City of Kenmore
City Council Special and Regular Meeting Agenda
Monday, July 13, 2026
6:45 PM

ZOOM: https://kenmorewa-gov.zoom.us/j/88503900436
Password: 071326
Telephone: Dial US: +1 253 215 8782
Webinar ID: 885 0390 0436

SIGN UP FOR VIRTUAL PUBLIC COMMENT HERE: kenmorewa.gov/virtualpubliccomment
REQUEST AN ACCOMMODATION HERE: kenmorewa.gov/accommodation

If you have technical difficulties accessing the meeting virtually, please contact clerks@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.

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1. CALL SPECIAL MEETING TO ORDER - 6:45 PM

2. EXECUTIVE SESSION

   A) Confidential Session of the Council - Pursuant to RCW 42.30.110(1)(i), the City Council will enter an executive session to discuss potential litigation. This executive session is slated to last 15 minutes until approximately 7:00 PM.

3. POSSIBLE ACTION RELATING TO EXECUTIVE SESSION

4. ADJOURN SPECIAL MEETING

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

6. ROLL CALL

7. 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.

8. FLAG SALUTE

9. AGENDA APPROVAL

10. WHERE'S THE FUN?

11. 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.

12. CONSENT AGENDA

A) Approve City Council Regular Meeting Minutes of Monday, June 15, 2026.
   1. City Council Regular Meeting Minutes of Monday, June 15, 2026

B) Approve City Council Regular Meeting Minutes of Monday, June 22, 2026.
   1. City Council Regular Meeting Minutes of Monday, June 22, 2026

C) Approve the following Voucher Certification and Approval:

- Total Check #s 58444 through 58514 totaling $1,184,589.15
- Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 06/12/2025 in the amount totaling $334,725.87
- Total EFT Payment #s 1996 through 1999 total $627,458.52
- Total Wire Transfers totaling $ 1,950,358.98

   1. Voucher Certification & Approval - 06/06/26 - 06/18/26

D) Authorize City Manager to execute Agreement 26-3264 in an amount not to exceed $197,789.00 to construct the Tributary 0057 Fish Barrier Removal Project
   1. Agenda Bill - Tributary 0057 Contract

E) Approve and authorize the Mayor to sign a letter to King County Metro regarding changes to Bus Route 372

1. Agenda Bill - King County Metro Bus Route 372

13. PUBLIC HEARINGS

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) Public Hearing to Receive Public Comments on Ordinance No. 26-0642 and the draft Shelter, Transitional Housing, Emergency Housing and Permanent Supportive Housing (STEP) Housing Regulations, *presented by Debbie Bent, Assistant City Manager/Community Development Director*
   1. Agenda Bill - STEP Housing
   2. Attachment 1 - STEP Housing Ordinance 26-0642
   3. Attachment 2 - Exhibit A Draft STEP regulations

B) Public Hearing to Receive Public Comments on Ordinance No. 26-0643 relating to Park Impact Fees and Amendments to Chapter 20.47 KMC, *presented by Debbie Bent, Assistant City Manager/Community Development Director, and Todd Hall, Principal Planner*
   1. Agenda Bill - Park Impact Fee Rate Study Public Hearing
   2. Attachment 1 - Ord. 26-0643 - Park Impact Fee Update and Amendments to Ch. 20.47
   3. Attachment 2 - Draft Kenmore Park Impact Fee Methodology
   4. Attachment 3 - Chapter 20.47 TRANSPORTATION PARK AND SCHOOL IMPACT FEES

14. BUSINESS AGENDA

A) 2026 Salary Commission Process Information and Commissioners Confirmation, for confirmation, *presented by Interim Assistant to the City Manager Michelle Kang*
   1. Agenda Bill - Salary Commission Information and Confirmation
   2. Attachment 1 - Presentation

15. STAFF REPORTS

A) Other - City Manager Teri Killgore

16. COUNCILMEMBER REPORTS & COMMENTS

17. EXECUTIVE SESSION

A) Confidential Session of the Council - Pursuant to RCW 42.30.110(1)(b), the City Council will enter an executive session to consider the acquisition of real estate. This executive session is slated to last 15 minutes.

18. ADJOURNMENT

UPCOMING MEETING SCHEDULE:

A) Monday, July 20, 2026 7:00 PM - City Council Regular Meeting
Monday, July 27, 2026 7:00 PM - City Council Regular Meeting
August Meetings: TENTATIVELY CANCELED

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
Regular Meeting Minutes
Monday, June 15, 2026

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

PRESENT:

Councilmembers:	Mayor Nigel Herbig Deputy Mayor Valerie Sasson Councilmember Melanie O'Cain Councilmember Jon Culver Councilmember Eric Adman Councilmember Nathan Loutsis Councilmember Marshall (excused)
Staff:	City Manager Teri Killgore City Attorney Dawn Reitan City Clerk Scott Passey Co-Clerk Shannon Tipple-Leen Nicole Suarez, Communications Melinda Merrell, Finance & Administration Director Tshilaba Verite, Senior Budget Analyst Community Development Director Debbie Bent Richard Sawyer, Environmental Services Director Samantha Loyuk, Development Services Director
Speaking Guests:	none
Public Comments Speaking Guests:	Dan Mathias, Kenmore resident Elizabeth Mooney, Kenmore resident Jim Myers, Kenmore resident Tracy Banaszynski, Kenmore resident Peter Lance, Kenmore resident Maria Hudson, Bellevue, WA William Creighton, Kenmore resident

CALL SPECIAL MEETING TO ORDER

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

<u>LAND ACKNOWLEDGEMENT</u>
Mayor Herbig read the Land Acknowledgement Honoring First Peoples.

<u>FLAG SALUTE</u>
Mayor Herbig led the Council in the Pledge of Allegiance.

<u>AGENDA APPROVAL</u>
The agenda was approved as presented.

<u>PROCLAMATION</u>

A. The Kenmore City Council proclaimed June 19, 2026 as Juneteenth throughout the City of Kenmore.

<u>WHERE'S THE FUN?</u>
City Manager Teri Killgore and Community & Business Engagement Coordinator Nicole Suarez highlighted the Station 51 Pancake Breakfast and recognized Inglemoor High School as National Rowing champions.

<u>PUBLIC COMMENTS</u>
The City Council received comments from the public.
Timestamped link here: https://youtu.be/9MusplClalY?t=939

<u>BUSINESS AGENDA</u>

A. Adopt Proposed Ordinance No. 26-0644, November 2026 General Election Ballot Measure City of Kenmore Proposition No. 1 Climate & Environmental Stewardship, Affordable Housing, and Human Services Levy, *presented by Teri Killgore, City Manager, Melinda Merrell, Finance and Administration Director, and Tshilaba Verite, Senior Budget & Fiscal Analyst*

Staff presented a proposal to adopt Ordinance 26-0644 placing Proposition 1, the city's first levy lid lift, on the November 2026 ballot to address Kenmore's structural budget deficit. The measure would increase the regular property tax levy to stabilize finances and sustainably fund three priority program areas: climate and environmental stewardship, affordable housing support, and human services.

MOTION: Adopt Ordinance No. 26-0644, November 2026 General Election Ballot Measure City of Kenmore Proposition No. 1 Climate & Environmental Stewardship, Affordable Housing, and Human Services Levy

Moved by Culver; seconded by Adman.
VOTE: 5 Yes – Adman, Loutsis, Culver, Sasson, Herbig; 1 No - O'Cain.
MOTION PASSES.

STAFF REPORTS

A. Environmental Monitoring (Water) Update, *presented by Debbie Bent, Assistant City Manager/Community Development Director, Richard Sawyer, Environmental Services Director, and Samantha Loyuk, Development Services Director*

Staff provided an update on city and private water quality monitoring and dredging activities. They highlighted ongoing beach sampling and algae work, use of an EPA brownfield grant for shoreline assessments, completion of Glacier Northwest's permitted dredging, and early planning for future city dredging in the Kenmore Channel and Sammamish River.

B. Other – City Manager Teri Killgore

COUNCILMEMBER REPORTS & COMMENTS

EXECUTIVE SESSION

Pursuant to RCW 42.30.110(1)(b), the City Council entered an executive session to discuss real estate acquisition. This executive session was slated to last 15 minutes until approximately 8:47 PM. The Council exited the executive session at approximately 8:48 PM.

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 8:48 PM.

____
Nigel Herbig, Mayor

____
Scott Passey, City Clerk

City of Kenmore
City Council Meeting
Regular Meeting Minutes
Monday, June 22, 2026

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

PRESENT:

Councilmembers:	Mayor Nigel Herbig Deputy Mayor Valerie Sasson Councilmember Melanie O'Cain Councilmember Joe Marshall Councilmember Jon Culver Councilmember Eric Adman (excused) Councilmember Nathan Loutsis
Staff:	City Manager Teri Killgore City Attorney Dawn Reitan City Clerk Scott Passey Co-Clerk Shannon Tipple-Leen Community Development Director Debbie Bent Principal Planner Todd Hall
Speaking Guests:	Kristina Mendieta, Proclamation Recipient Tom Beckwith, Beckwith Consulting Group

Public Comments Speaking Guests: none

CALL SPECIAL 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

A. The Kenmore City Council proclaimed July 2026 as Disability Pride Month throughout the City of Kenmore.

WHERE'S THE FUN?

City Manager Teri Killgore highlighted Juneteenth activities and Chris Cabatit's impending retirement.

PUBLIC COMMENTS

The City Council provided an opportunity for public comments; there were no sign-ups.
Timestamped link here: https://youtu.be/04NG4hk-v3M?t=743

CONSENT AGENDA

A. Approve City Council Regular Meeting Minutes of Monday, June 8, 2026

B. Approve the following Voucher Certification and Approval:

- Total Check #s 58363 through 58443 totaling $390,559.38
- Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 05/29/2026 in the amount totaling $331,152.31
- Total EFT Payment #s 1986 through 1995 total $133,183.10
- Total Wire Transfers totaling $30,000.00

MOTION: Approve the consent agenda.
Moved by Culver; seconded by Loutsis.
VOTE: Consent Agenda was approved UNANIMOUSLY.

BUSINESS AGENDA

A. Updated Park Impact Fee Methodology, *presented by Debbie Bent, Community Development Director, Todd Hall, Principal Planner, and Tom Beckwith, Beckwith Consulting Group*

MOTION: Direct staff to put together a Park Impact Fee using square footage and a 75% threshold; and schedule a public hearing for an updated park impact fee methodology and amendments to Kenmore Municipal Code Chapter 20.47.
Moved by Sasson; seconded by Loutsis.
VOTE: 5 Yes – Marshall, Loutsis, Culver, Sasson, Herbig; 1 No – O'Cain.
MOTION PASSES.

STAFF REPORTS

A) Other – City Manager Teri Killgore

COUNCILMEMBER REPORTS & COMMENTS

There was Council consensus to take a position on ballot measures if they make the November ballot.

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 30 minutes until approximately 8:04 PM. At 8:04 PM, Mayor Herbig announced a 10-minute extension, until approximately 8:14 PM. The Council exited the executive session at approximately 8:15 PM.

MOTION: Authorize the City Manager to draft and submit a comment letter regarding Proposed Federal Rule 2 CFR 200 on behalf of the City for signature by the Mayor.
Moved by O'Cain; seconded by Culver.
VOTE: 6 Yes – O'Cain, Marshall, Loutsis, Culver, Sasson, Herbig; 0 No.
MOTION PASSES.

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 8:16 PM.

____
Nigel Herbig, Mayor

____
Scott Passey, City Clerk

Voucher Certification & Approval

City of Kenmore

DATE RANGE: 06/06/2026 through 06/18/2026

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

Total EFT Payments: # 1996-1999	627,458.52
Total Checks: #58444 through 58514	1,184,589.15
Total Payroll EFT & Bank Drafts: Payroll/Taxes/FSA/HSA/Retirement: Dated 06/12/2026	334,725.87
Total Wire Transfers:	1,950,358.98

debbie bent
debbie bent (Jun 30, 2026 12:18:33 PDT) Jun 30, 2026

~~City Manager / Date~~ Assistant City Manager/Date

Melinda Merrell Jun 22, 2026

Finance Director / Date

Vendor Name	Payment Number	Payment Date	Description (Item)	Amount
A1 LANDSCAPING AND CONSTRUCTION, INC	1996	06/18/2026	Apr-May 2026 Contractor Svcs | 24-C3087	564,469.40
ELECTRONIC BUSINESS MACHINES	1997	06/18/2026	May 2026 Color, B&W Copies 2nd Floor	257.79
JACOBS ENGINEERING GROUP	1998	06/18/2026	Mar-May 2026 Contractor Svcs | 24-C3032	16,819.76
KBA INC.	1999	06/18/2026	May-Mar 2026 Contractor Svcs | 26-C3211 Task Ord 1 & Task 3, Mar-May Contractor Svcs | 25-C3147	45,911.57
US POSTAL SERVICE	58444	06/08/2026	2026 Summer Quarterly Newsletter Postage	2,570.48
AMERICAN GENERAL LIFE GPO/400S	58445	06/12/2026	Life Insurance	220.33
HIATT SPRING LLC	58446	06/18/2026	Reissue Voided Check 58328	7,500.00
KING COUNTY FINANCE	58447	06/18/2026	Reissue Voided Check 58406	4,562.41
PACE ENGINEERS, INC.	58448	06/18/2026	Reissue Voided Check 57743	2,747.00
GRATING PACIFIC LLC	58449	06/18/2026	Pedestrian Grate/Surface Water Vault	4,516.79
4IMPRINT	58450	06/18/2026	Marketing Handouts	1,322.10
4LEAF INC	58451	06/18/2026	May 2026 25-C3127 4Leaf Permit Tech Consultant	2,100.00
AA ASPHALTING LLC	58452	06/18/2026	Sidewalk Repairs | ROW 2 Sites	13,169.82
ADVANCE TESTING & SERVICE INC	58453	06/18/2026	Backflow Testing | Hangar, CH, Parks & ROW	2,090.00
AGORA REFRESHMENTS	58454	06/18/2026	Jun 2026 Filtered Water | CH & PW Shop	198.37
AMY'S ARITISTIC EXPRESSIONS	58455	06/18/2026	2nd Deposit for 4th of July Entertainment	1,300.00
ANSWERING SERIVCE CARE LLC	58456	06/18/2026	After Hours Call Out Service | Facilities & ROW	169.00
ARTS OF KENMORE	58457	06/18/2026	May-Jun 2026 Poet Laureat & Student Art Show	990.00
BCN TELECOM, INC.	58458	06/18/2026	Jun-Jul 2026 Phones | CH	1,265.01
BECKWITH CONSULTING GROUP	58459	06/18/2026	PIF Review w/Staff and Council Apr 13 & May 18 2026	3,600.00
BUILDERS EXCHANGE OF WASHINGTON INC	58460	06/18/2026	Online Project Publish	23.22
CALPORTLAND COMPANY	58461	06/18/2026	Rock | WO 10718, Gravel | Twin Springs	1,114.34
CASCADE PEST CONTROL	58462	06/18/2026	Jun 2026 Pest Control Services | CH, Log Boom & Rhododendron Parks	578.64
CASCADIA COLLEGE	58463	06/18/2026	Q2 2026 Contributions	1,528.00

Vendor Name	Payment Number	Payment Date	Description (Item)	Amount
CENTRICITY GIS, LLC	58464	06/18/2026	May 2026 - Apr 2027 Citizen Reporter App & City Locates	14,500.00
CHARLIE PARKS	58465	06/18/2026	Wellness Committee Event Prizes Reimbursement	100.00
COMCAST	58466	06/18/2026	Internet | Hangar, CH	2,216.30
COMCAST BUSINESS	58467-58468	06/18/2026	Jun 2026 Internet/Cable | CH & Ti'awh-ah-dees Park	316.98
CONFLICT MANAGEMENT STRATEGIES INC	58469	06/18/2026	City Wide Training 05/04/2026 Anti-Harassment	2,426.60
CONSOLIDATED PRESS	58470	06/18/2026	Spring Quarterly Mailing	5,937.29
DTG RECYCLE	58471	06/18/2026	Mulch | Rhododendron Park Plus Volunteer Event	2,907.96
GCP WW HOLDCO, LLC	58472	06/18/2026	Muck Boots | Seasonal KM	129.29
GORDON THOMAS HONEYWELL	58473	06/18/2026	Apr 2026 State Consulting Svcs	4,790.00
HILLIS CLARK MARTIN & PETERSON P.S.	58474	06/18/2026	May 2026 Professional Svcs | Legal for Lakepointe	487.50
HOME DEPOT CREDIT SERVICES	58475	06/18/2026	Supplies & Materials | PW Ops	730.96
HONEY BUCKET	58476	06/18/2026	May 2026 PW Yard Honey Bucket	176.00
HORIZON DISTRIBUTORS INC	58477	06/18/2026	Irrigation Materials | Parks	429.39
INSLEE, BEST, DOEZIE & RYDER, P.S.	58478	06/18/2026	May 2026 Professional Services	36,103.68
JAKE SCHUMACHER VIDEOGRAPHY	58479	06/18/2026	Initial Deposit for 07/04, 08/15 Event Photography	330.00
JET CITY PRINTING	58480	06/18/2026	New Event & Farmers Market Signs	2,394.68
KENMORE ELEMENTARY PTA	58481	06/18/2026	Q1 & Q2 2026 Contributions	3,081.67
KING COUNTY FINANCE	58482-58484	06/18/2026	May 2026 iNet Misc Svcs | 25-C3177 & Vegitation Disposal, Q1 2026 Liquor Profits / Excise Tax for KC	2,267.53
KING COUNTY SHERIFF	58485	06/18/2026	May 2026 Police Svcs | 00-C76; 2026 Final Rate	420,357.18
LANGUAGE LINE SERVICES, INC.	58486	06/18/2026	May 2026 Over the Phone Interpretation Services	22.95
OFFICE DEPOT	58487-58489	06/18/2026	Misc. Office Supplies & Gel Mat for Standing Desk	354.41
OLSON BROTHERS PRO VAC LLC	58490	06/18/2026	Drainage Maintenance | 25-C3197	9,042.85
OSBORN CONSULTING INC.	58491	06/18/2026	May 2026 Consultingl Svcs | 23-C2994	7,833.01
PARAMETRIX INC	58492	06/18/2026	Feb-May 2026 Professional Svcs | 24-C3013	30,087.78
PNW HEAVY CIVIL CONSTRUCTION LLC	58493	06/18/2026	May-Jun 2026 Contractor Svcs | 26-C3228	116,973.83
PROCOM LLC	58494	06/18/2026	DOT Pre-Employment Testing	122.00
PSR MECHANICAL, LLC	58495	06/18/2026	HVAC Maintenance | CH	1,288.45
PUGET SOUND ENERGY	58496	06/18/2026	May-Jun 2026 Elecricity | CH	8,172.55
QUADIENT FINANCE USA INC	58497	06/18/2026	05/27 & 06/09/2026 Postage Added to Machine	1,600.00
REGIONAL ANIMAL SERVICES OF KC	58498	06/18/2026	Mau 2026 Pet Licenses	55.00
REPUBLIC SERVICES #172	58499	06/18/2026	May 2026 Solid Waste | CH & PW Shop	1,985.45
RYATT CONSTRUCTION LLC	58500	06/18/2026	Apr-May 2026 PWOC Site Work Contractor	431,068.90
SAVIBANK	58501	06/18/2026	Escrow #1800002402 | May 2026 Retainage for Trico	314.88
SEATTLE TIMES	58502	06/18/2026	Ordinance Summaries & Legal Notices	1,760.68
SENTINEL OFFENDER SERVICES, LLC	58503	06/18/2026	Apr 2026 Ankle Monitoring Svcs | 23-C2982	525.58
SHI INTERNATIONAL CORP.	58504	06/18/2026	2026-2027 MS eLearning Portal Subscription	1,544.20
SISKUN POWER EQUIPMENT	58505	06/18/2026	Blower Repair Services	145.66
SPECIALTY DOOR SERVICE, INC.	58506	06/18/2026	Parking Garage South Door Repair | CH	2,434.32
STAPLES	58507	06/18/2026	Maintenance Supplies | CH & Hangar	1,044.67
STEWART MACNICHOLS HARMELL, INC.	58508	06/18/2026	May 2026 Public Defense Svcs | 06-C537	5,000.00
THOMAS JOACHIMIDES	58509	06/18/2026	NWPWI Training Reimbursement	734.43
TRICO COMPANIES LLC	58510	06/18/2026	Period Ending 5/31/2026 Contractor Svcs | 25-C3136	6,625.00
WA STATE DEPT OF TRANSPORTATION	58511	06/18/2026	80th Ave NE Sidewalk & Bike Lane Project	3,133.42
WASHINGTON STATE DEPARTMENT OF ECOLOGY	58512	06/18/2026	FY 2026 Fee Invoice | Water Quality Program	178.00
WESTLAKE HARDWARE WA-153	58513	06/18/2026	Small Tools/Minor Equipment, Supplies & Materials	629.73
ZIPLY FIBER	58514	06/18/2026	May-Jun 2026 Phones | CH	662.88

Vendor Name	Payment Number	Payment Date	Description (Item)	Amount
MISSION SQUARE / 109964	DFT0003282-3284	06/12/2026	City of Kenmore 401a & 401a Loans	33,072.54
DRS 457	DFT0003285--3287	06/12/2026	DRS 457 Deferred Comp	1,888.94
MISSION SQUARE 457 / 304745	DFT0003288-3291	06/12/2026	ICMA 457 Deferred Comp	8,470.62
NAVIA HSA	DFT0003292	06/12/2026	Employee Health Savings Contribution	382.76
PERS DEPT OF RETIREMENT SYSTEMS	DFT0003293-3300	06/12/2026	Public Employees Retirement	31,979.59
NAVIA FSA	DFT0003301	06/12/2026	Employee Flexible Spending Account	998.84
BANNER BANK 941 DEPOSIT	DFT0003302	06/12/2026	Federal Withholding, Medicare & Social Security	41,497.85
PAYROLL	Electronic Transfer	06/12/2026	Direct Deposit	216,434.73
US BANK	Wire Transfer	06/09/2026	Bond Purchase	941,124.86
US BANK	Wire Transfer	06/09/2026	Bond Purchase	1,009,234.12
			Grand Total:	4,097,132.52

Vendor Purchasing Report

For Date Range 01/01/2026 - 06/18/2026

Name	Volume
3CMA CITY-COUNTY COMMUNICATIONS & MARKETING ASSOC.	400.00
4IMPRINT	1,322.10
4LEAF INC	14,542.50
A1 LANDSCAPING AND CONSTRUCTION, INC	722,597.51
AA ASPHALTING LLC	13,169.82
ACORN CONSULTING LLC	30,000.00
ADVANCE TESTING & SERVICE INC	2,090.00
AFRICANS ON THE EASTSIDE	1,500.00
AGORA REFRESHMENTS	1,758.75
ALISON JENKINS	275.43
ALL BATTERY SALES & SERVICE	220.16
ALLPLAY SYSTEMS LLC	458.85
ALPHAGRAPHICS	471.24
ALWAYS ACTIVE SERVICES LLC	55,526.00
AM TEST, INC	1,620.00
AMBER CLIFTON	1,844.51
AMERICAN GENERAL LIFE GPO/400S	1,321.98
AMERICAN TRAFFIC SOLUTIONS INC	238,933.00
AMY'S ARITISTIC EXPRESSIONS	1,300.00
ANDRAPAIGE DESIGNS LLC	1,500.00
ANSWERING SERIVCE CARE LLC	965.20
ANTANIE JUMANCA	7,500.00
AON RISK INSURANCE SERVICES WEST, INC	200.00
APPLEONE EMPLOYMENT SERVICES	21,106.34
ARMSTRONG SERVICES	59,515.02
ARTS OF KENMORE	2,970.00
ASSOCIATION OF WA CITIES	24,575.79
AURORA RENTS	392.62
AWC EMPLOYEE BENEFIT TRUST/VIMLY	569,738.66
AWCPD	95.00
AZTECA SYSTEMS, LLC	47,352.24
BANNER BANK 941 DEPOSIT	449,787.87
BCN TELECOM, INC.	7,419.92
BEAVERS NORTHWEST	9,879.34
BECKWITH CONSULTING GROUP	6,720.00
BOB OATES SEWER ROOTER LLC	684.90
BOTHELL KENMORE CHAMBER OF COMMERCE	12,500.00
BRAD BURLISON	648.51
BROADCAST MUSIC, INC.	459.82
BUILDERS EXCHANGE OF WASHINGTON INC	840.11
BULGER SAFE & LOCK, INC.	2,218.74
CALPORTLAND COMPANY	1,377.80
CANON FINANCIAL SERVICES, INC.	1,332.80
CASCADE PEST CONTROL	3,560.08
CASCADIA COLLEGE	1,528.00

