

City of Kenmore



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

Planning Commission Meeting ON-SITE

Tuesday, November 21, 2023 - 7:00-9:00 PM

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

ZOOM LINK: <https://kenmorewa-gov.zoom.us/j/88255979506>

Or Telephone: +1 253 205 0468

Callers please dial *9 to Raise/Lower Hand

Webinar ID: 882 5597 9506

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.

1. CALL TO ORDER

2. PUBLIC COMMENTS

We welcome our community members to the Planning Commission meeting. In this forum, the Commission does not engage or dialogue with the public; the primary role is to listen. We will hear from our on-site guests first, followed by our pre-registered virtual guests. All guests must address comments to the Commission. The Clerk will acknowledge your request and call your name when it is your turn. Your time will start when we confirm that we can hear you. Please state your name and city of residence for the record and keep your comments to 3 minutes. We will not split your time with others or reset your time except by express approval of the Chair. You can submit materials to the Clerk in advance. This meeting is being recorded. Thank you for taking the time to express your comments.

NEW VIRTUAL PARTICIPATION PROCESS: To provide public comments virtually, please fill out the [Virtual Public Comment Request Form](#) in advance of the meeting. The form closes at 12:00 Noon on the day of the meeting. You will be confirmed by the Clerk. If you are having difficulty, please reach out to the Clerk at stippleleen@kenmorewa.gov.

3. APPROVAL OF MINUTES

[10.17 Planning Commission Meeting Minutes](#)

4. AGENDA ITEMS

Comprehensive Plan Update

Continued review of Economic Development Element

[Staff Memo](#)

[Draft Economic Dev Element](#)

[Staff responses to PC questions](#)

Draft Planning Commission Scope and Rules (added 11/20/2023)

[Planning Commission Rules and Procedures draft 11.20.23](#)

5. ADJOURNMENT

UPCOMING MEETINGS:

December 5, 2023, 7:00 p.m.

**City of Kenmore
Planning Commission Meeting Minutes
October 17, 2023 @ 7:00 p.m.**

Planning Commission Members – In Attendance (the meeting was held onsite and virtually using the Zoom online platform)

Dwight Thompson, Chair
Mike Vanderlinde, Vice Chair
Tracy Banaszynski
Saad Qadri (Joined over Zoom)
Derek Wyckoff

Excused: Nathan Loutsis

Staff

Debbie Bent, Community Development Director
Todd Hall, Principal Planner
Shannon Tipple-Leen, Planning Commission Clerk
Michelle Kang, Co-Clerk

1. CALL TO ORDER

The meeting was called to order by Chair Thompson at 7:00 p.m.

2. PUBLIC COMMENTS

No Public Comments

3. APPROVAL OF MINUTES

September 5, 2023 Meeting minutes were approved by unanimous consent.

4. AGENDA

Todd Hall introduced the Economic Development Element.

Commissioners had many questions and/or comments. A summary is provided below:

- A discussion about where are densities are going in this Element and others.

- Will there be more current data used than the 2021 and 2018 data used.
 - Staff said these data sources are all that is available at this time.
- On Table ED-13 commercial/industrial job land numbers says it could support 3,000 new jobs which is identical to the target of 3,000 jobs created in the city. So it is saying that if we want to come close to that we have to reach 100% of the growth. Does that include Lakepointe and to what extent does Lakepointe influence these numbers?
- Are these numbers saying in order to reach these commercial targets do we have to reduce the number of residential?
- Regarding the jobs to housing ratio Table ED-14, how relevant are these numbers and is it real to have these numbers influencing our goals?
- On Table ED-15, given our small commercial base, does this include the attribution of where sales generate? For instance, from internet sales. What kind of commercial industry could generate extra revenue?
- How is the City administration capturing the tax revenue in the city? Is there thought that there are some businesses escaping the tax net?
 - Staff said questions will be sent to the Finance Director.
- The last time the City did an Economic Analysis update was 2018 and it was a priority with more money being funneled to it. How will the city do it now with less resources.
 - Rather than spending money on a consultant, the city has taken a 3-pronged approach to it now with three equally shared values - Be A Well-Run City, Seize Strategic Opportunities & Focus on Key Partnerships
- Does Kenmore have a B&O tax? If not, why not.
 - There is no B&O Tax in Kenmore. It has been rejected by City Council in the past.
- Would like to know who is paying taxes and where is the money going? If not having a B&O tax an incentive to small business or it is just a source of lost revenue? How do we balance revenue sharing between business and residences and moreover between small and large businesses.
- Businesses are known to set up in Kenmore because the city is easy to work with not because it doesn't have a B&O tax.
- A B&O tax makes sense because we provide Public Services and roads to

businesses.

- Staff said questions will be sent to the Finance Director.
- If retail brick and mortar are on the decline, should the city rethink multiuse? Should the city rethink coding?
- Are there studies that show what areas of the city are lacking in businesses?
- We are going to have to rely on staff to make sure we have consistent messaging through the elements.
- What is the city doing to address the numbers on Tables ED-5 and ED-6 regarding Poverty?
- Businesses need affordable housing in order to have employees to work for them. If we have a city with that then people will want to live here and will desire to work near their home.
- Regarding the 6 goals of the Economic Strategy – we need to be mindful about what we bring into our community and not always just office space. We need to find ways to create more spaces for small businesses to connect.
- There was a percentage of vacant buildings in Table ED-13. How many of them are livable and how many are condemnable? Where in the city are they?
- Page 4F-12 – How much of the retail in this chart is leakage?
- Can we really call it leakage if the world has changed? Ecommerce is here to stay. What is the vision for the city and what are we going to do about it. What are the services people looking for that we build into the plan?
- Green business focus policy is addressed in ED-7.
- Surprised the industrial waterfront is not listed as a challenge.
- Rename SWOT (Strength, Weakness, Opportunity, Threats) to SCOT (Strength, Challenges, Opportunity, Threats)?
- At what point do we come to terms with the fact that Lakepointe will never happen? The last time we did this update we had representatives from the lake front companies and they said they are not going to leave.
- We should not be relying on the 2018 analysis and using it as a guide. It is not relevant to today and it is misleading, but something needs to go there that

illustrates those.

- We need help understanding what the options could be for getting these numbers.

- Would be interested to learn what was learned from when the business incubator was shut down to craft this.

- Some of the statements are not relevant for the current period we are in. We should qualify some of the numbers with what we know like the pandemic and economy.

- If we make major changes to any of the exhibits, put the old one in an appendix to have a reference for the work done in 2018.

MOTION: Commissioner Vanderlinde moved to cancel the Nov 7th meeting because it is election night. Chair Thompson seconded the motion.

VOTE: 6 For, 0 Against, 0 Abstain. Motion Carried.

An update on the search for new Planning Commissioners was given. There are four open positions, and the city has received fourteen applications. The City Council has the applications and will select applicants for interviews during the November 13th City Council meeting.

The next Planning Commission meeting is scheduled for November 21st.

Begin work on the Downtown Plan in January 2024.

5. ADJOURNMENT

Chair Thompson adjourned the meeting at 9:19 PM

Planning Commission

Approved by Planning Commission on: _____



City Of Kenmore, Washington

Memorandum

Date: November 21, 2023

To: Planning Commission

From: Debbie Bent, Community Development Director
Todd Hall, Principal Planner

Regarding: Comprehensive Plan Update: Economic Development Element

The City of Kenmore is updating its comprehensive plan as part of the periodic review required by the WA State Growth Management Act (GMA). The Economic Element, previously a part of the Land Use Element as a “sub-element,” is now a stand-alone element. This is to further emphasize the importance of economic development in Kenmore, as well as to highlight the city’s Economic Development Strategy: Be a Well-Run City, Seize Strategic Opportunities, and Focus on Key Partnerships.

Staff presented the first draft of the Economic Development Element to the Planning Commission at their October 17th meeting and the Commission had several questions. Staff responses are provided in the packet. These will be reviewed with Commission at the November 21st meeting, along with a more extensive line-by-line review of the Element narrative and the goals and policies.

After review, the Commission may consider additional review at their December 5th meeting. Staff anticipates Planning Commission hold a public hearing in early January. If recommended by the Commission, the Element would be reviewed by City Council in late January/early February, with adoption of the ordinance anticipated later that month.

Attachment 1: Staff responses to Planning Commission questions

Attachment 2: Draft Economic Development Element

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~~Text~~ = deleted text
Text = new text
Text = text revised since last meeting 10/17/23

ECONOMIC DEVELOPMENT ~~SUB~~-ELEMENT

INTRODUCTION

Purpose

The purpose of the Economic Development Element is to articulate how the City of Kenmore will support local businesses, stimulate job growth, enhance the City's tax base, and improve the economic well-being of Kenmore. ~~The purpose of this Element is to provide economic development policies for the City of Kenmore, as the community's economic base changes over time in response to market forces and in response to the vision of the Kenmore community. Through the establishment of local goals, policies, and objectives, the Economic Development Element serves to leverage Kenmore's competitive advantage in north King County and the larger Puget Sound region, with an overall objective of ensuring economic growth and vitality and a high quality of life for Kenmore residents.~~

Growth Management Act

Economic development is one of 14 statewide planning goals under the Growth Management Act (GMA). ~~The includes a~~ specific goal regarding economic development ~~is~~:

- Economic development – Encourage economic development throughout the state that is consistent with adopted comprehensive plans, promote economic opportunity for all citizens of this state, especially for unemployed and for disadvantaged persons, promote the retention and expansion of existing businesses and recruitment of new businesses, recognize regional differences impacting economic development opportunities, and encourage growth in areas experiencing insufficient economic growth, all within the capacities of the state's natural resources, public services, and public facilities.

The Economic Development ~~Sub~~-Element is to establish local goals, policies, objectives, and provisions for economic growth and vitality and a high quality of life and is to include a summary of the local economy, including strengths and ~~challenges~~ weaknesses.

VISION 2050

The primary goal of Puget Sound Regional Council (PSRC) VISION 2050 related to the economy reads, "The region has a prospering and sustainable regional economy by supporting businesses and job creation, investing in all people and their health, sustaining environmental quality, and creating great central places, diverse communities, and high quality of life."

PSRC's Regional Growth Strategy defines roles for different types of areas in accommodating the Puget Sound region's population and employment growth. According to the Regional Growth

Strategy, it is assumed that 65 percent of the region's population growth and 75 percent of the region's job growth will locate within regional growth centers and near high-capacity transit.

VISION 2050 has seven economic policy objectives, each of which are targeted toward customizing local economic policies and strategies that further regional and local economic development goals. These policy objectives are:

- Identify and enhance industry clusters, including those recognized in the Regional Economic Strategy that provide goods and services for export
- Focus retention and recruitment efforts and activities to foster a positive business climate and diversify employment opportunities by specifically targeting:
 - o Businesses that provide living wage jobs;
 - o Locally, women-, and minority-owned businesses and start-up companies;
 - o Established and emerging industries, technologies, and services that promote environmental sustainability, especially those addressing climate change and resilience.
- Promote strategies and policies that expand access to opportunity and remove barriers for economically disconnected communities.
- Address and prevent potential physical, economic, and cultural displacement of existing businesses that may result from redevelopment and market pressure.
- Develop a range of employment opportunities to create a closer balance between jobs and housing, reducing commute times, traffic congestion, and air emissions, and improving physical and mental health and community strength.
- Promote environmental and socially responsible business practices, especially those addressing climate change, resilience, and improved health outcomes.
- Support, recognize, and empower the contributions of the region's culturally and ethnically diverse communities, institutions, and Native Tribes.

Kenmore is identified as a High Capacity Transit (HCT) community in PSRC's VISION 2050 plan. HCT's are cities and urban incorporated areas with planned high-capacity transit investments that will allow these jurisdictions to accommodate a larger share of future growth, including both housing and employment. In addition, several areas within King County are identified as Regional Growth Centers (RGC). As of 2024, Downtown Kenmore is a Candidate Countywide RGC, with consideration for full designation through the 2025-26 biennium.

Countywide Planning Policies

The King County Countywide Planning Policies include many related to economic development. Policy concepts that support strong and vibrant local communities are summarized below:

- ~~Jurisdictions shall make~~ Make local investments to maintain and expand infrastructure and public services, promote education, and protect the environment in a way that contributes to the economic sustainability of the County.
- ~~Jurisdictions shall Coordinate~~ local economic policies and strategies with ~~Vision 2040~~ VISION 2050 and the Regional Economic Strategy.
- ~~Jurisdictions shall Support~~ economic growth that accommodates employment growth targets.

