



City of Kenmore
City Council Regular Meeting
Agenda
Monday, November 17, 2025
7:00 PM

ZOOM - LINK: <https://kenmorewa-gov.zoom.us/j/85707768296>

Password: 111725

Telephone: Dial US: +1 253 215 8782

Webinar ID: 857 0776 8296

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

REQUEST AN ACCOMMODATION HERE: kenmorewa.gov/accommodation

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

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

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

2. ROLL CALL

3. LAND ACKNOWLEDGEMENT

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

4. FLAG SALUTE

5. AGENDA APPROVAL

6. WHERE'S THE FUN?

7. PUBLIC COMMENTS

Welcome to the Council's meeting. Please address your comments to the Mayor and Council. You'll have three minutes to speak. If there are more than 20 speakers, time will be reduced to

two minutes per speaker. The Clerk will call your name when it's your turn. The Presiding Officer may choose to alternate between in-person and online comments. Please state your name and city of residence and keep within the allotted time. To make every person feel welcome and safe here, please refrain from booing, clapping, heckling, yelling, or other interruptions. Please note: Under Washington State law (RCW 42.17A.555), public comment time may not be used to support or oppose candidates or ballot measures. Thank you for keeping remarks focused on City business. The meeting is recorded for transparency. Thank you for being here, and for sharing your input respectfully.

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

8. CONSENT AGENDA

- A) Approve the City Council Special and Regular Meeting Minutes of Monday, October 27, 2025.
1. City Council Special and Regular Meeting Minutes of Monday, October 27, 2025
- B) Adopt Proposed Resolution No. 25-437, affirming the rights, safety, and equality of all Kenmore residents.
1. Agenda Bill - Proposed Resolution No. 25-437
 2. Attachment 1 - Proposed Resolution No. 25-437
- C) Accept \$3.5 million of Move Ahead Washington - Tier Pedestrian & Bicycle Program funding for the 61st Avenue NE Sidewalk Replacement project and authorize the City Manager to execute the appropriate agreements with the Washington State Department of Transportation (WSDOT).
1. Agenda Bill - WSDOT Move Ahead Washington

9. PRESENTATION

- A) Fee Study Results, introduced by Development Services Director Samantha Loyuk and presented by Matrix Consulting Group
1. Agenda Bill - Fee Study Presentation
 2. Attachment 1 - Fee Study Report
 3. Attachment 2 - Fee Study Schedule
 4. Attachment 3 - Presentation
 5. Attachment 4 - 2025 Fee Schedule

10. PUBLIC HEARING

Virtual Public Hearing Pre-Registration: To provide virtual public hearing testimony, please fill out the Virtual Public Comment Request Form (linked above) in advance of the meeting. The form opens Tuesdays at 12:00 Noon and closes Mondays at 12:00 Noon. You will be confirmed by the City Clerk's Office. If you are having difficulty, please reach out to the City Clerk's Office at clerks@kenmorewa.gov.

- A) Temporary Use Permit No. TMP25-0726 allowing "Construction and Trade" as a temporary use for the Interim Public Works Shop for a one-year period at real property

located at 6532 NE Bothell Way, Kenmore, WA, subject to conditions, presented by Development Services Director Samantha Loyuk and Public Works Operations Director Jennifer Gordon, *for public hearing*

1. Agenda Bill - TMP25-0726
2. Attachment 1 - Renewal Application and Project Narrative
3. Attachment 2 - Site Plan
4. Attachment 3 - Site Photos
5. Presentation (added 11/13)

11. BUSINESS AGENDA

- A) Temporary Use Permit No. TMP25-0726 allowing "Construction and Trade" as a temporary use for the Interim Public Works Shop for a one-year period at real property located at 6532 NE Bothell Way, Kenmore, WA, subject to conditions, presented by Development Services Director Samantha Loyuk and Public Works Operations Director Jennifer Gordon, *for approval*

1. Agenda Bill - TMP25-0726
2. Attachment 1 - Renewal Application and Project Narrative
3. Attachment 2 - Site Plan
4. Attachment 3 - Site Photos
5. Presentation (added 11/13)

- B) Proposed Resolution No. 25-434, 2026 Fee Schedule, presented by Development Services Director Samantha Loyuk, *for discussion and direction*

1. Agenda Bill - Proposed 2026 Fee Schedule
2. Attachment 1 - Proposed Resolution No. 25-434
3. Attachment 1A - Exhibit A: 2026 Fee Schedule (updated 11/13)
4. Attachment 2 - Current 2025 Fee Schedule
5. Attachment 3 - Northshore School District 2025-2031 Capital Facilities Plan
6. Attachment 4 - 2026 Fee Schedule, tracked changes (updated 11/13)
7. Attachment 5 - Comparison Data: Permit Fees Through the Years
8. Presentation (added 11/13)

- C) Emergency Shelter, Transitional Housing, Emergency Housing, and Permanent Supportive Housing (STEP) Housing Advisory Committee Recommendations for STEP Housing Regulations, presented by Assistant City Manager/Community Development Director Debbie Bent, STEP Housing Committee Members, and Kimley-Horn Consultants, *for discussion and direction*

1. Agenda Bill - STEP Housing Recommendation
2. Attachment 1 - Memo from the STEP Housing Advisory Committee
3. Presentation (added 11/14)

- D) Third Quarter 2025 Financial Report, presented by Finance & Administration Director Melinda Merrell, *to receive and file*

1. Agenda Bill - Third Quarter 2025
2. Attachment 1 - Third Quarter 2025 Financial Reports
3. Presentation (added 11/14)

12. STAFF REPORTS

13. COUNCILMEMBER REPORTS & COMMENTS

14. ADJOURNMENT

UPCOMING MEETING SCHEDULE:

- A) Monday, November 24, 2025 7:00 PM - City Council Regular Meeting
Monday, December 8, 2025 7:00 PM - City Council Regular Meeting

NOTICE OF POTENTIAL QUORUMS

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

**City of Kenmore
City Council Meeting
Special & Regular Meeting Minutes
Monday, October 27, 2025**

These minutes are created to capture Council action. This is not a verbatim transcript. Meeting video is available on the [City YouTube channel](#). Attachments are available on the [CivicClerk Agenda Management Portal](#).

PRESENT:

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

Staff: City Manager Teri Killgore
City Attorney Dawn Reitan
City Clerk Scott Passey
Co-Clerk Shannon Tipple-Leen
Communications & Tourism Manager Lauren Chomiak
Assistant City Manager/Community Development Director Debbie Bent
Principal Planner Todd Hall
Traffic Engineer Tobin Bennett-Gold
Finance & Administration Director Melinda Merrell
Development Services Director Samantha Loyuk
Environmental Services Director Richard Sawyer

Speaking Guests: Lucille Vickery, Co-Creator Award Recipient
Tracy Banaszynski, Planning Commission Chair
Dwight Thompson, Planning Commission Vice Chair
Mike Vanderlinde, Planning Commissioner
Edouard Lassalle, Planning Commissioner
Chris Olson, Planning Commissioner
David Dorrian, Planning Commissioner
Kara Macias, Planning Commissioner
Shelly Helder, Thomas Gordon Honeywell State Lobbyist

Public Comments Speaking Guests:
Mark Prince, Kenmore Resident

CALL SPECIAL MEETING TO ORDER

Mayor Herbig called the special meeting to order at 6:15 PM.

EXECUTIVE SESSION

Pursuant to RCW 42.30.110(1)(i), the City Council entered an executive session to discuss potential litigation. This executive session was slated to last 45 minutes until approximately 7:00 PM. The Council exited the executive session at approximately 6:59 PM.

POSSIBLE ACTION RELATING TO EXECUTIVE SESSION

MOTION: Authorize the City Manager and City Attorney's office to take all steps necessary to enforce the Notice of Violations issued against property located at 6229 NE 191st Street, Kenmore, Washington, including but not limited to filing an action in Superior Court.

Moved by Loutsis; seconded by Sasson.

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

MOTION PASSES.

ADJOURN SPECIAL MEETING

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

CALL REGULAR MEETING TO ORDER

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

LAND ACKNOWLEDGEMENT

Mayor Herbig read the Land Acknowledgement Honoring First Peoples.

FLAG SALUTE

Mayor Herbig led the Council in the Pledge of Allegiance.

AGENDA APPROVAL

The agenda was approved as presented.

PROCLAMATION

Mayor Herbig, on behalf of the City Council, proclaimed November 2025, as Native American Heritage Month throughout the City of Kenmore.

WHERE'S THE FUN?

City Manager Teri Killgore welcomed new City Clerk Scott Passey and highlighted the Think Pink movement to celebrate and acknowledge the efforts to raise breast cancer awareness.

PUBLIC COMMENTS

The City Council took comments from the public.

Timestamped link here: <https://youtu.be/zlrDOe-nTUc?t=3248>.

CONSENT AGENDA

- A. Approve the City Council Regular Meeting Minutes of Monday, October 13, 2025.
- B. Approve the Drainage Easement Agreement with Northshore School District #417 in a form acceptable to the City Attorney's Office and authorize the City Manager or designee to sign the agreement.

MOTION: Approve the consent agenda outlined above.

Moved by Culver; seconded by O'Cain.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT

PRESENTATION

Communications & Tourism Manager Lauren Chomiak presented Kenmore Resident Lucille Vickery with Kenmore's Co-Creator Award, highlighting the projects and activities in which she participated to promote community spirit.

BUSINESS AGENDA

- A. Planning Commission Recommendation on Draft Amendments to the Parks, Recreation, and Open Space (PROS) Element and Capital Facilities Element, presented by Assistant City Manager/Community Development Director Debbie Bent, Principal Planner Todd Hall, Planning Commissioners, and Consultants, *for introduction and discussion*

City staff introduced this item and Planning Commission members, who outlined their recommendations for updates to the PROS Plan and Capital Facilities Element. Proposed amendments include updated tables, maps and level of service in the existing Park System; new sections related to Master Planning, Partnerships and Community Outreach, Recreational Programming, Population Growth, Obstacles and Opportunities Affecting Future Demands and Needs, and Implementation Strategy. Additionally, the entire section of Goals, Objectives and Policies was updated. The only item proposed for change as part of the Capital Facilities Element is Table CF-A: Parks Capital Improvements.

Council questions and feedback were received on various elements of the Plans. Staff and consultants will return at a later Council meeting for further discussion of the two elements.

- B. City of Kenmore 2026 State Legislative Agenda, presented by City Manager Teri Killgore and Gordon Thomas Honeywell State Lobbyist Shelly Helder, *for discussion and approval*

Lobbyist Shelly Helder gave a presentation on the upcoming legislative session, State Budget considerations, and the city's proposed 2026 Legislative Agenda and Policy Statements. The 2026 Legislative Agenda includes three elements: 1) Lakepointe; 2) Ped/Bike Projects in Kenmore; and 3) Digital Permitting System Upgrades. The 2026 Proposed Policy Statements include: 1) Climate Change and Environmental Stewardship; 2) Economic Development; 3) Housing; 4) Human Services and Behavior Health; 5) Public Safety and Justice Services; 6) Racial and Social Issues; 7) Tax Policies and Fiscal Sustainability; 8) Transportation Choices; and 9) Zoning and Land Use.

MOTION: Strike Policy Statement on Zoning and Land Use.

Moved by Culver; seconded by Sasson.

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

MOTION FAILS.

MOTION: Insert "City supports legislation to define e-motorcycles and establish clear standards for ownership and operation" in the Policy Statements:

Moved by Sasson; seconded by Srebnik.

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

MOTION PASSES.

MOTION: Approve Legislative Agenda and Amended Policy Statements.

Moved by Marshall; seconded by Srebnik.

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

MOTION PASSES.

- C. Proposed Ordinance No. 25-0632, KMC 10.45 Update, Limited Infraction Window for Photo Enforcement Infractions, presented by Traffic Engineer Tobin Bennett-Gold, *for discussion and potential adoption*

Traffic Engineer Tobin Bennett-Gold provided background on the Kenmore Automated Photo Enforcement (KAPE) program and outlined the recommendation to adopt an ordinance limiting the issuance of photo enforcement infractions for a single vehicle to

no more than one per half-hour across all traffic safety cameras citywide, to begin in 2026. Council questions and feedback were received.

MOTION: Adopt Ordinance No. 25-0632 to revise KMC 10.45 to limit the issuance of photo enforcement infractions for speed limit violations for a single vehicle to no more than one per half-hour across all traffic safety cameras citywide.

Moved by Loutsis; seconded by Srebnik.

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

MOTION PASSES.

D. Proposed Ordinance No. 25-0633, Capital Improvement Program (CIP) for Parks, Transportation, Surface Water Management, and City Facilities, presented by Finance & Administration Director Melinda Merrell, *for potential adoption*

Melinda Merrell, Finance Director, urged adoption of the proposed ordinance for the CIP for Parks, Transportation, Surface Water Management and City Facilities. The program includes 52 projects totaling over \$129 million, with most projects centered on surface water management and transportation. State grants account for the largest portion at approximately \$40 million, with other grants totaling \$20 million.

MOTION: Adopt Ordinance No. 25-0633, 2025-2030 Capital Improvement Program for Parks, Transportation, Surface Water Management and City Facilities.

Moved by Srebnik; seconded by Sasson.

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

MOTION PASSES.

STAFF REPORTS

A. Brief Update on Environmental Monitoring Options and Activities, presented by Development Services Director Samantha Loyuk, Assistant City Manager/Community Development Director Debbie Bent, and Environmental Services Director Richard Sawyer

Staff provided historical background and outlined environmental monitoring options and activity related to: 1) The Asphalt Plant; 2) Lakepointe Testing; and 3) Air Monitoring Options. Council questions and feedback were received.

B. City Manager Teri Killgore thanked the council, leadership team and community members for the guidance and support she has received in her first two months.

COUNCILMEMBER REPORTS & COMMENTS

The Council directed Staff to explore the possibility of adopting a resolution expressing support for immigrant rights.

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 10:23 PM.

Nigel Herbig, Mayor

Scott Passey, City Clerk

DRAFT

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: Drop Down

Subject/Topic:	Proposed Council Action/Motion:
Proposed Resolution No. 25-437 Affirming Rights, Safety, and Equality of All Kenmore Residents Department: City Manager's Office City Attorney's Office Prepared by: Teri Killgore, City Manager Attachments: 1. Proposed Resolution No. 25-437	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☒ Adopt/Approve ☐ Authorize ☐ Other: Adopt Proposed Resolution No. 25-437, affirming rights, safety, and equality of all Kenmore residents.

Approvals:

Department Head TK 11/7/25 City Attorney DR 11/7/25 Finance Director N/A City Manager TK 11/7/25 Optional _____

Summary/Background:

At the City Council meeting of Monday, October 27, 2025, the City Council directed staff to bring forward a proposed resolution for potential adoption, affirming the rights, safety, and equality of all Kenmore residents.

Previous Council Action(s):

N/A

Fiscal Consideration:

N/A

Diversity, Equity, Inclusion, and Accessibility (DEIA) Consideration:

[DEIA Strategic Plan](#) | [City's Equity Framework Toolkit](#)

Goal 6: Public Safety and Justice Services

City Council Priorities or Budget Objective Being Addressed:

- City Council's Priorities: Preamble
- Priority #8: Continue to implement the Diversity, Equity, Inclusion, and Accessibility (DEIA) Strategic Plan, including social justice reform.

**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 25-437**

**A RESOLUTION OF THE CITY COUNCIL OF KENMORE, WASHINGTON,
AFFIRMING SUPPORT FOR IMMIGRANTS AND THE RIGHTS OF ALL
RESIDENTS, AND ENDORSING STATE LAWS THAT PROMOTE SAFETY
AND EQUALITY.**

WHEREAS, the City of Kenmore values diversity and is committed to the protection and support of all its residents, including immigrants; and

WHEREAS, the City Council recognizes the importance of safeguarding the rights, dignity, and well-being of every individual within the community; and

WHEREAS, in 2019, the Washington Legislature adopted the Keep Washington Working Act to ensure the State of Washington remains a place where the rights and dignity of all residents are maintained and protected in order to keep Washington working; and

WHEREAS, in 2020, the Washington Legislature adopted the Courts Open To All Act to ensure that Washington courts remain places where the rights and dignity of all residents are maintained and there is access and justice for all; and

WHEREAS, fostering an understanding of laws and rights among local businesses, organizations, and schools is essential to promoting an inclusive and informed community.

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

Section 1. The City of Kenmore hereby stands in firm support of immigrants and the rights of all residents within the City.

Section 2. The City of Kenmore commends and endorses Washington State's Keep Washington Working Act and the Courts Open To All Act, recognizing their role in promoting justice and safety.

Section 3. The City of Kenmore encourages local businesses, organizations, and schools to actively foster an understanding of the laws and rights that safeguard the well-being of all community members.

Section 4. The City of Kenmore acknowledges the concerns and apprehensions present within the community and encourages implementation of educational initiatives and practices that promote the protection of everyone's rights and safety.

Section 5. The City of Kenmore supports the enactment of additional state laws that address the concerns of the community and furthers the commitment to equality, safety, and justice for all residents.

PASSED BY THE CITY COUNCIL AT A MEETING THEREOF ON THE ____ DAY OF _____ 2025.

CITY OF KENMORE

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

Scott Passey, City Clerk

APPROVED AS TO FORM:

Dawn Reitan, City Attorney

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 11/17/2025

Subject/Topic:	Proposed Council Action/Motion:
61st Ave. NE Sidewalk Replacement Project (Phase 2) – Acceptance of WSDOT Move Ahead Washington (MAWA) – Tier Pedestrian & Bicycle program utilizing Climate Commitment Act (CCA) funds. Department: Engineering Prepared by: Thomas Joachimides Senior Civil Engineer John Vicente Engineering Director Attachments: NA	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☒ Authorize ☐ Other: Accept \$3.5M of Move Ahead Washington – Tier Pedestrian & Bicycle Program funding for the 61st Ave NE Sidewalk Replacement Project and authorize the City Manager to execute the appropriate agreements with WSDOT.

Approvals:

Department	JFV	City	Finance	City
Head	10/28/2025	Attorney	Director	Manager
		NA	NA	TK 11/6/2025
				Optional
				NA

Summary/Background:

City staff are requesting the city council accept \$3.5M in Move Ahead Washington (MAWA)– Tier Pedestrian & Bicycle program utilizing Climate Commitment Act (CCA) funds and authorize the City Manager to execute the appropriate agreements with the Washington State Department of Transportation for the 61st Ave NE Sidewalk Replacement project.

In 2023, staff requested funding from the State legislature for this project. The City was notified on July 8, 2025, that project funds in the amount of \$3.5M were awarded to the project from the MAWA utilizing CCA funds. The 61st Ave NE Sidewalk Replacement project is located on 61st Ave NE between NE 181st St and NE 190th St and will construct new sidewalk, curb and gutter, along with new bike lanes on the east side of the street. The existing sidewalks will be removed and relocated to provide additional separation from Cha Thl Creek (Tributary 0056) that runs south along the east side of 61st Ave NE. Highlights of the project include the following.

- 2-inch grind and HMA between NE 190th St and NE 181st St
- The Center two-way left turn lane will be removed between NE 190th St and NE 181st St
- A Rectangular Rapid Flashing Beacon (RRFB) installation at 61st Ave NE & 58th Ave NE
- Stream corridor enhancements (increased stream buffer, removal of invasive species, new buffer plantings, additional enhancement as funding allows)

Staff anticipate that design will begin Spring 2026, and the project construction is expected to start in spring 2028.

Previous Council Action(s):

No previous Actions.

Fiscal Consideration:

This project is mostly funded through the MAWA at \$3.5M. Approximately 10% of the total project cost will come from Kenmore Automated Photo Enforcement funds (grind and overlay) and REET (initial project setup costs).

Diversity, Equity, Inclusion, and Accessibility (DEIA) Consideration:

[DEIA Strategic Plan](#) | [City's Equity Framework Toolkit](#)

Completion of this project will address DEIA Strategic Plan **Objective 5.2:** Improve transportation safety and accessibility for multiple modes of transportation so that owning an automobile isn't the only way to get around, by improving pedestrian and bicycle accessibility along the corridor.

[City Council Priorities](#) or Budget Objective Being Addressed:

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

Council Priority 5: Enhance multimodal transportation, including pedestrian and bicycle safety.

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

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 11/17/2025

Subject/Topic:	Proposed Council Action/Motion:
Development Services Department fee study results presented by Matrix Consulting Group Department: Development Services Prepared by: Samantha Loyuk, Development Services Director Attachments: 1. Fee Study Report by Matrix Consulting 2. Fee Study Schedule by Matrix Consulting 3. Presentation Slides by Matrix Consulting 4. 2025 Fee Schedule, Version 2 (Current)	☒ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☐ Authorize ☐ Other:

Approvals:

Department _____ City _____ Finance _____ City _____
Head SL 10/17/25 Attorney DR 10/27/25 Director MM 10/27/25 Manager TK 11/6/25 Optional _____

Summary/Background:

In 2024, the City Council directed the Development Services Department (“Department”) to complete a fee and rate study (“2025 Fee Study” or “Fee Study”) to evaluate whether the fees collected for permitting and land use actions align with the City’s actual costs to provide these services. The last fee study was completed in May 2017. To ensure service delivery remains fair, transparent, and cost-reflective, the results of this study will inform the 2026 fee schedule (separate agenda item). The Fee Study assumes up to 100% cost recovery and because it is being presented in late 2025 for use in 2026, the amounts have been adjusted to reflect the 2.7% Washington CPI.

The City selected Matrix Consulting Group (“Matrix”) through a competitive Request for Proposals (RFP) process. Matrix worked closely with staff to document permit and review processes, fee structures, and the time required for activities such as permit intake, plan review, public notice, issuance, inspections, and monitoring. Matrix will present its findings to the City Council.

Key findings of the report include:

- **Cost Recovery:** The Department currently recovers about 78% of its costs, resulting in an annual shortfall of roughly \$339,000.
 - **Building:** 84% recovery; deficit of ~\$208,000, largely tied to plan review fees.
 - **Engineering:** 65% recovery; deficit of ~\$77,000, mostly from construction inspection fees.
 - **Planning:** 28% recovery; deficit of ~\$55,000.

- **Fee Adjustments:** The report recommends reducing certain fees that currently exceed cost recovery and increasing others that fall short.
- **Study Frequency:** A comprehensive fee study is recommended to be conducted every 5–7 years.
- **Peer Benchmarking:** Fees were compared with those in Bothell, Edmonds, Lake Forest Park, SeaTac, Shoreline, and Woodinville (peers). However, policies differ across cities, so comparisons are for context only.
 - **Building:** Kenmore is performing relatively well, recovering more than some peers (e.g., Shoreline ~78%), though a few jurisdictions achieve full recovery.
 - **Engineering:** At ~65%, Kenmore is stronger than some peers (e.g., Shoreline ~35%) but below the 80–100% range many agencies target.
 - **Planning:** At ~28%, Kenmore is on the low end. Like Kenmore, peers commonly subsidize planning, but this remains a gap area.

Previous Council Action(s):

The 2025 Fee Schedule was originally adopted by the Kenmore City Council on November 12, 2024, through Resolution No. 24-420, and subsequently amended on February 10, 2025, by Resolution No. 25-0425. The amended version (2025 Fee Schedule, Version 2) is the current schedule in effect.

Fiscal Consideration:

Cost recovery is an important fiscal consideration that helps ensure the fees collected for services reflect the City's actual costs. While this Council item is informational only and requires no action, it provides context that will guide and influence the upcoming fee schedule.

Diversity, Equity, Inclusion, and Accessibility (DEIA) Consideration:

[DEIA Strategic Plan](#) | [City's Equity Framework Toolkit](#)

Objective 1.6: Ensure accountability through data collection and performance measures.

Objective 2.2: Engage the community in budget and policy decision-making.

[City Council Priorities](#) or Budget Objective Being Addressed:

This item relates to the City's core mission, which includes (among other responsibilities) safeguarding the City's finances.



DEVELOPMENT SERVICES FEE STUDY REPORT

OCTOBER 2025

KENMORE, WA

MATRIX
CONSULTING GROUP

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INTRODUCTION AND EXECUTIVE SUMMARY

The report, which follows, presents the results of the Development User Fee study¹ conducted by Matrix Consulting Group for the City of Kenmore, Washington.

DEVELOPMENT SERVICES BACKGROUND

The scope of this analysis was to conduct a fee study for the Development Services Department. The Development Services Department is responsible for overseeing land development, building construction, and enforcing the city's development codes through code enforcement. The purpose of this department is to review applications and projects for compliance with the adopted and applicable local, state, and federal codes. The fees included in this analysis are fees that are administered by this department and include building permits, plan check, site development, land use, and code enforcement related activities. Due to the specific nature of these services, these activities are typically close to higher cost recoveries (between 50-100%).

PROJECT BACKGROUND AND OVERVIEW

The City of Kenmore's Development Services Department last conducted a formal fee study in 2017. The scope of this study was to determine the full cost (direct and indirect) associated with the Development Services Department's fee schedule, which includes Building, Planning, Development Engineering, and Code Enforcement functions. This scope was accomplished by reviewing the current fee structure with staff and making modifications as needed, developing time assumptions, calculating fully burdened rates, and conducting a comparative analysis. Key deliverables provided during this analysis included – proposed fee structure, time assumption workbooks, draft results, draft and final report, proposed recommended fee schedule, and presentation to City Council.

The results of this study provide a tool for understanding current service levels and the associated costs, enabling the Department to make informed decisions about fee subsidies, service provision, and related matters.

GENERAL PROJECT APPROACH AND METHODOLOGY

The methodology employed by Matrix Consulting Group is a widely accepted "bottom up" approach to cost analysis, where time spent per unit of fee activity is determined for each position within a Department or Program. Once time spent for a fee activity is determined, all applicable City costs are then considered in the calculation of the "full" cost of providing each service. The following table provides an overview of types of costs applied in establishing the "full" cost of services provided by the City:

¹ A Development User Fee study covers only those fees under the purview of Development Services Department, which primarily includes Building and Land Use related fees.

TABLE 1: OVERVIEW OF COST COMPONENTS

Cost Component	Description
Direct	FY25 Budgeted salaries, benefits associated with the staff processing applications, conducting reviews and inspections, as well as material costs.
Indirect (overhead)	Services and supplies costs (vehicles, computers, etc.), clerical and supervisory support staff in scheduling inspections, reviewing work, and providing general counter / managerial support, as well as Citywide overhead from Finance, HR, City Manager, etc.

Together, the cost components in the table above comprise the calculation of the total “full” cost of providing a service, regardless of whether a fee for that service is charged.

The work accomplished by Matrix Consulting Group in the analysis of the proposed fees for service involved the following steps:

- **Department / Program Staff Interviews:** The project team interviewed department / program staff regarding their needs for clarification to the structure of existing fee items or for addition of new fee items. Staff feedback included common questions or concerns from the public on the fee schedule, fees that frequently require detailed estimates, and areas where current fees are difficult to calculate. These concerns were addressed with proposed modifications to the fee structure.
- **Data Collection:** Data was collected for each permit / service, including time estimates. In addition, all budgeted costs and staffing levels for FY 25 were entered into Matrix Consulting Group’s analytical software model.
- **Cost Analysis:** The full cost of providing each service included in the analysis was established.
- **Review and Approval of Results with City Staff:** Department management has reviewed and approved these documented results.

A more detailed description of user fee methodology and legal and policy considerations are provided in subsequent chapters of this report.

SUMMARY OF RESULTS

When comparing fee-related revenue with the calculated total annual cost, the City is under-recovering its costs by approximately \$339,000 or recovering 78% of its costs. The following table shows the revenue collected, the total annual cost, the resulting difference, and the resulting cost recovery percentage by major division.

TABLE 2: ANNUAL COST RECOVERY ANALYSIS

Division	Fee-Related Revenue	Fee-Related Cost	Difference	Current Cost Recovery %
Building	\$1,054,180	\$1,262,373	(\$208,193)	84%
Engineering	\$140,864	\$217,435	(\$76,571)	65%
Planning	\$21,141	\$75,648	(\$54,507)	28%
Total	\$1,216,185	\$1,555,457	(\$339,272)	78%

The largest deficit is in relation to Building at \$208,000, which is in relation to the 'Building plan review (except basic)' fee, which is due to the plan review percentage increasing from 65% to 80%. Right-sizing these fees will help the department achieve higher cost recovery.

The detailed documentation of this study will show an over-collection for some fees (on a per unit basis) and an undercharge for most others. The results of this analysis will provide the Department and the City with guidance on how to right-size their fees to ensure that each service unit is set at an amount that does not exceed the full cost of providing that service. The display of the cost recovery figures shown in this report are meant to provide a basis for policy development discussions among City Council members and City staff and do not represent a recommendation for where or how the City Council should act. The setting of the "rate" or "price" for services, whether at full cost recovery or lower, is a policy decision to be made only by the City Council with input from City staff and the community.

CONSIDERATIONS FOR COST RECOVERY POLICY AND UPDATES

The Matrix Consulting Group recommends that the Department use the information contained in this report to discuss, adopt, and implement a formal Cost Recovery Policy, including a mechanism for the annual update of fees for service.

ADOPT A FORMAL COST RECOVERY POLICY

The Government Finance Officers Association's (GFOA) best practices for *Establishing Government Charges and Fees* states that governmental entities should adopt formal policies regarding charges and fees which include the jurisdiction's intention to recover the full cost or partial costs of providing services, sets forth circumstances under which the jurisdiction might set a charge for fee at less than or more than 100% of full cost, and outlines the considerations that might influence the jurisdiction's pricing decision. Whenever a cost recovery policy is established at less than 100% of the full cost of providing services, a known gap in funding is recognized and may then potentially be recovered through other revenue sources. The Matrix Consulting Group considers a formalized cost recovery policy for various fees for service an industry Best Management Practice.

The City of Kenmore last brought its building and planning fees to Council for a comprehensive review in 2017; at that point, staff proposed a cost recovery level of 90% for Building fees and 80% for planning-related services. The department should review the previous policy and ensure that it is still appropriate or consider modifying the cost recovery target.

ADOPT AN ANNUAL FEE UPDATE / INCREASE MECHANISM

GFOA best practices for *Establishing Government Charges and Fees* states that governmental entities should review, and update charges and fees periodically based on factors such as the impact of inflation, other cost increases, adequacy of cost recovery, use of services, and the competitiveness of current rates to avoid large infrequent fee increases.

The purpose of a comprehensive update is to completely revisit the analytical structure, service level estimates and assumptions, and to account for any major shifts in cost components or organizational



structures that have occurred since the City's previous analysis. It's recommended the Department consider conducting comprehensive analyses every five to seven years as this practice captures any changes to organizational structure, processes, as well as any new service areas.

In between comprehensive updates, the Department should continue its existing practice of bringing fees to Council for updates based on regional inflation / cost factors.

LEGAL FRAMEWORK

A “user fee” is a charge for service provided by a governmental agency to a public citizen or group. In the State of Washington, there are several codes and case law that dictate the applicability and regulation behind user fees. The following points discuss these legal requirements:

- **RCW 82.020** – This code allows jurisdictions to charge reasonable fees to cover the costs associated with processing applications, inspecting, and reviewing plans, as well as dictates that fees must be reasonably necessary and related to the direct result of providing that service.
- **Spokane vs. Spokane Police Guild** – This court case allows the Washington State Supreme Court to define that taxes can be imposed by the legislative authority to raise money for public purposes. Services that are more private in nature and are not benefitting the broader community should be funded through the use of fee-related revenues, as taxes should be used for the greater good.
- **WA State Attorney General Opinion 1988 No. 7** – This opinion states that fees should be used to cover the cost of administering those services, and fees that exceed the costs could be considered an improper form of taxation.
- **Tiger Mountain LLC vs. King County** – This court case established that long-range or comprehensive planning efforts should not be considered as “indirect” cost to planning applications as there is no direct nexus to the permitting program.

Overall, the purpose of these regulations is that while the City can establish and charge fees, those fees must be based on the cost of providing that service and the nexus should be clearly established and documented through a fee study.

GENERAL PRINCIPLES AND PHILOSOPHIES REGARDING USER FEES

Local governments are providers of many types of general services to their communities. While all services provided by local government are beneficial to constituents, some services can be classified as globally beneficial to all citizens, while others provide more of a direct benefit to a specific group or individual. The following table provides examples of services provided by local government within a continuum of the degree of community benefit received:

TABLE 3: SERVICES IN RELATION TO BENEFIT RECEIVED

"Global" Community Benefit	"Global" Benefit and an Individual or Group Benefit	Individual or Group Benefit
• Police • Park Maintenance • Fire Suppression	• Recreation / Community Services • Fire Prevention	• Building Permits • Planning and Zoning Approval • Engineering Development Review

Funding for local government is obtained from a myriad of revenue sources such as taxes, fines, grants, special charges, user fees, etc. In recent years, alternative tax revenues, which typically offset subsidies for services provided to the community, have become increasingly limited. These limitations have caused increased attention on user fee activities as a revenue source that can offset costs otherwise subsidized (usually) by the general fund. In Table 3, services in the “global community benefit” section tend to be funded primarily through tax revenues. In the middle of the table are services typically funded by a mixture of taxes, user fees, and other funding sources. Finally, in the “individual or private benefit” section of the table lie the services provided by local government that are typically funded almost entirely by user fee revenue.

The following are two central concepts regarding the establishment of user fees:

- ❖ **Fees should be assessed according to the degree of individual or private benefit gained from services.** For example, the processing and approval of a land use or building permit will generally result in monetary gain to the applicant, whereas Police services and Fire Suppression are examples of services that are essential to the safety of the community at large.
- ❖ **A profit-making objective should not be included in the assessment of user fees.** In fact, Washington laws require that the charges for service be in direct proportion to the costs associated with providing those services.

Therefore, it is commonly accepted that user fees are established at a level that will recover up to, and not more than, the cost of providing a particular service.

GENERAL POLICY CONSIDERATIONS REGARDING USER FEES

Undoubtedly, there are programs, circumstances, and services that justify a subsidy from a tax based or alternative revenue source. However, it is essential that jurisdictions prioritize the use of revenue sources for the provision of services based on the continuum of benefit received.

Within the services that are typically funded by user fees, the Matrix Consulting Group recognizes several reasons why City staff or the Council may not advocate the full cost recovery of services. The following factors are key policy considerations in setting fees at less than 100 percent of cost recovery:

- **Limitations posed by an external agency.** The State or an outside agency will occasionally set a maximum, minimum, or limit on the jurisdiction’s ability to charge a fee. Examples include time spent copying and retrieving public documents and / or transportation permits.
- **Encouragement of desired behaviors.** Keeping fees for certain services below full cost recovery may provide better compliance from the community. For example, if the cost of a permit for changing a water heater in a residential home is higher than the cost of the water heater itself, many citizens will avoid obtaining the permit.
- **Benefit received by user of the service and the community at large is mutual.** Many services that directly benefit a group or individual equally benefit the community. Examples include Planning Design Review, historical dedications, affordable housing developments, and certain types of special events.

The Matrix Consulting Group recognizes the need for policies that intentionally subsidize certain activities. The primary goal of a User Fee Study is to provide a fair and equitable basis for determining the full cost of providing services.

SUMMARY OF LEGAL RESTRICTIONS AND POLICY CONSIDERATIONS

Once the full cost of providing services is known, the next step is to determine the “rate” or “price” for services at a level which is up to, and not more than the full cost amount. The Council is responsible for this decision, which often becomes a question of balancing service levels and funding sources. In the previous fee analysis, staff proposed Council consider setting fees at 80% or 90% cost recovery depending on whether it was Planning or Building. Staff and Council should review the prior policy and make adjustments as needed based on the updated results of the analysis.

USER FEE STUDY METHODOLOGY

The Matrix Consulting Group utilizes a cost allocation methodology commonly known and accepted as the “bottom-up” approach to establishing User Fees. The term means that several cost components are calculated for each fee or service. These components then build upon each other to comprise the total cost for providing the service. The following chart describes the components of a full cost calculation:



The following subsections discuss the two components of the basis of the full cost.

TIME ESTIMATION

Utilization of time estimates is a reasonable and defensible approach, especially since experienced staff members who understand service levels and processes unique to the City developed these estimates. The project team worked closely with City staff in developing time estimates with the following criteria:

- Estimates are representative of **average times** for providing services. Extremely difficult or abnormally simple projects are not factored in the analysis.
- Estimates reflect the time associated with the **position or positions** that typically perform a service.
- Estimates are reviewed by the project team for “**reasonableness**” against their experience with other agencies.
- Estimates were not based on time in motion studies, as they are not practical for the scope of services and time frame for this project.
- Estimates match the current or proposed staffing levels to ensure there is no over-allocation of staff resources to fee and non-fee related activities.

The Matrix Consulting Group agrees that while the use of time estimates is not perfect, it is the best alternative available for setting a standard level of service on which to base a jurisdiction’s fees for service and meets the requirements of Washington law.

The alternative to time estimating is actual time tracking, often referred to billing on a “time and materials” basis. Except in the case of anomalous or very large and complex projects, Matrix Consulting Group believes this approach to not be cost effective or reasonable for the following reasons:

- Accuracy in time tracking is compromised by the additional administrative burden required to track, bill, and collect for services in this manner.
- Additional costs are associated with administrative staff's billing, refunding, and monitoring deposit accounts.
- Customers often prefer to know the fees for services in advance of applying for permits or participating in programs.
- Departments can better predict revenue streams and staff needs using standardized time estimates and anticipated permit volumes.

Situations arise where the size and complexity of a given project warrants time tracking and billing on a "time and materials" basis. The Matrix Consulting Group has recommended taking a deposit and charging Actual Costs for such fees as appropriate and itemized within the current fee schedule.

FULLY BURDENED HOURLY RATES

The fully burdened hourly rates calculated through this study include the following components:

- **Salaries:** FY25 Budgeted salaries were utilized and consolidated at the positional level. These are considered direct costs, as they are in relation to the direct staff providing these services.
- **Benefits:** FY25 Budgeted benefits were utilized and consolidated at the positional level. These are considered direct costs, as they are in relation to the direct staff providing these services.
- **Productive Hours:** Based on Kenmore's current personnel system rules, working or productive hours were calculated. This means taking the starting total working hours and reducing the hours by vacation, sick, holidays, trainings, and administrative leave based on each bargaining unit.
- **Departmental / Divisional Overhead:** This captures any internal service charges or operating supply costs such as vehicles, supplies, etc. Additionally, this component includes the cost associated with support from Director, Administrative, and Analytical staff that do not directly work on fees. These are considered indirect costs, as they capture the support associated with providing support to staff that are directly working on fees.
- **Citywide Overhead:** This captures support provided by the City Council, City Manager, City Clerk, City Attorney, Finance, and Human Resources. These indirect costs are based on a de minimis rate of 15% and are considered overhead to staff as they provide general administrative services to the staff processing the permits and conducting inspections.

Together these components result in the generation of fully burdened hourly rates by position / classification. These rates were multiplied against the time assumptions to calculate the full cost of services noted in this report.

RESULTS OVERVIEW

The motivation behind a cost of services (User Fee) analysis is for City Council and Departmental staff to maintain services at a level that is both accepted and effective for the community and to maintain control over the policy and management of these services.

It should be noted that the results presented in this report are not a precise measurement. In general, a cost-of-service analysis takes a “snapshot in time,” where a fiscal year of financial and operational information is utilized. Changes to the structure of fee names, along with the use of time estimates, allow only for a reasonable projection of subsidies and revenue. Consequently, City Council and Department staff should rely conservatively upon these estimates to gauge the impact of implementation going forward.

Discussion of results in the following chapters is intended as a summary of extensive and voluminous cost allocation documentation produced during the Study. Each chapter will include detailed cost calculation results for each fee including the following:

- **Modifications:** discussions regarding any proposed revisions to the current fee schedule, including elimination or addition of fees.
- **“Per Unit” Results:** comparison of the full cost of providing each unit of service to the current fee for each unit of service (where applicable).
- **Annualized Results:** utilizing volume of activity estimates annual subsidies and revenue impacts were projected.

The full analytical results were provided to City staff under separate cover from this summary report.

BUILDING

The Building Division ensures that new developments are in compliance with the Washington Building codes and regulations by reviewing construction plans, inspecting projects, and providing customer assistance to residents, property owners, and contractors. The following subsections discuss fee schedule modifications, detailed per unit results, and annual revenue impacts for the fee-related services provided by the Building Division.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed eliminating the following fees, as these services are no longer offered by City staff or are now offered by other departments within the City:
 - 'Condominium conversion review'
 - Under the 'Alteration or additions to one and two-family dwellings and townhouses' fee, the subsection 'Other fixture regulated by the Plumbing Code but not classed in other categories, or for which no other fee is listed' was removed.
- **New Fees:** Staff proposed the addition of the following fees as they highlight services already offered but not codified on the fee schedule:
 - 'Adult Family Home Inspection'
 - 'Retaining Walls'
 - 'Stormwater Detention Facilities (Vaults)'
 - 'Swimming Pools / Spa'
 - 'Temporary or Partial Certificate of Occupancy'
 - 'Address Assignments'
 - 'Re-inspection'
- **Condensed Fees:** To streamline the fee schedule, staff proposed condensing the following fees:
 - 'Temporary mobile home permit' and 'Non-insignia mobile home inspection' was consolidated into one fee: 'Mobile Home permit.'
 - 'Permit Extension' was eliminated and consolidated into other fees.
- **Modified Fees:** The following fee modifications were proposed to better clarify the services being provided:
 - 'Housing, relocation of a structure' removed 'code compliance' from its title to better reflect the services being provided.
 - The 'Alteration or additions to one and two-family dwellings and townhouses' fee was modified. The subsection 'Plus, per plumbing fixture (e.g., sink, toilet, roof drain, electric water heater,

water piping, water treatment equipment, back flow devices, etc.) including any regulated by the Plumbing code' was reworded to better reflect the services being provided.

The modifications noted ensure that the proposed fee schedule more accurately reflects the services being provided by Building staff.

DETAILED RESULTS

The Building Division collects fees for Building Plan Check and Inspection, Flat Rate Permits, Mechanical, Plumbing, and Electrical Permits. The total cost calculated for each service includes direct staff costs, Divisional, Departmental, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 4: TOTAL COST PER UNIT RESULTS – BUILDING SERVICES

Fee Name	Current Fee	Total Cost	Difference
General			
Technology Fee With the exception of fees collected by the City for other agencies (e.g., State Building Code Council, Shoreline Fire Department, etc.), the Development Review. Technology Fee applies to all fees listed in Section 4. Items with an asterisk "*" are exempt from the technology fee.	5%	5%	0%
Hourly Rate	\$141	\$149	(\$8)
Additional/excessive reviews and/or inspections. Applies to all development permits and projects in Section 4; additional plan review or inspections required by changes, additions or revisions to the plans or excessive reviews of re-submittals where four (4) or more reviews is considered excessive. Also applies to reinspection.	\$141	\$149	(\$8)
Research performed outside the context of a pending application review	\$141	\$149	(\$8)
Building Permits			
Building Permits (Single-Family Residential, Commercial, Multi-Family, Industrial, Sign Permits, etc.)			
\$1-\$500	\$33.00	\$170.85	(\$137.85)
>\$500-\$2,000			
First \$500	\$33.00	\$206.85	(\$173.85)
For each additional \$100 or fraction thereof	\$4.00	\$9.60	(\$5.60)
>\$2,000-\$25,000			
First \$2,000	\$96.00	\$350.85	(\$254.85)
For each additional \$1,000 or fraction thereof	\$20.00	\$22.88	(\$2.88)
>\$25,000-\$50,000			
First \$25,000	\$541.00	\$877.14	(\$336.14)
For each additional \$1,000 or fraction thereof	\$13.00	\$21.05	(\$8.05)
>\$50,000-\$100,000			
First \$50,000	\$891.00	\$1,403.42	(\$512.42)
For each additional \$1,000 or fraction thereof	\$9.00	\$7.02	\$1.98
>\$100,000-\$500,000			
First \$100,000	\$1,374.00	\$1,754.27	(\$380.27)
For each additional \$1,000 or fraction thereof	\$8.00	\$7.36	\$0.64
>\$500,000-\$1,000,000			

Fee Name	Current Fee	Total Cost	Difference
First \$500,000	\$4,457.00	\$4,697.20	(\$240.20)
For each additional \$1,000 or fraction thereof	\$6.00	\$9.14	(\$3.14)
>\$1,000,000			
First \$1,000,000	\$7,753.00	\$9,268.71	(\$1,515.71)
For each additional \$1,000 or fraction thereof	\$5.00	\$4.57	\$0.43
Building plan review (except basic)	65%	80%	-15%
Building plan review (basic)	25%	25%	0%
Additional plan review required for changes, additions or revisions to plans (minimum charge 1/2 hour)	\$141	\$155	(\$14)
Adult Family Home Inspection	\$141	\$284	(\$143)
Mobile Homes			
Mobile Home permit	\$1,145	\$818	\$327
Re-roof permits			
Single-family residential	\$255	\$206	\$49
All other building types (e.g., townhomes, commercial, multi-family, etc.)	Valuation	Valuation	N/A
Pre-inspections			
Fire and flood damage	\$141	\$144	(\$3)
Housing, relocation of a structure	\$141	\$144	(\$3)
Other inspections prior to permit	\$141	\$144	(\$3)
Demolition permit			
Demolition permit	\$395	\$722	(\$327)
Plan review and/or inspections beyond one (1) hour, each	\$141	\$149	(\$8)
Retaining Walls			
Cast In Place	New	\$881	N/A
Rocks & Blocks	New	\$881	N/A
Stormwater Detention Facilities (Vaults)	New	\$1,391	N/A
Swimming Pools / Spa	New	\$1,037	N/A
Temporary or Partial Certificate of Occupancy	New	\$576	N/A
Address Assignments:			
Single-Family Residential / Accessory Dwelling Units	New	\$125	N/A
Multi-Family / Commercial / Institutional	New	\$125	N/A
Request for Reassignment	New	\$251	N/A
Inspection outside of normal hours	1.5x Hour	\$174	N/A
Inspection for which no fee is specifically indicated	\$141	\$144	(\$3)
Re-inspection	\$141	\$144	(\$3)
Permit extension or renewal	\$146	\$203	(\$57)
Plumbing Permits			
New single-family (one and two dwellings) and townhouses	\$978	\$647	\$331
Commercial and Multi-family			
Plumbing Permit	Valuation	Valuation	N/A
Plumbing Permit Plan Review	65%	65%	0%
Alteration or additions to one and two-family dwellings and townhouses			
Base Fee	\$143	\$161	(\$18)
Plus, per plumbing fixture (e.g., sink, toilet, roof drain, electric water heater, water piping, water treatment equipment, black flow devices, etc.) including any regulated by the Plumbing code	\$15	\$36	(\$21)
Mechanical Permits			
New single-family (one and two dwellings) and townhouses	\$457	\$569	(\$112)

Fee Name	Current Fee	Total Cost	Difference
Commercial and Multi-family Mechanical Permit	Valuation	Valuation	N/A
Mechanical Permit Plan Review	65%	65%	\$0
Alteration or addition to one and two-family dwellings and townhouses			
Base Fee	\$143	\$161	(\$18)
Plus, per fixture: All heating and cooling systems, except heat pumps (e.g., furnace, suspended heating system, recessed wall heater, floor mounted, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	\$178	\$36	\$142
Gas water heater	\$178	\$216	(\$38)
Ventilation systems, vents, hoods, ducts, etc.	\$15	\$36	(\$21)
Gas piping, per outlet	\$15	\$36	(\$21)
Heat pump	\$15	\$72	(\$57)
Other appliance or piece of equipment regulated by the Mechanical Code but not classed in other categories, or for which no other fee is listed	\$15	\$36	(\$21)

The fees administered by the Building Division have a mix of over and under-recoveries. The largest under recovery is \$1,515.71 under Building Permits for projects that are valued at \$1,000,000 or more. The largest over recovery is \$331 under Plumbing Permits for 'New single-family (one and two dwellings) and townhouses'. The smallest over recoveries are \$0.43 in relation to 'Building Permits (Single-Family Residential, Commercial, Multi-Family, Industrial, Sign Permits, etc.)' under '>\$1,000,000: For each additional \$1,000 or fraction thereof'.

ANNUAL RESULTS

Based on the prior year's workload information, Building has a deficit of roughly \$265,000. The following table shows the revenue at the current fee, total projected annual cost, and the resulting difference by major fee category.

TABLE 5: ANNUAL RESULTS – BUILDING

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Building Plan Review and Inspection	\$913, 591	\$1, 126, 949	(\$213, 358)
Adult Family Home Inspection	\$423	\$852	(\$429)
Re-roof permits	\$4, 335	\$3, 502	\$833
Demolition permit	\$4, 345	\$7, 942	(\$3, 597)
Plumbing Permits	\$17, 519	\$24, 191	(\$6, 672)
Mechanical Permits	\$113, 967	\$98, 937	\$15, 030
Total	\$1, 054, 180	\$1, 318, 749	(\$264, 569)

Building Services has an annual cost recovery of 84%. The largest under-recovery is in relation to the 'Building plan review (except basic)'. The current fee is 65% of the building permit fee, but the full cost was calculated at 80%. Changing just that one fee can have a large impact on the Division's revenue. The Division should review these results and adjust fees appropriately.

CODE COMPLIANCE

The City of Kenmore's Code Compliance program is responsible for ensuring compliance with the City's municipal code. The following sections discuss fee schedule modifications and detailed per unit results for the fee-related services associated with Code Compliance.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed eliminating the following fees, as these services are no longer offered by City staff or are duplicative:
 - 'Appeal Fee'
 - 'Closing Fee'
 - 'Notary Services'
 - 'Abatement'
- **New Fees:** Staff proposed the addition of 'Work Without / Before Review or Inspection' as it is a service being offered but not codified on the fee schedule.

The modifications noted ensure that the proposed fee schedule more accurately reflects the services being provided by Code staff.

DETAILED RESULTS

The Code Compliance Division collects fees for Inspections and Abatements. The total cost calculated for each service includes direct staff costs, Divisional, Departmental, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 6: TOTAL COST PER UNIT RESULTS – CODE COMPLIANCE

Fee Name	Current Fee	Total Cost	Difference
Hourly rate	\$141	\$141	\$0
Inspection/Posting	\$141	\$141	\$0
Re-inspection	\$141	\$141	\$0
Abatement	Actual Cost	Actual Cost	N/A
Abatement Hearing	Actual Cost	Actual Cost	N/A
Notice of Violation Appeal Fee	\$125	\$3,981	(\$3,856)
Removal of Stop Work or Stop Use Order without the approval from the City	\$500	\$567	(\$67)
Violation of a Stop Work or Stop Use Order	\$500	\$1,832	(\$1,332)
Hearing Examiner	Actual Cost	Actual Cost	N/A
Inspection Warrant	\$350	\$905	(\$555)

The fees charged by the Code Division are a majority of under-recoveries. The largest under-recovery is \$3,856 for a 'Notice of Violation Appeal Fee'. The smallest under-recovery is \$555 for an 'Inspection Warrant'. There is also an under-recovery of \$67 in relation to the 'Removal of Stop Work or Stop Use Order without the approval from the City', which is a penalty and can be set above the cost recovery.

ANNUAL REVENUE IMPACT

The Code Enforcement Division does not record revenue at the level of detail required for additional analysis; therefore, annual revenue impacts were not calculated.

DEVELOPMENT SERVICES ENGINEERING

Development Services Engineering represents the permits handled by the Department's Development Review Engineer. These permits include grading and drainage, traffic impact analyses, parking evaluations, subdivision reviews, construction inspections, and work in the right-of-way. The following subsections discuss fee schedule modifications, detailed per unit results, and annual results for the fee-related services provided by Development Services Engineering.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed eliminating the following fees, as these services are now included in the Land Use fees:
 - 'Engineering review of a land use application (e.g., review of conceptual civil plans)'
 - 'Engineering and/or surveyor review of a final map (e.g., final short plat)'
- **Condensed Fees:** To streamline the fee schedule, staff proposed condensing the following fees:
 - The 'All other projects drainage review (e.g., townhomes, multi-family, commercial, etc.)' fee's subsection 'Plus, per total disturbed area' condensed the tiers of acreage for 0-0.50 acres and 0.51-1 acre to be 0-1 acre to better reflect the services provided.
 - The 'Large Project Grading permits' fee's subsection 'Disturbed Area: Up to 1 acre' was modified to a flat fee.
 - 'Engineering Permit - short subdivision plan review' was consolidated from a Base and Per Lot fee to a 'Short subdivision' 'Per Lot' fee.
 - 'Engineering Permit - subdivision plan review' was consolidated from a Base and Per Lot fee to a 'Subdivision (10 lots or more)' 'Per Lot' fee.
 - 'Engineering Permit - multi-family plan review (e.g., planned unit developments, townhomes, apartments, condominiums, etc.)' was consolidated from a Base and Per Lot fee to a singular 'Per Lot / Per Unit' fee.

The modifications noted ensure that the proposed fee schedule more accurately reflects the services being provided by Development Engineering staff.

DETAILED RESULTS

Development Services Engineering collects fees for Grading Permits, Engineering Permits, Engineering Inspections, Right-of-Way Permits, and Encroachment Permits. The total cost calculated for each service includes direct staff costs, Divisional, Departmental, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 7: TOTAL COST PER UNIT RESULTS – ENGINEERING

Fee Name	Current Fee	Total Cost	Difference
Engineering Review			
Road standards variance, application fee	\$276	\$740	(\$464)
Drainage adjustment, application fee	\$276	\$740	(\$464)
Wet seasons work variance, application fee	Hourly	\$137	N/A
Single-family drainage review (e.g., building permit)			
Addition/alteration/rebuild	\$408	\$401	\$7
New SFR, within a plat	\$408	\$317	\$91
New SFR, not within a plat	\$933	\$518	\$415
All other projects drainage review (e.g., townhomes, multi-family, commercial, etc.)			
Base fee	\$786	\$678	\$108
Plus, per total disturbed area			
0 - 1 acre	Modified	\$455	N/A
1.1 – 2 site acres	\$3,898	\$550	\$3,348
2.1 – 5 site acres	\$8,558	\$740	\$7,818
5.1 – 10 site acres	\$10,308	\$1,419	\$8,889
More than 10 acres	\$11,476	\$1,789	\$9,687
Traffic Impact Analysis review			
Level 1 (10 P.M. peak hour trips or less)	\$465	\$540	(\$75)
Level 2 (11-75 P.M. peak hour trips)	\$1,106	\$709	\$397
Level 3 (Over 75 P.M. peak hour trips)	\$2,213	\$879	\$1,334
Parking Review			
Base fee	\$282	\$232	\$50
Small Project Grading Permit	\$413	\$607	(\$194)
Large Project Grading permits			
Disturbed Area: Up to 1 acre	\$1,330	\$1,088	\$242
Disturbed Area: >1 acre			
Base Fee	\$526	\$1,774	(\$1,248)
Plus per acre or portion thereof	\$815	\$855	(\$40)
Engineering Permit - short subdivision plan review			
Short subdivision			
Per lot	Modified	\$370	N/A
Short subdivision utility ROW permit review	\$288	\$339	(\$51)
Short subdivision utility ROW permit inspection	\$288	\$411	(\$123)
Engineering Permit - subdivision plan review			
Subdivision (10 lots or more)			
Per lot	Modified	\$370	N/A
Subdivision utility ROW permit review	\$563	\$678	(\$115)
Subdivision utility ROW permit inspection	\$563	\$823	(\$260)
Engineering Permit - multi-family plan review (e.g., townhomes, apartments, condominiums, etc.).			
Per lot / Per Unit	Modified	\$200	N/A
Utility ROW permit review	\$539	\$401	\$138
Utility ROW permit inspection	\$539	\$474	\$65
As-built reviews	Hourly	\$169	N/A
Engineering plan revision (e.g., post-issuance revision)	Hourly	\$169	N/A
Additional/excessive review fee (applies to each review starting on the fourth review).	Hourly	\$169	N/A

Fee Name	Current Fee	Total Cost	Difference
Engineering Inspections			
Engineering construction inspections (when not associated to a Bond Quantity Worksheet):			
<u>Volume deposited or removed: 0 to 3,000 cubic yards</u>			
Base Fee	\$0	\$200	(\$200)
Plus per 100 cubic yards or portion	\$136	\$146	(\$10)
<u>Volume deposited or removed: >3,000 to 10,000 cubic yards</u>			
Base Fee	\$3,527	\$4,593	(\$1,066)
Plus per 100 cubic yards or portion	\$23	\$33	(\$10)
<u>Volume deposited or removed: >10,000 to 20,000 cubic yards</u>			
Base Fee	\$5,199	\$6,926	(\$1,727)
Plus per 100 cubic yards or portion	\$7	\$13	(\$6)
<u>Volume deposited or removed: >20,000 to 40,000 cubic yards</u>			
Base Fee	\$5,917	\$8,299	(\$2,382)
Plus per 100 cubic yards or portion	\$3	\$13	(\$10)
<u>Volume deposited or removed: >40,000 cubic yards</u>			
Base Fee	\$6,469	\$11,045	(\$4,576)
Plus per 100 cubic yards or portion	\$2	\$6	(\$4)
Engineering construction inspections (when associated to a Bond Quantity Worksheet):			
<u>Bond quantity worksheet amount (line T): \$0 - \$30,000</u>			
Base Fee	\$294	\$474	(\$180)
Plus per \$1,000 bond or portion thereof	\$159	\$100	\$59
<u>Bond quantity worksheet amount (line T): >\$30,000 - 120,000</u>			
Base Fee	\$3,114	\$3,494	(\$380)
Plus per \$1,000 bond or portion thereof	\$67	\$68	(\$1)
<u>Bond quantity worksheet amount (line T): >\$120,000</u>			
Base Fee	\$9,256	\$9,672	(\$416)
Plus per \$1,000 bond or portion thereof	\$20	\$34	(\$14)
Reclamation bond release inspection	\$354	\$823	(\$469)
Re-inspection of non-bonded actions	\$310	\$274	\$36
Substantial engineering permit inspection	Hourly	\$137	N/A
Maintenance bond inspections:			
<u>Bond quantity worksheet amount (line T): \$0 - \$30,000</u>			
Base Fee	\$636	\$886	(\$250)
Plus per \$1,000 bond or portion thereof	\$21	\$9	\$12
<u>Bond quantity worksheet amount (line T): >\$30,000 - 120,000</u>			
Base Fee	\$1,063	\$1,161	(\$98)
Plus per \$1,000 bond or portion thereof	\$6	\$6	\$0
<u>Bond quantity worksheet amount (line T): >\$120,000</u>			
Base Fee	\$1,612	\$1,710	(\$98)
Plus per \$1,000 bond or portion thereof	\$2	\$3	(\$1)
Limited Use Right-of-Way Permits (Types A, B, C & Beautification)			
Application Fee (includes 1 hour review and 1 hour inspection)	\$237	\$369	(\$132)
Review fee in excess of 1 hour	Hourly	\$169	N/A

Fee Name	Current Fee	Total Cost	Difference
Inspection fee in excess of 1 hour	Hourly	\$137	N/A
Beautification Permit	\$0	\$369	(\$369)
Access Right-of-Way Permits			
Application Fee (includes 1 hour review and 1 hour inspection)	\$237	\$369	(\$132)
Review fee in excess of 1 hour	Hourly	\$169	N/A
Inspection fee in excess of 1 hour	Hourly	\$137	N/A
Encroachment Right-of-Way Permits*			
Application Fee (includes 1 hour review and 1 hour inspection)	\$237	\$369	(\$132)
Review fee in excess of 1 hour	Hourly	\$169	N/A
Inspection fee in excess of 1 hour	Hourly	\$137	N/A
Right-of-Way Special Use Permits*			
Application Fee (includes 1 hour review and 1 hour inspection)	\$237	\$369	(\$132)
Review fee in excess of 1 hour	Hourly	\$169	N/A
Inspection fee in excess of 1 hour	Hourly	\$137	N/A

The fees charged by Development Services Engineering are a mix of under and over-recoveries. The largest under-recovery is \$4,576 for 'Engineering construction inspections (when not associated with a Bond Quantity Worksheet): Volume deposited or removed: >40,000 cubic yards: Base Fee'. The smallest undercharge is for \$1 in relation to Maintenance bond inspections for a 'Bond quantity worksheet amount (line T): >\$120,000: Plus per \$1,000 bond or portion thereof'.

The largest over-recovery is \$9,687 in relation to the 'All other projects drainage review (e.g., townhomes, multi-family, commercial, etc.): More than 10 acres'. The smallest overcharge is for \$7 in relation to Single-family drainage review (e.g., building permit) for an 'Addition/alteration/rebuild' and a 'New SFR, within a plat'.

ANNUAL REVENUE IMPACT

Based on the prior year's workload information, Engineering has a deficit of roughly \$77,000. The following table shows the revenue at the current fee, total projected annual cost, and the resulting difference by major fee category.

TABLE 8: ANNUAL RESULTS – ENGINEERING

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Grading Projects	\$7,724	\$10,888	(\$3,164)
Engineering construction inspections	\$126,504	\$195,846	(\$69,342)
Right-of-Way Permits	\$6,636	\$10,701	(\$4,065)
Total	\$140,864	\$217,435	(\$76,571)

Engineering has an annual cost recovery of roughly 65%. The largest under-recovery is in relation to the Engineering Construction Inspections Reviewing and addressing those fees will have the greatest impact on cost recovery for the Division.

PLANNING

Planning within the Development Services Department is responsible for reviewing compliance with the City's land use zoning, and environmental regulations. The following subsections discuss fee schedule modifications, detailed per unit results, and annual revenue impacts for the fee-related services provided by Planning.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed eliminating the following fees, as these services are no longer offered by City staff or are now included in other fees:
 - 'Variance – Request for time extension'
 - 'Single-family joint use dock'
 - 'Review of SEPA and/or Critical areas exemption (not related to a SSDX)'
 - 'Subdivision final approval - Final Planned Unit development'
- **New Fees:** Staff proposed the addition of the 'Master Plan Amendment or New Master Plan' fee as they highlight services already offered but not codified on the fee schedule.
- **Condensed Fees:** To streamline the fee schedule, staff proposed condensing the following fees:
 - 'Pre-application review fee (each subsequent pre-application)' was consolidated to just a base fee from a base fee and after 5 hours.
 - 'Change of use permit (zoning review)' was consolidated from a Base Fee and an After 5 Hours fee to a singular fee.
 - The fees associated with 'Draft Environmental Impact Statement (DEIS), Final Environmental Impact Statement (FEIS), Supplemental Environmental Impact Statement (SEIS) or addenda preparation and review costs including scoping, writing, editing, publishing, mailing, distributing and contract administration' were condensed to a single deposit fee.
- **Modified Fees:** The following fee modifications were proposed to better clarify the services being provided.
 - 'Site Plan Application' was changed from a valuation basis to an acreage basis to better align with common practice and the way the applications are reviewed.
 - 'Landscape maintenance bond release inspection' was modified from a per hour fee to a flat fee.
 - 'Eligible communication facility modifications (ECFM, zoning review)' was modified from a per hour fee to a flat fee.
 - 'Design review' was modified from a per hour fee to a flat fee.

- Under 'Shoreline substantial development permit (SSDP),' 'Over \$100,000' was modified from a per hour fee to a flat fee.
- Under 'Shoreline variance (SVAR),' 'Over \$100,000' was modified from a per hour fee to a flat fee.
- 'Environmental checklist (Non-Projects)' was modified from a per hour fee to a flat fee.
- 'Review of Mitigation/Enhancement Plan' was modified from a per hour fee to a flat fee.
- 'Request for name change (after land use decision)' was reworded to better reflect the services being provided.
- 'State Environmental Policy Act Review Environmental Checklist – All contract costs' was reworded to better reflect the services being provided and was modified from a per hour fee to a flat fee.
- Under 'Preliminary short subdivisions (9 lots or less),' 'Minor Revision' was modified from a per hour fee to a flat fee.
- **Expanded Fees:** Due to the need for greater detail to accurately capture costs, staff proposed expanding the following fee categories into separate fees to better reflect the services being provided:
 - 'Construction Permit Site Plan Review' was expanded into three subcategories.
 - 'Public notice mailing fee' was expanded into two sections 'Standard Application (no SEPA)' and 'Standard Application (if SEPA involved)'.
 - Under 'Critical Area Plan Review' the additional category 'Minor / Small Residential' was added.

The modifications noted ensure that the proposed fee schedule more accurately reflects the services being provided by Planning staff.

DETAILED RESULTS

The Planning Division collects fees for zoning and land use, pre-applications, development agreements, and shoreline management permits. The total cost calculated for each service includes direct staff costs, Divisional, Departmental, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 9: TOTAL COST PER UNIT RESULTS – PLANNING

Fee Name	Current Fee	Total Cost	Difference
Pre-application			
Pre-application review fee (first pre-application)	\$0	\$1,561	(\$1,561)
Pre-application review fee (each subsequent pre-application)			
Base fee	\$650	\$1,561	(\$911)
Pre-application review fee (city projects)	\$0	\$1,561	(\$1,561)
Pre-application review fee (affordable housing projects)	\$0	\$1,561	(\$1,561)
Zoning and Land Use			
Master Plan Amendment or New Master Plan	New	\$14,519	N/A
Site plan application (KMC 18.105)			

Fee Name	Current Fee	Total Cost	Difference
0-0.5 acre	Modified	\$2,653	N/A
0.5-1 acre	Modified	\$2,797	N/A
1+ acre	Modified	\$3,110	N/A
Major revision	\$2,943	\$1,335	\$1,608
Minor revision	\$963	\$582	\$381
Construction permit site plan review			
Minor Engineering Projects ²	Modified	\$215	N/A
Single-Family Residential	Modified	\$215	N/A
Multi-Family / Commercial / Industrial	Modified	\$431	N/A
Landscape plan review (KMC 18.35) Initial plan review based on site area			
0 – 1 site acre	\$609	\$394	\$215
> 1 – 2 site acres	\$1,105	\$498	\$607
> 2 site acres	\$214	\$991	(\$777)
Each plan revision review	Hourly	\$144	N/A
Landscape and tree management inspections			
Landscape inspection	\$312	\$144	\$168
Landscape maintenance bond release inspection	Hourly	\$144	N/A
Tree management plan review (KMC 18.57) Initial plan review based on site area			
0 – 1 site acre	\$609	\$382	\$227
> 1 – 2 site acres	\$1,105	\$700	\$405
> 2 site acres	\$214	\$1,050	(\$836)
Each plan revision review	Hourly	\$144	N/A
Variance (e.g., zoning, critical area, etc.)			
Application review			
Zoning	\$1,735	\$1,444	\$291
Critical Area	\$1,735	\$2,162	(\$427)
Reasonable use exception (RUE)	\$1,735	\$2,162	(\$427)
Boundary line adjustment	\$780	\$865	(\$85)
Communications facilities (KMC 18.60)			
Application review	\$1,860	\$2,257	(\$397)
Minor adjustment	\$3,357	\$520	\$2,837
Major adjustment	\$11,678	\$870	\$10,808
Eligible communication facility modifications (ECFM, zoning review)	Modified	\$535	N/A
Conditional Use permit (CUP)			
Conditional Use permit (CUP)	\$5,142	\$2,527	\$2,615
CUP Minor Adjustment (KMC 18.115.100)	\$3,357	\$833	\$2,524
Accessory dwelling unit (ADU)	\$0	\$896	(\$896)
Change of use permit (zoning review)	Modified	\$718	N/A
Land use and zoning inspections	Hourly	\$144	N/A
Legal lot status request	\$502	\$637	(\$135)
Public agency and utility exception (PAUE)	\$1,735	\$1,975	(\$240)
Zoning verification letter/request	\$226	\$637	(\$411)
Design review	Modified	\$935	N/A
Temporary Use Permit (TUP/TMP)	\$909	\$408	\$501

² This fee is intended to be used for minor engineering projects that are not bond-related and/or have minimal review involved.

Fee Name	Current Fee	Total Cost	Difference
Temporary Use Permit for homeless shelters (KMC 18.100.200)	\$0	\$964	(\$964)
Request for code interpretation	\$141	\$187	(\$46)
Multi-Family Tax Exemption (MFTE) Application	\$639	\$983	(\$344)
Public notice mailing fee			
Standard Application (no SEPA)			
up to 100 properties	\$252	\$1,072	(\$820)
100-500 properties	\$252	\$1,509	(\$1,257)
500+ properties	\$252	\$1,946	(\$1,694)
Standard Application (if SEPA involved)			
up to 100 properties	\$252	\$1,393	(\$1,141)
100-500 properties	\$252	\$1,831	(\$1,579)
500+ properties	\$252	\$2,268	(\$2,016)
Standalone SEPA	\$252	\$385	(\$133)
Shoreline Management Permit			
Shoreline substantial development permit (SSDP)			
Up to and equal to \$100,000	\$2,246	\$1,875	\$371
Over \$100,000	Modified	\$2,745	N/A
Shoreline variance (SVAR)			
Up to and equal to \$100,000	\$2,859	\$2,063	\$796
Over \$100,000	Modified	\$2,583	N/A
Shoreline conditional use permit (SCUP)	\$2,859	\$2,413	\$446
Shoreline re-designation	\$19,380	\$6,876	\$12,504
Shoreline exemption (SSDX)	\$1,084	\$700	\$384
Supplemental fees			
Request for a time extension	\$110	\$350	(\$240)
Shoreline permit revision	Hourly	\$144	N/A
Fee when public hearing required	\$895	\$2,674	(\$1,779)
Permit compliance inspections	Hourly	\$144	N/A
Special Reviews			
Request for name change (After land use decision)	\$265	\$332	(\$67)
State Environmental Policy Act (SEPA) review Environmental checklist (projects)			
Base fee	\$1,981	\$1,110	\$871
After six hours	Hourly	\$144	N/A
	Actual		
All contract costs	Cost	Actual Cost	N/A
Environmental checklist (Non-Projects)	Modified	\$222	N/A
Draft Environmental Impact Statement (DEIS), Final Environmental Impact Statement (FEIS), Supplemental Environmental Impact Statement (SEIS) or addenda preparation and review costs including scoping, writing, editing, publishing, mailing, distributing and contract administration:	\$50,000	\$50,000	\$0
Critical Area Review			
Critical Area Plan Review:			
Minor / Small Residential	New	\$520	N/A
Base fee (Except Minor / Small Residential)	\$1,714	\$807	\$907
Plus, per hour (Except Minor / Small Residential)	Hourly	\$144	N/A
Flood plain determination – certificate of elevation			
Flood plain determination – certificate of elevation	\$509	\$435	\$74

Fee Name	Current Fee	Total Cost	Difference
Plus, per hour	Hourly	\$144	N/A
Review of mitigation/enhancement plan	Modified	\$494	N/A
Critical areas inspection	Hourly	\$144	N/A
Inspection and monitoring	Hourly	\$144	N/A
Appeals to the Hearing Examiner from decisions of the City	\$125	\$4,027	(\$3,902)
Departmental review of non-departmental permits	Hourly	\$144	N/A
Tree Removal			
Significant Tree Removal			
Plan review & inspection(s)	\$50	\$407	(\$357)
Plan review beyond 2 hours	Hourly	\$144	N/A
Exceptional Tree Removal			
Application fee	\$1,675	\$1,412	\$263
Subdivision, Short Subdivision, Binding Site Plan, and Final Plat			
Preliminary short subdivisions (9 lots or less)			
Base Fee	\$579	\$2,487	(\$1,908)
Plus per lot	\$1,176	\$287	\$889
Major Revision	\$579	\$1,580	(\$1,001)
Minor revision	Modified	\$575	N/A
Short subdivision alteration	Hourly	\$144	N/A
Request for time extension	\$110	\$215	(\$105)
Preliminary subdivisions (10 lots or more)			
Base Fee	\$1,739	\$3,761	(\$2,022)
Plus per lot	\$1,423	\$144	\$1,279
Major Revision	\$3,111	\$1,867	\$1,244
Minor revision	\$963	\$575	\$388
Request for time extension	\$110	\$215	(\$105)
Subdivision alterations or vacations			
With public hearing	\$4,056	\$2,862	\$1,194
Without public hearing	\$1,968	\$889	\$1,079
Binding site plan (BSP)			
Final BSP	\$3,104	\$1,920	\$1,184
Conceptual/Preliminary BSP	\$5,713	\$2,716	\$2,997
Revision to a conceptual/preliminary approved BSP	\$1,397	\$2,038	(\$641)
Revision to a final BSP	\$3,104	\$431	\$2,673
Subdivision final approval (e.g., final short plat, final long plat)			
Final short subdivision 4 lots or less	\$2,656	\$1,732	\$924
Final short subdivision 5 to 9 lots	\$5,355	\$1,901	\$3,454
Final short subdivision alteration	\$987	\$1,094	(\$107)
Final subdivision 30 lots or less			
Base fee	\$8,054	\$2,421	\$5,633
Plus per lot	\$96	\$144	(\$48)
Final subdivision 31 lots or more			
Base fee	\$8,946	\$3,110	\$5,836
Plus per lot	\$65	\$144	(\$79)
Subdivision alteration	\$1,489	\$987	\$502
Modification of a recorded building envelope	\$747	\$987	(\$240)
Request for time extension	\$200	\$278	(\$78)
Special Event Permit			

Fee Name	Current Fee	Total Cost	Difference
Application Fee	\$100	\$970	(\$870)
Application Fee for City of Kenmore Sponsored Events	\$0	\$539	(\$539)
Actual and indirect cost for City personnel involvement in event traffic control, fire safety, or other facility or event support, and the use of City equipment and other nonpersonnel expense	Actual Cost	Actual Cost	N/A

The fees charged by the Planning Division are a mix of under- and over-recoveries. The largest under-recovery is \$3,092 is for 'Appeals to the Hearing Examiner from decisions of the City'. The largest over-recovery is \$12,504 in relation to the 'Shoreline re-designation'. These over-recoveries are due to process improvements that allow the City to process applications more efficiently than previously.

ANNUAL REVENUE IMPACT

Based on the prior year's workload information, Planning has a deficit of roughly \$55,000. The following table shows the revenue at the current fee, total projected annual cost, and the resulting difference by major fee category.

TABLE 10: ANNUAL RESULTS – PLANNING

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Communications facilities (KMC 18.60)	\$6,714	\$1,039	\$5,675
Temporary Use Permit (TUP/TMP)	\$2,727	\$1,225	\$1,502
Tree Removal	\$10,000	\$56,902	(\$46,902)
Special Event Permit	\$1,700	\$16,482	(\$14,782)
Total	\$21,141	\$75,648	(\$54,507)

Planning has an annual cost recovery of roughly 28%. The largest under-recovery is \$46,902 in relation to the Tree Removal fees, specifically the 'Plan review and inspection(s)' for the Significant Tree Removal. The per unit deficit for this fee is \$357 and it was administered 133 times, resulting in the large deficit amount. The division should review these results and adjust fees appropriately.

COST RECOVERY CONSIDERATIONS

The following sections provide guidance regarding how and where to increase fees, determine annual update factors, and develop cost recovery policies and procedures.

FEE ADJUSTMENTS

This study has documented and outlined on a fee-by-fee basis where the Department is under- and over-collecting for its fee-related services. Department management will now need to review the study results and adjust fees per Departmental philosophies and policies. The following points outline the major options the Department has in adjusting its fees:

- **Over-Collection:** Upon review of the fees that were shown to be over-collecting for costs of services provided, the Department should reduce the current fee to be in line with the full cost of providing the service.
- **Full Cost Recovery:** For fees that show an under-collection for costs of services provided, the City may decide to increase the fee to full cost recovery immediately.
- **Phased Increase:** For fees with significantly low-cost recovery levels, or which would have a significant impact on the community, the Department could choose to increase fees gradually over a set period.

The Department will need to review the results of the fee study and associated cost recovery levels and determine how best to adjust fees. While decisions regarding fees that currently show an over-recovery are straightforward, the following subsections provide further detail on why and how the Department should consider either implementing Full Cost Recovery or a Phased Increase approach to adjusting its fees.

FULL COST RECOVERY

Based on the permit or review type, the Department may wish to increase the fee to cover the full cost of providing services. Certain permits may be close to cost recovery already, and an increase to full cost may not be significant. Other permits may have a more significant increase associated with full cost recovery.

Increasing fees associated with permits and services that are already close to full cost recovery can potentially bring a Department's overall cost recovery level higher. Often, these minimal increases can provide necessary revenue to counterbalance fees that cannot be increased.

The Department should consider increasing fees for permits for which services are rarely engaged to full cost recovery. These services often require specific expertise and can involve more complex research and review due to their infrequent nature. As such, setting these fees at full cost recovery will ensure that when the permit or review is requested, the Department is recovering the full cost of its services.

PHASED INCREASES

Depending on current cost recovery levels, some current fees may need to be increased significantly to comply with established or proposed cost recovery policies. Due to the type of permit or review or the amount by which a fee needs to be increased, it may be best for the Department to use a phased approach to reaching its cost recovery goals.

As an example, you may have a current fee of \$200 with a full cost of \$1,000, representing 20% cost recovery. If the current policy is 80% cost recovery, the current fee would need to increase by \$600, bringing the fee to \$800, to comply with proposed recovery levels. Assuming this service is something the Department provides quite often and affects various members of the community, an instant increase of \$600 may not be feasible. Therefore, the Department could take a phased approach, whereby it increases the fee annually over a set period until cost recovery is achieved.

Raising fees over a set period not only allows the Department to monitor and control the impact to applicants but also ensure that applicants have time to adjust to significant increases. Continuing with the example above, the Department could increase the fee by \$150 per year for the next four years, spreading out the increase. Depending on the desired overall increase and the impact to applicants, the Department could choose to vary the number of years by which it chooses to increase fees. However, the project team recommends that the Department not phase increases for periods greater than five years, as that is the maximum window after which a comprehensive fee assessment should be completed.

ANNUAL ADJUSTMENTS

Conducting a comprehensive analysis of fee-related services and costs annually would be quite cumbersome and costly. The general recommendation is that a comprehensive fee analysis should be conducted every five to seven years. This allows jurisdictions to ensure they account for organizational changes, such as staffing levels and merit increases, and process efficiencies, code or rule changes, or technology improvements. Developing annual update mechanisms allow jurisdictions to maintain current levels of cost recovery, while accounting for increases in staffing or expenditures related to permit services. The two most common types of update mechanisms are Consumer Price Index (CPI) and Cost of Living Adjustment (COLA) factors. The following points provide further detail on each of these mechanisms:

- **COLA / Personnel Cost Factor:** Jurisdictions often provide their staff with annual salary adjustments to account for increases in local cost of living. These increases are not tied to merit or seniority but rather meant to offset rising costs associated with housing, gas, and other livability factors. Sometimes these factors vary depending on the bargaining group of a specific employee. Generally, these factors are around two or three percent annually.
- **CPI / ECI Factor:** A common method of increasing fees or cost is to look at regional cost indicators, such as the Consumer Price Index or Employment Cost Index. These factors are calculated by the Bureau of Labor Statistics, are put out at various intervals within a year, and are specific to states and regions.

The City of Kenmore already utilizes a CPI factor, and it should continue to do so to ensure that fees are increased in alignment with cost increases. The proposed fee schedule (provided under separate cover) has set fees as the full cost as well as incorporating an estimated 2026 CPI factor.

POLICIES AND PROCEDURES

This study has identified areas where the Department is under-collecting the costs associated with providing services. This known funding gap is therefore being subsidized by other Department revenue sources.

Development of cost recovery policies and procedures will ensure that current and future decision makers understand how and why fees were determined and set, as well as provide a road map for ensuring consistency when moving forward. The following subsections outline typical cost recovery levels and discuss the benefits of developing target cost recovery goals and procedures for achieving and increasing cost recovery.

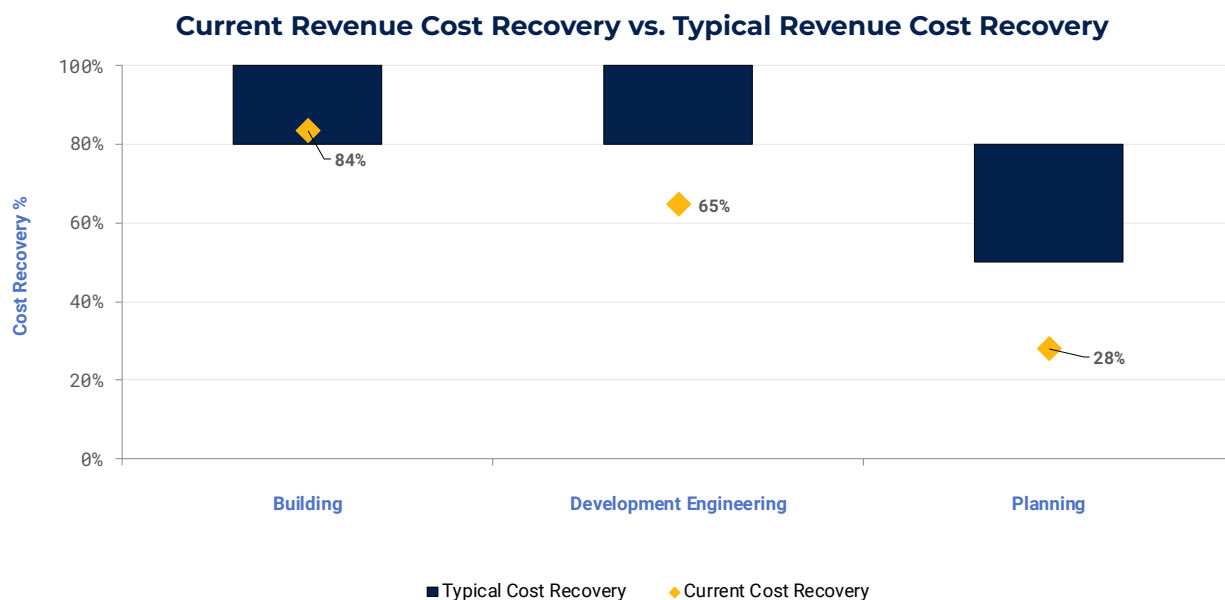
TYPICAL COST RECOVERY

The Matrix Consulting Group has extensive experience in analyzing local government operations across the United States and has calculated typical cost recovery ranges. The following table outlines cost recovery ranges by major service area.

TABLE 11: TYPICAL COST RECOVERY RANGES BY MAJOR SERVICE AREA

Service Areas	Typical Cost Recovery Ranges
Building	80-100%
Development Engineering	80-100%
Planning	50-80%

The following graph depicts how Kenmore compares to industry cost recovery range standards.



Building is at the low end of the typical cost recovery range; while Planning and Development Engineering are below the typical cost recovery range.

DEVELOPMENT OF COST RECOVERY POLICIES AND PROCEDURES

The Department should review the current cost recovery levels and adopt a formal policy regarding cost recovery. A department-specific cost recovery policy would allow the Department to better control the cost recovery associated with different types of services being provided and the community benefit received.

APPENDIX – COMPARATIVE SURVEY

As part of the Cost of Services (User Fee) study for the City of Kenmore, Matrix Consulting Group conducted a comparative survey of user fees. The City identified six municipalities to be included in the comparative survey: Bothell, Edmonds, Lake Forest Park, SeaTac, Shoreline, and Woodinville. The project team then reviewed public documents (i.e., agenda items, staff reports, budgets, fee schedules, and ordinances) and or contacted jurisdictions to get comparative information.

While this full report provides the City with a reasonable estimate and understanding of the true costs of providing services, many jurisdictions also wish to benchmark themselves against other comparable jurisdictions to understand the local “rates” for comparable services. This type of comparative analysis allows for the City to assess what types of changes in fee levels their community can bear. However, benchmarking does not provide adequate information regarding the relationship of other jurisdictions’ costs to their fees (i.e., policy decisions to subsidize, cost recovery goals, etc.). To contextualize this portion of the analysis, the project team provided economic and recency factors for the comparable jurisdictions.

The following sections detail various factors to consider when reviewing comparative survey results, as well as graphical comparisons of current fees and total calculated costs for various permits issued or services provided by the City.

ECONOMIC FACTORS

To provide additional context to the comparative survey information, the project team collected economic factors for the jurisdictions included. Three important economic factors to consider when comparing fees across multiple jurisdictions are: population, budget, and workforce size. These factors can impact how and when fees are administered, as a jurisdiction with a smaller population may choose to not charge a fee, or a smaller workforce size may inhibit their ability to administer a fee.

The following tables rank each jurisdiction from smallest to largest for each of these economic factors:

TABLE 12: RANKING OF JURISDICTIONS BY POPULATION

Jurisdiction	Population ³
Lake Forest Park	13,700
Woodinville	14,060
Kenmore	24,250
SeaTac	32,990
Edmonds	43,510
Bothell	51,760
Shoreline	63,740

³ Washington Finance estimates as of 1/1/2025 were used to determine each jurisdiction’s population.

TABLE 13: RANKING OF JURISDICTIONS BY CITYWIDE TOTAL BUDGET

Jurisdiction	FY25 Budget ⁴
Lake Forest Park	\$64,276,605
Kenmore	\$111,024,995
Woodinville	\$147,417,700
SeaTac	\$222,791,728
Edmonds	\$251,778,723
Bothell	\$386,598,213
Shoreline	\$406,727,896

TABLE 14: RANKING OF JURISDICTIONS BY FTE

Jurisdiction	FY25 Authorized FTE
Woodinville	55.58
Kenmore	64.25
Lake Forest Park	66.15
SeaTac	178.43
Shoreline	231.56
Edmonds	266.25
Bothell	391.85

When compared to the surveyed jurisdictions, the City of Kenmore ranks near the lower end in terms of population, budget, and staffing.

