



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

City Council Special & Regular Meeting

ON-SITE

TUESDAY, NOVEMBER 12, 2024 - 6:15 PM

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

ZOOM LINK: <https://kenmorewa-gov.zoom.us/j/82613270104>

ZOOM PASSWORD: 111224

Or One tap Mobile: US: +12532050468,,82613270104#

Or Telephone Dial US: +1 253 205 0468

Webinar ID: 826 1327 0104

ZOOM PASSWORD: 111224

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 - 6:15 PM

II. EXECUTIVE SESSION

- A. Confidential Session of the Council - Pursuant to RCW 42.30.110(1)(i), the City Council will now enter an executive session to discuss pending and potential litigation. This executive session is slated to last approximately 45 minutes until 7:00 PM.

III. POSSIBLE ACTION RELATING TO EXECUTIVE SESSION

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 will close Tuesday, November 12, 2024 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

- A. Approve the City Council Special and Regular Meeting Minutes from Monday, October 21, 2024.
[City Council Special and Regular Meeting Minutes from October 21, 2024](#)
- B. Approve the City Council Regular Meeting Minutes from Monday, October 28, 2024.
[City Council Regular Meeting Minutes from October 28, 2024 \(added 11/8\)](#)
- C. Adopt Resolution No. 24-422, approving the City of Kenmore's 2025-2026 allocation for the Regional Crisis Response (RCR) Agency budget.
[Agenda Bill - RCR Budget Allocation](#)
[Attachment 1 - Proposed Resolution No. 24-422](#)
[Attachment 2 - RCR Budget Memo](#)
- D. Authorize the City Manager to execute Agreement No. 23-C2994 with Osborn Consulting, Inc. for \$3,090,680, to provide on-call consulting services to the Environmental Services Department.
[Agenda Bill - Contract No. 23-C2994](#)

XIII. PUBLIC HEARINGS

VIRTUAL PUBLIC COMMENT PRE-REGISTRATION: To provide public hearing testimony virtually, please fill out the [Virtual Public Comment Request Form](#) in advance of the meeting. The form will close Tuesday, November 12,

2024 at 12:00 Noon. You will be confirmed by the City Clerk. If you are having difficulty, please reach out to the City Clerk at awarhol@kenmorewa.gov.

- A. Proposed Ordinance No. 24-0617, Amendments to the 2023-2024 Biennial Budget, presented by Finance & Administration Director Melinda Merrell, *for public hearing*
[Agenda Bill - Amendments to the 2023-2024 Biennial Budget \(updated 11/4\)](#)
[Attachment 1 - Proposed Ordinance No. 24-0617](#)
[Attachment 2 - 2024 Recommended Budget Adjustments](#)
[Presentation - Amendments to the 2023-2024 Biennial Budget \(added 11/8\)](#)
- B. Preliminary 2025-2026 Biennial Budget, presented by Finance & Administration Director Melinda Merrell, *for public hearing*
[Agenda Bill - Preliminary 2025-2026 Biennial Budget](#)
[Attachment 1 - Summary of Revenues and Expenditures by Fund](#)
[Presentation - Preliminary 2025-2026 Biennial Budget \(added 11/9\)](#)

XIV. BUSINESS AGENDA

- A. Proposed Ordinance No. 24-0617, Amendments to the 2023-2024 Biennial Budget, presented by Finance & Administration Director Melinda Merrell, *for adoption*
[Agenda Bill - Amendments to the 2023-2024 Biennial Budget \(updated 11/4\)](#)
[Attachment 1 - Proposed Ordinance No. 24-0617](#)
[Attachment 2 - 2024 Recommended Budget Adjustments](#)
[Presentation - Amendments to the 2023-2024 Biennial Budget \(added 11/8\)](#)
- B. Preliminary 2025-2026 Biennial Budget, presented by Finance & Administration Director Melinda Merrell, *for discussion and direction*
[Agenda Bill - Preliminary 2025-2026 Biennial Budget](#)
[Attachment 1 - Summary of Revenues and Expenditures by Fund](#)
[Presentation - Preliminary 2025-2026 Biennial Budget \(added 11/9\)](#)
- C. City Manager's Financial Sustainability Plan Recommendations, presented by City Manager Rob Karlinsey, Finance & Administration Director Melinda Merrell, and Assistant to the City Manager/DEIA Coordinator Garrett Oppenheim, *for discussion and direction*
[Agenda Bill - City Manager's FSP Recommendations \(added 11/7\)](#)
[Attachment 1 - City Manager's FSP Report and Recommendations \(added 11/7\)](#)
[Presentation - City Manager's FSP Recommendations \(updated 11/12\)](#)
- D. Comprehensive Plan: Housing Element and Land Use Element, presented by Community Development Director Debbie Bent and Principal Planner Todd Hall, *for discussion and review*
[Agenda Bill - Housing Element and Land Use Element](#)

[Attachment 1 - Draft Housing Element \(updated 11/5\)](#)
[Attachment 2 - Draft Land Use Element](#)
[Attachment 3 - City Council Questions and Staff Responses \(from 10/28 Meeting\) \(updated 11/12\)](#)
[Attachment 4 - Equity Analysis Report](#)
[Attachment 5 - Eastside for All Report](#)
[Attachment 6 - Land Capacity Analysis Memorandum \(updated 11/5\)](#)

- E. 2025 Fee Schedule, Resolution No. 24-420, presented by Development Services Director Samantha Loyuk, *for adoption*
[Agenda Bill - 2025 Fee Schedule](#)
[Attachment 1 - Proposed Resolution No. 24-420](#)
[Attachment 2 - Proposed Resolution No. 24-420, Exhibit A - 2025 Fee Schedule](#)
[Attachment 3 - Summary of Changes](#)
[Attachment 4 - Northshore School District 2024 Capital Facilities Plan](#)
[Attachment 5 - 2024 Fee Schedule](#)

XV. STAFF REPORTS

XVI. COUNCILMEMBER REPORTS & COMMENTS

XVII. ADJOURNMENT

UPCOMING MEETINGS

- A. Thursday, November 14, 2024 at 7:00 PM - City Council Special Meeting
Monday, November 18, 2024 at 7:00 PM - City Council Regular Meeting
Monday, November 25, 2024 at 7:00 PM - City Council Regular Meeting
Monday, December 2, 2024 at 7:00 PM - City Council Special Meeting

NOTICE OF POTENTIAL QUORUMS

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

**City of Kenmore
City Council Meeting
Special & Regular Meeting Minutes
Monday, October 21, 2024**

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

PRESENT:

Councilmembers: Mayor Nigel Herbig
Deputy Mayor Melanie O’Cain
Councilmember Joe Marshall
Councilmember Debra Srebnik
Councilmember Valerie Sasson
Councilmember 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
Finance & Administration Director Melinda Merrell
Engineering Director John Vicente
Public Works Operations Director Jennifer Gordon

Speaking Guests: Michael Vanderlinde, Planning Commission Interviewee
Becca Bailey, Planning Commission Interviewee
Vincent Keane, Planning Commission Interviewee
Edouard Lassalle, Planning Commission Interviewee (virtual)
Kara Macias, Planning Commission Interviewee
Judie O’Brien, Planning Commission Interviewee

Public Comments Speaking Guests:
Patrick O’Brien, Kenmore Resident
Tracy Banaszynski, Kenmore Resident
Jim Myers, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
Nancy Hansen, Kenmore Resident

CALL SPECIAL MEETING TO ORDER

Mayor Herbig called the special meeting to order at 6:00 PM.

BUSINESS AGENDA

A. Planning Commission Interviews

[Agenda Bill - Planning Commission Interviews and Appointments](#)
[Attachment 1 - Planning Commission Applications for the Six Candidates](#)

The Council conducted the following six interviews for three Planning Commission positions to begin January 1, 2025:

1. Michael Vanderlinde
2. Becca Bailey
3. Vincent Keane
4. Edouard Lassalle
5. Kara Macias
6. Judie O'Brien

The Council asked each applicant the following questions:

1. Please provide a two-to-three-minute overview of why you believe you are a good candidate for the Planning Commission.
2. What do you think are the most important land use and planning issues that the City should address in the next few years?
3. Would you please offer reflections on the Kenmore DEIA Toolkit priorities such as prioritizing affordable housing, increasing public access to Lake Washington, prioritizing Climate Action and environmental initiatives, expanding ADA and accessibility transportation options, etc.?
4. Please provide an example of a teamwork experience where reaching a decision was an important goal. What was your role on the team? What techniques did you and/or the group use to reach a decision? In hindsight would you have done anything differently?
5. The planning commission may be discussing controversial issues. How would you suggest the planning commission facilitate discussion and decision making to work towards resolution when conflicting opinions are expressed? How would you suggest the planning commission consider conflicting opinions expressed during a public hearing?
6. If you are selected by the City Council to be one of the seven members on the Planning Commission, you will be appointed to represent the entire community. How will you ensure the Planning Commission recommendations represent the entire community's thoughts and vision?
7. Do you have any questions that you would like to ask?

ADJOURN SPECIAL MEETING

Mayor Herbig adjourned the special meeting at approximately 7:00 PM.

CALL REGULAR MEETING TO ORDER

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

BUSINESS AGENDA FROM SPECIAL MEETING (continued)

The Council continued the Planning Commission interviews during the Regular Meeting.

B. Planning Commission Interviews, *for appointments*

[Agenda Bill - Planning Commission Interviews and Appointments](#)

[Attachment 1 - Planning Commission Applications for the Six Candidates](#)

MOTION: Appoint Michael Vanderlinde, Edouard Lassalle, and Kara Macias to the Planning Commission, and add all remaining interviewees to the vacancy list.

Moved by O'Cain; seconded by Marshall.

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

MOTION PASSES.

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.

WHERE'S THE FUN?

Public Works Operations Director Jennifer Gordon recapped last Saturday's Jack Crawford Day where members of the community cleaned at Log Boom Park focusing on invasive plants, trash pick-up, and other water debris cleaning. Community members also put down fresh mulch. Deputy City Manager Stephanie highlighted the Kenmore Police helping the Special Olympics of Washington with the Northwest Regional Bowling Competition at Kenmore Lanes. The event included opening ceremonies and competitions to showcase individual and team skills of the athletes and unified partners.

PUBLIC COMMENTS

The City Council took comments from the public.

Timestamped link here:

<https://www.youtube.com/live/ZtH9ktrFz8g?si=hqQLhVAn6FtWeJoZ&t=4951>

CONSENT AGENDA

A. Approve the City Council Special Meeting Minutes from Monday, September 30, 2024.

[City Council Special Meeting Minutes from September 30, 2024 \(added 10/18\)](#)

- B. Approve the City Council Special Council Meeting Minutes from October 7, 2024.
[City Council Special Meeting Minutes from Monday, October 7, 2024 \(added 10/18\)](#)
- C. Approve the proposed City of Kenmore 2025 State Legislative Policy Statements.
(added 10/18)
[Agenda Bill - 2025 State Legislative Policy Statements \(added 10/18\)](#)
[Attachment 1 - 2025 State Legislative Policy Statements \(added 10/18\)](#)

Item C of the Consent Agenda was removed by Councilmember Loutsis.

MOTION: Approve the consent agenda items A-B.

Moved by Srebnik; seconded by Marshall.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT.

MOTION: Approve "Item C", the proposed City of Kenmore 2025 State Legislative Policy Statements.

Moved by Marshall; seconded by Herbig.

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

MOTION PASSES.

BUSINESS AGENDA

Budget Presentations: Community Development, Park Capital Fund, Park Impact Fee Fund, Public Art Fund, Lakepointe Fund, Public Works Engineering, Transportation Capital Fund, KAPE Fund, West Sammamish River Bridge Fund, Events, Volunteers & Recreation, Facilities & Fleet Maintenance, Park Maintenance, and Street Fund, presented by Department Heads and Staff

[Agenda Bill - Budget Presentations for October 21, 2024 \(added 10/15\)](#)

[Attachment 1 - Budget Presentations \(updated 10/21\)](#)

Councilmembers had additional questions relating to:

- Increased expenses from the Art Fund
- Proposed Lakepointe Fund and current expenses
- Public Works parks maintenance costs and staffing allocations

Ms. Merrell closed by noting that budget conversations will continue October 28. The first budget public hearing has been scheduled for November 12, 2024.

STAFF REPORTS

City Manager Karlinsey highlighted the EV charging community workshop tomorrow at City Hall at 6:30 PM.

COUNCILMEMBER REPORTS & COMMENTS

A Councilmember reported that Shoreline Fire Department is holding a public meeting next Monday, October 28 to discuss the draft Regional Fire Authority (RFA) Plan.

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 9:17 PM.

Nigel Herbig, Mayor

Anastasiya Warhol, City Clerk

DRAFT

**City of Kenmore
City Council Meeting
Regular Meeting Minutes
Monday, October 28, 2024**

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

PRESENT:

Councilmembers: Mayor Nigel Herbig
Deputy Mayor Melanie O’Cain
Councilmember Joe Marshall
Councilmember Debra Srebnik
Councilmember Valerie Sasson
Councilmember 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
Kenmore Police Chief Brandon Moen
Kenmore Police Officer Doug Deppa
Development Services Director Samantha Loyuk
Community Development Director Debbie Bent
Principal Planner Todd Hall
Finance & Administration Director Melinda Merrell
Environmental Services Director Richard Sawyer

Speaking Guests: Kevin Daniels, The Lodge Co-Owner
James E. A. Daniels, The Lodge Certified Public Accountant
Corey Roettgers, The Lodge General Manager
Dwight Thompson, Planning Commission Chair
Tracy Banaszynski, Planning Commissioner
David Dorrian, Planning Commissioner
Chris Olson, Planning Commissioner

Public Comments Speaking Guests:
James Lemcke, Kenmore Resident
Patrick O’Brien, Kenmore Resident

Jennifer Anderson, Kenmore Resident
Steve Yoder, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
Julianna Pooley, Kenmore Resident
Stacey Valenzuela, Kenmore Resident (virtual)

Public Hearing Speaking Guests:

Celia Milota, Kenmore Resident
Dakota Rash, Lake Forest Park Resident
Jennifer Anderson, Kenmore Resident
Stacey Valenzuela, Kenmore Resident (virtual)
Emilie Burnham, Kenmore Resident (virtual)
Dwight Thompson, Kenmore Resident
Nancy Hansen, Kenmore Resident
Sally Caverzan, Kenmore Resident
Tracy Banaszynski, Kenmore Resident
Eric Adman, Kenmore Resident
Anne Anderson, Kenmore Resident
Jim Myers, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
Jonathan Lounds, Bellevue Resident

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.

PROCLAMATIONS

Mayor Herbig, on behalf of the City Council, issued the Native American Heritage month proclamation for November 2024.

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

Mayor Herbig, on behalf of the City Council, proclaimed November 11, 2024, as Veterans Day throughout the City of Kenmore.

Veterans Day - November 11, 2024

PRESENTATIONS

- A. The Lodge at St. Edward State Park - Michelin Key Award, presented by Kevin Daniels, James E. A. Daniels, and Corey Roettgers

[Presentation - The Lodge \(added 10/28\)](#)

Deputy City Manager Stephanie Lucash highlighted the partnership the City enjoys with the Lodge at St. Edward Park. General Manager Coery Roettgers highlighted the seasonal offerings at the Lodge and invited the community to participate. Most notably, Mr. Roettgers explained that the Lodge at St. Edward Park has been awarded a Michelin Key, a very prestigious and coveted designation.

- B. Recognizing Officer Doug Deppa's Retirement, including 8 Years of Service to Kenmore and 25 Years to King County

Kenmore Police Chief Brandon Moen celebrated Officer Doug Deppa's eight years of service in the City of Kenmore and presented Officer Deppa with a plaque and a coin. Mayor Herbig presented Officer Deppa with a plaque and certificate from the City.

WHERE'S THE FUN?

Deputy City Clerk Michelle Kang highlighted the City's participation in the Lodge's 2nd annual Haunted Halls of St. Edward, a free trick or treating event at the Lodge this past Sunday.

PUBLIC COMMENTS

The City Council heard from the public.

Timestamped link here:

<https://www.youtube.com/live/3eBWmnrGhKkM?si=BU88uuCjXibBA8DA&t=1693>

CONSENT AGENDA

- A. Approve the City Council Regular Meeting Minutes from Monday, October 14, 2024.
[City Council Regular Meeting Minutes from October 14, 2024](#)

- B. Approve Total Check #s 55108 through 55180 totaling \$1,128,352.43, Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 10/04/2024 in the amount totaling \$336,472.55, and EFT Payment #s 1711 through 1713 totaling \$20,358.54. (added 10/23)

[Voucher Certification and Approval 9/28/2024 - 10/11/2024 \(added 10/23\)](#)

- C. Authorize the City Manager to execute Contract No. 24-C3084 Interlocal Agreement between the City of Kenmore, City of Lake Forest Park, and King County Fire District

16 for emergency management, subject to approval by the City Attorney of any minor amendments.

[Agenda Bill - Interlocal Agreement](#)

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

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

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

MOTION: Approve the consent agenda outlined above.

Moved by Culver; seconded by Loutsis.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT.

PUBLIC HEARING

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

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

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

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

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

[Attachment 4 - High-Capacity Transit Map excluding R1, R4, R6, P Zones](#)

[Presentation - Exceptional Trees Code Amendment \(added 10/28\)](#)

Development Serviced Director Samantha Loyuk explained that the ordinance as proposed addresses unintended consequences of the current ordinance in effect. The original ordinance adopted in October of last year can negatively impact housing. The current ordinance seeks to amend Ordinance 23-0593 in the following ways:

- 1) Amend the definition of an exceptional tree to align with the definition used by the City of Lake Forest Park (LFP), whose tree protections are widely seen as the gold standard in the region. In practice this means increasing the protection threshold for Douglas Firs from 30 inches to 42 inches, Grand Firs from 24 inches to 33 inches, Western Hemlocks from 24 inches to 42 inches, and Western Red Cedars from 30 inches to 42 inches. It also means removing from the definition of exceptional trees Oregon Ash, Oregon White Oak, Pacific Dogwood, Pine, Sitka Spruce, and Willow. Certain elements of the exceptional tree definition will be retained, including designation of all trees 48 inches d.b.h. or greater, except for certain nuisance species (Alder, Black Cottonwood, English Holly, and Leyland Cypress).
- 2) Provide an exemption from the exceptional tree regulations for residential development located in Community Business, Downtown Commercial, Downtown Residential, Manufactured Housing Community, Public/Semi-Public, R-12, R-18, R-24, Regional Business, Waterfront Commercial, Urban Corridor, and Urban Residential

zones and within one-quarter mile (1,320 feet) of high-capacity transit. In practice, this will result in the creation of a corridor along State Route 522 to accommodate residential development consistent with the underlying zones. Exempted projects will be required to pay a fee to the city's tree fund in an amount established by resolution (currently \$600 per tree unit). For example, a 42" Douglas fir tree removed under this section would require a fee of \$18,000 (40" = 13.0 tree units x \$600 = \$18,000).

Ms. Loyuk also reviewed the community feedback and provided clarifications. The Council had many questions; staff responded.

Mayor Herbig opened the Public Hearing at approximately 8:29 PM.
 The City Council received testimony from the public.
 Timestamped link here:
<https://www.youtube.com/live/3eBWmnrgHkM?si=B2nfvk1FNM-evjoC&t=5402>
 Mayor Herbig closed the Public Hearing at approximately 9:15 PM.

The Council took a 5-minute break and resumed business at 9:20 p.m.

BUSINESS AGENDA

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

[Agenda Bill - Planning Commission Recommendations](#)

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

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

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

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

Community Development Director Debbie Bent introduced the Planning Commissioners this evening in their role of bringing forth their recommendations of the Housing Element, Land Use Element, and Introduction to the Comprehensive Plan. The Planning Commissioners took turns highlighting parts of the elements for the Council.

The Council provided suggestions and edits to the presented elements. Staff will continue to refine the documents and present to the Council at an upcoming Council meeting.

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

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

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

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

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

[Attachment 4 - High-Capacity Transit Map excluding R1, R4, R6, P Zones](#)

[Presentation - Exceptional Trees Code Amendment \(added 10/28\)](#)

MOTION: Waive Council Rule 2.9, extending the end of the meeting by one hour from 11:00 PM to 12:00 Midnight.

Moved by Culver; seconded by Herbig.

ALL IN FAVOR. MOTION PASSED by UNANIMOUS CONSENT.

MOTION: Adopt Ordinance No. 24-0621.

Moved by Srebnik, seconded by Herbig.

AMENDMENT NO. 1: Amend Ordinance 24-0621 and Att. A to Ordinance 24-0621 to:

Retain amendments to KMC 18.20.3022, KMC 18.57.035.A.3.c, and KMC 18.57.063.D and Remove amendments to KMC 15.25.030.K, and KMC 15.20.3083

Moved by Srebnik, seconded by Herbig.

VOTE: 5 Yes – Sasson, Srebnik, Loutsis, O’Cain, Herbig; 2 No – Culver, Marshall; 0 Abstain.

MOTION PASSES.

AMENDMENT NO. 2: Amend Ordinance 24-0621 to add back to the list exception trees: giant sequoia at 30 d.b.h., American Elm at 30 d.b.h, Pacific Yew at d.b.h. staff will determine, and Shore Pine at d.b.h. of 12.

Moved by Srebnik, seconded by Sasson.

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

MOTION PASSES.

MAIN MOTION AS AMENDED: Adopt Ordinance No. 24-0621 as amended.

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

MOTION PASSES.

The Council moved Business Agenda items “C” and “D” below to a future special meeting, scheduled for Thursday November 7, 2024.

- C. *MOVED* - Budget Presentations: General Fund, Strategic Reserve, Strategic Opportunities, Transportation Benefit District, UTGO Debt Service, Real Estate Excise Tax, Walkways & Waterways, Transportation Impact Fee, Public Works Operations Center, Affordable Housing, Surface Water Management (SWM), SWM Capital, Swamp Creek, and Equipment Replacement, presented by Department Heads and Staff

[Agenda Bill - Budget Presentations \(updated 10/24\)](#)

[Attachment 1 - Budget Presentations \(updated 10/28\)](#)

- D. *MOVED* - Proposed Ordinance No. 24-0617, Amendments to the 2023-2024 Biennial Budget, presented by Finance & Administration Director Melinda Merrell, *for discussion*

[Agenda Bill - Amendments to the 2023-2024 Biennial Budget \(added 10/22\)](#)

[Attachment 1 - 2024 Year End Recommended Budget Adjustments](#)

[Presentation - 2023-2024 Budget Amendments \(added 10/25\)](#)

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 11:37 PM.

Nigel Herbig, Mayor

Anastasiya Warhol, City Clerk

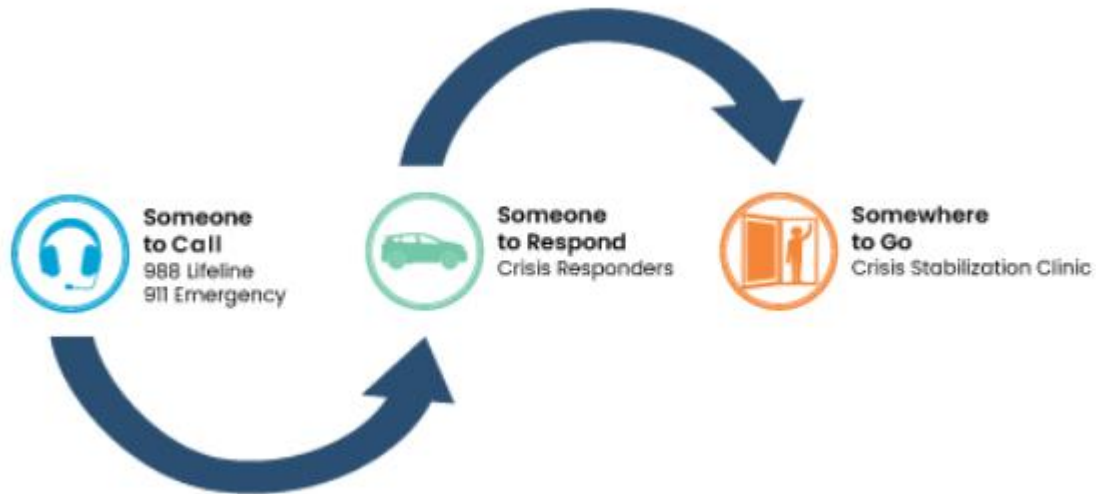


City Council Agenda Bill City of Kenmore, WA

Subject/Topic: Regional Crisis Response (RCR) Agency Budget Resolution	For Council Meeting Agenda of: 11/12/2024 Department: City Manager's Office Prepared by: Stephanie Lucash, Deputy City Manager										
Proposed Council Action/Motion: Adopt Resolution No. 24-422, approving the City of Kenmore's 2025-2026 allocation for the Regional Crisis Response (RCR) Agency Budget	<table><thead><tr><th></th><th>Initial & Date</th></tr></thead><tbody><tr><td>Approved by Department Head:</td><td><u>SLL, 10/30/24</u></td></tr><tr><td>Approved by City Attorney:</td><td><u>N/A</u></td></tr><tr><td>Approved by Finance Director:</td><td><u>MM, 10/30/24</u></td></tr><tr><td>Approved by City Manager:</td><td><u>SLL, 10/30/24</u></td></tr></tbody></table> Attachments/Exhibits: 1. Proposed Resolution No. 24-422 2. RCR Budget Memo		Initial & Date	Approved by Department Head:	<u>SLL, 10/30/24</u>	Approved by City Attorney:	<u>N/A</u>	Approved by Finance Director:	<u>MM, 10/30/24</u>	Approved by City Manager:	<u>SLL, 10/30/24</u>
	Initial & Date										
Approved by Department Head:	<u>SLL, 10/30/24</u>										
Approved by City Attorney:	<u>N/A</u>										
Approved by Finance Director:	<u>MM, 10/30/24</u>										
Approved by City Manager:	<u>SLL, 10/30/24</u>										
Summary: In November 2022, the City of Kenmore entered into an interlocal agreement with the Cities of Bothell, Kirkland, Lake Forest Park, and Shoreline to form the Regional Crisis Response (RCR) Agency, a new regional entity to provide mobile crisis response services to community members in need across the five-city region. The RCR Agency is now in its second year of operation, and it is time to approve the agency's budget for the 2025-2026 biennium. In accordance with the RCR Agency Interlocal Agreement, each participating agency must provide confirmation of approval by their legislative authority of their respective shares of the budget, as evidenced by resolution or other appropriate method, to be received by the RCR Agency no later than December 1, 2024.											
Information/Background: In November 2022, the City of Kenmore entered into an interlocal agreement with the Cities of Bothell, Kirkland, Lake Forest Park, and Shoreline to form the Regional Crisis Response (RCR) Agency, a new regional entity to provide mobile crisis response services to community members in need across the five-city region. The new RCR Agency is a separate legal entity, governed by an Executive Board comprised of City Managers or Administrators from each member city. The regional mobile crisis services provided by RCR begin with a person-centered approach focusing on compassionate and immediate crisis response, de-escalation, resource referral, and follow-up tailored to the specific needs of those experiencing behavioral health challenges. Typically, law enforcement, fire, and emergency medical services (EMS) respond to 911 calls regarding community											

members in crisis. With the new RCR Agency, we have changed that approach by providing an alternative – Crisis Responders – to assist in responding to these calls. The RCR Crisis Responders and the Kenmore Police Department have forged a strong and growing partnership as they work together to serve community members in need of behavioral health services.

The RCR Agency Crisis Responders are a key part of the “Someone to Respond” component of the Continuum of Behavioral Health Care, shown on the graph below.



The RCR Agency Crisis Responders are also working closely with Connections Health Kirkland, a new 24/7 crisis care center in Kirkland’s Totem Lake neighborhood, to assist community members in accessing those services (this new center is the “Somewhere to Go” on the above continuum).

The RCR Agency is now in its second year of operation, and it is time to approve the agency’s budget for the 2025-2026 biennium. In accordance with the RCR Agency Interlocal Agreement, each participating agency must provide confirmation of approval by their legislative authority of their respective shares of the budget, as evidenced by resolution or other appropriate method, to be received by the RCR Agency no later than December 1, 2024.

Fiscal Consideration:

The total RCR budget for the 2025-2026 biennium is \$435,271; this amount is included in the City’s proposed biennial budget and is funded by General Fund dollars.

City Council Priority or Budget Objective Being Addressed:

- 5. Implement the Diversity, Equity, Inclusion, and Accessibility (DEIA) Strategic Plan
- 7. Support public safety and social justice reform

**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 24-422**

**A RESOLUTION OF THE CITY COUNCIL OF KENMORE,
WASHINGTON, APPROVING THE CITY OF KENMORE's 2025-2026
ALLOCATION FOR THE REGIONAL CRISIS RESPONSE (RCR)
AGENCY BUDGET**

WHEREAS, the Regional Crisis Response Agency (RCR) Agency was formed through a partnership between the Cities of Bothell, Kenmore, Kirkland, Lake Forest Park, and Shoreline; and

WHEREAS, RCR is in the process of adopting its second biennial budget, for 2025-2026; and

WHEREAS, the RCR Interlocal Agreement, to which the City is a party, requires that the Kenmore City Council approve the City's allocation for RCR's budget before the RCR budget is adopted.

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

Section 1. The City of Kenmore 2025 and 2026 allocations for the Regional Crisis Response Agency (RCR) budget in the amounts of \$208,133 and \$227,138, respectively, as assessed by RCR and to be adopted in the City of Kenmore's 2025-2026 budget, is approved.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON AT A MEETING THEREOF THIS 12th DAY OF November 2024.

CITY OF KENMORE

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

Anastasiya Warhol, City Clerk

APPROVED AS TO FORM:

Dawn Reitan, City Attorney

REGIONAL CRISIS RESPONSE (RCR) AGENCY

Page 21 of 562

Date: August 8, 2024

To: Stephanie Lucash, City of Kenmore Deputy City Manager, RCR Executive Board Vice President
Teresa McAllister, City of Kenmore, RCR Participant Billing Contact

From: RCR Fiscal Agent Staff
Michael Olson, RCR Executive Board Treasurer, City of Kirkland Director of Finance & Administration
Elizabeth Adkisson, City of Kirkland Administrative Services Director

Re: 2025-2026 RCR Budget – Principal Agency Contributions

¹Please be advised – on August 1, 2024, the Regional Crisis Response (RCR) Agency Executive Board approved the 2025-2026 RCR Preliminary Budget.

Pursuant to Section 12(b) of the RCR Agency Interlocal Agreement, this notice advises Principal Agencies of their required financial participation for the 2025-2026 biennium, reflected in Table 1.

Table 1 - 2025-2026 Principal Agency Contributions

REGIONAL CRISIS RESPONSE AGENCY PARTICIPANT AGENCY CONTRIBUTIONS 2025-2026						
	BOTHELL	KENMORE	KIRKLAND	LAKE FOREST PARK	SHORELINE	TOTAL
Population (2024 Final Estimate)	50,670	24,350	96,710	13,680	61,910	247,320
% of Total	20.49%	9.85%	39.10%	5.53%	25.03%	100.00%
STEADY STATE BUDGET OPTION PER CAPITA CONTRIBUTION						
2025 All costs allocated per capita	\$ 433,104	\$ 208,133	\$ 826,633	\$ 116,930	\$ 529,178	\$ 2,113,978
2026 All costs allocated per capita	\$ 472,651	\$ 227,138	\$ 902,114	\$ 127,607	\$ 577,498	\$ 2,307,008
TOTAL 2025-2026	\$ 905,755	\$ 435,270	\$ 1,728,747	\$ 244,538	\$ 1,106,677	\$ 4,420,987

For the 2025-2026 Biennium, the City of Kenmore's Contributions are as follows:

- 2025: \$208,133
- 2026: \$227,138

In accordance with the RCR Agency Interlocal Agreement, each participating agency must provide confirmation of approval by their legislative authority of their respective shares of the budget, as evidenced by resolution or other appropriate method, to be received by the RCR Agency no later than December 1, 2024.

Failure of a Principal to approve its share of the 2025-2026 Budget shall result in the RCR Agency no longer responding to Community Members in Crisis within the jurisdictional boundaries of the Principal Agency, effective January 1, 2025.

¹ August 1, 2024, RCR Executive Board Materials – www.kirklandwa.gov/files/sharedassets/public/v/1/city-managers-office/pdfs/agendas/rcr-exec-board-2024.08.01-meeting-packet.pdf

REGIONAL CRISIS RESPONSE (RCR) AGENCY

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In light of the holidays occurring just previous to the interlocal agreement deadline, RCR Fiscal Agent Staff is requesting this evidence be provided no later than **Friday, November 22, 2024**, and has provided a sample resolution approving the 2025-2026 allocation for the Regional Crisis Response (RCR) Agency budget.

All approval documentation should be sent to the attention of the RCR Fiscal Agent Point of Contact, as follows, no later than Friday, November 22, 2024:

RCR Fiscal Agent Staff
Attn: Elizabeth Adkisson
123 5th Ave
Kirkland, WA 98033
eadkisson@kirklandwa.gov

The RCR Agency Executive Board will meet on Thursday, December 5, 2024, to consider adoption of the 2025-2026 RCR Budget.

Please contact the RCR Fiscal Agent staff with any questions, or if we may be of any assistance in your Agency's budget approval process, and the consideration of these contributions.

Thank you for your attention to this matter.

RCR Fiscal Agent Team,

Michael Olson

RCR Board Treasurer &
Kirkland Director of Finance and
Administration

O: 425-587-3146

molson@kirklandwa.gov

Elizabeth Adkisson

Administrative Services Manager
City of Kirkland

O: 425-587-3133

M: 425-410-1656

eadkisson@kirklandwa.gov

Enclosure: Sample Resolution.



City Council Agenda Bill City of Kenmore, WA

Subject/Topic: Agreement 23-C2994 with Osborn Consulting, Inc, to provide consulting services to the Environmental Services Department.	For Council Meeting Agenda of: 11/12/2024 Department: Environmental Services Prepared by: Richard Sawyer, Environmental Services Director												
Proposed Council Action/Motion: Authorize City Manager to execute Agreement 23-C2994 for \$3,090,680 with Osborn Consulting, Inc.	<table><thead><tr><th></th><th>Initial & Date</th></tr></thead><tbody><tr><td>Approved by Department Head:</td><td><u>RS</u></td></tr><tr><td>Approved by City Attorney:</td><td><u>N/A</u></td></tr><tr><td>Approved by Finance Director:</td><td><u>MM</u></td></tr><tr><td>Approved by City Manager:</td><td><u>SL 10/29/2024</u></td></tr><tr><td>Attachments/Exhibits:</td><td>N/A</td></tr></tbody></table>		Initial & Date	Approved by Department Head:	<u>RS</u>	Approved by City Attorney:	<u>N/A</u>	Approved by Finance Director:	<u>MM</u>	Approved by City Manager:	<u>SL 10/29/2024</u>	Attachments/Exhibits:	N/A
	Initial & Date												
Approved by Department Head:	<u>RS</u>												
Approved by City Attorney:	<u>N/A</u>												
Approved by Finance Director:	<u>MM</u>												
Approved by City Manager:	<u>SL 10/29/2024</u>												
Attachments/Exhibits:	N/A												
Summary: The Environmental Services Department utilizes on-call agreements with local engineering consulting firms to provide a variety of services, which may include design and construction management on capital projects, operational support, planning resources, and emergency response. The on-call agreements typically last for 4-5 years and the City performs a competitive Request For Qualifications (RFQ) process to start each new agreement. The current on-call agreement expires at the end of this year and staff request that Council award the next on-call agreement to Osborn Consulting, Inc., who was selected from an RFQ process conducted earlier this year.													
Information/Background: The Environmental Services on-call agreement provides support for a variety of the department's needs. The following list summarizes general types of work that may come up in this agreement and projects identified in the City's recently approved 2025-2030 Surface Water Capital Improvement Program (denoted with an *) that Osborn Consulting will provide services for. The agreement duration may extend to December 31, 2029, so total cost estimates are provided through 2029. Staff are currently requesting City Council to approve 2025-2026 anticipated agreement costs, which are also included below (staff will return for additional budget approval when the 2027-2028 Biennium Budget is prepared). This agreement includes, but is not limited to, the following tasks and projects: • Fish Passage Culvert Projects* ○ 8 projects anticipated through 2029													

- Total estimated consultant costs \$5,187,360
- 2025-2026 Biennium Budget amount \$2,618,080
- Habitat Restoration Projects*
 - 3-6 projects anticipated through 2029
 - Total estimated consultant costs \$600,000
 - 2025-2026 Biennium Budget amount \$200,000
- Stormwater Facility Installation/Retrofit Projects*
 - 3 projects anticipated through 2029
 - Total estimated consultant costs \$260,000
 - 2025-2026 Biennium Budget amount \$20,000
- Small Works Projects*
 - 5 projects anticipated through 2029
 - Total estimated consultant costs \$95,000
 - 2025-2026 Biennium Budget amount \$32,600
- Surface Water Master Plan
 - 1 project anticipated in 2025
 - Total estimated consultant costs \$80,000
 - 2025-2026 Biennium Budget amount \$80,000
- Stormwater Repair Assistance Projects
 - 5 projects anticipated through 2029
 - Total estimated consultant costs \$100,000
 - 2025-2026 Biennium Budget amount \$40,000
- Support Tasks
 - Provided as needed throughout duration of agreement
 - Geotechnical engineering
 - Survey
 - Specialist response (i.e. wetland scientist, biologist, geologist, etc...)
 - Grant writing
 - NPDES permit support
 - Emergency response
 - Total estimated consultant costs \$500,000
 - 2025-2026 Biennium Budget amount \$100,000

Staff are requesting City Council to authorize the City Manager to execute Agreement 23-C2994 in an amount of \$3,090,680 to provide consultant services through the proposed 2025-2026 Biennium Budget cycle.

Fiscal Consideration:

The total estimated agreement amount, as described above, is \$6,822,360 for work anticipated through December 31, 2029. \$6,142,360 of this amount is funded through the Rapid Progress+ funding program that was approved by City Council in November 2023 and implemented January 1, 2024 and was also included in the Surface Water Management Capital Program approved by City Council on October 7, 2024. The remaining \$680,000 of the total agreement amount consists of typical on-call consultant services historically provided by this agreement, as described above, and is funded through the SWM Fund.

The proposed 2025-2026 Biennium Budget includes \$3,090,680 of the total agreement amount, as described above, for consultant services anticipated during this 2-year time frame. Rather than seek a one-time authorization for so many projects, staff will return to City Council to amend the contract amount, as needed, at the adoption of the 2027-2028 Biennium Budget to allow City Council an opportunity to review progress of this agreement.

City Council Priority or Budget Objective Being Addressed:

2. Implement the adopted Climate Action Plan and promote environmental stewardship, including air, forest, and habitat restoration and preservation.



City Council Agenda Bill City of Kenmore, WA

Subject/Topic: Ordinance No. 24-0617 Amendments to the 2023-2024 Biennial Budget	For Council Meeting Agenda of: 11/12/2024 Department: Finance & Administration Department Prepared by: Melinda Merrell, Finance and Administration Director										
Proposed Council Action/Motion: Hold a Public Hearing. Adopt Ordinance No. 24-0617, amending the 2023-2024 Biennial Budget.	<table><thead><tr><th></th><th>Initial & Date</th></tr></thead><tbody><tr><td>Approved by Department Head:</td><td>MM 11/1/24</td></tr><tr><td>Approved by City Attorney:</td><td>DR 11/4/24</td></tr><tr><td>Approved by Finance Director:</td><td>MM 11/1/24</td></tr><tr><td>Approved by City Manager:</td><td>SLL 11/1/24</td></tr></tbody></table> Attachments/Exhibits: 1. Proposed Ordinance No. 24-0617 2. 2024 Recommended Budget Adjustments		Initial & Date	Approved by Department Head:	MM 11/1/24	Approved by City Attorney:	DR 11/4/24	Approved by Finance Director:	MM 11/1/24	Approved by City Manager:	SLL 11/1/24
	Initial & Date										
Approved by Department Head:	MM 11/1/24										
Approved by City Attorney:	DR 11/4/24										
Approved by Finance Director:	MM 11/1/24										
Approved by City Manager:	SLL 11/1/24										
Information/Background: On November 21, 2022, the City Council adopted the 2023-2024 biennial budget. The City-wide budget was amended on December 4, 2023, during the mid-biennium review. The amended budget included revenue (\$94,586,432) and expenditures (\$104,418,852) projections for both years which supported the City Council priorities, departmental work programs, various municipal obligations, as well as Federal and State mandates. Prior to the close of each biennium, it is important to review all funds' budgets, consider actions taken by the Council since the last budget amendment, consider significant unappropriated expenditures, and adjust fund budgets accordingly, so as not to exceed approved legal appropriations. Amendments to the following funds will be recommended: <u>General Fund, Lakepointe Fund, and Surface Water Management (SWM) Fund.</u> Staff will bring forward an ordinance for the creation of a new Lakepointe Fund at the November 18 council meeting. This will be in conjunction with the adoption of the 2023-2024 budget amendments. Transfers from the General Fund and SWM Fund will provide needed revenues for the new Fund and certain expenditures are planned before the end of the year. These proposed expenditures were discussed at the October 21, 2024 council meeting as part of the budget presentations. <u>KAPE Fund.</u> Revenues need to be increased to better reflect actuals and program expenses were not originally budgeted and need to be included.											

Public Art Fund.

Budget needs to be added to cover the Story Pole expenses.

ARPA Fund.

Additional budget needs to be added to allow for close out of the Fund.

Following Council's direction on the proposed budget amendments to the 2023-2024 budget amendments, a public hearing will be held on Tuesday, November 12, 2024. An ordinance to formally amend the 2023-2024 biennial budget will be presented for approval following at the same Council meeting on Tuesday, November 12, 2024.

Fiscal Consideration:

Details of proposed revenue and expenditure adjustments are included in the attachments.

City Council Priority or Budget Objective Being Addressed:

All City Council Priorities. Per RCW 35A, the budget is the legal authority to expend public funds and controls those expenditures by setting the amount of the appropriation at the fund level by ordinance.

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 24-0617**

AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON, RELATING TO THE 2023-2024 BUDGET; AMENDING THE 2023-2024 BUDGET, TO ADJUST REVENUES AND APPROPRIATIONS FOR THE GENERAL FUND, THE KAPE FUND, THE LAKEPOINTE FUND, THE PUBLIC ART FUND, THE SURFACE WATER MANAGEMENT FUND, AND THE ARPA FUND; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Kenmore, Washington, (the “City”), is required by applicable State law to finalize its biennial budget prior the first fiscal year of the biennium; and

WHEREAS, the amount of revenue and expenditures can only be estimated at the time of finalization of the budget; and

WHEREAS, by Ordinance No. 22-0562, the City Council adopted the 2023-2024 Biennial Budget on November 21, 2022; and

WHEREAS, by Ordinance No. 23-0587, the City Council amended the 2023-2024 Biennial Budget on December 4, 2023; and

WHEREAS, the City Council scheduled and held a Public Hearing on the mid-biennial proposed amendments to the 2023-2024 biennial budget on November 12, 2024; and

WHEREAS, the City Council finds in it the best interest of the City to adjust revenues and expenditures in the General Fund, the KAPE Fund, the Lakepointe Fund, the Public Art Fund, the Surface Water Management Fund, and the ARPA Fund.

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

Section 1. Funds Appropriated. The 2023-2024 Biennial Budget is amended by fund to reflect the adjustments to revenues and appropriations as shown below:

REVENUE					
FUND NO.	FUND	2023-2024 Adopted Revenue Budget	2023 Mid-Biennium Amendments	2024 Mid-Biennium Amendments	2023-2024 Amended Revenue Budget
001	General Fund	31,305,131	1,662,127		32,967,258
045	Strategic Reserve Fund	27,356			27,356
046	Strategic Opportunities Fund	135,018			135,018
101	Street Fund	3,850,380			3,850,380
105	KAPE Fund	800,000	(250,000)	200,000	750,000
110	Public Art Fund	1,400			1,400
115	Transportation Benefit District	726,305	480,000		1,206,305
130	ARPA Fiscal Recovery Fund	-			-
200	2016 & 2021 UTGO DS Fund	2,116,750			2,116,750
300	Transportation Capital Fund	5,636,383	4,292,230		9,928,613
301	Real Estate Excise Tax Fund (REET)	4,896,168			4,896,168
302	W&W Bond Project Fund	22,700			22,700
303	Park Capital Fund	749,300	(36,100)		713,200
304	Park Impact Fee Fund	505,670			505,670
305	Transportation Impact Fee Fund	1,043,334			1,043,334
306	Sammamish Bridge Replacement	1,381,785			1,381,785
307	Public Works Shop Fund	15,951,006	2,924,598		18,875,604
309	Lakepointe Fund	-	-	2,240,000	2,240,000
401	Surface Water Management Fund	6,318,615	837,050		7,155,665
402	SWM Capital Fund	4,215,496	2,790,192		7,005,688
403	Swamp Creek Basin	10,000			10,000
501	Equipment Replacement Fund	196,740			196,740
	TOTAL	\$ 79,889,537	\$ 12,700,097	\$ 2,440,000	\$ 95,029,634

EXPENDITURES					
FUND NO.	FUND	2023-2024 Adopted Expenditure Budget	2023 Mid-Biennium Amendments	2024 Mid-Biennium Amendments	2023-2024 Amended Expenditure Budget
001	General Fund	31,252,425	1,483,876	650,000	33,386,301
045	Strategic Reserve Fund	-	-		-
046	Strategic Opportunities Fund	576,000	-		576,000
101	Street Fund	3,804,980	(21,198)		3,783,782
105	KAPE Fund	641,200	(100,000)	200,000	741,200
110	Public Art Fund	-	-	50,000	50,000
115	Transportation Benefit District	700,000	480,000		1,180,000
130	ARPA Fiscal Recovery Fund	4,932,411		203,103	5,135,514
200	2016 & 2021 UTGO DS Fund	2,116,750			2,116,750
300	Transportation Capital Fund	5,636,383	3,088,946		8,725,329
301	Real Estate Excise Tax Fund (REET)	5,848,900	806,301		6,655,201
302	W&W Bond Project Fund	-			-
303	Park Capital Fund	775,700	1,297,500		2,073,200
304	Park Impact Fee Fund	-	157,500		157,500
305	Transportation Impact Fee Fund	700,000			700,000
306	Sammamish Bridge Replacement	1,381,785			1,381,785
307	Public Works Shop Fund	15,951,006	2,924,598		18,875,604
309	Lakepointe Fund	-	-	2,148,789	2,148,789
401	Surface Water Management Fund	8,467,779	1,203,778	290,000	9,961,557
402	SWM Capital Fund	3,949,550	3,492,600		7,442,150
403	Swamp Creek Basin	80,000			80,000
501	Equipment Replacement Fund	470,000			470,000
	TOTAL	\$ 87,284,869	\$ 14,813,901	\$ 3,541,892	\$ 105,640,662

The City Manager is hereby authorized and instructed to effectuate the necessary changes to the 2023-2024 Biennial Budget and to make any necessary and appropriate line-item entries and adjustments in order to reflect the amendments of this Ordinance.

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

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

ADOPTED BY THE CITY COUNCIL AT A MEETING THEREOF ON THE ____ DAY OF _____ 2024.

CITY OF KENMORE

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

Anastasiya Warhol, City Clerk

Approved as to form:

Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK: 11/1/2024

PASSED BY THE CITY COUNCIL:

ORDINANCE NO.: 24-0617

DATE OF PUBLICATION:

EFFECTIVE DATE:

REVENUE					
Page 32 of 562					
FUND NO.	FUND	2023-2024 Adopted Revenue Budget	2023 Mid-Biennium Amendments	2024 Mid-Biennium Amendments	2023-2024 Amended Revenue Budget
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105	KAPE Fund	800,000	(250,000)	200,000	750,000
110	Public Art Fund	1,400			1,400
115	Transportation Benefit District	726,305	480,000		1,206,305
130	ARPA Fiscal Recovery Fund	-			-
200	2016 & 2021 UTGO DS Fund	2,116,750			2,116,750
300	Transportation Capital Fund	5,636,383	4,292,230		9,928,613
301	Real Estate Excise Tax Fund (REET)	4,896,168			4,896,168
302	W&W Bond Project Fund	22,700			22,700
303	Park Capital Fund	749,300	(36,100)		713,200
304	Park Impact Fee Fund	505,670			505,670
305	Transportation Impact Fee Fund	1,043,334			1,043,334
306	Sammamish Bridge Replacement	1,381,785			1,381,785
307	Public Works Shop Fund	15,951,006	2,924,598		18,875,604
309	Lakepointe Fund	-	-	2,240,000	2,240,000
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402	SWM Capital Fund	4,215,496	2,790,192		7,005,688
403	Swamp Creek Basin	10,000			10,000
501	Equipment Replacement Fund	196,740			196,740
	TOTAL	\$ 79,889,537	\$ 12,700,097	\$ 2,440,000	\$ 95,029,634

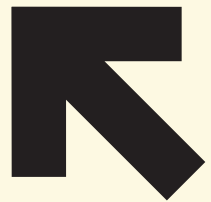
EXPENDITURES					
Page 33 of 562					
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045	Strategic Reserve Fund	-	-		-
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101	Street Fund	3,804,980	(21,198)		3,783,782
105	KAPE Fund	641,200	(100,000)	200,000	741,200
110	Public Art Fund	-	-	50,000	50,000
115	Transportation Benefit District	700,000	480,000		1,180,000
130	ARPA Fiscal Recovery Fund	4,932,411		203,103	5,135,514
200	2016 & 2021 UTGO DS Fund	2,116,750			2,116,750
300	Transportation Capital Fund	5,636,383	3,088,946		8,725,329
301	Real Estate Excise Tax Fund (REET)	5,848,900	806,301		6,655,201
302	W&W Bond Project Fund	-			-
303	Park Capital Fund	775,700	1,297,500		2,073,200
304	Park Impact Fee Fund	-	157,500		157,500
305	Transportation Impact Fee Fund	700,000			700,000
306	Sammamish Bridge Replacement	1,381,785			1,381,785
307	Public Works Shop Fund	15,951,006	2,924,598		18,875,604
309	Lakepointe Fund	-	-	2,148,789	2,148,789
401	Surface Water Management Fund	8,467,779	1,203,778	290,000	9,961,557
402	SWM Capital Fund	3,949,550	3,492,600		7,442,150
403	Swamp Creek Basin	80,000			80,000
501	Equipment Replacement Fund	470,000			470,000
	TOTAL	\$ 87,284,869	\$ 14,813,901	\$ 3,541,892	\$ 105,640,662

BUDGET ADJUSTMENTS - NOVEMBER 2024

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Account No.	Account Name	Current 2023-2024 Amended Budget	Recommended Budget Amendment Increase (decrease)	2023-2024 Amended Budget
Fund 001 General Fund				
REVENUES				
EXPENDITURES				
	Transfer to Lakepointe Fund	-	650,000	650,000
Fund 105- Kenmore Automated Photo Enforcement Fund				
REVENUES				
105.000.35310002	Photo enforcement revenue	550,000	200,000	750,000
	Adjust revenue forecast based on YTD actuals			
EXPENDITURES				
105.000.XXXXXXXX	KAPE program	-	200,000	200,000
	Adjust expenses to reflect program costs not originally budgeted			
Fund 110- Public Art Fund				
REVENUES				
EXPENSE				
110.000.57320.6006	1% for Arts Program	-	50,000	50,000
	For storypole and use taxes			
Fund 130 - ARPA Fiscal Recovery Fund				
REVENUES				
EXPENDITURES				
130.000.52120.5302	Police Services Contract	-	203,103	203,103
	To spend down remainder of ARPA funds			
Fund 309 Lakepointe Fund (to be created)				
REVENUES				
	Bond Anticipation Note	-	1,300,000	1,300,000
	Transfer from Surface Water Mgmt Fees	-	290,000	290,000
	Transfer from General Fund	-	650,000	650,000
EXPENDITURES				
	Deposit on Property	-	1,500,000	1,500,000
	Consulting	-	533,174	533,174
	Legal, other	-	115,615	115,615
Fund 401 Surface Water Management Fund (SWM fund)				
REVENUES				
401.000.XXXXXXXX		-	-	-
EXPENDITURES				
401.000.XXXXX.XXXX	Transfer to Lakepointe Fund	-	290,000	290,000

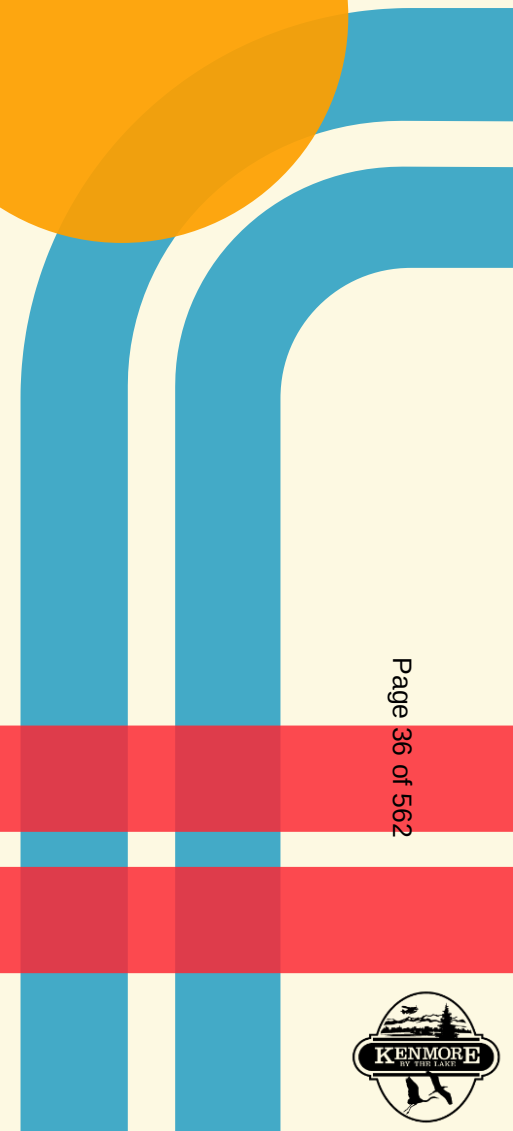
PROJECTED ENDING FUND BALANCE							Page 35 of 562
FUND NO.	FUND	2022 Actual Ending Fund Balance	Budget Revenues	Budget Expenditures	Amendments Revenues	Amendments Expenditures	2024 Projected Ending Fund Balance
001	General Fund	3,533,762	31,305,131	31,252,425	1,662,127	2,133,876	3,114,719
045	Strategic Reserve fund	1,365,196	27,356	-	-	-	1,392,552
046	Strategic Opportunities Fund	799,756	135,018	576,000	-	-	358,774
101	Street fund	2,270,571	3,850,380	3,804,980	-	(21,198)	2,337,169
105	KAPE Fund	-	800,000	641,200	(50,000)	100,000	8,800
110	Public Art Fund	119,725	1,400	-	-	50,000	71,125
115	Transportation Benefit District	151,522	726,305	700,000	480,000	480,000	177,827
130	ARPA Fiscal Recovery Fund	5,135,514	-	4,932,411	-	203,103	-
200	2016 UTGO Debt Service Fund	176,713	2,116,750	2,116,750	-	-	176,713
300	Transportation Capital Fund	2,443,877	5,636,383	5,636,383	4,292,230	3,088,946	3,647,161
301	Real Estate Excise Tax Fund (REET)	2,951,067	4,896,168	5,848,900	-	806,301	1,192,034
302	W&W Bond Project fund	59,961	22,700	-	-	-	82,661
303	Park Capital Fund	1,604,872	749,300	775,700	(36,100)	1,297,500	244,872
304	Park Impact Fee Fund	94,931	505,670	-	-	157,500	443,101
305	Transportation Impact fee Fund	360,027	1,043,334	700,000	-	-	703,361
306	Sammamish Bridge Replacement	617,654	1,381,785	1,381,785	-	-	617,654
307	Public Works Shop fund	429,799	15,951,006	15,951,006	2,924,598	2,924,598	429,799
309	Lakepointe Fund	-	-	-	2,240,000	2,148,789	91,211
401	Surface Water Management Fund	4,323,250	6,318,615	8,467,779	837,050	1,493,778	1,517,358
402	SWM Capital Fund	1,768,341	4,215,496	3,949,550	2,790,192	3,492,600	1,331,879
403	Swamp Creek Basin	450,390	10,000	80,000	-	-	380,390
501	Equipment Replacement Fund	690,533	196,740	470,000	-	-	417,273
	TOTAL	\$ 29,347,461	\$ 79,889,537	\$ 87,284,869	\$ 15,140,097	\$ 18,355,793	\$ 18,736,433



CITY OF KENMORE, WASHINGTON

2023-2024 BUDGET AMENDMENTS

PUBLIC HEARING AND POSSIBLE ADOPTION



Why End of Biennium Adjustment

- Prior to closing the 2023-2024 budget period, need to ensure expenditures do not exceed legally adopted budgets
- Adjust for previously approved Council actions and/or direction since the mid biennial review
- Unanticipated increases in certain expenditures as well as better than expected revenues

ADJUSTMENTS PROPOSED

- General Fund
- Surface Water Management (SWM) Fund
- Lakepointe Fund
- Kenmore Automated Photo Enforcement (KAPE) Fund
- Public Art Fund
- ARPA Fund

ADJUSTMENTS PROPOSED, cont

General Fund, expenditures

- Increase \$650,000 for transfer to Lakepointe
- No changes to revenues proposed

Surface Water Management Fund, expenditures

- Increase \$290,000 for transfer to Lakepointe
- No changes to revenues proposed

ADJUSTMENTS PROPOSED, cont

Lakepoint Fund

- New fund to be created (to Council 11/18)
- Detailed discussion provided at 10/21 council meeting (D. Bent)
- Revenues:
 - Bond Anticipation Note - \$1,300,000
 - Transfer from SWM - \$290,000
 - Transfer from GF - \$650,000
 - Total Revenues \$2,240,000
- Expenses:
 - Deposit on Property - \$1,500,000
 - Consulting - \$533,174
 - Legal, other - \$115,615
 - Total Expenses \$2,148,789

ADJUSTMENTS PROPOSED, cont

- Kenmore Automated Photo Enforcement (KAPE) Fund**
- Increase expenses \$200,000 to reflect program costs not originally budgeted
 - Increase revenues \$200,000 to better align with projected actuals

ADJUSTMENTS PROPOSED, cont

Public Art Fund, expenditures

- Increase \$50,000 for Storypole costs and use taxes
- Leaves \$71,125 in fund balance
- No changes to revenues proposed

ARPA Fund, expenditures

- Increase \$203,103 to utilize remainder of ARPA funds for police contract services
- Leaves zero fund balance
- No changes to revenues proposed

2024 Budget Amendments Summary

Revenues

KAPE Fund	\$ 200,000
Lakepointe Fund	2,240,000
Total	<u>\$2,440,000</u>

Expenses

General Fund	\$ 650,000
KAPE Fund	200,000
Public Art Fund	50,000
ARPA Fund	203,103
Lakepointe Fund	2,148,789
SWM Fund	290,000
Total	<u>\$3,541,892</u>



Thank you

Questions or Comments?

Melinda Merrell
Finance & Administration Director
mmerrell@kenmorewa.gov



City Council Agenda Bill City of Kenmore, WA

Subject/Topic: Preliminary 2025-2026 Biennial Budget Proposed Council Action/Motion: Discussion and Public Hearing of the Preliminary 2025-2026 Biennial Budget	For Council Meeting Agenda of: 11/12/2024 Department: Finance & Administration Prepared by: Melinda Merrell, Finance & Administration Director <table><thead><tr><th></th><th><u>Initial & Date</u></th></tr></thead><tbody><tr><td>Approved by Department Head:</td><td><u>MM 11/1/24</u></td></tr><tr><td>Approved by City Attorney:</td><td><u>NA</u></td></tr><tr><td>Approved by Finance Director:</td><td><u>MM 11/1/24</u></td></tr><tr><td>Approved by City Manager:</td><td><u>SLL 11/1/24</u></td></tr></tbody></table> Attachments/Exhibits: 1. Summary of Revenues and Expenditures by Fund		<u>Initial & Date</u>	Approved by Department Head:	<u>MM 11/1/24</u>	Approved by City Attorney:	<u>NA</u>	Approved by Finance Director:	<u>MM 11/1/24</u>	Approved by City Manager:	<u>SLL 11/1/24</u>
	<u>Initial & Date</u>										
Approved by Department Head:	<u>MM 11/1/24</u>										
Approved by City Attorney:	<u>NA</u>										
Approved by Finance Director:	<u>MM 11/1/24</u>										
Approved by City Manager:	<u>SLL 11/1/24</u>										
Summary: Passage of a biennial budget by year-end is required by State law. The preliminary budget document was presented to the City Council at the Council meeting on October 7, 2024, and is available to the public at City Hall and at kenmorewa.gov .											
Information/Background: The City Council reviews of department and fund budgets were held throughout October and the adoption of the 2025-2026 biennial budget is scheduled for November 25, 2024. The public is invited and encouraged to attend all Council meetings and offer public comments. Public hearings are scheduled for the 2025-2026 biennial budget on November 12, 2024, and November 25, 2024. As part of the budget process, the property tax levy and excess property tax levy are also considered. The City Council is considering these two Ordinances on November 18, 2024. There will be a public hearing for each levy.											
Fiscal Consideration: The Citywide 2025-2026 proposed budget expenditures are \$110,572,495 and budgeted revenues are \$89,658,368. Expenditures are higher than revenues by \$20.9 million due to the planned expenditures for the Public Works Operations Center of \$19.675 million. This project is funded by various debt obligations to cover the costs.											

For the General Fund, expenditures exceed revenues by \$2.6 million due to Special Project and Lakepointe expenses that will spend down some of the City's \$9 million fund balance.

The Surface Water Capital Fund anticipates utilizing approximately \$2.6 million of its current \$2.7 million fund balance.

City Council Priority or Budget Objective Being Addressed:

All City Council priorities. Per RCW 35A, the budget is the legal authority to expend public funds and controls those expenditures by setting the amount of the appropriation at the fund level by Ordinance.

Summary of All Revenues and Expenditures By Fund 2023-2026

REVENUES BY FUND	2023-2024 Amended Revenue Budget	2023 Actual	2024 Projected	2023-2024 Biennial Total	2025 Proposed	2026 Proposed	2025-2026 Proposed Revenue Budget
General Fund	\$ 32,967,258	\$ 17,299,087	\$ 17,293,758	\$ 34,592,845	\$ 17,215,097	\$ 17,860,266	\$ 35,075,363
Strategic Reserve Fund	27,356	52,839	50,000	102,839	45,000	40,000	85,000
Strategic Opportunities Fund	135,018	36,638	23,000	59,638	2,000	2,000	4,000
Street Fund	4,330,380	1,625,318	2,344,696	3,970,014	1,340,091	1,333,142	2,673,233
KAPE (Kenmore Automated Photo Enf. Fund)	550,000	218,443	750,000	968,443	2,320,000	3,170,000	5,490,000
Public Art Fund	1,400	3,983	2,500	6,483	2,250	2,000	4,250
Transportation Benefit District	1,206,305	470,520	716,000	1,186,520	723,600	730,736	1,454,336
ARPA Fiscal Recovery Fund	0	0	0	0	0	0	0
2016 & 2021 UTGO Debt Service Fund	2,116,750	1,059,500	1,057,250	2,116,750	1,054,550	1,055,350	2,109,900
Transportation Capital Fund	9,928,613	4,592,086	3,151,609	7,743,695	6,758,247	9,489,982	16,248,229
Real Estate Excise Tax Fund	4,896,168	2,021,864	1,850,000	3,871,864	1,940,000	1,938,000	3,878,000
Walkways & Waterways Bonds	22,700	330,974	300,000	630,974	150,000	100,000	250,000
Park Capital Fund	713,200	532,331	466,739	999,070	280,000	280,000	560,000
Park Impact Fee Fund	505,670	314,420	390,000	704,420	302,500	302,500	605,000
Transportation Impact Fee Fund	1,043,334	723,824	900,000	1,623,824	430,000	425,000	855,000
Sammamish River Bridge Fund	1,381,785	1,112,912	250,000	1,362,912	150,000	0	150,000
Public Works Operations Center Fund	18,875,604	514,709	18,374,705	18,889,414	1,800,000	1,800,000	3,600,000
Affordable Housing Fund	0	0	453,527	453,527	0	0	0
Lakepointe Fund	0	0	2,240,000	2,240,000	1,685,000	0	1,685,000
Surface Water Management Fund	7,155,655	3,452,860	4,250,000	7,702,860	4,755,364	5,163,063	9,918,427
Surface Water Capital Fund	7,005,688	2,438,944	1,634,206	4,073,150	1,664,250	2,863,640	4,527,890
Swamp Creek Basin Fund	10,000	19,960	15,000	34,960	10,000	8,000	18,000
Equipment Replacement Fund	196,740	121,599	120,870	242,469	235,870	230,870	466,740
TOTAL REVENUES	\$ 93,069,624	\$ 36,942,811	\$ 56,633,860	\$ 93,576,671	\$ 42,863,819	\$ 46,794,549	\$ 89,658,368

EXPENDITURES BY FUND	2023-2024 Amended Expenditure Budget	2023 Actual	2024 Projected	2023-2024 Biennial Total	2025 Proposed	2026 Proposed	2025-2026 Proposed Expenditure Budget
General Fund	\$ 32,736,301	\$ 11,100,573	\$ 17,629,707	\$ 28,730,280	\$ 18,968,122	\$ 18,743,554	\$ 37,711,676
Strategic Reserve Fund	0	0	0	0	0	0	0
Strategic Opportunities Fund	576,000	395,763	306,000	701,763	0	0	0
Street Fund	3,783,782	1,601,422	2,209,470	3,810,892	1,523,918	1,554,806	3,078,724
KAPE (Kenmore Automated Photo Enf. Fund)	541,200	197,207	693,550	890,757	2,335,000	3,022,651	5,357,651
Public Art Fund	0	43,821	0	43,821	62,095	19,895	81,990
Transportation Benefit District	1,180,000	450,000	730,000	1,180,000	725,000	725,000	1,450,000
ARPA Fiscal Recovery Fund	4,932,411	5,135,254	0	5,135,254	0	0	0
2016 & 2021 UTGO Debt Service Fund	2,116,750	1,059,500	1,057,250	2,116,750	1,054,550	1,055,350	2,109,900
Transportation Capital Fund	8,725,329	4,551,000	1,831,648	6,382,648	6,758,247	9,489,982	16,248,229
Real Estate Excise Tax Fund	6,655,201	2,163,622	3,368,109	5,531,731	1,726,133	1,729,840	3,455,973
Walkways & Waterways Bonds	0	1,919	2,000	3,919	2,025	2,050	4,075
Park Capital Fund	2,073,200	1,251,941	430,000	1,681,941	268,200	268,200	536,400
Park Impact Fee Fund	157,500	201,725	200,000	401,725	500,000	50,000	550,000
Transportation Impact Fee Fund	700,000	200,000	250,000	450,000	525,000	350,000	875,000
Sammamish River Bridge Fund	1,381,785	1,094,318	50,000	1,144,318	574,913	74,915	649,828
Public Works Operations Center Fund	18,875,604	514,709	1,023,374	1,538,083	9,800,000	9,875,000	19,675,000
Affordable Housing Fund	0	0	0	0	0	0	0
Lakepointe Fund	0	0	2,148,789	2,148,789	1,745,500	0	1,745,500
Surface Water Management Fund	9,671,557	5,136,882	3,979,997	9,116,879	4,160,346	5,075,023	9,235,369
Surface Water Capital Fund	7,442,150	2,622,458	480,512	3,102,970	4,338,540	2,863,640	7,202,180
Swamp Creek Basin Fund	80,000	0	80,000	80,000	40,000	40,000	80,000
Equipment Replacement Fund	470,000	32,889	50,000	82,889	300,000	225,000	525,000
TOTAL EXPENDITURES	\$ 102,098,770	\$ 37,755,003	\$ 36,520,406	\$ 74,275,409	\$ 55,407,589	\$ 55,164,906	\$ 110,572,495



2025-2026 PROPOSED Biennial Budget

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November 12, 2024

TONIGHT'S AGENDA

- 2025-2026 Proposed Biennial Budget presentation
- Receive public testimony

SUBSEQUENT MEETINGS

- November 18
 - Public Hearings and Adoption of 2025 Regular and Excess Property Tax Levies
- November 25
 - Public Hearing and Adoption of 2025-2026 Biennial Budget

BUDGET POLICY DIRECTION

- Supports and implements **City Council Goals**
 - Considers the results of Service Level Budgeting
- A balanced operating budget that utilizes:
 - Conservative approach to both revenues and expenditures
- Maintains a positive financial forecast that meets the City's reserve policies
- Includes Financial Sustainability Plan measures

Total proposed city budget – all Funds

REVENUES BY FUND	2025 Proposed	2026 Proposed	2025-2026 Proposed Revenue Budget
General Fund	\$ 17,215,097	\$ 17,860,266	\$ 35,075,363
Strategic Reserve Fund	45,000	40,000	85,000
Strategic Opportunities Fund	2,000	2,000	4,000
Street Fund	1,340,091	1,333,142	2,673,233
KAPE (Kenmore Automated Photo Enf. Fund)	2,320,000	3,170,000	5,490,000
Public Art Fund	2,250	2,000	4,250
Transportation Benefit District	723,600	730,736	1,454,336
2016 & 2021 UTGO Debt Service Fund	1,054,550	1,055,350	2,109,900
Transportation Capital Fund	6,758,247	9,489,982	16,248,229
Real Estate Excise Tax Fund	1,940,000	1,938,000	3,878,000
Walkways & Waterways Bonds	150,000	100,000	250,000
Park Capital Fund	280,000	280,000	560,000
Park Impact Fee Fund	302,500	302,500	605,000
Transportation Impact Fee Fund	430,000	425,000	855,000
Sammamish River Bridge Fund	150,000	0	150,000
Public Works Operations Center Fund	1,800,000	1,800,000	3,600,000
Lakepointe Fund	1,685,000	0	1,685,000
Surface Water Management Fund	4,755,364	5,163,063	9,918,427
Surface Water Capital Fund	1,664,250	2,863,640	4,527,890
Swamp Creek Basin Fund	10,000	8,000	18,000
Equipment Replacement Fund	235,870	230,870	466,740
TOTAL REVENUES	\$ 42,863,819	\$ 46,794,549	\$ 89,658,368

Total proposed city budget – all Funds

EXPENDITURES BY FUND	2025 Proposed	2026 Proposed	2025-2026 Proposed Expenditure Budget
General Fund	\$ 18,968,122	\$ 18,743,554	\$ 37,711,676
Strategic Reserve Fund	0	0	0
Strategic Opportunities Fund	0	0	0
Street Fund	1,523,918	1,554,806	3,078,724
KAPE (Kenmore Automated Photo Enf. Fund)	2,335,000	3,022,651	5,357,651
Public Art Fund	62,095	19,895	81,990
Transportation Benefit District	725,000	725,000	1,450,000
2016 & 2021 UTGO Debt Service Fund	1,054,550	1,055,350	2,109,900
Transportation Capital Fund	6,758,247	9,489,982	16,248,229
Real Estate Excise Tax Fund	1,726,133	1,729,840	3,455,973
Walkways & Waterways Bonds	2,025	2,050	4,075
Park Capital Fund	268,200	268,200	536,400
Park Impact Fee Fund	500,000	50,000	550,000
Transportation Impact Fee Fund	525,000	350,000	875,000
Sammamish River Bridge Fund	574,913	74,915	649,828
Public Works Operations Center Fund	9,800,000	9,875,000	19,675,000
Affordable Housing Fund	0	0	0
Lakepointe Fund	1,745,500	0	1,745,500
Surface Water Management Fund	4,160,346	5,075,023	9,235,369
Surface Water Capital Fund	4,338,540	2,863,640	7,202,180
Swamp Creek Basin Fund	40,000	40,000	80,000
Equipment Replacement Fund	300,000	225,000	525,000
TOTAL EXPENDITURES	\$ 55,407,589	\$ 55,164,906	\$ 110,572,495

2025-2026 BIENNIAL BUDGET

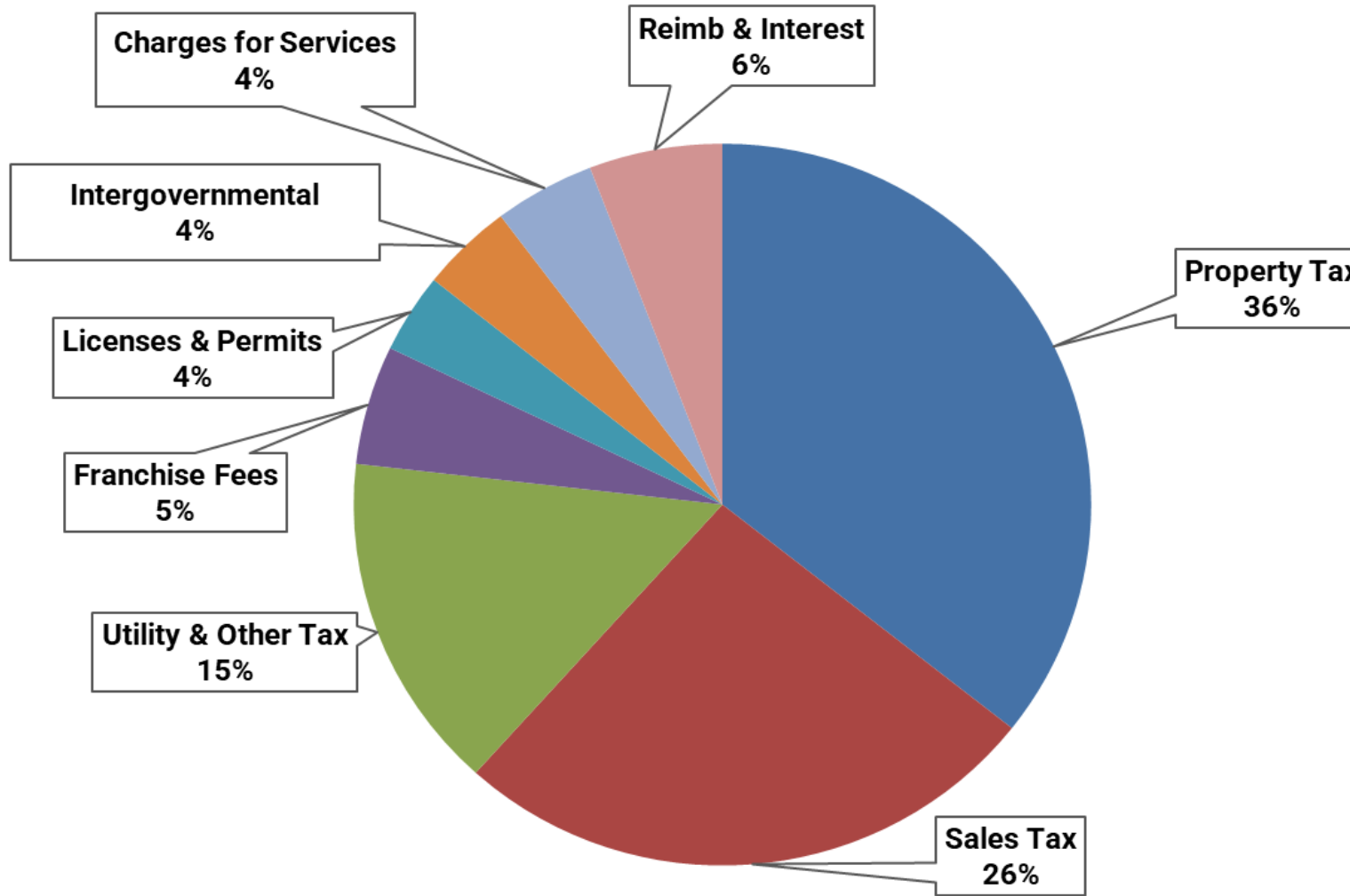
Three Components to City Operations

- Operating Revenues and Expenditures
 - General Fund
 - Street Fund*
 - Enterprise* (Surface Water Management Fund)
- Other Funds
 - Other Special Revenue Funds
 - Debt Service Funds (for Bonds)
 - Internal Service Funds (Equipment Replacement)
- Major Capital Expenditures and Resources
 - Capital Improvement Program (CIP) adopted in October
 - Transportation, Parks, Surface Water, Public Works Operations Center
 - Capital Resource Funds (Impact Fees, REET, Bonds)

**Street and Enterprise Funds function as operating funds*

GENERAL FUND REVENUES 2025-2026

General Fund Revenues 2025-2026



SIGNIFICANT REVENUES

General Fund

- Property Taxes – Biennium, \$12,498,431
 - Largest ongoing revenue source
 - 36% of total budgeted GF revenues
- Tax Levy increase for 2025
 - \$202,842
 - 3.45% (using \$144K of banked capacity)
 - + new construction
 - Tax rate = \$0.77 / \$1000 AV
 - 2024 was \$0.85 due to lower AV

SIGNIFICANT REVENUES

General Fund, continued

- Sales Taxes – Biennium, \$9,131,114
 - Second largest ongoing revenue source
 - 26% of total budgeted GF revenues
- Utility and Other Taxes – Biennium, \$5,306,993
 - Third largest ongoing revenue source
 - 15% of total budgeted GF revenues
 - Electric, Solid Waste, Gas, Surface Water, Cable, Cellphone, and Telephone

OTHER OPERATING REVENUES

➤ General Fund

- Capital/Overhead Reimbursement - \$720,000
- Plan Review & Land Use Fees - \$1,383,362
- Franchise Fees (cable and water/sewer) - \$1,870,590
- Permit revenue - \$1,218,000

➤ Street Fund

- Fuel Taxes - \$756,000
- TBD (Transportation Benefit District) Fees - \$1,450,000
- ROW Permit Fees & Inspections - \$248,508

➤ Surface Water Management Fund

- Surface Water Charges - \$9,739,852

MAJOR OPERATING COSTS:

On-Going/Non-Discretionary 2-Year Totals

✓ 15,085,771	Salaries & Benefits (General, Street Funds)
✓ 9,539,310	Police Contract
✓ 1,405,271	Jail/Court Services/prosecuting attorney public defender/Regional Crisis Response
✓ 900,000	Legal Services
✓ 1,617,766	Insurance (WCIA)
✓ 1,033,000	Utilities
✓ 778,340	Human Services Contributions (\$450K) and ARCH (\$180K dues + \$148K contribution)
\$30,359,458	

- ✓ These costs comprise 74% of the total operating (general fund and street fund) budget (\$40,790,400)

NEW/MODIFIED POSITIONS

Funded by General Fund:

- ▶ 1 FTE Business & Community Engagement Coordinator
- ▶ 1 FTE Budget Manager
- ▶ 1 FTE Public Works Manager
- ▶ 0.25 increase Building Official to 1.0 FTE
- ▶ 0.375 increase Permit Coordinator to 1.0 FTE
- ▶ 0.25 FTE Engineering Inspector (0.50 Transportation Cap, 0.25 KAPE)
- ▶ 0.25 FTE Civil Engineer (0.25 Transportation Cap, 0.50 KAPE)

Salary ranges budgeted to increase 3.6% in 2025 and 5% in 2024 / benefits average increase of 5%

NEW/MODIFIED POSITIONS, continued

GENERAL FUND Cost Center	New/Increased Position	2025 Salary + Benefits	2026 Salary + Benefits	2025-2026 Biennium Total
Development Services	Increase Building Official from 30 to 40 hours per week:	\$67,003	\$70,353	\$137,356
Development Services	Increase Permit Coordinator from 25 to 40 hours per week:	\$46,819	\$49,160	\$95,979
Finance	Budget Manager	\$165,000	\$170,000	\$335,000
PW Operations	PW Manager	\$165,000	\$170,000	\$335,000
	LESS: Duplicate Staff	(\$150,000)	(\$157,500)	(\$307,500)
City Manager	New - Business & Community Engagement Coordinator:	\$121,835	\$127,927	\$249,762
	Less: 50% of Exec Assistant monies	(\$74,000)	(\$77,700)	(\$151,700)
Engineering	New - Right-of-Way Inspector, 25%	\$37,154	\$39,012	\$76,166
Engineering	New - Civil Engineer, 25%	\$41,250	\$43,313	\$84,563
	Total General Fund Impact	\$420,061	\$434,564	\$854,625

NEW/MODIFIED POSITIONS, continued

Funded by Transportation Capital Fund:

- ▶ 0.50 FTE Engineering Inspector (0.25 General, 0.25 KAPE)
- ▶ 0.25 FTE Civil Engineer (0.25 General, 0.50 KAPE)

Funded by KAPE

- ▶ 0.25 FTE Engineering Inspector (0.25 General, 0.25 Transportation)
- ▶ 0.50 FTE Civil Engineer (0.25 General, 0.25 Transportation)

Funded by Lakepointe

- ▶ 1.0 FTE Capital Project Manager
- ▶ 1.0 FTE Senior Planner, 2 yr limited term

Salary ranges budgeted to increase 3.6% in 2025 and 5% in 2024 / benefits average increase of 5%

NEW/MODIFIED POSITIONS, continued

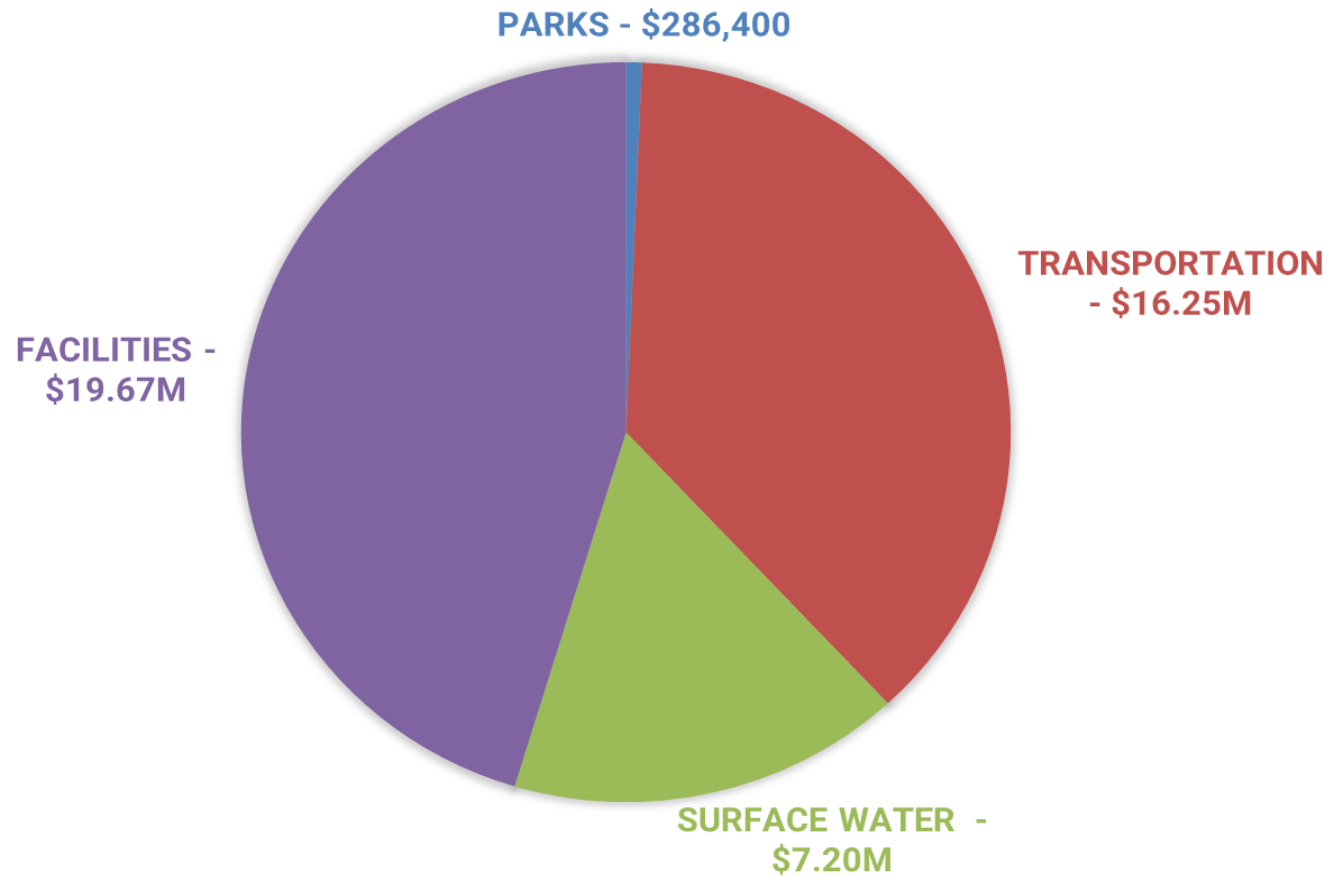
Fund/Cost Center	New/Increased Position	2025 Salary + Benefits	2026 Salary + Benefits	2025-2026 Biennium Total
GF: Development Services	Increase Building Official from 30 to 40 hours per week:	\$67,003	\$70,353	\$137,356
GF: Development Services	Increase Permit Coordinator from 25 to 40 hours per week:	\$46,819	\$49,160	\$95,979
GF: Finance	New - Budget Manager	\$165,000	\$170,000	\$335,000
GF: PW Operations	New - PW Manager	\$165,000	\$170,000	\$335,000
	Less: Duplicate position	(\$150,000)	(\$157,500)	(\$307,500)
GF: City Manager	New - Business & Community Engagement Coordinator:	\$121,835	\$127,927	\$249,762
	Less: 50% of Exec Assistant monies	(\$74,000)	(\$77,700)	(\$151,700)
GF: Engineering	New - Right-of-Way Inspector, 25%	\$37,154	\$39,012	\$76,166
GF: Engineering	New - Civil Engineer, 25%	\$41,250	\$43,313	\$84,563
	Total General Fund Impact	\$420,061	\$434,564	\$854,625
Transportation Capital Fund	New - Right-of-Way Inspector, 50%	\$74,308	\$78,023	\$152,331
Transportation Capital Fund	New - Civil Engineer, 25%	\$41,250	\$43,313	\$84,563
	Total Transportation Capital Fund Impact	\$115,558	\$121,336	\$236,894
KAPE Fund	New - Right-of-Way Inspector, 25%	\$37,154	\$39,012	\$76,166
KAPE Fund	New - Civil Engineer, 50%	\$82,500	\$86,625	\$169,125
	Total Kenmore Automated Photo Enforcement (KAPE) Fund Impact	\$119,654	\$125,637	\$245,291
Lakepointe Fund	New - Capital Project Manager	\$183,000	\$192,150	\$375,150
Lakepointe Fund	New - Senior Planner, 2 yr limited term	\$157,000	\$164,850	\$321,850
	Total Lakepointe Fund Impact	\$340,000	\$357,000	\$697,000
	Total Impact of all position changes	\$995,273	\$1,038,537	\$2,033,810

2025-2030 CAPITAL COSTS

EXPENDITURES	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2029 Proposed	2030 Proposed
PARKS						
P 18 Rhododendron Park - Signs Replacement	-	-	28,000	-	-	-
P 27 A d i s Park Waterfront	60,000	60,000	60,000	60,000	60,000	60,000
P 28 Log Boom Park Waterfront Access & Mitigation	50,000	50,000	50,000	50,000	50,000	50,000
P 30 Rhododendron Park Boathouse Pavilion	3,200	3,200	-	-	-	-
P 32 Moorlands Athletic Field Turf Replacement	-	-	-	30,000	15,000	730,000
P 34 Accessible Playground Feasibility Study	30,000	30,000	-	-	-	-
Total Parks	\$143,200	\$143,200	\$138,000	\$140,000	\$125,000	\$840,000
TRANSPORTATION						
T 8 Burke Gilman Trail/SR522 Accessibility Project	240,500	1,424,075	75,925	-	-	-
T 27 Pedestrian Facilities Program	-	-	425,000	425,000	425,000	425,000
T 35 Pavement Preservation	625,000	1,100,000	225,000	1,100,000	225,000	1,100,000
T 38 Lower Swamp Creek Bridge Replacement	646,864	634,801	3,028,257	288,200	-	-
T 41 Juanita DR Pedestrian & Bicycle Safety Improvements	25,000	-	-	-	-	-
T 44 61st Ave Sidewalk Replacement Project (Phase 1)	2,864,489	893,329	-	-	-	-
T 276 61st Ave Sidewalk Replacement Project (Phase 2)	230,372	561,866	3,063,090	1,409,410	50,000	50,000
T xxx Juanita Dr Tree Removal/Replacement	200,000	-	-	-	-	-
T 252 ADA Transition Program	400,000	150,000	650,000	650,000	650,000	650,000
T 253 NE 181st St Sidewalk Project	278,500	149,403	1,219,416	115,000	-	-
T 260 80th Ave NE Sidewalk Project	389,542	2,080,373	-	-	-	-
T 261 NE 192nd St Sidewalk Project	217,752	171,582	628,936	112,150	-	-
T 262 Arrowhead Project	345,228	1,759,553	163,499	-	-	-
T 266 84th Ave NE Sidewalks	50,000	315,000	425,000	2,612,000	30,000	-
T-xxx 66th/196th Slope Stability Project	-	-	-	350,000	700,000	-
Legal Expenses for Claims	100,000	100,000	100,000	100,000	100,000	100,000
Project Management	145,000	150,000	156,000	163,000	170,000	170,000
Total Transportation	\$6,758,247	\$9,489,982	\$10,160,123	\$7,324,760	\$2,350,000	\$2,495,000
SURFACE WATER MANAGEMENT						
SW 8 190th St. Fish Passable Culvert Debt Payments	95,000	95,000	95,000	95,000	95,000	95,000
SW 0274 Little Swamp Creek Relocation	-	-	1,000,000	471,660	471,660	3,773,280
SW 0280 2025 Small Works Project	79,500	-	-	-	-	-
SW 0281 2026 Small Works Project	-	83,500	-	-	-	-
2027 Small Works Project	-	-	86,800	-	-	-
2028 Small Works Project	-	-	-	89,000	-	-
2029 Small Works Project	-	-	-	-	91,200	-
2030 Small Works Project	-	-	-	-	-	93,500
SW 0275 Infiltration Tank Retrofit at 61st Ave NE/NE 196th St	530,000	-	-	-	-	-
Future Stormwater Facility Retrofits	-	-	578,800	-	608,100	-
SW 0283 Blueberry Creek Culvert Removal	125,000	125,000	-	-	-	-
SW 0254 Muck Creek Restoration Project	1,250,000	-	-	-	-	-
Future Restoration Projects (Land Acquisition, Demo, Restoration)	-	46,100	810,300	830,500	851,300	872,600
SW 0261 192ND SC Trib Fish Passage Culvert Replacement	350,000	350,000	1,800,000	-	-	-
SW 0273 163RD Trib 0057 Fish Passage Culvert Replacement	25,000	25,000	25,000	358,080	1,732,320	-
SW 0272 76TH Trib 0057 Fish Passage Culvert Replacement	25,000	25,000	25,000	316,420	1,565,680	-
SW 0270 74TH Trib 0057 Fish Passage Culvert Replacement	25,000	25,000	451,800	2,007,200	-	-
SW 0271 74TH Trib 0057 Fish Passage Culvert Replacement	25,000	25,000	449,660	1,998,640	-	-
SW 0267 169TH Samm Trib Fish Passage Culvert Replacement	226,410	226,410	1,811,280	-	-	-
SW 0268 175TH Trib 0056 Fish Passage Culvert Replacement	957,630	957,630	6,050,740	-	-	-
SW 0278 Thomas Property Acquisition	625,000	-	-	-	-	-
SW 0282 Property Acquisition (Conservation/Restoration)	-	850,000	-	-	-	-
Fish Passage Culvert Projects Debt Payments	-	30,000	150,000	500,000	650,000	800,000
Total Surface Water Management	\$4,338,540	\$2,863,640	\$13,334,380	\$6,666,500	\$6,065,260	\$5,634,380
CITY FACILITIES						
Public Works Operations Center Design & Construction	\$8,000,000	\$8,075,000	\$0	\$0	\$0	\$0
Debt Repayment	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000
Total City Facilities	\$9,800,000	\$9,875,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000
TOTAL EXPENDITURES	\$21,039,987	\$22,371,822	\$25,432,503	\$15,931,260	\$10,340,260	\$10,769,380

2025-2026 CAPITAL PROJECT COSTS

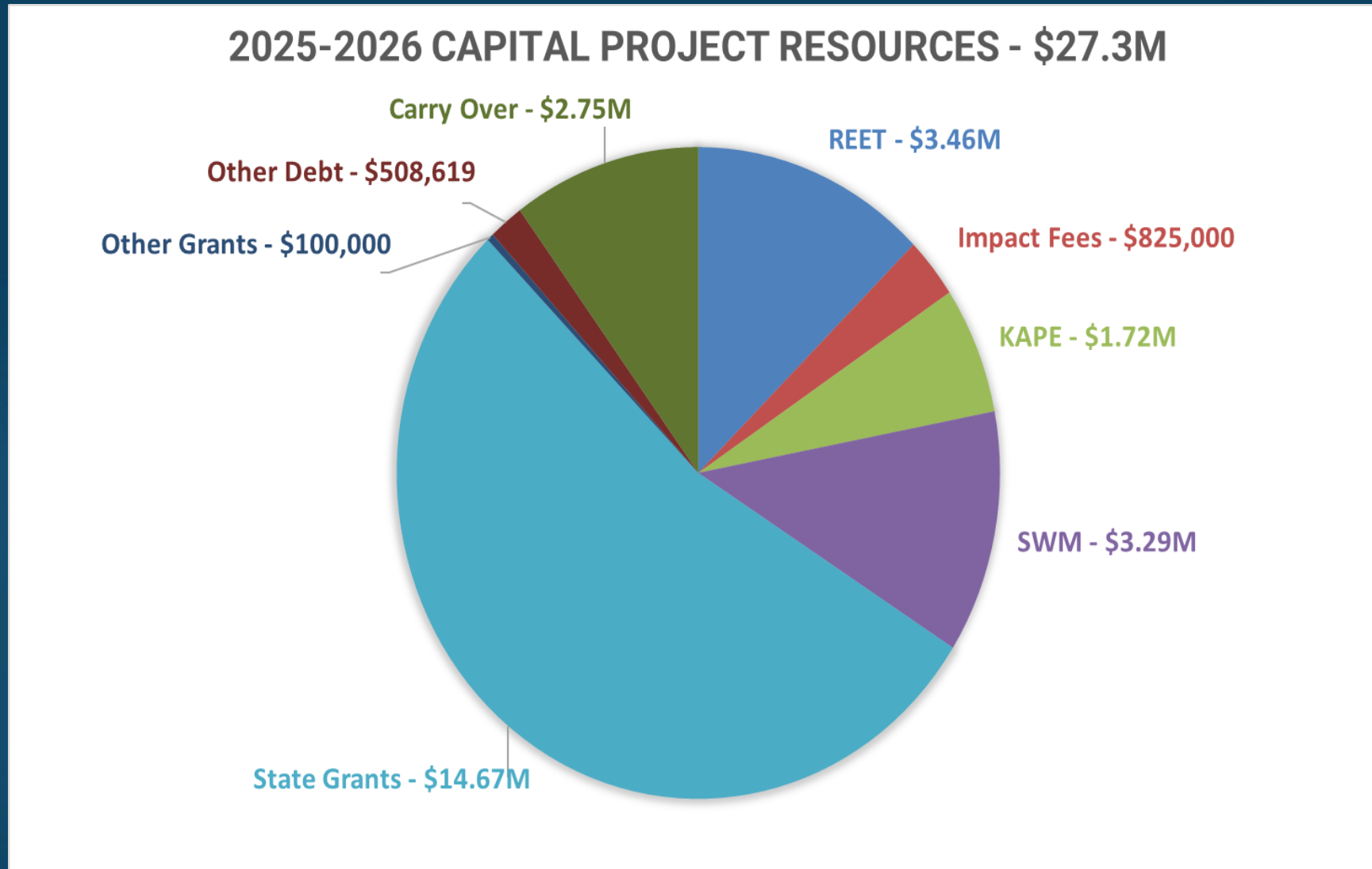
2025-2026 CAPITAL PROJECT COSTS - \$43.4M



2025-2030 CAPITAL REVENUES

REVENUES	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2029 Proposed	2030 Proposed
PARKS						
Park Impact Fees	\$50,000	\$50,000	\$20,000	\$50,000	\$35,000	\$180,000
City Swamp Creek Basin Funds	40,000	40,000	40,000	40,000	40,000	40,000
King County Park Levy	53,200	53,200	50,000	50,000	50,000	50,000
Carryover Funds	-	-	28,000	-	-	-
Sports Leagues	-	-	-	-	-	220,000
Other Grants (Applied or Awarded)	-	-	-	-	-	350,000
Total Parks	\$143,200	\$143,200	\$138,000	\$140,000	\$125,000	\$840,000
TRANSPORTATION						
Transportation Impact Fees	\$375,000	\$350,000	\$356,000	\$713,000	\$970,000	\$270,000
Real Estate Excise Taxes	826,133	829,840	1,257,396	1,732,036	1,155,000	1,125,000
KAPE	625,000	1,100,000	225,000	1,100,000	225,000	1,100,000
Connecting WA	240,500	1,424,075	73,820	-	-	-
Move Ahead WA	273,372	845,366	1,945,590	3,535,672	-	-
Sound Transit	220,000	87,903	1,177,097	-	-	-
BRAC Grant	646,864	634,801	3,028,257	244,052	-	-
WSDOT Safe Routes to Schools	327,347	1,674,864	596,963	-	-	-
WSDOT Ped/Bike Funds	1,224,031	2,043,133	-	-	-	-
FEMA (Applied or Awarded)	-	-	1,500,000	-	-	-
TIB (Applied or Awarded)	2,000,000	500,000	-	-	-	-
Total Transportation	\$6,758,247	\$9,489,982	\$10,160,123	\$7,324,760	\$2,350,000	\$2,495,000
SURFACE WATER MANAGEMENT						
Bond Proceeds for Fish Passage Culvert Projects	\$ -	\$ 508,619	\$ 3,781,655	\$ 1,960,125	\$ 1,564,285	\$ 1,002,330
Grant KCFCD (SW 0254)	620,500	-	-	-	-	-
Grant KCFCD (SW 0261)	350,000	350,000	-	-	-	-
Grant Delbene Community Project (SW 0261)	-	-	1,300,000	-	-	-
Grant FHA AOP (SW 0268)	-	-	5,000,000	-	-	-
Grant Funds (Applied or Awarded)	-	100,000	1,680,000	2,500,000	2,500,000	2,500,000
General Facility Charge	225,000	250,000	248,400	261,800	270,200	275,000
Transfer from Surface Water Management Fund	-	1,017,521	716,600	1,321,700	1,092,300	1,202,600
Conservation Futures Grant (Property Acquisition)	468,750	637,500	607,725	622,875	638,475	654,450
2024 Carryover Funds	2,674,290	-	-	-	-	-
Total Surface Water Management	\$ 4,338,540	\$ 2,863,640	\$ 13,334,380	\$ 6,666,500	\$ 6,065,260	\$ 5,634,380
FACILITIES						
Transfer from SWM	900,000	900,000	900,000	900,000	900,000	900,000
Transfer from REET	900,000	900,000	900,000	900,000	900,000	900,000
Total City Facilities	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000
TOTAL REVENUES	\$13,039,987	\$14,296,822	\$25,432,503	\$15,931,260	\$10,340,260	\$10,769,380

2025-2026 CAPITAL PROJECT RESOURCES



NEXT STEPS

- Tonight, 11/12/2024, First Public Hearing on 2025-26 Biennial Budget
- 11/18/2024, Regular and Excess Property Tax Levy presentation and adoption
- 11/18/2024, new Lakepointe Fund Ordinance for adoption
- 11/25/2024, Final Public Hearing and Adoption of 2025-26 Biennial Budget
 - This will include proposed 2025 Salary Plan with 3.6% increase

This concludes the Presentation prior to the Public Hearing
on the 2025-2026 Proposed Biennial Budget

QUESTIONS AND DISCUSSION

Copies of the complete preliminary budget book are available online at
www.kenmorewa.gov



City Council Agenda Bill City of Kenmore, WA

Subject/Topic: Ordinance No. 24-0617 Amendments to the 2023-2024 Biennial Budget	For Council Meeting Agenda of: 11/12/2024 Department: Finance & Administration Department Prepared by: Melinda Merrell, Finance and Administration Director										
Proposed Council Action/Motion: Hold a Public Hearing. Adopt Ordinance No. 24-0617, amending the 2023-2024 Biennial Budget.	<table><thead><tr><th></th><th><u>Initial & Date</u></th></tr></thead><tbody><tr><td>Approved by Department Head:</td><td>MM 11/1/24</td></tr><tr><td>Approved by City Attorney:</td><td>DR 11/4/24</td></tr><tr><td>Approved by Finance Director:</td><td>MM 11/1/24</td></tr><tr><td>Approved by City Manager:</td><td>SLL 11/1/24</td></tr></tbody></table> Attachments/Exhibits: 1. Proposed Ordinance No. 24-0617 2. 2024 Recommended Budget Adjustments		<u>Initial & Date</u>	Approved by Department Head:	MM 11/1/24	Approved by City Attorney:	DR 11/4/24	Approved by Finance Director:	MM 11/1/24	Approved by City Manager:	SLL 11/1/24
	<u>Initial & Date</u>										
Approved by Department Head:	MM 11/1/24										
Approved by City Attorney:	DR 11/4/24										
Approved by Finance Director:	MM 11/1/24										
Approved by City Manager:	SLL 11/1/24										
Information/Background: On November 21, 2022, the City Council adopted the 2023-2024 biennial budget. The City-wide budget was amended on December 4, 2023, during the mid-biennium review. The amended budget included revenue (\$94,586,432) and expenditures (\$104,418,852) projections for both years which supported the City Council priorities, departmental work programs, various municipal obligations, as well as Federal and State mandates. Prior to the close of each biennium, it is important to review all funds' budgets, consider actions taken by the Council since the last budget amendment, consider significant unappropriated expenditures, and adjust fund budgets accordingly, so as not to exceed approved legal appropriations. Amendments to the following funds will be recommended: <u>General Fund, Lakepointe Fund, and Surface Water Management (SWM) Fund.</u> Staff will bring forward an ordinance for the creation of a new Lakepointe Fund at the November 18 council meeting. This will be in conjunction with the adoption of the 2023-2024 budget amendments. Transfers from the General Fund and SWM Fund will provide needed revenues for the new Fund and certain expenditures are planned before the end of the year. These proposed expenditures were discussed at the October 21, 2024 council meeting as part of the budget presentations. <u>KAPE Fund.</u> Revenues need to be increased to better reflect actuals and program expenses were not originally budgeted and need to be included.											

Public Art Fund.

Budget needs to be added to cover the Story Pole expenses.

ARPA Fund.

Additional budget needs to be added to allow for close out of the Fund.

Following Council's direction on the proposed budget amendments to the 2023-2024 budget amendments, a public hearing will be held on Tuesday, November 12, 2024. An ordinance to formally amend the 2023-2024 biennial budget will be presented for approval following at the same Council meeting on Tuesday, November 12, 2024.

Fiscal Consideration:

Details of proposed revenue and expenditure adjustments are included in the attachments.

City Council Priority or Budget Objective Being Addressed:

All City Council Priorities. Per RCW 35A, the budget is the legal authority to expend public funds and controls those expenditures by setting the amount of the appropriation at the fund level by ordinance.

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 24-0617**

AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON, RELATING TO THE 2023-2024 BUDGET; AMENDING THE 2023-2024 BUDGET, TO ADJUST REVENUES AND APPROPRIATIONS FOR THE GENERAL FUND, THE KAPE FUND, THE LAKEPOINTE FUND, THE PUBLIC ART FUND, THE SURFACE WATER MANAGEMENT FUND, AND THE ARPA FUND; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Kenmore, Washington, (the “City”), is required by applicable State law to finalize its biennial budget prior the first fiscal year of the biennium; and

WHEREAS, the amount of revenue and expenditures can only be estimated at the time of finalization of the budget; and

WHEREAS, by Ordinance No. 22-0562, the City Council adopted the 2023-2024 Biennial Budget on November 21, 2022; and

WHEREAS, by Ordinance No. 23-0587, the City Council amended the 2023-2024 Biennial Budget on December 4, 2023; and

WHEREAS, the City Council scheduled and held a Public Hearing on the mid-biennial proposed amendments to the 2023-2024 biennial budget on November 12, 2024; and

WHEREAS, the City Council finds in it the best interest of the City to adjust revenues and expenditures in the General Fund, the KAPE Fund, the Lakepointe Fund, the Public Art Fund, the Surface Water Management Fund, and the ARPA Fund.

