



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

City Council Special and Regular Meeting

ON-SITE

MONDAY, FEBRUARY 10, 2025 - 5:30 PM

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

ZOOM LINK: <https://kenmorewa-gov.zoom.us/j/85922495881>

ZOOM PASSWORD: 021025

Or One tap Mobile: US: +12532158782,,85922495881#

Or Telephone Dial US: +1 253 205 0468

Webinar ID: 859 2249 5881

ZOOM PASSWORD: 021025

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

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

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

Land Acknowledgement to Honor First Peoples

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

I. CALL SPECIAL MEETING TO ORDER - 5:30 PM

II. EXECUTIVE SESSION

- A. Confidential Session of the Council - Pursuant to RCW 42.30.110(1)(g) and (i), the City Council will now enter an executive session to 1) evaluate the qualifications of an applicant for public employment and 2) discuss pending litigation. This executive session is slated to last approximately 90 minutes until 7:00 PM.

III. POSSIBLE ACTION RELATING TO EXECUTIVE SESSION

COUNCIL UNANIMOUSLY APPROVED MOTION:

City accept Thomco's settlement offer to settle King County Case number 24-2-29792-8 for \$50,000 in exchange for dismissal with prejudice and authorize the City Manager to effectuate all documents necessary to accomplish the settlement, including signing a settlement agreement on terms acceptable to the City Manager.

IV. ADJOURN SPECIAL MEETING

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

VI. ROLL CALL

VII. LAND ACKNOWLEDGEMENT

VIII. FLAG SALUTE

IX. AGENDA APPROVAL

X. WHERE'S THE FUN?

XI. PUBLIC COMMENTS

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

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

XII. CONSENT AGENDA
APPROVED

- A. Cancel the City Council Regular Meeting of Monday, February 17, 2025 in honor of Presidents' Day and the City Council Regular Meeting of Tuesday, February 18, 2025.
- B. Approve the City Council Regular Meeting Minutes from Monday, January 27, 2025.
[City Council Regular Meeting Minutes from Monday, January 27, 2025 \(added 2/7\)](#)
- C. Approve Total Check #s 55576 through 55716 totaling \$1,895,770.05, Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 01/10/2025 in the amount totaling \$295,006.30, and Total EFT Payments #s 1767 through 1768 totaling \$4,475.63, and Total Wire Transfers totaling \$1,541,857.13. *(updated 2/4)*

[Voucher Certification and Approval 12/31/2024 - 1/17/2025 \(updated 2/4\)](#)

- D. Adopt Proposed Resolution No. 25-425, adopting the 2025 Fee Schedule version 2, repealing the 2025 fee schedule adopted under Resolution No. 24-420.
[Agenda Bill - 2025 Fee Schedule Version 2](#)
[Attachment 1 - Proposed Resolution No. 25-425, adopting 2025 fee schedule version 2](#)
[Attachment 2 - Summary of Changes](#)
- E. Adopt Proposed Resolution No. 25-426, reaffirming the City of Kenmore as a safe, inclusive, and welcoming city for all people.
[Agenda Bill - Safe and Welcoming City Resolution](#)
[Attachment 1 - Proposed Resolution No. 25-426](#)
- F. Authorize the City Manager to execute interlocal agreement 25-C3013 with King County to accept a grant award of \$450,000 for the City's NE 192nd Street culvert replacement project.
[Agenda Bill - Interlocal Agreement 25-C3013](#)
[Attachment 1 - Interlocal Agreement 25-C3013](#)

XIII. PRESENTATIONS

- A. Recognize Suzanne Greathouse for her years of dedication as Kenmore Heritage Society's President and introduce Marella Alejandrino, Kenmore Heritage Society's new President, presented by Deputy City Manager Stephanie Lucash
- B. Recognize Community Development Director Debbie Bent, Meyer Wolfe Award for Excellence in Planning Recipient, presented by Principal Planner Todd Hall
- C. King County Update, presented by King County Councilmember Rod Dembowski

XIV. BUSINESS AGENDA

- **COUNCIL AGREED TO CONDUCT A COMPETITIVE RECRUITMENT VIA EXECUTIVE SEARCH FIRM**
- **INTERVIEWS FOR INTERIM CITY MANAGER POSITION TO BE CONDUCTED IN FEBRUARY**

- A. City Manager Recruitment Process Options, presented by City Manager Rob Karlinsey, *for discussion and direction*

XV. STAFF REPORTS

- A. American Rescue Plan Act (ARPA) Final Report, presented by Assistant to the City Manager/DEIA Coordinator Garrett Oppenheim

[Presentation \(added 2/6\)](#)

- B. Implications of [House Bill 1195](#) and [Senate Bill 5497](#): Washington Department of Commerce Oversight of "STEP" Housing Permitting (including Permanent Supportive Housing), presented by Community Development Director Debbie Bent *(added 2/4)*
[Memo - Implications of House Bill 1195 and Senate Bill 5497 for STEP Housing \(added 2/6\)](#)
- C. Other - City Manager Rob Karlinsey

XVI. COUNCILMEMBER REPORTS & COMMENTS

XVII. ADJOURNMENT

UPCOMING MEETINGS

- A. Monday, February 17, 2025 7:00 PM - **CANCELED (HOLIDAY)**
Tuesday, February 18, 2025 7:00 PM - **TENTATIVELY CANCELED**
Monday, February 24, 2025 7:00 PM - City Council Regular Meeting
Monday, March 3, 2025 7:00 PM - City Council Special Joint Meeting with Northshore School Board of Directors

NOTICE OF POTENTIAL QUORUMS

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

**City of Kenmore
City Council Meeting
Regular Meeting Minutes
Monday, January 27, 2025**

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

PRESENT:

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

Staff: City Manager Rob Karlinsey
Deputy City Manager Stephanie Lucash
City Attorney Dawn Reitan
City Clerk Anastasiya Warhol
Deputy City Clerk Michelle Kang
Community Development Director Debbie Bent
Principal Planner Todd Hall
Environmental Services Director Richard Sawyer
Climate Action Plan Program Manager Nina Rasmussen

Speakers: Clay White, Kimley-Horn Consultant
Nick Chen, Kimley-Horn Consultant
Joel Farias, Kimley-Horn Consultant
Tracy Banaszynski, Planning Commission Chair
Dwight Thompson, Planning Commission Vice Chair
Edouard Lassalle, Planning Commissioner (virtual)
Chris Olson, Planning Commissioner (virtual)
Kara Macias, Planning Commissioner
David Dorrian, Planning Commissioner
Mike Vanderlinde, Planning Commissioner
Rob Zisette, Herrera Environmental Consultant

Public Comments Speakers:

Patrick O'Brien, Kenmore Resident
John Adamski, Kenmore Resident
David Dorrian, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
Tracey Banaszynski, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
Julianna Pooley, Kenmore Resident
Sandy Shettler, Seattle Resident (virtual)

CALL REGULAR MEETING TO ORDER

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

LAND ACKNOWLEDGEMENT

Mayor Herbig read the Land Acknowledgement Honoring First Peoples.

FLAG SALUTE

Mayor Herbig led the Council in the Pledge of Allegiance.

AGENDA APPROVAL

The agenda was approved as presented.

PROCLAMATION

Mayor Herbig, on behalf of the City Council, proclaimed February 2025 as Black History Month throughout the City of Kenmore.

[Proclamation - Black History Month](#)

WHERE'S THE FUN?

City Manager Rob Karlinsey highlighted the Kenmore Public Boathouse clean-up day on January 4. Fifty-five adult and thirty youth volunteers decluttered and removed unnecessary furniture, as well as giving the entire boathouse a much-needed deep clean.

PUBLIC COMMENTS

The City Council got comments from the public.

Timestamped link here:

<https://www.youtube.com/live/XtiGTtAEJsc?si=VXNwTnoeplIFDW7U&t=623>

CONSENT AGENDA

- A. Approve the City Council Special Meeting Minutes from Monday, January 13, 2025.
[City Council Special Meeting Minutes from Monday, January 13, 2025 \(added 1/25\)](#)

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

Councilmember Marshall removed Item D from the Consent Agenda.

MOTION: Approve the consent agenda Items A-C, outlined above.
 Moved by Srebnik; seconded by Culver.
VOTE: Consent Agenda was approved by UNANIMOUS CONSENT.

MOTION: Exclude the Bastyr Master Plan from the 2025 Planning Commission Docket.
 Moved by Marshall; seconded by Culver.
VOTE: 3 Yes – Culver, Marshall, O’Cain; 4 No - Sasson, Srebnik, Loutsis, Herbig; 0 Abstain. **MOTION FAILS.**

The Council agreed to table item D to be addressed after business item “A” Tabling Item D to be held after item A of the business agenda.

BUSINESS AGENDA

- A. Joint Planning Commission Land Capacity Analysis & Middle Housing Discussion, presented by Community Development Director, Principal Planner Todd Hall, and Kimley-Horn Consulting Team, *for discussion and direction*
[Agenda Bill - Land Capacity Analysis and Middle Housing Regulations](#)
[Attachment 1 - Land Capacity Analysis](#)
[Attachment 2 - Middle Housing Briefing Memo \(updated 1/22\)](#)
[Attachment 3 - Development Code Review Outline](#)
[Attachment 4 - Presentation \(updated 1/22\)](#)

As promised, the City Staff and Planning Commission joined the Council for the discussion. The presentation covered Kenmore's Middle Housing Policy, Code Update Project, and Land Capacity Analysis, focusing on compliance with state laws HB 1110 and HB 1337. The City's Land Capacity Analysis confirms there is enough space to meet housing needs. HB 1110 requires allowing more middle housing types in residential zones, while HB 1337 mandates permitting two accessory dwelling units (ADUs) per lot. The project includes updating housing definitions, density standards, parking rules, and subdivision regulations while coordinating with infrastructure planning.

The City Council made the following key decisions:

- Housing Types: Exclude five- and six-plexes.
- Density: Use the alternative approach, excluding R1 zones and R4 lots near the Sammamish River to preserve habitat and wildlife corridors.
- Inclusionary Housing/Fee in Lieu: Not required, due to concerns about higher costs discouraging development.
- Unit Density/ADUs: Focus on bulk rather than strict unit density limits.
- Impact Fees: Keep the current exemption for ADUs.

Next steps include drafting code amendments, coordinating with City departments, and holding public hearings in early 2025.

Consent Item

D. Approve the 2025 Planning Commission Docket.

[Agenda Bill - 2025 Planning Commission Docket](#)

[Attachment 1 - Staff Memo](#)

[Attachment 2 - Staff Analysis and Recommendation](#)

[Attachment 3 - Docket Prioritization List](#)

[Attachment 4 - Schedule](#)

MOTION: Approve the 2025 Planning Commission Docket.
Moved by Culver seconded by Herbig.

AMENDMENT 1: Move to add STEP (Shelter, Transitional, Emergency, and Permanent Supportive housing) ordinance and work to be Planning Commission docket.

Moved by Culver; seconded by Sasson.

VOTE: 3 Yes – Culver, Sasson, Herbig; 4 No - Marshall, Srebnik, Loutsis, O'Cain; 0 Abstain.

MOTION FAILS.

AMENDMENT 2: Add discussion on City-wide building height requirements to the Planning Commission docket.
 Moved by Culver; seconded by Marshall.
VOTE: 1 Yes – Culver; 6 No - Marshall, Srebniak, Loutsis, O’Cain, Sasson, Herbig; 0 Abstain.
MOTION FAILS.

MAIN MOTION: Approve the 2025 Planning Commission Docket.
 Moved by Culver; seconded by Herbig.
VOTE: 4 Yes – Sasson, Srebniak, Loutsis, Herbig; 3 No – Marshall, Culver, O’Cain; 0 Abstain.
MOTION PASSES.

- B. 2025 Aquatic Vegetation Management Plan, presented by Environmental Services Director Richard Sawyer and Herrera Environmental Consultant, *for discussion*
[Agenda Bill - 2025 Aquatic Vegetation Management Plan](#)
[Attachment 1 - Kenmore 2024 Post-Management Aquatic Plan Survey](#)
[Attachment 2 - ŁaŁwadis Park Algae Management Suitability Study](#)
[Attachment 3 - Arrowhead Algae Survey](#)
[Presentation - 2025 Aquatic Plant Management \(added 1/27\)](#)

Director Richard Sawyer and Consultant Rob Zisette explained the 2025 Aquatic Vegetation Management Plan for Kenmore focuses on controlling invasive aquatic plants and toxic algae at Log Boom Park, ŁaŁwadis Park, and Arrowhead Point. Log Boom Park's treatment area expands from 1.3 acres to 13 acres, using herbicide applications instead of diver-assisted dredging due to cost. ŁaŁwadis Park will receive an aeration system, chemical treatments, and manual skimming to improve water quality. At Arrowhead Point, ongoing toxic algae blooms require further study from Sept-Dec 2025 to identify sources and mitigation strategies. The total estimated cost is \$93,800–\$108,800, supporting Kenmore’s Climate Action Plan and environmental stewardship goals.

- C. 2023 Greenhouse Gas Emissions Inventory Report, presented by Environmental Services Director Richard Sawyer and Climate Action Plan Program Manager Nina Rasmussen, *for information only*
[Agenda Bill - 2023 Greenhouse Gas Emissions Inventory](#)
[Attachment 1 - Kenmore 2023 Inventory of Communitywide and Government Greenhouse Gas Emissions](#)
[Presentation - Kenmore 2023 Greenhouse Gas Inventory Update \(added 1/27\)](#)

The 2023 Greenhouse Gas (GHG) Inventory Update, presented by Nina Rasmussen, Climate Action Plan Program Manager, shows that the city’s emissions have dropped by 15% since 2019, even though the population has grown. In 2023, total emissions were 144,491 metric tons of carbon dioxide equivalent (MT CO₂e), with the biggest sources being Buildings & Energy (57%) and Transportation (31%). Government operations made up only 0.5% of emissions. While this is good progress, the city needs to cut emissions

faster to meet its goal of a 50% reduction by 2030. To achieve this, Kenmore plans to improve energy efficiency, add more public EV chargers, promote biking and public transit, and use more renewable energy in government buildings. The City will continue to track progress every two years and share updates.