Name	Volume
CEDAR GROVE COMPOSTING, INC.	1,761.07
CENTER FOR HUMAN SERVICES	23,813.00
CENTRICITY GIS, LLC	14,656.25
CERTAPRO PAINTERS	530.79
CHAE LAW FIRM, O.S. IOLTA	16,818.10
CHARLES KAUFMANN	443.81
CHARLIE PARKS	296.88
CHICAGO TITLE	478.97
CITY OF BELLEVUE	97,377.40
CITY OF KENMORE	4,420.16
CITY OF KENT	575.00
CITY OF LAKE FOREST PARK	87,216.00
CIVICPLUS LLC	10,882.96
COMCAST	13,309.44
COMCAST BUSINESS	1,624.71
COMMANDLINK	14,906.01
CONFLICT MANAGEMENT STRATEGIES INC	2,426.60
CONFLUENCE ENVIRONMENTAL COMPANY	6,122.10
CONSOLIDATED PRESS	5,937.29
CONVERGINT TECHNOLOGIES	1,282.79
CORE DESIGN, INC.	1,359.60
CORNERSTONE ARCHITECTUAL GROUP	19,385.00
COSTAR REALTY INFORMATION INC	948.58
CWA CONSULTANTS, PS	1,820.00
DAILY JOURNAL OF COMMERCE	2,110.90
DAVID SAMOLYUK	136.75
DE LA SOIL LLC	300.00
DEPARTMENT OF COMMERCE	113,742.96
DEPARTMENT OF LABOR AND INDUSTRIES	40,316.85
DGR DEVELOPMENT, INC.	3,538.01
DOMESTIC ABUSE WOMENS NETWORK	2,500.00
DRS 457	21,516.42
DRSi A CRISP COMPANY	1,151.81
DTG RECYCLE	41,596.72
E SQUARED SYSTEMS, LLC	595.62
EBIX, INC.	264.72
ELECTRONIC BUSINESS MACHINES	1,293.32
ELLY GALLO	46.41
ELYON MAINTENANCE, INC.	118,952.85
ENVIRONMENTAL SYSTEMS RESEARCH INST	21,442.32
ESD - LTC	14,062.57
ESD - PFML	36,168.91
ESD - UI TAX ADMINISTRATION	3,558.07
EVERGREEN METAL WORKS LLC	7,499.50
FAMILIES OF COLOR SEATTLE	1,305.00
FEDEX	57.84
FERGUSON WATERWORKS #3156	564.97
FIRE PROTECTION, INC	4,385.86

Name	Volume
FLAGS A'FLYING	369.51
FLEMINGS HOLIDAY LIGHTING LLC	1,825.88
FLYWAY RETAIL + LIVING	3,668.46
FOOTPRINT PROMOTIONS	3,840.30
FOURTEN CREATIVE	70.80
FUELCARE	2,704.39
GAMES2U	1,480.99
GAYLYNN BRIEN	264.46
GCP WW HOLDCO, LLC	3,920.54
GENERAL CODE LLC	2,181.12
GENSCO INC	1,000.00
GORDON THOMAS HONEYWELL	23,950.00
GRAINGER	1,600.88
GRANICUS	7,821.06
GRATING PACIFIC LLC	4,095.00
H.D. FOWLER COMPANY	402.07
HANNAH BEASLEY	33.14
HEIDELBERG MATERIALS	1,586.29
HENDEN ELECTRIC INC	35,990.00
HERRERA ENVIRONMENTAL CONSULTANTS	6,859.36
HESTON PHOTOGRAPHY	580.70
HIATT SPRING LLC	7,500.00
HILLIS CLARK MARTIN & PETERSON P.S.	3,910.00
HIMA NURSERY, INC.	2,813.22
HOLMBERG COMPANY	3,470.04
HOME DEPOT CREDIT SERVICES	6,201.84
HONEY BUCKET	1,491.75
HOPELINK	500.00
HORIZON DISTRIBUTORS INC	10,313.70
HOUSING CONNECTOR	1,250.00
HRA VEBA TRUST	22,995.00
ICLEI	1,800.00
INSIDESOURCE WASHINGTON, INC	1,128.51
INSLEE, BEST, DOEZIE & RYDER, P.S.	210,771.73
INTEGRA REALTY RESOURCES - SEATTLE	9,000.00
IRUM YASIR BUTT	250.00
iWORQ SYSTEMS	6,155.00
JACOBS ENGINEERING GROUP	331,212.07
JAKE SCHUMACHER VIDEOGRAPHY	330.00
JANBOLAT ABSEIT	39.80
JAYMARC AV	415.00
JD STOLLWERCK	302.82
JET CITY PRINTING	3,585.51
JOHN VICENTE	1,582.71
KAITLIN GRIMM	260.00
KBA INC.	54,506.24
KENMORE ELEMENTARY PTA	4,331.67
KENMORE HERITAGE SOCIETY	2,500.00

Name	Volume
KENMORE MIDDLE SCHOOL	2,750.00
KENMORE SENIOR CENTER	11,750.00
KIMLEY HORN AND ASSOCIATES, INC.	4,943.00
KING COUNTY FINANCE	175,343.24
KING COUNTY FINANCE	1,721.88
KING COUNTY RADIO COMM SERVICES	618.79
KING COUNTY SHERIFF	1,847,397.50
KING COUNTY TREASURY	118,752.34
KPFF CONSULTING ENGINEERS	169,381.78
LAKE CITY PICTURE FRAMING	165.13
LANGUAGE LINE SERVICES, INC.	27.16
LIGHTHOUSE CONSULTING INC	89,064.97
LINCOLN NATIONAL LIFE INSURANCE	13,235.87
LUCAS FOWLER	223.30
LUPITA ZAMORA CONSULTING LLC	1,200.00
MANJINDER DHALIWAL & PARMINDER BHANDAL	5,359.83
MARY MILLER STEPHENS	6,250.00
MAURITA COLBURN	112.48
MCKEE APPRAISAL REAL ESTATE SERVICES & CONSULTING, INC.	5,600.00
MELANIE O'CAIN	435.78
MICHELLE KANG	883.67
MINUTEMAN PRESS	903.65
MISSION SQUARE / 109964	393,221.64
MISSION SQUARE 457 / 304745	106,237.35
MKS PROPERTIES	11,053.94
MORGAN STANLEY CAPITAL MANAGEMENT LLC	5,000.00
MSR COMMUNITIES LLC	7,500.00
NAMI EASTSIDE	5,000.00
NANCY OBERG	8,500.00
NARWHAL MET, LLC	2,125.00
NATHAN LOUTSIS	788.40
NATIONAL LEAGUE OF CITIES	2,256.00
NATIONAL LIFE INSURANCE CO.	187.50
NAVIA FSA	26,241.08
NAVIA HSA	4,593.12
NELSON ELECTRIC, INC.	12,060.21
NIGEL HERBIG	1,554.36
NORTHSHORE PARK & REC SERVICE AREA	2,720.00
NORTHSHORE SCHOOL DISTRICT	32,116.00
NORTHSHORE SCHOOLS FOUNDATION	1,250.00
NORTHSHORE SENIOR CENTER	10,000.00
NORTHSHORE UTILITY DIST	61,769.45
NORTHSHORE YOUTH SOCCER ASSOC.	55.00
NORTHWEST ARBORICULTURE LLC	9,913.22
NORTHWEST TROPHY	336.07
NUHSA	1,880.00
OFFICE DEPOT	3,400.91
OLBRECHTS & ASSOCIATES, PLLC	216.00

Name	Volume
OLSON BROTHERS PRO VAC LLC	16,517.16
OLYMPIC ENVIRONMENTAL RESOURCES INC	26,058.72
OPEN DOORS FOR MULTICULTURAL FAMILIES	2,500.00
O'REILLY/FIRST CALL	90.30
OSBORN CONSULTING INC.	266,507.13
OTTO ROSENAU & ASSOCIATES, INC	7,475.75
PACE ENGINEERS, INC.	70,598.75
PACIFIC TOPSOILS	1,753.66
PanGEO, INC	1,967.50
PARAMETRIX INC	292,197.22
PARKROSE/McLENDONS HARDWARE	393.66
PAWS	2,222.00
PENDLETON CONSULTING LLC	11,699.90
PERS DEPT OF RETIREMENT SYSTEMS	376,443.91
PLYWOOD SUPPLY	571.37
PNW HEAVY CIVIL CONSTRUCTION LLC	116,973.83
PRECISION CONCRETE CUTTING	9,565.35
PROCOM LLC	266.00
PROFESSIONAL SPORTS PUBLICATIONS INC	2,500.00
PSR MECHANICAL, LLC	12,818.61
PUGET SOUND CLEAN AIR AGENCY	25,127.00
PUGET SOUND EMERGENCY RADIO NETWORK OPERATOR	2,401.62
PUGET SOUND ENERGY	280,087.57
PUGET SOUND FINANCE OFFICERS ASSOC	75.00
PUGET SOUND PLANTS	118.69
PUT A STAGE ON IT	3,998.38
QUADIENT FINANCE USA INC	3,110.00
QUADIENT LEASING USA, INC.	920.89
QUINN PROFFITT	245.50
REGIONAL ANIMAL SERVICES OF KC	325.00
REGIONAL CRISIS RESPONSE AGENCY	52,033.25
REPUBLIC SERVICES #172	10,477.09
ROADWAY MANAGEMENT TECHNOLOGIES LLC	23,163.00
RRJ COMPANY, LLC	101,574.51
RYATT CONSTRUCTION LLC	2,229,132.33
SAGACITY MEDIA, INC.	1,200.00
SAMNANG ROEUN	433.15
SANDA INC	7,500.00
SARABJIT MANN	2,000.00
SARAH ROBERTS	42,220.53
SAVIBANK	314.88
SCENIC 365 LLC	2,000.00
SCHINDLER ELEVATOR CORPORATION	3,262.62
SCORE	96,336.41
SCOTT PASSEY	722.50
SEATTLE TIMES	5,022.64
SENTINEL OFFENDER SERVICES, LLC	2,130.46
SESAC	641.00

Name	Volume
SHERWIN WILLIAMS CO.	292.74
SHI INTERNATIONAL CORP.	47,161.70
SHORELINE FIRE DEPT	17,019.00
SHRED IT, C/O STERICYCLE, INC>	675.40
SISKUN POWER EQUIPMENT	1,909.15
SITESCAPES, INC.	28,211.40
SNOHOMISH COUNTY	4,206.00
SOFTWAREONE, INC.	663.29
SPECIALTY DOOR SERVICE, INC.	5,153.88
STAPLES	16,468.14
STATE AUDITOR'S OFFICE	8,301.45
STEWART MACNICHOLS HARMELL, INC.	30,000.00
SUNBELT RENTALS	4,006.95
SUSTAINABLE MUSIC NORTHWEST	825.00
T MOBILE USA, INC.	9,849.84
TACOMA SCREW PRODUCTS, INC.	354.86
TAMBI CORK	428.50
TARA DUNFORD	2,767.50
TAYLOR MADE TDS, INC	4,027.12
TERRI BIELENBERG	755.45
THE ORIGINAL POOP BAGS	1,759.89
THOMAS JOACHIMIDES	734.43
TOBIN BENNETT GOLD	1,403.94
Todd Hall	108.75
TOTAL LANDSCAPE CORP	96,696.90
TRICO COMPANIES LLC	6,625.00
TRUSTEES OF THE HAMLINE UNIVERSITY OF MINNESOTA	1,913.94
TYLER TECHNOLOGIES, INC.	479.81
U.S. BANK PURCHASE CARDS	114,495.25
ULINE	2,313.23
URBAN FORESTRY NURSERY, INC.	2,604.23
US POSTAL SERVICE	5,137.17
UTILITIES UNDERGROUND LOCATION CTR	958.26
V2WORKS	2,136.01
VAUGHAN, KENT	645.25
VECA ELECTRIC & TECHNOLOGIES, LLC	42,351.67
VERGE STUDIOS	7,700.00
VERIZON WIRELESS	200.16
WA ASSOC OF BUILDING OFFICIALS	25.00
WA ASSOC OF PUBLIC RECORDS OFFICERS	65.00
WA CITIES INSURANCE AUTHORITY	896,332.00
WA STATE DEPT OF LABOR & INDUSTRIES	302.30
WA STATE DEPT OF TRANSPORTATION	4,462.67
WA STATE DEPT OF TRANSPORTATION	700.00
WAGNER ARCHITECTS	309,911.03
WALTER E. NELSON CO.	28.13
WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS	881.56
WASHINGTON AUDIOLOGY SERVICES, INC.	1,219.50

Name	Volume
WASHINGTON AUTISM ALLIANCE	1,000.00
WASHINGTON CITY/COUNTY MGMT ASSOC	441.20
WASHINGTON RECREATION & PARK ASSOC.	1,210.00
WASHINGTON STATE DEPARTMENT OF ECOLOGY	15,114.00
WASHINGTON STATE OFFICE CASH MGMT	318.00
WASHINGTON STATE TREASURER	3,009.60
WASHINGTON STATE UNIVERSITY-CONFERENCE MANAGEMENT	1,200.00
WESTERN DISPLAY FIREWORKS, LTD.	17,500.00
WESTLAKE HARDWARE WA-153	1,579.24
WHIRLWIND SERVICES, INC.	18,353.28
WM CORPORATE SERVICES INC.	25,177.90
XEROX CORPORATION	3,237.90
ZEN DEVELOPMENT, LLC	37,713.14
ZHEN LUAN	23,060.70
ZIPLY FIBER	4,167.08
ZONAR SYSTEMS	545.06

2026-06-18 Voucher List for Approval

Final Audit Report 2026-06-30

Created:	2026-06-30
By:	Jenilee Knox (jknox@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAOB-HG_XboudQEZnWTh4c1n8zqInL7elV

"2026-06-18 Voucher List for Approval" History

Document created by Jenilee Knox (jknox@kenmorewa.gov)
2026-06-30 - 3:55:30 PM GMT

Document emailed to dbent@kenmorewa.gov for signature
2026-06-30 - 3:56:25 PM GMT

Email viewed by dbent@kenmorewa.gov
2026-06-30 - 7:17:05 PM GMT

Signer dbent@kenmorewa.gov entered name at signing as debbie bent
2026-06-30 - 7:18:31 PM GMT

Document e-signed by debbie bent (dbent@kenmorewa.gov)
Signature Date: 2026-06-30 - 7:18:33 PM GMT - Time Source: server - Signature Appearance Selected: TYPE

Agreement completed.
2026-06-30 - 7:18:33 PM GMT

City Council Agenda Bill
City of Kenmore, WA

Meeting Date: 7/13/2026

<table>
<tr><td>

Subject/Topic:

Tributary 0057 Fish Barrier Removal Project Construction Contract

Department: Environmental Services

Prepared by: Andrew Silvia
Surface Water Capital Project Manager

Attachments:
NA

</td><td>

Proposed Council Action/Motion:

☐Information Only
☐Receive and File
☐Discuss
☐Provide Direction
☐Public Hearing
☐Adopt/Approve
☒Authorize
☐Other:

Authorize City Manager to execute Agreement 26-3264 in an amount not to exceed $197,789.00 to construct the Tributary 0057 Fish Barrier Removal Project.

</td></tr>
</table>

Approvals:

Department Head	City Attorney	Finance Director	City Manager	Optional
RS 6/30/2026	DR 7/1/2026	MM 7/1/2026	TK 7/1/2026	NA

Summary/Background:

This project will eliminate two barriers to fish passage within the Tributary 0057 stream on either side of NE 170TH ST. The scope of work generally includes removing the barrier structures (channel-spanning log weirs) and installing four new grade control structures consisting of woody debris and streambed sediment, grading localized pools within the stream, and replacing cleared, mostly invasive vegetation with native plants and trees.

The project has received all applicable permits and was advertised for bid beginning on May 28, 2026. Four bids were received in response. Staff has reviewed the bids, determined the lowest responsive and responsible bid, and recommends awarding the contract to the low bidder (Adopt A Stream Foundation) in the amount of $179,789.00 plus 10% contingency, totaling $197,789.

Previous Council Action(s):

N/A

Fiscal Consideration:

The City's adopted 2025-2026 Biennium Budget allocated $150,000 to the Project (CIP ID #SW0293) based on a predesign estimate. The current total cost projection for the project, including this contract, is approximately $255,000.00. Funding is available in the Surface Water Capital fund to support this cost increase.

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

DEIA Strategic Plan | City's Equity Framework Toolkit

The project supported by this proposed action addresses DEIA Strategic Plan Objective 5.3.5, which reads as follows:

"Equitably replace assets before reaching the end of their expected life cycle; use a fair, systematic approach to asset replacement and repair rather than the "squeaky wheel" approach."

This project was identified and scheduled for delivery based on its high priority (1st out of 56 barriers evaluated) per a 2022 independent fish barrier prioritization study. Programming project delivery in this way also aligns with the "Evidence-Based Decision Making" criterion in the City's Equity Framework Toolkit.

The proposed action would also support the "Consideration of Marginalized Populations" element of the Equity Framework Toolkit in that it would advance a project that will improve habitat for the local salmonid species that serve as an important subsistence, cultural, and economic resource for the indigenous tribespeople of the Pacific Northwest. Eliminating fish barriers serves to uphold the historical treaty rights of local tribes.

City Council Priorities or Budget Objective Being Addressed:

This project addresses Council Priority #2: Continue to implement the adopted Climate Action Plan and promote environmental stewardship, including water, air, forest, and habitat restoration and preservation.

City Council Agenda Bill
City of Kenmore, WA

Meeting Date: 7/13/2026

Subject/Topic:	**Proposed Council Action/Motion:**
King County Metro Changes to Bus Route 372 **Department:** City Manager's Office **Prepared by:** Michelle Kang Interim Assistant to the City Manager **Attachments:** N/A	☐Information Only ☐Receive and File ☐Discuss ☐Provide Direction ☐Public Hearing ☒Adopt/Approve ☐Authorize ☐Other: **Approve and authorize the Mayor to sign a letter to King County Metro regarding changes to Bus Route 372.**

Approvals:

Department Head	City Attorney	Finance Director	City Manager	Optional
TK 7/2/2026	N/A	N/A	TK 7/2/2026	

Summary/Background:

Bus Route 372 serves as the direct route between the University of Washington, Lake City, and Northshore communities of Lake Forest Park, Kenmore, and Bothell. Due to the ongoing Stride construction at NE Bothell Way and 61st Avenue NE, a long-term temporary stop has been established for this route. King County Metro's and Sound Transit's proposed service changes threaten to significantly worsen transit frequency and accessibility for residents and riders during this construction period.

Key Impacts of Service Changes

- 50% Reduction in Service Frequency: Compared to current service levels on the SR 522 corridor north of NE 145th Street, the proposed changes will reduce bus frequency from eight buses per hour to four buses per hour.
- Elimination of Direct Connectivity: The changes will remove all direct bus service between UW-Seattle to Lake City to the Northshore communities.
- Inadequate Transfer Infrastructure: King County Metro and Sound Transit have not planned convenient transfer stops between King County Metro Route 72 and Sound Transit S3 at NE 145th Street and Lake City Way. Because of this, riders traveling between Lake City and the Northshore communities, like Kenmore will face lengthy detours, extended travel times, and be required to cross busy roads multiple times.

The proposed service reductions conflict directly with the City Council priority of climate and environmental stewardship. Minimizing direct routes and increasing bus transfers and inconvenience will disincentivize ridership, forcing residents and riders to opt for driving, increasing local greenhouse gas emissions.

Staff recommend that the City Council requests Bus Route 372 service be maintained between UW-Seattle through the Northshore communities, including Kenmore. Residents and riders deserve quality service from King County Metro to maintain regional connectivity and ensure safe, reliable transit access for our community.

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

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.

City Council Priorities or Budget Objective Being Addressed:

6. Enhance multimodal transportation, including pedestrian and bicycle safety.

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

City Council Agenda Bill
City of Kenmore, WA

Meeting Date: 7/13/2026

Subject/Topic:	**Proposed Council Action/Motion:**
Direction on Emergency **S**helter, **T**ransitional Housing, **E**mergency Housing, and **P**ermanent Supportive Housing (STEP) Housing Regulations **Department:** Community Development **Prepared by:** Debbie Bent, Assistant City Manager/Community Development Director **Attachments:** 1. Ordinance 26-0642 2. Exhibit A Revised draft STEP Housing Regulations	☐Information Only ☐Receive and File ☒Discuss ☒Provide Direction ☒Public Hearing ☐Adopt/Approve ☐Authorize ☐Other: Hold Public Hearing 7/13/26 for STEP Housing regulations. City Council discussion after the Public Hearing and direction on moving forward to Ordinance adoption.

Approvals:

Department Head	DB 6/29/26	City Attorney	DR 6/29/26	Finance Director	n/a	City Manager	TK 6/30/26	Optional	Initials & Date

Summary/Background:

Summary: A Public Hearing is scheduled 7/13/26 to receive public comment on Ordinance 26-0642 and the draft Shelter, Transitional Housing, Emergency Housing and Permanent Supportive Housing (STEP) Housing regulations (Attachments #1 and #2). The draft STEP Housing regulations include substantive amendments identified after the 6/8/26 Public Hearing Notice was issued (described in the section below Previous Council action 6/8/26 City Council Meeting). The substantive amendments identified ensure consistency between the City's regulations and state legislation, address consistency across zoning districts and consistency on permitting process. The draft STEP Housing regulations also include substantive amendments based on City Council direction following the 6/8/26 Public Hearing (described in the section below Previous Council Action 6/8/26 City Council meeting).

Summary of Draft STEP Housing Regulations - Amendments to the Kenmore Municipal Code (KMC):

- Added required definitions for STEP Housing – Emergency Housing KMC 18.20.891, Emergency Shelter KMC 18.20.892, Permanent Supportive Housing KMC 18.20.2045, STEP Housing KMC 18.20.2927, and Transitional Housing KMC 18.20.2995.

- Added Permanent Supportive Housing and Transitional Housing as permitted uses in zones where residential uses are allowed:
    - Residential zones R1, R4, R6 - KMC 18.21.020 Table A
    - Residential zones R12, R18, R24 - KMC 18.21.040 Table A
    - Manufactured Housing Community (MHC) zone - KMC 18.21.045 Table D
    - Neighborhood Business (NB) zone – KMC 18.22.010 Table A

- Downtown Residential (DR) zone - KMC 18.24.020 Table A
  - Urban Residential (UR) zone - KMC 18.24A.020 Table A
  - Downtown Commercial (DC) zone – KMC 18.25.020 Table A
  - Urban Corridor (UC) zone - KMC 18.25A.030 Table A (west sub-area) and KMC 18.25A.040 Table B (east sub-area)
  - Waterfront Commercial (WC) zone – KMC 18.25B.020 Table A
  - Regional Business (RB) zone – KMC 18.26.030 Table A (north sub-area), KMC 18.26.040 Table B (east sub-area), KMC 18.26.050 Table C (west sub-area)
  - Transit Oriented District (TOD) Overlay zone – KMC 18.29.040 Table A
  - Neighborhood Business (NB) zone – KMC 18.22.010 Table A. Added after the 6/8/26 public hearing.
  - Community Business (CB) zone - KMC 18.23.020 Table A (west sub-area), KMC 18.23.025 Table A (Juanita sub-area). Added after the 6/8/26 public hearing.
  - Permanent Semi-Public (PSP) zone in limited areas - KMC 18.27.020 Table A with reference to footnotes 6 and 7. Added after the 6/8/26 public hearing.

- Added Emergency Housing and Emergency Shelters as a permitted use in zones where hotels are allowed:
  - Downtown Commercial (DC) zone – KMC 18.25.020 Table A
  - Urban Corridor (UC) zone – KMC 18.25A.030 Table A (west sub-area) and KMC 18.25A.040 Table B (east sub-area)
  - Waterfront Commercial (WC) zone – KMC 18.25B.020 Table A
  - Regional Business (RB) zone – KMC 18.26.030 Table A (north sub-area), KMC 18.26.040 Table B (east sub-area), KMC 18.26.050 Table C (west sub-area)
  - Urban Residential (UR) zone - KMC 18.24A.020 Table A. Changed from conditional use to permitted use after the 6/8/26 public hearing.
  - Transit Oriented District (TOD) overlay zone – KMC 18.29.040 Table A

- Added STEP housing as a Type 1 administrative approval process (approval by Development Services Director, no administrative appeals), KMC 19.25.020 Exhibit A. If a STEP housing project also includes a short plat, zoning variance, conditional use permit shoreline permit, site plan or critical area variance/modification then a Type 2 administrative process is required (decision by the Development Services Director, appealable to the Hearing Examiner with no further administrative appeal) KMC 18.77.060.

- Added a code section for emergency shelter and emergency housing certification KMC 18.77.070. KMC 18.77.070.A. Amended after the 6/8/26 Public Hearing based on Council action.

- Added a code section where the City may enter into a contract with a sponsor proposing STEP Housing where the City has a stated interest, KMC 18.77.080.

- Clarified that residential uses are prohibited in the Parks Zone KMC 18.28.020 Table A. Added after the 6/8/26 Public Hearing.

Previous Council Action(s):

At the 6/8/26 City Council meeting, link to agenda [City Council Regular Meeting of Monday, June 8, 2026 • City of Kenmore Agendas and Minutes • CivicClerk](), a Public Hearing was held to receive input on revised draft STEP Housing regulations.