- Support industry clusters and their related subclusters that are integral components of the Regional Economic Strategy and King County's economy.
- Evaluate the performance of economic development policies and strategies in business development and middle wage job creation.

Topics that should be addressed include:

- **Business Development:** Strengthen, expand and diversify the economy through creation, retention, expansion, and recruitment of businesses.
- **Diversity, Equity, Inclusion, and Accessibility:** Create and supporting a community and economy that are inclusive and welcoming to all.
- **Support of the regional food economy:** Support improving access to affordable and culturally relevant food options within the local community.
- **Environmental Protection:** Promote the natural environment as an economic value and work to improving access and restoring the natural environment, as well as encouraging private, public, and nonprofit organizations to incorporate environmental stewardship and social responsibility.
- **Human resources –** Create an economy that provides opportunities for all, particularly for economically disadvantaged citizens and neighborhoods. Improve cultural diversity, job training and education.
- **Direct governmental actions –** Inventory, plan for, and monitor land supply and development capacity, and maintain and improve infrastructure and simplify permitting processes.
- **Private/public partnerships –** Foster partnerships to implement economic development policies, programs, and projects.

These concepts have been considered during the formulation of the Kenmore Comprehensive Plan.

CITY OF KENMORE ECONOMIC DEVELOPMENT STRATEGY AND APPROACH

Economic Development Strategy (2018)

In 2018, the City hired a consulting firm, Community Attributes, to update the original Economic Development Strategy (2009). Through an extensive analysis, the development of a market profile update, an updated commercial buildable lands assessment, and a robust public engagement process with local business and stakeholders across the Kenmore community, several goals, strategies, and actions were developed aimed at diversifying, growing, and sustaining Kenmore's economy.

The six goals include:

- Promote & Differentiate Kenmore's Image
- Grow New & Existing Businesses & Target Sectors
- Enable High-Quality Retail, Office, & Mixed-Use Development

- Leverage Placemaking¹ & Livability for Economic Development
- Expand Connectivity, Access to the Waterfront & Multi-Modal Transportation
- Highlight Kenmore's Welcoming Business Climate

Economic Development Approach

Using the 2018 Economic Development Strategy as a guide, the City developed a three-pronged approach that is guiding Kenmore's economic development work. These three prongs include:

Be a Well-Run City

We believe that the best thing we can do to promote economic development in Kenmore is to ensure we are a well-run city. This means that our city employees are approachable and accessible so that our community has positive experiences in dealing with the city. It also means that we provide well-maintained roads and parks, a walkable downtown core that is both safe and clean, well-planned zoning and housing options, easy-to-navigate permitting and registration processes, and care for our ecosystems, all of which create an environment where it is easier for businesses to thrive.

Seize Strategic Opportunities

We believe in taking matters into our own hands in order to make things happen. We embraced this part of our strategy in the last biennium by purchasing the Bench and Holt properties and utilizing the Shell property for an affordable housing development. We need to continue to be a city that moves boldly to ensure we are well positioned and prepared for the future by seizing opportunities that make an impact.

Focus on Key Partnerships

We believe it is critically important to engage with and support our city's key institutions. This includes our largest employers, businesses, and service providers, such as Bastyr University, Kenmore Air, Kenmore Camera, The Lodge at St. Edward, Kenmore Lanes, the Northshore Utility District, 192 Brewing, Arts of Kenmore, Cairn Brewing, Snapdoodle Toys, Plywood Supply, the Bothell Kenmore Chamber of Commerce, and the Kenmore Business Alliance, the city's bridge to our numerous and treasured small businesses. We are deeply invested in the long-term success of our businesses and institutions, and we want to maintain strong partnerships with them.

EXISTING CONDITIONS

The following is a summary of Kenmore's existing economic conditions based on information obtained from the various regional, state, and federal data sources. Where available, the most recent data from these sources was used.

¹ Placemaking is defined as the process of creating quality places that people want to live, work, play and learn in.

Introduction

The Existing Conditions information below is based on the “Kenmore Downtown Plan Market Study,” 2005, prepared by Property in association with, Mizrahi And Associates / CB Richard Ellis and the Berk studies completed in 2009 and 2013. While the studies focused on Downtown and the Regional Business, Urban Corridor and Waterfront Commercial areas, they created a context for the analysis using citywide information. The information in the studies built on prior studies and information noted in Chapter 3, Demographics and Economics, and Chapter 4-B Downtown Sub-Element.

Population and Socio-Economic Characteristics

The City of Kenmore has an estimated population of 24,448 (September 2023), an increase of 3,078, or approximately 14 percent since the last Comprehensive Plan update in 2014. Table ED-1 below shows the population profile.

Table ED-1. Population Profile, 2023

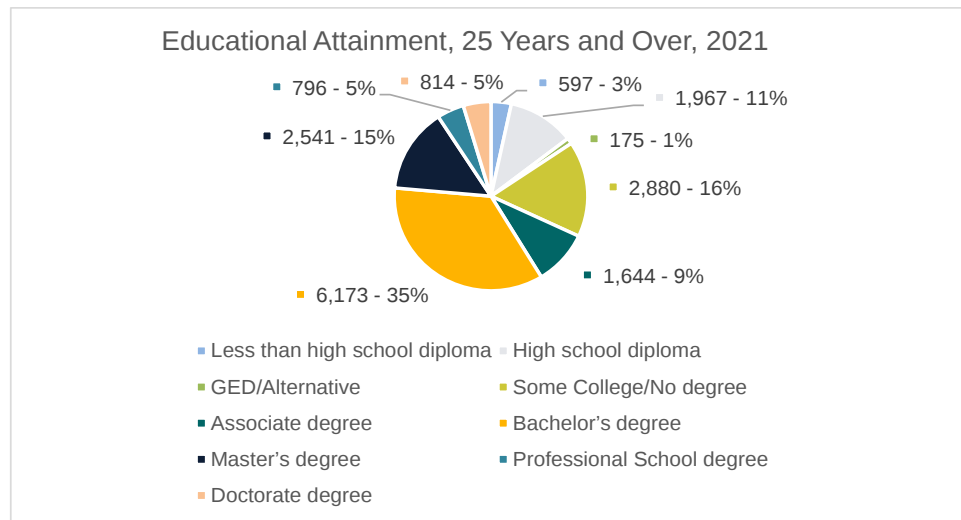
Population	24,448
Households	9,505
Median Age	41.3
Median Male Age	40.6
Median Female Age	42.1

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

Educational Attainment & Income

Approximately 67 percent of residents over the age of 25 have earned an associate degree or higher educational attainment. For comparison, about 64 percent of the population over 25 in King County have earned an associate degree. Figure ED-2 shows estimated educational attainment for Kenmore residents aged 25 or older.

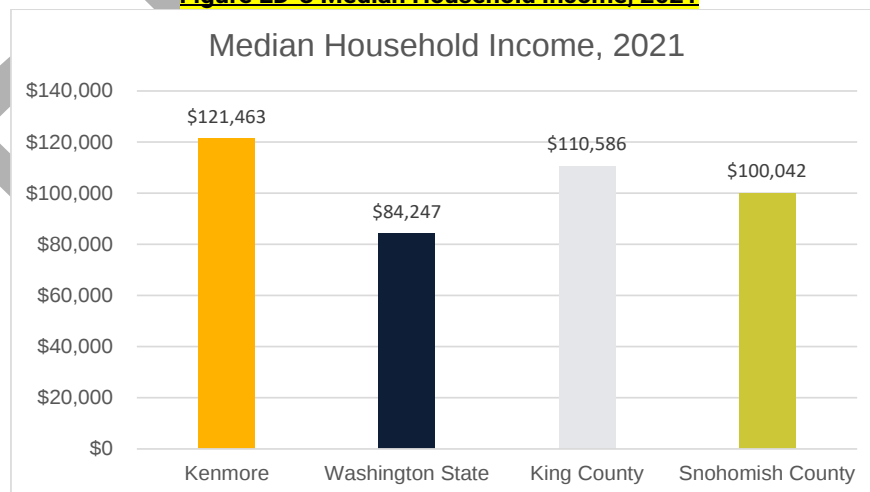
Figure ED-2 Educational Attainment, 25 Years and Over, 2021



Source: US Census American Community Survey, 5-year, 2017-2021

The Kenmore area has a median household income level estimated to be \$121,463 in 2021, compared to approximately \$110,586 for King County and \$100,042 in Snohomish County. Figure ED-3 shows estimated median household incomes in Kenmore, King and Snohomish counties, and Washington state.

Figure ED-3 Median Household Income, 2021



Source: US Census American Community Survey, 2021

Approximately 6.1 percent of the population for whom poverty status is determined in Kenmore (1,425 out of 23,472 people) live below the poverty level, which is lower than the national average of 12.8 percent. The Census Bureau uses a set of money income thresholds that vary by family size and composition to determine who classifies as impoverished. If a family's income is less than the family's threshold, then the family and every individual in it is considered to be living in poverty. Figure ED-4 shows the comparison of household income for Kenmore with Seattle and all of King County while ED-5 illustrates the poverty rate for children and adults in these areas.

Figure ED-4 Comparison of Household Income, 2021

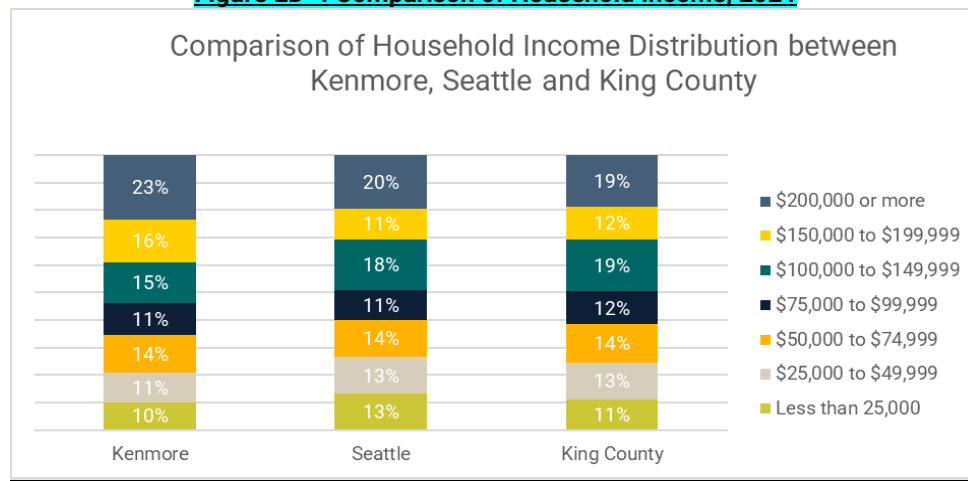
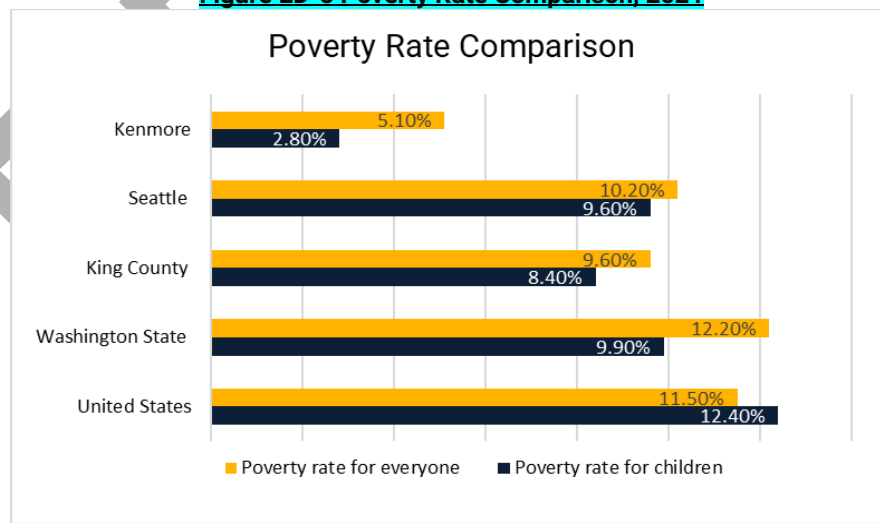


Figure ED-5 Poverty Rate Comparison, 2021



Housing Economic Profile

There are an estimated 9,623 total housing units in Kenmore. Of these, approximately 6,445 (67 percent) are owner-occupied, 2,765 (29 percent) are renter-occupied, and 357 (4 percent) are vacant. The median value of owner-occupied units is \$948,000, with median gross rent of \$1,704. The average household size in Kenmore, as reported in the 2020 Census, is 2.53. Table ED-6 shows the housing profile for Kenmore.

