

City of Kenmore



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

City Council Regular Meeting

May 9, 2022 - 7 p.m.

VIA ZOOM - LINK: <https://us02web.zoom.us/j/82184307888>

US: +12532158782,,82184307888# or +13462487799,,82184307888#

Or Telephone: Dial US: +1 253 215 8782

Webinar ID: 821 8430 7888

I. CALL MEETING TO ORDER

II. ROLL CALL

III. FLAG SALUTE

IV. AGENDA APPROVAL

V. PROCLAMATIONS

PROCLAIMED

A. Pedestrian and Bike Month

[Pedestrian and Bike Safety Month 2022 Proclamation](#)

B. Highlighting Affordable Housing Week (May 8-14) - To be accepted by our partners at North Urban Human Services Alliance

[Affordable Housing Week 2022 Proclamation](#)

C. Kids to Parks Day - May 21

[Kids to Parks Proclamation](#)

VI. PUBLIC COMMENTS

- A. We welcome our community members to the Council's meeting. In this forum, the Council does not engage or dialogue with the public; the primary role of the Council is to listen. Please use the "raise hand" feature now if you wish to speak. Guest must address comments to the Mayor and City Council. The Clerk will acknowledge your request and call your name when it is your turn. Your time will start when we confirm that we can hear you. Please state your name and city of residence for the record and keep your comments to the allotted time. We will not split your time with others or reset your time except by express approval of the Presiding Officer. Screen-sharing is not allowed; you can submit materials to the Council or Clerk in advance. Please do not comment about pending development projects on which the Council will make

future decisions as those are quasi-judicial matters, and Councilmembers must limit their communications about such matters. This meeting is being recorded. Thank you for taking the time to express your comments.

VII. CONSENT AGENDA

APPROVED

- A. Approve Minutes:
April 11, 2022 Special and Regular Meeting
April 18, 2022 Regular Meeting
[City Council April 11, 2022 Regular Meeting Minutes](#)
[City Council April 18, 2022 Regular Meeting Minutes](#)
- B. Approve Total Check #s 49406 through 49501 totaling \$1,370,173.37 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 4/08/22 in the amount totaling \$185,058.47, and an ACH Payment to WA Department of Revenue in the amount of \$53,103.73, ACH Payment to KBA Inc. in the amount of \$91,553.33, and ACH Payment to KBA Inc. in the amount of \$96,827.65.
[Voucher Approval Report Dated 4/15/22](#)
- C. Receive and File the February 2022 Financial Report
[February 2022 Financial Report](#)
- D. Authorize the City Manager to Execute Contract 22-C2758, Log Boom Park Boat Rental Concession and Building Use Agreement
[Agenda Bill- Log Boom Park Boat Rental Concession & Building Use 22-C2758 Concession Agreement - Equipment Rentals 4-28-2022](#)

VIII. BUSINESS AGENDA

- A. Ordinance No. 22-0544, relating to Providing Fee Discount Options for Lower-Income Homeowners, Amending Section 20.053.050 of the Kenmore Municipal Code and Establishing an Effective Date, presented by Permit Coordinator Tela Gardner, and Development Services Director Bryan Hampson, *for Adoption*
ADOPTED
[Agenda Bill - Hardship Fee Discount - May 2022](#)
[Ordinance 22-0544](#)
[ARCH Income Limit Table \(2021\)](#)
[Jurisdiction Examples](#)
- B. 2022 Pedestrian Facilities Plan Update, presented by City Engineer John Vicente, *for Discussion*
DISCUSSED
[Agenda Bill - 2022 Pedestrian Facility Plan Update](#)
[Exhibit A- Pedestrian Facilities Plan - DRAFT 20220509](#)

- C. Americans with Disabilities Act Transition Plan Update, presented by City Engineer John Vicente, *for Discussion*

DISCUSSED

[Agenda Bill - ADA Transition Plan Update 20220509](#)

[Exhibit A - ADA Transition Plan DRAFT](#)

- D. Pride Month Activities, *for Discussion and Direction*
THE COUNCIL TO ALLOCATED \$2,000 FOR PARADE PARTICIPATION

IX. STAFF REPORT

- A. In-Person Public Meetings - City Attorney Dawn Reitan and City Clerk Anastasiya Warhol
CITY WILL CONTINUE WORK TOWARD THE HYBRID-MODEL IN-PERSON MEETINGS SCHEDULED TO RESUME JUNE 13
- B. Update on Next Steps for Renter Protections - Community Development Director Debbie Bent
NEXT DISCUSSION SET FOR JUNE 13, 2022

X. COUNCILMEMBER REPORTS & COMMENTS

XI. ADJOURNMENT

UPCOMING MEETINGS:

- A. May 10, 2022 Special Meeting - 6 p.m.
May 16, 2022 Regular Meeting
May 23, 2022 Regular Meeting

City of Kenmore, Washington

Pedestrian and Bike Month

PROCLAMATION

WHEREAS, the Target Zero Initiative was adopted by the City of Kenmore in April of 2014 with the goal of achieving zero pedestrian and bicyclist fatalities and serious injuries in Kenmore by 2025 by increasing awareness of pedestrian, bicyclist, and driver safety issues; and

WHEREAS, Multimodal transportation safety in Kenmore with a specific focus on pedestrian, bicycle, and other means of travel continues to be one of Kenmore City Council's top priorities; and

WHEREAS, bicycling and walking improve people's health, save money in household budgets, and improve people's general well-being and expressed happiness; and

WHEREAS, creating a pedestrian and bicycling-friendly community has been shown to improve citizen's health, well-being, and quality of life, growing the economy of Kenmore, attracting tourism, improving traffic safety, supporting student learning outcomes, reducing pollution, congestion, and wear and tear on our streets and roads; and

WHEREAS, the City has taken great strides in creating a pedestrian and bicycle friendly community through its update of the Pedestrian Facilities Plan, its update of the American's with Disabilities Transition Plan, and countless projects (in design, in construction and completed) such as the West Sammamish River Bridge Replacement Project, the Walkways and Waterways Transportation Projects, the 61st Avenue Sidewalk Replacement Project, and the 73rd Ave NE Overlay and Sidewalk repair project; and

WHEREAS, the City has embarked on or completed several traffic safety initiatives such as school zone and red light traffic enforcement cameras, and updates to the traffic calming program, which enhance pedestrian and bicycle safety; and

WHEREAS, all people deserve to be able to get where they are going safely, whether by driving, riding transit, walking, or bicycling;

NOW, THEREFORE, I, Nigel Herbig, Mayor of the City of Kenmore, on behalf of the City Council, do hereby proclaim **the month of May 2022** to be **Bike and Pedestrian Month** throughout the City of Kenmore. We urge all residents to join with the City Council in this observance.

IN WITNESS WHEREOF, signed this 9th day of May 2022.



Signed: _____

Mayor Nigel Herbig

Attested: _____

City Clerk Anastasiya Warhol

City of Kenmore, Washington

Affordable Housing Week – May 8-14, 2022

PROCLAMATION

WHEREAS, all people should have access to safe, healthy, and affordable homes within communities that provide opportunity; and

WHEREAS, the US Department of Housing and Urban Development (HUD) defines affordable housing as “as housing on which the occupant is paying no more than 30 percent of gross income for housing costs, including utilities.”; and

WHEREAS, studies have found that each \$100 increase in median rent results in a 15% increase in homelessness in metro areas and a 39% increase in homelessness in nearby suburbs and rural areas; and

WHEREAS, the COVID-19 pandemic has exacerbated many existing financial constraints for low- and moderate-income households; and

WHEREAS, the CDC recognizes safe, healthy, and affordable housing within communities of opportunity as key social determinants of health; and

WHEREAS, everyone benefits from affordable housing, including the people who reside in these properties, their neighbors, businesses, employers, and the community as a whole; and

WHEREAS, studies have found that each \$100 increase in median rent results in a 15% increase in homelessness in metro areas and a 39% increase in homelessness in nearby suburbs and rural areas; and

WHEREAS, the City of Kenmore endorses the goals, objectives, and purposes of Affordable Housing Week, and in doing so, firmly recommits itself to ensuring that our community’s recovery from the crises at hand is equitable, and that all people in can live with dignity in safe, healthy, and affordable homes;

NOW, THEREFORE, I, Nigel Herbig, Mayor of the City of Kenmore, on behalf of the City Council, hereby proclaim the week of May 8 to 14, 2022 as Affordable Housing Week.

IN WITNESS WHEREOF, signed this 9th day of May 2022.



Signed: _____

Mayor Nigel Herbig

Attested: _____

City Clerk Anastasiya Warhol

City of Kenmore, Washington

Kids to Parks Day 2022

PROCLAMATION

WHEREAS, May 21, 2022, is the twelfth Kids to Parks Day organized and launched by the National Park Trust held annually on the third Saturday of May; and

WHEREAS, Kids to Parks Day empowers kids and encourages families to get outdoors and visit local parks, public lands, and waters; and

WHEREAS, we should encourage children to lead a more active lifestyle to combat issues of childhood obesity, diabetes, hypertension, and hypercholesterolemia; and

WHEREAS, Kids to Parks Day will broaden children's appreciation for nature and outdoors; and

WHEREAS, Kids to Parks Day will recognize the importance of recreating responsibly while enjoying the benefits of the outdoors; and

NOW, THEREFORE, I, Nigel Herbig, Mayor of the City of Kenmore, on behalf of the City Council, hereby proclaim May 21, 2022 as Kids to Parks Day and encourage all Kenmore kids to enjoy our many recreation areas.

IN WITNESS WHEREOF, signed this 9th day of May 2022.



Signed: _____

Mayor Nigel Herbig

Attested: _____

City Clerk Anastasiya Warhol

**City of Kenmore
City Council Meeting
Regular Meeting Minutes
April 11, 2022**

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
Councilmember David Baker
Councilmember Joe Marshall
Councilmember Debra Srebnik
Councilmember Corina Pfeil
Councilmember Angela Kugler - Excused
Deputy Mayor Melanie O'Cain

Staff: Assistant City Manager/ARPA Administrator Stephanie Lucash
City Clerk Anastasiya Warhol
City Attorney Dawn Reitan
Development Services Director Bryan Hampson
Environmental Services Manager Richard Sawyer
Administrative Specialist Sammie Roeun
Communications Specialist Lauren Chomiak

Speaking Guests: Raymond Pendergast, Kenmore Resident
Carl Michelman, Kenmore Business Owner
Jon Culver, Kenmore Resident
Carrie Bergstrom-Halls, Kenmore Resident
Tracy Banaszynski, Kenmore Resident
William Moran, Kenmore Resident
Dakota Rash, Lake Forest Park Resident
David Morton, Redmond Resident
Stacey Valensquela, Kenmore Resident
Ed Pearson, Kenmore Resident
Josh Kurcinka, Kenmore Resident
Penny McGilvery, Kenmore Resident
Paul Lee, Kenmore Resident
Mike Burbo, Kenmore Resident
John Peeples, Kenmore Resident
Janet Hays, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
Dennis McLerran, Cascadia Law Group
Gale Hoffnagle, Cascadia Law Group
Angela Pietschmann, Cascadia Consulting Group
Kristina Zeynalova, Cascadia Consulting Group

CALL REGULAR MEETING TO ORDER – 7:00 PM

Mayor Herbig called the regular meeting to order.

EXECUTIVE SESSION

Pursuant to RCW 42.30.110(1)(i), the City Council entered an executive session to discuss pending or potential litigation, and pursuant to RCW 42.30.110(1)(b) to consider the acquisition of real estate. It was announced that the session would conclude at approximately 7:30 p.m.

ACTION FOLLOWING THE EXECUTIVE SESSION

MOTION: Councilmember Baker moved to approve the One Washington Memorandum of Understanding Between Washington Municipalities and authorize the City Manager to sign said Memorandum of Understanding. Deputy Mayor O’Cain seconded the motion.

VOTE: 6 For, 0 Against, 0 Abstain. MOTION CARRIED.

FLAG SALUTE

Mayor Herbig led the Council in the flag salute.

AGENDA APPROVAL

The agenda was approved as published.

PROCLAMATION

Mayor Herbig proclaimed April 22 to be Earth Day. Elizabeth Mooney, resident, and member of People for an Environmentally Responsible Kenmore (PERK) organization received the proclamation.

[Earth Day April 22, 2022, Proclamation](#)

PUBLIC COMMENT

The Council took comments from the public from approximately 7:43 pm to 8:41 pm.

Timestamped link included here: https://youtu.be/iSenufsbN_g?t=2576

CONSENT AGENDA

- A. Approve Minutes:
[City Council March 21, 2022, Special & Regular Meeting Minutes](#)
[City Council March 28, 2022, Special & Regular Meeting Minutes](#)
- B. Approve Total Check #s 49203 through 49302 totaling \$2,355,477.48 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 3/11/2022 in the amount totaling \$182,225.47, and an ACH Payment to Thomco Construction in the amount totaling \$264,851.11.
[Voucher Approval Report dated 3/18/22](#)
- C. Re-Approval of Resolution No. 22-375 Initiative and Referendum Powers, thereby correcting an administrative error and allowing for proper publication.
[22-375 Initiative and Referendum Powers - Signed](#)

Councilmember Baker moved to approve the consent agenda including items A-C outlined above. Deputy Mayor O’Cain seconded the motion.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT.

STUDY SESSION AGENDA

A. **Cascadia Law Group's Update on Cadman's Asphalt Plant Operations, presented by Cascadia Law Group, *for Information***
[Agenda Bill - Cascadia Law Group Update](#)
[Exhibit A - Cadman Materials Permitting Process](#)

Development Services Director Bryan Hampson introduced Dennis McLerran of Cascadia Law Group, and Gale Goffnagle of TRC Companies to provide an update on the Cadman Materials Permit Process. Cadman Materials has applied for a permit for the replacement of the drum drying and related natural gas burner and replacement of condensers on heated asphalt tanks. The Puget Sound Clean Air Agency (PSCAA) issued a draft permit for public comment on March 3rd. During the permitting process, Cadman was asked to complete the following:

- Stack testing of the dryer for total VOCs.
- Air modeling to demonstrate that the facility would not create emissions violating federal air quality standards.
- Screening analysis for air toxics.

The draft permit outlines several conditions (Cadman has objected to some of the requirements):

- On-site storage tanks blended with more than 7% petroleum distillates are not allowed, record-keeping required.
- Cadman must conduct emission testing with 90 days of permit issuance, and every 12 months for opacity, and every 3 years for all the permit limits
- A production limit of 200,000 tons of asphalt in any 12 consecutive months has been established.
- Establishment of an odor monitoring program whereby PSCAA or the City Inspector to be an authorized representative can trigger weekly odor monitoring at specific locations.
- Establishing a complaint response program including a complaint phone line
- The facility is no longer grandfathered under prior permit and must meet the Federal Standards of Performance for Asphalt Concrete Plants at 40 CFR Part 60 Subpart 1 and Subpart A
- Additional Record Keeping and Reporting requirements

The City requested a public hearing on the matter, and it was scheduled by PSCAA for 4 PM on April 18. The City continues to accept written comments on the draft permit until May 2, 2022. The PSCAA determined that there are no significant adverse environmental impacts by the actions permitted and issued a formal "Determination of Non-Significance." The City will continue to work with Cascadia and TRC to provide hearing testimony and written comments. The final permit may be issued sometime in May 2022.

B. **Climate Action Plan Draft, presented by Environmental Services Manager Richard Sawyer, Administrative Specialist Sammie Roeun, and Cascadia Environmental Group, for Discussion**
[Agenda Bill - Climate Action Plan Draft](#)
[Climate Action Plan - DRAFT](#)
[T3- Phase 3 Engagement Summary](#)
[Council Presentation - Uploaded 4.11.22](#)

Environmental Services Manager Richard Sawyer introduced Angela Pietschmann and Kristina Zeynalova, guests from Cascadia Consulting Group, who presented on additional recommended changes to the Draft Climate Action Plan. The draft was live for three weeks to gather input from the community.

- Add a new action to “Municipal Operations” focus area: “Create a new, dedicated Climate Action or Sustainability Coordinator position. This position will oversee and coordinate CAP implementation, monitoring, and reporting, regular GHG inventories, and future CAP updates
- Call out Lake Washington, Sammamish River, Swamp Creek, and salmon in “Local Climate Impacts summary
- Update NS 2.3, “Protect, preserve, and restore ~~Lake Washington~~ local waterways: Partner with local and regional environmental groups and other jurisdictions [...] to ~~encourage~~ restoration and protection of Lake Washington, Sammamish River, Swamp Creek, and ~~its~~ other critical waterways...”
- Cosmetic/formatting adjustments and minor language revisions.
- Add detail to implementation considerations.

The Council offered the following questions:

- What is the integration with the Comprehensive Plan?
- Is there a way to encourage more impervious surfaces?
- Is there a way to make these targets more aggressive?
- Is the City Manager’s Office a more appropriate place gather staffing recommendations, instead of the Cascadia Environmental Group?
-

After further discussions, staff agreed to incorporate the comments and present the Climate Action Plan to the Council for possible final adoption on May 16, 2022.

STAFF REPORTS

Community Engagement Tool “Bang the Table”: Communications Specialist Lauren Chomiak presented an engagement tool which provides options for the City including online forums, interactive maps, virtual comments/ideas, Q&A with staff, and moderation of the site. The City plans to run a pilot project with an annual license with the goal of increasing outreach and community feedback. The cost of an unlimited license for this product is around \$15,000 a year.

[Agenda Bill - Bang the Table Engagement HQ 4.11.22](#)

Sammamish River Bridge, Juanita Drive, and 68th Avenue Construction Project Updates – City Engineer John Vicente explained that the pandemic, utility challenges, and the concrete strike all presented unique challenges for the construction projects. The City hopes to complete the Sammamish River Bridge by June 2022. The Juanita Drive project has had various procurement, production, and delays issues, resulting in a budget overrun of 1.2 million dollars, and several added weeks to the contract time. The City hopes to complete this project by Summer 2022. The 68th Ped/Bike project has gone relatively smoothly. There may be reimbursable utility-related costs. The City hopes to complete the project in September 2022.

[CIP Project Updates April 2022](#)

In-Person Council Meeting Update – City Attorney Dawn Reitan reminded the Council that Governor Inslee has not rescinded the emergency proclamation which requires that we conduct

public meetings in a primary virtual format with an *optional* in-person component. The City must continue to offer a virtual meeting experience until the proclamation is rescinded.

City Clerk Anastasiya Warhol explained that council-chamber enhancements are scheduled to be completed in June due to a delay of materials on behalf of the vendor. Nevertheless, the City is preparing to be “hybrid-capable” allowing for virtual participation by guests.

COUNCILMEMBER REPORTS & COMMENTS

Retreat Facilitation Services RFP – The City Council assigned a sub-committee to go ahead and review the proposals and return with a recommendation on 4/25.

ADJOURNMENT

Mayor Herbig adjourned the meeting at 10:41 p.m.

Nigel Herbig, Mayor

ATTEST:

Anastasiya Warhol, City Clerk

**City of Kenmore
City Council Meeting
Regular Meeting Minutes
April 18, 2022**

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
Councilmember David Baker
Councilmember Joe Marshall
Councilmember Debra Srebnik
Councilmember Corina Pfeil
Councilmember Angela Kugler
Deputy Mayor Melanie O'Cain

Staff: City Manager Rob Karlinsey
Assistant City Manager/ARPA Administrator Stephanie Lucash
City Clerk Anastasiya Warhol
City Attorney Dawn Reitan
Police Chief Brandon Moen

Speaking Guests: John Peeples, Kenmore Resident
Matthew Halls, Kenmore Homeowner
David Morton, Redmond Resident
Bob Boruchowitz, Local Resident
Carl Michelman, Bothell Resident
Kay Fontaine, Kenmore Resident
Stacey Valensquela, Kenmore Resident
David Dorian, Kenmore Resident
Victoria Grayland, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
Joe Campagna, King County District Court Judge
Marcine Anderson, King County District Court Judge
Sarah Roberts, Kenmore's Prosecuting Attorney
Jeff MacNichols, Kenmore's Public Defense Attorney
Christina Acridy, Management Analyst, City of Shoreline
Brooke Buettner, RADAR Program Manager

CALL MEETING TO ORDER – 7:00 PM

Mayor Herbig called the regular meeting to order.

PUBLIC COMMENT

The Council took comments from the public from approximately 7:12 pm to 7:31 pm.
Timestamped link included here: <https://youtu.be/t18coBzPpY8?t=114>

PUBLIC SAFETY STUDY SESSION

A. **Police Department Annual Report, presented by Police Chief Brandon Moen**

[Kenmore Police Services Report 2021](#)

[Police Services Report Presentation- April 2022](#)

Police Chief Brandon Moen provided the 2021 Police Services Report. He highlighted the following:

- The Police Department (King County Sheriff) currently has 1 Chief, 10 Patrol Officers (2 vacancies), 1 Detective
- Kenmore has the 2nd lowest number of officers per 1,000 residents of all cities in King County.
- Safest Cities Washington ranked Kenmore the 5th safest city in the state
- National Night Out will occur on August 3rd at the Hangar outdoor space
- Target Zero, Prescription Drop Box and locking bags, Safe Pace Program, are a few of the continued community programs.
- There has been significant progress to implement the Mayor's Pledge (2020) to create local reform.

In addition, Chief Moen discussed various crime trends. The Council asked questions relating to the citizen's academy, bicycle collision statistics, catalytic converter thefts, mental health support, locking mailboxes, water safety, and others.

B. **Court Services Update with guests Judge Marcine Anderson and Judge Joseph Campagna**

[Kenmore City Council - King County District Court Presentation](#)

Judges Marcine Anderson and Joseph Campagna explained that the King County District Court West Division, located in Shoreline, serves the geographic areas of Kenmore, Lake Forest Park, and Shoreline. The court has many "problem-solving" courts, including a Community Court, Mental Health Court, Veteran's Court, and a Domestic Violence Court. In addition, a judge-supervised probation program helps reduce recidivism. The court also has access to use the Electric Home Monitoring and Community Service programs. The Court also deals with Small Claims matters, Civil Litigation matters, Domestic violence protection orders, infractions, misdemeanor cases, anti-harassment orders, nuisance violations, Felony hearings, lien foreclosure hearings, jury trials, and others. The court offers interpreter services in processing court cases for a variety of languages. Kenmore, specifically, utilizes Spanish, ASL, and Punjabi translation most frequently. In addition to other technology mediums, E-Filing is required of all attorneys for all cases.

The Council asked questions relating to how cases and jury trials are held, statistics related to race and gender, support for domestic violence victims, the possibility of a community court.

C. **Prosecution and Public Defender Update with guests Sarah Roberts and Jeff MacNichols**

[Kenmore City Council Meeting Prosecutor and Public Defense Presentation](#)

Prosecutor Sarah Roberts and Public Defender Jeff MacNichols explained that during the pandemic, the court moved to a zoom-based hearing process, E-filing, and other paperless technologies. Non-violent non-DUI cases were given lower priority and deferred to a later date.

There was a significant backlog of cases, though this backlog is being constantly addressed. When cases do come before the court, there are a few resolution options including a Trial, a Guilty Plea, a Stipulated Order of Continuance, a referral to the Regional Mental Health Court or Veteran's Court, or Dismissal.

Ms. Roberts and Mr. MacNichols discussed specific types of cases and highlighted the focus on restorative justice whereby the courts help to ascertain underlying issues. In addition, they endorsed Community Courts and their success.

The Council asked about trends relating to recent legislation, statistics related to race and gender and the cases that are being held.

D. Community Court Program with guest Christina Arcidy, City of Shoreline
[Shoreline Community Court presentation](#)

Christina Arcidy, Management Analyst with the City of Shoreline highlighted the benefits of a community court. It's held outside of a court location (typically in a City Hall) and focuses on collaborative and restorative model to reduce crime through community engagement.

The Council expressed support for the concept. City Manager Karlinsey noted that the City plans to incorporate funding for a community court into the 2023-2024 budget discussions.

E. RADAR Navigator Program Expansion Proposal with Program Manager Brook Buettner
[RADAR Navigator Program 2021 Kenmore City Report](#)
[RADAR Navigator Presentation for Kenmore City Council - April 2022](#)

Brooke Buettner, Program Manager, provided a North Sound RADAR Navigator Program overview. The program serves the cities of Bothell, Kenmore, Kirkland, Lake Forest Park, and Shoreline. The hallmark components of the plan include a Response Awareness De-escalation and Referral Plan, and assignment of a Mental Health Professional Navigator. The program is funded by the Sheriff's Office and the US Department of Justice, and other grants and levies. In 2021 alone, 51 Kenmore residents were served. The program is working to onboard full-time staff as the needs and reach expands.

Ms. Buettner explained the vision for the future of the RADAR program and discussed a "full-expansion" operating budget, projecting an annual cost to the City of Kenmore of \$98,430. The Council had additional questions. City Manager Karlinsey noted that this vision and proposal will likely be a part of the 2023-2024 budget discussions.

F. North King County 24/7 Crisis Center Initiative, presented by Assistant City Manager/ARPA Administrator Stephanie Lucash
[Crisis System Utilization North King County 2021 - Quick Facts](#)

Assistant City Manager Stephanie Lucash explained that the City of Kenmore, along with neighboring cities, are looking for a suitable location to send people in crisis. Staff and some Councilmembers have been involved in virtual tours and in-person tours of potential locations. The City is partnering with King County in these efforts.

COUNCILMEMBER REPORTS & COMMENTS

Retreat Facilitator Committee Recommendation – Deputy Mayor O’Cain explained that the Council sub-committee, based on discussion and scoring, recommends that the Council select Pendleton Consulting as the retreat facilitator.

MOTION: Councilmember Baker moved to approve the Council Committee’s retreat facilitator recommendation and authorize the City Manager to enter into contract with Pendleton Consulting. Deputy Mayor O’Cain seconded the motion.
VOTE: 7 Yes, 0 No, 0 Abstain. MOTION CARRIED.

Tenant Protections & Landlords – Councilmember David Baker raised the issue of wanting to discuss tenant protections and how they impact small landlords.

MOTION: Councilmember Baker moved to discuss exempting small landlords from the current tenant protections ordinance at the upcoming meeting of May 23, 2022. Councilmember Marshall seconded the motion.
VOTE: 4 Yes, 3 No, 0 Abstain. MOTION CARRIED.

ADJOURNMENT

Mayor Herbig adjourned the meeting at 10:59 p.m.

Nigel Herbig, Mayor

ATTEST:

Anastasiya Warhol, City Clerk



Voucher Certification and Approval

City of Kenmore

DATE RANGE:

04/02/2022 - 04/15/2022

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 the 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 Check #s 49406 through 49501: \$1,370,173.37

Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Acct Electronic Deposits Dated: 04/08/2022 \$185,058.47

ACH Payments to WA Dept. of Revenue: \$53,103.73

ACH Payment to KBA Inc.: \$91,553.33

ACH Payment to KBA Inc.: \$96,827.65

Rob Karlinsey
Rob Karlinsey (Apr 22, 2022 08:21 PDT)

Apr 22, 2022

City Manager / Date

Leticia Salcido
Leticia Salcido (Apr 20, 2022 11:39 PDT)

Apr 20, 2022

Finance Director / Date

Vendor Name	Check #	Date	Description	Amount
WASHINGTON STATE DEPARTMENT OF REVENUE	Electronic ACH	4/4/2022	Quarters, 1 - 4 2021 Surface Water B&O Taxes	50,147.79
WASHINGTON STATE DEPARTMENT OF REVENUE	Electronic ACH	4/13/2022	Quarter 1, 2022 Surface Water B&O Taxes	2,955.94
KBA INC.	1121	04/15/2022	18-C1846 Feb. W. Sammamish Bridge Project	91,553.33
KBA INC.	1122	04/15/2022	18-C1846 Jan. W. Sammamish Bridge Project	96,827.65
AMERICAN GENERAL LIFE GPO/400S	49406	04/08/2022	Life Insurance	279.92
ICMA RETIREMENT C/O ALLFIRST BANK / 109964	49407	04/08/2022	City of Kenmore 401a	20,774.05
ICMA RETIREMENT TRUST 457 / 304745	49408	04/08/2022	ICMA 457 Deferred Comp	7,757.77
STATE OF FLORIDA DISBURSEMENT UNIT	49409	04/08/2022	Employee Deduction	275.00
ALL CITY FENCE CO.	49410	04/15/2022	SR522 Railing Repair - 5700 Block Near 61st	11,943.98
ALPHAGRAPHICS	49411	04/15/2022	Police Dept. Business Cards	166.71
AM TEST, INC	49412	04/15/2022	Swamp Creek Water Sample Testing	200.00
AMERICALL	49413	04/15/2022	March After Hours Call Out Service	144.66
APPLEONE EMPLOYMENT SERVICES	49414	04/15/2022	Engineering Temporary Svcs Week Ending 4/1/22	1,030.04
AURORA RENTS	49415	04/15/2022	Vacuum Rental for Surface Water Work	131.74
BACKFLOWS NORTHWESTINC.	49416	04/15/2022	Irrigation Backflow Preventer Installation/Testing	1,871.70
BENNETT GOLD, TOBIN	49417	04/15/2022	Reimbursement for PE License Renewal	116.00
BRIEN, GAYLYNN	49418	04/15/2022	Jan. Sales Tax Conversion Svcs Rec'd. in March	50.00
CADMAN MATERIALS, INC.	49419	04/15/2022	Asphalt for Surface Water Work	551.68

VII. B. Approve Total Check #s 49406 through 49501 totaling \$1,370,173.3...

CASCADE PEST CONTROL	49420	04/15/2022	Monthly Rhododendron Park Pest Control	154.58
CASCADIA CONSULTING GROUP, INC.	49421	04/15/2022	21-C2679 2/26-3/25 Climate Action Plan Consulting	5,100.00
CASCADIA LAW GROUP	49422	04/15/2022	March Cadman Legal Svcs 20-C2229	8,775.00
CECCANTI, INC.	49423	04/15/2022	19-C1977 March W. Sammamish Bridge Construction	409,663.80
CENTRICITY GIS, LLC	49424	04/15/2022	21-C2714 Cityworks & Citizen Reporter App.	9,843.75
CHANIN KELLY-RAE CONSULTING LLC	49425	04/15/2022	March DEI Consulting Svcs	10,105.00
CLIFTON, CURTIS	49426	04/15/2022	Reversal of Parental Leave Retirement Contribution	663.44
CM HEATING INC.	49427	04/15/2022	Reimbursement of Cancel Permit MEC22-0194	444.15
CODE PUBLISHING COMPANY	49428	04/15/2022	Project #355580 Codification Services	240.09
COMCAST	49429	04/15/2022	April City Hall & Hanqar Internet	2,035.92
COMCAST BUSINESS	49430	04/15/2022	4/14-5/13 City Hall Cable & Internet	154.21
DAILY JOURNAL OF COMMERCE	49431	04/15/2022	KAPE Program Advertising 3/28 & 4/4	552.00
DEPARTMENT OF LABOR AND INDUSTRIES	49432	04/15/2022	1st Qtr 2022 Volunteer Hours	1.30
DOMANIK MOSES	49433	04/15/2022	"The Journey" Painting for Utility Box	1,500.00
DTG RECYCLE	49434	04/15/2022	Public Works Yard Material Recycling	65.13
ELECTRONIC BUSINESS MACHINES	49435	04/15/2022	March 2nd Floor Copier B/W & Color Overage Chgs	240.02
FERGUSON ENTERPRISES INC #3011	49436	04/15/2022	Patch Cement for Surface Water Work	140.68
FERGUSON ENTERPRISES INC #3011	49436	04/15/2022	Patch Cement for Surface Water Work	141.95
FERGUSON ENTERPRISES INC #3011	49437	04/15/2022	Locking Catch Basin Grates & Risers	951.79
FIRE PROTECTION, INC	49438	04/15/2022	City Hall Annual Security Alarm Monitoring	330.30
FIRE PROTECTION, INC	49439	04/15/2022	Hanqar Bldg. Annual Monitoring Fee	713.45
FIRE PROTECTION, INC	49440	04/15/2022	City Hall Fire Alarm & Elevator Monitoring	1,294.78
GORDON THOMAS HONEYWELL	49441	04/15/2022	March Governmental Affairs Consulting Svcs	4,300.00
GRAINGER	49442	04/15/2022	Label Maker & Cartridges	160.08
GREAT WESTERN RECREATION, LLC	49443	04/15/2022	Logboom Park Playground Bark	4,128.75
HERBIG, NIGEL	49444	04/15/2022	Business Meeting Mileage/Parking Reimbursement	27.38
HOME DEPOT CREDIT SERVICES	49445	04/15/2022	March Drainage Maint. & Parks Materials	276.02
HONEY BUCKET	49446	04/15/2022	4/4-5 Rental @ Public Works Yard	156.75
JACOBS ENGINEERING GROUP	49447	04/15/2022	1/1-4/1/22 W. Sammamish Bridge Project	19,277.01
JOHN SUTHERLAND	49448	04/15/2022	Cancelled Permit ROW22-0221	225.57
KING COUNTY FINANCE	49449	04/15/2022	March Road Svcs - Signs/Signal Maintenance	8,387.81
KING COUNTY FINANCE	49449	04/15/2022	March Road Svcs - Signs/Signal Maintenance	778.06
KING COUNTY FINANCE	49450	04/15/2022	2021 Aerials Imaging Proj: 22-034	3,058.00
KING COUNTY FINANCE	49451	04/15/2022	March Material Dumping Fees	28.00
KING COUNTY TREASURY	49452	04/15/2022	Lot 3 Blk C Moorland Hts Unrec Tr B	17.29
KING COUNTY TREASURY	49453	04/15/2022	Tract I Nelson Gardens	17.52
KING COUNTY TREASURY	49454	04/15/2022	Lot 1-2 Blk 3 Moorlands the Unrec Tr A	17.24
KING COUNTY TREASURY	49455	04/15/2022	POR Blk A Moorland Hts Unrec 15221 84th NE	2,541.71

VII. B. Approve Total Check #s 49406 through 49501 totaling \$1,370,173.3...

KING COUNTY TREASURY	49456	04/15/2022	Lot 16 Blk 3 Lakewood Villa Trs 7353 NE 175th	257.18
KING COUNTY TREASURY	49457	04/15/2022	Tract J Nelson Gardens	17.53
KING COUNTY TREASURY	49458	04/15/2022	Tract H Nelson Gardens	17.55
KING COUNTY TREASURY	49459	04/15/2022	Lot 4 Moorlands the Unrec Tr Y	17.25
KING COUNTY TREASURY	49460	04/15/2022	City Hall & SWM Parcels 2022 Property Taxes	7,458.28
KING COUNTY TREASURY	49461	04/15/2022	Tract A Northlake Hts #5 Open Area	17.66
KING COUNTY TREASURY	49462	04/15/2022	Lot 5 Moorland Hts Unrec Tr X	17.29
KING COUNTY TREASURY	49463	04/15/2022	Lot 3 Blk 6 Moorlands the Unrec Tr C	17.26
KING COUNTY TREASURY	49464	04/15/2022	Lot 4-5 Blk A Moorland Hts 15221 84th NE	257.09
KPFF CONSULTING ENGINEERS	49465	04/15/2022	19-C2098 Feb. On-Call Consulting Svcs	92,862.90
LIGHTHOUSE CONSULTING INC	49466	04/15/2022	March IT Consulting Svcs	8,407.03
LIGHTHOUSE CONSULTING INC	49467	04/15/2022	March Protection, Web Hosting, Archiving, Backup	9,255.28
MOTT MACDONALD GROUP, INC.	49468	04/15/2022	17-C1656 Dec. Log Boom Park Waterfront Proj.	12,320.03
NORTHSHORE SCHOOL DISTRICT	49469	04/15/2022	March School Impact Fee Remittance	9,024.00
NORTHSHORE UTILITY DIST	49470	04/15/2022	1/31-3/31 Parks/Boat Launch/ROW Irrigation	2,325.62
NORTHSHORE UTILITY DIST	49471	04/15/2022	March Fleet Maintenance & Fuel	6,413.08
O'REILLY/FIRST CALL	49472	04/15/2022	Vehicle Maintenance Supplies	57.23
PRECISION FUEL SOLUTIONS	49473	04/15/2022	City Hall Generator Annual Maintenance	1,640.49
PUGET SOUND ENERGY	49474	04/15/2022	3/3-4/1 Street Lights	10,824.42
PUGET SOUND PLANTS	49475	04/15/2022	6400/SR522 Street Tree Replacements	954.03
PUGET SOUND PLANTS	49476	04/15/2022	6400/SR522 Street Tree Replacements	74.45
QUADIENT LEASING USA, INC.	49477	04/15/2022	4/27-7/26/22 Postage Machine Lease	710.14
QUALITY BUSINESS SYSTEMS INC.	49478	04/15/2022	1/1-3/31 1st Floor Copier B/W & Color Overage Chgs	139.43
REPUBLIC SERVICES	49479	04/15/2022	March Rhododendron Park Solid Waste	425.36
REPUBLIC SERVICES	49480	04/15/2022	January City Hall Solid Waste Svcs	643.83
SCORE	49481	04/15/2022	March Inmate Housing/Mental Health/Medical	21,044.16
SCORE	49482	04/15/2022	March Inmate Hospital Transport	227.50
SEATTLE TIMES	49483	04/15/2022	3/3-3/28 RFP's/Legal Notices/Ordinances	992.72
SHRED IT, C/O STERICYCLE, INC->	49484	04/15/2022	Monthly Shredding Service	95.80
SISKUN POWER EQUIPMENT	49485	04/15/2022	Public Works Equipment Maintenance	373.34
SOUND SAFETY PRODUCTS CO.	49486	04/15/2022	Public Works - Boots Purchased	350.00
STAPLES ADVANTAGE	49487	04/15/2022	Batteries/Paper Towels/Toilet Tissue	187.96
STAPLES ADVANTAGE	49488	04/15/2022	Trash Can Liners/Earplugs	147.23
STRIDER CONSTRUCTION CO., INC.	49489	04/15/2022	21-C2670 March Squire's Landing Project	415,873.23
TITAN EARTHWORK, LLC	49490	04/15/2022	21-C2706 March Local Road Safety Project	210,409.00
TOTAL LANDSCAPE CORP	49491	04/15/2022	Northshore Summit/Squire's/Moorlands Landscaping	3,385.58
U.S. BANK	49492	04/15/2022	W&W Bond Admin Fees 7/1/21 - 6/30/22	300.00
UNITED STATES POSTMASTER	49493	04/15/2022	Spring Quarterly Newsletter Postage	1,928.18

VII. B. Approve Total Check #s 49406 through 49501 totaling \$1,370,173.3...

UNIVERSITY OF WASHINGTON	49494	04/15/2022	Affordable Housing Consulting Services	925.00
UTILITIES UNDERGROUND LOCATION CTR	49495	04/15/2022	March Utility Locates	398.61
VENTILATION POWER CLEANING, INC.	49496	04/15/2022	22-C2779 Strom Drain Cleaning	1,650.00
VERIZON WIRELESS	49497	04/15/2022	Staff Cell Phones & Data Plans	80.06
WASHINGTON STATE OFFICE CASH MGMT	49498	04/15/2022	1st Qtr State Building Permit Fees	625.50
ZIPLY FIBER	49499	04/15/2022	3/28-4/27 City Hall Phones	650.66
ZUMAR	49500	04/15/2022	Critical Area Signs	1,591.69
AQUALIS	49501	04/15/2022	Emergency Vector Services	2,980.96
DRS 457	DFT0001259	04/08/2022	DRS 457 Deferred Comp	1,210.57
AVIDIA HEALTH	DFT0001260	04/08/2022	Employee Health Savings Contribution	100.00
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0001261-1266	04/08/2022	Public Employees Retirement	28,810.31
NAVIA	DFT0001267	04/08/2022	Employee Flexible Spending Account	602.64
BANK OF AMERICA 941	DFT0001268	04/08/2022	Federal Taxes	24,108.48
PAYROLL	Electronic Dep.	4/8/2022	Direct Deposit	130,226.47
TOTAL				<u>\$ 1,796,716.55</u>

VII. B. Approve Total Check #s 49406 through 49501 totaling \$1,370,173.3...



City of Kenmore

Vendor Purchasing Report

For Date Range 01/01/2022 - 04/15/2022

Vendor	Name	Volume
0014	AMERICAN PLANNING ASSOCIATION	1336
0024	BAKER, DAVID	468.43
0064	CASCADE PEST CONTROL	618.32
0067	CENTER FOR HUMAN SERVICES	5550
0076	CITY OF BELLEVUE	40078.5
0081	CITY OF KENMORE	2961.1
0083	CITY OF LAKE FOREST PARK	51948
0099	CONSOLIDATED PRESS	4945.76
0109	DAILY JOURNAL OF COMMERCE	1495
0121	REPUBLIC SERVICES	3210.99
0130	EMPLOYMENT SECURITY DEPARTMENT	6759.03
0137	FERGUSON ENTERPRISES INC #3011	2916.15
0151	CALPORTLAND COMPANY	78.52
0173	HOME DEPOT CREDIT SERVICES	1931.62
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	112338.67
0191	INTERNATIONAL INST OF MUNI CLERKS	215
0197	JET CITY PRINTING	385.35
0204	KENMORE COMMUNITY CLUB	180
0205	KENMORE HERITAGE SOCIETY	25
0206	KENMORE MIDDLE SCHOOL	2650
0212	KING COUNTY FINANCE W.L.R.D.	5426
0213	KING COUNTY ANIMAL SVCS	380
0218	KING COUNTY FINANCE	1847.99
0219	KING COUNTY FINANCE	12251.87
0230	KING COUNTY RADIO COMM SERVICES	300.57
0235	KING COUNTY TREASURY	60399.65
0251	LIGHTHOUSE CONSULTING INC	51091.19
0261	PENDLETON CONSULTING LLC	3575
0267	MR. T'S TROPHIES & AWARDS LLC	652.34
0285	NORTHSHORE FIRE DEPT	860
0286	NORTHSHORE SCHOOL DISTRICT	104416
0287	NORTHSHORE SENIOR CENTER	9500
0288	NORTHSHORE UTILITY DIST	73048.9
0292	HONEY BUCKET	3976.5
0300	OFFICE DEPOT	1178.34
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	6561.9
0310	PACIFIC TOPSOILS	3475.04
0311	PARAMETRIX INC	21181.69
0327	PUGET SOUND CLEAN AIR AGENCY	19183
0328	PUGET SOUND ENERGY	122470.52
0345	SEATTLE TIMES	3133.82
0355	STAPLES ADVANTAGE	2309.52
0357	STEWART MACNICHOLS HARMELL, INC.	15000
0359	SOUND CITIES ASSOC	16314.32
0365	TOTAL LANDSCAPE CORP	21861.22
0371	UNITED STATES POSTMASTER	3856.36
0375	US POSTAL SERVICE (HASLER)	4060.98
0385	WA ASSOC OF BUILDING OFFICIALS	1375
0387	WA CITIES INSURANCE AUTHORITY	486509
0389	WASHINGTON CITY/COUNTY MGMT ASSOC	315
0400	WASHINGTON STATE DEPT OF REVENUE	6535.1
0401	WA STATE DEPT OF TRANSPORTATION	13821.72

Vendor Purchasing Report

For Date Range 01/01/2022 - 04/15/2022

Vendor	Name	Volume
0405	WASHINGTON STATE OFFICE CASH MGMT	1236
0412	WM CORPORATE SVCS - COLUMBIA RIDGE LANDFILL	10220.12
0424	ICMA RETIREMENT TRUST 457 / 304745	58393.88
0425	DRS 457	8439.23
0426	AFLAC	648.57
0428	BANK OF AMERICA 941	164721.61
0429	AWC EMPLOYEE BENEFIT TRUST	231484.66
0431	DEPARTMENT OF RETIREMENT SYSTEMS	212688.72
0432	DEPARTMENT OF LABOR AND INDUSTRIES	12753
0434	UNITED WAY OF KING COUNTY	240
0436	NATIONAL LIFE OF VERMONT	369.51
0448	UPS STORE KENMORE	101.34
0450	AURORA RENTS	2436.52
0542	AMERICAN SOCIETY OF COMPOSERS	390
0550	KING COUNTY RECORDER'S OFFICE	272.5
0558	SNOHOMISH COUNTY	1784
0586	QUADIENT LEASING USA, INC.	710.14
0617	KING COUNTY FINANCE	17059.62
0685	PACE ENGINEERS, INC.	3325
0692	HDR ENGINEERING, INC	211629.3
0696	AMERICAN GENERAL LIFE GPO/400S	1119.68
0764	OUSLEY, NANCY	23.99
0781	QUALITY BUSINESS SYSTEMS INC.	815.57
0791	NORTHSHORE ROTARY CLUB	300
0817	GRAINGER	453.35
0851	EVERMARK, LLC	781.49
0892	JACOBS ENGINEERING GROUP	35598.52
0898	ZONAR SYSTEMS	731.12
0899	SHRED IT, C/O STERICYCLE, INC>	190.96
0913	KENMORE ELEMENTARY	1250
0937	ZUMAR	1591.69
0981	COMCAST BUSINESS	934.64
0994	GORDON THOMAS HONEYWELL	12900
1003	IWORQ SYSTEMS	2800
1010	WESTLAKE HARDWARE WA-153	571.61
1034	EMERALD FIRE LLC	705
1045	HORIZON DISTRIBUTORS INC	810.67
1052	FIRE PROTECTION, INC	2338.53
1053	INTERNATIONAL CODE COUNCIL, INC	600
1068	WA STATE DEPT OF LABOR & INDUSTRIES	230
1123	AM TEST, INC	400
1140	PAWS	416
1152	WASHINGTON ENERGY SERVICES CO. LLC	285.6
1197	MILLER STEPHENS, MARY	3750
1215	STATE OF FLORIDA DISBURSEMENT UNIT	1925
1226	CONTECH ENGINEERED SOLUTIONS, INC	600
1299	VERIZON WIRELESS	247.65
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	2400
1331	KBA INC.	280224.86
1333	WELWEST CONSTRUCTION INC.	10000
1337	STATE OF WA DEPT. OF LICENSING	1.52
1345	SHERWIN WILLIAMS CO. #8099	59.37
1356	KARLINSEY, ROB	2470.6
1358	ALPHAGRAPHS	496.04
1359	EVERGREEN FIRE AND SAFETY, INC.	214.14
1383	CHICAGO TITLE	11.58
1390	UTILITIES UNDERGROUND LOCATION CTR	681.12
1403	OSBORN CONSULTING INC.	125509.61

VII. B. Approve Total Check #s 49406 through 49501 totaling \$1,370,173.3...

Vendor Purchasing Report

For Date Range 01/01/2022 - 04/15/2022

Vendor	Name	Volume
1431	BRIEN, GAYLYNN	150
1452	CITY OF KENT	500
1459	FLEMINGS HOLIDAY LIGHTING LLC	1491.99
1464	ROAD CONSTRUCTION NW, INC.	496302.39
1465	WA TRUST FOR HISTORIC PRESERVATION	75
1478	HERBIG, NIGEL	27.38
1504	SCORE	103398.9
1555	LINCOLN NATIONAL LIFE INSURANCE	4907.66
1605	ALL CITY FENCE CO.	11943.98
1673	KPFF CONSULTING ENGINEERS	179994.18
1689	MOTT MACDONALD GROUP, INC.	83156.93
1711	SOFTWAREONE, INC.	13724.9
1712	SITEIMPROVE, INC.	3356.95
1739	FIX AUTO	10000
1754	RFI ENTERPRISES INC.	236.72
1774	OWEN EQUIPMENT COMPANY	1371.61
1798	OLBRECHTS & ASSOCIATES, PLLC	1089
1816	NAVIA	10718.49
1820	PIPER SANDLER	23920
1828	QUALITY BUSINESS SYSTEMS / WELLS FARGO	2028.42
1829	SHI INTERNATIONAL CORP.	219.52
1838	AVIDIA HEALTH	700
1884	CADMAN MATERIALS, INC.	551.68
1885	NATIONAL BARRICADE CO., LLC	562.28
1889	WILLIAMS, KASTNER & GIBBS PLLC	3730
1930	T MOBILE USA, INC.	4024.81
1979	MSPT XXII, LLC C/O FLYWAY RETAIL + LIVING	1500
1980	HRA VEDA TRUST	20203.44
1993	HYAS GROUP, LLC	3750
1999	KING COUNTY POLICE CHIEFS ASSOCIATION	50
2004	RED BARN ENGINEERING, INC.	8160
2010	JUDHA OF LION LANDSCAPING AND SERVICES LLC	26952.48
2016	STREETSAVER	1500
2024	DFR LAW GROUP, LLC	600
2027	MERIT HOMES, INC.	34120.4
2047	PUGET SOUND PLANTS	1341.1
2048	SMS CLEANING, INC.	19485
2095	TRANSPO GROUP USA INC.	2368.9
2097	ROBINSON AND NOBLE, INC.	2850
2113	WA ASSOC. OF SHERIFFS & POLICE CHIEFS	180
2142	ICMA RETIREMENT C/O ALLFIRST BANK / 109964	146610.64
2145	NORTHWEST ELECTRIC AND SOLAR	1970.79
2149	CLIFTON, CURTIS	663.44
2157	SOUND SAFETY PRODUCTS CO.	350
2161	BENNETT GOLD, TOBIN	116
2175	ELECTRONIC BUSINESS MACHINES	519.24
2176	CANON FINANCIAL SERVICES, INC.	798.24
2183	SISKUN POWER EQUIPMENT	457.16
2209	MORUP SIGNS, INC.	781.72
2211	PRECISION FUEL SOLUTIONS	1640.49
2221	O'REILLY/FIRST CALL	103.43
2236	COMCAST	7585.99
2249	KING COUNTY BAR ASSOCIATION	250
2252	TRUGREEN	2080.89
2254	U.S. BANK PURCHASE CARDS	39318.43
2259	MINUTEMAN PRESS	4663.52
2270	LAKESIDE INDUSTRIES	1007.42
2285	QUALITY WATER FINANCIAL	547.77

VII. B. Approve Total Check #s 49406 through 49501 totaling \$1,370,173.3...

Vendor Purchasing Report

For Date Range 01/01/2022 - 04/15/2022

Vendor	Name	Volume
2304	ESTABROOK, MEGAN	2800
2327	PACIFIC AIR CONTROL, INC.	2622.86
2337	HUANG, ANGELINA	3848.9
2353	NORTHSHORE SCHOOLS FOUNDATION	300000
2368	JEFF LUKE PHOTOGRAPHY LLC	5364.77
2377	NORTH URBAN HUMAN SVCS ALLIANCE	1000
2386	CECCANTI, INC.	1521934.14
2396	ZIPLY FIBER	2410.98
2402	PACIFIC OFFICE AUTOMATION	276.12
2403	AMERICALL	554.14
2425	THOMCO CONSTRUCTION, INC.	465466.99
2439	7 STAR TOWING LLC	10000
2459	NELSON ELECTRIC, INC.	410.67
2464	D.P. NICOLI, INC.	166.67
2485	192 BREWING COMPANY	15000
2486	CASCADIA LAW GROUP	14607
2489	THE ORIGINAL POOP BAGS	1453.2
2503	NORTH AMERICAN SAFETY, INC.	1111.5
2512	CARASOFT TECHNOLOGY CORPORATION	3633.3
2530	CASCADIA CONSULTING GROUP, INC.	26737.17
2531	BCN TELECOM, INC.	1154.37
2537	HUNTINGTON TECHNOLOGY FINANCE	44525.18
2543	FOSTER GARVEY PC	25921
2544	ACTION SERVICES CORPORATION	1512
2545	KLB CONSTRUCTION, INC.	1275123.23
2549	DAVID EVANS	226.44
2553	TICOR TITLE	50000
2573	WHISTLE WORKWEAR	248.16
2577	APPLEONE EMPLOYMENT SERVICES	7140.05
2578	CENTRICITY GIS, LLC	9843.75
2579	CHANIN KELLY-RAE CONSULTING LLC	40420
2584	AQUALIS	14519.44
2598	WAGNER ARCHITECTS	7870
2599	CEDAR GROVE COMPOSTING, INC.	277.46
2603	COMMERCIAL FENCE CORPORTATION	14588.25
2609	DTG RECYCLE	65.13
2612	KENMORE WATERFRONT ACTIVITIES CENTER	1691.1
2614	SEATOWN ELECTRIC, PLUMBING, HEATING & AIR	285.6
2617	STRIDER CONSTRUCTION CO., INC.	2211624.56
2618	STEPHANIE LUCASH	1079.77
2621	TRACY BANASZYNSKI	47
2622	IMPERIAL NW CONSTRUCTION LLC	462.42
2623	TOLO EVENTS LLC	10000
2624	CBRE, INC. - VALUATION & ADVISORY SERVICES	11300
2625	BRIMSTONE FIRE SAFETY MANAGEMENT LLC	279.31
2626	DAVIS HEETER	285.6
2627	BOB'S HEATING & AIR CONDITIONING LLC	444.15
2629	GARRETT OPPENHEIM	539.93
2631	SAM OTIS	160
2632	JULIANA POOLEY	240
2633	MARCO BALLESTEROS	240
2634	JUANITA AGUILAR	240
2635	DAVID G. MOORE	12422
2636	CHRISTINA MARTIN	775
2637	AISHA JALLOW	80
2638	AMERICAN RED CROSS	3470
2639	GREAT WESTERN RECREATION, LLC	4254.43
2640	OPTICOS DESIGN, INC.	7062.5

Vendor Purchasing Report

For Date Range 01/01/2022 - 04/15/2022

Vendor	Name	Volume
2641	VENTILATION POWER CLEANING, INC.	4785
2642	WASHINGTON AUDIOLOGY SERVICES, INC.	997.6
2643	OLANA LLC	10000
2644	SOUTHSHORE REHAB PROSTHETICS AND ORTHOTICS	10000
2645	LANN THAI HOUSE LLC	10000
2646	CHRISTINE SUZUKI INSTALLATIONS, INC.	10000
2647	BACKFLOWS NORTHWESTINC.	1871.7
2648	CM HEATING INC.	444.15
2649	UNIVERSITY OF WASHINGTON	925
2650	JOHN SUTHERLAND	225.57
2651	TITAN EARTHWORK, LLC	210409
2652	DOMANIK MOSES	1500
Vendor Set Vendor Set 01 Total:		10441987.15

VII. B. Approve Total Check #s 49406 through 49501 totaling \$1,370,173.3...

VII. B. Approve Total Check #s 49406 through 49501 totaling \$1,370,173.3...









04-15-2022

Final Audit Report

2022-04-22

Created:	2022-04-19
By:	Carla Schnee (cschnee@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAa6avZeJvBPrg10e82Pndhp5pOezUZX7m

"04-15-2022" History

-  Document created by Carla Schnee (cschnee@kenmorewa.gov)
2022-04-19 - 1:09:19 AM GMT- IP address: 50.235.209.34
-  Document emailed to Leticia Salcido (lsalcido@kenmorewa.gov) for signature
2022-04-19 - 1:12:48 AM GMT
-  Email viewed by Leticia Salcido (lsalcido@kenmorewa.gov)
2022-04-20 - 6:39:44 PM GMT- IP address: 50.235.209.34
-  Document e-signed by Leticia Salcido (lsalcido@kenmorewa.gov)
Signature Date: 2022-04-20 - 6:39:49 PM GMT - Time Source: server- IP address: 50.235.209.34
-  Document emailed to Rob Karlinsey (rkarlinsey@kenmorewa.gov) for signature
2022-04-20 - 6:39:51 PM GMT
-  Email viewed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)
2022-04-22 - 3:20:38 PM GMT- IP address: 73.98.145.251
-  Document e-signed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)
Signature Date: 2022-04-22 - 3:21:21 PM GMT - Time Source: server- IP address: 73.98.145.251
-  Agreement completed.
2022-04-22 - 3:21:21 PM GMT



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**City Council Business Agenda Item
City of Kenmore, WA**

Subject/Topic:

February 2022 Financial Report

For Council Meeting Agenda of: April 25, 2022

Department: Finance & Administration

Prepared by: Leticia Salcido, Director of Finance & Administration

Proposed Council Action/Motion:

Receive & file:
February 2022 Financial Report
for the City of Kenmore Washington

Approved by Department Head:

Approved by City Attorney:

Approved by Finance Director:

Approved by City Manager:

Initial & Date

N/A

RGK

Exhibits/Attachments:

February 2022 Financial Report
for the City of Kenmore, Washington

INFORMATION/BACKGROUND:

The February 2022 monthly financial report is presented for Council review. This provides the opportunity for the City Council and the community to receive information on the City of Kenmore's biennium to date revenues and expenditures in comparison to the City's 2021-2022 adopted biennial budget. The budget was adopted on November 23, 2020.