At the 5/11/26 City Council meeting, the City Council passed a motion (4-3) to strike the definition of good neighbor agreements and footnotes recommending establishment of good neighbor agreements for STEP housing development. These changes were reflected in the revised draft STEP housing regulations. At the 5/11/26 City Council meeting the City Council passed a motion (5-2) to amend the draft regulations to clarify that for STEP Housing projects of more than 100 units a Type 2 administrative land use process is required. Staff worked closely with the City Attorney to ensure that the administrative process required for STEP housing is consistent with the process for other types of residential development as required by state law. The following revisions were included in the revised STEP regulations.

- The distinction for type of process for a STEP housing project based on number of units (100 units or more) was struck in the draft regulations (KMC 19.25.020 Table A) to be consistent with the review process for other residential development.
- A STEP housing project is reviewed as a Type 1 Administrative Process (decision by Development Services Director, no administrative appeal), KMC 19.25.020 Table A.
- If the STEP housing project also includes a short plat, zoning variance, conditional use permit shoreline permit, site plan or critical area variance/modification then a Type 2 administrative process is required (decision by the Development Services Director, appealable to the Hearing Examiner with no further administrative appeal). This is consistent with the expedited review process for affordable housing projects, KMC 18.77.060.
- The recommendation for a community meeting was revised to include any project over 100 units, KMC 19.25.020 Table A footnote 7. Revision was made to be consistent for all residential development, not just STEP Housing.

Since publication of the 6/8/26 agenda information and public hearing notice, staff and the City attorney identified the following additional amendments for STEP Housing regulations that need to be considered to ensure consistency between the City's regulations and state legislation, to address consistency across zoning districts and consistency on permitting process. As the additional amendments are substantive, a second public hearing will be required to allow for public comment and review. A revised ordinance and revised STEP Housing regulations will be prepared for the 7/13/26 public hearing to include additional amendments.

- Amendment to Kenmore Municipal Code (KMC) 18.22.010 Table A, Neighborhood Business Zone – Use Allowances. Adding permanent supportive housing and transitional Housing as permitted uses in the Neighborhood Business zone. State law requires that a city may not prohibit transitional housing or permanent supportive housing in any zone where residential dwelling units or hotels are allowed. Residential dwelling units are permitted in this zone, but hotels are not a permitted use in this zone.

- Amendment to Kenmore Municipal Code (KMC) 18.23.020 Table A, Community Business Zone West Subarea – Use Allowances and KMC 18.23.025 Table A, Community Business Zone Juanita Subarea – Use Allowances. Adding permanent supportive housing and transitional Housing as permitted uses in the Community Business zone. State law requires that a city may not prohibit transitional housing or permanent supportive housing in any zone where residential dwelling units or hotels are allowed. Residential units are permitted in this zone, but hotels are not a permitted use in this zone.

- Amendment to Kenmore Municipal Code (KMC) 18.24A.020 Table A, Urban Residential Zone – Use Allowances. Allowing emergency housing and emergency shelters as permitted uses rather than conditional uses. In other zones where emergency housing and shelters are proposed to be permitted (Downtown Commercial, Urban Corridor, Waterfront Commercial, Regional Business) emergency housing and emergency shelters are proposed as permitted uses. State law requires that a city may not prohibit indoor emergency shelters or indoor emergency housing in any zone where hotels are allowed.

- Amendment to Kenmore Municipal Code (KMC) 18.28.020 Table A, Park zone – Use Allowances. Clarifying that all residential uses are prohibited in the Parks zone. The current code allows one dwelling unit per existing legal lot as of December 11, 2026. Propose eliminating this reference as these are non-conforming and adding residential dwelling units as prohibited uses in the Table.

- Amendment to Kenmore Municipal Code (KMC) 18.27.020 Table A, Public and Semi-Public Zone - Use Allowances. In the PSP zone multi-family dwellings are listed as permitted uses but references footnotes 6 and 7. Adding permanent supportive housing and transitional Housing as permitted uses in the Neighborhood Business zone but referencing to footnote 6 to clarify where such housing is allowed. State law requires that a city may not prohibit transitional housing or permanent supportive housing in any zone where residential dwelling units or hotels are allowed. Residential dwelling units are permitted in limited parts of this zone, but hotels are not a permitted use in this zone.

  Footnote 6 states “Limited to: (a) developments sponsored by a *public agency* on properties abutting SR-522 containing at least 25 percent *very-low* or *low-income affordable housing units;* or (b) developments on surplus *public agency* property. Developments containing *very-low* or *low-income affordable housing units* shall meet the standards of Chapter 18.77 KMC.

  Footnote 7 states “A standalone townhouse development is prohibited on properties abutting SR-522”.

Following the Public Hearing the City Council passed two motions (6-1) amending draft regulations. One motion eliminating a recommendation for a community meeting for all residential development KMC 19.25.020 Table A Footnote 7. A second motion eliminating three proposed requirements for emergency shelter and emergency housing certification KMC 18.77.070.A (3. notifying residents within 500 feet of a facility, 4. conducting more than one community meeting and 6b description of populations the project will serve and potential sources of referral).

At the 5/11/26 City Council meeting, link to agenda [City Council Special Meeting of Monday, May 11, 2026 • City of Kenmore Agendas and Minutes • CivicClerk]. The City Council reviewed revised draft STEP Housing regulations. Revisions included a new draft KMC 18.77.070 to address HB 2266 requirements relating to Emergency Housing and Emergency Shelter certification and other good faith negotiations. Added footnotes to applicable permitted use tables for Indoor Emergency Housing and Indoor Emergency shelters which reference language in new KMC 18.77.070. Added a new draft KMC 18.77.080 to address HB 2266 requirements relating to STEP housing where the City has a stated interest. The City Council passed a motion (5-2) to amend the draft regulations to clarify that for STEP Housing projects of more than 100 units a Type 2 administrative land use process is required. The City Council also passed a motion (4-3) to strike the definition of good neighbor agreements and footnotes recommending establishment of good neighbor agreements.

At the 3/16/26 City Council meeting, link to agenda, City Council Special and Regular Meeting of Monday, March 16, 2026 • City of Kenmore Agendas and Minutes • CivicClerk, the City Council reviewed draft STEP regulations and gave direction to proceed with revising the draft regulations consistent with State Law.

At the 11/17/25 City Council meeting, link to agenda City Council Regular Meeting of Monday, November 17, 2025 • City of Kenmore Agendas and Minutes • CivicClerk. The STEP Committee presented their recommendations on proposed amendments to zoning regulations for STEP Housing. Council discussion and questions following the presentation.

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 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:

- $47,700 City of Kenmore Contract 25-C3134 with Kimley-Horn and Associates
- $2,283.12 Windows office licenses for STEP Committee members
- $480 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:

2025-2026 Priority #2: Preserve and increase availability of all types of housing at all income levels, including the needs of people experiencing homelessness

CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 26-0642

AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON, AMENDING TITLE 18 ZONING AND TITLE 19 LAND USE POLICIES AND PROCEDURES OF THE KENMORE MUNICIPAL CODE, ESTABLISHING REGULATIONS FOR SHELTER, TRANSITIONAL HOUSING, EMERGENCY HOUSING AND PERMANENT HOUSING (STEP HOUSING) AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, in 2021, the Washington State Legislature enacted House Bill 1220 (HB 1220), amending the Growth Management Act and municipal code requirements (RCW 36.70A.070(2), RCW 35A.21.430, and RCW 35.21.683) requiring local governments to plan for and accommodate housing affordable to all income levels by 2044 including shelters, transitional housing, emergency housing and permanent supportive housing; and

WHEREAS, in 2025 the Kenmore City Council created a limited term Shelter, Transitional Housing, Emergency Housing and Permanent Supportive Housing Committee (STEP Housing Committee) to conduct public outreach and provide recommendations on STEP Housing regulations; and

WHEREAS, from April 2025 through October 2025 the STEP Housing Committee reviewed proposed amendments to the Kenmore Municipal Code (KMC) and conducted public outreach; and

WHEREAS, on November 17, 2025, the STEP Housing Committee presented recommendations on proposed amendments to the Kenmore Municipal Code for STEP Housing regulations to the Kenmore City Council at a public meeting; and

WHEREAS, in 2026 the Washington State Legislature passed Engrossed Substitute House Bill 2266 (ESHB 2266) which: encouraged shelters, transitional housing, emergency housing and permanent supporting housing; amended RCW 35.21.683, 35A.21.430, and 36.130.020; reenacted and amended RCW 36.70A.030; and added a new section to chapter 36.70A RCW among other things; and
WHEREAS, the Kenmore City Council considered proposed amendments to the Kenmore Municipal Code for STEP Housing regulations at public meetings held on March 16, 2026, May 11, 2026, June 8, 2026, July 13, 2026, and July 20, 2026; and

WHEREAS, the Kenmore City Council desires to amend regulations in Titles 18, and 19 of the Kenmore Municipal Code to comply with state law, and to be consistent with Kenmore Comprehensive Plan policies adopted under Ordinance 24-0623; and

WHEREAS, the City's Responsible Official under the State Environmental Policy Act issued a determination of non-significance for the Proposed Amendments; and

WHEREAS, the City notified the Washington State Department of Commerce of the Proposed Amendments pursuant to RCW 36.70A.106; and

WHEREAS, on June 8, 2026, the City Council held a public hearing on the Proposed Amendments; and

WHEREAS, substantive amendments are being considered requiring an additional Public Hearing; and

WHEREAS, on July 13, 2026, the City Council held a public hearing on the Proposed Amendments; and

WHEREAS, the City Council finds that the Proposed Amendments meet the decision criteria of KMC 19.20.090(A) and (C), and desire to adopt the same;

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

Section 1. Findings Adopted. The City Council adopts the foregoing recitals as findings, which are incorporated herein as if set forth in full, in support of the adoption of this Ordinance.

Section 2. Amendments to the Kenmore Municipal Code. The City Council amends Chapters 18.20, 18.21, 18.22, 18.23 18.24, 18.24A, 18.25, 18.25A, 18.25B, 18.26, 18.27, 18.28, 18.29, 18.77, and 19.25 of the Kenmore Municipal Code, as set forth in Exhibit A, attached hereto and incorporated by reference.

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

ADOPTED BY THE CITY COUNCIL AT A MEETING THEREOF ON THE _____ DAY OF __________2026.

CITY OF KENMORE

____
Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

____
Scott Passey, City Clerk

Approved as to form:

____
Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
ORDINANCE NO.: 26-0642
DATE OF PUBLICATION:
EFFECTIVE DATE:

EXHIBIT A TO ORD. 26-0642

Chapter 18.20 of the Kenmore Municipal Code is amended to read as follows:

Chapter 18.20 Technical Terms and Land Use Definitions

Sections

* * *

* * *

* * *

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.*

* * *

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 is intended to address the basic health, food, clothing and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement (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 accommodations. (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).]

* * *

18.20.2035 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 for up to two years and that has as its purpose facilitating the movement of homeless persons and families into independent living, (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).]

***

Sections 18.21.020 (Table A), 18.21.040 (Table C), 18.21.045 (Table D), 18.22.010 (Table A), 18.23.020 (Table A), 18.23.025 (Table A), 18.24.020 (Table A), 18.24A.020 (Table A), 18.25.020 (Table A), 18.25A.030 (Table A), 18.25A.040 (Table B), 18.25B.020 (Table A), 18.26.030 (Table A), 18.26.040 (Table B), 18.26.050 (Table C), 18.27.020 (Table A), 18.28.020 (Table A), and 18.29.040 (Table A) of the Kenmore Municipal Code are amended to read as follows:

KMC 18.21.020 Residential Zones R-1, R-4 and R-6 – Use Allowances

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in 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
Air transportation service[1]	*Ambulatory surgery center*[25]	*Adult entertainment business*
Arts, entertainment, indoor[2,3]	*Arts, entertainment, outdoor*[26]	*Animal kennel/shelter*
Day care[4]	*Cemetery, columbarium or mausoleum*[27]	*Auction house*
Educational service[5]	*College/university*[25]	*Automotive sales and service, marine*
Family child-care home[6]	*Community residential facility*[28]	*Automotive sales and service, non-marine*
Fire or police facility[7,8]	*Eating and drinking place*[3,29]	*Business service, intensive*
Health care and social assistance[9,10]	*Hospital*[25]	*Business service, standard*
Multiple-family dwelling[11]	*Manufactured housing community*[30]	*Cannabis business*
Office[12]	*Personal service*[31]	*Cannabis cooperative*

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in 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
Park[13]	*Recreational facility, indoor*[3,16,32]	*Construction and trade*
Permanent Supportive Housing	*Regional land use*[33,34,35]	*Funeral home/crematory*
Recreational facility, outdoor[14,15,16]	*Retail sales*[31,36]	*Laboratory*
Religious institution[17]	*Temporary lodging*[37]	*Manufacturing, heavy*
Resource land use[18]		*Manufacturing, light*
Single detached dwelling unit[19,20]		*Mobile food service*
Standalone parking[21]		*Retail sales, bulk*
Supportive living facility[22]		*Secure facility*
Transitional Housing		*Transportation*
Utility facility[23,24]		*Vehicle or equipment rental*
		Vehicle refueling station
		Warehousing
		Wholesale trade

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in 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

Notes:

* * *

18.21.040 Residential Zones R-12, R-18 and R-24 – Use Allowances

The following uses listed in Table C are identified as *permitted*, conditionally permitted, or *prohibited uses* in 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
Air transportation service[1]	*Ambulatory surgery center*[25]	*Adult entertainment business*
Arts, entertainment, indoor[2,3]	*Arts, entertainment, outdoor*[26]	*Animal kennel/shelter*
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*

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in 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
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*
Permanent Supportive Housing		*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*
Supportive living facility		*Vehicle refueling station*
Transitional Housing		*Wholesale trade*
Utility facility[22,23,24]		

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in 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

Notes:

* * *

18.21.045 Residential Zone MHC – Use Allowances

The following uses listed in Table D are identified as *permitted*, conditionally permitted, or *prohibited uses* in residential zone MHC:

Table D. MHC Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Day care[1]	*Community residential facility*	*Adult entertainment business*
Family child-care home[2]	*Cemetery, columbarium or mausoleum*	*Air transportation service*
Manufactured housing community[8]	*Educational service*[6]	*Ambulatory surgery center*
Park[3]	*Religious institution*	*Animal kennel/shelter*
Permanent Supportive Housing	*Supportive living facility*	*Arts, entertainment, indoor*
Single detached dwelling unit[4,5]	*Temporary lodging*[7]	*Arts, entertainment, outdoor*
Transitional Housing		*Auction house*
		Automotive sales and service, marine
		Automotive sales and service, nonmarine

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in 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
		Business service, intensive
		Business service, standard
		Cannabis business
		Cannabis cooperative
		College/university
		Construction and trade
		Eating and drinking place
		Fire or police facility
		Funeral home/crematory
		Health care and social assistance
		Hospital
		Laboratory
		Manufacturing, heavy
		Manufacturing, light
		Mobile food service
		Multiple-family dwelling
		Office
		Personal service
		Recreational facility, indoor
		Recreational facility, outdoor
		Regional land use
		Resource land use

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in 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
		Retail sales
		Retail sales, bulk
		Secure facility
		Standalone parking
		Transportation
		Utility facility
		Vehicle or equipment rental
		Vehicle refueling station
		Warehousing
		Wholesale trade

Notes:

* * *

18.22.010 Neighborhood Business Zone – Use Allowances

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in the neighborhood business zone:

Table A. Neighborhood Business Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Arts, entertainment, indoor[1,2]	*Automotive sales and service, marine*[4]	*Adult entertainment business*

18.22.010 Neighborhood Business Zone – Use Allowances

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in the neighborhood business zone:

Table A. Neighborhood Business Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Business service, standard	*Automotive sales and service, nonmarine*[4]	*Air transportation service*
Community residential facility[9]	*Manufacturing, light*	*Ambulatory surgery center*
Day care	*Recreational facility, indoor*[2,22]	*Animal kennel/shelter*
Eating and drinking place[2,10,28]		*Arts, entertainment, outdoor*
Educational service[28]		*Auction house*
Fire or police facility[12]		*Business service, intensive*
Health care and social assistance[13,14]		*Cannabis business*
Mobile food service[27]		*Cannabis cooperative*
Multiple-family dwelling[15]		*Cemetery, columbarium or mausoleum*
Office		*College/university*
Park		*Construction and trade*
Permanent Supportive Housing		*Family child-care home*
Personal service[28]		*Funeral home/crematory*

18.22.010 Neighborhood Business Zone – Use Allowances

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in the neighborhood business zone:

Table A. Neighborhood Business Zone Use Allowances

PERMITTED	**CONDITIONALLY PERMITTED**	**PROHIBITED**
Religious institution		*Hospital*
Retail sales[16,28]		
Single room occupancy[15]		*Laboratory*
Supportive living facility[9]		*Manufactured housing community*
Temporary lodging[18,19]		*Manufacturing, heavy*
Transitional Housing		*Recreational facility, outdoor*
Vehicle refueling station		*Regional land use*
		Resource land use
		Retail sales, bulk
		Secure facility
		Single detached dwelling unit
		Standalone parking
		Transportation
		Utility facility
		Vehicle or equipment rental

18.22.010 Neighborhood Business Zone – Use Allowances

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in the neighborhood business zone:

Table A. Neighborhood Business Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
		Warehousing
		Wholesale trade

Notes:

* * *

18.23.020 Community Business Zone – Use Allowances

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in the community business zone west subarea:

Table A. Community Business Zone West Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Arts, entertainment, indoor[1]	*Ambulatory surgery center*	*Adult entertainment business*
Business service, standard	*College/university*	*Air transportation service*
Day care	*Community residential facility*	*Animal kennel/shelter*
Eating and drinking place[2]	*Fire or police facility*	*Arts, entertainment, outdoor*
Educational service[3]	*Laboratory*	*Auction house*

18.23.020 Community Business Zone – Use Allowances

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in the community business zone west subarea:

Table A. Community Business Zone West Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Family child-care home[4]	*Recreational facility, indoor*	*Automotive sales and service, marine*
Health care and social assistance[5]	*Regional land use*	*Automotive sales and service, non-marine*
Multiple-family dwelling	*Religious institution*	*Business service, intensive*
Office	*Supportive living facility*	*Cemetery, columbarium, or mausoleum*
Park		*Construction and trade*
Permanent Supportive Housing		*Funeral home/crematory*
Personal service[2]		*Hospital*
Retail sales[2,6]		*Manufactured housing community*
		Manufacturing, heavy
Single detached dwelling unit, existing legal[7]		
Single room occupancy		*Manufacturing, light*
Standalone parking[10]		*Cannabis business*

18.23.020 Community Business Zone – Use Allowances

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in the community business zone west subarea:

Table A. Community Business Zone West Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Temporary lodging[8]		*Cannabis cooperative*
Transitional Housing		*Mobile food service*
Utility facility[9]		*Recreational facility, outdoor*
		Resource land use
		Retail sales, bulk
		Secure facility
		Transportation
		Vehicle or equipment rental
		Vehicle refueling station
		Warehousing
		Wholesale trade

Notes:

* * *

18.23.025 Community Business Zone Juanita Subarea – Use Allowances

The following uses listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in the community business zone Juanita subarea:

Table A. Community Business Zone Juanita Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Arts, entertainment, indoor[1]	*Ambulatory surgery center*	*Adult entertainment business*
Business service, standard	*Automotive sales and service, marine*[7]	*Air transportation service*
Day care	*Automotive sales and service, non-marine*[7]	*Animal kennel/shelter*
Eating and drinking place[2]	*Community residential facility*	*Arts, entertainment, outdoor*
Educational service[2]	*Fire or police facility*	*Auction house*
Health care and social assistance[3]	*Laboratory*	*Business service, intensive*
Mobile food service[4]	*Manufacturing, light*	*Cemetery, columbarium, or mausoleum*
Multiple-family dwelling[5]	*Recreational facility, indoor*	*College/university*
Office	*Religious institution*	*Construction and trade*
Park	*Supportive living facility*	*Family child-care home*

18.23.025 Community Business Zone Juanita Subarea – Use Allowances

The following uses listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in the community business zone Juanita subarea:

Table A. Community Business Zone Juanita Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Permanent Supportive Housing	*Vehicle refueling station*	*Funeral home/crematory*
Personal service[2]		*Hospital*
Retail sales[2]		
Single room occupancy[5]		*Manufactured housing community*
Standalone parking[8]		*Manufacturing, heavy*
Temporary lodging[6]		*Cannabis business*
Transitional Housing		*Cannabis cooperative*
		Recreational facility, outdoor
		Regional land use
		Resource land use
		Retail sales, bulk
		Secure facility
		Single detached dwelling unit
		Transportation
		Utility facility

18.23.025 Community Business Zone Juanita Subarea – Use Allowances

The following uses listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in the community business zone Juanita subarea:

Table A. Community Business Zone Juanita Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
		Vehicle or equipment rental
		Warehousing
		Wholesale trade

Notes:

* * *

18.24.020 Downtown Residential Zone – Use Allowances

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in the downtown residential zone:

Table A. Downtown Residential Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Arts, entertainment, indoor[1]	*Eating and drinking place*[1]	*Adult entertainment business*
Auction house, existing[2]	*Educational service*[3]	*Air transportation service*
Business service, standard[3]	*Health care and social assistance*[10]	*Ambulatory surgery center*
Community residential facility	*Religious institution*	*Animal kennel/shelter*

18.24.020 Downtown Residential Zone – Use Allowances

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in the downtown residential zone:

Table A. Downtown Residential Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Day care[4]	*Supportive living facility*	*Arts, entertainment, outdoor*
Family child-care home[5]	*Utility facility*[11]	*Automotive sales and service, marine*
Manufactured housing community[12]		*Automotive sales and service, non-marine*
Multiple-family dwelling[6]		*Business service, intensive*
Office[3]		*Cemetery, columbarium or mausoleum*
Park		*College/university*
Permanent Supportive Housing		*Construction and trade*
Personal service[3]		*Fire or police facility*
Recreational facility, indoor		*Funeral home/crematory*
Retail sales[3,7]		*Hospital*
Single detached dwelling unit, existing legal[8]		*Laboratory*
Temporary lodging[9]		*Manufacturing, heavy*
Transitional Housing		*Manufacturing, light*
		Marijuana business
		Marijuana cooperative
		Mobile food service
		Recreational facility, outdoor
		Regional land use

18.24.020 Downtown Residential Zone – Use Allowances

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in the downtown residential zone:

Table A. Downtown Residential Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
		Resource land use
		Retail sales, bulk
		Secure facility
		Standalone parking
		Transportation
		Vehicle or equipment rental
		Vehicle refueling station
		Warehousing
		Wholesale trade

Notes:

* * *

18.24A.020 Urban Residential Zone – Use Allowances

The following uses listed in Table A are identified as permitted, conditionally permitted or prohibited uses in the urban residential zone:

Table A. Urban Residential Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Day care	*Arts, entertainment, indoor*[1]	*Adult entertainment business*

18.24.020 Downtown Residential Zone – Use Allowances

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in the downtown residential zone:

Table A. Downtown Residential Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Eating and drinking place[1]	*Business service, standard*[1]	*Air transportation service*
Educational service[1]	*Health care and social assistance*[1]	*Ambulatory surgery center*
Emergency Housing[5]	*Manufacturing, light*[1, 3]	*Animal kennel/shelter*
Emergency Shelter [5]	*Park*	*Arts, entertainment, outdoor*
Mobile food service[2]	*Personal service*[1]	*Auction house*
Multiple-family dwelling[4]	*Recreational facility, indoor*[1]	*Automotive sales and service, marine*
Office[1]	*Regional land use*	*Automotive sales and service, non-marine*
Permanent Supportive Housing	*Retail sales*[1, 3]	*Business service, intensive*
Transitional Housing	*Temporary lodging*[1]	*Cannabis business*
Single room occupancy4		*Cannabis cooperative*
		Cemetery, columbarium or mausoleum
		College/university
		Community residential facility
		Construction and trade
		Family child-care home
		Fire or police facility
		Funeral home/crematory

18.24.020 Downtown Residential Zone – Use Allowances

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in the downtown residential zone:

Table A. Downtown Residential Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
		Hospital
		Laboratory
		Manufactured housing community
		Manufacturing, heavy
		Recreational facility, outdoor
		Religious institution
		Resource land use
		Retail sales, bulk
		Secure facility
		Single detached dwelling unit
		Standalone parking
		Supportive living facility
		Transportation
		Utility facility
		Vehicle or equipment rental
		Vehicle refueling station
		Warehousing
		Wholesale trade

Notes:

* * *

[5] See KMC 18.77.070 for certification requirements for indoor emergency shelter and indoor emergency housing developments.