Table ED-6 Housing Profile²

Total Housing Units	9,623
Average Household Size	2.53
Owner-occupied units	6,445
Renter-occupied units	2,765
Vacant units	357
Median Value (Owner-occupied)	\$948,000
Median gross rent (per month)	\$1,704

Source: U.S. Census, American Community Survey, 5-year, 2017-2021

Housing Affordability

Housing affordability in a community is a large factor in a community's success. When households spend more than 30% of their income on housing, they are cost burdened and struggle to afford other necessities. Households are severely cost burdened when they pay more than 50% of their income on housing. Cost burden is only one measure for understanding affordability in Kenmore.

The City of Kenmore has an estimated population of 21,370 (as of April 1, 2014), an increase of 2,692, or approximately 14 percent, since 2000. The City of Kenmore is projected to grow by an additional 7,103 persons by 2035, to a total of 28,473 persons. This translates to a population increase of more than 33% over the 21 years between 2014 and 2035.

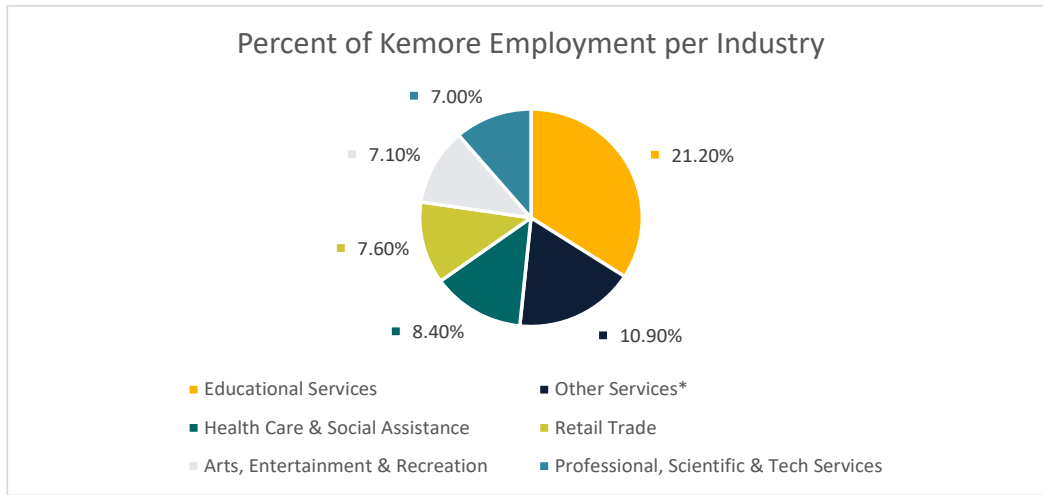
Employment

As of September 2023, there are approximately 4,583 employees within Kenmore. 21.2 percent of the working population in Kenmore is employed in Educational Services, making it the largest employment sector in the city. The next five largest employment sectors are Other Services* (10.9 percent), Health Care & Social Assistance (8.4 percent), Retail Trade (7.6 percent), Arts, Entertainment & Recreation (7.1 percent), and Professional, Scientific & Tech Services (7.0 percent).

According to WA State Department of Revenue, there are 1,198 businesses operating in Kenmore (September 2023). Of these businesses, 66% are home-based. Table ED-7 illustrates the percentages of employment per industry.

Figure ED-7 Employment per Industry

² Housing profile numbers as estimates based on U.S. Census data. There is a margin of error factor. Therefore, total housing units may not be exact.



(*Other Services (except Public Administration) NAICS 81 – Activities providing services not elsewhere specified, including repairs, religious activities, grantmaking, advocacy, laundry, personal care, death care, and other personal services.

Table ED-8 shows covered employment data for Kenmore. Table ED-9 shows the top 5 employers in Kenmore.

Table ED-8, Covered Employment by Industry, Kenmore

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by NAICS Codes	Employees	
	Number	Percent
Agriculture, Forestry, Fishing & Hunting	0	0.0%
Mining	0	0.0%
Utilities	0	0.0%
Construction	303	6.6%
Manufacturing	136	3.0%
Wholesale Trade	152	3.3%
Retail Trade	348	7.6%
Motor Vehicle & Parts Dealers	62	1.4%
Furniture & Home Furnishings Stores	7	0.2%
Electronics & Appliance Stores	10	0.2%
Building Material & Garden Equipment & Supplies Dealers	32	0.7%
Food & Beverage Stores	30	0.7%
Health & Personal Care Stores	85	1.9%
Gasoline Stations & Fuel Dealers	16	0.3%
Clothing, Clothing Accessories, Shoe and Jewelry Stores	3	0.1%
Sporting Goods, Hobby, Book, & Music Stores	75	1.6%
General Merchandise Stores	28	0.6%
Transportation & Warehousing	239	5.2%
Information	90	2.0%
Finance & Insurance	94	2.1%
Central Bank/Credit Intermediation & Related Activities	67	1.5%
Securities & Commodity Contracts	8	0.2%
Funds, Trusts & Other Financial Vehicles	19	0.4%
Real Estate, Rental & Leasing	91	2.0%
Professional, Scientific & Tech Services	319	7.0%
Legal Services	53	1.2%
Management of Companies & Enterprises	3	0.1%
Administrative, Support & Waste Management Services	152	3.3%
Educational Services	970	21.2%
Health Care & Social Assistance	383	8.4%
Arts, Entertainment & Recreation	325	7.1%
Accommodation & Food Services	304	6.6%
Accommodation	18	0.4%
Food Services & Drinking Places	286	6.2%
Other Services (except Public Administration)	498	10.9%
Automotive Repair & Maintenance	63	1.4%
Public Administration	135	2.9%
Unclassified Establishments	41	0.9%
Total	4,583	100.0%

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

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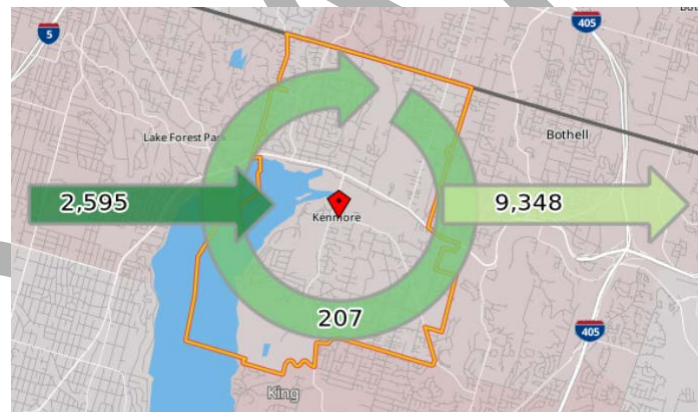
TABLE ED-9, Largest Employers in Kenmore

Bastyr University
The Lodge at St. Edward Park
Safeway, Inc.
Kenmore Air Harbor
Inglewood Golf Club

Source: WA State Dept. of Revenue, 2023

There were approximately 3,606 jobs in Kenmore in 2013, fewer than before the Great Recession of 2009. Approximately 650 Kenmore businesses are registered with the City, and an additional 1,300 to 1,500 businesses may be operating in the city without formal registration. Regardless, only about 3 According to U.S. Census data, only 2 percent of working Kenmore residents are employed inside the city. Figure ED-10 shows the inflow/outflow of Kenmore residents and non-residents, as well as the few residents who live and work in Kenmore. There are over 3.5 times as many residents leaving the city for employment versus those coming into the City. This indicates the limited availability of jobs in the city and also residents work in job sectors that Kenmore does not offer (i.e., high-tech, financial vs. education and services). Kenmore still serves largely as a bedroom community for surrounding employment centers.

Figure ED-10



Source: U.S. Census On the Map, 2020

Employment by Industry Sector

Kenmore residents are employed in a variety of industries. Over 25 percent of the population is employed in professional, scientific, and management, and administrative and waste management services, making it the largest employment sector. In 2021, the median annual earnings for this sector were \$93,247. The next largest employment sectors are educational services, and health care and social assistance (21 percent), manufacturing and retail trade (each tied at 9.7 percent), and finance and insurance, and real estate and rental and leasing (8.4 percent). In 2021, the median earnings for these sectors range between \$63,210 and \$112,102

annually. Table ED-11 shows estimated full-time, year-round employees by industry sector in Kenmore.

Table ED-11 Employment by Industry Sector, 2021

Industry Sector	Count	Share	Median Earnings*
Full-time, year-round civilian employed population 16 years and over	9,486	100%	\$68,917
Agriculture, forestry, fishing, hunting, and mining:	0	0%	
Construction	565	5.9%	\$66,397
Manufacturing	926	9.7%	\$112,102
Wholesale Trade	353	3.7%	\$78,529
Retail Trade	928	9.7%	\$47,180
Transportation and warehousing, and utilities:	220	2.3%	\$62,313
Transportation and warehousing	146	1.5%	\$48,646
Utilities	74	.07%	\$123,750
Information	325	3.4%	\$133,889
Finance and insurance, and real estate and rental and leasing:	805	8.4%	\$71,750
Finance and insurance	496	5.2%	\$99,261
Real estate and rental and leasing	309	3.2%	\$60,747
Professional, scientific, and management, and administrative and waste management services	2,396	25.2%	\$93,247
Professional, scientific, and technical services	1,923	20.2%	\$101,979
Management of companies and enterprises	105	1.1%	\$109,306
Administrative and support and waste management services	368	3.8%	\$45,625
Educational services, and health care and social assistance:	1,997	21.0%	\$63,210
Educational services	792	8.3%	\$70,278
Health care and social assistance	1,205	12.7%	\$58,423
Arts, entertainment, and recreation, and accommodation and food services	497	5.2%	\$43,013
Arts, entertainment, and recreation	182	1.9%	\$59,375
Accommodation and food services	315	3.3%	\$31,989
Other services, except public administration	215	2.2%	\$25,875
Public administration	259	2.7%	\$75,192

Sources:

US Census American Community Survey, 2021

<https://data.census.gov/table?q=industry&q=160XX00US5335170&tid=ACST5Y2021.S2404>

<https://data.census.gov/table?q=earnings+by+industry&q=160XX00US5335170>

Employment Capacity

The affordability of commercial and housing within the region contributes to whether the local economy has the potential to slow or grow in upcoming years. As increasing housing costs play a major role in housing affordability, so does the cost of commercial and industrial real estate. As real estate costs rise, this may negatively impact the potential of business creation and the retention of existing business. Higher rents may price out existing businesses, make expansions of existing businesses cost-prohibitive, or displace existing businesses as commercial areas redevelop.

Monitoring commercial space availability and development capacity may ensure that zoning and other development regulations do not create scarcity of commercial spaces in the city's commercial zones. Table ED-12 below summarizes the 2021 King County buildable lands analysis of commercial and industrial lands in Kenmore, as well as the capacity to accommodate jobs in those categories in the city. The table includes a summary of land supply and employment capacity by vacant and underutilized parcels. Also included is a summary of capacity within lands categorized as Pipeline (lands within project planned or underway) as of 2021.

Estimating commercial/industrial land supply and job capacity determines if the city has enough land inventory (availability) in these land use categories, as well as the capacity to accommodate employment (jobs) in these categories.

