



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

City of Kenmore
City Council Retreat Agenda
Friday, January 8 and Saturday, January 9, 2016
La Conner Channel Lodge
205 N. First Street, La Conner, WA 98357

FRIDAY, JANUARY 8, 2016

11:00 a.m. Welcome and Introduction

- Ground Rules and Agenda Review
- Progress on Council Goals and 2016 Work Plans
[2015-16 Council Goals](#)
[Progress on 2015-16 Council Goals](#)
[2016 Department Work Plans](#)

11:20 a.m. Affordable Housing

[Affordable Housing](#)

12:00 p.m. Budget and Finance

- Forecast
[6-Year Financial Forecast](#)
- Priority-Based Budgeting, including PBB for Capital
[Priority-Based Budgeting](#)
- Other

12:30 p.m. Lunch

12:45 p.m. Work Through Lunch - Continuation of the Above

1:15 p.m. Imagine Kenmore - Phone Survey Report and Next Steps

[Imagine Kenmore EMC Survey Results](#)

2:30 p.m. Break

2:45 p.m. Lakepointe

[Lakepointe Project Item from 12-14-2015 Agenda](#)

4:00 p.m. General City Issues

- Heavy Industry Regulations Update
[Heavy Manufacturing Business Update](#)
- Apartments in Single-Family Zones
[Apartments in Residential Zones](#)
- Tree Protection
[Tree Regulations](#)
- St. Edward State Park
- Emergency Preparedness
[Emergency Management Preparedness](#)

5:30 p.m. Adjourn

SATURDAY, JANUARY 9, 2016

8:00 a.m. Breakfast

9:00 a.m. General City Issues, continued*

- Municipal Broadband
- Ethics
[Code of Ethics for Employees](#)
[Council Rules & Procedures Resolution](#)
- Creativity Week
[Creativity Week](#)
- Sound Transit 3
- Philosophy of Government vs. Business
- Moorlands Park
[Moorlands Park](#)
- Other

10:30 a.m. Downtown: How to Make it a Success?

[Downtown - How to Make it a Success](#)

- Facilitating the Ripple Effect
- Parking
- Town Green
- 181st Pedestrian
- Other

11:30 a.m. Goals for 2015-16: Time to Hold the Line?

- New Goals?
- City Manager Performance Evaluation Goals
- Other

12:30 p.m. Lunch

1:00 p.m. Continuation of the Above

3:00 p.m. Adjourn

NOTES:

Times required for each topic are estimates. Once a topic is completed, the next topic will be addressed.

*General City Issues listed but not discussed on January 8 may be discussed under General City Issues on January 9.



*City of Kenmore
Washington*

2015 - 2016 City Council Goals

- 1. To focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.**
- 2. To continue to implement the Economic Development Plan with an emphasis on the following key points:**
 - **Promote the image of Kenmore**
 - **Create a vibrant, walkable downtown**
 - **Support existing businesses**
 - **Advance the City's connection to the waterfront**
- 3. To continue to seek funding and mitigation for State impacts on the City's transportation system.**
- 4. To advance the public's access and connection to the waterfront.**
- 5. To accelerate implementation of the Sidewalk Plan and pursue various funding options.**
- 6. To identify, develop, and actively promote a walkable area in downtown.**
- 7. To continue to seek opportunities to complete a successful Lakepointe.**
- 8. To continue to implement a Parks Improvement and Financial Plan.**
- 9. To continue to establish a contemporary Information Technology Program.**
- 10. To establish a 6-year financial plan for the future.**
- 11. To address watershed issues affecting the City.**

Progress on 2015-2016 Council Goals

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

For a more comprehensive report of how Council Goal #1 has been advanced by the City team, please see “Council Goal #1 Update” which was presented at the October 19, 2015 City Council meeting. At a higher level view, the following efforts summarize how we are advancing pedestrian and bicycle safety:

1. Target Zero initiative
2. Imagine Kenmore
3. State and Regional Funding/Advocacy (Sound Transit 3, State transportation package, recently awarded sidewalk grants, etc.)
4. Transportation Planning Documents:
 - a. Transportation Element of the Comprehensive Plan
 - b. Road Standards Update
 - c. Capital Improvement Program

2. To continue to implement the Economic Development Plan with an emphasis on the following key points:

-Promote the image of Kenmore

- First City to receive three consecutive AWC Excellence Awards. This year: Coolest City Hall
- Transitioned from Allison Partners to Gallatin for public affairs services. We have seen our staff’s and Gallatin’s story-pitching efforts result in more positive media exposure for Kenmore, such as stories in 425 Magazine and City Dog Magazine, the go-to publication for dog lovers
- By being proactive in laying out the red carpet for new businesses (through policies and processes) as well as pitching our story to the media, Washington Beer Blog, P-I, and other publications picked up on Gallatin’s pitched story on growing the craft brew scene in Kenmore—resulting in an inquiry from another brewery
- Kenmore Business Incubator is more successful than ever and advances our efforts to promote Kenmore as an innovation hub
- Successful State of the City address—sold out and first of its kind for Kenmore
- Hackathon and Hack Night received positive feedback and caught the attention of neighboring jurisdictions, the State, and the open data community
- Continue to reinforce great customer service when responding to developers, builders and homeowners
- Promotion of Kenmore as a natural health hub continues

-Create a vibrant, walkable downtown

- Kenmore Village – Spencer68 certificates of occupancy; Spencer Square development agreement negotiations, site plan approval, and groundbreaking
- Town Green final design, funding, permitting, contract award, and start of construction

- New downtownkenmore.org website and blog
- City Hall skate court completion
- Food Trucks!
- Why I Love Kenmore event in June
- Three sidewalk grants to complete sidewalk between 68th and 73rd Avenues on NE 181st Street; design is underway
- Tolt Trail Phase 1 project will create a paved pedestrian trail between 68th and 71st Ave. In permitting & Seattle City Light approval process

-Support existing businesses

- The virtual incubator continues to see success, grow, and send a clear, positive message about Kenmore and its support for its local businesses
- The findkenmore.org business directory continues to grow and become more of a useful tool to showcase our local businesses and encourage buying local
- New Kenmore Air seaplane hangar was completed in 2015—we received positive feedback from Kenmore Air and its contractor about our speedy permitting and good customer service
- We helped Kenmore Air prevail in their dock replacement project that was appealed to the hearing examiner
- Kenmore Business Alliance continues to see increased participation from local businesses (KBA outgrew its meeting space at Key Bank). Nancy will be reporting to you likely in December that she has recently finalized an agreement with the Chamber to provide support for KBA events and activities

-Advance the city's connection to the waterfront

- See #4 below

-Other Economic Development Efforts:

- Council and staff provided leadership in promoting and advancing key new development projects—St. Edward Seminary building rehabilitation, Lakepointe, and Kenmore Village
- Completed the Comprehensive Plan Update which supports implementing the Economic Development Plan
- Completed the Transit Oriented District (TOD) overlay which also supports implementation of the Economic Development Plan and our Downtown Plan
- Adopted an ordinance to reduce impact fees and parking requirements to promote business re-use of certain buildings on NE 175th Street

3. Continue to seek funding and mitigation for State impacts on the city's transportation system.

- Obligated funding (\$12m) from the Bridge Rehabilitation Advisory Committee (BRAC) for the West Sammamish River Bridge design
- Successfully persuaded three levels of PSRC boards and committees, including the PSRC Board (final step) to transfer \$723k from ROW to construction for the SR 522 West A project

- Received \$8m within the State Transportation package for the West Sammamish River Bridge construction
- Received \$12m in the State Transportation Package for SR 522 West B (57th to 61st Avenues)
- Led effort to form 522 Transit Now! Coalition and achieved success in adding Kenmore SR 522 projects to the Sound Transit 3 project candidate list
- Leading cooperative and strategic efforts of North End cities to jointly advocate for ST3 and other transportation needs
- Made the top of the list for potential Water Taxi ports

4. Advance the public's access and connection to the waterfront.

- Waterfront programming and participation exceeded our expectations at Squires Landing this last spring/summer/fall. The dragon boat program is going strong and youth participation in paddling programs was higher than we expected for our first summer season (still working on getting accurate numbers). We are also encouraging and facilitating, under KWAC's initiative, the addition of Stand Up Paddling programming at Squires
- Worked with KWAC to amend their agreement with the City to adjust for on-the-ground conditions, thereby improving the function of the agreement and enabling KWAC to succeed
- Making progress on Logboom Park pedestrian bridge project; prevailed in an appeal to the hearing examiner. The permit process for this bridge is still underway. The goal is project construction in 2016
- Developing an updated concept for Logboom Park waterfront improvements including a real beach and facilities for handcarry watercraft. Concept to be presented to the public and the City Council on December 14
- Rhododendron Park float is continuing through the permit process. Project construction estimated in 2016-2017 (dependent on federal/state/tribal agencies)
- Rhododendron Park shell house and boardwalk—completed the land use permit process. Sought funding for the shell house in the State Capital budget; will try again during the 2016 State legislative session
- Squires Landing (Twedt) dock replacement, continuing to work through the permit process. Goal is project construction 2016-2017
- Received an RCO grant to offset costs of property acquisition for the Twedt property
- Developed and presented two concepts for Squires Landing (focusing around the lagoon and Twedt property) waterfront improvements including facilities for handcarry watercraft.

5. Accelerate implementation of the Sidewalk Plan and pursue various funding options.

- Secured over \$2.5m in sidewalk grants. See "Council Goal #1 Update" for more detail; next major funding cycles in 2016
- Design is underway for the grant-funded sidewalks
- Filled several sidewalk gaps
- SR 522 West A project includes new sidewalks

- Funding for SR 522 West B and Sammamish River Bridge, including new sidewalk approaches
 - The Imagine Kenmore project is facilitating discussion on sidewalk needs with the community to determine if extra funding could be assessed for projects
6. Identify, develop, and actively promote a walkable area in downtown.
- We have initiated and been in discussions with several key property owners near the “bull’s eye” of our downtown. These property owners include Breckrenridge (cell tower property), Stoner (mobile home park property next to City Hall), Chocko (property next to Post Office), and Holtz (Peoples Storage and adjacent vacant parcel). The discussions with the property owners have been productive and encouraging and have included discussions on pedestrian connectivity and walkability
 - 3 sidewalk grants on 181st Street to complete sidewalk between 68th and 73rd Avenues
 - Progress on Kenmore Village
7. Continue to seek opportunities to complete a successful Lakepointe
- In discussions with property owner and potential developer to extend Commercial Site Development Permit and identify achievable milestones
 - Completed a consultant selection process to hire a team to assist the City with Lakepointe coordination
 - Working with the Lakepointe team to prepare for and conduct a charette on transportation configurations and connecting the downtown with Lakepointe and the waterfront
 - In the process of assembling the City’s Lakepointe team, including the project manager
8. Continue to implement a Parks Improvement and Financial Plan
- Imagine Kenmore
 - Bastyr ballfield lease extension to 2025
 - Landed RCO grants for Moorlands Park and Squires (Twedt) property acquisition. Adjusted the Parks CIP to accelerate the Moorlands Park project
9. Continue to establish a contemporary Information Technology Program.
- First phase of transition to MS Office 365 with test group has begun
 - Purchased and installed a new permit tracking software system
 - Rolled out newly remodeled website with new features
 - Completed Cityworks implementation, including citizen action requests system, and oriented the new software to City staff and the City Council
 - Implemented live video of City Council meetings
 - Released RFP for Financial Management System software (no budget appropriated for this yet)
10. Establish a 6 year financial plan for the future.

- Maintaining up to date financial forecast model. Next update to the model will be presented at the retreat in January. Continuing to work on financial sustainability plan
- Working with an MPA student team to identify trends in budget variances and potential improvements in forecasting and budgeting, which will help us with our financial sustainability plan

11. Address watershed issues affecting the City.

- Completed Surface Water Master Plan and Surface Water Element of Comprehensive Plan updates
- Completed Swamp Creek study and presented findings to Council. This study concluded that the Swamp Creek “swamp” is functioning as nature intended and reduced our cause for concern and expensive measures (like dredging the river channel)
- We have been aggressive in monitoring upstream projects in Snohomish County by establishing Kenmore as a party of record and commenting on (and even threatening appeal) on Snohomish County projects that affect downstream flow and sediment transfer
- Completed annual inspections of surface water system and facilities
- Completed surface water facility maintenance including cartridge replacement for all water quality vaults
- Conducted education and outreach at City events
- Conducted water quality monitoring on Swamp Creek and Lake Washington

Progress in Other Areas:

Intergovernmental Relations. We have developed/improved working relationships with our intergovernmental partners and agencies, including our neighboring cities, County Councilmembers, the County Executive’s Office, Sound Transit Board members and staff, etc. Our intergovernmental involvement puts us on the state & regional radar for issues such as toll diversion, Sound Transit, transportation funding, etc. We also created and promoted our first ever King County Priorities agenda.

Sound Transit 3. Although mentioned in Council Goal #3 above, the details of the ST3 effort are worth further reflection:

- Numerous meetings with ST board members and staff
- Creation of the 522 Transit Now! coalition
- Producing the 522 Transit Now! website and social media sites
- Getting over 400 signatures
- Coordinating citizen efforts and letter writing
- Writing letters from the City to ST Board members
- Getting four cities to agree on priorities and write joint letters (and holding those cities together)
- Scheduling and having coalition steering committee meetings
- Getting good attendance at and having productive general coalition meetings

All of the above and more all went into this team effort of catching Sound Transit's attention and getting on the project candidate list.

Community Engagement. Our community engagement efforts are noteworthy. We are not only informing the community but also engaging the community. We are asking for the public's input and involvement via several key initiatives, such as Imagine Kenmore, Neighborhood Transportation Plans, For the Love of Kenmore, our robust Volunteer programs, and business engagement activities (KBA, after hours networking, etc.).

Summer E-Newsletter. This summer we leveraged intern resources to put out a weekly summer E-newsletter. We tracked the metrics on these and found that hundreds of subscribers actually opened the E-newsletter email each week.

Volunteerism. Although briefly mentioned above under community engagement, our volunteer program is worth shouting from the rooftops. Cindy Shelton and others have done an outstanding job growing our volunteer programs—including empowering volunteers to be in charge of and run volunteer events and thereby reducing the need to pay staff to show up at volunteer work parties. Volunteerism is still on the rise and promotes pride and ownership in the city and produces friends of and advocates for the city.

For the Love of Kenmore. This event run by Peter Kageyama brought people together in a really fun and positive way. The enthusiasm and energy from these two days in April lives on, and we are seeing "love notes" spawn from the event including For the Love of Kenmore event in June (including the new whyIlovekenmore.org website), Kenmore Air's Fly In planned for May 2016, MainStreet's "Parklet," St. Vincent DePaul mural proposal, and potential mural on the CalPortland cement silos (led by Mr. Sturgis and Mr. Mendry).

SR 522 West A Project Management. This project is complicated and difficult, and Kris has put together a phenomenal team to manage the project. Overall, the construction is going well. We do recognize and try to mitigate the impacts this project is having on our business that are along this particular stretch of highway. The project team is finding ways to reduce and contain costs on the project.

School Boundary Adjustments. As a city team we successfully engaged the School District and persuaded them to adjust the boundary proposal to recognize Kenmore's identity as a city and a community; and to acknowledge Inglemoor High School as Kenmore's High School.

Emergency Management. We took a lead role in holding ESCA accountable and initiating its dissolution. Bryan did a great job putting the finishing touches on the new ILA with LFP, NUD, and Northshore Fire. In the long run we will have a much better vehicle for emergency preparedness

Water Taxi. We aggressively engaged the County during their water taxi study. As a result, we made the top of the list of four potential water taxi location routes

Puget Sound Energy System Reliability. While this is a more recent issue, we have been responsive to our citizens and we are therefore making sure Kenmore is getting noticed when it comes to system reliability. We definitely have PSE's attention and will make system reliability an issue during franchise negotiations

City of Kenmore
2016 Work Plan

Department: City Manager's Office

Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
1 Kenmore Village/Town Green&Pavilion	RK	Recruit Tenant / Town Green Programming & Operations Plan Development				Program Development			Construction Complete	Tenant Improvements		
2 Lakepointe Project	RK	Coordinate with Developer			Begin Development Agreement Negotiations							
3 Saint Edward Seminary Proposal	NKO	Meet with stakeholders and Parks Commissioners	Parks Public Meeting	Parks Commission mtg-briefing	Development Proposal to Parks Commission	Parks Commission Mtg re PSA		TBD	TBD Land Use			
4 Saint Edward Ballfield	RK/DB/NO	Negotiate Lease	Public Meeting	Park Commission re Lease option								
5 Business Incubator	NKO	Advisory Group Meeting	Council Briefing		Grants	Open House at KBI			Progress Report to Council			
6 Business Registration	NKO	Home Based Business Focus Group/ Develop KBA Contract	KBA monthly meetings	Marketing (ongoing)	Online Directory Updates (ongoing)	Home Based Business Check in			Marketing Push		Business Recognition	Report to Council
7 Business Events	NKO		KBI Class		KBI Class	Business After Hours	Seminars (KBI)		Business Seminar KBI	Business After Hours		
8 Natural Health HUB	NKO	EDC Scope, BU work plan		Natural Health Expo	Connect Hub to Saint Edward Proposal				Basstyr Master Plan Check-in		Branding Plan	
9 Business Recruitment	RK/NKO	Ongoing Outreach and Meetings	Target Sectors/Businesses	Update Commercial Capacity Data and Map	ongoing contacts and promotion							
10 Marketing and Media Relations	NKO	Media Relations planning	Launch media strategy on key projects: Saint Edward, etc.	New General Brochure with GIS Map	Continue Media Relations & Marketing							
11 Economic Development Incentives	NKO/LH	Research							Proposal to City Council			
12 Sign/Façade Grants	NKO			Research and Proposal Development			Launch Program					
13 Voter Approved Measure	RK/Kris O.	Present survey findings	Develop Plan for Community Outreach and project evaluation			Focus Groups, surveys, project identification, feasibility, and costing						
14 Front Desk Reception	KH											
15 Target Zero - Education & Outreach	LH		Daylight Savings Time		Bike to Work Day/Month	Summer Safety		Back to School Safety		Walk to School Day/Halloween Safety	Daylight Savings Time	Holiday Safety
16 Website / Blog	LH	City and Downtown Kenmore blog										
17 Digital Communications	LH	City and 522 Transit Now Social Media, Gov Delivery, Facebook, Twitter, Instagram, Nextdoor				Revisit research to develop mobile application						
18 Newsletters	LH	Hard Copy / E-News	E-News	Hard Copy / E-News	E-News	Hard Copy / E-News	E-News	E-News	Hard Copy / E-News	E-News	E-News	E-News
19 City Organized Events	CS	Secure Event Sponsorship	Event Planning & Prep			Fireworks/Concerts	Concerts/Play Day					Tree Lighting
20 Other Event Support	LH		Slough Race Event Prep	Slough Race Event	Kenmore Air Fly-In (potential new event)	Northshore Fire Open House & Safety Fair; Bastyr Herb & Food Fair			Kilometers 4 Cancer			
21 Summer Recreation Programs	LH	Contract development with Skate Like a Girl and Skyhawks		Promote summer programs		Camps	Camps	Evaluate programs				
22 Volunteer Program	CS	Adopt-A Program, Admin	Vol Appreciation Event		Parks Appreciation Day	Volunteer programs & projects administration			Park Cleanup Day	Jack Crawford Day		
23 Human Services	LH	Accounts payable / contract administration / monthly mgs	Monitoring visits / 2017-18 application cycle preparation	2017-18 application cycle workshop	Accounts payable	Contract Admin, etc	Review 2017-18 applications	Prepare funding recommendation	Accounts payable	Contract Admin, etc	Present to Council	Accounts payable/Contracts
24 Animal Services	LH	Quarterly IC4 and Marketing Subcommittee meetings		Council check-in on animal policies and outreach methods			Potential ordinance to Council		RASKC ILA Discussions			
25 Sound Transit 3 Advocacy	RK											
26 522 Transit Now Support	LH	522 Transit Now social media, steering committee meetings, coalition meetings, Sound Transit meetings										
27 KWAC Agreement	RK	Monitor agreement										
28 State Legislative Agenda	NKO	Lag Sendoff	Meet with Legislators/Staff in Olympia			Post Session Event			Develop 2016 Agenda			
29 Federal Legislative Agenda	NKO	Delegation District Staff meetings		DC Meetings		Invite Senators to Kenmore			Develop 2016 Agenda			
30 King County Legislative Agenda		Develop a list of legislative priorities that the City of Kenmore would like King County to take action on										
31 Lake WA Sediment Testing (Ecology)	NKO	TBD with Ecology on Follow up testing										
32 Aquatic Weeds Management		Council presentation / RFP Process / Permit Application		Select consultant / consultant field research	Community outreach	Projected work start date						
33 Kenmore Navigation Channel	NKO	USACE District, Division Meetings		Check in with King County, USACE	Develop Strategy for Next Steps				Federal Contacts		King County contact re Local Sponsor Authority	
34 SR520 Construction Coordination	NKO	Continue Agency Coordination										
35 Franchise Agreement Approval/Enforcement	NKO	PSE Negotiations		Promoter Enforcement		Report to Council						
36 Historic Preservation	NKO		Identify potential nomination(s)			Grant Application TBD			Decide on Landmark Application	Training		
37 Public Records Requests (PRR)	TM	Update Info Materials		Staff Training		Mid Year Report						Year end PRR report
38 Inter Gov Organizations	NKO/RK											
39 Arts of Kenmore Gallery	NKO											
40 Economic Development Strategy Update	NKO											
41 Strieck (Shell) Property Strategy	RK/NKO								Initial Scoping			Preapre RFP
42 Parking Ordinance	LH	Research	Present to Council						Coordination with Lakepointe transportation			
43 Smoking on City Property Policy			Research		Presentation to Council							
44 King County Water Taxi Project	NKO	Meet with County Council, staff										
45 Hack Night	BJ											
46 SVDP Mural	BJ											
47 Administrative Policies	LH	Assorted administrative policies			Updated donation policy				Public Participation Policy			
48 District Court / Jail Services	LH	Quarterly meetings / monitor contract										
49 Emergency Management	RK	Develop communications and notifications strategy										
50 Community Involvement and Leadership	RK											
51 Leadership and Direction to the Organization	RK											
52 Council Support	NM											

LEGEND	
= Highest Peak Workload	
= Substantial Workload	
= Less But Steady Workload	

City of Kenmore
2016 Work Plan

2016

Less Steady Workload

Substantial Workload

Highest Peak Workload

Department: Finance & Administration

	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December	
Close 2015 Fiscal Year	BR	close out Dec	budget and year end entries											
Payroll W-2s/1099s	CS	w-2s and reconciliations												
Monitor 2015-2016 Budget	JMG	ongoing effort												
Update Cost Allocation/Overhead Plan	JMG/CS/BR													
Update Admin, Personnel, Purchasing Policies	JMG/BR	ongoing effort												
6 Year Forecast and Plan	JMG	finish budget input and forecast, update 2015 actual			Quarterly Update			Quarterly Update			Quarterly Update			
CIP Management and Update	JMG	ongoing effort				Begin 6 year Update and Amendment								
Monitor Kirkland's Health Insurance Model	JMG	ongoing effort												
Ongoing Payroll & Benefit Admin	CS	ongoing effort												
Invoices /Accts Rec /Grant Reimbursements	CS/BR	ongoing effort												
2015 Annual Street Report (file with State)	BR				prepare and file									
Quarterly financial reports to Council	JMG	4th quarter 2015			1st quarter			2nd quarter			3rd quarter			
2016 Annual Risk Management Audit	JMG													
2015 Annual Report Preparation (file with State)	BR	year end entries		report prep	review	due 5/30								
2015 Audit	JMG/BR				audit prep, account analysis, federal grant review, financial review									
IT Support, Governance Committee	BR/JMG	ongoing effort												
Cash and Investment Management	BR/JMG	ongoing effort												
Agenda Preparation and Agenda Bill Review	PS/JMG	ongoing effort												
Wellness Activities	CS/JMG	wrap up 2015	plan 2016	awc spring campaign			wellness effort			wellness effort	fall campaign and wrap up			
Wellness Discount	CS/JMG	2% discount application												
Council Meeting Setup and Support, Minutes	PS	ongoing effort												
Contract, Ordinance, Resolution Management	PS	ongoing effort												
Records Management	PS	ongoing effort												
Update of archiving and destruction schedule	PS	update departmental archives and indentify records for destruction						maintain						
File Clean up and organization	PS	ongoing effort												
eRecords system implementation	PS	identify need and solution				implement			maintain					
2016 Budget Amendment	JMG				Review need for amendment						review, meet with depts, public hearing, prepare documents			
2017-18 Budget Preparation and PBB Update	JMG	Retreat												
Council Reconfirm PBB Results	JMG	Reconfirm Results												
Update Program Inventories	JMG/ALL													
Update Program Costs	JMG/ALL													
Department Scoring of Programs	JMG/ALL													
Peer Review Scoring of Programs	JMG/ALL													
Resource Alignment Diagnostic Tool	JMG/PBB													
Budget Call	JMG													
Dept Program Budget Prep	JMG/ALL													
City Manager Review	JMG/RK													
Budget Study and Presentations	JMG/ALL													
Budget Adoption	JMG/ALL													
Salary Plan Update	JMG													
Property Tax Levy Ordinance for 2017	JMG													
Financial software (subject to funding)	JMG													
Schedule demos	TEAM													
Request Council appropriation	JMG													
Selection	TEAM													
Implementation	JMG													
Cutover and Testing	JMG													

Community Development
2016 Work Plan

Project	Team	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Comp Plan/Development Regs													
Comp Plan (PC/CC)	LA/DB	CC approves docket	PC review						PC hearing		CC adopts ordinance		
Other Development Regs (Some PC/CC others just CC)	LA/DB	CC approves docket	CC review, hearings and ordinance adoptions						PC hearing		CC adopts ordinance		
Policy and Strategy													
Identify opportunities and bring forward	LA/DB	Bring forward opportunities as identified											
Downtown Development													
Kenmore Village: Town Green Project	RK/DB	Construction			Tenant selection						Project closeout		Monitor
Lakepointe (part of internal strategy team)	LA/DB	Charrette					Review of conceptual site plan						
Park Capital Projects													
Twin Springs Interim Use Plan	DB	Property transfer						Develop interim use plan					
Tolt Pipeline Trail Phase One	CPM/DB	Seattle negotiations	Bid process/contract		Construction??								
Moorlands Park Improvements	CPM/DB	Design/permitting											
Logboom Park Ped Bridge	CPM/DB	Permitting		Bid process/contract			Construction??				Project closeout		
Rhododendron Park Float	CPM/DB	Permitting							Bid process/contract??		Construction??		
Squire's Landing Dock/Float	CPM/DB	Permitting							Bid process/contract??		Construction??		
Squire's Landing Concept	DB	Refine concept						Ballot measure??					
Logboom Park Concept	DB	Refine concept						Ballot measure??					
St. Edward State Park ballfields	DB	Work with State on lease			Design			Permitting					
Grants													
RCO Grants	CPM/DB	Council strategy		Grant prep			Submit, respond to questions		Presentations				
Other grant opportunities	LA/DB	Identify and apply when applicable											
Working with Outside Agencies													
Other agencies e.g. PSRC, Sound Transit, Metro, ARCH	LA/DB	Collaborate as needed											
Emergency Management	LA/DB	Operational plan (sheltering)						Cascade Rising					
Highest peak workload													
Substantial workload													
Less steady workload													

City of Kenmore
2016 Work Plan

Department: **Development Services**
2016 Workplan-Updated December, 2015

Project	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December
Day-to-day Permitting:													
Intake/Management	SL	on-going permitting					on-going permitting						
Development Review Team Meetings	AB	on-going permitting					on-going permitting						
(pre-apps, pre-cons, review, and pre-CofO meetings)													
Review	SL	on-going permitting					on-going permitting						
Inspections	RM	on-going permitting					on-going permitting						
Monitoring	TW	on-going monitoring and management of permit time-frames and financial guarantees									sensitive area annual reports		
Day-to-day Code Enforcement	MT												
Cooperative Odor Complaints	MT												
Permit Tracking Software	SL	Data conversion			City Works integration		Testing/Training						
Department Reports	BH	2015 annual	weekly update		1st qtr	weekly update		2nd Qtr	weekly update		3rd Qtr	weekly update	
Dev Code Update	Team	Alchl Prks	Billboard			Floodplain							
Update Handouts/ Resource Guide	AB/SL												
Records Mngt/ Files	TW												
Hearing Examiner RFP	BH												
MyBuildingPermit.com	BH												
Address Updates	SL												
Bldg Rev Svcs RFP	BH												
Update Web Page	SL												
Building Code Dev	BH												
Emergency Mgmt/NEMC	BH	Plans		training			Cascade Rising			training			
Kenmore Village Commercial	BH	Spencer Sq. Town Green. Commercial Bldg											
Saint Edwards Seminary Bldg	AB			Site Plan, SEPA									
Spencer 68 Appts Phase 2	AB												
Lakepointe	BH	Workload to be Determined											

Legend:

	= Highest Peak Workload
	= Substantial Workload
	= Less Steady Workload

City of Kenmore
Engineering Environmental Services Workplan 2015-2016

Engineering & Environmental Services 1/4/2016 Workplan																				
		City Council Review/Action																		
		Planning Commission Review/Action																		
			2016												2017					
Project	Phase	Lead	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Q1	Q2	Q3	Q4	Notes	
Imagine Kenmore		RK/KO				+														
Ped/Bike Safety	Review/Assess 2014 Ad Hoc Recs	BAS																	73rd, 61st bike lane, continual evaluations	
Arterial & School Zone Review/Improvements	Investigate/Review/Design	BAS																	Grant proposals due early 2016	
	Construction	CPM																		
Operations Service Provision Methods Study		JG/KO																	Hire consultant and evaluate service delivery methods	
Tributary 0057 Channel Relocation	Closeout	KV																	5-Year Monitoring of Wetland Plantings Req'd.	
Road Standards KMC 12.50 Code Update	Dept. of Commerce Review	ZR																		
	SEPA																			
	Final Adoption			+																
Impact Fee Review & Update	Development	KO																		
	Final Adoption		+	+																
ADA Transition Plans	inventory	KO/interns		+																
CIP/TIP 2017-2022	Development	KO/Team																		
Emergency Management	Operational Plan																			
	Joint EOC Plan																			
West Samm Bridge	Monitoring	KO/JG	+																	
	Design	PM																		
	ROW	PM																		
	Permitting																			
SR 522 West A	ROW	KV																		
	Fed Fund Audit																			
	Construction		+																	
	Close-out																			
181st Ave Sidewalk (south side)	design	KV																		
	construction				+															
	Close-out																			
181st Ave Sidewalk (north side)	design	KV																		
	SEPA																		NOTE: If right of way acquisition is needed, the schedule will be pushed out.	
	ROW																			
	construction														+					
SR 522 West B	design																			
	NEPA / SEPA																			
	ROW																			
	construction																			
61st Ave/193rd intersection improvements	design																		evaluate lane modification and simplified roundabout	
	construction																		construct roundabout pending design and approval	

City of Kenmore
Engineering Environmental Services Workplan 2015-2016

Project	Phase	Lead	2016												2017				Notes
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Q1	Q2	Q3	Q4	
Lochner Claim Issue	Potential Litigation	KV																	
Melvin (LakePointe B&G) ROW Settlement	Mailbox Issue	KV																	
Federal Audit - 2015		KV																	
Neighborhood Transportation Plans	Community Coordination	BAS																	Wrap up initial program by June, re-launch in fall/2017?
	Design/Construction	BAS																	Continual design through end of initial program
Gateway Signs on SR 522 (on hold)	Design	TBD																	
	ROW																		
	Construction																		
61st/190th Headwall 30% Design	Design	ZR																	design to 30% if WDFW insists on culvert replacement
192nd Culvert Replacement	Design	ZR																	
	Permitting																		
	Construction																		
	Closeout																		
Transportation CARS		BAS																	
Development Review		JC																	
Development Construction Inspection		JC																	
Traffic Counts Program		BAS																	
Surface Water																			
Service Requests, Administrative		RS																	Citizens, Complaints, Inquiries, PRRs, Legal, etc.
NPDES Permit Compliance		RS																	
Total Max Daily Load (TMDL)		RS																	Monthly sampling and reporting of Swamp Creek
Education & Outreach		RS																	Happens year round but more intensive during summer
Illicit Discharge Field Screening		RS/AS/TEMP																	The permit requires inspection of the stormwater system for any signs of illicit discharges, connections and spills. 40% of the system must be inspected by 12/31/2017 and 12% of the system each year thereafter. This program is incorporated as a component of the City's annual maintenance inspections.
Annual Report		RS																	An annual report is required each March 31st for the City's permit. This report typically takes up to two weeks to prepare.
Low Impact Development (LID) Integration		RS																	Ecology requires that LID practices be incorporated into the City's development codes and standards. This will require code amendments and updated standards (such as Roads and surface water design).
Swamp Creek-Wallace Park Dredging																			
	Advertise for bids	RS																	
	Construction	RS																	
Surface Water Public Facilities	Inspections	AS																	
	Conduct Maintenance Work	RS																	
Surface Water Private Facilities	Inspections	AS																	
	Private Maintenance Work	RS																	

City of Kenmore
Engineering Environmental Services Workplan 2015-2016

[illegible]

City of Kenmore
Engineering Environmental Services Workplan 2015-2016

			2016												2017				
Project	Phase	Lead	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Q1	Q2	Q3	Q4	Notes

SWM PROGRAM CODING	
Less Steady Workload	
Substantial Workload	
Highest Peak Workload	

Public Works Operations Department
2016 Workplan
1/4/2016

Less Steady Workload
Substantial Workload
Highest Peak Workload

2016														Notes
Project	Team Lead	January	February	March	April	May	June	July	August	September	October	November	December	
Permit and Administrative Specialist Position	JeG	Fill and Train Position												Recruitment at the end of 2015
KC Community Work Program Contract	JeG	2015 Contract												
Landscape Maintenance Contract (Parks/CH Landscape)	JeG		RFP	Execute New Contract										Landscape Maintenance Contract for Parks and CH.
Arborist Misc. Services Contract	JeG		RFP	Execute New Contract										Arborist Service Contrac
King County Roads Services	JeG													
Lake Forest Park PW Services	JeG													
Aerterial Shoulder Mowing Augmentation	JeG													Develop a more defined schedule to shoulder mowing; this occur after the new maintenance position has been filled.
ROW Landscape Maintenance 153rd/155th	JeG													Develop a more defined schedule and scope of work to be completed by contractor.
CARS Management	JeG													
Parks/Facility Maintenance	JeG													
Skatepark Rules Signage	JeG	Finalize Skate Park Rules	Sign Fabrication	Sign Installation										
City Hall Lobby Conference Room Revisions	JeG	Artwork Removal	Execute Concrat	Construction	Construction									RFB in last quarter of 2015; Working with CH artist to move artwork out of the way of the project; Once artwork is taken care of, then work on building permit and execution of contact.
Citywide Irrigation Upgrades	JeG													
Misc. Park Streetscape Small Projects	JeG													Rhododendron Park Frontage along NE 170th ST; Screening for Rhododendron Park Service Yard.
Streets Maintenance	JeG													
Surface Water Maintenance	JeG													
Fleet Maintenance/Equipment	JeG													
Kenmore Business Incubator Maint./Property Mgmt.	JeG/AT													
Kenmore Village Site Management	JeG													
Simonds Road Overlay Project (2015/2016)	JeG	60% Design		90% Design										Planning, design and prep work. Construction in the summer of 2016
Rechannelize Simonds post overlay (add bike lanes)	JeG/BAS													completed in conjunction with overlay
Street Banners	JeG	Remove Holiday Banners	Inspect and assess condition of all banners			Install Kenmore Banners and Support Local Business Banners				Prep for Holiday Banners	Prep for Holiday Banners	Install Holiday Banners		Kenmore Banners, Holiday Banners and Local Business Banners.
Holiday Lighting	JeG		Remove Holiday Lighting						Prep for holiday lighting	Execute long term contract				
Beautification (Hanging Flower Pots)	JeG													Basket and container design, installation and maintenance
LEED Signage City Hall	JeG													
One Call/811 Surfacewater Locates	JS													Surfacewater Locates
Parks and Capital Project Support														
Moorlands Park	Parks PM													Project Support
Tolt Pipeline	Parks PM													Project Support
Kenmore Village - Town Green	Parks PM													Project Support
Log Boom Park Ped Bridge	Parks PM													Project Support
522 West A	KV													Project Support
West Samm Bridge	KO													Project Support
Gateway Signage Project - On Hold	KO													Project Support
Recycling Events	JeG	New Contract for Recycling Event Management				Residential Event		Grant Contracts		Residential Event				Execute 2 annual recycling events, secured grant funding, executed contract with consultant and plannign for future events.
Franchise Utility ROW Permits	JS/JeG													
Community Events and Volunteer Support	CS/JeG													
Park Stewards - Project Support	JeG													Develop scopes of work for monthly volunteer events.
City Hall Facility	JeG/AT													
Emergency Mgmt. - Operations Section	JeG													
BGT Projects Coordination with King County	JeG													Continue to work on BGT replating project along 175th
Advertise and Hired Summer Workers	JeG													
City Hall Art Show Gallery Setup and Support	AT													
Twedt Property	JeG													Property work orders.