18.25.020 Downtown Commercial Zone

The following uses listed in Table A are identified as permitted, conditionally permitted, or prohibited uses in the downtown commercial zone:

Table A. Downtown Commercial Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Adult entertainment business[1]	*Air transportation service*	*Animal kennel/shelter*
Arts, entertainment, indoor	*Ambulatory surgery center*	*Business service, intensive*
Arts, entertainment, outdoor[2]	*College/university*	*Cemetery, columbarium or mausoleum*
Auction house, existing[3]	*Community residential facility*	*Construction and trade*
Automotive sales and service, marine, existing legal[4]	*Fire or police facility*	*Family child-care home*
Automotive sales and service, non-marine, existing legal[4]	*Hospital*	*Funeral home/crematory*
Business service, standard	*Laboratory*	*Manufacturing, heavy*
Day care	*Religious institution*	*Manufacturing, light*

18.25.020 Downtown Commercial Zone

The following uses listed in Table A are identified as permitted, conditionally permitted, or prohibited uses in the downtown commercial zone:

Table A. Downtown Commercial Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Eating and drinking place	*Utility facility*[16]	*Cannabis business*
Educational service[5]		*Cannabis cooperative*
Emergency Housing[16]		*Recreational facility, outdoor*
Emergency Shelter [16]		*Resource land use*
Health care and social assistance[6,7]		*Retail sales, bulk*
Manufactured housing community[17]		*Secure facility*
Mobile food service[8]		*Single detached dwelling unit*
Multiple-family dwelling[9]		*Supportive living facility*
Office		*Transportation*
Park		*Warehousing*
Permanent Supportive Housing		*Wholesale trade*
Personal service		

18.25.020 Downtown Commercial Zone

The following uses listed in Table A are identified as permitted, conditionally permitted, or prohibited uses in the downtown commercial zone:

Table A. Downtown Commercial Zone Use Allowances

PERMITTED	**CONDITIONALLY PERMITTED**	**PROHIBITED**
Recreational facility, indoor		
Regional land use[10]		
Retail sales[11]		
Standalone parking[12]		
Temporary lodging[13]		
Transitional Housing		
Vehicle or equipment rental[14]		
Vehicle refueling station[15]		

Notes:

* * *

[16] *See KMC 18.77.070 for certification requirements for indoor emergency shelter and indoor emergency housing developments.*

18.25A.030 Urban Corridor Zone

The following uses listed in Table A are identified as permitted, conditionally permitted, or *prohibited uses* in the urban corridor west subarea:

Table A. Urban Corridor West Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Adult entertainment business[1]	*Arts, entertainment, outdoor*[11]	*Air transportation service*
Ambulatory surgery center	*College/university*	*Auction house*
Animal kennel/shelter[2]	*Fire or police facility*	*Automotive sales and service, marine*
Arts, entertainment, indoor	*Laboratory*[5]	*Automotive sales and service, nonmarine*
Business service, standard	*Recreational facility, indoor*[8]	*Business service, intensive*
Cannabis business	*Recreational facility, outdoor*[13]	*Cannabis cooperative*
Cemetery, columbarium or mausoleum[3]		*Construction and trade*
Community residential facility		*Family child-care home*
Day care		*Hospital*
Eating and drinking place[4]		*Manufactured housing community*
Educational service		*Manufacturing, heavy*
Emergency Housing[12]		*Recreational facility, outdoor*[13]
Emergency Shelter [12]		*Regional land use*
Funeral home/crematory		*Resource land use*
Health care and social assistance		*Retail sales, bulk*
Laboratory[5]		*Secure facility*
Manufacturing, light		
Mobile food service[6]		
Multiple-family dwelling[7]		

18.25A.030 Urban Corridor Zone

The following uses listed in Table A are identified as permitted, conditionally permitted, or *prohibited uses* in the urban corridor west subarea:

Table A. Urban Corridor West Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Office *Park* *Permanent Supportive Housing* *Personal service* *Recreational facility, indoor*[8] *Religious institution* *Retail sales*[9] *Standalone parking*[10] *Supportive living facility* *Temporary lodging* *Transitional Housing*		*Single detached dwelling unit* *Transportation* *Utility facility* *Vehicle or equipment rental* *Vehicle refueling station* *Warehousing* *Wholesale trade*

Notes:

* * *

[12] *See KMC 18.77.070 for certification requirements for indoor emergency shelter and indoor emergency housing developments.*

18.25A.040 Use allowances - Urban corridor east subarea

The following *uses* listed in Table B are identified as permitted, conditionally permitted, or *prohibited uses* in the urban corridor east subarea:

Table B. Urban Corridor East Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Adult entertainment business[1] *Ambulatory surgery center* *Animal kennel/shelter*[2] *Arts, entertainment, indoor* *Arts, entertainment, outdoor*[3] *Business service, standard* *Cannabis business* *Cemetery, columbarium or mausoleum*[4] *Community residential facility*[5] *Day care* *Eating and drinking place*[6] *Educational service* *Emergency Housing*[14] *Emergency Shelter*[14] *Funeral home/crematory* *Health care and social assistance* *Laboratory*[7]	*College/university* *Fire or police facility* *Hospital*[5] *Laboratory*[7] *Regional land use*[5] *Retail sales, bulk*[5,10]	*Air transportation service* *Arts, entertainment, outdoor*[3] *Auction house* *Automotive sales and service, marine* *Automotive sales and service, nonmarine* *Business service, intensive* *Cannabis cooperative* *Community residential facility*[5] *Construction and trade* *Family child-care home* *Hospital*[5] *Manufactured housing community* *Manufacturing, heavy* *Recreational facility, outdoor*[3] *Regional land use*[5] *Resource land use* *Retail sales, bulk*[5]

18.25A.040 Use allowances - Urban corridor east subarea

The following *uses* listed in Table B are identified as permitted, conditionally permitted, or *prohibited uses* in the urban corridor east subarea:

Table B. Urban Corridor East Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Manufacturing, light *Mobile food service*[8] *Multiple-family dwelling*[13,14] *Office* *Park* *Permanent Supportive Housing* *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* *Transitional Housing* *Vehicle refueling station*[13]		*Secure facility* *Single detached dwelling unit* *Standalone parking*[11] *Transportation* *Utility facility* *Vehicle or equipment rental* *Vehicle refueling station*[12] *Warehousing* *Wholesale trade*

Notes:

* * *

[14] See KMC 18.77.070 for certification requirements for indoor emergency shelter and indoor emergency housing developments.

18.25B.020 Waterfront Commercial

The following *uses* listed in Table A are identified as permitted, conditionally permitted or *prohibited uses* in the waterfront commercial zone:

Table A. Waterfront Commercial Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Adult entertainment business[1]	*Air transportation service*	*Auction house*
Ambulatory surgery center	*College/university*	*Automotive sales and service, nonmarine*
Animal kennel/shelter[2]	*Fire or police facility*	*Business service, intensive*
Arts, entertainment, indoor	*Hospital*	*Cannabis cooperative*
Arts, entertainment, outdoor[3]	*Laboratory*[6]	*Construction and trade*
Automotive sales and service, marine	*Regional land use*	*Family child-care home*
Business service, standard		*Manufactured housing community*
Cannabis business		*Manufacturing, heavy*
Cemetery, columbarium or mausoleum[4]		*Resource land use*
Community residential facility (CRF)		*Retail sales, bulk*
Day care		*Secure facility*
Eating and drinking place[5]		*Single detached dwelling unit*
Educational service		*Utility facility*

18.25B.020 Waterfront Commercial

The following *uses* listed in Table A are identified as permitted, conditionally permitted or *prohibited uses* in the waterfront commercial zone:

Table A. Waterfront Commercial Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Emergency Housing[13]		*Warehousing*
Emergency Shelter[13]		*Wholesale trade*
Funeral home/crematory		
Health care and social assistance		
Laboratory[6]		
Manufacturing, light		
Mobile food service[7]		
Multiple-family dwelling[8]		
Office		
Park		
Permanent Supportive Housing		
Personal service		
Recreational facility, indoor		
Recreational facility, outdoor[3,9]		
Religious institution		
Retail sales		
Standalone parking[10]		
Supportive living facility		

18.25B.020 Waterfront Commercial

The following *uses* listed in Table A are identified as permitted, conditionally permitted or *prohibited uses* in the waterfront commercial zone:

Table A. Waterfront Commercial Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Temporary lodging *Transitional Housing*		
Transportation[11] *Vehicle or equipment rental*[12] *Vehicle refueling station*		

Notes:

* * *

[13] See KMC 18.77.070 for certification requirements for indoor emergency shelter and indoor emergency housing developments.

18.26.030 Regional Business North Subarea

The following uses listed in Table A are identified as permitted, conditionally permitted, or prohibited uses in the regional business north subarea:

Table A. Regional Business North Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Adult entertainment business[1] *Ambulatory surgery center*	*College/university* *Laboratory*[6]	*Air transportation service* *Auction house*

18.26.030 Regional Business North Subarea

The following uses listed in Table A are identified as permitted, conditionally permitted, or prohibited uses in the regional business north subarea:

Table A. Regional Business North Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Animal kennel/shelter[2]	*Recreational facility, outdoor*[13]	*Automotive sales and service, nonmarine*[4]
Arts, entertainment, indoor	*Regional land use*	*Business service, intensive*
Arts, entertainment, outdoor	*Utility facility*	*Cannabis cooperative*
Automotive sales and service, marine[3]		*Cemetery, columbarium or mausoleum*
Automotive sales and service, nonmarine[4]		*Family child-care home*
Business service, standard		*Funeral home/crematory*
Cannabis business		*Hospital*
Community residential facility		*Manufactured housing community*
Construction and trade		*Manufacturing, heavy*
Day care		*Resource land use*
Eating and drinking place[5]		*Retail sales, bulk*
Educational service		*Secure facility*
Emergency Housing[14]		*Single detached dwelling unit*
Emergency Shelter[14]		*Vehicle or equipment rental*[11]
Fire or police facility		*Vehicle refueling station*
Health care and social assistance		

18.26.030 Regional Business North Subarea

The following uses listed in Table A are identified as permitted, conditionally permitted, or prohibited uses in the regional business north subarea:

Table A. Regional Business North Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Laboratory[6] *Manufacturing, light* *Mobile food service*[7] *Multiple-family dwelling*[8] *Office* *Park* *Permanent Supportive Housing* *Personal service* *Recreational facility, indoor* *Religious institution* *Retail sales* *Standalone parking*[9] *Supportive living facility* *Temporary lodging* *Transitional Housing* *Transportation*[10] *Vehicle or equipment rental*[11] *Wholesale trade*		*Warehousing*

Notes:

* * *

[14] See KMC 18.77.070 for certification requirements for indoor emergency shelter and indoor emergency housing developments.

18.26.040 Regional Business East Subarea

The following uses listed in Table B are identified as permitted, conditionally permitted, or prohibited uses in the regional business east subarea:

Table B. Regional Business East Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Adult entertainment business[1]	*College/university*	*Air transportation service*
Ambulatory surgery center	*Hospital*	*Automotive sales and service, nonmarine*[5]
Animal kennel/shelter[2]	*Laboratory*[8]	*Business service, intensive*
Arts, entertainment, indoor	*Regional land use*	*Cannabis cooperative*
Arts, entertainment, outdoor[3]	*Secure facility*[17]	*Family child-care home*
Auction house[4]	*Utility facility*	*Manufactured housing community*
Automotive sales and service, marine		*Manufacturing, heavy*
Automotive sales and service, nonmarine[5]		*Resource land use*
Business service, standard		*Retail sales, bulk*
Cannabis business		*Single detached dwelling unit*
Cemetery, columbarium or mausoleum[6]		*Vehicle refueling s*
Community residential facility		
Construction and trade		

18.26.040 Regional Business East Subarea

The following uses listed in Table B are identified as permitted, conditionally permitted, or prohibited uses in the regional business east subarea:

Table B. Regional Business East Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Day care *Eating and drinking place*[7] *Educational service* *Emergency Housing*[18] *Emergency Shelter*[18] *Fire or police facility* *Funeral home/crematory* *Health care and social assistance* *Laboratory*[8] *Manufacturing, light* *Mobile food service*[9] *Multiple-family dwelling*[10] *Office* *Park* *Permanent Supportive Housing* *Personal service* *Recreational facility, indoor* *Recreational facility, outdoor*[3,11]		

18.26.040 Regional Business East Subarea

The following uses listed in Table B are identified as permitted, conditionally permitted, or prohibited uses in the regional business east subarea:

Table B. Regional Business East Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Religious institution *Retail sales*[12] *Standalone parking*[13] *Supportive living facility* *Temporary lodging* *Transitional Housing* *Transportation*[14] *Vehicle or equipment rental* *Warehousing*[15] *Wholesale trade*		

Notes:

* * *

[18] See KMC 18.77.070 for certification requirements for indoor emergency shelter and indoor emergency housing developments.

18.26.050 Use allowances - Regional business west subarea.

The following uses listed in Table C are identified as permitted, conditionally permitted, or prohibited uses in the 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*
Emergency Housing[13]		*Manufactured housing community*
Emergency Shelter[13]		*Manufacturing, heavy*
Fire or police facility		*Resource land use*
Health care and social assistance		*Retail sales, bulk*
Laboratory[4]		*Secure facility*
Mobile food service[5]		
Multiple-family dwelling[6]		

18.26.050 Use allowances - Regional business west subarea.

The following uses listed in Table C are identified as permitted, conditionally permitted, or prohibited uses in the regional business west subarea:

Table C. Regional Business West Subarea Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Office		
Park *Permanent Supportive Housing* *Personal service, Recreational facility, indoor* *Recreational facility, outdoor*[7] *Religious institution* *Retail sales*[8] *Standalone parking*[9] *Supportive living facility* *Temporary lodging* *Transitional Housing* *Transportation*[10] *Vehicle or equipment rental*[11] *Vehicle refueling station*[12]		*Single detached dwelling unit* *Utility facility* *Warehousing* *Wholesale trade*

Notes:

* * *

[13] See KMC 18.77.070 for certification requirements for indoor emergency shelter and indoor emergency housing developments.

18.27.020 Public and semi-public zone – Use allowances

The following uses listed in Table A are identified as permitted, conditionally permitted, or prohibited uses in the public and semi-public zone:

Table A. Public and Semi-Public Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Arts, entertainment, indoor	*College/university*	*Cannabis business*
Arts, entertainment, outdoor[1]	*Construction and trade*[4]	*Cannabis cooperative*
Educational service	-	*Regional land use*[5]
Fire or police facility	-	*Secure facility*
Multiple-family dwelling[6,7]	-	-
Office[2]	-	-
Park	-	-
Permanent Supportive Housing[6]		
Recreational facility, indoor	-	-
Recreational facility, outdoor	-	-
Single room occupancy[6, 7]	-	-
Standalone parking[3]	-	-

18.27.020 Public and semi-public zone – Use allowances

The following uses listed in Table A are identified as permitted, conditionally permitted, or prohibited uses in the public and semi-public zone:

Table A. Public and Semi-Public Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Transitional Housing[6]		
Utility facility	-	-

Notes:

* * *

6. Limited to: (a) developments sponsored by a public agency on properties abutting SR-522 containing at least 25 percent very-low or low-income affordable housing units; or (b) developments on surplus public agency property. Developments containing very-low or low-income affordable housing units shall meet the standards of Chapter 18.77 KMC.

7. A standalone townhouse development is prohibited on properties abutting SR-522.

18.28.020 Parks zone – Use allowances

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in the parks zone:

Table A. Parks Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Arts, entertainment, indoor	-	*Cannabis business*
Arts, entertainment, outdoor	-	*Cannabis cooperative*

18.28.020 Parks zone – Use allowances

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in the parks zone:

Table A. Parks Zone Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
Construction and trade[1]	-	*Single detached dwelling unit*
Mobile food service[2]	-	*Multiple family dwelling unit*
Office[3]	-	*STEP Housing*
Park	-	-
Recreational facility, indoor	-	-
Recreational facility, outdoor	-	-
~~*Single detached dwelling unit*[4]~~	-	-
Utility facility	-	-

Notes:

1. *City* maintenance facility only.

2. *Mobile Food Service* Requirements.

a. No permanent fencing, walls, or other *structures* are installed which hinder removal of the *mobile food service* from the *site*;

b. No required parking stall shall be blocked or rendered unusable as a result of the *mobile food service*;

c. Safe ingress and egress shall be maintained. Visibility for transportation and pedestrian access shall be maintained;

d. The duration of the *mobile food service* shall be established as a condition of approval of any applicable permits;

e. A sign permit is required for exterior signage in accordance with the sign code, Chapter 18.42 KMC.

3. *City office* only.

~~4. One *dwelling unit* allowed per existing legal *lot* as of December 11, 2006.~~

18.29.040 Use allowances

The following uses listed in Table A are identified as *permitted*, conditionally permitted or *prohibited uses* for properties electing to develop under provisions of the TOD district overlay.

All uses not specifically listed in this section shall be prohibited.

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
Emergency Housing[7]	Park	Automotive sales and service, nonmarine
Emergency Shelter[7]	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 Use allowances

The following uses listed in Table A are identified as *permitted*, conditionally permitted or *prohibited uses* for properties electing to develop under provisions of the TOD district overlay.

All uses not specifically listed in this section shall be prohibited.

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
Permanent Supportive Housing		
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
Transitional Housing		Recreational facility, outdoor
		Resource land use
		Retail sales, bulk
		Secure facility
		Single detached dwelling unit
		Standalone parking
		Transportation
		Utility facility
		Vehicle or equipment rental

18.29.040 Use allowances

The following uses listed in Table A are identified as *permitted*, conditionally permitted or *prohibited uses* for properties electing to develop under provisions of the TOD district overlay.

All uses not specifically listed in this section shall be prohibited.

Table A – TOD District Overlay Use Allowances

Permitted	Conditionally Permitted	Prohibited
		Vehicle refueling station
		Warehousing
		Wholesale trade

Notes:

* * *

[7] See KMC 18.77.070 for certification requirements for indoor emergency shelter and indoor emergency housing developments.

Chapter 18.77 of the Kenmore Municipal Code (Affordable Housing), is amended to read as follows:

* * *

18.77.060 Expedited permit processing.

A ~~Certain projects containing~~ Certain projects which include *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) may have the~~at~~ project 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. Site Plan; or
6. 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) 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).]

18.77.070 Emergency Housing and Emergency Shelter Certification

A. Sponsors or managing agencies of an indoor *emergency shelter* or indoor *emergency housing* facility must certify in writing that they have, between the date the permit application was approved-and the date the certificate of occupancy was issued, completed and provided to the City the following:

1. Provided the name, if any, of the facility and the name and headquarters address of the managing entity;
2. Provided a description of all other programs operating in the building and copies of the applicable licenses and certifications held by the program;
3. Designated at least one point of contact authorized to make decisions and take corrective action in the case of emergencies;
4. Provided at least one telephone number to be used in emergencies; and provided documentation of operational policies or procedures for:
   a. Promoting and addressing health and safety, inside the building and in areas immediately adjacent to the building;
   b. Program exit or transfer;
   c. Handling complaints and grievances from occupants;
   d. Health, fire, safety and occupancy; and
   e. Staffing to provide services and resources to the population being served comparable to standard or customary practices for the particular type of housing being provided. The staffing policy or procedure may include but is not limited to, the number of staff or volunteers present during daytime and

nighttime operations, staff or volunteer training, and other processes to provide services and resources to the population being served.

B. Upon receipt of a permit application for an indoor *emergency shelter* or indoor *emergency housing* with a proposed location within 500 feet of walking distance from another indoor emergency shelter or other indoor emergency housing or within 500 feet of walking distance from the physical grounds of a public or private school that existed before an indoor emergency shelter or indoor emergency housing, is in operation or has submitted a permit application, the City may enter into good-faith negotiations with the sponsor to establish additional and reasonable requirements pertaining to health and safety protocols. If the parties are unable to come to an agreement within 180 days of the permit being submitted, the City may deny the permit. If the City denies the permit, it will assist the sponsor in identifying suitable properties to site the indoor emergency shelter or indoor emergency housing. This section does not apply to indoor emergency shelters or indoor emergency housing designated for individuals under the age of 18, families, or victims of domestic violence. The City may not limit the location of indoor emergency shelters or indoor emergency housing in a manner where the capacity of indoor emergency shelters and indoor emergency housing is insufficient to meet the projected needs identified under RCW 29 36.70A.070(2)(a)(ii).

18.77.080 STEP Housing Requirements

The City may enter into a contract with a sponsor proposing a STEP housing development to establish additional and reasonable operational requirements pertaining to health and safety protocols. Consideration for a contract entered into under this Section on the part of the City must include at least one of the following:

1. A donation of real property,
2. A long-term lease of land at least 50 years in length, or
3. A significant contribution from the general fund for capital or operating expenses to be mutually determined by the parties to the contract.

In the event the City unilaterally withdraws or modifies the consideration identified in this Section, in material breach of the contract, then the operational requirements specified in the contract no longer apply to the STEP housing. A sponsor's refusal to accept contract terms relating to the consideration may not be construed as failing to meet the requirements of other fund sources available other provisions relating to the siting of STEP housing.

Section 19.25.020 of the Kenmore Municipal Code is amended to read as follows:

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 *city manager*; 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; affordable housing project and STEP Housing[6] as described in KMC 18.77.060(A).
TYPE 2	Decision by *city manager*; appealable to *hearing examiner*; 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 *exceptional tree* regulations as set forth in KMC 18.57.063
TYPE 3	Recommendation by *city manager*; hearing and decision by *hearing examiner*; 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 *city manager*; hearing and recommendation by *hearing examiner*; decision by city council on the record	Zone *reclassification* not related to a *site-specific comprehensive plan land use map amendment*[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 *comprehensive plan* 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	*Comprehensive plan* amendment; *development regulation* amendment; zoning map amendment related to a *site-specific comprehensive plan land use map amendment*; master plans required in order to obtain a *comprehensive plan* amendment or related zoning map or text amendment pursuant to Chapter 18.120 KMC.

Notes:

* * *

6. Any project which qualifies as STEP Housing under the City's definition in KMC 18.20 is required to meet any noticing requirements that are required for permitted residential uses within that zone.

City Council Agenda Bill
City of Kenmore, WA

Meeting Date: 7/13/2026

Subject/Topic:	**Proposed Council Action/Motion:**
Public Hearing Relating to Park Impact Fees & Amendments to Kenmore Municipal Code (KMC) Chapter 20.47 **Department:** Community Development **Prepared by:** Debbie Bent, Community Development Director Todd Hall, Principal Planner **Attachments:** 1. Draft Ordinance 26-0643 2. Updated Kenmore Park Impact Fee (PIF) Methodology 3. Amendments to Chapter 20.47 KMC	☐Information Only ☐Receive and File ☐Discuss ☐Provide Direction ☒Public Hearing ☐Adopt/Approve ☐Authorize ☐Other: Hold a Public Hearing for an updated Park Impact Fee Methodology and amendments to Kenmore Municipal Code Chapter 20.47. Motion to consider adopting Ordinance 26-0643 at the July 20, 2026, meeting.

Approvals:

Department Head	City Attorney	Finance Director	City Manager	Optional
DB, 6/29/26	DR, 6/30/26		TK 7/1/2026	

Summary/Background:

Summary

A public hearing is scheduled for the July 13, 2026, City Council meeting to receive public comment on Ordinance 26-0643 (Attachment #1) relating to park impact fees and amendments to Chapter 20.47 KMC (Attachment #3). Staff recommends that following the public hearing, City Council pass a motion to consider adopting the Ordinance at the July 20, 2026, City Council meeting.

At the June 22, 2026, City Council meeting, staff presented the park impact fee methodology (Attachment #2). Park impact fees are charges paid by new residential development to reimburse the City for the costs of new public park facilities and improvements that will reasonably benefit the occupants of the new development. At the June 22, 2026, meeting, Council directed staff to establish a park impact fee based on square footage, establishing the maximum park impact fee rate at $3,109.92 cost per person, and selecting 75% of the maximum rate for implementation starting January 1, 2027, consistently applied for each square footage category. The new rates are summarized in Table 1 below and included in Ordinance 26-0643.

Table 1: Park Impact Fees for Residential Development (by square footage)

Unit Size (square footage)	Persons/unit	PIF/person	Maximum Rate[1]	75% Rate
<500 sf	1.07	$3,109.92	$3,327.61	$2,495.71
500-749	1.27	$3,109.92	$3,949.59	$2,962.19
750-999	1.89	$3,109.92	$5,877.75	$4,408.31
1,000-1,499	2.26	$3,109.92	$7,028.42	$5,271.32
1,500-1,999	2.65	$3,109.92	$8,241.29	$6,180.97
2,000-2,499	2.85	$3,109.92	$8,863.27	$6,647.45
2,500-2,999	2.89	$3,109.92	$8,987.67	$6,740.75
3,000-3,999	3.08	$3,109.92	$9,578.55	$7,183.91
4,000+	2.78	$3,109.92	$8,645.57	$6,484.18
Not reported	2.78	$3,109.92	$8,645.57	$6,484.18

[1] This is assumes 100% maximum rate. 75% of the maximum rate is the selected City Council rate charged, effective January 1, 2027. Rounding calculations may result in minor variances from figures derived.