STAFF REPORTS

City Manager Succession Process

City Manager Rob Karlinsey announced that he has accepted a position with the City of Moses Lake and will be leaving the City of Kenmore in March of 2025. The Council will be provided with options for managing the staff transition during the February 10, 2025, Council meeting.

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 10:59 PM.

Nigel Herbig, Mayor

Anastasiya Warhol, City Clerk



Voucher Certification & Approval

City of Kenmore

DATE RANGE: 12/31/2024 through 1/17/2025

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

Total EFT Payments: #1767-1768	4,475.63
Total Checks: #55576 through 55716	1,895,770.05
Total Payroll EFT & Bank Drafts: Payroll/Taxes/Health Insurance/ FSA/HSA/Retirement/Life Ins.; Dated 1/10/2025	295,006.30
Total Wire Transfers:	1,541,857.13

Rob Karlinsey Feb 3, 2025
Rob Karlinsey (Feb 3, 2025 16:49 PST)
City Manager / Date

Carla Schnee Feb 3, 2025
Carla Schnee (Feb 3, 2025 16:27 PST)
Finance Director / Date
(Carla Schnee signing for Melinda Merrell)

<u>Vendor Name</u>	<u>Payment Number</u>	<u>Payment Date</u>	<u>Description</u>	<u>Amount</u>
CENTER FOR HUMAN SERVICES	1767	12/31/2024	Q4 2024 Family Support & Behavioral Health Programs Contribution	4,440.00
ELECTRONIC BUSINESS MACHINES	1768	12/31/2024	Dec 2024 Color/BW Usage 2nd Floor	35.63
AMERICAN GENERAL LIFE GPO/400S	55576	01/10/2025	Life Insurance	220.33
HRA VEBA TRUST	55577	01/10/2025	HRA VEBA - Employer Contribution 1 of 2	23,605.31
DEPARTMENT OF LABOR AND INDUSTRIES	55578	01/13/2025	Q4 2024 Workers' Compensation	32.89
ESD - PFML	55579	01/13/2025	Q4 2024 PFML	14.55
SITESCAPES, INC.	55580	12/31/2024	Park Site Furniture - Benches	5,650.00
WESTERN DISPLAY FIREWORKS, LTD.	55581	01/17/2025	2025 4th of July Fireworks Display	8,000.00
APWA/WA CHAPTER	55582	01/17/2025	2025 Membership Dues	2,015.00
ASSOCIATION OF WA CITIES	55583	01/17/2025	2025 AWC City Membership + Drug/Alcohol Consortium & Safety Alliance	23,715.88
BASTYR UNIVERSITY	55584	01/17/2025	1/7/2025 Leadership Meeting/Retreat	125.00
CHICAGO TITLE	55585	01/17/2025	Mailing Labels for PRJ24-0040	4.10
CITY OF LAKE FOREST PARK	55586	01/17/2025	2025 Annual Dues - NEMCo	83,861.00
HUNTINGTON TECHNOLOGY FINANCE	55587	01/17/2025	Void	-
iWORQ SYSTEMS	55588	01/17/2025	Feb 2025-Jan 2026 Franchise Util. ROW Permits	2,800.00
KING COUNTY FINANCE	55589	01/17/2025	Jan 2025 DPD Small Cities Screening + 2025 K4C Membership Dues ESD	1,280.00

XII. C. Approve Total Check #s 55576 through 55716 totaling \$1,895,770.0...

<u>Vendor Name</u>	<u>Payment Number</u>	<u>Payment Date</u>	<u>Description</u>	<u>Amount</u>
KING COUNTY MUNICIPAL CLERKS ASSOC	55590	01/17/2025	2025 Membership Dues AW & MK	60.00
LIGHTHOUSE CONSULTING INC	55591	01/17/2025	2025 Firewall Software Renewal	3,642.11
MINUTEMAN PRESS	55592	01/17/2025	Regular Envelopes	384.95
NORTHSHORE PARK & REC SERVICE AREA	55593	01/17/2025	Kenmore 2025 Interlocal Contribution	2,720.00
QUADIENT LEASING USA, INC.	55594	01/17/2025	1/27-4/26/25 Qrtly Postage Meter Lease	645.77
REGIONAL CRISIS RESPONSE AGENCY	55595	01/17/2025	Q1 2025 Regional Crisis Response Program	52,033.25
WA ASSOC OF BUILDING OFFICIALS	55596	01/17/2025	2025 WABO Membership Renewal	109.00
WA CITIES INSURANCE AUTHORITY	55597	01/17/2025	2025 Insurance Premium	907,695.00
WASHINGTON CITY/COUNTY MGMT ASSOC	55598	01/17/2025	2025 Membership Dues- Rob Karlinsey	375.00
AABCO BARRICADE COMPANY INC.	55599	12/31/2024	Traffic/Road Signs for Stock	3,403.80
AGORA REFRESHMENTS	55600	12/31/2024	Jan 2025 City Hall Filtered Water Svc	132.13
ALL CLIMATE HEATING AND AIR	55601	12/31/2024	Refund of duplicate permit fees	335.27
AM TEST, INC	55602	12/31/2024	Dec 2024 Swamp Creek TMDL	240.00
AMERICALL	55603	12/31/2024	Dec 2024 After Hours Call Out Service	158.66
ANCHOR QEA, LLC	55604	12/31/2024	Dec 2024 Lakepointe Technical Support	1,294.72
ANSER ADVISORY CONSULTING, LLC	55605	12/31/2024	Fleet Recommendations Report	8,607.00
ARMSTRONG SERVICES	55606	12/31/2024	void	-
BRIGHT SPARK EARLY LEARNING SERVICES	55607	12/31/2024	Q4 2024 Early Learning Services Contribution	300.00
CALPORTLAND COMPANY	55608	12/31/2024	Gravel/Berm Install @NS Summit Park	173.35
CENTRICITY GIS, LLC	55609	12/31/2024	Dec 2024 Cityworks Update/Migration	500.00
CITY WIDE FENCE COMPANY, INC	55610	12/31/2024	Fence Gate Install 61st/522 signal box access	3,669.66
CLEARVIEW NURSERY, INC.	55611	12/31/2024	Materials for Erosion Repairs 61st/190th Culvert	517.92
COMCAST	55612	12/31/2024	void	-
COMCAST BUSINESS	55613	12/31/2024	1/14-2/13/25 City Hall Cable & Internet 1/10-2/9/25 Tl'awh-ah-dees Park Internet	233.05
COMMANDLINK	55614	12/31/2024	Dec 2024 City Hall Phone Service	2,764.69
CREATION ORGANICS, LLC	55615	12/31/2024	void	-
DTG RECYCLE	55616	12/31/2024	Material Disposal-Streets & PW Yard	546.25
ELYON MAINTENANCE, INC.	55617	12/31/2024	Mitigation Mgmt - Landscape Maintenance	17,654.55
ENVIRONMENT CONTROL OF NORTH SEATTLE,	55618	12/31/2024	Clean Up of Building on PWOC Site	7,058.31
FACET NW, INC.	55619	12/31/2024	Dec 2024 Kenmore Urban Forestry Consult Svc	8,284.00
FIRE PROTECTION, INC	55620	12/31/2024	12/19/24 City Hall Fire System Testing & Maintenance	7,191.17
FOSTER GARVEY PC	55621	12/31/2024	Legal Assistance Holt Property	330.00
FUELCARE	55622	12/31/2024	City Hall Generator Service	582.68
GAYLYNN BRIEN	55623	12/31/2024	Oct 2024 Sales Tax Conversion Data Service	60.00

XII. C. Approve Total Check #s 55576 through 55716 totaling \$1,895,770.0...

<u>Vendor Name</u>	<u>Payment Number</u>	<u>Payment Date</u>	<u>Description</u>	<u>Amount</u>
GORDON THOMAS HONEYWELL	55624	12/31/2024	Dec 24 Governmental Affairs Services	4,515.00
GRAINGER	55625	12/31/2024	Fleet Lights (6)	1,977.96
H.D. FOWLER COMPANY	55626	12/31/2024	SW Grate for W014765 (Replace 12CBS)	152.22
HDR ENGINEERING, INC	55627	12/31/2024	Dec 2024 Engineering Services Juanita Dr	349.83
HEALTH MANAGEMENT ASSOCIATES INC	55628	12/31/2024	Dec 2024 Human Svcs Strategic Plan TA	4,620.00
HERRERA ENVIRONMENTAL CONSULTANTS	55629	12/31/2024	Dec 2024 Environmental Consulting	8,999.76
HHX, LLC	55630	12/31/2024	Permit Refund - City Error	1,811.51
HOLMBERG COMPANY	55631	12/31/2024	Hangar Restroom Plumbing Repairs, Boathouse & Tl'awh-ah-dees Park Toilet Maintenance	4,383.65
HOME DEPOT CREDIT SERVICES	55632	12/31/2024	PW Crew Supplies & Equipment	6,672.05
HONEY BUCKET	55633	12/31/2024	1/6-2/2/25 PW Yard Honey Bucket	167.75
INSLEE, BEST, DOEZIE & RYDER, P.S.	55634	12/31/2024	Dec 2024 Legal Services	34,338.08
JACOBS ENGINEERING GROUP	55635	12/31/2024	Thru Dec 2024 W Sammamish Riv Bridge 11/23-12/27-24 Engineering Consulting	55,481.56
JASON RICHARD SPERLING	55636	12/31/2024	Hangar/City Hall Artwork Digital Copies	250.00
KELLEY PORTER	55637	12/31/2024	Mechanical Permit Refund	248.00
KENMORE ELEMENTARY PTA	55638	12/31/2024	Q4 2024 Social Services Contribution	1,250.00
KENMORE MIDDLE SCHOOL	55639	12/31/2024	Q4 2024 Kitchen Table Human Svcs Contribution	2,500.00
KENMORE SENIOR CENTER	55640	12/31/2024	Q4 2024 Human Services Contribution	7,812.50
KEY CODE MEDIA, INC.	55641	12/31/2024	void	-
KIMLEY HORN AND ASSOCIATES, INC.	55642	12/31/2024	Sep & Dec 2024 Kenmore Middle Housing Consulting	18,990.00
KING COUNTY BAR ASSOCIATION	55643	12/31/2024	Q4 2024 Neighborhood Legal Clinics Contribution	200.00
KING COUNTY FINANCE	55644	12/31/2024	PW Yard Cleanup	233.64
KING COUNTY FINANCE	55645	12/31/2024	2024 K4C Membership Dues	1,200.00
KING COUNTY RADIO COMM SERVICES	55646	12/31/2024	Emergency Radio Programming	551.53
KING COUNTY REGIONAL HOMELESSNESS AUT	55647	12/31/2024	2023 Severe Weather	7,000.00
KPFF CONSULTING ENGINEERS	55648	12/31/2024	Nov & Dec 2024 Engineer Consulting Services	109,342.54
LAKE CITY PARTNERS ENDING HOMELESSNESS	55649	12/31/2024	2024 Surplus Funds	50,000.00
LANGUAGE LINE SERVICES, INC.	55650	12/31/2024	Phone Interpretation Services	7.25
LIGHTHOUSE CONSULTING INC	55651	12/31/2024	Dec 2024 IT & Tech Services	14,030.76
LOUDEDGE, INC.	55652	12/31/2024	City Council Logo Concepts Project	1,000.00
NAMI EASTSIDE	55653	12/31/2024	Q4 2024 Ind & Family Support & Ed and Community Ed & Youth Mental Health	1,875.00
NELSON ELECTRIC, INC.	55654	12/31/2024	CH to Hangar Bldg Bridge WiFi Installation, Boathouse Heater Install & Restroom Lt Repair	12,886.75
NORTHSHORE SCHOOL DISTRICT	55655	12/31/2024	Dec 2024 School Impact Fee	16,957.00
NORTHSHORE SCHOOLS FOUNDATION	55656	12/31/2024	Q4 2024 Removing Barriers Contribution	750.00