City Of Kenmore, Washington

Memorandum

Date: 12/29/15

To: Rob Karlinsey, City Manager

From: Debbie Bent, Community Development Director

Re: Affordable Housing

Comprehensive Plan and 2016 Docket: The Housing Element of the adopted Comprehensive Plan (attached) includes information on the housing market and housing goals including those for affordable housing. Adopting a housing strategy is one of the implementation measures identified to organize and carry out goals. Staff has proposed developing a housing strategy as part of the 2016 docket as a work program item for the Planning Commission. Council discussion and action on the 2016 docket is scheduled at the 2/8/16 Council meeting.

Affordable Housing Regulations:

- **DC and DR Zoned Property West of 68th Ave NE:** Affordable housing (25% of the total number of units) as part of new residential development is required for parcels in the Downtown Commercial (DC) zone and Downtown Residential (DR) zones on property four acres in size or greater that lie west of 68th Ave NE and which provide more than 20 multi-family dwelling units. The only parcel greater than four acres is where the Spencer 68 project is located. All other parcels are less than four acres and less than four acres when consolidated. The City's affordability threshold requirement in KMC 18.77 for the DC and DR properties west of 68th Ave NE in KMC 18.77 was amended in 2013 (Ordinance 13-0363) to monthly household income of 85% of King County median household income.
- **Lakepointe and Plywood Supply Properties:** P-Suffix conditions for the Lakepointe property and Plywood Supply properties require affordable housing (10% of the total number of units) affordable to 50% of median income for renters and 80% of median income for owners. These regulations could be adjusted through a Development Agreement at the time of property development or through development regulation amendments.
- **Transit Oriented District (TOD) Overlay District:** TOD regulations provide an incentive for affordable housing. October 2015, Council adopted TOD regulations (Ordinance 15-0406). TOD regulations are optional to the underlying zoning regulations. The TOD regulations allow a developer to achieve higher densities (maximum 150 dwelling units per acre) and reduced parking (1 stall per unit and .6 stall for affordable units) in areas close to transit in exchange for the provision of affordable housing and other amenities. The total number of affordable housing units is not required to exceed 10% of the total number of units. Affordable housing is required at certain tiers of bonus units at moderate income (70% median income for renters and 80% median income for owners), low income (50% median income for renters and 65% median

18120 68th Ave NE · PO Box 82607 · Kenmore, WA 98028

Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov
www.kenmorewa.gov

income for owners), and very low income (35% median income for renters and 50% median income for owners).

- **Residential Density Incentives:** The maximum density in residential zones R4 (6 du/ac), R6 (9 du/ac), R12 (18 du/ac), R18 (27 du/ac), R24 (36 du/ac) and R48 (72 du/ac) can only be achieved through the application of residential incentives which require provision of affordable housing units. Similarly in the following commercial zones, the maximum density can only be achieved through the application of residential incentives: Neighborhood Business zone (12 du/ac), Downtown Commercial zone east of 68th Ave NE (72 du/ac), Regional Business zone (72 du/ac), and Urban Corridor zone (72 du/ac) Waterfront Commercial zone (72 du/ac). Residential density incentive regulations are outlined in KMC 18.80 with rental affordable housing defined for low income households at 50% of King County median income and moderate income households at 70% of King County median income. For ownership affordable housing moderate income is defined at 50% and 80% of King County median income. The residential density incentive provision has never been used in Kenmore.
- **Microhousing Apartment Units:** At the 1/11/16 Council meeting, Council will be discussing the Planning Commission recommendation on micro housing. Microhousing amendments clarify that microhousing units are treated like other multifamily development in terms of allowable density, location and design. These units do not require affordable income limitations so are not affordable in that sense. However as these units are smaller than typical apartment units the overall housing costs are significantly lower than for a traditional studio unit.
- **Multi-Family Housing Property Tax Exemption:** The multi-family housing property tax exemption regulations currently only apply to the 9.6 acres Kenmore Village parcels. These regulations (KIMC 3.65) were adopted to provide an incentive for affordable housing. The affordability requirement for the 12 year multi-family property tax exemption was also amended in 2013 (Ordinance 13-0363) to 85% of King county median household income. The Spencer 68 project met the affordability requirement and qualified for the 12 year property tax exemption.
- **Impact Fee Exemption for Affordable Units:** KMC 20.47.040 provides an impact fee exemption for no more than 25% of the total number of low income housing units in a project up to 50 units. Low income is defined for ownership units as a household income of 80% or less of King County median household income and for rental units at 50% or less of King County median household income. Staff will be bringing forward amendments to impact fee regulations in the next couple of months including this section.

Attachment: Comprehensive Plan Housing Element

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.

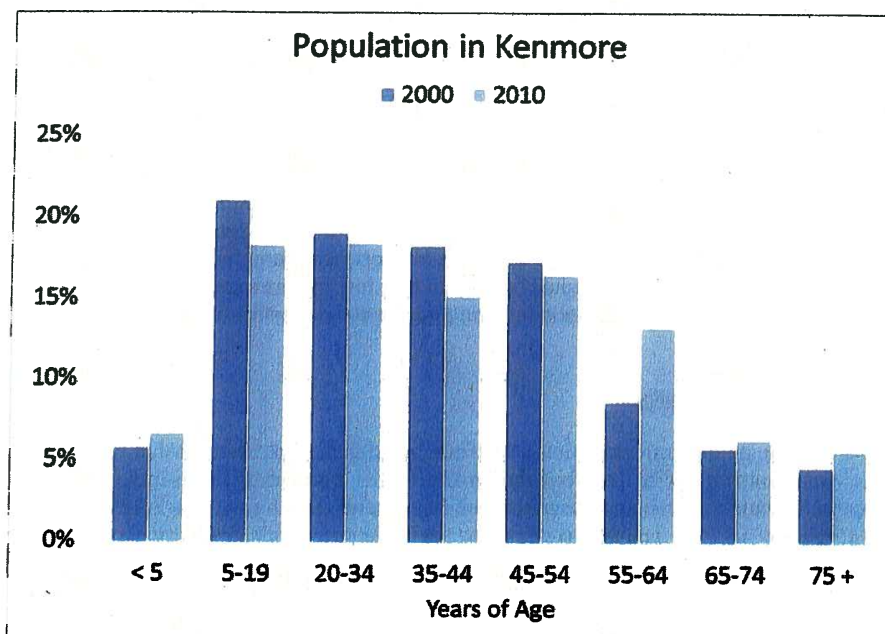
EXISTING CONDITIONS

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.

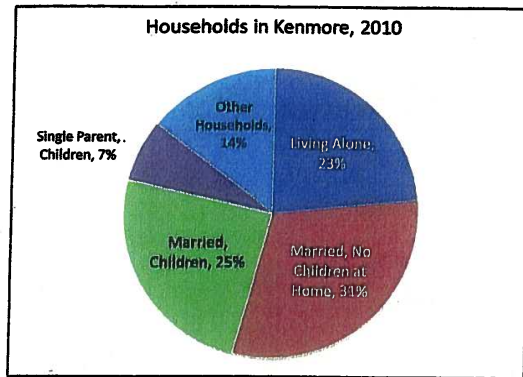
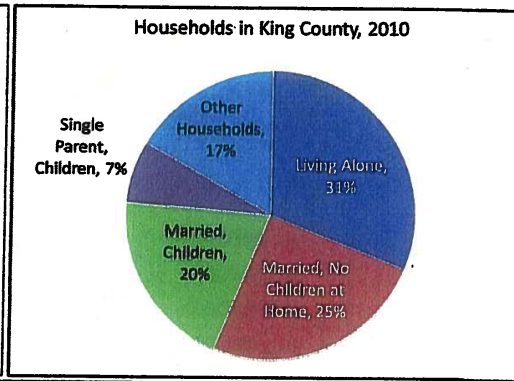
Population and Households

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



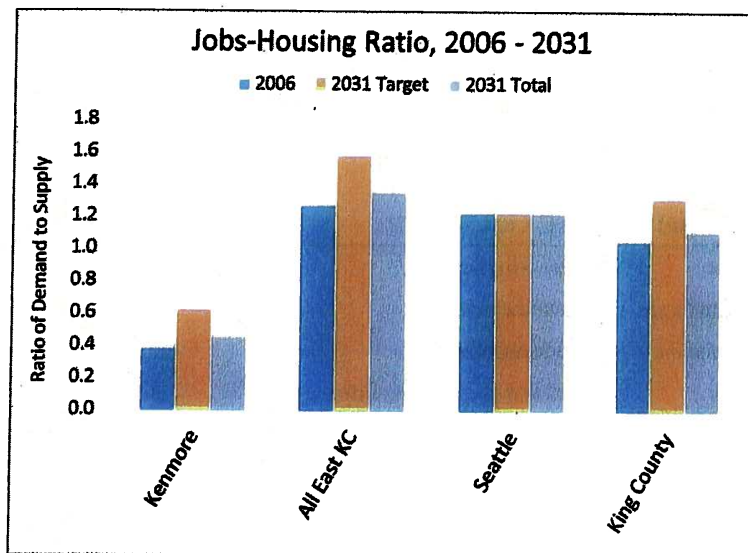
Kenmore had roughly 700 (14 percent) more households in 2011 than in 2000, but the types of households remained virtually unchanged (Housing Analysis, Exhibit B). The city has a greater percentage of married-couple families (56 percent) than King County overall (Figures H-2 and H-3, below), but is typical 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.

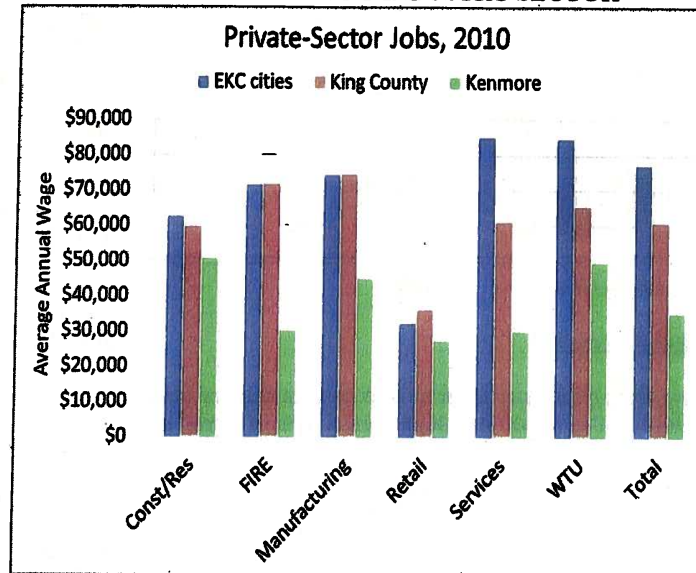
FIGURE H-4

Source: A Regional Coalition for Housing (ARCH).

Comprehensive Plan

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.

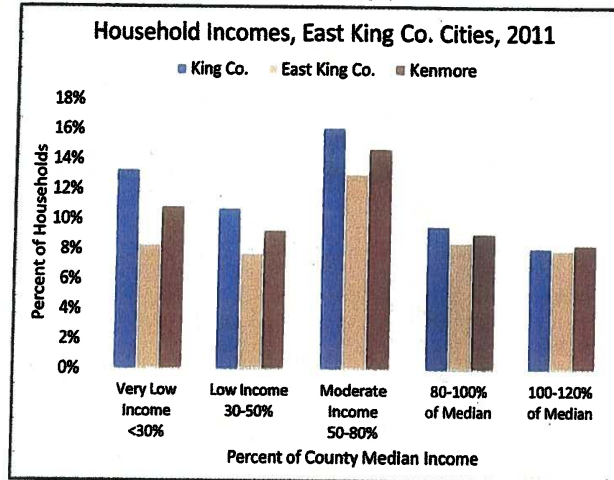
Household Incomes

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).

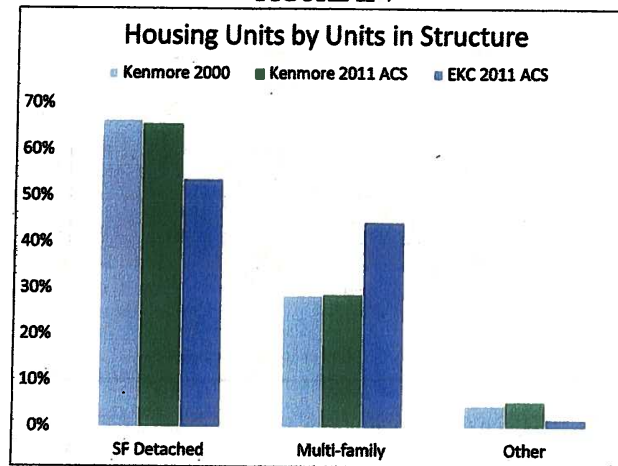
**TABLE H-B
NUMBER AND TYPE OF HOUSING UNITS, KENMORE**

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 owner occupied and rental units. Homes are in a wide range of physical condition, including some units that are getting past their useful life. Overall availability of manufactured housing has been decreasing in King County as parks are redeveloped with other uses. One concern is that manufactured housing has offered a relatively affordable form of housing and is being replaced with more expensive housing.

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.

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.

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. PROVIDE HOUSING OPPORTUNITIES IN KENMORE FOR PEOPLE WITH SPECIAL NEEDS.**
- 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:
- a. Permitting group living situations, including those where residents receive such supportive services as counseling, foster care or medical supervision in accordance with state and federal laws; and,
 - b. Encouraging developers and owners of assisted housing units to undertake activities to establish and maintain positive relationships with neighbors.
- Policy H-2.1.2 Ensure that group home providers have received appropriate licenses from federal or state agencies where appropriate.

Comprehensive Plan

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 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

Comprehensive Plan

- 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:
- a. Result in lower development costs without loss of adequate public review, environmental quality or public safety; and,
 - b. 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 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.
- 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.



City Of Kenmore, Washington

Memorandum

Date: January 4, 2016

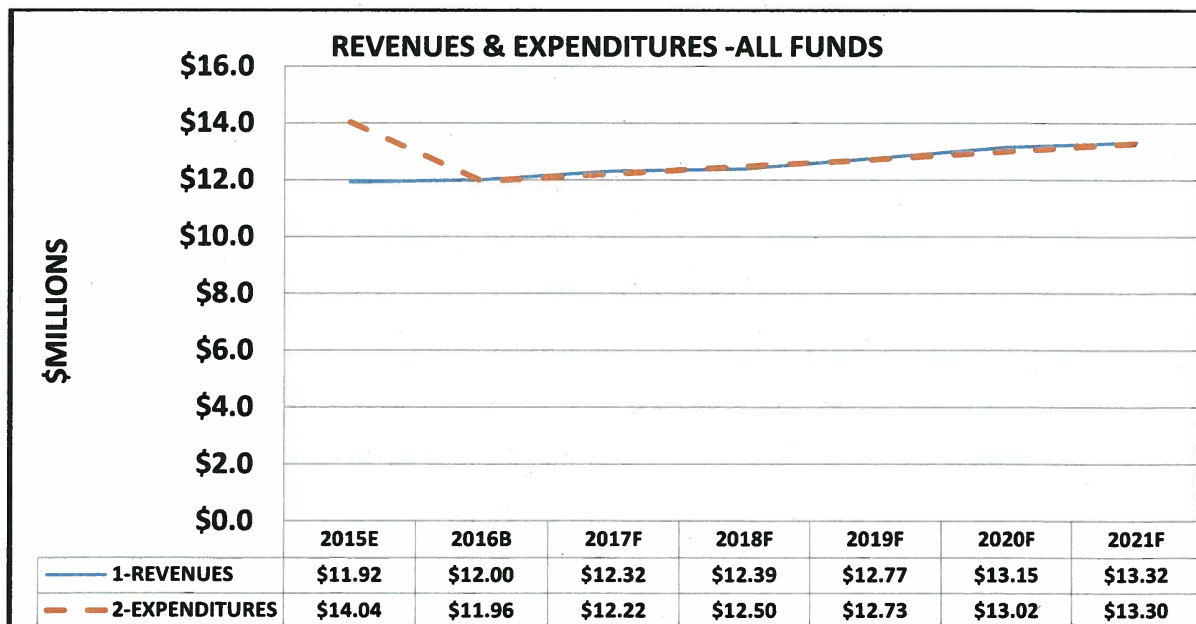
To: City Councilmembers
City Manager, Rob Karlinsey

From: Joanne Gregory, Finance and Administration Director

Subject: Six Year Financial Forecast

The annual Council retreat is an appropriate time to revisit and review the Six Year Financial Forecast. A stated goal No. 10 of the City Council is to establish a 6 year financial plan for the future. A result of this plan would be that the lines do not cross during the 6 year period; that is to say expenditures do not outpace revenues resulting in sustainable balanced funds.

In meetings between the Finance Director and the City Manager, the following financial forecast was developed which will meet this goal. During the retreat, the City Council will be able to view the assumptions and the impacts of those assumptions on the combined General and Street Funds (noted as ALL FUNDS below) and provide direction on other decisions that might be considered in the later years of the forecast.



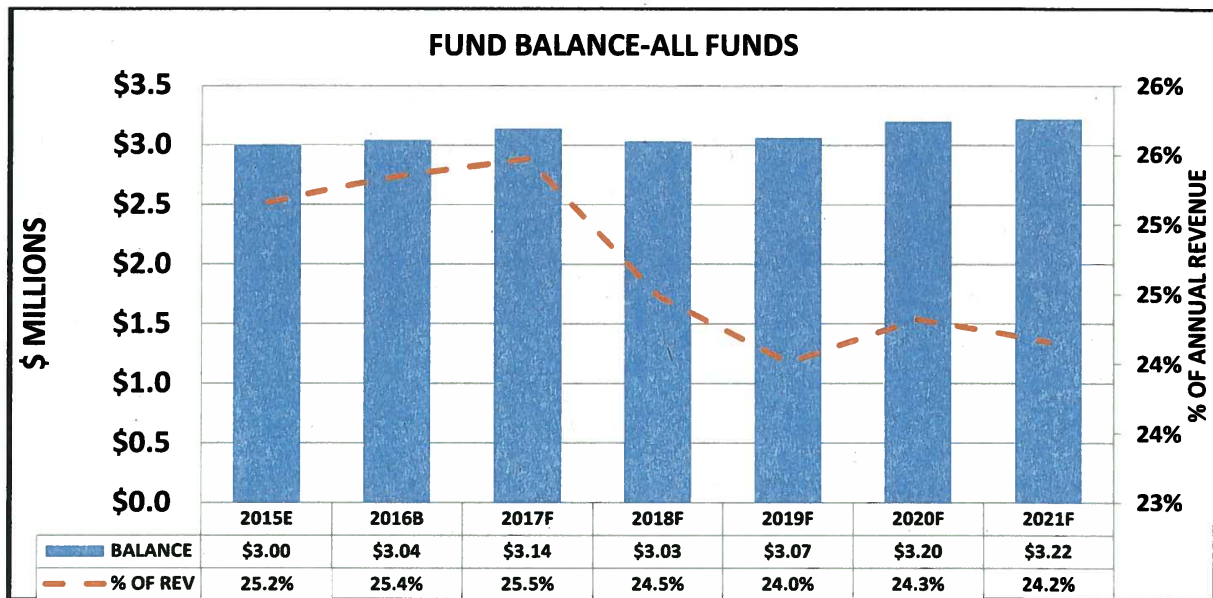
18120 68th Ave NE · PO Box 82607 · Kenmore, WA 98028

Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov · www.kenmorewa.gov



City Of Kenmore, Washington

Memorandum



The basic assumptions underlying the forecast of ongoing revenues and expenditures include:

- The increases in the property tax levy decline over the six year period from 2.9% to 1.5%.
- Sales tax increases annually by 1% after a 5% one-time reduction in 2018.
- Gas and electric utility tax revenues increase annually 2%; cell and telephone do not increase or decrease.
- Franchise fee revenues for cable, water, and sewer increase annually at 2%.
- Development revenues (building permits, land use fees) increase at 1% annually after a one-time reduction of 30% in 2017. This is in anticipation of build out and possible recessionary factors.
- The 2 year temporary permit specialist position ends in 2018.
- Liquor taxes and profits increase 1% annually.
- Fuel tax does not increase.
- Salaries and wages increase 4% annually and employee benefits increase 6% over the same period.
- The General Fund contributes \$60,000 to the Kenmore Village Fund increasing annually by 1% in support of the Pavilion operations.
- Services, supplies, public safety and legal expenditures increase 2% annually.
- Human service donations are maintained at their current level.

18120 68th Ave NE · PO Box 82607 · Kenmore, WA 98028

Office: (425) 398-8900

Fax: (425) 481-3236

cityhall@kenmorewa.gov

www.kenmorewa.gov



City Of Kenmore, Washington

Memorandum

Several “what if scenarios” have been incorporated into the forecast to maintain the balanced relationship between revenues and expenditures. These include:

1. An increase of 1% in the water and sewer franchise fees beginning in the year 2019 which would generate approximately \$100,000 annually. These revenues would continue to be transferred to the Street Fund.
2. An increase of 1% in the gas and electric utility tax (from 4% to 5%) OR a 5% garbage tax would begin in 2020 which would generate approximately \$200,000 annually for the General Fund.
3. The traffic engineer position (a temporary 4 year term position which began in 2015) would end in mid-2020.
4. A conservative budgeting factor of \$200,000 is incorporated as a reduction of annual expenditures beginning in 2019. This is in recognition of previous experience in underspending budgeted appropriations. This could also be a place holder for a permanent but unidentified reduction in a program or service currently funded.

The first three items listed above are policy decisions for the City Council and are provided for information only to illustrate that at some point revenue enhancement along with expenditure reduction may be necessary to maintain a balanced forecast.



City Of Kenmore, Washington

Memorandum

Date: January 4, 2016

To: City Councilmembers
City Manager, Rob Karlinsey

From: Joanne Gregory, Finance and Administration Director

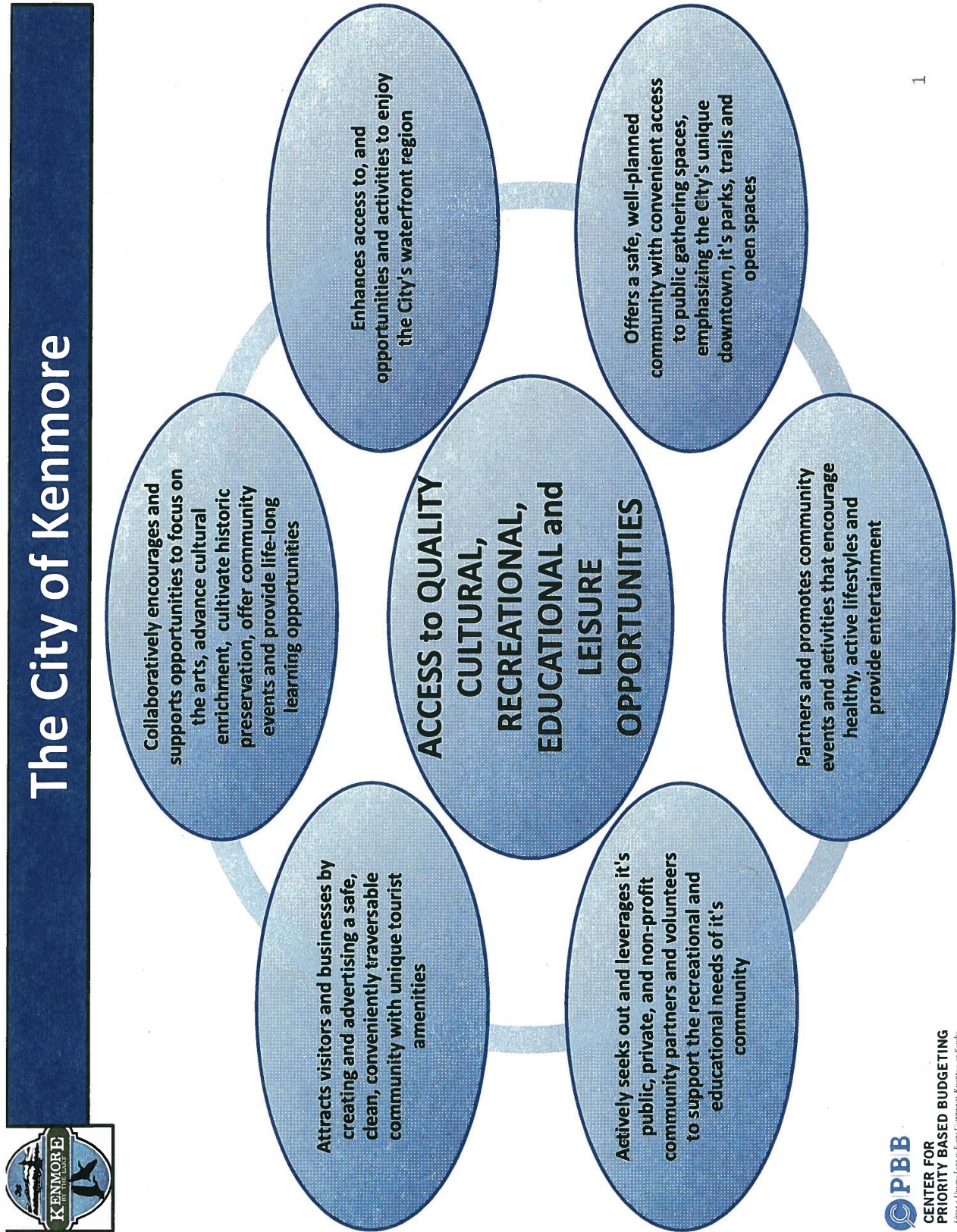
Subject: Priority Based Budgeting: Results of Government

In 2014 the Center for Priority Based Budgeting worked with the City Council on an exercise to identify and validate the City's "Results of Government". In this exercise, you were asked to help identify the Results that the City of Kenmore strives to achieve for its residents, businesses and visitors. These Results were then used as the City implemented its Priority Based Budgeting process. Those Results and the associated "Result Maps" are attached to this memo.

Once again, the City plans to utilize this Priority Based Budgeting (PBB) process as the 2017-2018 biennial budget development begins this year. The first step of the process is the validation or reaffirmation of the Results and Definitions developed two years ago.

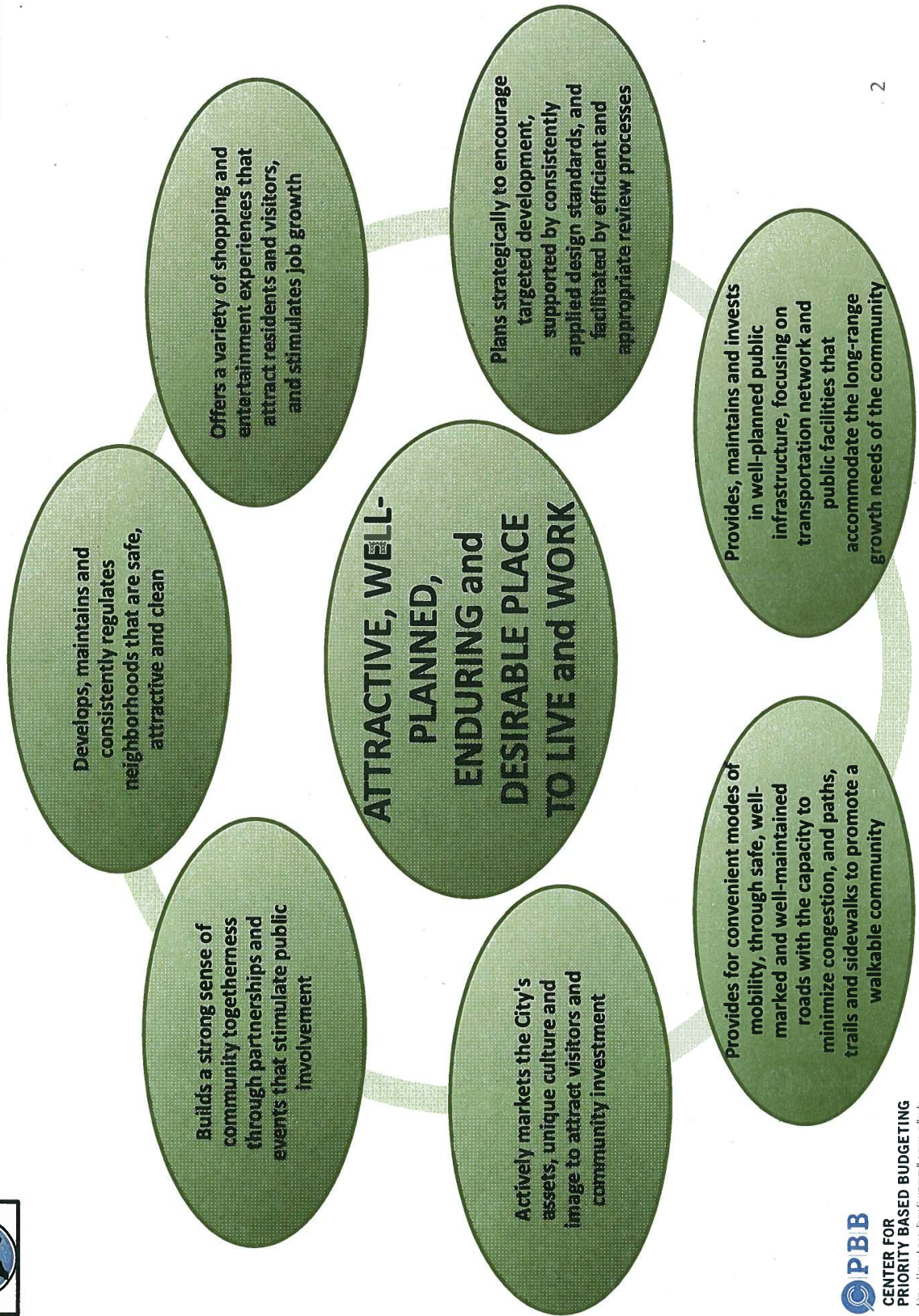
At the January 2016 retreat, Council will be asked to review the attachments and discuss or suggest any modifications. Council may also wish to attach weights or priorities to the Results which would more clearly associate the Results with Council goals and inform the development of the budget as well as the allocation of City resources.

In addition to the Results Map attachments, the current proposal for ongoing PBB budgeting tools and support is attached for information. The PBB program has become more interactive and web based and Council may be interested in knowing about those changes and how they may benefit the City.

