with necessary care.

Policy H-2.2.10 Support the creation of public and private housing and services for the homeless population in North King County, offering both short-term and long-term solutions.

Policy H-2.2.11 Support the development of a comprehensive network of emergency shelters for homeless and at-risk populations, including families with children, childless adults, unaccompanied youth, and victims of sexual and domestic violence.

Policy H-2.2.12 Support a variety of housing options for older adults, including aging in place, assisted living, and age-restricted senior communities. Strategies include:

a. Encourage the construction of new housing that is accessible and adaptable for older adults by following Universal Design and visitability standards.

b. Evaluate and update regulations to support a variety of housing options and permit accessibility modifications.

c. Encourage developers to create new senior-oriented residential options by offering incentives.

Policy H-2.2.13 Support initiatives that enable older adults and people with disabilities to remain in their communities as their housing needs evolve, such as promoting universal design or retrofitting homes for long-term use.

Policy H-2.2.14 Support the construction of age-friendly housing, prioritizing locations near essential services and amenities for seniors.

Policy H-2.2.15 Advocate for a diverse range of senior housing options to accommodate varying income levels, including independent living, assisted living, and skilled nursing care. Prioritize expanding opportunities for seniors to reside in specialized housing.

RESIDENTIAL GROWTH

GOAL H-3. PLAN APPROPRIATE LAND USE DESIGNATIONS AND ZONING CATEGORIES TO ACCOMMODATE PROJECTED HOUSEHOLD GROWTH.

OBJECTIVE H-3.1 Plan for an adequate supply of land to accommodate projected household growth.

Policy H-3.1.1 Ensure zoning regulations accommodate a range of housing styles and types in appropriate locations, such as single-family detached dwellings, size-limited houses on smaller lots, duplexes, triplexes, cottage housing,

townhouses, apartments, accessory dwellings, manufactured homes, and other types. Consider neighborhood compatibility as well as housing needs and surrounding environmental conditions when applying zones, land use, and development standards.

Policy H-3.1.2 Ensure access to diverse housing options that cater to various household sizes, types, tenures, and income levels by implementing inclusive planning tools, regulations, and policies to boost housing supply and diversity citywide.

- Encourage the development of units suitable for large households or those with multiple bedrooms.
- Eliminate regulatory obstacles that hinder housing diversity.
- Promote a wide range of housing types through incentives and programs.

Policy H-3.1.3 Expand allowed residential housing types in traditionally single family zoned areas to include six of nine approved housing types.

Policy H-3.1.4 Consider developing a Permit Ready program for ADUs and middle housing types to decrease the barrier to middle housing development.

Policy H-3.1.5 Coordinate with internal City departments and outside service providers/agencies to adequately plan for community services and facilities associated with the development of middle housing.

Policy H-3.1.6 Permit indoor emergency shelters and housing in all zoning districts that allow hotels. Allow permanent supportive and transitional housing in all zones permitting residential dwellings or hotels.

Policy H-3.1.7 Zone sufficient buildable land to accommodate Kenmore's projected housing need, meet allocated housing growth targets, and accommodate its allocated share of countywide future housing needs for moderate-, low-, very low-, and extremely low-income households as well as emergency housing and permanent supportive housing.

Policy H-3.1.8 Ensure regulations, incentives, programs, and other city tools foster the creation of accessible, healthy, and safe housing.

Policy H-3.1.9 Explore the feasibility of developing tiny houses in specific neighborhoods within the city.

Policy H-3.1.10 Support the development of residential housing on infill sites, promoting increased density in designated areas.

Policy H-3.1.11 Promote the development of mixed-use neighborhoods throughout the city, featuring living-wage jobs, affordable housing options, and abundant public spaces in a walkable urban setting.

Policy H-3.1.12 Pursue strategies and regulations that increase housing options for 0 to 80 percent of AMI households throughout Kenmore, particularly in historically

single-family zones.

Policy H-3.1.13 Pursue strategies and regulations that increase the long-term supply of both market-rate affordable housing and cost-controlled income-restricted affordable housing.

OBJECTIVE H-3.2 Identify and support Kenmore’s Downtown as a center for commercial, civic, cultural, park, and higher density housing uses and activities consistent with its designation as a Countywide Growth Center.

Policy H-3.2.1 Develop mixed-use, higher density districts in Downtown Kenmore, meeting community goals to develop community identity, provide vital business and service opportunities, concentrate higher density housing close to high-capacity transit, and provide multi-modal transportation services and connections to those services.

Policy H-3.2.2 When higher densities are applied to residential and mixed use development in the Downtown, include requirements for the provision of affordable housing.

Policy H-3.2.3 Offer density bonuses and density transfers, where appropriate, to achieve a compact, vital Downtown, as well as meet environmental and affordable housing goals.

Policy H-3.2.4 Encourage property consolidation in the Downtown, through density bonuses or other incentives, to create mixed-use and multi-family developments that offer a range of site and community benefits such as private and public open spaces and plazas, structured parking, and other amenities.

Policy H-3.2.5 Address issues of diversity, equity and inclusion for historically marginalized groups when developing Kenmore’s Countywide Growth Center approaches.

Policy H-3.2.6 East of Downtown, in the area of transit-supportive development near the Park and Ride, require long-term low-cost housing as a condition of development.

Policy H-3.2.7 Support the development of affordable and accessible housing in neighborhoods with convenient access to services and the rest of the community.

Policy H-3.2.8 Ensure that plans promote greater physical accessibility between housing, employment, transportation, recreation, daily-needs services, and educational uses.

Policy H-3.2.9 Encourage and provide for mixed-use developments that include residential units above businesses.

Policy H-3.2.10 Promote the development of residential housing in commercial and mixed-use areas, particularly those near public transportation.

HOUSING AFFORDABILITY

GOAL H-4. MAKE ADEQUATE PROVISIONS FOR A PROPORTIONATE AMOUNT OF THE EXISTING AND PROJECTED COUNTYWIDE NEED FOR HOUSING AT ALL INCOME LEVELS.

OBJECTIVE H-4.1 Encourage retention of the existing housing stock in Kenmore as a source of affordable housing.

Policy H-4.1.1 Promote the use of housing rehabilitation assistance (from King County, for example) to lower-income homeowners and to landlords who rent to lower-income people.

Policy H-4.1.2 Support the acquisition, rehabilitation, and preservation of existing affordable housing by agencies and organizations as an alternative to new construction.

Policy H-4.1.3 Allow existing legally created duplexes, triplexes, and other medium-density housing types in the low and medium density residential classifications to continue without “nonconformance” limitations related to density, setbacks, height, or lot size.

Policy H-4.1.4 Aspire Support to preserve preservation of and maintain existing manufactured housing communities.

Policy H-4.1.5 When displacement is unavoidable, determine who is most likely to be harmed and ensure that the brunt of the impact is not carried by the same communities in Kenmore. Support relocation assistance and development of replacement housing where feasible, to help very low- and low-income households. For mobile homemanufactured home parks in particular, consider a funding pool to assist low- and moderate-income residents in deteriorating and obsolete mobile-manufactured homes to find alternative housing in the community, or help to establish preferences in nearby housing for persons giving up their homes.

Policy H-4.1.6 Consider affordable housing measures and incentives beyond those in RCW 36.70A.635(2)(a)⁹ to promote additional affordable housing units in the City.

Policy H-4.1.7 Develop strategies to increase the sustained supply of affordable housing, including market-rate and income-restricted units.

Policy H-4.1.8 To prevent the loss of affordable housing, the City should collaborate with housing providers to identify and preserve subsidized units at risk of being

⁹ RCW 36.70A.635(2)(a): To qualify for the additional units allowed under subsection (1) of this section, the applicant must commit to renting or selling the required number of units as affordable housing. The units must be maintained as affordable for a term of at least 50 years, and the property must satisfy that commitment, and all required affordability and income eligibility conditions adopted by the local government under this chapter. A city must require the applicant to record a covenant or deed restriction that ensures the continuing rental of units subject to these affordability requirements consistent with the conditions in chapter 84.14 RCW for a period of no less than 50 years. The covenant or deed restriction must also address criteria and policies to maintain public benefit if the property is converted to a use other than which continues to provide for permanently affordable housing.

converted to market-rate rents.

Policy H-4.1.9 Prioritize the preservation and creation of lower-cost housing in neighborhoods where redevelopment is most likely to occur, supporting initiatives that maintain affordability in these areas.

OBJECTIVE H-4.2 Adopt programs and regulations that support housing affordable to extremely low-, very low-, low-, and moderate-income households, comparable to the countywide need.¹⁰

Policy H-4.2.1 Support efforts of private developers, both for-profit and not-for-profit, to preserve or develop affordable housing, including housing with on-site services, for extremely low-, very low-, low- and moderate-income families. Consider the following roles for the City's active participation:

- a. Whenever possible, integrate affordable housing plans into proposals for development of publicly owned properties.
- b. Play a partnership role with nonprofit housing project sponsors by supporting applications for CDBG, HOME, and other Federal, State, or local funding sources for the projects.
- c. Enter into a long-term partnership with one or more nonprofit housing developers to identify sites and identify opportunities for public funding.
- d. Actively support affordable housing projects by expediting the permitting process, reducing development fees, or similar measures.
- e. Consider Adopt regulatory changes, including eliminating parking requirements within a mile of major transit stops, such as reducing parking requirements, updating building codes to promote innovative, low-cost development, and expanding the Multifamily Tax Exemption (MFTE) program to support more affordable housing development.

Policy H-4.2.2 Participate in A Regional Coalition for Housing (ARCH) to help develop and preserve affordable housing in the community and region. Maintain data demonstrating the impact in the City of Kenmore and communicate the results to the community for continued understanding and support.

Policy H-4.2.3 Identify and catalogue real property owned by the City that is no longer required for its purposes and is suitable for the development of affordable housing for extremely low- to moderate income households. Engage with community partners on how best to use these resources.

Policy H-4.2.4 Use local resources, as available, to leverage other public and private funding for the creation or preservation of affordable housing.

Policy H-4.2.5 Use density bonuses, inclusionary programs, and other methods with

¹⁰ See Countywide Planning Policies

mixed-use and multi-family developments to provide housing affordable to extremely low- to moderate-income households.

Policy H-4.2.6 As part of any rezone that increases residential capacity, consider requiring that a portion of the new units be affordable to extremely low-, very low- or low-income households.

Policy H-4.2.7 Before implementing a new policy or regulation, consider how it will impact the cost to build a home.

Policy H-4.2.8 Focus on projects that promote access to opportunity, anti-displacement, and wealth building for Black, Indigenous, and People of Color (BIPOC) communities.

Policy H-4.2.9 Support alternative homeownership models that lower barriers to ownership and provide long-term affordability, such as community land trusts, and limited or shared equity co-ops

Policy H-4.2.10 Collaborate with other organizations or entities to evaluate ways to address transitional homeless housing or provide an additional housing type.

Policy H-4.2.11 Ensure that affordable housing achieved through public incentives or assistance remains affordable for the longest possible term.

Policy H-4.2.12 Collaborate with other local governments directly and through membership associations (e.g., Puget Sound Regional Council) on regional housing strategies, especially related to providing extremely low- and very low-income housing.

Policy H-4.2.13 Partner to Address Deeply Affordable Housing¹¹:

- Identify and Leverage Existing Assets: Collaborate with public agencies, faith-based organizations, and nonprofits to identify suitable properties for affordable housing development.
- Remove Barriers to Shelter: Eliminate obstacles that prevent faith institutions, community-based organizations, and nonprofits from hosting shelters.
- Combine Public and Private Resources: Leverage both public and private funding to provide subsidies for deeply affordable housing.
- Prioritize Local and Regional Resources: Utilize local and regional funding sources and surplus property to support income-restricted housing.
- Invest in Land Acquisition: Allocate funds for acquiring land for affordable housing development.

¹¹ Deeply Affordable Housing, as defined by Department of Commerce, is housing that is <50% AMI, and includes housing such as emergency shelters, emergency housing, transitional housing, and permanent supportive housing.

- Support Alternative Homeownership Models: Encourage the use of innovative homeownership models, such as community land trusts and limited or shared equity co-ops, to increase affordability and accessibility.

Policy H-4.2.14 Support legislation and funding at the local, county, state, and federal levels that would promote the city's housing goals and policies.

Policy H-4.2.15 Develop meaningful, measurable targets and strategies to encourage the creation of affordable workforce housing that meets local demands and monitor progress towards fulfilling these goals.

Policy H-4.2.16 Promote both rental and ownership options for affordable housing, encompassing a variety of types and sizes.

Policy H-4.2.17 Consider implementing a policy that requires a percentage of affordable housing units in new residential developments.

Policy H-4.2.18 Preserve and explore expanding regulatory incentives to promote the development and preservation of affordable ownership and rental housing, including density bonuses, reduced impact fees, expedited permits, or other methods.

Policy H-4.2.19 Consider offering incentives such as density bonuses, reduced parking requirements, and flexible design standards to developments that include a certain percentage of affordable units.

Policy H-4.2.20 Advocate for greater funding for affordable housing at the regional and state levels.

Policy H-4.2.21 Simplify the regulatory review and building permit process and evaluate the cost of infrastructure improvements and their impact on housing affordability.

OBJECTIVE H-4.3 Provide zoning and development standards that integrate affordable housing compatibly into the community.

Policy H-4.3.1 Allow designated manufactured homes built to state standards on single-family lots.

Policy H-4.3.2 Allow and accommodate accessory dwelling units in low and medium density residential districts.

Policy H-4.3.3 Pursue land use policies and regulations that:

- Result in lower development costs without loss of adequate public review, environmental quality, or public safety; and,
- Do not reduce design quality, inhibit infrastructure financing strategies, or increase maintenance costs for public facilities.

Policy H-4.3.4 Promote the creation of diverse ownership housing opportunities in Kenmore, encompassing different styles, sizes, and affordability levels.

Policy H-4.3.5 Provide residents, especially those in underserved populations, with information about affordable housing opportunities and first-time homeownership programs.

Policy H-4.3.6 Consider the influence of transportation costs on housing affordability and accessibility of services and other opportunities when planning for housing development.

Policy H-4.3.7 Develop affordable housing in various parts of the city, with a focus on areas with good access to transit, employment, education, and shopping.

HOUSING EQUITY

GOAL H-5. ACKNOWLEDGE THE HISTORICAL INEQUITIES THAT LIMITED THE ABILITY OF ALL RESIDENTS TO LIVE IN THE NEIGHBORHOOD OF THEIR CHOICE AND WORK TO REDUCE DISPARITIES IN ACCESS TO NEIGHBORHOODS WITH GOOD SCHOOLS, PARKS, AND OTHER AMENITIES.

OBJECTIVE H-5.1 Promote fair housing for all persons regardless of race, gender identity, sexual identity, ability, use of a service animal, age, immigration status, national origin, familial status, religion, source of income, military status, or membership in any other relevant category of protected people.

Policy H-5.1.1 Utilize the City's Diversity, Equity and Inclusion (DEI) program to ensure that city housing policies, programs, regulations, or decisions do not result in housing discrimination.

Policy H-5.1.2 Work with the legislature, King County, or other agencies to authorize homeowners to easily remove discriminatory restrictive covenants from deeds and other property documents.

Policy H-5.1.3 Support use of housing choice vouchers in Kenmore.

Policy H-5.1.4 Consider environmental health in neighborhoods where affordable housing exists or is anticipated, and plan for environmentally healthy neighborhoods for all residents.

Policy H-5.1.5 Encourage existing housing providers and private lenders to conduct homebuyer education seminars for potential first-time homebuyers, including outreach to current renters to inform them about homeownership opportunities.

IMPLEMENTATION STRATEGIES

To organize and carry out these goals, objectives and policies, as well as to prepare the City for the next Comprehensive Plan update, the City will undertake the following:

- 1 • Work with neighborhoods and historically underrepresented groups when new policies,
2 plans or programs are proposed to ensure that their unique issues are considered.
3
- 4 • Adopt development standards for medium density residential housing types, such as
5 duplexes, triplexes, and cottage housing.
6
- 7 • Adopt development standards for reduced minimum lot sizes with maximum house size
8 restrictions in some low (R-6) and medium density classifications. When considering
9 maximum house sizes for smaller houses on smaller lots, remain mindful of the needs of
10 multigenerational and large families. Also ~~take into account~~consider open space needs
11 and environmental protection, as well as accessory dwelling unit standards.
12
- 13 • Revise the Strategy Plan as needed to achieve the Housing Element's goals, objectives, and
14 policies.
15
- 16 • Implement the Housing Strategy Plan and DEIA Strategic Plan.
17
- 18 • Maintain communications with, or participation in, regional agencies and projects.
19
- 20 • Monitor housing needs and supply over time, especially data that evaluates progress
21 toward meeting a proportionate share of the countywide needs for affordable housing
22 and improved access to opportunity for Black, Indigenous, and People of Color (BIPOC)
23 communities. Reassess and adjust policies and regulations as necessary to achieve City
24 goals.
25
- 26 • Cooperate on a regional basis towards economic diversification and land capacity
27 monitoring.
28
- 29 • Evaluate and report results of the Strategy Plan and how the goals, objectives, and
30 policies of this Housing Element have been achieved.
31

REFERENCES

A Regional Coalition for Housing (2022). East King County Housing Analysis, Redmond, WA.

[City of Kenmore \(2023\). City of Kenmore Comprehensive Plan Update – Equity Analysis and Recommendations.](#)

[Eastside for All \(2023\). Missing Middle Housing: Tell Your City – Engagement Report for A Regional Coalitions for Housing and East King County Partner Cities.](#)

[EMC Research \(2024\). City of Downtown Resident Survey.](#)

ENDNOTES

“2019 Estimated Supply” is the number of housing units in 2019, according to the Washington Office of Financial Management (OFM), distributed to each affordability category by the percentages in each jurisdiction’s housing supply, according to the Comprehensive Housing Affordability Strategy (CHAS) estimates of 2014 – 2018 5-Year Estimates. (CHAS 2015 – 2019 estimates are not yet available.) For example, from 2014 – 2018, Kenmore averaged 3 percent of its housing units affordable to households with incomes at or below 30% of the Area Median Income (AMI). That percentage was applied to the city’s 2019 total for an estimated 278 housing units affordable at that level.

“2044 Apportioned Demand” is the number of housing units the jurisdiction must plan for in 2044 distributed to each affordability category by the percentage goals set in Countywide Planning Policies. Kenmore’s 2019 – 2044 housing target of 3,070, added to the supply existing in 2019 (9,485) equals 12,555 housing units. Countywide Planning Policy (CPP) percentages are based on household incomes and cost-burdened households across King County, according to the CHAS 2013 – 2017 5-Year Estimates available when the CPPs were drafted.

“2019 – 2044 Need” is the difference between the 2044 Apportioned Demand and the 2019 Estimated Supply at each affordability level. A positive number represents housing units that the jurisdiction must plan for, and a negative number represents a surplus of housing units at that affordability level.

[This element contains several charts, graphs, and tables. Because of the variety of sources and release dates of the data, there may be underlying trends that are not available to us at publication of this element. Staff will continue to monitor data and trends and will update the element, as necessary.](#)

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LAND USE ELEMENT **AMENDMENTS**

INTRODUCTION

Purpose

The Land Use Element plays the central role of directing land use patterns and guiding land use decision-making. It provides the basis for housing, transportation, public service, utility, and capital facility plans. The primary objective of the Land Use Element is to create a harmonious and thriving community in Kenmore. It achieves this by preserving the community's distinct features and quality of life while accommodating growth, welcoming new residents, and ensuring easy navigation throughout the city. The Land Use Element serves as a guide for future development, determining suitable locations for various land uses, setting intensity levels for each use, identifying areas for open space preservation, parks, and recreational areas. Key emphases include supporting diversity, equity, and inclusion, addressing housing and job needs in the broader Puget Sound Region, promoting affordable housing options, and enhancing public access while continuing to protect natural areas.
~~The Land Use Element includes sub-elements due to the variety and complexity of issues:~~

- Downtown
- Community Design
- Natural Environment
- Shorelines
- Economic Development

Growth Management Act

The land use element is the central requirement in the Growth Management Act (GMA). It provides the basis for all the other required elements including housing, transportation, capital facilities, and utilities elements. These other elements rely on the future land use pattern and the population and housing accommodated by the land use pattern in determining needed improvements and strategies. The specific GMA requirements for the land use element include addressing:

- Distribution/location/extent of land uses: Agriculture, timber production, housing, commerce, industry, recreation, open spaces, general aviation airports, public utilities, public facilities, and other land uses
- Population densities, building intensities, and estimates of future population growth

- Protection of the quality and quantity of ground water used for public water supplies
- Urban planning approaches that promote physical activity. In Kenmore, goals, objectives and policies related to this responsibility also are included in the Parks, Recreation and Open Space Element.
- Drainage, flooding, and stormwater runoff within and nearby the jurisdiction as well as guidance for corrective actions to mitigate or clean discharges to waters of the state. In Kenmore, goals, objectives, and policies related to this responsibility also are found in the Surface Water Element.

Although the GMA directs growth at urban densities to the Urban Growth Area (including Kenmore), lower development densities may be used as a strategy to protect critical areas.

VISION 2050

VISION 2050 is a regional growth strategy prepared by the Puget Sound Regional Council (PSRC) addressing King, Kitsap, Pierce, and Snohomish Counties. VISION 2050 directs future development into the urban growth area, while focusing new housing and jobs in cities and within a limited number of designated regional growth centers. In VISION 2050, Kenmore is identified as a “High Capacity Transit Community,” which is described follows:

High Capacity Transit Communities include cities connected to existing or planned light rail, commuter rail, ferry, streetcar, and bus rapid transit facilities... As the region’s transit system grows, these 34 communities play an increasingly important role as hubs to accommodate regional employment and population growth. Targeting growth within these transit-rich communities helps to support mobility and reduces the number and length of vehicle trips.

VISION 2050 calls for the High Capacity Transit Communities in King County to accommodate 11% of the County’s anticipated population growth and 6% of the anticipated employment growth between 2019 and 2044. Nine King County communities besides Kenmore (including some annexation areas) are designated as High Capacity Transit Communities, including Shoreline, Lake Forest Park and Woodinville.

The Multi-County Planning Policies required by the Growth Management Act are part of VISION 2050 and provide a common regionwide framework for countywide and local planning in the central Puget Sound region. Policies address regional collaboration, the regional growth strategy, the environment, climate change, development patterns, housing, economy, transportation, and public services. The policies reflect the commitment in the VISION 2050 vision statement to provide an exceptional quality of life and opportunity for all, connected communities, a spectacular natural environment, and an innovative, thriving economy.”

Countywide Planning Policies

The 2021¹² King County Countywide Planning Policies (CPPs) define an Urban Growth Area within which urban development should occur. The City of Kenmore is included within the Urban Growth Area. The overall land use goal is that “growth in King County occurs in a compact, centers-focused pattern that uses land and infrastructure efficiently, connects people to opportunity, and protects Rural and Natural Resource Lands.

Growth is to be focused within Regional Growth Centers such as Seattle's Northgate and Kirkland's Totem Lake areas. Countywide Growth Centers, including Kenmore, accommodate housing, employment and services in a compact form and at sufficient densities to support existing or planned high capacity transit service and to make efficient use of urban land. As in VISION 2050, Kenmore is identified as a "High Capacity Transit Community."