RECENCY FACTOR

While the above comparative information can provide some perspective when paralleling Kenmore's fees with surveyed jurisdictions, other key factors to consider are when a jurisdiction's fee schedule was last updated and when the last comprehensive analysis was undertaken. It is important to note that even though jurisdictions may have conducted recent fee studies, their fees are not always adopted at full cost recovery. The comparative results only show the adopted fee for the surveyed jurisdiction, not necessarily the full cost associated with the comparable service.

The following tables detail when each surveyed jurisdiction last conducted a fee analysis and when they last updated their fee schedule:

TABLE 15: LAST FEE SCHEDULE UPDATE

Jurisdiction	Response
Bothell	2025
Edmonds	2025
Lake Forest Park	2025
SeaTac	2025
Shoreline	2025
Woodinville	2025

⁴ To ensure appropriate comparisons, full operating budget (all funds) has been used for all jurisdictions.

TABLE 16: LAST FEE STUDY CONDUCTED

Jurisdiction	Response
Bothell	2017
SeaTac	2025
Edmonds	N/A
Lake Forest Park	N/A
Shoreline	N/A
Woodinville	N/A

All surveyed jurisdictions have published an updated fee schedule within the last year. Additionally, most of the jurisdictions except for Bothell and SeaTac did not have data for a recent fee study.

ADDITIONAL FACTORS

Along with keeping the statistics outlined in the previous sections in mind, the following issues should also be noted regarding the use of market surveys in the setting of fees for service:

- **Cost Recovery Factors:** Each jurisdiction and its fees are different, and many are not based on the actual cost of providing services as various policy decisions may subsidize services.
- **Fee Variance Factors:** A fee with the same name may encompass different types of services or activities across jurisdictions. Variability may stem from differences in service delivery models (e.g., in-house vs. contracted), the scope of work included under the fee, and staffing configurations, all of which can influence how indirect and overhead costs are allocated.

In addition to the issues noted, market surveys can also run the risk of creating a confusing excess of data that will obscure rather than clarify policy issues. Because each jurisdiction is different, the Matrix Consulting Group recommends that the information contained in the market comparison of fees be used as a secondary decision-making tool, rather than the primary method for determining an acceptable price point for services.

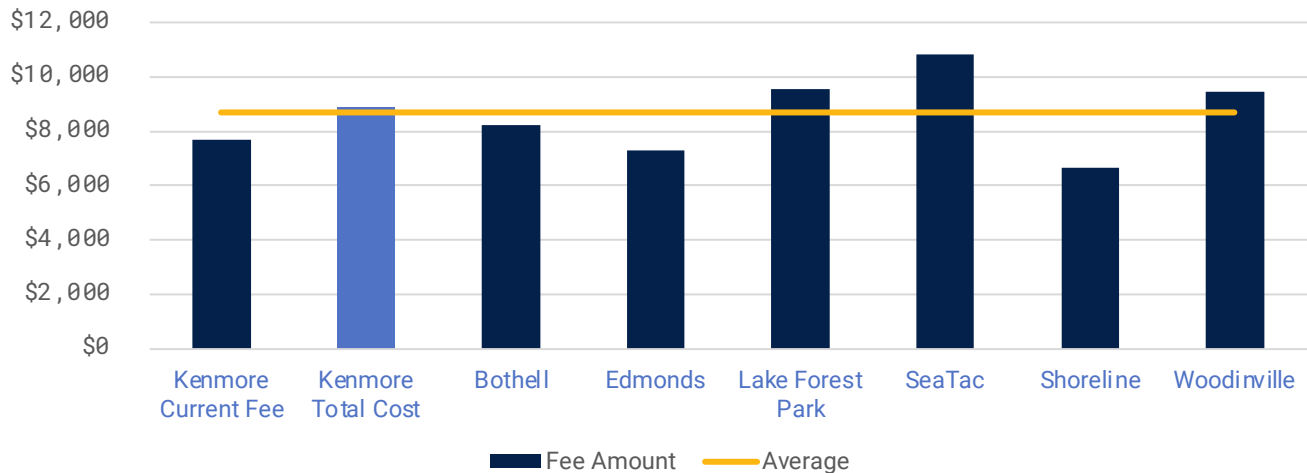
COMPARATIVE SURVEY RESULTS

As part of this study, the project team conducted a survey of how the City's current user fees and calculated full cost compare to other identified jurisdictions. The following subsections provide a comparative look at several fee-related services provided by the City versus the surveyed jurisdictions.

SINGLE-FAMILY RESIDENTIAL NEW CONSTRUCTION

Building currently charges a fee of \$7,684 for building plan check and inspection of a new 3,500-square-foot single-family residence valued at \$525,000. Through this study, the project team calculated the full cost of this service to be \$8,866. The following graph shows how Kenmore's current fee and full cost compare to the surveyed jurisdictions.

Single-Family Residential New Construction

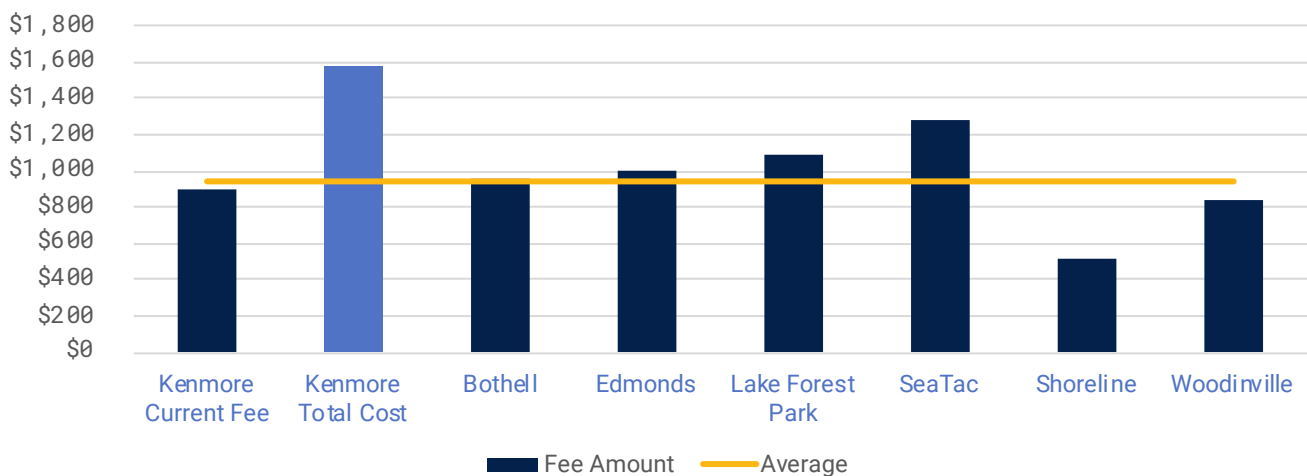


Kenmore's current fee of \$7,684 is below the jurisdictional average of \$8,672, with Edmonds' fee of \$7,282 being the most comparable. Kenmore's total cost of \$8,866 is near but slightly above the jurisdictional average. The highest fee is from SeaTac at \$10,831, while the lowest is from Shoreline at \$6,678.

SINGLE-FAMILY RESIDENTIAL RENOVATION

Building currently charges a fee of \$893 for building plan check and inspection of a Single-Family Renovation valued at \$25,000 and 350 sq. ft. Through this study, the project team calculated the full cost of this service to be \$1,579. The following graph shows how Kenmore's current fee and full cost compare to the surveyed jurisdictions.

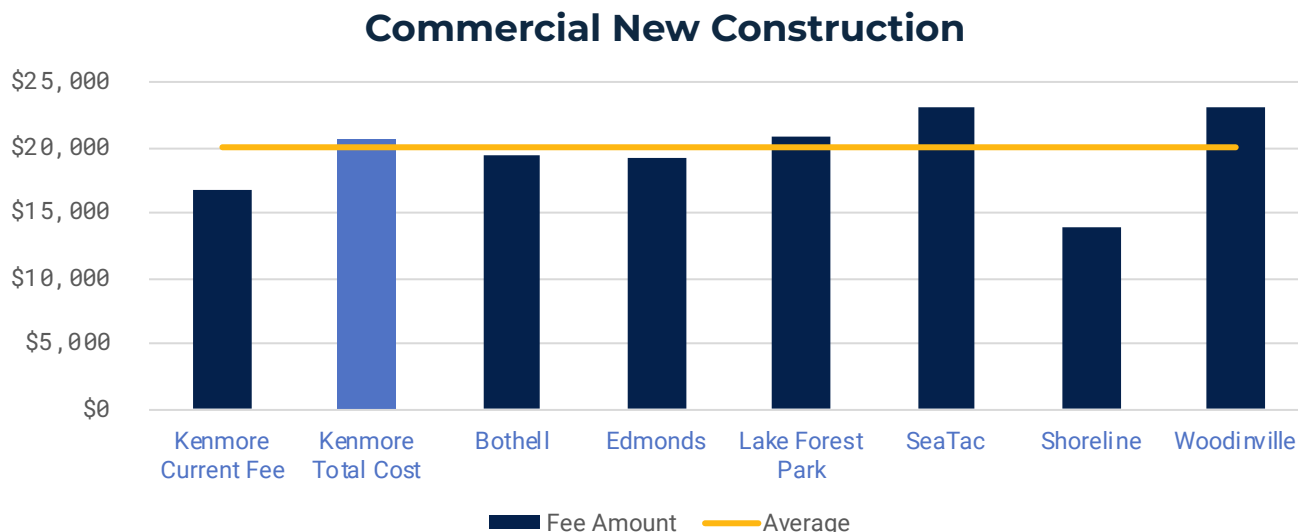
Single-Family Residential Renovation



Kenmore's current fee of \$893 is below the jurisdictional average of \$946, with Bothell's fee of \$960 being the most comparable. Kenmore's total cost of \$1,579 is significantly above the jurisdictional average. The highest fee is from Kenmore's total cost, while the lowest is from Shoreline at \$520.

COMMERCIAL NEW CONSTRUCTION

Building currently charges a fee of \$16,917 for building plan check and inspection of a New Commercial Construction valued at \$1,500,000 and 10,000 sq. ft. Through this study, the project team calculated the full cost of this service to be \$20,798. The following graph shows how Kenmore's current fee and full cost compare to the surveyed jurisdictions.

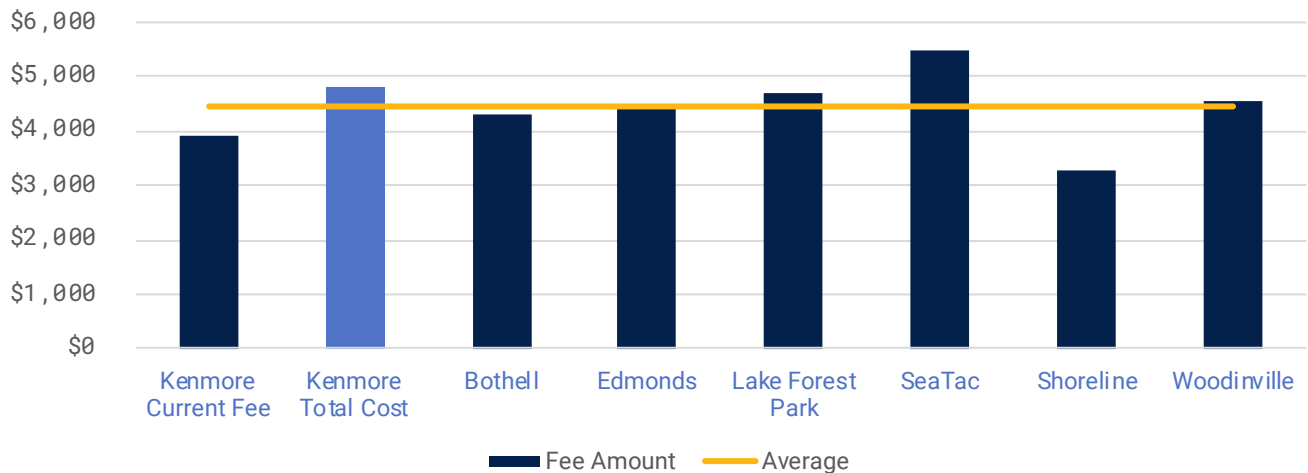


Kenmore's current fee of \$16,917 is below the jurisdictional average of \$19,997, with Edmonds' fee of \$19,275 being the most comparable. Kenmore's total cost of \$20,798 is above the jurisdictional average. The highest fee is from SeaTac at \$23,248, while the lowest is from Shoreline at \$13,896.

COMMERCIAL TENANT IMPROVEMENT

Building currently charges a fee of \$3,917 for building plan check and inspection of a Commercial Tenant Improvement valued at \$225,000 and 1,500 sq. ft. Through this study, the project team calculated the full cost of this service to be \$4,813. The following graph shows how Kenmore's current fee and full cost compare to the surveyed jurisdictions.

Commercial Tenant Improvement

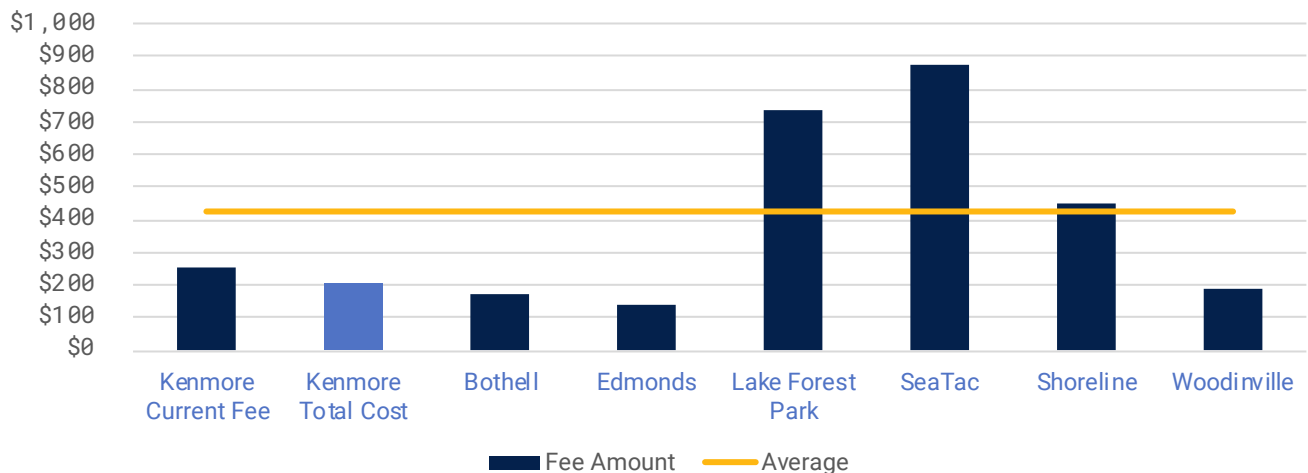


Kenmore's current fee of \$3,917 is below the jurisdictional average of \$4,460, with Bothell's fee of \$4,288 being the most comparable. Kenmore's total cost of \$4,813 is above the jurisdictional average. The highest fee is from SeaTac at \$5,469, while the lowest is from Shoreline at \$3,295.

SINGLE-FAMILY RESIDENTIAL RE-ROOF

Building currently charges a fee of \$255 for building plan check and inspection of a Single-Family Residential Re-Roof valued at \$30,000. Through this study, the project team calculated the full cost of this service to be \$206. The following graph shows how Kenmore's current fee and full cost compare to the surveyed jurisdictions.

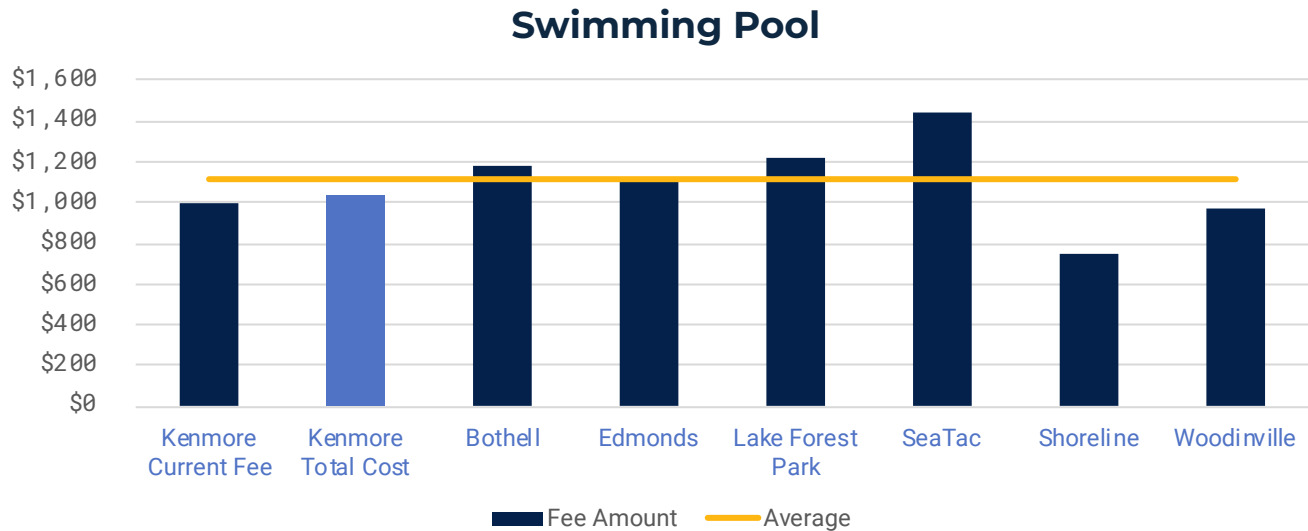
Single-Family Residential Re-Roof



Kenmore's current fee of \$255 is below the jurisdictional average of \$428, with Woodinville's fee of \$190 being the most comparable. Kenmore's total cost of \$206 is also below the jurisdictional average. The highest fee is from SeaTac at \$875, while the lowest is from Edmonds at \$137.

SWIMMING POOL

Building currently charges a fee of \$1,000 for building plan check and inspection of a Swimming Pool valued at \$30,000. Through this study, the project team calculated the full cost of this service to be \$1,037. The following graph shows how Kenmore's current fee and full cost compare to the surveyed jurisdictions.

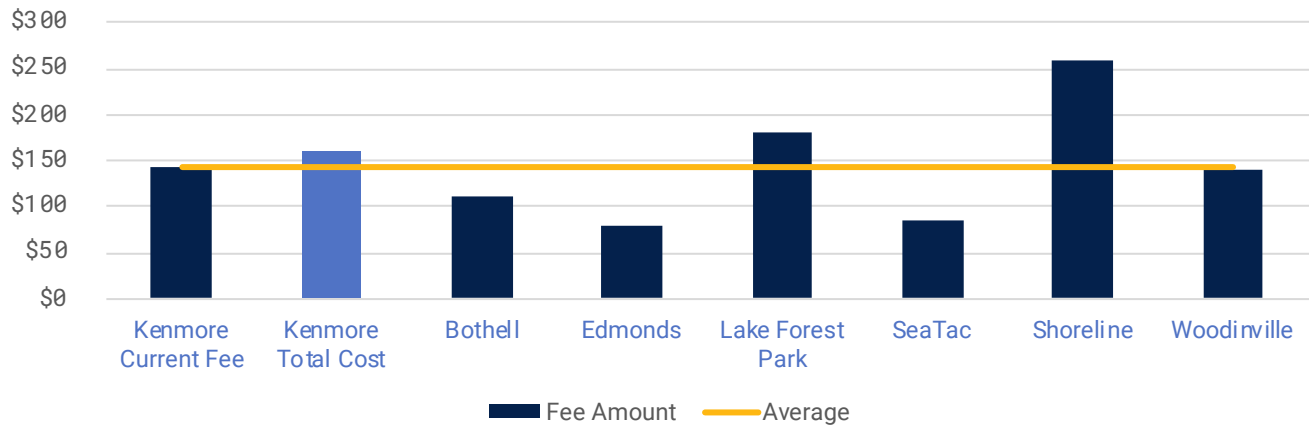


Kenmore's current fee of \$1,000 is below the jurisdictional average of \$1,110, with its total cost of \$1,037 being the most comparable. Kenmore's total cost is also below the jurisdictional average. The highest fee is from SeaTac at \$1,443, while the lowest is from Shoreline at \$746.

GAS WATER HEATER REPLACEMENT

Building currently charges a fee of \$143 for a building plan check and inspection of a Gas Water Heater Replacement, valued at \$2,000. Through this study, the project team calculated the full cost of this service to be \$161. The following graph shows how Kenmore's current fee and full cost compare to the surveyed jurisdictions.

Gas Water Heater Replacement

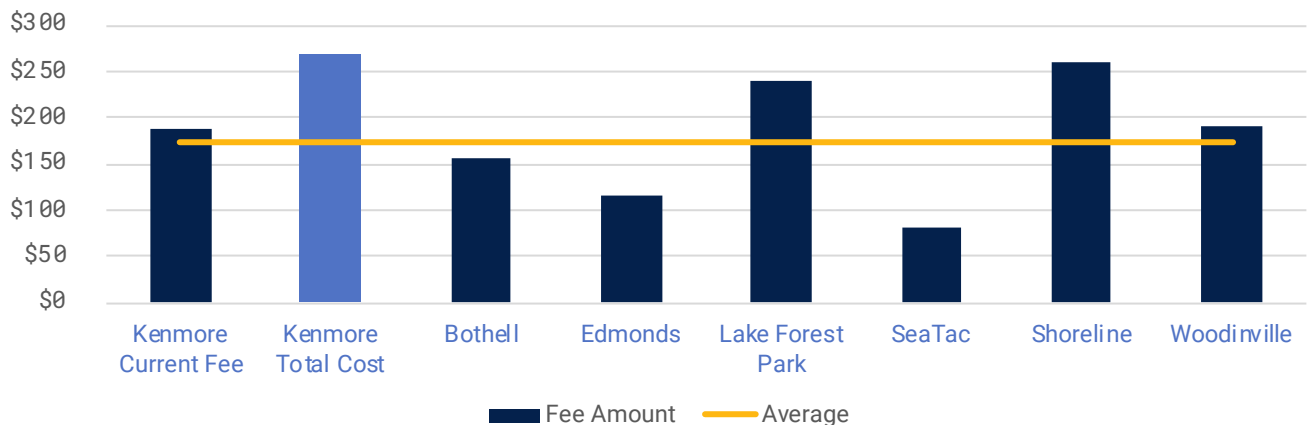


Kenmore's current fee of \$143 is exactly the same as the jurisdictional average. Kenmore's total cost of \$161 is slightly above the jurisdictional average. The highest fee is from Shoreline at \$260, while the lowest is from Edmonds at \$80.

SINGLE-FAMILY RESIDENTIAL PLUMBING PERMIT

Building currently charges \$188 to review a single-family residential plumbing permit with three fixtures. Through this study, the project team calculated the full cost of this service to be \$269. The following graph shows how Kenmore's current fee and full cost compare to the surveyed jurisdictions.

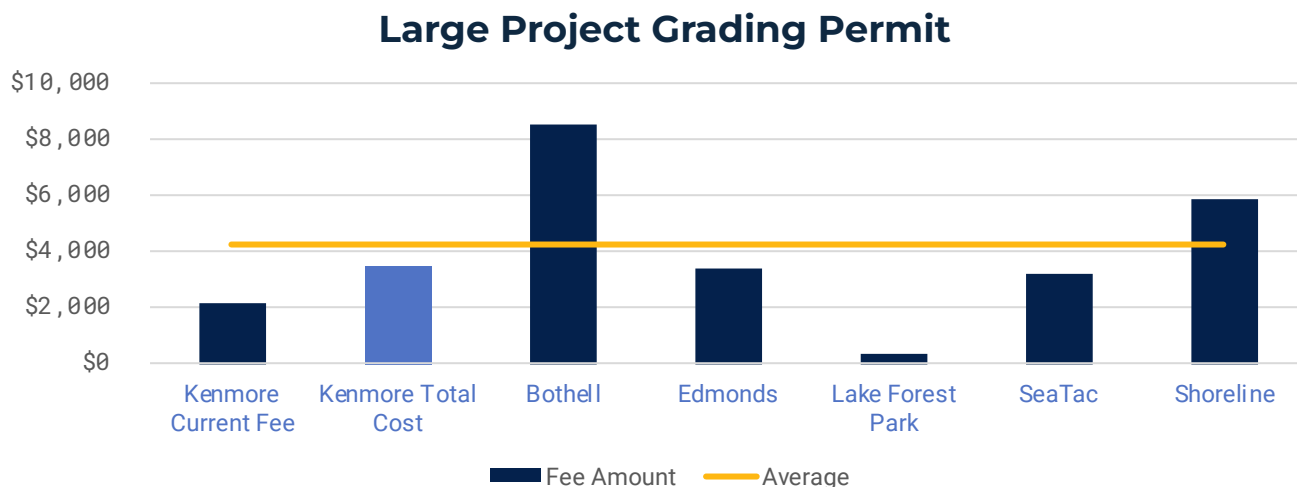
Single-Family Residential Plumbing Permit



Both Kenmore's current fee and full cost are above the jurisdictional average of \$174. Kenmore's current fee is most similar to Woodinville's fee of \$191. The calculated full cost is most comparable to Shoreline's fee of \$260, followed closely by Lake Forest Park at \$240. It is important to note that Shoreline's base permit includes up to four fixtures, with the per fixture fee only applied above that amount.

LARGE PROJECT GRADING PERMIT

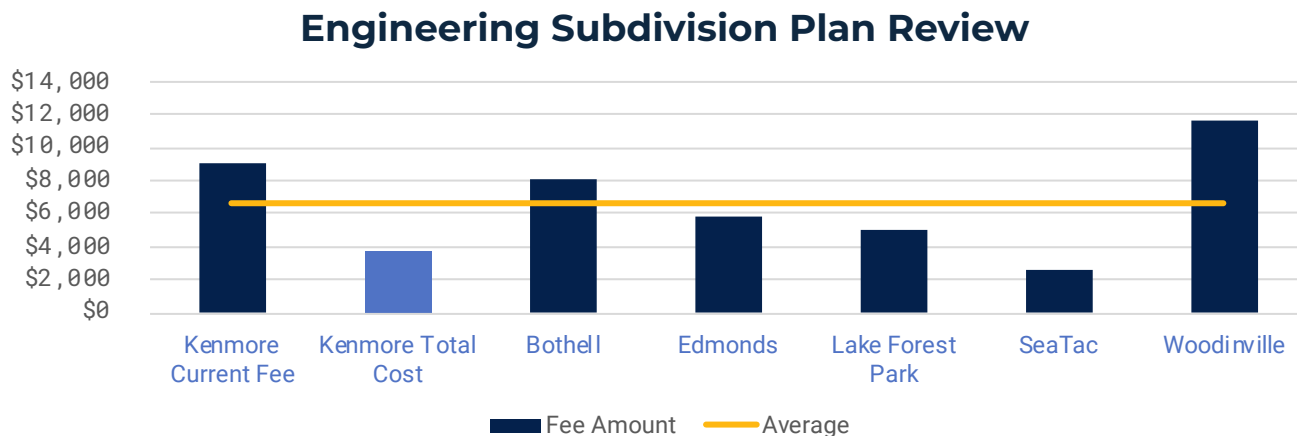
Development Engineering currently charges a fee of \$2,156 for a Large Project Grading Permit at 2 acres or 100,000 cubic yards. Through this study, the project team calculated the full cost of this service to be \$3,484. The following graph shows how Kenmore's current fee and full cost compare to the surveyed jurisdictions.



Kenmore's current fee of \$2,156 is well below the jurisdictional average of \$4,246, with its total cost of \$3,484 being the most comparable. Kenmore's total cost is also below the jurisdictional average. The highest fee is from Bothell at \$8,525, while the lowest is from Lake Forest Park at \$300.

ENGINEERING SUBDIVISION PLAN REVIEW

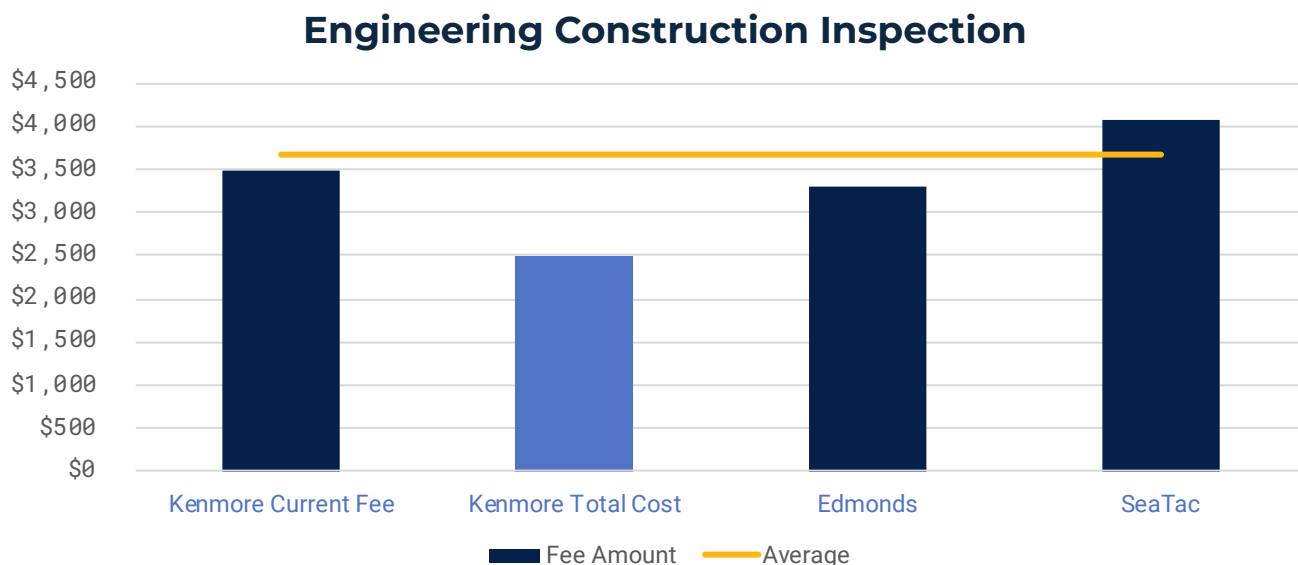
Development Engineering currently charges a fee of \$9,054 for an Engineering Permit for a Subdivision Plan Review valued at 10 Lots. Through this study, the project team calculated the full cost of this service to be \$3,700. The following graph shows how Kenmore's current fee and full cost compare to the surveyed jurisdictions.



Kenmore's current fee of \$9,054 is above the jurisdictional average of \$6,630, with Bothell's fee of \$8,120 being the most comparable. Kenmore's total cost of \$3,700 is well below the jurisdictional average. The highest fee is from Woodinville at \$11,670, while the lowest is from SeaTac at \$2,570.

ENGINEERING CONSTRUCTION INSPECTION

Development Engineering currently charges a fee of \$3,474 for an Engineering Construction Inspection valued at \$100,000 or a \$20,000 bond. Through this study, the project team calculated the full cost of this service to be \$2,474. The following graph shows how Kenmore's current fee and full cost compare to the surveyed jurisdictions.

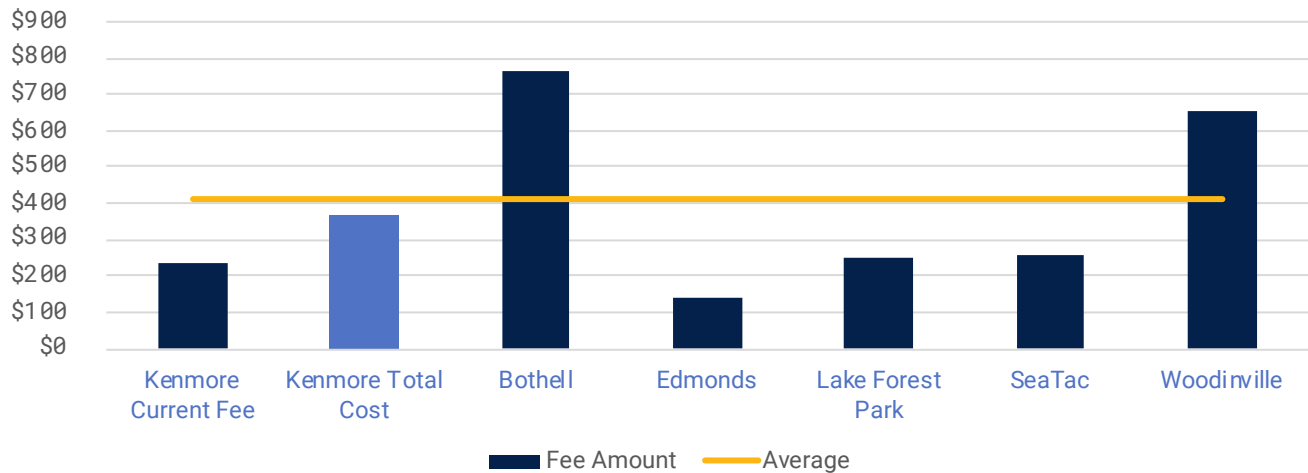


Kenmore's current fee of \$3,474 is just below the jurisdictional average of \$3,684, with Edmonds' fee of \$3,300 being the most comparable. Kenmore's total cost of \$2,474 is well below the jurisdictional average. The highest fee is from SeaTac at \$4,068, while the lowest is from Kenmore's total cost at \$2,474.

LIMITED USE RIGHT-OF-WAY PERMIT

Development Engineering currently charges a fee of \$237 for a Limited Use Right-of-Way Permit with a driveway installation. Through this study, the project team calculated the full cost of this service to be \$369. The following graph shows how Kenmore's current fee and full cost compare to the surveyed jurisdictions.

Limited Use Right-of-Way Permit

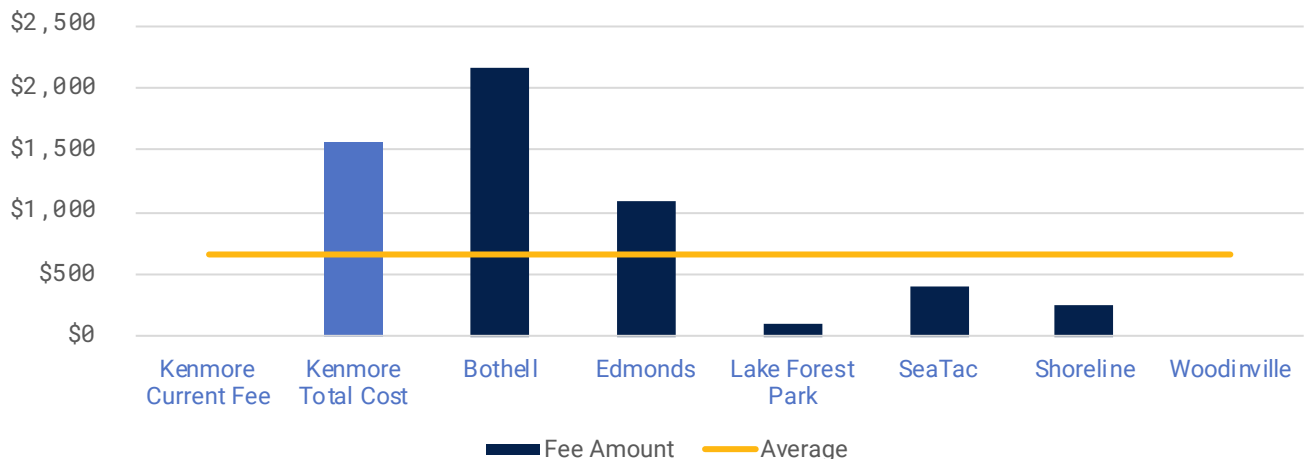


Kenmore's current fee of \$237 is well below the jurisdictional average of \$413, with Edmonds' fee of \$137 and SeaTac's fee of \$259 being the most comparable. Kenmore's total cost of \$369 is also below the jurisdictional average. The highest fee is from Bothell at \$766, while the lowest is from Edmonds at \$137.

PRE-APPLICATION REVIEW

Planning currently doesn't charge a fee for a Pre-Application Review for the first pre-application. Through this study, the project team calculated the full cost of this service to be \$1,561. The following graph shows how Kenmore's current fee and full cost compare to the surveyed jurisdictions.

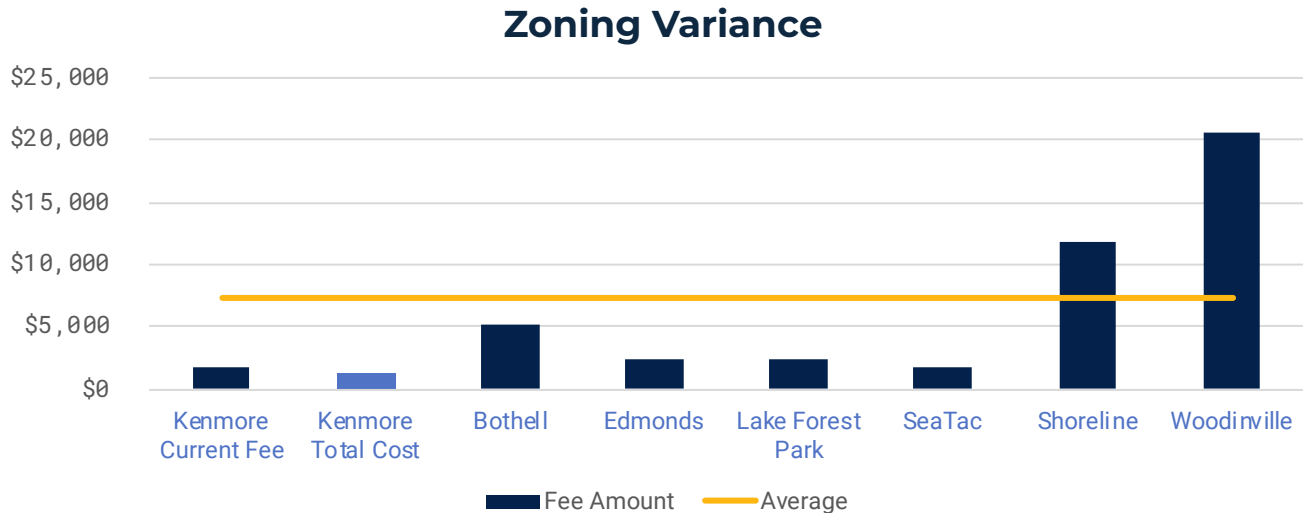
First Pre-Application Review



Kenmore's current fee is \$0, which is well below the jurisdictional average of \$668. Kenmore's total cost of \$1,561 is above the jurisdictional average. The highest fee is from Bothell at \$2,163, while the lowest is Kenmore's current fee and Woodinville's fee, each at \$0.

ZONING VARIANCE

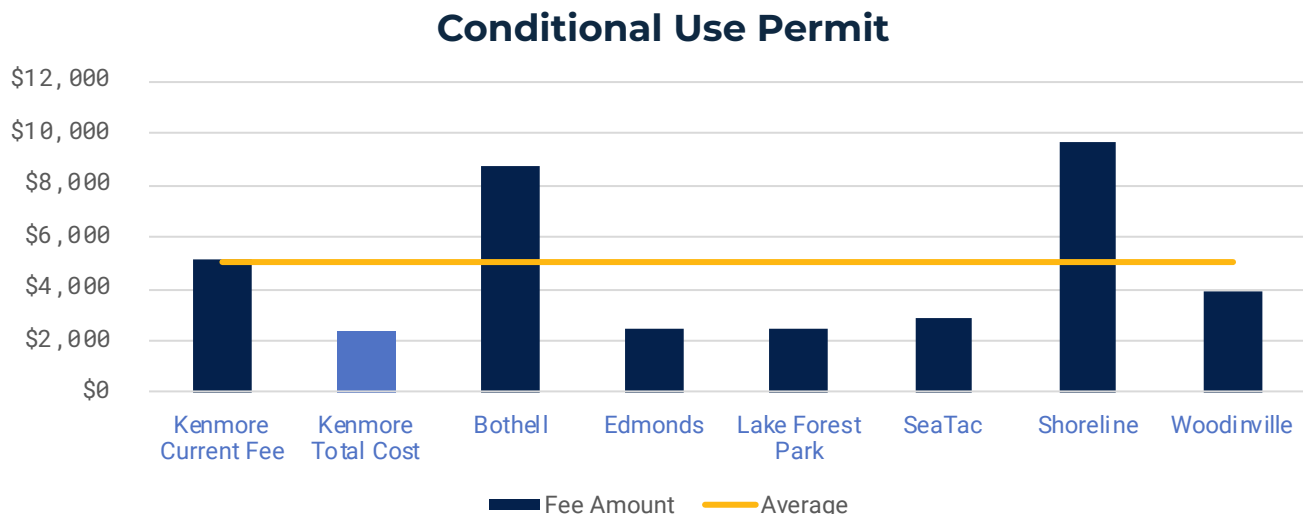
Planning currently charges a fee of \$1,735 for a Zoning Variance. Through this study, the project team calculated the full cost of this service to be \$1,444. The following graph shows how Kenmore's current fee and full cost compare to the surveyed jurisdictions.



Kenmore's current fee of \$1,735 is well below the jurisdictional average of \$7,379, with its total cost of \$1,444 being the most comparable. Kenmore's total cost is also well below the jurisdictional average. The highest fee is from Woodinville at \$20,550, while the lowest is from Kenmore's total cost at \$1,444.

CONDITIONAL USE PERMIT (CUP)

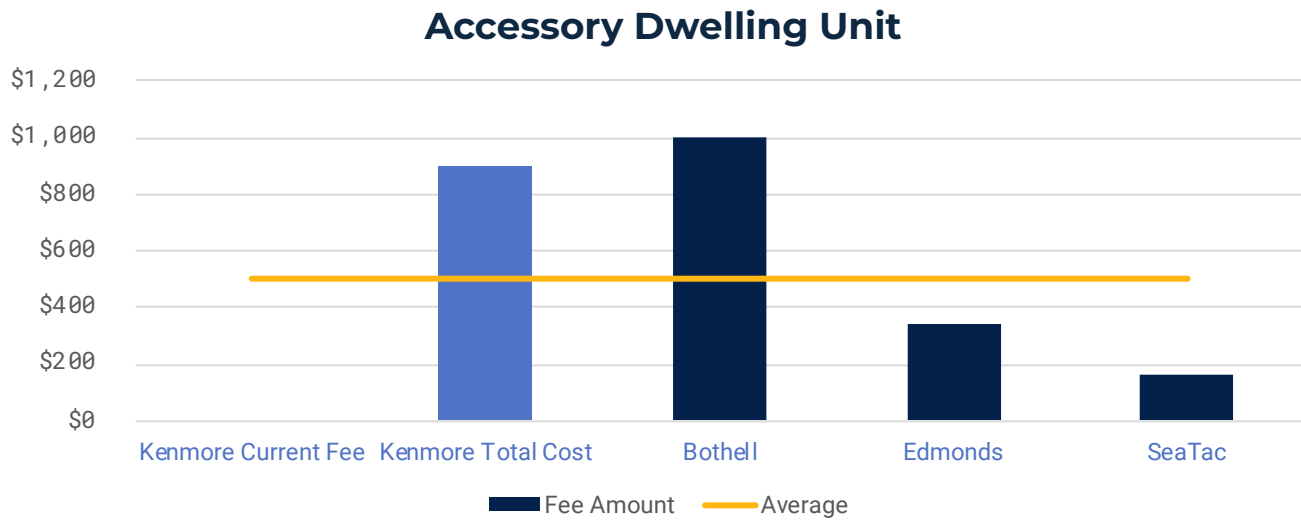
Planning currently charges a fee of \$5,142 for a Conditional Use Permit. Through this study, the project team calculated the full cost of this service to be \$2,527. The following graph shows how Kenmore's current fee and full cost compare to the surveyed jurisdictions.



Kenmore's current fee of \$5,142 is slightly above the jurisdictional average of \$5,040, with its total cost of \$2,527 being the most comparable. Kenmore's total cost is well below the jurisdictional average. The highest fee is from Shoreline at \$9,700, while the lowest is from Kenmore's total cost at \$2,527.

ACCESSORY DWELLING UNIT

Planning currently doesn't charge a fee for an Accessory Dwelling Unit. Through this study, the project team calculated the full cost of this service to be \$896. The following graph shows how Kenmore's current fee and full cost compare to the surveyed jurisdictions.

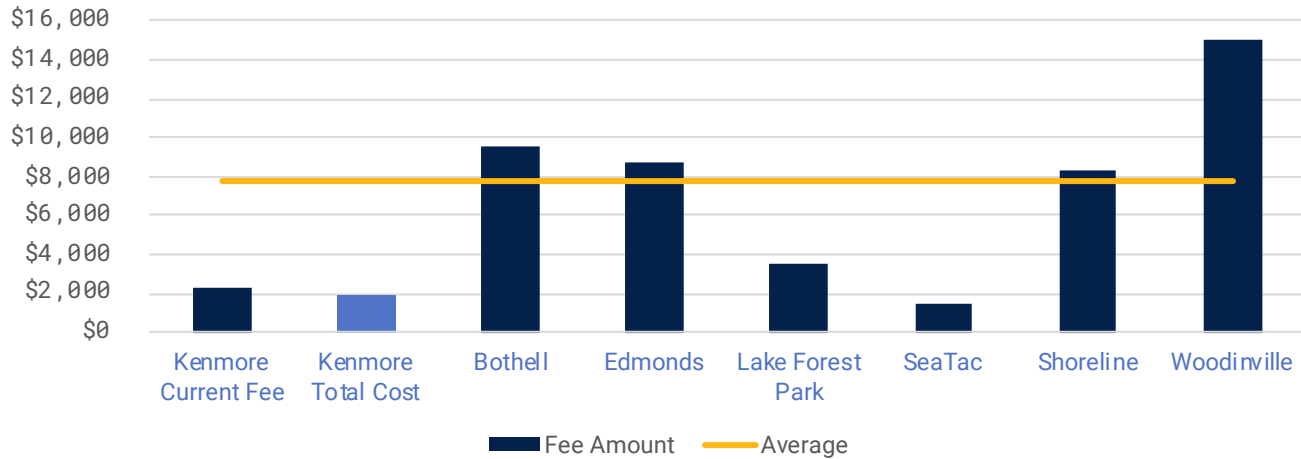


Kenmore's current fee is \$0, which is well below the jurisdictional average of \$503. Kenmore's total cost of \$896 is above the jurisdictional average. The highest fee is from Bothell at \$1,003.

SHORELINE SUBSTANTIAL DEVELOPMENT

Planning currently charges a fee of \$2,246 for a Shoreline Substantial Development, valued at \$100,000. Through this study, the project team calculated the full cost of this service to be \$1,875. The following graph shows how Kenmore's current fee and full cost compare to the surveyed jurisdictions.

Shoreline Substantial Development Permit

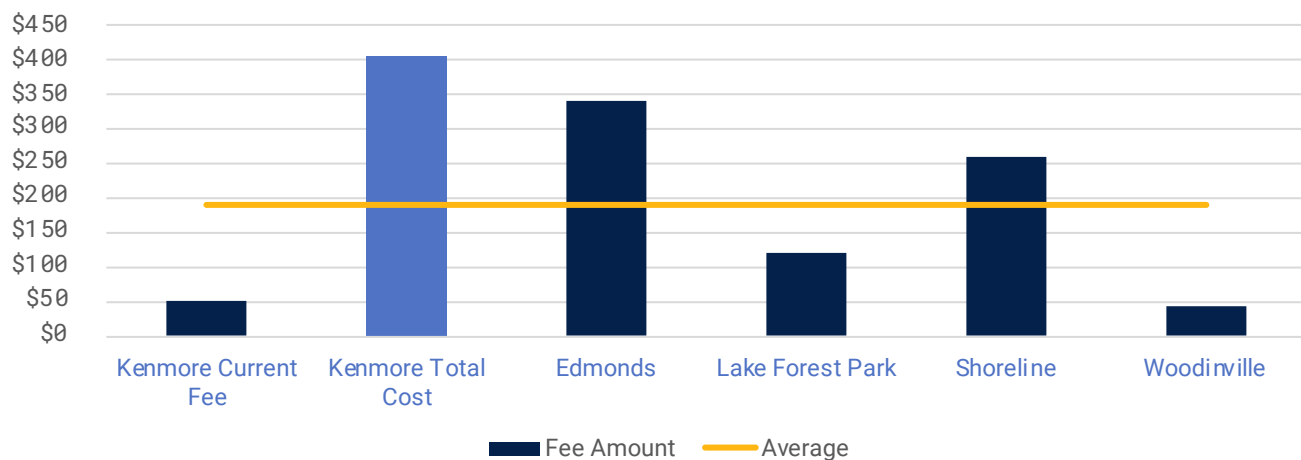


Kenmore's current fee of \$2,246 is well below the jurisdictional average of \$7,778, with its total cost of \$1,875 being the most comparable. Kenmore's total cost is also well below the jurisdictional average. The highest fee is from Woodinville at \$15,084, while the lowest is from SeaTac at \$1,487.

SIGNIFICANT TREE REMOVAL

Planning currently charges a fee of \$50 for a Significant Tree Removal. Through this study, the project team calculated the full cost of this service to be \$407. The following graph shows how Kenmore's current fee and full cost compare to the surveyed jurisdictions.

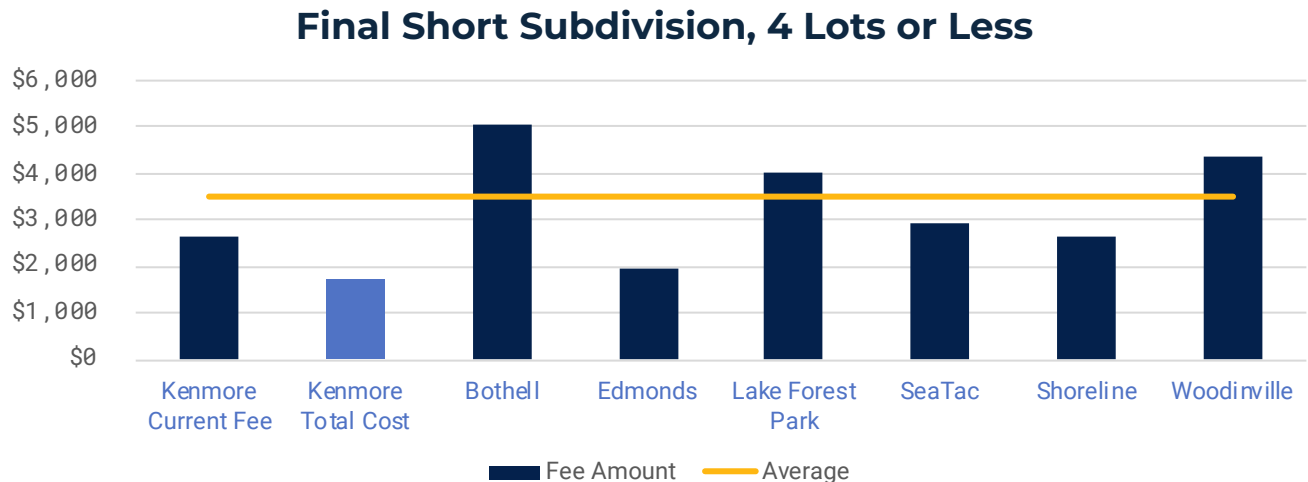
Significant Tree Removal



Kenmore's current fee of \$50 is well below the jurisdictional average of \$191, with Woodinville's fee of \$42 being the most comparable. Kenmore's total cost of \$407 is significantly above the jurisdictional average. The highest fee is from Kenmore's total cost at \$407, while the lowest is from Woodinville at \$42.

FINAL SHORT SUBDIVISION

Planning currently charges a fee of \$2,656 for a Final Short Subdivision, with four lots or less. Through this study, the project team calculated the full cost of this service to be \$1,732. The following graph shows how Kenmore's current fee and full cost compare to the surveyed jurisdictions.



Kenmore's current fee of \$2,656 is below the jurisdictional average of \$3,492, with Shoreline's fee of \$2,633 being the most comparable. Kenmore's total cost of \$1,732 is well below the jurisdictional average. The highest fee is from Bothell at \$5,071, while the lowest is from Kenmore's total cost at \$1,732.

SUMMARY

Overall, Kenmore generally has current fees that are lower, or in the middle when compared to the fees of the other surveyed jurisdictions. Of the surveyed jurisdictions, Kenmore's current fees are most comparable with Edmonds and Bothell, while the City's full cost calculated is most comparable to fees charged by SeaTac and Woodinville. It is important to note that the results of this survey only show the fees adopted by the council, not the cost recovery policy decisions for departments or a jurisdiction. As such, the results of this survey should be used as a secondary decision-making tool.

Fee Name	Unit	Current Fee	Total Cost	Proposed Fee
Code Enforcement				
Hourly rate	Per Hour	\$141	\$141	\$145
Inspection/Posting	Per Hour	\$141	\$141	\$145
Re-inspection	Per Hour	\$141	\$141	\$145
Abatement	Each	Actual Cost	Actual Cost	Actual Cost
Abatement Hearing	Each	Actual Cost	Actual Cost	Actual Cost
Notice of Violation Appeal Fee	Each	\$125	\$3,981	\$4,088
Removal of Stop Work or Stop Use Order without the approval from the City	Each	\$500	\$567	\$582
Violation of a Stop Work or Stop Use Order	Each	\$500	\$1,832	\$1,881
Failure to perform Fire Watch	Per Day	\$412		\$423
Violation of International Fire Code	Per Day	\$255		\$262
Violation of wet season requirements	Each	See Section 4	\$416	\$427
Work Commencing Before Permit Issuance	Each	2x Permit Fee	2x Permit Fee	2x Permit Fee
Work Without / Before Review or Inspection	Each	2x Fee	2x Permit Fee	2x Permit Fee
Late Fee	% of Balance Due	2%		2%
Hearing Examiner	Each	Actual Cost	Actual Cost	
Code Enforcement Administrative Fee	% of Contract	15%		15%
Inspection Warrant	Each	\$350	\$905	\$929
Attorney Fees	Each	See Attorney Fees		See Attorney Fees
Paralegal Services	Each	See Attorney Fees		See Attorney Fees
Building				
General				
Technology Fee	% of Permit Fee	5%	5%	5%
Hourly Rate	Per Hour	\$141	\$149	\$153
Additional/excessive reviews and/or inspections	Per Hour	\$141	\$149	\$153
Research performed outside the context of a pending application review	Per Hour	\$141	\$149	\$153
For use of outside consultants for plan review and inspections	Each	Actual Cost	Actual Cost	Actual Cost
Attorney cost relating to a private development	Each	Actual Cost	Actual Cost	Actual Cost
Late penalty on Development Permits (KMC 20.05.040)	% of Balance Due	1.50%		1.50%
Building Permits				
Building Permits (Single-Family Residential, Commercial, Multi-Family, Industrial, Sign Permits, etc.)				
\$1-\$500	Each	\$33.00	\$170.85	\$175.46
<u>>\$500-\$2,000</u>				
First \$500	Base	\$33.00	\$206.85	\$212.44
For each additional \$100 or fraction thereof	Each additional \$100 or fraction thereof	\$4.00	\$9.60	\$9.86
<u>>\$2,000-\$25,000</u>				
First \$2,000	Base	\$96.00	\$350.85	\$360.33
For each additional \$1,000 or fraction thereof	Each additional \$1,000 or fraction thereof	\$20.00	\$22.88	\$23.50
<u>>\$25,000-\$50,000</u>				
First \$25,000	Base	\$541.00	\$877.14	\$900.82
For each additional \$1,000 or fraction thereof	Each additional \$1,000 or fraction thereof	\$13.00	\$21.05	\$21.62

Fee Name	Unit	Current Fee	Total Cost	Proposed Fee
<u>>\$50,000 - \$100,000</u>				
First \$50,000	Base	\$891.00	\$1,403.42	\$1,441.31
For each additional \$1,000 or fraction thereof	Each additional \$1,000 or fraction thereof	\$9.00	\$7.02	\$7.21
<u>>\$100,000 - \$500,000</u>				
First \$100,000	Base	\$1,374.00	\$1,754.27	\$1,801.64
For each additional \$1,000 or fraction thereof	Each additional \$1,000 or fraction thereof	\$8.00	\$7.36	\$7.56
<u>>\$500,000 - \$1,000,000</u>				
First \$500,000	Base	\$4,457.00	\$4,697.20	\$4,824.03
For each additional \$1,000 or fraction thereof	Each additional \$1,000 or fraction thereof	\$6.00	\$9.14	\$9.39
<u>>\$1,000,000</u>				
First \$1,000,000	Base	\$7,753.00	\$9,268.71	\$9,518.97
For each additional \$1,000 or fraction thereof	Each additional \$1,000 or fraction thereof	\$5.00	\$4.57	\$4.69
Building plan review (except basic)	% of Building Permit	65%	80%	80%
Building plan review (basic)	% of Building Permit	25%	25%	25%
Additional plan review required for changes, additions or revisions to plans	Per Hour	Hourly	\$155	\$159
Adult Family Home Inspection	Each	\$141	\$284	\$292
Mobile Homes				
Mobile Home permit	Each	\$1,145	\$818	\$840
Re-roof permits				
Single-family residential	Each	\$255	\$206	\$212
All other building types (e.g., townhomes, commercial, multi-family, etc.)	Each	Valuation	Valuation	Valuation
Pre-inspections				
Fire and flood damage	Per Hour	Hourly	\$144	\$148
Housing, relocation of a structure	Per Hour	Hourly	\$144	\$148
Other inspections prior to permit	Per Hour	Hourly	\$144	\$148
Demolition permit				
Demolition permit	Each	\$395	\$722	\$741
Plan review and/or inspections beyond one (1) hour, each	Per Hour	Hourly	\$149	\$153
Retaining Walls				
Cast In Place	Each	New	\$881	\$905
Rocks & Blocks	Each	New	\$881	\$905
Stormwater Detention Facilities (Vaults)	Each	New	\$1,391	\$1,429
Swimming Pools / Spa	Each	New	\$1,037	\$1,065
Temporary or Partial Certificate of Occupancy	Each	New	\$576	\$592
Address Assignments:				
Single-Family Residential / Accessory Dwelling Units	Each	New	\$125	\$128
Multi-Family / Commercial / Institutional	Per Address / Unit / Suite	New	\$125	\$128
Request for Reassignment	Each	New	\$251	\$258
Inspection outside of normal hours	Per Hour	1.5x Hour	\$174	\$179
Inspection for which no fee is specifically indicated	Per Hour	Hourly	\$144	\$148
Re-inspection	Per Hour	Hourly	\$144	\$148

Fee Name	Unit	Current Fee	Total Cost	Proposed Fee
Permit extension or renewal	Each	\$146	\$203	\$208
State Building Code Council Surcharge (RCW 19.27.085)*				
<u>Residential building permits</u>				
Base Fee	Each	\$6.50		\$6.50
Plus per residential unit, but not including the first unit	Each	\$2.00		\$2.00
<u>Commercial building permits</u>				
Base Fee	Each	\$25.00		\$25.00
Plus per residential unit, but not including the first unit	Each	\$2.00		\$2.00
Plumbing Permits				
New single-family (one and two dwellings) and townhouses	Per Unit	\$978	\$647	\$664
Commercial and Multi-family				
Plumbing Permit	Each	Valuation	Valuation	Valuation
Plumbing Permit Plan Review	% of Permit	65%	65%	65%
Alteration or additions to one and two-family dwellings and townhouses				
Base Fee	Each	\$143	\$161	\$165
Plus, per plumbing fixture (e.g., sink, toilet, roof drain, electric water heater, water piping, water treatment equipment, black flow devices, etc) including any regulated by the Plumbing code	Each	\$15	\$36	\$37
Mechanical Permits				
New single-family (one and two dwellings) and townhouses	Per Unit	\$457	\$569	\$584
Commercial and Multi-family Mechanical Permit	Each	Valuation	Valuation	Valuation
Mechanical Permit Plan Review	% of Permit	65%	65%	65%
Alteration or addition to one and two-family dwellings and townhouses				
Base Fee	Each	\$143	\$161	\$165
Plus, per fixture: All heating and cooling systems, except heat pumps (e.g., furnace, suspended heating system, recessed wall heater, floor-mounted, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	Each	\$178	\$36	\$37
Gas water heater	Each	\$178	\$216	\$222
Ventilation systems, vents, hoods, ducts, etc.	Each	\$15	\$36	\$37
Gas piping, per outlet	Each	\$15	\$36	\$37
Heat pump	Each	\$15	\$72	\$74
Other appliance or piece of equipment regulated by the Mechanical Code but not classed in other categories, or for which no other fee is listed	Each	\$15	\$36	\$37
Planning				
Comprehensive Plan and Development Regulation Amendments				
Prescreening/threshold review fee	Each	\$200		\$205
Annual amendment cycle fee (applicants whose amendment proposals are approved for consideration by the City Council)	Each	\$400		\$411

Fee Name	Unit	Current Fee	Total Cost	Proposed Fee
Development Agreement				
Threshold review with City Council	Each	\$252		\$259
Development Agreement requested by the applicant (proposal is approved for)	Each	\$6,301		\$6,471
Development Agreement requested by the City	Each	No fee		No fee
Pre-application				
Pre-application review fee (first pre-application)	Each	No fee	\$1,561	No fee
Pre-application review fee (each subsequent pre-application)				
Base fee	Each	\$650	\$1,561	\$1,603
Pre-application review fee (city projects)	Each	No fee	\$1,561	No fee
Pre-application review fee (affordable housing projects)	Each	No fee	\$1,561	No fee
Zoning and Land Use				
Request for site specific rezone	Each	\$3,234		\$3,321
Master Plan Amendment or New Master Plan	Each	New	\$14,519	\$14,911
Site plan application (KMC 18.105)				
0-0.5 acre	Each	Modified	\$2,653	\$2,725
0.5-1 acre	Each	Modified	\$2,797	\$2,872
1+ acre	Each	Modified	\$3,110	\$3,194
Major revision	Each	\$2,943	\$1,335	\$1,371
Minor revision	Each	\$963	\$582	\$598
Construction permit site plan review				
Minor Engineering Projects	Each	Modified	\$215	\$221
Single-Family Residential	Each	Modified	\$215	\$221
Multi-Family / Commercial / Industrial	Each	Modified	\$431	\$443
Landscape plan review (KMC 18.35) Initial plan review based on site area				
0 – 1 site acre	Each	\$609	\$394	\$405
> 1 – 2 site acres	Each	\$1,105	\$498	\$511
> 2 site acres	Each acre or portion thereof	\$214	\$991	\$1,018
Each plan revision review	Per Hour	Hourly	\$144	\$148
Landscape and tree management inspections				
Landscape inspection	Each	\$312	\$144	\$148
Landscape maintenance bond release inspection	Flat	Hourly	\$144	\$148
Tree management plan review (KMC 18.57) Initial plan review based on site area				
0 – 1 site acre	Each	\$609	\$382	\$392
> 1 – 2 site acres	Each	\$1,105	\$700	\$719
> 2 site acres	Each acre or portion thereof	\$214	\$1,050	\$1,079
Each plan revision review	Per Hour	Hourly	\$144	\$148
Variance (e.g., zoning, critical area, etc.)				
Application review				
Zoning	Each	\$1,735	\$1,444	\$1,483
Critical Area	Each	\$1,735	\$2,162	\$2,221
Reasonable use exception (RUE)	Each	\$1,735	\$2,162	\$2,221

Fee Name	Unit	Current Fee	Total Cost	Proposed Fee
Boundary line adjustment	Each	\$780	\$865	\$888
Communications facilities (KMC 18.60)				
Application review	Each	\$1,860	\$2,257	\$2,318
Minor adjustment	Each	\$3,357	\$520	\$534
Major adjustment	Each	\$11,678	\$870	\$893
Eligible communication facility modifications (ECFM, zoning review)	Flat	Modified	\$535	\$550
Conditional Use permit (CUP)				
Conditional Use permit (CUP)	Each	\$5,142	\$2,527	\$2,596
CUP Minor Adjustment (KMC 18.115.100)	Each	\$3,357	\$833	\$855
Accessory dwelling unit (ADU)	Each	No fee	\$896	No fee
Change of use permit (zoning review)	Each	Modified	\$718	\$738
Land use and zoning inspections	Per Hour	Hourly	\$144	\$148
Legal lot status request	Each	\$502	\$637	\$655
Public agency and utility exception (PAUE)	Each	\$1,735	\$1,975	\$2,028
Zoning verification letter/request	Each	\$226	\$637	\$655
Design review	Flat	Hourly	\$935	\$960
Temporary Use Permit (TUP/TMP)	Each	\$909	\$408	\$419
Temporary Use Permit for homeless shelters (KMC 18.100.200)	Each	No fee	\$964	\$990
Affordable Housing Monitoring Fee	Per Unit	\$50		\$50
Request for code interpretation	Per Hour	Hourly	\$187	\$192
Multi-Family Tax Exemption (MFTE) Application	Each	\$639	\$983	\$1,010
Public notice mailing fee				
Standard Application (no SEPA)				
up to 100 properties	Flat	\$252	\$1,072	\$1,101
100-500 properties	Flat	\$252	\$1,509	\$1,550
500+ properties	Flat	\$252	\$1,946	\$1,999
Standard Application (if SEPA involved)				
up to 100 properties	Flat	\$252	\$1,393	\$1,431
100-500 properties	Flat	\$252	\$1,831	\$1,880
500+ properties	Flat	\$252	\$2,268	\$2,329
Standalone SEPA	Flat	\$252	\$385	\$395
Shoreline Management Permit				
Shoreline substantial development permit (SSDP)				
Up to and equal to \$100,000	Base	\$2,246	\$1,875	\$1,926
Over \$100,000	Flat	Modified	\$2,745	\$2,819
Shoreline variance (SVAR)				
Up to and equal to \$100,000	Base	\$2,859	\$2,063	\$2,119
Over \$100,000	Flat	Modified	\$2,583	\$2,652
Shoreline conditional use permit (SCUP)	Each	\$2,859	\$2,413	\$2,478
Shoreline re-designation	Each	\$19,380	\$6,876	\$7,061
Shoreline exemption (SSDX)	Each	\$1,084	\$700	\$719

Fee Name	Unit	Current Fee	Total Cost	Proposed Fee
Supplemental fees				
Request for a time extension	Each	\$110	\$350	\$360
Shoreline permit revision	Per Hour	Hourly	\$144	\$148
Fee when public hearing required	Each	\$895	\$2,674	\$2,746
Permit compliance inspections	Per Hour	Hourly	\$144	\$148
Special Reviews				
Request for name change (after land use decision)	Each	\$265	\$332	\$341
State Environmental Policy Act (SEPA) review Environmental checklist (projects)				
Base fee	Each	\$1,981	\$1,110	\$1,140
After six hours	Per Hour	Hourly	\$144	\$148
All contract costs	Each	Actual Cost	Actual Cost	Actual Cost
Environmental checklist (Non-Projects)	Flat	Modified	\$222	\$228
Draft Environmental Impact Statement (DEIS), Final Environmental Impact Statement (FEIS), Supplemental Environmental Impact Statement (SEIS) or addenda preparation and review costs including scoping, writing, editing, publishing, mailing, distributing and contract administration:	Deposit	\$50,000	\$50,000	\$50,000
Critical Area Review: Applicants are eligible for a refund of the portion of the base fee that is less than the city's costs (including but not limited to the cost of consultants)				
<u>Critical Area Plan Review:</u>				
Minor / Small Residential	Each	New	\$520	\$534
Base fee	Each	\$1,714	\$807	\$829
Plus, per hour	Per Hour	Hourly	\$144	\$148
<u>Flood plain determination – certificate of elevation</u>				
Flood plain determination – certificate of elevation	Each	\$509	\$435	\$447
Plus, per hour	Per Hour	Hourly	\$144	\$148
Review of mitigation/enhancement plan	Flat	Modified	\$494	\$507
Critical areas inspection	Per Hour	Hourly	\$144	\$148
Inspection and monitoring	Per Hour	Hourly	\$144	\$148
Appeals to the Hearing Examiner from decisions of the City*	Each	\$125	\$4,027	\$4,136
Departmental review of non-departmental permits	Per Hour	Hourly	\$144	\$148
Tree Removal				
Significant Tree Removal				
Plan review & inspection(s)	Base	\$50	\$407	\$418
Plan review beyond 2 hours	Per Hour	Hourly	\$144	\$148
Exceptional Tree Removal				
Application fee	Each Tree	\$1,675	\$1,412	\$1,450
Tree Fund: Fee-in-Lieu (tree replacement)				
Each 1.0 tree unit (e.g., one 8' to 10' coniferous tree)	Each	\$600		\$616

Fee Name	Unit	Current Fee	Total Cost	Proposed Fee
Subdivision, Short Subdivision, Binding Site Plan, and Final Plat				
Preliminary short subdivisions (9 lots or less)				
Base Fee	Each	\$579	\$2,487	\$2,554
Plus per lot	Each	\$1,176	\$287	\$295
Major Revision	Each	\$579	\$1,580	\$1,623
Minor revision	Flat	Modified	\$575	\$590
Short subdivision alteration	Per Hour	Hourly	\$144	\$148
Request for time extension	Each	\$110	\$215	\$221
Preliminary subdivisions (10 lots or more)				
Base Fee	Each	\$1,739	\$3,761	\$3,863
Plus per lot	Each	\$1,423	\$144	\$148
Major Revision	Each	\$3,111	\$1,867	\$1,918
Minor revision	Each	\$963	\$575	\$590
Request for time extension	Each	\$110	\$215	\$221
<u>Subdivision alterations or vacations</u>				
With public hearing	Each	\$4,056	\$2,862	\$2,939
Without public hearing	Each	\$1,968	\$889	\$913
Binding site plan (BSP)				
Final BSP	Each	\$3,104	\$1,920	\$1,972
Conceptual/Preliminary BSP	Each	\$5,713	\$2,716	\$2,789
Revision to a conceptual/preliminary approved BSP	Each	\$1,397	\$2,038	\$2,093
Revision to a final BSP	Each	\$3,104	\$431	\$443
Subdivision final approval (e.g., final short plat, final long plat)				
Final short subdivision 4 lots or less	Each	\$2,656	\$1,732	\$1,778
Final short subdivision 5 to 9 lots	Each	\$5,355	\$1,901	\$1,952
Final short subdivision alteration	Each	\$987	\$1,094	\$1,124
<u>Final subdivision 30 lots or less</u>				
Base fee	Each	\$8,054	\$2,421	\$2,486
Plus per lot	Each	\$96	\$144	\$148
<u>Final subdivision 31 lots or more</u>				
Base fee	Each	\$8,946	\$3,110	\$3,194
Plus per lot	Each	\$65	\$144	\$148
Subdivision alteration	Each	\$1,489	\$987	\$1,014
Modification of a recorded building envelope	Each	\$747	\$987	\$1,014
Request for time extension	Each	\$200	\$278	\$286
Special Event Permit				
Application Fee	Each	\$100	\$970	\$996
Application Fee for City of Kenmore Sponsored Events	Each	\$0	\$539	\$553
Actual and indirect cost for City personnel involvement in event traffic control, fire safety, or other facility or event support, and the use of City equipment and other nonpersonnel expense	Actual Cost	Actual Cost	Actual Cost	Actual Cost

Fee Name	Unit	Current Fee	Total Cost	Proposed Fee
Development Engineering				
Engineering Review				
Road standards variance, application fee	Each	\$276	\$740	\$760
Drainage adjustment, application fee	Each	\$276	\$740	\$760
Wet season work variance, application fee	Per Hour	Hourly	\$137	\$141
Wet season penalty for non-compliance	Per Day of Violation	\$250	\$84	\$86
Single-family drainage review (e.g., building permit)				
Addition/alteration/rebuild	Each	\$408	\$401	\$412
New SFR, within a plat	Each	\$408	\$317	\$326
New SFR, not within a plat	Each	\$933	\$518	\$532
All other projects drainage review (e.g., townhomes, multi-family, commercial, etc.)				
Base fee	Each	\$786	\$678	\$696
<u>Plus, per total disturbed area</u>				
0 - 1 acre	Each	Modified	\$455	\$467
1.1 — 2 site acres	Each	\$3,898	\$550	\$565
2.1 — 5 site acres	Each	\$8,558	\$740	\$760
5.1 — 10 site acres	Each	\$10,308	\$1,419	\$1,457
More than 10 acres	Each	\$11,476	\$1,789	\$1,837
Traffic Impact Analysis review				
Level 1 (10 P.M. peak hour trips or less)	Each	\$465	\$540	\$555
Level 2 (11-75 P.M. peak hour trips)	Each	\$1,106	\$709	\$728
Level 3 (Over 75 P.M. peak hour trips)	Each	\$2,213	\$879	\$903
Parking Review				
Base fee	Each	\$282	\$232	\$238
Small Project Grading Permit	Each	\$413	\$607	\$623
Large Project Grading permits				
<u>Disturbed Area: Up to 1 acre</u>	Flat	\$1,330	\$1,088	\$1,117
<u>Disturbed Area: >1 acre</u>				
Base Fee	Each	\$526	\$1,774	\$1,822
Plus per acre or portion thereof	Per Acre or Portion Thereof	\$815	\$855	\$878
Engineering Permit - short subdivision plan review				
<u>Short subdivision</u>				
Per lot	Each	\$288	\$370	\$380
Short subdivision utility ROW permit review	Each	\$288	\$339	\$348
Short subdivision utility ROW permit inspection	Each	\$288	\$411	\$422
Engineering Permit - subdivision plan review				
<u>Subdivision (10 lots or more)</u>				
Per lot	Each	\$47	\$370	\$380
Subdivision utility ROW permit review	Each	\$563	\$678	\$696
Subdivision utility ROW permit inspection	Each	\$563	\$823	\$845

Fee Name	Unit	Current Fee	Total Cost	Proposed Fee
Engineering Permit - multi-family plan review (e.g., planned unit developments, townhomes, apartments, condominiums, etc.).				
Per lot / Per Unit	Each	\$63	\$200	\$205
Utility ROW permit review	Each	\$539	\$401	\$412
Utility ROW permit inspection	Each	\$539	\$474	\$487
As-built reviews	Per Hour	Hourly	\$169	\$174
Engineering plan revision (e.g., post-issuance revision)	Per Hour	Hourly	\$169	\$174
Additional/excessive review fee (applies to each review starting on the fourth review)	Per Hour	Hourly	\$169	\$174
Engineering Inspections				
Engineering construction inspections (when not associated to a Bond Quantity Worksheet):				
<u>Volume deposited or removed: 0 to 3,000 cubic yards</u>				
Base Fee	Base	\$0	\$200	\$205
Plus per 100 cubic yards or portion	Plus per 100 cubic yards or portion	\$136	\$146	\$150
<u>Volume deposited or removed: >3,000 to 10,000 cubic yards</u>				
Base Fee	Base	\$3,527	\$4,593	\$4,717
Plus per 100 cubic yards or portion	Plus per 100 cubic yards or portion	\$23	\$33	\$34
<u>Volume deposited or removed: >10,000 to 20,000 cubic yards</u>				
Base Fee	Base	\$5,199	\$6,926	\$7,113
Plus per 100 cubic yards or portion	Plus per 100 cubic yards or portion	\$7	\$13	\$13
<u>Volume deposited or removed: >20,000 to 40,000 cubic yards</u>				
Base Fee	Base	\$5,917	\$8,299	\$8,523
Plus per 100 cubic yards or portion	Plus per 100 cubic yards or portion	\$3	\$13	\$13
<u>Volume deposited or removed: >40,000 cubic yards</u>				
Base Fee	Base	\$6,469	\$11,045	\$11,343
Plus per 100 cubic yards or portion	Plus per 100 cubic yards or portion	\$2	\$6	\$6
Engineering construction inspections (when associated to a Bond Quantity Worksheet):				
<u>Bond quantity worksheet amount (line T): \$0 - \$30,000</u>				
Base Fee	Base	\$294	\$474	\$487
Plus per \$1,000 bond or portion thereof	Plus per \$1,000 bond or portion thereof	\$159	\$100	\$103
<u>Bond quantity worksheet amount (line T): >\$30,000 -120,000</u>				
Base Fee	Base	\$3,114	\$3,494	\$3,588
Plus per \$1,000 bond or portion thereof	Plus per \$1,000 bond or portion thereof	\$67	\$68	\$70
<u>Bond quantity worksheet amount (line T): >\$120,000</u>				
Base Fee	Base	\$9,256	\$9,672	\$9,933
Plus per \$1,000 bond or portion thereof	Plus per \$1,000 bond or portion thereof	\$20	\$34	\$35
Reclamation bond release inspection	Each	\$354	\$823	\$845
Re-inspection of non-bonded actions	Each	\$310	\$274	\$281
Substantial engineering permit inspection	Per Hour	Hourly	\$137	\$141

Fee Name	Unit	Current Fee	Total Cost	Proposed Fee
Maintenance bond inspections: Maintenance inspection fees are calculated by adding the applicable amounts from the table below.				
<u>Bond quantity worksheet amount (line T): \$0 - \$30,000</u>				
Base Fee	Base	\$636.00	\$886	\$910
Plus per \$1,000 bond or portion thereof	Plus per \$1,000 bond or portion thereof	\$21.00	\$9	\$9
<u>Bond quantity worksheet amount (line T): >\$30,000 -120,000</u>				
Base Fee	Base	\$1,063.00	\$1,161	\$1,192
Plus per \$1,000 bond or portion thereof	Plus per \$1,000 bond or portion thereof	\$6.00	\$6	\$6
<u>Bond quantity worksheet amount (line T): >\$120,000</u>				
Base Fee	Base	\$1,612.00	\$1,710	\$1,756
Plus per \$1,000 bond or portion thereof	Plus per \$1,000 bond or portion thereof	\$2.00	\$3	\$3
Limited Use Right-of-Way Permits (Types A, B, C & Beautification)				
Application Fee (includes 1 hour review and 1 hour inspection)	Each	\$237	\$369	\$379
Review fee in excess of 1 hour	Per Hour	Hourly	\$169	\$174
Inspection fee in excess of 1 hour	Per Hour	Hourly	\$137	\$141
Use Fee*	Per Sq. ft.	\$20		\$20
Beautification Permit	Each	\$0	\$369	\$379
*Use Area x \$20 per sq. ft. x days of usage / 365 or a min of \$100 whichever is greater				
Access Right-of-Way Permits				
Application Fee (includes 1 hour review and 1 hour inspection)	Each	\$237	\$369	\$379
Review fee in excess of 1 hour	Per Hour	Hourly	\$169	\$174
Inspection fee in excess of 1 hour	Per Hour	Hourly	\$137	\$141
Use Fee				
Open to the Public	Each	No fee		No fee
Limited (not open to the public)*	Per Sq. Ft.	0.25x Value		0.25x Value
*Use Area x value (value of adjacent land in sq. ft. according to King County Assessor Records) x 25% or min of \$100 whichever is greater				
Encroachment Right-of-Way Permits*				
Application Fee (includes 1 hour review and 1 hour inspection)	Each	\$237	\$369	\$379
Review fee in excess of 1 hour	Per Hour	Hourly	\$169	\$174
Inspection fee in excess of 1 hour	Per Hour	Hourly	\$137	\$141
Use Fee*	Per Sq. ft.	12% x # of years		12% x # of years
*Use Area x value (value of adjacent land in sq. ft. according to King County Assessor Records) x # of Years x 12% or a min of \$100 whichever is greater				
Right-of-Way Special Use Permits*				
Application Fee (includes 1 hour review and 1 hour inspection)	Each	\$237	\$369	\$379
Review fee in excess of 1 hour	Per Hour	Hourly	\$169	\$174
Inspection fee in excess of 1 hour	Per Hour	Hourly	\$137	\$141
Use Fee*	Each	12% x # of years		12% x # of years
*Use Area x value (value of adjacent land in sq. ft. according to King County Assessor Records) x # of Years x 12% or a min of \$100 whichever is greater				



DEVELOPMENT SERVICES DEPARTMENT FEE STUDY RESULTS

CITY OF KENMORE, WASHINGTON

MATRIX
CONSULTING GROUP

BACKGROUND / INTRODUCTION

- City last conducted a fee study in 2017 for development-related fees (Building, land development, land use, and code enforcement).
- Best practice is to conduct Fee Studies every 5-7 years.
- Compliance with state regulations.



STUDY OBJECTIVES



STREAMLINE FEE STRUCTURE

Consolidate, Expand, Add / Remove Fees



LEGAL COMPLIANCE

Compliance with RCW 82.020 and Court Decisions



TIME ASSUMPTIONS

Identify the average level of effort associated with activities



COMPARATIVE SURVEY

Benchmark against other jurisdictions



FULLY BURDENED HOURLY RATES

Determine direct and indirect costs



MASTER FEE SCHEDULE

Provide all existing and proposed fees in a comprehensive manner



FEE CALCULATION METHODOLOGY



- Average staff time by position title spent per permit, application, or fee-related activity.
- Salaries, Benefits, Productive Hours, Services & Supplies, Supervisory Support, and Citywide Overhead
- Maximum justifiable fee that can be assessed



FEE STUDY RESULTS

- Reviewed 243 fee lines related to Building and Land Use permitting codes
- Incorporated Engineering hourly reviews into land use and planning applications directly
- Streamlined planning fees by condensing base and per lot to per lot and modifying fees to be based on acreage / size rather than valuation .
- Created new fees in building for common standalone permits – retaining walls, swimming pools, etc.



FEE STUDY RESULTS (2)

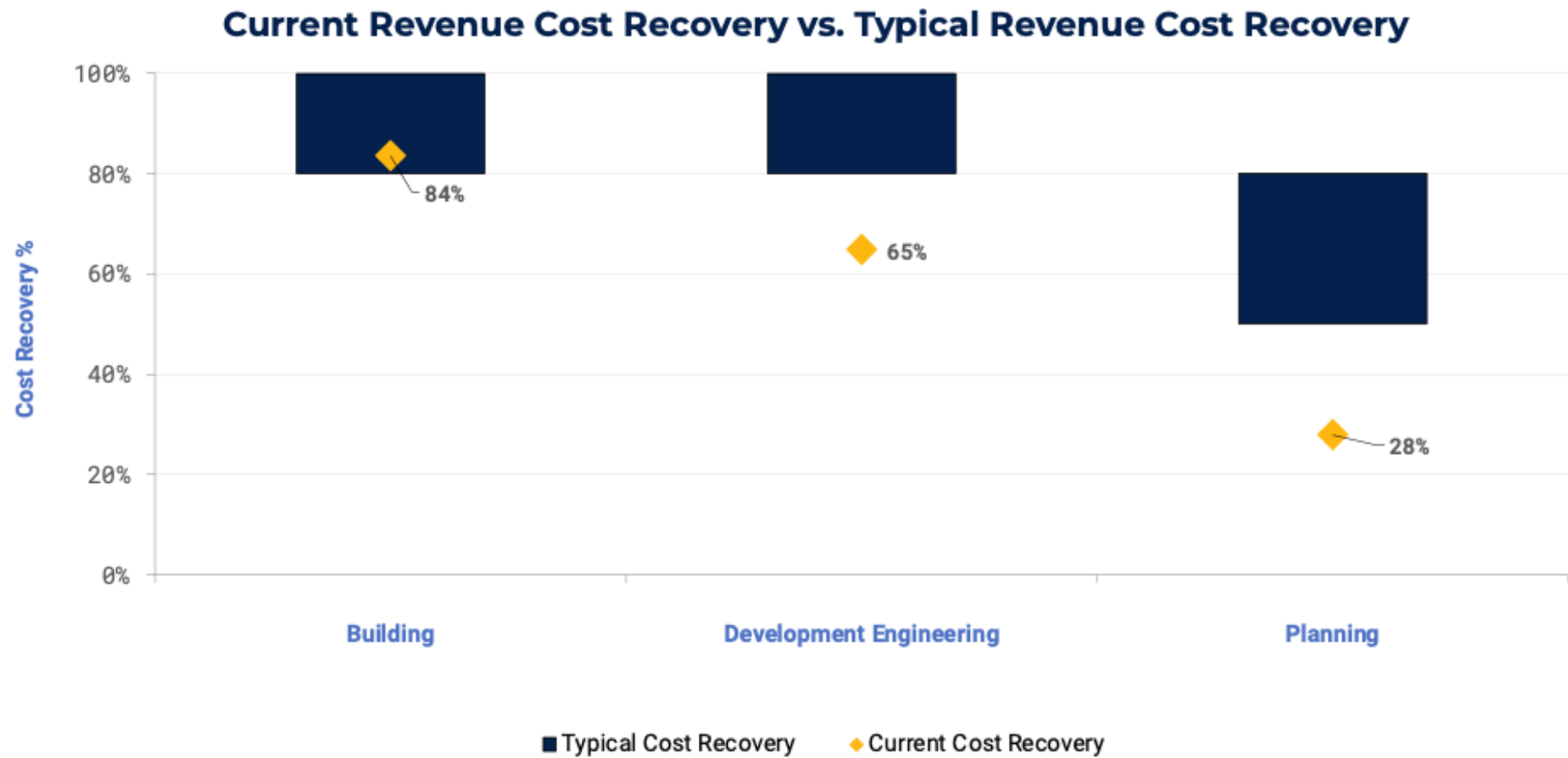


Service Area	Total Revenue	Total Annual Cost	Difference	Cost Recovery %
Building	\$1,054,180	\$1,262,373	(\$208,193)	84%
Dev. Engineering	\$140,864	\$217,435	(\$76,571)	65%
Planning	\$21,141	\$75,648	(\$54,507)	28%
Total	\$1,216,185	\$1,555,457	(\$339,272)	78%

Building’s deficit is in relation to plan check fees. Plan Check is currently 65% of the permit fee and the full cost is 80% of the fee.



COST RECOVERY COMPARISON



NEXT STEPS



Review proposed development services fee schedule – incorporating 2026 CPI increase



Adopt an annual fee escalator (CPI or COLA), recommended to maintain 100% cost recovery target



Reevaluate fees again in 5-7 years based on organizational / technological changes.