Table ED-12 Commercial / Industrial Land Supply and Job Capacity

Land Supply	Gross Area (acres)	Critical Areas (acres)	ROW (acres)	Public Purpose (acres)	Initial Land Supply	Market Factor	Buildable Lands (acres)
Vacant/Redev.							
Commercial	0	0	0	0	0	0%	0
Mixed Use	131.4	17.4	8.0	16.0	90.1	0% - 10%	87.5
Industrial	0	0	0	0	0	0%	0
Non-Res Land Total	131.4	17.4	8.0	16.0	90.1		87.5
Job Capacity by Land Use	Net Buildable Area (mil.sq.ft.)	Assumed Density Range (FAR)	Existing Floor Area (million sq. ft.)	Floor Area Capacity (mil.sq.ft.)	Sq.ft. per job	Job Capacity	
Commercial							
Vacant	0	0	0	0	0	0	
Redevelopable	0	0	0	0	0	0	
Commercial Total	0	0	0	0	0	0	
Mixed-Use							
Vacant	0.48	0.16 / 1.50	0	0.19	300 / 400	623	
Redevelopable	3.33	0.16 / 1.50	0.26	0.97	300 / 400	3,239	
Mixed-Use Total	3.81	0.16 / 1.50	0.26	1.16	300 / 400	3,862	
Industrial							
Vacant	0	0	0	0	0	0	
Redevelopable	0	0	0	0	0	0	
Industrial Total	0	0	0	0	0	0	
City Total							
Commercial	0	0	0.69	0	0	0	
Mixed Use	3.81	0.16 / 1.50	0.91	1.16	300 / 400	3,862	
Industrial	0	0	0.26	0	0	0	
<i>Job Capacity in Pipeline</i>						19	
City Total	3.81	1.50	1.86	1.16	0 / 400	3,881	

Source: King County Urban Growth Capacity Report, June 2021

The Kenmore area has a median household income level estimated to be \$82,334 in 2013, compared to approximately \$71,811 for the County as a whole. Educational levels in Kenmore

are high, with approximately 79% of residents either having attended college, or attained an associate's degree, a bachelor's degree or a graduate or professional degree. This compares with King County, where 75% of residents have this level of education.

Refer to **Section 3, Demographics and Economics**, for more detailed information about Kenmore's existing demographics and economy. To summarize, however, the following describes the number of current jobs and the community's largest employers:

- Based upon all employees "covered" under the State's unemployment insurance act, approximately 3,606 jobs were located in the City in 2013.

- Most of these jobs are service oriented. The manufacturing sector has the fewest jobs and decreased the most between 2001 and 2011.

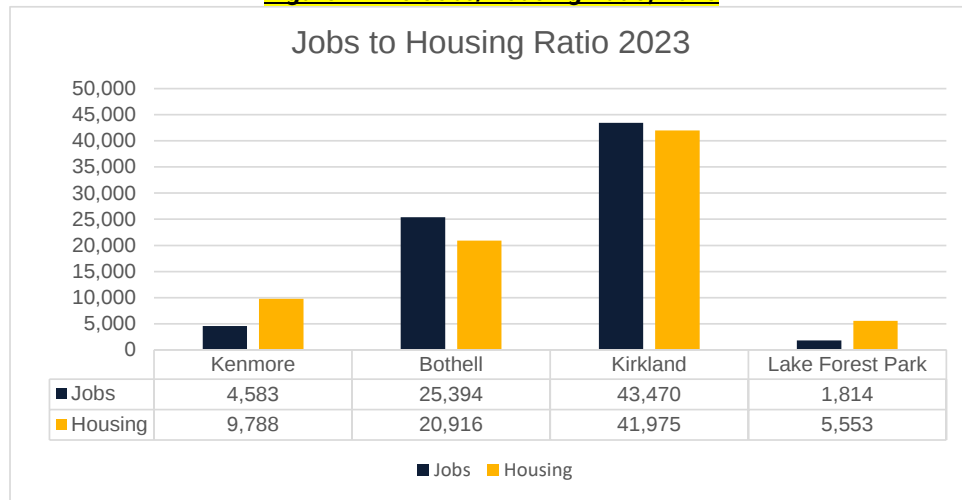
- As of 2015, Kenmore's largest private employers include Bastyr University, Kenmore Air Harbor and Safeway. In 2000, results were similar in that Bastyr University and Kenmore Air Harbor were the larger private employers.

Jobs/Housing Ratio

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 target is 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 9,623 housing units, has a 2:1 housing to jobs ratio, which is just over twice the number of housing units per jobs available. Figure ED-13 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 is an almost equal balance of jobs and housing, and Lake Forest Park has significantly more housing than jobs by a 3:1 margin.

Figure ED-13 Jobs/Housing Ratio, 2023



Source: Data Axle Inc, ESRI Community Analyst, 2023

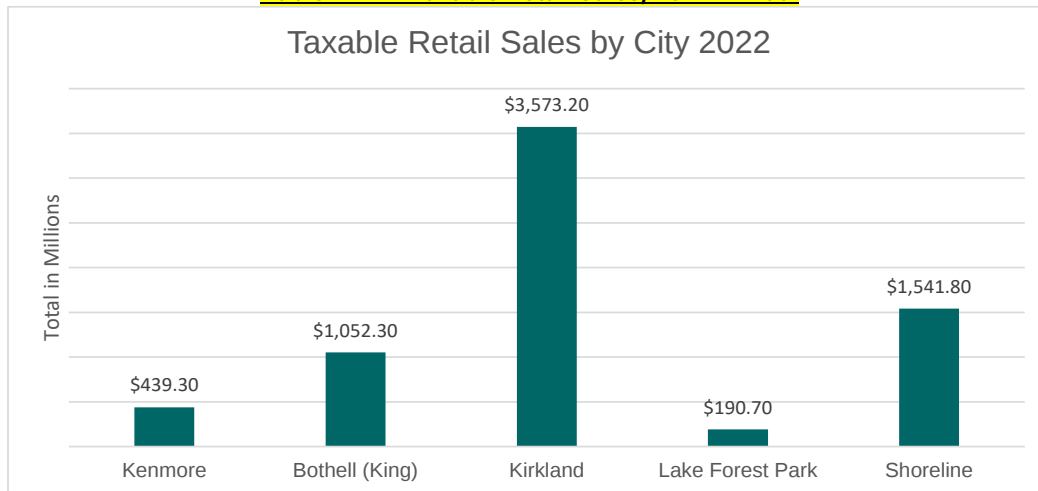
Employment Growth Target

The King County Countywide Planning Policies (CPPS) establish growth targets for all jurisdictions within King County. The CPPs were most recently amended in 2023, updating the growth targets for cities and towns throughout the County. The updated growth targets extend the planning horizon through 2044. Kenmore's current employment is 4,583 with a growth target of 3,200 net new jobs by 2044.

Taxable Retail Sales

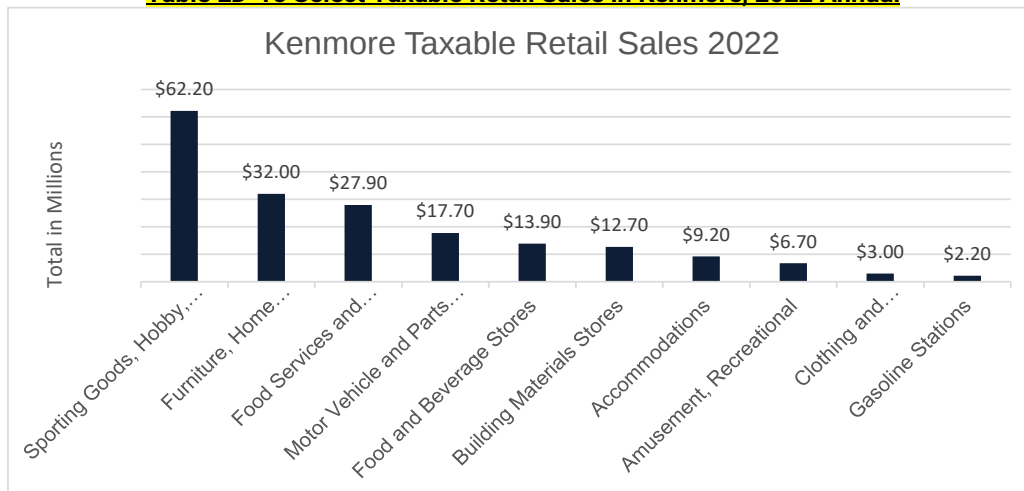
The reported taxable retail sales in Kenmore as reported in 2022 was \$439.9 million, which was a 10% change from the prior year (\$399,401,715). Table ED-14 shows the taxable retail sales of Kenmore compared to other nearby cities. Table ED-15 shows the taxable retail sales within Kenmore by category. Per WA State Revenue, this includes sales by other methods including online, phone, and retailers by mail.

Table ED-14 Taxable Retail Sales, 2022 Annual



Source: WA Department of Revenue

Table ED-15 Select Taxable Retail Sales in Kenmore, 2022 Annual



Source: WA Department of Revenue

FUTURE TRENDS

Kenmore, particularly in the four quadrants of Downtown, is expected to capture additional economic growth. As a designated "High Capacity Transit (HCT) Larger City" community with good access to the regional transportation network, Kenmore is targeted for both residential and employment growth as part of the Regional Growth Strategy. As a Larger City HCT, Kenmore is viewed as an important subregional job, service, cultural, and housing center. The Downtown area will capture a share of City-wide development based on several key characteristics:

- Central location, convenient to job centers and job growth in northeast King County.
- Location on major highways/arterials. Travelers can get to or from Kenmore without traveling on a toll road.
- Location on Lake Washington and the Sammamish River.
- Variety of existing commercial development types and the potential for redevelopment.
- Presence of Bastyr University, a leader in natural health sciences.

More details about the Downtown area are discussed in the Downtown Element.

Retail Demand

Taxable retail sales have grown steadily in Kenmore since 2010, with a dip in 2009 due to the Great Recession. Restaurants, groceries, and until recently, autos and parts, made up the largest share of retail spending. With the departure of James G. Murphy Co. in 2022, this auto sales and parts sales category dramatically decreased. The fastest growth since 2000 has been in general merchandise and sports/books/music. Kenmore retail largely serves a local market area. Even within this area, the city retail captures only a small share of resident expenditures. While it is not unusual for a small community to experience leakage in categories such as general merchandise and apparel, Kenmore businesses only recently captured resident expenditures for groceries.

The retail inventory in the city consists of a mix of shopping centers, shopping districts (a concentration of individual buildings), highway-oriented development and some stand-alone facilities. The largest concentrations are Kenmore Square and surrounding development, Safeway and surrounding development, and Kenmore Village and surrounding development. With the exception of the Safeway and Kenmore Square concentrations, many of the existing retail facilities are dated in terms of configuration, appearance, and performance. Recent new investment in the Downtown core (Kenmore Camera, Speedy Reedy, Cooley Smiles) has focused on rehabilitation rather than redevelopment.

The City of Kenmore has the potential to provide retail goods and services for an area beyond its own boundaries. The projected market area for Kenmore lies within an approximate 3-mile radius

around the Downtown City Center, and the boundaries are further described in the Downtown Sub-Element.

Particularly in the four downtown quadrants there are opportunities for both rehabilitation of existing retail and new retail development opportunities that serve both local and regional needs. Providing opportunities to access small, local neighborhood retail is also a consideration for serving local needs.

While there is some limited potential for retail expansion in Kenmore, the long-term projection is declining retail sales at traditional brick and mortar retailers and a continuing trend in online retail. According to McKinsey & Company, a global management consulting company, the share of traditional retail is set to decline from 85 percent at present to 65-70 percent in the next 4 to 5 years.

A project of the scale proposed at Lakepointe could create demand for specialty retail in a destination setting.

Office Demand

The Kenmore office market is quite small in comparison to the region. As of 2013, there was a total of 182,000 square feet of office space, with an average size of 4,054 square feet per space. Kenmore's ability to capture regional and national serving office users depends on its competitive position. Office concentrations in Bothell, Lynnwood, and Kirkland are all located on major interstate highways. While Kenmore does not offer the same level of highway access and visibility, Kenmore does have an opportunity to capitalize on its waterfront setting, as is the case at Carillon Point in Kirkland. The space in that project commands some of the highest rents in the region. However, that opportunity is specific to such as Lakepointe, or a development of comparable scale.

Since about 60 % percent of Kenmore businesses with a Kenmore Business Registration are home-based businesses (as of 2023), there may be an upcoming need and demand for smaller-scale office development as these businesses mature. Buildings that accommodate live-work or coworking spaces may be more suitable for Kenmore's business environment rather than the traditional Class A or B office space that is commanded in large job centers. However, because of the lack of available coworking space in Kenmore, businesses are forced to look outside the city. The Berk and Associates Report (2009) noted that the source of demand for office space is most likely to come from local entrepreneurs or local residents moving their business closer to home.