The CPPs contain goals and policies related to the environment, development patterns, housing, the economy, transportation, and public facilities and services. One of the guiding principles of the CPPs is, "centering social equity and health."

Tribal Coordination

The City of Kenmore recognizes that a strong relationship with local Tribes is crucial to address issues of mutual concern and advancing in an environment respect and cooperation. The City is dedicated to supporting tribal initiatives aimed at fostering resilient and connected communities through regional collaboration and intergovernmental dialogue.

EXISTING CONDITIONS

History of Kenmore

Native Americans who lived in the Sammamish River Valley Area were known as the Simump Tribe. Local settlers called them the Squaks, a corruption of the word "Squowh." According to historical accounts, approximately 200 Native Americans lived along Lake Sammamish or the Sammamish River Valley when white settlers arrived in the 1860s. Numerous arrowheads were found by early settlers at the mouth of the Sammamish River along Lake Washington.

Two hundred years ago, Native Americans were the only people living in what is now the Kenmore area. The Sts'ahp-absh ("people of the Sts'ahp") or "Meanderers," lived on the waterway that later became known as the Sammamish Slough (Sammamish River), which they called Sts'ahp ("crooked," or "meandering").

The Sts'ahp-absh village was located where the Sammamish Slough enters Lake Washington. One map shows the village near present-day Swamp Creek. The settlement was called Tl'awh-ah-dees ("something growing or sprouting"). Nearby was a spot that may have been a gathering place. It was called Stah-tahb-uhb ("many people talking"). Swamp Creek was Tuhth-q'ahb ("the bark of a seal"). Lake Washington was simply Hah-chu ("the lake"). Tl'awh-ah-dees was one of several sites along the slough that made up the winter quarters of the Sts'ahp-absh.

Beginning in the mid-1800s, abundant timber brought European settlers westward to Washington state, including the Kenmore area. A shingle mill was located at the northern end of Lake Washington at the turn of the 20th century. Rail lines, including the Lake Shore and Eastern trains went around Lake Washington along the route of today's Burke Gilman Trail and was a major line serving Puget Sound logging areas. After completion of the brick road (now Bothell

Way) in 1913-1914, restaurants sprang up in Kenmore. About the time of the completion of the brick road, Kenmore School District built its first school in 1914 on McMasters Street, now NE 181st Street.

After the end of logging and in the days after World War I, Kenmore's population increased when Puget Mill sold a number of small tracts for residential use. The mill owners held much of the land in what is now Kenmore and when lots were put on the market, many homes were built north of what would be Bothell Way.

The area began to develop and increase its population in the early 1930s. This growth and development included restaurants, dance halls, and roadhouses along Bothell Way, and earned Kenmore a questionable reputation. The area was known as "Roadhouse Strip."

In the 1940s several businesses, many still operating, were established and provided local employment. Continuing Kenmore's connection to Lake Washington, in 1946 Bob Munro established Kenmore Air Harbor with one hangar and one two-seater aircraft.

Through much of the 20th century, Kenmore remained an unincorporated area of King County. On August 31, 1998, after a public vote, the City of Kenmore was incorporated.

According to the King County Office of Cultural Resources, there are no registered archaeological sites in Kenmore. However, the 1975 Washington Environmental Atlas, prepared by the US Army Corps of Engineers, indicates that along Lake Washington and the mouth of the Sammamish River are "areas known to contain large numbers of sites." It is therefore possible that there are unknown archaeological sites in Kenmore due to its lake and river frontage and low elevations.

White settlers

Abundant timber lured settlers to the Kenmore area in the 1860s. At that time, the forest-covered hills were controlled by investors in Washington timber lands. Philo Remington, gun inventor, purchased vast land holdings including some in Kenmore. His son-in-law Watson C. Squire moved west, settling in the Seattle area, and purchased most of Remington's land holdings in Kenmore in 1880. Squire owned most of what is the northwest quadrant of Kenmore, from 62nd Avenue NE to 68th Avenue NE and from the waterfront to the top of the hill at NE 190th Street. He platted this land in 1892. Squire later became Territorial Governor in 1884, and then the first U.S. Senator from the State of Washington in 1889.

John McMasters leased property from Squire and operated McMasters' Shingle Mill from 1900 to 1920, the first commercial business in Kenmore. The mill was located just east of the current Kenmore Pre-Mix site. It was McMasters who named the community Kenmore because it reminded him of his birthplace Kenmore, 40 miles south of Ottawa, in Canada. This in turn had been named after Kenmore, Scotland, which has similar geography with its large lake and surrounding mountains.

Kenmore was considered rural and was connected to the region via railroads and logging roads as far back as 1876. In 1887, Seattle's Lake Shore and Eastern train went around Lake Washington along the route of today's Burke-Gilman trail and was a major regional line serving Puget Sound logging areas.

Seattle residents would take Sunday train rides rather than risk primitive roads to visit Kenmore and its “wilderness.” There were early wagon roads between Seattle and Kenmore and by 1909 a road had been paved as far as Lake Forest Park. During 1913-1914, the brick road between Lake Forest Park and Bothell was opened and followed the original wagon trail. Other than travel by train or wagon, the area was accessible by steamboats that would stop at various landings on the lake.

After completion of the brick road (now Bothell Way) in 1913-1914, restaurants sprang up in Kenmore and it became a custom to drive out to Kenmore for Sunday dinner. A piece of the original brick road is still visible just north of the former Wayne Golf Course clubhouse in Bothell.

Classes ranged from eight to 12 students in one class, with a class for each age. When no longer used as a school, the Kenmore Community Club used the building from 1925 to 1930. The Kenmore School District joined with the Bothell School District in 1916.

The area began to develop and increase its population in the early 1930s. This growth and development included restaurants, dance halls, and roadhouses along Bothell Way, and earned Kenmore a questionable reputation. The area was known as “Roadhouse Strip.”

In contrast to the development of the roadhouses, St. Edward Seminary was built in 1931 on 300 acres of Archdiocese property. Neighboring St. Thomas Seminary was built in 1959. Due to the lack of enrollment, St. Edward was closed in 1976, and St. Thomas was closed in 1977. A citizen campaign resulted in the State’s purchase of the St. Edward portion of the property while the former St. Thomas seminary was leased to and eventually purchased by Bastyr University.

Physical Setting

Kenmore is situated at the northern end of Lake Washington and the terminus of the Sammamish River. Similar to other Puget Sound lowlands, Kenmore has forested rolling hills and flatlands near bodies of water. Including Lake Washington and the Sammamish River, Swamp Creek is a major north-south waterbody. There are also several unnamed tributaries throughout the city.

Along State Route 522 (SR-522), a major east-west transportation corridor, lies a majority of the city’s commercial and industrial activity. North and south of the SR-522 are several residential neighborhoods that make up the majority of the population. There is some multi-family development located just north and south of 522.

Kenmore’s “downtown” is developing into the city’s cultural and civic center. There is City Hall, the Hangar, and Town Square, all of which developed between 2010-2020. More description about the downtown Kenmore is provided in the Downtown Element.

Historic Structures and Places

The King County Historic Preservation Program maintains an inventory of over 1,000 historic resources located throughout the County. Development proposals for resources listed on the inventory are circulated to the King County Historic Preservation Officer for review and comment. The re are approximately 100 sites in Kenmore which are included in the 2010-2011 Historic

Reconnaissance-Level Survey conducted by the King County Historic Preservation Program. Some are identified by King County as a landmark, while others are of significance but not formally identified yet as landmarks. One structure in Kenmore, St. Edward Seminary (The Lodge at St. Edward Park), is identified on the State of Washington Heritage Register and the National Register of Historic Places. Several of the more significant sites in Kenmore are identified. The above sites are located on **Figure LU-1**. The City's local landmark properties Kenmore sites of local significance are described more fully below.

TABLE LU-1: KENMORE SITES OF LOCAL SIGNIFICANCE

Name	Address	Local Landmark?
<u>ḥ'ax̌w̌adis (Tl' awh-ah-dees) Park</u>	<u>7515 NE 175th Street</u>	
St. Edward Seminary (The Lodge at St. Edward State Park)	14477 Juanita Drive NE	Yes <u>(also State and Nationally registered)</u>
Charles Thomsen House	7330 NE 170 th Street	Yes
Kenmore Community Clubhouse	7304 NE 175 th Street	Yes
Inglewood Golf Course Clubhouse	6505 Inglewood Road NE	
St. Thomas Seminary (Bastyr University)	14500 Juanita Drive NE	
Kenmore Air Harbor House	6321 NE 175 th Street	
Northlake Lutheran Church ¹	6620 NE 185 th Street	
Church of the Redeemer ²	6220 NE 181 st Street	
Aqua Club	18512 58 th Avenue NE	

ḥ'ax̌w̌adis (Tl' awh-ah-dees) Park (Native American site)³

In April of 2021, Kenmore City Council passed a unanimous motion to change the name of Squire's Landing Park to ḥ'ax̌w̌adis (Tl' awh-ah-dees), the name of the Lushootseed village previously located in or near present-day downtown Kenmore. ḥ'ax̌w̌adis translates to "a place

¹ Local Example of Mid-Century Modern architecture

² Local example of Mid-Century Modern architecture

³ Kenmore Heritage Society, <https://kenmoreheritagesociety.com/digital-collections/first-people-of-kenmore/>

where something is grown or sprouts” and honors the Coast Salish People who originally inhabited the area, and the many Indigenous Peoples who still reside here.

St. Edward Seminary/Lodge at St. Edward State Park (Local, State, National register)

The St. Edward Seminary opened doors in 1931 as Washington State's first Catholic seminary for the education of diocesan priests. In the late 1930s, the school became the first fully accredited seminary in the United States. The building is a highly intact, large-scale example of the Late Romanesque Revival style and is the work of architect John Graham Sr. a prolific early 20th century architect in the Pacific Northwest whose most notable commissions in Seattle included the Space Needle, Frederick & Nelson Department Store, Dexter-Horton Building, and the former Bon Marche building. After declining enrollment, the seminary and its surrounding land were sold in 1977 to the State of Washington to become Saint Edward State Park. Beginning in 2017, Daniels Real Estate rehabilitated and restored the seminary building which had been vacant and fallen into disrepair. The Lodge at St. Edward State Park opened in 2021.

The St. Edward Seminary is listed on the State of Washington Heritage Register and in the National Register of Historic Places. It was awarded local landmark status in 2018 at the same time the property was rehabilitated and restored into the Lodge at St. Edward State Park.

A 2010-2011 reconnaissance survey also identified many homes in the Uplake Terrace neighborhood that may be eligible for local landmark status as representative of Mid-Century Modern architecture. Additional historic surveys would identify potential landmarks in other neighborhoods of the City.

Charles Thomsen House (Local register)

The Charles M. Thomsen House was built in 1927 and was designated as a King County Landmark prior to Kenmore’s incorporation in 1998. While the vast majority of Period Revival style residences in King County are located in Seattle, the handful of Period Revival homes in formerly rural, unincorporated areas of the County consist of variations of the English Cottage and Colonial Revival Styles. The Thomsen House is notable as it is the only known example of a rural residence constructed in the French Provincial Style and it is considered to be in good condition with many original features. The Charles Thomsen House may be eligible for the State of Washington Heritage Register or the National Register.

Kenmore Community Clubhouse (Local register)

The Kenmore Community Clubhouse was constructed in 1929-1930 for the Kenmore Community Club and was designated as a local landmark in 2015. The Landmarks Commission’s landmark designation report states that the Clubhouse is a rare surviving building that exemplifies the importance of clubs and civic organizations in early to mid-20th century King County. The Clubhouse has served as a meeting space for a wide variety of organizations and activities, especially during the 1930s, 40s and 50s, and is still being used for its original purpose.

Inglewood Golf Course Clubhouse

The Inglewood Golf Club, one of the oldest clubs in the Pacific Northwest, opened in 1919. The clubhouse was constructed in 1926 and reflects a French Provincial influence. The building has been restored over the years, with the most recent remodel completed in 2018.

St. Thomas Seminary (Bastyr University)

The St. Thomas Seminary building was completed by the Diocese of Seattle in 1958, opening to educate theology and collegiate students. In 1977, the Diocese of Seattle sold the 316 acres on which the seminary sits, to the State of Washington for use as a state park. In 1996, the seminary and remaining 51 acres were purchased by Bastyr University.

Kenmore Air Harbor House

The Kenmore Air Harbor House dates back to the 1940s when the Bob Munro opened the air harbor. It continues to serve as a maintenance facility for Kenmore Air and general seaplane aviation.

Northlake Lutheran Church

Northlake Lutheran Church was founded in 1960, and the congregation hall opened in 1961, which continues to serve the Kenmore community.

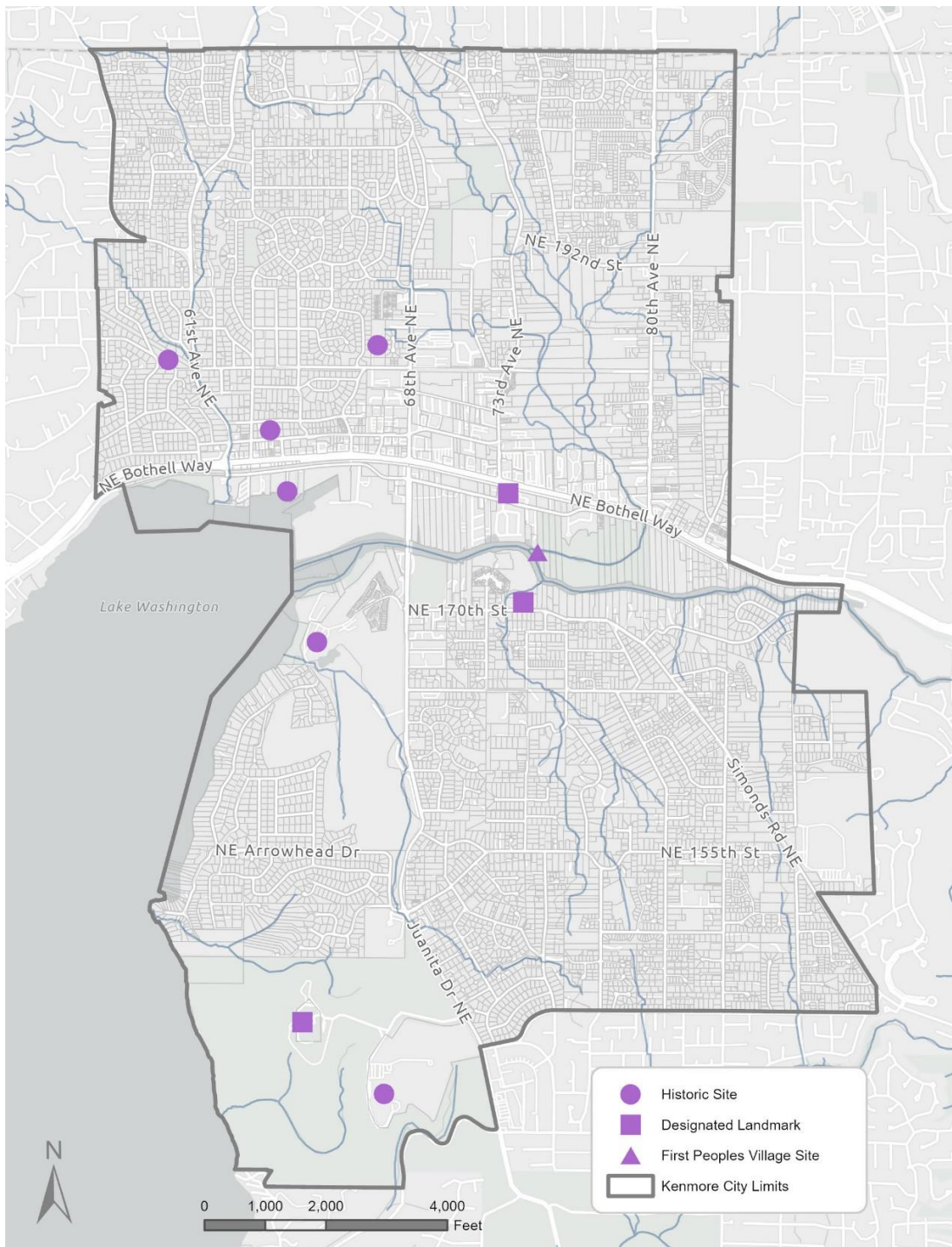
Church of the Redeemer

The Episcopal Church of the Redeemer was designed by Roland Terry, a renowned Northwest architect, who was most known for designing Canlis Restaurant in Seattle. The church opened in 1964 and is located near Bothell Way and 62nd Ave NE.

Aqua Club

The Aqua Club is a year-round private swim and tennis club located in the Uplake neighborhood of Kenmore, Washington, established in 1959. The Club, while private, offers various programs to the community. The Club also has a championship swim team, water polo, water aerobics, and both swim and tennis lessons.

FIGURE LU-1: HISTORICAL RESOURCES AND SITES INVENTORY



Source: City of Kenmore GIS

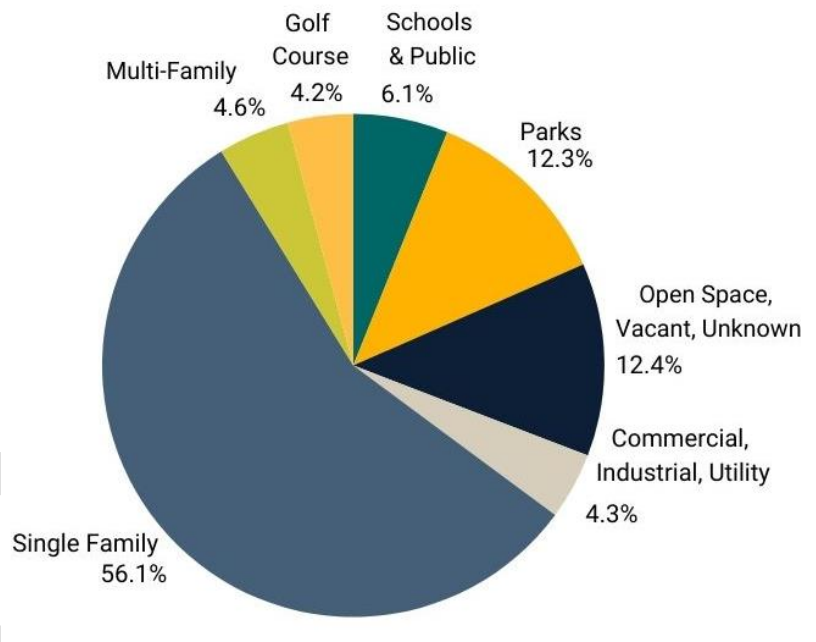
Land Use Patterns

This section analyzes existing land use patterns in the City of Kenmore. Both existing and planned land uses are addressed.

Existing Land Uses

The City of Kenmore boundaries encompass approximately 6.1 square miles of land. The City contains primarily single-family residential land uses, but also includes a variety of other uses as shown in [Table LU-1 and Figure LU-2](#). Kenmore is largely a built-out community with a limited amount of unconstrained vacant land suitable for development, but with significant opportunities for redevelopment.

FIGURE LU-2
KENMORE CITYWIDE LAND USE PATTERN



CATEGORY	ACRES	PERCENT
Single-family	1908.7	56.2%
Multi-Family	155.8	4.6%
Commercial, Industrial, Utility	152.1	4.3%
Schools and Public	208.2	6.1%
Parks	423.0	12.2%
Golf Course	144.3	4.2%
Open Space/Tracts Vacant, Unknown	420	12.4%
TOTAL	3,412	100%
Note: Does not include rights-of-way		
Source: King County Department of Assessments		

CATEGORY	ACRES	PERCENT
Single-family	1,908.7	56.2%
Multi-Family	155.8	4.6%
Commercial	94.2	2.8%
Industrial	49.3	1.4%
Public	51.8	1.5%
Schools	156.4	4.6%
Utility	8.6	0.3%
Parks	423.0	12.4%
Golf Course	144.3	4.2%
Open Space/Tracts	111.8	3.3%
Vacant	230.1	6.8%
Unknown	78.1	2.3%
TOTAL	3,412	100%
Note: Does not include rights-of-way		
Source: King County Department of Assessments		

1
2
3

Most of the Kenmore's single-family residential growth will occur on remaining vacant parcels, or as a result of infill development of partially developed properties. However, most of Kenmore's commercial growth would occur as redevelopment of developed lands.

Kenmore's Air Harbor

Founded in 1946, Kenmore's Air Harbor is a unique land use in the City. The seaplane base is located on a 5-acre property on the Lake Washington waterfront. The airline With an average 20 single-engine seaplane fleet, it is America's largest seaplane harbor with air service provided daily to downtown Seattle, the San Juan Islands, and Canada. Along with passenger services, the Air Harbor also provides seaplane restoration and maintenance services. The Air Harbor also provides space for approximately 25 private seaplanes. During the peak summer months of July and August, the Air Harbor employs approximately 250 people. provides daily service to downtown Seattle, the San Juan Islands and Canada, and includes customs services for international flights.

The seaplane fleet has an average size of 20 single-engine planes. In 2019, about two-thirds of the fleet was made up of de Havilland Otters (the largest planes, accommodating up to 10 passengers). The other third was smaller de Havilland Beavers and two Cessna 180s. Given dock space constraints, the airport estimates that no more than 25 seaplanes will be based at Kenmore Air Harbor in the future, although the mix of planes may change to accommodate more of the larger aircraft. The Air Harbor also provides space for approximately 25 private airplanes.

During the summer season, approximately 110 "operations" per day (single takeoffs or landings) occur at Kenmore Air Harbor. On a typical winter day, 10 operations could be expected. In 2019, approximately 65,000 passengers were served. July and August are the Air Harbor's busiest months.

The seaplanes are able to fly from dawn to dusk, however, the airport has a voluntary curfew in place, restricting operations in Kenmore before 7:30 a.m. on weekdays and before 8:30 a.m. on weekends.

Although all Kenmore Air seaplanes are based and maintained in Kenmore, half of them travel to Kenmore Air's Lake Union passenger terminal before traveling north to Canada and the San Juan Islands. The balance of the fleet travels directly from Kenmore to northern Canada.

Along with passenger services, the Air Harbor does seaplane restoration and maintenance on its property. Annual inspections may involve engine testing or other noise. Kenmore Air has a full parts department for de Havillands and Cessnas. They are, in fact, one of the largest seaplane parts supplier in North America. They also provide parts and technical support for Edo floats, although float manufacturing is done off-site.

During its summer peak, the Air Harbor employs approximately 250 people.

Two runways on Lake Washington are used: Waterway 16-34 is 10,000' long and 1,000' wide; Waterway 18-36 is 3,000' long and 1,000' wide. Most of the time, the seaplanes take off to the

southwest. If the north wind is strong, the planes taxi farther down the lake and take off to the north near the Air Harbor.

Landing patterns at Kenmore Air Harbor are determined by wind direction, as aircraft normally land into the prevailing wind. If the wind is from the north, as it is during a typical summer day, aircraft fly northbound up the middle of the lake from the Sand Point area, then land to the north at Kenmore and taxi in to the dock. If the wind is from the south, which is more common during the winter months, aircraft fly a standard left rectangular traffic pattern and land to the south on the lake. The downwind leg of this pattern is flown over the golf course, the base leg just east of 68th Avenue NE, and the final approach leg approximately over the CalPortland property. On an annual basis, approximately 75% of all landings are northbound and 25% southbound.