XII. C. Approve Total Check #s 55576 through 55716 totaling \$1,895,770.0...

<u>Vendor Name</u>	<u>Payment Number</u>	<u>Payment Date</u>	<u>Description</u>	<u>Amount</u>
NORTHSHORE SENIOR CENTER	55657	12/31/2024	Q4 2024 Human Services Contribution	4,062.50
NORTHSHORE YOUTH SOCCER ASSOC.	55658	12/31/2024	Missed Field Time Cumulative Jul-Dec 2024	55.00
NORTHWEST TROPHY	55659	12/31/2024	Dais Plates- Planning Commission & Co-Clerk	66.12
OFFICE DEPOT	55660	12/31/2024	Finance Printer Toner Replacement	59.50
OLSON BROTHERS PRO VAC LLC	55661	12/31/2024	Drainage Services	14,970.00
ONE DIVERSIFIED	55662	12/31/2024	Microphones (5) for Council Chambers	1,304.90
O'REILLY/FIRST CALL	55663	12/31/2024	Small Tools - Streets & CH Facility Supplies	42.95
OSBORN CONSULTING INC.	55664	12/31/2024	Muck Creek Mitigation	19,855.51
OUTCOMES BY LEVY, LLC	55665	12/31/2024	Dec 2024 Targeted Consulting Services	500.00
PACE ENGINEERS, INC.	55666	12/31/2024	Dec 2024 On Call Engineering Services	12,338.25
PACIFIC AIR CONTROL, INC.	55667	12/31/2024	CH HVAC Quarterly Maint. Services	2,546.72
PACIFIC TOPSOILS	55668	12/31/2024	Material Disposal thru 12/25/24	728.65
PARAMETRIX INC	55669	12/31/2024	Nov 2024 192nd Sidewalk & Culvert & Dec 2024 Arrowhead Sidewalk, & other services	47,281.88
PLYWOOD SUPPLY	55670	12/31/2024	Lumber Purchase - Streets	545.95
PUGET SOUND EMERGENCY RADIO NETWORK (	55671	12/31/2024	void	-
PUGET SOUND ENERGY	55672	12/31/2024	City Hall Gas/Elec, Collectives: Streetlights, Parks,Traffic,School, Radar, Tree, Irrigation	20,863.38
RAMEZ DEBBAS	55673	12/31/2024	Refund of Intake Fees collected in error	11,412.55
REGIONAL ANIMAL SERVICES OF KC	55674	12/31/2024	Dec 2024 Pet Licenses	240.00
REPUBLIC SERVICES #172	55675	12/31/2024	Dec 2024 Rhododendron Park & CH/PW Shop Solid Waste	2,000.18
SARAH ROBERTS	55676	12/31/2024	Dec 2024 Prosecution & DV Services	13,072.47
SCORE	55677	12/31/2024	Dec 2024 Jail Services	12,741.93
SEATTLE TIMES	55678	12/31/2024	Aug & Dec 2024 Legal Notices	2,370.00
SELLEN CONSTRUCTION COMPANY, INC.	55679	12/31/2024	Boathouse Siding Repair	4,830.07
SENTINEL OFFENDER SERVICES, LLC	55680	12/31/2024	Dec 2024 Electronic Home/Ankle Monitoring Svcs	294.50
SESAC	55681	12/31/2024	2025 Annual Music License	610.00
SHRED IT, C/O STERICYCLE, INC>	55682	12/31/2024	Dec 2024 Shred Pickup Services	113.14
SOCZEK ROOFING, LLC	55683	12/31/2024	Roof Replacement on PWOC Site Building	13,380.00
SOUND PUBLISHING, INC.	55684	12/31/2024	Winterfest Event Ad	300.00
SPECIALTY DOOR SERVICE, INC.	55685	12/31/2024	City Hall Garage Grille Repair	2,102.31
STAPLES	55686	12/31/2024	Facility Maintenance Supplies	22.69
STAPLES	55687	12/31/2024	Facility Maintenance Supplies	239.65
STAPLES	55688	12/31/2024	Facility Maintenance Supplies	305.43
STAPLES	55689	12/31/2024	Facility Maintenance Supplies	29.07
STAPLES	55690	12/31/2024	Facility Maintenance Supplies	857.31

XII. C. Approve Total Check #s 55576 through 55716 totaling \$1,895,770.0...

<u>Vendor Name</u>	<u>Payment Number</u>	<u>Payment Date</u>	<u>Description</u>	<u>Amount</u>
STATE AUDITOR'S OFFICE	55691	12/31/2024	Dec 2024 Audit Services	4,729.40
STATE OF WA DEPT. OF LICENSING	55692	12/31/2024	License Plate Lookup Fee	1.60
STEWART MACNICHOLS HARMELL, INC.	55693	12/31/2024	Dec 2024 Indigent Public Defense Svcs	5,000.00
TOTAL LANDSCAPE CORP	55694	12/31/2024	ROW Landscaping-68th, Samm Br, Juanita Dec 2024 Parks Landscape Maintenance	15,894.73
Town and Country Fence Inc.	55695	12/31/2024	Install Suppl. Fencing @ 61st/190th Culvert	4,766.16
TRUSTEES OF THE HAMLINE UNIVERSITY OF M	55696	12/31/2024	2024 Adopt-a-Drain Program Services	1,523.23
U.S. BANK	55697	12/31/2024	PWOC Bond Fiscal Agent Fees	1,075.00
U.S. BANK N.A. / CUSTODY	55698	12/31/2024	Q4 2024 Investment Custodian Fees	126.00
ULINE	55699	12/31/2024	Bins to Organize PW Yard	449.22
UTILITIES UNDERGROUND LOCATION CTR	55700	12/31/2024	Dec 2024 Utility Location Services	149.16
VERIZON WIRELESS	55701	12/31/2024	11/27-12/26/24 SWM M2M Data Plan	50.04
WA STATE DEPT OF TRANSPORTATION	55702	12/31/2024	Nov 2024 Traffic Signal Maintenance	522.33
WAGNER ARCHITECTS	55703	12/31/2024	Dec 2024 PWOC Facility Planning	49,171.23
WASHINGTON STATE OFFICE CASH MGMT	55704	12/31/2024	Q4 2024 State Building Permit Fees	195.50
WASHINGTON STATE TREASURER	55705	12/31/2024	2024 Summer Concerts- St Edwards Pk Permit	4,351.00
WEST COAST PLUMBING AND HEATING, INC.	55706	12/31/2024	Refund of Plumbing Permit	823.20
WESTLAKE HARDWARE WA-153	55707	12/31/2024	PW Supplies & Equipment	146.11
WM CORPORATE SERVICES INC.	55708	12/31/2024	Dec 2024 Sweeper Dump Fees	13,289.59
WONDERLAND CHILD & FAMILY SERVICES	55709	12/31/2024	Q4 2024 "The Next Level Early Support" Contrib.	500.00
XEROX CORPORATION	55710	12/31/2024	Dec 2024 1st Floor Copier Rental & Overage Fees	512.15
HUNTINGTON TECHNOLOGY FINANCE	55711	12/31/2024	AV System Buyout	23,690.22
ARMSTRONG SERVICES	55712	1/17/2025	Jan 2025 Janitorial Services - Hangar, PW Office & City Hall	9,919.17
COMCAST	55713	1/17/2025	Jan 2025 City Hall & Hangar Internet	2,125.16
CREATION ORGANICS, LLC	55714	1/17/2025	Spill Absorbent for SW Stock	2,301.19
KEY CODE MEDIA, INC.	55715	1/17/2025	Hangar Kiosk Business Reg & Computer Hardware	9,612.16
PUGET SOUND EMERGENCY RADIO NETWORK (	55716	1/17/2025	Q1 2024 Emergency Radios	1,123.20
MISSION SQUARE / 109964	DFT0002487-90	01/10/2025	City of Kenmore 401a & 401a Loan Pmts	28,789.66
DRS 457	DFT0002491-92	01/10/2025	DRS 457 DCP	781.50
MISSION SQUARE 457 / 304745	DFT0002493-96	01/10/2025	Mission Square 457 DCP	8,607.14
NAVIA HSA	DFT0002497	01/10/2025	HSA - Employee	200.76
NAVIA HSA	DFT0002498	01/10/2025	HSA - Employer Contribution #1 of 2	8,750.00
PERS DEPT OF RETIREMENT SYSTEMS	DFT0002499-504	01/10/2025	Public Employees Retirement	37,970.65
NAVIA FSA	DFT0002505	01/10/2025	FSA - Employee	1,087.67
BANNER BANK 941 DEPOSIT	DFT0002506	01/10/2025	Federal Taxes	30,706.70

XII. C. Approve Total Check #s 55576 through 55716 totaling \$1,895,770.0...

<u>Vendor Name</u>	<u>Payment Number</u>	<u>Payment Date</u>	<u>Description</u>	<u>Amount</u>
PAYROLL	Electronic Dep.	1/10/2025	Direct Deposit	178,112.22
TOTAL				<u>2,195,251.98</u>



City of Kenmore, WA

Vendor Purchasing Report

Page 17 of 70

For Date Range 01/01/2025 - 01/17/2025

Name	Amount
AGORA REFRESHMENTS	132.13
ALL CLIMATE HEATING AND AIR	335.27
AM TEST, INC	240.00
AMERICALL	158.66
AMERICAN GENERAL LIFE GPO/400S	220.33
ANCHOR QEA, LLC	1,294.72
APWA/WA CHAPTER	2,015.00
ARMSTRONG SERVICES	9,919.17
ASSOCIATION OF WA CITIES	23,715.88
BANNER BANK 941 DEPOSIT	30,706.70
BASTYR UNIVERSITY	125.00
BRIGHT SPARK EARLY LEARNING SERVICES	300.00
CALPORTLAND COMPANY	173.35
CENTER FOR HUMAN SERVICES	4,440.00
CENTRICITY GIS, LLC	500.00
CHICAGO TITLE	4.10
CITY OF LAKE FOREST PARK	83,861.00
CLEARVIEW NURSERY, INC.	517.92
COMCAST	2,125.16
COMCAST BUSINESS	233.05
COMMANDLINK	2,764.69
CREATION ORGANICS, LLC	2,301.19
DEPARTMENT OF LABOR AND INDUSTRIES	32.89
DRS 457	781.50
ELECTRONIC BUSINESS MACHINES	35.63
ESD - PFML	14.55
FACET NW, INC.	8,284.00
FIRE PROTECTION, INC	1,471.17
H.D. FOWLER COMPANY	152.22
HDR ENGINEERING, INC	349.83
HEALTH MANAGEMENT ASSOCIATES INC	4,620.00
HERRERA ENVIRONMENTAL CONSULTANTS	8,999.76
HHX, LLC	1,811.51
HONEY BUCKET	167.75
HRA VEBA TRUST	23,605.31
HUNTINGTON TECHNOLOGY FINANCE	23,690.22
INSLEE, BEST, DOEZIE & RYDER, P.S.	34,338.08
iWORQ SYSTEMS	2,800.00
JACOBS ENGINEERING GROUP	55,481.56
JASON RICHARD SPERLING	250.00
KELLEY PORTER	248.00
KENMORE ELEMENTARY PTA	1,250.00
KENMORE MIDDLE SCHOOL	2,500.00
KENMORE SENIOR CENTER	7,812.50
KING COUNTY BAR ASSOCIATION	200.00
KING COUNTY FINANCE	1,280.00
KING COUNTY MUNICIPAL CLERKS ASSOC	60.00
KING COUNTY REGIONAL HOMELESSNESS AUTHORITY	7,000.00
LAKE CITY PARTNERS ENDING HOMELESSNESS	50,000.00
LIGHTHOUSE CONSULTING INC	17,672.87
MINUTEMAN PRESS	384.95
MISSION SQUARE / 109964	28,789.66
MISSION SQUARE 457 / 304745	8,607.14

XII. C. Approve Total Check #s 55576 through 55716 totaling \$1,895,770.0...

Name	Amount
NAMI EASTSIDE	937.50
NAVIA FSA	1,087.67
NAVIA HSA	8,950.76
NELSON ELECTRIC, INC.	924.54
NORTHSHORE PARK & REC SERVICE AREA	2,720.00
NORTHSHORE SCHOOL DISTRICT	16,957.00
NORTHSHORE SCHOOLS FOUNDATION	750.00
NORTHSHORE SENIOR CENTER	1,562.50
NORTHSHORE YOUTH SOCCER ASSOC.	55.00
OLSON BROTHERS PRO VAC LLC	3,487.50
O'REILLY/FIRST CALL	12.11
OUTCOMES BY LEVY, LLC	500.00
PACE ENGINEERS, INC.	12,338.25
PACIFIC AIR CONTROL, INC.	2,546.72
PARAMETRIX INC	26,531.86
PERS DEPT OF RETIREMENT SYSTEMS	37,970.65
PUGET SOUND EMERGENCY RADIO NETWORK OPERATOR	1,123.20
PUGET SOUND ENERGY	3,557.35
RAMEZ DEBBAS	11,412.55
REGIONAL ANIMAL SERVICES OF KC	240.00
SARAH ROBERTS	13,072.47
SCORE	12,741.93
SELLEN CONSTRUCTION COMPANY, INC.	4,830.07
STAPLES	909.07
STATE AUDITOR'S OFFICE	4,729.40
STATE OF WA DEPT. OF LICENSING	1.60
STEWART MACNICHOLS HARMELL, INC.	5,000.00
WA CITIES INSURANCE AUTHORITY	907,695.00
WAGNER ARCHITECTS	49,171.23
WASHINGTON CITY/COUNTY MGMT ASSOC	375.00
WASHINGTON STATE OFFICE CASH MGMT	195.50
WEST COAST PLUMBING AND HEATING, INC.	823.20
WESTERN DISPLAY FIREWORKS, LTD.	8,000.00
WM CORPORATE SERVICES INC.	13,289.59
WONDERLAND CHILD & FAMILY SERVICES	500.00
XEROX CORPORATION	512.15

XII. C. Approve Total Check #s 55576 through 55716 totaling \$1,895,770.0...

1-17-2025 Voucher List for signing

Final Audit Report

2025-02-04

Created:	2025-02-04
By:	Brenda Chamness (bchamness@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMwsysGWeG1TcuQLW_WWdUP_4R3_s2SrT

"1-17-2025 Voucher List for signing" History

-  Document created by Brenda Chamness (bchamness@kenmorewa.gov)
2025-02-04 - 0:14:46 AM GMT
-  Document emailed to Carla Schnee (cschnee@kenmorewa.gov) for signature
2025-02-04 - 0:20:56 AM GMT
-  Email viewed by Carla Schnee (cschnee@kenmorewa.gov)
2025-02-04 - 0:22:37 AM GMT
-  Document e-signed by Carla Schnee (cschnee@kenmorewa.gov)
Signature Date: 2025-02-04 - 0:27:27 AM GMT - Time Source: server
-  Document emailed to Rob Karlinsey (rkarlinsey@kenmorewa.gov) for signature
2025-02-04 - 0:27:28 AM GMT
-  Email viewed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)
2025-02-04 - 0:48:52 AM GMT
-  Document e-signed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)
Signature Date: 2025-02-04 - 0:49:08 AM GMT - Time Source: server
-  Agreement completed.
2025-02-04 - 0:49:08 AM GMT

**Adobe Acrobat Sign**

XII. C. Approve Total Check #s 55576 through 55716 totaling \$1,895,770.0...

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 2/10/2025

Subject/Topic:	Proposed Council Action/Motion:
2025 v.2 Fee Schedule Department: Development Services Prepared by: Samantha Loyuk Development Services Director Attachments: 1. Resolution no. 25-425 a. 2025 v.2 Fee Schedule 2. Summary of Changes	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☒ Adopt/Approve ☐ Authorize ☐ Other: Motion to adopt Resolution No. 25-425

Approvals:

Department Head SL 1/21/25 City Attorney DR 1/22/25 Finance Director MM 1/24/25 City Manager RK 1/27/25 Optional N/A

Summary/Background:

The City of Kenmore Fee Schedule is reviewed and updated annually, as provided for in Ordinance no. 02-0139 to reflect the cost of providing a particular service or regulating certain activity. Minor amendments to the resolution are needed. A detailed summary describing revisions to the Fee Schedule is provided as Attachment 2.