Telecommuting is a trend that has rapidly increased since the COVID-19 pandemic. This has created high retail and office vacancy rates in many prime locations outside of Kenmore. The current trend and long-term projections are conversions of excess office space to residential. While Kenmore may not be largely affected by this trend, it will still have an overall impact on office space availability and rents.

Clean Light Manufacturing Demand

Clean light manufacturing generally includes advanced manufacturing (including information technology) and urban and/or artisanal manufacturing (including breweries and specialty food manufacturers, for example). Both types of light manufacturing, particularly small growing businesses and start-ups, do not need large spaces and are looking for inexpensive rent. Kenmore has a few properties that fit this description and is a lower cost location than other options, regionally. As an emerging and broadly defined business type, however, there is little market data or trends to assess the potential in Kenmore, there may be the potential for future growth of green businesses in Kenmore.

In addition to clean light manufacturing, supporting local businesses and fostering business opportunities to advance climate mitigation and resilience are important long-term objectives of the City. The Climate Action Element has goals and policies related to supporting a resilient and green local economy.

Kenmore Air Harbor

Founded in 1946, Kenmore Air Harbor continues to be a unique and vital asset to the city's history and economic vitality. 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.

More information about Kenmore Air Harbor is provided in the Land Use Element.

Projected Employees

Assuming development in accordance with the adopted Kenmore Land Use Plan, the City would achieve greater employment. Refer to Table LU-B. Most of the employment is due to the development of Lakepointe, and a concentrated Downtown core. City economic development efforts with Bastyr University and the Economic Development Council of Seattle/King County may enhance future employment in Kenmore as part of a natural health hub. Refer to Sections 4A and 4B, Land Use Element and Downtown Sub-Element for additional descriptions.

TABLE LU-B
EXISTING AND FUTURE COMMERCIAL DEVELOPMENT

	2014 Estimated	Net Increase 2014-2035	Total 2035
Employment	3,606	3,098	6,704

Table LU-B shows a net increase in employment of 3,098 by the year 2035. This meets the City's 2031 employment target in the Countywide Planning Policies.

ECONOMIC DEVELOPMENT STRATEGY

In 2009, the City adopted a strategic plan, "Capitalizing on Kenmore's Potential: An Economic Development Strategy," to identify strategies to enhance the City's image and identity to increase economic vitality and business growth in the long run. Four goals were identified:

- Establish Kenmore's image by promoting its high quality of life and many assets
- Support existing businesses and pursue opportunities to expand employment
- Create a multi-use, vibrant and walkable Downtown
- Advance the community's connection to the waterfront.

STRENGTHS, WEAKNESSES, CHALLENGES, OPPORTUNITIES & THREATS (SWOT)

The city of Kenmore, with its ideal location at the top of Lake Washington along a heavily travelled corridor between Seattle and the Eastside, has a lot of opportunity for commercial growth. With these opportunities, there are certainly challenges as well. This section briefly describes the strengths, weakness, opportunities and threats, otherwise known as a SWOT analysis. This section also summarizes responses from business and stakeholder interviews conducted during development of the 2018 Economic Development Strategy.

Strengths

Kenmore has several assets that can be leveraged to establish its identity and promote the community for increased investment and employment.

Location

Kenmore's location on 522 roughly halfway between the Eastside and downtown Seattle, as well as its location on the north end of Lake Washington, are significant assets to attracting new residents and businesses alike.

Pleasant Residential Neighborhoods

Kenmore has many excellent neighborhoods, each with its own identity and character, which add to the uniqueness of the community and improved quality of life.

Excellent School District

The Northshore School District is one of the top public school districts in the region.

Bastyr University/Other Nearby Universities

Kenmore is home to Bastyr University, the premier university in naturopathic medicine. The city is also located near two other regional universities: University of Washington-Bothell and Cascadia College.

Strong Local Business Presence

Kenmore is home to many locally-owned businesses, both large and small. In fact, over 60-percent of Kenmore businesses are home-based.

WeaknessesChallenges

SR-522 Traffic

The pass-through traffic on SR-522 (Bothell Way) is a major east-west thoroughfare that is a significant barrier to pedestrians as well as limiting the potential for and type of development along the highway.

Competition with Neighboring Cities

The local economy is considered small relative to its population base. Several of Kenmore's neighboring cities have strong regional retail and employment centers, including Lynnwood, Bothell, and Kirkland.

Lack of Large-Scale Commercial/Office Space

Compared with neighboring cities, Kenmore has less current and available commercial and office space. This makes it more challenging for businesses to expand or locate in the city.

Opportunities

Excellent Transportation Connections

SR-522 (Bothell Way) is a major east-west arterial that provides excellent connection to Interstate 5 to the west and Interstate 405 to the east. The highway also acts as a major transit corridor for both local (King County Metro) and regional (Sound Transit) bus service. The addition of the S3 Stride Line, a new bus rapid transit line that will connect I-405 and Link Like Rail in Shoreline, will provide residents and employees additional transit options, while also expanding access and opportunities to economically disadvantaged residents. Also, continuing to pursue the King County Water Taxi as a viable transportation alternative would bring added economic benefits to downtown Kenmore.

Expanding the Downtown Core

Downtown Kenmore has been slowly redeveloping and redefining itself as the new community shopping and gathering place. Along with city investments for a new town square and several new privately-initiated housing developments, there is a lot of opportunity for continued growth.

Promotion of Kenmore as a Unique Lakeside City

Kenmore is uniquely situated at the north end of Lake Washington. This location, and the benefits of lakeside access, provides not only a dramatic view but also several economic development opportunities.

Lakepointe Development

Lakepointe is a 'once in a lifetime' opportunity to create a lasting legacy for residents, business and visitors.

Threats

Climate Change

Climate change has the potential to have many negative effects on the economy, many of which may be out of the control of local government. Business establishment and success, as well as customer spending patterns, may be affected. Kenmore could, however, take steps to improve and market climate mitigation and adaptation strategies in the Climate Action Plan to attract businesses and shoppers.

Economic Uncertainty

Uncertainty in regional, national, and global economies plays a role in what happens to local economies. Inflation, supply chain and labor shortages, transportation costs, and stock market volatility are unknowns that may impact the region in the future. While many of these market forces are uncontrollable, the City can develop policies to prepare for any negative swings and prepare for and respond to changing economic conditions.

Housing Affordability

Regional and local housing plays a role in economic success and growth in the community. Housing affordability can impact housing rents and home costs, which may impact the availability and creation of workforce jobs. The City can monitor existing housing trends and home prices, as well as make changes to housing policies, if needed, to ensure an adequate supply of affordable housing in Kenmore.

Commercial Affordability

Commercial affordability also plays a large role in economic success and growth in Kenmore. Rising costs in commercial rents and property can negatively impact existing business, as well as discourage new business development. The City can monitor existing commercial metrics and adjust economic policies, to the extent possible, that helps promote a variety of businesses.

Transition to Online Marketplace

Even before the COVID-19 pandemic, the retail marketplace has slowly been changing from a traditional brick-and-mortar, big-box environment to e-commerce. While traditional "in-person" shopping is still the predominant method, the pandemic has inevitably accelerated this change as large-scale regional developments (i.e., shopping malls and retail centers) are either closing or redeveloping into mixed-use urban villages or "lifestyle centers." While Kenmore does not have many large-scale shopping centers, the City may explore the potential of adaptive reuse for aging buildings or redevelopment of underperforming retail centers into new mixed-use or live-work spaces.

Tables ED-16 and ED-17 show key sector opportunities and challenges and what was heard from participants during the 2018 Economic Development Strategy participation sessions.

Table ED-16 Key Sector Opportunities & Challenges – 2018 Economic Development Strategy

Sector	Opportunities	Challenges
Retail	Current retail leakage to other retail centers; opportunity to capture spending from nearby communities	Suitable locations for future retail; format/type of retail and compatibility with City goals; changing retail environment (bricks and mortar challenges)
Medical/Health Care	Existing demand; relative small scale development type; existing presence in Kenmore; Bastyr University	Available property for development; Rising construction costs
Professional Services (office space)	Demand for locally serving office space; low vacancy rates; lack of supply of office space nearby; potential for coworking office development	Financing of speculative office space; available locations within the City
Restaurants/Breweries/Wineries	Rising costs in Seattle and other markets i.e. relative affordability of commercial space; strong local demographics and growth; underserved market	Available space (existing or for new construction); rising rents in Kenmore; nearby competition
Tourism and Recreation	Build upon success of the Lodge at Saint Edward; Burke Gilman linkages; Unique lakefront amenities; Kenmore Air	Linkage between downtown and lake access points; growth in nearby offerings; Highway 522 environment
Information & Communications Technology (ICT)/Tech Sector	Potential for satellite offices on certain properties in long term (Lakepointe for example); improving transportation linkages; Regional growth in sector; regional demand	Site suitability and availability; regional competition; long odds strategy

Source: 2018 Economic Development Strategy, CAI, Inc.

Table ED-17 What Was Heard – 2018 Economic Development Strategy

What Makes Kenmore an Attractive Place to do Business?

The Ability to Live & Work Here
Central Location Within Region
Affordable Commercial Rent

The Local Economy
Confidence in Future Growth
Untapped Markets
Quality Businesses Draw Customers from Outside Kenmore

Kenmore's Economic Assets
Local Leadership & Support for Businesses
Location
Spillover Regional Growth
Bastyr University Growth

What Challenges and Opportunities Affect the Kenmore Economy the Most?

Greatest Challenges
Transportation
Current Perceptions of the City
Quality & Quantity of Commercial Space
Competition with Neighboring Communities

Greatest Opportunities
Increasing Transportation Options
Expanding Downtown Retail Core
Developing Identity as Unique Destination
Improving Quality of Commercial Building Space

Looking Forward

Infrastructural Development
Development of the Lakepointe Property
Expected Growth - and a Higher Profile
Increasing Variety of Commercial Development
Places to Gather
Shared Work Spaces
Technology, Healthcare and Professional Services

Source: 2018 Economic Development Strategy, CAI, Inc.

SUPPORTING AN EQUITABLE LOCAL ECONOMY

A diverse and stable economy offers long-term economic opportunity and social equity to all Kenmore residents. Equitable and broadly spread prosperity through employment is a key factor in helping residents improve financial outcomes and stay out of poverty. Equity has been identified by the City as top priority and ensuring availability and access to jobs is one of the ways to improve quality of life, especially for historically underrepresented people. Creating the opportunity for an access to living wage jobs and workforce development and education leads to greater economic growth and success.

GOALS, OBJECTIVES, AND POLICIES

Following are the economic development goals, objectives and policies.

GOAL ED-125. ESTABLISH AN ECONOMIC BASE THAT PROVIDES FOR THE NEEDS OF RESIDENTS CITIZENS AND A RANGE OF EMPLOYMENT OPPORTUNITIES.

OBJECTIVE ED-125. Strengthen the diversity of employment opportunities the economy in a manner that creates job opportunities for all residentscitizens, protects environmental quality, and creates opportunities for people to live and work in Kenmore.utilizes public/private partnerships.

Policy ED-LU-25.1.1 Classify an adequate amount of land for commercial and business use.

Policy ED-LU-25.1.2 Recognize the environment as a key economic value in the community that must be protected.

Policy ED-LU-25.1.3 Through cooperative planning efforts with other agencies, support community-based actions to involve minorities, women and economically disadvantaged individuals in improving their economic future.

Policy ED-1.4 Promote local use of small business financing and management assistance programs. Help identify facilities which may be used to support small businesses.

Policy ED-1.5LU-25.1.4 Develop and maintain accurate and up-to-date capital facility plans for transportation, surface water, and parks.

Policy ED-1.6LU-25.1.5 Foster the development and use of private/public partnerships to implement economic development policies, programs, and projects.

Policy ED-1.7 Identify & target sectors that are appropriate for siting in Kenmore, providing for job diversity and living-wage occupations.

Policy ED-1.8 Ensure existing and future housing and land use policies support the balance of affordable housing and available jobs in Kenmore.

OBJECTIVE ED-225.2 Support new and existing business development by creating **Create** a climate that fosters business creation and retention, positively contributing to the City's quality of life.

Policy ED-LU-25.2.1 Actively support the retention and expansion of the local and regional economic base.

Policy ED-LU-25.2.2 Work Partner with economic development groups, such as the Economic Development Council of Seattle/King County, State Department of Commerce, Small Business Development Center (SBDC), and various trade organizations to coordinate recruitment and marketing of business opportunities.

