



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

City of Kenmore
City Council Regular Meeting Agenda
7:00 p.m., Monday, November 19, 2018
Kenmore City Hall, Council Chambers
18120 68th Ave. NE, Kenmore, WA 98028

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

I. CALL MEETING TO ORDER

II. ROLL CALL

III. FLAG SALUTE

IV. AGENDA APPROVAL

V. CITIZEN COMMENTS

- A. This is an opportunity to express your views on issues that are important to you and to the community. Please limit your comments to three (3) minutes.
(If you would like to request interpreter services, the City would be happy to accommodate this service. Please contact Lauri Anderson, Senior Planner, at 425-398-8900 by Thursday, November 15)
*(Por favor, comuníquese con Lauri Anderson, landerson@kenmorewa.gov, 425-398-8900, antes del **15 de noviembre** si necesita los servicios de un intérprete durante la reunión que se celebrará el 19 de noviembre en la alcaldía (City Hall))*

VI. CONSENT AGENDA

- A. City Council Meeting Minutes of October 15, 2018
[Minutes](#)
- B. Authorize the City Manager to Execute the Administrative Services Contract (Contract 18-C1949), the Money Purchase Plan Adoption Agreement (Contract 18-C1954) and the Loan Guidelines Agreement (18-C1955) with ICMA-RC
[Agenda Item](#)

VII. BUSINESS AGENDA

- A. 2018 Comprehensive Plan Amendments - Debbie Bent, Community Development Director and Lauri Anderson, Senior Planner
(If you would like to request interpreter services, the City would be happy to accommodate this service. Please contact Lauri Anderson, Senior Planner, at 425-398-8900 by Thursday, November 15)
*(Por favor, comuníquese con Lauri Anderson, landerson@kenmorewa.gov, 425-398-8900, antes del **15 de noviembre** si necesita los servicios de un intérprete durante la reunión que se celebrará el 19 de noviembre en la alcaldía (City Hall))*
[Agenda Item](#)

VIII. PUBLIC HEARING

(Hearing will start at 7:30 p.m. or thereafter)

- A. Increase in Surface Water Management Service Charge Rates and the Imposition of a Surface Water Management General Facilities Charge - Richard Sawyer, Surface Water Manager
[Agenda Item](#)
[revised resolution](#)

IX. BUSINESS AGENDA

- A. Ordinance 18-0472 Setting the Regular Property Tax Levy for 2019 - Joanne Gregory, Finance and Administration Director
[Agenda Item](#)
- B. Ordinance 18-0473 Setting Excess Property Tax Levy for 2019 - Joanne Gregory, Finance and Administration Director
[Agenda Item](#)
- C. Ordinance 18-0474 Adopting the 2019-2020 Biennial Budget
[Agenda Item](#)
- D. Amendments to the 2017-2018 Biennial Budget - Joanne Gregory, Finance and Administration Director
[Agenda Item](#)
- E. Reappointment of Three Existing Commissioners to Additional 3-Year Terms Beginning on January 1, 2019 and Possible Changes to the Planning Commission Rules if Needed - Debbie Bent, Community Development Director
[Agenda Item](#)
- F. Field Use Policy for Moorlands Park Athletic Field and Direction on Field Rental Rates and Discounted Fees - Debbie Bent, Community Development Director
[Agenda Item](#)

X. STAFF REPORT

XI. COUNCILMEMBER REPORTS & COMMENTS & INITIATIVES

XII. ADJOURNMENT

Upcoming Meetings:

Monday, November 26, 2018 - Regular Council Meeting

**City of Kenmore
City Council Regular Meeting
Minutes
October 15, 2018**

CALL TO ORDER - Mayor David Baker called the meeting to order at 6:00 p.m.

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

RECESS TO EXECUTIVE SESSION

The meeting was recessed to executive session at 6:00 p.m. to discuss Potential Litigation per RCW 42.30.110 (1)(i).

RECONVENE TO REGULAR SESSION

The meeting reconvened to regular session at 7:00 p.m.

ROLL CALL

FLAG SALUTE

AGENDA APPROVAL

The agenda was approved as presented.

CITIZEN COMMENTS

Vicki Grayland
20308 73rd Avenue NE
Kenmore, Washington 98028

Ms. Grayland spoke about the upcoming K4C climate summit. She stated that anyone is welcome to attend.

Elizabeth Mooney
(Address on file)
Kenmore, Washington 98028

City of Kenmore - City Council Meeting Minutes
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Ms. Mooney urged the Council to investigate the heavy fumes that are affecting citizens. She told the Council to work with Puget Sound Clean Air Agency.

Matt Lacey
18830 52nd Avenue NE
Lake Forest Park, Washington 98155

Mr. Lacey introduced himself as a rowing coach for 25 years. He thanked the Council for considering the boathouse.

John Hendrickson
5919 NE 202nd Lane
Kenmore, Washington 98028

Mr. Hendrickson spoke about his displeasure with the consultant that was used for the pavement rehabilitation plan. He also spoke about sales tax numbers.

CONSENT AGENDA

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

The consent agenda included the following:

Total Check #s 40796 through 40880 in the amount of \$301,262.02.
Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic
Deposits Dated 9/28/18 in the Amount of \$133,017.69.

Authorize the City Manager to Execute Amendment No. 4 of Contract 17-C1657 with Mott MacDonald for Squire's Landing Park Waterfront Project

City Council Meeting Minutes of September 10, 2018

Approve the City of Kenmore 2019-2021 State Legislative Agenda

BUSINESS AGENDA

Rhododendron Park Boathouse Project Update and Action on Funding and Timing for Boathouse Option - Debbie Bent, Community Development Director and Ann Stanton, Parks Project Manager

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Community Development Director Bent and Project Manager Stanton presented a progress report and explained that staff is seeking Council direction on options for constructing a 20'x70' or 40'x70' boathouse to support crew programs for students and adults.

Rhododendron Park is a popular community park with 600 feet of shoreline along the Sammamish River. Improvements completed in 2017 (\$1.2 M) connected the developed park to the waterfront area with an accessible path, parking near the waterfront and a new boarding float for launching hand-powered watercraft.

A cost estimate was prepared on September 10, 2018 for two boathouse options. One option is a 40'x70' 2-bay structure concept as envisioned in earlier planning stages (\$701,454.). The higher estimate is due to the cost of constructing a pile-supported foundation which is necessary due to poor soil conditions at the building site. This structure would house 19 shells; these shells would accommodate 95-171 rowers and serve both the Kenmore Rowing Club and Northshore School District program needs.

The second option is a 20'x70' single-bay structure (\$479,959) that can be constructed under currently-budgeted funding provided that the Northshore School District commits \$255,000 in funding. The smaller building can store six shells, accommodating 30-54 rowers at a time. As noted in the attached report, the Kenmore Rowing Club anticipates growth from 28 to 100 participants in five years and Northshore School District from 91 to 400 participants.

A design advisory board of individuals with experience in rowing programs and facilities participated in the development of two boathouse options. The Kenmore Rowing Club, Northshore School District and Pocock Foundation participated. While the immediacy of the need supports building a smaller building now, an appreciation for (1) the space needed for a growing program and (2) the cost efficiencies of constructing in a single phase, leads to support by the committee for funding the larger building.

City Council direction is requested on whether to construct the smaller boathouse within the current budget in 2019, or should additional funding be secured in order to construct a 40'x70' boathouse. To construct the basic 40'x70' structure, an additional \$200,000 would be required. Including all the add-on elements for the 40'x70' option described on page 5 of the report, an additional \$337,000 is required, requiring a revised project budget of \$842,000.

MOTION: Councilmember Curtis made a motion to approve 4b with an additional pad for 2b when additional funding is available, Councilmember Smith seconded the motion. The motion passed 5-2-0 with Councilmember Denuski and Councilmember Srebnik opposed.

Ordinance 18-0466 Temporary Homeless Shelter - Nancy Ousley, Assistant City Manager, Bryan Hampson, Development Services Director and Jack Urquhart, Management Intern

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Staff explained that the City Council considered proposed Ordinance 18-0466 regarding temporary homeless shelters on September 24, 2018 which was prepared following a Council discussion on July 23, 2018. The revised Ordinance featured proposed regulations for: 1) indoor and outdoor temporary homeless shelters, and 2) cold weather low barrier shelters.

City staff and the City Attorney have revised the Ordinance based on Council actions taken on September 24, 2018 to:

- Outline a process for Council review and approval of cold weather low barrier shelters and temporary homeless shelters if more than one program applies to operate in Kenmore for the following year
- Allow cold weather low barrier shelters to operate for 31 consecutive days instead of 30 consecutive days
- Require sex offender and felony warrant checks for cold weather shelters

Note: After Council's direction on September 24, staff learned that the King County Sheriff Communication Center does not distinguish between felony and misdemeanor warrants in responding to warrant checks.

Council discussed the Ordinance.

MOTION: Councilmember Denuski made a motion to approve Ordinance 18-0466 as written, Councilmember Smith seconded the motion.

AMENDMENT TO THE MOTION: Councilmember Curtis made an amendment to the motion to replace the words “low barrier” with “minimal barrier”. The motion failed 3-4-0 with Councilmember Denuski, Mayor Baker and Councilmember Smith and Councilmember Srebnik voting no.

ORIGINAL MOTION VOTE: The motion passed 5-2-0 with Councilmember Curtis and Deputy Mayor Herbig voting no.

Resolution 18-313 Adopting Additions to the City's Personnel Policies to Establish Stand-By Pay and Adopting Additions to the Administrative Policy and Directives to Provide Safety Footwear Allowance - Ben Yazici, Muni Manage LLC

Consultant Yazici explained that that the City is about to start their own Public Works Operation. As part of this work, we are reviewing the existing city personnel and administrative documents to identify any missing policies. We have identified two areas

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where we need to make adjustments to the exiting policies; stand-by pay and safety boot allowance. The staff needs Council's direction for each one of these areas.

Kenmore contracts most public works and parks maintenance services to various private and public contractors. The largest contract, existing since our incorporation, is with the City of Lake Forest Park. This contract has worked well for our city for almost 20 years. As the needs of each city has evolved and the infrastructure maintenance demands have increased, both cities decided that each would be better served by having its own Public Works and Parks Maintenance Operation division. We have received notice from Lake Forest Park terminating the Public Works and Park Maintenance services they provide to Kenmore effective December 31, 2018.

The City hired Munimanage consultants to develop a Kenmore Public Works and Park Maintenance Division operation and implementation plan. We have shared the plan, the implementation schedule, and the associated costs with the Council during the August 13, 2018 Council meeting. The Council subsequently approved the plan and authorized the City to proceed with the required financial expenditures at the September 10, 2018 Council meeting. Since then, we have developed job descriptions, advertised positions to hire maintenance workers, and hired an architect to remodel the back side of the post office building for an office space for the new division.

In review of the City's policies to assure that appropriate policies are in place to run a new division, we have identified two areas where new policies will need to be developed.

- 1) Stand-By Pay – An employee is required to be on call after work hours to respond to citizen calls and emergencies. This was addressed previously by the City of Lake Forest as part of our contract. Lake Forest Park pays \$45 per day for that on-call employee to be able to come to the city within 30 minutes of a call, if needed.
- 2) Safety Boots – All employees working out on the field are required to wear steel-toed safety boots. We currently do not have an established policy for this.

To determine what each of the surrounding cities pay for the components identified above, we reviewed the labor/union contracts of Lake Forest Park, Bothell and Kirkland. Shoreline does not have a labor contract as they are not unionized, however, Shoreline has personnel and administrative policies which were reviewed. The summary of our review is depicted in the following table:

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CITIES	SAFETY WEAR	STAND BY PAY
KIRKLAND	\$200/EVERY YEAR	15% of Hourly Rate (\$85 to \$95 per day) 25% of Hourly Rate (\$130 to \$150 per day during holidays
LAKE FOREST PARK	\$500/As needed Not more than once a year	\$40/per day \$30/per day during emergencies like storm and ice conditions
BOTHELL	\$250/PER YEAR	\$45/per day
SHORELINE	No Policy	\$1.50 Per Hour (\$27 per day)
KENMORE (Proposed)	\$250 max./per year	\$45/per day

MOTION: Councilmember Denuski made a motion to approve Resolution 18-313 Adopting Additions to the City's Personnel Policies to Establish Stand-By Pay and Adopting Additions to the Administrative Policy and Directives to Provide Safety Footwear Allowance, Councilmember Srebnik seconded the motion.

Councilmember Curtis stated that he believes the footwear allowance should be \$300.00.

AMENDMENT TO THE MOTION: Councilmember Curtis made a motion to make the price of safety boots \$300.00 (instead of \$250.00), Deputy Mayor Herbig seconded the motion. The motion passed unanimously.

Presentation of 2019-2020 Proposed Biennial Budgets for General Fund Revenues-City Manager Rob Karlinsey, Assistant City Manager Nancy Ousley, Finance and Administration Director Joanne Gregory, City Clerk Kelly Chelin, Police Chief Pete Horvath and Development Services Director Bryan Hampson

Council and staff discussed the proposed budget, general fund revenue accounts and reviewed the City Council and City Manager budgets. Budget discussions will continue over the next several meetings.

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MOTION: Deputy Mayor Herbig made a motion to add \$1,200 for the City's K4C membership and come back to the Council for more information about joining in January, Councilmember Marshall seconded the motion. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 10:26 p.m.

ATTEST:

David Baker, Mayor

Kelly M. Chelin, City Clerk



City Council Business Agenda Item City of Kenmore, WA

Subject/Topic: Contract agreements with the International City Management Association Retirement Corporation (ICMA-RC) for administering the 401a and 457 deferred compensation retirement plans.

Proposed Council Action/Motion: Motion authorizing the City Manager to execute the Administrative Services Contract (Contract 18-C1949), the Money Purchase Plan Adoption Agreement (Contract 18-C1954) and the Loan Guidelines Agreement (Contract 18-C1955) with ICMA-RC

For Council Meeting Agenda of: 11/19/18
Department: Community Development and Finance & Administrative Services (representing the retirement committee)

Prepared by: Debbie Bent, Community Development Director and Joanne Gregory, Finance Director

	<u>Initial & Date</u>
Approved by Department Head:	DB 11/19/18
Approved by City Attorney:	[Signature] 11/19/18
Approved by Finance Director:	JG 11/19/18
Approved by City Manager:	[Signature]

Exhibits/Attachments:

INFORMATION/BACKGROUND: On 11/19/18 Staff requests that Council pass a motion authorizing the City Manager to execute three contracts with ICMA-RC to provide for the administration of the City's 401a retirement plan and 457 deferred compensation retirement plan. The City's 401a plan is a mandatory retirement plan for eligible employees, that replaces social security, with pre-tax contributions made by the employer at 5.2% and employee at 6.2% of earnings. The City's 457 plan allows employees to defer compensation for retirement on a pre-tax basis, participation is voluntary.

In July 2017, the City Manager provided a mission for the staff Employee Retirement Plan Committee. The mission was to identify a retirement plan provider for the 401a and 457 Deferred Compensation Plan that results in an optimal investment structure providing equivalent investment plan options with lower fees to the City and employees. The City contracted with the Hyas Group (Contract 17-C1729) to provide assistance to the committee in evaluating current plans, a Request for Proposal (RFP) process for a new provider and negotiating new provider contracts. Currently Nationwide administers the 401a plan. ICMA-RC, Washington State Retirement Plan and Nationwide are currently providers for the 457 Deferred Compensation Plan.

January through June of 2018 the Committee completed the RFP process with ICMA-RC selected as the preferred plan administrator for the 401a plan and 457 deferred compensation plan. The City is also keeping the Washington State Retirement Plan as an option for the 457 deferred compensation plan. The goal is to complete the transition to ICMA-RC by year end 2018. Staff is working with ICMA on preparing the final contract documentation.

1. **Contract 18-C1949 Administrative Services Agreement:** This agreement sets out the terms for ICMA to administer the plan including participation fees and administrative services offered to participants. The initial term of the agreement is 5 years, with automatic one-year renewals thereafter unless a 60-day termination notice is provided.
2. **Contract 18-C1954 Money Purchase Plan Adoption Agreement:** This contract outlines the terms for the 401a plan including eligibility requirements, contribution provisions and vesting provisions for example. Under the new ICMA plan employees hired on or after 1/1/19 will not be fully vested until the start of the fifth year of employment. The 401a plan will be available to all full-time employees, councilmembers, part-time employees who work 20 or more hours per week, and temporary employees hired for two or more years. The plan excludes part-time and seasonal employees and the option for these employees is social security contributions.
3. **Contract 18-C1955 Loan Adoption Agreement:** This contract sets up the parameters for implementing a loan program within the 401 and 457 plans. In order to offer loans to participants within the retirement plan the Internal Revenue Code requires that written guidelines (i.e. the loan adoption agreement) are established that govern the loan program. Loans were permitted under the former Nationwide 401(a) also.

FISCAL CONSIDERATION: None related to approval of the contracts. There is no change in the City's contribution to the plan and there are no additional costs other than attorney review and professional consulting by the Hyas Group.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED: Priority Based Budget (PBB) Governance result
"Protects, manages, optimizes and invests in its financial, human, physical and technology resources."



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: 2018 Comprehensive Plan Amendments Proposed Council Action/Motion: Review the 2018 Comprehensive Plan Amendments and request any changes prior to November 26 ordinance adoption	For Council Meeting Agenda of: 11/19/18 Department: <u>Community Development</u> Prepared by: <u>Debbie Bent, Community Development Director and Lauri Anderson, Senior Planner</u> Initial & Date Approved by Department Head: <u>DS 11/8/18</u> Approved by City Attorney: <u>NA</u> Approved by Finance Director: <u></u> Approved by City Manager: <u>DK</u> Exhibits/Attachments: 1. Comprehensive Plan changes related to the mobile home parks, including land use map changes 2. Changes to the Natural Environment Sub-Element 3. Email from Karen Walter, Muckleshoot Tribe
<u>INFORMATION/BACKGROUND:</u> At your November 19 meeting, staff will introduce the 2018 Comprehensive Plan amendments for your consideration. The Planning Commission held a public hearing on the draft amendments on November 6. Their final recommendations are attached (see Attachments 1 and 2). As you know, the City can amend the Comprehensive Plan only once a year, except for a limited number of exceptions. The Capital Facilities Element amendments you considered earlier this year were an exception to the general once-per-year rule, as are the Shoreline Sub-Element amendments that will accompany recommended amendments to the Shoreline Master Program early next year. Following is an explanation of the proposed 2018 amendments. <u>Mobile Home Parks</u> At your meeting on September 17, the City Council provided policy direction on treatment of the six mobile home parks in the City. The Council directed that the two mobile home parks on NE 175th Street (Inglewood East and Lakewood Villa) be assigned protective zoning. The remaining four mobile home parks (Lakewood, Lake Terrace, the unnamed park on NE 181st Street, and Kenmore Village) would have protective zoning for a period of 10 years, at which point an upzoning, with affordability requirements, would be applied. The proposed Comprehensive Plan amendments to the Land Use Element, Downtown Sub-Element and Housing Element (see Attachment 1) provide additional background information on the mobile home parks and address preservation. The amendment to the Comprehensive Plan map would put a new "MHC" (Manufactured Housing Community) designation over the two parks on NE 175th Street. The MHC designation is not recommended for the other four parks, as the long-term vision for those areas is not "Manufactured Housing Community." The Comprehensive Plan amendments are the first step in crafting new zoning regulations for the mobile home parks. Those regulations will be introduced to the City Council in early 2019. <u>Natural Environment</u> Recommended amendments to the Natural Environment Sub-Element (see Attachment 2) update background information on critical areas and make minor revisions to associated policies. These changes are the first step in the	

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critical areas update that is presently underway in front of the Planning Commission. It is anticipated that future amendments to the Shoreline Sub-Element will be more extensive.

During the comment period for the State Environmental Policy Act (SEPA) review of the amendments, the City received an email from Karen Walter, representing the Muckleshoot Tribe (see Attachment 3). Following a meeting with Ms. Walter on November 7, staff is recommending additional amendments to the Natural Environment Element. The following background text is found on page 4D-8 of Attachment 2. The Planning Commission's recommended amendments are shown in yellow highlighting. The proposed new text responding to Ms. Walter's concerns is in gray highlighting:

The water quality of the Sammamish River is largely influenced by the slow² moving nature of this lowland system and by the backwater effect from Lake Washington. The slow movement, while enhancing sediment deposition, also allows for development of dense stands of aquatic plants and higher algal productivity. The backwater affect means that warmer lake water with lower dissolved oxygen concentrations is significantly influencing the conditions in the lower reach of the river, especially during summer months; both of these conditions³. ~~Temperatures~~ are limiting for salmon. A 2015 study prepared for King County reported that "Elevated water temperatures may also adversely affect the fitness of adult Chinook salmon, delay their arrival at spawning grounds, or increase their susceptibility to disease/parasites," and have even resulted in mortality prior to spawning. Swamp Creek's cooler temperatures create an important thermal refuge for fish where the creek joins the river. Fecal coliform bacteria and various pollutants are additional water quality issues. Temperature, dissolved oxygen, and fecal coliform are water quality parameters that currently are listed by the Washington Department of Ecology as Category 5, a level of impairment that requires development of a Total Maximum Daily Load (TMDL) or water quality improvement plan. Ecology has been conducting studies in support of temperature and dissolved oxygen TMDL development since 2014.

The King County Water Quality Index rates⁴ the R⁵river at the Kenmore monitoring station as either of high or moderate⁶ of high concern with respect to water quality between 2000 and 2008⁷.

An amendment to Policy LU-15.2.2 also is recommended:

Policy LU-15.2.2 In partnership with other jurisdictions and interested parties, continue restoring stream and river channels and surrounding riparian areas to enhance water quality and fish and wildlife habitat and to mitigate flooding and erosion. Of particular interest is retention of forest communities along stream and river channels that provide shade and a source of woody debris to the aquatic habitat.

The fourth concern raised in Ms. Walter's email related to the historic extent of native use/occupation in Kenmore is more appropriately addressed at the time of the next full Comprehensive Plan periodic review. The information is for background only and does not relate to the mobile home park amendments that are proposed.

FISCAL CONSIDERATION:

None at this time.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

- Comprehensive Plan Objective H-3.1: "Encourage retention of the existing housing stock in Kenmore as a source of affordable housing."
- Comprehensive Plan Policy H-2.1.3 "Support housing options and services that enable seniors to stay in their homes or neighborhoods."
- City Council Goal 7: To increase the affordable housing stock.
- City Council Goal 8: To protect and enhance the water, air and forest environment.

LAND USE ELEMENT

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 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.

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, other
- 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
- 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.

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 2040

Vision 2040 is a regional growth strategy prepared by the Puget Sound Regional Council (PSRC) addressing King, Kitsap, Pierce, and Snohomish Counties. Vision 2040 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 2040, Kenmore is identified as a “Larger City,” which is described below:

Larger City A Larger City has a combined population and employment total over 22,500, but is smaller than a Metropolitan or Core City. Many of these 18 cities (which include Edmonds, Kenmore, Mountlake Terrace, Shoreline, and Woodinville) are home to important local and regional transit stations, ferry terminals, park-and-ride facilities, and other transportation connections. Central places within this group of cities are expected to become the more important subregional job, service, cultural, and housing centers over time. The Regional Growth Strategy envisions an expanding role for these cities in accommodating growth.

Vision 2040 contains the Multi-County Planning Policies required by the Growth Management Act and provides a common regionwide framework for countywide and local planning in the central Puget Sound region. Policies address the environment, development patterns, housing, economy, transportation, and public services. The policies reflect the commitment in the Vision 2040 vision statement to, “protect the environment, support and create vibrant, livable, and healthy communities, offer economic opportunities for all, provide for safe and efficient mobility, and use the region’s resources wisely and efficiently.”

Countywide Planning Policies

The 2012 King County Countywide Planning Policies define an Urban Growth Area within which urban development should occur. The City of Kenmore is included within the Urban Growth Area. Residential, commercial, and industrial development should occur in an urban context and be sufficiently dense to efficiently support urban services.

The policies establish a “centers” strategy. Growth is to be focused within cities with a countywide designated Urban or Manufacturing/Industrial Center such as Seattle’s Northgate and Kirkland’s Totem Lake areas. Local centers, including Kenmore, accommodate housing, employment and services in a compact form and at sufficient densities to support transit service and to make efficient use of urban land. As in Vision 2040, Kenmore is identified as a “Larger City.”

EXISTING CONDITIONS

History of Kenmore

Kenmore’s beginnings and cultural features help provide a context for understanding Kenmore today. This section addresses archaeological and historic resources in the City of Kenmore.

Native Americans

The 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, not more than 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.

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.

Kenmore Founders

Abundant timber lured settlers to the Kenmore area in the 1860s. The forest-covered hills were owned 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 is similar to the study area 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 the Kenmore portion of the road 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 Wayne Golf Course clubhouse.

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. 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 Bothell School District in 1916.

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. Even with this boost in residents, the town was still a small community of about 150 persons and a few businesses.

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.

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.

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 approximately 100 sites in Kenmore which are included in the 2010-2011 Historic Reconnaissance-Level Survey conducted by the King County Historic Preservation Program include:

- Kenmore Bridge over the Sammamish River
- Kenmore Community Clubhouse
- Aqua Club
- Inglewood Golf Course Clubhouse
- St. Edward Seminary
- St. Thomas Seminary (Bastyr University)
- Kenmore Air Harbor House
- Arnston-Hartlove Grocery
- Northlake Lutheran Church
- Church of the Redeemer
- Charles Thomsen House.

The above sites are located on **Figure LU-1**. Most are potentially eligible for local landmark status. The Kenmore Community Clubhouse was designated as a local landmark in 2015. The Thomsen House was designated as a King County Landmark prior to Kenmore's incorporation. Both of these local landmark properties are described more fully below.

According to the State of Washington Office of Archaeology and Historic Preservation, the St. Edward Seminary is listed on the State of Washington Heritage Register and in the National Register of Historic Places. The Charles Thomsen House may also be eligible for the Washington Heritage Register or the National Register.

The 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

The Charles M. Thomsen House was built in 1927 in the French Provincial Style. While the vast majority of Period Revival style residences in King County are located in Seattle, the handful of Period Revival homes in rural, unincorporated areas of the County consist of variations of the English Cottage and Colonial Revival Styles. The Thomsen Estate 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.

Kenmore Community Club

The Kenmore Community Clubhouse was constructed in 1929-1930 for the Kenmore Community Club. 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.

Figure LU-1

Historic Sites (NO CHANGE)

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-A and Figure LU-2**. Kenmore is largely a built-out community with a limited amount of unconstrained vacant land suitable for development, but significant opportunities for redevelopment.

TABLE LU-A
2015 LAND USE BY PARCELS - CITY OF KENMORE

CATEGORY	ACRES	PERCENT
Single-family	1,944	55.02%
Multi-Family	182	5.14%
Commercial	278	7.87%
Industrial	144	4.07%
Public	27	.77%
Schools	147	4.17%
Utility	10	0.27%
Parks	455	12.88%
Golf Course	135	3.82%
Open Space/ Greenbelt/Tract	42	1.19%
Vacant	166	4.70%
TOTAL	3,530	100%
Note: Acreage figures have been rounded.		

Source: King County Department of Assessments

Figure LU-2
Existing Land Use (NO CHANGE)

Most of the Kenmore's single-family residential growth will occur on remaining vacant parcels, estimated at 102 acres net available in 2007, 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 Air Harbor

Founded in 1946, Kenmore 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 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 2015, about half of the fleet was made up of de Havilland Otters (the largest planes, accommodating up to 10 passengers). The other half 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 2014, approximately 61,000 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

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:

- **Protection/maintenance of single-family residential areas.** This is a key concept of the Vision Statement to protect single-family areas and concentrate most multi-family in Downtown.
- **Concentration of commercial and business uses locations where they are currently located or in areas targeted for conversion.** New commercial development would primarily occur in the form of redevelopment in Downtown to minimize intrusion into single-family areas and to effectively concentrate these uses where alternative transportation modes are or will be available. The Community Business district provides additional opportunities for mixed use development to support Downtown and the local community.
- **Phasing out of heavy manufacturing and industrial uses in favor of mixed uses (commercial and residential) and clean light manufacturing.** 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.
- **Creation of a central place in Kenmore.** Creating a Downtown is central to the Vision Statement provisions including a central place for the community, promotion of centrally located multi-family and mixed-use development with access to alternative modes of transportation, and other provisions. The northwest quadrant of the 68th Avenue and SR-522 intersection is identified as an area for a concentration of smaller-scale civic and mixed uses, while the southeast quadrant of the same intersection would be developed with larger-scale private mixed-use master planned developments. Lakepointe would develop as planned in the southwest quadrant of the intersection.
- **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 (about 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.

As evidenced by the Kenmore Village project, 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 King County Buildable Lands project. The methodology for the jobs and housing capacity estimates is provided in the King County Buildable Lands Report 2014.

Assuming development in accordance with the Kenmore Land Use Plan and using 2012 as the base year, the City could accommodate an additional 4,503 housing units and an additional 3,945 jobs.

The City's 2012-2031 housing unit growth target established by the King County Countywide Planning Policies is 2,980 housing units. The adopted Land Use Plan would provide enough zoned capacity, and a more than sufficient market cushion, to exceed the 2031 housing unit target.

Jobs capacity also is greater than the City's 3,897 jobs target, although not by much.

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. In some cases, policies are cross-referenced in more than one Element or Sub-Element and this is noted by a policy reference in italics (e.g., *H-26.1.2*).

GOAL 1. *ENHANCE KENMORE'S QUALITY OF LIFE AS A PLACE TO LIVE, RAISE CHILDREN, RECREATE, WORK, SHOP, AND SOCIALIZE.*

OBJECTIVE 1.1	Provide a community atmosphere that is inclusive and family-friendly, with a small town feeling that fosters a sense of belonging and pride.
Policy LU-1.1.1	Encourage development within Kenmore that creates and supports a healthy and diverse community. Kenmore should contain affordable housing and employment opportunities and should protect the natural environment and significant cultural resources.
Policy LU-1.1.2	Through land use policies and development regulations that are consistent with state and federal laws, limit land uses and activities that may result in harmful secondary effects to the community, such as crime, vandalism, or neighborhood deterioration. Consider spacing requirements, buffers, landscaping, access, signage controls, business license and operating requirements, as well as other mechanisms to control secondary impacts.
Policy LU-1.1.3	Use incentives, regulations and programs to support land use patterns and development standards that encourage physical activity through walking and bicycling.
Policy LU-1.1.4:	Encourage businesses to locate in Kenmore so that residents have more opportunities to walk or bicycle to work.
OBJECTIVE 1.2	Endeavor to provide a complete community, compatible in character and design, containing housing, shops, work places, schools, parks, civic facilities, and community services.
Policy LU-1.2.1	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-1.2.2	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-1.2.3	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 existing residential character.
OBJECTIVE 1.3	Maintain and enhance the character of existing single-family neighborhoods by allowing compatible housing, improving infrastructure, and establishing appropriate site development standards.
Policy LU-1.3.1	Ensure that zoning regulations emphasize single-family dwellings as the principal use in the City's established single-family neighborhoods.
Policy LU-1.3.2	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, access, parking, and other standards.

- Policy LU-1.3.3 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. *(see Policy H-26.1.2)*

OBJECTIVE 1.4 Create a climate that fosters business creation and retention that positively contributes to the City's quality of life.

- Policy LU-1.4.1 Provide adequate land for commercial development of a character which enhances the community's goals, augments the tax base, and does not adversely affect the natural environment.

- Policy LU-1.4.2 Ensure zoning regulations accommodate a range of allowable business and commercial uses in appropriate locations at the neighborhood, community, and regional levels.

OBJECTIVE 1.5 Identify and prioritize properties for public acquisition and use.

- Policy LU-1.5.1 During the 20-year planning period, identify community needs and site the following facilities or uses in accordance with the Downtown Sub-Element and the Parks, Recreation and Open Space Element:

- Town Green and Community Building
- Parkland, particularly on the waterfront or in under-served areas
- Environmentally sensitive areas, where regulatory measures alone are insufficient.

- Policy LU-1.5.2 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-1.5.3 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.

GOAL 1.1. DEVELOP AND MAINTAIN A SUSTAINABILITY ACTION PLAN, OUTLINING STEPS THE COMMUNITY (INCLUDING CITIZENS, BUSINESSES, CITY ADMINISTRATION AND THE CITY COUNCIL) CAN TAKE TO SUPPORT SUSTAINABLE ECONOMIC PROSPERITY, SOCIAL EQUITY AND ENVIRONMENTAL HEALTH IN KENMORE.

OBJECTIVE 1.1.1 Encourage the availability of healthy, affordable, culturally acceptable food for all community residents.

Policy LU-1.1.1.1 Through land use regulations and economic development, encourage locally-based food production, distribution and choice.

Policy LU-1.1.1.2 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.

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, 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 of Districts and Densities. Utilize the following table to establish land use districts and basic and maximum densities allowed in the City.

LAND USE/ZONE DISTRICT	BASE DENSITY/ MAXIMUM DENSITY WITH BONUS ¹
Residential 1 Dwelling Unit Per Acre (R-1)	1 (4) ¹²
Residential 4 Dwelling Units Per Acre (R-4)	4 (6)
Residential 6 Dwelling Units Per Acre (R-6)	6 (9)
Residential 8 Dwelling Units Per Acre (R-8)	8 (12)
Residential 12 Dwelling Units Per Acre (R-12)	12 (18)
Residential 18 Dwelling Units Per Acre (R-18)	18 (27)
Residential 24 Dwelling Units Per Acre (R-24)	24 (36)
Manufactured Housing Community (MHC)	12 to 20
Downtown Residential	48 to 72 (72)
Neighborhood Business (NB)	8 (24)

¹Maximum density may be exceeded when a significant public benefit is provided. Examples include transit-oriented development, MHC preservation, or an approved development agreement.

¹² In the R-1 zone, the base density of 1 unit per acre may be transferred onsite to less constrained property. The bonus indicated in parentheses may only be transferred off-site to a density receiving area such as the Downtown. Bonus criteria are subject to requirements of the Kenmore Municipal Code.

LAND USE/ZONE DISTRICT	BASE DENSITY/ MAXIMUM DENSITY WITH BONUS
Community Business (CB)	24 (36)
Waterfront Commercial (WC)	48 (72)
Urban Corridor (UC)	48 (72)
Regional Business (RB)	48 (72)
Downtown Commercial	48 to 72 (72)
Public and Private Facilities (PPF)	n/a
Special Study Area	Special District

b. District Descriptions. Utilize the following purpose statements to distinguish the land use districts.

- Residential: The purposes of the Residential Districts are to implement Comprehensive Plan policies for housing quality, diversity, and affordability, and to efficiently use land, public services, and energy. In the R-1 district, the primary uses are single detached dwellings clustered as appropriate in relation to environmental constraints. In the R-4 through R-8 districts, Residential District purposes are accomplished by providing for predominantly single detached dwelling units on lot sizes that vary according to district. In the R-12 through R-24 districts, Residential District purposes are accomplished by allowing for a mix of predominantly apartment and townhouse dwelling units with a variety of densities according to district. In the Residential Districts, accessory uses and complementary nonresidential uses that are compatible with residential communities may be allowed.

- Manufactured Housing Community: The Manufactured Housing Community District is intended to ensure consistency with RCW 36.70A.070(2)(c) which requires that sufficient land be available for all types of housing including manufactured housing. The Manufactured Housing Community District promotes residential development that is higher density than single-family, but single-family in character. The land use designation is assigned to existing manufactured housing communities.

- Downtown Residential: The Downtown Residential District provides higher density residential development in support of the Downtown Commercial District. Limited retail and office uses are also allowed as part of mixed-use developments. The District represents an opportunity to provide a range of housing types in the community with attention to appearance and scale. The Downtown Residential land use plan classification is implemented by the Downtown Residential zone.

Some limited existing uses requiring vehicle storage that continue to contribute to the economic vitality of downtown are permitted to

continue their business on existing properties, but are encouraged to transition the use of their properties to those more in keeping with the first paragraph of this intent statement.

- **Neighborhood Business:** The purposes of the Neighborhood Business District are to provide convenient daily retail and 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 District 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 District.
- **Waterfront Commercial:** The purpose of the Waterfront Commercial District 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 District 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 development, 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 standalone multifamily development. 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 District 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 district.

- **Downtown Commercial:** The Downtown Commercial District features a mix of private and public uses designed to create a small-town feel, and pedestrian-friendly environment. Public places, sidewalks, extensive landscaping, transit-orientation, shared or structured parking, protection of environmentally sensitive areas, 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, offices, small-scale commercial and retail, 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. Park-and-Ride/Transit Centers are promoted along SR-522, particularly in the Northwest Quadrant of the 68th Avenue NE/SR-522 intersection.

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. The Downtown Commercial land use plan classification is implemented by the Downtown Commercial zone.

- **Public and Private Facilities:** The purpose of the Public and Private Facilities District is to identify and retain public and private lands primarily utilized for parks, recreation, schools, medical facilities (e.g. hospitals, clinics, medical districts etc.), non-profit service uses and organizations, utilities, government buildings, and other administrative or institutional uses. 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-3A. 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-3A** 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.
- **Lakepointe Mixed Use Master Plan:** A site development permit and Master Plan are approved for the Lakepointe site specifying permitted uses and development consistent with the Property-Specific (P-suffix) Development Standards. Northshore Comprehensive Plan Policies K-11 and K-12, adopted in Exhibit "C" to Ordinance 98-0027 that was reaffirmed in Ordinance 03-0177, continue to be in effect for this property.

Policy LU-2.1.3 Multi-family classifications should be applied as follows:

- a. Primarily located in the Downtown area in mixed-use developments and in neighboring areas already containing multi-family uses;
- b. In or next to Regional, Community, or Neighborhood Business Centers; and,
- c. 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. Strategically located to maximize the potential success of the hierarchy of commercial classifications. The priority area for commercial development should be the Downtown;
- d. Sized appropriately to accommodate sufficient land to accommodate community business and services needs;
- e. Located in areas with current or planned pedestrian access; and
- f. 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, including geographic area affected and issues presented;
- 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 are accompanied by any changes to development regulations, modifications to capital improvement programs, subarea, neighborhood, and functional plans required for implementation so that regulations will be consistent with the Plan.

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. Implement and be consistent with the Comprehensive Plan and other adopted land use goals, policies, and plans;
 - c. Be expeditious, predictable, clear, straightforward, and internally consistent;
 - d. Provide clear direction for resolution of regulatory conflict;
 - e. Be enforceable, efficiently administered, and provide appropriate incentives and penalties;
 - f. Be consistently and effectively enforced;
 - g. Create public and private benefits worth their cost;
 - h. Be coordinated with timely provision of necessary public facilities and services;
 - i. Be coordinated with special purpose districts and other public agencies to promote compatible development standards in Kenmore;
 - j. Be responsive, understandable, and accessible to the public;
 - k. Provide effective public notice and reasonable opportunities for the public (especially those directly affected) to be heard and to influence decisions;
 - l. 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);
 - m. Treat all members of the public equally and base regulatory decisions wholly on the applicable criteria and code requirements; and,
 - n. 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.

OBJECTIVE 2.3 Establish a system of densities and development standards that allows for efficient infrastructure and service delivery while protecting environmental resources, and acknowledging neighborhood character.

- Policy LU-2.3.1 Through future planning efforts over the next twenty years, seek to achieve an average zoning density of at least seven homes per acre in the City through a mix of densities and housing types, appropriately located. Higher density classifications should be applied primarily in and around the Downtown. Lower density classifications, generally no less than four dwelling units per acre, should be applied to established single-family neighborhoods. A lower density zone may be used to recognize significant environmentally sensitive areas.
- Policy LU-2.3.2 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-2.3.3 Review Uniform Building codes and make amendments to remove barriers to achieving desired densities, such as increased stories of wood frame construction.
- Policy LU-2.3.4 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-2.3.5 Through density incentives, encourage development to provide innovative low-cost 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.

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, economic development, Downtown revitalization, energy efficiency or affordable housing objectives. 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.

Policy LU-2.4.3 Ensure that infrastructure and facilities are sized appropriately to community needs and are located with attention to the desired neighborhood character.

Policy LU-2.4.4 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-2.4.5 Through zoning and subdivision regulations, require that residential developments, including mobile 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-2.4.6 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. IDENTIFY, PRESERVE, AND ENHANCE THE CULTURAL RESOURCES OF KENMORE.	
OBJECTIVE 3.1	Promote and support visual, literary, and cultural arts and activities in the community.
PolicyLU-3.1.1	Encourage King County to continue to provide arts and culturally-based services to the City of Kenmore through its existing programs, and to provide technical assistance for locally-generated programs.
Policy LU-3.1.2	Encourage shared, multipurpose use of regional and community facilities for cultural activities to maximize their efficient use and to expand public access to cultural opportunities.
Policy LU-3.1.3	Develop a public art program that provides art in public facilities, projects and places to enhance community character and quality of life. Priority locations should include Downtown, government facilities, and municipal parks. Maintenance and conservation should be considerations in the development and management of public art.
OBJECTIVE 3.2	Promote the preservation of significant historic and archaeological sites and structures.