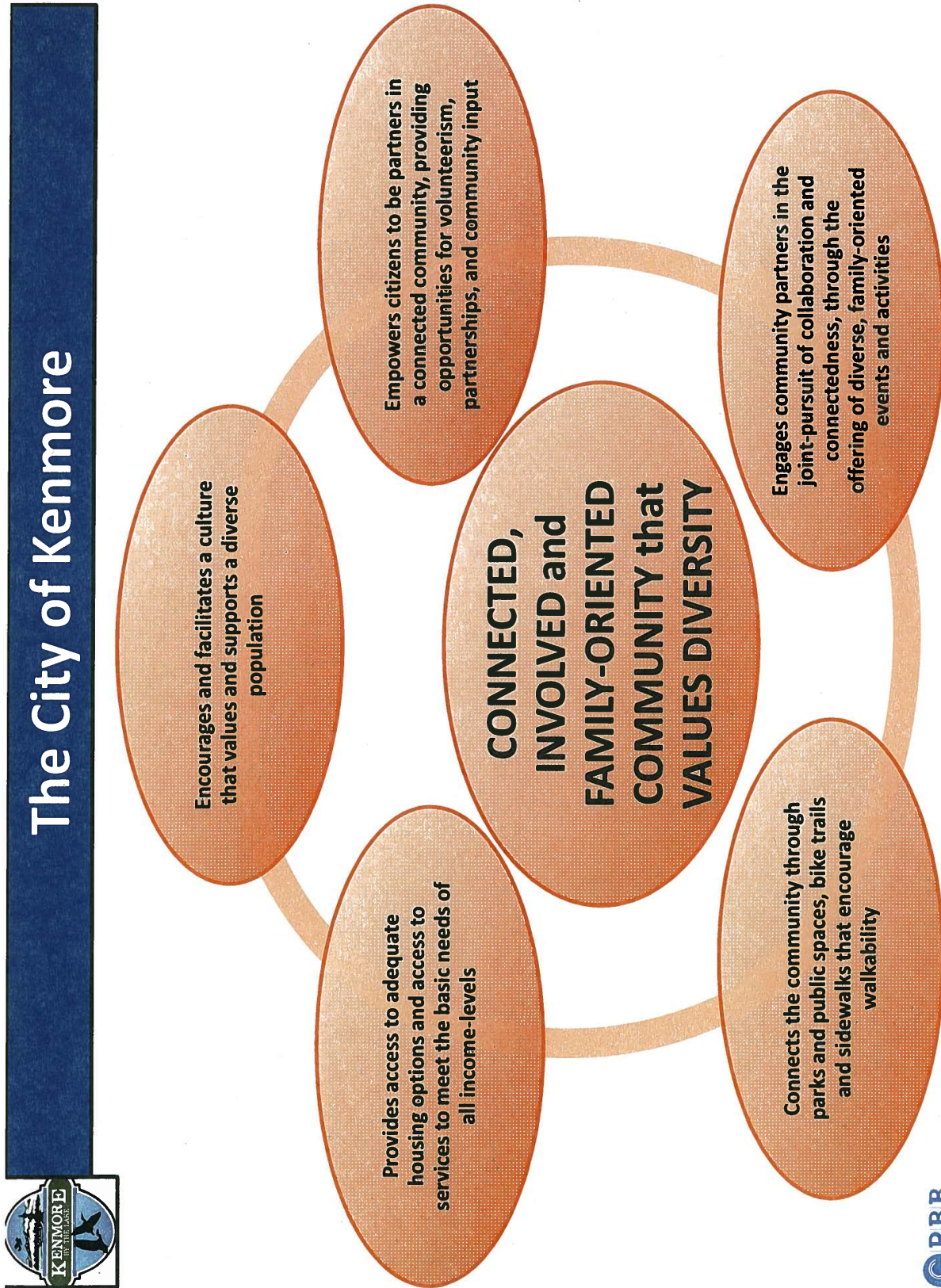




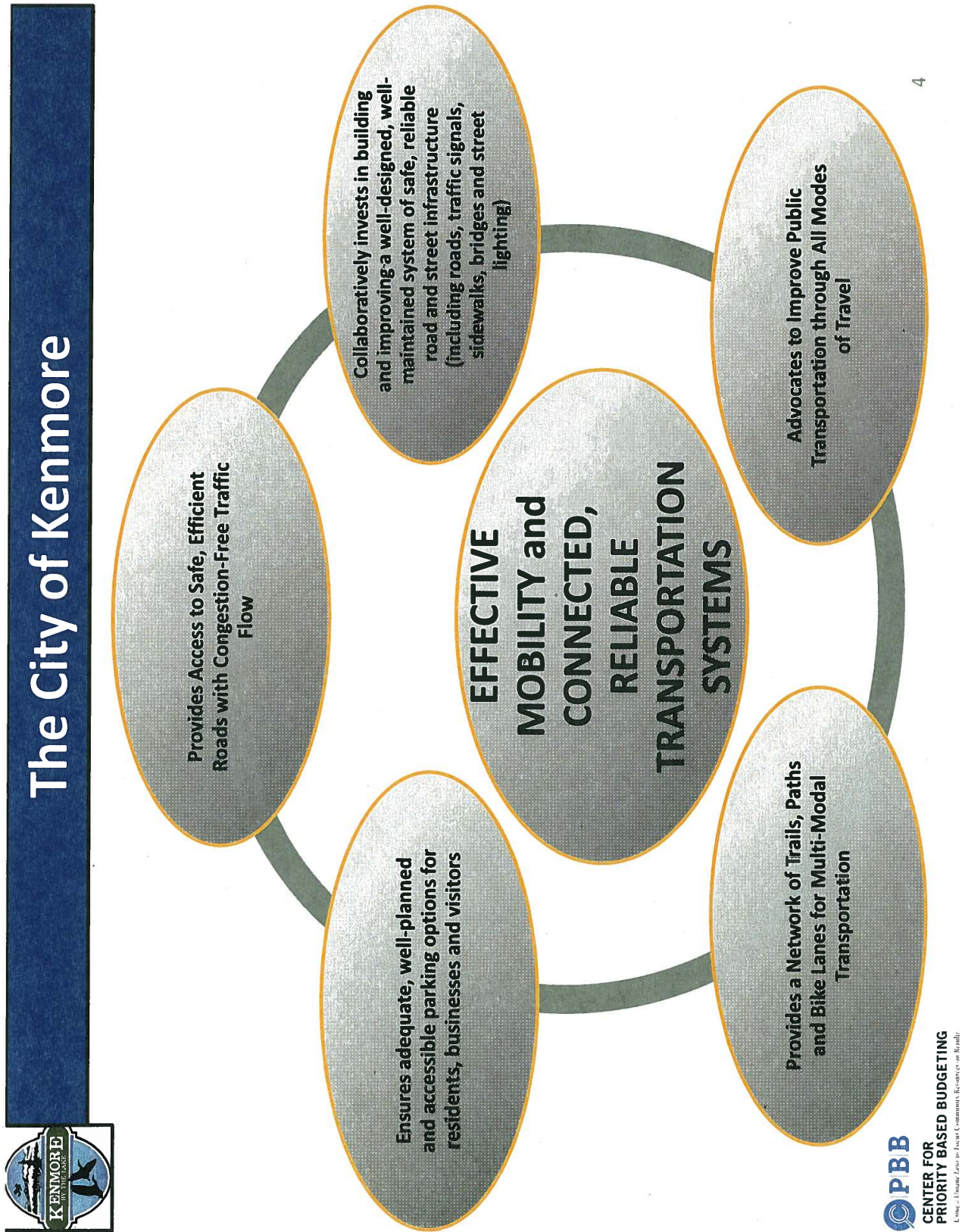
The City of Kenmore

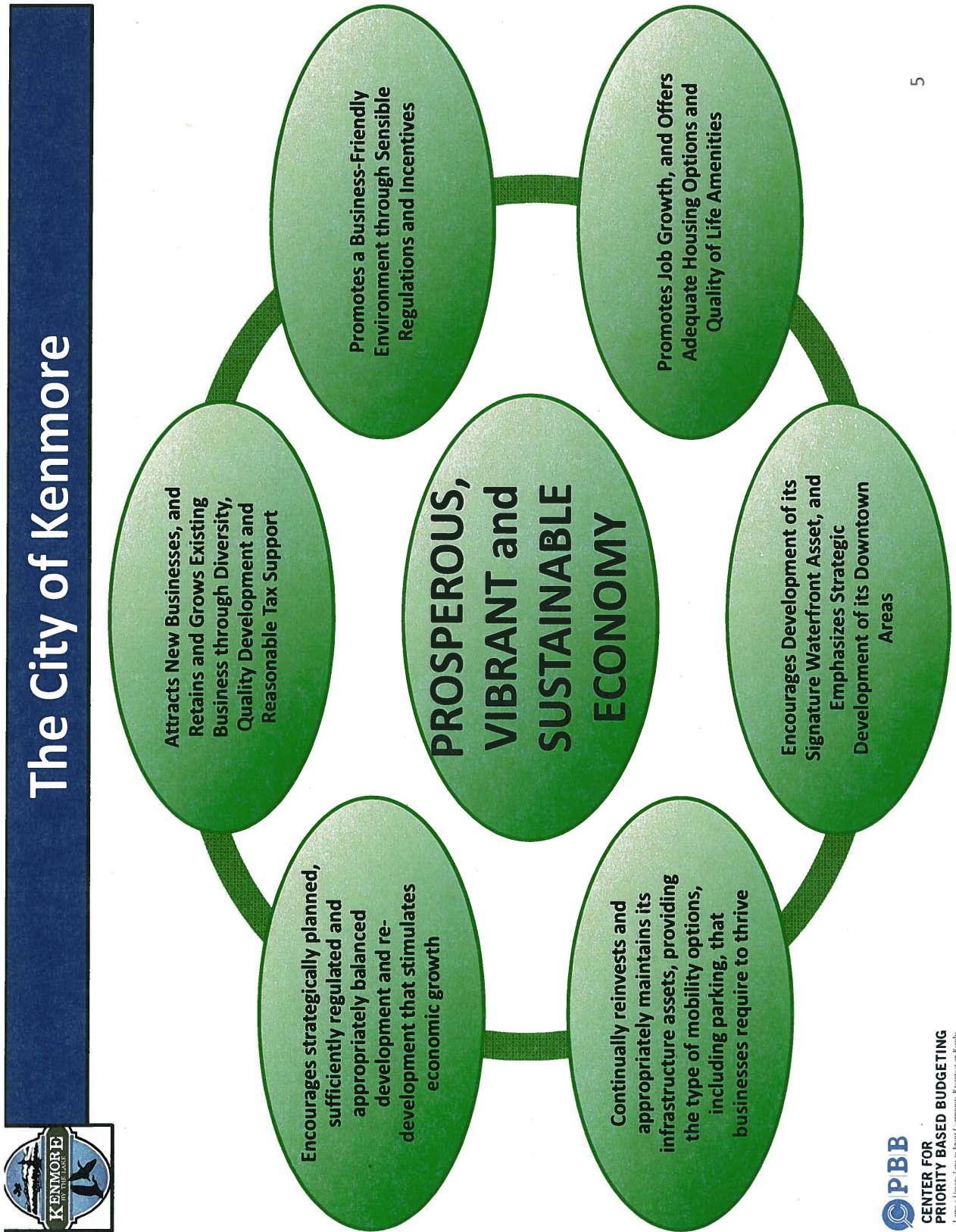


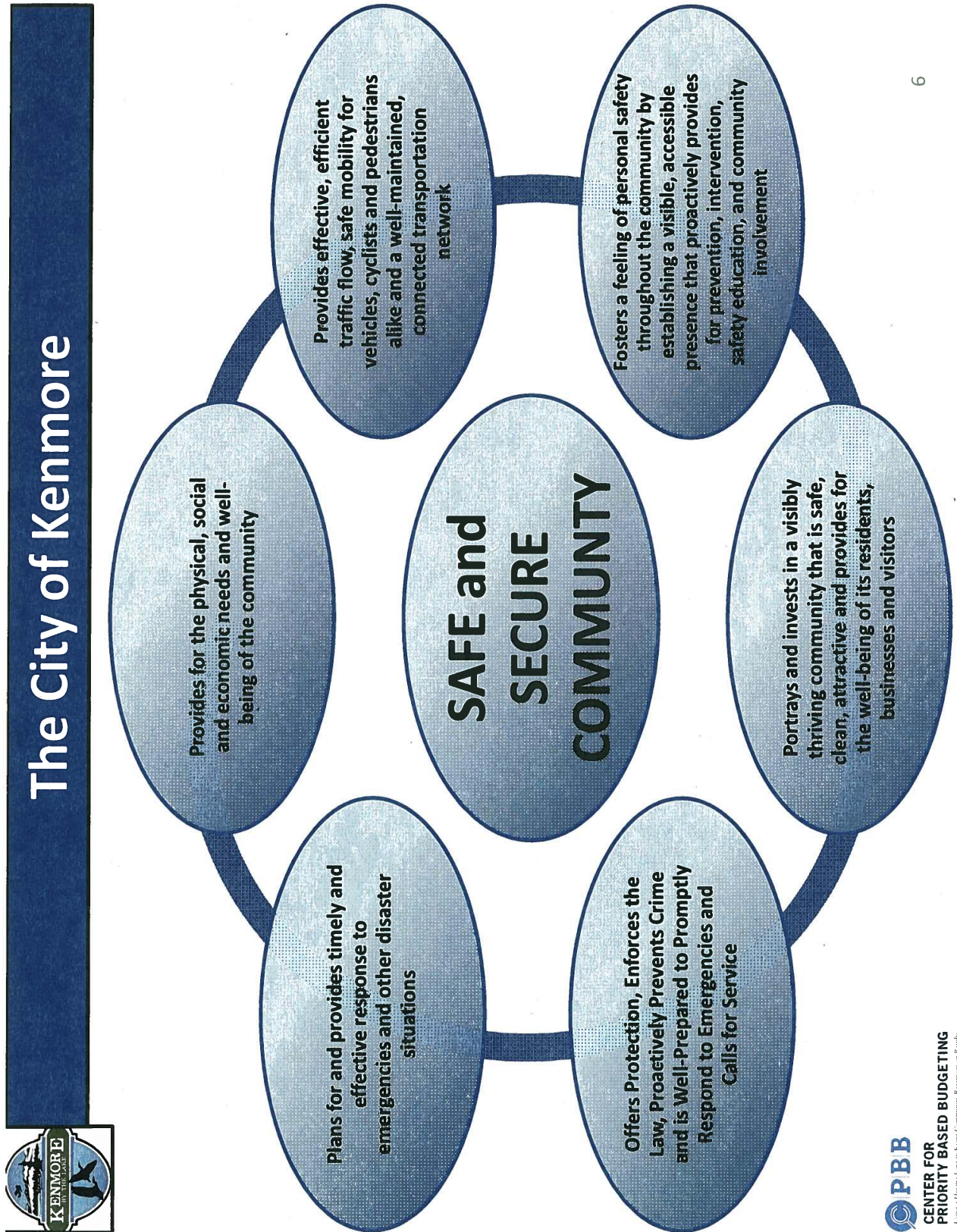
2

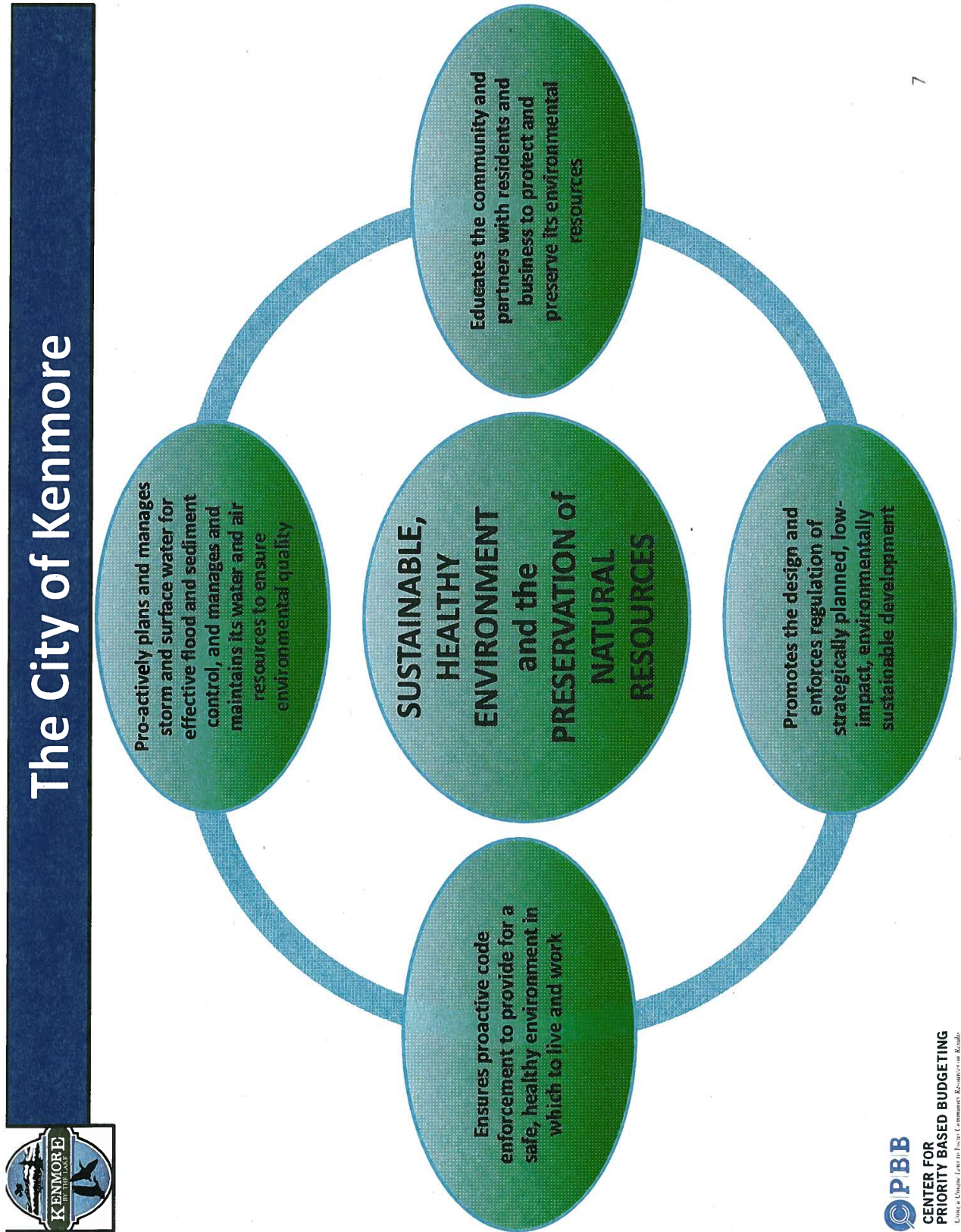


**CENTER FOR
PRIORITY BASED BUDGETING**
Using a Unique Lens to Prioritize Community Resources in Kenilworth







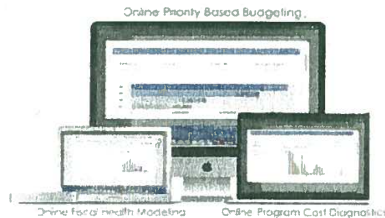






CENTER FOR PRIORITY BASED BUDGETING

Using a Unique Lens to Focus Community Resources on Results



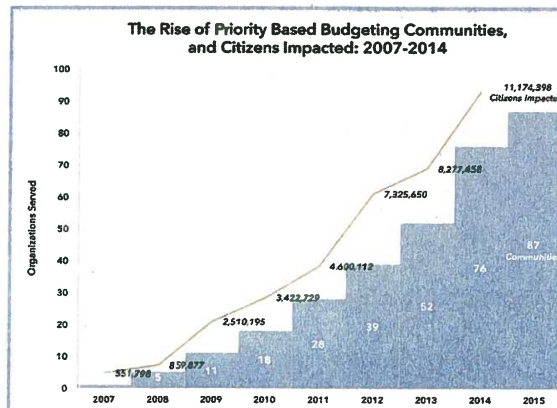
ONLINE PRIORITY BASED BUDGETING
POWERED BY:
resourceX
reinventing fiscal analytics

ONLINE PRIORITY BASED BUDGETING

*A Proposal for
The City of Kenmore, Washington*

The Need for Online Priority Based Budgeting

At the beginning of 2015, over 80 communities across North America have implemented Priority Based Budgeting (PBB), impacting over 11 million citizens across the US and Canada. By the end of this year, over 100 communities will be practicing PBB, using the process and tools to reshape the way all of a community's resources are leveraged to achieve Results, and inviting citizens further into an authentic role of influence and participation.



Online Priority Based Budgeting was created to meet the needs of a rapidly increasing user community:

- 1.) **implementing** the process in an efficient and intuitive, web-based platform,
- 2.) **sustaining** and evolving your work over several years, and
- 3.) **transparently sharing the outcomes** of your work, internally within the organization, and externally with citizens

The Creation of Online PBB Budgeting

The Center for Priority Based Budgeting has teamed with Resource Exploration to build the process of PBB into an online application. ResourceX brings experience in database and web design needed to facilitate this transformation.

Enabling the Full Potential of Priority Based Budgeting – the User Interface

Online PBB allows for easier access, and provides an intuitive user-interface for staff, elected officials and citizens alike! Enjoy all the same functionality of the Excel version. Filter by Community vs Governance, by Accounting Fund, by Department/Division, by Budgeting Perspective, and by Basic Program Attributes and Results. Generate program lists based on any combination of PBB criteria. Additionally, you can elect to view comparable data from organizations of similar population and budget size. **Know what your organization does, what it costs, and its value.**

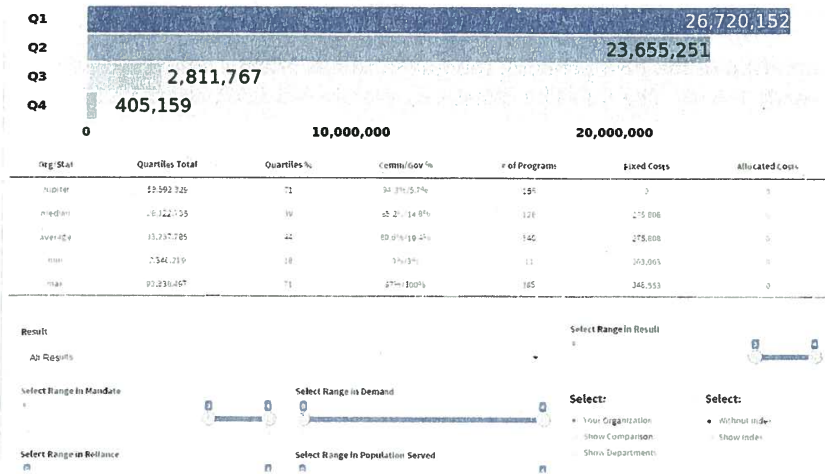


Figure 1: Resource Alignment Diagnostic (RAD 2.0)

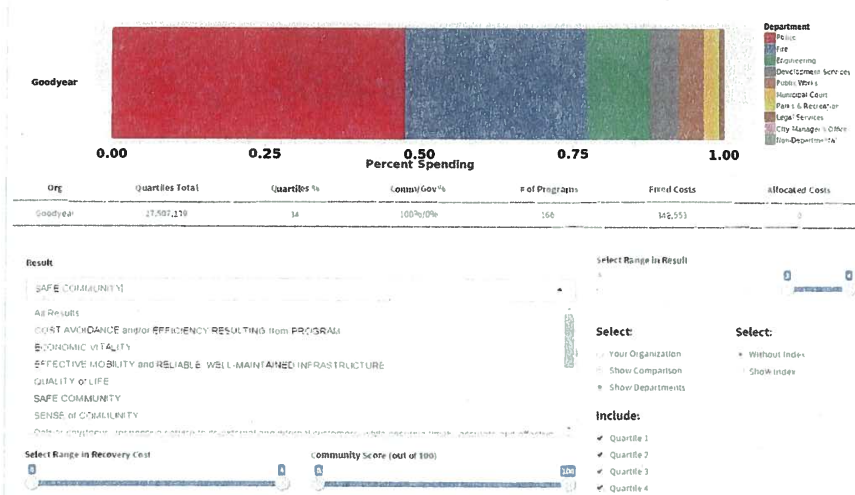


Figure 2: Generate Program lists from filters, copy and paste data. Filter by Result and see department spending.

NEW! "The 5 Policy Questions" - The Next Step

Upon completion of the PBB process, the question has always emerged: "what now?" We have made it easy. The 5 Policy questions are pre-set RAD filters based on our work with over 100 communities. ***These Questions are your starting points for budgeting discussions.***

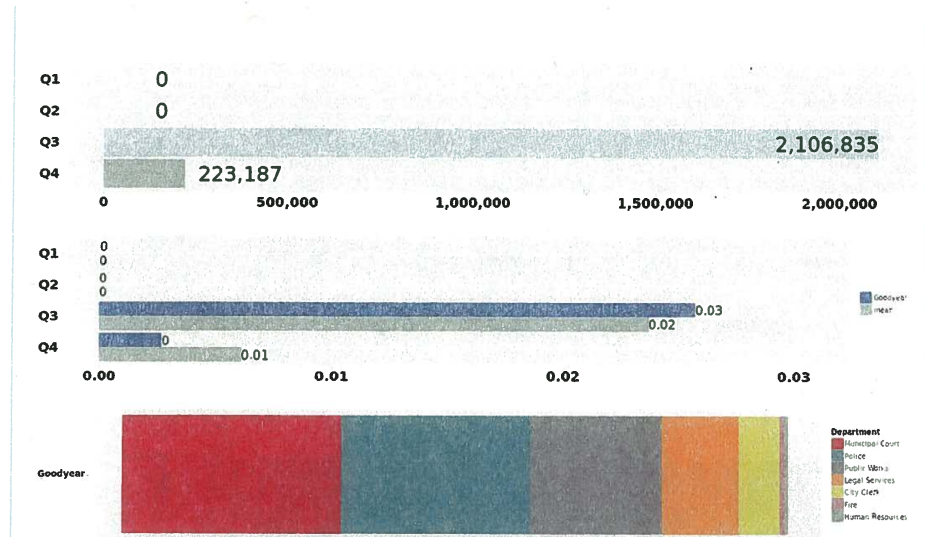


Figure 3: Preset filters identify key areas based on our experience with 100+ Communities + See your what departments most fall into a given focus area and compare yourself in these criteria to other organizations + Generate Program lists, sort by cost, search, and copy the list.

What programs are you offering that are perfect for considering a partnership? What programs are highly mandated, but not achieving results – are we over providing to these programs? What are the areas of opportunity in my budget?

With the all-new automated report of "The 5 Policy Questions" your organization will find the answers to questions like these in a ready-made report available to departments and elected officials to study.

NEW! "Program Costing Analyzer" – Fully Understand Resource Allocation

Program Costing Analyzer provides the details behind program costs. Understand what resources flow into a program. Know the personnel, their allocation and costs contributing to total program cost. Conversely, select a cost or personnel and see what programs he/she contributes to or that operating expense supports.

For example, know what program(s) are driving overtime expenses. After identifying a program, drill down to see if the costs going in are in line with expectations. ***This is the source of detailed costing information.***

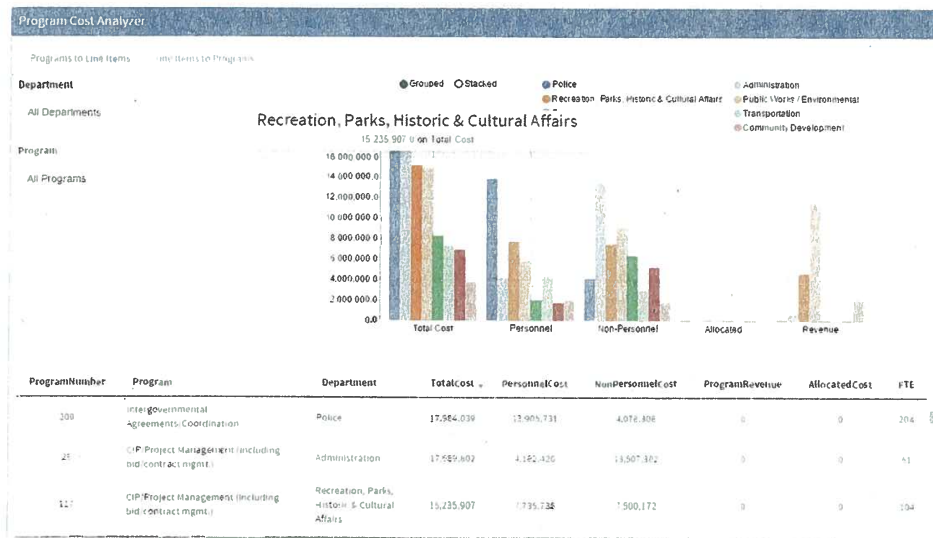


Figure 4: Program Cost Analyzer view at department and program level to understand cost + View detailed Operational and Personnel Allocations that support a program + Select a Position or Line Item and see how it is distributed.

NEW! “Model Maker” – The Worksheets of Priority Based Budgeting

Going through the process of Priority Based Budgeting was a learning experience. Now track and access everything you learned. ***This is your organized, accessible, updatable data.***

- Access the Worksheets – To view and share organization wide program inventories, descriptions, cost, and score.
- Update the Worksheets – To refresh the RAD Model and 5 Policy Questions and make changes year to year.

VIEW Your Current Priority Based Budgeting Worksheets
Summary of worksheets in tabs here. Edit and Update the worksheets in the boxes below.

Program Inventory (VIEW):

Department: All Departments | Program Type: Commented Programs Only | Show Active Programs | Show Inactive Programs

Show: 100 entries | Search: [events] | Copy | CSV | Print

Program Number	Department	Program	Type	Fund	Division	Description	Comments
5	CD98 Enforcement	Neighborhood Meeting	Community	General Fund		Police officers attendance at charter neighborhood & various HOA meetings or other special events throughout the year to foster	
8	CD98 Enforcement	Community Outreach	Community	General Fund		Ongoing outreach program to educate the community about various town rules, the process of filing violations, landlord-tenant rights & responsibilities, minimum housing standards, occupancy limitations, prohibition of certain businesses operating from residential properties, etc. Participate in community events, address community concerns and enhance relationships between the town & the community. Includes provision of a Spanish speaking officer once a month at the El Sol Resource	

Figure 5: Your organizations PBB data is accessible to all in easy to filter and search tables. Program Inventory and descriptions + Program Costing Summary + Update line item costs and allocations (for example new Personnel Allocation + Then build a new RAD model from refreshed worksheets.

Propelling Progress Together – The Power of Community

In 2014, Dr. Sheryl Mitchell published the first doctoral dissertation on Priority Based Budgeting and the impact it's having on communities. Documented in her research, [*An Exploratory Study of Priority Based Budgeting: Identification of Public Values and Public Priorities through Citizen Engagement in Government Budgeting Decisions*](#), Dr. Mitchell relayed the following quote from an interview with a PBB practitioner:

"I really do think that within five years, it will be considered one of the standards in local business. One of the things about PBB...it's not specific to an industry. I mean – Coca Cola could use PBB. Ace Hardware could use it. It doesn't have to have local government as its particular focus...but, I see it as a standard in local government."

At Resource Exploration, we are insistent that we provide the tools and training to help every single community who shares our pursuit of optimizing resource alignment with results. Your participation in the community-based development of this platform will greatly enhance your organization's ability to efficiently implement the process, utilize the power of the tools to the greatest extent possible, share the outcomes of your work with citizens, and ultimately channel all of your community's resources with the results your citizens desire

To this, we have created a web site to complement our online tool. This site "thehub" is a source for forums, FAQ's, tutorials and happenings from around the PBB community. Only users enrolled in OnlinePBB have access. Find answers and share your experiences.

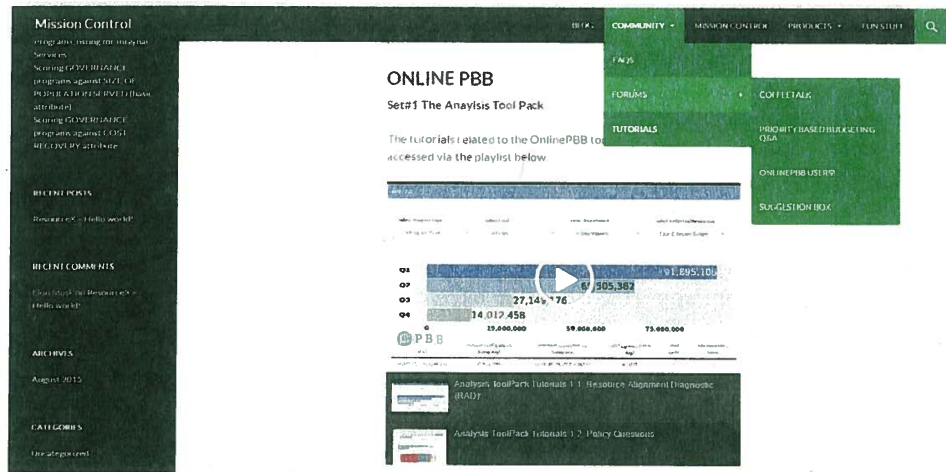


Figure 6: Online access to Forums, FAQ's, Tutorials and PBB user experiences

Ongoing Support for Software

With your subscription to online Priority Based Budgeting, your organization will receive the following benefits:

- **Loading the model – data entry:** With your subscription, Resource X will provide all necessary data entry required to load your first version of the online tool. In addition, CPBB will provide training to your organization to ensure that you can input and modify your data to sustain the process in future years.
- **Customer support:** Resource X provides ongoing customer support to your organization. With your subscription, your organization will be provided with contact information to receive timely support from Resource X, with a commitment to responding to your questions within 48 hours, and providing a resolution plan and schedule for any requests that can't be handled immediately.
- **Learning from the user-experience:** CPBB will frequently check in with your organization, and may interview users to learn from your organization's experience.
- **Engage with the online PBB community:** CPBB and Resource X have developed a platform for online PBB communities to share experiences and expertise. Referred to as "The HUB," this online platform is specifically designed only for the online PBB community. Access to The HUB is provided free with your PBB subscription.
- **Setting up (and renewing) your subscription: Your subscription to Online Priority Based Budgeting (including the services outlined above) is \$20,000.** Subscription to the web-based tool will be offered to your organization again, one year from the date of this agreement, and the organization has the option to renew the subscription or to opt out (with the ability to re-subscribe again at any time, subject to the current subscription rates at that time).
- **If your organization desires only the functionality of the Online Resource Alignment Diagnostic Tool (RAD 2.0), the online PBB community website "the HUB" and the "5 Policy Questions," without the functionality of the Program Cost Analyzer and the data editing features of "Model Maker" the subscription is provided at a rate of \$12,000, including all of the services above, as outlined.*
- **Additional opportunities for PBB support services:** In addition to subscribing for the online tool, your organization may wish to engage in additional opportunities for support services. In each case, CPBB will work with your organization to develop a mutually agreed upon scope and budget for those services and provide a proposal.



City of Kenmore

Report of Telephone Survey Results

December 2015

Methodology

- ▶ Live telephone survey – including landlines and cell phones – of registered voters in the City of Kenmore
- ▶ Survey conducted December 2nd – 10th, 2015
- ▶ 300 Total Interviews, Margin of Error: ± 5.7 points
 - Weighted to reflect overall citywide registered voter population using key demographics
 - Interviews were conducted by trained, professional interviewers

Please note that due to rounding, some percentages may not add up to exactly 100%.

North (58%)

South (42%)

Kenmore

Lake Forest Park

NE 20th St

NE 15th St

NE 10th St

NE 5th St

NE 1st St

NE 21st St

NE 16th St

NE 11th St

NE 6th St

NE 2nd St

NE 3rd St

NE 4th St

NE 7th St

NE 8th St

NE 9th St

NE 12th St

NE 13th St

NE 14th St

NE 17th St

NE 18th St

NE 19th St

NE 22nd St

NE 23rd St

NE 24th St

NE 25th St

NE 26th St

NE 27th St

NE 28th St

NE 29th St

NE 30th St

NE 31st St

NE 32nd St

NE 33rd St

NE 34th St

NE 35th St

NE 36th St

NE 37th St

NE 38th St

NE 39th St

NE 40th St

NE 41st St

NE 42nd St

NE 43rd St

NE 44th St

NE 45th St

NE 46th St

NE 47th St

NE 48th St

NE 49th St

NE 50th St

NE 51st St

NE 52nd St

NE 53rd St

NE 54th St

NE 55th St

NE 56th St

NE 57th St

NE 58th St

NE 59th St

NE 60th St

NE 61st St

NE 62nd St

NE 63rd St

NE 64th St

NE 65th St

NE 66th St

NE 67th St

NE 68th St

NE 69th St

NE 70th St

NE 71st St

NE 72nd St

NE 73rd St

NE 74th St

NE 75th St

NE 76th St

NE 77th St

NE 78th St

NE 79th St

NE 80th St

NE 81st St

NE 82nd St

NE 83rd St

NE 84th St

NE 85th St

NE 86th St

NE 87th St

NE 88th St

NE 89th St

NE 90th St

NE 91st St

NE 92nd St

NE 93rd St

NE 94th St

NE 95th St

NE 96th St

NE 97th St

NE 98th St

NE 99th St

NE 100th St

NE 101st St

NE 102nd St

NE 103rd St

NE 104th St

NE 105th St

NE 106th St

NE 107th St

NE 108th St

NE 109th St

NE 110th St

NE 111th St

NE 112th St

NE 113th St

NE 114th St

NE 115th St

NE 116th St

NE 117th St

NE 118th St

NE 119th St

NE 120th St

NE 121st St

NE 122nd St

NE 123rd St

NE 124th St

NE 125th St

NE 126th St

NE 127th St

NE 128th St

NE 129th St

NE 130th St

NE 131st St

NE 132nd St

NE 133rd St

NE 134th St

NE 135th St

NE 136th St

NE 137th St

NE 138th St

NE 139th St

NE 140th St

NE 141st St

NE 142nd St

NE 143rd St

NE 144th St

NE 145th St

NE 146th St

NE 147th St

NE 148th St

NE 149th St

NE 150th St

NE 151st St

NE 152nd St

NE 153rd St

NE 154th St

NE 155th St

NE 156th St

NE 157th St

NE 158th St

NE 159th St

NE 160th St

NE 161st St

NE 162nd St

NE 163rd St

NE 164th St

NE 165th St

NE 166th St

NE 167th St

NE 168th St

NE 169th St

NE 170th St

NE 171st St

NE 172nd St

NE 173rd St

NE 174th St

NE 175th St

NE 176th St

NE 177th St

NE 178th St

NE 179th St

NE 180th St

NE 181st St

NE 182nd St

NE 183rd St

NE 184th St

NE 185th St

NE 186th St

NE 187th St

NE 188th St

NE 189th St

NE 190th St

NE 191st St

NE 192nd St

NE 193rd St

NE 194th St

NE 195th St

NE 196th St

NE 197th St

NE 198th St

NE 199th St

NE 200th St

NE 201st St

NE 202nd St

NE 203rd St

NE 204th St

NE 205th St

NE 206th St

NE 207th St

NE 208th St

NE 209th St

NE 210th St

NE 211st St

NE 212nd St

NE 213rd St

NE 214th St

NE 215th St

NE 216th St

NE 217th St

NE 218th St

NE 219th St

NE 220th St

NE 221st St

NE 222nd St

NE 223rd St

NE 224th St

NE 225th St

NE 226th St

NE 227th St

NE 228th St

NE 229th St

NE 230th St

NE 231st St

NE 232nd St

NE 233rd St

NE 234th St

NE 235th St

NE 236th St

NE 237th St

NE 238th St

NE 239th St

NE 240th St

NE 241st St

NE 242nd St

NE 243rd St

NE 244th St

NE 245th St

NE 246th St

NE 247th St

NE 248th St

NE 249th St

NE 250th St

NE 251st St

NE 252nd St

NE 253rd St

NE 254th St

NE 255th St

NE 256th St

NE 257th St

NE 258th St

NE 259th St

NE 260th St

NE 261st St

NE 262nd St

NE 263rd St

NE 264th St

NE 265th St

NE 266th St

NE 267th St

NE 268th St

NE 269th St

NE 270th St

NE 271st St

NE 272nd St

NE 273rd St

NE 274th St

NE 275th St

NE 276th St

NE 277th St

NE 278th St

NE 279th St

NE 280th St

NE 281st St

NE 282nd St

NE 283rd St

NE 284th St

NE 285th St

NE 286th St

NE 287th St

NE 288th St

NE 289th St

NE 290th St

NE 291st St

NE 292nd St

NE 293rd St

NE 294th St

NE 295th St

NE 296th St

NE 297th St

NE 298th St

NE 299th St

NE 300th St

NE 301st St

NE 302nd St

NE 303rd St

NE 304th St

NE 305th St

NE 306th St

NE 307th St

NE 308th St

NE 309th St

NE 310th St

NE 311st St

Key Findings

- ▶ Traffic congestion is the leading top of mind issue among Kenmore residents by a wide margin. At the same time, a large majority say things in Kenmore are heading in the right direction and most all give a positive rating for the overall quality of life in Kenmore.
- ▶ Residents give high marks for the job Kenmore City government does overall and for welcoming citizen involvement. There is some division on the job Kenmore City government does spending tax dollars responsibly, however the overall rating is still net positive.
- ▶ Satisfaction for parks and recreation facilities in Kenmore is high. Among those who say they are unsatisfied, building additional parks, recreation facilities, and adding services are the top mentions for ways to improve the system. A majority of residents say they would support additional funding for parks and recreation related improvements, however intensity of support is low. Acquiring land and protecting natural open space and adding to and improving Kenmore's waterfront access are rated as the top priority projects for funding.
- ▶ Satisfaction for Kenmore's pedestrian and bicycle infrastructure is much lower than satisfaction for parks and recreation facilities. A strong majority of residents say they would support additional funding to improve walking and biking facilities in Kenmore. Constructing new sidewalks on arterial roads was rated as the highest priority for funding.
- ▶ A plurality of residents say they would oppose the creation of a metropolitan parks district in Kenmore.

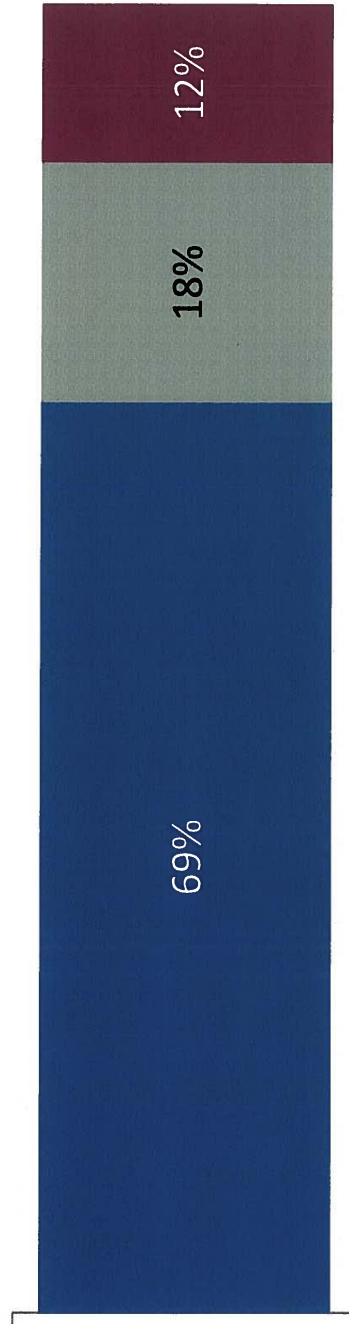
Kenmore Issue Environment



Direction of Kenmore

Residents are very optimistic about the direction of Kenmore.

■ Right Direction ■ Don't Know ■ Wrong Track

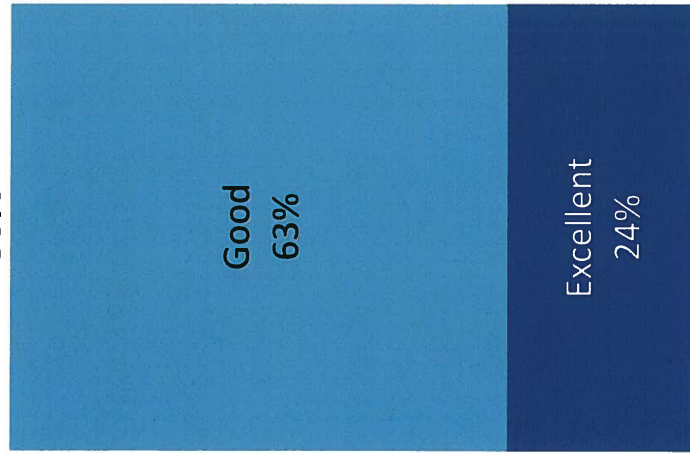


Do you feel things in Kenmore are generally going in the right direction, or do you feel things have gotten pretty seriously off on the wrong track?

Kenmore Quality of Life

Almost all residents give a positive rating for the overall quality of life in Kenmore.