Policy ED-LU-25.2.3 Work Partner with the Greater Bothell Kenmore Chamber of Commerce and Kenmore Business Alliance to connect businesses and obtain input on City policies and activities.

Policy ED-LU-25.2.4 Use zoning, strategic infrastructure investment, and public facilities to stimulate business revitalization, retention, and creation.

Policy ED-LU-25.2.5 Allow for Permit home occupations businesses within residential zones consistent with the residential character.

Policy ED-LU-25.2.6 Encourage adequate child care and adult care facilities to support a diverse work force.

Policy ED-2.7 Identify the unique needs of multi-cultural and women-owned businesses and coordinate City policies with business associations and other stakeholders in Kenmore.

Policy ED-2.8 To support Kenmore's Economic Development Approach, continue to facilitate permitting for new and expanding businesses and facilitate property acquisitions where possible to achieve economic development strategies.

Policy ED-2.9 Ensure that all economic development activities and partnerships are consistent with the three prongs of the City's Economic Development Approach.

OBJECTIVE ED-325.3 Encourage the retention and provision of commercial services that support residents and local businesses.

Policy ED-LU-25.3.1 Support private reinvestment in local-serving shopping centers and businesses through business improvement districts, loan or grant matching, or other mechanisms to revitalize commercial centers.

Policy ED-LU-25.3.2 Reinforce private reinvestment through regular maintenance and improvement of the City's streets, sidewalks, surface water facilities, and parks.

Policy **ED-LU-25.3** Encourage mixed-use areas where small-scale commercial development can occur.

OBJECTIVE ED-425.4 Improve the visual appearance of new and existing commercial development in terms of design, signage, landscaping and maintenance.

Policy **ED-LU-25.4.1** Improve the visual appearance of Downtown, SR-522, and other commercial districts through public and private measures for beautification, façade improvements, and maintenance.

Policy **ED-LU-25.4.2** Improve the appearance of parking areas with landscaping and maintenance.

Policy **ED-LU-25.4.3** Implement sign standards that create a distinct image for the Downtown, SR-522, and other commercial nodes, and which orient to pedestrians as well as drivers.

OBJECTIVE ED-525.5 Identify and support Kenmore's Downtown as a focal point for commercial and economic revitalization and growth.

Policy **ED-LU-25.5.1** Promote a diversity of uses within the Downtown which support the activity base by providing employment, civic, cultural, recreational, residential, and a variety of commercial activities.

Policy **ED-LU-25.5.2** Use zoning and infrastructure incentives to achieve redevelopment and infill in the Downtown.

Policy **ED-LU-25.5.3** Create zoning districts, regulations, incentives and strategic investment that, in conjunction with market forces, result in an inviting and vital central core that is self-supporting.

OBJECTIVE ED-625.6 Support regional economic development strategies consistent with the Kenmore vision.

Policy **ED-LU-25.6.1** Cooperate in efforts to establish regional economic diversification and development goals, strategies, and actions. Participation should be encouraged by other jurisdictions, labor, education, environment, and business interests.

Policy **ED-LU-25.6.2** Continue to cooperate on a countywide and regional basis with other counties, cities, other governmental agencies and the private sector to inventory, plan for and monitor the land capacity for commercial, institutional, resource, critical area, open space and residential uses, estimated for six- and 20-year time periods.

Policy ED-6.3 Utilize tax and fee systems that are equitable, are consistent with City goals, predictably and appropriately fund local services, and are able to maintain a competitive local and regional economic environment. Periodically review

- 1 the City's tax and fee systems to ensure they remain consistent with the
2 City's priorities.
- 3 **OBJECTIVE ED-7 Emphasize Climate Action Plan strategies during economic development**
4 **decision making.**
- 5 **Policy ED-7.1** Attract a job sector that encourages clean-energy and low-carbon producers,
6 emphasizes the reduction of natural resources, and promotes local and
7 statewide initiatives of a green economy.
- 8 **Policy ED-7.2** Support green job training and continuing education opportunities for
9 economic vulnerable job sectors.
- 10 **Policy ED-7.3** Support industries and job sectors that reduce greenhouse gas emissions
11 and transitioning to renewable energy sources.
- 12 **OBJECTIVE ED-8 Develop a culture of excellent customer service that supports all residents**
13 **and businesses in Kenmore.**
- 14 **Policy ED-8.1** Continue to provide excellent customer service, and identify improvements
15 as necessary, for City permitting, licensing, code enforcement and other
16 front-line functions.
- 17 **Policy ED-8.2** Instill a problem-solving approach to project review, licensing and permitting.
- 18 **OBJECTIVE ED-9 Enhance communication between the City and local businesses.**
- 19 **Policy ED-9.1** Communicate with business owners to illustrate the value proposition
20 inherent in operating a business in Kenmore.
- 21 **Policy ED-9.2** Encourage proactive outreach to Community Business Organizations,
22 informing the local business community of Kenmore's regulatory simplicity,
23 supportive business culture, and low-cost business environment.
- 24 **OBJECTIVE ED-10 Enhance community services as an integral part of residents and business**
25 **owners' satisfaction with Kenmore and their sense of community.**
- 26 **Policy ED-10.1** Continue to operate a summer farmers market or support other activities in
27 downtown that brings together people, business and enhances community
28 pride.
- 29 **Policy ED-10.2** Provide home-based businesses with easy access to community services
30 and other opportunities that help advertise and promote their business to
31 local residents and property owners.
- 32 **Policy ED-10.3** Monitor residents and business owner satisfaction regarding city services
33 and other quality of life metrics and track over time.

OBJECTIVE ED-11 Consistent with the City's Diversity, Equity, Inclusion and Accessibility (DEIA) Plan, support businesses and projects that align with equity goals.

Policy ED-11.1 Increase efforts to build partnerships that support to retain local businesses and organizations, with an emphasis on supporting historically marginalized groups in the business community.

Policy ED-11.2 Support a diversity of business types by engaging with business organizations and agencies that assist minority and women-owned businesses, such as the Washington State Office of Minority and Women's Business Enterprises (OMWBE), Washington State Department of Commerce, and Association of Women and Minority Businesses (AWMB).

OBJECTIVE ED-12 Leverage Placemaking and Livability and Position Kenmore as a destination for North King County.

Policy ED-12.1 Promote Kenmore as a regional tourism destination with regional businesses such as Kenmore Air and The Lodge at St. Edwards Park.

Policy ED-12.2 Continue to promote and expand the "Shop More, Play More, Find Kenmore" branding slogan.

Policy ED-12.3 Coordinate with the Bothell Kenmore Chamber of Commerce, Kenmore Business Alliance, and other organizations to promote Kenmore as a destination for the boating community and to continue to provide for and improve access to Lake Washington and Sammamish River.

Policy ED-12.4 Continue to expand and develop branded marketing materials, including small and local business resource directory, a "how to do business in Kenmore" guide, and a handbook on licensing and permitting.

OBJECTIVE ED-13 Continue to recognize the value of Kenmore Air Harbor as a provider of air transportation and as a significant employer in the city.

Policy ED-13.1 Support the continued operation of Kenmore Air Harbor through effective planning, reduction from risk of incompatible development, and collaboration with the City and surrounding property owners.

IMPLEMENTATION STRATEGIES

The Economic Development Sub-Element policies would will require continued or increased commitments of City resources to prepare new regulations, review/amend existing regulations, create educational or incentive programs, foster partnerships, or coordinate with adjacent jurisdictions.

New or expanded programs, rules, or regulations would be needed to address:

- Incentives to stimulate business revitalization, retention, and creation.

- Identification and tracking key economic and demographic metrics to help the city evaluate the effectiveness of local economic strategies and achievement of equitable outcomes.
- Development and tracking of citywide and departmental performance measures related to economic development.
- Monitor commercial space availability and development capacity to ensure that zoning and development regulations do not create scarcity of commercial spaces in the city's commercial zones.

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

- Review of home occupation, home business standards.
- Periodic review of development standards that relate to commercial or business development.
- Review of design, landscape, and signage standards.

Continuing coordination efforts would be needed with adjacent jurisdictions or agencies, including:

- Cooperative efforts with other agencies, such as Washington State Office of Minority and Women's Business Enterprises (OMWBE), Washington State Department of Commerce, and Association of Women and Minority Businesses (AWMB), to support economic development activities for the disadvantaged, for small, local, women- and minority-owned businesses in Kenmore.
- Coordination and partnership with economic development and business groups, such as the Economic Development Council of Seattle/King County, the State Department of Commerce, various trade organizations, the Greater Bothell Kenmore Chamber of Commerce and the Kenmore Business Alliance.
- Cooperation on a regional basis towards economic diversification and land capacity monitoring.

A periodic review of the five-year action plan in the Economic Development Strategy also is recommended to keep the strategy plan current. The City continues to pursue the following efforts to further the goals of the Economic Development Strategy:

- Supporting a community marketing campaign to promote Kenmore's image and support business development.
- Leveraging and partnering with the area's educational institutions, such as Bastyr University.
- Supporting the development of a natural health-related cluster.
- Creating a landmark gateway to Kenmore and Improving wayfinding signage and streetscape and business area appearance.
- Providing leadership and facilitation in opening up the waterfront as a key amenity.
- Funding space and promoting a local business incubator, Creating opportunities for new start-up businesses.
- Providing free educational seminars for local businesses.
- Supporting the City's business registration program.
- Supporting activities of the Kenmore Business Alliance and Bothell Kenmore Chamber of Commerce.
- Supporting the development of office space or other opportunities for employment.
- Seeking grant or other funding opportunities that support business retention, creation, and growth.

REFERENCES

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- Property Counselors (October 2005). Kenmore Downtown Plan Market Study. Prepared for City of Kenmore, Seattle, WA.
- Community Attributes, Inc. (July 2018). Economic Development Strategy for the City of Kenmore, Washington.

1 King County Office of the Executive (June 2021). 2021 King County Urban Growth Capacity
2 Report. Seattle, WA.

3 King County Office of the Executive (April 2022). 2021 King County Countywide Planning Policies.
4 Seattle, WA.

5 Puget Sound Regional Council (February 2022). VISION 2050 Planning Resources – Economic
6 Development Element Guide, Seattle, WA.

7 Puget Sound Regional Council (December 2021) Regional Economic Strategy. Seattle, WA.

8 Puget Sound Regional Council (October 2020) VISION 2050. Seattle, WA.

9

Planning Commission Questions 10/17/23 – Econ. Dev. Element

Planning Commission Questions	Staff Response
What does 60% home-based businesses mean? Does this account for teleworkers?	Per Teresa McAllister, Administrative Specialist/Public Records Officer, this percentage is based on the number of <u>current business license registrations</u> in the city that identify as home-based and does not include those teleworking for other employers. There may be more unaccounted for, but this percentage is based on the known registrations.
Table ED-13, Commercial/Industrial Land Supply and Job Capacity (page 4F-12), to meet employment targets would mean that we are at capacity. To what extent does this number include Lakepointe?	Per Kenmore's reporting for the 2021 KC Urban Growth Capacity Report, a total of 1,530 final employment capacity (jobs) was reported (assumed) for Lakepointe. This was assumed based on the development proposed at the time.
Table ED-13, Commercial/Industrial Land Supply and Job Capacity (page 4F-12), all the capacity is within the mixed-use zone, which is largely residential. Is this telling us do we need increase commercial, would we have to decrease residential? Or do we come up with another solution? Do we need revise the amount of mixed-use?	Based on the data, there's not a single right answer to this and there's several considerations for policy development. 1. Do we need to <u>adjust the mixed-use zoning</u> for a more appropriate balance between residential and commercial? 2. If the job capacity is not meeting the city's economic and employment goals, then maybe we <u>consider more commercial development</u> in targeted areas, and possibly streamlining permitting process to incentivize commercial development. 3. If the mixed-use zone is largely residential, <u>transportation infrastructure improvements</u> should continue to be a primary focus of the city. This city has made a lot of great improvements in this area. 4. Does the city want/need to be an employment hub? <u>Downtown is identified as a Countywide Growth Center</u> , and we need to be able to meet our allocated job targets. However, if the bulk of the jobs are home-based, how does the city accommodate jobs but also realize that we're not a major job center like our neighboring cities? 5. Lastly, because <u>climate change</u> is a top City Council priority, how/what do we need to do to ensure sustainability goals are met?