Background

Kenmore originally adopted park impact fees in 2001 and updated the fees in 2019 based on a new rate study. Kenmore Municipal Code Chapter 20.47 outlines the regulations for transportation, park and school impact fees ([Chapter 20.47 TRANSPORTATION, PARK AND SCHOOL IMPACT FEES]). Transportation and park impact fees may be adjusted annually based on the five year rolling average of the Washington State Department of Transportation Construction Cost Index. Transportation and park impact fees are included in the City's fee schedule adopted each year by resolution.

Previous Council Action(s):

The last Park Impact Fee Rate Study was conducted in 2019 and City Council adopted PIF Ordinance 19-0483 to be effective January 1, 2020. The City Council also adopts a Fee Resolution each year which also may adjust park impact fees.

6/22/2026 City Council meeting, Park Impact Fee Discussion [City Council Regular Meeting of Monday, June 22, 2026 • City of Kenmore Agendas and Minutes • Civic Clerk]

5/18/26 City Council meeting, Park Impact Fee Discussion [City Council Regular Meeting of Monday, May 18, 2026 • City of Kenmore Agendas and Minutes • CivicClerk]

4/13/26 City Council meeting, Park Impact Fee discussion [City Council Regular Meeting of Monday, April 13, 2026 • City of Kenmore Agendas and Minutes • CivicClerk]

Fiscal Consideration:

The 2025-2026 Biennial Budget anticipates a beginning Park Impact Fee fund balance of $397,626 and receipts of $585,000. Park Impact Fees are budgeted by project in accordance with the approved capital facilities plan and transferred to the Park Capital Fund as a resource for park improvements. The total 2026 ending fund balance is anticipated to be $452,626. Receipt estimates are based on the current impact fee rates.

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

DEIA Strategic Plan | **City's Equity Framework Toolkit**

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

City Council Priorities or Budget Objective Being Addressed:

Council Priority 9: Explore opportunities to expand Parks and Recreation.

CITY OF KENMORE
WASHINGTON

ORDINANCE NO. 26-0643

AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON, RELATING TO PARK IMPACT FEES; AMENDING CHAPTER 20.47 OF THE KENMORE MUNICIPAL CODE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City has the authority to adopt impact fees to address park and recreation impacts caused by new residential development pursuant to Chapters 36.70A, 43.21C, 58.17, and 82.02 RCW; and

WHEREAS, assessment in lieu of property dedication is one of several methods available to ensure that property development assumes a reasonable, attributable, and proportionate share of the cost of providing parks and recreation facilities necessary to serve the population of each development; and

WHEREAS, the City of Kenmore City Council, by Ordinance No. 19-0483, passed on July 22, 2019, adopted park impact fees based on a 2019 rate study commissioned by the City; and

WHEREAS, in 2026, the City commissioned a new Park Impact Fee Methodology to update the methodology used to calculate the park impact fee rates so as to meet the requirements of state law; and

WHEREAS, the City Council desires to adopt the 2026 Park Impact Fee Methodology as the methodology for park impact fee rates, and to adopt related amendments to Kenmore Municipal Code Chapter 20.47; and

WHEREAS, the 2026 Park Impact Fee Methodology identified nearby municipalities for comparable park impact fees; and

WHEREAS, the City Council desires to adopt park impact fees for new residential development for 2027 based on square footage that are lower than the maximum rate calculated in the 2026 Park Impact Fee Methodology, but comparable to and representing an average of park impact fees of nearby municipalities; and

WHEREAS, there are other administrative changes needed to clarify the intent of the existing code; and

WHERAS, on May 15, 2026, the City's SEPA Responsible Official complied with the State Environmental Policy Act (SEPA) by issuing a Determination of Nonsignificance (DNS); and

WHEREAS, the proposed amendments contained herein were transmitted to the Washington State Department of Commerce on April 2, 2026, as required by law; and

WHEREAS, on July 13, 2026, the City Council conducted a public hearing on this Ordinance; and

WHEREAS, the City Council considered this Ordinance during its regular City Council meeting on July 20, 2026, and concluded that Chapter 20.47 should be amended as stated herein;

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

Section 1. Findings Adopted; 2026 Park Impact Fee Methodology. The City Council adopts the foregoing recitals as findings, which are incorporated herein as if set forth in full.

Section 2. Amendments to Chapter 20.47 of the City of Kenmore Municipal Code. The City Council amends Kenmore Municipal Code Sections 20.47.020, 20.47.030, 20.47.040, 20.47.050, 20.47.070, and 20.47.130 as set forth in Attachment 1, attached hereto and incorporated by reference.

Section 3. Park Impact Fees for the year 2027, effective January 1, 2027. Pursuant to KMC 20.47.130, the City Council adopts Park Impact Fees for all applications for development approval (as defined in KMC 20.47.020) for the year 2027, effective January 1, 2027, as follows:

Unit Size (square footage)	**Park Impact Fee Rate**
<500 sf	$2,495.71
500-749	$2,962.19
750-999	$4,408.31
1,000-1,499	$5,271.32
1,500-1,999	$6,180.97
2,000-2,499	$6,647.45
2,500-2,999	$6,740.75
3,000-3,999	$7,183.91
4,000+	$6,484.18
Not reported	$6,484.18

The City Manager or designee is directed to bring back a fee resolution reflecting the revised park impact fees as set forth above.

Section 4. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of the publication.

ADOPTED BY THE CITY COUNCIL AT A MEETING THEREOF ON THE 20TH DAY OF JULY 2026.

CITY OF KENMORE

____

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

____

Scott Passey, City Clerk

Approved as to form:

____

Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL: JULY 20, 2026
ORDINANCE NO.: 26-0643
DATE OF PUBLICATION:
EFFECTIVE DATE:

Kenmore Park Impact Fee (PIF) - Parks Study (Per KMC 20.47.130)

Authorization

The Washington State Legislature authorized local jurisdictions to enact impact fees through the enactment of the Washington State Growth Management Act - (Chapter 17, Law of 1990, 1st Executive Session, Chapter 36.70A of the Revised Code of Washington (RCW) et sequitur, and Chapter 32 Laws of 1991, 1st Special Session, RCW 82.02.050 et sequitur, as not in existence or as hereafter amended). The Washington State Legislature clarified the basis of fees by including sections on development impact fees (Sections 40-44, 46-48, RCW 82.46.050, RCW 82.46.060, RCW 82.02.050, RCW 82.02.060, RCW 82.02,070, RCW 82.02.080, RCW 82.02.090).

The fees are intended to be a means of implementing Goal 12 in Section 2 of the GMA (RCW 36.70A.020) that reads: "...Ensure that those public facilities and services necessary to support development shall be adequate to serve the **development at the time the development is available for occupancy and use** without decreasing current service levels below locally established minimum standards."

The imposition of impact fees is one of the preferred methods of ensuring that new development bears a proportionate share of the cost of capital facilities necessary to accommodate new growth.

Kenmore City Council - has the authority to adopt a park impact fee (PIF) ordinance pursuant to the Washington State Growth Management Act to apply to all new residential development submitted after the effective date of a PIF ordinance.

The PIF is intended to assist in the implementation of the Capital Facilities Program (CFP) element of the Kenmore Comprehensive Plan, and to help achieve the goals of the Kenmore Park, Recreation & Open Space (PROS) Plan. The purpose of the PIF is to regulate the use and development of land to assure that new development bears a proportionate share of the cost of capital expenditures necessary to provide park, recreation, and open space improvements in Kenmore.

Definitions

Capital improvement - includes park planning, land acquisition, site improvements, buildings, and equipment but excludes maintenance, operation, repair, alteration, or replacement.

Capital Facility Program (CFP) - a 6-year plan that is annually updated and approved by the Council to finance the development of capital facilities necessary to support the population projected within Kenmore over the 6-year projection period. As defined in the GMA, the capital facility program (CFP) includes:

a) Forecast of future needs for park facilities;
b) Identification of additional demands placed on existing public facilities by new development;
c) Long-range construction and capital improvement projects;
d) Parks under construction or expansion;
e) Proposed locations and capacities of expanded or new park facilities;
f) Inventory of existing park facilities;
g) At least a 6-year financing component, updated as necessary to maintain at least a 6-year forecast period, for financing needed for park facilities within projected funding levels, and identifying sources of financing for such purposes, including bond issues or levy lid lifts authorized by the voters; and
h) Identification of deficiencies in park facilities and the means by which existing deficiencies will be eliminated within a reasonable period of time.

In accordance with GMA requirements, the current 6-year Capital Facilities Program (CFP) identifies all projects that are included in the calculation of existing levels-of-service (ELOS) for the purposes of identifying a growth impact fee assessment – see Appendix F.

Park, Recreation & Open Space (PROS) Plan - Kenmore - the planning document that includes a park and recreation inventory, facility demand, policy, and guidance on developing citywide and local park and recreation facilities.

Developer - the person or entity that owns or holds purchase options or other development control over property for which development activity is proposed.

Development activity - any construction or expansion of a building, structure, or use, any change in use of a building or structure, or any change in the use of land, that creates additional demand for park and recreational facilities (GMA, Section 48, RCW 82.090).

Development approval - any written authorization from Kenmore that authorizes the commencement of development activity.

Encumbered - impact fees identified by Kenmore as being committed as part of the funding for a park facility for which the publicly funded share has been assured, or building permits sought, or construction contracts let.

Growth impact requirement - caused by population increases created by new developments.

Growth impact fee assessment - a payment of money imposed upon development as a condition of development approval to pay for:

a) Public facilities needed to serve new growth and development,

b) That is reasonably related to the new development that creates additional demand for public facilities,

c) That is a proportionate share of the cost of the public facilities, and

d) That is used for facilities that reasonably benefit the new development.

Park impact fees (PIF) are a proportionate amount (less than 100%) of the land acquisition and facility development value or cost required to sustain the existing level-of-service (ELOS) or proposed level of service (PLOS) because of new development.

The assessment fee proportion of the actual park impact will be determined on an annual basis by the Kenmore City Council. The Council will review and consider projected park and recreation facility requirements, funding capabilities and trends, citizen preferences concerning park improvement financing, and other issues when determining the proportionate amount to be charged new developments.

Park impact fees (PIF) do not include reasonable permit or application fees or charges.

Growth impact fee - schedule - the table of impact fees to be charged per unit of development computed by the formula adopted under the PIF rate schedule and indicating the standard fee amount per person per dwelling unit type to be paid as a condition of development within Kenmore.

Improvements - project - site improvements and facilities planned and designed to provide service for a particular development project. Project improvements are necessary for the use and convenience of the occupants or users of the project, and are not system improvements. Project improvement examples include the construction of water and sewer lines or interior roads that serve only the structures and occupants located within the development.

No improvement or facility in a Capital Facilities Program (CFP) approved by the Kenmore City Council shall be considered a project improvement. The developer normally pays project improvements as a condition of development approval. Project improvements are not financed with public funds nor included within Kenmore's Capital Facilities Program (CFP) and park impact fees (PIF).

Improvements - system - public facilities designed to serve areas within Kenmore, in contrast to project improvements

designed to service occupants of a particular development project or site. System improvement examples include collector or arterial roads, schools, and parks.
Systems improvements are financed with public funds in accordance with Kenmore’s Capital Facilities Program (CFP). A park impact fee (PIF) may be imposed for a system improvement only if the improvement is included within Kenmore's Capital Facilities Program (CFP).

Level-of-service - existing/proposed (ELOS/PLOS) - the ratio of park and recreation land and facility units (acres, fields, square feet, etc) to the number of persons in the population expressed as a unit per 1,000 persons.

The existing level-of-service (ELOS) includes all park and recreation land and facility units that have been improved to the present time and funded for improvement within the current (existing) time period specified in the Capital Facilities Program (CFP).

The proposed level-of-service (PLOS) includes park and recreational land and facility units that are intended to be added to the current inventory over Kenmore's Park, Recreation & Open Space (PROS) Plan's time (6-20-years) to improve upon existing standards.

Growth impact fees (PIF) are to be imposed on new developments to finance the development of additional facilities necessary to maintain a proportionate share of the additional population requirements created by new development.

Owner - the owner of record of real property, although when real property is being purchased under a real estate contract, the purchaser shall be considered the owner of the real property if the contract is recorded.

Previously incurred system improvements - system projects that were accomplished that will serve new growth and development. Park impact fees (PIF) can be imposed on an adjacent development to recover a proportionate share of the money Kenmore spent or previously incurred to provide for the future demand that the adjacent development now requires.

Prior system deficiencies – are improvements that are necessary to expand the existing system to meet existing level-of-service (ELOS) requirements. Park impact fees (PIF) may not be used for prior system deficiencies or for improvements that do not benefit or serve new growth.

Private recreational facility – is any recreational facility that is not owned by or dedicated to any public or governmental entity.

Proportionate share - that portion of the cost of public facility improvements that are reasonably related to the service demands and needs of new development.

Public facility - the following capital facilities owned or operated by government entities:
a) Public streets and roads,
b) Publicly owned park, open space, and recreation facilities,
c) School facilities, and
d) Fire protection facilities in jurisdictions that are not part of a fire district.

Service area – is the Kenmore city limits.

Park impact fee (PIF) authorization

A park impact fee (PIF) can be imposed on any person or entity who seeks to develop land within Kenmore for a residential building or for a residential mobile or manufactured home installation.

The park impact fee (PIF) must be paid either: 1) before any new residential building permit or new permit for residential mobile home installation can be issued, or 2) before the development is available for occupancy and use.

Schedule

A park impact fee (PIF) per development is determined as follows:
a) If a building permit is requested for mixed uses, then the fee is determined by apportioning the space committed to residential uses.

b) In the case of change of use, redevelopment, or expansion or modification of an existing use that requires the issuance of a building permit or permit for a mobile or manufactured home installation, the park impact fee (PIF) is based upon the net positive increase in the number of persons for the new use compared to the previous use.

Calculation

If a developer opts not to have the park impact fee (PIF) determined according to the PIF schedule, then:

a) The developer can prepare and submit an independent fee calculation study for the land development activity for which a building permit or permit for a mobile or manufactured home installation is sought. The documentation submitted must show the basis upon which the independent fee calculation was made.

b) The Kenmore Official will consider the documentation submitted by the developer but is not required to accept such documentation should the Official reasonably deem the estimate to be inaccurate or not reliable and may, in the alternative, require the developer to submit additional or different documentation for consideration.

c) If an acceptable independent fee calculation study is not presented, the developer will pay park impact fees (PIF) based upon the PIF schedule.

d) If an acceptable independent fee calculation study is presented, the Kenmore Official may adjust the fee to that appropriate to the development. The adjustment may include a credit against the fee otherwise payable up to 100% for private recreational facilities constructed or deed restricted or otherwise set aside for recreational purposes by the developer that serve the same purposes and functions set forth in the Kenmore PROS Plan.

e) In cases where the developer requests an independent fee calculation, the costs of such calculation will be borne by the developer.

Appeals

a) Determinations made by the Kenmore Official may be appealed to the Hearing Examiner by filing a written request with the Official.

b) Any appeal of the decision of the City regarding fee amounts will follow the process for the appeal of the underlying development activity.

c) Impact fees may be paid under protest to obtain a permit or other approval of development activity.

PIF funds utilization

1) Funds collected from a park impact fees (PIF) will be used solely for the purpose of acquiring and/or making capital improvements to parks under the jurisdiction of Kenmore and will not be used for maintenance or operations.

2) Funds will be used exclusively for acquisitions, expansions, or capital improvements within Kenmore. Funds will be expended in the order in which they were collected.

3) In the event that bonds or similar debt instruments are issued for advanced provision of capital facilities for which park impact fees (PIF) may be expended, impact fees may be used to pay debt service on such bonds or similar debt instruments provided that the facilities provided are of the type described in Kenmore's PROS Plan.

4) Impact fees for system improvements will be expended by Kenmore only in conformance with the Capital Facilities Program (CFP).

5) Impact fees will be expended or encumbered by Kenmore for a permissible use within 10 years of receipt by Kenmore, unless there exists an extraordinary or compelling reason for fees to be held longer than 10 years. City Council may identify Kenmore's extraordinary and compelling reasons for the fees to be held longer then 10 years in the Council's findings.

6) At least once each fiscal period the Kenmore Official will present to the Council a proposed capital facility program (CFP) for parks, assigning funds, including any accrued interest from the park impact fee trust fund to specific park improvement projects and related expenses. Monies, including any accrued interest, not assigned in any fiscal period will be retained in the same park impact fee trust funds until the next fiscal period.

7) Kenmore will be entitled to retain not more than 15% of the funds collected as compensation for the expense of collecting the park impact fee (PIF) and administering the fund.

PIF refunds

1) If a residential building permit or permit for a residential mobile or manufactured home installation expires without commencement of construction, then the developer will be entitled to a refund, with interest, of the park impact fee (PIF) paid as a condition for its issuance except that Kenmore will retain a percent of the fee to offset a portion of the costs of collection and refund. The developer must apply for such a refund to the Kenmore Official.

2) Any funds not expended or encumbered by the end of the calendar quarter immediately following 10 years from the date the park impact fee was paid will, upon application by the current landowner, be returned to such landowner with interest at the interest rate accrued in the PIF trust fund account, provided that the landowner submits an application for a refund to Kenmore within 1 year of the expiration of the 10-year period.

3) Any impact fees that are not expended or encumbered by Kenmore in conformance with the Capital Facilities Program (CFP), and for which no application for a refund has been made within this 1-year period, will be retained, and expended.

4) Interest due upon the refund of impact fees will be calculated according to the average rate received by Kenmore on invested funds throughout the period during which the fees were retained.

Exemptions

The following development activities are exempt from payment of park impact fees (PIF):

Reconstruction, remodeling, or construction - of the following facilities, subject to the recording of a covenant or recorded declaration of restrictions precluding use of the property for other than the exempt purpose. Provided that if the property is used for a nonexempt purpose, then the park impact fees (PIF) in effect will be paid:

a) Shelters or dwelling units for temporary placement that provide housing to persons on a temporary basis for not more than 4 weeks.

b) Construction or remodeling of transitional housing facilities or dwelling units that provide housing to persons on a temporary basis for not more than 24 months, in connection with job training, self-sufficiency training and human services counseling - the purpose of which is to help persons make the transition from homelessness to placement in permanent housing.

Rebuilding or replacement - of a legally established dwelling unit(s) destroyed or damaged by fire, flood, explosion, act of God or other accident or catastrophe provided that such rebuilding takes place within a period of 1 year after destruction with a new building or structure of the same size and use.

Alteration or expansion:

a) Of an existing building where no additional residential units are created and where the use is not changed, and/or

b) Construction of accessory buildings or structures.

Mobile or manufactured home where:

a) Installation of a replacement mobile or manufactured home on a lot or other such site when a park impact fee for such mobile or manufactured home site has previously been paid or where a mobile or manufactured home legally existed on such site.

b) Construction of any nonresidential building or structure or the installation of a nonresidential mobile or manufactured home.

Any claim or exemption must be made no later than the time of application for a building permit or permit for a mobile or manufactured home installation. Any claim not so made will be deemed waived.

Condominium projects - in which existing dwelling units are converted into condominium ownership where no new dwelling units are created.

Previous mitigation where:

a) The development activity is exempt from the payment of an impact fee pursuant to RCW 82.02.100, due to mitigation of the same system improvement under the State Environmental Policy Act (SEPA).

b) The development activity for which park impacts have been mitigated pursuant to a condition of plat or PUD approval to pay fees, dedicate land, or construct or improve park facilities, unless the condition of the plat or PUD approval provides otherwise - provided that the condition of the plat or PUD approval predates the effective date of fee imposition.

c) Any development activity for which park impacts have been mitigated pursuant to a voluntary agreement entered with Kenmore to pay fees, dedicate land, or construct or improve park facilities, unless the terms of the voluntary agreement provide otherwise - provided that the agreement predates the effective date of fee imposition.

Affordable housing where:

a) The purpose of the housing unit is to accommodate households who are unable to afford housing within the private market at a reasonable percent of their income (30-35%) defined by the US Housing & Urban Department (HUD). HUD calculates the median family income (HAMFI – HUD Area Median Family Income) for each jurisdiction to determine Fair Market Rents (FMR) and income limits to be eligible for affordable housing assistance.

b) The park impact fee (PIF) may be waived in part or all for each affordable housing units in a development that are designed, constructed, and limited in resale value to accommodate households making less than 80% of HAMFI for the Kenmore market area.

Credits

Parkland and/or park capital improvements may be offered by the developer as total or partial payment of the required impact fee. The offer must specifically request or provide for a park impact fee credit. If the Kenmore Official accepts such an offer, the credit will be determined and provided in the following manner:

1) Credit for the dedication of land will be valued at 100% of the most recent assessed value by the King County Property Appraiser; by such other appropriate method as the City Council by fair market value established by private appraisers acceptable to Kenmore. Credit for the dedication of park land will be provided when the property has been conveyed at no charge to, and accepted by the Kenmore Official, in a manner satisfactory to the Council.

2) Applicants for credit for construction of park improvements will submit acceptable engineering drawings and specifications, and construction cost estimates to the Kenmore Official. The Official will determine credit for construction based upon either these cost estimates or upon alternative engineering criteria and construction cost estimates if the Official determines that estimates submitted by the applicant are either unreliable or inaccurate.

3) Credit against park impact fees (PIF) will not be provided until:

a) Construction is completed and accepted by the Kenmore Official.

b) A suitable maintenance and warrant bond are received and approved by the Official, when applicable.

4) Credit may be provided before completion of specified park improvements if adequate assurances are given by the applicant that the standards will be met and if the developer posts security as provided below for the costs of such construction. If the park construction project is not completed within 5 years of the date of the developer's offer, Council must approve the park construction project and its scheduled completion date prior to the acceptance of the offer by the Official.

5) Any claim for credit must be made no later than the time of application for a building permit or permit for a mobile or manufactured home installation. Any claim not so made will be deemed waived.

6) Credits will not be transferable from one project or development to another without the approval of Council and may only be transferred to a different development upon a finding by Council that the dedication for which the credit was given benefits the Kenmore service area.

7) Determinations made by the Official may be appealed to Council by filing a written request with the Official within 10 days of the Official's determination.

Review

The park impact fee (PIF) schedule is reviewed by Council at least once each fiscal year. The review occurs in conjunction with any update of the Capital Facilities Program (CFP) element of Kenmore's Comprehensive Plan - provided, that failure to conduct a review will not invalidate the fee schedule previously adopted.

Existing level of service (ELOS)

King County Assessor property assessments reflect 100% of the true and fair market value as of 1 January of the assessment year, adjusted annually based on market data and physical inspections every 6 years. Ideally, assessed values reflect the real market or what a willing buyer would pay a willing seller. "**Certain agricultural, timber, or open space land may be assessed based on current use rather than highest and best use.**"

Land values – are based on 2025 King County Assessor data for Kenmore park lands were provided or for adjacent or comparable open space, park, trail, or facility properties:

Park	Value	Acres	$/acre	Type
Town Square	$1,363,300	0.48	$2,840,208	Facility
City Hall Park	$2,054,400	1.57	$1,308,535	Park
Linwood Park	$888,000	1.37	$648,175	Park
Moorlands Park	$2,317,000	4.56	$508,114	Park
Swamp Creek Wetlands	$7,221,000	23.21	$311,115	Natural
TI'awh-ah-dees Park	$9,089,700	41.78	$217,561	Park/OS
Inglewood Wetlands	$2,930,000	13.61	$215,282	Natural
Rhododendron Park	$2,334,000	12.21	$191,154	Park
Northshore Summit Park	$499,000	3.71	$134,501	Park
	$28,696,400	**102.50**	**$279,964**	
Log Boom Park	$520,900	3.90	$133,564	Park
Wallace Creek Swamp Park	$3,111,000	25.47	$122,143	Natural
Twin Spring Park	$1,901,000	25.50	$74,549	Natural
Tolt Pipeline Trail	$71,000	7.20	$9,861	Trail
Subtotal	**$5,603,900**	**62.07**	**$90,283**	
Total	**$34,300,300**	**164.57**	**$208,423**	

Source: King County Assessor 2025 market values.

As shown, Assessor valuations vary considerably by type of park and even by specific properties:

- Town Square and City Hall Park are the highest per acre values of $2,840,208-1,308,535 due the location in Kenmore downtown district alongside retail commercial uses.
- Other high valued per acre park sites include Linwood Park at $648,175 and Moorlands Park at $508,114 which are in established residential neighborhoods.
- Conversely, low valued per acre park sites include the Tolt Pipeline Trail, which is a road right-of-way, at $9,861, and not developable for any other use, and Twin Spring Park at $74,549.
- Natural area parks sites per acre values include Wallace Creek Swamp Park at $122,143, TI'awh-ah-dees Park at $217,561, and Log Boom Park at 133,564. Significant portions of the park lands are valued as open space rather than highest and best use meaning sizable portions of the parks are undervalued, particularly for waterfront parcels.

Building values – based on 2025 King County Assessor data:

Park	Bldg value	Sq ft	$/sf	Type
Town Square	$1,871,200	4,576	$408.92	Facility
Senior Center	$119,000	2,220	$53.60	Facility
Total	**$1,990,200**	**6,796**	**$292.85**	

Source: King County Assessor 2025 market values.