Previous Council Action(s):

City Council adopted the 2025 Fee Schedule on 11/12/2024 with an effective date of 1/1/2025.

Fiscal Consideration:

The modifications to the fee schedule help the city recover costs associated with providing a particular service or regulating a certain activity. A fee study to evaluate the charges for services is planned for 2025.

City Council Priorities or Budget Objective Being Addressed:

The proposed resolution supports the City's core mission, which includes safeguarding the City's finances.

**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 25-425**

A RESOLUTION OF THE CITY COUNCIL OF KENMORE, WASHINGTON, REVISING THE CITY FEE SCHEDULE; ADOPTING THE "CITY OF KENMORE 2025 FEE SCHEDULE VERSION 2, REVISED FEBRUARY 2025"; REPEALING THE 2025 FEE SCHEDULE ADOPTED UNDER RESOLUTION NO. 24-420; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, for the convenience of Kenmore residents and other city customers, the City Council has adopted all City fees by resolution pursuant to Ordinance No. 02-0139; and

WHEREAS, the City reviews all fees annually and makes adjustments to them as necessary and appropriate; and

WHEREAS, the City Council desires to adopt an updated fee schedule for 2025 as set forth in this resolution.

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

Section 1. Adoption. The City Council adopts the "City of Kenmore, 2025 Fee Schedule Version 2, Revised February 2025", as set forth in "Exhibit A", attached hereto and incorporated by reference.

Section 2. Effective date. The Fees adopted by this resolution shall be effective on February 17, 2025.

Section 3. Repealer. Resolution No. 24-420 is hereby repealed, effective February 17, 2025.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON AT A REGULAR COUNCIL MEETING THEREOF THIS 10TH DAY OF FEBRUARY, 2025.

CITY OF KENMORE

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

Anastasiya Warhol, City Clerk

APPROVED AS TO FORM:

Dawn Reitan, City Attorney

City of Kenmore

2025 Fee Schedule

VERSION 2, REVISED FEBRUARY 2025



Resolution no. 25-425



XII. D. Adopt Proposed Resolution No. 25-425, adopting the 2025 Fee Sche...

Table of Contents

	Page(s)
1. Business Registration and Licenses	2
2. Code Enforcement	3
3. Comprehensive Plan and Development Regulation Amendments	3
4. Development Services	3-15
General	3-4
Development Agreement	4
Pre-application	4
Zoning and Land Use	4-5
Subdivision, Short Subdivision, Binding Site Plan, and Final Plat	5-6
Shoreline Management Permit	6
Special Reviews	6-7
Tree Removal	7
Engineering Permits	7-9
Engineering Inspections	9
Building Permits	10-11
Plumbing Permits	11
Mechanical Permits	11
Stormwater Capital Facilities	11-12
Impact Fees	12-13
Fire Department Review	13
Right-of-Way Permits	13-15
Memorial Sign Permits	15
5. Animal Care & Control	15-17
Animal License and Registration	15-16
Animal Business and Activity Permits	16
Civil Penalties	16
Service Fees	16-17
6. Miscellaneous	17-18
City Hall Rentals	17
Park Rentals	17
Special Event Permit	18
7. Public Records Request	18
8. Surface Water	18
Surface Water Management Service Charge	18

A plus sign (+) in the margin of the fee schedule indicates a change from the previous schedule

1. Business Registration and Licenses (KMC Title 5)

Business Registration License Applied for through the Washington Department of Revenue Business Licensing Service	Fee based on an estimated gross annual incomes greater than \$12,000	Fee based on an estimated gross annual income equal to or less than \$12,000
New or Re-opened General Business or Home Occupation	\$10	No fee
Additional Location	\$10	No fee
Existing General Business or Home Occupation, Initial Registration	\$10	No fee
Annual Renewal	\$10	No fee
New or Re-opened Nonprofit 501c(3) or (4)	No fee	No fee
Existing Nonprofit, Initial Registration	No fee	No fee
Annual Renewal Nonprofit 501c(3) or (4)	No fee	No fee
Non-resident Business <i>Non-resident fee is determined by gross annual income earned within Kenmore city limits</i>	\$10	No fee

The Washington State Department of Revenue (DOR) may charge fees in addition to those described in this fee schedule (e.g., processing fee).

Regulatory Business Licenses	Fee
Adult Entertainment	
Device	\$50 each
Operator	\$500 per year
Premises	\$200 per year
Panoram Manager License	\$50 per year
Adult Cabaret	
Operator	\$500 per year
Cabaret Manager License	\$50 per year
Cabaret Entertainer License	\$50 per year
Adult Retail Business License	\$500 per year
Heavy Manufacturing Business	\$200 per year
Live Entertainment: music (other than mechanical); boxing or wrestling; pool halls; and bowling alleys	\$200 per year; \$100 per six months; or \$50 per day
Junk Shop License	\$300 per year
Junk Wagon License	\$40 per year
Cannabis Business License	\$500 per year
Massage Business and Public Bathhouse	\$150 per year
Massage Practitioner	\$50 per year
Theaters	\$100 each screen per year
Pawnbroker	\$500 per year
Peddler/Solicitor	No fee
Secondhand dealer	\$40 per year
Renewal of License, registration or permit late penalty	10% of required fee
Transferability of license of permit	\$25

2. Code Enforcement

Code Enforcement	Fee
Hourly rate	\$141
Inspection/Posting	Hourly
Re-inspection	Hourly
Abatement	Actual City Costs
Abatement Hearing	Actual City Costs
Notice of Violation Appeal Fee	\$125
Removal of Stop Work or Stop Use Order without the approval from the City	\$500
Violation of a Stop Work or Stop Use Order	\$500
Failure to perform Fire Watch	\$412/day
Violation of International Fire Code	\$255/day
Violation of wet season requirements	See Section 4
Work Commencing Before Permit Issuance	2 times the total permit fee

Housing Code Enforcement	Fee
Hourly rate	\$141
Inspection/Posting	Hourly
Re-Inspection plus Notice and Order	Hourly
Appeal Fee	\$125
Closing Fee	Hourly
Contract Abatement Fee	15% of the contract
Late Fee	1.5% of balance due
Hearing Examiner	Actual City Costs

The Following Fees Apply to all Enforcement Actions:	Fee
Inspection Warrant	\$350 each
Attorney Fees	As established by the City Attorney contract for legal services
Paralegal Services	As established by the City Attorney contract for legal services
Notary Services	\$10
Abatement	Actual City Costs
Code Enforcement Administrative Fee	15%

3. Community Development

Comprehensive Plan and Development Regulation Amendments	Fee
Prescreening/threshold review fee	\$200
Annual amendment cycle fee (applicants whose amendment proposals are approved for consideration by the City Council)	\$400 (plus, actual costs of review by attorney and other outside consultants)

4. Development Services

General	Fee
Fees in this section do not apply to new accessory dwelling units (ADUs).	
Technology Fee With the exception of fees collected by the City for other agencies (e.g., State Building Code Council, Shoreline Fire Department, etc.), the Development Review Technology Fee applies to all fees listed in Section 4. Items with an asterisk "*" are exempt from the technology fee.	5%
Hourly Rate	\$141
Additional/excessive reviews and/or inspections. Applies to all development permits and projects in Section 4; additional plan review or inspections required by changes, additions or revisions to the plans or excessive reviews of re-submittals where four (4) or more reviews is considered excessive. Also applies to reinspections.	Hourly
Research performed outside the context of a pending application review	Hourly
Where the original permit cost was less than or equal to the cost of an extension, the renewal fee shall be 25% of the original permit cost. Unless otherwise state, this applies to all development permits.	25%
For use of outside consultants for plan review and inspections	Actual Cost
Attorney cost relating to a private development	Actual Cost
Late penalty on Development Permits (KMC 20.05.040)	1.5% of balance due

Development Agreement	Fee
Threshold review with City Council	\$252
Development Agreement requested by the applicant (proposal is approved for consideration by the City Council)	\$6,301 + City Attorney fees
Development Agreement requested by the City	No fee

Pre-application	Fee
Pre-application review fee (first pre-application)	No fee
Pre-application review fee (each subsequent pre-application)	
Base fee	\$650
After five hours	Hourly
Pre-application review fee (city projects)	No fee
Pre-application review fee (affordable housing projects)	No fee

Zoning and Land Use	Fee
Request for site specific rezone	\$3,234
Site plan application (KMC 18.105)	
Up to \$100,000 project value	\$1,096
\$100,001 - \$1,000,000 project value	\$3,491
> \$1,000,000 project value	\$3,491 + \$1,093 for each \$1M or portion thereof
Major revision	\$2,943

	Minor revision	\$963
	Construction permit site plan review	Hourly
	Landscape plan review (KMC 18.35)	
	Initial plan review based on site area	
	0 – 1 site acre	\$609
	> 1 – 2 site acres	\$1,105
	> 2 site acres	\$1,105 + \$214 for each acre or portion thereof over 2
	Each plan revision review	Hourly
	Landscape and tree management inspections	
	Landscape inspection	\$312
	Landscape maintenance bond release inspection	Hourly
	Tree management plan review (KMC 18.57)	
	Initial plan review based on site area	
	0 – 1 site acre	\$609
	> 1 – 2 site acres	\$1,105
	> 2 site acres	\$1,105 + \$214 for each acre or portion thereof over 2
	Each plan revision review	Hourly
+	Variance (e.g., zoning, critical area, etc.)	
	Application review	\$1,735
	Request for time extension	\$110
+	Boundary line adjustment	\$780
	Communications facilities (KMC 18.60)	
	Application review	\$1,860
+	Minor adjustment	\$3,357
	Major adjustment	\$11,678
	Eligible communication facility modifications (ECFM, zoning review)	Hourly
	Conditional Use permit (CUP)	\$5,142
	CUP Minor Adjustment (KMC 18.115.100)	\$3,357
	Accessory dwelling unit (ADU)	No fee
	Change of use permit (zoning review)	
	Base fee	\$704
	After 5 hours	Hourly
	Land use and zoning inspections	Hourly
	Reasonable use exception (RUE)	\$1,735
	Legal lot status request	\$502
	Public agency and utility exception (PAUE)	\$1,735
	Zoning verification letter/request	\$226
	Design review	Hourly
	Temporary Use Permit (TUP/TMP)	\$909
	Temporary Use Permit for homeless shelters (KMC 18.100.200)	No fee
	Affordable Housing Monitoring Fee	\$50/unit
	Request for code interpretation	Hourly
	Multi-Family Tax Exemption (MFTE) Application	\$639
	Public notice mailing fee	\$252

Subdivision, Short Subdivision, Binding Site Plan, and Final Plat	Fee
Preliminary short subdivisions (9 lots or less)	
Base fee	\$579
Plus per lot	\$1,176
Major Revision	\$579
Minor revision	Hourly
Short subdivision alteration	Hourly
Request for time extension	\$110
Preliminary subdivisions (10 lots or more)	
Base fee	\$1,739
Plus per lot	\$1,423
Major Revision	\$3,111
Minor revision	\$963
Request for time extension	\$110
Subdivision alterations or vacations	
With public hearing	\$4,056
Without public hearing	\$1,968
Binding site plan (BSP)	
Final BSP	\$3,104
Conceptual/Preliminary BSP	\$5,713
Revision to a conceptual/preliminary approved BSP	\$1,397
Revision to a final BSP	\$3,104
Subdivision final approval (e.g., final short plat, final long plat)	
Final short subdivision 4 lots or less	\$2,656
Final short subdivision 5 to 9 lots	\$5,355
Final short subdivision alteration	\$987
Final subdivision 30 lots or less	
Base Fee	\$8,054
Plus per lot	\$96
Final subdivision 31 lots or more	
Base Fee	\$8,946
Plus per lot	\$65
Subdivision alteration	\$1,489
Modification of a recorded building envelope	\$747
Final planned unit development	\$6,263
Request for time extension	\$200

Shoreline Management Permit	Fee
Shoreline substantial development permit (SSDP)	
Total cost of proposed development: Up to and equal to \$100,000	\$2,246
Total cost of proposed development: Over \$100,000	\$2,246 + hourly
Shoreline variance (SVAR)	
Total cost of proposed development:	
Up to and equal to \$100,000	\$2,859
Over \$100,000	\$2,859 + hourly
Single-family joint use dock	\$2,242

Shoreline conditional use permit (SCUP)	\$2,859
Shoreline re-designation	\$19,380
Shoreline exemption (SSDX)	\$1,084
Supplemental fees	
Request for a time extension	\$110
Shoreline permit revision	Hourly
Fee when public hearing required	\$895
Permit compliance inspections	Hourly

Special Reviews	Fee
Request for name change (land use applications, after first review)	\$265
State Environmental Policy Act (SEPA) review	
Environmental checklist (projects)	
Base fee	\$1,981
After six hours	Hourly
All fixed and contract costs	Actual Cost
Environmental checklist (Non-Projects)	Hourly
Draft Environmental Impact Statement (DEIS), Final Environmental Impact Statement (FEIS), Supplemental Environmental Impact Statement (SEIS) or addenda preparation and review costs – including scoping, writing, editing, publishing, mailing, distributing and contract administration:	
Deposit – a percentage of total estimated cost	33%
All fixed and contract costs	Actual Cost
Staff preparation and review cost	Hourly
Critical Area Review:	
Applicants are eligible for a refund of the portion of the base fee that is less than the city's costs (including but not limited to the cost of consultants)	
Critical Area Plan Review:	
Base fee	\$1,714
Plus, per hour	Hourly
Flood plain determination – certificate of elevation	\$509
Plus, per hour	Hourly
Review of mitigation/enhancement plan	Hourly
Critical areas inspection	Hourly
Inspection and monitoring	Hourly
Appeals to the Hearing Examiner from decisions of the City*	\$125
Departmental review of non-departmental permits	Hourly
Review of SEPA and/or Critical areas exemption (not related to a SSDX)	
Base fee	\$563
After four hours	Hourly