- Policy LU-3.2.1 Establish a partnership between Kenmore, King County, the Kenmore Heritage Society and citizen volunteers in order to comprehensively inventory historic and archaeological resources. Use the inventory to guide decision-making in resource planning, environmental review, and resource management.
- Policy LU-3.2.2 Encourage land uses and development that retain and enhance significant historic and archaeological resources and sustain historic community character.
- Policy LU-3.2.3 Coordinate with Native American Tribes, the King County Historic Preservation Officer, 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-3.2.4 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 3.3 Encourage local activities which promote the community's history.

- Policy LU-3.3.1 Support the efforts of the Kenmore Heritage Society to document Kenmore's history, and provide educational materials and resources to all ages.
- Policy LU-3.3.2 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-3.3.3 When dedicating new civic facilities, consider naming them in honor of historical events or persons of significance to the community.

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:

- An annual monitoring program for assessing, development trends, services and infrastructure
- Historic resource preservation funding
- Public arts programs
- Partnerships with historic groups and agencies.

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:

- Permitted uses in single-family zones
- Permitted uses in commercial zones

- Development standards addressing neighborhood character and compatibility with surrounding development
- Zoning categories – consistency with Comprehensive Plan
- Density bonuses, density transfer, 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:

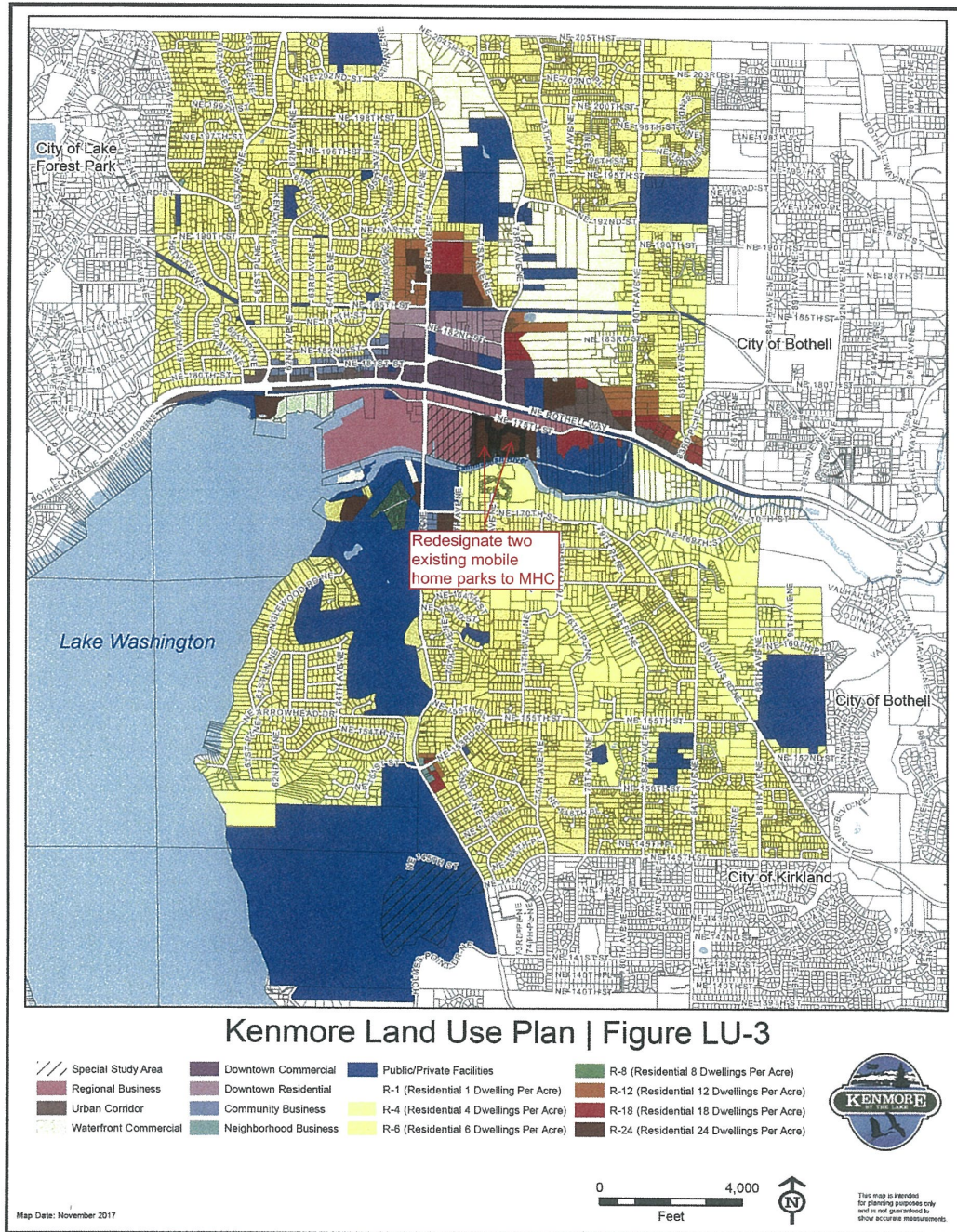
- Coordination with special districts and County regarding services
- Support of County historic resources programs
- Coordination with County/State agencies regarding historic/cultural resources during development review.

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Figure LU-3
Kenmore Land Use Plan (REPLACE MAP)



DOWNTOWN SUB-ELEMENT

INTRODUCTION

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 “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 SR-522.

The Vision Statement foresees Kenmore as:

- A fun, vibrant waterfront community that has its own sense of place and an identifiable, walkable downtown offering commercial, civic, cultural and park spaces, integrated with multifamily housing.

EXISTING CONDITIONS

Current Development Conditions and Trends

Most of Kenmore’s existing commercial development is concentrated along SR-522, including the Kenmore Square and Safeway complexes. Recent construction of City Hall and the Kenmore Library, and the proposed construction of the Kenmore Village mixed use project, the Town Green and the Community Building, are the first steps to creating a walkable Downtown core, surrounding the intersection of 68th Avenue NE and NE 181st Street.

There is recent residential development on the periphery of the core, with redevelopment of single-family sites east of 68th Avenue NE on NE 182nd Street and redevelopment of a former park-and-ride lot into the Spencer 68 apartment project on the west side of 68th Avenue NE near NE 182nd Street.

Existing manufactured housing communities in the Downtown provide higher density, more affordable, single-family housing.

The future Lakepointe development on Lake Washington at the southwest corner of SR-522 and 68th Avenue NE could have a dramatic impact on the City from both a physical and economic point of view. With a current permit for over 650,000 square feet of commercial/office/hotel development and 1,200 housing units in a waterfront setting, the development could represent one of only four or five waterfront mixed-use developments on Lake Washington.

Market Area

The City of Kenmore has the potential to provide retail goods and services for an area beyond its own boundaries. The market area for any commercial district is determined by several factors:

- Distance to surrounding population.
- Natural boundaries and impediments to travel.
- Transportation links.
- Competing development.
- Scope of existing development in the district.

The projected market area for Kenmore lies within an approximate 3 mile radius around the City Center. The area extends west to approximately I-5; south into Lake City; north into Snohomish County; and east

to I-405. The existence of regional commercial centers largely determines these boundaries. Kenmore currently loses a significant portion of retail spending by Kenmore residents to businesses outside of Kenmore.

Lakepointe or a similar development on that site has the potential to serve a much wider area. As noted above, it will be one of only a few mixed-use concentrations on Lake Washington. As such, it has the potential to provide a mix of restaurants, shops, office, and lodging, which could attract users from a much wider radius. This is significant because it increases the commercial potential of Lakepointe, as well as targeting a different type of commercial activity from the existing core businesses.

Opportunities for Development

The opportunities for development in Downtown Kenmore can be considered in terms of the relationship to Lakepointe, and the types of uses which are supportable:

Relationship to Lakepointe

As noted above, Lakepointe has the potential to offer a high amenity setting for various specialty retail and other commercial uses, serving a broad market area. Comparable developments include Downtown Kirkland and Carillon Point. Factors affecting its relationship to the Downtown Core are its lakefront site, and the barriers represented by SR-522. While Lakepointe may include a grocery store and other traditional neighborhood scale uses, the existing core should continue to capture the food and miscellaneous retail spending by residents north of SR-522. The role of the core should be enhanced with growth in single-family housing to the north and multi-family development to the east and west.

Demand by Development Type

The types of development likely to be supported within the area are described in a summary fashion below.

- Multi-family residential. Such development is already occurring in the area and reflects the need for increasing density throughout the urbanized area. The area to the east is particularly well suited for such development, located between the commercial core and the public service concentration on 73rd Avenue NE to the east.
- Manufactured housing communities. The existing manufactured housing communities provide more affordable, unsubsidized single-family homeownership for seniors and lower-income households.
- Neighborhood commercial development. Additional grocery, drugstore, eating/drinking, miscellaneous retail, personal and business services will be required as the local area and larger market area grow over time. These uses should be increasingly accessible to pedestrians as well as automobiles.
- Mixed-use development (residential with office and retail). Horizontal mixed-use, with residential next to commercial is favorable in the area, and conditions allowing for vertical mixed use developments are likely favorable in the near future.
- Corridor commercial. Such development along SR-522 will continue to be viable given the volume of traffic on SR-522. However, the overall vision is to convert the area from a commercial strip corridor to a mix of non-auto-oriented uses, taking advantage of lake views and proximity to transit.
- Light manufacturing. Small-scale advanced or artisanal manufacturing could offer significant new employment opportunities.

Long Term Opportunities

The large parcels like the Plywood Supply site south of SR-522 and east of 68th Avenue NE provide an important resource for large-scale planned development in the future.

Kenmore Urban Design Inventory and Analysis

The location, frequency and quality of buildings, parking lots, pole signs, sidewalks, crosswalks, landscaping and street trees are elements of urban form that individually and collectively determine visual cohesiveness, comfort, and pedestrian-orientation in urban areas. With regard to the Downtown area, issues impacting design include:

- Many of the buildings are not built to the edge of the street, and are of discontinuous size, location, and shape. These buildings do not form a consistent or recognizable urban form or a continuity of pattern. Typically buildings that are set back from the street or have parking lots separating them from the street, discourage pedestrian activity and are simply less pleasant for walking. Many such buildings are found within the Downtown area. However, new development must comply with adopted site and building design standards that address these issues.
- Pole signs are mostly found on the north side of SR-522 between 61st Avenue NE and 80th Avenue NE, where automobile-oriented retail uses predominate. Frequent use of pole signs can create visual clutter, particularly when competing with other street elements such as billboards, telecommunication towers, utility poles, streetlights, etc.
- The predominance of parking lots in the Downtown area is indicative of the overall auto-oriented nature of the region. The numerous access points to and from the parking lots of establishments along SR-522 create potentially hazardous situations as vehicles enter and exit the traffic flow from SR-522.
- There are few sidewalks in the Downtown area.
- There are little or no street trees along major arterials and along portions of SR-522, with the exception of those separating SR-522 from the Burke-Gilman trail.
- Parks and open space uses include Log Boom Park and the Burke-Gilman Trail. Nearby parks include Rhododendron Park, Squire's Landing Park, and the State Boat Launch facility.
- Several major natural features exist within the Downtown area, including Swamp Creek, the Sammamish River, and Lake Washington. Steep hillsides sloping to the north offer views to the Lake.
- In Kenmore, pedestrian destinations and generators include bus stops, grocery stores and other retail establishments, City Hall, the Burke-Gilman Trail, Kenmore Library, the Park and Ride lot, Log Boom Park, and Rhododendron Park. Nearby mobile home parks, apartments, and senior housing complexes also function as pedestrian generators. The Lakepointe mixed-use development will be a major pedestrian generator in the future.
- The high speed and volume of traffic, the lack of sidewalks, the width of the roadway, and the lack of other pedestrian amenities in some portions make SR-522 a significant barrier to pedestrian travel in Kenmore. 68th Avenue NE also functions as a barrier, though less significantly than SR-522. These road corridors essentially "divide" central Kenmore into four quadrants.

- Key pedestrian crossings exist at the intersections of SR-522 and 61st, 68th, 73rd and 80th Avenues NE, with crosswalks and pedestrian signalization in place. Additional pedestrian crossings along Bothell Way could help break up the considerable distance pedestrians must currently travel to cross SR-522.

Figures LU-4 and LU-5 portray the above conclusions.

Figure LU-4
Downtown Inventory (NO CHANGE)

Figure LU-5
East Study Area Inventory (NO CHANGE)

DOWNTOWN PLANS

The Kenmore Comprehensive Plan focuses upon the establishment of a Downtown core. During the development of Downtown Strategies, the following guiding principles were considered:

General

- Plan for and implement an attractive, vital, pedestrian-oriented, transit friendly, city center offering commercial, civic, cultural and park spaces, integrated with higher density housing.
- Address the different characteristics of Downtown by encouraging regional serving development south of SR-522 and local serving development north of SR-522.¹
- Support redevelopment in accordance with the Vision for the Downtown through investment in public infrastructure including transportation, utility, and civic infrastructure.
- Give priority to creating indoor and outdoor public spaces; promote community activities meeting the needs of a range of ages and interests. Outdoor spaces should include plazas, parks, and public green spaces. Encourage the efficient use of space and shared uses where appropriate.
- Give priority consideration to strong linkages between the four Downtown quadrants and the surrounding neighborhoods. Pedestrian crossings, including a grade-separated crossing of SR-522, linking the north and south quadrants, should be readily accessible, functional, visually attractive, safe, and inviting links to key destinations, and should provide a Kenmore identity.
- Create a Downtown circulation system that promotes mobility for all modes of travel, emphasizing a loop road circulation system.
- Create an interconnected system of trails, sidewalks, bikeways, and open spaces in Downtown.
- Promote the revitalization and expansion of business and retail compatible with the character of the Downtown districts. Encourage businesses that draw patrons during both the day and evening. Provide an adequate mix of on-street, surface, and structured parking, and encourage shared parking options.
- Provide high density, high amenity (includes public spaces and private facilities) pedestrian oriented residential neighborhoods meeting the housing needs of a variety of income levels, and developed at densities high enough to support transit and commercial uses. Off-street parking should be encouraged.
- Coordinate public and private investment to achieve optimal leverage of public funds.
- Create an identity for the Downtown and SR-522 by giving priority consideration to improving the appearance of the physical environment through design guidelines, sidewalks, landscaping, street trees, public art and signage.
- The Downtown should acknowledge and create a beneficial and symbiotic relationship with SR-522.

¹ Regional serving development generally refers to mixed-use compact development recognizing Kenmore's position as a regional transportation center and featuring larger scale commercial, office, and multi-family developments, attracting people from a much larger area than just Kenmore. Local serving development generally refers mixed-use developments including high-density housing, civic and governmental, offices, small-scale commercial and retail, and locally oriented professional and personal services, primarily serving the Kenmore community.

- Integrate and manage Downtown development to support sound ecological principles by responding to natural landforms, providing storm water management, improving water quality and retaining and adding green spaces.
- Identify Downtown view corridors of significant off-site features (i.e. Lake Washington, Cascades, and surrounding hillsides), giving priority consideration to provision of public physical and visual access from the Downtown quadrants to the waterfront.
- Locate new Civic Center facilities (including the Town Green and Community Building) in the northwest quadrant to provide the greatest stimulus to redevelopment. If there is a truly unique opportunity in another quadrant of the Downtown that would meet the balance of Civic Center criteria, it should not be ruled out.
- Locate a multi-modal transportation facility Downtown, linked with other public facilities and spaces, functioning as a key node within a larger regional system.
- A large, functional, open, outdoor space should be created to function as a focal point and “public square,” providing opportunities for public and private gatherings.

Given these principles, the City has developed a Downtown strategy (Kenmore Downtown Plan, April 2003) with four key components:

DOWNTOWN STRATEGY

Component 1: Land Use Districts

Component 2: Circulation Plan

Component 3: Strategic Civic Investment Area

Component 4: Implementation Strategies

Land Use Districts

Recognizing the different character of the quadrants around the 68th Avenue NE and SR-522 intersection, the City has applied ~~three~~**four** districts in the Downtown.

- Downtown – Commercial: To promote a community-serving mixed use area, north of SR-522, the Downtown Commercial District features a mix of private and public uses designed to create a small-town feel, and pedestrian-friendly environment. Public places, sidewalks, extensive landscaping, transit-orientation, shared or structured parking, protection of environmentally sensitive areas, 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, offices, small-scale commercial and retail, 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. Park-and-Ride/Transit Centers are promoted along SR-522.
- Downtown – Residential: The Downtown Residential District in the northeast and northwest quadrants provides higher density residential development in support of the Downtown Commercial Zone. Limited retail and office uses are also allowed as part of mixed-use developments. The District represents an opportunity to provide a range of housing types in the community with attention to appearance and scale.

- **Manufactured Housing Community:** The existing manufactured housing communities in the Downtown provide higher density single-family housing that is more affordable for seniors and lower-income residents. Some of the communities may be appropriate for long-term preservation; others may not be compatible with the future Downtown vision, particularly as high capacity transit comes to the City.
- **Regional Business with Mixed-Use Master Plan Requirements:** The Regional Business District encompasses the southwest and southeast quadrants of the 68th Avenue NE/SR-522 intersection and includes areas commonly referred to as the Lakepointe (Kenmore Pre-Mix) and the Plywood Supply areas. Property conditions and overlay districts, and in some locations, design standards, not only recognize Kenmore's position as a regional transportation center for larger scale commercial, office, and multi-family developments, but also promote a mixed-use, compact development with coordinated internal circulation, shared or structured parking, compatible design and signage, and direct access to public transportation. Emphasis is placed on public access to the waterfront, protection of environmentally sensitive areas, building modulation and façade treatments that help create a human scale, and land use/design transitions and linkages to neighboring districts.

Circulation Plan

The three Downtown Special Districts would be linked together by a circulation system shown in **Figures LU-6 and LU-7** (provided later in this Chapter), with the following features:

- Loop road system around intersection of 68th Avenue and SR-522
- Walking paths / trail loop around Downtown
- Increased shoreline public access pedestrian links
- Pedestrian bridge(s) or underpass crossing SR-522
- Large blocks broken up with pedestrian walkways
- Existing street pattern remains with revisions of intersections at:
 - 65th Avenue NE and NE 181st Street
 - 68th Avenue NE and NE 181st Street
 - 68th Avenue NE and NE 175th Street
 - NE 181st Street and 73rd Avenue NE
- Sidewalks and street trees added throughout

Strategic Civic Investment Area

Revitalization of Downtown will involve a public/private partnership. The vast majority of property in Downtown is and will remain in private ownership. Private property owners will determine their property investment and development. City plans and regulations will guide and encourage development to meet the community vision. It is anticipated that private development will occur according to market forces in the southwest and southeast quadrants of the 68th Avenue NE and SR-522 intersection, due to the desirability of the Lake Washington and Sammamish River location, and with the spillover effects of the Lakepointe development. It is likely that incentives will be needed to stimulate development in the northwest and northeast quadrants of the intersection, due to the numerous, small, privately owned parcels. To provide a "central place" for the community and to stimulate complementary private investment, the City intends to focus its future civic investment in the northwest quadrant of 68th Avenue NE and SR-522 intersection, as shown on **Figure LU-8** (provided later in this Chapter). Strategic civic investment is planned to include a Town Green and Community Building as part of the Civic Center complex that includes City Hall and the Kenmore Library. Other civic investments proposed include street and

infrastructure improvements such as road realignment, sidewalks, and street trees. These improvements would support existing businesses and be complemented by private investment in commercial, office, and multi-family uses. While the priority location for civic investment is the northwest quadrant, City policies and the implementing Downtown Plan allow for the City to balance multiple City goals and consider unique opportunities in other Downtown locations.

Implementation Strategies

Implementation strategies are an identification of key actions or activities that, if pursued, would further the concepts found in the Comprehensive Plan and implementing plans and regulations, and may be essential to success of the overall strategies. A key implementation guide to this Downtown Element includes the separate Downtown Plan that addresses near-term and long-term activities including, Business Retention, Economic Development, Infrastructure/Services, and Regulations/Permitting. Key regulations that have been developed in response to this Downtown Element and as part of the Downtown Plan include land use/zoning districts described generally above and design standards. Implementation Strategies are summarized further at the conclusion of this Chapter.

GOALS, OBJECTIVES, AND POLICIES

Following are the Downtown goals, objectives and policies. In some cases, policies are cross-referenced in more than one Element or Sub-Element, and this is noted by a policy reference in italics (e.g., *Policy LU-2.5.1*).

GOAL 4. MAKE DOWNTOWN THE FOCAL POINT OF THE COMMUNITY.

OBJECTIVE 4.1 Identify and support Kenmore's Downtown as a center for commercial, civic, cultural, park, and higher density housing uses and activities.

Policy LU-4.1.1 Consistent with the districts identified in Policy LU-2.1.2, encourage a mix of uses in Downtown including several or all of the following:

- a. Government, educational, health, human service, and public safety facilities;
- b. Retail stores and services;
- c. Professional offices;
- d. Business/office parks;
- e. Multi-family housing, manufactured housing communities and mixed-use developments;
- f. Underground, under-building, structured, and/or shared parking; and,
- g. Parks and open space.

Policy LU-4.1.2 Identify Downtown Kenmore as a Larger City pursuant to Vision 2040 and the King County Countywide Planning Policies. Larger Cities are locally defined central places providing an array of land uses with sufficient densities and intensities to encourage transit and non-motorized transportation.

Policy LU-4.1.3	Work with other organizations to promote civic and community events which foster community pride and promote the Downtown.
OBJECTIVE 4.2	Define Downtown Land Use District Character.
Policy LU-4.2.1	Provide for land use districts that address the different characteristics of downtown by encouraging regional serving development south of SR-522 and local serving development north of SR-522.
Policy LU-4.2.2	Focus public investment and civic uses, as well as mixed uses, in the northwest quadrant of the 68 th Avenue NE and SR-522 intersection as conceptualized in Figure LU-8 . If there is a truly unique opportunity in another quadrant of the Downtown that would meet multiple City goals and other City evaluation criteria, it should not be ruled out.
OBJECTIVE 4.3	Define varying development intensities and scales within the Downtown.
Policy LU-4.3.1	Create and apply different intensity or density standards that address the different characters of different areas of Downtown. Types of land uses allowed may be more intensive in regional-serving districts than in local-serving districts.
Policy LU-4.3.2	Vary design and development standards by district such as floor area ratios, building heights, ground-level and upper-story setbacks, building modulation, and façade treatments, dependent upon the regional-serving or local-serving nature of the differing areas. Development standards also should consider topography, view corridors, and compatibility with adjacent residential uses surrounding the different areas of the Downtown.
OBJECTIVE 4.4	Identify development and redevelopment incentives and infrastructure phasing in the Downtown.
Policy LU-4.4.1	Invest in transportation, surface water, civic, and park infrastructure and facility improvements in portions of the Downtown where public investment has the most potential to stimulate private reinvestment and redevelopment.
Policy LU-4.4.2	Identify Downtown as a receiving area for density transfers from properties with environmentally sensitive areas or to preserve existing affordable housing .
Policy LU-4.4.3	Give Downtown locations the highest priority when siting City and government facilities which have significant employment or destination potential.
Policy LU-4.4.4	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;
- f. Reduced permit fees and/or delayed fees; and
- g. Joint public/private loan guarantee pools.

Policy LU-4.4.5 Implement a Downtown plan to facilitate development in the Downtown that meets the community vision. Guide Downtown implementation strategies with input from key Downtown and community stakeholders.

OBJECTIVE 4.5 Beautify Downtown with attractive, functional, and enduring buildings and places.

Policy LU-4.5.1 Focus design review standards and guidelines towards Downtown as well as commercial and multi-family development Citywide. Ensure that provisions allow for creativity and flexibility while meeting common design principles. (*see Policy LU-10.1.2*)

Policy LU-4.5.2 Promote the concept of a “center” through the use of common design themes such as street and landscape materials, and building style and materials.

Policy LU-4.5.3 Enhance the aesthetic quality and compatibility among land uses through landscaping, building orientation and setbacks, traffic control and other measures to reduce potential conflicts. Distinctive or historical local character and natural features should be reflected in development design to provide variety within Downtown.

Policy LU-4.5.4 Identify and encourage the creation of parks, plazas, and public green spaces which enhance the aesthetics and character of Kenmore.

Policy LU-4.5.5 Require screening of unsightly views, such as heavy machinery, storage areas, loading docks, and parking areas to minimize their visibility from adjacent properties and from arterials.

Policy LU-4.5.6 Provide locations for public gatherings in civic and commercial developments where appropriate. (*see Policy LU-12.1.2*)

Policy LU-4.5.7 Regulate signs to contribute to the color and character of Downtown, while reducing glare and other adverse visual impacts on nearby residents. Sign requirements may vary by the nature of regional-serving versus local-serving districts.

GOAL 5. PROMOTE DOWNTOWN AS A VITAL, PEDESTRIAN-FRIENDLY CENTER.

OBJECTIVE 5.1 Increase pedestrian activity in the city center, and encourage pedestrian-oriented uses and designs.

Policy LU-5.1.1 Encourage transit, bicycle, and pedestrian travel through compact development patterns. Multistory construction, structured parking, and other techniques to use land efficiently should be encouraged.

Policy LU-5.1.2	Through zoning regulations, master plan and site plan reviews, or other methods, group compatible uses to reduce conflicts among uses and to increase convenience for businesses, employees, users and pedestrians.
Policy LU-5.1.3	Provide routes for pedestrian, auto, bicycle, transit and truck travel with convenient access to each major destination. Buildings should be close to sidewalks to promote walking and browsing, with parking areas located on the side or rear of buildings.
Policy LU-5.1.4	Off-street parking should not disrupt pedestrian access to commercial uses. Front yard parking should be discouraged and interconnection of parking lots should be required.
Policy LU-5.1.5	Identify the most desirable placement and orientation of new buildings to improve the overall pedestrian activity and improve the aesthetics of the center.
Policy LU-5.1.6	Improve and add sidewalks in the Downtown in accordance with Transportation Element goals, objectives, and policies.
OBJECTIVE 5.2	Create a Downtown circulation system that promotes mobility for all modes of travel to and within Downtown.
Policy LU-5.2.1	Create a loop road circulation system around Downtown providing for automobile and non-motorized travel, as shown in Figure LU-6 .
Policy LU-5.2.2	Design and implement a sidewalk system in the Downtown. Ensure that crosswalks are identifiable and contribute to the design and intended character of the Downtown.
Policy LU-5.2.3	Provide trail connections to the Burke-Gilman Trail through a pedestrian bridge crossing SR-522 and at signalized intersections.
Policy LU-5.2.4	In cooperation with Metro, Sound Transit, and Community Transit, establish Downtown as an intra-community transit hub allowing for intra-community and regional transportation connections. Structured facilities with ground floor retail should be promoted.
Policy LU-5.2.5	Implement a Transportation Improvement Program that emphasizes improvements facilitating Downtown redevelopment and traffic movement consistent with the Transportation and Capital Facility Elements.
Policy LU-5.2.6	Promote pedestrian-friendly streets with street furniture and trees. Develop street trees and vegetation standards that unify the Downtown, define Downtown streets, and allow for appropriate business visibility. Incorporate street furniture and art into Downtown street standards, including benches, trash and recycling receptacles, tree grates, street lamps, and other amenities.
Policy LU-5.2.7	For safety and aesthetic purposes, promote the use of landscaped buffers between curbs and sidewalks, particularly along arterials. Ensure appropriate levels of illumination. Encourage bus stops to have shelters and benches. Provide crosswalks at key locations in Downtown, as well as on SR-522 near Park and Ride lots and transit stops.

OBJECTIVE 5.3 Encourage mixed-use development which contains a variety of uses having activity levels at different times of day.

- Policy LU-5.3.1 Adopt land use and zoning regulations that encourage a mix of uses either within the same structures or within an overall site development. Incentives could include density bonuses, reduced parking rates for uses with alternate peak parking utilization, or other mechanisms.
- Policy LU-5.3.2 Encourage housing development within and surrounding the Downtown to encourage evening utilization of the Downtown.
- Policy LU-5.3.3 Encourage concentrations of housing and commercial and service activities with complementary activity levels such as office and entertainment complexes, housing and office uses, and other combinations.

OBJECTIVE 5.4 Provide housing and commercial development that supports transit.

- Policy LU-5.4.1 Establish minimum housing densities for Downtown development districts.
- Policy LU-5.4.2 Establish minimum floor area ratios or employment levels, and/or implement business retention and expansion activities, for Downtown development districts to support transit.
- Policy LU-5.4.3 Allow joint parking facilities in the vicinity of the development they serve.

OBJECTIVE 5.5 Provide a range of housing opportunities within and surrounding Downtown to support commercial businesses and alternative modes of transportation.

- Policy LU-5.5.1 Designate appropriate locations for multi-family land use and zoning districts accommodating a variety of housing types such as townhomes and, apartments and manufactured housing communities.
- Policy LU-5.5.2 Encourage multi-family housing as part of mixed-use developments within Downtown.
- Policy LU-5.5.3 Allow multi-family housing in stand-alone complexes within Downtown districts subject to locational criteria, such as sites along secondary access points or sites that would not inhibit commercial or mixed-use development in prime locations.

GOAL 6. LINK DOWNTOWN TO THE REST OF THE COMMUNITY.

OBJECTIVE 6.1 Strengthen the connections between Downtown and the neighborhoods.

- Policy LU-6.1.1 Develop an integrated and hierarchical street tree, signage, and public art program to identify Downtown, government facilities, and parks throughout the community.
- Policy LU-6.1.2 Ensure that appropriate development, design, and buffering techniques allow for a graduated transition between the Downtown and adjacent neighborhoods.

OBJECTIVE 6.2 Provide safe pedestrian, bicycle, and automobile connections across SR-522 and the Sammamish River.

Policy LU-6.2.1	Consider sidewalk priorities consistent with the Transportation Element, and provide a continuous sidewalk system on 68 th Avenue NE and Juanita Drive.
Policy LU-6.2.2	Establish an identifiable and safe bicycle route across SR-522 and the Sammamish River.
Policy LU-6.2.3	Endeavor to reduce traffic volumes through an intra-community transit system and a loop road around Downtown.
Policy LU-6.2.4	Consider capacity improvements cautiously to ensure that the improvements will not attract significantly greater pass-through traffic.
OBJECTIVE 6.3	Connect Downtown to the Lake Washington and Sammamish River waterfronts, and to area parks and open spaces.
Policy LU-6.3.1	Ensure the sidewalk system is improved to allow for connections to the Burke-Gilman trail and to shoreline access areas established through the Shoreline Master Program permit process.
Policy LU-6.3.2	Establish a primary and secondary path network in and around Downtown with connections to the waterfront. The primary network consists of sidewalks along streets and the Burke-Gilman Trail. The secondary network consists of off-street non-motorized paths encircling and bisecting Downtown blocks. The primary and secondary network is shown in Figure LU-6 . The circulation concept for the northwest quadrant in particular is shown in FigureLU-7 .

IMPLEMENTATION STRATEGIES

The Kenmore Downtown Plan includes implementation strategies which should be considered. Strategies are included in the areas of:

- Business Retention
- Economic Development
- Infrastructure/Services, and
- Regulations/Permitting.

REFERENCES

- Berk & Associates (June 2009). Capitalizing on Kenmore's Potential: An Economic Development Strategy. Prepared for City of Kenmore, Seattle, WA.
- Berk (September 2013). City of Kenmore Regional Business Zone Market Analysis. Prepared for City of Kenmore, Seattle, WA.
- City of Kenmore (April 2003). Kenmore Downtown Plan, Kenmore, WA.
- King County Growth Management Planning Council (December 2012). Countywide Planning Policies, Seattle, WA.

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Property Counselors (October 2005). Kenmore Downtown Plan Market Study. Prepared for City of Kenmore, Seattle, WA.

Puget Sound Regional Council (December 2009). Vision 2040, Seattle, WA.

Figure LU-6
Downtown Circulation Concept (NO CHANGE)

Figure LU-7

Northwest Quadrant Circulation Plan (NO CHANGE)

Figure LU-8
Strategic Civic Investment Area (NO CHANGE)

HOUSING ELEMENT

INTRODUCTION

Purpose

This 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 protect the quality of the residential environment. When the community was first incorporated, community visioning efforts showed some trends in housing preferences, including a preference for adding single-family dwellings at about the same lot size as surrounding lots, and acceptance of accessory dwelling units. Also indicated was a desire to control the location of attached housing by placing it in Central Kenmore, and not dispersing small-scale attached dwellings in neighborhoods.

Growth Management Act Requirements

The Growth Management Act (GMA) states that Comprehensive Plans are to encourage the availability of affordable housing 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 make an inventory and analysis of existing and projected housing needs; include a statement of goals, policies, and objectives for the preservation, improvement, and development of housing; identify sufficient land for housing, including low income, special needs, and multiple housing types; and make adequate provision for existing and projected housing needs of all economic segments of the community.

Countywide Planning Policies

The county-wide population growth forecast has been established by the Washington State Office of Financial Management (OFM), as required by the GMA. Each jurisdiction in King County agreed to a housing target (population allocations converted into households) for the years 2006-2031, in Countywide Planning Policies (CPPs). The household target for Kenmore is 3,500. The city is committed to ensuring there is capacity in the Comprehensive Plan and implementing regulations to meet this target. Actual growth would occur based upon market forces.

The CPPs identified the countywide housing needs of moderate-, low-, and very-low-income households, which are equal to 16 percent, 12 percent and 12 percent, respectively, of all housing. The CPPs also state that each city shall address the housing needs of all economic segments and strive to provide housing affordability to accommodate a proportionate amount of the countywide needs.

Beyond ensuring capacity for growth and support for affordable housing, the CPPs focus local government housing elements toward other objectives, such as:

- New housing accessible to employment, shopping, and transit.
- Neighborhoods that promote healthy human activity.
- Fair housing.
- Regional collaboration on inter-jurisdictional housing issues.

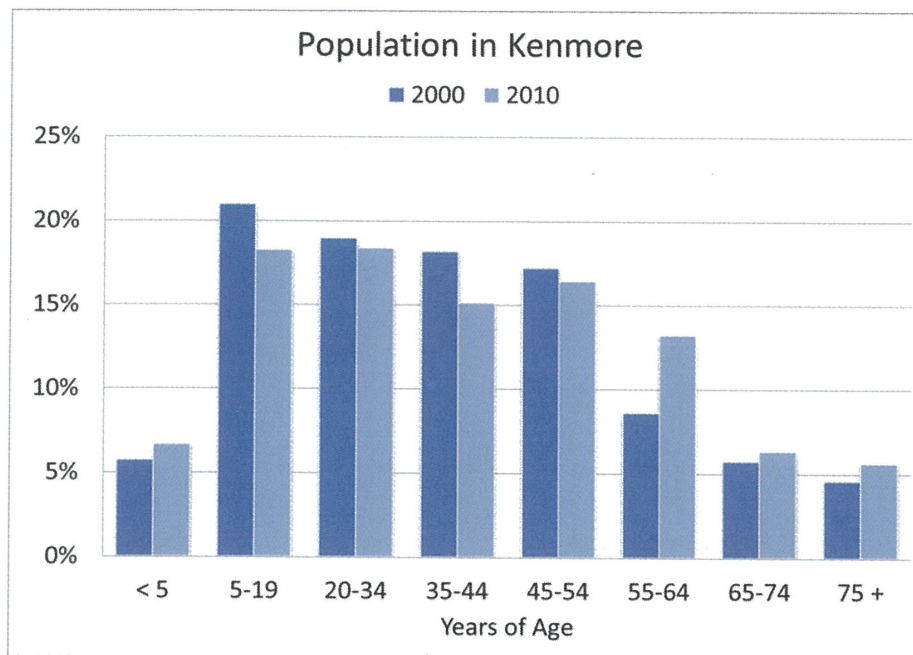
EXISTING CONDITIONS

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 update.

Population and Households

Kenmore's population grew ten (10) percent in the 2000s, from 18,678 to 20,460. Population declined, however, among school-age children and adults 35 to 44 years old (Housing Analysis, Exhibit D-1; and Figure H-1, below). The city's proportion of senior citizens (65 years and older) is similar to countywide figures. As in other cities, the seniors' segment has not increased significantly as of 2010, but Baby Boomers (age 55 – 65) will increase that figure over the next decade.

FIGURE H-1



Kenmore had roughly 700 (14 percent) more households in 2011 than in 2000, but the types of households remained virtually unchanged (Housing Analysis, Exhibit B). The city has a greater percentage of married-couple families (56 percent) than King County overall (Figures H-2 and H-3, below), but is typical for east King County in that respect. ("East King County," or EKC, refers here to member cities of ARCH.) The city also maintains a somewhat lower proportion of one- and two-person households than the rest of east King County (58 percent; Housing Analysis, Exhibit C-2).

FIGURE H-2

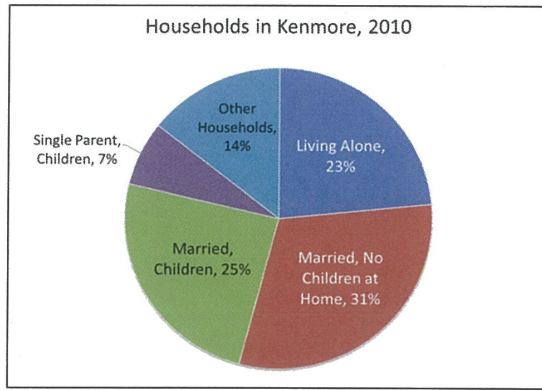
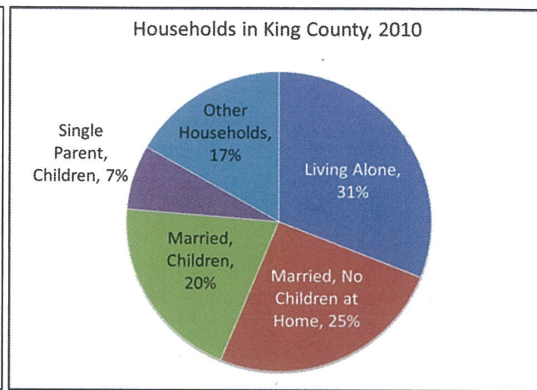


FIGURE H-3

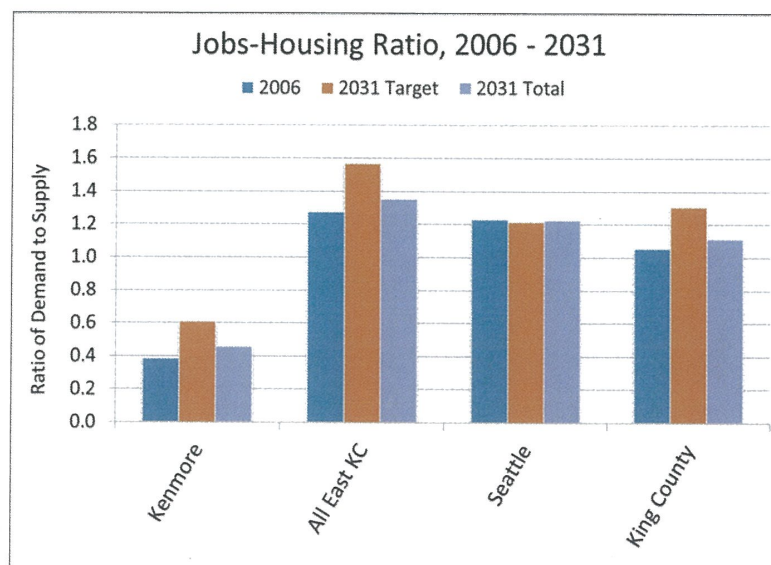


Source: 2010 Census (U.S. Census Bureau)

Kenmore 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. Although Kenmore's employment growth during the 1990s was relatively high (24 percent), this was mostly offset by lost jobs (26 percent) between 2000 and 2010. The Jobs-Housing Ratio is a way to measure demand for housing from local employment relative to the local housing supply (a ratio less than 1.0 means less demand for housing from the local workforce than is available in the city). As of 2006, the city's jobs-housing ratio was just under 0.4 and based on growth projections would increase to just over 0.4 by 2031 (see Figure H-4). This is much lower than the countywide ratio and the ratio of most other cities in east King County. This means that most Kenmore residents work in other cities, compared to other areas, and the housing demand from existing jobs is relatively low.