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

Section 1. Funds Appropriated. The 2023-2024 Biennial Budget is amended by fund to reflect the adjustments to revenues and appropriations as shown below:

REVENUE					
FUND NO.	FUND	2023-2024 Adopted Revenue Budget	2023 Mid-Biennium Amendments	2024 Mid-Biennium Amendments	2023-2024 Amended Revenue Budget
001	General Fund	31,305,131	1,662,127		32,967,258
045	Strategic Reserve Fund	27,356			27,356
046	Strategic Opportunities Fund	135,018			135,018
101	Street Fund	3,850,380			3,850,380
105	KAPE Fund	800,000	(250,000)	200,000	750,000
110	Public Art Fund	1,400			1,400
115	Transportation Benefit District	726,305	480,000		1,206,305
130	ARPA Fiscal Recovery Fund	-			-
200	2016 & 2021 UTGO DS Fund	2,116,750			2,116,750
300	Transportation Capital Fund	5,636,383	4,292,230		9,928,613
301	Real Estate Excise Tax Fund (REET)	4,896,168			4,896,168
302	W&W Bond Project Fund	22,700			22,700
303	Park Capital Fund	749,300	(36,100)		713,200
304	Park Impact Fee Fund	505,670			505,670
305	Transportation Impact Fee Fund	1,043,334			1,043,334
306	Sammamish Bridge Replacement	1,381,785			1,381,785
307	Public Works Shop Fund	15,951,006	2,924,598		18,875,604
309	Lakepointe Fund	-	-	2,240,000	2,240,000
401	Surface Water Management Fund	6,318,615	837,050		7,155,665
402	SWM Capital Fund	4,215,496	2,790,192		7,005,688
403	Swamp Creek Basin	10,000			10,000
501	Equipment Replacement Fund	196,740			196,740
	TOTAL	\$ 79,889,537	\$ 12,700,097	\$ 2,440,000	\$ 95,029,634

EXPENDITURES					
FUND NO.	FUND	2023-2024 Adopted Expenditure Budget	2023 Mid-Biennium Amendments	2024 Mid-Biennium Amendments	2023-2024 Amended Expenditure Budget
001	General Fund	31,252,425	1,483,876	650,000	33,386,301
045	Strategic Reserve Fund	-	-		-
046	Strategic Opportunities Fund	576,000	-		576,000
101	Street Fund	3,804,980	(21,198)		3,783,782
105	KAPE Fund	641,200	(100,000)	200,000	741,200
110	Public Art Fund	-	-	50,000	50,000
115	Transportation Benefit District	700,000	480,000		1,180,000
130	ARPA Fiscal Recovery Fund	4,932,411		203,103	5,135,514
200	2016 & 2021 UTGO DS Fund	2,116,750			2,116,750
300	Transportation Capital Fund	5,636,383	3,088,946		8,725,329
301	Real Estate Excise Tax Fund (REET)	5,848,900	806,301		6,655,201
302	W&W Bond Project Fund	-			-
303	Park Capital Fund	775,700	1,297,500		2,073,200
304	Park Impact Fee Fund	-	157,500		157,500
305	Transportation Impact Fee Fund	700,000			700,000
306	Sammamish Bridge Replacement	1,381,785			1,381,785
307	Public Works Shop Fund	15,951,006	2,924,598		18,875,604
309	Lakepointe Fund	-	-	2,148,789	2,148,789
401	Surface Water Management Fund	8,467,779	1,203,778	290,000	9,961,557
402	SWM Capital Fund	3,949,550	3,492,600		7,442,150
403	Swamp Creek Basin	80,000			80,000
501	Equipment Replacement Fund	470,000			470,000
	TOTAL	\$ 87,284,869	\$ 14,813,901	\$ 3,541,892	\$ 105,640,662

The City Manager is hereby authorized and instructed to effectuate the necessary changes to the 2023-2024 Biennial Budget and to make any necessary and appropriate line-item entries and adjustments in order to reflect the amendments of this Ordinance.

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

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

ADOPTED BY THE CITY COUNCIL AT A MEETING THEREOF ON THE ____ DAY OF _____ 2024.

CITY OF KENMORE

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

Anastasiya Warhol, City Clerk

Approved as to form:

Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK: 11/1/2024

PASSED BY THE CITY COUNCIL:

ORDINANCE NO.: 24-0617

DATE OF PUBLICATION:

EFFECTIVE DATE:

REVENUE					
Page 76 of 562					
FUND NO.	FUND	2023-2024 Adopted Revenue Budget	2023 Mid-Biennium Amendments	2024 Mid-Biennium Amendments	2023-2024 Amended Revenue Budget
001	General Fund	31,305,131	1,662,127		32,967,258
045	Strategic Reserve Fund	27,356			27,356
046	Strategic Opportunities Fund	135,018			135,018
101	Street Fund	3,850,380			3,850,380
105	KAPE Fund	800,000	(250,000)	200,000	750,000
110	Public Art Fund	1,400			1,400
115	Transportation Benefit District	726,305	480,000		1,206,305
130	ARPA Fiscal Recovery Fund	-			-
200	2016 & 2021 UTGO DS Fund	2,116,750			2,116,750
300	Transportation Capital Fund	5,636,383	4,292,230		9,928,613
301	Real Estate Excise Tax Fund (REET)	4,896,168			4,896,168
302	W&W Bond Project Fund	22,700			22,700
303	Park Capital Fund	749,300	(36,100)		713,200
304	Park Impact Fee Fund	505,670			505,670
305	Transportation Impact Fee Fund	1,043,334			1,043,334
306	Sammamish Bridge Replacement	1,381,785			1,381,785
307	Public Works Shop Fund	15,951,006	2,924,598		18,875,604
309	Lakepointe Fund	-	-	2,240,000	2,240,000
401	Surface Water Management Fund	6,318,615	837,050		7,155,665
402	SWM Capital Fund	4,215,496	2,790,192		7,005,688
403	Swamp Creek Basin	10,000			10,000
501	Equipment Replacement Fund	196,740			196,740
	TOTAL	\$ 79,889,537	\$ 12,700,097	\$ 2,440,000	\$ 95,029,634

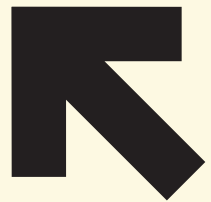
EXPENDITURES					
Page 77 of 562					
FUND NO.	FUND	2023-2024 Adopted Expenditure Budget	2023 Mid-Biennium Amendments	2024 Mid-Biennium Amendments	2023-2024 Amended Expenditure Budget
001	General Fund	31,252,425	1,483,876	650,000	33,386,301
045	Strategic Reserve Fund	-	-		-
046	Strategic Opportunities Fund	576,000	-		576,000
101	Street Fund	3,804,980	(21,198)		3,783,782
105	KAPE Fund	641,200	(100,000)	200,000	741,200
110	Public Art Fund	-	-	50,000	50,000
115	Transportation Benefit District	700,000	480,000		1,180,000
130	ARPA Fiscal Recovery Fund	4,932,411		203,103	5,135,514
200	2016 & 2021 UTGO DS Fund	2,116,750			2,116,750
300	Transportation Capital Fund	5,636,383	3,088,946		8,725,329
301	Real Estate Excise Tax Fund (REET)	5,848,900	806,301		6,655,201
302	W&W Bond Project Fund	-			-
303	Park Capital Fund	775,700	1,297,500		2,073,200
304	Park Impact Fee Fund	-	157,500		157,500
305	Transportation Impact Fee Fund	700,000			700,000
306	Sammamish Bridge Replacement	1,381,785			1,381,785
307	Public Works Shop Fund	15,951,006	2,924,598		18,875,604
309	Lakepointe Fund	-	-	2,148,789	2,148,789
401	Surface Water Management Fund	8,467,779	1,203,778	290,000	9,961,557
402	SWM Capital Fund	3,949,550	3,492,600		7,442,150
403	Swamp Creek Basin	80,000			80,000
501	Equipment Replacement Fund	470,000			470,000
	TOTAL	\$ 87,284,869	\$ 14,813,901	\$ 3,541,892	\$ 105,640,662

BUDGET ADJUSTMENTS - NOVEMBER 2024

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Account No.	Account Name	Current 2023-2024 Amended Budget	Recommended Budget Amendment Increase (decrease)	2023-2024 Amended Budget
Fund 001 General Fund				
REVENUES				
EXPENDITURES				
	Transfer to Lakepointe Fund	-	650,000	650,000
Fund 105- Kenmore Automated Photo Enforcement Fund				
REVENUES				
105.000.35310002	Photo enforcement revenue	550,000	200,000	750,000
	Adjust revenue forecast based on YTD actuals			
EXPENDITURES				
105.000.XXXXXXXX	KAPE program	-	200,000	200,000
	Adjust expenses to reflect program costs not originally budgeted			
Fund 110- Public Art Fund				
REVENUES				
EXPENSE				
110.000.57320.6006	1% for Arts Program	-	50,000	50,000
	For storypole and use taxes			
Fund 130 - ARPA Fiscal Recovery Fund				
REVENUES				
EXPENDITURES				
130.000.52120.5302	Police Services Contract	-	203,103	203,103
	To spend down remainder of ARPA funds			
Fund 309 Lakepointe Fund (to be created)				
REVENUES				
	Bond Anticipation Note	-	1,300,000	1,300,000
	Transfer from Surface Water Mgmt Fees	-	290,000	290,000
	Transfer from General Fund	-	650,000	650,000
EXPENDITURES				
	Deposit on Property	-	1,500,000	1,500,000
	Consulting	-	533,174	533,174
	Legal, other	-	115,615	115,615
Fund 401 Surface Water Management Fund (SWM fund)				
REVENUES				
401.000.XXXXXXXX		-	-	-
EXPENDITURES				
401.000.XXXXX.XXXX	Transfer to Lakepointe Fund	-	290,000	290,000

PROJECTED ENDING FUND BALANCE							Page 79 of 562
FUND NO.	FUND	2022 Actual Ending Fund Balance	Budget Revenues	Budget Expenditures	Amendments Revenues	Amendments Expenditures	2024 Projected Ending Fund Balance
001	General Fund	3,533,762	31,305,131	31,252,425	1,662,127	2,133,876	3,114,719
045	Strategic Reserve fund	1,365,196	27,356	-	-	-	1,392,552
046	Strategic Opportunities Fund	799,756	135,018	576,000	-	-	358,774
101	Street fund	2,270,571	3,850,380	3,804,980	-	(21,198)	2,337,169
105	KAPE Fund	-	800,000	641,200	(50,000)	100,000	8,800
110	Public Art Fund	119,725	1,400	-	-	50,000	71,125
115	Transportation Benefit District	151,522	726,305	700,000	480,000	480,000	177,827
130	ARPA Fiscal Recovery Fund	5,135,514	-	4,932,411	-	203,103	-
200	2016 UTGO Debt Service Fund	176,713	2,116,750	2,116,750	-	-	176,713
300	Transportation Capital Fund	2,443,877	5,636,383	5,636,383	4,292,230	3,088,946	3,647,161
301	Real Estate Excise Tax Fund (REET)	2,951,067	4,896,168	5,848,900	-	806,301	1,192,034
302	W&W Bond Project fund	59,961	22,700	-	-	-	82,661
303	Park Capital Fund	1,604,872	749,300	775,700	(36,100)	1,297,500	244,872
304	Park Impact Fee Fund	94,931	505,670	-	-	157,500	443,101
305	Transportation Impact fee Fund	360,027	1,043,334	700,000	-	-	703,361
306	Sammamish Bridge Replacement	617,654	1,381,785	1,381,785	-	-	617,654
307	Public Works Shop fund	429,799	15,951,006	15,951,006	2,924,598	2,924,598	429,799
309	Lakepointe Fund	-	-	-	2,240,000	2,148,789	91,211
401	Surface Water Management Fund	4,323,250	6,318,615	8,467,779	837,050	1,493,778	1,517,358
402	SWM Capital Fund	1,768,341	4,215,496	3,949,550	2,790,192	3,492,600	1,331,879
403	Swamp Creek Basin	450,390	10,000	80,000	-	-	380,390
501	Equipment Replacement Fund	690,533	196,740	470,000	-	-	417,273
	TOTAL	\$ 29,347,461	\$ 79,889,537	\$ 87,284,869	\$ 15,140,097	\$ 18,355,793	\$ 18,736,433



CITY OF KENMORE, WASHINGTON

2023-2024

BUDGET AMENDMENTS

PUBLIC HEARING AND POSSIBLE ADOPTION



Why End of Biennium Adjustment

- Prior to closing the 2023-2024 budget period, need to ensure expenditures do not exceed legally adopted budgets
- Adjust for previously approved Council actions and/or direction since the mid biennial review
- Unanticipated increases in certain expenditures as well as better than expected revenues

ADJUSTMENTS PROPOSED

- General Fund
- Surface Water Management (SWM) Fund
- Lakepointe Fund
- Kenmore Automated Photo Enforcement (KAPE) Fund
- Public Art Fund
- ARPA Fund

ADJUSTMENTS PROPOSED, cont

General Fund, expenditures

- Increase \$650,000 for transfer to Lakepointe
- No changes to revenues proposed

Surface Water Management Fund, expenditures

- Increase \$290,000 for transfer to Lakepointe
- No changes to revenues proposed

ADJUSTMENTS PROPOSED, cont

Lakepoint Fund

- New fund to be created (to Council 11/18)
- Detailed discussion provided at 10/21 council meeting (D. Bent)
- Revenues:
 - Bond Anticipation Note - \$1,300,000
 - Transfer from SWM - \$290,000
 - Transfer from GF - \$650,000
 - Total Revenues \$2,240,000
- Expenses:
 - Deposit on Property - \$1,500,000
 - Consulting - \$533,174
 - Legal, other - \$115,615
 - Total Expenses \$2,148,789

ADJUSTMENTS PROPOSED, cont

- Kenmore Automated Photo Enforcement (KAPE) Fund**
- Increase expenses \$200,000 to reflect program costs not originally budgeted
 - Increase revenues \$200,000 to better align with projected actuals

ADJUSTMENTS PROPOSED, cont

Public Art Fund, expenditures

- Increase \$50,000 for Storypole costs and use taxes
- Leaves \$71,125 in fund balance
- No changes to revenues proposed

ARPA Fund, expenditures

- Increase \$203,103 to utilize remainder of ARPA funds for police contract services
- Leaves zero fund balance
- No changes to revenues proposed

2024 Budget Amendments Summary

Revenues

KAPE Fund	\$ 200,000
Lakepointe Fund	2,240,000
Total	<u>\$2,440,000</u>

Expenses

General Fund	\$ 650,000
KAPE Fund	200,000
Public Art Fund	50,000
ARPA Fund	203,103
Lakepointe Fund	2,148,789
SWM Fund	290,000
Total	<u>\$3,541,892</u>



Thank you

Questions or Comments?

Melinda Merrell
Finance & Administration Director
mmerrell@kenmorewa.gov



City Council Agenda Bill City of Kenmore, WA

Subject/Topic: Preliminary 2025-2026 Biennial Budget Proposed Council Action/Motion: Discussion and Public Hearing of the Preliminary 2025-2026 Biennial Budget	For Council Meeting Agenda of: 11/12/2024 Department: Finance & Administration Prepared by: Melinda Merrell, Finance & Administration Director <table><thead><tr><th></th><th><u>Initial & Date</u></th></tr></thead><tbody><tr><td>Approved by Department Head:</td><td><u>MM 11/1/24</u></td></tr><tr><td>Approved by City Attorney:</td><td><u>NA</u></td></tr><tr><td>Approved by Finance Director:</td><td><u>MM 11/1/24</u></td></tr><tr><td>Approved by City Manager:</td><td><u>SLL 11/1/24</u></td></tr></tbody></table> Attachments/Exhibits: 1. Summary of Revenues and Expenditures by Fund		<u>Initial & Date</u>	Approved by Department Head:	<u>MM 11/1/24</u>	Approved by City Attorney:	<u>NA</u>	Approved by Finance Director:	<u>MM 11/1/24</u>	Approved by City Manager:	<u>SLL 11/1/24</u>
	<u>Initial & Date</u>										
Approved by Department Head:	<u>MM 11/1/24</u>										
Approved by City Attorney:	<u>NA</u>										
Approved by Finance Director:	<u>MM 11/1/24</u>										
Approved by City Manager:	<u>SLL 11/1/24</u>										
Summary: Passage of a biennial budget by year-end is required by State law. The preliminary budget document was presented to the City Council at the Council meeting on October 7, 2024, and is available to the public at City Hall and at kenmorewa.gov .											
Information/Background: The City Council reviews of department and fund budgets were held throughout October and the adoption of the 2025-2026 biennial budget is scheduled for November 25, 2024. The public is invited and encouraged to attend all Council meetings and offer public comments. Public hearings are scheduled for the 2025-2026 biennial budget on November 12, 2024, and November 25, 2024. As part of the budget process, the property tax levy and excess property tax levy are also considered. The City Council is considering these two Ordinances on November 18, 2024. There will be a public hearing for each levy.											
Fiscal Consideration: The Citywide 2025-2026 proposed budget expenditures are \$110,572,495 and budgeted revenues are \$89,658,368. Expenditures are higher than revenues by \$20.9 million due to the planned expenditures for the Public Works Operations Center of \$19.675 million. This project is funded by various debt obligations to cover the costs.											

For the General Fund, expenditures exceed revenues by \$2.6 million due to Special Project and Lakepointe expenses that will spend down some of the City's \$9 million fund balance.

The Surface Water Capital Fund anticipates utilizing approximately \$2.6 million of its current \$2.7 million fund balance.

City Council Priority or Budget Objective Being Addressed:

All City Council priorities. Per RCW 35A, the budget is the legal authority to expend public funds and controls those expenditures by setting the amount of the appropriation at the fund level by Ordinance.

Summary of All Revenues and Expenditures By Fund 2023-2026

REVENUES BY FUND	2023-2024 Amended Revenue Budget	2023 Actual	2024 Projected	2023-2024 Biennial Total	2025 Proposed	2026 Proposed	2025-2026 Proposed Revenue Budget
General Fund	\$ 32,967,258	\$ 17,299,087	\$ 17,293,758	\$ 34,592,845	\$ 17,215,097	\$ 17,860,266	\$ 35,075,363
Strategic Reserve Fund	27,356	52,839	50,000	102,839	45,000	40,000	85,000
Strategic Opportunities Fund	135,018	36,638	23,000	59,638	2,000	2,000	4,000
Street Fund	4,330,380	1,625,318	2,344,696	3,970,014	1,340,091	1,333,142	2,673,233
KAPE (Kenmore Automated Photo Enf. Fund)	550,000	218,443	750,000	968,443	2,320,000	3,170,000	5,490,000
Public Art Fund	1,400	3,983	2,500	6,483	2,250	2,000	4,250
Transportation Benefit District	1,206,305	470,520	716,000	1,186,520	723,600	730,736	1,454,336
ARPA Fiscal Recovery Fund	0	0	0	0	0	0	0
2016 & 2021 UTGO Debt Service Fund	2,116,750	1,059,500	1,057,250	2,116,750	1,054,550	1,055,350	2,109,900
Transportation Capital Fund	9,928,613	4,592,086	3,151,609	7,743,695	6,758,247	9,489,982	16,248,229
Real Estate Excise Tax Fund	4,896,168	2,021,864	1,850,000	3,871,864	1,940,000	1,938,000	3,878,000
Walkways & Waterways Bonds	22,700	330,974	300,000	630,974	150,000	100,000	250,000
Park Capital Fund	713,200	532,331	466,739	999,070	280,000	280,000	560,000
Park Impact Fee Fund	505,670	314,420	390,000	704,420	302,500	302,500	605,000
Transportation Impact Fee Fund	1,043,334	723,824	900,000	1,623,824	430,000	425,000	855,000
Sammamish River Bridge Fund	1,381,785	1,112,912	250,000	1,362,912	150,000	0	150,000
Public Works Operations Center Fund	18,875,604	514,709	18,374,705	18,889,414	1,800,000	1,800,000	3,600,000
Affordable Housing Fund	0	0	453,527	453,527	0	0	0
Lakepointe Fund	0	0	2,240,000	2,240,000	1,685,000	0	1,685,000
Surface Water Management Fund	7,155,655	3,452,860	4,250,000	7,702,860	4,755,364	5,163,063	9,918,427
Surface Water Capital Fund	7,005,688	2,438,944	1,634,206	4,073,150	1,664,250	2,863,640	4,527,890
Swamp Creek Basin Fund	10,000	19,960	15,000	34,960	10,000	8,000	18,000
Equipment Replacement Fund	196,740	121,599	120,870	242,469	235,870	230,870	466,740
TOTAL REVENUES	\$ 93,069,624	\$ 36,942,811	\$ 56,633,860	\$ 93,576,671	\$ 42,863,819	\$ 46,794,549	\$ 89,658,368

EXPENDITURES BY FUND	2023-2024 Amended Expenditure Budget	2023 Actual	2024 Projected	2023-2024 Biennial Total	2025 Proposed	2026 Proposed	2025-2026 Proposed Expenditure Budget
General Fund	\$ 32,736,301	\$ 11,100,573	\$ 17,629,707	\$ 28,730,280	\$ 18,968,122	\$ 18,743,554	\$ 37,711,676
Strategic Reserve Fund	0	0	0	0	0	0	0
Strategic Opportunities Fund	576,000	395,763	306,000	701,763	0	0	0
Street Fund	3,783,782	1,601,422	2,209,470	3,810,892	1,523,918	1,554,806	3,078,724
KAPE (Kenmore Automated Photo Enf. Fund)	541,200	197,207	693,550	890,757	2,335,000	3,022,651	5,357,651
Public Art Fund	0	43,821	0	43,821	62,095	19,895	81,990
Transportation Benefit District	1,180,000	450,000	730,000	1,180,000	725,000	725,000	1,450,000
ARPA Fiscal Recovery Fund	4,932,411	5,135,254	0	5,135,254	0	0	0
2016 & 2021 UTGO Debt Service Fund	2,116,750	1,059,500	1,057,250	2,116,750	1,054,550	1,055,350	2,109,900
Transportation Capital Fund	8,725,329	4,551,000	1,831,648	6,382,648	6,758,247	9,489,982	16,248,229
Real Estate Excise Tax Fund	6,655,201	2,163,622	3,368,109	5,531,731	1,726,133	1,729,840	3,455,973
Walkways & Waterways Bonds	0	1,919	2,000	3,919	2,025	2,050	4,075
Park Capital Fund	2,073,200	1,251,941	430,000	1,681,941	268,200	268,200	536,400
Park Impact Fee Fund	157,500	201,725	200,000	401,725	500,000	50,000	550,000
Transportation Impact Fee Fund	700,000	200,000	250,000	450,000	525,000	350,000	875,000
Sammamish River Bridge Fund	1,381,785	1,094,318	50,000	1,144,318	574,913	74,915	649,828
Public Works Operations Center Fund	18,875,604	514,709	1,023,374	1,538,083	9,800,000	9,875,000	19,675,000
Affordable Housing Fund	0	0	0	0	0	0	0
Lakepointe Fund	0	0	2,148,789	2,148,789	1,745,500	0	1,745,500
Surface Water Management Fund	9,671,557	5,136,882	3,979,997	9,116,879	4,160,346	5,075,023	9,235,369
Surface Water Capital Fund	7,442,150	2,622,458	480,512	3,102,970	4,338,540	2,863,640	7,202,180
Swamp Creek Basin Fund	80,000	0	80,000	80,000	40,000	40,000	80,000
Equipment Replacement Fund	470,000	32,889	50,000	82,889	300,000	225,000	525,000
TOTAL EXPENDITURES	\$ 102,098,770	\$ 37,755,003	\$ 36,520,406	\$ 74,275,409	\$ 55,407,589	\$ 55,164,906	\$ 110,572,495



2025-2026 PROPOSED Biennial Budget

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November 12, 2024

TONIGHT'S AGENDA

- 2025-2026 Proposed Biennial Budget presentation
- Receive public testimony

SUBSEQUENT MEETINGS

- November 18
 - Public Hearings and Adoption of 2025 Regular and Excess Property Tax Levies
- November 25
 - Public Hearing and Adoption of 2025-2026 Biennial Budget

BUDGET POLICY DIRECTION

- Supports and implements **City Council Goals**
 - Considers the results of Service Level Budgeting
- A balanced operating budget that utilizes:
 - Conservative approach to both revenues and expenditures
- Maintains a positive financial forecast that meets the City's reserve policies
- Includes Financial Sustainability Plan measures

Total proposed city budget – all Funds

REVENUES BY FUND	2025 Proposed	2026 Proposed	2025-2026 Proposed Revenue Budget
General Fund	\$ 17,215,097	\$ 17,860,266	\$ 35,075,363
Strategic Reserve Fund	45,000	40,000	85,000
Strategic Opportunities Fund	2,000	2,000	4,000
Street Fund	1,340,091	1,333,142	2,673,233
KAPE (Kenmore Automated Photo Enf. Fund)	2,320,000	3,170,000	5,490,000
Public Art Fund	2,250	2,000	4,250
Transportation Benefit District	723,600	730,736	1,454,336
2016 & 2021 UTGO Debt Service Fund	1,054,550	1,055,350	2,109,900
Transportation Capital Fund	6,758,247	9,489,982	16,248,229
Real Estate Excise Tax Fund	1,940,000	1,938,000	3,878,000
Walkways & Waterways Bonds	150,000	100,000	250,000
Park Capital Fund	280,000	280,000	560,000
Park Impact Fee Fund	302,500	302,500	605,000
Transportation Impact Fee Fund	430,000	425,000	855,000
Sammamish River Bridge Fund	150,000	0	150,000
Public Works Operations Center Fund	1,800,000	1,800,000	3,600,000
Lakepointe Fund	1,685,000	0	1,685,000
Surface Water Management Fund	4,755,364	5,163,063	9,918,427
Surface Water Capital Fund	1,664,250	2,863,640	4,527,890
Swamp Creek Basin Fund	10,000	8,000	18,000
Equipment Replacement Fund	235,870	230,870	466,740
TOTAL REVENUES	\$ 42,863,819	\$ 46,794,549	\$ 89,658,368

Total proposed city budget – all Funds

EXPENDITURES BY FUND	2025 Proposed	2026 Proposed	2025-2026 Proposed Expenditure Budget
General Fund	\$ 18,968,122	\$ 18,743,554	\$ 37,711,676
Strategic Reserve Fund	0	0	0
Strategic Opportunities Fund	0	0	0
Street Fund	1,523,918	1,554,806	3,078,724
KAPE (Kenmore Automated Photo Enf. Fund)	2,335,000	3,022,651	5,357,651
Public Art Fund	62,095	19,895	81,990
Transportation Benefit District	725,000	725,000	1,450,000
2016 & 2021 UTGO Debt Service Fund	1,054,550	1,055,350	2,109,900
Transportation Capital Fund	6,758,247	9,489,982	16,248,229
Real Estate Excise Tax Fund	1,726,133	1,729,840	3,455,973
Walkways & Waterways Bonds	2,025	2,050	4,075
Park Capital Fund	268,200	268,200	536,400
Park Impact Fee Fund	500,000	50,000	550,000
Transportation Impact Fee Fund	525,000	350,000	875,000
Sammamish River Bridge Fund	574,913	74,915	649,828
Public Works Operations Center Fund	9,800,000	9,875,000	19,675,000
Affordable Housing Fund	0	0	0
Lakepointe Fund	1,745,500	0	1,745,500
Surface Water Management Fund	4,160,346	5,075,023	9,235,369
Surface Water Capital Fund	4,338,540	2,863,640	7,202,180
Swamp Creek Basin Fund	40,000	40,000	80,000
Equipment Replacement Fund	300,000	225,000	525,000
TOTAL EXPENDITURES	\$ 55,407,589	\$ 55,164,906	\$ 110,572,495

2025-2026 BIENNIAL BUDGET

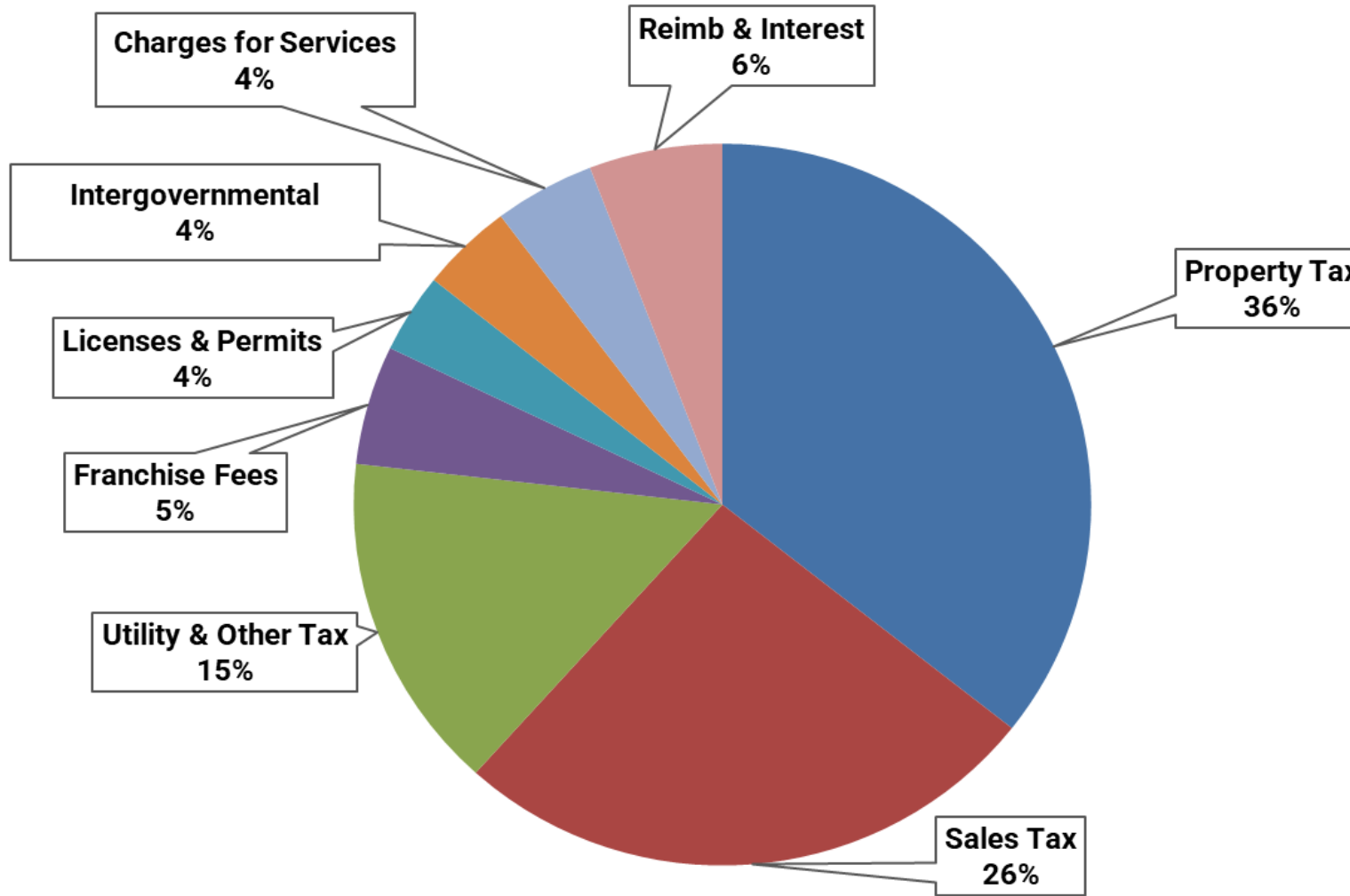
Three Components to City Operations

- Operating Revenues and Expenditures
 - General Fund
 - Street Fund*
 - Enterprise* (Surface Water Management Fund)
- Other Funds
 - Other Special Revenue Funds
 - Debt Service Funds (for Bonds)
 - Internal Service Funds (Equipment Replacement)
- Major Capital Expenditures and Resources
 - Capital Improvement Program (CIP) adopted in October
 - Transportation, Parks, Surface Water, Public Works Operations Center
 - Capital Resource Funds (Impact Fees, REET, Bonds)

**Street and Enterprise Funds function as operating funds*

GENERAL FUND REVENUES 2025-2026

General Fund Revenues 2025-2026



SIGNIFICANT REVENUES

General Fund

- Property Taxes – Biennium, \$12,498,431
 - Largest ongoing revenue source
 - 36% of total budgeted GF revenues
- Tax Levy increase for 2025
 - \$202,842
 - 3.45% (using \$144K of banked capacity)
 - + new construction
 - Tax rate = \$0.77 / \$1000 AV
 - 2024 was \$0.85 due to lower AV

SIGNIFICANT REVENUES

General Fund, continued

- Sales Taxes – Biennium, \$9,131,114
 - Second largest ongoing revenue source
 - 26% of total budgeted GF revenues
- Utility and Other Taxes – Biennium, \$5,306,993
 - Third largest ongoing revenue source
 - 15% of total budgeted GF revenues
 - Electric, Solid Waste, Gas, Surface Water, Cable, Cellphone, and Telephone

OTHER OPERATING REVENUES

➤ General Fund

- Capital/Overhead Reimbursement - \$720,000
- Plan Review & Land Use Fees - \$1,383,362
- Franchise Fees (cable and water/sewer) - \$1,870,590
- Permit revenue - \$1,218,000

➤ Street Fund

- Fuel Taxes - \$756,000
- TBD (Transportation Benefit District) Fees - \$1,450,000
- ROW Permit Fees & Inspections - \$248,508

➤ Surface Water Management Fund

- Surface Water Charges - \$9,739,852

MAJOR OPERATING COSTS:

On-Going/Non-Discretionary 2-Year Totals

✓ 15,085,771	Salaries & Benefits (General, Street Funds)
✓ 9,539,310	Police Contract
✓ 1,405,271	Jail/Court Services/prosecuting attorney public defender/Regional Crisis Response
✓ 900,000	Legal Services
✓ 1,617,766	Insurance (WCIA)
✓ 1,033,000	Utilities
✓ 778,340	Human Services Contributions (\$450K) and ARCH (\$180K dues + \$148K contribution)
\$30,359,458	

- ✓ These costs comprise 74% of the total operating (general fund and street fund) budget (\$40,790,400)

NEW/MODIFIED POSITIONS

Funded by General Fund:

- ▶ 1 FTE Business & Community Engagement Coordinator
- ▶ 1 FTE Budget Manager
- ▶ 1 FTE Public Works Manager
- ▶ 0.25 increase Building Official to 1.0 FTE
- ▶ 0.375 increase Permit Coordinator to 1.0 FTE
- ▶ 0.25 FTE Engineering Inspector (0.50 Transportation Cap, 0.25 KAPE)
- ▶ 0.25 FTE Civil Engineer (0.25 Transportation Cap, 0.50 KAPE)

Salary ranges budgeted to increase 3.6% in 2025 and 5% in 2024 / benefits average increase of 5%

NEW/MODIFIED POSITIONS, continued

GENERAL FUND Cost Center	New/Increased Position	2025 Salary + Benefits	2026 Salary + Benefits	2025-2026 Biennium Total
Development Services	Increase Building Official from 30 to 40 hours per week:	\$67,003	\$70,353	\$137,356
Development Services	Increase Permit Coordinator from 25 to 40 hours per week:	\$46,819	\$49,160	\$95,979
Finance	Budget Manager	\$165,000	\$170,000	\$335,000
PW Operations	PW Manager	\$165,000	\$170,000	\$335,000
	LESS: Duplicate Staff	(\$150,000)	(\$157,500)	(\$307,500)
City Manager	New - Business & Community Engagement Coordinator:	\$121,835	\$127,927	\$249,762
	Less: 50% of Exec Assistant monies	(\$74,000)	(\$77,700)	(\$151,700)
Engineering	New - Right-of-Way Inspector, 25%	\$37,154	\$39,012	\$76,166
Engineering	New - Civil Engineer, 25%	\$41,250	\$43,313	\$84,563
	Total General Fund Impact	\$420,061	\$434,564	\$854,625

NEW/MODIFIED POSITIONS, continued

Funded by Transportation Capital Fund:

- ▶ 0.50 FTE Engineering Inspector (0.25 General, 0.25 KAPE)
- ▶ 0.25 FTE Civil Engineer (0.25 General, 0.50 KAPE)

Funded by KAPE

- ▶ 0.25 FTE Engineering Inspector (0.25 General, 0.25 Transportation)
- ▶ 0.50 FTE Civil Engineer (0.25 General, 0.25 Transportation)

Funded by Lakepointe

- ▶ 1.0 FTE Capital Project Manager
- ▶ 1.0 FTE Senior Planner, 2 yr limited term

Salary ranges budgeted to increase 3.6% in 2025 and 5% in 2024 / benefits average increase of 5%

NEW/MODIFIED POSITIONS, continued

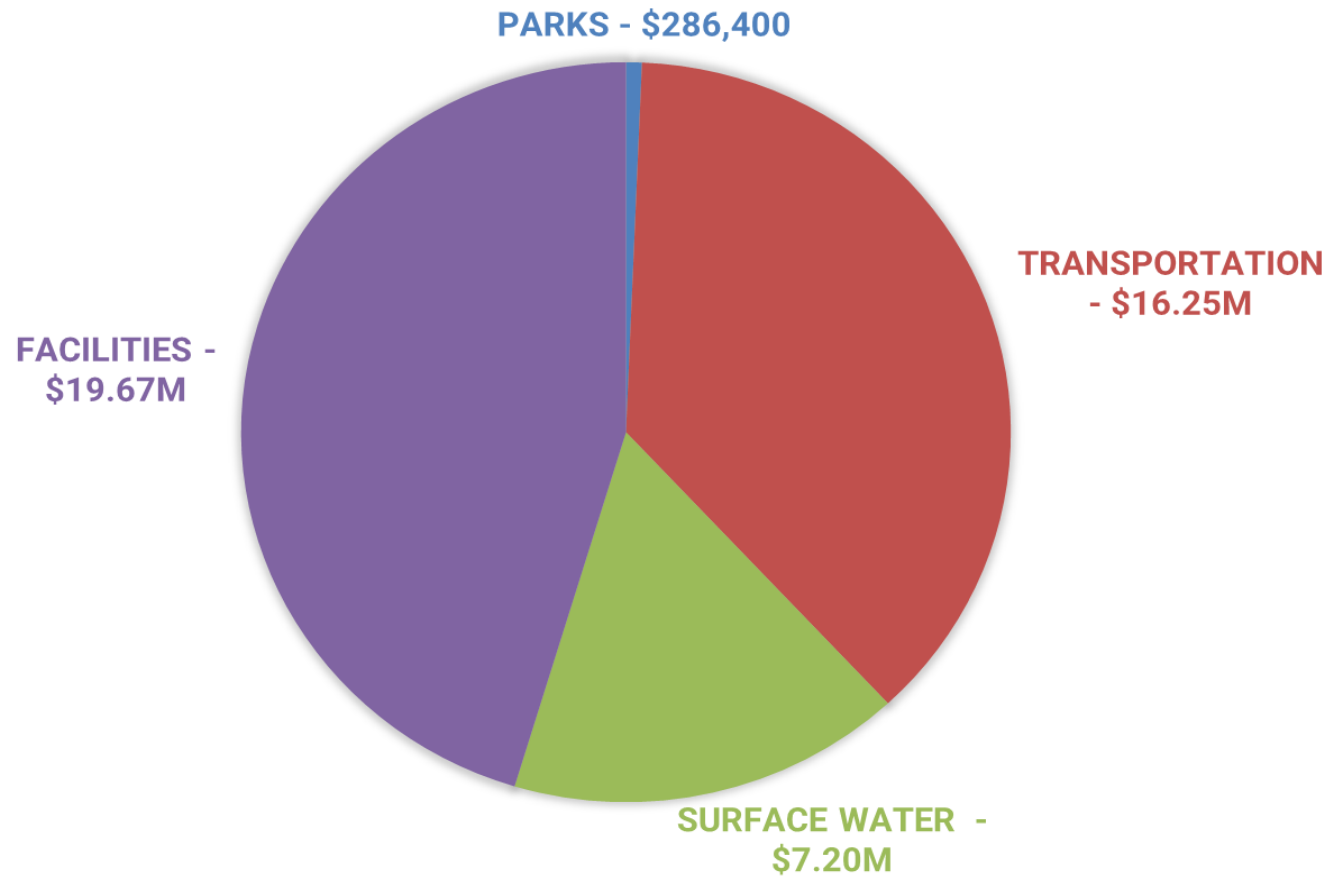
Fund/Cost Center	New/Increased Position	2025 Salary + Benefits	2026 Salary + Benefits	2025-2026 Biennium Total
GF: Development Services	Increase Building Official from 30 to 40 hours per week:	\$67,003	\$70,353	\$137,356
GF: Development Services	Increase Permit Coordinator from 25 to 40 hours per week:	\$46,819	\$49,160	\$95,979
GF: Finance	New - Budget Manager	\$165,000	\$170,000	\$335,000
GF: PW Operations	New - PW Manager	\$165,000	\$170,000	\$335,000
	Less: Duplicate position	(\$150,000)	(\$157,500)	(\$307,500)
GF: City Manager	New - Business & Community Engagement Coordinator:	\$121,835	\$127,927	\$249,762
	Less: 50% of Exec Assistant monies	(\$74,000)	(\$77,700)	(\$151,700)
GF: Engineering	New - Right-of-Way Inspector, 25%	\$37,154	\$39,012	\$76,166
GF: Engineering	New - Civil Engineer, 25%	\$41,250	\$43,313	\$84,563
	Total General Fund Impact	\$420,061	\$434,564	\$854,625
Transportation Capital Fund	New - Right-of-Way Inspector, 50%	\$74,308	\$78,023	\$152,331
Transportation Capital Fund	New - Civil Engineer, 25%	\$41,250	\$43,313	\$84,563
	Total Transportation Capital Fund Impact	\$115,558	\$121,336	\$236,894
KAPE Fund	New - Right-of-Way Inspector, 25%	\$37,154	\$39,012	\$76,166
KAPE Fund	New - Civil Engineer, 50%	\$82,500	\$86,625	\$169,125
	Total Kenmore Automated Photo Enforcement (KAPE) Fund Impact	\$119,654	\$125,637	\$245,291
Lakepointe Fund	New - Capital Project Manager	\$183,000	\$192,150	\$375,150
Lakepointe Fund	New - Senior Planner, 2 yr limited term	\$157,000	\$164,850	\$321,850
	Total Lakepointe Fund Impact	\$340,000	\$357,000	\$697,000
	Total Impact of all position changes	\$995,273	\$1,038,537	\$2,033,810

2025-2030 CAPITAL COSTS

EXPENDITURES	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2029 Proposed	2030 Proposed
PARKS						
P 18 Rhododendron Park - Signs Replacement	-	-	28,000	-	-	-
P 27 'a d i s Park Waterfront	60,000	60,000	60,000	60,000	60,000	60,000
P 28 Log Boom Park Waterfront Access & Mitigation	50,000	50,000	50,000	50,000	50,000	50,000
P 30 Rhododendron Park Boathouse Pavilion	3,200	3,200	-	-	-	-
P 32 Moorlands Athletic Field Turf Replacement	-	-	-	30,000	15,000	730,000
P 34 Accessible Playground Feasibility Study	30,000	30,000	-	-	-	-
Total Parks	\$143,200	\$143,200	\$138,000	\$140,000	\$125,000	\$840,000
TRANSPORTATION						
T 8 Burke Gilman Trail/SR522 Accessibility Project	240,500	1,424,075	75,925	-	-	-
T 27 Pedestrian Facilities Program	-	-	425,000	425,000	425,000	425,000
T 35 Pavement Preservation	625,000	1,100,000	225,000	1,100,000	225,000	1,100,000
T 38 Lower Swamp Creek Bridge Replacement	646,864	634,801	3,028,257	288,200	-	-
T 41 Juanita DR Pedestrian & Bicycle Safety Improvements	25,000	-	-	-	-	-
T 44 61st Ave Sidewalk Replacement Project (Phase 1)	2,864,489	893,329	-	-	-	-
T 276 61st Ave Sidewalk Replacement Project (Phase 2)	230,372	561,866	3,063,090	1,409,410	50,000	50,000
T xxx Juanita Dr Tree Removal/Replacement	200,000	-	-	-	-	-
T 252 ADA Transition Program	400,000	150,000	650,000	650,000	650,000	650,000
T 253 NE 181st St Sidewalk Project	278,500	149,403	1,219,416	115,000	-	-
T 260 80th Ave NE Sidewalk Project	389,542	2,080,373	-	-	-	-
T 261 NE 192nd St Sidewalk Project	217,752	171,582	628,936	112,150	-	-
T 262 Arrowhead Project	345,228	1,759,553	163,499	-	-	-
T 266 84th Ave NE Sidewalks	50,000	315,000	425,000	2,612,000	30,000	-
T-xxx 66th/196th Slope Stability Project	-	-	-	350,000	700,000	-
Legal Expenses for Claims	100,000	100,000	100,000	100,000	100,000	100,000
Project Management	145,000	150,000	156,000	163,000	170,000	170,000
Total Transportation	\$6,758,247	\$9,489,982	\$10,160,123	\$7,324,760	\$2,350,000	\$2,495,000
SURFACE WATER MANAGEMENT						
SW 8 190th St. Fish Passable Culvert Debt Payments	95,000	95,000	95,000	95,000	95,000	95,000
SW 0274 Little Swamp Creek Relocation	-	-	1,000,000	471,660	471,660	3,773,280
SW 0280 2025 Small Works Project	79,500	-	-	-	-	-
SW 0281 2026 Small Works Project	-	83,500	-	-	-	-
2027 Small Works Project	-	-	86,800	-	-	-
2028 Small Works Project	-	-	-	89,000	-	-
2029 Small Works Project	-	-	-	-	91,200	-
2030 Small Works Project	-	-	-	-	-	93,500
SW 0275 Infiltration Tank Retrofit at 61st Ave NE/NE 196th St	530,000	-	-	-	-	-
Future Stormwater Facility Retrofits	-	-	578,800	-	608,100	-
SW 0283 Blueberry Creek Culvert Removal	125,000	125,000	-	-	-	-
SW 0254 Muck Creek Restoration Project	1,250,000	-	-	-	-	-
Future Restoration Projects (Land Acquisition, Demo, Restoration)	-	46,100	810,300	830,500	851,300	872,600
SW 0261 192ND SC Trib Fish Passage Culvert Replacement	350,000	350,000	1,800,000	-	-	-
SW 0273 163RD Trib 0057 Fish Passage Culvert Replacement	25,000	25,000	25,000	358,080	1,732,320	-
SW 0272 76TH Trib 0057 Fish Passage Culvert Replacement	25,000	25,000	25,000	316,420	1,565,680	-
SW 0270 74TH Trib 0057 Fish Passage Culvert Replacement	25,000	25,000	451,800	2,007,200	-	-
SW 0271 74TH Trib 0057 Fish Passage Culvert Replacement	25,000	25,000	449,660	1,998,640	-	-
SW 0267 169TH Samm Trib Fish Passage Culvert Replacement	226,410	226,410	1,811,280	-	-	-
SW 0268 175TH Trib 0056 Fish Passage Culvert Replacement	957,630	957,630	6,050,740	-	-	-
SW 0278 Thomas Property Acquisition	625,000	-	-	-	-	-
SW 0282 Property Acquisition (Conservation/Restoration)	-	850,000	-	-	-	-
Fish Passage Culvert Projects Debt Payments	-	30,000	150,000	500,000	650,000	800,000
Total Surface Water Management	\$4,338,540	\$2,863,640	\$13,334,380	\$6,666,500	\$6,065,260	\$5,634,380
CITY FACILITIES						
Public Works Operations Center Design & Construction	\$8,000,000	\$8,075,000	\$0	\$0	\$0	\$0
Debt Repayment	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000
Total City Facilities	\$9,800,000	\$9,875,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000
TOTAL EXPENDITURES	\$21,039,987	\$22,371,822	\$25,432,503	\$15,931,260	\$10,340,260	\$10,769,380

2025-2026 CAPITAL PROJECT COSTS

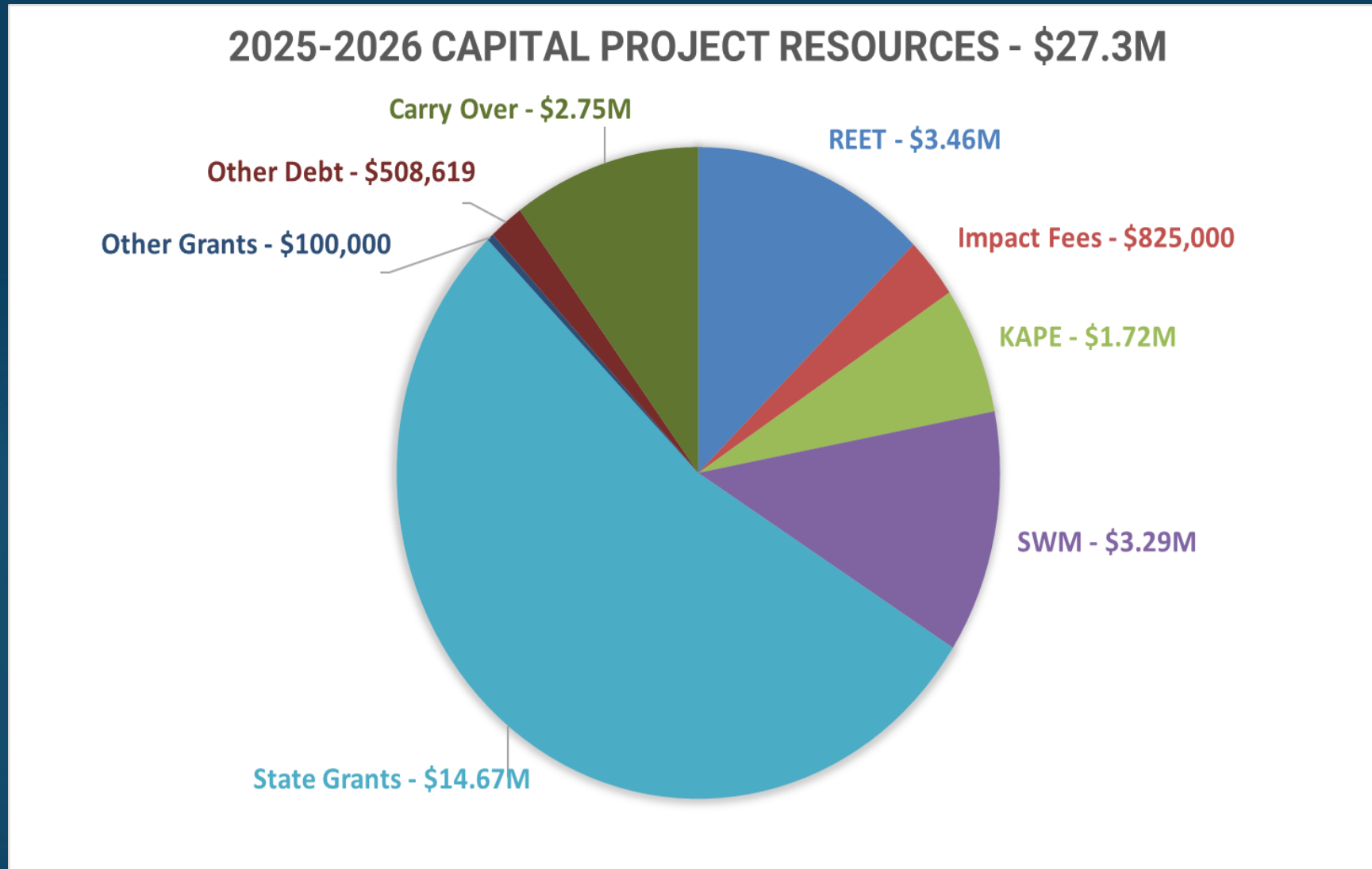
2025-2026 CAPITAL PROJECT COSTS - \$43.4M



2025-2030 CAPITAL REVENUES

REVENUES	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2029 Proposed	2030 Proposed
PARKS						
Park Impact Fees	\$50,000	\$50,000	\$20,000	\$50,000	\$35,000	\$180,000
City Swamp Creek Basin Funds	40,000	40,000	40,000	40,000	40,000	40,000
King County Park Levy	53,200	53,200	50,000	50,000	50,000	50,000
Carryover Funds	-	-	28,000	-	-	-
Sports Leagues	-	-	-	-	-	220,000
Other Grants (Applied or Awarded)	-	-	-	-	-	350,000
Total Parks	\$143,200	\$143,200	\$138,000	\$140,000	\$125,000	\$840,000
TRANSPORTATION						
Transportation Impact Fees	\$375,000	\$350,000	\$356,000	\$713,000	\$970,000	\$270,000
Real Estate Excise Taxes	826,133	829,840	1,257,396	1,732,036	1,155,000	1,125,000
KAPE	625,000	1,100,000	225,000	1,100,000	225,000	1,100,000
Connecting WA	240,500	1,424,075	73,820	-	-	-
Move Ahead WA	273,372	845,366	1,945,590	3,535,672	-	-
Sound Transit	220,000	87,903	1,177,097	-	-	-
BRAC Grant	646,864	634,801	3,028,257	244,052	-	-
WSDOT Safe Routes to Schools	327,347	1,674,864	596,963	-	-	-
WSDOT Ped/Bike Funds	1,224,031	2,043,133	-	-	-	-
FEMA (Applied or Awarded)	-	-	1,500,000	-	-	-
TIB (Applied or Awarded)	2,000,000	500,000	-	-	-	-
Total Transportation	\$6,758,247	\$9,489,982	\$10,160,123	\$7,324,760	\$2,350,000	\$2,495,000
SURFACE WATER MANAGEMENT						
Bond Proceeds for Fish Passage Culvert Projects	\$ -	\$ 508,619	\$ 3,781,655	\$ 1,960,125	\$ 1,564,285	\$ 1,002,330
Grant KCFCD (SW 0254)	620,500	-	-	-	-	-
Grant KCFCD (SW 0261)	350,000	350,000	-	-	-	-
Grant Delbene Community Project (SW 0261)	-	-	1,300,000	-	-	-
Grant FHA AOP (SW 0268)	-	-	5,000,000	-	-	-
Grant Funds (Applied or Awarded)	-	100,000	1,680,000	2,500,000	2,500,000	2,500,000
General Facility Charge	225,000	250,000	248,400	261,800	270,200	275,000
Transfer from Surface Water Management Fund	-	1,017,521	716,600	1,321,700	1,092,300	1,202,600
Conservation Futures Grant (Property Acquisition)	468,750	637,500	607,725	622,875	638,475	654,450
2024 Carryover Funds	2,674,290	-	-	-	-	-
Total Surface Water Management	\$ 4,338,540	\$ 2,863,640	\$ 13,334,380	\$ 6,666,500	\$ 6,065,260	\$ 5,634,380
FACILITIES						
Transfer from SWM	900,000	900,000	900,000	900,000	900,000	900,000
Transfer from REET	900,000	900,000	900,000	900,000	900,000	900,000
Total City Facilities	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000
TOTAL REVENUES	\$13,039,987	\$14,296,822	\$25,432,503	\$15,931,260	\$10,340,260	\$10,769,380

2025-2026 CAPITAL PROJECT RESOURCES



NEXT STEPS

- Tonight, 11/12/2024, First Public Hearing on 2025-26 Biennial Budget
- 11/18/2024, Regular and Excess Property Tax Levy presentation and adoption
- 11/18/2024, new Lakepointe Fund Ordinance for adoption
- 11/25/2024, Final Public Hearing and Adoption of 2025-26 Biennial Budget
 - This will include proposed 2025 Salary Plan with 3.6% increase

This concludes the Presentation prior to the Public Hearing
on the 2025-2026 Proposed Biennial Budget

QUESTIONS AND DISCUSSION

Copies of the complete preliminary budget book are available online at
www.kenmorewa.gov



City Council Agenda Bill City of Kenmore, WA

Subject/Topic: City Manager's Financial Sustainability Plan (FSP) Recommendations Proposed Council Action/Motion: FSP Recommendations for discussion	For Council Meeting Agenda of: 11/12/2024 Department: City Manager's Office/Finance & Administration Prepared by: Rob Karlinsey, City Manager Melinda Merrell, Finance & Administration Director Garrett Oppenheim, Assistant to the City Manager <table><tr><td>Approved by Department Head:</td><td><u>MM, 11/7/24</u></td></tr><tr><td>Approved by City Attorney:</td><td><u>N/A</u></td></tr><tr><td>Approved by Finance Director:</td><td><u>MM, 11/7/24</u></td></tr><tr><td>Approved by City Manager:</td><td><u>RK 11/6/24</u></td></tr></table> Attachments/Exhibits: 1. City Manager's Financial Sustainability Plan Report and Recommendations	Approved by Department Head:	<u>MM, 11/7/24</u>	Approved by City Attorney:	<u>N/A</u>	Approved by Finance Director:	<u>MM, 11/7/24</u>	Approved by City Manager:	<u>RK 11/6/24</u>
Approved by Department Head:	<u>MM, 11/7/24</u>								
Approved by City Attorney:	<u>N/A</u>								
Approved by Finance Director:	<u>MM, 11/7/24</u>								
Approved by City Manager:	<u>RK 11/6/24</u>								
Summary: The attached proposed Financial Sustainability Plan is based in large part on the plan presented by the FSP Task Force in April and May of this year.									
Information/Background: In 2023, the Finance Director updated the financial forecast, and, due to several factors not anticipated in the 2020 FSP, recommended to the City Council that the City reconvene an FSP Task Force and go through a public process to update the Financial Sustainability Plan. After a publicly advertised selection process, the City Manager appointed nine Task Force members. The group held their first meeting on January 3, 2024 and their eleventh and final meeting on April 24, 2024. The Task Force finalized its recommendations and presented its plan to the City Council on April 27 and again on May 6. In light of many of those recommendations having been incorporated into the recently proposed budget, the City Manager proposed a modified plan, based on the work of the FSP Task Force.									
Fiscal Consideration: See attached proposed FSP.									
City Council Priority or Budget Objective Being Addressed: 2024 City Council Priority #4: Update the Financial Sustainability Plan.									

To:
Kenmore City Council



**CITY MANAGER'S
FINANCIAL SUSTAINABILITY PLAN
RECOMMENDATIONS**

November 12, 2024

**Based on the Work of the
2024 Financial Sustainability Plan
Task Force**

Vincent Keane
Holly Koelling
Edouard Lassalle
Alinafe Matenda

Jeffrey Pooley
Katrina Rose
Tiff Stoner
Mary Sullivan

Michael Vanderlinde

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Executive Summary

Due to revenues not keeping up with the cost to provide city services, the City Manager recommended revisiting and updating the Financial Sustainability Plan that the City Council adopted in the fall of 2020. Examples of higher-than-anticipated cost increases included high inflation (6.3% in 2021 and 9.5% in 2022) and increases that exceeded inflation in cost centers such as public safety and liability insurance coverage. Contributions to new programs such as the Regional Crisis Response co-responder program and the addition of several new full-time employee positions to align staff resources to workloads also contributed to the need to update the FSP.

As a result, in January of this year the City Manager convened a Task Force of talented Kenmore residents to assist in resolving upcoming financial difficulties that will see expenditures exceed revenues in the next year and reserve balances fall below the Council's 20% of annual operating expenditures goal in future years. The recommendations of the Financial Sustainability Task Force were presented to the City Council on May 6, 2024 and are included in Appendix B.

The recommendations in this proposed Financial Sustainability Plan are based in large part on the Task Force's recommendations. Variances from the Task Force's recommendations are a result of subsequent feedback from the City Council, recent changes in state law pertaining to photo enforcement, developments during the final preparation of the proposed 2025-2026 biennium budget, and other factors.

The City Manager's proposed revenue and expenditure strategies for a new Financial Sustainability Plan are as follows:

Revenue Strategy Timeline:

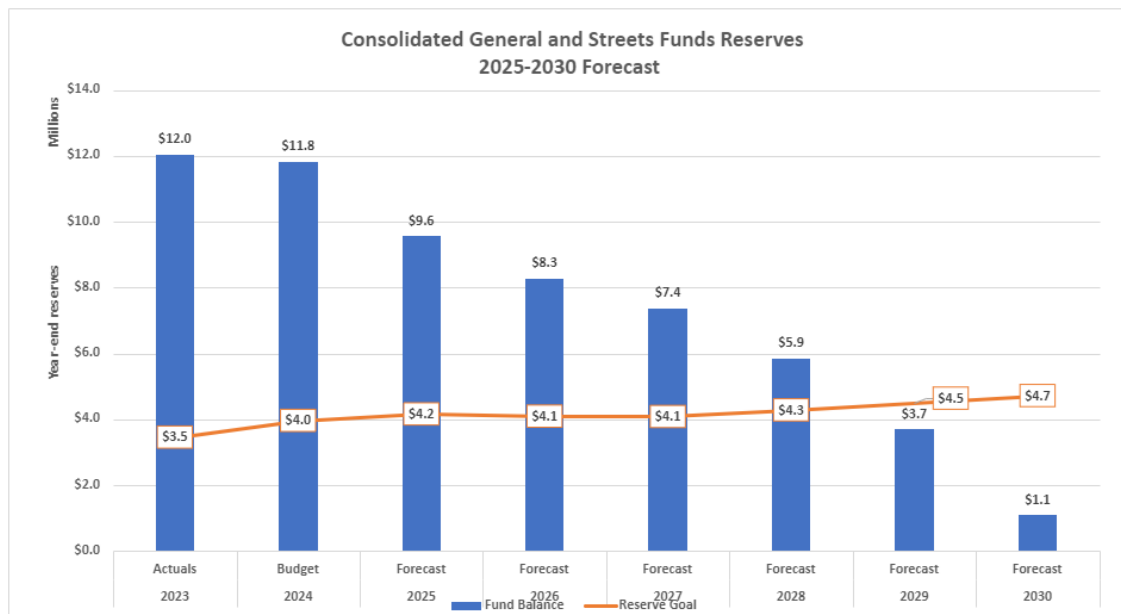
2025	2026	2027	2028	2029	2030
-MPD* ballot measure -New picnic shelter rental revenue	-Public safety and human services levy lid lift ballot measure -Fourth KAPE location if excessive speeding persists	-MPD revenue starts -Public safety levy lid lift revenue starts -Access remaining amount of banked property tax capacity	-City Council votes to add a new KAPE camera location in north end of the City -City Council votes to increase Transpo. sales tax 0.1%	-Public safety sales tax of 0.1% ballot measure -Revenue starts from add'l KAPE camera -Transpo. sales tax increase revenue starts	-Revenue begins from public safety sales tax

*Metropolitan Park District for the purpose assisting with the funding of parks and recreation operations and Lakepointe park acquisition and development.

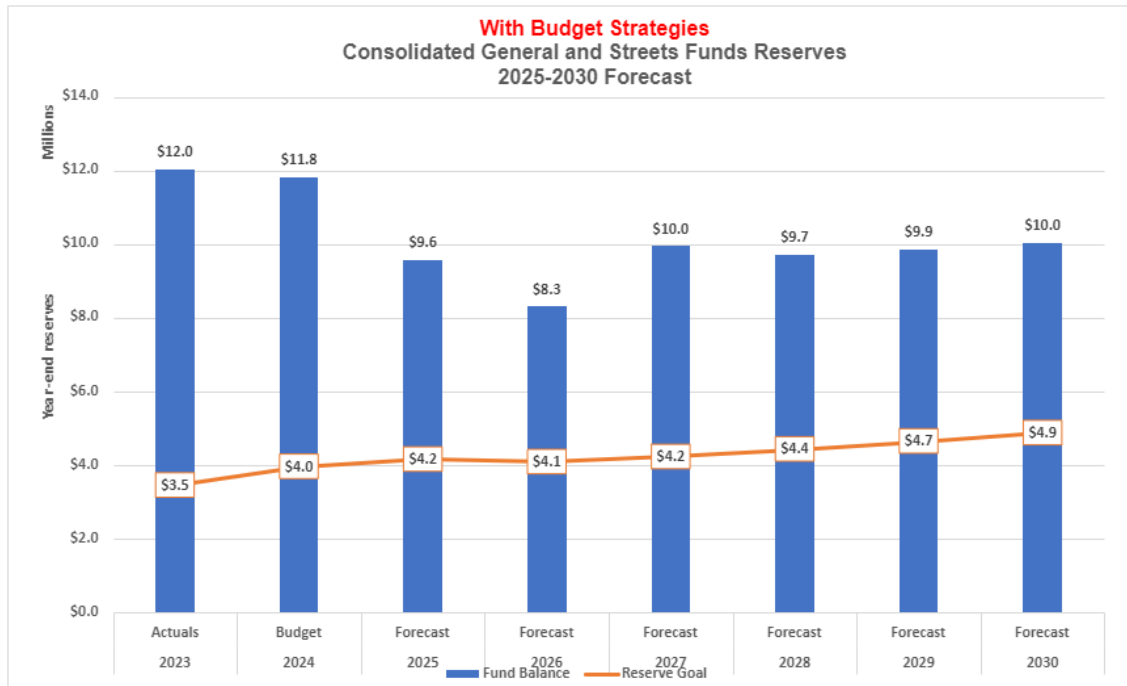
Expenditure Strategy Timeline:

2025	2026	2027	2028	2029	2030
-Street lights converted to LED -Other expenditure reductions (per Task Force)	-City Council adopts 2027-28 biennial budget -Savings from LED street lights begins	-Human services case worker and Utility tax rebate funded from levy lid lift begin			

If the City Council adopts and implements the revenue and expenditure strategies described above, the budget picture as illustrated through the combined General Fund and Street Fund balances, will go from this forecast:



To this forecast:



The next step is for the City Council to review this proposed Financial Sustainability Plan, make adjustments, and adopt the plan at a future meeting.

Introduction & Background

2020 FSP Task Force and Plan

In 2020, the City of Kenmore embarked on a Financial Sustainability Plan (FSP) process to develop a financial plan that would keep the City's finances stable and its operating fund balances strong for six or more years into the future. The City Manager appointed a group of Kenmore residents to form a Financial Sustainability Plan Task Force. With the help of a consultant and through a community engagement process, the Task Force recommended a series of actions over the next several years to maintain the City's financial health.

In October of 2020, the Kenmore City Council adopted a modified version of the Task Force's recommendations. Since its adoption, the City has, for the most part, followed this Financial Sustainability Plan.

The following tables summarize the 2020 FSP Plan actions that have been completed and those that have yet to be completed. As the tables show, all of the expenditure and revenue strategies have either been or are scheduled to be completed with two exceptions: seeking alternative jail providers and implementing an admission tax. The former is still a work in progress and the 2024 FSP Task Force advised against the latter because it would target a small number of businesses in the City for low financial impact. In addition, the adopted 2020 FSP includes accessing unused property tax banked capacity incrementally over multiple years. The City has been doing so, and most of the final amount of banked capacity will be used in 2025 and 2026.

Expenditures

Recommended Action	Recommended Timeline	Actual Completion Date
Discontinue Contribution to School Resource Officer Program	2021	2021-22 Budget
Continue most of the expenditure reductions made in 2020	2021	2021-22 Budget
Add HR/Diversity, Equity, Inclusion Position & Program	2021	DEIA Policy adopted November 2022. DEIA Strategic Plan adopted September 2023.
Increase Mental Health RADAR Program	2021	2021-22 Budget (used savings from school resource officer program to supplement RADAR funding)
Increase Pavement Preservation Funding	2022	2021-22 Budget
Seek Alternative Jail Providers	2024	Work in Progress

Recommended Action	Recommended Timeline	Actual Completion Date
Cable TV Utility Tax (6%)	2022	Ordinance No. 22-0546, July 2022
Traffic Photo Enforcement	2022	Ordinance No. 22-0542, February 2022 Revenue started in June 2023
User Fee Study	2022	Scheduled for 25-26 biennium
Property Tax Banked Capacity	2023	Phasing it in every year since 2021
Surface Water Utility Tax (6%)	2023	Ordinance No. 22-0563, November 2022
Admissions Tax	2024	2024 Financial Sustainability Task Force recommended against this
Voter-Approved Transportation Tax Increase (0.1%-0.2%)	2027	Scheduled for 2029 in 2024 FSP Recommendations

2024 Financial Sustainability Task Force and Plan

In 2023, the Finance Director updated the financial forecast, and, due to several factors not anticipated in the 2020 FSP, recommended to the City Council that the City reconvene an FSP Task Force and go through a public process to update the Financial Sustainability Plan. The unforeseen factors included high inflation (6.3% in 2021 and 9.5% in 2022¹) and increases that exceeded inflation in cost centers such as public safety and liability insurance coverage. Contributions to new programs such as the Regional Crisis Response co-responder program and the addition of several new full-time employee positions to align staff resources to workloads also contributed to the need to update the FSP.

In late 2023, the City Council adopted a charter for a new Financial Sustainability Task Force and directed the City Manager to appoint members of the community to serve on the Task Force. After a publicly advertised selection process, the City Manager appointed nine Task Force members. The group held their first meeting on January 3, 2024 and their eleventh and final meeting on April 24, 2024. All Task Force meetings were open to the public with meeting minutes taken. All but the first meeting were video recorded.

The Task Force engaged the public in several ways, including an online interactive platform for members of the public to ask questions and provide comments. The Task Force also used an online interactive budget simulation tool, known as Balancing Act,

¹ Seattle-Tacoma Bellevue June CPI-W

that provided residents the opportunity to create hypothetical budgets according to their personal preferences and priorities. There were 772 page views of the online Balancing Act tool, and 67 simulated budgets were submitted by our community members. The Task Force also hosted an in-person town hall meeting on April 3, 2024. The results of a statistically valid survey that included questions to respondents about taxes and services was also presented to the Task Force. The Task Force considered the public input from all of these sources as it developed its recommendations for a new Financial Sustainability Plan.

The Task Force finalized its recommendations and presented its plan to the City Council on April 27 and again on May 6. The Task Force's full Financial Sustainability Plan is included as Attachment B.

City Manager's Recommended Financial Sustainability Plan

The City Manager's recommendations are based in large part on the FSP Task Force's recommendations. However, as a result of recently updated revenue and expenditure assumptions now incorporated in the 2025-2026 budget, City Council feedback on the FSP that was presented last May, and other factors, this document presents a modified 2025-2030 Financial Sustainability Plan from what the FSP Task Force put forward in May of this year.

The City Manager recommends the following strategies to better keep revenues in line with expenditures from 2027 to 2030 while maintaining a healthy reserve balance that exceeds the reserve goal.

1. Expenditures

- a. **Human Services Case Worker/Program Navigator.** For the 2025-26 biennium, the human services case worker/navigator will be funded with one-time Special Projects funds (formerly known as ARPA). Special Projects funds are a one-time revenue source, meaning that for this program to continue beyond the 2025-26 biennium, it must receive new funding through the General Fund. If the program proves successful enough to continue beyond the coming biennium, it is estimated to cost \$169,950 in 2027 and \$185,709 in 2030 at a 3% rate of inflation.
- b. **Utility Tax Rebate Program.** For the 2025-26, the utility tax rebate program will be funded as a Special Projects program (formerly known as ARPA). Special Projects funds are a one-time revenue source, meaning that for this program to continue beyond the 2025-26 biennium, it must be through the General Fund. If the program proves successful enough to continue

beyond the coming biennium, it is estimated to cost \$206,000 in 2027 and \$225,102 in 2030 at a 3% rate of inflation.

- c. **Convert Street Lights to LED.** The conversion of street lights to LED will lead to an annual cost savings of \$68,837 when compared to the current cost of operating street lights.

2. Revenues

- a. **Kenmore Automated Photo Enforcement Program (KAPE).** Since its inception last year, KAPE has exceeded expectations in reducing speed violations and getting vehicle speeds closer to the speed limit. In addition, the revenue produced by this program has provided much needed financial resources to improve traffic safety and preserve our streets and expansion of the program is estimated to bring in an additional \$550,000 per year beginning in 2029. As a result, the following photo enforcement steps are included in this FSP:

- Increase the first-tier ticket fine from \$100 to \$110, then \$135 in 2029. This action is revenue-cost neutral because the increased fine approximately matches increased costs in administering the program.
- In keeping with a recent change in state law, convert the Arrowhead and Kenmore Elementary school zone cameras from school-zone only enforcement to 24/7 enforcement of the 30 mph speed and continued enforcement of the 20 mph speed during school zone hours.
- Add Inglemoor High School as a school zone and include 24/7 enforcement of the 30 mph speed limit in that school zone.
- Continue to monitor other areas where excessive speeding still occurs, especially in areas of complexity (such as higher pedestrian and cyclist traffic, more driveways and turning movements, etc.) or proximity to parks. In 2026, if excessive speeding continues, add at least one set of photo enforcement cameras to improve safety and bring speeds down. Current problem areas and potential candidates include 170th Street (Simonds Road) just east of Rhododendron Park and Juanita Drive between 160th and 170th. In 2029, if excessive speeding persists after sidewalk and traffic calming measures are implemented, add a fifth photo enforcement location in the north end of the City.

- b. **Voter Approved Ballot Measures.** Property tax is the City's largest source of revenue, and the state limits its growth to 1% per year (plus new property tax from new construction which is minimal compared to the

overall property tax). Due to this state-imposed growth limit and in order to keep up with the cost of providing services, property tax will need to be increased with voter approval from time to time.

- i. **Metropolitan Parks District.** In 2025, place a measure on the ballot for voters to approve the formation of a Metropolitan Parks District (MPD). The purpose of this district will be two-fold: 1) Provide funding, in combination with grants, for the acquisition and development of the Lakepointe park and shoreline restoration; and 2) Provide some funding for continuation of existing parks maintenance and recreation programs, including staffing.

The MPD levy lid lift is estimated to make a one-time repayment to the general fund for Lakepointe expenses in the amount of \$1.3 million in 2027 and also bring in \$300,000 per year beginning in 2027 to support existing park operations.

State law allows an MPD to levy a property tax of up to 75 cents per year per \$1,000 of assessed valuation.

- ii. **Public Safety Levy & Human Services Property Tax Lid Lift.** In 2026, bring forward a property tax levy lid lift ballot measure for voter approval. The purpose of this ballot measure will be to provide funding for 1) the rising cost of providing police and other public safety services, including the Regional Crisis Response co-responder program; and 2) continuation of the new pilot human services programs, if they are proven to be utilized and successful. These human services programs include the navigator (case worker) and utility tax assistance; in the 2025-2026 budget, these pilot human services programs are being funded by one-time Special Projects (formerly known as ARPA) revenue. This strategy is anticipated to bring in \$1.68 million per year to support public safety and human services programming beginning in 2027.
- c. **Picnic Shelter Rental Fees.** Beginning in 2025, the City can expect an additional \$17,000 annually from rental fees for the picnic shelters at Log Boom, Moorlands, and Waʻadisa Parks.
- d. **Transportation Sales Tax Increase of 0.1%.** The City Council can authorize a 0.1% increase in sales tax that is expected to bring in an additional \$460,000 a year beginning in 2029. This revenue can go to the Street Fund and be used for street maintenance operations.
- e. **Public Safety Sales Tax Increase of 0.1%.** A public vote will be required for an increase of 0.1% on sales tax. The revenue from this increase is expected to be \$460,000 a year beginning in 2030 and can be used for public safety purposes.

Additional details about all of the revenue and expenditure recommendations are in Appendix A.

Analysis

The 2024 FSP Task Force began its analysis by reviewing the City's existing budget and forecast entering 2024. At the time, the combined General Fund and Street Fund expenditures were expected to exceed revenues beginning in 2025 and this structural deficit would cause reserves to fall below the City Council's 20% reserve goal by 2029 if no corrective action was taken.

Since the Task Force's work was completed in April, the City Manager and Finance Director have constructed and presented a proposed 2025-26 biennial budget to the City Council, allowing for the use of updated figures. The updated figures paint an equally, if not more, concerning picture. Expenditures surpass revenues this year and reserves fall below the reserve goal in 2029.

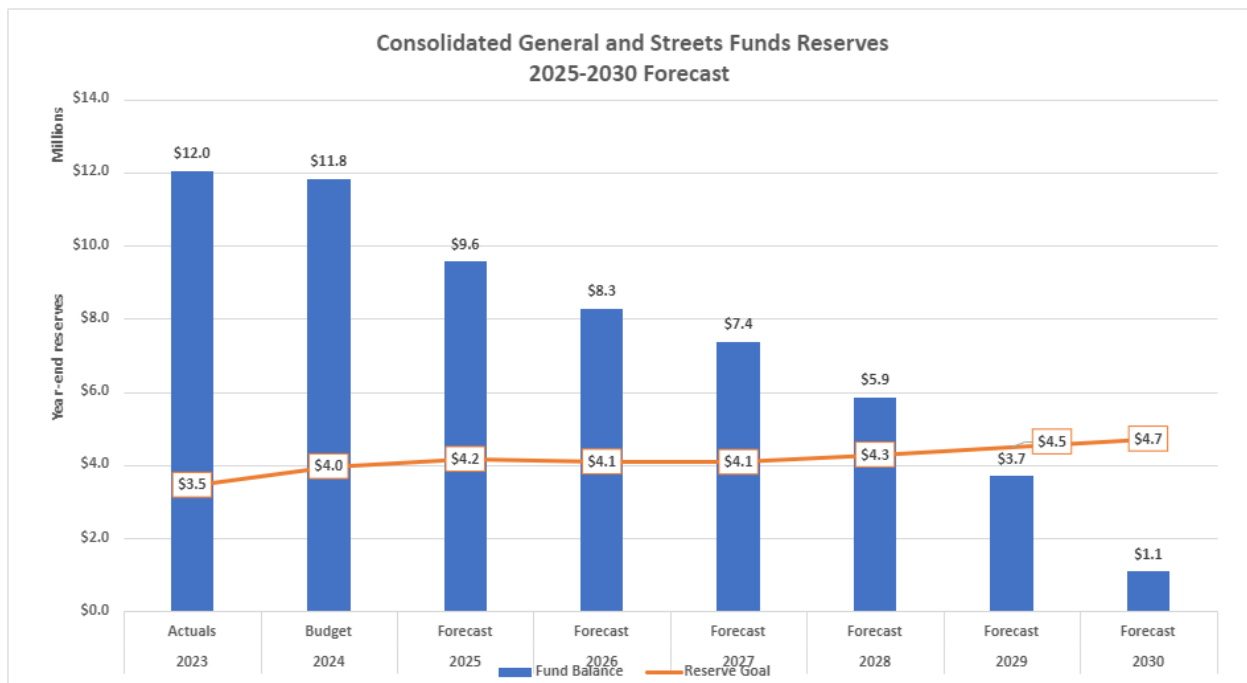
The following tables and graphs illustrate these trends. In this table presented last March, expenditures were projected to exceed revenue in 2025, as seen by the FSP Task Force:

Summary General & Street Fund	2023	2024	2025	2026	2027	2028	2029	2030
<i>Updated: 3/25/2024</i>	Actuals	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
General Fund								
Beginning Fund Balance	3,533,759	7,332,790	7,670,733	7,889,465	7,672,579	7,007,459	5,787,867	3,978,217
Revenue	17,299,604	16,759,199	17,306,651	17,815,678	18,206,073	18,595,161	18,995,840	19,666,466
Expense	11,100,573	16,421,256	17,087,919	18,032,565	18,871,193	19,814,753	20,805,490	21,845,765
Transfer to Strat Opps for Special Projects	2,400,000							
Ending Fund Balance	7,332,790	7,670,733	7,889,465	7,672,579	7,007,459	5,787,867	3,978,217	1,798,918
<i>Fund balance as % of operating expenditures</i>	66%	47%	46%	43%	37%	29%	19%	8%
Street Fund								
Beginning Fund Balance	2,270,571	2,294,467	2,136,351	1,610,891	1,020,359	840,232	601,801	301,342
Revenue	1,625,318	1,791,682	1,378,476	1,393,512	1,887,961	1,917,867	1,948,458	1,979,751
Expense	1,601,422	1,949,798	1,903,937	1,984,043	2,068,088	2,156,298	2,248,916	2,346,199
Ending Fund Balance	2,294,467	2,136,351	1,610,891	1,020,359	840,232	601,801	301,342	-65,106
<i>Fund balance as % of operating expenditures</i>	143%	110%	85%	51%	41%	28%	13%	-3%
Combined Ending Fund Balance	\$9,627,257	\$9,807,084	\$9,500,356	\$8,692,938	\$7,847,691	\$6,389,668	\$4,279,559	\$1,733,812
Fund Balance as % of operating expenditures	76%	53%	50%	43%	37%	29%	19%	7%
<i>(Threshold is 20%)</i>								

This next table, updated in October, continues to show expenditures exceeding revenues in 2024, as the latest budget foresees:

Summary General & Street Fund	2023	2024	2025	2026	2027	2028	2029	2030
Updated: 10/24/2024	Actuals	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
General Fund								
Beginning Fund Balance	3,533,759	9,732,274	9,396,325	7,313,301	6,247,513	5,603,507	4,417,543	2,654,468
Revenue	17,299,088	17,293,758	17,215,098	17,860,267	18,167,719	18,566,347	18,976,853	19,636,088
Expense	11,100,573	17,629,707	19,298,122	18,926,054	18,811,725	19,752,312	20,739,927	21,776,924
Transfer to Strat Opps for Special Projects								
Ending Fund Balance	9,732,274	9,396,325	7,313,301	6,247,513	5,603,507	4,417,543	2,654,468	513,633
Fund balance as % of operating expenditures	88%	53%	38%	33%	30%	22%	13%	2%
Street Fund								
Beginning Fund Balance	2,270,571	2,294,467	2,429,693	2,245,866	2,024,201	1,755,304	1,436,258	1,033,781
Revenue	1,625,318	2,344,696	1,340,091	1,333,142	1,350,235	1,367,575	1,354,987	1,372,529
Expense	1,601,422	2,209,470	1,523,918	1,554,806	1,619,132	1,686,621	1,757,464	1,831,863
Ending Fund Balance	2,294,467	2,429,693	2,245,866	2,024,201	1,755,304	1,436,258	1,033,781	574,446
Fund balance as % of operating expenditures	143%	110%	147%	130%	108%	85%	59%	31%
Combined Ending Fund Balance	\$12,026,741	\$11,826,018	\$9,559,166	\$8,271,714	\$7,358,812	\$5,853,800	\$3,688,249	\$1,088,079
Fund Balance as % of operating expenditures (Threshold is 20%)	95%	60%	46%	40%	36%	27%	16%	5%

The following graph shows that if nothing changes, the General and Street Fund reserves, the blue bars, fall as the fund balance as a percentage of operating expenses, the orange line, increases from 2023 to 2030.



This financial picture underscores the need to adopt a plan that will proactively prevent the decline in fund balances, and the FSP Task Force produced such a plan. The City Manager's recommended plan follows most of the Task Force's recommendations. To wit, the following table shows how many of the 2024 FSP Task Force's recommendations will be implemented in the proposed 2025-26 biennial budget and/or are in the multi-year plan in 2027 and beyond.

2024 FSP Task Force Recommended Budget Strategy	To Be Implemented as Part of Proposed 2025-26 Budget	Included in City Manager's FSP Recommendations
KAPE program first tier ticket increase to \$136 for two cameras	No	No (per Council direction, increase to \$110)
Convert street lights to LED	Yes	Yes
Expand KAPE program- First Camera	Yes	Yes
Expand KAPE program- Second Camera	Yes	Yes
Levy lid lift to fund public safety (\$0.08)	No	Yes (in 2026, 24 cents)
Expand KAPE program- Third Camera	No	Yes (in 2029)
Parks Project Manager- shift 1,500 hours to capital fund	This resource to be shifted to Lakepointe	N/A
Strategic and Economic Development Manager position	Yes (Community & Business Engagement Coordinator)	Yes
Eliminate Admission Tax in the plan	Yes	Yes
Operational Efficiency Savings	Yes	Yes
Picnic shelter rental fees	Yes	Yes
Expand KAPE program- Fourth Camera	No	No
Move Civil Engineers/Cap Project Manager entirely to transportation	Yes	Yes
Let temporary employee's contract end	Yes	Yes
Levy lid lift to fund public safety at \$0.16 (incremental from first \$0.08)	No	Yes (in 2026, 24 cents)
Utility tax assistance program	Yes	Yes
Human services case worker/program navigator	Yes	Yes
Public safety sales tax (increase 0.1%)	No	Yes
MPD levy (\$0.05 per \$1,000)	Yes	Yes
Lakepointe Preliminary Costs (assuming grant is funded)	Yes	N/A

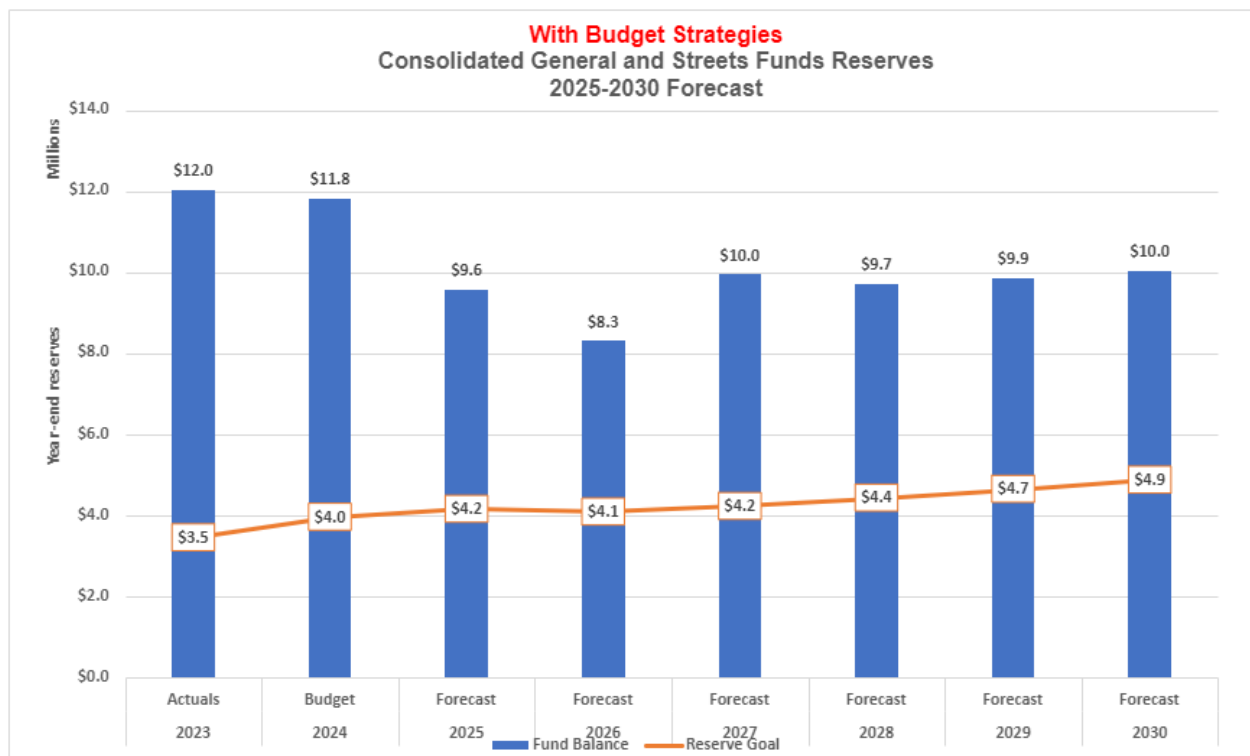
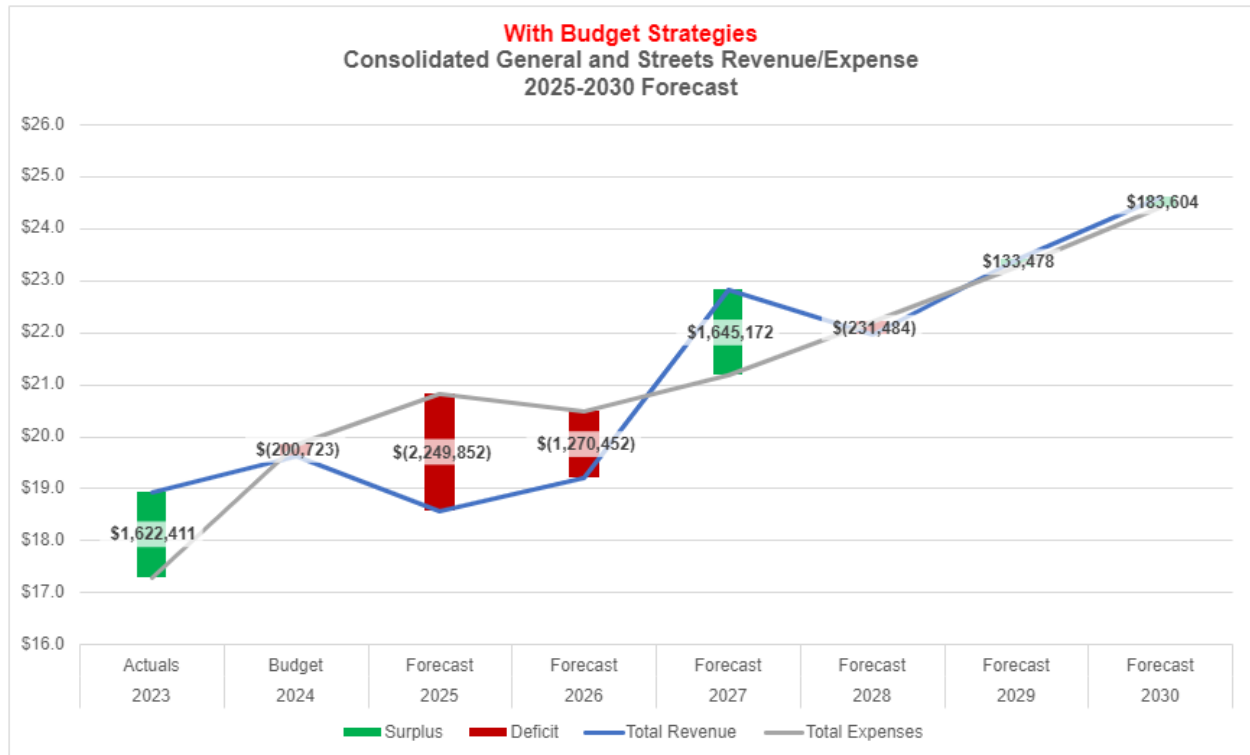
Result

The recommended strategies bring revenues above expenditures in 2027 and maintain that status through 2030. They also ensure that the reserve fund balance is always greater than the 20% of operating expenditures goal by a healthy margin.

The following table is an update of the fund balances above for 2025-2030 based on the estimated revenue the recommended strategies would bring in:

Summary General & Street Fund	2023	2024	2025	2026	2027	2028	2029	2030
Updated: 10/24/2024	Actuals	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
General Fund								
Beginning Fund Balance	3,533,759	9,732,274	9,396,325	7,330,301	6,281,513	8,195,582	8,283,145	8,819,100
Revenue	17,299,088	17,293,758	17,232,098	17,877,267	21,464,719	20,600,967	22,059,808	23,227,306
Expense	11,100,573	17,629,707	19,298,122	18,926,054	19,550,650	20,513,404	21,523,853	22,584,367
Transfer to Strat Opps for Special Projects								
Ending Fund Balance	9,732,274	9,396,325	7,330,301	6,281,513	8,195,582	8,283,145	8,819,100	9,462,039
Fund balance as % of operating expenditures	88%	53%	38%	33%	42%	40%	41%	42%
Street Fund								
Beginning Fund Balance	2,269,900	2,293,796	2,429,022	2,245,195	2,023,530	1,754,633	1,435,587	1,033,110
Revenue	1,625,318	2,344,696	1,340,091	1,333,142	1,350,235	1,367,575	1,354,987	1,372,529
Expense	1,601,422	2,209,470	1,523,918	1,554,806	1,619,132	1,686,621	1,757,464	1,831,863
Ending Fund Balance	2,293,796	2,429,022	2,245,195	2,023,530	1,754,633	1,435,587	1,033,110	573,775
Fund balance as % of operating expenditures	143%	110%	147%	130%	108%	85%	59%	31%
Combined Ending Fund Balance	\$12,026,070	\$11,825,347	\$9,575,495	\$8,305,043	\$9,950,216	\$9,718,732	\$9,852,209	\$10,035,814
Fund Balance as % of operating expenditures (Threshold is 20%)	95%	60%	46%	41%	47%	44%	42%	41%

The following two graphs illustrate the results of these recommendations. The first graph shows the annual operating deficit/surplus, and the second graph shows the impact to the fund balance (reserve goal) of the General Fund and Street Fund combined. Note that approximately \$2 million of the combined 2025-2026 deficit is a result of spending down the remaining one-time Special Projects funds. Additionally, a one-time \$1.3 million transfer from the General Fund to the Lakepointe Fund (\$650,000 in 2024 and \$650,000 in 2025) also contributes to the temporary deficit. The plan in this report has the General Fund being reimbursed for the \$1.3 million transfer after the MPD is formed.



Conclusion

Historically, the City of Kenmore has adopted balanced budgets and maintained healthy fund balances over the years, and thanks to implementing the actions in the 2020 Financial Sustainability Plan, this trend has continued. However, the City's underlying structural revenue problems, including the state-imposed 1% annual growth limit on property tax, continue to persist. Other contributors include unfunded mandates from the state and flat or little growth in other sources, including utility taxes.

In order for the City of Kenmore to continue to provide our residents not only the enhanced services that improve the quality of life in the City, but also the basic programs that are integral to the City, and even the core programs that are requisite for public safety, supplemental revenue sources will be necessary because the financial forecast is clear: the cost of running Kenmore successfully will soon exceed the revenue the City brings in and deplete the reserve funds.

The strategies presented here will allow revenue to keep pace with expenditures and maintain healthy reserve funds, all while allowing the City to continue to provide the excellent levels of service to which our residents have become accustomed.

Several factors have converged to force the current challenge: higher than normal inflation rates earlier this decade, the rising cost of police work, state laws that limit the increase in property tax the City can collect from one year to the next, and our commitments to strive to do what's right for our planet and our more disadvantaged residents, among others. The challenge that confronts the City can be overcome through implementation of the budget strategies contained in this document—strategies that will raise the necessary resources for the City of Kenmore to continue to execute its mission through the coming years, to propel Kenmore upward and create a thriving community where all people love where they live.

Appendix A- Strategy Details

1. Picnic Shelter Rental Fees

Strategy Type: Revenue

Fiscal Impact Estimate: \$17,000

Year of Implementation: 2025

Feasibility: The implementation of this strategy would be councilmanic but will require some effort by City staff to implement and maintain.

Fiscal Impact: Low

Potential of Success: High

Background/Analysis: For many years the Northshore Senior Center has managed rentals of the picnic shelter at Rhododendron Park and kept the revenue. Historically, this revenue has been about \$10,000 per year. The financial forecast includes the transfer of this rental program to the City along with the newly built picnic shelters at Log Boom, Moorlands, and ŁaŃwadis Park with the reservation system going online on the City's website. The City will make the Senior Center whole by transferring back an amount equal to the revenues it was collecting. The resulting net increase in revenue to the City will be about \$17,000 per year.

2. Metropolitan Park District Levy Lid Lift (One Ballot Measure with Two Aspects)

a. To Fund Lakepointe and Repay the General Fund for Lakepointe Expenditures

Strategy Type: Revenue (one-time)

Fiscal Impact Estimate: \$1,300,000

b. To Support Existing Parks Operations

Strategy Type: Revenue

Fiscal Impact Estimate: \$300,000

Year of Implementation: 2027 (the public would vote to approve the measure in 2025)

Feasibility: The portion of this levy to support existing parks operations would be approximately \$0.05 per \$1,000 of assessed value. The current median assessed value of a Kenmore home is \$821,000; this property owner would pay \$41.05

annually (\$3.42 monthly). This levy would pay for some of the parks maintenance and recreation expenses and thereby help sustain the General Fund.

Fiscal Impact: High

Potential of Success: Medium

Background/Analysis: This strategy would establish a Metropolitan Park District with the Kenmore City Council acting as the Board; an additional amount of the levy would be used to facilitate Lakepointe efforts. The ballot measure can be up to \$0.75 per \$1,000 of assessed value. The approval of the ballot measure creates a limit; this strategy is less regressive than a utility tax.

3. Convert Street Lights to LED

Strategy Type: (Reduction) Expense

Fiscal Impact Estimate: \$68,837 (It would cost \$260,000 to implement this strategy but the City would receive an incentive of \$200,000, such that the initial year savings are net 0 but the ongoing net savings are about \$68,000.)

Year of Implementation: The LED street lights are expected to be installed in 2025 and the savings in electricity costs are expected to be fully realized in 2026.

Feasibility: This strategy does have an upfront cost to implement but that would be offset by the incentive payment the City would receive. There will be City staff efforts required to apply for the incentive and manage the project.

Fiscal Impact: Medium

Potential of Success: Medium-High

Background/Analysis: LED streetlights are more energy efficient, have a longer lifespan, have environmental benefits, and provide a higher quality light which enhances visibility and road safety. This strategy would take advantage of a \$200,000 incentive that is available now.

4. Public Safety and Human Services Levy Lid Lift (24 cents)

Strategy Type: Revenue

Fiscal Impact Estimate: \$1,680,000

Year of Implementation: 2027 (the public would have to vote in 2026)

Feasibility: This strategy would require voter approval. It has a fair chance of success due to the public's priority for public safety and the justification that

revenues (property tax in particular) are not keeping pace with the recent increases in the cost of the public safety services contract from the King County Sheriff. The RCR program has also proven successful and would be included in this package. New Human Services programs that have been funded with one-time Special Projects funds, depending on their success and usage, could also be included as a part of the levy lid lift package.

Fiscal Impact: High

Potential of Success: Medium-High

Background/Analysis: Public safety is the largest item in the General Fund at 32%. Funding part of this line item through a levy maintains funding for this core-level service as well as the enhanced RCR and human services programs. This strategy is less regressive than a utility tax. In addition, funding to continue the utility discount program for low-income residents could also be part of this levy lid lift.

5. Human Services Case Worker/Program Navigator

Strategy Type: Expense

Fiscal Impact Estimate: (\$169,950)

Year of Implementation: 2027. This service is funded with one-time special projects funding in the 2025-2026 biennial budget. Continuing it beyond 2026 will require a new ongoing revenue source, and in this case, a voter-approved levy lid lift to take effect in 2027.

Feasibility: The current preference is to provide this service through a nonprofit human services provider. There appear to be nonprofit organizations in the area with the ability to provide this service.

Fiscal Impact: Negative

Potential of Success: High

Background/Analysis: The Task Force was concerned about the regressive nature of some of these revenue strategies and the potential impact to low-income residents. Investing in a program such as this will mitigate the impact of these strategies on vulnerable members of our community by helping them get connected with existing programs and services at the city, county, and federal level.

6. Utility Tax Assistance or Rebate Program

Strategy Type: Expense

Fiscal Impact Estimate: (\$206,000)

Year of Implementation: 2027. This service is funded with one-time Special Projects funding in the 2025-2026 biennial budget. Continuing it beyond 2026 will require a new ongoing revenue source, and in this case, a voter-approved levy lid lift to take effect in 2027.

Feasibility: Similar to the human services navigator, the current preference is to provide this service through a nonprofit human services provider. There appear to be nonprofit organizations in the area with the ability to provide this service.

Fiscal Impact: Negative

Potential of Success: High

Background/Analysis: This strategy helps to attenuate the regressive nature of some taxes—utility tax in particular. The current plan is for the City to use Special Projects funds (formerly known as ARPA) in 2025-2026 to fund this strategy and then fund it from the General Fund via the proposed property tax levy lid lift starting in 2027.

7. Additional KAPE Photo Enforcement Location

Strategy Type: Revenue

Fiscal Impact Estimate: \$550,000

Year of Implementation: 2029 (City Council would have to vote to initiate the expansion by 2028)

Feasibility: The implementation of this strategy would be councilmanic but does require staff and police resources to implement and maintain.

Fiscal Impact: High

Potential of Success: High

Background/Analysis: The City has several sidewalk and traffic calming capital projects planned in the north end of Kenmore, including the sidewalk replacement project on 61st Avenue, sidewalks and traffic calming on 80th Avenue, and traffic improvements on 73rd Avenue. Once these projects are complete, the City will monitor traffic activity and determine whether excessive speeding persists. If speeding does continue to be a problem, then an additional set of photo enforcement cameras will be installed at a location in the north end of the City.

8. Increase Transportation Sales Tax 0.1%

Strategy Type: Revenue

Fiscal Impact Estimate: \$460,000

Year of Implementation: 2027 (City Council would have to vote in 2026)

Feasibility: This strategy is councilmanic so it can be implemented through a vote of the City Council.

Fiscal Impact: \$460,000

Potential of Success: High

Background/Analysis: This is the last item from the 2020 FSP Task Force planned to be implemented.

9. Public Safety Sales Tax (0.1%)

Strategy Type: Revenue

Fiscal Impact Estimate: \$460,000

Year of Implementation: 2030 (the public would have to vote in 2029)

Feasibility: This strategy would require voter approval. It has a higher likelihood of success because it's justified due to the recent increases in the cost of the public safety services contract from the King County Sheriff's Office.

Fiscal Impact: High

Potential of Success: Medium-High

Background/Analysis: A sales tax of up to 0.3% can be imposed by either King County or up to 0.1% by the City, up to a combined maximum of 0.3%. If the City imposes the tax first, it collects 85% of the revenue and 15% is allocated to the County. If King County imposes the tax first, it is split 60-40 between the county and cities on a per capita basis. Sales tax is not charged on food items, which reduces the relative impact to low-income families.

Appendix B- 2024 Financial Sustainability Task Force Recommended Plan and Report

To:
Rob Karlinsey, City Manager

The FSPTF presents:
The City of Kenmore's Financial Sustainability Plan

**FINANCIAL SUSTAINABILITY PLAN TASK FORCE
REPORT AND RECOMMENDATIONS**

Date:
25 April 2024

From:
**THE MEMBERS OF THE FINANCIAL
SUSTAINABILITY PLAN TASK FORCE:**

Vincent Keane
Holly Koelling
Edouard Lassalle
Alinafe Matenda
Jeffrey Pooley
Katrina Rose
Tiff Stoner
Mary Sullivan
Michael Vanderlinde

The nine members of the City of Kenmore's (CoK) Financial Sustainability Plan Task Force (FSPTF) present this report and recommendations.

On April 24, 2024, the FSPTF had its final meeting and reached agreement on strategies to maintain the CoK's financial sustainability in the General Fund and Street Fund through the 2025-2026, 2027-2028, and 2029-2030 biennium. These strategies will prevent expenses from exceeding revenues and keep the fund balance above the reserve goal until 2030.

By recommending strategies to maintain revenues greater than expenses and keeping the fund balance above the reserve goal, the FSPTF has accomplished its mission (noted below). Task Force members anticipate that the CoK will need to reconvene a new FSPTF in the 2029-2030 biennium to develop additional strategies to resolve the structural deficit.

FSPTF Mission

As a group, task force members will learn about the City's services, budget, finances, Service-Level Budgeting, and long-range financial forecasts. The task force will review and synthesize all financial data and public input on the City's operating budgets, then as a task force provide an advisory report to the City Manager with a range of options on ways the City could resolve the upcoming structural deficit. If any options are preferred by the task force, the advisory report can note that. The advisory report to the City Manager will be delivered by March 29, 2024.

The FSPTF's Key Findings

The FSPTFs recommendations are based on two key findings:

- Services provided by the (CoK) will need to be maintained by controlling expenditure and/or shifting costs, as well as enhancing revenues.
- The CoK is a lean organization but there are opportunities to be even more efficient. There are no more opportunities to significantly reduce expenditure without a significant reduction in services that Kenmore residents and businesses need and want.

The FSPTF's Guiding Principles

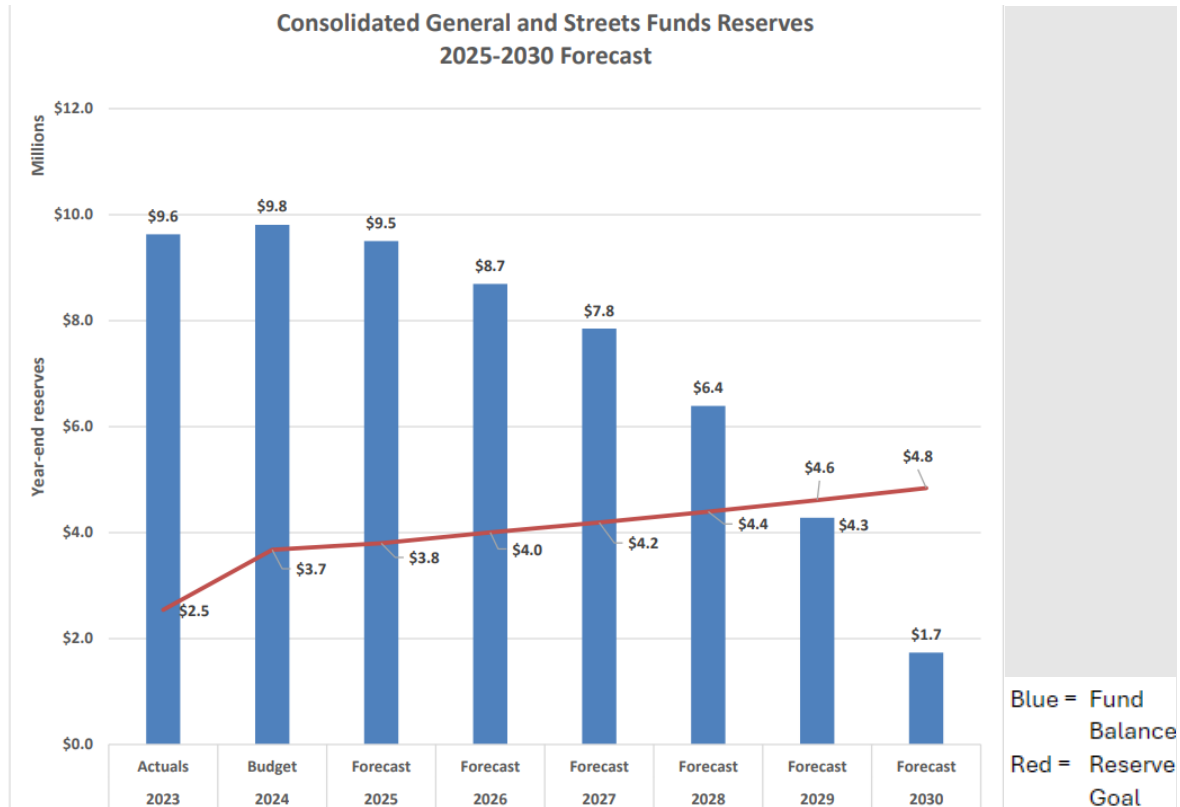
These six principles guided the Task Force in reaching agreement on which strategies to recommend:

1. Pursue a balanced approach that complies with changes in state regulations, and that utilizes the results of the Service Level Budgeting process to reflect economic and community values, conditions and needs.
2. Include all levels of the city when looking at challenges and opportunities: neighborhoods, businesses, communities, schools, city operations and governance.
3. Use the Equity Framework Tool when considering both budget reductions and revenue increases, striving to minimize disproportionate impacts on residents with fewer resources where possible.
4. Preserve ongoing funding for necessary levels of service, maintenance and upgrades when recommending budget reductions. Keep realistic levels of service in mind when recommending revenue increases.
5. Seek efficient, effective solutions with the greatest importance and financial impact, including those with high potential for future cost savings and revenue increases.
6. Identify the benefits of city services to non-residents and consider recommendations for revenue increases that fairly share the cost burden with them.

The FSPTF's Starting Point

The FSPTF's analysis started with a review of the CoK's existing budget and forecast entering FY 2024. The combined General Fund and Street Fund expenditures are expected to exceed revenues beginning in FY 2025. This structural deficit will cause reserves to fall below the reserve goal by FY 2029 if no corrective action is taken.