City of Kenmore

2025 Fee Schedule

VERSION 2, REVISED FEBRUARY 2025



Resolution no. 25-0425



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

1. Business Registration and Licenses (KMC Title 5)

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

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

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

2. Code Enforcement

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

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

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

3. Community Development

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

+

4. Development Services

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

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

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

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

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

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

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

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

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

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

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

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

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

Reclamation bond release inspection	\$354
Re-inspection of non-bonded actions	\$310
Substantial engineering permit inspection	Hourly
Maintenance bond inspections: Maintenance inspection fees are calculated by adding the applicable amounts from the table below.	
	Plus per \$1,000 bond or portion thereof
Bond quantity worksheet amount (line T)	Base Fee
\$0 – \$30,000	\$636 + \$21
>\$30,000 – 120,000	\$1,063 + \$6
>\$120,000	\$1,612 + \$2

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Memorial Sign*	Fee
Application fee and sign	\$300

5. Animal Care and Control

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

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

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

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

6. Miscellaneous

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

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

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

7. Public Records Requests

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

+ 8. Surface Water

Surface Water Management Service Annual Program Charges

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

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

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

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

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 11/17/2025

Subject/Topic:	Proposed Council Action/Motion:
Temporary Use Permit No. TMP25-0726. Public hearing, Discussion, and Action to allow “Construction and Trade” as a temporary use for the Interim Public Works Shop for a one-year period for a property located at 6532 NE Bothell Way which is owned by the City of Kenmore and zoned Downtown Commercial, subject to conditions. Department: Development Services Prepared by: Samantha Loyuk, Development Services Director; Jennifer Gordon, Public Works Operations Director Attachments: 1. Renewal Application and Project Narrative 2. Site Plan 3. Site Photos	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☒ Adopt/Approve ☒ Authorize ☐ Other: Motion to allow “Construction and Trade” as a temporary use for the Interim Public Works Shop for a one-year period at real property located at 6532 NE Bothell Way, Kenmore, Washington, which is owned by the City of Kenmore and zoned Downtown Commercial, subject to conditions.

Approvals:

Department	City	Finance	City	PW Ops
Head <u>SL 10/29/25</u>	Attorney <u>DR 11/3/25</u>	Director <u>MM 11/3/25</u>	Manager <u>TK 11/6/25</u>	Director <u>JG 10/29/25</u>

Summary/Background:

On January 1, 2019, the City of Kenmore (“City”) began providing in-house public works services and has since been working to identify a permanent location for a Public Works Shop. Under Title 18 of the Kenmore Municipal Code (KMC), this use is classified as “Construction and Trade” (KMC 18.20.590).

In 2018, the City identified the property at 6532 NE Bothell Way (“subject property”) as a suitable temporary location for the Public Works Shop. The property is zoned Downtown Commercial (DC) and accessed from 67th Avenue NE. Although “Construction and Trade” uses are not permitted in the DC zone (KMC 18.25.020), they may be allowed on a temporary basis through a Temporary Use Permit (KMC 18.100.100). Temporary Use Permits provide a mechanism for the City to authorize uses otherwise not permitted. Any temporary use lasting more than 90 days requires a public hearing

and City Council approval for up to one year, with the option for annual renewals at Council's discretion following a public hearing.

In late 2021, the City purchased property for the future Public Works Operations Center (PWOC), which will serve as the permanent facility. The Public Works department is managing the construction of the PWOC. The site development permit has been issued, site work is underway, and the building permit application is in review. The new facility is expected to be operational in 2026 or 2027.

The current Temporary Use Permit for the subject property expires on December 31, 2025. Public Works is requesting a one-year renewal. Staff find that the temporary use continues to meet the decisional criteria outlined in KMC 18.100.125 and recommends that the City Council approve the renewal request.

Previous Council Action(s):

On November 13, 2018, the City Council approved the temporary use of the subject property for the Public Works Shop for one year (January 1, 2019 – January 2, 2020). As the search for a permanent site continued, Council approved annual renewals for the temporary use each subsequent year (2020–2025).

Fiscal Consideration:

The subject property is owned by the City. Keeping the Public Works shop in this temporary location presents no additional financial obligation beyond what has already been considered.

Diversity, Equity, Inclusion, and Accessibility (DEIA) Consideration:

[DEIA Strategic Plan](#) | [City's Equity Framework Toolkit](#)

This agenda item supports the following DEIA objectives:

- **Objective 5.1.1:** Evaluate and ensure that parks, buildings, and other public facilities are safe, well-maintained, and operating efficiently.
- **Objective 5.2:** Improve transportation safety and accessibility for multiple modes of travel.

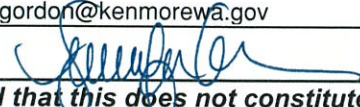
[City Council Priorities](#) or Budget Objective Being Addressed:

This agenda item supports the core mission of the city, as described in the 2025-2026 priorities preamble, which includes ensuring public safety and maintaining the City's infrastructure.

104**CITY OF KENMORE, WA
PERMIT RENEWAL OR EXTENSION APPLICATION**18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Please renew/extend permit #: <u>TMP18-0723 (PRJ18-0147)</u>		Permit #: TMP25-0726
Issue date of original permit: <u>Approx. 2018</u>		STAFF USE AREA Received 10/23/2025 Date stamp
Project Name: <u>Interim Public Works Shop</u>		
Property Address: <u>6532 NE Bothell Way, Kenmore, WA 98028</u>		
<u>Parcel no. 794630-0195 & 794630-0196</u>		
Work Started? N ☐ , Y ☐ → What Stage: <u>Temporary use is ongoing</u>		
Requesting a Final inspection only ☐		
If work has not started, reason for delay: <u>N/A</u>		
Applicant: <u>City of Kenmore, Jennifer Gordon PW Ops Dir.</u>		Phone: <u>425-398-8900</u>
Address: <u>18120 68th Ave NE</u>		City, Zip, St: <u>Kenmore, WA 98028</u>
e-mail address: <u>jgordon@kenmorewa.gov</u>		Fax: _____
Signature: 		Date: <u>10/23/25</u>
<i>I understand that this does not constitute a permit and there are associated fees with this request</i>		
Please update the following information if there have been any changes:		
Property Owner: <u>City of Kenmore</u>		Phone: <u>425-398-8900</u>
Address: <u>18120 68th Ave NE</u>		City, Zip, St: <u>Kenmore, WA 98028</u>
e-mail address: _____		Fax: _____
Contractor's Company Name: <u>N/A</u>		Phone: _____
Address: _____		City, Zip: _____
e-mail address: _____		Fax: _____
Contractor's Lic. #: _____		Expiration Date: _____
		State UBI#: _____
Contact Person: <u>Jennifer Gordon, PW Operations Director</u>		Phone: <u>425-398-8900</u>
Address: _____		City, Zip: _____
e-mail address: _____		Fax: _____

TEMPORARY USE PERMIT

The City owns the Shell property located at 6532 NE Bothell Way which is approximately ½ acre in size. It is currently used as an interim public works and parks maintenance and operation site. The entire property is needed to accommodate the interim use for city maintenance and operations. Public Works operation and maintenance uses are prohibited on this property by the Zoning code. To accommodate the temporary use, Council has approved several one-year temporary use exceptions.

While a permanent location has been purchased, the temporary use will need to continue until the new site is ready. Based on the current status of the new Public Works Operations Center, the requested 1-year temporary use will likely need to be extended for an additional year beyond 2026.

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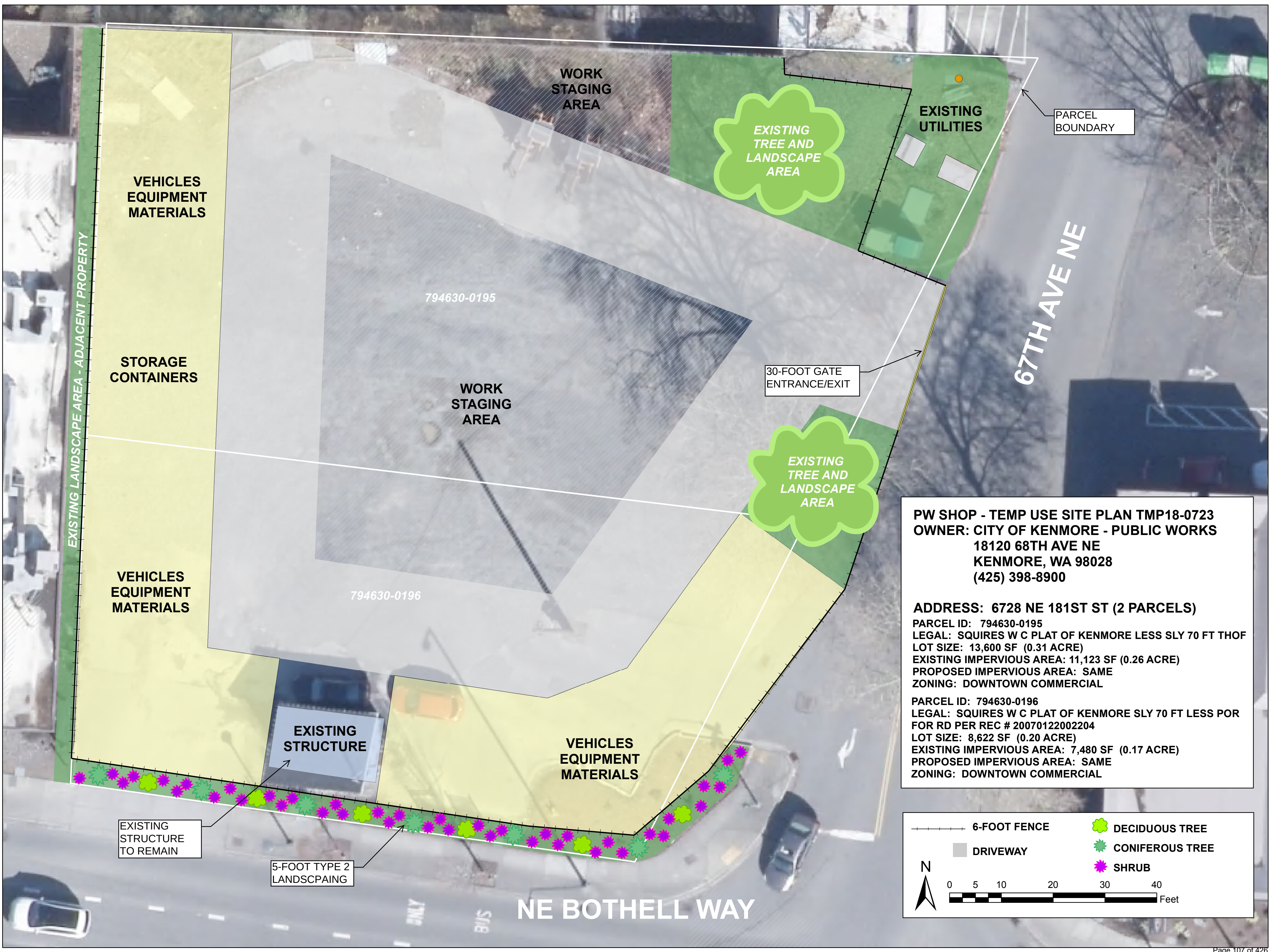
The City previously installed a 6-foot-high black chain link fence with privacy screening. This has been maintained and continues to provide screening and a secure site for city vehicles, equipment, and staff.

LANDSCAPING

The City previously installed a 5-foot-wide strip of Type II landscaping along the SR 522 frontage. This has been maintained and acts a visual separator between the property and the public (SR 522).

NOISE/PARKING AND LAND USE

The temporary use is not (and has not been) materially detrimental to the public welfare. In addition to the property on SR 522, the back side of the Post Office building at 6700 NE 181st St (another city-owned building) is used for indoor storage and office space for maintenance workers. Noise and parking associated with the temporary public works shop has been minimal and compatible with surrounding uses.



VEHICLES
EQUIPMENT
MATERIALS

STORAGE
CONTAINERS

VEHICLES
EQUIPMENT
MATERIALS

WORK
STAGING
AREA

794630-0195

WORK
STAGING
AREA

794630-0196

EXISTING
STRUCTURE

VEHICLES
EQUIPMENT
MATERIALS

EXISTING
TREE AND
LANDSCAPE
AREA

EXISTING
UTILITIES

PARCEL
BOUNDARY

67TH AVE NE

30-FOOT GATE
ENTRANCE/EXIT

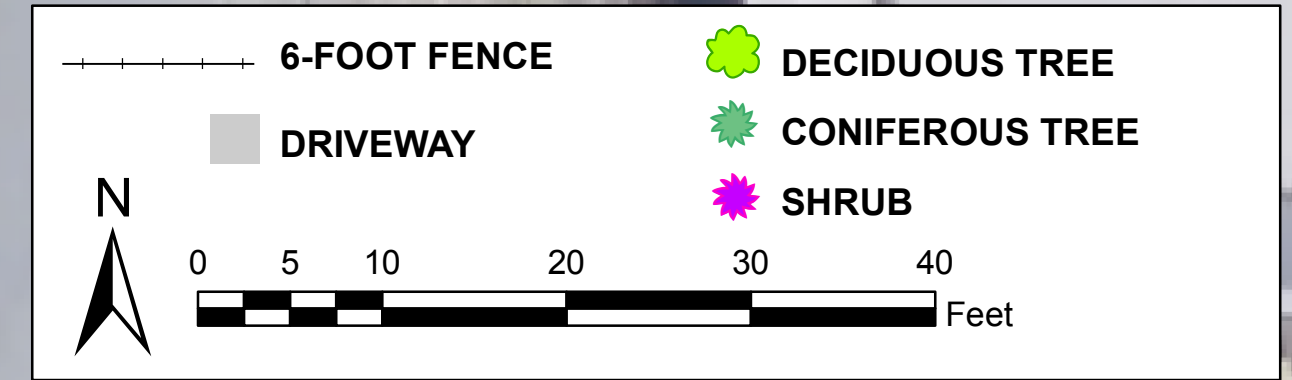
EXISTING
TREE AND
LANDSCAPE
AREA

PW SHOP - TEMP USE SITE PLAN TMP18-0723
OWNER: CITY OF KENMORE - PUBLIC WORKS
18120 68TH AVE NE
KENMORE, WA 98028
(425) 398-8900

ADDRESS: 6728 NE 181ST ST (2 PARCELS)
PARCEL ID: 794630-0195
LEGAL: SQUIRES W C PLAT OF KENMORE LESS SLY 70 FT THOF
LOT SIZE: 13,600 SF (0.31 ACRE)
EXISTING IMPERVIOUS AREA: 11,123 SF (0.26 ACRE)
PROPOSED IMPERVIOUS AREA: SAME
ZONING: DOWNTOWN COMMERCIAL
PARCEL ID: 794630-0196
LEGAL: SQUIRES W C PLAT OF KENMORE SLY 70 FT LESS POR
FOR RD PER REC # 20070122002204
LOT SIZE: 8,622 SF (0.20 ACRE)
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EXISTING
STRUCTURE
TO REMAIN

5-FOOT TYPE 2
LANDSCAING



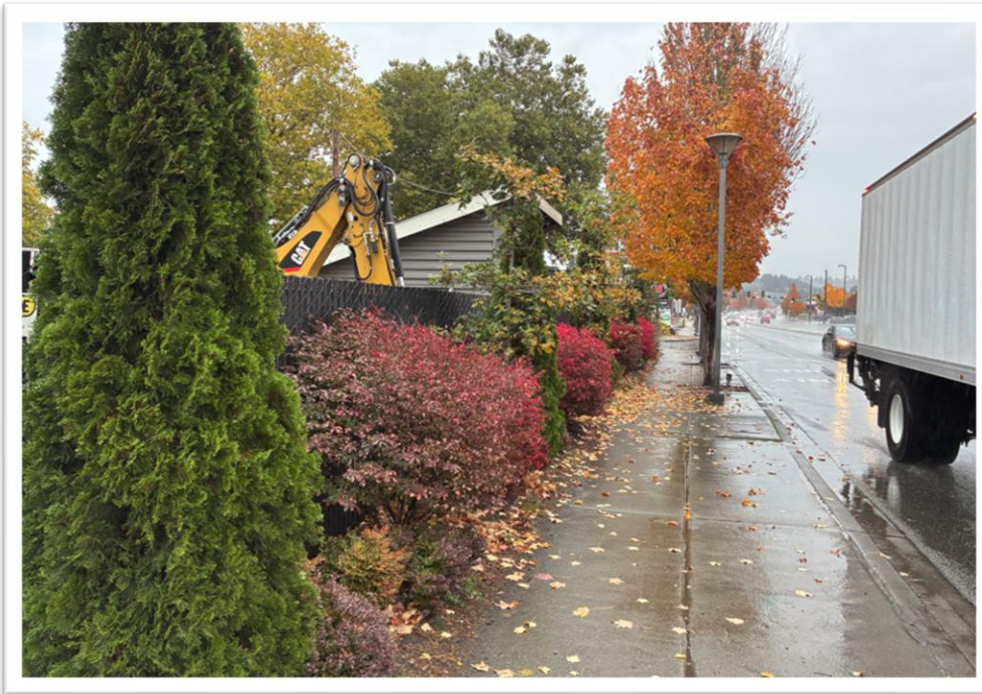
NE BOTHELL WAY

Public Works Operations Temporary Yard

From 67th Ave NE



From NE Bothell Way



Temporary Use Permit Renewal: Interim Public Works Shop

At 6532 NE Bothell Way



Jennifer Gordon, Public Works Operations Director &
Samantha Loyuk, Development Services Director

November 17, 2025

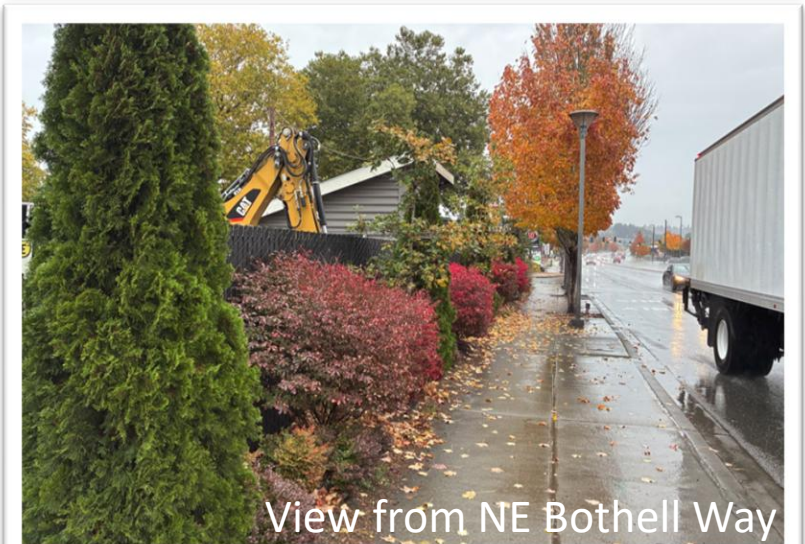


Overview

- City began in-house public works operations in 2019
- Temporary shop established at 6532 NE Bothell Way (Downtown Commercial zone)
- “Construction and Trade” uses not typically permitted in DC zone – allowed under Temporary Use Permit (KMC 18.100.100)
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View from 67th Avenue NE



View from NE Bothell Way

TMP25-0726 Renewal

- **Action Requested:** Renew the Temporary Use Permit for one year (2026).
- **Reason:** Permanent Public Works Operations Center is under construction
- **Recommended Motion:** Approve Temporary Use Permit No. TMP25-0726 for one additional year, subject to conditions





Thank you. Questions?



City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 11/17/2025

Subject/Topic:	Proposed Council Action/Motion:
Temporary Use Permit No. TMP25-0726. Public hearing, Discussion, and Action to allow “Construction and Trade” as a temporary use for the Interim Public Works Shop for a one-year period for a property located at 6532 NE Bothell Way which is owned by the City of Kenmore and zoned Downtown Commercial, subject to conditions. Department: Development Services Prepared by: Samantha Loyuk, Development Services Director; Jennifer Gordon, Public Works Operations Director Attachments: 1. Renewal Application and Project Narrative 2. Site Plan 3. Site Photos	☐ Information Only ☐ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☒ Adopt/Approve ☒ Authorize ☐ Other: Motion to allow “Construction and Trade” as a temporary use for the Interim Public Works Shop for a one-year period at real property located at 6532 NE Bothell Way, Kenmore, Washington, which is owned by the City of Kenmore and zoned Downtown Commercial, subject to conditions.

Approvals:

Department	City	Finance	City	PW Ops
Head <u>SL 10/29/25</u>	Attorney <u>DR 11/3/25</u>	Director <u>MM 11/3/25</u>	Manager <u>TK 11/6/25</u>	Director <u>JG 10/29/25</u>

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104**CITY OF KENMORE, WA
PERMIT RENEWAL OR EXTENSION APPLICATION**18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Please renew/extend permit #: TMP18-0723 (PRJ18-0147)Issue date of original permit: Approx. 2018Project Name: Interim Public Works ShopProperty Address: 6532 NE Bothell Way, Kenmore, WA 98028Parcel no. 794630-0195 & 794630-0196Work Started? N ☐, Y ☐ → What Stage: Temporary use is ongoingRequesting a Final inspection only ☐If work has not started, reason for delay: N/A

Permit #:

TMP25-0726

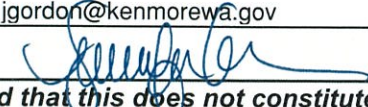
STAFF USE AREA

*Received
10/23/2025*

Date stamp

Applicant: City of Kenmore, Jennifer Gordon PW Ops Dir.Phone: 425-398-8900Address: 18120 68th Ave NECity, Zip,
St: Kenmore, WA 98028e-mail address: jgordon@kenmorewa.gov

Fax: _____

Signature: Date: 10/23/25*I understand that this does not constitute a permit and there are associated fees with this request*

Please update the following information if there have been any changes:

Property Owner: City of KenmorePhone: 425-398-8900Address: 18120 68th Ave NECity, Zip,
St: Kenmore, WA 98028

e-mail address: _____

Fax: _____

Contractor's Company Name: N/A

Phone: _____

Address: _____

City, Zip: _____

e-mail address: _____

Fax: _____

Contractor's Lic. #: _____ Expiration Date: _____ State UBI#: _____

Contact Person: Jennifer Gordon, PW Operations DirectorPhone: 425-398-8900

Address: _____

City, Zip: _____

e-mail address: _____

Fax: _____

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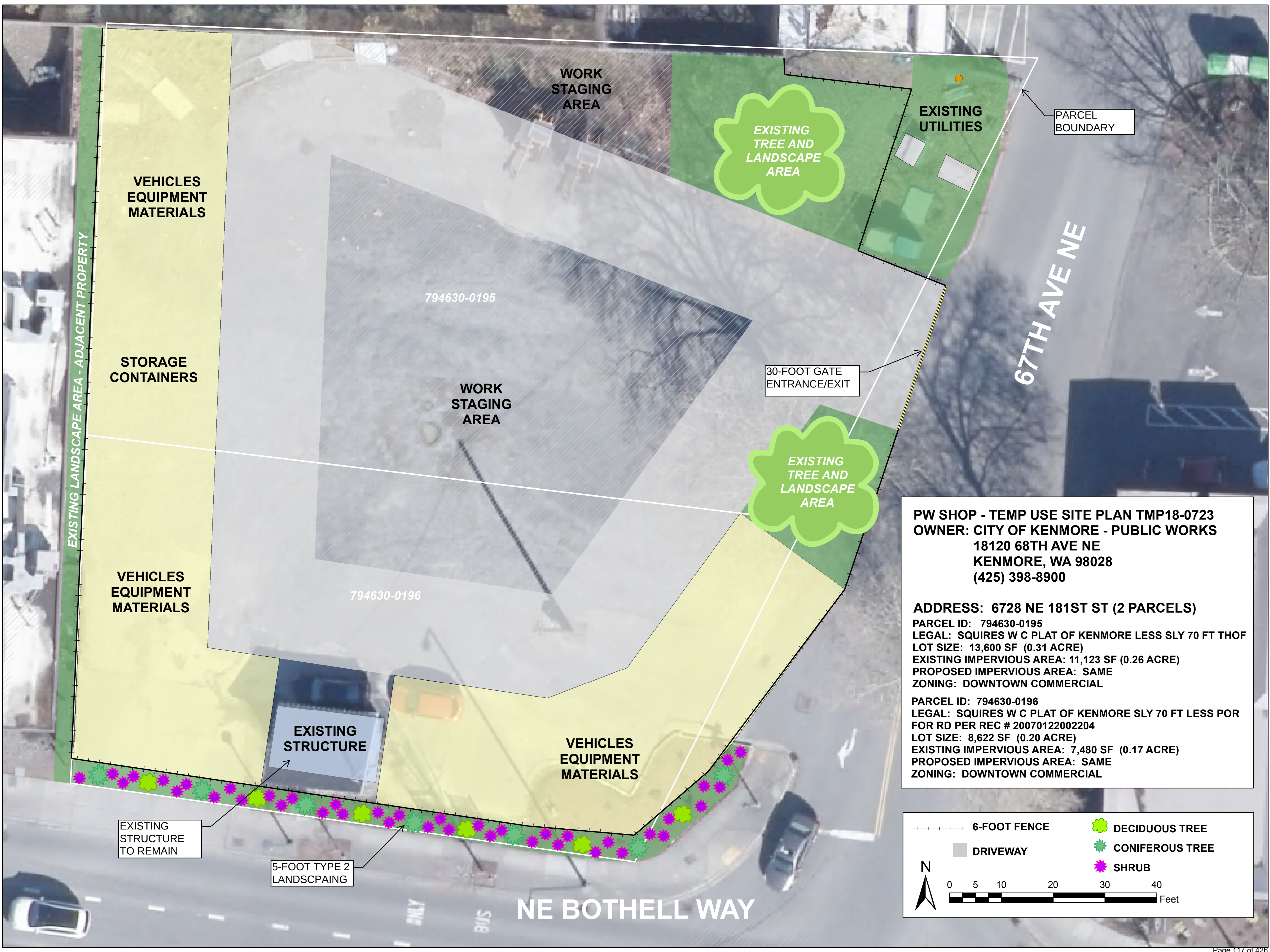
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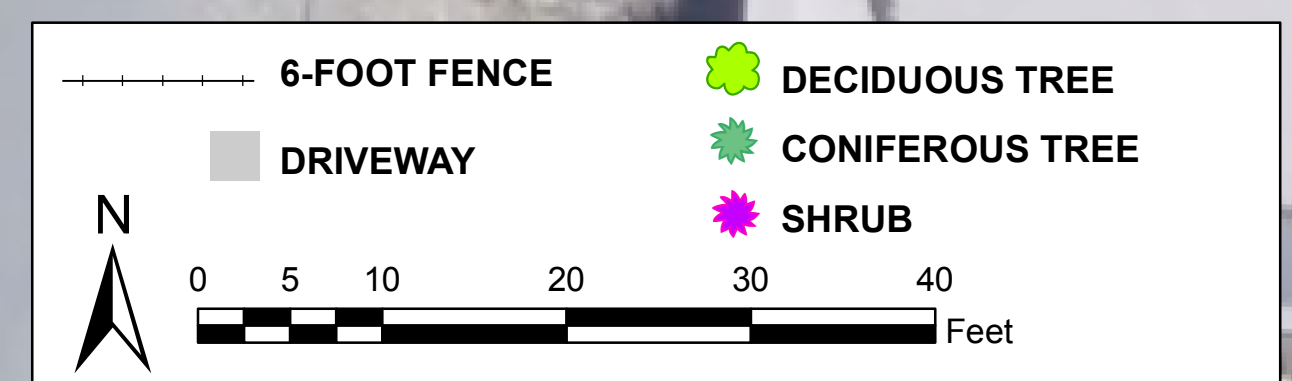
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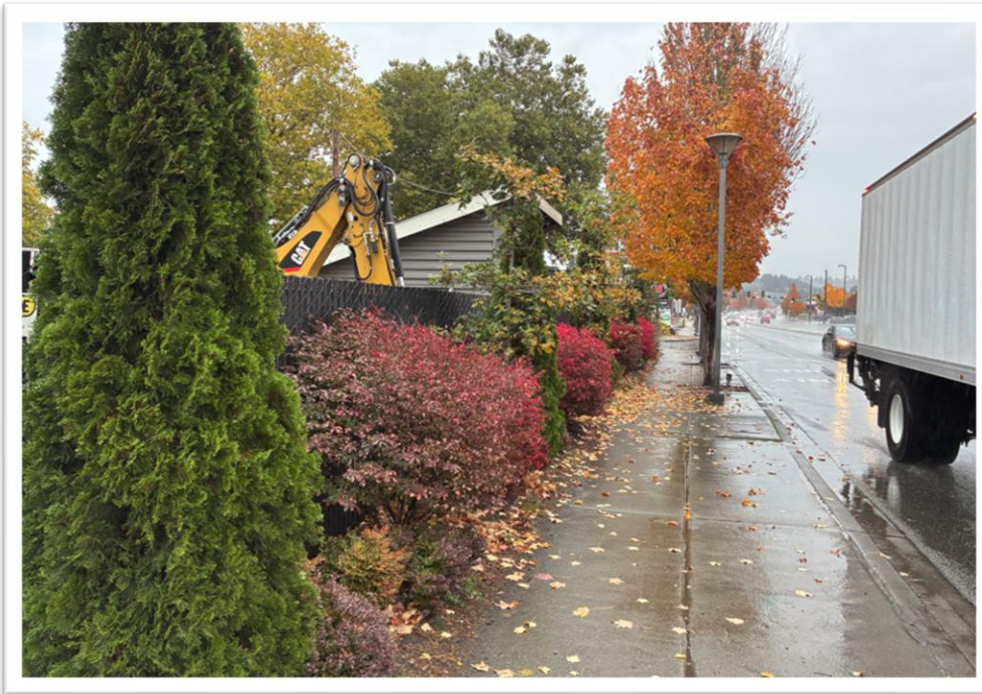


Public Works Operations Temporary Yard

From 67th Ave NE



From NE Bothell Way



Temporary Use Permit Renewal: Interim Public Works Shop

At 6532 NE Bothell Way



Jennifer Gordon, Public Works Operations Director &
Samantha Loyuk, Development Services Director

November 17, 2025

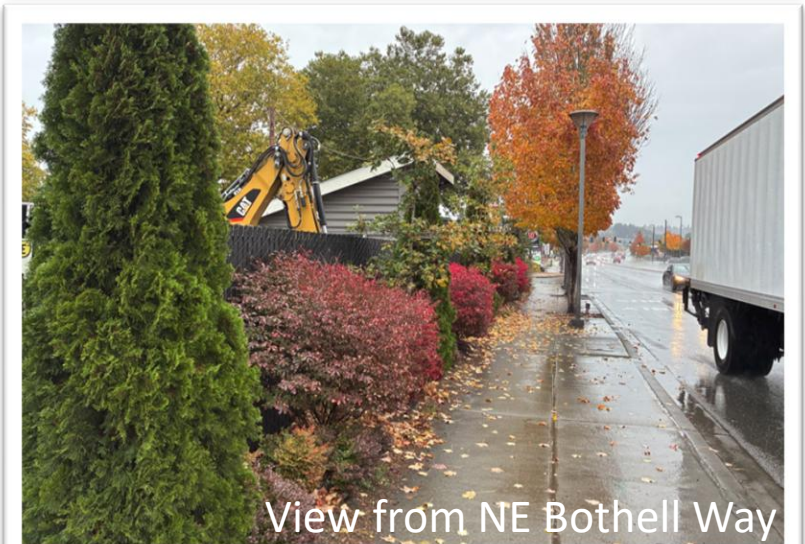


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View from 67th Avenue NE



View from NE Bothell Way

TMP25-0726 Renewal

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- **Reason:** Permanent Public Works Operations Center is under construction
- **Recommended Motion:** Approve Temporary Use Permit No. TMP25-0726 for one additional year, subject to conditions





Thank you. Questions?



City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 11/17/2025

Subject/Topic:	Proposed Council Action/Motion:
Discussion and potential approval of the 2026 Fee Schedule: Resolution No. 25-434. Department: Development Services Prepared by: Samantha Loyuk Development Services Director Attachments: 1. Resolution No. 25-434 a. Resolution No. 25-434 Exhibit A: 2026 Fee Schedule 2. Current 2025 Fee Schedule 3. Northshore School District 2025-2031 Capital Facilities Plan 4. 2026 Fee Schedule – Changes Tracked 5. Comparison Data: Permit Fees Through the Years	☐ Information Only ☐ Receive and File ☐ Discuss ☒ Provide Direction ☐ Public Hearing ☒ Adopt/Approve ☐ Authorize ☐ Other: Motion to approve Resolution No. 25-434, adopting the City of Kenmore 2026 Fee Schedule

Approvals:

Department Head SL 10/27/25 City Attorney DR 11/3/25 Finance Director MM 11/3/25 City Manager TK 11/6/25 Optional _____

Summary:

The proposed 2026 Fee Schedule reflects modest adjustments to keep pace with inflation and the actual cost of providing services. Several fees were reduced or eliminated based on the recent fee study and prior City Council policy direction—for example, ADU permit fees remain waived, and appeal and renewal fees were lowered. A notable increase is the fee-in-lieu of affordable housing in R-4 and R-6 zones, which supports the City’s middle and affordable housing goals; however, this fee is optional, as developers can instead meet the requirement by constructing affordable units.

Background:

The City of Kenmore Fee Schedule is reviewed and updated annually, as provided for in Ordinance no. 02-0139 to reflect the cost of providing a particular service or regulating certain activity. Since the majority of the fees in the Fee Schedule are development-related (e.g., permit fees), the Development Services department acts as the lead for annual updates, while coordinating with other departments which collect fees for the city (e.g., park reservations, annual right-of-way use fees, surface water management service charges, etc.).

The proposed 2026 Fee Schedule is based on 100% cost recovery and includes a 2.7% CPI adjustment in most areas, as outlined in the 2025 Fee Study (Matrix Consulting Group, September 2025). However, some fee increases recommended in the study were not included because City Council had previously provided policy direction on specific items, included but not limited to waiving building permit fees for accessory dwelling units (ADUs), eliminating the fee for the first pre-application meeting, and reducing appeal fees for land use decisions. A summary of the proposed changes is provided below, and more detailed comparisons can be made by reviewing Attachment 1 (proposed fee schedule) and Attachment 4 (tracked-changes version).

Summary of Proposed Changes:

- Most development fees increased based on 100% cost recovery and a 2.7% CPI adjustment.
- Existing policy decisions remain in place, including:
 - Waiving most building permit fees for new ADUs, with the small State surcharge (\$6.50) still applied.
 - Waiving the fee for the first pre-application meeting to support economic development.
 - Reducing fees for subsequent pre-application meetings and waiving pre-application fees for affordable housing projects.
 - Waiving pre-application fees for city projects where no revenue is generated.
 - Reducing the appeal fee to \$125 to encourage public engagement and lower financial barriers.
 - Eliminating temporary use permit fees for temporary homeless shelters to support emergency housing.
 - Reducing permit renewal fees to encourage completion of projects.
 - Reducing tree removal permit fees to promote compliance.
 - Eliminating right-of-way beautification permit fees.
 - Reducing special event permit fees, and eliminating fees for city-sponsored special events.
- Transportation impact fees remain unchanged.
- Parks impact fees remain unchanged; the Community Development Department will present updates with the PROS Plan in early 2026 which may result in parks impact fee changes.
- School impact fees were updated based on the 2025-31 Northshore School District CFP approved 10/13/2025 (Attachment 3):
 - Single-family residential units increased from \$15,159 to \$16,550 per unit (9% increase).
 - Multi-family units increased from \$2,755 to \$5,945 per unit (116% increase).
- **New fee:** Fees in lieu of affordable housing in R-4 and R-6 zones (KMC 18.77.043) are set at \$6.00 per square foot for owner-occupied units and \$8.00 per square foot for renter-occupied units, in accordance with middle housing regulations adopted under Ordinance 25-0630.
- **New:** Address assignment fees.
- **New:** Increasing wet season penalties for non-compliance to promote environmental protection.

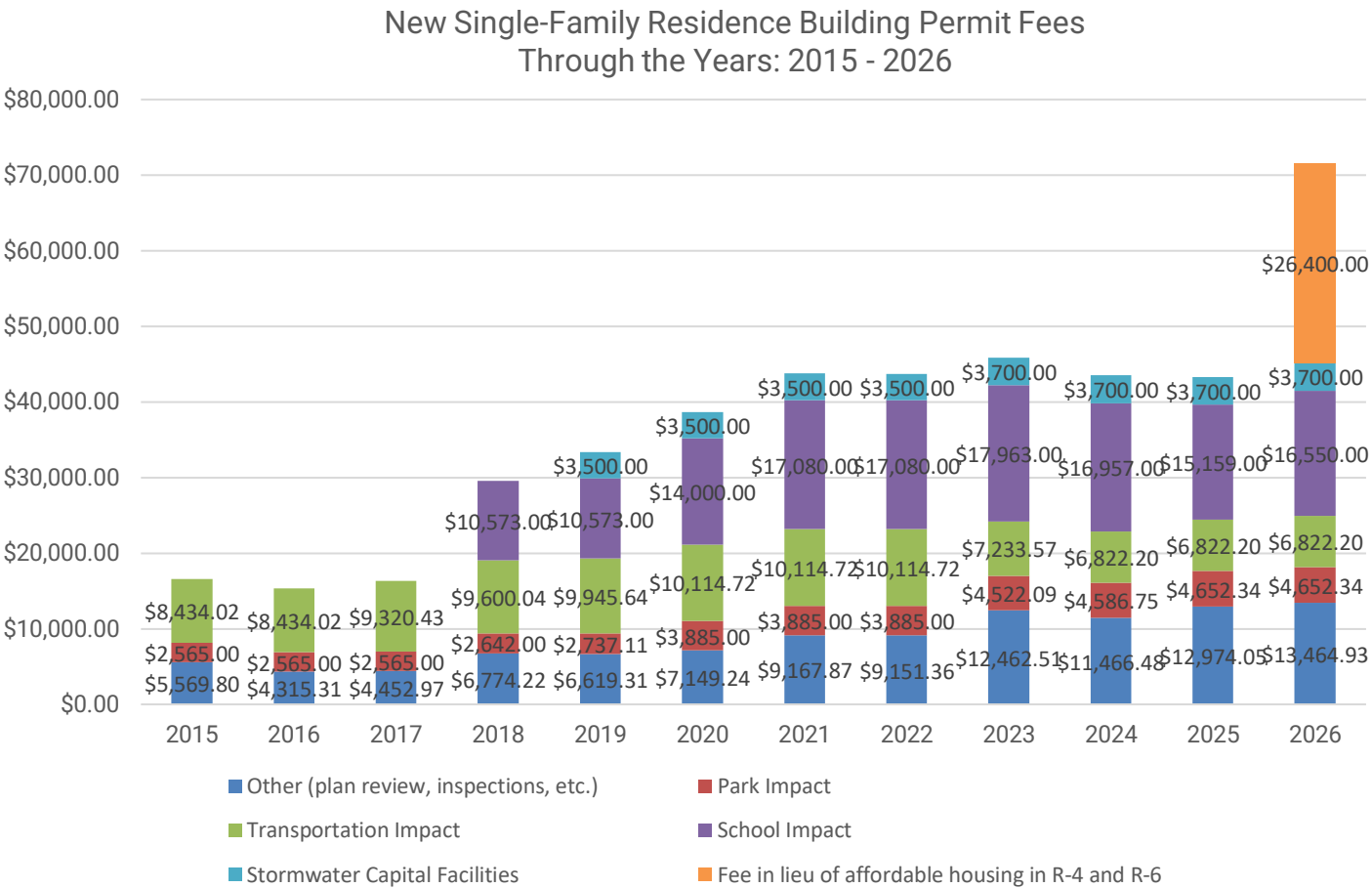
This schedule reflects a combination of cost recovery adjustments, existing policy decisions, and new fees to align with updated housing and development policies.

What this Means for Permit Fees:

Permit fee adjustments reflect the increasing cost of providing services over time. While fee increases are seldom popular among developers and builders, they represent both necessary policy decisions and the real cost of doing business—ensuring that permit review, inspection, and administrative functions remain supported. The table to the right illustrates how building permit fees for new single-family residences have changed over the past decade. An itemized breakdown of permit fees through the years for a new single-family residence and the estimated cost for 2026 is provided as Attachment 5. This information is also summarized in the accompanying graph to help illustrate the overall trend and cost of obtaining a building permit for a new single-family residence in Kenmore. It’s important to note that additional costs—such as utility permits issued by the Northshore Utility District and other required permits, such as electrical and fire sprinkler permits—are not included in these calculations.

Year	Permit Fee
2015	\$16,568.82
2016	\$15,314.33
2017	\$16,338.40
2018	\$29,589.26
2019	\$33,375.06
2020	\$38,648.96
2021	\$43,747.59
2022	\$43,731.08
2023	\$45,881.17
2024	\$43,532.43
2025	\$43,307.59
2026	\$71,588.47

The increase shown for 2026 in new single-family residence building permit fees is largely due to the new fee-in-lieu of affordable housing, which represents most of the overall increase in the total permit cost. However, this fee is optional for developers. Under KMC 18.77.043, applicants can avoid the fee entirely by choosing to build smaller homes (under 1,750 square feet) or by providing an affordable unit on-site instead of paying the fee. In other words, the fee is not a mandatory cost increase, but rather an alternative compliance option that supports the City Council’s priorities around middle and affordable housing.



Previous Council Action(s):

The 2025 Fee Schedule was adopted by the Kenmore City Council on November 12, 2024, through Resolution No. 24-420, and subsequently amended on February 10, 2025, by Resolution No. 25-0425. The amended version (2025 Fee Schedule, Version 2) is the current schedule in effect.

Fiscal Consideration:

Annual adjustments to the City's fee schedule help the city recover costs associated with providing a particular service or regulating a certain activity. The proposed fee schedule supports financial sustainability and improves cost recovery for services provided.

Diversity, Equity, Inclusion, and Accessibility (DEIA) Consideration:

[DEIA Strategic Plan](#) | [City's Equity Framework Toolkit](#)

Objective 2.2: Engage the community in budget and policy decision-making.

[City Council Priorities](#) or Budget Objective Being Addressed:

This item relates to the City's core mission, which includes (among other responsibilities) safeguarding the City's finances.

**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 25-434**

A RESOLUTION OF THE CITY COUNCIL OF KENMORE,
WASHINGTON, REVISING THE CITY FEE SCHEDULE; ADOPTING
THE 2026 FEE SCHEDULE; REPEALING THE 2025 FEE SCHEDULE –
RESOLUTION NO. 24-420; AND ESTABLISHING AN EFFECTIVE
DATE.

WHEREAS, the City provides a wide range of services to the public, including administrative, public safety, parks and recreation, utilities, and permitting services; and

WHEREAS, the City incurs direct and indirect costs in delivering these services, including staff time, equipment, facilities, and other operational expenses; and

WHEREAS, it is the City's policy to establish and update fees and charges to recover all or a portion of the costs associated with providing such services, where appropriate; and

WHEREAS, the City Council has adopted City fees by resolution pursuant to Ordinance No. 02-0139; and

WHEREAS, City staff have conducted a review of the current fee schedule and proposed updates to reflect changes in service delivery costs, inflation, and best practices; and

WHEREAS, updating the fee schedule supports transparency, fiscal responsibility, and the long-term financial sustainability of City operations; and

WHEREAS, the City Council desires to adopt a revised fee schedule set forth in this resolution.

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

Section 1. Adoption. The City Council adopts the "City of Kenmore, Washington 2026 Fee Schedule", as set forth in "Exhibit A", attached hereto and incorporated by reference.

Section 2. Effective date. The Fees adopted by this resolution shall be effective on January 1, 2026.

Section 3. Repealer. Resolution No. 24-420 is hereby repealed, effective January 1, 2026.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON AT A SPECIAL MEETING THEREOF THIS 17TH DAY OF NOVEMBER, 2025.

CITY OF KENMORE

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

Scott Passey, City Clerk

APPROVED AS TO FORM:

Dawn Reitan, City Attorney

City of Kenmore

2026 Fee Schedule



Resolution no. 25-434



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New fees are identified with a "»" symbol in the left margin. Changes such as removals, reorganizations, or updated rates are not specifically flagged but can be identified by comparing this fee schedule to the previous year's version or by reviewing the City Council agenda materials or meeting recording.

1. Business Registration and Licenses (KMC Title 5)

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

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

Regulatory Business Licenses	2026 Fee
Adult Entertainment	
Device	\$50 each
Operator	\$500 per year
Premises	\$200 per year
Panoram Manager License	\$50 per year
Adult Cabaret	
Operator	\$500 per year
Cabaret Manager License	\$50 per year
Cabaret Entertainer License	\$50 per year
Adult Retail Business License	\$500 per year
Heavy Manufacturing Business	\$200 per year
Live Entertainment: music (other than mechanical); boxing or wrestling; pool halls; and bowling alleys	\$200 per year; \$100 per six months; or \$50 per day
Junk Shop License	\$300 per year
Junk Wagon License	\$40 per year
Cannabis Business License	\$500 per year
Massage Business and Public Bathhouse	\$150 per year
Massage Practitioner	\$50 per year
Theaters	\$100 each screen per year
Pawnbroker	\$500 per year
Peddler/Solicitor	No fee
Secondhand dealer	\$40 per year
Renewal of License, registration or permit late penalty	10% of required fee
Transferability of license of permit	\$25

2. Code Enforcement

Code Enforcement	2026 Fee
Hourly rate	\$145
Inspection/Posting	\$145 per hour
Re-inspection	\$145 per hour
Abatement	Actual Cost
Abatement Hearing	Actual Cost
Notice of Violation (NOV) Appeal Fee	\$125 each
Removal of Stop Work or Stop Use Order without the approval from the City	\$500
Violation of a Stop Work or Stop Use Order	\$500
Failure to perform Fire Watch	\$423 perday
Violation of International Fire Code	\$262 per day
Violation of wet season requirements	See Section 4
Late Fee	1.5% of balance due
Hearing Examiner	Actual City Costs
Inspection Warrant	\$350 each
Attorney Fees	Actual Cost
Paralegal Services	Actual Cost
Code Enforcement Administrative Fee, applies to all enforcement actions	15%
Work Commencing Before Permit Issuance	2 times the total permit fee

3. Community Development

Comprehensive Plan and Development Regulation Amendments	2026 Fee
Prescreening/threshold review fee	\$200
Annual amendment cycle fee (applicants whose amendment proposals are approved for consideration by the City Council)	\$400 (plus, actual costs of review by attorney and other outside consultants)

4. Development Services

General	2026 Fee
Fees in this section do not apply to new accessory dwelling units (ADUs).	
Technology Fee The technology fee applies to all fees listed in this section, except those collected by the City on behalf of other agencies (e.g., State Building Code Council, Shoreline Fire Department) or those specifically marked with an asterisk "*".	5%
Hourly Rate	\$153
The hourly fee applies to additional or excessive reviews and inspections. This includes all development permits and projects listed in Section 4. It covers extra plan reviews or inspections resulting from changes, additions, or revisions to approved plans, as well as re-submittals requiring four (4) or more review cycles, which are considered excessive. The fee also applies to reinspections and may be charged in situations where a review or inspection is needed but no specific fee is otherwise listed.	\$153 per hour

Research performed outside the context of a pending application review.	\$153 per hour
Where the original permit cost was less than or equal to the cost of an extension, the renewal fee shall be 25% of the original permit cost. Unless otherwise stated, this applies to all development permits.	25%
For use of outside consultants for plan review and inspections	Actual Cost
Attorney cost relating to a private development	Actual Cost
Late penalty on Development Permits (KMC 20.05.040)	1.5% of balance due

Development Agreement	2026 Fee
Threshold review with City Council	\$259 each
Development Agreement requested by the applicant (proposal is approved for consideration by the City Council)	\$6,471 + City Attorney fees
Development Agreement requested by the City	No fee

Pre-application	2026 Fee
Pre-application review fee (first pre-application)	No fee
Pre-application review fee (each subsequent pre-application)	
Base fee	\$650
After five hours	\$153 per hour
Pre-application review fee (city projects)	No fee
Pre-application review fee (affordable housing projects)	No fee

Zoning and Land Use	2026 Fee
Request for site specific rezone	\$3,321
» Master plan amendment or new master plan	\$14,519
Site plan application (KMC 18.105)	
0 - 0.50 acre	\$2,653
0.501 - 1 acre	\$2,797
> 1 acre	\$3,110
Major revision	\$1,335
Minor revision	\$582
Landscape plan review (KMC 18.35)	
Initial plan review based on site area	
0 – 1 site acre	\$405
> 1 – 2 site acres	\$511
> 2 site acres	\$1,018 per acre or portion thereof
Each plan revision review	\$148 per hour
Landscape and tree management inspections	
Landscape inspection	\$148 each
Landscape maintenance bond release inspection	\$148 each
Tree management plan review (KMC 18.57)	
Initial plan review based on site area	
0 – 1 site acre	\$392

> 1 – 2 site acres	\$719
> 2 site acres	\$1,079 per acre or portion thereof
Each plan revision review	\$148 per hour
Variance (e.g., zoning, critical area, etc.)	
Application review, zoning variance	\$1,483
Application review, critical area variance	\$2,221
Reasonable use exception (RUE)	\$2,221
Public agency and utility exception (PAUE)	\$2,028
Boundary line adjustment	\$888
Communications facilities (KMC 18.60)	
Application fee	\$2,318
Minor adjustment review	\$534
Major adjustment review	\$893
Eligible communication facility modifications (ECFM), KMC 18.60.130	\$550
Conditional Use permit (CUP)	\$2,596
CUP Minor Adjustment (KMC 18.115.100)	\$855
Accessory dwelling unit (ADU)	No fee
Change of use permit (zoning review)	
Application fee	\$738
Land use and zoning inspections	\$148 per hour
Legal lot status, application fee	\$655
Zoning verification letter/request	\$655
Design review	\$960
Temporary Use Permit	\$419
Temporary Use Permit for homeless shelters (KMC 18.100.200)	No fee
Affordable Housing Monitoring Fee	\$50 per unit
Request for code interpretation	\$192
Multi-Family Tax Exemption (MFTE), Application fee	\$1,010
Public notice mailing fee (based on the total number of individual mailers sent)	
Standard Application (no SEPA)	
Up to 100 mailers	\$1,101
100-500 mailers	\$1,550
More than 500 mailers	\$1,999
Standard Application (with SEPA)	
Up to 100 mailers	\$1,431
100-500 mailers	\$1,880
More than 500 mailers	\$2,329
Standalone SEPA	\$395

Subdivision, Short Subdivision, Unit Lot Subdivision, Binding Site Plan, & Final Plat	2026 Fee
Preliminary short subdivisions (9 lots or less)	
Base fee	\$2,554
Plus per lot	\$295
Major Revision	\$1,623
Minor revision	\$590
Short subdivision alteration	\$148 per hour

	Request for time extension	\$221
	Preliminary subdivisions (10 lots or more)	
	Base fee	\$3,863
	Plus per lot	\$148
	Major Revision	\$1,918
	Minor revision	\$590
	Request for time extension	\$221
	Subdivision alterations or vacations	
	With public hearing	\$2,939
	Without public hearing	\$913
»	Preliminary unit lot subdivision (ULS)	
	Base fee	\$2,254
	Plus per lot	\$295
	Major Revision	\$1,623
	Minor revision	\$590
	Short subdivision alteration	\$148 per hour
	Request for time extension	\$221
	Binding site plan (BSP)	
	Final BSP	\$1,972
	Conceptual/Preliminary BSP	\$2,789
	Revision to a conceptual/preliminary approved BSP	\$2,093
	Revision to a final BSP	\$443
»	Subdivision final approval (e.g., final short plat, final long plat, final ULS)	
	Final short subdivision or ULS, 4 lots or less	\$1,778
	Final short subdivision or ULS, 5 to 9 lots	\$1,952
	Final short subdivision or ULS, alteration	\$1,124
	Final subdivision or ULS, 30 lots or less	
	Base Fee	\$2,486
	Plus per lot	\$148
	Final subdivision or ULS, 31 lots or more	
	Base Fee	\$3,194
	Plus per lot	\$148
	Subdivision alteration	\$1,014
	Modification of a recorded building envelope	\$1,014
	Request for time extension	\$286

Shoreline Management Permit	2026 Fee
Shoreline substantial development permit (SSDP)	
Total cost of proposed development: Up to and equal to \$100,000	\$1,926
Total cost of proposed development: Over \$100,000	\$2,819
Shoreline variance (SVAR)	
Total cost of proposed development:	
Up to and equal to \$100,000	\$2,119
Over \$100,000	\$2,652
Shoreline conditional use permit (SCUP)	\$2,478
Shoreline re-designation	\$7,061
Shoreline exemption (SSDX)	\$719

Supplemental fees	
Request for a time extension	\$360
Shoreline permit revision	\$148 per hour
Fee when public hearing required	\$2,746
Permit compliance inspections	\$148 per hour

Special Reviews	2026 Fee
Request for name change (land use applications, after first review)	\$341
State Environmental Policy Act (SEPA) review	
Environmental checklist (projects)	
Base fee	\$1,140
After six hours	\$148 per hour
All fixed and contract costs	Actual Cost
Environmental checklist (Non-Projects)	\$228
Draft Environmental Impact Statement (DEIS), Final Environmental Impact Statement (FEIS), Supplemental Environmental Impact Statement (SEIS) or addenda preparation and review costs (e.g., scoping, writing, editing, publishing, mailing, distributing and contract administration).	\$50,000 deposit
Critical Area Review:	
Critical Area Plan Review:	
Minor / small residential	\$534
Other project types	\$829
Plus, per hour	\$148 per hour
Flood plain determination – certificate of elevation	\$447
Plus, per hour	\$148 per hour
Review of mitigation/enhancement plan	\$507 per hour
Critical areas inspection	\$148 per hour
Inspection and monitoring	\$148 per hour
Appeals to the Hearing Examiner from decisions of the City*	\$125
Departmental review of non-departmental permits	\$148 per hour

Tree Removal	2026 Fee
Significant Tree Removal	
Plan review & inspection(s)	\$50
Plan review beyond 2 hours	\$148 per hour
Exceptional Tree Removal	
Application fee	\$1,450
Tree Fund: Fee-in-Lieu (tree replacement)	
Each 1.0 tree unit (e.g., one 8' to 10' coniferous tree)	\$616 each

Engineering Review	2026 Fee
Road standards variance, application fee	\$760
Drainage adjustment, application fee	\$760
Wet season work variance, application fee	\$141 per hour
Wet season penalty for non-compliance	\$250 per day
Drainage review, single-family residential (e.g., building permit)	

Addition/alteration/rebuild	\$412
New SFR, within a plat	\$326
New SFR, not within a plat	\$532
Drainage review, all other projects (e.g., townhomes, multi-family, commercial, etc.)	
Base fee	\$696
Plus, per total disturbed area	
0 – 1 site acre	\$467
1.1 – 2 site acre	\$565
2.1 – 5 site acres	\$760
5.1 – 10 site acres	\$1,457
More than 10 site acres	\$1,837
Traffic Impact Analysis (TIA) review	
Level 1 (10 P.M. peak hour trips or less)	\$555
Level 2 (11-75 P.M. peak hour trips)	\$728
Level 3 (Over 75 P.M. peak hour trips)	\$903
Parking Review	\$238
Small Project Grading Permit: Projects that do not exceed 500 cubic yards (volume and disturbed area) and that do not require engineered drawings, as determined by the director.	\$623
Large Project Grading Permit:	
Disturbed Area: Up to 1 acre	\$1,117
Disturbed Area: Greater than 1 acre	
Base fee	\$1,822
Plus per acre or portion thereof	\$878
Engineering Permit plan review, short subdivisions (up to 9 lots)	
Application fee	\$380 per lot
Utility ROW permit review	\$348
Utility ROW inspection	\$422
Engineering Permit plan review, subdivisions (10 lots or more)	
Application fee	\$380 per lot
Utility ROW permit review	\$412
Utility ROW inspection	\$487
Engineering Permit plan review, multi-family (e.g., townhomes, apartments, condominiums, planned unit developments, etc.).	
Application fee	\$205 per unit/lot
Utility ROW permit review	\$412
Utility ROW inspection	\$487
Engineering Permit plan review, all other projects (e.g., commercial, industrial, institutional, utility, educational, government, etc.)	
Application fee	\$1,822
Plus per hour	\$174 per hour
Utility ROW permit review	\$412
Utility ROW inspection	\$487
As-built reviews	\$174 per hour
Engineering plan revision (e.g., post-issuance revision)	\$174 per hour

Additional/Excessive Review Fee – Applies to each review beginning with the fourth submittal. This fee also applies to any plan review services not otherwise specified in this section.	\$174 per hour
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Engineering Inspections			2026 Fee
Engineering construction inspections (when not associated to a Bond Quantity Worksheet): Inspection fees are calculated by adding the applicable amounts from the Annual Volume Table (below).			
<u>Annual Volume Table</u>			Plus per 100 cubic yards or portion thereof
Volume deposited or removed	Base Fee		
0 to 3,000 cubic yards	\$205	+	\$150
>3,000 to 10,000 cubic yards	\$4,717	+	\$34
>10,000 to 20,000 cubic yards	\$7,113	+	\$13
>20,000 to 40,000 cubic yards	\$8,523	+	\$13
>40,000 cubic yards	\$11,343	+	\$6
Engineering construction inspections (when associated to a Bond Quantity Worksheet): Inspection fees are calculated by adding the applicable amounts from the table below.			
Bond quantity worksheet amount (line T)	Base Fee		Plus per \$1,000 bond or portion thereof
\$0 – \$30,000	\$487	+	\$103
>\$30,000 – 120,000	\$3,588	+	\$70
>\$120,000	\$9,933	+	\$35
Reclamation bond release inspection			\$845
Re-inspection of non-bonded actions			\$281
Substantial engineering permit inspection			\$141 per hour
Maintenance bond inspections: Maintenance inspection fees are calculated by adding the applicable amounts from the table below.			
Bond quantity worksheet amount (line T)	Base Fee		Plus per \$1,000 bond or portion thereof
\$0 – \$30,000	\$910	+	\$9
>\$30,000 – 120,000	\$1,192	+	\$6
>\$120,000	\$1,756	+	\$3

Building Permits		2026 Fee
<u>Valuation Table</u>		
Total Valuation	Fee	
\$1 – \$500	\$175.45	
>\$500 – \$2,000	\$212.44 + \$9.86 for each additional \$100 or fraction thereof	
>\$2,000 – \$25,000	\$360.33 + \$23.50 for each additional \$100 or fraction thereof	
>\$25,000 – \$50,000	\$900.82 + \$21.62 for each additional \$100 or fraction thereof	
>\$50,000 – \$100,000	\$1,441.31 + \$7.21 for each additional \$100 or fraction thereof	
>\$100,000 – \$500,000	\$1,801.64 + \$7.56 for each additional \$100 or fraction thereof	
>\$500,000 – \$1,000,000	\$4,824.03 + \$9.39 for each additional \$100 or fraction thereof	
>\$1,000,000	\$9,518.97 + \$4.69 for each additional \$100 or fraction thereof	

Building plan review (except basic)	80% of the building permit
Building plan review (basic)	25% of the building permit
» Adult Family Home inspection	\$292 each
Additional plan review required for changes, additions or revisions to plans (minimum charge ½ hour)	\$159 per hour
Mobile Homes	
Mobile Home permit	\$840
Re-roof permits	
Single-family residential	\$212
All other building types (e.g., townhomes, commercial, multi-family, etc.)	Valuation Table
Pre-inspections	
Fire and flood damage	\$148 per hour
Housing, relocation of a structure, or code compliance	\$148 per hour
Other inspections prior to permit	\$148 per hour
» Retaining Walls	
Cast-in-place (e.g., reinforced concrete retaining wall)	\$905 each
Rocks & blocks (e.g., modular block wall)	\$905 each
» Stormwater detention facility (e.g., vault)	\$1,429 each
» Swimming pool/spa	\$1,065 each
» Temporary or partial certificate of occupancy	\$592 each
Demolition permit	\$741
Plan review and/or inspections beyond one (1) hour, each	\$153 per hour
Inspection outside of normal hours	\$179 per hour
Inspection for which no fee is specifically indicated	\$148 per hour
Permit extension or renewal	\$208
» Address Assignments	
Accessory dwelling unit	No fee
Single-family residential	\$128 each
Other (e.g., multi-family, commercial, institutional)	\$128 per address, unit, or suite
Request for reassignment	\$258 each
State Building Code Council Surcharge (RCW 19.27.085)*	
Residential building permits	
Base Fee	\$6.50
Plus per residential unit, but not including the first unit	\$2
Commercial building permits	
Base Fee	\$25
Plus per residential unit, but not including the first unit	\$2

Plumbing Permits	2026 Fee
New single-family (one and two dwellings) and townhouses	\$664 per unit
Commercial and Multi-family	
Plumbing Permit	Valuation Table
Plumbing Permit Plan Review	80% of permit
Alteration or additions to one and two-family dwellings and townhouses	
Base Fee	\$165

Plus, per fixture (e.g., sink, toilet, roof drain, electric water heater, water piping, water treatment equipment, black flow devices, etc.)	\$37 each
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Mechanical Permits	2026 Fee
New single-family (one and two dwellings) and townhouses	\$584 per unit
Commercial and Multi-family	
Mechanical Permit	Valuation Table
Mechanical Permit Plan Review	80% of permit
Alteration or addition to one and two-family dwellings and townhouses	
Base Fee	\$165
Plus, per fixture:	
All heating and cooling systems, except heat pumps (e.g., furnace, suspended heating system, recessed wall heater, floor-mounted, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code).	\$37 each
Gas water heater	\$222 each
Other appliance or piece of equipment regulated by the Mechanical Code but not classed in other categories, or for which no other fee is listed	\$37 each
Ventilation systems, vents, hoods, ducts, etc.	\$37 each
Gas piping, per outlet	\$37 each
Heat pump	\$74 each

Stormwater Capital Facilities*	2026 Fee
Stormwater capital facilities charges apply to all development that creates new impervious surface. This charge applies to each parcel. These fees do not apply to new impervious surfaces associated with the establishment of a new accessory dwelling unit (ADUs).	
If the charge was previously paid for development of a parcel (e.g., new single-family residence), and an applicant proposes additional development or redevelopment (e.g., single-family addition), the charge applies only to new impervious surfaces.	
New single-family residential development on a single parcel	\$3,700
New townhome development on a single parcel	\$3,700/unit
All other development	Square feet of impervious area of the parcel (rounded down to the nearest whole square foot), divided by 2,500 (quotient rounded to nearest tenth), and multiplied by \$3,700. The minimum ERU shall be 1.0.
Shelters for temporary placement, as defined in KMC 18.20.2540 or as determined by the City Manager.	No fee
Affordable housing projects, as defined in KMC 18.20.098, where all units are affordable; or as determined by the City Manager.	No fee

Transportation Impact Fees*		2026 Fee
ITE Land-Use Category	Net New Person Trips	Impact Fee

Single Mobility Unit Cost	N/A	\$4,592.00
Residential		
Single-family, detached	1.363 per dwelling unit	\$6,822.20 per dwelling unit
Single-family, attached (e.g., duplexes, triplexes, etc.) ITE #215	0.938 per dwelling unit	\$4,952.03 per dwelling unit
Multi-family, low rise (apartments, townhouses, and condominiums with at least 3 dwelling units) ITE #220	0.834 per dwelling unit	\$4,402.36 per dwelling unit
Multi-family, medium rise (apartments and condominiums; 4-10 floors of living space) ITE #221	0.638 per dwelling unit	\$3,366.51 per dwelling unit
Multi-family, senior adult housing (retirement communities, age-restricted housing, etc.) ITE #252	0.362 per dwelling unit	\$1,910.08 per dwelling unit
Low rise residential with ground floor commercial	0.87 per dwelling unit	\$4,594.30 per dwelling unit
Mobile home park	0.839 per dwelling unit	\$4,200.18 per dwelling unit
Affordable Housing (KMC 18.20.098)	--	\$0 per dwelling unit (no fee)
Commercial		
Hotel	0.854 per room	\$4,899.76 per room
Marina	0.254 per berth	\$1,132.31 per berth
Golf Course	0.345 per acre	\$1,585.77 per acre
Movie Theater	0.103 per seat	\$340.07 per seat
Multipurpose recreational facility	4.361 per 1,000 Square Feet (SF)	\$19.42 per 1,000 SF
Office, general	1.691 per 1,000 SF	\$12.35 per 1,000 SF
Office, medical	4.624 per 1,000 SF	\$31.85 per 1,000 SF
Shopping Plaza (40,000-150,000 SF, no supermarket)	4.173 per 1,000 SF	\$7.67 per 1,000 SF
Supermarket	6.973 per 1,000 SF	\$20.81 per 1,000 SF
Convenience Store 24-hour	29.298 per 1,000 SF	53.81 per 1,000 SF
Pharmacy with drive-through	12.505 per 1,000 SF	\$26.99 per 1,000 SF
Drive-in bank	16.629 per 1,000 SF	\$35.89 per 1,000 SF
Fast casual restaurant	7.638 per 1,000 SF	\$21.75 per 1,000 SF
Fast food with drive-through	20.103 per 1,000 SF	\$57.23 per 1,000 SF
Fast food with no drive-through	20.213 per 1,000 SF	\$57.55 per 1,000 SF
Gas station	8.466 per 1,000 SF	\$20,604.30 per 1,000 SF
Gas station with convenience store	11.211 per pump	\$27,284.77 per pump
Institutional		
Elementary school	0.195 per student	\$554.89 per student
Middle school	0.171 per student	\$485.53 per student
High School	0.182 per student	\$519.51 per student
Church	0.597 per 1,000 SF	\$3.15 per 1,000 SF
Library	9.94 per 1,000 SF	\$28.30 per 1,000 SF
Hospital	1.045 per 1,000 SF	\$7.49 per 1,000 SF
Nursing Home	0.724 per 1,000 SF	\$2.89 per 1,000 SF
Industrial		
General light industrial	0.612 per 1,000 SF	\$4.47 per 1,000 SF
Manufacturing	0.801 per 1,000 SF	\$5.85 per 1,000 SF

Mini-warehouse	0.162 per 1,000 SF	\$1.18 per 1,000 SF
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Park Impact Fee*	2026 Fee
Single-family residence	\$4,652.34 per dwelling unit
Multi-family (includes duplex, triplex, townhomes, apartments, etc.)	\$3,568.59 per dwelling unit
Mobile Home	\$2,325.57 per dwelling unit
Affordable Housing (KMC 18.20.098)	No fee

School Impact Fee*	2026 Fee
<i>Northshore School District</i>	
Single-family residence	\$16,550 per dwelling unit
Multi-family (includes duplex, triplex, townhomes, apartments, etc.)	\$5,945 per dwelling unit

Fire Department Review*	2026 Fee
Fire review fees are set by the Shoreline Fire Department (SFD), collected by the City, and then passed through to the SFD.	

» Fee in lieu of affordable housing in R-4 and R-6 zones (e.g., KMC 18.77.043)*	2026 Fee
	\$6.00 per square foot of new owner-occupied residential floor area and \$8.00 per square foot if renter-occupied
Fees in lieu of affordable housing in R-4 and R-6 zones (e.g., KMC 18.77.043)	

Limited Use Right-of-Way Permits (Types A, B, C & Beautification)	2026 Fee
Application Fee (includes 1 hour review and 1 hour inspection)	\$379
Review fee in excess of 1 hour	\$174 per hour
Inspection fee in excess of 1 hour	\$141 per hour
Use Fee	Fee = (use area) x \$20 per sq. ft. x days of usage/365 or a minimum of \$100, whichever is
Beautification Permit	No Fee

Access Right-of-Way Permits	2026 Fee
Application Fee (includes 1 hour review and 1 hour inspection)	\$379
Review fee in excess of 1 hour	\$174 per hour
Inspection fee in excess of 1 hour	\$141 per hour
Annual Use Fee	
Open to the Public	No fee
Limited (not open to the public)	Fee = (use area) x value** x 25% or a minimum of \$100 whichever is greater
**value of adjacent land (in area, sq ft) according to King County Assessor records	

Encroachment Right-of-Way Permits*	2026 Fee
Application Fee (includes 1 hour review and 1 hour inspection)	\$379
Review fee in excess of 1 hour	\$174 per hour
Inspection fee in excess of 1 hour	\$141 per hour

Annual use fee <i>**value of adjacent land (in area, sq ft) according to King County Assessor records</i>	Fee = (use area) x value1** x 12% or a minimum of \$100 whichever is greater
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Public Use Permits*	2026 Fee
Application Fee (includes 1 hour review and 1 hour inspection)	\$379
Review fee in excess of 1 hour	\$174 per hour
Inspection fee in excess of 1 hour	\$141 per hour
Use fee <i>**value of adjacent land (in area, sq ft) according to King County Assessor records</i>	Fee = (use area) x value1** x No. of Months/12 or a minimum of \$100 whichever is greater

Utility Right-of-Way Permits*	2026 Fee
All utility franchise holders and any other utility providers or agencies involved in the installation, repair, removal, and/or modification of telecommunications, cable, or similar facilities.	
Application	\$379
Review	\$174 per hour
Inspection	\$141 per hour
Use fee	No fee
Permit Extension	\$350
Violation of Lane Closure Hours	\$500
Accelerated Job Start	\$567
Work Without a Permit	\$1,000
Attorney Fees for Use Agreements	Actual cost
Failure to Relocate, replace, or transfer facility for utility driven projects	\$500/day, per location
After-Hours Work Fee	\$211.50 per hour, with a 4-hour minimum
Annual Use Payment for Use of Right-of-Way and City Owned Property Based on the type of equipment/facility within the right-of-way	
Separate support structure (such as a monopole, fence, foundation, or lattice) used for wireless antenna, utility services, enclosures, antenna/receiver transmitters, and/or equipment cabinets	\$5,000/year
Antenna/receiver transmitter (on an existing or replacement pole) and equipment cabinet	\$3,000/year
Antenna/receiver transmitter (on an existing or replacement pole) or equipment cabinet (but not both), underground facilities, or wires/cables only	\$2,000/year

State Route 522 driveway connection permit*	2026 Fee
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See next page

Fee structure. The following nonrefundable fee structure is established for the processing, review and inspection of the connection permit application. A description of each category can be found in section 12.85.040 of the KMC. Due to the potential complexity of Category II and Category III connection proposals, and required mitigation measures that may involve construction on SR 522, the city may require a developer agreement in addition to the connection permit. The developer agreement may include, but is not limited to: plans; specifications; maintenance requirements; bonding requirements; inspection requirements; division of costs by the parties, where applicable; and provisions for payment by the applicant of actual costs incurred by the city in the review and administration of the applicant's proposal that exceed the required base fees in the following schedule:

Category I – Base fee for one connection:	
· Agricultural, forest, utility operation and maintenance	\$50
· Residential dwelling units (up to 10)- single connection	\$50/dwelling
· Other, with 100 average weekday vehicle trip ends	\$500
· Fee per additional connection point	\$50
Category II – Base fee for one connection:	
· Less than 1,000 average weekday vehicle trip ends	\$1,000
· 1,000 to 1,500 average weekday vehicle trip ends	\$1,500
· Fee per additional connection point	\$250
Category III - Base fee for one connection:	
· 1,500 to 2,500 average weekday vehicle trip ends	\$2,500
· Over 2,500 average weekday vehicle trip ends	\$4,000
· Fee per additional connection point	\$1,000
Category IV – Base fee per connection:	\$100
Surety Bond. Prior to the beginning of construction of any connection, the City may require the permit holder to provide a financial guarantee (e.g., surety bond) as specified in WAC 468-34-020(3).	

Memorial Sign*	2026 Fee
Application fee and sign	\$300

5. Animal Care and Control

Animal License and Registration	2026 Fee
Pet license - dog or cat	
Unaltered	\$60
Altered	\$30
Juvenile pet license - dog or cat	\$15
Discounted pet license - dog or cat	\$15
Replacement tag	\$5
» Transfer fee	\$5
Guard dog registration	\$100
Exotic pet, new	\$500
Exotic pet, renewal	\$250
Service animal	No fee
K-9 police dog	No fee
Late fees	
Received 45-90 days following license expiration	\$15
Received 90-135 days following license expiration	\$20

Received more than 135 days following license expiration	\$30
Received more than 365 days following license expiration	\$30 plus license fee(s) for any previous year pet was unlicensed

Animal Business and Activity Permits	2026 Fee
Hobby kennel and hobby cattery license	\$50
Private animal placement permit	No fee

Civil Penalties	2026 Fee
General	
No previous similar code violation within one (1) year	\$50
One previous similar code violation within one (1) year	\$100
Two previous similar code violation within one (1) year	Double the rate of the previous penalty, up to \$1,000.
Vicious animal or animal cruelty violations	
First violation within one year	\$500
Subsequent violations within one year	\$1,000
Dog leash law violations	
First violation within one year	\$25
Additional violation within one year	\$50
Animal abandonment	\$500
Unlicensed cat or dog	
Altered cat or dog	\$125
Unaltered cat or dog	\$250

Service Fees	2026 Fee
Adoptions – including licensing and spaying or neutering or the animal (based on adoptability/animal)	\$75-250
Spay or neuter deposit	\$150/animal
Impound or redemption - dogs, cats, or other small animals	
First impound within one year	\$45
Second impound within one year	\$85
Third impound within one year	\$125
Impound or redemption - livestock, small	\$45
Impound or redemption – livestock, large	\$45 or actual cost of sheltering, whichever is greater
Kenneling at King County animal shelter – per 24 hours or portion thereof in field pick-up of an owner’s deceased unlicensed pet or pick-up of an unlicensed pet released voluntarily to the regional animal service section.B657	\$20
Owner-requested euthanasia (unlicensed pets)	\$50
Optional micro-chipping for adopted pets	\$25

6. Miscellaneous

Type	2026 Fee
Credit Card Service Fee	3%
» ACH Service Fee (e.g., electronic check)	\$0.50 per transaction
NSF (insufficient funds charge for a returned payment)	\$25 each
Use of City owned property, other than right-of-way, for event parking, storage or similar use	\$100 per day
City Sponsored Event - Vendor Fees	
Food Vendor	\$50 per day
Craft Vendor	\$50 per day
Non-Profit Booth or Vendor	\$10 per day
City Hall Facility Rental Fees	
Community Room or Council Chambers Weekday Rental (Tue-Fri) - Resident	\$25 per hour
Community Room or Council Chambers Weekday Rental (Tue-Fri) - Non-Resi	\$50 per hour
» Combined Rooms Weekday Rental (Tues-Fri) - Resident	\$50 per hour
» Combined Rooms Weekday Rental (Tues-Fri) - Non-Resident	\$100 per hour
Saturday Rental - Residents Only	\$100 per hour
Audio/Visual Rental	\$25
Damage Deposit (refundable)	\$250 minimum
The Hangar Rental Fees (Kenmore Residents Only)	
Damage Deposit (for groups ≥ 30 people)	\$150**
Damage & Food Deposit (for groups ≥ 30 people)	\$150**
**50% of deposit will be forfeited if the event exceeds reserved time over 10 minutes	
**100% of the deposit will be forfeited for "no-shows"	
Public Safety Fees	
First three (3) false alarms	No fee
Fourth and fifth false alarms	\$50 each
Sixth and additional false alarms	\$100 each
Park Shelter Rental Fee	
Kenmore Residents all day	\$150
Kenmore Residents half day	\$75
Non-Kenmore Residents all day	\$200
Non-Kenmore Residents half day	\$100
Moorlands Park Athletic Fields Rental Fee: Athletic clubs may request up to a maximum 50% reduction if the club has at least 20% of eligible participants	\$22 per hour
Franchise Agreements Negotiations	
General	Actual Cost
Cable TV	Actual Cost***
***Reimbursement of actual costs may be subject to federal regulations relating to 5% gross revenue franchise fee cap	
Right-of-Way Vacation	
Application fee	\$174 per hour
Appraisal review	Actual cost
Public notice mailing fee	See fee in Section 4

Special Event Permit	2026 Fee
Application Fee	\$100
Application Fee for City of Kenmore Sponored Events	No fee
Actual and indirect cost for city personel involvement in event traffic control, fire safety, or other facility or event support, and the use of City equipment and other nonpersonnel expense.	Actual Cost

7. Public Records Requests

Type	2026 Fee
Copy charges may be combined to the extent more than one type of charge applies to a particular request	
Review of requested records	No charge
Standard size black-and-white-photocopies (includes 8-1/2" x 11", 8-1/2"x14" and 11"x17")	No charge
6 pages or less	
7 or more pages (includes cost of first 6 pages)	\$0.15 per page
Scanned copies (converting a record from paper copy to an electronic format)	No charge
10 pages or less	
11 or more pages (including cost of first 10 pages)	\$0.10 per page
Uploading/attaching electronic files to digital storage media/device(s), a cloud-based storage or service, or emails (CD, DVD, thumb drive, email or cloud service).	No charge
80 files or less	
81 or more files (including cost of first 80 files)	\$0.05 for every 4 files
Transmission of public records in an electronic format	\$0.10 per gigabyte
Oversized documents such as building plans, maps, blueprints or large copy jobs	Actual cost
Records copied to CD or DVD	\$1.00 per CD/DVD
Records copied to thumb/flash drive	Actual cost
Mailing envelopes or packaging and postage	Actual cost

8. Surface Water

Surface Water Management Service Annual Program Charges		2026 Fee
Rates are established pursuant to Resolution no. 23-406, unless otherwise amended and adopted.		
City of Kenmore Surface Water Management Program Annual Service Charges		
Class	Impervious Area	Annual Rates
		2024 2025 2026 2027 2028 2029 2030
Residential ^A	NA	\$298.84 \$358.61 \$401.64 \$449.84 \$476.83 \$505.44 \$525.66
Very Light ^A	0 to ≤ 10%	\$298.84 \$358.61 \$401.64 \$449.84 \$476.83 \$505.44 \$525.66
Light	> 10% to ≤ 20%	\$896.51 \$1,075.81 \$1,204.91 \$1,349.50 \$1,430.47 \$1,516.30 \$1,576.95
Moderate	> 20% to ≤ 45%	\$1,942.43 \$2,330.92 \$2,610.63 \$2,923.91 \$3,099.34 \$3,285.30 \$3,416.71
Moderately Heavy	> 45% to ≤ 65%	\$3,287.20 \$3,944.64 \$4,418.00 \$4,948.16 \$5,245.05 \$5,559.75 \$5,782.14
Heavy	> 65% to ≤ 85%	\$4,482.54 \$5,379.05 \$6,024.54 \$6,747.48 \$7,152.33 \$7,581.47 \$7,884.73
Very Heavy	> 85% to ≤ 100%	\$5,528.46 \$6,634.15 \$7,430.25 \$8,321.88 \$8,821.19 \$9,350.46 \$9,724.48
City Roads	NA	
State Highways	NA	
<i>Rates are subject to 6% utility tax per KMC 3.35.040.F</i> ^A Rate is per parcel; all other rates are per acre		

City of Kenmore

2025 Fee Schedule

VERSION 2, REVISED FEBRUARY 2025



Resolution no. 25-425



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1. Business Registration and Licenses (KMC Title 5)

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

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

Regulatory Business Licenses	2026 Fee
Adult Entertainment	
Device	\$50 each
Operator	\$500 per year
Premises	\$200 per year
Panoram Manager License	\$50 per year
Adult Cabaret	
Operator	\$500 per year
Cabaret Manager License	\$50 per year
Cabaret Entertainer License	\$50 per year
Adult Retail Business License	\$500 per year
Heavy Manufacturing Business	\$200 per year
Live Entertainment: music (other than mechanical); boxing or wrestling; pool halls; and bowling alleys	\$200 per year; \$100 per six months; or \$50 per day
Junk Shop License	\$300 per year
Junk Wagon License	\$40 per year
Cannabis Business License	\$500 per year
Massage Business and Public Bathhouse	\$150 per year
Massage Practitioner	\$50 per year
Theaters	\$100 each screen per year
Pawnbroker	\$500 per year
Peddler/Solicitor	No fee
Secondhand dealer	\$40 per year
Renewal of License, registration or permit late penalty	10% of required fee
Transferability of license or permit	\$25

2. Code Enforcement

Code Enforcement	2026 Fee
Hourly rate	\$145
Inspection/Posting	\$145 per hour
Re-inspection	\$145 per hour
Abatement	Actual Cost
Abatement Hearing	Actual Cost
Notice of Violation (NOV) Appeal Fee	\$125 each
Removal of Stop Work or Stop Use Order without the approval from the City	\$500
Violation of a Stop Work or Stop Use Order	\$500
Failure to perform Fire Watch	\$423 perday
Violation of International Fire Code	\$262 per day
Violation of wet season requirements	See Section 4
Late Fee	1.5% of balance due
Hearing Examiner	Actual City Costs
Inspection Warrant	\$350 each
Attorney Fees	Actual Cost
Paralegal Services	Actual Cost
Code Enforcement Administrative Fee, applies to all enforcement actions	15%
Work Commencing Before Permit Issuance	2 times the total permit fee

3. Community Development

Comprehensive Plan and Development Regulation Amendments	2026 Fee
Prescreening/threshold review fee	\$200
Annual amendment cycle fee (applicants whose amendment proposals are approved for consideration by the City Council)	\$400 (plus, actual costs of review by attorney and other outside consultants)

4. Development Services

General	2026 Fee
Fees in this section do not apply to new accessory dwelling units (ADUs).	
Technology Fee The technology fee applies to all fees listed in this section, except those collected by the City on behalf of other agencies (e.g., State Building Code Council, Shoreline Fire Department) or those specifically marked with an asterisk "*".	5%
Hourly Rate	\$153

The hourly fee applies to additional or excessive reviews and inspections. This includes all development permits and projects listed in Section 4. It covers extra plan reviews or inspections resulting from changes, additions, or revisions to approved plans, as well as re-submittals requiring four (4) or more review cycles, which are considered excessive. The fee also applies to reinspections and may be charged in situations where a review or inspection is needed but no specific fee is otherwise listed.	\$153 per hour
Research performed outside the context of a pending application review.	\$153 per hour
Where the original permit cost was less than or equal to the cost of an extension, the renewal fee shall be 25% of the original permit cost. Unless otherwise stated, this applies to all development permits.	25%
For use of outside consultants for plan review and inspections	Actual Cost
Attorney cost relating to a private development	Actual Cost
Late penalty on Development Permits (KMC 20.05.040)	1.5% of balance due

Development Agreement	2026 Fee
Threshold review with City Council	\$259 each
Development Agreement requested by the applicant (proposal is approved for consideration by the City Council)	\$6,471 + City Attorney fees
Development Agreement requested by the City	No fee

Pre-application	2026 Fee
Pre-application review fee (first pre-application)	No fee
Pre-application review fee (each subsequent pre-application)	
Base fee	\$650
After five hours	\$153 per hour
Pre-application review fee (city projects)	No fee
Pre-application review fee (affordable housing projects)	No fee

Zoning and Land Use	2026 Fee
Request for site specific rezone	\$3,321
» Master plan amendment or new master plan	\$14,519
Site plan application (KMC 18.105)	
0 - 0.50 acre	\$2,653
0.501 - 1 acre	\$2,797
> 1 acre	\$3,110
Major revision	\$1,335
Minor revision	\$582
Landscape plan review (KMC 18.35)	
Initial plan review based on site area	
0 – 1 site acre	\$405
> 1 – 2 site acres	\$511
> 2 site acres	\$1,018 per acre or portion thereof
Each plan revision review	\$148 per hour

Landscape and tree management inspections	
Landscape inspection	\$148 each
Landscape maintenance bond release inspection	\$148 each
Tree management plan review (KMC 18.57)	
Initial plan review based on site area	
0 – 1 site acre	\$392
> 1 – 2 site acres	\$719
> 2 site acres	\$1,079 per acre or portion thereof
Each plan revision review	\$148 per hour
Variance (e.g., zoning, critical area, etc.)	
Application review, zoning variance	\$1,483
Application review, critical area variance	\$2,221
Reasonable use exception (RUE)	\$2,221
Public agency and utility exception (PAUE)	\$2,028
Boundary line adjustment	\$888
Communications facilities (KMC 18.60)	
Application fee	\$2,318
Minor adjustment review	\$534
Major adjustment review	\$893
Eligible communication facility modifications (ECFM), KMC 18.60.130	\$550
Conditional Use permit (CUP)	\$2,596
CUP Minor Adjustment (KMC 18.115.100)	\$855
Accessory dwelling unit (ADU)	No fee
Change of use permit (zoning review)	
Application fee	\$738
Land use and zoning inspections	\$148 per hour
Legal lot status, application fee	\$655
Zoning verification letter/request	\$655
Design review	\$960
Temporary Use Permit	\$419
Temporary Use Permit for homeless shelters (KMC 18.100.200)	No fee
Affordable Housing Monitoring Fee	\$50 per unit
Request for code interpretation	\$192
Multi-Family Tax Exemption (MFTE), Application fee	\$1,010
Public notice mailing fee	
<i>Based on the total number of individual mailers sent.</i>	
Standard Application (no SEPA)	
Up to 100 mailers	\$1,101
100-500 mailers	\$1,550
More than 500 mailers	\$1,999
Standard Application (with SEPA)	
Up to 100 mailers	\$1,431
100-500 mailers	\$1,880
More than 500 mailers	\$2,329