As shown, the estimated value per square foot varies considerably based on when the building was constructed and the purpose for which it was built or is used now.

- Town Square, built in 2007, has the highest estimated value of $408.92 per square foot, while the Senior Center, built in 1948, has the lowest value of $53.60 per square foot.

Improvement values – including utilities, access roadways, and parking lots are presumed to be included in the Assessor's market land values assuming the properties are sold for private uses. **Assessor land values, however, do not include public park**

Existing level-of-service (ELOS) value for city facilities

Population in development		**1**					
Population in city 2025		**24,520**					
Population in city 2050		**33,491**					
		units	2025 fclty total	Facility cost /unit	Year 2025 asset value	standard /1000	Project/ per capita value
land	resource conservancy	acres	76.0	$122,143	$9,282,868	3.10	$378.58
land	resource activities	acres	44.9	$217,561	$9,768,489	1.83	$398.39
land	linear trails	acres	0.9	$10,000	$9,000	0.04	$0.37
land	athletic fields/playgrounds	acres	9.5	$578,145	$5,492,373	0.39	$224.00
land	recreation centers/pools	acres	12.5	$2,074,372	$25,929,644	0.51	$1,057.49
land	special use facilities	acres	2.2	$500,000	$1,100,000	0.09	$44.86
land	support facilities/yards/buildir	acres	3.1	$500,000	$1,550,000	0.13	$63.21
Subtotal for land impact			**149.1**		**$53,132,373**	**6.08**	**$2,166.90**
Facilities							
swimming beach	sand	park space	10.0	$24,122	$241,223	0.41	$9.84
handcarry launch	dirt ramp	park space	10	$28,793	$287,928	0.41	$11.74
floating pier	pier	square foot	5000	$546	$2,730,000	203.92	$111.34
picnic	tables w/o shelter	table	27	$44,734	$1,207,812	1.10	$49.26
	shelters-group use	shelter	4	$141,275	$565,101	0.16	$23.05
multipurpose trail	asphalt w/services 10'	mile	1.30	$1,307,465	$1,699,704	0.05	$69.32
	bridge	sq ft	500	$546	$273,000	20.39	$11.13
park trail	concrete/asphalt trail 6'	mile	1.21	$831,797	$1,006,475	0.05	$41.05
	crushed rock 5'	mile	1.01	$247,983	$250,463	0.04	$10.21
playground	uncovered	each	5	$515,317	$2,576,585	0.20	$105.08
play area	improved	acre	3.0	$285,145	$855,436	0.12	$34.89
skateboard	skateboard court - concrete	court	1	$819,000	$819,000	0.04	$33.40
basketball	outdoor uncovered	court	1.0	$311,686	$311,686	0.04	$12.71
soccer	youth multipurpose	field	1	$560,660	$560,660	0.04	$22.87
baseball	200+grass unlighted	field	1	$1,407,086	$1,407,086	0.04	$57.39
community center	meeting facilities	sq ft	6,776	$880	$5,963,910	276.35	$243.23
operations	admin facilities	sq ft	1,000	$437	$436,800	40.78	$17.81
	maintenance fclties	sq ft	2,800	$437	$1,223,040	114.19	$49.88
	concession stands	sq ft	100	$483	$48,266	4.08	$1.97
restrooms	permanent	fixture	8	$80,710	$645,678	0.33	$26.33
	temporary/sanican	each	6	$2,184	$13,104	0.24	$0.53
Subtotal for facility impact			**16,257**		**$23,122,956**	**662.99**	**$943.02**
Total impact for land and facilities - per capita					**$76,255,330**		**$3,109.92**
Total impact for land and facilities - persons/household of				**2.60**			**$8,085.80**

Resource conservancy - Wallace Creek Swamp Park, Resource activities - It"awh-ah-dees Park, Linear trails - Tolt Tipeline ROW, Athletic fields/playigrounds - Linwood and Moorland Parks, Recreation centers - Town Square and Town Hall Park, Special use facilities - @ Moorland Park, Support facilities - @ $500,000.
Note - facility costs include site preparation, utilities, parking, amenities, and other improvements pro rated.

amenities like boat ramps, trails, picnic facilities, playgrounds, sports courts, and athletic fields for which there is no private market interest or valuation.

Consequently, the value of these amenities is estimated based on the market cost necessary to develop amenities of similar contents and quality improvement to those in Kenmore's inventory. The market equivalent estimates include direct costs for site preparation, materials, and construction and indirect costs for sales tax, design and engineering, financing, and contingencies.

The estimates include utilities, site access roadways, parking, equipment, furnishings, and landscaping necessary to provide a facility equal to what exists in Kenmore's inventory.
Athletic fields, for example, are estimated by size for different age group competitions and with or without grass or synthetic turf, lighting, fencing, restrooms, concessions, and other features.

Trails are estimated by width, surface improvement, and signage with or without trailheads, parking, restrooms, and other features prorated by mile.

The projected cost to develop each type of Kenmore amenity in the inventory is shown in the spreadsheet on the preceding page.

Kenmore ELOS value – is compiled for all existing land, building, and amenity improvement and prorated on a per capita basis and for an average household size based on American Community Survey (ACS) data.

- **Total value for all of Kenmore's existing park land inventory** - is $53,132,373 or $2,166.90 per person for Kenmore's 2025 population of 24,520 persons. Athletic facilities and playgrounds, represent the greatest land value category worth $25,292,644.
- **Total value of all of Kenmore's existing public park building and site improvements** - is $23,122,956 or $943.02 per person. Town Square and the Senior Center represent the largest improvement value worth a combined total of $5,963,910.
- **Total value of all land, building, and site improvements**- is $76,255,330 or $3,109.92 per person or $8,085.80 for an average household of 2.60 persons.

The combined value is relatively low for a community the size of Kenmore. Kenmore has assembled an impressive collection of natural areas combined with significant waterfront properties, which are undervalued. Kenmore has not, however, developed indoor facilities, meaning Kenmore is land rich and amenity poor.

Proposed level of service (PLOS)

A limitation of using the ELOS to project future PROS need and demand is that it assumes Kenmore must develop the same ratio of land, buildings, and site improvements, and therefor expenditures, to accommodate existing as well as future population increases. The PROS Plan, however, balances the ratio of Kenmore's existing park inventory by filling in distributional park gaps, balancing overall park amenities, and acquiring and developing new facilities like recreation, cultural, and aquatic centers.

The PROS Plan Capital Facility Program (CFP) invests $108,742,200 over the 20-year planning period including $835,000 or 0.8% to complete master planning and feasibility studies of existing parks, $40,525,000 or 37.3% to acquire additional park lands adjacent to existing parks and for new park and trails, $148,200 or 0.1% to completed funded improvements to existing parks, $60,899,000 or 56.0% to develop new parks and centers, and $6,335,000 or 5.8% to develop new streetscapes and trails.

As shown in the CFP, the funds to finance these projects will be derived from several sources including General Funds (GF), grants from the WA Recreation & Conservation Office (RCO), King County's Conservation Futures (CF) program, Park Impact Fees (PIF), 10-year limited duration levies as well as levy lid lifts (Levy), General Obligation Bonds (Bonds), and WSDOT, DOE, or WDFW for studies of SR-522 over and undercrossing.

Kenmore PROS Plan CFP

11 May 2026

Priority			Detail	Cost estimate	GF	Grant	CF	PIF	Levy	Bond	Other	PIF share
Master plans and feasibility analysis												
D9		Swamp Creek Wetland	Develop conservation and public access plan	$75,000	X							
D3		Linwood Park	Develop master plan	$100,000	X							
		City Hall/Skate Court	Assess feasibility of universal playground	$60,000	X							
		Moorlands Park	Assess feasability of turf capacity improvements	$45,000	X							
		Twin Springs Park	Develop master plan including beaver pond conservation	$100,000	X							
		Inglewood Wetlands	Develop master plan for conservation, public viewpoints	$80,000	X							
		181st Streetscape	Develop urban corridor plan and design	$100,000	X							
		SR-522 Overpass	Assess feasibility of an overpass at 65th Avenue	$125,000	X						WSDOT	
		Swamp Creek Underpass	Assess feasibility of an underpass of SR-522 and 175th Street at 80th Avenue	$150,000	X						WSDOT	
Subtotal				**$835,000**								
Acquisition												
A9		Swamp Creek	Acquire wetlands	$7,800,000			X					
		Lakepointe	Acquire park site - 3.5 acres	$5,250,000				X				$5,250,000
		Waterwalk	Acquire shoreline from Lakepoint - 11 acres	tbd		X		X	X		KingC	tbd
		Tl'awh-ah-dees Park	Expand open space 12.6 acres	tbd			X					
		Athletic Fields	Acquire site - 7 acres	$10,500,000		X		X				$10,500,000
		Neighborhood 1	Acquire minipark to fill park gap in neighborhood	$1,200,000				X				$1,200,000
		Neighborhood 2	Acquire minipark to fill park gap in neighborhood	$1,200,000				X				$1,200,000
		Neighborhood 3	Acquire minipark to fill park gap in neighborhood	$1,200,000				X				$1,200,000
		Neighborhood 4	Acquire minipark to fill park gap in neighborhood	$1,200,000				X				$1,200,000
		Recreation Center	Acquire site for multigenerational community/recreation center	$7,500,000					X	X		
		Cultural Center	Acquire site for fine and performing arts, and cultural and historic center	$3,750,000					X	X		
		Aquatic Center	Acquire site for regional aquatic facility	tbd							NPRSA	
		181st Streetscape	Acquire pocket or urban parklets in downtown, higher density neighborhood	$925,000				X				$925,000
Subtotal acquisition				**$40,525,000**								**$21,475,000**
Development - hold over projects												
D11		Twin Springs	Refurbish park	$35,000	X							
P27		Tl'awh-ah-dees Park	Monitor improvements project	$60,000	X							
P28		Log Boom Park	Monitor park improvements project	$50,000	X							
P30		Rhododendron Park	Monitor boatshed improvements	$3,200	X							
		Tolt Pipeline Trail	Construct phase 2 - 73-80th	tbd	X							
Subtotal holdover projects				**$148,200**								
Concept development - parks												

Lakepointe	Develop Lakepoint Park gathering area with supporting audio, lighting, and other services for summer festivals and events	$15,000,000		X					King C	
Linwood Park	Install picnic shelter, upgrade playground	$425,000				X				$425,000
Northshore Summit	Install picnic shelter, sport court	$310,000				X				$310,000
Wallace Swamp Creek Park	Install signage, picnic shelter, 3 picnic tables, play area, community garden, and parking improvements	$940,000				X				$940,000
Twin Springs Park	Develop pond overlook, 0.5-mile secondary paths, stream crossing, 2 play areas, 3 picnic tables, improve parking lot	$900,000				X				$900,000
Town Square	Expand amenities when neighboring properties redevelop	tbd								
Skate Court	Add universal playground, add overhead shelter with bleachers, develop pump track extension, add benches, seating, and picnic tables	$1,210,000				X				$1,210,000
Log Boom Park	Provide kayak access from pier	tbd								
Rhododendron Park	Pave and extend ADA trails, reconfigure basketball for sports court, add wayfinding signage	$770,000				X				$770,000
Moorlands Park	Add sports court, improve turf on ballfield, install security lighting at shelter and restroom	$1,110,000				X				$1,110,000
Harbour Village Park	Add wayfinding signage	$10,000	X							
Athletic Fields	Install turf and lights on 2 rectangular fields	$820,000		X		X	X	X		$820,000
Senior Center	Upgrade 2,220 square foot building in Rhododenron Park for seniors and/or meeting facilities	$444,000					X	X		
Recreation Center	Develop 18,000 square foot multigenerational community/recreation center with 2 basketball courts with 4 pickleball court overlays, physical conditioning/wellness, lockers and showers, studio/classrooms	$14,400,000					X	X		
Cultural Center	Develop 28,000 square foot regional facility with 15,850 square foot black box theater, 4,290 square foot art studio and workshops, 4,290 square foot historical center, and 3,570 square foot café, lobby, gallery	$22,400,000					X	X		
Aquatic Center	Develop regional aquatic facility	tbd							NPRSA	
Neighborhood 1	Install 2 picnic tables, playground ages 5-12, sport court	$540,000				X				$540,000
Neighborhood 2	Install 2 picnic tables, playground ages 5-12, sport court	$540,000				X				$540,000
Neighborhood 3	Install 2 picnic tables, playground ages 5-12, sport court	$540,000				X				$540,000
Neighborhood 4	Install 2 picnic tables, playground ages 5-12, sport court	$540,000				X				$540,000
Dog Park	Joint venture with Bothell for dedicated dog park facility	tbd								
Subtotal parks development		**$60,899,000**								**$8,645,000**
Concept development - trails										
181st Streetscape	Develop urban gathering areas, parklets in downtown, higher density neighborhoods	$1,000,000				X	X		TIP	$1,000,000
Waterfront gathering	Develop pedestrian linkages between Burke-Gilman Trail, SR-522 over and undercrossings, Tl'awh-ah-dees , Log Boom, and Lakepointe Parks for activities node	$540,000				X	X		TIP	$540,000

		Tl'awh-ah-dees Park	Develop 0.3-mile trail north to 175th Street Bridge, 0.3-mile trail south to bridge over Swamp Creek, add lighting in parking lot and park, add playground	$245,000				X	X			$245,000
		Swamp Creek Trail	Extend 0.86-mile trail from Tl'awh-ah-dees Park north around Swamp Creek	$350,000				X	X			$350,000
		NE 181st Street Trail	Extend 0.15-mile trail from 181st Street to connect with Swamp Creek Trail	$62,000				X	X			$62,000
		NE 198th Street Trail	Extend 0.14-mile trail from Wallace Swamp Creek Park to 198th Street	$58,000				X	X			$58,000
		Tl'awh'ah-dees/Rhododendron Park Trail	Develop 0.27-mile trail and bridge over Sammammish River and along the south shoreline to Rhododendron Park	$110,000				X	X			$110,000
		Lakepointe Trail	Develop 0.73-mile trail from Burke-Gilman around the Lakepointe development to Juanita Drive	$780,000				X	X			$780,000
		Burke-Gilman Trail	SR-522 Burke-Gilman Accessibility Project	$1,745,000								$1,745,000
		Burke-Gilman Trail	Extend 0.25-mile trail to Juanita Drive to Saint Edwards State Park to Big Finn Hill	$270,000				X	X			$270,000
		Burke-Gilman Trail	Develop 175-foot overpass of SR-522/Bothell Highway at 65th Avenue to 175th Street	tbd							WSDOT	
		Burke-Gilman Trail	Develop 0.15-mile underpass of SR-522/175th Street at Swamp Creek to 192nd Street	tbd							WSDOT, DOE, WDFW	
Subtotal trails development				**$6,335,000**								**$6,335,000**
Total				**$108,742,200**								**$36,455,000**
GF - General Funds, CF - Conservation Futures, PIF - Park Impact Fee, TIP - Transportation Improvement Program											Addnl population 2046	8,971
tbd - to be determined when project details are established. All cost estimates in 2025 dollars.											PIF/person	**$4,063.65**

CFP	$	%
Complete master plans and feasibility studies	$835,000	0.8%
Acquire additional park lands	$40,525,000	37.3%
Complete funded improvements to existing parks	$148,200	0.1%
Improve existing parks Develop new parks, centers,	$60,899,000	56.0%
Develop streetscapes and trails	$6,335,000	5.8%
Total	**$108,742,200**	**100.0%**

Proportionate share - is the portion of CFP that create capacity necessary to accommodate future population increase. Capacity increase is generated by new parks or trails, or improvements to existing parks that increase usable time, like the addition of synthetic turf or lights to an existing athletic field, like Moorland Park.

Capacity increases are measured for the park system as a whole and not to a specific site or neighborhood or for a development project that will be occupied by existing and new residents. The addition of synthetic turf or lights to Moorland Park, or the acquisition and development of mini parks in existing neighborhoods will increase usable time that existing residents may access but which will also increase available overall capacity in the park system that will accommodate and benefit new residents elsewhere in the city.

Likewise, new residents will use existing parks and trails that have been funded by existing residents balancing out capacity benefits and PIF assessments over the entire system, rather than by measuring benefit by a specific site or neighborhood.
As shown in the PIF column in the CFP on the preceding pages, proportionate share can't include costs:

- Necessary to complete master plans and feasibility studies of existing parks,
- Complete improvements funded to existing parks that don't increase capacity, or
- Projects funded by other sources like King County Conservation Futures (CF) or WSDOT, DOE, or WDFW.

Proportionate share does not include the costs of acquiring and developing recreation, cultural, or aquatic centers since these projects will be funded by levies or bonds that may be approved by a vote of existing residents but that would be assessed of existing and future residents, meaning a PIF could be double charging.

Proportionate share	Budget	PIF
Complete master plans and feasibility studies	$835,000	$0
Acquire additional park lands	$40,525,000	$21,475,000
Complete funded improvements to existing parks	$148,200	$0
Improve existing parks Develop new parks, centers.	$60,899,000	$8,645,000
Develop streetscapes and trails	$6,335,000	$6,335,000
Total	**$108,742,200**	**$36,455,000**

As shown, the proportionate share of the CFP that PIF can assess is $36,455,000 or 33.5% of the CFP total of $108,742,200 or $4,063.65 per person for the projected additional population of 8,971 by 2046.

Note – the CFP assumes new park and trail land will be acquired of properties that are currently zoned for private development or already developed for private use to be redeveloped for some of the public uses proposed in the PROS Plan. CFP costs, therefore, will be higher than what the city invested for public parks and trails in years past generating a higher per capita PLOS investment of $4,063.65 than ELOS assessments of current park assets $3,109.92.

PIF by housing type

A park impact fee (PIF) based on housing type depends on the number of persons per each type of housing unit ranging from single-family, duplex, tri and quadplex, multiplex over 5 units, and

manufactured homes collated by the Washington Office of Financial Management (OFM).
Kenmore's average persons per housing type in 2026 ranged from 2.94 persons for an average single-family house to 2.11 persons for triplex and quadplex structures. OFM data, however, does not identify the size or bedroom content of manufactured homes which can be occupied by larger family households.

Housing type	Persons/unit
Single-family	2.94
Duplex	2.47
Tri and Quadplex	2.11
Multiplex – 5 or more units	2.50
Manufactured homes	2.57

Source: Persons/type unit – WA OFM 2026, Adjusted 2000 population and housing by structure type and group quarters for the state, counties, cities, and towns – City of Kenmore

Advantage – of the housing type approach is that OFM will continually update the number of persons by housing type and the ability to adjust the person ratio per housing type on a regular basis and, thereby, reflect changes in the housing marketplace that may favor the introduction of middle housing and other innovative developments.

Disadvantage – of the housing type approach is that it does not correlate the number of bedrooms or unit size to the number of persons in the unit. A triplex, quadplex, multiplex, or manufactured home count may include small units with a few numbers of persons in each, or 2-4 bedrooms units designed for families biasing the per capita fee assessment.

Prior to 2023, park impact fees were based on this formula calculated by the number of persons per housing type. However, in 2023 the Washington State Legislature amended RCW 82.02.060 because of Engrossed Substitute Senate Bill (ESSB) 5258 and amended RCW 36.70A.681 because of Engrossed Substitute House Bill (ESHB) 1337 specifying that park impact fees must be calculated to produce a lower fee for smaller housing units based on the:

- Number of bedrooms per housing unit, or
- Square footage of the housing unit.

PIF by number of bedrooms

The American Community Survey (ACS) is an ongoing statistical survey by the US Census Bureau sent to approximately 250,000 addresses monthly or 3,000,000 per year with a margin of error varying from +/-3.0% to +/-14.6% depending on the subject. The ACS regularly gathers information previously contained only in the long form of the Decennial Census. It is the largest survey other than the Decennial Census that the Census Bureau administers.

The ACS collates the number of persons per bedroom for each jurisdiction based on the sample survey results. The 2024 ACS data for Kenmore indicates the number of persons increases in relation to the number of bedrooms from 0.85 persons for a studio or 1 bedroom to 4.25 persons for 5+ bedrooms.

Bedrooms	#	%	Persons/ bedroom
Studio	322	3.3%	0.85
1 bedroom	1.225	12.5%	0.85
2 bedrooms	1.972	20.2%	1.70
3 bedrooms	2.807	28.8%	2.55
4 bedrooms	2.364	24.2%	3.40
5+ bedrooms	1.071	11.0%	4.25
Total bedrooms	**28.643**	**100.0%**	
Persons/bedroom	**0.85**		

2024 American Community Survey, Kenmore, total housing units 9,761, total population 24,350
Note – persons per bedroom calculated by multiplying 0.85 persons per bedroom by the number of bedrooms.

Advantage – of the bedroom approach is that the ACS will continually update data on number of bedrooms and thereby the ability to adjust the person ratio per bedroom on a regular basis and, thereby, reflect changes in the housing marketplace that may favor smaller units with fewer bedrooms.

Disadvantage – of the bedroom approach is determining the number of bedrooms from other rooms that may be included in the developer's floorplan for the structure, such as offices, studios, guest rooms, dens, family rooms, and the like, which may still be used as bedrooms.

PIF by square footage

The American Housing Survey (AHS) defines single-family dwelling unit square footage to be occupiable space to include finished and unfinished basements but exclude unfinished attics, attached garages, and exterior spaces not protected from weather such as screened porches. Multi-family unit occupiable space includes the interior space of the unit but excludes hallways, lobbies, and other public spaces.

Data available for the Seattle Standard Statistical Metropolitan Area (SMSA - which includes Seattle, Tacoma, and Bellevue) in 2021 indicates the persons per unit increases with the size of the unit from 1.07 persons for a housing unit under 500 square feet up to 3.08 persons for a unit up to 3,999 square feet in size. The ratio declines slightly to 2.78 for units over 4,000 square feet. (Note – housing unit size for 50,500 units or 3.0% of the total are not reported.)

Unit square footage	#	persons	Persons/ unit
<500	54,300	58,066	1.07
500-745	194,300	247,638	1.27
75-999	250,600	472,766	1.89
1,000-1,499	350,800	792,865	2.26
1,500-1,999	285,400	755,309	2.65
2,000-2,499	210,900	601,742	2.85
2,500-2,999	116,700	337,607	2.89
3,000-3,999	123,400	380,583	3.08
4,000+	42,200	117,255	2.78
Not reported	50,500	140,539	2.78
Total	**1,679,100**	**3,904,370**	**2.33**

Source: American Housing Survey (AHS) Seattle SMSA 2021

Advantage – of the square footage approach is that the AHS will continually update data on square footage and thereby the ability to adjust the person ratio per square footage on a regular basis and, thereby, reflect changes in the housing marketplace that may favor smaller units.

Disadvantage – of the square footage approach is the AHS does not report data for smaller jurisdictions like Kenmore meaning the approach reflects the demographics of Seattle-Tacoma-Bellevue rather than Kenmore. The average household size in the Seattle SMSA, for example, is 2.33 while Kenmore's average household size is 2.60 meaning the approach will underestimate the middle-aged family demographics in Kenmore with a lower PIF assessment.

Financial strategies

6-Year financial options – the PROS Plan estimated the combined expenditures necessary to finance administration, events, maintenance, repair and replacement, and the PLOS additions for the next 6 years – projected to be $59,946,337 including $35,011,197 in PLOS additions at an annual inflation rate of 2.9%.

The PROS Plan estimated revenues that would be generated by existing sources and programs including the General Fund, Waterways, Parks Capital Fund, Public Arts Fund, Swamp Creek Basin Fund, King County Park Levy, and potential grants from the WA Recreation & Conservation Office (RCO) to increase at an annual inflation rate of 2.9% except the General Fund property tax which will stabilize at 1% per year. The PROS Plan estimated these sources would generate $40,748,240 or $19,198,097 less than projected 6-year expenditures.

The PROS Plan evaluated offsetting the requirement under 3 alternatives that used various amounts of recreation fees (should Kenmore decide to provide programs in the future), Park Impact Fees (PIF), Real Estate Excise Taxes (REET), and a property tax levy. The results indicate the shortfall can be resolved if:

- PIF is 70% or 80% or 90% of the ELOS value of $3,109.92,

- REET is 40% or 50% or 60% of tax revenue,
- Property tax **annual** levy is $82.05 or $76.00 or $69.95 or $6.84 or $6.33 or $5.83 **monthly** accordingly of a median house value of $869,800.

20-year financial options - 20-year projected expenditures will be $247,124,686 including the full $108,525,000 PLOS additions. 20-year General Fund revenue sources will generate $176,454,569 or $70,670,117 less than expenditures. The shortfall can be resolved if:

- PIF is 70% or 80% or 90% of ELOS value of $3,109.92,
- REET is 40% or 50% or 60% of tax revenue,
- Property tax **annual** levy is $28.93 or $27.30 or $25.68 or $2.41 or $2.28 or $2.14 **monthly** accordingly of a median house value of $869,800.

Note – the annual property tax levy amount declines over time because REET based on property sales will increase in property values at a greater proportional accumulated rate and amount than an assumed fixed PIF per capita generated revenue.