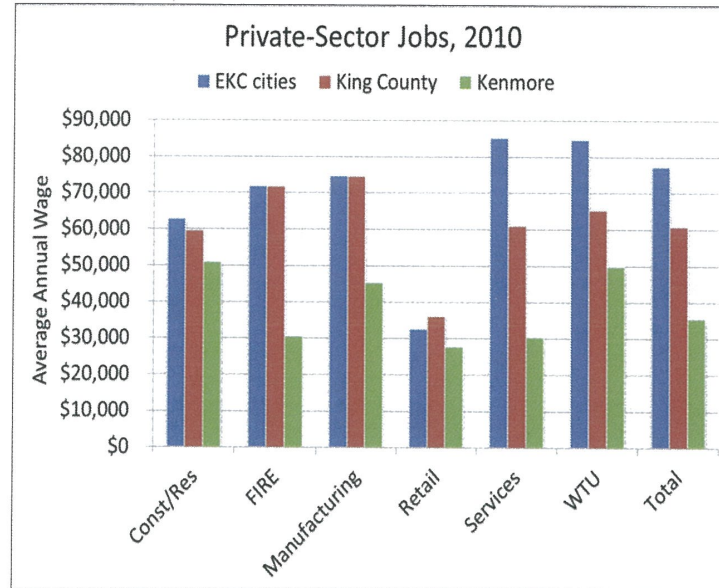
FIGURE H-4



Source: A Regional Coalition for Housing (ARCH).

While the demand for housing from local employment is lower than other nearby communities, jobs in Kenmore tend to pay less than jobs countywide in the same sector (Figure H-5, below), which implies a demand for relatively affordable housing from the local workforce.

**FIGURE H-5
AVERAGE WAGES BY INDUSTRY SECTOR**



Source: Puget Sound Regional Council.

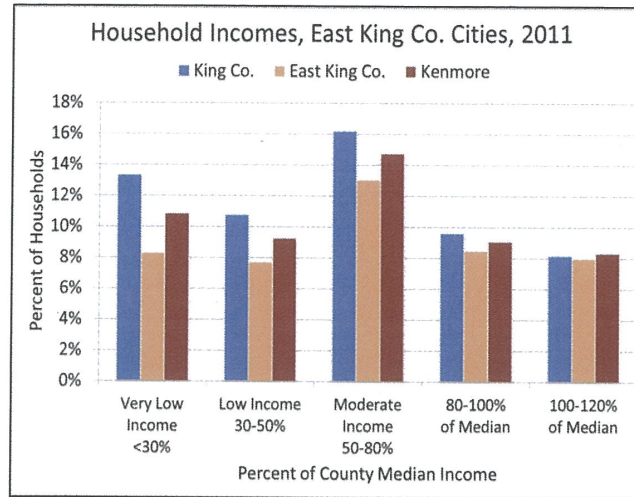
Household Incomes

Approximately 20 percent of the households in Kenmore fall within the standards defined as very low- or low-income. This is slightly lower than countywide figures, but higher than east King County (Figure H-6). The rental market is the primary source of housing for these populations.

**TABLE H-A
HOUSEHOLDS BY INCOME CATEGORY**

HOUSEHOLD INCOME CATEGORY		PERCENT OF TOTAL HOUSEHOLDS			
		KENMORE			KING CO.
		1990*	2000	2011	2011
< 30% of median:	Very Low-Income		8%	11%	12%
30% to 50% of median:	Low-Income	17%	8%	9%	12%
50% to 80% of median:	Moderate-Income		16%	15%	16%
> 80% of median:	Middle- and Higher-Income	83%	69%	65%	60%
"Median" refers to the (King County) Area Median Income. * "Kenmore Census Designated Place." The city was not incorporated until 1998, and the Kenmore CDP is a slightly different geographic area but the closest with available data. Income category break-outs not available for 1990.					

Source: 1990 and 2000 Census (U.S. Census Bureau) and 2006-2010 CHAS (Comprehensive Housing Affordability Strategy; U.S. Housing and Urban Development).

FIGURE H-6

Source: 2011 American Community Survey, 5-year Estimates (U.S. Census Bureau).

Northshore School District records show that 18 percent of the students qualify, based on income, for free or reduced lunches at school (Northshore website). Almost nine (9) percent of the students live in a household with an income below the poverty level (Housing Analysis, Exhibit G-3).

Number and Types of Housing Units

Kenmore added 12 percent more housing units during the 2000s—somewhat slower than the growth of the 1990s, but in line with projections in the 2005 Comprehensive Plan. Kenmore also grew a bit more slowly than King County and the rest of the Eastside. (See Exhibits A and L-1 of the East King County Housing Analysis.) The city's mix of housing types changed very little during that time (Table H-B, below).

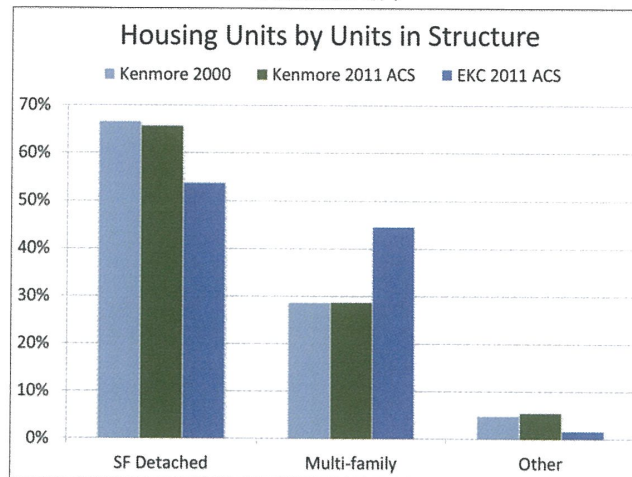
**TABLE H-B
NUMBER AND TYPE OF HOUSING UNITS, KENMORE**

TYPE OF HOUSING	2000		2014	
	UNITS	% OF TOTAL	UNITS	% OF TOTAL
Single-family Detached	5,235	70%	6,276	71%
Multi-family	1,892	25%	2,268	26%
Mobile Homes	361	5%	291	3%
Total Units	7,488	100%	8,835	100%

Source: U.S. Census Bureau, 2000 Census, and Washington State Office of Financial Management (OFM), 2014.

Compared to King County and most of east King County, Kenmore has a relatively low percentage of multi-family housing. Less than 30 percent of Kenmore's housing is multi-family (Figure H-7, below; Housing Analysis, Exhibit L-1). Approximately 25 percent of the multi-family units are condominiums.

Approximately 350 multi-family units have been built or begun construction since 2006, about 25 percent of overall housing growth in this period (2014 Buildable Lands Report; not all reflected in Figure H-7). About 40 percent of these newer units are condominiums.

FIGURE H-7

Source: 2000 Census and 2011 American Community Survey, 5-Year Estimates (U.S. Census Bureau).

Kenmore is one of the few communities in east King County with any significant number of manufactured homes (close to 300; Washington State OFM). Most of Kenmore's manufactured homes are located in six parks with a small number located on individual lots. Units are a mixture of primarily owner occupied, and rental units 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. OneOf concern is that manufactured housing has offered a relatively affordable form of housing and is being when parks are closed and replaced with more expensive housing, homeowners lose most of their investment. Future redevelopment of the mobile home parks to higher densities could provide additional housing units with affordability requirements.

Several multi-family housing projects are in the planning or construction stages. The largest proposed multi-family development is Lakepointe, which would provide 1,200 new housing units; the exact mix of owner-occupied and rental units in the project is yet to be determined.

Another project, which has been approved, is the first major residential redevelopment project in the Downtown district. Located on a former Metro park-and-ride site, the property will have up to 325 apartments within walking distance of shopping and transit. Pursuant to local zoning requirements, twenty-five (25) percent of the units will be affordable to moderate-income households. The first phase of 138 apartments started construction in 2014.

Comprehensive Plan

Kenmore has permitted 31 accessory dwelling units as of 2011, or about one for every 167 detached single-family homes—almost exactly the same as the average for all of east King County (Housing Analysis, Exhibit Q-1). (This compares to a rate of one for every 32 detached homes in Mercer Island, the city with the highest ratio of ADUs.)

Prices of Market Rate Housing

Homeownership

Kenmore has a homeownership rate of 74 percent, which is at the upper end of ownership rates for cities in east King County, and greater than the countywide average. Kenmore has also had a relatively significant increase in the rate of homeownership since the early 1990s, while most cities have seen homeownership rates stable or decreased in that period.

The average home sale price in the first quarter of 2014 in Kenmore was \$413,000 (Central Puget Sound Real Estate Research Committee). This is lower than the average prices in nearby communities and in King County overall (\$474,000). On average, Kenmore's home prices fell 14 percent during the recent recession, less than east King County in general (21 percent); but as seen across most of the Eastside, prices have more than recovered.

Condominium units provide a relatively affordable homeownership alternative for Kenmore residents. The average sale price for condominiums in early 2014 was \$169,000—similar to condo prices in Bothell and Woodinville, and low compared to the averages across east King County and King County overall (Central Puget Sound Real Estate Research Committee).

Rental Housing

Rental housing makes up about 25 percent of housing supply in Kenmore, a significantly smaller portion of overall housing than east King County as a whole and King County. Average rents are slightly higher in the Kenmore/Bothell market than in the Shoreline market (Table H-C, below), but low compared to the rest of east King County and the county overall.

**TABLE H-C
AVERAGE RENTS, 2014 (SPRING)
PROPERTIES WITH 20 OR MORE APARTMENTS**

LOCATION	SIZE OF UNIT (BEDROOMS/BATHROOMS)					AVERAGE
	0/1	1/1	2/1	2/2	3/2	All Units
Bothell/Kenmore	\$724	\$1,036	\$1,145	\$1,227	\$1,693	\$1,163
Shoreline/Lake Forest Park	\$815	\$946	\$1,084	\$1,230	\$1,562	\$1,070
Eastside	\$1,139	\$1,281	\$1,366	\$1,656	\$1,877	\$1,474

Source: The Apartment Vacancy Report (Dupre+Scott Apartment Advisors).

Rental vacancy data indicate that Kenmore has relatively few apartments available (Housing Analysis, Exhibit P-2; Table H-D, below).

TABLE H-D

**APARTMENT VACANCY RATES
PROPERTIES WITH 20 OR MORE APARTMENTS**

LOCATION	PERCENT OF TOTAL UNITS	
	Spring, 2013	Spring, 2014
Kenmore/Bothell	5.0%	3.6%
Shoreline/Lake Forest Park	2.3%	1.9%
Eastside	3.3%	3.7%
King County	3.3%	4.3%

Source: The Apartment Vacancy Report (Dupre+Scott Apartment Advisors).

Age of Housing

Kenmore's housing stock is somewhat older than the rest of east King County, but a bit younger than that of King County overall. Fifteen (15) percent of all homes in the community are less than 10 years old (similar to the rest of east King County), and 45 percent have been built since 1980 compared to 55 percent for the rest of east King County (Housing Analysis, Exhibit O).

Rental Housing for People Needing Supportive Services

Kenmore has a range of housing for people who need supportive services, particularly for the elderly 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 six (6) percent of the people in Kenmore are over the age of 75 years (Housing Analysis, Exhibit D-1). Supplemental Security Income supports people with disabilities in over 200 (3 percent) Kenmore households (Housing Analysis, Exhibit K-1).

Kenmore has two licensed assisted living facilities (boarding homes) with 106 beds and 21 licensed adult family homes with 117 beds (Housing Analysis, Exhibit Q-2). 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 almost 50% since 2000 (Housing Analysis, Exhibit K-2). The closest nursing home to Kenmore is in Bothell. The North Creek Health and Rehab Center (10909 NE 185th) nursing home has 112 beds.

Assisted Rental Housing

A variety of publicly assisted rental housing is available in Kenmore, including the Greenleaf family housing and Northwood senior housing operated by the King County Housing Authority (KCHA), Heron Run family and Heron Landing senior housing operated by DASH, Copper Lantern (rental and ownership housing) operated by LIHI and Shadrack family shelter operated by Hopelink. In addition, the Housing Authority operates a voucher program for the rental of privately held units. This federal program currently assists approximately 20 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 Affordability

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, 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, 2014.

	VERY LOW INCOME		LOW INCOME		MODERATE 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	\$18,522	\$463	\$30,870	\$772	\$49,392	\$1,235
2	\$21,168	\$529	\$35,280	\$882	\$56,448	\$1,411
3	\$23,814	\$595	\$39,690	\$992	\$63,504	\$1,588
4	\$26,460	\$662	\$44,100	\$1,103	\$70,560	\$1,764
5	\$28,577	\$714	\$47,628	\$1,191	\$76,205	\$1,905

Source (income figures): U.S. Department of Housing and Urban Development.

Using the federal affordability definition, 13% of Kenmore's housing is affordable to very low and low income households and 15% to moderate income households (Housing Analysis, Exhibit M-2). The amount of housing affordable to low- and very low-income families is similar to Bothell and slightly below King County, but higher than other cities in east King County. The amount of housing affordable at the moderate-income level is similar to the rest of east King County, but lower than Bothell and Countywide figures. Table H-G 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-five (35) percent of the rental units in Kenmore were affordable to very low and low-income families in 2014. This is similar to countywide figures, but a much higher rate of affordability in rental housing than other cities in east King County.

About seven (7) percent of the single-family owner-occupied housing units in Kenmore are affordable to families earning up to 80 percent of median income, and an additional 4 percent affordable to families earning 80 to 100 percent of median income (Housing Analysis, Exhibit M-2, and Table H-F, below). These figures are similar to east King County, but somewhat lower than King County. 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, 2010**

HOUSEHOLD INCOME LEVEL		PCT OF TOTAL HOUSING UNITS AFFORDABLE AT INCOME LEVEL			COUNTYWIDE HOUSING NEED
		Kenmore	East King Co.	King County	
< 30% of median:	Very Low-Income	3%	2%	4%	12%
30% to 50% of median:	Low-Income	10%	5%	11%	12%
50% to 80% of median:	Moderate-Income	15%	17%	20%	16%
80% to 100% of median:	Middle-Income	7%	18%	15%	10%
> 100% of median:	Higher-Income	65%	59%	50%	50%

Source: 2006-2010 CHAS (Comprehensive Housing Affordability Strategy; U.S. Housing and Urban Development).

Cost-Burdened Households

Despite the relative affordability of Kenmore, 38 percent of the city's households, and 42 percent of the renting households, are housing cost-burdened (Housing Analysis, Exhibit H-1). Both figures are similar to countywide figures, but high for east King County. Moreover, of cities in east King County, Kenmore has the highest percentage of severely cost-burdened households (paying more than half their incomes on housing) at 17 percent.

HOUSING TARGETS AND CAPACITY

The city's 2006–2031 growth target established by the King County Countywide Planning Policies is 3,500 households. Subtracting actual development, the remaining growth target (2012–2031) is 2,980 households. On an annualized basis, this means the city should expect and plan for 149 additional units each year. The Kenmore Land Use Plan provides enough zoned capacity to exceed the 2031 household target, as shown in Table H-G. Mixed-use areas provide more than half of the city's present capacity for new housing.

**TABLE H-G
EXISTING HOUSING UNITS, CAPACITY, AND TARGETS, KENMORE**

Housing Type	2012 Existing		Remaining Capacity		Total if Built to Capacity	
	Units	Pct	Units	Pct	Units	Pct
Single-family Dwellings	6,471	74%	1,352	30%	7,823	59%
Multi-family Dwellings, total	2,264		3,151		5,415	
In residential-only zones	2,264	26%	742	16%	3,006	23%
In mixed-use zones	0	0%	2,409	53%	2,409	18%
Total	8,735		4,503		13,238	

Source: 2014 Buildable Lands Report (King County).

SUMMARY OF LOCAL HOUSING STRATEGIES

Since incorporation, the city has taken action in several areas to address local housing needs. These include:

- Updates to the Downtown area plan have increased opportunities for creating new housing in the Downtown. This has allowed the city to have sufficient capacity to meet its 2006–2013 housing growth targets.
- The city rezoned the old Park and Ride site to allow housing development, with a requirement that 25 percent address local affordable housing needs. The first phase of development of this property began in 2014. To help enhance affordability on the property, the city approved a twelve-year property tax exemption on residential improvements.
- The city adopted regulations to allow Accessory Dwelling Units, with over 30 ADUs permitted to date.
- The city has 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 over 170 units affordable to lower-income households.
- Through participation in the countywide CDBG Consortium, 25 local homeowners have received Housing Repair loans since 2005.
- The city, in 2017, approved a Housing Strategy Plan identifying potential strategies to address affordable housing needs and prioritizing them for future consideration.

GOALS, OBJECTIVES, AND POLICIES

RESIDENTIAL NEIGHBORHOODS SUB-ELEMENT

GOAL H-1. PROMOTE AND MAINTAIN STRONG 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, 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 with King County, Puget Sound Energy, or other agencies, promote the use of weatherization programs in existing housing.

Objective H-1.2 Promote safe, physically accessible, well maintained, and well designed residential environments with associated open spaces.

Policy H-1.2.1 Encourage housing design and development that promotes public safety including "Crime Prevention through Environmental Design" components as described in the Land Use Element.

Policy H-1.2.2 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-1.2.3 Prepare and implement development and design standards that acknowledge neighborhood character and address compatibility with surrounding development consistent with Land Use and Community Design Element goals and policies.

Policy H-1.2.4 Encourage energy and water efficiency in existing and new housing developments, as addressed in the Utilities Element.

Policy H-1.2.5 Ensure adequate setbacks, landscaping, and buffering are required between housing developments of significantly differing densities and between housing and commercial areas.

Policy H-1.2.6 Ensure critical area regulations provide sufficient buffer widths consistent with the quality and class of the environmentally sensitive area. Restrict intrusion into sensitive areas by nearby residents and visitors.

Policy H-1.2.7 Encourage cluster residential development along with open space, consistent with the Land Use Element.

Comprehensive Plan

Policy H-1.2.8	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-1.2.9	Plan for residential neighborhoods that promote the health and well-being of residents by supporting active living and by reducing exposure to harmful environments.
OBJECTIVE H-1.3	Plan appropriate land use designations and zoning categories to accommodate projected household growth.
Policy H-1.3.1	Plan for an adequate supply of land to accommodate projected growth, including but not limited to, affordable housing, multifamily housing, and special needs housing.
Policy H-1.3.2	Ensure zoning regulations accommodate a range of housing styles and types in appropriate locations, such as single-family detached dwellings, townhouses, apartments, accessory dwellings, designated manufactured homes, and other types. Consider neighborhood character as well as housing needs when applying zones, land use, and development standards.
OBJECTIVE H-1.4	Identify and support Kenmore's Downtown as a center for commercial, civic, cultural, park, and higher density housing uses and activities.
Policy H-1.4.1	Develop mixed-use, higher density districts in Downtown Kenmore, meeting community goals to develop community identity, vital business and service opportunities, concentration of higher density housing, and multi-modal transportation services.
Policy H-1.4.2	Offer density bonuses and density transfers to achieve a compact, vital Downtown, as well as meet environmental and affordable housing goals.
GOAL H-2.	<i>PROVIDE HOUSING OPPORTUNITIES IN KENMORE FOR PEOPLE WITH SPECIAL NEEDS.</i>
OBJECTIVE H-2.1	Provide opportunities for the development of short-term and permanent housing for people with special needs.
Policy H-2.1.1	Allow opportunities for assisted housing, for people with special needs, by: - 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, - Encouraging developers and owners of assisted housing units to undertake activities to establish and maintain positive relationships with neighbors.
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.
OBJECTIVE H-2.2	Support and promote community facilities and programs that are important to the safety, health, and social needs of families, children and persons with special needs.
Policy H-2.2.1	Increase coordination among providers of social, health, counseling, and other services to families, children, and persons with special needs including seniors 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 a range of housing options and services to help homeless persons and families move to long-term financial independence.
Policy H-2.2.5	Work with other jurisdictions and health and social service organizations to develop a coordinated, regional approach to homelessness.

HOUSING AFFORDABILITY SUB-ELEMENT

GOAL H-3. MAKE ADEQUATE PROVISIONS FOR A PROPORTIONATE AMOUNT OF THE EXISTING AND PROJECTED COUNTYWIDE NEED FOR HOUSING AT ALL INCOME LEVELS.

OBJECTIVE H-3.1 Encourage retention of the existing housing stock in Kenmore as a source of affordable housing.

Policy H-3.1.1 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-3.1.2 Consider measures to preserve and maintain existing manufactured housing communities.

Policy H-3.1.3 When displacement is unavoidable, encourage relocation assistance and replacement housing to be developed, where feasible, to help very low- and low-income households when displacement is unavoidable. For mobile home parks in particular, consider a funding pool to assist low and moderate income residents in deteriorating and obsolete mobile homes to find alternative housing in the community, or help to establish preferences in nearby housing for persons giving up their obsolete homes.

OBJECTIVE H-3.2 Adopt programs and regulations that support housing affordable to very low, low, and moderate-income households, comparable to the countywide need.¹

Policy H-3.2.1 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 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 decide on the timing of applications for public funding.
- d. Actively support affordable housing projects by expediting the permitting process, reducing development fees, or similar measures.

Policy H-3.2.2 Participate in A Regional Coalition for Housing (ARCH) to help develop and preserve affordable housing in the community and region.

Policy H-3.2.3 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 very-low to moderate income households.

¹ See Countywide Planning Policies

Policy H-3.2.4	Use density bonuses, inclusionary programs, and other methods with mixed-use and multi-family developments to provide housing affordable to low- and moderate-income households.
Policy H-3.2.5	Use local resources, as available, to leverage other public and private funding for the creation or preservation of affordable housing.
Policy H-3.2.6	Ensure that affordable housing achieved through public incentives or assistance remains affordable for the longest possible term.
Policy H-3.2.7	Collaborate with other local governments directly and through membership associations (e.g. Puget Sound Regional Council) on regional housing strategies, especially related to providing low- and very-low income housing.
Policy H-3.2.8	Support legislation and funding at the county, state, and federal levels that would promote the city's housing goals and policies.
OBJECTIVE H-3.3	Provide zoning and development standards that integrate affordable housing compatibly into the community.
Policy H-3.3.1	Allow designated manufactured homes built to state standards on single-family lots.
Policy H-3.3.2	Allow and accommodate accessory dwelling units in single-family districts.
Policy H-3.3.3	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-3.3.4	Promote fair housing for all persons and ensure that no city policies, programs, regulations or decisions result in housing discrimination.

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:

- Work with neighborhoods when new policies, plans or programs are proposed to ensure that their unique issues are considered.
- ~~Adopt a~~Continue to review the action steps and priorities from the Housing Strategy Plan that outlines action steps and priorities.
- Implement the Strategy Plan in coordination with ARCH.
- Maintain communications with, or participation in, regional agencies and projects.

Comprehensive Plan

- Monitor housing needs and supply over time, especially data that indicate progress toward meeting a proportionate share of the countywide needs for affordable housing.
- Evaluate and report results of the Strategy Plan and how the goals, objectives, and policies of this Housing Element have been achieved.
- Revise the Strategy Plan as needed to achieve more of the Housing Element's goals, objectives, and policies.

REFERENCES

A Regional Coalition for Housing (2014). East King County Housing Analysis, Redmond, WA.

NATURAL ENVIRONMENT SUB-ELEMENT

INTRODUCTION

Natural systems play an important part in defining the character of the City of Kenmore. The different waterways provide recreational opportunities as well as visual amenities for the community. Some of the smaller, unnamed creeks perform an important role in surface water management by channeling runoff from impervious surfaces to the Sammamish River and/or Lake Washington. Streams and wetlands provide habitat for fish and wildlife and the tree-covered hillsides protect the slopes from erosional processes while also providing habitat. Future development will impact the natural systems and should be carefully reviewed to prevent undue adverse impacts that would lead to degradation of critical areas and to property damage.

Purpose

The purpose of the Natural Environment Sub-Element is to clarify the relationship between the natural environment and the built environment and to secure a balanced approach to future development. Sensitive areas such as wetlands, open spaces, and fish and wildlife habitat contain much of the natural wealth valued by City residents. Other sensitive areas, such as land prone to flooding and geologically hazardous areas are important because of the risk to lives and property posed by developing them.

~~Growth Management Act~~ Federal and State Requirements

Under the Growth Management Act (GMA) all jurisdictions are required to protect and enhance the natural ecosystems through comprehensive plans and policies, and to develop regulations that reflect natural constraints and protect sensitive features. Land use and development is to be regulated in a manner that respects fish and wildlife habitat in conjunction with natural features and functions, including air and water quality. Natural resources and the built environment are to be managed to protect, improve and sustain environmental quality.

Additionally, under the federal Clean Water Act, administered by the Washington Department of Ecology, local waterways are to be managed for multiple beneficial uses, including flood and erosion hazard reduction, fish and wildlife habitat, agriculture, open space, water supply, and hydropower. Use of water resources for one purpose should, to the fullest extent possible, preserve and promote opportunities for other uses.

Countywide Planning Policies

The King County Countywide Planning Policies (CPP) seek to restore the quality of the natural environment and to protect it for future generations. The policies require all jurisdictions to manage natural drainage systems to improve water quality and habitat functions, minimize erosion and sedimentation, protect public health, reduce flood risks, and moderate peak storm water runoff rates. Jurisdictions in shared basins are to coordinate approaches and standards. Jurisdictions also are directed to encourage low impact development approaches and to plan for land use patterns and transportation systems that minimize air pollution and greenhouse gas emissions.

All jurisdictions are to collaborate with the Puget Sound Partnership to implement the Puget Sound Action Agenda for the benefit of Puget Sound and its watersheds.

EXISTING CONDITIONS

Geology

Much of the City of Kenmore is comprised of undulating uplands formed as a result of different glacial depositional processes. Stream erosion, subsequent to glaciation, carved gullies and ravines in the uplands. Drift plains and alternating valleys create a north-south trending “ridge and valley” regional topography, with one major east-west lowland bisecting Kenmore – the Sammamish River Valley where the river empties into Lake Washington. The general topography of Kenmore is varied, ranging from hills up to 500 feet in elevation to the Lake Washington shoreline at 20 feet above sea level.

The Vashon glaciation left a layer of till and recessional sand and gravel deposits that mantle the upland plateaus north and east of Lake Washington. The till and recessional deposits overlie Vashon outwash sand and gravel, and older glacial and nonglacial deposits that overlie bedrock at great depths.

The Vashon and older deposits in the Kenmore area form a sequence of sand and gravel layers separated by finer grained layers of clay and silt or tight, well-graded soils, which are exposed in places along the steep slopes that lie between the upland plateaus and the lowland drainages. The Vashon and older deposits comprise several aquifers and aquitards within the subsurface, which control subsurface water movement from the upland to the lowland as well as to the locations of streams and creeks that occupy former outwash channels.

Lodgment till from the Vashon glaciation mantles much of the upland area but is generally absent from the steeper slopes at the edge of uplands and in the lowland. Lodgment till is an unsorted mixture of sand, gravel, silt, and clay deposited at the base of a glacier that has been compacted to a very dense state by the great weight of the overriding ice. This type of till has very low permeability and typically acts as an aquitard, restricting the downward flow of groundwater and reducing recharge of deeper aquifers. Till occurs at or very near the ground surface in the higher elevations of the watershed where north-south ridges and swales left by the passage of glacial ice cross the upland surface.

The ground surface along the upland margins and within former large outwash channels is underlain by a veneer of recessional outwash and ice contact deposits. Ice contact deposits were deposited during stagnation and melting of the ice sheet. These deposits consist of sand and gravel, similar to recessional outwash, but are more variable and often contain lenses of very silty material, till, and lacustrine silt and clay, which impede infiltration and groundwater flow.

Recent, unconsolidated deposits of alluvium, organic-rich deposits, and fill overlie the Vashon glacial soils. Recent alluvium, consisting of sand and gravel with interbeds of organic silt, peat and silty clay, exists within the floodplains of the Sammamish River and Swamp Creek. In general, the recent alluvium is poorly drained and associated with hydric soil conditions.

Geologic Hazards

Geologic hazard areas in Kenmore include lands with erosion, landslide, and seismic hazards. Erosion hazard areas, identified on the City’s Geologic Hazard Areas map, occur along the northwest City limits, along 61st Avenue NE, land south of NE 170th Street, and along the shoreline in the Inglewood neighborhood and St. Edward State Park.

The identification of areas susceptible to landsliding is necessary in the assessment of grading, building, foundation design, housing density, and other land development regulations. Steeply sloping unconsolidated glacial deposits are highly susceptible to landslides. Landslide hazard areas are found

along 61st Avenue NE, the area south of NE 170th Street, and the Inglewood/St. Edward State Park area along Lake Washington.

Seismic hazard areas are those areas subject to severe risk of earthquake damage as a result of seismically induced settlement or soil liquefaction. The City's Geologic Hazard Areas map identifies the region of Swamp Creek, the Sammamish River basin and the northern end of Lake Washington north of NE 166th Place as a seismic hazard area primarily due to the potential of soil liquefaction during times of seismic activity. Refer to **Figure LU-11 NEW MAP TO BE INSERTED** for the map indicating geologic hazard areas in Kenmore.

Air Quality

Air quality is generally assessed in terms of concentrations of air-borne pollutants being higher or lower than ambient air quality standards set to protect human health and welfare. To measure existing air quality, the Washington State Department of Ecology and the Puget Sound Clean Air Agency (PSCAA) maintain a network of monitoring stations throughout the Puget Sound region. Based on monitoring information collected over time, state (Ecology) and federal (EPA U.S. Environmental Protection Agency) agencies designate regions as being "attainment" or "nonattainment" areas for particulate air pollutants. Attainment is a measure of whether National Ambient Air Quality Standards (NAAQS) are being met.

King County was designated as a nonattainment area in 1989. This designation brought about maintenance measures to bring the area back into attainment. The county now meets air quality standards and has a long-term plan for continuing to meet and maintain these standards and other requirements of the Clean Air Act. The county presently is designated as a "maintenance area."

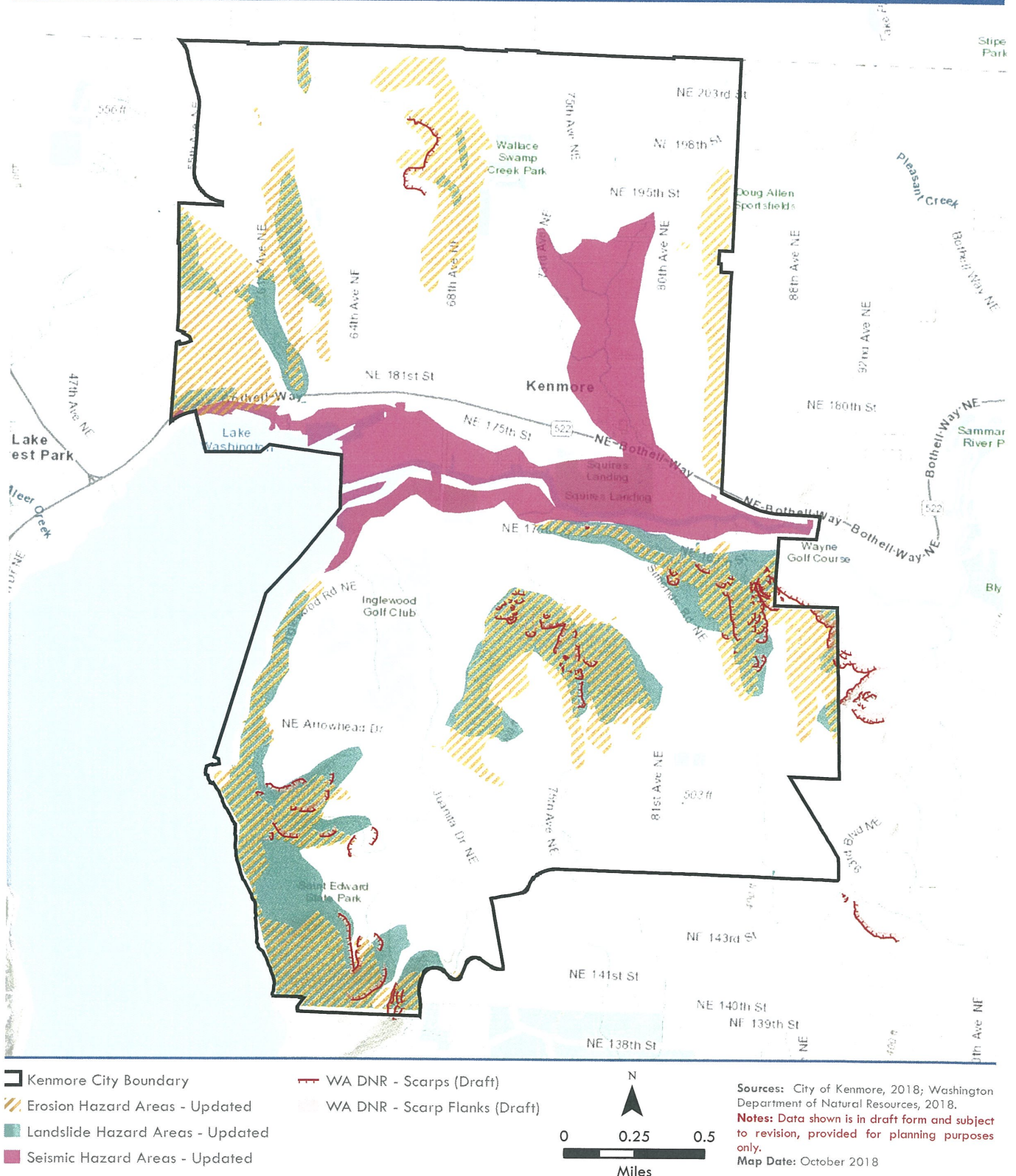
Future Conditions

Air quality in Kenmore is predicted to remain much as it is today or to improve slightly. This is based on continuation of the State vehicle emissions inspection and monitoring program and decreased dependence on wood as a primary heating source as newer houses replace older ones.

Additionally, implementation of zoning responsive to air quality concerns can result in air pollution benefits Countywide and regionally. Decreased air pollution can be expected from zoning and development patterns that result in a reduction in vehicle miles traveled. Concentrated development and higher density development allows transit to serve people more efficiently and generally reduces the number of cars on the road. Although regional or Countywide emissions can be reduced with efficient land use patterns, air pollutant emissions would still occur in more populated areas and may affect more people.

Kenmore Critical Areas Regulations & Shoreline Master Program Update

Geologic Hazard Features



Water and Wetlands

Predominant water features in the City include Swamp Creek as well as its tributaries and associated wetlands, the Sammamish River, and Lake Washington. In addition to these major water bodies, numerous small unnamed streams drain to these features.

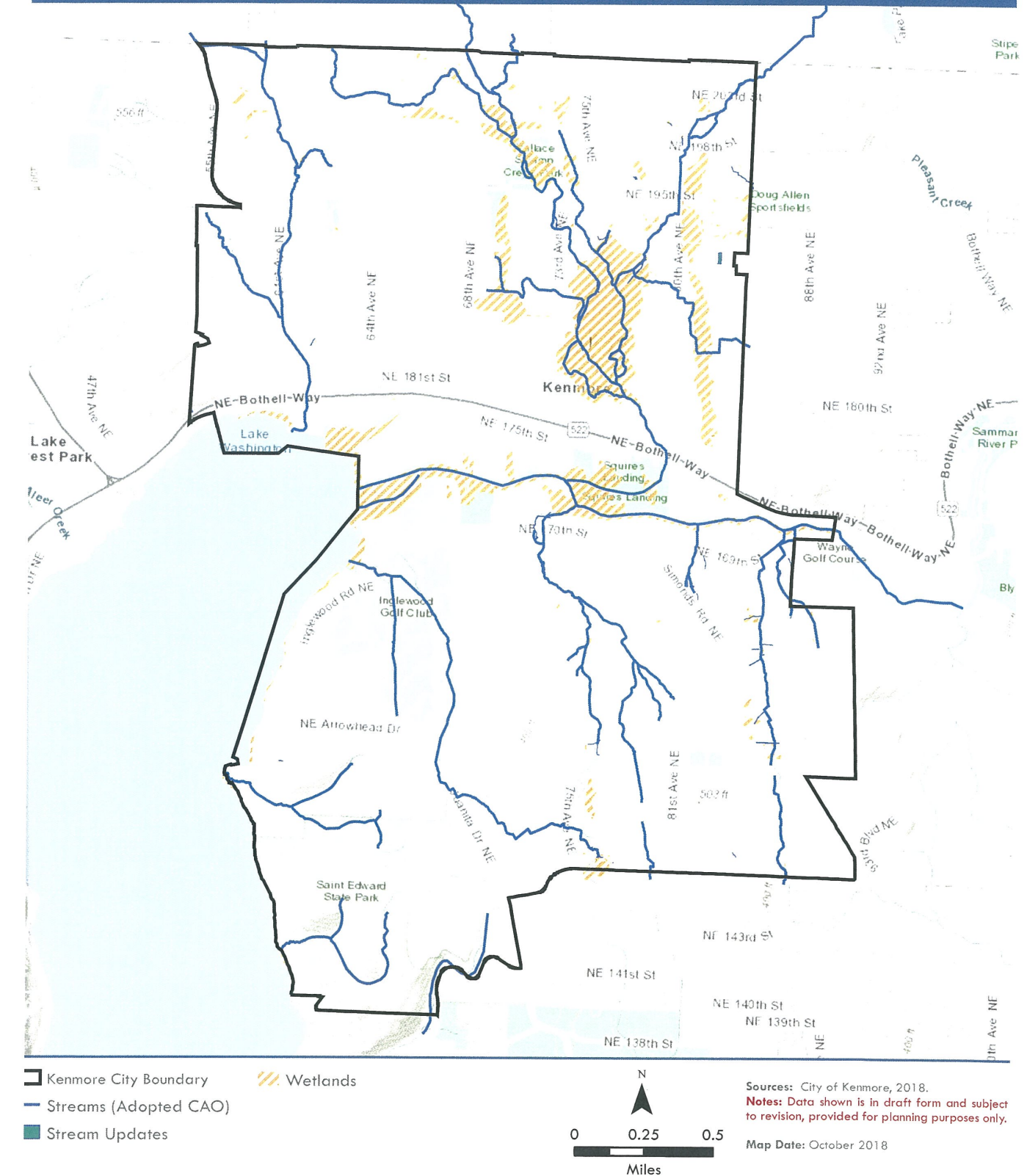
Numerous wetlands also are located in the City—many within public open spaces such as Wallace Swamp Creek Park, Squire's Landing Park, and ~~Inglemoor~~Inglewood Wetlands. Wetlands are transitional areas between aquatic and upland habitats and are identified based upon three parameters: hydrology, soils and vegetation. Wetlands are formally identified and delineated in accordance with the approved federal wetland delineation manual and applicable regional supplements. Under normal circumstances, wetlands include the following three components:

- Presence of water (hydrology) or an indication of at least the seasonal presence of water on the surface or in the soils;
- Unique soils (hydric soils) that differ from upland soils due to anaerobic conditions resulting from prolonged or frequent saturation or flooding; and
- A dominance of plants adapted to growing in wet conditions (hydrophytic vegetation).

Wetlands provide habitat for a variety of aquatic and terrestrial plant and animal species. The extent to which a wetland will provide wildlife habitat will depend upon several features including the condition of the site, its size, presence of habitat features (e.g. open water, ~~dead~~snags, islands or perches), the variety and complexity of the different habitat types within the wetland, and the surrounding habitat in the immediate vicinity. The ability of a wetland to provide habitat can also be linked to the degree it has been fragmented by urbanization and the level of disruption of the hydrology and vegetative continuity with other wetland systems. See **Figure LU-11a** **NEW MAP TO BE INSERTED** for a map of streams and wetlands in Kenmore.

Kenmore Critical Areas Regulations & Shoreline Master Program Update

Streams and Wetland Features



Swamp Creek

The main stem of Swamp Creek is approximately 14.6 miles long, extending from headwaters wetlands in south Everett, through portions of Everett, Lynnwood, Brier, Mountlake Terrace, Bothell, unincorporated Snohomish County, and Kenmore to the Sammamish River. Within the city of Kenmore, there are 2.5 miles of shoreline along the stream.

Swamp Creek is typical of Puget Sound lowland streams. It originates in upland areas with gently sloping hillsides and eventually flows through a broad valley to the mouth. Topography along the stream course varies from 450 feet above sea level at the headwaters to 20 feet above sea level at the mouth of the creek. The stream has a low to moderate gradient of 1 to 6 percent. Site and vegetation clearing and grading, increased impervious surfaces, inadequate storm detention and other factors, particularly with development in the watershed upstream from Kenmore, have increased flood frequencies and severity. Despite these changes, the Swamp Creek floodplain contains some of the largest and highest quality wetlands and wildlife habitat in the City. Swamp Creek has actively migrated within its floodplain.