Standalone SEPA	\$395
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Subdivision, Short Subdivision, Unit Lot Subdivision, Binding Site Plan, and Final Plat	2026 Fee
Preliminary short subdivisions (9 lots or less)	
Base fee	\$2,554
Plus per lot	\$295
Major Revision	\$1,623
Minor revision	\$590
Short subdivision alteration	\$148 per hour
Request for time extension	\$221
Preliminary subdivisions (10 lots or more)	
Base fee	\$3,863
Plus per lot	\$148
Major Revision	\$1,918
Minor revision	\$590
Request for time extension	\$221
Subdivision alterations or vacations	
With public hearing	\$2,939
Without public hearing	\$913
» Preliminary unit lot subdivision (ULS)	
Base fee	\$2,254
Plus per lot	\$295
Major Revision	\$1,623
Minor revision	\$590
Short subdivision alteration	\$148 per hour
Request for time extension	\$221
Binding site plan (BSP)	
Final BSP	\$1,972
Conceptual/Preliminary BSP	\$2,789
Revision to a conceptual/preliminary approved BSP	\$2,093
Revision to a final BSP	\$443
» Subdivision final approval (e.g., final short plat, final long plat, final ULS)	
Final short subdivision or ULS, 4 lots or less	\$1,778
Final short subdivision or ULS, 5 to 9 lots	\$1,952
Final short subdivision or ULS, alteration	\$1,124
Final subdivision or ULS, 30 lots or less	
Base Fee	\$2,486
Plus per lot	\$148
Final subdivision or ULS, 31 lots or more	
Base Fee	\$3,194
Plus per lot	\$148
Subdivision alteration	\$1,014
Modification of a recorded building envelope	\$1,014
Request for time extension	\$286

Shoreline Management Permit	2026 Fee
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Shoreline substantial development permit (SSDP)	
Total cost of proposed development: Up to and equal to \$100,000	\$1,926
Total cost of proposed development: Over \$100,000	\$2,819
Shoreline variance (SVAR)	
Total cost of proposed development:	
Up to and equal to \$100,000	\$2,119
Over \$100,000	\$2,652
Shoreline conditional use permit (SCUP)	\$2,478
Shoreline re-designation	\$7,061
Shoreline exemption (SSDX)	\$719
Supplemental fees	
Request for a time extension	\$360
Shoreline permit revision	\$148 per hour
Fee when public hearing required	\$2,746
Permit compliance inspections	\$148 per hour

Special Reviews	2026 Fee
Request for name change (land use applications, after first review)	\$341
State Environmental Policy Act (SEPA) review	
Environmental checklist (projects)	
Base fee	\$1,140
After six hours	\$148 per hour
All fixed and contract costs	Actual Cost
Environmental checklist (Non-Projects)	\$228
Draft Environmental Impact Statement (DEIS), Final Environmental Impact Statement (FEIS), Supplemental Environmental Impact Statement (SEIS) or addenda preparation and review costs (e.g., scoping, writing, editing, publishing, mailing, distributing and contract administration).	\$50,000 deposit
Critical Area Review:	
Critical Area Plan Review:	
Minor / Small Residential	\$534
Base fee	\$829
Plus, per hour	\$148 per hour
Flood plain determination – certificate of elevation	\$447
Plus, per hour	\$148 per hour
Review of mitigation/enhancement plan	\$507 per hour
Critical areas inspection	\$148 per hour
Inspection and monitoring	\$148 per hour
Appeals to the Hearing Examiner from decisions of the City*	\$125
Departmental review of non-departmental permits	\$148 per hour

Tree Removal	2026 Fee
Significant Tree Removal	
Plan review & inspection(s)	\$50
Plan review beyond 2 hours	\$148 per hour
Exceptional Tree Removal	

Application fee	\$1,450
Tree Fund: Fee-in-Lieu (tree replacement) Each 1.0 tree unit (e.g., one 8' to 10' coniferous tree)	\$616 each

Engineering Review	2026 Fee
Road standards variance, application fee	\$760
Drainage adjustment, application fee	\$760
Wet season work variance, application fee	\$141 per hour
Wet season penalty for non-compliance	\$250 per day
Drainage review, single-family residential (e.g., building permit)	
Addition/alteration/rebuild	\$412
New SFR, within a plat	\$326
New SFR, not within a plat	\$532
Drainage review, all other projects (e.g., townhomes, multi-family, commercial, etc.)	
Base fee	\$696
Plus, per total disturbed area	
0 – 1 site acre	\$467
1.1 – 2 site acre	\$565
2.1 – 5 site acres	\$760
5.1 – 10 site acres	\$1,457
More than 10 site acres	\$1,837
Traffic Impact Analysis (TIA) review	
Level 1 (10 P.M. peak hour trips or less)	\$555
Level 2 (11-75 P.M. peak hour trips)	\$728
Level 3 (Over 75 P.M. peak hour trips)	\$903
Parking Review	\$238
Small Project Grading Permit: Projects that do not exceed 500 cubic yards (volume and disturbed area) and that do not require engineered drawings, as determined by the director.	\$623
Large Project Grading Permit:	
Disturbed Area: Up to 1 acre	\$1,117
Disturbed Area: Greater than 1 acre	
Base fee	\$1,822
Plus per acre or portion thereof	\$878
Engineering Permit plan review, short subdivisions (up to 9 lots)	
Application fee	\$380 per lot
Utility ROW permit review	\$348
Utility ROW inspection	\$422
Engineering Permit plan review, subdivisions (10 lots or more)	
Application fee	\$380 per lot
Utility ROW permit review	\$412
Utility ROW inspection	\$487
Engineering Permit plan review, multi-family (e.g., townhomes, apartments, condominiums, planned unit developments, etc.).	
Application fee	\$205 per unit/lot
Utility ROW permit review	\$412

Utility ROW inspection	\$487
Engineering Permit plan review, all other projects (e.g., commercial, industrial, institutional, utility, educational, government, etc.)	
Application fee	\$1,822
Plus per hour	\$174 per hour
Utility ROW permit review	\$412
Utility ROW inspection	\$487
As-built reviews	\$174 per hour
Engineering plan revision (e.g., post-issuance revision)	\$174 per hour
Additional/Excessive Review Fee – Applies to each review beginning with the fourth submittal. This fee also applies to any plan review services not otherwise specified in this section.	\$174 per hour

Engineering Inspections			2026 Fee
Engineering construction inspections (when not associated to a Bond Quantity Worksheet): Inspection fees are calculated by adding the applicable amounts from the Annual Volume Table (below), to a maximum of \$10,000.			
<u>Annual Volume Table</u>			
Volume deposited or removed	Base Fee		Plus per 100 cubic yards or portion thereof
0 to 3,000 cubic yards	\$205	+	\$150
>3,000 to 10,000 cubic yards	\$4,717	+	\$34
>10,000 to 20,000 cubic yards	\$7,113	+	\$13
>20,000 to 40,000 cubic yards	\$8,523	+	\$13
>40,000 cubic yards	\$11,343	+	\$6
Engineering construction inspections (when associated to a Bond Quantity Worksheet): Inspection fees are calculated by adding the applicable amounts from the table below.			
Bond quantity worksheet amount (line T)	Base Fee		Plus per \$1,000 bond or portion thereof
\$0 – \$30,000	\$487	+	\$103
>\$30,000 – 120,000	\$3,588	+	\$70
>\$120,000	\$9,933	+	\$35
Reclamation bond release inspection			\$845
Re-inspection of non-bonded actions			\$281
Substantial engineering permit inspection			\$141 per hour
Maintenance bond inspections: Maintenance inspection fees are calculated by adding the applicable amounts from the table below.			
Bond quantity worksheet amount (line T)	Base Fee		Plus per \$1,000 bond or portion thereof
\$0 – \$30,000	\$910	+	\$9
>\$30,000 – 120,000	\$1,192	+	\$6
>\$120,000	\$1,756	+	\$3

Building Permits	2026 Fee
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Valuation Table		
Total Valuation	Fee	
\$1 – \$500	\$175.45	
>\$500 – \$2,000	\$212.44 + \$9.86 for each additional \$100 or fraction thereof	
>\$2,000 – \$25,000	\$360.33 + \$23.50 for each additional \$100 or fraction thereof	
>\$25,000 – \$50,000	\$900.82 + \$21.62 for each additional \$100 or fraction thereof	
>\$50,000 – \$100,000	\$1,441.31 + \$7.21 for each additional \$100 or fraction thereof	
>\$100,000 – \$500,000	\$1,801.64 + \$7.56 for each additional \$100 or fraction thereof	
>\$500,000 – \$1,000,000	\$4,824.03 + \$9.39 for each additional \$100 or fraction thereof	
>\$1,000,000	\$9,518.97 + \$4.69 for each additional \$100 or fraction thereof	
Building plan review (except basic)		80% of the building permit
Building plan review (basic)		25% of the building permit
» Adult Family Home inspection	\$292 each	
Additional plan review required for changes, additions or revisions to plans (minimum charge ½ hour)		\$159 per hour
Mobile Homes		
Mobile Home permit		\$840
Re-roof permits		
Single-family residential		\$212
All other building types (e.g., townhomes, commercial, multi-family, etc.)		Valuation Table
Pre-inspections		
Fire and flood damage		\$148 per hour
Housing, relocation of a structure, or code compliance		\$148 per hour
Other inspections prior to permit		\$148 per hour
» Retaining Walls		
Cast-in-place (e.g., reinforced concrete retaining wall)		\$905 each
Rocks & blocks (e.g., modular block wall)		\$905 each
» Stormwater detention facility (e.g., vault)	\$1,429 each	
» Swimming pool/spa	\$1,065 each	
» Temporary or partial certificate of occupancy	\$592 each	
Demolition permit		\$741
Plan review and/or inspections beyond one (1) hour, each		\$153 per hour
Inspection outside of normal hours		\$179 per hour
Inspection for which no fee is specifically indicated		\$148 per hour
Permit extension or renewal		\$208
» Address Assignments		
Accessory dwelling unit		No fee
Single-family residential		\$128 each
Multi-family, commercial, institutional		\$128 per address, unit, or suite
Request for reassignment		\$258 each
State Building Code Council Surcharge (RCW 19.27.085)*		
Residential building permits		
Base Fee		\$6.50
Plus per residential unit, but not including the first unit		\$2
Commercial building permits		

Base Fee	\$25
Plus per residential unit, but not including the first unit	\$2

Plumbing Permits	2026 Fee
New single-family (one and two dwellings) and townhouses	\$664 per unit
Commercial and Multi-family	
Plumbing Permit	Valuation Table
Plumbing Permit Plan Review	65% of permit
Alteration or additions to one and two-family dwellings and townhouses	
Base Fee	\$165
Plus, per fixture (e.g., sink, toilet, roof drain, electric water heater, water piping, water treatment equipment, black flow devices, etc.)	\$37 each

Mechanical Permits	2026 Fee
New single-family (one and two dwellings) and townhouses	\$584 per unit
Commercial and Multi-family	
Mechanical Permit	Valuation Table
Mechanical Permit Plan Review	65% of permit
Alteration or addition to one and two-family dwellings and townhouses	
Base Fee	\$165
Plus, per fixture:	
All heating and cooling systems, except heat pumps (e.g., furnace, suspended heating system, recessed wall heater, floor-mounted, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code).	\$37 each
Gas water heater	\$222 each
Other appliance or piece of equipment regulated by the Mechanical Code but not classed in other categories, or for which no other fee is listed	\$37 each
Ventilation systems, vents, hoods, ducts, etc.	\$37 each
Gas piping, per outlet	\$37 each
Heat pump	\$74 each

Stormwater Capital Facilities*	2026 Fee
Stormwater capital facilities charges apply to all development that creates new impervious surface. This charge applies to each parcel. These fees do not apply to new impervious surfaces associated with the establishment of a new accessory dwelling unit (ADUs).	
If the charge was previously paid for development of a parcel (e.g., new single-family residence), and an applicant proposes additional development or redevelopment (e.g., single-family addition), the charge applies only to new impervious surfaces.	
New single-family residential development on a single parcel	\$3,700
New townhome development on a single parcel	\$3,700/unit

All other development	Square feet of impervious area of the parcel (rounded down to the nearest whole square foot), divided by 2,500 (quotient rounded to nearest tenth), and multiplied by \$3,700. The minimum ERU shall be 1.0.
Shelters for temporary placement, as defined in KMC 18.20.2540 or as determined by the City Manager.	No fee
Affordable housing projects, as defined in KMC 18.20.098, where all units are affordable; or as determined by the City Manager.	No fee

Transportation Impact Fees*		2026 Fee
ITE Land-Use Category	Net New Person Trips	Impact Fee
Single Mobility Unit Cost	N/A	\$4,592.00
Residential		
Single-family, detached	1.363 per dwelling unit	\$6,822.20 per dwelling unit
Single-family, attached (e.g., duplexes, triplexes, etc.) ITE #215	0.938 per dwelling unit	\$4,952.03 per dwelling unit
Multi-family, low rise (apartments, townhouses, and condominiums with at least 3 dwelling units) ITE #220	0.834 per dwelling unit	\$4,402.36 per dwelling unit
Multi-family, medium rise (apartments and condominiums; 4-10 floors of living space) ITE #221	0.638 per dwelling unit	\$3,366.51 per dwelling unit
Multi-family, senior adult housing (retirement communities, age-restricted housing, etc.) ITE #252	0.362 per dwelling unit	\$1,910.08 per dwelling unit
Low rise residential with ground floor commercial	0.87 per dwelling unit	\$4,594.30 per dwelling unit
Mobile home park	0.839 per dwelling unit	\$4,200.18 per dwelling unit
Affordable Housing (KMC 18.20.098)	--	\$0 per dwelling unit (no fee)
Commercial		
Hotel	0.854 per room	\$4,899.76 per room
Marina	0.254 per berth	\$1,132.31 per berth
Golf Course	0.345 per acre	\$1,585.77 per acre
Movie Theater	0.103 per seat	\$340.07 per seat
Multipurpose recreational facility	4.361 per 1,000 Square Feet (SF)	\$19.42 per 1,000 SF
Office, general	1.691 per 1,000 SF	\$12.35 per 1,000 SF
Office, medical	4.624 per 1,000 SF	\$31.85 per 1,000 SF
Shopping Plaza (40,000-150,000 SF, no supermarket)	4.173 per 1,000 SF	\$7.67 per 1,000 SF
Supermarket	6.973 per 1,000 SF	\$20.81 per 1,000 SF
Convenience Store 24-hour	29.298 per 1,000 SF	53.81 per 1,000 SF
Pharmacy with drive-through	12.505 per 1,000 SF	\$26.99 per 1,000 SF
Drive-in bank	16.629 per 1,000 SF	\$35.89 per 1,000 SF
Fast casual restaurant	7.638 per 1,000 SF	\$21.75 per 1,000 SF
Fast food with drive-through	20.103 per 1,000 SF	\$57.23 per 1,000 SF
Fast food with no drive-through	20.213 per 1,000 SF	\$57.55 per 1,000 SF

Gas station	8.466 per 1,000 SF	\$20,604.30 per 1,000 SF
Gas station with convenience store	11.211 per pump	\$27,284.77 per pump
Institutional		
Elementary school	0.195 per student	\$554.89 per student
Middle school	0.171 per student	\$485.53 per student
High School	0.182 per student	\$519.51 per student
Church	0.597 per 1,000 SF	\$3.15 per 1,000 SF
Library	9.94 per 1,000 SF	\$28.30 per 1,000 SF
Hospital	1.045 per 1,000 SF	\$7.49 per 1,000 SF
Nursing Home	0.724 per 1,000 SF	\$2.89 per 1,000 SF
Industrial		
General light industrial	0.612 per 1,000 SF	\$4.47 per 1,000 SF
Manufacturing	0.801 per 1,000 SF	\$5.85 per 1,000 SF
Mini-warehouse	0.162 per 1,000 SF	\$1.18 per 1,000 SF

Parks Impact Fee*	2026 Fee
Single-family residence	\$4,652.34 per dwelling unit
Multi-family (includes duplex, triplex, townhomes, apartments, etc.)	\$3,568.59 per dwelling unit
Mobile Home	\$2,325.57 per dwelling unit
Affordable Housing (KMC 18.20.098)	No fee

Schools Impact Fee*	2026 Fee
<i>Northshore School District</i>	
Single-family residence	\$16,550 per dwelling unit
Multi-family (includes duplex, triplex, townhomes, apartments, etc.)	\$5,945 per dwelling unit

Fire Department Review*	2026 Fee
Fire review fees are set by the Shoreline Fire Department (SFD), collected by the City, and then passed through to the SFD.	

Fees in lieu of affordable housing in R-4 and R-6 zones (KMC 18.77.043)	2026 Fee
Fees in lieu of affordable housing in R-4 and R-6 zones (KMC 18.77.043)	\$6.00 per square foot of new owner-occupied residential floor area and \$8.00 per square foot if renter-occupied

Limited Use Right-of-Way Permits (Types A, B, C & Beautification)	2026 Fee
Application Fee (includes 1 hour review and 1 hour inspection)	\$379
Review fee in excess of 1 hour	\$174 per hour
Inspection fee in excess of 1 hour	\$141 per hour
Use Fee	Fee = (use area) x \$20 per sq. ft. x days of usage/365 or a minimum of \$100, whichever is
Beautification Permit	No Fee

Access Right-of-Way Permits	2026 Fee
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Application Fee (includes 1 hour review and 1 hour inspection)	\$379
Review fee in excess of 1 hour	\$174 per hour
Inspection fee in excess of 1 hour	\$141 per hour
Annual Use Fee	No fee
Open to the Public	
Limited (not open to the public)	Fee = (use area) x value** x 25% or a minimum of \$100 whichever is greater
**value of adjacent land (in area, sq ft) according to King County Assessor records	

Encroachment Right-of-Way Permits*	2026 Fee
Application Fee (includes 1 hour review and 1 hour inspection)	\$379
Review fee in excess of 1 hour	\$174 per hour
Inspection fee in excess of 1 hour	\$141 per hour
Annual use fee	Fee = (use area) x value1** x 12% or a minimum of \$100 whichever is greater
**value of adjacent land (in area, sq ft) according to King County Assessor records	

Public Use Permits*	2026 Fee
Application Fee (includes 1 hour review and 1 hour inspection)	\$379
Review fee in excess of 1 hour	\$174 per hour
Inspection fee in excess of 1 hour	\$141 per hour
Use fee	Fee = (use area) x value1** x No. of Months/12 or a minimum of \$100 whichever is greater
**value of adjacent land (in area, sq ft) according to King County Assessor records	

Utility Right-of-Way Permits*	2026 Fee
All utility franchise holders and any other utility providers or agencies involved in the installation, repair, removal, and/or modification of telecommunications, cable, or similar facilities.	
Application	\$379
Review	\$174 per hour
Inspection	\$141 per hour
Use fee	No fee
Permit Extension	\$350
Violation of Lane Closure Hours	\$500
Accelerated Job Start	\$567
Work Without a Permit	\$1,000
Attorney Fees for Use Agreements	Actual cost
Failure to Relocate, replace, or transfer facility for utility driven projects	\$500/day, per location
After-Hours Work Fee	\$211.50 per hour, with a 4-hour minimum
Annual Use Payment for Use of Right-of-Way and City Owned Property Based on t type of equipment/facility within the right-of-way	

Separate support structure (such as a monopole, fence, foundation, or lattice) used for wireless antenna, utility services, enclosures, antenna/receiver transmitters, and/or equipment cabinets	\$5,000/year
Antenna/receiver transmitter (on an existing or replacement pole) and equipment cabinet	\$3,000/year
Antenna/receiver transmitter (on an existing or replacement pole) or equipment cabinet (but not both), underground facilities, or wires/cables only	\$2,000/year

State Route 522 driveway connection permit*	2026 Fee
Fee structure. The following nonrefundable fee structure is established for the processing, review and inspection of the connection permit application. A description of each category can be found in section 12.85.040 of the KMC. Due to the potential complexity of Category II and Category III connection proposals, and required mitigation measures that may involve construction on SR 522, the city may require a developer agreement in addition to the connection permit. The developer agreement may include, but is not limited to: plans; specifications; maintenance requirements; bonding requirements; inspection requirements; division of costs by the parties, where applicable; and provisions for payment by the applicant of actual costs incurred by the city in the review and administration of the applicant's proposal that exceed the required base fees in the following schedule:	
Category I – Base fee for one connection:	
· Agricultural, forest, utility operation and maintenance	\$50
· Residential dwelling units (up to 10)- single connection	\$50/dwelling
· Other, with 100 average weekday vehicle trip ends	\$500
· Fee per additional connection point	\$50
Category II – Base fee for one connection:	
· Less than 1,000 average weekday vehicle trip ends	\$1,000
· 1,000 to 1,500 average weekday vehicle trip ends	\$1,500
· Fee per additional connection point	\$250
Category III - Base fee for one connection:	
· 1,500 to 2,500 average weekday vehicle trip ends	\$2,500
· Over 2,500 average weekday vehicle trip ends	\$4,000
· Fee per additional connection point	\$1,000
Category IV – Base fee per connection:	\$100
Surety Bond. Prior to the beginning of construction of any connection, the City may require the permit holder to provide a financial guarantee (e.g., surety bond) as specified in WAC 468-34-020(3).	

Memorial Sign*	2026 Fee
Application fee and sign	\$300

5. Animal Care and Control

Animal License and Registration	2026 Fee
Pet license - dog or cat	
Unaltered	\$60
Altered	\$30

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

Animal Business and Activity Permits	2026 Fee
Hobby kennel and hobby cattery license	\$50
Private animal placement permit	No fee

Civil Penalties	2026 Fee
General	
No previous similar code violation within one (1) year	\$50
One previous similar code violation within one (1) year	\$100
Two previous similar code violation within one (1) year	Double the rate or the previous penalty, up to \$1,000.
Vicious animal or animal cruelty violations	
First violation within one year	\$500
Subsequent violations within one year	\$1,000
Dog leash law violations	
First violation within one year	\$25
Additional violation within one year	\$50
Animal abandonment	\$500
Unlicensed cat or dog	
Altered cat or dog	\$125
Unaltered cat or dog	\$250

Service Fees	2026 Fee
Adoptions – including licensing and spaying or neutering or the animal (based on adoptability/animal)	\$75-250
Spay or neuter deposit	\$150/animal
Impound or redemption - dogs, cats, or other small animals	
First impound within one year	\$45
Second impound within one year	\$85

Third impound within one year	\$125
Impound or redemption - livestock, small	\$45
Impound or redemption – livestock, large	\$45 or actual cost of sheltering, whichever is greater
Kenneling at King County animal shelter – per 24 hours or portion thereof in field pick-up of an owner’s deceased unlicensed pet or pick-up of an unlicensed pet released voluntarily to the regional animal service section.B657	\$20
Owner-requested euthanasia (unlicensed pets)	\$50
Optional micro-chipping for adopted pets	\$25

6. Miscellaneous

Type	2026 Fee
Credit Card Service Fee	3%
» ACH Service Fee (e.g., electronic check)	\$0.50 per transaction
NSF (insufficient funds charge for a returned payment)	\$25 each
Use of City owned property, other than right-of-way, for event parking, storage or similar use	\$100 per day
City Sponsored Event - Vendor Fees	
Food Vendor	\$50 per day
Craft Vendor	\$50 per day
Non-Profit Booth or Vendor	\$10 per day
City Hall Facility Rental Fees	
Weekday Rental (Tue-Fri) - Resident	\$25 per hour
Weekday Rental (Tue-Fri) - Non-Resident	\$50 per hour
Saturday Rental - Residents Only	\$75 per hour
Audio/Visual Rental	\$25
Damage Deposit (refundable)	\$250 minimum
The Hangar Rental Fees (Kenmore Residents Only)	
Damage Deposit (for groups ≥ 30 people)	\$100**
Damage & Food Deposit (for groups ≥ 30 people)	\$150**
**50% of deposit will be forfeited if the event exceeds reserved time over 10 minutes	
**100% of the deposit will be forfeited for “no-shows”	
Public Safety Fees	
First three (3) false alarms	No fee
Fourth and fifth false alarms	\$50 each
Sixth and additional false alarms	\$100 each
Park Shelter Rental Fee	
Kenmore Residents all day	\$150
Kenmore Residents half day	\$75
Non-Kenmore Residents all day	\$200
Non-Kenmore Residents half day	\$100
Moorlands Park Athletic Fields Rental Fee: Athletic clubs may request up to a maximum 50% reduction if the club has at least 20% of eligible participants	\$22 per hour
Franchise Agreements Negotiations	

General	Actual Cost
Cable TV	Actual Cost***
***Reimbursement of actual costs may be subject to federal regulations relating to 5% gross revenue franchise fee cap	
Right-of-Way Vacation	
Application fee	\$174 per hour
Appraisal review	Actual cost
Public notice mailing fee	See fee in Section 4

Special Event Permit	2026 Fee
Application Fee	\$100
Application Fee for City of Kenmore Sponored Events	No fee
Actual and indirect cost for city personel involvement in event traffic control, fire safety, or other facility or event support, and the use of City equipment and other nonpersonnel expense.	Actual Cost

7. Public Records Requests

Type	2026 Fee
Copy charges may be combined to the extent more than one type of charge applies to a particular request	
Review of requested records	No charge
Standard size black-and-white-photocopies (includes 8-1/2" x 11", 8-1/2"x14" and 11"x17")	
6 pages or less	No charge
7 or more pages (includes cost of first 6 pages)	\$0.15 per page
Scanned copies (converting a record from paper copy to an electronic format)	
10 pages or less	No charge
11 or more pages (including cost of first 10 pages)	\$0.10 per page
Uploading/attaching electronic files to digital storage media/device(s), a cloud-based storage or service, or emails (CD, DVD, thumb drive, email or cloud service).	
80 files or less	No charge
81 or more files (including cost of first 80 files)	\$0.05 for every 4 files
Transmission of public records in an electronic format	\$0.10 per gigabyte
Oversized documents such as building plans, maps, blueprints or large copy jobs	Actual cost
Records copied to CD or DVD	\$1.00 per CD/DVD
Records copied to thumb/flash drive	Actual cost
Mailing envelopes or packaging and postage	Actual cost

8. Surface Water

Surface Water Management Service Annual Program Charges		2026 Fee
Rates are established pursuant to Resolution no. 23-406, unless otherwise amended and adopted.		
City of Kenmore		
Surface Water Management Program Annual Service Charges		
Class	Impervious Area	Annual Rates
		2024 2025 2026 2027 2028 2029 2030
Residential ^A	NA	\$298.84 \$358.61 \$401.64 \$449.84 \$476.83 \$505.44 \$525.66

Very Light ^A	0 to ≤ 10%	\$298.84	\$358.61	\$401.64	\$449.84	\$476.83	\$505.44	\$525.66
Light	> 10% to ≤ 20%	\$896.51	\$1,075.81	\$1,204.91	\$1,349.50	\$1,430.47	\$1,516.30	\$1,576.95
Moderate	> 20% to ≤ 45%	\$1,942.43	\$2,330.92	\$2,610.63	\$2,923.91	\$3,099.34	\$3,285.30	\$3,416.71
Moderately Heavy	> 45% to ≤ 65%	\$3,287.20	\$3,944.64	\$4,418.00	\$4,948.16	\$5,245.05	\$5,559.75	\$5,782.14
Heavy	> 65% to ≤ 85%	\$4,482.54	\$5,379.05	\$6,024.54	\$6,747.48	\$7,152.33	\$7,581.47	\$7,884.73
Very Heavy	> 85% to ≤ 100%	\$5,528.46	\$6,634.15	\$7,430.25	\$8,321.88	\$8,821.19	\$9,350.46	\$9,724.48
City Roads	NA							
State Highways	NA							

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

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

Capital Facilities Plan 2025-31

Northshore School District
June 2025 – As Revised September 2025



CAPITAL FACILITIES PLAN

2025 - 2031

NORTHSHORE SCHOOL DISTRICT NO. 417

3330 Monte Villa Parkway, Bothell, Washington 98021-8972

STRENGTHENING OUR COMMUNITY THROUGH EXCELLENCE IN EDUCATION

Board of Directors

Amy Cast

President

Elisabeth Sotak

Vice President

Sandy Hayes

Director

Jacqueline McGourty

Director

Hân Trần

Director

Superintendent

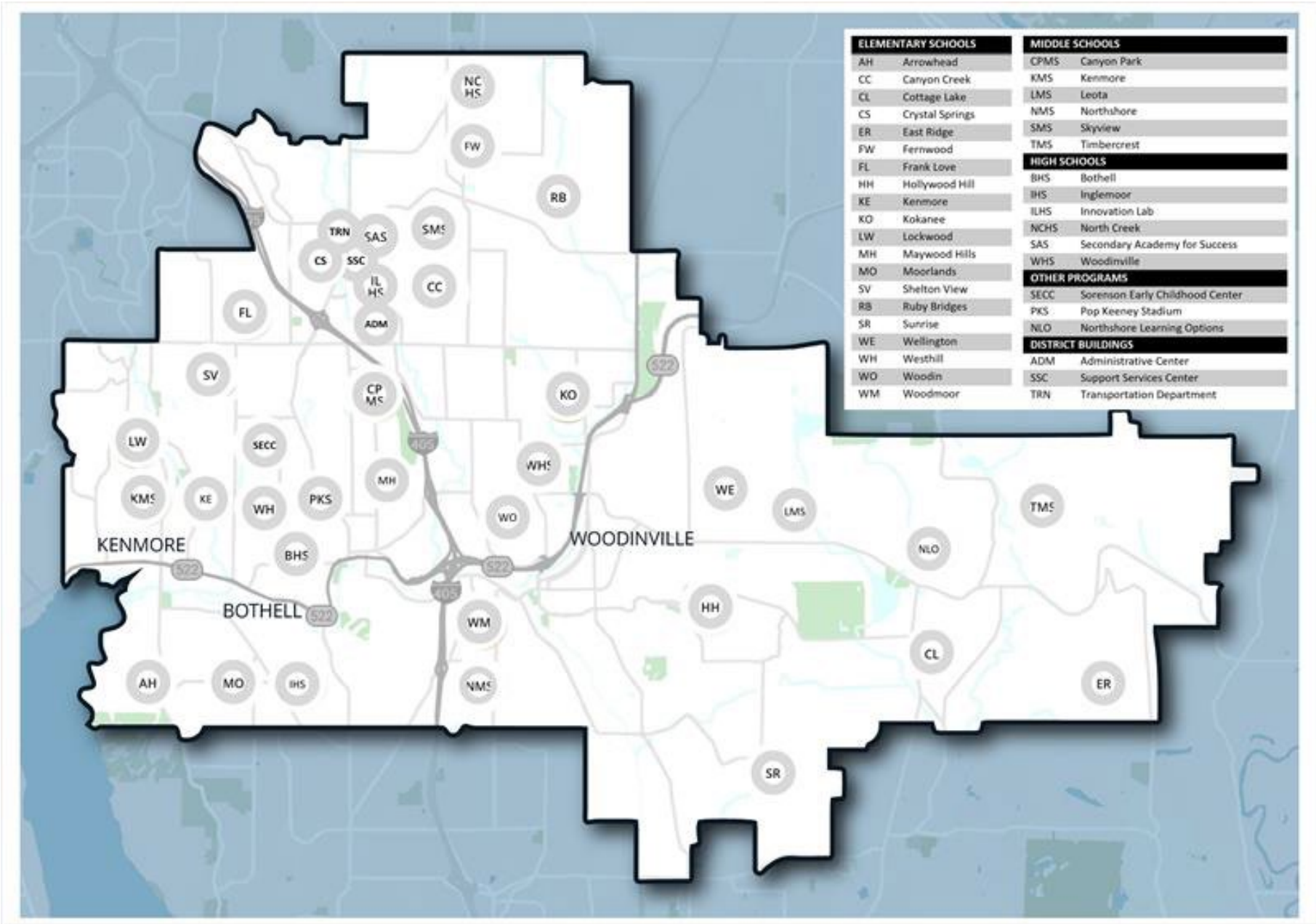
Dr. Justin Irish



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2025 Northshore School District Map



Introduction

Section 1

Purpose of the Capital Facilities Plan

The Washington State Growth Management Act outlines fifteen broad goals, including the adequate provision of necessary public facilities and services. Public schools are among these necessary facilities and services. Public school districts adopt capital facilities plans to satisfy the requirements of RCW 36.70A.070 and to identify additional school facilities essential to meeting the educational needs of their growing student population.

The Northshore School District (NSD/District) has prepared this six-year Capital Facilities Plan (CFP) per the Washington State Growth Management Act and the codes of King and Snohomish Counties and the cities of Bothell, Kenmore, and Woodinville. This CFP is intended to provide these jurisdictions with a description of projected student enrollment and school capacities at established service levels over the six-year period 2025-2031. It also offers longer-term enrollment projections. The role of impact fees in funding school construction is addressed in **Section 6** of this report.

The District updates its Capital Facilities Plan annually. The most recent update, before this version, was adopted by the Board of Directors in June 2024.

Overview of the Northshore School District

Schools & Programs

The Northshore School District currently operates twenty elementary schools, six middle schools, and four comprehensive high schools. NSD also has one choice high school (Innovation Lab High School), one alternative high school (Secondary Academy for Success), a hybrid combination of choice school with high levels of parent involvement (Northshore Networks), a home school program, (Northshore Family Partnership Program), a virtual learning school (Northshore Online Academy) and an early childhood center (Sorenson Early Childhood Center). The current grade configuration is K-5, 6-8, and 9-12.

Geographic

NSD spans 60 square miles and primarily serves five jurisdictions: King County, Snohomish County, the City of Bothell, the City of Kenmore, and the City of Woodinville. Some addresses are located in Brier, Kirkland, and Redmond. Still, they are either in areas not expected to experience new residential development or in minimal areas with previously developed residential areas. For the District's CFP and long-term projections, those areas are considered to have a minimal impact on NSD's grade bands. The King-Snohomish County line divides NSD such that roughly two-thirds of the District's geographic location is in King County and one-third in Snohomish County.

Population

The Washington State Office of Financial Management (OFM) projects continued population growth in both King and Snohomish counties through 2030. Snohomish County's population is expected to reach 935,370, reflecting an increase of 83,790 people or 7.9 percent. King County is projected to grow to 2,487,380 residents, an increase of 109,280 people or 4.6 percent over the same period.

Within this regional context, the Northshore School District spans both counties. For forecasting purposes, the District uses a fixed rate of 7.62 percent based on the 2020 U.S. Census to estimate its share of Snohomish County's population. In 2024, this equated to an estimated 66,068 residents in the Snohomish County portion of the District, an increase of 556 residents or 0.85 percent from the previous year. While NSD also serves areas within King County, population projections and enrollment estimates are based solely on Snohomish County data.

Urban Growth Area & County Jurisdictions

The Urban Growth Area (UGA) boundary divides the Northshore School District (NSD), creating capacity utilization challenges. As new residential development continues at moderate rates, land for potential new school sites remains scarce. King County does not permit school siting outside the UGA, whereas Snohomish County allows it in certain rural zones via a Conditional Use Permit (CUP) process.

In December 2024, Snohomish County adopted the 2024 Comprehensive Plan Update, which includes Ordinance No. 24-033. This ordinance expands the Southwest County UGA by approximately 378 acres within the NSD boundary, specifically in the "43rd Avenue Area" and the "45th Avenue Area." The expansion transitions these areas from Rural Residential to urban density classifications:

43rd Avenue Area: Reclassified to Urban Medium-Density Residential (UMDR) and Urban Low-Density Residential (ULDR) to accommodate population growth.

45th Avenue Area: Reclassified to Urban Low-Density Residential (ULDR) to support anticipated population increases through strategic land use planning.

Snohomish County's Countywide Planning Policies mandate that jurisdictions "ensure the availability of sufficient land and services for future K-12 school needs" (Policy ED-11). The NSD remains committed to monitoring developments in the Snohomish County 2024 Comprehensive Plan Update and evaluating opportunities to accommodate anticipated growth.

The District participates in regular conversations regarding school facilities planning with jurisdictions in King County pursuant to regular meetings held to comply with Policy PF-22 of the King County Countywide Planning Policies. NSD appreciates any opportunity to cooperate in planning efforts with its jurisdictions.

Enrollment Methodology & Data

Section 2

Enrollment

Enrollment Summary

Between 2020 and 2024, Northshore School District (NSD) saw a decrease of 879 students, with enrollment declining from 22,943 to 22,064. This followed several years of growth and reflects regional shifts, including lower birth rates, limited housing turnover, and the ongoing effects of the pandemic. The rate of decline slowed from 1.2% in 2021 to 0.5% in 2022, followed by a slight increase of 0.3% in 2023 and a 1.5% decrease in 2024.

Enrollment is expected to stabilize by 2026 and recover as early as 2027. Growth is anticipated due to new housing development, particularly in the Snohomish County portion of the district, and an improving housing market. The northern and central service areas are projected to experience the most growth. At the same time, the southern portion of the district is expected to remain relatively stable due to demographic and housing constraints in King County. Overall, enrollment is projected to trend upward throughout the decade.

Enrollment Trends

The District continues to experience a clear enrollment pattern, with larger cohorts currently enrolled in grades 3 through 12 and smaller class sizes in kindergarten through grade 2. This trend is expected to continue as the larger cohorts move through the system, creating a sustained impact on middle and high school enrollment in the coming years.

Forecast Data Factors

Kindergarten Enrollment

Historically, kindergarten enrollment in Northshore School District has accounted for approximately 4.00 to 5.00 percent of total births in King and Snohomish counties. Despite fluctuations during the pandemic, this ratio has remained relatively stable. As of 2024, kindergarten enrollment represents 4.33 percent of combined county births, continuing the long-term trend. This consistency suggests a sustained level of family preference for the District and reflects a reliable entry point for projecting future enrollment patterns at the elementary level.

Planned Residential Development

New single-family development within Northshore School District slowed in 2022, with 759 planned units, but increased to 832 in 2023 based on December 2023 data and has significantly declined in 2024 down to 493. These figures exclude short plats, which are becoming more common as large parcels become scarce. This trend toward infill development is beginning to impact enrollment in certain areas, with some short plats generating more students than previously forecasted. As jurisdictions prioritize higher-density housing, short plats are expected to grow in future enrollment projections.

Multi-family and townhome development also remains strong. While there were 4,841 multi-family units in the pipeline in 2022, that number slightly decreased to 3,987 in 2023 and declined to 3,015 in 2024. Townhomes, many of which offer three or more bedrooms, continue to produce more students per unit than apartments or condominiums. This has allowed the District to calculate student generation rates more accurately and apply separate impact fees in jurisdictions that distinguish between housing types. The District will continue monitoring this trend closely.

Recent UGA expansions in Snohomish County are expected to support new residential development within the District boundary, particularly in areas reclassified for urban density. These changes may result in increased student enrollment over time. The District will continue to monitor development activity and coordinate with local jurisdictions to assess future enrollment impacts and capacity needs.

Forecasts

Cohort Survival Methodology

The cohort survival method tracks groups of students over time, applying average year-to-year changes to forecast future enrollment. OSPI commonly uses it for school construction funding decisions through the School Construction Assistance Program (SCAP).

This method is most reliable in districts with stable, gradual enrollment trends. However, its accuracy declines in areas experiencing significant shifts in housing development, birth rates, or migration patterns. Kindergarten projections are especially sensitive to changes in regional birth rates. Recent disruptions, including the COVID-19 pandemic and broader economic and demographic shifts, have introduced new challenges to the reliability of this approach.

Modified Cohort Survival Methodology

Northshore School District (NSD) collaborates with professional demographers to enhance the traditional cohort survival method by incorporating local data on births, housing development, population trends, student mobility, and enrollment in private and homeschool settings. These projections, last updated in January 2025, are shown in Table 2.1 below, and a complete report is maintained on file for reference.

Using a high-range projection model, the District anticipates an increase of 1,559 K–12 students over the six-year planning period. The high-range model, rather than the traditional mid-range model, reflects several key factors: a sustained pattern of larger incoming cohorts, the volume of approved residential development, and the projected impacts of recent Urban Growth Area (UGA) expansions. While the impact of UGA boundary changes in Snohomish County is not yet included in this projection, NSD recognizes that new zoning for an additional 378 acres may further increase enrollment in future updates. A high-range forecast provides a more appropriate and conservative basis for facility planning, particularly because the District cannot construct new capacity at the same pace that students may enroll. To ensure responsiveness to actual conditions, the District re-evaluates the demographer's forecast annually and adjusts planning assumptions as needed to align with enrollment trends. The District will continue to monitor actual enrollment and adjust projections and facility planning as needed to ensure capacity keeps pace with growth.

High-Range Enrollment Forecast
Table 2.1

Grade	Actual	Projections					
	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Kinder	1,463	1,480	1,451	1,474	1,529	1,503	1,525
1st	1,536	1,563	1,585	1,560	1,588	1,648	1,620
2nd	1,588	1,593	1,625	1,655	1,631	1,660	1,723
3rd	1,747	1,622	1,631	1,670	1,704	1,680	1,709
4th	1,670	1,788	1,665	1,681	1,725	1,761	1,736
5th	1,786	1,698	1,821	1,704	1,724	1,769	1,806
6th	1,742	1,824	1,738	1,871	1,755	1,778	1,824
7th	1,743	1,774	1,860	1,781	1,921	1,804	1,827
8th	1,754	1,762	1,796	1,892	1,816	1,959	1,841
9th	1,835	1,854	1,866	1,912	2,017	1,939	2,092
10th	1,810	1,880	1,903	1,925	1,977	2,087	2,006
11th	1,763	1,729	1,799	1,831	1,855	1,907	2,013
12th	1,627	1,741	1,711	1,789	1,824	1,850	1,901
Total	22,064	22,308	22,451	22,745	23,066	23,345	23,623
K-5th	9,790	9,744	9,778	9,744	9,901	10,021	10,119
6th-8th	5,239	5,360	5,394	5,544	5,492	5,541	5,492
9th-12th	7,035	7,204	7,279	7,457	7,673	7,783	8,012

Long Range Forecasts

The modified cohort methodology was extrapolated to 2034 to produce a 10-year high-range enrollment forecast (**Table 2.2**). Using this methodology, NSD's enrollment is projected to grow by 2,523 students from 2025 to 2034. This projection assumes that state forecasts for births, K–12 growth, and population trends in the Puget Sound region remain on track.

A noticeable shift in enrollment is expected at the high school level, with elementary and middle school enrollment increasing steadily through 2030. Elementary enrollment is projected to grow gradually, with accelerated increases after 2027 as larger cohorts progress through the system.

The 10-year high-range enrollment forecast (**Table 2.2**) reflects these trends and is the basis for long-term capacity planning.

10-Year High-Range Enrollment Forecast
Table 2.2

Grade	Oct-25	Oct-30	Oct-34	10 Year Total Growth
K-5th	9,744	10,119	10,609	865
6th-8th	5,360	5,492	5,920	560
9th-12th	7,204	8,012	8,302	1,098
Total	22,308	23,623	24,831	2,523

Enrollment projections are based on current trends in population, birth rates, housing development, and economic conditions. Future changes in these factors may impact growth. The District will monitor trends and adjust forecasts as needed to support effective capacity planning.

Snohomish County/OFM Forecasts

Snohomish County requires long-term population projections as part of the biennial Capital Facilities Plan (CFP) update, while King County does not. The District acknowledges that projections beyond six years become less reliable and relies on periodic updates to reflect current demographic trends.

Based on data from the Washington State Office of Financial Management (OFM) and Snohomish County, Northshore School District (NSD) projects a 2045 student FTE population of 30,275 (Table 2.3). Between 2016 and 2021, enrollment averaged 39.7% of the OFM/Snohomish County population estimates, declining to 35.54% based on 2020 Census data. However, as NSD spans both King and Snohomish Counties, these figures are estimates for planning purposes.

OFM's October 2030 population forecast exceeds NSD's high-range enrollment projection by 1,704. These differences highlight the need for ongoing monitoring of population trends to inform long-term capacity planning.

FTE Enrollment Forecast – 2044 OFM/Snohomish County Estimates*
Table 2.3

Grade Band	Oct-20	Oct-30	Oct-45
Elementary	10,212	11,537	13,437
Middle	5,322	6,012	7,341
High	6,885	7,778	9,497
Total	22,419	25,327	30,275

*Assumes that percentage per grade span will remain constant through 2045 which aligns with the Snohomish County requirement.

District Standard of Service

Section 3

Primary Objective

Northshore School District prioritizes optimizing student learning by maintaining adequate permanent and temporary classroom capacity. This involves continuous assessment of curriculum, instructional methods, and learning environments to ensure equitable access for all students. The District defines capacity using two key measures: design capacity, which is determined by fire code regulations, and instructional capacity, which is based on program and school plans, recognizing that some spaces can only be used at 85 percent of total school capacity. Factors such as state-mandated changes, including full-day kindergarten, Core 24 graduation requirements, and reduced K-3 class sizes, along with demographic projections, are considered when determining service levels..

Existing Programs and Standards of Service

Northshore School District offers traditional and nontraditional educational programs (**Table 3.1**), which are regularly reviewed to ensure optimal instructional methods, equitable access, and appropriate learning environments. Teacher-to-student ratios, privacy needs, proximity to services, noise levels, and physical activity determine program space requirements. Flexibility is essential to accommodate learning styles, program changes, and activities before and after school. Some programs, such as Special Education Functional Skills and Academics, require lower classroom capacities, with service levels adjusted to reflect smaller class sizes, such as eight students per room instead of the standard 25 (**Table 3.2**).

Capacity and Programs

Capacity is affected at buildings that house special programs. These programs require space modifications and frequently have lower class sizes than other, more traditional programs. This potentially translates into greater space requirements. These requirements affect the utilization of rooms and result in school capacities varying from year to year. (As programs move or grow, depending on space needs, capacity can change or decline in a school.)

Special teaching stations and programs NSD offers at specific school sites are included in **Table 3.1**.

Programs and Teaching Stations
Table 3.1

	Elementary	Secondary
Group Activity Room	X	
Early Childhood	X	
Head start (Federal)	X	
ECEAP (State)	X	
Elementary Advanced	X	
Advanced Academic Program		X
Parents Active Cooperative in	X	
Dual Language	X	
Learning Assistance Program	X	
Title 1	X	
English Language	X	X
Northshore Learning Options	X	X
Secondary Academy for		X
International Baccalaureate		X
Advanced Placement (AP)		X
College in the High School		X
Running Start		X
Band & Jazz Band	X	X
Orchestra	X	X
Choir		X
Special Education (SPED):	X	X
Learning Centers(LC)	X	X
Mid Level (ML)	X	X
Mid-Level Sensory (MLS)	X	
Mid-Level Social-Emotional	X	
Mid-Level Blended (MLB)	X	
Aspire		X
Functional Skills & Academics	X	X
Adult Transition Pathways (ATP)		X
Adult Transitioning to Independence		
Career Technical Education		X
Includes specialized programs like Automotive, Composites, Culinary Arts, Robotics, Sustainable Engineering and Design, Project Lead the Way, Aeronautics, Marketing,		X

Standard of Service

Northshore School District has established an average class size that does not exceed the sizes listed in **Table 3.2**.

Class sizes are averages based on actual utilization, which is influenced by state and/or contractual requirements, state funding, and instructional program standards.

Standard of Service**Table 3.2**

Program a Classroom Serves	Prek-5th Target # of Students Per Classroom	Middle School Target Number of Students Per Classroom	High School Target Number of Students Per Classroom
Special Education Preschool	15	N/A	N/A
Early Childhood & PreK	16	N/A	N/A
Kindergarten - 1st	24	N/A	N/A
Elementary 2nd - 3rd	26	N/A	N/A
Elementary 4th - 5th	27	N/A	N/A
Secondary 6th - 12th	N/A	27	27
Special Education Learning Center	25	25	25
Special Education Mid Level Blended	12	N/A	N/A
Special Education Mid Level	N/A	10	10
Special Education Sensory	10	N/A	N/A
Special Education Midlevel Social Emotional	10	N/A	N/A
Special Education Aspire	N/A	8	8
Special Education Functional Skills &	8	8	8
Alternative Education	N/A	N/A	15

All schools target 83 to 88 percent utilization, depending on program needs such as Special Education and Arts. These percentages reflect the need to maintain flexibility in space use to support various programs, scheduling requirements, and student support services across grade levels.

Snohomish County

Snohomish County requires that the District's plan include a report regarding NSD's compliance with the District's minimum service levels. **Table 3.3** shows the District's average students per teaching station as of October 1 for each year to measure its minimum service levels. The District acknowledges that current teaching station averages exceed target levels and will continue to monitor and address systemwide capacity as part of its long-range planning.

Average Students per Scheduled Teaching Station

(In classrooms without special programs)

Table 3.3

Grade Level	# of Scheduled Teaching Stations	Minimum Level of Service	22/23	23/24	24/25
K - 5	433	24	20.9	21.6	22.4
6 - 8	238	26	25.1	25.8	25.8
9 - 12	308	26	22.7	26.5	27.8
Total / Average	979				

Capital Facilities Inventory

Section 4

Inventory History

Bothell High School is the oldest of our current schools in the Northshore School District, initially constructed in 1953. It was followed by Kenmore Elementary in 1955 and Arrowhead and Crystal Springs Elementary Schools in 1956. Kenmore Middle School was built in 1961 during a growth boom from 1953 to 1964. Table 4.1 illustrates the age of each school, the dates of modernizations and added capacity, and the historical timeline.

Historical Timeline of School Construction and Modernization

Table 4.1

School	Year Built	Last Modernization or Addition
Arrowhead	1957	1994
Bear Creek	1988	2011
Canyon Creek	1977	1999/2008/2020
Cottage Lake	1958	1998/2005
Crystal Springs	1957	1990/1997/2002/2022
East Ridge	1991	
Fernwood	1988	2002/2010/2022
Frank Love	1990	
Hollywood Hill	1980	2001
Kenmore	1955	1987/1999/2022
Kokanee	1994	
Lockwood	1962	1998/2002
Maywood Hills	1961	1989/2000/2002/2022
Moorlands	1963	1994/2002
Ruby Bridges	2020	
Shelton View	1969	1992/1999
Sorenson ECC *	2002	2022
Sunrise	1985	
Wellington	1978	2000
Westhill	1960	1971/1993/1995
Woodin	1970	2003/2022
Woodmoor	1994	
Middle School		
Canyon Park	1964	1979/1987/2000/2005
Kenmore	1961	1995/2004/2008/2012
Leota	1972	1995/1996/1997/2022
Northshore	1977	2004
Skyview	1992	2020
Timbercrest	1997	
High School		
Bothell	1953	1997/2001/2005/2009
Inglemoor	1964	1994/1995/1997/2022
Innovation Lab	2020	
Woodinville	1983	1989/1994/2008/2011/2016
North Creek	2016	
SAS	2010	

Capacity Definitions

The Growth Management Act requires a capacity analysis based on an inventory of existing capital facilities.

Design Capacity

Design capacity is the number of students a building was initially designed to hold. It may still be used for building code or fire code references, but it is not used in enrollment planning or capital forecasting.

Instructional Capacity

Instructional capacity adjusts permanent and temporary capacity based on how the space is used. It accounts for program needs like Special Education, full-day kindergarten, teacher planning time, and other space demands. Because not every room can be fully used every period, schools are typically considered complete when they reach 83–88% of their total space. Instructional capacity is updated each year.

Permanent Capacity

Permanent capacity is the number of students that can fit in the school's main building using built-in classrooms. It does not include portables or other temporary spaces.

Portable Capacity

Portable capacity is the space added through portables or modular classrooms. It helps handle enrollment growth or program changes when permanent space is unavailable.

Total Capacity

Total Capacity is the sum of permanent and portable capacity. For this document, instructional capacity is the standard measure, as it most accurately reflects how school space is used to deliver educational programs.

Inventory

Inventory of Instructional Capacity

Table 4.2 summarizes the District's instructional capacity, including current capacity in permanent and portable classrooms.

2024-25 Instructional Capacity Inventory

Table 4.2

	Permanent Instructional Capacity	Instructional Portables	Total Number of Portables	Portable Instructional Capacity	Portable % of Total Capacity	Total Instructional Capacity
Elementary School						
Arrowhead	270	3	5	65	19%	335
Canyon Creek	847	7	12	189	18%	1,036
Cottage Lake	336	0	0	0	0%	336
Crystal Springs	404	5	6	132	25%	536
East Ridge	414	0	0	0	0%	414
Fernwood	515	8	15	320	38%	835
Frank Love	393	7	14	205	34%	598
Hollywood Hill	392	0	2	0	0%	392
Kenmore	383	0	9	0	0%	383
Kokanee	423	11	12	268	39%	691
Lockwood	529	0	5	24	4%	553
Maywood Hills	383	7	10	174	31%	557
Moorlands	553	2	9	78	12%	631
Ruby Bridges	461	0	0	0	0%	461
Shelton View	411	4	6	95	19%	506
Sunrise	402	0	1	0	0%	402
Wellington	420	1	4	24	5%	444
Westhill	359	3	8	92	20%	451
Woodin	406	3	6	97	19%	503
Woodmoor	605	0	0	0	0%	605
Elementary Totals	8,906	61	124	1763	17%	10669
Middle School						
Canyon Park	1069	4	4	108	9%	1177
Kenmore	965	1	1	27	3%	992
Leota	966	7	7	159	14%	1125
Northshore	1024	4	4	131	11%	1155
Skyview	1,312	4	4	108	8%	1420
Timbercrest	931	0	0	0	0%	931
Middle Total	6,267	20	20	533	8%	6,800
High School						
Bothell	2,011	0	0	0	0%	2,011
Inglemoor	1,915	4	4	147	7%	2,062
North Creek	1,911	0	0	0	0%	1,911
Woodinville	1,927	0	0	0	0%	1,927
Innovation Lab	432	0	0	0	0%	432
Secondary Academy of Success	237	0	0	0	0%	237
High School Totals	8,433	4	4	147	2%	8,580
K-12 Totals	23,606	85	148	2,443	9%	26,049

- The Bear Creek campus provides programs for the Northshore Learning Options and does not provide regular capacity.
- Sorenson Early Childhood Center serves students aged 3-5 yrs and does not provide capacity for K-12 grades;

Portable Classrooms

Purpose & Data

Portable classrooms provide temporary instructional space when permanent classrooms are unavailable. They help the District manage enrollment growth, avoid overbuilding, and support evolving or pilot programs. The District evaluates the need for portable classrooms annually as part of its instructional capacity planning.

The District aims to keep portable classrooms at or below 10%–15% of total instructional capacity. This percentage varies based on enrollment changes and program adjustments. As of 2024–25, portable classrooms comprise 11% of total instructional capacity.

Only portable classrooms for scheduled general education are included in total instructional capacity. Portables for Special Education, OT/PT, LAP, EL, music, or other support services are excluded. Portables used for PTA, daycare, offices, or storage are included if they can be converted into classrooms when needed.

Condition and Replacement

Portable classrooms typically last 20 to 25 years with maintenance. Of the 148 portable classrooms the District owns, 84 are used as instructional space. Most of the inventory is aging—97 units are over 20 years old. While the current bond includes funding to replace 55 units, additional replacements will be needed to maintain current levels of temporary capacity in the future.

Support Facilities & Underdeveloped Land

In addition to its 34 school sites, the District owns and operates properties that support transportation, administration, maintenance, and other school operations. The District also owns undeveloped sites reserved for potential future instructional use. **Table 4.3** provides a complete inventory of these facilities.

Inventory of Support Facilities & Underdeveloped Land

Table 4.3

Facility Name	Building Area (Sq. Ft)	Site Size (Acreage)
Administrative Center (Monte Villa)	49,000	5
Support Services Building	41,000	5
Warehouse	44,000	2
Transportation	39,000	9
Paradise Lake Site*		26
Wellington Hills Site**		104
19827 88th Ave NE		10
18416 88th Ave NE		50,011 Sq. Ft
20521 48th Dr SE (This includes Ruby Bridges ES and the remaining undeveloped portion planned for a future school site.)		33
15215, 15123, 15127, 84th Ave NE and 8305 NE 153rd St (4 parcels adjacent to Moorlands ES)		49,993 Sq. Ft

*The Paradise Lake property is in King County, outside the Urban Growth Area. Although it was purchased before the 2012 zoning change, current regulations prevent it from being used for a school site.

**The Wellington property is in Snohomish County, adjacent to the Maltby Urban Growth Area. A settlement agreement recorded under Snohomish County Recording No. 201906210221 applies to the site. The District has no current project or confirmed plans to build a school there.

Projected Facility Needs

Section 5

Planning History

In 2001, the district's board of directors established a standing, community-based task force by policy to study district-wide enrollment and demographic changes and the resulting impacts on school capacity needs, instructional programs, or other variables. The Enrollment Demographic Task Force (EDTF) examines enrollment projections, capacity considerations, student impacts, cost impacts, program needs, etc., and boundary adjustments based upon the above. The EDTF recommends solutions to the Board. If approved by the Board, these recommended actions are implemented by the District and incorporated into the Capital Facilities Plan.

Mitigation

The District has addressed enrollment growth through new permanent capacity, limiting waivers, converting non-classroom and special-use spaces, adjusting boundaries, relocating programs, and adding portable classrooms. Projects funded by the 2022 bond will expand permanent capacity across all grade levels.

Between 2021 and 2024, total enrollment declined by 1.3% (295 students), while high school enrollment increased by 3.6% (246 students). Continued growth is expected in the northern and western areas of the District, while growth has slowed in the southern and eastern regions. **Table 5.1** summarizes the District's current mitigation tools for managing capacity.

Capacity Mitigation Tools

Table 5.1

Shorter Lead Time
Utilize existing spaces more efficiently
Adjust waiver policies
Adjust program placements
Move classes to schools with capacity
Move existing portables
Install new modulars or portables
Lease space
Longer Lead Time
Adjust service areas
Adjust feeder patterns
New construction
Acquire new property

Planned Improvements - Construction to Accommodate New Growth

The \$425 million capital bond approved in 2022 includes eight projects to expand permanent capacity across all grade levels. These projects will replace outdated portables with modern classrooms, communal spaces, and administrative areas. Each project is planned using enrollment forecasts and anticipated growth within the school's boundaries.

Inglemoor High School (IHS)

The replacement project for Inglemoor High School (IHS) is planned as a three-phase endeavor. Phase 1 will primarily entail replacing buildings 600 and 700 and installing additional temporary classroom space. Specifically, five double portables, totaling 10 classrooms, will be installed to serve as surge space during construction. Phase 1 will replace existing classroom space and permanently add capacity for 185 additional students. This phase will focus on replacing classroom space, including science classrooms, expanding the school's overall instructional capacity, and will also involve the construction of a new commons area.

Following Phase 1, the capacity of the high school will increase by 185 students.

Phase 2, which is slated to be included in the 2026 bond, will concentrate on rebuilding the gymnasium and additional classrooms. Phase 3 will address the remainder of the school rebuild.

Leota Middle School (LMS)

The Leota Middle School (LMS) modernization project has two phases. Phase 1 will focus on replacing all seven existing portables with permanent classrooms and creating new classroom space, thereby transitioning the capacity currently in portables to permanent classrooms. The phase 1 project will increase permanent capacity by 159 students. Phase 2, scheduled for the 2026 bond, will address rebuilding the remaining school facilities. Upon completion of Phase 2, the capacity of Leota Middle School will be unchanged.

Kenmore Elementary School

Kenmore Elementary School is currently under active construction. The site has nine portables, five dedicated to regular instruction and four utilized for specialist programs. The modernization project includes relocating these functions to permanent space and adding two versatile multipurpose rooms. Furthermore, plans include the development of a fully inclusive playground and enhancements to site circulation to accommodate increased capacity. Upon completion, the school's permanent capacity will be unchanged, and the school will be enhanced as a multi-purpose space.

Crystal Springs Elementary School

Crystal Springs Elementary School is currently under active construction. The site currently has 10 portables, six used for regular classroom instruction and four for specialist programs. The modernization project includes replacing these 10 portables with permanent classrooms, ancillary space, and offices. Additionally, it includes the construction of a new gym, commons, and stage, as well as a fully inclusive playground, additional parking, and improved site circulation to support increased capacity. Upon completion, the school's permanent capacity will increase by 175 students.

Fernwood Elementary School

Fernwood Elementary School is currently under active construction. The site has 16 portables, with eleven used for regular classroom instruction, one for restrooms, and four for specialists and programs. The modernization project includes replacing all 16 portables with permanent classrooms, offices, music rooms, and two multipurpose spaces. Additional plans include an inclusive playground, additional parking, and improved site circulation. The front office will also be replaced. The new capacity will meet enrollment needs, and if enrollment increases significantly, the multipurpose rooms may be converted to classrooms, increasing functional capacity. Without converting the multipurpose rooms, the school's permanent capacity will increase by 330 students.

Maywood Hills Elementary School

Maywood Hills Elementary School is currently under active construction. The site currently utilizes 10 portables, with eight dedicated to regular classroom instruction and two for specialist programs. The modernization project includes replacing these 10 portables with permanent space and adding six additional classrooms. The project also includes a fully inclusive playground and improved site circulation to accommodate increased capacity. Upon completion, the school's permanent capacity will increase by 125 students.

Woodin Elementary School

Woodin Elementary School is currently under active construction. The site has six portables, three used for regular instruction and three for specialists and programs. The modernization project includes replacing those six portables with permanent space for current use, including two music rooms and three additional classrooms. A fully inclusive playground, additional parking, improved circulation, and a new gym will also be added. The school's permanent capacity will increase by 150 students.

Sorenson Early Childhood Center (SECC)

The Sorenson Early Childhood Center is currently under active construction. The site currently has two portables used for instruction. The modernization project includes replacing those two portables with permanent classrooms and adding two additional permanent classrooms. A fully inclusive playground, extra parking, and circulation improvements are also included, supporting an increased capacity of 100 students.

High-range projections from 2025–2031 show an increase of 1,315 students. The District will manage this growth using a combination of permanent capacity and portable classrooms. Ongoing monitoring of key factors—legislative changes, instructional models, economic conditions, land use plans, program mandates, permit activity, and birth rates—will guide decisions about future space and land needs. Future Capital Facilities Plan updates will reflect these changes.

Table 5.2 summarizes the school construction projects from 2022 to 2026. Where applicable, second-phase projected construction is included for 2026 – 2030. Projects include permanent student capacity growth and modernization of key systems and structures.

Planned Capital Construction Projects

Table 5.2

	Estimated Completion Date	2022-26 Projected Permanent Student Capacity Added	2026-30 Projected permanent student capacity added	Projected Total Permanent Student Capacity Added
Partial renovations and modernization to Crystal Springs El.	2026	175	0	175
Partial renovations and modernization to Fernwood El.	2026	330	0	330
Partial renovations and modernization to Kenmore El.	2026	0	0	0
Partial renovations and modernization to Maywood Hills El.	2026	125	0	125
Partial renovations and modernization to Woodin El.	2026	150	0	150
Construct and equip Phase 1 of Leota Middle School	2026	159	0	159
Construct and equip Phase 2 of Leota Middle School	2030	0	0	0
Construct and equip Phase 1 of Inglemoor High School	2026	185	0	185
Construct and equip Phase 2 of Inglemoor High School	2030	0	0	0
Classroom addition at Sorenson Early Childhood Center	2026	100	0	100

Portable Location Adjustments

To address enrollment growth, the District may move portables between schools or purchase additional units as needed. Program spaces may also be relocated to portables to free up permanent classrooms for general education use.

Capacity Analysis

Table 5.3 shows the district's six-year capacity analysis, considering projected high-range enrollment and planned new capacity. The tables do not include all the potential projects for the 2026 bond, but they do include projects with a second phase scheduled for that cycle.

The District uses a high-range forecast for planning, which remains below the state's OFM projection. This supports responsible long-term planning for students, and we continually assess our permanent and portable capacity to meet evolving needs.

Enrollment Forecast and Instructional Capacity

Table 5.3

	24-25*	25-26	26-27	27-28	28-29	29-30	30-31
Elementary School Analysis							
Enrollment Forecast	9,790	9,744	9,778	9,744	9,901	10,021	10,119
Permanent Capacity - Existing	8,906	8,906	8,906	9,686	9,686	9,686	9,686
New Permanent Capacity - Crystal Springs			175				
New Permanent Capacity - Fernwood			330				
New Permanent Capacity - Maywood Hills			125				
New Permanent Capacity - Woodin			150				
Permanent Capacity	8,906	8,906	9,686	9,686	9,686	9,686	9,686
Portable Capacity	1,763	1,763	1,040	1,040	1,040	1,040	1,040
Total Capacity	10,669	10,669	10,726	10,726	10,726	10,726	10,726
Permanent Capacity surplus/(short)	(884)	(838)	(92)	(58)	(215)	(335)	(433)
Total Capacity surplus/(short)	879	925	948	982	825	705	607
Middle School Analysis							
Enrollment Forecast	5,239	5,360	5,394	5,544	5,492	5,541	5,492
Permanent Capacity - Existing	6,267	6,267	6,267	6,426	6,426	6,426	6,426
New Permanent Capacity - Leota			159				-
Permanent Capacity	6,267	6,267	6,426	6,426	6,426	6,426	6,426
Portable Capacity	533	533	374	374	374	374	374
Total Capacity	6,800	6,800	6,800	6,800	6,800	6,800	6,800
Permanent Capacity surplus/(short)	1,028	907	1,032	882	934	885	934
Total Capacity surplus/(short)	1,561	1,440	1,406	1,256	1,308	1,259	1,308
High School Analysis							
Enrollment Forecast	7,035	7,204	7,279	7,457	7,673	7,783	8,012
Permanent Capacity - Existing	8,433	8,433	8,433	8,618	8,618	8,618	8,618
New Permanent Capacity - Inglesmoor			185				-
Permanent Capacity	8,433	8,433	8,618	8,618	8,618	8,618	8,618
Portable Capacity	147	147	147	147	147	147	147
Total Capacity	8,580	8,580	8,765	8,765	8,765	8,765	8,765
Permanent Capacity surplus/(short)	1,398	1,229	1,339	1,161	945	835	606
Total Capacity surplus/(short)	1,545	1,376	1,486	1,308	1,092	982	753
District Analysis							
Enrollment Forecast	22,064	22,308	22,451	22,745	23,066	23,345	23,623
Permanent Capacity - Existing	23,606	23,606	23,606	24,730	24,730	24,730	24,730
New Permanent Capacity Total		-	1,124				-
Permanent Capacity	23,606	23,606	24,730	24,730	24,730	24,730	24,730
Portable Capacity	2,443	2,443	1,561	1,561	1,561	1,561	1,561
Total Capacity	26,049	26,049	26,291	26,291	26,291	26,291	26,291
Permanent Capacity surplus/(short)	1,542	1,298	2,279	1,985	1,664	1,385	1,107
Total Capacity surplus/(short)	3,985	3,741	3,840	3,546	3,225	2,946	2,668

*Actual October 2024 enrollment

This table does not include new or relocated portable facilities over the six-year planning period or the addition of permanent capacity at Sorenson Early Childhood Center.

Future Capacity Planning

The District will manage growth by expanding permanent capacity and using portables as needed. Capacity needs will be monitored based on legislative changes, instructional requirements, economic conditions, land use, and enrollment trends.

A 10-year capacity analysis provides projections based on the District's high-growth forecast. **Table 5.4** outlines these projections, recognizing that long-term estimates may shift due to changes in population and development. Future updates will reflect the most current data.

2034 – Ten-Year Forecast of Enrollment and Instructional Capacity

Table 5.4

Grade Level	Enrollment	Permanent Capacity	Portable Capacity	Total Capacity	Permanent Capacity surplus/(short)	Total Capacity surplus/(short)
Elementary School	10,609	9,686	1,040	10,726	(923)	117
Middle School	5,920	6,426	374	6,800	506	880
High School	8,302	8,618	147	8,765	316	463
Total	24,831	24,730	1,561	26,291	(101)	1,460

Assumes added new capacity projects included in this CFP, but no future near-term planning in process, and no adjustment of portable facilities. Utilizes high-range figures for enrollment.

Planned Improvements – Existing Facilities (Building Improvement Program)

For sites not designated for capacity expansion in the 2022 bond, the District is upgrading key building systems such as HVAC, mechanical, flooring, and roofing to extend facility life and maintain an optimal learning environment. These improvements, funded through the 2018 Bond and the 2022 Capital Bond, are in progress. See **Table 6.1** in Section 6 for details.

Capital Facilities Financing Plan

Section 6

School facility funding is typically secured from several sources, including voter-approved bonds, state matching funds, impact fees, and mitigation payments. Each of these funding sources is discussed below.

General Obligation Bonds

Bonds are typically used to fund the construction of new schools and other capital improvement projects. A 60% voter approval is required to pass a bond issue. Bonds are sold as necessary to generate revenue and are then retired through a collection of property taxes.

Before the 2022 bond, voters approved a \$275 million bond measure in 2018, which funded construction of Ruby Bridges Elementary (\$80 million), additions at Skyview Middle School and Canyon Creek Elementary (\$50 million), a new Northshore Concert Hall (\$36 million), and a variety of facility improvements, security upgrades, and system modernizations across the District.

The District's Board of Directors, upon the recommendation of the Capital Bond Planning Task Force, sent a \$425 million bond measure to the voters in February 2022 to provide funding for growth-related projects included in this Capital Facilities Plan and other District-wide building improvement or capital infrastructure needs. The voters approved the bond measure by 61.2%.

The 2026 bond measure will help fund future projects, including Phase 2 of Leota and Phase 2 of Inglemoor. Additionally, the plan includes a future 2030 bond to fund Phase 3 of Inglemoor High School.

State School Construction Assistance

State financial assistance comes from the Common School Construction Fund. Bonds are sold on behalf of the fund and then retired from revenues accruing predominantly from the sale of renewable resources (e.g., timber) from state school lands set aside by the Enabling Act of 1889. If these sources are insufficient to meet needs, the Legislature can appropriate General Obligation funds, or the Superintendent of Public Instruction can prioritize projects for funding.

State financial assistance is available through the School Construction Assistance Program (SCAP) for qualifying school construction projects. However, these funds may not be received until two to three years after a matched project has been completed. This requires the District to finance the complete project with local funds. Site acquisition and site improvements are not eligible to receive matching funds. The District is currently eligible for state school construction assistance funds at a 41.63% level for eligible projects. The District expects to receive SCAP funds for the elementary and middle school capacity projects identified in this CFP. Eligibility for SCAP funding is continually reviewed. Future updates to this plan will include updated information as it becomes available.

Impact Fees

(See Section 7 for background, detail, and methodology)

The Washington State Growth Management Act (GMA) authorizes cities and counties that plan under RCW 36.70A.040 to collect impact fees to supplement funding of additional system improvements (e.g., public facilities such as schools) needed to accommodate growth from new development. The statute clearly states that the financing of needed public facilities to serve growth cannot be funded solely by impact fees but rather must be balanced with other sources of public funds.

Budget and Financing Plan

Table 6.1 is a summary of the budget that supports the Capital Facilities Plan. Each project budget represents the total project costs, which include: construction, taxes, planning, architectural and engineering services, permitting, environmental impact mitigation, construction testing and inspection, furnishings and equipment, escalation, and contingency. The table also identifies 2024-2025 and future planned expenditures. It does not include project expenditures from previous years.

8-Year Capital Facilities Expenditures Finance Plan

Table 6.1

Projects Adding Capacity	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	Total	Potential Funding Source				
										Bonds	Levy	SCAP	Impact	Future
Inglesmoor - Phase 1	10	48	47	8					113	X		X	X	
Inglesmoor - Phase 2			30	60	60	11			161			X	X	X
Leota - Phase 1	6	25	24	4					59	X			X	
Leota - Phase 2			30	60	55	5			150				X	X
Crystal Springs	27	5							32	X		X	X	
Fernwood	23	8	2						33	X		X	X	
Maywood Hills	41	3							44	X			X	
Woodin	23	4							27	X		X	X	
Sorenson	15	2							17	X			X	
Future Elementary School (KO)		5	20	45	10				80				X	X
Future Elementary School (SV)		5	20	65	10				100				X	X
Bothell Modular Buildings	3.0								3	X			X	
North Creek Modular Buildings	1.0								1	X			X	
Total Capacity Projects	149	105	173	242	135	16	-	-	820					

Projects Not Adding Capacity	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	Total	Potential Funding Source				
										Bonds	Levy	SCAP	Impact	Future
Kenmore	30	3							33	X				
Building Improvement	6	6	20	20	15	6	6	6	85	X				X
Technology	3	3	4	4	4	4	4	4	30	X	X			X
Fields/Inclusive Learning	3	3	5	20	5	5	20	5	66	X	X			X
Code Compliance/Small Works	4	4	5	5	5	6	6	6	41	X				X
Site Purchase/Circulation	1	1	1	1	1	1	1	1	8	X				X
Overhead/Bond Expense	3	4	5	5	5	5	5	5	37	X	X		X	X
Security	3	3	4	4	4	4	4	4	30	X				X
Total Non-Capacity Projects	53	27	44	59	39	31	46	31	330					

Total All Projects	202	132	217	301	174	47	46	31	1,150					
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Impact Fees

Section 7

School Impact Fees under the Washington State Growth Management Act

The Growth Management Act (GMA) allows jurisdictions to collect impact fees to help fund new public facilities needed for growth. These fees cannot be used for operations, maintenance, or replacing existing facilities.

Due to enrollment declines starting in 2002 and available capacity in certain areas, NSD did not meet eligibility criteria to collect impact fees until 2016. Currently, King County and the cities of Bothell, Kenmore, and Woodinville are collecting fees based on the District's 2024 Capital Facilities Plan (CFP). We anticipate all the above jurisdictions considering and adopting this 2025 CFP as part of their regular budget cycle. Snohomish County collects fees using the 2024 CFP and is on a biennial update schedule, with the next update in 2026.

Methodology and Variables Used to Calculate School Impact Fees

School impact fees are based on the cost per dwelling unit for land acquisition, site improvements, school construction, and portable installation, strictly for growth-related capacity. Projects that do not add capacity are excluded.

The calculation uses a student generation rate, which reflects the number of students from newly sold and occupied homes by housing type (single-family, townhomes, and multi-family). NSD updated these rates in early 2025 (see Appendix A). Since townhomes generate more students than traditional multi-family units, NSD is asking jurisdictions to treat them separately in their fee ordinances, but also calculate a blended townhome/multi-family fee for those jurisdictions that require it.

The Growth Management Act (GMA) requires credits for anticipated State School Construction Assistance Funds and future property taxes paid by each new unit. Impact fees follow formulas outlined in Snohomish County Code (30.66C) and King County Code (21A.43), which are nearly identical, except Snohomish County distinguishes multi-family fees based on bedroom count.

NSD reviews its Capital Facilities Plan annually and monitors enrollment and capacity trends. The 2026 fees are calculated based on capacity projects at Crystal Springs, Fernwood, Maywood, and Woodin Elementary Schools (780 seats). Table 6.1 lists eligible projects. Appendix B includes the full fee calculation, applied credits, and 2025 proposed fees by jurisdiction and housing type.

Proposed School Impact Fees

Snohomish County (based on the 2024 biennial update; next update 2026)

Single Family Units	\$15,159
Townhome Units	\$5,414
Multi-Family Units – 2+ Bedrooms	\$254
Multi-Family Units – 1/less Bedrooms	\$0

Proposed School Impact Fees

City of Woodinville

Single Family Units	\$16,550
Townhome Units	\$4,878
Multi-Family Units – 2+ Bedrooms	\$3,023

Proposed School Impact Fees

King County, City of Bothell, City of Kenmore

Single Family Units	\$16,550
Multi-Family Units (incl. Townhomes)	\$5,945

School impact fee rates stated above reflect a discount of 50% as required by the King County and Snohomish County codes.

Factors for Impact Fee Calculations

(Portable costs not included in the formula)

Student Generation Factors: Single Family

Elementary	0.294
Middle	0.111
High	0.108
K-12	0.513

**Student Generation Factors: Multi-Family
(Townhomes/Condos/Apartments)**

Elementary	0.099
Middle	0.031
High	0.039
K-12	0.169

Student Generation Factors: Townhomes

Elementary	0.144
Middle	0.047
High	0.047
K-12	0.237

Student Generation Factors: Condos/Apartments

Elementary	0.062
Middle	0.018
High	0.033
K-12	0.113

Projected New Capacity

Crystal Springs Elementary	(175)
Fernwood Elementary	(330)
Maywood Elementary	(125)
Woodin Elementary	(150)

Capacity/Construction Costs (in millions)

Crystal Springs Elementary	\$36.5
Fernwood Elementary	\$38.9
Maywood Elementary	\$49.4
Woodin Elementary	\$32.0

Permanent Facility Square Footage

92.65%

Temporary Facility Square Footage

7.35%

School Construction Assistance Program Credit

Current SCAP percentage	41.63%
Current Construction Cost Allocation	\$375.00
OSPI Sq/Ft/Student	
ES:	90
MS:	108
HS:	130

Tax Payment Credit

Single Family AAV	\$1,134,423
Multi-Family Unit AAV	\$327,234

Debt Service Rate

Current/\$1,000	\$1.42239
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GO Bond Interest Rate – Bond Buyer Index

Avg – March 2025	4.15%
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Developer Provided Sites/Facilities

None

Capacity/New Property Costs

\$0.00

Temporary Facility Capacity Costs

\$0.00

APPENDIX A**Student Generation Factors from New Development**

All Units Constructed 2019 - 2023 (5 years)

	Single Family	Townhomes	Multi-Family (Townhomes/ Condos/Apts)	Multi-Family (Condos/Apts)
K-5	0.294	0.144	0.099	0.062
6-8	0.111	0.047	0.031	0.018
9-12	0.108	0.047	0.039	0.033
K-12	0.513	0.237	0.169	0.113

Written Summary

51 students for every 100 single-family homes
 24 students for every 100 townhomes
 17 students for every 100 townhome/apt/condo
 11 students for every 100 apartments/condos

Methodology

Permit addresses were compared to those for students enrolled in October 2024 to create the rates.