Summary General & Street Fund	2023	2024	2025	2026	2027	2028	2029	2030
<i>Updated: 3/25/2024</i>	Actuals	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
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Beginning Fund Balance	3,533,759	7,332,790	7,670,733	7,889,465	7,672,579	7,007,459	5,787,867	3,978,217
Revenue	17,299,604	16,759,199	17,306,651	17,815,678	18,206,073	18,595,161	18,995,840	19,666,466
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Transfer to Strat Opps for Special Projects	2,400,000							
Ending Fund Balance	7,332,790	7,670,733	7,889,465	7,672,579	7,007,459	5,787,867	3,978,217	1,798,918
Fund balance as % of operating expenditures	66%	47%	46%	43%	37%	29%	19%	8%
Street Fund								
Beginning Fund Balance	2,270,571	2,294,467	2,136,351	1,610,891	1,020,359	840,232	601,801	301,342
Revenue	1,625,318	1,791,682	1,378,476	1,393,512	1,887,961	1,917,867	1,948,458	1,979,751
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Fund Balance as % of operating expenditures	76%	53%	50%	43%	37%	29%	19%	7%
<i>(Threshold is 20%)</i>								



The FSPTF's Process

The Task Force convened for the first time on the evening of January 03, 2024. Its tenth and final meeting was on April 24, 2024. During the meetings task force members were educated on the 2020 Financial Sustainability Plan, contract cities, CoK budgeting, service level budgeting, the CoK DEIA Toolkit, price of government, CoK financial forecasts, some of how CoK currently operates, and other relevant topics. Melinda Merrell, Director of Finance & Administration and Rob Karlinsey, City Manager provided this education and were also available to answer endless questions outside of the meetings. In addition to this education, a representative from each CoK department attended a meeting to present information and answer questions about their department. This was followed by each department providing their ideas for budget strategies to consider. The meetings were also supported by Carla Schnee, Admin/Financial Services Manager, who recorded the meetings and facilitated the occasional virtual participation of members, among other tasks.

The FSPTF also hosted a community town hall on April 3, 2024, which started with a presentation created by the task force members. The focus of the evening was on small group discussions. Each of the seven groups was facilitated by a member of the task force; one group was led by a Spanish-English bilingual task force member in case translation was necessary. The town hall attracted 38 members of the Kenmore community.

The task force members worked a total of 25 hours in meetings, and devoted countless hours reading the reports, studies, and survey results that the CoK provided as well as the CoK budget and official policy documents. The FSPTF also reviewed findings from these sources:

- Balancing Act Tool, the budget balancing exercise that was live on the CoK website from March 28-April 8 and was completed and submitted by 67 members of the community.
- Speak Up Kenmore (online open house) that was live on the CoK website from March 18-April 8.
- The first draft of the statistically valid survey conducted by EMC Research from March 20-April 3, 2024; the survey was completed by 303 Kenmore residents.

The FSPTF discussed more than forty-eight strategies to ensure the City's long-term financial sustainability. The task force members identified and defined these based on their personal experiences and what they heard from CoK staff in their department presentations and the community via the Speak Up Kenmore website, Balancing Act Tool (online), Town Hall event, and the FSPTaskForce@kenmorewa.gov email address. The Task Force also reviewed potential new initiatives that are not currently funded but which the CoK staff or the community has expressed interest in.

The FSPTF used four categories to individually rate and then rank the strategies:

0. Do not pursue.
1. Pursue as a last resort.
2. Pursue as a secondary priority, with less dedicated resources.
3. Pursue as a priority.

A task force member created a comprehensive matrix of these strategies and a real-time model to show the effect of each strategy on the revenue forecasts. This is the same matrix used by the 2020 FSPTF; it provides additional important information about the Task Force's analysis and accompanies this report in Appendix B.

The matrix includes the following information.

- 1) Type of strategy
- 2) Fiscal impact estimate and category (low, medium, or high).
- 3) Likelihood of success (High, Medium-High, Medium, Low-Medium, Low, or Low-None) and success considerations.

- 4) Phasing and effective year of the strategy.
- 5) DEIA considerations, based on the CoK DEIA Toolkit.
- 6) Additional notes based on the discussion of the FSPTF.
- 7) The task force members' ratings and ranking.

The budget strategies were put in rank order, and it was determined that an average score of 2.2 was the threshold needed to incorporate enough budget strategies to achieve our goals. We then adjusted the effective year the budget strategies were to begin, between 2026 and 2030. We based this on the expected fund balance level because we don't recommend that the CoK holds a large fund balance without a specific purpose.

The FSPTF's Analysis of the Strategies

All the strategies the FPSTF analyzed fell along a continuum that included:

- Expenditure control/cost shifts.
- Service delivery changes that are designed to reduce expenditure.
- Revenue enhancement opportunities.
- Service level reductions.
- New initiatives/programs that increase expenditure.

The hours of deliberations by the FPSTF included discussion on the feasibility, fiscal impact, and likelihood of success of each strategy.

While all the strategies are technically feasible, they have differing levels of community support, potential of community pushback, alignment with community values, technical and operational difficulties of implementation, timing necessary for implementation, costs to implement, overall difficulty, and disruption to the existing CoK operations relative to the financial return. Tax measures require voter approval to implement and vary in terms of complexity and community support; some have a greater impact on residents (e.g., property tax levy lid lift measures) while others have some impact on those from outside the city (e.g., sales taxes). Voters are more likely to support measures when they know exactly where their tax dollars are being spent (i.e. *not* a levy to increase General Fund monies) and that it is being done efficiently. These factors were discussed while the FSPTF deliberated the possible strategies.

The FSPTF assessed the potential annual fiscal impact that the CoK would experience if each strategy were implemented. This was based on input from the CoK Finance Department and other CoK staff. Fiscal impact was defined by three tiers:

- Low fiscal impact. Strategies that would have a fiscal impact of \$50,000 or less per year.
- Medium fiscal impact. Strategies that would have a fiscal impact between \$50,000 and \$100,000 per year.
- High fiscal impact. Strategies that would have a fiscal impact of over \$100,000 per year.

The FSPTF's Strategies

The details of each strategy in the recommendation are included in Appendix A of this report.

The FSPTF's Recommendation

The Task Force recommends that the CoK implement the strategies listed below. The strategies are in order by the FSPTF's ranking.

Budget Strategy	Type	Group	Councilmanic?	Score	Toggle	Amount	Year
KAPE program first tier ticket cost by to \$136 for two cameras	Revenue	KAPE	Y	3.00	1	180,000	2026
Convert street lights to LED	Expense	Efficiencies	Y	3.00	1	68,837	2028
Expand KAPE program - First Camera	Revenue	KAPE	Y	2.89	1	225,000	2026
Expand KAPE Program - Second Camera	Revenue	KAPE	Y	2.89	1	225,000	2026
Levy lid lift to fund public safety \$0.08	Revenue	Public Safety Tax	N	2.78	1	560,000	2028
Expand KAPE Program - Third Camera	Revenue	KAPE	Y	2.78	1	225,000	2028
Parks Project Manager: 1500 hours to capital fund (similar to Engineering Project Managers).	Reallocation	Efficiencies	Y	2.67	1	100,000	2026
Strategic and Economic Development Manager position	Expense	Investment	Y	2.67	1	(180,000)	2025
Eliminate Admissions Tax in the plan	Revenue	Revenue Reduction	Y	2.63	1	(130,000)	0
Operational Efficiency	Expense	Efficiencies	Y	2.63	1	100,000	2026
Picnic shelter rental fees (Log Boom, TI' awh-ah-dees, Moorlands)	Revenue	Efficiencies	Y	2.56	1	17,000	2025
Expand KAPE Program - Fourth Camera	Revenue	KAPE	Y	2.56	1	225,000	2027
Move Civil Engineers/Cap Project Manager entirely to transportation	Reallocation	Efficiencies	Y	2.56	1	140,000	2026
Let temporary employees contract end	Expense	Efficiencies	Y	2.50	1	100,000	2026
Levy lid lift to fund public safety at \$0.16 (incremental from first \$0.08)	Revenue	Public Safety Tax	N	2.44	1	560,000	2028
Utility tax rebate program	Revenue	Revenue Reduction	Y	2.44	1	(225,000)	2027
Human services case worker/program navigator	Expense	Investment	Y	2.43	1	(225,000)	2026
Public safety sales tax 0.1%	Revenue	Public Safety Tax	N	2.33	1	460,000	2028
MPD Levy (\$0.05 per \$1000)	Revenue	MPD	N	2.22	1	350,000	2026
Lakepointe Preliminary Costs (assuming grant is funded)	Expense	Lakepointe	Y	2.20	1	(500,000)	2025

The recommended efficiencies strategies total \$526K, including \$240K of employee expenses reallocated to capital funds.

The recommended revenue enhancement strategies include:

- \$1.58M in net new tax revenue (including a \$355K reduction in revenue from a recommended utility tax rebate program and the elimination of the planned admissions tax)
 - \$1.12M from a public safety levy lid lift of \$0.16 per \$1,000 assessed value
 - \$0.46M from a public safety sales tax of 0.1%
 - \$0.35M from the establishment of a metropolitan park district (MPD) and a levy of \$0.05 per \$1,000 assessed value
- \$1.08M from an expanded KAPE program (Four additional safety cameras and an increase in the first tier fine from \$100 to \$136.)

The task force was drawn to public safety-related strategies due to the recent increases in the cost of CoK's King County Sheriff police services contract. For context, from 2021 to 2024, the public safety budget increased from \$3.7M to \$5.1M, a 36% increase over three years, or a cumulative average growth rate (CAGR) of 11%. The \$1.66M in recommended new public safety taxes aligns reasonably well with the \$1.3 M increase in public safety costs.

The recommended strategies also include some investments or cost additions. The details of these strategies are also included in Appendix A of this report:

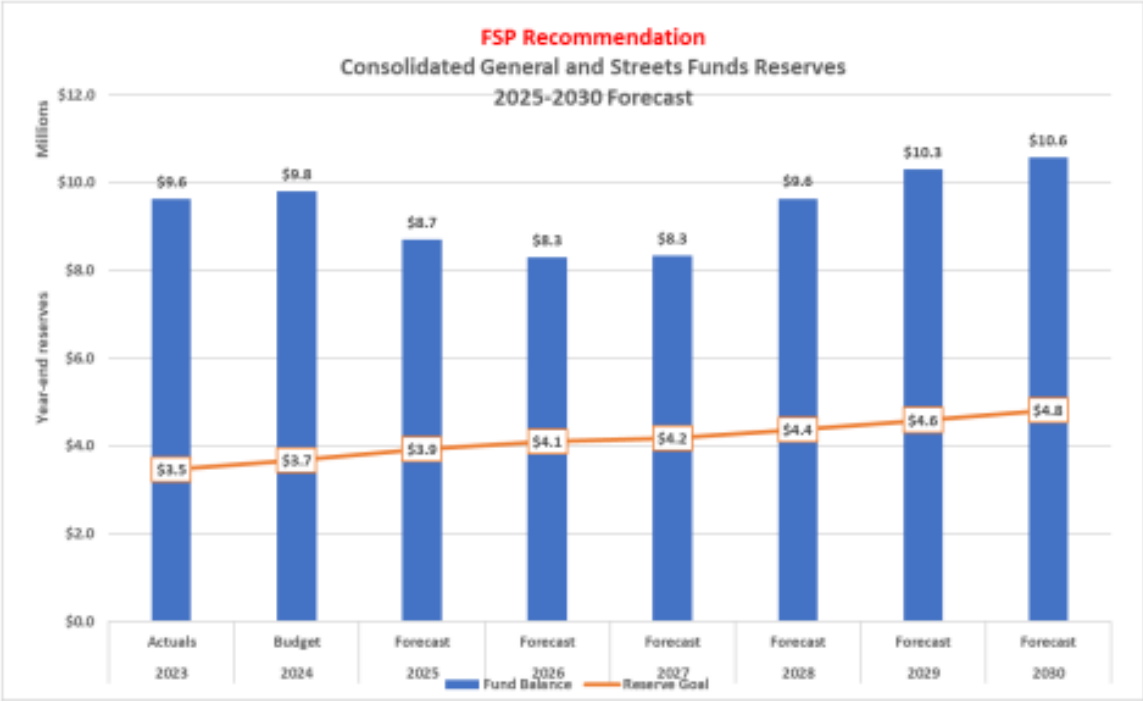
- Human services case worker / program navigator
\$225K annually
- Strategic and Economic Development FTE (Manager)
\$180K annually
- Lakepointe development opportunity
\$500K in 2025 and 2026)

The FSPTF's Conclusion

The recommendation does not maintain revenues above expenses until FY 2028, but the surplus forecasted for 2028-2030 exceeds the deficits forecasted for 2025-2026; the FSPTF felt this was the best timing due to the difference in fund balance compared to reserve goal forecasted for 2025-2027. This recommendation does keep the fund balance above the reserve goal until 2030 and puts the CoK on the path toward long-term financial sustainability. The following two graphs illustrate the results of the task force recommendations. The first graph shows the annual deficit/surplus, and the second graph shows the impact to the fund balance (reserve goal) of the General Fund and Street Fund combined.



Through the 6-year period, we add \$0.8M to the reserve.

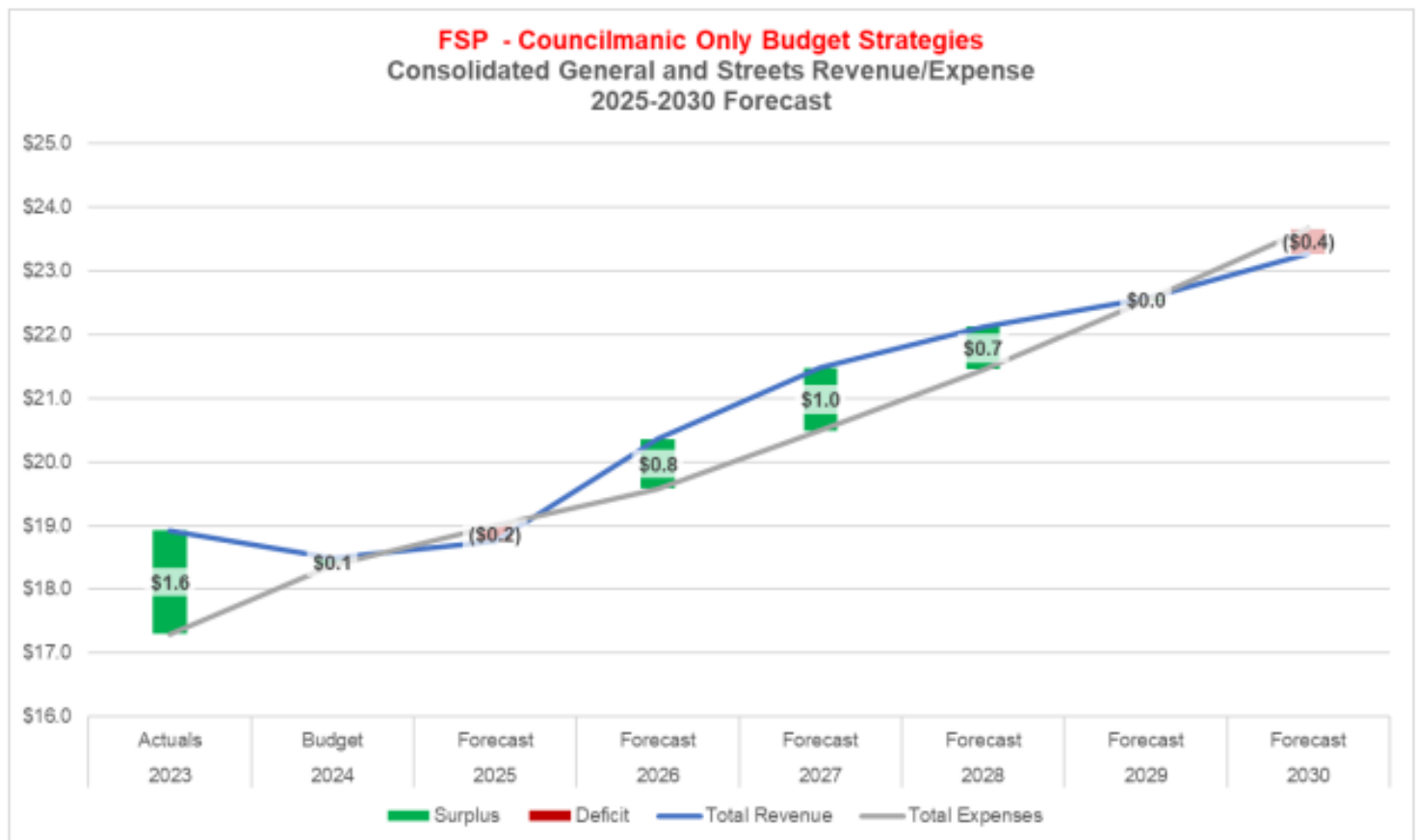


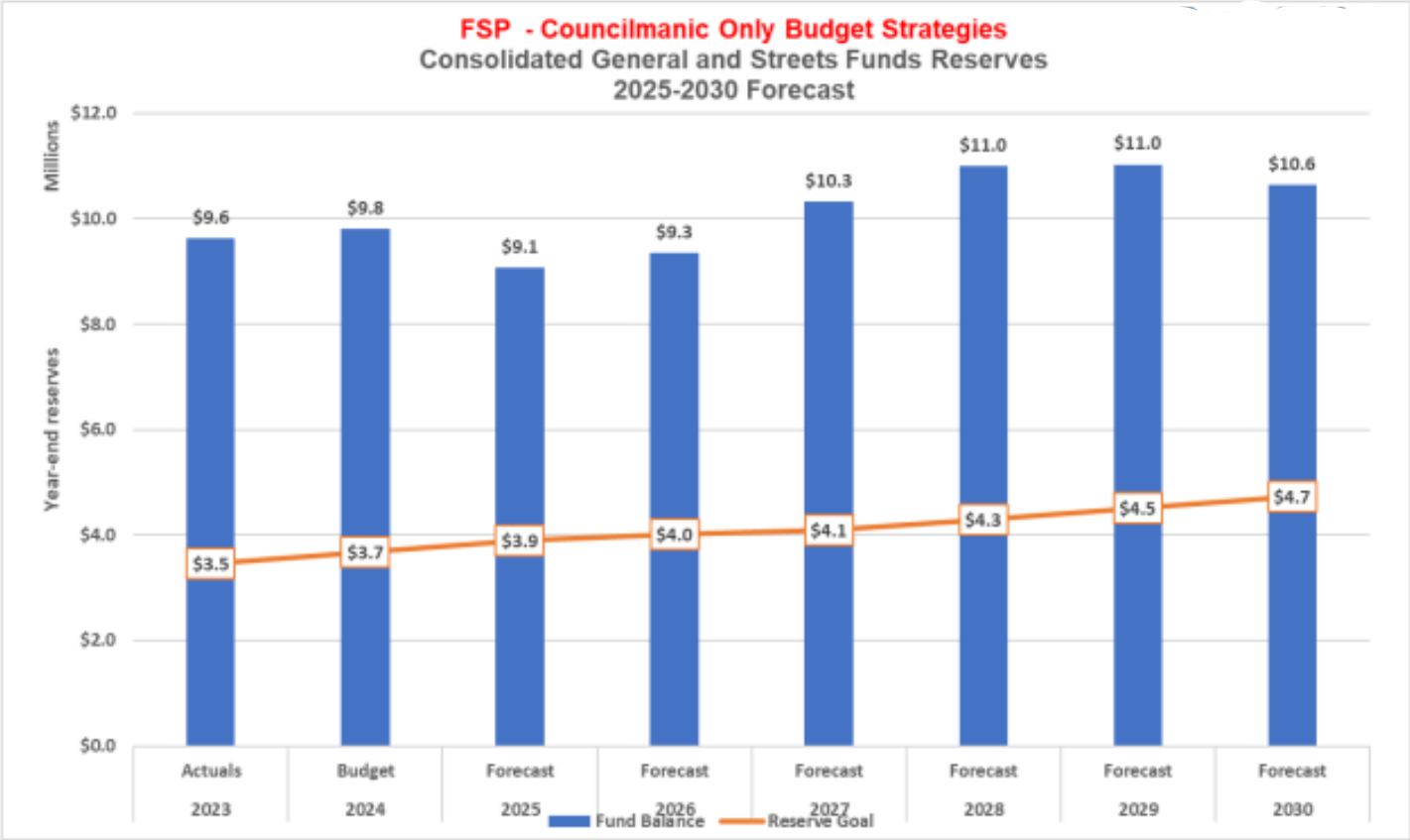
The FSPTF's Alternative Recommendation

The recommendation presented above assumes the two public safety related ballot measures and the MPD levy are approved by the voters. If the ballot measures don't pass, the city will likely need to rely on councilmanic strategies. As such, we present the alternative recommendation listed below. Details of these strategies are included in Appendix A of this report.

- Vehicle tab fee increase. \$180,000
- Expand B&O tax to other industries such as retail, services, etc. \$400,000
- Electric utility tax increase from 4% to 6%. \$400,000
- Do NOT initiate the Human services case worker / program navigator position. (\$225,000)
- Do NOT initiate the Strategic and Economic Development Manager position. (\$180,000)
- Do NOT initiate the Lakepointe development opportunity. (\$500,000), 2025 and 2026 only
- Do NOT initiate the Utility tax rebate program. (\$225,000)

With this alternative recommendation, the 2030 forecast falls just short of maintaining a net positive surplus. While it does keep the fund balance above the reserve goal until 2030 it does not put the CoK on the path toward long-term financial sustainability. Under this circumstance, the council may have to consider cuts to services and programs such as summer events (fireworks, summer concerts). The following two graphs illustrate the results of the alternative recommendations, which use only councilmanic budget strategies. The first graph shows the annual deficit/surplus, and the second graph shows the impact to the fund balance (reserve goal) of the General Fund and Street Fund combined.





1. KAPE program adjustment–increase tier 1 fine from \$100 to \$136

Strategy Type: Safety / Revenue

Fiscal Impact Estimate: \$180,000

In order for these revenues to benefit the General Fund, the CoK must move KAPE-related costs to the KAPE program (officer review time, attorney fees, police patrol, etc.).

Feasibility:

The implementation of this strategy would be councilmanic but does require significant effort on the CoK staff and police to implement and maintain. There is a possibility that a legal challenge to a new law will begin to not allow police services to be paid for.

Fiscal Impact: High

Potential of Success: High

Background/Analysis:

This strategy shifts more of the CoK's safety and traffic control costs to non-Kenmore residents that use our roads. The FSPTF reviewed a summary of fines from our neighboring cities; this increase in tier 1 fine would move the CoK from being the city with the lowest fine to a city in the middle of the pack. Our neighbors, LFP and Kirkland, charges a tier 1 fine of \$136.

2. Convert streetlights to LED

Strategy Type: Expense

Fiscal Impact Estimate: \$68,837

It would cost \$260K to implement this strategy but the CoK would receive an incentive of \$200K. So, the initial year savings are net 0 but the ongoing savings are about \$70,000.

Feasibility:

This strategy does have an upfront cost to implement but that would be offset by the incentive payment the CoK would receive. There will be city staff efforts required to apply for the incentive and manage the project.

Fiscal Impact: Medium

Potential of Success: Medium-High

Background/Analysis:

LED streetlights are more energy efficient, have a longer lifespan, have environmental benefits, and provide a higher quality light which enhances visibility and road safety. This strategy would take advantage of a \$200,000 incentive that is available now.

3. Expand KAPE program–first speed safety camera

Strategy Type: Safety / Revenue

Fiscal Impact Estimate: \$225,000

This estimate is based on the existing school zone camera revenue but could be higher if not related to a school zone as the camera would run year-round. For these revenues to benefit the General Fund,

the CoK must move KAPE-related costs to the KAPE program (officer review time, attorney fees, police patrol, etc.).

Feasibility:

The implementation of this strategy would be councilmanic but does require significant effort on the CoK staff and police to implement and maintain. A new law requires an equity analysis before selecting camera locations and requires that revenue needs to pay for "traffic safety activities." There is a possibility that a legal challenge to this new law will begin to not allow police services to be paid for.

Fiscal Impact: High

Potential of Success: Medium-High

Background/Analysis:

This strategy shifts more of the CoK's safety and traffic control costs to non-Kenmore residents that use our roads. A new law does give leniency to low-income persons that commit infractions; the CoK may also choose to be more lenient. Possible camera locations discussed by the FSPTF include: the Inglemoor HS school zone on Simonds Road, the Moorlands Elementary school zone, the right turn on red from Westbound Simonds Rd to Juanita Dr NE, the no left turn from Southbound Juanita Dr Ne to NE 175th St, and others. The exact location of this camera should be determined by the CoK Traffic Engineer. The fiscal impact for this strategy does not assume the tier 1 fine was increased from \$100 to \$136 based on a different strategy.

4. Expand KAPE program—second speed safety camera

Strategy Type: Safety / Revenue

Fiscal Impact Estimate: \$225,000

See 3. Expand KAPE program—first speed safety camera, above.

Feasibility:

See 3. Expand KAPE program—first speed safety camera, above.

Fiscal Impact: High

Potential of Success: Medium-High

Background/Analysis:

See 3. Expand KAPE program—first speed safety camera, above.

5. Levy lid lift to fund public safety \$0.08

Strategy Type: Revenue

Fiscal Impact Estimate: \$560,000

This levy would be for \$0.08 per \$1,000 of assessed value. The current median assessed value of a Kenmore home is \$821,000; this property owner would pay \$65.68 annually (\$5.47 per month).

Feasibility:

This strategy would require voter approval. It has a higher likelihood of success because it's justified due to the recent increases in the cost of the public safety services contract from the King County Sheriff.

Fiscal Impact: High

Potential of Success: Medium-High

Background/Analysis:

Public safety is the largest line item in the General Fund at 32%; if a portion of it is levy-funded, this will free up General Fund dollars for other purposes. This strategy is less regressive than a utility tax, but the CoK may want to expand public assistance and outreach if it is implemented. If this strategy was implemented and voters approved in November 2024, monies would be collected in 2025. The FSPTF considered this levy lid lift in tiers; this first tier (\$0.08 per \$1,000 of assessed value) was ranked higher by the members of the FSPTF than the second tier (an additional \$0.08 per \$1,000 of assessed value). The FSPTF was planning on these strategies being implemented together with a ballot measure asking for \$0.16 per \$1,000 of assessed value.

6. Expand KAPE program—third speed safety camera

Strategy Type: Safety / Revenue

Fiscal Impact Estimate: \$225,000

See 3. Expand KAPE program—first speed safety camera, above.

Feasibility:

See 3. Expand KAPE program—first speed safety camera, above.

Fiscal Impact: High

Potential of Success: Medium-High

Background/Analysis:

See 3. Expand KAPE program—first speed safety camera, above.

7. Move 1500 hours of Parks Project Manager to capital fund

Strategy Type: Reallocation

Fiscal Impact Estimate: \$100,000

Feasibility:

The implementation of this strategy would require some effort on the part of CoK staff as they would need to assess the justification for allocating a higher portion of the Parks Project Manager wages and benefits to a capital-projects funded budget.

Fiscal Impact: High

Potential of Success: High

Background/Analysis:

Currently a Parks Projects Manager position is charged to the General Fund but there might be justification for part of the wages and benefits of this position to be moved to a capital-projects funded budget.

8. Strategic and Economic Development FTE (Manager)

Strategy Type: Expense

Fiscal Impact Estimate: (\$180,000)

The cost of this position could also be offset by grants and other capital project funding.

Feasibility:

This would require hiring a Strategic and Economic Development FTE (Manager) so it will require staff time to implement but long-term, this position could have a significant impact on the type and timing of economic development.

Fiscal Impact: Medium

Potential of Success: High

Background/Analysis:

Economic development would increase the commercial tax base for the CoK and reduce the tax burden on residential properties. It would also allow the Kenmore community to shop locally and keep our communities' existing sales tax expenses in Kenmore. The FSPTF couldn't identify any economic development opportunities that would positively impact the FSP. However, the task force discussed the potential impact of economic development on the long-term financial sustainability of the city. Also, many attendees of the FSP Town Hall indicated support for the CoK to drive economic development. As such, the task force recommends hiring a Strategic and Economic Development FTE (Manager) with expertise in grant applications, working with private developers, and prospective businesses. We believe that this position could have a significant impact on the type and timing of economic development, helping to guide development in a way that benefits the community.

9. Eliminate admission tax

Strategy Type: Revenue

Fiscal Impact Estimate: (\$130,000)

Feasibility:

This strategy would require the City Council to *not* act on a recommendation of the 2020 FSPTF.

Fiscal Impact: N/A

Potential of Success: High

Background/Analysis:

The 2020 Financial Sustainability Plan includes an Admission Tax starting in 2024; this would be a tax on recreation and entertainment venues like the golf course and bowling alley. This strategy would repeal that recommendation. The FSPTF felt that since this tax only applied to two businesses, it gave a feeling of targeting.

10. Operational efficiency

Strategy Type: Expense

Fiscal Impact Estimate: \$100,000

Feasibility:

This strategy would require some effort on the part of CoK staff to review all line items in the General Fund budget and look for places where operational efficiency could be achieved.

Fiscal Impact: Medium

Potential of Success: High

Background/Analysis:

This would require a review of all CoK departments to see where costs could be cut. The FSPTF does not believe it is beneficial to have an across-the-board reduction of a certain amount or to make this reduction in large amounts over a few departments. This strategy will require small amounts to be removed from many departments to add up to the estimated savings of \$100,000 annually.

11. Picnic shelter rental fees (Log Boom, Moorlands, and Łaŕwadis Park)

Strategy Type: Revenue

Fiscal Impact Estimate: \$17,000

This only covers these 3 parks as the shelter at Rhododendron Park is already included in the financial forecast. The CoK staff have indicated that they plan to reduce the implementation cost of this strategy by including the Hangar at Town Square room reservations in the online reservation system thereby eliminating the need for the separate Hangar at Town Square website.

Feasibility:

The implementation of this strategy would be councilmanic but does require a little effort on the city staff to implement and maintain.

Fiscal Impact: Low

Potential of Success: High

Background/Analysis:

For many years the picnic shelter at Rhododendron Park has been rented out; this has been managed by the Northshore Senior Center (located at the park) with profits kept by them. Historically, the profits have been about \$10,000 per year. The financial forecast includes the transfer of this rental program to the CoK with the reservation system going online on the CoK website. This strategy would add the newly built picnic shelters at Log Boom, Moorlands, and Łaŕwadis park to the existing program.

12. Expand KAPE program–fourth speed safety camera

Strategy Type: Safety / Revenue

Fiscal Impact Estimate: \$225,000

See 3. Expand KAPE program–first speed safety camera, above.

Feasibility:

See 3. Expand KAPE program–first speed safety camera, above.

Fiscal Impact: High

Potential of Success: Medium-High

Background/Analysis:

See 3. Expand KAPE program–first speed safety camera, above.

13. Move Civil Engineer/Capital Projects Manager entirely to Transportation

Strategy Type: Reallocation

Fiscal Impact Estimate: \$140,000

Feasibility:

The implementation of this strategy would require very little effort on the part of CoK staff.

Fiscal Impact: High

Potential of Success: High

Background/Analysis:

Currently a Civil Engineer/Capital Projects Manager position is charged to the General Fund but there is justification for the wages and benefits of this position to be moved to the Transportation Budget.

14. Let temporary employees contract end

Strategy Type: Expense

Fiscal Impact Estimate: \$100,000

Feasibility:

When the temporary employees current contract ends, this strategy could be implemented by doing nothing.

Fiscal Impact: High

Potential of Success: High

Background/Analysis:

A current temporary employee could continue if a 0.5 FTE position was created but this could be a way to reduce wages which is a very significant part of the General Fund.

15. Levy lid lift to fund public safety \$0.16 (incremental from first \$0.08)

Strategy Type: Revenue

Fiscal Impact Estimate: \$560,000

This levy would be for \$0.08 per \$1,000 of assessed value. The current median assessed value of a Kenmore home is \$821,000; this property owner would pay \$65.68 annually (\$5.47 per month) for each strategy, 1 and 2, for a total of \$131.36 annually (\$10.94 per month).

Feasibility:

This strategy would require voter approval. It has a higher likelihood of success because it's justified due to the recent increases in the cost of the public safety services contract from the King County Sheriff. It also has a lower likelihood of success because it is a higher tax amount than strategy 1; an additional tax typically means a lower likelihood of voter approval.

Fiscal Impact: High

Potential of Success: Medium-High

Background/Analysis:

Public safety is the largest line item in the General Fund at 32%; if a portion of it is levy-funded, this will

free up General Fund dollars for other purposes. This strategy is less regressive than a utility tax, but the CoK may want to expand public assistance and outreach if it is implemented. If this strategy was implemented and voters approved in November 2024, monies would be collected in 2025. The FSPTF considered this levy lid lift in tiers; this first tier (\$0.08 per \$1,000 of assessed value) was ranked higher by the members of the FSPTF than the second tier (an additional \$0.08 per \$1,000 of assessed value). The FSPTF was planning on these strategies being implemented together with a ballot measure asking for \$0.16 per \$1,000 of assessed value.

16. Utility tax rebate program

Strategy Type: Revenue

Fiscal Impact Estimate: (\$250,000)

Based on the program operated during the COVID-19 pandemic, the estimate is that 1,000 people would qualify for the Utility Tax Rebate Program. A FSPTF member determined their own price of government (utility property taxes) was \$114 per month for an average Kenmore home. Providing each of these 1,000 people with \$200 annually would total \$200,000.

Feasibility:

The implementation of this strategy would be councilmanic.

Fiscal Impact: N/A

Potential of Success: High

Background/Analysis:

This strategy reduces the regressive nature of tax increases. The current plan is for the CoK to use ARPA funds in 2025-2026 to fund this strategy and then fund it from the General Fund starting in 2027. A 0.5 FTE CoK employee would be needed to run the Utility Tax Rebate Program, but it could also be contracted out.

17. Human services case worker / program navigator

Strategy Type: Expense

Fiscal Impact Estimate: (\$225,000)

The cost of this program could be offset by grants or other funding sources.

Feasibility:

This would require hiring a staff person or contracting this service so it will require staff time to implement but long-term, this position could have a significant long-term impact on the vulnerable members of our community.

Fiscal Impact: N/A

Potential of Success: High

Background/Analysis:

The task force is concerned about the regressive nature of some of these revenue strategies and the potential impact to low-income residents. Investing in a dedicated headcount / program will mitigate the impact of these strategies on vulnerable members of our community by helping them get connected with existing programs and services at the city, county, and federal level.

18. Public safety sales tax of 0.1%

Strategy Type: Revenue

Fiscal Impact Estimate: \$460,000

Feasibility:

This strategy would require voter approval. It has a higher likelihood of success because it's justified due to the recent increases in the cost of the public safety services contract from the King County Sheriff.

Fiscal Impact: High

Potential of Success: High

Background/Analysis:

A sales tax of up to 0.3% can be imposed by either King County or the CoK, but not both. If CoK imposes the tax first, it collects the entire amount they impose. If King County imposes the tax first, it is split 60-40 between them and the CoK. The consensus of the task force members is that it is only a matter of time before King County imposes this sales tax. Sales tax is not charged on food items, which reduces the relative impact to low-income families. This tax will likely be levied by the county regardless, so the DEIA impact could be neutral.

19. Metropolitan Park District (MPD) Levy (\$0.05 per \$1,000)

Strategy Type: Revenue

Fiscal Impact Estimate: \$350,000

This levy would be for \$0.05 per \$1,000 of assessed value. The current median assessed value of a Kenmore home is \$821,000; this property owner would pay \$41.05 annually (\$3.42 monthly). Public works, parks, and facilities are the second highest line item in the General Fund; this levy would pay for some of the park's maintenance funds and free up those monies in the General Fund.

Feasibility:

This strategy would require voter approval. It has a higher likelihood of success because it is connected to something citizens are getting, parks.

Fiscal Impact: High

Potential of Success: Medium

Background/Analysis:

This strategy would also establish a Metropolitan Park District with the Kenmore City Council acting as the Board; it could potentially be used to facilitate Lakepointe efforts. The ballot measure can be up to \$0.75 per \$1000 of assessed value. The approval of the ballot measure creates a limit; the MPD Board can choose to start with a lower levy rate and raise it as necessary. This strategy is less regressive than a utility tax.

20. Lakepointe development opportunity

Strategy Type: Expense

Fiscal Impact Estimate: \$500K (2025 and 2026 only)

This expense would only be in FY 2025 and 2026.

Feasibility:

This strategy would require significant staff time to do the work and manage the contracts associated with this.

Fiscal Impact: High

Potential of Success: Unknown

Background/Analysis:

The FSPTF supports the CoK taking an active role in developing the Lakepointe property; according to the recent EMC survey results, Kenmore residents show strong support as well. As such, we have incorporated the estimated costs expected to do the necessary due diligence for the CoK to prepare for the next stage of development.

21. Vehicle tab fee increase

Strategy Type: Revenue

Fiscal Impact Estimate: \$180,000

This strategy would increase the vehicle tab fee from the current \$40 to \$50.

Feasibility:

The implementation of this strategy would be councilmanic but there are limits on timing, February 2025 is the next time an increase can be made.

Fiscal Impact: High

Potential of Success: High

Background/Analysis:

The FSPTF did not rank this strategy high enough to make the initial recommendation, but it is included in the alternative recommendation.

22. Expand B & O tax to other industries (retail, services, etc.)

Strategy Type: Revenue

Fiscal Impact Estimate: \$400,000

Feasibility:

The implementation of this strategy would be councilmanic.

Fiscal Impact: High

Potential of Success: High

Background/Analysis:

The Balancing Act data suggests this would have a low approval from the community. The FSPTF did not rank this strategy high enough to make the initial recommendation, but it is included in the alternative recommendation. The FSPTF felt the implementation of this strategy would make the city less business friendly.

23. Increase electric utility tax from 4% to max 6%

Strategy Type: Revenue

Fiscal Impact Estimate: \$400,000

Feasibility:

The implementation of this strategy would be councilmanic.

Fiscal Impact: High

Potential of Success: High

Background/Analysis:

The FSPTF did not rank this strategy high enough to make the initial recommendation, but it is included in the alternative recommendation. This would be a regressive tax since low-income households often use the same amount of electricity as high-income households. The CoK should expand public assistance and outreach if this strategy is implemented.

Other Strategies the FSPTF Discussed and the CoK Might Consider in the Future:**Public-private partnerships (PPP)**

Currently the CoK has recreation partners that provide programming to the community (with some scholarships) while the CoK offers them the use of the land for free. There is a possibility the CoK could charge rent or fees for these third-party recreation partners. The FSPTF was in favor of charging rent to the rowing program using the Boathouse at Rhododendrun Park until all previous monies that were agreed to be paid are paid in full.

Provide education on use and assist in signups for existing community discount programs

This is an offset to the regressive taxes put in place by the taxes recommended. This assistance and education should target all ages and income levels for programs such as Safeway/Albertsons, QFC/Fred Meyer, King County Library, Seattle Library, King County Metro, Sound Transit, etc.

Event donations / fundraising

At events like the Fourth of July Fireworks, Summer Concerts, Movies in the Park, and Farmer's Market, allow participants to give donations.

Evaluate insurance rates, WCIA vs. AWC vs. Self-Insured

It will take a few months to determine if there are any cost savings by switching providers or self-insuring; CoK staff are looking into this.

Sell unused city land (U.S. post office building, \$1M; Shell property, \$1.5M; Cozy Inn, \$0.6M; Hangar/Town Square)

Although monetizing land owned by the CoK would provide future inflation adjusted revenue to offset structural deficits, the selling of the land could provide an immediate increase in revenues if necessary.

Explore options for year-round usage of the Log Boom concession building by a for-profit company, CoK would receive 20% of the profits

The concession building at Log Boom does is used during the warmer months so this would extend that

year-round. There is a limit to this as the concession building does not have a water system. There would be a possibility of food trucks or other types of standalone/self-contained concessionaires at CoK parks (especially at Log Boom and Łaxwadis park) that could be a revenue source for CoK. This could provide both economic growth and more places to eat in Kenmore.

Monetize city land and properties

The CoK owns a few pieces of property, the U.S. post office building, Shell property, and Cozy Inn property. If the CoK retained ownership of this property but monetized it (via a lease, etc.), it would provide future inflation adjusted revenue.

Appendix B: Matrix of Strategies

City Manager's Financial Sustainability Plan Recommendations or

														3 - Pursue as a priority								
														2 - Pursue as a secondary priority, with less dedicated resources								
No	Type	Dept	Title	Fiscal Impact Category	Fiscal Impact Estimate	Potential of success	Success Considerations	Phasing (years)	Effective Year	Imact to Service Level	DEI Considerations	Notes	Avg Score	Alinafe Matenda	Edouard Lassalle	Holly Koelling	Jeff Pooley	Katrina Rose	Mary Sullivan	Michael Vanderlinde	Tiff Stoner	Vincent Keane
Levy lid lift																						
1	Revenue	n/a	Levy lid lift to fund public safety \$0.08	High	560,000	Med-High	Requires voter approval. Higher liklihood of success because it's justified due to the recent increases in King County Sherrif contract costs	1 year	2026	n/a	Less regressive than utility tax, but we may want to expand public assistance and outreach.	\$0.04 per \$1000 of assessed value	2.78	2	3	3	3	2	3	3	3	3
2	Revenue	n/a	Levy lid lift to fund public safety at \$0.16 (incremental from first \$0.08)	High	560,000	Med-High	Additional tax might mean lower likelihood of voter approval success	1 year	2026	n/a	Less regressive than utility tax	\$0.04 per \$1000 of assessed value	2.44	2	3	3	3	1	3	2	2	3
3	Revenue	n/a	Levy lid lift to fund public safety at \$0.24 (incremental from \$0.16)	High	560,000	Med	Same as above	1 year	2026	n/a	Less regressive than utility tax	\$0.04 per \$1000 of assessed value	1.00	0	2	3	3	0	0	1	0	0
4	Revenue	n/a	Levy lid lift to fund public safety at \$0.32 (incremental from \$0.24)	High	560,000	Med	Same as above	1 year	2026	n/a	Less regressive than utility tax	\$0.04 per \$1000 of assessed value. Given Rob's remarks about the .35 levy passed in Maple Valley, this seems like a greater likelihood for passage than I had originally assumed. (HK)	1.00	1	1	3	3	0	0	1	0	0
5	Revenue	n/a	MPD Levy (\$0.05 per \$1000)	High	350,000	Med	Requires voter approval. Higher likelihood of approval because it's attached to something citizens are getting.	2 years	2026	n/a	Less regressive than utility tax	This could be established now and would potentially be used to facilitate Lakepointe efforts. Ballot measure can be up to .75 per \$1000. The ballot approval creates a limit, so the council can choose to start smaller and raise.	2.22	3	3	3	2	1	2	3	3	0
Taxes and Fees																						
6	Revenue	n/a	Increase Electric utility tax from 4% to max 6%	High	400,000	High	Councilmanic	1	2026		Regressive tax since low income households often use the same amount of electricity as high-income households.	Doesnt compete with MPD levy. Did to offset future reduction in yeild from other utility taxes as carbon based fuel use reduced and conservation decreases usage. HK: There's a lot swirling around now with the new natural gas "ban" law, the ability of the electrical grid to handle a transition from natural gas to fully electric, the anticipated cost impacts for conversion on residents, and the forecasted rises in rates for both energy sources in the near term. It seems prudent to wait through the fallout of this in the next legislative session before considering any additional taxes as well.	1.11	1	0	1	1	2	2	3	0	0
7	Revenue	n/a	Public safety sales tax 0.1%	High	460,000	High	Requires voter approval. Higher liklihood of success because it's justified due to the recent increases in King County Sherrif contract costs and the 'use it or lose it' nature.		2026		Sales tax is not charged on food items, which reduces the relative impact to low-income families. This tax will likely be levied by the county regardless, so the DEIA impact could be neutral.	0.10% increase to sales tax. The county can take 0.3% and if they get that before we institute ours, then we won't be able to get it later (use it or lose it)	2.33	3	2	3	3	3	3	2	2	0
8	Revenue	n/a	Utility tax rebate program	n/a	(225,000)	High			2027		Reduces regressive nature of utility fee/tax increases.	Based on COVID program, estimate is 1K people @ \$200 per year = \$200K total cost per year. Plan to use ARPA funds in 25-26, then funded from the general fund in 27. + 0.5 FTE or contract to run the program	2.44	3	3	3	3	2	2	3	3	0
36	Expense		Human services case worker/program navigator	High	(225,000)	High			2026		This mitigates the concerns with regressive tax programs		2.43	1	2		3	3		3	3	2
9	Revenue	n/a	Vehicle tab fee increases	High	180,000	High	Councilmanic	1	2025			Councilmanic, can increase from \$40 to \$50 after 24 months or Feb 2025	2.11	1	3	3	3	2	2	3	2	0
10	Revenue	n/a	Transportation Sales Tax - increase from 0.1% to 0.2%	High	460,000	Med	Requires voter approval		2026			Current FSP has 0.1% starting in 2027 (already in forecast). Increase from .1% to .2% requires voter approval.	1.13	2	2		1	3	0	0	1	0
11	Revenue	n/a	Surface Water Utility Tax increase (1%)	Low	50,000	High	Councilmanic					Currently at 6% (no limit)	0.75	0	1		1	1	1	1	1	0

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Appendix B: Matrix of Strategies

12	Revenue	n/a	Expand B & O Tax to other industries (retail, services, etc.)	High	400,000	High	Councilmanic, but balancing act information suggests this has a low approval			Current tax rate and amount? Current spend to monitor and manage?	1.50	2	2		1	1	2	2	2	0
13	Revenue	n/a	Eliminate Admissions Tax in the plan		(130,000)	High					2.63	2	2		3	2	3	3	3	3
14	Revenue	Office of City Manager	Lodging tax	Low	50,000	High		1		Requires effort to facilitate program (e.g., tourism council, etc.). Tax amount is 125K with unknown program costs.	0.75	1	1		3	1	0	0	0	0
Other Revenue																				
16	Revenue	Public Works	Picnic shelter rental fees (Log Boom, TI' awh-ah-dees, Moorlands)	Low	17,000	High		2025		Rodedenren park is ~10K	2.56	2	3	2	2	3	3	2	3	3
KAPE Program																				
18	Revenue	Police	Expand KAPE program - First Camera	Medium	225,000	Med-High	Shifts more of safety, traffic control costs to non-Kenmore residents that use our roads.	2	2027	Estimate based on existing camera revenue. If not related to a school zone, could be higher (run full year instead of only 9 months). In order for these revenues to benefit the general fund, we must move more KAPE-related costs to the KAPE program (officer review time, attorney fees, police patrol, etc.)	2.89	3	2	3	3	3	3	3	3	3
											New law requires equity analysis before selecting camera locations New law also gives leiniency to low income infractions. We can also choose to be more leinient. Camera revenue needs to pay for "traffic safety activities." There's a chance this could be challenged to exclude police services.									
19	Revenue	Police	Expand KAPE Program - Second Camera	Medium	225,000	Med-High	Shifts more of safety, traffic control costs to non-Kenmore residents that use our roads.	2	2027	Possible camera locations include: - 3 additional school locations - Rododendren park - Other locations	2.89	3	2	3	3	3	3	3	3	3
20	Revenue	Police	Expand KAPE Program - Third Camera	Medium	225,000	Med-High	Shifts more of safety, traffic control costs to non-Kenmore residents that use our roads.	2	2028		2.78	3	2	3	3	2	3	3	3	3
21	Revenue	Police	Expand KAPE Program - Fourth Camera	Medium	225,000	Med-High	Shifts more of safety, traffic control costs to non-Kenmore residents that use our roads.	2	2028		2.56	3	3	3	3	3	3	3	2	0
22	Revenue	Police	KAPE Program adjustment - All red light violations (not just EB left-turn) 61st/Bothell Way	Low	-	Low	See comments under Notes. Consider increasing amount of fines instead		2026	Per conversation with Tobin, Kenmore does not have a lot of red light runners. The cost of adding extra cameras would outweigh the revenue. He did mention a signal change at 170th & 68th where there will be no turn on red. If does not alter behavior after 6 months, may make sense to add camera at that location.	0.13	0	1		0	0	0	0	0	0
23	Revenue		KAPE program first tier ticket cost by to \$136 for two cameras		180,000	High			2026	Other cities range from \$124 to \$210, but most cities are \$136.	3.00		3	3	3	3				3
24	Revenue	Police	KAPE program adjustment - All school zone cameras to enforce at a 4+ MPH over the speed limit instead of 6+MPH.	Low	55,000	Med-High	Could possibly be challenged more often (margin of error for speed radar, etc.). Consdier increase in fines instead.		2026	Existing cameras initiate enforcement when the schoool zone speed limit is exceeded by 6+MPH. If this was lowered to 4+ we would generate more revenue with only the cost to change the settings on the system. Is this legal? MM: yes, we can change the speed threshold. I will send a Photo enforcement memo from Tobin with speed thresholds of other cities along with fine amounts. Based on the memo, 6 MPH over seems appropriate. Note that Kenmore has the lowest first tier fine at \$100. Others range from \$124 to \$210.	1.13	2	2		0	3	1	0	1	0
Expense Reduction / Efficiency																				
25	Expense	Street	Convert street lights to LED	Medium	68,837	Med-High			2028	\$200K incentive against \$260K total cost. Initial year savings is net 0, with ongoing savings of ~\$70K	3.00	3	3	3	3	3	3	3	3	3
26	Expense	Office of City Manager	Evaluate insurance rates, WCIA vs. AWC vs. Self-insured.	Low		Low	Addendum item		2026	Staff has contacted AWC. Need to provide additional information. \$795K per year total. MM: It will take a few months to determine if there are any cost savings by switching providers or self-insuring.	2.33	3	0	3	3	3	3	3	3	0
27	Expense		Eliminate Fireworks event	Low	30,000	High			2026	Important to maintain/increase opportunities for community gathering as density increease.	-	0			0	0	0	0		0
28	Expense		Eliminate movies in the park event	Low	10,000	High			2026	Important to maintain/increase opportunities for community gathering as density increease.	-	0			0	0	0	0		0
29	Expense		Summer concerts in the park	Low	50,000	High			2026	Important to maintain/increase opportunities for community gathering as density increease.	-	0			0	0	0	0		0

Appendix B: Matrix of Strategies

30	Expense		Let temporary employees contract end		100,000	High		2026			2.50	3	2	3	1	3			3	
31	Expense	Office of City Manager	Cut down newsletter to 2x per year (down from 4x)	Low	9,000	High		2026	Moderate	Commication with public is important esp as density increases.	-	0	0		0	0	0	0	0	
32	Expense		Operational Efficiency	Medium	100,000	Medium		2026		Audit departments to see where costs could be cut, on a {add period} basis?	2.63	2	2	3	3	3	2		3	
35	Expense		Strategic and Economic Development Manager position	Medium	(180,000)	High		2025			2.67	3	3		3	3		3	1	
Categorization Changes																				
33	Reallocation	Engineering	Move Civil Engineers/Cap Project Manager entirely to transportation	High	140,000	High		2026			2.56	2	3	3	3	3	3	3	0	
34	Reallocation		Parks Project Manager: 1500 hours to capital fund (similar to Engineering Project Managers).	High	100,000	High		2026		Assess justification for allocating higher portion of cost to capital projects?	2.67	3	3	3	3	3	3	3	0	
Other Considerations																				
15	Revenue		Explore options for year-round usage of Log Boom concession building by for-profit company, city gets 20%.				Fiscal impact unknown at this time.			I do think that we could explore the possibility of food trucks or other types of standalone/self-contained concessionaires at Log Boom Park – maybe just summer months, but it could be a revenue generator for the City (getting a cut of the profits) for providing the space. This could provide both economic growth and more places to eat in Kenmore. I love the idea of establishing and area where we could have rotating food trucks or even a longer-term kind of agreement. Our new park improvements at Log Boom and TI’ have a lot of potential.(Jennifer G)	2.38	2	3	3		3	3	2	3	0
17	Revenue		Monitize city land and properties	Low		Low	Retention of city ownership would provide future inflation adjusted revenue to offset structural deficits and allow city significant control over future DT development.			Addendum What property does the city own? Estimate for lease income? Can we purchase land with non-genera fund?	2.38	3	1		3	3	3	3	0	
			Sell unused city land and properties (post office (\$1M), Shell property (\$1.5M), Cozy Inn (\$0.6M?), Hangar/town square							Retention/increase in city ownership would provide future inflation adjusted revenue to offset structural deficits and allow city significant control over future DT development.	0.38	0	0		0	0	0	0	3	
	Indirect revenue source/cost-saving		Public-Private Partnerships (PPP)				Not enough information available to communicate to city council or public	1	2026	Charge rent or fees for third-party recreation partners. Rowing programs.	1.50	3	1		1	2	3	1	0	
			Economic development programs				Not enough information available to communicate to city council or public	1	2026		1.38	0	0	3	3		2	1	0	
	Offset Revenue Increase		Provide education on use & assist in sign up for existing community discount programs.				Not enough information available to communicate to city council or public	1	2026	Need to consider these kinds of programs when considering regressive tax programs	2.44	3	3	3	3	3	3	1	0	
	Revenue	Public Works	Event donations / fundraising	Low		Low		1	2026	Addendum item	1.14	1	3		1	1		1	0	
	Revenue	n/a	Lakepoint specific levy	High	2,000,000				increase	Public asset available to all.. esp. important as pop. density increases.	Likely to propose lakepoint property tax measure in November. Form Metro park district (MPD) now that would kick in when the Lakepoint	3	2	3		0	3	3	2	

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Appendix B: Matrix of Strategies

Investment	n/a	Lakepoint investment	ff	(2,000,000)		increase	Public asset available to all.. esp. important as pop. density increases.	3	2	3	0	3	2	0
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CITY OF KENMORE

City Manager's Office

City Manager's Financial Sustainability Plan Recommendations

Rob Karlinsey, City Manager

Melinda Merrell, Finance Director

Garrett Oppenheim, Assistant to the City Manager



What is a Financial Sustainability Plan?

- Future-focused planning document that sets forward strategies for long-term financial sustainability
- A guide that signals intent for future years
- Not a binding, set-in-stone document
- Based on community input and City Council direction and is within the confines of available financial resources



2020 FSP Task Force Background

- Group of residents appointed by City Manager
- Work aided by a consultant
- Community engagement to get resident input, including the Balancing Act online interactive tool and a virtual open house
- Developed a plan to stabilize finances for six years or more
- October 2020: City Council adopted modified version of the Task Force Recommendations



2020 FSP Task Force Recommendations

EXPENDITURES

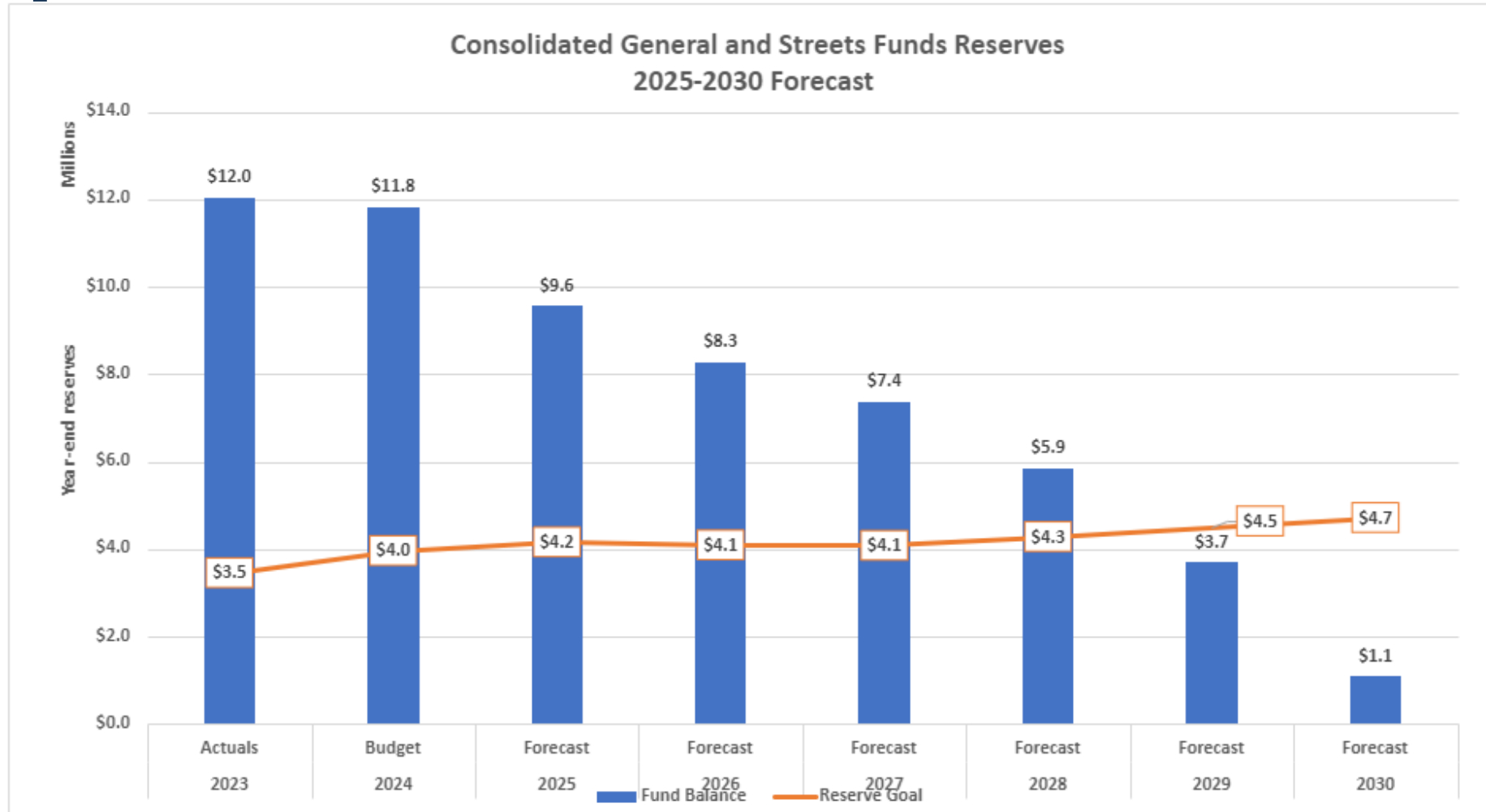
Recommended Action	Recommended Timeline	Actual Completion Date
Discontinue Contribution to School Resource Officer Program	2021	2021-22 Budget
Continue most of the expenditure reductions made in 2020	2021	2021-22 Budget
Add HR/Diversity, Equity, Inclusion Position & Program	2021	DEIA Policy adopted November 2022. DEIA Strategic Plan adopted September 2023.
Increase Mental Health RADAR Program	2021	2021-22 Budget (used savings from school resource officer program to supplement RADAR funding)
Increase Pavement Preservation Funding	2022	2021-22 Budget
Seek Alternative Jail Providers	2024	Work in Progress

REVENUES

Recommended Action	Recommended Timeline	Actual Completion Date
Cable TV Utility Tax (6%)	2022	Ordinance No. 22-0546, July 2022
Traffic Photo Enforcement	2022	Ordinance No. 22-0542, February 2022 Revenue started in June 2023
User Fee Study	2022	Scheduled for 25-26 biennium
Property Tax Banked Capacity	2023	Phasing it in every year since 2021
Surface Water Utility Tax (6%)	2023	Ordinance No. 22-0563, November 2022
Admissions Tax	2024	2024 Financial Sustainability Task Force recommended against this
Voter-Approved Transportation Tax Increase (0.1%-0.2%)	2027	Scheduled for 2029 in 2024 FSP Recommendations



Updated Plan Needed



Updated Plan Needed Why?

Multiple FACTORS

- Higher than expected post-pandemic inflation
- Major costs centers exceeding inflation, including police and insurance coverage
- State law limits increased property tax revenue from year to year
- Other revenues relatively flat or declining, including some utility taxes
- New programs such as Regional Crisis Co-Response and additional staff to align with workloads



2024 FSP Task Force



- In 2023, the Finance Director updated the financial forecast
- Impact from factors unforeseen in 2020 highlighted the need for a new Task Force
- City Manager appointed nine Kenmore residents to serve on the Task Force
- Group met 11 times between January 3, 2024 and April 24, 2024
 - Open Public Meetings
 - Community Engagement
- Task Force presented recommendations to City Council on April 27 and May 6

2024 FSP Task Force

Community Engagement



- Statistically valid survey to the community asking about budget
- A Balancing Act Online Interactive Tool- 772 page views and 67 simulated budgets submitted
- Bang the Table online community engagement platform
- In-Person Open House
- Town Hall on April 3
- FSP Task Force meetings were video recorded and open to the public
- Provided frequent updates via the City's communications channels- social media, newsletter, weekly Top 4

2024 FSP Task Force Recommendations

Budget Strategy	Type	Group	Council manic?	Score	Toggle	Amount	Year
KAPE program first tier ticket cost by to \$136 for two cameras	Revenue	KAPE	Y	3.00	1	180,000	2026
Convert street lights to LED	Expense	Efficiencies	Y	3.00	1	68,837	2028
Expand KAPE program - First Camera	Revenue	KAPE	Y	2.89	1	225,000	2026
Expand KAPE Program - Second Camera	Revenue	KAPE	Y	2.89	1	225,000	2026
Levy lid lift to fund public safety \$0.08	Revenue	Public Safety Tax	N	2.78	1	560,000	2028
Expand KAPE Program - Third Camera	Revenue	KAPE	Y	2.78	1	225,000	2028
Parks Project Manager: 1500 hours to capital fund (similar to Engineering Project Managers).	Reallocation	Efficiencies	Y	2.67	1	100,000	2026
Strategic and Economic Development Manager position	Expense	Investment	Y	2.67	1	(180,000)	2025
Eliminate Admissions Tax in the plan	Revenue	Revenue Reductio	Y	2.63	1	(130,000)	0
Operational Efficiency	Expense	Efficiencies	Y	2.63	1	100,000	2026
Picnic shelter rental fees (Log Boom, TI' awh-ah-dees, Moorlands)	Revenue	Efficiencies	Y	2.56	1	17,000	2025



2024 FSP Task Force Recommendations (continued)

Budget Strategy	Type	Group	Council manic?	Score	Toggle	Amount	Year
Expand KAPE Program - Fourth Camera	Revenue	KAPE	Y	2.56	1	225,000	2027
Move Civil Engineers/Cap Project Manager entirely to transportation	Reallocation	Efficiencies	Y	2.56	1	140,000	2026
Let temporary employees contract end	Expense	Efficiencies	Y	2.50	1	100,000	2026
Levy lid lift to fund public safety at \$0.16 (incremental from first \$0.08)	Revenue	Public Safety Tax	N	2.44	1	560,000	2028
Utility tax rebate program	Revenue	Revenue Reductio	Y	2.44	1	(225,000)	2027
Human services case worker/program navigator	Expense	Investment	Y	2.43	1	(225,000)	2026
Public safety sales tax 0.1%	Revenue	Public Safety Tax	N	2.33	1	460,000	2028
MPD Levy (\$0.05 per \$1000)	Revenue	MPD	N	2.22	1	350,000	2026
Lakepointe Preliminary Costs (assuming grant is funded)	Expense	Lakepointe	Y	2.20	1	(500,000)	2025



City Manager Recommendations

Budget Strategy	Type	Councilmanic?	Amount	Year to Initiate Strategy	Year to Implement Strategy
Picnic shelter rental fees (Log Boom, Moorlands, Łaxwadis)	Revenue	Y	\$17,000	2024	2025
Metro Park District - Repay GF (one-time)	Revenue	N	\$1,300,000	2025	2027
Metro Park District- Support Existing Parks Operations	Revenue	N	\$300,000	2025	2027
Levy lid lift	Revenue	N	\$1,680,000	2026	2027
Continue Human services case worker/program navigator pilot	Expense	Y	(\$169,950)	2026	2027
Continue Utility tax rebate program pilot	Expense	Y	(\$206,000)	2026	2027
Convert Street Lights to LED	Expense	Y	\$68,837	2025	2026
Additional Photo Enforcement Location- North	Revenue	Y	\$550,000	2028	2029
Transportation Sales Tax- increase 0.1% (from 2020 FSP)	Revenue	Y	\$460,000	2028	2029
Public safety sales tax 0.1%	Revenue	N	\$460,000	2029	2030

These are based on those of the 2024 FSP Task Force.

City Manager Compared to Task Force Recommendations

2024 FSP Task Force Recommended Budget Strategy	To Be Implemented as Part of Proposed 2025-26 Budget	Included in City Manager's FSP Recommendations
KAPE program first tier ticket increase to \$136 for two cameras	No	No (per Council direction, increase to \$110)
Convert street lights to LED	Yes	Yes
Expand KAPE program- First Camera	Yes	Yes
Expand KAPE program- Second Camera	Yes	Yes
Levy lid lift to fund public safety (\$0.08)	No	Yes (in 2026, 24 cents)
Expand KAPE program- Third Camera	No	Yes (in 2029)
Parks Project Manager- shift 1,500 hours to capital fund	This resource to be shifted to Lakepointe	N/A
Strategic and Economic Development Manager position	Yes (Community & Business Engagement Coordinator)	Yes
Eliminate Admission Tax in the plan	Yes	Yes
Operational Efficiency Savings	Yes	Yes
Picnic shelter rental fees	Yes	Yes
Expand KAPE program- Fourth Camera	No	No
Move Civil Engineers/Cap Project Manager entirely to transportation	Yes	Yes
Let temporary employee's contract end	Yes	Yes
Levy lid lift to fund public safety at \$0.16 (incremental from first \$0.08)	No	Yes (in 2026, 24 cents)
Utility tax assistance program	Yes	Yes
Human services case worker/program navigator	Yes	Yes
Public safety sales tax (increase 0.1%)	No	Yes
MPD levy (\$0.05 per \$1,000)	Yes	Yes
Lakepointe Preliminary Costs (assuming grant is funded)	Yes	N/A

This Table shows how the FSP Task Force recommendations have been incorporated into the City Manager's final recommendations.

City Manager Recommendations

Recommended **Expenditure** Strategies

- Continue the expenditure reductions as recommended by the Task Force
- Continue Human Services programs included in 2025-26 budget if proven successful
 - Case Worker/Program Navigator Pilot
 - Utility Tax Rebate/Assistance Program Pilot
- For 2025 and 2026, these programs are funded through one-time Special Projects funds
 - To keep them going beyond 2026, additional revenue must be raised



City Manager Recommendations

Recommended Revenue Strategies

- Picnic Shelter Rental Fees, beginning in 2025
- Metropolitan Park District Ballot Measure in 2025
 - One-Time Repayment to the General Fund for Lakepointe Expenses
 - Ongoing Support for Existing Parks Operations
- Property Tax Levy Lid Lift for Public Safety and Human Services Ballot Measure in 2026
- Expand Kenmore Automated Photo Enforcement (KAPE) in 2029
- Transportation Sales Tax in 2029
- Public Safety Sales Tax, Voter Approved. Ballot measure in 2029



Metropolitan Park District Levy Lid Lift

- Requires voter approval
- 5 cents per \$1,000 of assessed property value (for parks operations support portion of the levy)
- One-Time Repayment to the General Fund for Lakepointe Expenses
 - Estimated Financial Impact: \$1,300,000 (one-time in 2027)
- Ongoing Support for Existing Parks Operations
 - Estimated Financial Impact: \$300,000 annually beginning in 2027



Public Safety & Human Services

Levy Lid Lift

- Requires voter approval
- Revenues not keeping pace with price of police contract with King County
- Regional Crisis Response Agency (RCR) has been successful
- Estimated Cost to Taxpayer: 24 Cents per \$1,000 of assessed property value
- Estimated Financial Impact: \$1,680,000 annually beginning in 2027



Expand KAPE Program

Additional Photo Enforcement Location

- Can be authorized by Council action alone
- Location: North end of the city if excessive speeding persists
- Revenue can be used for traffic safety activities and infrastructure improvement
- Cost to Taxpayer: \$0
- Estimated Financial Impact: \$550,000 annually beginning in 2029



Transportation Sales Tax

A 0.1% Increase

- Can be authorized by Council action alone
- Revenue can be used for street fund and street maintenance operations
- Cost to Taxpayer: 0.1% Additional Sales Tax
- Estimated Financial Impact: \$460,000 annually beginning in 2027



Public Safety Sales Tax

A 0.1% Increase

- Requires voter approval
- Revenues not keeping pace with price of police contract with King County
- Regional Crisis Response Agency (RCR) has been successful
- Cost to Taxpayer: 0.1% Additional Sales Tax
- Estimated Financial Impact: \$460,000 annually beginning in 2030



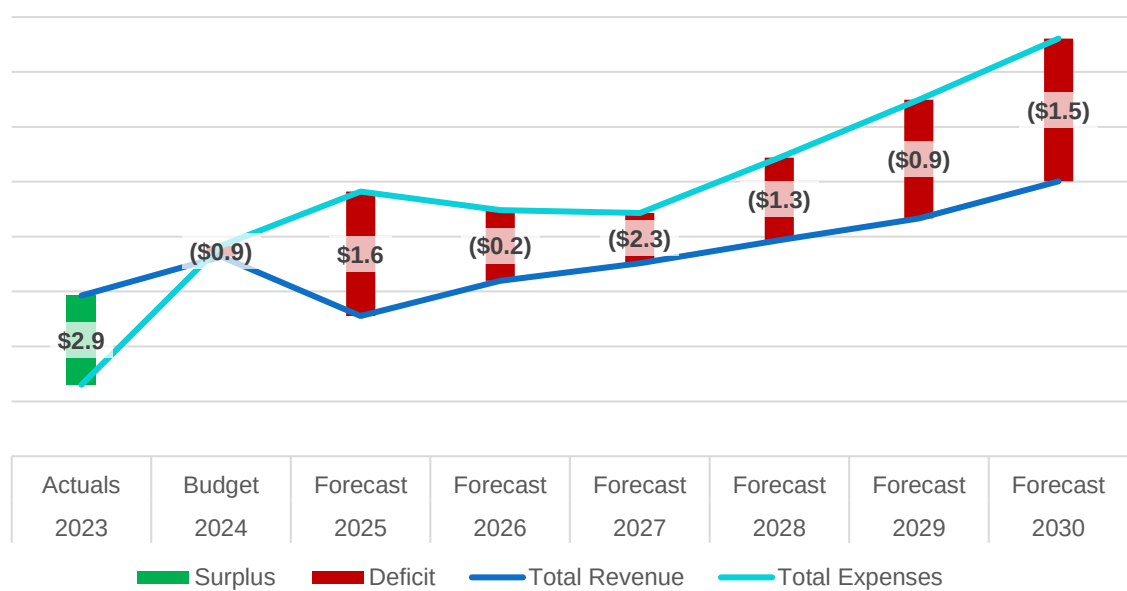
Picnic Shelter Rental Fees

- Can be authorized by Council action alone
- Estimated Financial Impact: \$17,000 annually beginning in 2025

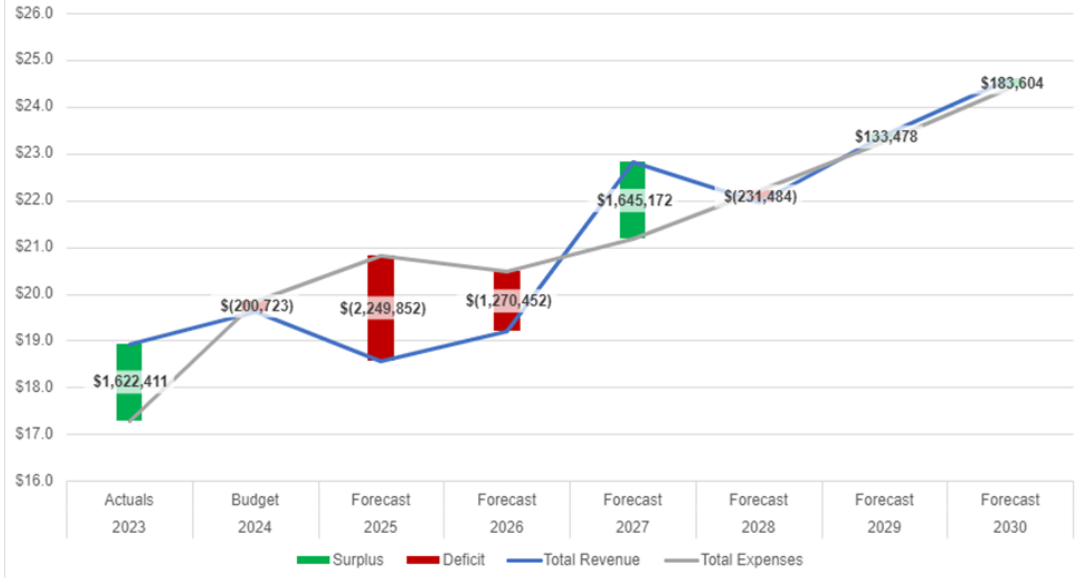


Revenues & Expenditures

Consolidated General and Streets Revenue/Expense
2025-2030 Forecast



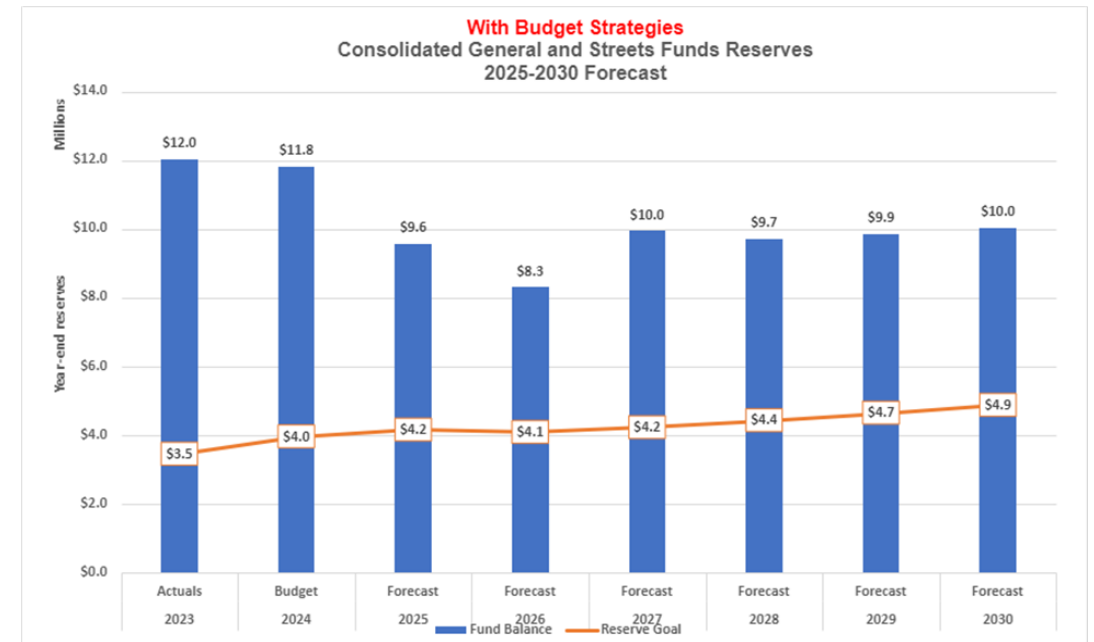
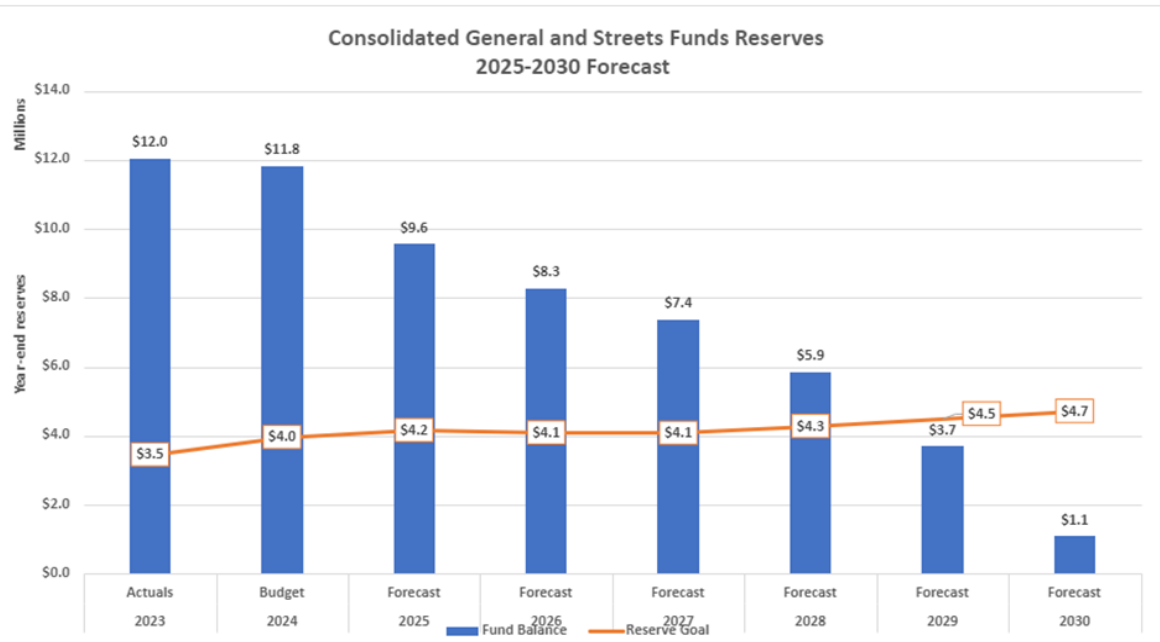
With Budget Strategies
Consolidated General and Streets Revenue/Expense
2025-2030 Forecast



The graph on the left shows expenditures vastly outpacing revenues if no action is taken. The graph on the right shows revenues keeping pace with expenditures from 2027 through 2030 if these strategies are implemented.



General Fund Balance



The graph on the left shows what will happen to the General Fund over time if no action is taken. The graph on the right shows how much healthier the General Fund will be if these strategies are implemented.



Next Steps

- Discussion and feedback this evening
- Adoption on a consent agenda later this month



Special Thanks

- **FSP Task Force Members**

- Vincent Keane
- Holly Koelling
- Edouard Lassalle
- Alinafe Matenda
- Jeffrey Pooley
- Katrina Rose
- Tiff Stoner
- Mary Sullivan
- Michael Vanderlinde

- **City of Kenmore Staff**

- Melinda Merrell
- Carla Schnee
- Garrett Oppenheim



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City Council Agenda Bill City of Kenmore, WA

Subject/Topic:

Comprehensive Plan – Housing Element and Land Use Element, *for discussion and review*

Proposed Council Action/Motion:

Discussion and direction by motion on any substantive changes to either element.

For Council Meeting Agenda of: 11/12/24

Department: Community Development Department & Environmental Services Department

Prepared by: Debbie Bent, Community Development Director, Richard Sawyer, Environmental Services Director, and Todd Hall, Principal Planner

Initial & Date

Approved by Department Head: DB, 10/30/24

Approved by City Attorney: N/A

Approved by Finance Director: N/A

Approved by City Manager: SLL, 11/1/24

Attachments/Exhibits:

Attachment 1: Draft Housing Element (clean & edit)
Attachment 2: Draft Land Use Element (clean & edit)
Attachment 3: City Council questions & Staff responses (from 10/28 meeting)
Attachment 4: Equity Analysis Report (June 2023)
Attachment 5: Eastside for All Report (June 2023)
Attachment 6: Land Capacity Analysis Memorandum (dated Nov. 1, 2024)

Summary: At the 11/12/24 City Council meeting, the City Council is asked to provide direction on any substantive changes (e.g. adding new policies or making significant changes to proposed policies) to the Housing and Land Use Elements of the Comprehensive Plan (See Attachments 1 and 2). Staff will then incorporate any substantive changes into revised draft elements for the 11/25/24 Public Hearing. Staff provided a response to City Council questions/comments from the 10/28/24 City Council meeting (see Attachment #3) which were editorial and did not substantively change the elements as recommended by the Planning Commission.

Staff noted at the 10/28/24 City Council meeting that a public hearing before the City Council is needed so that the public will have the opportunity to review the Land Capacity Analysis Report. The report was not available for the Planning Commission's public hearing, but the housing element included placeholder language. The results of the Land Capacity Analysis Report confirm that the City has sufficient land available to support growth targets for all levels of housing affordability. The report will be included as an Appendix to the Comprehensive Plan.

Staff received a few minor comments regarding the Housing & Land Use elements from the Department of Commerce on October 30, 2024. Changes have been made to the documents to address these comments, including:

Land Use Element

- A consistent population projection throughout the document. Staff has modified to be consistent with the OFM projection.
- A footnote on page L-29 of the Land Use Element noting the protection of the quantity and quality of groundwater used for public water supplies may be found in the Natural Environment and Surface Water elements.
- A footnote on page L-2 of the Land Use Element noting the designation and policies for the protection of critical areas may be found in the Natural Environment and Shoreline elements.
- A new policy, LU-2.1.6 was added to address minimizing and mitigating risk posed by wildfires.

Housing Element (No additional changes necessary)

Staff anticipate that the City Council will consider adoption of both the Housing Element and Land Use Elements by Ordinance at the 12/9/24 meeting, along with all other elements presented in 2024.

Information/Background: As part of the Comprehensive Plan update, the City Council must adopt a revised Housing Element and Land Use Element.

In January 2024, the City Council assigned to the Planning Commission review of the Comprehensive Plan, including elements as listed above, as part of the State-mandated 2024 Comprehensive Plan update. The Commission has been working on this project since that time and a brief outline of their work follows:

- January 2024: City Council approved the Annual Docket for the Planning Commission, including amendments to the Housing Element and Land Use Element for the 2024 Comprehensive Plan update.
- July 2024: Planning Commission reviewed the first drafts of Housing & Land Use Elements.
- October 2024: Planning Commission held a public hearing for the elements and approved their final recommendations. There were no public comments on the drafts.

Fiscal Consideration:

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

City Council Priority or Budget Objective Being Addressed:

The following 2024 City Council Priorities are being addressed by these elements and KMC updates: 2: Implement the adopted Climate Action Plan and promote environmental stewardship, including water, air, forest, and habitat restoration and preservation.

HOUSING ELEMENT

INTRODUCTION AND BACKGROUND

Purpose

Access to quality and affordable housing is crucial for promoting socially and economically diverse neighborhoods. The Housing Element is intended to plan for a range of densities and housing types for all needs and incomes, through preserving, improving, and expanding housing stock. City housing policy should be financially sustainable supportive of strong neighborhoods with efficient service provision. Strategically planned and well-designed neighborhoods can serve as a climate resilience strategy, promoting sustainable transportation networks, housing options, access to services, amenities, employment opportunities and preserving the natural environment. To achieve this, a diverse range of housing choices should be located within Kenmore's neighborhoods, Ensuring adequate homeownership and rental housing choice availability in the city, creates greater opportunity for current and future Kenmore residents to thrive and broadens access to social and economic benefits.

Growth Management Act Requirements

The Growth Management Act (GMA) states that Comprehensive Plans are to plan for and accommodate housing affordable to all economic segments of the population of this state, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock. Housing elements are to include an inventory and analysis of existing and projected housing needs, including units for moderate-, low-, very low-, and extremely low-income households as well as emergency housing¹, emergency shelters, and permanent supportive housing². The Housing element should include a statement of goals, policies, objectives, and mandatory provisions for the preservation, improvement, and development of housing, including moderate-density housing options such as duplexes, triplexes, and townhomes. Housing elements must identify sufficient land capacity for housing including, but not limited to, government - assisted housing, housing for moderate, low, very low, and extremely low-income households, manufactured housing, multifamily housing, group homes, foster care facilities, emergency housing, emergency shelters, permanent supportive housing, and within an urban growth area boundary, consideration of duplexes, triplexes and townhomes. The housing element must also consider housing location in relation to employment location. Lastly, housing elements also must identify policies, regulations, and implementation measures that do not result in racially disparate impacts, displacement and exclusion in housing.

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

² RCW 36.70A.030(31) "Permanent supportive housing' is subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors. Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the resident's health status, and connect the resident of the housing with community-based health care, treatment, or employment services. Permanent supportive housing is subject to all of the rights and responsibilities defined in chapter 59.18 RCW."

Countywide Planning Policies

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

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

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

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

Relationship to the Natural Environment

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

EXISTING CONDITIONS

Demographics and Household Characteristics

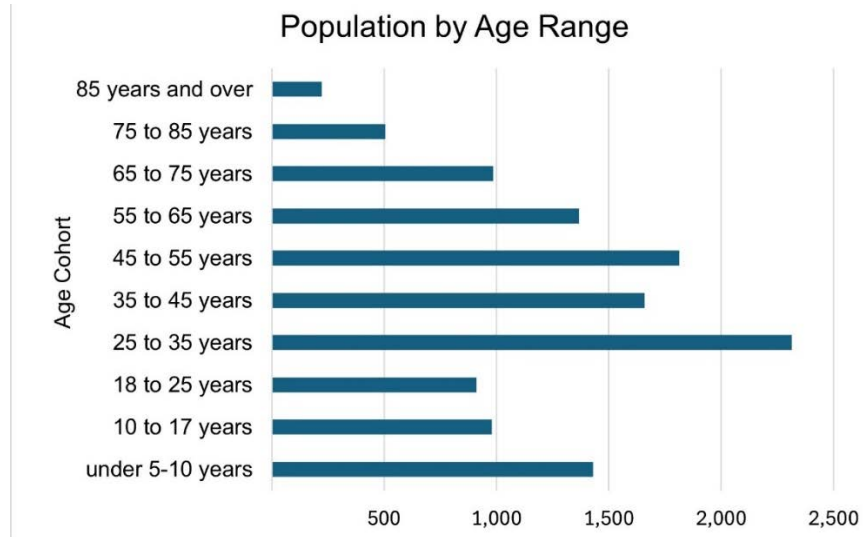
The City of Kenmore has an estimated population of 24,350 (April 1, 2024, OFM estimate), an increase of just over 3,000, or approximately 14 percent since the last Comprehensive Plan update in 2014. The annual growth rate (1.35 percent) is slightly lower than the countywide growth rate (1.7 percent) during this period. Table H-A below shows the population profile. Figure H-1 shows the age distribution in Kenmore, while Figure H-2 shows population by race and ethnicity.

Table H-A, Population Profile, 2023

Population	24,350
Households	9,505
Median Age	41.3
Median Male Age	40.6
Median Female Age	42.1

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

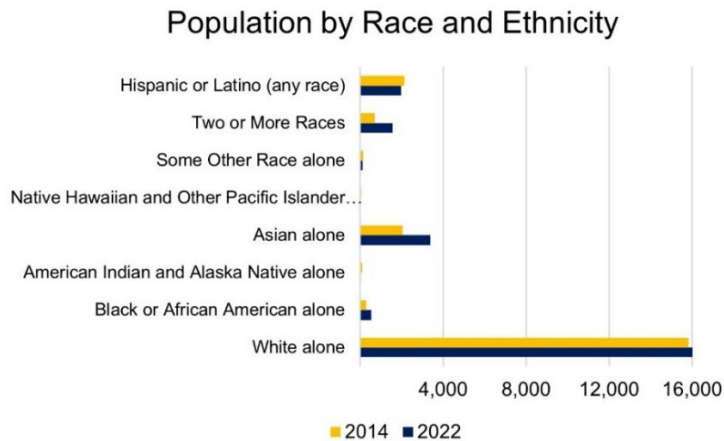
FIGURE H-1 POPULATION COHORTS



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

People of Color (BIPOC) comprise approximately 35 percent of the Kenmore population overall, the highest of which are Asian alone. The proportion of residents defining themselves as “White alone” declined from 74 percent in 2014 to 68 percent in 2022, while persons defined as “Asian alone” increased from 10 percent to 14 percent of the population. Self-identified Hispanic/Latino residents dropped slightly from 10 percent in 2014 to 8 percent in 2022. See Figure H-4.

FIGURE H-2 POPULATION BY RACE AND ETHNICITY

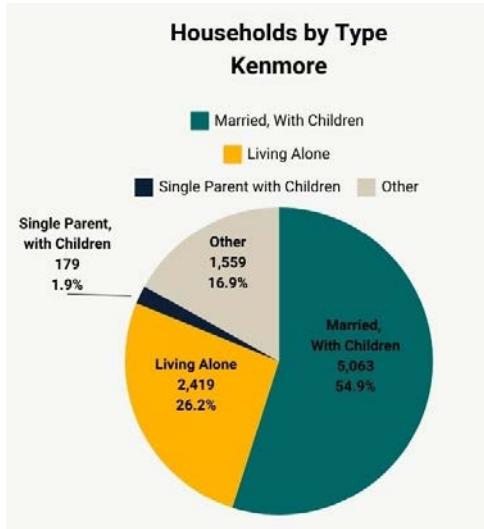


Source: ACS, 5-year estimates, 2022.

Households and Household Types

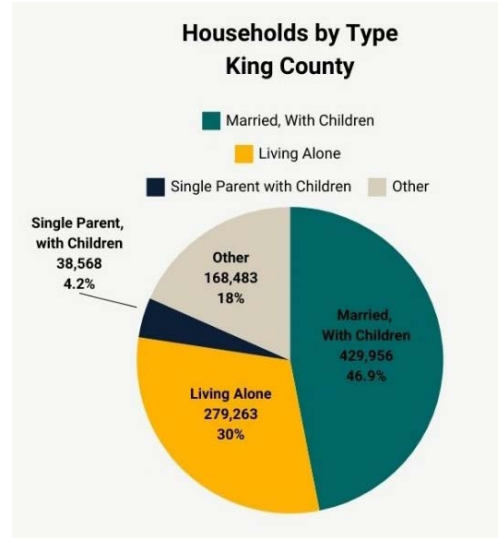
Kenmore currently has approximately 9,220 households, 15 percent more than last reported in the comprehensive plan in 2014. The household size decreased slightly, from 3.03 to 2.53. Compared to King County overall (Figures H-3 and H-4 below), the city has greater percentages of married-couple families (55 percent) and families with children (57 percent).

**FIGURE H-3
KENMORE, 2015–2019**



Source: ACS 5-Year estimates, 2022

**FIGURE H-4
KING COUNTY, 2015-2019**



Source: ACS 5-Year estimates, 2022

Jobs and Wages

Employment can be an important contributor to housing demand within a community, both in terms of the amount and affordability of housing. Jobs are mostly concentrated along the SR-522 corridor. As of September 2023, there are approximately 4,583 jobs/employees within Kenmore. According to U.S. Census data, only 2 percent of working Kenmore residents are employed inside the City. There are over 3.5 times as many residents working outside the city for employment versus those coming into the City. Kenmore still serves largely as a bedroom community for surrounding employment centers.

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

Kenmore, with approximately 4,583 jobs and 9,788 housing units, has a 1:2 jobs to housing ratio, which is a little less than half the number of jobs per housing units available. Figure H-5 shows the jobs/housing ratio for Kenmore, as well as other nearby jurisdictions and King County for comparison. For comparison, Bothell has slightly more jobs than housing, Kirkland has an almost equal balance of jobs and housing, and Lake Forest Park has significantly more housing than jobs by a 3:1 margin.

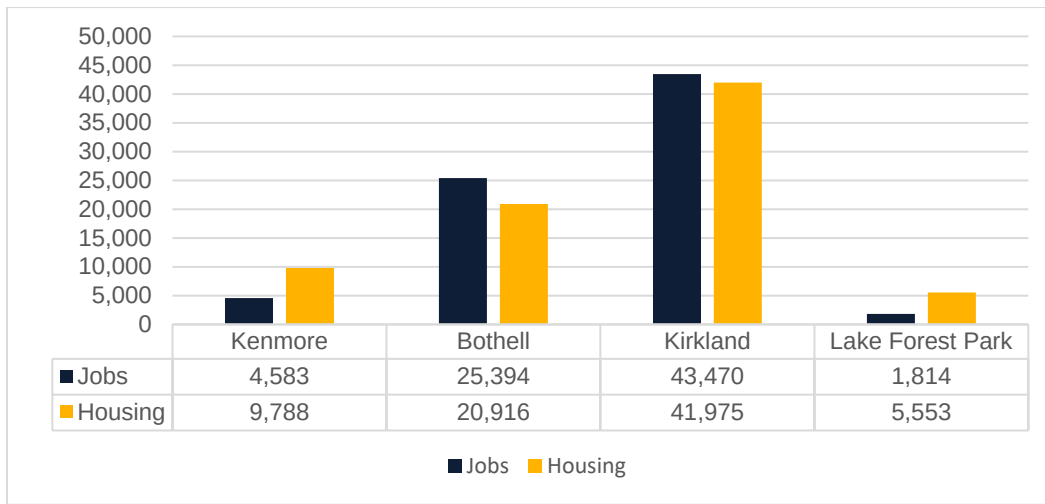
Location of Housing and Employment

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

Development Element. Some key findings include:

- **Jobs to Housing Ratio** – As of 2023, Kenmore has approximately 4,600 jobs and 9,800 housing units, giving it a jobs to housing ratio of 1:2, meaning there are fewer than half the number of jobs compared to housing units. For comparison, Bothell has slightly more jobs than housing, Kirkland has an almost equal balance of jobs and housing, and Lake Forest Park has significantly more housing than jobs, with a 3:1 ratio. See Figure H-5.
- **Inflow/Outflow of Workers** – Over 3.5 times as many residents work outside the city for employment versus those coming into the city. This is due to the limited jobs in the city and in the city and also residents who work in job sectors that are not available in Kenmore (e.g., high-tech, financial). Most of Kenmore’s employment is concentrated along the SR-522 corridor between the city limits of Bothell and Lake Forest Park.
- **Land Use Pattern** – Kenmore’s land use pattern is a mix of low-density, located primarily to the north and south of SR-522, and a mix of medium- to high-density along the SR-522 corridor. Downtown Kenmore is the most densely populated area of the city and is designated as a Countywide Growth Center.

**FIGURE H-5
JOBS TO HOUSING RATIO, 2023**



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

Household Incomes

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

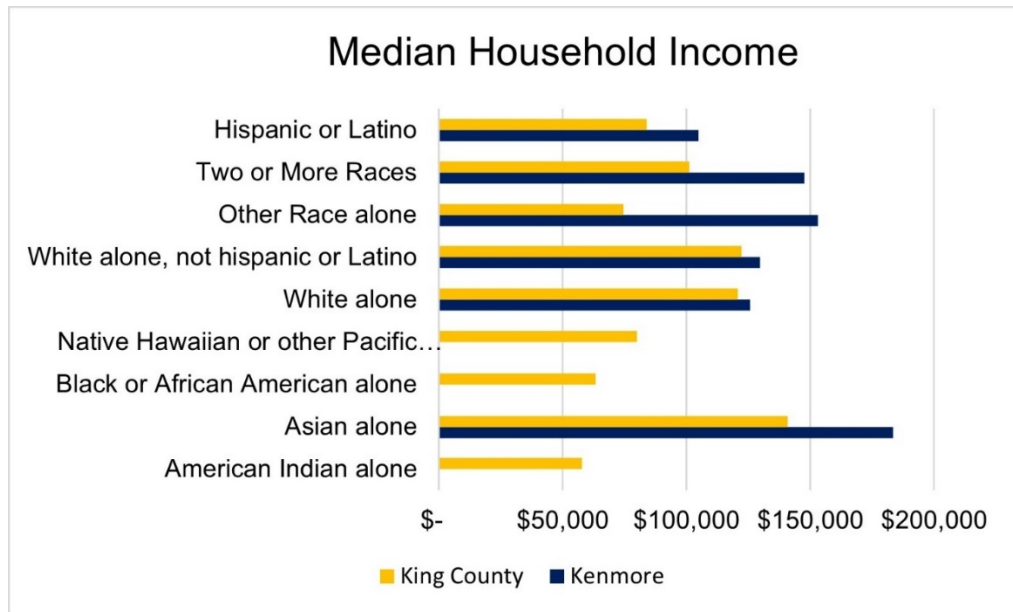
TABLE H-B
HOUSEHOLDS BY INCOME CATEGORY

HOUSEHOLD INCOME CATEGORY		PERCENT OF TOTAL HOUSEHOLDS			
		KENMORE		KING CO.	
		2012-2016	2017-2020	2012-2016	2017-2020
< 30% of median:	Extremely Low-Income	11%	11%	12%	13%
30% to 50% of median:	Very Low-Income	9%	8%	10%	11%
50% to 80% of median:	Low-Income	10%	11%	11%	12%
> 80% of median:	Middle- and Higher-Income	70%	70%	67%	64%
"Median" refers to the Area Median Income (King and Snohomish counties). Some totals exceed 100% due to rounding.					

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

Figure H-6 provides information on median household income by race/ethnicity.

FIGURE H-6
MEDIAN HOUSEHOLD INCOME



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

Existing Housing Types

As of 2023, Kenmore added 14 percent more housing units since 2010, which is slower than King County and other neighboring cities (see Table H-C, below).

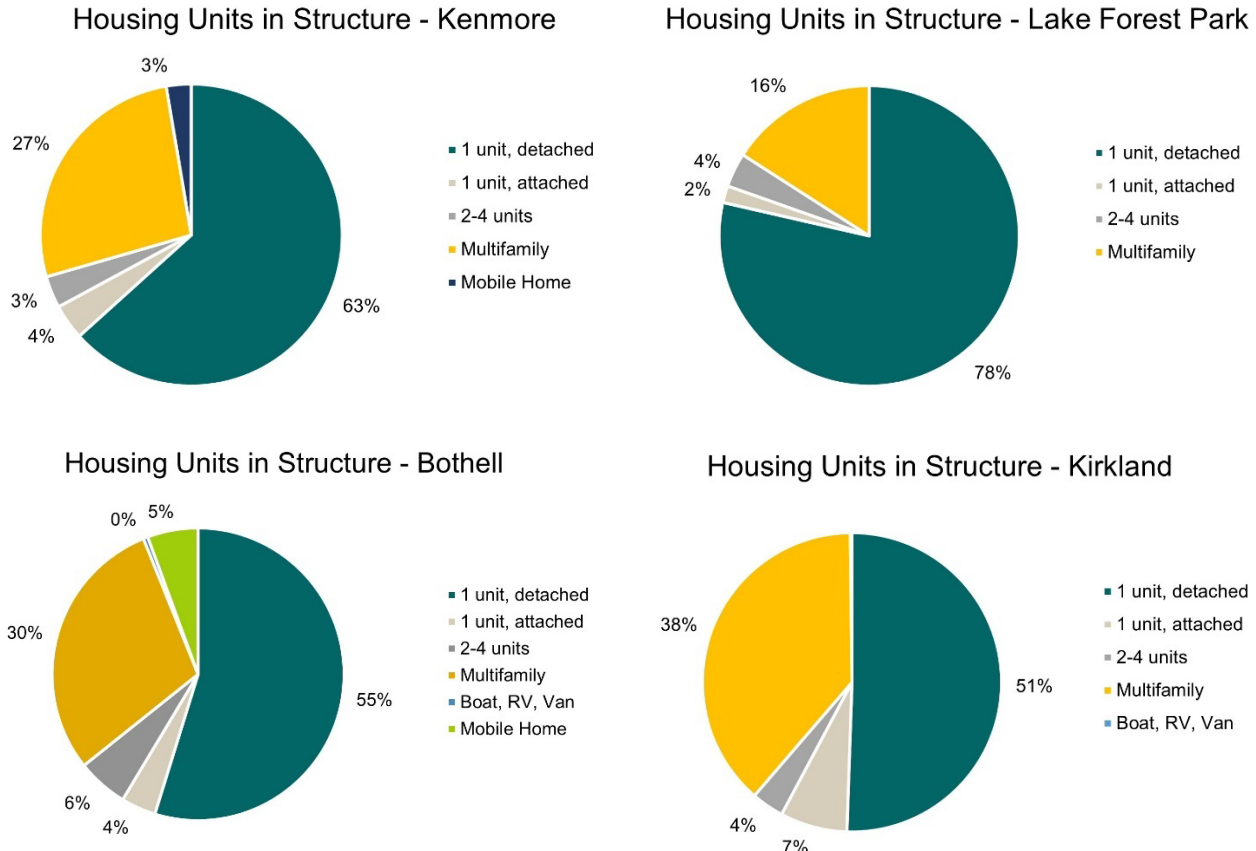
TABLE H-C
NUMBER AND TYPE OF HOUSING UNITS, KENMORE

TYPE OF HOUSING	2010		2023	
	UNITS	% OF TOTAL	UNITS	% OF TOTAL
Single-family Detached	6,024	70%	6,679	68%
2 or more-family	2,254	26%	2,827	29%
Mobile Homes	291	3%	291	3%
Total Units	8,569	100%	9,797	100%

Source: WA State Office of Financial Management (OFM), Postcensal Estimates of Housing Units, April 1, 2020 to April 1, 2023.

Compared to most jurisdictions in King County, Kenmore has a low percentage (27 percent) of multi-family housing(see Figure H-7, below).

FIGURE H-7
HOUSING UNITS IN STRUCTURE



Source: 2022 American Community Survey, 5-Year Estimates (U.S. Census Bureau).

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

Homeownership

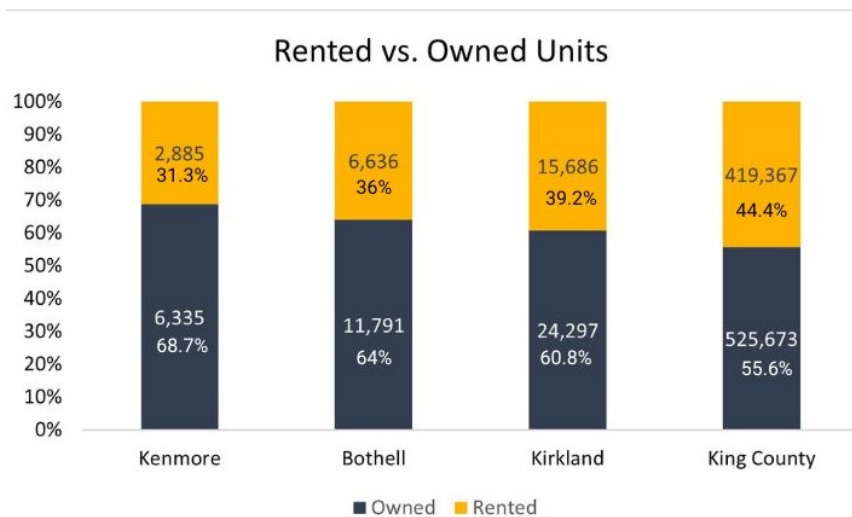
Kenmore has a homeownership rate of 69 percent, compared to the countywide rate (56%). Black, Indigenous, and other People of Color (BIPOC) householders are 19 percent of Kenmore's households and 18 percent of the homeowners. Asian householders (not Hispanic or Latino) are 13 percent of the total households and 14 percent of the homeowners. Other BIPOC householders are 6 percent of the total and 4 percent of Kenmore's homeowners.

The average home value in June 2024 in Kenmore was \$1,055,872 (Zillow, 2024).

Rental Housing

Rental housing makes up about 31 percent of housing supply in Kenmore, a significantly smaller portion of overall housing than in east King County and King County as a whole (Figure H-8)

FIGURE H-8 RENTED VS. OWNED UNITS



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

Role of ADUs in Kenmore

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

In 2020, the City amended its ADU regulations to encourage development of ADUs, including extinguishment of the owner occupancy requirement after the first six months of consecutive occupancy. In 2023, the State legislature passed HB 1110 and HB 1337, but which mandate significant changes to ADU regulations, including allowing two ADUs per lot in all cities within urban growth areas (including Kenmore) and reducing barriers related to occupancy, sale, lot size, and parking. Kenmore is updating its development regulations to comply with these new provisions and will complete the updates within six months of the periodic update.

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

Kenmore has permitted at total of 126 accessory dwelling units in the City (as of 2024).

Housing Costs

The costs of purchasing or renting homes in Kenmore have increased dramatically. While all households are affected, renter households, Hispanic/Latino households, and lower-income households (regardless of tenure) in Kenmore allocate a larger portion of their income toward housing. According to policies established by the U.S. Department of Housing and Urban Development, a household should spend no more than 30 percent of its income on housing, including utilities. A household that is considered "cost burdened" when they spend more than 30 percent of their household income on housing. In 2020, approximately 25 percent of all households in the city fell into the cost-burdened category, a little over 2,300 households. Among them, over 854 households were severely cost-burdened. Table H-D shows incomes and affordable housing costs for various income levels.

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

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

Source: ARCH.

Figure H-9 illustrates the percentage of renter and owner households based on their cost-burden status. Renter households were significantly more likely to experience cost burden during this period – 36 percent compared to only 21 percent of owner households. Figure H-10 shows the cost burden by household income.

The median gross rent in Kenmore in 2022 was \$1,850, 5 percent below the county-wide median (Table H-E).