Tree Removal	Fee
Significant Tree Removal	
Plan review & inspection(s)	\$50
Plan review beyond 2 hours	Hourly
Exceptional Tree Removal	See next page

Application fee	\$1,675
Tree Fund: Fee-in-Lieu (tree replacement) Each 1.0 tree unit (e.g., one 8' to 10' coniferous tree)	\$600/each
Engineering Review	Fee
Engineering review of a land use application (e.g., review of conceptual civil plans)	Hourly
Engineering and/or surveyor review of a final map (e.g., final short plat)	Hourly
Road standards variance, application fee	\$276
Drainage adjustment, application fee	\$276
Wet season work variance, application fee	Hourly
Wet season penalty for non-compliance	\$250 for each day the violation occurs
Single-family drainage review (e.g., building permit)	
Addition/alteration/rebuild	\$408
New SFR, within a plat	\$408
New SFR, not within a plat	\$933
All other projects drainage review (e.g., townhomes, multi-family, commercial, etc.)	
Base fee	\$786
Plus, per total disturbed area	
0 – .50 site acre	\$1,547
.51 – 1 site acre	\$2,137
1.1 – 2 site acres	\$3,898
2.1 – 5 site acres	\$8,558
5.1 – 10 site acres	\$10,308
More than 10 acres	\$11,476
Traffic Impact Analysis review	
Level 1 (10 P.M. peak hour trips or less)	\$465
Level 2 (11-75 P.M. peak hour trips)	\$1,106
Level 3 (Over 75 P.M. peak hour trips)	\$2,213
Parking Review	
Base fee	\$282 + Hourly
Small Project Grading Permit: Projects that do not exceed 500 cubic yards (volume and disturbed area) and that do not require engineered drawings, as determined by the director.	\$413
Large Project Grading permits	
Disturbed Area	Base fee
Up to 1 acre	\$242 + \$1,088
>1 acre	\$526 + \$815
Engineering Permit - short subdivision plan review	
Short subdivision 4 lots or less	
Base fee	\$2,884
Plus per lot	\$288
Short subdivision 5 to 9 lots	
Base fee	\$5,736
Plus per lot	\$288
Short subdivision utility ROW permit review	\$288

Short subdivision utility ROW permit inspection	\$288
Engineering Permit - subdivision plan review	
Subdivision 30 lots or less	
Base fee	\$8,584
Plus per lot	\$47
Subdivision 31 lots or more	
Base fee	\$9,279
Plus per lot	\$23
Subdivision utility ROW permit review	\$563
Subdivision utility ROW permit inspection	\$563
Engineering Permit - multi-family plan review (e.g., planned unit developments, townhomes, apartments, condominiums, etc.).	
30 units/lots or less	
Base fee	\$8,584
Plus per lot	\$63
31 units/lots or more	
Base fee	\$9,556
Plus per lot	\$32
Utility ROW permit review	\$539
Utility ROW permit inspection	\$539
As-built reviews	Hourly
Engineering plan revision (e.g., post-issuance revision)	Hourly
Additional/excessive review fee (applies to each review starting on the fourth review).	Hourly

Engineering Inspections			Fee
Engineering construction inspections (when not associated to a Bond Quantity Worksheet):			
Inspection fees are calculated by adding the applicable amounts from the Annual Volume Table (below), to a maximum of \$10,000.			
<u>Annual Volume Table</u>			
Volume deposited or removed	Base Fee		Plus per 100 cubic yards or portion thereof
0 to 3,000 cubic yards	\$0	+	\$136
>3,000 to 10,000 cubic yards	\$3,527	+	\$23
>10,000 to 20,000 cubic yards	\$5,199	+	\$7
>20,000 to 40,000 cubic yards	\$5,917	+	\$3
>40,000 cubic yards	\$6,469	+	\$2
Engineering construction inspections (when associated to a Bond Quantity Worksheet):			
Inspection fees are calculated by adding the applicable amounts from the table below.			
Bond quantity worksheet amount (line T)	Base Fee		Plus per \$1,000 bond or portion thereof
\$0 – \$30,000	\$294	+	\$159
>\$30,000 – 120,000	\$3,114	+	\$67
>\$120,000	\$9,256	+	\$20

Reclamation bond release inspection	\$354
Re-inspection of non-bonded actions	\$310
Substantial engineering permit inspection	Hourly
Maintenance bond inspections: Maintenance inspection fees are calculated by adding the applicable amounts from the table below.	
Bond quantity worksheet amount (line T)	Base Fee
\$0 – \$30,000	\$636
>\$30,000 – 120,000	\$1,063
>\$120,000	\$1,612

Plus per \$1,000 bond or portion thereof

Building Permits	
Valuation Table	
Total Valuation	Fee
\$1 – \$500	\$33
>\$500 – \$2,000	\$33 for the first \$500 plus \$4 for each additional \$100 or fraction thereof, to and including \$2,000.
>\$2,000 – \$25,000	\$96 for the first \$2,000 plus \$20 for each additional \$1,000 or fraction thereof, to and including \$25,000.
>\$25,000 – \$50,000	\$541 for the first \$25,000 plus \$13 for each additional \$1,000 or fraction thereof, to and including \$50,000.
>\$50,000 – \$100,000	\$891 for the first \$50,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000.
>\$100,000 – \$500,000	\$1,374 for the first \$100,000 plus \$8 for each additional \$1,000 or fraction thereof, to and including \$500,000.
>\$500,000 – \$1,000,000	\$4,457 for the first \$500,000 plus \$6 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
>\$1,000,000	\$7,753 for the first \$1,000,000 plus \$5 for each additional \$1,000 or fraction thereof.
Building plan review (except basic)	65% of the building permit
Building plan review (basic)	25% of the building permit
Additional plan review required for changes, additions or revisions to plans (minimum charge ½ hour)	Hourly
+ Mobile Homes	
Mobile Home permit	\$1,145
Temporary mobile home permit	\$1,064
Non-insignia mobile home inspection	\$914
Re-roof permits	
Single-family residential	\$255
All other building types (e.g., townhomes, commercial, multi-family, etc.)	Valuation Table
Condominium conversion review	
1 to 30 units	\$2,254
31 to 99 units	\$2,546
100 or more units	\$3,455
Plus per unit	\$383
Pre-inspections	See next page

Fire and flood damage	Hourly
Housing, relocation of a structure, or code compliance	Hourly
Other inspections prior to permit	Hourly
Demolition permit	\$395
Plan review and/or inspections beyond one (1) hour, each	Hourly
Inspection outside of normal hours	Hourly x 1.5
Inspection for which no fee is specifically indicated	Hourly
Permit extension or renewal	\$146
State Building Code Council Surcharge (RCW 19.27.085)*	
Residential building permits	
Base Fee	\$6.50
Plus per residential unit, but not including the first unit	\$2.00
Commercial building permits	
Base Fee	\$25.00
Plus per residential unit, but not including the first unit	\$2.00

Plumbing Permits	Fee
New single-family (one and two dwellings) and townhouses	\$978/unit
Commercial and Multi-family	
Plumbing Permit	Valuation Table
Plumbing Permit Plan Review	65% of permit
Alteration or additions to one and two-family dwellings and townhouses	
Base Fee	\$143
Plus, per fixture (e.g., sink, toilet, roof drain, electric water heater, water piping, water treatment equipment, black flow devices, etc.)	\$15/each
Other fixture regulated by the Plumbing Code but not classed in other categories, or for which no other fee is listed	\$15/each

Mechanical Permits	Fee
New single-family (one and two dwellings) and townhouses	\$457/unit
Commercial and Multi-family	
Mechanical Permit	Valuation Table
Mechanical Permit Plan Review	65% of permit
Alteration or addition to one and two-family dwellings and townhouses	
Base Fee	\$143
Plus, per fixture:	
All heating and cooling systems, except heat pumps (e.g., furnace, suspended heating system, recessed wall heater, floor-mounted, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	\$178/each
Gas water heater	\$178/each
Other appliance or piece of equipment regulated by the Mechanical Code but not classed in other categories, or for which no other fee is listed	\$15/each

+

Ventilation systems, vents, hoods, ducts, etc.	\$15/each
Gas piping, per outlet	\$15/each
Heat pump	\$15/each

Stormwater Capital Facilities*		Fee
Stormwater capital facilities charges apply to all development that creates new impervious surface. This charge applies to each parcel. These fees do not apply to new impervious surfaces associated with the establishment of a new accessory dwelling unit (ADUs).		
If the charge was previously paid for development of a parcel (e.g., new single-family residence), and an applicant proposes additional development or redevelopment (e.g., single-family addition), the charge applies only to new impervious surfaces.		
New single-family residential development on a single parcel		\$3,700
New townhome development on a single parcel		\$3,700/unit
All other development	Square feet of impervious area of the parcel (rounded down to the nearest whole square foot), divided by 2,500 (quotient rounded to nearest tenth), and multiplied by \$3,700. The minimum ERU shall be 1.0.	
Shelters for temporary placement, as defined in KMC 18.20.2540 or as determined by the City Manager.		No fee
Affordable housing projects, as defined in KMC 18.20.098, where all units are affordable; or as determined by the city manager.		No fee

Transportation Impact Fees*		Fee
ITE Land-Use Category	Net New Person Trips	Impact Fee
Single Mobility Unit Cost	N/A	\$4,592.00
Residential		
Single-family, detached	1.363 per dwelling unit	\$6,822.20 per dwelling unit
Single-family, attached (e.g., duplexes, triplexes, etc.) ITE #215	0.938 per dwelling unit	\$4,952.03 per dwelling unit
Multi-family, low rise (apartments, townhouses, and condominiums with at least 3 dwelling units) ITE #220	0.834 per dwelling unit	\$4,402.36 per dwelling unit
Multi-family, medium rise (apartments and condominiums; 4-10 floors of living space) ITE #221	0.638 per dwelling unit	\$3,366.51 per dwelling unit
Multi-family, senior adult housing (retirement communities, age-restricted housing, etc.) ITE #252	0.362 per dwelling unit	\$1,910.08 per dwelling unit
Low rise residential with ground floor commercial	0.87 per dwelling unit	\$4,594.30 per dwelling unit
Mobile home park	0.839 per dwelling unit	\$4,200.18 per dwelling unit
Affordable Housing (KMC 18.20.098)	--	\$0 per dwelling unit (no fee)
Commercial		
Hotel	0.854 per room	\$4,899.76 per room
Marina	0.254 per berth	\$1,132.31 per berth
Golf Course	0.345 per acre	\$1,585.77 per acre

Movie Theater	0.103 per seat	\$340.07 per seat
Multipurpose recreational facility	4.361 per 1,000 Square Feet (SF)	\$19.42 per 1,000 SF
Office, general	1.691 per 1,000 SF	\$12.35 per 1,000 SF
Office, medical	4.624 per 1,000 SF	\$31.85 per 1,000 SF
Shopping Plaza (40,000-150,000 SF, no supermarket)	4.173 per 1,000 SF	\$7.67 per 1,000 SF
Supermarket	6.973 per 1,000 SF	\$20.81 per 1,000 SF
Convenience Store 24-hour	29.298 per 1,000 SF	53.81 per 1,000 SF
Pharmacy with drive-through	12.505 per 1,000 SF	\$26.99 per 1,000 SF
Drive-in bank	16.629 per 1,000 SF	\$35.89 per 1,000 SF
Fast casual restaurant	7.638 per 1,000 SF	\$21.75 per 1,000 SF
Fast food with drive-through	20.103 per 1,000 SF	\$57.23 per 1,000 SF
Fast food with no drive-through	20.213 per 1,000 SF	\$57.55 per 1,000 SF
Gas station	8.466 per 1,000 SF	\$20,604.30 per 1,000 SF
Gas station with convenience store	11.211 per pump	\$27,284.77 per pump
Institutional		
Elementary school	0.195 per student	\$554.89 per student
Middle school	0.171 per student	\$485.53 per student
High School	0.182 per student	\$519.51 per student
Church	0.597 per 1,000 SF	\$3.15 per 1,000 SF
Library	9.94 per 1,000 SF	\$28.30 per 1,000 SF
Hospital	1.045 per 1,000 SF	\$7.49 per 1,000 SF
Nursing Home	0.724 per 1,000 SF	\$2.89 per 1,000 SF
Industrial		
General light industrial	0.612 per 1,000 SF	\$4.47 per 1,000 SF
Manufacturing	0.801 per 1,000 SF	\$5.85 per 1,000 SF
Mini-warehouse	0.162 per 1,000 SF	\$1.18 per 1,000 SF

Parks Impact Fee*		Fee
Single-family residence		\$4,652.34 per dwelling unit
Multi-family (includes duplex, triplex, townhomes, apartments, etc.)		\$3,568.59 per dwelling unit
Mobile Home		\$2,325.57 per dwelling unit
Affordable Housing (KMC 18.20.098)		No fee

Schools Impact Fee*		Fee
Single-family residence		\$15,159 per dwelling unit
Multi-family (includes duplex, triplex, townhomes, apartments, etc.)		\$2,755 per dwelling unit

Fire Department Review*	
The fire review fee are assessed per the approved contract with the Shoreline Fire Department for all single family, multi-family, and commercial projects.	