Recommendations

RCW specifies PIF are a proportionate amount (less than 100%) of the land acquisition and facility development cost required to sustain the proposed level of service (PLOS) because of new development. PIF can't be the only source of maintaining the park system's capacity to offset population growth impacts and must be combined with other funding sources.

As shown in the spreadsheets on the following pages, General Fund sources, REET, a property tax levy, and PIF combined can more than finance all PROS requirements over the next 6 and 20-year period. PIF, like REET, however, is a significant source of revenue necessary to achieve solvency, particularly PIF's contribution to financing PLOS additions.

Therefore, PIF should be assessed at least at 70% and preferably at 90% of its proportionate share. To be conservative and avoid challenges, PIF should be based on the ELOS value defined by Assessor values of $3,109.32. PIF can use bedroom or the square footage approach to calculate fees subject to the advantages and disadvantages listed for each.

Bedrooms	Persons/ bedroom	$ LOS	PIF %	PIF
Studio	0.85	$3,109.32	90%	$2,378.63
1 bedroom	0.85	$3,109.32	90%	$2,378.63
2 bedrooms	1.70	$3,109.32	90%	$4,757.26
3 bedrooms	2.55	$3,109.32	90%	$7,135.89
4 bedrooms	3.40	$3,109.32	90%	$9,514.52
5+ bedrooms	4.25	$3,109.32	90%	$11,893.15

Unit square footage	Persons/ unit	$ LOS	PIF %	PIF
<500	1.07	$3,109.32	90%	$2,994.28
500-745	1.27	$3,109.32	90%	$3,553.95
75-999	1.89	$3,109.32	90%	$5,288.95
1,000-1,499	2.26	$3,109.32	90%	$6,324.36
1,500-1,999	2.65	$3,109.32	90%	$7,415.73
2,000-2,499	2.85	$3,109.32	90%	$7,975.41
2,500-2,999	2.89	$3,109.32	90%	$8,087.34
3,000-3,999	3.08	$3,109.32	90%	$8,619.04
4,000+	2.78	$3,109.32	90%	$7,779.52

On an annual basis, City Council can review and consider 6-20-year CFP requirements, projected expenditures, General Fund revenues, PIF, REET, and property tax levy assumptions and adjust PIF accordingly.

Financial options 2026-2032 with PIF at 70, 80, 90%							years 6

Expenditures trends

					Alternative 1	Alternative 2	Alternative 3
Administration		($725,330)	/year	2.9%	($4,679,967)	($4,679,967)	($4,679,967)
Events, Volunters, Recreation		($478,308)	/year	2.9%	($3,086,134)	($3,086,134)	($3,086,134)
Parks Maintenance		($1,331,393)	/year	2.9%	($8,590,401)	($8,590,401)	($8,590,401)
Repair & Replacement (5% facilities/year)		($1,329,570)	/year	2.9%	($8,578,638)	($8,578,638)	($8,578,638)
PLOS land and facility additions		($32,557,500)	value	2.9%	($35,011,197)	($35,011,197)	($35,011,197)
TOTAL EXPENDITURES					**($59,946,337)**	**($59,946,337)**	**($59,946,337)**

Revenue options

				2.9%			
Capital facility program	**Total**	**PROS Plan**	**%**	**Inflate**			
General Fund	$17,860,266	$2,535,031	14%	1.0%	$15,595,549	$15,595,549	$15,595,549
Strategic Opportunites	$0	$0	100%	2.9%	$0	$0	$0
REET 1&2	$1,938,000	$0	0%	2.9%	$0	$0	$0
Park Impact Fees	$302,500	$50,000	17%	2.9%	$322,610	$322,610	$322,610
Walkways & Waterways	$100,000	$2,050	2%	2.9%	$13,227	$13,227	$13,227
Parks Capital Fund	$280,000	$143,200	51%	2.9%	$923,954	$923,954	$923,954
Public Arts Fund	$2,000	$19,895	995%	2.9%	$128,366	$128,366	$128,366
Swamp Creek Basin Fund	$40,000	$40,000	100%	2.9%	$258,088	$258,088	$258,088
Lapepointe Fund	$0	$0	100%	2.9%	$0	$0	$0
Recreation fees	$0	$0	100%	2.9%	$0	$0	$0
King County Park Levy	$53,200	$53,200	100%	2.9%	$343,257	$343,257	$343,257
Grants - RCO, DOC	$250,000	$250,000	100%	2.9%	$1,613,048	$1,613,048	$1,613,048
CFP totals	**$20,825,966**	**$3,093,376**			**$19,198,097**	**$19,198,097**	**$19,198,097**
DIFFERENCE BETWEEN EXPENDITURES AND REVENUES					**($40,748,240)**	**($40,748,240)**	**($40,748,240)**

6-year options - combine annual revenues

Option 1 - Recreation cost recovery		Expenditures	Rate	Revenue			
Recreation cost/operations		$0	######	$0			
Deficit		$0	######				
Recreation program/opns cost recovery rate					0%	0%	0%
Additional amount recovered first annual				$0	$0	$0	$0
Addnl recreation program/opns cost recovered			**2.9%**		**$0**	**$0**	**$0**
Option 2 - Park impact fee (PIF)		2025	per/du	2045	2030	2030	2030
Population in city limits		24,520		33,491	2,990	2,990	2,990
ELOS local/regional value/person		$3,109.92	2.60	$8,086	$3,110	$3,110	$3,110
Percent of value assessed for fee					70%	80%	90%
Fee assessed per additional person					$2,177	$2,488	$2,799
Addnl park Impact fee (PIF) revenue					**$6,187,179**	**$7,117,148**	**$8,047,118**
Option 3 - Real Estate Excise Tax (REET) 1&2							
Annual average real estate sales year 2025			2.9%	$387,600,000	$2,500,868,882	$2,500,868,882	$2,500,868,882
Assessed rate per $1.00 sales				$0.0050	$0.0050	$0.0050	$0.0050
Annual allocation for PROS Plan projects					40%	50%	60%
Addnl REET allocation					**$5,001,738**	**$6,252,172**	**$7,502,607**
Option 4 - Property Tax Levy (PTLevy)							
Assessed valuation 2025		$7,988,619,847	2.9%	$8,220,289,823	$8,703,979,896	$8,703,979,896	$8,703,979,896
PTLevy requirement					$29,559,323	$27,378,919	$25,198,515
Assessed average annual rate per $1.00 (3)					$0.00057	$0.00052	$0.00048
TOTAL CFP+Rctn+GIF+REET+PTLevy					**$59,946,337**	**$59,946,337**	**$59,946,337**
DIFFERENCE BETWEEN EXPENDITURES AND REVENUES					**$0**	**$0**	**$0**
		$100,000			**$9.43**	**$8.74**	**$8.04**
Median house value ACS 2019-2023		**$869,800**			**$82.05**	**$76.00**	**$69.95**

Note:
(1) GMA does not allow growth requirements to be financed 100% with growth impact fees.
(2) GO bond capitalized with financing at 6.00% interest for 6 years
(3) Property tax levy proceeds accumulated over 6 year period with no interest.
* General Fund property tax amount shown includes all sources of funds from General Fund in addition to property tax.

15 April 2026 years

Financial options 2026-2046 20

Expenditure trends					Alternative 1	Alternative 2	Alternative 3
Administration		($725,330)	/year	2.9%	($19,292,845)	($19,292,845)	($19,292,845)
Enrichment Services		($478,308)	/year	2.9%	($12,722,378)	($12,722,378)	($12,722,378)
Parks operations		($1,331,393)	/year	2.9%	($35,413,341)	($35,413,341)	($35,413,341)
Repair & Replacement (5% facilities/year)		($1,329,570)	/year	2.9%	($35,364,851)	($35,364,851)	($35,364,851)
PLOS land and facility additions		($108,525,000)	value	2.9%	($144,331,271)	($144,331,271)	($144,331,271)
TOTAL EXPENDITURES					**($247,124,686)**	**($247,124,686)**	**($247,124,686)**

Revenue options				2.9%			
Capital facility program	**Total**	**PROS Plan**	**%**	**Inflate**			
General Fund	$17,860,266	$2,535,031	14%	1.0%	$55,818,858	$55,818,858	$55,818,858
Strategic Opportunities	$0	$0	0%	2.9%	$0	$0	$0
REET 1&2	$1,938,000	$0	0%	2.9%	$0	$0	$0
Park Impact Fees	$302,500	$50,000	17%	2.9%	$1,329,936	$1,329,936	$1,329,936
Walkways & Waterways	$100,000	$2,050	2%	2.9%	$54,527	$54,527	$54,527
Parks Capital Fund	$280,000	$143,200	51%	2.9%	$3,808,936	$3,808,936	$3,808,936
Public Arts Fund	$2,000	$19,895	995%	2.9%	$529,181	$529,181	$529,181
Swamp Creek Basin Fund	$40,000	$40,000	100%	2.9%	$1,063,949	$1,063,949	$1,063,949
Lakepointe Fund	$0	$0	100%	2.9%	$0	$0	$0
Recreation Fees	$0	$0	100%	2.9%	$0	$0	$0
King County Park Levy	$53,200	$53,200	100%	2.9%	$1,415,052	$1,415,052	$1,415,052
Grants - RCO, DOC	$250,000	$250,000	100%	2.9%	$6,649,678	$6,649,678	$6,649,678
CFP totals	**$20,825,966**	**$3,093,376**			**$70,670,117**	**$70,670,117**	**$70,670,117**
DIFFERENCE BETWEEN EXPENDITURES AND REVENUES					**($176,454,569)**	**($176,454,569)**	**($176,454,569)**

20-year options - combine annual revenues

Option 1 - Recreation cost recovery		Expenditures	Rate	Revenue			
Recreation cost/operations		$0	######	$0			
Deficit		$0	######				
Recreation program/opns cost recovery rate					0%	0%	0%
Additional amount recovered first annual				$0	$0	$0	$0
Addnl recreation program/opns cost recovered			**2.9%**		**($3,808,936)**	**($3,808,936)**	**($3,808,936)**
Option 2 - Growth impact fee (GIF)		2025	per/du	2045	2045	2045	2045
Population in city limits		24,520		33,491	8,971	8,971	8,971
ELOS local/regional value/person		$3,110	2.60	$8,086	$3,110	$3,110	$3,110
Percent of value assessed for fee					70%	80%	90%
Fee assessed per additional person					$2,177	$2,488	$2,799
Addnl park Impact fee (PIF) revenue					**$18,199,429**	**$20,989,338**	**$23,779,247**
Option 3 - Real Estate Excise Tax (REET) 1&2							
Annual average real estate sales year 2025			2.9%	$387,600,000	$10,309,661,458	$10,309,661,458	$10,309,661,458
Assessed rate per $1.00 sales				$0.0050	$0.0050	$0.0050	$0.0050
Annual allocation for PRO Plan projects					40%	50%	60%
Addnl REET allocation					**$20,619,323**	**$25,774,154**	**$30,928,984**
Option 4 - Property Tax Levy (PTLevy)							
Assessed valuation 2022		$7,988,619,847	2.9%	$8,220,289,823	$10,632,257,903	$10,632,257,903	$10,632,257,903
PTLevy requirement					$141,444,753	$133,500,013	$125,555,273
Assessed average annual rate per $1.00 (3)					$0.00067	$0.00063	$0.00059
TOTAL CFP+Rctn+GIF+REET+PTLevy					**$247,124,686**	**$247,124,686**	**$247,124,686**
DIFFERENCE BETWEEN EXPENDITURES AND REVENUES					**($0)**	**$0**	**$0**
		$100,000			**$3.33**	**$3.14**	**$2.95**
Median house value ACS 2015-2019		**$869,800**			**$28.93**	**$27.30**	**$25.68**

Note:
(1) GMA does not allow growth requirements to be financed 100% with growth impact fees.
(2) GO bond capitalized with financing at 6.00% interest for 6 years
(3) Property tax levy proceeds accumulated over 20 year period with no interest.
* General Fund property tax amount shown includes all sources of funds from General Fund in addition to property tax.

Comparable park impact fees (PIF)

The following comparable park impact fees (PIF) were assembled in 2024 by the Building Industry Association of Washington (BIAW) Washington Center for Housing Studies. The 2024 comparable fees were imposed prior to the Legislature's amendments specifying fees must be based on bedrooms or square footage.

Jurisdiction	Housing type	Fee
Bothell	Single-family	$4,009.85
Carnation	Single-family	$4,805.00
	Multiple family	$3,922.00
Duvall	Single-family	$9,492.85
	Multiple family	$8,416.37
Edmonds	Single-family	$2,734.05
	Multiple family	$2,340.16
Everett	Dwelling unit	$3,331.00
Kenmore	Single-family	$4,586.75
	Multiple family	$3,518.28
Kirkland	Single-family	$6,093.00
	Multiple family	$8,016.00
Lake Stevens	Single-family	$3,004.75
	Multiple family	$4,154.92
Marysville	Single-family	$1,905.00
	Multiple family	$1,380.00
Mercer Island	Single-family	$6,315.92
	Multiple family	$3,933.28
Monroe	Single-family	$7,756.85
	Multiple family	$5,994.99
Redmond	Single-family	$6,372.96
	Multiple family	$4,424.24
Sammamish	Single-family	$6,739.00
	Multiple family	$4,362.00
Snohomish	Single-family	$4,150.00
	Multiple family	$3,600.00
Woodinville	Dwelling unit	$3,175.00

Amendments shown in Red

Chapter 20.47
TRANSPORTATION, PARK AND SCHOOL IMPACT FEES

Sections:

Article I. General

Article II. Rates

Article III. Miscellaneous Provisions

Article I. General

20.47.010 Findings and authority.

The city council of the City of Kenmore (the "*council*") hereby finds and determines that new growth and development, including but not limited to new *residential*, commercial, retail, office, and industrial development, in the City of Kenmore will create additional demand and need for *public facilities* serving the City of Kenmore, and the *council* finds that new growth and development should pay a proportionate share of the cost of new facilities needed to serve the new growth and development. The City of Kenmore prepared initial studies to support the adoption of these impact fees, and prepared supplemental studies to analyze necessary updates to these fees, all of which document the procedures for measuring the impact of new developments on *public facilities*. In conjunction with the Northshore School District, the City of Kenmore likewise reviews school impact fee analyses. The City of Kenmore hereby incorporates these studies, as amended, and their analyses into this chapter by reference. Therefore, pursuant to Chapter 82.02 RCW, the *council* adopts this chapter to assess *impact* fees for transportation, *parks* and schools. The provisions of this chapter shall be liberally construed in order to carry out the purposes of the *council* in establishing the *impact fee* program. [Ord. 19-0483 § 2 (Att. 1); Ord. 18-0463 § 2 (Exh. 1); Ord. 16-0420 § 7 (Exh. 5).]

20.47.020 Definitions.

The following words and terms shall have the following meanings for the purposes of this chapter, unless the context clearly requires otherwise. Terms otherwise not defined herein shall be defined pursuant to RCW 82.02.090, or given their usual and customary meaning.

A. "Accessory dwelling unit" means a separate complete *dwelling unit* attached to or contained within the *structure* of the primary dwelling; or contained within a separate *structure* that is accessory to the primary *dwelling unit* on the premises.

B. "Building permit" means an official document or certification which is issued by the building official and which authorizes the construction, alteration, enlargement, conversion, reconstruction, remodeling, rehabilitation, erection, demolition, moving or repair of a building or structure.

C. "Capital facilities plan" means the capital facilities plan element of a comprehensive plan adopted by the City of Kenmore pursuant to Chapter 36.70A RCW, and such plan as amended.

D. "City manager" means the city manager or the city manager's designee.

E. "Council" means the city council of the City of Kenmore.

F. "Development activity" means any construction, expansion, or change in the use of a building or structure that creates additional demand and need for *public facilities*. Development activity does not include: i) buildings or structures constructed by a regional transit authority; or ii) buildings or structures constructed as shelters that provide emergency housing for people experiencing homelessness, or emergency shelters for victims of domestic violence, as defined by RCW 70.123.020, as may be amended.

G. "Development approval" means any written authorization from the City of Kenmore which authorizes the commencement of a *development activity*.

H. "Dwelling unit" means one or more rooms designed for occupancy by a person or *family* for living and sleeping purposes, containing *kitchen facilities* and rooms with internal accessibility, for use solely by the dwelling's occupants. *Microhousing or co-housing dwelling units* may share *kitchen facilities* with other dwelling units in place of providing *kitchen facilities* within each unit.

I. "Elderly" means a person aged 62 or older.

J. "Encumbered" means to reserve, set aside, or otherwise earmark the impact fees in order to pay for commitments, contractual obligations, or other liabilities incurred for *public facilities*.

K. "Feepayer" is a person, corporation, partnership, an incorporated association, or any other similar entity, or department or bureau of any governmental entity or municipal corporation, commencing a land *development activity* which creates the demand for additional capital facilities, and which requires the issuance of a *building permit*. "Feepayer" includes an applicant for an impact fee credit.

L. "Gross floor area" means the total square footage of any building, structure, or use, including accessory uses.

M. "Hearing examiner" means the examiner who acts on behalf of the City in considering and applying land use regulatory codes as provided under this code. Where appropriate, "hearing examiner" also refers to the office of the hearing examiner.

N. "Impact fee" means a payment of money imposed by the City of Kenmore on *development activity* pursuant to this chapter as a condition of granting *development approval* in order to pay for the *public facilities* needed to serve new growth and development, and that is reasonably related to the new development that creates additional demand and need for *public facilities* that reasonably benefit the new development. "Impact fee" does not include a reasonable permit fee, an application fee, the administrative fee for collecting and handling impact fees, or the cost of reviewing *independent fee calculations*.

O. "Impact fee account" or "account" means the account(s) established for each type of public facility for which impact fees are collected. The accounts shall be established pursuant to KMC 20.47.080 and 20.47.090, and comply with the requirements of RCW 82.02.070.

P. "Independent fee calculation" means the transportation impact calculation, park impact calculation, school impact calculation, and/or economic documentation prepared by a *feepayer* to support the assessment of an *impact fee* other than by the use of the rates listed in Article II of this chapter, or the calculations prepared by the *city manager* where none of the fee categories or fee amounts in Article II of this chapter accurately describe or capture the impacts of the new development.

Q. "Interest" means the average interest rate earned in the last fiscal year by the City of Kenmore.

R. "Interlocal agreement" means the agreement between the Northshore School District and the City governing the operation of the school impact fee program and describing the relationship, duties and liabilities of the parties.

S. "ITE Land Use Code" means the classification code number assigned to a type of land use by the Institute of Transportation Engineers in the version of "Trip Generation" adopted by the City.

T. "Low-income housing" means housing with a monthly housing expense that is no greater than 30 percent of 80 percent of the median family income adjusted for family size in King County, as determined by the United States Department of Housing and Urban Development (HUD). In the event that HUD no longer publishes median income figures for King County, the County may use or determine such other method as it may choose to determine the King County median income, adjusted for household size.

U. "Mobility unit" means one p.m. peak hour person trip end. Each person trip has two trip ends, one each at the origin and destination.

V. “Open space” means for the purposes of this chapter undeveloped public land that is permanently protected from development (except for the development of trails or other passive public access or use).

W. “Owner” means the owner of record of real property, or a person with an unrestricted written option to purchase property; provided, that if the real property is being purchased under a recorded real estate contract, the purchaser shall be considered the owner of the real property.

X. “Parks” means parks, *open space*, and recreational facilities, including but not limited to ball fields, golf courses, athletic fields, soccer fields, swimming pools, tennis courts, volleyball courts, neighborhood parks, community parks, trails, and *open space*.

Y. “Parks study” means the most recent report of the methodology and calculation of impact fees for park facilities kept on file with the city clerk.

Z. “Project improvements” means site improvements and facilities that are planned and designed to provide service for a particular development or users of the project, and are not *system improvements*. No improvement or facility included in a *capital facilities plan* adopted by the *council* shall be considered a project improvement.

AA. “Proportionate share” means that portion of the cost of *public facility* improvements that are reasonably related to the service demands and needs of new development.

BB. “Public facilities” means the following capital facilities owned or operated by the City of Kenmore or other governmental entities: (1) public transportation facilities; (2) publicly owned *parks*, *open space*, *trails*, and recreation facilities; and (3) public school facilities.

CC. “Transportation study” means the most recent report of the methodology and calculation of impact fees for transportation projects kept on file with the city clerk.

DD. “Residential” or “residential development” means all types of construction intended for human habitation. This shall include, but is not limited to, single-family, accessory dwelling unit (ADU), duplex, triplex and quadplex, multiplex of 5 or more units, manufactured homes, and other ~~multifamily~~ residential development.

EE. "School impact fee analysis" means the school impact fee analysis contained in the Northshore School District Capital Facilities Plan.

FF. "Service area" means a geographic area in which *public facilities* provide service to development within the City.

GG. "Square footage" means the square footage of the *gross floor area* of the development.

HH. "State" means the State of Washington.

II.. "Station area" means the same as defined in RCW 36.70A.030, as now enacted or hereafter amended , and as may be further depicted on maps adopted by the City pursuant to Chapter 18.29 KMC or the City's official station area map on file.

~~GG.~~ JJ. "System improvements" means *public facilities* that are included in the *capital facilities plan* of the City of Kenmore or the Northshore School District as adopted by reference in the City's comprehensive plan and are designed to provide service to service area within the community at large, in contrast to *project improvements*.

KK."Transportation facility" means public easements or right-of-way that enables motor vehicles, transit vehicles, bicycles and/or pedestrians to travel between destinations.

~~II.~~ LL. "Trip generation" means the number of *mobility units* generated by a *development activity*. [Ord. 19-0483 § 2 (Att. 1); Ord. 18-0463 § 2 (Exh. 1); Ord. 16-0420 § 7 (Exh. 5).]

20.47.030 Assessment of impact fees.

A. The City shall collect *impact fees*, based on the rates in Article II of this chapter, from any applicant seeking *development approval* from the City for any *development activity* within the City, where such *development activity* requires the issuance of a *building permit*. The City also may collect an application fee as established by the *council* by resolution to cover the City's reasonable costs of administration of the *impact fee* program.

B. For mixed use developments, *impact fees* shall be imposed for the proportionate share of each land use based on the applicable measurement in the *impact fee* rates set forth in Article II of this chapter.

C. For purposes of school *impact fees*, townhouses, as defined in KMC 18.20.835, shall be considered multifamily development.

D. The payment of a *parks impact fee*, consistent with this chapter, shall be the preferred method of meeting *park* space requirements for all new development.

E. *Impact fees* shall be calculated at the time the complete application for a *building permit* is submitted using the *impact fee* rates then in effect. Except as provided in subsection H of this section, *impact fees* shall be paid at the time the permit is issued by the City.

F. Applicants that have been awarded credits pursuant to KMC 20.47.050 prior to the submittal of the complete *building permit* application shall submit, along with the complete *building permit* application, a copy of the letter or certificate prepared by the *city manager* pursuant to KMC 20.47.050 setting forth the dollar amount of the credit awarded. Except as provided in subsection H of this section, *impact fees*, as determined after the application of appropriate credits, shall be collected from the *feepayer* at the time the *building permit* is issued.

G. Except as provided in subsection H of this section, the *city manager* shall not issue the required permit unless and until the *impact fees* set forth in Article II of this chapter have been paid in the amount that exceeds exemptions or credits provided pursuant to KMC 20.47.040 or 20.47.050.

H. An applicant for a *building permit* for a single-family ~~detached or attached residence~~, duplex, triplex and quadplex, multiplex of 5 or more units, manufactured homes, and other residential building type development may request a deferral of the full *impact fee* payment, deferring collection of the *impact fee* payment until issuance of a certificate of occupancy or equivalent certification and subject to this subsection. The certificate of occupancy or equivalent certification shall not be issued until the impact fees have been paid in full. The amount of impact fees that may be deferred must be determined by the fees in effect at the time the permit application is deemed complete. The term of an impact fee deferral under this subsection may not exceed 18 months from the date of building permit issuance. An applicant seeking a deferral under this subsection must grant and record a deferred impact fee lien against the property in favor of the City in the amount of the deferred impact fee. The deferred impact fee lien, which must include the legal description, tax account number, and address of the property, must also be:

1. In a form approved by the City;

2. Signed and notarized by all *owners* of the property, with all signatures acknowledged as required for a deed, and recorded in the county where the property is located;

3. Binding on all successors in title after the recordation; and

4. Junior and subordinate to any mortgage or deed of trust for the purpose of construction upon the same real property granted by the person who applied for the deferral of *impact fees*.

If the deferred *impact fees* are not paid in accordance with a deferral authorized by this subsection, and in accordance with the term provisions established in this subsection, the City may institute foreclosure proceedings in accordance with Chapter 61.12 RCW. Upon receipt of final payment of all deferred *impact fees* for a property, the City must execute a release of deferred *impact fee* lien for the property. The property *owner* at the time of the release, at his or her expense, is responsible for recording the lien release. The extinguishment of a deferred *impact fee* lien by the foreclosure of a lien having priority does not affect the obligation to pay the *impact fees* as a condition of final inspection, certificate of occupancy, or equivalent certification. Each applicant for a single-family *residential* construction permit, in accordance with his or her contractor registration number or other unique identification number, is entitled to annually receive deferrals under this subsection for the first 20 single-family *residential* construction *building permits* per city. A nonrefundable fee, as set forth in a fee resolution adopted by the *council*, associated with implementing this subsection shall accompany the request. [Ord. 19-0478 § 2 (Exh. 1); Ord. 18-0463 § 2 (Exh. 1); Ord. 16-0420 § 7 (Exh. 5).]