Little Swamp Creek and Muck Creek join with Swamp Creek in Kenmore, along with a third, unnamed tributary.

Water quality issues include sedimentation and pollutants associated with stormwater runoff. Temperature and dissolved oxygen exceed the water quality standards for most of the summer and early fall. There also are frequent exceedances of the fecal coliform bacteria standard. Swamp Creek at the mouth has consistently scored low on the King County Water Quality Index—rating it as a “high concern.” has been rated over time as either “moderate concern” or “high concern” since King County began monitoring water quality parameters in 2000.

To capture gravels and sediments, an in-stream sediment pond was created and is maintained in Wallace Swamp Creek Park.

Fish Habitat

Swamp Creek supports several salmonid fish species including coho salmon (federal species of concern), Chinook salmon (federally listed, threatened), coastal cutthroat trout (sea-run and resident), sockeye salmon, and steelhead trout (federally listed, threatened). Resident cutthroat trout are the dominant salmon species that spawn in the Swamp Creek basin. Swamp Creek also supports coho spawning and Little Swamp Creek is documented to support coho rearing. There is no designated critical habitat for any salmonid species in Swamp Creek or its tributaries.

Wildlife Habitat

Wildlife species are concentrated in small forested and wetland areas of the Swamp Creek watershed. The Swamp Creek Wetland #3 (Listed in the King County Sensitive Areas Map Folio; see Figure LU-11a) complex provides excellent forage and nesting habitat for birds and good forage and shelter habitat for amphibians, reptiles and small mammals. Ponded areas in the wetland provide resting sites for waterfowl. Of particular interest in Wetland #3 is the Great Blue Heron rookery, described further below.

Purple martin nest boxes (state priority species) are mapped at the Swamp Creek confluence.

Sammamish River

The Sammamish River begins at the outlet of Lake Sammamish and ends at its confluence with Lake Washington. The total length of the river mainstem is approximately 14 miles. Within the City limits, the shoreline extends approximately 1.8 miles. The river has a low gradient (approximately 0.02%), dropping only 14' in elevation over its length. The volume and rate of surface water discharge from Lake Sammamish is moderated by a weir at Marymoor Park.

The River has been altered over time to control flooding. The natural Sammamish River floodplain historically covered a very large area as the river meandered extensively across the valley floor. Prior to channelization, land use in the valley was predominately agricultural and spring flooding regularly caused extensive damage to seed crops. To reduce this damage and to help regulate the level of Lake Sammamish, the U.S. Army Corps of Engineers, with King County as a local sponsor, dredged a deeper and straighter channel in the 1960s, filling in the former meanders. Levees were typically placed on the riverbanks to maximize the flood protection area. Miles of streambank were lined with rip-rap and are devoid of vegetation. In the 1980s and 1990s, dredging at the mouth of the river was undertaken for navigational purposes.

Consequences of the flood control projects include reduced frequency of overbank flooding, reduced riparian habitat, and elimination of extensive wetland areas. In Kenmore, approximately 35.3 acres of wetlands are mapped on the Sammamish River shoreline. The City has undertaken community restoration efforts to control invasive plants and replant native species in portions of the Rhododendron Park wetlands, portions of Squire's Landing Park wetlands, and in wetlands near the Wildcliffe Shores community.

The water quality of the Sammamish River is largely influenced by the slow-moving nature of this lowland system and by the backwater effect from Lake Washington. The slow movement, while enhancing sediment deposition, also allows for development of dense stands of aquatic plants and higher algal productivity. The backwater effect means that warmer lake water with lower dissolved oxygen concentrations is significantly influencing the conditions in the lower reach of the river, especially during summer months. Temperatures are limiting for salmon. Fecal coliform bacteria and various pollutants are additional water quality issues.

The King County Water Quality Index rates the River at the Kenmore monitoring station as either of high or moderate concern with respect to water quality between 2000 and 2008.

Fish Habitat

The Sammamish River remains a major migratory pathway for salmon. The mouth of the River provides salmon rearing habitat and it is believed that outmigrating juvenile salmon may hold in the shallow beach area near the river mouth before moving into the lake. The basin supports rainbow trout, coho salmon (federal species of concern), Chinook salmon (federally listed, threatened), coastal cutthroat trout, kokanee salmon, sockeye salmon, and steelhead trout (federally listed, threatened).

Wildlife Habitat

Historically, the Sammamish River with its broad, shallow channels and numerous backwater sloughs and meanders provided prime habitat for a wide variety of animal species. This diversity of wildlife has been reduced and birds are the most visible form of wildlife along the river. Bald eagles, other raptors and cormorants have been observed flying along the River and great blue herons feed there.

Lake Washington

Lake Washington has a surface area of approximately 35 square miles. Kenmore's shoreline along the north end of Lake Washington is approximately 3.5 miles in length. The shoreline has little natural vegetation or habitat left due to urbanization. An exception is the waterfront along St. Edward State Park, which is roughly 3,000 feet in length and the longest undeveloped stretch of Lake Washington shoreline.

Construction of the Ship Canal in 1916 created the connection between Lake Washington and Puget Sound, causing the lake water surface elevation to drop approximately 9 feet. Currently the U.S. Army Corps of Engineers maintains the water level in the Lake within a 2-foot range between 20 and 22 feet. The minimum water elevation is maintained during winter to allow for annual maintenance of docks and other structures, minimize damage during winter storms, and provide flood storage volume.

Water quality in Lake Washington ~~is~~ has improved tremendously ~~improvement from just in the last 50 years~~ age. However, a continued concern is localized areas of eutrophication, wherein nutrients (particularly phosphorus) and bacteria from the watershed are transported to the lake, resulting in excessive plant growth including floating and attached algae and nuisance plants. Water quality concerns around increased water temperature, fecal coliform bacteria and chemical contaminants also are present.

Fish Habitat

Lake Washington supports over 30 fish species of which 12 are non-native and introduced to the lake. Native species of salmonids use the lake for migratory passage, rearing of juveniles, and foraging. No salmonid spawning typically occurs in Lake Washington. Salmonid species include Chinook (federally listed, threatened), coho (federal species of concern), sockeye salmon, steelhead trout (federally listed, threatened), resident rainbow trout, cutthroat trout, Dolly Varden/bull trout (federally listed, threatened) and kokanee salmon.

Wildlife Habitat

Mapped bald eagle nest sites are located on the east shore of Lake Washington and documented perch trees, including large black cottonwoods, are located along the lakeshore. Pileated woodpecker breeding (state candidate species) occurs in the forests of St. Edward State Park and extending onto forested portions of adjacent private and public properties. Other priority habitats associated with the lake include wetlands and riparian biodiversity areas and corridors.

Endangered, Threatened, Sensitive Species

Federally Listed Species

Several federally listed species are known to occur or could potentially occur within the City's shorelines. Federally listed species that have been documented include Chinook salmon, designated by National Oceanic and Atmospheric National Marine Fisheries Division (NOAA Fisheries) as Threatened in 1999 and re-confirmed in 2005; bull trout, designated by U.S. Fish and Wildlife Service as Threatened in 1999; and steelhead trout, designated by NOAA Fisheries as Threatened in 2007 and re-confirmed in 2014.

As defined in the Endangered Species Act, critical habitat is "specific geographic areas that contain features essential to the conservation of an endangered or threatened species and that may require special management and protection." In 2005, the National Oceanic and Atmospheric Administration National Marine NOAA Fisheries Division designated "critical habitat" for Chinook salmon in the region, which is

protected as essential to the conservation of listed salmon. Critical habitat for Puget Sound Chinook salmon includes the entire Kenmore's Lake Washington shoreline, including shoreline in Kenmore, and the lower portion of the Sammamish River.

In 2004, the U.S. Fish and Wildlife Service designated "critical habitat" for the Puget Sound Distinct Population Segment (DPS) of bull trout. The entire length of the, including Kenmore's Lake Washington shoreline, including areas within Kenmore, was designated as critical habitat for bull trout.

In 2007/2016, NOAA Fisheries designated "critical habitat" for the listed Puget Sound DPS steelhead as "threatened." Designation of potential critical habitat is underway which excludes all waters in the Lake Washington watershed, including in Kenmore.

State Priority Habitat and Species Program

The State of Washington Department of Fish and Wildlife has a Priority Habitat and Species (PHS) Program which includes a catalog of habitats and species considered to be priorities for both conservation and management. Priority habitats are "habitat types or elements with unique or significant value to a diverse assemblage of species." In Kenmore priority habitats include wetlands, biodiversity areas and corridors, and freshwater ponds.

The State lists designate *State-Endangered, Threatened, Sensitive, and Candidate* Species. Priority species include those designations, as well as "animal aggregations (e.g., heron colonies, bat colonies) considered vulnerable; and species of recreational, commercial, or tribal importance that are vulnerable." Priority species documented in Kenmore include Chinook salmon, bull trout, coho salmon, sockeye salmon, kokanee salmon, steelhead trout, coastal cutthroat trout, bald eagle, pileated woodpecker, purple martin, and great blue heron. Recent information indicates that the purple martin is no longer nesting in Kenmore.

The bald eagle's population status has improved to levels that resulted in the removal of the eagle from both federal and state listing. However, the eagle is still protected by the federal Golden and Bald Eagle Protection Act.

Due to the importance and size of the Kenmore's great blue heron colony, the great blue heron species is addressed below.

Great Blue Heron

Great blue herons are a permanent resident in all of Washington except the higher Cascade and Olympic ranges. They are highly vulnerable to human disturbance, predation, and competition for nesting habitat.

More productive colonies tend to form near large areas of high quality foraging habitat. Most colonies are within 1.9 miles of key foraging grounds, although herons can nest anywhere within 6.2 miles of where they are foraging.

Ideal nesting habitat consists of mature forest. Although most colonies are found in forests free of human disturbance, some nesting occurs in areas of persistent human activity. The birds are less tolerant of disturbance in the pre-courtship and courtship periods between mid-February and mid-April.

Bald eagles are the heron's primary predator (Azerrad, 2012).

A heron rookery has been established near the north end of the Kenmore Park and Ride, within Swamp Creek wetlands. It housed approximately 40 nesting pairs in 2009.

The colony established itself after the Kenmore Park and Ride lot was developed. There is a water barrier between the lot and the colony which may create a sense of safety. Other than encroaching development, factors which may cause the birds to move in the future include bald eagle intrusion, damage to nesting trees (trees can be damaged by the nesting as well as by flooding), reduction in foraging areas, and other factors (Norman 1999).

The birds are colonial during the breeding season but are noncolonial in the winter when they stay in the immediate area but separate into smaller groups. The winter roosting areas have not been identified. In winter, the birds will switch from foraging in wetland areas to upland areas where they will feed, for example, on rodents (Norman 1999).

Colonies usually exist at the same location for many years, and productivity (the number of fledglings/nesting herons) may be positively related to the number of years colonies have been in use. The herons may relocate their colonies in response to increased predation on eggs and young by mammals and birds such as eagles, declines in food availability, or human disturbance (State of Washington Department of Fish and Wildlife 1999).

The City of Kenmore's ~~Critical Area~~ Regulations should require a ~~year-round~~ buffer of ~~900-foot-radius~~ around an active rookery, ~~where unusually loud activities should be prohibited (Azerrad, 2012).~~ Between ~~January~~February 1 and ~~July~~August 31, no clearing or grading or land disturbing activity ~~is~~should be allowed within ~~900 feet of the rookery~~the buffer unless approved by the Washington State Department of Fish and Wildlife (the SR-522 right of way is exempt from the buffer). Permits for activities within the heron rookery buffer require approval of a habitat management plan by the State and City.

Shoreline Master Program

The Shoreline Master Program applies to “shorelines of the State.” In Kenmore, these include Lake Washington, the Sammamish River, and the main stem of Swamp Creek. In addition, wetlands considered “associated” with State Shorelines, such as Swamp Creek No. 3, also are regulated by the Shoreline Master Program. The Shoreline Master Program regulations include Environment designations of Downtown Waterfront, Shoreline Residential, Urban Conservancy, ~~and Natural~~, ~~and Aquatic~~. The Downtown Waterfront environment is more permissive in terms of uses and development standards than the other designations. The most restrictive ~~Environment~~ designation is the Natural ~~Environment~~. The Shoreline Sub-Element of the Land Use Element addresses shoreline goals, objectives and policies.

GOALS, OBJECTIVES, AND POLICIES

Following are the natural environment goals, objectives and policies. In some cases, policies are cross-referenced in more than one Element or Sub-Element, and this is noted by a policy reference in italics (e.g., *Policy SW-42.3.1*).

GOAL 13. PRACTICE ENVIRONMENTAL STEWARDSHIP BY PROTECTING, ENHANCING, AND PROMOTING THE NATURAL ENVIRONMENT IN AND AROUND THE CITY OF KENMORE.

OBJECTIVE 13.1 Cooperate regionally and strive locally to improve air quality.

- Policy LU-13.1.1 Protect air quality from adverse impacts through the following measures:
- a. Encourage alternative modes of transportation to reduce reliance on the automobile as the primary method of transportation.
 - b. Promote mixed-use and compact development forms, particularly in the Downtown, to help reduce the need for automobile use.
 - c. Require air quality impact analysis for major new developments, which could adversely impact the air quality levels in the vicinity.
 - d. Work with other agencies to educate the public about air quality impacts due to vehicular travel and due to improper use of woodstoves and fireplaces.
 - e. Work with other agencies to monitor air quality within the planning area.

- Policy LU-13.1.2 Through development standards, reduce air pollution emissions from construction and land clearing activities.

OBJECTIVE 13.2 Encourage a reduction in overall noise levels throughout the community.

- Policy LU-13.2.1 Require new developments which could generate substantial levels of noise or could expose people to substantial levels of noise from existing noise generators to submit an analysis of potential noise impacts and propose mitigation.

Policy LU-13.2.2 Implement noise and nuisance ordinances to address various noise sources and require cessation or mitigation of noise.

Policy LU-13.2.3 Encourage residential or other noise-sensitive development proposed for location in noise-impacted areas to be oriented away from noise source, or to be constructed with materials that will maximize noise reductions, or to incorporate fencing, landscaping, or other noise-reducing features, appropriate to the situation. Noise impacted areas may include the vicinity of SR-522, or the vicinity of the Air Harbor, or other areas that may be determined through environmental review.

OBJECTIVE 13.3 Encourage a reduction in light and glare impacts throughout the community.

Policy LU-13.3.1 Through design standards or educational opportunities, discourage the use of building materials or signage materials that cause glare impacts to substantial numbers of motorists or surrounding neighborhoods.

Policy LU-13.3.2 Require appropriate illumination levels and light shields, ~~and direction~~ for lighting standards along streets, and in public open spaces and parks.

Policy LU-13.3.3 Encourage residents to provide exterior lighting for security purposes which does not unduly impact their neighbors.

Policy LU-13.3.4 Restrict lights pointing up, affecting the view of the night sky.

OBJECTIVE 13.4 Cooperate regionally and strive locally to protect surface and ground water quality and quantity from degradation.

Policy LU-13.4.1 Actively work with communities upstream from Kenmore to develop and implement appropriate surface water regulations to adequately retain and detain surface water so as to minimize the adverse effects upon the environment in Kenmore.

Policy LU-13.4.2 Use incentives, regulations and programs to manage Kenmore's water resources (rivers, streams, lakes, wetlands and ground water) and to protect and enhance their multiple beneficial uses including fish and wildlife habitat, flood and erosion control, water supply, energy production, transportation, recreational opportunities and scenic beauty. Use of water resources for one purpose should, to the fullest extent practicable, preserve opportunities for other uses.

Policy LU-13.4.3 Allow development that supports continued ecological and hydrologic functioning of water resources. Development should not have a significant adverse impact on water quality or water quantity.

Policy LU-13.4.4 Participate in the development of watershed plans integrating surface water, ground water, drinking water and wastewater planning to provide efficient water resource management.

Policy LU-13.4.5 Actively encourage the use of environmentally safe methods of vegetation control.

OBJECTIVE 13.5 Adopt an urban forestry strategy to encourage the preservation and planting of trees on public and private property.

Policy LU-13.5.1 Adopt an urban forestry strategy which encourages the preservation and protection of trees on public and private properties.

Policy LU-13.5.2 Through urban forestry, street design standards and parks programs, encourage the planting of street trees throughout the City.

OBJECTIVE 13.6 Protect the natural, environmental, ecological, public access, aesthetic, and economic aspects of Lake Washington, the Sammamish River, and Swamp Creek.

Policy LU-13.6.1 In the City's Shoreline Sub-Element and Shoreline Master Program, balance the need to provide for shoreline protection, and public access, with the need to allow for water-oriented uses and economic development.

Policy LU-13.6.2 Allow development within designated Shoreline Environmentsthe shoreline jurisdiction that preserves the resources and ecology of the water and shorelines; avoids natural hazards; promotes visual and physical access to the water; and preserves archeological resources, traditional cultural resources, and navigation rights. Protection of critical areas should be balanced with visual values and physical access as long as there is no net adverse impact to regulated shoreline ecological processes and functions.

Policy LU-13.6.3 Balance private property rights with the need for public physical and visual access to shorelines.

GOAL 14. PROTECT LIFE AND PROPERTY IN AREAS OF NATURAL HAZARDS.

OBJECTIVE 14.1 Strive to protect lives and public and private property from flooding.

Policy LU-14.1.1 Implement the Surface Water Element goals, objectives and policies and the Kenmore Surface Water Management Plan to minimize flood hazards in the community.

Policy LU-14.1.2 Recognize the Swamp Creek basin as an environmentally sensitive area that has sustained repeated flooding impacts. Densities and services should reflect the environmental sensitivity of the Swamp Creek basin.

OBJECTIVE 14.2 Strive to protect slopes from erosion and sliding.

Policy LU-14.2.1 Require land uses permitted in mapped Erosion Hazard Areas to minimize soil disturbance and maximize retention and replacement of native vegetative cover.

Policy LU-14.2.2 Require new development to protect natural vegetation coverage at levels sufficient to moderate surface water runoff and erosion and to protect the integrity of stream channels. When revegetation is required, appropriate native vegetation should be used.

- Policy LU-14.2.3 Require grading and construction activities to be conducted with erosion control Best Management Practices and other development controls as necessary to ~~reduce~~minimize sediment discharge from construction sites ~~to minimal levels~~.
- Policy LU-14.2.4 Require increased surface water requirementsmanagement in areas draining over steep and erosive slopes.
- Policy LU-14.2.5 Limit development on slopes with a grade of 40 percent or more to be developed unless the risks and adverse impacts associated with such development can be reduced to a non-significant level.
- Policy LU-14.2.6 Limit development in Landslide Hazard Areas unless the risks and adverse impacts associated with such development can be reduced to a non-significant level.

OBJECTIVE 14.3 Minimize the potential for damage due to liquefaction and seismic hazards.

- Policy LU-14.3.1 In areas with severe seismic hazards, apply Uniform Building Code, and any other necessary special building design and construction measures to minimize the risk of structural damage, fire and injury to occupants and to prevent post-seismic collapse.

GOAL 15. PROTECT AND ENHANCE UNIQUE, VALUABLE, AND CRITICAL PLANTS AND WILDLIFE.

OBJECTIVE 15.1 Protect wetlands from encroachment and degradation, and encourage wetland restoration.

- Policy LU-15.1.1 Determine wetland boundaries in accordance with the approved federal wetland delineation manual and applicable regional supplements.
- Policy LU-15.1.2 ~~Provide~~Utilize a wetland classification system for wetlands that is based on best available science~~allows for the designation of both regionally and locally unique wetlands.~~
- Policy LU-15.1.3 Strive to achieve no-net-loss of wetland functions or values within each drainage basin. Acquisition, enhancement, regulations, and incentive programs may be used independently or in combination with one another to protect and enhance wetlands functions.
- Policy LU-15.1.4 Require development adjacent to wetlands to be sited such that wetland functions are protected, an adequate buffer around the wetlands is provided, and significant adverse impacts to wetlands are prevented.
- Policy LU-15.1.5 Protect areas of native vegetation that connect wetland systems. Whenever effective, incentive programs such as buffer averaging, density credit transfers, or appropriate non-regulatory mechanisms should be used.
- Policy LU-15.1.6 Protect the unique hydrologic cycles, soil and water chemistries, and vegetation communities of bogs, fens and other legislatively designated unique wetland

ecosystems through the use of Best Management Practices to control and/or treat stormwater within the wetland watershedbasin.

- Policy LU-15.1.7 Allow public access to wetlands for scientific, recreational use, and traditional cultural use where public access trails are carefully sited, sensitive habitats and species are protected, and hydrologic continuity is maintained.
- Policy LU-15.1.8 Allow enhancement or restoration of degraded wetlands to maintain or improve wetland functions, provided that all wetland functions are evaluated in a wetland management plan, and adequate monitoring, code enforcement and evaluation is provided and assured by responsible parties. Restoration or enhancement must result in a net improvement to the functions of the wetland system. Technical assistance to small property owners should be considered.
- Policy LU-15.1.9 Alterations to wetlands may be allowed, only after all wetland functions are evaluated, the least harmful and reasonable alternatives are identified, and affected significant functions are appropriately mitigated, in order to:
- a. Accomplish a public agency or utility development;
 - b. Provide necessary utility and road crossings;
 - c. ~~Maintain and improve a wetland~~Enhance an ecological function; or,
 - d. Avoid a denial of all reasonable use of the property.
- Policy LU-15.1.10 Approve wetland mitigation proposals if they would result in improved overall wetland functions within a drainage basin. All wetland functions should be considered. Ensure mitigation sites replace or augment the functions that would be lost as a result of the project proposal. Further, mitigation sites should be located strategically to alleviate habitat fragmentation.
- Policy LU-15.1.11 Promote mitigation projects that contribute to an existing wetland system or restore an area that was historically a wetland. The goal for these mitigation projects is no net loss of wetland functions per drainage basin.
- Policy LU-15.1.12 Preserve land used for wetland mitigation in perpetuity. Monitoring and maintenance should be provided until the success of the site is established.
- Policy LU-15.1.13 Support a cooperative multi-jurisdictional effort to develop a plan for the establishment and utilization of a wetland mitigation banking program or in lieu fee program.
- Policy LU-15.1.14 Apply appropriate penalties for current as well as previous wetland alteration violations, such as requiring wetland restoration, through code enforcement and stricter standards for development on sites where wetlands have been illegally filled.

OBJECTIVE 15.2 Protect streams from encroachment and degradation, and encourage stream restoration.

Policy LU-15.2.1 River and stream channels should be preserved, protected and enhanced for their hydraulic, ecological and aesthetic functions.

Policy LU-15.2.2 In partnership with other jurisdictions and interested parties, continue restoring stream and river channels and surrounding riparian areas to enhance water quality and fish and wildlife habitat and to mitigate flooding and erosion.

OBJECTIVE 15.3 Maintain and promote a diversity of native species and habitat within the City.

Policy LU-15.3.1 Protect native plant communities by encouraging management and control of non-native invasive plants, including aquatic plants. Environmentally sound methods of vegetation control, including appropriate use of approved herbicides, should be used to control noxious weeds.

~~Policy LU-15.3.2 Actively encourage the use of environmentally safe methods of vegetation control. Herbicide use should be minimized.~~

Policy LU-15.3.32 Recognize that aquatic weeds and toxic algae are a regional issue. Lobby King County to take the lead on a solution to control aquatic weeds and algae on the Sammamish River, Swamp Creek and Lake Washington. At the same time, facilitate the use of local resources, including volunteers, to reduce aquatic weeds.

Policy LU-15.3.43 Encourage the use of native plants in landscaping requirements, erosion control projects, and in the restoration of stream banks, lakes, shorelines, and wetlands. Provide incentives for using native plants, mature plantings, and higher densities of biomass.

Policy LU-15.3.54 Maintain fish and wildlife through conservation and enhancement of terrestrial, air, and aquatic habitats.

Policy LU-15.3.65 Preserve habitats for species which have been identified as endangered, threatened, or sensitive by the state or federal government.

Policy LU-15.3.76 Designate and protect the following Fish and Wildlife Habitats of Importance, including Conservation Areas found in Kenmore:

- a. Habitat for federal or state listed ~~E~~ndangered, or ~~T~~hreatened species;
- b. Habitat for ~~S~~tate ~~S~~sensitive, and ~~C~~andidate species; animal aggregations considered vulnerable; and those species of recreational, commercial, or tribal importance that are vulnerable as identified and mapped by ~~in~~ the State Priority Habitats and Species ~~List~~program.
- c. Habitat for ~~Herons of Local Importance~~: great blue herons;
- d. ~~Habitat for bald eagles;~~
- e. ~~Urban natural open spaces~~Biodiversity areas and corridors designated and mapped in the Priority Habitats and Species ~~Project~~program by the State Department of Fish and Wildlife; and,

ef. Riparian corridors.

Policy LU-15.3.8 ~~Conduct a local process to determine fish, wildlife, and plant species of local importance, and address these in Policy LU-15.3.7~~Provide a mechanism for nomination and consideration of additional Fish and Wildlife Habitats of Importance.

Policy LU-15.3.9 Identify species which need protection during the development review process.

Policy LU-15.3.10 Stream and wetland buffer requirements may be increased to protect ~~Endangered, Threatened, and Priority wildlife species~~Fish and Wildlife Habitats of Importance. Whenever possible, density transfers and/or buffer averaging should be allowed.

Policy LU-15.3.11 Protect salmonid habitats by ensuring that land use and facility plans (transportation, water, sewer, electricity, gas) include riparian and stream habitat conservation measures developed by the County, cities, tribes, service providers, and/or state and federal agencies. Development within basins that contain fish enhancement facilities should consider significant adverse impacts to those facilities.

Policy LU-15.3.12 Work with adjacent jurisdictions, state and federal governments and tribes during land use plan development and site development review to identify and protect habitat networks at jurisdictional boundaries.

~~Policy LU-15.3.13 Encourage incorporating native plant communities into development proposals.~~

Policy LU-15.3.~~14~~13 Integrate fish and wildlife habitats into capital improvement projects whenever feasible.

Policy LU-15.3.~~15~~14 Promote voluntary fish and wildlife habitat enhancement projects by private individuals and businesses through educational and incentive programs.

Policy LU-15.3.~~16~~15 Actively participate in the Watershed Resource Inventory Area (WRIA) 8 Council to ensure that the City's planning, implementation, and enforcement efforts regarding surface and groundwater, environmentally sensitive areas, and development regulations are consistent with regional efforts. A central purpose of the watershed planning and implementation should be the recovery of endangered, threatened, or sensitive species such as ~~the c~~Chinook salmon, steelhead trout and bull trout.

Policy LU-15.3.~~17~~16 Regularly review the City's capital projects, and planning and regulatory efforts to ensure consistency with the Federal 4(d) rule.

IMPLEMENTATION STRATEGIES

The Natural Environment Sub-Element 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:

- Air quality and noise analyses for major new developments
- Urban forestry strategies
- Habitat enhancement educational, volunteer and incentive programs
- Aquatic weed and algae control.

A review of existing programs, rules and regulations would be needed to ensure they meet the policies, including:

- Control of air emissions from construction and land clearing activities
- Erosion control Best Management Practices
- Increased surface water management requirements on steep and erosive slopes
- Sufficiency of wetland, stream, fish and wildlife habitat, flood hazard, steep slope seismic hazard, landslide hazard, and erosion hazard regulations
- Sufficiency of design standards for building materials, critical area signage and lighting
- Sufficiency of noise standards
- Sufficiency of native vegetation requirements and tree management and protection requirements
- Sufficiency of aquatic weed prevention and invasive plant prevention
- Sufficiency of protection against pollutants, including fertilizer, entering streams, the River and the Lake.

Additional or continuing efforts would need to be made to coordinate with adjacent jurisdictions or participate in regional programs, including:

- Working with adjacent, upstream communities on water quality and flooding issues
- Participating in the development of watershed plans
- Working with King County and the Sammamish River cities to control aquatic weeds and algae on the Sammamish River and Lake Washington
- Establishing a wetland mitigation banking program or in lieu fee program
- Restoring stream channels.

REFERENCES

- Azerrad, J.M. (2012). Management Recommendations for Washington's Priority Habitats and Species: Great Blue Heron. Washington Department of Fish and Wildlife, Olympia, WA.
- ESA Adolphson (2009). Kenmore Shoreline Master Program Update: Inventory and Analysis. Seattle, WA.
- King County (December 1990). Sensitive Areas Map Folio. Seattle, WA.
- King County (1990). Wetlands Inventory. Seattle, WA.

King County Growth Management Planning Council (December 2012). Countywide Planning Policies. Seattle, WA.

Norman, Don (November 23, 1999). Personal Communication, phone call from Don Norman, consulting biologist to Lisa Grueter, Bucher, Willis & Ratliff Corporation.

State of Washington, Department of Fish and Wildlife (1999). "Great Blue Herons" in the Management Recommendations for Washington's Priority Species, Volume IV: Birds. Authors Timothy Quinn and Ruth Milner. Olympia, WA.

Lauri Anderson

From: Karen Walter <KWalter@muckleshoot.nsn.us>
Sent: Thursday, November 01, 2018 3:29 PM
To: Lauri Anderson
Subject: FW: PRJ18-0154 / SEPA18-0154 SEPA DNS for 2018 Comprehensive Plan Amendments
Attachments: 2018-10-18 SEPA DNS (SIGNED).pdf; SEPA Checklist with Attachments 1-2 (compressed).pdf

Lauri,

We have reviewed the City of Kenmore's 2018 Comprehensive Amendments and offer the following questions/comments:

1. There is no mention in the Natural Environment section about the Sammamish River's exceed of water quality standards and the ongoing TMDL efforts (see <https://ecology.wa.gov/Water-Shorelines/Water-quality/Water-improvement/Total-Maximum-Daily-Load-process/Directory-of-improvement-projects/Sammamish-River-TMDL>).
2. There is newer information about the importance of thermal refuge for returning adult salmon in the Sammamish River and contributing tributaries (see <http://blogs.nwifc.org/psp/files/2011/02/Sammamish-Final-Report-Part-1.pdf>).
3. There is also data and information regarding pre-spawning mortality of adult Chinook salmon in the Sammamish River (see <https://your.kingcounty.gov/dnrp/library/water-and-land/flooding/capital-projects/willowmoor/sammamish-pre-spawn-mortality-study-report-feb-2016.pdf>).

The information provided above should be incorporated into the natural environment section of the Comp Plan.

4. With respect to the extent of native use/occupation in Kenmore, there is no citation for the number shown (page 4A-2). Also, did the City vet this information with the area tribes, including Muckleshoot?

We appreciate the opportunity to review this proposal and look forward to the City's responses.

Thank you,
 Karen Walter
 Watersheds and Land Use Team Leader

*Muckleshoot Indian Tribe Fisheries Division
 Habitat Program
 39015-A 172nd Ave SE
 Auburn, WA 98092
 253-876-3116*

From: Bridgit Baker [mailto:bbaker@kenmorewa.gov]
Sent: Monday, October 15, 2018 8:37 AM
To: suzanne.I.anderson@usace.army.mil; matt.bennett@usace.army.mil; jeff.smith@bothellwa.gov; cityplanner@ci.brier.wa.us; jregala@kirklandwa.gov; sbennett@cityoflfp.com; John.Graves@fema.dhs.gov; mark.wilgus@kingcounty.gov; steve.bottheim@kingcounty.gov; jacob.sheppard@kingcounty.gov; Karen Walter; Laura Murphy; Jeff LaFlam; trogstad@nsd.org; scalissendorff@nsd.org; dkaiser@nud.net; talexieff@nud.net; tcrenshaw@nud.net; jessica.logan@parks.wa.gov; edward.a.wieland@USCG.mil; Rad.Cunningham@doh.wa.gov; SEPA@pscnaair.org; david.matulich@pse.com; info@psp.wa.gov; eharris@psrc.org; annette.pearson@seattle.gov; jalaine.madura@seattle.gov; sepacenter@dnr.wa.gov; perry.weinberg@soundtransit.org; carlo.salazar@usps.gov; sepa@dahp.wa.gov; SEPADesk@dfw.wa.gov; kelly.cooper@doh.wa.gov; reviewteam@commerce.wa.gov; sepaunit@ecy.wa.gov; separegister@ecy.wa.gov; ecyolyef@atg.wa.gov; Ramin.Pazooki@wsdot.wa.gov
Cc: Bridgit Baker
Subject: PRJ18-0154 / SEPA18-0154 SEPA DNS for 2018 Comprehensive Plan Amendments

Attached you will find the SEPA Environmental checklist and signed DNS, Kenmore File no. PRJ18-0154 / SEPA18-0154.
thank you,

Bridgit Baker
Administrative Assistant

City of Kenmore
18120 68th Ave NE
Kenmore WA 98028

bbaker@kenmorewa.gov
Tel: 425-398-8900



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

Subject/Topic: Public Hearing regarding an increase to the City of Kenmore Surface Water Management service charge and the imposition of a Surface Water Management general facilities charge.

For Council Meeting Agenda of: November 19, 2018

Department: Public Works

Prepared by: Richard Sawyer

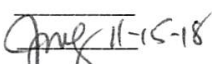
Proposed Council Action/Motion: Receive public comment regarding proposed increases to the City of Kenmore Surface Water Management service charge and imposition of a Surface Water Management general facilities charge. Adopt Resolution No. 18-315, which establishes service charge rates for 2019 through 2024.

Approved by Department Head: Initial & Date 

Approved by City Attorney:

Approved by Finance Director:

Approved by City Manager:

 11-15-18


Exhibits/Attachments:

Resolution No. 18-315

October 30, 2018 Council Report regarding Surface Water Management service charge analysis

INFORMATION/BACKGROUND:

On October 30, 2018, staff presented results of the Surface Water Management (SWM) service charge analysis (attached) to Council and recommended that Council consider 1) increasing rates, and 2) imposing a general facilities charge (GFC) on new development. These recommendations were based on increased staffing needs, workloads and costs associated with programs and projects required to comply with regulatory "unfunded" mandates established under the Clean Water Act and Endangered Species Act. The last rate analysis was conducted in 2008, which resulted in stepped rate increases from 2009 through 2012 and rates have remained the same since that time. After considering staff's recommendations, Council approved and directed staff to implement the rates provided in Resolution No. 18-315 (attached). Resolution 18-315 only addresses changes to the SWM service charge and staff will return and present an ordinance to Council in January 2019 to implement the GFC. Moving forward, SWM service charge rates will also be referenced in the City's Fee Schedule, which is scheduled for adoption on November 26, 2018.

FISCAL CONSIDERATION:

The rate increase and GFC will maintain long-term fiscal viability and fund solvency for the surface water management fund, maintain an operating reserve and appropriately manage debt. Additionally, applicable surface water components of current transportation and parks capital projects would be appropriately funded by the surface water fund.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

To implement the Walkways and Waterways Projects.

To continue to implement a Parks Improvement Plan.

To protect and enhance the water, air and forest environment.

Priority Based Budgeting Result: A sustainable, Healthy Environment and the Preservation of Natural Resources.

CITY OF KENMORE

WASHINGTON

RESOLUTION NO. 18-315

**A RESOLUTION OF THE CITY OF KENMORE,
WASHINGTON, REVISING THE CITY SURFACE
WATER MANAGEMENT SERVICE CHARGE.**

A Resolution of the City of Kenmore, Washington, revising the City of Kenmore Surface Water Management Service Charges.

WHEREAS, the City Council passed Ordinance No. 98-0016, which established a stormwater utility and adopted Chapters 9.04, 9.08, and 9.12 of the King County Code by reference including a rate structure and Surface Water Management Service Charges and also adopted by reference all subsequent amendments to those code chapters; and

WHEREAS, the City Council passed ordinance No 01-0124, which amended Ordinance No. 98-0016 and provided that any amendments to Chapters 9.04, 9.08, and 9.12 of the King County Code adopted by King County subsequent to November 15, 2001, shall not be adopted into the City of Kenmore Municipal Code; and

WHEREAS, the City Council passed Ordinance No. 02-0139 on June 24, 2002, allowing the City to adopt all City fees by Resolution; and

WHEREAS, the City of Kenmore has updated its Surface Water Management Program to respond to drainage capital needs addressing flooding and water quality problems and the regulatory compliance requirements of the 2000 Puget Sound Water Quality Management Plan, the 2007, 2012, 2013 and 2019 NPDES Phase II Municipal Stormwater Permits, the 2006 Swamp Creek Fecal Coliform Bacteria Total Maximum Daily Load Water Quality Improvement Report and Implementation Plan, the Underground Injection Control Rule, and the Endangered Species Act and associated Watershed and Salmon Recovery Plans; and

WHEREAS, existing Surface Water Management Service Fees are insufficient to generate the annual income needed to develop and implement the updated stormwater management program and in order to address the City's stormwater capital and regulatory compliance needs, appropriate rate increases are necessary.

WHEREAS a public hearing was held on November 19, 2018 to receive public testimony and consider adoption of new storm water utility rate structure; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE,
WASHINGTON, DOES RESOLVE to adopt the City of Kenmore Surface Water Management

Service Charges attached hereto as Exhibit "A" and incorporated herein by reference. All City Surface Water Management Service Charges previously established by the City are hereby amended consistent with Exhibit "A."

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 19TH DAY OF NOVEMBER, 2018.

CITY OF KENMORE

Mayor David Baker

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

Exhibit A

City of Kenmore Surface Water Management Service Charges							
Class	Impervious Area	Annual Rates					
		2019	2020	2021	2022	2023	2024
Residential ^A	NA	\$ 192.51	\$ 221.39	\$ 230.24	\$ 239.45	\$ 249.03	\$ 258.99
Very Light ^A	0 to ≤ 10%	\$ 192.51	\$ 221.39	\$ 230.24	\$ 239.45	\$ 249.03	\$ 258.99
Light	> 10% to ≤ 20%	\$ 513.38	\$ 664.16	\$ 690.73	\$ 718.35	\$ 747.09	\$ 776.97
Moderate	> 20% to ≤ 45%	\$ 1,090.95	\$ 1,439.01	\$ 1,496.57	\$ 1,556.44	\$ 1,618.69	\$ 1,683.44
Moderately Heavy	> 45% to ≤ 65%	\$ 1,957.28	\$ 2,435.25	\$ 2,532.66	\$ 2,633.97	\$ 2,739.33	\$ 2,848.90
Heavy	> 65% to ≤ 85%	\$ 2,582.95	\$ 3,320.80	\$ 3,453.63	\$ 3,591.77	\$ 3,735.45	\$ 3,884.86
Very Heavy	> 85% to ≤ 100%	\$ 3,272.82	\$ 4,095.65	\$ 4,259.48	\$ 4,429.86	\$ 4,607.05	\$ 4,791.33
County Roads	NA						
State Highways	NA						

^A Rate is per parcel; all other rates are per acre



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Surface Water Management
Service Charge Analysis

For Council Meeting Agenda of: October 30, 2018

Department: Public Works

Prepared by: Richard Sawyer *RS*

Initial & Date

Approved by Department Head: _____

Approved by City Attorney: _____

Approved by Finance Director: *JWG 10/25/18*

Approved by City Manager: *POK*

Proposed Council Action/Motion: Review and provide direction to City staff regarding the proposed Surface Water Management Service Charge rates, General Facilities Charge (GFC), and private facility maintenance service charge rate reduction policy.

Exhibits/Attachments:
GFC Analysis Consultant Report

INFORMATION/BACKGROUND:

Surface Water Management (SWM) Service Charge

The city is responsible for managing surface water, including both constructed and natural systems, within the city's rights-of-way, city owned properties and within easements/tracts dedicated to the City for this purpose. The City is also responsible for implementing development standards and enforcing environmental regulations on privately owned properties in the city. To fund these activities, the city established a surface water management (SWM) service charge on all developed properties in the city. At the time of the city's incorporation, Council adopted King County's service charge model and has contracted with King County to collect these revenues on the city's behalf since that time. King County includes this service charge on annual property tax statements to all billable Kenmore property owners.

In order to charge rates for any kind of utility or service, there must be measurable metrics that quantify a customer's usage of that service. For utilities such as water, sewer and power, it is relatively straight forward to measure the quantity of the service being provided. For surface water management, it is more complicated to measure "usage". To date, the current SWM service charge model uses the amount of impervious area on a property to determine a parcel's service charge. Though it doesn't fully capture the total surface water impact, impervious area is a reliable metric to use. It has been shown through numerous studies and projects that increasing the amount of impervious area on a property negatively impacts water quality, and increases both the runoff velocity and quantity of runoff leaving the property when compared to its historical, natural conditions. As development standards improve and require developing properties to mitigate some of the surface water

VI. A. Surface Water Management Service Charge Analysis - Surface Water ...

VIII. A. Increase in Surface Water Management Service Charge Rates and t...

impacts through the use of engineered facilities and best management practices on those properties, the city must still manage the collective surface water impacts for all development, including the city's rights-of-way, which all properties have a vested interest in. Whereas some municipalities have developed slightly different methods for using impervious area in their calculations, it remains the most commonly used metric for assessing surface water management rates in every jurisdiction.