Planning Commission Questions 10/17/23 – Econ. Dev. Element

	Could consider adding a policy or implementation measures about monitoring and analysis of commercial/business development (type, location, size etc); monitoring economic trends; updating market analysis/economic development strategy; In light of analysis results review/amend mixed-use zones.
Figure ED-14, Jobs to Housing Ratio (page 4F-13), is this meaningful given our situation? What other factors could influence the desirability of this ratio in any city. To what extent do we need to think/what is the strategic balance between commercial/office and residential?	The Jobs to Housing Ratio is required to be reported as part of PSRC requirements. The significance and ideal value of this ratio, however, varies greatly depending on our local circumstances and goals. Some factors for us to consider that influence the desirability of this ratio: 1. Kenmore's overall <u>economic goals</u> - do we want to promote job growth and in what sector; do we want to focus on quality of life and residential amenities only; balance of both? 2. The <u>composition of Kenmore's population</u>, including age, income levels, and household size, influences housing demand and employment needs. 3. <u>Transportation and commuting</u> play a large role in this ratio. Kenmore has better than average access to commute options, both locally and regionally. And its location in the middle between Seattle and Eastside makes it easier for commuting as well. 4. <u>Housing affordability</u> is an issue in Kenmore, and this has an impact on available housing for the city's workforce. 5. <u>Environmental and sustainability goals</u> – reducing the need for longer commutes 6. <u>Land use policies and zoning</u> – Zoning and land use flexibility influences the ratio 7. <u>Community engagement and vision</u> – This is something that Commissioner Vanderlinde mentioned. What are the community's preferences and long-term goals with regards to economic development? Should we strive for diversity, or acknowledge Kenmore's limitations to only a few sectors?

Planning Commission Questions 10/17/23 – Econ. Dev. Element

	Could consider adding a policy or implementation measures about monitoring and analysis of commercial/business development (type, location, size etc); monitoring economic trends; updating market analysis/economic development strategy; In light of analysis results review/amend mixed-use zones.
Table ED-15, Taxable Retail Sales (page 4F-14), does this include a major source/attribution of where order is placed (internet sales)? What type of commercial activity would generate additional revenue?	Per Brian Randall, Accountant with Finance & Administration, Washington is a destination-based sales tax, so the local portion of the sales tax goes to the jurisdiction where the product is delivered. Types of commercial activity that generates additional revenue include permitting and other development-generated fees, home improvement/construction materials, wholesale businesses.

Planning Commission Questions 10/17/23 – Econ. Dev. Element

Does the City capture taxes (i.e., concrete business, Plywood Supply at home point of delivery or point of origin)?	Per Brian Randall, if Plywood Supply made a delivery to Bothell, Bothell would be getting the local portion of the sales tax. If a Bothell contractor came and picked up the supplies from the yard in Kenmore, Kenmore would be getting the local portion of the sales tax.
How does the City pursue opportunities for e-commerce future compared to brick and mortar?	This is a topic for conversation if difficult to easily answer here. There are several strategies that the City could further investigate long-term, but should be a holistic approach to support both e-commerce and brick and mortar. Some for consideration: local investments in digital infrastructure (i.e., City of Tacoma); support and resources for e-commerce businesses, co-working spaces, business incubators, training programs; local e-commerce hubs and marketplaces, partnerships with Bothell-Kenmore Chamber; local/state grants to support e-commerce/home-based businesses. Could consider adding a policy or implementation measures about monitoring and analysis of commercial/business development (type, location, size etc); monitoring economic trends; updating market analysis/economic development strategy; In light of analysis results review/amend mixed-use zones.
Does the City have a B & O tax, has the City ever had one, is there a portion that the city collects, and is there a correlation or not between business growth and no tax?	There is currently no city-wide B&O tax. Per Brian Randall, the only local B&O is no heavy manufacturing and currently applies to only 2 companies, Glacier and Cadman. This is the only B&O the City has ever collected. These two businesses generate \$27,000/year. There is also no current lodging tax, but if there was one implemented, it would not increase the rate but the amount the County is collecting. Lodging taxes can only be spent on promoting overnight stays.

Planning Commission Questions 10/17/23 – Econ. Dev. Element

How does the City balance taxes between city and residents or between large and small business?	Per Rob Karlinsey, City Manager, there is no adopted policy on how taxes are balanced between residents and businesses. The majority of taxes that both business and residents pay are to the Northshore School District. Businesses and residents both pay utility taxes. There are some sales tax exempt businesses, such as personal & professional services (haircuts, medical bills, consultant fees), laundromats, janitorial, nonprofits, goods purchased for resale.
How does the City address poverty levels, and what assistance is given?	The Economic Development Element has some language about equitable outcomes through employment, thus reducing poverty levels. See Page 4F-22. Also, the city has a new Housing and Human Services Manager, Tambi Cork, who is tasked with supporting the City Manager's office in the development of new policies and programs, as well as supporting external agencies related to housing and human services.
Of vacant structures, is there a percent of them that are non-habitable? Where are they located?	We don't have a way to determine which vacant structure a non-habitable. If code there is a code enforcement case, then it will be tracked.
Table ED-17, Key Sector Opportunities & Challenges (page 4F-17), retail leakage, is online retail a known factor, or is this strictly brick and mortar?	Yes, per industry studies, retail leakage includes both online and brick and mortar, anything where consumers spend their money outside the local market.
Page 4F-17, Clean Light Manufacturing Demand, look at the CAP to see if this paragraph needs to be modified.	Noted, staff has added some additional language.
Rename 'Weaknesses' to 'Challenges' (SWOT to SCOT)	Changed.
We should not state that industry on the lake (i.e., asphalt plant and other industrial lands) is a challenge but recognize that industry is part of Kenmore's history.	Noted, staff will consider adding statement about history.
Does Kenmore Air need expansion space?	No current plans for expansion. They are expanded operations in other locations (Paine, Boeing Field).

Planning Commission Questions 10/17/23 – Econ. Dev. Element

Page 4F-21, Table ED-17 from 2018 could still be included, but instead note that times have changed? Or keep these as Appendix?	While the information is from 2018, many of the opportunities and challenges are still relevant today. We can add a statement in the preceding paragraph to note the ongoing changes from brick-and-mortar to e-commerce.
Are there lessons learned from when the business incubator closed?	The incubator program began in 2013 and ended in 2020 as a city funded program. 40 businesses representing 325 employees were served. The incubator provided low cost workspace and business development consultation. Funding assessed as part of budget and other City priorities. Possible that we consider a policy/implementation measure about continuing to assess needs to accommodate business growth, particularly local business development.



CITY OF KENMORE

Planning Commission Rules and Procedures

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ARTICLE V: AMENDMENTS TO RULES AND PROCEDURES

ARTICLE I: GENERAL

Section 1: Historical Background

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

Section 2: Duties and Responsibilities

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

- A. The Planning Commission shall be an advisory body to the City Council responsible for review and making policy recommendations relating to amendment to the comprehensive plan and related land use regulations.

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

ARTICLE II: MEMBERSHIP AND OFFICERS

Section 1: Membership

Membership requirements are as described in KMC Section 2.30.020. Refer to the most current version on the city website.

Section 2: Nomination and Election of Officers

The election of officers shall take place annually at the first regular meeting of the Planning Commission each calendar year. The Chair from the prior year shall serve until the new Chair is elected. The election shall be the third order of business of the first meeting of the year following: 1. Call to order and roll; and 2. Approval of past minutes. Nominations shall be made from the floor. The nominee must accept the nomination to be placed in nomination. The election shall follow immediately thereafter. The nominee receiving a majority of the votes of the number of commissioners currently appointed shall be declared elected.

Section 3: Officer Term of Office

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The elected officers shall immediately assume their positions at the conclusion of the elections and shall serve one (1) calendar year. KMC 2.30.020 restricts a Chair to serve no more 36 months in any 48-month period.

Section 4: Vacancies of Chair and Vice Chair

Vacancies shall be filled immediately by regular election procedure in Section 2 for the unexpired portion of the term.

Section 5: Resignation or Removal of Planning Commission Member

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

5.1 Resignation

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

5.2 Removal

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

A Planning Commissioner may be removed by the Mayor, with the approval of the City Council, for inefficiency, neglect of duty, or malfeasance in office.

- B. The Planning Commission may recommend to the Mayor and City Council the removal of any commissioner who misses twenty-five percent (25%) or more of the regularly scheduled meetings within any twelve (12) month period without being excused by the Commission, or in the opinion of the Commission, is unable to fulfill the duties of a commissioner.

Recommendations for removal must be approved by at least four (4) members of the Planning Commission.

Section 6: Duties of Officers

6.1 Chair

The Chair shall preside over the Commission and exercise all the powers incidental to the office, retaining however, the full right as a member of the Planning Commission to have a vote recorded in all deliberations of the Commission, to propose motions, and to second motions. The Chair may call special meetings of the Commission in accordance with the

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Rules and Procedures, sign documents, and see to it that all actions of the Commission are properly taken.

6.2 Vice Chair

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

6.3 Clerk and Deputy Clerk

The Clerk and Deputy Clerk responsibilities include recording the meeting, preparing meeting minutes, complying with public hearing and meeting notice requirements, taking roll call votes, and assembling and distributing meeting materials. The Clerk or Deputy Clerk will perform other staff services necessary to support the work of the Commission. The Clerk and Deputy Clerk are City employees and are not elected by the Commission.

ARTICLE III: COMMISSION MEETINGS

Section 1: Meetings

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

- A. If the regular meeting falls on a legal holiday, that meeting shall be held on the following Tuesday unless the Commission, by formal action, sets a special meeting day.
- B. A quorum of the Commission may, at any regular meeting, substitute another day for the regular meeting of the following month, and shall give notice of a special meeting day.
- C. If, for any reason, the business to be considered at a regular or special meeting cannot be completed, the Commission may hold over unfinished business to the next regular meeting or designate a special meeting at a time and date to consider the uncompleted matter, provided that such action shall be publicly announced at the meeting.
- D. Special meetings may be called at any time by the Chair and, in the Chair's absence, by the Vice Chair, or by at least four (4) members of the Commission. The Clerk or Deputy Clerk shall provide written notice to each member of the Commission at least twenty-four (24) hours before the time of such meetings as specified in the notice.
- E. All regular and special meetings of the Commission are open to the public and shall be held in compliance with the Open Public Meetings Act.

The Commission may cancel any meeting with required public notice.

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Section 2: Annual Work Program (Docket) and Meeting Agendas

Per KMC 19.20.040, the Planning Commission shall have the authority to review and study proposed amendments to the comprehensive plan and development regulations that are included in a City Council-approved annual docket work program for each year.

The Community Development Director or his or her designee shall prepare a work program schedule for the Planning Commission based on the City Council-approved annual docket. The Community Development Director or his or her designee shall prepare the Planning Commission meeting agendas and supporting agenda materials based on the City Council-approved annual docket. The Community Development Director or his or her designee shall provide a staff recommendation to the Planning Commission on docket work program proposals. Final vote for authorization of docket work proposal recommendations to be transmitted to the Council shall be made only when the action is on the agenda that is published in accordance with public notice requirements.

A copy of the agenda and agenda materials for regular and special meetings shall be provided to each member not less than five (5) days prior to the date of the meeting at which such agenda is to be considered. Posting the materials on the City's public website meets this requirement.

Section 3: Minutes and Records

All official Planning Commission meetings shall be recorded. All agenda materials, meeting recordings, and meeting minutes are a permanent public record in accordance with the State of Washington Public Records Act Chapter 42.56 RCW.

Formal recommendations considered by the Commission are considered part of the public record of the meeting at which such recommendation was considered.

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

After approval by the Planning Commission, the Chair, Vice Chair, or the Chair's designee shall sign the meeting minutes.

Section 4: Public Comment

An opportunity for public comment shall be provided at every regular or special meeting. Members of the public may only speak during the designated Public Comment period. No person shall address the Commission at a meeting without being recognized by the Chair.

The Chair or Clerk will state the rules for the Public Comment period. These may include items such as:

- a. Stating name and city of residence.