Student Generation Rates for the Northshore School District (January 2025)

Permit Years: 2019 to 2023

	Apartment				Townhouse				Single Family			
	Units	Gr Lev	Students	SGR	Units	Gr Lev	Students	SGR	Units	Gr Lev	Students	SGR
Arrowhead	0	K-5	0	0.000	30	K-5	2	0.067	52	K-5	7	0.135
		6-8	0	0.000		6-8	1	0.033		6-8	2	0.038
		9-12	0	0.000		9-12	1	0.033		9-12	2	0.038
		APT SGR →	0	0.000		TWN SGR →	4	0.133		SFR SGR →	11	0.212
Canyon Creek	0	K-5	0	0.000	117	K-5	15	0.128	108	K-5	54	0.500
		6-8	0	0.000		6-8	1	0.009		6-8	20	0.185
		9-12	0	0.000		9-12	3	0.026		9-12	17	0.157
		APT SGR →	0	0.000		TWN SGR →	19	0.162		SFR SGR →	91	0.843
Cottage Lake	0	K-5	0	0.000	0	K-5	0	0.000	9	K-5	1	0.111
		6-8	0	0.000		6-8	0	0.000		6-8	1	0.111
		9-12	0	0.000		9-12	0	0.000		9-12	4	0.444
		APT SGR →	0	0.000		TWN SGR →	0	0.000		SFR SGR →	6	0.667
	324	K-5	29	0.090	4	K-5	0	0.000	99	K-5	18	0.182

Apartment					Townhouse				Single Family						
Crystal Springs	6-8		11	0.034	6-8		0	0.000	6-8		12	0.121			
	9-12		20	0.062	9-12		0	0.000	9-12		7	0.071			
	APT SGR →		60	0.185	TWN SGR →		0	0.000	SFR SGR →		37	0.374			
East Ridge	K-5		0	0.000	K-5		0	0.000	K-5		6	0.545			
	0	6-8		0	0.000	0	6-8		0	0.000	11	6-8		1	0.091
		9-12		0	0.000		9-12		0	0.000		9-12		2	0.182
	APT SGR →		0	0.000	TWN SGR →		0	0.000	SFR SGR →		9	0.818			
Fernwood	K-5		1	0.250	K-5		66	0.384	K-5		26	0.289			
	4	6-8		0	0.000	172	6-8		32	0.186	90	6-8		17	0.189
		9-12		3	0.750		9-12		19	0.110		9-12		13	0.144
	APT SGR →		4	1.000	TWN SGR →		117	0.680	SFR SGR →		56	0.622			
Frank Love	K-5		0	0.000	K-5		0	0.000	K-5		35	0.196			
	8	6-8		0	0.000	0	6-8		0	0.000	179	6-8		12	0.067
		9-12		1	0.125		9-12		0	0.000		9-12		9	0.050
	APT SGR →		1	0.125	TWN SGR →		0	0.000	SFR SGR →		56	0.313			
Hollywood Hill	K-5		21	0.038	K-5		0	0.000	K-5		4	0.211			
	559	6-8		6	0.011	0	6-8		0	0.000	19	6-8		3	0.158
		9-12		10	0.018		9-12		0	0.000		9-12		4	0.211
	APT SGR →		37	0.066	TWN SGR →		0	0.000	SFR SGR →		11	0.579			
Kenmore	K-5		0	0.000	K-5		11	0.078	K-5		8	0.136			
	27	6-8		1	0.037	141	6-8		4	0.028	59	6-8		3	0.051
		9-12		0	0.000		9-12		5	0.035		9-12		3	0.051
	APT SGR →		1	0.037	TWN SGR →		20	0.142	SFR SGR →		14	0.237			
Kokanee	K-5		0	0.000	K-5		0	0.000	K-5		132	0.407			
	0	6-8		0	0.000	0	6-8		0	0.000	324	6-8		36	0.111
		9-12		0	0.000		9-12		0	0.000		9-12		23	0.071
	APT SGR →		0	0.000	TWN SGR →		0	0.000	SFR SGR →		191	0.590			
Lockwood	K-5		1	0.500	K-5		0	0.000	K-5		10	0.123			
	2	6-8		0	0.000	0	6-8		0	0.000	81	6-8		3	0.037
		9-12		0	0.000		9-12		0	0.000		9-12		3	0.037
	APT SGR →		1	0.500	TWN SGR →		0	0.000	SFR SGR →		16	0.198			
Maywood Hills	K-5		1	0.167	K-5		6	0.076	K-5		11	0.139			
	6	6-8		0	0.000	79	6-8		0	0.000	79	6-8		9	0.114
		9-12		0	0.000		9-12		0	0.000		9-12		8	0.101
	APT SGR →		1	0.167	TWN SGR →		6	0.076	SFR SGR →		28	0.354			
Moorlands	K-5		0	0.000	K-5		0	0.000	K-5		4	0.093			
	0	6-8		0	0.000	0	6-8		0	0.000	43	6-8		0	0.000
		9-12		0	0.000		9-12		0	0.000		9-12		3	0.070
	APT SGR →		0	0.000	TWN SGR →		0	0.000	SFR SGR →		7	0.163			
Ruby Bridges	32	K-5		14	0.438	0	K-5		0	0.000	60	K-5		32	0.533
		6-8		1	0.031		6-8		0	0.000		6-8		11	0.183

Apartment					Townhouse				Single Family			
Shelton View	9-12	1	0.031		9-12	0	0.000		9-12	8	0.133	
	APT SGR →	16	0.500		TWN SGR →	0	0.000		SFR SGR →	51	0.850	
	0	K-5	0	0.000	218	K-5	28	0.128	111	K-5	46	0.414
		6-8	0	0.000		6-8	2	0.009		6-8	14	0.126
		9-12	0	0.000		9-12	8	0.037		9-12	9	0.081
Sunrise	APT SGR →	0	0.000		TWN SGR →	38	0.174		SFR SGR →	69	0.622	
	0	K-5	0	0.000	0	K-5	0	0.000	1	K-5	2	2.000
		6-8	0	0.000		6-8	0	0.000		6-8	1	1.000
		9-12	0	0.000		9-12	0	0.000		9-12	0	0.000
	APT SGR →	0	0.000		TWN SGR →	0	0.000		SFR SGR →	3	3.000	
Wellington	0	K-5	0	0.000	0	K-5	0	0.000	47	K-5	20	0.426
		6-8	0	0.000		6-8	0	0.000		6-8	13	0.277
		9-12	0	0.000		9-12	0	0.000		9-12	17	0.362
	APT SGR →	0	0.000		TWN SGR →	0	0.000		SFR SGR →	50	1.064	
	200	K-5	6	0.030	138	K-5	5	0.036	141	K-5	38	0.270
Westhill		6-8	2	0.010		6-8	1	0.007		6-8	13	0.092
		9-12	4	0.020		9-12	4	0.029		9-12	17	0.121
	APT SGR →	12	0.060		TWN SGR →	10	0.072		SFR SGR →	68	0.482	
	0	K-5	0	0.000	83	K-5	8	0.096	106	K-5	26	0.245
		6-8	0	0.000		6-8	5	0.060		6-8	6	0.057
Woodin		9-12	0	0.000		9-12	6	0.072		9-12	22	0.208
	APT SGR →	0	0.000		TWN SGR →	19	0.229		SFR SGR →	54	0.509	
	9	K-5	0	0.000	0	K-5	0	0.000	54	K-5	12	0.222
		6-8	0	0.000		6-8	0	0.000		6-8	9	0.167
		9-12	0	0.000		9-12	0	0.000		9-12	9	0.167
Woodmoor	APT SGR →	0	0.000		TWN SGR →	0	0.000		SFR SGR →	30	0.556	

Apartment					Townhouse				Single Family			
	Units	Gr Lev	Students	SGR	Units	Gr Lev	Students	SGR	Units	Gr Lev	Students	SGR
Canyon Park	206	K-5	7	0.034	435	K-5	39	0.090	381	K-5	104	0.273
		6-8	2	0.010		6-8	3	0.007		6-8	41	0.108
		9-12	4	0.019		9-12	12	0.028		9-12	36	0.094
	APT SGR →		13	0.063	TWN SGR →		54	0.124	SFR SGR →		181	0.475
	37	K-5	1	0.027	141	K-5	11	0.078	319	K-5	53	0.166
Kenmore		6-8	1	0.027		6-8	4	0.028		6-8	18	0.056
		9-12	1	0.027		9-12	5	0.035		9-12	15	0.047
	APT SGR →		3	0.081	TWN SGR →		20	0.142	SFR SGR →		86	0.270
	559	K-5	21	0.038	83	K-5	8	0.096	477	K-5	178	0.373
		6-8	6	0.011		6-8	5	0.060		6-8	55	0.115
Leota		9-12	10	0.018		9-12	6	0.072		9-12	62	0.130
	APT SGR →		37	0.066	TWN SGR →		19	0.229	SFR SGR →		295	0.618
	9	K-5	0	0.000	30	K-5	2	0.067	149	K-5	23	0.154
Northshore												

Apartment				Townhouse			Single Family		
	6-8	0	0.000	6-8	1	0.033	6-8	11	0.074
	9-12	0	0.000	9-12	1	0.033	9-12	14	0.094
	APT SGR	0	0.000	TWN SGR	4	0.133	SFR SGR	48	0.322
	→			→			→		
Skyview	K-5	44	0.122	K-5	81	0.276	K-5	121	0.394
	360 6-8	12	0.033	293 6-8	33	0.113	307 6-8	55	0.179
	9-12	24	0.067	9-12	22	0.075	9-12	43	0.140
	APT SGR	80	0.222	TWN SGR	136	0.464	SFR SGR	219	0.713
Timbercrest	K-5	0	0.000	K-5	0	0.000	K-5	13	0.325
	0 6-8	0	0.000	0 6-8	0	0.000	40 6-8	6	0.150
	9-12	0	0.000	9-12	0	0.000	9-12	10	0.250
	APT SGR	0	0.000	TWN SGR	0	0.000	SFR SGR	29	0.725
	→			→			→		

Apartment					Townhouse				Single Family			
	Units	Gr Lev	Students	SGR	Units	Gr Lev	Students	SGR	Units	Gr Lev	Students	SGR
Bothell	216	K-5	8	0.037	435	K-5	39	0.090	641	K-5	149	0.232
		6-8	2	0.009		6-8	3	0.007		6-8	56	0.087
		9-12	5	0.023		9-12	12	0.028		9-12	48	0.075
	APT SGR	15	0.069		TWN SGR	54	0.124		SFR SGR	253	0.395	
Inglesmoor	36	K-5	0	0.000	171	K-5	13	0.076	208	K-5	31	0.149
		6-8	1	0.028		6-8	5	0.029		6-8	14	0.067
		9-12	0	0.000		9-12	6	0.035		9-12	17	0.082
	APT SGR	1	0.028		TWN SGR	24	0.140		SFR SGR	62	0.298	
North Creek	360	K-5	44	0.122	293	K-5	81	0.276	631	K-5	253	0.401
		6-8	12	0.033		6-8	33	0.113		6-8	91	0.144
		9-12	24	0.067		9-12	22	0.075		9-12	66	0.105
	APT SGR	80	0.222		TWN SGR	136	0.464		SFR SGR	410	0.650	
Woodinville	559	K-5	21	0.038	83	K-5	8	0.096	193	K-5	59	0.306
		6-8	6	0.011		6-8	5	0.060		6-8	25	0.130
		9-12	10	0.018		9-12	6	0.072		9-12	49	0.254
	APT SGR	37	0.066		TWN SGR	19	0.229		SFR SGR	133	0.689	
	→				→				→			

APPENDIX B.1

School Impact Fee Calculation: **Single Family Dwelling Unit**
 Northshore School District, 2025 CFP

School Site Acquisition Cost:	Site Size Acreage	Cost/Acre	Facility Size	Site Cost/Student	Student Factor	Cost/SFDU
Elementary	0	\$0	1	\$0	0.294	\$0
Middle	0	\$0	1	\$0	0.111	\$0
Senior	0	\$0	1	\$0	0.108	\$0
TOTAL						\$0

School Construction Cost:	Sq. Ft. % Permanent	Facility Cost	Facility Size	Bldg. Cost/Student	Student Factor	Cost/SFDU
Elementary	92.65%	\$143,808,195	780	\$184,369	0.294	\$50,221
Middle	92.65%	\$0	0	\$0	0.111	\$0
Senior	92.65%	\$0	0	\$0	0.108	\$0
TOTAL						\$50,221

Temporary Facility Cost:	Sq. Ft. % Temporary	Facility Cost	Facility Size	Bldg. Cost/Student	Student Factor	Cost/SFDU
Elementary	7.35%	\$0	25	\$0	0.294	\$0
Middle	7.35%	\$0	25	\$0	0.111	\$0
Senior	7.35%	\$0	25	\$0	0.108	\$0
TOTAL						\$0

State School Construction Funding Assistance Credit:	Const Cost Allocation	OSPI Sq. Ft./Student	Funding Assistance	Credit/Student	Student Factor	Cost/SFDU
Elementary	\$375	90	41.63%	\$14,050	0.294	\$4,131
Middle	\$0	108	41.63%	\$0	0.111	\$0
Senior	\$0	130	41.63%	\$0	0.108	\$0
TOTAL						\$4,131

School Impact Fee Calculation: **Single Family Dwelling Unit**
 Page 2

Tax Payment Credit Calculation:

Average SFR Assessed Value	\$ 1,134,423
Current Capital Levy Rate/\$1000	\$1.42239
Annual Tax Payment	\$1,613.59
Years Amortized	10
Current Bond Interest Rate	4.15%
Present Value of Revenue Stream	\$12,990

Impact Fee Summary - Single Family Dwelling Unit:

Site Acquisition Cost	\$0
Permanent Facility Cost	\$50,221
Temporary Facility Cost	\$0
State SCFA Credit	(\$4,131)
Tax Payment Credit	(\$12,990)
Unfunded Need	\$33,099
50% Required Adjustment	\$16,550

Single Family Impact Fee	\$16,550
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APPENDIX B.2

School Impact Fee Calculation: **Townhome Dwelling Unit**
 Northshore School District, 2025 CFP

<u>School Site Acquisition Cost:</u>	Site Size Acreage	Cost/Acre	Facility Size	Site Cost/Student	Student Factor	Cost/THDU
Elementary	0	\$0	1	\$0	0.144	\$0
Middle	0	\$0	1	\$0	0.047	\$0
Senior	0	\$0	1	\$0	0.047	\$0
TOTAL						\$0

<u>School Construction Cost:</u>	Sq. Ft. % Permanent	Facility Cost	Facility Size	Bldg. Cost/Student	Student Factor	Cost/THDU
Elementary	92.65%	\$143,808,195	780	\$184,369	0.144	\$24,598
Middle	92.65%	\$0	159	\$0	0.047	\$0
Senior	92.65%	\$0	162	\$0	0.047	\$0
TOTAL						\$24,598

<u>Temporary Facility Cost:</u>	Sq. Ft. % Temporary	Facility Cost	Facility Size	Bldg. Cost/Student	Student Factor	Cost/THDU
Elementary	7.35%	\$0	25	\$0	0.144	\$0
Middle	7.35%	\$0	25	\$0	0.047	\$0
Senior	7.35%	\$0	25	\$0	0.047	\$0
TOTAL						\$0

<u>State School Construction Funding Assistance Credit:</u>	Const Cost Allocation	OSPI Sq. Ft./Student	Funding Assistance	Credit/Student	Student Factor	Cost/THDU
Elementary	\$375	90	38.11%	\$12,862	0.144	\$1,852
Middle	\$0	108	38.11%	\$0	0.047	\$0
Senior	\$0	130	38.11%	\$0	0.047	\$0
TOTAL						\$1,852

School Impact Fee Calculation: **Townhome Dwelling Unit**
Page 2

Tax Payment Credit Calculation:

Average SFR Assessed Value	\$ 1,134,423
Current Capital Levy Rate/\$1000	\$1.42239
Annual Tax Payment	\$1,614
Years Amortized	10
Current Bond Interest Rate	4.15%
Present Value of Revenue Stream	\$12,990

Impact Fee Summary - Townhome Dwelling Unit:

Site Acquisition Cost	\$0
Permanent Facility Cost	\$24,598
Temporary Facility Cost	\$0
State SCFA Credit	(\$1,852)
Tax Payment Credit	(\$12,990)
Unfunded Need	\$9,755
50% Required Adjustment	\$4,878

Townhome Impact Fee	\$4,878
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APPENDIX B.3

School Impact Fee Calculation: **Multi-Family Dwelling Unit**
(Townhome, Apartment, Condo blend)
 Northshore School District, 2025 CFP

School Site Acquisition Cost:	Site Size Acreage	Cost/Acre	Facility Size	Site Cost/Student	Student Factor	Cost/SF DU
Elementary	0	\$0	1	\$0	0.099	\$0
Middle	0	\$0	1	\$0	0.031	\$0
Senior	0	\$0	1	\$0	0.039	\$0
TOTAL						\$0

School Construction Cost:	Sq. Ft. % Permanent	Facility Cost	Facility Size	Bldg. Cost/Student	Student Factor	Cost/MF DU
Elementary	92.65%	\$143,808,195	780	\$184,369	0.099	\$16,911
Middle	92.65%	\$0	159	\$0	0.031	\$0
Senior	92.65%	\$0	162	\$0	0.039	\$0
TOTAL						\$16,911

Temporary Facility Cost:	Sq. Ft. % Temporary	Facility Cost	Facility Size	Bldg. Cost/Student	Student Factor	Cost/MF DU
Elementary	7.35%	\$0	25	\$0	0.099	\$0
Middle	7.35%	\$0	25	\$0	0.031	\$0
Senior	7.35%	\$0	25	\$0	0.039	\$0
TOTAL						\$0

State School Construction Funding Assistance Credit:	Const Cost Allocation	OSPI Sq. Ft./Student	Funding Assistance	Credit/Student	Student Factor	Cost/MF DU
Elementary	\$375	90	38.11%	\$12,862	0.099	\$1,273
Middle	\$0	108	38.11%	\$0	0.031	\$0
Senior	\$0	130	38.11%	\$0	0.039	\$0
TOTAL						\$1,273

School Impact Fee Calculation: **Multi-Family Dwelling Unit**
(Townhome, Apartment, Condo blend)
 Page 2

Tax Payment Credit Calculation:

Average MFR Assessed Value	\$ 327,234
Current Capital Levy Rate/\$1000	\$1.42239
Annual Tax Payment	\$465.45
Years Amortized	10
Current Bond Interest Rate	4.15%
Present Value of Revenue Stream	\$3,747

Impact Fee Summary - Multi-Family Dwelling Unit:

Site Acquisition Cost	\$0
Permanent Facility Cost	\$16,911
Temporary Facility Cost	\$0
State SCFA Credit	(\$1,273)
Tax Payment Credit	(\$3,747)
Unfunded Need	\$11,890
50% Required Adjustment	\$5,945

Multi-Family Impact Fee	
(Townhomes, Apts, Condos)	\$5,945

APPENDIX B.4

School Impact Fee Calculation: **Multi-Family Dwelling Unit**
(Apartment, Condo blend)
 Northshore School District, 2025 CFP

School Site Acquisition Cost:	Site Size Acreage	Cost/Acre	Facility Size	Site Cost/Student	Student Factor	Cost/MFDU
Elementary	0	\$0	1	\$0	0.062	\$0
Middle	0	\$0	1	\$0	0.018	\$0
Senior	0	\$0	1	\$0	0.033	\$0
TOTAL						\$0

School Construction Cost:	Sq. Ft. % Permanent	Facility Cost	Facility Size	Bldg. Cost/Student	Student Factor	Cost/MFDU
Elementary	92.65%	\$143,808,195	780	\$184,369	0.062	\$10,591
Middle	92.65%	\$0	159	\$0	0.018	\$0
Senior	92.65%	\$0	162	\$0	0.033	\$0
TOTAL						\$10,591

Temporary Facility Cost:	Sq. Ft. % Temporary	Facility Cost	Facility Size	Bldg. Cost/Student	Student Factor	Cost/MFDU
Elementary	7.35%	\$0	25	\$0	0.062	\$0
Middle	7.35%	\$0	25	\$0	0.018	\$0
Senior	7.35%	\$0	25	\$0	0.033	\$0
TOTAL						\$0

State School Construction Funding Assistance Credit:	Const Cost Allocation	OSPI Sq. Ft./Student	Funding Assistance	Credit/Student	Student Factor	Cost/MFDU
Elementary	\$375	90	38.11%	\$12,862	0.062	\$797
Middle	\$0	108	38.11%	\$0	0.018	\$0
Senior	\$0	130	38.11%	\$0	0.033	\$0
TOTAL						\$797

School Impact Fee Calculation: **Multi-Family Dwelling Unit**
(Apartment, Condo blend)
 Page 2

Tax Payment Credit Calculation:

Average MFR Assessed Value	\$ 327,234
Current Capital Levy Rate/\$1000	\$1.42239
Annual Tax Payment	\$465.45
Years Amortized	10
Current Bond Interest Rate	4.15%
Present Value of Revenue Stream	\$3,747

Impact Fee Summary - Multi-Family Dwelling Unit:

Site Acquisition Cost	\$0
Permanent Facility Cost	\$10,591
Temporary Facility Cost	\$0
State SCFA Credit	(\$797)
Tax Payment Credit	(\$3,747)
Unfunded Need	\$6,046
50% Required Adjustment	\$3,023

Multi-Family Impact Fee (Apts/Condos)	\$3,023
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New fees are identified with a "»" symbol in the left margin. Changes such as removals, reorganizations, or

Below is a key to help interpret the tracked-changes version. Color coding was added make the updates easier to identify:

- **No color** = no change
- **Green** = fee increase or new fee
- **Blue** = fee decrease
- **Red** = fee removed or the calculation method changed (i.e., not an apples-to-apples comparison)

Note: The hourly rate is shown in the General section and highlighted there, rather than in every section that references hourly fees. Items that were hourly before and remain hourly are not highlighted.

1. Business Registration and Licenses (KMC Title 5)

Business Registration License Applied for through the Washington Department of Revenue Business Licensing Service	Fee based on an estimated gross annual incomes greater than \$12,000	Fee based on an estimated gross annual income equal to or less than \$12,000	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
New or Re-opened General Business or Home Occupation	\$10	No fee	0-\$10	N/A	There are no proposed changes to this section and these fees were not reviewed as part of the 2025 Fee Study.
Additional Location	\$10	No fee	0-\$10	N/A	
Existing General Business or Home Occupation, Initial Registration	\$10	No fee	0-\$10	N/A	
Annual Renewal	\$10	No fee	0-\$10	N/A	
New or Re-opened Nonprofit 501c(3) or (4)	No fee	No fee	No fee	N/A	
Existing Nonprofit, Initial Registration	No fee	No fee	No fee	N/A	
Annual Renewal Nonprofit 501c(3) or (4)	No fee	No fee	No fee	N/A	
Non-resident Business <i>Non-resident fee is determined by gross annual income earned within Kenmore city limits</i>	\$10	No fee	0-\$10	N/A	

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

Regulatory Business Licenses	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Adult Entertainment Device	\$50 each	\$50 each	N/A	There are no proposed changes to this section and these fees were not reviewed as part of the 2025 Fee Study.
Operator	\$500 per year	\$500 per year	N/A	
Premises	\$200 per year	\$200 per year	N/A	
Panoram Manager License	\$50 per year	\$50 per year	N/A	
Adult Cabaret Operator	\$500 per year	\$500 per year	N/A	
Cabaret Manager License	\$50 per year	\$50 per year	N/A	
Cabaret Entertainer License	\$50 per year	\$50 per year	N/A	
Adult Retail Business License	\$500 per year	\$500 per year	N/A	
Heavy Manufacturing Business	\$200 per year	\$200 per year	N/A	
Live Entertainment: music (other than mechanical); boxing or wrestling; pool halls; and bowling alleys	\$200 per year; \$100 per six months; or \$50 per day	\$200 per year; \$100 per six months; or \$50 per day	N/A	
Junk Shop License	\$300 per year	\$300 per year	N/A	
Junk Wagon License	\$40 per year	\$40 per year	N/A	
Cannabis Business License	\$500 per year	\$500 per year	N/A	
Massage Business and Public Bathhouse	\$150 per year	\$150 per year	N/A	
Massage Practitioner	\$50 per year	\$50 per year	N/A	
Theaters	\$100 each screen per year	\$100 each screen, per year	N/A	There are no proposed changes to this section and these fees were not reviewed as part of the 2025 Fee Study.
Pawnbroker	\$500 per year	\$500 per year	N/A	
Peddler/Solicitor	No fee	No fee	N/A	
Secondhand dealer	\$40 per year	\$40 per year	N/A	
Renewal of License, registration or permit late penalty	10% of required fee	10% of the fee	N/A	

Transferability of license of permit	\$25	\$25	N/A	
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2. Code Enforcement

Code Enforcement	2025 Fee	Proposed 2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Hourly rate	\$141	\$145	Yes	This fee increased based on the Fee Study.
Inspection/Posting	Hourly	\$145 per hour	Yes	This fee increased based on the Fee Study.
Re-inspection	Hourly	\$145 per hour	Yes	This fee increased based on the Fee Study.
Abatement	Actual City Costs	Actual Cost	Yes	
Abatement Hearing	Actual City Costs	Actual Cost	Yes	
Notice of Violation (NOV) Appeal Fee	\$125	\$125 each	No	The fee study recommends a rate of \$4,088; however, the fee remains unchanged as a policy decision to promote accessible public engagement with the government and eliminate financial barriers to filing an appeal.
Removal of Stop Work or Stop Use Order without the approval from the City	\$500	\$500	No	The fee study recommends a rate of \$582; however, the fee remains unchanged to comply with 1.20 KMC.
Violation of a Stop Work or Stop Use Order	\$500	\$500	No	The fee study recommends a rate of \$582; however, the fee remains unchanged to comply with 1.20 KMC.
Failure to perform Fire Watch	\$412/day	\$423 perday	Yes	This fee increased based on the Fee Study.
Violation of International Fire Code	\$255/day	\$262 per day	Yes	This fee increased based on the Fee Study.
Violation of wet season requirements	See Section 4	See Section 4	See Section 4	
Work Commencing Before Permit Issuance	2 times the total permit fee	2 times the total permit fee	Yes	

Housing Code Enforcement	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Hourly rate	\$141	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Inspection/Posting	Hourly	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Re-Inspection plus Notice and Order	Hourly	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Appeal Fee	\$125	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Closing Fee	Hourly	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Contract Abatement Fee	15% of the contract	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Late Fee	1.5% of balance due	1.5% of balance due	Yes	Per KMC 20.05.040.
Hearing Examiner	Actual City Costs	Actual Cost	Yes	

The Following Fees Apply to all Enforcement Actions:	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Inspection Warrant	\$350 each	\$350 each	Yes	
Attorney Fees	As established by the City Attorney contract for legal services	Actual Cost	Yes	
Paralegal Services	As established by the City Attorney contract for legal services	Actual Cost	Yes	
Notary Services	\$10	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Abatement	Actual City Costs	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.

Code Enforcement Administrative Fee	15%	15%	Yes	Per KMC 1.20.030.
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3. Community Development

Comprehensive Plan and Development Regulation Amendments	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Prescreening/threshold review fee	\$200	\$200	N/A	There are no proposed changes to this section and these fees were not reviewed as part of the 2025 Fee Study
Annual amendment cycle fee (applicants whose amendment proposals are approved for consideration by the City Council)	\$400 (plus, actual costs of review by attorney and other outside consultants)	\$400 (plus, actual costs of review by attorney and other outside consultants)	N/A	

4. Development Services

General	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Fees in this section do not apply to new accessory dwelling units (ADUs).		Fees in this section do not apply to new accessory dwelling units (ADUs).	No	ADU fee exemptions are included in the 2026 fee schedule as a policy decision to promote affordable and diverse housing options and to align with prior City Council direction
Technology Fee With the exception of fees collected by the City for other agencies (e.g., State Building Code Council, Shoreline Fire Department, etc.), the Development Review Technology Fee applies to all fees listed in Section 4. Items with an asterisk "*" are exempt from the technology fee.	5%	5%	Yes	
Hourly Rate	\$141	\$153	Yes	This fee increased based on the Fee Study.
The hourly fee applies to additional or excessive reviews and inspections. This includes all development permits and projects listed in Section 4. It covers extra plan reviews or inspections resulting from changes, additions, or revisions to approved plans, as well as re-submittals requiring four (4) or more review cycles, which are considered excessive. The fee also applies to re-inspections and may be charged in situations where a review or inspection is needed but no specific fee is otherwise listed.	Hourly	\$153 per hour	Yes	
Research performed outside the context of a pending application review.	Hourly	\$153 per hour	Yes	
Where the original permit cost was less than or equal to the cost of an extension, the renewal fee shall be 25% of the original permit cost. Unless otherwise stated, this applies to all development permits.	25%	25%	No	This is a policy decision intended to encourage permit holders to keep their permits active through renewal, allowing them to complete their projects.
For use of outside consultants for plan review and inspections	Actual Cost	Actual Cost	Yes	
Attorney cost relating to a private development	Actual Cost	Actual Cost	Yes	
Late penalty on Development Permits (KMC 20.05.040)	1.5% of balance due	1.5% of balance due	Yes	Per KMC 20.05.040.

Development Agreement	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Threshold review with City Council	\$252	\$259	Yes	This fee increased based on the Fee Study.

Development Agreement requested by the applicant (proposal is approved for consideration by the City Council)	\$6,301 + City Attorney fees	\$6,471 + City Attorney fees	Yes	This fee increased based on the Fee Study.
Development Agreement requested by the City	No fee	No fee	Yes	

Pre-application	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Pre-application review fee (first pre-application)	No fee	No fee	No	The fee study recommends a rate of \$1,603; however, the fee remains unchanged as a policy decision to promote economic development.
Pre-application review fee (each subsequent pre-application)				
Base fee	\$650	\$650	No	The fee study recommends a rate of \$1,603; however, the fee remains unchanged as a policy decision to promote economic development.
After five hours	Hourly	Fee eliminated	N/A	This fee has been removed as it is either redundant or no longer in use.
Pre-application review fee (city projects)	No fee	No fee	No	The fee study recommends a rate of \$1,603; however, the fee remains unchanged because charging the city to review its own projects is essentially a transfer of funds within the same organization. No actual revenue is generated and it requires additional processing timeto move permit fees between internal accounts.
Pre-application review fee (affordable housing projects)	No fee	No fee	No	The fee study recommends a rate of \$1,603; however, the fee remains unchanged as a policy decision to promote affordable housing development.

Zoning and Land Use	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Request for site specific rezone	\$3,234	\$3,321	Yes	This fee increased based on the Fee Study.
» Master plan amendment or new master plan	New	\$14,519	Yes	This fee was removed in error at some point (not in the last update), and has
Site plan application (KMC 18.105)				
0 - 0.50 acre	2025 used a different, valuation-based calculation. Fees ranged from \$1,096-\$3,491+	\$2,653	Yes	Fee calculation method changed and is now based on acerage, not project valuation, based on the Fee Study.
0.501 - 1 acre		\$2,797	Yes	Fee calculation method changed and is now based on acerage, not project valuation, based on the Fee Study.
1+ acre		\$3,110	Yes	Fee calculation method changed and is now based on acerage, not project valuation, based on the Fee Study.
Major revision		\$1,335	Yes	This fee decreased based on the Fee Study.
Minor revision	\$963	\$582	Yes	This fee decreased based on the Fee Study.
Construction permit site plan review	Hourly	Fee eliminated	N/A	This fee was removed, as its cost is now included in the underlying permit fee.
Landscape plan review (KMC 18.35)				
Initial plan review based on site area				
0 – 1 site acre	\$609	\$405	Yes	This fee decreased based on the Fee Study.
> 1 – 2 site acres	\$1,105	\$511	Yes	This fee decreased based on the Fee Study.
> 2 site acres	\$1,105 + \$214 for each acre or portion thereof over 2	\$1,018 each acre or portion thereof over 2	Yes	This fee decreased based on the Fee Study.
Each plan revision review	Hourly	\$148 per hour	Yes	

Landscape and tree management inspections				
Landscape inspection	\$312	\$148 each	Yes	This fee decreased based on the Fee Study.
Landscape maintenance bond release inspection	Hourly	\$148	Yes	This fee decreased based on the Fee Study.
Tree management plan review (KMC 18.57)				
Initial plan review based on site area				
0 – 1 site acre	\$609	\$392		This fee decreased based on the Fee Study.
> 1 – 2 site acres	\$1,105	\$719		This fee decreased based on the Fee Study.
> 2 site acres	\$1,105 + \$214 for each acre or portion thereof over 2	\$1,079 for each acre or portion thereof over 2		This fee decreased based on the Fee Study.
Each plan revision review	Hourly	\$148 per hour		
Variance (e.g., zoning, critical area, etc.)				
Application review	\$1,735	\$1,483 zoning variance; \$2,221 critical area variance	Yes	This fee decreased based on the Fee Study.
Request for time extension	\$110	Fee eliminated	N/A	This fee has been removed as it is either redundant or no longer in use.
Boundary line adjustment	\$780	\$888	Yes	This fee increased based on the Fee Study.
Communications facilities (KMC 18.60)				
Application review	\$1,860	\$2,318	Yes	This fee increased based on the Fee Study.
Minor adjustment	\$3,357	\$534	Yes	This fee decreased based on the Fee Study.
Major adjustment	\$11,678	\$893	Yes	This fee decreased based on the Fee Study.
Eligible communication facility modifications (ECFM)	Hourly	\$550	Yes	Calculation method changed to a flat fee.
Conditional Use permit (CUP)	\$5,142	\$2,596	Yes	This fee decreased based on the Fee Study.
CUP Minor Adjustment (KMC 18.115.100)	\$3,357	\$855	Yes	This fee decreased based on the Fee Study.
Accessory dwelling unit (ADU)	No fee	\$0	No	The fee study recommends a rate of \$920; however, the fee remains unchanged as a policy decision to promote affordable housing development.
Change of use permit (zoning review)				
Base fee	\$704	\$738	Yes	This fee increased based on the Fee Study.
After 5 hours	Hourly	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Land use and zoning inspections	Hourly	\$148 per hour	Yes	
Reasonable use exception (RUE)	\$1,735	\$2,221	Yes	This fee increased based on the Fee Study.
Legal lot status request	\$502	\$655	Yes	This fee increased based on the Fee Study.
Public agency and utility exception (PAUE)	\$1,735	\$2,028	Yes	This fee increased based on the Fee Study.
Zoning verification letter/request	\$226	\$655	Yes	This fee increased based on the Fee Study.
Design review	Hourly	\$960	Yes	Calculation method changed to a flat fee.
Temporary Use Permit (TUP/TMP)	\$909	\$419	Yes	This fee decreased based on the Fee Study.
Temporary Use Permit for homeless shelters (KMC 18.100.200)	No fee	No fee	No	The fee study recommends a rate of \$990; however, the fee remains unchanged as a policy decision to promote emergency/temporary housing.
Affordable Housing Monitoring Fee	\$50/unit	\$50 per unit	N/A	This fee remains unchanged but is not currently being collected. Over the past year, staff have been in discussions with ARCH about whether and how to implement collection, given that it's an annual fee and our system is designed for one-time permit charges. The fee is being retained as a placeholder in case the City and ARCH move forward with establishing a collection process.
Request for code interpretation	Hourly	\$192	Yes	Calculation method changed to a flat fee.

Multi-Family Tax Exemption (MFTE) Application	\$639	\$1,010	Yes	This fee increased based on the Fee Study.
Public notice mailing fee	\$252	\$395 - \$2,329	Yes	This fee increased based on the Fee Study. The new fee structure is based on the number of properties notified and whether the notice includes a SEPA notice, which requires additional distribution.

Subdivision, Short Subdivision, Unit Lot Subdivision, Binding Site Plan, and Final Plat	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Preliminary short subdivisions (9 lots or less)				
Base fee	\$579	\$2,554	Yes	Calculation method changed.
Plus per lot	\$1,176	\$295	Yes	Calculation method changed.
Major Revision	\$579	\$1,623	Yes	This fee increased based on the Fee Study.
Minor revision	Hourly	\$590	Yes	Calculation method changed to a flat fee.
Short subdivision alteration	Hourly	\$148 per hour	Yes	
Request for time extension	\$110	\$221	Yes	This fee increased based on the Fee Study.
Preliminary subdivisions (10 lots or more)				
Base fee	\$1,739	\$3,863	Yes	Calculation method changed.
Plus per lot	\$1,423	\$148	Yes	Calculation method changed.
Major Revision	\$3,111	\$1,918	Yes	This fee decreased based on the Fee Study.
Minor revision	\$963	\$590	Yes	This fee decreased based on the Fee Study.
Request for time extension	\$110	\$221	Yes	This fee increased based on the Fee Study.
Subdivision alterations or vacations				
With public hearing	\$4,056	\$2,939	Yes	This fee decreased based on the Fee Study.
Without public hearing	\$1,968	\$913	Yes	This fee decreased based on the Fee Study.
» Preliminary unit lot subdivision (ULS)				
Base fee	New	\$2,254	N/A	This fee, process, and code section are all new. Because there's no prior experience processing these applications, the fee study couldn't estimate cost recovery. Staff anticipate the process will be similar to a short plat, so the fee was based on that comparison and set conservatively to avoid overcharging the applicant.
Plus per lot	New	\$295	N/A	
Major Revision	New	\$1,623	N/A	
Minor revision	New	\$590	N/A	
Short subdivision alteration	New	\$148 per hour	N/A	
Request for time extension	New	\$221	N/A	
Binding site plan (BSP)				
Final BSP	\$3,104	\$1,972	Yes	This fee decreased based on the Fee Study.
Conceptual/Preliminary BSP	\$5,713	\$2,789	Yes	This fee decreased based on the Fee Study.
Revision to a conceptual/preliminary approved BSP	\$1,397	\$2,093	Yes	This fee increased based on the Fee Study.
Revision to a final BSP	\$3,104	\$443	Yes	This fee decreased based on the Fee Study.
» Subdivision final approval (e.g., final short plat, final long plat, final ULS)				
Final short subdivision or ULS, 4 lots or less	\$2,656	\$1,778	Yes	This set of fees both increased and decreased, depending on the number of lots. This ULS fee, process, and code section are all new. Because there's no prior experience processing these applications, the fee study couldn't estimate ULS cost recovery. Staff anticipate the process will be similar to a short plat, so the fee was based on that comparison and set conservatively to avoid overcharging the applicant.
Final short subdivision or ULS, 5 to 9 lots	\$5,355	\$1,952	Yes	
Final short subdivision or ULS, alteration	\$987	\$1,124	Yes	
Final subdivision or ULS, 30 lots or less				
Base Fee	\$8,054	\$2,486	Yes	
Plus per lot	\$96	\$148	Yes	
Final subdivision or ULS, 31 lots or more				
Base Fee	\$8,946	\$3,194	Yes	
Plus per lot	\$65	\$148	Yes	

Subdivision alteration	\$1,489	\$1,014	Yes	This fee decreased based on the Fee Study.
Modification of a recorded building envelope	\$747	\$1,014	Yes	This fee increased based on the Fee Study.
Final planned unit development	\$6,263	Fee eliminated	N/A	This fee has been removed as it is either redundant or no longer in use.
Request for time extension	\$200	\$286	Yes	This fee increased based on the Fee Study.

Shoreline Management Permit	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Shoreline substantial development permit (SSDP)				
Total cost of proposed development: Up to and equal to \$100,000	\$2,246	\$1,926	Yes	This fee decreased based on the Fee Study.
Total cost of proposed development: Over \$100,000	\$2,246 + hourly	\$2,819	Yes	This fee decreased based on the Fee Study.
Shoreline variance (SVAR)				
Total cost of proposed development:				
Up to and equal to \$100,000	\$2,859	\$2,119	Yes	This fee decreased based on the Fee Study.
Over \$100,000	\$2,859 + hourly	\$2,652	Yes	This fee decreased based on the Fee Study.
Single-family joint use dock	\$2,242	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Shoreline conditional use permit (SCUP)	\$2,859	\$2,478	Yes	This fee decreased based on the Fee Study.
Shoreline re-designation	\$19,380	\$7,061	Yes	This fee decreased based on the Fee Study.
Shoreline exemption (SSDX)	\$1,084	\$719	Yes	This fee decreased based on the Fee Study.
Supplemental fees				
Request for a time extension	\$110	\$360	Yes	This fee increased based on the Fee Study.
Shoreline permit revision	Hourly	\$148 per hour	Yes	
Fee when public hearing required	\$895	\$2,746	Yes	This fee increased based on the Fee Study.
Permit compliance inspections	Hourly	\$148 per hour	Yes	

Special Reviews	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Request for name change (land use applications, after first review)	\$265	\$341	Yes	This fee increased based on the Fee Study.
State Environmental Policy Act (SEPA) review				
Environmental checklist (projects)				
Base fee	\$1,981	\$1,140	Yes	This fee decreased based on the Fee Study.
After six hours	Hourly	\$148 per hour	Yes	
All fixed and contract costs	Actual Cost	Actual Cost	Yes	
Environmental checklist (Non-Projects)	Hourly	\$228	Yes	Calculation method changed to a flat fee.
Draft Environmental Impact Statement (DEIS), Final Environmental Impact Statement (FEIS), Supplemental Environmental Impact Statement (SEIS) or addenda preparation and review costs – including scoping, writing, editing, publishing, mailing, distributing and contract administration:				
Deposit – a percentage of total estimated cost	33%	\$50,000 deposit	Yes	The deposit is used to cover all fixed costs, contracted services, and staff time.
All fixed and contract costs	Actual Cost	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Staff preparation and review cost	Hourly	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Critical Area Review:				
Applicants are eligible for a refund of the portion of the base fee that is less than the city's costs (including but not limited to the cost of consultants)				
Critical Area Plan Review:				

Minor / Small Residential Other project types Plus, per hour Flood plain determination – certificate of elevation Plus, per hour Review of mitigation/enhancement plan	NEW	\$534	Yes	This is a new fee.
	\$1,714	\$829	Yes	This fee decreased based on the Fee Study.
	Hourly	\$148 per hour	Yes	
	\$509	\$447	Yes	This fee decreased based on the Fee Study.
	Hourly	\$148 per hour	Yes	
	Hourly	\$507	Yes	Calculation method changed to a flat fee.
Critical areas inspection	Hourly	\$148 per hour	Yes	
Inspection and monitoring	Hourly	\$148 per hour	Yes	
Appeals to the Hearing Examiner from decisions of the City*	\$125	\$125	No	The fee study recommends a rate of \$4,136 however, the fee remains unchanged as a policy decision to promote accessible public engagement with the government and eliminate financial barriers to filing an appeal.
Departmental review of non-departmental permits	Hourly	\$148 per hour	Yes	
Review of SEPA and/or Critical areas exemption (not related to a SSDX)				
Base fee	\$563	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
After four hours	Hourly	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.

Tree Removal	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Significant Tree Removal				
Plan review & inspection(s)	\$50	\$50	No	The fee study recommends a rate of \$418 however, the fee remains unchanged as a policy decision to promote compliance.
Plan review beyond 2 hours	Hourly	\$148 per hour	Yes	
Exceptional Tree Removal				
Application fee	\$1,675	\$1,450	Yes	This fee decreased based on the Fee Study.
Tree Fund: Fee-in-Lieu (tree replacement)				
Each 1.0 tree unit (e.g., one 8' to 10' coniferous tree)	\$600/each	\$616 each	Yes	This fee increased based on the Fee Study.

Engineering Review	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Engineering review of a land use application (e.g., review of conceptual civil plans)	Hourly	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Engineering and/or surveyor review of a final map (e.g., final short plat)	Hourly	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Road standards variance, application fee	\$276	\$760	Yes	This fee increased based on the Fee Study.
Drainage adjustment, application fee	\$276	\$760	Yes	This fee increased based on the Fee Study.
Wet season work variance, application fee	Hourly	\$141 per hour	Yes	
Wet season penalty for non-compliance	\$250 for each day the violation occurs	\$250 for each day the violation occurs	No	The fee study recommends a rate of \$86; however, the fee remains unchanged as a policy decision to encourage compliance, prevent potential environmental impacts (e.g., runoff from wet-season development without a proper variance), and in alignment with KMC 1.15.
Single-family drainage review (e.g., building permit)				
Addition/alteration/rebuild	\$408	\$412	Yes	This fee increased based on the Fee Study.
New SFR, within a plat	\$408	\$326	Yes	This fee decreased based on the Fee Study.
New SFR, not within a plat	\$933	\$532	Yes	This fee decreased based on the Fee Study.
All other projects drainage review (e.g., townhomes, multi-family, commercial, etc.)				
Base fee	\$786	\$696	Yes	This fee decreased based on the Fee Study.

Plus, per total disturbed area	In 2025, a different fee table was used, with rates based on disturbed acreage in			
0 – 1 site acre	half-acre	\$467	Yes	Calculation method changed.
1.1 – 2 site acre	increments. Fees	\$565	Yes	Calculation method changed.
2.1 – 5 site acres	ranged from \$1,547	\$760	Yes	Calculation method changed.
5.1 – 10 site acres	to \$11,476.	\$1,457	Yes	Calculation method changed.
More than 10 site acres		\$1,837	Yes	Calculation method changed.
Traffic Impact Analysis review				
Level 1 (10 P.M. peak hour trips or less)	\$465	\$555	Yes	This fee increased based on the Fee Study.
Level 2 (11-75 P.M. peak hour trips)	\$1,106	\$728	Yes	This fee decreased based on the Fee Study.
Level 3 (Over 75 P.M. peak hour trips)	\$2,213	\$903	Yes	This fee decreased based on the Fee Study.
Parking Review				
Base fee	\$282 + Hourly	\$238	Yes	This fee decreased based on the Fee Study.
Small Project Grading Permit: Projects that do not exceed 500 cubic yards (volume and disturbed area) and that do not require engineered drawings, as determined by the director.	\$413	\$623	Yes	This fee increased based on the Fee Study.
Large Project Grading permits	In 2025, a different table was used to calculate fees. Fees were approximately			
Disturbed Area: Up to 1 acre	\$1,300+/-	\$1,117	Yes	Calculation method changed.
Disturbed Area: Greater than 1 acre		\$1,822	Yes	Calculation method changed.
Base fee		\$878	Yes	Calculation method changed.
Plus per acre or portion thereof				
Engineering Permit - short subdivision plan review				
Short subdivision 4 lots or less				
Base fee	\$2,884	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Plus per lot	\$288	\$380 per lot		This fee increased based on the Fee Study (it also represents a change in how the fee is calculated since the base fee was eliminated).
Short subdivision 5 to 9 lots				
Base fee	\$5,736	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Plus per lot	\$288	\$380 per lot	Yes	This fee increased based on the Fee Study (it also represents a change in how the fee is calculated since the base fee was eliminated).
Short subdivision utility ROW permit review	\$288	\$348	Yes	This fee increased based on the Fee Study.
Short subdivision utility ROW permit inspection	\$288	\$422	Yes	This fee increased based on the Fee Study.
Engineering Permit - subdivision plan review				
Subdivision 30 lots or less				
Base fee	\$8,584	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Plus per lot	\$47	\$380 per lot	Yes	This fee increased based on the Fee Study (it also represents a change in how the fee is calculated since the base fee was eliminated).
Subdivision 31 lots or more				
Base fee	\$9,279	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Plus per lot	\$23	\$380 per lot	Yes	This fee increased based on the Fee Study (it also represents a change in how the fee is calculated since the base fee was eliminated).
Subdivision utility ROW permit review	\$563	\$412	Yes	This fee decreased based on the Fee Study.
Subdivision utility ROW permit inspection	\$563	\$487	Yes	This fee decreased based on the Fee Study.

Engineering Permit - multi-family plan review (e.g., planned unit developments, townhomes, apartments, condominiums, etc.).				
30 units/lots or less				
Base fee	\$8,584	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Plus per lot	\$63	\$205 per unit/lot	Yes	This fee increased based on the Fee Study (it also represents a change in how the fee is calculated since the base fee was eliminated).
31 units/lots or more				
Base fee	\$9,556	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Plus per lot	\$32	\$205 per unit/lot	Yes	This fee increased based on the Fee Study (it also represents a change in how the fee is calculated since the base fee was eliminated).
Utility ROW permit review	\$539	\$412	Yes	This fee decreased based on the Fee Study.
Utility ROW permit inspection	\$539	\$487	Yes	This fee decreased based on the Fee Study.
» Engineering Permit plan review, all other projects (e.g., commercial, industrial, institutional, utility, educational, government, etc.)				
Application fee	New	\$1,822	No	The fee study did not include this specific project type; the fee amount was established based on the comparable time required to review a large grading project.
Plus per hour	New	\$174 per hour	No	
Utility ROW permit review	New	\$412	Yes	This fee is new to this section (moved).
Utility ROW inspection	New	\$487	Yes	This fee is new to this section (moved).
As-built reviews	Hourly	\$174 per hour	Yes	
Engineering plan revision (e.g., post-issuance revision)	Hourly	\$174 per hour	Yes	
Additional/excessive review fee (applies to each review starting on the fourth review).	Hourly	\$174 per hour	Yes	

Engineering Inspections			2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes		
Engineering construction inspections (when not associated to a Bond Quantity Worksheet): Inspection fees are calculated by adding the applicable amounts from the Annual Volume Table (below), to a maximum of \$10,000.								
<u>Annual Volume Table</u>								
Volume deposited or removed	Base Fee	Plus per 100 cubic yards or portion thereof						
0 to 3,000 cubic yards	\$0	+ \$136	\$205 + \$150 per 100 cubic yards or portion thereof				Yes	This fee increased based on the Fee Study.
>3,000 to 10,000 cubic yards	\$3,527	+ \$23	\$4,717 + \$34 per 100 cubic yards or portion thereof				Yes	This fee increased based on the Fee Study.
>10,000 to 20,000 cubic yards	\$5,199	+ \$7	\$7,113 + \$13 per 100 cubic yards or portion thereof				Yes	This fee increased based on the Fee Study.
>20,000 to 40,000 cubic yards	\$5,917	+ \$3	\$8,523 + \$13 per 100 cubic yards or portion thereof				Yes	This fee increased based on the Fee Study.
>40,000 cubic yards	\$6,469	+ \$2	\$11,343 + \$6 per 100 cubic yards or portion thereof	Yes	This fee increased based on the Fee Study.			
Engineering construction inspections (when associated to a Bond Quantity Worksheet): Inspection fees are calculated by adding the applicable amounts from the table below.								

Bond quantity worksheet amount (line T)		Base Fee	Plus per \$1,000 bond or portion thereof				
\$0 – \$30,000		\$294	+	\$159	\$487 + \$103 per \$1,000 bond or portion thereof	Yes	This fee increased based on the Fee Study.
>\$30,000 – 120,000		\$3,114	+	\$67	\$3,588 + \$70 per \$1,000 bond or portion thereof	Yes	This fee increased based on the Fee Study.
>\$120,000		\$9,256	+	\$20	\$9,933 + \$35 per \$1,000 bond or portion thereof	Yes	This fee increased based on the Fee Study.
Reclamation bond release inspection				\$354	\$845	Yes	This fee increased based on the Fee Study.
Re-inspection of non-bonded actions				\$310	\$281	Yes	This fee decreased based on the Fee Study.
Substantial engineering permit inspection				Hourly	\$141 per hour	Yes	
Maintenance bond inspections: Maintenance inspection fees are calculated by adding the applicable amounts from the table below.				Plus per \$1,000 bond or portion thereof			
Bond quantity worksheet amount (line T)		Base Fee					
\$0 – \$30,000		\$636	+	\$21	\$910 + \$9 per \$1,000 bond or portion thereof	Yes	This fee increased based on the Fee Study.
>\$30,000 – 120,000		\$1,063	+	\$6	\$1,192 + \$6 per \$1,000 bond or portion thereof	Yes	This fee increased based on the Fee Study.
>\$120,000		\$1,612	+	\$2	\$1,756 + \$3 per \$1,000 bond or portion thereof	Yes	This fee increased based on the Fee Study.

Building Permits		2025 Fee	2026 Fee	Does the fee align with the Fee Study’s cost recovery goals?	Notes
Valuation Table					
Total Valuation	Fee				
\$1 – \$500	\$33		\$175.46	Yes	This fee increased based on the Fee Study.
>\$500 – \$2,000	\$33 for the first \$500 plus \$4 for each additional \$100 or fraction thereof, to and including \$2,000.		\$212.44 + \$9.86 for each additional \$100 or fraction thereof	Yes	This fee increased based on the Fee Study.
>\$2,000 – \$25,000	\$96 for the first \$2,000 plus \$20 for each additional \$1,000 or fraction thereof, to and including \$25,000.		\$360.33 + \$23.50 for each additional \$100 or fraction thereof	Yes	This fee increased based on the Fee Study.
>\$25,000 – \$50,000	\$541 for the first \$25,000 plus \$13 for each additional \$1,000 or fraction thereof, to and including \$50,000.		\$900.82 + \$21.62 for each additional \$100 or fraction thereof	Yes	This fee increased based on the Fee Study.
>\$50,000 – \$100,000	\$891 for the first \$50,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000.		\$1,441.31 + \$7.21 for each additional \$100 or fraction thereof	Yes	This fee increased based on the Fee Study.
>\$100,000 – \$500,000	\$1,374 for the first \$100,000 plus \$8 for each additional \$1,000 or fraction thereof, to and including \$500,000.		\$1,801.64 + \$7.56 for each additional \$100 or fraction thereof	Yes	This fee increased based on the Fee Study.

>\$500,000 – \$1,000,000	\$4,457 for the first \$500,000 plus \$6 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.	\$4,824.03 + \$9.39 for each additional \$100 or fraction thereof	Yes	This fee increased based on the Fee Study.
>\$1,000,000	\$7,753 for the first \$1,000,000 plus \$5 for each additional \$1,000 or fraction thereof.	\$9,518.97 + \$4.69 for each additional \$100 or fraction thereof	Yes	This fee increased based on the Fee Study.
Building plan review (except basic)	65% of the building permit	80% of the building permit	Yes	This fee increased based on the Fee Study.
Building plan review (basic)	25% of the building permit	25% of the building permit	Yes	
» Adult Family Home inspection		\$292 each	Yes	This is a new fee.
Additional plan review required for changes, additions or revisions to plans (minimum charge ½ hour)	Hourly	\$159 per hour	Yes	
Mobile Homes				
Mobile Home permit	\$1,145	\$840	Yes	This fee decreased based on the Fee Study.
Temporary mobile home permit	\$1,064	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Non-insignia mobile home inspection	\$914	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Re-roof permits				
Single-family residential	\$255	\$212	Yes	This fee decreased based on the Fee Study.
All other building types (e.g., townhomes, commercial, multi-family, etc.)	Valuation Table	Valuation	Yes	
Condominium conversion review				
1 to 30 units	\$2,254	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
31 to 99 units	\$2,546	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
100 or more units	\$3,455	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Plus per unit	\$383	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.
Pre-inspections				
Fire and flood damage	Hourly	\$148 per hour		
Housing, relocation of a structure, or code compliance	Hourly	\$148 per hour		
Other inspections prior to permit	Hourly	\$148 per hour		
» Retaining Walls				
Cast-in-place (e.g., reinforced concrete retaining wall, CIP concrete wall, gravity wall, etc.)		\$905 each	Yes	This is a new fee.
Rocks & blocks (segmental retaining wall, boudler wall, modular block wall, etc.)		\$905 each	Yes	This is a new fee.
» Stormwater detention facility (e.g., vault)		\$1,429 each	Yes	This is a new fee.
» Swimming pool/spa		\$1,065 each	Yes	This is a new fee.
» Temporary or partial certificate of occupancy		\$592 each	Yes	This is a new fee.
Demolition permit	\$395	\$741		This fee increased based on the Fee Study.
Plan review and/or inspections beyond one (1) hour, each	Hourly	\$153 per hour		
Inspection outside of normal hours	Hourly x 1.5	\$179 per hour	Yes	
Inspection for which no fee is specifically indicated	Hourly	\$148 per hour	Yes	
Permit extension or renewal	\$146	\$208	Yes	This fee increased based on the Fee Study.
» Address Assignments				ADU fee exemptions are included in the 2026 fee schedule as a policy decision to promote affordable and diverse housing options.
Accessory dwelling unit		No fee	No	
Single-family residential		\$128 each	Yes	This is a new fee.
Multi-family, commercial, institutional	Hourly	\$128 per address, unit, or suite	Yes	This is a new fee.
Request for reassignment		\$258 each	Yes	This is a new fee.
State Building Code Council Surcharge (RCW 19.27.085)*				
Residential building permits				

Commercial building permits	Base Fee	\$6.50	\$6.50	Yes	
	Plus per residential unit, but not including the first unit	\$2.00	\$2	Yes	
	Base Fee	\$25.00	\$25	Yes	
	Plus per residential unit, but not including the first unit	\$2.00	\$2	Yes	

Plumbing Permits	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
New single-family (one and two dwellings) and townhouses	\$978/unit	\$664 per unit	Yes	This fee decreased based on the Fee Study.
Commercial and Multi-family Plumbing Permit	Valuation Table	Valuation	Yes	
Plumbing Permit Plan Review	65% of permit	80% of permit	Yes	This fee increased based on the Fee Study.
Alteration or additions to one and two-family dwellings and townhouses				
Base Fee	\$143	\$165	Yes	This fee increased based on the Fee Study.
Plus, per fixture (e.g., sink, toilet, roof drain, electric water heater, water piping, water treatment equipment, black flow devices, etc.)	\$15/each	\$37 each	Yes	This fee increased based on the Fee Study.
Other fixure regulated by the Plumbing Code but not classed in other categories, or for which no other fee is listed	\$15/each	Fee eliminated	Yes	This fee has been removed as it is either redundant or no longer in use.

Mechanical Permits	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
New single-family (one and two dwellings) and townhouses	\$457/unit	\$584 per unit	Yes	
Commercial and Multi-family Mechanical Permit	Valuation Table	Valuation	Yes	
Mechanical Permit Plan Review	65% of permit	80% of permit	Yes	This fee increased based on the Fee Study.
Alteration or addition to one and two-family dwellings and townhouses				
Base Fee	\$143	\$165	Yes	This fee increased based on the Fee Study.
Plus, per fixture: All heating and cooling systems, except heat pumps (e.g., furnace, suspended heating system, recessed wall heater, floor-mounted, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	\$178/each	\$37 each	Yes	This fee decreased based on the Fee Study.
Gas water heater	\$178/each	\$222 each	Yes	This fee increased based on the Fee Study.
Other appliance or piece of equipment regulated by the Mechanical Code but not classed in other categories, or for which no other fee is listed	\$15/each	\$37 each	Yes	This fee increased based on the Fee Study.
Ventilation systems, vents, hoods, ducts, etc.	\$15/each	\$37 each	Yes	This fee increased based on the Fee Study.
Gas piping, per outlet	\$15/each	\$37 each	Yes	This fee increased based on the Fee Study.
Heat pump	\$15/each	\$74 each	Yes	This fee increased based on the Fee Study.

Stormwater Capital Facilities*		2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Stormwater capital facilities charges apply to all development that creates new impervious surface. This charge applies to each parcel. These fees do not apply to new impervious surfaces associated with the establishment of a new accessory dwelling unit (ADUs).					There are no proposed changes to this section and these fees were not reviewed as part of the 2025 Fee Study
If the charge was previously paid for development of a parcel (e.g., new single-family residence), and an applicant proposes additional development or redevelopment (e.g., single-family addition), the charge applies only to new impervious surfaces.					
New single-family residential development on a single parcel		\$3,700	\$3,700	N/A	
New townhome development on a single parcel		\$3,700/unit	\$3,700/unit	N/A	
All other development	Square feet of impervious area of the parcel (rounded down to the nearest whole square foot), divided by 2,500 (quotient rounded to nearest tenth), and multiplied by \$3,700. The minimum ERU shall be 1.0.		Square feet of impervious area of the parcel (rounded down to the nearest whole square foot), divided by 2,500...	N/A	
Shelters for temporary placement, as defined in KMC 18.20.2540 or as determined by the City Manager.		No fee	No fee	N/A	
Affordable housing projects, as defined in KMC 18.20.098, where all units are affordable; or as determined by the city manager.		No fee	No fee	N/A	

Transportation Impact Fees*		2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
ITE Land-Use Category	Net New Person Trips	Impact Fee			
Single Mobility Unit Cost	N/A	\$4,592.00	\$4,592	N/A	
Residential					
Single-family, detached	1.363 per dwelling unit	\$6,822.20 per dwelling unit	\$6,822.20 per dwelling unit	N/A	
Single-family, attached (e.g., duplexes, triplexes, etc.) ITE #215	0.938 per dwelling unit	\$4,952.03 per dwelling unit	\$4,952.03 per dwelling unit	N/A	
Multi-family, low rise (apartments, townhouses, and condominiums with at least 3 dwelling units) ITE #220	0.834 per dwelling unit	\$4,402.36 per dwelling unit	\$4,402.36 per dwelling unit	N/A	
Multi-family, medium rise (apartments and condominiums; 4-10 floors of living space) ITE #221	0.638 per dwelling unit	\$3,366.51 per dwelling unit	\$3,366.51 per dwelling unit	N/A	
Multi-family, senior adult housing (retirement communities, age-restricted housing, etc.) ITE #252	0.362 per dwelling unit	\$1,910.08 per dwelling unit	\$1,910.08 per dwelling unit	N/A	
Low rise residential with ground floor commercial	0.87 per dwelling unit	\$4,594.30 per dwelling unit	\$4,594.30 per dwelling unit	N/A	
Mobile home park	0.839 per dwelling unit	\$4,200.18 per dwelling unit	\$4,200.18 per dwelling unit	N/A	
Affordable Housing (KMC 18.20.098)	--	\$0 per dwelling unit (no fee)	\$0 per dwelling unit (no fee)	N/A	
Commercial					
Hotel	0.854 per room	\$4,899.76 per room	\$4,899.76 per room	N/A	
Marina	0.254 per berth	\$1,132.31 per berth	\$1,132.31 per berth	N/A	
Golf Course	0.345 per acre	\$1,585.77 per acre	\$1,585.77 per acre	N/A	

Movie Theater	0.103 per seat	\$340.07 per seat	\$340.07 per seat	N/A	There are no proposed changes to this section and these fees were not reviewed as part of the 2025 Fee Study
Multipurpose recreational facility	4.361 per 1,000 Square Feet (SF)	\$19.42 per 1,000 SF	\$19.42 per 1,000 SF	N/A	
Office, general	1.691 per 1,000 SF	\$12.35 per 1,000 SF	\$12.35 per 1,000 SF	N/A	
Office, medical	4.624 per 1,000 SF	\$31.85 per 1,000 SF	\$31.85 per 1,000 SF	N/A	
Shopping Plaza (40,000-150,000 SF, no supermarket)	4.173 per 1,000 SF	\$7.67 per 1,000 SF	\$7.67 per 1,000 SF	N/A	
Supermarket	6.973 per 1,000 SF	\$20.81 per 1,000 SF	\$20.81 per 1,000 SF	N/A	
Convenience Store 24-hour	29.298 per 1,000 SF	53.81 per 1,000 SF	53.81 per 1,000 SF	N/A	
Pharmacy with drive-through	12.505 per 1,000 SF	\$26.99 per 1,000 SF	\$26.99 per 1,000 SF	N/A	
Drive-in bank	16.629 per 1,000 SF	\$35.89 per 1,000 SF	\$35.89 per 1,000 SF	N/A	
Fast casual restaurant	7.638 per 1,000 SF	\$21.75 per 1,000 SF	\$21.75 per 1,000 SF	N/A	
Fast food with drive-through	20.103 per 1,000 SF	\$57.23 per 1,000 SF	\$57.23 per 1,000 SF	N/A	
Fast food with no drive-through	20.213 per 1,000 SF	\$57.55 per 1,000 SF	\$57.55 per 1,000 SF	N/A	
Gas station	8.466 per 1,000 SF	\$20,604.30 per 1,000 SF	\$20,604.30 per 1,000 SF	N/A	
Gas station with convenience store	11.211 per pump	\$27,284.77 per pump	\$27,284.77 per pump	N/A	
Institutional					
Elementary school	0.195 per student	\$554.89 per student	\$554.89 per student	N/A	
Middle school	0.171 per student	\$485.53 per student	\$485.53 per student	N/A	
High School	0.182 per student	\$519.51 per student	\$519.51 per student	N/A	
Church	0.597 per 1,000 SF	\$3.15 per 1,000 SF	\$3.15 per 1,000 SF	N/A	
Library	9.94 per 1,000 SF	\$28.30 per 1,000 SF	\$28.30 per 1,000 SF	N/A	
Hospital	1.045 per 1,000 SF	\$7.49 per 1,000 SF	\$7.49 per 1,000 SF	N/A	
Nursing Home	0.724 per 1,000 SF	\$2.89 per 1,000 SF	\$2.89 per 1,000 SF	N/A	
Industrial					
General light industrial	0.612 per 1,000 SF	\$4.47 per 1,000 SF	\$4.47 per 1,000 SF	N/A	
Manufacturing	0.801 per 1,000 SF	\$5.85 per 1,000 SF	\$5.85 per 1,000 SF	N/A	
Mini-warehouse	0.162 per 1,000 SF	\$1.18 per 1,000 SF	\$1.18 per 1,000 SF	N/A	

Parks Impact Fee*	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Single-family residence	\$4,652.34 per dwelling unit	\$4,652.34 per dwelling unit	N/A	There are no changes for 2025; however, the Community Development Department will be bringing forward the PROS Plan in the first quarter of 2026, which will likely include updates to the parks impact fees.
Multi-family (includes duplex, triplex, townhomes, apartments, etc.)	\$3,568.59 per dwelling unit	\$3,568.59 per dwelling unit	N/A	
Mobile Home	\$2,325.57 per dwelling unit	\$2,325.57 per dwelling unit	N/A	
Affordable Housing (KMC 18.20.098)	No fee	No fee	N/A	

Schools Impact Fee*	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Single-family residence	\$15,159 per dwelling unit	\$16,550 per dwelling unit	N/A	Based on the Northshore School District 2025-31 Capital Facilities Plan.
Multi-family (includes duplex, triplex, townhomes, apartments, etc.)	\$2,755 per dwelling unit	\$5,945 per dwelling unit	N/A	Based on the Northshore School District 2025-31 Capital Facilities Plan.

Fire Department Review*	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Fire review fees are set by the Shoreline Fire Department, collected by the City, and then passed through		Fire review fees are set by	N/A	There are no proposed changes to this section and these fees were not reviewed

to the SFD.	the Shoreline Fire...	N/A	as part of the 2025 Fee Study.
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Fees in lieu of affordable housing in R-4 and R-6 zones (e.g., KMC 18.77.043)	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Fees in lieu of affordable housing in R-4 and R-6 zones (e.g., KMC 18.77.043)	New	\$6.00 per square foot of new owner-occupied residential floor area and \$8.00 per square foot if renter-occupied	N/A	This fee is related to middle housing regulations, specifically KMC 18.77.043, passed by City Council under Ord. 25-0630.

Limited Use Right-of-Way Permits (Types A, B, C & Beautification)	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Application Fee (includes 1 hour review and 1 hour inspection)	\$237	\$379	Yes	
Review fee in excess of 1 hour	Hourly	\$174 per hour	Yes	
Inspection fee in excess of 1 hour	Hourly	\$141 per hour	Yes	
Use Fee Fee = (use area) x \$20 per sq. ft. x days of usage/365 or a minimum of \$100, whichever is		Fee = (use area) x \$20 per sq. ft. x days...	Yes	Same as the 2025 calcluation.
Beautification Permit	No Fee	No fee	No	The fee study recommends a rate of \$379; however, the fee remains unchanged as a policy decision to promote right-of-way beautification.

Access Right-of-Way Permits	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Application Fee (includes 1 hour review and 1 hour inspection)	\$237	\$379		
Review fee in excess of 1 hour	Hourly	\$174 per hour		
Inspection fee in excess of 1 hour	Hourly	\$141 per hour		
Annual Use Fee Open to the Public	No fee	No fee	Yes	
Limited (not open to the public) Fee = (use area) x value** x 25% or a minimum of \$100 whichever is greater		Fee = (use area) x value** x 25% or a minimum of \$100 whichever is greater	Yes	
**value of adjacent land (in area, sq ft) according to King County Assessor records				

Encroachment Right-of-Way Permits*	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Application Fee (includes 1 hour review and 1 hour inspection)	\$237	\$379	Yes	
Review fee in excess of 1 hour	Hourly	\$174 per hour	Yes	
Inspection fee in excess of 1 hour	Hourly	\$141 per hour	Yes	
Annual Use Fee Fee = (use area) x value1** x No. of Years x 12% or a minimum of \$100 whichever is greater		Fee = (use area) x value1** x 12% or a minimum of \$100 whichever is greater	No	The calcluation was updated based on recommendations by John Vicente, Engineering Director/City Engineer.
**value of adjacent land (in area, sq ft) according to King County Assessor records				

Public Use Permits*	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
Application Fee (includes 1 hour review and 1 hour inspection)	\$237	\$379	Yes	
Review fee in excess of 1 hour	Hourly	\$174 per hour	Yes	
Inspection fee in excess of 1 hour	Hourly	\$141 per hour	Yes	
Use Fee **value of adjacent land (in area, sq ft) according to King County Assessor records	Fee = (use area) x value1** x No. of Years x 12% or a minimum of \$100 whichever is greater	Fee = (use area) x value1** x No. of Months/12 or a minimum of \$100 whichever	No	The calculation was updated based on recommendations by John Vicente, Engineering Director/City Engineer.

Utility Right-of-Way Permits*	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
All Utility Franchises and any other utility company or agency installing, repairing, removing, and/or modifying telecommunication/cable facilities				
Application	\$237	\$379	N/A	Increased for consistency with ROW permit application fees.
Review	Hourly	\$174 per hour	N/A	Revised for consistency with ROW permit application fees.
Inspection	Hourly	\$141 per hour	N/A	Revised for consistency with ROW permit application fees.
Use fee	No Fee	No fee	N/A	
Permit Extension	\$350	\$350	N/A	
Violation of Lane Closure Hours	\$500	\$500	N/A	
Accelerated Job Start	\$542	\$567	N/A	Increased by the CPI. The amount is based on recommendations by John Vicente, Engineering Director/City Engineer.
Work Without a Permit	\$1,000	\$1,000	N/A	
Attorney Fees for Use Agreements	Actual Cost	Actual cost	N/A	
Failure to Relocate, replace, or transfer facility for utility driven projects	\$500/day, per location	\$500/day, per location	N/A	
After-Hours Work Fee	New	\$211.50 per hour, with a 4-hour minimum	N/A	This is a 1.5 x hourly fee, with a 4-hour minimum fee. The amount is based on recommendations by John Vicente, Engineering Director/City Engineer.
Annual Use Payment for Use of Right-of-Way and City Owned Property* Type of Equipment/Facility within the right-of-way				
Separate support structure (such as a monopole, fence, foundation, or lattice) used for wireless antenna, utility services, enclosures, antenna/receiver transmitters, and/or equipment cabinets	\$5,000/year	\$5,000/year	N/A	There are no proposed changes to this section and these fees were not reviewed as part of the 2025 Fee Study.
Antenna/receiver transmitter (on an existing or replacement pole) and equipment cabinet	\$3,000/year	\$3,000/year	N/A	
Antenna/receiver transmitter (on an existing or replacement pole) or equipment cabinet (but not both), underground facilities, or wires/cables only	\$2,000/year	\$2,000/year	N/A	

State Route 522 driveway connection permit*	2025 Fee	2026 Fee	Does the fee align with the Fee Study's cost recovery goals?	Notes
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Fee structure. The following nonrefundable fee structure is established for the processing, review and inspection of the connection permit application. A description of each category can be found in section 12.85.040 of the KMC. Due to the potential complexity of Category II and Category III connection proposals, and required mitigation measures that may involve construction on SR 522, the city may require a developer agreement in addition to the connection permit. The developer agreement may include, but is not limited to: plans; specifications; maintenance requirements; bonding requirements; inspection requirements; division of costs by the parties, where applicable; and provisions for payment by the applicant of actual costs incurred by the city in the review and administration of the applicant’s proposal that exceed the required base fees in the following schedule:			
Category I – Base fee for one connection:			
· Agricultural, forest, utility operation and maintenance \$50	\$50	N/A	
· Residential dwelling units (up to 10)- single connection \$50/dwelling	\$50/dwelling	N/A	
· Other, with 100 average weekday vehicle trip ends \$500	\$500	N/A	
· Fee per additional connection point \$50	\$50	N/A	
Category II – Base fee for one connection:			
· Less than 1,000 average weekday vehicle trip ends \$1,000	\$1,000	N/A	
· 1,000 to 1,500 average weekday vehicle trip ends \$1,500	\$1,500	N/A	
· Fee per additional connection point \$250	\$250	N/A	
Category III - Base fee for one connection:			
· 1,500 to 2,500 average weekday vehicle trip ends \$2,500	\$2,500	N/A	
· Over 2,500 average weekday vehicle trip ends \$4,000	\$4,000	N/A	
· Fee per additional connection point \$1,000	\$1,000	N/A	
Category IV – Base fee per connection: \$100	\$100	N/A	
Surety Bond. Prior to the beginning of construction of any connection, the city may require the permit holder to provide a financial guarantee (e.g., surety bond) as specified in WAC 468-34-020(3).			
			There are no proposed changes to this section and these fees were not reviewed as part of the 2025 Fee Study.

Memorial Sign*	2025 Fee	2026 Fee	Does the fee align with the Fee Study’s cost recovery goals?	Notes
Application fee and sign	\$300	\$300	N/A	There are no proposed changes to this section and these fees were not reviewed as part of the 2025 Fee Study.

5. Animal Care and Control

Animal License and Registration	2025 Fee	2026 Fee	Does the fee align with the Fee Study’s cost recovery goals?	Notes
Pet license - dog or cat				
Unaltered	\$60	\$60	N/A	
Altered	\$30	\$30	N/A	
Juvenile pet license - dog or cat	\$15	\$15	N/A	
Discounted pet license - dog or cat	\$15	\$15	N/A	
Replacement tag	\$5	\$5	N/A	
» Transfer fee	\$3	\$5	N/A	Updated to align with license fee charged by Regional Animal Services of King County (RASKC).

Guard dog registration	\$100	\$100	N/A	There are no proposed changes to this section and these fees were not reviewed as part of the 2025 Fee Study.
Exotic pet, new	\$500	\$500	N/A	
Exotic pet, renewal	\$250	\$250	N/A	
Service animal	No fee	No fee	N/A	
K-9 police dog	No fee	No fee	N/A	
Late fees				
Received 45-90 days following license expiration	\$15	\$15	N/A	
Received 90-135 days following license expiration	\$20	\$20	N/A	
Received more than 135 days following license expiration	\$30	\$30	N/A	
Received more than 365 days following license expiration	\$30 plus license fee(s) for any previous year pet was unlicensed	\$30 plus license fee(s) for any previous year pet was unlicensed	N/A	

	2025 Fee	2026 Fee	Does the fee align with the Fee Study’s cost recovery goals?	Notes
Animal Business and Activity Permits				
Hobby kennel and hobby cattery license	\$50	\$50	N/A	There are no proposed changes to this section and these fees were not reviewed as part of the 2025 Fee Study.
Private animal placement permit	No fee	No fee	N/A	

Civil Penalties	2025 Fee	2026 Fee	Does the fee align with the Fee Study’s cost recovery goals?	Notes
General				There are no proposed changes to this section and these fees were not reviewed as part of the 2025 Fee Study.
No previous similar code violation within one (1) year	\$50	\$50	N/A	
One previous similar code violation within one (1) year	\$100	\$100	N/A	
Two previous similar code violation within one (1) year	Double the rate of the previous penalty, up to a maximum of \$1,000.		N/A	
Vicious animal or animal cruelty violations				
First violation within one year	\$500	\$500	N/A	
Subsequent violations within one year	\$1,000	\$1,000	N/A	
Dog leash law violations				
First violation within one year	\$25	\$25	N/A	
Additional violation within one year	\$50	\$50	N/A	
Animal abandonment	\$500	\$500	N/A	
Unlicensed cat or dog				
Altered cat or dog	\$125	\$125	N/A	
Unaltered cat or dog	\$250	\$250	N/A	

	2025 Fee	2026 Fee	Does the fee align with the Fee Study’s cost recovery goals?	Notes
Service Fees				

Adoptions – including licensing and spaying or neutering or the animal (based on adoptability/animal)	\$75-250	\$75-\$250	N/A	There are no proposed changes to this section and these fees were not reviewed as part of the 2025 Fee Study.
Spay or neuter deposit	\$150/animal	\$150/animal	N/A	
Impound or redemption - dogs, cats, or other small animals				
First impound within one year	\$45	\$45	N/A	
Second impound within one year	\$85	\$85	N/A	
Third impound within one year	\$125	\$125	N/A	
Impound or redemption - livestock, small	\$45	\$45	N/A	
Impound or redemption – livestock, large	\$45 or actual cost of sheltering, whichever is greater	\$45 or actual cost of sheltering, whichever is greater	N/A	
Kenneling at King County animal shelter – per 24 hours or portion thereof in field pick-up of an owner’s deceased unlicensed pet or pick-up of an unlicensed pet released voluntarily to the regional animal service section.B657	\$20	\$20	N/A	
Owner-requested euthanasia (unlicensed pets)	\$50	\$50	N/A	
Optional micro-chipping for adopted pets	\$25	\$25	N/A	

6. Miscellaneous

Type	2025 Fee	2026 Fee	Does the fee align with the Fee Study’s cost recovery goals?	Notes
Credit Card Service Fee	3%	3%	N/A	
» ACH Service Fee (e.g., Echeck)	New	0.50 per transaction	N/A	This is a new fee.
NSF (insufficient funds charge for a returned payment)	\$25	\$25 each	N/A	
Use of City owned property, other than right-of-way, for event parking, storage or similar use	\$100/day	\$100 per day	N/A	
City Sponsored Event - Vendor Fees				
Food Vendor	\$50/day	\$50 per day	N/A	
Craft Vendor	\$50/day	\$50 per day	N/A	
Non-Profit Booth or Vendor	\$10/day	\$10 per day	N/A	
City Hall Facility Rental Fees				
Community Room or Council Chambers Weekday Rental (Tue-Fri) - Resident	\$25/hour	\$25 per hour	N/A	
Community Room or Council Chambers Weekday Rental (Tue-Fri) - Non-Resident	\$50/hour	\$50 per hour	N/A	
Combined Rooms Weekday Rental (Tues-Fri) - Resident		\$50 per hour		This is a new fee.
Combined Rooms Weekday Rental (Tues-Fri) - Non-Resident		\$100 per hour		This is a new fee.
Saturday Rental - Residents Only	\$75/hour	\$100 per hour	N/A	This fee was increased based on recommendations from the Public Works Operations Director, Jennifer Gordon.
Audio/Visual Rental	\$25	\$25	N/A	
Damage Deposit (refundable)	\$250 min.	\$250 minimum	N/A	
The Hangar Rental Fees (Kenmore Residents Only)				This fee was increased based on recommendations from the Public Works Operations Director, Jennifer Gordon.
Damage Deposit (for groups ≥ 30 people)	\$100**	\$150**	N/A	
Damage & Food Deposit (for groups ≥ 30 people)	\$150**	\$150**	N/A	
**50% of deposit will be forfeited if the event exceeds reserved time over 10 minutes				

**100% of the deposit will be forfeited for “no-shows”			N/A	
Public Safety Fees				
First three (3) false alarms	No fee	No fee	N/A	
Fourth and fifth false alarms	\$50 each	\$50 each	N/A	
Sixth and additional false alarms	\$100 each	\$100 each	N/A	
Park Shelter Rental Fee				
Kenmore Residents all day	\$150	\$150	N/A	
Kenmore Residents half day	\$75	\$75	N/A	
Non-Kenmore Residents all day	\$200	\$200	N/A	
Non-Kenmore Residents half day	\$100	\$100	N/A	
Moorlands Park Athletic Fields Rental Fee: Athletic clubs may request up to a maximum 50% reduction if the club has at least 20% of eligible participants	\$22/hour	\$22 per hour	N/A	
Franchise Agreements Negotiations				
General	Actual Cost	Actual cost	N/A	
Cable TV	Actual Cost***	Actual cost***	N/A	
***Reimbursemet of actual costs may be subject to federal regulations relating to 5% gross revenue franchise fee cap			N/A	
Right-of-Way Vacation				
Application fee	Hourly	\$174 per hour	N/A	
Appraisal review	Actual cost	Actual cost	N/A	
Public notice mailing fee	\$252	See fee in Section 4	Yes	Fee updated to align with actual costs noted in Section 4.

Special Event Permit	2025 Fee	2026 Fee	Does the fee align with the Fee Study’s cost recovery goals?	Notes
Application Fee	\$100	\$100	No	The fee study recommends a rate of \$996; however, the fee remains unchanged as a policy decision to promote special events, public engagement, and fun.
Application Fee for City of Kenmore Sponored Events	No fee	No fee	No	The fee study recommends a rate of \$553; however, the fee remains unchanged because charging the city to review its own special event permit is essentially a transfer of funds within the same organization. No actual revenue is generated and it requires additional processing timeto move permit fees between internal accounts.
Actual and indirect cost for city personel involvment in event traffic control, fire safety, or other facility or event support, and the use of City equipment and other nonpersonnel expense.	Actual Cost	Actual Cost	Yes	

7. Public Records Requests

Type	2025 Fee	2026 Fee	Does the fee align with the Fee Study’s cost recovery goals?	Notes
Copy charges may be combined to the extent more than one type of charge applies to a particular request				
Review of requested records	No charge	No charge	N/A	

Standard size black-and-white-photocopies (includes 8-1/2" x 11", 8-1/2"x14" and 11"x17")				There are no proposed changes to this section and these fees were not reviewed as part of the 2025 Fee Study.
6 pages or less	No charge	No charge	N/A	
7 or more pages (includes cost of first 6 pages)	15 cents/page	\$0.15 per page	N/A	
Scanned copies (converting a record from paper copy to an electronic format)				
10 pages or less	No charge	No charge	N/A	
11 or more pages (including cost of first 10 pages)	10 cents/page	\$0.10 per page	N/A	
Uploading/attaching electronic files to digital storage media/device(s), a cloud-based storage or service, or emails (CD, DVD, thumb drive, email or cloud service).				
80 files or less	No charge	No charge	N/A	
81 or more files (including cost of first 80 files)	5 cents/4 files	\$0.05 for every 4 files	N/A	
Transmission of public records in an electronic format	10 cents/gigabyte	\$0.10 per gigabyte	N/A	
Oversized documents such as building plans, maps, blueprints or large copy jobs	Actual Cost	Actual cost	N/A	
Records copied to CD or DVD	\$1.00 per CD/DVD	\$1.00 per CD/DVD	N/A	
Records copied to thumb/flash drive	Actual Cost	Actual cost	N/A	
Mailing envelopes or packaging and postage	Actual Cost	Actual cost	N/A	

8. Surface Water

Surface Water Management Service Annual Program Charges	2025 Fee	2026 Fee	Does the fee align with the Fee Study’s cost recovery goals?	Notes																																																																																																	
Rates are established pursuant to Resolution no. 23-406, unless otherwise amended and adopted.		No change	N/A	There are no proposed changes to this section and these fees were not reviewed as part of the 2025 Fee Study.																																																																																																	
City of Kenmore Surface Water Management Program Annual Service Charges <table><tr><th rowspan="2">Class</th><th rowspan="2">Impervious Area</th><th colspan="7">Annual Rates</th></tr><tr><th>2024</th><th>2025</th><th>2026</th><th>2027</th><th>2028</th><th>2029</th><th>2030</th></tr><tr><td>Residential^A</td><td>NA</td><td>\$298.84</td><td>\$358.61</td><td>\$401.64</td><td>\$449.84</td><td>\$476.83</td><td>\$505.44</td><td>\$525.66</td></tr><tr><td>Very Light^A</td><td>0 to ≤ 10%</td><td>\$298.84</td><td>\$358.61</td><td>\$401.64</td><td>\$449.84</td><td>\$476.83</td><td>\$505.44</td><td>\$525.66</td></tr><tr><td>Light</td><td>> 10% to ≤ 20%</td><td>\$896.51</td><td>\$1,075.81</td><td>\$1,204.91</td><td>\$1,349.50</td><td>\$1,430.47</td><td>\$1,516.30</td><td>\$1,576.95</td></tr><tr><td>Moderate</td><td>> 20% to ≤ 45%</td><td>\$1,942.43</td><td>\$2,330.92</td><td>\$2,610.63</td><td>\$2,923.91</td><td>\$3,099.34</td><td>\$3,285.30</td><td>\$3,416.71</td></tr><tr><td>Moderately Heavy</td><td>> 45% to ≤ 65%</td><td>\$3,287.20</td><td>\$3,944.64</td><td>\$4,418.00</td><td>\$4,948.16</td><td>\$5,245.05</td><td>\$5,559.75</td><td>\$5,782.14</td></tr><tr><td>Heavy</td><td>> 65% to ≤ 85%</td><td>\$4,482.54</td><td>\$5,379.05</td><td>\$6,024.54</td><td>\$6,747.48</td><td>\$7,152.33</td><td>\$7,581.47</td><td>\$7,884.73</td></tr><tr><td>Very Heavy</td><td>> 85% to ≤ 100%</td><td>\$5,528.46</td><td>\$6,634.15</td><td>\$7,430.25</td><td>\$8,321.88</td><td>\$8,821.19</td><td>\$9,350.46</td><td>\$9,724.48</td></tr><tr><td>City Roads</td><td>NA</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>State Highways</td><td>NA</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> Rates are subject to 6% utility tax per KMC 3.35.040.F ^A Rate is per parcel; all other rates are per acre					Class	Impervious Area	Annual Rates							2024	2025	2026	2027	2028	2029	2030	Residential ^A	NA	\$298.84	\$358.61	\$401.64	\$449.84	\$476.83	\$505.44	\$525.66	Very Light ^A	0 to ≤ 10%	\$298.84	\$358.61	\$401.64	\$449.84	\$476.83	\$505.44	\$525.66	Light	> 10% to ≤ 20%	\$896.51	\$1,075.81	\$1,204.91	\$1,349.50	\$1,430.47	\$1,516.30	\$1,576.95	Moderate	> 20% to ≤ 45%	\$1,942.43	\$2,330.92	\$2,610.63	\$2,923.91	\$3,099.34	\$3,285.30	\$3,416.71	Moderately Heavy	> 45% to ≤ 65%	\$3,287.20	\$3,944.64	\$4,418.00	\$4,948.16	\$5,245.05	\$5,559.75	\$5,782.14	Heavy	> 65% to ≤ 85%	\$4,482.54	\$5,379.05	\$6,024.54	\$6,747.48	\$7,152.33	\$7,581.47	\$7,884.73	Very Heavy	> 85% to ≤ 100%	\$5,528.46	\$6,634.15	\$7,430.25	\$8,321.88	\$8,821.19	\$9,350.46	\$9,724.48	City Roads	NA								State Highways	NA							
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Comparison Data: Permit Fees Through the Years

Year	Permit No.	Total	Building plan review	Building permit	Technology fee	Site plan review	Mechanical permit	Plumbing permit	Drainage	WA State surcharge	Parks Impact	Transportation Impact	School Impact	Stormwater Capital Facilities Fee	Critical Areas Review and Inspection	Credit Card Service Fee	ACH Service Fee	Fee in lieu of affordable housing in R- 4 and R-6
2015	CMB15-1082	\$16,568.82	\$2,707.40	\$1,759.81	\$162.09	\$101.00	\$227.00	\$227.00	\$381.00	\$4.50	\$2,565.00	\$8,434.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2016	CMB16-0497, basic*	\$15,314.33	\$648.85	\$2,595.40	\$125.56	\$101.00	\$227.00	\$227.00	\$386.00	\$4.50	\$2,565.00	\$8,434.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2017	CMB17-0614	\$16,338.40	\$1,297.53	\$1,996.20	\$211.74	\$101.00	\$227.00	\$227.00	\$386.00	\$6.50	\$2,565.00	\$9,320.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2018	CMB18-0917	\$29,589.26	\$2,042.45	\$2,973.00	\$322.27	\$102.00	\$344.00	\$736.00	\$248.00	\$6.50	\$2,642.00	\$9,600.04	\$10,573.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2019	CMB19-0412	\$33,375.06	\$1,897.57	\$2,919.34	\$314.90	\$106.00	\$356.00	\$762.00	\$257.00	\$6.50	\$2,737.11	\$9,945.64	\$10,573.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00
2020	CMB20-0701	\$38,648.96	\$2,062.17	\$3,172.57	\$337.04	\$108.00	\$362.00	\$775.00	\$261.00	\$6.50	\$3,885.00	\$10,114.72	\$14,000.00	\$3,500.00	\$0.00	\$64.96	\$0.00	\$0.00
2021	CMB21-0753	\$43,747.59	\$2,884.30	\$4,332.77	\$436.16	\$108.00	\$362.00	\$775.00	\$261.00	\$6.50	\$3,885.00	\$10,114.72	\$17,080.00	\$3,500.00	\$0.00	\$2.14	\$0.00	\$0.00
2022	CMB22-0020	\$43,731.08	\$2,873.47	\$4,076.97	\$435.37	\$130.00	\$422.00	\$902.00	\$303.00	\$6.50	\$3,885.00	\$10,114.72	\$17,080.00	\$3,500.00	\$0.00	\$2.05	\$0.00	\$0.00
2023	CMB23-0822	\$45,881.17	\$3,002.78	\$4,794.00	\$588.64	\$272.00	\$441.00	\$943.00	\$394.00	\$6.50	\$4,522.09	\$7,233.57	\$17,963.00	\$3,700.00	\$1,926.00	\$94.59	\$0.00	\$0.00
2024	CMB24-0175	\$43,532.43	\$2,815.80	\$4,332.00	\$485.24	\$272.00	\$441.00	\$943.00	\$901.00	\$8.50	\$4,586.75	\$6,822.20	\$16,957.00	\$3,700.00	\$0.00	\$1,267.94	\$0.00	\$0.00
2025	CMB25-0022	\$43,307.59	\$4,028.05	\$6,197.00	\$617.50	\$282.00	\$457.00	\$978.00	\$408.00	\$6.50	\$4,652.34	\$6,822.20	\$15,159.00	\$3,700.00	\$0.00	\$0.00	\$0.00	\$0.00
2026	**	\$71,589.47	\$5,005.60	\$6,257.00	\$640.83	\$0.00	\$584.00	\$644.00	\$326.00	\$6.50	\$4,652.34	\$6,822.20	\$16,550.00	\$3,700.00	\$0.00	\$0.00	\$1.00	\$26,400.00
*A “basic permit” refers to a permit issued for a home that is based on, or copied from, an existing master permit (a previously reviewed and approved plan used as the template for additional identical homes). Under KMC 15.30.360, the plan review fee for a basic permit is reduced to reflect the decreased review time required for these repeat plans.																		
**Estimate based on a new single-family residence, in a plat, with a valuation of \$800K and 4,400 SF living space (similar to 2025 valuations/sizes)																		

2026 Fee Schedule



Samantha Loyuk, Development Services Director

November 17, 2025



A photograph of a modern building with a facade of vertical wood slats and large glass windows. In the foreground, there are tall green grasses and a metal bike rack. A thick yellow diagonal line separates the image from the dark blue background on the right.