FISCAL CONSIDERATION:

February 2022 is the 14th month of the 2021-2022, biennium budget period with 58% of the biennium elapsed.

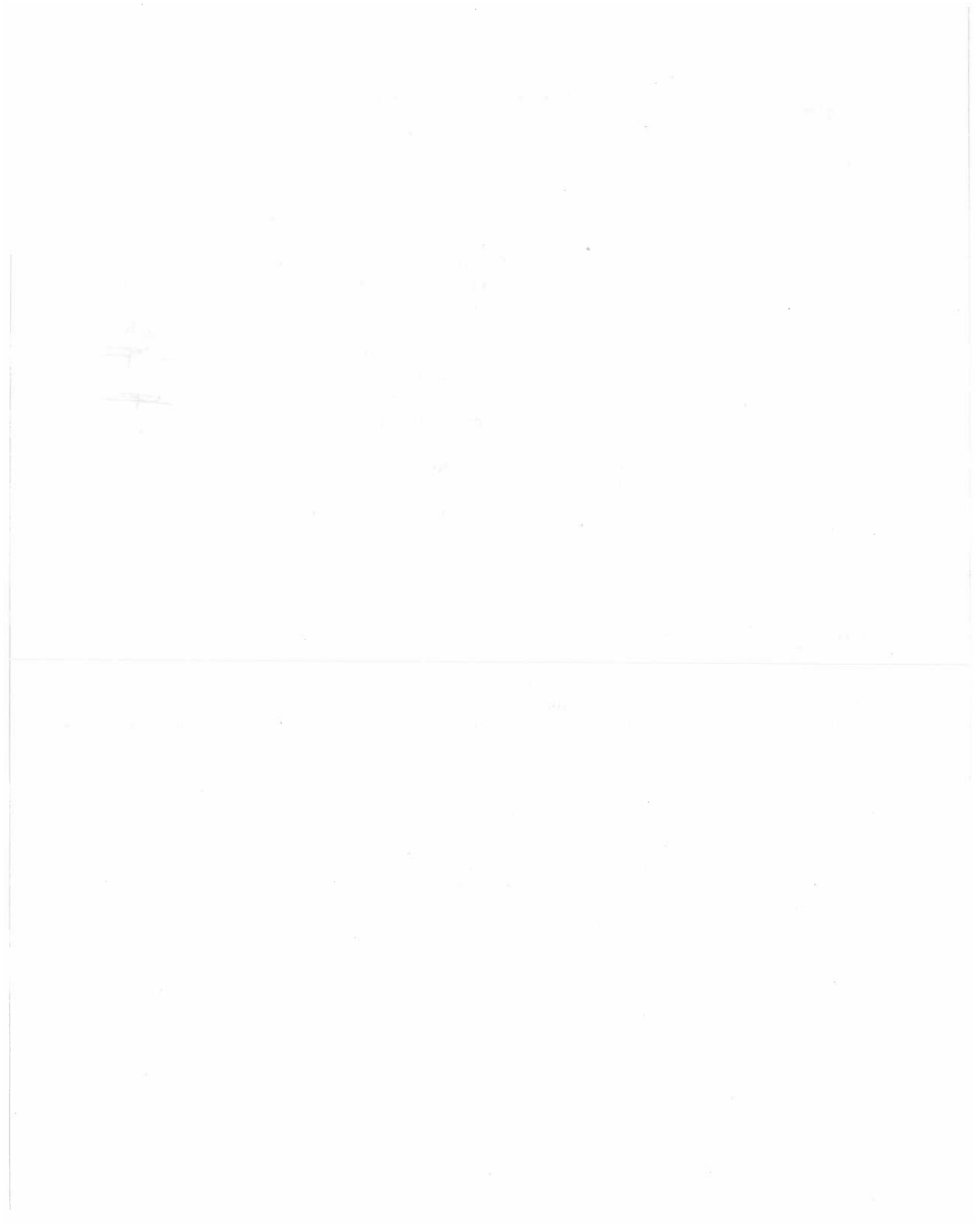
General Fund:

The General Fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Activities within the General Fund include Public Safety, Public Works Engineering, Community Development, Development Services, Parks, Facility Maintenance, and administrative services such as City Manager, Legal, Finance, City Clerk and City Council.

Revenues:

As of February 28, 2022, biennium to date, revenues exceeded expenditures by \$2.7 million. Revenues totaled \$18.4 million while expenditures totaled \$15.7 million. Revenues in the amount of \$18.4 million represent 60% of the amended budget revenues in the amount of \$30.6 million. Major revenue sources in the General Fund include property taxes, sales taxes, utility taxes, franchise fees, building related fees and other.

Property tax which is the major revenue source for the City generated \$5.4 million through February 28, 2022. This represents 50% of the biennium budget amount. The budget for the biennium for this revenue source is \$10.9 million.



Sales Tax revenue generated \$4.2 million through February 28, 2022. This represents 71% of the amended biennium budget amount of \$6 million.

Sales tax revenue for the month of February 2022 was 14% lower than the amount received in same month 2021. In comparison February 2021 receipts were 38% higher than 2020.

Sales Tax revenues for the twelve months of 2021 was \$689,000 or 24% higher than the amount received in 2020. The major increase came from the industries in construction, retail, and services. The following is the increase from 2020 to 2021:

Industry	Amount	% increase
Construction	\$298,646	45%
Retail	\$166,915	15%
Services	\$155,456	21%

A review of the top 506 sales tax remitters accounting for 87% of total remittances in the month of February indicates that 27% of the total was generated from internet-based companies. In the retail category approximately 52% of the revenue was from internet sales.

Utility Taxes totaled \$1,131,117 or 47% of the amount budgeted of \$2.4 million.

Development fees & permits revenue was \$1.5 million or 88% of the amount budgeted for the biennium (\$1.7 million).

Expenditures:

Expenditures totaled \$15.7 million for the first fourteenth months of the biennium. This is 55% of the budgeted amount of \$28.7 million.

Fund Balance:

The ending fund balance for the General fund, as of February 28, 2022, was \$5.5 million

Street Fund:

As of February 28, 2022, the year-to-date revenues totaled \$1.9 million or 51% of total budgeted revenues in the amount of \$3.8 million. Expenditures for the same time totaled \$1.6 million or 49% of total budget expenditures in the amount of \$3.3 million. The ending cash balance in this fund as of February 28, 2022, was \$1.9 million.

Surface Water Management Fund:

As of February 28, 2022, biennium to date revenues totaled \$3 million or 48% of the amended budgeted amount (\$6.2 million). Expenditures during the same time-period, totaled \$2.5 million or 33% of the amended biennial budgeted amount of \$7.7 million. Expenditures seem low because most of the capital expenditures are budgeted in 2022 which is when the transfer out (expense) to the Surface Water Management Capital Fund will be made.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Kenmore budget Policy 9a: A revenue/expenditure report will be produced monthly so that it can be directly compared to the actual results of the fiscal year to date.

Kenmore Budget Policy 9b: All budget amendments, both revenues and expenditures, will be noted in the monthly report.

Priority Based budgeting Result: Governance: Supports decision making with timely and accurate short-term and long-range analysis that enhances vision and planning.



18120 68TH AVE. NE
KENMORE, WASHINGTON 98028

MEMORANDUM

TO: Rob Karlinsey, City Manager
FROM: Leticia Salcido, Finance Director
DATE: April 14, 2022
RE: February 2022 Financial Reports for the City of Kenmore, Washington

February 2022 financial information is presented for your review and delivery to the City Council. Attached you will find the following reports:

- General Fund Summary
- General Fund Revenue Graphs
- General Fund Expenditure Graphs
- Street Fund Summary
- Cash and Investment Report
- Investment Schedule and Portfolio Analysis
- Sales Tax Receipts by Business Type
- Retail Sales and Use Tax Distribution

If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

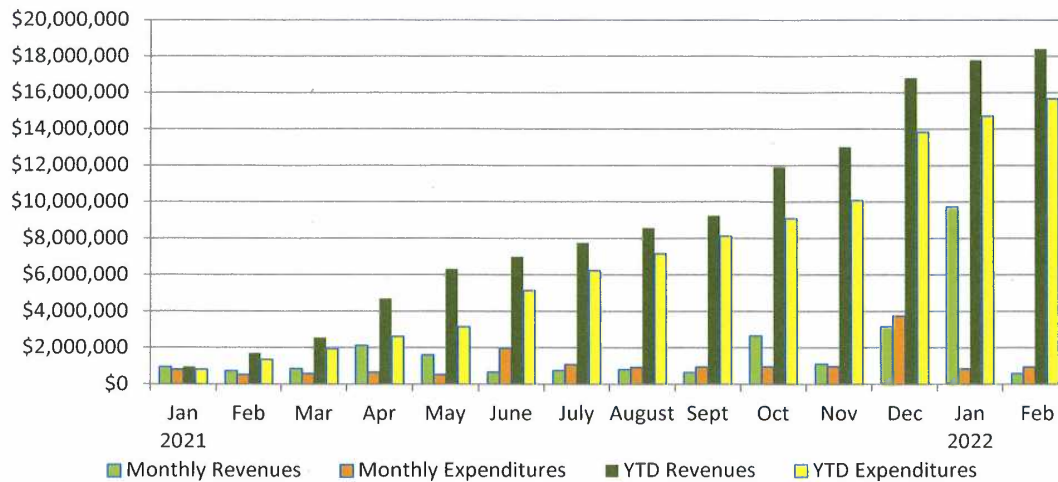
GENERAL FUND

The first section of the monthly financial report is a review of the General Fund. This fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Revenues include various taxes, per capita distributions from the State, fines and forfeitures, permits and licenses, and fees for service. In the context of the biennial budget, February is the fourteenth month (58%) of the 2021-2022 biennial budget period. For the month of February, expenditures exceeded revenues in the General Fund by \$355,624. Biennium to date, revenues exceed expenditures by \$2,716,089.

The following chart illustrates the monthly revenue and expenditure activity in the General Fund through February 2022.

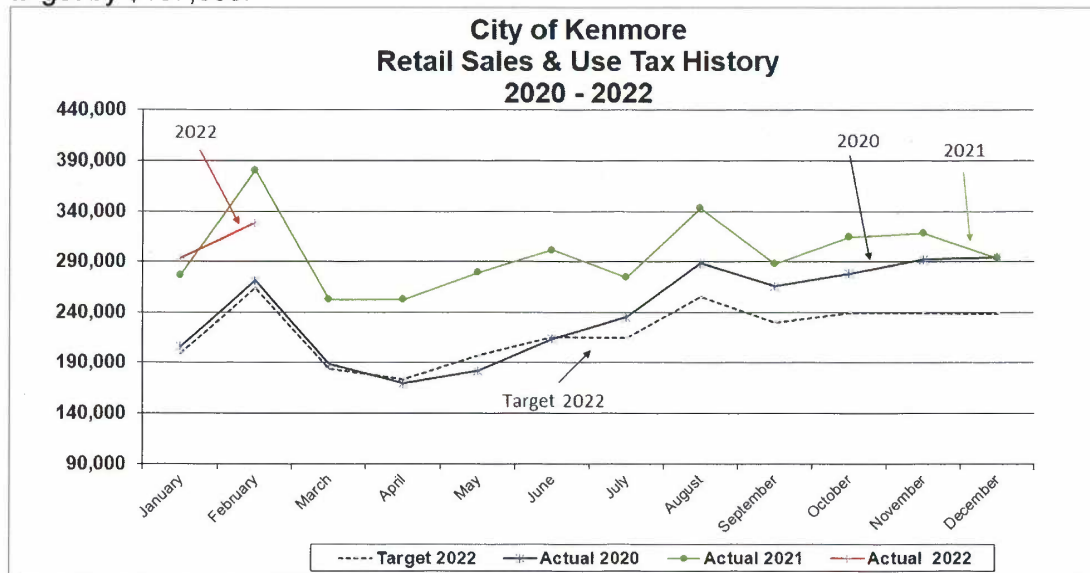


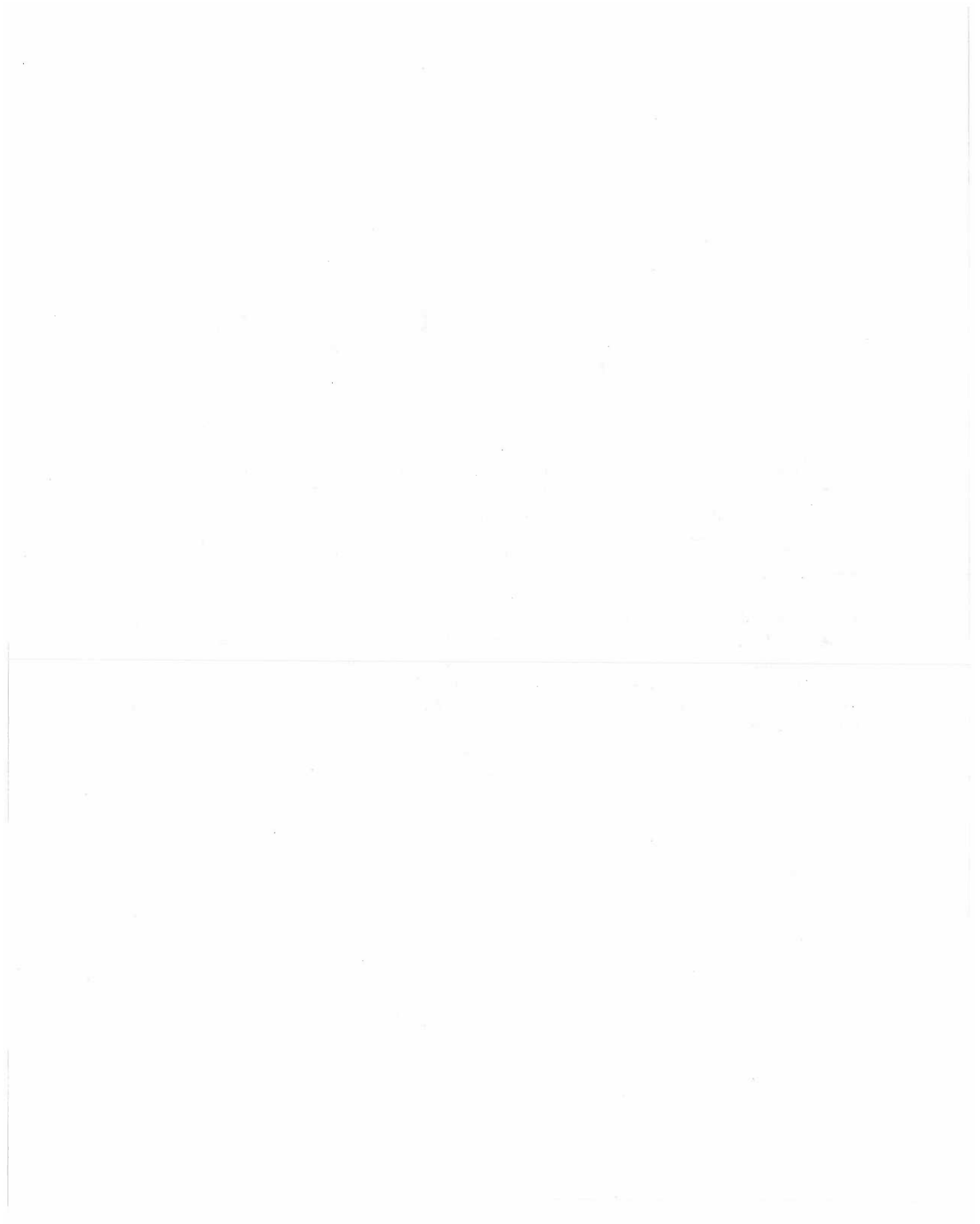
City of Kenmore, Washington
Monthly Financial Report
February 2022



Total **revenues** for the month were **\$605,526**. Biennium to date revenues are \$18,404,278 which is 60% of the amended budgeted revenues of \$30,589,770. Primary sources of revenue for the month included property taxes in the amount of \$16,005, development fees & permits in the amount of \$129,761, retail sales and use taxes in the amount of \$328,417, intergovernment & grants in the amount of \$88,317, franchise fees in the amount of \$2,656, and utility taxes in the amount of \$13,601.

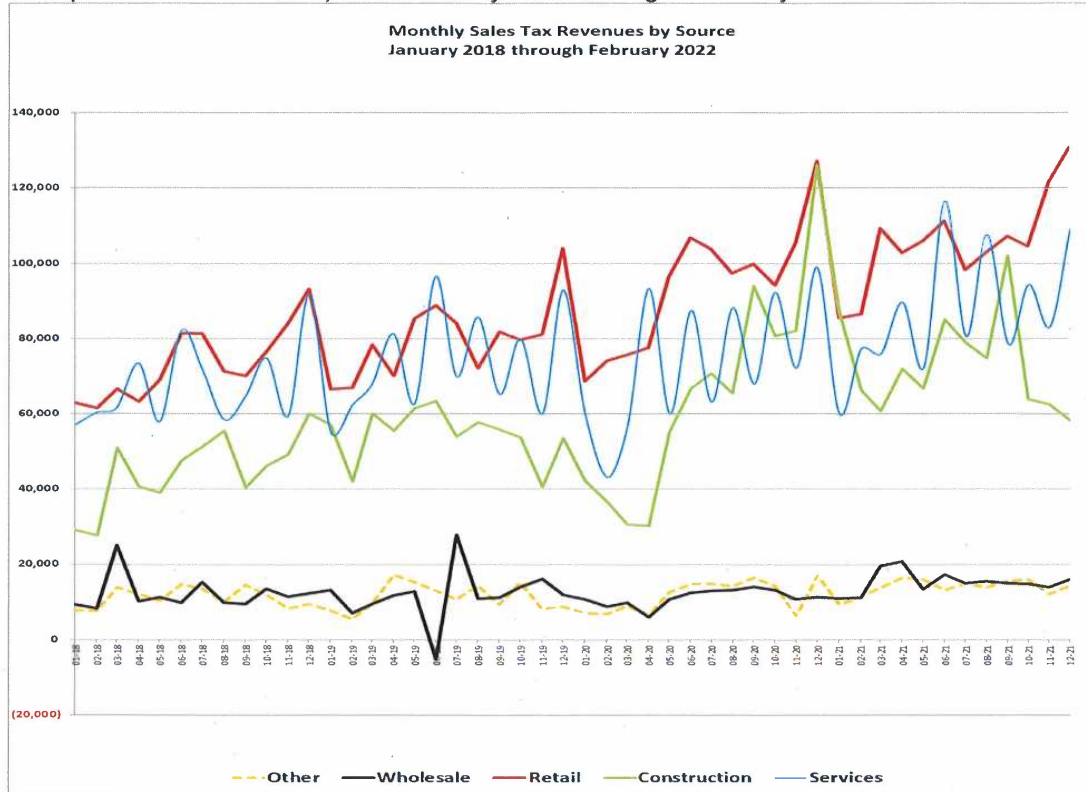
A summary of sales tax revenues received in **February** is attached. These receipts are based on **December** sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted Target 2022 line is a monthly average of actual receipts during 2019, 2020, and 2021. The red line represents 2022 actual receipts, which are \$36,079 below 2021 and ahead of the 2022 target by \$157,660.





City of Kenmore, Washington
Monthly Financial Report
February 2022

The following chart illustrates the historical trends of sales tax receipts from the major segments: construction, retail, wholesale, other (agriculture, services, manufacturing, transportation and utilities) from January 2018 through February 2022.



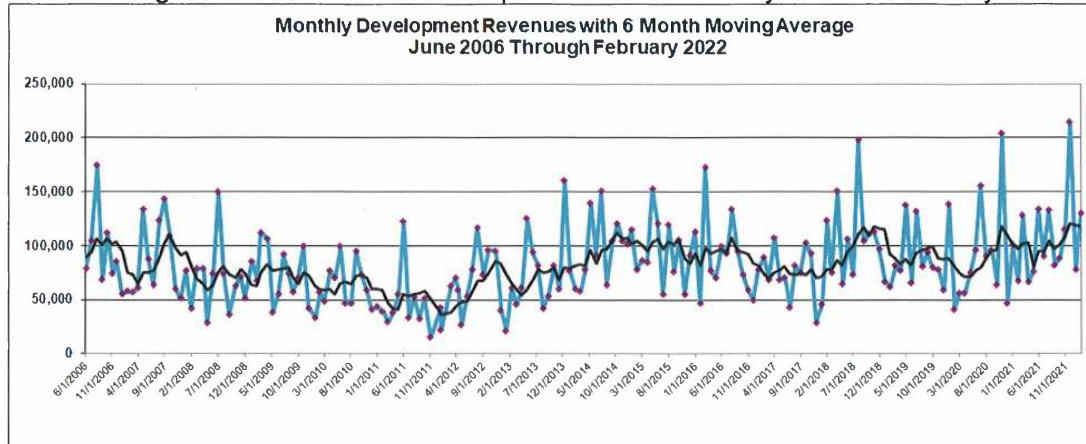
In February, the top 506 sales tax remitters, accounting for 87% or \$284,818 of total remittances, were reviewed for internet sales activity.

Of the \$284,818 of sales tax remitted by these companies in February, \$77,712 (27% of the total) was generated from internet-based companies. Below is a chart that illustrates the amount of internet based sales tax in the major segments that include it:

	Total Sales Tax Remitted in February	Internet Based Companies	% of Total Internet Sales Tax Collected
Retail Trade	\$105,456	\$54,538	52%
Information	9,851	2,919	30%
Services	87,382	17,897	20%
Wholesale	12,062	1,897	16%
Other	70,067	461	1%
	\$284,818	\$77,712	

City of Kenmore, Washington
 Monthly Financial Report
 February 2022

The following chart illustrates the development revenue activity over the last 15 years.



February 2022 expenditures were **\$961,150**. Biennium to date expenditures are \$15,688,188, which is 54% of the amended biennial budget expenditures of \$28,659,582.

Total City cash (\$27,461,057) and long-term investments (\$6,068,350), at the end of February, totaled \$33,529,407. Proposition 1 levy funds and ARPA Recovery Funds are included in this cash balance.

Total non-General Fund revenues were \$1,629,728 and total non-General Fund expenditures were \$2,632,382.

In the **Street Fund** revenue from gas tax distributions were \$37,370. \$94,742 was expended for maintenance and operations during the month.

In the **Transportation Capital Fund**, there were expenditures in the amount of \$780,905 on pedestrian safety projects & street maintenance. The fund received \$276,391 in grant reimbursements during the month.

The **Sammamish Bridge Replacement Fund** had \$101,844 in expenditures during the month. The fund received \$891,312 in bridge grant reimbursements during the month.

The **Park Impact Fee** fund received \$29,535 in revenues during the month.

There were \$68,061 in revenues for the **Transportation Impact Fee** fund during the month.

City of Kenmore, Washington
Monthly Financial Report
February 2022

The **Real Estate Excise Tax** Fund received \$78,813 of real estate excise taxes (REET) in February from sales activity that occurred in January. 19 transactions were reported during the month. The 2022 year to date revenue is lower than the 2021 revenue by \$65,334.

The **Park Capital** fund had \$1,074,552 in Park improvement expenditures during the month.

The **Walkways & Waterways Debt Service** Fund collected \$2,903 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of \$783,700.

The **Transportation Benefit District** Fund received \$28,789 in vehicle license fees during the month.

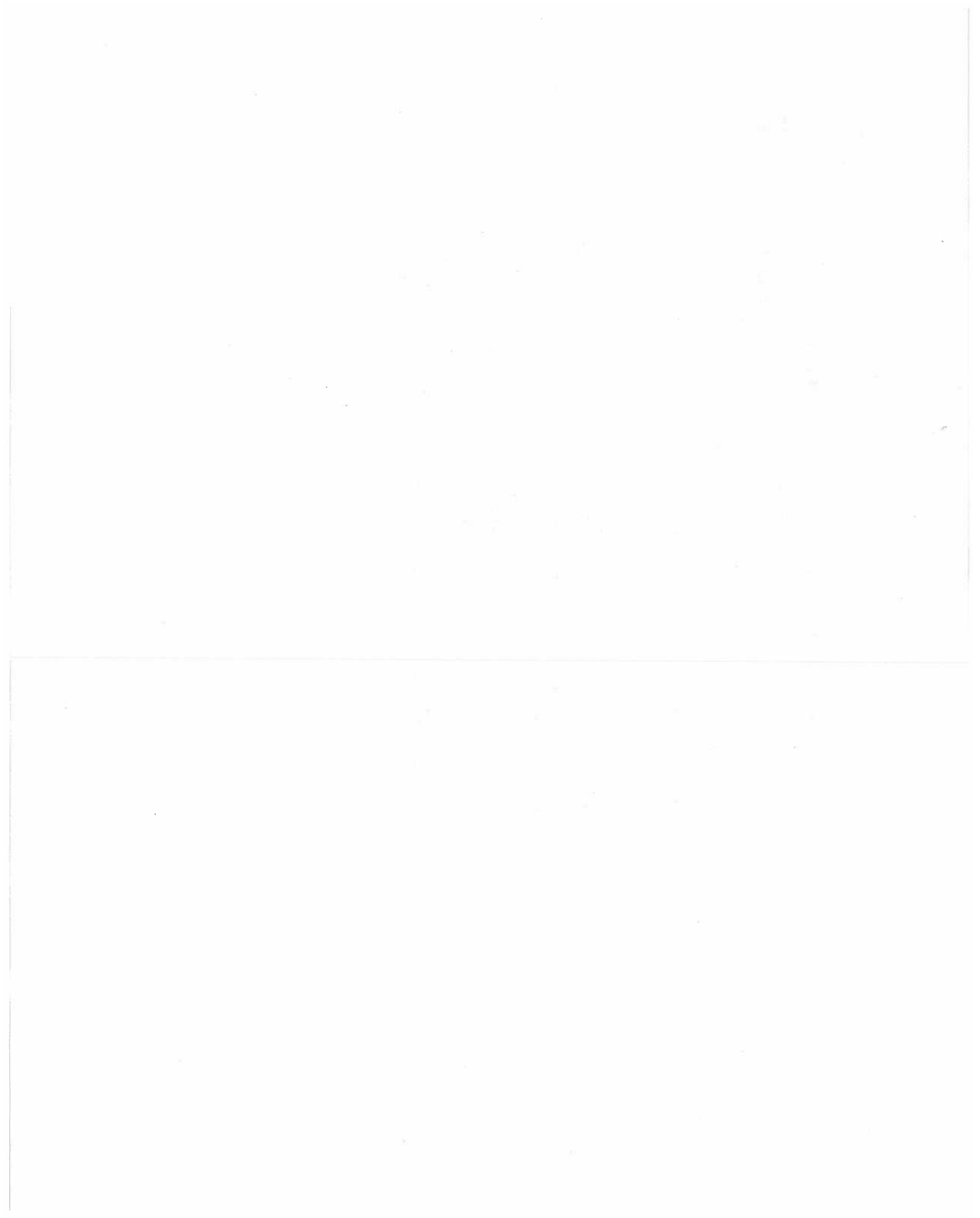
SUMMARY

This concludes the financial report for the City of Kenmore as of **February 28, 2022**. I appreciate your feedback and encourage you to contact me if you have any questions prior to the City Council meeting.

City of Kenmore, Washington
General Fund Summary Report
February 28, 2022



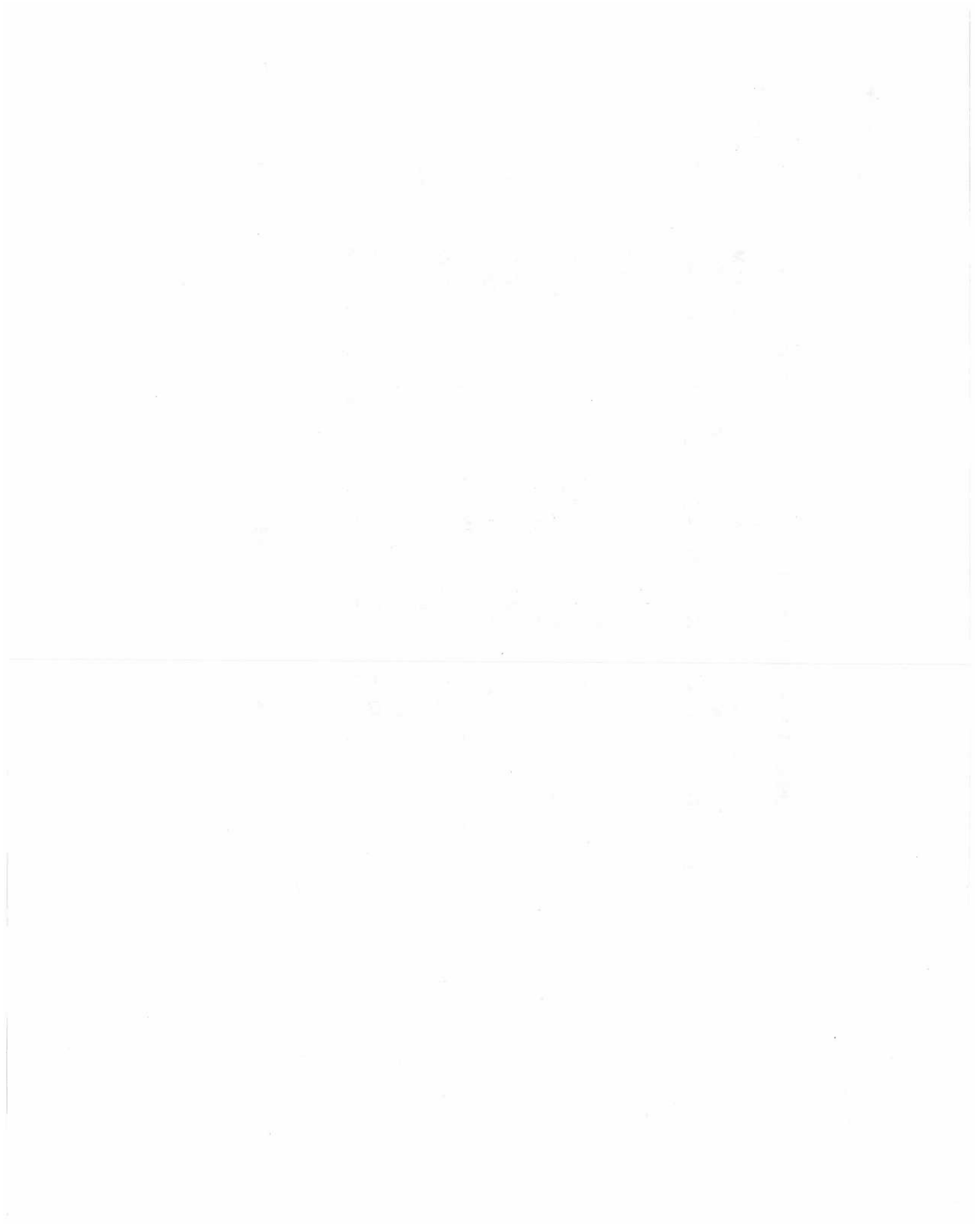
	CURRENT PERIOD 2021-2022				PREVIOUS PERIOD 2019-2020			
	MONTH <u>February 2022</u>	BIENNIUM TO DATE <u>2021-2022</u>	% of <u>BUDGET</u>	AMENDED BIENNIUM <u>2021-2022</u>	Current <u>January 2020</u>	BIENNIUM TO DATE <u>2019-2020</u>	% of <u>BUDGET</u>	AMENDED BIENNIUM <u>2019-2020</u>
REVENUES								
Beginning Fund Balance		2,748,005		2,748,005		4,934,368		4,934,368
Property Taxes	16,005	5,381,481	49.5%	10,865,654	10,352	5,061,216	49.5%	10,224,205
Sales and Use Taxes	328,417	4,198,657	70.5%	5,954,280	265,687	3,759,238	60.5%	6,212,000
Utility Taxes	13,601	1,131,117	47.1%	2,399,290	113,354	1,143,328	46.4%	2,466,355
Other Taxes	25,337	131,323	72.1%	182,200	25,051	152,229	83.7%	181,868
Development Fees & Permits	129,761	1,504,765	87.5%	1,720,003	138,874	1,153,770	62.2%	1,854,042
Franchise Fees	2,656	1,088,169	62.3%	1,746,569	235,281	1,110,153	60.6%	1,831,835
Intergovernmental and Grants	88,317	1,672,962	68.2%	2,452,594	56,733	684,503	32.0%	2,142,292
Investment Interest	394	27,715	42.0%	66,000	2,189	89,288	93.7%	95,300
Fines and Forfeitures	0	2,341	0.0%	0	0	4,173	0.0%	0
Transfers and Other Revenues	1,039	3,265,748	62.8%	5,203,180	35,309	1,051,596	48.8%	2,155,352
Total Revenues	605,526	18,404,278	60.2%	30,589,770	882,830	14,209,494	52.3%	27,163,249



City of Kenmore, Washington
General Fund Summary Report
February 28, 2022



	CURRENT PERIOD 2021-2022				PREVIOUS PERIOD 2019-2020			
	MONTH	BIENNIUM	% of	AMENDED	Current	BIENNIUM	% of	AMENDED
	<u>February 2022</u>	<u>TO DATE</u>	<u>BUDGET</u>	<u>BIENNIUM</u>	<u>January 2020</u>	<u>TO DATE</u>	<u>BUDGET</u>	<u>BIENNIUM</u>
<u>EXPENDITURES</u>		<u>2021-2022</u>		<u>BUDGET</u>		<u>2019-2020</u>		<u>BUDGET</u>
<u>Cost Center</u>								
City Council	18,285	203,467	61.2%	332,711	43,014	209,570	62.3%	336,208
City Manager	156,953	1,658,676	53.1%	3,121,846	122,216	1,773,645	55.9%	3,170,520
City Clerk	10,722	478,129	51.0%	937,052	50,885	401,056	43.6%	919,466
Finance	53,351	1,471,616	66.5%	2,212,820	304,423	1,202,800	62.5%	1,925,756
Human Resources	12,525	146,327	0.0%	319,432	0	0	0.0%	0
Legal	38,348	475,661	84.2%	565,000	462	313,184	47.8%	654,782
Interfund Transfers	0	2,303,405	74.0%	3,110,617	0	2,606,529	80.8%	3,226,484
Public Safety	345,682	4,062,529	44.4%	9,152,371	8,951	4,291,016	47.9%	8,967,044
Engineering & Environmental Services	48,007	802,031	47.5%	1,689,574	57,581	731,841	47.0%	1,555,790
Community Development	62,466	994,326	58.6%	1,695,828	79,666	878,279	55.6%	1,580,826
Developmental Services	113,114	1,551,086	54.5%	2,845,428	169,364	1,396,571	74.5%	1,874,061
Parks & Facility Maintenance	101,698	1,540,936	57.6%	2,676,904	68,331	1,828,695	56.3%	3,247,606
Total Expenditures	961,150	15,688,188	54.7%	28,659,582	904,892	15,633,185	54.8%	28,543,158
Revenues over Expenditures	(355,624)	2,716,089		1,930,188	(22,062)	(1,423,691)		(1,379,909)
Ending Fund Balance		5,464,094		4,678,193	-22,062	3,510,677	0	3,554,460



**City of Kenmore, Washington
General Fund Revenue Graphs
February 28, 2022**

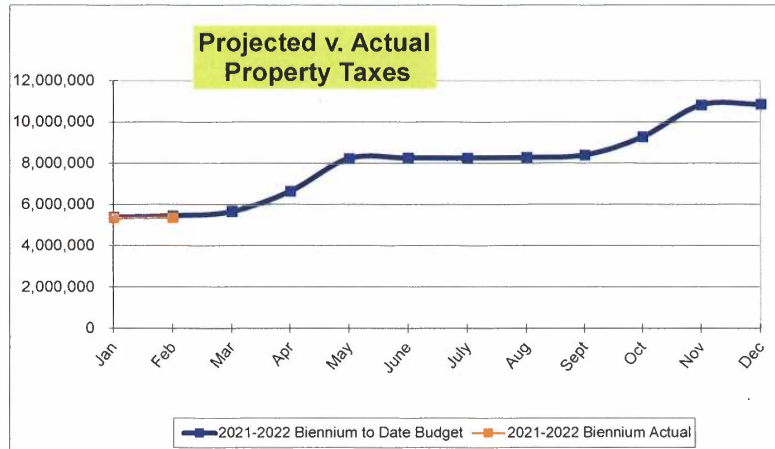
PROPERTY TAXES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	5,383,410	5,347,981
Jan	5,401,023	5,365,476
Feb	5,468,860	5,381,481
Mar	5,670,301	
Apr	6,652,450	
May	8,244,136	
June	8,259,460	
July	8,274,655	
Aug	8,290,802	
Sept	8,401,090	
Oct	9,291,005	
Nov	10,834,497	
Dec	10,865,654	
2021-22	10,865,654	

Year To Date

Actual v. Projected

98%



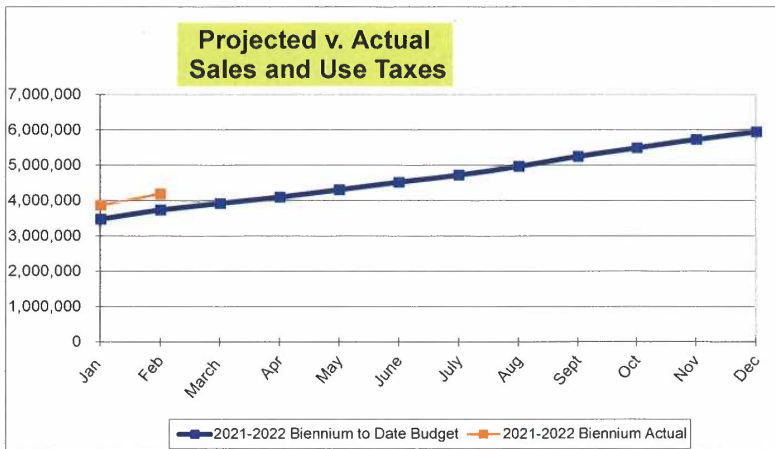
SALES & USE TAXES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	3,300,000	3,577,108
Jan	3,481,493	3,870,242
Feb	3,742,900	4,198,660
March	3,928,951	
Apr	4,108,559	
May	4,315,086	
June	4,530,232	
July	4,730,589	
Aug	4,978,663	
Sept	5,258,728	
Oct	5,497,740	
Nov	5,739,531	
Dec	5,954,280	
2021-22	5,954,280	

Year To Date

Actual v. Projected

112%



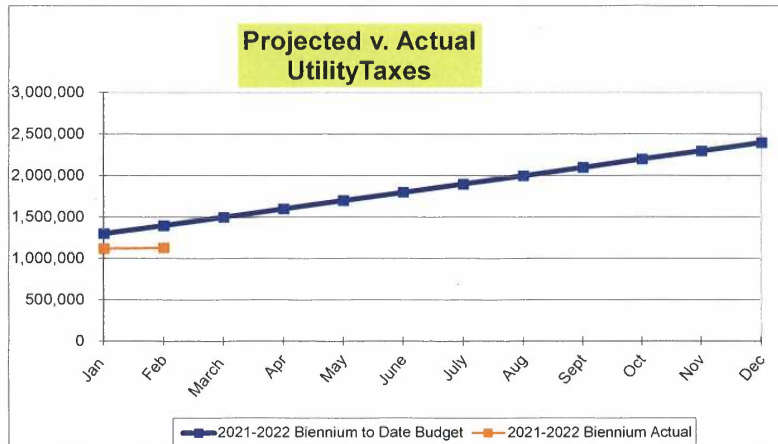
UTILITY TAXES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	1,199,640	933,662
Jan	1,299,611	1,117,517
Feb	1,399,582	1,131,117
March	1,499,553	
Apr	1,599,523	
May	1,699,494	
June	1,799,465	
July	1,899,436	
Aug	1,999,407	
Sept	2,099,378	
Oct	2,199,348	
Nov	2,299,319	
Dec	2,399,290	
2021-22	2,399,290	

Year To Date

Actual v. Projected

81%



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**City of Kenmore, Washington
General Fund Revenue Graphs
February 28, 2022**

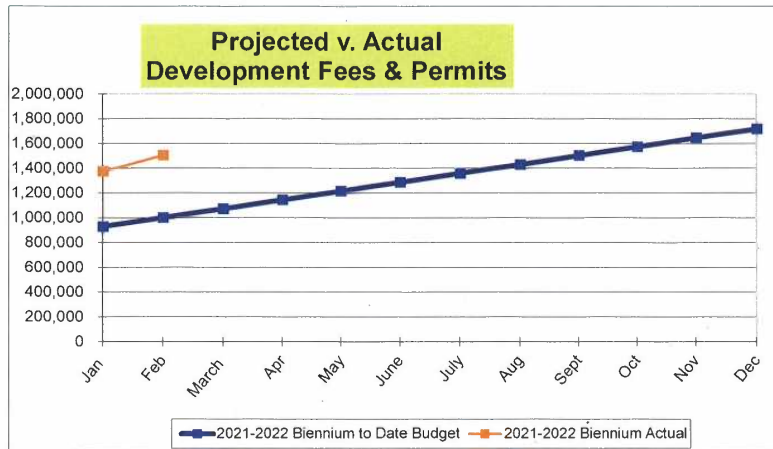
DEVELOPMENT FEES & PERMITS

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	860,004	1,297,301
Jan	931,671	1,375,004
Feb	1,003,337	1,504,765
March	1,075,004	
Apr	1,146,670	
May	1,218,337	
June	1,290,004	
July	1,361,670	
Aug	1,433,337	
Sept	1,505,003	
Oct	1,576,670	
Nov	1,648,336	
Dec	1,720,003	
'2021-22	1,720,003	

Year To Date

Actual v. Projected

150%



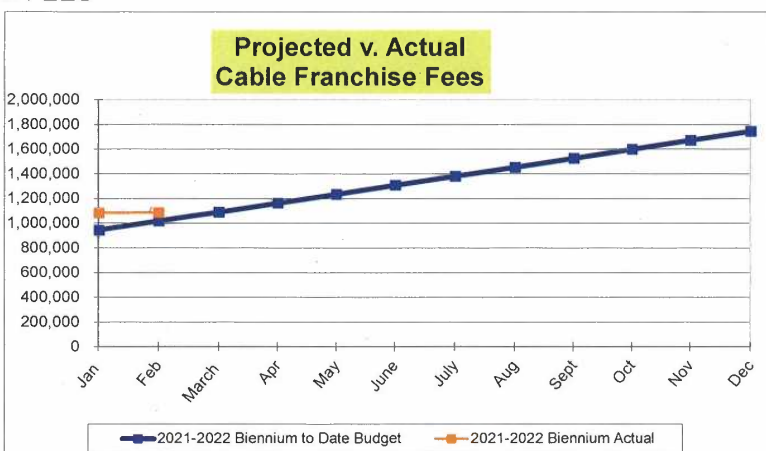
CABLE/WATER/SEWER FRANCHISE FEES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	873,288	848,118
Jan	946,061	1,085,513
Feb	1,018,835	1,088,169
March	1,091,608	
Apr	1,164,382	
May	1,237,155	
June	1,309,929	
July	1,382,702	
Aug	1,455,475	
Sept	1,528,249	
Oct	1,601,022	
Nov	1,673,796	
Dec	1,746,569	
'2021-22	1,746,569	

Year To Date

Actual v. Projected

107%



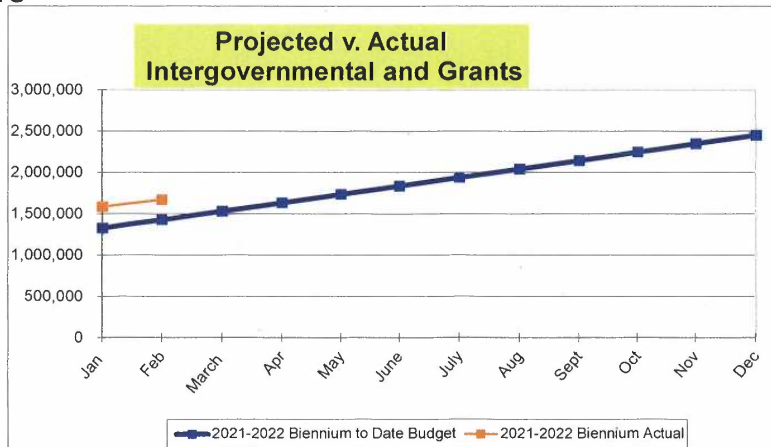
INTERGOVERNMENTAL & GRANTS

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	1,226,292	1,433,882
Jan	1,328,484	1,584,645
Feb	1,430,676	1,672,962
March	1,532,868	
Apr	1,635,059	
May	1,737,251	
June	1,839,443	
July	1,941,635	
Aug	2,043,827	
Sept	2,146,019	
Oct	2,248,210	
Nov	2,350,402	
Dec	2,452,594	
'2021-22	2,452,594	

Year To Date

Actual v. Projected

117%



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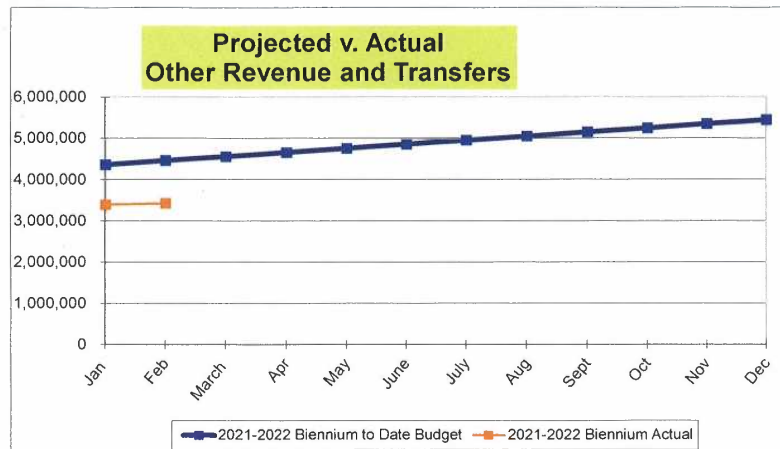
City of Kenmore, Washington
General Fund Revenue Graphs
February 28, 2022

OTHER REVENUES AND TRANSFERS

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	4,269,442	3,385,984
Jan	4,367,937	3,400,357
Feb	4,466,432	3,427,124
March	4,564,927	
Apr	4,663,421	
May	4,761,916	
June	4,860,411	
July	4,958,906	
Aug	5,057,401	
Sept	5,155,896	
Oct	5,254,390	
Nov	5,352,885	
Dec	5,451,380	
'2021-22 Year To Date	5,451,380	

Actual v. Projected

77%

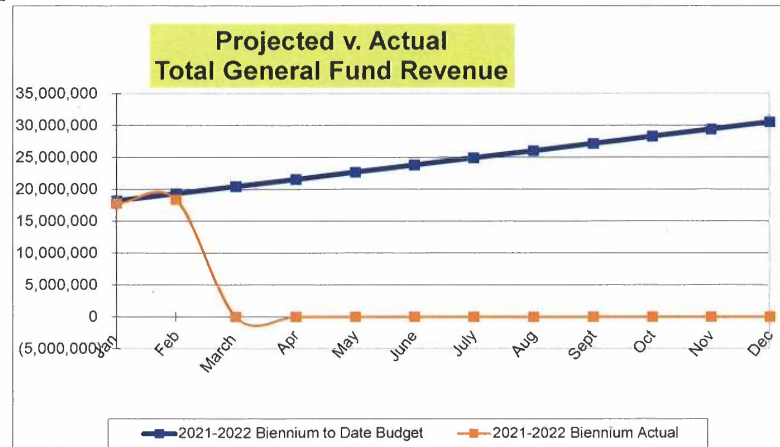


TOTAL GENERAL FUND REVENUE

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	17,112,076	16,824,033
Jan	18,235,217	17,798,754
Feb	19,358,358	18,404,278
March	20,481,500	0
Apr	21,604,641	0
May	22,727,782	0
June	23,850,923	0
July	24,974,064	0
Aug	26,097,205	0
Sept	27,220,347	0
Oct	28,343,488	0
Nov	29,466,629	0
Dec	30,589,770	0
'2021-22 Year To Date	30,589,770	0

Actual v. Projected

95%

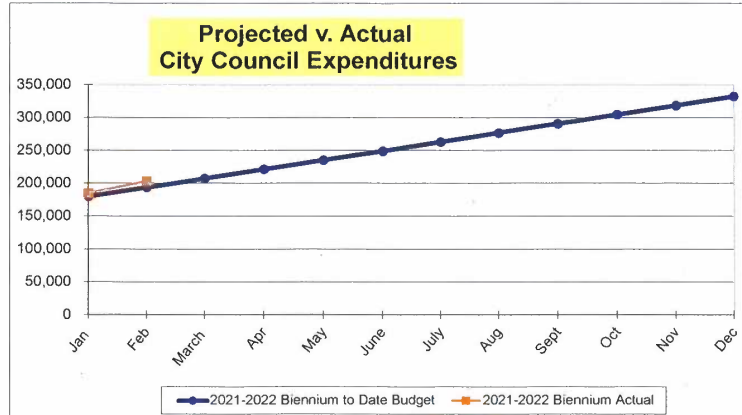




City of Kenmore, Washington
General Fund Expenditure Graphs*
February 28, 2022

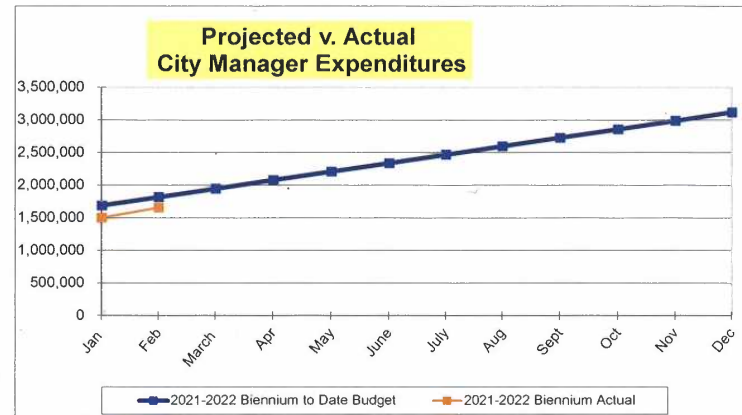
CITY COUNCIL

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	166,356	141,202
Jan	180,219	185,182
Feb	194,082	203,467
March	207,945	
Apr	221,808	
May	235,671	
June	249,534	
July	263,396	
Aug	277,259	
Sept	291,122	
Oct	304,985	
Nov	318,848	
Dec	332,711	
2021-22 Year To Date	332,711	
Actual v. Projected		105%



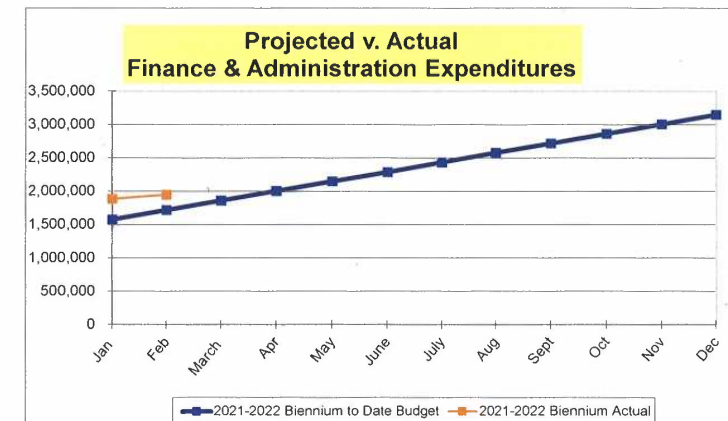
CITY MANAGER

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	1,560,924	1,405,465
Jan	1,691,001	1,501,723
Feb	1,821,078	1,658,675
March	1,951,155	
Apr	2,081,231	
May	2,211,308	
June	2,341,385	
July	2,471,462	
Aug	2,601,539	
Sept	2,731,616	
Oct	2,861,692	
Nov	2,991,769	
Dec	3,121,846	
2021-22 Year To Date	3,121,846	
Actual v. Projected		91%



FINANCE & ADMINISTRATION

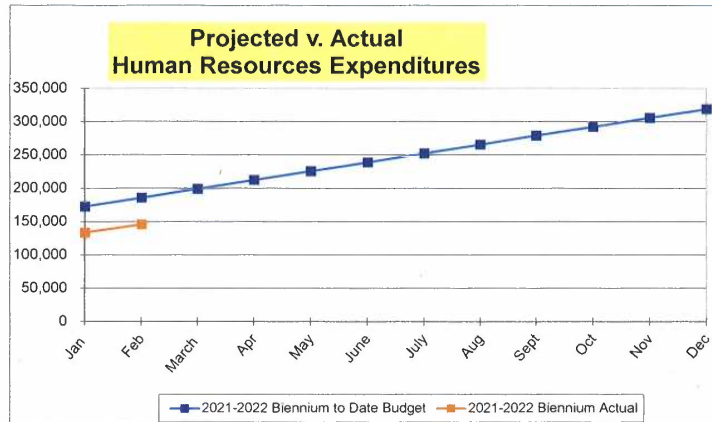
	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	1,436,124	1,466,725
Jan	1,578,936	1,885,672
Feb	1,721,749	1,949,745
March	1,864,561	
Apr	2,007,373	
May	2,150,185	
June	2,292,998	
July	2,435,810	
Aug	2,578,622	
Sept	2,721,434	
Oct	2,864,247	
Nov	3,007,059	
Dec	3,149,871	
2021-22 Year To Date	3,149,871	
Actual v. Projected		113%