There is a speed limit to reduce boat speeds in the seaplane waterway area that is monitored by the King County Harbor Patrol.

FUTURE LAND USE

Figure LU-3, the Kenmore Land Use Map (provided later in this Chapter), shows the following development patterns in Kenmore:

When comparing **Figure LU-2, Existing Land Use, and Figure LU-3, the Kenmore Land Use Plan (provided later in this Chapter), the future development pattern would show:**

- **Neighborhoods offering a variety of residential housing types and densities ranging from low-density residential single-family areas to multi-family development in Downtown.** A key concept of the Vision Statement is to support a diversity of housing types to provide accommodations affordable to all residents.
- **Concentration of commercial and business uses locations where they are currently located or in areas where compatibility can be ensured.** New commercial development would primarily occur in the form of redevelopment in Downtown and adjoining areas to minimize intrusion into predominantly residential neighborhoods and to effectively concentrate these uses where alternative transportation modes are or will be available. However, new opportunities for small-scale retail enterprises or services meeting the daily needs of residents may be located in neighborhoods if compatibility concerns are addressed.
- **Phasing out of heavy manufacturing and industrial uses in favor of mixed uses (commercial and residential) and clean light manufacturing.** Existing heavy manufacturing and industrial uses would be phased out over time through market and regulatory forces, and mixed uses and clean light manufacturing would replace them. New heavy manufacturing and industrial uses are prohibited.
- **Continued development of a vibrant downtown in Kenmore.** Kenmore is both a High Capacity Transit Community and a Candidate Countywide Growth Center. Downtown is central to this vision—providing a focal point for community growth and development, including centrally located multi-family and both mixed-use and standalone commercial development with access to high capacity transit, civic buildings such as City Hall, the Post

Office, the Library, the Hangar and Town Square, and other amenities. ~~The southeast and southwest quadrants of Downtown would be developed with larger-scale private mixed-use master planned developments that restore and protect the Sammamish River and Lake Washington and provide public access to the waterfront. For more specific details about Kenmore's downtown, see the Downtown Element.~~

- **Transit-oriented development** ~~in the area centered on including~~ the Metro/Sound Transit Park and Ride. This concentration of pedestrian-oriented mixed use residential development is at intensities that support and are supported by multi-modal transportation options, including bus rapid transit. Transit-oriented development reinforces Kenmore's designation as a High Capacity Transit Community.
- **Retention of institutional uses including government, schools, and public park properties.** The purpose of this classification is to identify and retain key public and private institutional uses in the City, to promote master planning of facilities, and to prevent conversion of significant properties to other residential or commercial uses without benefit of the rezone process.

Development Capacity

Development capacity considers vacant, underdeveloped and redevelopable property. A relatively small portion (less than 5 percent) of the City's land is vacant. Although some land is vacant due to property owner preferences, some is likely vacant due to environmental constraints such as wetlands, flood hazards, or steep slopes.

Partially vacant land, where perhaps one home is located on a large parcel that, according to zoning, could be further subdivided, is considered to be underdeveloped. Much of the City's platting activity is now occurring on such larger, partially developed residential lots.

Redevelopment of developed properties also can occur in the future. However, it is usually difficult to achieve redevelopment of properties, particularly in a downtown context. Often parcels are small and under multiple ownerships. In order to create a viable project in the market, consolidation of properties is needed.

To determine future development capacity, vacant and partially developed lands were reviewed as part of the 2021 King County Urban Growth Capacity Report. The methodology for the jobs and housing capacity estimates is provided in that report.

The City's 2019-2044 housing unit growth target established by the King County Countywide Planning Policies is 3,070 housing units. The adopted Land Use Plan would provide enough zoned capacity, and a more than sufficient market cushion, to exceed the 2044 housing unit target. Calculated residential capacity in 2021 was 4,135 dwelling units—a 1,065 unit surplus.

Jobs capacity also is greater than the City's 3,200 jobs target, although not by much. The 2021 calculated jobs capacity was 3,881 jobs.

PLAN AMENDMENTS

The Growth Management Act recognizes that Comprehensive Plans are dynamic rather than static and should be evaluated regularly to ensure that they respond to changing needs of the community and respond to new Federal or State law. In accordance with the Growth Management Act, and Policy LU-2.1.5 of this Element, the City will allow for an amendment process to consider changes to the essential components of the Comprehensive Plan, including Goals, Objectives, and Policies.

The City is required to institute a public participation program identifying procedures whereby proposed amendments or revisions of the comprehensive plan are considered by the City Council no more frequently than once every year, except that amendments may be considered more frequently under the following circumstances:

- The initial adoption of a subarea plan that does not modify the comprehensive plan policies and designations applicable to the subarea
- The adoption or amendment of a Shoreline Master Program under the procedures set forth in chapter 90.58 RCW
- The amendment of the Capital Facilities Element that occurs concurrently with the adoption or amendment of the City budget
- Amendments or revisions to the City's comprehensive plan when an emergency exists or to resolve, if appropriate, an appeal of the Comprehensive Plan filed with the Growth Management Hearings Board or with the court.

Aside from the exceptions above, all proposals are to be considered by the City Council concurrently so the cumulative effect of the various proposals can be ascertained.

GOALS, OBJECTIVES, AND POLICIES

Following are the general land use goals, objectives and policies.

GOAL 1. ENHANCE KENMORE'S QUALITY OF LIFE AS A PLACE FOR PEOPLE OF ALL AGES A DIVERSE RANGE OF RESIDENTS TO LIVE, RAISE CHILDREN, RECREATE, WORK, SHOP, AND SOCIALIZE.

OBJECTIVE 1.1 Provide a community atmosphere that is friendly and inclusive, supporting diversity and fostering a sense of belonging and pride in all residents.

Policy LU-1.1.1 Recognize and support people of color, indigenous and immigrant populations, and other individuals or groups who have historically been underrepresented in community goal setting and implementation.

Policy LU-1.1.2 Encourage the involvement of historically marginalized groups when discussing policies that will impact their neighborhoods and communities. Provide outreach in multiple formats and languages.

- 1 Policy LU-1.1.3 Consider the impact of City policies, programs and projects on groups
2 whose voices may not regularly be heard.
- 3 Policy LU-1.1.4 Evaluate planning approaches for potential residential and commercial
4 displacement and use a range of strategies to mitigate displacement
5 impacts.
- 6 Policy LU-1.1.5 Make Kenmore a community where all people love where they live.
- 7 **OBJECTIVE 1.2 Promote the mental and physical health of all community members.**
- 8 Policy LU-1.2.1 Create healthy, viable, and safe neighborhoods where all people can live,
9 work and play, regardless of color, age, income, or ability.
- 10 Policy LU-1.2.2 Through land use policies and development regulations that are
11 consistent with state and federal laws, limit land uses and activities that
12 may result in harmful secondary effects to the community, such as crime,
13 vandalism, or neighborhood deterioration. Consider spacing
14 requirements, buffers, landscaping, access, signage controls, business
15 license and operating requirements, as well as other mechanisms to
16 control secondary impacts.
- 17 Policy LU-1.2.3 Ensure fairness and equity in distributing community amenities such as
18 parks and community facilities to provide all residents with opportunities
19 to enjoy the benefits of a rich social and physical environment.
- 20 Policy LU-1.2.4 Strive to make City capital projects and community events accessible to
21 those with physical impairments.
- 22 Policy LU-1.2.5 Use incentives, regulations and programs to support land use patterns
23 and development standards that encourage physical activity through
24 walking and bicycling.
- 25 Policy LU-1.2.6 Consider small-scale, neighborhood commercial uses within walking or
26 bicycling distance of homes to increase residents' opportunities to meet
27 their daily needs without having to drive.
- 28 Policy LU-1.2.7 Continue to support projects that improve the quality of both the built
29 and natural environments to support a thriving community and reduce
30 disparate health and environmental impacts, especially to low-income
31 and disadvantaged communities. Clean air, water and soil, and a healthy
32 ecosystem are critical for human health.
- 33 **OBJECTIVE 1.3 Endeavor to provide a complete community, compatible in character and**
34 **design with high quality design standards, containing housing, shops,**
35 **workplaces, schools, parks, civic facilities, and community services.**

Policy LU-1.3.1 Ensure that Kenmore’s plans consider all the issues, resources and needs that make a community whole, including land use, civic, cultural, recreation, transit, health, human services, natural environment, and the provision of infrastructure and other services.

Policy LU-1.3.2 Provide adequate land capacity for residential growth, and for a full range of commercial uses in Kenmore. This land capacity should include both redevelopment opportunities as well as opportunities for development on vacant lands.

Policy LU-1.3.3 Integrate non-residential uses such as governmental, utility, religious, social, and other institutional uses, where appropriate, into residential neighborhoods to create quality communities which have a full range of public facilities and services. These uses should be sited, designed, and scaled to be compatible with the existing neighborhood residential character.

Policy LU-1.3.4 Consider code amendments that facilitate development incentives which encourage middle housing development while providing appropriate design standards consistent with the surrounding single-family neighborhoods.

Policy LU-1.3.5 Support infill development that creates housing that is affordable, is compatible with surrounding development, and aligns with the City’s multi-modal transportation network.

OBJECTIVE 1.4 Encourage the availability of healthy, affordable, culturally acceptable food for all community residents.

Policy LU-1.4.1 Through land use regulations and economic development, encourage locally based food production, distribution and choice.

Policy LU-1.4.2 Where appropriate, encourage the development of community gardens and farmers’ markets as a means to encourage community-building, support local agriculture and promote economic development.

OBJECTIVE 1.5 Maintain and enhance all residential neighborhoods by improving infrastructure and walkability and establishing appropriate site development standards.

Policy LU-1.5.1 Ensure that zoning regulations provide for a range of housing types and densities, such as lower density single-family neighborhoods, and medium density neighborhoods that combine single-family lower density housing with such as single-family, duplexes, triplexes and cottage housing, and neighborhoods with larger-scale multifamily developments.

Policy LU-1.5.2 Provide development standards that create a consistent and compatible pattern of development within residential neighborhoods. Development standards should address housing densities, lot dimensions, building setbacks and height, impervious surface limitations, management of surface water with an emphasis on low impact development, tree retention, access, parking, and other standards. Regulations addressing building size and design also may be appropriate in some locations.

Policy LU-1.5.3 Provide regular and appropriate levels of investment in transportation, surface water and parks maintenance and improvements within residential neighborhoods, consistent with the City's capital improvement priorities. Encourage special districts to provide services and maintain infrastructure within residential neighborhoods consistent with adopted service and capital improvement plans.

Policy LU-1.5.4 Consider opportunities for small-scale neighborhood retail, restaurants, and other service activities in residential areas to increase walkability and enliven residential neighborhoods.

OBJECTIVE 1.6 Create a climate that fosters business creation and retention that positively contributes to the City's quality of life.

Policy LU-1.6.1 Provide adequate land for commercial development of a character which that enhances the community's goals, augments the tax base, and does not adversely affect impact the natural environment.

Policy LU-1.6.2 Support the large number of home-based businesses in Kenmore and recognize their importance as a way to keep jobs closer to home.

Policy LU-1.6.3 Ensure zoning regulations accommodate a range of allowable business and commercial uses in appropriate locations at the neighborhood, community, and regional levels.

Policy LU-1.6.4 Consistent with the City's climate action goals, support phasing out heavy manufacturing and industrial uses in favor of mixed uses (commercial and residential) and clean light manufacturing uses.

OBJECTIVE 1.7 Identify and prioritize properties for public acquisition and use.

Policy LU-1.7.1 During the 20-year planning period, identify community needs and site the following facilities or uses in accordance with the Capital Facilities Element, the Housing Element, and the Parks, Recreation and Open Space Element:

- Public Works facility

- Affordable housing
- Parkland, particularly on the waterfront or in under-served areas
- Open space to preserve environmentally sensitive areas, including those areas that protect and enhance the City's wetlands and receiving water bodies, where regulatory measures alone are insufficient.

Policy LU-1.7.2 Encourage public and private community service providers, including the City of Kenmore, to share or reuse facilities when appropriate, to reduce costs, conserve land and provide convenience and amenity for the public. Joint siting and shared use of facilities should be encouraged for schools, community centers, health facilities, cultural facilities, libraries, swimming pools, institutional properties, and other social and recreational facilities.

Policy LU-1.7.3 Promote site development which provides utilities and infrastructure that are maintainable, aesthetically pleasing, and have several functions, such as surface water facilities designed as accessible open spaces for a development.

OBJECTIVE 1.8 Minimize and reduce the adverse effects of noise through proper land use planning and designed infrastructure features.

Policy LU-1.8.1 Establish a transportation demand management program that facilitates transit and micromobility transportation as part of a systemic approach to limit and reduce transportation related noise impacts.

Policy LU-1.8.2 Identify and establish maximum allowable noise levels for residential and critical areas resulting from the built environment.

Policy LU-1.8.3 Minimize transportation related noise impacts near residential and critical areas.

Policy LU-1.8.4 Require noise reducing design features as part of development, reuse/revitalization, restoration, resurfacing, and/or rehabilitation for facilities generating and/or likely to generate noise pollution exceeding established maximums to nearby residential and critical areas to within the acceptable range.

OBJECTIVE 1.9 Incorporate environmental justice criteria and priorities into zoning, land use planning, permitting policies, and development of new projects to identify and address the disproportionate impacts of climate change on overburdened communities such as communities of color and lower-income communities. ⁴

⁴ Objective 1.9 and Policies LU-1.9.1 – LU-1.9.4 are same as those from Climate Action Element.

Policy LU-1.9.1 Develop and implement an environmental justice audit process to conduct prior to creating new zoning designations or rezoning.

Policy LU-1.9.2 Work toward an equitable distribution of growth that reduces the potential for displacement and increases infrastructure and ecosystem resilience by combining zoning restrictions in vulnerable areas with development incentives to build in areas with less climate risk. Consider climate impacts such as extreme heat, flooding, wildfire smoke, and drought when designating zoning locations to accommodate growth.

Policy LU-1.9.3 Identify and expand community-centered anti-displacement strategies and climate-resilient infrastructure to mitigate housing insecurities exacerbated by climate-driven gentrification.

Policy LU-1.9.4 Promote equitable access for overburdened communities and those that will be disproportionately impacted by climate change, by working with utility providers to ensure affordable energy prices through utility tax rebates for low-income residents.

Policy LU-2.1.5 Promote middle housing through city policies and codes to allow for broader housing types in identified residential zones, reduce climate-related displacement, and increase access to City transit systems.

GOAL 2. PROVIDE FOR ORDERLY DEVELOPMENT.

OBJECTIVE 2.1 Implement the Comprehensive Plan Land Use Map.

Policy LU-2.1.1 Designate the proposed general distribution, general location and extent of the uses of land, where appropriate, for housing, commerce, offices, recreation, open spaces, public utilities, public facilities, and other land uses. The official Comprehensive Plan Land Use Map is included as **Figure LU-3**.

Policy LU-2.1.2 Implement a range of residential, commercial, and public land use classifications:

- a. [Table LU-2:](#) Table of Land Use Classifications and Implementing Districts. Utilize the following table to establish land use districts in the City.

TABLE LU-2: TABLE OF LAND USE CLASSIFICATIONS AND IMPLEMENTING DISTRICTS

LAND USE	IMPLEMENTING ZONING DISTRICT
Low Density Residential	R-1, R-4, R-6
Medium Density Residential	R-6, R-12
High Density Residential	R-18, R-24, R-48, UR
Manufactured Housing Community	MHC
Downtown Residential	DR
Neighborhood Business	NB
Community Business	CB
Waterfront Commercial	WC
Urban Corridor	UC
Regional Business	RB
Downtown Commercial	DC
Public and Private Facilities	PSP
Special Study Area	n/a

b. Land Use Classification Descriptions. Utilize the following purpose statements to distinguish the land use classifications.

- Residential: The purposes of the Residential land use classifications are to implement Comprehensive Plan policies for housing quality, diversity, and affordability, and to efficiently use land, public services (including high-capacity transit), and energy while ensuring environmental protection.
- Low Density Residential: In this classification, land uses are predominantly single detached dwelling units on lot sizes that vary according to district but with an overall base density of one to six dwelling units per acre. In the R-1 and R-4 districts, uses are clustered as appropriate in relation to environmental constraints and the protection of critical areas. Within that context middle housing development may be permitted and may include six of the nine middle housing types within the context of the environmental constraints and protection of critical areas.

1 ▪ Medium Density Residential: In this classification, a diversity
2 of compatible housing types is expected at base densities
3 generally between six and 18 dwelling units per acre. Higher
4 densities may be permitted to allow particular "Missing
5 Middle" middle housing types. Housing may include single
6 detached dwelling units, duplexes, triplexes, cottage housing,
7 and small-scale apartment buildings, depending on district.

8 ▪ High Density Residential: In this classification, land uses are
9 predominantly larger apartment or condominium buildings
10 with a variety of densities according to district. Base densities
11 generally exceed 18-75 dwelling units per acre. In the area
12 near the Metro/Sound Transit Park and Ride, development
13 intensities support and are supported by multi-modal
14 transportation options, including high capacity transit. The
15 provision of affordable housing is a key feature of this transit-
16 oriented development.

17 • Manufactured Housing Community: The Manufactured
18 Housing Community classification is intended to ensure
19 consistency with RCW 36.70A.070(2)(c) which requires that
20 sufficient land be available for all types of housing including
21 manufactured housing. The Manufactured Housing
22 Community classification promotes residential development
23 that is higher density than single-family, but single-family in
24 character. This land use classification is assigned to existing
25 manufactured housing communities.

26 • Downtown Residential: The Downtown Residential
27 classification provides higher density residential
28 development in support of the Downtown Commercial
29 classification. Limited retail and office uses are also allowed
30 as part of mixed-use developments. The classification
31 represents an opportunity to provide a range of housing
32 types in the community with attention to appearance and
33 scale.

34 ~~Some limited existing uses requiring vehicle storage that~~
35 ~~continue to contribute to the economic vitality of downtown are~~
36 ~~permitted to continue their business on existing properties but~~
37 ~~are encouraged to transition the use of their properties to those~~
38 ~~more in keeping with the first paragraph of this intent~~
39 ~~statement.~~

40 • Neighborhood Business: The purposes of the Neighborhood
41 Business classification are to provide convenient daily retail and
42 personal services for a limited service area, to minimize the

impacts of commercial activities on nearby properties, and to provide for limited residential development.

- Community Business: The purpose of the Community Business classification is to provide pedestrian-friendly, mixed-use development that both supports larger mixed-use and commercial areas with its residential development, and provides small-scale retail, educational, and personal service uses, and offices, for the local community. Allowable uses include office uses and mixed-use (housing and retail/service) developments. Commercial uses with extensive outdoor storage and industrial uses would be discouraged in the Community Business classification.

- Waterfront Commercial: The purpose of the Waterfront Commercial classification is to focus on existing water-dependent uses, but also to allow eating and drinking places, temporary lodging and other uses to support marina and airport development. Compatible light manufacturing would be appropriate. Office and mixed use multifamily development are desirable for the future.

- Urban Corridor: The Urban Corridor classification is located along SR-522. The overall vision is to convert the area on the south side of the highway from a commercial strip corridor to an area of primarily office and multifamily mixed-use development and public spaces, taking advantage of lake views and proximity to transit.

On the north side of the highway, west of downtown, the area would continue to be a mix of restaurant, retail and service uses, with additional opportunities for office and mixed use multifamily development.

East of downtown, portions of the district (nearest the transit center) would be an enterprise zone, allowing for a wide range of commercial uses, including bulk retail, as well as high-density multifamily development with affordable housing requirements. Farther to the east, near the city limits, office and multifamily uses are envisioned.

New auto-oriented businesses would be prohibited throughout the district.

- Regional Business: The purposes of the Regional Business classification include to provide for the broadest mix of retail, office, wholesale, and service uses, with compatible storage and light manufacturing uses, serving regional market areas and

offering significant employment opportunities. These purposes are accomplished by supporting existing businesses, while encouraging compact and mixed-use development that is supportive of transit and pedestrian travel for the future. Industrial and heavy manufacturing uses are no longer appropriate in this classification.

- **Downtown Commercial:** The Downtown Commercial classification features a mix of private and public uses designed to create a pedestrian-friendly downtown consistent with Kenmore's designation in the Regional Growth Strategy as a High Capacity Transit Community and as a Candidate King County Countywide Growth Center. Public places, sidewalks, extensive landscaping, transit-orientation, shared or structured parking, protection of environmentally sensitive areas, affordable housing, and high quality design and signage are key features. Permitted uses emphasize mixed or multiple use developments, and include high-density housing, civic and governmental uses, offices, small-scale commercial and retail businesses, and locally oriented professional and personal services.

Uses not compatible with the Downtown Commercial intent such as those which require vehicle or materials storage, service bays, wide curb cuts, expanses of exterior product display or storage, or produce little customer or visitor activity are discouraged.

Some limited existing uses that require vehicle storage and continue to contribute to the economic vitality of downtown Kenmore are permitted as existing uses on existing properties, though the use is encouraged to transition use of the property to those more in keeping with the first paragraph of this purpose statement.

- **Public and Private Facilities:** The purpose of the Public and Private Facilities classification is to identify and retain public and private lands primarily utilized for parks, recreation, schools, utilities, government buildings, and other administrative or institutional uses. In some locations, housing may also be an appropriate use. Master plans would be encouraged to determine the type and extent of these primary uses as well as compatible accessory uses. Development regulations include a process to reclassify smaller properties to the zone most prevalent immediately surrounding the site subject to the provision of information by the institution about the need to convert to a different use.

- Special Study Area – Bastyr University: The City has designated the St. Thomas Seminary property, owned by Bastyr University as a Special Study Area recognizing the Bastyr University Master Plan approved in December 2009 that will guide the development of the property. The land use designation for the Campus is Public and Private Facilities and development activities on the Campus will be limited to activities and levels of use as specified in the approved Master Plan and implementing zone of Public and Semi-Public.

The Bastyr University Campus Master Plan is adopted for the approximately 50-acre property in the City and is illustrated in **Figure LU-4**. The Bastyr University Master Plan and the applied zoning provide for a coordinated multi-use higher education center meeting the vision of the University and the City to support diverse and continuing education opportunities, strengthen the City's economic base, and protect natural features. **Figure LU-4** is considered a conceptual graphic, and minor modifications (KMC 19.23.050.A) to site development consistent with City master plan and zoning regulations are considered consistent with the Comprehensive Plan. The City's long term interest in the property is to have continued use of the site by Bastyr University or a similar institution with public access/use maintained through the use of a purchase of development rights, out-right purchase of portions of the property, off-site density transfers or joint use agreements.

- Special Study Area – Plywood Supply: The City has designated the Plywood Supply property south of NE 175th Street as a Special Study Area while the City works with property owners to complete a master plan that will guide the development of the property. In order to allow the master planning process to proceed, the property will retain its underlying RB designation for comprehensive planning purposes while development of that master plan is proceeding.