**Positive
86%**



Negative

12%



Don't know

1%

Using a scale of excellent, good, only fair, or poor, please rate: the overall quality of life in Kenmore.



City of Kenmore | 7

Top Issues in Kenmore

Traffic congestion is by far the top mentioned issue residents say the City of Kenmore needs to address over the next two years.

Top Issues	%
Traffic Congestion	35%
Economic development	6%
Bicycle/pedestrian safety	6%
More sidewalks	5%
Road infrastructure	4%
Waterfront property	4%
Beautification of buildings/Kenmore	3%
Recreational/athletic fields/parks	2%
Public transportation	2%
Crime/public safety	2%
Power outages	2%
Other (less than 2%)	18%
Don't know/Nothing	12%

What is the top issue the City of Kenmore needs to address over the next two years?



City of Kenmore | 8

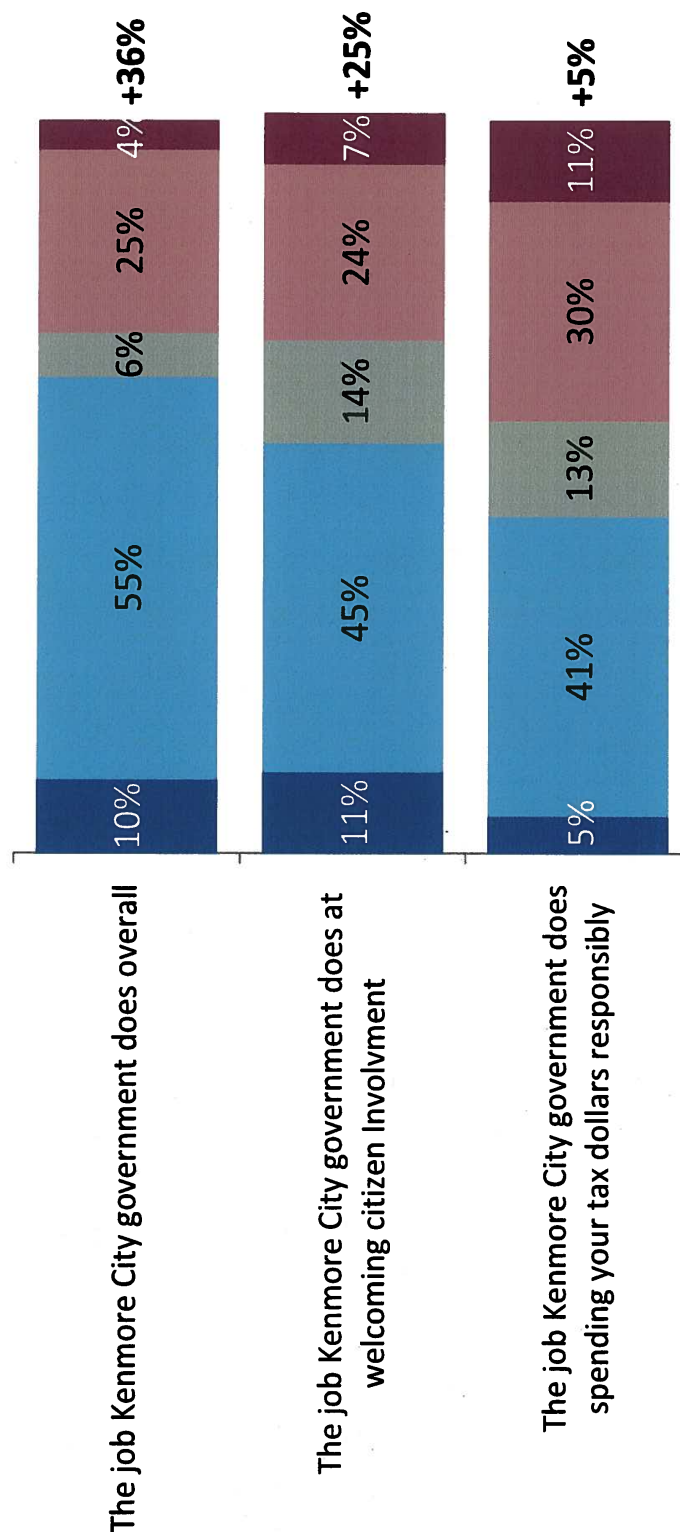
Kenmore Ratings



Kenmore Job Ratings

A strong majority of residents give positive ratings for the job Kenmore City government does overall and for welcoming citizen involvement. Residents are more divided on the job Kenmore City government does spending tax dollars responsibly, however the job rating is still net positive.

■ Excellent
 ■ Good
 ■ Not Sure
 ■ Only Fair
 ■ Poor
 ■ Net Positive

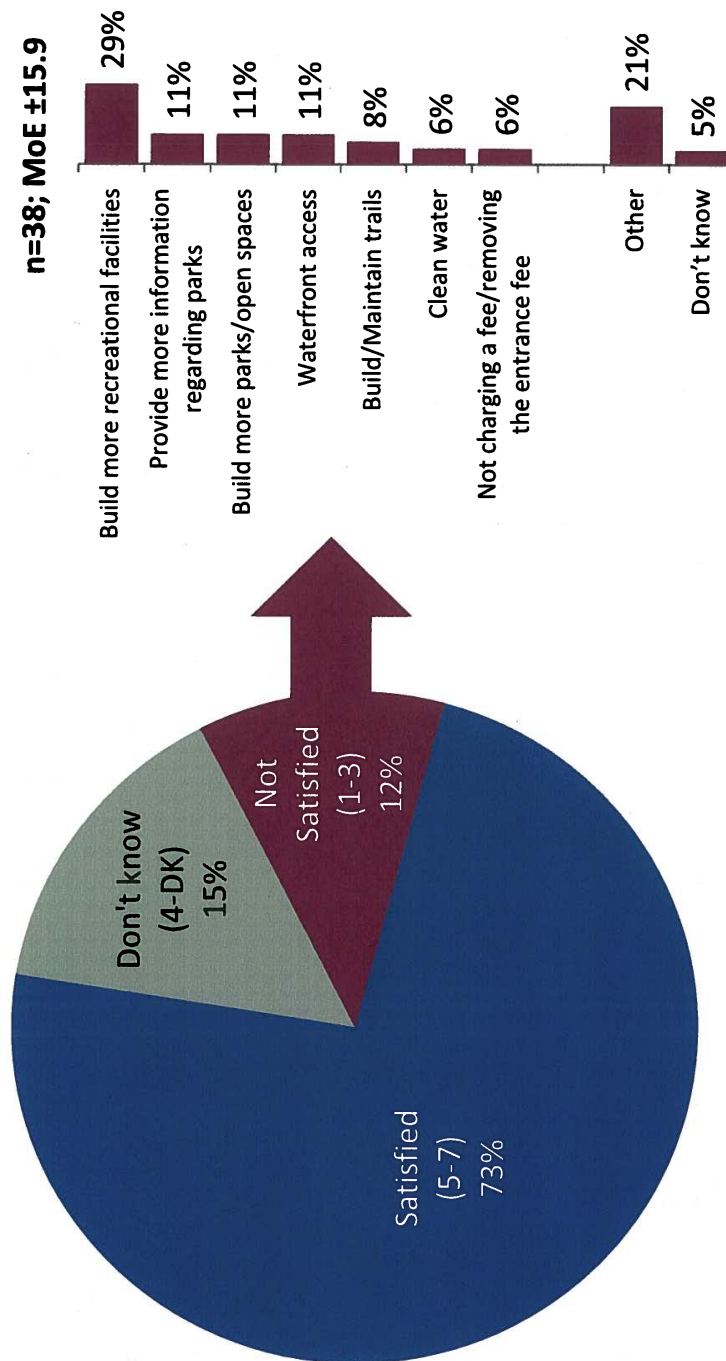


Using a scale of excellent, good, only fair, or poor, please rate each of the following.



Parks and Recreation Facilities Rating

Three quarters of residents say they are satisfied with Kenmore's parks and recreation facilities. Only one-in-ten say they are unsatisfied. Building more recreational facilities was the top mention among residents unsatisfied for things Kenmore could do to improve the parks and recreation system.



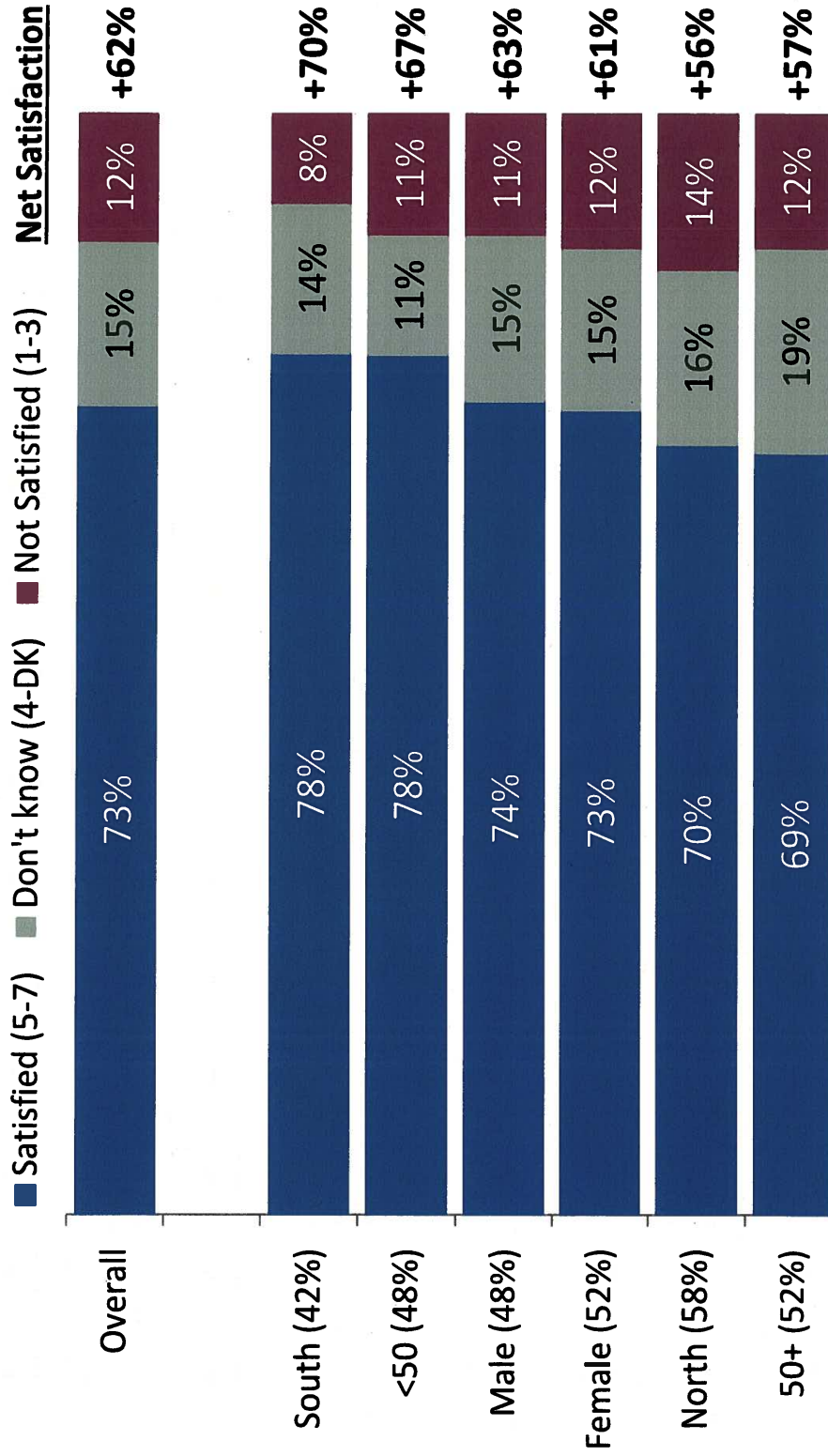
Using a scale from 1 to 7, where one means you are not at all satisfied and seven means you are completely satisfied, please tell me how satisfied you are with Kenmore's parks and recreation facilities. You can use any number from 1 to 7.

Follow-up Q: What are one or two things Kenmore could do to improve parks and recreation facilities? (multi-response)



Parks and Recreation Rating - Subgroups

Satisfaction for parks and recreation facilities is high across all subgroups.

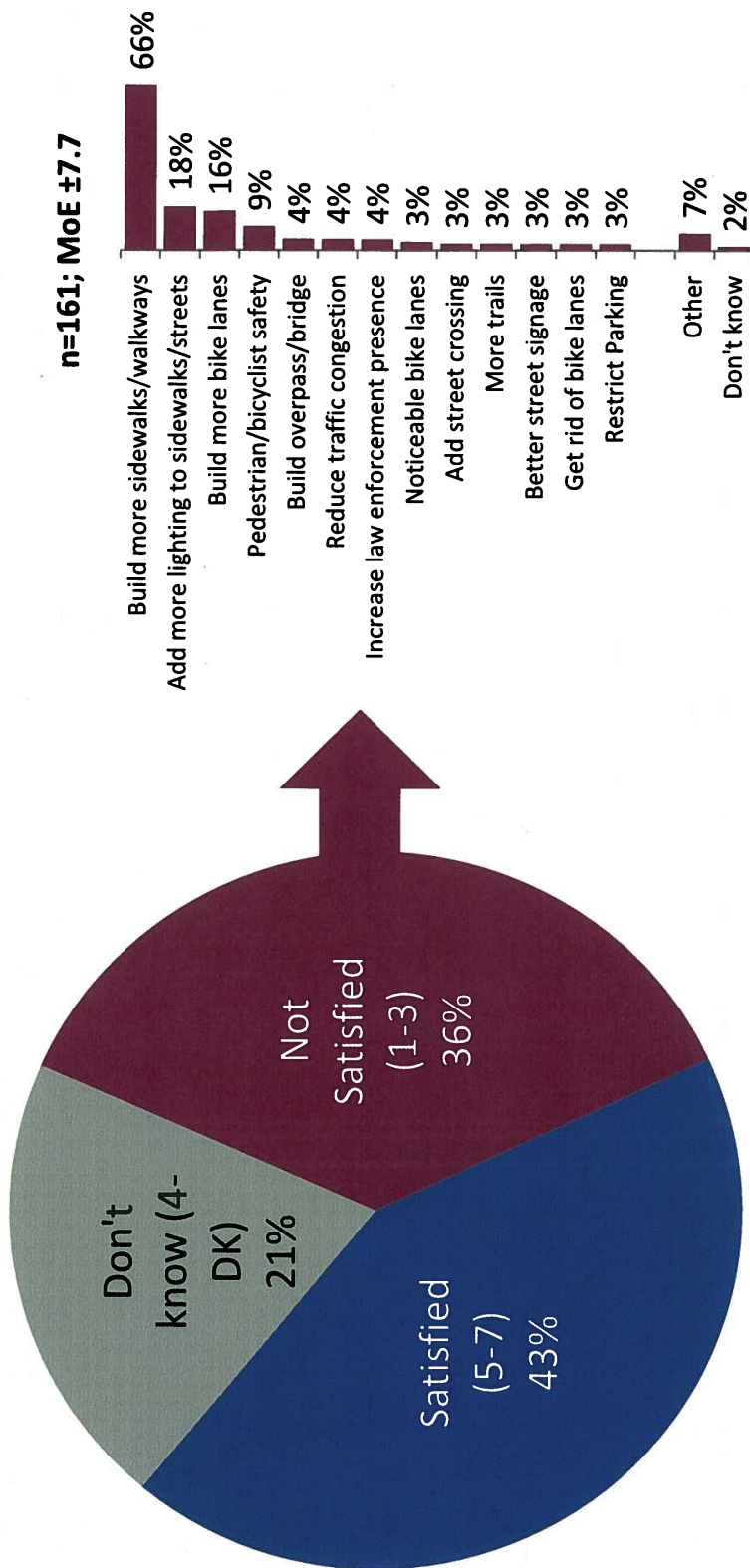


Using a scale from 1 to 7, where 1 means you are not at all satisfied and 7 means you are completely satisfied, please tell me how satisfied you are with Kenmore's parks and recreation facilities. You can use any number from 1 to 7.



Pedestrian and Bicycle Infrastructure Rating

More than a third of residents say they are not satisfied with Kenmore's pedestrian and bicycle infrastructure. When asked about ways to improve pedestrian and bicycle infrastructure, "building more sidewalks/walkways" was the top mention, followed by adding lighting to sidewalk/streets and building more bike lanes.



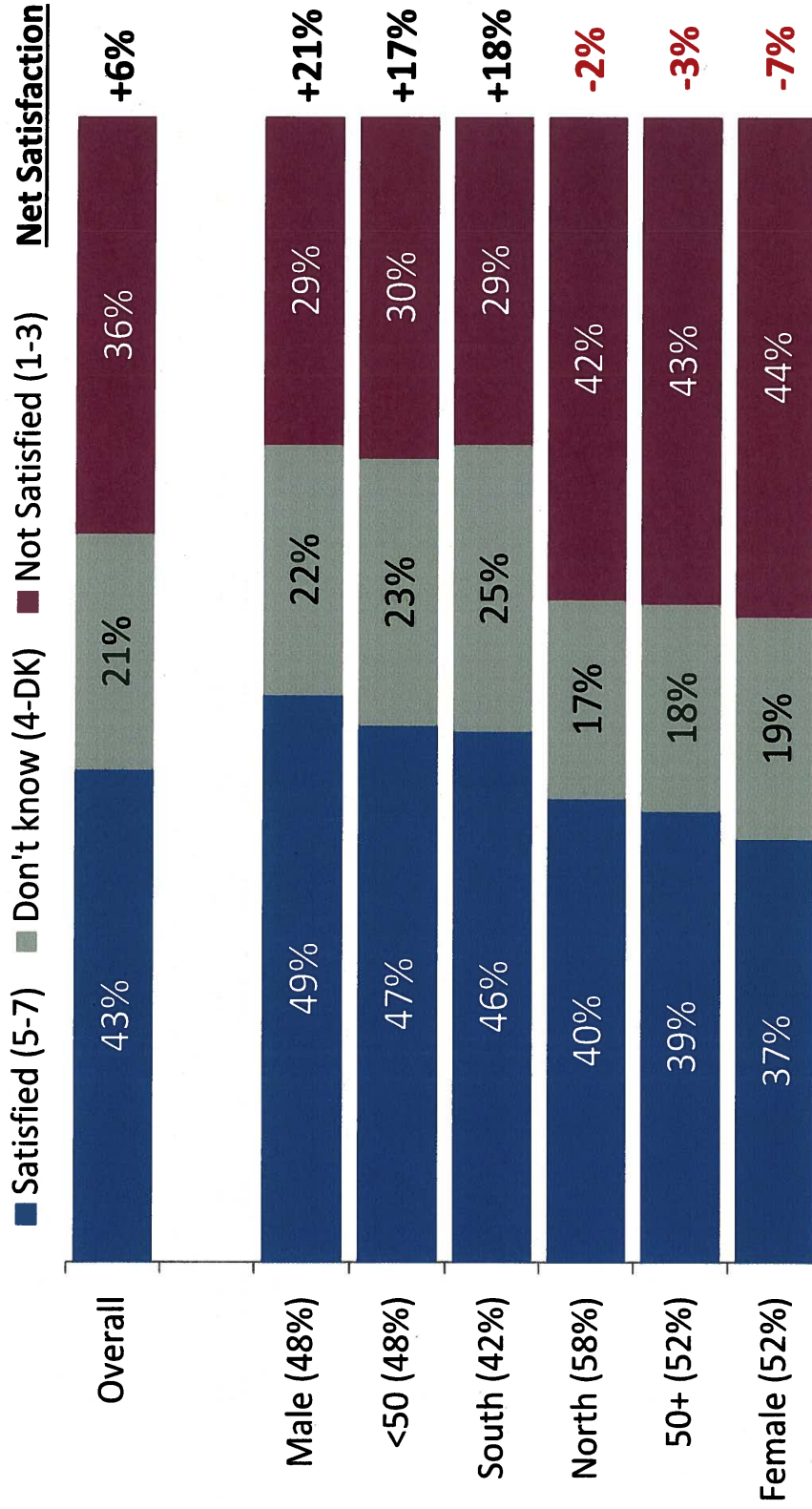
Using a scale from 1 to 7, where one means you are not at all satisfied and seven means you are completely satisfied, please tell me how satisfied you are with Kenmore's pedestrian and bicycle infrastructure such as sidewalks, crosswalks, and bike lanes. You can use any number from 1 to 7.

Follow-up Q: What are one or two things Kenmore could do to improve pedestrian and bicycle infrastructure? (multi-response)



Pedestrian and Bicycle Infrastructure Rating- Subgroups

Satisfaction for Kenmore's pedestrian and bicycle infrastructure is lowest among residents in the North, older residents, and female residents.



Using a scale from 1 to 7, where one means you are not at all satisfied and seven means you are completely satisfied, please tell me how satisfied you are with Kenmore's pedestrian and bicycle infrastructure such as sidewalks, crosswalks, and bike lanes. You can use any number from 1 to 7.

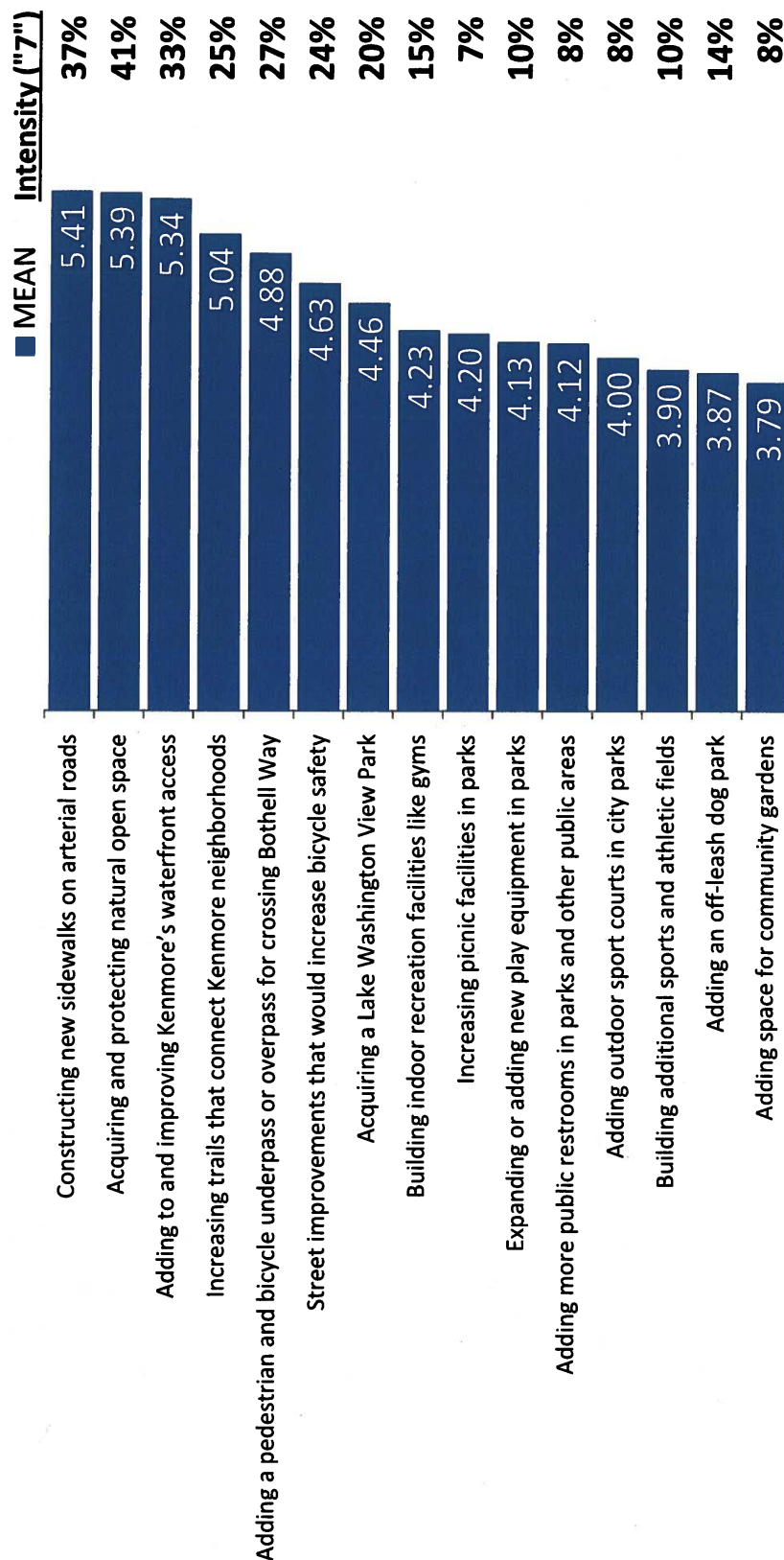


Priorities for Kenmore



Top Priorities For Kenmore Citywide

The top three priorities, constructing new sidewalks on arterial roads, acquiring and protecting natural open space, and adding to and improving Kenmore's waterfront access generate the greatest intensity of support for potential funding. Sports and athletic fields, off-leash dog parks, and community gardens are much lower priorities.

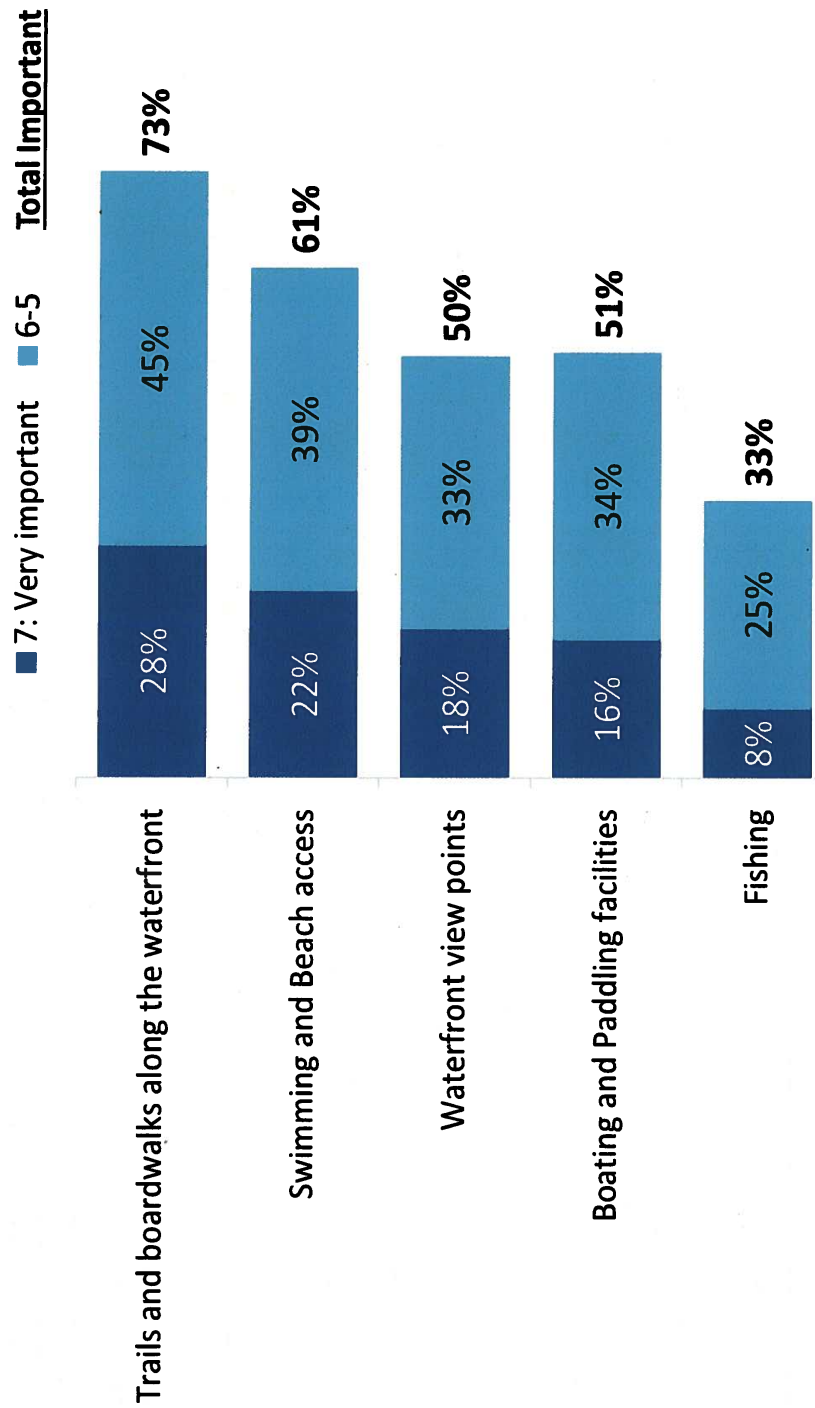


I'm going to read you a list of projects that could be funded by the City over the next few years; I'd like you to tell me how high a priority each item is for you. Use a scale of 1 to 7, where 1 means you feel that item should be a very low priority for funding and 7 means that you feel that item should be a very high priority for funding. You can use any number from 1 to 7.



Waterfront Feature Importance

Trails and boardwalks along the waterfront followed by swimming and beach access are viewed as the most important potential waterfront features.



Next, I'm going to read you a list of potential waterfront features that could be added by the City over the next few years. Using a scale from 1 to 7, where 1 means not at all important and 7 means very important, how important are each of the following waterfront features to you personally?



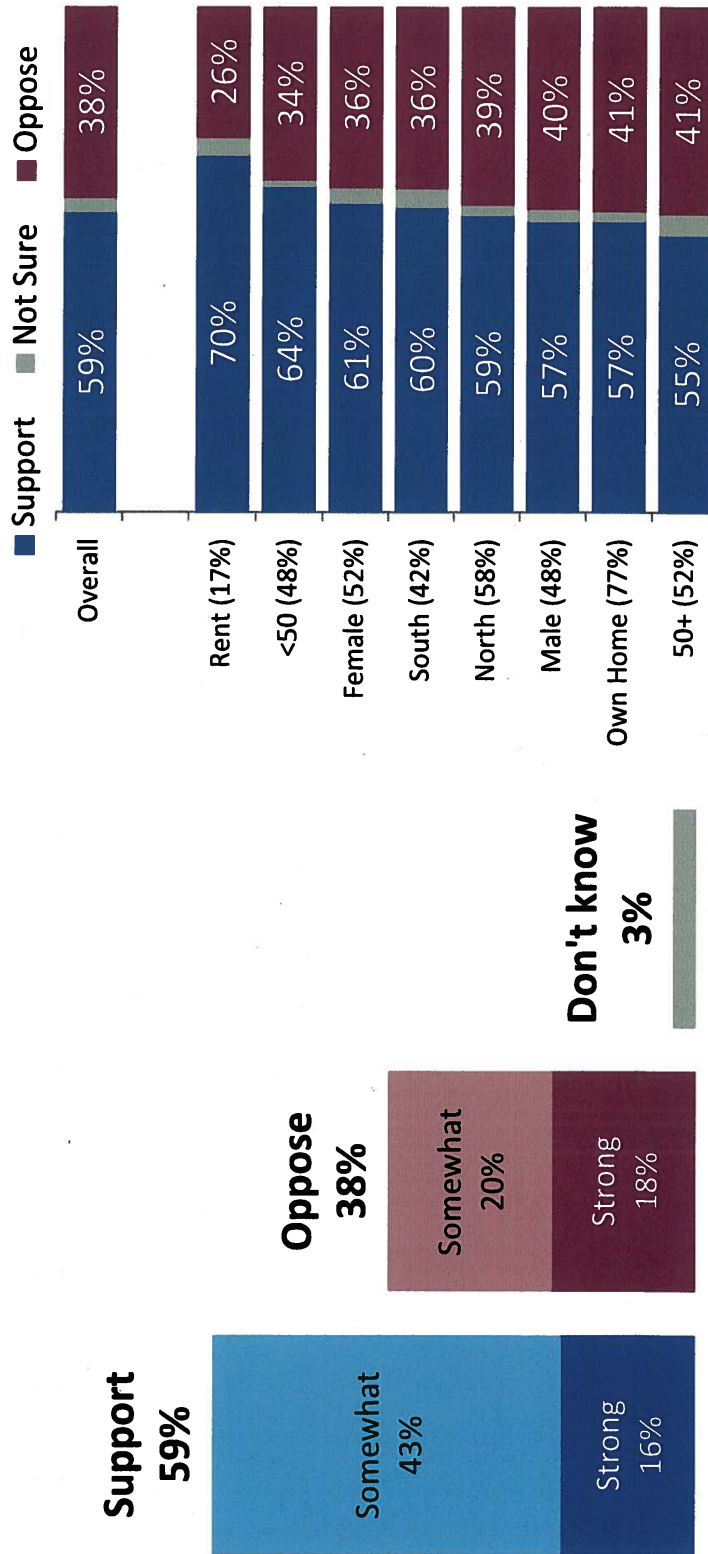
Kenmore Parks, Ped & Bicycle Safety, Major Arterial Enhancements



Funding for Parks Facilities

A majority of residents support a potential neighborhood and community parks funding measure, however intensity of support is low.

"[The First/Second] measure would provide funding to acquire, enhance, and maintain Kenmore neighborhood and community parks; the measure would raise approximately \$1.5 million per year by authorizing the City to levy property taxes and would cost the owner of a \$400,000 home about \$180 per year."



In general, would you strongly support, somewhat support, somewhat oppose, or strongly oppose this measure?



Parks Priorities Among Support - Mean

Acquiring and protecting natural open space is the top priority project among residents who say they would support additional funding, followed by adding to and improving Kenmore's waterfront access.

Mean priority rating among support for additional funding (59%)



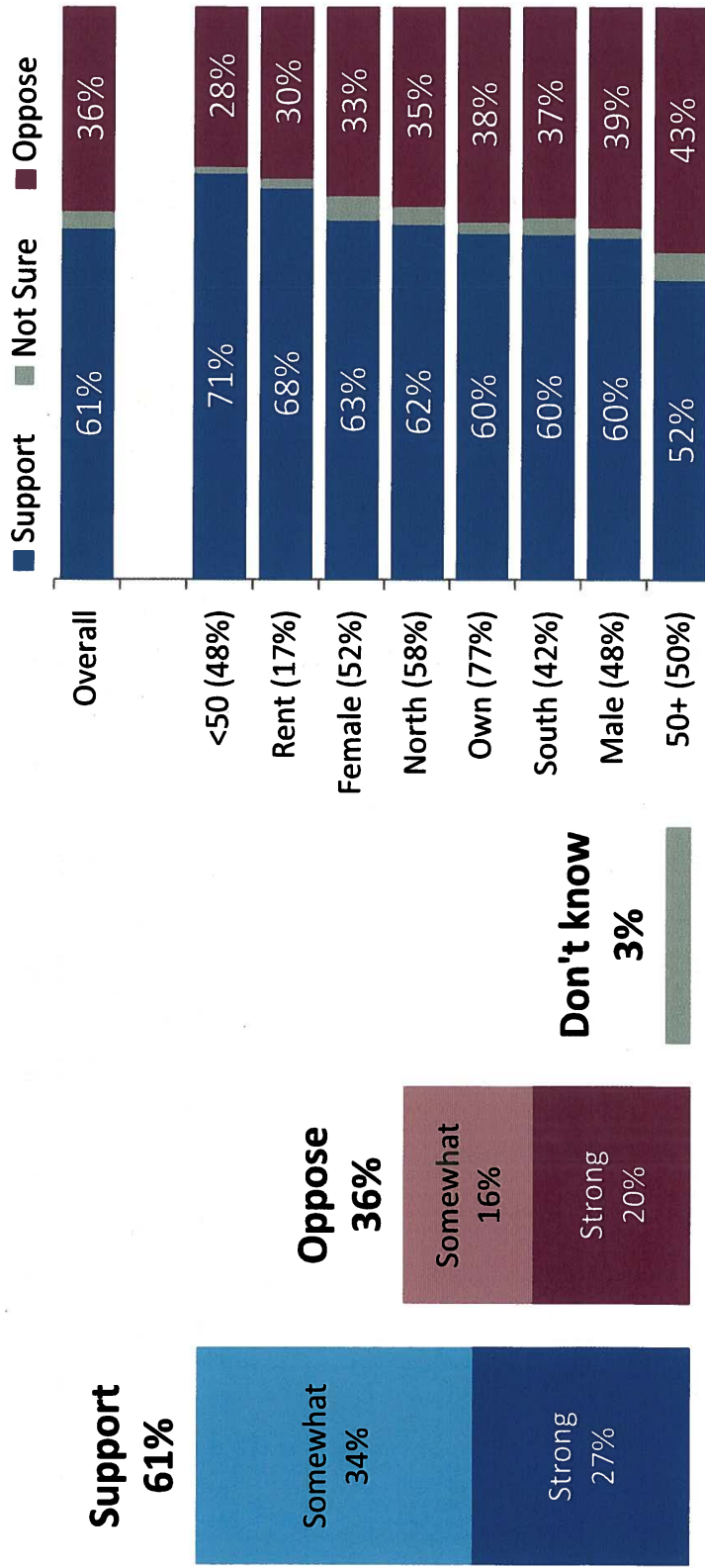
I'm going to read you a list of projects that could be funded by the City over the next few years; I'd like you to tell me how high a priority each item is for you. Use a scale of 1 to 7, where 1 means you feel that item should be a very low priority for funding and 7 means that you feel that item should be a very high priority for funding. You can use any number from 1 to 7.



Funding for Pedestrian and Bicycle Safety

A strong majority of residents support additional funding for pedestrian and bicycle safety improvements.