City of Kenmore, Washington
General Fund Expenditure Graphs*
February 28, 2022

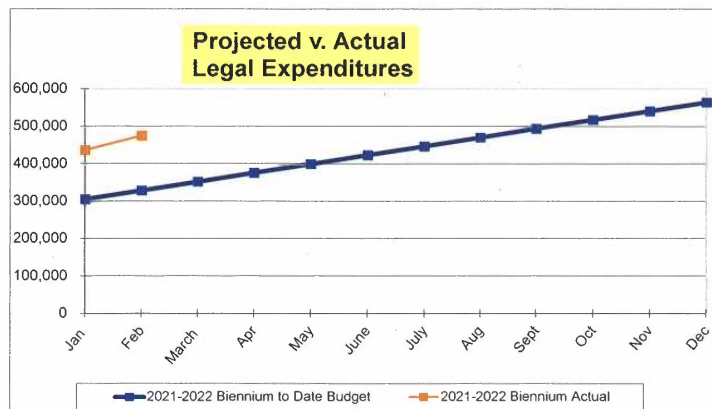
HUMAN RESOURCES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	159,720	121,298
Jan	173,029	133,802
Feb	186,339	146,326
March	199,648	
Apr	212,957	
May	226,267	
June	239,576	
July	252,885	
Aug	266,195	
Sept	279,504	
Oct	292,813	
Nov	306,123	
Dec	319,432	
2021-22	319,432	
Year To Date		
Actual v. Projected		79%



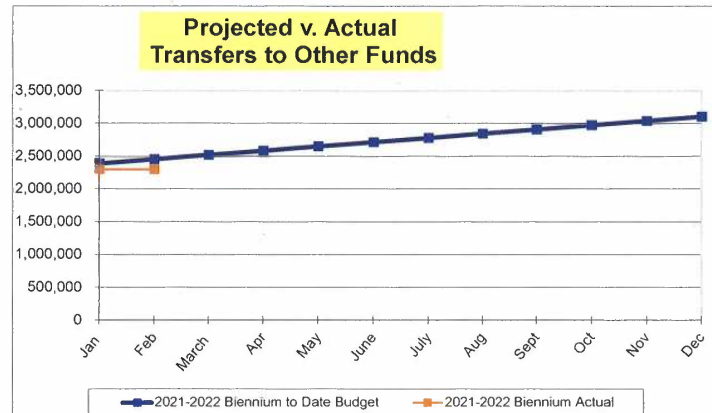
LEGAL

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	282,504	437,313
Jan	306,045	437,313
Feb	329,587	475,661
March	353,128	
Apr	376,669	
May	400,211	
June	423,752	
July	447,293	
Aug	470,835	
Sept	494,376	
Oct	517,917	
Nov	541,459	
Dec	565,000	
2021-22	565,000	
Year To Date		
Actual v. Projected		144%



TRANSFERS TO OTHER FUNDS

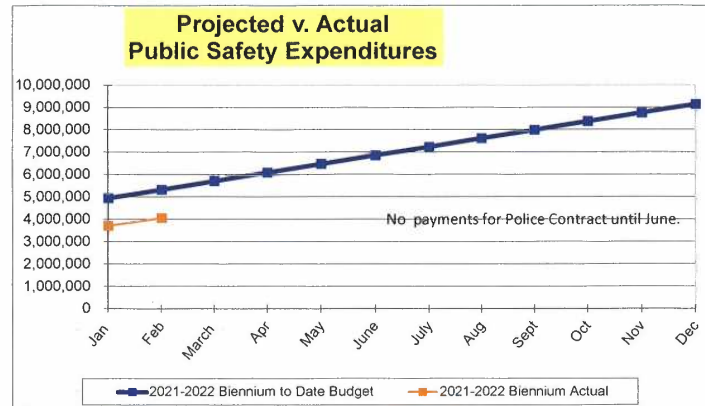
	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	2,330,312	2,303,405
Jan	2,395,337	2,303,405
Feb	2,460,363	2,303,405
March	2,525,388	
Apr	2,590,414	
May	2,655,439	
June	2,720,465	
July	2,785,490	
Aug	2,850,515	
Sept	2,915,541	
Oct	2,980,566	
Nov	3,045,592	
Dec	3,110,617	
2021-22	3,110,617	
Year To Date		
Actual v. Projected		94%



**City of Kenmore, Washington
General Fund Expenditure Graphs*
February 28, 2022**

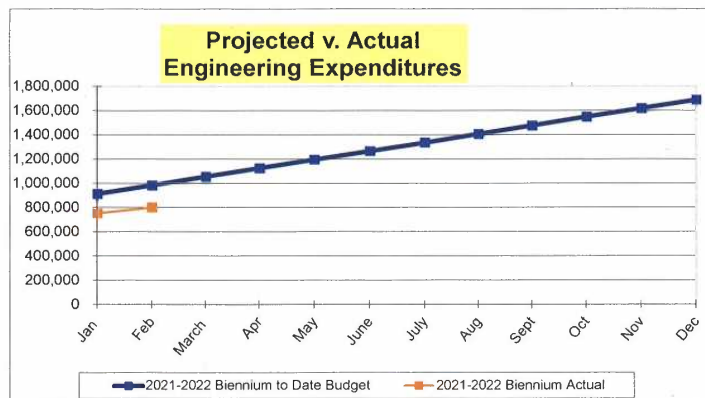
PUBLIC SAFETY

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	4,576,188	3,716,797
Jan	4,957,537	3,716,847
Feb	5,338,885	4,062,529
March	5,720,234	
Apr	6,101,582	
May	6,482,931	
June	6,864,280	
July	7,245,628	
Aug	7,626,977	
Sept	8,008,325	
Oct	8,389,674	
Nov	8,771,022	
Dec	9,152,371	
2021-22	9,152,371	
Year To Date		
Actual v. Projected		76%



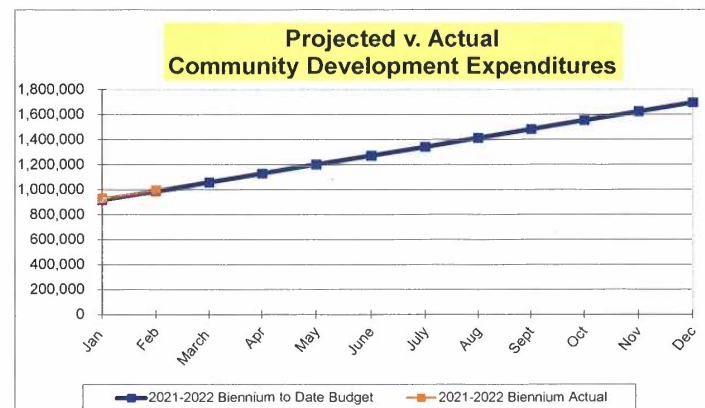
ENGINEERING

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	844,788	701,750
Jan	915,187	754,024
Feb	985,586	802,031
March	1,055,985	
Apr	1,126,383	
May	1,196,782	
June	1,267,181	
July	1,337,580	
Aug	1,407,979	
Sept	1,478,378	
Oct	1,548,776	
Nov	1,619,175	
Dec	1,689,574	
2021-22	1,689,574	
Year To Date		
Actual v. Projected		81%



COMMUNITY DEVELOPMENT

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	847,908	869,569
Jan	918,568	931,860
Feb	989,228	994,326
March	1,059,888	
Apr	1,130,548	
May	1,201,208	
June	1,271,868	
July	1,342,528	
Aug	1,413,188	
Sept	1,483,848	
Oct	1,554,508	
Nov	1,625,168	
Dec	1,695,828	
2021-22	1,695,828	
Year To Date		
Actual v. Projected		101%



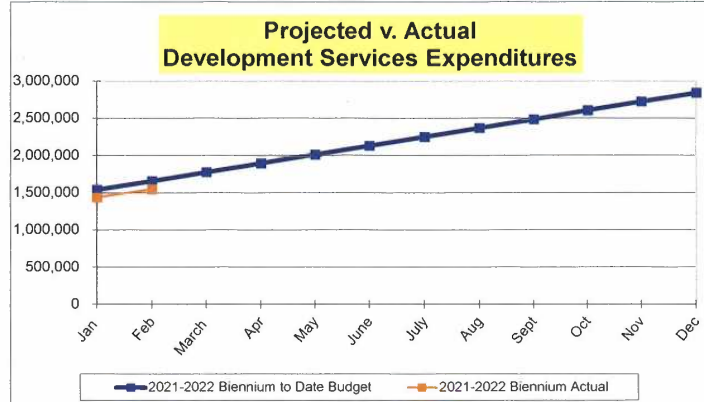
City of Kenmore, Washington
General Fund Expenditure Graphs*
February 28, 2022

DEVELOPMENT SERVICES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	1,422,708	1,297,449
Jan	1,541,268	1,437,972
Feb	1,659,828	1,551,087
March	1,778,388	
Apr	1,896,948	
May	2,015,508	
June	2,134,068	
July	2,252,628	
Aug	2,371,188	
Sept	2,489,748	
Oct	2,608,308	
Nov	2,726,868	
Dec	2,845,428	
2021-22	2,845,428	

Year To Date
 Actual v. Projected

93%

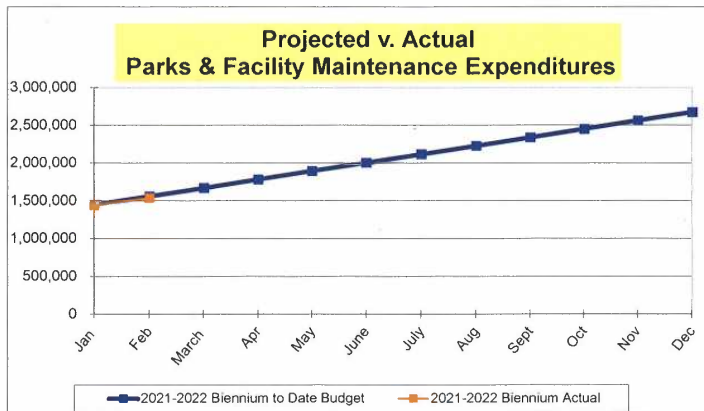


PARKS & FACILITY MAINTENANCE

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	1,338,456	1,392,427
Jan	1,449,993	1,439,239
Feb	1,561,531	1,540,936
March	1,673,068	
Apr	1,784,605	
May	1,896,143	
June	2,007,680	
July	2,119,217	
Aug	2,230,755	
Sept	2,342,292	
Oct	2,453,829	
Nov	2,565,367	
Dec	2,676,904	
2021-22	2,676,904	

Year To Date
 Actual v. Projected

99%

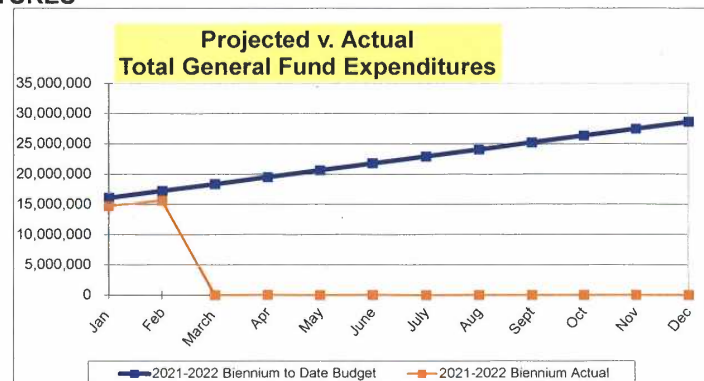


TOTAL GENERAL FUND EXPENDITURES

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	14,965,988	13,853,401
Jan	16,107,121	14,727,038
Feb	17,248,254	15,688,188
March	18,389,387	0
Apr	19,530,519	0
May	20,671,652	0
June	21,812,785	0
July	22,953,918	0
Aug	24,095,051	0
Sept	25,236,184	0
Oct	26,377,316	0
Nov	27,518,449	0
Dec	28,659,582	0
2021-22	28,659,582	0

Year To Date
 Actual v. Projected

91%

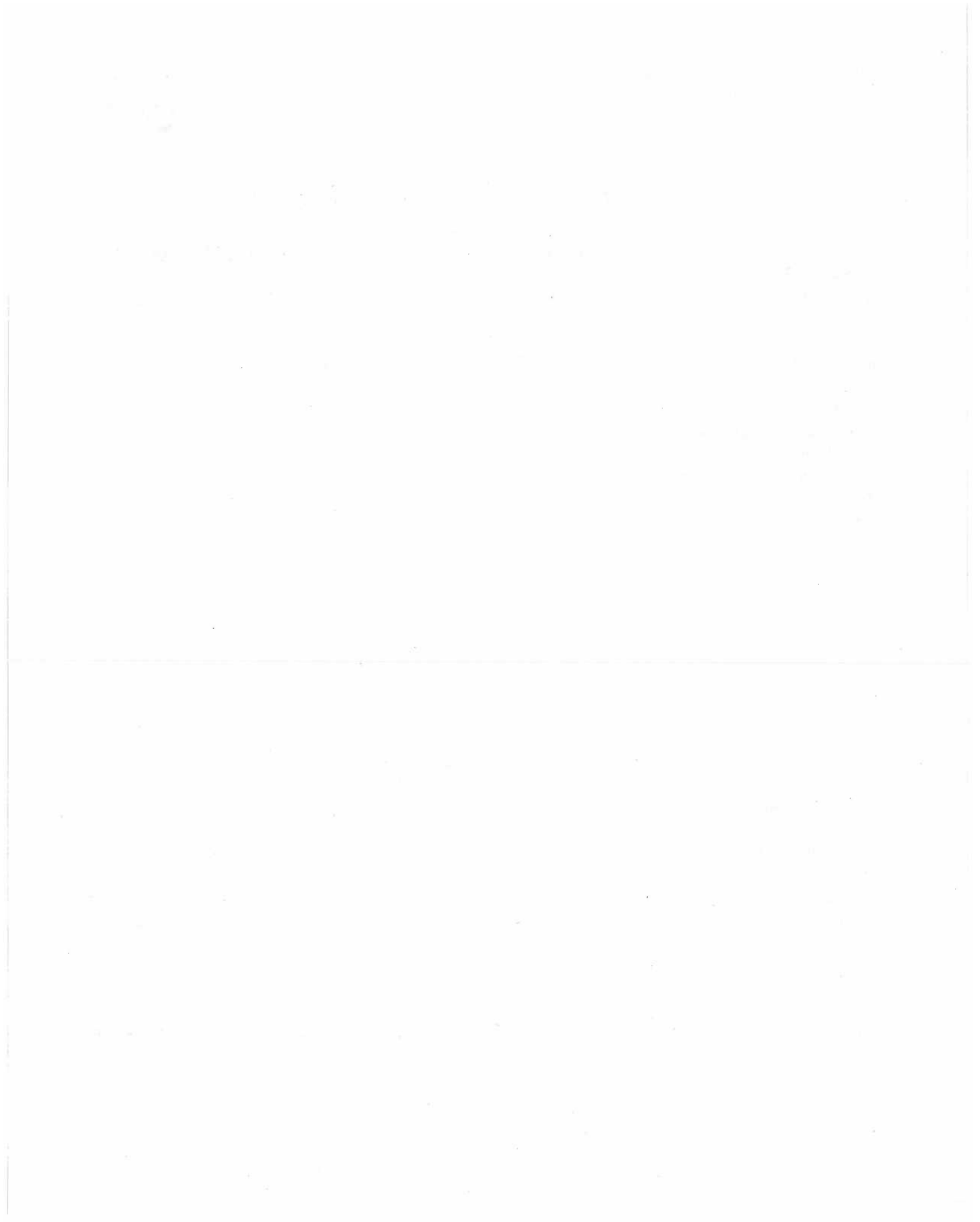


**City of Kenmore, Washington
Street Fund Summary Report
February 28, 2022**



2021 - 2022				
	MONTH	BIENNIUM TO DATE	% of	BUDGET
	<u>February 2022</u>	<u>2021-2022</u>	<u>BUDGET</u>	<u>2021-2022</u>
REVENUES				
Beginning Fund Balance		1,605,323		1,311,996
Fuel Tax	37,370	498,829	53.2%	938,058
Investment Interest	99	9,428	304.1%	3,100
Miscellaneous	231	12,272	172.1%	7,131
ROW Permit Fees/Inspections	1,998	154,391	52.6%	293,460
Multimodal Transportation	0	31,547	49.9%	63,160
MVA Transpo City	0	20,722	0.0%	0
Transfer from General Fund	0	753,405	48.3%	1,560,617
Transfer from REET	0	100,000	50.0%	200,000
Transfer from TBD	0	350,000	50.0%	700,000
Total Revenues	39,698	1,930,594	51.3%	3,765,526

2021 - 2022				
	MONTH	BIENNIUM TO DATE	% of	BUDGET
	<u>February 2022</u>	<u>2021-2022</u>	<u>BUDGET</u>	<u>2021-2022</u>
EXPENDITURES				
Salary and Benefits	53,976	765,556	56.5%	1,355,214
Maintenance & Operations	94,742	841,570	44.9%	1,872,953
Capital	0	24,187	24.2%	100,000
Total Expenditures	148,718	1,631,313	49.0%	3,328,167
Revenues over Expenditures	(109,020)	299,281		437,359
Ending Fund Balance		1,904,604		1,749,355



**City of Kenmore, Washington
Other Funds Monthly Activity**

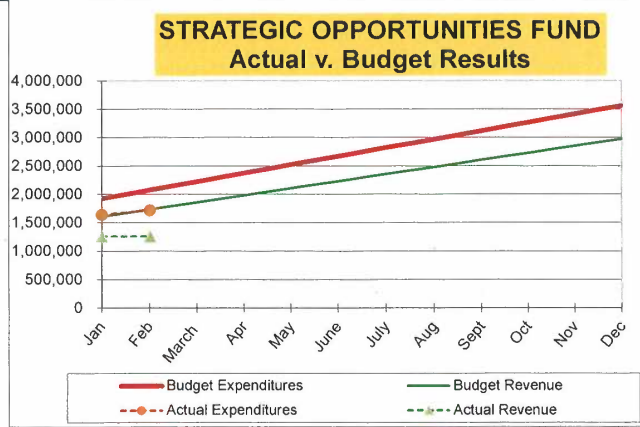
February 28, 2022

STRATEGIC OPPORTUNITIES FUND

	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
2021	1,781,748	1,645,707	1,488,360	1,262,308
Jan	1,930,228	1,645,707	1,612,390	1,262,699
Feb	2,078,707	1,722,451	1,736,420	1,262,808
March	2,227,187		1,860,450	
Apr	2,375,666		1,984,480	
May	2,524,146		2,108,510	
June	2,672,626		2,232,540	
July	2,821,105		2,356,570	
Aug	2,969,585		2,480,600	
Sept	3,118,064		2,604,630	
Oct	3,266,544		2,728,660	
Nov	3,415,023		2,852,690	
Dec	3,563,503		2,976,718	
2021-22	3,563,503		2,976,718	

Total Actual to Date vs Total Budget 48% 42%

The purpose of the Strategic Opportunities Fund is to have funds available for the City to make key investments or take advantage of strategic opportunities as they present themselves.

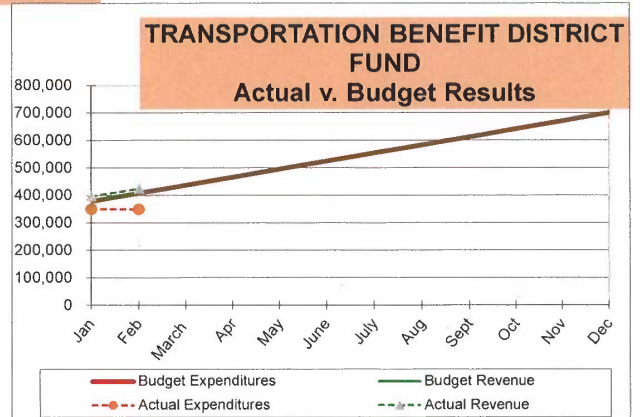


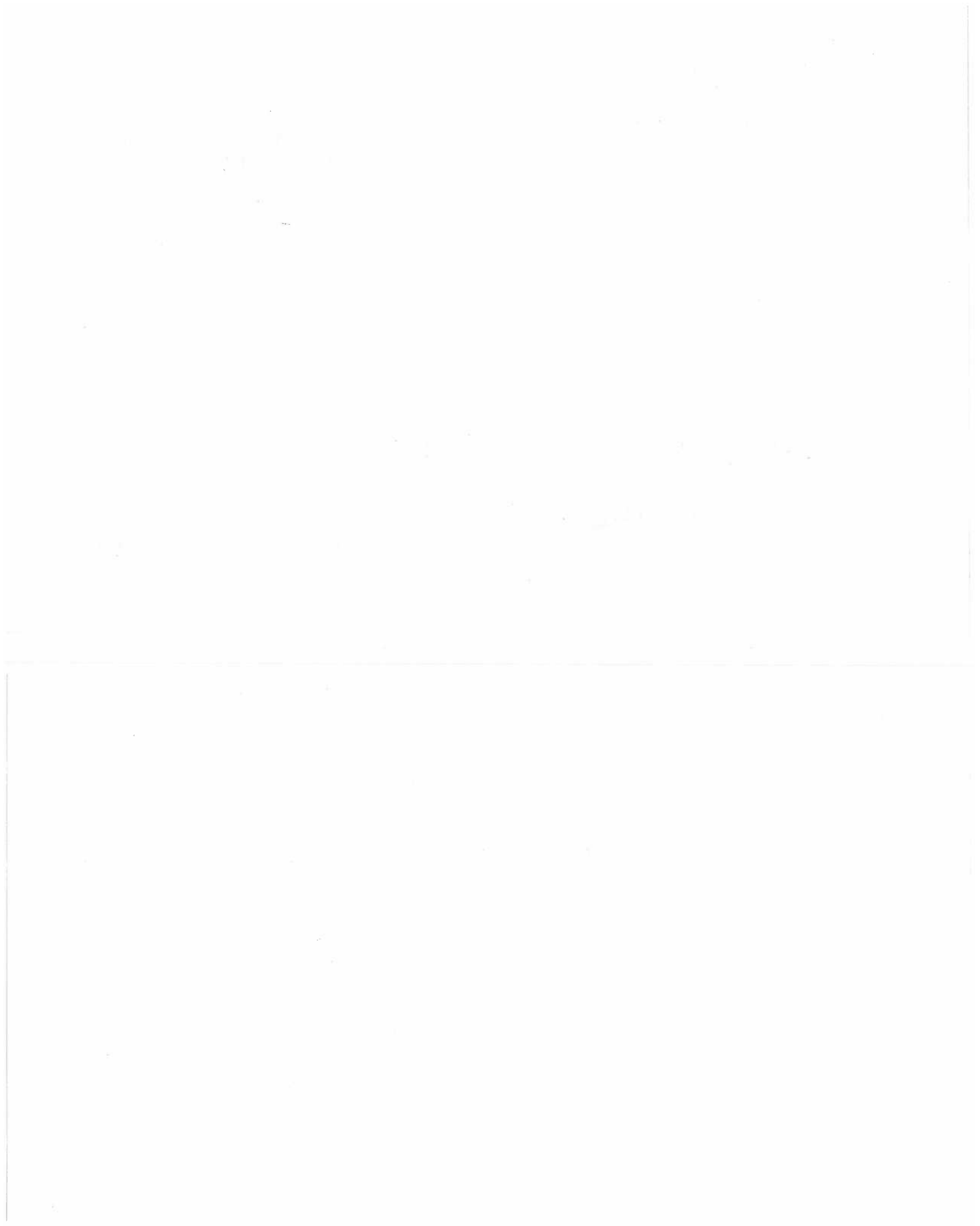
TRANSPORTATION BENEFIT DISTRICT FUND

	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
2021	350,004	350,000	350,004	369,121
Jan	379,171	350,000	379,171	396,139
Feb	408,338	350,000	408,338	424,939
March	437,505		437,505	
Apr	466,672		466,672	
May	495,839		495,839	
June	525,006		525,006	
July	554,173		554,173	
Aug	583,340		583,340	
Sept	612,507		612,507	
Oct	641,674		641,674	
Nov	670,841		670,841	
Dec	700,000		699,998	
2021-22	700,000		700,000	

Total Actual to Date vs Total Budget 50% 61%

The Transportation Benefit District fund accounts for the \$20 vehicle license tab fees levied on vehicles located in the Kenmore city limits. The revenue generated will be used in maintaining the City's transportation system.



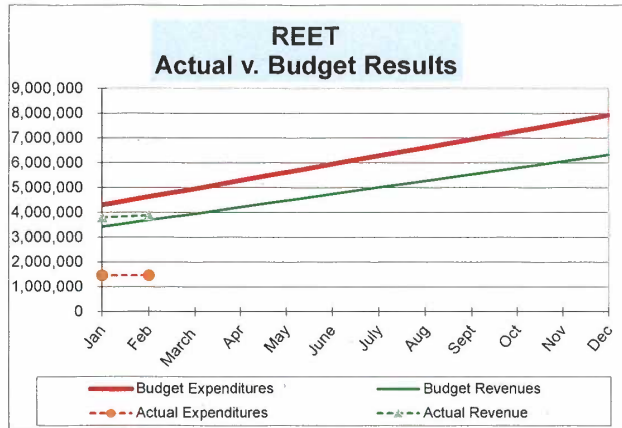


City of Kenmore, Washington
Other Funds Monthly Activity
February 28, 2022

REAL ESTATE EXCISE TAX FUND

	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
2021	3,970,056	1,467,680	3,163,080	3,671,216
Jan	4,300,894	1,467,680	3,426,670	3,800,239
Feb	4,631,732	1,467,680	3,690,271	3,879,280
March	4,962,570		3,953,861	
Apr	5,293,408		4,217,451	
May	5,624,246		4,481,041	
June	5,955,084		4,744,631	
July	6,285,922		5,008,221	
Aug	6,616,760		5,271,811	
Sept	6,947,598		5,535,401	
Oct	7,278,436		5,798,991	
Nov	7,609,274		6,062,581	
Dec	7,940,122		6,326,171	
2021-22	7,940,122		6,326,171	

Total Actual to Date vs Total Budget 18% 61%

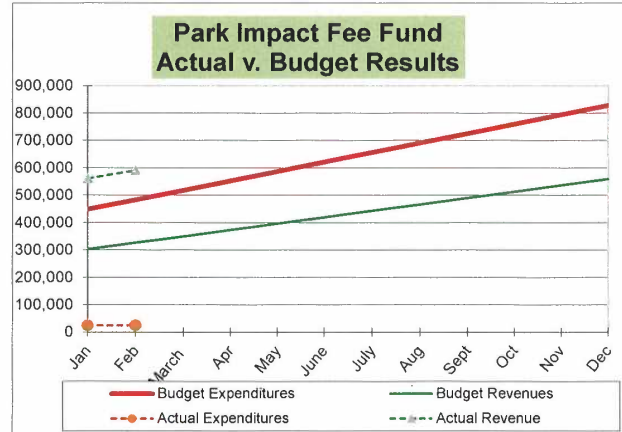


The Real Estate Excise Tax Fund accounts for the 1/2% real estate excise taxes levied by the City which are restricted to capital projects and improvements. Expenditures include transfers to the Park Capital Fund for park improvements and Transportation Capital Fund for transportation improvements. include transfers to the Park Capital Fund for park improvements and and Transportation Capital Fund for transportation improvements.

PARK IMPACT FEE FUND

	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
2021	414,708	25,358	280,212	561,886
Jan	449,267	25,358	303,563	562,009
Feb	483,826	25,358	326,914	591,591
March	518,385		350,265	
Apr	552,944		373,616	
May	587,503		396,967	
June	622,062		420,318	
July	656,621		443,669	
Aug	691,180		467,020	
Sept	725,739		490,371	
Oct	760,298		513,722	
Nov	794,857		537,073	
Dec	829,412		560,422	
2021-22	829,412		560,422	

Total Actual to Date vs Total Budget 3% 106%



This fund accounts for City imposed park impact fees on new development. Expenditures are for public park acquisitions and improvements.

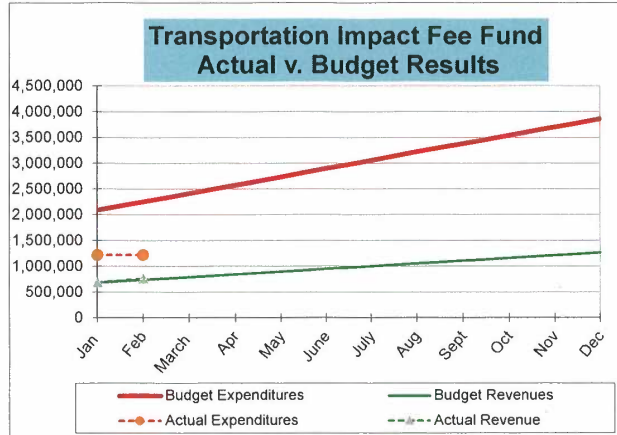
**City of Kenmore, Washington
Other Funds Monthly Activity**

February 28, 2022

TRANSPORTATION IMPACT FEE FUND

	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
2021	1,931,268	1,222,440	632,352	690,105
Jan	2,092,207	1,222,440	685,048	690,476
Feb	2,253,146	1,222,440	737,744	758,649
March	2,414,085		790,440	
Apr	2,575,024		843,136	
May	2,735,963		895,832	
June	2,896,902		948,528	
July	3,057,841		1,001,224	
Aug	3,218,780		1,053,920	
Sept	3,379,719		1,106,616	
Oct	3,540,658		1,159,312	
Nov	3,701,597		1,212,008	
Dec	3,862,547		1,264,695	
2021-22	3,862,547		1,264,695	

Total Actual to Date vs Total Budget 32% 60%

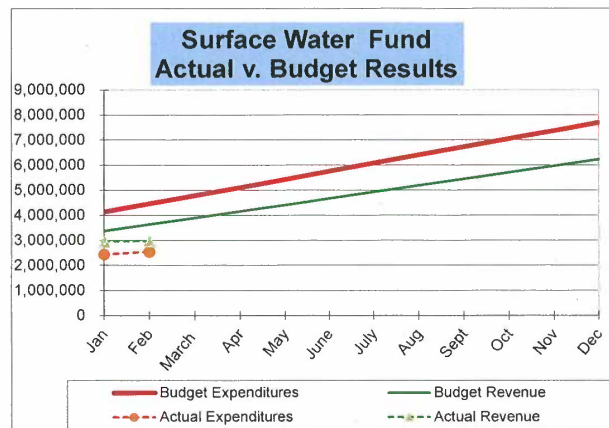


This fund accounts for City imposed transportation impact fees on new development. Expenditures are for public transportation improvements

SURFACE WATER MANAGEMENT FUND

	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
2021	3,811,740	2,314,112	3,116,172	2,958,871
Jan	4,136,330	2,444,737	3,375,853	2,965,041
Feb	4,460,920	2,544,319	3,635,534	2,971,877
March	4,785,510		3,895,215	
Apr	5,110,100		4,154,896	
May	5,434,690		4,414,577	
June	5,759,280		4,674,258	
July	6,083,870		4,933,939	
Aug	6,408,460		5,193,620	
Sept	6,733,050		5,453,301	
Oct	7,057,640		5,712,982	
Nov	7,382,230		5,972,663	
Dec	7,706,812		6,232,337	
2021-22	7,706,812		6,232,337	

Total Actual to Date vs Total Budget 33% 48%



This fund accounts for receipts from surface water assessments. The assessments are collected through the property tax billings; the majority of the receipts are collected in May and November. Expenditures are for surface water maintenance activities such as sweeping and drainage as well as capital improvements. collected in May and November.

City of Kenmore, Washington
Cash and Investment Report
February 28, 2022



Fund	Beg. Cash & Inv.	Monthly	Monthly	End. Cash & Inv.
	from Prev. Mo.	Revenues	Expenditures	Current Month
General	\$5,406,695	\$605,526	\$961,150	5,051,071
Street	2,015,099	39,698	148,718	1,906,079
Transportation Capital	836,862	276,391	780,905	332,348
Public Art	118,808	6	0	118,815
Park Impact Fee	875,058	29,582	0	904,640
Transportation Impact Fee	2,070,634	68,172	0	2,138,806
Swamp Creek Basin	840,073	44	0	840,116
Transportation Benefit District	173,026	28,800	0	201,825
ARPA Fiscal Recovery Fund	2,388,520	0	331,270	2,057,250
Sammamish Bridge Replacement	1,443,842	891,312	101,844	2,233,310
Walkways & Waterways Debt Service	191,577	2,903	0	194,480
Real Estate Excise Tax	4,327,974	79,041	0	4,407,015
Park Capital	188,506	0	1,074,552	(886,046)
Walkways & Waterways Bond	6,158,412	1,077	0	6,159,489
Surface Water Management	2,963,947	6,837	99,581	2,871,203
Surface Water Capital	193	130,020	5,429	124,783
Public Works Shop Fund	29,889	0	0	29,889
Strategic Reserve	1,352,713	70	0	1,352,783
Strategic Opportunities	2,177,214	109	76,744	2,100,579
Equipment Replacement	460,298	23	13,244	447,077
Trust & Agency	868,345	75,644	95	943,894
Totals	\$34,887,685	\$2,235,255	\$3,593,532	\$33,529,408

Fund	Cash, Savings,	(> One Year)	Total
	Local Govt Investment Pool	Fixed Investments	
General	\$4,117,722	\$933,350	5,051,072
Street	1,056,079	850,000	1,906,079
Transportation Capital	332,348	0	332,348
Public Art	103,814	15,000	118,814
Park Impact Fee	-25,358	930,000	904,642
Transportation Impact Fee	2,108,809	30,000	2,138,809
Swamp Creek Basin	-559,883	1,400,000	840,117
Transportation Benefit District	201,825	0	201,825
ARPA Fiscal Recovery Fund	2,057,250	0	2,057,250
Sammamish Bridge Replacement	2,233,310	0	2,233,310
Walkways & Waterways Debt Service	194,479	0	194,479
Real Estate Excise Tax	4,407,014	0	4,407,014
Park Capital	-886,046	0	(886,046)
Walkways & Waterways Bond	6,159,489	0	6,159,489
Surface Water Management	2,361,202	510,000	2,871,202
Surface Water Capital	124,783	0	124,783
Public Works Shop Fund	29,889	0	29,889
Strategic Reserve	502,784	850,000	1,352,784
Strategic Opportunities	2,100,580	0	2,100,580
Equipment Replacement	-2,923	450,000	447,077
Trust & Agency	843,889	100,000	943,889
Totals	\$27,461,057	\$6,068,350	\$33,529,407

note: negative balances are due to pending transfers from other funds, not yet recorded.

V:\Admin and Finance\Monthly Reports\2022\February 2022CashInv

City of Kenmore, Washington
Investment Schedule
February 28, 2022

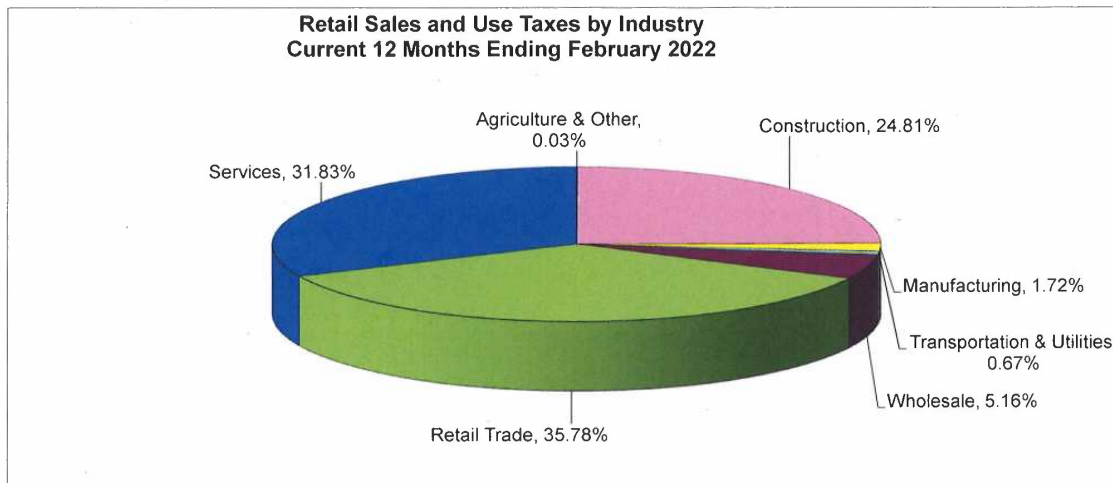


Average Yield to Maturity-Securities								Overall	0.23%
								Average Yield	0.12%
	Investment #	Type	Purchase Date	Maturity Date	Rate	Yield	Principal or Balance	Yield	Equivalents
Time Value Investments									
	3135G05G4	FNMA	11/9/2020	7/10/2023	0.20%	0.20%	1,501,588.50		3,003.18
	3133EMHL9	FFCB	11/24/2020	11/30/2023	0.30%	0.30%	1,501,500.00		4,504.50
	3133EMMN9	FFCB	1/25/2021	1/11/2024	0.19%	0.19%	1,000,000.00		1,900.00
	9128286Z8	US TREAS	1/25/2021	6/30/2024	0.18%	0.18%	1,065,261.38		1,917.47
Total TVI Purchases							5,068,349.88		11,325.15
Pacific Premier CD's									
	11495975	CD	8/10/2021	8/10/2022	0.25%	0.25%	1,000,000.00		2,500.00
Total Pacific Premier CD's							1,000,000.00		2,500.00
TOTAL ALL SECURITIES							\$ 6,068,349.88	\$	13,825.15
Banner Checking and Savings					0.02%		3,438,825.68		687.77
Pacific Premier Savings					0.10%		3,157,635.86		3,192.37
LGIP - Primary Account					0.11%		7,903,429.89		8,456.67
LGIP - Bond Proceeds Account					0.11%		12,961,165.49		13,868.45
Total Accounts							\$ 33,529,406.80		40,030.40

City of Kenmore, Washington
Retail Sales and Use Tax Distribution
February 28, 2022

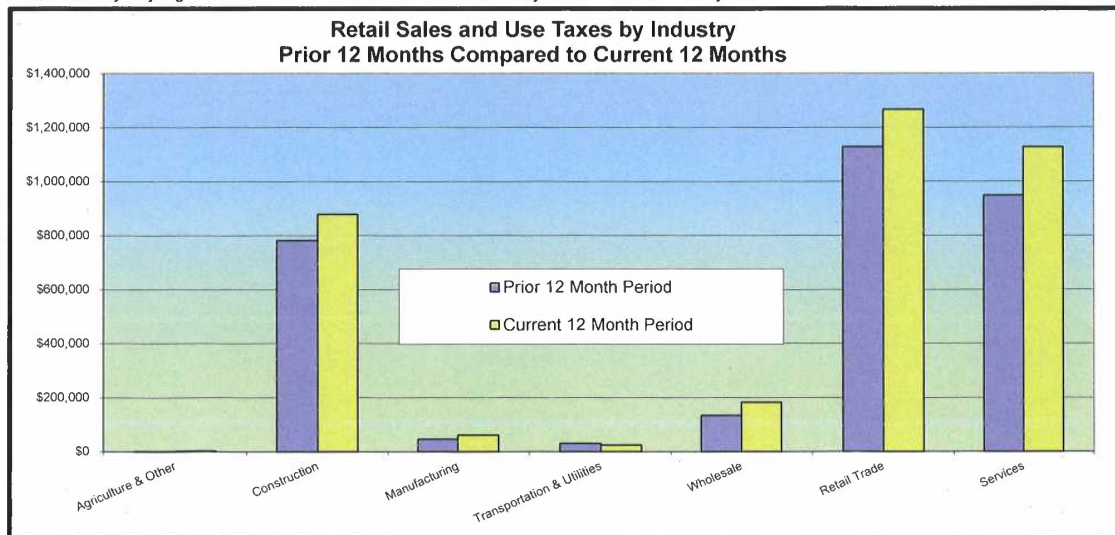


Industry	Prior 12 Months ending February 2021	Current 12 Months ending February 2022	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	\$553	\$1,125	103.41%	0.03%
Construction	781,506	878,521	12.41%	24.81%
Manufacturing (Printing, Publishing, Other Manuf.)	46,028	61,012	32.55%	1.72%
Transp/Comm/Utilities (Telecomm., Air Transport.)	29,939	23,558	-21.31%	0.67%
Wholesale (Lumber, Other Wholesale)	133,800	182,682	36.53%	5.16%
Retail Trade (Eating, Merchandise, Food Stores)	1,127,957	1,266,865	12.31%	35.78%
Services (Auction, Recreation, Auto Repair, Financial)	947,926	1,127,264	18.92%	31.83%
Totals	\$3,067,710	\$3,541,026	15.43%	100%
Increase/(Decrease)		\$473,316	15.43%	



NOTE: Due to the City's Confidentiality Agreement with the Department of Revenue, specific business information cannot be disclosed.

There is a sixty-day lag between sales taxes collected and when they are remitted to the City



V:\Admin and Finance\Monthly Reports\2022\February 2022SalesTaxDist

Signature: 
Rob Karlinsey (Apr 27, 2022 11:10 PM)
Email: rkarlinsey@kenmorewa.gov







Monthly Financial Report 2-22

Final Audit Report

2022-04-27

Created:	2022-04-16
By:	Leticia Salcido (lsalcido@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAjg31gFx6kMW8eGdrF2ViZeRuwCX6KhAd

"Monthly Financial Report 2-22" History

-  Document created by Leticia Salcido (lsalcido@kenmorewa.gov)
2022-04-16 - 6:05:05 PM GMT - IP address: 73.83.251.88
-  Document emailed to Rob Karlinsey (rkarlinsey@kenmorewa.gov) for signature
2022-04-16 - 6:05:33 PM GMT
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-  Email viewed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)
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-  Document e-signed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)
Signature Date: 2022-04-27 - 6:10:58 PM GMT - Time Source: server- IP address: 50.235.209.34
-  Agreement completed.
2022-04-27 - 6:10:58 PM GMT



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Acrobat Sign

Subject/Topic: Log Boom Park Boat Rental
Concession and Building Use Agreement

Department: Community Development
Prepared by: Debbie Bent & Rita Moreno

	<u>Initial & Date</u>
Approved by Department Head:	DB 4/29/22
Approved by City Attorney:	<u>Approved via email</u>
Approved by Finance Director:	<u>LS 4-29-22</u>
Approved by City Manager:	RGK, 4-29-22

INFORMATION/BACKGROUND: Staff is requesting that Council authorize the City Manager to execute Contract 21-C2758 (see attachment #1). A new boat rental building at Log Boom Park provides a location to support hand-carry boat rental concessions during the summer months. The building includes approximately 787 square feet for a concessionaire to operate and store hand-carry watercraft and other concessions and approximately 60 square feet for the City of Kenmore storage for park operations and maintenance. In January an RFP was conducted and we had a team of staff review the proposal that was submitted by WhatsUp. The team discussed the proposal and ultimately decided it fit the needs of the community, and what we were looking for a vendor to offer at Log Boom.

As a result, WhatsUp is the selected concessionaire. The contract is for an initial 5-year term with the potential to renew for an additional term. The start date for concession operations is 7/1/22 or subject to completion of the Log Boom Park improvement project. WhatsUp will be providing paddleboard, kayak, and bike rentals.

FISCAL CONSIDERATION: Per the terms of the contract, 20% of WhatsUP's gross revenues are to be paid to the City for use of the Boat House and the right to engage in the concession.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED: Council Priorities adopted 2/22/21: #9 Implement the Economic Development Plan, advance public's access to water. #10 Foster and Create Fun

City of Kenmore Contract #: 22-C2758

Authorized Amount:

Date Start:

Date End:

**LICENSE AGREEMENT FOR PARK PROPERTY USE AND CONCESSION
Log Boom Park Boat Rental Concession and Building Use Agreement**

THIS AGREEMENT is made and entered into this ___ day of ___, 2022, by and between the CITY OF KENMORE, a municipal corporation, hereinafter referred to as "City", and ___, hereinafter referred to as "Vendor."

WITNESSETH:

The City hereby grants to Vendor the nonexclusive right, license, and privilege to utilize a portion of the boat rental concession building at Log Boom Park in Kenmore, located at 17415 61st Ave NE, Kenmore, WA 98028, hereinafter referred to as "the Park," and facilities located in the Park, in the manner and for the purpose hereinafter specified. The following terms, conditions, and covenants shall govern this Agreement:

1. GRANT OF USE—SERVICES—VENDOR PAYMENT

Vendor is granted the nonexclusive right to operate and conduct the activities and services described at Exhibit A, Scope of Services ("Services") in the portion of the Park described and depicted on Exhibit B ("Premises"). Prices charged by Vendor to patrons for the Services must be comparable and competitive with (or lower than) those generally charged in the area for similar Services. The City, acting through the City Manager or designee, may approve changes to the rental cost and other provisions of Exhibit B upon request of Vendor.

In return for use of the Premises, Vendor shall pay the City twenty percent (20.0%) of Vendor's gross revenues collected for the Services, payable in monthly installments by the 10th day of each month. Vendor shall maintain adequate records, data and information of such actual gross revenue in a form and in such detail as is required by the City. Upon City request, Vendor shall provide to City all records relating to its revenues and expenditures relating to the Services.

Vendor shall also pay any and all state sales taxes and/or business and occupation taxes due for services provided under this license agreement and will code any such payments as occurring in the City of Kenmore for all revenues received under this Agreement.

2. TERM OF AGREEMENT

This Agreement shall begin on July 1st, 2022 and end on December 31st, 2027, and may be renewed for an additional five and one-half year term by mutual agreement of the Parties. The Agreement beginning date is contingent upon receipt of final inspections and approvals for the

Log Boom Park Waterfront Improvement Project.

3. LICENSING AND OTHER REQUIREMENTS

Vendor shall, at its own expense, obtain and maintain all necessary licenses and permits for the Services. Vendor shall possess a City business registration at all times while doing business in the City. Any modifications or improvements to the Premises required by regulatory agencies as a result of Vendor's business and activities, and/or any modifications or improvements mutually agreed upon by Vendor and the City, shall be installed at the sole expense of Vendor and requires advance written approval from the City Manager or designee. It is the responsibility of Vendor to obtain all applicable licenses and permits needed to install the modifications or improvements. The modifications and improvements shall become the property of the City upon completion of installation; provided that Vendor shall be entitled to utilize the modifications and improvements in accordance with this Agreement while this Agreement is in effect.

4. INDEPENDENT CONTRACTOR

This Agreement is not a contract of employment and Vendor is an independent entity with respect to the business and Services hereunder. The Parties specifically intend that an independent contractor-client relationship will be created by this Contract. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the Parties. No agent, employee, representative, or sub-vendor of Vendor shall be deemed to be the employee, agent, representative, or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance, are available from the City to the Vendor or his/her/its employees, agents, representatives, or sub-vendors. Vendor will solely and entirely responsible for his/her/its acts and for the acts of Vendor's agents, employees, representatives, and sub-vendors during the performance of this Agreement. Any assistants, volunteers, or other help used by Vendor are and shall be deemed to be employees of Vendor and not employees of the City. Vendor shall be responsible in full for any payment due its employees, including workers compensation and related costs. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the Vendor, or any employee of the Vendor.

On the effective date of this Agreement (or shortly thereafter), the Vendor shall comply with all federal and state laws applicable to independent contractors including, but not limited to the maintenance of a separate set of books and records that reflect all items of income and expenses of the Vendor's business, pursuant to the Revised Code of Washington (RCW) Section 51.08.195, as required to show that the services performed by the Vendor under this Agreement shall not give rise to an employer-employee relationship between the parties which is subject to RCW Title 51, Industrial Insurance.

5. CITY'S RIGHT OF INSPECTION AND AUDIT

A. The Vendor agrees to comply with all federal, state, and municipal laws, rules, and

regulations that are now effective or become applicable within the terms of this Agreement to the Vendor's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

B. The records and documents with respect to all matters covered by this Agreement, including financial records, shall be subject at all times to inspection, review or audit by the City during the performance of this Agreement and for up to four years after the Agreement terminates or expires.

6. INSURANCE

The Vendor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Vendor, its agents, representatives, or employees.

A. Minimum Scope of Insurance. Vendor shall obtain insurance of the types described below:

i. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

ii. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Vendor's Commercial General Liability insurance policy with respect to the work performed for the City.

iii. Products Liability insurance for vendors that prepare food to cover liability arising from products provided to customers by Vendor, including coverage of personal injury. The City shall be named as an insured under the Vendor's Products Liability insurance policy with respect to the work performed for the City. **Vendor does not plan to prepare food.**

iv. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

B. Minimum Amounts of Insurance. Vendor shall maintain the following insurance limits:

i. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

ii. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

iii. Products Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.

C. Other Insurance Provision. The Vendor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Vendor's insurance and shall not contribute with it.

D. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A-VII.

E. Verification of Coverage. The Vendor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Vendor before commencement of the work.

F. Notice of Cancellation. The Vendor shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.

G. Failure to Maintain Insurance. Failure on the part of the Vendor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Vendor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Vendor from the City.

H. No Limitation. Vendor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Vendor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

7. HOLD HARMLESS/INDEMNIFICATION

A. Vendor shall defend, indemnify, and hold the City, its officers, officials, employees, agents, and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorneys' fees, arising out of or resulting from the acts, errors or omissions of the Vendor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Vendor and the City, its officers, officials, employees, and volunteers, the Vendor's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Vendor's negligence.

C. It is further specifically and expressly understood that the indemnification provided herein constitutes the Vendor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

D. The provisions of this section shall survive the expiration or termination of this Agreement.

8. RULES GOVERNING CONCESSION OPERATION

Vendor may only operate during daylight hours, but in any event may open no earlier than 9:00 a.m. and must close no later than 8:00 p.m. During all hours of operation, Vendor shall maintain on duty adequate personnel to comply with all terms and conditions of this Agreement.

Vendor shall at all times keep its area of business and use free of clutter, litter, and debris, and stains and spills related to the business and use shall be promptly and completely cleaned up. All trash generated by Vendor's operation shall be collected and disposed of as soon as possible by Vendor and the area fully cleaned up at the end of each day.

Vendor shall operate or rent no more equipment than what can fit inside rental building. No equipment may be stored outside of the building.

Vendor shall not perform maintenance or repairs of any equipment, as defined above or in Exhibit A, anywhere within the Park, including the parking lot areas.

Vendor shall not place any type of signage or advertisement of its Services in the Park or on the pier, as shown on Exhibit B, without written permission from the City Manager or designee, and, if such permission is granted, until appropriate licenses and permits are obtained and at the location approved by the City Manager or designee. However, Vendor may place one (1) foldable A-frame sign that complies with the City's sign code at the Park, the location of which shall be determined by the City Manager or designee. Vendor shall remove the sign from the Park at the end of each day.

Vendor acknowledges that the primary purpose of the Park is for public use and enjoyment. Vendor shall not prevent the public from accessing and enjoying the Park or its beach and other facilities. Vendor shall not monopolize or restrict public access to any portion of the beach or other park area and shall not "reserve" or cordon off any portion of the park. Vendor shall use the beach area immediately in front of the building to launch and retrieve boats.

Vendor and its patrons shall only launch from designated area. Any verified reports of Vendor or its patrons disturbing sediment or causing turbidity shall be cause for the City to terminate Vendor's Services and operations immediately. Vendor agrees that if ordered to cease services by the City, it will do so promptly.

Vendor and its patrons shall not use Stream 0056, as shown on Exhibit B, as a place to launch, park, pause, idle or get on or off watercraft, especially at the mouth of Stream 0056.

Vendor shall not designate parking at the Park for Vendor staff or patrons. Vendor's owners and

staff shall not park in the Park parking lot.

Vendor shall not interfere with or prevent use of the Park by the City or other Vendors, organizations or businesses that have contracted with the City for use of the Park. Vendor agrees that the City, or its authorized Vendors, organizations or businesses, may use the Park for a City-sponsored or supported event or activity that may or will conflict or interfere with Vendor's Services.

With 48 hours advance notice, the City may direct Vendor not to operate at the Park during City sponsored or supported events or activities.

The City reserves the right to repair, remove, change, relocate, add to, improve, or modify any of the structures or physical features in the Park at any time, including moorage facilities, the pier, the beach, pathways, restrooms, parking lot, driveway access, etc. Vendor recognizes that any such removal, change, modification or construction may render any or all of the Park facilities unusable for a period of time. Any such removal, change, modification, or construction and resulting Vendor's inability to use the Park facilities shall not be a breach of this Agreement.

9. EQUIPMENT STORAGE

Vendor shall not store its supplies or equipment overnight (except within the boat rental concession building) at the Park or in the adjacent parking lot. The City is not responsible for lost, stolen, or damaged equipment and supplies.

10. SAFETY AND SAFETY EQUIPMENT

A. Watercraft. Vendor will operate the Services and use the Premises according to accepted industry and U.S. Coast Guard approved standards. When in or on the water, every patron will, at all times and without exception, wear a personal flotation device that is Coast Guard approved and meets additional "safe for use" guidelines. Vendor staff must be trained in recreational water safety standards and must be present and on site at all times during watercraft activities. Patrons and users must be provided safety instructions and taught how to properly enter and exit the water and navigate their watercraft. Vendor shall comply with all Washington State and U.S. Coast Guard water safety laws. Vendor must have written rules and procedures for watercraft activities, including an emergency action plan specific to the Premises location. In addition, Vendor staff must be First Aid and CPR-certified, and First Aid kits must be located on site and accessible to staff.

The shoreline in the vicinity of the Park includes waterfront industrial facilities, marinas, and a seaplane harbor and airstrip. Prior to the execution of this Agreement, Vendor will notify, in writing, the following waterfront businesses that Vendor plans to operate a watercraft rental business from the Park for the summer of 2022:

1. Harbor Village Marina.
2. North Lake Marina.
3. Kenmore Air.
4. CalPortland.

B. Other equipment rentals. Vendor will operate the Services and use the Premises according to accepted industry approved standards. For any land based personal mobility equipment (bikes, skates, skateboards, scooters, etc.), every patron will, at all times and without exception, wear appropriate safety devices that are approved and meets standards and/or guidelines by the NHSTA or other applicable standards. Vendor staff must be trained in these safety standards and must be present and on site at all times during these activities. Patrons and users must be provided safety instructions and taught how to properly use the safety equipment and the personal mobility equipment. Vendor shall comply with all Washington State and Federal safety laws. Vendor must have written rules and procedures for land based personal mobility activities, including an emergency action plan specific to the Premises location. In addition, Vendor staff must be First Aid and CPR-certified, and First Aid kits must be located on site and accessible to staff.