Rate Model

Single family residential parcels are assessed a flat annual charge. Multi-family and non-residential parcels are assessed an annual charge based on the area of impervious area on the parcel as a ratio to the total parcel area. Six rate classes are used depending on the ratio of impervious area to total parcel area and the rate increases as the ratio increases. Once a parcel's corresponding rate has been determined, it is multiplied by the parcel area to determine the total annual service charge. The following equation and rate table summarizes the current service charge model. The city conducted a rate analysis in 2008, which resulted in a rate increase spread over four years (2009-2012).

$$\text{SWM Service Charge} = \text{Class Rate} \times \text{Parcel Area (Acre)}$$

City of Kenmore Surface Water Management Service Charges							
CLASS	IMPERVIOUS AREA	1998-2008	2009	2010	2011	2012	2013-2018
Residential*	NA	\$85.02	\$120.24	\$143.40	\$166.80	\$167.40	\$167.40
Very Light*	0% to 10%	\$85.02	\$120.24	\$143.40	\$166.80	\$167.40	\$167.40
Light	10% to 20%	\$198.40	\$280.59	\$334.63	\$389.24	\$390.64	\$390.64
Moderate	20% to 45%	\$410.98	\$581.23	\$693.18	\$806.30	\$809.20	\$809.20
Moderately Heavy	45% to 65%	\$793.60	\$1,122.35	\$1,338.53	\$1,556.96	\$1,562.56	\$1,562.56
Heavy	65% to 85%	\$1,006.16	\$1,422.97	\$1,697.05	\$1,973.98	\$1,981.08	\$1,981.08
Very Heavy	85% to 100%	\$1,317.94	\$1,863.90	\$2,222.92	\$2,585.66	\$2,594.96	\$2,594.96
Percent Increase			41.4%	19.3%	16.3%	0.4%	

*Rate is per parcel; all other rates are per acre

The city developed as a "bedroom community" and a majority of the city's parcels are used for single family residential properties. Even though the number of commercial and multi-family properties are much fewer in comparison, they account for a third of the total impervious area. Additionally, staff conducted an analysis to determine the number of vehicular trips created per day, on average, for single family residential properties compared to commercial and multi-family. This analysis allows city staff to consider the "usage" of the city's roads and public surface water facilities. Despite the fact that single family residential properties are more numerous, the analysis showed that commercial and multi-family properties account for ¼ of the average daily trips produced in the city.

The current rate model results in approximately 55% of total service charge revenue being collected from single family residential and 45% being collected from commercial and multi-family. This does not take into account any discounts offered by the city, which can fluctuate year to year by 3% to 4%.

2019 – 2024 Surface Water Management Costs

The city conducted its last rate study in 2008 and implemented the city's first and only rate increase, spread over four incremental steps beginning in 2009 and ending in 2012. The 2012 rates (shown above) have remained the same through 2018. The 2008 rate study included an analysis of general operational SWM costs, with an

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emphasis on upcoming 2007-2012 Western Washington Municipal Stormwater Permit (NPDES) requirements, and surface water capital projects under development at that time. From that study, rates were established and based on projections that the annual SWM operational budget and annual capital project budget would require \$1.1M, and \$500K, respectively, from 2009 through 2012.

The 2008 rate study was conducted prior to the city establishing a surface water management division in Public Works and rates were based on estimates of what the future programs and projects might cost. The city now has almost ten years of experience and data to utilize for the current rate study. The city must comply with many regulatory "unfunded" mandates established under the Clean Water Act and Endangered Species Act. To comply, the city must implement many programs, including but not limited to, education and outreach, operations and maintenance of an increasing number of new and existing facilities, water quality monitoring and enforcement, enforcement of increasingly rigorous development standards on both private and public projects, and more. Each year, the expectations and standards for these activities increase with more stringent permit requirements set by various federal and state departments. Current projections show that surface water operational expenditures range from \$1.95M to \$2.29M in 2019 through 2024. In the previous rate study, surface water specific projects scheduled from 2009-2012 were reviewed, but not surface water components of all city projects. As surface water regulatory requirements have increased so have the proportional surface water costs of all capital projects. For instance, a new trail in a park or new sidewalks on a road all have surface water management costs associated with them. When considering the surface water costs for all projects on the city's 6-year capital project schedule, the projects include \$10.4M total of surface water costs. Of this, only \$2.73M is currently funded under the City's current service charge rate schedule. In order to fund surface water management operational costs and support all capital needs, surface water service charges need to be increased.

King County and many other jurisdictions currently have higher rates than those applied in Kenmore. Many neighboring jurisdictions face the same increasing surface water costs and have also increased their rates or are in the process of doing so. The following graph shows a comparison of the city's rates to other jurisdictions.

Comparison of annual surface water management service charge rates

	Residential (per parcel)		Non-Residential (per acre)	
	Low	High*	Low	High
Mukilteo	\$281.16	Same	NC	NC
Mountlake Terrace	\$274.80	Same	NC	NC
Everett	\$270.72	Same	NC	NC
King County	\$240.44	Same	\$647.96	\$3669.84
Woodinville	\$240.44	Same	\$647.96	\$3669.84
Kirkland	\$237.88	Same	NC	NC
Edmonds	\$206.16	Same	NC	NC
Lake Forest Park	\$203.50	Same	\$489.14	\$3,154.68
Redmond	\$198.72	\$337.82	NC	NC
Bothell	\$169.70	Same	\$395.86	\$2634.92
Kenmore	\$167.40	Same	\$390.64	\$2,594.96
Burien	\$164.40	Same	\$410.86	\$2573.74
Seattle	\$159.68	\$603.90	NC	NC
Snohomish County	\$90.00	Same	\$128	\$383.96

*Some jurisdictions have a range of residential rates

NC - Not Comparable Model

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Surface Water General Facilities Charge (GFC)

Many utilities, such as water, waste water, and stormwater, are authorized by state law (RCW 35.92.025) to collect general facilities charges (GFC) from new and updated developments. These charges are commonly referred to as "hookup fees" or "connection fees". The City stormwater utility provides a vital public health service for our community through flood management and environmental protection. The GFC ensures that property owners seeing to utilize the community's stormwater system bear an equitable share of the system's costs.

The attached GFC analysis, prepared by Peninsula Financial Consultants, explains the process of calculating the City's GFC. Just as service charge rates rely on impervious area, the GFC uses impervious area to set the foundation of the GFC equation:

$$\text{GFC} = (\text{impervious area}) \times (\text{Existing Facility Component}).$$

The GFC analysis (attached) concluded that the existing facility component is \$2.84 per square foot of impervious surface area.

To be consistent with the City's service charge model, the proposed GFC is based on the establishment of a flat rate applied to single family residential parcels, referred to as an Equivalent Residential Unit or ERU. The ERU represents the GFC applied to a typical new single family residential parcel containing 2,500 square feet of impervious area. The analysis concludes that the City may authorize an ERU GFC up to (2,500 square feet impervious area) x (\$2.84 per sq. ft. impervious area), or \$7,100.00. This value represents the maximum for an ERU GFC that is supported by the GFC model based on current regulations and available data. It does not represent the amount that Council must approve if the GFC is established, but only the amount not to exceed.

Once the ERU GFC is determined, staff can calculate GFCs on proposed multi-family and commercial development as it relates to the ERU, similar to the service charge model. For instance, a proposed development of 10,000 square feet would be charged $(10,000 / 2,500) \times (\text{ERU GFC})$ or 4 times the ERU GFC.

Surface Water Management Facility Rate Discounts

Currently, the city provides discounts to property owners that own, operate, and maintain an engineered facility that provides flow control and/or water quality treatment. Since the city's incorporation, these facilities have been required as part of the development process for new and redeveloped properties. The current discount program offers a service charge reduction between 10%-40% depending on the standards used on the facility. The discount program, originally adopted from King County, was presumably intended to provide incentive for property owners to maintain their facilities even though the construction and maintenance of these facilities was required. During the 1990s, when these discounts were initiated, surface water management was still a relatively new and evolving component within development regulations and incentives may have been an applicable strategy at the time. However, within today's development and NPDES regulatory framework, privately owned facilities do not decrease the level of service needed from the city. Managing stormwater runoff at the source, such as with the construction of private drainage facilities, is a critical component of the overall surface water management program, however, having more private facilities requires more city resources to manage them.

As an example, much of the commercial development in the city consists of re-developing existing and mostly impervious parcels. The existing level of service required from the city on pre-developed parcels is very low because they typically do not have facilities for city staff to inspect and they have lower traffic volume, which means less usage of the city's facilities in the roadway. When these parcels develop, there is an expense to the developer to construct a private drainage facility in order to mitigate the direct local impacts, but there is also an increase in the level of service required by the city. The City must annually inspect these new facilities, enforce

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maintenance and increase service to city owned facilities in the roadway to respond to the increased volume of traffic and people created by development. Increasing the need for city resources accompanied by a reduction in revenue is not sustainable in the long term.

2019 Recommendations

The following recommendations, including 1) increase rates, 2) establish a general facilities charge, and 3) eliminate facility maintenance rate reductions, are all being proposed to comply with the city's adopted policies to maintain long-term fiscal viability and fund solvency for the surface water management fund, maintain an operating reserve and appropriately manage debt.

1) Staff recommend that Council approve the rates in the following table for 2019 through 2024.

Classification (Impervious Area)	2018 Current Rate	2019 Proposed Rate	2020 Proposed Rate	2021 Proposed Rate	2022 Proposed Rate	2023 Proposed Rate	2024 Proposed Rate
Single Family (Per Parcel)	\$167.40	\$200.88	\$239.05	\$247.41	\$256.07	\$265.04	\$272.99
Very Light (Per Parcel)	\$167.40	\$200.88	\$239.05	\$247.41	\$256.07	\$265.04	\$272.99
Light (Per Acre)	\$390.64	\$535.70	\$717.14	\$742.24	\$768.22	\$795.11	\$818.96
Moderate (Per Acre)	\$809.20	\$1,138.38	\$1,553.81	\$1,608.19	\$1,664.48	\$1,722.73	\$1,774.42
Moderately Heavy (Per Acre)	\$1,562.56	\$2,042.38	\$2,629.52	\$2,721.55	\$2,816.81	\$2,915.39	\$3,002.86
Heavy (Per Acre)	\$1,981.08	\$2,695.25	\$3,585.71	\$3,711.21	\$3,841.10	\$3,975.54	\$4,094.80
Very Heavy (Per Acre)	\$2,594.96	\$3,415.12	\$4,422.37	\$4,577.16	\$4,737.36	\$4,903.16	\$5,050.26

The table below summarizes annual surface water management fund financial impacts projected out through 2024 based on the corresponding revenue generated by the proposed rate increases above.

Accounts	2019	2020	2021	2022	2023	2024
OPERATIONAL SUMMARY						
(+) Total Operating Revenues	\$ 2,477,400	\$ 3,091,700	\$ 3,198,800	\$ 3,309,700	\$ 3,424,500	\$ 3,526,300
(-) Total Operation & Maintenance	\$ (1,949,200)	\$ (2,017,700)	\$ (2,081,200)	\$ (2,147,500)	\$ (2,216,200)	\$ (2,287,500)
(-) Total Debt	\$ -	\$ (191,400)	\$ (687,100)	\$ (811,100)	\$ (811,100)	\$ (811,100)
NET REVENUE	\$ 528,200	\$ 882,600	\$ 430,500	\$ 351,100	\$ 397,200	\$ 427,700

CAPITAL SUMMARY	2019	2020	2021	2022	2023	2024
Start of Year Cash	\$ 1,324,000	\$ 1,199,700	\$ 2,252,100	\$ 2,167,700	\$ 1,973,500	\$ 1,066,900
(+) Connection Charges & Interest Inc.	\$ 354,900	\$ 365,400	\$ 376,100	\$ 377,600	\$ 372,800	\$ 373,100
(+) Transfer from Operations	\$ 528,200	\$ 882,600	\$ 430,500	\$ 351,100	\$ 397,200	\$ 427,700
(+) Total Loan Funds	\$ 1,409,400	\$ 5,904,100	\$ 912,300	\$ -	\$ -	\$ -
(+) Total CIAC Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(-) Total Capital Expenses	\$ (2,416,800)	\$ (6,099,700)	\$ (1,803,300)	\$ (922,900)	\$ (1,676,600)	\$ (326,500)
NET CAPITAL REVENUE	\$ (124,300)	\$ 1,052,400	\$ (84,400)	\$ (194,200)	\$ (906,600)	\$ 474,300
End of Year Cash	\$ 1,199,700	\$ 2,252,100	\$ 2,167,700	\$ 1,973,500	\$ 1,066,900	\$ 1,541,200

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- 2) Staff recommend that Council establish a surface water management general facilities charge (GFC) on new development and redevelopment as shown in the table below.

	ERU Calculation	GFC Calculation
Single Family Residential	ERU • 1	ERU x \$3,500
All Non-Single Family Residential (Commercial and Multi-Family)	ERU • Parcel Impervious Area / 2,500	ERU x \$3,500

- 3) Staff recommend that Council continue offering the rate reduction for parcels that operate and maintain a private surface water facility in 2019, but eliminate the reduction in 2020. Eliminating this reduction supports the implementation of the general facilities charge and provides a sustainable revenue source for the surface water management fund.

FISCAL CONSIDERATION:

The recommendations provided in this Council report will maintain long-term fiscal viability and fund solvency for the surface water management fund, maintain an operating reserve and appropriately manage debt. Additionally, applicable surface water components of current transportation and parks capital projects would be appropriately funded by the surface water fund. Staff will follow Council's direction received during this meeting and input the applicable rates into the City's 2019 Fee Schedule being presented to Council for adoption on November 19th.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

To implement the Walkways and Waterways Projects.
To continue to implement a Parks Improvement Plan.
To protect and enhance the water, air and forest environment.
Priority Based Budgeting Result: A sustainable, Healthy Environment and the Preservation of Natural Resources.

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Peninsula Financial Consulting

STORMWATER GENERAL FACILITY CHARGES

INTRODUCTION

This document outlines the calculation of the general facility charge, or GFC for the City's stormwater utilities. A GFC is also commonly referred to as a connection charge or system development charge.

A GFC is a one-time charge paid by a new customer connecting to a utility system. A GFC can include a pro-rata share of the cost of existing facilities (existing facility component) and a pro-rata share of planned facilities (future facility component). The existing facility component offsets the historical contributions from existing customers used to acquire existing assets of benefit to a new customer. The future facility component is a new customer's proportional share of the cost of capital improvements required to serve future growth and is intended to minimize the impact to existing customers to fund the construction of growth-related facilities.

OVERVIEW

The Revised Code of Washington (RCW) addresses some aspects of how a GFC should be determined. However, GFCs are determined primarily based on practices that have been upheld by State courts and are consistent with industry standards (e.g. American Water Works Association). RCW 35.92.025, which authorizes cities and towns to charge for connecting to a water, wastewater, or stormwater system, requires that the charge be an equitable share of the cost of the existing system and may include up to ten years of interest charges at a rate commensurate with the rate of interest applicable to the City at the time of construction. RCW 57.08.005, which address connection charges for special purpose districts, also specifically allows districts to charge a pro rata share of the cost of future facilities planned in the next ten years. An opinion provided by Foster, Pepper, and Shefelman, PLLC concluded that cities might also include costs of future facilities intended to serve growth. Therefore, this analysis includes a pro rate share of planned facilities in addition to existing facilities as part of the equitable share allowed by RCW 35.92.025.

Under RCW 57.08.005, special districts are not allowed to include costs associated with facilities that are funded from grants or donations. In 1999, the Washington State Supreme Court ruled in the case *Landmark Development, Inc. versus the City of Roy* that there was no implied statutory requirement that a city include an offset for grants or donations when calculating water connection charges. Therefore, this analysis includes the costs of all existing facilities that will benefit future customers, regardless of how these assets were funded.

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Peninsula Financial Consulting

GENERAL FACILITY CHARGE DETERMINATION

The existing and planned facility components of the water and sewer system GFCs are analyzed in this section.

EXISTING FACILITY COMPONENTS OF THE GFC

The pro-rata share of the original cost of existing facilities, or existing facility component, is determined by dividing the cost of existing utility assets that will benefit future customers by the total square footage of impervious surface area of rate paying stormwater customers. The cost of existing utility infrastructure assets is estimated by developing replacement costs for all existing assets and then deflating these costs to the year of installation using the Engineering News Record Construction Cost Index (CCI). All existing assets have been assigned to the mid-year of the decade associated with the major development in that area. Table 1 summarizes the calculation of the estimated cost to replace all existing facilities and the estimated cost to construct these facilities in the years they were built.

TABLE 1

Assets	Estimated Replacement Cost	Estimated Original Cost
Catch Basins	\$16,953,530	\$9,091,038
Manholes	\$2,867,947	\$2,104,865
Pipes & Culverts	\$142,982,465	\$73,276,580
Ditches & Swales	\$542,907	\$242,755
Ponds	\$6,638,160	\$3,936,420
Vaults	\$22,179,720	\$16,940,104
Total	\$192,164,728	\$105,591,761

The RCW allows a City to include up to ten years of accumulated interest costs in the calculation of a GFC. This analysis in order to be as conservative as possible does not include accumulated interest. This approach was utilized to reflect the lack of specific information regarding the installation of facilities and also due to the fact that the method used to estimate original construction can artificially inflate costs as a result of more rigorous safety practices and work place standards.

Table 2 shows the determination of the total cost of existing facilities included in the determination of the existing facility component of the GFC. Note that the stormwater utility has no existing debt and therefore Table 2 reflects no deduction for outstanding debt principal.

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Peninsula Financial Consulting

TABLE 2

Existing Facility Component	Amount
Total Estimated Original Cost of Existing Assets	\$ 105,591,761
(-) less outstanding debt principle	\$ -
Total Existing Assets	\$ 105,591,761

The existing facility component is determined by dividing the total cost of existing assets from Table 2 by the total impervious surface area of customers paying monthly rates as provided by the City of 37,159,603 square feet.

TABLE 3

Existing Facility Component	
Total Costs incl. in Existing Facility Component	\$ 105,591,761
Total Impervious Surface Area (sq. ft.)	37,159,603
Existing Facility GFC Component (\$/Sq. ft. of ISA)	\$ 2.84

FUTURE FACILITY COMPONENTS OF THE GFC

A GFC may also include a pro-rata share of the cost of facilities. The future facility component is calculated by dividing the total cost of planned capital improvement costs by the number of benefiting customers (or impervious surface area, ISA). Special purpose districts are restricted to including capital improvements scheduled to occur within ten years. The RCW is silent with regard to future facilities for cities but it is accepted industry practice to include a 10-year forecast of improvements in GFCs for cities. The pro rata share of the cost of future facilities is determined by dividing by the cost of each planned improvement by the number of benefiting customers. The proposed GFC for Kenmore does not include a future facility component. This approach was utilized due to the fact that being a relatively new utility the City is planning on using a combination of rate revenue and debt to fund the majority of planned projects. Therefore customers that will pay a GFC will also be paying a pro rata share of the cost of planned facilities through monthly stormwater fees.

VI. A. Surface Water Management Service Charge Analysis - Surface Water ...**VIII. A. Increase in Surface Water Management Service Charge Rates and t...**

*Peninsula Financial Consulting***GENERAL FACILITY CHARGES**

Table 4 lists the total GFC for consideration by the City. The GFC recommended by this analysis are consistent with the Revised Code of Washington, case law, and industry practice. The estimated GFC is for a single-family residence (SFR) and is based on an assumed impervious surface area for an average single-family residence of 2,500 square feet. Therefore, a new SFR with 2,500 sq. ft. would be charged $2,500 * (\$2.84)$, or \$7,100.

TABLE 4

General Facility Charge		
Total Original Costs included in GFC	\$	105,591,761
Total Impervious Surface Area (sq. ft.)		37,159,603
Existing Facility GFC Component (\$/Sq. ft. of ISA)	\$	2.84

VI. A. Surface Water Management Service Charge Analysis - Surface Water ...**VIII. A. Increase in Surface Water Management Service Charge Rates and t...**

CITY OF KENMORE

WASHINGTON

RESOLUTION NO. 18-315

**A RESOLUTION OF THE CITY OF KENMORE,
WASHINGTON, REVISING THE CITY SURFACE
WATER MANAGEMENT PROGRAM ANNUAL SERVICE
CHARGES, AND REPEALING RESOLUTION NO. 08-160.**

WHEREAS, KMC 13.30.010 establishes the City of Kenmore's surface water utility, and KMC 13.40.010 establishes the City's surface water management program; and

WHEREAS, KMC 13.40.050.A provides that the City Council shall determine the service charge revenue needs of the surface water management program, and shall impose annual service charges on all developed property in the City, pursuant to City Council resolution; and

WHEREAS, by Resolution No. 08-160, adopted on November 24, 2008, the City Council established annual service charges for the surface water management program; and

WHEREAS, the City has updated the surface water management program to respond to drainage capital needs, to address flooding and water quality problems, and to consider the 2000 Puget Sound Water Quality Management Plan, the 2007, 2012, 2013 and 2019 NPDES Phase II Municipal Stormwater Permits, the 2006 Swamp Creek Fecal Coliform Bacteria Total Maximum Daily Load Water Quality Improvement Report and Implementation Plan, the Underground Injection Control Rule, and the Endangered Species Act and associated Watershed and Salmon Recovery Plans; and

WHEREAS, current surface water management program annual service charges are insufficient to generate the annual income needed to develop and implement the updated surface water management program, requiring an increase in the annual service charges as set forth in this resolution; and

WHEREAS, the City Council held a public hearing on November 19, 2018 to receive public testimony and consider adoption of increased annual service charges;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, DOES RESOLVE as follows:

Section 1. The City Council adopts the City of Kenmore Surface Water Management Program Annual Service Charges attached hereto as Exhibit "A" and incorporated herein by reference.

Section 2. Resolution No. 08-160 is repealed.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 19TH DAY OF NOVEMBER, 2018.

CITY OF KENMORE

Mayor David Baker

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

Exhibit A

City of Kenmore Surface Water Management Program Annual Service Charges							
Class	Impervious Area	Annual Rates					
		2019	2020	2021	2022	2023	2024
Residential ^A	NA	\$ 192.51	\$ 221.39	\$ 230.24	\$ 239.45	\$ 249.03	\$ 258.99
Very Light ^A	0 to ≤ 10%	\$ 192.51	\$ 221.39	\$ 230.24	\$ 239.45	\$ 249.03	\$ 258.99
Light	> 10% to ≤ 20%	\$ 513.38	\$ 664.16	\$ 690.73	\$ 718.35	\$ 747.09	\$ 776.97
Moderate	> 20% to ≤ 45%	\$ 1,090.95	\$ 1,439.01	\$ 1,496.57	\$ 1,556.44	\$ 1,618.69	\$ 1,683.44
Moderately Heavy	> 45% to ≤ 65%	\$ 1,957.28	\$ 2,435.25	\$ 2,532.66	\$ 2,633.97	\$ 2,739.33	\$ 2,848.90
Heavy	> 65% to ≤ 85%	\$ 2,582.95	\$ 3,320.80	\$ 3,453.63	\$ 3,591.77	\$ 3,735.45	\$ 3,884.86
Very Heavy	> 85% to ≤ 100%	\$ 3,272.82	\$ 4,095.65	\$ 4,259.48	\$ 4,429.86	\$ 4,607.05	\$ 4,791.33
County Roads	NA						
State Highways	NA						

^A Rate is per parcel; all other rates are per acre



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

Subject/Topic:

Adopt Ordinance No. 18-0472 of the City of Kenmore, Washington, Relating to the 2019 Regular Property Tax Levy

For Council Meeting Agenda of: November 19, 2018

Department: Finance and Administration

Prepared by: Joanne Gregory, Director of Finance and Administration

Proposed Council Action/Motion:

Adopt Ordinance No. 18-0472 of the City of Kenmore, Washington, Relating to the 2019 Regular Property Tax Levy; Providing for Severability and Establishing an Effective Date

Approved by Department Head: Initial & Date
 Approved by City Attorney: 11-15-18
 Approved by Finance Director: 11-15-18
 Approved by City Manager: pgk

Exhibits/Attachments:

Ordinance No. 18-0472
 Presentation from November 5, 2018 Public Hearing

INFORMATION/BACKGROUND:

Passage of a biennial budget by year-end is required by State law and November 30 is the due date for property tax levies to be set by ordinance and filed with King County.

The City Council has reviewed department and fund budgets throughout October and November in public sessions. The preliminary proposed budget document was distributed to the City Council on October 8, 2018 and is available at City Hall and www.kenmorewa.gov/finance.

Public hearings were held November 5 and November 13, 2018 to receive public comment on the proposed 2019 tax levies and the proposed 2019-2020 biennial budget.

Adoption of the 2019 Regular Tax Levy is scheduled for November 19, 2018 along with adoption of the 2019-2020 Biennial Budget.

The Regular Property Tax Levy ordinance includes a levy of \$5,052,445 which is an increase of 3% over 2018, plus new construction of \$67,522 and relevys of \$2,164. This is updated information based on recent new construction and relevy figures from King County.

FISCAL CONSIDERATION:

The 2018 property tax levy was \$4,837,631. For 2019 the City is allowed by statute to increase its levy by the lesser of one (1) percent or the percentage increase in the July IPD (Implicit Price Deflator). The IPD this year is 2.169%, resulting in 1% as the limiting factor, however by using “banked” tax capacity, a City can levy more than 1%. Banked capacity is accrued from the years when the City Council did not take even the allowable 1% increase.

The 2019-2020 Budget includes a 3% levy increase in both years using a portion of the banked capacity which has a current value of \$752,000. The 3% increase in 2019 will provide a \$5,052,445 tax levy to the City which is \$145,128 more than the 2018 levy (exclusive of new construction).

Based on preliminary assessment data from the King County Assessor, the proposed property tax levy for 2019 may also include an increase for new construction taxes of \$67,522. Due to a 13% increase in assessed valuation (AV) across the City, to just over \$4.8 billion, the tax rate is expected to be as low as \$1.04 per 1,000 of AV with a 3% levy increase. This is less than the 2018 tax rate of \$1.14 per 1,000.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

RCW 35A.33.055 The legislative body must schedule hearings on the budget or parts of the budget prior to the final approval.

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 18-0472**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,
RELATING TO THE 2019 REGULAR PROPERTY TAX LEVY;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN
EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Kenmore, Washington, has met and considered its biennial budget for calendar years 2019-2020; and

WHEREAS, the City Council held Public Hearings on November 5 and November 13, 2018 to consider the City's general fund revenue sources and proposed budget pursuant to RCW 84.55.120; and

WHEREAS, after a Public Hearing, and after duly considering all relevant evidence and testimony presented, the City Council determined that the City of Kenmore requires an estimated regular tax levy in the amount of \$5,052,445 which includes a 3.0% increase from the previous year and amounts resulting from the addition of new construction and improvements to property and any increase in the value of State-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City and in its best interest (the actual levy to be calculated by the King County Assessor's Office once the City's assessed value is certified by the Assessor);

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

Section 1. Regular Tax Levy. An increase in the regular property tax levy is hereby authorized for the 2019 levy in the amount of \$145,128 which is a 3.0 percent (3.0%) increase from the previous year. This increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of State-assessed property, and any additional amounts resulting from any annexations that have occurred and refunds made.

Section 2. Transmittal. The City Clerk is directed to transmit a certified copy of this Ordinance to the Office of the Auditor of the State of Washington, Division of Municipal Corporations, to the King County Assessor, to the Clerk of the King County Council, and to any other agency required by law to receive a copy of this Ordinance.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be preempted by State or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

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.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 19th DAY OF NOVEMBER 2018.

CITY OF KENMORE

David Baker, Mayor

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Rod P. Kaseguma

City of Kenmore Public Hearing 2019 Property Tax Levies

City Council Meeting November 5, 2018

Other Key dates...

**Nov 13,
2018**

- 2019-2020 Budget Public Hearing
- Review 2017-2018 Budget Adjustments

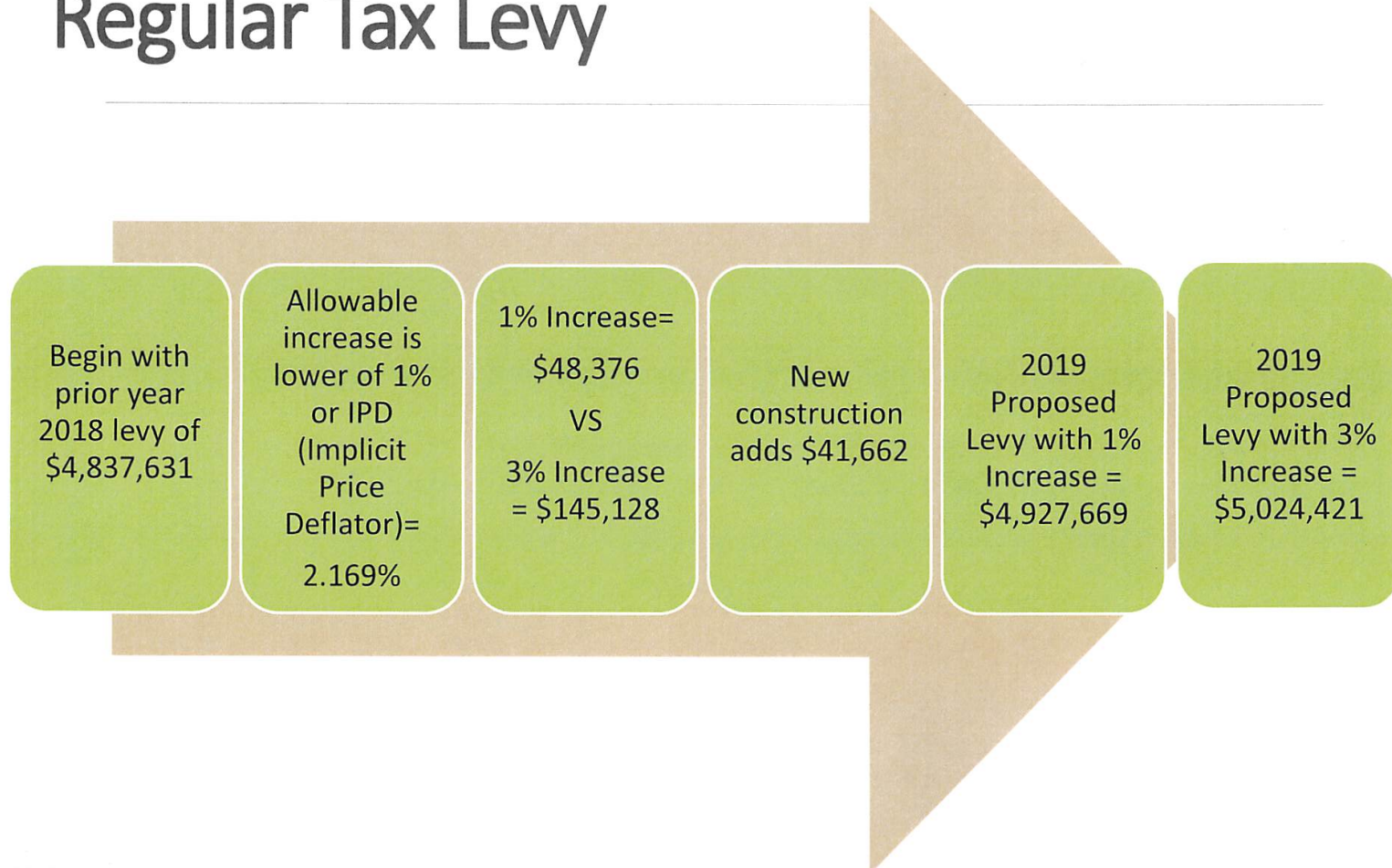
**Nov 19,
2018**

- Adopt 2019 Property Tax Levy Ordinance
- Adopt 2019 Excess Property Tax Levy Ordinance
- Adopt 2019-2020 Budget Ordinance

**Nov 26,
2018**

- Adopt 2017-2018 Budget Amendments

Annually the City Council must set the Regular Tax Levy



Property taxes and assessed valuation

Levy with 1% Increase

- **Proposed 2019 tax levy = \$4,927,669**
- 1.86% (\$90,038) increase over 2018 levy
 - 1% increase adds \$48,376
 - New construction:
 - \$41,662 added to levy
 - From \$36,552,183 new AV (prelim)
- Total 2019 prelim **Assessed Valuation (AV)**:
 - \$4,835,437,983 including new construction
 - 13.3% **increase in AV** from 2018
 - Greatest increase in AV since 2015
 - tax rate projected at **1.02/\$1,000 AV**
 - $4,927,669 / 4,835,437,983 * 1000 = 1.02$
 - (doesn't include voted bond levy)
 - decrease from 1.14 in 2018

Property taxes and assessed valuation

Levy with 3% Increase

- **Proposed 2019 tax levy = \$5,024,421**
- 3.86% (\$186,790) increase over 2018 levy
 - 3% increase adds \$145,128
 - New construction:
 - \$41,662 added to levy
 - From \$36,552,183 new AV (prelim)
- Total 2019 prelim **Assessed Valuation (AV)**:
 - \$4,835,437,983 including new construction
 - 13.3% **increase in AV** from 2018
 - Greatest increase in AV since 2015
 - tax rate projected at **1.04/\$1,000 AV**
 - $5,024,421 / 4,835,437,983 * 1000 = 1.04$
 - (doesn't include voted bond levy)
 - decrease from 1.14 in 2018

Impact of 1% vs 3% levy increase in 2019-2020

	Levy with 1% increase (a)	Levy with 3% increase (b)	Annual revenue from 1% increase (c)	Annual revenue from 3% increase (d)	Cumulative revenue not taken (b) – (a)
2019	4,927,669	5,024,421	90,038 (48,376 plus new const)	186,791 (145,129 plus new const)	96,753
2020	4,976,945	5,175,153	49,277 (includes 0 new const)	150,732 (includes 0 new const)	198,208

Banked Capacity = \$752,959 – Latest Per King County

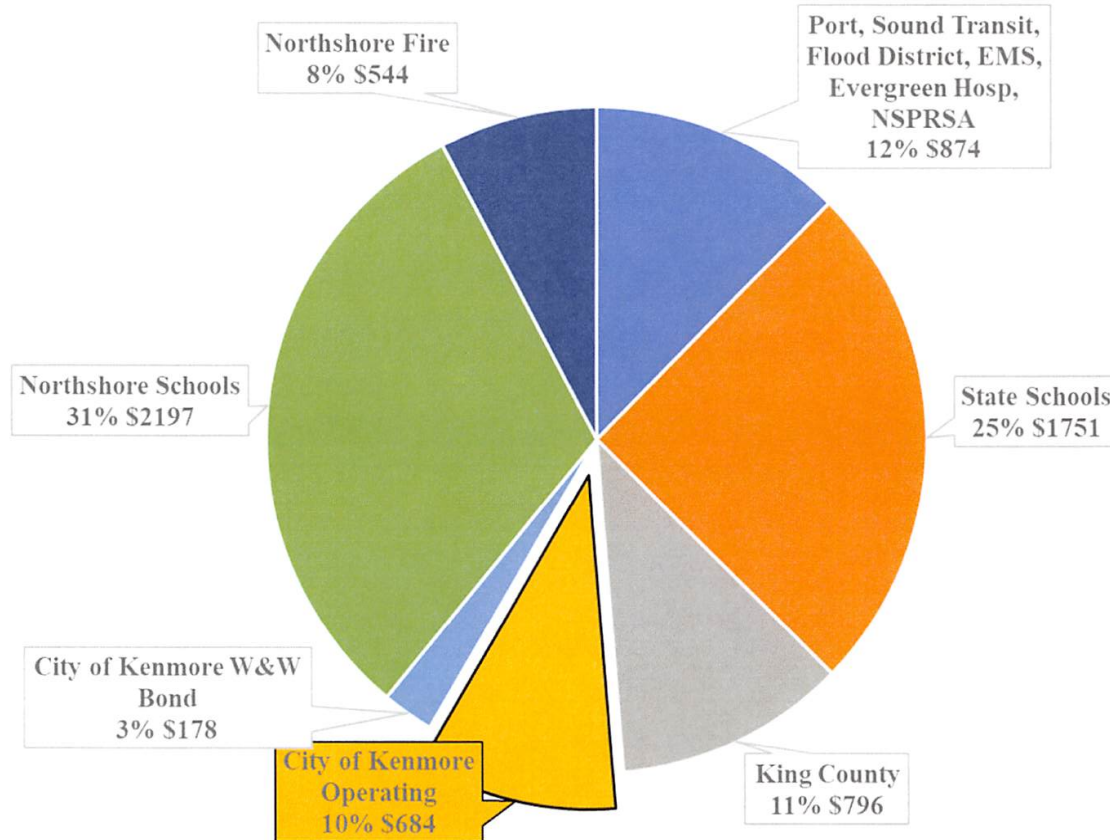
Tax Effect on Homeowner (City of Kenmore Taxes Only)

- Assume 2018 home at \$600,000
 - Taxed at 2018 rate of 1.14 = \$684

- Assume 2019 NO CHANGE in value of home at \$600,000
 - Taxed at 2019 rate of 1.02 (1% levy) = \$612 (\$72 Less than 2018)
 - Taxed at 2019 rate of 1.04 (3% levy) = \$624 (\$60 Less)

- Assume 12% increase in value of home to \$672,000
 - Taxed at 2019 rate of 1.02 (1% levy) = \$685 (\$1 More than 2018)
 - Taxed at 2019 rate of 1.04 (3% levy) = \$699 (\$15 More)

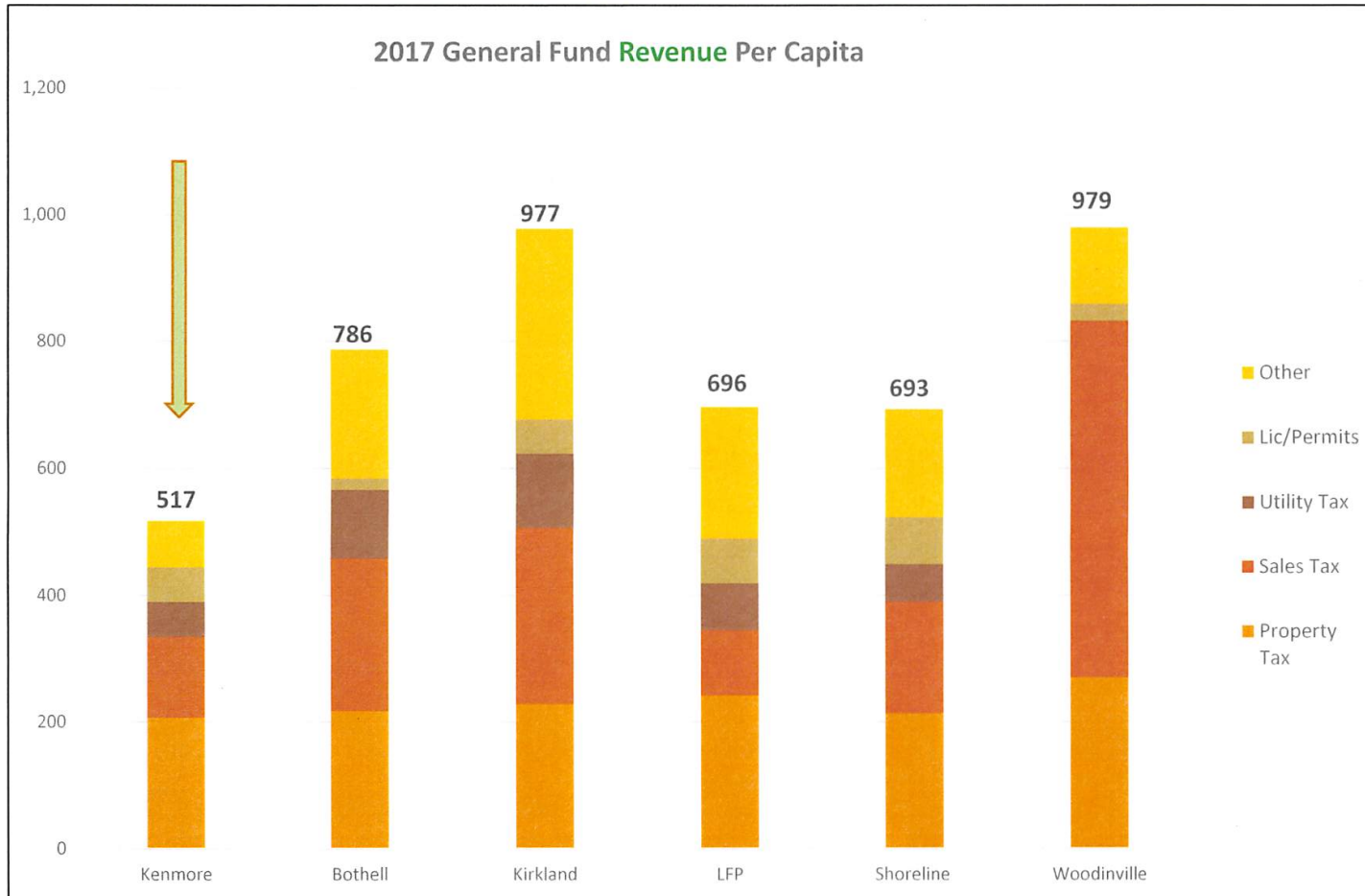
2018 Property Tax Distribution for a \$600,000 Home