Limited Use Right-of-Way Permits (Types A, B, C & Beautification)		Fee
Application Fee (includes 1 hour review and 1 hour inspection)		\$237
Review fee in excess of 1 hour		Hourly
Inspection fee in excess of 1 hour		Hourly
Use Fee	Fee = (use area) x \$20 per sq. ft x days of usage/365 or a minimum of \$100, whichever is greater	

Beautification Permit	No Fee
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Access Right-of-Way Permits		Fee
Application Fee (includes 1 hour review and 1 hour inspection)		\$237
Review fee in excess of 1 hour		Hourly
Inspection fee in excess of 1 hour		Hourly
Use Fee		
Open to the Public		No fee
Limited (not open to the public)		Fee = (use area) x value** x 25% or a minimum of \$100 whichever is greater
**value of adjacent land (in area, sq ft) according to King County Assessor records		

Encroachment Right-of-Way Permits*		Fee
Application Fee (includes 1 hour review and 1 hour inspection)		\$237
Review fee in excess of 1 hour		Hourly
Inspection fee in excess of 1 hour		Hourly
Use Fee		Fee = (use area) x value1** x No. of Years x 12% or a minimum of \$100 whichever is greater
**value of adjacent land (in area, sq ft) according to King County Assessor records		

Right-of-Way Special Use Permits*		Fee
Application Fee (includes 1 hour review and 1 hour inspection)		\$237
Review fee in excess of 1 hour		Hourly
Inspection fee in excess of 1 hour		Hourly
Use Fee		Fee = (use area) x value1** x No. of Years x 12% or a minimum of \$100 whichever is greater
**value of adjacent land (in area, sq ft) according to King County Assessor records		

Utility Right-of-Way Permits*		Fee
All Utility Franchises and any other utility company or agency installing, repairing, removing, and/or modifying telecommunication/cable facilities		
+	Application	\$237
	Review	Hourly
	Inspection	Hourly
	Use fee	No Fee
	Permit Extension	\$350
	Violation of Lane Closure Hours	\$500
	Accelerated Job Start	\$542
	Work Without a Permit	\$1,000
	Attorney Fees for Use Agreements	Actual Cost
	Failure to Relocate, replace, or transfer facility	\$500/day, per location

Annual Use Payment for Use of Right-of-Way and City Owned Property*	
Type of Equipment/Facility within the right-of-way Separate support structure (such as a monopole, fence, foundation, or lattice) used for wireless antenna, utility services, enclosures, antenna/receiver transmitters, and/or equipment cabinets	\$5,000/year
Antenna/receiver transmitter (on an existing or replacement pole) and equipment cabinet	\$3,000/year
Antenna/receiver transmitter (on an existing or replacement pole) or equipment cabinet (but not both), underground facilities, or wires/cables only	\$2,000/year

State Route 522 driveway connection permit*	
Fee structure. The following nonrefundable fee structure is established for the processing, review and inspection of the connection permit application. A description of each category can be found in section 12.85.040 of the KMC. Due to the potential complexity of Category II and Category III connection proposals, and required mitigation measures that may involve construction on SR 522, the city may require a developer agreement in addition to the connection permit. The developer agreement may include, but is not limited to: plans; specifications; maintenance requirements; bonding requirements; inspection requirements; division of costs by the parties, where applicable; and provisions for payment by the applicant of actual costs incurred by the city in the review and administration of the applicant's proposal that exceed the required base fees in the following schedule:	
Category I – Base fee for one connection:	
· Agricultural, forest, utility operation and maintenance	\$50
· Residential dwelling units (up to 10)- single connection	\$50/dwelling
· Other, with 100 average weekday vehicle trip ends	\$500
· Fee per additional connection point	\$50
Category II – Base fee for one connection:	
· Less than 1,000 average weekday vehicle trip ends	\$1,000
· 1,000 to 1,500 average weekday vehicle trip ends	\$1,500
· Fee per additional connection point	\$250
Category III - Base fee for one connection:	
· 1,500 to 2,500 average weekday vehicle trip ends	\$2,500
· Over 2,500 average weekday vehicle trip ends	\$4,000
· Fee per additional connection point	\$1,000
Category IV – Base fee per connection:	\$100
Surety Bond. Prior to the beginning of construction of any connection, the city may require the permit holder to provide a financial guarantee (e.g., surety bond) as specified in WAC 468-34-020(3).	

Memorial Sign*	Fee
Application fee and sign	\$300

5. Animal Care and Control

Animal License and Registration		Fee
Pet license - dog or cat		
Unaltered		\$60
Altered		\$30
Juvenile pet license - dog or cat		\$15
Discounted pet license - dog or cat		\$15
Replacement tag		\$5
Transfer fee		\$3
Guard dog registration		\$100
Exotic pet, new		\$500
Exotic pet, renewal		\$250
Service animal		No fee
K-9 police dog		No fee
Late fees		
Received 45-90 days following license expiration		\$15
Received 90-135 days following license expiration		\$20
Received more than 135 days following license expiration		\$30
Received more than 365 days following license expiration		\$30 plus license fee(s) for any previous year pet was unlicensed

Animal Business and Activity Permits		Fee
Hobby kennel and hobby cattery license		\$50
Private animal placement permit		No fee

Civil Penalties		Fee
General		
No previous similar code violation within one (1) year		\$50
One previous similar code violation within one (1) year		\$100
Two previous similar code violation within one (1) year		Double the rate of the previous penalty, up to a maximum of \$1,000.
Vicious animal or animal cruelty violations		
First violation within one year		\$500
Subsequent violations within one year		\$1,000
Dog leash law violations		
First violation within one year		\$25
Additional violation within one year		\$50
Animal abandonment		\$500
Unlicensed cat or dog		
Altered cat or dog		\$125
Unaltered cat or dog		\$250

Service Fees	Fee
Adoptions – including licensing and spaying or neutering or the animal (based on adoptability/animal)	\$75-250
Spay or neuter deposit	\$150/animal
Impound or redemption - dogs, cats, or other small animals	
First impound within one year	\$45
Second impound within one year	\$85
Third impound within one year	\$125
Impound or redemption - livestock, small	\$45
Impound or redemption – livestock, large	\$45 or actual cost of sheltering, whichever is greater
Kenneling at King County animal shelter – per 24 hours or portion thereof in field pick-up of an owner’s deceased unlicensed pet or pick-up of an unlicensed pet released voluntarily to the regional animal service section.B657	\$20
Owner-requested euthanasia (unlicensed pets)	\$50
Optional micro-chipping for adopted pets	\$25

6. Miscellaneous

Type	Fee
Credit Card Service Fee	3%
NSF (insufficient funds charge for a returned payment)	\$25
Use of City owned property, other than right-of-way, for event parking, storage or similar use	\$100/day
City Sponsored Event - Vendor Fees	
Food Vendor	\$50/day
Craft Vendor	\$50/day
Non-Profit Booth or Vendor	\$10/day
City Hall Facility Rental Fees	
Weekday Rental (Tue-Fri) - Resident	\$25/hour
Weekday Rental (Tue-Fri) - Non-Resident	\$50/hour
Saturday Rental - Residents Only	\$75/hour
Audio/Visual Rental	\$25
Damage Deposit (refundable)	\$250 min.
The Hangar Rental Fees (Kenmore Residents Only)	
Damage Deposit (for groups ≥ 30 people)	\$100**
Damage & Food Deposit (for groups ≥ 30 people)	\$150**
**50% of deposit will be forfeited if the event exceeds reserved time over 10 minutes	
**100% of the deposit will be forfeited for “no-shows”	
Public Safety Fees	
First three (3) false alarms	No fee
Fourth and fifth false alarms	\$50 each
Sixth and additional false alarms	\$100 each
Park Shelter Rental Fee	
Kenmore Residents all day	\$150
Kenmore Residents half day	\$75
Non-Kenmore Residents all day	\$200

Non-Kenmore Residents half day	\$100
Moorlands Park Athletic Fields Rental Fee: Athletic clubs may request up to a maximum 50% reduction if the club has at least 20% of eligible participants	\$22/hour
Franchise Agreements Negotiations	
General	Actual Cost
Cable TV	Actual Cost***
***Reimbursement of actual costs may be subject to federal regulations relating to 5% gross revenue franchise fee cap	
Right-of-Way Vacation	
Application fee	Hourly
Appraisal review	Actual cost
Public notice mailing fee	\$252

Special Event Permit	Fee
Application Fee	\$100
Application Fee for City of Kenmore Sponsored Events	No fee
Actual and indirect cost for city personnel involvement in event traffic control, fire safety, or other facility or event support, and the use of City equipment and other nonpersonnel expense.	Actual Cost

7. Public Records Requests

Type	Fee
Copy charges may be combined to the extent more than one type of charge applies to a particular request	
Review of requested records	No charge
Standard size black-and-white-photocopies (includes 8-1/2" x 11", 8-1/2"x14" and 11"x17")	
6 pages or less	No charge
7 or more pages (includes cost of first 6 pages)	15 cents/page
Scanned copies (converting a record from paper copy to an electronic format)	
10 pages or less	No charge
11 or more pages (including cost of first 10 pages)	10 cents/page
Uploading/attaching electronic files to digital storage media/device(s), a cloud-based storage or service, or emails (CD, DVD, thumb drive, email or cloud service).	
80 files or less	No charge
81 or more files (including cost of first 80 files)	5 cents/4 files
Transmission of public records in an electronic format	10 cents/gigabyte
Oversized documents such as building plans, maps, blueprints or large copy jobs	Actual Cost
Records copied to CD or DVD	\$1.00 per CD/DVD
Records copied to thumb/flash drive	Actual Cost
Mailing envelopes or packaging and postage	Actual Cost

+ 8. Surface Water

Surface Water Management Service Annual Program Charges

Rates are established pursuant to Resolution no. 23-406, unless otherwise amended and adopted.

City of Kenmore								
Surface Water Management Program Annual Service Charges								
Class	Impervious Area	Annual Rates						
		2024	2025	2026	2027	2028	2029	2030
Residential ^A	NA	\$298.84	\$358.61	\$401.64	\$449.84	\$476.83	\$505.44	\$525.66
Very Light ^A	0 to ≤ 10%	\$298.84	\$358.61	\$401.64	\$449.84	\$476.83	\$505.44	\$525.66
Light	> 10% to ≤ 20%	\$896.51	\$1,075.81	\$1,204.91	\$1,349.50	\$1,430.47	\$1,516.30	\$1,576.95
Moderate	> 20% to ≤ 45%	\$1,942.43	\$2,330.92	\$2,610.63	\$2,923.91	\$3,099.34	\$3,285.30	\$3,416.71
Moderately Heavy	> 45% to ≤ 65%	\$3,287.20	\$3,944.64	\$4,418.00	\$4,948.16	\$5,245.05	\$5,559.75	\$5,782.14
Heavy	> 65% to ≤ 85%	\$4,482.54	\$5,379.05	\$6,024.54	\$6,747.48	\$7,152.33	\$7,581.47	\$7,884.73
Very Heavy	> 85% to ≤ 100%	\$5,528.46	\$6,634.15	\$7,430.25	\$8,321.88	\$8,821.19	\$9,350.46	\$9,724.48
City Roads	NA							
State Highways	NA							

Rates are subject to 6% utility tax per KMC 3.35.040.F

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

2025 v.2 Fee Schedule: A Summary of Changes

Except for formatting, spelling, and grammatical changes or inconsequential wording changes, the table below summarizes changes to the 2025 fee schedule.

Fee Name, Section, and Page Number in the Fee Schedule	Department	Description (What changed?)	Additional Information and Justification (Why did it change?)
Annual Amendment Cycle Fee Section 3 Page 3	Community Development	Changed from “\$400” to “\$400 (plus, actual costs of review by attorney and other outside consultants).”	This revision incorporates cost recovery for private Comprehensive Plan amendments, aligning them with the approach used for development permits.
Boundary line adjustment, variance, and communication facilities Section 4 Page 5	Development Services	Includes fees for boundary line adjustments, communication facilities, and variance applications. The fee amounts are consistent with the 2024 rates, adjusted by 3.6% for CPI, following the same process applied to other fees in this schedule.	The adopted 2025 fee schedule inadvertently omitted fees for boundary line adjustments, variances, and communication facilities, while also creating a duplicate section where these fees are typically listed. This adjustment restores the missing fee section and eliminates the duplication.
Temporary mobile home permit Section 4 Page 10	Development Services	Fee removed; see “temporary mobile home permit” fee.	In the earlier version of the fee schedule, the fee for a "temporary mobile home permit for hardship" was higher than the standard "temporary mobile home permit." However, it was counterintuitive for the hardship fee to be more expensive. As a result, the fee was removed. Individuals may still qualify for a reduced fee under Ordinance 22-0544.
Mechanical Fixtures Section 4 Page 11	Development Services	Revise the fee titled, “Other appliance or piece of equipment regulated by the Mechanical Code but not classed in other categories, or for which no other fee is listed” from \$178/each to \$15/each.	Higher fees, such as \$178, are typically based on more complex and time-intensive inspections. Applying the \$178 fee to "other" mechanical fixtures may not be justified since the complexity and duration of the inspection for this a “catch-all” category are unknown.
Utility right-of-way (ROW) Section 4 Page 14	Public Works; Engineering	The utility right-of-way (ROW) permit renewal/extension fee was revised from \$325 to \$350.	This fee was increased, based on recommendations from the City Engineer, to account for the costs associated with renewals, such as inspections.
Surface Water Management Service Charge Section 8 Page 19	Public Works; Environmental Services Division	Surface Water Management Annual Program Charges table updated.	This section is being updated for consistency with resolution no. 23-406.

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 2/10/2025

Subject/Topic:	Proposed Council Action/Motion:
Resolution No. 25-426 A Resolution Reaffirming the City of Kenmore as a Safe, Inclusive, and Welcoming City for All People Department: City Manager's Office Prepared by: Garrett Oppenheim Assistant to the City Manager / Diversity, Equity, Inclusion, and Accessibility Coordinator Attachments: Proposed Resolution No. 25-426	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☒ Adopt/Approve ☐ Authorize ☐ Other: Adopt Resolution No. 25-426

Approvals:

Department Head SL 1.24.25 City Attorney DR 1.24.25 Finance Director MM 1.26.25 City Manager RK 1.23.25 Optional Initials & Date

Summary/Background:

In 2017, the City Council adopted Resolution No. 17-292, declaring Kenmore as safe, inclusive, and welcoming for all people. At the January 13, 2025 meeting, the City Council discussed issuing a fresh resolution to reaffirm the City's commitment to welcoming all people and ideas.

At their January 17 meeting, the members of the Diversity, Equity, Inclusion, and Accessibility (DEIA) Advisory Committee discussed how to amend the resolution from 2017 to show concrete actions the City has taken to fulfill the promise made in that resolution from eight years ago.