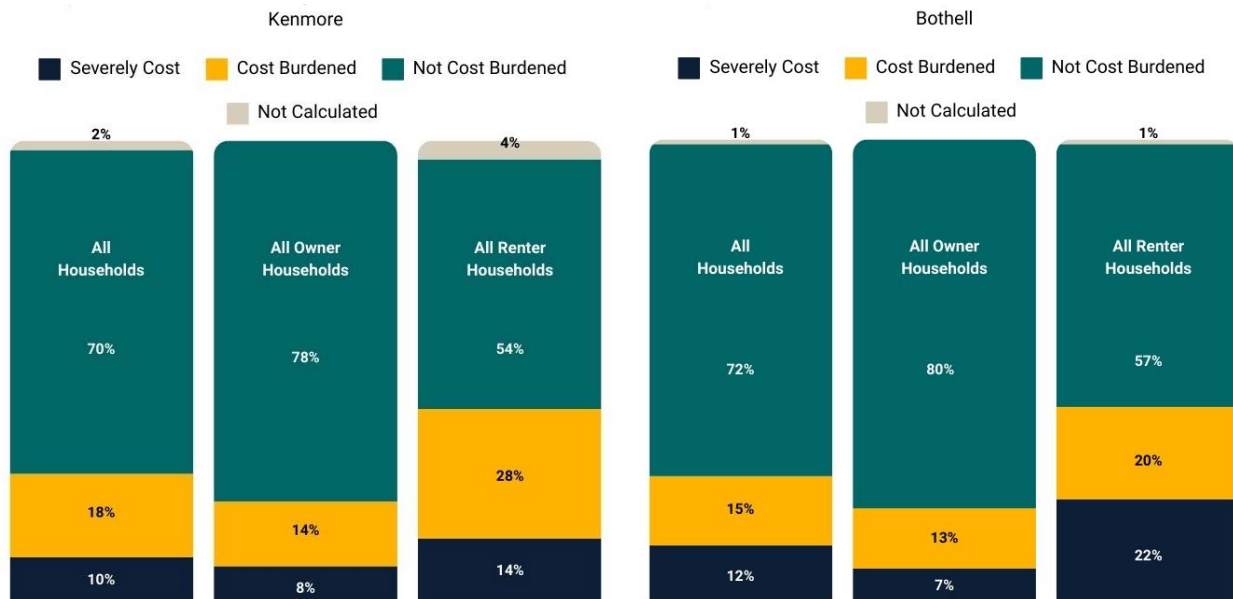
TABLE H-E
MEDIAN GROSS RENTS, 2015–2019 5-YEAR AVERAGES
(2019 DOLLARS)

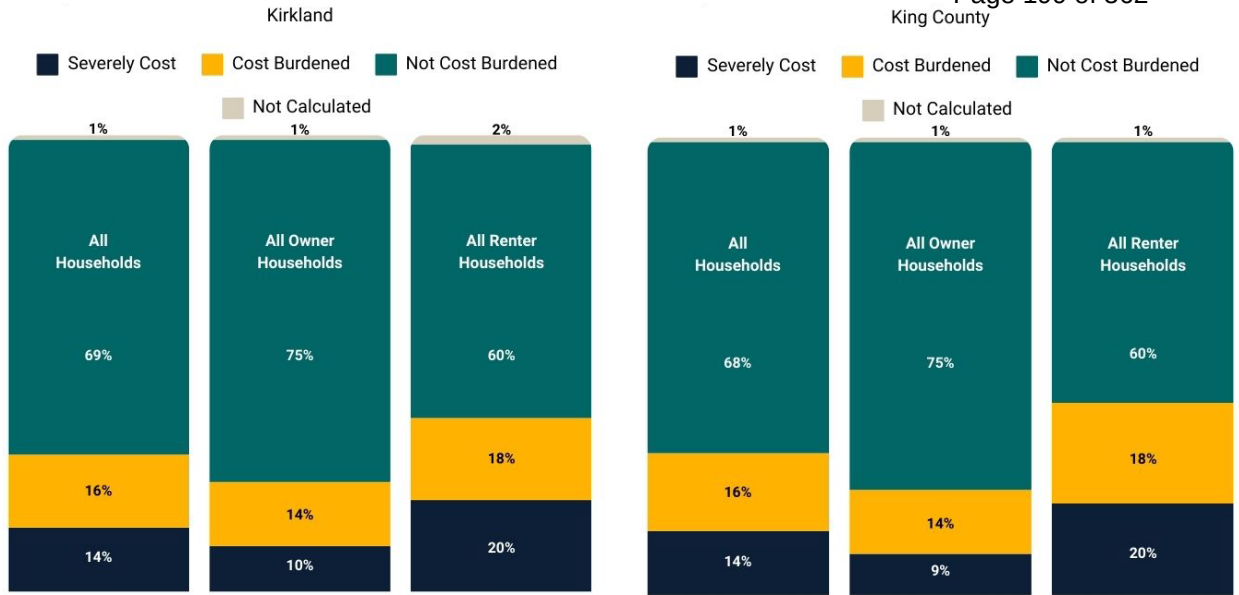
LOCATION	BEDROOMS				AVERAGE
	0	1	2	3	All Units
Bothell	\$1,845	\$1,857	\$2,200	\$2,782	\$2,174
Kenmore	\$1,169	\$1,677	\$1,864	\$2,417	\$1,850
Lake Forest Park	\$N/A	\$1,717	\$2,206	\$2,417	\$1,992
King County	\$1,552	\$1,738	\$2,070	\$2,569	\$1,950

Source: ACS 2022 5-Year Estimates.

The average 5-year rental vacancy rate in Kenmore, according to 2022 ACS data, averaged 4.4 percent.

FIGURE H-9
PROPORTION OF ALL HOUSEHOLDS BY COST BURDEN AND TENURE (2021)

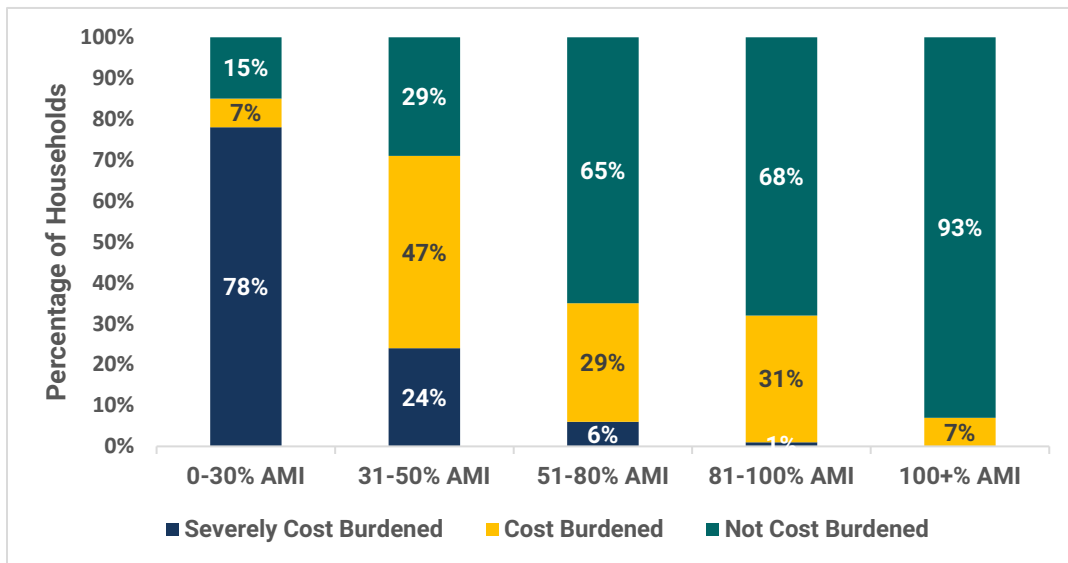




Source: HUD CHAS data (based on 2017-2021 ACS 5-year estimates)

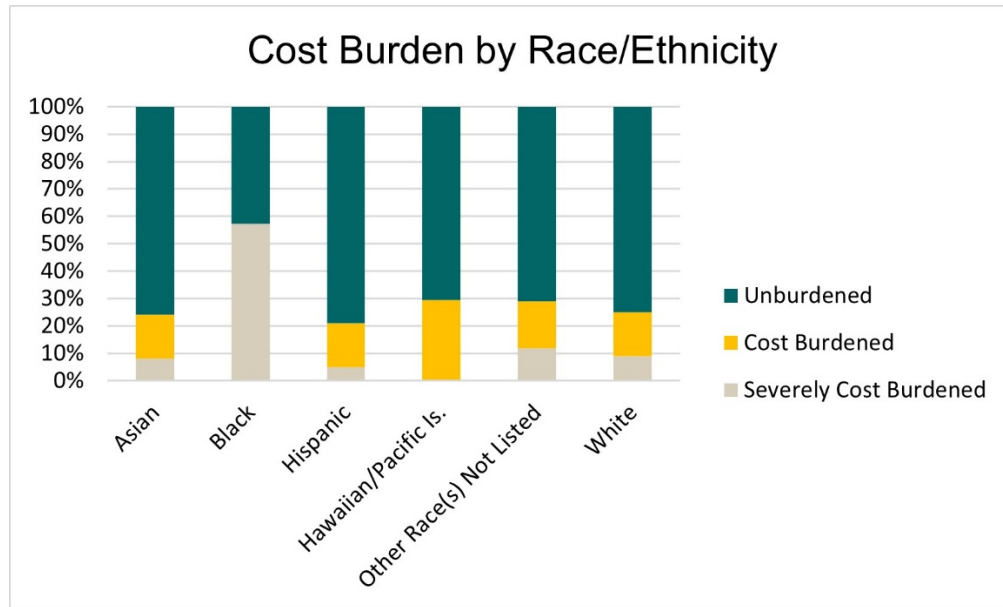
Note: HUD does not calculate cost burden status for households with zero or negative income. These are represented as "Not Calculated", which is the one percent remaining to equal 100-percent. Not all totals equal 100%

FIGURE H-10 COST BURDEN BY HOUSEHOLD INCOME



Source: CHAS 2016-2021

Examining the proportion of all households by race (Figure H-11), households of color have similar rates of cost-burden as White households. However, of the Black or African American population living in Kenmore, the majority are severely cost burdened, spending over 50 percent of their income on housing.

FIGURE H-11 COST BURDEN BY RACE/ETHNICITY

Source: CHAS 2015-2019

HOUSING TARGETS AND CAPACITY

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

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

TABLE H-F
EXISTING HOUSING UNITS, AND 2021 CAPACITY, KENMORE

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

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

Approximately seventy (70) percent of the city's residential capacity, however, is zoned for "medium high" and "high" densities, and if developed to capacity Kenmore will provide a variety of housing similar to that of other similarly sized cities (Table H-G). Of Kenmore's total city acreage, 78% is zoned exclusively for residential uses (all R and MHC zones). Of that acreage, the area zoned

Land Capacity Analysis

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

A summary of findings of the LCA are documented below in Table H-H below (the full LCA and methodology may be found in Appendix G.) The LCA showed that the City has more than enough capacity to accommodate its assigned growth targets under existing zoning patterns. In 2044, the City is expected to have a surplus capacity of 3,678 housing units and 52 jobs above King County growth targets. That said, the City may want to continue expanding capacity beyond what is needed to meet growth targets and achieve important community-wide objectives such as housing affordability.

**TABLE H-H
LAND CAPACITY ANALYSIS SUMMARY**

Subject	Findings
Housing Capacity	6,748 dwelling units
Housing Surplus	3,678 dwelling units
0-80% AMI Housing Surplus	2,147 dwelling units
>80-120% AMI Housing Surplus	1,531 dwelling units
Net Commercial/Industrial Capacity	52.38 acres
Employment Capacity	3,252 jobs
Employment Surplus	52 jobs

Source: City of Kenmore, Kimley-Horn

AFFORDABLE HOUSING CHALLENGES AND OPPORTUNITIES

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

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

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

afford.

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

A Regional Coalition for Housing (ARCH)

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

Housing Allocation of Future Housing Needs

The state Growth Management Act (GMA) mandates that each county and city must plan to accommodate the growth projected over the next 20 years. Additionally, the GMA requires cities to plan for and provide affordable housing for all economic segments of the population. Permanent housing needs, as shown in Figure H-J below, include both permanent supportive housing (PSH) and non-permanent supportive housing (non-PSH). The City of Kenmore is planning for sufficient capacity to accommodate 3,070 units projected to be built by 2044. This includes housing for all income groups, as well as emergency housing and emergency shelter housing.

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

**TABLE H-I
CITY OF KENMORE PERMANENT HOUSING NEEDS BY
INCOME LEVEL (% OF AREA MEDIUM INCOME³)**

2020-2044	Total	0-30% Non-PSH⁴	0-30% PSH	>30 - ≤50%	>50 - ≤80%	>80 - ≤100%	>100 - <120%	>120%	Emergency Housing Need⁵
Estimated Housing Supply (2020)	9,589	359	0	835	1,183	1,277	1,517	4,418	587
Kenmore Housing Targets (2020-2044)	3,070	1,063	559	483	393	75	85	412	

³ AMI = area median income.

⁴ PSH = permanent supportive housing.

⁵ Emergency housing includes emergency housing and shelter and is in addition to permanent housing needs.

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

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

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

History of Racially Discriminatory Communities and Racially Disparate Land Use and Housing Practices

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

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

City of Kenmore Equity Analysis & Eastside for All Report

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

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

6. Consider public health equity with displacement risks
 7. Deepen equity considerations within community engagement
- The full report is adopted by reference as part of the Housing Element as Appendix E.

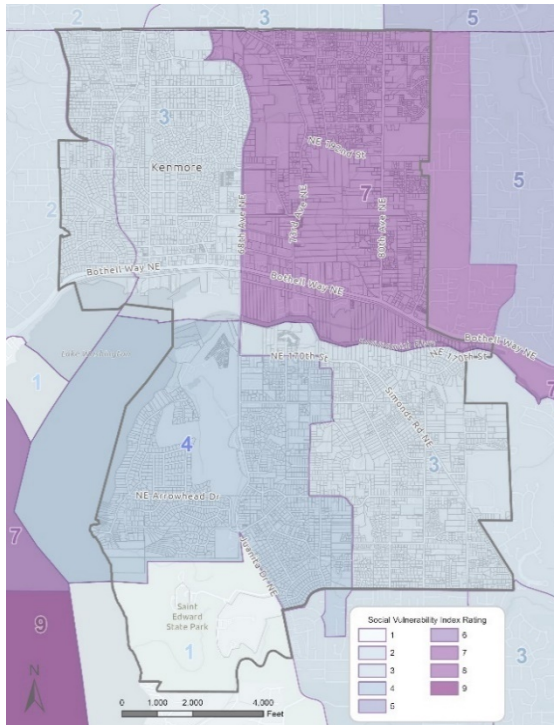
In addition to the equity analysis, the City collaborated with ARCH and Eastside for All (EFA), a nonprofit organization founded in 2019 to advance racial equity and social justice in East King County. EFA organizes and mobilizes communities of color and immigrant communities who are most impacted by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

Displacement Risk

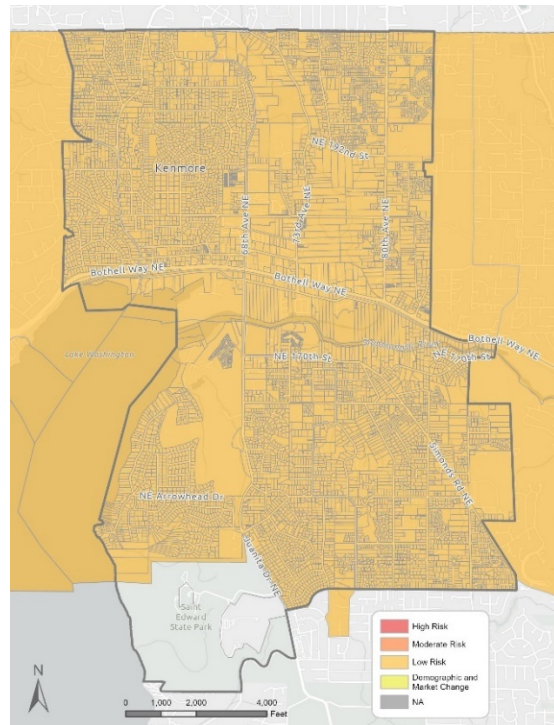
The impact of racially exclusive and discriminatory land use and housing practices can be seen when analyzing changing demographic population patterns. Puget Sound Regional Council (PSRC) has developed a “displacement risk mapping tool” to identify areas in the region where current residents and businesses are at risk of displacement as growth occurs. The mapping tool uses a variety of indicators across five major categories, including socio-demographics, transportation qualities, neighborhood characteristics, housing, and civic engagement. No census tract in Kenmore was identified as a “high” displacement risk. Two tracts, both of which overlap with the City of Bothell to the east, identify as “moderate” displacement risk. This area is located east of 68th Avenue NE and north of Bothell Way/SR-522.⁶

Figures H-13 and H-14 identify the socioeconomic vulnerability index and displacement risk within the City of Kenmore.

FIGURES H-13 and H-14
SOCIAL VULNERABILITY INDEX AND DISPLACEMENT RISK



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



Source: WA Department of Commerce, US Census

⁶ While there are no Census tracts (which is a broadly defined area) that have a high displacement risk, there is possibility that some Census blocks may have a higher or lower displacement risk. For example, the Census blocks which include the city's mobile home communities have a higher displacement risk than other Census blocks due to a number of possible factors, including the land being privately-owned and the potential of the land being sold.

Housing for Vulnerable Populations⁷

Currently, Kenmore has very limited housing for people who need emergency shelters, transitional housing, emergency housing, and permanent supportive housing (“STEP⁸”), particularly for the elderly, persons with disabilities, persons with medical conditions, individuals with physical disabilities, and those who are unhoused or facing eviction in Kenmore.

Emergency housing and shelters both provide temporary services, whereas emergency housing provides overnight accommodation and shelters may not. Permanent supportive housing is a long-term housing option for those who need comprehensive support services to retain tenancy. As of 2024, Kenmore Place, a transitional shelter operated by Hopelink, is located in Kenmore.

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

Kenmore has one licensed assisted living facility (boarding home) with 100 beds and 26 licensed adult family homes with 150 beds. Adult family home residents include elderly people, individuals with limited mobility (use of wheelchair), developmental disabilities, mental illness, diabetes, terminal illnesses, brain injury, and those recovering from strokes. The number of persons living in supported living situations (i.e., group quarters) has increased 35% since 2010, a somewhat lower rate than the growth across east King County (44 percent). The closest nursing home to Kenmore is in Bothell. Bothell Health Care (707 228th St. SW) nursing home has 99 beds.

Income- and Price-Restricted Housing

Land Use and Tax Incentives

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

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

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

⁷ Vulnerable populations, as defined by RCW 70A.02.010, means (a) population groups that are more likely to be at higher risk for poor health outcomes in response to environmental harms due to : (i) Adverse socioeconomic factors, such as unemployment, high housing and transportation costs relative to income, limited access to nutritious food and adequate health care, linguistic isolation, and other factors that negatively affect health outcomes and increase vulnerability to the effects of environmental harms; and (ii) sensitivity factors, such as low birth weight and higher hospitalization. (b) “Vulnerable populations” includes but is not limited to: (i) Racial or ethnic minorities; (ii) Low-income populations; (iii) Populations disproportionately impacted by environmental harms; and (iv) Populations of workers experiencing environmental harms.

⁸ STEP housing, as defined by Department of Commerce is.....

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

Public and other Funding Programs

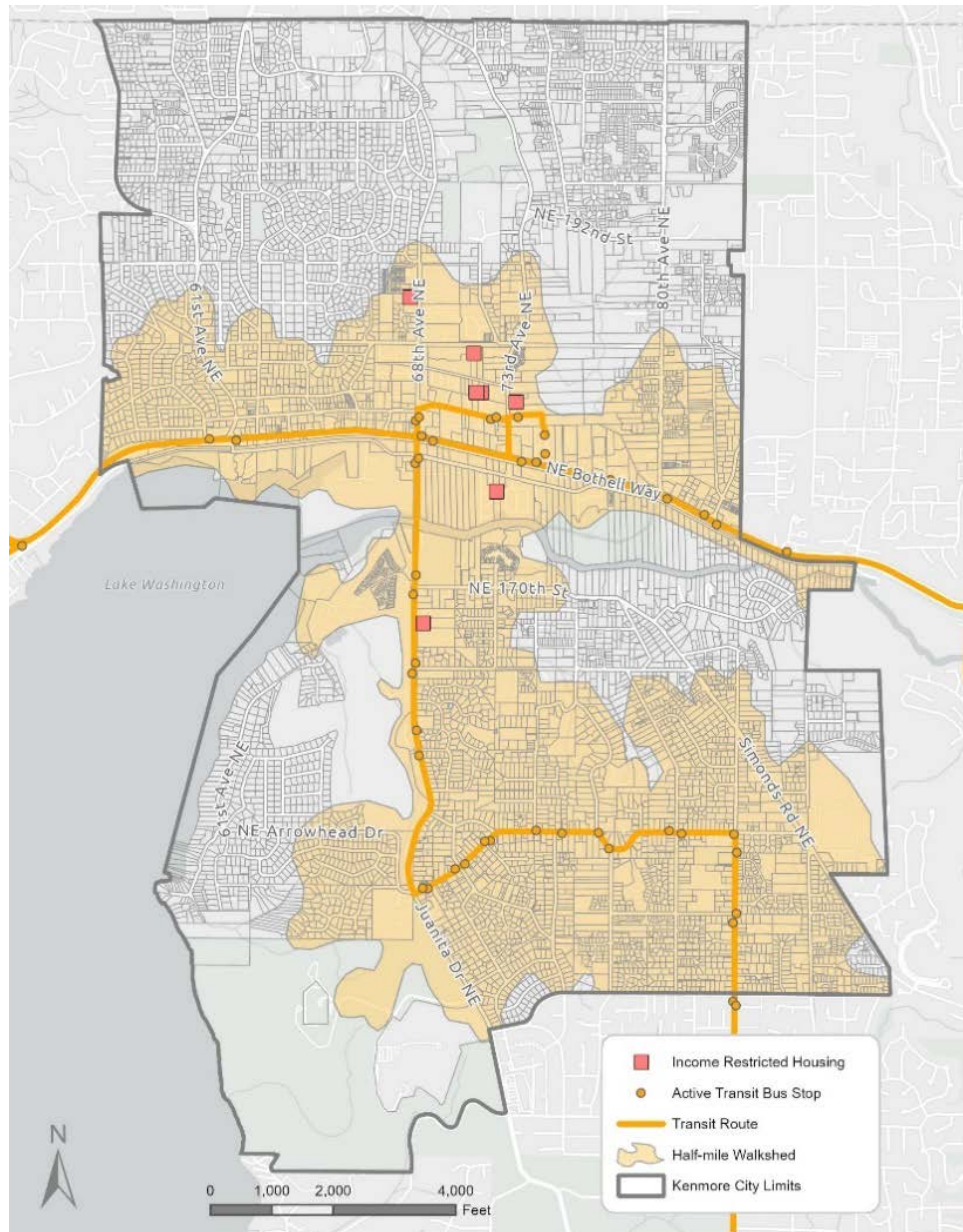
A variety of publicly assisted rental housing is available in Kenmore, including:

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

Source: City of Kenmore

All of these income- and price-restricted housing units are located within a half mile of transit service (see Figure H-15)

FIGURE H-15
INCOME RESTRICTED HOUSING WITHIN HALF MILE OF WALKSHED OF TRANSIT



Source: City of Kenmore GIS

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

Housing for the Homeless

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

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

Lake City Partners plan to open a new senior women's shelter in Kenmore in late 2024/early 2025. This facility will provide temporary shelter as well as a comprehensive pathway to stability and sustainable housing.

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

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

ADEQUATE PROVISIONS FOR HOUSING

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

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

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

Consideration of Housing for All Income Levels

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

Actions to Achieve Housing Availability and Affordability

As identified in the Land Capacity Analysis summary above, the City is able to meet its assigned growth targets. However, there are a number of actions, listed below in Table H-J, that outline recommended actions for the City to address barriers to housing production and increase the likelihood of meeting the housing needs of all income levels over the next 20 years. Implementing these actions will likely take several years. While there are no specific actions needed to be taken before the adoption of this Plan, the following section highlights actions that should be prioritized for implementation after the plan's adoption.

TABLE H-J
HOUSING PRODUCTION BARRIERS & PROPOSED ACTIONS

Barrier	Housing Types	Proposed Action
Regulations and permit process for Shelters, Transitional Housing, Emergency Housing and Permanent Supportive Housing (STEP)	STEP Housing	Review and amend zoning regulations and permit process for STEP housing using the Department of Commerce guidance
Building/Energy Codes	All housing types. Affordable (income restricted) housing	Review recent building code updates & energy code requirements make building more costly. Review codes to explore options for cost reductions in particular for affordable (income restricted) housing.
Permit Fees/Impact Fees	Accessory Dwelling Units and affordable housing	Review and amend permit fees/impact fees for ADU's and affordable (income restricted) housing projects to provide exemptions and/or reduced fees. Coordinate with the school district on regulations that exempt affordable (income restricted) housing from school impact fees.
Utility Connection Fees	Accessory Dwelling Units and affordable housing	Coordination with utility providers on options for reducing connection fees particularly for ADU's and also affordable (income restricted) housing project.
Affordable Housing Funding Gap	Affordable housing	Review Multi-Family Tax Exemption (MFTE) regulations and consider expanding to other areas of the City. Review inclusionary zoning requirements and consider expanding to other areas of the City.
High minimum lot sizes	Duplexes, triplexes, townhomes	Consider decreasing minimum lot sizes from 7,200 to 5,000 ft ² in R-4 zones
Low maximum density	Duplexes, triplexes, townhomes	Consider increasing maximum density in R-1 zone to 4 units per lot and 8 units per lot in R-6
Building heights	Low- to mid-rise	Consider increasing maximum heights in Downtown Residential & Commercial, and Urban Corridor and Residential zones
Parking requirements	All middle housing and multi-family types	Consider reducing parking requirements citywide

Source: City of Kenmore

SUMMARY OF LOCAL HOUSING STRATEGIES

The city has acted in several areas to address local housing needs. These include:

- In 2003, the city rezoned a former Park and Ride site on 68th Avenue NE to enable a multifamily development, with a requirement that 25 percent of the units address local affordable housing needs.
- The city has been an ongoing member of ARCH. Through the ARCH Trust Fund process, the city has regularly committed local funds for affordable housing projects in Kenmore and throughout the region, assisting with nearly 100 units affordable to lower-income households.
- Through participation in the countywide CDBG Consortium, local homeowners receive Housing Repair loans (9 applications in 2021).
- In 2015, the city adopted increased density allowances in the Transit Oriented Development District Overlay Area with requirements for including affordable housing in new development. Regulations were amended in 2022 with a requirement that twenty-five percent of units must be affordable to those at the 50% AMI level or below for rental units or 80% AMI for ownership units.
- In 2017, the city approved a Housing Strategy Plan identifying potential strategies to address affordable housing needs and prioritizing them for future consideration.
- In 2019, the city:
 - o rezoned the City's manufactured housing communities in order to preserve existing affordable housing in those communities. The adopting ordinance was appealed and as of July 2024, the appeal has not been resolved.
 - o amended zoning for portions of the Community Business zoning district, including incentives for development of affordable housing.
 - o expanded the area eligible for a Multifamily Tax Exemption to the Transit-Oriented Development District.
- In 2020 the City adopted regulations to allow flexible re-use of tax-exempt or publicly owned sites through a special process to increase housing supply and enable more diverse forms of housing if linked to providing some affordable housing.
- The City has adopted several residential renter protection regulations. In 2019, the city adopted an enhanced notice of rent increase. From March 20, 2021, through January 15, 2022, the city adopted a temporary moratorium on residential tenant evictions related to the Covid-19 pandemic. In June 2021, the City adopted four renter protections that remained in place through the Washington State and City of Kenmore declared emergency related to the Covid-19 pandemic:
 - o Creates a defense to eviction for rental debt accrued due to pandemic-related hardship.
 - o Creates a defense to eviction if a tenant has a rental assistance application in process.
 - o Bans late fees for rent that became due during the pandemic.
 - o Requires landlords to certify that they have attempted to obtain rental assistance before filing for eviction due to unpaid rent accrued during the pandemic.
- In 2021, the city:
 - o created a reduced permit review process for projects containing affordable housing.
- In 2022 the City adopted additional residential tenant protections. Tenant protections adopted included:
 - o Notice of rent increase required
 - o Cap on late fees
 - o Cap on move in fee
 - o Right to Payment Plan
 - o Just cause eviction program

- o Criminal background checks prohibited
- o Bars discrimination due to immigration status
- o Bars requirement of social security number
- o Bans abusive, deceptive, and unfair practices in rental housing
- o Rent due date may be altered due to tenant's fixed income
- In 2023 the tenant protection ordinances were appealed. In September 2024, the City Council adopted Ordinance 24-0604 Amending Chapter 8.55 KMC, Tenant Protections.⁹
- The Approach at Kenmore, a proposed multifamily rental and ownership building, will provide an affordable housing option for families in the downtown Kenmore area. Habitat for Humanity SKKC will create 20 affordable for-sale units, while Imagine Housing will operate the rental units and will partner with a complementary community service partner to provide access to essential services for on-site residents and the broader community.

⁹ Ordinance 24-0604, Amending Chapter 8.55 KMC, Tenant Protections. This ordinance repealed Section 8.55.075 KMC, Just cause for landlord's eviction, and Section 8.55.078, Unfair or abusive acts by landlords prohibited.

GOALS, OBJECTIVES, AND POLICIES

RESIDENTIAL NEIGHBORHOODS

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

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

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

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

Policy H-1.1.3 Cooperate with King County, utility providers, or other agencies, promote the use of weatherization programs in existing housing.

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

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

Policy H-1.1.6 Encourage the preservation and repurposing of existing housing, including demolition when practical.

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

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

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

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

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

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

strategies.

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

Policy H-1.3.3

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

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

Policy H-1.3.4

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

Policy H-1.3.5

Identify and eliminate barriers that prevent equal access to housing and neighborhood opportunities for people of all races and backgrounds.

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

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

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

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

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

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

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

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

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

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

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

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

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

- Policy H-1.4.10 Implement energy-efficient housing standards that incorporates renewable energy sources like solar and wind power to maximize sustainability.
- Policy H-1.4.11 Encourage home renovations that prioritize resilience, energy efficiency, and indoor air quality, helping to mitigate the impacts of natural disasters and climate change.
- Policy H-1.4.12 Promote the use of durable, low-maintenance building materials, high-efficiency energy systems, and low-impact development techniques to reduce housing lifecycle costs and align with the City's Climate Action Plan.
- Policy H-1.4.13 Encourage the remediation of older homes to eliminate potential health hazards, including lead-based paint, asbestos, and other harmful materials.
- Policy H-1.4.14 Encourage the repurposing of non-residential buildings for residential use.
- Policy H-1.4.15 Develop design guidelines, standards, or other measures to achieve the following benefits:
- a. Promote compatibility between new and existing housing.
 - b. Connect multifamily developments with surrounding neighborhoods to enhance community cohesion.
 - c. Facilitate the integration of attached and detached accessory dwelling units into residential areas.
- GOAL H-2. PROVIDE HOUSING OPPORTUNITIES AND ZONE SUFFICIENT LAND IN KENMORE TO ACCOMMODATE PROJECTED HOUSING NEEDS FOR VULNERABLE POPULATIONS.**
- OBJECTIVE H-2.1 Provide opportunities for the development of short-term and permanent housing for vulnerable populations.**
- Policy H-2.1.1 Allow opportunities for assisted housing, for people with vulnerable populations, by:
- a. Permitting group living situations, including those where residents receive such supportive services as counseling, foster care or medical supervision in accordance with state and federal laws; and,
 - b. Encouraging developers and owners of assisted housing units to undertake activities to establish and maintain positive relationships with neighbors. Encourage neighbors to similarly maintain those relationships.
- Policy H-2.1.2 Ensure that group home providers have received appropriate licenses from federal or state agencies where appropriate.
- Policy H-2.1.3 Support housing options and services that enable seniors to stay in their homes or neighborhoods.

- 1 Policy H-2.1.4 Allow housing for vulnerable populations throughout the city.
- 2
- 3 Policy H-2.1.5 Partner with public and private agencies to provide housing for seniors,
4 people with disabilities, domestic violence victims, and homeless
5 individuals and families.
- 6
- 7 Policy H-2.1.6 Develop or modify codes and ordinances to allow for a continuum of care
8 and housing opportunities for vulnerable populations.
- 9
- 10 Policy H-2.1.7 Encourage the creation, renovation, and modification of housing that is
11 accessible to vulnerable populations, using building and site plan codes.
- 12
- 13 Policy H-2.1.8 Provide incentives to encourage developers to dedicate a portion of new
14 housing projects to vulnerable populations.
- 15
- 16 Policy H-2.1.9 Facilitate the acquisition of grants and loans for housing for vulnerable
17 populations by agencies, developers, and nonprofits.
- 18
- 19 **OBJECTIVE H-2.2 Support and promote community facilities and programs that are**
20 **important to the safety, health, and social needs of residents.**
- 21
- 22 Policy H-2.2.1 Increase coordination among providers of social, health, counseling, and
23 other services to individuals, families, children, and persons with special
24 needs including senior citizens, persons with physical or mental disabilities,
25 persons with terminal illness, or other special needs.
- 26
- 27 Policy H-2.2.2 Work with transit and transportation providers to increase access between
28 special needs housing and community facilities and programs in
29 Kenmore or the Northshore area.
- 30
- 31 Policy H-2.2.3 Support the location of social, recreational, health, safety, and other
32 services in Kenmore to serve people with special needs.
- 33
- 34 Policy H-2.2.4 Support efforts by providers of social, health, counseling, and other
35 services to assist newly arrived immigrant populations.
- 36
- 37 Policy H-2.2.5 Support a range of housing options and services to help homeless
38 persons and families stay sheltered.
- 39
- 40 Policy H-2.2.6 Work with other jurisdictions, the Regional Homelessness Authority, and
41 health and social service organizations to develop a coordinated, regional
42 approach to homelessness.
- 43
- 44 Policy H-2.2.7 Continue to support the creation of emergency, transitional, and permanent
45 supportive housing with appropriate services for people with special needs
46 and the homeless. Place a strong emphasis on transitioning individuals into
47 permanent housing as soon as possible.
- 48
- 49 Policy H-2.2.8 Promote, assist, and support social and health service organizations that
50 provide housing programs for vulnerable populations.
- 51
- 52 Policy H-2.2.9 Foster and maintain partnerships that have proven effective in reducing
53 homelessness, preventing homelessness, and assisting chronically

homeless individuals with necessary care.

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

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

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

- a. Encourage the construction of new housing that is accessible and adaptable for older adults by following Universal Design and visitability standards.
- b. Evaluate and update regulations to support a variety of housing options and permit accessibility modifications.
- c. Encourage developers to create new senior-oriented residential options by offering incentives.

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

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

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

RESIDENTIAL GROWTH

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

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

Policy H-3.1.1 Ensure zoning regulations accommodate a range of housing styles and types in appropriate locations, such as single-family detached dwellings, size-limited houses on smaller lots, duplexes, triplexes, cottage housing, townhouses, apartments, accessory dwellings, manufactured homes, and other types. Consider neighborhood compatibility as well as housing needs and surrounding environmental conditions when applying zones, land use, and development standards.

- 1
2 Policy H-3.1.2 Ensure access to diverse housing options that cater to various household
3 sizes, types, tenures, and income levels by implementing inclusive
4 planning tools, regulations, and policies to boost housing supply and
5 diversity citywide.
6
7 • Encourage the development of units suitable for large households
8 or those with multiple bedrooms.
9
10 • Eliminate regulatory obstacles that hinder housing diversity.
11
12 • Promote a wide range of housing types through incentives and
13 programs.
14
- 15 Policy H-3.1.3 Expand allowed residential housing types in traditionally single family zoned
16 areas to include six of nine approved housing types.
17
- 18 Policy H-3.1.4 Consider developing a Permit Ready program for ADUs and middle housing
19 types to decrease the barrier to middle housing development.
20
- 21 Policy H-3.1.5 Coordinate with internal City departments and outside service
22 providers/agencies to adequately plan for community services and facilities
23 associated with the development of middle housing.
24
- 25 Policy H-3.1.6 Permit indoor emergency shelters and housing in all zoning districts that
26 allow hotels, which include Downtown Commercial (DC), Urban Corridor (UC),
27 Waterfront Commercial (WC), and Regional Business (RB). Allow permanent
28 supportive and transitional housing in all zones permitting residential
29 dwellings or hotels.
30
- 31 Policy H-3.1.7 Zone sufficient buildable land to accommodate Kenmore's projected housing
32 need, meet allocated housing growth targets, and accommodate its allocated
33 share of countywide future housing needs for moderate-, low-, very low-, and
34 extremely low-income households as well as emergency housing and
35 permanent supportive housing.
36
- 37 Policy H-3.1.8 Ensure regulations, incentives, programs, and other city tools foster the
38 creation of accessible, healthy, and safe housing.
39
- 40 Policy H-3.1.9 Explore the feasibility of developing tiny houses in specific neighborhoods
41 within the city.
42
- 43 Policy H-3.1.10 Support the development of residential housing on infill sites, promoting
44 increased density in designated areas.
45
- 46 Policy H-3.1.11 Promote the development of neighborhoods throughout the city which
47 support affordable housing options and abundant public spaces in a
48 walkable urban setting.
- 49 Policy H-3.1.12 Pursue strategies and regulations that increase housing options for 0 to 80
50 percent of AMI households throughout Kenmore, particularly in historically
51 single-family zones.
52
- 53 Policy H-3.1.13 Pursue strategies and regulations that increase the long-term supply of both

market-rate affordable housing and cost-controlled income-restricted affordable housing.

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

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

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

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

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

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

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

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

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

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

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

HOUSING AFFORDABILITY

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

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

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

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

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

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

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

Policy H-4.1.6 Consider affordable housing measures and incentives beyond those in RCW 36.70A.635(2)(a)¹⁰ to promote additional affordable housing units in the City.

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

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

¹⁰ RCW 36.70A.635(2)(a): To qualify for the additional units allowed under subsection (1) of this section, the applicant must commit to renting or selling the required number of units as affordable housing. The units must be maintained as affordable for a term of at least 50 years, and the property must satisfy that commitment, and all required affordability and income eligibility conditions adopted by the local government under this chapter. A city must require the applicant to record a covenant or deed restriction that ensures the continuing rental of units subject to these affordability requirements consistent with the conditions in chapter 84.14 RCW for a period of no less than 50 years. The covenant or deed restriction must also address criteria and policies to maintain public benefit if the property is converted to a use other than which continues to provide for permanently affordable housing.

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

OBJECTIVE H-4.2 Adopt programs and regulations that support housing affordable to extremely low-, very low-, low-, and moderate-income households, comparable to the countywide need.¹¹

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

- a. Whenever possible, integrate affordable housing plans into proposals for development of publicly owned properties.
- b. Play a partnership role with nonprofit housing project sponsors by supporting applications for CDBG, HOME, and other Federal, State, or local funding sources for the projects.
- c. Enter into a long-term partnership with one or more nonprofit housing developers to identify sites and identify opportunities for public funding.
- d. Actively support affordable housing projects by expediting the permitting process, reducing development fees, or similar measures.
- e. Consider regulatory changes, including eliminating parking requirements within ¼ mile of major transit stops, , updating building codes to promote innovative, low-cost development, and expanding the Multifamily Tax Exemption (MFTE) program to support more affordable housing development.

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

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

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

Policy H-4.2.5 Use density bonuses, inclusionary programs, and other methods with mixed-use and multi-family developments to provide housing affordable to extremely low- to moderate-income households.

¹¹ See Countywide Planning Policies

- 1
- 2 Policy H-4.2.6 As part of any rezone that increases residential capacity, consider requiring
- 3 that a portion of the new units be affordable to extremely low-, very low- or
- 4 low-income households.
- 5
- 6 Policy H-4.2.7 Before implementing a new policy or regulation, consider how it will impact
- 7 the cost to build a home.
- 8
- 9 Policy H-4.2.8 Focus on projects that promote access to opportunity, anti-
- 10 displacement, and wealth building for Black, Indigenous, and People of
- 11 Color (BIPOC) communities.
- 12
- 13 Policy H-4.2.9 Support alternative homeownership models that lower barriers to
- 14 ownership and provide long-term affordability, such as community land
- 15 trusts, and limited or shared equity co-ops
- 16
- 17 Policy H-4.2.10 Collaborate with other organizations or entities to evaluate ways to
- 18 address transitional homeless housing or provide an additional housing
- 19 type.
- 20
- 21 Policy H-4.2.11 Ensure that affordable housing achieved through public incentives or
- 22 assistance remains affordable for the longest possible term.
- 23
- 24 Policy H-4.2.12 Collaborate with other local governments directly and through
- 25 membership associations (e.g., Puget Sound Regional Council) on regional
- 26 housing strategies, especially related to providing extremely low- and very
- 27 low-income housing.
- 28
- 29 Policy H-4.2.13 Partner to Address Deeply Affordable Housing¹²:
- 30
- 31 • Identify and Leverage Existing Assets: Collaborate with public
 - 32 agencies, faith-based organizations, and nonprofits to identify
 - 33 suitable properties for affordable housing development.
 - 34
 - 35 • Remove Barriers to Shelter: Eliminate obstacles that prevent faith
 - 36 institutions, community-based organizations, and nonprofits from
 - 37 hosting shelters.
 - 38
 - 39 • Combine Public and Private Resources: Leverage both public and
 - 40 private funding to provide subsidies for deeply affordable housing.
 - 41
 - 42 • Prioritize Local and Regional Resources: Utilize local and regional
 - 43 funding sources and surplus property to support income-restricted
 - 44 housing.
 - 45
 - 46 • Invest in Land Acquisition: Allocate funds for acquiring land for
 - 47 affordable housing development.
 - 48
 - 49 • Support Alternative Homeownership Models: Encourage the use of

¹² Deeply Affordable Housing, as defined by Department of Commerce, is housing that is <50% AMI, and includes housing such as emergency shelters, emergency housing, transitional housing, and permanent supportive housing.

innovative homeownership models, such as community land trusts and limited or shared equity co-ops, to increase affordability and accessibility.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- 1
2 Policy H-4.3.5 Provide residents, especially those in underserved populations, with
3 information about affordable housing opportunities and first-time
4 homeownership programs.
5
6 Policy H-4.3.6 Consider the influence of transportation costs on housing affordability and
7 accessibility of services and other opportunities when planning for housing
8 development.
9
10 Policy H-4.3.7 Develop affordable housing in various parts of the city, with a focus on areas
11 with good access to transit, employment, education, and shopping.
12
13

14 HOUSING EQUITY

15
16 ***GOAL H-5. ACKNOWLEDGE THE HISTORICAL INEQUITIES THAT LIMITED THE ABILITY OF***
17 ***ALL RESIDENTS TO LIVE IN THE NEIGHBORHOOD OF THEIR CHOICE AND***
18 ***WORK TO REDUCE DISPARITIES IN ACCESS TO NEIGHBORHOODS WITH GOOD***
19 ***SCHOOLS, PARKS, AND OTHER AMENITIES.***
20

- 21 **OBJECTIVE H-5.1 Promote fair housing for all persons regardless of race, gender identity,**
22 **sexual identity, ability, use of a service animal, age, immigration status,**
23 **national origin, familial status, religion, source of income, military**
24 **status, or membership in any other relevant category of protected people.**
25
26 Policy H-5.1.1 Utilize the City's Diversity, Equity and Inclusion (DEI) program to ensure that
27 city housing policies, programs, regulations, or decisions do not result
28 in housing discrimination.
29
30 Policy H-5.1.2 Work with the legislature, King County, or other agencies to authorize
31 homeowners to easily remove discriminatory restrictive covenants from
32 deeds and other property documents.
33
34 Policy H-5.1.3 Support use of housing choice vouchers in Kenmore.
35
36 Policy H-5.1.4 Consider environmental health in neighborhoods where affordable housing
37 exists or is anticipated, and plan for environmentally healthy
38 neighborhoods for all residents.
39
40 Policy H-5.1.5 Encourage existing housing providers and private lenders to conduct
41 homebuyer education seminars for potential first-time homebuyers,
42 including outreach to current renters to inform them about homeownership
43 opportunities.
44
45

IMPLEMENTATION STRATEGIES

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

- Work with neighborhoods and historically underrepresented groups when new policies, plans or programs are proposed to ensure that their unique issues are considered.
- Adopt development standards for medium density residential housing types, such as duplexes, triplexes, and cottage housing.
- Adopt development standards for reduced minimum lot sizes with maximum house size restrictions in some low (R-6) and medium density classifications. When considering maximum house sizes for smaller houses on smaller lots, remain mindful of the needs of multigenerational and large families. Also consider open space needs and environmental protection, as well as accessory dwelling unit standards.
- Implement the Housing Strategy Plan and DEIA Strategic Plan.
- Maintain communications with, or participation in, regional agencies and projects.
- Monitor housing needs and supply over time, especially data that evaluates progress toward meeting a proportionate share of the countywide needs for affordable housing and improved access to opportunity for Black, Indigenous, and People of Color (BIPOC) communities. Reassess and adjust policies and regulations as necessary to achieve City goals.
- Cooperate on a regional basis towards economic diversification and land capacity monitoring.
- Evaluate and report results of the Strategy Plan and how the goals, objectives, and policies of this Housing Element have been achieved.

REFERENCES

- A Regional Coalition for Housing (2022). East King County Housing Analysis, Redmond, WA.
- City of Kenmore (2023). City of Kenmore Comprehensive Plan Update – Equity Analysis and Recommendations.
- Eastside for All (2023). Missing Middle Housing: Tell Your City – Engagement Report for A Regional Coalitions for Housing and East King County Partner Cities.
- EMC Research (2024). City of Downtown Resident Survey.

ENDNOTES

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

Text = deleted text

Text = new text

HOUSING ELEMENT

INTRODUCTION AND BACKGROUND

Purpose

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

Growth Management Act Requirements

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

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

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

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

Countywide Planning Policies

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

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

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

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

Relationship to the Natural Environment

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

Affordable Housing Committee Recommendations

The Affordable Housing Committee of the Growth Management Planning Council serves as a

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

regional advisory body, responsible for recommending action and assessing progress towards implementing the Regional Affordable Housing Task Force Action Plan for King County. This Plan was developed in 2018 to address the affordable housing crisis in King County.

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

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

History of Land Use and Housing Practices

Like many communities, Kenmore has a documented history of discriminatory land use and housing practices, including the placement of racially discriminatory housing covenants over some local neighborhoods. These actions prevented people of color from living in parts of the City. Too, widespread zoning of areas exclusively for single-family housing has kept out those with lower incomes or those who can afford only rental housing. A new focus, equity and inclusion is part of this Housing Element. In particular, a new emphasis on "Missing Middle" housing types is one way to reverse this pattern of exclusion.

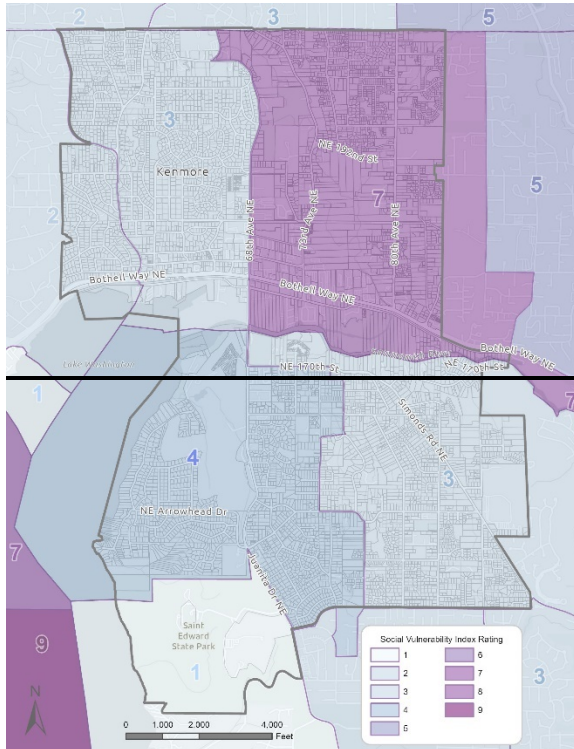
Displacement Risk

Puget Sound Regional Council (PSRC) has developed a "displacement risk map" to identify areas in the region where current residents and businesses are at risk of displacement as growth occurs. A portion of a Kenmore east of 68th Avenue NE is identified on this map as an area of moderate displacement risk. Housing Element policies address displacement and potential mitigations, particularly for lower-income residents and People of Color.

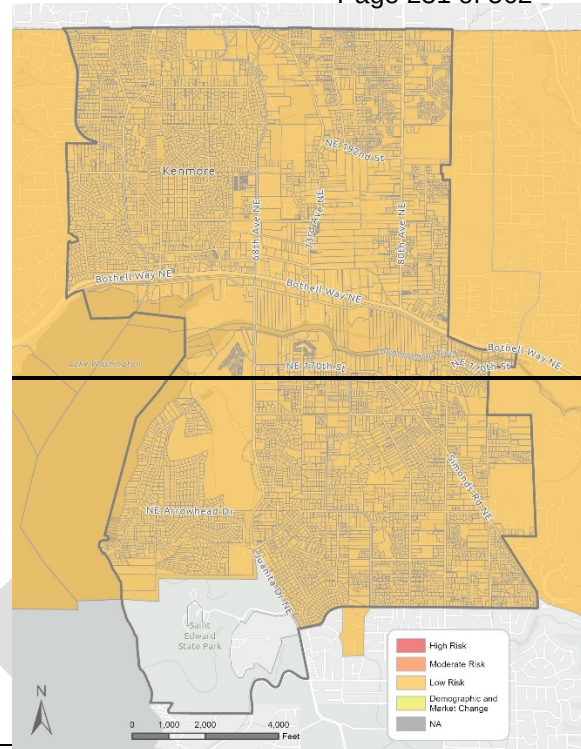
Figures H-1 and H-2 identify the socioeconomic vulnerability index and displacement risk within the City of Kenmore.

FIGURES H-1 and H-2

SOCIAL VULNERABILITY INDEX AND DISPLACEMENT RISK



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



Source: WA Department of Commerce, US Census

Relationship to the Natural Environment

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

EXISTING CONDITIONS

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

Population and Population Age Demographics and Household Characteristics

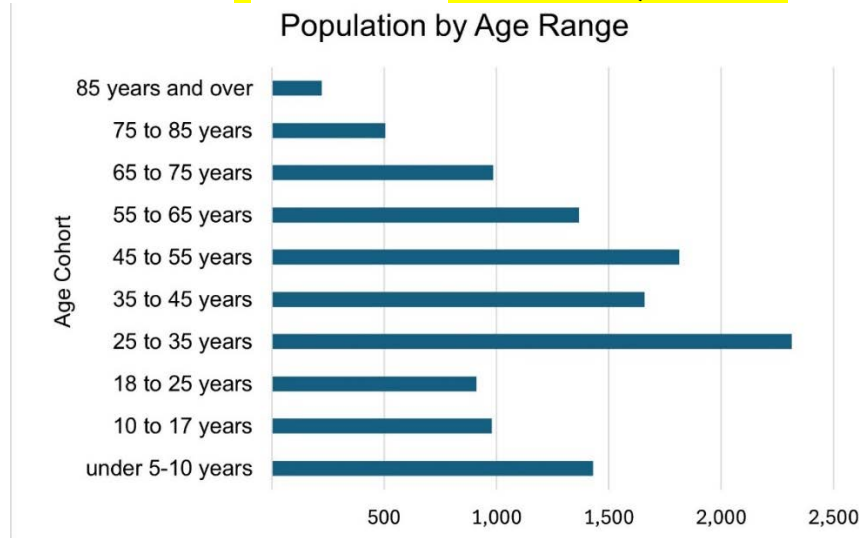
The City of Kenmore has an estimated population of 24,350 (April 1, 2024 OFM estimate), an increase of just over 3,000, or approximately 14 percent since the last Comprehensive Plan update in 2014. The annual growth rate (1.35 percent) is slightly lower than the countywide growth rate (1.7 percent) during this period. Table H-A below shows the population profile. Figure H-1 shows the age distribution in Kenmore.

Table H-A, Population Profile, 2023

Population	24,350
Households	9,505
Median Age	41.3
Median Male Age	40.6
Median Female Age	42.1

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

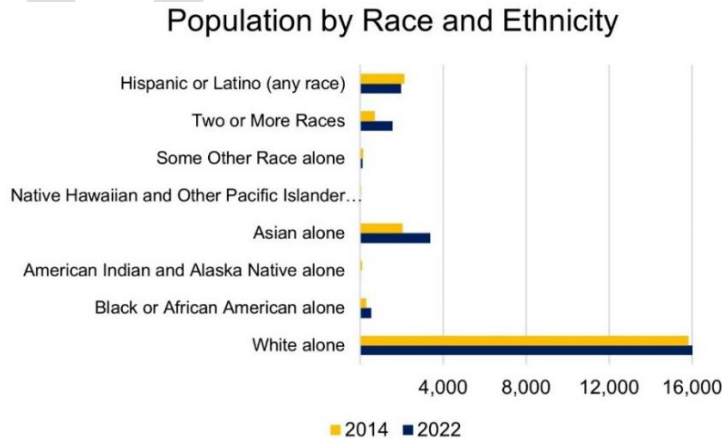
FIGURE H-1 POPULATION AGECOHORTS, KENMORE



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

People of Color (BIPOC) comprise approximately 35.22 percent of the Kenmore population overall, the highest of which are Asian alone. The proportion of residents defining themselves as “White alone” declined from 74 percent in 2014 to 68 percent in 2022, while persons defined as “Asian alone” increased from 10 percent to 14 percent of the population. Self-identified Hispanic/Latino residents dropped slightly from 10 percent in 2014 to 8 percent in 2022. The highest percentages of these groups (26 to 28 percent) appear in the youngest age categories, below 45 years old. See Figure H-2.

FIGURE H-2 POPULATION BY RACE AND ETHNICITY



Source: ACS, 5-year estimates, 2022.

Households and Household Types

Kenmore averaged 8,858 total households from 2015 to 2019, currently has approximately 9,220 households, 11-15 percent more than in 2010, last reported in the comprehensive plan in 2014, but the composition of household types changed very little. The household size decreased slightly, from 3.03 to 2.53. Compared to King County overall (Figures H-32 and H-34 below), the city has greater percentages of married-couple families (59-55 percent) and families with children (33-57 percent). The city also maintains a somewhat lower proportion of one- and two-person households (57 percent) than the rest of King County (64 percent).

HOUSEHOLDS BY TYPE

FIGURE H-32
KENMORE, 2015–2019

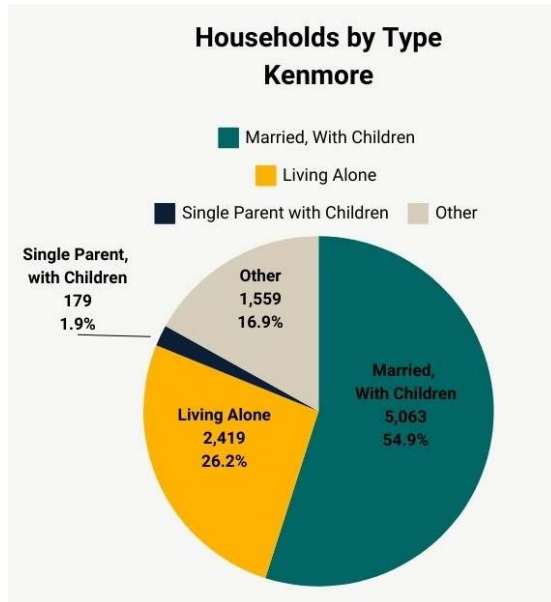
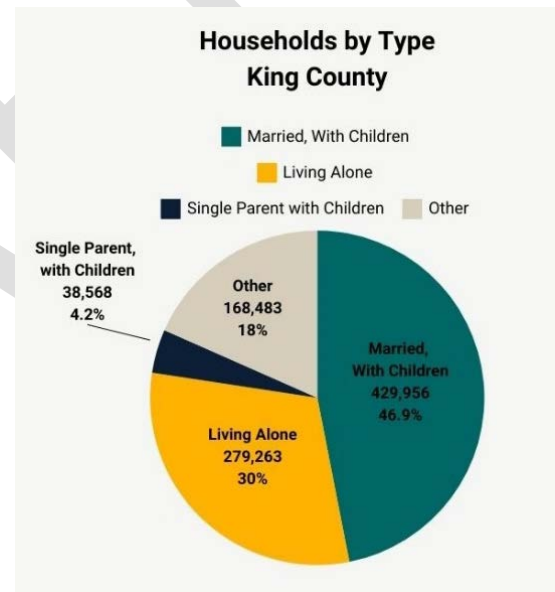


FIGURE H-34
KING COUNTY, 2015–2019



Source: ACS 5-Year estimates, 2022

Jobs and Wages

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

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

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

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

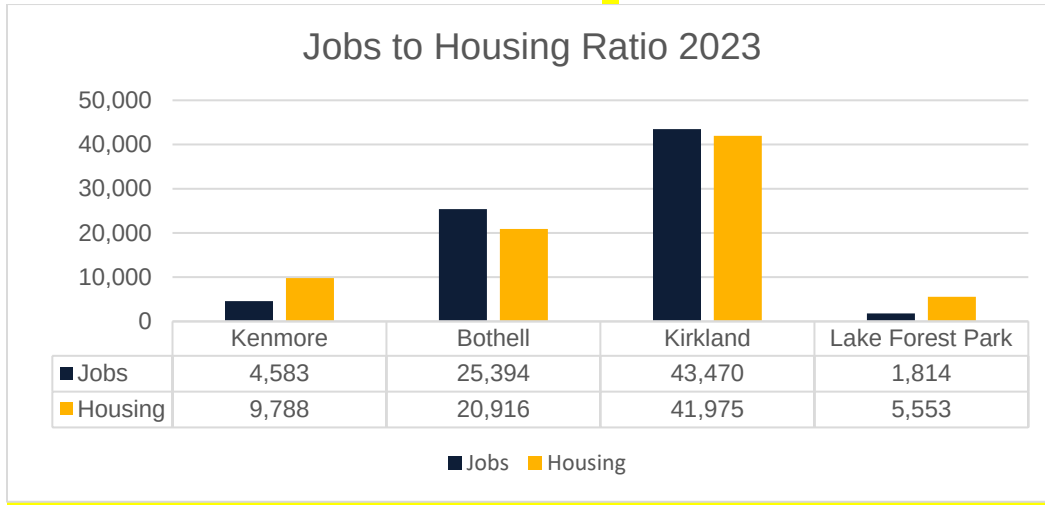
Location of Housing and Employment

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

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

the north and south of SR-522, and a mix of medium- to high-density along the SR-522 corridor. Downtown Kenmore is the most densely populated area of the city and is designated as a Countywide Growth Center.

FIGURE H-54



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

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

FIGURE H-5

WAGES OF JOBS IN KENMORE

Household Incomes

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

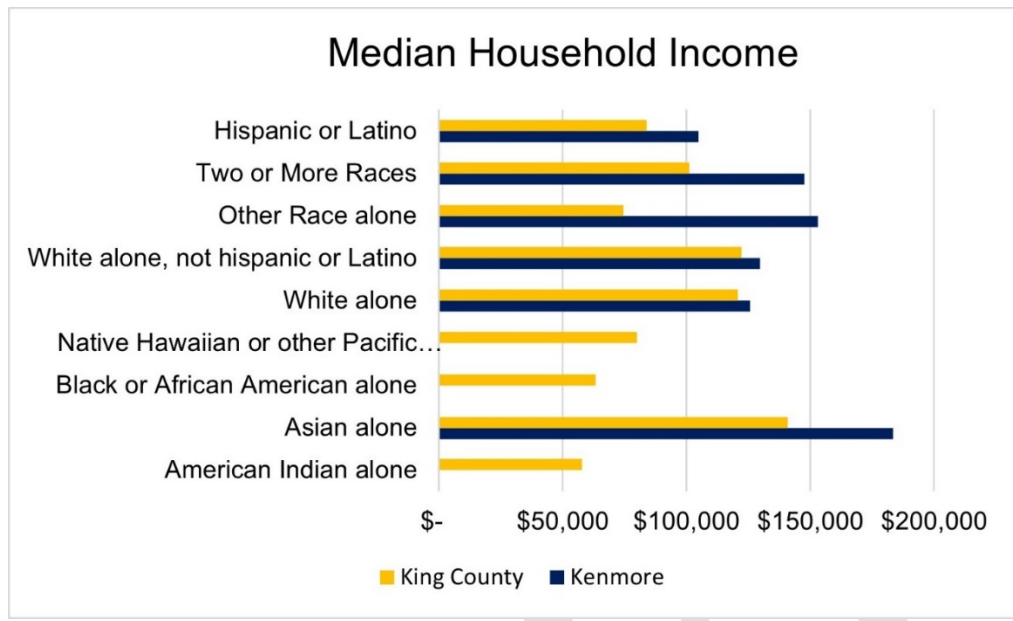
Figure H-6 provides information on median household income by race/ethnicity.

TABLE H-AB HOUSEHOLDS BY INCOME CATEGORY

HOUSEHOLD INCOME CATEGORY	PERCENT OF TOTAL HOUSEHOLDS			
	KENMORE		KING CO.	
	2006-2010-2012-2016	2014-2018-2017-2020	2006-2018-2012-2016	2014-2018-2017-2020
< 30% of median: Extremely Low-Income	11%	12 11%	12%	9 13%
30% to 50% of median: Very Low-Income	6 9%	10 8%	10%	9 11%
50% to 80% of median: Low-Income	13 10%	11%	11 3%	10 12%
> 80% of median: Middle- and Higher-Income	74 70%	68 70%	64 67%	72 64%
"Median" refers to the Area Median Income (King and Snohomish counties). Some totals exceed 100% due to rounding.				

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

FIGURE H-6
MEDIAN HOUSEHOLD INCOME



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

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

Existing Housing Types

Housing Types

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

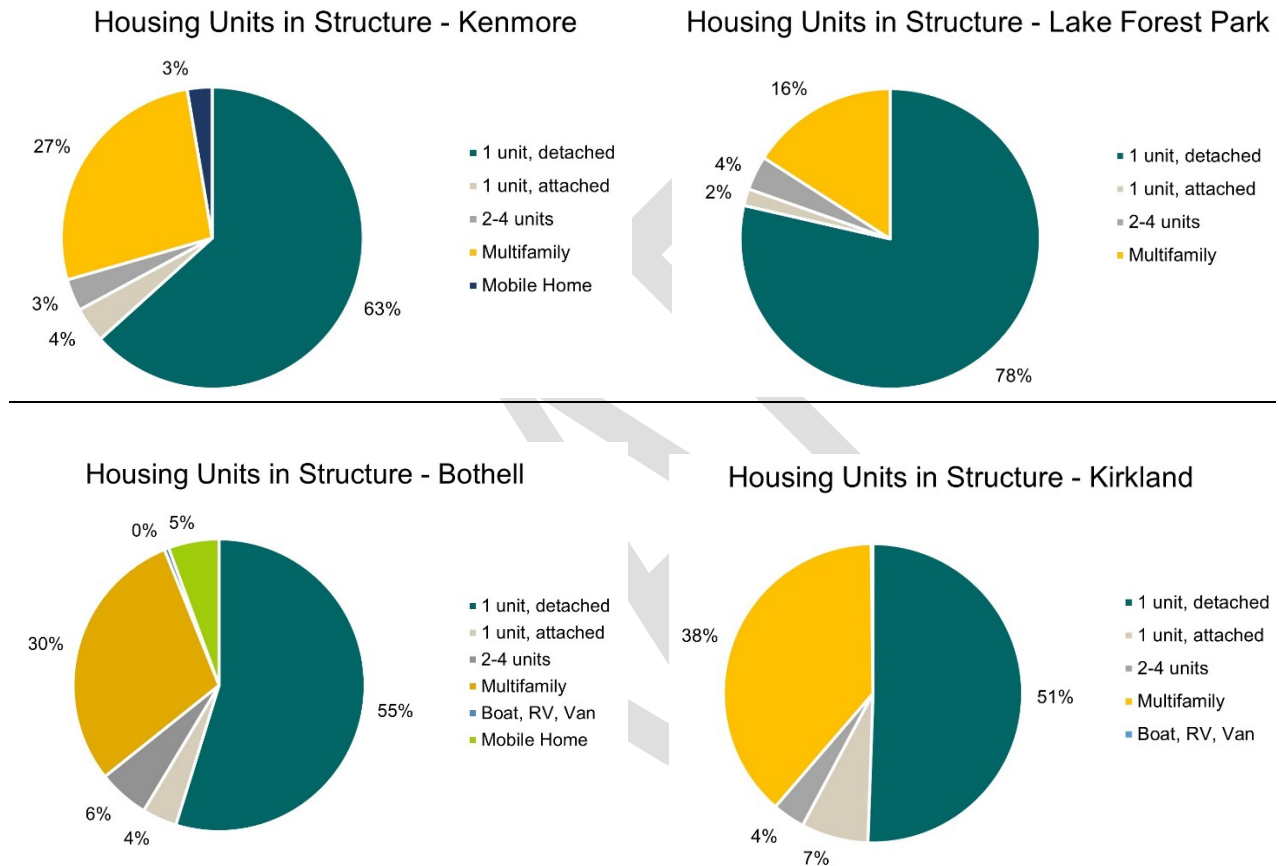
TABLE H-BC
NUMBER AND TYPE OF HOUSING UNITS, KENMORE

TYPE OF HOUSING	2000		2010		2021/2023	
	UNITS	% OF TOTAL	UNITS	% OF TOTAL	UNITS	% OF TOTAL
Single-family Detached	5,235	70%	6,024	70%	6,625/6,679	69/68%
2 or more-family	1,892	25%	2,254	26%	2,753/2,827	28/29%
Mobile Homes	361	5%	291	3%	291/287	3%
Total Units	7,488		8,569		9,665/9,797	100%

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

Compared to King County and most of east most jurisdictions in King County, Kenmore has a low percentage (27.22 percent) of multi-family housing. (see Figure H-7, below).

FIGURE H-7
HOUSING UNITS BY UNITS IN STRUCTURE



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

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

housing units with affordability requirements.

Market Rate Housing Prices

Homeownership

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

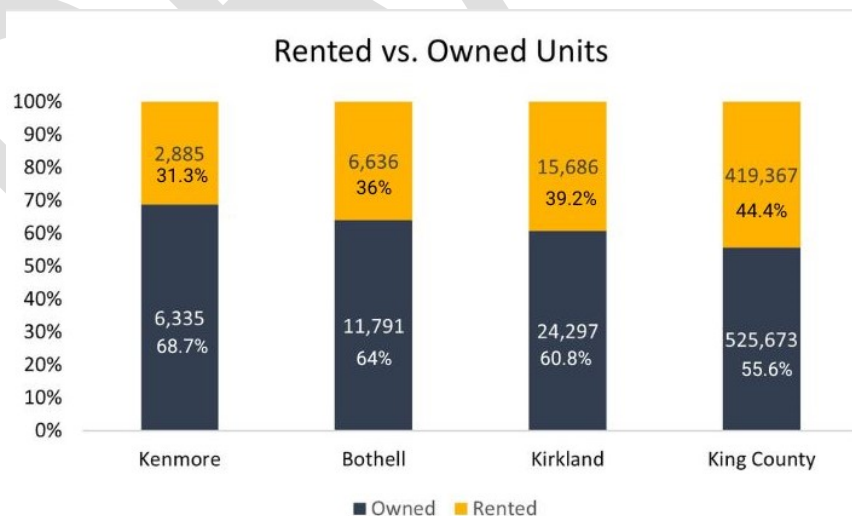
The average home sale price value in 2020-June 2024 in Kenmore was \$1,055,872.730,000 (Zillow, 2024). Washington Center for Real Estate Research).

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

Rental Housing

Rental housing makes up about 27–31 percent of housing supply in Kenmore, a significantly smaller portion of overall housing than in east King County and King County as a whole (Figure H-8).

FIGURE H-8 RENTED VS. OWNED UNITS



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

Role of ADUs in Kenmore

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

In 2020, the City amended its ADU regulations to encourage development of ADUs, including extinguishment of the owner occupancy requirement after the first six months of consecutive occupancy. In 2023, the State legislature passed HB 1110 and HB 1337, but which mandate significant changes to ADU regulations, including allowing two ADUs per lot in all cities within urban growth areas (including Kenmore) and reducing barriers related to occupancy, sale, lot size, and parking. Kenmore is updating its development regulations to comply with these new provisions and will complete the updates within six months of the periodic update.

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

Kenmore has permitted at total of 126 accessory dwelling units in the City (as of 2024).

The median gross rent (including utilities) in Kenmore in 2020 was the lowest among east King County cities except Beaux Arts Village, and 10 percent below the county-wide median (Table H-C).

TABLE H-D

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

HOUSING AFFORDABILITY Housing Costs

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

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

TABLE H-DE

AFFORDABLE HOUSING COSTS BASED ON KING COUNTY MEDIAN INCOME, 2024

	EXTREMELY LOW- INCOME		VERY LOW- INCOME		LOW- INCOME	
	30% of Area Median		50% of Area Median		80% of Area Median	
Household Size	Annual Income	Affordable Monthly Cost	Annual Income	Affordable Monthly Cost	Annual Income	Affordable Monthly Cost

1	\$30,954	\$774	\$51,590	\$1,290	\$82,544	\$2,064
2	\$35,376	\$884	\$58,960	\$1,474	\$94,336	\$2,358
3	\$39,798	\$995	\$66,330	\$1,658	\$106,128	\$2,653
4	\$44,120	\$1,106	\$73,700	\$1,843	\$117,920	\$2,948
5	\$47,758	\$1,194	\$79,596	\$1,990	\$127,354	\$3,184

Source: ARCH.

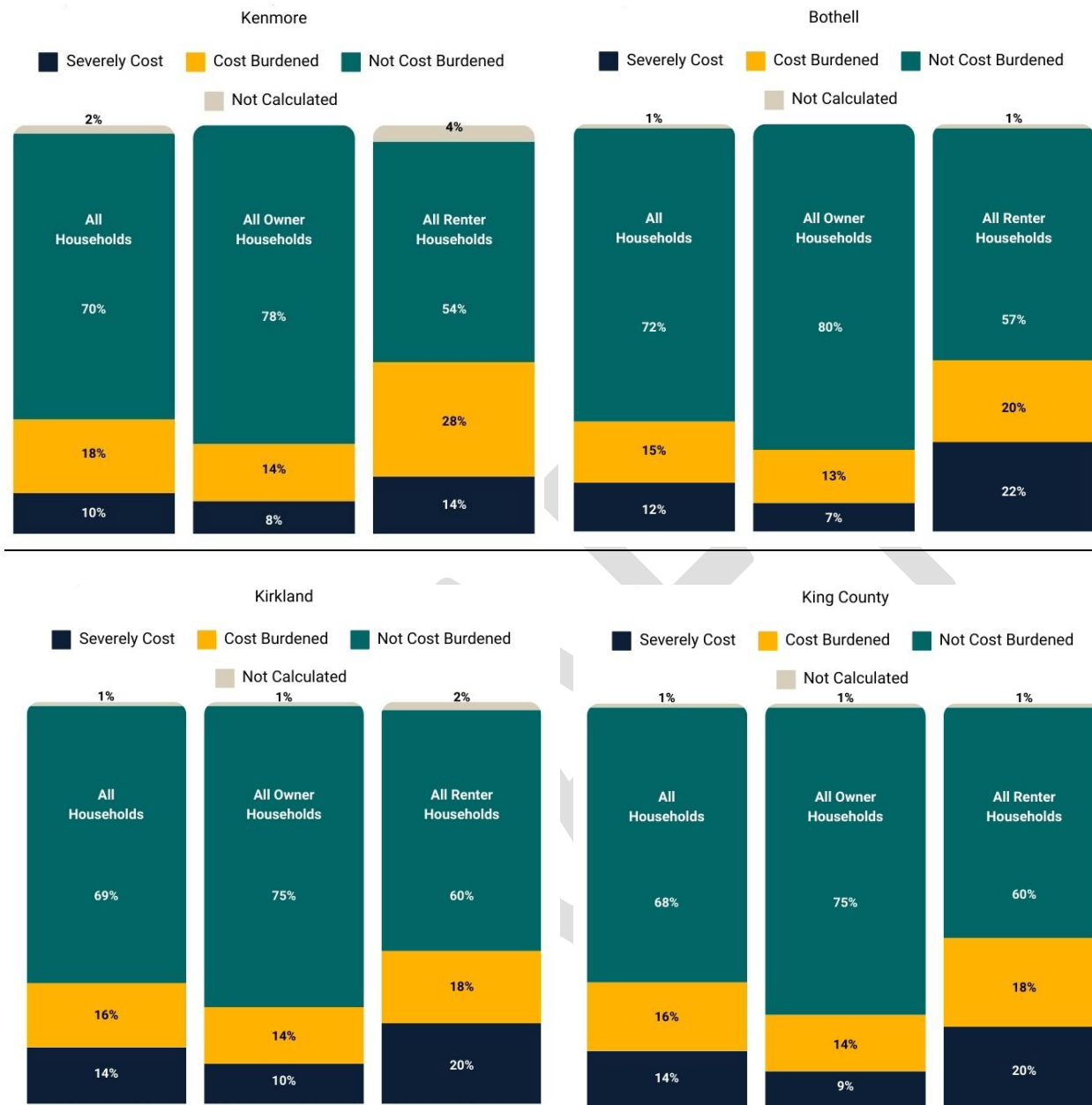
Figure H-9 illustrates the percentage of renter and owner households based on their cost-burden status. Renter households were significantly more likely to experience cost burden during this period – 36 percent compared to only 21 percent of owner households. Figure H-10 shows the cost burden by household income.

The median gross rent in Kenmore in 2022 was \$1,850, 5 percent below the county-wide median (Table H-E).

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

LOCATION	BEDROOMS				AVERAGE
	0	1	2	3	All Units
Bothell	\$1,845	\$1,857	\$2,200	\$2,782	\$2,174
Kenmore	\$1,169	\$1,677	\$1,864	\$2,417	\$1,850
Lake Forest Park	\$N/A	\$1,717	\$2,206	\$2,417	\$1,992
King County	\$1,552	\$1,738	\$2,070	\$2,569	\$1,950

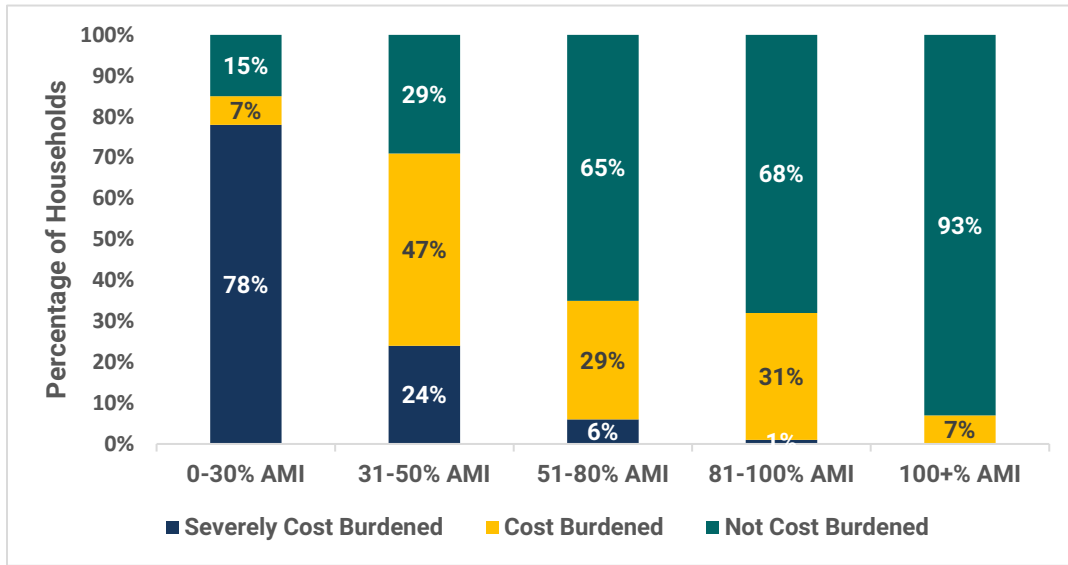
Rental vacancy data indicate that Kenmore has relatively few apartments available (Table H-D, below). The average 5-year rental vacancy rate in Kenmore, according to 2022 ACS data, averaged 4.4 percent.

FIGURE H-9**PROPORTION OF ALL HOUSEHOLDS BY COST BURDEN AND TENURE (2021)**

Source: HUD CHAS data (based on 2017-2021 ACS 5-year estimates)

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

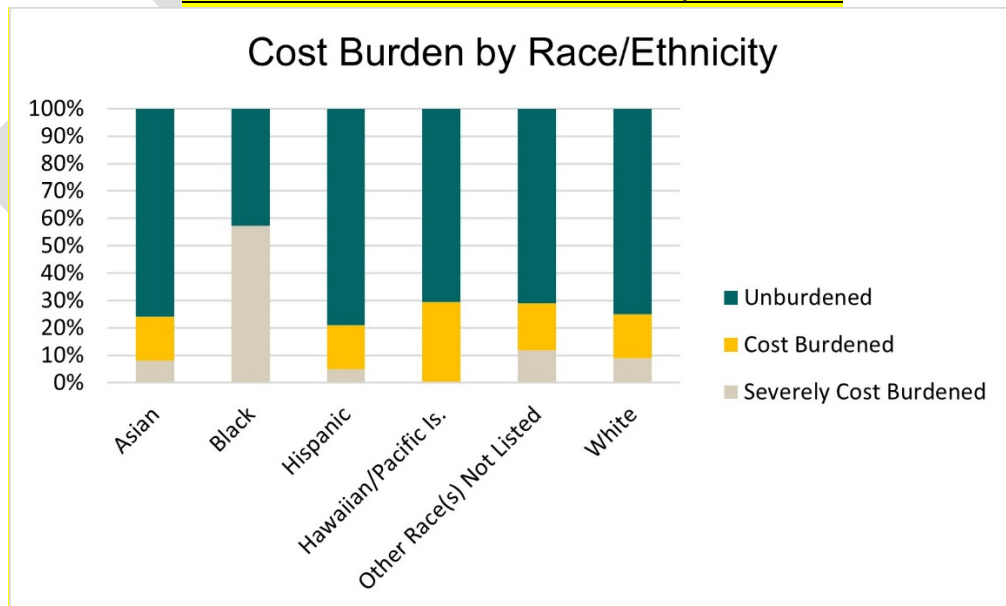
FIGURE H-10 COST BURDEN BY HOUSEHOLD INCOME



Source: CHAS 2016-2021

Examining the proportion of all households by race (Figure H-11), households of color have similar rates of cost-burden as White households. However, of the Black or African American population living in Kenmore, the majority are severely cost burdened, spending over 50 percent of their income on housing. Hispanic/Latino households are more likely to be cost-burdened with a notably higher percentage spending 30 – 50 percent of their income on housing compared to other racial groups.

FIGURE H-11 COST BURDEN BY RACE/ETHNICITY



Source: CHAS 2015-2019

Using the federal affordability definition, 12% of Kenmore's housing is affordable to extremely low- and very low-income households and 12% to low-income households. The amount of

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

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

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

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

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

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

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

Cost-Burdened Households

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

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

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

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

Source: CHAS 2014–2018 5-year Estimates.

See Appendix — for more information about cost burdened households.

HOUSING TARGETS AND CAPACITY

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

Within $\frac{1}{2}$ –one-half mile of high-capacity transit, there is capacity for approximately 3,500 additional new housing units, including new development in the medium density residential classification. Existing housing units in that area total nearly 7,000 units.

TABLE H-HE
EXISTING HOUSING UNITS, AND 2021 CAPACITY, KENMORE

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

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

Approximately seventy (70) percent of the city's residential capacity, however, is zoned for "medium high" and "high" densities, and if developed to capacity Kenmore will provide a variety of housing

similar to that of other similarly sized cities (Table H-G). Of Kenmore's total city acreage, 78% is zoned exclusively for residential uses (all R and MHC zones). Of that acreage, the area zoned exclusively for single-family residential development comprised 95% of the total in 2023. New allowances for middle housing will reduce this percentage and provide more opportunities for additional housing types in the City (Figure H-12).

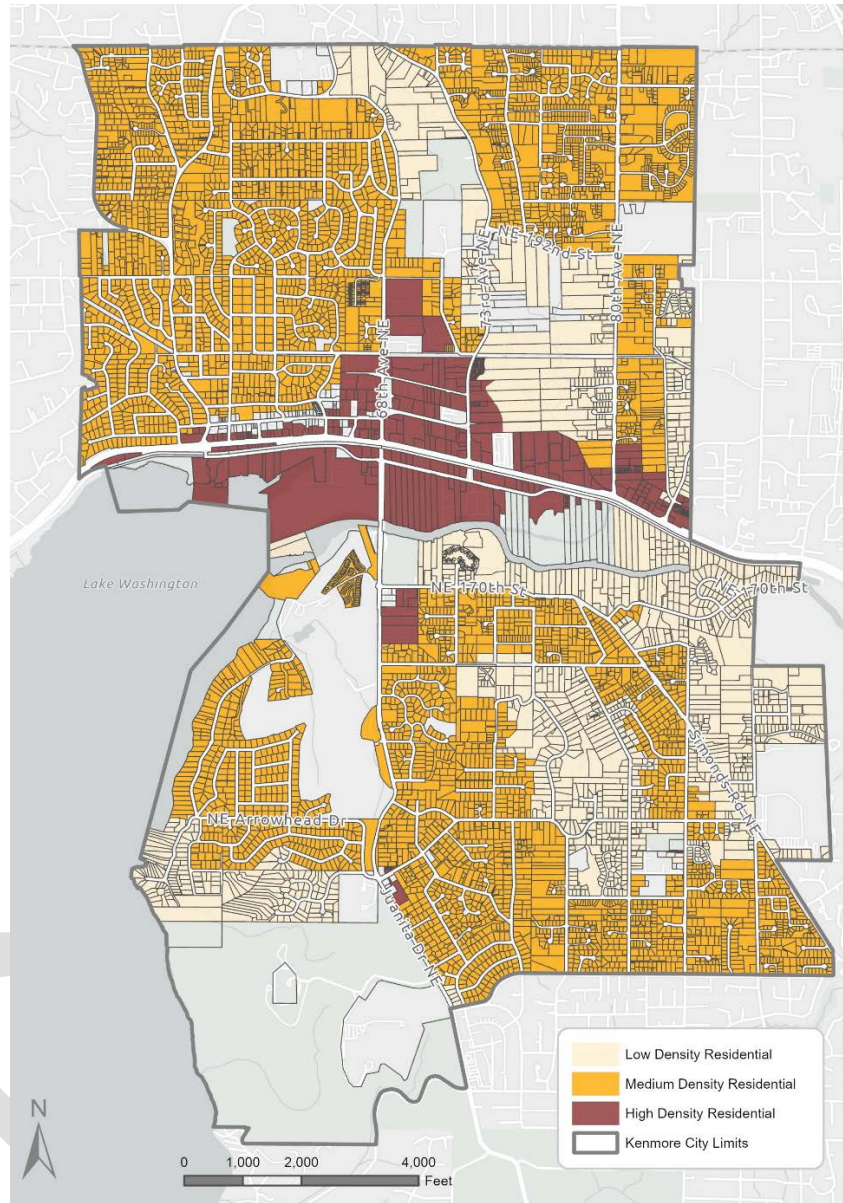
TABLE H-G

AREA BY ALLOWED HOUSING DENSITY

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

Source: City of Kenmore GIS

FIGURE H-12
LAND ZONED FOR HOUSING BY DENSITY



Source: City of Kenmore GIS

Land Capacity Analysis

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

A summary of findings of the LCA are documented below in Table H-H below. The LCA showed that the City has more than enough capacity to accommodate its assigned growth targets under existing zoning patterns. In 2044, the City is expected to have a surplus capacity of 3,678 housing units and 52 jobs above King County growth targets. That said, the City may want to continue expanding capacity beyond what is needed to meet growth targets and achieve important community-wide objectives such as housing affordability. The full LCA and methodology may be found in Appendix G.

TABLE H-H
LAND CAPACITY ANALYSIS SUMMARY

Subject	Findings
Housing Capacity	6,748 dwelling units
Housing Surplus	3,678 units
0-80% AMI Housing Surplus	2,147 dwelling units
>80-120% AMI Housing Surplus	1,531 dwelling units
Net Commercial/Industrial Capacity	52.38 acres
Employment Capacity	3,252 jobs
Employment Surplus	52 jobs

Source: City of Kenmore, Kimley-Horn

AFFORDABLE HOUSING CHALLENGES AND OPPORTUNITIES

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

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

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

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

A Regional Coalition for Housing (ARCH)

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

Housing Allocation of Future Housing Needs

The state Growth Management Act (GMA) mandates that each county and city must plan to accommodate the growth projected over the next 20 years. Additionally, the GMA requires cities to plan for and provide affordable housing for all economic segments of the population. Permanent housing needs, as shown in Figure H-J below, include both permanent supportive housing (PSH) and non-permanent supportive housing (non-PSH). The City of Kenmore is planning for sufficient capacity to accommodate 3,070 units projected to be built by 2044. This includes housing for all income groups, as well as emergency housing and emergency shelter housing.

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

**TABLE H-I CITY OF KENMORE PERMANENT HOUSING
NEEDS BY INCOME LEVEL (% OF AREA MEDIUM INCOME³)**

2020-2044	Total	0-30% Non-PSH⁴	0-30% PSH	>30 - <50%	>50 - <80%	>80 - <100%	>100 - <120%	>120%	Emergency Housing Need⁵
Estimated Housing Supply (2020)	9,589	359	0	835	1,183	1,277	1,517	4,418	587
Kenmore Housing Targets (2020-2044)	3,070	1,063	559	483	393	75	85	412	

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

TABLE H-I

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

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

³ AMI = area median income.

⁴ PSH = permanent supportive housing.

⁵ Emergency housing includes emergency housing and shelter and is in addition to permanent housing needs.

comply with the King County Housing CPPs.

History of Racially Discriminatory Communities and Racially Disparate Land Use and Housing Practices

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

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

City of Kenmore Equity Analysis & Eastside for All Report

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

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

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

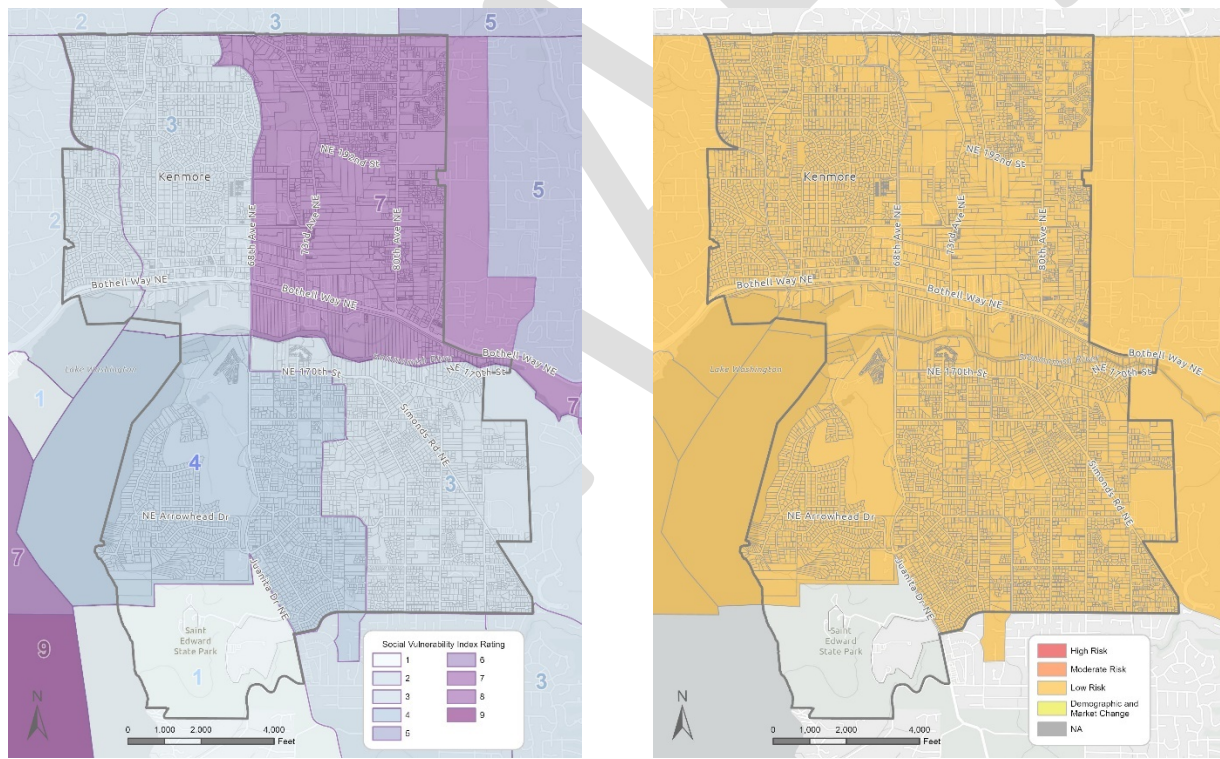
In addition to the equity analysis, the City collaborated with ARCH and Eastside for All (EFA), a nonprofit organization founded in 2019 to advance racial equity and social justice in East King

County. EFA organizes and mobilizes communities of color and immigrant communities who are most impacted by racial disparities and inequities. The report of the process is adopted by reference as part of the Housing Element as Appendix F.

Displacement Risk

The impact of racially exclusive and discriminatory land use and housing practices can be seen when analyzing changing demographic population patterns. Puget Sound Regional Council (PSRC) has developed a “displacement risk mapping tool” to identify areas in the region where current residents and businesses are at risk of displacement as growth occurs. The mapping tool uses a variety of indicators across five major categories, including socio-demographics, transportation qualities, neighborhood characteristics, housing, and civic engagement. No census tract in Kenmore was identified as a “high” displacement risk. Two tracts, both of which overlap with the City of Bothell to the east, identify as “moderate” displacement risk. This area is located east of 68th Avenue NE and north of Bothell Way/SR-522.⁶ Figures H-13 and H-14 identify the socioeconomic vulnerability index and displacement risk within the City of Kenmore.

FIGURES H-13 and H-14
SOCIAL VULNERABILITY INDEX AND DISPLACEMENT RISK



Source: City of Kenmore GIS, WA State Dept. of Health Source: WA Department of Commerce, US Census

Rental Housing for People Needing Supportive Services Housing for Vulnerable Populations⁷

⁶ While there are no Census tracts (which is a broadly defined area) that have a high displacement risk, there is possibility that some Census blocks may have a higher or lower displacement risk. For example, the Census blocks which include the city's mobile home communities have a higher displacement risk than other Census blocks due to a number of possible factors, including the land being privately-owned and the potential of the land being sold.

⁷ Vulnerable populations, as defined by RCW 70A.02.010, means (a) population groups that are more likely to be at

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

Emergency housing and shelters both provide temporary services, whereas emergency housing provides overnight accommodation and shelters may not. Permanent supportive housing is a long-term housing option for those who need comprehensive support services to retain tenancy. As of 2024, Kenmore Place, a transitional shelter operated by Hopelink, is located in Kenmore.

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

Kenmore has one licensed assisted living facility (boarding home) with 100 beds and 26 licensed adult family homes with 150 beds. Adult family home residents include elderly people, individuals with limited mobility (use of wheelchair), developmental disabilities, mental illness, diabetes, terminal illnesses, brain injury, and those recovering from strokes. The number of persons living in supported living situations (i.e., group quarters) has increased 35% since 2010, a somewhat lower rate than the growth across east King County (44 percent). The closest nursing home to Kenmore is in Bothell. Bothell Health Care (707 228th St. SW) nursing home has 99 beds.

Income- and Price-Restricted Housing

Land Use and Tax Incentives

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

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

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

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

higher risk for poor health outcomes in response to environmental harms due to : (i) Adverse socioeconomic factors, such as unemployment, high housing and transportation costs relative to income, limited access to nutritious food and adequate health care, linguistic isolation, and other factors that negatively affect health outcomes and increase vulnerability to the effects of environmental harms; and (ii) sensitivity factors, such as low birth weight and higher hospitalization. (b) "Vulnerable populations" includes but is not limited to: (i) Racial or ethnic minorities; (ii) Low-income populations; (iii) Populations disproportionately impacted by environmental harms; and (iv) Populations of workers experiencing environmental harms.

Incentives program.

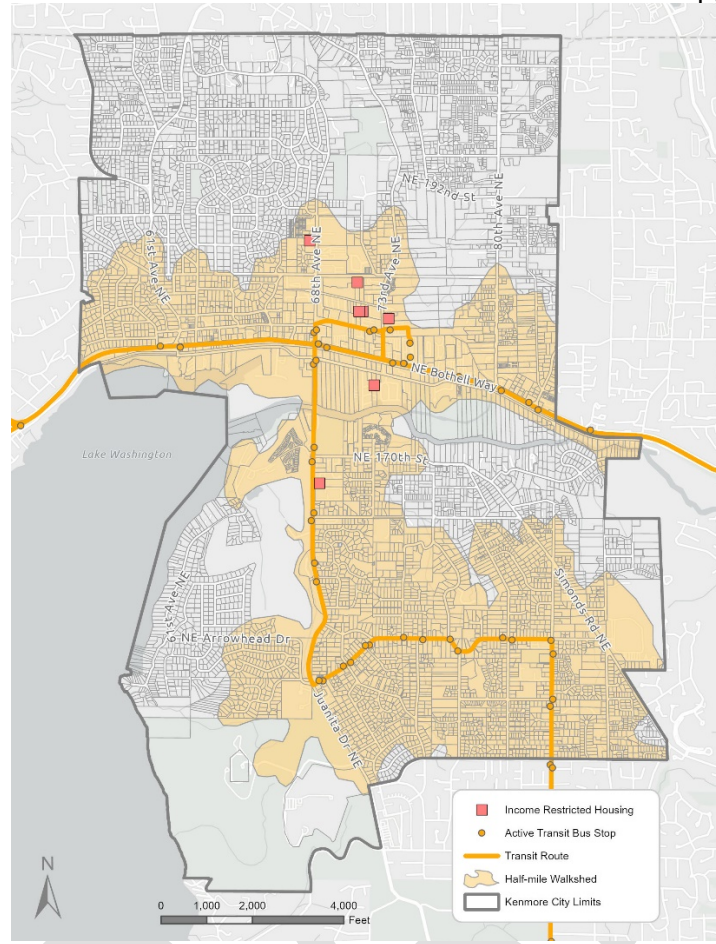
Public and other Funding Programs

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

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

All of these income- and price-restricted housing units are located within a half mile of transit service (see Figure H-15):

FIGURE H-15
INCOME RESTRICTED HOUSING WITHIN HALF MILE OF WALKSHED OF TRANSIT



Source: City of Kenmore GIS

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

Housing for the Homeless

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

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

Lake City Partners plan to open a new senior women's shelter in Kenmore in late 2024/early 2025. This facility will provide temporary shelter as well as a comprehensive pathway to stability and

sustainable housing.

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

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

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

ADEQUATE PROVISIONS FOR HOUSING

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

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

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

Consideration of Housing for All Income Levels

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

Actions to Achieve Housing Availability and Affordability

As identified in the Land Capacity Analysis summary above, the City is able to meet its assigned growth targets. However, there are a number of actions, listed below in Table H-J, that outline recommended actions for the City to address barriers to housing production and increase the

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

TABLE H-J
HOUSING PRODUCTION BARRIERS & PROPOSED ACTIONS

Barrier	Housing Types	Proposed Action
Regulations and permit process for Shelters, Transitional Housing, Emergency Housing and Permanent Supportive Housing (STEP)	STEP Housing	Review and amend zoning regulations and permit process for STEP housing using the Department of Commerce guidance
Building/Energy Codes	All housing types. Affordable (income restricted) housing	Review recent building code updates & energy code requirements make building more costly. Review codes to explore options for cost reductions in particular for affordable (income restricted) housing.
Permit Fees/Impact Fees	Accessory Dwelling Units and affordable housing	Review and amend permit fees/impact fees for ADU's and affordable (income restricted) housing projects to provide exemptions and/or reduced fees. Coordinate with the school district on regulations that exempt affordable (income restricted) housing from school impact fees.
Utility Connection Fees	Accessory Dwelling Units and affordable housing	Coordination with utility providers on options for reducing connection fees particularly for ADU's and also affordable (income restricted) housing project.
Affordable Housing Funding Gap	Affordable housing	Review Multi-Family Tax Exemption (MFTE) regulations and consider expanding to other areas of the City. Review inclusionary zoning requirements and consider expanding to other areas of the City.
High minimum lot sizes	Duplexes, triplexes, townhomes	Consider decreasing minimum lot sizes from 7,200 to 5,000 ft ² in R-4 zones
Low maximum density	Duplexes, triplexes, townhomes	Consider increasing maximum density in R-1 zone to 4 units per lot and 8 units per lot in R-6
Building heights	Low- to mid-rise	Consider increasing maximum heights in Downtown Residential & Commercial, and Urban Corridor and Residential zones
Parking requirements	All middle housing and multi-family types	Consider reducing parking requirements citywide

Source: City of Kenmore

AFFORDABLE HOUSING NEEDS

Countywide Planning Policy (CPP) H-1 requires that, "All comprehensive plans ... combine to address the countywide need for affordable housing ... at a level that calibrates with the

jurisdiction's identified affordability gap" for extremely low-, very low-, and low-income households." Table H-1 shows the difference between the housing supply in 2019 and the expected need in 2044 at each income level. (See the Endnotes to this chapter for definitions of each column heading.)

**TABLE H- CITY OF KENMORE PERMANENT HOUSING
NEEDS BY INCOME LEVEL (% OF AREA MEDIUM INCOME⁸)**

2020-2044	Total	0-30% Non-PSH ⁹	0-30% PSH	>30- ≤50%	>50- ≤80%	>80- ≤100%	>100- ≤120%	>120%	Emergency Housing Need ¹⁰
Estimated Housing Supply (2020)	9,589	359	0	835	1,183	1,277	1,517	4,418	587
Kenmore Housing Targets (2020- 2044)	3,070	559	1,063	483	393	75	85	412	

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

AFFORDABLE HOUSING NEEDS

	2019 Estimated Supply	2044 Apportioned Need	2019 – 2044 Need
Kenmore	9,485	12,555	
0 – 30% AMI	278 3%	1,883 15%	1,605
31 – 50% AMI	1,074 11%	1,883 15%	810
51 – 80% AMI	1,324 14%	2,385 19%	1,061
Over 80% AMI	6,809 72%	6,403 51%	406
East King County cities	222,378	314,032	
0 – 30% AMI	6,036 3%	47,105 15%	41,068
31 – 50% AMI	12,260 5%	47,105 15%	34,845
51 – 80% AMI	24,465 11%	59,666 19%	35,201
Over 80% AMI	179,617 81%	160,156 51%	19,460

Sources: CHAS, OFM, ARCH.

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

"When taken together, all the comprehensive plans of King County jurisdictions must "plan for and accommodate" the existing and projected housing needs of the county (RCW 36.70A.020 and 36.70A.070)" (introduction to CPP Housing chapter). "All comprehensive plans in King County combine to address the countywide need for housing at a level that results in the combined comprehensive plans in King County meeting countywide need" (H-1). "This section promotes cross-sectoral and interjurisdictional coordination to meet

⁸ AMI = area median income.

⁹ PSH = permanent supportive housing.

¹⁰ Emergency housing includes emergency housing and shelter and is in addition to permanent housing needs.

the housing needs of households with extremely low, very low, and low incomes. Collective efforts to fund or provide technical assistance for affordable housing development and preservation, and for the creation of strategies and programs, can help to meet the housing needs identified in comprehensive plans. Therefore, there are opportunities for efficiencies and greater impact through interjurisdictional cooperation" (introduction to CPPs H-6 and H-7). The CPPs encourage Kenmore and other cities not to think of affordable housing goals or issues as theirs to solve alone. For example, Kenmore may be able to plan for more than 1,061 homes affordable to low-income households or support some extremely low-income housing created in other communities. The city of Kenmore belongs to ARCH to make these opportunities happen.

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

SUMMARY OF LOCAL HOUSING STRATEGIES

The city has taken action in several areas to address local housing needs. These include:

- In 2003, the city rezoned a former Park and Ride site on 68th Avenue NE to enable a multifamily development, with a requirement that 25 percent of the units address local affordable housing needs. Spencer 68 apartments opened in 2015, providing 56 affordable units, five for low-income households. To help enhance affordability on the property, the city approved a twelve-year property tax exemption on residential improvements.
- The city waived a portion of impact fees for a project that incorporated housing affordable to low-income households.
- The city has been an ongoing member of ARCH. Through the ARCH Trust Fund process, the city has regularly committed local funds for affordable housing projects in Kenmore and throughout the region, assisting with nearly 200-100 units affordable to lower-income households.
- Through participation in the countywide CDBG Consortium, local homeowners receive Housing Repair loans (9 applications in 2021).
- In 2015, the city adopted increased density allowances in the Transit Oriented Development District Overlay Area with requirements for including affordable housing in new development. Regulations were amended in 2022 with a requirement that twenty-five percent of units must be affordable to those at the 50% AMI level or below for rental units or 80% AMI for ownership units.
- In 2017, the city approved a Housing Strategy Plan identifying potential strategies to address affordable housing needs and prioritizing them for future consideration.
- In 2019, the city:
 - o rezoned some of the City's manufactured housing communities in order to preserve existing affordable housing in those communities. The adopting ordinance was appealed and as of July 2024, the appeal has not been resolved.
 - o amended zoning for portions of the Community Business zoning district, including incentives for development of affordable housing.
 - o expanded the area eligible for a Multifamily Tax Exemption to the Transit-Oriented Development District.

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

- The City has adopted several residential renter protection regulations. In 2019, the city adopted an enhanced notice of rent increase. From March 20, 2021, through January 15,

2022, the city adopted a temporary moratorium on residential tenant evictions related to the Covid-19 pandemic. In June 2021, the City adopted four renter protections that remained^{ed} in place through the Washington State and City of Kenmore declared emergency related to the Covid-19 pandemic:

- o Creates a defense to eviction for rental debt accrued due to pandemic-related hardship.
- o o Creates a defense to eviction if a tenant has a rental assistance application in process.
- o Bans late fees for rent that became due during the pandemic.
- o Requires landlords to certify that they have attempted to obtain rental assistance before filing for eviction due to unpaid rent accrued during the pandemic.
- In 2022 the City ~~also is considering~~ adopted^{ed} additional residential ~~tenant~~ protections. ~~In 2023 the tenant protection ordinances were appealed and as of July 2024, the appeal has not been resolved.~~ Tenant protections adopted included^{ed}:
 - o Notice of rent increase required
 - o Cap on late fees
 - o Cap on move in fee
 - o Right to Payment Plan
 - o ~~Rental unit registration program~~
 - o Just cause eviction program
 - o ~~Right to relocation assistance~~
 - o Criminal background checks prohibited
 - o Bars discrimination due to immigration status
 - o Bars requirement of social security number
 - o Bans abusive, deceptive, and unfair practices in rental housing
 - o Rent due date may be altered due to tenant's fixed income
 - o ~~Landlord may not demand child or person with disability to be signatory to lease if tenant of record is already a signatory~~
- In 2023 the tenant protection ordinances were appealed. In September 2024, the City Council adopted Ordinance 24-0604 Amending Chapter 8.55 KMC, Tenant Protections.¹¹
- In 2021, the city:
 - o created a reduced permit review process for projects containing affordable housing.
 - o ~~updated regulations to allow Accessory Dwelling Units, with over 60 ADUs permitted to date.~~
- ~~In 2022, the City Council authorized spending approximately 3 million dollars in federal American Rescue Plan Act (ARPA) funding for a project containing a minimum of 10% of dedicated affordable housing for those earning less than 30% AMI. The Council also authorized use of City surplus property for this development. It is anticipated that the development proposal will be submitted to the annual State and County funding pipeline in 2022.~~
- The Approach at Kenmore, a proposed multifamily rental and ownership building, will provide an affordable housing option for families in the downtown Kenmore area. Habitat for Humanity SKKC will create 20 affordable for-sale units, while Imagine Housing will operate the rental units and will partner with a complementary community service partner to provide access to essential services for on-site residents and the broader community.

¹¹ Ordinance 24-0604, Amending Chapter 8.55 KMC, Tenant Protections. This ordinance repealed Section 8.55.075 KMC, Just cause for landlord's eviction, and Section 8.55.078, Unfair or abusive acts by landlords prohibited.

GOALS, OBJECTIVES, AND POLICIES

RESIDENTIAL NEIGHBORHOODS

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

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

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

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

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

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

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

Policy H-1.1.6 Encourage the preservation and repurposing of existing housing, including demolition when practical.

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

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

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

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

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

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

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

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

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

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

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

neighborhood opportunities for people of all races and backgrounds.

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

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

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

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

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

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

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

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

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

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

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

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

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

exposure to harmful conditions.

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

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

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

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

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

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

- a. Promote compatibility between new and existing housing.
- b. Connect multifamily developments with surrounding neighborhoods to enhance community cohesion.
- c. Facilitate the integration of attached and detached accessory dwelling units into residential areas.

GOAL H-2.

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

OBJECTIVE H-2.1

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

provide housing programs for vulnerable populations.

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

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

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

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

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

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

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

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

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

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

RESIDENTIAL GROWTH

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

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

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

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

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

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

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

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

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

Policy H-3.1.6 Permit indoor emergency shelters and housing in all zoning districts that allow hotels, which include Downtown Commercial (DC), Urban Corridor (UC), Waterfront Commercial (WC), and Regional Business (RB). Allow permanent supportive and transitional housing in all zones permitting residential dwellings or hotels.

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

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

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

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

Policy H-3.1.11 Promote the development of neighborhoods throughout the city which support affordable housing options and abundant public spaces in a walkable urban setting.

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

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

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

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

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

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

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

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

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

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

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

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

Policy H-3.2.10 Promote the development of residential housing in commercial and mixed-

use areas, particularly those near public transportation.

HOUSING AFFORDABILITY

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

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

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

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

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

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

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

Policy H-4.1.6 Consider affordable housing measures and incentives beyond those in RCW 36.70A.635(2)(a)¹² to promote additional affordable housing units in the City.

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

¹² RCW 36.70A.635(2)(a): To qualify for the additional units allowed under subsection (1) of this section, the applicant must commit to renting or selling the required number of units as affordable housing. The units must be maintained as affordable for a term of at least 50 years, and the property must satisfy that commitment, and all required affordability and income eligibility conditions adopted by the local government under this chapter. A city must require the applicant to record a covenant or deed restriction that ensures the continuing rental of units subject to these affordability requirements consistent with the conditions in chapter 84.14 RCW for a period of no less than 50 years. The covenant or deed restriction must also address criteria and policies to maintain public benefit if the property is converted to a use other than which continues to provide for permanently affordable housing.

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

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

OBJECTIVE H-4.2 Adopt programs and regulations that support housing affordable to extremely low-, very low-, low-, and moderate-income households, comparable to the countywide need.¹³

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

- a. Whenever possible, integrate affordable housing plans into proposals for development of publicly owned properties.
- b. Play a partnership role with nonprofit housing project sponsors by supporting applications for CDBG, HOME, and other Federal, State, or local funding sources for the projects.
- c. Enter into a long-term partnership with one or more nonprofit housing developers to identify sites and identify opportunities for public funding.
- d. Actively support affordable housing projects by expediting the permitting process, reducing development fees, or similar measures.
- e. Consider regulatory changes, including eliminating parking requirements within ¼ mile of major transit stops, such as reducing parking requirements, updating building codes to promote innovative, low-cost development, and expanding the Multifamily Tax Exemption (MFTE) program to support more affordable housing development.

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

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

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

¹³ See Countywide Planning Policies

- Policy H-4.2.5 Use density bonuses, inclusionary programs, and other methods with mixed-use and multi-family developments to provide housing affordable to extremely low- to moderate-income households.
- Policy H-4.2.6 As part of any rezone that increases residential capacity, consider requiring that a portion of the new units be affordable to extremely low-, very low- or low-income households.
- Policy H-4.2.7 Before implementing a new policy or regulation, consider how it will impact the cost to build a home.
- Policy H-4.2.8 Focus on projects that promote access to opportunity, anti-displacement, and wealth building for Black, Indigenous, and People of Color (BIPOC) communities.
- Policy H-4.2.9 Support alternative homeownership models that lower barriers to ownership and provide long-term affordability, such as community land trusts, and limited or shared equity co-ops
- Policy H-4.2.10 Collaborate with other organizations or entities to evaluate ways to address transitional homeless housing or provide an additional housing type.
- Policy H-4.2.11 Ensure that affordable housing achieved through public incentives or assistance remains affordable for the longest possible term.
- Policy H-4.2.12 Collaborate with other local governments directly and through membership associations (e.g., Puget Sound Regional Council) on regional housing strategies, especially related to providing extremely low- and very low-income housing.