Estimated total tax bill of \$7,024

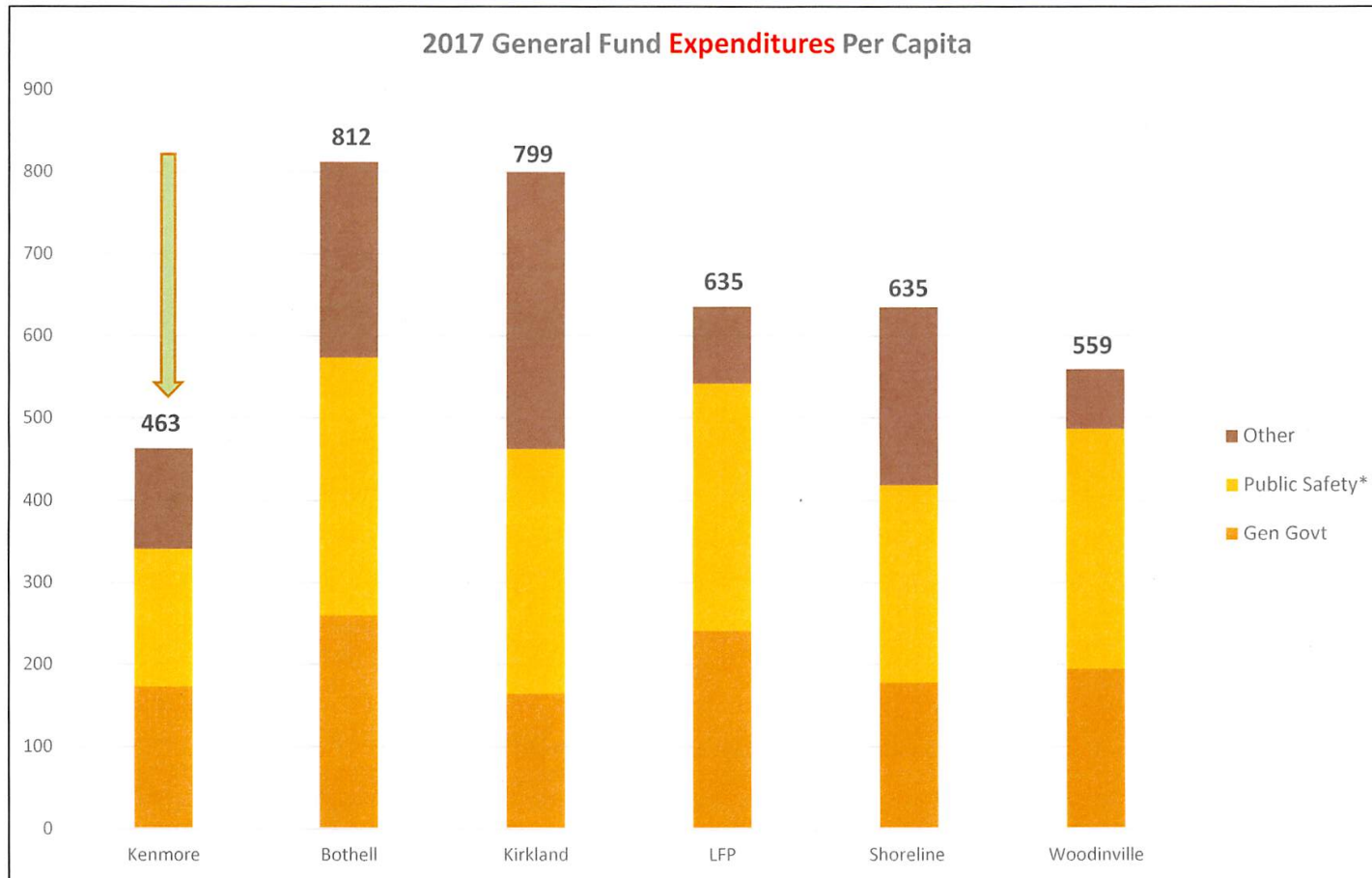
Percentages of total tax bill are based on tax rates for the various jurisdictions (total \$11.70/1000)

Kenmore: Lowest General Fund Per Capita Revenue



Source: LGFRS-State Auditor's Office 2017 Data; Excludes transfers and reserves

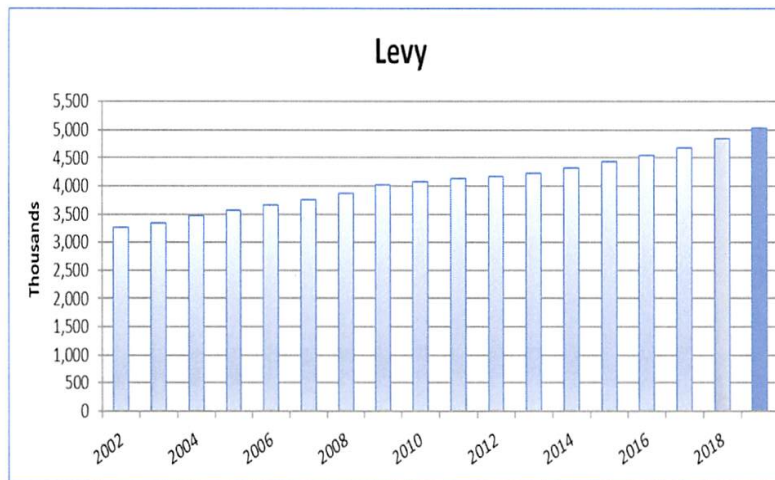
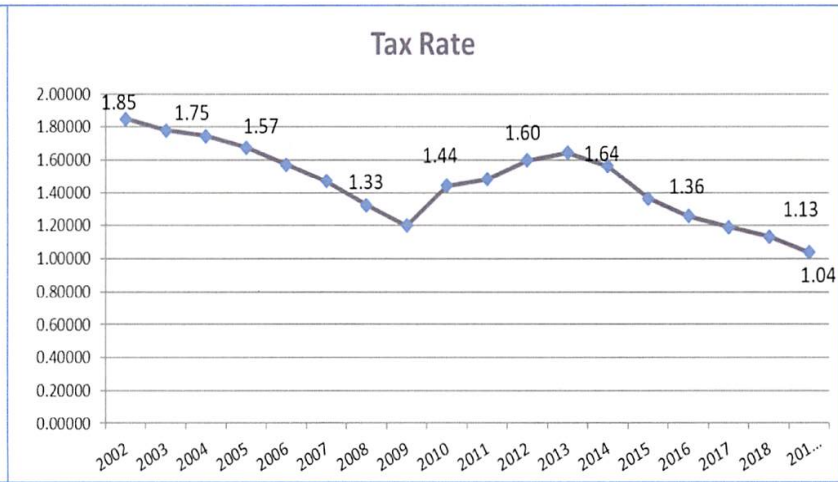
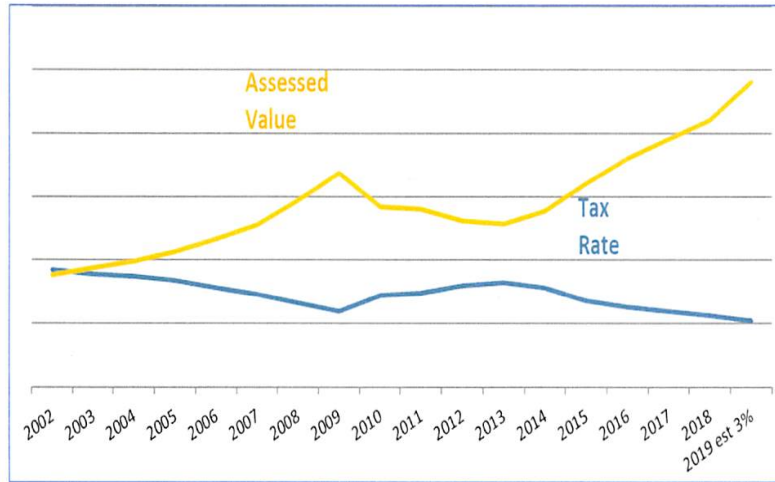
Kenmore: Lowest General Fund Per Capita Expenditures



Source: LGFRS-State Auditor's Office 2017 Data; Excludes transfers and reserves

* Does not include Fire/EMS/Protective Inspection Services (revenues also adjusted)

Property Tax Rates, AV, & New Construction 2002-2019 (w/ 3%)



**Excess
Property
Tax Levy
for
Walkways
&
Waterways
Bonds**

- **Tax payer voted bond issue yielded \$9,220,000 in 2016**
- **\$7,445,000 due as of 12/31/2018**
 - Debt Service Required for 2019 Payment= \$1,223,150
 - Excess tax levy need = \$1,220,000 (about **.25**/1,000 AV)
- ****.25** + 1.04 = 1.29 = Total levy rate for 2019,**
 - **decrease of \$.14 from 2018 @ 1.43 AV**

This concludes the presentation portion of the Public Hearing on the 2019 Property Tax Levies

The next actions
will be



- **November 13:**
 - Public Hearing on 2019-2020 Proposed Budget
- **November 19:**
 - Ordinance to set the 2019 Regular Property Tax Levy
 - Ordinance to set the 2019 Excess Property Tax Levy
 - Ordinance to adopt the 2019-2020 Proposed Budget

THANK YOU!

Open for Questions and Public Comment

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 18-0473**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,
LEVYING AN EXCESS PROPERTY TAX LEVY FOR THE
PURPOSE OF PAYING DEBT SERVICE ON THE CITY'S
UNLIMITED TAX GENERAL OBLIGATION BONDS ISSUED IN
2016; PROVIDING FOR SEVERABILITY; AND ESTABLISHING
AN EFFECTIVE DATE.**

WHEREAS, at an election held in the City of Kenmore, Washington (the "City") on November 8, 2016, the City submitted the question to the qualified electors of the City of whether the City shall issue unlimited tax general obligation bonds in the aggregate principal amount of not to exceed \$19,750,000 ("Bond Authorization") to provide the funds to construct, develop, equip, upgrade, acquire, and improve arterial walkways and waterfront access in the City, including the acquisition of property, as identified in Exhibit A attached to Ordinance No. 16-0422 (the "Election Ordinance") passed by the City Council on June 13, 2016 (the "Project"); and

WHEREAS, the number and proportion of the qualified electors of the City required by law for the adoption thereof voted in favor of the Bond Authorization and the election results were certified by King County Elections, as *ex officio* supervisor of elections in King County, Washington, on November 29, 2016; and

WHEREAS, the City, pursuant to Bond Ordinance No. 16-0434, adopted by the City Council on November 21, 2016, has authorized the issuance and sale of \$9,220,000 principal amount of Unlimited Tax General Obligation Bonds, 2016 (the "Bonds"), and has determined that to provide the money necessary to pay the debt service requirement on the Bonds in the year 2019 an excess property tax levy in the amount of \$1,220,000 for the Bonds must be levied for collection in 2019;

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

Section 1. Voter Approved Excess Tax Levy for Unlimited General Obligation Bonds. A tax is hereby levied to raise revenue for the purpose of debt service payments on the voter-approved unlimited tax general obligation bonds for the fiscal year of 2019 in the amount of \$1,220,000 on all taxable property in the City of Kenmore, Washington,

Section 2. Transmittal. The City Clerk is directed to transmit a certified copy of this Ordinance to the Office of the Auditor of the State of Washington, Division of Municipal Corporations, to the King County Assessor, to the Clerk of the King County Council, and to any

other agency required by law to receive a copy of this Ordinance.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be preempted by State or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

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.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE
19th DAY OF NOVEMBER, 2018.

CITY OF KENMORE

David Baker, Mayor

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Rod P. Kaseguma

**Excess
Property
Tax Levy
for
Walkways
&
Waterways
Bonds**

- **Tax payer voted bond issue yielded \$9,220,000 in 2016**
- **\$7,445,000 due as of 12/31/2018**
 - Debt Service Required for 2019 Payment= \$1,223,150
 - Excess tax levy need = \$1,220,000 (about **.25**/1,000 AV)
- ****.25** + 1.04 = 1.29 = Total levy rate for 2019,**
 - **decrease of \$.14 from 2018 @ 1.43 AV**

Subject/Topic: Ordinance No. 18-0474 Adopting the 2019-2020 Biennial Budget Proposed Council Action/Motion: Adopt Ordinance No. 18-0474 Adopting a Biennial Budget for the Period January 1, 2019 through December 31, 2020, Establishing Appropriations of Funds for the 2019-2020 Biennium and Approving the 2019 Employee Salary Plan	For Council Meeting Agenda of: November 19, 2018 Department: Finance and Administration Prepared by: Joanne M. Gregory <u>Initial & Date</u> Approved by Department Head: <u>Jmg 11-14-18</u> Approved by City Attorney: _____ Approved by Finance Director: <u>Jmg 11-14-18</u> Approved by City Manager: <u>for</u> Exhibits/Attachments: Ordinance No. 18-0474 with Exhibit A Summary of All Revenues and Expenditures by Fund November 13, 2018 Public Hearing Presentation
<u>INFORMATION/BACKGROUND:</u> On October 8, 2018 the proposed 2019-2020 biennial budget was presented to the City Council. Public budget review sessions were conducted from October 15 through November 13, 2018. Public hearings were held to receive public comment and testimony on the tax levy and the proposed budget on November 5 and November 13, 2018. The Ordinance No. 18-0474, as presented for adoption, reflects the 2019-2020 biennial budgets for all funds as directed and adjusted by the City Council at the November 13, 2018 Public Hearing.	
<u>FISCAL CONSIDERATION:</u> The 2019-2020 Proposed Biennium Budget presented to the City Council included total revenues for the biennium of \$109,660,611 and total expenditures for the biennium are \$105,527,212. The City Council directed revisions to the General and Street operating budgets in the amount of \$442,564 which resulted in a total revenue budget of \$110,138,175 and total expenditure budget of \$106,088,340. Details of the revisions are shown on slide 31 of the November 13, 2018 Public Hearing presentation. The attachment, Summary of All Revenues and Expenditures by Fund, illustrates the changes made to the various funds. The General Fund and the Street Fund are balanced in that budgeted expenditures equal budgeted revenues. Other special revenue funds, capital funds, and enterprise funds utilize fund reserves to support capital improvement programs and interfund transactions. The Biennial Budget also includes a 3.6% wage adjustment for 2019 and 2020 for all city employees based on the CPI W Seattle Index. Exhibit A to the Ordinance will establish positions and salary schedules for City employees for 2019.	

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Council Policy: Deliver services at a level greater than prior to incorporation of the City.
Washington State statutes require adoption of the budget prior to the beginning of the ensuing fiscal year.

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**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 18-0474**

AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON, ADOPTING A BIENNIAL BUDGET FOR THE PERIOD JANUARY 1, 2019 THROUGH DECEMBER 31, 2020; ESTABLISHING APPROPRIATIONS OF FUNDS FOR THE 2019-2020 BIENNIUM; AND ESTABLISHING POSITIONS AND SALARY SCHEDULES FOR 2019; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, a Preliminary Proposed 2019-2020 Biennial Budget was submitted to the City Council and the City Clerk on October 8, 2018; and

WHEREAS, the City Council scheduled and held Public Hearings on the 2019 Tax Levy and Proposed 2019-2020 Biennial Budget on November 5 and November 13, 2018,

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

Section 1. Funds Appropriated. The Budget for January 1, 2019 through December 31, 2020 is appropriated by fund as follows:

<u>FUND</u>	<u>2019-2020 Revenue Budget</u>
General Fund	\$25,927,871
Kenmore Village Fund	0
Strategic Reserve Fund	25,900
Strategic Opportunities Fund	407,000
Street Fund	3,634,778
Public Art Fund	2,063
Transportation Benefit District	718,000
UTGO 2016 Bond Fund	1,752,800
Transportation Capital Fund	23,863,257
Real Estate Excise Tax Fund	2,665,916
Walkways & Waterways Bonds	10,045,000
Park Capital Fund	3,886,947
Park Impact Fee Fund	491,864
Transportation Impact Fee Fund	1,981,991
Sammamish River Bridge Fund	21,623,056
Public Works Shop Fund	6,500,000
Surface Water Management Fund	3,727,000
Surface Water Capital Fund	2,702,450
Swamp Creek Basin Fund	40,000
Equipment Replacement Fund	142,282
TOTAL	<u>\$110,138,175</u>

Ordinance Budget 2019-2020 Ordinance

<u>FUND</u>	<u>2019-2020 Expenditure Budget</u>
General Fund	\$25,927,871
Kenmore Village Fund	0
Strategic Reserve Fund	0
Strategic Opportunities Fund	0
Street Fund	3,634,778
Public Art Fund	21,000
Transportation Benefit District	716,000
UTGO 2016 Bonds	1,752,800
Transportation Capital Fund	23,880,759
Real Estate Excise Tax Fund	5,205,050
Walkways & Waterways Bonds	8,685,794
Park Capital Fund	3,909,000
Park Impact Fee Fund	347,000
Transportation Impact Fee Fund	1,216,663
Sammamish River Bridge Fund	21,623,056
Public Works Shop Fund	2,000,000
Surface Water Management Fund	4,354,469
Surface Water Capital Fund	2,704,100
Swamp Creek Basin Fund	0
Equipment Replacement Fund	110,000
TOTAL	<u>\$106,088,340</u>

Section 2. Wage Adjustment. The 2019-2020 Biennial Budget includes a 3.6% CPI based wage adjustment for City employees, effective January 1, 2019.

Section 3. Positions and Salary Schedules. The various positions and salary ranges for City employees for the biennium are attached to this Ordinance as Exhibit A.

Section 4. Transmittal. A complete copy of the budget as adopted, together with a copy of this adopting Ordinance, shall be transmitted by the City Clerk to the Division of Municipal corporations of the Office of the State Auditor and to the Association of Washington Cities.

Section 5. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be preempted by State or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 6. 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.

Ordinance Budget 2019-2020 Ordinance

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 19th DAY OF NOVEMBER 2018.

CITY OF KENMORE

Mayor David Baker

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

Approved as to form:

Rod P. Kaseguma, City Attorney

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.

Exhibit A to Ordinance No. 18-0474

City of Kenmore
2019 Salary Ranges

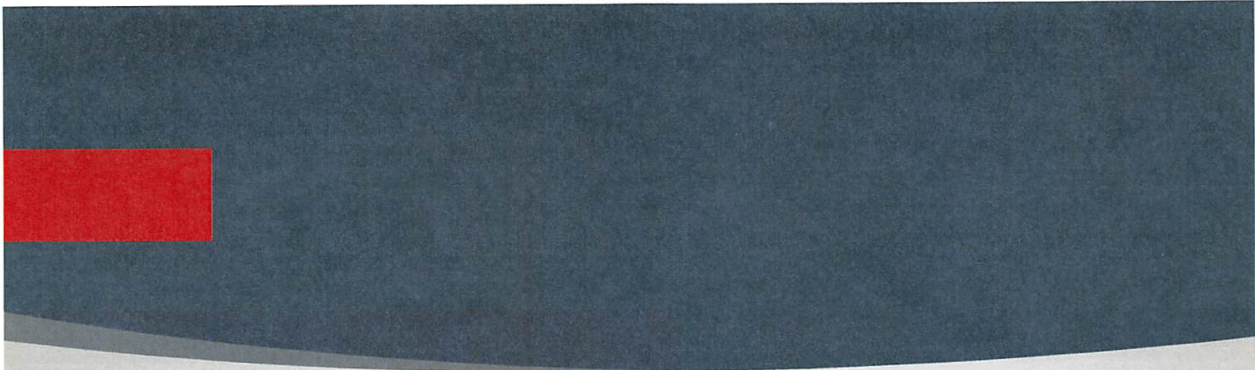
Position	2019 Monthly Pay Ranges	
	Low	High
Assistant City Manager	10,135	13,986
Finance & Administration Director	9,424	13,006
Public Works Director	9,424	13,006
Community Development Director	9,297	12,831
Development Services Director	9,297	12,831
City Engineer	9,044	12,482
Public Works Operations Manager	7,742	10,684
Environmental Services Manager	7,063	9,746
Capital/Parks Project Manager	6,791	9,371
Senior Engineer	6,791	9,371
Traffic Engineer	6,791	9,371
Principal Planner	6,791	9,371
Community Relations Manager/Policy Analyst	6,503	8,974
Civil Engineer	6,337	8,746
City Clerk	6,205	8,562
Building Inspector/Plans Examiner	5,783	7,981
Communications Specialist	5,541	7,648
Associate Planner	5,541	7,648
Streets & Surface Water Maintenance Supervisor	5,316	7,335
Accountant	5,269	7,272
Building Inspector/Code Compliance	5,269	7,272
Management Analyst	5,175	7,142
Executive Assistant	5,144	7,098
ROW Inspector	5,054	6,974
Parks Lead Maintenance Worker	4,925	6,796
Surface Water Technician	4,749	6,553
Volunteer & Events Supervisor	4,666	6,439
Assistant Planner	4,666	6,439
Senior Facility Maintenance Technician	4,467	6,164
Permit & Administrative Specialist	4,228	5,835
Public Records Officer/Administrative Assistant	4,228	5,835
Payroll & Accounting Specialist	4,228	5,835
Maintenance Worker	4,195	5,788
Administrative Assistant	3,997	5,516
Facility Maintenance Technician	3,759	5,188
Receptionist	3,513	4,848
Maintenance Custodian	3,324	4,587
Seasonal Maintenance Worker	16.01	20.27
Intern or Temp Office Aide	16.01	23.48
Mayor*	955.09	955.09
Councilmembers*	848.97	848.97

*Per Salary Commission, increase is 2% annually from 2017-2021

City of Kenmore, Washington
Summary of All Revenues and Expenditures By Fund
2019/2020

<u>FUND</u>	2019-2020 Proposed <u>Revenue Budget</u>	Council Directed <u>Changes</u>	2019-2020 Revenue <u>Budget</u>
General Fund	\$ 25,877,871	\$ 50,000	\$25,927,871
Kenmore Village Fund	0	0	0
Strategic Reserve Fund	25,900	0	25,900
Strategic Opportunities Fund	407,000	0	407,000
Street Fund	3,207,214	427,564	3,634,778
Public Art Fund	2,063	0	2,063
Transportation Benefit District	718,000	0	718,000
UTGO 2016 Bond Fund	1,752,800	0	1,752,800
Transportation Capital Fund	23,863,257	0	23,863,257
Real Estate Excise Tax Fund	2,665,916	0	2,665,916
Walkways & Waterways Bonds	10,045,000	0	10,045,000
Park Capital Fund	3,886,947	0	3,886,947
Park Impact Fee Fund	491,864	0	491,864
Transportation Impact Fee Fund	1,981,991	0	1,981,991
Sammamish River Bridge Fund	21,623,056	0	21,623,056
Public Works Shop Fund	6,500,000	0	6,500,000
Surface Water Management Fund	3,727,000	0	3,727,000
Surface Water Capital Fund	2,702,450	0	2,702,450
Swamp Creek Basin Fund	40,000	0	40,000
Equipment Replacement Fund	142,282	0	142,282
TOTAL	\$109,660,611	\$477,564	\$110,138,175

<u>FUND</u>	2019-2020 Proposed <u>Expenditure Budget</u>	Council Directed <u>Changes</u>	2019-2020 Expenditure <u>Budget</u>
General Fund	\$ 25,864,307	\$ 63,564	\$25,927,871
Kenmore Village Fund	0	0	0
Strategic Reserve Fund	0	0	0
Strategic Opportunities Fund	60,000	(60,000)	0
Street Fund	3,207,214	427,564	3,634,778
Public Art Fund	1,000	20,000	21,000
Transportation Benefit District	716,000	0	716,000
UTGO 2016 Bonds	1,752,800	0	1,752,800
Transportation Capital Fund	23,880,759	0	23,880,759
Real Estate Excise Tax Fund	5,205,050	0	5,205,050
Walkways & Waterways Bonds	8,685,794	0	8,685,794
Park Capital Fund	3,859,000	50,000	3,909,000
Park Impact Fee Fund	347,000	0	347,000
Transportation Impact Fee Fund	1,216,663	0	1,216,663
Sammamish River Bridge Fund	21,623,056	0	21,623,056
Public Works Shop Fund	2,000,000	0	2,000,000
Surface Water Management Fund	4,329,469	25,000	4,354,469
Surface Water Capital Fund	2,704,100	0	2,704,100
Swamp Creek Basin Fund	0	0	0
Equipment Replacement Fund	75,000	35,000	110,000
TOTAL	\$105,527,212	\$561,128	\$106,088,340



2019-2020 Biennial Budget

PUBLIC HEARING

NOVEMBER 13, 2018

2

This Evening's Session:

- ✓ 2019-2020 Public Hearing on Proposed Biennial Budget
- ✓ Receive public testimony
- ✓ Review of Proposed 3% tax levy increase
- ✓ Proposed 2019 Salary Plan and Benefits

3

Subsequent Meetings:

November 19

Adopt 2019 Tax Levy

Adopt 2019-2020 Biennial Budget

November 26

Adopt 2017-2018 Budget Amendments

4

Budget Policy Direction

- ✓ Present a budget that maintains the current level of service
- ✓ Present a budget that supports and implements City Council Goals
- ✓ Present a budget that considers the Results of Priority Based Budgeting
- ✓ Prepare a balanced operating budget that utilizes a conservative approach to both revenues and expenditures

Changes since the last biennium

5

- ✓ **Public Works operation to be “in-house”**
 - ✓ 6 additional staff
 - ✓ To be funded with savings from previous maintenance contract with LFP
 - ✓ Site to be determined
- ✓ **Kenmore Village Fund consolidated into General Fund**
 - ✓ Operations of Town Square, Hangar and USPS lease
- ✓ **Kenmore Business Incubator**
 - ✓ operations incorporated into the General Fund

2019-2020 Biennial Budget

6

Two Components to City Operations

✓ Operating Revenues and Expenditures

- ▶ General, Street
- ▶ Other Special Revenue Funds
- ▶ Debt Service Funds
- ▶ Enterprise & Internal Service Funds

✓ Major Capital Expenditures and Resources

- ▶ Capital Improvement Program (CIP) adopted in September
- ▶ Transportation, Parks, Surface Water, Public Work Shop, and Capital Resource Funds (Impact Fees, REET)

7

Significant Revenues-Operating Funds Property Tax

✓ Property Taxes- Biennium \$10,224,205

- 39% of total budgeted revenues
- 3% Levy increase each year
- \$66,300 in new taxes from construction
- Ongoing revenue source

✓ With 3% Levy increase

- 2019 = \$1.04/\$1000 Levy rate = \$145,121
- 2020 = \$1.02/\$1000 Levy rate = \$150,732

Property
taxes
and
assessed
valuation

Levy with 1% Increase

- **Proposed** 2019 tax levy = **\$4,927,669**
- 1.86% (\$90,038) increase over 2018 levy of \$4,837,631
 - 1% increase adds **\$48,376**
 - New construction:
 - \$41,662 added to levy
 - From \$36,552,183 new AV (prelim)
- Total 2019 prelim **Assessed Valuation** (AV):
 - \$4,835,437,983 including new construction
 - 13.3% **increase in AV** from 2018
 - Greatest increase in AV since 2015
 - tax rate projected at **1.02/\$1,000 AV**
 - $4,927,669 / 4,835,437,983 * 1000 = 1.02$
 - (doesn't include voted bond levy)
 - decrease from 1.14 in 2018

**Property
taxes
and
assessed
valuation**

Levy with 2% Increase

- **Proposed** 2019 tax levy = **\$4,976,045**
- 3.86% (\$186,790) increase over 2018 levy of \$4,837,631
 - 2% increase adds **\$96,752**
 - New construction:
 - \$41,662 added to levy
 - From \$36,552,183 new AV (prelim)
- Total 2019 prelim **Assessed Valuation (AV)**:
 - \$4,835,437,983 including new construction
 - 13.3% **increase in AV** from 2018
 - Greatest increase in AV since 2015
 - tax rate projected at **1.03/\$1,000 AV**
 - $4,976,045 / 4,835,437,983 * 1000 = 1.03$
 - (doesn't include voted bond levy)
 - decrease from 1.14 in 2018

Property
taxes
and
assessed
valuation

Levy with 3% Increase

10

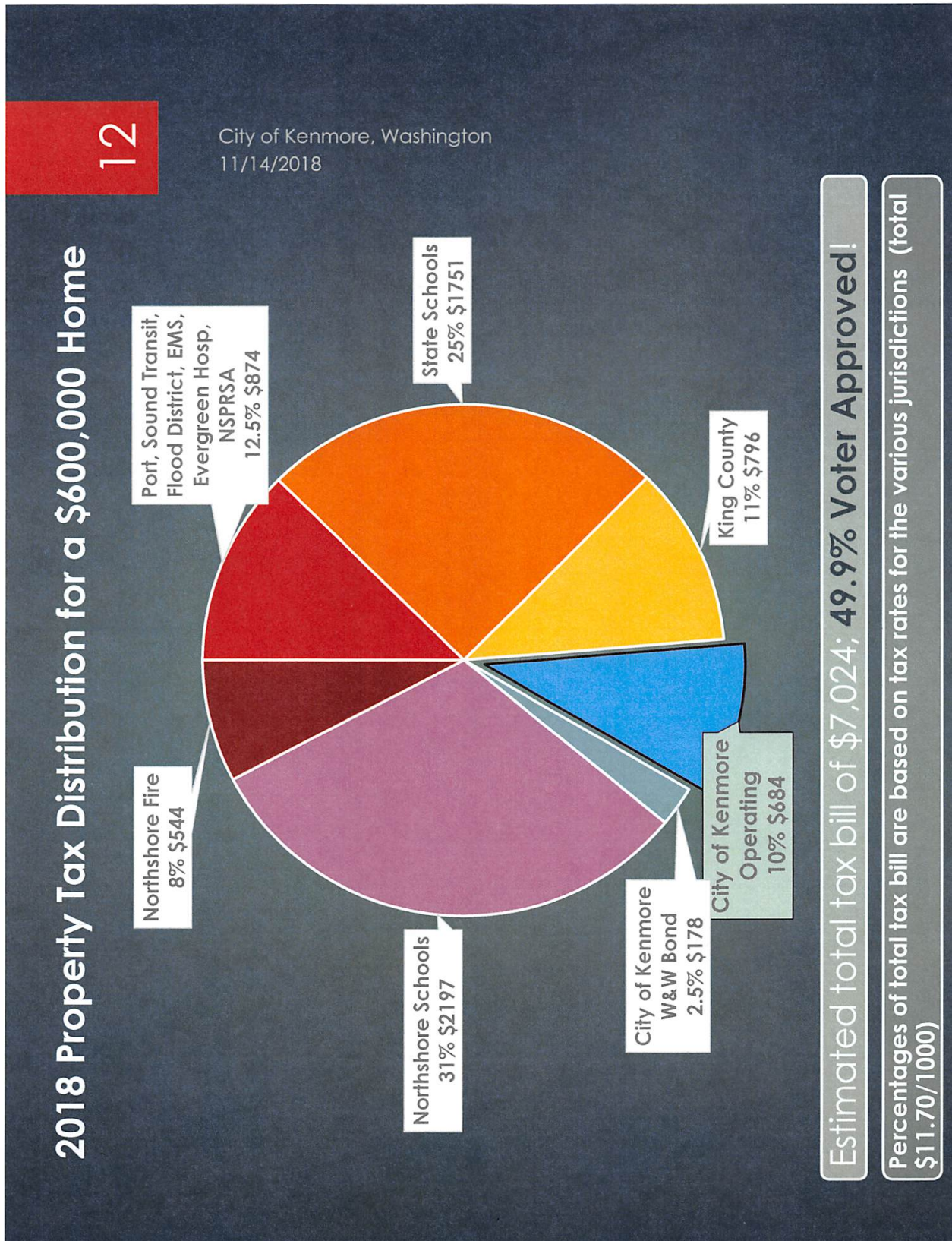
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 - tax rate projected at **1.04/\$1,000 AV**
 - $5,024,421 / 4,835,437,983 * 1000 = 1.04$
 - (doesn't include voted bond levy)
 - decrease from 1.14 in 2018

Tax Effect on Homeowner

(City of Kenmore Taxes Only)

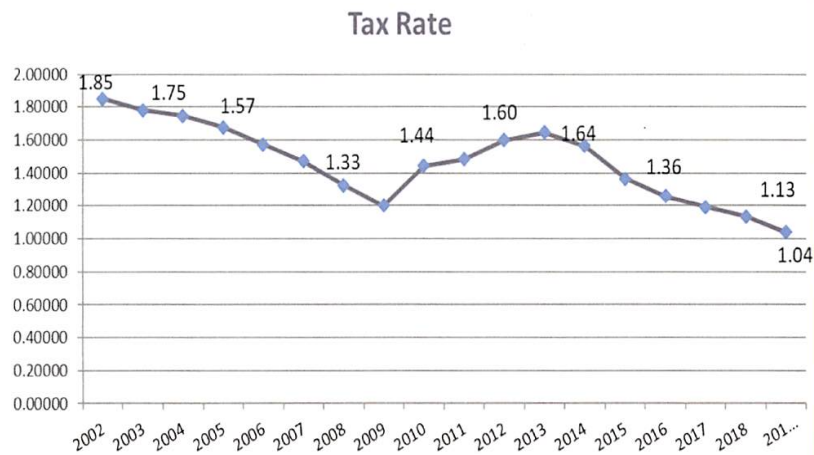
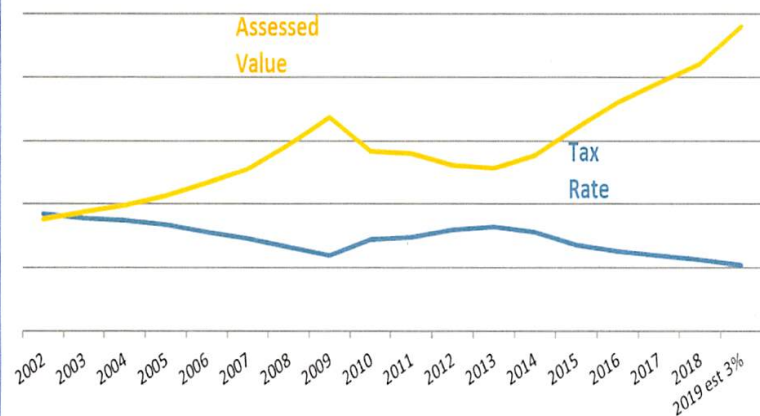
11

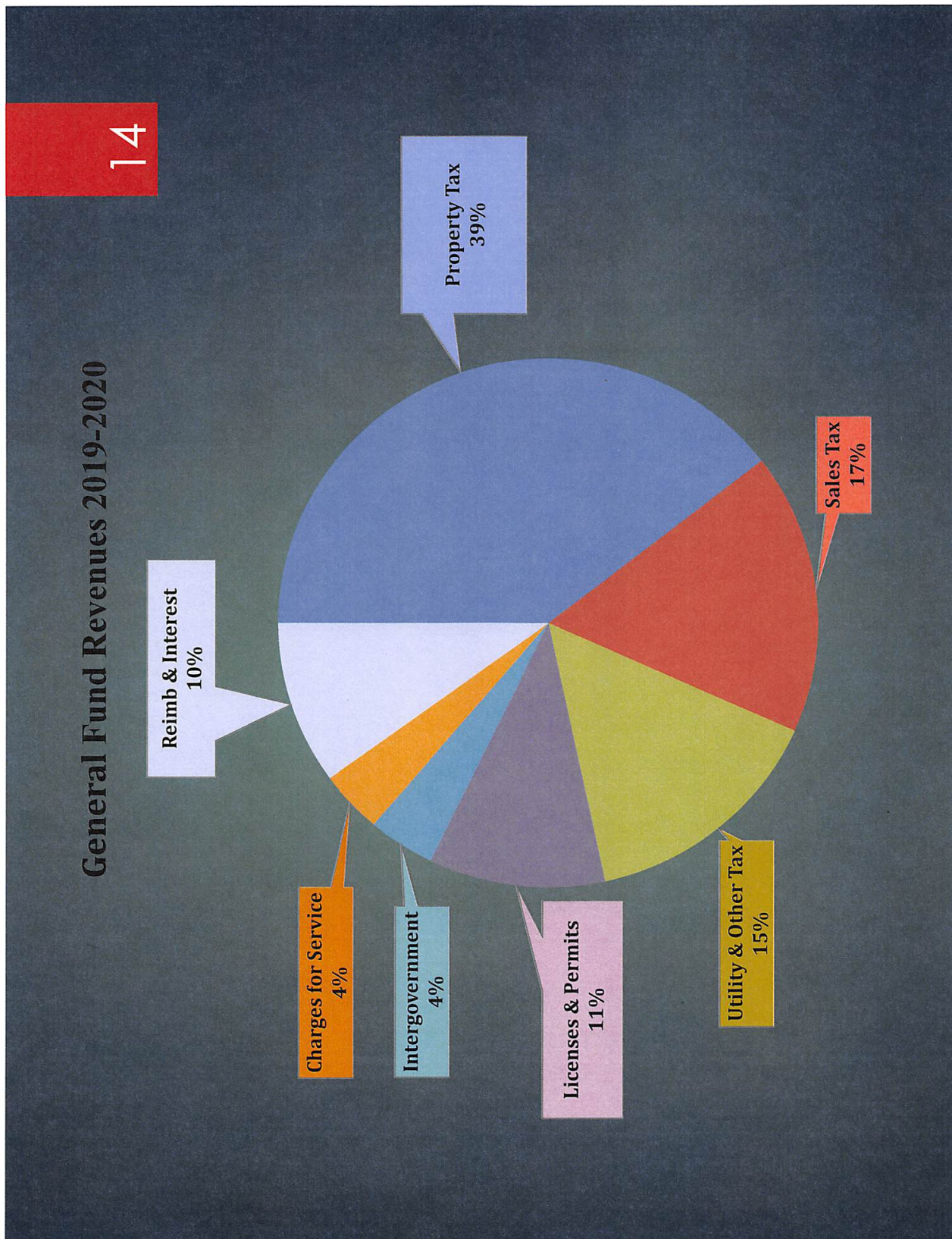
- Assume 2018 home at \$600,000 (2018 Median is 500,000)
 - Taxed at 2018 rate of 1.14 = **\$684**
- Assume 2019 **NO** CHANGE in value of home at \$600,000
 - Taxed at 2019 rate of 1.02 (1% levy) = **\$612** (\$72 Less than 2018)
 - Taxed at 2019 rate of 1.03 (2% levy) = **\$618** (\$66 Less)
 - Taxed at 2019 rate of 1.04 (3% levy) = **\$624** (\$60 Less)
- Assume 2019 **5%** increase in value of home at \$630,000
 - Taxed at 2019 rate of 1.02 (1% levy) = **\$642** (\$42 Less than 2018)
 - Taxed at 2019 rate of 1.03 (2% levy) = **\$648** (\$36 Less)
 - Taxed at 2019 rate of 1.04 (3% levy) = **\$655** (\$29 Less)
- Assume **12%** increase in value of home to \$672,000
 - Taxed at 2019 rate of 1.02 (1% levy) = **\$685** (\$1 > 2018 = .146% inc)
 - Taxed at 2019 rate of 1.03 (2% levy) = **\$695** (\$11 > 2018)
 - Taxed at 2019 rate of 1.04 (3% levy) = **\$699** (\$15 > 2018 = 2.19% inc)