20.47.040 Exemptions.

A. Except as provided for below, the following shall be exempted from the payment of all *impact fees*:

1. Alteration, expansion or replacement of an existing *residential* structure including mobile or manufactured home that does not add any *dwelling units*;

2. Miscellaneous improvements that do not increase the impacts of the development on the City's *public facilities*, including, but not limited to, fences, walls, swimming pools, and signs;

3. Demolition or moving of a structure;

4. Expansion or replacement of an existing single-family *residential* structure including a mobile or manufactured home that maintains its single-family character;

5. Replacement of a nonresidential structure with a new structure of the same size and use at the same site or lot when such replacement occurs within 12 months of the demolition or destruction of the prior structure. Replacement of a structure with a new structure of the same size shall be interpreted to include any structure for which the gross *square footage* of the building will not be increased by more than 100 square feet;

6. Pursuant to RCW 82.02.060, the council may provide exemptions for housing units to accommodate households who are unable to afford housing within the private market at a reasonable percent of their income (30-35%) as defined by the US Housing & Urban Department

(HUD). HUD calculates the median family income (HAMFI – HUD Area Median Family Income) for each jurisdiction to determine Fair Market Rents (FMR) and income limits to be eligible for affordable housing assistance ~~low-income housing~~ and other development activities with broad public purposes. The impact fee may be waived in part or all for each affordable housing units in a development that is designed, constructed, and limited in resale value to accommodate households making less than 80% of HAMFI for the Kenmore market area. Exemptions for school impact fees under this subsection shall be approved by the Northshore School District;

7. *Accessory dwelling units*; provided, that *impact fees* shall be assessed if at any time the *accessory dwelling unit* is converted to another land use or *dwelling unit*, based on the *impact fees* in effect at the time of conversion.

B. Except as provided for below, the following shall be exempted from the payment of school *impact fees*:

1. Reconstruction, remodeling or construction of the following facilities, subject to the recording of a covenant or recorded declaration of restrictions precluding use of the property for other than the exempt purpose; provided, that if the property is used for a nonexempt purpose, the school *impact fees* then in effect shall be paid:

a. ~~Shelters or dwelling units for temporary placement, which provide housing to persons on a temporary basis for not more than four weeks;~~ Shelters or dwelling units for temporary placement that provide housing to persons on a temporary basis for not more than 4 weeks.

b. Construction or remodeling of transitional housing facilities or dwelling units that provide housing to persons on a temporary basis for not more than 24 months, in connection with job training, self-sufficiency training and human services counseling, the purpose of which is to help persons make the transition from homelessness to placement in permanent housing; and

c. Any form of housing for the *elderly*, including nursing homes, retirement centers, and any type of housing units for persons age 55 and over, which have recorded covenants or recorded declaration of restrictions precluding school-aged children as residents in those units.

2. Any *development activity* for which school impacts have been mitigated pursuant to a condition of plat approval to pay fees, dedicate land or construct or improve school facilities, unless the condition of the plat approval provides otherwise; provided, that the condition of the plat approval

predates May 22, 2018.

3. Any *development activity* for which school impacts have been mitigated pursuant to a voluntary agreement entered into with the district to pay fees, dedicate land or construct or improve school facilities, unless the terms of the voluntary agreement provide otherwise; provided, that the agreement predates May 22, 2018.

4. Any *building permit* application that has been submitted to the City before closing time on the business day before the effective date of the ordinance codified in this chapter imposing school *impact fees* and subsequently determined to be a complete application, based on the information on file as of the effective date of such imposition.

5. Subject to approval by the *city manager*, any *building permit* application submitted to the City after the effective date of the ordinance codified in this chapter that imposes school impact fees that results from a pre-existing, unexpired approval of a zoning variance, shoreline substantial development permit, shoreline variance, site plan review for uses allowed by zone, or reasonable use exception under KMC 18.55.180. This exemption shall be limited to approvals directly related to the siting of the proposed building. [Ord. 18-0463 § 2 (Exh. 1); Ord. 16-0420 § 7 (Exh. 5).]

C. Station Area Multifamily Housing – Impact Fee Reduction.

1. Reduction Required. Consistent with RCW 82.02.060(10), a development project shall receive a fifty (50) percent reduction of the impact fees otherwise required under this chapter for system improvements as described in RCW 82.02.090(7)(a) if the project satisfies both of the following conditions: a. The project is located within a station area as defined in KMC 20.47.010 and RCW 36.70A.030; and b. The project is claiming a multifamily housing property tax exemption under the City's Multifamily Housing Property Tax Exemption program, Chapter 3.65 KMC, under the income-qualified exemption track established in RCW 84.14.020(1)(a)(ii)(D), as now enacted or hereafter amended.
2. Application Procedure. An applicant claiming the reduction under this section shall submit a written claim to the city manager at the time the complete application for a building permit is submitted. The claim shall include documentation demonstrating that the project is located within a station area and that the project has applied for or received a multifamily housing property tax exemption under KMC Chapter 3.65. Any claim not made by the time of complete building permit application shall be deemed waived.

20.47.050 Credits.

A. A *feepayer* can request that a credit or credits for *impact fees* be awarded to him/her for the total value of dedicated land, improvements, or construction provided by the *feepayer*. Credits will be given only if the land, improvements, and/or the facility constructed are:

1. Included within the *capital facilities plan* and identified on the list of *impact fee* projects in the *transportation study*, *parks study* or *school impact fee analysis*; and

2. At suitable sites and constructed at acceptable quality as determined by the City or Northshore School District; and

3. For *parks*:

a. Such *park*, *recreation*, *trail*, or *open space* land improvements or construction completed shall be adjacent to other publicly owned *park*, *recreation* or *open space* land; or

b. Be within an area of the City designated within the City comprehensive plan or Parks, Recreation & Open Space (PROS) Plan or as in need of *park*, *open space*, *trail*, or *recreation facility* space; or

c. Would in some other way further the goals and objectives of the *capital facilities plan* or Parks, Recreation & Open Space (PROS) Plan, or other City plans.

B. The *city manager* shall determine if a request for a credit or credits meets the criteria in subsection A of this section. When a *feepayer* requests a credit for school *impact fees*, the *city manager* shall receive input from the Northshore School District before making the decision.

C. For each request for a credit or credits the *city manager* shall select an appraiser or the *feepayer* may select an independent appraiser acceptable to the *city manager*.

D. The appraiser must possess an MAI or other equivalent certification and shall not have a fiduciary or personal interest in the property being appraised. A description of the appraiser's certification shall be included with the appraisal, and the appraiser shall certify that he or she does not have a fiduciary or personal interest in the property being appraised.

E. The appraiser shall be directed to determine the total value of the dedicated land, improvements, and/or construction provided by the *feepayer* on a case-by-case basis.

F. The *feepayer* shall pay for the cost of the appraisal or request that the cost of the appraisal be deducted from the credit which the *city manager* may be providing to the *feepayer*, in the event that a credit is awarded.

G. After receiving the appraisal, the *city manager* shall provide the *feepayer* with a letter or certificate setting forth the dollar amount of the credit, the reason for the credit, the legal description of the site donated where applicable, and the legal description or other adequate description of the project or development to which the credit may be applied. The *feepayer* must sign and date a duplicate copy of such letter or certificate indicating his or her agreement to the terms of the letter or certificate, and return such signed document to the *city manager* before the *impact fee* credit will be awarded. The failure of the *feepayer* to sign, date, and return such document within 60 calendar days shall nullify the credit.

H. No credit shall be given for *project improvements*.

I. Any claim for credit must be made with the *impact fee* calculation submittal. The failure to timely file such a claim shall constitute a final bar to a later request for any such credit.

J. Determinations made by the *city manager* pursuant to this section shall be subject to the appeals procedures set forth in KMC 20.47.070. [Ord. 19-0483 § 2 (Att. 1); Ord. 18-0463 § 2 (Exh. 1); Ord. 16-0420 § 7 (Exh. 5).]

20.47.060 Tax adjustments.

Pursuant to and consistent with the requirements of RCW 82.02.060, the *rate study*, the *parks study* and the *school impact fee analysis* have provided adjustments for future taxes to be paid by the new development which are earmarked or proratable to the same new *public facilities* which will serve the new development. The *impact fee* rates in Article II of this chapter have been reasonably adjusted for taxes and other revenue sources which are anticipated to be available to fund public improvements. [Ord. 18-0463 § 2 (Exh. 1); Ord. 16-0420 § 7 (Exh. 5).]

20.47.070 Appeals.

A. Appeals of City decisions on transportation *impact fees* shall be conducted according to KMC 12.80.090.

B. Appeals of City decisions on park and school *impact fees* shall be conducted as follows:

1. Appeals may only be filed by the *feepayer* for the property where the *development activity* will occur.

2. The *feepayer* must first file a request for review by the *city manager* regarding the *impact fees* with the *city clerk*, as follows:

a. The request shall be in writing on the form provided by the City;

b. The request for review by the *city manager* shall be filed within 21 ~~14~~ calendar days of the city's written notification to the *feepayer* ~~'s payment of the *impact fees* at issue~~ that said impact fee was due; the failure to timely file such a request shall constitute a final bar to later seek such review;

c. No administrative fee will be imposed for the request for review by the *city manager*; and

d. The *city manager* shall issue his or her determination in writing.

3. Determinations of the *city manager* under subsection (B)(2) of this section with respect to the applicability of the *impact fees* to a given *development activity*, the availability or value of a credit, or the *city manager*'s decision concerning the *independent fee calculation* which is authorized in Article II of this chapter, or the fees imposed by the *city manager* pursuant to Article II of this chapter, or any other determination which the *city manager* is authorized to make pursuant to this chapter, can be appealed to the *hearing examiner*.

4. Appeals shall be taken within 14 calendar days of the *city manager*'s issuance of a written determination by filing a notice of appeal specifying the grounds thereof, and depositing the necessary fee, which is set forth in the existing fee schedules for appeals of such decisions. The *city manager* shall transmit to the office of the *hearing examiner* all papers constituting the record for the determination, including, where appropriate, the *independent fee calculation*.

5. The *hearing examiner* shall fix a time for the hearing of the appeal, give notice to the parties in interest, and decide the same as provided in this code. At the hearing, any party may appear in person or by agent or attorney.

6. The *hearing examiner* is authorized to make findings of fact regarding the applicability of the *impact fees* to a given *development activity*, the availability or amount of the credit, or the accuracy

or applicability of an *independent fee calculation*. The decision of the *hearing examiner* shall be final, except as provided in this section.

7. The *hearing examiner* may, so long as such action is in conformance with the provisions of this chapter, reverse or affirm, in whole or in part, or may modify the determinations of the *city manager*. [Ord. 18-0463 § 2 (Exh. 1); Ord. 16-0420 § 7 (Exh. 5).]

20.47.080 Establishment of impact fee accounts.

A. *Impact fee* receipts shall be earmarked specifically and deposited in special *interest*-bearing *accounts*.

B. There are hereby established three separate *impact fee accounts* for the fees collected pursuant to this chapter: the transportation impact *account*, the *parks* impact *account* and the school impact *account*. The funds from the school impact *account* shall be transferred to the Northshore School District in accordance with the *interlocal agreement* described under subsection C of this section. Funds withdrawn from the transportation and parks impact *accounts* must be used in accordance with the provisions of KMC 20.47.100 and applicable *State* law. *Interest* earned on the fees shall be retained in each of the *accounts* and expended for the purposes for which the *impact fees* were collected.

C. As a condition of the City's authorization and adoption of school *impact fees*, the City and Northshore School District shall enter into an *interlocal agreement* governing the operation of the school *impact fee* program, and describing the relationship and liabilities of the parties thereunder.

D. On an annual basis, the *city manager* shall provide a report to the *council* on each of the three *impact fee accounts* showing the source and amount of all monies collected, earned, or received, and the public improvements that were financed in whole or in part by *impact fees*.

E. *Impact fees* shall be expended or *encumbered* within 10 years of receipt, unless the *council* identifies in written findings an extraordinary and compelling reason or reasons for the *impact fees* to be held longer than 10 years. If the Northshore School District concludes that there is an extraordinary or compelling reason or reasons for holding *school impact fees* longer than 10 years, the District must submit to the City at least 60 days before the expiration of the 10-year period draft written findings regarding an extraordinary or compelling reason or reasons for holding *school impact fees* for longer than 10 years. Under such circumstances, the *council* shall establish the period of time within which the *impact fees* shall be expended or *encumbered*. [Ord. 18-0463 § 2 (Exh. 1); Ord. 16-0420 § 7 (Exh. 5).]

20.47.090 Refunds.

The current *owner* of the property for which an *impact fee* has been paid may receive a refund of such fees if the City or Northshore School District fails to expend or encumber the *impact fees* within 10 years of when the fees were paid or such other period of time established by RCW 82.02.070(3) on *public facilities* intended to benefit the *development activity* for which the *impact fees* were paid. Refunds shall be subject to the provisions of RCW 82.02.080. The request for a transportation or park *impact fee* refund must be submitted to the *city manager* in writing. For school *impact fee* refunds, the request must be submitted in writing to the Northshore School District. [Ord. 18-0463 § 2 (Exh. 1); Ord. 16-0420 § 7 (Exh. 5).]

20.47.100 Use of funds.

A. Pursuant to this chapter, *impact fees* shall:

1. Be used for public improvements that will reasonably benefit the new development; and

2. Not be imposed to make up for deficiencies in *public facilities* serving existing developments; and

3. Not be used for maintenance or operation.

B. Transportation *impact fees* may be spent for public improvements, including, but not limited to, planning, land acquisition, right-of-way acquisition, site improvements, necessary off-site improvements, construction, engineering, architectural, permitting, financing, and administrative expenses, applicable *impact fees* or mitigation costs, and any other expenses which can be capitalized.

C. Park *impact fees* may be spent for public improvements, including, but not limited to, planning for *parks* that will reasonably benefit the new development, land acquisition, site improvements, necessary off-site improvements, construction, engineering, architectural, permitting, financing, and administrative expenses, applicable *impact fees* or mitigation costs, and capital equipment pertaining to park facilities.

D. School *impact fees* may be spent for public improvements, including, but not limited to, school planning, land acquisition, site improvements, necessary off-site improvements, construction, engineering, architectural, permitting, financing, and administrative expenses, relocatable facilities (portables), capital equipment pertaining to educational facilities, and any other expenses which could be capitalized and which are consistent with the *school impact fee analysis*.

E. *Impact fees* may also be used to recoup public improvement costs previously incurred by the City or the Northshore School District to the extent that new growth and development will be served by the previously constructed improvements or incurred costs.

F. In the event that bonds or similar debt instruments are or have been issued for the advanced provision of public improvements for which *impact fees* may be expended, *impact fees* may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities or improvements provided are consistent with the requirements of this section and are used to serve the new development. [Ord. 18-0463 § 2 (Exh. 1); Ord. 16-0420 § 7 (Exh. 5).]

20.47.110 Review.

The *council* may review and adjust the fee rates set forth in Article II of this chapter as it deems necessary and appropriate in conjunction with the annual update of the *capital facilities plan* element of the City's comprehensive plan; provided, that the *city manager* may adjust transportation and park *impact fees* annually in accordance with a five-year rolling average of the Washington State Department of Transportation Construction Cost Index ("CCI"). [Ord. 19-0483 § 2 (Att. 1); Ord. 18-0463 § 2 (Exh. 1); Ord. 16-0420 § 7 (Exh. 5).]

Article II. Rates

20.47.120 Transportation impact fee.

The transportation *impact fee* rates shall be determined by the formula for calculating *impact fees* set forth in the *transportation study*, which is incorporated herein by reference. Except as otherwise provided for *independent fee calculations* in KMC 20.47.140, exemptions in KMC 20.47.040, and credits in KMC 20.47.050, all new developments in the City will be charged the transportation *impact fee* in an amount applicable to the type of development, as established by the *council* by resolution. [Ord. 19-0483 § 2 (Att. 1); Ord. 18-0463 § 2 (Exh. 1); Ord. 16-0420 § 7 (Exh. 5).]

20.47.130 Park impact fee.

The park *impact fee* rates shall be determined by the formula for calculating *impact fees* set forth in the *parks study* and the parks, recreation, and open space (PROS) plan, which are incorporated herein by reference. Except as otherwise provided for *independent fee calculations* in KMC 20.47.140, exemptions in KMC 20.47.040, and credits in KMC 20.47.050, all new *residential developments* in the City will be charged the park *impact fee* in an amount applicable to the type of housing type development, as established by the *council* by resolution. [Ord. 19-0483 § 2 (Att. 1); Ord. 18-0463 § 2 (Exh. 1); Ord. 16-0420 § 7 (Exh. 5).]

20.47.135 School impact fee.

School *impact fees* per housing type and per unit shall consider the school *impact fee analysis*, but shall be established by *council* resolution. Residential housing subject to school *impact fees* shall be charged the applicable school *impact fee*, except as otherwise provided for *independent fee calculations* in KMC 20.47.140, exemptions in KMC 20.47.040, and credits in KMC 20.47.050. [Ord. 18-0463 § 2 (Exh. 1).]

20.47.140 Independent fee calculations.

A. If, in the judgment of the *city manager*, none of the fee categories or fee amounts set forth in KMC 20.47.120, 20.47.130 or 20.47.135 accurately describe or capture the impacts of a new development on transportation, *parks* or schools, an *independent fee calculation* may be performed and the *city manager* may impose alternative fees on a specific development based on those calculations. In cases where a *feepayer* requests an *independent fee calculation* for school *impact fees*, the *city manager* shall receive input from the Northshore School District before making the decision. The alternative fees and the calculations shall be set forth in writing and shall be mailed to the *feepayer*.

B. If a *feepayer* opts not to have the *impact fees* determined according to KMC 20.47.120, 20.47.130 or 20.47.135, then the *feepayer* shall prepare and submit to the *city manager* an *independent fee calculation* for the *development activity* for which a *building permit* is sought. The documentation submitted shall show the basis upon which the *independent fee calculation* was made.

C. Any *feepayer* submitting an *independent fee calculation* will be required to pay the City a fee to cover the cost of reviewing the *independent fee calculation*, in the amount established by the *council* by resolution, unless otherwise established by the *city manager*, and the fee shall be paid by the *feepayer* prior to initiation of review.

D. There is a presumption that the calculations set forth in the *transportation study*, *parks study* and *school impact fee analysis* are valid. The *city manager* shall consider the documentation submitted by the *feepayer*, but is not required to accept such documentation or analysis which the *city manager* reasonably deems to be inaccurate or not reliable, and may, in the alternative, require the *feepayer* to submit additional or different documentation for consideration. The *city manager* is authorized to adjust the *impact fees* on a case-by-case basis based on the *independent fee calculation*, the specific characteristics of the development, and/or principles of fairness. The fees or alternative fees and the calculations shall be set forth in writing and shall be mailed to the *feepayer*.

E. Determinations made by the *city manager* pursuant to this section may be appealed as set forth in KMC 20.47.070. [Ord. 19-0483 § 2 (Att. 1); Ord. 18-0463 § 2 (Exh. 1); Ord. 16-0420 § 7 (Exh. 5).]

Article III. Miscellaneous Provisions

20.47.150 Existing authority unimpaired.

Nothing in this chapter shall preclude the City from requiring the *feepayer* or the proponent of a *development activity* to mitigate adverse environmental impacts of a specific development pursuant to the State Environmental Policy Act, Chapter 43.21C RCW, based on the environmental documents accompanying the underlying *development approval process*, and/or Chapter 58.17 RCW, governing plats and subdivisions; provided, that the exercise of this authority is consistent with the provisions of Chapters 43.21C and 82.02 RCW. [18-0463 § 2 (Exh. 1); Ord. 16-0420 § 7 (Exh. 5).]

20.47.155 Park space in lieu of impact fee.

Repealed by Ord. 18-0463. [Ord. 16-0420 § 7 (Exh. 5).]

City Council Agenda Bill
City of Kenmore, WA

Meeting Date: 7/13/2026

<table>
<tr><th>Subject/Topic:</th><th>Proposed Council Action/Motion:</th></tr>
<tr><td>2026 Salary Commission – Process Information and Commissioners Confirmation

Department: City Manager's Office

Prepared by: Michelle Kang
Interim Assistant to the City Manager

Attachments:
None</td><td>☐Information Only
☐Receive and File
☐Discuss
☐Provide Direction
☐Public Hearing
☒Adopt/Approve
☐Authorize
☐Other:

Confirm the Mayor’s appointed three-member 2026 Salary Commission.</td></tr>
</table>

Approvals:

Department Head	City Attorney	Finance Director	City Manager	Optional
TK 7/1/26	DR 6/30/26	MM 6/30/26	TK 7/1/26	

Summary/Background:

In Washington, state law authorizes cities to establish salary commissions as one method of setting the salaries of mayors and city councilmembers. RCW 35.21.015 governs the process and is codified into Kenmore’s Municipal Code under KMC 2.40.

In 2010, Kenmore codified the process for an independent salary commission to have the authority to set the salary of the mayor and councilmembers, rather than the Kenmore City Council setting their own salaries, for transparency and public trust.

Salary reviews are conducted once every five years. Under KMC 2.40.010, the mayor appoints three salary commissioners who are then to be confirmed by the City Council. The salary commissioners will voluntarily serve for one salary review term to determine the salaries of the mayor and councilmembers. The salary commission will file a statement of salaries with the City Clerk.

The salary commissioners must meet within 45 days after being confirmed by the City Council. The 45-day period may be extended upon request of the commission and approval by the City Council. The salary commission meeting must be open to the public, held in the same location as City Council meetings, and must be conducted according to Robert’s Rules of Order, Newly Revised 10th Edition. Additionally, the salary commissioners must give an opportunity for public comment prior to taking a final vote on determining salaries of the mayor and councilmembers.

After determining the salaries of the mayor and council, the commission must file a Statement of Salaries which will be effective without further action from the City Council and will supersede any salary set forth by ordinance related to the budget or salaries of the mayor or councilmembers. Any salary increases shall be effective on the next pay period for the City, while any salary decreases shall be effective on the commencement of the next subsequent term of office pursuant to RCW 35.21.015(5) and KMC 2.40.030(C).

Members of the salary commission cannot be City officers, officials, or employees, nor can they be immediate family members of anyone who is. Further details and explanations are provided in our code.

For the 2026 Salary Commission, Mayor Herbig has appointed the following three individuals to the salary commission for the City Council's consideration and confirmation:

- Jeffrey Pooley
- Derek Wyckoff
- Debra Srebnik

Once the three-member salary commission is confirmed, staff and salary commissioners will schedule a minimum of one salary commission meeting during the summer months to review and discuss setting the salary for the mayor and councilmembers. The salary commission will compare the salaries and benefits of elected officials in Washington cities around King and Snohomish County.

Staff will return with the salary commission's Statement of Salaries at a future Council Meeting in the fall to present and file. The City Council does not have approval/disapproval of the Statement of Salaries from the salary commission and must receive the Statement of Salaries as presented.

Previous Council Action(s):

The last salary commission was conducted in 2021, with the Statement of Salaries received and filed at the City Council meeting on December 20, 2021.

Fiscal Consideration:

Conducting the 2026 salary commission for the Kenmore City Council during the summer and providing a Statement of Salaries to be filed with the City Clerk by fall will help inform accurate salaries for the incoming 2027-2028 biennial budget planning.

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

DEIA Strategic Plan | City's Equity Framework Toolkit

Objective 2.2.5 Provide a budget development process that is transparent and open to the public.

- As part of the process, having an independent salary commission, who is required to hold open public meetings to discuss and determine salaries for the mayor and councilmembers with an opportunity for public comment, allows for transparency and public input.

City Council Priorities or Budget Objective Being Addressed:

City Council Priorities' Preamble

CITY OF KENMORE

2026 SALARY COMMISSION

JULY 13, 2026

BACKGROUND

- Independent
- Every five years
  - 2010
  - 2015
  - 2021*
- Three commissioners
- Appointed → Confirmed

RCW 35.21.015
KMC 2.40

PROCESS

RCW 35.21.015
KMC 2.40

TONIGHT

- Appointment and Confirmation

SUMMER

- Salary Commission Meeting(s)
  - Open Meeting in Council Chambers
  - Public Comment

FALL

- Future Council Meeting
  - Receive and File Statement of Salaries

REMINDER:

INDEPENDENCE OF THE SALARY COMMISSION

MAYOR'S APPOINTED MEMBERS

- JEFFREY POOLEY
- DEREK WYCKOFF
- DEBRA SREBNIK

APPOINTMENT AND CONFIRMATION

DISCUSSION

THANK YOU

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