Policy H-4.2.13 Partner to Address Deeply Affordable Housing¹⁴:

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

¹⁴ Deeply Affordable Housing, as defined by Department of Commerce, is housing that is <50% AMI, and includes housing such as emergency shelters, emergency housing, transitional housing, and permanent supportive housing.

- Invest in Land Acquisition: Allocate funds for acquiring land for affordable housing development.
- Support Alternative Homeownership Models: Encourage the use of innovative homeownership models, such as community land trusts and limited or shared equity co-ops, to increase affordability and accessibility.

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

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

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

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

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

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

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

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

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

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

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

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

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

- b. Do not reduce design quality, inhibit infrastructure financing strategies, or increase maintenance costs for public facilities.

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

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

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

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

HOUSING EQUITY

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

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

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

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

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

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

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

IMPLEMENTATION STRATEGIES

To organize and carry out these goals, objectives and policies, as well as to prepare the City

for the next Comprehensive Plan update, the City will undertake the following:

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

REFERENCES

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

City of Kenmore (2023). City of Kenmore Comprehensive Plan Update – Equity Analysis and Recommendations.

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

EMC Research (2024). City of Downtown Resident Survey.

ENDNOTES

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

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

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

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

LAND USE ELEMENT

INTRODUCTION

Purpose

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

Growth Management Act

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

- Distribution/location/extent of land uses: Agriculture, timber production, housing, commerce, industry, recreation, open spaces, general aviation airports, public utilities, public facilities, and other land uses
- Population densities, building intensities, and estimates of future population growth
- Protection of the quality and quantity of ground water used for public water supplies
- Urban planning approaches that promote physical activity. In Kenmore, goals, objectives and policies related to this responsibility also are included in the Parks, Recreation and Open Space Element.
- Drainage, flooding, and stormwater runoff within and nearby the jurisdiction as well as guidance for corrective actions to mitigate or clean discharges to waters of the state. In Kenmore, goals, objectives, and policies related to this responsibility also are found in the Surface Water Element.

Although the GMA directs growth at urban densities to the Urban Growth Area (including

Kenmore), lower development densities may be used as a strategy to protect critical areas¹.

VISION 2050

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

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

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

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

Countywide Planning Policies

The 2021 King County Countywide Planning Policies (CPPs) define an Urban Growth Area within which urban development should occur. The City of Kenmore is included within the Urban Growth Area. The overall land use goal is that “growth in King County occurs in a compact, centers-focused pattern that uses land and infrastructure efficiently, connects people to opportunity, and protects Rural and Natural Resource Lands.

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

¹ Designation and policies for the protection of critical areas including wetlands, fish, and wildlife habitat protection areas, frequently flooded areas, and geologically hazardous areas may be found in the Natural Environment and Shoreline Elements.

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

Tribal Coordination

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

EXISTING CONDITIONS

History of Kenmore

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

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

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

Beginning in the mid-1800s, abundant timber brought European settlers westward to Washington state, including the Kenmore area. A shingle mill was located at the northern end of Lake Washington at the turn of the 20th century. Rail lines, including the Lake Shore and Eastern trains went around Lake Washington along the route of today’s Burke Gilman Trail and was a major line serving Puget Sound logging areas. After completion of the brick road (now Bothell Way) in 1913-1914, restaurants sprang up in Kenmore. About the time of the completion of the brick road, Kenmore School District built its first school in 1914 on McMasters Street, now NE 181st Street.

After the end of logging and in the days after World War I, Kenmore’s population increased when Puget Mill sold a number of small tracts for residential use. The mill owners held much of the

land in what is now Kenmore and when lots were put on the market, many homes were built north of what would be Bothell Way.

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

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

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

Physical Setting

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

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

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

Historic Structures and Places

The King County Historic Preservation Program maintains an inventory of over 1,000 historic resources located throughout the County. Development proposals for resources listed on the inventory are circulated to the King County Historic Preservation Officer for review and comment. There are approximately 100 sites in Kenmore which are included in the 2010-2011 Historic Reconnaissance-Level Survey conducted by the King County Historic Preservation Program. Some are identified by King County as a landmark, while others are of significance but not formally identified yet as landmarks. One structure in Kenmore, St. Edward Seminary (The Lodge at St. Edward Park), is identified on the State of Washington Heritage Register and the National Register of Historic Places. Several of the more significant sites in Kenmore are identified on **Figure LU-1**. Kenmore sites of local significance are described more fully below.

TABLE LU-1: KENMORE SITES OF LOCAL SIGNIFICANCE

Name	Address	Local Landmark?
Ḳ'ax̌w̌adis (Tl' awh-ah-dees) Park	7515 NE 175 th Street	
St. Edward Seminary (The Lodge at St. Edward State Park)	14477 Juanita Drive NE	Yes (also State and Nationally registered)
Charles Thomsen House	7330 NE 170 th Street	Yes
Kenmore Community Clubhouse	7304 NE 175 th Street	Yes
Inglewood Golf Course Clubhouse	6505 Inglewood Road NE	
St. Thomas Seminary (Bastyr University)	14500 Juanita Drive NE	
Kenmore Air Harbor House	6321 NE 175 th Street	
Northlake Lutheran Church ²	6620 NE 185 th Street	
Church of the Redeemer ³	6220 NE 181 st Street	
Aqua Club	18512 58 th Avenue NE	

Ḳ'ax̌w̌adis (Tl' awh-ah-dees) Park (Native American site)⁴

In April of 2021, Kenmore City Council passed a unanimous motion to change the name of Squire's Landing Park to Ḳ'ax̌w̌adis (Tl' awh-ah-dees), the name of the Lushootseed village previously located in or near present-day downtown Kenmore. Ḳ'ax̌w̌adis translates to "a place where something is grown or sprouts" and honors the Coast Salish People who originally inhabited the area, and the many Indigenous Peoples who still reside here.

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

The St. Edward Seminary opened doors in 1931 as Washington State's first Catholic seminary for the education of diocesan priests. In the late 1930s, the school became the first fully accredited seminary in the United States. The building is a highly intact, large-scale example of the Late Romanesque Revival style and is the work of architect John Graham Sr. a prolific early

² Local Example of Mid-Century Modern architecture

³ Local example of Mid-Century Modern architecture

⁴ Kenmore Heritage Society, <https://kenmoreheritagesociety.com/digital-collections/first-people-of-kenmore/>

20th century architect in the Pacific Northwest whose most notable commissions in Seattle included the Space Needle, Frederick & Nelson Department Store, Dexter-Horton Building, and the former Bon Marche building. After declining enrollment, the seminary and its surrounding land were sold in 1977 to the State of Washington to become Saint Edward State Park. Beginning in 2017, Daniels Real Estate rehabilitated and restored the seminary building which had been vacant and fallen into disrepair. The Lodge at St. Edward State Park opened in 2021.

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

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

Charles Thomsen House (Local register)

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

Kenmore Community Clubhouse (Local register)

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

Inglewood Golf Course Clubhouse

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

St. Thomas Seminary (Bastyr University)

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

1 *Kenmore Air Harbor House*

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

5
6 *Northlake Lutheran Church*

7
8 Northlake Lutheran Church was founded in 1960, and the congregation hall opened in 1961,
9 which continues to serve the Kenmore community.

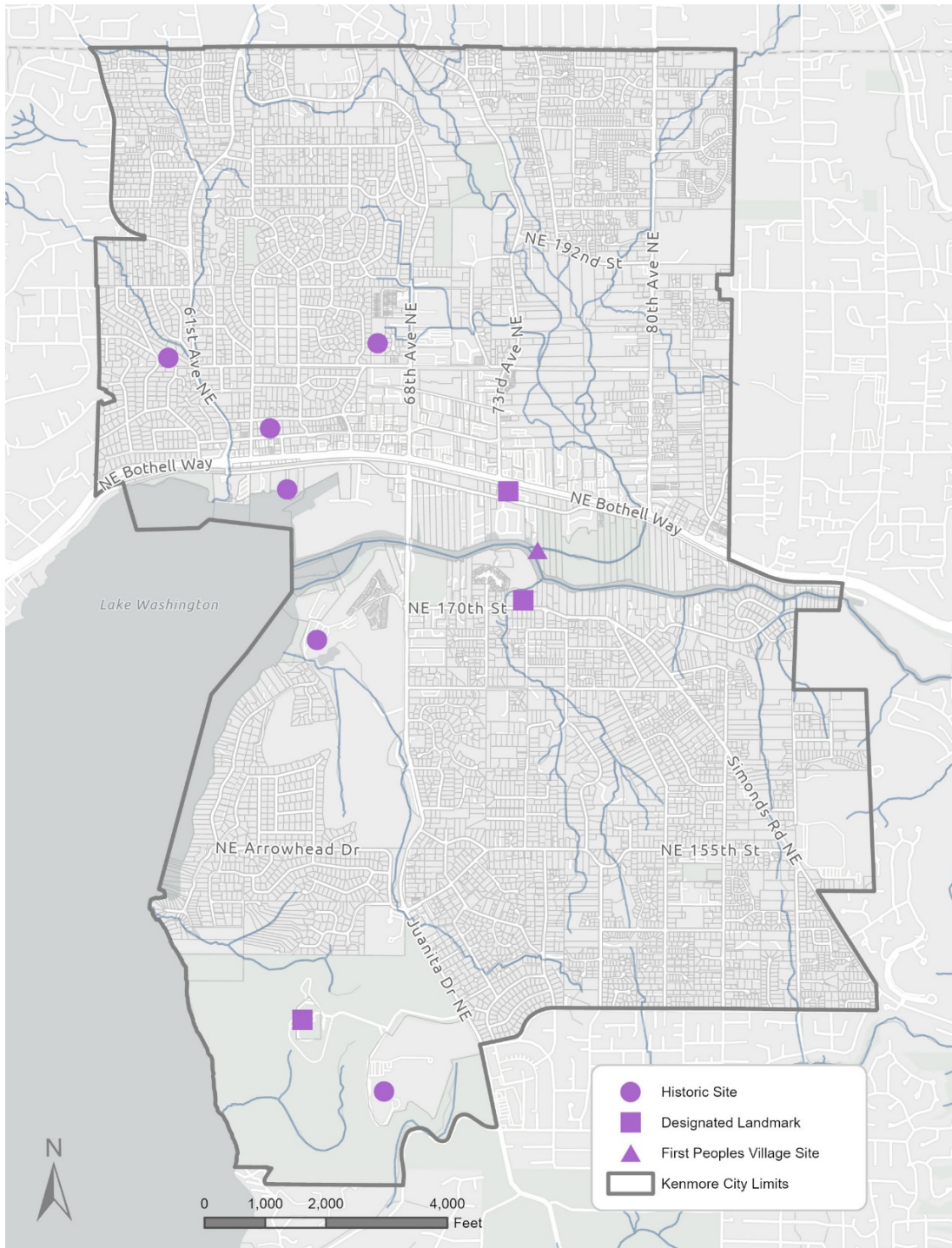
10
11 *Church of the Redeemer*

12
13 The Episcopal Church of the Redeemer was designed by Roland Terry, a renowned Northwest
14 architect, who was most known for designing Canlis Restaurant in Seattle. The church opened
15 in 1964 and is located near Bothell Way and 62nd Ave NE.

16
17 *Aqua Club*

18
19 The Aqua Club is a year-round private swim and tennis club located in the Uplake neighborhood
20 of Kenmore, Washington, established in 1959. The Club, while private, offers various programs
21 to the community. The Club also has a championship swim team, water polo, water aerobics,
22 and both swim and tennis lessons.
23

FIGURE LU-1: HISTORICAL RESOURCES AND SITES INVENTORY



Source: City of Kenmore GIS

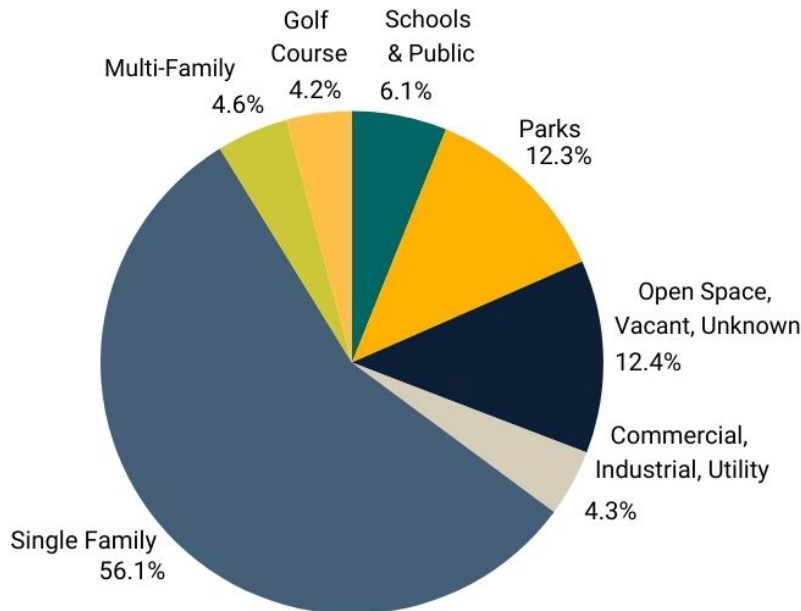
Land Use Patterns

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

Existing Land Uses

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

**FIGURE LU-2
KENMORE CITYWIDE LAND USE PATTERN**



CATEGORY	ACRES	PERCENT
Single-family	1908.7	56.1%
Multi-Family	155.8	4.6%
Commercial, Industrial, Utility	152.1	4.3%
Schools and Public	208.2	6.1%
Parks	423.0	12.3%
Golf Course	144.3	4.2%
Open Space/Tracts Vacant, Unknown	420	12.4%
TOTAL	3,412	100%

Note: Does not include rights-of-way

Source: King County Department of Assessments

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

Kenmore's Air Harbor

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

FUTURE LAND USE

Figure LU-3, the Kenmore Land Use Map (provided later in this Chapter), shows the following development patterns in Kenmore:

- **Neighborhoods offering a variety of residential housing types and densities ranging from low-density residential areas to multi-family development.** A key concept of the Vision Statement is to support a diversity of housing types to provide accommodations affordable to all residents.
- **Concentration of commercial and business uses locations where they are currently located or in areas where compatibility can be ensured.** New commercial development would primarily occur in the form of redevelopment in Downtown and adjoining areas to minimize intrusion into predominantly residential neighborhoods and to effectively concentrate these uses where alternative transportation modes are or will be available. However, new opportunities for small-scale retail enterprises or services meeting the daily needs of residents may be located in neighborhoods if compatibility concerns are addressed.
- **Phasing out of heavy manufacturing and industrial uses in favor of mixed uses (commercial and residential) and clean light manufacturing.** Existing heavy manufacturing and industrial uses would be phased out over time through market and regulatory forces, and mixed uses and clean light manufacturing would replace them. New heavy manufacturing and industrial uses are prohibited.
- **Continued development of a vibrant downtown in Kenmore.** Kenmore is both a High Capacity Transit Community and a Candidate Countywide Growth Center. Downtown is central to this vision—providing a focal point for community growth and development, including centrally located multi-family and both mixed-use and standalone commercial development with access to high capacity transit, civic buildings such as City Hall, the Post Office, the Library, the Hangar and Town Square, and other amenities. For more specific details about Kenmore's downtown, see the Downtown Element.

- 1 • **Transit-oriented development including the Metro/Sound Transit Park and Ride.** This
2 concentration of pedestrian-oriented mixed use residential development is at intensities that
3 support and are supported by multi-modal transportation options, including bus rapid transit.
4 Transit-oriented development reinforces Kenmore’s designation as a High Capacity Transit
5 Community.
- 6 • **Retention of institutional uses including government, schools, and public park properties.**
7 The purpose of this classification is to identify and retain key public and private institutional
8 uses in the City, to promote master planning of facilities, and to prevent conversion of
9 significant properties to other residential or commercial uses without benefit of the rezone
10 process.

11 **Development Capacity**

12 Development capacity considers vacant, underdeveloped and redevelopable property. A
13 relatively small portion (less than 5 percent) of the City’s land is vacant. Although some land is
14 vacant due to property owner preferences, some is likely vacant due to environmental
15 constraints such as wetlands, flood hazards, or steep slopes.

16 Partially vacant land, where perhaps one home is located on a large parcel that, according to
17 zoning, could be further subdivided, is considered to be underdeveloped. Much of the City’s
18 platting activity is now occurring on such larger, partially developed residential lots.

19 Redevelopment of developed properties also can occur in the future. However, it is usually
20 difficult to achieve redevelopment of properties, particularly in a downtown context. Often
21 parcels are small and under multiple ownerships. In order to create a viable project in the market,
22 consolidation of properties is needed.

23 To determine future development capacity, vacant and partially developed lands were reviewed
24 as part of the 2021 King County Urban Growth Capacity Report. The methodology for the jobs
25 and housing capacity estimates is provided in that report.

26 The City’s 2019-2044 housing unit growth target established by the King County Countywide
27 Planning Policies is 3,070 housing units. The adopted Land Use Plan would provide enough
28 zoned capacity, and a more than sufficient market cushion, to exceed the 2044 housing unit
29 target. Calculated residential capacity in 2021 was 4,135 dwelling units—a 1,065 unit surplus.

30 Jobs capacity also is greater than the City’s 3,200 jobs target, although not by much. The 2021
31 calculated jobs capacity was 3,881 jobs.

32 **PLAN AMENDMENTS**

33 The Growth Management Act recognizes that Comprehensive Plans are dynamic rather than
34 static and should be evaluated regularly to ensure that they respond to changing needs of the
35 community and respond to new Federal or State law. In accordance with the Growth
36 Management Act, and Policy LU-2.1.5 of this Element, the City will allow for an amendment
37 process to consider changes to the essential components of the Comprehensive Plan, including
38 Goals, Objectives, and Policies.

The City is required to institute a public participation program identifying procedures whereby proposed amendments or revisions of the comprehensive plan are considered by the City Council no more frequently than once every year, except that amendments may be considered more frequently under the following circumstances:

- The initial adoption of a subarea plan that does not modify the comprehensive plan policies and designations applicable to the subarea
- The adoption or amendment of a Shoreline Master Program under the procedures set forth in chapter 90.58 RCW
- The amendment of the Capital Facilities Element that occurs concurrently with the adoption or amendment of the City budget
- Amendments or revisions to the City's comprehensive plan when an emergency exists or to resolve, if appropriate, an appeal of the Comprehensive Plan filed with the Growth Management Hearings Board or with the court.

Aside from the exceptions above, all proposals are to be considered by the City Council concurrently so the cumulative effect of the various proposals can be ascertained.

GOALS, OBJECTIVES, AND POLICIES

Following are the general land use goals, objectives and policies.

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

OBJECTIVE 1.1 *Provide a community atmosphere that is friendly and inclusive, supporting diversity and fostering a sense of belonging and pride in all residents.*

Policy LU-1.1.1 Recognize and support people of color, indigenous and immigrant populations, and other individuals or groups who have historically been underrepresented in community goal setting and implementation.

Policy LU-1.1.2 Encourage the involvement of historically marginalized groups when discussing policies that will impact their neighborhoods and communities. Provide outreach in multiple formats and languages.

Policy LU-1.1.3 Consider the impact of City policies, programs and projects on groups whose voices may not regularly be heard.

Policy LU-1.1.4 Evaluate planning approaches for potential residential and commercial displacement and use a range of strategies to mitigate displacement impacts.

Policy LU-1.1.5 Make Kenmore a community where all people love where they live.

OBJECTIVE 1.2 Promote the mental and physical health of all community members.

Policy LU-1.2.1 Create healthy, viable, and safe neighborhoods where all people can live, work and play, regardless of color, age, income, or ability.

Policy LU-1.2.2 Through land use policies and development regulations that are consistent with state and federal laws, limit land uses and activities that may result in harmful secondary effects to the community, such as crime, vandalism, or neighborhood deterioration. Consider spacing requirements, buffers, landscaping, access, signage controls, business license and operating requirements, as well as other mechanisms to control secondary impacts.

Policy LU-1.2.3 Ensure fairness and equity in distributing community amenities such as parks and community facilities to provide all residents with opportunities to enjoy the benefits of a rich social and physical environment.

Policy LU-1.2.4 Strive to make City capital projects and community events accessible to those with physical impairments.

Policy LU-1.2.5 Use incentives, regulations and programs to support land use patterns and development standards that encourage physical activity through walking and bicycling.

Policy LU-1.2.6 Consider small-scale, neighborhood commercial uses within walking or bicycling distance of homes to increase residents' opportunities to meet their daily needs without having to drive.

Policy LU-1.2.7 Continue to support projects that improve the quality of both the built and natural environments to support a thriving community and reduce disparate health and environmental impacts, especially to low-income and disadvantaged communities. Clean air, water and soil, and a healthy ecosystem are critical for human health.

OBJECTIVE 1.3 Endeavor to provide a complete community, with high quality design standards, containing housing, shops, workplaces, schools, parks, civic facilities, and community services.

Policy LU-1.3.1 Ensure that Kenmore's plans consider all the issues, resources and needs that make a community whole, including land use, civic, cultural, recreation, transit, health, human services, natural environment, and the provision of infrastructure and other services.

Policy LU-1.3.2 Provide adequate land capacity for residential growth, and for a full range of commercial uses in Kenmore. This land capacity should include both redevelopment opportunities as well as opportunities for development on vacant lands.

Policy LU-1.3.3 Integrate non-residential uses such as governmental, utility, religious, social, and other institutional uses, where appropriate, into residential neighborhoods to create quality communities which have a full range of public facilities and services. These uses should be sited, designed, and scaled to be compatible with the existing neighborhood.

Policy LU-1.3.4 Consider code amendments that facilitate middle housing development while providing appropriate design standards consistent with the surrounding neighborhoods.

Policy LU-1.3.5 Support infill development that creates housing that is affordable, is compatible with surrounding development, and aligns with the City's multi-modal transportation network.

OBJECTIVE 1.4 Encourage the availability of healthy, affordable, culturally acceptable food for all community residents.

Policy LU-1.4.1 Through land use regulations and economic development, encourage locally based food production, distribution and choice.

Policy LU-1.4.2 Where appropriate, encourage the development of community gardens and farmers' markets as a means to encourage community-building, support local agriculture and promote economic development.

OBJECTIVE 1.5 Maintain and enhance all residential neighborhoods by improving infrastructure and walkability and establishing appropriate site development standards.

Policy LU-1.5.1 Ensure that zoning regulations provide for a range of housing types and densities, such as lower density neighborhoods, and medium density neighborhoods that combine lower density housing such as single-family, duplexes, triplexes and cottage housing, and neighborhoods with larger-scale multifamily developments.

Policy LU-1.5.2 Provide development standards that create a consistent and compatible pattern of development within residential neighborhoods. Development standards should address housing densities, lot dimensions, building setbacks and height, impervious surface limitations, management of surface water with an emphasis on low impact development, tree retention, access, parking, and other standards. Regulations addressing building size and design also may be appropriate in some locations.

Policy LU-1.5.3 Provide regular and appropriate levels of investment in transportation, surface water and parks maintenance and improvements within residential neighborhoods, consistent with the City's capital improvement priorities. Encourage special districts to provide services and maintain infrastructure within residential neighborhoods consistent with adopted service and capital improvement plans.

- 1 Policy LU-1.5.4 Consider opportunities for small-scale neighborhood retail, restaurants,
2 and other service activities in residential areas to increase walkability and
3 enliven residential neighborhoods.
- 4 **OBJECTIVE 1.6 Create a climate that fosters business creation and retention that**
5 **positively contributes to the City's quality of life.**
- 6 Policy LU-1.6.1 Provide adequate land for commercial development that enhances
7 community goals, augments the tax base, and does not adversely impact
8 the natural environment.
- 9 Policy LU-1.6.2 Support the large number of home-based businesses in Kenmore and
10 recognize their importance as a way to keep jobs closer to home.
- 11 Policy LU-1.6.3 Ensure zoning regulations accommodate a range of allowable business
12 and commercial uses in appropriate locations at the neighborhood,
13 community, and regional levels.
- 14 Policy LU-1.6.4 Consistent with the City's climate action goals, support phasing out heavy
15 manufacturing and industrial uses in favor of mixed uses (commercial
16 and residential) and clean light manufacturing uses.
- 17 **OBJECTIVE 1.7 Identify and prioritize properties for public acquisition and use.**
- 18 Policy LU-1.7.1 During the 20-year planning period, identify community needs and site the
19 following facilities or uses in accordance with the Capital Facilities
20 Element, the Housing Element, and the Parks, Recreation and Open Space
21 Element:
- 22 • Public Works facility
 - 23 • Affordable housing
 - 24 • Parkland, particularly on the waterfront or in under-served areas
 - 25 • Open space to preserve environmentally sensitive areas, including
26 those areas that protect and enhance the City's wetlands and
27 receiving water bodies, where regulatory measures alone are
28 insufficient.
- 29 Policy LU-1.7.2 Encourage public and private community service providers, including the
30 City of Kenmore, to share or reuse facilities when appropriate, to reduce
31 costs, conserve land and provide convenience and amenity for the public.
32 Joint siting and shared use of facilities should be encouraged for schools,
33 community centers, health facilities, cultural facilities, libraries, swimming
34 pools, institutional properties, and other social and recreational facilities.

Policy LU-1.7.3 Promote site development which provides utilities and infrastructure that are maintainable, aesthetically pleasing, and have several functions, such as surface water facilities designed as accessible open spaces for a development.

OBJECTIVE 1.8 Minimize and reduce the adverse effects of noise through proper land use planning and designed infrastructure features.

Policy LU-1.8.1 Establish a transportation demand management program that facilitates transit and micromobility transportation as part of a systemic approach to limit and reduce transportation related noise impacts.

Policy LU-1.8.2 Identify and establish maximum allowable noise levels for residential and critical areas resulting from the built environment.

Policy LU-1.8.3 Minimize transportation related noise impacts near residential and critical areas.

Policy LU-1.8.4 Require noise reducing design features as part of development, reuse/revitalization, restoration, resurfacing, and/or rehabilitation for facilities generating and/or likely to generate noise pollution exceeding established maximums to nearby residential and critical areas to within the acceptable range.

OBJECTIVE 1.9 Incorporate environmental justice criteria and priorities into zoning, land use planning, permitting policies, and development of new projects to identify and address the disproportionate impacts of climate change on overburdened communities such as communities of color and lower-income communities.⁵

Policy LU-1.9.1 Develop and implement an environmental justice assessment⁶ process to conduct prior to creating new zoning designations or rezoning.

Policy LU-1.9.2 Work toward an equitable distribution of growth that reduces the potential for displacement and increases infrastructure and ecosystem resilience by combining zoning restrictions in vulnerable areas with development incentives to build in areas with less climate risk. Consider climate impacts such as extreme heat, flooding, wildfire smoke, and drought when designating zoning locations to accommodate growth.

⁵ Objective 1.9 and Policies LU-1.9.1 – LU-1.9.4 are same as those from Climate Action Element.

⁶ As defined by RCW 70A.02.060, an environmental justice assessment is a review to inform and support an agency's consideration of overburdened communities and vulnerable populations when making decisions and to assist the agency with the equitable distribution of environmental benefits, the reduction of environmental harms, and the identification and reduction of environmental health disparities.

- 1 Policy LU-1.9.3 Identify and expand community-centered anti-displacement strategies
- 2 and climate-resilient infrastructure to mitigate housing insecurities
- 3 exacerbated by climate-driven gentrification.
- 4 Policy LU-1.9.4 Promote equitable access for overburdened communities and those that
- 5 will be disproportionately impacted by climate change, by working with
- 6 utility providers to ensure affordable energy prices through utility tax
- 7 rebates for low-income residents.
- 8 Policy LU-1.9.5 Promote middle housing through city policies and codes to allow for
- 9 broader housing types in identified residential zones, reduce climate-
- 10 related displacement, and increase access to City transit systems.
- 11 Policy LU-1.9.6 Minimize and mitigate the risk to lives and property posed by wildfires
- 12 through land use planning tools, such as the Wildland Urban Interface
- 13 Code, and by protecting human development in wildfire-prone areas.
- 14 **GOAL 2. PROVIDE FOR ORDERLY DEVELOPMENT.**
- 15 **OBJECTIVE 2.1 Implement the Comprehensive Plan Land Use Map.**
- 16 Policy LU-2.1.1 Designate the proposed general distribution, general location and extent
- 17 of the uses of land, where appropriate, for housing, commerce, offices,
- 18 recreation, open spaces, public utilities, public facilities, and other land
- 19 uses. The official Comprehensive Plan Land Use Map is included as
- 20 **Figure LU-3.**
- 21 Policy LU-2.1.2 Implement a range of residential, commercial, and public land use
- 22 classifications:
- 23 a. Table LU-2: Table of Land Use Classifications and Implementing
- 24 Districts. Utilize the following table to establish land use districts
- 25 in the City.
- 26

TABLE LU-2: TABLE OF LAND USE CLASSIFICATIONS AND IMPLEMENTING DISTRICTS

LAND USE	IMPLEMENTING ZONING DISTRICT
Low Density Residential	R-1, R-4, R-6
Medium Density Residential	R-6, R-12
High Density Residential	R-18, R-24, R-48, UR
Manufactured Housing Community	MHC
Downtown Residential	DR
Neighborhood Business	NB
Community Business	CB
Waterfront Commercial	WC
Urban Corridor	UC
Regional Business	RB
Downtown Commercial	DC
Public and Private Facilities	PSP
Special Study Area	n/a

b. Land Use Classification Descriptions. Utilize the following purpose statements to distinguish the land use classifications.

- **Residential:** The purposes of the Residential land use classifications are to implement Comprehensive Plan policies for housing quality, diversity, and affordability, and to efficiently use land, public services (including high-capacity transit), and energy while ensuring environmental protection.
- **Low Density Residential:** In this classification, land uses are predominantly single detached dwelling units on lot sizes that vary according to district but with an overall base density of one to six dwelling units per acre. In the R-1 and R-4 districts, uses are clustered as appropriate in relation to environmental constraints and the protection of critical areas. Within that context middle housing development may be permitted and may include six of the nine middle housing types within the context of the environmental constraints and protection of critical areas.

- Medium Density Residential: In this classification, a diversity of compatible housing types is expected at base densities generally between six and 18 dwelling units per acre. Higher densities may be permitted to allow particular middle housing types. Housing may include single detached dwelling units, duplexes, triplexes, cottage housing, and small-scale apartment buildings, depending on district.
- High Density Residential: In this classification, land uses are predominantly larger apartment or condominium buildings with a variety of densities according to district. Base densities generally exceed 75 dwelling units per acre. In the area near the Metro/Sound Transit Park and Ride, development intensities support and are supported by multi-modal transportation options, including high capacity transit. The provision of affordable housing is a key feature of this transit-oriented development.
- Manufactured Housing Community: The Manufactured Housing Community classification is intended to ensure consistency with RCW 36.70A.070(2)(c) which requires that sufficient land be available for all types of housing including manufactured housing. The Manufactured Housing Community classification promotes residential development that is higher density than single-family, but single-family in character. This land use classification is assigned to existing manufactured housing communities.
- Downtown Residential: The Downtown Residential classification provides higher density residential development in support of the Downtown Commercial classification. Limited retail and office uses are also allowed as part of mixed-use developments. The classification represents an opportunity to provide a range of housing types in the community with attention to appearance and scale.
- Neighborhood Business: The purposes of the Neighborhood Business classification are to provide convenient daily retail and personal services for a limited service area, to minimize the impacts of commercial activities on nearby properties, and to provide for limited residential development.
- Community Business: The purpose of the Community Business classification is to provide pedestrian-friendly, mixed-use development that both supports larger mixed-use and

commercial areas with its residential development, and provides small-scale retail, educational, and personal service uses, and offices, for the local community. Allowable uses include office uses and mixed-use (housing and retail/service) developments. Commercial uses with extensive outdoor storage and industrial uses would be discouraged in the Community Business classification.

- **Waterfront Commercial:** The purpose of the Waterfront Commercial classification is to focus on existing water-dependent uses, but also to allow eating and drinking places, temporary lodging and other uses to support marina and airport development. Compatible light manufacturing would be appropriate. Office and mixed use multifamily development are desirable for the future.

- **Urban Corridor:** The Urban Corridor classification is located along SR-522. The overall vision is to convert the area on the south side of the highway from a commercial strip corridor to an area of mixed-use development and public spaces, taking advantage of lake views and proximity to transit.

On the north side of the highway, west of downtown, the area would continue to be a mix of restaurant, retail and service uses, with additional opportunities for office and mixed use multifamily development.

East of downtown, portions of the district (nearest the transit center) would be an enterprise zone, allowing for a wide range of commercial uses, including bulk retail, as well as high-density multifamily development with affordable housing requirements. Farther to the east, near the city limits, office and multifamily uses are envisioned.

New auto-oriented businesses would be prohibited throughout the district.

- **Regional Business:** The purposes of the Regional Business classification include to provide for the broadest mix of retail, office, wholesale, and service uses, with compatible storage and light manufacturing uses, serving regional market areas and offering significant employment opportunities. These purposes are accomplished by supporting existing businesses, while encouraging compact and mixed-use development that is supportive of transit and pedestrian travel for the future. Industrial and heavy manufacturing uses are no longer appropriate in this classification.

- **Downtown Commercial:** The Downtown Commercial classification features a mix of private and public uses designed to create a pedestrian-friendly downtown consistent with Kenmore’s designation in the Regional Growth Strategy as a High Capacity Transit Community and as a Candidate King County Countywide Growth Center. Public places, sidewalks, extensive landscaping, transit-orientation, shared or structured parking, protection of environmentally sensitive areas, affordable housing, and high quality design and signage are key features. Permitted uses emphasize mixed or multiple use developments, and include high-density housing, civic and governmental uses, offices, small-scale commercial and retail businesses, and locally oriented professional and personal services.

Uses not compatible with the Downtown Commercial intent such as those which require vehicle or materials storage, service bays, wide curb cuts, expanses of exterior product display or storage, or produce little customer or visitor activity are discouraged.

Some limited existing uses that require vehicle storage and continue to contribute to the economic vitality of downtown Kenmore are permitted as existing uses on existing properties, though the use is encouraged to transition use of the property to those more in keeping with the first paragraph of this purpose statement.

- **Public and Private Facilities:** The purpose of the Public and Private Facilities classification is to identify and retain public and private lands primarily utilized for parks, recreation, schools, utilities, government buildings, and other administrative or institutional uses. In some locations, housing may also be an appropriate use. Master plans would be encouraged to determine the type and extent of these primary uses as well as compatible accessory uses. Development regulations include a process to reclassify smaller properties to the zone most prevalent immediately surrounding the site subject to the provision of information by the institution about the need to convert to a different use.

- **Special Study Area – Bastyr University:** The City has designated the St. Thomas Seminary property, owned by Bastyr University as a Special Study Area recognizing the Bastyr University Master Plan approved in December 2009 that will guide the development of the property. The land use designation for the Campus is Public and Private Facilities and development activities on the Campus will be limited to activities and levels

of use as specified in the approved Master Plan and implementing zone of Public and Semi-Public.

The Bastyr University Campus Master Plan is adopted for the approximately 50-acre property in the City and is illustrated in **Figure LU-4**. The Bastyr University Master Plan and the applied zoning provide for a coordinated multi-use higher education center meeting the vision of the University and the City to support diverse and continuing education opportunities, strengthen the City's economic base, and protect natural features. **Figure LU-4** is considered a conceptual graphic, and minor modifications (KMC 19.23.050.A) to site development consistent with City master plan and zoning regulations are considered consistent with the Comprehensive Plan. The City's long term interest in the property is to have continued use of the site by Bastyr University or a similar institution with public access/use maintained through the use of a purchase of development rights, out-right purchase of portions of the property, off-site density transfers or joint use agreements.

- Special Study Area – Plywood Supply: The City has designated the Plywood Supply property south of NE 175th Street as a Special Study Area while the City works with property owners to complete a master plan that will guide the development of the property. In order to allow the master planning process to proceed, the property will retain its underlying RB designation for comprehensive planning purposes while development of that master plan is proceeding. Special Study Areas—Lakepointe and Glacier Northwest. Although these are two independent special study areas, given their close proximity and shared waterfront location they should be planned and developed in a consistent and compatible manner.

- Lakepointe: The City has designated Lakepointe as a Special Study Area recognizing its significant size and waterfront location on both the Sammamish River and Lake Washington. A cohesive development plan should be prepared for the site to guide development of the property consistent with the following goals:

1. Develop a mixed-use pedestrian-oriented urban village, providing some affordable housing;
2. Apply design standards consistent with expectations for Kenmore's downtown;
3. Minimize surface parking;
4. Provide substantial public access to, and use of, the Lake Washington and Sammamish River waterfronts, including a community open space for use by the general public;

5. Provide easily accessible public viewpoints, and protect view corridors to Lake Washington;
 6. Provide pedestrian and bicycle linkages to the downtown core, nearby parks and the Burke-Gilman Trail;
 7. Recognize and support the site's unique role in the regional transportation network, including connections to bus rapid transit along SR-522, the Kenmore Air Harbor, and a potential Lake Washington passenger ferry;
 8. Provide a strong transportation demand management program that facilitates transit use;
 9. Create an environmentally sensitive and sustainable development, including reduced car infrastructure, low impact development, protection of water quality and critical areas, mitigation for impacts to the shoreline edge through shoreline restoration and riparian vegetation enhancement, and enhancement of fish and wildlife habitat.
- Glacier Northwest: The City has designated the Glacier Northwest property as a Special Study Area recognizing its size and waterfront location on Lake Washington. A cohesive development plan should be prepared for the site to guide redevelopment of the property consistent with the following goals:
 1. Develop a mixed-use pedestrian-oriented area, providing some affordable housing;
 2. Apply design standards consistent with expectations for Kenmore's downtown;
 3. Minimize surface parking;
 4. Provide public access to, and use of, the Lake Washington waterfront, including a community open space for use by the general public;
 5. Provide easily accessible public viewpoints, and protect view corridors to Lake Washington;
 6. Provide pedestrian and bicycle linkages to the downtown core, nearby parks and the Burke-Gilman Trail;
 7. Recognize and support the site's unique role in the regional transportation network, including connections to bus rapid transit along SR-522, the Kenmore Air Harbor, and a potential Lake Washington passenger ferry;
 8. Provide a strong transportation demand management program that facilitates transit use; and
 9. Create an environmentally sensitive and sustainable development, including reduced car infrastructure, low impact development, protection of water quality and critical areas, mitigation for impacts to the shoreline edge, and enhancement of fish and wildlife habitat.

Policy LU-2.1.3 High density residential classifications should be applied as follows:

- a. Primarily located in or near the Downtown area and in the area of transit-oriented development near the Metro/Sound Transit Park and Ride
- b. In or next to Regional, Community, or Neighborhood Business Centers; and,
- c. Where existing or planned transportation capacity should be adequate to accommodate projected travel demand.

Policy LU-2.1.4 Commercial classifications should be:

- a. Located along Principal or Minor arterials or on collector streets that intersect with arterials within 1/2 mile. Existing or planned transportation capacity should be adequate to accommodate projected travel demand;
- b. Located to provide convenient shopping or other services for nearby neighborhoods;
- c. Encouraged near trails to provide opportunities for small-scale pedestrian-oriented development serving passers-by.
- d. Strategically located to maximize the potential success of the hierarchy of commercial classifications. The priority area for commercial development should be the Downtown;
- e. Sized appropriately to accommodate sufficient land to accommodate community business and service needs;
- f. Located in areas with current or planned pedestrian access; and
- g. Commercial designations should be expanded only when it can be demonstrated that conditions have changed since the original commercial classification boundaries were determined, and there is a demonstrated community need.

Policy LU-2.1.5 Consider proposed Comprehensive Plan Amendments each calendar year concurrently so that the cumulative effect of the proposals can be determined. The City may consider some amendments outside of the normal review cycle such as amendments to the Capital Facilities Element, Shoreline Master Program, adoption of a subarea plan, emergency amendments, or others as authorized in the Growth Management Act. All proposed Comprehensive Plan Amendments should include the following elements:

- 1 a. A detailed statement of what is proposed to be changed and why;
- 2 b. A statement of anticipated impacts of the change on the resident's
- 3 quality of life, including geographic area affected and natural
- 4 environment;
- 5 c. A demonstration of why existing Comprehensive Plan guidance
- 6 should not continue in effect or why existing criteria no longer
- 7 apply;
- 8 d. A statement of how the amendment complies with the Growth
- 9 Management Act's goals and specific requirements;
- 10 e. A statement of how the amendment complies with the Kenmore
- 11 Vision Statement;
- 12 f. A statement of how functional plans and capital improvement
- 13 programs support the change; and
- 14 g. Public review of the recommended change, necessary
- 15 implementation (including area zoning if appropriate) and
- 16 alternatives.
- 17 Policy LU-2.1.6 Ensure proposed Comprehensive Plan policy amendments result in
- 18 changes to development regulations, modifications to capital improvement
- 19 programs, and revised subarea, neighborhood, and functional plans
- 20 necessary to ensure consistency between the Plan and the implementing
- 21 regulatory and budgetary frameworks.
- 22 **OBJECTIVE 2.2 Prepare clear development regulations consistent with the**
- 23 **Comprehensive Plan.**
- 24 Policy LU-2.2.1 Prepare zoning maps, classifications, and development standards that
- 25 are consistent with the Comprehensive Plan and functional plans.
- 26 Policy LU-2.2.2 To provide flexibility as times and development conditions change,
- 27 address possible amendments to the P-suffix and special district overlay
- 28 requirements through the development agreement process. If
- 29 development standards are modified or eliminated, offsetting public
- 30 benefits must be provided.
- 31 Policy LU-2.2.3 Kenmore's regulation of land use should:
- 32 a. Protect public health, safety, and general welfare;

- 1 b. Protect environmentally sensitive areas, including wetlands,
2 groundwater⁷, streams, Lake Washington, the Sammamish River
3 and Puget Sound.
- 4
- 5 c. Support tree preservation.
- 6
- 7 d. Implement and be consistent with the Comprehensive Plan and
8 other adopted land use goals, policies, and plans;
- 9
- 10 e. Be expeditious, predictable, clear, straightforward, and internally
consistent;
- 11
- 12 f. Treat all members of the public equally and base regulatory
decisions wholly on the applicable criteria and code requirements;
- 13
- 14 g. Provide clear direction for resolution of regulatory conflict;
- 15
- 16 h. Be enforceable, efficiently administered, and provide appropriate
incentives and penalties;
- 17
- 18 i. Be consistently and effectively enforced;
- 19
- 20 j. Create public and private benefits worth their cost;
- 21
- 22 k. Be coordinated with timely provision of necessary public facilities
and services;
- 23
- 24 l. Be coordinated with special purpose districts and other public
25 agencies to promote compatible development standards in
26 Kenmore;
- 27
- 28 m. Be responsive, understandable, and accessible to the public;
- 29
- 30 n. Provide effective public notice and reasonable opportunities for
31 the public (especially those directly affected) to be heard and to
influence decisions;
- 32
- 33 o. Avoid intruding on activities involving constitutionally protected
freedoms of speech, petition, expression, assembly, association
and economic competition, except when essential to protect
public health, safety and welfare (and then the restriction should
be no broader than necessary); and
- p. Provide for relief from regulations when they would deprive a
property of reasonable use, and when such relief would neither

⁷ The protection of the quality and quantity of groundwater used for public water supplies, as required by RCW 36.70A.070(1), may be found in the Natural Environment and Surface Water elements.

endanger public health and safety nor conflict with adopted use policies.

- q. Acknowledge past racial and other inequalities in housing and neighborhood options. Continue to identify and address controllable factors within Kenmore that contribute to disparities and take corrective action.

OBJECTIVE 2.3

Establish a system of densities and development standards that allows for efficient infrastructure and service delivery while protecting environmental resources and ensuring compatibility between different building types.

Policy LU-2.3.1 Through future planning efforts over the next twenty years, seek to achieve a mix of residential densities and housing types, appropriately located. Higher density classifications should be applied primarily in and around the Downtown and in the transit-oriented development area near the Metro/Sound Transit Park and Ride. Medium density classifications should be applied within a walkable and/or bikeable distance to transit and services. Lower density classifications should be applied without easy access to transit and services. A lower density zone may be used to recognize significant environmentally sensitive areas.

Policy LU-2.3.2 When considering density increases or reduced lot sizes, use tools such as building size and form regulations and design standards to address issues of neighborhood compatibility.

Policy LU-2.3.3 Apply minimum density requirements to residential and mixed-use zones of twelve or more homes per acre when consistent with the vision for a given zone.

Policy LU-2.3.4 In the Downtown Commercial classification, adopt a minimum floor area ratio (FAR) to promote multi-story development.

Policy LU-2.3.5 Review Uniform Building codes and make amendments to remove barriers to achieving desired densities, such as increased stories of wood frame construction.

Policy LU-2.3.6 Use regulations, incentives, open space acquisition, or, where these measures are not adequate, use low density zoning to protect floodplains, riparian corridors, wetlands, and unstable slopes from degradation, and to encourage linking these environmental features into a network of open space, fish and wildlife habitat. In sensitive areas, some density may be transferred onsite to less constrained areas, or density may be transferred off-site to specified receiving areas, such as the Downtown.

Policy LU-2.3.7 In some areas, use density incentives to encourage development of affordable housing, or significant open space, public parks and public

trails. Where provided, encourage public parks and public trails to be part of a network consistent with the Parks, Recreation, and Open Space Element goals, objectives, and policies. Additionally, in the Downtown, density incentives or other incentives should be provided for shared and structured parking, or consolidation of lots. Consider performance-based measures to achieve this policy. Ensure benefits, for example-significant open space, are in proximity to the development site.

Policy LU-2.3.8 In Downtown in the high-density residential classification near the Metro/Sound Transit Park and Ride, and in the Urban Corridor classification east of 73rd Avenue NE, require inclusion of affordable housing in new residential or mixed use development.

OBJECTIVE 2.4 Coordinate land use, road, and utility planning.

Policy LU-2.4.1 Establish priority areas for public facility and service improvements, especially for transportation. These priority areas should be located where public facility and service improvements would most effectively advance the City of Kenmore's growth and development as a Candidate Countywide Growth Center or the City's goals for economic development, neighborhood improvement, environmental protection, energy efficiency or affordable housing. Priority areas will shift over time as improvements are installed and adopted service level standards are attained.

Policy LU-2.4.2 Implement an annual monitoring program to assess land use development trends, and service and infrastructure provision. If service deficiencies, such as city, county and state roads, public water supply and wastewater treatment, or communication infrastructure are identified, the City of Kenmore and the affected service providers should adopt Capital Improvement Programs to remedy identified deficiencies in a timely fashion, or the City of Kenmore should reassess the land use plan. In particular, the City should continue to promote reliability improvements for electric services in Kenmore.

Policy LU-2.4.3 Work with communication providers to ensure that broadband service at suitable speeds is available throughout the city.

Policy LU-2.4.4 Ensure that infrastructure and facilities are sized appropriately to community needs and are located with attention to design standards.

Policy LU-2.4.5 Consider the effects of improved or new infrastructure such as roads and utilities as potential barriers between neighborhoods or as stimulators of development.

Policy LU-2.4.6 Through zoning and subdivision regulations, require that residential developments, including manufactured home parks, whether new developments or substantial redevelopments, provide the following improvements:

- 1 a. Paved streets (and alleys if appropriate), curbs and sidewalks, and
2 internal walkways when appropriate;
- 3 b. Adequate parking consistent with local transit service levels;
- 4 c. Street lighting and street trees;
- 5 d. Underground utilities;
- 6 e. Stormwater control;
- 7 f. Public water supply;
- 8 g. Public sewers.
- 9 Policy LU-2.4.7 Provide water, sewer, surface water, transportation, and recreational
10 facilities at the time of development.
- 11 **OBJECTIVE 2.5 Encourage development on properties with existing or planned public**
12 **services and utilities.**
- 13 Policy LU-2.5.1 Encourage innovative, quality development and redevelopment through a
14 variety of regulatory, incentive, and program strategies. Possible
15 approaches include:
- 16 a. Special development standards for infill or redevelopment sites;
- 17 b. Assembly and resale of sites to providers of affordable housing or
18 mixed-use developments;
- 19 c. Impact mitigation fee structures that favor infill or redevelopment;
- 20 d. Expedited permit processes;
- 21 e. Greater regulatory flexibility; and
- 22 f. Reduced permit fees and/or delayed fees.
- 23 **OBJECTIVE 2.6 Require adequate transitions between land uses of differing intensities**
24 **and between development and environmentally sensitive areas.**
- 25 Policy LU-2.6.1 Review and amend zoning and subdivision regulations to ensure adequate
26 setbacks, landscaping, and buffering are required where land use conflicts
27 may occur.
- 28 Policy LU-2.6.2 Ensure critical area regulations provide sufficient buffer widths consistent
29 with the quality and class of the environmentally sensitive area.

- 1 Policy LU-2.6.3 Locate zoning districts and prepare development regulations that result
2 in gradual transitions between different building intensities.
- 3 **OBJECTIVE 2.7** **Participate in joint planning of services and utilities with special districts,**
4 **private service providers, neighboring municipalities, King County and**
5 **Snohomish County, and the State of Washington.**
- 6 Policy LU-2.7.1 Plan in partnership with special districts, private service providers,
7 neighboring municipalities, King and Snohomish Counties, and the State
8 of Washington. The City should strive to balance the differing needs
9 identified by planning partners at various geographic levels and ensure
10 that planning partners honor Kenmore's needs.
- 11 Policy LU-2.7.2 Prepare functional plans to identify City facility and service needs and
12 define ways to fund these needs consistent with the land use plans and
13 service and finance strategy. Independent special districts and other
14 public agencies should also prepare functional plans which should be
15 considered by Kenmore. The capital facility plans and capital improvement
16 programs prepared by all other agencies which provide services to
17 Kenmore should be consistent with the Kenmore Comprehensive Plan.
- 18 **GOAL 3. SUPPORT DEVELOPMENT OF KENMORE'S DOWNTOWN AS A KING COUNTY**
19 **COUNTYWIDE GROWTH CENTER.**
- 20 **OBJECTIVE 3.1** **Take action to support Downtown Kenmore's candidacy as a King County**
21 **Countywide Growth Center—a place to equitably concentrate jobs,**
22 **housing, shopping, and recreational opportunities.**
- 23 Policy LU-3.1.1 Ensure that the combination of jobs and population in the Downtown
24 meets County standards (eventual goal of 30 activity units per acre).
- 25 Policy LU-3.1.2 Continue plans for a mix of uses, providing housing and employment at
26 densities that support high-capacity transit.
- 27 Policy LU-3.1.3 Apply a minimum floor area ratio for new commercial buildings in the
28 Downtown Commercial classification.
- 29 Policy LU-3.1.4 Continue to demonstrate that Downtown is a priority for growth and
30 investment.
- 31 Policy LU-3.1.5 Continue to use design standards to ensure a pedestrian-friendly and
32 attractive Downtown.
- 33 Policy LU-3.1.6 Plan for a variety of housing types including affordable housing.
- 34 Policy LU-3.1.7 Try to retain existing residents and businesses in the community as
35 growth is planned and, if retention is not possible, support relocation.

Policy LU-3.1.8 Continue to support existing recreational opportunities Downtown such as the Town Square and skate park, as well as future opportunities in the Special Study Areas at Lakepointe and Plywood Supply.

Policy LU-3.1.9 Support multi-modal transportation, including bicycling, walking, transit, and a passenger ferry.

GOAL 4. IDENTIFY, PRESERVE, AND ENHANCE THE CULTURAL RESOURCES OF KENMORE.

OBJECTIVE 4.1 Promote and support visual, literary, and cultural arts and activities in the community.

Policy LU-4.1.1 Encourage King County to continue to provide arts and culturally based services to the City of Kenmore through its existing programs, and to provide technical assistance for locally generated programs.

Policy LU-4.1.2 Encourage shared, multipurpose use of regional and community facilities for cultural activities to maximize their efficient use and to expand public access to cultural opportunities.

Policy LU-4.1.3 Develop a public art program that provides art in public facilities, projects and places to enhance community character and quality of life. Priority locations should include Downtown, government facilities, and municipal parks. Maintenance and conservation should be considerations in the development and management of public art.

Policy LU-4.1.4 Continue to support Arts of Kenmore and other community art groups.

OBJECTIVE 4.2 Promote the preservation of significant historic and archaeological sites and structures.

Policy LU-4.2.1 Establish a partnership between Kenmore, King County, the Kenmore Heritage Society and volunteers in order to pursue historic inventories and studies to promote landmark designation. Use the inventory to guide decision-making in resource planning, environmental review, and resource management.

Policy LU-4.2.2 Encourage land uses and development that retain and enhance significant historic and archaeological resources and sustain historic community sites.

Policy LU-4.2.3 Coordinate with the Tribes, the King County Historic Preservation Officer, and the State Office of Archaeology and Historic Preservation, as appropriate, to review public and private projects to protect and enhance historic and archaeological resources.

- 1 Policy LU-4.2.4 Seek funding from King County, the State of Washington, or other agencies
2 to acquire and preserve significant historic resources for use by City and
3 other public agencies.
- 4 **OBJECTIVE 4.3 Encourage local activities which promote the community's history.**
- 5 Policy LU-4.3.1 Support the efforts of the Kenmore Heritage Society to document
6 Kenmore's history and provide educational materials and resources to all
7 ages.
- 8 Policy LU-4.3.2 Work in partnership with the Kenmore Heritage Society, other agencies and
9 special districts to identify places or facilities where a museum or display
10 of historic artifacts and information can be accomplished.
- 11 Policy LU-4.3.3 When dedicating new civic facilities, consider naming them in honor of
12 persons of significance to the community or to honor the Indigenous
13 Peoples who still reside in Kenmore.
- 14 Policy LU-4.3.4 Acknowledge that growth and development in Kenmore occurs on the
15 ancestral lands of the Coast Salish peoples.
- 16

1 **IMPLEMENTATION STRATEGIES**

2 The Land Use policies would require new, continuing or increased commitments of City
3 resources to prepare new regulations, review/amend existing regulations, create educational or
4 incentive programs, or coordinate with adjacent jurisdictions.

5 New programs, rules, or regulations would be needed to address:

- 6 • Historic resource preservation funding
- 7 • Public arts programs
- 8 • Partnerships with historic groups and agencies.
- 9 • Standards and locational requirements for small-scale commercial enterprises and services
10 closer to home for neighborhood residents in low and medium density residential
11 classifications.
- 12 • Minimum floor area ratio (FAR) for commercial development in the Downtown Commercial
13 classification.
- 14 • Transit-oriented development density increases and revised standards in the area near the
15 Metro/Sound Transit Park and Ride.

16 A review of existing programs, rules and regulations would be needed to ensure they meet the
17 policies. Types of regulations and rules that should be reviewed include:

- 18 • Appropriate permitted uses in low and medium density residential districts outside of
19 environmentally sensitive areas
- 20 • Permitted uses in commercial zones
- 21 • Downtown densities in conformance with Countywide Growth Center criteria
- 22 • Development standards addressing neighborhood compatibility with surrounding
23 development
- 24 • Density bonuses, density transfers, and minimum density regulations
- 25 • Uniform Building Code review
- 26 • Infill development standards or incentives
- 27 • Permit procedures and fees.

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

- 30 • The King County Urban Growth Capacity Study
- 31 • Coordination with special districts and County regarding services
- 32 • Support of County historic resources programs

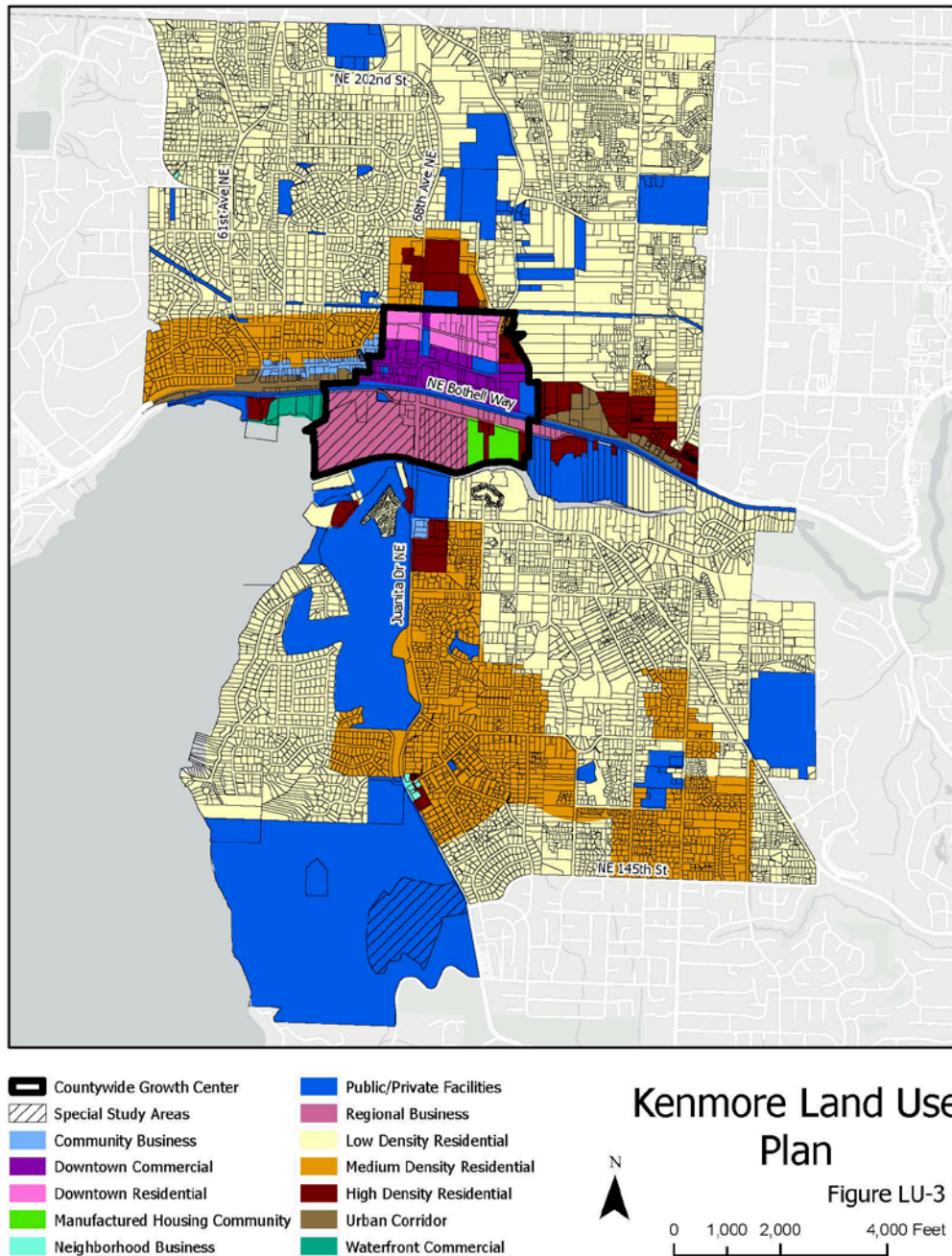
- Coordination with County/State agencies regarding historic/cultural resources during development review.
- Annual monitoring of development to determine whether assumptions made in the Comprehensive Plan regarding rate, nature, and distribution of development remain accurate.

DRAFT

1 REFERENCES

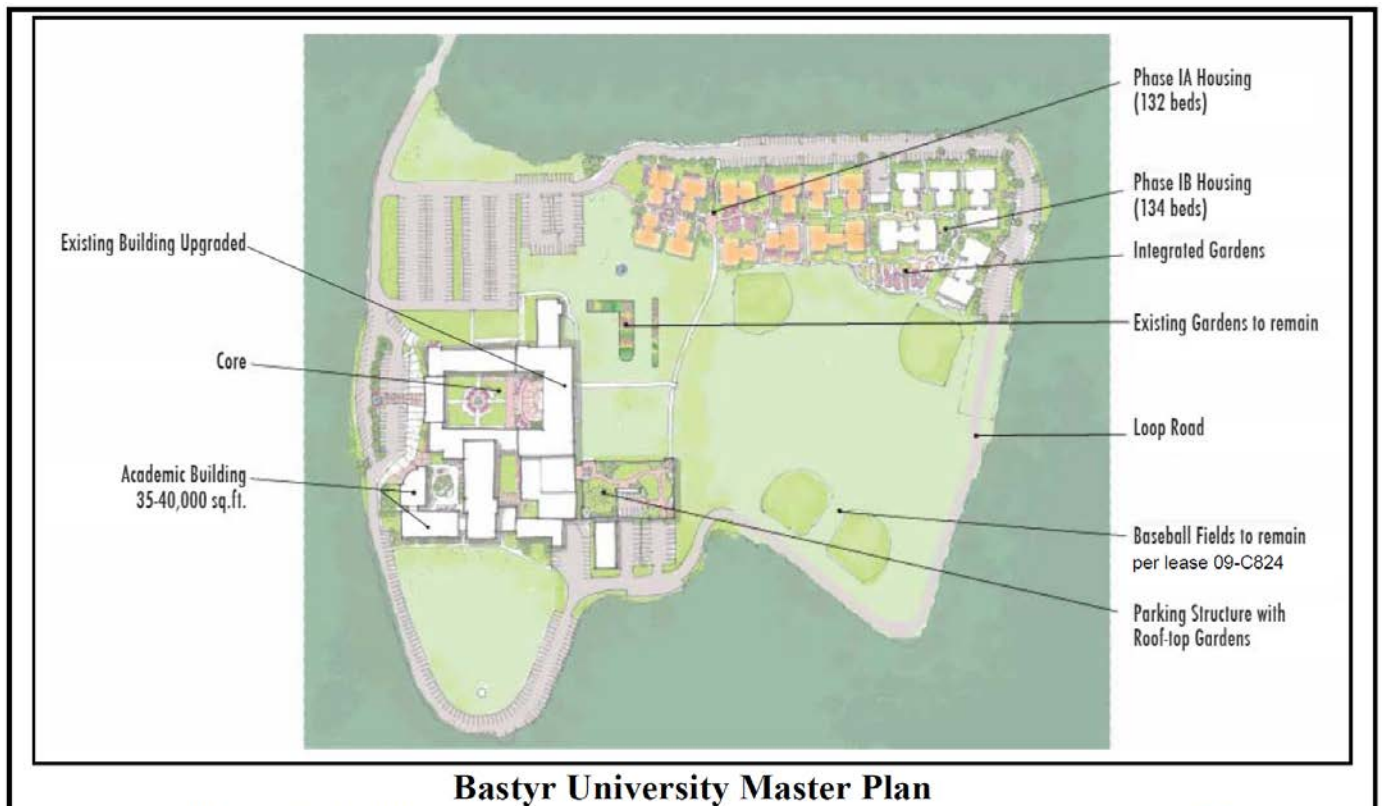
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FIGURE LU-3: KENMORE LAND USE PLAN



1

FIGURE LU-4: BASTYR UNIVERSITY MASTER PLAN (2009)



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LAND USE ELEMENT AMENDMENTS

INTRODUCTION

Purpose

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

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

Growth Management Act

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

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

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

Although the GMA directs growth at urban densities to the Urban Growth Area (including Kenmore), lower development densities may be used as a strategy to protect critical areas¹.

VISION 2050

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

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

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

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

¹ Designation and policies for the protection of critical areas including wetlands, fish, and wildlife habitat protection areas, frequently flooded areas, and geologically hazardous areas may be found in the Natural Environment and Shoreline Elements.

Countywide Planning Policies

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

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

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

Tribal Coordination

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

EXISTING CONDITIONS

History of Kenmore

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

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

The Sts’ahp-absh village was located where the Sammamish Slough enters Lake Washington. One map shows the village near present-day Swamp Creek. The settlement was called Tl’awh-ah-dees (“something growing or sprouting”). Nearby was a spot that may have been a gathering place. It was called Stah-tahb-uhb (“many people talking”). Swamp Creek was Tuhth-

q'ahb ("the bark of a seal"). Lake Washington was simply Hah-chu ("the lake"). Tl'awh-ah-dees was one of several sites along the slough that made up the winter quarters of the Sts'ahp-absh.

Beginning in the mid-1800s, abundant timber brought European settlers westward to Washington state, including the Kenmore area. A shingle mill was located at the northern end of Lake Washington at the turn of the 20th century. Rail lines, including the Lake Shore and Eastern trains went around Lake Washington along the route of today's Burke Gilman Trail and was a major line serving Puget Sound logging areas. After completion of the brick road (now Bothell Way) in 1913-1914, restaurants sprang up in Kenmore. About the time of the completion of the brick road, Kenmore School District built its first school in 1914 on McMasters Street, now NE 181st Street.

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

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

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

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

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

White settlers

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

John McMasters leased property from Squire and operated McMasters' Shingle Mill from 1900 to 1920, the first commercial business in Kenmore. The mill was located just east of the current

Kenmore Pre-Mix site. It was McMasters who named the community Kenmore because it reminded him of his birthplace Kenmore, 40 miles south of Ottawa, in Canada. This in turn had been named after Kenmore, Scotland, which has similar geography with its large lake and surrounding mountains.

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

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

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

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

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

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

Physical Setting

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

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

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

Historic Structures and Places

The King County Historic Preservation Program maintains an inventory of over 1,000 historic resources located throughout the County. Development proposals for resources listed on the inventory are circulated to the King County Historic Preservation Officer for review and comment. There are approximately 100 sites in Kenmore which are included in the 2010-2011 Historic Reconnaissance-Level Survey conducted by the King County Historic Preservation Program. Some are identified by King County as a landmark, while others are of significance but not formally identified yet as landmarks. One structure in Kenmore, St. Edward Seminary (The Lodge at St. Edward Park), is identified on the State of Washington Heritage Register and the National Register of Historic Places. include: Several of the more significant sites in Kenmore are identified. The above sites are located on **Figure LU-1**. The City's local landmark properties Kenmore sites of local significance are described more fully below.

TABLE LU-1: KENMORE SITES OF LOCAL SIGNIFICANCE

Name	Address	Local Landmark?
<u>Ḳax̌adis (Tl' awh-ah-dees) Park</u>	<u>7515 NE 175th Street</u>	
St. Edward Seminary (The Lodge at St. Edward State Park)	14477 Juanita Drive NE	Yes <u>(also State and Nationally registered)</u>
Charles Thomsen House	7330 NE 170 th Street	Yes
Kenmore Community Clubhouse	7304 NE 175 th Street	Yes
Inglewood Golf Course Clubhouse	6505 Inglewood Road NE	
St. Thomas Seminary (Bastyr University)	14500 Juanita Drive NE	
Kenmore Air Harbor House	6321 NE 175 th Street	
Northlake Lutheran Church ²	6620 NE 185 th Street	
Church of the Redeemer ³	6220 NE 181 st Street	

² Local Example of Mid-Century Modern architecture

³ Local example of Mid-Century Modern architecture

Aqua Club	18512 58th Avenue NE	
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ḵ'ax̌w'adis (Tl' awh-ah-dees) Park (Native American site)⁴

In April of 2021, Kenmore City Council passed a unanimous motion to change the name of Squire's Landing Park to ḵ'ax̌w'adis (Tl' awh-ah-dees), the name of the Lushootseed village previously located in or near present-day downtown Kenmore. ḵ'ax̌w'adis translates to "a place where something is grown or sprouts" and honors the Coast Salish People who originally inhabited the area, and the many Indigenous Peoples who still reside here.

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

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

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

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

Charles Thomsen House (Local register)

The Charles M. Thomsen House was built in 1927 and was designated as a King County Landmark prior to Kenmore's incorporation in 1998. While the vast majority of Period Revival style residences in King County are located in Seattle, the handful of Period Revival homes in formerly rural, unincorporated areas of the County consist of variations of the English Cottage and Colonial Revival Styles. The Thomsen House is notable as it is the only known example of a rural residence constructed in the French Provincial Style and it is considered to be in good

⁴ Kenmore Heritage Society, <https://kenmoreheritagesociety.com/digital-collections/first-people-of-kenmore/>

condition with many original features. The Charles Thomsen House may be eligible for the State of Washington Heritage Register or the National Register.

Kenmore Community Clubhouse (Local register)

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

Inglewood Golf Course Clubhouse

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

St. Thomas Seminary (Bastyr University)

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

Kenmore Air Harbor House

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

Northlake Lutheran Church

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

Church of the Redeemer

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

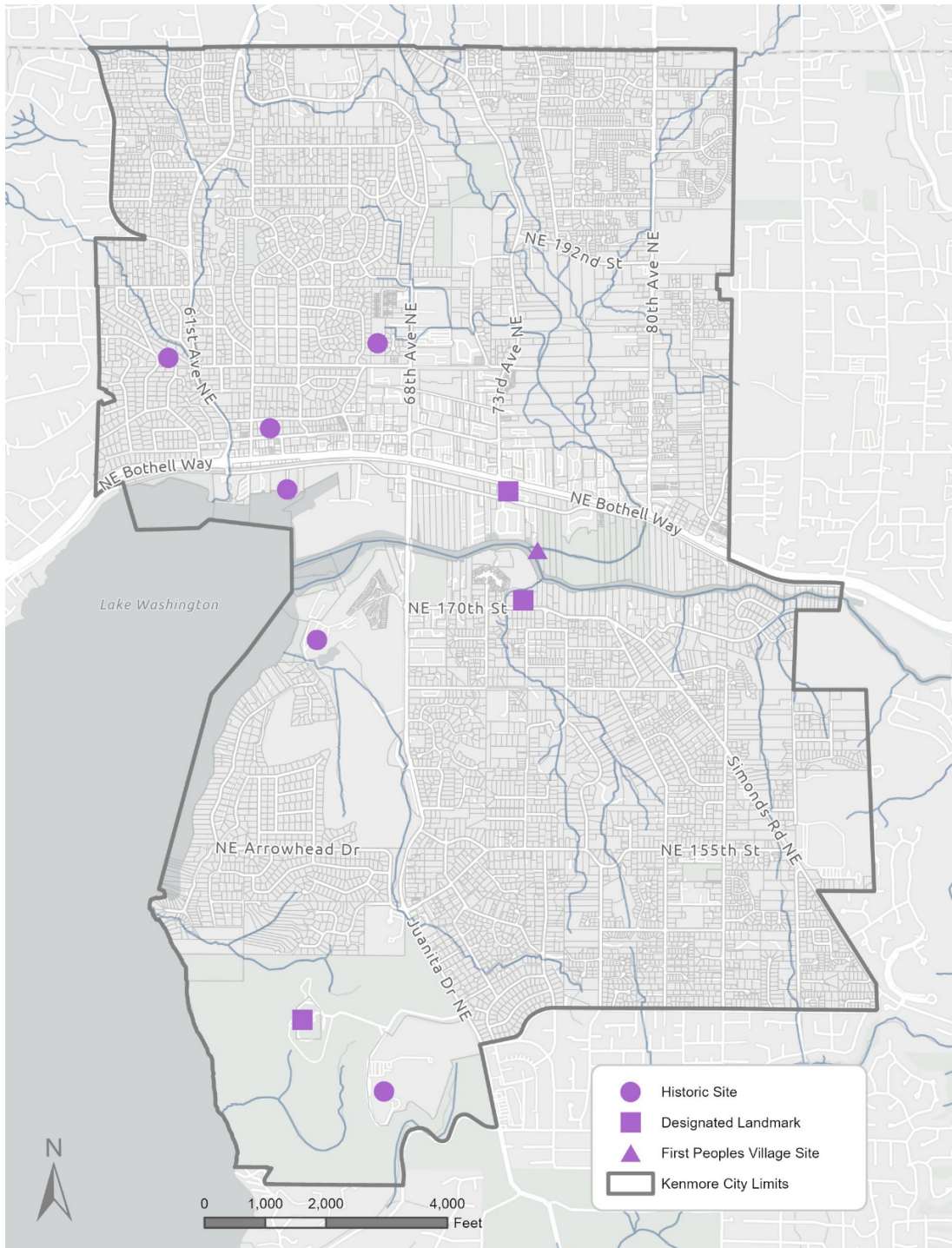
Aqua Club

The Aqua Club is a year-round private swim and tennis club located in the Uplake neighborhood of Kenmore, Washington, established in 1959. The Club, while private, offers various programs

to the community. The Club also has a championship swim team, water polo, water aerobics, and both swim and tennis lessons.

FIGURE LU-1: HISTORICAL RESOURCES AND SITES INVENTORY

DRAFT



Source: City of Kenmore GIS

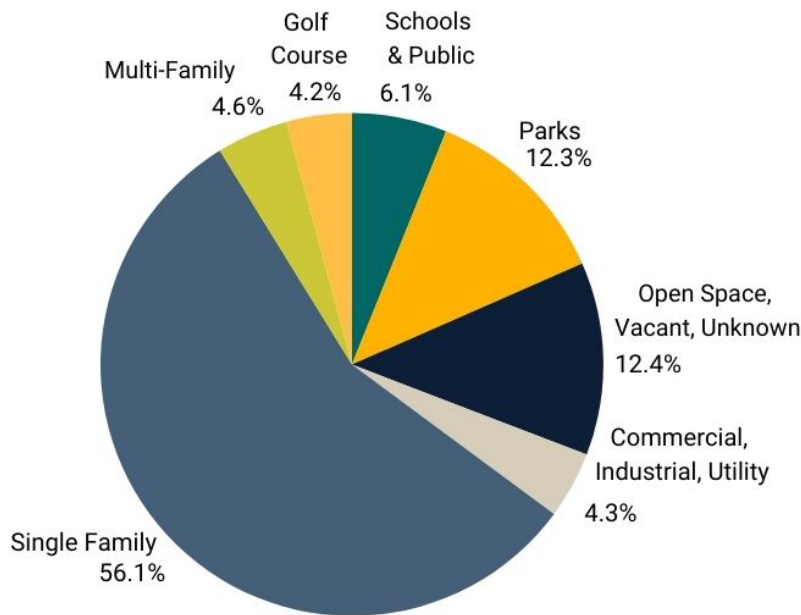
Land Use Patterns

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

Existing Land Uses

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

FIGURE LU-2
KENMORE CITYWIDE LAND USE PATTERN



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

CATEGORY	ACRES	PERCENT
Single-family	1908.7	56.2%
Multi-Family	155.8	4.6%
Commercial	94.2	2.8%
Industrial	49.3	1.4%
Public	51.8	1.5%
Schools	156.4	4.6%
Utility	8.6	0.3%
Parks	423.0	12.4%
Golf Course	144.3	4.2%
Open Space/Tracts	111.8	3.3%
Vacant	230.1	6.8%
Unknown	78.1	2.3%
TOTAL	3,412	100%
Note: Does not include rights-of-way		

Source: King County Department of Assessments

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

Kenmore's Air Harbor

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

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

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

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

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

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

During its summer peak, the Air Harbor employs approximately 250 people.

Two runways on Lake Washington are used: Waterway 16-34 is 10,000' long and 1,000' wide; Waterway 18-36 is 3,000' long and 1,000' wide. Most of the time, the seaplanes take off to the

southwest. If the north wind is strong, the planes taxi farther down the lake and take off to the north near the Air Harbor.

Landing patterns at Kenmore Air Harbor are determined by wind direction, as aircraft normally land into the prevailing wind. If the wind is from the north, as it is during a typical summer day, aircraft fly northbound up the middle of the lake from the Sand Point area, then land to the north at Kenmore and taxi in to the dock. If the wind is from the south, which is more common during the winter months, aircraft fly a standard left rectangular traffic pattern and land to the south on the lake. The downwind leg of this pattern is flown over the golf course, the base leg just east of 68th Avenue NE, and the final approach leg approximately over the CalPortland property. On an annual basis, approximately 75% of all landings are northbound and 25% southbound.

There is a speed limit to reduce boat speeds in the seaplane waterway area that is monitored by the King County Harbor Patrol.

FUTURE LAND USE

Figure LU-3, the Kenmore Land Use Map (provided later in this Chapter), shows the following development patterns in Kenmore:

When comparing **Figure LU-2**, Existing Land Use, and **Figure LU-3**, the Kenmore Land Use Plan (provided later in this Chapter), the future development pattern would show:

- **Neighborhoods offering a variety of residential housing types and densities ranging from low-density residential single-family areas to multi-family development in Downtown.** A key concept of the Vision Statement is to support a diversity of housing types to provide accommodations affordable to all residents.
- **Concentration of commercial and business uses locations where they are currently located or in areas where compatibility can be ensured.** New commercial development would primarily occur in the form of redevelopment in Downtown and adjoining areas to minimize intrusion into predominantly residential neighborhoods and to effectively concentrate these uses where alternative transportation modes are or will be available. However, new opportunities for small-scale retail enterprises or services meeting the daily needs of residents may be located in neighborhoods if compatibility concerns are addressed.
- **Phasing out of heavy manufacturing and industrial uses in favor of mixed uses (commercial and residential) and clean light manufacturing.** Existing heavy manufacturing and industrial uses would be phased out over time through market and regulatory forces, and mixed uses and clean light manufacturing would replace them. New heavy manufacturing and industrial uses are prohibited.
- **Continued development of a vibrant downtown in Kenmore.** Kenmore is both a High Capacity Transit Community and a Candidate Countywide Growth Center. Downtown is central to this vision—providing a focal point for community growth and development, including centrally located multi-family and both mixed-use and standalone commercial development with access to high capacity transit, civic buildings such as City Hall, the Post

Office, the Library, the Hangar and Town Square, and other amenities. ~~The southeast and southwest quadrants of Downtown would be developed with larger-scale private mixed-use master planned developments that restore and protect the Sammamish River and Lake Washington and provide public access to the waterfront.~~ For more specific details about Kenmore's downtown, see the Downtown Element.

- **Transit-oriented development in the area centered on including the Metro/Sound Transit Park and Ride.** This concentration of pedestrian-oriented mixed use residential development is at intensities that support and are supported by multi-modal transportation options, including bus rapid transit. Transit-oriented development reinforces Kenmore's designation as a High Capacity Transit Community.
- **Retention of institutional uses including government, schools, and public park properties.** The purpose of this classification is to identify and retain key public and private institutional uses in the City, to promote master planning of facilities, and to prevent conversion of significant properties to other residential or commercial uses without benefit of the rezone process.

Development Capacity

Development capacity considers vacant, underdeveloped and redevelopable property. A relatively small portion (less than 5 percent) of the City's land is vacant. Although some land is vacant due to property owner preferences, some is likely vacant due to environmental constraints such as wetlands, flood hazards, or steep slopes.

Partially vacant land, where perhaps one home is located on a large parcel that, according to zoning, could be further subdivided, is considered to be underdeveloped. Much of the City's platting activity is now occurring on such larger, partially developed residential lots.

Redevelopment of developed properties also can occur in the future. However, it is usually difficult to achieve redevelopment of properties, particularly in a downtown context. Often parcels are small and under multiple ownerships. In order to create a viable project in the market, consolidation of properties is needed.

To determine future development capacity, vacant and partially developed lands were reviewed as part of the 2021 King County Urban Growth Capacity Report. The methodology for the jobs and housing capacity estimates is provided in that report.

The City's 2019-2044 housing unit growth target established by the King County Countywide Planning Policies is 3,070 housing units. The adopted Land Use Plan would provide enough zoned capacity, and a more than sufficient market cushion, to exceed the 2044 housing unit target. Calculated residential capacity in 2021 was 4,135 dwelling units—a 1,065 unit surplus.

Jobs capacity also is greater than the City's 3,200 jobs target, although not by much. The 2021 calculated jobs capacity was 3,881 jobs.

1 PLAN AMENDMENTS

2 The Growth Management Act recognizes that Comprehensive Plans are dynamic rather than
 3 static and should be evaluated regularly to ensure that they respond to changing needs of the
 4 community and respond to new Federal or State law. In accordance with the Growth
 5 Management Act, and Policy LU-2.1.5 of this Element, the City will allow for an amendment
 6 process to consider changes to the essential components of the Comprehensive Plan, including
 7 Goals, Objectives, and Policies.

8 The City is required to institute a public participation program identifying procedures whereby
 9 proposed amendments or revisions of the comprehensive plan are considered by the City
 10 Council no more frequently than once every year, except that amendments may be considered
 11 more frequently under the following circumstances:

- 12 – The initial adoption of a subarea plan that does not modify the comprehensive plan
 13 policies and designations applicable to the subarea
- 14 – The adoption or amendment of a Shoreline Master Program under the procedures set
 15 forth in chapter 90.58 RCW
- 16 – The amendment of the Capital Facilities Element that occurs concurrently with the
 17 adoption or amendment of the City budget
- 18 – Amendments or revisions to the City's comprehensive plan when an emergency
 19 exists or to resolve, if appropriate, an appeal of the Comprehensive Plan filed with the
 20 Growth Management Hearings Board or with the court.

21 Aside from the exceptions above, all proposals are to be considered by the City Council
 22 concurrently so the cumulative effect of the various proposals can be ascertained.

23 GOALS, OBJECTIVES, AND POLICIES

24 Following are the general land use goals, objectives and policies.

25 **GOAL 1. *ENHANCE KENMORE'S QUALITY OF LIFE AS A PLACE FOR PEOPLE OF***
 26 ***ALL AGES A DIVERSE RANGE OF RESIDENTS TO LIVE, RAISE CHILDREN,***
 27 ***RECREATE, WORK, SHOP, AND SOCIALIZE.***

28 **OBJECTIVE 1.1 Provide a community atmosphere that is friendly and inclusive,**
 29 **supporting diversity and fostering a sense of belonging and pride in all**
 30 **residents.**

31 Policy LU-1.1.1 Recognize and support people of color, indigenous and immigrant
 32 populations, and other individuals or groups who have historically been
 33 underrepresented in community goal setting and implementation.

34 Policy LU-1.1.2 Encourage the involvement of historically marginalized groups when
 35 discussing policies that will impact their neighborhoods and
 36 communities. Provide outreach in multiple formats and languages.

Policy LU-1.1.3 Consider the impact of City policies, programs and projects on groups whose voices may not regularly be heard.

Policy LU-1.1.4 Evaluate planning approaches for potential residential and commercial displacement and use a range of strategies to mitigate displacement impacts.

Policy LU-1.1.5 Make Kenmore a community where all people love where they live.

OBJECTIVE 1.2 Promote the mental and physical health of all community members.

Policy LU-1.2.1 Create healthy, viable, and safe neighborhoods where all people can live, work and play, regardless of color, age, income, or ability.

Policy LU-1.2.2 Through land use policies and development regulations that are consistent with state and federal laws, limit land uses and activities that may result in harmful secondary effects to the community, such as crime, vandalism, or neighborhood deterioration. Consider spacing requirements, buffers, landscaping, access, signage controls, business license and operating requirements, as well as other mechanisms to control secondary impacts.

Policy LU-1.2.3 Ensure fairness and equity in distributing community amenities such as parks and community facilities to provide all residents with opportunities to enjoy the benefits of a rich social and physical environment.

Policy LU-1.2.4 Strive to make City capital projects and community events accessible to those with physical impairments.

Policy LU-1.2.5 Use incentives, regulations and programs to support land use patterns and development standards that encourage physical activity through walking and bicycling.

Policy LU-1.2.6 Consider small-scale, neighborhood commercial uses within walking or bicycling distance of homes to increase residents' opportunities to meet their daily needs without having to drive.

Policy LU-1.2.7 Continue to support projects that improve the quality of both the built and natural environments to support a thriving community and reduce disparate health and environmental impacts, especially to low-income and disadvantaged communities. Clean air, water and soil, and a healthy ecosystem are critical for human health.

OBJECTIVE 1.3 Endeavor to provide a complete community, compatible in character and design with high quality design standards, containing housing, shops, workplaces, schools, parks, civic facilities, and community services.

Policy LU-1.3.1 Ensure that Kenmore's plans consider all the issues, resources and needs that make a community whole, including land use, civic, cultural, recreation, transit, health, human services, natural environment, and the provision of infrastructure and other services.

Policy LU-1.3.2 Provide adequate land capacity for residential growth, and for a full range of commercial uses in Kenmore. This land capacity should include both redevelopment opportunities as well as opportunities for development on vacant lands.

Policy LU-1.3.3 Integrate non-residential uses such as governmental, utility, religious, social, and other institutional uses, where appropriate, into residential neighborhoods to create quality communities which have a full range of public facilities and services. These uses should be sited, designed, and scaled to be compatible with the existing neighborhood residential character.

Policy LU-1.3.4 Consider code amendments that facilitate development incentives which encourage middle housing development while providing appropriate design standards consistent with the surrounding single-family neighborhoods.

Policy LU-1.3.5 Support infill development that creates housing that is affordable, is compatible with surrounding development, and aligns with the City's multi-modal transportation network.

OBJECTIVE 1.4 Encourage the availability of healthy, affordable, culturally acceptable food for all community residents.

Policy LU-1.4.1 Through land use regulations and economic development, encourage locally based food production, distribution and choice.

Policy LU-1.4.2 Where appropriate, encourage the development of community gardens and farmers' markets as a means to encourage community-building, support local agriculture and promote economic development.

OBJECTIVE 1.5 Maintain and enhance all residential neighborhoods by improving infrastructure and walkability and establishing appropriate site development standards.

Policy LU-1.5.1 Ensure that zoning regulations provide for a range of housing types and densities, such as lower density single-family neighborhoods, and medium density neighborhoods that combine single-family lower density housing with such as single-family, duplexes, triplexes and cottage housing, and neighborhoods with larger-scale multifamily developments.

Policy LU-1.5.2 Provide development standards that create a consistent and compatible pattern of development within residential neighborhoods. Development standards should address housing densities, lot dimensions, building setbacks and height, impervious surface limitations, management of surface water with an emphasis on low impact development, tree retention, access, parking, and other standards. Regulations addressing building size and design also may be appropriate in some locations.

Policy LU-1.5.3 Provide regular and appropriate levels of investment in transportation, surface water and parks maintenance and improvements within residential neighborhoods, consistent with the City's capital improvement priorities. Encourage special districts to provide services and maintain infrastructure within residential neighborhoods consistent with adopted service and capital improvement plans.

Policy LU-1.5.4 Consider opportunities for small-scale neighborhood retail, restaurants, and other service activities in residential areas to increase walkability and enliven residential neighborhoods.

OBJECTIVE 1.6 Create a climate that fosters business creation and retention that positively contributes to the City's quality of life.

Policy LU-1.6.1 Provide adequate land for commercial development of a character which that enhances the community's goals, augments the tax base, and does not adversely affect impact the natural environment.

Policy LU-1.6.2 Support the large number of home-based businesses in Kenmore and recognize their importance as a way to keep jobs closer to home.

Policy LU-1.6.3 Ensure zoning regulations accommodate a range of allowable business and commercial uses in appropriate locations at the neighborhood, community, and regional levels.

Policy LU-1.6.4 Consistent with the City's climate action goals, support phasing out heavy manufacturing and industrial uses in favor of mixed uses (commercial and residential) and clean light manufacturing uses.

OBJECTIVE 1.7 Identify and prioritize properties for public acquisition and use.

Policy LU-1.7.1 During the 20-year planning period, identify community needs and site the following facilities or uses in accordance with the Capital Facilities Element, the Housing Element, and the Parks, Recreation and Open Space Element:

- Public Works facility

- Affordable housing
- Parkland, particularly on the waterfront or in under-served areas
- Open space to preserve environmentally sensitive areas, including those areas that protect and enhance the City's wetlands and receiving water bodies, where regulatory measures alone are insufficient.

Policy LU-1.7.2 Encourage public and private community service providers, including the City of Kenmore, to share or reuse facilities when appropriate, to reduce costs, conserve land and provide convenience and amenity for the public. Joint siting and shared use of facilities should be encouraged for schools, community centers, health facilities, cultural facilities, libraries, swimming pools, institutional properties, and other social and recreational facilities.

Policy LU-1.7.3 Promote site development which provides utilities and infrastructure that are maintainable, aesthetically pleasing, and have several functions, such as surface water facilities designed as accessible open spaces for a development.

OBJECTIVE 1.8 Minimize and reduce the adverse effects of noise through proper land use planning and designed infrastructure features.

Policy LU-1.8.1 Establish a transportation demand management program that facilitates transit and micromobility transportation as part of a systemic approach to limit and reduce transportation related noise impacts.

Policy LU-1.8.2 Identify and establish maximum allowable noise levels for residential and critical areas resulting from the built environment.

Policy LU-1.8.3 Minimize transportation related noise impacts near residential and critical areas.

Policy LU-1.8.4 Require noise reducing design features as part of development, reuse/revitalization, restoration, resurfacing, and/or rehabilitation for facilities generating and/or likely to generate noise pollution exceeding established maximums to nearby residential and critical areas to within the acceptable range.

OBJECTIVE 1.9 Incorporate environmental justice criteria and priorities into zoning, land use planning, permitting policies, and development of new projects to identify and address the disproportionate impacts of climate change on overburdened communities such as communities of color and lower-income communities.⁵

⁵ Objective 1.9 and Policies LU-1.9.1 – LU-1.9.4 are same as those from Climate Action Element.

Policy LU-1.9.1 Develop and implement an environmental justice assessment⁶ process to conduct prior to creating new zoning designations or rezoning.

Policy LU-1.9.2 Work toward an equitable distribution of growth that reduces the potential for displacement and increases infrastructure and ecosystem resilience by combining zoning restrictions in vulnerable areas with development incentives to build in areas with less climate risk. Consider climate impacts such as extreme heat, flooding, wildfire smoke, and drought when designating zoning locations to accommodate growth.

Policy LU-1.9.3 Identify and expand community-centered anti-displacement strategies and climate-resilient infrastructure to mitigate housing insecurities exacerbated by climate-driven gentrification.

Policy LU-1.9.4 Promote equitable access for overburdened communities and those that will be disproportionately impacted by climate change, by working with utility providers to ensure affordable energy prices through utility tax rebates for low-income residents.

Policy LU-2.1.5 Promote middle housing through city policies and codes to allow for broader housing types in identified residential zones, reduce climate-related displacement, and increase access to City transit systems.

Policy LU-2.1.6 Minimize and mitigate the risk to lives and property posed by wildfires through land use planning tools, such as the Wildland Urban Interface Code, and by protecting human development in wildfire-prone areas.

GOAL 2. PROVIDE FOR ORDERLY DEVELOPMENT.

OBJECTIVE 2.1 Implement the Comprehensive Plan Land Use Map.

Policy LU-2.1.1 Designate the proposed general distribution, general location and extent of the uses of land, where appropriate, for housing, commerce, offices, recreation, open spaces, public utilities, public facilities, and other land uses. The official Comprehensive Plan Land Use Map is included as **Figure LU-3**.

Policy LU-2.1.2 Implement a range of residential, commercial, and public land use classifications:

- a. Table LU-2: Table of Land Use Classifications and Implementing Districts. Utilize the following table to establish land use districts in the City.

⁶ As defined by RCW 70A.02.060, an environmental justice assessment is a review to inform and support an agency's consideration of overburdened communities and vulnerable populations when making decisions and to assist the agency with the equitable distribution of environmental benefits, the reduction of environmental harms, and the identification and reduction of environmental health disparities.

TABLE LU-2: TABLE OF LAND USE CLASSIFICATIONS AND IMPLEMENTING DISTRICTS

LAND USE	IMPLEMENTING ZONING DISTRICT
Low Density Residential	R-1, R-4, R-6
Medium Density Residential	R-6, R-12
High Density Residential	R-18, R-24, R-48, UR
Manufactured Housing Community	MHC
Downtown Residential	DR
Neighborhood Business	NB
Community Business	CB
Waterfront Commercial	WC
Urban Corridor	UC
Regional Business	RB
Downtown Commercial	DC
Public and Private Facilities	PSP
Special Study Area	n/a

b. Land Use Classification Descriptions. Utilize the following purpose statements to distinguish the land use classifications.

- Residential: The purposes of the Residential land use classifications are to implement Comprehensive Plan policies for housing quality, diversity, and affordability, and to efficiently use land, public services (including high-capacity transit), and energy while ensuring environmental protection.
- Low Density Residential: In this classification, land uses are predominantly single detached dwelling units on lot sizes that

vary according to district but with an overall base density of one to six dwelling units per acre. In the R-1 and R-4 districts, uses are clustered as appropriate in relation to environmental constraints and the protection of critical areas. Within that context middle housing development may be permitted and may include six of the nine middle housing types within the context of the environmental constraints and protection of critical areas.

- Medium Density Residential: In this classification, a diversity of compatible housing types is expected at base densities generally between six and 18 dwelling units per acre. Higher densities may be permitted to allow particular "Missing Middle" middle housing types. Housing may include single detached dwelling units, duplexes, triplexes, cottage housing, and small-scale apartment buildings, depending on district.
- High Density Residential: In this classification, land uses are predominantly larger apartment or condominium buildings with a variety of densities according to district. Base densities generally exceed 18-75 dwelling units per acre. In the area near the Metro/Sound Transit Park and Ride, development intensities support and are supported by multi-modal transportation options, including high capacity transit. The provision of affordable housing is a key feature of this transit-oriented development.
- Manufactured Housing Community: The Manufactured Housing Community classification is intended to ensure consistency with RCW 36.70A.070(2)(c) which requires that sufficient land be available for all types of housing including manufactured housing. The Manufactured Housing Community classification promotes residential development that is higher density than single-family, but single-family in character. This land use classification is assigned to existing manufactured housing communities.
- Downtown Residential: The Downtown Residential classification provides higher density residential development in support of the Downtown Commercial classification. Limited retail and office uses are also allowed as part of mixed-use developments. The classification represents an opportunity to provide a range of housing types in the community with attention to appearance and scale.

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

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

- Neighborhood Business: The purposes of the Neighborhood Business classification are to provide convenient daily retail and personal services for a limited service area, to minimize the impacts of commercial activities on nearby properties, and to provide for limited residential development.
- Community Business: The purpose of the Community Business classification is to provide pedestrian-friendly, mixed-use development that both supports larger mixed-use and commercial areas with its residential development, and provides small-scale retail, educational, and personal service uses, and offices, for the local community. Allowable uses include office uses and mixed-use (housing and retail/service) developments. Commercial uses with extensive outdoor storage and industrial uses would be discouraged in the Community Business classification.
- Waterfront Commercial: The purpose of the Waterfront Commercial classification is to focus on existing water-dependent uses, but also to allow eating and drinking places, temporary lodging and other uses to support marina and airport development. Compatible light manufacturing would be appropriate. Office and mixed use multifamily development are desirable for the future.
- Urban Corridor: The Urban Corridor classification is located along SR-522. The overall vision is to convert the area on the south side of the highway from a commercial strip corridor to an area of primarily office and multifamily mixed-use development and public spaces, taking advantage of lake views and proximity to transit.

On the north side of the highway, west of downtown, the area would continue to be a mix of restaurant, retail and service uses, with additional opportunities for office and mixed use multifamily development.

East of downtown, portions of the district (nearest the transit center) would be an enterprise zone, allowing for a wide range of commercial uses, including bulk retail, as well as high-density multifamily development with affordable housing requirements. Farther to the east, near the city limits, office and multifamily uses are envisioned.

New auto-oriented businesses would be prohibited throughout the district.

- **Regional Business:** The purposes of the Regional Business classification include to provide for the broadest mix of retail, office, wholesale, and service uses, with compatible storage and light manufacturing uses, serving regional market areas and offering significant employment opportunities. These purposes are accomplished by supporting existing businesses, while encouraging compact and mixed-use development that is supportive of transit and pedestrian travel for the future. Industrial and heavy manufacturing uses are no longer appropriate in this classification.

- **Downtown Commercial:** The Downtown Commercial classification features a mix of private and public uses designed to create a pedestrian-friendly downtown consistent with Kenmore's designation in the Regional Growth Strategy as a High Capacity Transit Community and as a Candidate King County Countywide Growth Center. Public places, sidewalks, extensive landscaping, transit-orientation, shared or structured parking, protection of environmentally sensitive areas, affordable housing, and high quality design and signage are key features. Permitted uses emphasize mixed or multiple use developments, and include high-density housing, civic and governmental uses, offices, small-scale commercial and retail businesses, and locally oriented professional and personal services.

Uses not compatible with the Downtown Commercial intent such as those which require vehicle or materials storage, service bays, wide curb cuts, expanses of exterior product display or storage, or produce little customer or visitor activity are discouraged.

Some limited existing uses that require vehicle storage and continue to contribute to the economic vitality of downtown Kenmore are permitted as existing uses on existing properties, though the use is encouraged to transition use of the property to those more in keeping with the first paragraph of this purpose statement.

- **Public and Private Facilities:** The purpose of the Public and Private Facilities classification is to identify and retain public and private lands primarily utilized for parks, recreation, schools, utilities, government buildings, and other administrative or institutional uses. In some locations, housing may also be an appropriate use. Master plans would be

encouraged to determine the type and extent of these primary uses as well as compatible accessory uses. Development regulations include a process to reclassify smaller properties to the zone most prevalent immediately surrounding the site subject to the provision of information by the institution about the need to convert to a different use.

- **Special Study Area – Bastyr University:** The City has designated the St. Thomas Seminary property, owned by Bastyr University as a Special Study Area recognizing the Bastyr University Master Plan approved in December 2009 that will guide the development of the property. The land use designation for the Campus is Public and Private Facilities and development activities on the Campus will be limited to activities and levels of use as specified in the approved Master Plan and implementing zone of Public and Semi-Public.

The Bastyr University Campus Master Plan is adopted for the approximately 50-acre property in the City and is illustrated in **Figure LU-4**. The Bastyr University Master Plan and the applied zoning provide for a coordinated multi-use higher education center meeting the vision of the University and the City to support diverse and continuing education opportunities, strengthen the City's economic base, and protect natural features. **Figure LU-4** is considered a conceptual graphic, and minor modifications (KMC 19.23.050.A) to site development consistent with City master plan and zoning regulations are considered consistent with the Comprehensive Plan. The City's long term interest in the property is to have continued use of the site by Bastyr University or a similar institution with public access/use maintained through the use of a purchase of development rights, out-right purchase of portions of the property, off-site density transfers or joint use agreements.

- **Special Study Area – Plywood Supply:** The City has designated the Plywood Supply property south of NE 175th Street as a Special Study Area while the City works with property owners to complete a master plan that will guide the development of the property. In order to allow the master planning process to proceed, the property will retain its underlying RB designation for comprehensive planning purposes while development of that master plan is proceeding.

- **Special Study Areas—Lakepointe and Glacier Northwest.** Although these are two independent special study areas, given their close proximity and shared waterfront location they should be planned and developed in a consistent and compatible manner.

- Lakepointe: The City has designated Lakepointe as a Special Study Area recognizing its significant size and waterfront location on both the Sammamish River and Lake Washington. A cohesive development plan should be prepared for the site to guide development of the property consistent with the following goals:

1. Develop a mixed-use pedestrian-oriented urban village, providing some affordable housing;
2. Apply design standards consistent with expectations for Kenmore's downtown;
3. Minimize surface parking;
4. Provide substantial public access to, and use of, the Lake Washington and Sammamish River waterfronts, including a community open space for use by the general public;
5. Provide easily accessible public viewpoints, and protect view corridors to Lake Washington;
6. Provide pedestrian and bicycle linkages to the downtown core, nearby parks and the Burke-Gilman Trail;
7. Recognize and support the site's unique role in the regional transportation network, including connections to bus rapid transit along SR-522, the Kenmore Air Harbor, and a potential Lake Washington passenger ferry;
8. Provide a strong transportation demand management program that facilitates transit use;
9. Create an environmentally sensitive and sustainable development, including reduced car infrastructure, low impact development, protection of water quality and critical areas, mitigation for impacts to the shoreline edge through shoreline restoration and riparian vegetation enhancement, and enhancement of fish and wildlife habitat.

- Glacier Northwest: The City has designated the Glacier Northwest property as a Special Study Area recognizing its size and waterfront location on Lake Washington. A cohesive development plan should be prepared for the site to guide redevelopment of the property consistent with the following goals:

1. Develop a mixed-use pedestrian-oriented area, providing some affordable housing;
2. Apply design standards consistent with expectations for Kenmore's downtown;
3. Minimize surface parking;
4. Provide public access to, and use of, the Lake Washington waterfront, including a community open space for use by the general public;
5. Provide easily accessible public viewpoints, and protect view corridors to Lake Washington;
6. Provide pedestrian and bicycle linkages to the downtown core, nearby parks and the Burke-Gilman Trail;

7. Recognize and support the site's unique role in the regional transportation network, including connections to bus rapid transit along SR-522, the Kenmore Air Harbor, and a potential Lake Washington passenger ferry;
8. Provide a strong transportation demand management program that facilitates transit use; and
9. Create an environmentally sensitive and sustainable development, including reduced car infrastructure, low impact development, protection of water quality and critical areas, mitigation for impacts to the shoreline edge, and enhancement of fish and wildlife habitat.

Policy LU-2.1.3 High density residential classifications should be applied as follows:

- a. Primarily located in or near the Downtown area and in the area of transit-oriented development near the Metro/Sound Transit Park and Ride
- b. In or next to Regional, Community, or Neighborhood Business Centers; and,
- c. Where existing or planned transportation capacity should be adequate to accommodate projected travel demand.

Policy LU-2.1.4 Commercial classifications should be:

- a. Located along Principal or Minor arterials or on collector streets that intersect with arterials within 1/2 mile. Existing or planned transportation capacity should be adequate to accommodate projected travel demand;
- b. Located to provide convenient shopping or other services for nearby neighborhoods;
- c. Encouraged near trails to provide opportunities for small-scale pedestrian-oriented development serving passers-by.
- d. Strategically located to maximize the potential success of the hierarchy of commercial classifications. The priority area for commercial development should be the Downtown;
- e. Sized appropriately to accommodate sufficient land to accommodate community business and service needs;
- f. Located in areas with current or planned pedestrian access; and

- g. Commercial designations should be expanded only when it can be demonstrated that conditions have changed since the original commercial classification boundaries were determined, and there is a demonstrated community need.

Policy LU-2.1.5 Consider proposed Comprehensive Plan Amendments each calendar year concurrently so that the cumulative effect of the proposals can be determined. The City may consider some amendments outside of the normal review cycle such as amendments to the Capital Facilities Element, Shoreline Master Program, adoption of a subarea plan, emergency amendments, or others as authorized in the Growth Management Act. All proposed Comprehensive Plan Amendments should include the following elements:

- a. A detailed statement of what is proposed to be changed and why;
- b. A statement of anticipated impacts of the change on the resident's quality of life, including geographic area affected and issues presented natural environment;
- c. A demonstration of why existing Comprehensive Plan guidance should not continue in effect or why existing criteria no longer apply;
- d. A statement of how the amendment complies with the Growth Management Act's goals and specific requirements;
- e. A statement of how the amendment complies with the Kenmore Vision Statement;
- f. A statement of how functional plans and capital improvement programs support the change; and
- g. Public review of the recommended change, necessary implementation (including area zoning if appropriate) and alternatives.

Policy LU-2.1.6 Ensure proposed Comprehensive Plan policy amendments result in changes to development regulations, modifications to capital improvement programs, and revised subarea, neighborhood, and functional plans necessary to ensure consistency between the Plan and the implementing regulatory and budgetary frameworks.

OBJECTIVE 2.2 Prepare clear development regulations consistent with the Comprehensive Plan.

Policy LU-2.2.1 Prepare zoning maps, classifications, and development standards that are consistent with the Comprehensive Plan and functional plans.

Policy LU-2.2.2 To provide flexibility as times and development conditions change, address possible amendments to the P-suffix and special district overlay requirements through the development agreement process. If development standards are modified or eliminated, offsetting public benefits must be provided.

Policy LU-2.2.3 Kenmore's regulation of land use should:

- a. Protect public health, safety, and general welfare;
- b. Protect environmentally sensitive areas, including wetlands, groundwater⁷, streams, Lake Washington, the Sammamish River and Puget Sound.
- c. Support tree preservation, ~~whenever possible.~~
- d. Implement and be consistent with the Comprehensive Plan and other adopted land use goals, policies, and plans;
- e. Be expeditious, predictable, clear, straightforward, and internally consistent;
- f. Treat all members of the public equally and base regulatory decisions wholly on the applicable criteria and code requirements;
- g. Provide clear direction for resolution of regulatory conflict;
- h. Be enforceable, efficiently administered, and provide appropriate incentives and penalties;
- i. Be consistently and effectively enforced;
- j. Create public and private benefits worth their cost;
- k. Be coordinated with timely provision of necessary public facilities and services;
- l. Be coordinated with special purpose districts and other public agencies to promote compatible development standards in Kenmore;
- m. Be responsive, understandable, and accessible to the public;

⁷ The protection of the quality and quantity of groundwater used for public water supplies, as required by RCW 36.70A.070(1), may be found in the Natural Environment and Surface Water elements.

- n. Provide effective public notice and reasonable opportunities for the public (especially those directly affected) to be heard and to influence decisions;
- o. Avoid intruding on activities involving constitutionally protected freedoms of speech, petition, expression, assembly, association and economic competition, except when essential to protect public health, safety and welfare (and then the restriction should be no broader than necessary); and
- p. Provide for relief from regulations when they would deprive a property of reasonable use, and when such relief would neither endanger public health and safety nor conflict with adopted use policies.
- q. Acknowledge past racial and other inequalities in housing and neighborhood options. Continue to identify and address controllable factors within Kenmore that contribute to disparities and take corrective action.

OBJECTIVE 2.3

Establish a system of densities and development standards that allows for efficient infrastructure and service delivery while protecting environmental resources and ensuring compatibility between different building types.

- Policy LU-2.3.1 Through future planning efforts over the next twenty years, seek to achieve a mix of residential densities and housing types, appropriately located. Higher density classifications should be applied primarily in and around the Downtown and in the transit-oriented development area near the Metro/Sound Transit Park and Ride. Medium density classifications should be applied within a walkable and/or bikeable distance to transit and services. Lower density classifications, generally no less than four dwelling units per acre, should be applied to established single-family neighborhoods without easy access to transit and services. A lower density zone may be used to recognize significant environmentally sensitive areas.
- Policy LU-2.3.2 When considering density increases or reduced lot sizes, use tools such as building size and form regulations and design standards to address issues of neighborhood compatibility.
- Policy LU-2.3.3 Apply minimum density requirements to residential and mixed-use zones of twelve or more homes per acre when consistent with the vision for a given zone.