Previous Council Action(s):

Resolution No. 17-292, adopted March 6, 2017

Fiscal Consideration:

None.

City Council Priorities or Budget Objective Being Addressed:

8. Continue to implement the Diversity, Equity, Inclusion, and Accessibility (DEIA) Strategic Plan, including social justice reform.

**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 25-426**

**A RESOLUTION OF THE CITY COUNCIL OF KENMORE,
WASHINGTON, REAFFIRMING THE CITY OF KENMORE AS A SAFE,
INCLUSIVE, AND WELCOMING CITY FOR ALL PEOPLE.**

WHEREAS, Kenmore's vision statement describes the City as a place that residents, business, and visitors find welcoming and inclusive with courteous people that offers a high quality of life to live, raise children, shop, work, recreate, and socialize; and

WHEREAS, Kenmore budgets and allocates significant resources to ensure a safe and secure community that fosters a feeling of personal safety and facilitates a culture that values and supports a diverse population; and

WHEREAS, the City of Kenmore reaffirms that it has been and will continue to be committed to supporting the safety, health, and welfare of all who reside, work, or visit Kenmore without discrimination; and

WHEREAS, Kenmore believes in the dignity, equality, and constitutional and civil rights of all people and will not tolerate discrimination, harassment, or any behavior that creates fear, isolation, or intimidation; and

WHEREAS, Kenmore's vibrancy and sense of community are stronger for our diversity and shared values of acceptance and respect; and

WHEREAS, the Kenmore City Council supports these principles and strives to reflect them in their actions as Kenmore's elected leaders; and

WHEREAS, the Kenmore City Council adopted a Diversity, Equity, Inclusion, and Accessibility (DEIA) Policy in November 2022 and a DEIA Strategic Plan and Roadmap in September 2023 and staff have been implementing them ever since; and

WHEREAS, the City of Kenmore employs a DEIA Coordinator to work with each City department to implement their obligations under the DEIA Strategic Plan and to report annually to City Council as to the progress being made; and

WHEREAS, the Kenmore City Council authorized the expenditure of over \$300,000 of its American Rescue Plan funds for programming aimed to support human services for disadvantaged communities, including the unhoused residents of the City and those

suffering from mental and behavioral health maladies that may have been caused or exacerbated by the COVID-19 pandemic; and

WHEREAS, the City Manager consults with a DEIA Advisory Committee composed of experts in the field of DEIA who either live or work in the City; and

WHEREAS, the City of Kenmore purchased property near City Hall and is committed to working with a developer toward the construction of affordable housing on the site for both rent and purchase; and

WHEREAS, the City of Kenmore always remains open to learning about what more it can do and ways in which it can improve with regard to being a safe, inclusive, and welcoming place for all.

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

Section 1. Recitals. The City Council adopts the recitals set forth above, which reaffirm Kenmore as a safe, inclusive, and welcoming City for all people.

PASSED BY THE CITY COUNCIL AT A MEETING THEREOF ON THE 10th DAY OF FEBRUARY 2025.

CITY OF KENMORE

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

Anastasiya Warhol, City Clerk

APPROVED AS TO FORM:

Dawn Reitan, City Attorney

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 2/10/2025

Subject/Topic:	Proposed Council Action/Motion:
King County \$450K grant awarded for City's NE 192ND ST culvert replacement project. Department: Environmental Services Prepared by: Richard Sawyer, Env. Svs. Director Attachments: Interlocal Agreement 25-C3103	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☒ Authorize ☐ Other: Authorize City Manager to execute Interlocal Agreement 25-C3103 with King County to accept a grant award of \$450,000.

Approvals:

Department Head RS City Attorney NA Finance Director NA City Manager RK 1/30/25 Optional Initials & Date

Summary/Background:

The City of Kenmore is being awarded \$450,000 from the King County Flood Control District to replace a fish passage barrier culvert on NE 192ND ST that conveys a tributary to Swamp Creek. The City was also awarded \$1.3M through Congresswoman DelBene's Community Project Funding program, bringing the total awarded funding for this project to \$1.75M. The remaining cost of the project, currently estimated at \$350K, will be supported through Surface Water Management fees and Surface Water Capital Facility Charges. The project is one of the several fish passage barrier replacement culvert projects identified in the City's Surface Water Capital Improvement Program, which City Council approved November 2024.

Previous Council Action(s):

NA

Fiscal Consideration:

Authorizing this interlocal agreement provides the City with \$450,000 for the NE 192ND ST Culvert replacement project. \$1,300,000 has already been awarded through other funding sources and \$350,000 was approved in the City's 2025-2026 Biennial Budget.

City Council Priorities or Budget Objective Being Addressed:

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

**AGREEMENT FOR AWARD OF
FLOOD REDUCTION GRANT FUNDS
BETWEEN THE CITY OF KENMORE AND KING COUNTY**

This Agreement is made between King County, a municipal corporation, and the **City of Kenmore** (“Recipient”) (collectively referred to as the “parties” and in the singular “party”), for the purposes set forth herein. This Agreement shall be in effect from the date of execution to **December 31, 2027**.

Project Contacts:

Contact for King County: Kim Harper, Grant Administrator, 206-477-6079,
Kim.harper@kingcounty.gov.

Contact for Recipient: Richard Sawyer, Environmental Services Director, 425-398-8900, ext. 6153, rsawyer@kenmorewa.gov

SECTION 1. RECITALS

- 1.1 Whereas, the King County Flood Control District (“District”) is a quasi-municipal corporation of the State of Washington, authorized to provide funding for flood control and stormwater protection projects and activities;
- 1.2 Whereas, King County is the service provider to the District under the terms of an interlocal agreement (“ILA”) by and between King County and the District, dated February 17, 2009, as amended, and as service provider implements the District’s annual work program and budget;
- 1.3 Whereas, on November 12, 2013, the Board of Supervisors of the District (the “Board”) passed Resolution FCD 2013-14 which established a Flood Reduction Grant Program and criteria for awarding grant funding for projects;
- 1.4 Whereas, on November 7, 2023, the Board passed Resolution FCD 2023-10, which authorized an allocation of \$13,415,191 from the District’s 2024 budget to fund flood reduction projects;
- 1.5 Whereas, on October 8, 2024, the Board passed Resolution FCD 2024-11, which approved the flood reduction projects described in Attachment A to that Resolution;
- 1.6 Whereas, in accordance with the terms of these Resolutions, and in its capacity as service provider to the District, King County has established policies and procedures for administering the flood reduction grant program, a copy of which has been furnished to Recipient and which is incorporated herein by this reference (hereinafter “Grant Policies

and Procedures”);

- 1.7 Whereas, the Recipient submitted an application to receive funds for a project to be funded by the Flood Reduction Grant Program;
- 1.8 Whereas, the Board approved funding of Recipient’s application for the project (“Project”), as described in Attachment A to Resolution FCD 2024-11 in the amount of **\$450,000** (“Award”)
- 1.9 Whereas, Exhibit A, attached hereto and incorporated herein by this reference, contains a description of the Project as described in Attachment A to Resolution FCD 2024-11;
- 1.10 Whereas, King County has received a Scope of Work and a Budget for the Project from the Recipient and has determined that the Scope of Work, attached hereto and incorporated herein as Exhibit B (“Scope of Work”), and the Budget, attached hereto and incorporated herein as Exhibit C (“Budget”), are consistent with the Grant Policies and Procedures, the Recipient’s application for the Project, and the Resolution approving funding for the Project; and
- 1.11 Whereas, King County and the Recipient desire to enter into this Agreement for the purpose of establishing the terms and conditions under which King County will provide funding from the District in accordance with Resolution FCD 2024-11 and the Grant Policies and Procedures, and under which the Recipient will implement the Project.

SECTION 2. AGREEMENT

- 2.1. The Recitals are an integral part of this Agreement and are incorporated herein by this reference.
- 2.2. King County agrees to pay the Award amount to the Recipient in the total amount of **\$450,000** from District funds. The Award shall be used by the Recipient solely for the performance of the Project, as described in Exhibit A to this Agreement. King County shall pay the Recipient in accordance with the terms of the Grant Policies and Procedures.
- 2.3. The Recipient represents and warrants that it will only use the Award for the Scope of Work of this Agreement and in accordance with the Project Budget. The Recipient shall be required to refund to King County that portion of the Award which is used for work or tasks not included in the Scope of Work. Further, the Recipient agrees that King County may retain any portion of the Award that is not expended or remains after completion of the Scope of Work and issuance of the Final Report, as further described below.
- 2.4. Activities carried out for this Project and expenses incurred by the Recipient may predate the execution date of this Agreement provided that 1) they have been identified by

Recipient as being within the scopes of numbers 2) and 3) below, and have been approved by King County as being within such scopes; 2) the activities are specified in the Scope of Work of this Agreement; 3) the expenses are incurred in carrying out the Scope of Work and are authorized by the Award as identified in the Budget of this Agreement; 4) such activities and expenses otherwise comply with all other terms of this Agreement; 5) such activities and expenses do not occur prior to the date the grants were approved by the District; and 6) reimbursements shall be paid to the Recipient only after this Agreement has been fully executed.

- 2.5. The Recipient shall invoice King County for incurred expenses using the Request for Payment form and Progress Report form, or online equivalents to these forms upon the County's implementation of an online reporting database, for those documented and allowable expenses identified in the Budget and according to the rules set forth in the Grant Policies and Procedures. A request for payment shall be made no less frequently than every six months after the effective date of this Agreement nor more frequently than every three months after the aforementioned date. A Progress Report form and backup documentation of claimed expenses shall be submitted with all payment requests. A one-time advance may be allowed, in the discretion of King County, for expenses anticipated to be incurred in the three months following the date of submission of the advance Request for Payment only for work that is included in the Scope of Work of this Agreement, and identified as such in the Request for Payment. The amount of the advance may not exceed 25% of the total award amount. Documentation of payments made from advances shall be submitted to King County prior to any further requests for payment.
- 2.6. The Recipient shall be required to submit to King County a final report which documents the Recipient's completion of the work in conformance with the terms of this Agreement within thirty (30) days after the completion of the work. The final report may be submitted on the Close-out Report form, or online equivalent to this form upon the County's implementation of an online reporting database. The final report shall include a summary of the Project's successes and shall address the flood reduction benefits accomplished by the work.
- 2.7. The Recipient's expenditures of Award funds shall be separately identified in the Recipient's accounting records. If requested, the Recipient shall comply with other reasonable requests made by King County with respect to the manner in which Project expenditures are tracked and accounted for in the Recipient's accounting books and records. The Recipient shall maintain such records of expenditures as may be necessary to conform to generally accepted accounting principles as further described in Section 2.8 below, and to meet the requirements of all applicable state and federal laws.
- 2.8. The Recipient shall be required to track project expenses using the Budget Accounting and Reporting System for the State of Washington ("BARS") or Generally Accepted Accounting Principles set forth by the Financial Accounting Standards Board or by the Governmental Accounting Standards Board.

- 2.9. King County or its representative, and the District or its representative, shall have the right from time to time, at reasonable intervals, to audit the Recipient's books and records in order to verify compliance with the terms of this Agreement. The Recipient shall cooperate with King County and the District in any such audit.
- 2.10. The Recipient shall retain all accounting records and project files relating to this Agreement in accordance with criteria established by the Washington State Archivist Local Government Common Records Retention Schedule (CORE) as revised.
- 2.11. The Recipient shall ensure that all work performed by its employees, agents, contractors, or subcontractors is performed in a manner which protects and safeguards the environment and natural resources, and which is in compliance with local, state and federal laws and regulations. The Recipient shall implement an appropriate monitoring system or program to ensure compliance with this provision.
- 2.12. The Recipient agrees to indemnify, defend and hold harmless King County, and the District, their elected or appointed officials, employees and agents, from all suits, claims, alleged liability, actions, losses, costs, expenses (including reasonable attorney's fees), penalties, settlements and damages of whatsoever kind or nature, arising out of, in connection with, or incident to any acts or omissions of the Recipient, its employees, agents, contractors, or subcontractors in performing its obligations under the terms of this Agreement, except to the extent of the County's or the District's sole negligence.

The Recipient's obligations under this provision shall include, but not be limited to, the duty to promptly accept tender of defense and provide defense to the County and the District with legal counsel acceptable to the County and the District at Recipient's own expense. Recipient, by mutual negotiation, hereby waives, as respects the County and the District only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event it is necessary for the County or the District to incur attorney's fees, legal expenses, or other costs to enforce the provisions of this section, all such fees, expenses, and costs shall be recoverable from Recipient. The provisions of this section shall survive the expiration, abandonment, or termination of this Agreement.

- 2.13. The Recipient agrees to acknowledge the District as a source of funding for the Project on all literature, signage or press releases related to the Project. The Recipient may obtain from King County a District logo that may be used in the acknowledgement.

SECTION 3. GENERAL PROVISIONS

- 3.1. This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns. The Recipient shall not assign this Agreement to a third party.

- 3.2. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. No prior or contemporaneous representation, inducement, promise or agreement between or among the parties which relate to the subject matter hereof which are not embodied in this Agreement shall be of any force or effect.
- 3.3. No amendment to this Agreement shall be binding on any of the parties unless such amendment is in writing and is executed by the parties. The parties contemplate that this Agreement may from time to time be modified by written amendment which shall be executed by duly authorized representatives of the parties and attached to this Agreement.
- 3.4. Unless otherwise specified in the Agreement, all notices or documentation required or provided pursuant to this Agreement shall be in electronic form and shall be deemed duly given when received at the addresses set forth below via electronic mail and transmittal is demonstrated by an electronic delivery receipt or similar confirmation.

King County	Recipient
Kim Harper	Richard Sawyer
Grant Administrator	Environmental Services Director
King County WLRD	City of Kenmore
kim.harper@kingcounty.gov	rsawyer@kenmorewa.gov

Either party hereto may, at any time, by giving ten (10) days written notice to the other party to designate any other address in substitution of the foregoing address to which such notice or communication shall be given.