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- b. Limiting comments to three minutes.
- c. Speaking on any topic pertaining to Commission business.
- d. It is at the discretion of the Chair if commissioners or staff respond to comments at the meeting. Public comment period is normally not an opportunity for interaction with commissioners or staff. The Chair may clarify a fact or procedure incorrectly stated during public comments which, in the Chair's opinion, may confuse the public. The Chair may request the staff to provide the clarification as appropriate.
- e. Address all comments or grievances to the Commission, not the audience.
- f. Any documents from speakers to be distributed to the Commission shall be provided to the Clerk by 5 p.m. on the day of the meeting.
- g. All comments related to a public hearing topic on the agenda shall be made during the public hearing.

Section 5: Public Hearings

Notice of all public hearings shall be provided to all members of the Commission and the public in accordance with all applicable rules for public notice.

The order of business for public hearings is as follows:

1. The Chair will announce the beginning of the public hearing, including the items being heard.
2. The Chair will ask the Community Development Director or his or her designee to provide a summary of the proposal on the agenda for public hearing.
3. The Chair will state the rules for the public testimony period prior to opening the public hearing. These may include items such as:
 - a. Members of the public will be invited to provide public comment about the specific topic of the hearing.
 - b. Stating name and city of residence, and organization if they are commenting on behalf of such organization.
 - c. Limiting comments for each person to three minutes.
 - d. It is at the discretion of the Chair if commissioners or staff respond to comments during the public comment period of the public hearing. Public comment period is normally not an opportunity for interaction with commissioners or staff. The Chair may clarify a fact or procedure incorrectly stated during public comments which, in the Chair's opinion, may confuse the public. The Chair may request the staff to provide the clarification as appropriate.
 - e. Addressing comments to the Commission, not the audience.

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4. The Chair opens the public comment period.

Procedures in the case of an action requiring a quasi-judicial matter before the Commission:

1. The Chair shall ask if there are any recusals by any commissioner on the matter. Recusals are for conflicts of interest and any other reasons which is grounds for recusal. Those commissioners recused shall leave the chamber while the item is being considered.
2. The Chair invites the applicant or designated representative (if the hearing is in regard to a site-specific comprehensive plan amendment) to speak on behalf of the application. Upon recognition of the Chair, a commissioner may ask relevant questions to the applicant, the applicant's designated representative, or to the planning staff.
3. The Chair invites members of the public to provide comment on the proposal being considered for action. Upon recognition of the Chair, a commissioner may ask relevant questions of the individual providing comment. In the event there are large numbers of individuals wishing to provide comment, the Chair may consider continuing the public hearing to a reconvened date and time upon approval of a motion by the Commission.
4. The Chair calls three times for public testimony, and upon hearing none, the public testimony portion of the public hearing is officially closed.
5. The Chair now opens the session for commissioner deliberations and action. Upon recognition by the Chair, a commissioner may direct specific questions to staff, applicant, applicant's representative, individual who provided public comment, or fellow commissioners to clarify issues, comments, or technical questions that may not have been directly addressed during the public testimony portion of the public hearing.
6. After a reasonable amount of time, the Chair closes further discussions and may entertain a motion from the Commission. The Commission may approve, modify, reject, or continue the item until another Commission meeting date.
7. After a motion is made and seconded, the Chair entertains additional discussion on the motion. Upon recognition of the Chair, a commissioner may propose further motions on or amendments to the original motion.
8. Upon hearing no further deliberation, the Chair takes a vote on the main motion after any subsidiary motions and directs the Clerk to record the formal action as required.

Section 6: Order of Business

The regular order of business at regular and special meetings of the Commission shall be:

- A. Call to Order

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- B. Public Comments
- C. Consent Calendar
 - a. Approval of Previous Meeting Minutes
 - b. Other items of routine business designated by the Chair.
- D. Public Hearing(s)
- E. Community Development Director's Report and Informational Item(s)
- F. Work Session(s)
- G. Business and Action Items
- H. Announcements and for the Good of the Order Comments
- I. Adjournment

The Chair may place other items on the agenda with the Commission's approval.

Section 7: Special Meetings

Special meetings and/or work sessions may be called:

- a. At the request of the Chair, or in the Chair's absence, by the acting Chair, as set forth in the provisions under Article III, Section 1.
- b. At the written request of four (4) or more members of the Commission.
- c. By approved motion of the Commission.

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

Section 8: Quorum

Four (4) members of the Kenmore Planning Commission shall constitute a quorum. A Planning Commission member may attend a regular or special meeting remotely (see Article III, Section 9) and have the same rights as if they were attending the meeting in person.

All actions of the Kenmore Planning Commission shall be determined by a minimum of four (4) affirmative votes of the total Commission. Amendments to the working document may be made by a majority vote of those attending including those abstaining.

Section 9: Remote Attendance

Occasionally, a commissioner may not be able to be physically present at a meeting but will want to be involved in the discussion and/or decision on a particular agenda item. The Commission's expectation is that members attend in person. This attendance option is for members who are physically unable to attend. At least 24 hours before the starting time of a meeting, that commissioner should advise the Clerk of the desire to attend via

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remote access. Per state law, any commissioner and/or public attending a meeting via remote access must be able to hear all speakers in the meeting room, and all persons in the meeting room must be able to hear the commissioner and/or public attending via remote access. In the event of a declared emergency at the local, state, or federal level, or if the City determines it cannot hold a meeting in person with reasonable safety where commissioners or public are in attendance, several or all of the commissioners may attend the meeting remotely.

The Commission will strive to live stream meetings for public viewing.

Public comments and testimony may be allowed by virtual means provided all members of the Commission can hear the individual. Rules for virtual participation shall be consistent with City policy for virtual participation at official meetings. The City may provide specific rules for virtual participation for the Planning Commission.

Section 10: Rules of Procedure

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

Section 11: Time and Length of Meetings

Planning Commission meetings shall begin at 7:00 p.m. and continue until 9:30 p.m. unless adjourned. After 9:30 p.m., the Commission may extend the time of the adjournment. Meetings may begin earlier by prior determination of the Commission or Chair and will follow the special meeting requirements. Public notifications of such meetings shall place a special emphasis on the earlier start time.

Section 12: Motions and Voting

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

Motions by commissioners and stated motions by the Chair may be unanimously approved when there is no objection made by any commissioner. An objection will require a formal motion and vote by the Commission.

Items on the consent calendar may be amended prior to approval. Any commissioner may pull an item off the consent calendar to be an item of regular business. The Chair shall place the item onto the current agenda for consideration and action.

All motions that finalize work on a docket item and/or refer an item to the Council shall be called for a vote. These items may not be part of the Consent Calendar. The Chair may call for a roll call vote when there is a question regarding a commissioner's vote. The Chair may call for a roll call vote on any motion at the Chair's discretion. During a roll call vote, the Vice Chair will be the next to last to vote and the Chair the last.

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The minutes of the meeting will indicate in some appropriate manner those motions approved without objection (i.e., unanimously) and those motions when a vote is taken with one or more “nay” votes. In the latter case, the minutes will include in some appropriate manner the commissioners who cast minority votes. Abstentions from any vote on a motion shall be recorded in the minutes.

Commissioners who recuse themselves from voting and deliberation on a matter before the Commission shall be recorded in the minutes at the beginning of the record of the matter.

ARTICLE IV: COMMISSIONER CONDUCT

Section 1: Public Statements

While any commissioner has a right to express personal views and opinions pursuant to our Constitutional guarantees of freedom of speech, statements purporting to represent the view or pronouncements of the Commission shall not be made in advance of the Commission’s final determination of the matter, except as directed or authorized by a majority of the Commission at any special or regular meeting or public hearing. The Chair may issue such statements as the Commission deems necessary. The Commission may also designate another commissioner to assist the Chair in issuing such statements. Likewise, the Chair may seek assistance from any commissioner in making such statements. This shall not preclude the right of any dissenting members to express their minority position.

Lobbying efforts by any Advisory Bodies on legislative or political matters should first be checked for consistency with existing City policy by contacting the City Manager.

A commissioner is free to voice a position, oral or written, on any issue if it is made clear that the member is not speaking as a representative of the City or on behalf of the Commission.

Section 2: Ex-Parte Contacts and Sharing of Information

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

With respect to matters of a quasi-judicial nature, members shall abide by the provisions of the Appearance of Fairness Doctrine of the State of Washington, as codified in Chapter 42.36 RCW; as adopted or subsequently amended. Examples of quasi-judicial land use

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matters are those which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceedings. Ex-parte communications during the pendency of any quasi-judicial proceeding are prohibited unless the member engaged in such communications: 1. places on the record the substance of any written or oral ex-parte communications concerning the decision of action; and 2. provides that a public announcement of the content of the communication and of the parties' rights to rebut the substance of the communication shall be made at each hearing where action is considered.

Section 3: Conflict of Interest or Appearance of Fairness

Planning commissioners should follow the Washington State Ethics in Public Services Act Chapter 42.52 RCW. If it shall appear to any member at any time that a conflict of interest or an appearance of fairness problem exists with respect to a matter pending before the Commission, it shall be the member's duty to openly state the nature of such conflict, and then to refrain (recuse themselves) from participating in any subsequent deliberation of the Commission and the decision-making process with respect to the matter. In addition, members of the Commission shall be disqualified from involvement in Commission actions in which they have a financial interest. A financial interest shall be deemed to include, but not be limited to, the member's own interest or the interest of a client or employer.

Commissioner disagreements regarding Conflict of Interest or Appearance of Fairness or other disqualifying interests shall be referred to the City Attorney for opinion and recommended action by the Commission. The matter will then be returned to the Commission for action.

Section 4: Attendance

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

In the event that a commissioner cannot actively participate in regularly scheduled or special meetings, the commissioner should consult with the Chair to determine if his or her absence can be accommodated.

Section 5: Conduct of Business and General Courtesy Expectations

The Chair shall direct the conduct of meetings. A commissioner should seek recognition of the Chair before speaking. Commissioners should always be courteous, respectful, kind, and professional with everyone. An environment of mutual respect should be fostered. Discourteous behavior, inflammatory language, personal attacks, or negative body language is not permitted.

Section 6: Decisions of the Commission

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The Commission's goal is to provide a consensus recommendation to the City Council on matters referred to the Commission for action after full and complete discussion. Each commissioner should strive to fulfill this goal by expressing his or her views. A consensus in this context refers to a unanimous approval of an action.

6.1 Minority Reports

When consensus cannot be reached, minority reports may be prepared and forwarded to the City Council. When a decision is reached, a member not voting with the majority may prepare a minority report. When the minority is comprised of more than one individual, and if requested, the minority report may be prepared by Community Development Department staff.

- A. A minority report may be for a specific section of the matter for which the commissioner voted in the minority. It is understood the practice of voting for the entire matter as a whole for the greater need of the City occurs even when the individual commissioner strongly disagrees with a portion of the matter. Following this practice shall not preclude a commissioner from filing a minority report limited to that matter.
- B. Notice of intent to file a minority report, or request for preparation of a minority report, shall be made within seven (7) calendar days of the date of majority action, or the right to transmit such report shall be deemed to have been waived. All minority reports shall be signed by the members who prepare, or request the preparation of, the report and shall be forwarded to the Mayor and City Council by the Chair. Minority reports will be transmitted by the Chair at the same time as the majority recommendation is transmitted, with copies distributed to all members. Staff will notify the Commission when the recommendation is transmitted.

6.2 Commission Recommendation fails adoption by the Council

In every case where the action of the Commission is not adopted by the City Council, the Clerk will make available to the Commission, at its next regular meeting, the findings, conclusions, and decisions of the City Council.

ARTICLE V: AMENDMENTS TO RULES AND PROCEDURES

These Rules and Procedures may be amended at any regular meeting by the affirmative vote of four (4) members of the Commission; provided that notice of proposed amendments has been made at a previous meeting. The specific amendment being proposed must be provided in the packet for the meeting where it is considered.

Suspension of these rules shall be made by motion and approved by five (5) of the seven (7) commissioners. Rules pursuant to the RCW, WAC or KMC may not be suspended.

An ad hoc rules committee of no more than three (3) commissioners may be authorized by the Commission. Unless otherwise restricted by the Commission, such Committee

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may propose any rule change that it believes will benefit the Commission. In this case, the proposed rule change(s) shall be provided in the packet as a report of the Rules Committee. The proposed rule change(s) will remain as an agenda item until the Commission takes action on the proposals.

All amendments must comply with the RCW, WAC and KMC pertaining to Planning Commissions, Open Public Meetings Act, and other related laws. These rules shall also comply with resolutions adopted by the Council for conduct of Commission business and membership.