- Special Study Areas—Lakepointe and Glacier Northwest. Although these are two independent special study areas, given their close proximity and shared waterfront location they should be planned and developed in a consistent and compatible manner.

- Lakepointe: The City has designated Lakepointe as a Special Study Area recognizing its significant size and waterfront location on both the Sammamish River and Lake Washington. A cohesive development plan should be prepared for the site to guide development of the property consistent with the following goals:

1. Develop a mixed-use pedestrian-oriented urban village, providing some affordable housing;
2. Apply design standards consistent with expectations for Kenmore's downtown;
3. Minimize surface parking;
4. Provide substantial public access to, and use of, the Lake Washington and Sammamish River waterfronts, including a community open space for use by the general public;
5. Provide easily accessible public viewpoints, and protect view corridors to Lake Washington;
6. Provide pedestrian and bicycle linkages to the downtown core, nearby parks and the Burke-Gilman Trail;
7. Recognize and support the site's unique role in the regional transportation network, including connections to bus rapid transit along SR-522, the Kenmore Air Harbor, and a potential Lake Washington passenger ferry;
8. Provide a strong transportation demand management program that facilitates transit use;
9. Create an environmentally sensitive and sustainable development, including reduced car infrastructure, low impact development, protection of water quality and critical areas, mitigation for impacts to the shoreline edge through shoreline restoration and riparian vegetation enhancement, and enhancement of fish and wildlife habitat.

- Glacier Northwest: The City has designated the Glacier Northwest property as a Special Study Area recognizing its size and waterfront location on Lake Washington. A cohesive development plan should be prepared for the site to guide redevelopment of the property consistent with the following goals:

1. Develop a mixed-use pedestrian-oriented area, providing some affordable housing;
2. Apply design standards consistent with expectations for Kenmore's downtown;
3. Minimize surface parking;
4. Provide public access to, and use of, the Lake Washington waterfront, including a community open space for use by the general public;
5. Provide easily accessible public viewpoints, and protect view corridors to Lake Washington;
6. Provide pedestrian and bicycle linkages to the downtown core, nearby parks and the Burke-Gilman Trail;
7. Recognize and support the site's unique role in the regional transportation network, including connections to bus rapid transit along SR-522, the Kenmore Air Harbor, and a potential Lake Washington passenger ferry;
8. Provide a strong transportation demand management program that facilitates transit use; and
9. Create an environmentally sensitive and sustainable development, including reduced car infrastructure, low impact development, protection of water quality and critical

areas, mitigation for impacts to the shoreline edge, and enhancement of fish and wildlife habitat.

Policy LU-2.1.3 High density residential classifications should be applied as follows:

- a. Primarily located in or near the Downtown area and in the area of transit-oriented development near the Metro/Sound Transit Park and Ride
- b. In or next to Regional, Community, or Neighborhood Business Centers; and,
- c. Where existing or planned transportation capacity should be adequate to accommodate projected travel demand.

Policy LU-2.1.4 Commercial classifications should be:

- a. Located along Principal or Minor arterials or on collector streets that intersect with arterials within 1/2 mile. Existing or planned transportation capacity should be adequate to accommodate projected travel demand;
- b. Located to provide convenient shopping or other services for nearby neighborhoods;
- c. Encouraged near trails to provide opportunities for small-scale pedestrian-oriented development serving passers-by.
- d. Strategically located to maximize the potential success of the hierarchy of commercial classifications. The priority area for commercial development should be the Downtown;
- e. Sized appropriately to accommodate sufficient land to accommodate community business and service needs;
- f. Located in areas with current or planned pedestrian access; and
- g. Commercial designations should be expanded only when it can be demonstrated that conditions have changed since the original commercial classification boundaries were determined, and there is a demonstrated community need.

Policy LU-2.1.5 Consider proposed Comprehensive Plan Amendments each calendar year concurrently so that the cumulative effect of the proposals can be determined. The City may consider some amendments outside of the normal review cycle such as amendments to the Capital Facilities Element,

Shoreline Master Program, adoption of a subarea plan, emergency amendments, or others as authorized in the Growth Management Act. All proposed Comprehensive Plan Amendments should include the following elements:

- a. A detailed statement of what is proposed to be changed and why;
- b. A statement of anticipated impacts of the change on the resident's quality of life, including geographic area affected and issues presented natural environment;
- c. A demonstration of why existing Comprehensive Plan guidance should not continue in effect or why existing criteria no longer apply;
- d. A statement of how the amendment complies with the Growth Management Act's goals and specific requirements;
- e. A statement of how the amendment complies with the Kenmore Vision Statement;
- f. A statement of how functional plans and capital improvement programs support the change; and
- g. Public review of the recommended change, necessary implementation (including area zoning if appropriate) and alternatives.

Policy LU-2.1.6 Ensure proposed Comprehensive Plan policy amendments result in changes to development regulations, modifications to capital improvement programs, and revised subarea, neighborhood, and functional plans necessary to ensure consistency between the Plan and the implementing regulatory and budgetary frameworks.

OBJECTIVE 2.2 Prepare clear development regulations consistent with the Comprehensive Plan.

Policy LU-2.2.1 Prepare zoning maps, classifications, and development standards that are consistent with the Comprehensive Plan and functional plans.

Policy LU-2.2.2 To provide flexibility as times and development conditions change, address possible amendments to the P-suffix and special district overlay requirements through the development agreement process. If development standards are modified or eliminated, offsetting public benefits must be provided.

Policy LU-2.2.3 Kenmore's regulation of land use should:

- a. Protect public health, safety, and general welfare;

- b. Protect environmentally sensitive areas, including wetlands, groundwater, streams, Lake Washington, the Sammamish River and Puget Sound.
- c. Support tree preservation, **whenever possible**.
- d. Implement and be consistent with the Comprehensive Plan and other adopted land use goals, policies, and plans;
- e. Be expeditious, predictable, clear, straightforward, and internally consistent;
- f. Treat all members of the public equally and base regulatory decisions wholly on the applicable criteria and code requirements;
- g. Provide clear direction for resolution of regulatory conflict;
- h. Be enforceable, efficiently administered, and provide appropriate incentives and penalties;
- i. Be consistently and effectively enforced;
- j. Create public and private benefits worth their cost;
- k. Be coordinated with timely provision of necessary public facilities and services;
- l. Be coordinated with special purpose districts and other public agencies to promote compatible development standards in Kenmore;
- m. Be responsive, understandable, and accessible to the public;
- n. Provide effective public notice and reasonable opportunities for the public (especially those directly affected) to be heard and to influence decisions;
- o. Avoid intruding on activities involving constitutionally protected freedoms of speech, petition, expression, assembly, association and economic competition, except when essential to protect public health, safety and welfare (and then the restriction should be no broader than necessary); and
- p. Provide for relief from regulations when they would deprive a property of reasonable use, and when such relief would neither endanger public health and safety nor conflict with adopted use policies.

g. Acknowledge past racial and other inequalities in housing and neighborhood options. Continue to identify and address controllable factors within Kenmore that contribute to disparities and take corrective action.

OBJECTIVE 2.3

Establish a system of densities and development standards that allows for efficient infrastructure and service delivery while protecting environmental resources and ensuring compatibility between different building types.

Policy LU-2.3.1 Through future planning efforts over the next twenty years, seek to achieve a mix of residential densities and housing types, appropriately located. Higher density classifications should be applied primarily in and around the Downtown and in the transit-oriented development area near the Metro/Sound Transit Park and Ride. Medium density classifications should be applied within a walkable and/or bikeable distance to transit and services. Lower density classifications, ~~generally no less than four dwelling units per acre~~ should be applied ~~to established single-family neighborhoods~~ without easy access to transit and services. A lower density zone may be used to recognize significant environmentally sensitive areas.

Policy LU-2.3.2 When considering density increases or reduced lot sizes, use tools such as building size and form regulations and design standards to address issues of neighborhood compatibility.

Policy LU-2.3.3 Apply minimum density requirements to residential and mixed-use zones of twelve or more homes per acre when consistent with the vision for a given zone.

Policy LU-2.3.4 In the Downtown Commercial classification, adopt a minimum floor area ratio (FAR) to promote multi-story development.

Policy LU-2.3.5 Review Uniform Building codes and make amendments to remove barriers to achieving desired densities, such as increased stories of wood frame construction.

Policy LU-2.3.6 Use regulations, incentives, open space acquisition, or, where these measures are not adequate, use low density zoning to protect floodplains, riparian corridors, ~~high value~~ wetlands, and unstable slopes from degradation, and to encourage linking these environmental features into a network of open space, fish and wildlife habitat. In sensitive areas, some density may be transferred onsite to less constrained areas, or density may be transferred off-site to specified receiving areas, such as the Downtown.

Policy LU-2.3.7 In some areas, use density incentives to encourage development of affordable housing, or significant open space, public parks and public trails. Where provided, encourage public parks and public trails to be part of a network consistent with the Parks, Recreation, and Open Space Element goals, objectives, and policies. Additionally, in the Downtown, density incentives or other incentives should be provided for shared and structured parking, or consolidation of lots. Consider performance-based measures to achieve this policy. Ensure benefits, for example-significant open space, are in proximity to the development site.

Policy LU-2.3.8 In ~~parts of~~ Downtown ~~near transit,~~ in the high-density residential classification near the Metro/Sound Transit Park and Ride, and in the Urban Corridor classification east of 73rd Avenue NE, require inclusion of affordable housing in new residential or mixed use development.

OBJECTIVE 2.4 Coordinate land use, road, and utility planning.

Policy LU-2.4.1 Establish priority areas for public facility and service improvements, especially for transportation. These priority areas should be located where public facility and service improvements would most effectively advance the City of Kenmore's growth and development as a Candidate Countywide Growth Center or the City's goals for economic development, neighborhood improvement, environmental protection, energy efficiency or affordable housing. Priority areas will shift over time as improvements are installed and adopted service level standards are attained.

Policy LU-2.4.2 Implement an annual monitoring program to assess land use development trends, and service and infrastructure provision. If service deficiencies, such as city, county and state roads, public water supply and wastewater treatment, or communication infrastructure are identified, the City of Kenmore and the affected service providers should adopt Capital Improvement Programs to remedy identified deficiencies in a timely fashion, or the City of Kenmore should reassess the land use plan. In particular, the City should continue to promote reliability improvements for electric services in Kenmore.

Policy LU-2.4.3 Work with communication providers to ensure that broadband service at suitable speeds is available throughout the city.

Policy LU-2.4.4 Ensure that infrastructure and facilities are sized appropriately to community needs and are located with attention to ~~design standards, the~~ desired neighborhood character.

Policy LU-2.4.5 Consider the effects of improved or new infrastructure such as roads and utilities as potential barriers between neighborhoods or as stimulators of development.

Policy LU-2.4.6 Through zoning and subdivision regulations, require that residential developments, including mobile-manufactured home parks, whether new developments or substantial redevelopments, provide the following improvements:

- a. Paved streets (and alleys if appropriate), curbs and sidewalks, and internal walkways when appropriate;
- b. Adequate parking consistent with local transit service levels;
- c. Street lighting and street trees;
- d. Underground utilities;
- e. Stormwater control;
- f. Public water supply;
- g. Public sewers.

Policy LU-2.4.7 Provide water, sewer, surface water, transportation, and recreational facilities at the time of development.

OBJECTIVE 2.5 Encourage development on properties with existing or planned public services and utilities.

Policy LU-2.5.1 Encourage innovative, quality development and redevelopment through a variety of regulatory, incentive, and program strategies. Possible approaches include:

- a. Special development standards for infill or redevelopment sites;
- b. Assembly and resale of sites to providers of affordable housing or mixed-use developments;
- c. Impact mitigation fee structures that favor infill or redevelopment;
- d. Expedited permit processes;
- e. Greater regulatory flexibility; and
- f. Reduced permit fees and/or delayed fees.

OBJECTIVE 2.6 Require adequate transitions between land uses of differing intensities and between development and environmentally sensitive areas.

Policy LU-2.6.1 Review and amend zoning and subdivision regulations to ensure adequate setbacks, landscaping, and buffering are required where land use conflicts may occur.

Policy LU-2.6.2 Ensure critical area regulations provide sufficient buffer widths consistent with the quality and class of the environmentally sensitive area.

Policy LU-2.6.3 Locate zoning districts and prepare development regulations that result in gradual transitions between different building intensities.

OBJECTIVE 2.7 Participate in joint planning of services and utilities with special districts, private service providers, neighboring municipalities, King County and Snohomish County, and the State of Washington.

Policy LU-2.7.1 Plan in partnership with special districts, private service providers, neighboring municipalities, King and Snohomish Counties, and the State of Washington. The City should strive to balance the differing needs identified by planning partners at various geographic levels and ensure that planning partners honor Kenmore's needs.

Policy LU-2.7.2 Prepare functional plans to identify City facility and service needs and define ways to fund these needs consistent with the land use plans and service and finance strategy. Independent special districts and other public agencies should also prepare functional plans which should be considered by Kenmore. The capital facility plans and capital improvement programs prepared by all other agencies which provide services to Kenmore should be consistent with the Kenmore Comprehensive Plan.

GOAL 3. SUPPORT DEVELOPMENT OF KENMORE'S DOWNTOWN AS A KING COUNTY COUNTYWIDE GROWTH CENTER.

OBJECTIVE 3.1 Take action to support Downtown Kenmore's candidacy as a King County Countywide Growth Center—a place to equitably concentrate jobs, housing, shopping, and recreational opportunities.

Policy LU-3.1.1 Ensure that the combination of jobs and population in the Downtown meets County standards (eventual goal of 30 activity units per acre).

Policy LU-3.1.2 Continue plans for a mix of uses, providing housing and employment at densities that support high-capacity transit.

Policy LU-3.1.3 Apply a minimum floor area ratio for new commercial buildings in the Downtown Commercial classification.

Policy LU-3.1.4 Continue to demonstrate that Downtown is a priority for growth and investment.

Policy LU-3.1.5 Continue to use design standards to ensure a pedestrian-friendly and attractive Downtown.

Policy LU-3.1.6 Plan for a variety of housing types including affordable housing.

- 1 Policy LU-3.1.7 Try to retain existing residents and businesses in the community as
2 growth is planned and, if retention is not possible, support relocation.
- 3 Policy LU-3.1.8 Continue to support existing recreational opportunities Downtown such
4 as the Town Square and skate park, as well as future opportunities in the
5 Special Study Areas at Lakepointe and Plywood Supply.
- 6 Policy LU-3.1.9 Support multi-modal transportation, including bicycling, walking, transit,
7 and a passenger ferry.

8 **GOAL 4. IDENTIFY, PRESERVE, AND ENHANCE THE CULTURAL RESOURCES OF**
9 **KENMORE.**

10 **OBJECTIVE 4.1 Promote and support visual, literary, and cultural arts and activities in the**
11 **community.**

- 12 Policy LU-4.1.1 Encourage King County to continue to provide arts and culturally based
13 services to the City of Kenmore through its existing programs, and to
14 provide technical assistance for locally generated programs.
- 15 Policy LU-4.1.2 Encourage shared, multipurpose use of regional and community facilities
16 for cultural activities to maximize their efficient use and to expand public
17 access to cultural opportunities.
- 18 Policy LU-4.1.3 Develop a public art program that provides art in public facilities, projects
19 and places to enhance community character and quality of life. Priority
20 locations should include Downtown, government facilities, and municipal
21 parks. Maintenance and conservation should be considerations in the
22 development and management of public art.

23 Policy LU-4.1.4 Continue to support Arts of Kenmore and other community art groups.

24 **OBJECTIVE 4.2 Promote the preservation of significant historic and archaeological sites**
25 **and structures.**

- 26 Policy LU-4.2.1 Establish a partnership between Kenmore, King County, the Kenmore
27 Heritage Society and citizen—volunteers in order to pursue historic
28 inventories and studies to promote landmark designation. Use the
29 inventory to guide decision-making in resource planning, environmental
30 review, and resource management.
- 31 Policy LU-4.2.2 Encourage land uses and development that retain and enhance significant
32 historic and archaeological resources and sustain historic community
33 charactersites.
- 34 Policy LU-4.2.3 Coordinate with the Tribes, the King County Historic Preservation Officer,
35 and the State Office of Archaeology and Historic Preservation, as

appropriate, to review public and private projects to protect and enhance historic and archaeological resources.

Policy LU-4.2.4 Seek funding from King County, the State of Washington, or other agencies to acquire and preserve significant historic resources for use by City and other public agencies.

OBJECTIVE 4.3 Encourage local activities which promote the community's history.

Policy LU-4.3.1 Support the efforts of the Kenmore Heritage Society to document Kenmore's history and provide educational materials and resources to all ages.

Policy LU-4.3.2 Work in partnership with the Kenmore Heritage Society, other agencies and special districts to identify places or facilities where a museum or display of historic artifacts and information can be accomplished.

Policy LU-4.3.3 When dedicating new civic facilities, consider naming them in honor of historical events or persons of significance to the community or to honor the Indigenous Peoples who still reside in Kenmore.

Policy LU-4.3.4 Acknowledge that growth and development in Kenmore occurs on the ancestral lands of the Coast Salish peoples.

IMPLEMENTATION STRATEGIES

The Land Use policies would require new, continuing or increased commitments of City resources to prepare new regulations, review/amend existing regulations, create educational or incentive programs, or coordinate with adjacent jurisdictions.

New programs, rules, or regulations would be needed to address:

- Historic resource preservation funding
- Public arts programs
- Partnerships with historic groups and agencies.
- Standards and locational requirements for small-scale commercial enterprises and services closer to home for neighborhood residents in low and medium density residential classifications.
- Minimum floor area ratio (FAR) for commercial development in the Downtown Commercial classification.
- Transit-oriented development density increases and revised standards in the area near the Metro/Sound Transit Park and Ride.

A review of existing programs, rules and regulations would be needed to ensure they meet the policies. Types of regulations and rules that should be reviewed include:

- Appropriate permitted uses in low and medium density residential districts outside of environmentally sensitive areas
- Permitted uses in commercial zones
- Downtown densities in conformance with Countywide Growth Center criteria
- Development standards addressing neighborhood compatibility with surrounding development
- Density bonuses, density transfers, and minimum density regulations
- Uniform Building Code review
- Infill development standards or incentives
- Permit procedures and fees.

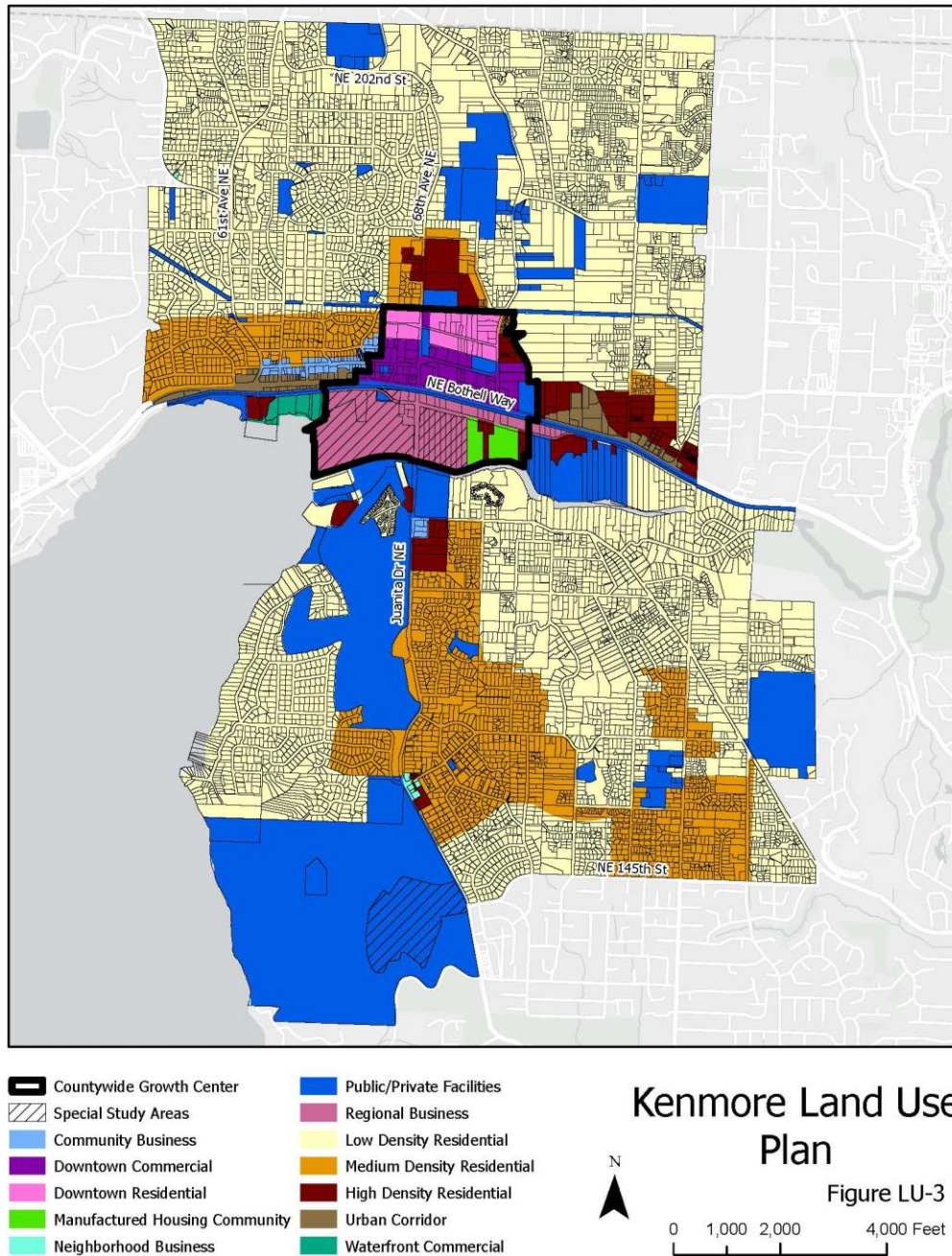
Additional or continuing efforts would need to be made to coordinate with adjacent jurisdictions or participate in regional programs, including:

- The King County Urban Growth Capacity Study
- Coordination with special districts and County regarding services
- Support of County historic resources programs
- Coordination with County/State agencies regarding historic/cultural resources during development review.
- Annual monitoring of development to determine whether assumptions made in the Comprehensive Plan regarding rate, nature, and distribution of development remain accurate.