- 3.5. Each party warrants and represents that such party has full and complete authority to enter into this Agreement and each person executing this Agreement on behalf of a party warrants and represents that he/she has been fully authorized to execute this Agreement on behalf of such party and that such party is bound by the signature of such representative.
- 3.6. The Project shall be completed by no later than **December 31, 2027**. In the event that the Project is not completed by this date, King County has the discretion, but not the obligation, to terminate this Agreement and retain any unexpended Award funds.
- 3.7. The Agreement will be terminated if the Recipient is unable or unwilling to expend the Award as specified in Section 2.2 and Exhibits B and C. In the event of termination under this section, the County shall be released from any obligation to fund the Project and Recipient shall forfeit all rights to the unexpended portion of the Award.
- 3.8. If the County determines that a breach of contract has occurred or does not approve of the Recipient's performance, it will give the Recipient written notification of unacceptable performance. Recipient will then take corrective action within a reasonable period of

time, as may be defined by King County in its sole discretion in its written notification to Recipient. King County may withhold any payment owed Recipient until the County is satisfied that corrective action has been taken or completed.

- 3.9. Waiver of breach of any provision in this Agreement shall not be deemed to be a waiver of any subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement. Waiver of any default shall not be deemed to be a waiver of any subsequent defaults.
- 3.10. KCC chapters 12.16, 12.17 and 12.18 are incorporated herein by reference and the requirements in these code sections shall specifically apply to this Agreement. In its performance under this Agreement the Recipient shall not discriminate against any person on the basis of race, color, age, gender, marital status, sexual orientation, gender identity or expression, religion, ancestry, national origin, disability or use of a service or assistive animal by an individual with a disability, unless based upon a bona fide occupational qualification, and the Recipient shall not violate any of the terms of chapter 49.60 RCW, Title VII of the Civil Rights Act of 1964, or any other applicable federal, state, or local law or regulation regarding nondiscrimination in employment.
- 3.11. None of the funds, materials, property, or services provided directly or indirectly under this Agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.
- 3.12. This Agreement may be signed in multiple counterparts.
- 3.13. If any provision of this Agreement shall be wholly or partially invalid or unenforceable under applicable law, such provision will be ineffective to that extent only, without in any way affecting the remaining parts or provision of this Agreement, and the remaining provisions of this Agreement shall continue to be in effect.
- 3.14. This Agreement shall be governed by and construed according to the laws of the State of Washington. Actions pertaining to this Agreement will be brought in King County Superior Court, King County, Washington.
- 3.15. The amount of the Award has been fully funded by the District. To the extent that funding of the Award requires future appropriations by the District or the King County Council, King County's obligations are contingent upon the appropriation of sufficient funds by the District or the King County Council to complete the Scope of Work. If no such appropriation is made, this Agreement will terminate at the close of the appropriation year for which the last appropriation that provides funds under this Agreement was made.

This document has been approved as to form by the King County Prosecuting Attorney's Office as of March 1, 2023.

KING COUNTY:

RECIPIENT:

By_____

By_____

Name_____

Name_____

Title_____

Title_____

Date_____

Date_____

EXHIBIT A: PROJECT DESCRIPTION

PROJECT NAME	RECIPIENT	DESCRIPTION	LEVERAGE	AWARD
<i>Swamp Creek Tributary Fish Passage Culvert Replacement</i>	City of Kenmore	Replace an existing 24" fish passage barrier on an unnamed tributary (UNT) to Swamp Creek with a new 12-foot span, 4-foot rise box culvert designed per WDFW stream simulation methodology that encourages natural stream processes and provides climate resilience for the projected 2080 100-year storm event condition. This is a high priority culvert for replacement as determined by a citywide fish passage inventory conducted in 2022-2023, in coordination with WDFW.	\$1,586,570	\$450,000

EXHIBIT B: SCOPE OF WORK

ACTIVITY TITLE	ACTIVITIES DESCRIPTION	DELIVERABLES	APPROX. PERCENT OF AWARD REQUEST	MONTH/YEAR TASK WILL BE COMPLETED
Task 1: Project Administration	Submit reimbursement request forms, backup documentation for billing, and progress reports at least every 6 months. Submit a Closeout Report form with the final reimbursement request.	Request forms, Progress reports, Closeout Report with final request	0%	October 2027
Task 2: Design, Permitting, Acquisition, and PS&E	Activities and costs associated with designing and permitting the project. Acquisition activities, including possible temporary construction easements needed for the project. Development of plans, specifications and estimates required for advertising and bidding the project.	Preparation of project ready to bid for construction	100%	October 2025 through February 2027
Task 3: Construction	Activities and costs associated with the construction of the project, including construction management and inspection services required for the project.	Construction of project	0%	May 2025 through September 2027

EXHIBIT C: BUDGET

BUDGET ITEM	GRANT REQUEST
COMMERCIAL SERVICES & CREW TIME	\$450,000
TOTAL	\$450,000

CITY OF KENMORE
City Manager's Office

ARPA/Special Projects Final Report

February 10, 2025

**Staff Report presented by
Garrett Oppenheim, Assistant to the City Manager**



Background: COVID-19 Pandemic Relief

\$1.9 trillion aid package that provides financial aid to families, governments, businesses, schools, non-profits & others impacted by the COVID-19 public health crisis, including:

- \$1,400 direct payments to eligible taxpayers making \$75,000 or less annually
- Expanded and extended unemployment insurance through September 6, 2021
- **\$350 billion for state and local governments**
- \$102 billion for community & economic development, transportation, and infrastructure
- \$47 billion for housing, food security, public health & social services
- \$165.4 billion to aid our education system
- \$40 billion for childcare
- \$52.1 billion in new loans and grants for small businesses
- \$65.85 billion for coronavirus vaccine and testing activities



American Rescue Plan Act Recap

- June 2021: Kenmore received \$6.4 Million from federal government for pandemic recovery and hired Stephanie Lucash to oversee program
- October and November 2021: Listening sessions held with business owners and public to devise programs
- December 2021 to March 2022: Balancing Act Tool provided an interactive and engaging way for community members to rank project ideas and share pandemic recovery priorities
- August 2022: Two ARPA positions established to oversee projects
- 2022: Revenue Replacement Option introduced by U.S. Treasury to simplify reporting
- January 9, 2024: Ordinance 23-0601 adopted to choose Revenue Replacement and to expend balance of ARPA dollars on general government services



Programs Authorized May 2022 and Prior

- Kenmore Cares Direct Cash Assistance (\$1 million)
- Homelessness Response Pilot Program (\$68,000)
- Human Services Funding (\$250,000)
- Catch-Up Learning and Childcare Support (\$100,000)
- Business Assistance (\$250,000)
 - Urgent Business Assistance in 2022 (\$65,000)
 - Pandemic Recovery Assistance in 2023 (\$185,000)



Kenmore Cares Direct Cash Assistance *(\$1 million)*

Prioritized households negatively impacted by the COVID-19 pandemic and partnered with the Northshore Schools Foundation to provide one-time cash assistance to households making 50% or less of area median income (AMI).

- Amount of assistance: \$2,000 per head of household + \$250 for each additional member of household
- Number of households served: 412
- Number of individuals served: 789



Homelessness Response Pilot Program (\$68,000)

- Contracted with Lake City Partners
- Outreach Specialists Started in March
- Camp United We Stand
- Community Court
- Kenmore Library
- Bimonthly Reports Show Engagement Levels Have Fluctuated
- Two Chronically Homeless Clients (at least) into Housing
- Contract extended through end of 2024



Human Services (\$250,000)

- Center for Human Services (CHS)
 - School-based Counseling
 - Available to Students & Families
 - Services include:
 - Outreach with student body
 - Collaboration with faculty
 - Family Counseling
 - Mental Health Assessments
 - Case Management
- Mental Health First Aid Kits
- Mental Health First Aid Training



Center for Human Services

Building a stronger community...one family at a time



Catch-Up Learning (\$100,000)

Cascadia College providing services:

- One Wednesday/mo. through 2024-2025 school year
- 2-week Summer Academy summer 2024 and 2025
- Up to 100 Kenmore high school students
- Includes mentoring 1x/month
- Option to earn 3 college credits in Summer Academy



Business Assistance (\$250,000)

- Urgent Business Assistance grants in 2022
 - \$65,000 for 6 brick-and-mortar businesses
- Pandemic Recovery Grants in 2023
 - 39 Business owners/Nonprofit leaders Interviewed
 - 25 Grants awarded
 - All documentation reviewed by Finance Director
 - Award amounts proportional to harm experienced, per Final Rule
 - \$185,000 total awarded to 21 businesses and 4 nonprofits
 - Application review team included DEIA Committee Chair

**Pandemic Recovery
(ARPA) Grants
for Kenmore
Small Businesses
and Non-Profits**



Funding & Expenditure Recap

Of the \$6.4 million in original funding:

- \$1,900,000 completed/previously allocated
- \$2,400,000 reimburse General Fund for Holt Property Purchase
- \$2,100,000 allocated in 2025-26 biennial budget



2025-26 Biennium

City Council approved these projects as part of the 2025-26 biennial budget to expend the remaining Special Projects funds:

	2025	2026
CAP & Environment		
CAP Incentive Programs	100,000	150,000
EVIP Implementation	50,000	100,000
UFMP Implementation	150,000	150,000
Subtotal	300,000	400,000
Human Services		
HHS Navigator Program	155,000	155,000
HHS Utility Assistance Program	200,000	200,000
Cascadia College Catch Up Learning	50,000	0
Center for Human Services - Student Mental Health	56,439	37,625
Lake City Partners - Homeless Assistance	4,500	0
YMCA Swimming Lessons for Low Income Youth	15,000	15,000
Subtotal	480,939	407,625
Economic Development		
In House Pitch Competition	0	30,000
Small Business Expo - for home based businesses	20,000	0
Restaurant and Retail Study	50,000	0
Other E.D. Effort (TBD) to Boost Local Businesses	15,000	15,000
Subtotal	85,000	45,000
Special Projects Management		
ATCM Position (2/3)	150,000	157,500
Totals	1,015,939	1,010,125



The Last Word

One-time Special Projects made possible by ARPA will continue and be completed in the 2025-2026 biennium but ARPA funds have all been expended.

We accomplished a lot that we never would have been able to otherwise without this **once in a lifetime grant** from the federal government.

We're grateful for the federal assistance that helped our community weather this unprecedented crisis.



For comments and questions:

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City of Kenmore, Washington

Memorandum

Date: February 10, 2025

To: Rob Karlinsey, City Manager

From: Debbie Bent, Assistant City Manager/Community Development Director

Regarding: Implications of House Bill 1195 and Senate Bill 5497 for STEP Housing

Purpose: This memo provides an overview of the implications of House Bill 1195 and Senate Bill 5497 regarding Shelters, Emergency Housing, Transitional Housing and Permanent Supportive Housing (STEP Housing). The memo is included on the 2/10/25 City Council meeting agenda under staff reports.

Background:

Pending Legislation: A 2/1/25 legislative report from Gordon, Thomas Honeywell summarized the outcomes from the third week of the legislative session. House Bill 1195 and Senate Bill 5497 mandate that counties and cities approve permit applications for permanent supportive housing, transitional housing, indoor emergency housing, and indoor emergency shelters (STEP housing) through an administrative process only, prohibiting local comprehensive plans or regulations from precluding such developments. It also establishes a waiver process for applicants encountering regulatory obstacles and empowers the Department of Commerce to resolve disputes, enforce compliance, and withhold certain revenues from noncompliant local governments.

The House Housing Committee passed an amended version of HB 1195 along party lines. The substitute bill incorporates requested changes from cities and counties but is still a work in progress. It requires a county or city to review for compliance, rather than approve, any permit application for STEP housing using an administrative process only. It extends the time by which a city or county must amend a zoning ordinance or development regulation after a Commerce finding of noncompliance with STEP housing requirements from 60 to 120 days and prohibits cities from approving a permit application for STEP housing in any area zoned for industrial use.

City Permit Process for STEP Housing Types: STEP housing types are allowed by the Kenmore Municipal code through an administrative process provided a Development Agreement is not needed to vary from zoning regulations.

Permit applications for permanent supportive housing, transitional housing, indoor emergency housing, and indoor emergency shelters (STEP housing) are processed as follows:

1. **Permanent supportive housing** permit applications, depending on if it's "Community residential facility (CRF)" as defined in [KMC 18.20.520](#) or "Dwelling, multiple-family" (multifamily) as defined in [KMC 18.20.835](#), are processed in the following ways:
 - a. Multifamily permit applications are primarily processed as administrative decisions, provided that a development agreement is not required.
 - b. CRFs are primarily processed as administrative decisions, provided that a development agreement is not required. CRFs are prohibited in some zones – for example, CRFs are prohibited in the UC East subarea east of 80th Ave NE, CRF IIs are prohibited in Residential zones (there may be other examples).
2. **Transitional housing** permit applications, as defined in [KMC 18.20.3030](#), are specifically identified as permitted, conditionally permitted, or prohibited in the zoning use tables. See [KMC 18.10.075 Interpretation of Unclassified Uses](#).
3. **Indoor emergency housing** and **indoor emergency shelter** permit applications are administrative decisions based on [KMC 18.100.200](#).

2025 STEP Housing Work Program:

The mission of the limited term STEP Housing Advisory Committee is to provide an advisory report to the City Council giving a recommendation on proposed amendments to the City's zoning regulations regarding STEP Housing. The proposed amendments to zoning regulations for STEP Housing are to provide clarity and consistency with State Law HB 1220 using guidance from the Washington State Department of Commerce including the July 2024 "STEP Model Ordinance, User Guide and Best Practices Report". If SB1195 or other new laws are adopted, then they would be considered as part of the work program.

HB1220 passed in part to address homelessness and affordable housing issues in communities throughout the state. The intent of the law was to encourage jurisdictions to take steps to accommodate STEP housing. Cities cannot prohibit emergency housing and emergency shelters in all zones that allow hotels and Cities must allow permanent supportive housing and transitional housing in all zones that allow hotels and residential development.