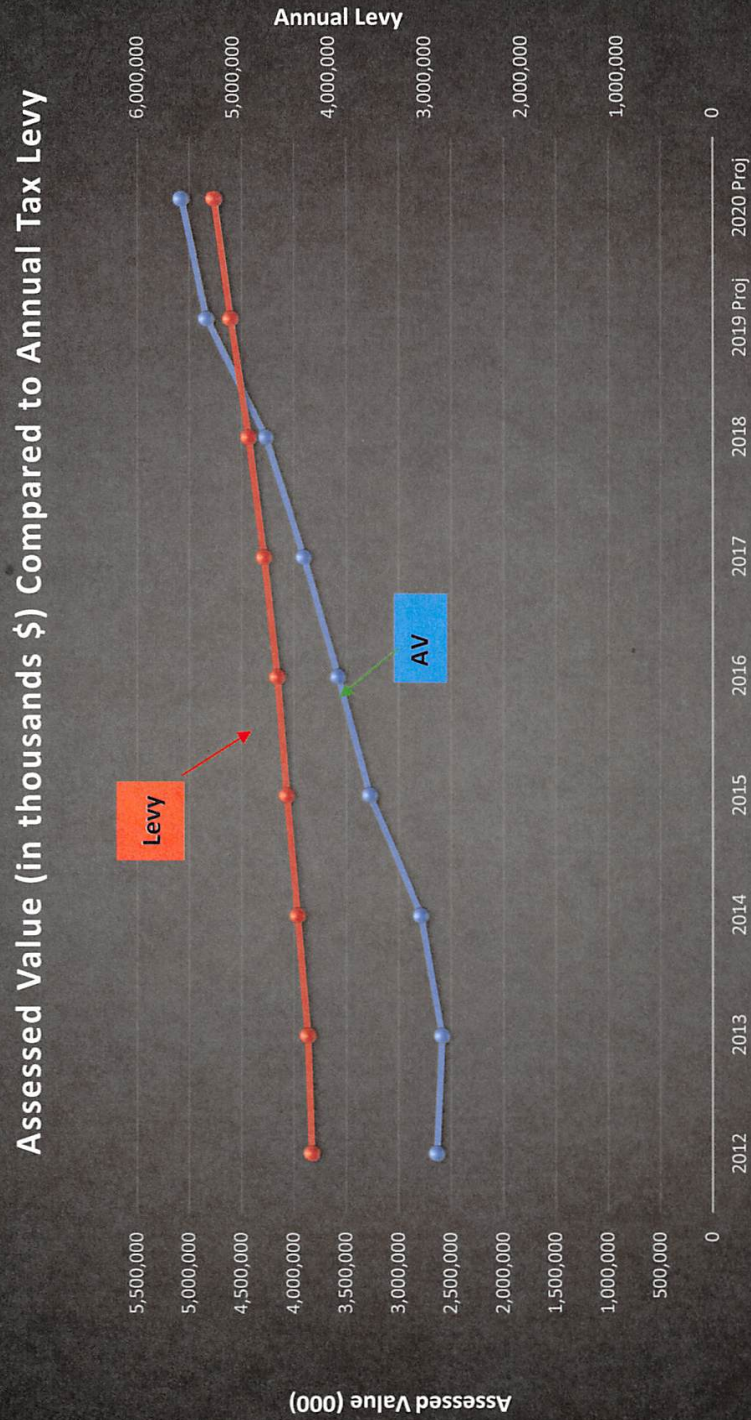
Property Tax Rates, AV, & New Construction 2002-2019 (w/ 3%)

13



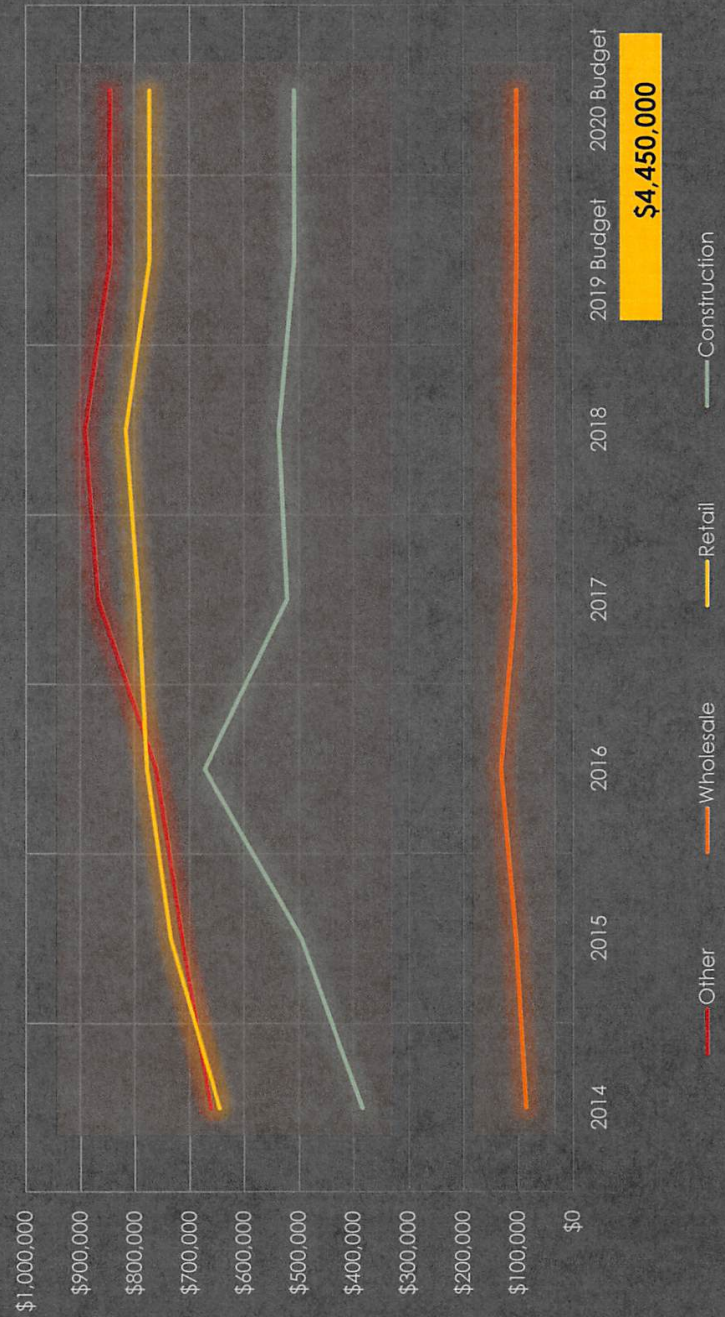


15



16

Sales Tax 2014-2020

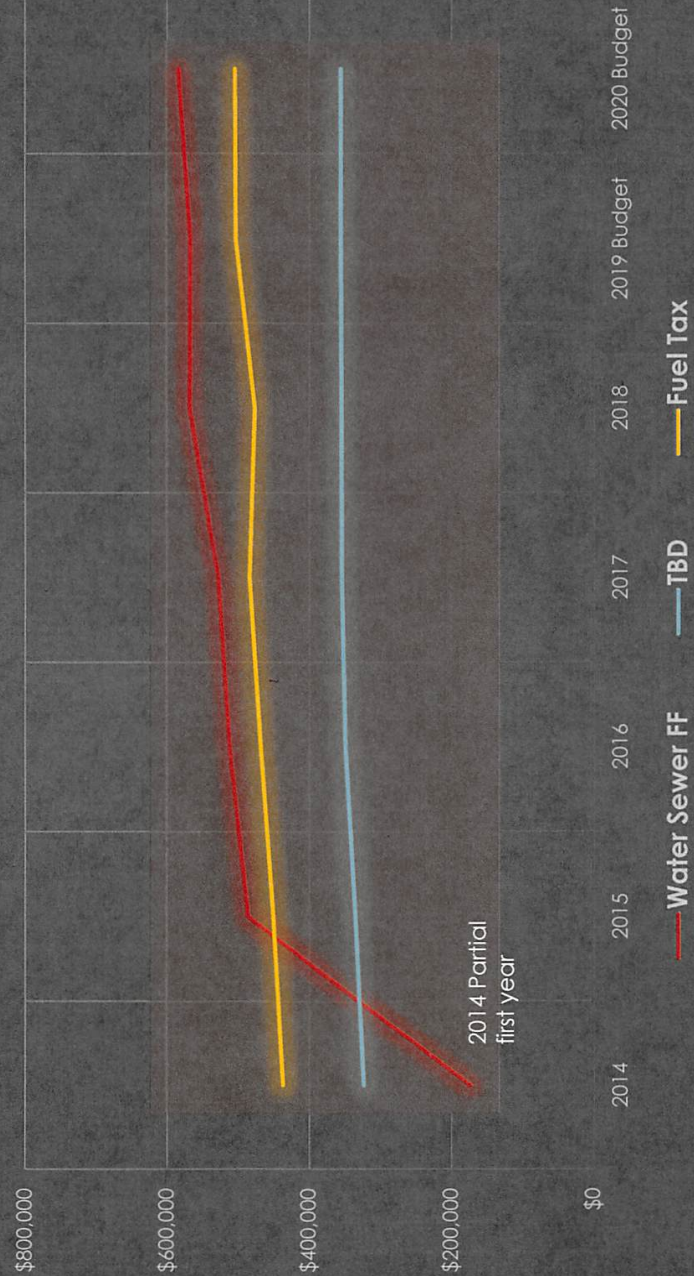


17

Utility Tax 2014-2020



Street Maintenance Resources: Fuel Tax, Water Sewer Franchise Fees, TBD Fees 2014-2020



Other Operating Revenues

19

General Fund:

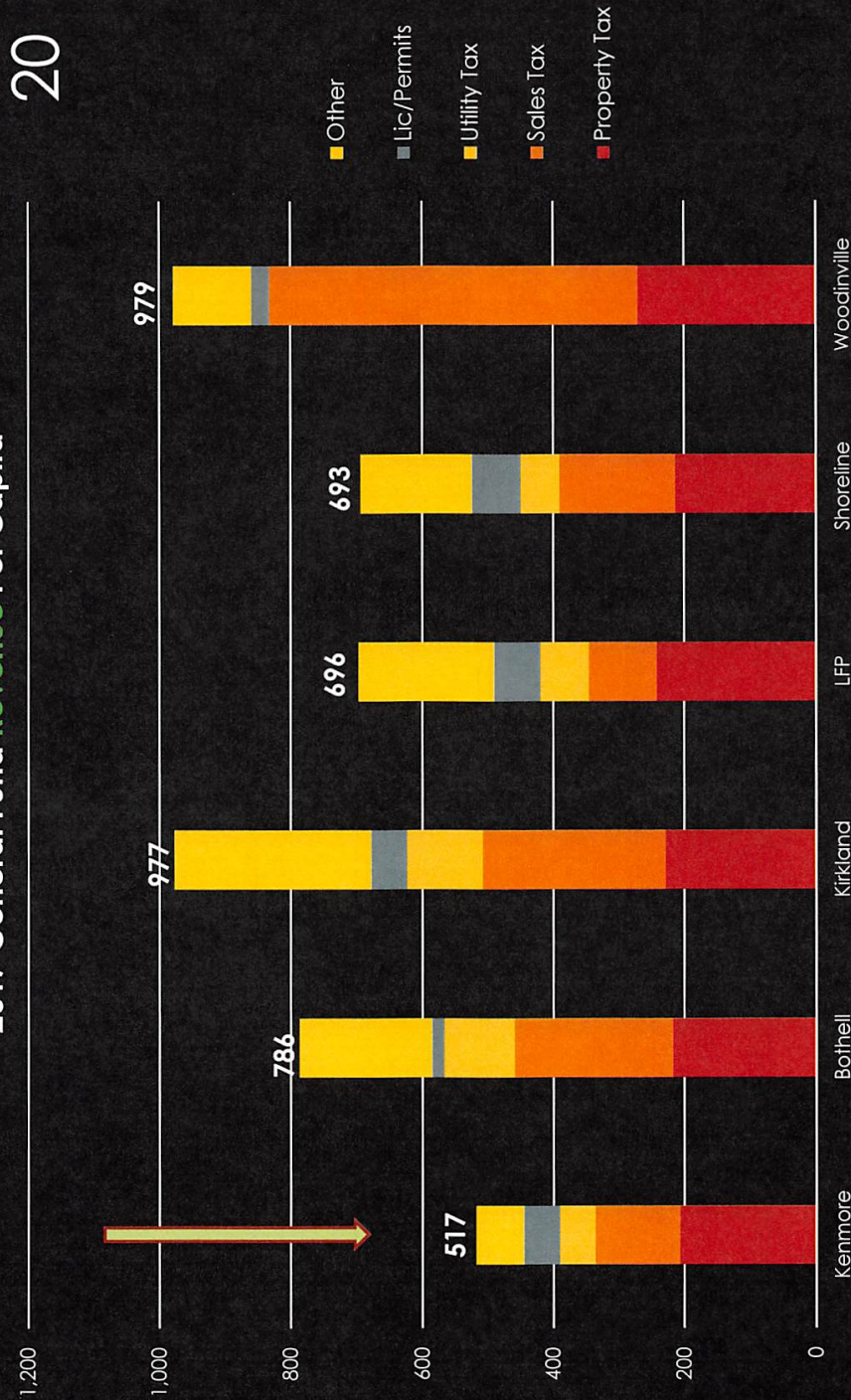
✓ Capital/Overhead Reimb	1,594,285
✓ Franchise Fees	1,831,800
✓ Criminal Justice Sales Tax	1,212,000
✓ Plan Review , Land Use	910,500
✓ Permit Revenue	866,400
✓ Liquor Board Taxes	610,400

Other Funds:

✓ Gas Tax Revenue (Street Fund)	1,006,300
✓ TBD Fees (Transportation Benefit District)	710,000
✓ Surface Water Charges	3,670,000

Kenmore: Lowest General Fund Per Capita Revenue

2017 General Fund Revenue Per Capita



Source: LGFRS-State Auditor's Office 2017 Data; Excludes transfers and reserves
Does not include Fire/EMS/Protective Inspection Services (revenues and expenditures include this adjustment)

Significant Cost Drivers: On-Going and Non Discretionary

21

✓ 9,631,000	Salaries & Benefits (General, Street Funds)
✓ 7,412,200	Police Contract
✓ 1,160,000	Jail and Court Services
✓ 530,000	Legal Services
✓ 552,200	Insurance
✓ 537,200	Utilities
✓ 406,700	Human Services Contributions and ARCH
✓	These costs comprise 70% of the total operating (general fund and street fund) budget (\$29,071,522)

New Full Time Equivalent Positions

22

Funded by General, Street, Surface Water Funds:

- ▶ 4 FTE Street Maintenance Workers:
- ▶ 1 FTE Street and Surface Water Maintenance Supervisor
- ▶ 1 FTE Public Works Permit/Administrative Assistant

Funded by General Fund:

- ▶ .5 FTE Recreation Coordinator

Funded by General Fund and Transportation Capital:

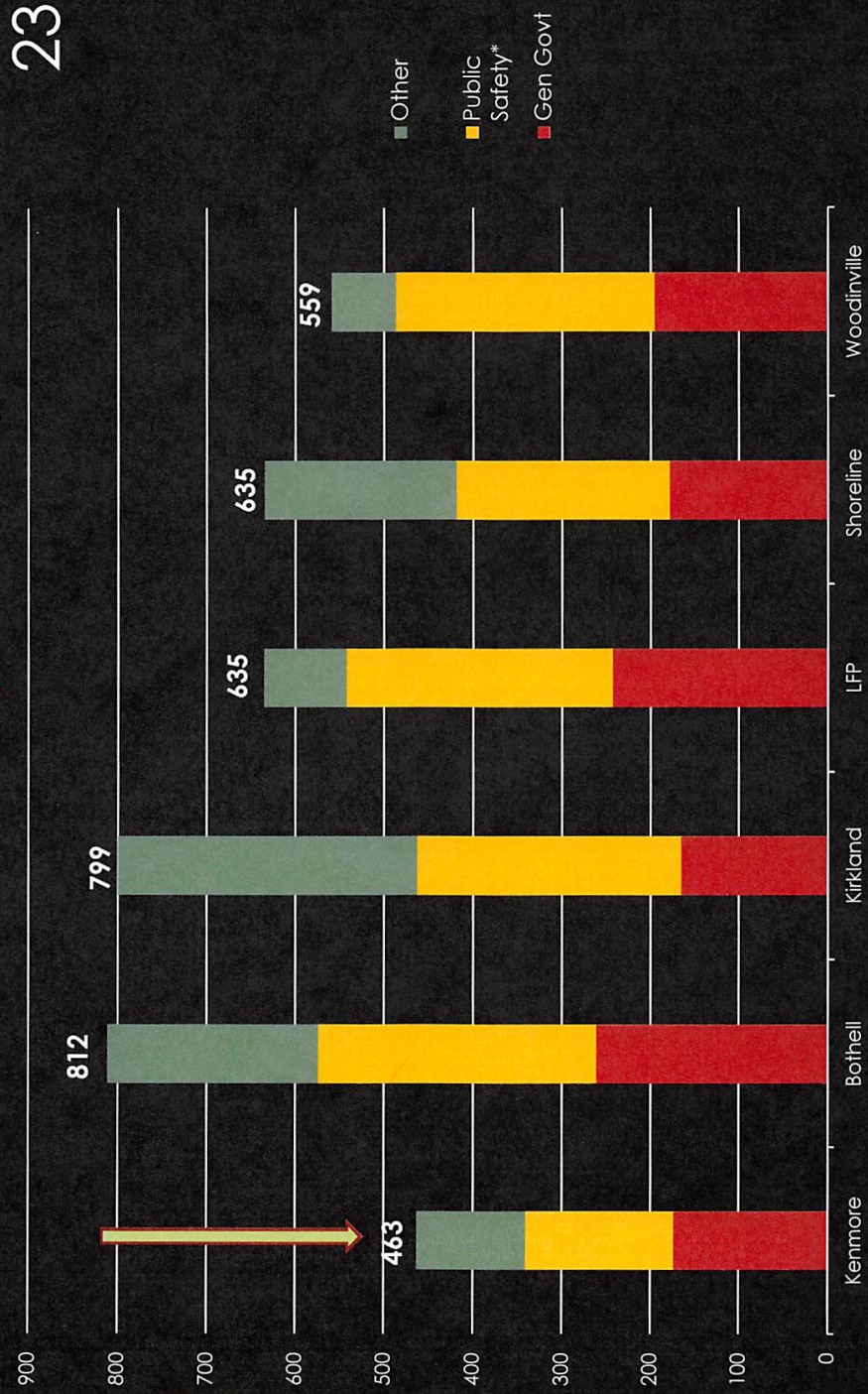
- ▶ 1 FTE Capital Projects Manager, Limited Term

Funded by Surface Water:

- ▶ 1 FTE Surface Water Technician

Kenmore: Lowest General Fund Per Capita Expenditures

2017 General Fund Expenditures Per Capita



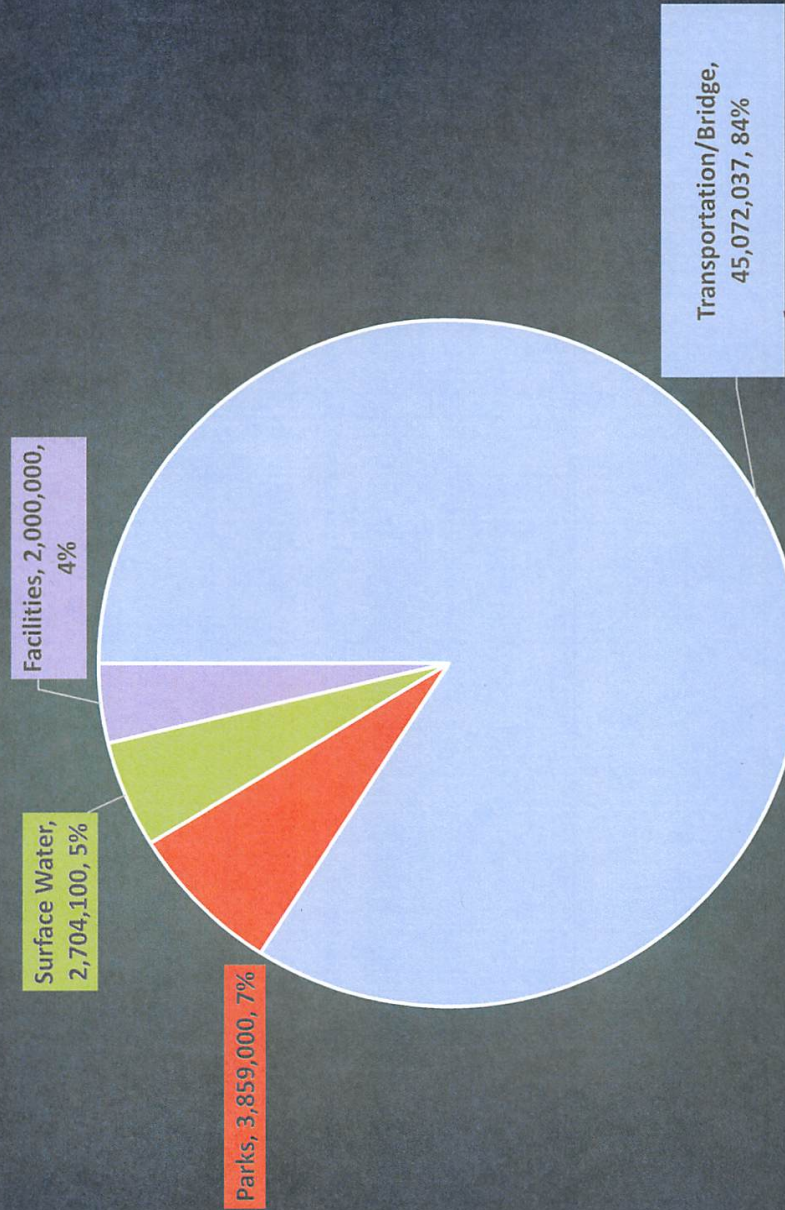
Source: LGFRS-State Auditor's Office 2017 Data; Excludes transfers and reserves

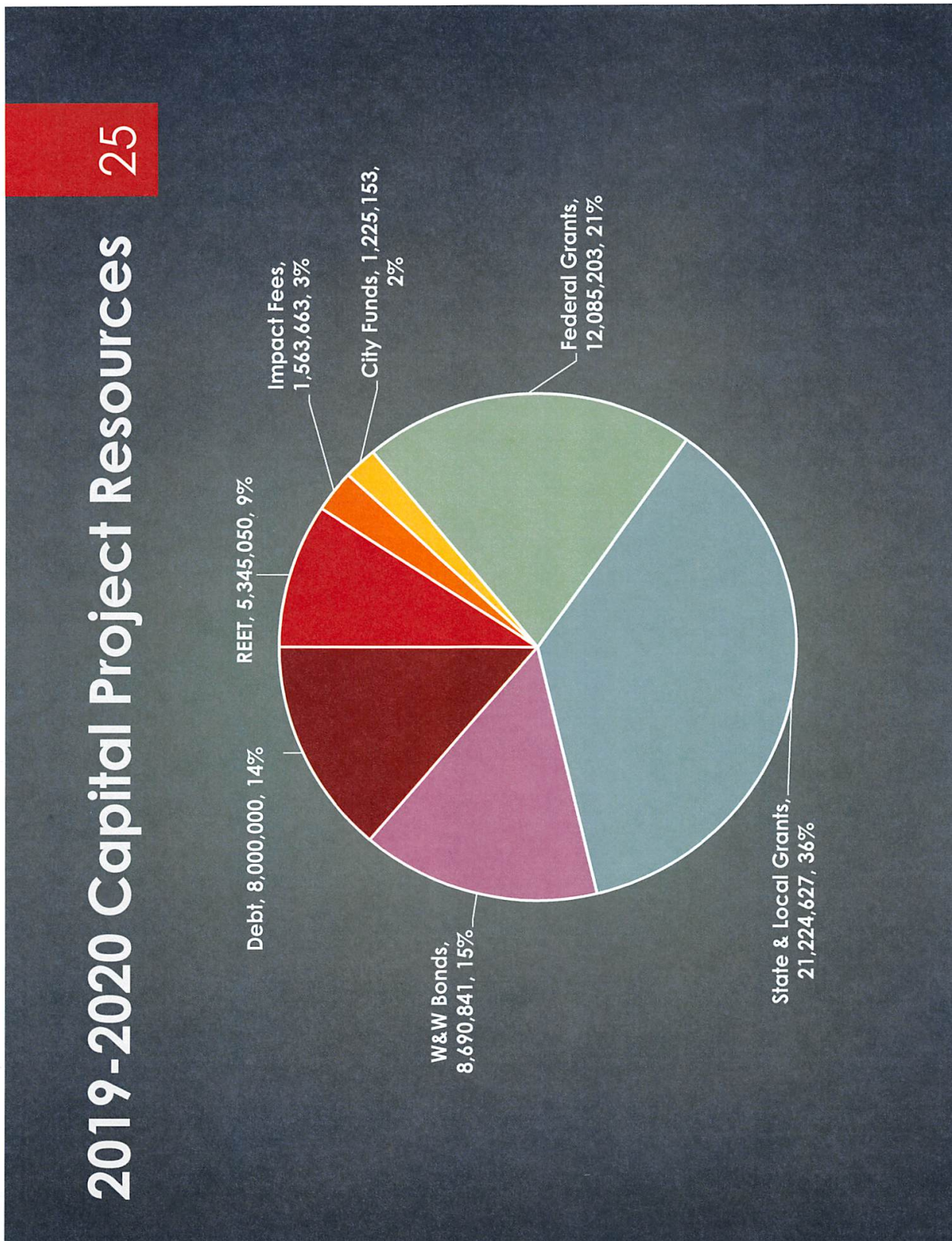
*Does not include Fire/EMS/Protective Inspection Services (revenues also adjusted)

23

2019-2020 Capital Project Costs

24





Park Capital Projects

26

✓ P1 Twin Springs Interim Use	100,000
✓ P6 Moorlands Park Improvements	50,000
✓ P18 Rhododendron Park Waterfront Mitigation	80,000
✓ P18a Rhododendron Park Float Mitigation	4,000
✓ P26 Squires Landing Float Mitigation	8,000
✓ P27 Squires Landing Park Waterfront	720,000
✓ P28 Log Boom Park Waterfront	420,000
✓ P29 St Edward Ballfield Improvements	300,000
✓ P30 Rhododendron Park Boathouse	477,000
✓ P31 Squires Landing Park Land Acquisition	1,700,000

2019-2020 Biennial Total **\$3,859,000**

Transportation Capital Projects

27

✓ T27 Sidewalk Gaps	200,000
✓ T35 Pavement Preservation	1,255,351
✓ T37 W Samm Bridge	21,623,056
✓ T41 Juanita Drive Ped & Bicycle Safety	11,173,923
✓ T42 68 th Ave Ped & Bicycle Safety	8,881,894
✓ T43 SR 522 Pedestrian Crossing Study	500,000
✓ T45 NE 153 rd Pl Sidewalk	612,500
✓ T46 NE 181 st (65 th -67 th)	681,413
✓ T47 Arrowhead Dr Sidewalk	143,900

2019-2020 Biennial Total **\$45,072,037**

Surface Water Capital Projects

28

✓ SW8 190 th Culvert at 61 st	1,632,450
✓ SW8 Trust Fund Loan Repayments	81,650
✓ SW20 Small Works Projects	100,000
✓ SW29 Infiltration Tank Retrofit 61 st Ave NE/NE 196 th	500,000
✓ SW30 Drainage Improvements 153 rd /NE Arrowhead Dr	175,000
✓ SW31 Drainage Impr & Street Repair 66 th Ave NE/96 th	115,000
✓ SW33 Drainage Improvements & Facility Retrofits	100,000

2019-2020 Biennial Total **\$2,704,100**



Total Proposed City Budget-All Funds

30

<u>FUND</u>	2019-2020	
	2019	2020
	<u>Budget</u>	<u>Budget</u>
General Fund	\$ 12,843,796	\$ 13,020,511
Kenmore Village Fund	0	0
Strategic Reserve Fund	0	0
Strategic Opportunities Fund	30,000	30,000
Street Fund	1,608,041	1,599,173
Public Art Fund	500	500
Transportation Benefit District	358,000	358,000
UTGO 2016 Bonds	1,223,150	529,650
Transportation Capital Fund	10,709,652	13,171,107
Real Estate Excise Tax Fund	2,314,650	2,890,400
Walkways & Waterways Bonds	6,797,775	1,888,019
Park Capital Fund	3,502,000	357,000
Park Impact Fee Fund	341,000	6,000
Transportation Impact Fee Fund	1,152,913	63,750
Sammamish River Bridge Fund	11,539,791	10,083,265
Public Works Shop Fund	0	2,000,000
Surface Water Management Fund	2,512,744	1,816,724
Surface Water Capital Fund	2,472,450	231,650
Swamp Creek Basin Fund	0	0
Equipment Replacement Fund	37,500	37,500
TOTAL	\$57,443,962	\$48,083,250
		\$105,527,212

City Council Directed Changes

31

✓ ½ Time Recreation Coordinator	100,000
✓ ARCH Capital Increase	20,000
✓ Incubator Support and Transition to Non Profit	(50,000)
✓ Bring property mgt. and landscape maint. in house	(94,000)
✓ Reduce furniture and street banner costs	(22,000)
✓ Bring outside services in house/reduce	(195,000)
✓ Arts Funds for movies/concerts	(20,000)
✓ Jail cost reduction	(50,000)
✓ Cost share GIS with Surface Water Fund	(25,000)
✓ Park levy proceeds for operations	(50,000)
✓ New city telephone system from equip replacement	(35,000)
✓ Error correction	<u>(8,000)</u>
✓ Net Changes, Surplus	(\$429,000)

Final Net Surplus to be budgeted in the Street Fund for additional road preservation

This concludes the Final Public Hearing on the 2019-2020 Proposed Biennial Budget

32

QUESTIONS? COMMENTS?

**COPIES OF THE COMPLETE BUDGET ARE
AVAILABLE FOR REVIEW AT CITY HALL**

**AND REMEMBER THAT THE BUDGET MESSAGE
AND OTHER INTERESTING INFORMATION IS ON
THE WEB AT:**

WWW.CITYOFKENMORE.COM



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

Subject/Topic: Amendments to the 2017-2018 Biennial Budget	For Council Meeting Agenda of: November 19, 2018 Department: Finance and Administration Prepared by: Joanne M. Gregory, Finance and Administration Director <u>Initial & Date</u> Approved by Department Head: <u>[Signature] 11-13-18</u> Approved by City Attorney: _____ Approved by Finance Director: <u>[Signature] 11-13-18</u> Approved by City Manager: <u>[Signature]</u>
Proposed Council Action/Motion: Review Amendments to the 2017-2018 Biennial Budget	Exhibits/Attachments: 2017-2018 Year End Recommended Budget Adjustments

INFORMATION/BACKGROUND:

On December 12, 2016, the City of Kenmore adopted the 2017-2018 biennial budget. The city-wide budget was amended on July 24, 2017 and again on November 27 during the Mid Biennium Review. The amended budget includes revenue (\$71,875,400) and expenditure (\$71,166,405) projections for both years which support the City Council priorities, departmental work programs, various municipal obligations, as well as Federal and State mandates.

Prior to the close of 2018, which will be the end of the 2017-2018 biennial budget period, it is important to review all funds' budgets, consider actions taken by the City Council since the last budget amendment, consider any significant unappropriated expenditures, and adjust fund budgets accordingly so as not to exceed approved legal fund budgets.

Amendments to the General Fund, Street Fund, Park Capital Fund, Sammamish River Bridge Fund, and the Real Estate Excise Tax Fund are recommended and details are provided on the attachment.

In the General Fund, the most significant item is the anticipated start up and transition cost for the in house public works operation. These planned expenditures were reviewed with the City Council earlier this year. This adjustment and other underbudgeted expenditures are more than offset by better than expected revenues from taxes and development.

The Street Fund includes a number of unanticipated expenditures which should be recognized in the budget so as not to exceed the Fund's total appropriation. Additional revenues from the General Fund's water/sewer franchise fees are also recognized.

The Sammamish River Bridge Fund expenditures for this biennium may exceed the total fund budget if estimates of design and permitting expenditures for 2018 are accurate. This does not impact the overall Bridge budget. Therefore, it is recommended to increase the expenditure budget accordingly. Also, the fund is likely to have a negative cash balance at the end of 2018 due to the lag in receiving grant reimbursements. A temporary transfer from the Real Estate Excise Tax (REET) Fund is recommended to cover this cash shortfall. The actual transfer entry would not exceed \$2,000,000 and would be reversed in January. The REET Fund is projected to have a year-end balance of approximately \$2.6M.

The Park Capital Fund includes Project P31 Squires Landing Land Conversion/Acquisition with a budget established for 2019 but not 2018. Expenses in the current year include appraisal, staff time, and escrow deposit. A \$50,000 budget is recommended.

Following Council's direction on the proposed budget amendments, an Ordinance to formally amend the budget will be presented for approval on November 26, 2018.

FISCAL CONSIDERATION:

Details of proposed revenue and expenditure adjustments are attached.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

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.

i:\admin & finance\budget\2017-2018\ab 2017-2018 amendment #3 nov 2018.docx

2017-2018 Year End Recommended Budget Adjustments		2017-2018 Total Adopted Budget	Recommended Budget Amendments	Recommended 2017-2018 Amended Budget
Fund: 001 - General Fund				
Revenue		(revenues)	(revenue increases)	
001.000.31110000	General Property Taxes Higher property taxes due to more new construction added to tax roll in 2018	(9,408,704)	(83,000)	(9,491,704)
001.000.31311000	Local Sales & Use Tax Sales taxes exceeding budget	(4,192,256)	(450,000)	(4,642,256)
001.000.31371000	Criminal Justice Funding Taxes exceeding budget	(1,184,035)	(80,000)	(1,264,035)
001.000.32191002	Water/Sewer Franchise Fee Higher revenues than budgeted; also increase transfer to Street Fund	(1,000,000)	(75,000)	(1,075,000)
001.000.36940000	Judgements and Settlements Unbudgeted revenue Frontier	0	(30,000)	(30,000)
001.000.36940001	Judgements and Settlements Unbudgeted revenue Code Enforcement	0	(85,000)	(85,000)
001.059.32210000	Building Permits	(592,195)	(20,000)	(612,195)
001.059.32210002	Grading Permits	(1,500)	(23,000)	(24,500)
001.059.32210003	Mechanical Permits	(53,150)	(95,000)	(148,150)
001.059.32210004	Plumbing Permits	(38,823)	(18,000)	(56,823)
001.059.34581000	Land Use - Comm/Multi-Fam Fees	(252,451)	(65,000)	(317,451)
001.059.34583005	Plan Review Fees- Building Permit Higher permit revenues (of all types) than budgeted; includes St Edward Lodge permits	(334,211)	(65,000)	(399,211)
Expenditures		expenditures	expenditure increases	
001.019.59700.9001	Transfer to Street Fund Transfer from General Fund; revenueus higher than budget	1,000,000	75,000	1,075,000
001.059.55850.4300	General Consulting Services Intermin Professional services from Pace for development review	40,000	60,000	100,000
001.076.57680.4616	Log Boom Pier Guardrail Repair Project	0	35,000	35,000
001.076.57680.4617	Establish budget for this project; complete in 2018 Log Boom Pier Buoy Marker Install Project Establish budget for this project, to be completed in 2019	0	22,000	22,000
001.076.57680.6026	Public Works Shop Establish budget for public works shop start up costs; reviewed and approved by City Council in 2018	0	854,150	854,150
Fund: 001 - General Fund		NET (REVENUES)	(42,850)	
		BUDGETED FUND BALANCE BEFORE AMENDMENT	(3,040,515)	
		FUND BALANCE AFTER AMENDMENT	(3,083,365)	

2017-2018 Year End Recommended Budget Adjustments		2017-2018 Total Adopted Budget	Recommended Budget Amendments	Recommended 2017-2018 Amended Budget
Fund: 101 - Street Fund				
Revenue				
101.000.39700.001	Transfer from General Fund	(1,000,000)	(75,000)	(1,075,000)
	Water sewer revenues higher than budgeted			
Expenditures				
101.000.54230.4705	Services - Roadway Unbudgeted crack sealing project in 2018	70,000	48,000	118,000
101.000.54230.4701	Street Maint Services Unbudgeted pressure washing at McDonald Highlands	170,000	33,000	203,000
101.000.54230.4710	Services - ROW Landscaping	45,000	45,000	90,000
	Change in landscaping contractor resulted in \$3K per month more for same service area			
101.000.54270.3111	Materials - Right of Way \$30K unbudgeted crack sealing 2017	60,000	25,000	85,000
101.000.54270.4704	Services - Right of Way Sidewalk pressure washing \$18K, hazardous tree removal city wide \$54K, and geo testing \$8.4	60,000	80,000	140,000
101.000.54330.4009	Temporary Staffing (in 2017) Needed spring/summer labor to keep up with landscaping, to support the opening of the Hangar; contracted with temp agency	0	22,000	22,000
101.000.59569.6012	Street Improvements Unbudgeted projects and tasks for Neighborhood Traffic projects \$28K; jersey barriers on Juanita \$28K, curbing along 182nd \$16K	0	78,000	78,000
101.000.59442.6001	Furniture and Equipment 2 Snowplows to be used on NUD trucks in accordance with interlocal agreement for snow and ice removal	0	14,200	14,200
Fund: 101 - Street Fund			270,200	
			BUDGETED FUND BALANCE BEFORE AMENDMENT	(768,531)
			FUND BALANCE AFTER AMENDMENT	(498,331)
Fund: 301 - Real Estate Excise Tax Fund				
Revenue				
301.000.30810000	Beginning Fund Balance	(1,638,334)	(859,743)	(2,498,077)
	Fund Balance at beginning of biennium was greater than projected in the budget			
301.000.31834000	Real Estate Excise Taxes	(2,200,000)	(1,450,000)	(3,650,000)
	Revenues exceeded conservative budget projections			
Expenditures				
301.000.59700.0306	Transfer to W SAMM Bridge	0	2,000,000	2,000,000
	Temporary transfer to the Bridge Project to avoid negative cash balance at year end due to lag in grant reimbursements. Transfer would be reversed January 2019. Actual transfer will be only what is required and not to exceed \$2M.			
Fund: 301 - Real Estate Excise Tax			NET REVENUES	(309,743)
			BUDGETED FUND BALANCE BEFORE AMENDMENT	(218,509)
			FUND BALANCE AFTER AMENDMENT	(528,252)

11/14/2018&[Path]2018 Proj Budget Worksheet (v1)BA

2017-2018 Year End Recommended Budget Adjustments		2017-2018 Total Adopted Budget	Recommended Budget Amendments	Recommended 2017-2018 Amended Budget
Fund: 303 - Park Capital Fund				
Expenditures				
303.000.59476.6116	P31 Squire's Landing Land Conversion Acquisition Establish 2018 budget for up front expenditures related to potential land acquisition (appraisal, staff costs)	0	50,000	50,000
Fund: 303 - Park Capital Fund	NET EXPENDITURES		50,000	
	BUDGETED FUND BALANCE BEFORE AMENDMENT		(85,588)	
	FUND BALANCE AFTER AMENDMENT		(35,588)	

Fund: 306 - Sammamish River Bridge Replacement				
Revenue				
306.000.39700301	Transfer from REET Temporary transfer to avoid negative cash balance at year end due to lag in grant reimbursements. Transfer would be reversed January 2019.	0	(2,000,000)	(2,000,000)
Expenditures				
306.000.59550.6711	ROW	1,022,247	200,000	1,222,247
306.000.59550.6712	Design Increase budget to reconcile with Engineering expenditure projections as of 12/31/2018	1,987,714	300,000	2,287,714
Fund: 306 - Sammamish River Bridge	FUND NET (REVENUES)		(1,500,000)	
	BUDGETED FUND BALANCE BEFORE AMENDMENT		0	
	FUND BALANCE AFTER AMENDMENT		(1,500,000)	



City Council Business Agenda Item City of Kenmore, WA

Subject/Topic: Planning Commission Reappointments and Rules Proposed Council Action/Motion: Consider a motion to reappoint three existing Commissioners to additional 3-year terms beginning on January 1, 2019. Direct staff on whether changes to the Planning Commission rules are needed.	For Council Meeting Agenda of: 11/19/18 Department: <u>Community Development</u> Prepared by: <u>Debbie Bent, Community Development Director</u> Initial & Date Approved by Department Head: <u>DA 11/1/18</u> Approved by City Attorney: _____ Approved by Finance Director: <u>✓ Jove 11/6/18</u> Approved by City Manager: <u>PRK</u> Exhibits/Attachments: Attachment 1: Municipal Code Chapter 2.30 Attachment 2: Planning Commission Rules of Procedure
<u>INFORMATION/BACKGROUND:</u> At the end of the year, four Planning Commission positions become vacant (Commissioners Nugent, Ohrenschall, Olson, and Vanderlinde). At your meeting on October 8, the Council expressed general interest in reappointing existing Commissioners to new terms if they were interested. Commissioner Nugent previously had declined reappointment. Commissioner Ohrenschall had expressed interest in reappointment. At the time of the meeting, Commissioners Olson and Vanderlinde had not yet asked for reappointment. Both have since told us that they would like to continue on the Commission. Given the general direction from October 8, staff recommends that the Council consider a motion to reappoint three of the existing Commissioners to new terms (Ohrenschall, Olson and Vanderlinde). Even with the reappointments, there remains one vacancy on the Planning Commission (Commissioner Nugent's position). The vacancy has been advertised and, besides filling the position, will give the City Council the opportunity to create a pool of potential Commissioners who could be called on in the event of an unexpected future vacancy. The application period closes on November 16. Staff suggests holding interviews in December and will offer potential dates once the number of candidates is determined. Also on your October 8 agenda bill was information about the Planning Commission rules. Staff was requesting that the Council provide direction on whether or not amendments to the rules were desired. That portion of the Planning Commission discussion was deferred to a future meeting, and this agenda item brings forward that same question. The preliminary discussion on rule amendments could be useful as the City Council makes decisions on Commissioner selection. <u>Background</u> The Planning Commission rules are found in Municipal Code Chapter 2.30 (see Attachment 1). Planning Commissioners must: • Be Kenmore residents; • If possible, represent all geographic areas of the City; • Be available to serve three-year terms.	