1 REFERENCES

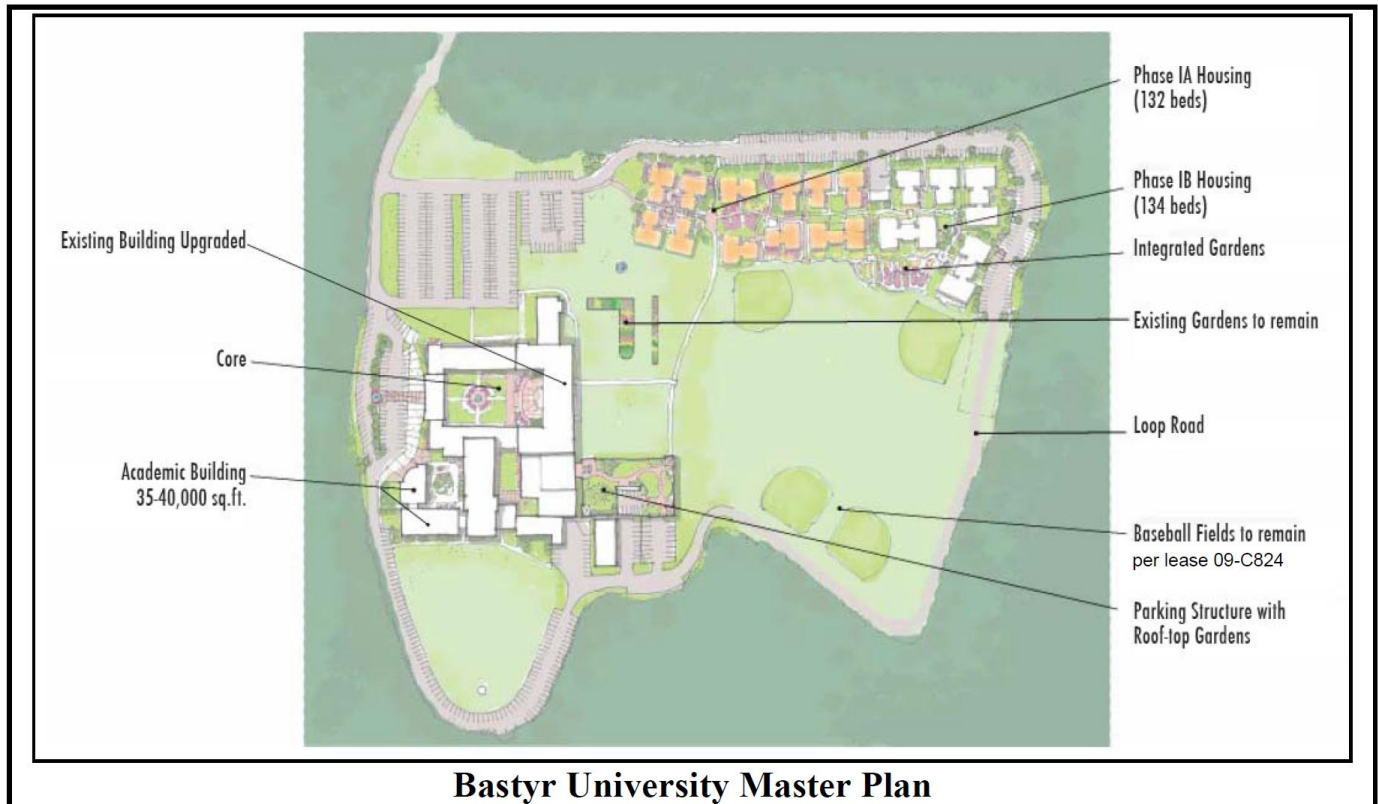
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FIGURE LU-3: KENMORE LAND USE PLAN



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FIGURE LU-4: BASTYR UNIVERSITY MASTER PLAN (2009)



DRAFT COMPREHENSIVE PLAN AMENDMENTS

SUMMARY OF PROPOSED CHANGES

BACKGROUND

The City is updating its Comprehensive Plan, consistent with requirements of the State Growth Management Act, VISION 2050 (the multicounty planning policies), and the King County Countywide Planning Policies. The mandated deadline by the State is December 2024. Tonight, the Planning Commission will be presenting their recommended amendments to both the Housing and Land Use elements.

HOUSING ELEMENT

Cities and counties planning under the Growth Management Act (GMA) must include a housing element in their comprehensive plans. The GMA housing goal directs local governments to plan for and accommodate housing affordable to all economic segments of the population, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock.

Amendments include:

Introduction

- Updated Purpose section in alignment with the City's priorities and objectives
- Updated Growth Management Act Requirements section including additional information on housing types and needs
- Added a new section regarding the City's partnership with ARCH
- Added a new section regarding the history of historically marginalized communities and racially disparate land use and housing practices in Kenmore
- Added a new section about the Equity Analysis and Eastside for All Report, which was completed in 2023
- Updated section regarding displacement risk, including new social vulnerability index and displacement risk maps

Existing Conditions

- Added new demographics and household characteristics section
- Updated households and household types section
- Updated jobs and wages section
- Updated household income section
- Updated existing housing types section
- Updated homeownership section
- Updated rental housing section
- Added new walkshed to transit map
- Updated housing for the homeless section
- Updated housing affordability section
- Updated housing targets and capacity section, including new land zoned by density map
- Added new land capacity analysis section

- Added new adequate provisions for housing section, including consideration of housing for all income levels and actions to achieve housing availability and affordability
- Added new location of housing and employment section
- Added new role of ADUs in Kenmore section
- Updated affordable housing needs section
- Updated local housing strategies section

Goals, Objectives, and Policies

- Added several new policies, including:
 - Middle housing and ADU production
 - Preservation of existing housing, including affordable housing
 - Property maintenance for safety and livability of housing
 - Social justice and equity
 - DEIA – housing equity and accessibility
 - Preventing and mitigating displacement risks
 - Enhancing opportunities for affordable housing
 - Foster equitable outcomes by addressing historically marginalized communities and racially disparate land use and housing practices
 - Energy efficient homes that address climate change
 - Housing for vulnerable populations
 - Housing for seniors
 - Addressing residential demand and the need for new and various types of housing
 - Promoting housing near public transit and community services
 - Partnering to address deeply affordable housing, such as emergency shelters and housing, transitional housing, permanent supportive housing

Implementation Strategies

- In addition to implementing the Housing Strategy Plan, also included DEIA Strategic Plan
- Regional cooperation towards economic diversification and land capacity monitoring

LAND USE ELEMENT

The Land Use Element serves as a guide for future development, determining suitable locations for various land uses, setting intensity levels for each use, identifying areas for open space preservation, parks, and recreational areas. Key emphases on options and diversity, equity, and inclusion, addressing housing and job needs in the broader Puget Sound Region, promoting affordable housing options, and enhancing public access while continuing to protect natural areas.

Amendments include:

Introduction

- Updated Purpose section

Existing Conditions

- Updated history section including a discussion of native peoples
- Added new physical setting section
- Updated historic structures and places section, including ʔax*adis as the original Native American settlement
- Updated historical resources and site inventory map
- Added new citywide land use pattern chart and updated acreage

Goals, Objectives, and Policies

- Added several new policies, including:
 - Addressing middle housing
 - Support infill development that is affordable and compatible with surrounding development
 - Consideration of small-scale neighborhood retail, restaurants, and other service activities in residential areas
 - Support phasing out of heavy manufacturing and industrial uses in favor of clean light manufacturing uses
 - Minimizing and reducing adverse impacts of noise
 - Incorporation of environmental justice criteria and priorities into zoning and land use planning, and addressing disproportionate impacts of climate change on communities of color and lower income
 - Addressing historically marginalized communities and racially disparate land use and housing practices
 - Honoring Indigenous Peoples of the Kenmore area

Implementation Strategies

- Added new implementation strategies regarding annual monitoring of development

INTRODUCTION SECTION

- Minor amendments describing each of the Comp Plan elements
- Added Climate Action Element description
- Added new city aerial photo (map)

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INTRODUCTION COMPREHENSIVE PLAN

PURPOSE OF COMPREHENSIVE PLAN

A-The City of Kenmore Comprehensive Plan contains is the community's 20-year vision of the City's future and a statement of the City's long-range goals and policies. The Plan serves as the guide for City staff and the City Council in making decisions regarding ordinances, regulations, and public facility investments to ensure that the overall goals and policies are furthered by those decisions.

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Washington's Growth Management Act (GMA) requires preparation of a Comprehensive Plan with mandatory elements (chapters) addressing land use, housing, economic development, parks and recreation, capital facilities, utilities, and transportation and climate and resiliency issues. Certain topics such as open space corridors and essential public facilities must also be considered within Plan "Elements" or chapters. The goals and policies of a Shoreline Master Program are also required to be an element of the Comprehensive Plan. Optionally, the City may choose to include subarea plans and/or other elements, such as conservation and solar energy. GMA does not limit optional topics and the City has chosen to include the following elements: downtown, community design, natural environment, surface water and public services.

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The City has chosen to include optional sub-elements on downtown, community design, natural environment, and shorelines as part of the Land Use Element. Surface Water and Public Services are additional optional elements adopted by the City.

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The GMA mandates regular updates (every 10 years) of the Comprehensive Plan to ensure that the Plan remains relevant and responsive to changing conditions. In addition to the 10-year updates, the City must provide a 5-year implementation progress report.

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After adoption of the City's original Comprehensive Plan in 2001, the City took the approach of regularly updating individual Elements of the Plan rather than letting the Plan lie static for several years until the next State-mandated update deadline. Each year, the City Council determines which portions of the Plan will be reviewed. For the 2024 Comprehensive Plan update, background information in each Element has been refreshed, and goals, objectives and policies have been reconsidered in light of amendments to the GMA and new planning directions in the region, King County and the City.

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STUDY-PLANNING AREA

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The City of Kenmore is located in the northern portion of King County commonly known as the "Northshore" area. Kenmore is defined by its shoreline along Lake Washington as well as the hillsides and Sammamish River valley that ultimately drain to the Lake. State Route (SR) 522 is the main transportation corridor.

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As incorporated in 1998, the City of Kenmore boundaries contain about 6.1 square miles of land. (see Figure INT-1). Since incorporation, Bothell and Kirkland have annexed property to the east and south of the City. Currently, no unincorporated King County areas exist along Kenmore's borders. The City is bounded by Bothell to the east, Kirkland to the south and Lake Forest Park to the west. The City of Brier in Snohomish County borders the City to the north, along with an area of unincorporated Snohomish County.

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FIGURE INT-1
CITY OF KENMORE



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PLANNING PROCESS/CITIZEN INVOLVEMENT

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Planning Commission

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The City has a seven-member Planning Commission that meets regularly to review ~~components~~elements of the Comprehensive Plan as directed by the City Council. As each Element is considered, the Planning Commission conducts community outreach including hosts public workshops, open houses, and hearings, surveys, mailings, website and social media posting or uses other publiccommunity involvement techniques to engage citizenscommunity members.

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Recent public participation efforts have included web page updates and direct mailings, as well as:

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~~• A Citizen's Advisory Committee, public open houses, and a public hearing on the revised Shorelines sub-Element and related portions of the Natural Environment Element (2007-2012);~~

~~• Multiple citizen surveys, a public open house and a public hearing on the revised Parks, Recreation and Open Space Element (2013);~~

~~• Multiple workshops and a public hearing on planning for the Regional Business commercial area—a significant component of the Land Use Element (2013-2014);~~

~~• A public workshop and public hearing on revisions to the Transportation Element, including feedback from the Pedestrian and Bicycle Safety Ad Hoc Citizen Committee (2014);~~

~~• A public hearing on the revised Surface Water Element (2014);~~

~~• A public survey on the Comprehensive Plan Vision Statement (2015); and~~

~~• A public hearing on the revised Vision Statement and Housing, Public Services and Utilities Elements (2015).~~

In addition to soliciting community public input towards the preparation of amendments to the Plan, the Commission:

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• Revises the Vision Statement based upon citizen input during the visioning process,

• Studies current conditions and

~~• Prepares draft goals, objectives, and policies based upon the Vision Statement and current conditions information.~~

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City Council

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Along with assigning Comprehensive Plan updates to the Planning Commission, the City Council reviews the recommendations of the Planning Commission and provides final direction through adoption of an ordinance. In some cases, the City Council holds its own public hearing before making a final decision on recommended Plan amendments.

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Regional Coordination

The City works with representatives of special agencies and districts **in Kenmore**, including A Regional Coalition for Housing (ARCH) and service and utility providers, as well as adjacent jurisdictions. The representatives provide input and perspectives about their responsibilities and their relationship to Kenmore, and they serve as contact points to obtain information.

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A draft of the Comprehensive Plan Transportation Element is provided to the Puget Sound Regional Council, as the Regional Transportation Planning Organization (RTPO), for certification. Comments are received and changes are integrated into the final Element. Review by the Washington State Department of Commerce and the State agencies occurs with every amendment to the Comprehensive Plan.

Community Engagement

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The Comprehensive Plan Update began in 2021, with the update to the Land Use and Housing Elements. Multiple opportunities for engagement were provided through outreach at local community events, Planning Commission meetings, and City Council meetings, as well as a dedicated project website that was continually updated. More detailed information is provided in Appendix A – Community Engagement.

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PLAN ORGANIZATION

Element Summaries

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The Kenmore Comprehensive Plan is divided into several chapters or “Elements” **which address land uses, downtown, community design, natural environment, shorelines, economic development, housing, transportation, parks and recreation, surface water, public services, utilities, and capital facilities. Each element is as** characterized below.

Land Use Element

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The Land Use Element plays the central role of directing land use patterns and guiding land use decision-making. It provides the basis for housing, transportation, public service, utility, and capital facility plans and policies. **The Land Use Element serves as a guide for future development, determining suitable locations for various land uses, setting intensity levels for each use, and identifying areas for open space preservation. Key emphases include supporting diversity, equity, and inclusion, addressing housing and job needs in the broader Puget Sound Region, promoting affordable housing options, and enhancing public access while continuing to protect natural areas. The Land Use Element is divided into sub-elements due to the variety and complexity of issues:**

- **Land Use**
- **Downtown**
- **Community Design**
- **Natural Environment**
- **Shorelines**
- **Economic Development**

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Downtown Element

1. The Growth Management Act (GMA) does not require the creation or retention of a downtown area within communities. However, several GMA goals, as well as Countywide Planning Policies, address the containment of sprawl, and the provision of efficient services and utilities, which can be met through development of "regional growth centers" such as a downtown. Downtown areas also can function as a community-enhancing central place, particularly in a community like Kenmore dominated by regional traffic flows along Bothell Way/SR-522.

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Community Design Element

Although not required by State law, the purpose of the Community Design Element is to guide future development and redevelopment that creates the visual identity of Kenmore, while ensuring compatible surrounding development, protection of the natural environment and enhancing streetscape and landscaping. ensuring that the city continues to develop as a vibrant waterfront community, the natural environmental is protected and , enhanced, ensuring compatible residential and commercial development , and the streetscape and landscape is enhanced.

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Natural Environment Element

The purpose of the Natural Environment Sub-Element is to clarify the relationship between Kenmore's natural and built environments, to include policies that support the City's commitment to preserving and enhancing the natural environment, and to encourage a balanced approach to support Kenmore's vision of an equitable, inclusive, sustainable, and resilient community environment. Natural environment systems include Lake Washington, Sammamish River, Swamp Creek, plus smaller rivers/creeks and their associated wetlands which all provide open space and important fish and wildlife habitat. Other natural areas, such as land prone to flooding and geologically hazardous areas (e.g. steep slopes and landslide hazards) are important because of the risk to lives and property posed by developing them. Citywide tree canopy, native vegetation within natural areas, and water quality treatment are all important to support fish and wildlife habitat, and to mitigate the effects of climate change.

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Shoreline Element

The Shoreline Element, mandated by the Growth Management Act (GMA), addresses and manages land use activities along shorelines including Lake Washington, the Sammamish River, Swamp Creek and associated wetlands. The GMA requires jurisdictions with shorelines to incorporate a Shoreline Element into their Comprehensive Plans. The Shoreline Element is implemented through the Shoreline Master Program (SMP), adopted in Title 16, Kenmore Municipal Code (KMC).

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Economic Development Element

The Economic Development Element is to articulate how the City of Kenmore will support local businesses, stimulate job growth, broaden the City's tax base, and improve the economic well-

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being of Kenmore residents. The purpose of this Element is to provide economic development policies for the City of Kenmore, as the community's economic base changes over time in response to market forces and in response to the vision of the Kenmore community.

Climate Action Element

The purpose of the Climate Action Element (CAE) is to provide strategies to reduce greenhouse gas (GHG) emissions and respond to the impacts of climate change in our community, as outlined in the Climate Action Plan (CAP). The CAE provides an actionable framework to guide the long-term implementation of mitigation and resilience actions. The CAE also identifies needs and opportunities for ongoing community engagement, education, and dialogue around climate action.

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Housing Element

The Housing Element recognizes the vitality of existing neighborhoods, inventories existing and projected housing needs, identifies sufficient land for a variety of housing types and needs, and makes adequate provision for housing needs for all economic segments of the community. The Housing Element is intended to promote and maintain residential neighborhoods, ensure a range of densities and housing types for all incomes, address special needs housing, and the quality of the residential environment.

Transportation Element

The Transportation Element addresses street classifications, levels of service, travel forecasts, travel improvements, alternative modes, funding strategies, and concurrency management. It is based upon current and projected land use and travel patterns. Both local and State transportation facilities are addressed.

Parks, Recreation and Open Space Element

The Parks, Recreation, and Open Space Element provide policies addressing: open space and parks; priorities for park maintenance and acquisition; and coordination and improvement of recreation programs.

Surface Water Element

A separate Surface Water Element is an optional item under the Growth Management Act, although the Act calls for adequate public facilities and services to serve development. The Surface Water Element addresses management of the City's municipal separate storm sewer system, private surface water systems and natural surface water systems.

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Public Services Element

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An element addressing public services is not directly required by the Growth Management Act, but the Act's goals address providing adequate public services to serve development. The Public Services Element focuses upon citizen participation and communication, efficient municipal services, emergency services, education, and human services.

Utilities Element

The Growth Management Act requires that a utility element address the location and capacity of existing and proposed utilities including electric, telecommunication, and natural gas lines. The Utilities Element addresses electric, communication, and natural gas services as well as water, wastewater, and solid waste services, and conservation.

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Capital Facilities Element

The Growth Management Act requires that comprehensive plans include a Capital Facilities Element which addresses capital facility needs sufficient to support the designated land use intensities. The element establishes the levels of service for the necessary capital facilities. The Element includes goals, objectives, and policies which outline level of service standards, infrastructure provided concurrent with development, preparation of capital facility plans, facility funding, and essential public facilities.

Format of Goals, Objectives and Policies

A comprehensive plan is a statement of policy identifying environmental, social, and economic desires, and its accompanying maps are a reflection of stated policies. This means that the goals, objectives and policies play a central role in the plan. The following definitions have guided the preparation of the goals, policies and objectives as used in the plan:

Goals: Goals are broad, general statements of the desired long-term future state towards which the Plan aims. They indicate what ought to exist in a community or what is desired to be achieved in the future.

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Objectives: Objectives are statements of the desired short-term and more measurable aims of the Plan; the objectives show how a goal will be pursued.

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Policies: A policy describes a particular course or method of action to accomplish the purposes of the comprehensive plan. Policies are decision-oriented statements which guide the legislative or administrative body while evaluating a new project or proposed change in ordinance.

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In sum, goals are value-based statements that are hard to measure. Objectives state more specifically how a particular goal will be pursued. Policies help guide the review of development applications, and also help guide the City Council in adopting ordinances or preparing budgets.

For the purposes of the Kenmore Comprehensive Plan, the policies often use "should" rather than shall. The approach is to use "should" in the Comprehensive Plan. The word "shall" would then be used in implementing ordinances or codes.

1 **Implementation Strategies**

2 Each Element contains more specific implementation strategies to move the City closer to
3 achievement of the goals, objectives and policies of the Comprehensive Plan. These strategies
4 identify approaches to regulations, educational or incentive programs, and/or coordination with
5 agencies, service providers, or adjacent jurisdictions.

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City Council Agenda Bill City of Kenmore, WA

Subject/Topic: Amendments to the Exceptional Tree Ordinance; Section 18.57.063 of the Kenmore Municipal Code (KMC). Proposed Council Action/Motion: Public hearing and motion to adopt Ordinance No. 24-0621 amending exceptional tree regulations in Section 18.57.063 of the Kenmore Municipal Code (KMC).	For Council Meeting Agenda of: 10/28/2024 Department: Development Services Prepared by: Samantha Loyuk, Development Services Director <table border="0" style="width: 100%;"> <tr> <td style="width: 70%;">Approved by Department Head:</td><td style="width: 30%; text-align: right;">Initial & Date</td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;">SL 10/10/24</td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;">DR 10/15/24</td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;">N/A</td></tr> <tr> <td></td><td style="text-align: right;">RK 10/16/24</td></tr> </table> Attachments/Exhibits: 1. Ordinance No. 24-0621 2. Exhibit A of Ordinance 24-0621 (proposed changes highlighted in yellow) 3. High-capacity transit map 4. High-capacity transit map excluding properties zoned lower density residential (R-1, R-4, R-6) and Parks (areas applicable to the Ordinance No. 24-0621 are highlighted in yellow)	Approved by Department Head:	Initial & Date	Approved by City Attorney:	SL 10/10/24	Approved by Finance Director:	DR 10/15/24	Approved by City Manager:	N/A		RK 10/16/24
Approved by Department Head:	Initial & Date										
Approved by City Attorney:	SL 10/10/24										
Approved by Finance Director:	DR 10/15/24										
Approved by City Manager:	N/A										
	RK 10/16/24										
Summary: An ordinance is proposed to amend exceptional tree regulations based on the unintended consequences of ordinance no. 23-0593 related to housing. The amendments alter the exceptional tree ordinance in the following ways: 1. The definition of Exceptional Tree is revised to be consistent with Lake Forest Park's definition (Lake Forest Park Municipal Code 16.14.030 Table 1). However, KMC 15.25.030.K.2. will remain as-is; the section states, "Any healthy <i>tree</i> with a d.b.h. of 48 inches or greater is an exceptional tree except those in Table 2 that are never considered exceptional." 2. Exemption provided for residential development located in Community Business, Downtown Commercial, Downtown Residential, Manufactured Housing Community, Public/Semi-Public, R-12, R-18, R-24, Regional Business, Waterfront Commercial, Urban Corridor, and Urban Residential zones and within one-quarter mile (1,320 feet) of planned or existing transit stops designated as <i>high-capacity transit</i> by Sound Transit. Exempted projects are required to pay a fee to the city's tree fund in an amount established by resolution (currently \$600 per tree unit).											
Information/Background: On October 16, 2023, the City Council passed Ordinance 23-0593 to protect exceptional trees. Since adoption, concerns have been raised regarding potential unintended consequences of the code which could negatively impact housing. To remedy this, Ordinance 24-0621 proposes to amend the exceptional tree ordinance in two ways:											

1. Amend the definition of an exceptional tree to align with the definition used by the City of Lake Forest Park (LFP), whose tree protections are widely seen as the gold standard in the region. In practice this means increasing the protection threshold for Douglas Firs from 30 inches to 42 inches, Grand Firs from 24 inches to 33 inches, Western Hemlocks from 24 inches to 42 inches, and Western Red Cedars from 30 inches to 42 inches. It also means removing from the definition of exceptional trees Oregon Ash, Oregon White Oak, Pacific Dogwood, Pine, Sitka Spruce, and Willow. Certain elements of the exceptional tree definition will be retained, including designation of all trees 48 inches d.b.h. or greater, except for certain nuisance species (Alder, Black Cottonwood, English Holly, and Leyland Cypress).
2. Provide an exemption from the exceptional tree regulations for residential development located in Community Business, Downtown Commercial, Downtown Residential, Manufactured Housing Community, Public/Semi-Public, R-12, R-18, R-24, Regional Business, Waterfront Commercial, Urban Corridor, and Urban Residential zones and within one-quarter mile (1,320 feet) of high-capacity transit. In practice, this will result in the creation of a corridor along State Route 522 to accommodate residential development consistent with the underlying zones. Exempted projects will be required to pay a fee to the city's tree fund in an amount established by resolution (currently \$600 per tree unit). For example, a 42" Douglas fir tree removed under this section would require a fee of \$18,000 ($40" = 13.0 \text{ tree units} \times \$600 = \$18,000$).