C. The standards and requirements of this section have been promised to the City by Vendor according to standards that are known to and understood by Vendor. The City shall not be required to enforce these standards and requirements and shall not be responsible for Vendor's adherence (or lack thereof) to them.

11. TERMINATION OF AGREEMENT OR SERVICES

In the event Vendor breaches any term of this Agreement, or in the event Vendor violates any local, City, County, State or Federal laws or regulations applicable to its operations and activities hereunder, the City may terminate this Agreement upon ten (10) days written notice to Vendor. However, the City Manager or designee may order Vendor to cease operations or the Services immediately should the City Manager or designee determine that such operations or Services are detrimental to public health, safety, or welfare. In the event of termination, Vendor agrees the City shall have the right to dispose of all equipment and supplies and other property used by Vendor in its operations and Services that has not been removed by Vendor by the ending date of this Agreement or the termination date, whichever occurs first. Notwithstanding the foregoing, each Party reserves the right to terminate or suspend this Agreement at any time, with or without cause, by giving twenty (20) days' advance written notice.

12. WORK PERFORMED AT THE CONTRACTOR'S RISK

The Vendor shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and sub-vendors and customers in the performance of the services provided under this Agreement and shall utilize all protection necessary for that purpose. All services shall be provided and work done at the Vendor's own risk, and the Vendor shall be responsible for any loss of or damage to materials, tools, or other articles used or held by the Vendor for use in connection with the services.

13. EXTENT OF AGREEMENT/MODIFICATION

This Agreement is the final and completely integrated Agreement between the Parties regarding its subject matter and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may only be amended by written instrument properly signed by both Parties.

14. SUCCESSORS AND ASSIGNS

Vendor shall not assign, transfer, or otherwise dispose of this Agreement or any part of this Agreement without the written prior consent of the City. Any assignment made without the prior approval of the City is void.

15. NONDISCRIMINATION

Vendor shall ensure that there shall be no unlawful discrimination against any employee or applicant for employment in violation of RCW 49.60.180, as currently written or hereafter amended, or other applicable law prohibiting discrimination, unless based upon a bona fide occupational qualification as provided in RCW 49.60.180 or as otherwise permitted by other applicable law. Further, no person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement in violation of RCW 49.60.215 or other applicable law prohibiting discrimination.

16. ENTIRE AGREEMENT

This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. If there is a conflict between the terms and conditions of this Agreement and the attached exhibits, then the terms and conditions of this Agreement shall prevail over the exhibits. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

17. COMPLIANCE WITH LAWS

The Vendor agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or in the future become applicable to Vendor's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of those operations.

18. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which shall constitute an original, and all of which will together constitute this one Agreement.

19. NOTICES

All notices or other communications required or permitted under this Agreement shall be in writing and shall be (a) personally delivered, in which case the notice or communication shall be deemed given on the date of receipt at the office of the addressee; (b) sent by registered or certified mail, postage prepaid, return receipt requested, in which case the notice or communication shall be deemed given three (3) business days after the date of deposit in the United States mail; or (c) sent by overnight delivery using a nationally recognized overnight courier service, in which case the notice or communication shall be deemed given one business day after the date of deposit with such courier. In addition, all notices shall also be emailed, however, email does not substitute for an official notice. Notices shall be sent to the following addresses:

Vendor License for Use of Park
Page 8 of 11
Updated IBDR 2/22/2022

Notices to the City of Kenmore shall be send to the following address:

City Clerk
City of Kenmore
18120 68th Ave. NE
Kenmore, Washington 98028-0607

Notices to the Vendor shall be sent to the following address:

Whatssup Stand Up Paddle and Surf
Attn. Steve Holmes
10150 NE 201st Street
Bothell WA 98011
Phone No.: 425-417-8637
Email: Surf@Whatssup.net

20. APPLICABLE LAW; VENUE; ATTORNEY'S FEES

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be properly laid in King County, Washington. The prevailing party in any such action shall be entitled to its attorney's fees and costs of suit.

21. SEVERABILITY

Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the City and the Contractor, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the dates written below:

CITY OF KENMORE, WASHINGTON

VENDOR

By: _____

By: _____

Title: City Manager

Title: _____

Date: _____

Date: _____

Exhibit A

Scope of Services

Vendor will rent only the following equipment to the public from the Park, consistent with the conditions and restrictions of the Agreement. No powered equipment (gas, electric, diesel, etc.) shall be allowed to be rented without the Parties amending this Agreement in accordance with Section 13.

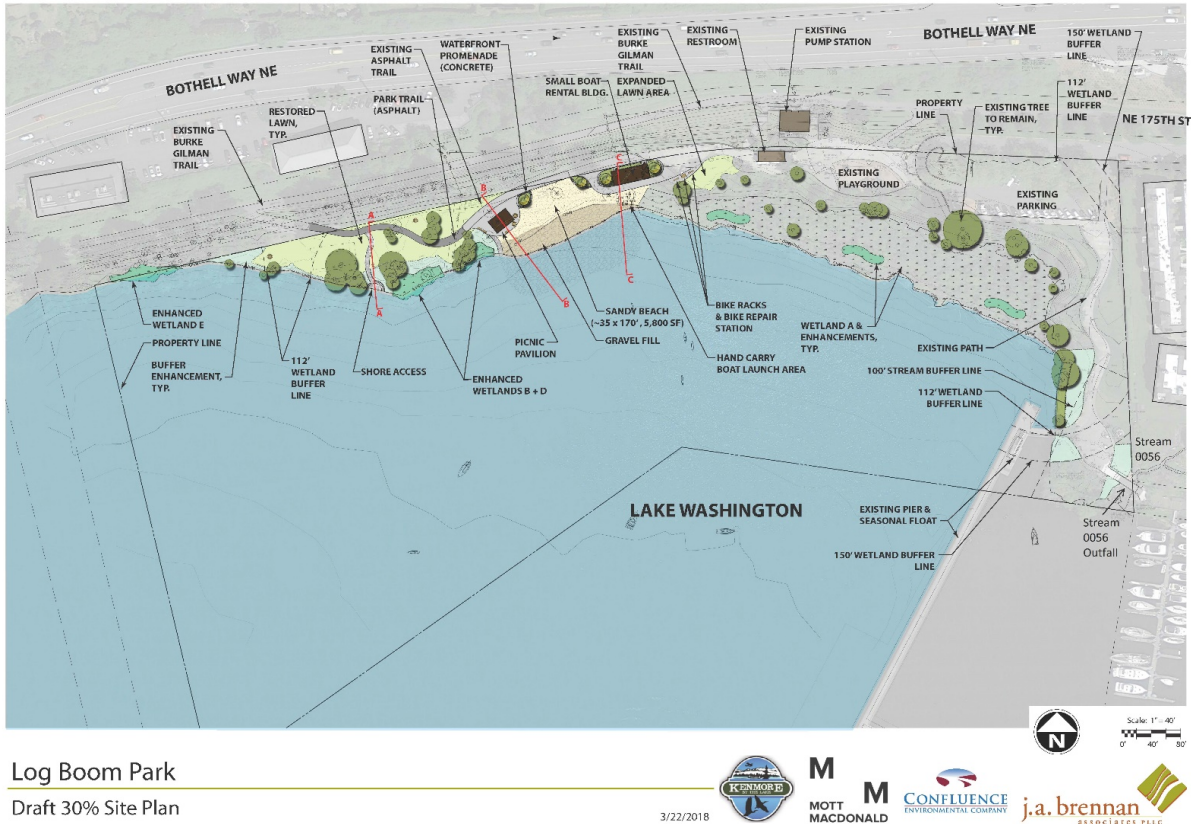
Equipment Type

1. Paddleboards
2. Kayaks (Doubles and Singles)
3. Canoes
4. Hydro bikes
5. Beach Cruiser Bikes
6. PFD's, leashes, paddles

Exhibit B

Area of Operation of Services

Vendor is authorized to use the Park as shown on the aerial photo for its Services, consistent with the Agreement. The pier and Stream 0056 are identified below.



To demonstrate eligibility with this program, on an application form provided by Development Services, the property owner must certify to the income level criteria or provide an approved free meal application from Northshore School District. Besides attesting to income levels, the property owner must sign the application attesting to residing in the property six months per year and that their homeowner's insurance company is not responsible for the permit cost(s). Staff will review the application per the most recent ARCH income limit table (Attachment 2) household income limits. For plan review permits, the application can be submitted with other application materials, but for over-the-counter permits such as mechanical and plumbing, the owner will need to follow up with the paperwork and request a refund as these are automatically issued through MyBuildingPermit.com when requested.

The scenarios below illustrate the permit costs two different permitting scenarios which are based on real-life examples. The starred total in both scenarios includes the 5% technology fee and WA State Surcharge (\$6.50).

Scenario #1

A homeowner would like to remove their wood fireplace and chimney due to a weather event and subsequent tree damage that was not covered by insurance. The estimated project cost is \$10,000 for labor and materials.

Scenario 1 - Standard permit cost (based on project valuation and 2022 Fee Schedule)

<i>Line Item</i>	<i>Cost</i>
<i>Building permit</i>	\$210.76
<i>Building plan review</i>	\$137.00
<i>Subtotal</i>	\$347.76
<i>Total*</i>	\$371.65
	90% cost recovery

Scenario #2

A manufactured homeowner would like to install a new entry ramp & front porch on their unit near the Slough. The estimated project cost is \$3,000 for labor and materials and is eligible for a shoreline exemption since the entry porch is relatively small.

Scenario 2 - Standard permit cost (based on project valuation and 2022 Fee Schedule)

<i>Line Item</i>	<i>Cost</i>
<i>Building permit</i>	\$97.22
<i>Building plan review</i>	\$63.20
<i>Shoreline exemption</i>	\$914
<i>Site plan review</i>	\$115
<i>Subtotal</i>	\$1,189.42
<i>Total*</i>	\$1,255.39
	~90% cost recovery

Based on research to the surrounding areas, here are some examples of what other jurisdictions do (see the supporting documentation in Attachment 3):

- **City of Auburn** offers a building permit fee reduction for homeowners enrolled in another City program that benefits low-income residents.
- **Pierce County** offers to waive fees when the applicant can demonstrate they meet one of the criteria in the exception section: the dwelling is intended for low-income families the construction involved volunteer labor, is being coordinated by a non-profit or any new unit approved as Affordable Housing.
- **Puyallup** offers to waive fees when all of the conditions apply: if the dwelling must be a residential structure intended for low-income families, the construction of the structure involves some volunteer labor, and the structure is being constructed by an organization classified as a nonprofit.

FISCAL CONSIDERATION:

Allowing for a 100% full fee waiver on a permit eliminates the cost recovery on individual permits. However, with approximately 16% of Kenmore homeowner's meeting the income limit threshold and only a small amount

of households submitting permits a year, staff expects the overall impact to absorbed permitting costs to be small. Staff will plan to provide an update in approximately 1 year to illustrate the financial impact (i.e. number of requested discounts, project valuation, and permit cost/discount provided, as well as the total financial impact) and will also provide a short update at the Annual Fee Schedule update in the fall.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Priority #1: Increase and preserve the options for affordable housing stock.

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 22-0544**

**AN ORDINANCE OF THE CITY OF KENMMORE, WASHINGTON,
AMENDING SECTION 20.05.050 OF THE KENMORE MUNICIPAL
CODE TO ALLOW THE CITY'S COMMUNITY DEVELOPMENT
DIRECTOR TO WAIVE CERTAIN DEVELOPMENT REVIEW FEES FOR
REPAIR OF SINGLE-FAMILY HOMES BASED ON HARDSHIP;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN
EFFECTIVE DATE.**

WHEREAS, the City of Kenmore as a member of ARCH has been working to help people with lower incomes obtain stable and safe housing; and

WHEREAS, the ARCH income standard for homeownership is 80 percent of Area Median Income (AMI) as adjusted for family size; and

WHEREAS, some Kenmore homeowners have incomes that are at or below 80 percent AMI; and

WHEREAS, homeowners who are lower income may have difficulty in paying for repairs and necessary improvements to their homes in order to provide for safety and accessibility; and

WHEREAS, many people who live in Kenmore have also been financially impacted by the COVID-19 pandemic; and

WHEREAS, one component of performing repairs or safety/accessibility improvements on a home is obtaining permits from the City; and

WHEREAS, the costs of these permits add to the overall costs of repairing or improving the home and can make it financially infeasible from some homeowners to maintain their homes in a safe and accessible manner; and

WHEREAS, in order to assist homeowners with incomes at or below 80 percent AMI in maintaining their homes in a safe and accessible manner, the City Council deems it in the public interest to allow the Community Development Director to waive certain development review fees; and

WHEREAS, the City Council finds that waiving some of these fees as set forth in this Ordinance will benefit the public health and welfare of its residents and it will encourage low income homeowners to repair their homes to make them safe and accessible;

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

Section 1. Amendment. The City Council amends Section 20.05.050 of the Kenmore Municipal Code to read as follows:

20.05.050 Fee waivers.

The director shall have the discretion to waive all or a portion of the development review fees administered by the department and required pursuant to this title; provided, the waiver is warranted in the director's judgment or building permit fees are assessed to replace, repair, abate or demolish a structure due to property damage caused by a natural disaster. In addition, the director may waive all or a portion of development review fees for certain permits necessary to repair single-family dwelling units when the property owner(s) demonstrates, on a form provided by the department, their income level meets the level(s) described in KMC 18.20.098. The types of permits eligible are single family addition and/or alteration building permit for repair or maintenance of the existing structure, including accessibility or safety reasons, manufactured homes addition and/or alteration building permit for manufactured homes occupied as single-family residences, temporary mobile home permits, single family plumbing and mechanical permits, and shoreline substantial development permit exemptions for any of the previously mentioned permit types. Additional fee reduction provisions may be specified elsewhere in this title.

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

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

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ____ DAY OF _____, 2022.

CITY OF KENMORE

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

Anastasiya Warhol, City Clerk

Approved as to form:

Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
ORDINANCE NO.: 22-0544
DATE OF PUBLICATION:
EFFECTIVE DATE:

Attachment 2

ARCH 2021 Income and Rent Limits
 Median Income: \$115,700

HOUSEHOLD INCOME LIMITS--determined by household size**ALL LAND USE & MFTE PROJECTS**

Percentage

of AMI	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons
30%	\$ 24,297	\$ 27,768	\$ 31,239	\$ 34,710	\$ 37,487	\$ 40,264	\$ 43,040
35%	\$ 28,347	\$ 32,396	\$ 36,446	\$ 40,495	\$ 43,735	\$ 46,974	\$ 50,214
40%	\$ 32,396	\$ 37,024	\$ 41,652	\$ 46,280	\$ 49,982	\$ 53,685	\$ 57,387
45%	\$ 36,446	\$ 41,652	\$ 46,859	\$ 52,065	\$ 56,230	\$ 60,395	\$ 64,561
50%	\$ 40,495	\$ 46,280	\$ 52,065	\$ 57,850	\$ 62,478	\$ 67,106	\$ 71,734
55%	\$ 44,545	\$ 50,908	\$ 57,272	\$ 63,635	\$ 68,726	\$ 73,817	\$ 78,907
60%	\$ 48,594	\$ 55,536	\$ 62,478	\$ 69,420	\$ 74,974	\$ 80,527	\$ 86,081
65%	\$ 52,644	\$ 60,164	\$ 67,685	\$ 75,205	\$ 81,221	\$ 87,238	\$ 93,254
70%	\$ 56,693	\$ 64,792	\$ 72,891	\$ 80,990	\$ 87,469	\$ 93,948	\$ 100,428
75%	\$ 60,743	\$ 69,420	\$ 78,098	\$ 86,775	\$ 93,717	\$ 100,659	\$ 107,601
80%	\$ 64,792	\$ 74,048	\$ 83,304	\$ 92,560	\$ 99,965	\$ 107,370	\$ 114,774
85%	\$ 68,842	\$ 78,676	\$ 88,511	\$ 98,345	\$ 106,213	\$ 114,080	\$ 121,948
90%	\$ 72,891	\$ 83,304	\$ 93,717	\$ 104,130	\$ 112,460	\$ 120,791	\$ 129,121
95%	\$ 76,941	\$ 87,932	\$ 98,924	\$ 109,915	\$ 118,708	\$ 127,501	\$ 136,295
100%	\$ 80,990	\$ 92,560	\$ 104,130	\$ 115,700	\$ 124,956	\$ 134,212	\$ 143,468
120%	\$ 97,188	\$ 111,072	\$ 124,956	\$ 138,840	\$ 149,947	\$ 161,054	\$ 172,162

1-person	2-person	3-person	4-person	5-person	6-person	7-person
0.7	0.8	0.9	1	1.08	1.16	1.24

RENT LIMITS--determined by bedrooms**LAND USE & MFTE PROJECTS EXECUTED BEFORE MAY 1, 2019**

Percentage

of AMI	Studio	1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom
30%	\$ 607	\$ 694	\$ 781	\$ 868	\$ 937
35%	\$ 709	\$ 810	\$ 911	\$ 1,012	\$ 1,093
40%	\$ 810	\$ 926	\$ 1,041	\$ 1,157	\$ 1,250
45%	\$ 911	\$ 1,041	\$ 1,171	\$ 1,302	\$ 1,406
50%	\$ 1,012	\$ 1,157	\$ 1,302	\$ 1,446	\$ 1,562
55%	\$ 1,114	\$ 1,273	\$ 1,432	\$ 1,591	\$ 1,718
60%	\$ 1,215	\$ 1,388	\$ 1,562	\$ 1,736	\$ 1,874
65%	\$ 1,316	\$ 1,504	\$ 1,692	\$ 1,880	\$ 2,031
70%	\$ 1,417	\$ 1,620	\$ 1,822	\$ 2,025	\$ 2,187
75%	\$ 1,519	\$ 1,736	\$ 1,952	\$ 2,169	\$ 2,343
80%	\$ 1,620	\$ 1,851	\$ 2,083	\$ 2,314	\$ 2,499
85%	\$ 1,721	\$ 1,967	\$ 2,213	\$ 2,459	\$ 2,655
90%	\$ 1,822	\$ 2,083	\$ 2,343	\$ 2,603	\$ 2,812
95%	\$ 1,924	\$ 2,198	\$ 2,473	\$ 2,748	\$ 2,968
100%	\$ 2,025	\$ 2,314	\$ 2,603	\$ 2,893	\$ 3,124
120%	\$ 2,430	\$ 2,777	\$ 3,124	\$ 3,471	\$ 3,749

RENT LIMITS--determined by bedrooms**LAND USE & MFTE PROJECTS EXECUTED AFTER MAY 1, 2019**

Percentage

of AMI	Studio	1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom
30%	\$ 607	\$ 651	\$ 781	\$ 902	\$ 1,007
35%	\$ 709	\$ 759	\$ 911	\$ 1,053	\$ 1,174
40%	\$ 810	\$ 868	\$ 1,041	\$ 1,203	\$ 1,342
45%	\$ 911	\$ 976	\$ 1,171	\$ 1,354	\$ 1,510
50%	\$ 1,012	\$ 1,085	\$ 1,302	\$ 1,504	\$ 1,678
55%	\$ 1,114	\$ 1,193	\$ 1,432	\$ 1,655	\$ 1,845
60%	\$ 1,215	\$ 1,302	\$ 1,562	\$ 1,805	\$ 2,013
65%	\$ 1,316	\$ 1,410	\$ 1,692	\$ 1,955	\$ 2,181
70%	\$ 1,417	\$ 1,519	\$ 1,822	\$ 2,106	\$ 2,349
75%	\$ 1,519	\$ 1,627	\$ 1,952	\$ 2,256	\$ 2,516
80%	\$ 1,620	\$ 1,736	\$ 2,083	\$ 2,407	\$ 2,684
85%	\$ 1,721	\$ 1,844	\$ 2,213	\$ 2,557	\$ 2,852
90%	\$ 1,822	\$ 1,952	\$ 2,343	\$ 2,707	\$ 3,020
95%	\$ 1,924	\$ 2,061	\$ 2,473	\$ 2,858	\$ 3,188
100%	\$ 2,025	\$ 2,169	\$ 2,603	\$ 3,008	\$ 3,355
120%	\$ 2,430	\$ 2,603	\$ 3,124	\$ 3,610	\$ 4,026

Older covenants use the same occupancy multipliers to adjust income and rent limits, shown in gray, above. Covenants executed after 5/1/19 use different multipliers for income and rent limits; new rent limit multipliers (in blue to the right) match those used by other programs, e.g. WSHFC.

1-person	1.5-person	3-person	4.5-person	6-person
0.7	0.75	0.9	1.04	1.16

ALLOWANCES**ALL LAND USE & MFTE PROJECTS**

	Studio	1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom
Elect & Gas	\$ 54	\$ 81	\$ 107	\$ 134	\$ 161
W/S/G	\$ 76	\$ 76	\$ 87	\$ 108	\$ 127
Renter's insurance	\$ 13	\$ 13	\$ 13	\$ 13	\$ 13
Sewer capacity	Actual	Actual	Actual	Actual	Actual
Pest control	Actual	Actual	Actual	Actual	Actual
Other*	Actual	Actual	Actual	Actual	Actual

CITY OF AUBURN FEE SCHEDULE
FEES FOR CITY PERMITS, LICENSES, PUBLICATIONS, AND ACTIONS
 Effective January 1, 2022.

A. PLANNING FEES (Per Ordinance No. 5707, Ordinance No. 5715, Ordinance No. 5819, Resolution No. 3797, Resolution No. 3953, Resolution No. 4070, Resolution No. 4117, Resolution No. 4143, Ordinance No. 6077, Resolution No. 4272, Resolution No. 4424, Ordinance No. 6276, Resolution No. 4552, Ordinance No. 6295, Resolution No. 4868, Resolution No. 4880, Resolution 4964, Ordinance 6477, Resolution No. 5016, Resolution 5114, Resolution No. 5181, Resolution No. 5213, Resolution No. 5228, Resolution No. 5255, Resolution No. 5312, Resolution No. 5319, Resolution No. 5388, Resolution No. 5470, Resolution No. 5549, and Resolution No. 5620.)

1. Application Fees: Applications for any action identified below shall not be accepted for filing, unless otherwise noted, until the fees per the below schedule have been paid to the City. ¹	
Additional Meeting Fee (beyond the specified number)	\$327.00 per meeting
Additional Re-submittal Fee (applied after 3 city reviews of the application)	\$112.00 per re-submittal
Administrative Use Permits (covers 1 meeting with staff after which additional meeting fees apply)	\$1,833.00
Appeal of Administrative Decisions issued under Chapter 1.25, Title 3, Title 5, Title 8, Title 14, Title 15, Title 16, Title 17, Title 18 or Title 19 to Hearing Examiner ¹ . Hearing Examiner costs are included within the appeal fee and are therefore not billed separately.	\$1,267.00
Preliminary Binding Site Plan ² (covers 2 meetings with staff after which additional meeting fees apply)	\$5,112.00 + \$68.00/lot
Boundary Line Adjustment ¹ :	
Residential (Single Family & Multi-Family)	\$1,517.00
Non-Residential (includes mixed use projects)	\$2,275.00
Boundary Line Elimination ¹	\$596.00
Comprehensive Plan Map Amendments ³ (covers 2 meetings with staff after which additional meeting fees apply)	\$7,651.00 (includes rezone application fee)
Comprehensive Plan Text Amendments ³ (covers 2 meetings with staff after which additional meeting fees apply)	\$7,651.00
Conditional Use Permits ^{1, 6} (covers 2 meetings with staff after which additional meeting fees apply):	
Residential (Single Family & Multi-Family)	\$2,390.00 + Hearing Examiner expenses.
All Other (includes mixed use projects)	\$3,583.00 + Hearing Examiner expenses.

¹ Please note that the City of Auburn may collect a review fee on behalf of the Valley Regional Fire Authority for certain land use and/or environmental reviews which fee is collected in addition to the City's required fees.

² Per Auburn City Code, a modification to an approved binding site plan shall be processed in the same manner as the original binding site plan approval. Therefore, the specified fee shall apply to a new or modified binding site plan approval request.

³ Fees for amendments to text or maps of the Comprehensive Plan apply only where an applicant seeks an amendment affecting specific properties rather than the City generally or property within the City generally.

will be applied in addition to the fee collected for the Valley Regional Fire Authority (VRFA) as identified in the VRFA Fee Schedule.			
Manufactured Home: The permit fee shall be equivalent to the adopted additional plan review and reinspection fee based on a minimum of four hours.			
Permit Extensions: For permits that are granted an extension beyond the expiration date or date of abandonment, whether issued or not, a permit extension fee is required to be paid prior to extension. The fee shall be the lesser of \$112 or 50% of the original application and permit fees.			
Plan Review Fees: When submitted documents are required by Section 106.3 of the Construction Administrative Code, a plan review fee shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be 65 percent of the building permit fee as shown in Table 1-A. The plan review fees specified in this section are separate fees from the permit fees and in addition to permit fees.			
Rack Permit Fee: The permit fee shall be equivalent to the adopted additional plan review and reinspection fee based on a minimum of three hours.			
Solar Permits – Over the Counter: The permit fee for solar installations that qualify for the over-the-counter permitting shall be equivalent to the inspection fee based on a minimum of two hours.			
Stock Plan Site Plan Review Fee: The plan review fee for individual lot site plan that have an approved building stock plan shall be \$224.00.			
Temporary Certificate of Occupancy Fees: There shall be a fee equal to \$1,250.00 for issuance of a temporary certificate of occupancy and a fee of \$300.00 for each subsequent 30-day extension requested.			
Building Permit Fee Reductions. The Director is authorized to waive building, mechanical or plumbing permit fees for homeowners that are already enrolled in another City program that is intended to benefit low income residents (e.g. housing home repair program, utility discount program). This fee reduction may also be extended to contractors that are applying for permits on behalf of these homeowners provided that it can be documented that the discount is benefiting the homeowner and not supplementing a contractor's profit.			
5. FIRE IMPACT FEES. Impact Fees By Land Use – Revenue Credit = 20% (Per Ordinance No. 5977, Resolution 3953, and Resolution No. 4022)			
Land Use	Total Fire & EMS Cost per Unit of Development	Adjustment (Revenue Credit) at 20%	Fire and EMS Impact Fee per Unit of Development
Residential – All calculations below are per dwelling unit – Total x Number of Units			
Single Family, Duplex, Mobile Home	\$362.66	\$72.53	\$290.13
Multi-Family	\$383.09	\$76.62	\$306.47
Non-Residential – All calculations below are per square foot - Total x Square Feet			
Hotel/Motel	\$0.53	\$0.11	\$0.42
Hospital/Clinic	\$1.05	\$0.21	\$0.84
Group Living	\$2.63	\$0.53	\$2.10
Office	\$0.29	\$0.06	\$0.23
Retail	\$0.62	\$0.12	\$0.50

Chapter 17C.10 ADMINISTRATIVE PROVISIONS FOR THE CONSTRUCTION CODES

Sections:

- 17C.10.010 Adoption of Washington State Building Codes by Reference.**
- 17C.10.020 Implementation.**
- 17C.10.030 Creation of Enforcement Agency.**
- 17C.10.040 Conflicts Between Codes.**
- 17C.10.050 Violations and Penalties.**
- 17C.10.060 Appeals.**
- 17C.10.070 Fees.**
- 17C.10.080 Investigation Fee.**
- 17C.10.090 Reinspection Fee.**
- 17C.10.110 Application Expiration.**
- 17C.10.120 Conditions of Approval.**
- 17C.10.130 Permit Expiration.**
- 17C.10.140 Fully Completed Building Permit Application.**
- 17C.10.145 Access to Public or Private Road.**
- 17C.10.150 Severability.**

17C.10.010 Adoption of Washington State Building Codes by Reference.

The following Codes are hereby adopted:

- A. International Building Code, published by the International Code Council, including Appendix C, Appendix E, Appendix G, Appendix H, and Appendix I (as adopted by PCC [17C.20.010](#));
- B. The International Residential Code, published by the International Code Council, including Appendix Chapters E, G, H, J, and K (as adopted by PCC [17C.30.010](#));
- C. The International Existing Building Code published by the International Code Council (as adopted by Chapter [17C.35](#) PCC);
- D. International Mechanical Code published by the International Conference of Building Officials International Code Council (as adopted by Chapter [17C.40](#) PCC);
- E. The Uniform Plumbing Code, including Appendix Chapters A, B, D, E, I, and L, published by the International Association of Plumbing and Mechanical Officials; provided, that Chapters 12 and 15 of such Code are not adopted (as adopted by Chapter [17C.50](#) PCC);
- F. The International Fire Code (as adopted by Chapter [17C.60](#) PCC), published by the International Code Council; provided that, notwithstanding any wording in this Code, participants in religious ceremonies shall not be precluded from carrying hand-held candles;

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Chapter 17C.10 ADMINISTRATIVE PROVISIONS FOR THE CONSTRUCTION CODES

- G. The Washington State Energy Code as adopted by the State Building Code Council (as adopted by Chapter [17C.70](#) PCC);
 - H. The International Swimming Pool and Spa Code published by the International Code Council (as adopted by Chapter [17C.75](#) PCC); and
 - I. The International Property Maintenance Code, published by the International Code Council (as adopted by Chapter [17C.80](#) PCC).
- The above Codes shall govern all buildings, structures and related equipment within unincorporated Pierce County.
(Ord. [2016-85s](#) § 1 (part), 2016; Ord. [2010-4s](#) § 1 (part), 2010; Ord. [2007-55s](#) § 1 (part), 2007; Ord. [2004-30s](#) § 6 (part), 2004; Ord. [99-24S](#) § 11 (part), 1999)

17C.10.020 Implementation.

Pursuant to RCW [19.27.074](#), the State Building Code Council reviews and amends the Codes enumerated in PCC [17C.10.010](#), as appropriate. The updated editions of the Codes identified in PCC [17C.10.010](#) shall be incorporated by reference into the Pierce County Code on the effective date of their adoption and amendment by the State Building Code Council. The amendments contained in this Title shall govern over the published provisions of these Codes. (Ord. [2016-85s](#) § 1 (part), 2016; Ord. [99-24S](#) § 11 (part), 1999)

17C.10.030 Creation of Enforcement Agency.

The Division of Building Safety and Inspection is hereby created and the official in charge thereof shall be known as the Building Official. The provisions of the Codes listed in Section [17C.10.010](#) shall be administered by the Building Official.
EXCEPTION: The provisions of the International Fire Code shall be administered by the Pierce County Fire Prevention Bureau, and the official in charge thereof shall be the Pierce County Fire Marshal.
(Ord. [2004-30s](#) § 6 (part), 2004)

17C.10.040 Conflicts Between Codes.

In case of conflict among the Codes enumerated in PCC [17C.10.010](#), the International Building Code, the International Residential Code, the International Mechanical Code, International Fire Code, the Uniform Plumbing Code, Uniform Plumbing Code Standards, the International Existing Building Code, and International Swimming Pool and Spa Code, the first named Code shall govern over those following. (Ord. [2016-85s](#) § 1 (part), 2016; Ord. [2004-30s](#) § 6 (part), 2004; Ord. [99-24S](#) § 11 (part), 1999)

17C.10.050 Violations and Penalties.

- A. **Unlawful Acts.** It shall be unlawful for any person, firm, or corporation to erect, construct, enlarge, alter, extend, repair, move, improve, remove, convert, demolish, equip, use, occupy or maintain any building, structure, or equipment, or cause same to be done, in conflict with or in violation of any of the provisions of the codes named in PCC [17C.10.010](#). It shall also be unlawful for any person, firm, or corporation to fail to comply with a written order issued by the Building Official or Fire Marshal.
- B. **Notice of Violation.** The Building Official and Fire Marshal are authorized to serve a notice of violation or order on the person responsible for the erection, construction, enlargement, alteration, extension, repair, movement, improvement, removal, conversion, demolition, use, maintenance, or occupancy of a building, structure, or equipment in violation of the provisions of any of the codes named in PCC [17C.10.010](#), or in violation of a detail statement or a plan approved there under, or in violation of a permit or certificate issued under the provisions of the Pierce County Code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

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Chapter 17C.10 ADMINISTRATIVE PROVISIONS FOR THE CONSTRUCTION CODES

C. **Public Nuisance.** Buildings, structures, or equipment that have been erected, constructed, enlarged, altered, extended, repaired, moved, improved, removed, converted, demolished, used, occupied, or maintained in conflict with or in violation of any of the provisions of this code are hereby declared to be public nuisances. The Building Official and Fire Marshal are authorized to serve a notice or order upon any person who owns, maintains, or occupies any property where any building, structure or equipment has been erected, constructed, enlarged, altered, extended, repaired, moved, improved, removed, converted, demolished, used, occupied, or maintained in conflict with or in violation of any of the provisions of this Code. Such order shall direct that the building, structure and/or equipment to be permitted or abated shall state the date by which such action must be completed.

D. **Penalties.**

1. **Misdemeanor.** It shall be a misdemeanor for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure or equipment or cause or permit the same to be done in violation of the codes named in PCC [17C.10.010](#). It shall also be a misdemeanor for any person, firm or corporation to fail to comply with a lawfully issued written order of the Building Official or Fire Marshal. A misdemeanor under this Code shall be punishable by a fine of not more than \$1,000.00, or by imprisonment for not more than 90 days, or both. The imposition of a penalty for any violation shall not excuse the violation or allow it to continue.

Each person, firm or corporation found guilty of a misdemeanor shall be deemed guilty of a separate offense for each day during any portion of which any violation of any provision of this Code is committed, continued or permitted by such person, firm or corporation and shall be punishable as provided in this Section.

2. **Civil Infraction.** Failure to comply with any permit or decision issued pursuant to the Construction and Infrastructure Regulations in Title [17C](#) PCC constitutes a Class 1 civil infraction as defined in Chapter [1.16](#) PCC.

It shall be a separate offense for any person not authorized by the Building Official or Fire Marshal to remove, mutilate, destroy, or conceal any notice issued or posted by the Building Official or Fire Marshal, or his or her representative, pursuant to the provisions of this Code.

3. **Title Notification.** In addition to any other sanction or remedial procedure which may be available in any of the codes named in PCC [17C.10.010](#), the Building Official may record a Certificate of Noncompliance on the parcel upon which the violation is located. Once the violation has been remedied, the Building Official shall record a Certificate of Compliance. The property owner shall pay the cost of recording the Certificates of Noncompliance and Compliance prior to recording of the Certificate of Compliance.

Prior to recording a Certificate of Noncompliance, the Building Official shall provide written notice of intent to record to the property owner. Notice shall be delivered either personally or by mailing a copy of such notice by certified mail, postage prepaid, return receipt requested to the address of the owner as shown on the Assessor's tax record.

The property owner may appeal the notice of intent to record a Certificate of Noncompliance to the Building Official. The appeal must be filed within 14 days of the date of written notice of intent to record.

4. **Civil Penalty.** The provisions of this subsection are in addition to and not in lieu of any other penalty, sanction, or right of action provided by law. Any person who fails to obtain a necessary permit prior to conducting activities governed by the provisions of this Title and/or any person who fails to comply with a written order issued by the Building Official or Fire Marshal may be assessed a civil penalty as follows:

- a. The Building Official or Fire Marshal may assess the violator a civil penalty not to exceed \$1,000.00 for each violation. Each violation or each day of continued unlawful activity shall constitute a separate violation.

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Chapter 17C.10 ADMINISTRATIVE PROVISIONS FOR THE CONSTRUCTION CODES

- b. Any person who, through an act of commission or omission, aids in a violation shall be considered to have committed the violation for purposes of the civil penalty.
- c. The Building Official or Fire Marshal shall impose the penalty provided for in this Section by sending written notice, either by certified mail with return receipt requested or by personal service, to the person incurring the penalty. Such written notice shall describe the violation with reasonable particularity and shall order appropriate corrective action(s) to be taken within a specified time period.
- d. Within 14 days after the notice of penalty is received, the person incurring the penalty may apply in writing to the Building Official or Fire Marshal for remission or mitigation of such penalty. Upon receipt of the application, the Building Official or Fire Marshal may remit or mitigate the penalty upon whatever terms are deemed proper to bring about compliance with the applicable regulations.
- e. Any decision(s) regarding remission or mitigation of penalties imposed pursuant to this subsection may be appealed to the Pierce County Hearing Examiner under Chapter [1.22](#) PCC, as an appeal of an administrative official's decision.
- f. If the penalty is not appealed, the violator will have up to 30 days after receipt of notice for payment of the penalty, unless a written request is made to the Building Official or Fire Marshal, who may then grant a longer time period for payment.
- g. All civil penalties recovered pursuant to this subsection shall be deposited into a fund of the division taking the enforcement action. Any monies collected shall be deposited into an account to be used for the purpose of abatement.

(Ord. [2014-4s](#) § 1 (part), 2014; Ord. [2010-44s](#) § 1 (part), 2010; Ord. [2007-55s](#) § 1 (part), 2007; Ord. [2004-30s](#) § 6 (part), 2004; Ord. [99-24S](#) § 11 (part), 1999)

17C.10.060 Appeals.

A. The written decision of the Building Official or Fire Marshal may be appealed under Chapter [1.22](#) PCC as an appeal of an administrative decision or order.

B. Hearing Examiner Appeals.

1. **Authority.** An application for appeal shall be based on a claim that the true intent of this Code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this Code do not fully apply, or an equally good or better form of construction is proposed. The Hearing Examiner may approve alternate materials and methods of construction, provided they find that the proposed design is satisfactory and complies with the provisions of the code section being considered. The Hearing Examiner must also find the material or method of work offered is, for the purpose intended, at least the equivalent of that prescribed in that code in suitability, strength, effectiveness, fire resistance, durability, safety and sanitation.

2. Fees.

- a. An Administrative Determination by the Building Official or the Fire Marshal can be appealed for a fee of \$3,360.00 that is required at time of application.
- b. When the Administrative Determination is directly related to a County enforcement action, a fee of \$250.00 is required at the time of application.
- c. Appeal application fees shall be fully refundable to any appellant who successfully appeals a decision of the Building Official or Fire Marshal to the Hearing Examiner.

(Ord. [2016-85s](#) § 1 (part), 2016; Ord. [2014-4s](#) § 1 (part), 2014; Ord. [2010-44s](#) § 1 (part), 2010; Ord. [2004-30s](#) § 6 (part), 2004; Ord. [99-24S](#) § 11 (part), 1999)

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Chapter 17C.10 ADMINISTRATIVE PROVISIONS FOR THE CONSTRUCTION CODES

17C.10.070 Fees.

The fee for each permit shall be as set forth in Tables 17C.10-1-A through 1-G:

A. The determination of value or valuation under any of the provisions of the Codes shall be made by the Building Official. The value used in computing the building permit and building plan review fee shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. The Building Official shall be guided by the "Building Valuation Data" table compiled by the International Code Council and published in the *Building Safety Journal* or other national standard in establishing a permit valuation minimum.

EXCEPTION: The determination of value or valuation under the International Fire Code, published by the International Code Council, as adopted by Chapter [17C.60](#) PCC, shall be made by the Fire Marshal.

Table 17C.10-1-A. Building Permit Fees	
Total Valuation	Fees for Other Than One and Two-Family, Group R, Division 3 and Private Garage and Agricultural Group U, Division 1 and 3 Occupancies.
\$1 to \$25,000	\$69.00 for the first \$2,000 plus \$12.21 for each additional \$1,000 or fraction thereof, to and including \$25,000.
\$25,001 to \$50,000	\$349.75 for the first \$25,000 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$574.75 for the first \$50,000 plus \$6.25 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$887.75 for the first \$100,000 plus \$5.00 for each additional \$1,000 or fraction thereof, to and including \$500,000.
\$500,001 and up	\$2,887.75 for the first \$500,000 plus \$4.25 for each additional \$1,000 or fraction thereof.

Table 17C.10-1-B. Building Permit Fees	
Total Valuation	Fees for One and Two-Family, Group R, Division 3 and Private Garage and Agricultural Group U, Division 1 and 3 Occupancies.
\$1 to \$2,000	\$69.00 for the first \$500 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$2,000.
\$2,001 to \$50,000	\$99.00 for the first \$2,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$50,000.

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Chapter 17C.10 ADMINISTRATIVE PROVISIONS FOR THE CONSTRUCTION CODES

Table 17C.10-1-B. Building Permit Fees	
\$50,001 to \$100,000	\$315.00 for the first \$50,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 to \$150,000	\$640.00 for the first \$100,000 plus \$8.50 for each additional \$1,000 or fraction thereof, to and including \$150,000.
\$150,001 and up	\$1,065.00 for the first \$150,000 plus \$6.00 for each additional \$1,000 or fraction thereof.

Table 17C.10-1-C. Plan Review Fees	
Description	Plan Review Fee
For all occupancies.	65 percent of the building permit fee as shown in Tables 17C.10-1-A., 17C.10-1-B., 17C.10-1-D., and 17C.10-1-E.
For all occupancies other than Group R, Division 3 and Group U occupancies when the project involves deferred submittal items as defined in Section 106.3.4.2.	100 percent of the building permit fee as shown in Table 17C.10-1-A.
For all occupancies other than Group R, Division 3 and Group U occupancies, when submittal documents submitted in phases to accommodate a (fast track or expedited) design build process.	150 percent of the building permit fee as shown in Table 17C.10-1-A.
To create a Base Plan (1) for Group R, Division 3 and Group U occupancies.	100 percent of the building permit fee as shown in Table 17C.10-1-B.
The plan review fee for a Base Plan Permit (2).	30 percent of the building permit fee as shown in Tables 17C.10-1-A. and 17C.10-1 B.
Plan Review Fees for Fire Prevention Bureau	
For Group R, Division 3 and Group U occupancies	3 percent of the building permit fee in Table 17C.10-1-B.
For all occupancies other than Group R, Division 3 and Group U	20 percent of the building permit fee in Table 17C.10-1-A.

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Table 17C.10-1-C. Plan Review Fees

- (1) A Base Plan is a set of drawings and documents for a Group R, Division 3, One and Two-Family Dwelling, Group U, Private Garage and Agricultural Buildings. They are reviewed and approved to be built more than once in Pierce County.
- (2) Base Plan Permits are building permits obtained using a base plan.

Table 17C.10-1-D. Plumbing Permit Fees

1.	For issuing each permit.	\$50.00
2.	For issuing each supplemental permit.	\$25.00
Unit Fee Schedule (in addition to items 1 and 2 above)		
1.	For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection therefor).	\$7.00
2.	For each building sewer and each connection to a manufactured home in a trailer park sewer system.	\$15.00
3.	Rainwater systems-per drain (inside building).	\$7.00
4.	For each cesspool (where permitted).	\$25.00
5.	For each private sewage disposal system.	\$40.00
6.	For each water heater and/or vent.	\$7.00
7.	For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps.	\$7.00
8.	For each installation, alteration or repair of water piping and/or water treating equipment, each.	\$7.00
9.	For each repair or alteration of drainage or vent piping, each fixture.	\$7.00
10.	For each lawn sprinkler system on any one meter including backflow protection devices therefor.	\$7.00
11.	For atmospheric-type vacuum breakers not included in item 12:	
	1 to 5	\$5.00
	Over 5, each	\$1.00
12.	For each backflow protective device other than atmospheric type vacuum breakers:	

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Table 17C.10-1-D. Plumbing Permit Fees		
	2 inch (21 mm) diameter and smaller	\$7.00
	over 2 inch (51 mm diameter)	\$15.00
13.	For each:	
	Graywater system	\$200.00
	Nonpotable Reuse Water System	
	Rainwater Harvesting System	
14.	For initial installation and testing for a reclaimed water system.	\$200.00
15.	For each annual cross-connection testing of a reclaimed water system (excluding initial test).	\$200.00
16.	For each medical gas piping system serving one to five inlet(s)/outlet(s).	\$50.00
17.	For each additional medical gas inlet(s)/outlet(s).	\$5.00
18.	For the complete water distribution and drain waste and vent system installed concurrently with the initial construction of a single-family dwelling, and each unit in a duplex.	\$105.00

Table 17C.10-1-E. Mechanical Permit Fees		
Permit Issuance		
1.	For the issuance of each permit.	\$50.00
2.	For issuing each supplemental permit.	\$25.00
Unit Fee Schedule		
1.	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance up to and including 100,000 Btu/h.	\$14.80
2.	For the installation or relocation of each forced air or gravity-type furnace or burner, including ducts and vents attached to each appliance over 100,000 Btu/h.	\$18.20
3.	For the installation or relocation of each floor furnace, including vent.	\$14.80
4.	For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater.	\$14.80

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Table 17C.10-1-E. Mechanical Permit Fees		
5.	For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit.	\$ 7.25
6.	For the repair of, alteration of, or addition to each heating appliance, refrigeration cooling unit, absorption unit, or evaporative cooling system, including installation of controls regulated by this Code.	\$13.70
7.	For the installation or relocation of each boiler or compressor to and including three horsepower, or each absorption system including 100,000 Btu/h.	\$14.70
8.	For the installation or relocation of each boiler or compressor over three horsepower to and including 15 horsepower, or each absorption system over 100,000 Btu/h.	\$27.15
9.	For the installation or relocation of each boiler or compressor over 15 horsepower to and including 30 horsepower, or each absorption system over 500,000 Btu/h to and including 1,750,000 Btu/h.	\$37.25
10.	For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or for each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h.	\$55.45
11.	For the installation or relocation of each boiler or refrigeration compressor over 50 horsepower, or each absorption system over 1,750,000 Btu/h.	\$92.65
12.	For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto.	\$10.65
	Note: This fee shall not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in this Code.	
13.	For each air-handling unit over 10,000 cfm.	\$18.10
14.	For each evaporative cooler other than portable type.	\$10.65
15.	For each ventilation fan connected to a single duct.	\$7.25
16.	For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit.	\$10.65
17.	For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood.	\$10.65

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Table 17C.10-1-E. Mechanical Permit Fees		
18.	For the installation or relocation of each domestic-type incinerator.	\$18.20
19.	For the installation or relocation of each commercial or industrial-type incinerator.	\$14.50
20.	For each appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this Code.	\$10.65
21.	When Appendix B, Chapter 13 is applicable (see Section 103), permit fees for fuel-gas piping shall be as follows:	
	For each gas-piping system of one to four outlets	\$ 5.00
	For each gas-piping system of five or more outlets, per outlet	\$ 1.50
22.	When Appendix B, Chapter 14 is applicable (see Section 103), permit fees for process piping shall be as follows:	
	For each hazardous process piping system (HPP) of one to four outlets	\$ 8.05
	For each piping system of five or more outlets, per outlet	\$ 1.75
	For each nonhazardous process piping system (NPP) of one to four outlets	\$ 3.25
	For each piping system of five or more outlets, per outlet	\$ 1.00
23.	For the complete heating and ventilation system equipment, including State of Washington ventilation requirements and gas piping system if needed, installed concurrently with the initial construction of a single-family dwelling, and each unit in a duplex.	\$50.00

Table 17C.10-1-F. Fire Protection Permits			
Fire protection systems as required by the International Building or International Fire Code shall require permits, plan review fees and payment of inspection fees in accordance with this Table.			
Types of Fire Protection Systems		Plan Review	Inspection
A.	Fire alarm, new or additions, and sprinkler supervision		
	1. Base Fee	\$275.00	\$275.00
	2. New or Additional Devices over 25	\$7.50 per device	\$2.50 per device
	3. One- and two-family dwellings	\$55.00	\$165.00
B.	Fire Sprinkler Systems 13 & 13-R (Fees not to exceed \$20,000)		

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Table 17C.10-1-F. Fire Protection Permits			
Fire protection systems as required by the International Building or International Fire Code shall require permits, plan review fees and payment of inspection fees in accordance with this Table.			
Types of Fire Protection Systems		Plan Review	Inspection
	1. Each new riser	\$275.00 +\$3.75/head	\$192.50 +\$2.75/head
	2. Sprinkler underground	\$110.00	\$275.00
	3. Revisions to existing systems	\$110.00 + \$3.75/head	\$126.50
	4. High-piled stock or rack storage systems, add to riser fee	\$350.00	\$90.00
	5. 13-D Sprinkler Systems	\$110.00 + \$3.75/head	\$154.00
C.	Standpipe Systems		
	1. Each new Class 1, 2, or 3	\$275.00	\$275.00
D.	Fire Pumps	\$500.00	\$460.00
E.	Fire Suppression Systems	\$275.00	\$275.00
F.	Fixed Fire Suppression System	\$275.00	\$275.00
G.	Water Systems		
	1. Hydrant installation on existing main:		
	a. Building permit (1)	\$140.00	\$ 0.00
	b. Short plats and plats	\$140.00	\$ 0.00
	2. Installation of hydrants and mains on utility owned systems:		
	a. Building permit	\$140.00	\$ 0.00
	b. Short plats and plats	\$302.50	\$ 0.00
	3. Installation of hydrants and mains on privately owned systems:		
	a. without pumps and tanks for fire flow	\$275.00	\$275.00

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Table 17C.10-1-F. Fire Protection Permits			
Fire protection systems as required by the International Building or International Fire Code shall require permits, plan review fees and payment of inspection fees in accordance with this Table.			
Types of Fire Protection Systems		Plan Review	Inspection
	b. with pumps and tanks for fire flow	\$425.00	\$425.00
	4. Bond or assignment of funds	\$175.00	
H.	Reinspection (1) all categories		\$110.00
I.	Expedited review at discretion of the Fire Marshal	2x the base fee	2x the base fee

(1) Refer to PCC [17C.10.090](#), Reinspection Fee, for explanation of when to assess fee.

Table 17C.10-1-G. Other Fees		
These fees apply to all permits issued by the Building Inspection Division of Planning and Public Works.		
1.	Inspections outside of normal business hours.	\$140.00 per hour (minimum two hours)
2.	Reinspection fees assessed under provisions of PCC 17C.10.090 .	\$110.00
3.	Inspections for which no fee is specifically indicated.	\$100.00* per hour (minimum one hour)
4.	Additional plan review required by changes, additions or revisions to approved plans.	\$100.00* per hour (minimum one hour)
5.	Expedited review at discretion of Building Official. Building Division Third Party Review	\$140.00 per hour \$124.00 per hour plus reprographics
6.	For use of outside consultants for plan checking and inspection, or both.	Actual cost (including overhead)
7.	Demolition.	\$150.00
8.	Moved Buildings and for the placement of Modular Buildings and Foundation Ready Manufactured Homes.	One-half of the required building permit fee in Tables 17C.10-1-A or 1-B
9.	Placement of Manufactured Homes.	\$200.00
10.	Swimming Pools.	

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Table 17C.10-1-G. Other Fees		
	In-ground pool	\$200.00
	Above-ground pool (Cost > \$500.00)	\$100.00
	Above-ground pool (Cost < \$500.00)	\$ 50.00
11.	For a gas or electric water heater permit obtained through the Internet online system. Includes venting and gas and water piping.	\$75.00
12.	For a gas or electric furnace permit obtained through the Internet online system. Includes venting and gas piping.	\$75.00

* Per hour for each hour worked.

EXCEPTIONS:

B. **Low Income.** Permit fees in building Tables 17C.10-1-B and 1-C, plumbing Table 17C.10-1 D, mechanical Table 17C.10-1-E and fire suppression Table 17C.10-1-F for the construction, alteration, or repair of one-family or two-family dwellings shall be waived when the applicant provides sufficient documentation showing, to the satisfaction of the Building Official, who shall make written findings, that one of the following conditions exist:

1. The one-family or two-family dwelling is intended for low-income families as defined through the low-income guidelines set forth by the Pierce County Development of Community Services and Department of Housing and Urban Development (HUD). The construction, alteration, or repair of the one-family or two-family dwelling involves some volunteer labor and is being coordinated by an organization classified as a 501(c)(3) non-profit organization by the Internal Revenue Service; or
2. Any new residential unit approved by the Department of Planning and Public Works through the requirements of Chapter [18A.65](#) PCC, "Affordable Housing Incentives," provided sufficient funds have been appropriated by the Pierce County Council and are available for transfer to the Department of Planning and Public Works to replace those fees waived or refunded to the builder/developer.

C. **Natural Hazard Damage.** Permit fees in building Tables 17C.10-1-A, 1-B and 1-C, plumbing Table 17C.10-1-D, mechanical Table 17C.10-1-E and fire suppression Table 17C.10-1-F for the repair and restoration of damage due to natural hazards shall be waived or deferred if all the following conditions are met:

1. Upon a declaration of emergency, issued by the Governor of the State of Washington, the Executive of Pierce County, by executive order, may implement the provisions of this Section.
2. Applications for permits for repair damage under the provisions of this Section must be applied for within 180 days of the declaration of emergency.
3. No expansion of the original building area shall be allowed.

Building owners with insurance coverage will be required to pay all fees upon reimbursement by the insurance carrier.

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When the total amount of fees waived exceeds 1 percent of the total budget for Planning and Public Works, the department shall notify the Executive, and shall prepare a supplemental budget request.

D. Green Building. A permit applicant who employs sustainable building practices in the construction of a residential structure shall be eligible for up to a 25 percent refund of the permit fee calculated and paid for said structure pursuant to Table 17C.10-1-B when all of the following requirements are met:

1. The structure receiving the fee reduction receives one of the following certifications within 90 days of the issuance of the certification of occupancy:
 - a. Tacoma-Pierce County Built Green/AE program – 4 or 5 star certification; or
 - b. U.S. Green Building Council LEED for Homes – Gold or Platinum certification.
2. The applicant submits a written request to the Building Official within 90 days of the issuance of the certification of occupancy which requests the refund and provides proof of certification required pursuant to 17C.10.070 D.1.a. above.
3. The maximum fee refund shall not exceed 25 percent of the permit fee calculated pursuant to Table 17C.10-1-B or \$350.00 whichever is less.
4. The total amount of all refunds granted by the Planning and Public Works Department pursuant to Subsection [17C.10.070](#) D. have not exceeded \$25,000 for the current fiscal year. In the event that this threshold is achieved, no further applicant shall be eligible for a refund in that fiscal year.

(Ord. [2018-68s](#) § 2 (part), 2018; Ord. [2017-12s](#) § 2 (part), 2017; Ord. [2016-71](#) § 1 (part), 2016; Ord. [2015-63](#) § 1 (part), 2015; Ord. [2014-81](#) § 1, 2014; Ord. [2010-71](#) § 1, 2010; Ord. [2010-44s](#) § 1 (part), 2010; Ord. [2009-48s2](#) § 4, 2010; Ord. [2008-107](#) § 1 (part), 2008; Ord. [2006-118](#) § 3, 2006; Ord. [2004-116](#) § 3, 2004; Ord. [2004-30s](#) § 6 (part), 2004; Ord. [2002-107s](#) § 4, 2002; Ord. [99-116S](#) § 2, 1999; Ord. [99-24S](#) § 11 (part), 1999)

17C.10.080 Investigation Fee.