Policy LU-2.3.4 In the Downtown Commercial classification, adopt a minimum floor area ratio (FAR) to promote multi-story development.

Policy LU-2.3.5 Review Uniform Building codes and make amendments to remove barriers to achieving desired densities, such as increased stories of wood frame construction.

Policy LU-2.3.6 Use regulations, incentives, open space acquisition, or, where these measures are not adequate, use low density zoning to protect floodplains, riparian corridors, ~~high value~~ wetlands, and unstable slopes from degradation, and to encourage linking these environmental features into a network of open space, fish and wildlife habitat. In sensitive areas, some density may be transferred onsite to less constrained areas, or density may be transferred off-site to specified receiving areas, such as the Downtown.

Policy LU-2.3.7 In some areas, use density incentives to encourage development of affordable housing, or significant open space, public parks and public trails. Where provided, encourage public parks and public trails to be part of a network consistent with the Parks, Recreation, and Open Space Element goals, objectives, and policies. Additionally, in the Downtown, density incentives or other incentives should be provided for shared and structured parking, or consolidation of lots. Consider performance-based measures to achieve this policy. Ensure benefits, for example-significant open space, are in proximity to the development site.

Policy LU-2.3.8 In ~~parts of Downtown near transit~~, in the high-density residential classification near the Metro/Sound Transit Park and Ride, and in the Urban Corridor classification east of 73rd Avenue NE, require inclusion of affordable housing in new residential or mixed use development.

OBJECTIVE 2.4 Coordinate land use, road, and utility planning.

Policy LU-2.4.1 Establish priority areas for public facility and service improvements, especially for transportation. These priority areas should be located where public facility and service improvements would most effectively advance the City of Kenmore's growth and development as a Candidate Countywide Growth Center or the City's goals for economic development, neighborhood improvement, environmental protection, energy efficiency or affordable housing. Priority areas will shift over time as improvements are installed and adopted service level standards are attained.

Policy LU-2.4.2 Implement an annual monitoring program to assess land use development trends, and service and infrastructure provision. If service deficiencies, such as city, county and state roads, public water supply and wastewater treatment, or communication infrastructure are identified, the City of Kenmore and the affected service providers should adopt Capital Improvement Programs to remedy identified deficiencies in a timely fashion, or the City of Kenmore should reassess the land use plan. In

particular, the City should continue to promote reliability improvements for electric services in Kenmore.

Policy LU-2.4.3 Work with communication providers to ensure that broadband service at suitable speeds is available throughout the city.

Policy LU-2.4.4 Ensure that infrastructure and facilities are sized appropriately to community needs and are located with attention to design standards, the desired neighborhood character.

Policy LU-2.4.5 Consider the effects of improved or new infrastructure such as roads and utilities as potential barriers between neighborhoods or as stimulators of development.

Policy LU-2.4.6 Through zoning and subdivision regulations, require that residential developments, including mobile-manufactured home parks, whether new developments or substantial redevelopments, provide the following improvements:

- a. Paved streets (and alleys if appropriate), curbs and sidewalks, and internal walkways when appropriate;
- b. Adequate parking consistent with local transit service levels;
- c. Street lighting and street trees;
- d. Underground utilities;
- e. Stormwater control;
- f. Public water supply;
- g. Public sewers.

Policy LU-2.4.7 Provide water, sewer, surface water, transportation, and recreational facilities at the time of development.

OBJECTIVE 2.5 Encourage development on properties with existing or planned public services and utilities.

Policy LU-2.5.1 Encourage innovative, quality development and redevelopment through a variety of regulatory, incentive, and program strategies. Possible approaches include:

- a. Special development standards for infill or redevelopment sites;
- b. Assembly and resale of sites to providers of affordable housing or mixed-use developments;

- 1 c. Impact mitigation fee structures that favor infill or redevelopment;
- 2 d. Expedited permit processes;
- 3 e. Greater regulatory flexibility; and
- 4 f. Reduced permit fees and/or delayed fees.

5 **OBJECTIVE 2.6** **Require adequate transitions between land uses of differing intensities**
 6 **and between development and environmentally sensitive areas.**

7 Policy LU-2.6.1 Review and amend zoning and subdivision regulations to ensure adequate
 8 setbacks, landscaping, and buffering are required where land use conflicts
 9 may occur.

10 Policy LU-2.6.2 Ensure critical area regulations provide sufficient buffer widths consistent
 11 with the quality and class of the environmentally sensitive area.

12 Policy LU-2.6.3 Locate zoning districts and prepare development regulations that result
 13 in gradual transitions between different building intensities.

14 **OBJECTIVE 2.7** **Participate in joint planning of services and utilities with special districts,**
 15 **private service providers, neighboring municipalities, King County and**
 16 **Snohomish County, and the State of Washington.**

17 Policy LU-2.7.1 Plan in partnership with special districts, private service providers,
 18 neighboring municipalities, King and Snohomish Counties, and the State
 19 of Washington. The City should strive to balance the differing needs
 20 identified by planning partners at various geographic levels and ensure
 21 that planning partners honor Kenmore's needs.

22 Policy LU-2.7.2 Prepare functional plans to identify City facility and service needs and
 23 define ways to fund these needs consistent with the land use plans and
 24 service and finance strategy. Independent special districts and other
 25 public agencies should also prepare functional plans which should be
 26 considered by Kenmore. The capital facility plans and capital improvement
 27 programs prepared by all other agencies which provide services to
 28 Kenmore should be consistent with the Kenmore Comprehensive Plan.

29 **GOAL 3. SUPPORT DEVELOPMENT OF KENMORE'S DOWNTOWN AS A KING COUNTY**
 30 **COUNTYWIDE GROWTH CENTER.**

31 **OBJECTIVE 3.1** **Take action to support Downtown Kenmore's candidacy as a King County**
 32 **Countywide Growth Center—a place to equitably concentrate jobs,**
 33 **housing, shopping, and recreational opportunities.**

34 Policy LU-3.1.1 Ensure that the combination of jobs and population in the Downtown
 35 meets County standards (eventual goal of 30 activity units per acre).

- Policy LU-3.1.2 Continue plans for a mix of uses, providing housing and employment at densities that support high-capacity transit.
- Policy LU-3.1.3 Apply a minimum floor area ratio for new commercial buildings in the Downtown Commercial classification.
- Policy LU-3.1.4 Continue to demonstrate that Downtown is a priority for growth and investment.
- Policy LU-3.1.5 Continue to use design standards to ensure a pedestrian-friendly and attractive Downtown.
- Policy LU-3.1.6 Plan for a variety of housing types including affordable housing.
- Policy LU-3.1.7 Try to retain existing residents and businesses in the community as growth is planned and, if retention is not possible, support relocation.
- Policy LU-3.1.8 Continue to support existing recreational opportunities Downtown such as the Town Square and skate park, as well as future opportunities in the Special Study Areas at Lakepointe and Plywood Supply.
- Policy LU-3.1.9 Support multi-modal transportation, including bicycling, walking, transit, and a passenger ferry.

GOAL 4. IDENTIFY, PRESERVE, AND ENHANCE THE CULTURAL RESOURCES OF KENMORE.

OBJECTIVE 4.1 Promote and support visual, literary, and cultural arts and activities in the community.

- Policy LU-4.1.1 Encourage King County to continue to provide arts and culturally based services to the City of Kenmore through its existing programs, and to provide technical assistance for locally generated programs.
- Policy LU-4.1.2 Encourage shared, multipurpose use of regional and community facilities for cultural activities to maximize their efficient use and to expand public access to cultural opportunities.
- Policy LU-4.1.3 Develop a public art program that provides art in public facilities, projects and places to enhance community character and quality of life. Priority locations should include Downtown, government facilities, and municipal parks. Maintenance and conservation should be considerations in the development and management of public art.

Policy LU-4.1.4 Continue to support Arts of Kenmore and other community art groups.

OBJECTIVE 4.2 Promote the preservation of significant historic and archaeological sites and structures.

Policy LU-4.2.1 Establish a partnership between Kenmore, King County, the Kenmore Heritage Society and citizen—volunteers in order to pursue historic inventories and studies to promote landmark designation. Use the inventory to guide decision-making in resource planning, environmental review, and resource management.

Policy LU-4.2.2 Encourage land uses and development that retain and enhance significant historic and archaeological resources and sustain historic community charactersites.

Policy LU-4.2.3 Coordinate with the Tribes, the King County Historic Preservation Officer, and the State Office of Archaeology and Historic Preservation, as appropriate, to review public and private projects to protect and enhance historic and archaeological resources.

Policy LU-4.2.4 Seek funding from King County, the State of Washington, or other agencies to acquire and preserve significant historic resources for use by City and other public agencies.

OBJECTIVE 4.3 Encourage local activities which promote the community's history.

Policy LU-4.3.1 Support the efforts of the Kenmore Heritage Society to document Kenmore's history and provide educational materials and resources to all ages.

Policy LU-4.3.2 Work in partnership with the Kenmore Heritage Society, other agencies and special districts to identify places or facilities where a museum or display of historic artifacts and information can be accomplished.

Policy LU-4.3.3 When dedicating new civic facilities, consider naming them in honor of historical events or persons of significance to the community or to honor the Indigenous Peoples who still reside in Kenmore.

Policy LU-4.3.4 Acknowledge that growth and development in Kenmore occurs on the ancestral lands of the Coast Salish peoples.

IMPLEMENTATION STRATEGIES

The Land Use policies would require new, continuing or increased commitments of City resources to prepare new regulations, review/amend existing regulations, create educational or incentive programs, or coordinate with adjacent jurisdictions.

New programs, rules, or regulations would be needed to address:

- Historic resource preservation funding
- Public arts programs
- Partnerships with historic groups and agencies.

- 1 • Standards and locational requirements for small-scale commercial enterprises and services
- 2 closer to home for neighborhood residents in low and medium density residential
- 3 classifications.
- 4 • Minimum floor area ratio (FAR) for commercial development in the Downtown Commercial
- 5 classification.
- 6 • Transit-oriented development density increases and revised standards in the area near the
- 7 Metro/Sound Transit Park and Ride.

8 A review of existing programs, rules and regulations would be needed to ensure they meet the
9 policies. Types of regulations and rules that should be reviewed include:

- 10 • Appropriate permitted uses in low and medium density residential districts outside of
- 11 environmentally sensitive areas
- 12 • Permitted uses in commercial zones
- 13 • Downtown densities in conformance with Countywide Growth Center criteria
- 14 • Development standards addressing neighborhood compatibility with surrounding
- 15 development
- 16 • Density bonuses, density transfers, and minimum density regulations
- 17 • Uniform Building Code review
- 18 • Infill development standards or incentives
- 19 • Permit procedures and fees.

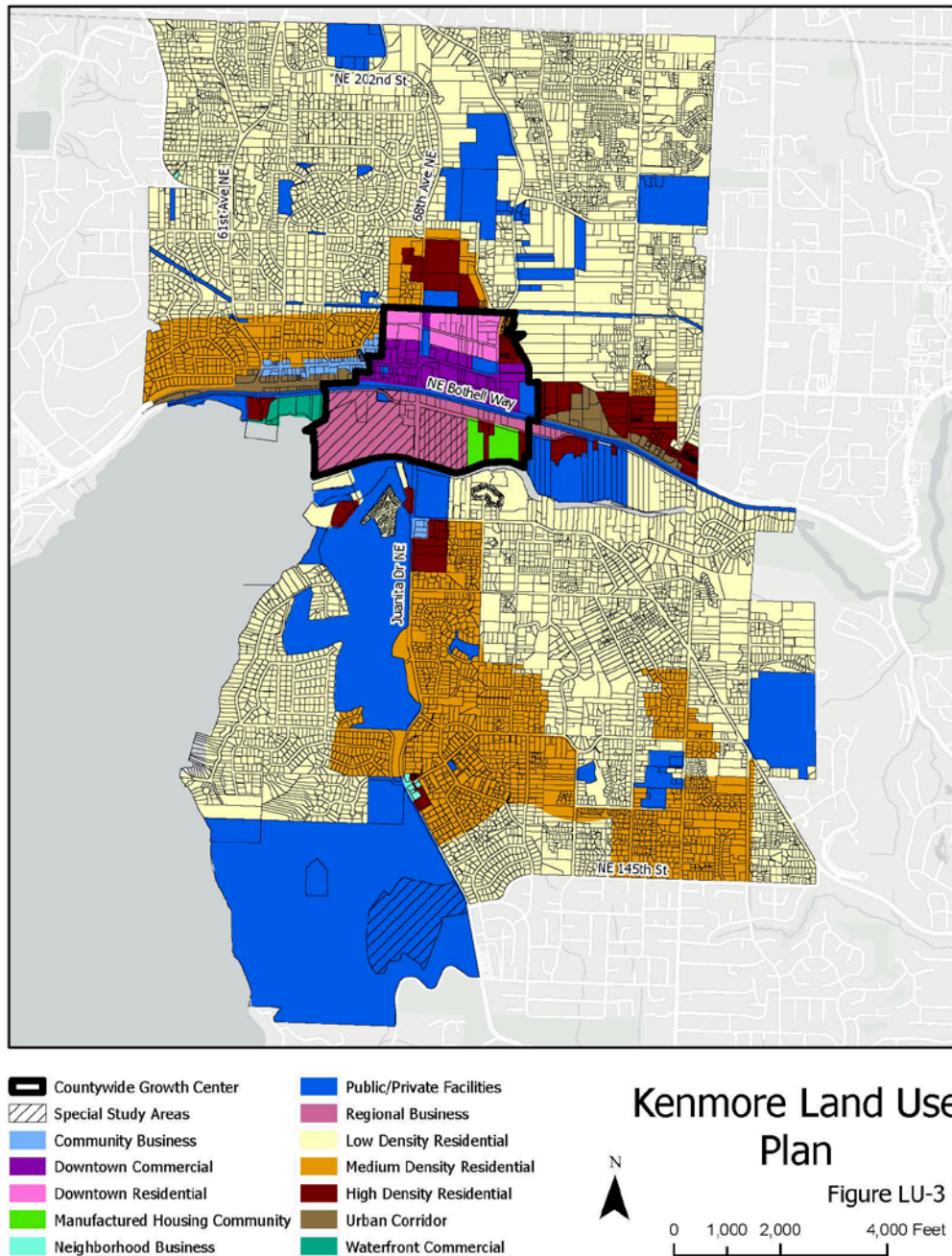
20 Additional or continuing efforts would need to be made to coordinate with adjacent jurisdictions
21 or participate in regional programs, including:

- 22 • The King County Urban Growth Capacity Study
- 23 • Coordination with special districts and County regarding services
- 24 • Support of County historic resources programs
- 25 • Coordination with County/State agencies regarding historic/cultural resources during
- 26 development review.
- 27 • Annual monitoring of development to determine whether assumptions made in the
- 28 Comprehensive Plan regarding rate, nature, and distribution of development remain
- 29 accurate.

1 REFERENCES

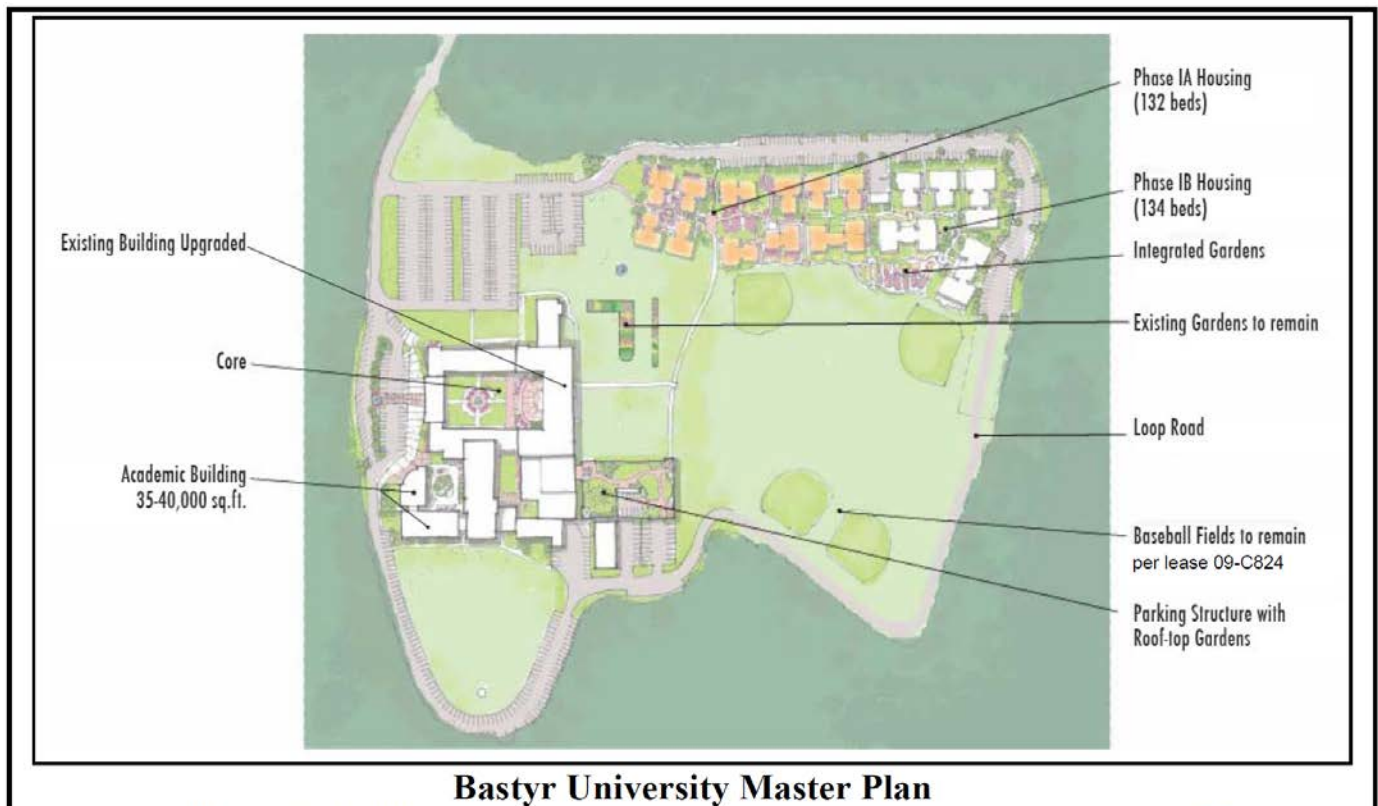
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FIGURE LU-3: KENMORE LAND USE PLAN



1

FIGURE LU-4: BASTYR UNIVERSITY MASTER PLAN (2009)



HOUSING & LAND USE ELEMENTS RESPONSES

10/28/24 CITY COUNCIL MEETING

HOUSING ELEMENT		
Council Comments/Direction		
Councilmember Culver		
Page¹	Issue	Staff Response
H-22	<u>Table H-J, Housing Production Barriers</u> – is the plan to complete this year or intend to leave blank?	It will take more than one year to accomplish all the action measures. Staff will develop a strategy for implementation.
H-15	<u>Table H-I, Adopted Housing Growth Targets</u> – Information is great, by itself in a table it doesn't tell the whole story, and I think we should put those numbers in some context. From the changes, can see we used to have those figures that showed our progress on different AMI levels and how far we have to go. Would suggest including those numbers and maybe a graph, to show how we're doing.	We are required to do monitoring and show progress toward targets, which required under State law. Table H-I has been renamed to <u>City of Kenmore Permanent Supportive Housing Needs by Income Level (% of Area Median Income)</u> , which now shows estimated housing supply and housing targets broken down by income level. This provides more context than the previous table which only showed the targets.
H-23	<u>Summary of Local Housing Strategies</u> – Keep rental registration program under the list.	This list was noted as those that were part of the 2022 ordinance adopting additional residential tenant protections. Rental unit registration program was not included in the final ordinance, and therefore has been deleted from the list.
Councilmember Srebnik		
-	Does this element, as written, allow for the development of small houses on small lots? Does it say something about reducing minimum lot size, minimum house size?	Small houses on small lots is a 2024 docket item which will be continued as part of the 2025 docket. This is also a comp plan implementation measure along with middle and cottage housing.
-	Given the timeline, we have talked about working on STEP housing regulations in Q1, and now we have a lot of regulations in 2025. Are we still will be able to accomplish this within Q1 and Q2?	Staff needs to be strategic, as we have State mandated deadlines (middle housing/ADUs), and then we'll need to look at the capacity for doing STEP housing/affordable housing strategy and all the other items on the docket. Staff is currently developing the docket for 2025, with the understanding that this will be a very busy year for implementation regulations.
H-16	The language should be 'history of racially discriminatory' as opposed to the language that is 'racial disparities', which is actually a result of racially discriminatory policies and actions.	Revised.

¹ All page numbers refer to clean draft.

Page	Issue	Staff Response
H-16-17	<u>Pg. H-4, Items 1-7</u> – these are ‘jargony’ and looks like they’re in an appendix we didn’t receive.	As noted in the Housing Element, these are described in Appendix E – Equity Analysis. Staff has provided Appendix E in the packet, as well as Appendix F – Eastside for All report.
H-17	In same section, would like to add the mobile home communities that have displacement risk.	Added a mention about MHC and risk of displacement in the footnote, bottom page H-4.
H-9	ADUs total from 60 to 16? 16 over what time period?	The overall total has been updated, which is 126 ADUs.
H-18, H-21	Where we discuss STEP housing types, the organization structure, should be combined with the later part. Also, the narrative is confusing (Commerce defined terms, lay-terms, needs some clarification. Would like to see number of shelter units, including the domestic violence units in the city. Hosted an encampment that needs to be listed. Note Mary’s Place as well.	Major reorganization of sections throughout the document to make sure it reads better. Included a Commerce definition of STEP housing on Page H-18. Page H-21 describes the encampment at the church back in 2018 and 2021.
H-21	Mary’s Place is closing but is reopening as a transitional housing.	Lake City Partners is opening a new senior women’s shelter at the former Mary’s Place building in late 2024/early 2025. Mary’s Place is not reopening in Kenmore. Added on page H-21.
H-13, H-10-11	<u>Figure H-12 Cost Burden and Tenure</u> – Look at Kenmore’s statistics compared to our neighbors. Helps paint the picture of the regional problem, if the data is available.	Added Kirkland, Bothell, and King County. Also updated data from 2020 to 2021 CHAS (update released in September).
H-22	Change R-1 to R-4 among other changes that would upzone. Isn’t this area exclusive to properties near critical areas. Why is this being looked at, is this a requirement?	Once the approach to middle housing regulations is determined, the comp plan language will also be changed. Developing regulations and comp plan amendments will be continued as part of the 2025 docket.
H-28	<u>Objective H-2.1</u> – Remove “people with” before the words “vulnerable populations.”	Revised.
H-29	<u>Policy H-2.1.5</u> – Would want to be partners with not just private agencies but also public agencies.	Added public agencies.

Page	Issue	Staff Response
H-18	Definition of vulnerable population.	Added a footnote with RCW definition on bottom of page H-18.
H-31	<u>Policy H-3.1.11</u> – Is this addressing mixed-use throughout the city. I thought this zoning was just along SR-522	Reworded policy to read: “Promote the development of neighborhoods throughout the city which support affordable housing options and abundant public spaces in a walkable urban setting.”
H-34	<u>Policy H-4.2.1.e</u> – Is this policy eliminating parking requirements within a mile of major transit stops a regulatory policy change?	This is not a State-mandated policy but was suggested by a non-profit agency promoting healthy equitable, and opportunity-rich communities. They provided several suggested changes to the housing element, including reduced parking requirements. To be consistent with other policies, including middle housing, revised the language to remove “Adopt,” revert back to “Consider,” and changed to one-quarter mile instead of one mile.
H-36	<u>Policy H-4.2.15</u> – First time the idea of meaningful, measurable targets is introduced. Should not only include affordable workforce housing but all affordable housing.	Deleted “workforce.”
H-36	<u>Policies H-4.2.17, 18, & 19</u> – Don’t we already have this in our transit-oriented zone. Did we not have a policy like this before?	We do have inclusionary housing requirements that were adopted in 2023 in along SR-522. These policies would consider an inclusion requirement beyond the TOD area.
<u>Councilmember Marshall</u>		
-	Encourage development on already developed spaces, minimizing impervious surfaces, concurrency. Summit Development addition of passable ADA sidewalks. Need for equity in accessibility. Objectivity in language.	Noted.

Page	Issue	Staff Response
<u>Councilmember Sasson</u>		
H-13	<u>Figure H-15, Land Zoned for Housing by Density</u> – Developing on already developed spaces. Noticed that Lakepointe is blank, as is Plywood Supply. Also, what is the barrier to redeveloping these areas like Plywood Supply? Is it land ownership or other?	This map was revised to correctly show that the SR-522 corridor allows for high-density housing.
<u>Councilmember Loutsis</u>		
H-16	<u>COK Equity Analysis & EFA Report, #3</u> – calls out ‘city-funded housing.’ We should support all of our affordable housing; the City does not have a lot of resource to tackle ourselves.	Replaced ‘city-funded’ with ‘affordable’ housing.
H-23-24	<u>Summary of Local Housing Strategies</u> – Consider not calling out specific projects and just focus on policies.	Revised.
H-25	<u>Policy H-1.1.6</u> – Sometimes we need demolition to promote more housing (especially for affordable developments).	Revised to read “including demolition when practical.”
H-26	<u>Policy H-1.3.3</u> – Bullet #5, Ensure Fair Housing Practices, how do we accomplish this as a city? Is this our job? This may be something that is handled by higher levels of government.	Amended to add collaboration with other agencies and partners. Revised to “Collaborate with local agencies and partners to establish processes that ensure fair housing laws and best practices are upheld.”
H-31	<u>Policy H-3.1.6</u> – What are those zones that this policy refers to? Can we clarify what zones hotels are allowed in a list those zones plainly in the policy?	Revised. These zones are Downtown Commercial (DC), Urban Corridor (UC), Waterfront Commercial (WC), and Regional Business (RB).
H-34	<u>Policy H-4.2.1.e</u> – Similar to Councilmember Srebnik’s comment. Is this state required?	No. See response above. Policy revised.
LAND USE ELEMENT		
Council Comments/Direction		Staff Response
<u>Councilmember Loutsis</u>		
L-5	<u>Table LU-1, Kenmore Sites of Local Significance</u> – How were these sites selected?	These were selected because of their architectural significance, specifically related to mid-century modern architecture.
L-6	Space between last sentence before St. Thomas Seminary heading.	Revised.

Page	Issue	Staff Response
L-16	<u>Policy LU-1.9.1</u> – What does an environmental justice audit look like? Could we define that somewhere or put a brief description in the policy?	Revised “audit” to “assessment.” Also defined environmental justice assessment.
<u>Councilmember Herbig</u>		
L-7	Kenmore Air Harbor House misspelled	Revised.



City of Kenmore Comprehensive Plan Update

Equity Analysis and Recommendations

Prepared June 20, 2023



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A. INTRODUCTION

The City of Kenmore is in the process of updating its Comprehensive Plan, the document that reflects the city the community wants to become and guides the City plan to accommodate and incorporate anticipated growth. As part of the 2024 Comprehensive Plan update, the City received a grant from the Washington State Department of Commerce to evaluate the authorization of middle housing types. The grant included funding for a Racial Equity Analysis to help the City establish anti-displacement policies for the plan's Housing and Land Use elements. The Racial Equity Analysis seeks to meet Commerce guidelines to identify policies and regulations that contribute to racially disparate impacts, displacement, and exclusion in housing and incorporate considerations related to existing land uses and design, zoning policies, and housing density. The goal of the Racial Equity Analysis is to provide information, context, and evaluation of the potential disparate impacts or displacement risks that might result from growth plans and provide recommendations that support the City's ability to avoid and mitigate policies that preserve past harms and work to eliminate practices that increase future displacement risks. Moreover, the report seeks to expand City leadership's awareness of the community-wide benefits of increasing access to opportunities for vulnerable populations. The City is committed to the 2024 update including:

- A plan for housing that is affordable to all income levels, including middle housing types
- Racial equity analysis and anti-displacement policies for City consideration

Why do a Racial Equity Analysis?

The City of Kenmore has made this a priority. A Racial Equity Analysis recognizes that all social identification and categorization is politically developed and *assigned* to populations. These identifications and categories were developed for political purposes, assigned to individuals and groups, and encoded into our legal and social contexts. While the contexts and applications of these politically assigned categories have changed over time and reflect the shifts in national beliefs and values across history, they have shaped the nature of law, politics, funding streams, and access

"We have come to a historic moment in time where we must take a deeper look inward and lead by example. By renewing our commitment to diversity, equity and inclusion, we can focus our work through a more equitable lens. With a thoughtful, innovative mindset - we can achieve greater harmony together; ensuring a safe, welcoming and affirming community for all, and future generations to come."

Councilmember Corina Pfeil

to opportunity. Today, many populations have embraced their assigned identities using them to create community, build public awareness, or enter political discussions and legal debates. This awareness is critical in understanding the historical, political, and legal applications of the demographics associated with displacement risks discussed in the following sections.

Without this understanding, the effects of legal and systematic exclusion throughout history will inaccurately be attributed to personal failure rather than intentional generational divestment of opportunity and economic underdevelopment. This analysis includes groups that are considered pushed to the margins of our society, including those who identify as Black, Indigenous, People of Color (BIPOC), people who are Lesbian, Gay, Bi-, Trans, and Queer (LGBTQ), women, people with disabilities, households with low incomes, and others who experience systemic inequity.

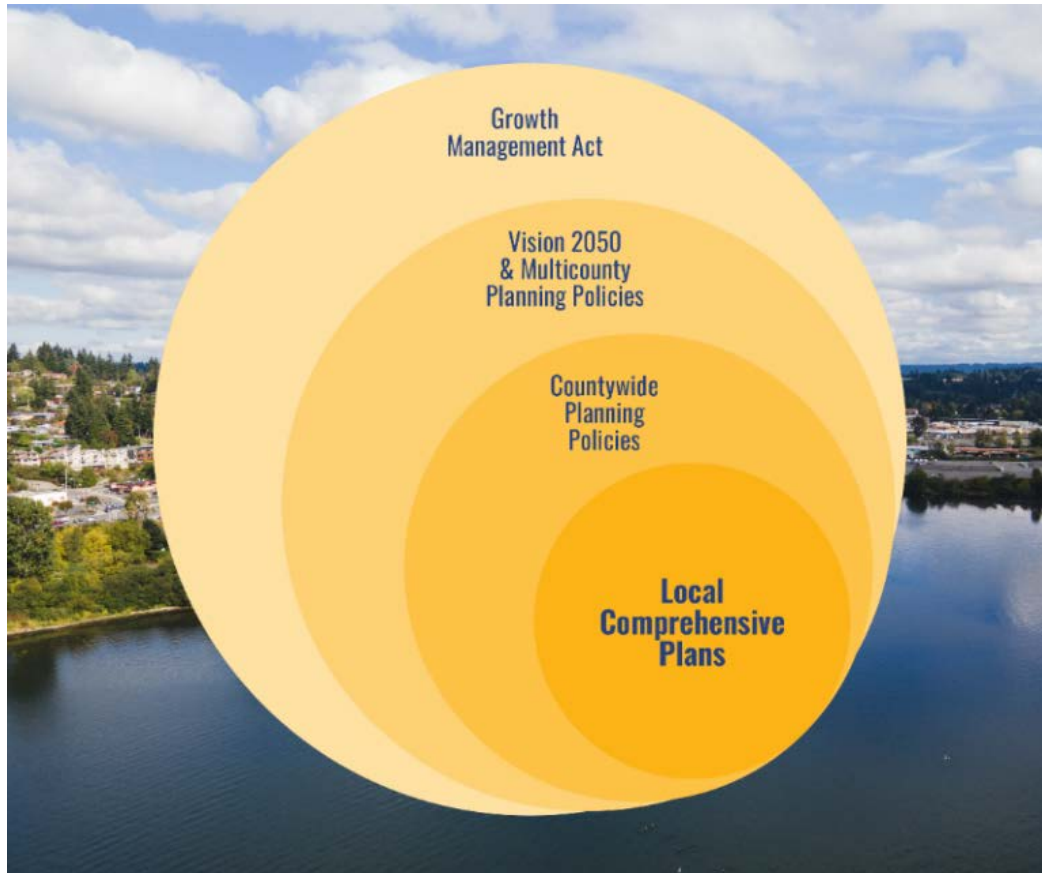
Consistent with the Commerce grant guidelines, this report focuses on “no net displacement of very low, low, or moderate-income households (as defined in [RCW 43.63A.510](#)) or individuals from racial, ethnic and religious communities which have been subject to discriminatory housing policies in the past.”

State and Regional Guidance: In addition to the Commerce guidance, the Washington State Legislature passed two bills, HB 1220 in 2021 and HB 1110, in 2023 that inform the comprehensive planning effort by requiring designated growth areas to provide sufficient land capacity for all housing needs across all income segments. According to the 2022 King County Countywide Planning Policies (CPP), over the next 20 years, the City of Kenmore will need to plan for 3,070 new housing units (and 587 beds of emergency housing) as well as 3,200 new jobs.

The Puget Sound Regional Council (PSRC) created VISION 2050, the approved multicounty planning policy guidelines for the region, identifying Kenmore as a High-Capacity Transit (HCT) community, with regional expectations for transit-supportive growth. “Targeting growth within these transit-rich communities helps to support mobility and reduces the number and length of vehicle trips. The Regional Growth Strategy calls for the 34 HCT communities to accommodate 24% of the region’s population growth and 13% of its employment growth by the year 2050.”

Community planning policies and guidelines

This Racial Equity Analysis supports Kenmore in framing its growth as part of the regional strategy that serves the future of Kenmore’s community. As Kenmore updates the Comprehensive Plan, this analysis will help integrate new requirements related to racially disparate impacts, displacement, exclusion, and displacement risks in housing into its Land Use and Housing element updates.



B. METHODOLOGY

This analysis is rooted in the interconnected relationship between people and place. This is fundamental to strategies that build and sustain healthy, engaged, and connected communities. These factors intertwine with the social and economic determinants of equity and are used to explore the built environment's role in developing and sustaining community health and well-being. Through this process, we have highlighted structural indicators that support equitable applications and layered them across Kenmore community characteristics.

This Racial Equity Analysis:

- Uses an intersectional, anti-racist equity approach
- Centers most vulnerable populations
- Leads from an asset-based strengths analysis that supports communities' ability to thrive in place
- Leverages existing City analyses of equity issues

This Racial Equity Analysis report incorporates:

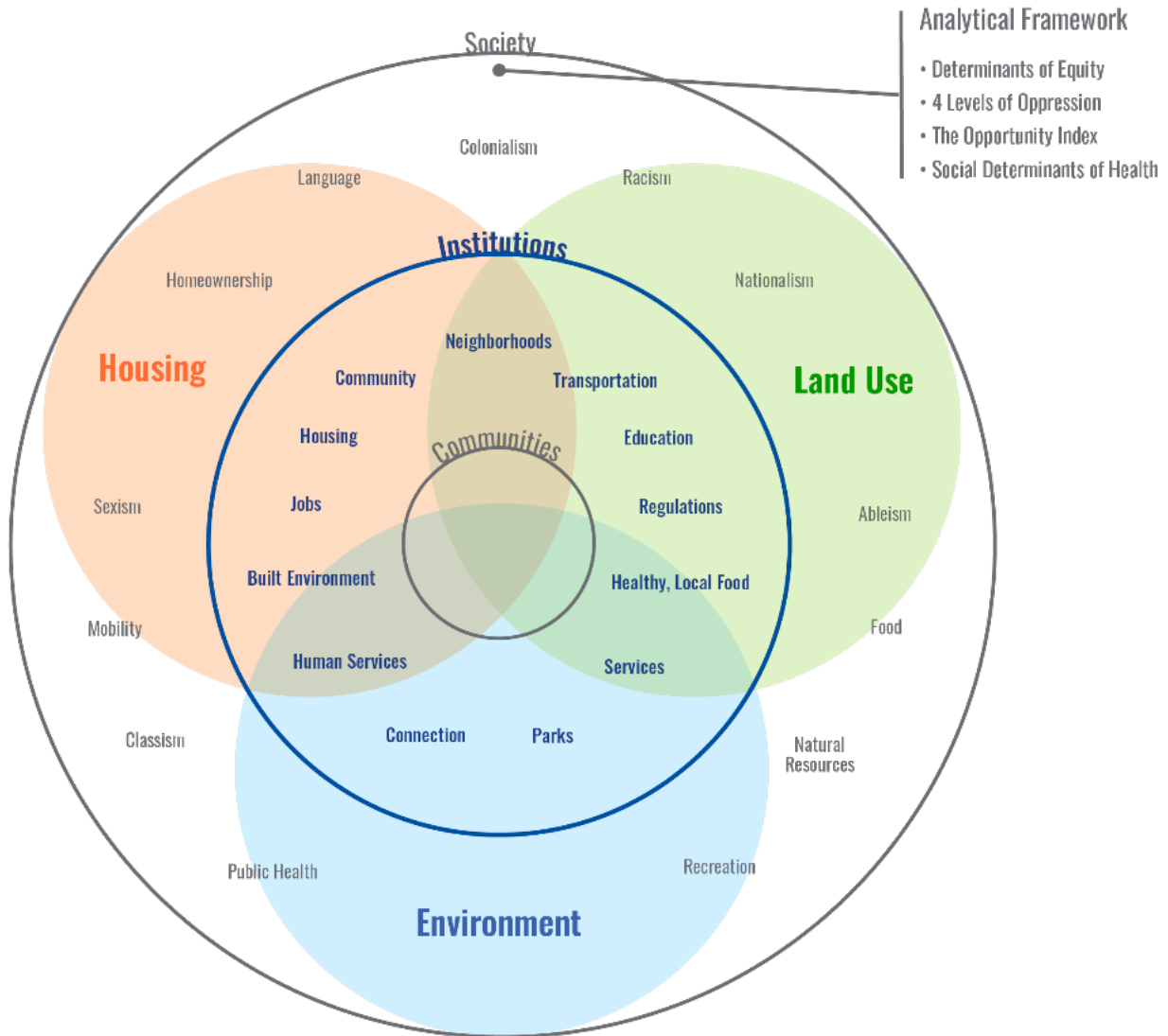
- Review of previous analyses, supplemented, as needed, by additional analysis of disparities and impacts
- Opportunities and barriers at multiple levels: community, jurisdiction, and City program service and delivery
- Recommendations for the Comprehensive Plan update or middle housing regulations, especially focused on displacement possibilities

"We do not need to wait for a national or regional conversation or strategy - we can start right here at home. But any conversations we have and actions we take must not be superficial. It's not just about changing our attitudes - it's about dismantling systemic racism throughout the complex and entrenched social, political, and economic systems that bias in favor of white people."

Rob Karlinsey, Kenmore City Manager

This Racial Equity Analysis uses an Analytical Framework

The Analytical Framework combines a foundational framework, historical context, the Community Health and Thriving model, the Growth Management Act authority, and the additional tools illustrated below. Each tool explicitly addresses the impact of institutional and systemic biases, cultural norms, and power dynamics and disparities.



Integrating Frameworks as an Analytical Tool

Determinants of Equity	4 Levels of Oppression	The Opportunity Index	Social Determinants of Health
https://equity.wa.gov/us-plus/state/state-equity-us-and-wa-state	https://hub.youthpowercoalition.org/t/the-4-is-of-oppression-ideological-institutional-interpersonal-and-internal/304	https://opportunityindex.org/about/	https://health.gov/healthypeople/priority-areas/social-determinants-health
○ Affordable, healthy, local food ○ Access to health and human services ○ Access to parks, recreation, and natural resources ○ Transportation and mobility ○ Housing and home ownership ○ Community and public safety ○ Early childhood development ○ Economic justice ○ Equity in state and local practices ○ Equity in justice systems and laws ○ Equity in jobs and job training ○ Healthy built and natural environments ○ Quality education ○ Strong, vibrant neighbor	Oppressions like racism, classism, ableism, and ageism occur at different levels: Ideological, Institutional, Interpersonal, and Internal. ○ Internalized ○ Interpersonal ○ Institutional ○ Systemic (Ideological)	The multidimensional nature of the Opportunity Index provides a broad picture of opportunity that goes beyond economics alone. The 2019 Index includes indicators within four dimensions of community well-being: ○ Economy ○ Education ○ Health ○ Community	The social determinants of health and demographic dashboards are divided into three geographic levels: County, Accountable Communities of Health (ACHs)* and Census Tracts**. The social determinants of health dashboards have the following measures: ○ Poverty ○ Education ○ Limited English ○ Unemployment ○ Uninsured

Integrating the above frameworks provides an analytical tool as a lens through which we can review policies, interventions, and resources to address the identified disparities and inequities more effectively. It enables a more comprehensive and collaborative approach to addressing inequities and improving outcomes for marginalized populations. This tool helps uncover disparities that might otherwise be overlooked when using a single framework in isolation. Using this tool ensures that resources and efforts focus on the populations and communities **most in need**. It helps identify areas where disparities are **most pronounced**, allowing for interventions that address the intersecting determinants and root causes.

The Approach

Our approach incorporated analyzing previous and current Kenmore documentation, reviewing community feedback from previous engagements, identifying community values and priorities, engaging priority stakeholders, evaluating Kenmore's comprehensive plan and associated updates, applying health equity considerations, and then analyzing this information using equity and opportunity frameworks and PSRC displacement risk index. The following analysis reflects the results and learning gathered throughout this process.

Community and Stakeholder Engagement informs the Racial Equity Analysis

Between 2021-22, the City of Kenmore has offered multiple traditional engagement opportunities for the community to share their input on the middle housing conversation and decisions. The Kenmore Planning Commission began their discussion of middle housing types in January 2021 and conducted a city-wide survey in August 2021. Planning Commission meeting materials are sent to a broad mailing list, that is regularly updated. The City Council received comments by email, letters, public comment at a City Council meeting, chats during online presentations, and during the public hearing. Residents saw numerous articles in the City newsletter, and the Council had a large showing at the Missing Middle Housing public hearing. A petition was signed by 225 Kenmore residents, mostly from single-family housing developments that would not be affected by the proposed Missing Middle Housing policy changes. The petition included 40 from a R-1 or R-4 development that would not be affected by proposed Comprehensive Plan Policies and regulations considering duplexes and triplexes in the R-6 residential zone only. In November 2022, the Council adopted Comprehensive Plan policies that would allow medium density housing within ¼ mile of the City's two

Equitable Engagement Assessment Framework

Long-term, an outcome of the Racial Equity Assessment is an Equitable Engagement Assessment Framework the city can use to evaluate the equity components of an engagement process. This framework consists of two phases.

- In Phase I, teams document the project and engagement effort profile. Phase I supports individuals and teams to define the engagement landscape, consider the diversity of stakeholders affected and overlap of stakeholders' various needs and concerns, and identify types of engagement are possible with the available resources.
- Phase 2 introduces worksheets which encourage users to think critically about applying equity efforts in the engagement. Users are also encouraged to think critically about the profile information as it applies to the type of engagement completed and the populations that may have historically been marginalized or underserved.

main transit corridors. The Council did not adopt implementing regulations and deferred further discussion and public engagement for middle housing to 2023. The City decided to center those communities most affected by the missing middle housing when conducting the 2023 engagement activities to gather input.

In 2023, the City began this focused approach to community engagement for middle housing with three primary goals:

1. Engage specific audiences
2. Build and grow positive relationships with community members and community-based organizations
3. Bring the community along in preparing them for middle housing types

The re-framed community engagement approach used the tipping point framework that centers community input, allows for innovative thinking, and pushes the boundaries of the status quo. This approach enlisted engagement tools that promote inclusive, transparent, and meaningful engagement of all community stakeholders, while centering our most vulnerable populations, specifically those who are most often overlooked because of the barriers embedded throughout history.

The team started with five small group meetings with up to 15 participants. Each group had diverse representation including youth and/or students, People of Color, and seniors/older community members – all advertised in traditional and non-traditional methods (adding Spanish language, flyers on park bulletin boards, City Hall, the Hangar, Kenmore Library). The team also reached out to realtors, rental housing managers, local community-based organizations, and others by email and phone calls.

Spanish language engagement

Spanish language engagement specialist, Daniel Ruiz, reached out to community members who use Spanish to schedule one small group meeting in Spanish. The intention was to cover the same topics and questions, and to customize the conversation to be culturally responsive to communicate most effectively with the Spanish-speaking community. Daniel also led Spanish language engagement for earlier comprehensive planning, building on existing connections and using a relationship-focused approach. The team adapted the timeline of deliverables to allow more time for Spanish language engagement.

Despite our unique strategies and significant effort to collaborate with this community the team was not able to schedule and hold a small group meeting in Spanish. The City has not consistently engaged Kenmore's Spanish speaking community and therefore does not hold the meaningful and trusting relationship needed for further engagement. The City should continue efforts to engage priority audiences, like the Spanish speaking community, in a

way that is relationship focused. This means understanding the communication needs, adjusting to access requests such as longer timelines, relying additionally on word of mouth, meeting people in physical spaces that are established by the target community as welcoming and familiar, and utilizing influential trusted voices in the community.

Framing the Future of Housing event

The team held this in-person event on June 3, 2023, in the outdoor plaza of the Hangar community center. The team designed three unique and creative activities for this event, using the same values-based approach as was consistent with all engagement during this project. Staff for the event were multi-lingual, with capacity to engage community members in English, Spanish, and Tagalog.

Over 50 community members attended this event, expressing support and concerns regarding Missing Middle housing in Kenmore. While many people saw it as a step in the right direction, some raised concerns about parking, traffic impacts, and various forms of impact on existing neighborhoods such as character. Community members expressed excitement about the possibility of having more housing options and emphasized the importance of the City being responsive to community values.

Engaging Kenmore's Diversity, Equity, Inclusion, and Access (DEIA) Advisory Committee

PRR engaged the City of Kenmore's DEIA Advisory Committee as a community stakeholder invested in equitable housing opportunities. The intention of this effort was to engage the Committee in transparent communication and learn more about the intersections of the DEIA Task Force recommendations and the Racial Equity Report considerations for middle housing types. The goals included understanding the role of the Racial Equity Report in the City's Comprehensive Plan Update and identifying gaps in information and final report recommendations from the Advisory Committee.

The Advisory Committee asked questions about the report's potential to educate and build City staff and leadership's knowledge and awareness of the connections between historical practices and today's displacement concerns. The Advisory Committee provided additional context for community needs and identified areas in which the City can deepen its engagement efforts with marginalized communities. The Committee also identified connections between City planning and public health impacts as it relates to housing access. This information was added throughout the report and helped to make deeper connections to Kenmore's DEIA efforts.

What did we hear overall? Findings from the City's broad outreach and more recent focused community engagement have helped to inform Kenmore's Comprehensive Plan update and discussion of middle housing.

1. Create and preserve accessible green space near housing
2. Build infrastructure to support increased density and walkability
3. Create more variety in home offerings and affordability

Key Questions:

We focused this Racial Equity Analysis on three primary questions:

1. How can Kenmore's Comprehensive Plan Update advance racial equity?
2. What racial equity outcomes will define success?
3. What improvements could make the Comprehensive Plan more equitable?

C. COMPREHENSIVE PLAN ANALYSIS

Kenmore's 20-year vision:

The community conveys its future through the 2035 vision for Kenmore as a place that residents, businesses and visitors find welcoming, with courteous people, and offering a high quality of life to live, raise children, shop, work, recreate, and socialize. The fun, vibrant waterfront community of 2035 is grounded in the understanding of healthy, equitable communities.

The Comprehensive Plan update goals were established to ensure the plan can guide the City of Kenmore in achieving their 20-year vision for what the city aspires to be: a healthy, equitable and inclusive Kenmore.

The 20-year vision goals are listed below, separated into the outline of healthy, equitable, and inclusive communities.

Healthy people - strong people and populations (communities with access)

- *Supports recreation and health through well-maintained parks, trails, and open spaces*
- *Encourages volunteerism and public involvement and works as a good partner with citizens and governments throughout the region*
- *Supports the safety, health, and welfare of all its citizens*

Healthy places - Strong places (community stability and vitality)

- *Connects both visually and physically to its waterfront, recognizing it as a significant local and regional asset*
- *Protects natural and environmentally sensitive areas, significant open space, trees, and air and water quality*

- *Provides a safe, reliable and effective system of streets, sidewalks, bike ways, trails, and transit routes, linking significant local and regional destinations*
- *Has its own sense of place and an identifiable, walkable downtown offering commercial, civic, cultural and park spaces, integrated with multifamily housing*
- *Has clear design standards creating attractive, functional, and enduring buildings and places*
- *Supports the character of its single-family residential neighborhoods*
- *Offers a diversity of housing types to provide a choice of attractive living accommodations for all residents*
- *Is inclusive and family friendly, with a small-town feeling, fostering a sense of belonging and pride*

Equitable distribution and access (distribution of resources)

- *Has an economic base that provides a range of goods and services, offers quality employment opportunities, and supports local businesses*
- *Supports local arts, culture and history*
- *Supports and encourages education and quality schools*

The City of Kenmore seeks a future ensuring the City grows an engaged and connected public with strong, informed populations, cohesive and healthy neighborhoods, through appropriate land use priorities and accessible housing options. This Racial Equity Analysis focuses on the Land Use and Housing elements of Kenmore's Comprehensive Plan.

beginnings in the purpose of public health – originally, the purpose of planning was to ensure that the built environment could protect the community from infectious disease, encourage connectivity, and support the overall health and well-being of individuals and families. During the early 1900s communities were plagued by overloaded housing needs, noxious industrial exhaustions, and human and animal waste that resulted in regular occurrences of sickness across communities.

Community planners and health professionals shared a common mission to provide safe and healthy environments. They worked together to address the health and safety of individuals and communities creating numerous policies related to sanitation, zoning, housing, and transportation. These policies became the foundational practices for how planning processes informed the development of built environments.

Over time, public health and planning roles began to diverge as planners' attention focused more on land use and transportation, while public health professionals focused on health and safety concerns. The planner's goal is to have residents feel connected through experiences that shape collective and shared spaces. Planning can take the larger city experience and scale it down to bite-sized experiences at the neighborhood and street level.

With the 2024 Comprehensive Plan update, Kenmore has an opportunity to reignite the connection between health and community planning while addressing historical inequities. The relationship between past practices and today's experiences are tied to resulting jurisdictional inefficiencies like eroding infrastructure, housing inadequacy, overcrowded facilities, siloed decisions-making, misaligned community priorities, limited economic tax base, public health failures, overburdened public safety and social services, and limited municipal reserves.

Unequal community access to resources and opportunities can exacerbate social divides and lead to social tensions, reduced social cohesion, and increased disparities. This can lead to lost economic potential and reduced overall economic competitiveness and result in disparities in quality of life and well-being for residents.

Because we continue to exercise government tools and practices that were entrenched in histories of inequity, today's city planning tools have the potential to perpetuate existing disparities within communities and among various populations. Discounting such connections leads to additional risks and unexpected displacement events leaving City leadership ill prepared to respond. City planning processes that do not consider the current impacts of historical inequities across the greater Seattle's regional landscape are likely to increase their own community experiences of social fragmentation and find that their localized efforts lack depth and therefore sustainability.

Planning that remains curious, is informed by history and regional contexts, examines large scale resolutions, and engages in interdependent problem solving produces cities that are more prepared to address the local influence of the region's increasingly complex and deep-seated concerns. This is a key connection for understanding the ways in which all western Washington communities are currently struggling with housing availability and affordability, transportation mobility, public health, and regional inequity.

LAND USE ELEMENT

Introduction: Throughout the development of U.S. history, land was the central focus of growth. Today, land continues to be the foundation of progress. From the first footprints of colonial settlement to the expansion of population growth, access to land as a sustainable resource endures, making the use and development of land a core element of Comprehensive Plans. The Land Use element of the City of Kenmore's Comprehensive Plan provides context for the land through review of the City's geographic features, exploration of the history that shaped the City and community, itemizing current land use patterns, and framing the future use of Kenmore's available and redeveloped land.

Overview: The City of Kenmore covers just over six square miles and is situated within the area referred to as "Northshore," the northern-most part of King County. Kenmore borders the City of Lake Forest Park on the northwest, Lake Washington to its southwest, the City of Bothell to the east and parts of the northeast, and the City of Kirkland to the south. Kenmore stretches north to meet the Snohomish County line, where it borders the City of Brier. The Sammamish River connects Lake Sammamish to Lake Washington, running east-west through Kenmore, dividing the City into northern and southern halves. The river drains into Lake Washington, Kenmore's waterfront, a land use unique to cities in the region providing Kenmore with ample commercial waterfront, beachfront activities, and a seaplane base, Kenmore Air Harbor. The City also boasts over 15 distinct neighborhoods, just as many public and private open spaces, a host of regionally connected trails, community gathering spaces, a centrally located downtown corridor with mixed-use features, a private university, and a park and ride.

Kenmore History: The Comprehensive Plan acknowledges that its beginnings and cultural features are the background contexts that shape the understanding of Kenmore. Today's Kenmore is regionally and locally interconnected, a perspective that should the City's history should reflect. Recommendations to update the history section of the Land Use element are based on the need to develop a historical analysis that also connects to a modern, regional future.

As Kenmore works to incorporate its indigenous roots into the landscape of the City, the existing history section takes a narrow lens of Kenmore history. It aligns with U.S. historical narratives that frame Native American First People experiences by language, location, and numerical value. In contrast, settler experience includes significant intimate details, describing a connection to each other, the land, and their generation's legacies. Imagine the City of Kenmore's entire existence viewed simply in demographic details.

The historical narrative continues with identifying the ownership of forest-covered hills with little acknowledgement that owning this land came with the forced migration of the Indigenous people who lived here first. This history skips over the purpose of early settlement - the expectation to take physical ownership of the entire area under the newly formed King County. Transferring huge swaths of unceded land to private ownership required strategic and coordinated partnerships with private agencies and larger governing bodies to spread social conformity, single narratives, opaque decision-making, English-only communication, undisclosed policy actions, and of course, force.

As the City notes, the Kenmore story is the story of the Coast Salish, who continue to show resilience through advocating for their homeland and lifeways despite generations of dehumanization and persecution. The City should consider this connection when working to increase interconnected governance with tribal communities. Engaging Tribes in the policy and planning of the land in which their ancestors were forcibly removed is incongruent with the City's values. Land use policies should not overlook what it means for Tribes to provide guidance on land that was once their own.

The history section goes on to highlight road development for personal travel. It glosses over the intentions of those roads, as a transportation system, to support extracting timber for capital gain. This makes it harder to connect conversations of tree top canopies to neighborhood and road development.

The history then details Kenmore's growth, attributing the City's growth to the selling of land to developers for residential use, however the growth and ability to purchase tracts are grounded in a much wider context. People moving to Kenmore connect to a much wider national and regional history including the 1918 Seattle housing shortage, the region-wide influenza outbreak, and the national prohibition on alcohol which was heavily policed within the Seattle city limits. Federal changes to housing loan policies came in the 1930s alongside the significant expansion of homelessness via Hoovervilles (homeless encampments during the Great Depression that testified to the housing crisis of the early 1930s), and the widescale manufacturing of low-cost Model-T Fords, all of which aided population spread to the outskirts of the region, leading to the wide-scale development of residential suburbs. Kenmore's reputation for dance halls and roadhouses developed as alternative entertainment for white residents away from the region's famed jazz halls, situated in Seattle's all Black, red-lined Central District.

Creating a wider historical context and incorporating the rich history of our region provides connectivity to Kenmore's future vision. Kenmore's Comprehensive Plan update is a chance

to incorporate an authentic historical analysis and communicate the inclusiveness of this welcoming community.

Land Use Patterns: Kenmore’s current Comprehensive Plan notes the City’s priority to protect single-family neighborhoods and nuclear family experiences, as noted in its use of land zoning and goals for future development. Changes in the City’s Land Use and Housing element goals and policies adopted in 2022 include policies that speak to diversity, inclusiveness and choice – including the expansion of housing choice. The City’s updated vision statement also reflects those values. In March 2023, the City adopted new transit-oriented development (TOD) goals to support the HCT designation, consistent with 2022 Comprehensive Plan policies.

New goals and policies address existing inequities: Today, Kenmore’s single-family parcels take up a little more than 55% of the land while, on the other hand, Kenmore’s multi-family dwellings take up a little more than 5% of the land (with the idea that future development would simply add more density to this 5 percent). Multi-family housing is designated about the same amount of land as industrial, schools, golf course, and vacant land. Kenmore’s parks and commercial areas include more land than multi-family dwellings.

“Development capacity” includes vacant, underdeveloped, and redeveloped property and land where one home might be located on larger, considered partially vacant, land. Current zoning of any remaining vacant property and assumed redevelopment of any partially vacant land will center single-family residential development with protections for the aesthetics of and connections to single-family zoning.

However, the Comprehensive Plan notes that the development of a downtown corridor intends to center *multi-family units* with increased density within walking distance to transit, cultural spaces, amenities, and services – all aligning with Commerce guidelines to increase density near transit locations. The Comprehensive Plan notes that redevelopment of developed properties can be difficult to achieve in areas that require higher density like the downtown corridor. These parcels tend to be smaller and under multiple ownership. To achieve the desired density in the downtown corridor, Kenmore recognizes that viability for redevelopment may require parcel or property consolidation.

HOUSING ELEMENT

Overview: Several recent market industry pressures have influenced regional housing trends that impact Kenmore’s housing situation. First, the significant population growth across the region has increased faster than new housing development could keep pace with, causing home prices to rise, forcing many out of the real estate market into the rental market, further squeezing out housing affordability. Second is that King County’s population growth was uneven across income bands. To meet the needs of housing demands of the highest income-earners, housing developers built most new projects in service of the upper end of the housing market. What was once affordable housing has increased in price, further pushing out middle- and low-income working populations.

In 2023, House Bill 1110 amended the Washington State Growth Management Act (GMA) to require local governments and developers to increase middle housing types in areas that have been historically dedicated to single-family detached housing. These changes require local jurisdictions to examine racially disparate impacts, displacement, exclusion, and displacement risk in housing policies and regulations and adopt policies to begin to mitigate and undo such impacts.

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

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

Existing Conditions

Demographics: Kenmore has a high percentage of non-Hispanic white residents (73.4%). Often the narrative for demographics are grounded in the belief that there are little to no racial considerations that need to be addressed given the dominant white population and the limited size of other racialized populations. Even with a majority white population, the City of Kenmore, like the region, is still grappling with housing supply and the disparities associated with housing opportunity that cross income levels, education levels, language access, and housing cost burdened populations. All these disparities show up in our communities because historical practices of exclusion were not limited to a singular population or the isolated location for which it was designed. The original historical laws

that created exclusion for racialized populations never accounted for the future generations that would cross racial boundaries, leaving today's governments to address geographical divestment, displacement, unemployment, poverty, and the multitude of housing concerns experienced by all populations crossing a multitude of racial boundaries.

Today a wider variety of people experience the outcomes of historical practices that created generational poverty, lack of educational attainment, lack of wealth building experiences, and geographic locations that reflect economic and social divestment (failing infrastructure, housing, education, public service amenities like water lines and roads). Today's impacts and concerns span a wider range of needs that cross economic and racialized boundaries. The lack of foresight in our forefather's imagination for how populations may shift and grow, place all populations in economic danger and potential threat of displacement.

The Comprehensive Plan refers to the "displacement risk maps" developed by Puget Sound Regional Council (PSRC) to map areas in the region where current residents and businesses are at risk of displacement as growth occurs. The plan references an area of Kenmore east of 68th Ave NE identified on the map as an area with moderate displacement risk.

The City of Kenmore should note that each of the 15 displacement risk indicators have individual implications that increase significantly when layered. Kenmore would benefit from understanding the individual and multi-layered impacts of the risks that currently exist in individual neighborhoods and collective communities.

Race-, Place-, Ability-, and Income-Base Housing Disparities: To understand displacement risks, we must recognize the interconnectedness of various determinants and their collective impact on marginalized communities. The overlap and interconnectedness of the frameworks lies in the collective focus on addressing social and economic disparities. The integrated framework analysis approach enables us to identify disparities and inequities across multiple domains simultaneously, allowing for a deeper analysis of how factors like race, income, education, homeownership, and connection to place interact to shape displacement outcomes and contribute to disparities that place populations at risk.

As Kenmore considers the impact of the region's history, the City must adequately address the region's long-standing inequities through its future planning. Currently the region is experiencing significant concerns related to housing shortages, lack of affordable housing, and unmet transportation needs. Regional cities that do not adequately address historical inequities when planning for their growth may experience long-term challenges.

Failure to address historical inequities in city planning can perpetuate existing disparities and inequities. Marginalized communities, such as communities of color, low-income

communities, and communities with high concentrations of other vulnerable populations, may continue to face unequal access to transportation, healthcare, housing, and environmental resources, resulting in persistent disparities in quality of life, economic opportunities, and well-being.

- Ignoring historical inequities in city planning can result in economic inefficiencies and ineffectiveness. Limited access to transportation, healthcare, housing, and environmental resources for certain populations can hinder economic productivity and growth, limit workforce participation, and increase public health costs. This can lead to lost economic potential and reduced overall economic competitiveness.
- Communities facing environmental hazards, such as pollution or climate-related impacts, may experience increased environmental health risks and reduced resilience to environmental challenges. This can result in long-term negative impacts on the environment, public health, and overall sustainability of the city.

Cities that do not address historical inequities in their planning processes may face increased costs and challenges in the future. For example, as our region continues to address disparities and inequities retroactively, it has become clear that it is more costly and challenging than if they had been addressed proactively during the planning stage. Inadequate planning for growth can result in inefficient land use, increased infrastructure costs, and increased demands for public services, leading to long-term financial burdens for the city and its residents.

Missing Middle Housing is any housing development that falls between single-family homes and large apartment buildings. Types of Middle Missing housing include townhouses, duplex/triplex/ fourplex houses, cottage homes, and courtyard apartments and are typically more affordable to own or rent than single-family homes. These types of dwelling are more readily used to infill parcels within a neighborhood and size makes them less expensive to build for developers.

MISSING MIDDLE HOUSING refers to a shortage in the market for housing options that are more attainable by middle-income households. These households often earn too much to qualify for subsidized or low-income housing programs but struggle to afford market-rate housing in expensive areas.

To increase access to affordable housing across incomes through middle housing types, strategies can include zoning changes to allow for more housing choice, incentivizing the construction of affordable units within market-rate developments, providing subsidies or tax incentives to developers, and implementing inclusionary zoning policies that require a percentage of new developments to be affordable to middle-income households. Additionally, public-private partnerships and community land trusts can help facilitate the creation and preservation of middle housing types.

Increasing the availability of middle housing types can have several benefits for access to affordable housing across income bands:

- Housing Range: Increasing the availability of middle housing types helps create a more comprehensive housing continuum, covering a range of income levels. This continuum includes affordable housing options for low-income households, middle housing types for middle-income households, and higher-end housing for those with higher incomes. By addressing the middle housing gap, the housing market becomes more inclusive and responsive to the diverse needs of households across different income brackets.
- Displacement Prevention: Middle-income households are often at risk of being priced out of rapidly gentrifying areas. If the market lacks housing options that cater to their income level, they may be forced to move to areas with lower housing costs or face housing cost burdens. Increasing the availability of middle housing types helps retain middle-income households in desirable neighborhoods, preventing their displacement and maintaining neighborhood diversity.
- Pricing Stabilization: By increasing the supply of housing units that target a larger variety of incomes, the market becomes more balanced, which can help stabilize housing prices. When there is a shortage of housing options across a variety of income-earners, households may be forced to compete for limited units, driving up prices. Increasing the supply of middle housing types helps mitigate this competition and can lead to more affordable options for across multiple incomes.
- Income Diversification: Promoting a mix of incomes within neighborhoods contributes to the economic and social vibrancy of a community. When affordable housing options are only available to low-income households or when middle-income households are priced out, it can result in homogenous neighborhoods with limited socioeconomic diversity. By providing middle housing types, cities have a better opportunity for a diverse range of incomes to coexist, fostering more inclusive communities.
- Workforce Proximity: Affordable housing options that cater to middle-income households can enhance resident proximity to core services, civic structures, and transit. When housing options are more affordable and accessible to various income earners, they can live closer to employment centers, schools, and transit reducing commuting times and expenses. This can have positive impacts on both the individuals and the local economy, as it promotes productivity, reduces traffic congestion, and supports local businesses.

D. RECOMMENDATIONS FOR KENMORE COMPREHENSIVE PLAN

1. Develop a wider historical context.

- a. Center a variety of experiences, not just the founders. We tend to center a frame of reference from those who were able to document their early Kenmore experiences. Those who were not part of this documentation get expressed by the documenter's viewpoint. Kenmore's historic and current narrative would be bolstered by including a variety of perspectives such that all see themselves in the history, especially as Kenmore continues to develop their tribal relations (i.e.: giving a community space its original Lushootseed name).
- b. Incorporate an understanding of historical zoning practices on today's housing affordability.

2. Understand the combinations of risks associated with displacement: The Puget Sound Regional Council (PSRC) has developed a displacement index based on 15 indicators that lead to displacement. While factors such as population size, demographics, employment sectors, education levels, and local policies shape the characteristics and dynamics of a city, combinations of the following factors in a single area can contribute to risks associated with displacement.

a. Housing Displacement Risks

- i. *Housing Tenancy*: Renters are at higher risk of displacement because they have less control of their housing situations given the nature of renting situations such as shorter leases, potential for increase rent, less options available for late payments, and inconsistencies or fluctuations of rental prices. The number of renters within an area is an important factor to consider when itemizing investment opportunities, as these households are vulnerable to displacement if rental prices become unaffordable.
- ii. *Median Rent*: When we compare the region's median rent to a city's median rent, we see the potential for displacement to happen. If Kenmore's median rent is higher than the region, then the middle-income residents are pushed out, which creates a displacement risk.
- iii. *Household Income*: Examining income levels can help identify disparities and income inequality within a city. Income alone does not capture all aspects of quality of life, but understanding income distribution patterns can inform policymakers about areas that require targeted interventions to address inequity.
- iv. *Income Proximity and Distribution*: Cities with significant income disparities may experience social challenges, including limited social mobility, unequal access to

resources, and disparities in education and healthcare outcomes. High-income levels are often associated with cities where the cost of housing, goods, and services tends to be higher. Areas with lower incomes (80% AMI) that abut neighborhoods with higher incomes (120% AMI) can highlight areas for examination.

- v. *Housing Cost Burdened*: As living costs increase around the region, the financial impact placed on cost-burdened households increases the pressures forcing households to move to more affordable locations.
 - Households are burdened by housing costs if they spend more than 30% of their income on housing costs.
 - Households are *severely* burdened by housing costs if they spend more than 50% of their income on housing costs.

Housing costs include mortgage payments and property taxes (for homeowners), rent (for renters), utilities. Households with incomes under 80% AMI with housing costs 30% or greater are at even greater risks for displacement. The number of cost-burdened households and number of severely cost-burdened households affects displacement as households have less money to cover living costs or recover from financial events.

b. Land Use Displacement Risks

- i. *Development Capacity*: Policy makers should account for the Kenmore's distribution of development capacity to plan for the necessary infrastructure, services, and amenities to support new residential development. When this distribution is limited or zoned, capacity cannot be realized, City leaders should consider the distribution equity of investment, allocation, and distribution of infrastructure, services and open spaces among new development in response.
- ii. *Resident Proximity*: Residential proximity to goods, services, and transit mitigate displacement risks.
- iii. *Proximity to Core Business*: Proximity to core businesses that affect residents' lives fosters a sense of convenience, community, and investment as their network and support experience. This proximity provides residents with familiarity, established routines, and relationship to their community. The more space between residents and community connections, the less invested residents feel to the places in which they live, and the less likelihood businesses and community become rooted.
- iv. *Proximity to transit*: Residential proximity to transit provides access to reliable and efficient transportation allowing residents to move throughout the City and beyond without owning a private vehicle. This provides better options for commuting to work, and access to education, healthcare, groceries, and other

essential services. Continue to partner with transit agencies to ensure funding of continued and new funding routes near current and residential developments.

- c. Demographic Displacement Risks Demographic risks are only one aspect of a neighborhood's displacement risks overall profile. Many other factors about a household or neighborhood must be incorporated to obtain any analysis of displacement.
 - i. *Income*: While residential income level provides valuable insights, alone, it provides little information about the possibility of displacement.
 - ii. *Education Level*: Areas with higher concentrations of individuals without a bachelor's degree may be more vulnerable to economic changes and shifts in neighborhood dynamics. If industries or businesses experience decline or restructuring, it can lead to job losses or reduced employment opportunities, potentially resulting in housing displacement as residents struggle to maintain stable incomes and afford housing.
 - iii. *Race – Black, Indigenous, People of Color (BIPOC)*: The presence of BIPOC alone is not an indication of displacement risk. It is important to recognize that the associations between displacement risk and race developed alongside other indicators such as education level, income, and socioeconomic status because of generations of exclusion from the systems that create opportunity and success. While these barriers may not exist the same way now, the presence of exclusion in one of these systems works to perpetuate displacement. People have not failed – rather history has failed people by historically blocking access to land ownership and therefore opportunities that build wealth. BIPOC people have not yet recovered from a history in which displacement is a looming risk.
 - iv. *Linguistic Isolation*: People want to be together. When there's a community made up of 5% or more people who speak languages other than English, they usually want to plant roots in a community where there are others who speak the same language or look like them. Once they are rooted, the next step is integrating across multiple languages and cultural differences. If people cannot afford to establish these roots, it can lead to displacement.

3. Develop an investment strategy that prioritizes investing in people and places that need stabilizing first, rather than centering distribution by population.

- a. Focus on population and people, followed by stability of place. Investment is applied to community infrastructure, but rarely applied to the populations within those communities.
- b. Focus on City-funded housing in areas with high displacement risk to prioritize prospective tenants who have longstanding links to the neighborhood
 - i. Kenmore should continue to support these efforts through current strategies such as:
 - Property Tax Relief for Seniors and People with Disabilities - Programs which provide property tax limits, relief, and assistance for those who qualify.
 - City of Kenmore's Planning Initiatives, including the Housing Strategy Plan and Manufactured Housing Communities.
 - Kenmore has adopted tenant protection regulations. However, as the State does not permit rent control, there is no ability to control the amount of rent increase which is a continuing issue all jurisdictions face. Community has indicated that pricing stabilization is a city priority. Rent stabilization in Kenmore will require an investment in the *people potential* as well as the *place potential*.

4. Establish an equitable approach to population growth. Incorporate considerations for historical impacts on today and how that has shaped marginal populations' access to opportunities.

- a. Understand that all marginalized populations can have opportunities to improve their quality of life resulting in thriving populations.
- b. View all policy, programs, and investments through a racial equity and social justice lens. Growth strategies would view current neighborhood and community levels as indicators of potential displacement. View these communities through the historic lens of practices resulting in economic divestment to create stronger communities and increase equitable access to opportunity for everyone.
- c. Focus on those *most impacted* to learn about specific barriers and challenges. Jurisdictions often believe that focusing on one segment of the population is an inequitable practice. Yet across history, jurisdictions have always done just that, centering the dominant populations within communities. While these populations may in fact have the most (and louder) voices, their lived experience is ineffective for Kenmore to understand the greatest community needs and challenges.

- d. Apply Targeted Universalism within growth approaches – meaning set universal goals and use targeted processes to achieve those goals. Within a targeted universalism framework, Kenmore would set universal goals for all groups concerned. Then the strategies developed to achieve those goals would be targeted to different groups—based on how different groups are situated within structures, culture, and across geographies—to obtain the universal goal.
- e. Center Health as a determinant of equitable sustainability.
 - i. Focus on building density that supports health equity.
- f. Recommendations for multimodal transportation reporting:
 - i. Build a transportation system that is equitably distributed and brings all multimodal travelers through areas of density and connectivity, and transit spaces that correspond to cultural, business, civic, and community associations (such as the downtown corridor).

5. Take a regional approach to population growth and housing.

- a. Recognize Kenmore's collective responsibility in mitigating the outcomes of an inequitable history. The indicators of social, physical, and economic well-being are inequitably distributed within our region. Without government intervention, these inequities will continue to persist and eventually permeate Kenmore neighborhoods and housing.
- b. Recognize that if the City of Kenmore could get to equitable outcomes through current practices, it would have done so already. Kenmore will need to acknowledge that the large-scale impact of history and public systems has shaped regional inequities. The City's approach will demonstrate the region's historical and current impacts that currently impact Kenmore communities.
 - i. Kenmore should continue working with regional networks such as:
 - *A Regional Coalition for Housing (ARCH)* - Created by cities in East King County, this organization assists member cities (like Kenmore) with developing and administering local affordable housing programs.
 - *National Fair Housing Alliance* - NFHA works to eliminate housing discrimination, ensuring equal housing opportunity for all people.
 - *Plymouth Housing Group* - Plymouth Housing's mission is to eliminate homelessness and address its causes by preserving, developing, and operating safe, quality, supportive housing and by providing adults experiencing homelessness with opportunities to stabilize and improve their lives.

- c. Support community-led organizations that are combating displacement and helping small BIPOC businesses respond to economic disruptions such as the COVID-19 pandemic.
- d. Address and reform zoning laws and practices to promote equity, inclusion, and sustainability to advance more just and equitable urban environments. This may involve revising zoning regulations to promote affordable housing, reducing exclusionary practices, promoting environmental justice, and ensuring equitable access to amenities and resources across different Kenmore neighborhoods.

6. Consider public health equity with displacement risks.

- a. Apply neighborhood level public health practices, including spreading out community resources across neighborhoods.
- b. Continue to Develop Transit-Oriented Housing Opportunities: Kenmore's established TOD aligns with commerce guidelines to build denser residential near transit. TOD is a housing development within a short distance (one-quarter mile) to a transit center and is a popular development approach in King County due to the increase in light rail train station development and bus rapid transit. TOD can reduce household costs significantly allowing residents to be closer to opportunities without needing access to a vehicle.

7. Deepen equity considerations within community engagement. Employ the Equitable Engagement Assessment Framework.

E. APPENDIX: REFERENCES

F. APPENDIX: CITY OF KENMORE COMPREHENSIVE PLAN: LAND USE GOALS

G. APPENDIX: CITY OF KENMORE COMPREHENSIVE PLAN: HOUSING GOALS

H. APPENDIX: PSRC REGIONAL HOUSING STRATEGY GLOSSARY OF TERMS

I. APPENDIX: EQUITABLE ENGAGEMENT ASSESSMENT FRAMEWORK

APPENDIX E. REFERENCES

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City of Kenmore Comprehensive Plan: Land Use Goals

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

- OBJECTIVE 1.1 Provide a community atmosphere that is friendly and inclusive, supporting diversity and fostering a sense of belonging and pride in all residents.
- OBJECTIVE 1.2 Promote the mental and physical health of all community members.
- OBJECTIVE 1.3 Endeavor to provide a complete community, compatible in character and design, containing housing, shops, work places, schools, parks, civic facilities, and community services.
- OBJECTIVE 1.4 Encourage the availability of healthy, affordable, culturally acceptable food for all community residents
- OBJECTIVE 1.5 Maintain and enhance all residential neighborhoods by improving infrastructure and walkability, and establishing appropriate site development standards.
- OBJECTIVE 1.6 Create a climate that fosters business creation and retention that positively contributes to the City's quality of life.
- OBJECTIVE 1.7 Identify and prioritize properties for public acquisition and use.

GOAL 2. PROVIDE FOR ORDERLY DEVELOPMENT.

- OBJECTIVE 2.1 Implement the Comprehensive Plan Land Use Map.
- OBJECTIVE 2.2 Prepare clear development regulations consistent with the Comprehensive Plan.
- OBJECTIVE 2.3 Establish a system of densities and development standards that allows for efficient infrastructure and service delivery while protecting environmental resources and ensuring compatibility between different building types.
- OBJECTIVE 2.4 Coordinate land use, road, and utility planning
- OBJECTIVE 2.5 Encourage development on properties with existing or planned public services and utilities.
- OBJECTIVE 2.6 Require adequate transitions between land uses of differing intensities and between development and environmentally sensitive areas.
- OBJECTIVE 2.7 Participate in joint planning of services and utilities with special districts, private service providers, neighboring municipalities, King County and Snohomish County, and the State of Washington.

GOAL 3. SUPPORT DEVELOPMENT OF KENMORE'S DOWNTOWN AS A KING COUNTY COUNTYWIDE GROWTH CENTER.

- OBJECTIVE 3.1 Take action to support Downtown Kenmore's candidacy as a King County Countywide Growth Center--a place to equitably concentrate jobs, housing, shopping, and recreational opportunities.

GOAL 4. IDENTIFY, PRESERVE, AND ENHANCE THE CULTURAL RESOURCES OF KENMORE.

- OBJECTIVE 4.1 Promote and support visual, literary, and cultural arts and activities in the community.
- OBJECTIVE 4.2 Promote the preservation of significant historic and archaeological sites and structures.
- OBJECTIVE 4.3 Encourage local activities which promote the community's history.



Regional Affordable Housing Task Force Action Plan for King County – Goals

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

City of Kenmore Comprehensive Plan: Housing Goals

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

- OBJECTIVE 1.1 Encourage repair and maintenance of existing housing.
- OBJECTIVE 1.2 Support housing stability through tenant protections for renters.
- OBJECTIVE 1.3 Prioritize and plan for the retention of existing residents when considering zoning changes or capital projects. In particular consider impacts on marginalized people, with a particular focus on Black, Indigenous, and People of Color communities.
- OBJECTIVE 1.4 Promote safe, physically accessible, well maintained, and well-designed residential environments with associated open spaces.

GOAL 2. PROVIDE HOUSING OPPORTUNITIES IN KENMORE FOR PEOPLE WITH SPECIAL NEEDS.

- OBJECTIVE 2.1 Provide opportunities for the development of short-term and permanent housing for people with special needs.
- OBJECTIVE 2.2 Support and promote community facilities and programs that are important to the safety, health, and social needs of residents.

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

- OBJECTIVE 3.1 Plan for an adequate supply of land to accommodate projected household growth.
- OBJECTIVE 3.2 Identify and support Kenmore's Downtown as a center for commercial, civic, cultural, park, and higher density housing uses and activities consistent with its designation as a Countywide Growth Center.

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

- OBJECTIVE 4.1 Encourage retention of the existing housing stock in Kenmore as a source of affordable housing.
- OBJECTIVE 4.2 Adopt programs and regulations that support housing affordable to extremely low-, very low-, low-, and moderate-income households, comparable to the countywide need.
- OBJECTIVE 4.3 Provide zoning and development standards that integrate affordable housing compatibly into the community.



KENMORE 2044



KENMORE 2044

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

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



Housing Glossary

Housing is a complex topic riddled with jargon. The following glossary provides definitions for commonly used terms. The glossary is divided between general key terms, and tools and incentives commonly used to promote housing development and/or affordability.

Key Terms

Accessory dwelling units (ADUs): An ADU is a small, self-contained residential unit built on the same lot as an existing single family home. ADUs may be built within a primary residence or detached from the primary residence.

Affordable housing: Commonly defined in terms of housing costs as a percentage of household income. Housing is considered unaffordable when a household's monthly housing costs exceed a certain threshold – most commonly 30% of gross income – thereby reducing the budget available for basic necessities and other household expenses.

Area Median Income: The household income for the median, or middle, household in a city, county or region. The U.S. Department of Housing and Urban Development calculates median income for each metropolitan region. These are used to determine income limits for government affordable housing programs.

Low-income household means a single person, family, or unrelated persons living together whose adjusted income is at or below eighty percent of the median household income adjusted for household size, for the county where the household is located, as reported by the United States department of housing and urban development.

Very low-income household means a single person, family, or unrelated persons living together whose adjusted income is at or below fifty percent of the median household income adjusted for household size, for the county where the household is located, by the United States department of housing and urban development.

Extremely low-income household means a single person, family, or unrelated persons living together whose adjusted income is at or below thirty percent of the median household income

adjusted for household size, for the county where the household is located, as reported by the United States department of housing and urban development.

Below market-rate: Below market-rate housing units are subject to rental price limits imposed by state or local affordable housing programs or incentives. For example, the US Department of Housing and Urban Development publishes rent limits for its affordable housing programs based on the household income that the units serve.

Cost burden: A household is considered cost burdened if it pays more than 30% of its income on housing. This includes rent or mortgage payments, and utilities. A household is considered severely cost burdened if it pays more than 50% of its income on housing.

Displacement: The involuntary relocation of current residents or businesses from their current residence. This is a different phenomenon than when property owners voluntarily sell their interests to capture an increase in value. Physical displacement is the result of eviction, acquisition, rehabilitation, or demolition of property, or the expiration of covenants on rent- or income-restricted housing. Economic displacement occurs when residents and businesses can no longer afford escalating housing costs. Cultural displacement occurs when people choose to move because their neighbors and culturally related businesses have left the area.

Equitable Development/Equitable Growth: Public and private investments, programs, and policies in neighborhoods to meet the needs of marginalized populations and to reduce disparities, providing access to quality education, living wage employment, healthy environment, affordable housing and transportation.

Housing affordability: Refers to the balance (or imbalance) between incomes and housing costs within a community or region. A common measurement compares the number of households in certain income categories to the number of units in the market that are affordable at 30% of gross income.

Housing need: The amount of housing needed to ensure there are affordable, accessible, healthy, and safe housing choices for all residents. Need is often expressed as the number of units needed a various income thresholds.

Jobs-Housing balance: A planning concept which advocates that housing and employment be located closer together, with an emphasis on matching housing options with nearby jobs, so workers have shorter commutes or can eliminate vehicle trips altogether.

Mobile homes: The supply of mobile home park housing has declined in some jurisdictions as a result of redevelopment pressures. Jurisdictions may protect mobile home housing by zoning classifications or standards, enacting mobile home park conversion ordinances, or exempting mobile homes relocated due to park closures from having to comply with new building regulations. Jurisdictions can also allow for individual manufactured homes on single family lots along with appropriate design standards.

Market-rate: Market-rate housing units are those whose price is determined by market factors like supply and demand, as opposed to price limits imposed by state or local affordable housing programs.

Middle density (“missing middle”) housing: A range of housing types – from duplexes to townhomes to lowrise multifamily developments – that bridge a gap between single-family housing and more intense multifamily and commercial areas. The relatively small share of these housing types is sometimes called the “missing middle.”

Mixed-use: Mixed-use development is an example of flexible zoning where various land uses are combined within a single building, development or district. For example, residential dwellings may be located vertically above retail stores, or located horizontally on the same site as commercial uses.

Special needs housing: Housing arrangements for populations with special physical or other needs. These populations include: the elderly, disabled persons, people with medical conditions, homeless individuals and families, and displaced people.

Tools & Incentives

Cluster developments: Cluster subdivisions or developments confine development to the most suitable portion of a building site in compact layouts, e.g. smaller lots. This can lead to greater land efficiency, lower infrastructure development and maintenance costs, lower site grading and drainage costs, and greater preservation of open space and natural features.

Cottage housing: This refers to a grouping of small, single family dwelling units clustered around a common area and developed with a coherent plan for the entire site.

Density bonuses or incentive zoning: These are voluntary incentives that allow developers to build at higher than allowed densities if a specified number or percentage of affordable units is included in the development. Such a program may be designed to allow developers to contribute to an affordable housing fund in lieu of building the affordable units.

Fee Reduction: Since impact, mitigation or other permitting fees can have a negative effect on the construction of affordable housing, some jurisdictions have enacted measures to reduce or waive such fees for projects that include affordable housing units.

Inclusionary zoning: Ordinances may require developers to set aside a percentage of the units in housing developments for low- and moderate-income residents. Most inclusionary housing programs offer density bonuses or other incentives to offset the developer’s project costs and compensate for providing affordable units, which may otherwise yield reduced profits. This approach enlists private sector help in contributing to the affordable housing supply, and reduces segregation of affordable and market-rate housing.

Micro units: Micro units or apodments are small housing units that typically feature a sleeping rooms (usually under 300 square feet) with a private bathroom. The units grouped together in arrangements of up to 8, with a shared kitchen or common area.

Multifamily tax exemption (MFTE): RCW 84.14 provides for special valuations in residentially deficient urban centers for eligible improvements associated with multifamily housing, which includes affordable housing. When a city defines residential target areas within an urban center, and allows for applications

for the exemption, approved project sites are exempt from ad valorem property taxation for a period of eight to 12 years. A greater number of exempt years is possible where a certain percentage of low-income housing is provided.

Permitting priority: Priority processing of land use and construction permits is most effective when used selectively, such as an inducement to develop a particular type of housing the market is not currently producing. If priority processing is offered as an incentive to develop low-cost housing, the jurisdiction should establish a means of ensuring the housing is actually occupied by persons in need of low-cost housing and the housing remains affordable for an extended period of time.

Planned unit/residential development (PUD/PRD): PUD/PRD regulations allow for flexibility in design of residential communities in exchange for public benefits. PUDs/PRDs may offer a mix of dwelling types (detached, duplex, or multifamily), mix of land uses (residential and neighborhood commercial), and density bonuses to help underwrite the cost of low-income housing.

Planned Action EIS: The goal of a programmatic environmental review is to simplify and expedite review of individual projects. By doing an environmental review for an entire neighborhood, individual projects consistent with the neighborhood plan would not need separate environmental review. Planned Action EIS's are typically more detailed and seek to streamline environmental review for development consistent with a Planned Action Ordinance and EIS. Planned actions would not require additional SEPA review, nor be subject to SEPA appeal procedures.

Preservation of existing affordable units: Preserving and enhancing existing dwellings allows a community to retain its most affordable housing. Preservation programs can address housing repair needs and weatherization, among others.

Public land for affordable housing: This strategy encourages public land grants or sale of parcels at below market value to developers of affordable projects. Parcels may include surplus or underutilized public properties, as well as vacant, abandoned and tax-delinquent private properties acquired through purchase or tax foreclosure.

Pursue funding for housing: This includes applying for grants and other funds from the US Department of Housing and Urban Development, the US Department of Agriculture, the State of Washington Department of Community, Trade, and Economic Development, and other public sources, private funding from nonprofits and foundations.

Reduced parking requirements: Jurisdictions can minimize the cost of parking requirements by adjusting stall sizes, by allowing tandem parking, by tying parking requirements by the number of bedrooms per unit, and by reducing requirements for housing types with less need for parking, such as lower income and elderly households or housing complexes which have transportation demand management programs (e.g., bus passes, shuttle bus service, etc.).

Relocation assistance: This is a displacement mitigation strategy that provides resources for households that are being displaced to enable them to find a new place of residence. Relocation assistance often includes financial compensation paid by the property owner and/or the city.

Renter protections: This is a displacement mitigation strategy provides greater protections to tenants. This could include increasing the requirements for notice of eviction or rent increases, requiring that the property owner provide a cause for evictions, or providing legal assistance to tenants being evicted.

Transfer of development rights (TDR): A TDR program relocates development potential from one property to another. Buying these rights generally allows the owner of the receiving site to build at a higher density or height than ordinarily permitted by the base zoning. These transactions can be used to help preserve affordable housing on the sending site.

Zero lot line: Zero lot line houses are sited on one side lot line and sometimes on the rear or front lot line to maximize the available yard space. Placing the house on one of the side lot lines doubles the amount of useable space on the other side.

Staying in place assistance: This displacement mitigation strategy provides resources to help vulnerable households remain in their home. This could include emergency financial assistance or home repair programs.

Glossary Sources: The following agencies and their various reports were consulted for the glossary: A Regional Coalition for Housing; Municipal Research and Services Center of Washington; PSRC, Regional Housing Strategy Working Group; Snohomish County Tomorrow; VISION 2050; and U.S. Department of Housing and Urban Development.



KENMORE 2044



KENMORE 2044

Equitable Engagement Assessment Framework

City of Kenmore – Missing Middle Housing

June 9, 2023

FRAMEWORK OVERVIEW

General engagement tools are designed to ensure that a wide range of stakeholder knowledge and experience are shared and incorporated into the services that affect them. Community engagement is an essential element of good governance, providing better understanding of the unique challenges faced by and experiences of different groups in the community. Through community engagement, we can understand the needs of different populations and are able to implement more effective, supportive, sustainable, and targeted solutions.

This framework and tool provide a structure to assist in evaluating the equity components of an engagement process. Engagement tools that lead with an equity lens promote inclusive, transparent, and meaningful engagement of all community stakeholders, while centering our most vulnerable populations, specifically those who are most often overlooked because of current barriers resulting from a history of systematic exclusion.

This tool provides ways to approach engagement equitably and considerations and tips for adapting it to different contexts and situations. Interdependent and iterative steps explore the equity needs of a specific engagement process, at a particular point in time. The framework has been developed to support increasing connection between activities during the same phase and are linked across phases. The process builds from one activity to the next, providing practice for reflection, awareness building, and knowledge development. The reflection step allows for adjustments throughout the process. The steps can be used for multiple purposes, individually or in a nonlinear sequence; however, following them in order allows earlier steps to build on each other and provides the foundation for evaluating equitable engagement.

This guide is a resource for all City of Kenmore staff seeking to increase the equity of engagement, from public-facing employees and engagement teams to planners, practitioners, and decision-makers. Effectively evaluating the equity of community engagement processes increases the likelihood that

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resulting policies, programs, and investments will increase marginalized members' political voice and support their full opportunity to live and thrive in the Kenmore community.

This framework, used as a toolkit, begins with preparing a full picture of the project, followed by defining the multiple stakeholders and their competing needs, and then completed by debriefing the multiple phases and tactics of your engagement. This framework is designed for large or small teams and projects. It is intended to be adaptable to multiple situations and flexible enough to support course correction given new or emerging awareness throughout the engagement process. Regardless of the level of formality in engagement approach, this evaluation tool can support teams in defining:

- The key stakeholder (people who are directly impacted) voices which must be engaged for a credible process.
- The main stakeholder needs, concerns, issues, and interests.
- The decision-making process and milestones.
- The level of input from stakeholders, and who can help shape the decisions.
- Issues or constraints that may affect engagement participation.

APPLYING THIS FRAMEWORK

Assessing engagement is about gathering facts and insights about the engagement tactics which will help to drive equitable change. **It is not about right or wrong.** At its core, evaluation centers dialogue, reflection, learning, and improving. Underlying these concepts is a way of thinking about expected results, how results can be achieved, and what data or evidence are needed to inform future actions to improve results.

This framework consists of two phases. In Phase I, teams document the project and engagement effort profile. Phase I supports individuals and teams to define the engagement landscape, consider the diversity of stakeholders affected and overlap of stakeholders' various needs and concerns, and identify types of engagement are possible with the available resources.

Phase I in this tool is important to build a cohesive group understanding. The key components to creating this understanding comes from answering the six questions below:

- How does the City of Kenmore define the problem or decision?
- Who, which group or individuals, has final decision authority?
- Who makes up the full landscape of stakeholders who are affected by the decision and the associated issues and concerns?
- What are the constraints? (e.g., regulations, resources, timelines).
- What are the available resources, including staff capacity, to conduct public participation?
- What level of public participation is the agency expecting or hoping for?

Phase 2 introduces worksheets which encourage users to think critically about applying equity efforts in the engagement. Users are also encouraged to think critically about the profile information as it applies to the type of engagement completed and the populations that may have historically been marginalized or underserved.

There is often confusion and misuse regarding the meaning behind the terms “marginalized” and “underserved.” It is important for the City to be clear on its meaning when discussing these populations and aware of the implications and history behind each term. Below are definitions and other terms which should be used carefully and thoughtfully when describing these populations.

Disproportionately impacted: Disproportionately impacted people are affected more, and more often, than others by harmful government action. Systemic inequity is embedded in multiple systems resulting in large-scale structural harms that are compounded and cause multilayered barriers across generations and geography.

Marginalized: Marginalization devalues the needs of overlooked, underserved, seldom heard, and underrepresented populations to an extent that their needs are secondary or disregarded in comparison to those of socially dominant populations.

Overlooked: Overlooked populations include people in communities that decision-makers have historically devalued and still do not consider in decision-making today.

Seldom heard: Seldom heard populations include people whose voices are historically misunderstood or disregarded and therefore do not often speak up, and when they do, their input does not meaningfully impact systems, resulting in a disengagement of the populations because of repeated failed efforts and experiences of broken trust.

Underserved: People who are underserved do not have their needs addressed adequately. Decision-makers repeatedly fail to resource these communities while a corresponding counterpart population may be overserved.

PHASE I: SETTING PROJECT PROFILE

PROFILE BASELINE 1: PROJECT SCOPE AND GOALS

PURPOSE: Set the baseline for the project you intend to evaluate.

OVERVIEW: Completing this project profile and baseline provides situational awareness of project efforts. The information assists teams in responding to the needs and interests of both the decision makers and external stakeholders. It also contributes to a shared understanding of the issues addressed by the project and the role of engagement in the decision process.

DIRECTIONS: Begin setting the project profile by answering the questions below about key elements of the project scope and goals. This includes framing both the known and unknown project expectations, limitations, and purpose.

Set the Profile Baseline for the Project:

1. About the project:
 - a. What is the name of the project?
 - b. Define the project.
 - c. Why is the City of Kenmore moving this project forward?
 - d. What hopes does the City have for this project's outcome?
 - e. What teams, divisions, and departments are connected to the project?
 - f. Who are the decision-makers? Are they internal or external or a combination of both?
 - g. Who will inform the project?
 - h. Who will be doing the work?
 - i. What issues may block or prevent the project from moving forward?
2. What is the overall timeline?
 - a. What is the timeline allotted for community engagement?
 - b. What internal or external needs drive the timeline schedule?
 - c. How flexible is the timeline schedule?
 - d. What are key milestones for decision?
3. What is the budget for community engagement?
 - a. How is the budget allocated to fund the project? How is the project budget being broken down between the different project elements?

- b. What level of engagement was planned for compared to what was provided?
 - c. How much will the engagement cost, including any compensation for participants?
- 4. What are the project impacts on the community?
 - a. In which communities do you anticipate the project impacts may be burdensome?
 - b. In which communities do you anticipate the project will increase opportunity?
- 5. Frame the overall guidance that the City of Kenmore is seeking from the community.
 - a. Which communities' feedback was crucial to project implementation?
 - b. How was this information used and in what way is it reflected in the decision-making?
- 6. What are the details the City of Kenmore asked the community to focus on?
 - a. Which aspects of those details are the community able to influence?
 - b. Which decision-making points are the community able to influence?

PROFILE BASELINE 2: DEFINE COMMUNITIES IMPACTED

PURPOSE: This section helps you to better understand the interlocking and overlapping social and political environments in which you engage stakeholders, as well as their competing priorities, interests, and influence on your program.

OVERVIEW: All organizations are affected by the larger environment in which they operate. Understanding how that ecosystem functions and where the City of Kenmore is situated within that system are critical questions for leadership and staff to answer. Spheres of Accountability, Influence and Action¹ is a framework that separates partners and stakeholders into an accountability matrix that provides the City of Kenmore with an understanding of how to prioritize to implement equity approaches. Changes to community structures, shifts in funding sources, and the considerations within the public policy environment affect — either positively or negatively — Kenmore’s ability to carry out and sustain its equitable approaches. It is important that City of Kenmore understand the multiple roles and avenues that offer potential support, even within conflicting priorities and contradicting associations.

The illustration to the right represents a network model that could support how the City of Kenmore frames and categorizes stakeholders, partners, and community relationships for action, influence, and accountability. These spheres can be arranged in different ways but need to clearly identify expectations for how the City will address competing internal interests, inter-governmental interests, business and funding priorities, partner priorities, the interest of communities historically and socially excluded, and community advocate interests.



DIRECTIONS: Below are descriptions of each sphere. As a team, take a few minutes to think about the public facing work of the City of Kenmore. To the best of your ability, imagine the places, faces, events, and experiences you have had as it relates to your work. Recall those who you build, partner, and contract with. Think about your projects, staff, clients, communities, neighborhoods, and networks. Think about the relationships, alliances,

¹ This model was created by the author during her time with the City of Seattle.

associations, referral agencies, and volunteers. The partnerships, governments, commissions, community donors, funders, clients, and associations.

1. Begin to identify the individuals, groups, people, networks, agencies, populations, communities, and associations that you think fit within each of the spheres. Expect overlap. Connect with your team or a group of colleagues and discuss your views, thoughts, and perceptions. Additionally consider how your positionality, institutional authority, and social identity shape your reflections and viewpoints. If you find that it does not shape your views, discuss this experience with your team also.

Authority and Compliance Sphere

The Authority and Compliance Sphere considers accountability to internal requirements such as strategic plans, contracts, funding requirements, legal compliance, organizational values and expectations, legislation that defines, documentation and transparency, channels of communication, assignment, decision-makers, legal budgets, etc.

Name the multiple groups in this sphere.

Partner and Policy Sphere

The Partner and Policy Sphere considers the multiple relationships between the City of Kenmore and other governments, policy makers, and policy environments. The information shared between these partnerships often implicitly undergird engagement activities or impact the transparency of information and communication.

Name the multiple groups in this sphere.

Contracted and Funded Sphere

This sphere considers the accountability City of Kenmore has to businesses and entities where money is contracted or exchanged. Generally financial exchanges and agreements include pre-existing and documented requirements that each party is responsible for carrying out.

Name the multiple groups in this sphere.

General and Community Sphere

While many communities are defined according to their shared identities, interests, needs, or circumstances, the “General” Community Sphere is largely defined by geography. This indicates that the shared identity and values center neighborhood boundaries or neighborhood shared spaces. The general community most often does not hold an understanding or awareness of institutional inequity or systemic injustice and should not be considered under identity populations.

Name the multiple groups in this sphere.

Equity Advocacy Sphere

The various types of partnerships that advocate for and support the communities most impacted. These networks can be formal or informal groups or organizations that advocate for individuals and populations that have historically been excluded, underserved, and under resourced.

Name the multiple groups in this sphere.

Most Impacted Sphere

Communities most impacted by structural inequity include BIPOC, low-income populations that intersect with additionally marginalized communities including gender, disability, immigrant and refugee populations, LGBTQ communities, homeless or insufficiently housed populations, and other historically and socially alienated or sidelined communities. This sphere is not often considered as part of the larger discussion regarding stakeholders, yet groups and communities within this sphere are specifically the most important stakeholders as they are the sphere that will experience the greatest impacts and outcomes of City processes.

Name the multiple groups in this sphere.

Formal and Informal Support Sphere

Family and social support services that aid structurally overburdened and disadvantaged populations by providing a range of housing, homeless, food, childcare, health care, employment, and income support services. These systems help fill the gaps for people who can't access or afford basic needs — or who may even be excluded from or harmed by community activities and interests that are taking place around them.

Name the multiple groups in this sphere.

2. Consider what community information the project team already has access to. Because resources are finite, it is important that your engagement team does not replicate efforts to gather data that may already be available to you through other means. Multiple communities in Kenmore have already shared much of feedback and data needed for your project in other spaces such as in survey responses, public comments, listening sessions, engagement forums, council testimony, interviews, report outs, and toolkits.

Using the spheres and lists of stakeholders you developed, identify the information you may already have regarding the interests, values, goals, needs, and claims of groups in each sphere that have already been relayed to the City of Kenmore. Begin to gather and identify the issues, values, goals, and considerations within the multiple spheres.

For each sphere, provide details about what you already know from previously shared stakeholder information, concerns, considerations, values, goals, needs, gaps, and issues.

Authority and Compliance Sphere

Name the multiple priorities held by those in this sphere.

Share details regarding this sphere's level of access and authority to decision-making spaces.

**Partner
and Policy
Sphere**

Name the multiple priorities held by those in this sphere.

Share details regarding this sphere's level of access and authority to decision-making spaces.

**Contracted
and
Funded
Sphere**

Name the multiple priorities held by those in this sphere.

Share details regarding this sphere's level of access and authority to decision-making spaces.

**General
Community
Sphere**

Name the multiple priorities held by those in this sphere.

Share details regarding this sphere's level of access and authority to decision-making spaces.

**Equity
Advocacy
Sphere**

Name the multiple priorities held by those in this sphere.

Share details regarding this sphere's level of access and authority to decision-making spaces.

**Most
Impacted
Sphere**

Name the multiple priorities held by those in this sphere.

Share details regarding this sphere's level of access and authority to decision-making spaces.

**Formal and
Informal
Support
Sphere**

Name the multiple priorities held by those in this sphere.

Share details regarding this sphere's level of access and authority to decision-making spaces.

PHASE II: EQUITY EVALUATION

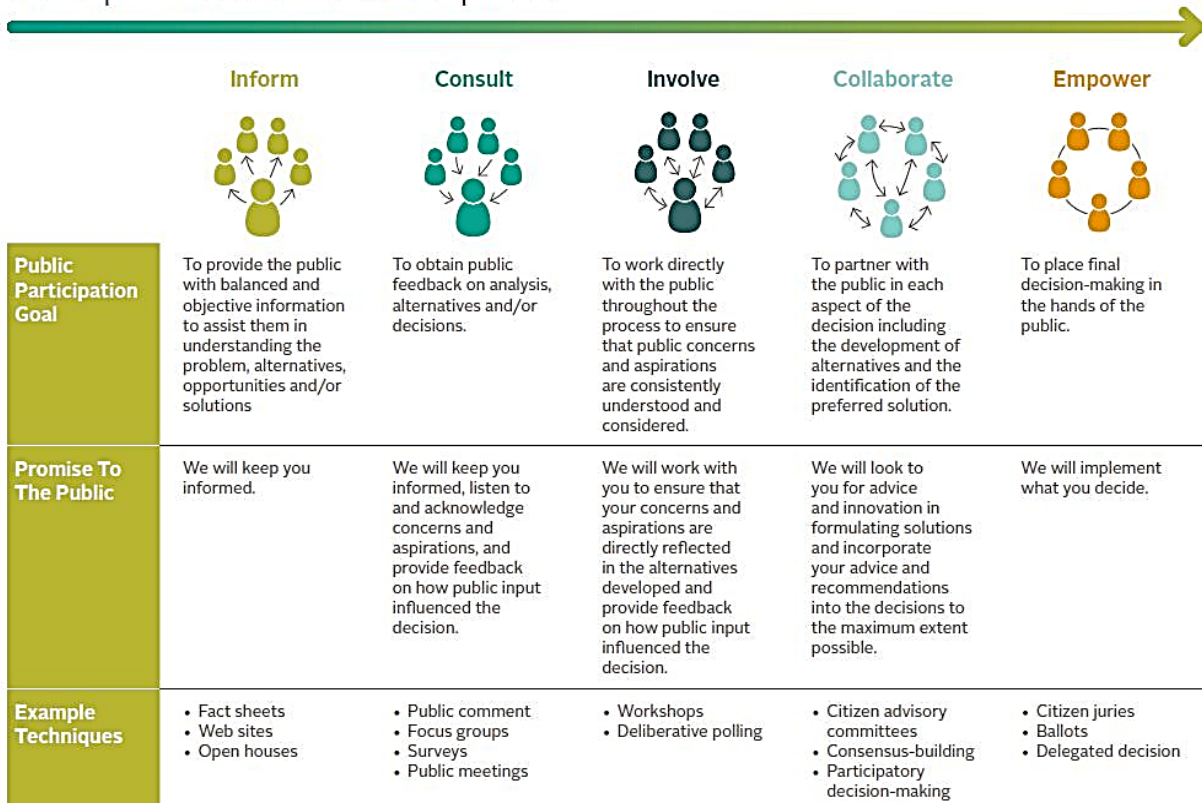
EQUITY EVALUATION: APPLYING ENGAGEMENT SPECTRUM

PURPOSE: Resourcing the most appropriate efforts – Identify how various populations should be engaged in the project.

OVERVIEW: *The Spectrum of Engagement* is a widely recognized tool used to categorize different levels of public participation. It provides an overview of the different levels of engagement on the spectrum, from inform to empower. The appropriate level of engagement for each population is based on the information required, desired level of influence in decision-making, the timeline for engagement, and the resources available.

DIRECTIONS: Use the Spectrum of Public Participation tool below to support the team in answering the questions that follow. More about this tool is found at <https://patientvoicesbc.ca/resources/iap2-spectrum-public-participation/>

IAP2 Spectrum of Public Participation



1. The type of community engagement depends on the context, resources, timing, and needs of a particular request. What type of engagement was used for each sphere? Use the table below to describe the engagement efforts taken with each group.

Sphere	Inform	Consult	Involve	Collaborate	Empower
Authority & Compliance Sphere					
Government Partners & Policy Sphere					
Contracted & Funded Sphere					
General Community Sphere					
Equity & Advocacy Sphere					
Those Most Impacted Sphere					
Formal & Informal Support Sphere					

2. Aligning engagement efforts with community and organizational shared values. This worksheet addresses the complexity of community needs and interests that may intersect and compete. It prompts participants to consider the different perspectives, values, and priorities that may exist within the community.

Values Based

Community stakeholders form opinions, concerns, fears, hopes and dreams based on their values. Effective community engagement acknowledges that all stakeholders bring their values to the process and is designed to shift discussions away from people's positions, towards their shared values.

What shared values did the project team use to define engagement efforts? Provide examples.

Goal Driven

Community engagement should be focused around specific, planned, and purposeful outcomes. Effective community engagement will clearly outline what information is needed, how stakeholders may participate in the process and follow up with participants when the project goals have been reached.

What were the specific, planned, and purposeful outcomes of the engagement?

Decision Oriented

Community stakeholders participate in engagement activities because they believe that their opinions will help shape the decision being made. Effective community engagement clearly states what decision is being made, and how stakeholder participation has shaped the decision.

How has stakeholder participation shaped the decision-making?

- 3.** The appropriate level of engagement for each population is based on the information required, desired level of influence in decision-making, the timeline for engagement, and the resources available. Different levels of engagement are appropriate in different contexts. For instance, underserved communities often face barriers to meaningful participation in decision-making processes, making it necessary to consider their unique needs and circumstances when determining the appropriate level of engagement.

Accessibility

Accessibility is a foundational component of community participation. Community members that are limited in their access to facilities, information, or processes are constrained in their ability to engage in conversations about the issues that most directly affect them. It is important to mitigate any barriers to participation.

Consider the following accessibility expectations:

- Plain Language
- Plan for language access
- Multiple learning styles
- Accessible location

Power Balancing

Engagement events can often reinforce community or neighborhood power dynamics. It is important to recognize when involvement or participation is hindered by an underlying imbalance between groups. Understanding this means that teams may need to use different tactics for different groups.

Which strategies worked best to involve different populations and groups?