"[The First/Second] measure would provide funding to improve walking and biking facilities along arterial streets; the measure would raise approximately \$1.5 million per year by authorizing the City to levy property taxes and would cost the owner of a \$400,000 home about \$180 per year."

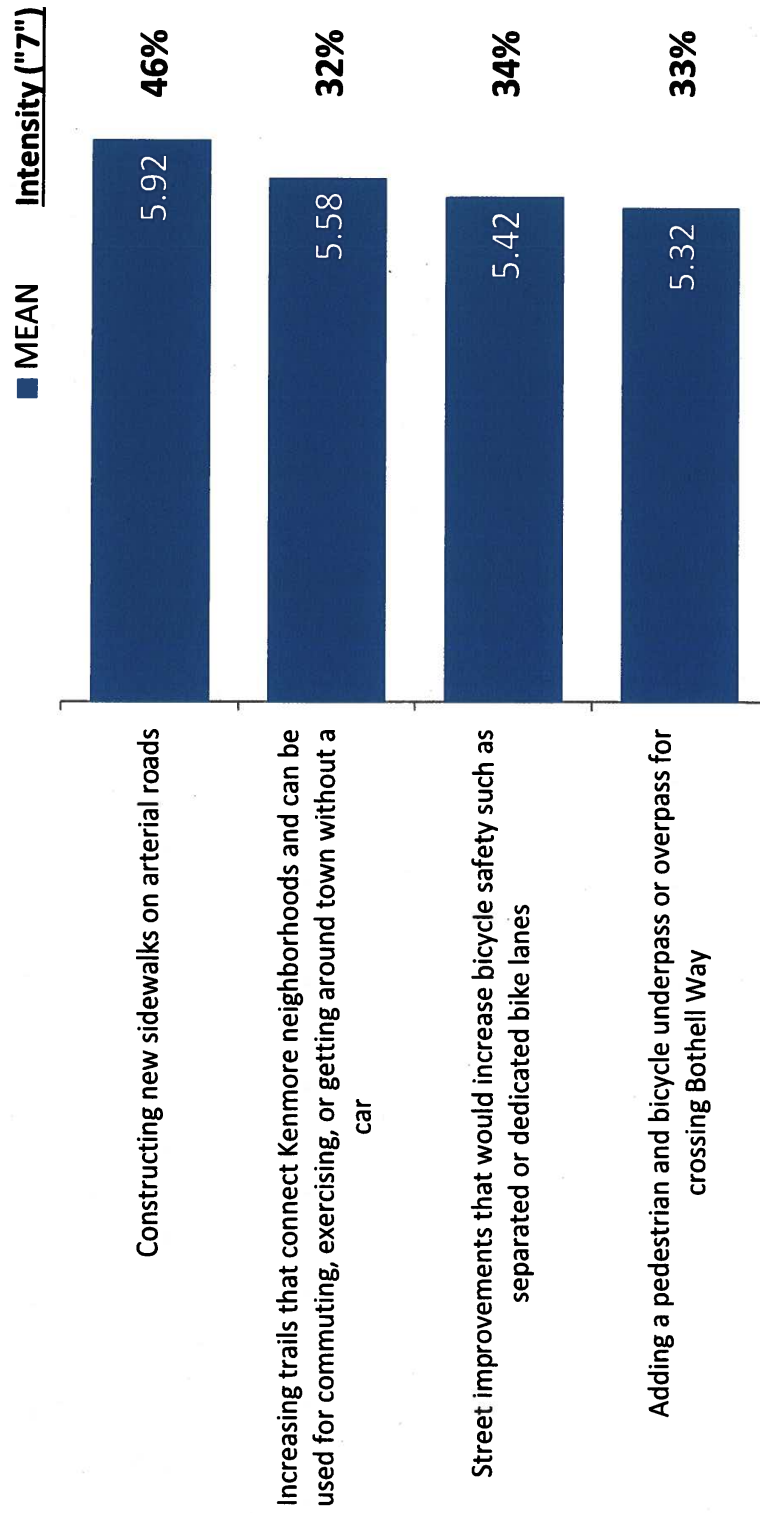


In general, would you strongly support, somewhat support, somewhat oppose, or strongly oppose this measure?

Ped & Bicycle Priorities Among Support - Mean

Constructing new sidewalks on arterial roads is the top priority project among residents who say they would support additional funding.

Mean priority rating among support for additional funding (61%)



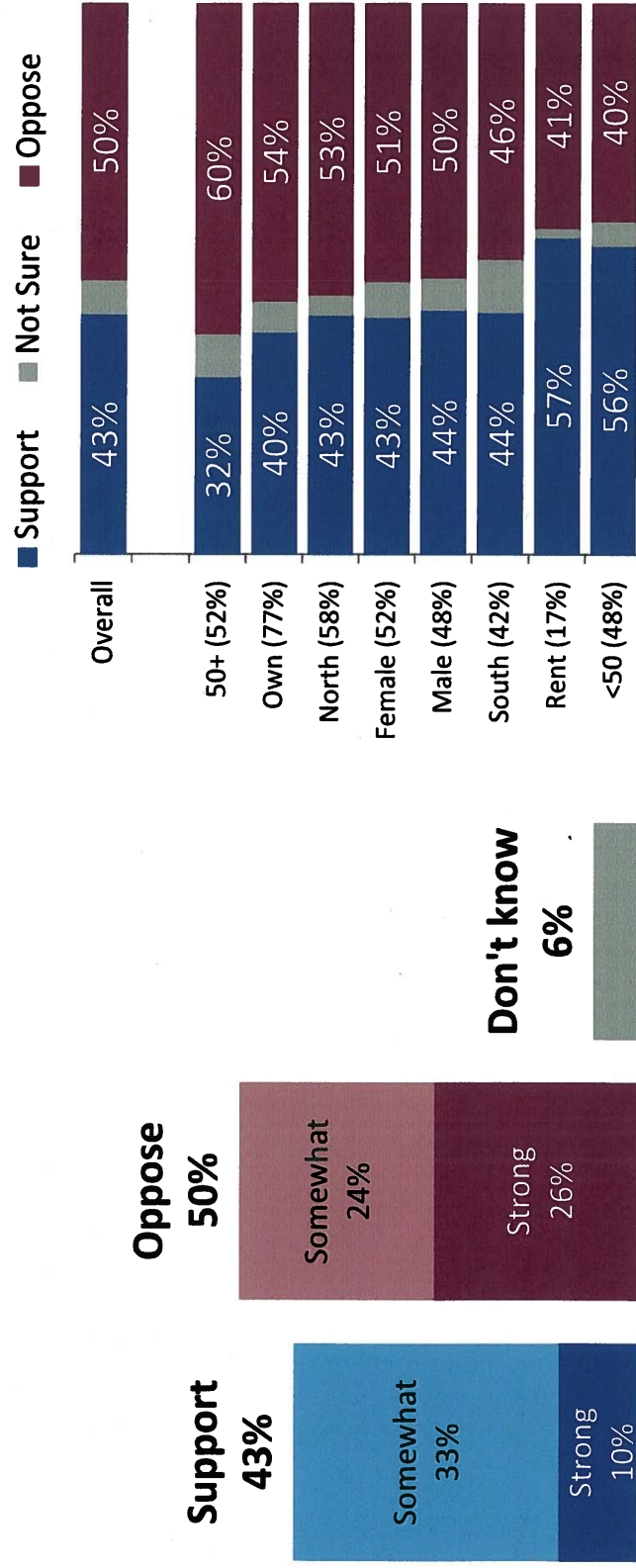
I'm going to read you a list of projects that could be funded by the City over the next few years; I'd like you to tell me how high a priority each item is for you. Use a scale of 1 to 7, where 1 means you feel that item should be a very low priority for funding and 7 means that you feel that item should be a very high priority for funding. You can use any number from 1 to 7.



Metropolitan Parks District

The majority of residents say they would oppose the creation of a metropolitan parks district in Kenmore. A quarter say they would “strongly oppose”.

“Some say the City of Kenmore should create a Metropolitan Parks District. Formation of a parks district would create additional taxing authority to provide for the improvement, maintenance and acquisition of parks and recreation facilities in Kenmore. The parks district would be governed by the Kenmore City Council serving as the Board of the Kenmore Metropolitan Parks District and would have the authority to levy up to 75 cents per \$1,000 of assessed value.”



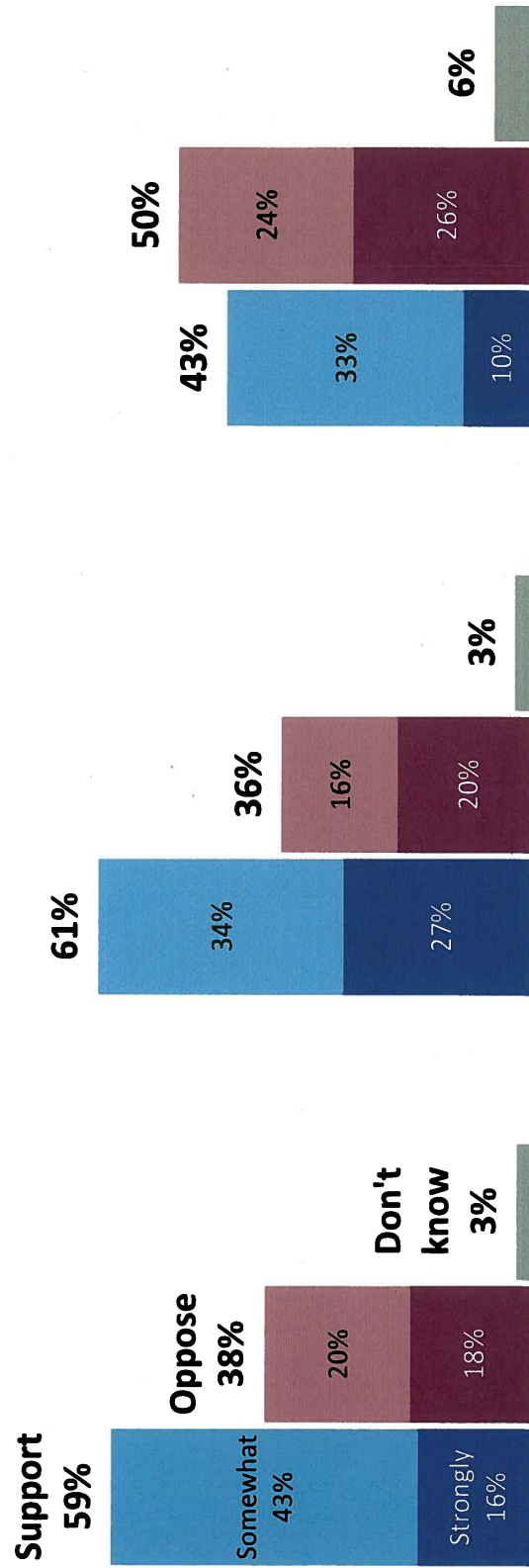
Hearing this, would you strongly support, somewhat support, somewhat oppose or strongly oppose the formation of a Kenmore Metropolitan Parks District?



Funding Measure Comparison

Residents have the greatest support both overall and by intensity “strongly support”, for a measure that would provide additional funding for pedestrian and bicycle safety improvements.

Parks Facilities Ped & Bicycle Safety Metropolitan Parks District



Major Arterial Enhancements Citywide

New sidewalks on one side of Juanita Drive South of the Sammamish River to the city's southern city limit is supported by a plurality citywide.

Option 1. New sidewalks on one side of Sixty-Eighth Avenue North of City Hall to the city's northern city limit.

OR

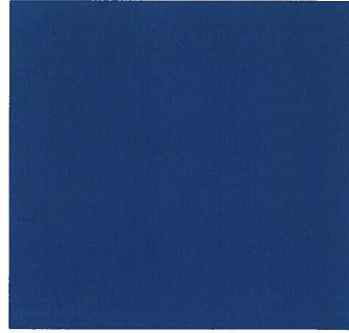
Option 2. New sidewalks on one side of Juanita Drive South of the Sammamish River to the city's southern city limit.

OR

Option 3. Replacing and repairing old sidewalks on Sixty-First Avenue

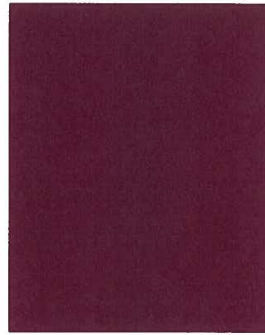
Juanita Drive

40%



68th Avenue

30%



61st Avenue

20%



Else

10%

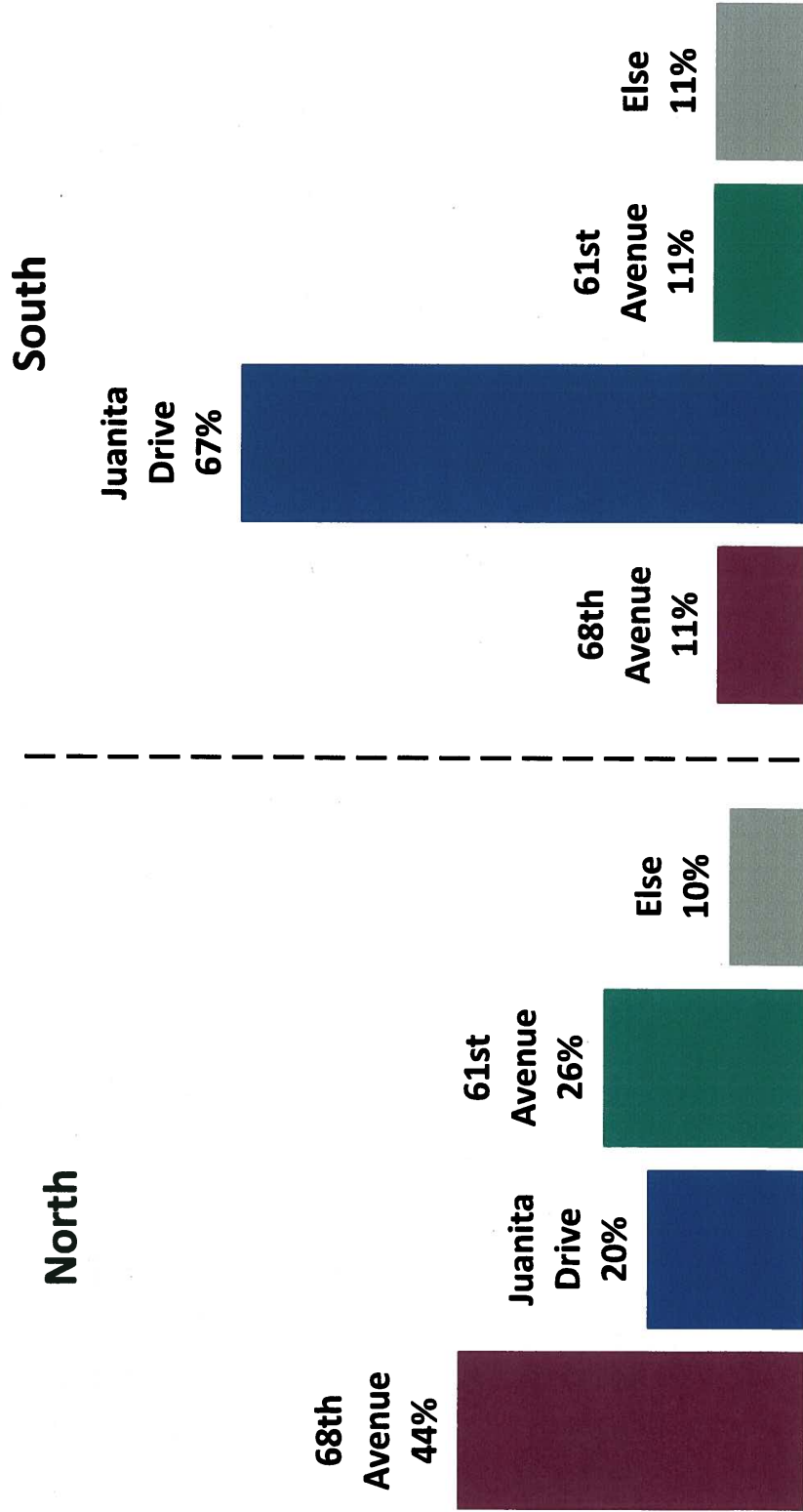


The City of Kenmore is considering adding enhancements to a few major arterial streets that would improve safety for pedestrians and bicycles. Of the following options, please tell me which option you would prefer the most.



Major Arterial Enhancements

Arterial street enhancements along 68th Ave receives a plurality of support among residents in North Kenmore, and enhancements along Juanita drive is the most preferable among residents in South Kenmore.



The City of Kenmore is considering adding enhancements to a few major arterial streets that would improve safety for pedestrians and bicycles. Of the following options, please tell me which option you would prefer the most.



Contacts



Dominick Martin

Dominick@EMCresearch.com

206.204.8033



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Commercial Site Development (CSDP) and Transportation Mitigation Agreement (TMA) expiration date extensions for the Lakepointe project. Move to: Receive and File	For Council Meeting Agenda of: December 14, 2015 Department: City Manager's Office Prepared by: Rob Karlinsey <table style="width: 100%;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%; text-align: center;"><u>Initial & Date</u></td> </tr> <tr> <td>Approved by Department Head:</td> <td></td> </tr> <tr> <td>Approved by City Attorney:</td> <td style="text-align: center;"><u>UA email</u></td> </tr> <tr> <td>Approved by Finance Director:</td> <td></td> </tr> <tr> <td>Approved by City Manager:</td> <td style="text-align: center;"><u>R&K 12/4/15</u></td> </tr> </table> Exhibits/Attachments: Attachment 1: CSDP and TMA Extension Letter Attachment 2: CSDP and TMA Extension Request Letter and supporting information		<u>Initial & Date</u>	Approved by Department Head:		Approved by City Attorney:	<u>UA email</u>	Approved by Finance Director:		Approved by City Manager:	<u>R&K 12/4/15</u>
	<u>Initial & Date</u>										
Approved by Department Head:											
Approved by City Attorney:	<u>UA email</u>										
Approved by Finance Director:											
Approved by City Manager:	<u>R&K 12/4/15</u>										
Expenditure Required \$20,000-30,000 Amount Budgeted \$30,000 Appropriation Required \$0											
INFORMATION/BACKGROUND: The Lakepointe Commercial Site Development Permit (CSDP) was approved in 2001. Since then, the CSDP and accompanying Transportation Mitigation Agreement (TMA) have remained in place through extensions under of the authority of Kenmore Municipal Code 18.105.060(c). This section of the Code allows the City Manager to grant extensions to site plan expiration dates under certain conditions. The Lakepointe CSDP and TMA are currently scheduled to expire on December 31, 2015. The City's prior extensions of the CSDP and TMA were granted to allow the City and Pioneer Towing Company (property owner) additional time to develop a work program, schedule and process for modifying the Lakepointe project requirements and conditions. Weidner Apartment Homes (Weidner) has recently contracted with Pioneer Towing Company to purchase the Lakepointe property and is conducting site feasibility and evaluating development options. As a result, Lakepointe, Inc., Pioneer Towing Company, and Weidner Apartment Homes have requested extensions to the CSDP and TMA expirations as described in the attached September 29, 2015 letter from John C. McCullough. The Lakepointe team has demonstrated good-faith effort and project-level planning in moving the Lakepointe project forward. Weidner has assembled a team of architects, engineers, and other consultants who have been reviewing site and permit conditions and conducting planning, engineering, and other analysis to determine the best course for Lakepointe. The City Manager concurs that the Lakepointe team needs additional time to conduct further planning, assess options, and arrive at a feasible project that can move forward and help achieve the City's downtown goals. In keeping with KMC Code 18.105.060(c), the attached letter from the City Manager to John C. McCullough grants the Lakepointe CSDP and TMA up to two six-month extensions if specified milestones are achieved. The letter also contemplates, but does not grant, additional extension(s). Such extension(s), if granted, would be under certain conditions and/or demonstrated progress by the developer.											

City staff have been actively engaged with the Lakepointe team, and the two teams have been meeting to discuss and address project opportunities and challenges. Given its size, location, and possibilities, Lakepointe is a critical component of Kenmore's image, downtown, and waterfront development and will play a significant role in Kenmore's upward transformation trajectory.

Attachment 1



City Of Kenmore, Washington

December 15, 2015

John C. McCullough
McCullough Hill Leary, PS
701 Fifth Avenue, Suite 6000
Seattle, WA 98104

Dear Jack,

Thank you for your letter dated September 29, 2015 requesting an extension of the Commercial Site Development Permit (CSDP) and Transportation Mitigation Agreement (TMA) for the Lakepointe project to July 31, 2017. You have made this request on behalf of Lakepointe, Inc., Pioneer Towing Company, and Weidner Apartment Homes (collectively referred to in this letter as Weidner). Both the CSDP and TMA are set to expire on December 31, 2015.

The City's prior extensions of the CSDP and TMA were granted to allow the City, Lakepointe, Inc., and Pioneer Towing Company additional time to develop a work program, schedule and process for modifying the Lakepointe project requirements and conditions. Your letter states that Weidner Apartment Homes has recently contracted to purchase the Lakepointe property and Weidner is conducting site feasibility and evaluating development options.

To allow Weidner to continue the feasibility assessment, the City will grant a six-month extension of the CSDP and TMA through June 30, 2016 upon satisfaction of the following condition:

1. On or before December 31, 2015, Phase I of a transportation access charrette must be held to conduct a multimodal infrastructure needs assessment. Weidner has contracted, with the City's concurrence, the Cedar River Group to act as facilitator for the charrette. Weidner must pay for the costs of Weidner's charrette consultants, the charrette facilitator, and up to \$10,000 of the City's charrette consultant costs that exceed \$20,000. The first \$20,000 of the City's charrette consultant costs will come from the \$10,000 contribution from Pioneer Towing Company, Inc. that was required under Section V.B.2 in the Pioneer Towing Site Restoration Shoreline Substantial Development Exemption, Grading Permit, and SEPA Determination dated December 19, 2011 (File# PRJ2011-095) as well as the City's match required in that same permit condition. The City's charrette consultant costs, for the purposes of this condition, are for both phases of the charrette (also see #3 below) and will be related to preparing for, attendance at, and follow up from the charrette. Costs will still be billed and

allocated as described in this condition. Note: Phase I of the charrette occurred on December 2, 2015 and thus met this condition.

If Weidner satisfies condition #1 above and the City grants the extension of the CSDP and TMA, the extension will terminate on February 1, 2016 unless Weidner satisfies the following condition on or before January 31, 2016:

2. Weidner must submit a signed letter of agreement that (1) commits Weidner to pay for ongoing City project manager and consultant costs related to the Lakepointe project and incurred during the CSDP/TMA extension periods, and (2) establishes a maximum amount of payment for such costs that is agreed to by Weidner and the City. These costs shall be in addition to charrette costs described in condition #1 above and #3 below. If Weidner fails to submit this letter of agreement by the deadline, the City Manager may, in his sole discretion, authorize additional time to comply with this condition. The City and Weidner teams will review the City's consultant costs, tasks, and accomplishments quarterly.

If Weidner satisfies conditions #1 and 2 above and the extension is effective through June 30, 2016, the City will grant a second six-month extension to December 31, 2016 if Weidner satisfies the following two conditions:

3. The City and Weidner teams must jointly complete the second phase of the transportation access charrette (or otherwise agreed upon process) by January 31, 2016. The goal of this second phase is to identify proposed locations and configuration(s) of Lakepointe multimodal transportation infrastructure as well as other potential multimodal transportation improvements that will improve downtown Kenmore circulation and connection between Lakepointe and Kenmore's downtown on the north side of SR 522.
4. On or before June 15, 2016 Weidner must provide the following information to the City:
 - a. A conceptual site plan for a proposed Lakepointe development.
 - b. A draft timeline for project development, including permitting, development agreement negotiations (if needed), commencement of construction, and construction phasing.

The two extensions described above also are subject to the nine conditions of the City's May 19, 2011 extension letter to you and the four conditions of the City's June 14, 2013 extension letter to you, both of which are related to the CSDP and the TMA.

The City recognizes that this is a complex, multi-year project requiring significant advance planning. Accordingly, it is anticipated that Weidner may request additional extensions of the CSDP and TMA. As a result, additional CSDP and TMA extension(s) may be requested but are neither granted nor guaranteed at this time.

If Weidner requests additional extension(s), such requests must be submitted before the extension terms expire, and the City and Weidner will discuss additional progress and

conditions required for any further extension(s). Examples of demonstrated progress needed during the next 12 months to justify additional extension(s) may include:

- Identification of permits and process needed for project development.
- Provision of a comparison of current permitted Lakepointe project conditions to potential permit conditions of the upcoming development proposal, particularly highlighting where any requirements or conditions may need to be modified.
- Obtaining of a written agreement from the owner of Lot B (Glacier property) with respect to (1) construction and operation of Lakepointe Way and other transportation and other infrastructure improvements on or impacting Lot B (see condition 1 of May 19, 2011 letter to you), and (2) any proposed amendments to the TMA.
- Commencement of development agreement negotiations.

The City is committed to facilitating a successful development project, and we look forward to continuing working with you. Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Robert G. Karlinsey
City Manager
City of Kenmore

Attachment 2

McCULLOUGH HILL LEARY, PS

September 29, 2015

VIA ELECTRONIC MAIL

Mr. Rob Karlinsey, City Manager
City of Kenmore
6700 N.E. 181st Street
P.O. Box 82607
Kenmore, WA 98028-0607

Re: LakePointe Project, File No. L010022
Request for CSDP and TMA Extension

Dear Rob:

We are writing on behalf of Lakepointe, Inc., Pioneer Towing Company and Weidner Apartment Homes ("Weidner") to seek an extension of the term of the Commercial Site Development Permit ("CSDP") and Transportation Mitigation Agreement ("TMA") for the Lakepointe property to July 31, 2017, consistent with our recent discussions.

As you know, Weidner has recently contracted to purchase the Lakepointe property and is evaluating existing entitlements, market conditions, transportation issues, and development options. Weidner understands the importance of this site to the City of Kenmore and looks forward to continuing productive discussions with staff. Given the complex history here, and the fact that a developer has now been identified, an additional extension of the CSDP and TMA is necessary to allow project-level planning to occur.

On May 19, 2011, the City extended the CSDP to December 31, 2015, subject to nine enumerated conditions. On June 14, 2013, the City extended the TMA to December 31, 2015, subject to the original nine conditions, plus three additional conditions. One of the additional conditions requires execution of an addendum to the TMA. This addendum is intended to address issues and ramifications of deleting Lot B (the Glacier property) from the TMA, with an expectation that an updated proposal will include ways to preserve a connected promenade and viewpoint for the project.

We agree that such an addendum is necessary but believe that it is premature until additional project-level review can be conducted. Weidner is in the process of developing the information necessary to support the addendum and will be able to submit that information and a proposed site plan to the City by the proposed extension deadline of July 31, 2017.

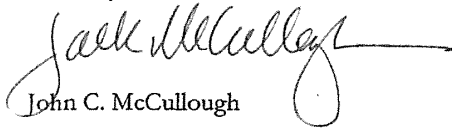
Mr. Rob Karlinsey, City Manager
September 21, 2015
Page 2 of 2

We have attached a recent analysis prepared by Transpo Group in support of this extension request. This analysis confirms that traffic volumes in the SR522 corridor have generally decreased to levels below the 1997 existing traffic counts on which the EIS was based.

The requested extension of the CSDP and TMA will provide the breathing room necessary for Weidner to work with you, adjoining property owners, affected agencies and others to create a viable site plan, identify necessary amendments to conditions of project approval, and develop and memorialize an entitlement schedule.

Thank you for your attention to this request.

Sincerely,



John C. McCullough

cc: Weidner Apartment Homes
Gary Sergeant



MEMORANDUM

Date: September 2, 2015 **TG:** 14388.00

To: Jack McCullough – McCullough Hill Leary

From: Dan McKinney, Jr
Jesse Birchman, PE, PTOE

cc: Harold Moniz - CollinsWoerman

Subject: Lakepointe Historical Volume Comparison

The purpose of this memorandum is to provide an overview of recent traffic volume growth trends adjacent to the proposed Lakepointe project site. Historical count data adjacent to the project site was reviewed to establish recent growth patterns in weekday AM and PM peak hour traffic volumes relative to current traffic counts.

The previous Lakepointe Master Plan analysis assumed that existing 1997 traffic volumes would grow at a rate of 2.0 percent per year. The data and annual growth rates at the SR 522 / 68th Avenue NE presented in the EIS and other previous volume comparisons are summarized in Tables 1-3 for the intersection as a whole, the east leg of the intersection, and the west leg of the intersection, respectively, for both weekday AM and PM peak hours where data was available.

Table 1. SR 522 / 68th Avenue NE Intersection Traffic Volume Comparison

Table Heading	Total Entering Volume	Change from 1997	Annual Growth Rate
<u>AM Peak Hour</u>			
1997 ¹	4,450	-	-
1999 ¹	4,425	-25	-0.2%
2013 ²	4,200	-250	-0.4%
<u>PM Peak Hour</u>			
1997 ¹	5,470	-	-
1999 ¹	4,980	-490	-4.5%
2003 ¹	4,975	-495	-1.6%
2013 ²	5,095	-375	-0.4%
2015 ³	4,995	-475	-0.5%

1. Traffic volumes presented in Transpo November 8, 2008 memorandum (Lakepointe – Commercial Site Development Permit Extension).

2. Traffic volumes presented in Kenmore Village Apartments TIA (aka – Spencer 68, November 2013).

3. Traffic volumes collected in July 2015.

Table 1 shows that the traffic volumes at the SR 522 / 68th Avenue NE intersection has experienced negative growth (a decrease) of up to approximately a half percent per year during the weekday AM peak hour and of approximately a half percent to four and a half percent per year during the weekday PM peak hour.

Table 2. Traffic Volume Comparison *on East Leg of SR 522 / 68th Avenue NE*

Table Heading	Total Volume on East Leg	Change from 1997	Annual Growth Rate
<u>AM Peak Hour</u>			
1997 ¹	2,775	-	-
1999 ¹	2,845	+70	+0.5%
2013 ²	2,665	-110	-0.3%
<u>PM Peak Hour</u>			
1997 ¹	3,595	-	-
2002 ¹	3,370	-223	-1.3%
2013 ²	3,250	-345	-0.6%
2015 ³	3,215	-380	-0.6%

1. Traffic volumes presented in Transpo November 8, 2008 memorandum (Lakepointe – Commercial Site Development Permit Extension).

2. Traffic volumes presented in Kenmore Village Apartments TIA (aka – Spencer 68, November 2013).

3. Traffic volumes collected in July 2015.

Table 2 shows that the traffic volumes on the east leg at the SR 522 / 68th Avenue NE intersection has experienced little to negative growth (a decrease) during the weekday AM peak hour with growth ranging from a half percent to approximately a negative half percent. During the weekday PM peak hour the traffic volumes on the east leg of the SR 522 / 68th Avenue NE intersection experienced negative growth ranging from approximately a half percent to one and a half percent per year.

Table 3. Traffic Volume Comparison *on West Leg of SR 522 / 68th Avenue NE*

Table Heading	Total Volume on West Leg	Change from 1997	Annual Growth Rate
<u>AM Peak Hour</u>			
1997	3,570	-	-
2013	3,530	-40	-0.1%
<u>PM Peak Hour</u>			
1997 ¹	4,475	-	-
2013 ²	4,125	-350	-0.5%
2015 ³	4,015	-460	-0.6%

1. Traffic volumes presented in Transpo November 8, 2008 memorandum (Lakepointe – Commercial Site Development Permit Extension).

2. Traffic volumes presented in Kenmore Village Apartments TIA (aka – Spencer 68, November 2013).

3. Traffic volumes collected in July 2015.

Table 3 shows that the traffic volumes on the west leg at the SR 522 / 68th Avenue NE intersection has experienced negative growth (a decrease) during both the weekday AM and PM peak hours with growth ranging from approximately zero to a half percent per year.

Generally, there was shown to be negative annual growth (a decrease) in traffic volumes at the SR 522/68th Avenue NE intersection relative to the 1997 traffic counts, looking at the intersection as a whole as well as at the east and west legs of the intersection.



Company Profile

Founded by W. Dean Weidner in 1977, Weidner Apartment Homes is a privately held and value driven real estate company that owes our success to our most important resource - our people. Our team members are carefully selected to reflect our core beliefs of unfailing integrity, high performance customer service, consistent quality, open communication, and lifelong training and education. We believe in taking intelligent risks to achieve our potential, and maximize our performance.

Mr. Weidner purchased his first apartment community in 1977 in the First Hill neighborhood of Seattle, WA. However by 1984, the growth of his part-time real estate activities dictated that he devote his full-time efforts to the development of Weidner Apartment Homes which had initial operations in the greater Seattle area, as well as in Alaska. This business has grown dramatically since that time and exclusively manages Weidner owned properties with no third party management activities.

Dean Weidner has been a passionate advocate of recruiting new talent to enter into the property management industry and this vision has led him to financially support college degree programs at three separate universities in the United States. There are Weidner Centers for Residential Property Management in operation at the University of Wisconsin – Stout, Ball State University, and the University of Alaska – Anchorage.

According to the 2015 results of the annual National Multi-Family Housing Council (NMFHC) top 50 list, Weidner jumped 3 spots in the overall rankings, and is now the 27th largest owner of apartments in the U.S. based on total number of units. The firm entered the top 50 rankings 3 years ago at the 44th spot, and has steadily progressed up the list as an aggressive expansion strategy was pursued.

Weidner Apartment Homes' administrative headquarters is located in Kirkland, Washington. As of December 1, 2015, there are 236 properties held in the U.S. and Canadian portfolios, including 230 multi-family residential communities, a warehouse, the Weidner Apartment Homes Headquarters, and the Alaska, Colorado, Texas and Arizona office buildings. The 230 multi-family residential communities under management represent just over 42,700 individual residential units located in ten states within the U.S. and four provinces of Canada. In addition, Weidner owns and manages approximately 305,000 square feet of commercial, retail and office space and employs just over 1,200 associates throughout the company.

Contact:
Gregory K. Cerbana
Director – Public Relations
425.250.2968
greg@weidner.com

Any and all commercial use is strictly prohibited. Researchers are encouraged to copy and distribute this work freely, but with the proviso that it may only be copied and circulated in its entirety -- including this notice.



City Of Kenmore, Washington

June 14, 2013

Mr. John C. McCullough
McCullough Hill, PS
701 Fifth Avenue, Suite 7220
Seattle, WA 98104

Re: LakePointe Project—Extension of Transportation Mitigation Agreement

Dear Mr. McCullough:

Thank you for your letter of June 5, 2013, which requests an addendum to the Transportation Mitigation Agreement (TMA) for the LakePointe project to remove Lot B from the TMA and extend the term of the TMA to December 31, 2015. The TMA is set to expire on August 6, 2013.

The City grants an extension of the TMA to December 31, 2015 according to conditions outlined in this letter.

As the former City Manager observed in his letter to you dated May 19, 2011 (May 2011 Letter), the City has granted extensions of the LakePointe Commercial Site Development Permit (CSDP) (most recently in the May 2011 Letter) to allow the property owner and the City to discuss the development of a work program, schedule and process for possibly modifying the LakePointe project requirements and conditions.

The City will treat your June 5, 2013 letter as an application for an addendum to the TMA to extend the TMA to December 31, 2015, exclude Lot B, and to delete Sections 3.17 and 3.19 from the TMA, consistent with Condition 2 of the May 2011 Letter.

Condition 2 of the May 2011 Letter required either (1) an agreement between the City, the property owner and all owners of Lot B to extend the TMA, or (2) an application for and City processing of an addendum to the TMA to exclude Lot B. That is, the City will interpret Condition 2 as only requiring the filing of the application prior to August 6, 2013, and as not requiring City approval of the application prior to August 6, 2013. However, this interpretation assumes that a resulting addendum will be approved prior to the CSDP expiration, currently set at December 31, 2015.

There are mutual benefits to be derived by both the City and the property owner through extension of the TMA, especially where the City and the property owner are willing to engage in discussions regarding a work program, schedule and process for possibly modifying the

Mr. John C. McCullough
June 14, 2013

2

LakePointe project requirements and conditions. Therefore, the City grants an extension of the TMA to December 31, 2015, subject to the following conditions:

1. The May 2011 Letter's extension of the CSDP to December 31, 2015 is confirmed and continued, subject to the nine conditions of the May 2011 Letter.
2. The City accepts your June 5, 2013 letter as an application for an addendum of the TMA. This application satisfies Condition 2 of the May 2011 Letter, assuming a resulting addendum is executed between now and expiration of the CSDP expiration.
3. The City and the property owner will meet to evaluate and analyze the application for a TMA addendum and ultimately arrive at an agreed upon addendum to the TMA prior to the CSDP expiration. The property owner will address issues and ramifications of deleting Lot B—how it affects LakePointe Drive in particular. We are unlikely to accept your proposal to delete Sections 3.17 and 3.19 from the TMA. In fact, we will expect that the proposal to delete Lot B will include ways to preserve a connected promenade and viewpoint.
4. At the request of the City or the property owner, at periodic intervals agreed to by the City and the property owner, the parties will discuss and analyze the CSDP and will develop a LakePointe development strategy that will include a work program, schedule, and process for possibly modifying the LakePointe project requirements, conditions and improvements.

We are committed to helping this project be successful. We look forward to discussing the LakePointe project as a whole during the coming months. If you have any questions or concerns, please be sure to contact me.