The proposed amendments will not change landscape and significant tree code requirements for developments.

Fiscal Consideration:

Increasing the complexity of the code creates additional work for staff. The cumulative effects of code changes should be considered as it impacts staff resources and the ability of staff to process permits in a timely fashion and in compliance with the timelines established by state law.

City Council Priority or Budget Objective Being Addressed:

#1 – Increase and preserve the options for affordable housing.

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 24-0621**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,
AMENDING CHAPTERS 15.25, 18.20, and 18.57 OF THE KENMORE
MUNICIPAL CODE TO AMEND EXCEPTIONAL TREE REGULATIONS
AND PROCEDURES WITHIN THE CITY; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City of Kenmore Comprehensive Plan (“Comprehensive Plan”) Policy LU-2.2.3 states that Kenmore’s regulation of land use should: a) protect public health, safety, and general welfare; b) protect environmentally sensitive areas, including wetlands, groundwater, streams, Lake Washington, the Sammamish River, and Puget Sound; and c) support tree preservation, whenever possible; and

WHEREAS, Comprehensive Plan Policy LU-1.5.2 identifies that development regulations should provide and address, among other things, tree retention standards; and

WHEREAS, the Comprehensive Plan Housing Element plans for a range of densities and housing types for all needs and incomes, through preserving, improving, and expanding housing stock; and

WHEREAS, the Comprehensive Plan 20-Year Vision embraces its role as a high-capacity transit community, supporting bus rapid transit and other transit options as part of the regional network; and

WHEREAS, the Comprehensive Plan states that high density residential development intensities support and are supported by multi-modal transportation options, including high capacity transit; and

WHEREAS, areas located near high-capacity transit are typically characterized by higher-density development, including multifamily housing, and benefit from enhanced access to public transportation options, supporting more efficient land use and promoting sustainable growth; and

WHEREAS, single-family residential development in the R-1, R-4, and R-6 zones does not accommodate high-density multifamily development, limiting the potential for increased housing density and diverse housing options in these areas; and

WHEREAS, the City aims to balance housing needs while honoring its commitment to tree preservation and environmental stewardship; and

WHEREAS, the City Council has considered tree protection regulations at its April

1 of 3

19, 2021, May 26, 2021, September 20, 2021, December 6, 2021, March 21, 2022, May 16, 2022, July 18, 2022, and October 24, 2022, September 25, 2023, October 9, 2023, April 8, 2024, July 22, 2024 meetings; and

WHEREAS, the City Council adopted Ordinance 23-0593 on October 16, 2023, with an effective date of October 25, 2023, to establish an exceptional tree program; and

WHEREAS, members of the public have voiced concerns about potential unintended consequences of Ordinance 23-0593, specifically as it may negatively impact housing; and

WHEREAS, at the April 8, 2024 study session and July 22, 2024 council meeting, City Council directed staff to amend the exceptional tree code to address unintended consequences of the exceptional tree ordinance which could negatively impact housing ("Proposed Amendments"); and

WHEREAS, the adoption of land use and zoning regulations is a valid exercise of the City's police powers and is specifically authorized by RCW 35A.63.100, RCW 36.70A.040, and the Washington Constitution, Article XI, Section 11; and

WHEREAS the Proposed Amendments support Council priorities to increase and preserve the options for affordable housing; and

WHEREAS, the City sent notice of the Proposed Amendments to the Washington State Department of Commerce pursuant to RCW 36.70A.106; and

WHEREAS, on October 4, 2024, the City's Responsible Official issued a Revised Determination of Non-Significance pursuant to the State Environmental Policy Act in relation to the Proposed Amendments; and

WHEREAS, the City Council held a public hearing on October 28, 2024 and considered the comments and record relating to the Proposed Amendments; and

WHEREAS, the City Council desires to adopt the Proposed Amendments and finds that such amendments are consistent with the 2023-2024 Council Priorities, the goals, objectives, and policies of the Comprehensive Plan; and

WHEREAS, the City Council has been guided by the goals of the Growth Management Act (RCW 36.70A.020) when considering adoption of the Proposed Amendments; and

WHEREAS, the City Council intends the amendments to remedy and cure unintended consequences and as such intends the amendment to retroactively apply to permits deemed complete on or after October 25, 2023; and

WHEREAS, the City Council finds that adoption of the Proposed Amendments is in the best interests of the residents of Kenmore and will promote the public health, safety,

and welfare of the City.

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

Section 1. Findings. The City Council adopts the recitals set forth above as findings in support of this Ordinance, which are incorporated by reference as if set forth in full.

Section 2. Amendment. The City Council amends Chapters 15.25, 18.20, and 18.57 of the Kenmore Municipal Code as set forth in Exhibit A, attached hereto and incorporated by reference as if set forth in full.

Section 3. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of the ordinance, or the application of the provision to other persons or circumstances, shall not be affected or affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

Section 4. 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 MEETING THEREOF ON THE 28TH DAY OF OCTOBER 2024.

CITY OF KENMORE

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

Anastasiya Warhol, City Clerk

Approved as to form:

Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK: PASSED BY
THE CITY COUNCIL: ORDINANCE NO.: 24-
0621
DATE OF PUBLICATION:
EFFECTIVE DATE:

15.25.030 Definitions.

Certain words and phrases used in this chapter, unless otherwise clearly indicated by their context, mean as follows:

- A. “Applicant” means a person who files an application for a permit under this chapter and who is either the owner of the land on which that proposed activity would be conducted, a contract purchaser, or the authorized agent of such a person.
- B. “Bench” means a relatively level step excavated or constructed on the face of a graded *slope* surface for drainage and maintenance purposes.
- C. “City manager” means the City of Kenmore city manager or his or her designee(s).
- D. “Clearing” means the cutting or *removal* of *vegetation* or other organic plant material by physical, mechanical, chemical or any other means.
- E. “Department” means the *department* designated by the *city manager* to administer this chapter.
- F. “Diameter at breast height” means a *tree’s* diameter in inches at four and one-half feet above the ground. On multiple stemmed or trunked *trees*, the diameter shall be the sum of diameters of all individual stems or trunks.
- G. “Director” means the director of the *department* designated by the *city manager* to administer this chapter.
- H. “Earth material” means any rock, natural soil or any combination thereof.
- I. “Erosion” means the wearing away of the ground surface as the result of the movement of wind, water and/or ice.
- J. “Excavation” means the *removal* of *earth material*.
- K. “Exceptional tree” means a tree which because of its unique combination of size, species, and age is worthy of long-term retention for the purposes and values set forth in KMC [18.57.015](#), and that has been determined to constitute an important community resource and may not be *removed* or damaged.
 - 1. All healthy specimens of *tree* species in Table 1 are *exceptional trees* if they have a diameter at breast height (d.b.h.) equal to or greater than that listed for the respective species. For *trees* with multiple leaders at four and one-half feet above the ground, the d.b.h. shall be the combined cumulative total of branches greater than six inches diameter at four and one-half feet above the ground. For *trees* that have been removed and whereas only the stump remains, the size of the *tree* shall be measured from the diameter of the top of the stump.
 - 2. Any healthy *tree* with a d.b.h. of 48 inches or greater is an exceptional tree except those in Table 2 that are never considered exceptional.

Table 1: Exceptional Tree Species and Required Diameters at Breast Height

Tree Species (Common Name)	Scientific Name	Threshold d.b.h. (in inches)
Bigleaf Maple	<i>Acer macrophyllum</i>	42"
Douglas Fir	<i>Pseudotsuga menziesii</i>	42" 30"
Grand Fir	<i>Abies grandis</i>	33" 24"
Madrona	<i>Arbutus menziesii</i>	12"
Oregon Ash	<i>Fraxinus latifolia</i>	24"
Oregon White Oak	<i>Quercus garryana</i>	24"
Pacific Dogwood	<i>Cornus nuttallii</i>	24"
Pine (any species)	<i>Pinus</i> family	30"
Sitka Spruce	<i>Picea sitchensis</i>	24"
Western Hemlock	<i>Tsuga heterophylla</i>	42" 24"
Western Red Cedar	<i>Thuja plicata</i>	42" 30"
Western White Pine	<i>Pinus monticola</i>	36"
Willow (any species)	<i>Salix</i> family	24"

Table 2: Tree Species That Are Not Exceptional Trees

Tree Species (Common Name)	Scientific Name
Alder (any species)	<i>Alnus</i> family
Black Cottonwood	<i>Populus trichocarpa</i>
English Holly	<i>Ilex aquifolium</i>
Leyland Cypress	<i>Cupressus x leylandii</i>

L. "Fill" means a deposit of *earth material* placed by mechanical means.

M. "Grade" means the elevation of the ground surface.

1. “Existing grade” means the *grade* prior to *grading*.
2. “Rough grade” means the stage at which the *grade* approximately conforms to the approved plan.
3. “Finish grade” means the final *grade* of the *site* which conforms to the approved plan.

N. “Grading” means any excavating, filling, removing of the duff layer, or combination thereof.

O. “Hazard tree” means any *tree* that has a high probability of failure due to any structural defect, disease or damage or combination of defect, disease or damage. A “high probability of failure” means falling and causing damage to persons or property. A “hazard tree” includes, but is not limited to, any isolated *tree(s)* that have a high probability of failure due to low *wind-firmness* in post-construction conditions as determined by a *qualified tree protection professional*.

P. “Impervious surface” means a nonvegetated surface which either prevents or retards the entry of water into the soil mantle under natural conditions prior to development, and/or which causes water to run off the surface in greater quantities or at a rate of flow greater than the flow under natural conditions prior to development. Common *impervious surfaces* include, but are not limited to, roofs, walkways, patios, driveways, parking lots, storage areas, paved areas, gravel areas, areas of packed or oiled earthen materials or other surfaces which similarly impede the natural infiltration of surface and *stormwater*. Open uncovered flow control or water quality treatment facilities shall not be considered as *impervious surfaces* for the purposes of determining whether thresholds for the application of minimum requirements are exceeded, but shall be considered *impervious surfaces* for the purposes of runoff modeling.

Q. “Land alteration” means any alteration to the surface of the land or the surface drainage including improvements to a storm water tract. *Land alterations* include but are not limited to: *excavations, fills, clearing, grading, and tree removal* or any combination thereof; placing or removing *impervious surfaces*, including *structures* and *pavement*; compacting the earth surface; changing the existing *grade*; or changing the surface so that surface water leaves the site differently, including changes to flow path, flow rate, or flow volume.

R. “Removal” with regard to *trees* means the act of removing a *tree* by digging up, cutting down, or causing a *tree* to die within a period of three years from such act.

S. “Shorelines” means those lands defined as shorelines in the State Shorelines Management Act of 1971.

T. “Significant tree” means an existing healthy *tree* that is not a *hazard tree* and that is at least six inches in *diameter at breast height* (d.b.h.) as measured at four and one-half feet (54 inches) above the ground. For *trees* with multiple leaders at four and one-half feet above the ground, the d.b.h. shall be the combined cumulative total of branches greater than six inches diameter at four and one-half feet above the ground. For *trees* that have been removed and whereas only the stump remains, the size of the *tree* shall be measured from the diameter of the top of the stump. Replacement trees required as mitigation for removed *exceptional trees* are considered *significant trees*, regardless of size.

U. “Site” means any lot or parcel of land or contiguous combination thereof where projects covered by this chapter are performed or permitted.

V. “Slope” means an inclined ground surface, the inclination of which is expressed as a ratio of vertical distance to horizontal distance.

W. “Storm drain system” means a system of gutters, pipes, or ditches used to carry surface and *stormwater* from the surrounding lands to drainage facilities, critical areas, streams or lakes.

X. “Stormwater” means water originating from rainfall and other precipitation that ultimately flows into drainage facilities, rivers, streams, lakes and wetlands. As applied in this chapter, *stormwater* is synonymous with the term “surface water.”

Y. “Structure” means anything permanently constructed in or on the ground, or over the water, and excluding fences eight feet or less in height, decks less than 18 inches above *grade*, paved areas, and structural or nonstructural *fill*.

Z. “Terrace” means a relatively level step excavated or constructed on the face of a graded *slope* surface for drainage and maintenance purposes.

AA. “Tree” means a self-supporting woody perennial plant characterized by one main stem or trunk of at least six inches diameter at breast height, or a multiple stemmed or trunk system with a definite crown, maturing at a height of at least 12 feet above ground level. The *department* shall determine whether any specific woody plant shall be considered a tree.

BB. “Vegetation” means any and all organic plant life growing at, below, or above the soil surface. [Ord. 23-0593 § 2 (Exh. A); Ord. 22-0547 § 2 (Exh. A); Ord. 16-0428 § 11 (Att. G); Ord. 12-0345 § 3 (Exh. A).]

Chapter 18.20
TECHNICAL TERMS AND LAND USE DEFINITIONS

18.20.3022 Transit, High Capacity

“High capacity transit” means a transit stop that receives transit services from at least one route that provides service at least four times per hour for twelve or more hours per day.

...

18.20.3083 Tree, exceptional.

“Exceptional tree” means a tree which because of its unique combination of size, species, and age is worthy of long-term retention for the purposes and values set forth in KMC [18.57.015](#), and that has been determined to constitute an important community resource and may not be *removed* or damaged.

A. All healthy specimens of *tree* species in Table 1 are *exceptional trees* if they have a diameter at breast height (d.b.h.) equal to or greater than that listed for the respective species. For *trees* with multiple leaders at four and one-half feet above the ground, the d.b.h. shall be the combined cumulative total of branches greater than six inches diameter at four and one-half feet above the ground. For *trees* that have been removed and whereas only the stump remains, the size of the *tree* shall be measured from the diameter of the top of the stump.

B. Any healthy *tree* with a d.b.h. of 48 inches or greater is an *exceptional tree* except those in Table 2 that are never considered exceptional.

Table 1: Exceptional Tree Species and Required Diameters at Breast Height

Tree Species (Common Name)	Scientific Name	Threshold d.b.h. (in inches)
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Madrona	<i>Arbutus menziesii</i>	12"
Oregon Ash	<i>Fraxinus latifolia</i>	24"
Oregon White Oak	<i>Quercus garryana</i>	24"
Pacific Dogwood	<i>Cornus nuttallii</i>	24"

Table 1: Exceptional Tree Species and Required Diameters at Breast Height

Tree Species (Common Name)	Scientific Name	Threshold d.b.h. (in inches)
Pine (any species)	<i>Pinus</i> family	30"
Sitka Spruce	<i>Picea sitchensis</i>	24"
Western Hemlock	<i>Tsuga heterophylla</i>	42" 24"
Western Red Cedar	<i>Thuja plicata</i>	42" 30"
Western White Pine	<i>Pinus monticola</i>	36"
Willow (any species)	<i>Salix</i> family	24"

Table 2: Tree Species That Are Not Exceptional Trees

Tree Species (Common Name)	Scientific Name
Alder (any species)	<i>Alnus</i> family
Black Cottonwood	<i>Populus trichocarpa</i>
English Holly	<i>Ilex aquifolium</i>
Leyland Cypress	<i>Cupressus x leylandii</i>

Chapter 18.57 TREE MANAGEMENT AND PROTECTION

18.57.035 Exemptions.

A. The following land *uses* are exempt from the provisions of this chapter. However, compliance with other applicable provisions of the Kenmore Municipal Code including but not limited to ~~to then-current~~ *critical* area regulations per Chapter [18.55](#) KMC and ~~then-current~~ clearing regulations per Chapter [15.25](#) KMC is still required:

1. Agriculture, meaning the use of the land for the primary purpose of deriving income from growing plants or *trees* on land including, but not limited to, land used principally for fruit or timber production, but not including land used principally for another *use* and only incidentally for growing *trees* or plants for income.
2. *Commercial nursery* or *tree farm*, but only those *trees* which are planted and growing on the premises of a licensed retailer or wholesaler for sale to the general public. Other *trees* on such premises shall remain subject to this chapter.
3. Residential *Development*.
 - a. All existing *lots* on which are to be situated new *single detached dwelling units* in residential zones based on tree removal limits established by clearing requirements.
 - b. All existing *lots* on which are situated existing detached *dwelling units* in residential zones based on tree removal limits established by clearing requirements.
 - c. ~~Unless otherwise exempted in KMC 18.57.063.D, residential~~ Residential development is not exempt from the provisions of KMC [18.57.063](#), *Exceptional tree* protections.
4. Downtown Commercial and Downtown Residential Zones. All *development* occurring within core areas designated as downtown commercial and downtown residential zones. [Ord. 23-0593 § 4 (Exh. B); Ord. 22-0547 § 4 (Exh. B(II)); Ord. 11-0329 § 3 (Exh. 1).]

18.57.063 Exceptional tree protections.

A. Prohibited Activities. The following activities are prohibited with regard to *exceptional trees*.

1. *Removal*, in whole or in part.
2. Harming, injuring, or damaging the *tree*, including cutting its bark or branches with a knife, axe, hatchet, saw, or any other similar device or object.
3. Pouring toxic material on the *tree* or on the ground near enough to the *tree* to affect its health.
4. Burning the *tree* or causing a fire near enough to the *tree* to affect its health.
5. Topping.

6. Pruning beyond the standards provided by the Tree Care Industry Association at ANSI300 Part 1.

7. Attaching any sign, poster, notice, or other object to the *tree*, or fastening any guy wire, cable, rope, nails, screws, or other device to the *tree*, with the following exceptions:

- a. To support young or broken *trees*;
- b. For residential uses (e.g., treehouses, tire swings, etc.);
- c. The *City* may tie temporary signs or banners associated with street improvement, parades, seasonal lighting, or other *City* activities.

B. Variance. *Exceptional trees* may be *removed* only as allowed in this section.

1. *Variances* from the *exceptional tree* standards of this chapter may be authorized by the *city manager* in accordance with the approval criteria described in this section. A variance for removal of *exceptional trees* is a Type 2 land use decision, pursuant to KMC [19.25.020](#), except as described in subsection (B)(2)(a)(3) of this section.

a. Prior to commencing with the *removal* the owner shall obtain a permit from the *City*.

b. No *variance* is allowed in order to create additional *lots*.

c. Decision Criteria.

(1) Necessary for Rights or Use – Private *Development Proposals*.

Such *variance* is necessary for the preservation and enjoyment of a substantial property right or use possessed by other similarly situated properties but which because of the presence of *exceptional tree(s)* is denied to the property in question. For a variance to be granted under this section, the applicant must demonstrate compliance with the reasonable use exception approval criteria established in KMC [18.55.180\(A\)\(1\)\(a\)](#) through (g). The phrase “*exceptional tree*” shall replace the phrase “*critical area*” when utilizing said criteria for a variance under this section;

(2) The granting of such *variance* will not be materially detrimental to the public welfare or injurious to the property or improvement;

(3) The granting of the *variance* is consistent with the general purpose and intent of the City’s comprehensive plan and adopted development regulations.

d. *City Manager Review*. The *city manager* shall review the application. The *city manager* shall approve, approve with conditions, or deny the request based on the proposal’s ability to comply with all of the *variance* criteria in this section.

e. Burden of Proof. The burden of proof shall be on the *applicant* to bring forth evidence in support of the application and to provide sufficient information on which any decision has to be made on the application.

f. Time Limit.

(1) Establishment of any activity authorized pursuant to an *exceptional tree variance* shall occur within four years of the effective date of the decision for such *variance*. This period may be extended for one additional year by the *city manager* if the *applicant* has submitted the applications necessary to authorize the development activity and has provided written justification for the extension.

(2) For the purpose of this subsection, “establishment” shall occur upon the issuance of all local permit(s) needed to begin the development activity; provided, that the improvements authorized by such permits are completed within the time frames of said permits.

g. Mitigation Requirements.

(1) To the extent feasible, *exceptional trees removed* under a *variance* shall be replaced at a ratio of three replacement trees for each *exceptional tree removed* (3:1).

(2) If on-site replacement is not feasible, off-site replanting on public property with the *City’s* written permission.

(3) Whether planted on-site or off-site, replacement *trees* shall be of a species listed in Table 1 at KMC [18.20.3083](#) and must remain viable for a minimum of five years after planting or themselves be replaced at a 1:1 ratio.

(4) Notwithstanding the foregoing, replacement trees under this chapter are considered *significant trees* pursuant to KMC [18.20.2730](#), regardless of diameter at breast height (d.b.h.).

(5) Notice on *title*.

(a) In order to inform subsequent purchasers of real property of the existence of replacement *trees* and their required viability period, the owner of any property containing replacement *trees* planted as mitigation for the removal of *exceptional trees* shall file a notice with county records and elections division according to the direction of the *City*. The notice shall state the presence of the replacement *trees* on the property and the date until which they must remain viable, of the application of this chapter to the property, and the fact that limitations on actions affecting the *trees* may exist. The notice shall run with the land.

(b) This notice on title shall not be required for:

(A) A *development proposal* by a *public agency* or utility;

(B) Within a recorded easement or right-of-way;

(C) Where the agency or *utility* has been adjudicated the right to an easement or right-of-way; or

(D) On the site of a public facility.

(c) The applicant shall submit proof that the notice has been filed with the county records and elections division (i.e., copy of document recorded on title).

2. Hazardous Trees.

a. The *removal of hazard exceptional trees* shall comply with the following:

(1) Prior to commencing with the *removal* the owner shall obtain a permit from the *City*.

(2) The burden of proving the hazardous nature of the *tree* lies with the property owner. The property owner shall provide the *City* with a report, prepared by an International Society of Arboriculture (ISA) certified arborist with a current Tree Risk Assessment Qualification (TRAQ), documenting that the *tree(s)* has a “high” or “extreme” risk and no other mitigation measure will reduce the risk below “high.”

(3) Emergency Tree Removal. Where tree removal is necessary to prevent or correct an immediate threat to public health, safety, property, or welfare is performed in an emergency situation, the permit application, evidence of the threat, and a tree risk rating of “high” or “extreme” prepared by a *qualified tree protection professional* shall be submitted within the next business working day to the *City*. Emergency tree removal, as described here within, is exempt from the Type 2 decision process.

b. Mitigation Requirements.

(1) The *removal of hazardous, dying, or dead exceptional trees* shall be *mitigated* by planting one replacement tree, unless otherwise provided in KMC [18.55.150\(E\)\(2\)](#).

(2) Replacement *trees* must be of a species listed in Table 1 at KMC [18.20.3083](#) and must remain viable for a minimum of five years after planting or themselves be replaced at a 1:1 ratio.

3. Private Access.

a. Prior to commencing with the *removal* the owner shall obtain a permit from the *City*.

b. *Exceptional trees* may be *removed* where necessary to provide for access to *development* sites, provided there are no feasible alternative alignments. Alternative access must be pursued to the maximum extent feasible.

4. Public Facilities.

- a. The *City* reserves the right to *remove exceptional trees* where necessary for roads, bridges, *utilities*, and facilities.
- b. *Exceptional tree* removal by private utilities require a tree removal permit and right-of-way use permit.
- c. *Exceptional trees* removed under this section are subject to the mitigation requirements described in subsections (B)(1)(g)(1) through (4).