A. Investigation. Whenever any work for which a permit is required by any code listed in Section [17C.10.010](#) has started without first obtaining the required permit, a special investigation shall be made before a permit may be issued for such work.

B. Fee. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by code. The minimum investigation fee shall be the same as the minimum fee for that work but no less than \$250.00 nor more than \$5,000.00.

The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.

C. Innocent Purchaser. The Building Official shall waive the investigation fee when credible evidence exists which demonstrates that the unpermitted activity occurred without the current property owner's knowledge and occurred prior to their ownership of the property in question. All other required fees shall continue to apply.

(Ord. [2010-44s](#) § 1 (part), 2010; Ord. [2004-30s](#) § 6 (part), 2004)

17C.10.090 Reinspection Fee.

A reinspection fee may be assessed for each inspection or reinspection required by any code listed in PCC [17C.10.010](#), when such portion of work for which inspection is called is not complete or when corrections called for are not made.

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This Section is not to be interpreted as requiring reinspection fees the first time a job is rejected for failure to comply with the requirements of this code, but as controlling the practice of calling for inspections before the job is ready for inspection or reinspection.

Reinspection fees may be assessed when the approved plans are not readily available to the inspector, for failure to provide access on the date for which inspection is requested, or for deviating from plans requiring the approval of the Building Official.

To obtain a reinspection, the applicant shall pay the reinspection fee in accordance with Table 17C.10-1-G.

In instances where reinspection fees have been assessed, no additional inspection of the work will be performed until the required fees have been paid.

(Ord. [2004-30s](#) § 6 (part), 2004)

17C.10.110 Application Expiration.

Applications for which no permit is issued within 180 days following the date of application shall expire and plans and other data submitted for review will thereafter be returned to the applicant or destroyed by the Building Official. The Building Official may grant an extension or extensions pursuant to PCC [18.60.030](#).

If an application expires, the applicant shall make a new application and pay new fees.

Permit applications from codes listed in Section [17C.10.010](#) related to the main project building permit application shall expire together with the building permit application.

(Ord. [2007-55s](#) § 1 (part), 2007; Ord. [2004-30s](#) § 6 (part), 2004)

17C.10.120 Conditions of Approval.

No permit shall be issued for the construction or alteration of any building, structure or any project that does not meet all of the following conditions:

A. **Denial or Conditioning of Permit Due to Significant Adverse Environmental Impact(s).** Permits for the construction or alteration of any building, structure or any project which will cause significant adverse environmental impact may be denied or conditioned. The denial or conditional issuance of a building permit shall be based upon policy(ies) set forth in ordinances adopted by the Pierce County Council or by any applicable environmental impact statement or threshold determination prepared pursuant to the State Environmental Policy Act. Any denial or conditional issuance of a building permit by the Building Official must be in writing.

B. **Non-Issuance of Permit Prior to Sewage Disposal Approval.** No permit for the construction or alteration of any building requiring sewage disposal facilities of any kind shall be issued to any applicant until approved by the Tacoma-Pierce County Health Department and/or Pierce County Utilities Department. A copy of such approval shall be transmitted to the Building Official prior to the issuance of a building permit.

C. **Non-Issuance of Permit Prior to Storm or Surface Water Drainage Control Approval.** No permit for the construction of any building or structure requiring storm or surface water drainage control of any kind may be issued without approval of the storm or surface water drainage control facilities. A copy of such approval shall be transmitted to the building official prior to the issuance of a building permit.

D. **Non-Issuance of Permit Due to Noncompliance with State and County Laws or Regulations.** No permit shall be issued to any person who fails to provide sufficient evidence of compliance with all laws and regulations of the State of Washington and Pierce County relating to the use of land and/or the construction or improvement of structures thereon.

(Ord. [2004-30s](#) § 6 (part), 2004)

17C.10.130 Permit Expiration.

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The Building Official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. No permit shall be extended beyond five years from the date it was issued. Except for the International Fire Code, permits from codes listed in PCC [17C.10.010](#), related to the main project building permit, shall expire together with the building permit.
(Ord. [2004-30s](#) § 6 (part), 2004)

17C.10.140 Fully Completed Building Permit Application.

Pursuant to RCW [19.27.095](#), a fully complete building permit application shall be any application including payment of all required fees and containing all the components that are applicable in Table 17C.10-1-H. Incomplete applications shall not be accepted.

Table 17C.10-1-H. Elements for a Complete Building Permit Application	
Description	Comments
Site Development Permit	When the project requires a Site Development Permit, it shall be applied for prior to or with the building permit application.
Geotechnical Report/Assessment	A Geotechnical Report/Assessment is required when a project is located in a slope hazard area, or where required in the Pierce County Stormwater and Site Development Manual.
Hydrogeologic Report	A Hydrogeologic Report is required when a project is located in an aquifer recharge area.
Critical Area Checklist	A title notification is required when a project is located in an aquifer recharge area.
Land Use Application	Any land use permits required to approve the building permit application shall be applied for prior to or with the building permit application. Rezone applications must be final prior to the building permit application being accepted as a complete application.
Environmental Checklist	A completed checklist is required if the project is located in a sensitive area.
Wetlands Application	A Wetlands Application is required if the project is located in a wetland area.

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Table 17C.10-1-H. Elements for a Complete Building Permit Application	
Septic Application Approval	Buildings served by on-site sewage systems require Approved As-Built plans or an application for an on-site system or system remodel submitted with building permit application.
Water Availability	A water availability letter signed by the water purveyor shall be provided at time of building permit application. Water source, quantity and quality review. RCW 19.27.097 .
Health Sanitation Review	Schools, pools, restaurants and caps require review by Tacoma-Pierce County Health Department. Application for this review shall be made prior to or with the building permit application.
Pretreatment	A pretreatment application shall be applied for with or prior to building permit application when pretreatment is required.
Fire-Flow Letter	Provide form signed by water purveyor indicating hydrant placement (location on vicinity map) and water flow in GPM.
Construction Drawings	Plans shall include specifications, code analysis and statement of use, engineering calculations, diagrams, soil investigation reports, hazardous materials inventory statement (HMIS), special inspection and structural observation programs, deferred submittal information and architect/engineer stamp. Base plan work sheet. Mechanical Drawings, Plumbing Drawings, Fire Protection Drawings and Energy Code compliance information shall also be included with the construction drawings.
Site Plan	Site plans shall include, but not be limited to, the following: a vicinity map, all buildings on the same site, access drives, Emergency Vehicle Access, landscaping, on-site septic drain field location, parking dimensions, all setbacks from buildings and lot lines, hydrant location and grading contours if lot slope is 15 percent or greater. Site Plans should also include locations of stormwater facilities and on-site low impact development (LID) Best Management Practices (BMPs).

(Ord. [2017-28s](#) § 5, 2017; Ord. [2004-30s](#) § 6 (part), 2004)**17C.10.145 Access to Public or Private Road.**

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All properties for which a building permit is required shall adjoin or have access to a public or private road and a yard on not less than one side. Required access and yards shall be permanently maintained. (Ord. [2004-133](#) § 1, 2005)

17C.10.150 Severability.

If any provision of this Title or its application to any person or circumstance is held invalid, the remainder of the Chapter or the application of the provision to other persons or circumstances shall not be affected. (Ord. [2004-30s](#) § 6 (part), 2004; Ord. [99-24S](#) § 11 (part), 1999)

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Chapter 17.04 BUILDING CODES

Attachment 3 City of
Puyallup Municipal Code

Chapter 17.04 BUILDING CODES

Sections:

- 17.04.010** Short title.
- 17.04.020** Purpose.
- 17.04.030** Adoption of codes by reference.
- 17.04.040** Local amendments of International Building Code.
- 17.04.050** Local amendments of International Residential Code.
- 17.04.060** Conflicts between codes.
- 17.04.070** Definitions.
- 17.04.080** Fees.
- 17.04.090** Construction plans.
- 17.04.100** Professional services.
- 17.04.110** Contractor registration.
- 17.04.120** Expiration of applications, permits or approvals.
- 17.04.130** Violation and enforcement.

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Chapter 17.04 BUILDING CODES

17.04.140 Appeals.**17.04.010 Short title.**

This title is known as and may be referred to as the “building code of the city of Puyallup.” (Ord. 2962 § 6, 2010).

17.04.020 Purpose.

The purpose of this chapter is to promote the health, safety and welfare of the occupants or users of buildings and structures and the general public by the provision of building codes that are mandated throughout the state. (Ord. 2962 § 6, 2010).

17.04.030 Adoption of codes by reference.

The city of Puyallup hereby adopts the following codes by reference, which are incorporated herein, as they currently exist or are hereafter amended:

(1) The current edition of the International Building Code, published by the International Code Council, Inc., as adopted by the Washington State Building Code Council in Chapter [51-50](#) WAC. The following appendix of the International Building Code is specifically adopted in its entirety:

(a) Appendix E: Supplementary Accessibility Requirements.

(2) The current edition of the International Residential Code, published by the International Code Council, Inc., as adopted by the Washington State Building Code Council in Chapter [51-51](#) WAC.

(3) The current edition of the International Mechanical Code, published by the International Code Council, Inc., as adopted by the Washington State Building Code Council in Chapter [51-52](#) WAC, except that the standards for liquefied petroleum gas installations shall be NFPA 58 (Storage and Handling of Liquefied Petroleum Gases) and ANSI Z223.1/NFPA 54 (National Fuel Gas Code).

(4) The current edition of the International Fuel Gas Code published by the International Code Council, Inc., as adopted by the Washington State Building Code Council in Chapter [51-52](#) WAC.

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Chapter 17.04 BUILDING CODES

(5) Except as provided in RCW [19.27.170](#), the current edition of the Uniform Plumbing Code and Uniform Plumbing Code Standards, published by the International Association of Plumbing and Mechanical Officials, as adopted by the Washington State Building Code Council in Chapters [51-56](#) and [51-57](#) WAC.

(6) The rules adopted by the Washington State Building Code Council establishing standards for making buildings and facilities accessible to and usable by the physically disabled or elderly persons as provided in RCW [70.92.100](#) through [70.92.160](#), as they now exist or are hereafter amended.

(7) The current edition of the Washington State Energy Code, as adopted by the State Building Code Council in Chapter [51-11](#) WAC.

(8) The current edition of the National Electric Code, published by the National Fire Protection Association, as adopted by the Department of Labor and Industries in Chapter [296-46B](#) WAC, and Chapter [19.28](#) RCW.

(9) The 2012 Edition of the International Property Maintenance Code published by the International Code Council, Inc., effective July 1, 2013, and any subsequent editions published by the International Code Council, Inc., effective July 1st of the following calendar year. (Ord. 3043 § 4, 2013; Ord. 2962 § 6, 2010).

17.04.040 Local amendments of International Building Code.

The International Building Code adopted by reference in this chapter is hereby amended as follows:

(1) International Building Code (IBC) Section 101.1, entitled "Title," is hereby amended to read as follows:

These regulations shall be known as the Building Code of the City of Puyallup, Washington, hereinafter referred to as "this code."

(2) IBC Section 104, entitled "Duties and Powers of Building Official," is hereby amended to add the following new subsection 104.12:

Sec. 104.12 Lot lines and setback lines. Notwithstanding the authority of the building official to administer and enforce the building code, the building official shall have no duty to verify or establish lot lines or setback lines. No such duty is created by this code, and none shall be implied.

(3) IBC Section 113, "Board of Appeals," is hereby amended to delete subsection 113.3, entitled "Qualifications."

(4) IBC Section 1612.3, regarding the establishment of flood hazard areas, is amended to read as follows:

Section 1612.3. To establish flood hazard areas, the City Council hereby adopts the flood hazard map and supporting data identified by the Federal Emergency Management Agency in an engineering report entitled “The Flood Insurance Study for the City of Puyallup,” initially adopted in PMC [21.07.040](#), as it currently exists or may be subsequently amended.

(Ord. 3043 § 5, 2013; Ord. 2962 § 6, 2010).

17.04.050 Local amendments of International Residential Code.

The International Residential Code adopted in this chapter is hereby amended as follows.

(1) Section R104, entitled “Duties and Powers of Building Official,” is hereby amended to add subsection R104.12:

Section R104.12 Lot lines and setback lines. Notwithstanding the authority of the building official to administer and enforce the building code, the building official shall have no duty to verify or establish lot lines or setback lines. No such duty is created by this code, and none shall be implied.

(2) Section R105.2, entitled “Work exempt from permit,” subsection 10, entitled “Building,” is amended to read as follows:

Decks that are not more than 30 inches above adjacent grade at any point and are not over any basement or story.

(3) Section R110.1, entitled “Use and Occupancy,” subsection entitled “Exception,” is amended to read as follows:

Certificates of occupancy are not required for Group R, Division 3 occupancies and for work exempt from permits under Section R105.2.

(4) The following subsections are deleted from Section R112, “Board of Appeals”: Subsection R112.3, “Qualifications.”

(5) Table R301.2(1), Climatic and Geographical Design Criteria, is amended to read as follows:

Table R301.2(1)
Climatic and Geographical Design Criteria

Ground Snow Load	Wind Design	Seismic Design Category ^f	Subject to Damage from	Winter Design Temp ^e	Ice Shield Underlay ^h	Flood Hazards ^g	Air Freeze Index ⁱ	Mean Annual Temp ^j

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Ground Snow Load	Wind Speed ^d (mph)	Topographical effects ^k	Seismic Design Category ^f	Weathering ^a	Frost Line Depth ^b	Termites ^c	Winter Design Temp ^e	Ice Shield Underlay ^h	Flood Hazards ^g	Air Freeze Index ⁱ	Mean Annual Temp ^j
	Speed ^d (mph)	Topographical effects ^k		Weathering ^a	Frost Line Depth ^b	Termites ^c					
20 lbs/ft	85	No	D-1	Moderate	12 inches	Slight to Moderate	22°	No	Puyallup Municipal Code 21.07	160	51°

(Ord. 3043 § 6, 2013; Ord. 2962 § 6, 2010).

17.04.060 Conflicts between codes.

In case of conflict among the provisions of the State Building Code, i.e., the International Building Code, the International Residential Code, the International Mechanical Code, the International Fire Code, the Uniform Plumbing Code and Uniform Plumbing Code Standards, and the rules adopted by the Washington State Building Code Council establishing standards for making buildings and facilities accessible to and usable by the physically disabled or elderly persons, the first named code in this section shall govern over those that follow. In case of conflicts between other codes and provisions adopted by this chapter, the code or provision that is most restrictive, as determined by the city's building official, shall apply. (Ord. 2962 § 6, 2010).

17.04.070 Definitions.

(1) Unless the context requires otherwise, any reference to "jurisdiction," "department of building safety," "department of mechanical inspection," "department of inspection," "department of prevention," or "department of property maintenance inspection" shall be construed to mean the city of Puyallup.

(2) Unless the context requires otherwise, any reference to "building official" or "code official" shall be construed to mean the city's building code official in the absence of any specific written designation from the city manager.

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(3) Unless the context requires otherwise, any reference to “fire code official” shall be construed to mean the city’s fire code official in the absence of any specific written designation.

(4) Unless the context requires otherwise, any reference to “board of appeals” shall be construed to mean the hearing examiner. All appeals authorized by the codes adopted in the chapter shall be to the city’s hearing examiner.

(5) Unless the context requires otherwise, any reference to “International Electric Code” shall be construed to mean the National Electric Code. (Ord. 2962 § 6, 2010).

17.04.080 Fees.

(1) Establishment. All fees and charges for permits, approvals, inspections or other services or items related to this title shall be established and amended from time to time by executive order of the city manager.

(2) Waiver of Fees. Building permit fees for the construction, alteration, and repairs of single-family or duplex dwellings may be waived when all of the following conditions apply:

(a) The residential structure is intended for low-income families.

(b) The construction of the structure involves some volunteer labor.

(c) The structure is being constructed by an organization classified as a 501(c) nonprofit organization by the Internal Revenue Service.

(3) Fee Refund. The building official may authorize a fee refund in the following amounts:

(a) One hundred percent of any fee erroneously paid or collected;

(b) Up to 80 percent of the permit fee paid when no work had been performed under a permit or approval issued in accordance with this code;

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(c) Up to 80 percent of the plan review fee paid when an application for a permit or approval for which a plan review fee has been paid is withdrawn or cancelled before any plan review has been performed. The building official shall not authorize refunding of any fee paid except on written application filed by the original applicant not later than 180 days after the date of fee payment.

(4) Special Investigation Fee. Whenever any work for which a permit or approval is required by applicable law has commenced without a permit or approval, the city may perform a special investigation before issuance of a permit or approval. The building official is authorized to impose an investigation fee in an amount that compensates the city for performing the investigation. The subject of investigation shall pay the fee whether or not a permit or approval is subsequently issued. (Ord. 2962 § 6, 2010).

17.04.090 Construction plans.

A project proponent must submit project or construction documents that are of sufficient detail to show the entire project. The city may require more or less detail, depending on the nature and complexity of the project. (Ord. 2962 § 6, 2010).

17.04.100 Professional services.

When a project involves, or should involve, the practice of architecture as defined in RCW [18.08.320](#), a project proponent shall engage an architect to provide any architectural services that are related to the project, except as set forth in RCW [18.08.410](#). When a project involves, or should involve, the practice of engineering or practice of land surveying as defined in RCW [18.43.020](#), a project proponent shall engage an engineer or land surveyor to provide any engineering or land surveying services that are related to the project, except as set forth in RCW [18.43.130](#). (Ord. 2962 § 6, 2010).

17.04.110 Contractor registration.

The city shall refrain from issuing a construction building permit for work which is to be done by any contractor, as defined in RCW [18.27.010](#), when such contractor is required to be registered under RCW [18.27.020](#) without verification that such contractor is currently registered as required by law. All contractors shall have a city business license as required under Chapter [5.04](#) PMC. (Ord. 2962 § 6, 2010).

17.04.120 Expiration of applications, permits or approvals.

(1) Expiration of Application. Project applications that are subject to SEPA review shall be governed by applicable SEPA deadlines. All other applications shall expire by limitation if no permit or approval is issued within 180 days after the city determines that the application

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is complete, unless the city determines that a project proponent has pursued issuance of a permit or approval in good faith. The building official may extend the time for action on the application for one or more periods, each period not exceeding 90 days, upon written request by the applicant showing good cause. If an application has expired, plans and other data previously submitted for review may thereafter be returned to the applicant, except that the city shall retain originals or copies in order to comply with applicable record retention laws. In order to renew action on an expired application, the applicant shall resubmit plans and pay a new review or application fee.

(2) Expiration of Permits or Approvals. All permits or approvals shall expire by limitation and become void if:

- (a) Work authorized by the permit or approval is not commenced within 180 days of approval or permit issuance;
- (b) Work is suspended or abandoned for 180 days or more after work is commenced; or
- (c) After two years from the date of permit or approval issuance, regardless of whether work is finished.

The building official is authorized to grant one or more extensions of time for periods not more than 180 days each. The extensions shall be requested in writing and justifiable cause demonstrated.

If a permit or approval expires, the City may issue a new permit or approval for the unfinished work upon a showing of good cause and payment by the project proponent of half of the original permit or approval fee. However, if any applicable law, regulation or rule has materially changed after the expiration of the permit or approval, the City shall have full discretion to decline to issue a new permit even upon a showing of good cause. The option for approval or permit renewal shall lapse two years after the permit or approval expires. (Ord. 2962 § 6, 2010).

17.04.130 Violation and enforcement.

(1) It is unlawful for any person or entity to violate any provision of this chapter, or any code adopted herein, or to erect, construct, enlarge, alter, repair, move, improve, remove, change, convert, demolish, equip, use, occupy or maintain any building, structure or equipment, or to use any land contrary to, or in violation of, any of the provisions of this chapter, or any code adopted herein.

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(2) A violation of the provisions of this chapter shall be a Class 1 civil infraction pursuant to Chapter [1.02](#) PMC. Notwithstanding the foregoing, a violation of a stop work order a notice of violation or use of unsafe structures or equipment after notice shall be a misdemeanor.

(3) In addition to fines or penalties, a violator shall be liable for all costs and expenses occasioned by such violation.

(4) The permit or approval of a violator may be revoked by the city. (Ord. 2962 § 6, 2010).

17.04.140 Appeals.

All appeals arising from this chapter shall be to the city's hearing examiner as established by Chapter [2.54](#) PMC. The hearing examiner shall utilize the procedures and penalties set forth in Chapters [1.01](#) and [1.02](#) PMC. The hearing examiner shall serve in lieu of all boards of appeals mentioned or described in the codes as adopted and amended by the city. (Ord. 2962 § 6, 2010).

The Puyallup Municipal Code is current through Ordinance 3245, passed December 7, 2021.

Disclaimer: The city clerk's office has the official version of the Puyallup Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: <http://www.cityofpuyallup.org/>

City Telephone: (253) 841-5480

[Code Publishing Company](#)



**City Council Business Agenda Item
City of Kenmore, WA**

<p>Subject/Topic: 2022 Pedestrian Facilities Plan Update</p> <p>Proposed Council Action/Motion: No Council Action at this time. Review draft plan and provide feedback.</p>	<p>For Council Study Session of: 5/09/2022</p> <p>Department: <u>Engineering – Public Works</u></p> <p>Prepared by: <u>John Vicente, City Engineer</u></p> <p style="text-align: right;"><u>Initial & Date</u></p> <p>Approved by Department Head: <u>JFV 4-27-2022</u></p> <p>Approved by City Attorney: <u>N/A</u></p> <p>Approved by Finance Director: <u>N/A</u></p> <p>Approved by City Manager: <u>RGK 4-27-22</u></p> <p>Exhibits/Attachments: A. Draft Pedestrian Facility Plan</p>
<p><u>What is being asked of the City Council this evening: No formal action is being requested this evening. However, please review and provide feedback on the attached draft of the Pedestrian Facilities Plan. Staff plans to bring back the pedestrian facilities plan for City Council approval on May 23, 2022.</u></p> <p><u>BACKGROUND:</u></p> <p>On November 8, 2021, staff presented Council with a draft project map which identified proposed pedestrian facility projects that would be prioritized pending available funding. That discussion was followed up on March 14, 2022 with a draft of the priority criteria, the funding, plan cost, and second look at the project list. At these meetings, Council was presented with the methodology for selecting projects, a breakdown of the prioritization criteria used to rank the projects and a discussion on funding options.</p> <p>Below is a list of comments received by council related to the plan and the resolution:</p> <ul style="list-style-type: none"> • Add the Tolt River trail to the plan <ul style="list-style-type: none"> ➤ Tolt River was added to the plan • The distance measurements for the criteria are too high, suggest reducing <ul style="list-style-type: none"> ➤ Distance of sidewalk to schools was reduced. Range now 500 feet to 2,000 feet ➤ Distance of sidewalk to transit (connecting the community) was reduced. Range now 500 feet to 2,000 feet <p><u>PROGRAM OVERVIEW:</u></p> <p>The Pedestrian Facilities Plan (PFP) high level planning documents created to assist in the development of the Capital Improvement Program within the City (focusing on pedestrian facilities only). The PFP is generated from the Transportation Element of the Comprehensive Plan. Once the PFP is created, it will tell staff where to focus their attention when developing pedestrian projects for the Transportation Improvement Plan (TIP). Much like the TIP, the PFP is a planning document without budget constraints. As a planning</p>	

document, each project is prioritized based upon set criteria but there is no requirement to follow the priority order if an issue arises (such as new grant funding opportunities, safety concerns, etc.). The type of facility that can provide pedestrian accessibility can range from a separated shoulder to full sidewalk, curb, and gutter. The type of improvement will vary with each location and would be reviewed when the project approaches the evaluation phase.

The Pedestrian Facility Plan is in alignment with the City Council's Target Zero Resolution 14-235 which sets a goal of zero pedestrian and bicycle fatalities and serious injuries by 2025.

UPDATE PROPOSAL:

The attached draft Pedestrian Facilities Plan incorporates the goals from the comprehensive plan with preferred criteria to create a list of project prioritized in order of importance based upon the criteria. The plan outlines how the information was compiled to create the list and identifies each project, its size, approximate cost and rank (see Appendix A of the PFP). Also included in the draft PFP, is a list of those projects that have been completed by the City since incorporation (see Appendix B of the PFP).

The draft PFP also discusses the public outreach performed in the creation of the plan. The draft PFP is currently posted on the City's website for public comment. A notice was mailed to every Kenmore address alerting them to the draft plan and providing them an opportunity to review and comment.

FISCAL CONSIDERATION:

The PFP lists and the approximate cost to implement each project. There current CIP identifies \$100K per year that is dedicated to sidewalk gaps and ADA facility upgrades. Funding for sidewalk has historically been driven by grant funds and bonds. Additional grand funds, bonds, and/or local dollars will be required to implement the PFP.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Goal #6: Focus on and emphasize multimodal transportation in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.



CITY OF KENMORE

PEDESTRIAN FACILITIES PLAN

2022 *DRAFT*

DRAFT

INTRODUCTION

In 2012, the Kenmore City Council identified a goal to establish a 20 - 30 Year Sidewalk Plan, now called the Pedestrian Facilities Plan. City staff assembled this plan in 2013. The plan has been used as a guide for sidewalk construction and sidewalk grant applications since its development. Since the development of the 2013 plan, the City has constructed or is in the design phase of constructing over 21,000 linear feet of sidewalk identified in the 2013 plan. This represents approximately 1/3 of the total sidewalk identified in the 2013 plan completed or funded for completion in just 9 years.

For 2022, City Council's number 6th priority is *"to focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel"* and a sub-bullet of this goal is the Sidewalk Plan. To facilitate this goal, address the progress made since the 2013 creation of the plan, update the costs consistent with recent sidewalk projects in the City, and follow the recommended updates to this plan from the original 2013 document, the following is a 2022 update to the plan

This update includes revising the following elements of the 2013 Sidewalk Plan:

- Priority criteria developed by staff based on the City's 2015 Comprehensive Plan Transportation Element and updated to reflect current Council priorities;
- A matrix listing road segments, scoring based on the priority criteria, and a planning level cost estimate to construct pedestrian facilities ;
- Unit Cost Estimate Scenarios Easy, Medium, and Hard based on existing field conditions and construction costs for recently completed sidewalk projects

The Pedestrian Facilities Plan should be revisited approximately every two years to note completed segments, address changes in network continuity from continued private development, and adjust priorities based on feedback received in the next two years and changes to city policy.

SIDEWALK POLICY DIRECTION

The City's policy direction to provide sidewalks can be found in the Comprehensive Plan's Transportation Element. Within this document, two goals, T-1 and T-4, are addressed, both directly and indirectly, by the creation and continued expansion of a sidewalk network.

Goal T-1: *Provide a complete transportation network that serves local and regional circulation needs and safely accommodates all users.*

Goal T-4: *Encourage public transportation, non-motorized travel, and other transportation strategies that reduce the need for automobile travel, especially by single-occupant vehicles (SOV).*

Other Objectives and Policies within these goals, included in the Transportation Element, are addressed by an established sidewalk and trail network. The City's Target Zero and Complete Streets policies are strongly supported by a sidewalk network. Objective T-4.3 directly addresses this, citing a need for a network of sidewalks and trails to link neighborhoods, the Downtown, and community destinations.

The Transportation Element contains a Pedestrian Priority Network (Chapter 6, Figure 15) which identifies arterial and collector roadways to have sidewalks on at least one side.

In addition to these written policies, this Sidewalk Plan has been developed in response to Council Goal #1 to address pedestrian safety and implement the Sidewalk Plan.

PROJECTS

Projects limits were based off the following criteria:

- Intersection to intersection
- Sidewalk end to intersection
- Closing gaps between two separate sidewalks

Project locations were selected based upon extending the existing sidewalk network, connections to the existing sidewalk network, and creating sidewalk on both sides of arterial and collector roads (except Juanita Dr.). Projects were added in other jurisdictions if they were adjacent to City of Kenmore residences. Trails were also added to the project list. Projects in the previous plan were carried over and included in this plan. Projects listed do not take into account sidewalks constructed as part of private development.

Projects cost was not a factor in determining if a project should or should not be on the list. Projects may be added if grant funding becomes available and is awarded.

SIDEWALK UNIT COST

Kenmore's 2021 Road Standards describe the minimum pedestrian improvement as curb, gutter and a 6-foot wide sidewalk with 4-foot amenity strip. Cost estimates assume projects will construct improvements per the 2021 Road Standards, however, at the time of implementation, alternative designs may be utilized based upon site conditions and available funding. The cost estimates included in this update are from a mix of recently completed City projects meeting the minimum standards and regional unit pricing from WSDOT projects. The costs included in this plan should be increased if a larger sidewalk section is desired on a segment.

A planning level estimate of probable cost is not based on design plans. It is an estimated linear foot cost of sidewalk applied to a length of segment (*linear foot cost x linear feet of sidewalk = estimated cost*). The planning level estimate of probable cost includes survey, design, typical right of way easements, construction and construction management. The linear foot cost for installing sidewalk often seems high, but the costs included in this update reflect the latest cost of recent City sidewalk projects, inflated to adjust to the time period this document was created. The high cost of sidewalks is typically due to any of several factors including retaining walls of various heights (the taller, the more expensive), right of way takes, increasingly complex and expensive drainage requirements to address stormwater requirements, utility undergrounding and difficult terrain. Note that utility undergrounding was assumed only for those project where undergrounding is required per the 2021 Road Standards.

Linear Foot Cost

- Easy Project: \$1,020/LF
- Medium Project: \$1,725/LF
- Hard Project: \$2,315/LF

The costs for this update were determined based upon typical design requirements for a range of project types. Easy projects consisted of:

- Sidewalk
- Curb/Gutter
- Standard storm drainage
- Site preparation
- Traffic control
- Pavement/stripping restoration
- Temporary construction easements
- Walls <2' high
- Curb ramps
- Driveway approaches
- Landscaping
- Private property restoration
- Grading and backfill
- Design, construction management

Medium projects consisted of those elements noted above for easy with the following additions/alterations:

- Stormwater detention
- Sidewalk scoring
- Handrailing
- Mailbox consolidation
- Bike lanes
- Walls <6' high, < 50% of project length
- Larger storm drainage (type II CB/18"+ pipe)
- Large quantity of large tree removals
- Property acquisition (2' strip takes)
- Critical areas (no impact)

Hard project consisted of those elements noted above for easy and medium projects with the following additions/alterations:

- Irrigation system
- Illumination
- Utility Undergrounding*
- Critical areas (impacts to streams/wetland)
- Walls <6' high, > 50% of project length
- Pavement (road widening/half street overlay)
- Property acquisition (2'-5' strip takes)

*Utility undergrounding is included in a Hard project however an additional \$1,000 per LF needs to be added to the LF cost noted above.

SIDEWALK PRIORITY SCORING CRITERIA

The improvement prioritization process ranks potential sidewalk projects based on a scoring of the five criteria related to policies and objectives identified in the Comprehensive Plan Transportation Element and other appropriate measures. These scores represent an analysis of the recommended prioritization for construction of sidewalk segments to address the most significant gaps in the existing City sidewalk network.

The five criteria include pedestrian safety, connecting the community, network continuity links, proximity to schools, connecting the community to services and public places, and the potential population served. Because the Comprehensive Plan Transportation Element Policy T-4.3.1 identifies sidewalks on Urban Avenues to be the highest priority, sidewalk segments adjacent to arterial and collector roads were inherently given higher scores because of their classification, truck routes, and higher speeds and volumes. City policy and the Transportation Element consider residential roads to be an environment where pedestrians are expected, speeds are lower, and traffic volumes are lower, so although they are considered, they do not potentially score as high arterial/collector roads.

Project cost was not taken into account in prioritizing the projects. Adjustments to actual project scope may be necessary to construction projects within available budget. Projects may be elevated in priority if grant funds can be secured for any project listed. The Pedestrian Facilities Plan and the project list are living documents that are subject to change and will help guide the City in determining what projects should be focused on first. While each project is given a priority number, other factors such as grant fund availability, human factors that can't be quantified, changes in site conditions, or re-evaluation of the criteria may push a project higher or lower in priority.

PROXIMITY TO SCHOOLS

This criterion addresses Policy T-4.3.2. A numerical score is assigned to each segment based on both the physical distance between the segment and a Kenmore public school, focusing on elementary schools, and the designation of the route on Northshore School District walk maps for each elementary school. Walk maps for each school were obtained from the Northshore School District website in March of 2022 for this analysis. Segments must be within a half mile of a public school to receive a score, according to the rubric shown and staff consideration of the following criteria:

Points	Description
12	Segment is less than 500 feet from any school
10	Segment is 501 – 1,250 feet from elementary school
8	Segment is 501 -1,250 feet from middle school
6	Segment is 1,251 – 2,000 feet from elementary school
4	Segment is 1,251 - 2,000 feet from middle school
2	Segment is 501 – 2,000 feet from high school

- Segment provides access to a school
- Segment provides a safe route for schoolchildren to and from school
- Segment is on a listed school walk route or bus line

Points	Description
2	Segment is within 1/4 of a school bus stop

Points	Description
6	School district designated walk route for multiple schools
4	School district designated walk route for elementary schools
2	School district designated walk route for middle schools
1	School district designated walk route for high schools

PEDESTRIAN SAFETY

This criterion addresses Policy T-4.3.2.1 and T-4.3.2 and the City's Target Zero resolution. Each segment is assigned a numerical score based on the engineering opinion of City staff that the criteria is likely to effect pedestrian safety. To develop this qualitative opinion and assign a score, according to the rubric shown, staff considered if the improved segment:

- Separates pedestrians from vehicular traffic, especially in high traffic and speed areas
- Improve width of pedestrian areas and surface conditions
- Address potential conflicts at street crossings
- Acknowledge truck routes and possible conflicts with pedestrians

Points	Description
6	High concern: segment is in a 35+ mph zone
4	High concern: segment is in a 35 mph zone
2	Moderate concern: segment is in a 30 mph zone
1	Low concern: segment is in a 25 mph zone

	protection
3	Moderate concern: shoulder is 3-5 feet wide with protection
2	Low concern: shoulder is over 6 feet wide without protection
1	Low concern: shoulder is over 6 feet wide with protection

Points	Description
6	High concern: segment is adjacent to a state highway
5	High concern: segment is adjacent to a principal arterial
4	Moderate concern: segment is adjacent to a minor arterial
3	Moderate concern: segment is adjacent to a collector
2	Low concern: segment is adjacent to a local road
1	Low concern: segment is adjacent to a local road with a dead end

Points	Description
6	High concern: average daily traffic is over 7501 vehicles
5	High concern: average daily traffic is between 5001 and 7500 vehicles
4	Moderate concern: average daily traffic is between 2001 and 5000 vehicles
3	Moderate concern: average daily traffic is between 1001 and 2000 vehicles
2	Low concern: average daily traffic is between 500 and 1000 vehicles
1	Low concern: average daily traffic is less than 500 vehicles
	segment is adjacent to a T4 truck route

CONNECTING THE COMMUNITY

This criterion addresses Policy T-4.3.2. For this criterion, numerical scores are based on the connectivity of a segment to community facilities or commercial centers, such as public parks, school campuses, the Kenmore downtown core area and transit. Scores, according to the rubric shown, are based on a qualitative engineering opinion analyzing if a segment:

- Provides direct access to commercial centers, facilities, parks, and transit
- Ensures that the route links to a safe direct access to facilities and centers

Points	Description
4	Segment is less than 500 feet away from transit
3	Segment is between 501-1,000 feet away from transit
2	Segment is between 1,001-1,500 feet away from transit
1	Segment is more than 1,501-2,000 feet away from transit

Points	Description
4	Segment is less than 500 feet away from downtown
3	Segment is between 501-1,000 feet away from downtown
2	Segment is between 1,001-1,500 feet away from downtown
1	Segment is more than 1,501-2,000 feet away from downtown

Points	Description
4	Segment is less than 500 feet away from public services
3	Segment is between 501-1,000 feet away from public services
2	Segment is between 1,001-1,500 feet away from public services
1	Segment is more than 1,501-2,000 feet away from public services

Points	Description
4	Segment is less than 500 feet away from parks
3	Segment is between 501-1,000 feet away from parks
2	Segment is between 1,001-1,500 feet away from parks
1	Segment is more than 1,501-2,000 feet away from parks

POPULATION SERVED

This criterion addresses goal T4 by prioritizing sidewalks where large numbers of the community may be served. Placing sidewalk near facilities is just as important as placing sidewalk near densely populated residential areas. This encourages people to use non-motorized forms of travel by making sidewalks more accessible to the largest number of individuals. The City's zoning map was used to estimate the scale of population the sidewalk would serve.

Points	Description
20	Segment serves business/commercial zoning areas
16	Segment serves downtown residential/urban corridor zoning areas
14	Segment serves public zones and parks
12	Segment serves R-24 and manufactured housing zoning areas
10	Segment serves R-18 zoning areas
8	Segment serves R-12 zoning areas
6	Segment serves R-6 zoning areas
4	Segment serves R-4 zoning areas
2	Segment serves R-2 zoning areas

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NETWORK CONTINUITY LINKS

This criterion addresses Objective T-4.3. Segment scoring for this criterion is based on an assessment of the location of the segment relative to other existing or in-design sidewalk segments. The City is seeking to create a complete network of sidewalks and prioritizes segments which can help reach this goal. City staff assigned scoring based on the rubric shown, addressing the following characteristics of constructing sidewalk on a segment:

- Segment connects two or more existing sidewalk networks
- Segment extends an existing sidewalk
- Segment contributes to developing a network of walkways

Points	Description
-2	Segment is outside city limits

Points	Description
6	Connecting segments creates over 2000 feet of continuous sidewalk
4	Connecting segments creates 1000 to 2000 feet of continuous sidewalk
2	Connecting segments creates 1000 feet of continuous sidewalk

Points	Description
4	Segment closes a gap that is <500 feet
3	Segment closes a gap that is 501-1000 feet
2	Segment closes a gap that >1,000 feet

Points	Description
6	Segment connects 3 or more sidewalk networks
4	Segment connects 2 sidewalk networks

SIDEWALK PROJECTS

This document identifies the most current list of projects as of the date this document was prepared. Also included is a list of those projects completed since the previous plan was implemented.

CURRENT PROJECTS

The improvement prioritization process ranks potential sidewalk projects based on a scoring of the five criteria. Appendix A lists the projects in order from the highest to lowest scoring. In addition, each project lists the location and an estimated cost for each segment. These segments are ranked demonstrating the highest need based on safety, network connectivity, continuity, and population served. These segments are assumed to be designed/constructed to the 2021 Road Standards, but actual design may vary depending upon topography, location, available funding, and other unforeseen circumstances.

COMPLETED PROJECTS

Projects that were completed or under construction at the time of the development of this plan were removed from the projects list and are noted in Appendix B.

PUBLIC INVOLVEMENT

Information regarding the update to the Pedestrian Facilities Plan (Sidewalk Plan) was sent to the public through the City's E-News, the winter quarterly newsletter, and the project webpage. In April 2022, a mailer was sent to all Kenmore addresses to review and comment on the draft plan. A 30-day comment period was provided. City Council was briefed on the plan at its November 21, 2021, March 14, 2022 and the May 2, 2022 council meetings.

FEE IN-LIEU PROGRAM

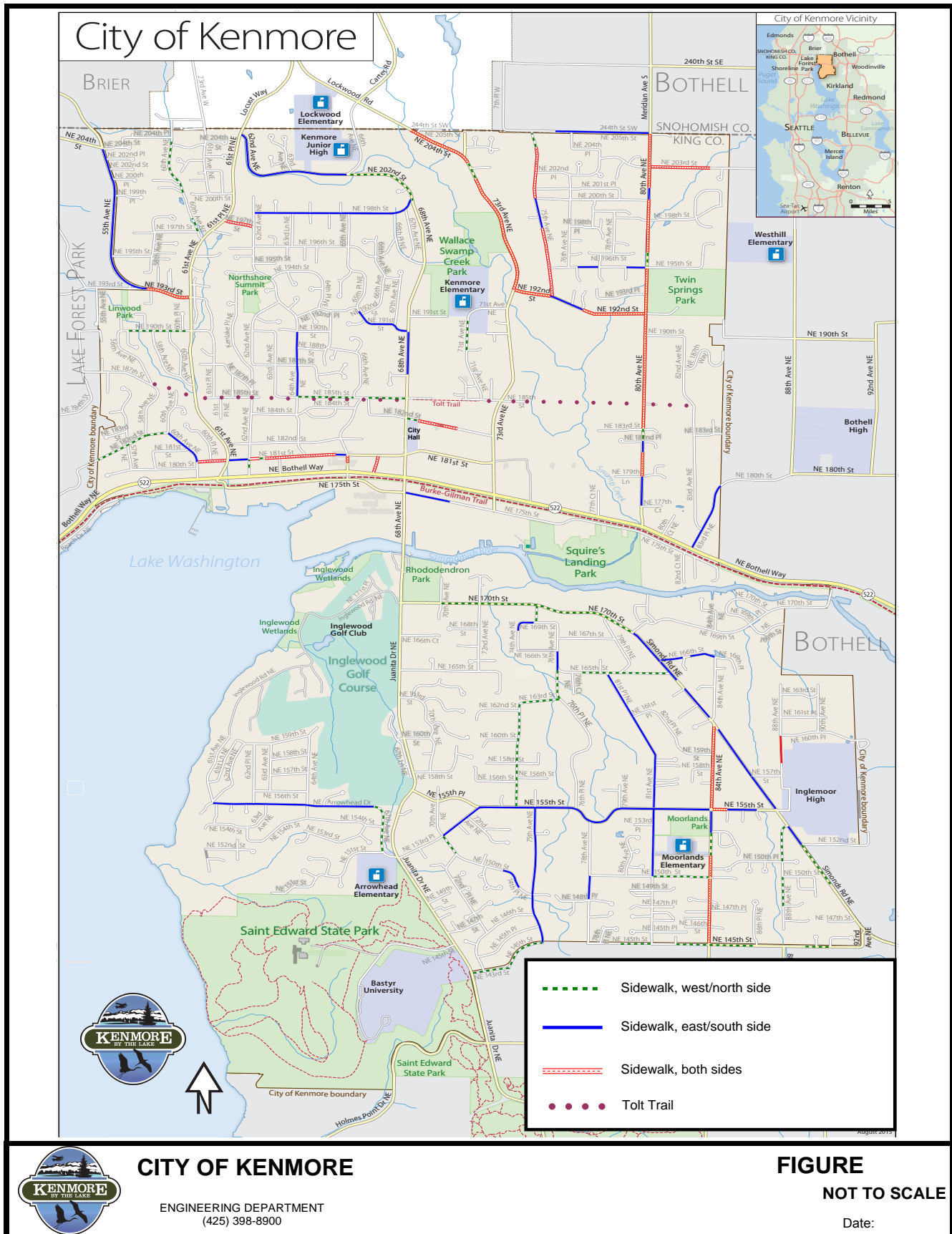
Some private developments may be approved for a fee in-lieu over construction frontage improvements. The cost for fee in-lieu shall be based upon the same means and methods used to determine the cost for each project within this plan. Frontage improvements for private development projects shall be evaluated for what improvements would be required for the city to construction the frontage improvements. Cost per linear foot of frontage shall be between the cost range of "easy" and "hard" noted in the Sidewalk Unit Cost section. Total cost per linear foot shall be determined at the discretion of the City.

APPENDIX A

PROJECT LIST

PROJECT MAPS

DRAFT



PEDESTRIAN FACILITIES PLAN PROJECTS

Introduction: The following projects have been listed in order of priority based upon the criteria established in the PFP. The PFP and the project list are living documents that will help guide the City in determining what projects should be focused on first. While each project is given a priority number, other factors such as grant fund availability, changes in site conditions, or re-evaluation of the criteria may push a project higher or lower in priority than what is presented here.

Priority	Segment On...	From...	To...	Length	Pedestrian Safety	Connecting the Community	Network Continuity Links	Proximity to Schools	Population Served	Total Points	Unit Cost	Planning-Level Cost Estimate
1	Simonds Rd (East Side)	88th Ave NE	NE 152nd St	400'	23	2	13	20	14	72	\$ 1,541	\$ 616,400
2	Simonds Rd (East Side)	NE 157th St	NE 155th St	670'	23	4	12	20	4	63	\$ 1,531	\$ 1,025,770
3	Simonds Rd (West Side)	NE 152nd St	NE 151st St	780'	18	4	12	20	6	60	\$ 1,738	\$ 1,355,640
4	Simonds Rd (East Side)	84th Ave NE	NE 157th St	1070'	23	1	11	20	4	59	\$ 1,642	\$ 1,756,940
5	84th Ave NE (East Side)	NE 151st Pl	NE 150th Pl	155'	15	7	11	20	6	59	\$ 1,212	\$ 187,860
6	84th Ave NE (East Side)	NE 155th St	Simonds Rd	1500'	17	8	10	18	4	57	\$ 1,017	\$ 1,525,500
7	73rd Ave NE (East Side)	NE 201st Pl	NE 192nd St	1910'	19	4	11	16	6	56	\$ 1,416	\$ 2,704,560
8	65th Ave NE (East Side)	NE 181st St	SR 522	128'	15	10	9	2	20	56	\$ 2,200	\$ 281,600
9	NE 155th St (North Side)	84th Ave NE	86th Ave	163'	12	8	13	18	4	55	\$ 1,087	\$ 177,181
10	NE 181st St (South Side)	61st Ave NE	62nd Ave NE	290'	10	15	6	2	20	53	\$ 2,200	\$ 638,000
11	NE 155th St (South Side)	81st Ave NE	84th Ave NE	910'	12	8	0	28	4	52	\$ 1,017	\$ 925,470
12	84th Ave NE (West Side)	NE 151st St	NE 150th St	380'	14	8	4	20	6	52	\$ 1,212	\$ 460,560
13	84th Ave NE (East Side)	NE 146th St	NE 150th Pl	1080'	15	7	6	18	6	52	\$ 1,632	\$ 1,762,560
14	67th Ave NE (West Side)	NE 181st St	SR 522	260'	13	14	3	2	20	52	\$ 2,167	\$ 563,420
15	67th Ave NE (East Side)	NE 181st St	SR 522	260'	13	14	3	2	20	52	\$ 2,167	\$ 563,420
16	NE 150th St (North Side)	81st Ave NE	84th Ave NE	300'	10	7	0	20	14	51	\$ 1,017	\$ 305,100
17	84th Ave NE (East Side)	NE 153rd St	NE 155th St	330'	15	8	4	18	6	51	\$ 1,221	\$ 402,930
18	73rd Ave NE (West Side)	City Limits	NE 192nd St	3660'	17	4	0	16	14	51	\$ 1,427	\$ 5,222,820
19	NE 155th St (South Side)	79th Ave NE	81st Ave NE	470'	12	6	0	28	4	50	\$ 1,017	\$ 477,990
20	NE 155th St (South Side)	84th Ave NE	87th Pl NE	620'	12	8	6	18	6	50	\$ 1,067	\$ 661,540
21	NE 145th St (North Side)	79th Pl NE	81st Ave NE	460'	11	3	10	20	6	50	\$ 1,017	\$ 467,820
22	70th Ave NE (West Side)	NE 153rd St	72nd Pl NE	430'	10	5	13	16	6	50	\$ 1,017	\$ 437,310
23	NE 195th St (South Side)	76th Ct NE	77th Pl NE	210'	12	0	13	18	6	49	\$ 1,017	\$ 213,570
24	NE 182nd St (North Side)	68th Ave NE	73rd Ave NE	1040'	8	12	11	2	16	49	\$ 1,094	\$ 1,137,760
25	88th Ave NE (West Side)	NE 152nd St	Simonds Rd	650'	9	2	12	20	6	49	\$ 1,017	\$ 661,050
26	NE 202nd St (South Side)	61st Pl NE	66th Ave NE	2260'	15	0	11	16	6	48	\$ 1,037	\$ 2,343,620
27	NE 182nd St (South Side)	68th Ave NE	73rd Ave NE	1400'	7	12	11	2	16	48	\$ 1,407	\$ 1,969,800
28	84th Ave NE (West Side)	NE 158th St	NE 156th St	260'	16	8	0	18	6	48	\$ 1,017	\$ 264,420
29	84th Ave NE (West Side)	NE 156th St	NE 155th St	465'	16	8	0	18	6	48	\$ 1,017	\$ 472,905
30	81st Ave NE (East Side)	NE 155th St	NE 150th St	1330'	7	6	11	20	4	48	\$ 1,017	\$ 1,352,610
31	NE 192nd St (South Side)	73rd Ave	80th Ave	2240'	14	3	10	16	4	47	\$ 1,037	\$ 2,322,880
32	NE 175th St (South Side)	68th Ave NE	73rd Ave NE	800'	18	13	8	2	6	47	\$ 1,250	\$ 1,000,000
33	NE 155th St (South Side)	75th Ave	78th Ave	1050'	19	4	10	8	6	47	\$ 1,017	\$ 1,067,850
34	84th Ave NE (West Side)	NE 150th St	NE 148th Pl	450'	14	7	0	20	6	47	\$ 1,017	\$ 457,650
35	NE 181st St (South Side)	60th Ave NE	61st Ave NE	490'	11	11	6	2	16	46	\$ 2,200	\$ 1,078,000
36	NE 170th St (North Side)	70th Ave	72nd Ave	1250'	23	7	0	2	14	46	\$ 1,202	\$ 1,502,500
37	84th Ave NE (West Side)	NE 153rd St	NE 151st St	370'	14	8	0	20	4	46	\$ 1,212	\$ 448,440
38	80th Ave NE (East Side)	NE 179th Ln	NE 177th St	255'	17	8	13	2	6	46	\$ 1,017	\$ 259,335
39	78th Ave NE (East Side)	NE 150th St	NE 148th St	200'	11	2	13	14	6	46	\$ 1,017	\$ 203,400
40	NE 192nd St (North Side)	73rd Ave	75th Ave	220'	12	2	13	12	6	45	\$ 1,017	\$ 223,740
41	NE 181st St (South Side)	63rd Ave NE	65th Ave NE	950'	14	9	0	2	20	45	\$ 1,600	\$ 1,520,000
42	NE 145th St (North Side)	84th Ave NE	86th Pl NE	475'	7	4	4	24	6	45	\$ 1,017	\$ 483,075
43	65th Ave NE (West Side)	NE 181st St	SR 522	200'	11	12	0	2	20	45	\$ 1,047	\$ 209,400
44	NE 181st St (South Side)	62nd Ave NE	63rd Ave NE	460'	13	9	0	2	20	44	\$ 1,600	\$ 736,000
45	88th Ave NE (West Side)	NE 150th St	NE 148th Pl	345'	9	0	11	18	6	44	\$ 1,047	\$ 361,108
46	84th Ave NE (West Side)	NE 148th Pl	NE 147th Pl	205'	14	6	0	18	6	44	\$ 1,017	\$ 208,485
47	Simonds Rd (East Side)	NE 163rd Pl	84th Ave NE	690'	23	1	10	3	6	43	\$ 1,632	\$ 1,126,080
48	NE 202nd St (North Side)	68th Ave NE	66th Ave NE	1230'	15	0	6	16	6	43	\$ 1,257	\$ 1,546,110
49	NE 181st St (North Side)	64th Ave	65th Ave	500'	12	9	0	2	20	43	\$ 1,600	\$ 800,000
50	NE 181st St (North Side)	62nd Ave NE	64th Ave NE	870'	10	10	0	2	20	42	\$ 1,600	\$ 1,392,000