Sincerely,



Robert G. Karlinsey
City Manager

cc: Nancy Ousley
Debbie Bent
Rod Kaseguma
Bryan Hampson



City Of Kenmore, Washington

VIA ELECTRONIC MAIL AND FIRST CLASS MAIL

May 19, 2011

Mr. Jack McCullough
McCullough Hill, PS
701 Fifth Avenue, Suite 7220
Seattle, WA 98104

Re: LakePointe Project Commercial Site Development Permit Extension

Dear Mr. McCullough:

Thank you for your interest in the City of Kenmore, and the Kenmore greater community. Since December 31, 2009, the City has granted temporary extensions of the LakePointe Commercial Site Development Permit (CSDP), most recently to February 4, 2011 to discuss the feasibility of developing a work program, schedule and process for modifying project entitlements including potential amendments to project phasing and other project conditions. The conclusion reached by both the City and your client, (LakePointe, Inc. and Pioneer Towing) who represent the project applicant and landowner, is that potential amendments to conditions of project approval are best considered at the time an investment or development partner, whose intent is development of the LakePointe project, is engaged by the current property owner. Given current economic and market conditions an extension of the CSDP is the appropriate option at this time.

A revised traffic information (memo from The Transpo Group dated June 22, 2009) was submitted September 14, 2009 via e-mail. The City Engineer reviewed the information (memo dated November 30, 2009) and this information was provided to you December 1, 2009. The City Engineer concurred with the conclusion of the Transpo Group that traffic levels adjacent to the project site have decreased to levels below the 1997 counts which provides additional justification for granting an extension of the CSDP.

The City's February 4, 2011 correspondence noted that you previously requested (correspondence dated October 27, 2008 and December 2, 2009) an extension of the period within which the first building permit application for the project must be submitted, to December 31, 2012. The City has considered this request and through our discussions believes there are mutual benefits that can be derived by extending this date to December 31, 2015. The City's February 4, 2011 correspondence further states that if on or before May 19, 2011 the City confirms in writing that the developer/applicant has demonstrated to the City's satisfaction that the terms, conditions and requirements of the CSDP and related agreements and documents are binding and enforceable on

18120 68th Ave NE · PO Box 82607 · Kenmore, WA 98028

Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov · www.kenmorewa.gov

Mr. Jack McCullough
May 19, 2011

2

Lot B, then the City is willing to grant an extension to December 31, 2015, subject to certain conditions.

This letter supersedes my February 4, 2011 letter to you and provides written confirmation that the City grants an extension of the Commercial Site Development Permit to December 31, 2015, which is now the date within which the first building permit application for the Lakepointe project must be submitted, subject to the following conditions.

1. Consistent with the City's February 4, 2011 letter, the City is still of the opinion that the Lakepointe Property Utilization Agreement does not require the owner of Lot B to allow construction and operation of Lakepointe Way, or any other transportation and other infrastructure improvements, on Lot B. The City respects your opinion that a boundary line adjustment will likely not be necessary to accommodate the location of Lakepointe Drive but that possibility was included as an option in the agreement. Your opinion of the Lakepointe Property Utilization Agreement is that the owner of Lot B does not have the discretion as to whether a boundary line adjustment can be implemented and only limited discretion as to the replacement property to which they are entitled.

Therefore, issuance of this extension does not relieve the applicant of the obligation to provide adequate evidence to the City, prior to issuance of construction permits for the project that the applicant has obtained necessary consents and authorizations from owners of all property on which such work is proposed.

2. The Transportation Mitigation Agreement expires August 6, 2013. Prior to that date, an addendum to extend the terms of this agreement to December 31, 2015 must be signed by all parties, including the City of Kenmore, and owners of Lot B per the 2004 Boundary Line Adjustment, or in the alternative, the applicant/property owner of the site (excluding Lot B) may apply for and the City will process in accordance with applicable code provisions, an amendment of the Transportation Mitigation Agreement to exclude Lot B. The addendum shall also include amendments to the agreement to delete conditions no longer applicable and clarify conditions based on the terms of the extension. If an addendum is not executed, then the Commercial Site Development Permit will expire on August 6, 2013 consistent with the expiration of the Transportation Mitigation Agreement.
3. A building permit application or permit application to construct other site improvements within the 200 foot shoreline jurisdiction will not be accepted without an approved Shoreline Substantial Development Permit. The CSDP, master plan and building permit applications must be amended to comply with conditions of shoreline permit approval.
4. A building permit application or permit application to construct other site improvements must be submitted in accordance with the City's adopted surface water regulations in effect at the time of permit application.
5. Critical Area Ordinance (CAO) compliance is not required if development occurs under the vested CSDP. However, if the applicant seeks a minor modification of the CSDP, such modifications shall be designed (i) not to increase any nonconformity with the CAO, and (ii) where reasonably feasible, to achieve a higher level of conformance with the CAO, as compared to the vested project, without impairing the functionality or integrity of the

18120 68th Ave NE · PO Box 82607 · Kenmore, WA 98028

Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov · www.kenmorewa.gov

Mr. Jack McCullough
May 19, 2011

3

development plan or imposing significant new development costs. A major modification of the CSDP would require conformance with the CAO.

6. A building permit application or permit must be submitted in accordance with Building and Construction regulations per Kenmore Municipal Code Title 15 in effect at the time of permit application.
7. The applicant/property owner must submit an updated traffic analysis with a building permit application or permit application to construct other site improvements. The applicant/property owner may submit this updated traffic analysis before submitting such applications. The traffic analysis must include additional AM and PM peak hour turning movement traffic counts taken at the intersections of 68th Avenue NE and SR522, NE 170th Street and Juanita Drive NE and 61st Ave NE and SR522. In addition a three day 24 hour roadway count must be taken on SR522 west of 61st Avenue NE and west of 68th Avenue NE south of NE 175th Street NE. The counts must be taken between March and October. The purpose of the counts is to provide an assessment of traffic levels adjacent to the LakePointe site compared to the counts collected in 1997 documented in the Environmental Impact Statement. If this updated traffic analysis demonstrates additional adverse environmental impacts, such as increased traffic levels, the City shall conduct additional SEPA review, and may require additional mitigation as necessary.
8. Traffic and park impact fees must be paid in accordance with impact fees in effect at the time of building permit application.
9. The applicant/property owner must submit a status report by the end of each calendar year through 2015 on the progress and activities of the project.

Thank you for your cooperation and interest. If you have any questions, please do not hesitate to contact me.

Sincerely,



Frederick C. Stouder
City Manager

cc: Gary Sargeant
Rod Kaseguma, City Attorney
City Management Team



City Of Kenmore, Washington

Memorandum

Date: January 4, 2016

To: Rob Karlinsey, City Manager

From: Bryan Hampson, Development Services Director *BH*

Re: **Heavy Manufacturing Business Update**

Background

On July 14, 2015, the City extended the interlocal agreement for cooperative odor complaint investigations with the Puget Sound Clean Air Agency for another year.

On July 27, 2015, Council approved two Ordinances requiring heavy manufacturing businesses to obtain a regulatory business license and adhere to maximum levels of noise.

On October 12, 2015, Council approved a fee resolution that added a \$200 per year business license fee for heavy manufacturing businesses.

Currently there are two businesses in Kenmore that meet the heavy manufacturing business definition, Cal Portland and CEMEX.

Cooperative Odor Complaint Investigations

Since extending the Interlocal agreement with Puget Sound Clean Air Agency in July, the City has received one complaint regarding asphalt odors. The City inspector responded within 10 minutes of receiving the call and when he arrived at the complainant's residence there was no detection of odor.

Regulatory Business License and Noise Levels

As part of the regulatory business license process, heavy manufacturing businesses are required to submit a noise monitoring plan that shows how their activities meet the requirements of WAC 173-60, Maximum Environmental Noise Levels. The effective date was October 27, 2015, 60 days after adoption.

Cal Portland applied and obtained a regulatory business license and submitted their noise monitoring plan.

As of today, CEMEX has submitted a draft noise monitoring plan and has not applied for a regulatory business license. They said they will apply by the end of the week.

Since these Ordinances were adopted in July, the City has not received a noise complaint regarding heavy manufacturing businesses.

18120 68th Ave NE · PO Box 82607 · Kenmore, WA 98028

Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov · www.kenmorewa.gov



City Of Kenmore, Washington

Memorandum

Date: 12/29/15

To: Rob Karlinsey, City Manager

From: Debbie Bent, Community Development Director

Re: Apartments in Residential Zones

Current Regulations: Apartments are a permitted use in the R1, R4 and R6 zones but only if there is an affordable component which gives an incentive of increased density in the R4 and R6 zones. The residential density incentive option has never been used in Kenmore.

Apartments are allowed as a permitted use in the multi-family residential zones of R12, R18, R24 and R48. Apartments are allowed as a permitted use in the Downtown Residential (DR), Community Business (CB), Downtown Commercial (DC), Urban Corridor (UC) east zone. Apartments are allowed as part of a mixed-use project in the Neighborhood Business (NB) zone, Regional Business (RB) zone, Urban Corridor (UC) west zone and Waterfront Commercial (WC) zone.

Options: The policy question for Council to consider is whether allowing apartments in residential zones is appropriate. Prohibiting apartments in single-family zones is supported by the adopted Comprehensive Plan Vision Statement "supports the character of its single family neighborhoods", along with other goals, objectives and policies that encourage multi-family development in the downtown quadrants, as part of Transit Oriented Development or mixed-use development in other zones. If Council direction is to prohibit apartments then a code amendment would be brought forward for consideration. Allowing apartments in certain circumstances would also be supported by the adopted Comprehensive Plan Vision Statement "offers a diversity of housing types to provide a choice of attractive living accommodations for all residents". If Council wanted to consider allowing apartments in some circumstances, this could be reviewed with development of the Housing Strategy. The Housing Strategy is tentatively identified as part of the 2016 docket.

Regulations in the R1, R4, and R6 Zones

Use in the R1, R4 and R6 zones:

- **Permitted:** Apartments are a permitted use in the R1, R4, R6 zone only subject to residential density incentives i.e. some units are affordable for low income rental (50% median) or medium income rental (70% median) or ownership (up to 80% median). The incentive for providing affordable units in the R4 and R6 zones is that the density can be increased up to 6 units/acre and 9 units/acre respectively.

The affordability levels for residential incentives have not changed in Chapter 18.80. Ordinance 13-0363 changed the affordability levels in the multi-family tax exemption chapter 3.65 from

18120 68th Ave NE · PO Box 82607 · Kenmore, WA 98028

Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov
www.kenmorewa.gov

80% to 85% and from 50% to 85% in the Downtown Commercial zone west of 68th, Chapter 18.77.

- **Conditional:** If there is no affordable housing component then apartments are a conditional use but only in buildings listed on the National Historic Register on a historic site or designated as a King County landmark.

There are no buildings on the National Historic Register in the residential zones. The Thomsen Estate located on Simonds Road, zoned R4 is the only property designated as a King County Landmark.

Height in the R1, R4 and R6 zones:

- Base height 35 feet.
- Maximum height is 75 feet which can only be achieved if front and side setbacks are increased by one foot for every one foot of additional height over 35 feet.

For example, allowed height is 35 feet which is about three storeys. To go to 45 feet in height (four storeys), the street setback would have to be increased to 30 feet and the side yard to a total of 25 feet in the R4 zone.

Setbacks in the R1, R4 and R6 zones:

- Street is 20 feet in the R1 and 15 feet in the R4 and R6.
- Side is 5 feet in the R1 and 15 feet total in the R4 and R6.



City Of Kenmore, Washington

Memorandum

Date: 12/28/15

To: Rob Karlinsey, City Manager

From: Debbie Bent, Community Development Director

Re: Tree Regulations

Background: In 2004 the City adopted tree management and protection regulations, effective 11/18/04 (Ordinance 04-0214). Prior to 2004 there were regulations in effect (old King County regs) that required retention of large "significant trees" only. In 2008 the Council requested an update on the 2004 tree regulations and after several council meetings, Council passed revised tree regulations in 2009, effective 2/5/09 (Ordinance 09-0295). The 2009 regulations were passed to address Council concerns with regard to hazard trees, tree retention, replacement trees, monitoring and penalties for noncompliance/violation. The 2009 regulations are currently codified in the Kenmore Municipal Code KMC 18.57 (see attached). On 11/23/15 Council passed Ordinance 15-0409 (attached) addressing windthrow for new development.

The tree management and protection regulations apply to new development including plats and short plats. A lot of the plats and short plats currently under construction are vested to the 2004 regulations. A tree retention/replacement plan for new development is usually approved at the time of engineering approval. Exemptions to tree management and protection regulations include all development within the Downtown Commercial and Downtown Residential zones. The exemption also applies to existing residential lots with an existing single family detached dwelling or proposed new single family dwelling subject to tree removal limits established by clearing and tree removal limits in KMC 15.25 based on lot size.

KMC 18.57.080 provides the following order of priority for tree protection for new development including short plats and plats. Trees being preserved must also be healthy, wind-firm and not in conflict with utilities:

1. Groves
2. Individual trees which provide wildlife habitat as identified through environmental review
3. Individual trees and groves which occur within required setbacks
4. Trees that protect against windthrow including trees sheltering interior trees or trees on adjacent property from strong winds that could otherwise cause them to be blown down.
5. Trees which provide a buffer and separate incompatible uses or reduce sound and wind levels

Attachments:

1. KMC 18.57 Tree Management and Protection regulations
2. Ordinance 15-0409 Regarding Tree Windthrow

18120 68th Ave NE · PO Box 82607 · Kenmore, WA 98028

Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov
www.kenmorewa.gov

Chapter 18.57 TREE MANAGEMENT AND PROTECTION

Page 1 of 9

**Chapter 18.57
TREE MANAGEMENT AND PROTECTION**

Sections:

- 18.57.010 Title.**
- 18.57.015 Findings and purpose.**
- 18.57.030 Applicability.**
- 18.57.035 Exemptions.**
- 18.57.050 Tree protection plan required.**
- 18.57.060 Tree density requirement.**
- 18.57.070 Tree protection plan review procedure.**
- 18.57.080 Tree protection plan review standards.**
- 18.57.090 Tree protection during construction.**
- 18.57.100 Post-construction replacement, financial guarantee and maintenance requirements.**
- 18.57.110 Penalties, enforcement.**

18.57.010 Title.

This chapter shall be known and may be cited as the Kenmore tree management and protection code. [Ord. 11-0329 § 3 (Exh. 1).]

18.57.015 Findings and purpose.

A. Reducing soil *erosion* and water pollution in the *City's streams* and creeks by providing wind breaks, slowing the surface movement of water, reducing the amount of stormwater runoff, and stabilizing soil with their roots and fallen leaves;

B. Improving air quality by removing pollutant gases and airborne particles;

C. Positively affecting energy and water conservation by providing shade, lowering temperatures, and reducing net evaporation rates;

D. Reducing noise pollution by absorbing and deadening excessive and/or unwanted noise and by screening the source of the noise from view; and

E. Providing a wide variety of habitats and ecosystems for birds, mammals, and other wildlife;

F. Accordingly, the purpose of this chapter is to establish a process and standards to:

1. Increase the livability of an area by helping to screen people and *buildings* from wind and inclement weather;
2. Create a special sense of identity, a sense of community and civic pride, and a memorable place to live and work;
3. Preserve and enhance the *City's* physical and aesthetic character by preventing untimely and indiscriminate removal or destruction of *trees*;
4. Promote *site* planning, construction practices, and horticultural practices that are consistent with the *reasonable use* of property;
5. Implement the goals and objectives of the *City's* comprehensive plan; and
6. Implement the goals and objectives of the *City's* parks and recreation master plan. [Ord. 11-0329 § 3 (Exh. 1).]

18.57.030 Applicability.

Chapter 18.57 TREE MANAGEMENT AND PROTECTION

Page 2 of 9

A. No individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, or agency of any governmental unit, however designated, shall directly or indirectly remove or destroy any *tree* as defined in this title within the *City*, without first obtaining a clearing permit as provided in KMC Title 15.

B. Unless otherwise exempted in KMC 18.57.035, any *site* subject to *development*, including the division of a parcel of land into two or more parcels, within the *City* shall comply with the requirements of this chapter.

C. Approval of a tree protection plan pursuant to the provisions of this chapter shall not discharge the obligation of the *applicant* to otherwise comply with the applicable provisions of this chapter.

D. When any provision of any other chapter of the Kenmore Municipal Code conflicts with this chapter or when the provisions of this chapter are in conflict, that provision which provides more protection for individual *trees* and *groves of trees* shall apply unless specifically provided otherwise in this chapter or unless such provision conflicts with federal or State laws or regulations. [Ord. 11-0329 § 3 (Exh. 1).]

18.57.035 Exemptions.

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

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

18.57.050 Tree protection plan required.

A. Requirement Established. Except for the exemptions enumerated in this chapter, no individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, or agency of any governmental unit, however designated, shall remove, transplant, or destroy, or cause to be removed, transplanted, or destroyed, on any land in the *City*, any *tree* as defined in this chapter, without first obtaining the *city manager's* approval of a tree protection plan and receiving a clearing permit from the *City*. For *sites* proposed for land *development*, including the division of a parcel of land into two or more parcels, having *trees* below the minimum tree density, even though no *trees* are proposed to be removed, a tree protection plan is required to bring the *site* up to the minimum tree density standard herein established.

B. Submittal of Tree Protection Plan. Where the *site* proposed for *development* requires site or plat or short plat review, the tree protection plan shall be submitted concurrent with a site plan or plat or short plat application.

C. Tree Protection Plan Requirements. Attached to the *applicant* information and site plan information required for the clearing permit applications, the *applicant* shall include the following tree protection plan information:

1. *Tree Survey*. For all *development proposals*, a *tree survey*, drawn to scale by a land surveyor licensed in Washington State, identifying the exact location and conditions of existing *trees* as defined in this title and containing the following information:
 - a. Common and botanical name of each *tree*.
 - b. *Trees* proposed to remain and to be removed.
 - c. *Groves* with indication of predominant species, number of *trees* and size of d.b.h.

Chapter 18.57 TREE MANAGEMENT AND PROTECTION

Page 3 of 9

- d. Any off-site *tree* with a root protection zone which could be adversely affected by the proposed activity.
 - e. The location and dimensions of established and proposed perimeter *landscaping*, natural *vegetation* easements, and open space areas for public, *private*, or community use.
 - f. *Net buildable areas*.
 - g. *Critical areas* and their *buffers*.
 - h. Stormwater tracts.
 - i. Limits of construction line.
 - j. North arrow, scale, and date of survey.
2. A statement describing how *trees* intended to remain will be identified, marked, and protected before the start of and during *development* as further described in KMC [18.57.090](#).
 3. A statement that describes replacement tree quality as conforming to the American Standards for Nursery Stock (ANSI).
 4. Proposed Tree Protection Plan. The permit *applicant* shall have a *qualified tree protection professional* prepare a tree protection plan. The tree protection plan shall be drawn to scale using the *tree survey* as a base and containing the following information:
 - a. The exact location and conditions of protected *trees*.
 - b. The exact location, common name, botanical name, and *caliper* of each *tree* species to be planted.
 - c. The *site* minimum tree density calculation indicating the total number, size, and species of existing *trees* to be preserved and the replacement *trees* to be planted as described in KMC [18.57.060](#).
 - d. The *site* replacement tree calculation as described in KMC [18.57.060](#) with an explanation including the number, *caliper*, and species.
 - e. The location, materials, dimensions, and layout of the protective barriers.
 5. Submit a landscape bond quantity form.
 6. Additional Information. Any additional or more detailed information required by the *city manager* to ensure compliance with the provisions of this chapter (i.e., aerial photograph). The *city manager* may waive the requirements for the scaled drawing and other submission data if he finds that the information presented is sufficient to determine the project's compliance with the provisions of this chapter. [Ord. 11-0329 § 3 (Exh. 1).]

18.57.060 Tree density requirement.

A. Minimum Tree Density Requirement Established. A minimum tree density is required on each *site*. The tree density may consist of existing *trees*, replacement *trees*, or a combination of existing and replacement *trees*. The *site* density of *trees* to be protected on each *site* shall be determined prior to approval of a tree protection plan or clearing permit, by the *city manager*.

B. Tree Density Calculation. The minimum tree density required for each *site* is 30 tree units per acre of *net buildable area*.

1. To calculate the density of *trees* to be protected:
 - a. Obtain the d.b.h. measurement in inches for each protected *tree* within the *net buildable area*.
 - b. Go to Table 18.57.060A and select the tree unit value that corresponds to the d.b.h. for each protected *tree*.
 - c. Add up the tree unit values for all protected *trees* and divide by the total acreage of the *net buildable area*. This value must equal or exceed 30 tree units per acre of *net buildable area*. If the total is less than 30 tree units per acre, more *trees* must be protected or replacement *trees* will be required.
 - d. If replacement *trees* are planted as *groves* within designated tracts, then *applicant* may reduce total tree units required by 10 percent.

Chapter 18.57 TREE MANAGEMENT AND PROTECTION

Page 4 of 9

Table 18.57.060A
Existing Trees to Remain.

(Conversion from diameter (d.b.h.) in inches to
tree units for
trees protected on-site.)

d.b.h.	Tree Units	d.b.h.	Tree Units
1 – 5	1.0	30	8.2
6 – 10	1.2	31	8.6
11	1.4	32	9.0
12	1.8	33	9.5
13	2.0	34	10.0
14	2.3	35	10.5
15	2.6	36	11.0
16	2.9	37	11.5
17	3.2	38	12.0
18	3.5	39	12.5
19	3.8	40	13.0
20	4.2	41	13.5
21	4.6	42	14.0
22	5.0	43	14.5
23	5.4	44	15.0
24	5.8	45	15.5
25	6.2	46	16.0
26	6.6	47	17.0
27	7.0	48	18.0
28	7.4	49	19.0
29	7.8	50	20.0
For every one inch greater than 50 d.b.h., add an additional 2 tree units (i.e., 62 d.b.h. = 44 tree units).			

C. Replacement *Tree Requirement*. If the number of existing *trees* is not enough to meet the minimum of 30 tree units per acre, a sufficient number of replacement *trees* shall be planted to meet the minimum requirement. To determine the total number of replacement *trees* required:

1. Obtain the *caliper* measurement for each replacement *tree*. Replacement *trees* are measured differently than protected *trees*. Instead of measuring d.b.h. as in protected *trees*, replacement *trees* are measured by *caliper* in inches according to industry standards (ANSI). *Caliper* on replacement *trees* is measured six inches above the ground line for four-inch and smaller *trees*, and 12 inches above ground for larger replacement *trees*.
2. Go to Table 18.57.060B and select the tree unit value that corresponds to the *caliper* for each replacement *tree*.
3. Add the replacement tree unit values together to determine how many of that size *tree* will be required to achieve the minimum *site density*. See Table 18.57.060C for an example.

Table 18.57.060B Replacement Trees.

(Conversion from
caliper inches to tree units for replacement *trees*.)

Chapter 18.57 TREE MANAGEMENT AND PROTECTION

Page 5 of 9

Deciduous Tree Caliper in Inches	Tree Units for Deciduous Trees	Coniferous Tree Height in Feet	Tree Units for Conifers	Tree Units for Native Conifers
1.5"	0.4	4' – 6'	0.5	0.8
2"	0.5	6' – 8'	0.7	1.0
3"	0.6	8' – 10'	1.0	1.5
4"	0.7	11' – 12'	1.5	2.0
5"	0.8			
6"	1.0			
7"	1.2			
8" +	1.5			

Table 18.57.060C Sample Tree Density Calculation.

The required density factor is calculated below as follows for five acres: five acres x 30 units = 150 tree units required.

Existing density (ED):

Size	Quantity	Total Units	Size	Quantity	Total Units
24"	3	17.4	12"	5	9.0
18"	3	10.5	8"	6	7.2
10"	4	4.8	15"	8	20.8
30"	7	57.4	4"	10	10.0
				Total ED	137.1

Replacement density (RD):

Size	Units	Quantity	Total Units
2" Deciduous	0.5	12	6.0
4" Deciduous	0.7	6	4.2
4' – 6' Native Conifer	0.8	5	4.0
		Total RD	14.2

ED + RD =	Site Total Tree Density	>	or	=	Minimum Density Required
137.1 + 14.2 =	151.3	>			150 Density Satisfied

The sum of the ED and RD must be greater than or equal to the minimum density required. [Ord. 11-0329 § 3 (Exh. 1).]

18.57.070 Tree protection plan review procedure.

A. *Departmental Review.* The *city manager* shall review the tree protection plan and clearing permit application to determine whether the *applicant* has provided all required information. Completed applications shall be referred to appropriate *City departments* for review. Upon request of either the *applicant* or the *City*, the *City* may conduct field inspections or review meetings. *City departments* involved in the review and/or inspections shall submit their report(s) and recommendation(s) to the *city manager*.

B. *Evaluation for Compliance.* The *city manager* may require an evaluation by a *qualified tree protection professional*, a qualified engineer, landscape architect, soils engineer, testing lab, or other specialist at any time during the tree protection plan review process or tree removal inspection as necessary to ensure compliance with the provisions of this chapter and/or the terms of the clearing permit. Individual *applicants* will be responsible for payment to the *City* of the actual cost to the *City* of this evaluation. The actual costs of any such evaluation shall be paid to the *City* within 30 days of receipt of the *City's* invoice.

Chapter 18.57 TREE MANAGEMENT AND PROTECTION

Page 6 of 9

C. *Financial Guarantees.* For all projects required to have a tree protection plan, *financial guarantees* shall be required consistent with the provisions of KMC 21.20.070; provided, however, that to the extent that the *financial guarantee* requirements of KMC 18.57.100 are more protective of tree preservation, performance and maintenance, then the more protective requirements shall prevail. [Ord. 11-0329 § 3 (Exh. 1).]

18.57.080 Tree protection plan review standards.

The following standards shall govern the approval of a tree protection plan and the granting or denial of an application for clearing permit:

A. *Design.* *Development* shall be designed, located, and conducted so as to minimize the loss of healthy *groves* and protected *trees* as identified by a *qualified tree protection professional*, degradation of wildlife habitat as identified through environmental review, and the potential for *erosion* and slope failure.

B. *Tree Protection Priority.* In designing a development project and in meeting the required minimum tree density, the *applicant* shall protect *trees* within the *net buildable area* as described in KMC 18.57.060(B)(1), in the following order of priority. *Trees* to be preserved and protected must be healthy and vigorous, *wind-firm*, and not in conflict with utilities.

1. *Groves.*
2. Individual *trees* which provide wildlife habitat as identified through environmental review.
3. Individual *trees* and *groves* which occur within required *setbacks*.
4. *Trees* sheltering interior *trees* or *trees* on adjacent property from strong winds that could otherwise cause them to blow down.
5. *Trees* which provide a buffer and separate incompatible *uses* or reduce sound and wind levels.

C. *Replacement Tree Planting Conditions.* Replacement *trees* should be planted in areas with soil, climate, exposure, and moisture conditions appropriate to the replacement *tree species'* growing requirements as determined by a *qualified tree protection professional*, licensed landscape architect, or certified nurseryman.

D. *Replacement Tree Planting Location Priority.* On *sites* where the number of existing *trees* falls below the minimum density requirements, then replacement *tree* planting shall be required. The *applicant's* proposed location of transplanted or replacement *trees* shall be subject to review by a *qualified tree protection professional*, licensed landscape architect, or certified nurseryman, and *City* approval as part of the tree protection plan. Replacement *trees* should be planted according to the following priority:

1. On-Site.
 - a. *Designated Tracts.* *Trees* located in separate deeded *tree* tracts specifically set aside for the preservation and planting of *trees* and/or the required recreation open space area if *trees* do not interfere with recreation activities.
 - b. *Perimeter Landscaping.* In which case, replacement *trees* shall not count toward and shall be in addition to perimeter landscape requirements.
 - c. *Landscaping.* This may include entrance landscaping, traffic islands, and other common open space areas. *Trees* located in a public right-of-way may be credited as replacement *trees* only if *street trees* are not a requirement.
2. Off-Site. In cases where an *applicant* believes that lot size prevents installation of the required number of *trees*, the *applicant* may propose to the *City* payment of a fee in lieu for installation of *trees* in a public *park* or other *public space*. The *city manager* shall review and make the final decision on the *applicant's* proposal, based on a recommendation from a *qualified tree protection professional*.

E. *Replacement Conifer Tree Types.* Replacement *trees* shall be of a similar type of genus to the conifer *trees* that are removed; i.e., a Western Red Cedar (*Thuja plicata*) may be replaced with a *tree* in the genus *Thuja*, such as an American Arborvitae (*Thuja occidentalis*). [Ord. 11-0329 § 3 (Exh. 1).]

18.57.090 Tree protection during construction.

Prior to initiating tree removal and any *clearing* and *grading* on the *site*, *trees* to be protected and preserved shall be protected from potentially damaging activities as follows unless otherwise approved by the *City*.

Chapter 18.57 TREE MANAGEMENT AND PROTECTION

Page 7 of 9

A. *Critical Root Zone (CRZ)*. The CRZ of individual trees, groves, or otherwise designated protected tree areas shall include no less than the area of a circle with a radius that extends one foot out from the tree for every inch of trunk d.b.h., or the area of a circle with radius extending from a tree's trunk to a point no less than the end of a tree's longest branch, whichever is greater (see Figure 18.57.090A).

B. *Tree Protection Fence (TPF)*. Before development, the applicant:

1. Shall place three inches of composted woodchips over the CRZ of all retained trees to retain moisture, increase organic matter, and visually establish the CRZ.
2. Shall erect and maintain readily visible protective tree fencing a minimum of three feet beyond the outer edge of the CRZ for all individual trees, groves, or other designated protected tree areas.
 - a. Fencing shall completely surround the required tree protection area. The city manager may allow adjustments to placement of the TPF based on an evaluation of the tree, soils, and proposed disturbance.
 - b. Fencing shall be a minimum of four feet high and may be higher if needed to ensure clear visual delineation. Chain-link fence or orange plastic fence fastened to steel stakes/posts driven securely into the ground shall be required in order to discourage easy movement.
 - c. Any deviation from the tree fencing methods listed above must be authorized in writing by the city manager in advance.
3. Shall keep the protective fencing in place until the City authorizes the removal or issues a final certificate of occupancy, whichever occurs first.
4. Shall ensure that any landscaping done within the root protection zone subsequent to the removal of the fence shall not disturb existing trees including roots within the CRZ.

C. *Placing Materials Near Tree*. During development, no individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, or agency of any governmental unit, however designated, may conduct any activity within the TPF of any tree designated to remain, except as specified in this section.

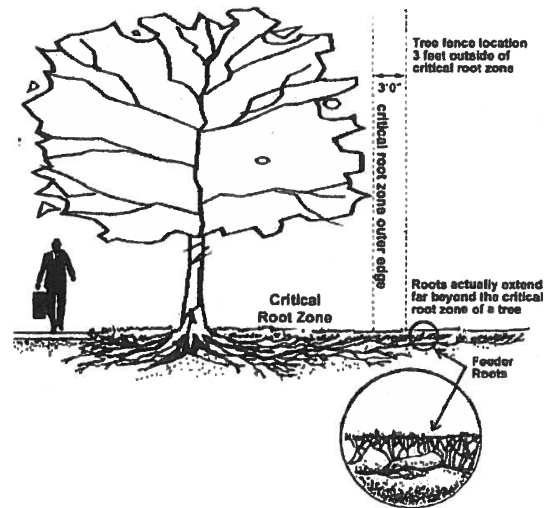
D. *Attachments to Trees*. During development, no individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, or agency of any governmental unit, however designated, shall attach any object to any tree designated for protection.

E. *Grade*.

1. The grade shall not be filled or cut within the CRZ of any tree designated to remain without prior review by a qualified tree protection professional and advance, written approval from the city manager.
2. The applicant shall not install an impervious surface within the protective barrier of any tree designated to remain without the advance, written authorization of the city manager.
3. To the greatest extent practical, utility trenches shall be located outside of the root protection zone of trees to be retained. Boring or tunneling under the CRZ may be considered an alternative, but shall require the advance, written approval of the city manager.
4. Trees and other vegetation to be retained shall be protected from erosion and sedimentation.

F. *Additional Requirements*. The city manager may require additional tree protection measures which are consistent with accepted urban forestry practices.

Figure 18.57.090A Critical Root Zone.



This section shows a cross-section of the typical root zone for a *deciduous tree*. Eighty-five percent of the *tree's* roots are within the top 18 inches of the soil. Roots typically spread up to two times the height of the *tree* and sometimes more. However, the critical mass of roots is usually found within the *critical root zone*. [Ord. 11-0329 § 3 (Exh. 1).]

18.57.100 Post-construction replacement, financial guarantee and maintenance requirements.

A. **Replace Damaged, Dead, or Dying Trees.** Replacement *trees* or *groves* that are damaged or die within a period of three years after planting or transplanting must be replaced in kind at a ratio of one-to-one within six months of the *tree's* death or the date of discovery of the damage. Existing *trees* that are damaged or die within a period of three years after completion of construction activities and as a cause of construction activities as determined by a *qualified tree protection professional* shall be replaced in kind at a ratio of two-to-one within six months of the *tree's* death or date of discovery of the damage.

B. **Replacement Tree Quality.** Replacement *trees* shall conform to the American Standards for Nursery Stock, ANSI.

C. **Tree Maintenance.** All *trees* shall be maintained in accordance with International Society of Arboriculture guidelines and standards.

D. **Financial Guarantee Required.** A *financial guarantee* as defined and regulated under KMC Title 21 shall be required as a mechanism to cover any potential cost associated with replacing dead or dying replacement or existing *trees* required to satisfy tree unit requirements per this section.

1. A *financial guarantee* shall be required for all plans requiring 15 or more tree units.
2. Calculation of the amount of the *financial guarantee* shall be computed based upon equivalent tree replacement value for all replacement and existing *trees* on the property as determined by a *qualified tree protection professional* using the most recent edition of the Guide for Plant Appraisal published by the International Society of Arboriculture, in collaboration with the Council of Tree and Landscape Appraisers. Fair market value shall be posted. Fair market value includes the value of the *tree(s)*, installation, and maintenance until establishment that would be required to compensate for the *trees* that could be lost.
3. The *financial guarantee* period for maintenance shall be three years, plus an additional 60 days.
4. **Release of Financial Guarantee.**
 - a. Upon successful tree replacement and establishment as determined by the written approval of the *City* and consistent with Chapter 21.15 KMC, the *financial guarantee* required by this section shall be released.

Chapter 18.57 TREE MANAGEMENT AND PROTECTION

Page 9 of 9

b. The *City*, in its discretion, may release a *financial guarantee* under this section when fee simple title is transferred. The *City* may condition the release of the existing *financial guarantee* upon establishment of a new *financial guarantee* by the new owner in fee simple. [Ord. 11-0329 § 3 (Exh. 1).]

18.57.110 Penalties, enforcement.

A. Civil Penalty. Any violation of any provision of this chapter constitutes a civil violation under Chapter 1.15 KMC, and is subject to the enforcement procedures of Chapter 1.20 KMC; provided, however, that an individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, or agency of any governmental unit, however designated, who removes any *tree* in violation of this chapter shall be assessed the following civil penalty:

An individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, or agency of any governmental unit, however designated, removing a *tree* in violation of this chapter shall be assessed a monetary penalty in the amount of \$2,000 per inch in *diameter at breast height* of *tree* removed. For example, if a 20-inch *tree* is removed, then the penalty would be \$40,000.

B. Criminal Penalty. In addition to or as an alternative to incurring civil liability under this section, an individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, or agency of any governmental unit, however designated, who violates any provisions of this chapter shall be guilty of a misdemeanor and subject to the criminal penalties set forth in Chapter 1.15 KMC, and shall be subject to the procedures of the *City's* criminal code, KMC Title 9.

C. Separate Offense. Every individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, or agency of any governmental unit, however designated, violating any provision of this chapter is guilty of a separate offense for each and every day during any portion of which the violation is committed, continued or permitted by any such individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, or agency of any governmental unit, however designated. [Ord. 11-0329 § 3 (Exh. 1).]

Mobile Version

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 15-0409**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,
RELATING TO TREE WINDTHROW; AMENDING SECTIONS
18.20.2207, 18.57.050 AND 18.57.080 OF THE KENMORE
MUNICIPAL CODE; ADOPTING NEW SECTIONS 18.20.3090
AND 18.57.085 OF THE KENMORE MUNICIPAL CODE; AND
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, in 2015, the City Council assigned review of tree windthrow issues to the Planning Commission as part of the 2015 docket; and

WHEREAS, the Planning Commission has reviewed and recommended amendments to Title 18 of the Municipal Code to address tree windthrow; and

WHEREAS, on September 1, 2015, the Planning Commission held a public hearing to receive public feedback on the proposed amendments; and

WHEREAS, the City's Responsible Official under the State Environmental Policy Act has issued a determination of nonsignificance for the amendments; and

WHEREAS, the Washington State Department of Commerce was notified of the proposed amendments pursuant to RCW 36.70A.106; and

WHEREAS, on October 26, 2015, the Planning Commission presented their tree windthrow recommendations to the City Council in a joint meeting; and

WHEREAS, the City Council desires to adopt regulations to guard against increased risk of tree windthrow created by new development;

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

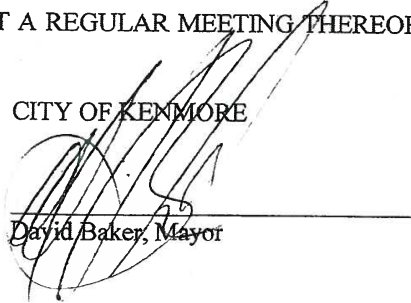
Section 1. Adoption of Revisions to Sections 18.20.2207, 18.57.050 and 18.57.080 of the Kenmore Municipal Code. The City Council adopts tree windthrow amendments to Sections 18.20.2207, 18.57.050 and 18.57.080 of the Kenmore Municipal Code to read as set forth in Attachment A, attached hereto and incorporated herein by reference.