C. Modification to Standards to Protect Exceptional Trees.

1. For single-family residential subdivisions and short subdivisions on sites in the R-4 zone that contain *exceptional trees*, the minimum lot size may be reduced to 5,400 square feet with no limitation on the percentage of smaller lots, regardless of KMC [18.21.030](#), Footnote 16. The lot area shall exclude access easements and access panhandles.
2. Unless it would be unreasonable to do so based on the use of neighboring properties, the *city manager* may reduce *setbacks* in residential zones regulated by Chapter [18.21](#) KMC to 10 feet, and *setbacks* in other zones to five feet, in order to maximize the protection of an *exceptional tree* and avoid exceptions or variances.

D. Exemption.

1. In the Community Business, Downtown Commercial, Downtown Residential, Manufactured Housing Community, Public/Semi-Public, R-12, R-18, R-24, Regional Business, Waterfront Commercial, Urban Corridor, and Urban Residential zones, KMC [18.57.063](#) shall not apply to residential development located within one-quarter mile (1,320 feet) of planned or existing transit stops designated as *high-capacity transit* by Sound Transit.
2. *Exceptional trees* removed under this section shall pay a fee to the city's tree fund in an amount established by resolution.

ED. Penalties.

1. Civil Penalty. The penalty for *removal* of an *exceptional tree* or any other activity prohibited under subsection A of this section shall be a civil penalty of up to \$2,500 per inch in d.b.h. of the *tree removed* with a maximum fine of \$150,000. In no case shall the penalty be reduced to less than \$10,000 total. For example, the monetary penalty for a 30-inch d.b.h. Douglas fir *removed* results in a maximum penalty of \$75,000. If the violation is found to have been willful or malicious, as determined by the *city manager*, the amount of the penalty may be doubled as punitive damages and the violator may be subject to criminal penalties under KMC [18.57.110](#)(B).
2. In addition, any person found to be in violation of this section shall plant three replacement *trees* for each *exceptional tree* removed. Replacement *trees* shall be a species listed in Table 1 at KMC [18.20.3083](#) and must remain viable for a minimum of five years after planting or themselves be replaced by the offender at a 1:1 ratio. In order to inform subsequent purchasers of real property of the existence of replacement *trees* and their

required viability period, a notice will be filed on the title by the same procedure outlined under subsection (B)(1)(g)(4) of this section. [Ord. 23-0593 § 4 (Exh. B).]

XII. B. Proposed Ordinance No. 24-0621, Amendments to the Exceptional Tr...

9
No. 24-0621, Amendments to the Exceptional Tr...



Exceptional Trees

Code Amendment



CITY OF KENMORE
DEVELOPMENT SERVICES

Summary



On October 16, 2023, the City Council passed **Ordinance 23-0593** to protect **exceptional trees**.

Since adoption, concerns have been raised regarding potential unintended consequences of the code which could negatively impact **housing**.

To **remedy** this, **Ordinance 24-0621** proposes to amend the exceptional tree ordinance in **two ways**.

Amendments



Definition

1. Revises KMC 18.20.3083(B) Table 1 to align with Lake Forest Park’s definition (Lake Forest Park Municipal Code 16.14.030 Table 1).
2. Certain elements of the definition remain the same such as KMC 18.20.3083.B.
 1. Makes all trees exceptional at 48” d.b.h. or greater.
 2. Excludes trees including Alders, Black Cottonwood, English Holly, and Leyland Cypress.

Exemption

1. An exemption is provided for residential development in certain zones within a quarter-mile of high-capacity transit.
2. Exempted projects will be required to pay a fee to the city’s tree fund in an amount established by resolution (currently \$600 per tree unit).

Amendments – Definition



Existing

Table 1: Exceptional Tree Species and Required Diameters at Breast Height

Tree Species (Common Name)	Scientific Name	Threshold d.b.h. (in inches)
Bigleaf Maple	<i>Acer macrophyllum</i>	42"
Douglas Fir	<i>Pseudotsuga menziesii</i>	30"
Grand Fir	<i>Abies grandis</i>	24"
Madrona	<i>Arbutus menziesii</i>	12"
Oregon Ash	<i>Fraxinus latifolia</i>	24"
Oregon White Oak	<i>Quercus garryana</i>	24"
Pacific Dogwood	<i>Cornus nuttallii</i>	24"
Pine (any species)	<i>Pinus</i> family	30"
Sitka Spruce	<i>Picea sitchensis</i>	24"
Western Hemlock	<i>Tsuga heterophylla</i>	24"
Western Red Cedar	<i>Thuja plicata</i>	30"
Willow (any species)	<i>Salix</i> family	24"

Table 2: Tree Species That Are Not Exceptional Trees

Tree Species (Common Name)	Scientific Name
Alder (any species)	<i>Alnus</i> family
Black Cottonwood	<i>Populus trichocarpa</i>
English Holly	<i>Ilex aquifolium</i>
Leyland Cypress	<i>Cupressus x leylandii</i>

Proposed

Table 1: Exceptional Tree Species and Required Diameters at Breast Height

Tree Species (Common Name)	Scientific Name	Threshold d.b.h. (in inches)
Bigleaf Maple	<i>Acer macrophyllum</i>	42"
Douglas Fir	<i>Pseudotsuga menziesii</i>	42"
Grand Fir	<i>Abies grandis</i>	33"
Madrona	<i>Arbutus menziesii</i>	12"
Western Hemlock	<i>Tsuga heterophylla</i>	42"
Western Red Cedar	<i>Thuja plicata</i>	42"
Western White Pine	<i>Pinus monticola</i>	36"

Table 2: Tree Species That Are Not Exceptional Trees

Tree Species (Common Name)	Scientific Name
Alder (any species)	<i>Alnus</i> family
Black Cottonwood	<i>Populus trichocarpa</i>
English Holly	<i>Ilex aquifolium</i>
Leyland Cypress	<i>Cupressus x leylandii</i>

Amendments – Exemption



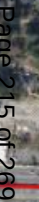
D. Exemption.

1. In the Community Business, Downtown Commercial, Downtown Residential, Manufactured Housing Community, Public/Semi-Public, R-12, R-18, R-24, Regional Business, Waterfront Commercial, Urban Corridor, and Urban Residential zones, KMC 18.57.063 shall not apply to residential development located within one-quarter mile (1,320 feet) of planned or existing transit stops designated as *high-capacity transit* by Sound Transit.
2. *Exceptional trees* removed under this section shall pay a fee to the city's tree fund in an amount established by resolution.



18.20.3022 Transit, High Capacity

“High capacity transit” means a transit stop that receives transit services from at least one route that provides service at least four times per hour for twelve or more hours per day.



Community Feedback



This ordinance will make a large portion of the city exempt from exceptional tree regulations.

The exemption applies to 281 parcels, or 3% of parcels in the City.

Why aren't we using tree conservation easements to mitigate tree loss in the city?

The significant tree code incentivizes the use of tree conservation tracts, which are similar to easements.

What about urban heat islands, climate change, and equity issues?

(these are tough and important issues that can't be answered in a tiny word bubble)

Community Feedback



Why has input from knowledgeable local residents (who were asked to comment) been disregarded?

City Council has discussed tree regulations 16 times in the last 3 years. All comments received were reviewed and considered.

Why not wait to change the code until after the Urban Forestry Management Plan (UFMP) is done?

The UFMP is estimated to be completed mid-2025 to assist in future policy discussion.

Our region is facing a housing affordability and attainability crisis – Kenmore needs more housing to accommodate future residents.

The code amendment aims to balance tree preservation and residential development.

Community Feedback



I'm concerned we're backtracking for the sake of convenience and "progress"

The amendment is not for convenience; the amendments help address State-mandated housing requirements.

How many years do we need to wait after planting until we see the benefits from the new tree to make up for the one that got cut down?

A Douglas fir tree can take 60-150 years to reach maturity and grow to 30" – 42" d.b.h.

Maintaining our tree canopy is essential for the health of streams and watersheds in Kenmore, as well as keeping our steep slopes stable.

Agreed. The KMC provides important tree preservation & protection measures (and will continue to do so even if the ordinance is adopted).



Next Steps

Public hearing and City Council consideration of Ordinance No. 24-0621 amending exceptional tree regulations in Section 8.57.063 of the Kenmore Municipal Code (KMC).

Thank you

Kenmore Development Services



City Council Agenda Bill City of Kenmore, WA

Subject/Topic:

Presentation of 2025-2026 Proposed Biennial Budgets for the following funds: Update to General Fund, Strategic Reserve, Strategic Opportunities, Transportation Benefit District, UTGO Debt Service, Real Estate Excise Tax, Walkways & Waterways, Transportation Impact Fee, Public Works Operations Center, Affordable Housing, Surface Water Management (SWM), SWM Capital, Swamp Creek, Equipment Replacement

Proposed Council Action/Motion:

Presentation of 2025-2026 Proposed Biennial Budgets for the following funds: Update to General Fund, Strategic Reserve, Strategic Opportunities, Transportation Benefit District, UTGO Debt Service, Real Estate Excise Tax, Walkways & Waterways, Transportation Impact Fee, Public Works Operations Center, Affordable Housing, Surface Water Management (SWM), SWM Capital, Swamp Creek, Equipment Replacement

For Council Meeting Agenda of: 10/28/2024

Departments: PW Operations, Finance & Admin, Environmental Services

Prepared by:

Richard Sawyer, Environment Services Director
Jennifer Gordon, PW Operations Director
Melinda Merrell, Finance & Admin Director

Initial & Date

Approved by Department Head: MM 10/22/24

Approved by City Attorney: NA

Approved by Finance Director: MM 10/22/24

Approved by City Manager: RK 10/22/24

Exhibits/Attachments:

Presentation to be uploaded the week of October 21, 2024

Summary:

Department presentations to be shared in conjunction with the 2025-2026 proposed preliminary biennial budget. In addition, the City Manager will be recommending staffing adjustments that were not included in the budget that was presented to the City Council on October 7. From the City Manager:

In the budget message we read to you on 10/7, the letter described the strain our organization is under due to all of the programs and services we have added over the years, especially at the management level. Here are a couple of paragraphs from the budget letter:

“As a residential contract city with a comparatively small tax base, this leaner structure worked well for us for the first 10 or 15 years of the City’s existence. But this lean structure has been increasingly

strained as we have: 1) moved from contracting for services to bringing more services in house, and 2) added new programs, infrastructure, and services.

As a result, we are due for a broadening of the base of our organizational chart. Quality of work in many parts of our organization is already suffering under current workload demands—the list of tasks and programs is too big to do everything well. Additional workload from new programs or initiatives would result in “thinning the soup” even more; quality and morale would suffer as the same resources would be distributed over more competing priorities. “

The letter went on to say we’ve either reached max capacity or have gone beyond max capacity in most of the organization, and that we need to broaden the leadership base in our organizational structure to lessen the strain and better handle the workload. Due to subsequent feedback on this topic, I am proposing two additional mid manager positions to assist in two areas where the workload demand is at a core service level and where the strain is the most acute. These positions are as follows:

Budget and Finance Manager. The City’s Finance and Administration director manages the City’s finance functions as well as Information Technology, Risk Management, and Human Resources Management. To better align the Finance and Administration Department’s staffing resources with workload demands, I am proposing a manager-level position in finance to assist with budget planning and development; budget monitoring, reporting, and reconciliations; financial forecasting and cost/benefit analysis; capital improvement program development and monitoring; grants and contracts reconciliation and monitoring; cash and investment management; capital financing; cost allocating; and policy analysis and technical support and research.

Public Works Manager (exact title to be determined). The Public Works Operations Manager directs parks maintenance, recreation management, streets maintenance, facilities (i.e., city buildings) management, fleet operations, and volunteers and events management. This range of responsibilities has become too broad, and a management-level position is needed to provide relief and assist with the Director’s workload. This proposed new position will help manage the workflows of the department, serving as a second-in-command and backup with the Director is out of the office. This position will assist with the management of parks, streets, facilities, and fleet management; the department website and communications; tracking training and certifications; administrative tasks such as budget tracking and purchasing; special projects; contract administration; safety functions; and emergency management responsibilities, including emergency radios.

In addition, the City Engineer is assessing his capacity given increasing direct reports, including the proposed addition of two engineering positions to be paid for mostly with consultant savings in project design and construction management. If the City Engineer determines a second-in-command position is needed, the position will be funded from consultant savings and capital project revenues.

The two proposed positions in Finance and Public Works Operations will each cost approximately \$165,000 per year, including benefits, starting in 2025. Due to an inadvertent error, one similarly compensated position is double counted in the budget. Therefore, the approximate net impact on the proposed biennial budget is \$180,000 per year starting in 2025.

Information Technology

Simply adding more staff is not the only answer to addressing the workload strains on the organization. Making better use of technology can also play a key role in the solution.

We need to get the right IT structure and tools in place, including where and how we store our data. Data is in so many places now compared to a decade ago, and we need to get a handle on this. And the more the City and our organization grows, the harder our current IT structure is going to be to work with.

Once we get the right IT structure and tools in place, then we can improve how we use those tools to their potential. This IT work is foundational to the basics of running a good city. If we get our back end more organized, we will present a better and more efficient front end to the public.

And as IT continues to evolve, we need to be better at keeping up with it. Artificial Intelligence is a big example of how IT is evolving.

As a result, we are proposing to budget \$150,000 in 2025 to hire a firm with expertise in information technology to holistically assess our IT systems, including hardware and software systems, data storage, security, service delivery, and evolving technologies. The deliverable of this work will be a plan with recommendations to improve our IT systems and how to deliver them.

Information/Background:

The following 2025-2026 proposed budgets will be presented to the City Council for review and discussion: Update to General Fund, Strategic Reserve, Strategic Opportunities, Transportation Benefit District, UTGO Debt Service, Real Estate Excise Tax, Walkways & Waterways, Transportation Impact Fee, Public Works Operations Center, Affordable Housing, Surface Water Management (SWM), SWM Capital, Swamp Creek, and Equipment Replacement Fund. A staff presentation will be provided.

Fiscal Consideration:

The 2025-2026 preliminary budget book includes expenditure budget details for the following Funds which will be reviewed at the meeting:

Finance will present an update to General Fund which was originally presented to Council on October 14, 2024, Strategic Reserve, Strategic Opportunities, Transportation Benefit District, UTGO Debt Service, Real Estate Excise Tax, Walkways & Waterways, Transportation Impact Fee, Affordable Housing, and Equipment Replacement proposed budgets.

PW Operations will present the Public Works Operations Center Fund proposed budget.

Environmental Services will present the Surface Water Management (SWM), SWM Capital, and Swamp Creek proposed budgets.

The budget impact of the proposed positions in Finance and Public Works Operations as well as the proposed IT assessment is as follows:

**2025 - 2026 GF and Street Revenues
and Expenses**
10/24/2024

	<u>General Fund</u>			<u>Street Fund</u>			<u>GF and Street Totals</u>
	<u>2025</u>	<u>2026</u>	<u>Totals</u>	<u>2025</u>	<u>2026</u>	<u>Totals</u>	
Revenue	17,215,097	17,860,266	35,075,363	1,340,091	1,333,142	2,673,233	37,748,596
Expense	17,302,183	17,733,429	35,035,612	1,523,918	1,554,806	3,078,724	38,114,336
Net	(87,086)	126,837	39,751	(183,827)	(221,664)	(405,491)	(365,740)
Additional Expenses, 10/2024							
Budget position	(165,000)	(170,000)	(335,000)				(335,000)
PW Operations position	(165,000)	(170,000)	(335,000)				(335,000)
Less: Duplicate staff	150,000	157,500	307,500				307,500
IT Study (2025)	(150,000)	-	(150,000)				(150,000)
Additional impact to GF	(330,000)	(182,500)	(512,500)				(512,500)
Adjusted Budget	(417,086)	(55,663)	(472,749)	(183,827)	(221,664)	(405,491)	(878,240)

The above table does not include Lakepointe and Special Project expenses. Additional expenditure information will be provided in the staff presentation on October 28, 2024.

City Council Priority or Budget Objective Being Addressed:

RCW 35A.33.055 Prior to the final hearing on the budget, the legislative body shall schedule hearings on the budget or parts thereof and may require the presence of department heads to give information regarding estimates and programs.

BUDGET PRESENTATIONS

2025 - 2026

General Fund, Strategic Reserve, Strategic Opportunities, Transportation Benefit District, UTGO Debt Service, Real Estate Excise Tax, Walkways & Waterways, Transportation Impact Fee, Public Works Operations Center, Affordable Housing, Surface Water Management (SWM), SWM Capital, Swamp Creek, Equipment Replacement

GENERAL FUND

Additional positions recommended to the 2025-2026 biennial budget based on feedback from the preliminary budget:

- Budget/Finance Manager, 1.0 FTE, \$335,000*
- Public Works Manager, 1.0 FTE, \$335,000*

*Costs partially offset by double counting of one staff person (\$307,500)

- \$150,000 in 2025 for:
 - IT assessment of our IT systems to include hardware and software, data storage, security, service delivery and evolving technologies

GENERAL FUND

Department Head Positions Comparison

	Kenmore	Mountlake Terrace	Mill Creek	Covinginton	Maple Valley
Population	24,350	24,260	21,630	22,000	29,320
Deputy City Manager	x	x	x		
Finance Director	x	x	x	x	x
Administrative Services Director				x	x
IT Director/Manager		x	x	x	x
Human Resources Director/Manager		x	x	x	x
Community Development Director	*	x	x	x	x
Public Works Director**		x	x	x	x
Parks & Rec Director		x		x	x
Economic Development Director/Manager		x			

* Two dept heads cover this function in addition to other functions, including parks capital, Emergency Mgt., and Lakepointe

** In Kenmore, three PW functions, engineering, surface water, & operations report directly to the City Manager instead of reporting to a PW Director.

Administrative Services Staffing Comparison

	Kenmore	Mountlake Terrace	Mill Creek	Covinginton	Maple Valley	Four City Average
Number of Full Time Employees						
Finance	4	8.75	7.2	4.4	4.5	6.2
Human Resources	0	1	1	2	2.5	1.6
Information Technology	0	3.75	2	2	2	2.4
Total	4	13.5	10.2	8.4	9	10.3

GENERAL FUND

2025-2026 General and Street Fund Revenues & Expenses

	<u>General Fund</u>			<u>Street Fund</u>			<u>GF and Street</u>
	<u>2025</u>	<u>2026</u>	<u>Totals</u>	<u>2025</u>	<u>2026</u>	<u>Totals</u>	<u>Totals</u>
Revenue	17,215,097	17,860,266	35,075,363	1,340,091	1,333,142	2,673,233	37,748,596
Expense	17,302,183	17,733,429	35,035,612	1,523,918	1,554,806	3,078,724	38,114,336
Net	(87,086)	126,837	39,751	(183,827)	(221,664)	(405,491)	(365,740)
Additional Expenses, 10/2024							
Budget position	(165,000)	(170,000)	(335,000)				(335,000)
PW Operations position	(165,000)	(170,000)	(335,000)				(335,000)
Less: Duplicate staff	150,000	157,500	307,500				307,500
IT Study (2025)	(150,000)	-	(150,000)				(150,000)
Additional impact to GF	(330,000)	(182,500)	(512,500)				(512,500)
Adjusted Budget	(417,086)	(55,663)	(472,749)	(183,827)	(221,664)	(405,491)	(878,240)

GENERAL FUND

2025-2026 General and Street Fund Revenues & Expenses

Including Special Project & Lakepointe Expenses

	<u>General Fund</u>			<u>Street Fund</u>			<u>GF and Street</u>
	<u>2025</u>	<u>2026</u>	<u>Totals</u>	<u>2025</u>	<u>2026</u>	<u>Totals</u>	<u>Totals</u>
Revenue	17,215,097	17,860,266	35,075,363	1,340,091	1,333,142	2,673,233	37,748,596
Expense	17,302,183	17,733,429	35,035,612	1,523,918	1,554,806	3,078,724	38,114,336
Lakepointe	650,000	-	650,000	-	-	-	650,000
Spec Proj Expenses	1,015,939	1,010,125	2,026,064	-	-	-	2,026,064
NEW Costs above	330,000	182,500	512,500	-	-	-	512,500
Subtotal Expenses	19,298,122	18,926,054	38,224,176	1,523,918	1,554,806	3,078,724	41,302,900
Net	(2,083,025)	(1,065,788)	(3,148,813)	(183,827)	(221,664)	(405,491)	(3,554,304)

GENERAL FUND

2025-2026 General and Street Fund, Fund Balances

	<u>General Fund</u>			<u>Street Fund</u>			<u>GF and Street</u>
	<u>2025</u>	<u>2026</u>	<u>Totals</u>	<u>2025</u>	<u>2026</u>	<u>Totals</u>	<u>Totals</u>
Beginning Fund Balance \$	9,396,325	7,313,300	9,396,325	2,429,022	2,245,195	2,429,022	\$ 11,825,347
Revenue	17,215,097	17,860,266	35,075,363	1,340,091	1,333,142	2,673,233	37,748,596
Expense	18,968,122	18,743,554	37,711,676	1,523,918	1,554,806	3,078,724	40,790,400
Additional Expenses, 10/2024	330,000	182,500	512,500	-	-	-	512,500
Ending Fund Balance \$	7,313,300	6,247,512	6,247,512	2,245,195	2,023,531	2,023,531	\$ 8,271,043

STRATEGIC RESERVE FUND

DEPARTMENT DESCRIPTION

- Page 131
- Serves as the City's emergency reserve
- Cannot exceed \$0.375 per \$1,000 AV (RCW)
 - \$3.0 million

PROPOSED BUDGET

- No expenditures or transfers are proposed for this fund
- Fund will continue to earn interest income
- \$1.55 million projected ending fund balance

STRATEGIC OPPORTUNITIES FUND

DEPARTMENT DESCRIPTION

- Page 133
- Created from General Fund reserves; serves as savings account
- Used to respond to strategic initiatives or opportunities on a start up or temporary basis

PROPOSED BUDGET

- No expenditures or transfers are proposed for this fund due to low fund balance at end of 2024 (\$157,631 projected)
- Fund will continue to earn interest income
- 2023-2024 expenses have been moved to General Fund

TRANSPORTATION BENEFIT DISTRICT FUND

DEPARTMENT DESCRIPTION

- Page 146
- Generates revenues from the \$40 vehicle license fee*
- Supports transportation improvements and road preservation efforts

*Fee was increased from \$20 to \$40 in 2023

PROPOSED BUDGET

- \$1.43 million in Vehicle License Fee revenue
- \$20,000 in interest
- \$1.45 million transferred to the Street Fund
- \$176,377 projected 2026 ending fund balance

2016 & 2021 UTGO DEBT SERVICE FUND

DEPARTMENT DESCRIPTION

- Page 150
- This fund accounts for the special property tax levy for the Walkways & Waterways bonds
- Tax revenues are deposited in this fund
- Principal and interest on the bonds are paid from these revenues

PROPOSED BUDGET

- 2025-2026 tax levy proceeds: \$2,109,900
- 2025 Principal \$605,000, Interest \$449,550
- 2026 Principal \$630,000, Interest \$425,350

REAL ESTATE EXCISE TAX FUND

DEPARTMENT DESCRIPTION

- Page 156
- Accounts for the two 1/4% of real estate excise tax revenues
- Dedicated to capital expenditures (up to \$100,000 may be used for certain maintenance)

PROPOSED BUDGET

- \$1.8 million projected annually
- Over \$250,000 of interest income anticipated
- 2025-2026 expenses:
 - \$1.8 million to Public Works Operations Center Fund
 - \$1.6 million to Transportation Capital Fund
- \$1.7 million projected ending fund balance

WALKWAYS & WATERWAYS FUND

DEPARTMENT DESCRIPTION

- Page 158
- This fund accounts for the proceeds of the 2016 & 2021 UTGO bonds
- Funds were transferred to the W&W Transportation and Park projects as needed

PROPOSED BUDGET

- Project is completed
- No expenditures or transfers are proposed for this fund
- Remaining fund balance will continue to earn interest income
- \$634,941 projected ending fund balance
- Close out of fund and distribution of monies to other capital funds to occur in the next biennium

TRANSPORTATION IMPACT FEE FUND

DEPARTMENT DESCRIPTION

- Page 165
- Transportation impact fees assessed on new development
- Funds restricted to transportation projects increasing capacity

PROPOSED BUDGET

- 2024 fee for a single family house is \$6,822.20
- No changes for 2025
- Projected impact fees
 - 2025 - \$375K
 - 2026 - \$350K
- \$1.5 million projected ending fund balance

TRANSPORTATION IMPACT FEE FUND

HIGHLIGHTS AND CHANGES

- Transportation impact fees were updated and put into effect January 2024
- Fees fluctuate based upon development, eligible development projects are projected to drop this biennium (49% reduction from 2023-2024 actual/projected)

PROJECTS 2025-2026

- Impact fees are proposed for the following projects:
 - 80th Ave NE Ped/Bike Project
 - Arrowhead Sidewalk and Traffic Calming Project
 - NE 192nd Sidewalk Project
 - NE 181st Sidewalk Project

STAFFING

- This fund does not support any staffing

PUBLIC WORKS OPERATIONS CENTER CAPITAL FUND

FUND
DESCRIPTION

- Page 169
- The purpose of this fund is for the design and development of the Public Works Operations Center (PWOC), a Facilities Capital Improvement Project.