I:/City Clerk/Agenda Items/Templates

After a review of Planning Commission standards in other cities (Kirkland, Redmond, Bothell, Lake Forest Park, and Shoreline), the following additional potential criteria surfaced:

- Redmond - The Commission should have a broad *demographic* representation. No member shall serve more than 2 consecutive 4-year terms.
- Lake Forest Park - Commissioners are limited to 2 consecutive 3- year terms, with at least a one-year break in service. Service as Commission Chair is limited to 36 months in every 48 consecutive months. Commissioners may be residents or business owners or employees in the City. In selection, consumer/citizen interests and professional expertise should be considered.
- Shoreline - No Commissioner should serve longer than 2 consecutive 4-year terms. Commissioners should have an interest in environmental affairs, planning, land use, and residential and commercial development as evidenced by training, experience or actions. The Commission should evenly represent these areas of interest. Property-owners may serve, as well as residents.

The basic questions the Council could address are:

1. Should other characteristics of the Commission, besides geographic representation, be considered?
2. Should business owners in the City, employees in the City, or property owners be eligible to serve?
3. Should the background qualifications for Commissioners be amended?
4. Should term limits be set either for appointment to the Commission or for election as the chair?

Besides the rules in the Municipal Code, the Planning Commission has its own "Rules of Procedure." These are included for your information as Attachment 2.

FISCAL CONSIDERATION:

None.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Municipal Code Chapter 2.30 creates the Planning Commission to provide guidance and recommendations to the City on policy matters relative to the amendment of the City's Comprehensive Plan and related land use regulations.

Chapter 2.30**PLANNING COMMISSION****Sections:**

- 2.30.010 Planning commission created.
- 2.30.020 Membership.
- 2.30.030 Meeting.
- 2.30.040 Duties and responsibilities.

2.30.010 Planning commission created.

There is hereby created a planning commission consisting of seven voting members to provide guidance and recommendations to the City on policy matters relative to the amendment of the City's comprehensive plan and related land use regulations. [Ord. 06-0255 § 2.]

2.30.020 Membership.

A. Number of Members. The planning commission shall consist of seven voting members, each of whom shall serve for a period of three years. The city council, when making initial appointments, may select some members for two- or three-year terms to stagger appointments.

B. Appointment. All members of the planning commission shall be appointed by, and serve at the pleasure of, a majority of the city council. All planning commission members shall serve without compensation. All members of the planning commission shall be Kenmore residents. The city council shall attempt, but shall not be obligated, to appoint planning commission members so that all geographic areas of the City are represented.

C. Vacancies. Vacancies shall be filled by the city council.

D. Chair and Vice Chair. For the first year, the city council shall appoint from among the planning commission members a chair who shall preside at all meetings and a vice chair who shall preside in the absence of the chair. Thereafter, members of the planning commission shall nominate and vote for the chair and vice chair positions. [Ord. 06-0255 § 2.]

2.30.030 Meeting.

A. The planning commission shall hold such regular and special meetings as may be necessary to complete its responsibilities. A majority of the planning commission shall constitute a quorum for the transaction of business and a majority vote of voting members present shall be necessary to carry any motion.

B. The planning commission shall adopt such rules and regulations as are necessary for the conduct of its business. [Ord. 06-0255 § 2.]

2.30.040 Duties and responsibilities.

A. The planning commission shall be an advisory body to the city council responsible for the review and making policy recommendations relating to amendment to the comprehensive plan and related land use regulations.

The planning commission shall provide annual reports to the city council on execution of its duties and responsibilities.

B. The planning commission shall have the authority to review and study proposed amendments to the comprehensive plan and development regulations that are included in a city council-approved annual docket work program for each year. The planning commission shall hold a public hearing, deliberate, and make recommendations to the city council on said proposals. [Ord. 06-0255 § 2.]

**City of Kenmore
Planning Commission
SCOPE AND RULES**

**Including the Planning Commission Statement of Purpose
and Function, Scope of Work, Rules of Procedure,
and Operational Guidelines.**

Adopted by Planning Commission on April 18, 2007. Revised 2009 and 2013.

KENMORE PLANNING COMMISSION SCOPE AND RULES

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KENMORE PLANNING COMMISSION SCOPE AND RULES

ARTICLE I: AUTHORITY

Section 1: Historical Background

On December 21, 2006, the Kenmore City Council adopted Ordinance 06-0255 which included the adoption of a new Chapter 2.30 of the Kenmore Municipal Code, entitled Planning Commission.

Section 2: Duties and Responsibilities

The duties and responsibilities of the Planning Commission are as described in KMC Section 2.30.040:

- A. The Planning Commission shall be an advisory body to the City Council responsible for review and making policy recommendations relating to amendment to the comprehensive plan and related land use regulations. The Planning Commission shall provide annual reports to the City Council on execution of its duties and responsibilities.
- B. The Planning Commission shall have the authority to review and study proposed amendments to the comprehensive plan and development regulations that are included in a City Council approved annual docket work program for each year. The Planning Commission shall hold a public hearing, deliberate and make recommendations to the city on said proposals.

ARTICLE II: MEMBERSHIP

Section 1: Membership

Membership requirements are as described in KMC Section 2.30.020:

- A. Number of Members. The Planning Commission shall consist of seven voting members, each of whom shall serve for a period of three years. The City Council, when making initial appointments, may select some members for two or three year terms to stagger appointments.
- B. Appointment. All members of the Planning Commission shall be appointed by, and serve at the pleasure of a majority of the City Council. All Planning Commission members shall serve without compensation. All members of the Planning Commission shall be Kenmore residents. The City Council shall attempt, but shall not be obligated, to appoint Planning Commission members so that all geographic areas of the city are represented.
- C. Vacancies. Vacancies shall be filled by the City Council.
- D. Chair and Vice Chair. For the first year, the City Council shall appoint from among the Planning Commission members, a Chair who shall preside at all meetings and a Vice Chair who shall preside in the absence of the Chair. Thereafter, members of the Planning Commission shall nominate and vote for the Chair and Vice Chair positions.

KENMORE PLANNING COMMISSION SCOPE AND RULES

Section 2: Nominations and Elections of Officers

Elections of officers shall take place annually at the first regular meeting of the Planning Commission each calendar year. Nominations shall be made from the floor. The election shall follow immediately thereafter. Nominees receiving a majority vote of those present shall be declared elected.

Section 3: Term of Office

The elected officers shall immediately assume their positions at the conclusion of the elections and shall serve one (1) calendar year.

Section 4: Vacancies in Offices

Vacancies in elective offices shall be filled immediately by regular election procedure for the unexpired portion of the term.

Section 5: Resignation or Removal of Planning Commission Member

In the event that a Planning Commissioner can no longer fulfill his or her responsibilities, or is no longer a full-time resident of the City of Kenmore or misses twenty-five percent (25%) or more of the Commission's regularly scheduled meetings within a twelve (12) month period (unless excused by the Commission), it may be appropriate that the Commissioner resign or be removed from the Commission. The procedures for resignation or removal are outlined as follows:

A. Resignation

Whenever a Planning Commissioner is no longer qualified to serve, or is unable to fulfill the responsibilities of a Commissioner and desires to resign, then a resignation may be tendered in writing to the Mayor and the Chair.

B. Removal

1. Per KMC 2.30.020 all members of the Planning Commission are appointed by, and serve at the pleasure of, a majority of the City Council.

The Planning Commission may recommend to the Mayor and City Council the removal of any Planning Commissioner who misses twenty-five percent (25%) or more of the regularly scheduled meetings within any twelve (12) month period without being excused by the Chair, or in the opinion of the Commission, is unable to fulfill the duties of a Commissioner.
2. Recommendations for removal must be recommended by at least four (4) members of the Planning Commission.
3. A Planning Commissioner may be removed, after public hearing, by the Mayor, with the approval of the City Council for inefficiency, neglect of duty or malfeasance in office.

KENMORE PLANNING COMMISSION SCOPE AND RULES

Section 6: Duties of Officers

A. Chair

The Chair shall preside over the Planning Commission and exercise all the powers incidental to the office, retaining however, the full right as a member of the Planning Commission to have a vote recorded in all deliberations of the Planning Commission, to propose motions and to second motions. The Chair may call special meetings of the Planning Commission in accordance with the Scope and Rules, sign documents and see to it that all actions of the Commission are properly taken.

B. Vice Chair

During the absence, disability or disqualification of the Chair, the Vice Chair shall assume the duties and powers of the Chair during this period. The Vice Chair shall retain the full right as a member of the Planning Commission to have a vote recorded in all deliberations of the Planning Commission, to propose motions and to second motions.

C. Executive Secretary

The Director of Community Development shall serve as Executive Secretary of the Planning Commission. The Director may designate a staff member to perform any of the duties of the Executive Secretary and shall provide other staff services necessary to carry out the work the Planning Commission.

ARTICLE III: MEETINGS

Section 1: Meetings

The regular meetings of the Commission shall be held on the first and third Tuesday of every calendar month at a time set in advance by the Planning Commission so as to ensure reasonable public participation, PROVIDED:

- A.** If the regular meeting falls on a legal holiday, that meeting shall be held on the following Tuesday unless the Commission, by formal action, sets a special meeting day.
- B.** A quorum of the Commission may, at any regular meeting, substitute another day for the regular meeting of the following month and shall cause notice to be given thereof in the manner provided for notice of a special meeting day.
- C.** If, for any reason, the business to be considered at a regular or special meeting day cannot be then completed, the Commission may at such meeting recess and designate the time to reconvene to consider the uncompleted matter, provided that such action shall be publicly announced at the meeting. Notice thereof shall be posted in a conspicuous place in the Kenmore City Hall. Provided further that if such reconvened meeting is not held on a regular meeting day, notice thereof shall be given in the manner provided for notice of a special meeting day.

KENMORE PLANNING COMMISSION SCOPE AND RULES

- D.** Special meetings may be called at any time by the Chair or, in the Chair's absence, by the Vice Chair, or by at least four (4) members of the Commission, by delivering personally, electronically, or by mail, written notice to each member of the Commission. Such notice must be delivered personally, electronically or by mail at least seventy-two (72) hours before the time of such meetings as specified in the notice. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.
- E.** All regular and special meetings of the Planning Commission shall be open and the public shall be permitted to attend.

Section 2: Agenda and Staff Reports for Regular and Special Meetings

A copy of the agenda for every regular and special meeting of the Kenmore Planning Commission shall be provided each member not less than five (5) days prior to the date of the meeting at which such agenda is to be considered.

The Executive Secretary of the Kenmore Planning Commission, in consultation with the Chair, shall set the agenda for any given meeting. No subject matter shall be placed on the agenda for action at any given meeting which was not formally filed with the Kenmore Department of Community Development, as hereafter provided, or which was not initiated by motion of the Kenmore Planning Commission or City Council. The Chair may, however, place housekeeping and non-action items on the agenda.

Where any matters filed with the Department of Community Development for consideration and action by the Planning Commission, which matter is deemed by the Director of Community Development to be of concern to other departments of the City and other public agencies, the Department shall notify each such interested department or agency of the impending matter and request a report or recommendation, if any, on the matter. The notification to the other departments or agencies shall include any pertinent information, maps or other material and data as will clearly indicate the type of action under consideration. Information resulting from the departmental or agency reports and recommendations shall be considered by the Planning Commission at the time the matter is before it.

The Kenmore Community Development staff shall review the items on the agenda and submit the staff's recommendations and findings to the Planning Commission prior to a regular meeting.

Section 3: Minutes and Records

A record of proceedings of all official meetings shall be recorded and made a part of a permanent public record along with applications made under provisions of law and the complete files of proceedings and actions taken in connection therewith. The agenda, with a record of action taken and attendance, shall constitute the record of proceedings.

KENMORE PLANNING COMMISSION SCOPE AND RULES

A copy of the records of proceedings taken at any meeting shall be provided by the Kenmore Community Development Department staff to anyone on request, at costs as established by the City of Kenmore.

Formal recommendations considered by the Planning Commission shall constitute a part of the public record of the meeting at which such recommendation was considered, provided that the text of any such recommendation may be considered as being contained in the record of proceedings when properly identified as to the agenda item and/or case file number.

All actions of the Planning Commission, whether by motion or resolution, shall be considered conclusive as to general import as of the date of such action, provided the Chair has authority to modify non-substantive items.

Section 4: Public Hearings and Meetings

Public Hearings and meetings conducted by the Planning Commission shall conform to the provisions of law in the matter of public notice, time, number and reporting.

In all cases where it shall appear that any notice of publication or posting or communication may be defective, any member, after hearing the statement of the defect, can rise to a point of order and request that the issue of notice be tabled and that the matter proceed, reserving to any aggrieved person the right to appeal to the Planning Commission and, upon a vote by the majority, the issue of notice shall become moot as to the Planning Commission. The tabling of an issue of notice shall not prejudice the rights of any aggrieved party to full consideration of the apparent defect at a subsequent review phase.

Section 5: Order of Business

The regular order of business at regular meetings of the Kenmore Planning Commission shall be:

- A. Call to Order
- B. Approval or Corrections of Previous Meeting Minutes
- C. Citizen Comments (on matters not on tonight's agenda)
- D. Council Liaison Report
- E. Public Hearing(s)
- F. Work Session(s)
- G. Business
- H. Community Development Director's Report and Informational Item(s)
- I. Adjournment

Section 6: Conduct of Public Hearings

- A. The Chair opens the Public Hearing and orally summarizes the application before the Kenmore Planning Commission.

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- B. The Community Development Director, or designated staff, provides background information, technical analysis, reviews planning considerations and policy, and summarizes the Department's findings and recommendation to the Planning Commission. Copies of staff testimony and reports should be submitted in writing to be made part of the record.
- C. Upon recognition by the Chair, a Planning Commissioner may ask relevant questions on the application to staff.
- D. The Chair opens the public hearing portion of the deliberation.
- E. The applicant, or designated representative, is invited to speak on behalf of the application. Upon recognition of the Chair, a Planning Commissioner may ask relevant questions to the applicant, applicant's designated representative or to the planning staff.
- F. The public is invited to speak for or against this application. In the event that there are large numbers of individuals seeking to speak on the issue, the Chair may limit the time that each individual may speak on the issue. The Chair should alternate between proponents and opponents when possible to provide for a balanced discussion of the application. Upon recognition of the Chair, a Planning Commissioner may ask relevant questions of the individual testifying.
- G. After the general public have commented on the application, the applicant is invited to speak in rebuttal or to answer questions that may have arisen.
- H. The general public is given another opportunity to rebut comments by the applicant.
- I. The Chair calls a third time for public testimony, upon hearing none the public testimony portion of the public hearing is officially closed.
- J. The Chair now opens the session for Planning Commissioner deliberations and action. Upon recognition by the Chair, a Planning Commissioner may direct specific questions to staff, applicant, applicant's representative, citizen or fellow Planning Commissioner to clarify issues, comments or technical questions that may not have been directly addressed during the public testimony portion of the public hearing.
- K. After reasonable time, the Chair closes further discussions and entertains a motion from the Planning Commission. The Planning Commission may approve, modify, reject or continue the item until another Planning Commission meeting date certain.
- L. After a motion is made and seconded, the Chair entertains additional discussion on the motion. Upon recognition of the Chair, a Planning Commissioner may exercise further parliamentary actions on the original motion.
- M. Upon hearing no further deliberation, the Chair takes a vote on the motion or any subsidiary motions and directs the Executive Secretary to record the formal action as required by these Scope and Rules.

Section 7: Conduct of Public Meetings

Under the Growth Management Act of the State of Washington, a single level of formal legislative review must be adopted by each jurisdiction. The City Council has reserved this legislative review on certain planning issues requiring a quasi-judicial determination.

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These public meetings will be conducted on an informal basis to provide guidance to the applicant in advance of formal City Council consideration.

These public meetings shall be generally conducted in the following manner:

- A. Open the meeting and review the meeting procedures (Chair).
- B. Summarize the application (Staff).
- C. Describe the review process and "record-to-date" (Staff).
- D. Present proposal (applicant).
- E. Receive and discuss public comments (Planning Commission and public).
- F. Report and recommendation:
 - 1. Summarize highlights of the meeting (Chair).
 - 2. Make recommendation (Planning Commission).
 - 3. Draft meeting report (Staff).
- G. Report to the City Council (Staff).

Section 8: Special Meetings

Special meetings and work sessions may be called:

- A. By the request of the Chair, or in the Chair's absence by the acting Chair as set forth in the provisions under Article III, Section 1.
- B. By the written request of four (4) or more members of the Planning Commission.
- C. By sustained motion of the Planning Commission.

Written notice of all study sessions and special meetings shall be provided to all members of the Planning Commission and public in accordance with all applicable rules for public notice.

Section 9: Quorum

Four (4) members of the Kenmore Planning Commission shall constitute a quorum. A Kenmore Planning Commission member may attend a regular or special meeting by telephone and have the same rights as if they were attending the meeting in person.

All actions of the Kenmore Planning Commission shall be determined by a minimum of four (4) affirmative votes of the total Commission. If any member of the Kenmore Planning Commission is unable to attend a regular or special meeting, they may delegate their vote by written proxy to another Kenmore Planning Commission member. Written notice of such proxy shall be provided to the full Kenmore Planning Commission prior to the meeting.

Section 10: Rules of Procedures

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All meetings of the Planning Commission shall be conducted in accordance with Robert's Rules of Order (Latest Edition), unless specifically provided otherwise by these Scope and Rules, applicable City Ordinance or State Statute.

Section 11: Time and Length of Meetings

Planning Commission meetings shall begin at 7:00 p.m. and continue until 9:30 p.m. unless adjourned. After 9:30 p.m., the Planning Commission shall hear no new subjects, unless a majority of the Planning Commissioners present should decide otherwise. Meetings may begin earlier by prior determination of the Planning Commission. Public notifications of such meetings shall place a special emphasis on the earlier start time.

Section 12: Motions and Voting

Unless waived, motions shall be restated by the Chair before a vote is taken. The names of the maker and second shall be recorded in the minutes of the meeting.

ARTICLE IV: PLANNING COMMISSIONER CONDUCT

Section 1: Public Statements

While any Planning Commissioner has a right to express personal views and opinions pursuant to our Constitutional guarantees of freedom of speech, statements purporting to represent the view or pronouncements of the Kenmore Planning Commission shall not be made in advance of the Kenmore Planning Commission's final determination of the matter, except as directed or authorized by a majority of the entire Kenmore Planning Commission at any special or regular meeting or public hearing. The Kenmore Planning Commission shall appoint one of its members to issue such statements as the Kenmore Planning Commission deems necessary. This shall not prejudice the right of any dissenting members to express their minority position.

Lobbying efforts by any Advisory Bodies on legislative, or political, matters should first be checked for consistency with existing City policy by contacting the City Manager. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that the member is not speaking as a representative of the City, or as a member of an Advisory Body.

Section 2: Ex-Parte Contacts and Sharing of Information

It is in the public interest that, to the greatest extent possible, all members of the Planning Commission should have an opportunity to be aware of and act upon the information that is available to other members. Therefore, all members are encouraged to place upon the record of the Planning Commission the substance of all ex-parte contacts that have occurred during the time that either a quasi-judicial or legislative matter has been introduced and is still before the Planning Commission for a decision. Examples of legislative issues on which the Planning Commission deliberates and makes recommendations include comprehensive plan amendments, code amendments, and other policy recommendations.

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With respect to matters of a quasi-judicial nature, members shall abide by the provisions of the Appearance of Fairness Doctrine of the State of Washington, as codified at RCW 42.36; as adopted or subsequently amended. Examples of quasi-judicial land use matters are those which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceedings. Ex-parte communications during the pendency of any quasi-judicial proceeding are prohibited unless the member engaged in such communications: 1) places on the record the substance of any written or oral ex-parte communications concerning the decision of action; and 2) provides that a public announcement of the content of the communication and of the parties' rights to rebut the substance of the communication shall be made at each hearing where action is considered.

Section 3: Conflict of Interest or Appearance of Fairness

If it shall appear to any member at any time that a conflict of interest or an appearance of fairness problem exists with respect to a matter pending before the Kenmore Planning Commission, it shall be the member's duty to openly state the nature of such conflict, and then to refrain from participating in any subsequent deliberation of the Kenmore Planning Commission and the decision-making process with respect to the matter.

Section 4: Attendance

Regular attendance of Planning Commissioners at regularly scheduled or special meetings is important and critical to the operation of this advisory body. Each Planning Commissioner is responsible for notifying the Chair and Planning Department when a scheduling conflict arises that prevents a Commissioner from attending a scheduled meeting.

In the event that a Planning Commissioner cannot actively participate in regularly scheduled or special meetings, the Planning Commissioner should consult with the Chair and the Executive Secretary to determine if his or her absence can be accommodated. If the scheduled absence proves disruptive, the Planning Commissioner should consider resigning his or her Planning Commission position.

Section 5: Conduct of Business

The Chair shall direct the conduct of meetings. A Planning Commissioner should seek recognition of the Chair before speaking.

Section 6: Decision of the Commission

The Kenmore Planning Commission's goal is to provide a consensus recommendation to the City Council on matters referred to the Planning Commission for action after full and complete discussion with all members in attendance. Each Planning Commission member should strive to fulfill this goal by attending as many Commission meetings as possible and by expressing his or her views.

When, despite the best efforts of each member, a consensus cannot be reached, minority reports may be prepared and forwarded to the City Council. When a decision is reached, a member not voting with the majority may prepare a minority report. When

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the minority is comprised of more than one individual, and if requested, the minority report may be prepared by Community Development Department staff.

A minority report, or request for preparation of a minority report, shall be made within seven (7) calendar days of the date of majority action, or the right to transmit such report shall be deemed to have been waived. All minority reports shall be signed by the members who prepare, or request preparation, of the report and shall be forwarded to the Mayor and City Council by the Chair. Minority reports will be transmitted by the Chair at the same time as the majority recommendation is transmitted, with copies distributed to all members.

In every case where the action of the Planning Commission is overruled, reversed or not adopted by the City Council, the Executive Secretary will make available to the Kenmore Planning Commission, at its next regular meeting, the findings, conclusions and decision of the City Council.

ARTICLE V: AMENDMENTS

These Scope and Rules may be amended at any regular meeting by the affirmative vote of four (4) members of the Planning Commission; provided that the proposed amendments, together with the precise wording of such changes, have been presented at the previous meeting.



City Council Business Agenda Item City of Kenmore, WA

Subject/Topic: Review and Direction on the Field Use Policy for Moorlands Park Athletic Field Proposed Council Action/Motion: Motion approving the Field Use Policy for Moorlands Park Athletic Field. Council direction on field rental rates and discounted fees	For Council Meeting Agenda of: 11/19/18 Department: Community Development and City Manager Prepared by: Debbie Bent, Community Development Director <u>Initial & Date</u> Approved by Department Head: <u>DB 11/15/18</u> Approved by City Attorney: <u>via email 10/16/18</u> Approved by Finance Director: <u>Corey 11/6/18</u> Approved by City Manager: <u>DBK</u> Exhibits/Attachments: 1. Draft Field Use Policy for Moorlands Park Athletic Field 2. Comparison of grass Field Rental Fees, other jurisdictions
<u>INFORMATION/BACKGROUND:</u> At the 11/19/18 Council meeting staff is asking for Council direction regarding the field use policy for Moorlands Park Athletic Field (see Attachment #1). Field rental fees will be proposed in the 2019 Fee Schedule which is scheduled for Council action at the 11/19/18 Council meeting. Field Use Policy: The draft field use policy has been reviewed by the City's insurance provider the Washington Cities Insurance Authority (WCIA) and the City attorney. On 10/16/18, the draft field use policy was also emailed to organizations who previously scheduled/used the field (Northshore School District, North Lake Little League, Northshore Youth Soccer Association, and Girls Slowpitch Softball) and asked for comments/questions by 11/5/18. The president of the North Lake Little League responded and had no comment, no other comments have been received. The field use policy outlines rules, policies and procedures for field rental. If Council comments/questions are addressed at the 11/19/18 meeting, then Staff requests that Council pass a motion approving the field use policy. Field Rental Fees and Discounted Fees: Attachment #2 provides a comparison of grass field rental fees for other jurisdictions. Staff recommends an hourly rental fee of \$22/hour (comparable to the Northshore School District). Field rental fees will be included in the 2019 Fee Schedule. A resolution adopting the 2019 fee schedule will be on the 11/19/18 Council agenda for consideration. Staff recommends Council pass a motion on field rental rates to be included in the 2019 fee schedule. Field Rental Discounted Fees: The state legislative budget proviso for the Youth Athletic Funds (YAF) grant funding applicable to 2014 YAF grants administered through the Washington State Recreation and Conservation Office (RCO) requires that recipients of YAF grants have a fee waiver/reduction policy in place for youth athletic clubs based on the clubs rates and scholarships provided to low-income participants compared to other clubs. The Moorlands Park Project included 2014 YAF grant funds (Project 14-1290). RCO does not have any guidance on how to implement this budget proviso. Staff recommends that clubs have the opportunity to apply for a fee reduction reflecting the percentage of participants receiving scholarships or fee waivers. Staff suggests clubs have at least 20% of eligible participants with a maximum 50% reduction of field rental rates. Staff recommends Council pass a motion providing direction on the discounted field rental fee. Background: The athletic field renovation at Moorlands Park was completed earlier this year. The field will be available for rental and use spring 2019, when the grass is established. The City is responsible for field maintenance, field scheduling and establishing and collecting rental fees for field use. Based on the Interlocal Agreement (Contract 17-C1814) with the Northshore School District, the majority of the park site (including the athletic field) is not available for public use during school hours.	
<u>FISCAL CONSIDERATION:</u> None related to approval of the field use policy. The 2019-2020 budget assumes \$72,609 total revenue reimbursement from the Northshore School District participation fee.	

The terms of the Interlocal Agreement (Contract 17-C1814) with the Northshore School District require the District to pay a participation fee \$34,425 starting in 2018 (adjusted annually per CPI) per year to the City in exchange for the benefits derived by the District and the public from use, operation and maintenance of the park. The 2019-2020 budget assumes \$70,000 for park maintenance expenditures for Moorlands Park.

Revenues from rental fees are not currently accounted for in the 2019-2020 budget. However, based on annual historic field use (2015-2016 data) of 942 field rental hours per year, and an hourly field rental rate of \$22/hour. An additional \$41,448 is the estimated projected field rental revenue.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED: Priority Based Budget Results "Access to quality cultural, recreational, educational and leisure opportunities. Council Goal #6 "To continue to implement a Parks Improvement Plan".

Moorlands Park Athletic Field

Rules and Regulations

DRAFT

The City of Kenmore (City) maintains its parks for the enjoyment of residents and visitors. Park rules provide a system by which the greatest number of people may have maximum satisfaction from the use of City parks and recreation facilities. As a reminder to Moorlands Park users, the park is under video surveillance.

Disputes arising from implementation and enforcement of these park rules, policies and procedures shall be appealed in writing to the City Manager for resolution.

These rules and regulations for Moorlands Park (Park), including its athletic field (Athletic Field), have been adopted by the City Manager to implement and supplement the rules and regulations of KMC Chapter 9.40, titled "Parks-Rules for Use of Facilities." In the event of a conflict between these rules and KMC Chapter 9.40, these rules shall prevail.

General Park Rules:

The following rules apply to the Park and Athletic Field, and if violated, shall be punished as an infraction pursuant to Article V of KMC Chapter 9.40:

- Public access beyond the posted Park rules signs is limited to Moorlands students and staff on school days during school hours.
- The Park is open from dawn to dusk, unless otherwise posted.
- Pets must be on a leash and under control at all times.
- Pets in the athletic field and children's play area are prohibited.
- Pet waste must be picked up and disposed of in trash receptacles.
- Trash must be disposed of in trash receptacles.
- Golfing, overnight parking or camping is prohibited.
- Use of model airplanes or rockets is prohibited. Use of drones will be guided by FAA rules for small unmanned aircraft.
- Littering is prohibited.
- Loitering as defined in KMC Chapter 9.30 is prohibited.

The following rules also apply to the Park and Athletic Field, and if violated, shall be punished as a misdemeanor pursuant to Article V of KMC Chapter 9.40:

- Possession or use of alcoholic beverages or drugs is prohibited.
- Carrying of weapons is prohibited.
- Destruction or removal of Park property or plants is prohibited.
- Unauthorized sale of goods, services or merchandise is prohibited.
- Open fires are prohibited.

- Loitering as defined in KMC Chapter 9.30 is prohibited.

Athletic Field Rules:

The following rules apply to the Park and Athletic Field. If a rule prohibits or requires an action, violation of the rule shall be punished as an infraction pursuant to Article V of KMC Chapter 9.40:

- The City is responsible for the scheduling and maintenance of the Athletic Field. The City reserves the right to limit the use of and play on the Field throughout the year.
- Violation of the General Rules or Athletic Field Rules may result in forfeiture of Athletic Field use or payment of additional fees.
- Organized teams or leagues may not use the Athletic Field unless they reserve the Field in writing and in advance.
- Unscheduled or incidental use may occur at the Athletic Field as long as such use does not interfere with scheduled uses or take place during Moorlands Elementary School hours, Field maintenance or Field closure.
- Athletic Field users shall be responsible for City expenses to correct, clean, repair or replace any City facility or property that is damaged in connection with the user's activity or event.
- Pets are prohibited on the Athletic Field.
- Tobacco products are prohibited on or around Athletic Field.
- Trash must not be left on the Athletic Field following Field use. The renter or user of the Field is responsible for disposing of trash in trash receptacles.
- The intentional throwing, hitting or kicking of balls into or over the fences, backstops or buildings is prohibited.
- Sales of concessions without a separate City special events permit are prohibited on or around the Athletic Field.
- Solicitation of any kind and distribution of handbills and signs is prohibited.
- The hitting of a baseball or softball on the Athletic Field or anywhere else in the Park by a person over the age of 12 is prohibited.
- Gum, candy and sunflower seeds on the Athletic Field or in the dugouts are prohibited.
- Signs, posters and notices cannot be displayed without prior written permission from the City Manager or designee.
- Users must treat all players, spectators, City and School District employees, and all other citizens, with respect and courtesy.
- Users shall not dig ditches or apply foreign materials to the Athletic Field in an attempt to "dry" it out.
- The Athletic Field and its facilities shall not be modified, except as allowed by the City Manager or designee.
- The Athletic Field shall not be damaged in any way.

- Users, as well as tournament and sports camp directors, must ensure that the Athletic Field and its facilities are clean after each use, including respective dugouts, field(s) and surrounding areas.

Athletic Field Closures.

The City may close the Athletic Field due to inclement weather, poor playing conditions that may cause hazardous conditions for the public, excessive repair work to bring the Field back to playable condition, or “resting” of the Field from frequent use, as determined by the City Manager or designee. The City Manager or designee will post “Field Closed” signs for all closures.

At the beginning of each season, the City Manager or designee will establish a field closure notification procedure. After the opening of the Athletic Field for a season, the league’s or organization’s designee (umpire, referee, or coach) shall be responsible for determining whether the Field must be closed for use or play. The City will not provide a daily presence at the Field and will rely on the user to determine playability and safe playing conditions (weather-related or otherwise). If the City or a user cancels Field use due to unsafe playing conditions, the user may request a credit or refund for missed time. This request shall be made in writing to the City Manager or designee within two weeks of closure.

The user shall be responsible for advising coaches and participants that the Athletic Field is unplayable, not only during periods of inclement weather, but also when the Field is in poor or hazardous playing condition, or when play may cause damage that would require excessive repair work to bring the Field back into playable condition.

Any user or participant who plays on the Field when it has been officially closed may forfeit current reserved Field time as well as future consideration for Field use.

Limitation of Athletic Field Use During Elementary School Hours

The City owns and maintains the Athletic Field. However, during Moorlands Elementary School hours, the Field is reserved for School use only, and members of the public may not use the Field during School hours. Park rules signs are posted at the Park and designate the locations beyond which public access is limited during School hours.

Documentation During Scheduled Athletic Field Use

During scheduled usage of the Athletic Field, users shall have in their possession the final, approved, signed and executed City field usage contract for Field use. Any dispute regarding use of the Athletic Field shall be resolved, if possible, by comparison of contracts, not schedules.

After Hours Contact

At the beginning of each season, the City Manager or designee will provide to users the after-hours contact information and procedures.

Indemnification

Each user shall defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of the Park and Athletic Field or from any activity, work or thing done, permitted, or suffered by the user in or about the Park and Athletic Field, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Certificate of Insurance

The following two insurance forms must be submitted to the City no less than two full weeks prior to Athletic Field use:

- A Certificate of Insurance evidencing Commercial General Liability Insurance with limits of no less than \$1,000,000 per occurrence. The City must be named as an additional insured.
- An Additional Insurance endorsement using ISO Additional Insured-Managers or Lessors of Premises Form CG20 11 or an endorsement providing at least as broad coverage naming the City of Kenmore as “additional insured”.

Failure to provide acceptable insurance coverage will result in the denial of an Athletic Field request or forfeiture of any scheduled Field use.

Parking

Parking during non-School hours is available at the southeast entrance to Moorlands Elementary School at 15115 84th Ave. N.E. (23 spots available) and/or the 14 stalls of Park parking at the end of the southwest park access road. **There is no parking available at either location on School days during School hours.** Users that have reserved the Athletic Field for organized practices or games do not have exclusive use of the parking areas and must share the parking spaces with other members of the public who may wish to use other portions of the Park.

Athletic Field users need to contact the First Romanian Pentecostal Church for permission to use the parking lot to the north of the Park on the Church property.

Allocating Athletic Field Use/Field Scheduling

To assure proper scheduling, all requests for Athletic Field use and/or changes must be submitted in writing, on the proper forms, to the City Manager or designee. Field Use Request forms can be found at the Kenmore City Hall or online at www.kenmorewa.gov/_____. Incomplete or unsigned forms will not be processed and will be returned to the sender.

The user who request use of the Athletic Field must be in good financial standing with the City. “Good financial standing” means that user does not have a history or pattern of late rental payments, bounced checks, or forfeiture of deposits within the prior two years.

Each user shall appoint one contact person to communicate with the City regarding Athletic Field scheduling.

Priority will be given to users that serve the highest number of players residing within City limits who will be playing games or practices on City fields. # of youth who are Kenmore residents X # number of practices and games = Priority Score.

If two or more users are equal or within 15 points of each other, historical use will be used as a factor to determine priority; or in the case of the first year, the users will flip a coin or use a lottery under the discretion and direction of the City Manager or designee.

The following outlines the order of priority for Athletic Field distribution.

- A. City sponsored programs.
- B. Moorlands Elementary programs and events (example, Curriculum Night).
- C. Users serving youth within the City limits.
- D. Users serving youth within the Northshore School District.
- E. Users serving youth outside the Northshore School District.

Saturdays and Sundays are primarily intended for games rather than practices, and priority scheduling will be allotted accordingly.

Organizations reserving more field time than actually used may receive reduced field time and/or a reduced priority score in the following year

Given the size and location of the Athletic Field, users serving adults may not reserve the Athletic Field.

The Athletic Field is primarily intended to serve youth baseball, softball, fastpitch, t-ball, and other sports that use a baseball diamond and bases for the field of play. The City Manager or designee may allow fall soccer practices and games on the grass portion of the field, provided that such practices are for youth ages six and younger and provided that Field users acknowledge that City staff may require that the soccer practices be fully contained on the grass portion of the Field.

Youth Athletic Clubs who provide lower fees and scholarships for low-income participants compared to other clubs using the field may apply for discounted field rental fees.

Athletic Field reservations do not include reservations of the picnic shelter, restroom, or any other portions of the Park. During all Park hours, including times when the Field is reserved, members of the public are welcome to freely use other portions of the Park outside of the Field, except noted restrictions during School hours.

Field Use Times

Saturday and Sunday: 9 am to dusk or 9 pm, whichever is earlier.

Monday through Friday:

When Moorlands Elementary is in session: 5 p.m. to dusk or 9 p.m., whichever is earlier.

When Moorlands Elementary is not in session: 9 a.m. to dusk or 9 p.m., whichever is earlier.

The City Manager or designee may choose not to allow Athletic Field use during after-school Moorlands Elementary events such as Curriculum Night.

The City Manager or designee will review tournaments, sports camps, and non-sporting events for approval via a separate special events permit. These uses shall be subordinate to games and practices scheduled through Field Priority scoring as described above.

Athletic Field Reservations and Scheduling Timeline:

For January 1 through June 30 Athletic Field Times

Field reservation application period: the prior October 1st through October 31st.

Field scheduling assignments will be made no later than December 1st. Field users must pay a deposit by the following December 15th to confirm the assigned schedule.

For July 1 through December 31 Athletic Field Times:

Field reservation application period: May 1st through May 31st.

Field scheduling assignments will be made no later than June 1st. Field users must pay a deposit by the following June 15th to confirm the assigned schedule.

For any unfilled Field times after the application periods, the Field may be reserved on a first come, first served basis.

Fees and Charges

Fees and charges are assessed for use of City fields to help partially offset administrative and operational costs. Field rental fees and charges are adopted annually by City Council in the City's Fee Resolution.

Athletic Field rental fees must be paid in advance of the date of use. Failure to do so may result in termination of the Field rental contract(s).

Field users and/or other organizations shall not charge admission at the Field.

When the City Manager or designee decides to close the Field due to weather or other issues, paid reservations for the day(s) of closure will be fully refunded to the user(s) upon written request. Such request shall be made in writing to the City Manager or designee within two weeks of the closure.

Cancellation Fees

More than 30 days notice of cancellation: 25% of fee.

15-30 days notice of cancellation: 50% of fee

14 days notice of cancellation: No refund

Athletic Field Maintenance

Field Closures: The City Manager or designee will have the authority to make decisions on field playability and safety following inclement weather, field maintenance or emergency.

Facility Maintenance: All facility maintenance shall be performed by the City Manager or designee and applicable staff.

Field users and renters are responsible for setting up and putting away bases, pitching rubbers, and other equipment for each game. Field users also are responsible for chalking or “lining” the Field (The City Manager or designee may prohibit chalk lining the field for soccer). City-owned bases, pitching rubbers, etc. shall not to be removed from the Field or relocated without express permission from the City Manager or designee. The City will groom the infield as time and resources permit and at the sole discretion of the City Manager or designee. Field users will have access to hand rakes.

Field users and renters are responsible for ensuring the facility is clean after each use, including dugouts, field, and surrounding areas.

Adherence to this Policy

Field users and renters are responsible for following any site-specific rules and regulations posted at the Field, as well as these rules and regulations.

Failure to follow site-specific rules and regulations posted at the Field or these rules and regulations may result in the forfeiture of current reserved Field time as well as future consideration for Field use.

It is the responsibility of each user to provide the City Manager or designee with accurate and truthful information, ensure that all team coaches and managers know, understand and abide by these rules and procedures, request only necessary Field time, and return to inventory any Field time that the user does not intend to use.

Resident Hourly Fee Rates for Youth Grass Fields

Youth Grass Fields	Comparison of Fees/Hour for Residents	Notes
Northshore School District	\$22	
Shoreline School District	\$0	
City of Shoreline	\$6	*
City of Bothell	\$21	
City of Woodinville	\$0	
City of Kirkland	\$15	
Sub-Average/Hour	\$19	
City of Brier	\$8	*
Snohomish County - Maltby	\$20	
King County	\$16	
City to Lynnwood	\$19	
City of Mountlake Terrace	\$0	
City of Redmond	\$0	
Total Average/Hour	\$19	

*anomaly - excluded from average