Section 2. Adoption of New Sections 18.20.3090 and 18.57.085 of the Kenmore Municipal Code. The City Council adopts new sections 18.20.3090 and 18.57.085 of the Kenmore Municipal Code addressing tree windthrow to read as set forth in Attachment B, attached hereto and incorporated herein by reference.

Section 3. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 23rd DAY OF NOVEMBER, 2015.

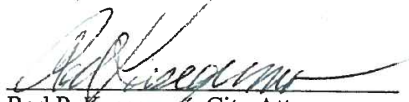
CITY OF KENMORE


David Baker, Mayor

ATTEST/AUTHENTICATED:


Patty Safrin, City Clerk

APPROVED AS TO FORM:


Rod P. Kaseguma, City Attorney

Filed with the City Clerk: November 13, 2015
Passed by the City Council: November 23, 2015
Ordinance No.: 15-0409
Date of Publication: November 27, 2015
Effective Date: December 2, 2015

CITY OF KENMORE ORDINANCE NO. 15-0409 ATTACHMENT A

AMEND THE DEFINITION OF QUALIFIED TREE PROTECTION PROFESSIONAL AS FOLLOWS (changes noted in yellow highlighting):

18.20.2207 Qualified tree protection professional.

"Qualified tree protection professional" means a licensed professional with academic and/or field experience that makes her or him a recognized expert in *tree* preservation and management. The tree protection professional ~~may~~**shall** be an arborist certified by the International Society of Arboriculture or be an arborist registered with the American Society of Consulting Arborists, and shall have specific experience with *tree* management in the State of Washington. A qualified tree protection professional must possess the ability to evaluate the health and hazard potential of existing *trees*, and the ability to prescribe appropriate measures necessary for the preservation of *trees* during *development*.

AMEND KMC SECTION 18.57.050 AS FOLLOWS (changes noted in yellow highlighting):

18.57.050 Tree protection plan required.

A. Requirement Established. Except for the exemptions enumerated in this chapter, no individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, or agency of any governmental unit, however designated, shall remove, transplant, or destroy, or cause to be removed, transplanted, or destroyed, on any land in the *City*, any *tree* as defined in this chapter, without first obtaining the *city manager's* approval of a tree protection plan and receiving a clearing permit from the *City*. For *sites* proposed for land *development*, including the division of a parcel of land into two or more parcels, having *trees* below the minimum tree density, even though no *trees* are proposed to be removed, a tree protection plan is required to bring the *site* up to the minimum tree density standard herein established.

B. Submittal of Tree Protection Plan. Where the *site* proposed for *development* requires site or plat or short plat review, the tree protection plan shall be submitted concurrent with a site plan or plat or short plat application.

C. Tree Protection Plan Requirements. Attached to the *applicant* information and site plan information required for the clearing permit applications, the *applicant* shall include the following tree protection plan information:

1. *Tree Survey*. For all *development proposals*, a *tree survey*, drawn to scale by a land surveyor licensed in Washington State, identifying the exact location and conditions of existing *trees* as defined in this title and containing the following information:

- a. Common and botanical name of each *tree*.
- b. *Trees* proposed to remain and to be removed.
- c. *Groves* with indication of predominant species, number of *trees* and size of d.b.h.
- d. Any off-site *tree* with a root protection zone which could be adversely affected by the proposed activity.
- e. The location and dimensions of established and proposed perimeter *landscaping*, natural *vegetation* easements, and open space areas for public, *private*, or community use.
- f. *Net buildable areas*.
- g. *Critical areas* and their *buffers*.
- h. Stormwater tracts.
- i. Limits of construction line.
- j. North arrow, scale, and date of survey.

2. An assessment of *tree windthrow* potential as described in KMC Section 18.57.085, along with any proposed mitigation measures to minimize windthrow. These measures shall be incorporated into the proposed tree protection plan described in subsection 5 of this section.

23. A statement describing how *trees* intended to remain will be identified, marked, and protected before the start of and during *development* as further described in KMC 18.57.090.

34. A statement that describes replacement tree quality as conforming to the American Standards for Nursery Stock (ANSI).

45. Proposed Tree Protection Plan. The permit *applicant* shall have a *qualified tree protection professional* prepare recommendations for the a tree protection plan. The tree protection plan shall be drawn to scale using the *tree* survey as a base and containing the following information:

- a. The exact location and conditions of protected *trees*.
- b. The exact location, common name, botanical name, and *caliper* of each *tree* species to be planted.
- c. The *site* minimum tree density calculation indicating the total number, size, and species of existing *trees* to be preserved and the replacement *trees* to be planted as described in KMC 18.57.060.
- d. The *site* replacement tree calculation as described in KMC 18.57.060 with an explanation including the number, *caliper*, and species.
- e. The location, materials, dimensions, and layout of the protective barriers.

56. Submit a landscape bond quantity form.

67. Additional Information. Any additional or more detailed information required by the *city manager* to ensure compliance with the provisions of this chapter (i.e., aerial photograph). The *city manager* may waive the requirements for the scaled drawing and other submission data if he finds that the information presented is sufficient to determine the project's compliance with the provisions of this chapter.

AMEND KMC SECTION 18.57.080 AS FOLLOWS (changes noted in yellow highlighting):

18.57.080 Tree protection plan review standards.

The following standards shall govern the approval of a tree protection plan and the granting or denial of an application for clearing permit:

A. Design. *Development* shall be designed, located, and conducted so as to minimize the loss of healthy *groves* and protected *trees* as identified by a *qualified tree protection professional*, degradation of wildlife habitat as identified through environmental review, and the potential for *erosion* and slope failure.

B. Tree Protection Priority. In designing a development project and in meeting the required minimum tree density, the *applicant* shall protect *trees* within the *net buildable area* as described in KMC 18.57.060(B)(1), in the following order of priority. *Trees* to be preserved and protected must be healthy and vigorous, *wind-firm*, and not in conflict with utilities.

1. *Groves*.

2. Individual *trees* which provide wildlife habitat as identified through environmental review.

3. Individual *trees* and *groves* which occur within required *setbacks*.

4. *Trees that protect against windthrow, including ~~t~~* *Trees* sheltering interior *trees* or *trees* on adjacent property from strong winds that could otherwise cause them to blow down.

5. *Trees* which provide a buffer and separate incompatible *uses* or reduce sound and wind levels.

...

CITY OF KENMORE ORDINANCE NO. 15-0409

ATTACHMENT B

ADD A NEW DEFINITION AS FOLLOWS:

18.20.3090 Tree windthrow.

"Tree windthrow" means the process of uprooting, breaking, and overthrowing of a *tree* by force of wind during a storm event.

ADD A NEW SECTION AS FOLLOWS:

18.57.085 Tree windthrow evaluation and prevention.

- A. Increased *tree windthrow* potential as a result of impacts to *trees* on a site shall be evaluated based on the following risk factors:
1. Root system disruption that will extend within an area 1 to 2.5 times the radius of the canopy;
 2. Topography of the site;
 3. Whether the *tree* is deciduous or evergreen;
 4. Height of the *tree* relative to the neighboring *trees*;
 5. Whether the *tree* is part of a *grove*.
- B. The windthrow evaluation shall be conducted as part of the preparation of the tree protection plan (see KMC Section 18.57.050) based on the aforementioned risk factors. The assessment shall be conducted by a *qualified tree protection professional*. This assessment also shall evaluate increased windthrow potential for *trees* on neighboring lots that are within 50 feet of the closest *trees* being removed on the site, including *trees* that share a root system with *tree(s)* on the site.
- C. Tree protection plan.
1. When significant windthrow potential is identified for *trees* that could impact neighboring properties or are on neighboring properties, the *applicant* shall identify measures to minimize windthrow as part of the tree protection plan. Measures could include but are not limited to demonstrating that the *critical root zone (CRZ)* fencing is adequate to

prevent root disruption or that the *CRZ* is expanded to provide root protection; saving *groves* when applicable; taking steps to preserve existing grades around *trees*; and/or tunneling rather than trenching for utilities. The City may deny a request to remove a *tree(s)* if mitigation measures are inadequate to minimize windthrow.

2. If potential windthrow damage is for the *site* itself, the *applicant* shall identify measures to reduce impacts to future *structures* on the *site*.



City Of Kenmore, Washington

Memorandum

Date: January 4, 2016

To: Rob Karlinsey, City Manager

From: Bryan Hampson, Development Services Director *BH*

Re: **Emergency Management Preparedness Update**

With the dissolution of ESCA, Kenmore had an opportunity to step back and think about all the possibilities available to us regarding emergency management. We looked at many options. In the end, it made sense for us to partner with the City of Lake Forest Park, the Northshore Fire District, the Northshore Utility District, and King County.

This is an opportunity to work together to establish a comprehensive emergency preparedness program; to be able to train together; and to be able to utilize everyone's resources. But there is a lot of work that needs to be done and will require a huge commitment and everyone's involvement. Our King County Regional Coordinator, Mike Ryan mentioned that this is the first coalition between cities and agencies formed in King County.

King County has agreed to assist the cities with the components of emergency management. For funding purposes, we have executed an Interlocal Agreement with the City of Lake Forest Park to provide a Joint Local Organization. This will allow us to work together to meet the Washington State Emergency Management's requirements and to receive emergency grant money.

We have also executed an Interlocal Agreement with the City of Lake Forest Park, the Northshore Fire District, and the Northshore Utility District to form what we are calling the Northshore Emergency Management Coalition (NEMC). This coalition has contracted with Carl Lunak, from Prepared Northwest to help with updating emergency plans, coordinating emergency volunteers, establishing a joint emergency operations center, training and exercises, and resource management.

Now that NEMC is formed, it behooves us to take emergency preparedness to the next level. We have drafted an implementation plan that outlines tasks and target completion dates throughout 2016. Our goal is to have an updated CEMP by the end of January; a new operation plan by July 1st; conduct tabletop exercises; participate in the Cascade Rising event in June; establish a joint EOC plan by July 1st; establish a communications and notification plan; and compile a resource list.

18120 68th Ave NE · PO Box 82607 · Kenmore, WA 98028

Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov · www.kenmorewa.gov

City of Kenmore Administrative Policy and Directives

1. CODE OF ETHICS (FOR EMPLOYEES)

This chapter establishes guidelines for ethical standards of conduct in the performance of City employees providing services.

DEFINITIONS

Employee: Any person holding a regularly compensated position of employment with the City, but does not include persons who serve without compensation on City boards and commissions. The City Council has established its own policies and procedures.

Interest: Direct or indirect monetary or material benefit accruing to a City employee as a result of a contract or transaction which is or may be the subject of an official act or action by or with the City, except for such contracts or transactions which confer similar benefits to all other persons and/or property similarly situated. For the purpose of this chapter, an employee is deemed to have an interest in the affairs of:

- Any business entity in which the City employee is an officer, director, or employee;
- Any business entity in which the stock of, or legal or beneficial ownership of, in excess of five percent of the total stock or total legal and beneficial ownership, is controlled or owned directly or indirectly by the employee;
- Any person or business entity with whom a contractual relationship exists with the employee; provided, that a contractual obligation of less than \$250.00 or a commercially reasonable loan made in the ordinary course of business or a contract for a commercial retail sale shall not be deemed to create an interest in violation of this chapter.

Vehicle: The term "vehicle" as used in this policy includes, but is not limited to, cars, trucks, street sweepers, and any other motorized vehicle the City may acquire.

POLICY

1.1 Use of Public Property

No City employee shall request or permit the use of City owned vehicles, equipment, materials or property for personal convenience or profit. Use is restricted to such services as are available to the public generally, for the authorized conduct of official business, and for such purposes and under such conditions as are directed by administrative order of the City Manager; provided, the use of a City vehicle by a City employee participating in a carpooling program established by the city, and for a purpose authorized under such program, shall not be considered a violation of this section or of any other provision of this code of ethics.

City of Kenmore Administrative Policy and Directives

1.2 Use of City Owned Vehicle

It is the policy of the City of Kenmore to provide vehicles for business use, and to allow employees to drive on City business, according to the procedures below.

A. Vehicle Maintenance

- i. Public Works is responsible for making sure that all City vehicles are maintained and regularly serviced. Any problems, questions or concerns should be reported to the Public Works Operations Manager immediately. All City vehicles are currently maintained via contract with Northshore Utility District's (NUD) Fleet Department.
- ii. All vehicles are on a regular routine maintenance schedule. When a vehicle is due for service, NUD contact Public Works to OK the proposed schedule date for each vehicle. Public Works will check with designated departments to confirm the vehicle availability for service. NUD will then arrange to pick up the vehicle, perform maintenance and return to City Hall.

B. Vehicle Fueling

City vehicles are currently fueled at Northshore Utility District. Each vehicle has a fuel key to access the fuel pump located in the NUD maintenance yard. Access to the NUD maintenance yard is available from 7:00 a.m. to 4:45 p.m., Monday through Friday. If you use a vehicle, you are responsible for ensuring the fuel level is not below ½ a tank when you return it.

C. Vehicle Usage and Scheduling

- i. City vehicles are to be used for City business only. Vehicle 302 (Ford Taurus) is a general use vehicle available to all departments. To reserve specific times for using 302, use the designated Outlook calendar (under the Public Folders file), otherwise it is first come, first serve. A scheduling request (or reservation) should be made at least 12-24 hours in advance to allow for a trouble-free operation.
- ii. Designated department vehicles may be used by others, with prior consent and coordination with that department and/or primary user. In case of disaster or emergency circumstances, all vehicles will be made available for emergency response purposes.
- iii. Vehicles will be checked out from two locations:

Public Works/Engineering Administration (second floor)

- 302 Ford Taurus
- 305 Chevrolet Sonoma
- 309 Ford Escape
- 311 Chevrolet Colorado

City of Kenmore Administrative Policy and Directives

Land Use and Permitting/Community Development Administration (first floor)

- 304 Chevrolet Sonoma
 - 307 Ford F150
 - 310 Ford Escape
- iv. Each location will have a Vehicle Sign Out Log, one set of keys for each vehicle (the other copy shall be stored in the main key cabinet storage maintained by Public Works), extra Vehicle Usage Logs, and instructions for fueling each vehicle. When you take a set of keys, fill out the log with Date, Time, Name, Vehicle Number, Destination, Expected Time of Return, and Initial (when you return the keys).
- v. Each vehicle will also be equipped with a Vehicle Usage Log on a clipboard for ease of use along with specific instructions on how to fuel the vehicle. Vehicle Usage Logs must be filled out each trip, by every user, on the log left in the vehicle. Each Vehicle Usage Log will require the following information:
- Date of use
 - User
 - Start time of use
 - Beginning odometer
 - Business Purpose for trip
 - Ending odometer
 - Fuel level checked

Fully completed Vehicle Usage Logs shall be turned into Public Works Administration for filing.

D. Vehicle Acceptable Use Requirements

- i. Employees may not operate any City vehicle at any time or operate any personal vehicle while on City business while using, consuming or under the influence of alcohol, illegal drugs, or prescription medications or over the counter medications that may affect their ability to drive. The City has a zero tolerance policy prohibiting operators of vehicles from drinking alcohol, consuming illegal drugs, and taking prescription medications that affect ability to drive, and driving.
- ii. Employees approved to drive on City business are required to inform their supervisor immediately of any changes that may affect either their legal or physical ability to drive or their continued insurability. Employees are not permitted, under any circumstances, to operate a City vehicle, or a personal vehicle for City business, when any physical or mental impairment causes the

City of Kenmore Administrative Policy and Directives

employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of injury, illness, or medication.

- iii. If an employee's license is revoked, suspended or lost, or is in any other way not current, valid and in the employee's possession, the employee shall promptly notify his/her department director and may be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to his/her department director.
- iv. Employees should obey all safety laws and regulations while operating a City vehicle or a personal vehicle on City business. This would include the proper use of seat belt, the prohibition on using cell phones without a proper hands free device, and obedience to all other traffic laws regulating speed and operation of a vehicle.
- v. Employees are personally responsible for all tickets, citations, or infractions issued for moving violations or parking violations while using a City vehicle or a personal vehicle for City business. With the exception of parking violations, employees should advise their supervisor of any such tickets, citations, or infractions received.
- vi. Employees shall not smoke or allow others to smoke in any City vehicle.
- vii. Non-employee, non-business passengers are prohibited from riding in City vehicles without prior approval.
- viii. Employees may use City vehicles for non-business purposes only with the approval of a supervisor.
- ix. Failure to comply with these requirements may result in loss of driving privileges and/or disciplinary action.

E. Vehicle Accident, Theft or Damage

- i. Employees must report any accident, theft, or damage involving a City vehicle to the Public Works Operations Manager or to their supervisor, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than forty-eight hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement regarding the accident or damage other than in reply to questions of investigating officers.
- ii. A vehicle accident report form is included in each automobile.
- iii. Any accidents, theft, damage, operational problems, concerns or questions regarding the vehicles must be reported to the Public Works Operations Manager.

City of Kenmore Administrative Policy and Directives

1.3 Conflict of Interest

No City employee shall engage in any act which is in conflict with, or creates an appearance of conflict with, the performance of official duties. An employee is deemed to have a conflict of interest if the employee:

- A. Receives or has any financial interest in any sale to the City of any service or property when such financial interest was received with the prior knowledge that the City intended to purchase such property or obtain such service;
- B. Solicits, accepts or seeks anything of economic value as a gift, gratuity, or favor from any person, firm or corporation involved in a contract or transaction which is or may be the subject of official action of the City;
- C. Participates in his or her capacity as a City employee in the making of a contract in which he or she has a private pecuniary interest, direct or indirect, or performs in regard to such a contract some function requiring the exercise of discretion on behalf of the City;
- D. Influences the City's selection of, or its conduct of business with, a corporation, person or firm having business with the City if the employee has financial interest in or with the corporation, person or firm;
- E. Engages in, accepts private employment from or renders services for private interest when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties;
- F. Appears on behalf of a private person, other than his or herself or an immediate family member or except as a witness under subpoena, before any regulatory governmental agency or court of law in an action or proceeding to which the City or a City officer in an official capacity is a party, or accepts a retainer or compensation that is contingent upon a specific action by the City;
- G. Discloses or uses, without legal authorization, confidential information concerning the property or affairs of the City to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the City;
- H. Has a financial or personal interest in any legislation coming before the City Council and participates in discussion with or gives an official opinion to the City Council unless the employee discloses on the record of the council the nature and extent of such interest;
- I. Holds, directly or indirectly, for purposes of personal financial gain, investment or speculation, any interest in real property situated within the city, if such employee in the course of his or her official duties performs any function requiring the exercise of discretion on behalf of the City in regard to the regulation of land use or development; provided, that this prohibition shall not apply to:
 - i. Real property devoted to the personal use or residence of the employee or member of the employee's immediate family; or
 - ii. Any other interest in real property held by the employee on the date of enactment of this chapter.

City of Kenmore Administrative Policy and Directives

1.4 Political Activities

- A. No City employee shall use his official authority or influence for the purpose of interfering with or affecting the result of an election for a position on the Kenmore City Council.
- B. No City employee shall take an active part in the political management or political campaign of a candidate for a position on the Kenmore City Council.
- C. Nothing in this section shall prevent an employee from fully exercising those rights to participate in political activities granted by the provisions of RCW 41.06.250.

1.5 Penalties

- A. The employees shall make themselves aware of the State and Federal laws as they pertain to accepting gifts from different individuals or organizations.
- B. The City, through the authorized agents, may initiate appropriate civil action against any person who violates or fails to comply with any provision of this chapter.
- C. Any employee whose conduct is determined by the City Manager to be in violation of this chapter may be terminated from employment and/or temporarily suspended with loss of pay up to and including 30 days with the suspension.
- D. Any contract or transaction which is the subject of an official act or action of the City in which there is an interest prohibited by this chapter or which involves the violation for a provision of this chapter, shall be voidable at the option of the City.

**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 13-215**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
KENMORE, WASHINGTON, ADOPTING COUNCIL RULES AND
PROCEDURES AND REPEALING RESOLUTION NOS. 06-117, 06-
123, 06-129, 06-130, AND 09-167.**

WHEREAS, at City Council retreats, the City Councilmembers have agreed to certain working protocols and procedures; and

WHEREAS, these working protocols and procedures will form the basis of the City Council relationships with citizens, with each other, and with staff; and

WHEREAS, RCW 35A.13.170 and 35A.12.120 require the City Council to establish rules of procedure for the order of business and conduct of City Council meetings; and

WHEREAS, the City Council desires to adopt revised rules and procedures for the order of business and conduct of City Council meetings and hearings;

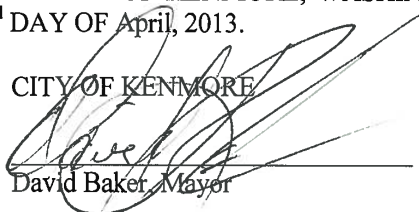
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, DOES RESOLVE as follows:

Section 1. The City Council adopts the "City of Kenmore Council Rules and Procedures" attached to this Resolution.

Section 2. Resolution Nos. 06-117, 06-123, 06-129, 06-130 and 09-167 are repealed.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON,
AT A REGULAR MEETING THEREOF THIS 22nd DAY OF April, 2013.

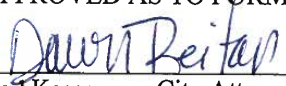
CITY OF KENMORE


David Baker, Mayor

ATTEST/AUTHENTICATED:


Patty Safrin, City Clerk

APPROVED AS TO FORM:


Rod Kaseguma, City Attorney

ATTACHMENT TO CITY OF KENMORE RESOLUTION NO. 13-215

CITY OF KENMORE
Council Rules and Procedures

Section 1. General

A. Purpose of Meetings

City Council meetings are for the purpose of conducting city business, including but not limited to budgeting (e.g. revenues, expenditures, taxes, fees, monthly payments, capital project payments), long-range planning (e.g. vision, zoning, development, and land use) and federal and state mandates.

B. Structure of Meetings

1. Meetings will be orderly and will involve Councilmembers, City staff, consultants, and citizens, which will allow all viewpoints to be heard and considered.
2. Meetings will be called to order by the Presiding Officer, who shall be the Mayor, the Deputy Mayor in the absence of the Mayor, or a Councilmember selected by the City Council in the absence of both the Mayor and Deputy Mayor.
3. There will be 3 regular meetings per month on the 2nd, 3rd and 4th Monday evenings. If a regular meeting falls on a holiday, it will be held the next day, Tuesday, unless canceled by the City Council. There will be no regular meetings on the 1st and 5th Monday evenings. Additional meetings, which may be referred to as meetings or work or study sessions, will be scheduled as needed. Executive sessions will be scheduled as needed. Town Hall meetings will occur periodically as determined by the City Council. Retreats will be scheduled yearly, or more often if needed, when extended blocks of time are needed to set priorities and make long-term plans for the City.
4. All public meetings will be scheduled or announced, and agendas will be prepared in advance as required by State law (the Open Public Meetings Act). Meetings may be added or canceled as discussed and approved by the City Council.
5. Actions may be taken, motions may be passed, proclamations may be made, and resolutions and ordinances may be adopted at regular meetings, or at special meetings with proper notification.
6. Meeting agendas with relevant information on each topic will be available 10 days in advance whenever possible.
7. Regular meetings will be recorded by the City Clerk or designee.

8. Remote attendance and voting will be allowed as noted in Section 5.
9. Copies of all documents distributed in the Council chambers pertaining to Council business, as well as copies of all documents submitted by speakers during Citizen Comments, shall be provided to the City Clerk and distributed as necessary.

C. Rules for Meetings

1. These rules constitute the official rules and procedures and code of conduct for the City Council.
2. In addition to these rules, the City Council shall conduct its meetings in compliance with the most current edition of Robert's Rules of Order Newly Revised (Robert's Rules). A copy shall be maintained in the office of the City Clerk.
3. Where there is a conflict between these rules and Robert's Rules, these rules shall govern. Where there is a conflict between these rules and State and federal laws, the State and federal laws shall govern.
4. In general, the City Council will follow Robert's Rules for "Formal Debate," including requiring a second for all motions and disallowing the Presiding Officer from making motions.
5. Robert's Rules of Order for "Small Boards" will be used to:
 - a. Allow the Presiding Officer to participate in debate. In general the Presiding Officer will speak after others have spoken on the topic.
 - b. Allow informal discussion before a motion is made.
 - c. Not require speakers "for" and "against" the motion to alternate.

Section 2. Order of Business Meetings

A. Call to Order

1. The Presiding Officer will call a meeting to order.
2. The Presiding Officer will request the City Clerk to call the roll of the Councilmembers. The Clerk will record the names of Councilmembers present and absent. The Clerk will also note the time of any late arrivals and early leave takings for the record.

B. Citizen Comments

1. Members of the public may only speak during the designated Citizen Comment period, or during a scheduled public hearing or a quasi-judicial hearing (as discussed in Section 7 below).

2. No person shall address the City Council at a meeting without being recognized by the Presiding Officer.
3. The Presiding Officer will state the rules for the Citizen Comment period. This may include items such as:
 - a. Members of the public must sign the log prior to the Citizen Comment period to be allowed to speak. They are not required to sign anywhere to attend the meeting.
 - b. They must state their name and address.
 - c. There is a 3-minute time limit.
 - d. It is a time for members of the public to speak on any topic(s) of their choice.
 - e. It is not a time for the Council or staff to answer questions, but exceptions can be made at the discretion of the Presiding Officer.
 - f. Comments should be addressed to the Presiding Officer and the City Council, not the audience.
 - g. If members of the public agree with the comments of previous speakers, they are encouraged to state that their comments have already been made by previous speakers.
 - h. Booing, hissing or clapping is inappropriate.
4. Each member of the public will be given 3 minutes. Suspension of this rule will require a majority vote of the Councilmembers present.
5. The Citizen Comment period will be a maximum of 30 minutes unless approved by a majority vote of the Councilmembers present. Extra time may be given at the end of the Council business meeting to hear more citizen comments.
6. No person may use the designated Citizen Comment period to support or oppose any candidate for public office.
7. The Presiding Officer will allow members of the public to return to their seats in the audience before paraphrasing and responding to their presentations.
8. There will be no two-way conversations between Councilmembers and members of the public.
9. The Presiding Officer may direct the City Manager to follow up with members of the public on issues brought before the City Council.

C. Agenda Approval

1. The City Council shall approve the agenda.
2. Amendments may be suggested, discussed and approved.

D. Council Business Meeting

1. Each item on the agenda will be addressed in turn with staff, consultant or special speaker reports as appropriate.
2. Council will discuss the issues and take action on them as appropriate.

E. Councilmember Reports and Comments

1. Councilmembers may give reports and make comments during "Councilmember Reports and Comments."
2. Each Councilmember will have 5 minutes for reports and comments. Extra comments can be submitted in writing.
3. By majority vote of Councilmembers present at a meeting, the maximum time for any or all Councilmember reports and comments may be extended.

F. Councilmember Initiatives

1. Councilmembers may raise new topics or issues during "Councilmember Initiatives."
2. In raising a new topic or issue, the Councilmember must present it as a concept that includes a statement of how the topic or issue relates to existing City goals or to other important Council discussions.
3. A second Councilmember must agree to discuss the new topic or issue in order for it to be discussed by the City Council.
4. The Presiding Officer will direct discussion of the new topic or issue.
5. After discussing the new topic or issue, the City Council will vote or come to consensus on whether to move the topic or issue forward as a future agenda item or as a request for action by the City Manager.

Section 3. Structure and Roles of Government

A. Council Role

1. Focus on policy matters, including but not limited to priority setting, long-range planning, budgeting, federal and State mandates, City Manager recruitment, hiring, evaluation and termination, and approval of employee positions. **The City Council will not focus on administrative issues and matters.**
2. Comply with the laws, regulations and policies affecting operation of City government.
3. Use public office for public good, not personal gain.

4. Be independent, impartial and fair in judgments and actions.
5. Conduct public deliberations and processes openly, unless legally confidential and privileged, in an atmosphere of respect and civility.
6. Monitor and understand operations of the City to be knowledgeable in order to provide policy direction.
7. Represent the City at local, State and national forums.
8. Represent the City to its citizens.
9. Notify staff in advance of meetings regarding key questions and discussion points that likely will be raised and addressed during meetings, to allow the staff time to prepare for the questions and discussions.
10. Not individually request the City Manager to initiate any action or work that will take more than 1 hour to complete, without consent of the City Council. If a Councilmember wants the City Manager to initiate action or work that will take more than 1 hour to complete, the Councilmember must ask the City Council to approve the action or work by a majority vote.
11. Interact with City staff and consultants through the City Manager, who is responsible for their duties and use of time. If a Councilmember wants City staff or consultants to accomplish actions or work, the Councilmember must make the request of the City Manager if the action or work will take 1 hour or less and of the City Council if the action or work will take more than 1 hour.
12. Access City computers at the appropriate access level. A City computer, such as an iPad, will be provided for home access if the Councilmember requests it, and it may not be used for personal business. This is preferred to the use of a Councilmember's personal computer, for risk management purposes. The City computer is the property of the City and will be returned to the City at the end of the term of office.
13. In the event of a vacancy on the City Council, a committee consisting of 3 Councilmembers will be formed to deliberate and present a recommendation to the full Council.

B. City Manager Role

1. Serve as the primary point of contact between the City Council and City staff and consultants. The City Manager works for and serves at the will of the City Council. The City staff works for and reports to the City Manager.
2. Direct the time of City staff and resources of the City in accordance with City Council approved priorities and budgets.

3. Spend City funds per the City's adopted purchasing policies, which align with State and City laws.
4. With input from the Mayor, prepare agendas for meetings and retreats.
5. Provide timely, useful information evenly and equally to all Councilmembers.
6. Meet with each Councilmember as mutually acceptable to the City Manager and the Councilmember.
7. Prepares adequately for City Council meetings.
8. Meets with citizens as needed to solve problems and answer questions.
9. Interact with other public agencies to accomplish City Council goals and policies.

C. Mayor Role

1. Primary roles: facilitate meetings; represent the City at local, State and national forums; and represent the City in a ceremonial capacity.
2. Keep the City Council informed of the Mayor's activities with reports during Councilmember Comments.
3. Announce in advance public presentations, ceremonies and events that the Mayor is invited to attend.
4. Bring new issues to the City Council during Council Initiatives.
5. Request other Councilmembers to attend meetings in place of the Mayor when he or she cannot attend, or to join the Mayor at such meetings to increase the City's representation.
6. At the Mayor's option, hold monthly meetings with up to two Councilmembers and the City Manager. The Mayor should attempt to rotate the participation of Councilmembers in such meetings.
7. In the event that a City Manager resigns or leaves, the Mayor will work with the City Council to find a replacement using a recruitment agency.

Section 4. Council Conduct

A. Purpose

This section sets forth a Code of Conduct for Councilmembers regarding their treatment of each other, City staff, City consultants, citizens, and others with whom they come into contact while representing the City.

B. General Courtesy Expectations

1. Be courteous, respectful, kind and professional at all times with everyone.
2. Be honest and truthful.
3. Act with integrity and in good faith.
4. Foster an environment of mutual respect for each other. Discourteous behavior, such as sidebar discussions, inflammatory language, innuendo, or negative body language, is not permitted.
5. At meetings, raise your hand to indicate a desire to speak, and then wait to be recognized by the Presiding Officer before speaking.
6. Stay on the topic being discussed for efficiency of dealing with the items on the agenda. Remarks must be germane to the topic.
7. Refrain from speaking more than twice on the same motion as stated in Robert's Rules of Order, except by consent of a majority of the Councilmembers present at the time the motion is before the City Council. During discussions prior to a motion being made, a Councilmember may request to speak more than twice.
8. Comments will be limited to 3 minutes at a time.
9. Refrain from interrupting or arguing with another Councilmember while such Councilmember has the floor except as stated in Robert's Rules of Order, such as a "point of order."
10. Refrain from criticizing in public other Councilmembers and personally attacking (verbally or in writing) other Councilmembers, the City Manager, City staff and City consultants.
11. Treat City staff in a polite and professional manner.
12. Having courtesy expectations is compatible with open and vigorous debate, with a variety of opposing opinions expressed on public issues.

C. Respect in Regard to Voting

1. Disagreement and differences of opinion are honored and respected features of government in the City.
2. When there is disagreement, discuss and clarify the issues before voting.
3. Councilmembers will be allowed one minute maximum to explain their vote during a roll call vote. This is an exception to Robert's Rules.
4. Councilmembers must not seek out members of the media to vent feelings when on the minority side of a vote. As a matter of courtesy, letters to the editor or other communication should be presented to the

full City Council at a meeting prior to publication so that Councilmembers will be aware of the proposed publication.

5. Councilmembers must not engage in personal attacks against other Councilmembers who voted against the councilmember on issues.
6. After a vote on an issue, a Councilmember may state an opposing viewpoint, but must clearly state the adopted City Council position and must clarify that the Councilmember's viewpoint or opinion is the Councilmember's personal viewpoint or opinion.
7. When Councilmembers represent the City or attend meetings in an official capacity, they must support and advocate the official City position on an issue, not a personal position on the issue.

D. Prohibited Conduct

1. The City Council recognizes the right of every Councilmember to free speech, as stated in the U.S. Constitution and as interpreted by the courts, and encourages the dissemination of a variety of opinions and ideas for discussion in a lawful manner. Laws concerning free speech are balanced by slander and libel laws.
2. The adoption of a Code of Conduct is necessary to discourage prohibited conduct as illustrated below.
3. Prohibited conduct includes, but is not limited to, the following:
 - a. Making a personal attack against a fellow Councilmember, the City Manager, or City staff as stated in Robert's Rules. "Personal attack" means an accusation against a person's character.
 - b. Acting maliciously toward a City staff member or a fellow Councilmember. "Maliciously" means acting with hostility or anger toward, or by bullying or harassing.
 - c. Modifying, revising, altering, or editing any document, report, record, or memorandum written by the City Manager, a City staff person, or other Councilmember without the author's consent or knowledge, and without clearly stating or showing the change, the date of the change, and the person making the change.
 - d. Engaging in unreasonable interruption and interference with the day-to-day business of the City. "Unreasonable interruption and interference with the day-to-day business of the City" means:
 - (i) Contacting City staff, other than as authorized by these rules or by final action of the City Council or by the City Manager, which contact materially limits a City staff member's ability to complete work assigned by the City Manager or by final action of the City Council; or

- (ii) Causing the City Manager or a City staff member to correct or explain the Councilmember's materially inaccurate statements or conduct, which correction or explanation substantially interrupts the efficient operations of the City.
- e. Making verbal or written contact with City staff, other than a Councilmember's contact with City staff as authorized by these rules or by final action of the City Council or by the City Manager, when such contact is used or intended to impermissibly redirect, interfere with, interrupt or undermine City staff's work assignments as determined by the City Manager or by a majority vote of the City Council.
- f. Representing to citizens, other public agencies, or other persons or organizations, that the City Council will vote or act in a specific manner concerning pending litigation or legislation, or concerning any other matter that has not yet come before the City Council for final action but that will be acted upon by the City Council.
- g. Discussing or disseminating information from an executive session to anyone outside of the proper lines of authority. "Proper lines of authority" means Councilmembers, the City Manager, City staff assigned to the topic or matter, designated legal counsel, and others attending the executive session at the invitation of the City Council.
- h. Making contact, either verbally or in writing, with legal counsel representing a person or entity with whom the City has ongoing litigation or negotiations, other than as authorized by the City Manager or by majority vote of the City Council.
- i. Making verbal or written contact with State, county, regional, or city elected or appointed officials, when a Councilmember represents a position contrary to the adopted or declared position of the City or the City Council and when the Councilmember does not disclose such adopted or declared position of the City or the City Council.
- j. Taking actions and voting when there is a conflict of interest as defined in Chapter 42.23 RCW. Recusal must be used when there is a conflict of interest.

E. Sanctions

1. The Council has power under State law to impose punishment on its members, short of removal from office, for violation of State law or Council rules.
2. The Council may punish a member for violation of these rules by: a verbal admonition, written reprimand, letter of no confidence, censure,

- expulsion from the meeting at which the conduct occurs, removal from committee memberships, and/or removal of intergovernmental duties.
3. The Presiding Officer may give a verbal admonition.
4. Other punishments not mentioned in Section 4.E.-2. require the affirmative vote of 5 members of the City Council.
5. A censure is a statement by 5 members of the City Council that a prohibited action has occurred.
6. A censure will be in the same form as any other Council motion or resolution. The motion must state the prohibited conduct or action.

Section 5. Council Attendance and Voting via Speakerphone or Video

A. Purpose

Occasionally, a Councilmember will not be able to be physically present at a meeting, but will want to be involved in the discussion and/or decision on a particular agenda item. The procedure and guidelines for permitting a Councilmember to attend a meeting via speakerphone or video is contained in this section.

B. Frequency

Councilmember attendance via speakerphone or video is limited to 3 times in a calendar year, but the City Council, by majority vote, may allow additional attendance by speakerphone or video.

C. Procedure

1. At least 24 hours before the starting time of a meeting, the Councilmember must advise the City Clerk of the desire to attend via speakerphone or video to allow time for preparation of the speakerphone or video components and of the agenda items to be attended via speakerphone or video.
2. The Councilmember attending via speakerphone must be able to hear all speakers in the meeting room, and all persons in the meeting room must be able to hear the Councilmember. The video and audio components of videoconferencing should be visible and audible to all persons in the meeting room.
3. When the particular agenda item is ready to be discussed, the Presiding Officer should state and ask for the record:
 - a. "Councilmember _____ is attending via speakerphone/ video for Agenda Item No. _____, relating to _____."