PEDESTRIAN FACILITIES PLAN PROJECTS

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Priority	Segment On...	From...	To...	Length	Pedestrian Safety	Connecting the Community	Network Continuity Links	Proximity to Schools	Population Served	Total Points	Unit Cost	Planning-Level Cost Estimate
51	80th Ave NE (West Side)	NE 200th St	NE 198th St	350'	19	0	15	2	6	42	\$ 1,134	\$ 396,900
52	80th Ave NE (West Side)	NE 179th Ln	NE 181st St	450'	17	6	13	2	4	42	\$ 1,017	\$ 457,650
53	80th Ave NE (East Side)	NE 182nd Pl	NE 179th Pl	125'	19	4	11	2	6	42	\$ 1,202	\$ 150,250
54	75th Ave NE (East Side)	NE 192nd St	NE 195th St	85'	9	2	13	12	6	42	\$ 1,017	\$ 86,445
55	Simonds Rd (East Side)	NE 163rd St	NE 166th St	420'	23	0	9	3	6	41	\$ 1,039	\$ 436,380
56	NE 155th St (South Side)	78th Ave	79th Ave	650'	12	5	4	14	6	41	\$ 1,017	\$ 661,050
57	71st Ave NE (west Side)	NE 188th Ct	School	630'	5	4	0	18	14	41	\$ 1,017	\$ 640,710
58	NE 191st St (South Side)	65th Pl NE	68th Ave NE	670'	11	3	12	8	6	40	\$ 1,487	\$ 996,290
59	Arrowhead Dr (West Side)	NE 154th St	NE 151st St	450'	10	6	0	18	6	40	\$ 1,407	\$ 633,150
60	84th Ave NE (West Side)	Simonds Rd	NE 159th St	390'	16	4	0	14	6	40	\$ 1,017	\$ 396,630
61	84th Ave NE (West Side)	NE 159th St	NE 158th St	280'	16	4	0	14	6	40	\$ 1,017	\$ 284,760
62	84th Ave NE (East Side)	NE 146th St	NE 145th St	300'	15	5	0	14	6	40	\$ 1,212	\$ 363,600
63	73rd Ave NE (East Side)	City Limits	NE 201st Pl	300'	17	2	11	4	6	40	\$ 1,222	\$ 366,600
64	68th Ave NE (East Side)	NE 190th St	NE 187th St	650'	15	7	6	2	10	40	\$ 1,212	\$ 787,800
65	NE 185th St (North Side)	67th Ave NE	68th Ave NE	560'	8	11	12	2	6	39	\$ 1,017	\$ 569,520
66	NE 153rd Pl (South Side)	70th Ave NE	72nd Ave NE	480'	12	5	0	16	6	39	\$ 1,017	\$ 488,160
67	84th Ave NE (West Side)	NE 147th Pl	NE 147th St	130'	14	5	0	14	6	39	\$ 1,017	\$ 132,210
68	84th Ave NE (West Side)	NE 147th St	NE 146th St	170'	14	5	0	14	6	39	\$ 1,017	\$ 172,890
69	84th Ave NE (West Side)	NE 146th St	NE 145th St	320'	14	5	0	14	6	39	\$ 1,017	\$ 325,440
70	NE 155th St (South Side)	NE 153rd Pl	NE 75th Ave	930'	12	5	0	14	6	37	\$ 1,017	\$ 945,810
71	81st Ave NE (East Side)	NE 155th St	NE 158th Pl	840'	7	6	8	12	4	37	\$ 1,017	\$ 854,280
72	80th Ave NE (West Side)	NE 184th St	NE 190th St	1460'	18	0	11	2	6	37	\$ 1,017	\$ 1,484,820
73	80th Ave NE (East Side)	NE 196th St	NE 198th St	280'	16	0	13	2	6	37	\$ 1,037	\$ 290,360
74	Arrowhead Dr (South Side)	64th Ave	NE 154th St	1550'	10	4	0	16	6	36	\$ 1,407	\$ 2,180,850
75	75th Ave NE (West Side)	NE 192nd St	NE 198th Pl	1390'	17	1	0	12	6	36	\$ 1,017	\$ 1,413,630
76	NE 170th St (North Side)	72nd Ave	NE 169th St	2700'	23	5	0	3	4	35	\$ 1,202	\$ 3,245,400
77	88th Ave NE (West Side)	NE 159th Ct	NE 160th Pl	180'	10	0	3	15	6	34	\$ 1,017	\$ 183,060
78	60th Ave NE (West Side)	NE 198th St	NE 197th St	125'	11	2	13	2	6	34	\$ 1,407	\$ 175,875
79	NE 192nd St (North Side)	75th Ave	80th Ave	930'	14	1	0	12	6	33	\$ 1,397	\$ 1,299,210
80	75th Ave (West Side)	NE 202nd Pl	NE 203rd Ln	400'	12	0	13	2	6	33	\$ 1,037	\$ 414,800
81	81st Pl NE (East Side)	NE 158th Pl	NE 161st Pl	630'	7	3	6	12	4	32	\$ 1,017	\$ 640,710
82	80th Ave NE (East Side)	NE 195th St	NE 192nd St	900'	16	0	0	2	14	32	\$ 1,134	\$ 1,020,600
83	75th Ave (West Side)	NE 202nd Pl	NE 200th St	270'	11	0	9	6	6	32	\$ 1,017	\$ 274,590
84	NE 203rd St (North Side)	83rd Pl NE	80th Ave	980'	13	0	10	2	6	31	\$ 1,027	\$ 1,006,460
85	NE 145th St (North Side)	82nd Ct NE	84th Ave NE	440'	8	3	0	14	6	31	\$ 1,017	\$ 447,480
86	NE 190th St/NE 191st St (South Side)	NE 191st St	68th Ave NE	580'	9	3	11	2	6	31	\$ 1,212	\$ 702,960
87	Simonds Rd (East Side)	NE 166th St	NE 169th St	400'	23	0	0	3	4	30	\$ 1,642	\$ 656,800
88	NE 166th St (South Side)	Simonds Rd	84th Ave NE	570'	12	0	9	3	6	30	\$ 1,417	\$ 807,690
89	NE 143rd St (North Side)	Juanita Dr	NE 145th St	340'	11	7	0	6	6	30	\$ 1,017	\$ 345,780
90	75th Ave NE (East Side)	NE 195th St	NE 198th Pl	555'	8	0	10	6	6	30	\$ 1,212	\$ 672,660
91	74th Pl NE (South Side)	73rd Ave	75th Pl NE	485'	10	1	7	6	6	30	\$ 1,292	\$ 626,620
92	NE 185th St (Trail)	73rd Ave	71st Ave NE	450'	0	7	0	8	14	29	\$ 1,017	\$ 457,650
93	NE 185th St (Trail)	68th Ave NE	63rd Ave NE	2170'	0	13	0	2	14	29	\$ 1,292	\$ 2,803,640
94	NE 185th St (Trail)	80th Ave NE	73rd Ave NE	2360'	0	7	0	8	14	29	\$ 2,111	\$ 4,981,960
95	81st Pl NE (East Side)	NE 165th St	NE 161st Pl	310'	8	0	7	8	6	29	\$ 1,017	\$ 315,270
96	NE 181st St (North Side)	60th Ave NE	61st Ave NE	500'	9	11	0	2	6	28	\$ 2,200	\$ 1,100,000
97	NE 145th St (North Side)	NE 143rd St	75th Ave NE	820'	10	6	0	6	6	28	\$ 1,017	\$ 833,940
98	80th Ave NE (West Side)	NE 198th St	NE 195th St	900'	16	0	4	2	6	28	\$ 1,134	\$ 1,020,771
99	75th Ave NE (East Side)	NE 153rd Pl	NE 155th St	300'	10	4	6	2	6	28	\$ 1,017	\$ 305,100

PEDESTRIAN FACILITIES PLAN PROJECTS

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Priority	Segment On...	From...	To...	Length	Pedestrian Safety	Connecting the Community	Network Continuity Links	Proximity to Schools	Population Served	Total Points	Unit Cost	Planning-Level Cost Estimate
100	75th Ave NE (east Side)	74th Pl NE	NE 145th St	720'	12	1	2	6	6	27	\$ 1,017	\$ 732,240
101	75th Ave (East Side)	NE 203rd St	NE 204th Pl	190'	10	0	9	2	6	27	\$ 1,222	\$ 232,180
102	NE 185th St (North Side)	64th Ave NE	66th Ave NE	670'	12	6	0	2	6	26	\$ 1,107	\$ 741,690
103	83rd Pl NE (East Side)	SR 522	City Limits	560'	13	5	0	4	4	26	\$ 1,187	\$ 664,720
104	80th Ave NE (West Side)	NE 203rd St	NE 201st Pl	650'	18	0	0	2	6	26	\$ 1,292	\$ 839,800
105	80th Ave NE (West Side)	NE 183rd St	NE 184th St	150'	18	2	0	2	4	26	\$ 1,017	\$ 152,550
106	80th Ave NE (West Side)	NE 182nd Pl	NE 183rd St	110'	18	2	0	2	4	26	\$ 1,017	\$ 111,870
107	80th Ave NE (East Side)	NE 203rd St	NE 198th St	980'	18	0	0	2	6	26	\$ 1,144	\$ 1,121,120
108	80th Ave NE (West Side)	NE 205th St	NE 203rd St	320'	18	0	0	2	6	26	\$ 1,017	\$ 325,440
109	80th Ave NE (East Side)	NE 205th St	NE 203rd St	300'	18	0	0	2	6	26	\$ 1,047	\$ 314,100
110	74th Ave NE (East)/NE 169th St (South)	NE 167th Ct	75th Ave NE	130'	11	0	6	3	6	26	\$ 1,037	\$ 134,810
111	NE 193rd St (South Side)	55th Ave NE	61st Ave NE	560'	13	4	0	2	6	25	\$ 1,017	\$ 569,520
112	NE 193rd St (North Side)	55th Ave NE	61st Ave NE	620'	13	4	0	2	6	25	\$ 1,017	\$ 630,540
113	NE 145th St (North Side)	88th Pl NE	90th Pl NE	230'	7	1	3	8	6	25	\$ 1,107	\$ 254,610
114	80th Ave NE (East Side)	NE 185th St	NE 183rd St	385'	17	0	0	2	6	25	\$ 1,017	\$ 391,545
115	80th Ave NE (East Side)	NE 190th St	NE 185th St	1330'	17	0	0	2	6	25	\$ 1,017	\$ 1,352,610
116	80th Ave NE (East Side)	NE 192nd St	NE 190th St	425'	17	0	0	2	6	25	\$ 1,037	\$ 440,725
117	75th Ave NE (West Side)	NE 169th St	Simonds Rd	280'	9	2	0	8	6	25	\$ 1,094	\$ 306,320
118	NE 203rd St (South Side)	83rd Pl NE	80th Ave	1010'	16	0	0	2	6	24	\$ 1,047	\$ 1,057,470
119	NE 190th St (North Side)	57th Ave NE	61st Ave NE	490'	10	0	6	2	6	24	\$ 1,037	\$ 508,130
120	NE 185th St (Trail)	61st Ave NE	56th Ave NE	770'	0	8	0	2	14	24	\$ 1,407	\$ 1,083,390
121	80th Ave NE (West Side)	NE 195th St	NE 193rd Pl	390'	16	0	0	2	6	24	\$ 1,134	\$ 442,260
122	80th Ave NE (West Side)	NE 193rd Pl	NE 192nd St	240'	16	0	0	2	6	24	\$ 1,134	\$ 272,160
123	NE 198th St (South Side)	65th Ave NE	66th Pl NE	750'	11	0	0	6	6	23	\$ 1,097	\$ 822,750
124	NE 198th St (South Side)	66th Pl NE	68th Ave NE	400'	11	0	0	6	6	23	\$ 1,037	\$ 414,800
125	NE 185th St (Trail)	63rd Ave NE	61st Ave NE	1000'	0	7	0	2	14	23	\$ 1,407	\$ 1,407,000
126	80th Ave NE (West Side)	NE 192nd St	NE 190th St	335'	17	0	0	2	4	23	\$ 1,097	\$ 367,495
127	60th Ave NE (east Side)	NE 181st St	60th Ave NE	770'	7	8	0	2	6	23	\$ 1,017	\$ 783,090
128	NE 197th St (South Side)	61st Pl NE	62nd Ave NE	440'	12	2	0	2	6	22	\$ 1,017	\$ 447,480
129	NE 197th St (North Side)	61st Pl NE	62nd Ave NE	430'	12	2	0	2	6	22	\$ 1,017	\$ 437,310
130	75th Ave NE (East Side)	NE 153rd Pl	NE 148th St	1120'	10	3	3	0	6	22	\$ 1,017	\$ 1,139,040
131	75th Ave NE (East Side)	NE 198th St	NE 201st Pl	580'	10	0	0	6	6	22	\$ 1,017	\$ 589,860
132	75th Ave (East Side)	NE 202nd Pl	NE 203rd St	300'	10	0	4	2	6	22	\$ 1,017	\$ 305,100
133	55th Ave NE (East Side)	NE 198th Pl	NE 204th St	1280'	8	2	4	2	6	22	\$ 1,017	\$ 1,301,760
134	NE 165th St (North Side)	79th Pl NE	Simonds Rd	710'	6	0	6	3	6	21	\$ 1,067	\$ 757,570
135	NE 165th St (North Side)	77th Ave NE	79th Pl NE	640'	7	0	0	8	6	21	\$ 1,017	\$ 650,880
136	74th Ave NE (west Side)	NE 155th St	NE 156th St	400'	10	4	0	3	4	21	\$ 1,017	\$ 406,800
137	64th Ave NE (east Side)	NE 185th St	NE 187th St	590'	7	6	0	2	6	21	\$ 1,017	\$ 600,030
138	64th Ave NE (east Side)	NE 188th St	NE 190th St	280'	7	3	3	2	6	21	\$ 1,017	\$ 284,760
139	62nd Ave NE (west Side)	NE 196th St	NE 198th St	660'	11	2	0	2	6	21	\$ 1,017	\$ 671,220
140	NE 198th St (South Side)	62nd Ave NE	64th Ave NE	910'	11	1	0	2	6	20	\$ 1,017	\$ 925,470
141	NE 185th St (Trail)	82nd Ave NE	80th Ave	730'	0	4	0	2	14	20	\$ 1,292	\$ 943,160
142	NE 182nd St (North Side)	60th Ave NE	58th Ave NE	340'	7	5	0	2	6	20	\$ 1,017	\$ 345,780
143	NE 163rd St (West/North Side)	NE 162nd St	76th Pl NE	800'	10	0	0	6	4	20	\$ 1,407	\$ 1,125,600
144	75th Ave (West Side)	NE 202nd Pl	NE 205th St	250'	12	0	0	2	6	20	\$ 1,027	\$ 256,750
145	74th Ave NE (west Side)	NE 158th St	NE 162nd St	1000'	10	1	2	1	6	20	\$ 1,027	\$ 1,027,000
146	74th Ave NE (west Side)	NE 156th St	NE 158th St	390'	10	3	0	3	4	20	\$ 1,017	\$ 396,630
147	55th Ave NE (East Side)	NE 193rd St	NE 195th St	890'	8	4	0	2	6	20	\$ 1,017	\$ 905,130
148	64th Ave NE (east Side)	NE 187th St	NE 188th St	310'	7	4	0	2	6	19	\$ 1,017	\$ 315,270

PEDESTRIAN FACILITIES PLAN PROJECTS

Introduction: The following projects have been listed in order of priority based upon the criteria established in the PFP. The PFP and the project list are living documents that will help guide the City in determining what projects should be focused on first. While each project is given a priority number, other factors such as grant fund availability, changes in site conditions, or re-evaluation of the criteria may push a project higher or lower in priority than what is presented here.

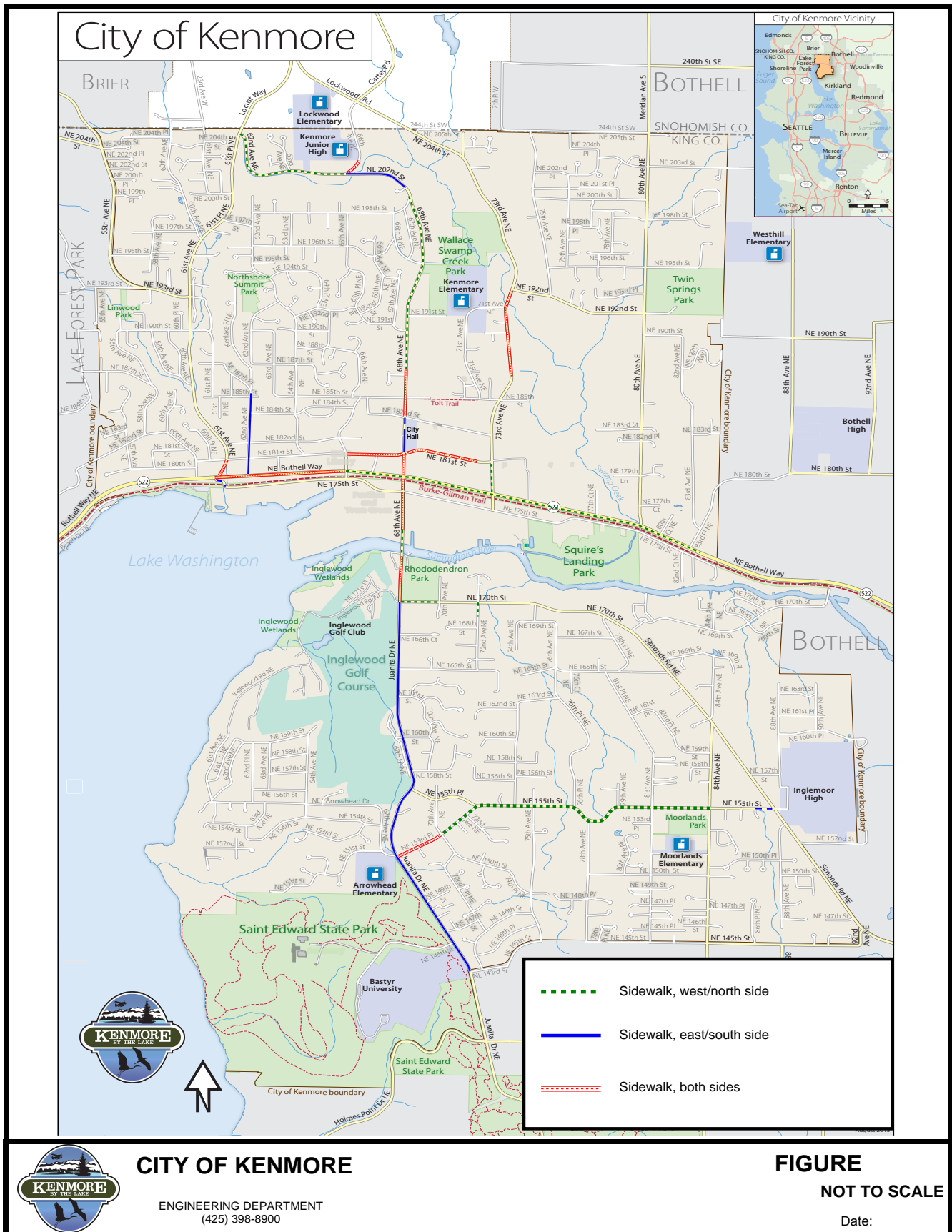
Priority	Segment On...	From...	To...	Length	Pedestrian Safety	Connecting the Community	Network Continuity Links	Proximity to Schools	Population Served	Total Points	Unit Cost	Planning-Level Cost Estimate
149	55th Ave NE (East Side)	NE 195th St	NE 198th Pl	690'	8	3	0	2	6	19	\$ 1,017	\$ 701,730
150	NE 205th St (South Side)	4th Pl W	76th Ave NE	630'	10	0	0	2	6	18	\$ 1,017	\$ 640,710
151	NE 205th St (South Side)	76th Ave NE	80th Ave NE	1280'	10	0	0	2	6	18	\$ 1,268	\$ 1,623,040
152	NE 195th St (South Side)	79th Ct NE	80th Ave	220'	6	0	0	6	6	18	\$ 1,017	\$ 223,740
153	Arrowhead Dr (South Side)	61st Ave NE	63rd Ave NE	770'	10	0	0	2	6	18	\$ 1,407	\$ 1,083,390
154	75th Ave NE (east Side)	NE 201st Pl	NE 202nd Pl	180'	10	0	0	2	6	18	\$ 1,017	\$ 183,060
155	NE 198th St (South Side)	64th Ave NE	65th Ave NE	640'	11	0	0	0	6	17	\$ 1,097	\$ 702,080
156	NE 182nd St (North Side)	58th Ave NE	57th Ave NE	300'	7	2	0	2	6	17	\$ 1,017	\$ 305,100
157	NE 182nd St (North Side)	57th Ave NE	City Limits	540'	7	2	0	2	6	17	\$ 1,307	\$ 705,780
158	Arrowhead Dr (South Side)	63rd Ave NE	64th Ave NE	660'	9	0	0	2	6	17	\$ 1,207	\$ 796,620
159	76th Ave NE (West Side)	76th Pl NE	NE 166th St	300'	6	0	2	3	6	17	\$ 1,017	\$ 305,100
160	60th Ave NE (West Side)	NE 200th Ct	NE 204th Pl	940'	8	0	0	2	6	16	\$ 1,407	\$ 1,322,580
161	76th Ave NE (East Side)	NE 165th St	NE 166th St	330'	6	0	0	3	6	15	\$ 1,017	\$ 335,610

APPENDIX B

COMPLETED PROJECT LIST

COMPLETED PROJECT MAPS

DRAFT



COMPLETED PROJECTS						
Road	Begin	End	Side of Road	Length, Ft	Project Cost	Year Completed
61st Ave NE	SR522	NE 181st St	Both sides	275	\$275K	2016
61st Ave NE	NE 175th St	SR522	East side	135	\$81K	2016
62nd Av NE	SR522	NE 185th St	East side	1580	\$1.07M	2018
66th Ave NE	NE 202nd St	Kenmore JR	Both sides	375	\$398K	2017
68th Ave NE	NE 182nd St	NE 185th St	East side	350	\$231K	2014
68th Ave NE	NE 182nd St	NE 185th St	West side	350	\$452K	2022
68th Ave NE	NE 185th St	NE 187th St	Both sides	420	\$1.1M	2022
68th Ave NE	NE 187th St	NE 198th St	West side	3595	\$4.6M	2022
68th Ave NE	NE 181st St	NE 182nd St	East side	615	\$338K	2010
68th Ave NE	NE 175th St	NE 181st St	Both sides	560	\$560K	2010
68th Ave NE	NE 170th St	NE 175th St	Both sides	2125	\$4.5M	2022
73rd Ave NE	SR522	NE 181st St	West side	535	\$268K	2010
73rd Ave NE	NE 185th St	NE 192nd St	Both sides	1735	\$1M	2006
Juanita Dr	NE 143rd St	NE 170th St	East side	7600	\$14.2M	2022
NE 153rd	72nd	Juanita	South side	790	\$750K	2019
NE 155th St/NE 153rd St	Juanita Dr	84th Ave NE	North side	5545	\$900K	2001
NE 170th St	68th Ave NE	Rhody Park	North side	530	\$39K	2001
NE 181st St	East of 68th Ave	Fire Station	North side	550	\$520K	2017
NE 181st St	67th Ave NE	68th Ave NE	North side	230	\$115K	2010
NE 181st St	68th Ave NE	East of 68th Ave	North side	140	\$77K	2010
NE 181st St	67th Ave NE	68th Ave NE	South side	375	\$188K	2010
NE 181st St	65th Ave NE	67th Ave NE	North side	475	\$720K	2019
NE 181st St	East of 68th Ave	73rd Ave NE	South Side	680	\$880K	2017
NE 202nd St	66th Ave NE	62nd Ave NE	North side	2330	\$3.0M	2022
NE 202nd St	NE 198th St	66th Ave NE	South side	1090	\$1.0M	2017
SR522	73rd Ave NE	83rd Ave NE	North Side	3745	\$2.8M	2009
SR522	65th Ave NE	73rd Ave NE	North Side	2400	\$1.8M	2010
SR522	61st Ave NE	65th Ave NE	Both sides	2025	\$3.6M	2016



**City Council Business Agenda Item
City of Kenmore, WA**

<p>Subject/Topic: Americans with Disabilities Act Transition Plan Update</p> <p>Proposed Council Action/Motion: No Council Action at this time. Discussion on draft plan only.</p>	<p>For Council Study Session of: 5/09/2022</p> <p>Department: <u>Engineering – Public Works</u></p> <p>Prepared by: <u>John Vicente, City Engineer</u></p> <p align="right"><u>Initial & Date</u></p> <p>Approved by Department Head: <u>JFV/4/25/2022</u></p> <p>Approved by City Attorney: <u>N/A</u></p> <p>Approved by Finance Director: <u>N/A</u></p> <p>Approved by City Manager: <u>RGK 4/26/2022</u></p> <p>Exhibits/Attachments: A. Draft ADA Transition Plan</p>
--	--

What is being asked of the City Council this evening: No formal action is being requested this evening. However, please review the attached draft American's with Disabilities Act (ADA) draft plan and provide comments.

BACKGROUND:

On March 14, 2022, staff presented information on the City's pedestrian facilities. Information presented that night included:

- An inventory of our facilities in the right of way,
- How those facilities comply or did not comply with ADA guidelines,
- Criteria used to determine priorities for upgrading facilities that do not meet with the guidelines,
- Cost estimates to complete the transition to ADA compliance, and
- Public outreach conducted.

To recap, ADA requirements we see today started with:

- The Civil rights Act of 1964 which prohibits discrimination on the basis of race, color, religion, sex, or national origin
- The Rehabilitation Act of 1973 which provides for "equal opportunity" for people with disabilities.
- The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990.
- Creation of the first public right of way accessibility guidelines (PROWAG).
- Update to the PROWAG which is what we are currently using as the basis of our plan

The ADA is one of America's most comprehensive pieces of civil rights legislation that prohibits discrimination and guarantees that people with disabilities have the same opportunities as everyone else to participate in and to enjoy employment opportunities, to purchase goods and services, and to participate in State and local government programs and services. The ADA requires governments to make public facilities

accessible and establishes guidelines for what that accessibility means. Staff have separated the public facilities into three distinct areas:

- The public right of way (sidewalks, crossings, parking),
- Public facilities (parks, City Hall, community buildings), and
- Communication and participation (events, website, notifications, meetings)

The first step towards compliance with the ADA was to evaluate our facilities in the public right of way. To comply with the ADA in the public right of way, we are required to evaluate the following:

- Sidewalks
- Curb ramps
- Roadway crossings
- Pedestrian push buttons
- On-street parking.

PRIORITIZATION CRITERIA

The data collected was compiled and analyzed for compliance with ADA. Once this was completed, each facility that did not comply with ADA was given a score based upon certain criteria.

To focus efforts on facilities that pose the largest barrier within the public right-of-way, an analysis of the accessibility of each pedestrian facility and its proximity to public destinations such as schools, libraries, parks, transit, and city buildings will be completed.

Through the City's ADA survey, destinations of highest interest and distance willing to walk were used to assist in the prioritization of the facility upgrades. The result of this analysis produce a Location Index Score (LIS). The LIS is used to help establish a prioritized list identifying which order facilities should be addressed with the highest LIS score identified for correction first.

To complete this assessment, a multi-criteria analysis is conducted to determine which facilities do not meet existing ADA standards. Each attribute collected in the field is compared against PROWAG requirements. A number of criteria are used to establish the extent to which each pedestrian facility did or did not present a barrier to accessible mobility. Each facility is scored based upon each element that is out of compliance along with the severity of non-compliance. Pedestrian facilities with a higher Accessibility Index Score (AIS) presented a large accessibility barrier and have a higher score. Facilities with fewer barriers have a lower score.

If the facility does not meet PROWAG criteria and is located near a destination of public interest, points are assigned. Facilities with poor PROWAG compliance and that have a number of nearby public interest destinations receive a high score while facilities with few PROWAG compliance issues and are located far from public interest destinations have a low score. Once the LIS and AIS scores are generated, they are combined to create the Combined Index Score (CIS). The CIS is then used to rank each facility in order or priority for correction.

DRAFT ADA TRANSITION PLAN

All of the data, analysis, and conclusion have been consolidated into a draft ADA Transition plan (see Attachment A). An ADA transition plan must contain the following information:

- An inventory of all facilities
- Identification of barriers and non-compliant elements

- Detail a method for obtaining accessibility
- Schedule for achieving accessibility
- Identify official responsible for ADA compliance
- Creation of a grievance policy

The draft ADA transition plan outlines what we have, how it does or does not comply, suggested improvements to our existing standards, and provides a proposal for reaching ADA compliance within a reasonable time frame.

PUBLIC OUTREACH

As part of the public outreach, staff created a website that provided information about ADA, the transition plan and also included an option to take a survey. The survey gathers information about the individual and asks them to let us know where they would like us to prioritize upgrades first. In an effort to reach as many individuals as possible, the following outreach efforts were conducted:

- Notification in the spring 2021 quarterly newsletter
- Notification in the June E-news
- In the summer of 2021, staff mailed a flier to all Kenmore addresses
- Postings on all street corners with a signalized intersection
- Posting at the library
- Direct outreach to the blind community
- Notification in the winter 2022 newsletter
- All city mailer seeking comments on the draft ADA transition plan

The notifications alerted the public to the City's development of the Transition Plan and directed them to the ADA website and the survey.

The draft Transition Plan is currently posted on the City's website for public comment.

Staff will return to Council in June to approve the ADA Transition Plan.

FISCAL CONSIDERATION:

The CIP currently allocated \$100,000 per year to the Sidewalk Gap/ADA Replacement program to address sidewalk gaps and/or ADA upgrades. In the next CIP, staff will recommend the Sidewalk Gap/ADA Replacement Program be separated into two distinct programs to address and better track ADA upgrades. The draft ADA Transition plan recommends \$500,000 per year be allocated to the ADA Replacement Program; staff will propose this during the upcoming budget update.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Priority #3: Develop and implement a diversity, equity, and inclusion policy and program
 Priority #6: Focus on and emphasize multimodal transportation in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.

ATTACHMENT A



City of Kenmore

Right-of-Way ADA Transition Plan

DRAFT

April 2022

Prepared by:

transpogroup 
WHAT TRANSPORTATION CAN BE.



City of Kenmore

18120 68th Ave NE
Kenmore, WA 98028
425.398.8900

<https://www.kenmorewa.gov/home>

City Administration

Rob Karlinsey, City Manager
John Vicente, City Engineer

City Council Members

Nigel Herbig, Mayor
Melanie O'Cain, Deputy Mayor
David Baker
Angela Kugler
Joe Marshall
Corina Pfeil
Debra Srebnik

Additional copies of this document are available online at:
www.kenmorewa.gov/ada

For questions about the City of Kenmore ADA Transition Plan or for access to an alternate format of this document email the City of Kenmore ADA Coordinator, John Vicente, at: jvicente@kenmorewa.gov or by calling:
Voice: 425.398.8900
TTY: Relay Service: 711

For those who are deaf or hard of hearing, the Washington State Relay can be contacted at 711 for assistance in making a request to the City.

Prepared By:



Transpo Group
12131 113th Ave NE, Ste. 203
Kirkland, WA 98034

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EXECUTIVE SUMMARY

This Americans with Disabilities Act Self-Evaluation and Transition Plan establishes the Kenmore's ongoing commitment to providing equal access for all, including those with disabilities. In developing this plan, the City of Kenmore has undertaken a comprehensive evaluation of its facilities and policies related to the public rights-of-way to determine what types of access barriers exist for individuals with disabilities. This plan will be used to help guide future planning and implementation of necessary accessibility improvements.

Both the Self-Evaluation and the Transition Plan are required elements of the federally mandated ADA Title II, which requires that government agencies provide equal access to programs and services they offer. While the ADA applies to all aspects of government services, **this document focuses on City of Kenmore's facilities within the public right-of-way. This includes attributes for pedestrian facilities such as sidewalks, curb ramps, and pedestrian pushbuttons as these are some of the facility types inventoried.**

This document summarizes the Self-Evaluation, which includes an accessibility assessment of pedestrian facilities as well as practices and procedures which relate to them. It also contains a Transition Plan, which identifies a schedule for the removal of barriers and identifies how the City will address requests for accommodations in a consistent manner.

The City's objective is to remove physical barriers associated within the public right-of-way using the Capital Improvement Program, overlays, and ADA replacement program. The City is committed to removing these barriers and in future years will implement projects to remove barriers identified in this plan. In addition, the City is continually working towards maintaining ADA compliance for all future permitted development and any other right-of-way construction projects.

1 PLAN INTRODUCTION

1.1 PLAN REQUIREMENT

The Americans with Disabilities Act (ADA) was enacted on July 26, 1990 and provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, and access to public accommodations, transportation, and telecommunications.

Cities and other government agencies are required to have an ADA self-evaluation and transition plan when they grow beyond a threshold of 50 employees. Accessibility requirements extend to all public facilities. The scope of this plan is focused on accessibility within the public rights-of-way.

The City completed an inventory of some of its pedestrian facilities and this plan allows the City to prioritize removal of barriers and update procedures as they relate to the public right-of-way.

There are five titles, or parts, to the ADA of which Title II is most pertinent to travel within the public right-of-way and government owned buildings. Title II of the ADA requires public entities to make their existing "programs" accessible "except where to do so would result in a fundamental alteration in the nature of the program or an undue financial and administrative burden." Public right-of-way, public government buildings, and public parks all fall within the City's programs.

This effort was initiated by the Kenmore to satisfy the requirements of ADA Title II Part 35, Subpart D—Program Accessibility § 35.150 (d)(3) which states:

The plan shall, at a minimum:

- i. Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;
- ii. Describe in detail the methods that will be used to make the facilities accessible;
- iii. Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year

- iv. Indicate the official responsible for implementation of the plan.

To determine the physical obstacles in a public entity's facility, the proper standards and guidance must be identified for each feature type.

The *2010 ADA Standards for Accessible Design (ADAS)*, is the standards document in which all Federal ADA standards are collectively held. The 2010 ADAS and regulations from the 28 CFR Part 36 replaced the 1991 ADA (ADA Accessibility Guidelines (ADAAG)).

The *Revised Draft Guidelines for Accessible Public Rights-of-Way* was published by the United States Access Board in 2005 to provide guidance on establishing accessible facilities within the right-of-way. The United States Access Board's *Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way*, or PROWAG, was then published for comment in 2011 as a revised set of guidelines for right-of-way pedestrian facilities. Both the 2005 and 2011 guidelines have not yet been adopted as federal standards. Despite this delay, many public entities currently use the 2005 draft PROWAG as 'best practice' for features within the public rights-of-way. This practice has been endorsed by the Federal Highway Administration (FHWA), the US Access Board, and is the standard the Washington Department of Transportation adheres to.

The public right-of-way facilities evaluated under this plan were evaluated against 2011 PROWAG as this is the latest guideline developed by the Access Board. See Figure 1-1: ADA Requirements for how the ADA standards and guidelines are interconnected.

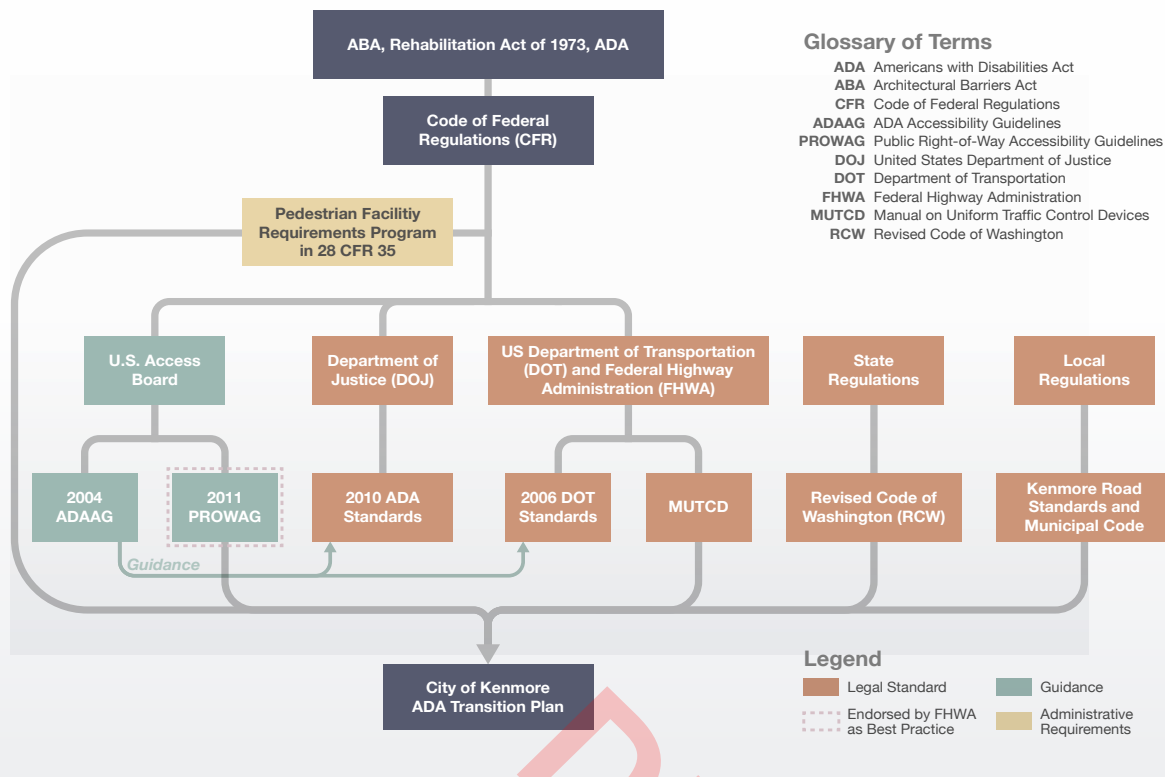


Figure 1-1 ADA Guidance and Standards

1.2 PLAN STRUCTURE

The structure of this plan was organized to closely follow federal ADA transition plan requirements. This includes:

Chapter 1: Introduction

Chapter 2: Self-Evaluation Documents Self-evaluation methods and findings for policies, practices, design standards, and pedestrian facilities that result in accessibility barriers.

Chapter 3: Stakeholder Engagement Documents public engagement methods and findings.

Chapter 4: Pedestrian Barrier Removal Methods and Schedule

Provides an overview of existing barrier removal approaches employed by the City, describes barrier removal priorities, and develops a total planning level cost estimate for the removal of existing pedestrian barriers and an accompanying schedule.

Chapter 5: Recommendations and Next Steps Provides a set of recommendations to inform the implementation of this Transition Plan and ongoing removal of pedestrian barriers.

Several associated appendix items are included to supplement this plan.

2 SELF-EVALUATION

Title II of the Americans with Disabilities Act (ADA) requires that jurisdictions evaluate services, programs, policies, and practices to determine whether they comply with the nondiscrimination requirements of the ADA.

This chapter describes the methods and findings of the Self-Evaluation. Section 2.1 provides an overview of ADA-related City policies. Next, Section 2.2 reviews City practices and design standards. Finally, Section 2.3 summarizes the Self-Evaluation's field data collection methods and findings regarding existing pedestrian facilities, such as sidewalks and curb ramps.

2.1 POLICY REVIEW

The City of Kenmore primarily addresses pedestrian facilities in their City of Kenmore 2021 Road Standards. The City of Kenmore Comprehensive Plan (2015) also includes goals and policies that address pedestrian facilities.

The policies and standards were reviewed against the Access Board's *Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way*, PROWAG 2011 and recommendations were provided to fill gaps as they relate to the ADA.

2.1.1 METHOD

These documents were reviewed for content that relate to existing ADA programs, policies, and practices.

2.1.2 FINDINGS

The City of Kenmore develops a Comprehensive Plan in order to complete long range planning for the city. The latest version of this plan was completed in June 2015. The plan covers topics including land use, transportation, natural environment, housing, economic development, parks, public services, and capital facilities.

Goals and policies connected to transportation, specifically pedestrian facilities, within the Comprehensive Plan generally include the following:

- Provide a transportation network that service local and regional circulation and safely accommodates all users.
- Encourage public transportation and non-motorized travel.
- Create a sidewalk and pedestrian trail network linking neighborhoods, the downtown, and key community destinations.
- Prioritize future pedestrian facility improvements that increase pedestrian safety, link to key destinations, promote multi-modal trips, improve conditions for the elderly and person with disabilities, main safe condition of existing sidewalks.

2.2 PRACTICES AND DESIGN STANDARDS

Practices and design standards that meet accessibility standards are essential to ensure that new or upgraded pedestrian facilities are accessible and therefore reduce the number of accessibility barriers throughout the city.

This section summarizes a review of the City of Kenmore 2021 Road Standards and Kenmore Municipal Code (2021) to identify any barriers to accessible design. The review was conducted in October 2021.

2.2.1 METHOD

The City of Kenmore Road Standard and Kenmore Municipal Code were reviewed for compliance with ADA guidelines found in the 2011 *Proposed Guidelines for Pedestrian Facilities in the Public Right-of Way (PROWAG)*.

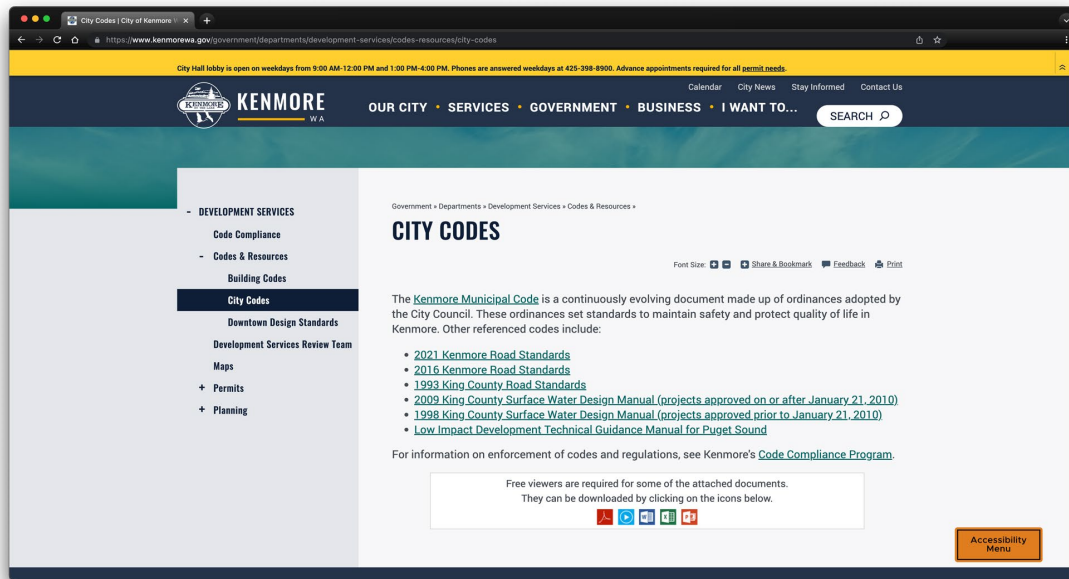


Figure 2-1 City of Kenmore Municipal Code and Road Standards web page

2.2.2 FINDINGS

The City of Kenmore maintains adopted design standards for sidewalks, pathways, crossings, curb ramps, and driveways. Figure 2-1 shows the webpages where the standard plans and municipal code can be accessed. The City's municipal code contains additional guidance on objects protruding into pedestrian facilities and parking facility guidance.

Most recommendations to the City standards were intended to improve clarity, increase consistency across figures, and provide a greater level of detail for design elements that have not yet been addressed. For greater detail on the practices and standards review, including recommendations for additions and revisions, see the barrier audit review memorandum in Appendix A.

2.3 EXISTING PEDESTRIAN FACILITIES

The Self-Evaluation inventoried barriers to access associated with existing pedestrian facilities, including curb ramps, sidewalks, pedestrian pushbuttons, crosswalks and parking, as required by ADA Title II Part 35, Subpart D – Program Accessibility § 35.150

(d)(3). Each facility and associated barriers were field inventoried and cataloged within the project's geospatial (GIS) database. Field data was collected by both City and Transpo Group staff. Field data was collected from 2018 through early 2022.

Many existing pedestrian features within Kenmore right-of-way contain barriers and require improvements to meet current ADA standards. It is important to note that many of these facilities were constructed before the adoption of current ADA standards, and likely met applicable state and federal standards at the time of construction. Additionally, it is important to note that ADA regulations require facilities to be made accessible to "the maximum extent feasible," (MEF) in "circumstances when the unique characteristics of terrain prevent the incorporation of accessibility features" (U.S. Department of Justice, 28 CFR § 35.151 New construction and alterations). These circumstances are often a result of adjacent topography or otherwise constrained locations, which are common to the Kenmore road system. This plan's Self-Evaluation examined whether facilities were compliant with current ADA design requirements; it did not examine whether non-compliant facilities were built to the maximum extent feasible or practical.

Additional detail regarding the Self-Evaluation's findings is provided in the following sections.

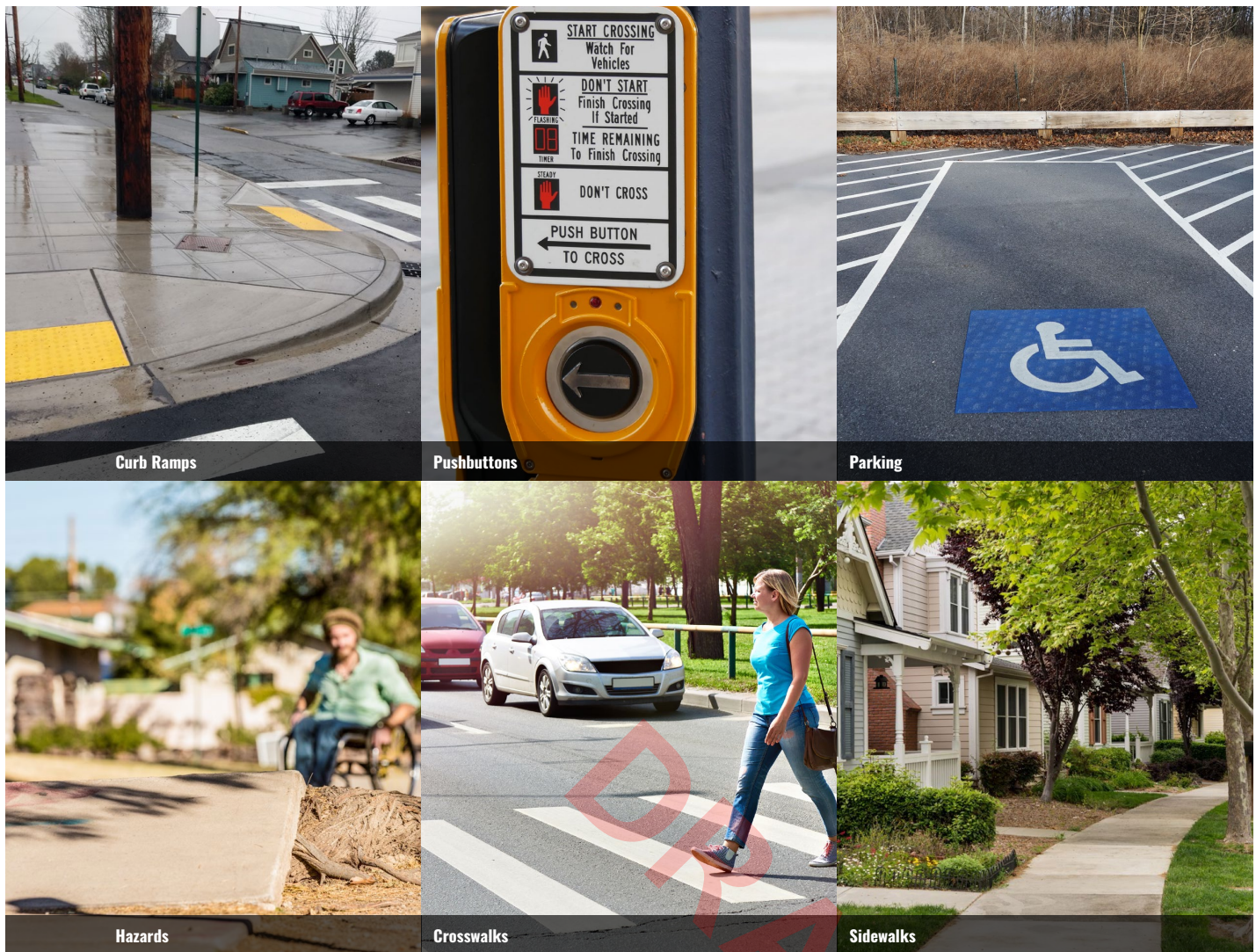


Figure 2-2 Examples of Inventoried Facilities

2.3.1 METHOD

The physical inventory of pedestrian facilities, as shown in Figure 2-2, included:

- 2,642 sidewalk segments, totaling approximately 45 miles
- 947 existing curb ramps
- 236 missing curb ramps
- 129 signal pushbuttons
- 120 marked crosswalks
- 6 parking blocks
- Over 900 hazards

Inventory maps of collected pedestrian features can be found in Appendix B.

Curb Ramps

Field data was collected for existing curb ramps and evaluated for their compliance with ADA standards. Figures 2-3 and 2-4 show the major components of typical perpendicular and parallel curb ramps, respectively, two common types of curb ramps. Less common ramp types, such as ramps that provide a transition from the end of a sidewalk to the road shoulder are also located in the city.

Each curb ramp was reviewed for compliance, then scored based on the degree to which the barrier impeded accessibility. Curb ramps were scored using a scale of 0-30 and categorized as follows:

- 0: Compliant
- 1-29: Minor Non-compliant
- 30: Significantly Non-Compliant

These scores are referred to as the Accessibility Index Score (AIS). Curb ramps that were a non-compliant type or the City determined was an overall non-compliant curb ramp received a score of 30 and were considered significantly non-compliant. All other curb ramp attributes were given a lower score if found to be non-compliant. Criteria included attributes such as cross slope, running slope, turning space, flare slopes, detectable warning surfaces (DWS), obstructions, and counter slope.

Scoring and compliance criteria are discussed in more detail in Section 4.2.1 and in Appendix C.

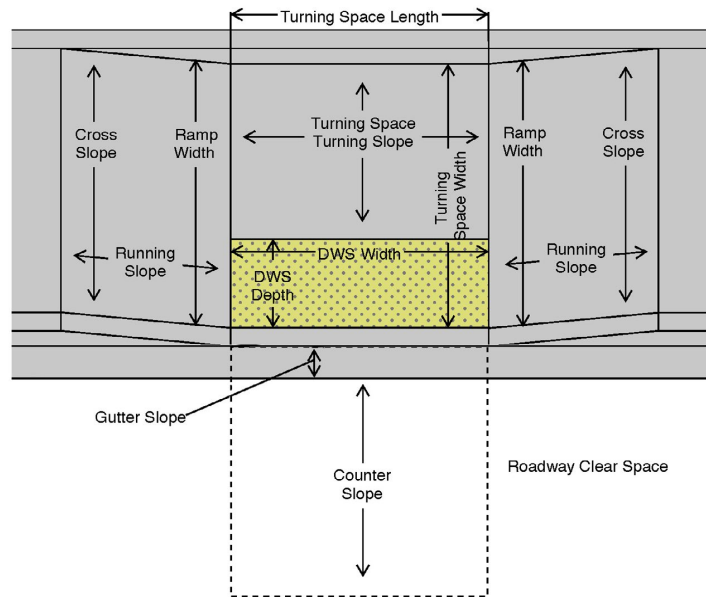


Figure 2-3 Perpendicular Curb Ramp Attributes

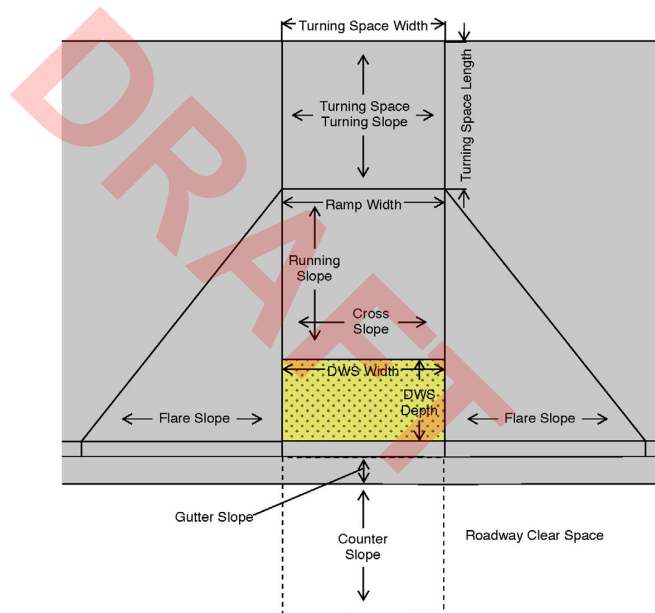


Figure 2-4 Parallel Curb Ramp Attributes

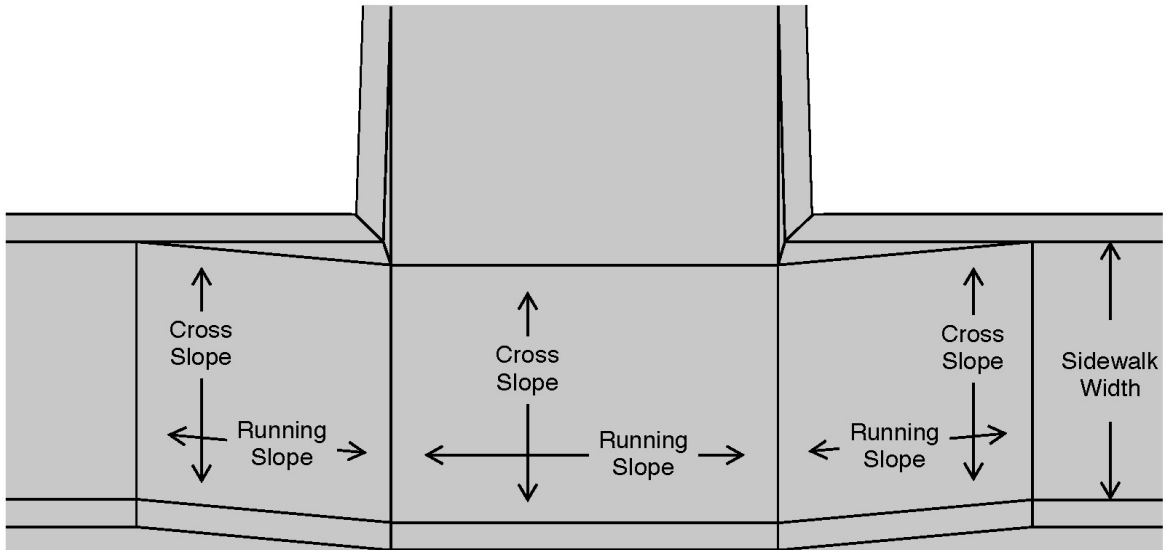


Figure 2-5 Sidewalk Attributes

Sidewalks

Field data was collected for sidewalks and completed along the length of each segment and then evaluated for their compliance with ADA standards. Common attributes for sidewalks are shown in Figure 2-5.

Each sidewalk was reviewed for compliance, then scored based on the degree to which the barrier impeded accessibility. These barriers include:

- Sidewalk Width, i.e., the sidewalk is too narrow,
- Running Slope, i.e., the running slope is too steep and doesn't match roadway grade
- Cross Slope, i.e., the cross slope is too steep
- Number of hazards along segment

Sidewalks were scored using a scale of 0-30 and categorized as follows:

- 0: Compliant
- 1-15: Minor Non-Compliant
- 16-30: Significantly Non-Compliant

Scoring and compliance criteria are discussed in more detail in Section 4.2.1 and in Appendix C.

Signal Pushbuttons

Accessible pedestrian signals and pushbuttons (APS) provide integrated visual, audible, and vibrotactile information to help pedestrians cross signalized intersections. Some pushbuttons can be programmed to request an extended crossing time or to make the name of the street being crossed audible when pushed for a longer time.

Data collectors recorded location and design attributes for each pushbutton. Location attributes included reach distance to the button, availability of a clear and level area at the button, and the location relative to the intersection and corresponding crosswalk (see Figure 2-6). Design attributes included visual and tactile elements, such as a raised arrow pointing to the crossing, as well as features that provide audible and vibrational feedback.

Each pedestrian pushbutton was reviewed for compliance using fifteen criteria, then scored based on the degree to which the barrier impeded accessibility.

Pushbutton scores ranged from 0-30 and were categorized as follows:

- 0: Compliant
- 1-15: Minor Non-Compliant
- 16-30: Significantly Non-Compliant

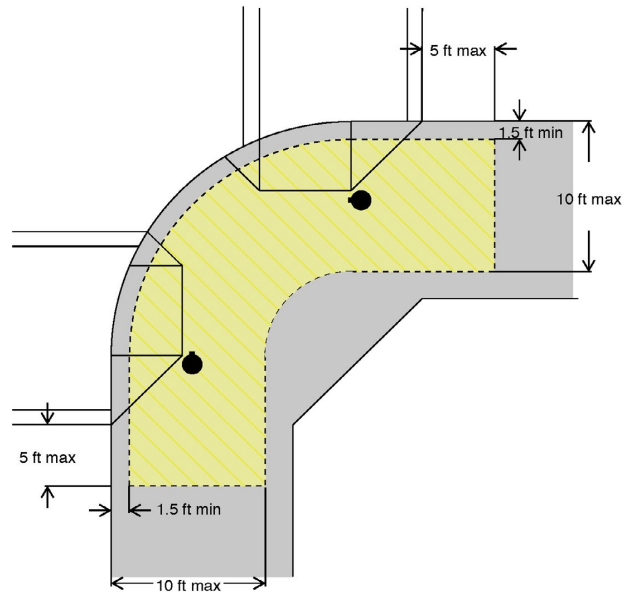
Scoring and compliance criteria are discussed in more detail in Section 4.2.1 and in Appendix C.