Did stakeholder involvement improve the work, effectiveness, and/or political and community support of the effort?

Inclusion and Belonging

Participants invest time, energy, and support where they feel connection and value. Increasing experiences of connection and building trust with community can support belonging experiences.

How are you valuing people's time, effort, and expertise?

In what ways are you working to build trust within impacted communities?

How successful were you in keeping people involved?

Missing Middle Housing: Tell Your City

Engagement Report for A Regional Coalition for Housing and East King County Partner Cities

June 2023



Partner Cities:
Bellevue
Bothell
Kenmore
Newcastle
Redmond

“Affordable housing feels impossible to find, especially when you are a single-income household. Whatever is affordable is far away from work or family and friends and is simply not where I want to live. I want to be able to have the option to stay in East King County but the price of living is too high for what I earn.”

-18-25-year-old Redmond worker who lives in another city in King County (English speaker)

Community Voices: About this Report

Community members and city leaders alike recognize that King County, like many urban, suburban, and rural counties throughout the United States, faces a major crisis in affordable housing. Too many residents struggle with housing security, cost burden, and displacement from the communities in which they work, shop, and send their kids to school. The five East King County cities that commissioned this report – Bellevue, Bothell, Kenmore, Newcastle, and Redmond – know that the historical approach to housing must change. Driven by market forces and with a heavy focus on single-family housing, this approach tends to exclude BIPOC and low-income community members. Cities must invest in new housing options to retain their residents and workers and to thrive.

This report summarizes a concerted effort to engage people in the five Partner Cities who have historically been excluded from decision-making about housing policies. People from a wide range of ethnic and social communities came together to learn about *middle housing* (housing options more dense than single-family homes, but less dense than multi-story apartments) in meetings convened by trusted community organizations. Individuals from 651 households shared their personal experiences, responding to questions and providing detailed comments in English and five other languages.

Many of these participants were homeowners (40%) and/or business owners (15%). And many were struggling to afford to keep their housing within the East King County communities they preferred.

Some of the participants in this process could imagine themselves in middle housing. And some might have been unable to look past the urgent need for housing help right now, to the construction of moderate-income units perhaps many years in the future.

Almost half (46%) of participants had already been displaced at least once due to the high costs of housing. The voices of others previously displaced from the Partner Cities, and perhaps the region as a whole, are absent from this report, but deserve the consideration of its readers.

As the Partner Cities continue their planning and partnership with community members, they must listen for answers to questions both asked and unasked, and facilitate a balanced landscape of housing welcoming to all.

“Esta es la primer vez que se me pregunta sobre esto. En mi comunidad no conozco a nadie que haya hablado con ningún representante de la ciudad. Estos procesos son muy importantes y deberíamos de tener mejores formas de comunicación, especialmente si se trata de asuntos relacionados al futuro de nuestras familias y comunidades emigrantes.

This is the first time I have been asked about this. I don't know anyone in my community who has spoken to any city representative. These processes are very important, and we should have better ways of communication, especially when it comes to issues related to the future of our immigrant families and communities.”

- 46-55-year-old employed Newcastle renter (Spanish speaker)

Background

A Regional Coalition for Housing (ARCH) is a partnership of King County government and East King County Cities working to preserve and increase the supply of housing for low- and moderate-income households in the region. In 2022, five of ARCH's member cities (Bellevue, Bothell, Kenmore, Newcastle, and Redmond, collectively the "Partner Cities") initiated a series of planning processes to explore expanding the types of housing (collectively known as "middle housing") that may be built in neighborhoods that currently allow only single-family or low-density residential housing types. At the same time, each city is conducting a racial equity analysis to address displacement of very low-, low- or moderate-income households, and/or individuals from racial, ethnic, and religious communities that have been subject to discriminatory housing policies in the past.

The Partner Cities were interested in hearing about displacement and affordability concerns, preferred housing types/locations, and other input to inform planning and policy decisions.

As part of these planning processes, the Partner Cities provided funding through ARCH to contract with Eastside For All to assist with engaging underrepresented populations whose voices and perspectives have not historically been part of public planning processes in East King County.

Such populations may include, but are not limited to:

- Renters
- BIPOC (Black, Indigenous, and other people of color) individuals, families and communities
- Immigrant and non-English-speaking communities, including cultural communities from the top-spoken languages in East King County
- Low-, very low- and moderate-income persons, including people who work in East King County but live elsewhere
- People with disabilities
- Religious minority communities
- People experiencing housing instability and homelessness

A detailed methodology of this engagement is provided in Appendix A: Methodology.



Middle Housing

Middle housing refers to a range of housing types that are compatible in scale, form, and character with single-family houses but offer more *housing density* (see right) than single-family homes. The term “missing middle” describes the relative lack of this type of housing in many American communities. Common types of middle housing include:

- **Duplexes, triplexes, fourplexes, fiveplexes, or sixplexes.** These buildings contain between two and six separate living units. On the outside, they sometimes look like single-family homes and sometimes look like small apartment buildings.
- **Townhouses.** These buildings are at least two stories tall and include three or more separate living units that share at least one wall.
- **Accessory Dwelling Unit (ADU or DADU) or backyard cottage.** This is a living unit that is added to the same lot as a single-family home. These can be either attached to a single-family home (such as an addition that shares walls or a developed second story with a separate entrance) or detached (i.e., a separate structure).
- **Garden style apartments, courtyard apartments, or cottage housing.** These living units may or may not share common walls and are arranged around a shared garden or courtyard.
- **Stacked flats.** These living units each span a single story of a multifamily building of up to three stories, with each unit having windows on all sides of the building and its own front door.

Exhibit 1 illustrates some examples of middle housing.

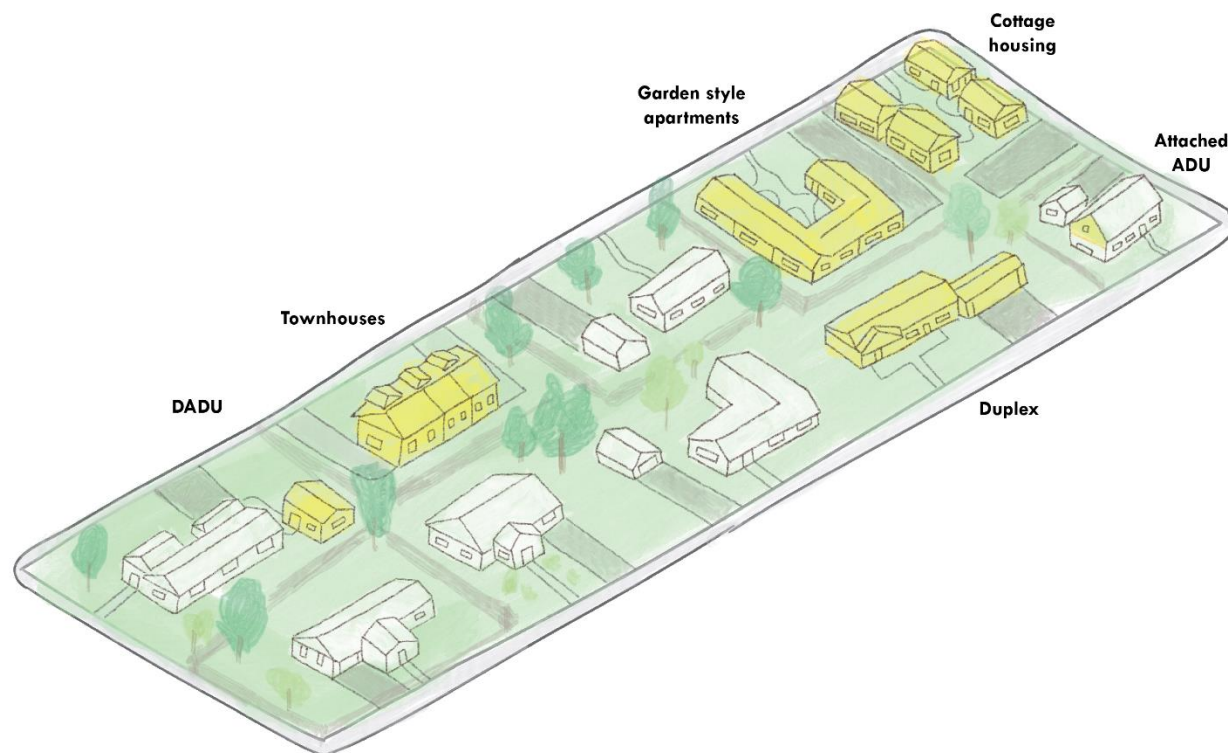
In 2023, [a new law](#) passed in Washington state that will allow many types of missing middle housing throughout many cities in the state, including in neighborhoods that have historically only allowed single-family homes, making the public engagement and review conducted by the Partner Cities especially timely and relevant. The law also removes off-street parking requirements for development of middle housing within a ½-mile walk of a major transit stop. The law comes into effect on July 23, 2023 and offers different types of zoning by city size.

- **Cities with at least 75,000 residents.** All residential lots will be zoned to allow two or more units. Residential lots that are within a ¼-mile walk of a major transit stop or that include at least two affordable housing units will be zoned to allow six or more units.
- **Cities with between 25,000 and 74,999 residents.** All residential lots will be zoned to allow two or more units. Residential lots that are within a ¼-mile walk of a major transit stop or that include at least one affordable housing unit will be zoned to allow four or more units.
- **Cities with fewer than 25,000 residents.** If the city is within a continuous urban growth area with another city that is the largest in a county of at least 275,000 residents, then all residential lots will be zoned to allow two or more units.

This law defines “affordable housing” as affordable to households with incomes at 60% of area median income (AMI) for rental units and 80% of AMI for ownership. Cities can alternatively comply by ensuring that three-quarters of lots allow the densities described above, with the remaining one-quarter of lots including environmentally critical areas that have not previously had any exclusionary covenants.

Housing density describes the number of individual housing units within a given amount of space: a higher housing density means that there are more housing units in an area. Large apartment buildings are examples of high housing density, while single-family homes, which often have space-consuming features like yards, driveways, and/or garages, are typically examples of low housing density.

Exhibit 1. Examples of Middle Housing



Source: BERK, 2023.

About Eastside For All

[Eastside For All](#) (EFA) is a nonprofit organization founded in 2019 to advance racial equity and social justice in East King County. EFA organizes and mobilizes within communities of color and immigrant communities who are most impacted by racial disparities and inequities.

EFA provides training and consultation to city partners, school districts, King County departments, and other large institutions on co-creation frameworks for public participation and decision-making. One of EFA's core priorities is housing justice.



Outreach Approach and Planning

Together with trusted partners, EFA connected with impacted community members and leaders in Bellevue, Bothell, Kenmore, Newcastle, and Redmond. This work was designed and implemented using racial and cultural equity approaches to ensure broad participation among the populations prioritized by ARCH for the outreach project.

In collaboration with ARCH and Partner Cities, EFA coordinated drafting the format, process, and materials needed for community engagement activities, the translation of materials, and the development of data/input collection tools. A subset of community-based organizations were essential advisors in the co-development of background materials, survey questions, review of translations, and other engagement design aspects. Preparation and onboarding with community-based organizations took place throughout the month of March and into early April 2023.

Engagement via community events, small group conversations, and individual meetings took place from April to May 2023. Each organization was encouraged to conduct outreach in ways that best suited their communities. Although people were able to fill out the survey without other engagement, the focus was on gathering input as part of individual and group conversations where people could ask questions, share their experiences more fully, and be supported when housing issues were raised.

The final report was prepared by [BERK Consulting](#), a public sector consulting firm in Seattle, summarizing data collected by community-based partners and compiled by EFA.

An important aspect of this work will be following up with all the communities who participated. In addition to sending the summary report to participants and partners, EFA will work with ARCH and the Partner Cities to provide updates on how the communities' input was applied, next steps, and other ways for community members to be involved. These community gatherings will launch in the summer and are intended to support bridge-building and ongoing relationships between cities and communities.

Community-Based Partners

The community-based organizations that engaged with Eastside For All (EFA) as partners include the following:

- [Africans on the Eastside](#)
- [BizDiversity](#)
- [Brazilian Community Services](#)
- [Hopelink](#)
- [Immigrant Women's Community Center](#)
- [Indian American Community Services](#)
- [Islamic Center of Bothell](#)
- [King County Promotores Network](#)
- [Larissa Chuprina](#)
- [Pride Across the Bridge](#)
- [Team TEAD](#)
- [United Hub](#)
- [YES, Latine Youth & Family Services, Community-Based Programs](#)

Information and invitations to participate were also sent by the Partner Cities, posted on EFA's website, and shared with additional groups, organizations, and at events.

It is important to acknowledge the organizations and leaders who contributed their time, energy, and expertise to this initiative. It is also important to acknowledge that there are many more community-based organizations and groups that were invited but could not participate or did not respond. Many of our community members are struggling to meet basic needs, cope with mental health issues, and navigate other stressors. Local organizations are lifelines are helping community members address a range of critical needs. Although they have a strong interest in housing justice, and often advocate in other ways, they do not have the time to add an outreach project like this to the many priorities they are focused on.

Community Participants

This section provides an overview of the characteristics of attendees of community meetings and other survey respondents (broadly called participants throughout the report).

About three-quarters of all participants lived in the five Partner Cities, with just a small percentage (4%) outside of King County. Exhibit 2 shows the detailed distribution, with the highest number of participants (228) in Bellevue, and the smallest number among the Partner Cities in Newcastle (26, or 4%). While this project identified participants by their current city of residence (and also asked about work location, discussed in the Employment subsection of the section Our Experiences, Our Stories), some of the people most impacted by housing cost burden may already have been displaced from the Partner Cities, and may have been unavailable to participate due to this impact.

Exhibit 2. Geographic Distribution by City of Residence

Q: What city do you live in?

City / Geography	Number of Participants	Percentage
Bellevue	228	35%
Bothell	99	15%
Kenmore	40	6%
Newcastle	26	4%
Redmond	101	16%
Seattle	21	3%
Other in King County	109	17%
Outside of King County	27	4%
Grand Total	651	100%

Source: Eastside For All, 2023.

Through the community-based partners, this project sought to engage a broad range of people of color who live or work in the Partner Cities. Exhibit 3 shows the distribution of racial categories with which participants identified. The largest number of responses (198, or 30% of responses) identified the participant as Latino/Hispanic, followed by East Asian (127 responses) and White/Non-Hispanic (113 responses). However, these categories may be overlapping, given the choices provided (“mix race” as well as other categories which are non-exclusive).

Exhibit 3. Self-Identified Race(s)/Ethnicit(ies) of Participants

Q: (Optional) Race/Ethnicity (check all that apply for mixed race/ethnicity)

Race/Ethnicity	Number of Participants Self-Identifying in Category
African	54
Arab or North African	21
Black/African-American (U.S. born)	28
East Asian	127
Eastern European	12
Indigenous, Native Alaskan	8
Latino/Hispanic	198
Mix Race	34
Native Hawaiian or Pacific Islander	1
South Asian	41
Southeast Asian	24
Western European	7
White, non-Hispanic	113
Grand Total	668

Note: There were 551 individual respondents to this question. Respondents could select all answers that apply, so the total number of responses is higher (668) than the number of respondents.

Source: Eastside For All, 2023.

“Надо помочь старшему поколению оставаться в своих домах и их делить с другими семьями.

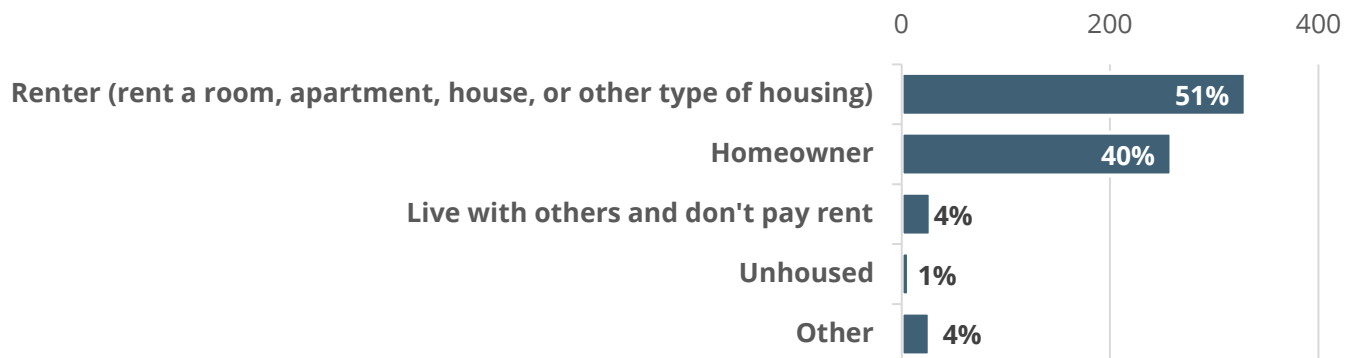
There is a need to help the older generation to stay in their homes and share them with other families.”

- Self-employed homeowner who commutes to Bellevue, Bothell, and Redmond (Russian speaker)

Exhibit 4 shows the situation in which respondents currently live (sometimes known as “housing tenure”). Slightly more than half of respondents (51%) currently rent their housing and 40% are homeowners. The remaining respondents live with others without paying rent or live in other housing types including manufactured homes (commonly called mobile homes) and transitional housing. One percent of respondents (seven people) are unhoused.

Exhibit 4. Housing Situation

Q: “Are you currently...” [with response options as noted]



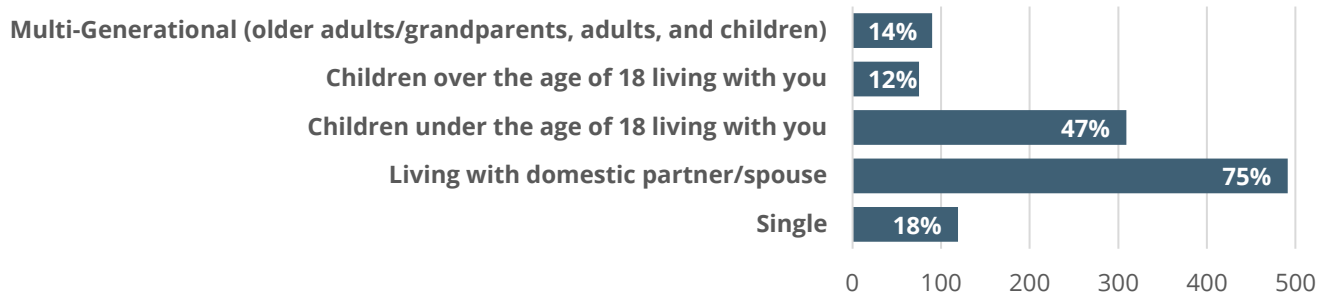
Note: 651 respondents.

Source: Eastside For All, 2023.

Exhibit 5 shows that three-quarters of participants lived with spouses or partners, and almost half (47%) had children under 18 living in their households. However, nearly one in five (18%) lived alone. The question did not include an option for living with roommates or “other,” so this percentage is unknown.

Exhibit 5. Household Composition

Q: "Please describe your household. Check all that apply."



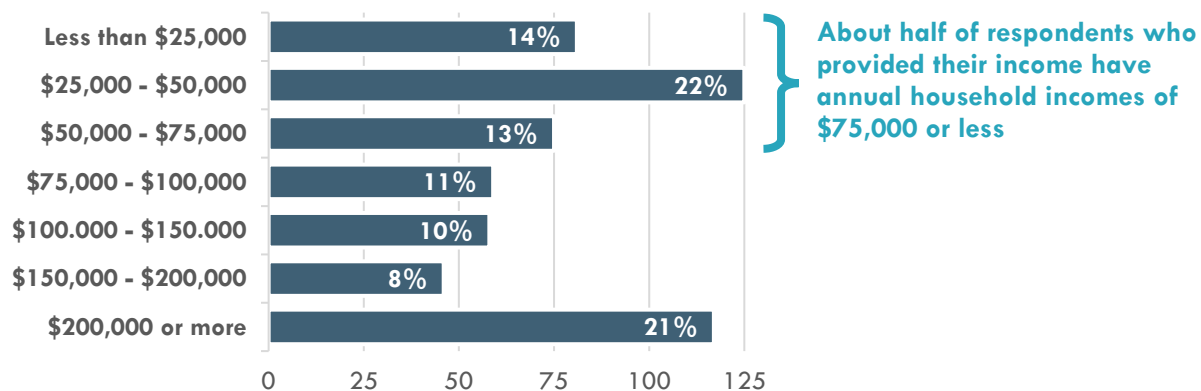
Note: 651 respondents.

Source: Eastside For All, 2023.

When asked about household income, as shown in Exhibit 6, 1 in 7 (14%) of participants said they were not sure or preferred not to answer. Of the 561 participants who did provide a household income, half (281 people) said that their income was \$75,000 or less. One in five said that their household income was higher than \$200,000.

Exhibit 6. Household Income

Q: "What is your annual household income level? (Counting all those who work)"



Note: 561 respondents provided household income. 90 respondents selected "Not sure or prefer not to answer."

Source: Eastside For All, 2023.

"Tired of you ... tearing down historical things in cities, to build homes that people that have helped the community and have lived there for years can't afford. You are taking away [the] culture of cities to put [in] insanely high priced houses."

-18-25 year old employed renter who commutes to Bellevue, Bothell, Redmond, and Kenmore (English speaker)

Our Experiences, Our Stories

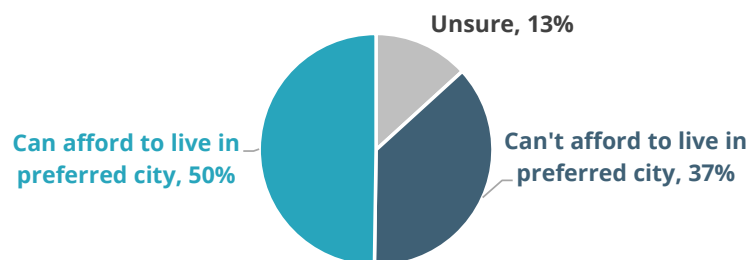


Current and Preferred Housing

Exhibit 7 shows how participants felt about whether they can afford to live in their preferred city. Half of respondents (50%) reported that they can afford to live in their preferred city, while over one-third (37%) reported that they cannot. The rest (one in eight respondents) were unsure of whether they can afford to live in their preferred city. Notably, the survey and community meetings primarily engaged residents and workers in Partner Cities, rather than people who may have already been displaced to locations outside of those cities.

Exhibit 7. Perceived Ability to Afford to Live in Preferred City

Q: "Are you able to afford to live in the city you want to live in?"

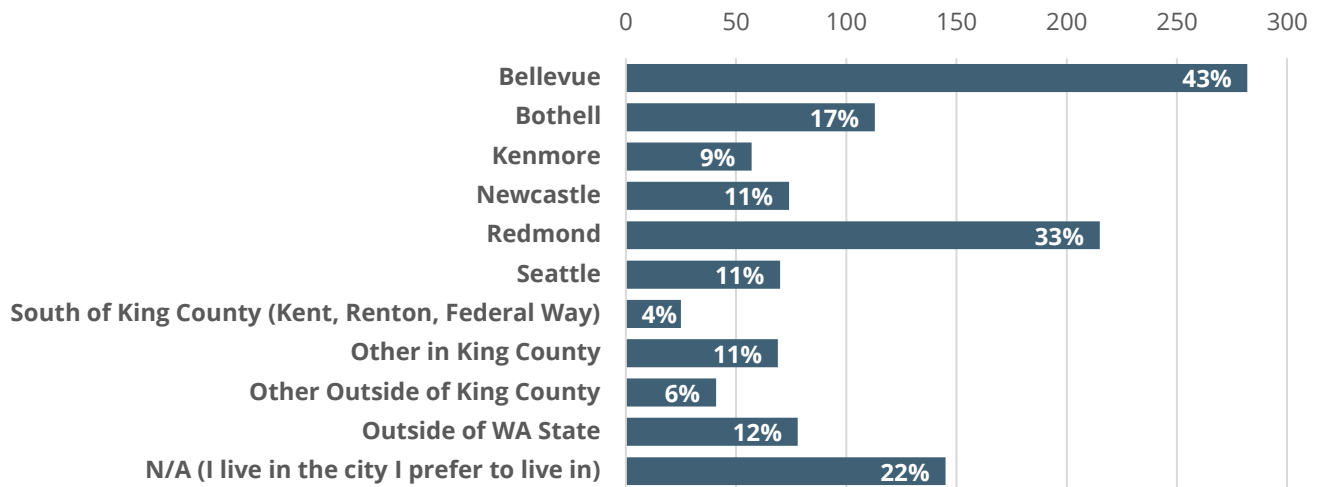


Note: 651 respondents.
Source: Eastside For All, 2023.

Exhibit 8 shows the cities in which participants would like to live if they could afford to do so. The largest proportions of respondents would want to live in Bellevue (43%) and/or Redmond (33%). One in five respondents (22%) reported that they currently live in their preferred city.

Exhibit 8. Preferred Cities to Live In

Q: "If you could afford to live in a different city, where would you like to live? Check as many cities/regions as you want."



Note: 651 respondents. Percentages do not sum to 100% because respondents could select multiple options.

Source: Eastside For All, 2023.

“Eu trabalho todos os dias na região de Kirkland mais os altos preços me fazer ter que dirigir muito todos os dias, diminuindo assim o meu tempo de qualidade com minha família.

I work every day in the Kirkland area but the high prices make me have to drive a lot every day, decreasing my quality time with my family.”

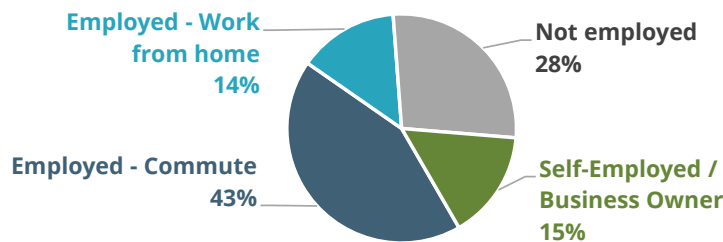
- Self-employed 26-35 year old who would like to live in Redmond (currently commutes to multiple Eastside cities, Portuguese speaker)

Employment

Exhibit 9 shows participants' employment status. Nearly three-quarters (72%) of respondents are employed, including in a location other than their home (43%), working from home (14%), or with self-employment or business ownership (15%). Slightly more than one-quarter (28%) of respondents are not employed.

Exhibit 9. Employment Status

Q: "Employment"



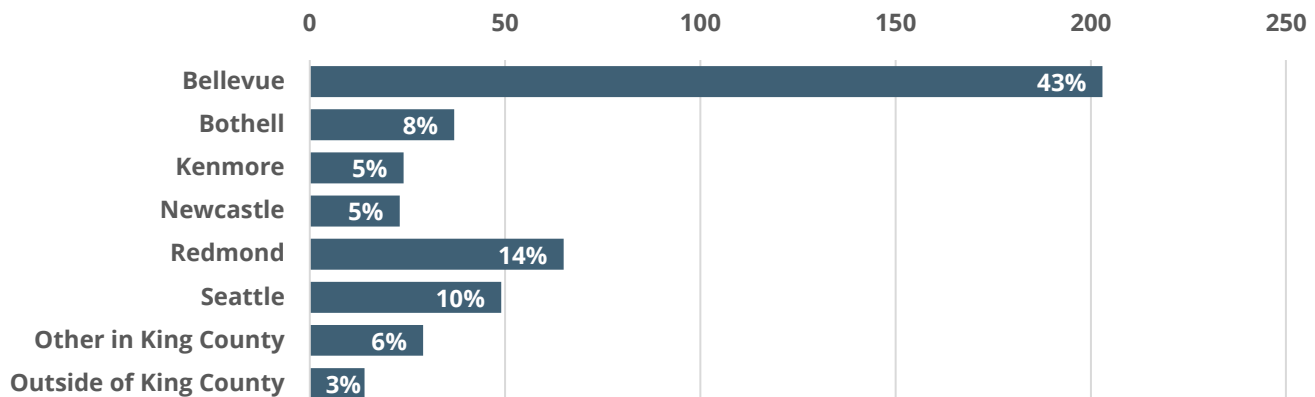
Note: 651 respondents.

Source: Eastside For All, 2023.

Exhibit 10 shows the locations to which participants who work in a location outside of their home commute to work. The largest proportion of respondents (43%) commute to Bellevue, and the next highest proportion of respondents (14%) commute to Redmond. This aligns with participants' preferred cities of residence as shown in Exhibit 8.

Exhibit 10. Locations of Employment

Q: "If you are employed and you commute to work, what city do you work in? Check all that apply."



Note: 467 respondents. Percentages do not sum to 100% because respondents could select multiple options.

Source: Eastside For All, 2023.

"We are [a] hardworking family and it pains me to say that we still can't afford to buy a house in the place we want to live in because of the outrageously high housing markets."

- 26-35 year old, employed Bothell renter (English speaker)

Middle Housing: Aspirations and Preferences

The survey presented respondents with sample price ranges from Zillow to rent and own middle housing versus a single-family home, as shown in Exhibit 11. The survey then then asked participants if they thought they would be able to afford middle housing, given these price ranges, shown in Exhibit 12.

Exhibit 11. Zillow Cost Estimates for Rental and Ownership of Single-Family Homes and Middle Housing

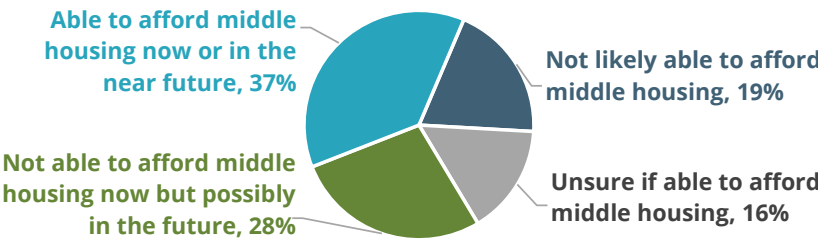
	Estimated Rent Range			Estimated Cost to Own Range		
	Minimum	Maximum	Median	Minimum	Maximum	Median
Single-family Home	\$1,995	\$9,800	\$4,725	\$824,000	\$9,850,000	\$2,662,500
Middle Housing	\$2,200	\$4,600	\$3,593	\$510,000	\$980,000	\$732,000

Source: Zillow, April 2023.

Exhibit 12 shows that more than one-third (37%) of respondents thought that they could afford to rent or own middle housing now or in the near future and more than one-quarter (28%) reported that they could not afford middle housing now but that they possibly could in the future. One in five respondents (19%) reported that it is not likely that they could afford to rent or own middle housing and one in six (16%) were unsure.

Exhibit 12. Perceived Likelihood of Being Able to Afford Middle Housing for Themselves

Q: “Considering the above price ranges to rent or own middle housing, would middle housing be affordable for you?”



Note: 651 respondents.
Source: Eastside For All, 2023.

“No middle housing please in our Newcastle neighborhoods.”

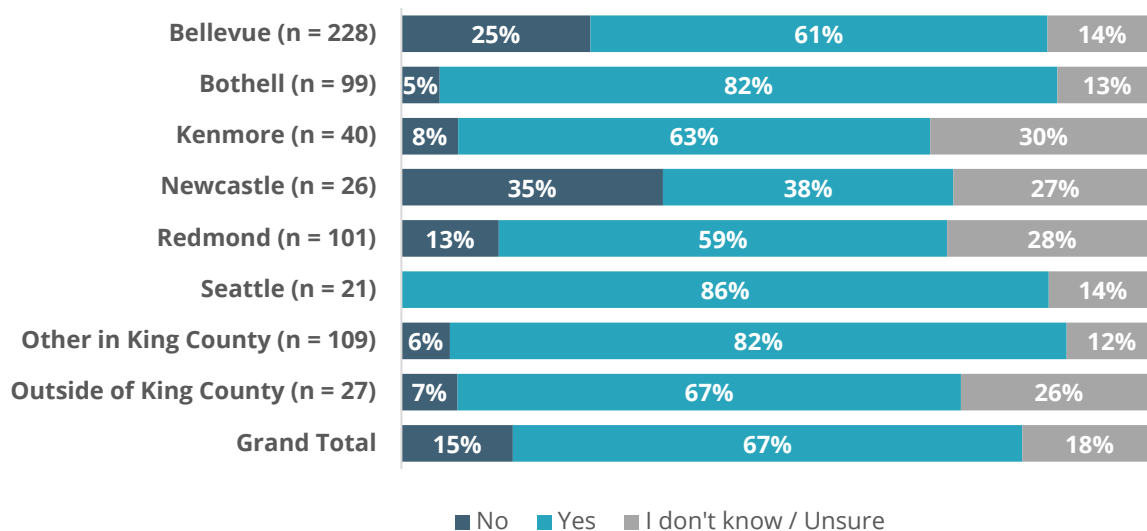
- 45–54-year-old employed Newcastle home owner (English speaker)

Across all participants, two-thirds (67%) expressed support for having middle housing options in their city; 15% did not support middle housing options, while the rest (18%) were unsure.

Exhibit 13 shows the support by city of residence. Among residents in Partner Cities, support was lowest in Newcastle (38%) and highest in Bothell (82%), and hovered around 60% in the other three Partner Cities.

Exhibit 13. Support for Middle Housing by City of Residence

Q: “Do you support having Middle Housing options in your city even if you may not be able to afford it?”



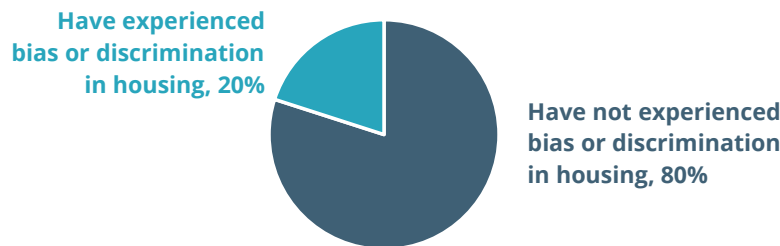
Note: 651 respondents. “n” refers to the number of people who responded in the category shown to the left, for example, 228 Bothell residents.

Source: Eastside For All, 2023.

Exhibit 14 shows that one in five respondents had previously experienced discrimination in housing. These experiences may cause distrust of authorities that guide or enforce housing policy, and make respondents less likely to expect that middle housing would be accessible to them, whether or not they could afford it.

Exhibit 14. Experiences with Bias or Discrimination in Housing

Q: "(Optional) Have you or someone in your household experienced bias or discrimination in housing?"



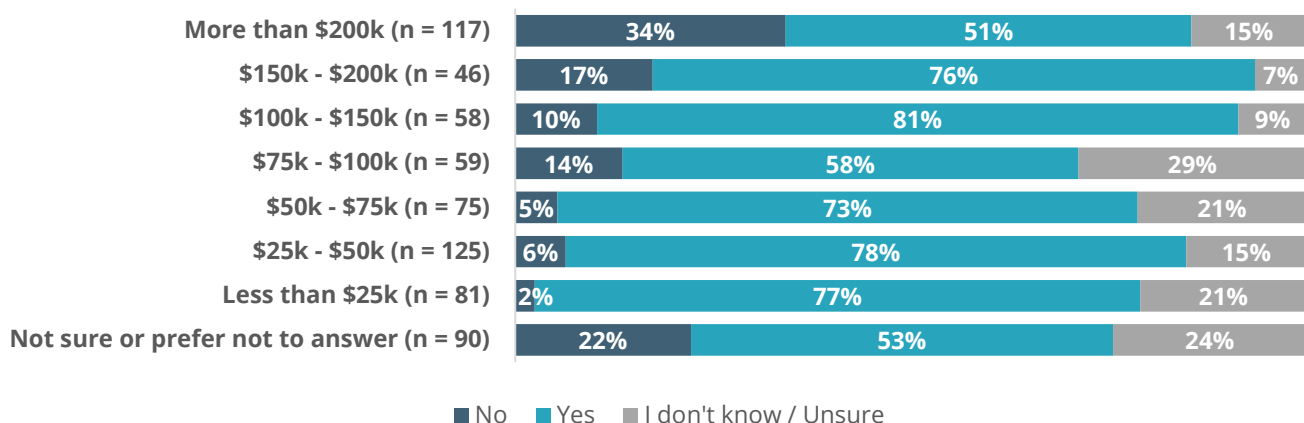
Note: 584 Respondents

Source: Eastside For All, 2023.

Participants also showed support for middle housing across all income levels, as shown in Exhibit 15. Support was lower at the highest income level (51% of households with incomes above \$200,000 supported middle housing options) but was only 58% among households with incomes between \$50,000 and \$75,000, and was 53% among people who preferred not to answer. Eastside For All believes that some participants may have responded not supporting middle housing because they think of it as competing with the need for affordable housing for people at lower income levels.

Exhibit 15. Support for Middle Housing by Income Level

Q: "Do you support having Middle Housing options in your city even if you may not be able to afford it?"



Note: 651 Respondents

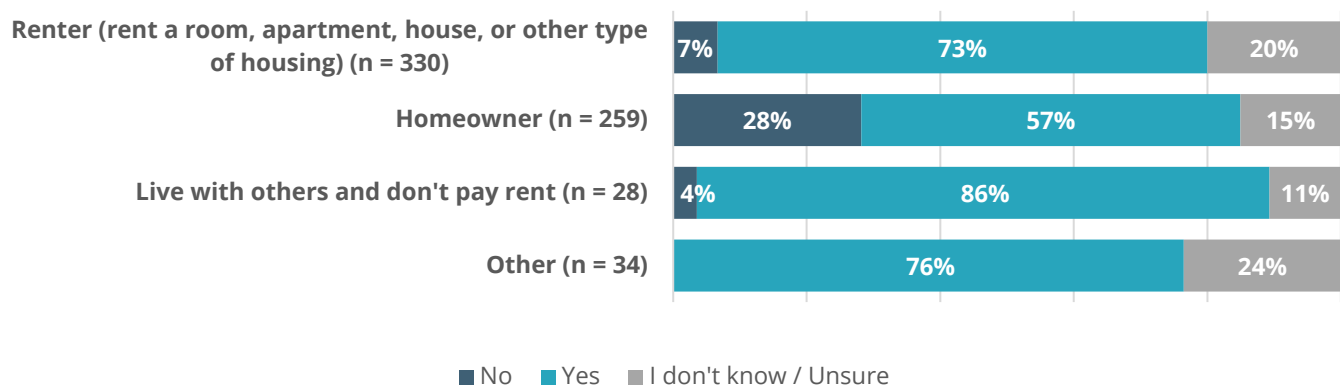
Source: Eastside For All, 2023.

“Bellevue is really amazing but extremely expensive. Is a great place but not accessible for most of the community around. To live there you must have a very good income and prove you are very financially stable, otherwise almost not possible.”

- 18-25 year old self-employed Bellevue renter (English speaker)

As shown in Exhibit 16, respondents who owned their homes were less likely to support middle housing (57% supporting) than others. Almost three-quarters of renters (73%) and even higher proportions of people living with others without paying rent or in other housing situations (including being unhoused) supported middle housing.

Exhibit 16. Support for Middle Housing by Current Housing Situation



Note: 651 Respondents

Source: Eastside For All, 2023.

There was broad support for middle housing across self-identified racial categories, although the limited number of respondents of some ethnicities and races make this data less reliable. More detail is available in Appendix

B. Full Results.

Business Owner Experience

Because the BIPOC communities engaged through this project include many small business owners (15% of participants), EASTSIDE FOR ALL and its partners sought information from their unique perspective. The survey provided instructions that asked only business owners to respond to the questions shown in this section.

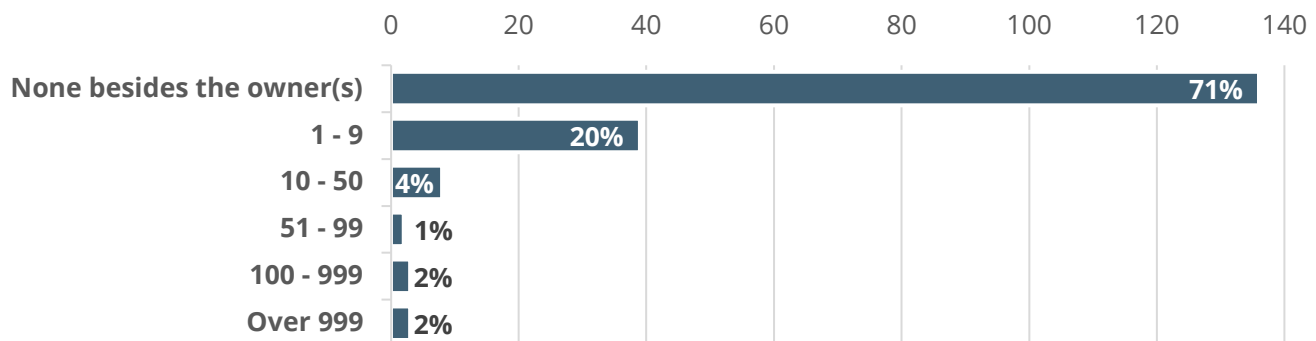
Exhibit 17 shows the number of employees at respondents' businesses. Nearly three-quarters (71%) of respondents are the sole employee at their businesses. One in five respondents (20%) have between one and nine employees, and the remaining 5% of business owner respondents have 10 or more employees. These limited numbers of employer respondents suggest that Partner Cities should use caution in relying on this data to guide decision-making.

"Housing is becoming more and more expensive. I am afraid the younger generations cannot afford to buy their own house at all. We need a change."

- 46-55 year old self-employed Redmond business owner, home owner (English speaker)

Exhibit 17. Number of Employees at Respondents' Businesses

Q: "How many employees do you have?"



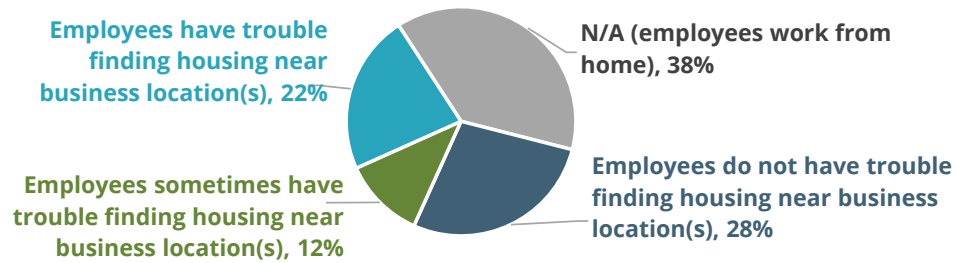
Note: 191 Respondents

Source: Eastside For All, 2023.

Exhibit 18 shows how participants assess their employees' difficulty in finding housing near their business location(s). One-third (34%) of respondents reported that their employees have trouble or sometimes have trouble finding housing near their business location(s). The remaining two-thirds of respondents reported that their employees do not have difficulty with this or work from home. There is an unexplained discrepancy in the number of people who responded to this question (173) given that only 55 people reported having employees besides themselves in the previous question (as shown in Exhibit 17).

Exhibit 18. Employer Assessment of Employee Difficulty Finding Housing Near their Business Locations

Q: "Do your employees have trouble finding housing near your business location(s)?"



Note: 173 Respondents

Source: Eastside For All, 2023.

"Me siento muy frustrada, preocupada y triste. Necesitamos precios accesibles para personas de bajos recursos.

I feel very frustrated, worried and sad. We need affordable prices for low-income people."

- 36–45-year-old employed Bellevue renter (Spanish speaker)



Reflecting Community Priorities

ARCH and Partner Cities have taken meaningful steps to equitably involve community members in housing policymaking. ARCH and Partner Cities have engaged with a broad cross-section of community members to shape housing policy and investment at the local level, and have conducted racial equity analysis to address displacement of lower-income households from communities that have historically been subject to discriminatory housing policies. Nonetheless, there are still significant barriers to meaningful participation in this work for populations whose voices and perspectives have not historically been a part of public planning processes in East King County.

As noted in the Background section above, despite a strong interest in housing justice, many members of these underrepresented communities are struggling with basic needs and do not have the time to add an outreach project like this to the many priorities they are focused on. For these same reasons, middle housing can seem unattainable to many lower-income households. For the many residents in our communities struggling with housing cost burden and housing insecurity, it may be hard to form meaningful opinions about new housing production, even for units costing less than traditional single-family homes. Future townhouses and duplexes can seem far off to people in a housing crisis.

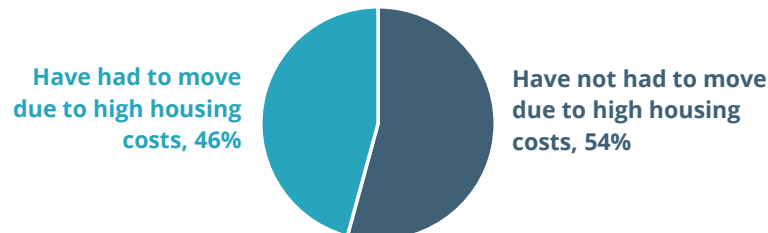
This section describes respondents' experience with displacement and highlights their homeownership aspirations and hopes for themselves.

Displacement

Exhibit 19 shows the proportion of respondents who have previously had to move due to the high costs of renting or owning a home. Nearly half (46%) of respondents have had to move due to high housing costs.

Exhibit 19. Prior Displacement due to Housing Affordability

Q: "Have you had to move because of the high costs of renting and/or owning a home?"



Note: 651 Respondents

Source: Eastside For All, 2023.

“住宅增加，人口稠密，也许会给交通、治安和教育带来一些麻烦

The increase in housing and population density may indeed bring about some challenges in terms of transportation, public safety, and education.”

- 56–65-year-old employed Bellevue homeowner (Chinese speaker)

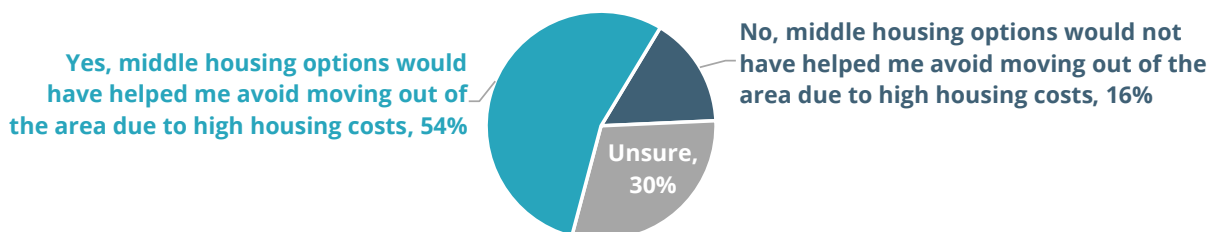
Exhibit 20 shows whether respondents thought more middle housing options could have prevented their displacement. Notably, 523 survey participants responded to this question, while only 298 participants reported that they had previously had to move due to high housing costs in response to the question shown in Exhibit 19. More than half (54%) of the 523 respondents reported that the availability of more middle housing options would have helped them stay in the area, while one-third (30%) were unsure. One in six respondents (16%) noted that middle housing options would not have helped them stay in the area during prior displacement events.

“I dislike your housing policies. These cost-reducing middle housing options are simply exacerbating factors like traffic congestion and community insecurity.”

- 36-54-year-old self-employed Bothell homeowner (English speaker)

Exhibit 20. Can Middle Housing Options Help Residents Avoid Displacement?

Q: “(Optional) If in the past you had to move for financial reasons, would more Middle Housing options have helped you stay in the area?”



Note: 523 Respondents

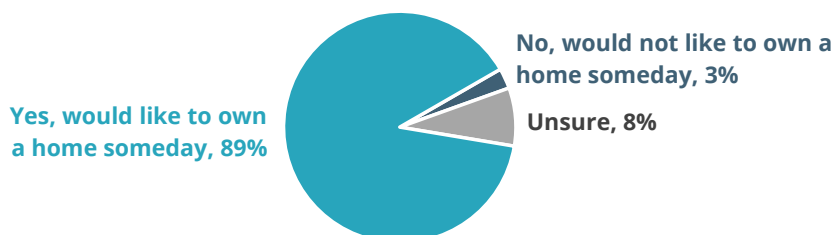
Source: Eastside For All, 2023.

Housing Aspirations and Interest

While many of the people who provided input have experienced displacement or other challenges with basic housing affordability, they largely do aspire to own homes. Exhibit 21 shows that among those who did not respond that they already owned a home, almost 90% of respondents said that they would like to own a home someday. (Since only 195 respondents to this question said that they already owned a home, versus 259 who said that they were homeowners in Exhibit 4, some homeowners must have said that they were unsure, would, or would not like to own a home someday if it is financially possible.)

Exhibit 21. Homeownership Status and Aspirations

Q: “Would you like to own a home someday if it is financially possible?”



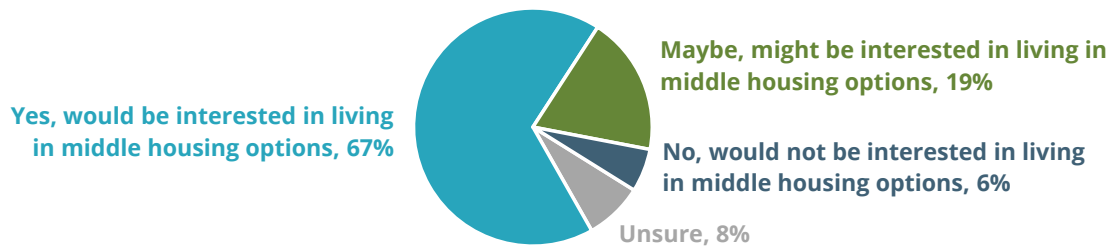
Note: 456 Respondents. An additional 195 respondents indicated they already own a home.

Source: Eastside For All, 2023.

Given descriptions of middle housing types (see Background) and estimated cost ranges for middle housing (see Exhibit 11. Zillow Cost Estimates for Rental and Ownership of Single-Family Homes and Middle Housing), participants were asked if they would be interested in middle housing *if it was affordable to them*. Exhibit 22 shows the responses from people who did not say that they already own a home. While two-thirds said that they would be interested in middle housing, it's important to reflect on how this is qualified. Nearly 300 of 651 respondents said they had experienced displacement due to high housing costs. For these and other people under significant financial pressure simply to stay in their current housing, even homeownership of lower-cost middle housing might be too high to be affordable.

Exhibit 22. Interest in Middle Housing Among Non-Homeowners

Q: "If these types of middle housing options would be affordable to you, would you be interested in them for your home?"



Note: 392 Respondents. An additional 259 participants said that they were already homeowners. "These types" refer to middle housing examples provided in the survey, as described in the Background and in Exhibit 12.

Source: Eastside For All, 2023.

"No conozco los líderes de mi ciudad y la mera verdad no sé si este tema se toque con ellos."

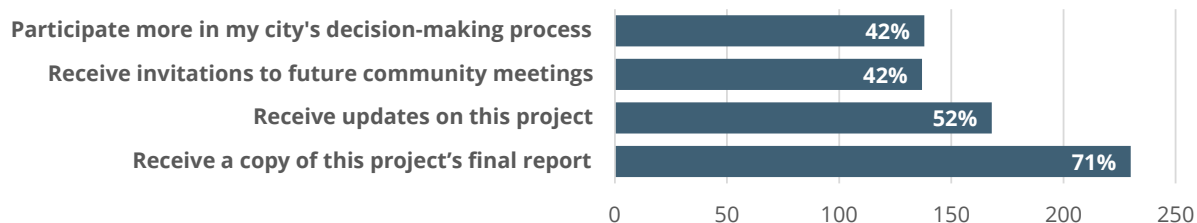
I do not know the leaders of my city, and to be truthful I don't know if this issue is something they deal with."

- 36–45-year-old employed Bellevue renter (Spanish speaker)

This was the first time some participants were asked about the topic of housing, and others said that they didn't know whether their city leaders cared about this topic. Almost three-quarters (71%) asked to receive a copy of the report, but a smaller percentage (just 42%) expressed interest in participating more in their city's decision-making process or receiving invitations to future community meetings. One possible explanation for this discrepancy is the need to connect more concretely with participants on their priorities: to reflect their contributions in city policies, and to build further trust.

Exhibit 23. Interest in Further Engagement about this Project

Q: "Interest in further engagement"



Note: 326 respondents. Percentages do not sum to 100% because respondents could select multiple options.

Source: Eastside For All, 2023.

Eastside For All (EFA) wishes to acknowledge ARCH and the Cities of Bellevue, Bothell, Kenmore, Newcastle, and Redmond for investing in community-based outreach efforts to ensure participation from people whose opinions are typically lacking in city forums, surveys, and other engagement efforts. Building bridges between community members and the city governments was an important desired outcome, beyond gathering input on middle housing.

By supporting and compensating each community group to co-design the process and facilitate outreach in culturally specific ways that are most relevant and meaningful, the network of organizations and leaders were successful in engaging diverse opinions and experiences. (See Appendix A, Methodology, for details on the community-centered approaches.) Trusted messengers, who share similar cultures and backgrounds to those they work with, extended personal invitations to their community members in the context of existing relationships, conversations, and priorities - as opposed to a one-time isolated outreach effort. This aligned with community-based groups' desire to have ongoing influence and impact on decision-making, with more opportunities to share their voices in their own languages and in supportive settings that nurture future civic involvement and leadership opportunities.

EFA extends deep gratitude to the community-based organizations and leaders who took time out of their many priorities to partner on this project. Their insights and guidance were essential to the project's success and most importantly, to ensuring that a broad range of community members were given the opportunity to voice their needs and suggestions for regional decision-making. Thank you to each community member who came to learn about middle housing, shared their personal experiences about the local housing crisis, and provided thoughtful input in hopes that their participation would help others or future generations, regardless of whether they would be able to personally benefit.

EFA also wishes to thank BERK Consulting, Inc. for developing the written report in a way that closely aligned with the focus and spirit of the outreach effort.

Appendices

A. Methodology

Typically, engagement efforts with cities or other large institutions do not include local community groups and leaders in the co-creation process, which often means that the first time community organizations are aware of the outreach is when they receive an email to invite their community members to a focus group or to complete a survey. While these engagement activities are often provided in other languages, the translations are not consistently vetted for accuracy and cultural meaning. The information shared in the invitations often requires community organizations to craft messaging to convey the importance of the topic and the relevance to their community members. Most organizations do not have the time or bandwidth for this work, nor are they compensated for it.

Nonprofit leaders are mindful about what they ask of their communities. Without taking part in the planning and design, many organizations are reluctant to encourage their community members to participate, not knowing what to expect, how people will be treated, who is facilitating the meeting or survey, and how their opinions will be received.

The methodology and approach sought to address these challenges by including community partners at the beginning of the process and supporting the engagement methods they recommended. While the input to ARCH and the Partner Cities about middle housing was important, the network of community-based partners emphasized the opportunity to support their communities who are struggling with housing options. They wanted to have conversations, understand how cities make decisions, and have a supportive space to share their experiences, needs, and ideas. Organization partners were encouraged to have individual and group conversations alongside sharing the survey.

Timeline and Key Activities

February 15, 2023

Eastside For All was selected as the lead organization for the outreach effort.

February 22, 2023

Initial meeting with ARCH and the Partner Cities (5 additional meetings of this group took place through May 24).

March 2023

Eastside For All contacted Eastside-based organizations who have been involved in housing issues or other community engagement projects, as well as additional organizations that may not have been involved, but serve populations that the project intended to reach. An overview of the project, including compensation information, was sent out and invitations to participate were extended to community-based organizations and local community leaders.

March-April 2023

- 21 individual and small group meetings took place with potential community-based partners to provide more details about the project including what would be expected and the desired outcomes.
- As partner organizations were identified, subcontractor agreements were prepared and finalized.
- A subgroup of the partners participated in the early co-design process, providing input on the materials about middle housing that would be most helpful for community members, identifying their desired outcomes, and drafting questions that would be best to ask of their communities.

- Eastside For All compiled the input and created an initial survey draft and presentation materials in English and Spanish. These were reviewed and edited by the subgroup.
- Updates to the English and Spanish versions were completed. The final English version of the presentation and survey was translated into Russian, Chinese, Portuguese, Japanese, Hindi, and Arabic by professional translators. The survey was also translated into Vietnamese and Korean to reach additional communities that would potentially be impacted by middle housing policies. (There are many more language and cultural groups in the region; however, without a community-based group to engage for each cultural community, the project was limited to the community's current capacity for the type of outreach required to support full engagement from participants.)
- Outreach partners vetted the translations and made corrections.
- A list of community resources related to housing was developed and translated into the primary outreach languages, to be shared with participants throughout the engagement project who needed housing help.
- The event host survey was created and shared to be completed by organizations after each event they facilitated. It captured basic information about attendees and overall themes discussed.
- Partner organizations were provided with information on how to distribute and document stipends to community members to support their participation in events. Most provided \$25 in the form of Visa gift cards.

Mid-April to May 25, 2023 (survey closed on May 25)

The bulk of the outreach activities took place following spring break and the end of Ramadan. Community-based organizations and leaders engaged in a range of outreach efforts including:

- Virtual and in person group meetings/events, either as part of existing gathering times or as additional ones.
- Individual phone calls and meetings.
- Tabling at community events.
- Sharing via social media and emails.

Outreach partners hosted 22 events with a total of 12 languages spoken at the various events. Because events were hosted in language by community-based partners – some of whom are multilingual – it was common to have events in multiple languages. Organization staff and leaders facilitated the events, which contributed to the welcoming and safe space as well as allowed each community to put the topic in context of their community's priorities.

Most events were attended by 8-15 participants; there was one large group with 98 participants and a tabling event at the United Festival in Redmond with several organizations who shared information about the middle housing effort with over 1,000 event attendees.

Along with Eastside For All, four community-based organizations jointly hosted an event with some of the Eastside cities on May 3, 2023 called *Let's Build for All*. This interactive community engagement workshop invited community members to share ideas about their ideal neighborhoods. Although not specifically part of the middle housing outreach project, event partners shared a handout with the survey links in multiple languages at their tables and spoke about the middle housing effort. There were 75 attendees.

Eastside For All was in regular communication with the outreach partners throughout the project to provide support, answer questions, process payments, and send reminders about due dates.

May 26 to June 15, 2023

- Eastside For All compiled the raw data from the spreadsheets, highlighting data per the co-design input from the community partners as well as the data requested by ARCH and the Partner Cities.
- Community-based organizations assisted with the translation of a small number of quotes to be featured in the report.
- Eastside For All engaged BERK Consulting, Inc. to draft the report summary, including the design layout.
- Eastside For All organized detailed data to post online.
- Drafts of the report were shared with ARCH, the Partner Cities, and the community-based partners.
- Final report prepared and published.

Next Steps

Eastside For All's proposal to serve as the lead community-based organization included engaging community members after the project to build ongoing relationships with city staff and leaders. The community-based partners will again be involved in co-planning, working on a series of gatherings where community members can hear how their input is being used and other ways they can get involved. As part of that planning process, there will be a debrief of the outreach effort. The group will highlight what went well and what can be improved. This information will be shared with ARCH, the Partner Cities, and others interested in engaging community members from a range of races and cultures in large initiatives.

B. Full Results

Full survey results are available online at <https://eastsideforall.org/middle-housing-outreach/>.



MEMORANDUM

To: Todd Hall and Debbie Bent
City of Kenmore

From: Joel Farias, Sam Matterazzo, Clay White, and Nick Chen
Kimley-Horn and Associates, Inc.

Date: November 1, 2024

Subject: Land Capacity Analysis Memorandum

INTRODUCTION AND INITIAL FINDINGS

The City of Kenmore (City) contracted Kimley-Horn and Associates, Inc. (Kimley-Horn) to prepare a Land Capacity Analysis (LCA) consistent with the Growth Management Act (GMA) requirements in RCW 36.70A.115 and WAC 365-196-325. The LCA was prepared based on the methodology used in the 2021 King County Urban Growth Capacity report. The LCA reviews existing capacity for population, housing, and employment in the City limits.

Table 1 shows the initial findings of the LCA under existing conditions. **Overall, the City showed sufficient total capacity for housing, jobs, and population allocations.** The following methodology walks through each step of the analysis.

Table 1: Initial Findings Summary

Subject	Findings
Housing Capacity (inc. pipeline)	6,748 dwelling units
Housing Surplus	3,678 dwelling units
0-80% AMI Housing Surplus	2,147 dwelling units
>80-120% AMI Housing Surplus	1,531 dwelling units
Net Commercial/Industrial Capacity	52.38 acres
Employment Capacity	3,252 jobs
Employment Surplus	52 jobs

METHODOLOGY

As part of the City of Kenmore's 2024 Comprehensive Plan Periodic Review and update, an analysis of housing, population, and employment land capacity is required. This analysis is conducted utilizing the methodology as outlined in the [2021 King County Urban Growth Capacity Report](#) (UGC). The UGC Report was completed before The Department of Commerce created the [Housing for All Planning Tool \(HAPT\)](#), so [Commerce's 2024 guidance on implementing HB 1220](#) was used for calculating capacity by Area Median Income. The objective is to determine whether Kenmore possesses sufficient land densities and buildable lands to accommodate planned growth out to 2044.

King County, in compliance with the 2021 Washington House Bill 1220 amendments to the GMA, has allocated projected growth (population, housing, and jobs) to the City of Kenmore. House Bill 1220 requires jurisdictions to address the housing needs of people making different incomes as part of their Comprehensive Plan updates. To satisfy these new requirements, an analysis of the City's existing and proposed zoning and development regulations was completed to demonstrate that the housing types and quantities that meet the need of each of the Areas Median Income brackets is available.

The King County CPPs allocated a total of 3,070 housing units to the City of Kenmore to plan for between 2020 and 2044. **Table 2** shows how the 3,070 units of housing are broken down by income level. The CPPs allocated a job growth target of 3,200 jobs between 2020 and 2044. The existing jobs as of 2023 were used to capture job growth between 2020 and 2023.

Table 2: City of Kenmore Permanent Housing Needs by Income Level (% of Area Median Income)

2020-2044	Total	0-30% Non-PSH	0-30% PSH	>30- 50%	>50- 80%	>80- 100%	>100- 120%	>120%
Estimated Housing Supply (2020)	9,589	359	0	835	1,183	1,277	1,517	4,418
Kenmore Housing Growth Targets (2020-2044)	3,070	1,063	559	483	393	75	85	412

Source: [King County Countywide Planning Policies](#) (CPPs), 2023

Table 3: Employment Targets

City	2023 Job Total	2044 Job Target Allocation
Kenmore	4,165	3,200

Source: [PSRC Covered Employment](#), 2023 and [King County Countywide Planning Policies](#) (CPPs), 2023

CURRENT CONDITIONS

A detailed analysis was conducted on the City's existing conditions. The analysis included a review of the City's pipeline housing units. Pipeline units can be summarized as any units that are not reflected in the City's 2020 housing supply used by King County to allocate housing units. The total pipeline count for the City is comprised of three major categories: housing units built since 2020, building permits issued since 2020, and projects currently under review by staff.

Properties in the permit pipeline or with issued building permits are assumed to develop consistent with their permit applications and are excluded from the land capacity analysis. While these properties do not provide capacity for future residential development yet, the anticipated development may be counted toward meeting the projected housing needs. For projects which are under review, a base level permitting step of at least preliminary approval was set to be considered a pipeline development. There is one exception to this rule, and that is if the City is working jointly with a developer to develop a property. Two such projects were identified and classified as pipeline developments.

Residential development that has occurred between Dec 31, 2020 (the base year for the projected housing needs) and September 1st, 2024, was classified as pipeline development and counted toward

meeting projected housing needs. Residential developments classified as pipeline are deducted from the jurisdiction's projected housing needs.

Table 4 and **Table 5** show a summary of the pipeline development units in the City by both housing type and category of pipeline development. **Table 5** shows an "Affordable Pre-App" category with 296 units of pipeline development. This category is comprised of two separate projects that the City is currently analyzing to develop affordable apartments. Both projects propose densities aligned with the allowed density for their respective zones, so they were kept as pipeline even though they have only completed pre-application meetings.

Table 4: Pipeline Units

Housing Type	Number of Units (net)
Single Family	120
Mixed-Use Multifamily	68
Manufactured	-1
Townhome	211
Condo	180
Apartments	349
Accessory Dwelling Unit (ADU)	51
Total	978

Source: Information compiled using City of Kenmore permitting data Jan 2021-Sept 2024

Table 5: Pipeline Development Status

Pipeline Development Type	Number of Units
Housing Built since 2020	275
Issued Building Permits	229
Preliminary Approval	178
Affordable Pre-App	296
Total	978

Source: Information compiled using City of Kenmore permitting data Jan 2021-Sept 2024

Kenmore Zoning

Commerce's Guidance on implementing HB 1220 recommends categorizing existing zones into five categories related to allowed densities. This analysis will refer to the City's zones by these categories for capacity presentation. The zones and zone categories are shown in **Table 6**.

Table 6. Zone Categories

Zone Category	Density Range	City Zone within density range
Very Low Density	0 – 4 du/acre	R-1 and R-4
Low Density	4 – 10 du/acre	R-6
Medium-Low Density	10 – 24 du/acre	NB, R-12, and R-18
Medium-High Density	24 – 48 du/acre	R-24 and CB
High Density	48+ du/acre	DC, UC W, UC E, RB, and DR

ADJUSTMENTS, CONSTRAINTS, AND ASSUMPTIONS

Adjustments

LCA Methodology specifies that “low probability for development” parcels should be removed from the analysis. They are defined as parcels which are:

- Tax exempt (parks, schools, churches, and public facilities)
- Gas stations and condos
- Tracts and easements for access, landscaping, stormwater, or other utility
- Other parcels identified by staff as being low probability for development (i.e. infrastructure constrained sites, sites with historical significance)

1,202 parcels, which met the above conditions, were removed from further analysis.

A “public purpose and right-of-way area” deduction of 10% was applied to all developable parcels. The public purpose and right-of-way deduction accounts for lot area that will be used for streets, sidewalks, and public purpose land (stormwater facilities, open space, other recreational facilities).

Constraints

Areas of the City encumbered by critical areas and their buffers was removed. A critical areas overlay was created in GIS by joining together city-identified steep slopes, wetlands, streams, waterbodies, and protected habitat areas after applying the respective buffer (buffer distances are regulated by the City's code). To calculate developable area, the area of each parcel that is encumbered by the critical areas overlay was removed. Developable area represents the amount of area in each parcel that can be developed.

A map showing the critical areas overlay with Kenmore's zones can be found in [Appendix C](#).

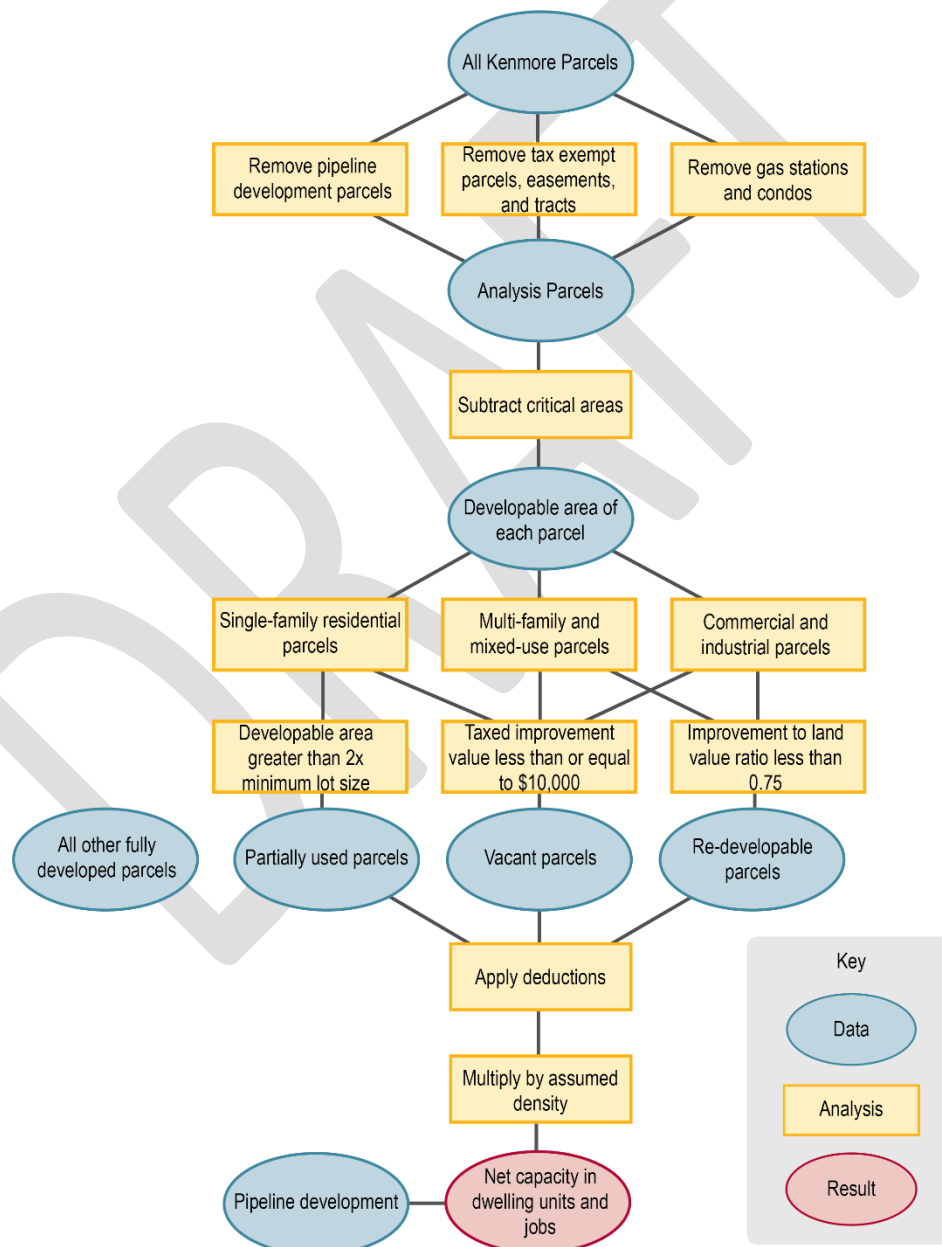
Assumptions

Key assumptions were used for the analysis of the data needed to calculate total capacity of housing and jobs in the City. The following assumptions are based on specific City market factors, coordination with City staff, the King County UGC Report, and Commerce guidance.

1. An affordable housing unit means that the housing unit does not cost more than 30% of household income ([RCW 36.70A.030](#)).
2. It is assumed that higher-density housing is more likely to be affordable to lower-income households. The assumption here is that a two-bedroom apartment home is generally less expensive than a two-bedroom detached single-family home (based on median rent and home values).
3. Permanent supportive housing is more likely in high-density zones that include incentives or subsidies (as noted in [Commerce Guidance](#)).
4. Per the UGC Report, there are no infrastructure constraints in the Kenmore city limits. The City's most recently adopted [Capital Facilities](#) and [Utilities Element](#) also note sufficient capacity for identified future growth. Therefore, an infrastructure deduction was not applied.
5. Re-developable parcels are assumed to be redeveloped within the planning period.
6. Mixed-use zone capacity will be split between job capacity and housing capacity based on base building height (1st floor commercial and every other floor residential will be assumed. For example, a 1-acre vacant parcel in the CB zone, which has a max building height of 35 feet ~3 floors, will be calculated with 33.3% commercial capacity and 66.6% residential capacity).
7. Kenmore's Zoning code ([KMC Title 18](#)) specifies minimum, base, and max residential densities of each zone that allows residential development. There are also standards for developing at densities greater than the listed max density in the Residential Density Incentives and Transfer Of Density code ([KMC 18.80](#)). For this analysis, assumed densities ranged from the listed base density to the listed max density. This assumption is meant to balance developments that will develop at higher densities than the listed max density and developments that will develop closer to the listed base density. Exact densities used for each zone are listed in **Table 8**, where building height, listed densities, and market trends are also analyzed to set densities.
8. Due to the high density allowed in Kenmore's zones with not very much development existing at those high densities, an adjustment was made to further lower capacity. Capacity was calculated using Net site area (removed critical areas, then deducted capacity by public use/infra/access, and market factor).
 Kenmore code 18.30.020 Density calculations – Allowable dwelling units, lots or floor area. Specifies that *"the allowed number of dwelling units or lots (base density) shall be computed by multiplying the **site area*** by the applicable residential base density number."*
 If the gross site area was used for the density calculations, then a much higher capacity would be calculated.
 ***Site area** is defined under KMC 18.20.2750: *"Site area" means the total horizontal area of a project site, less areas below the ordinary high water mark*

9. Transit Oriented Development Overlay assumptions:
 - a. NOTE: The Transit Oriented Development Overlay is currently being replaced by the Urban Center zone with the same zoning standards.
 - b. Six eligible parcels were identified as potential sites for TOD projects:
 - i. PIN: 0114100843- 0.5-acre lot, R-18 zoned parcel with a 2-bd home. Improvement value of \$1,000
 - ii. PIN: 0114100841- 0.5-acre lot, R-18 zoned parcel with a 2-bd home. Improvement value of \$1,000
 - iii. PIN: 0114100885- 2-acre lot, UC zoned parcel. Grocery outlet, \$2.5 million improvement value.
 - iv. PIN: 0114100881- 1.1-acre lot, UC zoned parcel. Parking lot, improvement value of 0.
 - v. PIN: 0114100860- 0.4-acres developable area (1-acre lot area), UC zoned parcel. Restaurant, improvement value of \$1,000
 - vi. PIN: 0114100855- 0.02- acres developable area (0.57-acres lot area), UC zoned parcel. Retail store, improvement value of \$1,000.
 - c. The six parcels with TOD potential are assumed to be completely re-developed, include underground parking, build to max allowed height, and at 150 dwelling units per acre.
 - d. First floor commercial is assumed. After a 10% public use deduction and 15% commercial deduction, there is a net total of 16,057 sf of job capacity (64 jobs at 250 sf per job).
 - e. After a 10% public use deduction and 7% multifamily deduction, there is a total of 369 multifamily dwelling units of capacity.

10. The methodology will use the residential capacity shown in the UGC Report as the existing capacity. A general breakdown of the methodology is shown in the figure below beginning at “All Kenmore Parcels” and ending in “Net capacity”



AREAS AVAILABLE FOR DEVELOPMENT

After pipeline development parcels and “low probability for development” parcels were removed from the analysis. Developable areas were calculated by removing areas encumbered by critical areas. A market factor is assigned to each developable parcel based on the King County UGC Report Market Factor Guidance which designates Kenmore as a High-Capacity Transit jurisdiction and sets ranges for market factors.

Market factor is an adjustment that removes a percentage of total capacity to account for housing units that will not be developed within the planning period even though they show as available. For example, multifamily development on vacant parcels has a 7% market factor. This means that 7% of the gross housing unit capacity are removed due to the assumption that 7% of capacity will not be built by 2044. Re-developable and partially used parcels have a higher market factor because it is more expensive to re-develop than to build on a vacant property. The status (referred to as LCA Status in this memo) of each parcel is broken down into the following designations and market factors:

Table 7: LCA Status Definitions and Market Factors

LCA Status	Definition	Market Factor
Vacant	Where King County parcel data designates the parcel as vacant or if the improvement value is less than \$10,000.	Multifamily: 7% Single Family: 5% Commercial: 15% Industrial: 20%
Partially Used	Only where minimum lot size is used (R-1, R-4, and R-6 zones). Where the developable area of the parcel is at least double the minimum lot size.	Single Family: 9%
Re-developable	Only for non-single family residential. Where improvement to land value ratio is less than 0.75.	Multifamily: 10% Commercial: 25% Industrial: 30%
Pipeline	Parcels with housing built since 2020, building permits issued since 2020, and where projects are currently under review.	Not applicable
Fully Developed	Parcels which do not fall into the any of the above designations.	Not applicable

A map of these parcels is included in [Appendix C](#). King County's market factor ranges for Kenmore can be found in [Appendix B](#).

POTENTIAL YIELDS FOR GROWTH

The King County UGC Report has a methodology for how to calculate residential and commercial development potential for each zone. The net capacity of each zone was calculated using the following steps:

1. Report developable area by LCA Status and by zone.
2. Deduct 10% for rights-of-way and public purpose, determining the actual buildable area.

3. Calculate initial capacity by multiplying assumed density by buildable area, resulting in either initial dwelling unit calculations for residential capacity, or square feet of developable floor area for non-residential capacity.
4. Subtract existing units/development on re-developable parcels.
5. Deduct LCA Status respective market factor to determine the net capacity by zone.

Per the assumptions list, each zone that allows and can feasibly develop with residential development was assigned an assumed density based on existing zoning regulations, market trends, and existing development. Table 8 delivers key information from each applicable zone used to calculate the assumed density along with a short justification for each density.

Table 8: Residential Density Calculation

Zone	Min, Max, and Base Density	Max, Base Height	Assumed Density (du/ac)	Assumptions
R-1	N/A, 1, 1	35	1	Density incentives are less likely to be used in these zones because single-family detached housing, infill lots, ADUs, and low-density attached are the most likely future development in these zones. So base density is a good indicator of the future built density.
R-4	N/A, 6, 4	35	4	
R-6	N/A, 9, 6	35	6	
R-12	9.6, 18, 12	60, 60	18	Townhomes are most likely to be built in these zones due to the allowed and max densities. The R-12 zone is most likely to use density bonuses to build townhomes and the R-18 zone is less likely to build at the max density since the base allowed density (18 du/acre) is already optimal for townhomes.
R-18	13.5, 27, 18	80, 60	18	
R-24	16.8, 36, 24	80, 60	36	With a large max height, mid to high density apartments are most likely to be built in the R-24 zone with the use of density increasing incentives.
NB	N/A, 8, 24	45, 35	24	Mixed-use is allowed in the NB zone with up to 24 du/ac. Assuming 1 st floor commercial and 2 nd /3 rd story residential, the 24 du/ac is achievable.
RB	N/A, 72, 48	55, 55	48	Residential developments are allowed in the RB zone only as mixed-use development at a density of up to 72 du/ac. Due to existing uses in the RB zone (mostly commercial), a conservative, achievable density was used. Another constraint was added to the RB zone which is a 30% market factor to residential capacity for both vacant and re-developable lots instead of the applicable multi-family and commercial market factors.

Zone	Min, Max, and Base Density	Max, Base Height	Assumed Density (du/ac)	Assumptions
CB	18, 36, 24	45, 35	30	The purpose of the community business zone (CB) is to provide pedestrian-friendly, mixed use development. Since most of the area in the CB zone with development potential is in the West subarea which caps building height at 35 feet, a density closer to the base density was used. 30 du/ac is achievable with 3-4 stories, smaller apartment units, and underground parking all within a large structure.
DR	18, 72, 48	80, 60	72	The downtown residential zone provides higher density residential development in support of the downtown commercial zone. The large height limit and encouragement of high density residential in this zone provides a great opportunity to achieve the max density allowed. An additional factor was applied to incorporate mixed-use developments and reduce residential capacity to a more realistic capacity in this zone (15%)
UC West	N/A, 72, 48	55	48	A density a bit lower than the base density was used with assumption of mixed-use developments considering the max height and the City's vision for this are.
UC East	60, 150, N/A	85	150	The vision for this zone is transit oriented developments with no future automobile centric developments allowed. The max density is possible under that assumption. An additional factor was applied to incorporate mixed-use developments and reduce residential capacity to a more realistic capacity in this zone (15%, due to max residential floor area in a mixed-use development being 85%)
DC	60, 120, N/A	85	100	Assumes mixed-use only at 65 ft high (due to zoning restrictions). Vision for the zone includes transit orientation and shared or structured parking. Which encourages high-density residential with less parking. Any development going up in this high land value area would build near max density.

Employment density was already calculated in the UGC Report. The employment density for the City was provided in recommended ranges. Kenmore's range was 200-400 sf per employee for Commercial and Mixed-Use zones and 500-800 sf per employee for Industrial zones.

The assumed densities used for this analysis were 250 sf per job for commercial/mixed-use and 800 sf per employee for industrial. The industrial employee density is conservative due to high cost of re-development in industrial zones. The commercial and mixed-use employee density was set a little under

the middle point of the recommended range due to anticipated increase in mixed-use developments in the downtown corridor which would create denser employment.

Table 9: Employment Densities

Zone type	Assumed Employee Density	Zones
Commercial and Mixed-Use	250 sf per job	NB, CB, DC, UC, RB, and DR
Industrial	800 sf per job	WC

ESTIMATED YIELDS FOR GROWTH

Net housing capacity is found by adding pipeline units to the total housing capacity in the residential and mixed-use vacant, partially used, and re-developable lots. **Table 10** shows the breakdown of capacity by zone category. The results show that there is capacity for 6,748 units after the addition of pipeline development, which is 3,678 units over the allocated amount.

Table 10. Net Housing Capacity

Zoning Category	Housing Capacity	Pipeline	Net Capacity
Very Low Density	243	170	413
Low Density	1,561	0	1,561
Medium-Low Density	179	391	569
Medium-High Density	162	68	230
High Density	3,625	349	3,975
Totals	5,770	978	6,748
Target			3,070
Surplus (Deficit)			3,678

Commerce guidance instructs cities to compare land capacity with housing needs by Area Median Income (AMI) bracket. Therefore, the analysis outlines, based on existing housing diversity and local conditions, which types of housing each zone permits and what income brackets and AMI they align with. For example, the R-6 zone in Kenmore allows detached single-family homes, up to six-unit attached buildings, townhouses, and ADUs. Since these housing types all have the potential to serve different AMI brackets, there was a weight added to each of the housing types in the R-6 zone based on the probability that each would be built. This probability is an assumption based on city staff knowledge, historical building trends, existing zoning, and existing market factors. Based on the weight of each housing type, a total capacity for each AMI bracket was able to be calculated by multiplying the weight by the total capacity in each zone category. The results are shown in **Table 13**. This weight is presented in the form of a ratio and the total ratio for each zone category will ultimately add up to 1.0.

The ratio is used due to zones allowing diverse housing types that serve multiple income brackets. The breakdown of the ratios and weight of each housing type used for each zoning category can be found in [Appendix A](#).

Table 11: Income Levels (AMI=\$147,400)

Income Level	Income Bracket
0-30%	\$0 - \$44,220
>30-50%	\$44,220 - \$73,700
>50-80%	\$73,700 - \$117,920
>80-100%	\$117,920 - \$147,400
>100-120%	\$147,400 - \$176,880
>120%	\$176,880+

Table 12: Relating housing types and income levels to City zones

Zoning Category	Density Range	Assumed Affordability	Zones that allow each density
Very Low Density	0 – 4 du/acre	>120%	R-1 and R-4
Low Density	4 – 10 du/acre	>120%	R-6
Medium-Low Density	10 – 24 du/acre	50-120%	NB, R-12, and R-18
Medium-High Density	24 – 48 du/acre	0-80%	R-24 and CB
High Density	48+ du/acre	0-80%	DC, UC W, UC E, RB, and DR

Housing affordability capacity per zone can be calculated based on the housing affordability assumptions. The capacity was compared to the housing allocations set by King County in **Table 13**.

Table 13: Housing Needs Results using Standard Zoning Regulations

Income Level (AMI ¹)	Income Bracket	Zone Category	Projected Housing Need	Projected Capacity	Surplus/ Deficit
0-30%	\$0 - \$44,220	High Density & Medium-High Density	1,622	1,773	151
>30-50%	\$44,220 - \$73,700	High Density & Medium-High Density	483	1,436	953
>50-80%	\$73,700 - \$117,920	High, Medium-High & Medium-Low Density	393	1,436	1,043
>80-100%	\$117,920 - \$147,400	Medium-Low Density	75	309	234
>100-120%	\$147,400 - \$176,880	Low Density & Medium-Low Density	85	309	224
>120%	\$176,880+	Very Low & Low Density	412	1,485	1,073
Total			3,070	6,748	3,678

1. AMI = Area median income

Table 13 shows that there is sufficient capacity in the city limits to accommodate for the projected housing need for each income band.

Table 14: Employment Capacity

Zone Type	Net Developable Area	Employment Density	Employment Capacity
Commercial and Mixed-Use	768,221 sf	250 sf per job	3,072
Industrial	144,448 sf	800 sf per job	180
All Zones	912,669 sf	Target	3,200
Total Surplus			52

Table 14 shows that there is capacity for 3,252 jobs under existing conditions. The job allocation for the city was 3,200 jobs. The City's job capacity meets the allocation.

Emergency Housing

The City was allocated a total of 587 Net New Emergency Housing Needs. "Emergency Housing" includes emergency housing and emergency shelter and is in addition to permanent housing needs. To report capacity for emergency housing, the City must define "Emergency Housing" in their code and include emergency housing as a use in their zoning tables.

To satisfy this requirement, the City defined emergency housing as "temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless that is intended to address the basic health, food, clothing, and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement." The City currently allows emergency housing in the DC, UC, WC, and RB zones, where hotels are currently allowed. The City is updating zoning regulations to ease the limitations on occupants in an emergency shelter to satisfy the allocation.

APPENDIX A

CONSTRAINTS AND ASSUMPTIONS

Assumptions

Assumed Housing Allocation Ratios.

This table calculates the ratio of each AMI level that could be potentially built in each zone.

Appendix Exhibit 1. Assumed Housing Allocation Ratios

Zone Category	0-30%	>30-50%	>50-80%	>80-100%	>100-120%	>120%
VL	0.05					0.95
L	0.05			0.13	0.13	0.70
ML	0.23	0.18	0.18	0.20	0.20	
MH	0.37	0.32	0.32			
H	0.37	0.32	0.32			

Housing type assumptions and weighting.

This table shows the assumed percentage of future housing that will be built in each zoning category based on recent development, regional market trends, population and employment projections, and development regulation changes.

Appendix Exhibit 2. Projected Development in each Zone Category by Housing Type

	VL	L	ML	MH	H
ADU (not studied as part of this analysis)					
Duplex					
Triplex					
Quadplex					
Townhomes/ Condo		0.25	0.4		
Group Home					
Mixed Use			0.2	0.3	0.6
Mobile/ Manufactured Home					
Multifamily			0.35	0.65	0.35
Supportive/ Subsidized Housing	0.05	0.05	0.05	0.05	0.05
Single Family Detached	0.95	0.7			

Deductions

Appendix Exhibit 3. Adjustments

Constraint or adjustment factor	Definition	Deduction
Critical areas	Any land encumbered by critical areas is removed from the analysis	100%
Public purposes deduction	10% of available land will be needed for public purposes and right-of-way.	10%
Market adjustment factor	See Market Factor Section in Appendix B for exact numbers. Varies by development type and LCA Status	5%-30%
Vacancy rate adjustment	A reasonable factor for vacant units will be based on the most current census data. This adjustment is a deduction to population capacity by implementing a percentage of homes that will be vacant from the total capacity. Only applicable for population calculations. From 2022 ACS 5-year estimate Table B25002	3.7%

Market and median housing costs

The tables below calculate the minimum household income needed to afford each general housing type then converts that to the specific AMI.

The assumption is that, since home price and rent are based on median values, the AMI level calculated in the 4th column (of Exhibit 5) plus the AMI below and above will be able to afford that housing type without being cost-burdened. This is to take into account the upper and lower costs of each housing type since we used median value as the base analysis.

Appendix Exhibit 4. Max monthly cost of housing for each income level to not be cost-burdened (mortgage or rent)

Income Lower limit	Income Upper limit	AMI	Monthly cost of Housing Lower limit	Monthly cost of Housing Upper limit
\$0	\$44,220	0-30%	\$0	\$1,106
\$44,220	\$73,700	>30-50%	\$1,106	\$1,843
\$73,700	\$117,920	>50-80%	\$1,843	\$2,948
\$117,920	\$147,400	>80-100%	\$2,948	\$3,685
\$147,400	\$176,880	>100-120%	\$3,685	\$4,422
	\$176,880	>120%	greater than	\$4,422

Appendix Exhibit 5. Income Level without Subsidies by Housing Types (in Kenmore)

Housing Type	Monthly cost	Annual Household income needed (monthly cost/0.3) * 12	Annual Income Level as a percent of AMI (Based on \$147,400 AMI)
Single-Family	\$7,300	\$292,000	198%
Townhomes	\$2,809	\$112,360	76%
Condo	\$3,200	\$128,000	87%
Apartments	\$1,779	\$71,160	48%

References for above table:

Numbers based on CoStar Data, City of Kenmore, median rent - 2023

Median Rent for apartment: \$1,779

Median Rent for townhome: \$2,809

Numbers based on Zillow, Kenmore City, avg of median sale price - 2023
and Washington Center for Real Estate Research, avg of median sale price - 2023

Median detached single-family value: \$986,483 (\$7,300/month)

Median condo/townhome value: \$443,000 (\$3,200/month)

Monthly cost for single-family homes and condominiums was calculated using the Fannie Mae Mortgage Calculator at <https://yourhome.fanniemae.com/calculators-tools/mortgagecalculator>

Appendix Exhibit 6. Housing Types and Zone Categories

>120% AMI	Very low density	Single Family Detached	R-1 and R-4
		ADU	
		Mobile Home	
>100% AMI	Low density	Attached SF (4-10 du/ac)	R-6
>50-120% AMI	Medium-low density	Townhomes (10-24 du/ac) and condos	NB, R-12, R-18
		Multifamily/Mixed use (10-24 du/ac)	

0-80% AMI	Medium-High density	Mixed Use(24-48 du/ac)	R-24, CB, and DR
		Multifamily (24-48 du/ac)	
0-80% AMI	High density	Mixed Use(48+ du/ac)	DC, UR, UC W, UC E, RB, and DR
		Multifamily (48+ du/ac)	
0-30% AMI	Subsidized housing	Group Home	All Zones at a low rate (5%)
		Supportive/ Subsidized Housing	

Appendix Exhibit 7. Capacity per AMI per Zone Category

Zone category	0-30%	>30-50%	>50-80%	>80-100%	>100-120%	>120%
VL	21	0	0	0	0	393
L	78	0	0	195	195	1092
ML	133	104	104	114	114	0
MH	84	73	73	0	0	0
H	1457	1259	1259	0	0	0



APPENDIX B
MARKET FACTORS

Table 2C– High-Capacity Transit (HCT) Market Alignment Table

City/Regional Geography		Product-Type Market Factor Alignment			
City	PSRC Designation	Multifamily/MU	Single Family	Office/ Commercial	Industrial
Newcastle	HCT	Low	Medium	Low	High
Woodinville	HCT	Low	Low	Low	Low
Mercer Island	HCT	High	Low	Medium	Medium
Des Moines	HCT	High	Low	Low	Low
Shoreline	HCT	High	Medium	High	High
Kenmore	HCT	Low	Low	Medium	Medium
Lake Forest Park	HCT	High	Medium	High	NA

Table 3A – Market Factor Ranges by Product-Type

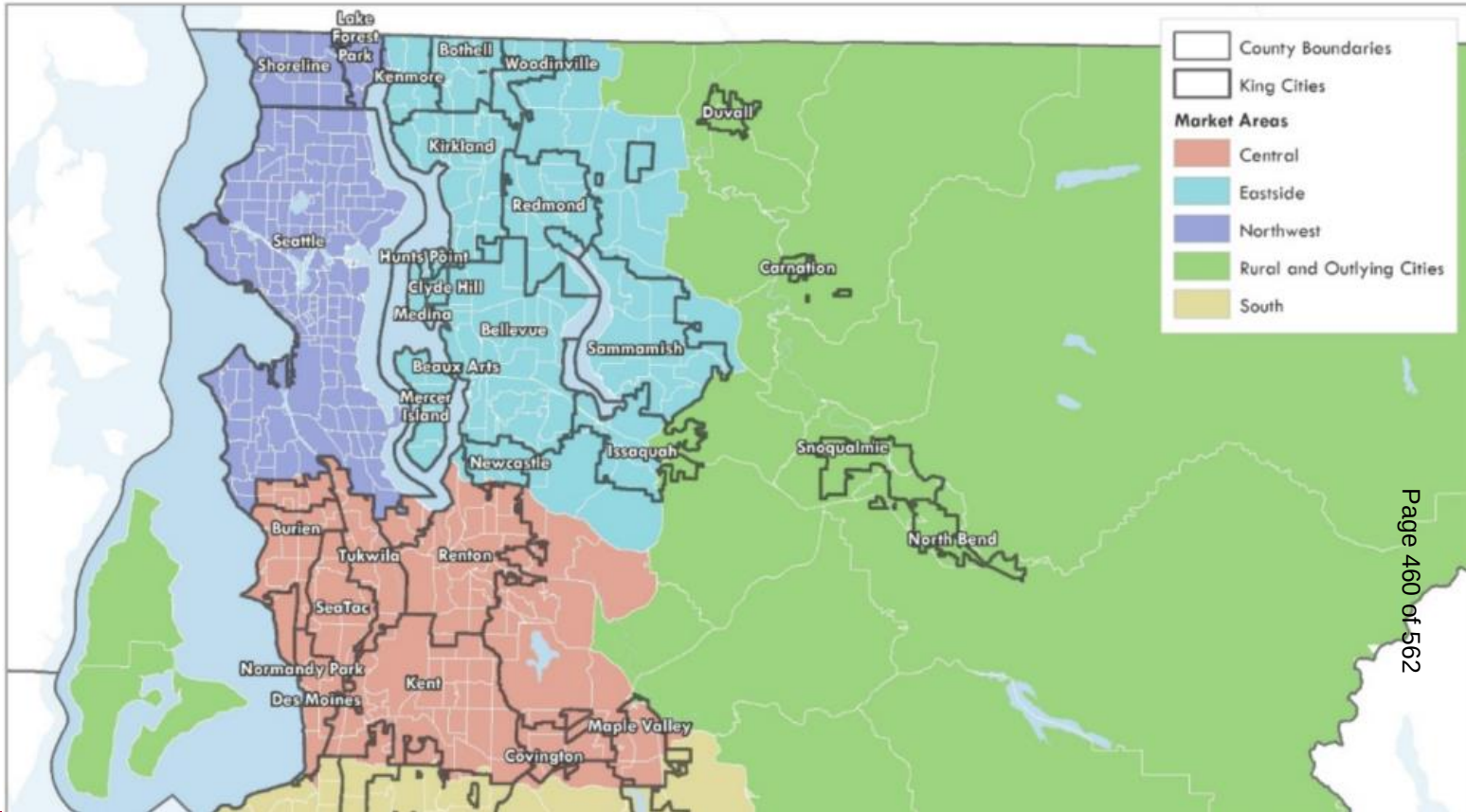
Regional Geography	Product-Type			
	Residential		Non-Residential	
Market Factor Alignment	Multifamily/ Mixed-Res	Single Family	Commercial (Office/Retail/Mixed)	Industrial
Core City				
Low	5%-10%	1%-14%	1%-10%	1%-15%
Medium	11%-20%	15%-20%	11%-20%	16%-35%
High	21%-35%	21%-30%	21%-50%	36%-50%
High-Capacity Transit				
Low	5%-10%	1%-9%	1%-14%	1%-19%
Medium	11%-15%	10%-20%	15%-25%	20%-30%
High	16%-30%	21%-35%	26%-50%	31%-50%
Cities and Towns				
Low	10%-24%	1%-10%	1%-10%	1%-15%
Medium	25%-35%	11%-40%	11%-20%	16%-35%
High	36%-50%	41%-50%	21%-50%	36%-50%
Metropolitan				
Low	5%-10%	1%-14%	1%-10%	1%-15%

Exhibit 2. Recommended Square Foot per Job Assumptions by King County Market Area

Market Area	Average 2006 Employment Density (all zones)	Average 2019 Employment Density (all zones)	Recommended Range for LCA: Commercial and Mixed-Use Zones	Recommended Range for LCA: Industrial Zones
Central	655	608	300–600	700–1,200
Eastside	398	386	200–400	500–800
Northwest	445	415	200–400	500–800
Outlying Cities	669	630	300–600	700–1,200
South	701	724	300–600	700–1,200

Notes: See Exhibit 3 in Appendix A for a map of jurisdictions included in the average density analysis for each market area.
Sources: BERK, 2020 (See Appendix A for details)

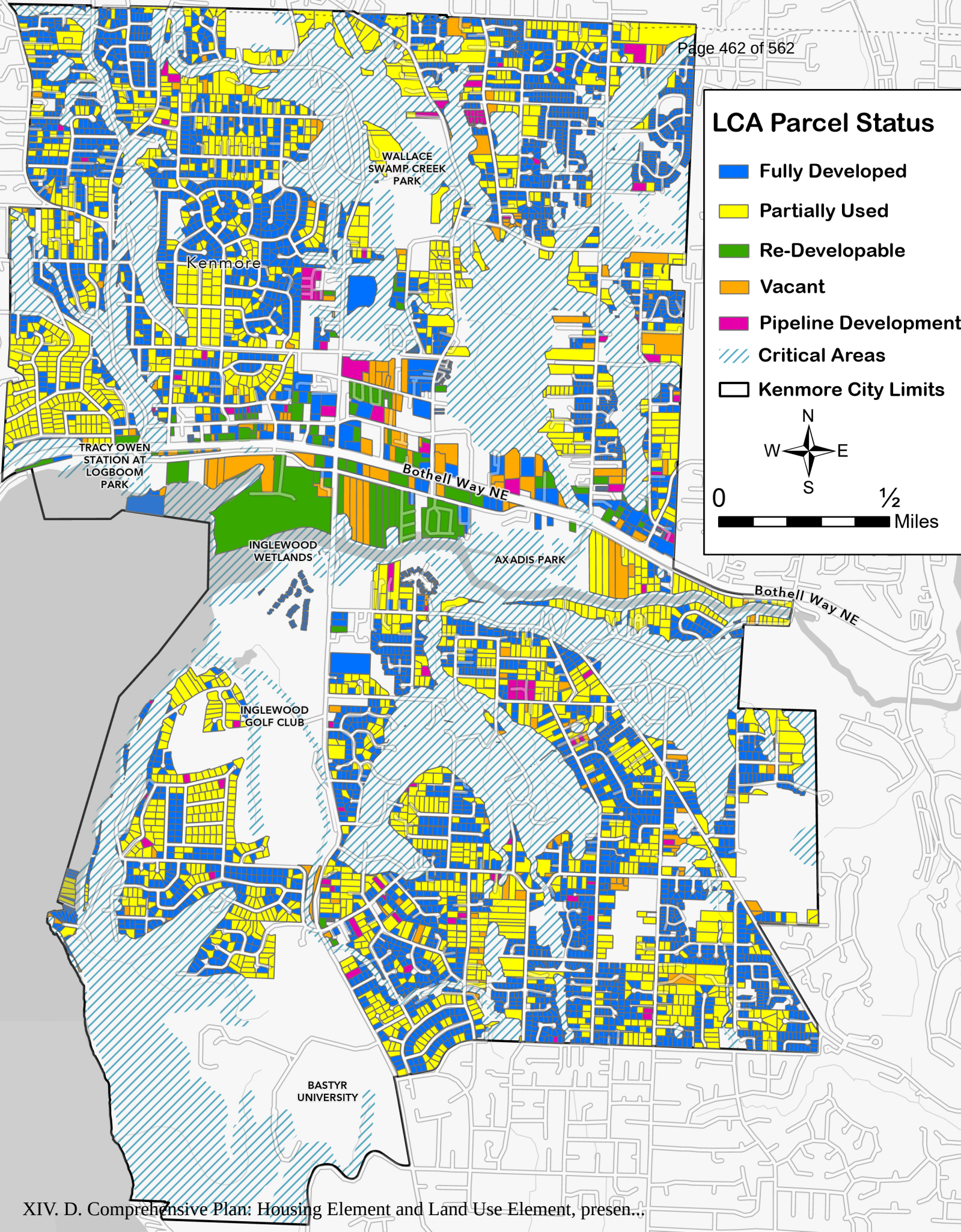
FIGURE 5: EMPLOYMENT DENSITY SUBAREAS



XIV. D. Comprehensive Plan: Housing Element and Land Use Element, presen...

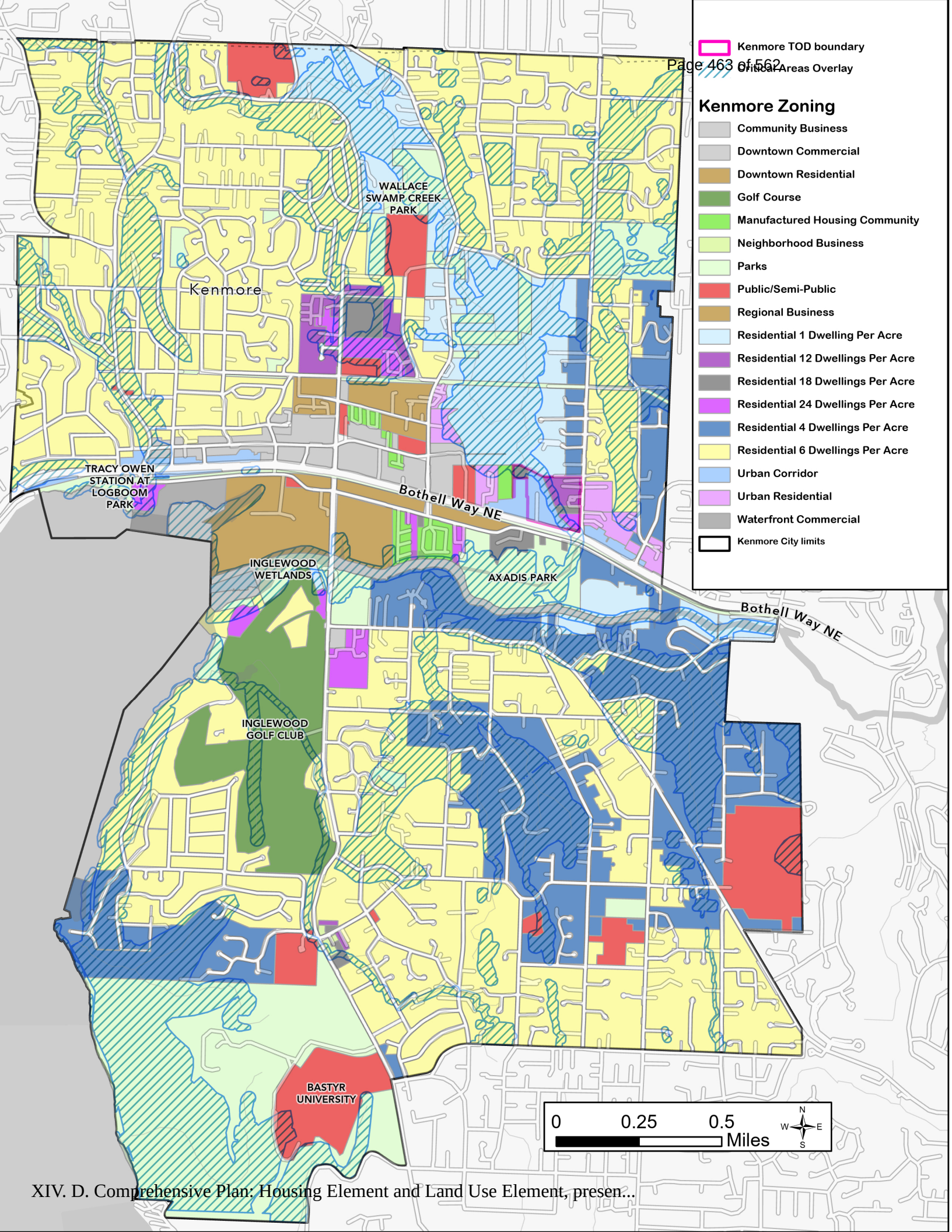
APPENDIX C
LCA MAPS

DRAFT



Kenmore Zoning

- Community Business
- Downtown Commercial
- Downtown Residential
- Golf Course
- Manufactured Housing Community
- Neighborhood Business
- Parks
- Public/Semi-Public
- Regional Business
- Residential 1 Dwelling Per Acre
- Residential 12 Dwellings Per Acre
- Residential 18 Dwellings Per Acre
- Residential 24 Dwellings Per Acre
- Residential 4 Dwellings Per Acre
- Residential 6 Dwellings Per Acre
- Urban Corridor
- Urban Residential
- Waterfront Commercial
- Kenmore City limits



APPENDIX D
HOUSING PROJECTIONS AND EMPLOYMENT PROJECTIONS

		Jurisdictional Net New Permanent Housing Units Needed, 2019-2044								Jurisdictional Net New Emergency Housing Needs
		Total	0 to ≤30%		>30 to ≤50%	>50 to ≤80%	>80 to ≤100%	>100 to ≤120%	>120%	
High Capacity Transit Communities	Des Moines	3,800	790	415	231	227	281	318	1,538	726
	Kenmore	3,070	1,063	559	483	393	75	85	412	587
	Lake Forest Park	870	313	164	143	140	14	16	80	166
	Mercer Island	1,239	339	178	202	488	4	5	23	237
	Newcastle	1,480	627	329	433	22	9	10	50	283
	Shoreline	13,330	3,617	1,902	2,710	740	573	650	3,138	2,547
	Woodinville	2,033	854	449	354	156	29	33	158	388

Table DP-1: King County Jurisdiction Growth Targets 2019-2044			
Net New Units and Jobs			
Jurisdiction		2019-2044 Housing Target	2019-2044 Job Target
Metro Cities	Bellevue	35,000	70,000
	Seattle	112,000	169,500
Metropolitan Cities Subtotal		147,000	239,500
Core Cities	Auburn	12,000	19,520
	Bothell	5,800	9,500
	Burien	7,500	4,770
	Federal Way	11,260	20,460
	Issaquah	3,500	7,950
	Kent	10,200	32,000
	Kirkland	13,200	26,490
	Redmond	20,000	24,000
	Renton	17,000	31,780
	SeaTac	5,900	14,810
	Tukwila	6,500	15,890
Core Cities Subtotal		112,860	207,170
High Capacity Transit Communities	Des Moines	3,800	2,380
	Federal Way PAA	1,020	720
	Kenmore	3,070	3,200
	Lake Forest Park	870	550
	Mercer Island	1,239	1,300
	Newcastle	1,480	500
	North Highline PAA	1,420	1,220
	Renton PAA - East Renton	170	0
	Renton PAA - Fairwood	840	100
	Renton PAA - Skyway/West Hill	670	600
	Shoreline	13,330	10,000
	Woodinville	2,033	5,000



City Council Agenda Bill City of Kenmore, WA

Subject/Topic:

2025 Fee Schedule, Resolution No. 24-0420.

Proposed Council Action/Motion:

Motion to adopt Resolution No. 24-0420

For Council Meeting Agenda of: 11/12/2024

Department: Development Services

Prepared by: Andy Torres, Senior Permit Coordinator and Samantha Loyuk, Development Services Director

Initial & Date

Approved by Department Head: 10/21/24 SL
Approved by City Attorney: 10/30/24 DR
Approved by Finance Director: 10/28/24 MM
Approved by City Manager: 10/28/24 RK

Attachments/Exhibits:

1. Resolution No. 24-0420
2. Resolution No. 24-0420, Exhibit A
3. Summary of Changes
4. NSD 2024 Capital Facilities Plan
5. 2024 Fee Schedule

Summary:

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.