- b. "Councilmember _____, can you (see and) hear me?"
(There must then be a clearly audible response in the affirmative.)
- c. "Can the City Council and City Clerk (see and) hear Councilmember _____?"
4. Upon conclusion of the particular agenda item, the Presiding Officer should state: "Councilmember _____, discussion of Agenda Item No. _____ has concluded."
5. Each agenda item being attended via speakerphone or video shall be introduced and acknowledged in the same manner as set forth above.
6. After all agenda items being attended via speakerphone or video have been concluded, the Presiding Officer should state for the record:
 - a. "Councilmember _____, thank you for your attendance via speakerphone/video. The remote connection will now be terminated."
 - b. "Let the record reflect Councilmember _____'s attendance via speakerphone/video has been terminated."

Section 6. Executive Sessions

A. Executive Session Topics and Confidentiality

The topics that may be discussed in executive sessions are set forth in RCW 42.30.110 and RCW 42.30.140. Topics discussed in executive session must not be discussed outside of the executive session with anyone outside of the proper lines of authority (Councilmembers, the City Manager, and City staff assigned to the topic or matter, designated legal counsel, and others attending the executive session at the invitation of the City Council). Councilmembers shall keep all executive session information and discussions confidential to ensure that the City's interests are not compromised.

B. Topics for Executive Session Discussions

1. Executive session topics include but are not limited to the following:
 - a. Acquisition of real estate when public knowledge regarding the acquisition would cause a likelihood of increased price.
 - b. Consideration of the minimum price for sale or lease of City property when public knowledge regarding such consideration would cause a likelihood of decreased price.
 - c. Review of negotiations on the performance of publicly bid contracts when public knowledge regarding such review would cause a likelihood of increased costs.

- d. Receipt and evaluation of complaints or charges against a public officer or employee.
- e. Evaluation of qualifications of an applicant for public employment.
- f. Review of the performance of a public employee.
- g. Discussion with legal counsel of litigation, potential litigation or pending litigation (legal counsel may attend via speakerphone or video).
- h. Discussion of collective bargaining sessions with employee organizations.
- i. Consideration of matters affecting national security.

C. Procedure

- 1. The Presiding Officer must announce the executive session by stating: "The City Council is recessing into an executive session pursuant to RCW _____ (e.g. "RCW 42.30.110(1)(a)) regarding _____. (e.g., review of the performance of a city employee). The executive session is expected to last for ____ minutes (hours)."
- 2. If the executive session is the last item on the meeting agenda, the Presiding Officer shall state whether or not the City Council will take action or take no action when the meeting reconvenes.
- 3. If, during the executive session, the Presiding Officer believes that the executive session will extend beyond the announced deadline, the Presiding Officer shall announce in open session the number of minutes that the executive session will be extended.
- 4. The Presiding Officer shall announce the conclusion of the executive session in open session by stating: "The executive session is completed."
- 5. At the close of the executive session or the meeting at which the executive session occurs, the Presiding Office shall complete a document recording the topic or reason and time of the executive session, including extensions.

D. Written Material

- 1. During an executive session, papers or documents may be distributed for informational purposes to the Councilmembers in attendance as part of the discussion.
- 2. Papers and documents that are distributed during executive sessions are to be returned to the City Manager or the Presiding Officer (if the City Manager is not in attendance), prior to the end of the executive session. No paper or document will be removed by a Councilmember from the executive session, unless the City Manager, or the Presiding

- Officer (if the City Manager is not in attendance), determines that the paper or document may be removed from the executive session.
3. Written notes taken by any attendee of an executive session will be treated in the same manner as a paper or document as discussed above, that is, the paper or document will be returned to the City Manager or Presiding Officer prior to the end of the executive session.
 4. Councilmembers will not generate computer notes, take photos, or make recordings during an executive session.

Section 7. Public Testimony

A. Citizen Comments as noted in Section 2.B. above.

B. Public Hearings

1. The Presiding Officer shall open the public hearing and ask for a City staff presentation.
2. Members of the public will be invited to provide comments.
3. Each person will be allowed to speak for 5 minutes, which is longer than the 3 minutes allowed for Citizen Comments.
4. A person who testifies shall state his or her name, address and organization (if applicable).
5. Motions will not be made during the public hearing.
6. After all members of the public wishing to speak have had an adequate opportunity to speak, and the Councilmembers have had an opportunity to ask City staff questions regarding the staff presentation and/or the public comments, the Presiding Officer shall declare the public hearing closed. The City Council may by, majority vote, continue the public hearing to a stated date, time and place, and/or allow for certain written materials to be presented to the City Council for a period of time after the public hearing.

C. Quasi-Judicial Matters

1. Quasi-judicial actions involve policy application rather than policy making. The action will generally have a greater impact on specific individuals than on the entire community. In a quasi-judicial action, the City Council applies law to facts and makes a decision. Examples of quasi-judicial actions are: conditional uses, variances, rezoning of a specific site, planned unit developments, and discretionary zoning permits. Quasi-judicial actions are distinct from legislative actions, examples of which are adopting, amending or revising comprehensive, community or neighborhood plans, land use planning

- documents, area-wide zoning ordinances and area-wide zoning amendments.
2. The Presiding Officer will begin a quasi-judicial hearing by asking Councilmembers to place on the record any ex parte contacts with either proponents or opponents of the action. The Presiding Officer shall ask whether any person objects to participation of a Councilmember in the action, and if so, to explain the objection. If an objection is made, the Presiding Officer shall ask for input from the City Attorney.
 3. The Presiding Officer, or the City Attorney at the request of the Presiding Officer, shall explain the rules and procedures for the quasi-judicial action.
 4. The Presiding Officer, with the assistance of the City Attorney, will control the taking of testimony and presentation of documents, in light of the type of quasi-judicial action and applicable City rules and regulations.

Section 8. Waiver / Effect of Waiver of Rules

These rules are adopted for the sole benefit of the City Councilmembers to assist in the orderly conduct of City Council business. These rules do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, employees and agents, or serve as the grounds for invalidation of any City Council action or decision. The City Council may, by a majority vote, temporarily waive all or any of these rules.

Creativity Week

[home](#) [about](#) [discover](#) [events](#)

[news](#) [join](#) [contact](#)



[← BACK TO ALL EVENTS](#)

Creativity Week

Sat, Sep 26, 2015, 10:00am –
Fri, Oct 2, 2015, 3:30pm

[Google Calendar](#) · [ICS](#)

Downtown Brookings
a proud participant of:
CREATIVITY WEEK
September 26 - October 3, 2015
#creativityweek

full schedule at:
thecreativecapital.org

Chalk. Crawl. Clash.

THE CHALK
It's simple, bring your friends and family, pick up your free chalk, find a blank sidewalk, and create a masterpiece.

PICK UP CHALK > FIND CANVAS ON SIDEWALK > CREATE MASTERPIECE > ENJOY

THE CRAWL

DATE
Sat, Sept. 26
TIME
10 AM - 12 PM
WHERE
MAIN STREET
#creativityweek



DATE
Sat, Sept. 26

TIME
2:30 – 5:30 PM

WHERE
MAIN STREET



#creativityweek



DATE
Fri, Oct. 2

TIME
6-10 PM

WHERE
The Armory
@ 221 Main Ave



#creativityweek

THE GRAVE

Shop your favorite stores, listen to fun music, watch live art, and participate in the new "Before I Die" Wall.



LIVE
PERFORMANCES



LIVE ART



"BEFORE I DIE" WALL
LAUNCH

(And check out the masterpieces created during The Chalk.)

THE CLASH

Vote for your local favorite cuisine and enjoy live music all night.



TASTE OF
BROOKINGS
6-8 pm
\$20/ticket



LIVE CONCERT
6-10 pm
FREE



FUN ATMOSPHERE
FOR ALL AGES

powered by



Instagram Facebook Twitter

*Downtown Brookings, Inc. is a
501(c)3 non-profit organization.*

Earlier Event: July 24
Crazy Days

Later Event: October 31
Trick or Treat on Main

A 1 MILLION CUPS

BLUEPRINT:

INSIDER TIPS

ON CAFFEINATING

YOUR COMMUNITY





A 1 Million Cups Blueprint

CAFFEINATE YOUR COMMUNITY

A vibrant community needs a "town square," the place where ideas are shared and serendipity is welcomed.

In many communities, 1 Million Cups is now that town square. This blueprint will share how to get started building and using 1 Million Cups to caffeinated your community.

This blueprint is not created by the Kaufmann Foundation, which started and supports 1 Million Cups, but rather by 1 Million Cups organizers, Greg Tehven and Scott Meyer, who have seen the impact this event can have on a community.

WHAT IS IT?

1 Million Cups (1MC) is a free, weekly gathering at 9 a.m. in over 70 communities around the United States. Started and supported by the Kaufmann Foundation, 1MC asks: what would happen if 1 million people around the country shared coffee and ideas about business and community?

Each week an entrepreneur or community member shares their big idea. The audience provides feedback on how to improve and finish their project.

WHO IS IT FOR?

1MC is perfect for communities that need a low-cost, easy-to-organize gathering place for entrepreneurs. The flexible format of 1MC allows communities to focus on the types of businesses and organizations that are found in their city.



WHAT DO YOU NEED?

1MC only requires a place to meet (at 9 a.m. on Wednesdays), a speaker for 6-8 minutes each week and an audience to ask questions. With over 70 communities, neighboring 1MC events are a great source of potential speakers.

In addition, many events share announcements, events or job openings, making 1MC the best way to stay connected with what is happening in the community.

HOW TO START?

Visit 1millioncups.com and contact the Kaufmann Foundation to start the event in your own community. Also, feel free to contact Greg or Scott to learn more (see last page for details).





5 Strategies for a Successful 1 Million Cups Event

FOMO - In Fargo, we try to experiment with the concept of Fear of Missing Out, or FOMO. Often times at our events, we will introduce an element that is unplanned and sometimes out of context. In the past, this has included a yoyo performance, a giveaway, or the revealing of a special announcement heard first at the gathering. We hope to continue to drive attendance by creating experiences that people do not want to miss out on.

Energy - Our team focuses on creating environments that foster energy and excitement. We host our coffee gathering before we open the doors to our main venue. This encourages conversations and begins to build up the energy for the experience. We then open the door to fast paced music every week five minutes before the show starts. We ask our hosts to bring energy and excitement into the process as well as leave room for spontaneity.

Community Engagement - 1 Million Cups host Ben Hanten, in Yankton, SD, describes engagement as passing the microphone. We provide time for community members to share announcements from the stage. We also allow folks in our question and answer portion of the event to ask questions directly or by tweeting them in to us with our local hash tag. By distributing the microphone and allowing more voices to be heard, people feel a sense of ownership and excitement. We even have two volunteers every week in charge of bringing the microphones into the crowd and helping us drive energy. The last question we ask our speakers each week is: what can the community do to support your efforts? The question engages the audience in feeling part of the entrepreneur's journey and allows them to celebrate their wins and losses.

Front Door to the Community - 1MC is built in a way that we hope will increase relationships of folks attending. The weekly occurrence allows for a rhythm and sense of belonging for guests. We use it as a way to introduce people to new guests, create awareness for activities in the community, and increase participation. We hope the event represents our community and helps folks feel part of something special.

Feed the Leaders - 1MC is a chance to shine a spotlight on future leaders. If someone in the community is interested in getting involved or has talents that our community should know about, we invite them to share announcements, ask questions or introduce the speakers. This builds their confidence and status as a leader in the community. 1MC is a powerful way to groom the leadership core in your city.



5 Lessons from 1 Million Cups Event

FREEMIUM ATTENDANCE

"Freemium" is a business model often used online. Instead of charging for an event or service, it is free to try. There is only a charge when a user wants additional features.

The goal of many entrepreneurial events, such as 1 Million Cups, is not to raise money from attendees or members, but rather to gather users and grow a movement. This engaged audience can then invest in businesses and the community.

A cost to attend or join an event is often enough of a barrier to scare away new members and provides an easy excuse for someone to decide not to attend. Learn from 1 Million Cups and use Freemium.

PURPOSEFUL OPEN DOOR POLICY

At our local events, we have people whose only job is to welcome new attendees. At 1 Million Cups, we publicly welcome and introduce new members of the community to everyone else. Additionally, we build time into events for facilitated networking and conversation.

To truly have an open door policy to new attendees and members, it cannot simply be stated that guests are welcome. Instead, a conscious effort must be made to personally ask new people to attend and then introduce them to others who should meet them.

Even in Brookings, a town of 20,000 people, I am amazed at how many people do not know their neighbors. A gathering like 1 Million Cups should be the place new community members can meet friends and future colleagues.





HANDCRAFTED EXPERIENCE

Too often, events are hosted in the same conference rooms with predictable food and uninspiring experiences.

More creativity is possible. If the purpose of an event is to build a community, this mindset should be extended to the details of the event itself. Local and healthy food, unique meeting spaces that encourage learning, local musicians and artists and easy transportation to and from the event are all handcrafted pieces that contribute to a memorable event.

It's easy to pay someone to cater and host an event for you. This is uninspiring and fails to showcase and support local businesses and artists. 1 Million Cups is your opportunity to test new ideas every week to make event unique.

ACTION-ORIENTED CONTENT

Service clubs and entrepreneurial events offer content such as speakers, business pitches or TEDx presentations.

Action-oriented content works best. Speakers asking for feedback challenge audience members. It also creates connections and partnerships with the attendees that continue after the event.

As Carla Hummel, co-organizer of 1 Million Cups Yankton, noted: "1 Million Cups gets people talking and not just about the weather."

AN ACCOUNTABILITY STAGE

The goal of most events and service clubs is to make a difference in the community. The event should create the platform for change and ensure that action is taken.

The event should focus on creating a stage. That platform is not for the organization to promote itself but rather to promote the community members with an idea to share. By gathering an engaged audience, a speaker can stand up and share their big idea with the community.

At 1 Million Cups, someone with a business idea stands up on the stage and announces what they are working on. This creates immediate accountability. The community will ask them after the event how they are progressing, and they have publicly shared what they hope to achieve.

As Hummel stated: "There is no reason to talk about what needs to happen or what needs to be done if we don't follow through on it."



GET STARTED - BOTTOMS UP

1MC has been the key, consistent event that sustains entrepreneurial momentum in our communities of Fargo and Brookings. The ability to always know where and when it is happening makes it easy to quickly invite new people to join the movement.

Interestingly, we've seen 1MC have a great impact in smaller communities. In places like Fargo, Brookings or Yankton, 1MC is the marquee event of the week. It is also the place you see your neighbors, friends and colleagues stand up and share their big ideas.

Use 1MC as the springboard for sustained community action. The event will inevitably take on the feel of your city and reflect what's best about your community back to those in attendance. The energy and pride that develops will be a key ingredient in building the community you want to be a part of.

The best time to start is always yesterday. Visit 1millioncups.com or contact Greg or Scott to learn more.

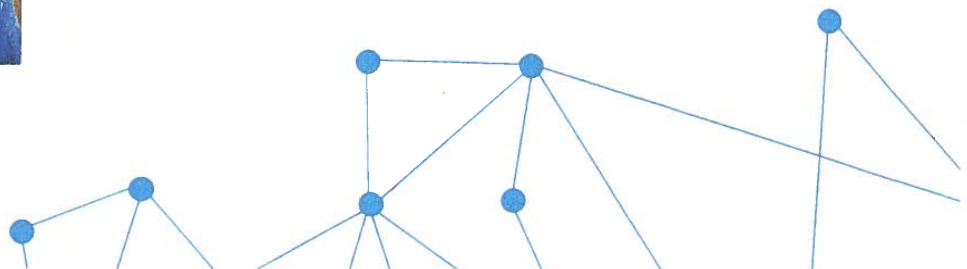
ABOUT THE AUTHORS



Greg Tehven is best known as Greg from Fargo, ND ([@gregfromfargo](https://twitter.com/gregfromfargo)). Greg launched TEDxFargo, 1MC Fargo, Social Tilt and numerous handcrafted events around the country. He leads Emerging Prairie, an online resource for entrepreneurs, and is a frequent speaker on community building. Contact him at gregfromfargo@gmail.com.



Scott Meyer is the "brofounder" of the digital marketing firm 9 Clouds and a community builder in his beloved Brookings, SD. He helped launch TEDxBrookings, 1MC Brookings and Creativity Week and is a new city councilor. Contact him at scott@9clouds.com.





City Of Kenmore, Washington

Memorandum

Date: 12/30/15

To: Rob Karlinsey, City Manager

From: Debbie Bent, Community Development Director

Re: Moorlands Park Maintenance Agreement and Park Improvements

Background: The attached interlocal agreement between the Northshore School District and King County was transferred to the City. The original lease was for ten years (June 1994 to June 2004) which then renews automatically every five years unless there is written notification eighteen months before the lease expiration date. The lease last renewed automatically June 2014 to June 2019. Written notification on the current lease would have to be given by December 2018.

Maintenance and Field Use: The interlocal agreement outlines responsibilities for maintenance and priority of field use. Northshore School District is responsible for general maintenance, field preparation and scheduling field use. The Kenmore Little League has the first priority for scheduled use of the fields after the school day and during the season.

Park Improvements: The interlocal agreement states that improvements may be constructed by either party (Northshore School District or City). The City plans to improve the park consistent with the adopted Master Plan (see attached) which includes improvements to the ballfield. The City's 11/23/15 adopted Park Capital Improvement Program allocates \$1,424,000 for completing improvements. The City received grant funds totaling \$637,520 through the 2014 State Recreation and Conservation Office (RCO) grant funding round. One grant under the local park category of the Washington Wildlife and Recreation Program (WWRP) in the amount of \$500,000 and one under the Youth Athletic Field (YAF) category for \$137,520. Design is anticipated in 2016 with construction in 2017 to 2018.

Next Steps: Once park improvements are constructed there will be a need for additional resources to maintain the field and other park improvements (restroom, landscaping, playground etc) to an acceptable standard. The City will begin working with the Northshore School District superintendent and staff on agreement options outlining maintenance costs and responsibilities, park and field priority use, and scheduling responsibilities.

Attachments:

1. Interlocal Agreement
2. Moorlands Park Master Plan

18120 68th Ave NE · PO Box 82607 · Kenmore, WA 98028

Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov
www.kenmorewa.gov

Attachment to Contract No. 00-C88

**INTERLOCAL AGREEMENT
FOR THE COOPERATIVE USE, MAINTENANCE AND DEVELOPMENT OF
MOORLANDS PARK**

THIS AGREEMENT is made on this 13 day June of 1994, by NORTHSORE SCHOOL DISTRICT NO. 417 ["District"] and KING COUNTY ["County"], collectively referred to in this Agreement as "Parties" or "Parties to the Agreement."

RECITALS

1. The District owns certain real property known as Moorlands Elementary School which is located adjacent to the County's Moorlands Park.
2. The County owns certain real property known as Moorlands Park where the District has expressed an interest to make certain improvements to, use and maintain the park, including the baseball field and backstop, and to manage the site for public parks and recreation and school purposes.
3. The District and the County have determined that the public interest would be best served with the least expenditure of public funds by a two party agreement authorizing the District to make improvements to the field facilities and assume responsibility to schedule the use of and maintain the property for public parks and recreation and school purposes.
4. The District and the County therefore enter into this three part agreement; Part I General Terms, Part II Execution of Improvements and Part III Use of Improvements.
5. It is the hope and intent of the parties to the agreement to renegotiate and extend the term of this agreement upon the conclusion of the initial 10 year term.

GENERAL TERMS

6. **AUTHORITY.** This Agreement is entered pursuant to Washington Statute Chapter 39.34 RCW (Interlocal Cooperation Act).
7. **TIME PERIOD.** The term of this Agreement is ten (10) years. The Agreement shall be renewed automatically for succeeding periods of five (5) years each. Either Party may decline to renew or further renew by so notifying the other Party in writing. Such notices must be delivered to the other Party no less than eighteen (18) months before the date of the expiration of the agreement.
8. **OWNERSHIP.** The real property and fixtures shall remain the property of County. Any personal property stored on the property (e.g., lawn mowers) will remain the property of the Party which supplied it.
9. **GENERAL MAINTENANCE.** The District will perform all routine and special maintenance, repairs, field preparations and cleanup necessary for the public's and school use of the Moorland Park property. Disputes concerning maintenance and

repair work shall be resolved through the Dispute Resolution process described Section 22, infra.

10. **ALTERATIONS TO PROPERTY.** Written permission to make alterations to the park must be requested and obtained in advance from the Parks Division. This includes improvement projects performed by volunteers using donated materials.
11. **USE OF LOUDSPEAKERS.** Permission to use loudspeakers, or amplification or hold group assemblies must be obtained in advance from the Parks Division.
12. **INDEMNIFICATION.** Both Parties to the Agreement agree in the case of all third party claims, actions or causes of actions of whatever kind or nature made or asserted against either or all of them and arising out of the improvements, use of operation of the property, each will be liable to the other only to the extent of each Party's fault or causation and shall indemnify the other for such amount. As to all such third party claims, actions or causes of action which are a consequence of the sole fault, negligence or causation of a party to this agreement, such Party shall have the duty to defend, save and hold harmless, and upon failure to do so shall pay reasonable fees, costs and expenses incurred by the other parties to this agreement in defense of any such third party claims or actions.
13. **HAZARDOUS SUBSTANCES.** The District shall not, without first obtaining the County's prior written approval, generate, release, spill, store, deposit, transport, or dispose of (collectively "Release") any hazardous substances, sewage, petroleum products, radioactive substances, medicinal, bacteriological, or disease-producing substances, hazardous materials, toxic substances or any pollutants or substances defined as hazardous or toxic in accordance with applicable federal, state, and local laws and regulations in any reportable quantities ("Hazardous Substances") in, on or about the Facility. In the event, and only in the event, the County approves such Release of Hazardous Substances on the Facility, the District agrees that such Release shall occur safely and in compliance with all applicable federal, state, and local laws and regulations. The District shall indemnify, hold harmless and defend the County from any and all claims, liabilities, losses, damages, cleanup costs, response costs, and expenses, including reasonable attorney's fees arising out of or in any way related to the Release by the District, or any of its agents, representatives, or employees or the presence of such Hazardous Substances in, on or about the Facility occurring at any time after the Commencement Date to the full extent of the District's liability therefore.
14. **ASSIGNMENT.** The District will not assign or sublet its rights or responsibilities under this Agreement without the written authorization of the County.
15. **SEVERABILITY.** If any term of this Agreement is held invalid or unenforceable, the remainder of the Agreement will not be affected but continue in full force.
16. **EXPIRATION.** Pursuant to the terms and conditions of this agreement, this agreement may be terminated upon written mutual agreement between the parties hereto. Either party may terminate the agreement unilaterally after giving one year prior written notice to the other party.

02/10/2000 12:21 FAX 200 200 2000

RING COUNTY PARKS

17. **INTEGRATION.** This writing contains all terms of this Agreement. It replaces all prior negotiations and agreements. Modifications must be in writing and be signed by each Party's representative.

EXECUTION OF IMPROVEMENTS

18. **FINANCING OF IMPROVEMENTS:** Improvements may be constructed by either Party. For each such improvement the Parties shall agree on which Party shall be responsible for costs. The District shall be responsible for all costs related to maintenance and repairs made to the property.

The County shall have the right to review and approve the District's improvement proposals prior to submission of the proposal for competitive construction bids; which approval shall not be unreasonably withheld. For improvements contemplated by the County, the County shall consult with the District. All improvements shall serve public parks and recreation purposes, and may also serve school purposes.

19. **CONSTRUCTION OF IMPROVEMENTS:**

A. **Supervision and Compliance:** The Party responsible for constructing improvements shall perform the duties of the "Owner" as defined in the contract documents and specifications. In the construction of the improvements to the property, the Party responsible for construction shall comply with all applicable laws, statutes, rules, regulations and ordinances applicable to the Parties to the agreement, including, without limitation, all necessary governmental permits and approvals.

B. **License to Enter Property:** The County agrees to grant to the District such licenses to enter upon its real property as may be necessary for the exercise of the rights and obligations set forth herein and for the implementation of the Facility.

USE OF FIELD

20. **PRIORITIES OF USE.**

20.1 It is understood the park shall remain open and available to the public for recreational purposes at all times, during normal park hours from dawn to dusk. The athletic field shall be available for scheduled reserved use described in 20.2, 20.3 and 20.4, *infra*.

20.2 During the regular school term and usual hours of operation when students are on site, weekdays from approximately August 25 to June 15, except school holidays, the District shall have first priority for scheduled use of the athletic field. Use by the District shall consist of the District's students, personnel and guests at school sponsored activities within the time reserved for the District.

20.3 Kenmore Little League shall receive first priority for scheduled use of the ballfield after the school day and weekends, during Little League season.

100/0000

SUPPORT SERVICES

01/13/2009 09:52 FAX 4254087828

02/10/2000 12:27 FAX 206 205 5305

KING COUNTY PARKS

0003

At all other times priorities shall be: the County, the District, other scheduled users and finally unscheduled users. Such use and user groups shall be controlled by the District.

20.4 The Parties agree that all uses scheduled or permitted by either of them shall be reasonably appropriate.

21. DISPUTE RESOLUTION MEETINGS. The Parties' representatives shall meet as necessary to discuss any issues either wishes to raise concerning use, maintenance and repair, including, but not limited to, allocation of responsibility and quality of past performance.

22. USER FEES. The District shall not assess fees for the use of property without prior written approval of King County Parks Division.

NORTHSHORE SCHOOL DISTRICT

By: *Karen A. Fors*
Karen A. Fors
Title: Superintendent
Date: 12/6/94

KING COUNTY

By: *Gary Licks*
Gary Licks
Title: Executive
Date: 6/13/95

APPROVED FOR ENTRY

By: *Linda Dougherty*
Linda Dougherty
Title: Manager, Parks Division
Date: 12/9/94

APPROVED AS TO FORM:

By: *PRC*
Title: DPA
Date: 5-18-95

0001/001

SUPPORT SERVICES

01/13/2009 09:52 FAX 4254087828

Contract No. 00-C88

ASSIGNMENT OF INTERLOCAL AGREEMENT AND CONSENT TO ASSIGNMENT

ASSIGNMENT: FOR VALUE RECEIVED, and by mutual agreement, KING COUNTY, WASHINGTON, a political subdivision of the State of Washington, (the "ASSIGNOR"), hereby assigns its June 13th 1994 Interlocal Agreement with NORTHSORE SCHOOL DISTRICT NO. 417, a municipal corporation of the State of Washington, (the "DISTRICT"), for the cooperative use, maintenance and development of Moorlands Park, to the CITY OF Kenmore, a political subdivision of the State of Washington, (the "ASSIGNEE"). As consideration for this Assignment and for the Consent of the DISTRICT, the ASSIGNEE hereby fully assumes and agrees to perform and be bound by any and all covenants, conditions, terms, stipulations, duties, and agreements contained in the June 13th 1994 Interlocal Agreement. As further consideration, the ASSIGNEE hereby agrees to fully defend, indemnify, and hold harmless the ASSIGNOR for any and all liabilities, costs, and attorney fees whatsoever, associated with, or arising from the June 13th 1994 Interlocal Agreement, and/or any use of Moorlands Park.

CONSENT TO ASSIGNMENT: The DISTRICT hereby fully consents to this Assignment of the June 13th 1994 Interlocal Agreement from the ASSIGNOR to the ASSIGNEE. The DISTRICT hereby fully releases the ASSIGNOR from any and all covenants, conditions, terms, stipulations, duties, and agreements contained in the June 13th 1994 Interlocal Agreement, and from any liability arising out of said Interlocal Agreement, and/or the use of Moorlands Park.

IN WITNESS WHEREOF, the parties have executed this Assignment and Consent of Assignment.

ASSIGNOR:
KING COUNTY, WASHINGTON

ASSIGNEE:
CITY OF KENMORE, WASHINGTON



King County Parks Director



City Manager

3/17/01
Date

December 11, 2000
Date

MAR 30 2001
Department of Parks
and Recreation

Approved as to Form:

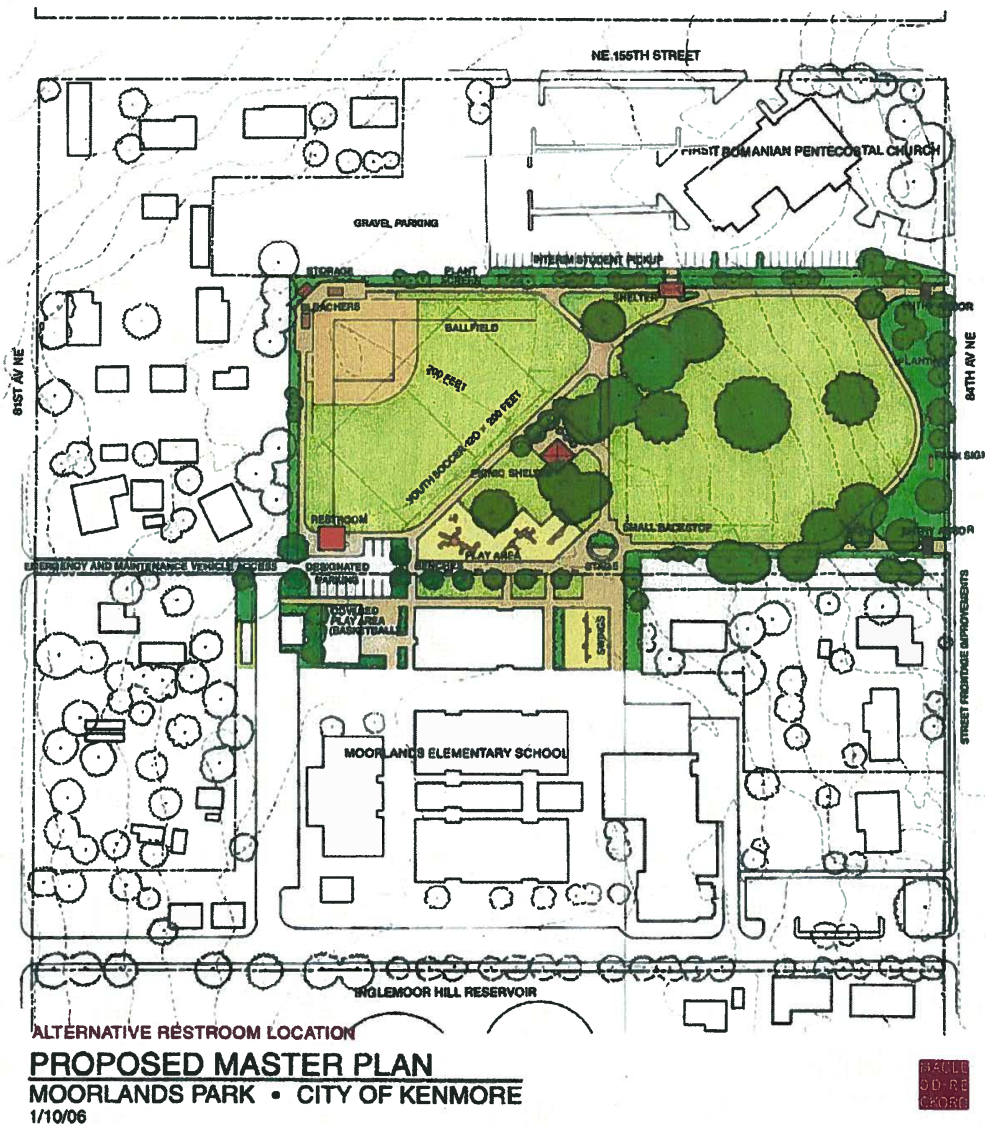
Mike Kingon
City Attorney

December 11, 2000
Date

DISTRICT:
NORTHSHORE SCHOOL DISTRICT NO. 417

Karen G. Jorgensen
Superintendent

April 4, 2001
Date





City Of Kenmore, Washington

Memorandum

Date: January 4, 2016

To: Mayor & City Council

From: Rob Karlinsey, City Manager 

Re: Downtown: How to Make It a Success?

Creating a vibrant, walkable downtown has been a high priority of the City Council for quite some time. The Kenmore Village properties assembled by the City over ten years ago have been and will continue to be a key ingredient in transforming our downtown.

As you know, substantial progress has been made with the sale and development of the Kenmore Village properties. Phase I of Spencer68 is complete and Phase II is well underway and ahead of schedule.

Phase I of Spencer Square, known as the LINQ, is under construction and is anticipated to be ready for occupancy in the first half of 2017. The first floor of the LINQ (above the parking structure) will include a new and expanded Kenmore home for Evergreen Health.

Construction of the Town Green and community building is also underway, with a completion date of late summer or fall of 2016. We are excited for this community gathering space to come alive and help create that sense of downtown place that this community has been striving for and has emphasized since the adoption of the 2003 Downtown Plan.

With all of the progress made so far, I also want to make the point that we still have a lot of work to do, and I recommend that you continue to keep a walkable, vibrant Downtown as a high City Council priority for the foreseeable future.

I also recommend that we put resources and effort toward the following three areas for the success of our downtown:

1. **Make the Town Green Sing.** It is essential that the Town Green be a home run for our downtown. Here's how we can do that:
 - o Complete the Town Green construction on time and on budget.
 - o Find the right retail tenant for the community building. This tenant needs to help activate the space.
 - o Implement the business plan for the Town Green, including activating the interior and exterior spaces with programs and events. The current biennial budget includes funding for such programming and events. An essential part of the Town

18120 68th Ave NE · PO Box 82607 · Kenmore, WA 98028

Office: (425) 398-8900 · Fax: (425) 481-3236 · cityhall@kenmorewa.gov
www.kenmorewa.gov

Green plan will be to market it and get the word out to the community about its availability as a gathering space as well as its events and programs.

- Help MainStreet Property Group secure a good sit-down restaurant tenant on the building pad at the west end of the Town Green. This restaurant should synergize with the Town Green.

2. Facilitate The Ripple Effect. The redevelopment of Kenmore Village was planned not only for its own sake, but also as a catalyst for the rest of the downtown. The hope is that the Town Green investment combined with the tens of millions of dollars being invested by the private sector in Kenmore Village will spark redevelopment nearby in other parts of the downtown. Continued efforts on our part are also needed to see the catalytic reaction through, including the following:

- Brand and market our downtown. With the private and public sector investments coming together, we now have a story to tell about our downtown, and we need to get that story out there. Part of that story includes giving it a name. Is the name “Kenmore Village” still relevant? If yes, what do we define as “Kenmore Village?” Should we zoom out a bit and create a new name for the larger picture that contains the public sector pieces of City Hall, City Hall Park, the Town Green, the Library, and the Post Office combined with the private sector pieces such as Kenmore Camera, Spencer Square, and Spencer68? I believe the answer is yes to that question and that we should work with MainStreet Property Group and other downtown stakeholders to put a name to our story and get it out there.
- Actively engage downtown property owners. Help them know that a) the City is ready and willing to facilitate new investment in their properties, and b) there are tools available to do so. We have already been in discussions with several nearby property owners, and we need to keep those discussions going.
- Stay on the Boyd’s Dry Cleaners’ insurers to ensure that they will follow through with and complete the cleanup of the groundwater plume coming from the former Boyd’s site. This groundwater contamination is an obstacle to redevelopment for the Choco building and potentially neighboring properties.
- Figure out improved parking options for the downtown. Even though we have new on-street parking planned for 68th Avenue and 181st Street, the growing popularity and success of our downtown will translate into more parking pressure. While the emphasis of our downtown needs to continue to be on “walkable,” we also need to facilitate parking for others who can’t get to our downtown by foot or transit. We should explore possible public-private partnerships to add more parking near our downtown.
- Provide incentives for housing diversity as downtown property redevelops. Our Comprehensive Plan already speaks to this issue, and an affordable housing strategy would lay this out in more detail. We need a good mix of housing to go hand in hand with a vibrant, walkable downtown.
- Facilitate job growth in our downtown. We should clear the path and provide incentives for live-work units, non-traditional work spaces, and other job sources for our downtown. Our existing economic development efforts, including the Kenmore Business Incubator, should continue.

- 3. Connect our Downtown with the South Side.** Bothell Way is our city's front door step and its tens of thousands of cars per day and visual blight not only project a less-than-deserved image of Kenmore but also create a wall, both figuratively and literally, between our emerging downtown and our nascent south side properties and waterfront. The following are some potential suggestions on how we could make progress toward reducing the negative effects of Bothell Way and thereby better connect our Downtown with the south side of SR 522:
- Seek funding for North-South connections over or under Bothell Way. Creating an easy, alternate way for our residents, visitors, and businesses to move north and south across the SR 522 barrier will improve the connection with our downtown and the south side of the highway.
 - Work with the State to further reduce speeds on Bothell Way. A reduction in average speed can go a long way in reducing noise pollution for residents and businesses as well as discomfort for local pedestrians and motorists.
 - As identified in our 2015-2016 work plan, adopt an ordinance that makes existing billboards nonconforming with an accompanying schedule for eventual removal. Visual blight and clutter would be significantly reduced as a result.
 - Look into assembling and redeveloping a portion of the "bench" on the south side of Bothell Way between 61st and 65th Avenues. A good portion of these buildings are an eye sore and provide an unfavorable first impression of Kenmore. The properties could be developed for future Lake Washington view park or sold back to the private sector for redevelopment under the City's terms.

As you can see, our downtown work is far from finished. At the same time, however, we have made significant strides toward a more walkable and vibrant downtown. We need to put more effort and resources into building on our successes. Making the Town Green Sing, Facilitating the Ripple Effect, and Connecting our Downtown with the South Side will magnify that momentum.