Crosswalks

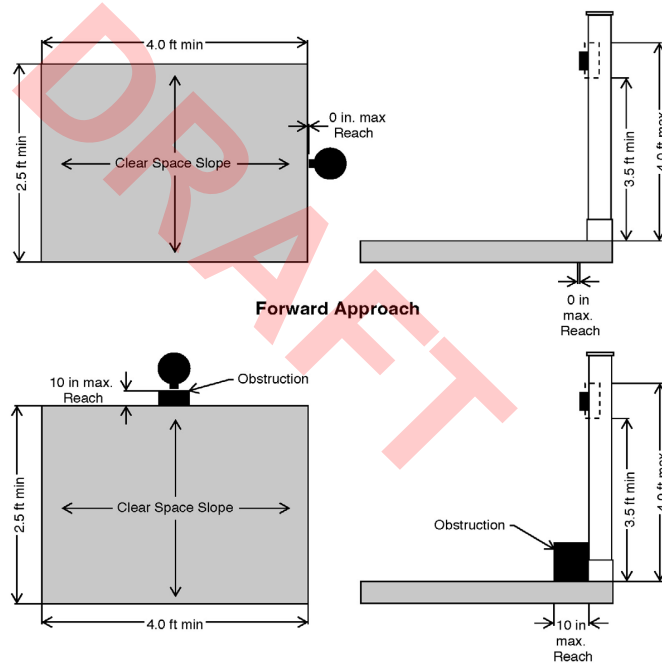
Data was collected for marked crosswalks located across the city. Features measured included width, running slope, cross slope, and obstructions.

Each crosswalk was reviewed for compliance. Crosswalks were not given a score related to accessibility as they will be upgraded as larger roadway projects are implemented. These barriers include:

- Running slope, i.e., the running slope is too steep.
- Cross Slope, i.e., the cross slope is too steep.
- Obstructions, i.e., obstacles such as a manhole lacking slip-resistant lids within crosswalk.



Pushbutton Location Area



Forward Approach

Parallel Approach

Figure 2-6 APS Pedestrian Pushbutton Location Attributes



2.3.2 FINDINGS

Curb Ramps

Approximately 85% of the 947 existing curb ramps do not meet ADA standards and 236 curb ramps are missing (see Table 2-1 and Figure 2-7 for existing and missing curb ramps).

As discussed in Section 2.3.1, non-compliant ramps are those that have:

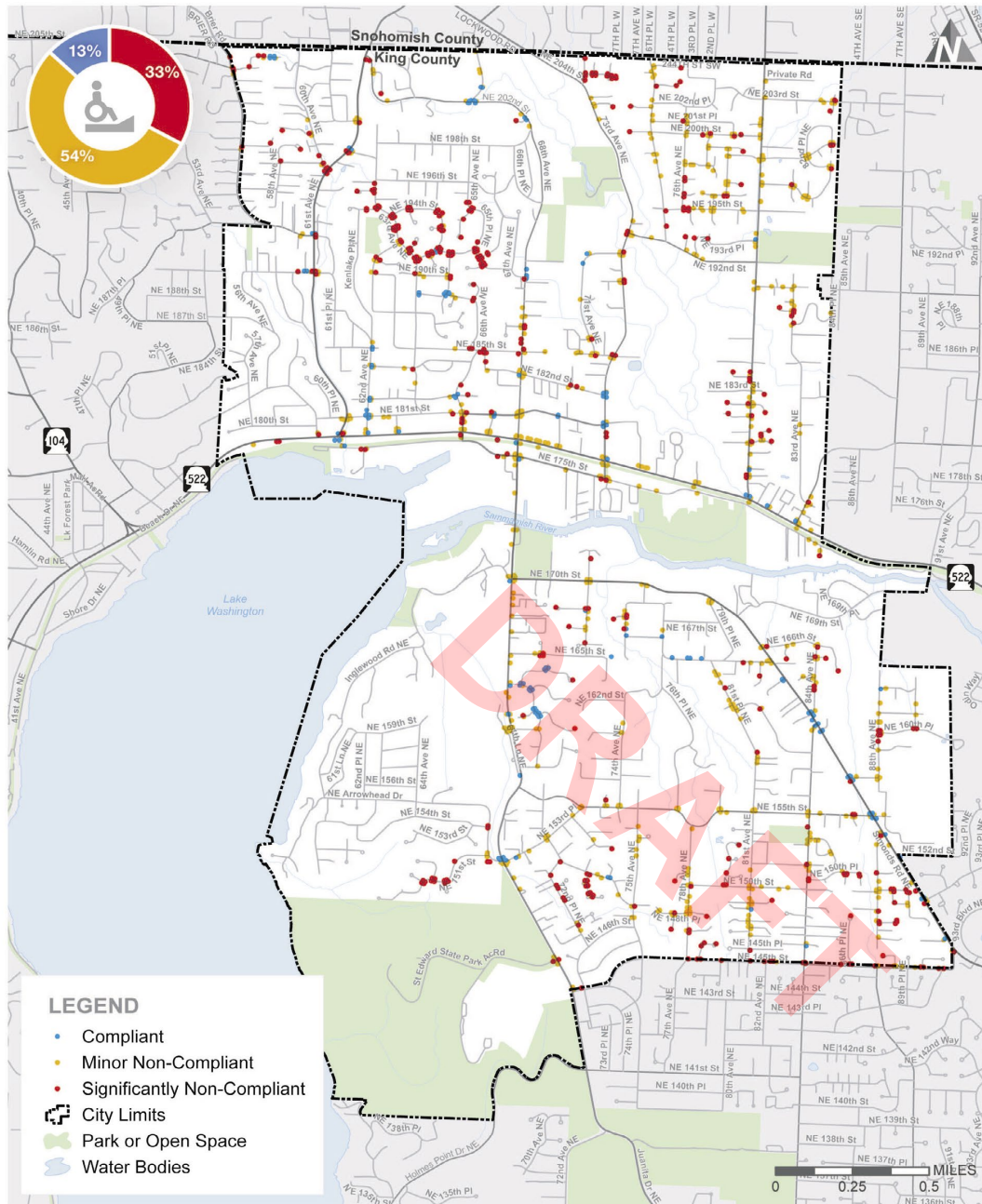
- Non-compliant ramp width, i.e., the ramping area is not present or too narrow (Figure 2-8). Approximately 5% of existing curb ramps fall into this category.
- Non-compliant running slope, i.e., the ramp running slope is too steep (Figure 2-9). Approximately 25% of existing curb ramps have running slopes greater than 8.3%.
- Non-compliant cross slope, i.e., the cross slope is too steep (Figure 2-10). 369 curb ramps have cross slopes greater than 2%, 231 of which have cross slopes greater than 3%.
- Several minor non-compliant features.

Curb ramps are designed and constructed to tie into the existing roadway. As noted previously, steep or otherwise constrained locations may make it infeasible to meet ADA grade standards. When it is not feasible to remove all curb ramp barriers, ramps may be built to the maximum extent feasible (MEF) to satisfy ADA requirements. This planning level Self-Evaluation did not examine whether non-compliant ramps were built to the maximum extent feasible. See Section 5.1 for additional information regarding MEF documentation.

Table 2-1 Curb Ramp Compliance

Curb Ramp Compliance	Existing Ramps	% of Total
Significantly Non-Compliant	160	17%
Minor Non-Compliant	645	68%
Compliant Ramps	149	15%
Total¹	947	

¹. Curb ramp total excludes 236 missing curb ramps.



Non-Compliant Curb Ramp

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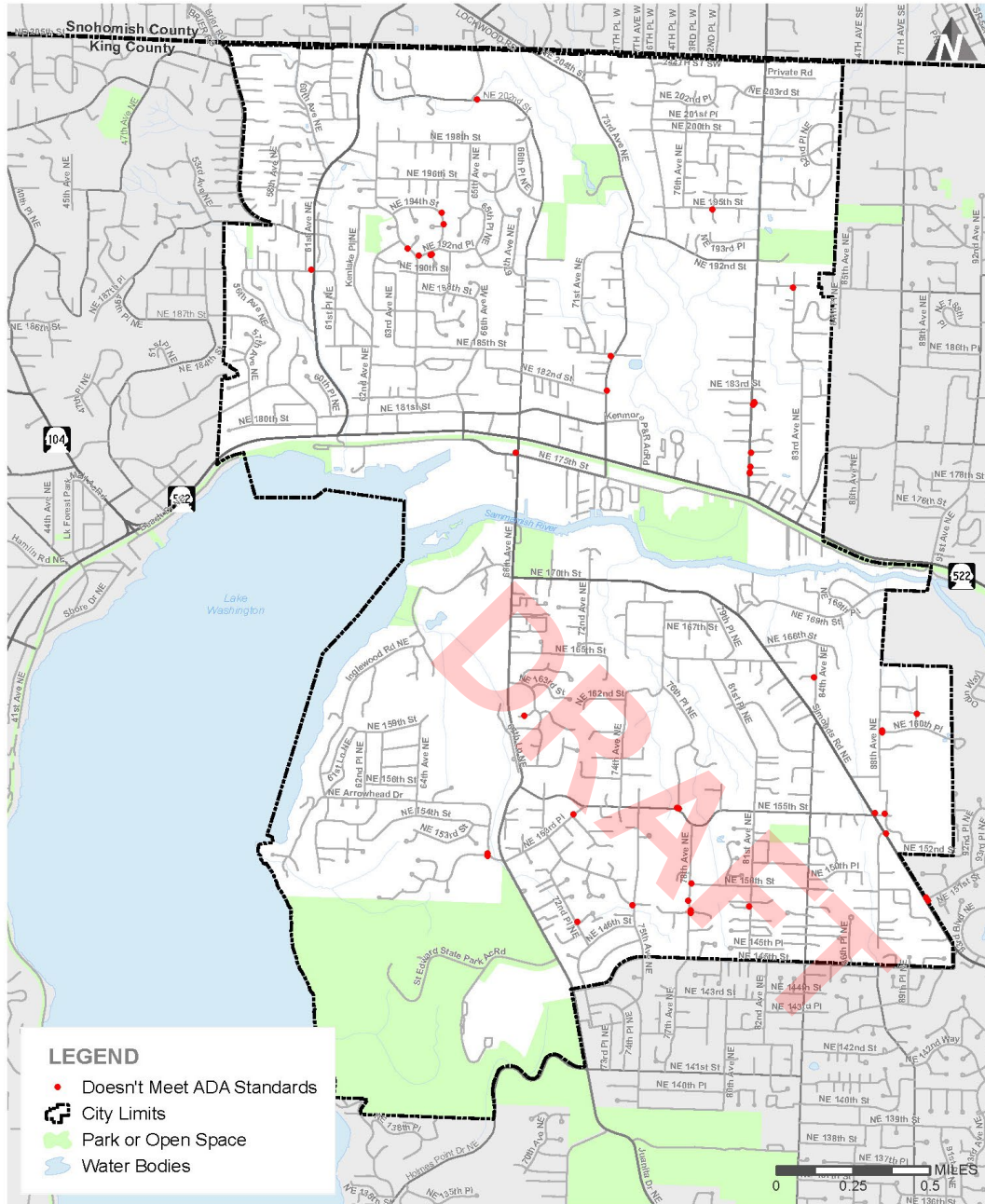
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FIGURE

2-7

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Kenmore Right-of-Way ADA Transition Plan



Curb Ramp Width

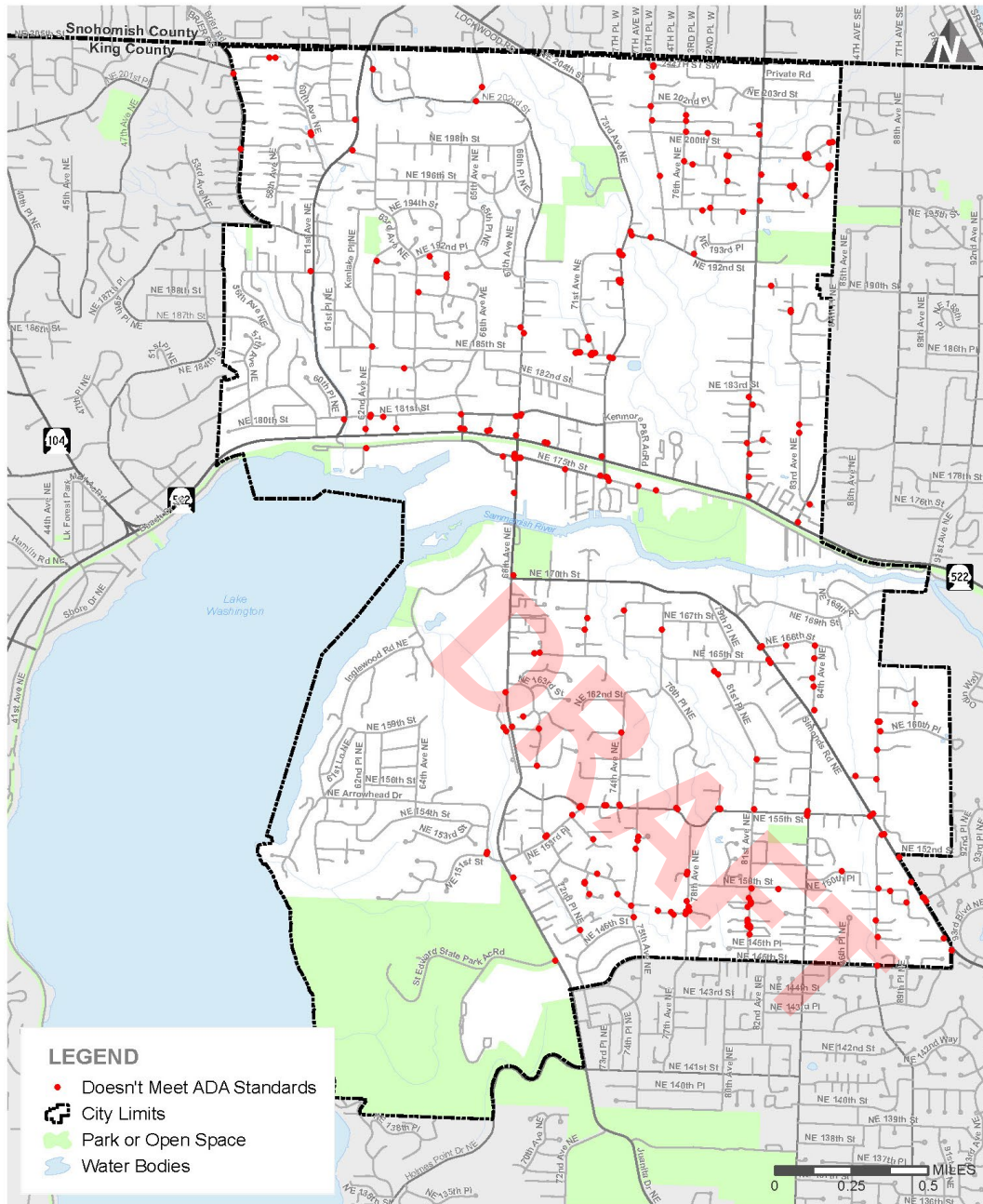
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FIGURE

2-8



Curb Ramp Running Slope

City of Kenmore ADA Transition Plan

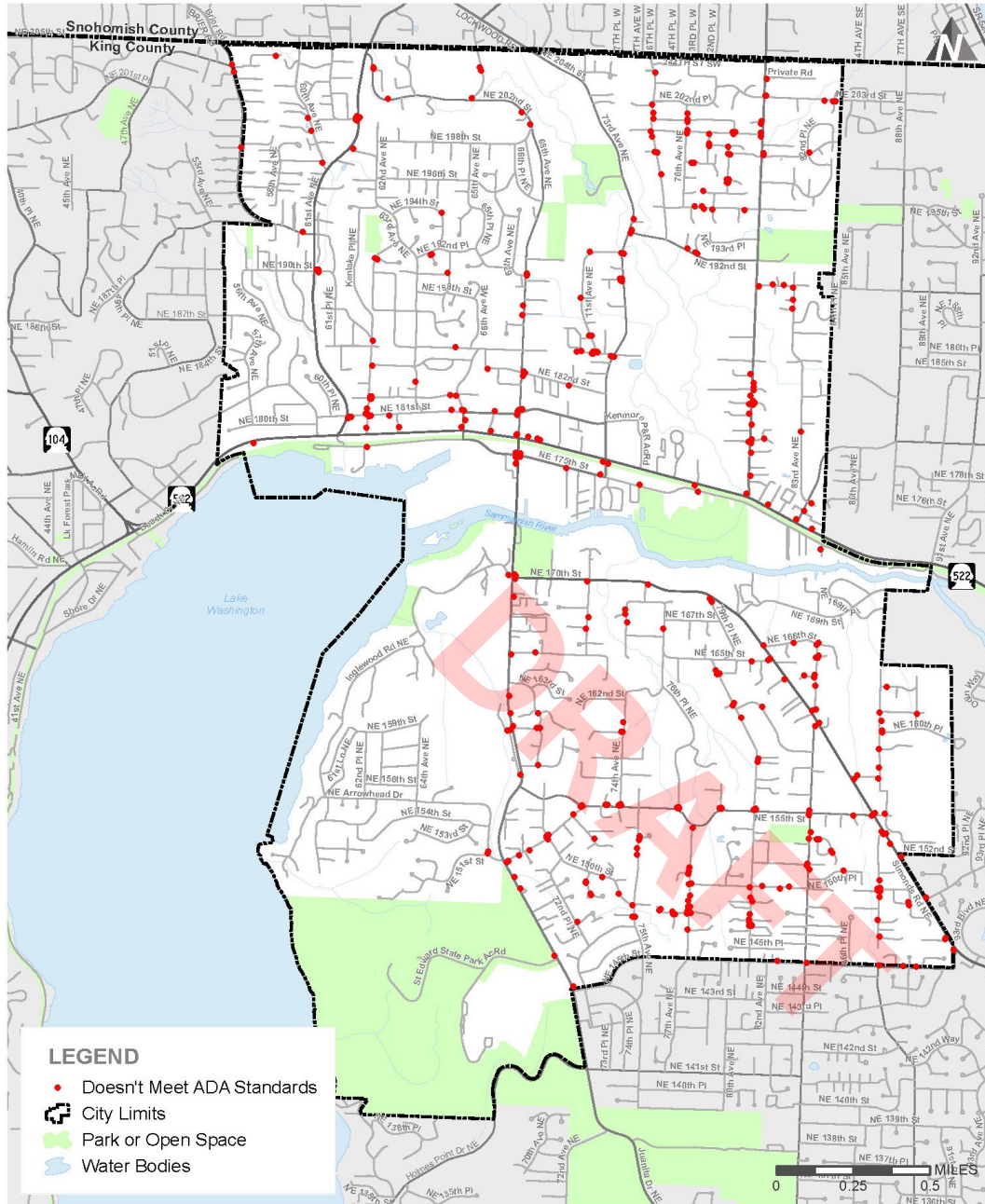
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FIGURE

2-9

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Kenmore Right-of-Way ADA Transition Plan



Curb Ramp Cross Slope
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FIGURE 2-10

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Sidewalks

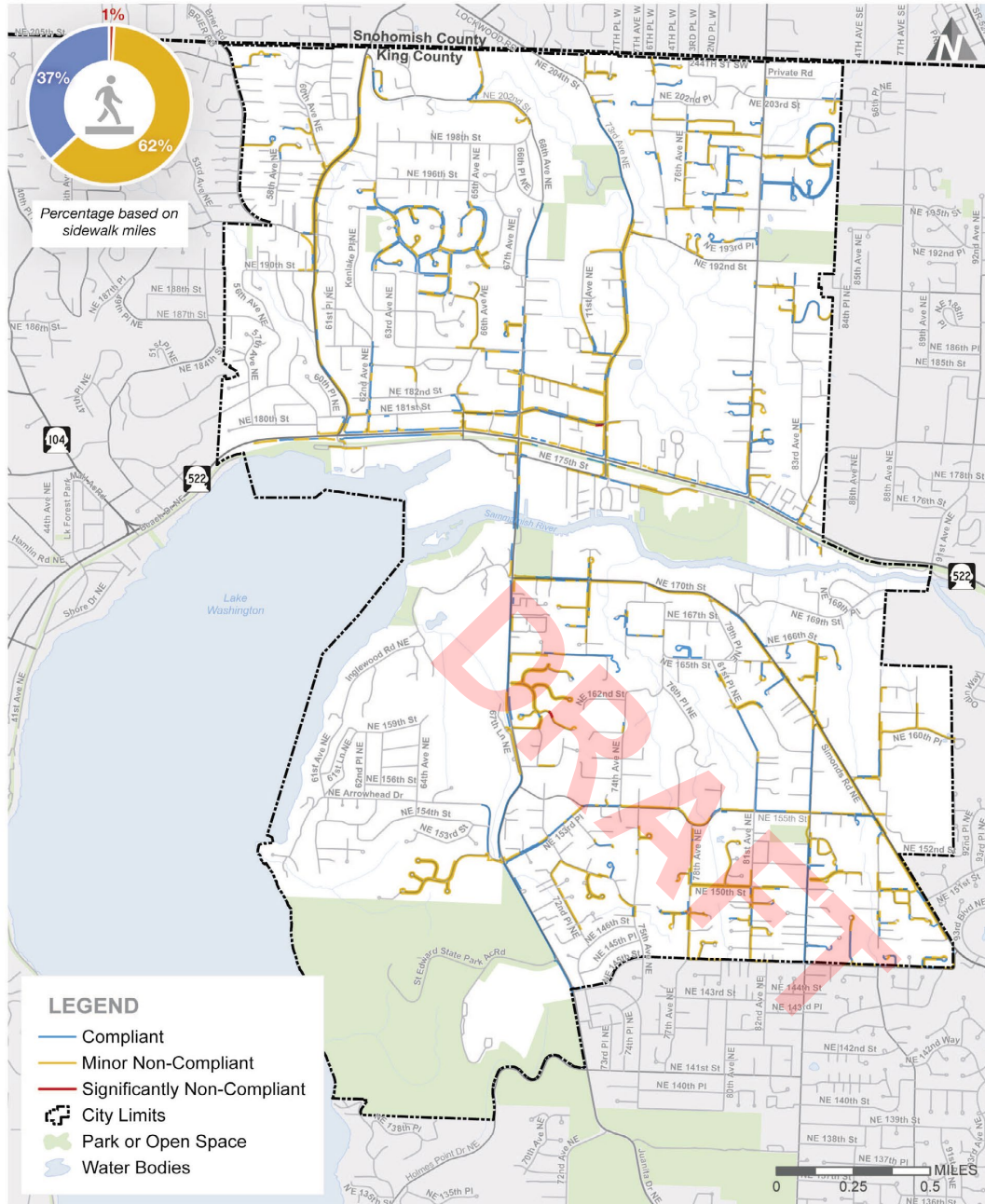
Approximately 45 miles of sidewalk were inventoried where approximately 60% of sidewalk miles did not meet at least one ADA requirement (see Table 2-2 and Figure 2-11). Grinding, patch repair, and full reconstruction are potential solutions for removing the sidewalk barriers depending on the severity of the barrier.

Figure 2-12 shows which sidewalk segments have widths less than 48 inches or are less than 60 inches and do not have pullouts. Figure 2-13 shows sidewalks with cross slopes greater than 2% and Figure 2-14 shows where sidewalk barriers are located. Types of barriers fall into six categories: vertical discontinuities, horizontal discontinuities, fixed obstacles, protruding obstacles, and other obstacles.

Table 2-2 Sidewalk Compliance

Sidewalk Compliance	Miles	% of Total
Significantly Non-Compliant	0.05	<1%
Minor Non-Compliant	28.1	62%
Compliant	16.8	37%
Total	45	

Kenmore Right-of-Way ADA Transition Plan



Non-Compliant Sidewalk

City of Kenmore ADA Transition Plan

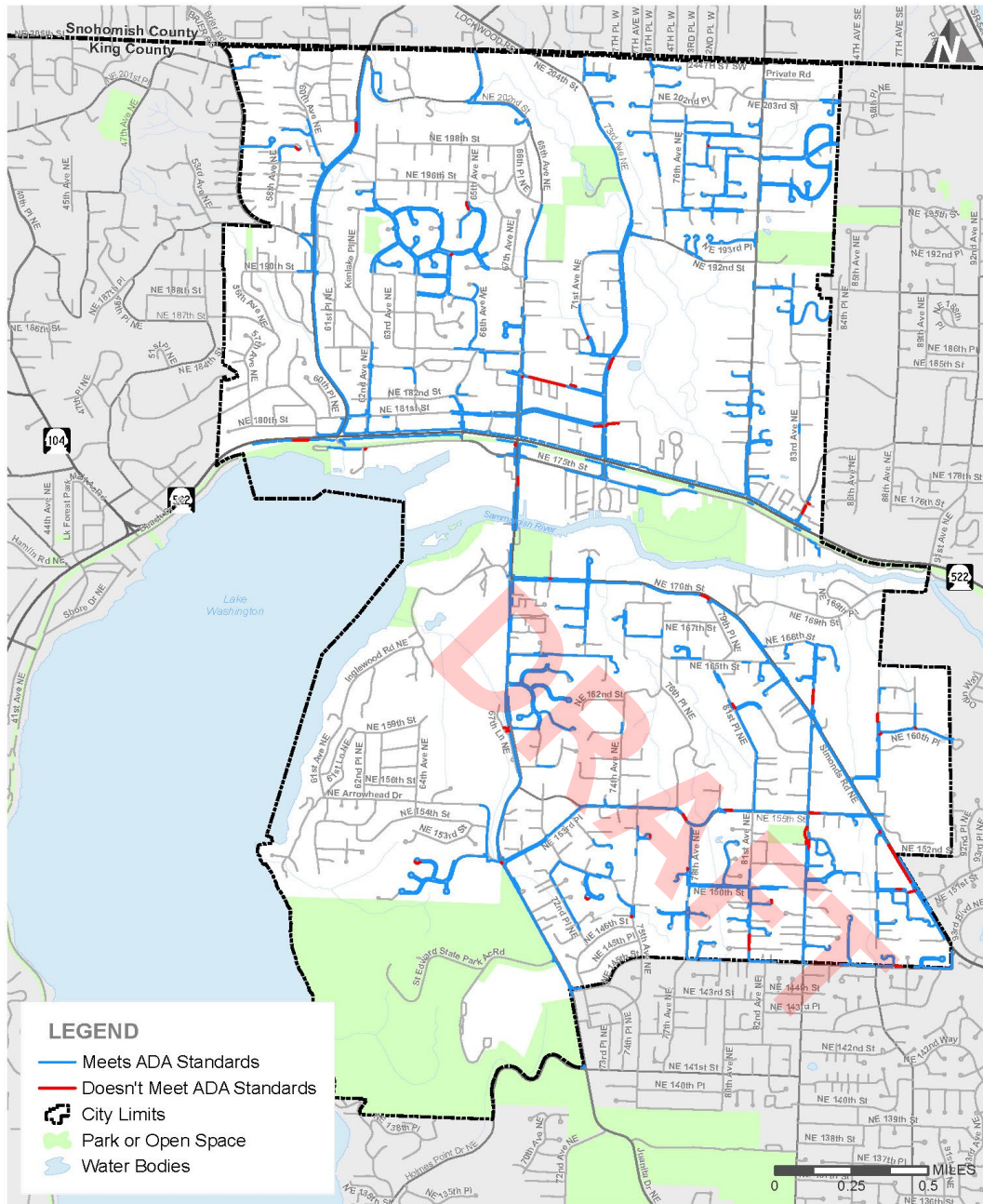
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FIGURE

2-11



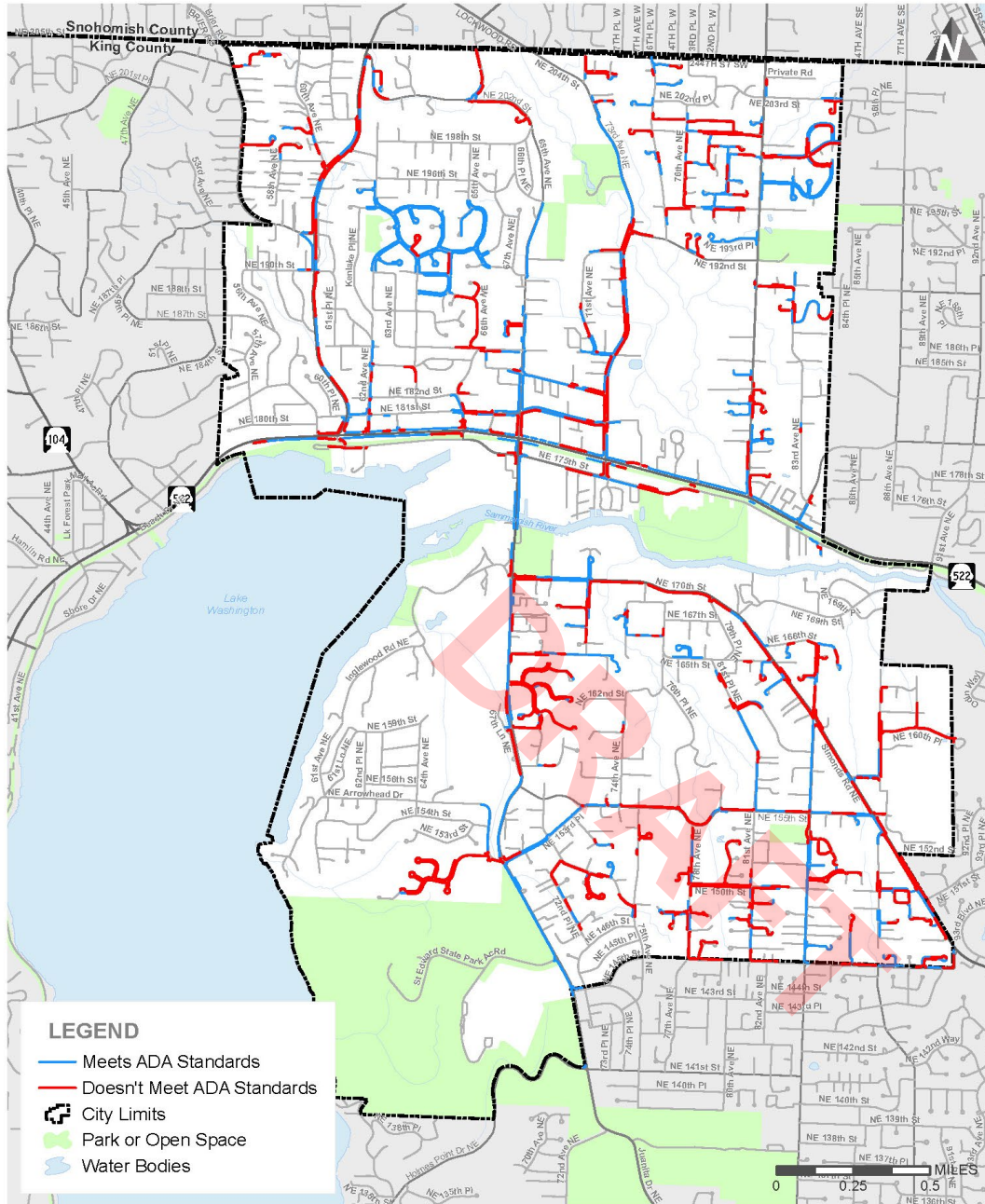
Sidewalk Width
City of Kenmore ADA Transition Plan

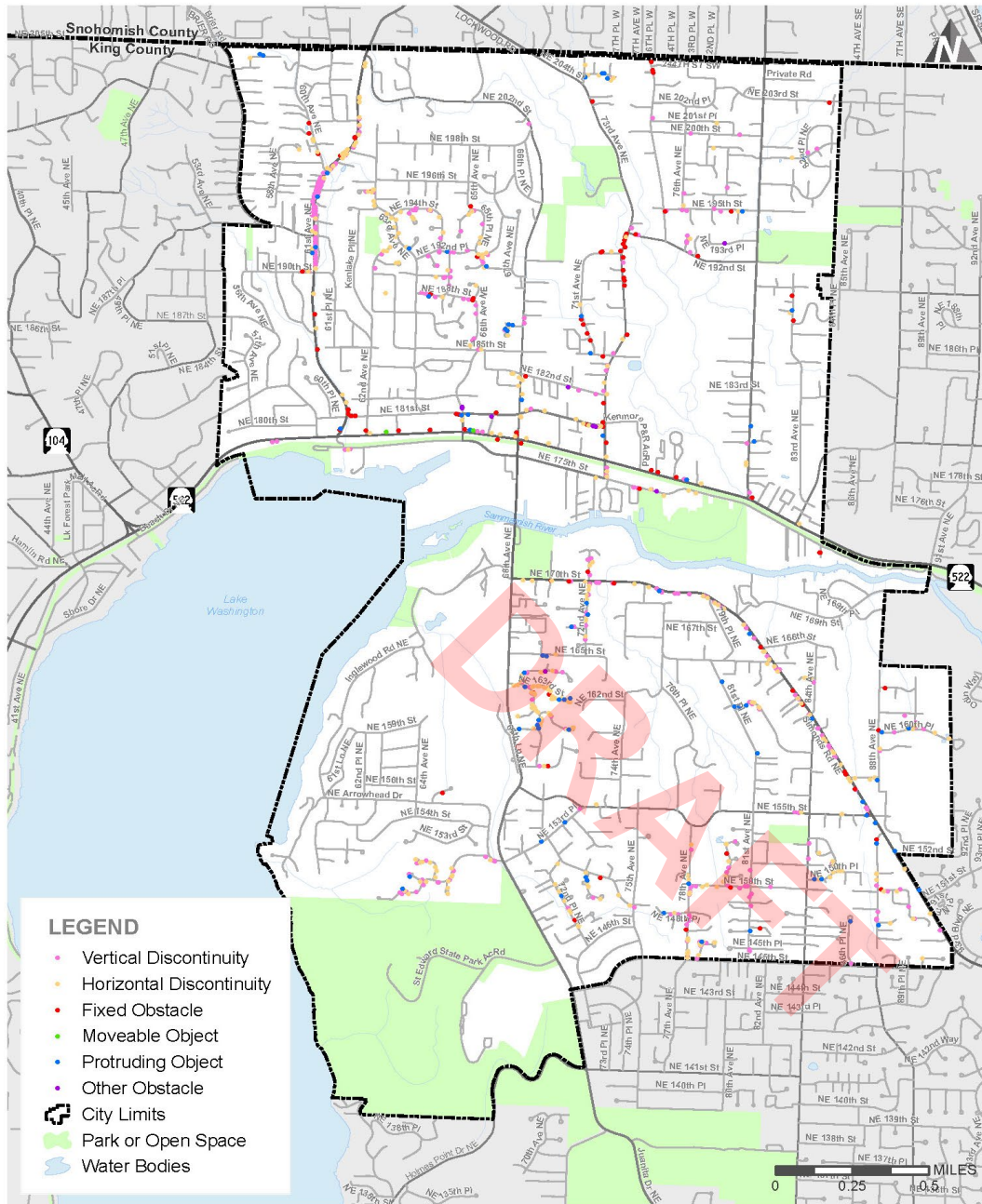
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FIGURE 2-12

Kenmore Right-of-Way ADA Transition Plan





Sidewalk Barriers

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FIGURE

2-14



Figure 2-15 “H-style” (left) and APS-style pedestrian pushbutton (right)

Signal Pushbuttons

Almost all pedestrian pushbuttons are not fully ADA compliant. The non-compliant pedestrian pushbuttons include non-APS style buttons to be replaced and APS-style buttons to be reprogrammed or relocated. 33 pushbuttons are currently identified for replacement in active or upcoming construction projects.

Approximately 40% of pedestrian pushbuttons in the city are an older “H-style” design (see Figure 2-15, left). This style of pushbutton can be upgraded to increase accessibility but must be fully replaced with an accessible pedestrian signal (APS)-style pushbutton to achieve full ADA compliance (see Figure 2-15, right).

The requirement to use APS-style pushbuttons is relatively new and lack of compliance is typically due to a crossing not being upgraded over time to reflect evolving requirements. Pushbuttons are typically upgraded to APS-style in groups rather than individually. As a result, APS-style additions and upgrades usually occur on an intersection-by-intersection basis.

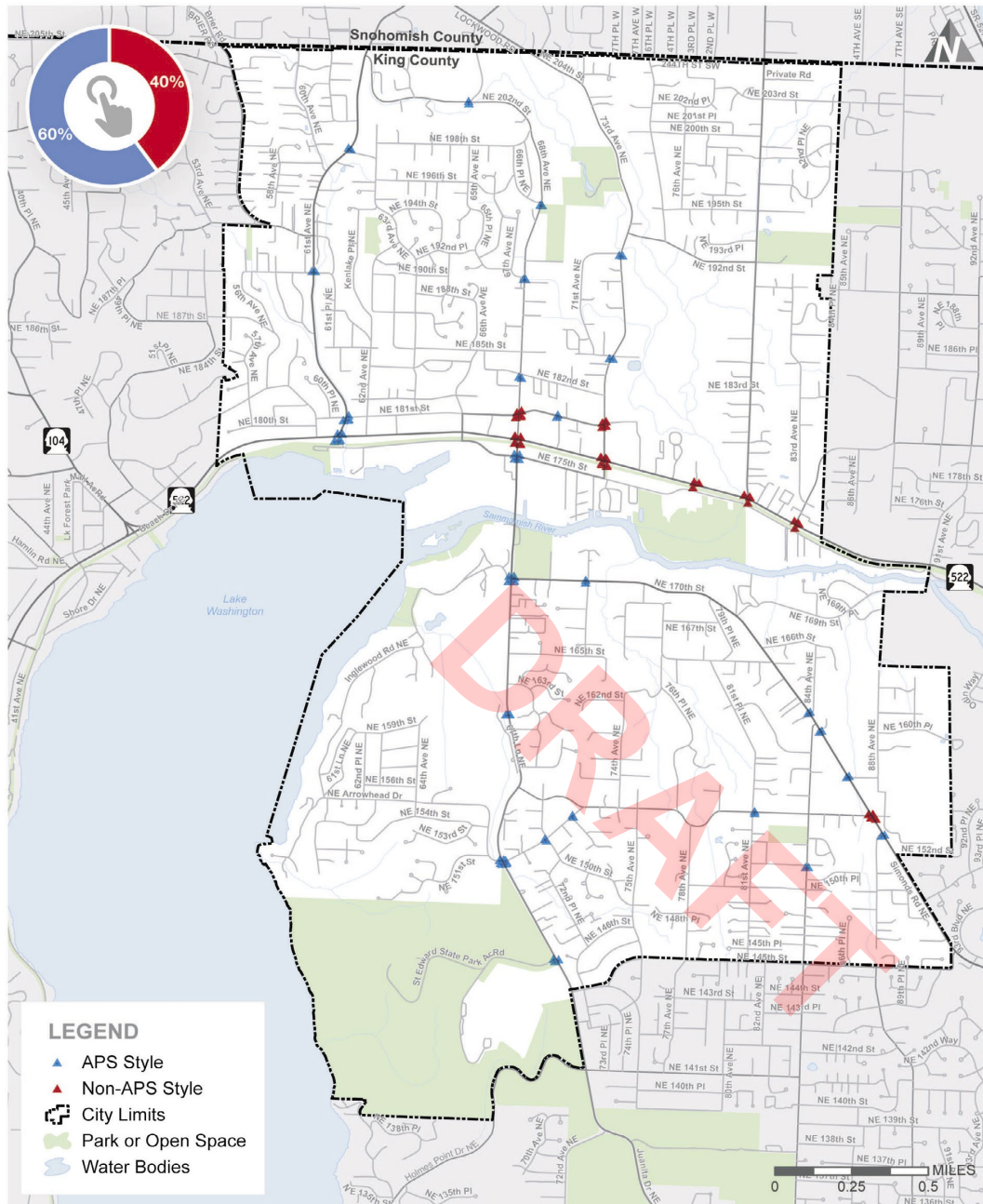
Figure 2-16 demonstrates the type and location of pushbuttons throughout the city.

Crosswalks

There were 120 crosswalks collected. Of these crosswalks, 57 were found to have a minimum of one non-compliant feature. The most common issues found were cross slopes greater than two percent (38 crosswalks) and steep running slopes (33 crosswalks).

Parking

There were six block perimeters identified with marked on-street parking within the City. Accessible parking stalls are required to be provided on each block perimeter with marked or metered parking. All block perimeters found provided under 25 parking stalls which correlates to needing one accessible stall per block perimeter. No accessible stalls were located in the data collection process.



Signal Push Buttons: APS and Non-APS

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FIGURE

2-16

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3 STAKEHOLDER ENGAGEMENT

Public and stakeholder input is an essential element in the transition plan development and self-evaluation processes. ADA implementation regulations require public entities to provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process and development of the transition plan by submitting comments (28 CFR 35.105(b) and 28 CFR 35.150(d)(1)).

There were three primary goals for the public outreach activities prior to adopting the plan:

- Inform the public about the City's plan and processes regarding removal of barriers to accessibility within the right-of-way. Provide information to assist interested parties to understand the issues faced by the City, alternatives considered and planned actions.
- Obtain public comment to identify any errors or gaps in the proposed accessibility transition plan for the public rights-of-way, specifically on prioritization and grievance processes.
- Meet Title II requirements for public comment opportunity.

3.1 ENGAGEMENT METHODS

To generate public involvement and capture public feedback on the ADA Transition Plan, the City used two methods: an engagement survey and online mapping tool via a virtual open house. The survey was promoted from March 2021 through August 2021. Outreach efforts including contacting members of the visually impaired community, a Certified Orientation and Mobility Specialist, promoting on the City's website and social media channels.

The City of Kenmore developed a project website (www.kenmorewa.gov/ada) for easy online access to project information and ways to provide feedback.

3.1.1 ENGAGEMENT SURVEY

An online survey and reporting tool were provided for the public to give feedback on gaps and barriers at specific locations.

The surveyed contained questions focusing on the following areas.

- Whether they have a disability or support someone with one;
- Which type of accessibility barriers they currently experience;
- How they travel within the city;
- Where facilities should be prioritized when removing accessibility barriers.

The City received 128 responses from this survey. The survey respondents identified their first and second priorities for improving pedestrian facilities within the city. The following three categories were highest priorities:

- Neighborhoods
- Transit Facilities
- Retail Services

Detailed information regarding the priorities and locations identified through the survey and online mapping tool are included in Appendix D.

4 PEDESTRIAN BARRIER REMOVAL

Chapter 4 provides a summary of barrier removal methods and priorities to guide implementation of this plan. This chapter presents a total planning level cost estimate for the removal of existing pedestrian barriers. Finally, a schedule is presented that outlines the steps necessary to achieve compliance with current ADA standards.

4.1 BARRIER REMOVAL METHODS

The City currently has a variety of barrier removal methods that are funded from sources that include capital projects, street overlays, and the sidewalk gap/ADA replacement program. Certain programs provide continual means of barrier removal while others vary based on outside influences such as permitted development and grants. The manner in which an existing pedestrian barrier is removed is typically a function of its complexity and cost. Less complex pedestrian barriers, such as trimming protruding bushes and branches, can be improved through maintenance programs. More complex barriers, such as barriers associated with ramp or sidewalk design, typically require additional engineering as part of a more costly capital construction project.

For these methods to be effective, City practices and design standards must comply with federal ADA guidance. If standards are not updated and enforced, new or reconstructed pedestrian facilities may not be constructed to accessible standards, requiring costly revision, and increasing the duration it will take the City to remove accessibility barriers.

The following sections provide additional detail regarding programs such as capital projects, the overlay program, and the sidewalk gap/ADA replacement program.

4.1.1 CAPITAL PROJECTS

The Capital Improvement Program (CIP) defines projects and identifies funding for different elements of the government. Transportation related projects are typically selected based on the Transportation Improvement Plan (TIP), comprehensive plan, grant competitiveness, safety, and operational issues. Transportation projects can range from minor street widening to street extension projects. A variety of short and long-range plans, studies and individual requests help identify projects which are then included and prioritized. The City of Kenmore updates its TIP annually and forecasts projects for a six-year period. ADA compliant improvements (new or replacement) are often included as a component of these projects. With this transition plan, accessibility barriers are now easier to identify and include in TIP projects.

4.1.2 STREET OVERLAY PROGRAM

The Street Overlay Program is used to maintain the current roadway system by providing street overlays, pavement rehabilitation, and curb and sidewalk repair. When a street overlay is being conducted in areas adjacent to ADA features, the curb ramps will be retrofitted or replaced to meet current standards if found to be non-compliant. This program is funded through the real estate excise tax and general fund dollars.

4.1.3 SIDEWALK GAP/ADA REPLACEMENT PROGRAM

This program helps to improve areas with missing sidewalks and existing sidewalks that provide barriers to users. The projects identified for this program are selected based on citizen complaints and the severity of barrier and its location within the city. Funding for this program comes from the real estate excise tax.

4.1.4 GRANT FUNDING

The City has received funding from grants provided at local, state, and federal levels, some of which directly remove ADA barriers. Application for grants typically occur once a year to every third year. Historically, the City has been competitive for and qualified for the following grants:

- WSDOT Ped/Bike
- Safe Routes to Schools
- WSDOT TAP
- TIB Sidewalk Program
- TIB UAP
- STP Sidewalk Program
- STP Preservation
- HSIP

4.1.5 PERMITTED DEVELOPMENT

Redevelopment of properties such as construction of new housing or commercial buildings or major remodels can provide a valuable boost to barrier removal efforts. At times, private development results in street frontage improvements as a function of construction permit requirements. All such improvements are designed and built to meet City and ADA standards. This approach to barrier removal is incremental and depends on the outside influence of developers, and therefore was not included in the City's funding estimate forecast.

4.1.6 ACTIVE PROJECTS

The City currently has active projects that will install new facilities and upgrade existing facilities. The following list includes these projects and the types or pedestrian improvements included with the project:

W Sammamish River Bridge Replacement Project (68th Ave NE between 170th-175th)

- New sidewalks on both sides of 68th (except on the NB bridge)
- New curb ramps at 170th and 175th
- New pedestrian push buttons at NE 175th

Juanita Dr Ped/Bike Project (143rd Ave – 170th Ave)

- New sidewalk on east side of street
- New curb ramps at corners and where barriers exist

68th Ave Ped/Bike Project (182nd St – 61st Pl)

- New curb ramps at all corners where needed
- Sidewalk on east side of 68th between 182nd and 185th
- Sidewalk on both sides of 68th from 185th to 187th
- Sidewalk on west side of 68th from 187th to 198th
- Sidewalk on north/east side of 202nd/62nd Ave from 66th Ave to 61st Pl

73rd Ave NE Overlay (182nd – 192nd)

- Overlay from 182nd – 205th (if funds allow)
- Curb ramp replacement at corners from 185th – 192nd as needed
- Sidewalk panel replacement from 182nd – 192nd.

61st Ave Sidewalk Panel Replacement (190th – 62nd)

- Replace curb ramps at all corners as needed
- Replace sidewalk panels on east side
- Replace sidewalk panels on west side if funding allows

4.2 BARRIER REMOVAL PLAN AND SCHEDULE

The ADA requires agencies to specify a schedule for taking the steps necessary to make existing facilities ADA compliant. This plan section summarizes the three-step process used to develop a barrier removal implementation plan and schedule, consistent with ADA transition plan requirements:

1. **Prioritization of pedestrian barriers.** Physical barriers identified through the Self-Evaluation were prioritized based on the degree to which they physically impacted accessibility and their proximity to key pedestrian destinations. Community input received through stakeholder engagement informed the prioritization process.
2. **Estimation of planning level costs to remove pedestrian barriers.** Unit costs were applied to the barrier inventory to generate a total planning level cost estimate to remove Self-Evaluation identified barriers. This planning level cost estimate is the total estimated 'need' for barrier removal.
3. **Development of a schedule for barrier removal.** An estimate of available financial resources was generated and compared to the total estimated need to develop a schedule for barrier removal.

4.2.1 PRIORITIZATION OF PEDESTRIAN BARRIERS

To inform the City's future project selection and understand the impact of barrier removal programs, a prioritization system was developed and used to score each pedestrian facility. This system was informed by the Self-Evaluation data, the community engagement

process, and technical expertise. It reflects both a facility's physical characteristics and its importance to pedestrian travel. Under the prioritization system, each barrier was scored independently on two factors:

- Physical impact to accessibility
- Proximity to key pedestrian destinations, such as transit stops and schools.

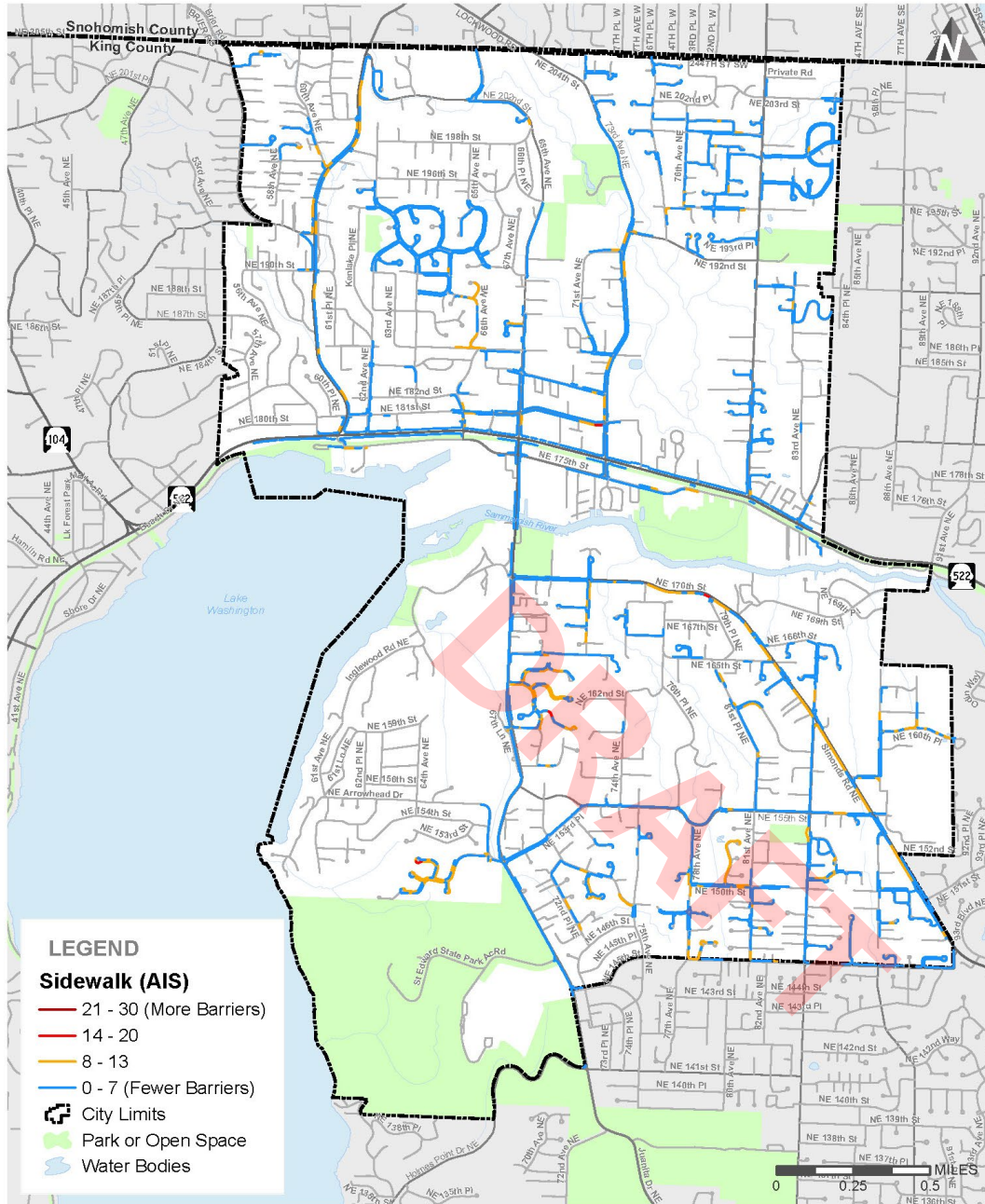
The two resulting scores were added together to incorporate both factors into a single score for prioritization. Based on each facility's score, it was categorized as very high, high, medium, or low priority for barrier removal. Under this system, facilities that present greater barriers to accessibility and are located near multiple key pedestrian destinations are considered a high priority, while facilities with less significant physical barriers located farther from key pedestrian destinations are considered a low priority. Prioritization scoring factors are described below.

Physical Impact to Accessibility: Accessibility Index Score (AIS)

The Accessibility Index Score describes the degree to which each facility presents a physical barrier to accessibility. Criteria and weights were developed for each facility type. These criteria and weights are shown in Appendix C.

Potential scores for each facility range from 0 (compliant) to 30. Each facility's Accessibility Index Score is the sum of the individual criteria scores. Figures 4-1 through 4-4 show the AIS values for features throughout the city.