PROPOSED
BUDGET

- Adopted CIP Budget: \$22.5 million
- **2025-2026 Revenues**
 - Beginning Fund Balance \$17.93 million
 - Real Estate Excise Tax \$1.8 million
 - Surface Water Management Fund \$1.8 million
- **2025-2026 Expenditures**
 - PWOC Design & Construction \$16.08 million
 - \$3.6 million Debt Service

PUBLIC WORKS OPERATIONS CENTER CAPITAL FUND

HIGHLIGHTS

2023-2024

- Completed permits - Conditional Use Permit, Land Use & Boundary Line Adjustment
- Conceptual and schematic design
- Issue bonds

2025-2026

- Complete final design
- Apply for and obtain site development and building permits
- PS & E – Complete the final construction documents and specifications for site improvements and building construction
- Advertise and bid for site improvement construction
- Complete site improvements
- Advertise and bid for building construction
- Start building construction with the hope of completing the project by the end of 2026

PUBLIC WORKS OPERATIONS CENTER CAPITAL FUND

PROJECTS

- The projects include all aspects of developing the Public Works Operations Center located at north end of the City adjacent to Kenmore Middle School on NE 202nd St.

STAFFING

- 1.0 FTE Capital Projects Manager managed by the Public Works Operations Director

AFFORDABLE HOUSING FUND

DEPARTMENT DESCRIPTION

- Page 171
- Created in 2023 (Ord No. 23-0572) to collect and hold fees and grants related to affordable housing for support of future affordable housing developments
- “Fees in lieu” collected from developers as alternative to meeting certain affordable housing requirements (Chapter 18.77 of Kenmore Municipal Code)
- \$453,527 collected in 2023-2024

PROPOSED BUDGET

- 2025-2026 no new revenues anticipated; no expenditures planned
- Ending fund balance projected to be \$453,527

ENVIRONMENTAL SERVICES SURFACE WATER FUND

- Page 176
- Manage Stormwater Utility
 - Both Public and Private
 - Inspections
 - Operations & Maintenance
 - Utility Funding/Rates
- Climate Action Plan
- Aquatic Vegetation Management
- NPDES Permit Compliance
- Development
- Surface Water Planning
- Water Quality
- Public Education & Outreach
- Enforcement
- GIS

2025-2026

- | | |
|--------------------------|-------------|
| ▪ Beginning Fund Balance | \$377,542 |
| ▪ Revenues | \$9,918,427 |
| ▪ Expenditures | \$9,235,369 |
| ▪ Ending Fund Balance | \$1,060,600 |

**DEPARTMENT
DESCRIPTION**

**PROPOSED
BUDGET**

ENVIRONMENTAL SERVICES SURFACE WATER FUND

HIGHLIGHTS/ CHANGES

2025-2026

- Operations and Maintenance
 - Stormwater facilities continue to grow in number and complexity
 - Small Works
 - Seasonal Work
- Monitoring
- Aquatic Plant Management
- NPDES Compliance
 - New permit issued in 2024 with additional requirements:
 - Planning, Tree Canopy, Education & Outreach, Mapping, Source Control and Operation & Maintenance

PROJECTS

2025-2026

- NPDES Programs
- Surface Water Master Plan Update
- Sammamish River CIS Coordination
- Rapid Progress+
- Lakepointe Shoreline Acquisition and Restoration



ENVIRONMENTAL SERVICES SURFACE WATER FUND

STAFFING

**Environmental
Services Director**
0.85 FTE



**Senior Environmental
Services Technicians**
1.0 FTE



Interns (2)

**Environmental
Services Technicians**
2.0 FTE



**Administrative
Specialist**
0.85 FTE



GIS Analyst
0.67 FTE



Intern (1)

**Climate Action Plan
Program Manager**
0.1 FTE



Intern (1)

**ESD Capital
Projects Manager**
(see SWM Capital
Fund)



SWM Funded Operations Staff

**Public Works
Operations
Director**

Maintenance Supervisor
0.75 FTE
**Senior Maintenance
Worker**
0.75 FTE
Maintenance Worker
1.50 FTE
Seasonal Workers (4)

ENVIRONMENTAL SERVICES

SURFACE WATER CAPITAL FUND

DEPARTMENT
DESCRIPTION

- Page 182
- Surface Water Capital Projects
 - Fish Passage Culvert Replacements
 - Habitat Restoration
 - Stormwater Facility Retrofits
 - Small Works

PROPOSED
BUDGET

SWM CIP is funded through a variety of sources:

- Transfer from Surface Water Fund
- Grants
- Loans
- Capital Facilities Charge

2025	
▪ Revenues	\$1,664,250
▪ Expenditures	\$4,338,540
2026	
▪ Revenues	\$2,863,640
▪ Expenditures	\$2,863,640

ENVIRONMENTAL SERVICES SURFACE WATER CAPITAL FUND

PROJECTS

- Stormwater Facility Retrofit
 - 1 Design
 - 1 Construction
- Fish Passage Culvert Projects
 - 8 Design
 - 0 Construction (Starting 2027)
- Acquisition
 - 1-2 Properties
- Habitat Restoration Projects
 - 3 Design
 - 1-2 Construction
- Small Works (Annual)

STAFFING



ENVIRONMENTAL SERVICES SURFACE WATER CAPITAL FUND

PROJECTS 2025-2026

- Small Works (Annual)
- Stormwater Facility Retrofit
 - 1 Design
 - 1 Construction
- Fish Passage Culvert Projects
 - 8 Design
 - 0 Construction (Starting 2027)
- Habitat Restoration Projects
 - 3 Design
 - 1-2 Construction

ENVIRONMENTAL SERVICES SWAMP CREEK FUND

DEPARTMENT DESCRIPTION

- Page 186
- Established via MOA with King County
- Eligible fund expenditures include:
 - Maintenance of Swamp Creek flood projects
 - Acquisition and/or restoration of land within Swamp Creek Basin

PROPOSED BUDGET

2025-2026

- ŁaŃwadis Park Site Mitigation \$80,000
- Ending Fund Balance \$343,350

ENVIRONMENTAL SERVICES SWAMP CREEK FUND

PROJECTS

2025-2026

- Mitigation monitoring at Łaŋwadis Park

STAFFING

The fund does not support staff costs and is managed by the Finance Director and Environmental Services Director.

EQUIPMENT REPLACEMENT FUND

DEPARTMENT DESCRIPTION

- Page 188
- Used to collect and maintain a reserve for future replacement of vehicles, computers, and equipment
- Contributions are received from departments and Funds that benefit from or use the assets
- Beginning in 2025, \$120,000 per year proposed to be transferred from the General Fund to create a reserve for building preservation

PROPOSED BUDGET

- \$466,740 in biennial revenues from contributions and interest income
- \$525,000 of expenditures planned for sweeper replacement and vehicle and technology purchases
- 2026 Projected ending fund balance - \$791,856

TIMELINE: NEXT STEPS

BUDGET PRESENTATIONS

10/14: First Budget Presentations
10/21: Last Week's Budget Presentations
10/28: Tonight's Budget Presentations

PRELIMINARY BUDGET

11/12: Public Hearing; opportunity for Council to make changes

FINAL BIENNIAL BUDGET

11/25: Public Hearing and Possible Adoption

THANK YOU

QUESTIONS AND COMMENTS

Melinda Merrell
Finance & Administration Director
mmerrell@kenmorewa.gov



City Council Agenda Bill City of Kenmore, WA

Subject/Topic: Ordinance No. 24-0617 Amendments to the 2023-2024 Biennial Budget Proposed Council Action/Motion: Review and Discuss only.	For Council Meeting Agenda of: 10/28/2024 Department: Finance & Administration Department Prepared by: Melinda Merrell, Finance and Administration Director <table border="0" style="width: 100%;"> <tr> <td></td><td style="text-align: right;">Initial & Date</td></tr> <tr> <td>Approved by Department Head:</td><td style="text-align: right;">MM 10/17/24</td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;">NA</td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;">MM 10/17/24</td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;">RK 10/22/24</td></tr> </table> Attachments/Exhibits: 2024 Year End Recommended Budget Adjustments		Initial & Date	Approved by Department Head:	MM 10/17/24	Approved by City Attorney:	NA	Approved by Finance Director:	MM 10/17/24	Approved by City Manager:	RK 10/22/24
	Initial & Date										
Approved by Department Head:	MM 10/17/24										
Approved by City Attorney:	NA										
Approved by Finance Director:	MM 10/17/24										
Approved by City Manager:	RK 10/22/24										
Information/Background: On November 21, 2022, the City Council adopted the 2023-2024 biennial budget. The City-wide budget was amended on December 4, 2023, during the mid-biennium review. The amended budget included revenue (\$94,586,432) and expenditures (\$104,418,852) projections for both years which supported the City Council priorities, departmental work programs, various municipal obligations, as well as Federal and State mandates. Prior to the close of each biennium, it is important to review all funds' budgets, consider actions taken by the Council since the last budget amendment, consider significant unappropriated expenditures, and adjust fund budgets accordingly, so as not to exceed approved legal appropriations. Amendments to the following funds will be recommended: <u>General Fund, Lakepointe Fund, and Surface Water Management (SWM) Fund.</u> Staff will bring forward an ordinance for the creation of a new Lakepointe Fund at the November 12 council meeting. This will be in conjunction with the adoption of the 2023-2024 budget amendments. Transfers from the General Fund and SWM Fund will provide needed revenues for the new Fund and certain expenditures are planned before the end of the year. These proposed expenditures were discussed at the October 21, 2024 council meeting as part of the budget presentations. <u>KAPE Fund.</u> Revenues need to be increased to better reflect actuals and program expenses were not originally budgeted and need to be included. <u>Public Art Fund.</u> Budget needs to be added to cover the Story Pole expenses.											

ARPA Fund. Additional budget needs to be added to allow for close out of the Fund.

Following Council's direction on the proposed budget amendments to the 2023-2024 budget, a public hearing will be held on Tuesday, November 12, 2024. An ordinance to formally amend the 2023-2024 biennial budget will be presented for approval following at the same Council meeting on Tuesday, November 12, 2024.

Fiscal Consideration:

Details of proposed revenue and expenditure adjustments are included in the attachment.

City Council Priority or Budget Objective Being Addressed:

All City Council Priorities. Per RCW 35A, the budget is the legal authority to expend public funds and controls those expenditures by setting the amount of the appropriation at the fund level by ordinance.

REVENUE					
Page 256 of 269					
FUND NO.	FUND	2023-2024 Adopted Revenue Budget	2023 Mid-Biennium Amendments	2024 Mid-Biennium Amendments	2023-2024 Amended Revenue Budget
001	General Fund	31,305,131	1,662,127		32,967,258
045	Strategic Reserve Fund	27,356			27,356
046	Strategic Opportunities Fund	135,018			135,018
101	Street Fund	3,850,380			3,850,380
105	KAPE Fund	800,000	(250,000)	200,000	750,000
110	Public Art Fund	1,400			1,400
115	Transportation Benefit District	726,305	480,000		1,206,305
130	ARPA Fiscal Recovery Fund	-			-
200	2016 & 2021 UTGO DS Fund	2,116,750			2,116,750
300	Transportation Capital Fund	5,636,383	4,292,230		9,928,613
301	Real Estate Excise Tax Fund (REET)	4,896,168			4,896,168
302	W&W Bond Project Fund	22,700			22,700
303	Park Capital Fund	749,300	(36,100)		713,200
304	Park Impact Fee Fund	505,670			505,670
305	Transportation Impact Fee Fund	1,043,334			1,043,334
306	Sammamish Bridge Replacement	1,381,785			1,381,785
307	Public Works Shop Fund	15,951,006	2,924,598		18,875,604
309	Lakepointe Fund	-	-	2,240,000	2,240,000
401	Surface Water Management Fund	6,318,615	837,050		7,155,665
402	SWM Capital Fund	4,215,496	2,790,192		7,005,688
403	Swamp Creek Basin	10,000			10,000
501	Equipment Replacement Fund	196,740			196,740
	TOTAL	\$ 79,889,537	\$ 12,700,097	\$ 2,440,000	\$ 95,029,634

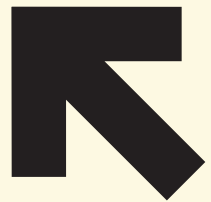
EXPENDITURES						Page 257 of 269
FUND NO.	FUND	2023-2024 Adopted Expenditure Budget	2023 Mid-Biennium Amendments	2024 Mid-Biennium Amendments	2023-2024 Amended Expenditure Budget	
001	General Fund	31,252,425	1,483,876	650,000	33,386,301	
045	Strategic Reserve Fund	-	-		-	
046	Strategic Opportunities Fund	576,000	-		576,000	
101	Street Fund	3,804,980	(21,198)		3,783,782	
105	KAPE Fund	641,200	(100,000)	200,000	741,200	
110	Public Art Fund	-	-	50,000	50,000	
115	Transportation Benefit District	700,000	480,000		1,180,000	
130	ARPA Fiscal Recovery Fund	4,932,411		203,103	5,135,514	
200	2016 & 2021 UTGO DS Fund	2,116,750			2,116,750	
300	Transportation Capital Fund	5,636,383	3,088,946		8,725,329	
301	Real Estate Excise Tax Fund (REET)	5,848,900	806,301		6,655,201	
302	W&W Bond Project Fund	-			-	
303	Park Capital Fund	775,700	1,297,500		2,073,200	
304	Park Impact Fee Fund	-	157,500		157,500	
305	Transportation Impact Fee Fund	700,000			700,000	
306	Sammamish Bridge Replacement	1,381,785			1,381,785	
307	Public Works Shop Fund	15,951,006	2,924,598		18,875,604	
309	Lakepointe Fund	-	-	2,148,789	2,148,789	
401	Surface Water Management Fund	8,467,779	1,203,778	290,000	9,961,557	
402	SWM Capital Fund	3,949,550	3,492,600		7,442,150	
403	Swamp Creek Basin	80,000			80,000	
501	Equipment Replacement Fund	470,000			470,000	
	TOTAL	\$ 87,284,869	\$ 14,813,901	\$ 3,541,892	\$ 105,640,662	

BUDGET ADJUSTMENTS - NOVEMBER 2024

Page 258 of 269

Account No.	Account Name	Current 2023-2024 Amended Budget	Recommended Budget Amendment Increase (decrease)	2023-2024 Amended Budget
Fund 001 General Fund				
REVENUES				
EXPENDITURES				
	Transfer to Lakepointe Fund	-	650,000	650,000
Fund 105- Kenmore Automated Photo Enforcement Fund				
REVENUES				
105.000.35310002	Photo enforcement revenue	550,000	200,000	750,000
	Adjust revenue forecast based on YTD actuals			
EXPENDITURES				
105.000.XXXXXXXX	KAPE program	-	200,000	200,000
	Adjust expenses to reflect program costs not originally budgeted			
Fund 110- Public Art Fund				
REVENUES				
EXPENSE				
110.000.57320.6006	1% for Arts Program	-	50,000	50,000
	For storypole and use taxes			
Fund 130 - ARPA Fiscal Recovery Fund				
REVENUES				
EXPENDITURES				
130.000.52120.5302	Police Services Contract	-	203,103	203,103
	To spend down remainder of ARPA funds			
Fund 309 Lakepointe Fund (to be created)				
REVENUES				
	Bond Anticipation Note	-	1,300,000	1,300,000
	Transfer from Surface Water Mgmt Fees	-	290,000	290,000
	Transfer from General Fund	-	650,000	650,000
EXPENDITURES				
	Deposit on Property	-	1,500,000	1,500,000
	Consulting	-	533,174	533,174
	Legal, other	-	115,615	115,615
Fund 401 Surface Water Management Fund (SWM fund)				
REVENUES				
401.000.XXXXXXXX		-	-	-
EXPENDITURES				
401.000.XXXXX.XXXX	Transfer to Lakepointe Fund	-	290,000	290,000

PROJECTED ENDING FUND BALANCE							
Page 259 of 269							
FUND NO.	FUND	2022 Actual Ending Fund Balance	Budget Revenues	Budget Expenditures	Amendments Revenues	Amendments Expenditures	2024 Projected Ending Fund Balance
001	General Fund	3,533,762	31,305,131	31,252,425	1,662,127	2,133,876	3,114,719
045	Strategic Reserve fund	1,365,196	27,356	-	-	-	1,392,552
046	Strategic Opportunities Fund	799,756	135,018	576,000	-	-	358,774
101	Street fund	2,270,571	3,850,380	3,804,980	-	(21,198)	2,337,169
105	KAPE Fund	-	800,000	641,200	(50,000)	100,000	8,800
110	Public Art Fund	119,725	1,400	-	-	50,000	71,125
115	Transportation Benefit District	151,522	726,305	700,000	480,000	480,000	177,827
130	ARPA Fiscal Recovery Fund	5,135,514	-	4,932,411	-	203,103	-
200	2016 UTGO Debt Service Fund	176,713	2,116,750	2,116,750	-	-	176,713
300	Transportation Capital Fund	2,443,877	5,636,383	5,636,383	4,292,230	3,088,946	3,647,161
301	Real Estate Excise Tax Fund (REET)	2,951,067	4,896,168	5,848,900	-	806,301	1,192,034
302	W&W Bond Project fund	59,961	22,700	-	-	-	82,661
303	Park Capital Fund	1,604,872	749,300	775,700	(36,100)	1,297,500	244,872
304	Park Impact Fee Fund	94,931	505,670	-	-	157,500	443,101
305	Transportation Impact fee Fund	360,027	1,043,334	700,000	-	-	703,361
306	Sammamish Bridge Replacement	617,654	1,381,785	1,381,785	-	-	617,654
307	Public Works Shop fund	429,799	15,951,006	15,951,006	2,924,598	2,924,598	429,799
309	Lakepointe Fund	-	-	-	2,240,000	2,148,789	91,211
401	Surface Water Management Fund	4,323,250	6,318,615	8,467,779	837,050	1,493,778	1,517,358
402	SWM Capital Fund	1,768,341	4,215,496	3,949,550	2,790,192	3,492,600	1,331,879
403	Swamp Creek Basin	450,390	10,000	80,000	-	-	380,390
501	Equipment Replacement Fund	690,533	196,740	470,000	-	-	417,273
	TOTAL	\$ 29,347,461	\$ 79,889,537	\$ 87,284,869	\$ 15,140,097	\$ 18,355,793	\$ 18,736,433



CITY OF KENMORE, WASHINGTON

2023-2024 BUDGET AMENDMENTS



Why End of Biennium Adjustment

- Prior to closing the 2023-2024 budget period, need to ensure expenditures do not exceed legally adopted budgets
- Adjust for previously approved Council actions and/or direction since the mid biennial review
- Unanticipated increases in certain expenditures as well as better than expected revenues

ADJUSTMENTS PROPOSED

- General Fund
- Surface Water Management (SWM) Fund
- Lakepointe Fund
- Kenmore Automated Photo Enforcement (KAPE) Fund
- Public Art Fund
- ARPA Fund

ADJUSTMENTS PROPOSED, cont

General Fund, expenditures

- Increase \$650,000 for transfer to Lakepointe
- No changes to revenues proposed

Surface Water Management Fund, expenditures

- Increase \$290,000 for transfer to Lakepointe
- No changes to revenues proposed

ADJUSTMENTS PROPOSED, cont

Lakepoint Fund

- New fund to be created (to Council 11/12)
- Detailed discussion provided at 10/21 council meeting (D. Bent)
- Revenues:
 - Bond Anticipation Note - \$1,300,000
 - Transfer from SWM - \$290,000
 - Transfer from GF - \$650,000
 - Total Revenues \$2,240,000
- Expenses:
 - Deposit on Property - \$1,500,000
 - Consulting - \$533,174
 - Legal, other - \$115,615
 - Total Expenses \$2,148,789

ADJUSTMENTS PROPOSED, cont

Kenmore Automated Photo Enforcement (KAPE) Fund

- Increase expenses \$200,000 to reflect program costs not originally budgeted
- Increase revenues \$200,000 to better align with projected actuals

ADJUSTMENTS PROPOSED, cont

Public Art Fund, expenditures

- Increase \$50,000 for Storypole costs and use taxes
- Leaves \$71,125 in fund balance
- No changes to revenues proposed

ARPA Fund, expenditures

- Increase \$203,103 to utilize remainder of ARPA funds for police contract services
- Leaves zero fund balance
- No changes to revenues proposed

2024 Budget Amendments Summary

Revenues

KAPE Fund	\$ 200,000
Lakepointe Fund	2,240,000
Total	<u>\$2,440,000</u>

Expenses

General Fund	\$ 650,000
KAPE Fund	200,000
Public Art Fund	50,000
ARPA Fund	203,103
Lakepointe Fund	2,148,789
SWM Fund	290,000
Total	<u>\$3,541,892</u>

TIMELINE: NEXT STEPS

10/28

Tonight's Presentation



11/12

**Public Hearing
and
Potential Adoption**



Thank you

Questions or Comments?

Melinda Merrell
Finance & Administration Director
mmerrell@kenmorewa.gov