Overview

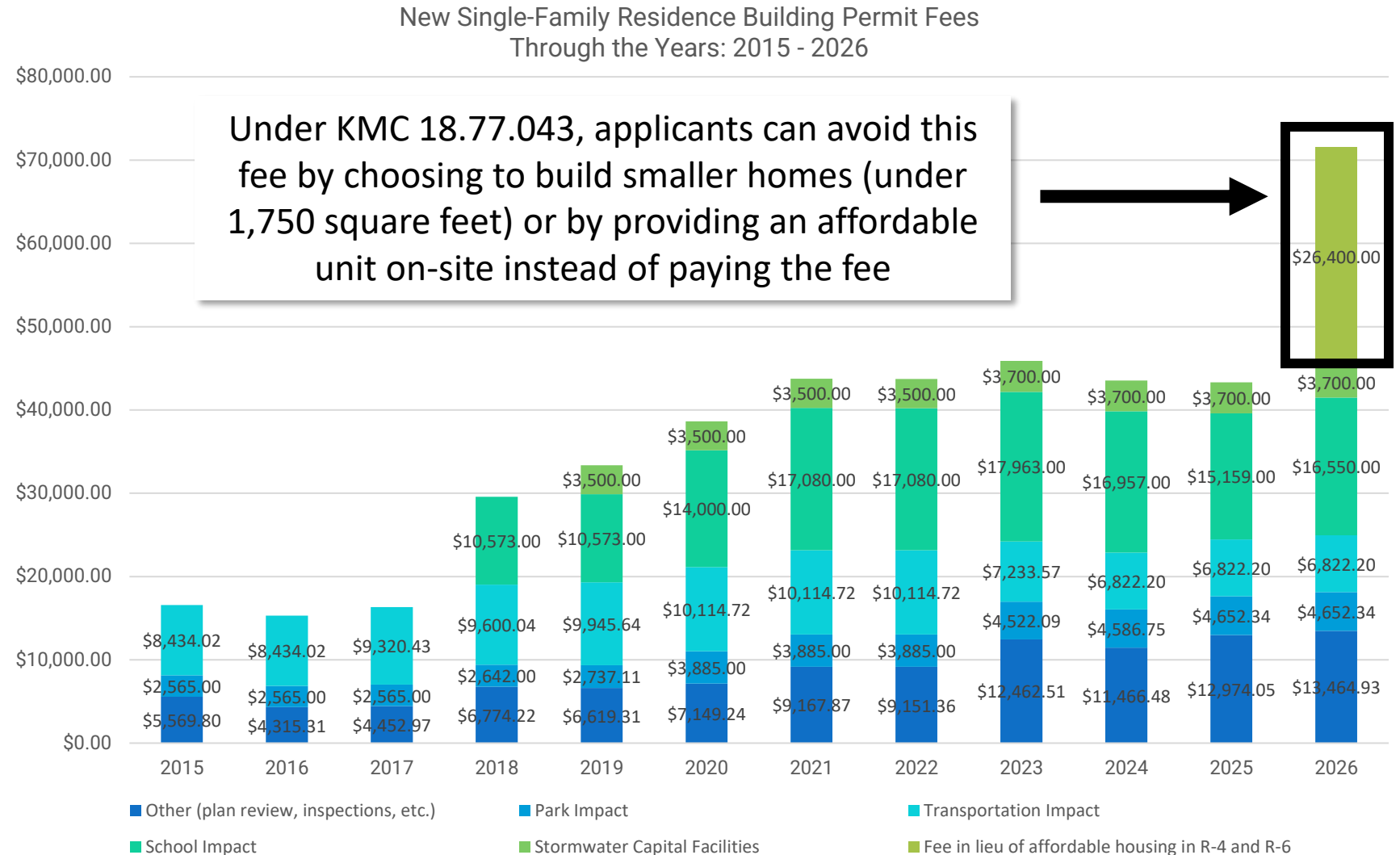
- Fee schedule updated annually
- Reflects Matrix Consulting Group (2025 Fee Study) results and City Council policy direction
- Includes a combination of cost recovery adjustments, existing policy decisions, and new fees to align with updated housing and development policies

KEY CHANGES FOR 2026

- **Most development fees:** Adjusted for 100% recovery + 2.7% CPI
- **Previous Council policy decisions retained**
- **New fees/updates:**
 - Affordable housing fee-in-lieu: \$6/sf owner-occupied, \$8/sf renter-occupied (R-4, R-6)
 - School Impact Fees (+9% single-family; +116% multifamily)
 - Increased wet season penalty for non-compliance to promote environmental protection (\$250 each day the violation occurs)
 - Fee established for unit lot subdivisions (new process/code section)

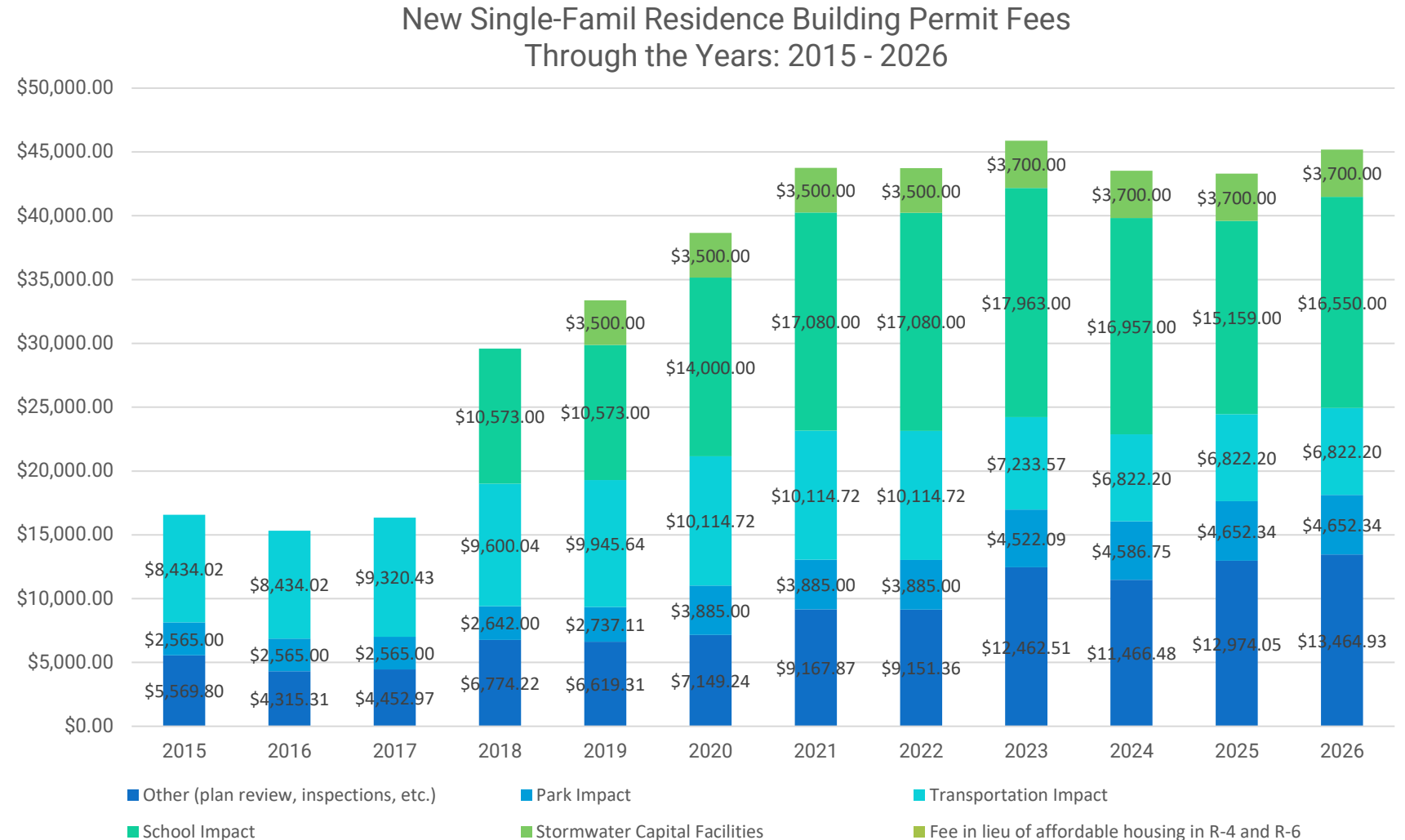
10-YEAR PERMIT FEE TRENDS

- Permit fee adjustments reflect the rising cost of delivering services such as plan review, inspection, and permitting
- The graph (right) reflects how building permit fees for new single-family homes have changed over the past decade



10-YEAR PERMIT FEE TRENDS

- Permit fee adjustments reflect the rising cost of delivering services such as plan review, inspection, and permitting
- The graph (right) reflects how building permit fees for new single-family homes have changed over the past decade





POLICY DISCUSSION & NEXT STEPS

- **Action Requested:** Discuss and provide direction on the proposed 2026 Fee Schedule, including any modifications the Council wishes to consider, or motion to approve Resolution No. 25-434 (adopt as-is)

Thank you. Questions & Discussion



City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 11/17/2025

Subject/Topic:	Proposed Council Action/Motion:
The Emergency Shelter, Transitional Housing, Emergency Housing, and Permanent Supportive Housing (STEP) Housing Advisory Committee (the Committee) recommendations for STEP housing regulations Department: Community Development Prepared by: Debbie Bent, Assistant City Manager/Community Development Director Attachments: 11/17/25 Memo from the STEP Housing Advisory Committee to the City Council. PowerPoint Presentation (to be uploaded to the agenda 11/14/25)	☐ Information Only ☐ Receive and File ☒ Discuss ☒ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☐ Authorize ☐ Other: Motion to move forward with proposed recommendations for STEP housing regulations.

Approvals:

Department Head DB 11/03/25 City Attorney n/a Finance Director n/a City Manager TK 11/4/25 Optional _____

Summary/Background:

Summary: The Emergency Shelter, Transitional Housing, Emergency Housing, and Permanent Supportive Housing (STEP) Housing Advisory Committee (the Committee) will present recommendations on how to accommodate the new State requirements for STEP housing within Kenmore (see Attachment 1). Nick Chen, consultant with Kimley-Horn and Associates Inc will give a PowerPoint Presentation (see Attachment #2) summarizing recommendations.

Next Steps: Following presentation of the STEP Housing Advisory Committee recommendations, City Council questions and discussion, staff are requesting that the City Council provide direction on the proposed recommendations. Following City Council direction, staff will proceed with preparing documents and scheduling a Public Hearing on proposed amendments. Ordinance adoption estimated in the first quarter of 2026.

Previous Council Action(s):

At the 3/24/25 City Council meeting, link to agenda [City Council Special and Regular Meeting • City of Kenmore Agendas and Minutes • CivicClerk](#), the City Council appointed members to serve on the STEP Housing Advisory Committee.

At the 2/24/25 City Council meeting, link to agenda [City Council Special and Regular Meeting • City of Kenmore Agendas and Minutes • CivicClerk](#), the City Council approved the charter for the STEP Housing Advisory Committee.

At the 2/10/25 City Council meeting, link to agenda [City Council Special and Regular Meeting • City of Kenmore Agendas and Minutes • CivicClerk](#), staff gave an overview of the implications of Implications of House Bill 1195 and Senate Bill 5497 for STEP Housing.

At the 1/13/25 City Council study session, link to agenda [City Council Special Meeting • City of Kenmore Agendas and Minutes • CivicClerk](#). the City Council reviewed the proposed “draft” 2025 Planning Commission docket work program as well as work program items for proposed code amendments that would be reviewed and approved directly by the City Council. A work program item on the City Council work program included proposed amendments to the Kenmore Municipal Code to address Shelters, Transitional Housing, Emergency Housing and Permanent Supportive Housing (STEP Housing) to be consistent with HB 1220. In addition, a memo was included about the STEP housing work program regarding schedule, budget and review by a new limited term STEP Advisory Committee. Council made no changes to the proposed work program.

At the 3/25/24 City Council meeting, link to agenda [City Council Meeting • City of Kenmore Agendas and Minutes • CivicClerk](#), staff provided an update on Permanent Supportive Housing and Other Affordable Housing Topics. The memo noted that proposed amendments to the municipal code were anticipated as part of a 2025 work program item. The memo noted that several council members were interested in forming a committee to provide advice to the City Council on permanent supportive housing and that further direction would be needed regarding a committee charter.

Fiscal Consideration:

- \$40,000 City of Kenmore Contract 25-C3134 with Kimley-Horn and Associates
- \$2,283.12 Windows office licenses for STEP Committee members
- \$480 (estimate) STEP Committee stipend requests

Diversity, Equity, Inclusion, and Accessibility (DEIA) Consideration:

[DEIA Strategic Plan](#) | [City’s Equity Framework Toolkit](#)

Goal 7. Housing & Human Services - Provide access and referral to housing and human services to meet the basic needs of all residents

City Council Priorities or Budget Objective Being Addressed:

Priority #2: Preserve and increase availability of all types of housing at all income levels, including the needs of people experiencing homelessness



To: Kenmore City Council

From: STEP Housing Advisory Committee

Date: November 17, 2025

RE: STEP Housing Committee Final Recommendations and Code Updates to City Council

1. Background and Overview

The Emergency Shelter, Transitional Housing, Emergency Housing, and Permanent Supportive Housing (STEP) Housing Advisory Committee (the Committee) was assembled to provide Kenmore City Council with recommendations on how to accommodate the new State requirements for STEP housing within Kenmore in a way that fit the needs of the community. This memo includes the Committee's recommendations to Kenmore City Council on how to best adopt STEP housing regulations into the Kenmore Municipal Code (KMC) and what procedures, requirements, and agreements should be in place to facilitate STEP housing developments which benefit STEP residents and Kenmore community members. Committee meetings and recommendations were facilitated by the Kimley-Horn consultant team throughout the duration of the project.

1.1 What is STEP Housing?

STEP stands for Emergency Shelter, Transitional housing, Emergency housing, and Permanent supportive Housing. STEP housing is designed to provide a pathway toward permanent housing for those unable to afford or circumstantially unable to access traditional housing. The four types of housing under the STEP housing laws in the State of Washington (RCW 36.70A.030 & 043) are defined below:

Emergency Shelter: A facility providing temporary shelter, that can include day only access and warming centers that do not provide overnight accommodations.

Transitional Housing: A facility that provides housing and supportive services to facilitate the movement of individuals and families experiencing homelessness into permanent housing.



Emergency Housing: Temporary indoor accommodations to address basic health, food, clothing, and personal hygiene needs.

Permanent Supportive Housing: Subsidized, leased housing, utilizing admissions practices with lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing and is paired with on-site or off-site voluntary services.

As part of the recommendations, the Committee has put forward definitions for future inclusion in the Kenmore Municipal Code which closely align with these State definitions.

1.2 STEP Housing Agreements (Good Neighbor and Operator)

Peer jurisdictions studied by the committee used agreements to help guide and align the operations of STEP housing developments to uphold community safety and act in good faith within the community. Two such agreements were considered and put forth as drafts to City Council: a Good Neighbor Agreement and an Operator-Tenant Agreement. These agreements typically have varying levels of enforcement ranging from guidance to legally binding documents.

Good Neighbor Agreements cover the day-to-day operations and conduct on the premises of the STEP development while the Operator-Tenant Agreement addresses responsibilities of STEP Housing residents and are usually a part of the lease agreement that they sign. Both agreements have been successfully implemented in jurisdictions statewide. Such agreements are generally encouraged or required to be put in place as a part of the approval of a STEP housing development, however, State law does not mandate them.

Please note: Further review and refinement to the draft Good Neighbor Agreement will be needed by the City Attorney in order to confirm the enforceability of the document or ability to include provisions to make it legally binding.

1.3 State Law Requirements

House Bill (HB) 1220

- Enacted in 2021, HB 1220 changed the requirements for those jurisdictions required to fully plan under the GMA, including Kenmore to require cities to “plan for and accommodate” housing affordable to all income levels, including for STEP housing.
- Encouraged jurisdictions to review their housing element policies and assess their performance in implementing development regulations and programs.



Growth Management Act (GMA) Requirements

- Cities may not prohibit indoor emergency housing (which includes traditional shelter arrangements) in any zones in which hotels are allowed, with some minor exceptions.
- Each jurisdiction must identify sufficient capacity of land for a variety of housing types, including emergency housing and emergency shelters.
- Jurisdictions should consider the following when considering restrictions in code updates relating to STEP housing: Occupancy, spacing, and intensity.

1.4 What is Kenmore Required to do?

- The City must update the Kenmore Municipal Code to allow STEP housing to be built in accordance with HB 1220 and the GMA requirements.
- The City was allocated a total of 539 Net New Permanent Supportive Housing Units at 0-30% Area Median Income (AMI) by 2044 (Approximately 27 units per year). There are currently no permanent supportive housing units in Kenmore.
- The City was allocated a total of 587 Net New Emergency Housing Needs through 2044 (Approximately 30 units per year). There are currently 33 units of Emergency Housing in Kenmore.
- Allow STEP housing to be built with restrictions not greater than those imposed on all other housing developments.

1.5 Applicable Areas

Figure 1 shows the applicable areas where various STEP housing types must be permitted within the City of Kenmore. These areas are defined by State law based on the type of STEP Housing, as specified in this section:

- “Emergency housing,” as defined under RCW 36.70A.030, and “emergency shelter,” as defined under RCW 36.70A.030, as allowed in all land use districts where hotel uses are allowed.
 - Hotels permitted in Urban Residential (UR), Downtown Commercial (DC), Urban Corridor (UC), Waterfront Commercial (WC), Regional Business (RB), and Transit Oriented Development (TOD) overlay.
- “Permanent supportive housing,” as defined under RCW 36.70A.030, and “transitional housing,” as defined under RCW 84.36, are allowed in all land use districts where residential dwellings and/or hotel uses are allowed.

City of Kenmore

STEP Housing Advisory Committee

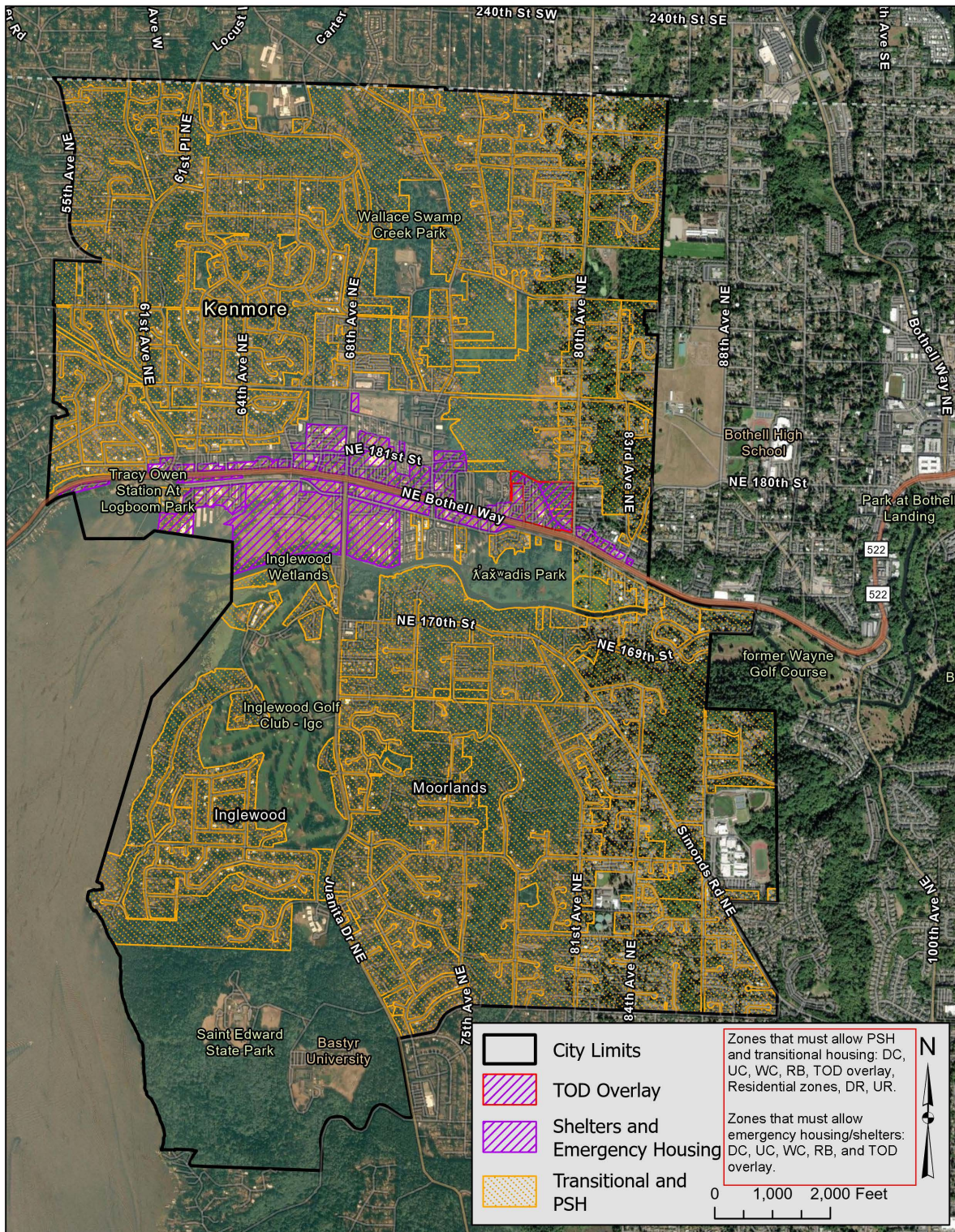
Recommendations to Kenmore City Council



- Hotels permitted in Downtown Commercial (DC), Urban Corridor (UC), Waterfront Commercial (WC), Regional Business (RB), and Transit Oriented Development (TOD) overlay.
- Residential zones (R-1, R-4, R-6, R-12, R-18, R-24, R-48), Manufactured Housing Communities (MHC), Downtown Residential (DR), Urban Residential (UR).



Figure 1: STEP Housing – Allowable Use Areas





1.6 Advisory Committee Timeline and Process

This section provides a summary of the process taken by the Committee resulting in the final recommendations to Council. All meeting materials, including agendas, meeting minutes, draft materials, and meeting recordings, are available on the City's dedicated STEP Housing website page, accessible here:

<https://www.kenmorewa.gov/government/departments/community-development/planning-initiatives/step>

Meeting 1 – April 30th, 2025: introduction, project schedule, and overview of STEP housing requirements

Meeting 2 – May 22nd, 2025: Case studies presented on peer city's STEP housing approaches, including Bothell, Edmonds, and Lynnwood.

Meeting 3 – June 25th, 2025: Panel discussion with low- income housing experts

Meeting 4 – July 30th, 2025: Discussion of outreach materials, City code changes and processes, and agreements to be presented to housing developers and residents.

Meeting 5 – August 20th, 2025: Review of draft agreements, Municipal Code updates, and preparation for Open House.

Community Open House – September 17th, 2025: Materials presented to Kenmore residents to provide information of the STEP Advisory committee and STEP housing, as well as provide a forum for residents to submit feedback on STEP housing in Kenmore. Event attended by STEP Advisory Committee members and facilitated by the Kimley-Horn consultant team.

Meeting 6 – October 8th, 2025: Recap of Open House and final discussion on recommendations to be presented to City Council.

1.7 Community Engagement Summary

The STEP Housing Committee's scope of work included community engagement to provide informational materials relating to STEP housing and gather input from participants on their general thoughts and concerns towards changes to the Development Code and process for permitting STEP housing projects within Kenmore. To facilitate this effort, the City of Kenmore and the STEP Housing Committee conducted a Community Open House on Wednesday, September 17th, 2025. In addition to feedback provided in person, community



members had the option of reviewing the project boards from the workshop on the City's website (<https://www.kenmorewa.gov/government/departments/community-development/planning-initiatives/step>) and responding to survey questions.

A full summary, including presentation boards from the Community Open House and survey responses in their entirety, are including in **Attachment D** (Community Engagement Summary) of this memo.

2. STEP Committee Recommendations

The following permitting procedures and Development Code changes are recommended for future consideration when adopting changes to the Kenmore Municipal Code or other related processes/requirements related to STEP Housing. Some of the following recommendations are requirements based on state law, while others were developed by the Committee based on their analysis of materials from other jurisdictions, their individual experiences and expertise, and input from Kimley-Horn as the facilitator.

Recommendations may go beyond the scope of STEP Housing, for instance, the recommendation for corner stores in residential zones, but were determined to be important to communicate due to their relationship to overall function of STEP housing developments.

2.1 Committee Recommendations

The following recommendations are not in order of priority or importance and all should be considered with equal weight.

- Consider and adopt at a later time all the recommended Kenmore Municipal Code Amendments relating to STEP Housing (**Attachment A**).
- Require all STEP housing developments to complete the Good Neighbor Agreement (**Attachment B**) developed by the Committee between the developer and the City of Kenmore prior to approval of the STEP development. Good Neighbor Agreements must be distributed to surrounding properties within a 500' radius to provide set processes and points of contact. This recommendation is reflected in a footnote in all KMC sections listed in the draft Kenmore Municipal Code amendments. As noted above, the City Attorney will need to review the agreement to confirm the enforceability of the document or ability to include provisions to make it legally binding. Noticing requirements may be waived in instances where residents of a STEP



Housing Development have Local, State, or Federal protections under the law, such as in instances of victims of domestic violence.

- Require that all STEP housing operators include an Operator/Resident agreement within the lease documents for residents. A sample agreement is included as **Attachment C**, however most larger operators will typically use their own agreements.
- Require a business license for the operation of any supportive services associated with a STEP housing development, consistent with [KMC 5.105](#). As outlined in the draft Good Neighbor Agreement, this would allow for better enforcement of the agreement and establish processes, up to suspension or revocation of the business license, for operators who consistently violate the terms of the Good Neighbor Agreement. This is not intended to be a method to remove STEP housing projects overnight, but rather a longer process the City can undertake to address major violations. The City Attorney will need to review the municipal code to confirm the ability to require and/or revoke a business license tied to enforcement of a Good Neighbor Agreement. *For Council discussion purposes: A minority group within the Committee did express the desire to implement a revocable business license for all STEP housing projects, however this was not incorporated into the Code recommendations as it is not the City's current practice to require business licenses for standalone residential projects.*
- Require a community meeting within fourteen days of submittal of a permit application for all STEP housing developments over 100 units to encourage communication between STEP housing developers/operators and the Kenmore community. The 100-unit threshold is recommended to not overly burden or discourage smaller STEP housing operators. Notification for the community meeting is required for all properties within a 500-foot radius as well as on the development page of the City's website.
- Require a 90-day check-in following Certificate of Occupancy for new STEP housing developments with the City of Kenmore as well as continual annual check-ins to review annual reports.
- Encourage parking requirement reductions for STEP developers whose developments provide alternative means of transportation, such as a shuttle, or whose residents do not typically own or utilize personal vehicles. As proposed, this is through the existing process for parking requirement reductions as outlined in [KMC Chapter 18.40](#) and would allow up to a 50% reduction in required parking.



- Allow neighborhood commercial (often referred to as corner stores) as a permitted use in all zones where STEP housing and are permitted as to provide ease of access to essential goods and services often associated with and essential to STEP housing development. Allowing neighborhood commercial development in lower density residential zones would encourage the development of smaller STEP housing facilities who could share supportive service resources. Determining the locations and regulations for neighborhood corner stores is recommended as a future code amendment. *(Committee recommendation for Council discussion. Not included within draft Code Amendments provided in Attachment A)*
- Require that STEP housing developers provide evidence of funding continuity. Given the uncertain funding environment, operators should be required to provide evidence of financial viability if funding is reduced or removed. The ability to require this information should be verified by the City attorney. *(Committee recommendation for Council discussion. Not included within draft Code Amendments provided in Attachment A)*

2.2 Kenmore Municipal Code Updates

To be in compliance with new GMA requirements and HB 1220, the City of Kenmore will need to make changes to the Kenmore Municipal Code. At a minimum, the City must consider additional definitions related to STEP housing and must permit various STEP housing types as noted within this section. Additional recommendations not required by state law but recommended by the Committee are shown in *italics*.

Definitions to be added to KMC 18.20, with new code section listed:

- 18.20.891 Emergency Housing
- 18.20.892 Emergency Shelter
- 18.20.1231 Good Neighbor Agreement
- 18.20.2045 Permanent Supportive Housing
- 18.20.2927 STEP Housing
- 18.20.2995 Transitional Housing

Sections to be amended to bring KMC into compliance with State law

- **18.21.020 Residential Zones R-1,R-4, and R-6**
 - Adding permanent supportive housing and transitional housing as permitted uses.



- **18.24.020 Downtown Residential Zone**
 - Adding permanent supportive housing and transitional housing as permitted uses.
- **18.24A.20 Urban Residential Zone**
 - Adding permanent supportive housing, emergency shelter, emergency housing, and transitional housing as permitted uses.
- **18.25.020 Downtown Commercial Zone**
 - Adding permanent supportive housing, emergency shelter, emergency housing, and transitional housing as permitted uses.
- **18.25A.030 Urban Corridor Zone**
 - Adding permanent supportive housing, emergency shelter, emergency housing, and transitional housing as permitted uses.
- **18.25B.020 Waterfront Commercial**
 - Adding permanent supportive housing, emergency shelter, emergency housing, and transitional housing as permitted uses.
- **18.26.030 Regional Business North Subarea**
 - Adding permanent supportive housing, emergency shelter, emergency housing, and transitional housing as permitted uses.
- **18.26.040 Regional Business East Subarea**
 - Adding permanent supportive housing, emergency shelter, emergency housing, and transitional housing as permitted uses.
- **18.26.050 Regional Business West Subarea**
 - Adding permanent supportive housing, emergency shelter, emergency housing, and transitional housing as permitted uses.
- **18.29.040 Transit Oriented Development Overlay**
 - Adding emergency housing and emergency shelter as permitted uses.
- **18.77.060 Expedited Permit Processing**
 - *Adds STEP housing as a qualifying use for expedited permit processing on the condition of a completed Good Neighbor Agreement.*
- **19.25.020 Classifications of land use decision processes**
 - *Require a community meeting to be held within fourteen days of submitting an application for a STEP housing developments with more than 100 units. Community meetings must be noticed in writing by certified mail to all property owners within 500 feet each property line and be open to the public. This includes a potential noticing exemption for STEP Housing Development*

City of Kenmore

STEP Housing Advisory Committee

Recommendations to Kenmore City Council



where residents have Local, State, or Federal protections under the law, such as in instances of victims of domestic violence.

- *STEP housing developments under 100 units are a type 1 development contingent upon the completion of signed Good Neighbor Agreement between the City and developer.*

Attachments:

Attachment A: Full text Kenmore Municipal Code Update Recommendations

Attachment B: Draft Good Neighbor Agreement

Attachment C: Draft Operator Resident Agreement

Attachment D: Community Engagement Summary

Chapter 18.20 Technical Terms and Land Use Definitions

Sections

...

18.20.880 Electrical substation.

18.20.885 Emergent wetland.

18.20.890 Emergency.

18.20.891 Emergency Housing

18.20.892 Emergency Shelter

18.20.900 Repealed.

18.20.910 Enhancement.

...

18.20.1210 Geologist.

18.20.1230 Repealed.

18.20.1231 Good Neighbor Agreement

18.20.1233 Government/business services land uses.

18.20.1235 Repealed.

...

18.20.2035 Pedestrian walkway.

18.20.2040 Permanent school facilities.

18.20.2045 Permanent Supportive Housing

18.20.2050 Repealed.

18.20.2055 Personal service.

...

18.20.2920 Street frontage.

18.20.2925 Street tree.

18.20.2927 STEP Housing

18.20.2930 Structure.

18.20.2935 Structural diversity.

...

18.20.2980 Repealed.

18.20.2990 Tower.

18.20.2995 Transitional Housing

18.20.3000 Trails.

18.20.3010 Repealed.

Definitions

18.20.880 Electrical substation.

“Electrical substation” means a *site* containing equipment for the conversion of high voltage electrical power transported through transmission lines into lower voltages transported through distribution lines and suitable for individual users. [Ord. 11-0329 § 3 (Exh. 1).]

18.20.885 Emergent wetland.

“Emergent wetland” means a *wetland* with at least 30 percent of the surface area covered by erect, rooted, herbaceous *vegetation* extending above the water surface as the uppermost vegetative stratum. [Ord. 11-0329 § 3 (Exh. 1).]

18.20.890 Emergency.

“Emergency” means an occurrence during which there is imminent danger to the public health, safety and welfare, or which poses an imminent risk to property, as a result of a natural or manmade catastrophe as so declared by the *city manager*. [Ord. 11-0329 § 3 (Exh. 1).]

18.20.891 Emergency Housing

“Emergency housing” means temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless that are intended to address the basic health, food, clothing and personal hygiene needs of individuals

or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement (RCW 36.70A.030(15)).

18.20.892 Emergency Shelter

“Emergency shelter” means a facility that provides a temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to enter into a lease or an occupancy agreement. Emergency shelter facilities may include day and warming centers that do not provide overnight accommodation (RCW 36.70A.030(16)).

18.20.900 Energy resource recovery facility.

Repealed by Ord. 17-0438. [Ord. 11-0329 § 3 (Exh. 1).]

18.20.910 Enhancement.

“Enhancement” means actions taken to improve habitat or water quality function and/or wildlife use in an existing viable wetland, stream, or habitat area or established buffers, by planting native species, removing nonnative species, installing habitat *structures*, installing environmentally compatible erosion controls, and any other measures approved by the City. Enhancement also includes actions performed to improve the quality of an existing degraded wetland, stream, or habitat area or buffer. [Ord. 24-0624 § 4 (Exh. B); Ord. 11-0329 § 3 (Exh. 1).]

...

18.20.1210 Geologist.

“Geologist” means a person who has earned at least a Bachelor of Science degree in the geological sciences from an accredited college or university or who has equivalent educational training and at least four years of professional experience. [Ord. 11-0329 § 3 (Exh. 1).]

18.20.1230 Golf course facility.

Repealed by Ord. 17-0438. [Ord. 11-0329 § 3 (Exh. 1).]

18.20.1231 Good Neighbor Agreement

“Good Neighbor Agreement” means an agreement, in the form of a signed document between the operator of the STEP housing development and all applicable parties outlined in the agreement, detailing operating procedures, communication, and policies for the

STEP housing development as it relates to its residents and the surrounding community as defined in the agreement.

18.20.1233 Government/business services land uses.

For purposes of Chapters [18.35](#) and [18.40](#) KMC, “government/business services land uses” means *air transportation service; business service, standard; construction and trade; fire or police facility; heavy equipment and truck repair; office; private stormwater management facility; public agency archive; public agency or utility yard; standalone parking; transportation; utility facility; vehicle or equipment rental; warehousing; and wholesale trade.* [Ord. 17-0438 § 2 (Att. A); Ord. 11-0329 § 3 (Exh. 1).]

18.20.1235 Government facilities, City.

Repealed by Ord. 17-0438. [Ord. 11-0329 § 3 (Exh. 1).]

...

18.20.2035 Pedestrian walkway.

“Pedestrian walkway” means a public walkway that connects public *streets* to other *streets*, walkways, *public spaces*, or drives. Public walkways should be lit for nighttime use and be aligned for maximum nighttime visibility. [Ord. 11-0329 § 3 (Exh. 1).]

18.20.2040 Permanent school facilities.

“Permanent school facilities” means facilities of a *school district* with a fixed foundation which are not *relocatable facilities*. [Ord. 11-0329 § 3 (Exh. 1).]

18.20.2045 Permanent Supportive Housing

“Permanent Supportive Housing” is subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history and personal behaviors. Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the resident’s health status, and connect the resident of the housing with community-based health care, treatment or employment services. Permanent supportive housing is subject to all of the rights and responsibilities defined in Chapter 59.18 RCW (RCW 36.70A.030(33)).

18.20.2050 Personal medical supply store.

Repealed by Ord. 17-0438. [Ord. 11-0329 § 3 (Exh. 1).]

18.20.2055 Personal service.

“Personal service” means an establishment primarily engaged in providing services to individuals, such as beauty and barber shops, retail laundry and drycleaning including coin-operated, clothing alterations and repair, diaper services, carpet and upholstery cleaning services, photo studios, shoe repair, pet grooming, and repair of personal or household items. This definition excludes automotive repair and service.

May include NAICS 5322 (Consumer Goods Rental), 5323 (General Rental Center), 541921 (Photo Studios), 811211 (Consumer Electronics Repair and Maintenance), and 8114 (Personal and Household Goods Repair and Maintenance). May include 812 (Personal and Laundry Services) except the following: 8122 (Death Care Services), 812332 (Industrial Launderers), and 81293 (Parking Lots and Garages). [Ord. 14-0391 § 2 (Exh. 1).]

...

18.20.2920 Street frontage.

“Street frontage” means any portion of a *lot* or combination of *lots* which directly abut a *street*. [Ord. 11-0329 § 3 (Exh. 1).]

18.20.2925 Street tree.

“Street tree” means *trees* located within the *street* right-of-way, adjacent to public or *private streets*, including undeveloped areas. [Ord. 11-0329 § 3 (Exh. 1).]

18.20.2927 STEP Housing

“STEP Housing” refers to *Emergency shelter*, *Transitional housing*, *Emergency housing*, and *Permanent supportive housing*. See definitions for those individual terms.

18.20.2930 Structure.

“Structure” means anything permanently constructed in or on the ground, or over the water; excluding *fences* eight feet or less in height, decks less than 18 inches above grade, paved areas, and structural or nonstructural fill. [Ord. 11-0329 § 3 (Exh. 1).]

18.20.2935 Structural diversity.

“Structural diversity” means the relative degree of diversity or complexity of vegetation in a wildlife habitat area as indicated by the stratification or layering of different plan

communities (e.g., ground cover, shrub layer, and tree canopy), the variety of plant species, and the spacing or pattern of vegetation. [Ord. 24-0624 § 4 (Exh. B).]

...

18.20.2980 Theatrical production services.

Repealed by Ord. 17-0438. [Ord. 11-0329 § 3 (Exh. 1).]

18.20.2990 Tower.

“Tower” means any wireless communications structure that is designed and constructed primarily for the purpose of supporting one or more antennas. “Tower” includes a lattice tower or monopole. “Tower” does not include a replacement utility pole or an amateur (ham) radio facility. [Ord. 16-0426 § 4 (Att. B).]

18.20.2995 Transitional Housing

“Transitional housing” means a project that provides housing and supportive services to homeless persons or families and that has as its purpose facilitating the movement of homeless persons and families into independent living, generally in less than two years (RCW 84.36.043(3)(c)). [Ord. 4393 § 1 (Exh. A), 2025].

18.20.3000 Trails.

“Trails” means manmade pathways designed and intended for use by pedestrians, bicyclists, equestrians, and/or recreational users. [Ord. 11-0329 § 3 (Exh. 1).]

18.20.3010 Transfer station.

Repealed by Ord. 17-0438. [Ord. 11-0329 § 3 (Exh. 1).]

Kenmore Municipal Code Edits

Primer

The format of Kenmore Municipal Code edits is as follows:

- Code Section Title
- Table Number within the section
- Table as is in the section with proposed edits written in red underlined text.
- Footnotes use the next highest number after the existing series of footnote numbers. Ex: last footnote number is “Temporary lodging³⁷” then the first footnote used for the code edits will be “Transitional Housing³⁸”
 - This occurs regardless of which column the edit occurs.
- Footnotes are to be added after the last existing footnote in the appropriate section

18.21.020 Residential Zones R-1, R-4 and R-6

Table A. R-1, R-4 and R-6 Zones Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Air transportation service¹</i>	<i>Ambulatory surgery center²⁵</i>	<i>Adult entertainment business</i>
<i>Arts, entertainment, indoor^{2,3}</i>	<i>Arts, entertainment, outdoor²⁶</i>	<i>Animal kennel/shelter</i>
<i>Day care⁴</i>	<i>Cemetery, columbarium or mausoleum²⁷</i>	<i>Auction house</i>
<i>Educational service⁵</i>	<i>College/university²⁵</i>	<i>Automotive sales and service, marine</i>
<i>Family child-care home⁶</i>	<i>Community residential facility²⁸</i>	<i>Automotive sales and service, non-marine</i>
<i>Fire or police facility^{7,8}</i>	<i>Eating and drinking place^{3,29}</i>	<i>Business service, intensive</i>
<i>Health care and social assistance^{9,10}</i>	<i>Hospital²⁵</i>	<i>Business service, standard</i>
<i>Multiple-family dwelling¹¹</i>	<i>Manufactured housing community³⁰</i>	<i>Cannabis business</i>
<i>Office¹²</i>	<i>Personal service³¹</i>	<i>Cannabis cooperative</i>

Table A. R-1, R-4 and R-6 Zones Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Park</i> ¹³	<i>Recreational facility, indoor</i> ^{3,16,32}	<i>Construction and trade</i>
<i>Permanent Supportive Housing</i> ³⁸	<i>Regional land use</i> ^{33,34,35}	<i>Funeral home/crematory</i>
<i>Recreational facility, outdoor</i> ^{14,15,16}	<i>Retail sales</i> ^{31,36}	<i>Laboratory</i>
<i>Religious institution</i> ¹⁷	<i>Temporary lodging</i> ³⁷	<i>Manufacturing, heavy</i>
<i>Resource land use</i> ¹⁸		<i>Manufacturing, light</i>
<i>Single detached dwelling unit</i> ^{19,20}		<i>Mobile food service</i>
<i>Standalone parking</i> ²¹		<i>Retail sales, bulk</i>
<i>Supportive living facility</i> ²²		<i>Secure facility</i>
<i>Transitional Housing</i> ³⁸		<i>Transportation</i>
<i>Utility facility</i> ^{23,24}		<i>Vehicle or equipment rental</i>
		<i>Vehicle refueling station</i>
		<i>Warehousing</i>
		<i>Wholesale trade</i>

³⁸ *Establishment of a good neighbor agreement between the developer of the property and the City of Kenmore is required for all Transitional Housing, Permanent Supportive Housing, and Emergency Housing developments. A sample good neighbor agreement is available through the Planning Department.*

18.21.040 Residential Zones R-12, R-18 and R-24

Table C. R-12, R-18, and R-24 Zones Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Air transportation service</i> ¹	<i>Ambulatory surgery center</i> ²⁵	<i>Adult entertainment business</i>
<i>Arts, entertainment, indoor</i> ^{2,3}	<i>Arts, entertainment, outdoor</i> ²⁶	<i>Animal kennel/shelter</i>

18.21.040 Residential Zones R-12, R-18 and R-24

Table C. R-12, R-18, and R-24 Zones Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
College/university ^{4,5}	Cemetery, columbarium or mausoleum ²⁷	Auction house
Community residential facility	Eating and drinking place ^{3,28}	Automotive sales and service, marine
Construction and trade ⁶	Hospital ⁵	Automotive sales and service, non-marine
Day care ⁷	Personal service ²⁹	Business service, intensive
Educational service ⁸	Recreational facility, indoor ^{3,30,31}	Business service, standard
Family child-care home ⁹	Regional land use ³²	Cannabis business
Fire or police facility ^{10,11,12}	Retail sales ^{29,33}	Cannabis cooperative
Health care and social assistance ^{4,5,13}	Temporary lodging ³⁴	Funeral home/crematory
Manufactured housing community	Warehousing ³⁵	Laboratory
Multiple-family dwelling		Manufacturing, heavy
Office ¹⁴		Manufacturing, light
Park ¹⁵		Mobile food service
<u>Permanent Supportive Housing</u> ³⁶		Resource land use
Recreational facility, outdoor ^{16,17}		Retail sales, bulk
Religious institution ¹⁸		Secure facility
Single detached dwelling unit ^{19,20}		Transportation
Standalone parking ²¹		Vehicle or equipment rental

18.21.040 Residential Zones R-12, R-18 and R-24

Table C. R-12, R-18, and R-24 Zones Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Supportive living facility</i>		<i>Vehicle refueling station</i>
<i><u>Transitional Housing</u>³⁶</i>		<i>Wholesale trade</i>
<i>Utility facility^{22,23,24}</i>		

³⁶ *Establishment of a good neighbor agreement between the developer of the property and the City of Kenmore is required for all Transitional Housing, Permanent Supportive Housing, and Emergency Housing developments. A sample good neighbor agreement is available through the Planning Department.*

18.21.045 Residential Zone MHC

Table D. MHC Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Day care¹</i>	<i>Community residential facility</i>	<i>Adult entertainment business</i>
<i>Family child-care home²</i>	<i>Cemetery, columbarium or mausoleum</i>	<i>Air transportation service</i>
<i>Manufactured housing community⁸</i>	<i>Educational service⁶</i>	<i>Ambulatory surgery center</i>
<i>Park³</i>	<i>Religious institution</i>	<i>Animal kennel/shelter</i>
<i><u>Permanent Supportive Housing</u>⁸</i>	<i>Supportive living facility</i>	<i>Arts, entertainment, indoor</i>
<i>Single detached dwelling unit^{4,5}</i>	<i>Temporary lodging⁷</i>	<i>Arts, entertainment, outdoor</i>
<i><u>Transitional Housing</u>⁸</i>		<i>Auction house</i>
		<i>Automotive sales and service, marine</i>

18.21.045 Residential Zone MHC

Table D. MHC Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
		<i>Automotive sales and service, nonmarine</i>
		<i>Business service, intensive</i>
		<i>Business service, standard</i>
		<i>Cannabis business</i>
		<i>Cannabis cooperative</i>
		<i>College/university</i>
		<i>Construction and trade</i>
		<i>Eating and drinking place</i>
		<i>Fire or police facility</i>
		<i>Funeral home/crematory</i>
		<i>Health care and social assistance</i>
		<i>Hospital</i>
		<i>Laboratory</i>
		<i>Manufacturing, heavy</i>
		<i>Manufacturing, light</i>
		<i>Mobile food service</i>
		<i>Multiple-family dwelling</i>
		<i>Office</i>
		<i>Personal service</i>
		<i>Recreational facility, indoor</i>
		<i>Recreational facility, outdoor</i>

18.21.045 Residential Zone MHC

Table D. MHC Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
		<i>Regional land use</i>
		<i>Resource land use</i>
		<i>Retail sales</i>
		<i>Retail sales, bulk</i>
		<i>Secure facility</i>
		<i>Standalone parking</i>
		<i>Transportation</i>
		<i>Utility facility</i>
		<i>Vehicle or equipment rental</i>
		<i>Vehicle refueling station</i>
		<i>Warehousing</i>
		<i>Wholesale trade</i>

⁸ *Establishment of a good neighbor agreement between the developer of the property and the City of Kenmore is required for all Transitional Housing, Permanent Supportive Housing, and Emergency Housing developments. A sample good neighbor agreement is available through the Planning Department.*

18.24.020 Downtown Residential Zone

Table A. Downtown Residential Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Arts, entertainment, indoor¹</i>	<i>Eating and drinking place¹</i>	<i>Adult entertainment business</i>
<i>Auction house, existing²</i>	<i>Educational service³</i>	<i>Air transportation service</i>

Table A. Downtown Residential Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Business service, standard³</i>	<i>Health care and social assistance¹⁰</i>	<i>Ambulatory surgery center</i>
<i>Community residential facility</i>	<i>Religious institution</i>	<i>Animal kennel/shelter</i>
<i>Day care⁴</i>	<i>Supportive living facility</i>	<i>Arts, entertainment, outdoor</i>
<i>Family child-care home⁵</i>	<i>Utility facility¹¹</i>	<i>Automotive sales and service, marine</i>
<i>Manufactured housing community¹²</i>		<i>Automotive sales and service, non-marine</i>
<i>Multiple-family dwelling⁶</i>		<i>Business service, intensive</i>
<i>Office³</i>		<i>Cemetery, columbarium or mausoleum</i>
<i>Park</i>		<i>College/university</i>
<i><u>Permanent Supportive Housing¹¹</u></i>		<i>Construction and trade</i>
<i>Personal service³</i>		<i>Fire or police facility</i>
<i>Recreational facility, indoor</i>		<i>Funeral home/crematory</i>
<i>Retail sales^{3,7}</i>		<i>Hospital</i>
<i>Single detached dwelling unit, existing legal⁸</i>		<i>Laboratory</i>
<i>Temporary lodging⁹</i>		<i>Manufacturing, heavy</i>
<i><u>Transitional Housing¹¹</u></i>		<i>Manufacturing, light</i>
		<i>Marijuana business</i>
		<i>Marijuana cooperative</i>
		<i>Mobile food service</i>
		<i>Recreational facility, outdoor</i>
		<i>Regional land use</i>

Table A. Downtown Residential Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
		<i>Resource land use</i>
		<i>Retail sales, bulk</i>
		<i>Secure facility</i>
		<i>Standalone parking</i>
		<i>Transportation</i>
		<i>Vehicle or equipment rental</i>
		<i>Vehicle refueling station</i>
		<i>Warehousing</i>
		<i>Wholesale trade</i>

¹¹ *Establishment of a good neighbor agreement between the developer of the property and the City of Kenmore is required for all Transitional Housing, Permanent Supportive Housing, and Emergency Housing developments. A sample good neighbor agreement is available through the Planning Department.*

18.24A.20 Urban Residential Zone

Table A. Urban Residential Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Day care</i>	<i>Arts, entertainment, indoor¹</i>	<i>Adult entertainment business</i>
<i>Eating and drinking place¹</i>	<i>Business service, standard¹</i>	<i>Air transportation service</i>
<i>Educational service¹</i>	<i>Emergency Housing</i>	<i>Ambulatory surgery center</i>
<i>Mobile food service²</i>	<i>Emergency Shelter</i>	<i>Animal kennel/shelter</i>
<i>Multiple-family dwelling⁴</i>	<i>Health care and social assistance¹</i>	<i>Arts, entertainment, outdoor</i>

18.24A.20 Urban Residential Zone

Table A. Urban Residential Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Office ¹	Manufacturing, light ^{1,3}	Auction house
<i>Permanent Supportive Housing⁵</i>	Park	Automotive sales and service, marine
<i>Transitional Housing⁵</i>	Personal service ¹	Automotive sales and service, non-marine
	Recreational facility, indoor ¹	Business service, intensive
	Regional land use	Cannabis business
	Retail sales ^{1,3}	Cannabis cooperative
	Temporary lodging ¹	Cemetery, columbarium or mausoleum
		College/university
		Community residential facility
		Construction and trade
		Family child-care home
		Fire or police facility
		Funeral home/crematory
		Hospital
		Laboratory
		Manufactured housing community
		Manufacturing, heavy
		Recreational facility, outdoor
		Religious institution
		Resource land use

18.24A.20 Urban Residential Zone

Table A. Urban Residential Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
		<i>Retail sales, bulk</i>
		<i>Secure facility</i>
		<i>Single detached dwelling unit</i>
		<i>Standalone parking</i>
		<i>Supportive living facility</i>
		<i>Transportation</i>
		<i>Utility facility</i>
		<i>Vehicle or equipment rental</i>
		<i>Vehicle refueling station</i>
		<i>Warehousing</i>
		<i>Wholesale trade</i>

⁵ *Establishment of a good neighbor agreement between the developer of the property and the City of Kenmore is required for all Transitional Housing, Permanent Supportive Housing, and Emergency Housing developments. A sample good neighbor agreement is available through the Planning Department.*

18.25.020 Downtown Commercial Zone

Table A. Downtown Commercial Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Adult entertainment business¹</i>	<i>Air transportation service</i>	<i>Animal kennel/shelter</i>

Table A. Downtown Commercial Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Arts, entertainment, indoor</i>	<i>Ambulatory surgery center</i>	<i>Business service, intensive</i>
<i>Arts, entertainment, outdoor²</i>	<i>College/university</i>	<i>Cemetery, columbarium or mausoleum</i>
<i>Auction house, existing³</i>	<i>Community residential facility</i>	<i>Construction and trade</i>
<i>Automotive sales and service, marine, existing legal⁴</i>	<i>Fire or police facility</i>	<i>Family child-care home</i>
<i>Automotive sales and service, non-marine, existing legal⁴</i>	<i>Hospital</i>	<i>Funeral home/crematory</i>
<i>Business service, standard</i>	<i>Laboratory</i>	<i>Manufacturing, heavy</i>
<i>Day care</i>	<i>Religious institution</i>	<i>Manufacturing, light</i>
<i>Eating and drinking place</i>	<i>Utility facility¹⁶</i>	<i>Cannabis business</i>
<i>Educational service⁵</i>		<i>Cannabis cooperative</i>
<i><u>Emergency Housing¹⁶</u></i>		<i>Recreational facility, outdoor</i>
<i><u>Emergency Shelter</u></i>		<i>Resource land use</i>
<i>Health care and social assistance^{6,7}</i>		<i>Retail sales, bulk</i>
<i>Manufactured housing community¹⁷</i>		<i>Secure facility</i>
<i>Mobile food service⁸</i>		<i>Single detached dwelling unit</i>

Table A. Downtown Commercial Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Multiple-family dwelling⁹</i>		<i>Supportive living facility</i>
<i>Office</i>		<i>Transportation</i>
<i>Park</i>		<i>Warehousing</i>
<i><u>Permanent Supportive Housing¹⁶</u></i>		<i>Wholesale trade</i>
<i>Personal service</i>		
<i>Recreational facility, indoor</i>		
<i>Regional land use¹⁰</i>		
<i>Retail sales¹¹</i>		
<i>Standalone parking¹²</i>		
<i>Temporary lodging¹³</i>		
<i><u>Transitional Housing¹⁶</u></i>		
<i>Vehicle or equipment rental¹⁴</i>		
<i>Vehicle refueling station¹⁵</i>		

¹⁶Establishment of a good neighbor agreement between the developer of the property and the City of Kenmore is required for all Transitional Housing, Permanent Supportive Housing, and Emergency Housing developments. A sample good neighbor agreement is available through the Planning Department.

18.25A.030 Urban Corridor Zone

Table A. Urban Corridor West Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Adult entertainment business¹</i> <i>Ambulatory surgery center</i> <i>Animal kennel/shelter²</i> <i>Arts, entertainment, indoor</i> <i>Business service, standard</i> <i>Cannabis business</i> <i>Cemetery, columbarium or mausoleum³</i> <i>Community residential facility</i> <i>Day care</i> <i>Eating and drinking place⁴</i> <i>Educational service</i> <i>Emergency Housing¹²</i> <i>Emergency Shelter</i> <i>Funeral home/crematory</i> <i>Health care and social assistance</i> <i>Laboratory⁵</i> <i>Manufacturing, light</i> <i>Mobile food service⁶</i> <i>Multiple-family dwelling⁷</i> <i>Office</i>	<i>Arts, entertainment, outdoor¹¹</i> <i>College/university</i> <i>Fire or police facility</i> <i>Laboratory⁵</i> <i>Recreational facility, indoor⁸</i> <i>Recreational facility, outdoor¹³</i>	<i>Air transportation service</i> <i>Auction house</i> <i>Automotive sales and service, marine</i> <i>Automotive sales and service, nonmarine</i> <i>Business service, intensive</i> <i>Cannabis cooperative</i> <i>Construction and trade</i> <i>Family child-care home</i> <i>Hospital</i> <i>Manufactured housing community</i> <i>Manufacturing, heavy</i> <i>Recreational facility, outdoor¹³</i> <i>Regional land use</i> <i>Resource land use</i> <i>Retail sales, bulk</i> <i>Secure facility</i> <i>Single detached dwelling unit</i> <i>Transportation</i> <i>Utility facility</i>

Table A. Urban Corridor West Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Park</i> <i><u>Permanent Supportive Housing¹²</u></i> <i>Personal service</i> <i>Recreational facility, indoor⁸</i> <i>Religious institution</i> <i>Retail sales⁹</i> <i>Standalone parking¹⁰</i> <i>Supportive living facility</i> <i>Temporary lodging</i> <i><u>Transitional Housing¹²</u></i>		<i>Vehicle or equipment rental</i> <i>Vehicle refueling station</i> <i>Warehousing</i> <i>Wholesale trade</i>

¹²Establishment of a good neighbor agreement between the developer of the property and the City of Kenmore is required for all Transitional Housing, Permanent Supportive Housing, and Emergency Housing developments. A sample good neighbor agreement is available through the Planning Department.

18.25A.040 Urban Corridor East Subarea

Table B. Urban Corridor East Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Adult entertainment business¹</i> <i>Ambulatory surgery center</i> <i>Animal kennel/shelter²</i>	<i>College/university</i> <i>Fire or police facility</i> <i>Hospital⁵</i>	<i>Air transportation service</i> <i>Arts, entertainment, outdoor³</i> <i>Auction house</i>

18.25A.040 Urban Corridor East Subarea

Table B. Urban Corridor East Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Arts, entertainment, indoor</i> <i>Arts, entertainment, outdoor³</i> <i>Business service, standard</i> <i>Cannabis business</i> <i>Cemetery, columbarium or mausoleum⁴</i> <i>Community residential facility⁵</i> <i>Day care</i> <i>Eating and drinking place⁶</i> <i>Educational service</i> <i>Emergency Housing¹⁴</i> <i>Emergency Shelter</i> <i>Funeral home/crematory</i> <i>Health care and social assistance</i> <i>Laboratory⁷</i> <i>Manufacturing, light</i> <i>Mobile food service⁸</i> <i>Multiple-family dwelling^{13,14}</i> <i>Office</i> <i>Park</i>	<i>Laboratory⁷</i> <i>Regional land use⁵</i> <i>Retail sales, bulk^{5,10}</i>	<i>Automotive sales and service, marine</i> <i>Automotive sales and service, nonmarine</i> <i>Business service, intensive</i> <i>Cannabis cooperative</i> <i>Community residential facility⁵</i> <i>Construction and trade</i> <i>Family child-care home</i> <i>Hospital⁵</i> <i>Manufactured housing community</i> <i>Manufacturing, heavy</i> <i>Recreational facility, outdoor³</i> <i>Regional land use⁵</i> <i>Resource land use</i> <i>Retail sales, bulk⁵</i> <i>Secure facility</i> <i>Single detached dwelling unit</i> <i>Standalone parking¹¹</i> <i>Transportation</i>

18.25A.040 Urban Corridor East Subarea

Table B. Urban Corridor East Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<u>Permanent Supportive Housing¹⁴</u> Personal service Recreational facility, indoor Recreational facility, outdoor ^{3,9} Religious institution Retail sales Retail sales, bulk ^{5,10} Standalone parking ¹¹ Supportive living facility Temporary lodging <u>Transitional Housing¹⁴</u> Vehicle refueling station ¹³		Utility facility Vehicle or equipment rental Vehicle refueling station ¹² Warehousing Wholesale trade

¹⁴Establishment of a good neighbor agreement between the developer of the property and the City of Kenmore is required for all Transitional Housing, Permanent Supportive Housing, and Emergency Housing developments. A sample good neighbor agreement is available through the Planning Department.

18.25B.020 Waterfront Commercial

Table A. Waterfront Commercial Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Adult entertainment business¹</i> <i>Ambulatory surgery center</i> <i>Animal kennel/shelter²</i> <i>Arts, entertainment, indoor</i> <i>Arts, entertainment, outdoor³</i> <i>Automotive sales and service, marine</i> <i>Business service, standard</i> <i>Cannabis business</i> <i>Cemetery, columbarium or mausoleum⁴</i> <i>Community residential facility (CRF)</i> <i>Day care</i> <i>Eating and drinking place⁵</i> <i>Educational service</i> <i>Emergency Housing¹³</i> <i>Emergency Shelter</i> <i>Funeral home/crematory</i> <i>Health care and social assistance</i> <i>Laboratory⁶</i>	<i>Air transportation service</i> <i>College/university</i> <i>Fire or police facility</i> <i>Hospital</i> <i>Laboratory⁶</i> <i>Regional land use</i>	<i>Auction house</i> <i>Automotive sales and service, nonmarine</i> <i>Business service, intensive</i> <i>Cannabis cooperative</i> <i>Construction and trade</i> <i>Family child-care home</i> <i>Manufactured housing community</i> <i>Manufacturing, heavy</i> <i>Resource land use</i> <i>Retail sales, bulk</i> <i>Secure facility</i> <i>Single detached dwelling unit</i> <i>Utility facility</i> <i>Warehousing</i> <i>Wholesale trade</i>

18.25B.020 Waterfront Commercial

Table A. Waterfront Commercial Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Manufacturing, light</i> <i>Mobile food service⁷</i> <i>Multiple-family dwelling⁸</i> <i>Office</i> <i>Park</i> <u><i>Permanent Supportive Housing¹³</i></u> <i>Personal service</i> <i>Recreational facility, indoor</i> <i>Recreational facility, outdoor^{3,9}</i> <i>Religious institution</i> <i>Retail sales</i> <i>Standalone parking¹⁰</i> <i>Supportive living facility</i> <i>Temporary lodging</i> <u><i>Transitional Housing¹³</i></u>		
<i>Transportation¹¹</i> <i>Vehicle or equipment rental¹²</i> <i>Vehicle refueling station</i>		

¹³Establishment of a good neighbor agreement between the developer of the property and the City of Kenmore is required for all Transitional Housing, Permanent Supportive Housing, and Emergency Housing developments. A sample good neighbor agreement is available through the Planning Department.

18.26.030 Regional Business North Subarea

Table A. Regional Business North Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Adult entertainment business¹</i> <i>Ambulatory surgery center</i> <i>Animal kennel/shelter²</i> <i>Arts, entertainment, indoor</i> <i>Arts, entertainment, outdoor</i> <i>Automotive sales and service, marine³</i> <i>Automotive sales and service, nonmarine⁴</i> <i>Business service, standard</i> <i>Cannabis business</i> <i>Community residential facility</i> <i>Construction and trade</i> <i>Day care</i> <i>Eating and drinking place⁵</i> <i>Educational service</i> <i><u>Emergency Housing¹⁴</u></i> <i><u>Emergency Shelter</u></i> <i>Fire or police facility</i> <i>Health care and social assistance</i> <i>Laboratory⁶</i>	<i>College/university</i> <i>Laboratory⁶</i> <i>Recreational facility, outdoor¹³</i> <i>Regional land use</i> <i>Utility facility</i>	<i>Air transportation service</i> <i>Auction house</i> <i>Automotive sales and service, nonmarine⁴</i> <i>Business service, intensive</i> <i>Cannabis cooperative</i> <i>Cemetery, columbarium or mausoleum</i> <i>Family child-care home</i> <i>Funeral home/crematory</i> <i>Hospital</i> <i>Manufactured housing community</i> <i>Manufacturing, heavy</i> <i>Resource land use</i> <i>Retail sales, bulk</i> <i>Secure facility</i> <i>Single detached dwelling unit</i> <i>Vehicle or equipment rental¹¹</i> <i>Vehicle refueling station</i> <i>Warehousing</i>

Table A. Regional Business North Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Manufacturing, light</i> <i>Mobile food service⁷</i> <i>Multiple-family dwelling⁸</i> <i>Office</i> <i>Park</i> <i><u>Permanent Supportive Housing¹⁴</u></i> <i>Personal service</i> <i>Recreational facility, indoor</i> <i>Religious institution</i> <i>Retail sales</i> <i>Standalone parking⁹</i> <i>Supportive living facility</i> <i>Temporary lodging</i> <i><u>Transitional Housing¹⁴</u></i> <i>Transportation¹⁰</i> <i>Vehicle or equipment rental¹¹</i> <i>Wholesale trade</i>		

¹⁴Establishment of a good neighbor agreement is recommended for all Transitional Housing, Permanent Supportive Housing, and Emergency Housing developments. A sample good neighbor agreement is available through the Planning Department.

18.26.040 Regional Business East Subarea

Table B. Regional Business East Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Adult entertainment business¹</i> <i>Ambulatory surgery center</i> <i>Animal kennel/shelter²</i> <i>Arts, entertainment, indoor</i> <i>Arts, entertainment, outdoor³</i> <i>Auction house⁴</i> <i>Automotive sales and service, marine</i> <i>Automotive sales and service, nonmarine⁵</i> <i>Business service, standard</i> <i>Cannabis business</i> <i>Cemetery, columbarium or mausoleum⁶</i> <i>Community residential facility</i> <i>Construction and trade</i> <i>Day care</i> <i>Eating and drinking place⁷</i> <i>Educational service</i> <i>Emergency Housing¹⁸</i> <i>Emergency Shelter</i> <i>Fire or police facility</i>	<i>College/university</i> <i>Hospital</i> <i>Laboratory⁸</i> <i>Regional land use</i> <i>Secure facility¹⁷</i> <i>Utility facility</i>	<i>Air transportation service</i> <i>Automotive sales and service, nonmarine⁵</i> <i>Business service, intensive</i> <i>Cannabis cooperative</i> <i>Family child-care home</i> <i>Manufactured housing community</i> <i>Manufacturing, heavy</i> <i>Resource land use</i> <i>Retail sales, bulk</i> <i>Single detached dwelling unit</i> <i>Vehicle refueling s</i>

Table B. Regional Business East Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Funeral home/crematory</i> <i>Health care and social assistance</i> <i>Laboratory⁸</i> <i>Manufacturing, light</i> <i>Mobile food service⁹</i> <i>Multiple-family dwelling¹⁰</i> <i>Office</i> <i>Park</i> <u><i>Permanent Supportive Housing¹⁸</i></u> <i>Personal service</i> <i>Recreational facility, indoor</i> <i>Recreational facility, outdoor^{3,11}</i> <i>Religious institution</i> <i>Retail sales¹²</i> <i>Standalone parking¹³</i> <i>Supportive living facility</i> <i>Temporary lodging</i> <u><i>Transitional Housing¹⁸</i></u> <i>Transportation¹⁴</i> <i>Vehicle or equipment rental</i> <i>Warehousing¹⁵</i>		

Table B. Regional Business East Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Wholesale trade		

¹⁸Establishment of a good neighbor agreement between the developer of the property and the City of Kenmore is required for all Transitional Housing, Permanent Supportive Housing, and Emergency Housing developments. A sample good neighbor agreement is available through the Planning Department.

18.26.050 Regional Business West Subarea

Table C. Regional Business West Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Adult entertainment business ¹	College/university	Air transportation service
Ambulatory surgery center	Laboratory ⁴	Animal kennel/shelter
Arts, entertainment, indoor	Manufacturing, light	Auction house
Arts, entertainment, outdoor	Regional land use	Automotive sales and service, nonmarine
Automotive sales and service, marine ²		Business service, intensive
Business service, standard		Cannabis cooperative
Cannabis business		Cemetery, columbarium or mausoleum
Community residential facility		Construction and trade
Day care		Family child-care home
Eating and drinking place ³		Funeral home/crematory
Educational service		Hospital

Table C. Regional Business West Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<u>Emergency Housing</u> ¹³ <u>Emergency Shelter</u> Fire or police facility Health care and social assistance Laboratory ⁴ Mobile food service ⁵ Multiple-family dwelling ⁶ Office		Manufactured housing community Manufacturing, heavy Resource land use Retail sales, bulk Secure facility
Park <u>Permanent Supportive Housing</u> ¹³ Personal service, Recreational facility, indoor Recreational facility, outdoor ⁷ Religious institution Retail sales ⁸ Standalone parking ⁹ Supportive living facility Temporary lodging <u>Transitional Housing</u> ¹³ Transportation ¹⁰ Vehicle or equipment rental ¹¹		Single detached dwelling unit Utility facility Warehousing Wholesale trade

Table C. Regional Business West Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Vehicle refueling station ¹²		

¹³Establishment of a good neighbor agreement between the developer of the property and the City of Kenmore is required for all Transitional Housing, Permanent Supportive Housing, and Emergency Housing developments. A sample good neighbor agreement is available through the Planning Department.

18.29.040 Transit Oriented Development Overlay

Table A – TOD District Overlay Use Allowances

Permitted	Conditionally Permitted	Prohibited
Arts, entertainment, indoor ^{1,3}	Ambulatory surgery center ²	Adult entertainment business
Business service, standard ^{1,3}	Animal kennel/shelter ^{2,5}	Air transportation service
Day care	College/university ²	Arts, entertainment, outdoor
Eating and drinking place ¹	Fire or police facility ²	Auction house
Educational service ¹	Laboratory ²	Automotive sales and service, marine
<i>Emergency Housing⁷</i>	Park	Automotive sales and service, nonmarine
<i>Emergency Shelter</i>	Regional land use	Business service, intensive
Health care and social assistance ^{1,3}	Religious institution ²	Cemetery, columbarium or mausoleum
Manufacturing, light ^{1,3,5}	Supportive living facility ²	Community residential facility

18.29.040 Transit Oriented Development Overlay

Table A – TOD District Overlay Use Allowances

Permitted	Conditionally Permitted	Prohibited
Mobile food service ⁴		Construction and trade
Multiple-family dwelling ⁶		Family child-care home
Office ¹		Funeral home/ crematory
Personal service ^{1,3}		Hospital
Recreational facility, indoor ^{1,3}		Manufactured housing community
Retail sales ^{1,3,5}		Manufacturing, heavy
Temporary lodging ^{1,3}		Cannabis business
		Recreational facility, outdoor
		Resource land use
		Retail sales, bulk
		Secure facility
		Single detached dwelling unit
		Standalone parking
		Transportation
		Utility facility
		Vehicle or equipment rental
		Vehicle refueling station
		Warehousing
		Wholesale trade

⁷Establishment of a good neighbor agreement between the developer of the property and the City of Kenmore is required for all Transitional Housing, Permanent Supportive Housing.

and Emergency Housing developments. A sample good neighbor agreement is available through the Planning Department.

Development Code Process Updates

18.77.060 Expedited permit processing.

A. Certain projects containing *extremely low-income* or *very low-income affordable housing units* in the R-12, R-18, R-24, NB, CB, DR, DC, UC, UR, WC, RB, and PSP zones that require a Type 2 land use decision as described in KMC [19.25.020](#) or **STEP Housing (per the City's definition in KMC 18.20) comprised of less than one-hundred dwelling units in any zone where they are a permitted use** may have that process reduced to a Type 1 land use decision unless the proposal includes any of the following:

1. Short subdivision, including revisions and alterations;
2. Zoning variance;
3. Conditional use permit;
4. Shoreline permit; or
5. Critical area exceptions, variances or modifications under Chapter [18.55](#) KMC.

B. Any applicant for a project containing *extremely low-income* or *very low-income affordable housing units* or **STEP Housing (per the City's definition in KMC 18.20) comprised of less than one-hundred dwelling units in any zone where they are a permitted use** may request that review of the project be expedited. The request may be made on forms provided by the *City*. If a determination is made by the *city manager* that *City* staffing or other permit priorities do not allow expedited permit review, the *applicant* may request that the project be reviewed by a consultant working for the *City* at the *applicant's* expense. [Ord. 23-0574 § 2 (Exh. A); Ord. 21-0521 § 2 (Exh. A).]

19.25.020 Classifications of land use decision processes.

A. Land use decisions are classified into five types, based on the amount of discretion associated with each decision. Procedures for the five different types are distinguished according to who makes the decision, whether public notice is required, whether a public hearing is required before a decision is made and whether administrative appeals are provided. The types of land use decisions are listed in Exhibit A of this section.

1. Type 1 decisions are made by the *city manager*. Type 1 decisions are nonappealable administrative decisions that require the exercise of little or no administrative discretion. Public notice is not required for Type 1 decisions.

2. Type 2 decisions are made by the *city manager*. Type 2 decisions are discretionary decisions that are subject to administrative appeal.

3. Type 3 decisions are quasi-judicial decisions made by the *hearing examiner* following an open record hearing. Type 3 decisions may be appealed directly to King County superior court, pursuant to Chapter [36.70C](#) RCW, the Land Use Petition Act, based on the record established by the *hearing examiner*.

4. Type 4 decisions are quasi-judicial decisions made by the city council based on the record established by the *hearing examiner*.

5. Type 5 decisions are legislative decisions made by the city council.

B. Except as provided in KMC [16.75.060](#) and [19.35.160](#) or unless otherwise agreed to by the *applicant*, all Type 2, 3 and 4 decisions included in consolidated permit applications that would require more than one type of land use decision process may be processed and decided together, including any administrative appeals, using the highest-numbered land use decision type applicable to the project application. KMC [16.75.060](#) sets out the combined hearing authority for shoreline exemptions, shoreline substantial development permits, shoreline variances, and shoreline conditional use permits.

C. Certain development proposals are subject to additional procedural requirements beyond the standard procedures established in this chapter.

D. Land use permits that are categorically exempt from review under SEPA do not require a threshold determination (determination of nonsignificance (DNS) or determination of significance (DS)). For all other projects, the SEPA review procedures in Chapter [19.35](#) KMC are supplemental to the procedures in this chapter.

Exhibit A

LAND USE DECISION TYPES

TYPE 1 ²	Decision by <i>city manager</i> ; no administrative appeal	Building; demolition; moving; engineering; clearing and grading; sign; change of use and/or classification under KMC Title 15 ; accessory dwelling unit; home occupation; boundary line adjustment; right-of-way; street standards variance; adjustment under Chapter 13.35 KMC; shoreline exemption; temporary use; binding site plan; preliminary subdivision or short subdivision revision if not a substantial change; short plat alteration if not a substantial change;
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		affordable housing project and STEP Housing ^{1, 2} as described in KMC 18.77.060(A) .
TYPE 2	Decision by <i>city manager</i> ; appealable to <i>hearing examiner</i> ; no further administrative appeal ^{1, 5}	Home industry; short subdivision; unit lot subdivision; preliminary short subdivision revision; short plat alteration; zoning variance; conditional use permit; shoreline substantial development permit; shoreline variance; shoreline conditional use permit; site plan review for uses allowed by zone; wireless communication facility minor adjustment under Chapter 18.60 KMC; approval of residential density incentives under KMC 18.80.060(A)(2) or transfer of development credits under KMC 18.80.090(A) ; reuse of public schools; reasonable use exceptions under KMC 18.55.180 ; public agency and utility exceptions under KMC 18.55.160 ; other critical areas exceptions, variances and decisions to require studies or to approve, condition or deny a development proposal based on Chapter 18.55 KMC; variances to <i>exceptional tree</i> regulations as set forth in KMC 18.57.063 .
TYPE 3	Recommendation by <i>city manager</i> ; hearing and decision by <i>hearing examiner</i> ; appealable directly to King County superior court, pursuant to Chapter 36.70C RCW, the Land Use Petition Act, on the record	Preliminary subdivision; plat alteration; preliminary subdivision revision; special use; wireless communication facility major adjustment under Chapter 18.60 KMC.
TYPE 4	Recommendation by <i>city manager</i> ; hearing and recommendation by <i>hearing examiner</i> ; decision by city council on the record	<i>Zone reclassification</i> not related to a <i>site-specific comprehensive plan land use map amendment</i> ³ ; shoreline environment redesignation; plat vacation; short plat vacation; site plan review for uses not allowed by zone pursuant to Chapter 18.105 KMC; master plans

		other than those required in order to obtain a <i>comprehensive plan</i> amendment or related zoning map or text amendment.
TYPE 5	Hearing and recommendation by planning commission or other city council-appointed advisory body ⁴ ; decision by city council on the record. Appealable to Growth Management Hearings Board pursuant to Chapter 36.70A RCW	<i>Comprehensive plan</i> amendment; <i>development regulation</i> amendment; zoning map amendment related to a <i>site-specific comprehensive plan land use map amendment</i> ; master plans required in order to obtain a <i>comprehensive plan</i> amendment or related zoning map or text amendment pursuant to Chapter 18.120 KMC.

1. Any project which qualifies as STEP Housing under the City's definition in KMC 18.20 is required to provide a notice of development to all properties within 500 feet of the development and complete a Good Neighbor Agreement between the developer and City of Kenmore. Noticing requirements may be waived in instances where residents of a STEP Housing Development have Local, State, or Federal protections under the law, such as in instances of victims of domestic violence.

2. Any project which qualifies as STEP Housing under the City's definition in KMC 18.20 and contains over 100 Units must hold one community meeting within fourteen (14) days of the City's acceptance of a completed permit application in coordination with City staff. Community meetings must be noticed in writing by certified mail to all property owners within 500 feet of each property line and be open to the public. Applicants must also complete a fully executed Good Neighbor Agreement between the developer and the City of Kenmore.



Good Neighbor Agreement

Instructions: This Good Neighbor Agreement is between the City of Kenmore, the owner/operator of a Transitional, Permanent Supportive, or Emergency Housing or Emergency Shelter, and other related parties deemed appropriate by the City of Kenmore. This document establishes an operating agreement between the identified parties which defines roles and responsibilities for those identified, procedures for addressing concerns, and identifies primary points of contact. A completed Good Neighbor Agreement is required to be delivered via certified mail, fax, or e-sign to surrounding property owners within 500' of the new STEP housing development following approval of a permit for the project and prior to issuance of Certificate of Occupancy. Properties partially within the defined boundary radius will receive notice. While not included by name within the agreement, surrounding property owners are expected to engage directly with the primary point of contact for the STEP Housing Operator if concerns arise.

Note: Noticing requirements may be waived in instances where residents of a STEP Housing Development have Local, State, or Federal protections under the law, such as in instances of victims of domestic violence.

Emergency Shelter, Transitional, Emergency, and Permanent Supportive Housing (STEP) Development Information

STEP Development Name:

STEP Development Address:

STEP Development Primary Point of Contact (Name/Email/Phone Number):

If the primary point of contact changes, a revised Good Neighbor Agreement with new contact information shall be distributed to all neighboring properties within 500' within one week of the change in primary contact. *(See note above regarding instances where this requirement may be waived.)*

City of Kenmore Designated Official/Point of Contact (Name/Email/Phone Number):

I. Parties to the Agreement

The following parties agree to enforce the terms and guidelines defined within this agreement.

- [STEP Housing Operator]
- City of Kenmore



II. Geographic Boundaries of Agreement

This Good Neighbor Agreement is applicable to any properties within the defined area in this section.

- *[Written address and intersection]*
- *[Insert Map]*

III. Roles and Responsibilities

The following roles and responsibilities are to be carried out by the respective parties in pursuit of a welcoming, safe, and functional community environment for all parties.

[STEP housing developer/manager] will:

- Include this agreement as part of their operating and business plan.
- Maintain an ongoing positive working relationship with neighbors and residents in [neighborhood/area].
- Keep the immediate sidewalks and property grounds free of litter and other debris.
- Provide on-site services only to those residing at [STEP housing development], unless otherwise negotiated in this agreement.
- Provide adequate on-site security to manage access and visitation as well as protect resident and community safety.
- Provide point of contact(s) available to be reached 24/7 in case of reasonable concern or emergency.
- Prevent the buildup or disposal of unbinned trash on development premises and abutting sidewalks and public rights of way.
- Develop and enforce rules that encourage respect inside [STEP housing development] and in the surrounding neighborhood.
- Quickly address rule violations whether brought forth by outside parties or residents of [STEP housing development].
- Work with the City of Kenmore to conduct community engagement as needed to inform residents of the on-going operations and any changes.

[The City of Kenmore] will:

- Contact appropriate personnel as defined under Section IV of this agreement with concerns regarding operation of the [STEP housing development] or residents deemed in violation of this agreement.
- Respect the rights of residents of [STEP housing development] to access services and live in the area without undue interruption or disturbance.



- Not attempt to handle disagreements or violations of the policies in this agreement without contacting the appropriate personnel or law enforcement as established in Section IV.
- Be provided with contact information from all signatories of this agreement and associated points of contact.
- Enforce all applicable City laws and regulations in a timely manner.

[Both Parties]

- Resolve concerns as quickly and diplomatically as possible using the outlined procedures in Section IV.
- Attend a 90-day check-in after the opening of the development, with [City staff contact and STEP housing contact] to review adherence to the agreement and check-in on enforcement and communication effectiveness. In addition to the 90-day check-in, both parties shall attend an annual compliance review meeting to discuss the past year of operations and any reports or incidents related to the STEP housing development.
- Educate those with questions on the [STEP housing development] and its operation on the terms of this agreement and purpose of STEP housing.

IV. Procedure to Address Concerns

Should any concerns or violations occur, the following steps shall be taken:

1. Prior to registering any official complaints, all associated parties will contact the [STEP housing primary contact/on duty staff] directly to resolve any non-emergency issues. Violations of City or State law or emergency issues shall be reported immediately to the City of Kenmore Police Department.
2. If determined necessary, the primary point of contact for [STEP housing development] shall contact the designated City of Kenmore Police contact for non-emergency concerns.
3. If the issue is not resolved during the previous step, the concern will be escalated to [STEP housing operator] management or with the designated City of Kenmore official as established within this agreement.
4. If [STEP housing operator] staff or another party suspects criminal or public nuisance acts are occurring or about to occur on the premises, local law enforcement shall be contacted immediately.



V. Failure to Operate within the Requirements of this Agreement

Failure by [STEP Housing operator] to adhere to the requirements within this agreement, as determined by the City of Kenmore, may result in the suspension or revocation of the operator's business license. The operator shall have the right to appeal any suspension or revocation decision to the City Manager (or their designee) within ten (10) business days of the decision. The City Manager's decision shall be final.

Operating the facility without a valid License to Operate shall constitute a violation of this Agreement and City code, subject to enforcement under applicable municipal ordinances, including fines and legal remedies.

VI. Safety and Security Plan

As part of this agreement, [STEP Housing Operator] shall develop a Safety and Security Plan detailing the security measures in place to keep STEP housing residents and surrounding properties safe during operation. This requirement is for STEP Housing operators with more than one hundred (100) units. The plan shall be developed in coordination with the City of Kenmore Police Department and must, at a minimum, address the following:

- Intake Process/Procedures
- Site Management
- Lockdown/Lockout Procedures
- Code of Conduct/Operator Agreement
- Denial of Service/Removal from Property
- Coordination and Communication with Kenmore and other Local Public Safety Staff
- Sex Offenders Compliance and Criminal Records
- Fire Prevention and Evacuation in coordination with the Northshore/Shoreline Fire Department
- Map of ADA pedestrian paths of travel and evacuation routes

VII. Communication and Contacts

- The [STEP development operator] will provide [The City of Kenmore] with the names, telephone numbers, and email addresses of the owners, managers, and operators of the business so that contact may be made by the corresponding entities if necessary.

Points of Contact

- [STEP Housing Development or Operator]
 - [Person A] - Primary

City of Kenmore

DRAFT Good Neighbor Agreement



- [Person B] – Emergency/Management

- City of Kenmore
 - [Person C] – Dedicated Neighborhood Relations
 - [Person D] – Law Enforcement Contact

Signatories:

_____	_____
STEP Owner/Operator Signature	Date
_____	_____
City of Kenmore Staff	Date

[STEP Housing Development Name]

Instructions: This document is intended to be a template for the development of a Good Neighbor Policy between an owner/operator of a Transitional, Permanent Supportive, or Emergency Housing or Emergency Shelters. It may be modified to fit the specific characteristics of the proposed development. These instructions should be removed from the final agreement.

Operator Good Neighbor Policy

To be a good member of our new neighborhood, all [STEP Housing Development Name] guests agree to abide by a few simple rules as follows:

1. I will help maintain a safe and healthy environment for myself and my fellow residents.
2. I will not yell or fight on program property, sidewalks, or in the neighborhood.
3. I will not hassle neighbors, businesses, store vendors, or other people in the area.
4. I will not panhandle or openly ask for money in the neighborhood.
5. I will not purchase or sell drugs or drug paraphernalia in the neighborhood.
6. I will not bring in unauthorized guests through any entry that is not the main entrance and will notify staff if required.
7. I will not litter or loiter in the neighborhood.
8. I will not take up space on a sidewalk or other public property in the neighborhood in a way that prevents other people from walking or using that space.
9. If I have a pet, I will pick up after any animal waste and make sure that my animal is not creating a disturbance in the neighborhood.
10. I will follow applicable parking laws should I need to park a personal vehicle.

Geographic Area

The [STEP Housing Development Name] neighborhood is defined by these parameters as shown in the exhibit below:

- To the North:
- To the South:
- To the East:
- To the West:

[insert map]

{STEP Housing Development Name or Logo}
DRAFT Operator Good Neighbor Policy Template

I understand that this agreement is a component of my agreement as a guest in this program. Failure to cooperate with these rules may result in discharge from [STEP Housing Development Name].

Client Signature	Date

Manager Signature	Date



TO: STEP Housing Committee Members
Debbie Bent, Community Development Director

FROM: Nick Chen, AICP and Sam Matterazzo

DATE: October 1, 2025

RE: STEP Housing Committee, Meeting #6 – Community Engagement Summary

The STEP Housing Committee's scope of work includes community engagement to provide informational materials relating to STEP housing and gather input from participants on their general thoughts and concerns towards changes to the Development Code and process for permitting STEP housing projects within Kenmore. To facilitate this effort, the City of Kenmore and the STEP Housing Committee conducted a community open house on Wednesday, September 17th, 2025. In addition to feedback provided in person, community members had the option of reviewing the project boards from the workshop on the City's website (<https://www.kenmorewa.gov/government/departments/community-development/planning-initiatives/step>) and responding to survey questions. This memo serves to provide the STEP Housing Committee with a summary and full responses from both outreach efforts.

Community STEP Open House

Summary of Activities

The City of Kenmore held a Community Open House to provide information on the work of the STEP Housing Committee and to gather input from the community on potential amendments to STEP Housing development code requirements within the City of Kenmore. Kimley-Horn helped to prepare materials and facilitate the Open House in coordination with the STEP Housing Committee and City staff. As not all participants signed in, it is estimated that 40-50 participants attended the Open House.

The format of the Open House was comprised of separate "stations" which were a mixture of information and interactive. The general focus of these stations were:

- Welcome Table with informational materials and sign-in sheet
- Station 1: What is STEP Housing
- Station 2: What Changes Will Be Made?
- Station 3: Where is STEP Housing Permitted?
- Station 4: Required Agreements
- Station 5: Interactive Feedback – What would you like the STEP Committee to consider in its recommendations?

Members of the STEP Housing Committee, City staff, and Kimley-Horn were available and engaged in conversations with meeting attendees to listen to their feedback and facilitate discussion.

Responses

The final station contained an interactive messaging board with the question “What would you like the STEP Committee to consider in its recommendations?”. The following are direct responses provided by participants.

- Consider the scale within the ordinance. Large projects make no sense in a city of 25,000.
- Concerned about what is happening in Lake City will happen [?] here.
- Discuss and Plan for potential funding loss – What happens if operator is not successful or funding is no longer available.
- Permanent Supportive Housing must have support services for mental and physical health illness, on-site staff or supervision (Plymouth did not have support services.)

Attachment A contains Project Boards that were available at the Community Open House and on the City’s website.

Community Survey Responses

Summary of Responses

The online survey was available to provide feedback for approximately two weeks, ending September 26th, 2025. The survey received approximately 54 respondents who answered each of the three open-ended questions. Some participants chose not to respond to specific questions. The questions were:

- Question 1: Do you have any comments or suggestions on the proposed changes to the City’s Development code or permitting process for STEP housing?
- Question 2: Do you have any comments or suggestions about the draft Good Neighbor and Operator agreements?
- Question 3: What would you like the STEP Housing Committee to consider in its recommendations to City Council?

The following are summaries of feedback provided. For the Committee’s review, a full list of survey responses is available for Committee review in **Attachment B** of this memo. Please note the responses below are intended to summarize the major topics covered and do not represent the number of times different subjects were brought up or any sort of prioritization in order or importance.

Question 1 Summary:

Do you have any comments or suggestions on the proposed changes to the City's Development code or permitting process for STEP housing?

There was more opposition expressed than support in response to the proposed changes to City processes which permit the development of STEP housing types. While many respondents expressed concerns about drug use, public safety, and blight, there was a good amount of support for STEP housing, church involvement, and supportive housing for specific socioeconomic groups such as seniors and, veterans. The following bullet points generally summarize respondent's sentiments in response to Question 1:

- Opposition to STEP housing within the City of Kenmore due to potential for drug use, theft, crime, and other problems
- Concerns for public safety and for businesses in the downtown area
- Support for STEP housing throughout the City and a desire to make the process easier and streamlined/prioritized
- Consideration of sensitive areas like schools and parks
- Concern that Emergency Shelters are Emergency Housing are focused along the SR 522 corridor and subject to pollutants from cars. Many respondents expressed wanting to see Emergency Shelters and Emergency Shelters available to be developed throughout the City.
- More strict guidelines on issue management and resolution and drug testing by operators
- General skepticism around STEP housing and Permanent Supportive Housing push
- Requests for additional information on City standards and processes relating to STEP housing
- Comments relating to updating development standards, but not STEP housing specifically. These have been made available to Development Services staff.