Information/Background:

A detailed summary describing revisions to the Fee Schedule is provided as Exhibit 3; this summary also includes justification or support for the recommended adjustment. Those changes to the Fee Schedule that may be of particular interest include:

1. An increase of 3.6%, rounded to the nearest dollar, applies to most development/permit fees (Section 4) and is based on the U.S. Bureau of Labor Statistics June, CPI-W.
2. Temporary use permit fees are waived for indoor and outdoor temporary homeless shelters regulated under KMC 18.100.200.
3. Land use appeal fees were revised to \$125 for consistency. In the 2024 fee schedule, appeal fees ranged from \$125-\$128.
4. Plumbing and mechanical permit fees were simplified based on fixture type.
5. Parks impact fees increased by 1.43%.
6. School impact fees decreased by 10.6% for single-family residential projects and 34.6% for multi-family development.

7. Traffic impact fees stayed the same.
8. Special event permit fees for City-sponsored events were eliminated (no fee).

Fiscal Consideration:

Annual adjustments to the City's fee schedule help the city recover costs associated to providing a particular service or regulating a certain activity.

City Council Priority 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. 24-420**

A RESOLUTION OF THE CITY COUNCIL OF KENMORE,
WASHINGTON, REVISING THE CITY FEE SCHEDULE; ADOPTING
THE 2025 FEE SCHEDULE; REPEALING THE 2024 FEE SCHEDULE –
RESOLUTION NO. 23-402; 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 a revised fee schedule 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, Washington 2025 Fee Schedule”, 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 January 1, 2025.

Section 3. Repealer. Resolution No. 23-402 is hereby repealed, effective January 1, 2025.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON AT A SPECIAL MEETING THEREOF THIS 12TH DAY OF NOVEMBER 2024.

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



Resolution no. 24-0420



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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

4. Development Services

	General	Fee
	With exception of fees collected by the City for other agencies (e.g., State Building Council Surcharge), fees in this section do not apply to new accessory dwelling units (ADUs).	

	Development Review Technology Fee. Applies to all fees listed in Section 4. Except items marked with an asterisk "*" are exempt from the technology fee	5%
	Hourly Rate	\$141
+	Additional/excessive reviews and/or inspection fees. 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 excess 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	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
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
	Request for site specific rezone	\$3,234
	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
	Landscape and tree management inspections	
	Landscape inspection	\$312
	Landscape maintenance bond release inspection	Hourly
	Request for site specific rezone	\$3,234
	Conditional Use permit (CUP)	\$5,142
	CUP Minor Adjustment	\$3,357
	CUP Major Adjustment	\$11,678
	Accessory dwelling unit	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
Over \$100,000	\$2,246 + hourly
Single-family joint use dock	\$2,242
Shoreline conditional use permit (SCUP)	\$2,859
Shoreline variance (SVAR)	
Total cost of proposed development:	
Up to and equal to \$100,000	\$2,859
Over \$100,000	\$2,859 + hourly
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, 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 that 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	

	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		Plus per \$1,000 bond or portion thereof
\$0 – \$30,000	\$636	+	\$21
>\$30,000 – 120,000	\$1,063	+	\$6
>\$120,000	\$1,612	+	\$2

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
Temporary mobile home permit for hardship	\$1,145
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	
Fire and flood damage	Hourly
Housing, relocation of a structure, or code compliance	Hourly
Other inspections prior to permit	Hourly
Demolition permit, includes one (1) hour plan review and one (1) hour inspection	\$395
Plan review and inspections beyond one (1) hour	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*		
Residential building permits		
	Base Fee	\$6.50
+	Plus per unit, but not including the first unit	\$2.00
Commercial building permits		
	Base Fee	\$25.00
+	Plus per 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	\$178/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
Beautification Permit		No Fee

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	\$325
	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
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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 Sponored Events		No fee
Actual and indirect cost for city personel 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 Charge		
Class	Impervious Area	Rate
Residential	N/A	\$298.84 per parcel
Very Light	0 to ≤ 10%	\$298.84 per parcel
Light	> 10% to ≤ 20%	\$896.51 per acre
Moderate	> 20% to ≤ 45%	\$1,942.43 per acre
Moderately Heavy	> 45% to ≤ 65%	\$3,287.20 per acre
Heavy	> 65% to ≤ 85%	\$4,482.54 per acre
Very Heavy	> 85% to ≤ 100%	\$5,528.46 per acre
County Roads	N/A	N/A
State Highways	N/A	N/A

Rates are subject to utility tax per KMC 3.35.040.F

2025 Fee Resolution: A Summary of Changes

Except for formatting, spelling, and grammatical changes, the table below summarizes changes to the annual fee resolution.

Fee Name and Page Number in Fee Resolution	Department	Description (What changed?)	Additional Information and Justification (Why did it change?)
CPI Increase Section 4 Pages 3 – 15	Finance & Development Services	An increase of 3.6%, rounded to the nearest dollar, applies to most development/permit fees (Section 4) with a few exceptions. The increase does not apply to Section 1, Section 2, Section 3, Section 5, Section 6, Section 7, and Section 8. The increase does not apply to: pre-application fees, appeal fees, significant tree removal, exceptional tree removal, tree fund fee-in-lieu, Wet season penalty for non-compliance, stormwater capital facilities fee, impact fees, affordable housing monitoring fees, appeal fees, special event permit fees, memorial sign permit fees, State Route 522 driveway connection permit fees, annual right-of-way use fees, and utility right-of-way violations. Affordable Housing Monitoring Fee	This increase is recommended by the Finance Director and is based on the U.S. Bureau of Labor Statistics June, CPI-W. An increase based on CPI-W occurs each year; in the last five years, the city has increased fees by 4.5% (2024), 9.5% (2023), 6.3% (2022), 0% (2021), and 1.7% (2020).
Code Compliance Section 2 Page 3	Development Services	Wording change: Instead of “work without a permit” the fee description was revised to say, “work commencing before permit issuance.”	The revised language aligns with KMC 15.30.370.
Code Enforcement Fees Section 2 Page 3	Development Services	Code enforcement fees were revised in the following ways: • An hourly fee was established, consistent with Section 4. • The inspection/posting fee changed from \$50 to hourly. • The re-inspection changed from \$50 to hourly. • The abatement hearing fee changed from \$360 to “Actual City Costs.” • Hearing officer fee removed. • Changed “Violation of a Stop Work Order” to “Removal of stop work or stop use order without approval from the City” and updated the amount to \$500, per the code. • Changed “Notice of violation appeal hearing” to “Notice of violation appeal fee” Amount remains the same (\$125). • Changed “Violation of a Stop Work Order” to “Violation of a Stop Work or Stop Use Order” and removed “per day” from the fine, per code. • Changed paralegal services fees from \$60 per hour to “As established by the City Attorney contract for legal services.” • Changed inspection warrant fee from \$350 to hourly.	Revising fees to an hourly fee aligns with the requirements of KMC 20.05.080.
Housing Code Enforcement Fees Section 2 Page 3	Development Services	Housing code enforcement fees were revised in the following ways: • The hourly fee was reduced from \$255 per hour to be consistent with Section 4. • The inspection/posting fee changed from \$255 per hour to the updated hourly amount. • The “Re-inspection plus Notice and Order” fee was reduced from \$510 to hourly. • The appeal fee was changed from \$128 to \$125 for consistency with other appeal fees • The closing fee was changed from \$255 to an hourly fee.	Revising fees to an hourly fee aligns with the requirements of KMC 20.05.080.

		- Changed the late fee from 25% to 1.5%. - Changed the hearing examiner fee from \$215 per hour to Actual City Costs.	
Additional/excessive review fee Section 4 Pages 3 and 9	Development Services	<i>Wording change only:</i> Provided clarification on what “excessive” means (4 reviews or more).	Clarification was provided based on anticipated customer feedback.
Research Section 4 Page 4	Development Services	A new fee titled, “Research performed outside the context of a pending application review” was added at an hourly rate.	Per KMC 20.05.110.
Pre-application Fee for City Projects Section 4 Page 4	Development Services	A new line item was created to clarify that there are no pre-application review fees for city projects.	This reduces internal transfers, which can be confusing.
Construction Permit Site Plan Review Section 4 Page 4	Development Services	Wording change: Instead of listing how much it costs for one hour and beyond one hour, the fee description was revised to simply say “hourly.”	Language simplified; instead of listing how much it costs for one hour and beyond one hour, refer to the review as hourly (this way it’s all encompassing).
Temporary Use Permit for temporary homeless shelters Section 4 Page 5	Development Services	Temporary use permit fee is waived for indoor and outdoor temporary homeless shelters (KMC 18.100.200).	These permits are typically applied for by non-profits who request a fee waiver from City Council. In the past few years, all fee waiver requests have been approved by City Council.
Public Notice Mailing Fee Section 4 Page 5	Development Services	Instead of “Actual cost of supplies and postage, or a minimum of \$233, whichever is greater,” the fee was changed to a flat fee.	The cost of supplies and postage is not calculated for each public notice. Instead, the minimum fee (flat fee) is charged. Changing it to a flat fee is consistent with current processes and reduces confusion for the applicant.
Appeal Fee Section 4 Page 7	Development Services	Appeal fees were revised to \$125 from \$128.	Appeal fees were revised to \$125 for consistency. In the 2024 fee schedule, appeal fees ranged from \$125-\$128.
Violation of Wet Season Requirements Section 4 Page 7	Development Services	Wet season letter penalty fee added of \$250 for each day that the violation occurs.	Changes provide clear penalties related to violation of the terms of the wet season regulations, as regulated by KMC 13.35 and the King County Surface Water Design Manual (KCSWDM). Prior to this change, there was no penalty for wet-season non-compliance, unless a notice of violation was issued by the code compliance officer. Notices of violation can have lengthy procedural requirements, meaning that, by the time it takes to issue a violation (weeks/months), the issue would have been resolved with no penalty to the developer. Allowed per KMC 13.35.120; amount per 1.15.010.B.
Parking Review Section 4 Page 8	Development Services	The parking review fee was reduced from “\$680 base fee + hourly after 5 hours” to \$282 + hourly.”	Some projects don’t require 5 hours of review for parking; lowering the threshold makes sense for most projects.
Drainage Review Section 4 Page 8	Development Services	Wording change: Instead of “Commercial/Multi-family drainage plan review” the fee description was revised to say, “All other project types (e.g., townhomes, multi-family, commercial, etc.) drainage review.” In addition, drainage review fees were grouped together in the same section.	Clarification provided based on customer feedback.
As-built Review Section 4 Page 9	Development Services	Created a new fee for engineering permit as-built reviews (hourly).	As-built drawings are finalized versions of design drawings that reflect all changes made during the construction process. These drawings serve as accurate records of how the project was built, incorporating any modifications from the original plans. These plans are reviewed by the development review engineer. Previous fee resolutions did not account for the as-built review.

Final Building Site Plan Section 4 Page 9	Development Services	Remove “Final Building Site Plan” fee.	This fee is not collected; the description is intended to refer to a final <i>binding</i> site plan, for which there is already a fee.
Multi-family Engineering Plan Review Section 4 Page 9	Development Services	Wording change only: Added “lots” to the description.	Clarification was provided based on customer feedback.
Pre-Inspections Section 4 Page 10	Development Services	Changed pre-inspections from a flat fee, ranging from \$398-\$485 to hourly.	This fee is uncommonly used; an hourly fee makes more sense to capture the amount of time spent.
Plumbing Fixtures Section 4 Page 11	Development Services	Changed plumbing fixture fees to \$15 each.	Plumbing fixture fees can be confusing and vary by fixture type. Having each \$15 reduces processing time and makes it easier for customers to understand the permit fee; the different in fees collected is nominal.
State Surcharge Section 4 Page 11	Development Services	Wording change only: Changed description from “Plus per unit” to “Plus per unit, but not including the first unit” to align with the RCW.	New description aligns with RCW 19.27.085.
Stormwater Capital Facilities Section 4 Page 11-12	Environmental Services	Stormwater capital facilities fees were revised in the following ways (amounts did not change): • The section moved from Section 8 (surface water) to Section 4 (development services). • Clarification was added based on KMC 13.40.085.A. • An exemption was provided for new ADUs.	The section moved and clarification was added based on customer feedback; developers were confused when the stormwater fee applied and commonly asked why it wasn’t listed with the permit fees (since it’s collected at permit). An exemption for new ADUs was added based on previous council direction.
Parks impact fee Section 4 Page 13	Community Development	The parks impact fee increased by 1.43% for single-family residential, multi-family residential, and mobile homes; there continues to be no parks impact fee for affordable housing dwelling units. Parks impact fees for single-family residential is \$4,652.34 per dwelling unit (an increase of \$65.59); \$3,568.59 per multifamily dwelling unit (an increase of \$50.31); and \$2,325.57 per mobile home (an increase of \$32.79).	The parks impact rates are changing based on a five-year rolling average of the Washington State Department of Transportation (WSDOT) Construction Cost Index (“CCI”), as described in Ordinance 19-0483. The WSDOT CCI 5-year rolling average (2022-26) is 1.43%.
School impact fee Section 4 Page 13	Development Services	The school impact fee for single-family residential was reduced from \$16,957 per dwelling unit to \$15,159 per dwelling unit (a 10.6% decrease). Multi-family school impact fees decreased from \$4,214 per dwelling unit to \$2,755 per dwelling unit (a 34.6% decrease).	School impact fees recommendation is based on the Northshore School District (NSD) 2023 Capital Facilities Plan, adopted on 8/28/2023 by the NSD School Board. See page 35 of Exhibit 4 for Kenmore fees.
Utility Right-of-Way Permits Section 4 Page 14	Engineering	Create a new utility right-of-way permit fee called, “Failure to Relocate, replace, or transfer facility for Utility driven work.” The cost is \$500/day per location.	Change requested by John Vicente, Public Works – Engineering Division Director, for clarification on Utility ROW fees. The fine issued to utility for not relocating, replacing or transferring of facilities as required by KMC. This is a fee that is in the KMC but not identified on the fee schedule
Mechanical Fixtures Section 4 Page 18	Development Services	Reduced mechanical permit fees and combined categories (e.g., heating systems, ventilation, gas piping).	Mechanical fixture fees can be confusing and vary by fixture type. Streamlining and simplifying the fee structure will benefit the customer (less confusion) and the department (easier to process).
City Hall Facility Rental Section 6 Page 17	Public Works – Operations	Removed “Saturday Rental – Non-Resident.” Revised “Saturday Rental – Resident” to “Saturday Rental – Residents Only.”	Changes are requested by Jennifer Gordon, Public Works Operations Director, to help clarify availability of rental space.
Special Event Permit Section 6 Page 18	Development Services	Add an exemption for City-sponsored special event permits (no fee).	This reduces internal transfers, which can be confusing.
Special Event Permit Section 6	Development Services	Moved special event permits to Section 6.	Starting 2025, special event permits will be managed by the Public Works – Operations division.

Page 18			
Rhododendron Park Shelter Rental Fee Section 6 Page 18	Public Works – Operations	Revise “Rhododendron Park Shelter Rental Fee” to “Park Shelter Rental Fee.”	Changes are requested by Jennifer Gordon, Public Works Operations Director, to help clarify that a rental fee applies to multiple parks, not just Rhododendron.
Master Drainage Plans Page 7 of the 2024 fee schedule	Development Services	“Review and monitoring of master drainage plans, per hour” fee removed.	This fee isn’t used.
Special Plan Review Page 11 of the 2024 fee schedule	Development Services	Deleted “Special plan review” from the building permits section.	Too ambiguous; never charged.

Capital Facilities Plan 2024-30

Northshore School District
June 2024



CAPITAL FACILITIES PLAN

2024 - 2030

NORTHSHORE SCHOOL DISTRICT NO. 417

3330 Monte Villa Parkway, Bothell, Washington 98021-8972

STRENGTHENING OUR COMMUNITY THROUGH EXCELLENCE IN EDUCATION

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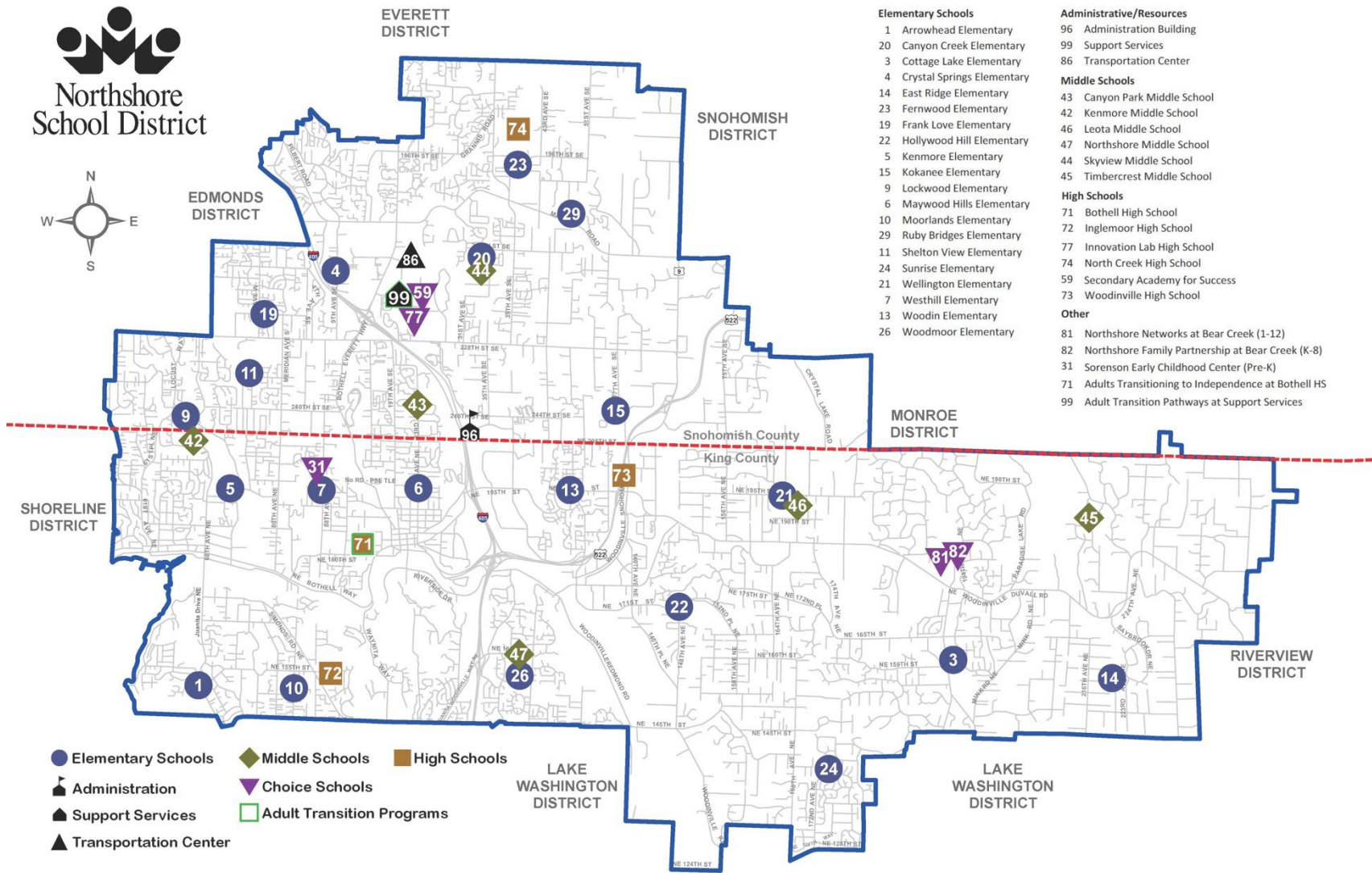
Michael Tolley



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2023 Northshore School District Map



Introduction

Section 1

Purpose of the Capital Facilities Plan

The Washington State Growth Management Act outlines fifteen broad goals including the adequate provision of necessary public facilities and services. Public schools are among these necessary facilities and services. Public school districts adopt capital facilities plans to satisfy the requirements of RCW 36.70A.070 and to identify additional school facilities necessary to meet the educational needs of the growing student population in their districts.

The Northshore School District (NSD/District) has prepared this six-year Capital Facilities Plan (CFP) in accordance with the Washington State Growth Management Act and the codes of King and Snohomish Counties and the cities of Bothell, Kenmore, and Woodinville. This CFP is intended to provide these jurisdictions with a description of projected student enrollment and school capacities at established levels of service over the six-year period 2024-2030. It also provides longer-term enrollment projections. The role of impact fees in funding school construction is addressed in **Section 6** of this report.

The District updates its Capital Facilities Plan on an annual basis. The most recent update previous to this version was adopted by the Board of Directors in August 2023.

Overview of the Northshore School District

Schools & Programs

The Northshore School District currently operates twenty elementary schools, six middle schools, and four comprehensive high schools. NSD also has one choice high school (Innovation Lab High School), one alternative high school (Secondary Academy for Success), a hybrid combination of choice school with high levels of parent involvement (Northshore Networks), a home school program, (Northshore Family Partnership Program), a virtual learning school (Northshore Online Academy) and an early childhood center (Sorenson Early Childhood Center). The current grade configuration is K-5, 6-8, and 9-12.

Geographic

NSD spans 60 square-miles and primarily serves five jurisdictions: King County, Snohomish County, the City of Bothell, the City of Kenmore, and the City of Woodinville. There are some addresses located in the cities of Brier, Kirkland and Redmond, but they are either in areas not expected to experience any new residential development or in very small areas with previously developed

residential areas. For the purposes of the District's CFP and long-term projections, those areas are considered de minimis impacts on NSD's grade bands. The King-Snohomish County line divides NSD such that roughly two-thirds of the District's geographic area is in King County and one-third in Snohomish County.

Population

The Snohomish County portion of the district had a total population of 65,566 people, with a 1,087 (1.69%) increase in population from the previous year. Annual growth continues more in Snohomish County (1.19%) than in King (0.77%). County population projections also call for continued growth across both counties. The Washington State Office of Financial Management (OFM) forecasted the Snohomish County population for the year of 2029 at 943,590 residents, an increase of 83,790 (9.7%) over six years. OFM forecasts a similar picture for King County over the same 5-year period. In 2029, the population is forecasted to be 2,465,936 (3.71%), an increase of 88,199 residents.

Urban Growth Area & County Jurisdictions

The Urban Growth Area boundary (UGA) divides NSD, creating capacity utilization challenges. As new residential development continues to occur at moderate rates, land for potential new school sites is scarce. King County does not allow for school siting outside the UGA, but Snohomish County does provide for school siting in certain rural zones via a Conditional Use Permit (CUP) process.

Currently, *The Snohomish County 2024 Comprehensive Plan Update* includes Ordinance No. 24-030. If the motion remains in the plan in its current form it will include an expansion of the Southwest County Urban Growth Area to include zoning changes for approximately 378 acres lying within the Northshore School District boundary. The expansion may occur in the "43rd Avenue Area" and the "45th Avenue Area." Ordinance No. 24-030 states:

43rd Avenue Area

The expansion within this area focuses on transitioning from Rural Residential to urban density classifications. This includes designations for urban medium-density residential (UMDR) and urban low-density residential (ULDR), which are expected to accommodate a significant portion of the population growth.

45th Avenue Area

Similar to the 43rd Avenue Area, this expansion targets a transition to support urban residential development, specifically emphasizing Urban Low-Density Residential (ULDR) zoning. This area is also poised to support the anticipated increase in population through strategic land use planning.

Snohomish County's Countywide Planning Policies mandate that jurisdictions within the county "ensure the availability of sufficient land and services for future K-12 school needs." This directive is outlined in Policy ED-11. The district remains committed to monitoring the developments of *The Snohomish County 2024 Comprehensive Plan Update* and Motion 22-134, evaluating opportunities for accommodating anticipated growth.

The District participates in regular conversations regarding school facilities planning with jurisdictions in King County pursuant to regular meetings held to comply with Policy PF-22 (formerly PF-19A) of the King County Countywide Planning Policies. NSD appreciates any opportunity for cooperative planning efforts with its jurisdictions.

Enrollment Methodology & Data

Section 2

Enrollment

Enrollment Summary

From 2020 to 2023, Northshore School District (NSD) saw a decrease of 295 students, contrasting with an increase of 1,134 students from 2016 to 2021. This shift aligns with declining birth rates in Snohomish and King Counties, which have been down since 2017, from 35,150 births to 32,867 in 2022, a 6.50% decline. Factors such as economic conditions, housing affordability, later family planning, and preferences for smaller families, compounded by the pandemic's impact, contribute to this decrease. However, loss of enrollment appears to be slowing and stalled out. In 2020 the district experienced a 1.1% loss in enrollment, and in 2021 there was a 1.2% loss. 2022 experienced a loss of 0.7% loss, resulting in 0.5% loss recovery from 2021. With the 2023 enrollment stabilizing with a slight increase of 0.3% we expect Fall of 2024-25 enrollment to continue stabilizing after the impact of the pandemic, and thereafter experience modest gains to reflect continued residential development within the District. Enrollment growth from new development is expected in the northern and central service areas primarily, with some slowed growth from the southern service areas.

Enrollment Trends

The District is seeing a distinct pattern in our enrollment, characterized by a wave of larger class sizes spanning grades 3 through 12, contrasted with smaller class sizes in kindergarten through second grade. This distribution is expected to persist and progress through our educational system over the next decade. As we adapt to this trend, alongside our recovery efforts from the pandemic and ongoing new development, our focus will intensify on managing the capacity challenges presented by these larger cohorts at the secondary level.

Forecast Data Factors

Kindergarten Enrollment

Historically, the Northshore School District's kindergarten enrollment has consistently represented between 4.00% to 5.00% of the total births in Snohomish and King counties combined. Despite the pandemic's fluctuating impact, our enrollment percentages have reliably stayed within this established range. Analysis up to 2023 shows this trend continuing, with the current year's kindergarten enrollment at 4.35% of total births. This consistency highlights the enduring preference of families for the Northshore School District, affirming our capacity to maintain historical enrollment levels despite recent adversities.

Planned Residential Development

While new single-family home construction and sales within NSD slowed in 2022 with 759 new single-family projects, it increased in 2023 to 832 additional planned single family projects (based on December 2023 development data). This data excludes short plat development. As larger tracts of land become more rare for developers to acquire within NSD, there is a trend towards more short plats as infill lots are purchased. The increasing number of short plats are beginning to impact enrollment in some areas, contributing to greater student yield factors than what is forecast. With a focus in each jurisdiction on higher density infill, we expect to see short plats play a greater role in the future when forecasting enrollment.

There continues to be strong growth in new townhome and multi-family projects that may produce enrollment gains. There were 3,987 multi-family projects in the pipeline in 2023, compared to 4,841 in 2022. New townhome developments often include units with 3 bedrooms or more.

We continue to see more students generated from townhomes than from apartments and condos as families find that townhomes may be more affordable than a single detached family home. Recent figures allow us to segregate how many new students are generated from townhomes/duplexes and to calculate a separate impact fee for those jurisdictions that have a separate fee category for this unit type. The District plans to continue to monitor townhome/duplex student generation closely.

In addition, if future adjustments are made to the UGA in Snohomish County, larger lots may once again become available to developers with the potential of increased NSD student enrollment. This analysis and its implications are comprehensively documented in the demographers' report.

Forecasts

Cohort Survival Methodology

The cohort survival method that tracks student groups over time, adjusting for average yearly changes to predict future grades' enrollments.

OSPI uses the cohort survival method to predict enrollment for all school districts in the state for the limited purpose of funding decisions under the School Construction Assistance Program (SCAP). The cohort survival method generally works well for districts that have a consistent trend of gradual increases or declines in enrollment. It is less reliable in districts where spikes in demographic trends (especially a marked increase or decrease in new housing) can lead to dramatic swings in enrollment from one year to the next. For kindergarten, linear extrapolation can be misleading because it needs to account for changing birth rates. The reliability of this method has been challenged not only by the COVID-19 pandemic but also by shifts in economic conditions,

housing affordability, family planning trends, and preferences for smaller families, all of which could influence enrollment projections for years as adjustments to these diverse factors take shape.

Modified Cohort Survival Methodology

NSD works with professional demographers to combine the cohort survival enrollment projection methodology with other information about births, housing, regional population trends, mobility, and trends in service area, homeschooling, and private school enrollment. The District's enrollment projections were updated in February 2023, with the demographers' report detailing these findings and methodologies on file with the District for review and reference.

The modified cohort survival methodology in **Table 2.1** shows continued enrollment increases within the District through the six-year planning period. The methodology uses a “high range” projection. In total, the projected K-12 increase in enrollment is 1,906 students over the six-year period. However, the forecast does not include the impact of Ordinance No. 24-030 within the *Snohomish County Comprehensive Plan Update* (see page 6 above). If the adopted Comprehensive Plan implements the motion in its current form, the District expects to see an expansion of the Southwest County Urban Growth Area to include zoning changes for approximately 378 acres lying within the Northshore School District boundary. For this reason, NSD is using high enrollment forecast figures in planning for future capacity needs.

NSD intends to watch enrollment closely and will update the projections and related planning as necessary based on actual results. However, given recent trends and knowledge of potential UGA expansion, and current residential development within the pipeline, the District expects to see continued growth throughout the six-year planning period and beyond, especially at the secondary level.

High-Range Enrollment Forecast
Table 2.1

Grade	Actual	Projections					
	23/24	24/25	25/26	26/27	27/28	28/29	29/30
Kinder	1,484	1,517	1,483	1,514	1,506	1,506	1,561
1st	1,595	1,584	1,627	1,583	1,617	1,613	1,636
2nd	1,759	1,655	1,644	1,700	1,654	1,697	1,692
3rd	1,668	1,796	1,690	1,692	1,750	1,711	1,751
4th	1,784	1,704	1,835	1,747	1,749	1,818	1,824
5th	1,756	1,807	1,726	1,883	1,793	1,804	1,833
6th	1,735	1,789	1,841	1,776	1,937	1,850	1,935
7th	1,769	1,773	1,829	1,903	1,835	2,008	1,930
8th	1,763	1,786	1,794	1,874	1,950	1,883	1,967
9th	1,785	1,853	1,877	1,882	1,966	2,045	2,161
10th	1,890	1,818	1,883	1,908	1,922	2,008	2,018
11th	1,698	1,793	1,723	1,834	1,858	1,872	2,034
12th	1,705	1,674	1,768	1,723	1,833	1,857	1,955
Total	22,391	22,549	22,720	23,019	23,370	23,672	24,297
K-5th	10,046	10,063	10,005	10,119	10,069	10,149	10,297
6th-8th	5,267	5,348	5,464	5,553	5,722	5,741	5,832
9th-12th	7,078	7,138	7,251	7,347	7,579	7,782	8,168

Long Range Forecasts

The modified cohort methodology described above was extrapolated to 2032 to produce a longer-range forecast (**Table 2.2**). Using this methodology, NSD's enrollment shows continued growth from 2023 to 2032 of 2,706 students. This longer range model assumes that the Washington State forecasts of births, K-12 growth, and continued population growth for the Puget Sound area are reasonably accurate.

The wave of increased secondary students can also be observed in **Table 2.2** with significant middle school growth by 2027 and high school by 2030. In addition, elementary growth accelerates after 2028.

10-Year High-Range Enrollment Forecast
Table 2.2

Grade	Oct-24	Oct-29	Oct-33	10 Year Total Growth
K-5th	10,063	10,297	10,635	589
6th-8th	5,348	5,832	5,961	694
9th-12th	7,138	8,168	8,480	1,402
Total	22,549	24,297	25,076	2,685

Future growth trends can be uncertain. Changes in population growth, fertility rates, new housing development slowdown, or a sharp downturn in the economic conditions could have a major impact on long term enrollment. Given this uncertainty, the current forecasts should be considered reasonable estimates based on the best information available, but subject to change as newer information about trends becomes available.

[Snohomish County/OFM Forecasts](#)

The following information is required by Snohomish County as a part of the biennial CFP update. It includes data specific to Snohomish County only. King County does not require a similar 2044 analysis. The District finds generally that enrollment projections beyond the six-year planning period become less reliable and it instead relies on regular updates to reflect current demographic information.

Using Washington State Office of Financial Management (OFM) and Snohomish County data, NSD projects a 2044 student FTE population of 30,922 (**Table 2.3**). For the six year period between 2016 and 2021, the District's enrollment averaged 39.7% of the OFM/County population estimates. Based on the 2020 Census data, the District's enrollment averaged 35.54% of the OFM/County population estimates. However, these figures assume that all of the District's students reside in Snohomish County. This is not the case given that the NSD's boundaries include both King and Snohomish County. As such, the projections are highly speculative and are used only for general planning and comparative purposes.

The October 2029 total forecast figure provided by OFM is 1,310 higher than the high-range forecast number used by NSD found in Table 2.2.

[FTE Enrollment Forecast – 2044 OFM/Snohomish County Estimates*](#)
Table 2.3

Grade Band	Oct-20	Oct-29	Oct-44
Elementary	10,212	11,664	14,085
Middle	5,322	6,079	7,341
High	6,885	7,864	9,497
Total	22,419	25,607	30,923

*Assumes that percentage per grade span will remain constant through 2044 which aligns with the Snohomish County requirement.

District Standard of Service

Section 3

Primary Objective

Optimizing student learning is the heart of what the Northshore School District strives for in establishing its service standard for classroom capacity utilization. This requires a consistent review and assessment of programs, curriculum and instructional changes, student learning behaviors, learning environments, technological innovations, and program development. Equitable access to programs for all students is also a goal of the District's Board of Directors. NSD continually strives for process and methods where all students have access to optimal learning environments. Additional variables include changes in mandatory requirements by Washington State. In the past, these have included full-day kindergarten, Core 24 graduation requirements, and reduced K-3 class size ratios. These elements, as well as demographic projections, are weighed when determining service levels.

Existing Programs and Standards of Service

NSD provides traditional educational programs and nontraditional programs (**Table 3.1**). These programs are reviewed regularly to determine the optimum instructional methods and learning environments required at each school, with added attention to equitable access across the District. The required space for these programs, as well as any supporting space, is determined by teacher to student ratios, privacy, the need for physical proximity to other services/facilities, noise, and level of physical activity. Adequate space must exist for program flexibility, differing learning styles, program changes, project/problem-based learning, and pre- and post-school activities. For example, service level capacities in rooms utilized for programs such as Special Education Functional Skills and Academics would reflect lower capacities of the defined service levels (**Table 3.2**), with eight students per classroom instead of an average 25 students per classroom.

Capacity and Programs

Capacity is affected at buildings that house special programs. These programs usually require space modifications and frequently have lower class sizes than other, more traditional programs. This potentially translates into greater space requirements. These requirements affect the utilization of rooms, and result in school capacities varying from year to year. (As programs move or grow, depending on space needs, capacity can change or decline in a school).

Special teaching stations and programs offered by NSD at specific school sites are included in **Table 3.1**.

[Programs and Teaching Stations](#)
Table 3.1

	Elementary	Secondary
Group Activity Room	X	
Early Childhood	X	
Headstart (Federal)	X	
ECEAP (State)	X	
Elementary Advanced Program (EAP)	X	
Advanced Academic Program (AAP)		X
Parents Active Cooperative in Education	X	
Dual Language	X	
Learning Assistance Program (LAP)	X	
Title 1	X	
English Language Development (ELD)	X	X
Northshore Learning Options (NLO)	X	X
Secondary Academy for Success (SAS)		X
International Baccalaureate (IB)		X
Advanced Placement (AP)		X
College in the High School		X
Running Start		X
Band & Jazz Band	X	X
Orchestra	X	X
Choir		X
Special Education (SPED):	X	X
Learning Centers(LC)	X	X
Mid Level (ML)	X	X
Mid-Level Sensory (MLS)	X	
Mid-Level Social-Emotional (MLSEL)	X	
Mid-Level Blended (MLB)	X	
Aspire		X
Functional Skills & Academics (FSA)	X	X
Adult Transition Pathways (ATP)		X
Adult Transitioning to Independence		
Career Technical Education (CTE):		X
Includes specialized programs like Automotive, Composites, Culinary Arts, Robotics, Sustainable Engineering and Design, Project Lead the Way, Aeronautics, Marketing, Finance, and CAD.		X

[Standard of Service](#)

Northshore School District has established an average class size that does not exceed the sizes listed in **Table 3.2**.

Class sizes are averages based on actual utilization as influenced by state and/or contractual requirements, state funding, and instructional program standards.

[Standard of Service](#)
Table 3.2

Program a Classroom Serves	Prek-5th Target # of Students Per Classroom	Middle School Target Number of Students Per Classroom	High School Target Number of Students Per Classroom
Special Education Preschool	15	N/A	N/A
Early Childhood & PreK	16	N/A	N/A
Kindergarten - 1st	24	N/A	N/A
Elementary 2nd - 3rd	26	N/A	N/A
Elementary 4th - 5th	27	N/A	N/A
Secondary 6th - 12th	N/A	27	27
Special Education Learning Center	25	25	25
Special Education Mid Level Blended	12	N/A	N/A
Special Education Mid Level	N/A	10	10
Special Education Sensory	10	N/A	N/A
Special Education Midlevel Social Emotional	10	N/A	N/A
Special Education Aspire	N/A	8	8
Special Education Functional Skills & Academics	8	8	8
Alternative Education	N/A	N/A	15

K-5 capacity targets 88% utilization, accounting for programs like Special Ed and Arts, with secondary schools at 85% due to teacher and scheduling needs. Strategies to meet these targets, including portables or boundary changes, undergo EDTF review and public feedback.

[Snohomish County](#)

Snohomish County requires that the District's plan include a report regarding NSD's compliance with the District's minimum levels of service. **Table 3.3** shows the District's average students per teaching station as a measurement of its minimum levels of service as of October 1 for each year.

[Average Students per Scheduled Teaching Station](#)
 (In classrooms without special programs)

Table 3.3

Grade Level	# of Scheduled Teaching Stations	Minimum Level of Service	2020- 2021	2021- 2022	2022- 2023
K - 5	457	24	21.4	20.9	21.6
6 - 8	237	26	25.4	25.1	22.5
9 -12	306	26	22.5	22.7	21.2
Total / Average	1,000		23.1	22.9	21.7

Capital Facilities Inventory

Section 4

Inventory History

Of our current schools in the Northshore School District, Bothell High School is the oldest, originally constructed in 1953. This was followed by Kenmore Elementary in 1955, and Arrowhead and Crystal Springs Elementary Schools in 1956. Kenmore Middle School was built in 1961 during a growth boom that ran from 1953 – 1964. **Table 4.1** Illustrates the age of each school, the dates of modernizations and added capacity, and the historical timeline.

Historical Timeline of School Construction and Modernization

Table 4.1

School	Year Built	Last Modernization or Addition
Arrowhead	1957	1994/2011
Bear Creek*	1988	2011
Canyon Creek	1977	1999/2008/2020
Cottage Lake	1958	2005
Crystal Springs	1957	2002/2010/2022
East Ridge	1991	
Fernwood	1988	2002/2010/2022
Frank Love	1990	
Hollywood Hill	1980	2001
Kenmore	1955	2002/2011/2022
Kokanee	1994	
Lockwood	1962	2004/2011
Maywood Hills	1961	2002/2022
Moorlands	1963	2002/2011
Ruby Bridges	2020	
Shelton View	1969	1999/2011
Sorenson ECC *	2002	2022
Sunrise	1985	
Wellington	1978	2000/2011
Westhill	1960	1995/2011
Woodin	1970	2003/2022
Woodmoor	1994	
Middle School		
Canyon Park	1964	2000/2005
Kenmore	1961	2002/2008/2012
Leota	1972	1998/2022
Northshore	1977	2004
Skyview	1992	2020
Timbercrest	1997	
High School		
Bothell	1953	2005
Inglemoor	1964	1993/95/98/2022
Innovation Lab	2020	
Woodinville	1983	1994/08/11/16
North Creek	2016	2016
SAS	2010	

Capacity Definitions

The Growth Management Act requires a capacity analysis based on an inventory of existing capital facilities.

Instructional Capacity

Instructional capacity, also known as permanent capacity, reflects the number of students a school can accommodate based upon programming and adopted service standards. For instance, an elementary school designed for 300 students might have a lower functional capacity because specialized programs like full-day kindergarten, which overloads at 23 students per class, and special education, with class sizes often limited to fewer than 25 students, require more space per student. Therefore, instructional capacity must be recalculated annually to reflect these requirements, considering the number of special programs and different grade levels. The NSD sets classroom design capacities for initial planning and compares these to actual room utilization, which may reach only 85% in some facilities due to the need for teacher preparation spaces. In secondary schools, this utilization rate could be higher. Service levels and specific capacities for programs such as special education are detailed in Table 4.2. Changes in program needs and classroom usage are updated annually in the CFP to maintain accurate capacity assessments.

Inventory

Inventory of Instructional Capacity

Table 4.2 summarizes the instructional capacity owned and operated by the District, including the current permanent and relocatable classroom (portable) instructional student capacity.

2023-24 Instructional Capacity Inventory

Table 4.2

	Permanent Instructional Capacity	Number of Instructional Portables	Total Number of Portables	Instructional Portable Capacity	Portable % of Total Capacity	Total Instructional Capacity
Elementary School						
Arrowhead	325		5		0%	325
Canyon Creek	841	7	12	184	18%	1,025
Cottage Lake	363				0%	363
Crystal Springs	379	5	10	150	28%	529
East Ridge	436				0%	436
Fernwood	466	11	15	296	39%	762
Frank Love	392	6	14	162	29%	554
Hollywood Hill	393	1	2		0%	393
Kenmore	390		9		0%	390
Kokanee	459	10	12	273	37%	732
Lockwood	534	4	5	92	15%	626
Maywood Hills	392	8	10	200	34%	592
Moorlands	449	6	9	158	26%	607
Ruby Bridges	520				0%	520
Shelton View	403	4	6	94	19%	497
Sunrise	396		1		0%	396
Wellington	417		4		0%	417
Westhill	343	5	7	115	25%	458
Woodin	407	3	6	96	19%	503
Woodmoor	626				0%	626
Elementary Totals	8,931	70	127	1820	17%	10751
Middle School						
Canyon Park	1066	4	4	108	9%	1174
Kenmore	920	1	1	27	3%	947
Leota	946	7	7	159	14%	1105
Northshore	1024	3	4	131	11%	1155
Skyview	1,333	4	4	108	7%	1,441
Timbercrest	958				0%	958
Middle Total	6,247	19	20	533	8%	6,780
High School						
Bothell	1,876				0%	1,876
Inglemoor	1,776	5	6	147	8%	1,923
North Creek	1,714				0%	1,714
Woodinville	1,780				0%	1,780
Innovation Lab	486				0%	486
SAS	267				0%	267
High School Totals	7,899	5	6	147	2%	8,046
K12 Totals	23,077	94	153	2,500	10%	25,577

- The Bear Creek campus provides programs for the Northshore Learning Options and does not provide regular capacity.
- Sorenson Early Childhood Center serves students age 3-5 yrs. and does not provide capacity for K-12 grades;

Relocatable Classroom Facilities (Portables and Modulares)

Purpose & Data

Portable and modular classrooms provide temporary/interim classroom space to house students until permanent facilities can be constructed. They also prevent over-building of permanent capacity. Portables are utilized to help achieve efficient facility utilization and balance economic costs while encouraging innovation and new approaches, particularly for non-core or pilot programs. The District regularly reassesses the need for portables as permanent capacity is built or other changes occur (such as revisions to instructional programs). At this time, NSD anticipates a continued need for portables as a part of the capacity solution.

Traditionally, NSD has aimed to keep its total capacity provided by portables at, or below, 10% to a maximum of 15% percent of its total capacity. This percentage fluctuates, impacted by growth and changes in instructional program needs. Currently, the instructional portable percentage of total capacity is at 11%.

Table 4.2 records the number of instructional portables at each school. Not included in the total classroom instructional capacity are portables that are used for restrooms, Special Education Resource Rooms, OT/PT, LAP, EL, music, or other instructional uses. Those being used by PTA, daycare, offices and conference rooms, and storage are counted as instructional capacity as these rooms are available to convert to a classroom, if necessary.

Aging Inventory

A typical portable classroom provides capacity for an approximate average of 25 students at the elementary level or 27 at the secondary level. Portables are used to meet a variety of instructional needs. Of the 153 portable classrooms that the District owns, 94 are currently being used as classrooms for scheduled classes.

The lifespan of a portable is approximately 20 years, and up to 25 years with proactive maintenance. Portables have been an effective method for meeting capacity needs in a district that has experienced rapid increases in enrollment. At this time, the District's inventory is aging with 97 of the 153 portables the district owns having reached 20 years of service.

Although the current bond is intended to replace approximately 55 aging portables, total capacity at schools with portables will be impacted in the future as the need to retire aging portables increases. Despite the slowing of growth due to the impact of COVID, the District continues to be reliant on this interim capacity.

Support Facilities & Underdeveloped Land

In addition to 34 school sites, the District owns and operates sites that provide transportation, administration, maintenance and operational support to schools. The District also holds undeveloped properties that were acquired for potential development of a facility for instructional use. An inventory of these facilities is provided in **Table 4.3** below.

[Inventory of Support Facilities & Underdeveloped Land](#)
Table 4.3

Facility Name	Building Area (Sq. Ft)	Site Size (Acreage)
Administrative Center (Monte Villa)	49,000	5
Support Services Building	41,000	5
Warehouse	44,000	2
Transportation	39,000	9
Paradise Lake Site*		26
Wellington Hills Site**		104
19827 88th Ave NE		10
18416 88th Ave NE		50,011 Sq. Ft
20521 48th Dr SE (This includes Ruby Bridges ES and the remaining undeveloped portion planned for a future school site.)		33
15215, 15123, 15127, 84th Ave NE and 8305 NE 153rd St (4 parcels adjacent to Moorlands ES)		49,993 Sq. Ft

*Paradise Lake property is located in King County, outside the Urban Growth Area. In 2012, King County prohibited the siting of schools outside the UGA; although the property was purchased prior to that change, it is not currently useable as a potential school site.

**The Wellington property is located in Snohomish County, adjacent to the Maltby Urban Growth Area. A settlement agreement recorded under Snohomish County Recording No. 201906210221 applies to the property. The District has no active project at this site, nor are there definitive short or long-term plans for siting a school at this location.

Projected Facility Needs

Section 5

Planning History

In 2001, the District's Board of Directors established by policy a standing, community-based taskforce to study District-wide enrollment and demographic changes, and the resulting impacts on school capacity needs, instructional programs, or other variables. The Enrollment Demographic Task Force (EDTF) examines enrollment projections, capacity considerations, student impacts, cost impacts, program needs, etc., and boundary adjustments based upon the above. The EDTF recommends solutions to the Board. If approved by the Board, these recommended actions are implemented by the District and incorporated into the Capital Facilities Plan.

Mitigation

The District has accommodated growth in recent years largely through the construction of new capacity, limiting waivers at most schools, converting special-use portables and non-classroom spaces into classroom space, adjusting boundaries, moving programs, and adding portable classrooms. The 2022 bond projects, approved by our voters in February 2022, will provide for permanent capacity additions at all grade levels, as further detailed in this document.

Using October 2023 enrollment figures, District enrollment dropped by 1.3% or 295 new students during the previous three-year period. The high school grade span has grown by 246 new students in that time; a 3.6% increase. EDTF continues to monitor development and growth across the District. New development is expected in the northern and western sections, while slowing has occurred in the southern and eastern sections. EDTF identifies mitigation strategies (in order of priority) to address existing and future capacity needs (**Table 5.1**).

Capacity Mitigation Tools

Table 5.1

Shorter Lead Time
Utilize existing spaces more efficiently
Adjust waiver policies
Adjust program placements
Move classes to schools with capacity
Move existing portables
Install new modulars or portables
Lease space
Longer Lead Time
Adjust service areas
Adjust feeder patterns
New construction
Acquire new property

Planned Improvements - Construction to Accommodate New Growth

The continued increase in enrollment has fully exhausted capacity increases from relocating building programs, portable additions, grade reconfiguration, and boundary changes. Despite the impacts of the pandemic on enrollment, growth continues to outpace school capacity. Growth has been concentrated in northern, central, and southern portions of NSD and is accelerating at the secondary level.

The \$425 million 2022 capital bond approved by the District's voters includes eight new projects to add permanent capacity across the District at all grade levels, the District will be replacing outdated portable classrooms with permanent space for student learning, communal area and administrative function. The District has been working with selected teams of architects and contractors developing specific plans for each site identified in the 2022 capital bond. In developing the scope for each project, the District utilizes data calculating the forecast enrollment and potential need for classroom space, incorporating recent and future growth within each school's boundaries.

- Inglemoor High School (IHS)
 - The replacement project for Inglemoor High School (IHS) is planned as a three-phase endeavor. Phase 1 will primarily entail the replacement of buildings 600 and 700, along with the installation of additional temporary classroom space. Specifically, 5 double portables, totaling 10 classrooms, will be installed to serve

as surge space during construction. This phase will focus on replacing classroom space, including science classrooms, and will also involve the construction of a new commons area.

Following Phase 1, the capacity of the high school will increase by 185 students. Phase 2, which is slated to be included in the 2026 bond, will concentrate on rebuilding the gymnasium and additional classrooms. The remainder of the school rebuild will be addressed in Phase 3.

- Leota Middle School (LMS)
 - The modernization project for Leota Middle School (LMS) is organized into two phases. Phase 1 will focus on replacing all existing portables, totaling 7, with permanent classrooms and creating new classroom space, thereby transitioning the capacity currently in portables to permanent classrooms. Phase 1 project will increase permanent capacity by 159 students. Phase 2, scheduled to be part of the 2026 bond, will address the rebuilding of the remaining school facilities. Upon completion of Phase 2, the capacity of Leota Middle School will be unchanged
- Kenmore Elementary School
 - Kenmore Elementary School currently incorporates 9 portables on site, with 5 dedicated to regular instruction and 4 utilized for specialist programs. The proposed modernization project envisions the relocation of these functions to permanent space, alongside the addition of 2 versatile multipurpose rooms. Furthermore, plans include the development of a fully inclusive playground and enhancements to site circulation to accommodate increased capacity. Upon completion, the school's permanent capacity will be unchanged and the school will be enhanced as the multi purpose space.
- Crystal Springs Elementary School
 - Crystal Springs currently has 10 portables on site, with 6 used for regular classroom instruction and 4 utilized for specialist programs. The modernization project proposes relocating the use of these 10 portables with permanent classrooms, ancillary space and offices. Additionally, plans include the construction of a new gym, commons, and stage, as well as a fully inclusive playground, additional parking, and improved site circulation to support increased capacity. Upon completion, the school's permanent capacity will increase by 175 students

- Fernwood Elementary School
 - Fernwood currently has 16 portables on site. 11 are used for regular classroom instruction. 1 is a restroom portable. 4 are used for specialists and programs. The modernization project proposes replacing the use of those 16 portables with permanent classrooms, offices, music rooms, and 2 multi-purpose spaces. Also proposed are an inclusive playground, additional parking, and improved site circulation to support increased capacity. The front office will also be replaced. The addition of two multi-purpose rooms will give the school flexibility. The new capacity will meet enrollment needs. If enrollment increases significantly, the multipurpose rooms may be converted to classrooms, increasing functional capacity at that time. Without the conversion of the multipurpose rooms the capacity of the school will increase upon completion by 330 students.
- Maywood Hills Elementary School
 - Maywood Hills Elementary School currently utilizes 10 portables on site, with 8 dedicated to regular classroom instruction and 2 allocated for specialist programs. The modernization project proposes relocate the use of these 10 portables within permanent space and adding 6 additional classrooms. Additionally, plans include the establishment of a fully inclusive playground and enhancements to site circulation to accommodate increased capacity. Upon completion, the school's permanent capacity will increase by 125 students
- Woodin Elementary School
 - Woodin currently has 6 portables on site. 3 are used for regular classroom instruction. 3 are used for specialists and programs. The modernization project proposes replacing those 6 portables with permanent space for current use including 2# music rooms, along with adding 3 additional permanent classrooms. Also proposed are a fully inclusive playground, additional parking, and improved site circulation to support increased capacity. A new gym will also be built. The school's permanent capacity will increase by 150 students.
- Sorenson Early Childhood Center (SECC)
 - SECC currently has 2 portables on site. Both are used for regular instruction. The modernization project proposes replacing those 2 portables with permanent classrooms, and adding 2 additional permanent classrooms. Also proposed are a fully inclusive playground, additional parking and circulation improvements to support increased capacity of 100 students.

In addition to the bond-funded projects listed above, the District plans to construct two modular

buildings, one on the North Creek High School campus and one on the Bothell High School campus. Funded from bond allocations and impact fees, both are designed to mitigate accelerating growth at the high school level. Each building is a permanent structure and not designed to be moved.

- Bothell High School (BHS)
 - Currently, BHS has six portables on site. These include some of the oldest portables in the district and are not appropriate for student learning. The portables will be replaced by a new fully enclosed modular building that will house the District's Adults Transitioning into Independence (ATI) program with four new classrooms and create three new classrooms for use by BHS. In addition the building will contain an inclusive restroom, a conference/staff room and six offices. This project will increase permanent capacity by 160 students
- North Creek High School (NCHS)
 - There are no portables located on the NCHS campus. The school was recently built in response to expansive growth in the north end of the district. Although growth has slowed, it has not stopped. The school is currently over a 90% utilization rate. To address the immediate need for classrooms, a fully enclosed modular building with four new classrooms, including a science lab, is being constructed. This project will increase permanent capacity by 108 students.

Long-term high-range enrollment projections from 2024 – 2030 indicate growth of 1,906 new students. The District will address growth needs with permanent capacity and portables. The District will continue to monitor the factors that shape our capacity needs (such as statewide legislative changes, instructional delivery requirements, the economy, changes in planned land use, changes in mandated program requirements, equitable access to programs, building permit activity, and birth rates). This information will help to inform when/where instructional space and, as relevant, additional land, is needed. Future updates to this CFP will include relevant information.

Table 5.2 summarizes the schools that will undergo construction from 2022- 2026. Where applicable, second phase projected construction is included for 2026 – 2030. Projects include permanent student capacity growth and modernization of key systems and structures.

Planned Capital Construction Projects
Table 5.2

Capital Projects	Estimated Completion Date	2022-26 Projected Permanent Student Capacity Added	2026-30 Projected permanent student capacity added	Projected Total Permanent Student Capacity Added
Partial renovations and modernization to Crystal Springs El.	2026	175	0	175
Partial renovations and modernization to Fernwood El.	2026	330	0	330
Partial renovations and modernization to Kenmore El.	2026	0	0	0
Partial renovations and modernization to Maywood Hills El.	2026	125	0	125
Partial renovations and modernization to Woodin El.	2026	150	0	150
Construct and equip Phase 1 of Leota Middle School	2026	159	0	159
Construct and equip Phase 2 of Leota Middle School	2030	0	0	0
Construct and equip Phase 1 of Inglemoor High School	2026	185	0	185
Construct and equip Phase 2 of Inglemoor High School	2030	0	0	0
Construct and equip Phase 3 of Inglemoor High School	2034	0	0	0
Classroom addition at Sorenson Early Childhood Center	2026	100	0	100
Construct and equip modular building at Bothell High School	2023	160	0	160
Construct and equip modular building at North Creek High School	2024	108	0	108

Portable Location Adjustments

Where growth results in capacity deficits at a specific grade band, portables may be relocated from one school to another to assist with meeting enrollment projections. Portables may also be purchased to add capacity.

In addition, the District may adjust program space within permanent facilities to move programs to portables to free up space in permanent facilities for additional regular student capacity.

Capacity Analysis

The District's six-year capacity analysis, considering projected mid-range enrollment and planned new capacity, is shown in **Table 5.3**. The tables do not include all the potential projects for the 2026 bond, just projects with a second phase scheduled for that cycle.

As with any long-term projections, many assumptions and estimates on housing must be made, increasing the risk associated with the accuracy of enrollment forecasts. However, NSD has trended above mid-range projections in years past, and with a continuing strong real estate and development market, the District will plan for continued growth as projected.

NSD is in a planning year for the modernizations/additions of 8 school sites and the addition of modular capacity on 2 high school campuses. Estimated capacities for each site are used in this CFP. Adjustments may be made to capacities during planning in response to updated development data within a school's boundary area, and/or other needs that impact enrollment and capacity.

Enrollment Forecast and Instructional Classroom Capacity

Table 5.3

	2023-24*	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Elementary School Analysis							
Enrollment Forecast	10,046	10,063	10,005	10,119	10,069	10,149	10,297
Permanent Capacity - Existing	8,931	8,931	8,931	9,711	9,711	9,711	9,711
New Permanent Capacity - Crystal Springs			175				
New Permanent Capacity - Fernwood			330				
New Permanent Capacity - Maywood Hills			125				
New Permanent Capacity - Woodin			150				
Total Permanent Capacity	8,931	8,931	9,711	9,711	9,711	9,711	9,711
Total Capacity in Portables	1,820	1,820	1,078	1,078	1,078	1,078	1,078
Total Capacity Including Portables	10,751	10,751	10,789	10,789	10,789	10,789	10,789
Permanent Capacity over/(short)	(1,115)	(1,132)	(294)	(408)	(358)	(438)	(586)
Total Capacity w/Portables over/(short)	705	688	784	670	720	640	492
Middle School Analysis							
Enrollment Forecast	5,267	5,348	5,464	5,553	5,722	5,741	5,832
Permanent Capacity - Existing	6,247	6,247	6,247	6,406	6,406	6,406	6,406
New Permanent Capacity - Leota			159				-
Total Permanent Capacity	6,247	6,247	6,406	6,406	6,406	6,406	6,406
Total Capacity in Portables	533	533	374	374	374	374	374
Total Capacity Including Portables	6,780	6,780	6,780	6,780	6,780	6,780	6,780
Permanent Capacity over/(short)	980	899	942	853	684	665	574
Total Capacity w/Portables over/(short)	1,513	1,432	1,316	1,227	1,058	1,039	948
High School Analysis							
Enrollment Forecast	7,078	7,138	7,251	7,347	7,579	7,782	8,168
Permanent Capacity - Existing	7,899	7,899	8,167	8,352	8,352	8,352	8,352
New Permanent Capacity - Bothell		160					-
New Permanent Capacity - Inglemoor			185				-
New Permanent Capacity - North Creek		108					
Total Permanent Capacity	7,899	8,167	8,352	8,352	8,352	8,352	8,352
Total Capacity in Portables	147	147	147	147	147	147	147
Total Capacity Including Portables	8,046	8,314	8,499	8,499	8,499	8,499	8,499
Permanent Capacity over/(short)	821	1,029	1,101	1,005	773	570	184
Total Capacity w/Portables over/(short)	968	1,176	1,248	1,152	920	717	331
District Analysis							
Enrollment Forecast	22,391	22,549	22,720	23,019	23,370	23,672	24,297
Permanent Capacity - Existing	23,077	23,077	23,345	24,469	24,469	24,469	24,469
New Permanent Capacity Total		268	1,124				-
Total Permanent Capacity	23,077	23,345	24,469	24,469	24,469	24,469	24,469
Total Capacity in Portables	2,500	2,500	1,599	1,599	1,599	1,599	1,599
Total Capacity Including Portables	25,577	25,845	26,068	26,068	26,068	26,068	26,068
Permanent Capacity over/(short)	686	796	1,749	1,450	1,099	797	172
Total Capacity w/Portables over/(short)	3,186	3,296	3,348	3,049	2,698	2,396	1,771

*Actual October 2023 enrollment

This table does not include new or relocated portable facilities over the six-year planning period; it also does not include the addition of permanent capacity at Sorenson Early Childhood Center.

The District will use the creation of more permanent capacity and portables to address future growth needs. As part of this process, NSD will continue to monitor the factors that shape our capacity needs.

For long-term planning purposes, a ten-year capacity analysis can be created. **Table 5.4** utilizes demographers' NSD 10-year, high forecast to create the best possible projection given the data available to us. Note that the longer the period of time that a forecast covers, the less accurate it becomes. Factors such as unforeseen changes in population and development may impact actual results. An example of this is the recent COVID-10 pandemic and the influence it has had on demographic and development trends in school districts, including NSD.

2032 – Ten Year Forecast of Enrollment and Instructional Capacity

Table 5.4

Grade Level	Enrollment	Permanent Capacity	Total Capacity	Permanent surplus/(short)	Total surplus/(short)
Elementary School	10,635	9,711	10,789	(924)	154
Middle School	5,961	6,406	6,780	445	819
High School	8,480	8,352	8,499	(128)	19
Total	25,076	24,469	26,068	(607)	992

Assumes added new capacity projects included in this CFP but no future near-term planning in process and no adjustment of portable facilities. Utilizes high-range figures for enrollment.

Planned Improvements – Existing Facilities (Building Improvement Program)

In a number of sites (not identified for additional capacity in the 2022 bond) where the existing facility layout (building envelope) meets instructional needs and building structural integrity is good, individual building systems (such as HVAC, mechanical, flooring, roofing) are identified for replacement or modernization to extend the life of the overall site and ensure optimal learning environment for students. NSD continues to implement building improvement projects funded as a part of the 2018 Bond, and is currently planning implementation of improvements identified within the 2022 capital bond. See **Table 6.1** in Section 6.

Capital Facilities Financing Plan

Section 6

Funding of school facilities is typically secured from a number of sources including voter-approved bonds, state matching funds, impact fees, and mitigation payments. Each of these funding sources are discussed below.

General Obligation Bonds

Bonds are typically used to fund construction of new schools and other capital improvement projects. A 60% voter approval is required to pass a bond issue. Bonds are sold as necessary to generate revenue. They are then retired through collection of property taxes. The District's Board of Directors, upon the recommendation of the Capital Bond Planning Task Force, sent a \$425 million bond measure to the voters in February 2022 to provide funding for growth-related projects included in this Capital Facilities Plan, as well as other District-wide building improvement or capital infrastructure needs. The voters approved the bond measure by 61.2%.

The 2026 bond measure will help fund future projects, including Phase 2 of Leota and Phase 2 of Inglemoor. Additionally, the plan includes a future 2030 bond to fund Phase 3 of Inglemoor High School.

State School Construction Assistance

State financial assistance comes from the Common School Construction Fund. Bonds are sold on behalf of the fund then retired from revenues accruing predominantly from the sale of renewable resources (i.e. timber) from state school lands set aside by the Enabling Act of 1889. If these sources are insufficient to meet needs, the Legislature can appropriate General Obligation funds or the Superintendent of Public Instruction can prioritize projects for funding.

State financial assistance is available through the School Construction Assistance Program (SCAP) for qualifying school construction projects, however these funds may not be received until two to three years after a matched project has been completed. This requires the District to finance the complete project with local funds. Site acquisition and site improvements are not eligible to receive matching funds. The District is currently eligible for state school construction assistance funds at 38.11% level for eligible projects. Eligibility for SCAP funding is continually reviewed. Future updates to this plan will include updated information, as it becomes available.

Impact Fees

(See Section 7 for background, detail, and methodology)

The Washington State Growth Management Act (GMA) authorizes cities and counties that plan under RCW 36.70A.040 to collect impact fees to supplement funding of additional system improvements (e.g., public facilities such as schools) needed to accommodate growth from new development. The statute is clear that the financing of needed public facilities to serve growth cannot be funded solely by impact fees but rather must be balanced with other sources of public funds.

Budget and Financing Plan

Table 6.1 is a summary of the budget that supports the Capital Facilities Plan. Each project budget represents the total project costs which include; construction, taxes, planning, architectural and engineering services, permitting, environmental impact mitigation, construction testing and inspection, furnishings and equipment, escalation, and contingency. The table also identifies 2023-2024 and future planned expenditures. It does not include project expenditures from previous years.

8-Year Capital Facilities Expenditures Finance Plan
Table 6.1

Projects Adding Capacity	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	Total	Potential Funding Source				
	Bonds	Levy	SCAP	Impact	Future									
Inglemoor - Phase 1	5	50	35	5					95	X		X	X	
Inglemoor - Phase 2				30	35	30	25		120				X	X
Leota - Phase 1	4	30	21	4					59	X				
Leota - Phase 2				20	25	20	15		80					X
Crystal Springs	12	18	4						34	X		X	X	
Fernwood	12	18	5						35	X		X	X	
Maywood	7	21	15	3					46	X			X	
Woodin	10	17	2						29	X		X	X	
Sorenson	6	10	2						18	X			X	
Future Middle School			1	5	60	30			96					X
Bothell Modular Buildings	4.5	1.5							6	X			X	
North Creek Modular Buildings	3.5	2.5							6				X	
Modular Buildings & Portables	2		2	2	2	2	2	2	14				X	
Total Capacity Projects	66	168	87	69	122	82	42	2	638					

Projects Not Adding Capacity	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	Total	Potential Funding Source				
	Bonds	Levy	SCAP	Impact	Future									
Kenmore	6	15	10	2					33	X				
Building Improvement	6	6	6	6	6	6	6	6	48	X				X
Technology	3	3	3	3	3	3	3	3	24	X	X			X
Fields/Inclusive Learning	3	3	3	3	3	3	3	3	24	X	X			X
Code Compliance/Small Works	4	4	4	4	4	4	4	4	32	X				X
Site Purchase/Circulation	1	1	1	1	1	1	1	1	8	X				X
Overhead/Bond Expense	3	3	4	3	3	3	4	3	26	X	X			X
Security	3	3	3	3	3	3	3	3	24	X				X
Total Non-Capacity Projects	29	38	34	25	23	23	24	23	219					

Total All Projects	95	206	121	94	145	105	66	25	857					
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Impact Fees

Section 7

School Impact Fees under the Washington State Growth Management Act

The Growth Management Act (GMA) authorizes jurisdictions to collect impact fees to supplement funding of additional public facilities needed to accommodate growth/new development. Impact fees cannot be used for the operation, maintenance, repair, alteration, or replacement of existing capital facilities used to meet existing service demands. The basic underlying assumption is that growth pays for growth.

Enrollment declines beginning around 2002 kept NSD from meeting the required eligibility criteria to collect school impact fees. The District is spread across two counties and also across the urban growth boundary. While development picked up on the north end of NSD, there was still ample capacity in the southeast area of the District. Because of the statutes and ordinances governing school district eligibility criteria to be able to collect school impact fees, NSD was not able to re-establish eligibility for collection of school impact fees until 2016. King County and the cities of Bothell, Kenmore, and Woodinville have all adopted the District's 2023 CFP and are collecting impact fees identified in that plan. Snohomish County adopted the District's 2022 CFP and is collecting impact fees associated with that plan and will continue to do so until the County's 2024 update cycle. We anticipate all the above jurisdictions to consider and adopt this 2024 CFP as part of their regular budget cycle.

Methodology and Variables Used to Calculate School Impact Fees

Impact fees may be calculated based on the District's cost per dwelling unit to purchase/acquire land for school sites, make site improvements, construct schools and purchase/install temporary facilities (portables), all for purposes of growth-related needs. The costs of projects that do not add growth-related capacity are not included in the impact fee calculations. The impact fee formula calculates a "cost per dwelling unit". New capacity construction costs addressing NSD's growth-related needs, are used in the calculation

A student yield factor (or student generation rate) is used to identify the average cost per NEW dwelling unit by measuring the average number of students generated by each NEW (sold and occupied) housing type (single family dwelling units, townhomes, and multi-family dwelling units). The student generation rate used is an actual generation of students by grade level that came from new development over a period of five (5) years. NSD updated its student factor for single family, multi-family, and townhome units in early 2023. The student factor analysis for NSD is included in

Appendix A. The student factors in Appendix A are based on all newly constructed, sold, and occupied units.

The District's student-generation rate for multi-family dwelling units is much lower than the student generation rate for single-family homes. As available land for single family development is beginning to be constrained, and multi-family development – most notably townhomes, is increasing, we anticipate continued growth in student generation rates from those units over time. In particular, the District's student generation rates, when isolated for townhomes only, show that more students are residing in those units than in traditional multi-family units. NSD is requesting that each jurisdiction, if necessary, consider amendments to the school impact fee ordinance to recognize the impacts of townhome units as different from apartments and condominium units.

As required under GMA, credits are applied for State School Construction Assistance Funds to be reimbursed to the District, where expected, and projected future property taxes to be paid by the dwelling unit toward a capital bond/levy funding the capacity improvement. Formula driven fees are identified in **Appendix B**.

Despite the changes mentioned, we continue with our current student generation rate. We have planned to conduct a recalculation next year, which aligns with our ongoing assessment of regional development and student distribution patterns.

Snohomish County Code (30.66C) and King County Code (21A.43) establish each jurisdiction's authority to collect school impact fees on behalf of the District. The formula for calculating impact fees is substantively identical in each code (with one exception that Snohomish County has separate fees for Multi-Family Units with 1 bedroom or less and Multi-Family Units with 2+ bedrooms). The codes of each of the cities are similar to those of the counties. These codes establish the conditions, restrictions, and criteria for eligibility to collect impact fees. Both counties define a school district's "service area" to be the total geographic boundaries of the school district.

NSD updates the Capital Facilities Plan on an annual basis and carefully monitors enrollment projections against capacity needs. If legally supportable, the District requests its local jurisdictions to collect impact fees on behalf of NSD.

The impact fees requested in this year's Capital Facilities Plan are based on representative growth-related capacity projects at Crystal Springs, Fernwood, and Woodin Elementary Schools (total added capacity of 655) and capacity additions at Bothell and North Creek High Schools (total added capacity of 268). Construction costs, before tax, are used in the fee formula. Growth related capacity projects identified in **Table 6.1** are eligible for impact fee funding.

[Proposed School Impact Fees](#)
Snohomish County

Single Family Units	\$15,159
Townhome Units	\$5,414
Multi-Family Units – 2+ Bedrooms	\$254
Multi-Family Units – 1/less Bedrooms	\$0

[Proposed School Impact Fees](#)
City of Woodinville

Single Family Units	\$15,159
Townhome Units	\$5,414
Multi-Family Units – 2+ Bedrooms	\$254

[Proposed School Impact Fees](#)
King County, City of Bothell, City of Kenmore

Single Family Units	\$15,159
Multi-Family Units (incl. Townhomes)	\$2,755

School impact fee rates stated above reflect a discount of 50% as required by the King County and Snohomish County codes.

Factors for Impact Fee Calculations

Student Generation Factors: Single Family

Elementary	0.324
Middle	0.118
High	0.120
K-12	0.562

**Student Generation Factors: Multi-Family
(Townhomes/Condos/Apartments)**

Elementary	0.071
Middle	0.027
High	0.034
K-12	0.132

Student Generation Factors: Townhomes

Elementary	0.171
Middle	0.050
High	0.048
K-12	0.270

Student Generation Factors: Condos/Apartments

Elementary	0.031
Middle	0.015
High	0.020
K-12	0.066

Projected New Capacity (bolded projects in fee formula)

Inglemoor High School – Phase 1	(185)
North Creek High School	(108)
Bothell High School	(160)
Leota Middle School – Phase 1	(159)
Fernwood Elementary	(330)
Crystal Springs Elementary	(175)
Maywood Hills Elementary	(125)
Woodin Elementary	(150)

Capacity/Construction Costs (in millions) (bolded projects in fee formula)

Inglemoor High School - Phase 1	\$100.0
North Creek High School	\$6.0
Bothell High School	\$6.0
Leota Middle School - Phase 1	\$62.0
Fernwood Elementary	\$37.8
Crystal Springs Elementary	\$36.5
Maywood Hills Elementary	\$49.4
Woodin Elementary	\$32.0

Capacity/New Property Costs

\$0.00

Temporary Facility Capacity Costs

\$0.00

(Portable costs not included in the formula)

Permanent Facility Square Footage

94.55%

Temporary Facility Square Footage

5.45%

School Construction Assistance Program Credit

Current SCAP percentage 38.11%

Current Construction Cost Allocation \$375.00

OSPI Sq/Ft/Student

ES: 90

MS: 108

HS: 130

Tax Payment Credit

Single Family AAV \$960,260

Multi-Family Unit AAV \$329,512

Debt Service Rate

Current/\$1,000 \$1.29225

GO Bond Interest Rate – Bond Buyer Index

Avg – March 2024 3.48%

Developer Provided Sites/Facilities

None

APPENDIX A**Student Generation Factors from New Development**

All Units Constructed 2017 - 2021 (5 years)

	Single Family	Townhomes	Multi-Family (Townhomes/ Condos/Apts)	Multi-Family (Condos/Apts)
K-5	0.324	0.171	0.071	0.031
6-8	0.118	0.050	0.027	0.015
9-12	0.120	0.048	0.034	0.020
K-12	0.562	0.269	0.132	0.066

Student Generation Rates for the Northshore School District (January 2023)

Permit Years: 2017 to 2021

Rates for Different Unit Types					Single and Multi-family Rate Summary					
	<u>SF</u>	<u>MF/Apartments</u>	<u>Townhomes</u>	<u>Duplexes</u>	<u>Permit Counts</u>	<u>Permits</u>	<u>K-5</u>	<u>6-8</u>	<u>9-12</u>	<u>Total</u>
K-5	0.32	0.03	0.17	0.23	SF All	2056	0.32	0.12	0.12	0.56
6-8	0.12	0.02	0.05	0.14	MF Units (all)	2027	0.071	0.027	0.034	0.13
9-12	0.12	0.02	0.05	0.29						
	0.56	0.07	0.27	0.65						

Written Summary

56 students for every 100 single family homes

7 students for every 100 apartment units

27 students for every 100 townhome units

65 students for every 100 Duplex units

(please note -- there are very few duplex units so the sample may not be representative)

Methodology

Permit addresses were compared to the addresses for students enrolled in October 2022 to create the rates.

Student Generation Rates by Grade

GRADE	SF Units Students Generated	SF Generation Rate
K	123	0.060
1	121	0.059
2	104	0.051
3	116	0.056
4	112	0.054
5	91	0.044
6	89	0.043
7	75	0.036
8	78	0.038
9	64	0.031
10	69	0.034
11	58	0.028
12	56	0.027
<i>Total</i>	<i>1156</i>	<i>0.562</i>

*** Grades K-12 Only (Preschoolers Excluded)**

Apartment Student Generation Rates by Grade

GRADE	MF Units Students Generated**	MF Generation Rate
K	11	0.007
1	11	0.007
2	4	0.003
3	9	0.006
4	6	0.004
5	4	0.003
6	4	0.003
7	12	0.008
8	6	0.004
9	11	0.007
10	7	0.005
11	10	0.007
12	2	0.001
Total	97	0.066

Duplex Student Generation Rates by Grade

GRADE	MF Units Students Generated**	MF Generation Rate
K	2	0.038
1	5	0.096
2	1	0.019
3	1	0.019
4	0	0.000
5	3	0.058
6	3	0.058
7	1	0.019
8	3	0.058
9	3	0.058
10	6	0.115
11	4	0.077
12	2	0.038
Total	34	0.654

Townhome Student Generation Rates by Grade

GRADE	MF Units Students Generated**	MF Generation Rate
K	16	0.032
1	16	0.032
2	22	0.044
3	9	0.018
4	11	0.022
5	12	0.024
6	14	0.028
7	5	0.010
8	6	0.012
9	8	0.016
10	7	0.014
11	4	0.008
12	5	0.010
Total	135	0.268

* Includes MF Units classified by the jurisdiction as Apartment, Duplex, or Townhome

** Grades K-12 Only (Preschoolers Excluded)

APPENDIX B.1**School Impact Fee Calculation: Single Family Dwelling Unit**
Northshore School District, 2024 CFP

School Site Acquisition Cost:	Site Size Acreage	Cost/Acre	Facility Size	Site Cost/Student	Student Factor	Cost/SFDU
Elementary	0	\$0	1	\$0	0.324	\$0
Middle	0	\$0	1	\$0	0.118	\$0
Senior	0	\$0	1	\$0	0.120	\$0
TOTAL						\$0

School Construction Cost:	Sq. Ft. % Permanent	Facility Cost	Facility Size	Bldg. Cost/Student	Student Factor	Cost/SFDU
Elementary	94.55%	\$90,880,000	655	\$138,748	0.324	\$42,504
Middle	94.55%	\$0	-	\$0	0.118	\$0
Senior	94.55%	\$10,725,000	268	\$40,019	0.120	\$4,541
TOTAL						\$47,045

Temporary Facility Cost:	Sq. Ft. % Temporary	Facility Cost	Facility Size	Bldg. Cost/Student	Student Factor	Cost/SFDU
Elementary	5.45%	\$0	25	\$0	0.324	\$0
Middle	5.45%	\$0	25	\$0	0.118	\$0
Senior	5.45%	\$0	25	\$0	0.120	\$0
TOTAL						\$0

State School Construction Funding Assistance Credit:	Const Cost Allocation	OSPI Sq. Ft./Student	Funding Assistance	Credit/Student	Student Factor	Cost/SFDU
Elementary	\$375	90	38.11%	\$12,862	0.324	\$4,167
Middle	\$0	0	0.00%	\$0	0.118	\$0
Senior	\$375	130	38.11%	\$18,579	0.120	\$2,229
TOTAL						\$6,397

School Impact Fee Calculation: **Single Family Dwelling Unit**

Page 2

Tax Payment Credit Calculation:

Average SFR Assessed Value	\$ 960,260.44
Current Capital Levy Rate/\$1000	\$1.29225
Annual Tax Payment	\$1,240.90
Years Amortized	10
Current Bond Interest Rate	3.48%
Present Value of Revenue Stream	\$10,330

Impact Fee Summary - Single Family Dwelling Unit:

Site Acquisition Cost	\$0
Permanent Facility Cost	\$47,045
Temporary Facility Cost	\$0
State SCFA Credit	(\$6,397)
Tax Payment Credit	(\$10,330)
Unfunded Need	\$30,318
50% Required Adjustment	\$15,1591

Single Family Impact Fee	\$15,159
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APPENDIX B.2**School Impact Fee Calculation: Townhome Dwelling Unit**
Northshore School District, 2024 CFP

School Site Acquisition Cost:	Site Size Acreage	Cost/Acre	Facility Size	Site Cost/Student	Student Factor	Cost/THDU
Elementary	0	\$0	1	\$0	0.171	\$0
Middle	0	\$0	1	\$0	0.050	\$0
Senior	0	\$0	1	\$0	0.048	\$0
TOTAL						\$0

School Construction Cost:	Sq. Ft. % Permanent	Facility Cost	Facility Size	Bldg. Cost/Student	Student Factor	Cost/THDU
Elementary	94.55%	\$90,880,000	655	\$138,748	0.171	\$22,433
Middle	94.55%	\$0	-	\$0	0.050	\$0
Senior	94.55%	\$10,725,000	268	\$40,019	0.048	\$1,816
TOTAL						\$24,249

Temporary Facility Cost:	Sq. Ft. % Temporary	Facility Cost	Facility Size	Bldg. Cost/Student	Student Factor	Cost/THDU
Elementary	5.45%	\$0	25	\$0	0.171	\$0
Middle	5.45%	\$0	25	\$0	0.050	\$0
Senior	5.45%	\$0	25	\$0	0.048	\$0
TOTAL						\$0

State School Construction Funding Assistance Credit:	Const Cost Allocation	OSPI Sq. Ft./Student	Funding Assistance	Credit/Student	Student Factor	Cost/THDU
Elementary	\$375	90	38.11%	\$12,862	0.171	\$2,199
Middle	\$0	0	0.00%	\$0	0.050	\$0
Senior	\$375	130	38.11%	\$18,579	0.048	\$892
TOTAL						\$3,091

School Impact Fee Calculation: Townhome Dwelling Unit

Page 2

Tax Payment Credit Calculation:

Average SFR Assessed Value	\$ 960,260
Current Capital Levy Rate/\$1000	\$1.29225
Annual Tax Payment	\$1,241
Years Amortized	10
Current Bond Interest Rate	3.48%
Present Value of Revenue Stream	\$10,330

Impact Fee Summary - Townhome Dwelling Unit:

Site Acquisition Cost	\$0
Permanent Facility Cost	\$24,249
Temporary Facility Cost	\$0
State SCFA Credit	(\$3,091)
Tax Payment Credit	(\$10,330)
Unfunded Need	\$10,827
50% Required Adjustment	\$5,414

Townhome Impact Fee	\$5,414
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APPENDIX B.3

School Impact Fee Calculation: **Multi-Family Dwelling Unit**
(Townhome, Apartment, Condo blend)
 Northshore School District, 2024 CFP

School Site Acquisition Cost:	Site Size Acreage	Cost/Acre	Facility Size	Site Cost/Student	Student Factor	Cost/SFDU
Elementary	0	\$0	1	\$0	0.071	\$0
Middle	0	\$0	1	\$0	0.027	\$0
Senior	0	\$0	1	\$0	0.034	\$0
TOTAL						\$0

School Construction Cost:	Sq. Ft. % Permanent	Facility Cost	Facility Size	Bldg. Cost/Student	Student Factor	Cost/MFUDU
Elementary	94.55%	\$90,880,000	655	\$138,748	0.071	\$9,314
Middle	94.55%	\$0	-	\$0	0.027	\$0
Senior	94.55%	\$10,725,000	268	\$40,019	0.034	\$1,286
TOTAL						\$10,601

Temporary Facility Cost:	Sq. Ft. % Temporary	Facility Cost	Facility Size	Bldg. Cost/Student	Student Factor	Cost/MFUDU
Elementary	5.45%	\$0	25	\$0	0.071	\$0
Middle	5.45%	\$0	25	\$0	0.027	\$0
Senior	5.45%	\$0	25	\$0	0.034	\$0
TOTAL						\$0

State School Construction Funding Assistance Credit:	Const Cost Allocation	OSPI Sq. Ft./Student	Funding Assistance	Credit/Student	Student Factor	Cost/MFUDU
Elementary	\$375	90	38.11%	\$12,862	0.071	\$913
Middle	\$0	0	0.00%	\$0	0.027	\$0
Senior	\$375	130	38.11%	\$18,579	0.034	\$632
TOTAL						\$1,545

School Impact Fee Calculation: **Multi-Family Dwelling Unit**
(Townhome, Apartment, Condo blend)
 Page 2

Tax Payment Credit Calculation:

Average MFR Assessed Value	\$ 329,512
Current Capital Levy Rate/\$1000	\$1.29225
Annual Tax Payment	\$425.81
Years Amortized	10
Current Bond Interest Rate	3.48%
Present Value of Revenue Stream	\$3,545

Impact Fee Summary - Multi-Family Dwelling Unit:

Site Acquisition Cost	\$0
Permanent Facility Cost	\$10,601
Temporary Facility Cost	\$0
State SCFA Credit	(\$1,545)
Tax Payment Credit	(\$3,545)
Unfunded Need	\$5,511
50% Required Adjustment	\$2,755

Multi-Family Impact Fee	\$2,755
(Townhomes, Apts, Condos)	

APPENDIX B.4

School Impact Fee Calculation: **Multi-Family Dwelling Unit**
(Apartment, Condo blend)
 Northshore School District, 2024 CFP

School Site Acquisition Cost:	Site Size Acreage	Cost/Acre	Facility Size	Site Cost/Student	Student Factor	Cost/MFDU
Elementary	0	\$0	1	\$0	0.0310	\$0
Middle	0	\$0	1	\$0	0.0150	\$0
Senior	0	\$0	1	\$0	0.0200	\$0
TOTAL						\$0

School Construction Cost:	Sq. Ft. % Permanent	Facility Cost	Facility Size	Bldg. Cost/Student	Student Factor	Cost/MFDU
Elementary	94.55%	\$90,880,000	655	\$138,748	0.0310	\$4,067
Middle	94.55%	\$0	-	\$0	0.0150	\$0
Senior	94.55%	\$10,725,000	268	\$40,019	0.0200	\$757
TOTAL						\$4,824

Temporary Facility Cost:	Sq. Ft. % Temporary	Facility Cost	Facility Size	Bldg. Cost/Student	Student Factor	Cost/MFDU
Elementary	5.45%	\$0	25	\$0	0.0310	\$0
Middle	5.45%	\$0	0	\$0	0.0150	\$0
Senior	5.45%	\$0	25	\$0	0.0200	\$0
TOTAL						\$0

State School Construction Funding Assistance Credit:	Const Cost Allocation	OSPI Sq. Ft./Student	Funding Assistance	Credit/Student	Student Factor	Cost/MFDU
Elementary	\$375	90	38.11%	\$12,862	0.0310	\$399
Middle	\$0	0	0.00%	\$0	0.0150	\$0
Senior	\$375	130	38.11%	\$18,579	0.0200	\$372
TOTAL						\$770

School Impact Fee Calculation: **Multi-Family Dwelling Unit**
(Apartment, Condo blend)
Page 2

Tax Payment Credit Calculation:

Average MFR Assessed Value	\$ 329,512
Current Capital Levy Rate/\$1000	\$1.29225
Annual Tax Payment	\$425.81
Years Amortized	10
Current Bond Interest Rate	3.48%
Present Value of Revenue Stream	\$3,545

Impact Fee Summary - Multi-Family Dwelling Unit:

Site Acquisition Cost	\$0
Permanent Facility Cost	\$4,824
Temporary Facility Cost	\$0
State SCFA Credit	(\$770)
Tax Payment Credit	(\$3,545)
Unfunded Need	\$508
50% Required Adjustment	\$254

Multi-Family Impact Fee (Apts/Condos)	\$254
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**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 23-402**

A RESOLUTION OF THE CITY COUNCIL OF KENMORE,
WASHINGTON, REVISING THE CITY FEE SCHEDULE; ADOPTING
THE 2024 FEE SCHEDULE; REPEALING THE 2023 FEE SCHEDULE –
RESOLUTION NO. 23-400; 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 a revised fee schedule 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, Washington 2024 Fee Schedule”, 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 January 1, 2024.

Section 3. Repealer. Resolution No. 23-400 is hereby repealed, effective January 1, 2024.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON AT A REGULAR MEETING THEREOF THIS 27TH DAY OF NOVEMBER, 2023.

CITY OF KENMORE


Nigel G. Herbig (Nov 30, 2023 18:00 PST)
Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:


Anastasiya Warhol (Nov 30, 2023 11:35 PST)

Anastasiya Warhol, City Clerk

APPROVED AS TO FORM:


Dawn Reitan (Nov 29, 2023 13:12 PST)

Dawn Reitan, City Attorney

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

1. Business Registration and Licenses

+ Business Registration License <i>Applied for through the Washington Department of Revenue Business Licensing Service</i>	2024 Fee based on an estimated gross annual incomes <u>greater than</u> \$12,000	2024 Fee based on an estimated gross annual income <u>equal</u> <u>to or less than</u> \$12,000
	New or Re-opened General Business or Home Occupation	\$10
	Additional Location	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
Note: The Washington Department of Revenue may charge fees in addition to those described in this fee resolution (example: processing fee).		

Regulatory Business Licenses		
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 \$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	2024 Fee
Inspection/Posting	\$50
Re-inspection	\$50
Abatement	Actual City Costs
Abatement Hearing	\$360
Hearing Officer	\$215 per hour
Notice of Violation Appeal Hearing	\$125

Removal of Declaration	\$20
Violation of a Stop Work Order	\$500/day
Failure to perform Fire Watch	\$412/day
Violation of International Fire Code	\$255/day
Work without a permit (all types)	2 times permit cost

Housing Code Enforcement	2024 Fee
Inspection/Posting	\$255 per hour
Re-Inspection plus Notice and Order	\$510
Hourly Rate	\$255
Appeal Fee	\$128 each
Closing Fee	\$255
Contract Abatement Fee	15% of the contract
Late Fee	25% of the amount due
Hearing Officer	\$215 per hour

The Following Fees Apply to all Enforcement Actions:	
Inspection Warrant	\$350 each
Attorney Fees	As established by the City Attorney contract for legal services
Paralegal Services	\$60 per hour
Notary Services	\$10
Abatement	Actual City Costs
Code Enforcement Administrative Fee	15%

3. Comprehensive Plan and Development Regulation Amendments

Type	2024 Fee
Prescreening/threshold review fee	\$200
Annual amendment cycle fee (applicants whose amendment proposals are approved for consideration by the City Council)	\$400

4. Development Services

General Fees	2024 Fee
Development Review Technology Fee. Applies to all fees listed in Section 4. Except items marked with an asterisk "*" are exempt from the technology fee	5%
+ Hourly Rate	\$136
Additional excessive reviews and inspection fees. Applies to all development permits; additional plan review or inspections required by changes, additions or revisions to the plans or excess reviews of re-submittals will be billed at an hourly rate. Hourly fees throughout this section may be billed in 1/2 hour intervals.	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. Applies to all development	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	1.5% of balance due
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Development Agreement	2024 Fee
+ Threshold review with City Council	\$243
+ Development Agreement requested by the applicant (proposal is approved for consideration by the City Council)	\$6,082 + City Attorney fees
Development Agreement requested by the City	No fee

Pre-application	2024 Fee
Pre-application review fee (first pre-application)	No fee
Pre-application review fee (subsequent pre-application)	
Base fee	\$650
After five hours	Hourly
Pre-application review fee (affordable housing projects)	No fee

Zoning and Land-use	2024 Fee
Site plan application fee (Land-use permit associated to KMC 18.105)	
+ Up to \$100,000 project value	\$1,058
+ \$100,001 - \$1,000,000 project value	\$3,370
+ > \$1,000,000 project value	\$3,370 + \$1,055 for each \$1M or portion thereof
+ Major revision requiring new public hearing	\$2,841
+ Minor revisions submitted after preliminary approval (not necessitating additional hearings)	\$930
+ Construction permit site plan review (1 hour)	\$136
Construction permit site plan review (beyond 1 hour)	Hourly
Landscape and tree management plan review	
+ Initial plan review based on site area	
+ 0 – 1 site acre	\$588
+ > 1 – 2 site acres	\$1,067
+ > 2 site acres	\$1,067 + \$207 for each acre or portion over 2 thereof
+ Each plan revision review	\$412
Landscape and tree management inspections	
+ Landscape inspection	\$301
+ Landscape maintenance bond release inspection	Hourly
+ Request for site specific rezone	\$3,122
Conditional use permits (CUP) and special use permits (SUP)	
+ Administrative CUP	\$2,291
+ SUP with public hearing	\$2,945
+ Daycare with 24 children or less	\$1,688
+ Request for time extension	\$106

Variances (e.g., zoning variance, critical area variance, etc.)		
+	Application review	\$1,675
+	Request for time extension	\$106
+	Boundary line adjustment	\$753
+	Communications facility application fee	\$1,795
+	Conditional Use permit (CUP)	\$4,963
+	Minor Adjustment	\$3,240
+	Major Adjustment	\$11,272
	Accessory dwelling unit	No fee
	Change of use (zoning review)	
+	Base fee	\$680
+	After 5 hours	Hourly
	Land use inspections	Hourly
+	Reasonable use exception	\$1,675
+	Legal lot status request	\$485
+	Public agency and utility exception	\$1,675
+	Zoning verification letter/request	\$218
+	Design review	Hourly
+	Temporary Use Permit	\$877
	Affordable Housing Monitoring Fee	\$50/unit
	Request for code interpretation	Hourly
+	Multi-Family Tax Exemption (MFTE) Application	\$617
+	Public notice mailing fee	Actual cost of supplies and postage, or a minimum of \$243, whichever is greater

Subdivision - Preliminary Application Review		2024 Fee
Preliminary short subdivisions (9 lots or less)		
+	Base fee	\$559
+	Plus per lot	\$1,135
+	Major Revision requiring public notice	\$559
+	Minor revisions submitted after preliminary approval (not necessitating additional public notice)	Hourly
	Short subdivision alteration	Hourly
+	Request for time extension	\$106
Preliminary subdivisions (10 lots or more)		
+	Base fee	\$1,679
+	Plus per lot	\$1,374
+	Major revision requiring new public hearing	\$3,111
+	Minor revisions submitted after preliminary approval (not necessitating additional hearings)	\$930
+	Request for time extension	\$106
	Subdivision alterations or subdivision vacations	
+	With public hearing	\$3,915
+	Without public hearing	\$1,900
Binding site plan		

+	Final Binding Site Plan	\$2,996
+	Conceptual Binding Site Plan	\$5,514
+	Revision to a preliminary approved plan	\$1,348
+	Revision to a final binding site plan	\$2,996

Shoreline Management Permit		2024 Fee
Substantial development permit		
Total cost of proposed development:		
+	Up to and equal to \$100,000	\$2,168
+	Over \$100,000	\$2,168 + hourly
+	Single-family joint use dock	\$2,164
+	Shoreline conditional use permit	\$2,760
Shoreline variance		
+	Up to and equal to \$100,000	\$2,760
+	Over \$100,000	\$2,760 + hourly
+	Shoreline re-designation	\$18,707
+	Shoreline review of other permits or approvals for conditions	\$412
+	Shoreline exemption	\$1,046
Supplemental fees		
+	Request for a time extension	\$106
	Shoreline permit revision	Hourly
+	Surcharge when public hearing required	\$864
	Permit compliance inspections	Hourly

Special Reviews		2024 Fee
State Environmental Policy Act (SEPA) review		
Environmental checklist (Projects)		
+	Base fee	\$1,912
	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 consultants, public notice (as necessary) and other associated expenses).		
Critical Area Plan Review:		
+	Base fee	\$1,654
	Plus, per hour	Hourly

+	Flood plain determination – certificate of elevation	\$491
	Plus, per hour	Hourly
	Review of mitigation/enhancement plan	Hourly
	Critical areas inspection	Hourly
	Inspection and monitoring	Hourly
	Appeals	
	Appeals to the hearing examiner from decisions of the City	\$128
	Departmental review of non-departmental permits	Hourly
	Review and monitoring of master drainage plans, per hour	
	Review of SEPA and/or Critical areas exemption (not relating to SSDX)	Hourly
+	Base fee	\$543
	After four hours	Hourly
+	Request for name change (land use applications)	\$256
+	Tree Removal	2024 Fee
+	Significant Tree Removal	
+	Plan review & inspection	\$50
+	Plan review beyond 2 hours	Hourly
+	Exceptional Tree Removal (Type 2 land use decision)	\$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 and Inspections	2024 Fee
	Parking Review	
+	Base fee	\$680
+	After 5 hours	Hourly
+	Single-family drainage review	
+	Addition/alteration/rebuild drainage review	\$394
+	New SFR drainage review, within a plat	\$394
+	New SFR drainage review, not within a plat	\$901
	Commercial/Multi-family drainage plan review	
+	Base Fee	\$759
	Plus, per total distributed area	
+	0 – .50 site acre	\$1,493
+	.51 – 1 site acre	\$2,060
+	1.1 – 2 site acres	\$3,763
+	2.1 – 5 site acres	\$8,261
+	5.1 – 10 site acres	\$950
+	More than 10 acres	\$11,077
	Traffic Impact Analysis review	
+	Level 1 (10 P.M. peak hour trips or less)	\$449
+	Level 2 (11-75 P.M. peak hour trips)	\$1,068
+	Level 3 (Over 75 P.M. peak hour trips)	\$2,136
+	Road standards variance	\$266
+	Drainage adjustment	\$266
+	Wet season work variance	Hourly

Small Project Grading permits:			
Projects that do not exceed 500 cubic yards (volume and disturbed area) and that do not require engineered drawings, as determined by the director.			\$399
Large Project Grading permits			
	Disturbed Area	Base fee	Per acre
	Up to 1 acre	\$234	\$1,050
	>1 acre	\$508	\$787
Engineering plan revision			Hourly
Engineering permit operation monitoring (inspection fee when not associated to a Bond Quantity Worksheet)			
The operation monitoring fee shall be calculated by adding the applicable amount from the Annual Volume Table (below) to an amount equal to \$215 per acre disturbed and not rehabilitated during the monitoring period, to a maximum of \$10,000.			
Annual Volume Table			
	Volume deposited or removed	Base Fee	Per 100 cubic yards
	0 to 3,000 cubic yards	\$0	\$131
	>3,000 to 10,000 cubic yards	\$3,404	\$22
	>10,000 to 20,000 cubic yards	\$5,018	\$7
	>20,000 to 40,000 cubic yards	\$5,711	\$3
	>40,001 cubic yards	\$6,244	\$2
Reclamation bond release inspection			\$342
Re-inspection of non-bonded actions			\$299
Substantial engineering permit inspection			Hourly
Construction inspections (when associated to a Bond Quantity Worksheet)			
Bond quantities worksheet amount (line T)		Initial fee + additional fee based on bond	
\$0 – \$30,000		\$284 + \$153 / \$1,000 bond	
>\$30,000 – 120,000		\$3,006 + \$65 / \$1,000 bond	
>\$120,000		\$8,934 + \$19 / \$1,000 bond	
Additional inspection after 1 year			Hourly
Maintenance bond inspections			
Bond quantities worksheet amount (line T)		Initial fee + additional fee based on bond	
\$0 – \$30,000		\$614 + \$20 / \$1,000 bond	
>\$30,000 – 120,000		\$1,026 + \$6 / \$1,000 bond	
>\$120,000		\$1,556 + \$2 / \$1,000 bond	

Engineering: Subdivision Plan Review and Inspections			
Short subdivision engineering plan review			
Short subdivision 4 lots or less			
	Base fee		\$2,784
	Plus per lot		\$278
Short subdivision 5 to 9 lots			
	Base fee		\$5,537
	Plus per lot		\$278
Short subdivision utility ROW permit review			\$272
Short subdivision utility ROW permit inspection			\$272

	Subdivision engineering plan review	
	Subdivision 30 lots or less	
+	Base fee	\$8,286
+	Plus per lot	\$45
	Subdivision 31 lots or more	
+	Base fee	\$8,957
+	Plus per lot	\$22
+	Subdivision utility ROW permit review	\$543
+	Subdivision utility ROW permit inspection	\$543
+	Multi-family engineering plan review (e.g., planned unit developments, townhomes, apartments, condominiums, etc.)."	
	30 units or less	
+	Base fee	\$8,286
+	Plus per lot	\$61
	31 units or more	
+	Base fee	\$9,224
+	Plus per lot	\$31
+	Utility ROW permit review	\$520
+	Utility ROW permit inspection	\$520
	Revisions and re-submittals	
+	Each occurrence	\$158
+	Additional/excessive review fee (applies to each review starting on the fourth review).	Hourly
	Construction inspections (when associated to a Bond Quantity Worksheet)	
	Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond
+	\$0 – \$30,000	\$284 + \$153 / \$1,000 bond
+	\$30,001 – 120,000	\$3,006 + \$65 / \$1,000 bond
+	\$120,000 or more	\$8,934 + \$19 / \$1,000 bond
	Additional inspections after 1 year	Hourly
	Subdivision final approval	
+	Final short subdivision 4 lots or less	\$2,564
+	Final short subdivision 5 to 9 lots	\$5,169
+	Final short subdivision alteration	\$953
+	Final subdivision 30 lots or less	
+	Base Fee	\$7,774
+	Plus per lot	\$93
+	Final subdivision 31 lots or more	
+	Base Fee	\$8,635
+	Plus per lot	\$63
+	Subdivision alteration	\$1,437
+	Modification of a recorded building envelope	\$721
+	Request for name change	\$256
+	Final planned unit development	\$6,045
+	Request for time extension	\$193
+	Request for name change	\$256
+	Final building site plan	\$4,110

Subdivision – post final fees	
Maintenance bond inspections	
Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond
+ \$0 – \$30,000	\$614 + \$20 / \$1,000 bond
+ >\$30,000 – 120,000	\$1,026 + \$6 / \$1,000 bond
+ >\$120,000	\$1,556 + \$2 / \$1,000 bond

Building Permits		
Building permit fees are based on valuation. The table below establishes the permit fee from the valuation. Valuation is determined by type of construction and square footage or from a contractor's bid. The most recent edition of the Building Safety Journal determines the type of construction and square footage factor.		
With exception of fees collected by the City for other agencies (e.g., State Building Council Surcharge), building permit fees in this section do not apply to new accessory dwelling units (ADUs).		
Valuation Table		
Total Valuation	Fee	
+ \$1 – \$500	\$32	
+ >\$500 – \$2,000	\$32 for the first \$500 plus \$4 for each additional \$100 or fraction thereof, to and including \$2,000.	
+ >\$2,000 – \$25,000	\$93 for the first \$2,000 plus \$19 for each additional \$1,000 or fraction thereof, to and including \$25,000.	
+ >\$25,000 – \$50,000	\$523 for the first \$25,000 plus \$13 for each additional \$1,000 or fraction thereof, to and including \$50,000.	
+ >\$50,000 – \$100,000	\$860 for the first \$50,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000.	
+ >\$100,000 – \$500,000	\$1,326 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	\$4,302 for the first \$500,000 plus \$6 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.	
+ >\$1,000,000	\$7,484 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		\$1,105
+ Temporary mobile home permit		\$1,027
+ Temporary mobile home permit for hardship		\$1,105
+ Non-insignia mobile home inspection		\$882
Re-roof permits		
+ Single-family residential		\$246
+ Commercial and multi-family		Valuation Table
Condominium conversion review		
+ 1 to 30 units		\$2,176

+	31 to 99 units	\$2,458
+	100 or more units	\$3,335
+	Plus per unit	\$370
	Special plan review	Hourly
	Pre-inspections	
+	Fire and flood damage	\$485
+	Minimum housing or other code compliance	\$485
+	Relocation of structure	\$398
+	Demolition inspection	\$398
	Re-inspection	Hourly
	Inspection outside of normal hours	Overtime hourly
	Inspection for which no fee is specifically indicate	Hourly
+	Permit extension or renewal	\$141
+	State Building Code Council surcharge (effective July 1, 2018)*	
	Residential building permits	
	Base Fee	\$6.50
	Plus per unit	\$2.00
	Commercial building permits	
	Base Fee	\$25.00
	Plus per unit	\$2.00

Plumbing Permits

Plumbing permit fees in this section do not apply to new accessory dwelling units

+	New single-family (one and two dwellings) and townhouses	\$943/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	\$138
	Plus	
+	For each plumbing fixture on one trap or set of fixtures on one trap	\$14/each
+	Roof drain	\$14/each
+	Electric water heater	\$43/each
+	Water piping or water treating equipment	\$86/each
+	Back flow devices (other than atmospheric vacuum breakers)	\$86/each
+	Other	\$14/each

Mechanical Permits

Mechanical permit fees in this section do not apply to new accessory dwelling units

+	New single-family (one and two dwellings) and townhouses	\$441/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	\$138
	Plus	

+	For the installation or relocation of each floor furnace, including vent	\$172
+	For the installation or relocation of each suspended heating, recessed wall heater or floor-mounted unit heater	\$86
+	For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$26
+	For the repair or alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	\$258
+	For each ventilation fan connected to a single duct	\$14
+	For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit	\$14
+	For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$14
+	Gas pipe (1-5 outlets)	\$86
+	Gas pipe (outlets over 5)	\$14/outlet
+	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	\$172
+	Gas water heater	\$172
+	Heat pump	\$14

Transportation Impact Fees*		
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, as defined in KMC 18.20		\$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 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

SF = Square Feet

Parks Impact Fee*		
+ Single-family residence		\$4,586.75 per dwelling unit
+ Multi-family (includes duplex, triplex, townhomes, apartments, etc.)		\$3,518.28 per dwelling unit
+ Mobile Home		\$2,292.78 per dwelling unit
+ Affordable Housing, as defined in KMC 18.20		No fee

Schools Impact Fee*		
+ Single-family residence		\$16,957 per dwelling unit
+ Multi-family (includes duplex, triplex, townhomes, apartments, etc.)		\$4,214 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)		
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+ Application Fee (includes 1 hour review and 1 hour inspection)		\$229
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

Access Right-of-Way Permits

+	Application Fee (includes 1 hour review and 1 hour inspection)		\$229
	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

+ Application Fee (includes 1 hour review and 1 hour inspection)		\$229
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		

Special Use Permits*

+ Application Fee (includes 1 hour review and 1 hour inspection)		\$229
+ 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*: all Utility Franchises and any other utility company or agency installing, repairing, removing, and/or modifying telecommunication/cable facilities

+ Application		\$229
Review		Hourly
Inspection		Hourly
Use fee		No Fee
+ Permit Extension		\$314

	Violation of Lane Closure Hours	\$500
+	Accelerated Job Start	\$523
	Work Without a Permit	\$1,000
+	Attorney Fees for Use Agreements	Actual Cost
	See Section 4. Development Services for Current Hourly Rate	

+	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 surety bond as specified in WAC 468-34-020(3).

Special Event Permit	
Application Fee	100*
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
Memorial Sign	
Application fee and sign	\$300*

5. Animal Care and Control

Animal License and Registration	
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
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	
Hobby kennel and hobby cattery license	\$50
Private animal placement permit	No fee

Civil Penalties	
General	
No previous similar code violation within one year	\$50
One previous similar code violation within one year	\$100
Two previous similar code violation within one 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	
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.	\$20
Owner-requested euthanasia (unlicensed pets)	\$50
Optional micro-chipping for adopted pets	\$25

6. Miscellaneous

Type	
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 - Resident	\$75/hour
Saturday Rental - Non-Resident	\$125/hour
Audio/Visual Rental	\$25
Damage Deposit (refundable)	\$250 min.

The Hangar (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 false alarms		No fee
Fourth and fifth false alarms		\$50 each
Sixth and additional false alarms		\$100 each
Rhododendron 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 (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 notification		Actual cost of supplies and postage, or a minimum of \$243, whichever is greater

7. Public Records Requests

Type	
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 Charge		
Class	Impervious Area	2023 Rate
+ Residential	N/A	\$298.84 per parcel
+ Very Light	0 to ≤ 10%	\$298.84 per parcel
+ Light	> 10% to ≤ 20%	\$896.51 per acre
+ Moderate	> 20% to ≤ 45%	\$1,942.43 per acre
+ Moderately Heavy	> 45% to ≤ 65%	\$3,287.20 per acre
+ Heavy	> 65% to ≤ 85%	\$4,482.54 per acre
+ Very Heavy	> 85% to ≤ 100%	\$5,528.46 per acre
County Roads	N/A	N/A
State Highways	N/A	N/A

Rates are subject to utility tax per KMC 3.35.040.F

Stormwater Capital Facilities	
+ Single family residential development on a single parcel, including townhomes	\$3,700
+ Shelters for temporary placement, as defined in KMC 18.20.2540, or a low-income housing project that serves low-income persons, as determined by the city manager.	No fee
+ 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.

23-402 Resolution setting the 2024 Fee Schedule

Final Audit Report

2023-12-01

Created:	2023-11-29
By:	Michelle Kang (mkang@kenmorewa.gov)
Status:	Signed
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