Question 2 Summary

Do you have any comments or suggestions about the draft Good Neighbor and Operator agreements?

Relating to the draft Good Neighbor and Operator agreements, respondents generally focused on the need for more enforcement and accountability. Respondents expressed that while these agreements are good in theory, lack of enforcement by all parties can lead to undesirable outcomes for surrounding properties. A large number of respondents also expressed concerns that these agreements unfairly see residents of STEP housing as criminals or otherwise differently than other residents and that this process may be

exclusionary. The following bullet points generally summarize respondent's sentiments in response to Question 2:

- Concern about impacts to local businesses and the added need to work through these agreements
- Skepticism on enforcement aspect of the agreements and a desire to see them enforced strictly
- Desire to support these agreements with community engagement and education
- Ensure that these agreements are not overly onerous and an impediment to the development of STEP housing
- Expression that these types of agreements do not work
- Agreements should contain specific provisions relating to drug use and strict penalties for lack of adherence to the agreement
- Desire to keep STEP residents safe and protect tenants
- Concern that we are holding residents of STEP housing to a higher standard than we hold other residents within the City and that this may be overly biased towards seeing STEP residents as criminals
- Require these agreements for all large housing projects, regardless of income level or supportive status
- Keep the agreements simple

Question 3 Summary

What would you like the STEP Housing Committee to consider in its recommendations to City Council?

Responses to question 3 were wide ranging and covered a variety of topics, with some of the more common opposing responses being a concern for safety, a desire that these State requirements don't fit in a city like Kenmore, and that surrounding properties/the City as a whole would see increased crime and lowered property values. Common supporting responses expressed that this housing is much needed in Kenmore, that requirements should be streamlined and should not be overly restrictive or prevent STEP housing from being built, and that we need to take care of neighbors in the community. The following bullet points generally summarize respondent's sentiments in response to Question 3:

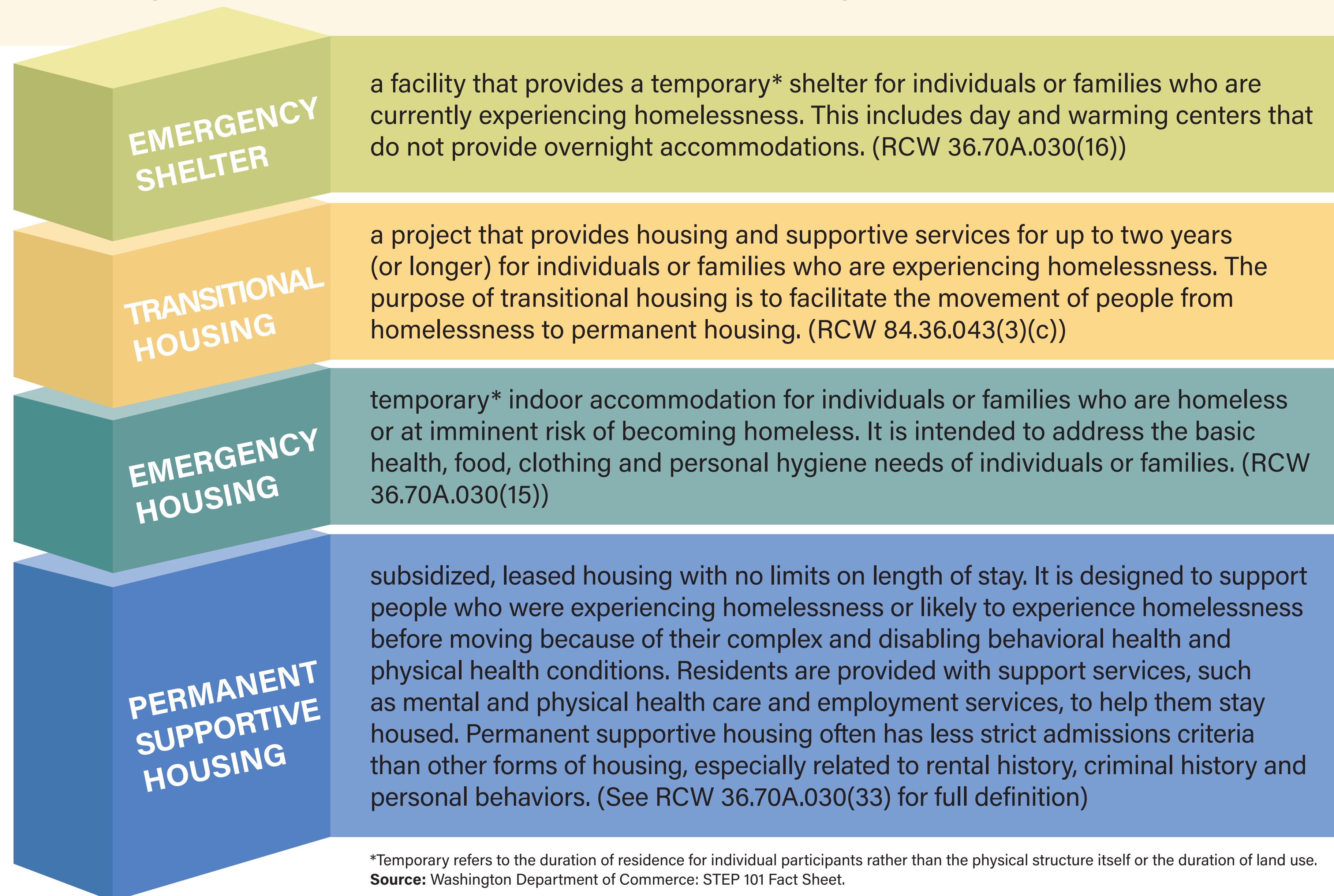
- Concerns about overcrowding and quality of life
- Descriptions of operating procedures and additional standards/processes for STEP housing facilities

- Calls for the City to reconsider implementation of STEP housing policies or choose different locations
- Concerns over treating STEP Housing residents differently/being more restrictive with specific populations
- Push back against state requirements which necessitate the City of Kenmore to have STEP/affordable housing targets
- Need for additional community engagement
- Desire for an increase in resources towards community safety
- Concerns that STEP housing will stretch the city's resources and that the City is unprepared to be able to handle an increase in this type of housing
- Community desire for more affordable housing in Kenmore
- Need to take care of our neighbors, especially veterans and seniors
- Reflection back on Plymouth Housing and a lessons learned/demystification
- Consider removing parking requirements
- Consider adding community activities for all residents, including STEP housing residents
- Fasttrack/streamline STEP housing development projects
- Listen to the residents – don't call people NIMBY's/ignore those who oppose STEP housing
- Concern for housing/private property values
- Convert existing housing to STEP
- Kenmore is too small to have the same requirements as other cities

What is STEP Housing?

In 2021, the State of Washington passed HB 1220, requiring cities to permit emergency shelters, transitional housing, emergency housing, and permanent supportive housing (collectively referred to as STEP housing) in more areas within the City to expand housing options to those at all income levels. The WA Department of Commerce describes STEP housing as:

Indoor emergency Shelter, Transitional housing, Emergency housing and Permanent supportive housing



Does Kenmore have STEP Housing Today?

Kenmore has approximately 30 units qualifying as STEP housing. By 2044, the State has allotted Kenmore to have built nearly 560 Permanent Supportive Housing Units, in addition to targets for affordable housing units.

The STEP Housing Committee was established to provide recommendations on potential development code updates, permit processing changes, and other resources such as Good Neighbor Agreements to the Kenmore City Council.

What is STEP Housing?

Who are the STEP Committee?

The objective of the limited term STEP Housing Advisory Committee is to provide an advisory report to the City Council in late fall 2025 on proposed amendments to the City's zoning regulations regarding STEP Housing. City Council will then make a final determination on approving proposed amendments to the Kenmore Municipal Code to bring Kenmore's code into compliance with State law. The Committee is comprised of local residents who have volunteered to provide their insight and expertise in assisting the City with incorporating STEP housing into Kenmore.

Project Timeline:

April 2025: Introduction of the Committee, the State requirements, overview of committee responsibilities, and project workplan

June 2025: Expert panel where Committee was able to learn from STEP housing policy experts to inform STEP housing recommendations in Kenmore

August 2025: Community Open House preparation and review of proposed Council recommendations

October 2025: Final Committee Meeting and recommendations presented to City Council

May 2025: Overview of Case studies showing other City's approaches to STEP Housing

July 2025: Discussion of considerations to be included in draft recommendations to City Council

September 2025: Community Open House and community feedback collection through survey



What Changes Will Be Made?

The following changes and requirements will be considered as part of the STEP Housing update process:



Amendments to Kenmore Municipal Code in accordance with State law.



Review of the City of Kenmore's permit processing procedures for STEP housing.



A draft Good Neighbor Agreement to be used by STEP operators describing terms of operation in the context of the surrounding area.



A draft Operator – Resident Agreement prepared as a resource for STEP operators to establish safe and community minded behavior.

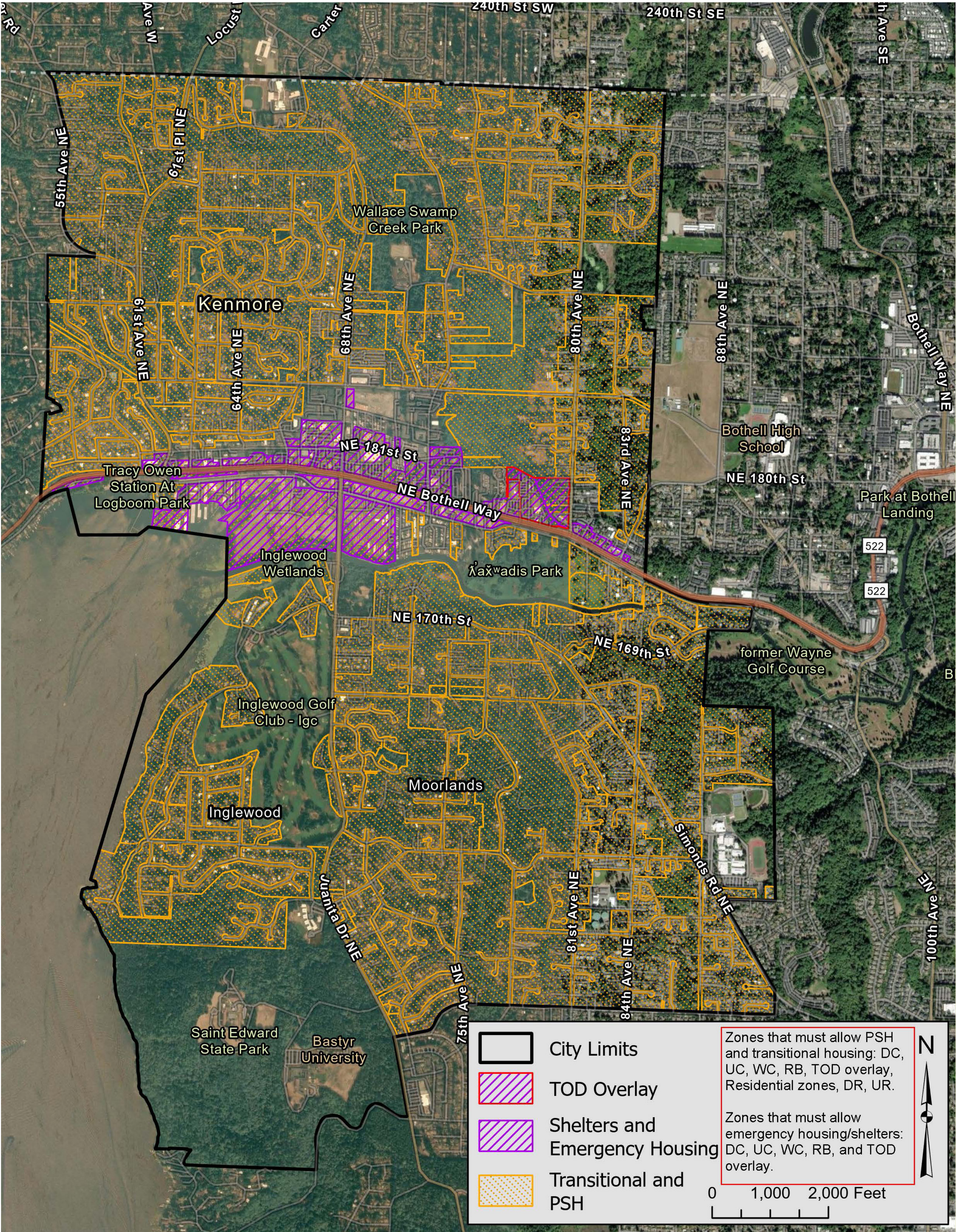
Code Updates: The Kenmore Municipal Code will be updated to allow STEP housing in all zones shown on the map as required by Washington State law. The Committee is working through the recommendations for amendments, which will be presented to City Council prior to adoption.

Proposed Process: New STEP Housing projects may be processed as a Type 1 decision, provided it meets the existing requirements under KMC18.77.060 (Expedited Permit Processing for extremely low-income or very low-income affordable housing units). If this criteria is not met, new STEP housing projects will be processed as a Type II decision. The Type 1 and Type 2 decision processes include:

- Final approval is decided by the City Manager
- The development must be consistent with City regulations and design standards
- Public notice shall be provided to the public for all land use permit applications requiring Type 2, 3 or 4 decisions or Type 1 decisions subject to SEPA.
- Must complete all City required permits and applications such as utilities, building, and environmental permits

Where is STEP Housing Permitted?

The Kenmore Municipal Code will be updated to permit STEP housing in the following zones and locations shown on the map below:



Required Agreements

The following agreements were developed as resources for future STEP housing applicants. The Committee's proposal is that these be recommended for STEP Housing projects, but not required. They seek to promote community and resident safety and create a better understanding and connection between STEP housing providers, their residents, and surrounding neighbors.

Good Neighbor Agreements: Good Neighbor Agreements are agreements between STEP operators and the surrounding community, such as a neighborhood or business association, which describe policies on behavior, communication, cleanliness, security, and other factors relating to improving quality of life in and around the development. The agreement will be developed with input from the city, STEP operator, and applicable neighborhood organizations.

The Good Neighbor Agreement typically includes:

-  Communication procedures for concerns and violations
-  Points of contact for all parties and the City
-  A defined geographic area where the agreement applies

Operator - Resident Agreements: An agreement between the STEP housing operator and its residents dictating policies to ensure cleanliness, good behavior, and community safety. A sample agreement for operators to use is provided as a deliverable from the STEP Committee.

What would you like the STEP Committee to consider in its recommendations?



Leave a post it note
with your feedback!



If you were unable to attend the Open House and would like to provide feedback, please fill out the questions below after looking at the slides. The survey will be open until September 26, 2025.

SURVEY RESPONSE REPORT
30 December 2022 - 28 September 2025

PROJECT NAME
City of Kenmore STEP Housing Survey





SURVEY QUESTIONS

Q1 | Do you have any comments or suggestions on the proposed changes to the City's Development code or permitting process for STEP housing?

Anonymous

9/12/2025 01:27 PM

I do not support the changes. Please do not bring these places to Kenmore. Having seen them brought to other communities, they bring open air drug use, theft, and host of other problems.

Anonymous

9/12/2025 03:57 PM

Make it as easy as possible - the need is too high!

Anonymous

9/14/2025 08:20 PM

I am not sure why the proposed zoning is in the heart of our city, where libraries and small businesses are located. Of all the empty land in kenmore, why always choose the heart of the city for such a change? Unfortunately with homelessness comes drugs and crimes and you are choosing to put these in the heart of our city?

Anonymous

9/15/2025 11:34 AM

Consideration of local child safe spaces such as schools and parks to ensure safety of our children with potentially unstable adults.

Anonymous

9/15/2025 12:02 PM

We are against all the changes that are proposed by the city in regards to step and we know that the majority of the kenmore residents oppose this .

Anonymous

9/15/2025 12:55 PM

I don't understand this push for PSH when study after study indicates it doesn't work. Especially the low- barrier housing that doesn't require rehabilitation as a condition for housing. And the attendant increase in crime makes everyone less safe and happy.

Leyla Jaqueline Flores

9/15/2025 12:59 PM

Everything seems perfect to me

Anonymous

9/15/2025 03:16 PM

I support allowing transitional housing and PSH in all areas of Kenmore, to bring more diversity in our neighborhoods. I am surprised though that shelters and emergency housing are restricted to a very narrow strip along 522, except where Lake pointe is (I disagree with directing shelter construction to a chemical hazard dump and only a long the most polluted parts of Kenmore, this goes against the environmental justice principles the City prides itself to follow). Anywhere within a 15-min walk to 522 (where public transit is) should be allowed to have shelters and emergency housing. Give

nonprofits more flexibility on where they can partner with the City to provide services.

Anonymous

9/16/2025 05:19 AM

Issue management process should have a short time line between report of issue and resolution. No long month delays. Note that community norms often differ with those who feel outside the community.

Anonymous

9/16/2025 01:41 PM

What police or security mesures are being implemented to protect the property tax paying community

Anonymous

9/16/2025 01:55 PM

Permanent Supportive Housing needs to be CLEAN & SOBER housing if the city is going to house people with drug and alcohol addictions, OR there must be ON SITE drug & alcohol counselors and MANDATORY counseling to be housed. Housing First is ineffective and proven to just become an inside, under a roof homeles encampment with the associated crime. If residents are not being treated, you are "Permanently Supporting" drug addiction, crime and early death. Background checks for residents, no sex offenders, especially if women and children are housed in the same building.

Anonymous

9/16/2025 02:44 PM

I am vehemently opposed to any form of permanent supportive housing in Kenmore. No/low barrier housing with no mandatory treatment protocols/oversight in place is a proven recipe for disaster. The PSH model has been a proven failure as evidenced by the failures of Plymouth, DESC, and LIHI properties. PSH residents do not have any incentives in place to seek treatment for their addiction, and facilities become toxic hazards due to drug residue. PSH housing model also attracts criminal activity in the form of open drug use, drug dealing, crime, harrassment, and theft. Kenmore is not equipped by any means to handle a problematic housing model. A PSH housing model will bankrupt the City. CoK: If you try doing this again by attempting put a PSH facility in Kenmore, you can be sure the community will fight back hard, includint rallying the business community again.

Anonymous

9/16/2025 05:50 PM

LMAO! The entire city limits are open to PSH but the majority of locations for emergency shelters etc are developed and have businesses in them. Homeowners are going to be irate when they learn the City will put PSH wherever it feels or has vacancy. I bet the City has been silently/secretly buying up lots to turn into PSH with taxpayer funds. This will show the NIMBY's. I'll have my popcorn

ready because this should be entertaining watching homeowners lose their minds at the possibility of having Plymouth Housing type of housing as neighbors.

Anonymous

9/16/2025 06:12 PM

Need more detail about what KMC.18.77.060 says.

Anonymous

9/16/2025 07:01 PM

The city council has a different agenda than its citizens. Focus our tax money on business not STEP

Anonymous

9/16/2025 07:27 PM

The first priority for the city is to protect our families and children. Any housing that allows criminals or open drug use is not serving our families and children. If there are evictions from these STEP facilities, those evicted will simply live on the streets in our neighborhoods, leaving our families and children at risk. Unless the city is willing to PROMPTLY remove the problems that these facilities create, and people living on the streets, STEP housing should not be allowed in any neighborhood.

Anonymous

9/16/2025 09:42 PM

Code should focus STEP housing in the TOD and core, with a higher level of permitting, public input and accountability for residential areas. This is common sense.

Anonymous

9/16/2025 09:45 PM

Removing Kenmore, WA from a STEP housing location.

Anonymous

9/17/2025 08:42 AM

Do not approve any of these changes to allow STEP housing in Kenmore.

Anonymous

9/17/2025 09:24 AM

Kenmore resident here - I do not agree with the initiative.

Anonymous

9/17/2025 10:16 AM

Will state regulators be consulted throughout the process to ensure we are in compliance with state and federal law?

Anonymous

9/17/2025 10:27 AM

We do not want drug dens in downtown Kenmore.

Anonymous

9/17/2025 10:53 AM

Do not want to see no barrier housing in Kenmore. This housing experiment like "Plymouth " have been proven to NOT work. This

community stood against this. We need another solution. Do not support any entity on allowing no barrier housing

Anonymous

9/17/2025 11:04 AM

Please don't allow more STEP housing.

Anonymous

9/17/2025 11:27 AM

It seems very concerning to allow transitional and permanent supportive housing anywhere in Kenmore outside of schools and parks. Because these types of housing often come with challenges including drug use, drug paraphernalia, and violence, as seen at other PSH/transitional housing, locating PSH/ transitional housing in residential neighborhoods or near schools seems unsafe. These locations should be along transit lines or within walking distance to services so individuals can get to medical care, work, and other resources. The transitional/PSH zoning should align more with the shelter and emergency housing zoning and not be allowed in residential neighborhoods that are away from transit and services.

Anonymous

9/17/2025 12:14 PM

Don't allow the change in code or permitting

Anonymous

9/17/2025 01:46 PM

I hope these changes will make it easier for Mary's Place or other family shelters to come back to Kenmore. I would also love to see a veteran's shelter here too.

Anonymous

9/17/2025 01:48 PM

1. Do not allow drugs on premises. 2. Remove drug users from premises. 3. Security Officer(s) for premises.

Anonymous

9/17/2025 01:48 PM

Looks great! I hope Kenmore can get more smaller low-income apartments across the city.

Anonymous

9/17/2025 02:07 PM

No comment

Anonymous

9/17/2025 02:11 PM

Churches need to step up and do more to help the homeless in our community. I hope these zoning changes make it easier for them to do that!

Anonymous

9/17/2025 02:13 PM

Why are we parking shelters and emergency housing only in the 522 corridor? Do we feel that people needing shelters already have it too easy on a daily basis and should only be in the loudest, poorest, most

polluted part of our city? Maybe that is too generous and we should instead focus on ensuring they are only allowed to live next to the asphalt plant and eventually on the benches of the bus park & ride to make the point extra clear?

Anonymous

9/17/2025 04:45 PM

No comment.

Anonymous

9/17/2025 04:45 PM

Please extend all forms of housing (including all emergency shelters) to all of the city. We cannot limit housing types in specific areas and claim we want to be inclusive and embed people needing the most help to the densest corridor and “out of the way” from the other areas of the city

Anonymous

9/17/2025 02:35 PM

America is in a housing crisis! Finally it will be easier to do something about it here in Kenmore.

Anonymous

9/17/2025 04:45 PM

Good job to make sure transitional housing and PSH extends to all of the city. Why not the same for emergency housing and shelters?

Anonymous

9/17/2025 02:45 PM

I was appalled by the language used at a previous city council meeting to describe residents who are low income or need PSH supports. I'm grateful the process is streamlined.

Anonymous

9/17/2025 03:02 PM

While the Development code is revised for STEP housing, this would be a perfect time also to remove parking minimums for new developments (STEP or otherwise). One of the long-term objectives of STEP housing is to improve public health, by offering housing, but also better access to social services to at-risk populations. It is counterproductive to incentivize car driving, instead of public transit, biking and walking. Numerous studies have shown that minimum parking requirements and car-oriented developments are a direct or indirect cause for lowering health: (1) Car driving is a major contributor to greenhouse-gas emissions and air pollution, (2) Car-centric environments caused partly by excess parking are more dangerous for people both in and outside of cars, (3) driving is a sedentary behavior, and sedentary behavior is a risk factor for several non-communicable diseases, including diabetes, cancer, and cardiovascular disease. For more in-depth information, please see: Garber MD, Benmarhnia T, Mason J, Morales-Zamora E, Rojas-Rueda D. Parking and Public Health. Curr Environ Health Rep. 2024 Dec 11;12(1):2. doi: 10.1007/s40572-024-00465-4. PMID: 39658744; PMCID: PMC11631998.

Anonymous

9/17/2025 03:28 PM

To be able to meet our 2044 targets for affordable housing, we really need to offer streamlined processes for permitting. I would encourage the City to consider adding staff to the City's development team to meet our building needs in a timely manner.

Anonymous

9/17/2025 03:40 PM

Why limiting the zone for shelters and emergency housing? STEP housing are usually partnerships with various non profit or foundations. Please do not limit their options on where to build. They will naturally be limited by other constraints in our municipal code. Do not add an extra layer.

Anonymous

9/17/2025 03:43 PM

Looks great! Lets reduce extra meetings and keep things streamlined. It'll save money and help us build housing faster.

Anonymous

9/17/2025 03:49 PM

Love how clear this is! And I appreciate the streamlined process. Can STEP housing be expedited/prioritized over other projects so we can get shelters here faster? It takes so long to build housing.

Anonymous

9/17/2025 04:02 PM

I'm distressed that it appears that PSH will be allowed in my neighborhood. We have many vulnerable populations within a 5-6 house distance, including two adult family homes, families with children, and seniors who have limited ability to navigate to get groceries, etc, as it is.

Anonymous

9/17/2025 04:18 PM

Spread it out. You don't need to accommodate everyone in the heart of downtown. It's not your job to solve folks' demands for close access to everything if the main goal is housing and shelter.

Anonymous

9/17/2025 04:34 PM

Na

Anonymous

9/17/2025 04:37 PM

Anonymous

9/17/2025 07:14 PM

This needs to go to a vote of the people. Kenmore does not have the services or amenities to handle this in all of those areas.

Anonymous

560 step homes is saying so much. We may have this many people

9/17/2025 09:31 PM

in need before even building for anyone new. Is it possible to convert housing to STEP in already established housing complexes such as The Spencer 68 in Kenmore. Second, how do we follow through with verifiability that these 560 homes do go to low-income Kenmore residents.

Anonymous

9/18/2025 09:43 AM

Keep the process streamlined and for the public to understand. Don't create unnecessary barriers for developers to build shelters and housing. Looks good!

Anonymous

9/18/2025 02:22 PM

I am adamantly opposed to any low-no barrier housing near schools or children's parks (including splash pad).

Anonymous

9/18/2025 02:55 PM

We found out about it recently and moved here close to the proposed zones without knowing. We feel this is unfair to our circumstances.

Anonymous

9/18/2025 02:57 PM

This is not communicated any way and the city is small to be under the same requirements

Anonymous

9/18/2025 03:03 PM

I've been told that the Imagine Housing org is a great system and would be a good model to replicate after

Anonymous

9/18/2025 03:42 PM

I like that STEP projects will be expedited and clearly posted. This is important.

Anonymous

9/26/2025 03:57 AM

It seems nonsensical not to have a plan for STEP Housing near Bastyr University as well.

Anonymous

9/26/2025 05:40 PM

I think the proposed permitting process looks fantastic. Streamlined, fair and low-barrier. I always appreciate knowing what is being built in my neighborhood and want the notification process to be universal for all housing near me. Looks great!

Optional question (55 response(s), 4 skipped)

Question type: Essay Question

Q2 | Do you have any comments or suggestions about the draft Good Neighbor and Operator agreements?

Anonymous

9/12/2025 01:27 PM

It seems that these programs are being forced and pushed through even though citizens do not support them.

Anonymous

9/12/2025 03:57 PM

Keep them reasonable.

Anonymous

9/14/2025 08:20 PM

I am curious if these agreements will ever be followed. It is hard to reason with homeless people with mental issues and drug addiction without the proper medical care. Besides there's barely any information on these agreements. It is sad that you expect local businesses to have to deal with this on top of running their business.

Anonymous

9/15/2025 11:34 AM

Assurances for parents and the local community on how to have real response if problems arise.

Anonymous

9/15/2025 12:02 PM

It is a shame that the best part of the city will be used for such project.

Anonymous

9/15/2025 12:55 PM

Yes, Kenmore already largely ignores noise ordinance, parking, and other code violations. I've submitted two clear noise ordinance violations — with evidence — and the code enforcement staff ignored them. I had to keep submitting the complaint for staff to take it seriously. So what's the enforcement mechanism for these "Good Neighbor" agreements?

Leyla Jaqueline Flores

9/15/2025 12:59 PM

everything is super good

Anonymous

9/15/2025 03:16 PM

Although I understand the need to reassure some residents that offering housing and social services will not have a negative impact on their neighborhood, I also feel that it is putting all the burden on people who are already in very dire situations. Those agreements should be counterbalanced with engagement of the neighborhood concerned to allow for residents to become an integral part of our community and refrain from smear campaigns (such as what we have seen during the fiasco for the Plymouth permanent supportive housing project).

Anonymous

9/16/2025 05:19 AM

As above, violations need to be dealt with swiftly with strong consequences.

Anonymous

9/16/2025 01:41 PM

Please advise parking (including rv's)being provided to these new "residents"

Anonymous

9/16/2025 01:55 PM

The Operators need to be responsible for the outside of their properties to the property line, not just what happens on the inside. No junk cars, RVs from residents or their guests to be parked on the street bordering their property. Pick up garbage. No loitering.

Anonymous

9/16/2025 02:44 PM

Good Neighbor and Operator agreements are only if they are strictly enforced. Plymouth/Porchlight in Eastgate (Bellevue) is currently not adhering to their good neighbor agreements with CoB and CoB is not doing a good job of enforcing the agreement. As a result, Eastgate/Factoria has been seeing significant upticks in criminal/drug activities, and it has really affecting businesses and residents. Some businesses have already left due to impact.

Anonymous

9/16/2025 05:50 PM

I didn't see anything about enforcement of the agreements. Without enforcement or potential penalties these agreements are moot. But when it's all for show and lip service it doesn't really matter what's in the "agreements". Just like this survey, the code/policies are already written this is just a formality.

Anonymous

9/16/2025 06:12 PM

They should be realistic and not overly onerous. We shouldn't use a good neighbor or operator agreement to block or make unlikely the production of STEP housing

Anonymous

9/16/2025 07:01 PM

Stop making Kenmore more friendly to homeless.

Anonymous

9/16/2025 07:27 PM

These Good Neighbor agreements have no teeth, and without teeth they are nothing more than a joke.

Anonymous

9/16/2025 09:42 PM

Accountability needs to be addressed for what happens when the providers fail to meet any of their requirements. What happens when operating funds are scarce and their staff and resources are cut? More teeth in addressing public safety. The agreements must be written with an assumption that the worse case scenarios have been met. These agreements only matter when things go wrong, so they need greater detailing of how correct steps are addressed.

Anonymous

9/16/2025 09:45 PM

Removing Kenmore, WA from a STEP housing location.

Anonymous

9/17/2025 06:37 AM

I feel these are critical agreements to ensure the quality of life in Kenmore as well as create a viable business environment. Without reasonable expectations for any people moving into our small community I have strong concerns we could quickly devolve into big city problems. If Kenmore's small business tax base is negatively impacted by city council decisions they will continue to leave and if that happens the residential home owners will have an even greater increased tax burden.

Anonymous

9/17/2025 08:42 AM

There needs to be accountability with the option of Kenmore closing down these facilities once they are opened.

Anonymous

9/17/2025 09:24 AM

They don't work - Look at neighboring cities that have implemented these. Stop before it's too late.

Anonymous

9/17/2025 10:16 AM

These need to be realistic, enforceable, and funded. What is the process to enforce and what specifically has to happen for a neighbor to be deemed a bad and not a good neighbor? And then what happens? What is the timeline if the neighbor remains "bad"? Is the entire property shuttered and torn down and who pays for any environmental remediation that may be needed? Where do the people who were housed there go? Back to emergency shelter/housing or transitional housing?

Anonymous

9/17/2025 10:27 AM

This is gonna create more drug use in crime, destroying Kenmore. This is the opposite of what Kenmore needs.

Anonymous

9/17/2025 11:04 AM

These don't seem enforceable. Will residents be evicted if they are a nuisance. Please make stronger enforceable language and penalties. Having a contact number to call doesn't solve anything.

Anonymous

9/17/2025 11:27 AM

The Good Neighbor and Operator agreements needs to include something about the operator having responsibility to managing/prevent drug use and violence within the facilities, as well as outside, and require management/prevention of public camping by those who are turned away or kicked out of shelters. There also needs to be actionable consequences, not just an agreement that says "we should all do these things". Bellevue is finding the Good Neighbor agreements currently in place for their PSH and emergency

housing is not working and they are experiencing escalating drug use, violence and camping, so we need to learn from what isn't working in their agreement and ensure ours covers all of the issues they are running into.

Anonymous

9/17/2025 01:46 PM

I hope the Good Neighbor agreements protect the tenants living in the shelters.

Anonymous

9/17/2025 01:48 PM

1. Do not allow drugs on premises. 2. Remove drug users from premises. 3. Security Officer(s) for premises.

Anonymous

9/17/2025 01:48 PM

I would love Good Neighbor Agreements from all apartment developments over 100 units.

Anonymous

9/17/2025 02:11 PM

I hope they keep the STEP residents safe and the neighborhood safe.

Anonymous

9/17/2025 02:13 PM

What an excellent idea! Let's hold people needing help to an even higher standard than literally anybody else that is renting. Please make sure you add mandatory urine tests every 4 hours (yes even in the middle of the night!) and remove any locks and bolts on their doors so that anybody can come into their home to make sure nothing wrong is happening. Can we also please consider 24h webcam streaming services in every room so that we can turn those shelters into TV reality and make some money for the city?

Anonymous

9/17/2025 04:45 PM

We shouldn't be putting undo restrictions on our low-income neighbors. If my apartment lease allows me to drink wine and enjoy some weed in the privacy of my apartment, my poor veteran neighbors should have the same privacy. As long as they aren't hurting anyone, don't give them extra rules.

Anonymous

9/17/2025 04:45 PM

These agreements already portray residents as future criminals. I, as a renter, already have rules to abide by and I do not understand why those would not be sufficient? If I, as a renter, conduct criminal activities then my lease would be terminated and I would expect the same for anybody else, no more no less. Putting additional onus on tenants based solely on their revenue levels is cruel and unnecessary

Anonymous

Does Kenmore require Good Neighbor agreements from other

9/17/2025 02:35 PM

apartment complexes? Will these agreements be reviewed by the Kenmore DEI committee? It seems biased to assume that our low-income veterans and grandmas will be criminals before they have even moved in.

Anonymous

9/17/2025 04:45 PM

Are we going to extend the agreement to EVERYONE living next to a STEP facility? This would only be fair and make sense if and only if this applied to everyone in the area and not just the STEP residents

Anonymous

9/17/2025 02:45 PM

If Good Neighbor agreements are useful for managing partying, can they please be required for all large apartments in Kenmore?

Anonymous

9/17/2025 03:02 PM

If we require Good Neighbor and Operator agreements for STEP housing, it would be fair to have them for any development larger than a certain number of units. Being good neighbors should not be asked only of low AMI households, but every resident of Kenmore.

Anonymous

9/17/2025 03:28 PM

Please, keep those agreements simple to allow them to be meaningful to all parties.

Anonymous

9/17/2025 03:40 PM

Keep it simple and balanced between what is expected of STEP tenants and what is expected of the local community surrounding it.

Anonymous

9/17/2025 03:43 PM

Be careful not to assume the worst in STEP housing residents!

Anonymous

9/17/2025 03:49 PM

Seems like a fine idea. Make sure it protects the tenants AND the neighborhood, and doesn't implicitly assume the worst in the shelter residents.

Anonymous

9/17/2025 04:02 PM

Any STEP housing MUST have clear rules that mandate treatment for substance abuse, and disallow violaters to remain. I'm not sure council understands this is, and how important it is to the community.

Anonymous

9/17/2025 04:18 PM

Make it a contract, not an honor code agreement.

Anonymous

9/17/2025 04:34 PM

More services. Torchlight model in Bellevue is excellent

Anonymous

9/17/2025 05:13 PM

I'm concerned that homes will lose aesthetic value: houses/yards not being maintained at the same level as when they were privately owned, higher noise levels, many cars parking along street, etc. We moved from dense Seattle to the beautiful spacious neighborhoods in suburban Kenmore to get away from those things.

Anonymous

9/17/2025 07:14 PM

We need to be assured there would be safety resources along with all of the covenants and rules of the neighborhoods would have to be abided by.

Anonymous

9/17/2025 09:31 PM

No comments. I feel like both were already current.

Anonymous

9/18/2025 09:43 AM

Do all big apartments in Kenmore need Good Neighbor Agreements? What about at-home preschools and elder care facilities? These feels targeted and hard to enforce.

Anonymous

9/18/2025 02:55 PM

It is an unfair and undemocratic agreement as we didn't even know about it until recently as residents of kenmore.

Anonymous

9/18/2025 02:57 PM

We feel that this is unfair for those that lived here or moved here recently

Anonymous

9/18/2025 03:03 PM

please consider mixed used options as well as access and appropriate infrastructure

Anonymous

9/18/2025 03:42 PM

Can all housing projects along the downtown corridor have a Good Neighbor Agreement? I don't want shootings or parties or drugs from any big development, no matter what the residents' income level is.

Anonymous

9/26/2025 03:57 AM

While it is clear a "Good Neighbor Agreement" is on the list, there is not a clearly defined GNA, the plan also does not include a Safety & Security Plan (SSP). These are standard, well thought out additions that should be present. The Communication Plan, is not well thought out. Surrounding Cities have done excellent work in all these areas and include the City of Redmond, City of Shoreline and City of Seattle. Is there a reason there has not been policy presented to the STEP Advisory Committee on any of these issues? The Council charged the committee to provide input on STEP Housing, Code, and Policy recommendations. I don't see that evidence.

Anonymous

9/26/2025 05:40 PM

Handle with care. Don't let the Good Neighbor agreements become an exclusionary barrier or an elitist way to police each other. Commitments to public safety and transparency are good, but lets keep agreements simple and standard.

Optional question (53 response(s), 6 skipped)

Question type: Essay Question

Q3 | What would you like the STEP Housing Committee to consider in its recommendations to City Council?

Anonymous

9/12/2025 01:27 PM

Consider how much money has been spent on the homelessness, crisis and homelessness in general, and there's been zero progress. Drug use is a massive thing you are not considering. This would do nothing but harm Kenmore.

Anonymous

9/12/2025 03:57 PM

How to make projects like the Plymouth project work, in the future.

Anonymous

9/14/2025 08:20 PM

Consider another site please.... Possibly the empty land between Bothel and Kenmore where the storage warehouses are located. Stop trying to ruin our city!

Anonymous

9/15/2025 11:34 AM

4. Resident Safety and Behavioral Policies ► Violence Prevention Enforce a zero-tolerance policy for violence, harassment, and abuse. Implement trauma-informed conflict resolution practices. Provide quiet rooms or "cool-down" spaces for de-escalation. ► Substance Use Management Consider dry (substance-free) model Secure storage for medications and support for substance abuse recovery. ► Background Checks Carefully vet volunteers, staff, and external service providers. Consider limited background screening for residents only when absolutely necessary to avoid discrimination, while ensuring the safety of children and families. 5. Security Measures ► On-Site Security Presence Trained security personnel or night staff, especially in high-traffic or high-risk shelters. ► Controlled Entry/Exit Check-in/check-out procedures with ID or sign-in logs. Security cameras in common areas (not in private sleeping/bath areas). ► Lighting Ensure well-lit indoor and outdoor areas, including entrances, corridors, and parking lots. 6. Health and Hygiene ► Sanitation and Cleanliness Regular cleaning of communal bathrooms, kitchens, and sleeping areas. Pest control and waste disposal systems. ► Infectious Disease

Control Ventilation, handwashing stations, PPE availability, and isolation rooms (especially important post-COVID). Access to mental health support, vaccines, and health screenings. 7. Staff Training and Protocols ► Trauma-Informed Care Staff trained to support individuals experiencing mental illness, trauma, and substance use. Use of de-escalation techniques and culturally sensitive communication. ► Safeguarding Children Mandatory reporting protocols for suspected child abuse or neglect. Staff and volunteers undergo background checks and child protection training. 8. Resident Orientation and Community Building ► Rules and Rights Clearly communicate shelter policies, resident rights, and expectations upon entry. Offer orientations and posted rules in multiple languages. ► Feedback and Reporting Provide confidential ways for residents to report abuse or unsafe conditions (suggestion boxes, anonymous hotlines).

Anonymous

9/15/2025 12:02 PM

I do know that this project was not approved by the citizens of Kenmore that pay taxes and support your salary . It's a shame to use this beautiful town and best area for such project .

Anonymous

9/15/2025 12:55 PM

Quality of life. Seriously. Cramming more people together without enforcing city code as it relates to noise, parking, even sidewalk access will only make it less safe and enjoyable to live here. I work for the state. We cannot put up a web page unless it's accessible to all. Why, then, are people allowed to park on sidewalks, install portable basketball hoops and other blocking objects on them and the city just ignores it? Sidewalks in my neighborhood have become parking lots, pushing pedestrians onto the street! I see this in many neighborhoods. Issue tickets!

Leyla Jaqueline Flores

9/15/2025 12:59 PM

it would be perfect

Anonymous

9/15/2025 03:16 PM

I would like to encourage the City to consider that people in need of housing should not be treated more harshly and given more rules to follow than any other tenant or homeowner in our city. Mental health is not an income bracket-specific issue; addiction is not an income-bracket specific issue; Illegal behaviors are not income-bracket specific (as we can currently see with our billionaire ruling class).

Anonymous

9/16/2025 05:19 AM

1 or 2 strike issue management and eviction as community norms usually differ.

Anonymous 9/16/2025 01:41 PM	The residents of Kenmore are against these proposals and urge you to reconsider
Anonymous 9/16/2025 01:55 PM	Kenmore does not have the emergency services to deal with an additional criminal element that comes with no barrier Permanent Supportive Housing. Please DO NOT allow that specific type of housing to be allowed in our city.
Anonymous 9/16/2025 02:44 PM	NO permanent supportive housing no/low-barrier projects should ever be allowed in Kenmore.
Anonymous 9/16/2025 05:50 PM	The City and City Council should be having discussions with whoever set the requirements for the # of housing units needing to be built because their requirements are out of touch with reality. Forcing a city and the taxpayers to pony up all of the money needed to provide housing for "free" based on estimates or best guesses is outrageous and ridiculous. How do they plan on extracting enough \$ from us, the taxpayers, to pay for all of this? More cameras? Over 500 PSH units that are 100% taxpayer funded need to be built in the next 19 years? That's roughly 30 per year? The way the City hires staff and spends \$, that will cost roughly \$15M/year not to mention the monthly rent and case management fees. This is the biggest racket in favor of PSH providers. This region disgusts me so much it's getting hard to want to stay here. I'll sell my condo to the City so I can move.
Anonymous 9/16/2025 06:12 PM	The purpose is to enable STEP housing open house- but we also need to do so in a way that brings the community along. Need to consider how we do that (I don't think good neighbor or operator agreements are the only way to do that - need other thoughts on how to make sure our community isn't subject to misinformation but also has concerns heard)
Anonymous 9/16/2025 07:01 PM	This should be voted on, not decided by city manager.
Anonymous 9/16/2025 07:27 PM	The first priority for the city is to protect our families and children. Any housing that allows criminals or open drug use is not serving our families and children. If there are evictions from these STEP places, those evicted will simply live on the streets in our neighborhoods, leaving our families and children at risk. Unless the city is willing to PROMPTLY remove the problems that these facilities create, and people living on the streets, STEP housing should not be allowed in any neighborhood.

Anonymous

9/16/2025 09:42 PM

Please don't create policy that eases ordinances so that we (Kenmore) are ripe for carrying more than our fair and affordable share. Your decisions will have impacts that will affect Kenmore forever, don't go overboard with leniency.

Anonymous

9/16/2025 09:45 PM

Removing Kenmore, WA from a STEP housing location.

Anonymous

9/17/2025 06:37 AM

With an increase in population (wealthy or poor) comes safety and crime issues. Ensure any new development in our community pays its share of the burden to ensure the safety of our community. If a proposed project has the potential to bring a higher crime rate (based on true, unbiased data from LIKe projects in other communities) they must pay to ensure the exiting community is not burdened by there presence. If the project changes the community dynamics they must do it in not only a negative way but also in a positive way. I'm not talking about feelings of goodwill. I'm talking about money to support the services they draw from the greater community.

Anonymous

9/17/2025 08:42 AM

I hope they change their minds and not move forward with this. I strongly oppose the city council approving the rezoning for STEP Housing. I will vote against any city council member who votes for this and will tell my neighbor to do the same. I don't want more mentally ill and addicts in Kenmore. Thank you for this survey!

Anonymous

9/17/2025 09:24 AM

Consider that they don't work, Good Neighbor and Operator agreements aren't enforceable and that no increase in crime rate in our city is acceptable. City Council represents the interests of KENMORE RESIDENTS and these housing projects wouldn't be in our COLLECTIVE interest.

Anonymous

9/17/2025 10:16 AM

What possible changes could happen to federal and state law and policies among other factors such as population growth/decline that might influence the projected need of 560 PSH units by 2044. And is there a goal of adding a certain number of units per year to reach the 560 target? By my math, which no one should trust, that would be adding 30 units per year.

Anonymous

9/17/2025 10:27 AM

I would recommend not building this in Kenmore. We are over budget, under resourced, and not ready for what this will bring to our community.

Anonymous

9/17/2025 11:04 AM

I am a Kenmore resident and I don't think we should have any additional STEP housing in Kenmore. This is a residential city for families and people live here to get away from the Seattle homeless and addiction problems.

Anonymous

9/17/2025 11:27 AM

The recommended locations where PSH/transitional housing are allowed in the slides above (aka everywhere but schools and parks) is not appropriate given the many challenges that come with this type of housing, including drug use, violence, theft, and increased camping - this type of housing should not be in residential neighborhoods or next to schools, but instead on major throughfares near transit and services so that individuals can get to work, services, etc. Additionally, we need to enforce PSH/transitional housing that does not allow drug use and does not turn a blind eye to it. We are a small town and do not have the number of police or support services to manage an increase in these types of issues and not enforcing them is going to negatively impact everyone else's quality of life, our ability to bring in businesses and customers, and the safety of our community.

Anonymous

9/17/2025 12:14 PM

Don't allow STEP housing in Kenmore. We don't have the resources for it.

Anonymous

9/17/2025 01:46 PM

Most Kenmore neighbors want more affordable housing in Kenmore!

Anonymous

9/17/2025 01:48 PM

1. Do not allow drugs on premises. 2. Remove drug users from premises. 3. Security Officer(s) for premises.

Anonymous

9/17/2025 01:48 PM

Poor people aren't a problem. We need to do better in taking care of our neighbors.

Anonymous

9/17/2025 02:07 PM

Two Winters ago we heard a lot of support for senior housing and veterans housing (just not in a tall building with no parking). I hope this new zoning can make those projects happen. There are a lot of seniors struggling right now.

Anonymous

9/17/2025 02:11 PM

We need more housing for our low-income seniors and veterans. I hope these changes make it easier to develop housing for the sober seniors on fixed incomes. I also hope these changes make it easier for local churches to build housing, and not just big corps that don't

know our community.

Anonymous

9/17/2025 02:13 PM

More seriously, please educate council on the need to communicate better on 1) the need to explain better to residents what PSH is and why it's the best option for our city (the alternative being low income WITHOUT supportive services to help them since we are mandated by law to provide housing for all income levels anyway) and 2) have council lean on their humanity and compassion to understand that beyond the legal obligations, helping your neighbor is not the worse idea in the world

Anonymous

9/17/2025 04:45 PM

Don't be extra controlling of poor people. Let them live in peace.

Anonymous

9/17/2025 04:45 PM

We are behind in our plans to address low AMI housing to meet our city targets. Please recommend to council to act sooner rather than later as such programs take time to come to fruition.

Anonymous

9/17/2025 02:35 PM

We need more affordable housing options! Please do not recommend any policies that will be barrier to building affordable housing in Kenmore.

Anonymous

9/17/2025 04:45 PM

A post-mortem on the whole Plymouth debacle would be nice. A lot of residents still equate PSH with crime dens and until that isn't addressed we won't be able to move forward as a city

Anonymous

9/17/2025 02:45 PM

We are in the middle of a housing crisis. Kenmore already lost Mary's Place and rent prices in the mobile home community are skyrocketing. We need more housing! We need more family shelters and affordable places to live. I know some neighbors are scared of poor people and think we are all druggies and gang members, but we aren't. Many of us are employed full-time and volunteer at church. Do not make policies that demean us, assume the worst in us, or make it harder for us to housing to built for us and our families.

Anonymous

9/17/2025 03:02 PM

Remove parking requirements (but offer more street parking, some of it ADA-accessible). Consider expanding the City's offering of community activities (not only at the Senior Center as it is currently the case) - sports or art classes for all ages, small community gardens - to allow newcomers (from STEP housing or otherwise) to feel included in the city's life and support healthy activities for all income levels.

Anonymous

9/17/2025 03:28 PM

- Set up strategies to fast track development projects. - Do not consider them differently than any other buildings. If rules apply to one, they should apply to all.

Anonymous

9/17/2025 03:40 PM

The City Council should be very clear that STEP housing will be happening in Kenmore, and communicate kindly to our residents that fear of the unknown should not be a guide to our actions as a City, but hope for the future could be. Please do not let another Plymouth project move somewhere else because of smear online campaigns. Let's keep our pitchforks to protect our neighbors from adversity, not to keep them out of our city.

Anonymous

9/17/2025 03:43 PM

We need deeply affordable housing everywhere. And I don't want the city wasting my tax payer money on extra meetings or getting in the way of things. Good job streamlining the process. Now get building!

Anonymous

9/17/2025 03:49 PM

Keep the process as streamlined as possible. We are excited for the Habitat Housing by City Hall to be built, but apparently that is going to take YEARS. Kenmore don't need any more delays for shelters or deeply low income housing.

Anonymous

9/17/2025 04:02 PM

Don't blow off the community and call us NIMBY's. We just want a safe place to raise our kids, seniors want a safe place to live out their years.

Anonymous

9/17/2025 04:18 PM

Crime and drug use.

Anonymous

9/17/2025 04:34 PM

More services for low barrier housing

Anonymous

9/17/2025 05:13 PM

Value of privately owned homes near these proposed STEP houses may drop. Driveways/streets packed with parked cars are unsightly and dangerous to walkers, kids and pets. Like many residents, we moved from dense Seattle to the beautiful spacious neighborhoods in suburban Kenmore to get away from those things. Please consider consolidating STEP housing closer to the highway and arterial streets.

Anonymous

9/17/2025 07:14 PM

This should be fully explained to the public in detail. It should go to the vote of the people and the council and if it did go forward there would have to be reporting on how the program was going to have an out clause if issues arise that the people in the community did not want to have especially as it comes to safety. Also there has to be amenities and jobs.

Anonymous

9/17/2025 09:31 PM

Consider converting already built housing into STEP homes. The affordability will immediately improve the quality of life for current residents. Please also consider that the building budgets are over the top and the basis for lies regarding affordability. If it is 560 step homes, it is a budget for 560 step homes. The city does need to decide what kind of city it wants to be, and should not be creating lies about housing costs in order to get builder budgets approved.

Anonymous

9/18/2025 09:43 AM

Let's get Mary's Place back! Any recommendations that can make it easier to help homeless families and disabled veterans is a good idea.

Anonymous

9/18/2025 11:41 AM

Do not allow STEP housing in residential areas, specifically any lands north of NE 181st.

Anonymous

9/18/2025 02:55 PM

Kenmore is too small to be under the same requirements as other municipalities to have STEP.

Anonymous

9/18/2025 03:42 PM

Mary's Place was a great part of our community and it would be nice to have another family or DV shelter again. Shelters by bus routes makes sense and I hope Kenmore can built what we need to build without too much protesting.

Anonymous

9/26/2025 03:57 AM

Defined plans for a Good Neighbor Agreement, Safety & Security Plan, and a multi-disciplinary team of experts - Housing Advisory Committee on STEP Housing, with a plan for how they will review and work through issues.

Anonymous

9/26/2025 05:40 PM

There are families in Kenmore that need STEP housing asap. Adult children, aging parents, siblings bunking in garages - the demand for STEP housing for Kenmore residents is already high. Please streamline the process for Kenmore to invite and construct more STEP projects, without stigma. The anti-PSH narratives that circulated around Kenmore in 2023 hurt many, many families. Women

who need a DV safe house, veterans who need PSH, children who miss Mary's Place -- this need is already living in our city. Please build housing for us now.

Optional question (54 response(s), 5 skipped)

Question type: Essay Question

CITY OF KENMORE

STEP Housing Advisory Committee

Recommendations to the City Council

November 17th, 2025

Meeting Agenda

- STEP Housing Advisory Committee Overview
 - Introduction to STEP Housing Committee
 - Summary of STEP Housing Committee Work
 - Outreach Summary
 - STEP Housing Advisory Committee Recommendations to City Council
 - Overview of Committee Recommendations
 - Support documents: Municipal Code Updates, Good Neighbor Agreement, Sample Operator Agreement
 - STEP Housing Advisory Committee Members Individual Remarks
 - Next Steps
-

STEP Housing Advisory Committee Overview

STEP Housing Advisory Committee

- The Emergency **S**helter, **T**ransitional Housing, **E**mergency Housing, and **P**ermanent Supportive Housing (STEP) Housing Advisory Committee (the Committee) was assembled to provide the Kenmore City Council with recommendations on how to accommodate the new State requirements for STEP housing within Kenmore in a way that fits the needs of the community.

STEP Housing Advisory Committee Members

Committee Members

- Maddie Hayden (Committee Member)
 - Josh Kurcinka (Committee Member)
 - Timothy Marchello (Committee Member)
 - Corina Pfeil (Committee Member)
 - Juliana Pooley (Committee Member)
 - Caitlin Sullivan (Committee Member)
 - Jessica Williams (Committee Member)
-

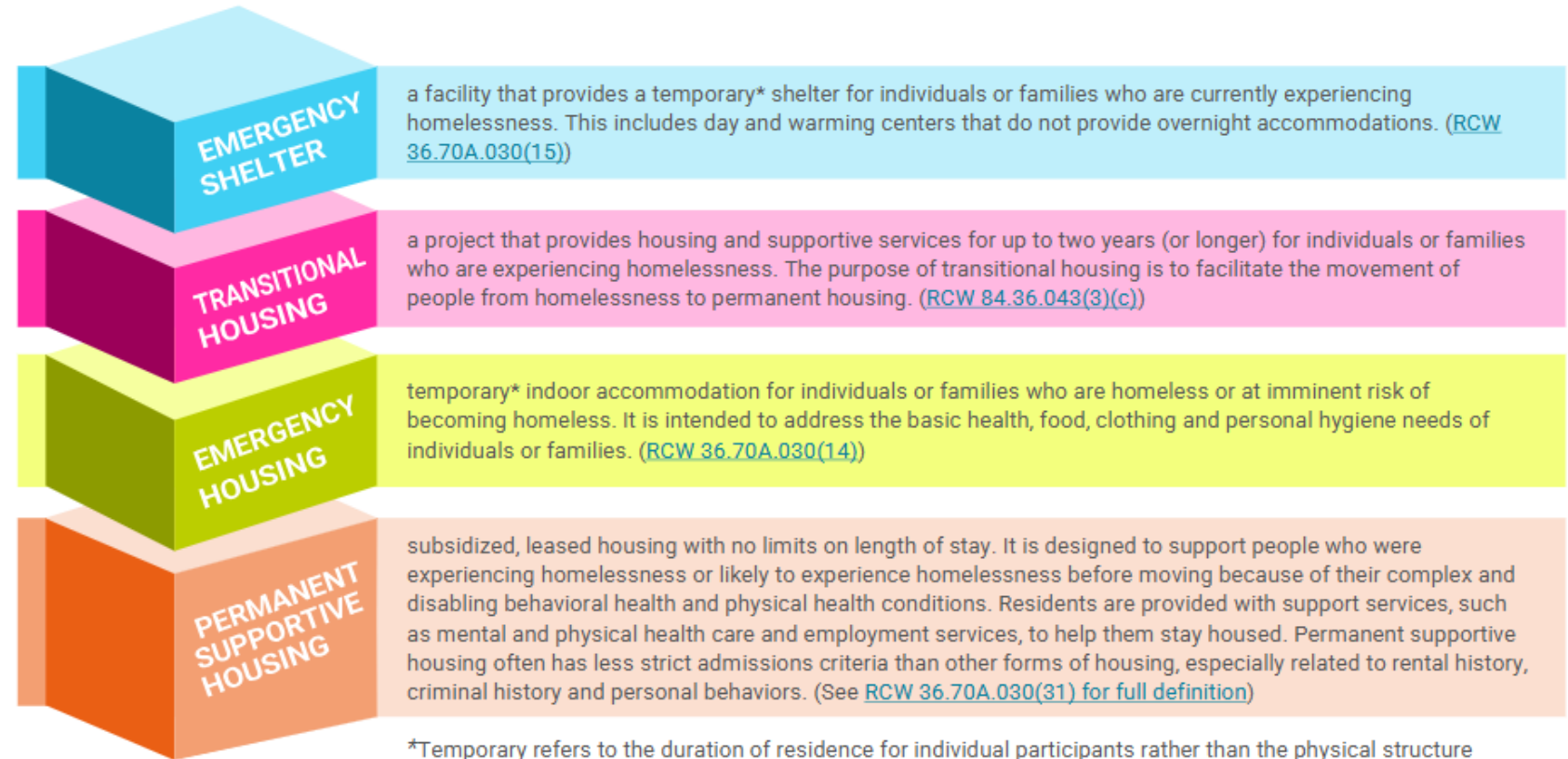
Staff Facilitators

- Debbie Bent (City of Kenmore)
- Brittany Chue (City of Kenmore)
- Nick Chen (Kimley-Horn)
- Sam Matterazzo (Kimley-Horn)

STEP Housing

STEP stands for:

- Indoor emergency Shelter
- Transitional housing,
- Emergency housing,
- Permanent supportive Housing



Source: Department of Commerce, accessed at:
<https://deptofcommerce.app.box.com/s/d8agh8i3hgdgsbuff2pvgf77mua1usce>

Overview of HB 1220

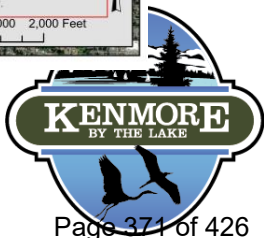
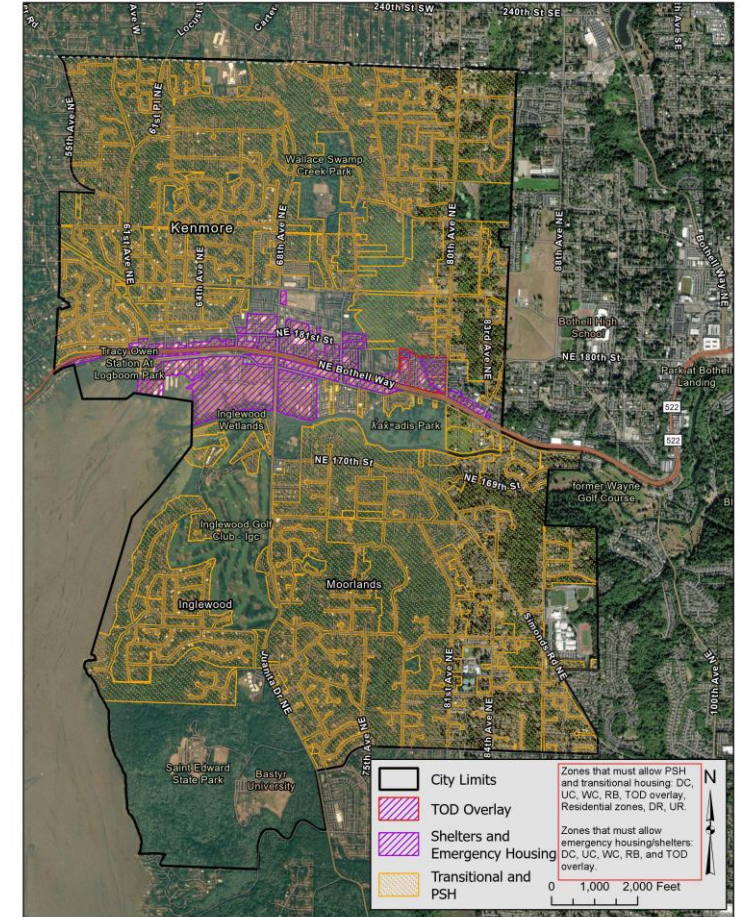
- Enacted in 2021, HB 1220 changed the requirements for those jurisdictions required to fully plan under the GMA, including Kenmore.
- Requires cities to “plan for and accommodate” housing affordable to all income levels, including for STEP housing.
- Encouraged jurisdictions to review their housing element policies and assess their performance in implementing development regulations and programs.
- Kenmore completed updates to the housing element policies with the Comprehensive Plan Update.

Growth Management Act (GMA) Requirements for STEP Housing

- Cities may not prohibit indoor emergency housing (which includes traditional shelter arrangements) in any zones in which hotels are allowed, with some minor exceptions
- Each jurisdiction must identify sufficient capacity of land for a variety of housing types, including emergency housing and emergency shelters.
- Jurisdictions should consider the following when considering restrictions in code updates relating to STEP housing: Occupancy, spacing, and intensity

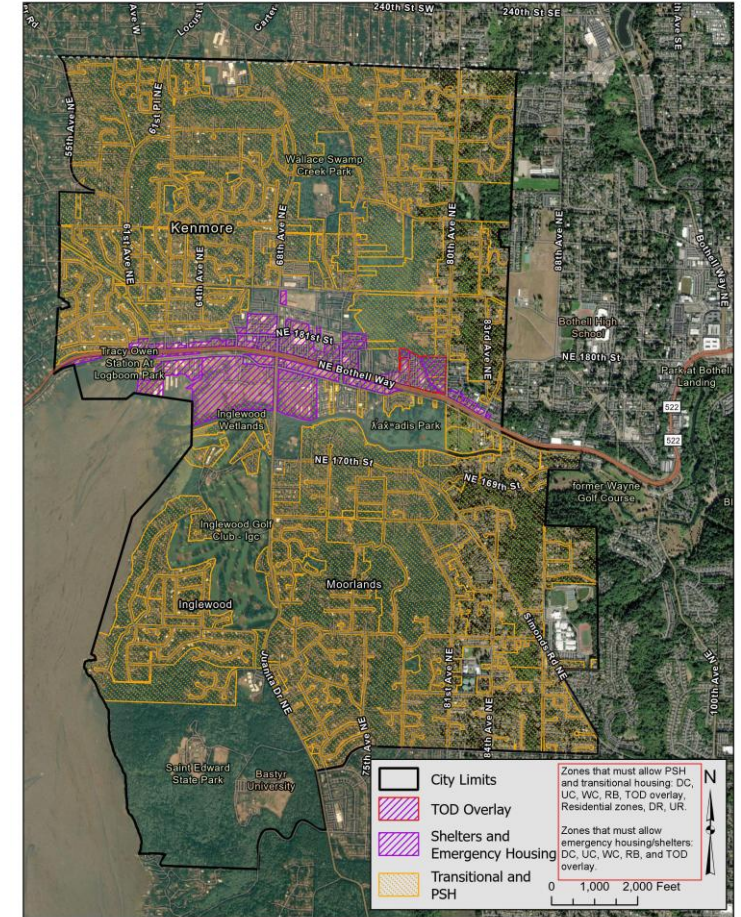
What is Kenmore Required to do?

- The City must update the Kenmore Municipal Code to allow STEP housing to be built in accordance with HB 1220 and the GMA requirements.
- Allow STEP housing to be built with restrictions not greater than those imposed on all other housing developments.



What is Kenmore Required to do?

- The City was allocated a total of 587 Net New Emergency Housing Needs through 2044 (Approximately 30 units per year). There are currently 33 units of Emergency Housing in Kenmore.
- The City was allocated a total of 539 Net New Permanent Supportive Housing Units at 0-30% Area Median Income (AMI) by 2044 (Approximately 27 units per year). There are currently no permanent supportive housing units in Kenmore.



Summary of STEP Committee Work

The STEP Committee met monthly to formulate the Committee's recommendation to City Council:

- **Meeting 1** – April 30th, 2025: Introduction, project schedule, and overview of STEP housing requirements.
- **Meeting 2** – May 22nd, 2025: Case studies presented on peer city's STEP housing approaches, including Bothell, Edmonds, and Lynnwood.
- **Meeting 3** – June 25th, 2025: Panel discussion with low- income housing experts.
- **Meeting 4** – July 30th, 2025: Discussion of outreach materials, City code changes and processes, and agreements to be presented to housing developers and residents.

Summary of STEP Committee Work

- **Meeting 5** – August 20th, 2025: Review of draft agreements, Municipal Code updates, and preparation for Open House.
- **Community Open House** – September 17th, 2025: Materials presented to Kenmore residents to provide information of the STEP Advisory committee and STEP housing, as well as provide a forum for residents to submit feedback on STEP housing in Kenmore.
- **Meeting 6** – October 8th, 2025: Recap of Open House and final discussion on recommendations to be presented to City Council.



Outreach Summary – STEP Housing

Survey Responses

Support for

- Streamlined and simple approval process for developments
- Resources for community and resident safety
- Learn from lessons of Plymouth Housing
- Want to see STEP housing types permitted more freely throughout the City instead of concentrated on 522
- Convert existing housing to STEP

Concern and Opposition

- Safety and security of residents, especially drug use
- Overcrowding and capacity
- Need to enforce agreements and rules
- Negative impacts to property values
- Kenmore is too small for this type of housing
- Recognize sentiment of community who opposes this

Community responses within the survey are available in their entirety in the Council agenda packet.

Outreach Summary – Agreements

Survey Responses

Support for

- Agreements should keep all parties safe
- Concern that these are overly restrictive
- Agreements should be required for all housing projects
- Keep agreements simple
- Support agreements with community engagement and outreach

Concern and Opposition

- Potential impacts to neighboring businesses
- Lack of enforcement and accountability/these agreements do not work
- Should be more specific relating to drug use and how enforcement works

Community responses within the survey are available in their entirety in the Council agenda packet.

STEP Housing Advisory Committee Recommendations

Overview of Recommendations

The STEP Housing Advisory Committee recommendations are consistent with State Law requirements.

- Most zones must allow certain types of STEP Housing, per State Law.
- The recommendations do not include zoning amendments for cold weather shelters. However, these amendments will be coordinated for consistency purposes.

Overview of Recommendations

1. Consider and adopt (at a later time) all the recommended Kenmore Municipal Code Amendments relating to STEP Housing. **(Attachment A)**.
2. Require all STEP housing developments to complete the Good Neighbor Agreement. **(Attachment B)**
3. Require that all STEP housing operators include an Operator/Resident agreement within the lease documents for residents. **(Attachment C)**
4. Require a business license for the operation of any supportive services associated with a STEP housing development, consistent with [KMC 5.105](#).
5. Require a community meeting within fourteen days of submittal of a permit application for all STEP housing developments over 100 units.

Overview of Recommendations

6. Require a 90-day check-in following Certificate of Occupancy for new STEP housing developments with the City of Kenmore as well as continual annual check-ins to review annual reports.
7. Encourage parking requirement reductions for STEP developers whose developments provide alternative means of transportation, such as a shuttle, or whose residents do not typically own or utilize personal vehicles.
8. Allow neighborhood commercial (often referred to as corner stores) as a permitted use in all zones where STEP housing is permitted (not included in proposed code amendments)
9. Require that STEP housing developers provide evidence of funding continuity (not included in proposed code amendments)

Proposed Definitions

Definitions to Add

- “Good Neighbor Agreement”
- “Emergency Shelter”
- “Emergency Housing”
- “Permanent Supportive Housing”
- “STEP Housing”
- “Transitional Housing”
- Definitions follow those used in other jurisdictions

Proposed Code Edits

Sections to be Amended

- Transitional Housing, Permanent Supportive Housing permitted in DC, UC, WC, RB, TOD overlay, DR, UR zones, and Residential zones with footnote requiring good neighbor agreement.
- Emergency housing permitted in DC, UC, RB, WC, and TOD overlay with footnote requiring good neighbor agreement.
- All zones where hotels are allowed must permit emergency shelters.
- Include STEP housing as a use reviewed under Type 1 processes subject to findings.
- Standard Type 2 decision process for STEP housing, consistent with other residential development.

The City of Kenmore is currently modifying the requirements for Indoor and Outdoor Temporary Homeless Shelters and Cold-Weather Low-Barrier Shelters as a separate but related effort. City Staff is coordinating on these changes to see how they should change to meet Emergency Housing requirements.

Proposed Good Neighbor Agreement

- Between the City, development operator, and appropriate local parties (neighborhood assoc, businesses, etc.).
- Defines the geographic area where the agreement applies.
- Defines roles and responsibilities for each and all signing parties.
- Identifies primary points of contact for all parties.
- Describes the communication and escalation process for all concerns.
- Required to be completed with a notice sent to surrounding properties

Proposed Resident – Operator Agreement

- Activity rules for residents
 - Limits on noise, pets, guests, and garbage
 - Prohibits littering, drug use and sales, panhandling, and other public nuisance or illegal acts
 - Does not supersede local ordinances
- Defines applicable geographic area
 - Includes the development and public frontage
- Sample provided is general and modifiable in nature
- Not included in Municipal Code edits
- Most STEP Housing Operators will have their own agreement that they put in place

STEP Housing Advisory Committee Member Individual Remarks

Opportunity for each member to speak on what is most important to them, if they would like to do so.

Next Steps

Next Steps

- 11/17/25 City Council discussion/direction of draft Zoning Code Amendments and recommendations relating to STEP Housing.
- Public Hearing and Ordinance adoption of zoning code amendments (dates to be determined)

Thank you!

City Council Agenda Bill
City of Kenmore, WA



Meeting Date: 11/17/2025

Subject/Topic:	Proposed Council Action/Motion:
3 rd Quarter 2025 Financial Report Presentation Department: Finance & Administration Prepared by: Melinda Merrell, Finance Director Julie Yinger, Accountant Attachments: 3 rd Quarter 2025 Financial Reports	☐ Information Only ☒ Receive and File ☐ Discuss ☐ Provide Direction ☐ Public Hearing ☐ Adopt/Approve ☐ Authorize ☐ Other: Receive & File: 3 rd Quarter 2025 Financial Reports for the City of Kenmore

Approvals:

Department

City

Finance

City

Head MM 11/4/2025 Attorney NA

Director MM 11/4/2025 Manager TK 11/4/25

Optional

Summary/Background:

The 3rd Quarter 2025 Financial Reports are presented for Council review. These reports provide a look into the first nine (9) months of the biennium through September 30, 2025. These reports provide the opportunity for the City Council and the community to receive information on the City of Kenmore's biennium to date revenues and expenditures in comparison to the City's 2025-2026 adopted biennial budget. The budget was adopted on November 25, 2024.

Previous Council Action(s):

On November 25, 2024, the City of Kenmore adopted the 2025-2026 biennial budget by Ordinance No. 24-0618.

Fiscal Consideration:

The end of September 30, 2025, is the ninth (9th) month of the 2025-2026 biennium budget period with 37.5% of the biennium budget elapsed.

General Fund:

As of the 3rd Quarter of 2025, the biennium to date revenues exceeded expenditures by \$879,119. Revenues were \$13.0 million while expenditures were \$12.1 million. Revenues (37.1%) and expenditures (31.8%) are both slightly below the 37.5% target. Development Fees and Permits and Investment Interest helped push revenues higher during the period. Expenses are running low for the

biennium mainly due to lower legal fees than anticipated as well as minimal special project costs incurred.

Other highlights for the quarter:

Development fees and permits ended the quarter ahead of the biennial target by 36.8%, bringing in \$2.0 million or 74.3% in revenue over the projected 37.5%.

With current interest rates, our investment interest is ahead of target, coming in at \$110,216 for Q3, 2025 and \$340,856 for the first nine months of 2025. This is 75.7% of the biennium budget amount of \$450,000.

Kenmore Automated Photo Enforcement (KAPE) is bringing in more revenue than anticipated as well as more costs than anticipated. Overall, revenues are at 48% of budget while expenses are at 32.7% of budget. Mid-biennium amendments are being proposed to increase both revenue and expense budget amounts to align with photo enforcement activity trends.

General Fund ending fund balance as of September 30, 2025, was \$11.04 million.

City Council Priorities or Budget Objective Being Addressed:

Kenmore Budget Policy 9a: A revenue/expenditure report will be produced monthly so that it can be directly compared to the actual results of the fiscal year to date.

Kenmore Budget Policy 9b: All budget amendments, both revenues and expenditures, will be noted in the quarterly report.



City of Kenmore

Memorandum

Date: November 4, 2025
To: Teri Killgore, City Manager
From: Melinda Merrell, Finance Director
Regarding: 3rd Quarter 2025 Financial Reports for the City of Kenmore

3rd Quarter 2025 financial information is presented for your review and delivery to the City Council. Attached you will find the following reports:

- General Fund Summary
- Street Fund Summary
- Other Funds Monthly Activity
- Investment Schedule and Portfolio Analysis
- Retail Sales and Use Tax Distribution

If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

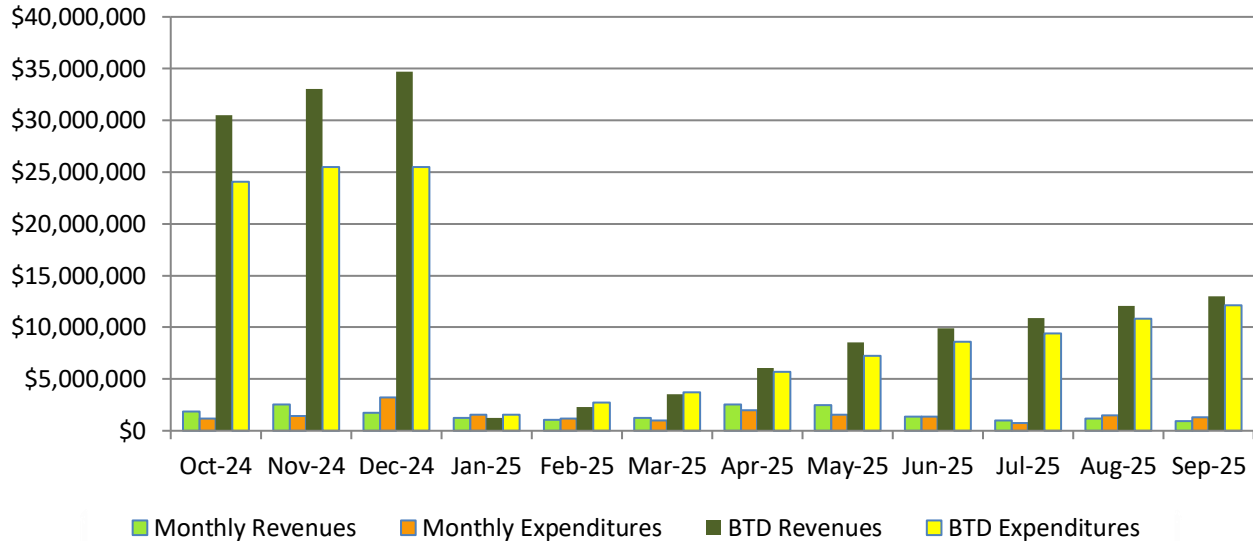
GENERAL FUND

The first section of the quarterly financial report is a review of the General Fund. This fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Revenues include various taxes, per capita distributions from the State, fines and forfeitures, permits and licenses, and fees for service. In the context of the biennial budget, the 3rd quarter is the first nine months of the 2025-2026 biennial budget period.

For the quarter ending September 30, 2025, expenditures exceeded revenues in the General Fund by \$411,604. The main reason is that our largest source of revenue, property taxes, is received in April and October.

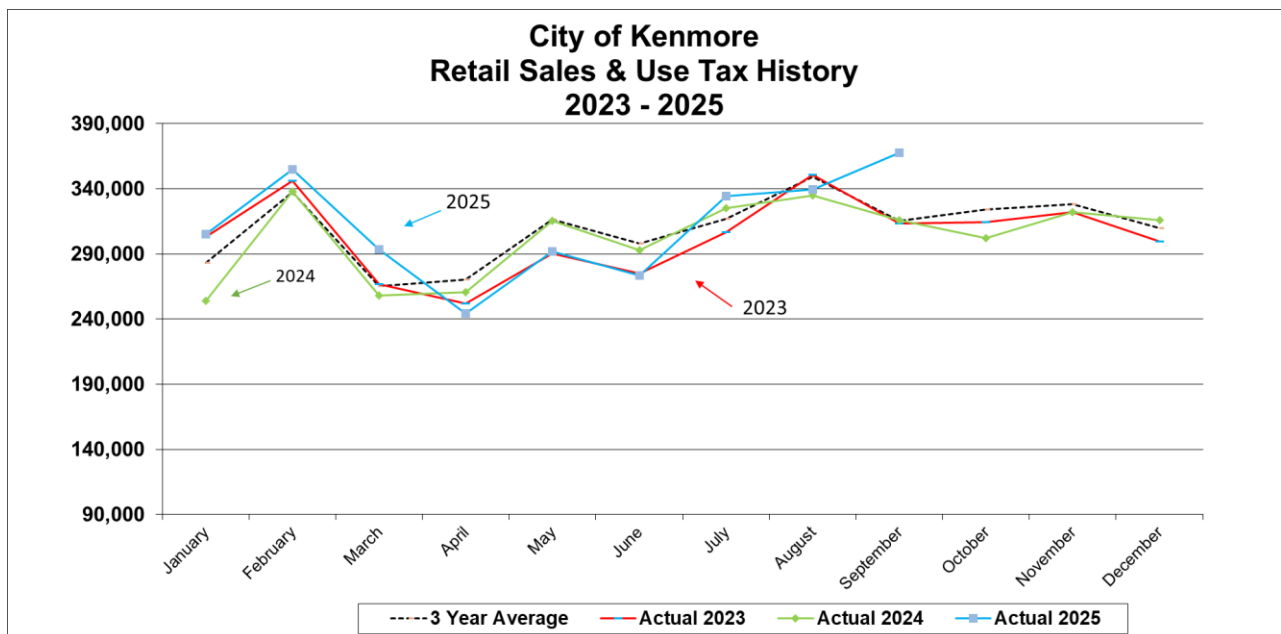
The following chart illustrates the monthly revenue and expenditure activity in the General Fund for the twelve (12) month period through September 2025.

City of Kenmore
Quarterly Financial Report
September 2025

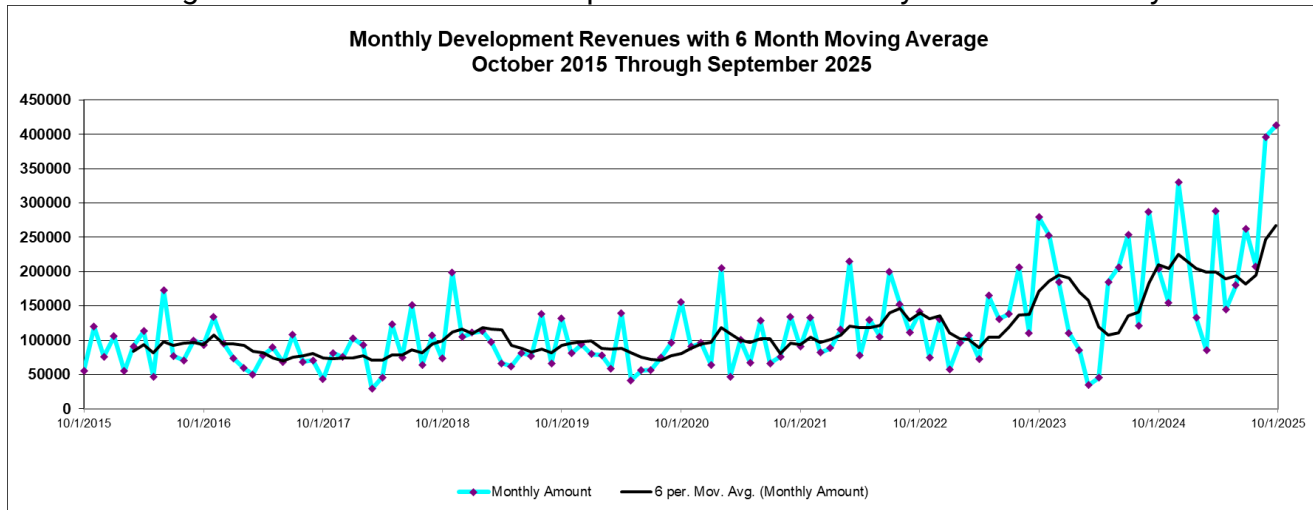


Total **revenues** for Q3, 2025 were **\$3.1 million**. Biennium to date revenues were \$13.0 million, which is 37.1% of the budgeted revenues of \$35.1 million. Primary sources of revenue for the quarter include \$1.0 million in sales and use taxes, \$497,099 in intergovernmental and grants, \$463,552 in utility taxes and \$450,309 in development fees & permits.

A summary of sales tax revenues received in **September** is attached. These receipts are based on **July** sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last few years. The black dotted 3-year-average line is a monthly average of actual receipts during 2023, 2024, and 2025. The blue line represents 2025 actual receipts by month, which in September are \$51,589 over 2024 and over the 3-year-average by \$51,860.



The following chart illustrates the Development Revenue activity over the last 10 years.



For the quarter ended September 30, 2025, expenditures were \$3.5 million. Biennium to date expenditures were \$12.1 million which is 31.8% of the biennial budget of \$38.2 million.

Legal expenses are lower than expected due to lower use and some costs being recorded in capital funds. Special Projects costs are minimal as only staff costs have been incurred through September.

City cash, \$37.9 million, and investments, \$11.9 million, at the end of September 30, 2025, totaled \$49.8 million. Cash includes over \$35.0 million invested in money market accounts or the Local Government Investment Pool (LGIP) which has the same liquidity of cash and is earning interest of over 4.0%.

OTHER FUNDS

In the **Street Fund**, revenues exceeded expenditures as of September 30, 2025, as ROW Permits year to date are much higher than expected. Thus, revenues are 49.3% for the biennium vs the 37.5% target.

In the 3rd quarter, the **Transportation Capital Fund** had expenditures in the amount of \$2.2 million on pedestrian safety projects and street maintenance. The fund received \$1.3 million in grant reimbursements during the quarter.

The **Real Estate Excise Tax Fund** received \$489,204 of real estate excise taxes (REET) in the 3rd quarter 2025.

The **Park Impact Fee Fund** received \$12,970 in revenues during the quarter.

In the 3rd quarter, there was \$27,564 in revenue for the **Transportation Impact Fee Fund**.

The **Public Works Operations Center (PWOC) Fund** had \$487,782 in expenses for the third quarter. The Fund also earned over \$134,979 in investment interest. Expenses will pick up late in 2025 and then throughout 2026.

The **KAPE Fund** received \$1.3 million in photo enforcement infraction revenue during the quarter which was offset by \$1.3 million in expenses. Expenses were high in the third quarter due to the timing of the reconciliation report from King County in August and determining the appropriate costs to record as KAPE expenses. An estimate of all year-to-date KAPE court costs (\$750,000) was recorded in the third quarter.

The **Transportation Benefit District Fund** received \$190,603 in vehicle license fees during the quarter.

SUMMARY

Overall, the revenues and expenditures for first three quarters of the 2025-2026 biennium are on target. The KAPE court costs have been reconciled and are being captured based on estimated per citation costs. For the third quarter of 2025, most revenues are coming in at or above target and some expenses are below budget due to the cyclical nature of the work and/or timing of invoices.

This concludes the financial report for the City of Kenmore as of the **3rd quarter 2025**. I appreciate your feedback and encourage you to contact me if you have any questions prior to the City Council meeting.

City of Kenmore
General Fund Summary Report
September 30, 2025

	CURRENT PERIOD 2025-2026				PREVIOUS PERIOD 2023-2024				
	3rd Quarter <u>2025</u>	BIENNIUM TO DATE <u>2025-2026</u>	% of <u>BUDGET</u>	BIENNIUM BUDGET <u>2025-2026</u>	3rd Quarter <u>2023</u>	3rd Quarter <u>2024</u>	BIENNIUM BUDGET <u>2023-2024</u>	% of <u>BUDGET</u>	AMENDED BIENNIUM BUDGET <u>2023-2024</u>
REVENUES									
Beginning Fund Balance		10,164,323		10,164,323			3,533,762		3,533,762
Property Taxes	110,841	3,344,944	26.8%	12,498,431	102,458	96,879	11,535,470	100.4%	11,493,841
Sales and Use Taxes	1,041,099	2,804,732	37.6%	7,450,866	970,941	976,460	7,319,235	101.2%	7,231,794
Utility Taxes	463,552	2,005,927	40.3%	4,973,585	476,661	175,910	4,476,848	101.7%	4,400,745
Other Taxes	63,546	181,463	42.6%	426,270	31,164	53,581	397,996	98.0%	406,161
Development Fees & Permits	450,309	2,054,090	74.3%	2,765,396	716,378	687,968	4,057,187	161.4%	2,513,543
Franchise Fees	209,419	681,897	36.5%	1,870,590	253,632	239,970	1,754,134	97.1%	1,807,003
Intergovernmental and Grants	497,099	1,355,170	45.1%	3,007,995	620,885	223,380	3,057,567	100.0%	3,058,853
Investment Interest	110,216	340,856	75.7%	450,000	48,072	170,686	691,924	230.6%	300,000
Transfers and Other Revenues	143,881	237,663	14.6%	1,632,231	38,918	37,625	3,154,046	179.7%	1,755,318
Total Revenues	3,089,963	13,006,742	37.1%	35,075,364	3,259,108	2,662,458	36,444,406	110.5%	32,967,258

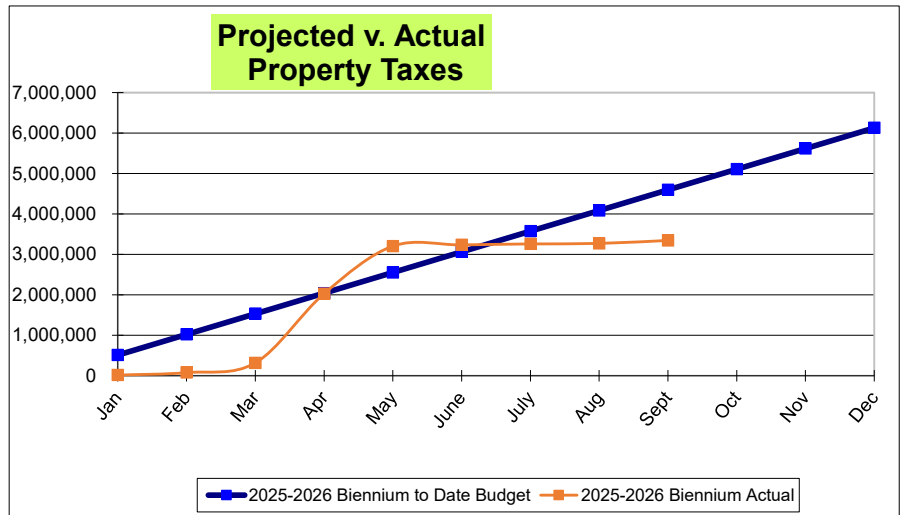
City of Kenmore
General Fund Summary Report
September 30, 2025

	CURRENT PERIOD 2025-2026				PREVIOUS PERIOD 2023-2024				
	3rd Quarter 2025	BIENNIUM TO DATE 2025-2026	% of BUDGET	BIENNIUM BUDGET 2025-2026	3rd Quarter 2023	3rd Quarter 2024	BIENNIUM BUDGET 2023-2024	% of BUDGET	AMENDED BIENNIUM BUDGET 2023-2024
EXPENDITURES									
<u>Cost Center</u>									
City Council	34,778	157,780	36.9%	427,493	51,141	42,451	436,524	107.8%	405,013
City Manager	431,085	1,253,507	39.7%	3,159,453	605,257	510,229	3,853,857	105.8%	3,640,924
City Clerk	61,685	323,569	31.9%	1,015,892	125,401	102,563	1,034,080	105.7%	978,750
Finance	232,737	1,430,404	34.8%	4,110,164	231,532	250,067	2,955,953	94.1%	3,141,637
Human Resources	32,064	80,723	46.9%	172,000	6,352	19,159	219,959	43.1%	510,304
Legal	111,389	227,447	25.3%	900,000	98,200	104,102	925,980	132.3%	700,000
Interfund Transfers/Non Department	0	0	0.0%	890,000	0	0	2,031,527	98.8%	2,057,093
Public Safety	777,754	3,547,620	32.2%	11,007,281	2,556,989	1,066,733	5,927,639	59.5%	9,956,950
Special Projects	13,801	79,766	3.9%	2,026,064	0	51,985	365,024	0.0%	0
Engineering	171,769	518,054	40.5%	1,279,178	210,606	265,359	1,914,198	109.7%	1,745,035
Environmental Services	57,140	246,225	39.2%	627,909	0	55,993	509,093	0.0%	572,820
Housing & Human Services	172,913	447,495	32.4%	1,381,354	0	85,819	835,167	0.0%	550,700
Community Development	299,992	724,276	44.7%	1,619,205	193,386	141,669	1,610,804	79.0%	2,038,723
Developmental Services	472,585	1,250,148	32.7%	3,828,620	314,837	456,215	3,294,762	97.7%	3,371,076
Events, Volunteers, Recreation	202,494	391,668	35.0%	1,120,444	0	0	0	0.0%	0
Public Works Facility Maintenance	212,914	693,383	35.3%	1,963,153	419,331	535,993	3,899,277	104.9%	3,717,276
Public Works Parks Maintenance	216,467	755,560	28.7%	2,635,966	0	0	0	0.0%	0
Total Expenditures	3,501,567	12,127,623	31.8%	38,164,176	4,813,033	3,688,336	29,813,845	89.3%	33,386,301
Expenditures (over) under Revenues	(411,604)	879,119		(3,088,812)	(1,553,925)	(1,025,878)	6,630,561		(419,043)
Ending Fund Balance		11,043,441		7,075,511			10,164,323		3,114,719

City of Kenmore
General Fund Revenue Graphs
September 30, 2025

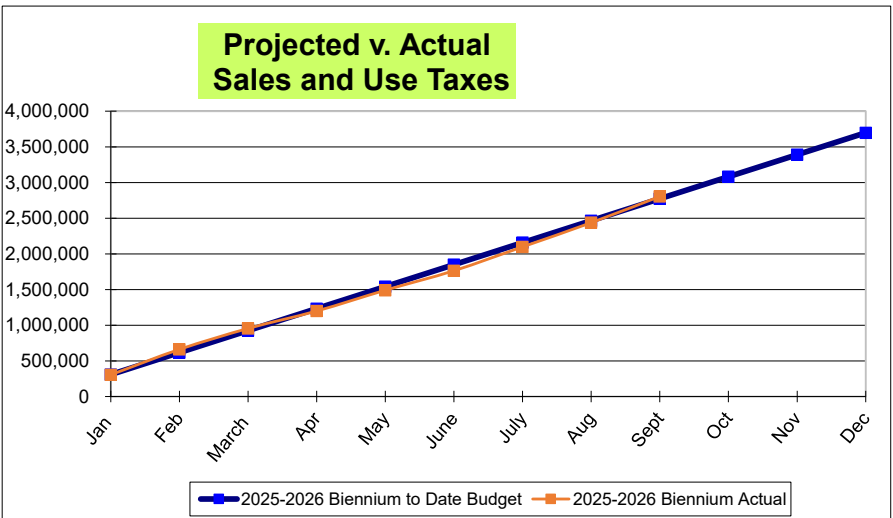
PROPERTY TAXES

	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	510,502	16,330
Feb	1,021,004	77,989
Mar	1,531,506	317,016
Apr	2,042,008	2,030,605
May	2,552,510	3,204,523
June	3,063,012	3,234,103
July	3,573,514	3,258,487
Aug	4,084,016	3,271,115
Sept	4,594,518	3,344,944
Oct	5,105,020	
Nov	5,615,522	
Dec	6,126,018	
2025-26	6,126,018	3,344,944
Year To Date		
Actual v. Projected		73%



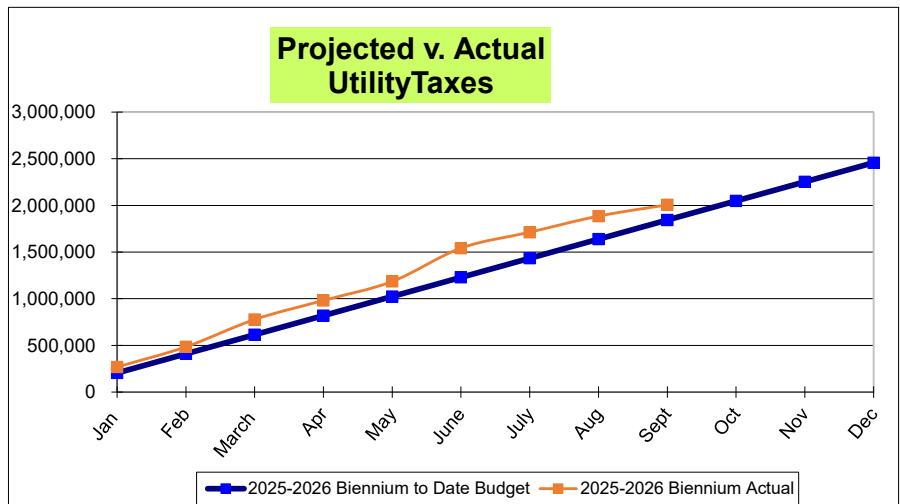
SALES & USE TAXES

	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	308,142	305,044
Feb	616,284	660,937
March	924,426	954,237
Apr	1,232,568	1,198,547
May	1,540,710	1,490,398
June	1,848,852	1,763,633
July	2,156,994	2,097,968
Aug	2,465,136	2,437,236
Sept	2,773,278	2,804,732
Oct	3,081,420	
Nov	3,389,562	
Dec	3,697,700	
2025-26	3,697,700	2,804,732
Year To Date		
Actual v. Projected		101%



UTILITY TAXES

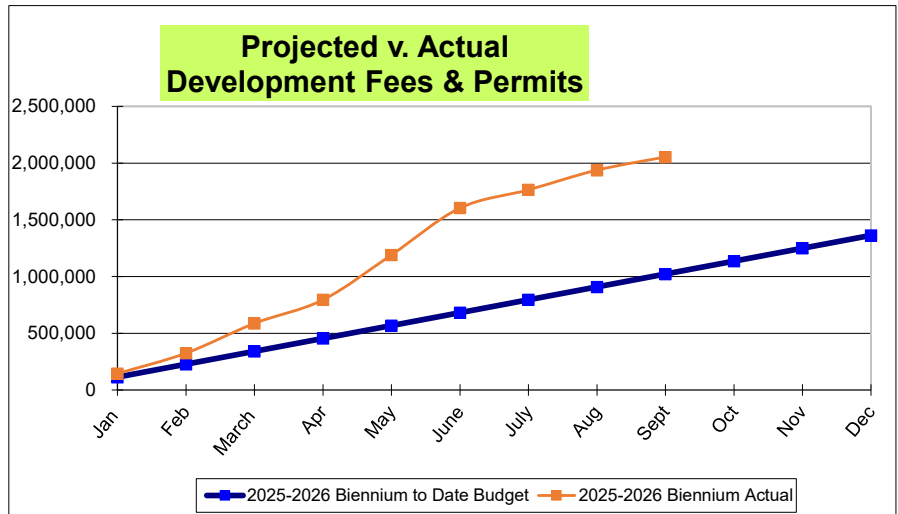
	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	204,835	268,545
Feb	409,670	484,584
March	614,505	777,289
Apr	819,340	981,863
May	1,024,175	1,185,050
June	1,229,010	1,542,375
July	1,433,845	1,713,000
Aug	1,638,680	1,885,681
Sept	1,843,515	2,005,927
Oct	2,048,350	
Nov	2,253,185	
Dec	2,458,022	
2025-26	2,458,022	2,005,927
Year To Date		
Actual v. Projected		109%



City of Kenmore
General Fund Revenue Graphs
September 30, 2025

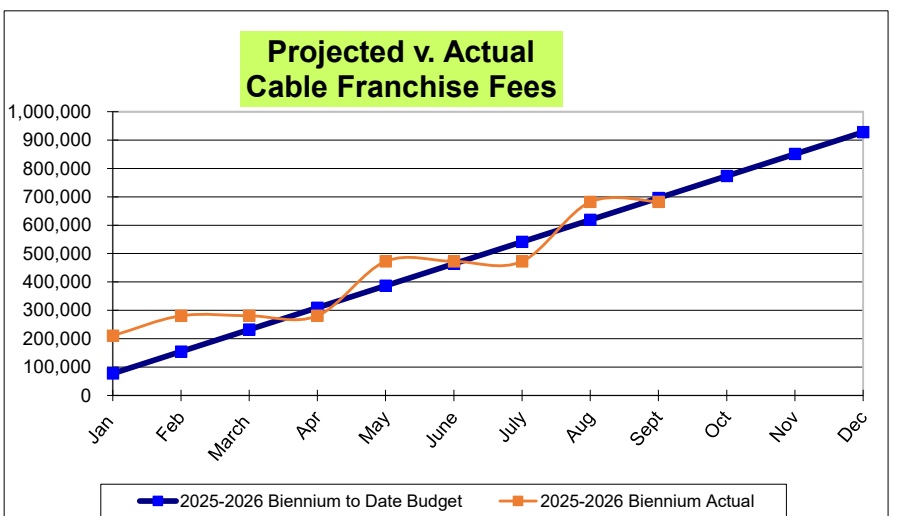
DEVELOPMENT FEES & PERMITS

	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	113,584	144,447
Feb	227,168	324,497
March	340,752	587,205
Apr	454,336	794,677
May	567,920	1,190,745
June	681,504	1,603,782
July	795,088	1,764,781
Aug	908,672	1,938,168
Sept	1,022,256	2,054,090
Oct	1,135,840	
Nov	1,249,424	
Dec	1,363,003	
2025-26	1,363,003	2,054,090
Year To Date		
Actual v. Projected		201%



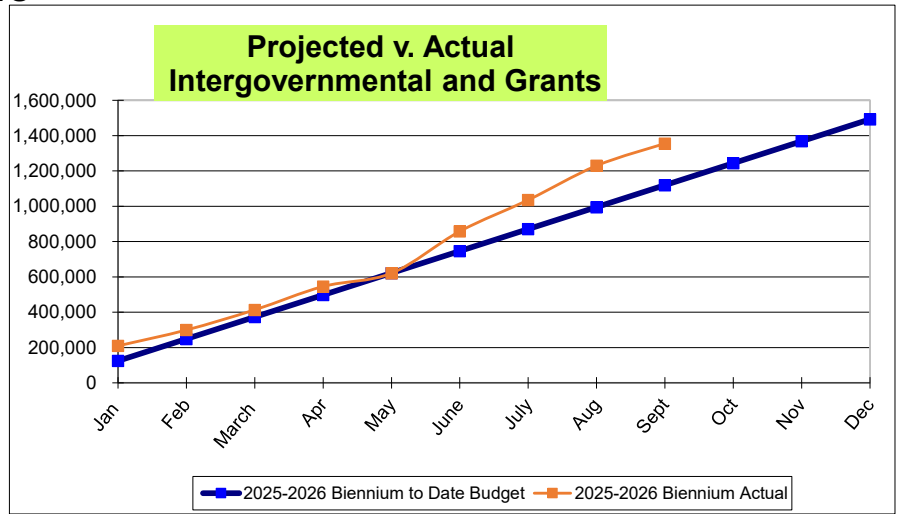
CABLE/WATER/SEWER FRANCHISE FEES

	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	77,333	210,591
Feb	154,666	280,771
March	231,999	280,771
Apr	309,332	280,771
May	386,665	472,478
June	463,998	472,478
July	541,331	472,478
Aug	618,664	681,897
Sept	695,997	681,897
Oct	773,330	
Nov	850,663	
Dec	928,000	
2025-26	928,000	681,897
Year To Date		
Actual v. Projected		98%



INTERGOVERNMENTAL & GRANTS

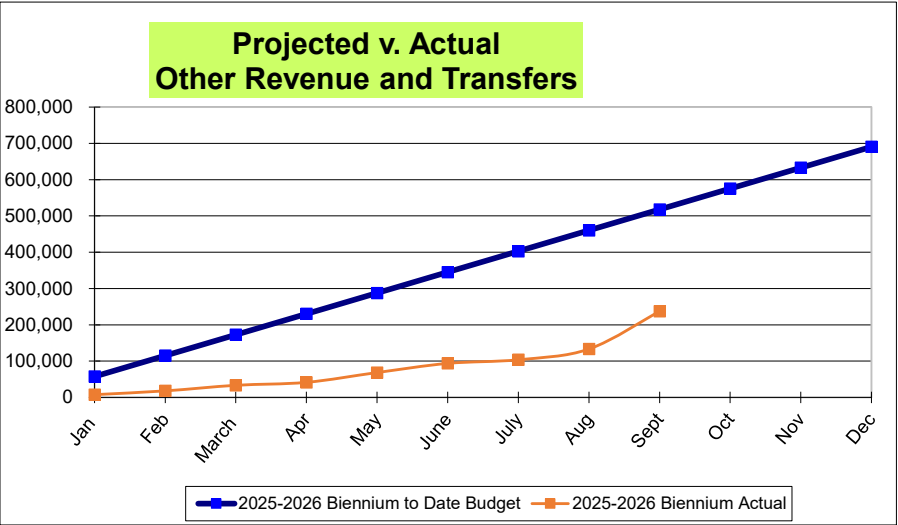
	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	124,405	209,496
Feb	248,810	299,306
March	373,215	413,554
Apr	497,620	545,812
May	622,025	620,759
June	746,430	858,071
July	870,835	1,035,686
Aug	995,240	1,229,805
Sept	1,119,645	1,355,170
Oct	1,244,050	
Nov	1,368,455	
Dec	1,492,854	
2025-26	1,492,854	1,355,170
Year To Date		
Actual v. Projected		121%



City of Kenmore
General Fund Revenue Graphs
September 30, 2025

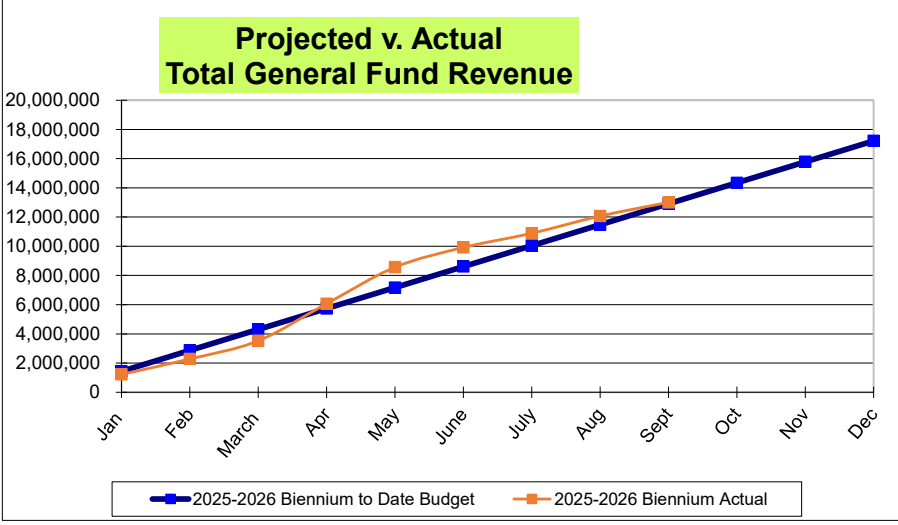
OTHER REVENUES AND TRANSFERS

	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	57,542	7,603
Feb	115,084	18,006
March	172,626	33,364
Apr	230,168	41,508
May	287,710	68,523
June	345,252	93,782
July	402,794	103,773
Aug	460,336	133,256
Sept	517,878	237,663
Oct	575,420	
Nov	632,962	
Dec	690,500	
2025-26	690,500	237,663
Year To Date		
Actual v. Projected		0%



TOTAL GENERAL FUND REVENUE

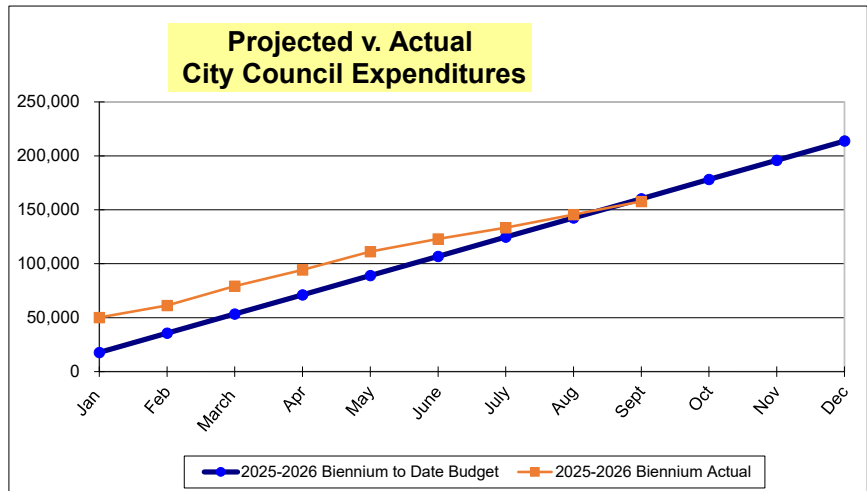
	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	1,434,591	1,228,579
Feb	2,869,182	2,279,878
March	4,303,773	3,524,993
Apr	5,738,364	6,066,781
May	7,172,955	8,563,523
June	8,607,546	9,916,779
July	10,042,137	10,890,903
Aug	11,476,728	12,069,215
Sept	12,911,319	13,006,742
Oct	14,345,910	
Nov	15,780,501	
Dec	17,215,097	
2025-26	17,215,097	13,006,742
Year To Date		
Actual v. Projected		101%



City of Kenmore
General Fund Expenditure Graphs
September 30, 2025

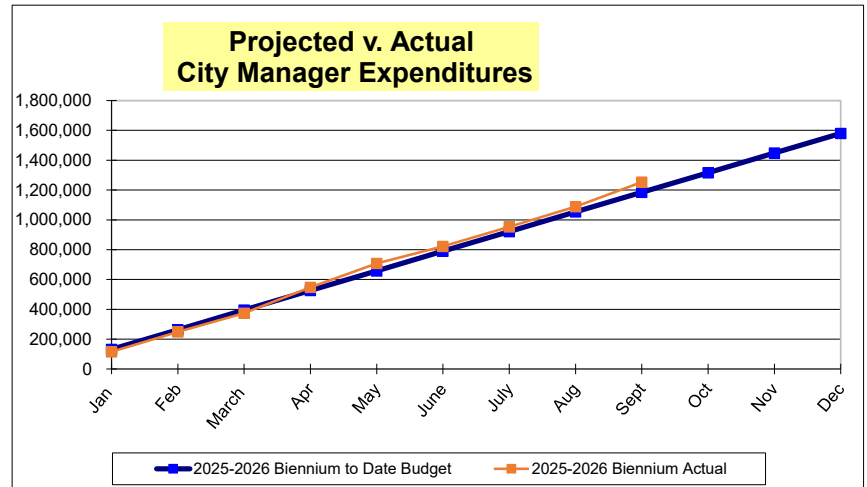
CITY COUNCIL

	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	17,812	50,204
Feb	35,624	61,271
March	53,437	79,292
Apr	71,249	94,210
May	89,061	111,212
June	106,873	123,002
July	124,685	133,479
Aug	142,498	145,598
Sept	160,310	157,780
Oct	178,122	
Nov	195,934	
Dec	213,747	
2025-26	213,747	157,780
Year To Date		
Actual v. Projected		98%



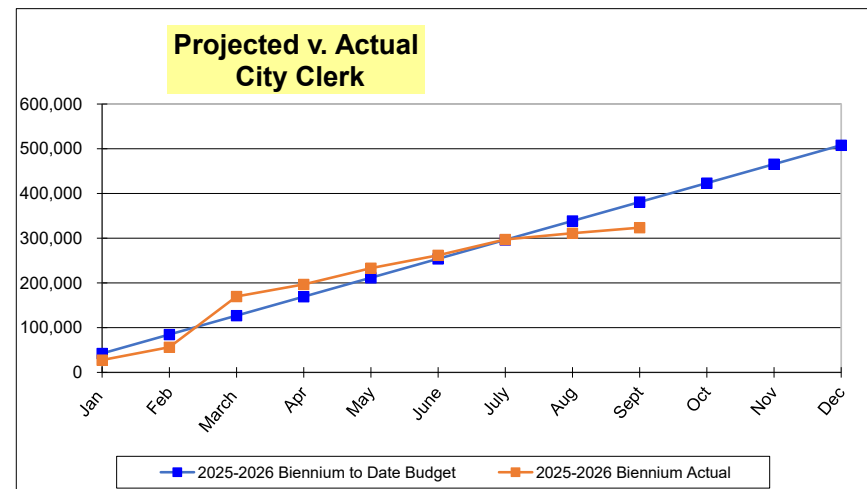
CITY MANAGER

	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	131,644	115,551
Feb	263,288	248,702
March	394,932	374,319
Apr	526,576	547,475
May	658,219	708,433
June	789,863	822,422
July	921,507	953,052
Aug	1,053,151	1,089,030
Sept	1,184,795	1,253,507
Oct	1,316,439	
Nov	1,448,083	
Dec	1,579,727	
2025-26	1,579,727	1,253,507
Year To Date		
Actual v. Projected		106%



CITY CLERK

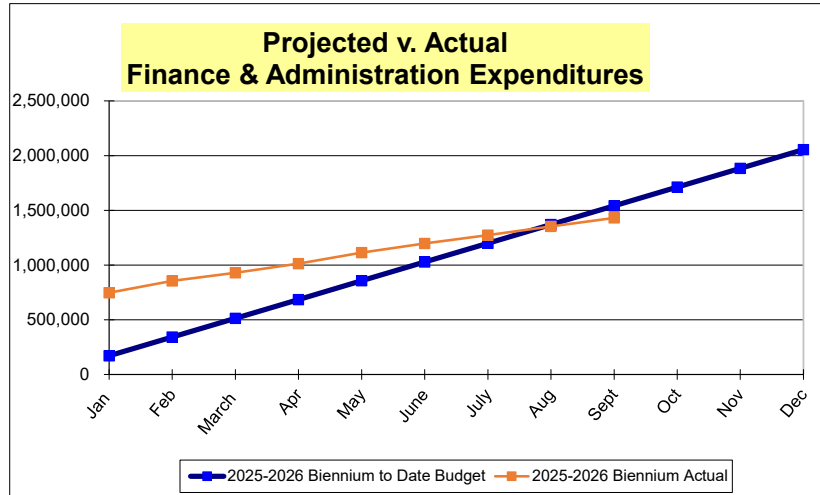
	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	42,329	27,583
Feb	84,658	56,114
March	126,987	169,752
Apr	169,315	196,603
May	211,644	233,043
June	253,973	261,884
July	296,302	297,323
Aug	338,631	310,999
Sept	380,960	323,569
Oct	423,288	
Nov	465,617	
Dec	507,946	
2025-26	507,946	323,569
Year To Date		
Actual v. Projected		85%



City of Kenmore
General Fund Expenditure Graphs
September 30, 2025

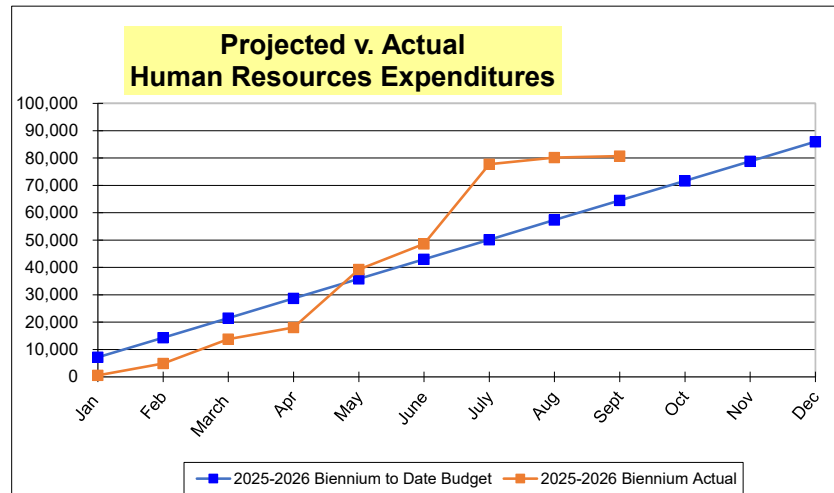
FINANCE & ADMINISTRATION

	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	171,257	747,251
Feb	342,514	854,333
March	513,771	929,158
Apr	685,027	1,012,819
May	856,284	1,113,708
June	1,027,541	1,197,667
July	1,198,798	1,273,917
Aug	1,370,055	1,352,870
Sept	1,541,312	1,430,404
Oct	1,712,568	
Nov	1,883,825	
Dec	2,055,082	
2025-26 Year To Date	2,055,082	1,430,404
Actual v. Projected		93%



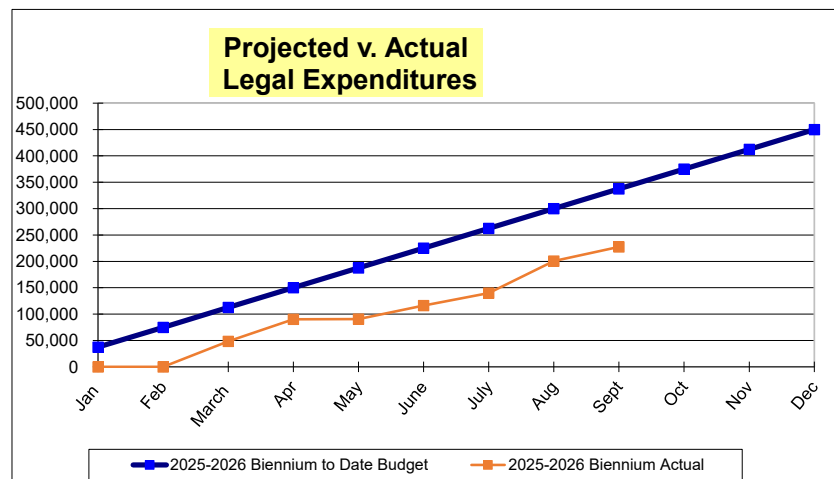
HUMAN RESOURCES

	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	7,167	559
Feb	14,333	4,929
March	21,500	13,804
Apr	28,667	18,023
May	35,833	39,296
June	43,000	48,659
July	50,167	77,718
Aug	57,333	80,191
Sept	64,500	80,723
Oct	71,667	
Nov	78,833	
Dec	86,000	
2025-26 Year To Date	86,000	80,723
Actual v. Projected		125%



LEGAL

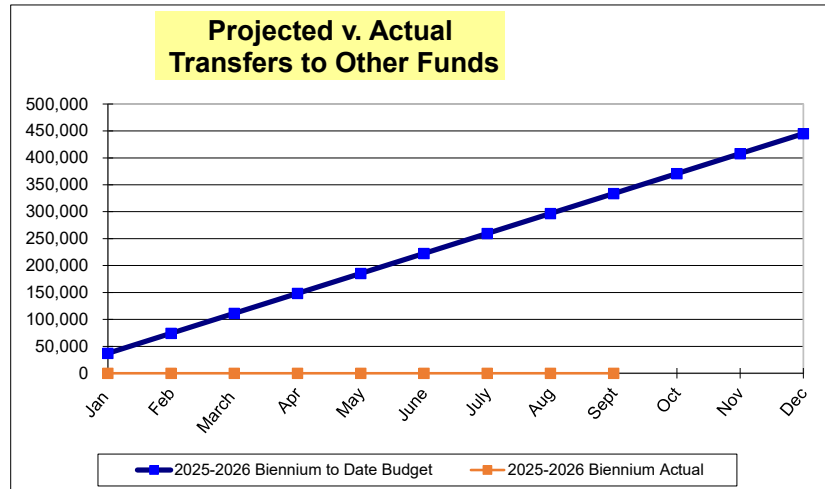
	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	37,500	0
Feb	75,000	0
March	112,500	48,535
Apr	150,000	90,298
May	187,500	90,413
June	225,000	116,058
July	262,500	139,718
Aug	300,000	200,676
Sept	337,500	227,447
Oct	375,000	
Nov	412,500	
Dec	450,000	
2025-26 Year To Date	450,000	227,447
Actual v. Projected		67%



City of Kenmore
General Fund Expenditure Graphs
September 30, 2025

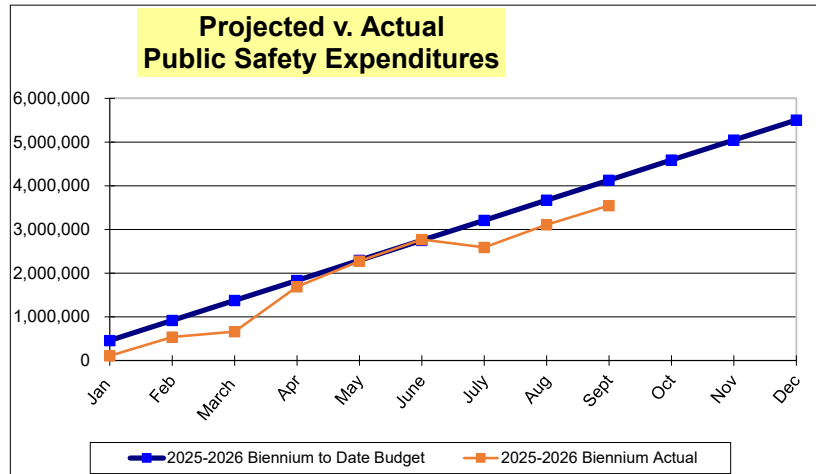
TRANSFERS TO OTHER FUNDS

	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	37,083	0
Feb	74,167	0
March	111,250	0
Apr	148,333	0
May	185,417	0
June	222,500	0
July	259,583	0
Aug	296,667	0
Sept	333,750	0
Oct	370,833	0
Nov	407,917	0
Dec	445,000	0
2025-26	445,000	0
Year To Date		
Actual v. Projected		0%



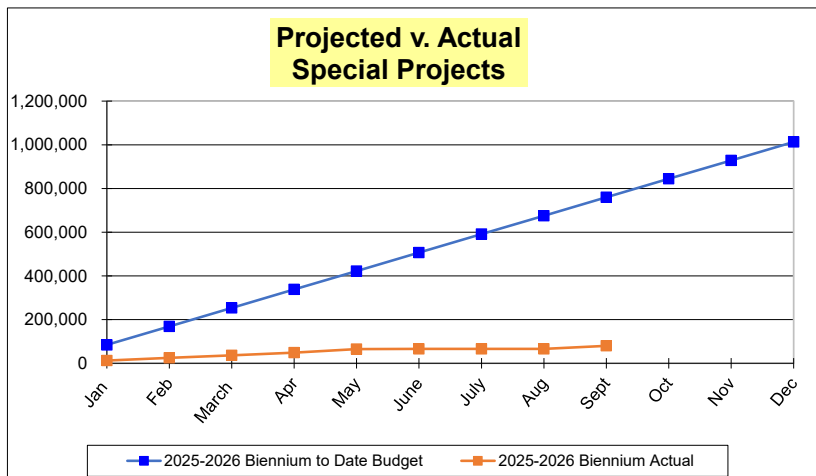
PUBLIC SAFETY

	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	458,637	107,175
Feb	917,273	539,008
March	1,375,910	660,707
Apr	1,834,547	1,688,234
May	2,293,184	2,275,778
June	2,751,820	2,769,866
July	3,210,457	2,587,828
Aug	3,669,094	3,107,003
Sept	4,127,730	3,547,620
Oct	4,586,367	
Nov	5,045,004	
Dec	5,503,641	
2025-26	5,503,641	3,547,620
Year To Date		
Actual v. Projected		86%



SPECIAL PROJECTS

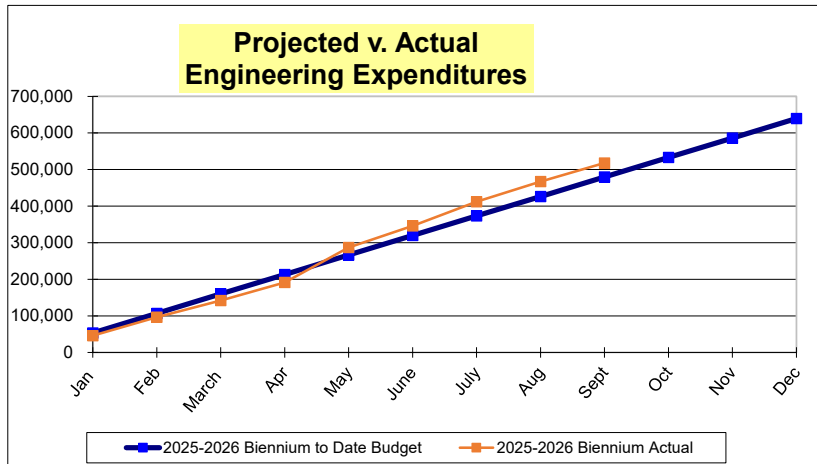
	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	84,419	12,473
Feb	168,839	24,622
March	253,258	36,772
Apr	337,677	48,918
May	422,097	64,882
June	506,516	65,965
July	590,935	66,218
Aug	675,355	66,244
Sept	759,774	79,766
Oct	844,193	
Nov	928,613	
Dec	1,013,032	
2025-26	1,013,032	79,766
Year To Date		
Actual v. Projected		10%



City of Kenmore
General Fund Expenditure Graphs
September 30, 2025

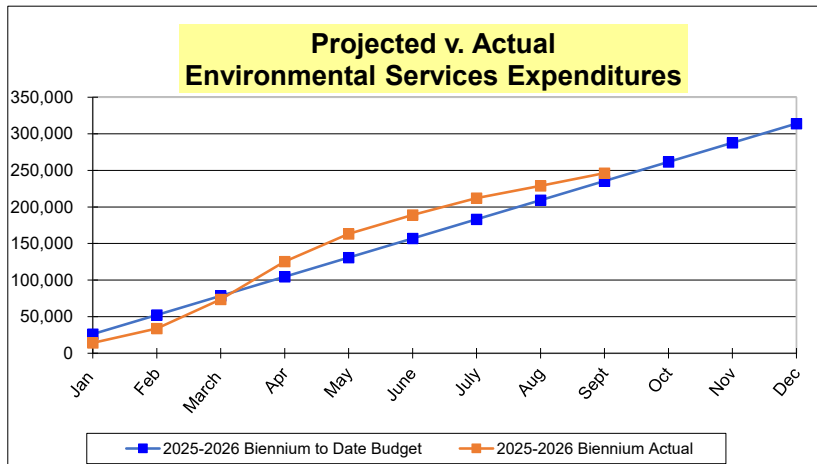
ENGINEERING

	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	53,299	45,914
Feb	106,598	96,150
March	159,897	142,082
Apr	213,196	191,202
May	266,495	287,077
June	319,795	346,284
July	373,094	411,830
Aug	426,393	467,447
Sept	479,692	518,054
Oct	532,991	
Nov	586,290	
Dec	639,589	
2025-26	639,589	518,054
Year To Date		
Actual v. Projected		108%



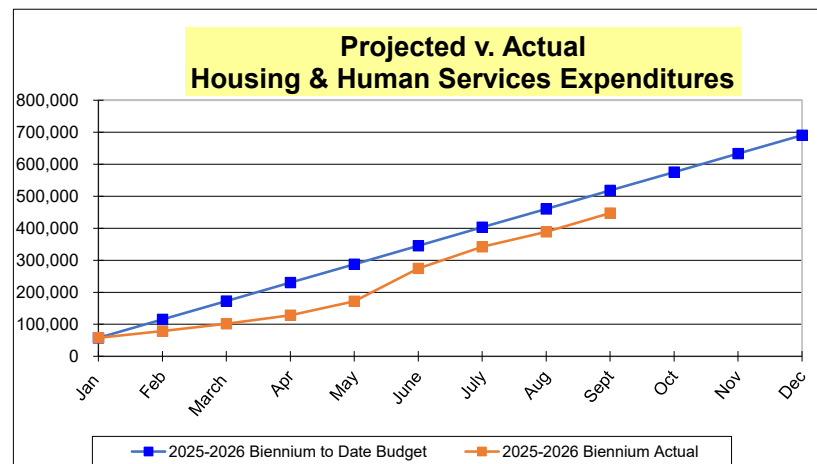
Environmental Services

	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	26,163	14,161
Feb	52,326	33,816
March	78,489	73,521
Apr	104,652	125,398
May	130,814	163,125
June	156,977	189,085
July	183,140	212,188
Aug	209,303	228,838
Sept	235,466	246,225
Oct	261,629	
Nov	287,792	
Dec	313,955	
2025-26	313,955	246,225
Year To Date		
Actual v. Projected		105%



Housing & Human Services

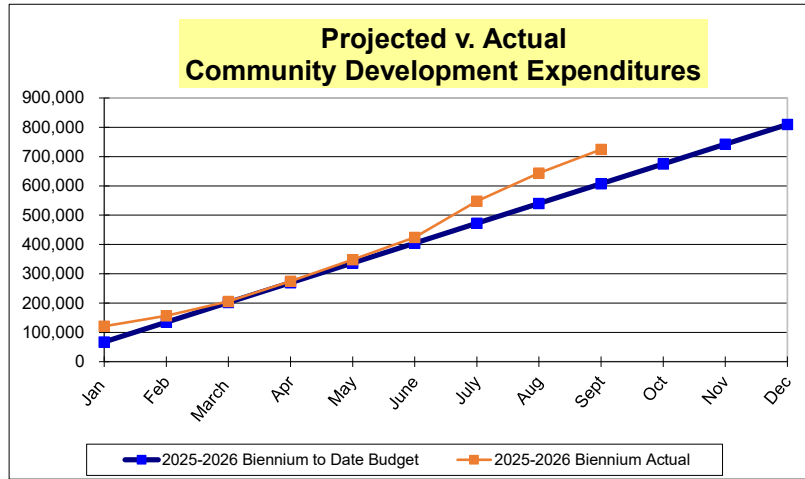
	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	57,556	57,752
Feb	115,113	78,934
March	172,669	101,350
Apr	230,226	128,319
May	287,782	171,833
June	345,339	274,582
July	402,895	342,171
Aug	460,451	388,674
Sept	518,008	447,495
Oct	575,564	
Nov	633,121	
Dec	690,677	
2025-26	690,677	447,495
Year To Date		
Actual v. Projected		86%



City of Kenmore
General Fund Expenditure Graphs
September 30, 2025

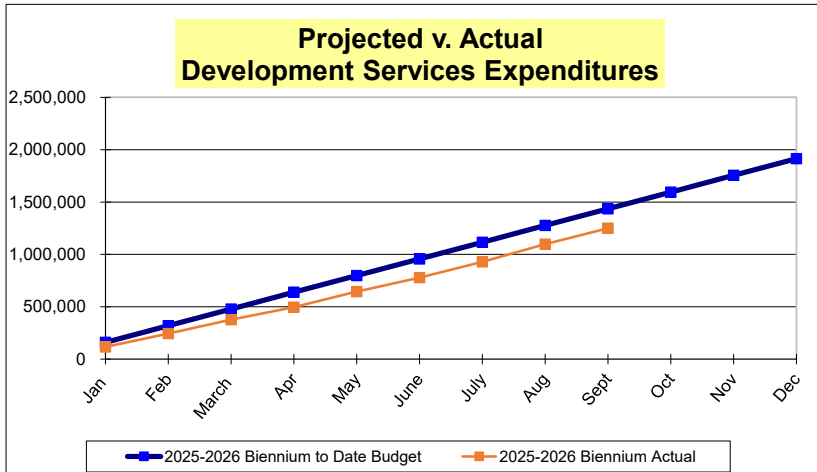
COMMUNITY DEVELOPMENT

	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	67,467	121,010
Feb	134,934	156,788
March	202,401	205,897
Apr	269,868	274,293
May	337,334	348,073
June	404,801	424,283
July	472,268	548,105
Aug	539,735	643,457
Sept	607,202	724,276
Oct	674,669	
Nov	742,136	
Dec	809,603	
2025-26	809,603	724,276
Year To Date		
Actual v. Projected		119%



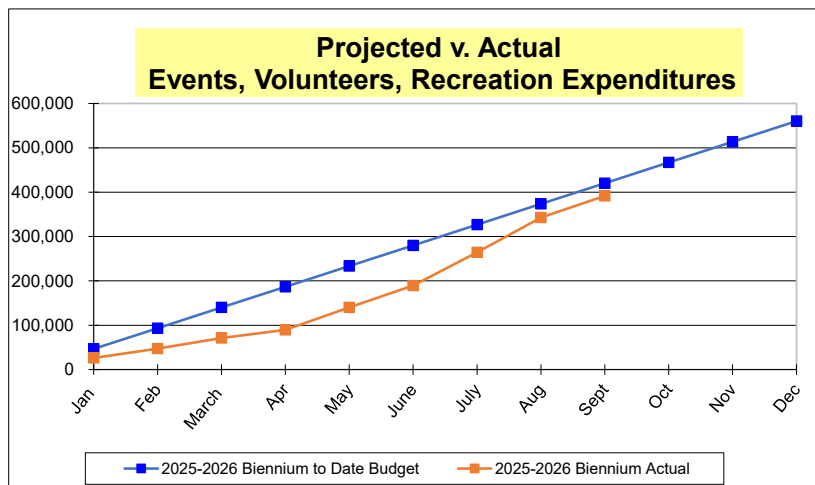
DEVELOPMENT SERVICES

	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	159,526	116,740
Feb	319,052	242,730
March	478,578	376,875
Apr	638,103	496,378
May	797,629	645,644
June	957,155	777,563
July	1,116,681	929,484
Aug	1,276,207	1,097,698
Sept	1,435,733	1,250,148
Oct	1,595,258	
Nov	1,754,784	
Dec	1,914,310	
2025-26	1,914,310	1,250,148
Year To Date		
Actual v. Projected		87%



EVENTS, VOLUNTEERS, RECREATION

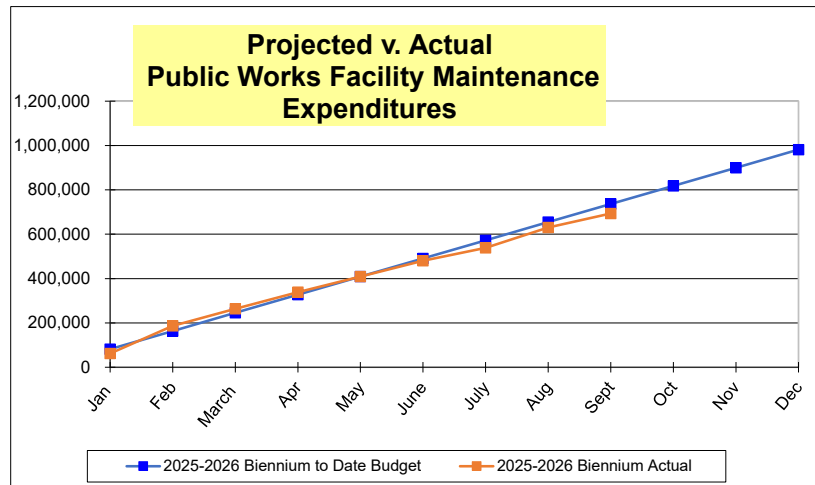
	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	46,685	26,117
Feb	93,370	47,296
March	140,056	71,106
Apr	186,741	89,437
May	233,426	140,072
June	280,111	189,175
July	326,796	264,337
Aug	373,481	342,823
Sept	420,167	391,668
Oct	466,852	
Nov	513,537	
Dec	560,222	
2025-26	560,222	391,668
Year To Date		
Actual v. Projected		93%



City of Kenmore
General Fund Expenditure Graphs
September 30, 2025

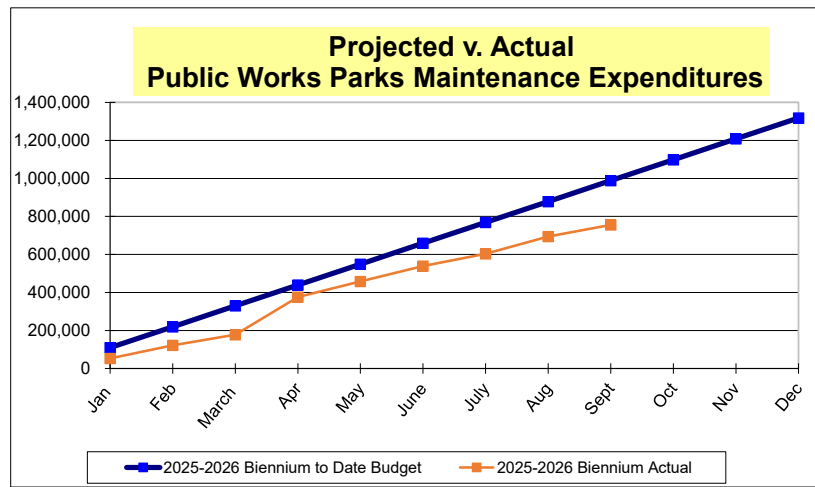
PUBLIC WORKS FACILITY MAINTENANCE

	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	81,798	62,088
Feb	163,596	186,348
March	245,394	263,200
Apr	327,192	338,979
May	408,990	408,623
June	490,788	480,470
July	572,586	538,210
Aug	654,384	629,873
Sept	736,182	693,383
Oct	817,980	
Nov	899,778	
Dec	981,577	
2025-26 Year To Date	981,577	693,383
Actual v. Projected		94%



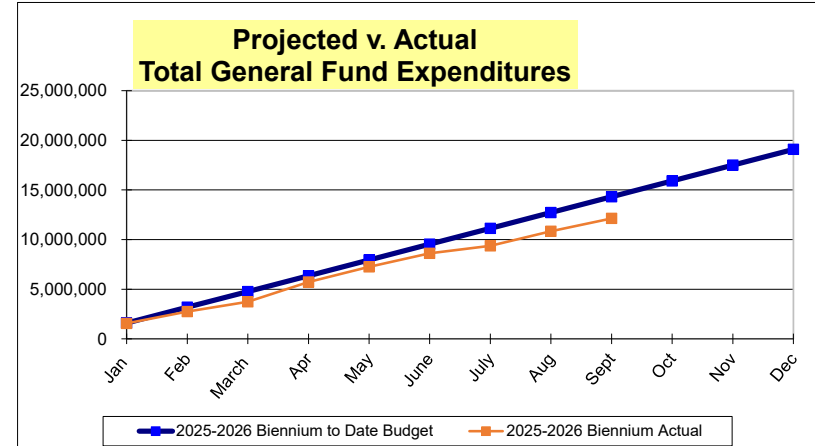
PUBLIC WORKS PARKS MAINTENANCE

	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	109,832	53,048
Feb	219,664	122,183
March	329,496	177,547
Apr	439,328	375,493
May	549,160	457,561
June	658,992	539,092
July	768,823	603,644
Aug	878,655	694,387
Sept	988,487	755,560
Oct	1,098,319	
Nov	1,208,151	
Dec	1,317,983	
2025-26 Year To Date	1,317,983	755,560
Actual v. Projected		76%



TOTAL GENERAL FUND EXPENDITURES

	2025-2026 Biennium to Date Budget	2025-2026 Biennium Actual
Jan	1,590,174	1,557,627
Feb	3,180,348	2,753,225
March	4,770,522	3,723,917
Apr	6,360,696	5,716,080
May	7,950,870	7,258,773
June	9,541,044	8,626,056
July	11,131,218	9,379,220
Aug	12,721,392	10,845,808
Sept	14,311,566	12,127,623
Oct	15,901,740	
Nov	17,491,914	
Dec	19,082,088	
2025-26 Year To Date	19,082,088	12,127,623
Actual v. Projected		85%

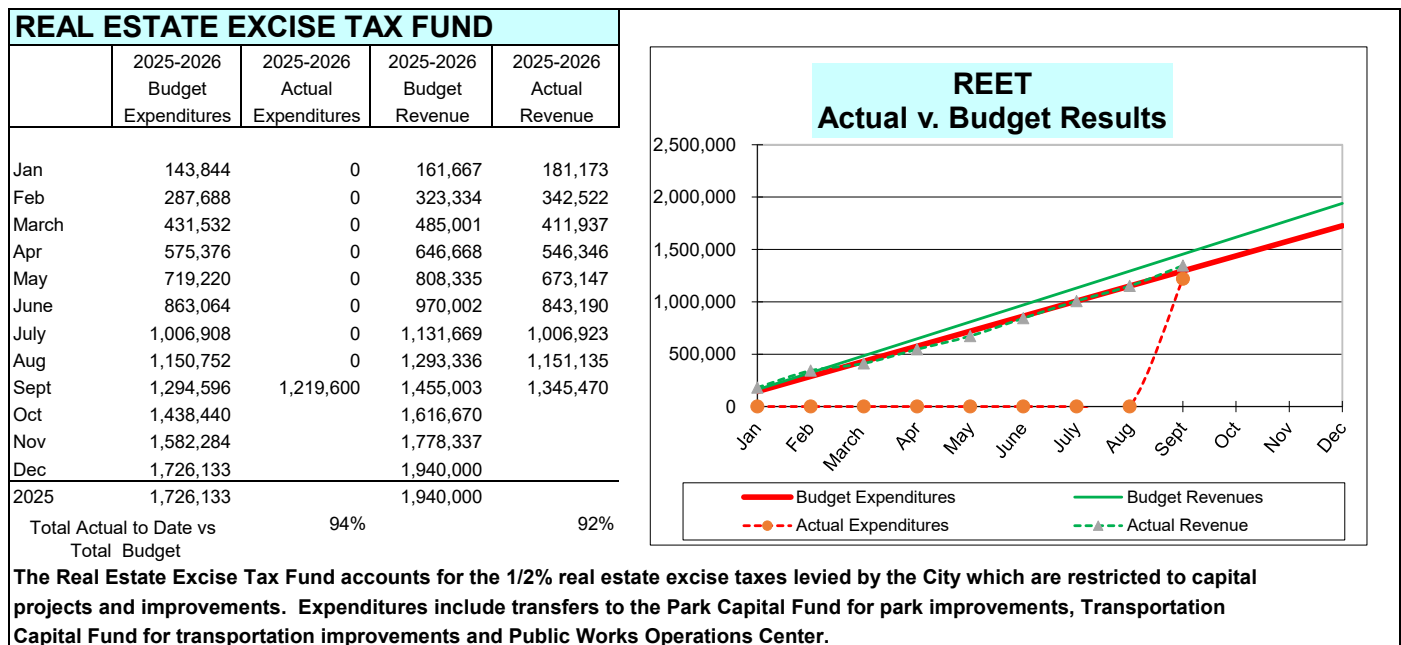
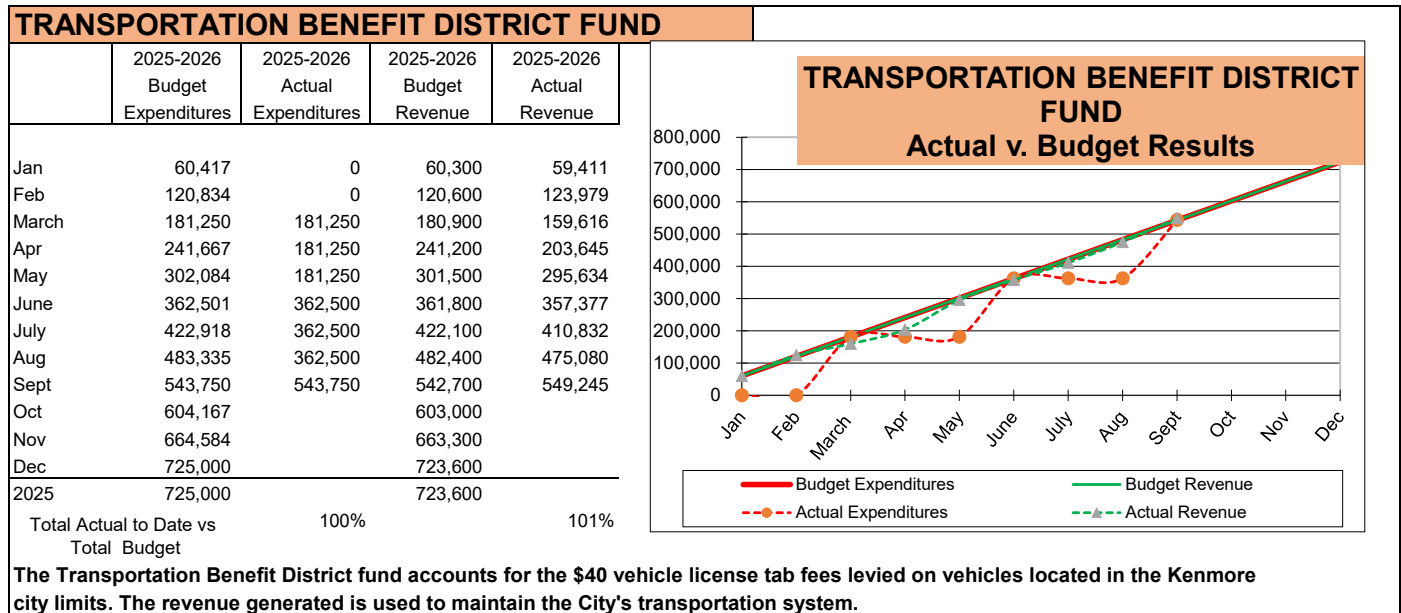


City of Kenmore
Street Fund Summary Report
September 30, 2025

CURRENT PERIOD 2025 - 2026							
	MONTH <u>July 2025</u>	MONTH <u>August 2025</u>	MONTH <u>September 2025</u>	3rd Quarter <u>2025</u>	BIENNIUM TO DATE <u>2025-2026</u>	% of <u>BUDGET</u>	<u>BUDGET</u> <u>2025-2026</u>
REVENUES							
Beginning Fund Balance					2,384,161		2,384,161
Fuel Tax	22,348	50,607	30,491	103,445	288,174	38.1%	756,200
Investment Interest	6,155	6,335	8,601	21,090	65,638	69.1%	95,000
ROW Permit Fees/Inspections	6,659	11,529	8,265	26,453	370,535	149.1%	248,508
Multimodal Transportation	0	0	7,707	7,707	23,121	35.4%	65,233
Insurance Recovery	0	0	0	0	5,520	0.0%	0
MVA Transporation City/Plat Street Signs	0	0	6,863	6,863	20,430	35.0%	58,290
Transfer from TBD	0	0	181,250	181,250	543,750	37.5%	1,450,000
Total Revenues	35,162	68,471	243,176	346,808	1,317,168	49.3%	2,673,231

CURRENT PERIOD 2025 - 2026							
	MONTH <u>July 2025</u>	MONTH <u>August 2025</u>	MONTH <u>September 2025</u>	3rd Quarter <u>2025</u>	BIENNIUM TO DATE <u>2025-2026</u>	% of <u>BUDGET</u>	<u>BUDGET</u> <u>2025-2026</u>
EXPENDITURES							
Salary and Benefits	52,913	48,082	44,529	145,523	384,275	36.5%	1,052,699
Maintenance & Operations	51,719	125,038	53,476	230,233	816,042	40.3%	2,026,025
Total Expenditures	104,633	173,120	98,004	375,756	1,200,317	39.0%	3,078,724
Revenue over (under) Expenditures	(69,471)	(104,649)	145,172	(28,948)	116,852		(405,493)
Ending Fund Balance					2,501,013		1,978,668

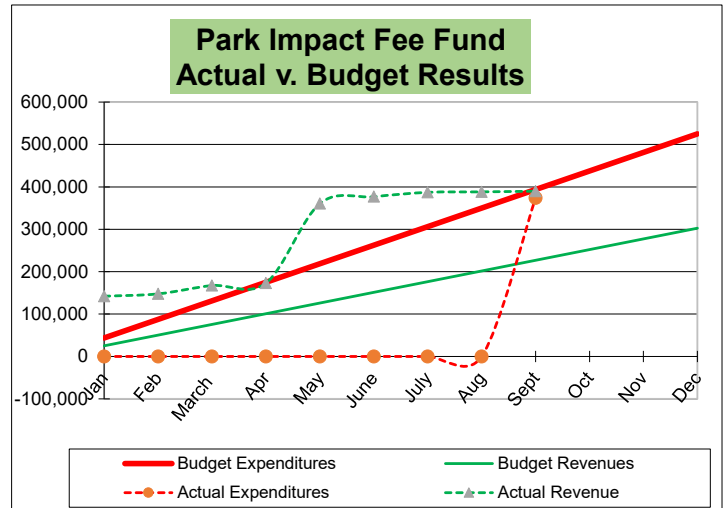
City of Kenmore
Other Funds Monthly Activity
September 30, 2025



City of Kenmore
Other Funds Monthly Activity
September 30, 2025

PARK IMPACT FEE FUND

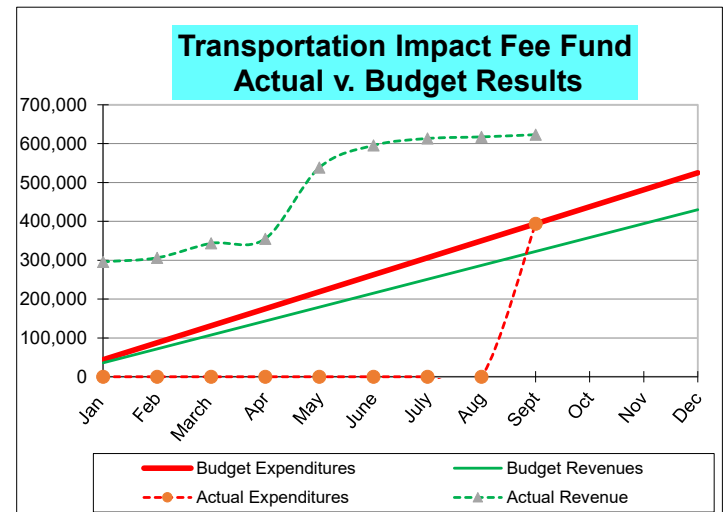
	2025-2026 Budget Expenditures	2025-2026 Actual Expenditures	2025-2026 Budget Revenue	2025-2026 Actual Revenue
Jan	43,750	0	25,208	142,087
Feb	87,500	0	50,416	147,665
March	131,250	0	75,625	167,317
Apr	175,000	0	100,833	173,031
May	218,750	0	126,041	360,596
June	262,500	0	151,250	376,818
July	306,250	0	176,458	387,099
Aug	350,000	0	201,666	388,240
Sept	393,750	373,950	226,875	389,848
Oct	437,500		252,083	
Nov	481,250		277,291	
Dec	525,000		302,500	
2025	525,000		302,500	
Total Actual to Date vs Total Budget		95%		172%



This fund accounts for City imposed park impact fees on new development. Expenditures are for public park acquisitions and improvements.

TRANSPORTATION IMPACT FEE FUND

	2025-2026 Budget Expenditures	2025-2026 Actual Expenditures	2025-2026 Budget Revenue	2025-2026 Actual Revenue
Jan	43,750	0	35,833	295,737
Feb	87,500	0	71,666	306,195
March	131,250	0	107,499	343,458
Apr	175,000	0	143,332	355,278
May	218,750	0	179,165	538,188
June	262,500	0	214,998	595,494
July	306,250	0	250,831	613,200
Aug	350,000	0	286,664	617,381
Sept	393,750	393,750	322,497	623,058
Oct	437,500		358,330	
Nov	481,250		394,163	
Dec	525,000		430,000	
2025	525,000		430,000	
Total Actual to Date vs Total Budget		100%		193%

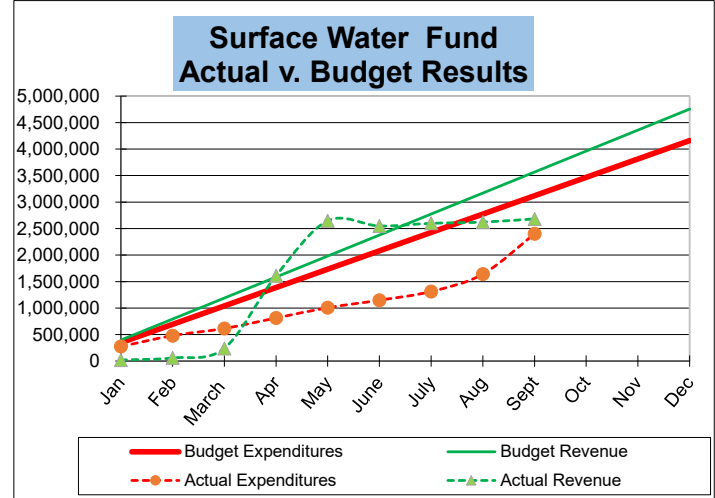


This fund accounts for City imposed transportation impact fees on new development. Expenditures are for public transportation improvements.

City of Kenmore
Other Funds Monthly Activity
September 30, 2025

SURFACE WATER MANAGEMENT FUND

	2025-2026	2025-2026	2025-2026	2025-2026
	Budget	Actual	Budget	Actual
	Expenditures	Expenditures	Revenue	Revenue
Jan	346,696	275,323	396,280	19,050
Feb	693,392	479,752	792,560	58,996
March	1,040,088	614,807	1,188,840	240,098
Apr	1,386,784	811,781	1,585,120	1,610,676
May	1,733,480	1,006,427	1,981,400	2,646,116
June	2,080,176	1,148,214	2,377,680	2,548,934
July	2,426,872	1,313,202	2,773,960	2,599,607
Aug	2,773,568	1,640,518	3,170,240	2,622,074
Sept	3,120,264	2,403,185	3,566,520	2,682,616
Oct	3,466,960		3,962,800	
Nov	3,813,656		4,359,080	
Dec	4,160,346		4,755,364	
2025	4,160,346		4,755,364	
Total Actual to Date vs		77%	75%	
Total Budget				



This fund accounts for receipts from surface water assessments. The assessments are collected through the property tax billings; the majority of the receipts are collected in May and November. Expenditures are for surface water maintenance activities such as sweeping and drainage as well as capital improvements.

City of Kenmore
Investment Schedule
September 30, 2025

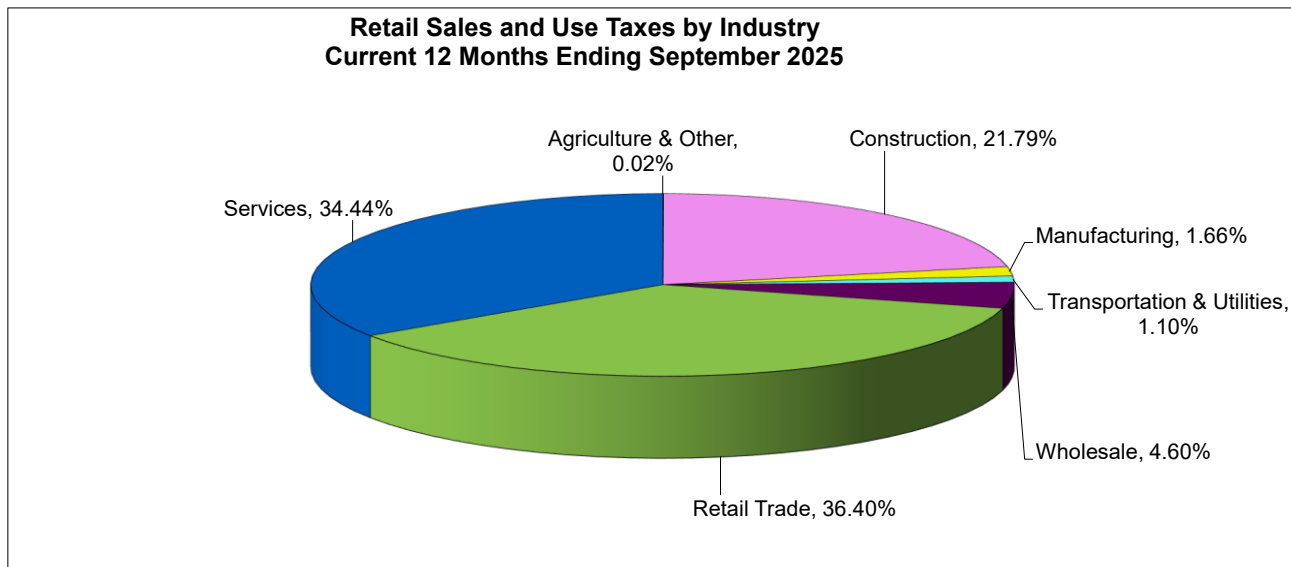
Average Yield to Maturity-Securities								Average Yield	3.81%
Investment #	Type	Purchase Date	Maturity Date	Rate	Yield			Principal or Balance	Yield Equivalents
Time Value Investments									
912828R36	US TREAS	1/17/2024	5/15/2026	1.63%	3.98%			996,479.38	39,659.88
912828YU8	US TREAS	9/17/2024	11/30/2026	1.63%	3.34%			997,677.90	33,322.44
91282CEW7	US TREAS	1/14/2025	6/30/2027	3.25%	4.21%			1,539,877.50	64,828.84
91282CBB6	US TREAS	5/19/2025	12/31/2027	0.63%	3.82%			921,120.00	35,186.78
91282CBS9	US TREAS	3/26/2024	3/31/2028	1.25%	4.20%			1,485,163.35	62,406.56
91282CHK0	US TREAS	7/16/2024	6/30/2028	4.00%	4.16%			1,491,328.13	62,039.25
91282CJR3	US TREAS	5/2/2025	12/31/2028	3.75%	3.51%			1,008,100.00	35,384.31
91282CEB3	US TREAS	9/17/2024	2/28/2029	1.88%	3.35%			995,870.00	33,361.65
91282CGJ4	US TREAS	3/4/2025	1/31/2030	3.50%	3.94%			1,470,600.00	57,941.64
91282CGZ8	US TREAS	5/2/2025	4/30/2030	3.50%	3.58%			996,300.00	35,667.54
Total TVI Purchases								11,902,516.26	459,798.90

Banner Checking and Savings	0.02%		2,549,157.30	509.83
US Bank Money Market	3.86%		21,898.65	845.29
Pacific Premier Savings	4.39%		3,667,286.93	160,993.90
LGIP - Primary Account	4.29%		18,653,799.21	800,247.99
LGIP - Bond Proceeds Account	4.29%		13,045,974.51	559,672.31
			37,938,116.60	1,522,269.31

Total Accounts **\$ 49,840,632.86** **\$ 1,982,068.21**

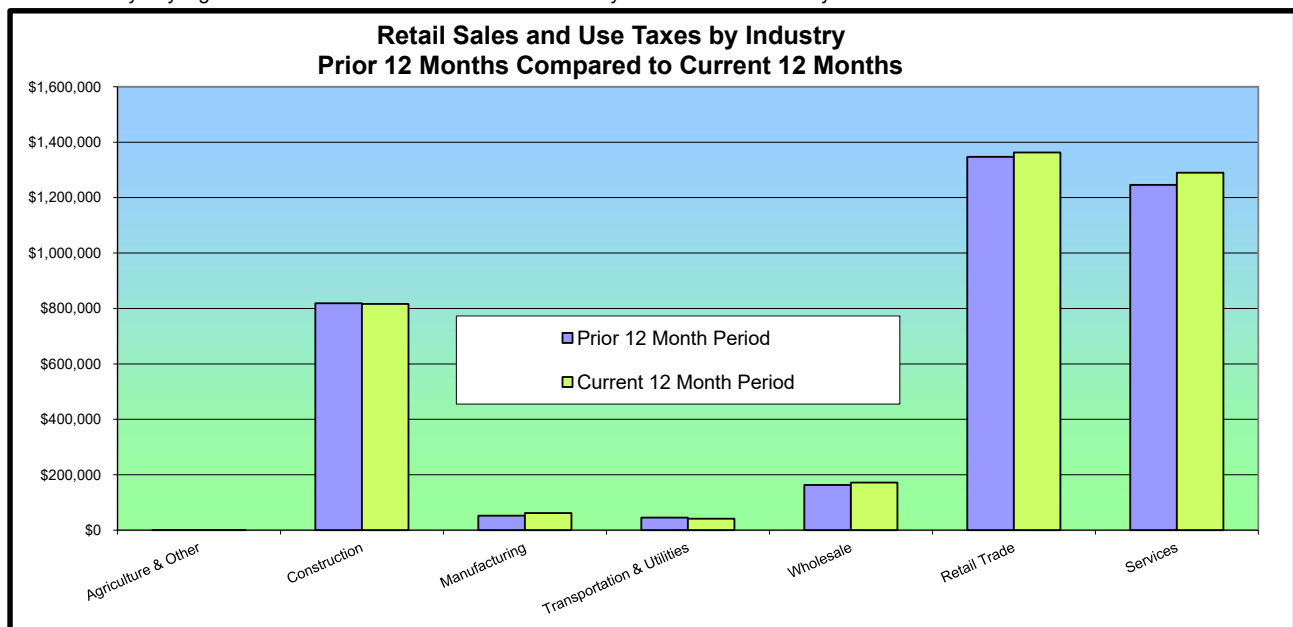
City of Kenmore
Retail Sales and Use Tax Distribution
September 30, 2025

Industry	Prior 12 Months ending September 2024	Current 12 Months ending September 2025	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	\$726	\$666	-8.31%	0.02%
Construction	818,459	815,950	-0.31%	21.79%
Manufacturing (Printing, Publishing, Other Manuf.)	52,450	62,023	18.25%	1.66%
Transp/Comm/Utilities (Telecomm., Air Transport.)	45,414	41,164	-9.36%	1.10%
Wholesale (Lumber, Other Wholesale)	163,220	172,074	5.42%	4.60%
Retail Trade (Eating, Merchandise, Food Stores)	1,347,136	1,362,656	1.15%	36.40%
Services (Auction, Recreation, Auto Repair, Financial)	1,246,069	1,289,539	3.49%	34.44%
Totals	<u>\$3,673,476</u>	<u>\$3,744,072</u>	<u>1.92%</u>	100%
Increase/(Decrease)		<u>\$70,597</u>	<u>1.92%</u>	



NOTE: Due to the City's Confidentiality Agreement with the Department of Revenue, specific business information cannot be disclosed.

There is a sixty-day lag between sales taxes collected and when they are remitted to the City



CITY OF KENMORE

Finance

GENERAL & OTHER REVENUE FUNDS

Year To Date as of 9/30/2025
37.5% of Biennium Elapsed

November 17, 2025



REVENUES– General Fund, 9/30/2025

<u>REVENUES</u>	<u>BTD 9/30/25</u>	<u>Budget 25-26</u>	<u>%</u>
Property Taxes	\$ 3,344,944	\$ 12,498,431	26.8%
Sales and Use Taxes	2,804,732	7,450,866	37.6%
Utility Taxes	2,005,927	4,973,585	40.3%
Other Taxes	181,463	426,270	42.6%
Development Fees & Permits	2,054,090	2,765,396	74.3%
Franchise Fees	681,897	1,870,590	36.5%
Intergovernmental and Grants	1,355,170	3,007,995	45.1%
Investment Interest	340,856	450,000	75.7%
Transfers and Other Revenues	237,663	1,632,231	14.6%
Total Revenues	\$ 13,006,742	\$ 35,075,364	37.1%

EXPENDITURES – General Fund, 9/30/2025

<u>EXPENDITURES</u>	<u>BTD 9/30/25</u>	<u>Budget 25-26</u>	<u>%</u>
<u>Cost Center</u>			
City Council	\$ 157,780	\$ 427,493	36.9%
City Manager	1,253,507	3,159,453	39.7%
City Clerk	323,569	1,015,892	31.9%
Finance	1,430,404	4,110,164	34.8%
Human Resources	80,723	172,000	46.9%
Legal	227,447	900,000	25.3%
Interfund Transfers/Non Department	-	890,000	0.0%
Public Safety	3,547,620	11,007,281	32.2%
Special Projects	79,766	2,026,064	3.9%
Engineering	518,054	1,279,178	40.5%
Environmental Services	246,225	627,909	39.2%
Housing & Human Services	447,495	1,381,354	32.4%
Community Development	724,276	1,619,205	44.7%
Developmental Services	1,250,148	3,828,620	32.7%
Events, Volunteers, Recreation	391,668	1,120,444	35.0%
Public Works Facility Maintenance	693,383	1,963,153	35.3%
Public Works Parks Maintenance	755,560	2,635,966	28.7%
Total Expenditures	\$ 12,127,623	\$ 38,164,176	31.8%
Excess (deficiency) of Revenues over Expenditures	\$ 879,119	\$ (3,088,812)	

General Fund Reserves

20% Fund Balance Requirement - 2025	\$3.8 million
Actual Fund Balance - 9/30/2025	\$11.04 million

Reserve Policy

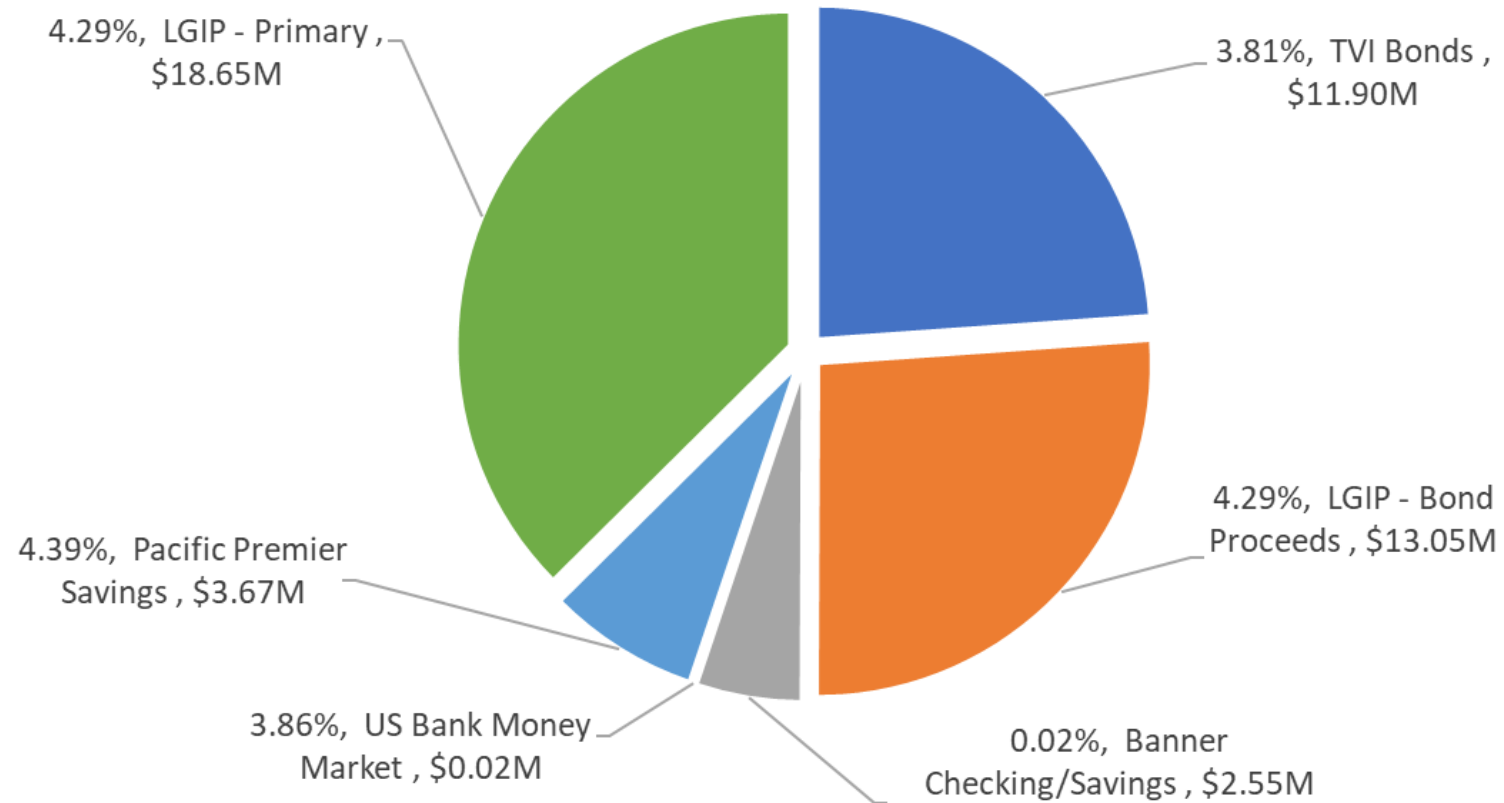
City shall maintain reserves of not less than 20% of annual operating expenditures

- To offset revenue shortfalls
- For unanticipated emergencies

INVESTMENT SCHEDULE, 9/30/25

		Average Yield to Maturity-Securities						Average Yield		3.81%					
				Purchase		Maturity				Principal or		Yield			
Investment #		Type		Date		Date		Rate		Yield		Balance		Equivalents	
Time Value Investments															
	912828R36	US TREAS		1/17/2024		5/15/2026		1.63%		3.98%			996,479.38		39,659.88
	912828YU8	US TREAS		9/17/2024		11/30/2026		1.63%		3.34%			997,677.90		33,322.44
	91282CEW7	US TREAS		1/14/2025		6/30/2027		3.25%		4.21%			1,539,877.50		64,828.84
	91282CBB6	US TREAS		5/19/2025		12/31/2027		0.63%		3.82%			921,120.00		35,186.78
	91282CBS9	US TREAS		3/26/2024		3/31/2028		1.25%		4.20%			1,485,163.35		62,406.56
	91282CHK0	US TREAS		7/16/2024		6/30/2028		4.00%		4.16%			1,491,328.13		62,039.25
	91282CJR3	US TREAS		5/2/2025		12/31/2028		3.75%		3.51%			1,008,100.00		35,384.31
	91282CEB3	US TREAS		9/17/2024		2/28/2029		1.88%		3.35%			995,870.00		33,361.65
	91282CGJ4	US TREAS		3/4/2025		1/31/2030		3.50%		3.94%			1,470,600.00		57,941.64
	91282CGZ8	US TREAS		5/2/2025		4/30/2030		3.50%		3.58%			996,300.00		35,667.54
Total TVI Purchases													11,902,516.26		459,798.90
				Banner Checking and Savings				0.02%					2,549,157.30		509.83
				US Bank Money Market				3.86%					21,898.65		845.29
				Pacific Premier Savings				4.39%					3,667,286.93		160,993.90
				LGIP - Primary Account				4.29%					18,653,799.21		800,247.99
				LGIP - Bond Proceeds Account				4.29%					13,045,974.51		559,672.31
													37,938,116.60		1,522,269.31
						Total Accounts							\$ 49,840,632.86		\$ 1,982,068.21

City of Kenmore Investments/Cash



STREET FUND REVENUES, 9/30/2025

<u>REVENUES</u>	<u>BTD 9/30/25</u>	<u>Budget 25-26</u>	<u>%</u>
Fuel Tax	\$ 288,174	\$ 756,200	38.1%
Investment Interest	65,638	95,000	69.1%
ROW Permit Fees/Inspections	370,535	248,508	149.1%
Multimodal Transportation	23,121	65,233	35.4%
Insurance Recovery	5,520	-	0.0%
MVA Transportation City/Plat Street Signs	20,430	58,290	35.0%
Transfer from TBD	543,750	1,450,000	37.5%
Total Revenues	\$ 1,317,168	\$ 2,673,231	49.3%

STREET FUND EXPENDITURES, 9/30/2025

<u>EXPENDITURES</u>	<u>BTD 9/30/25</u>	<u>Budget 25-26</u>	<u>%</u>
Salary and Benefits	\$ 384,275	\$ 1,052,699	36.5%
Maintenance & Operations	816,042	2,026,025	40.3%
Total Expenditures	\$ 1,200,317	\$ 3,078,724	39.0%
Excess (deficiency) of Revenues over Expenditures	\$ 116,852	\$ (405,493)	

Kenmore Automated Photo Enforcement (KAPE) Fund 105

<u>REVENUES</u>	<u>BTD 9/30/25</u>	<u>25-26 BUDGET</u>	<u>%</u>
Photo Enforcement Infractions	\$ 2,618,326	\$ 5,450,000	48.0%
Total Revenues	\$ 2,618,326	\$ 5,450,000	48.0%
<u>EXPENDITURES</u>	<u>BTD 9/30/25</u>	<u>25-26 BUDGET</u>	<u>%</u>
Salary and Benefits	\$ 201,902	\$ 695,794	29.0%
KAPE program costs (VM)	362,691	1,050,000	34.5%
King County Court Costs *	753,304	-	0.0%
Pavement Preservation	26,007	550,000	4.7%
Traffic Safety Program	19,495	962,857	2.0%
Supplies, Travel, Other	60,996	24,000	254.2%
Transfer to Transportation Capital	325,000	1,725,000	18.8%
Transfer to General Fund - Police	-	350,000	0.0%
Total Expenditures	1,749,395	5,357,651	32.7%
Excess (deficiency) of Revenues over Expenditures	\$ 868,931	\$ 92,349	

Public Works Operations Center (PWOC) Fund 307

<u>REVENUES</u>	<u>BTD 9/30/25</u>	<u>25-26 BUDGET</u>	<u>%</u>
Investment Interest	\$ 420,081	\$ -	0.0%
Fund Transfers	1,200,000	3,600,000	33.3%
Total Revenues	\$ 1,620,081	\$ 3,600,000	45.0%
<u>EXPENDITURES</u>	<u>BTD 9/30/25</u>	<u>25-26 BUDGET</u>	<u>%</u>
PW Operations Center Construction	\$ 690,992	\$ 16,075,000	4.3%
Salary & Benefits	117,178	-	0.0%
Debt payments, bank fees, interest	440,808	3,600,000	12.2%
Supplies, Travel, Other	987	-	0.0%
Total Expenditures	\$ 1,249,965	\$ 19,675,000	6.4%
Excess (deficiency) of Revenues over Expenditures	\$ 370,116	\$ (16,075,000)	

SURFACE WATER MANAGEMENT

Fund 401

Fund 401	Biennium to Date 9/30/25	Budget 2025-2026	%
Storm Drain Fees	\$ 2,611,728	\$ 9,739,852	27%
Expenses*	\$ 2,403,185	\$ 9,235,369	26%
*All Fund 401 expenses are included in this line item.			

- SWM has a cash balance of \$2.8 million as of 9/30/2025

IMPACT FEE REVENUE FUNDS

FUND	Biennium to Date 9/30/25	Budget 2025-2026	%	Cash Balance
Park Impact Fees	\$378,033	\$585,000	65%	\$999,469
Transportation Impact Fees	\$579,737	\$780,000	74%	\$2,162,535

REET / TBD FEE REVENUE FUNDS

FUND	BTD 6/30/25	Budget 2025-2026	%	Cash Balance
REET Fees Used for Trans, Parks & Facilities Cap	\$1,345,470	\$3,878,000	34.7%	\$2,331,956
TBD Fees Used for Road Maint	\$549,345	\$1,454,336	37.8%	\$150,095

Q3 2025 Summary

- 37.5% of the 2025-2026 Biennium has elapsed
- General Fund revenues are very close to target; expenses are slightly under target
- Interest revenue BTD brought in \$341K for the GF or 75.7% of budget
- Development Fees & Permits revenue came in at 74.3% of budget
- ROW permit fees (revenue) in Street Fund are at 149.1% of budget
- Park and Transportation Impact fee revenue ahead of target due to higher development activity than budgeted
- PWOC debt costs lower than budgeted and construction costs slower to ramp up

For comments and questions:

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