Kenmore Right-of-Way ADA Transition Plan



Accessibility Index Score Composite (Sidewalk)

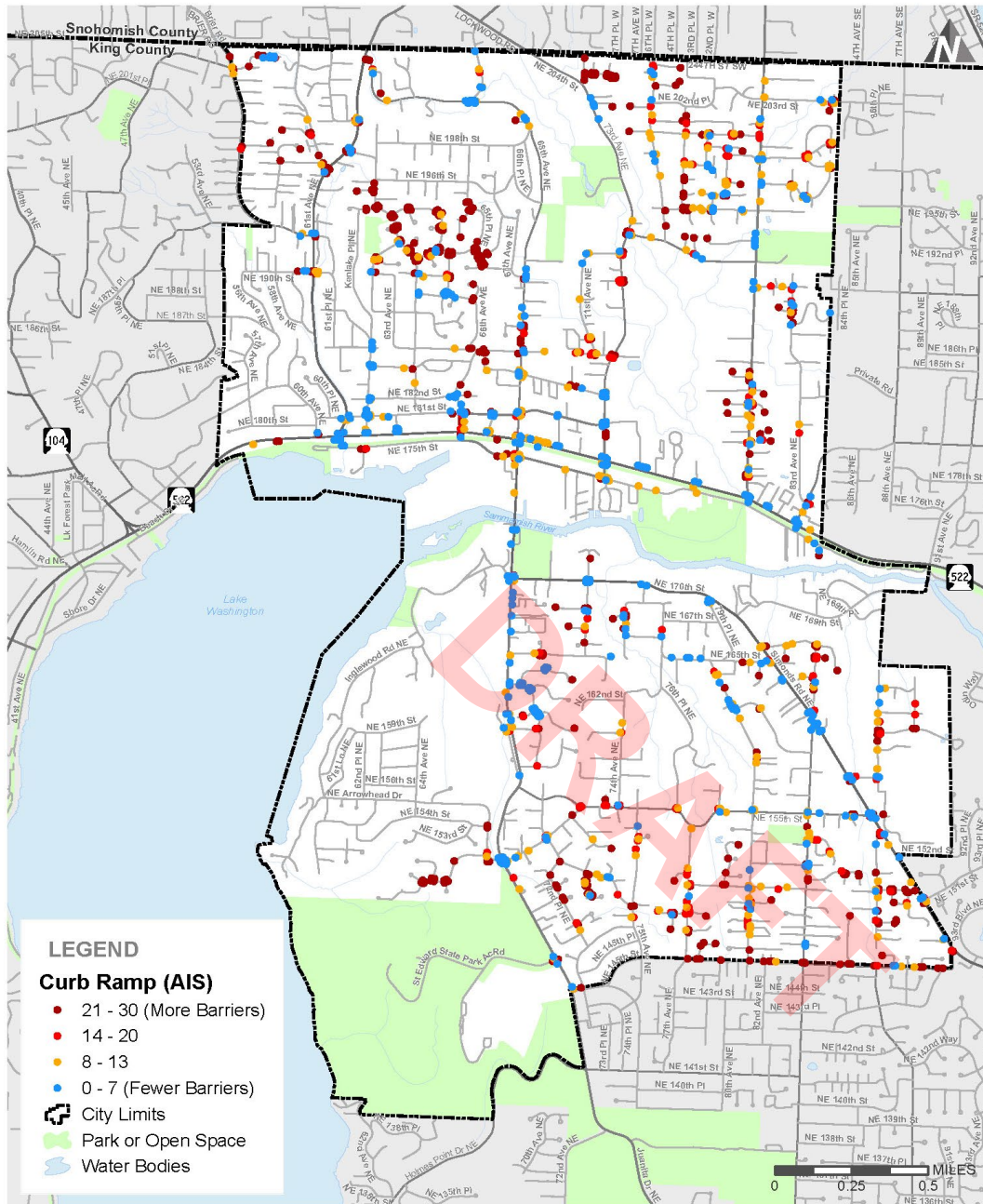
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FIGURE

4-1

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Accessibility Index Score Composite (Curb Ramp)

City of Kenmore ADA Transition Plan

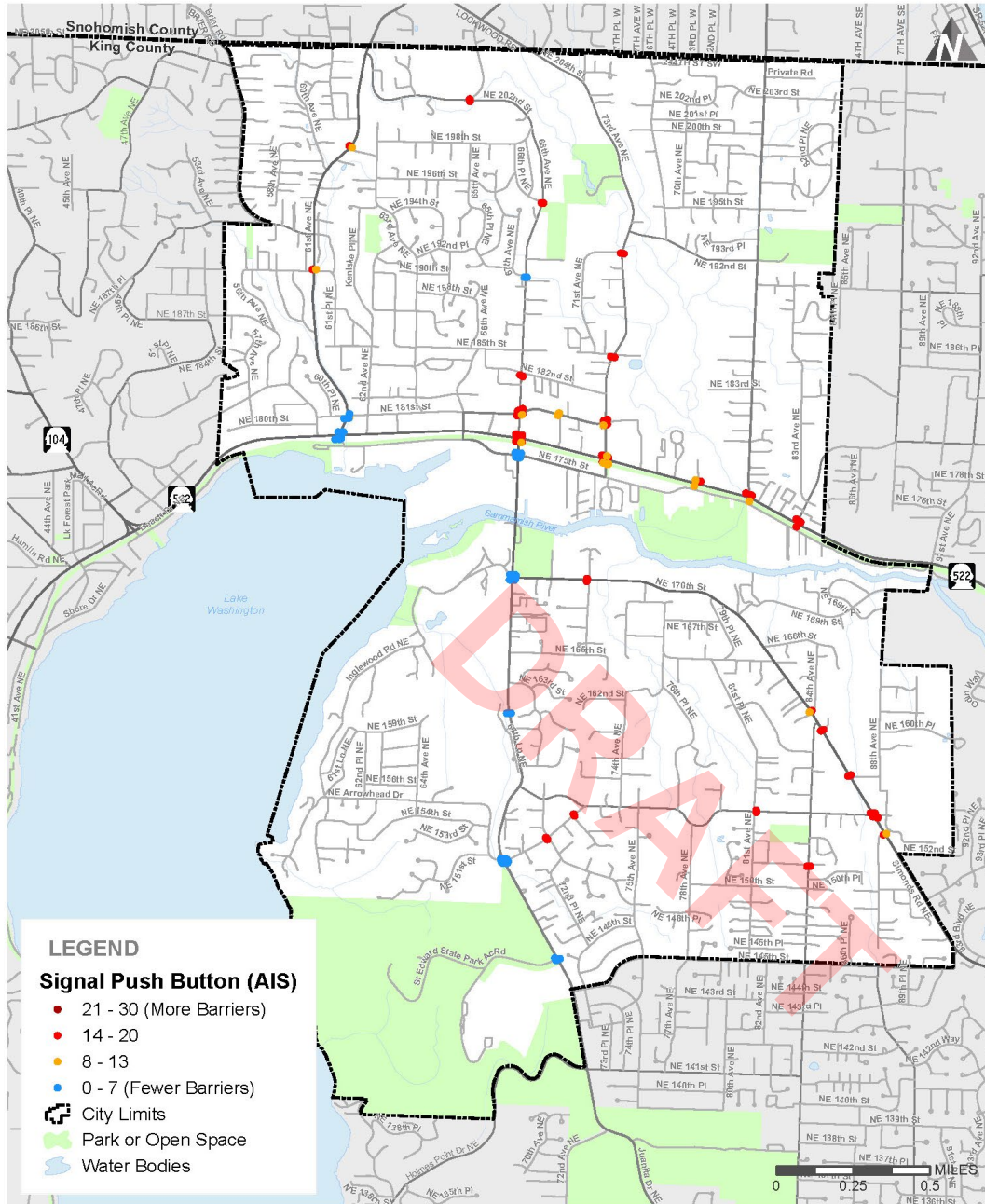
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FIGURE

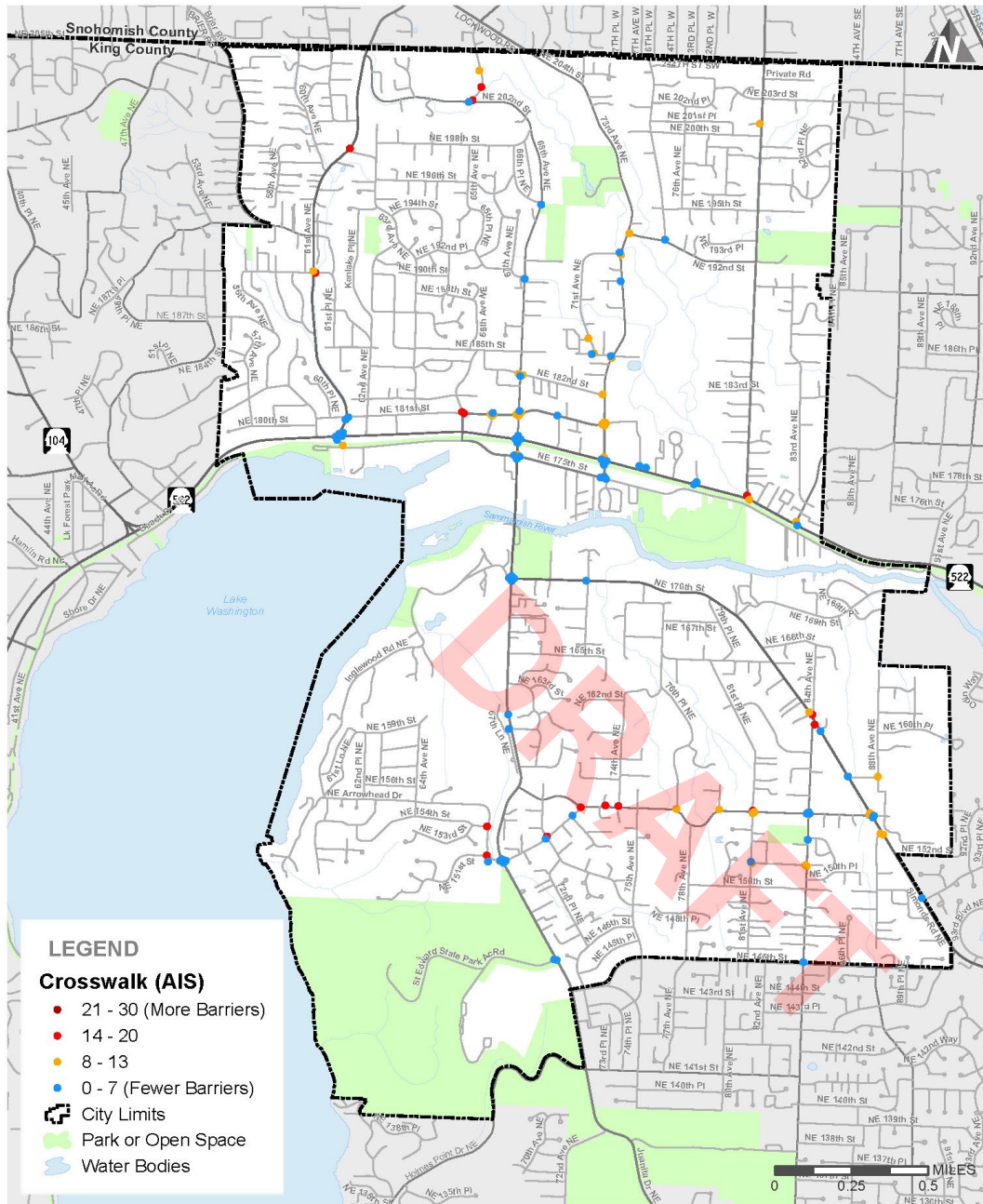
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Kenmore Right-of-Way ADA Transition Plan



Accessibility Index Score Composite (Signal Push Button) FIGURE 4-3
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Accessibility Index Score Composite (Crosswalk)

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FIGURE

4-4

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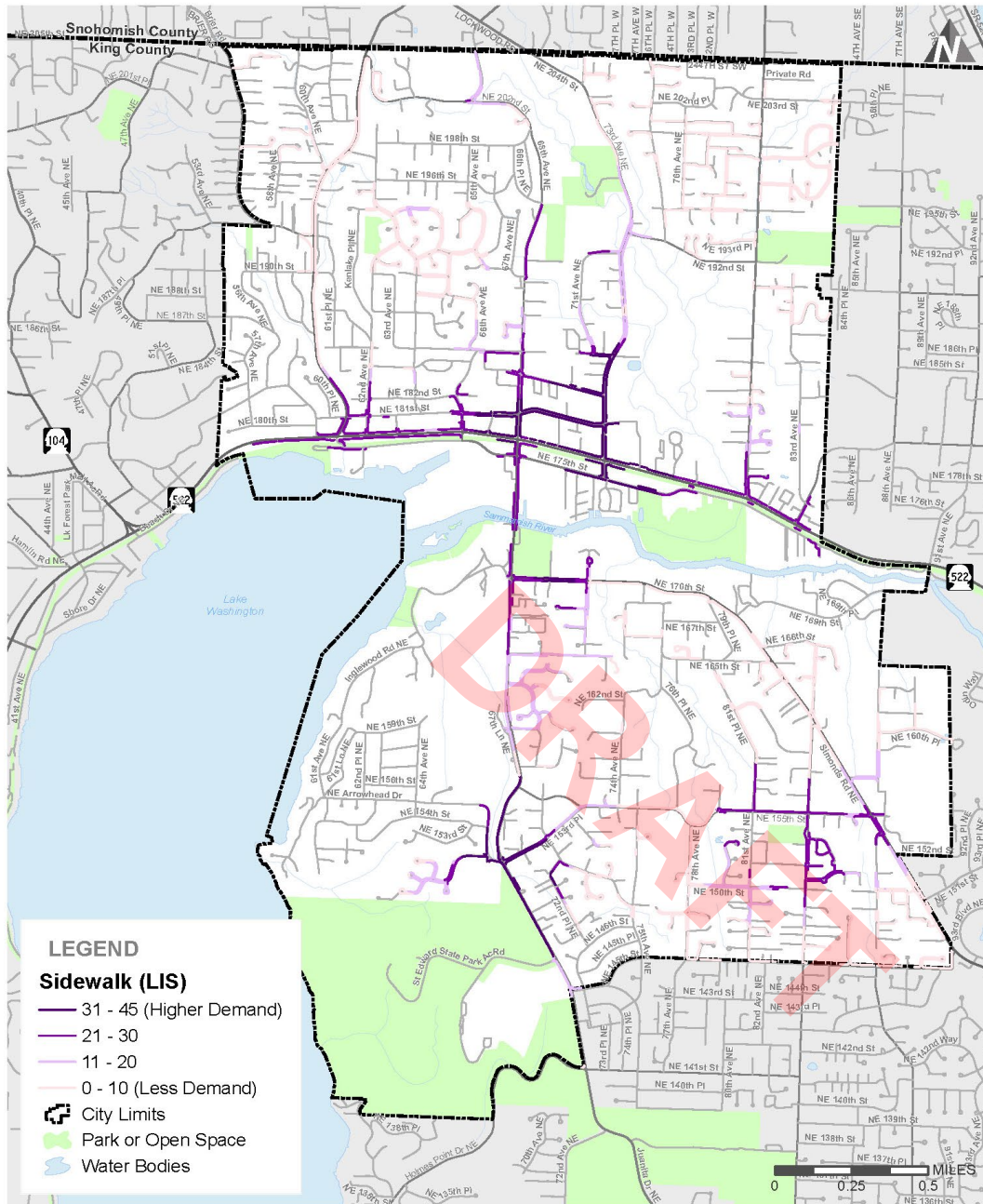
Proximity to Key Pedestrian Destinations: Location Index Score (LIS)

The Location Index Score describes the importance of the pedestrian facility to accessing key pedestrian destinations. Each existing pedestrian facility was scored based on its proximity to schools, parks, transit facilities, signals or roundabouts, public buildings, and downtown or commercial business centers. Facilities near neighborhoods, transit facilities, and retail services received a higher score to reflect feedback received through the public engagement survey.

Location Index Scores reflect the number of types of key pedestrian destinations within a defined radius. The full score for each type of destination is assigned if at least one facility of that type is nearby; scores do not increase if a facility is within the radius of multiple destinations of the same type. For example, a facility within one-eighth mile of two parks will receive a score of 5, while a facility within one-eighth mile of a park and a school will receive a score of 10.

Total Location Index Scores ranged from 0 to 45. Location scoring criteria and weights are shown in Appendix C. Figures 4-5 through 4-8 show the LIS values for features throughout the city.

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Location Index Score Composite (Sidewalk)

City of Kenmore ADA Transition Plan

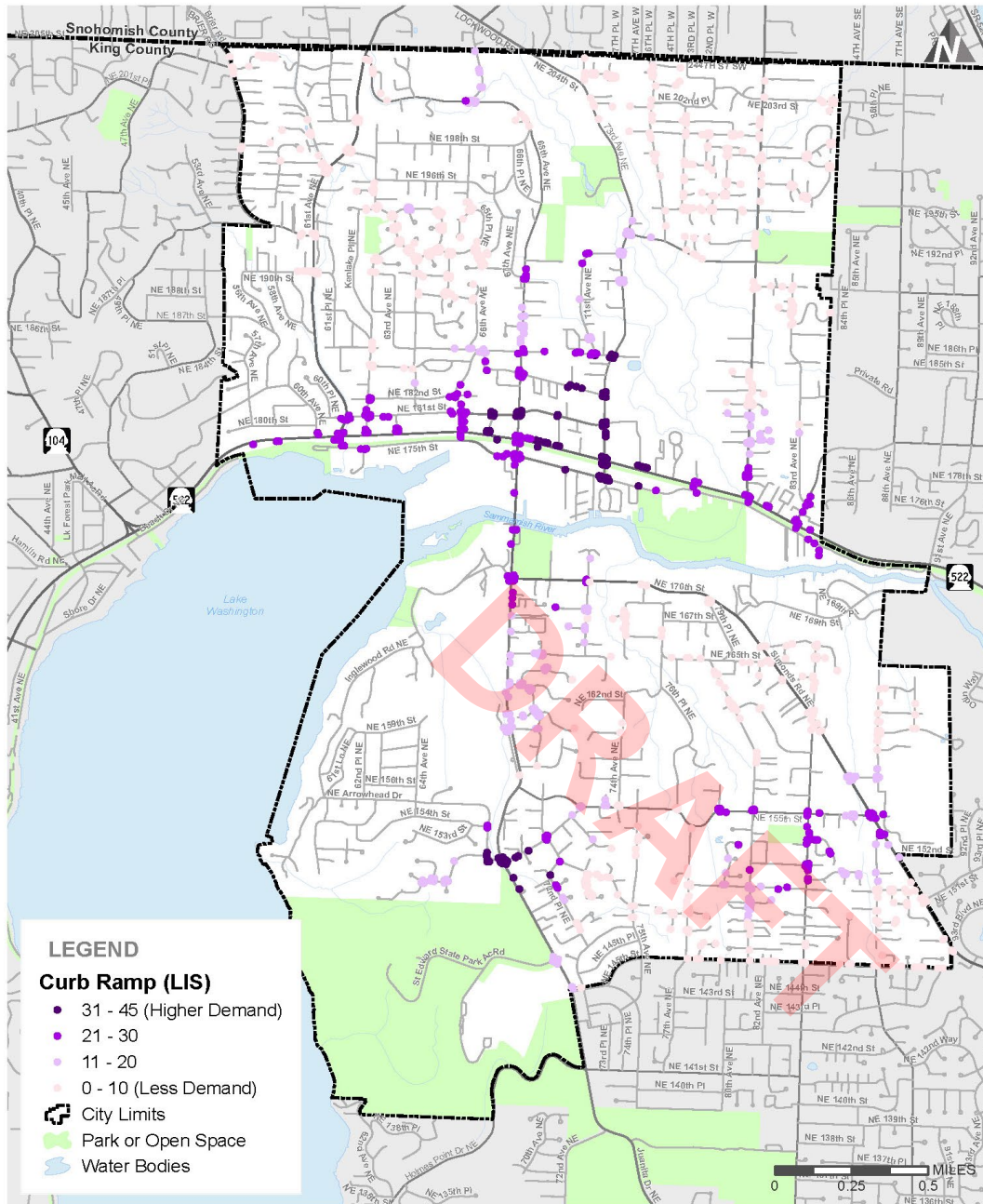
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FIGURE

4-5

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Kenmore Right-of-Way ADA Transition Plan



Location Index Score Composite (Curb Ramp)

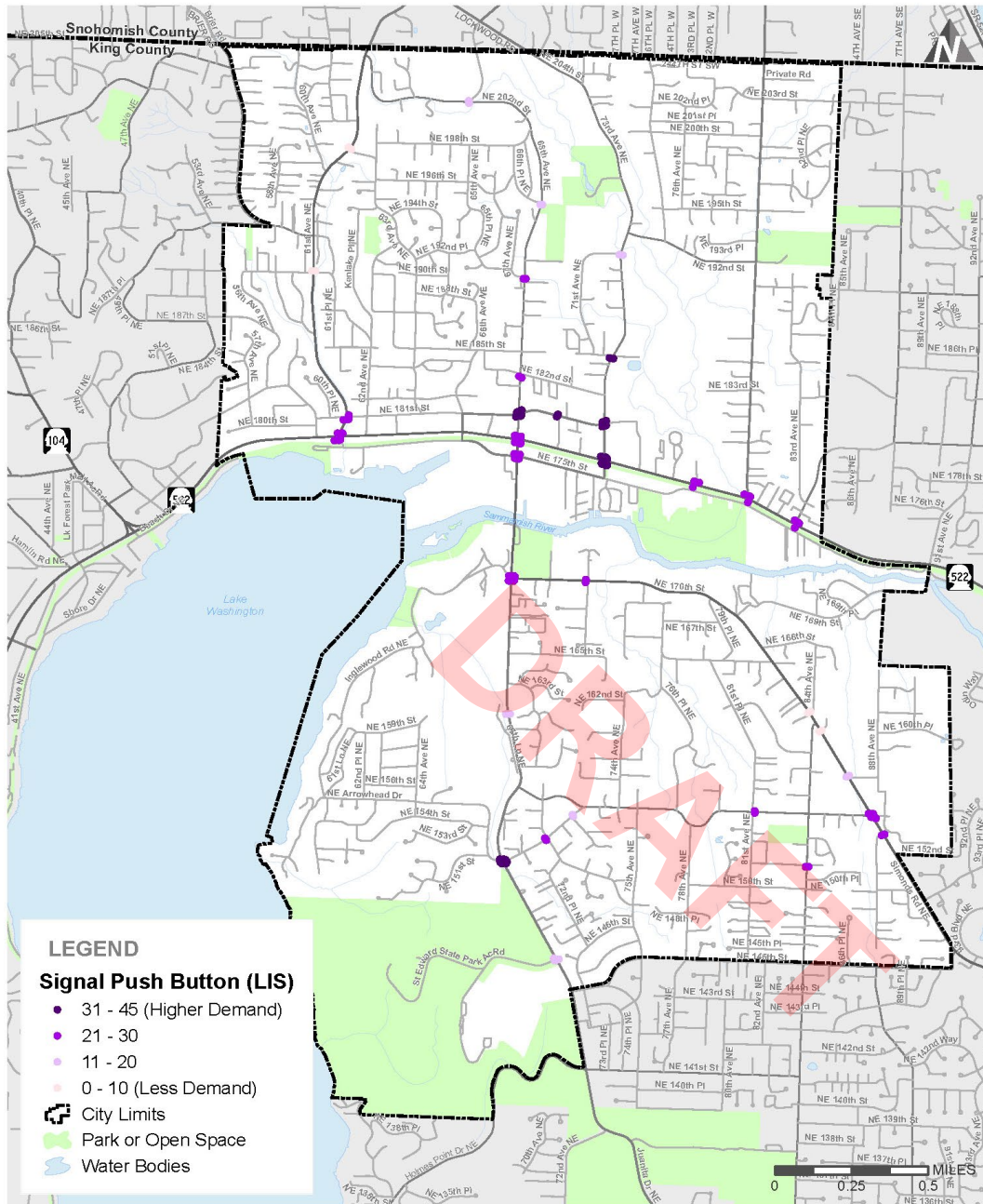
City of Kenmore ADA Transition Plan

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FIGURE

4-6

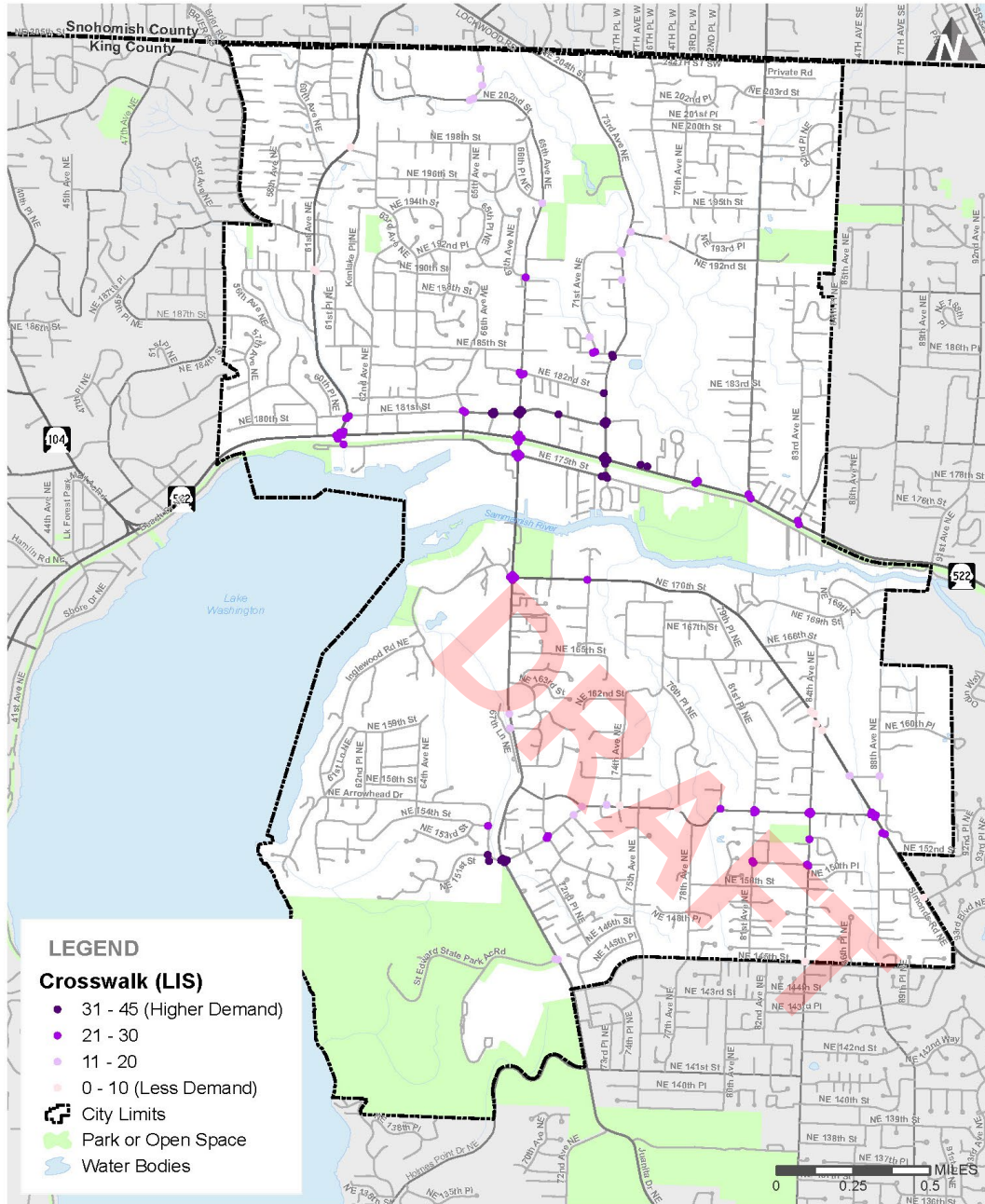
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Location Index Score Composite (Signal Push Button) **FIGURE 4-7**
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Kenmore Right-of-Way ADA Transition Plan



Location Index Score Composite (Crosswalk)

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FIGURE

4-8

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Combined Index Score

The Combined Index Score sums the Accessibility Index Score and Location Index Score to prioritize facilities with accessibility barriers in areas where pedestrians would be expected.

Scores were grouped into four categories:

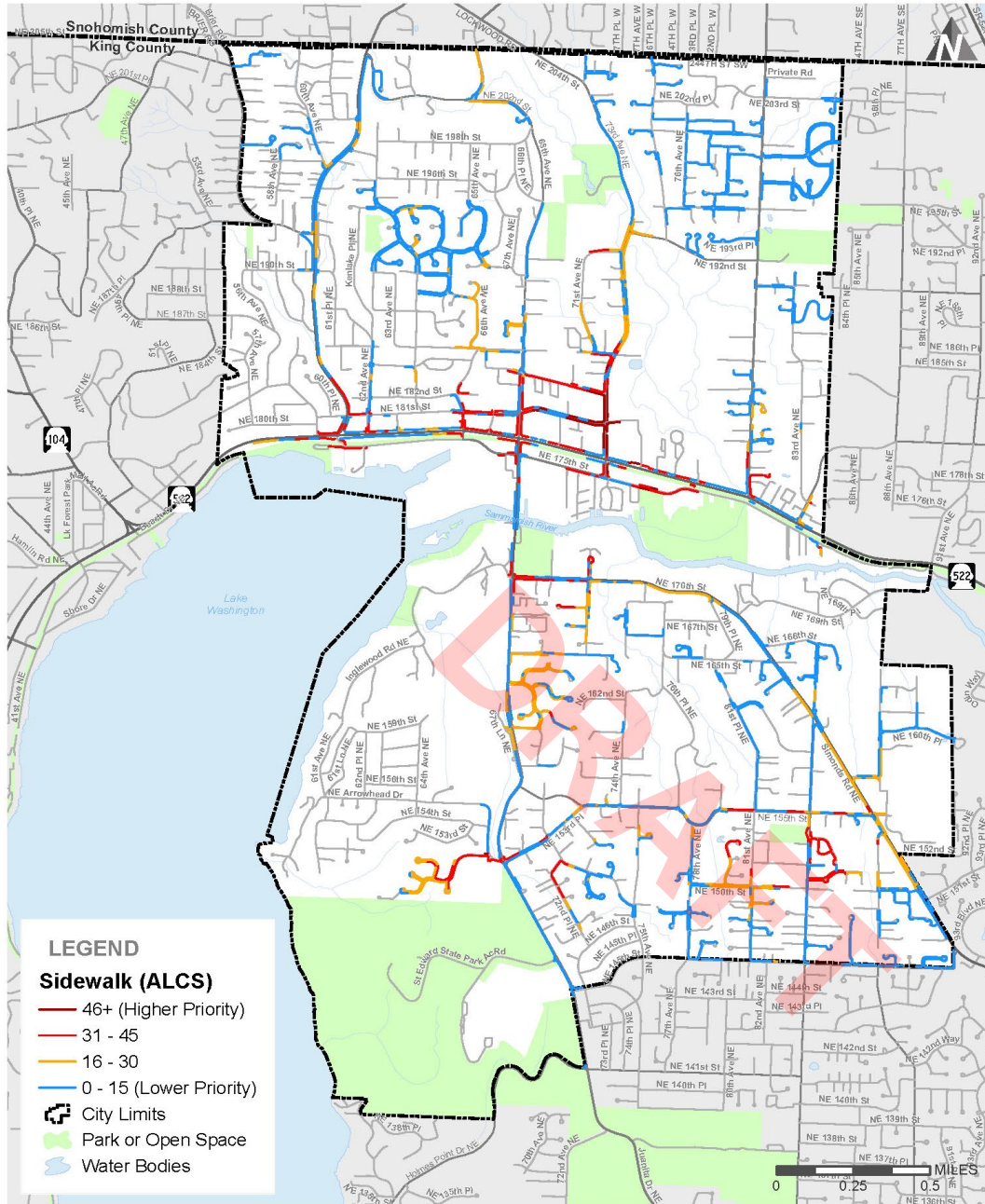
- Very High: significant physical barriers in high-demand areas: 46-75 points
- High: 31-45 points
- Medium: 16-30 points
- Low: minor barriers in low-demand areas: 1-15 points

Scores reflect relative priority within each facility type; they do not indicate relative priority between facility types (ex., the importance of addressing a curb ramp barrier versus a sidewalk barrier).

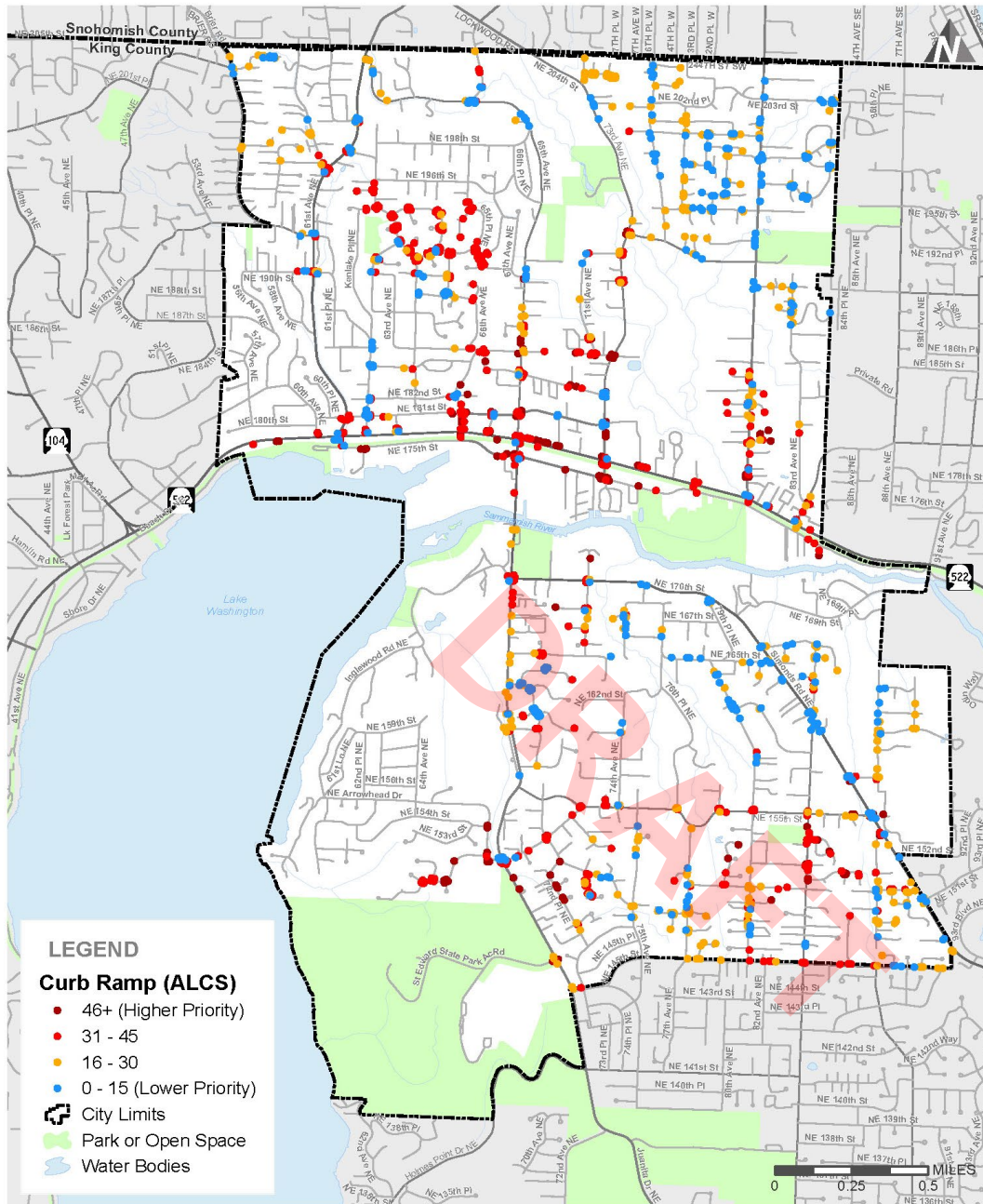
Combined index scores provide planning level context to barrier removal and overall accessibility needs within the city. As this Transition Plan is implemented, barrier removal will be guided by multiple factors, including funding availability, location of capital projects that include pedestrian elements, construction efficiency, project-level analysis, etc. Barriers of all priority levels will be removed over time. Figures 4-9 through 4-11 show the combined index scores for features throughout the city.

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Kenmore Right-of-Way ADA Transition Plan



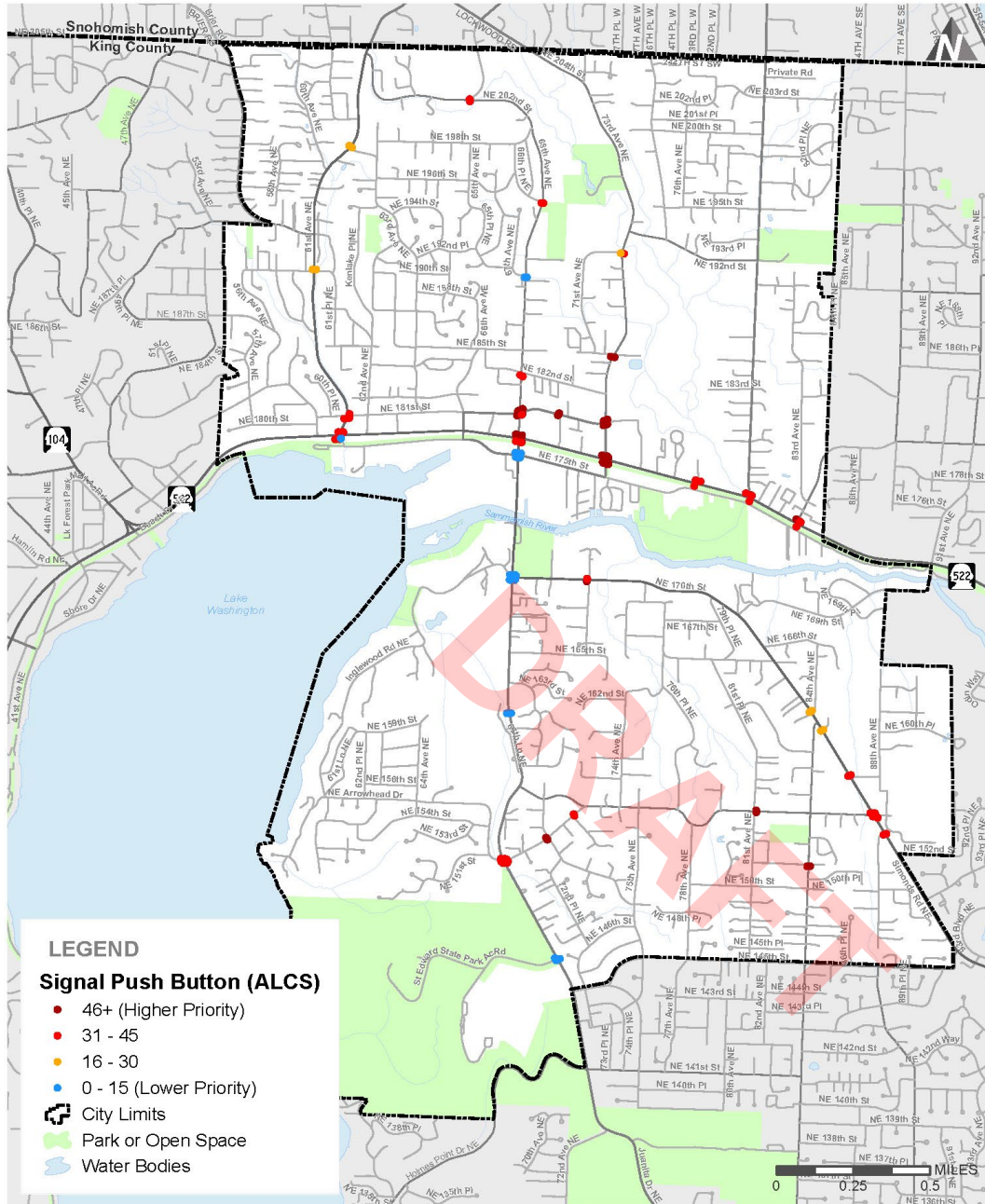
Accessibility (AIS) & Location (LIS) Combined Score (Sidewalk) FIGURE 4-9
 City of Kenmore ADA Transition Plan
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Accessibility (AIS) & Location (LIS) Combined Score (Curb Ramp) FIGURE 4-10
 City of Kenmore ADA Transition Plan
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Kenmore Right-of-Way ADA Transition Plan



Accessibility (AIS) & Location (LIS) Combined Score (Signal Push Button) FIGURE 4-11
City of Kenmore ADA Transition Plan
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4.2.2 PLANNING LEVEL COST ESTIMATES TO REMOVE PEDESTRIAN BARRIERS

To meet the ADA transition plan requirement of demonstrating how barriers are to be removed over time, annual available financial resources were estimated and compared to the total estimated barrier removal costs.

Process

Unit costs were developed for the improvements needed to address the pedestrian barriers inventoried through the Self-Evaluation. Unit cost estimates for each barrier type were developed using recent WSDOT and other construction bid tabulations, input from subject matter experts, and planning level cost assumptions. Unit cost estimates assumed contract-based construction, instead of use of in-house crews.

Unit cost estimates were applied to the inventoried barriers, with adjustments made to account for construction efficiencies and to avoid applying redundant improvements to the same facility. All cost estimates are in 2022 dollars. Cost estimate assumptions are detailed in Appendix E.

Barrier removal construction cost estimates account for contingency, design, right-of-way, mobilization, temporary erosion control, traffic control, and construction management. Sales tax, structural impacts to buildings, permit fees, inflation, and potential changes to accessibility standards are not assumed in the cost estimate.

This planning level cost analysis did not assess whether non-compliant pedestrian facilities had been built to the maximum extent feasible. Therefore, this cost estimate may overstate the amount of feasible improvements.

The total planning-level cost estimate, or total need, to remove **all identified pedestrian barriers is approximately \$20,042,000** (in 2022 dollars). Cost estimates by facility and improvement type are shown in Table 4-1.

Kenmore Right-of-Way ADA Transition Plan

Table 4-1 Planning Level Cost Estimate

Ada Deficiency	Improvement Types	Quantity	Total Price
Sidewalks			
Non-Compliant Sidewalk	Reconstruct existing sidewalk.	20,178 SY	\$2,926,000
Maintenance/Miscellaneous			
Non-Compliant Vertical Discontinuity	Sidewalk grinding (5 LF of sidewalk)	465 EA	\$117,000
Non-Compliant Horizontal Discontinuity	Sidewalk crack sealing/grouting (5 LF of sidewalk per horizontal discontinuity)	1,615 LF	\$41,000
Fixed Obstacles	Relocation of obstacles including utility covers, poles, tree roots, signs, etc.	128 EA	\$384,000
Moveable Obstacles	Relocation of obstacles including tree/bush (prunable), message boards, parked cars, etc.	2 EA	\$1,000
Protruding Obstacles	Relocation of obstacles including of mailbox, bush/tree, signs, awnings etc.	80 EA	\$40,000
Other Obstacles	Replacement of driveway, increase clearance from obstacle, etc.	9 EA	\$135,000
Subtotal			\$718,000
Curb Ramps			
Missing Curb Ramps	Install new curb ramp	236 EA	\$1,416,000
Non-Compliant Curb Ramp	Reconstruct existing ramp.	800 EA	\$4,800,000
Non-compliant or missing detectable warning surface (DWS)	Install or replace detectable warning surface.	5 EA	\$6,000
Subtotal			\$6,222,000
Pushbuttons			
Non-APS pushbutton and pushbutton is located incorrectly.	Install new APS pushbutton AND Install new pole.	52 EA	\$349,000
APS pushbutton that has non-compliant dimensions and/or programming and located incorrectly.	Reprogram pushbutton, reorient pushbutton, and/or install tactile arrow AND Install new pole and relocate pushbutton.	45 EA	\$203,000
APS pushbutton located incorrectly.	Install new pole and relocate pushbutton.	4 EA	\$18,000
APS pushbutton that has non-compliant dimensions and/or programming	Reprogram pushbutton, reorient pushbutton, and/or install tactile arrow.	2 EA	\$1,000
Subtotal			\$571,000
Total			\$10,437,000
Contingency @ 20%			\$2,088,000
Design @ 12%			\$1,253,000
Mobilization @ 8%			\$835,000
TESC + Traffic Control @ 12%			\$1,253,000
Construction Management @ 20%			\$2,088,000
Right-of-Way @ 20%			\$2,088,000
TOTAL 2022 DOLLARS			\$20,042,000

4.2.3 BARRIER REMOVAL FUNDING

A requirement of this plan is to forecast available funding that may be used to support plan implementation. Based upon current city funding, approximately \$200,000 per year is available to address barrier removal. With the current estimated cost to remove all barriers, this results in 101 transition years.

To accommodate barrier removal in a reasonable time period, it is recommended that a total annual funding of \$600,000 per year be allocated for pedestrian barrier removal. A breakdown of the annual budget resources proposed to support implementation is as follows:

- Street Overlays, \$100,000
- ADA Replacement Program, \$500,000

See Section 4.1 for details on these programs. These improvements may address low, medium, high, and very high priority barriers based on the location of a proposed larger project or maintenance program. It was assumed that the available funding would be distributed towards the different priority levels as follows.

- Very high, 40%
- High, 30%
- Medium, 20%
- Low, 10%

4.2.4 SCHEDULE

Based upon the Self-Evaluation, planning-level cost estimates, identified barrier removal methods, and proposed budgetary resources that may be available, a barrier removal budget and schedule was developed. Due to the large investment needed to remove accessibility barriers, it is important to identify the highest priority barriers and focus resources to remove them first.

An analysis of the barrier prioritization was completed to determine how many barriers found during the self-evaluation process are classified as 'very high' and 'high', 'medium', and 'low' priority as defined in Section 4.1. Highest priority level represents a significant barrier to accessibility in areas with higher pedestrian demand. Lower priority levels represent lesser barriers to accessibility in areas with lower pedestrian demand. Although some facilities will receive low ratings, all barriers associated with them will still need to be removed and be determined to have been built to the maximum extent feasible.

The City should aim to remove the highest priority barriers first as targetable funding becomes available. This will support the goal of providing better access to the most needed programs in the shortest timeframe possible.

With the recommended City funding allocation, approximately 35 transition years would be required to remove all identified barriers. This schedule will vary as improvements are made and existing facilities deteriorate.

The City should create a two to five-year barrier removal plan with a list of projects to remove specific barriers. This program should focus on the highest priority barriers as funding allows. The purpose of the repeated program is to make progress in barrier removal but also to provide a way to reassess the 35 year plan and measure incremental progress. In order to inform the two-to-five-year program, a scoping effort should occur that includes site visits for areas identified as a high priority to determine the severity of the barrier and to brainstorm possible solutions to fix the issue. When selecting projects, site conditions and improvement feasibility should be taken into account. Areas with multiple barriers within close proximity can be grouped together to achieve cost savings. As areas are identified, additional data collection should be completed in the vicinity of the proposed project and added into the facility's GIS database. The additional information will be able to provide the remaining attributes necessary to determine if a facility fully meets PROWAG requirements.

Following completion of each two to five-year plan implementation cycle, lessons learned regarding costs, methods, schedule, and outcomes shall be evaluated to inform the next two-to-five-year cycle of pedestrian barrier removal investments. If progress is slower than anticipated, additional funding may be required. If progress is faster than anticipated, a shorter timeline may be achievable. Several factors may contribute to differences between the estimated transition schedule and the actual rate and cost of implementation. Some of these factors include actual funding acquired, individual project cost, site specific design savings, additional deterioration of pedestrian facilities, and unanticipated capital projects. In addition, it may be determined that some barriers identified through this transition plan are on facilities that have been built to the maximum extent feasible as discussed in Section 5.1. Each project to remove barriers should be evaluated to determine if improvements to the facility are feasible in the engineering design phase.

5 RECOMMENDATIONS AND NEXT STEPS

5.1 RECOMMENDED ACTIONS

This chapter provides a set of recommendations intended to inform the implementation of this Transition Plan and ongoing removal of pedestrian barriers. Recommendations are not presented in priority order and represent near-term and longer-term Transition Plan implementation workplan tasks.

Recommendations identified as Pending require additional action from the City to implement. Underway recommendations are in progress at this time. On-going recommendations have been previously established and are continually in progress. Complete recommendations have been completed but may require additional action based on adjustments noted in this section.

RECOMMENDATION 1

Update City design standards to match ADA Standards

Status: Underway

A detailed audit of City design standards using Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way 2011 (PROWAG) was conducted to inform Chapter 2. This audit, included in Appendix A, recommends specific changes and additions to the City's standard plans and municipal code. The City has been updating these documents to meet PROWAG standards.

RECOMMENDATION 2

Identify an official responsible for Transition Plan implementation within the Public Works Department

Status: Complete

The City's ADA Coordinator has been identified. This position, is one of the four major federal requirements for every ADA transition plan. The current ADA Coordinator is the City Engineer. The ADA Coordinator is responsible for facilitating transition planning such as responding to grievance requests. They also function as a central figure for organizing the various programs within the City to maintain a consistent approach to barrier removal and achieving ADA standards across capital, maintenance, and operational activities.

Official Responsible for Plan Implementation:

John Vicente, ADA Coordinator, City Engineer
18120 68th Ave NE
Kenmore, WA 98028

425-398-8900

TTY Relay Service: 711

jvicente@kenmorewa.gov

RECOMMENDATION 3

Establish a Citywide Accessible Pedestrian Signal (APS) policy

Status: Pending

Accessible Pedestrian Signal (APS) policies serve as a means for cities to be consistent with ADA requirements at traffic signals. The APS policy covers when installation of APS devices that “communicate information about pedestrian timing in nonvisual formats such as audible tones, verbal messages, and/or vibrating surfaces” (MUTCD) is required. The City should establish an APS policy. A template for the APS policy is included in Appendix F. See PROWAG Section R209 for additional guidance.

RECOMMENDATION 4

Educate City staff, consultants, and contractors on ADA standards

Status: On-going

Transition plans are often a learning experience for City staff, consultants, and contractors alike since they change existing practices and expectations. The City should use updates to the City’s design standards as an opportunity to teach and learn about accessibility and the barriers that those with limited mobility or sight experience when traveling in the City’s public right-of-way. This should include clarifying guidance from the Department of Justice, for example, that when pedestrian facilities (curb ramps, sidewalks, crosswalks, pedestrian signals, etc.) within the public right-of-way are altered, they must be revised/replaced to meet current ADA standards. Education can take many forms from review of updated design standards with key individuals such as field inspectors and contractors, development and review of City specific design standards or checklists with City engineers, or training from groups that serve those with disabilities.

RECOMMENDATIONS 5

Develop a standard grievance process for barriers to accessibility

Status: Pending

Public entities subject to Title II of the ADA are required to adopt and publish a grievance procedure as part of their transition plan. A grievance process allows community members to formally report denial of access to a City facility, program, or activity on the basis of disability.

Currently, the City has an established a method for reporting a concern via the City of Kenmore website. A concern can be submitted at the following website: <https://www.kenmorewa.gov/i-want-to/report-a-concern>. Photos and videos can be uploaded to provide greater context to the concern.

It is recommended that the City establish a grievance procedure specifically for ADA accessibility barriers. A template for an example grievance procedure specific to accessibility barriers can be found in Appendix G.

A process like this could include a two-step approach to comply with the requirement for grievance procedures.

The first step of the process would be to “Report of Concern” which is currently available through the City website and the second step to file for a “Grievance”.

The “Report a concern” process allows the public to request accommodations or barrier removal. A request should be possible in-person, by telephone, by mail, or via e-mail and should be recorded in the City of Kenmore. Information on how to file this should be easily accessible. The recording of the request is critical for recordkeeping and to evaluate the Department’s response to ADA-related requests.

The second step, a Grievance, is used to report denial of access to a city facility, activity, or program. A Request for Service should be required prior to submitting a grievance. The City should then acknowledge, review the filing, and respond within a set number of days upon receipt. A clear process for appeal of a Grievance decision should be communicated if a denial is issued.

RECOMMENDATION 6

Develop a consistent and centralized MEF documentation database

Status: Completed

The ADA dictates that alterations that could affect the usability of a facility must be made in an accessible manner to the maximum extent feasible (MEF). ADA Standards for Accessible Design (2010) dictates that:

Each facility or part of a facility altered by, on behalf of, or for the use of a public entity in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities, if the alteration was commenced after January 26, 1992.

The City currently documents newly constructed or altered facilities that have been built to the maximum extent feasible rather than full ADA standards using standard template. The template for recording MEFs is included in Appendix H. Each project is to be evaluated to determine if improvements to the facility are feasible in the engineering design phase.

The reason for any variation from accessibility standards when it is infeasible to fully remove any barriers should be documented. To help organize MEF documentation, a central location for all MEF documentation can be established and geocoded to the facility location and ensure consistency of data for facilities designed and constructed by others. Consolidation of past MEF records into this data is also recommended.

RECOMMENDATION 7

Develop performance measures and processes to track removal of barriers

Status: Pending

The primary purpose of an ADA transition plan is to develop a plan for removal of accessibility barriers. To show progress towards this requirement, the City should develop a process of tracking barrier removal on an annual basis. It is recommended that the City actively update the GIS ADA self-evaluation database developed for this plan, tracking how and when ADA barriers are removed. This data can be used to provide two-to-five-year updates on progress and demonstrate to the public as well as federal regulators that the City is making progress to meet Title II requirements. These updates should coincide with the two-to-five-year planning efforts completed to outline future barrier removal efforts.

RECOMMENDATION 8

Evaluate all City Programs and Activities as they relate to the ADA

Status: Pending

The focus of the initial self-evaluation was on ADA barriers related to the public right-of-way within the City. Although this plan focused on the public right-of-way, the requirements for accessibility found in Title II of the ADA also apply to physical facilities including City-owned buildings and parks. In addition, Title II ADA requirements apply to many functions, programs, and activities the City may provide or engage in such as community gatherings, recreational groups, and City-sponsored events. In addition to the public right-of-way, self-evaluation and transition planning related to activities such as hiring communications, recreational programs, physical facilities, etc. should be performed to identify barriers within these City buildings, parks, programs, and activities.

**CITY OF KENMORE
RIGHT-OF-WAY
ADA TRANSITION PLAN
APPENDICES**

DRAFT

APPENDIX A: STANDARDS REVIEW

DRAFT

DRAFT**TECHNICAL MEMORANDUM**

Date:	April 4, 2022	TG:	1.19347.01
To:	John Vicente, City of Kenmore		
From:	Patrick Lynch, AICP, Transpo Group		
cc:			
Subject:	Barrier Removal Audit – City of Kenmore ADA Transition Plan		

The City of Kenmore maintains road design standards and municipal code covering pedestrian facilities. The design standards are used for City funded projects as well as privately designed and constructed projects within City public right-of-way. This memorandum describes design guidelines that meet the requirements of the Americans with Disabilities Act (ADA), common accessibility design issues, and references to specific design guidelines. The audit of the City's roadway design standards and municipal code as they relate to pedestrian features within the public right-of-way include the City of Kenmore 2021 Road Standards (COK Std.) and Kenmore Municipal Code (KMC). The 2021 Road Standards include standard figures. Draft revisions to these figures are actively being developed by the City. The draft version of these figures were evaluated in this review effort.

Design Guidelines

There are several key design measurements that ADA design guidelines address. These measures are used because they are important to the accessibility and safety of the facility. When pedestrian facility designs cannot be constructed to full design requirements, they should be built to conform to the maximum extent feasible. When this arises, the City should identify the location this occurs, provide justification, and document for future reference. The COK Stds. define a process for documenting designs that are proposed to meet ADA standards to the maximum extent feasible. This process includes identifying components of ramps that are not fully compliant, justification for why they are out of compliance, a stamp from a licensed engineer, and approval from the City Engineer.

Several guidelines and references are available to assist the City of Kenmore in adhering to accessible design standards based on the needs for various projects. There are many opportunities to improve pedestrian conditions by identifying areas of need and establishing the appropriate accessibility design requirements.

2010 ADA Standards for Accessible Design (ADAS) (September 2010)

The Department of Justice published revised regulations for Titles II and III of the Americans with Disabilities Act of 1990 "ADA" in the Federal Register on September 15, 2010. These regulations adopted revised, enforceable accessibility standards called the 2010 ADA Standards for Accessible Design "2010 Standards". The 2010 Standards set minimum requirements – both scoping and technical – for newly designed and constructed or altered State and local government facilities, public accommodations, and commercial facilities to be readily accessible to and usable by individuals with disabilities.

Proposed Guidelines for Pedestrian Facilities in the Public Right-of Way (PROWAG) (November 2011)

The United States Access Board is the rule making body that guides ADA compliance across the US. Since the late 2000's the US Access Board has been in the process of updating its Guidelines for Pedestrian Facilities in the Public Rights-of-Way. These draft guidelines focus on accessibility of sidewalks, curb ramps and in the soon to be released versions address shared-use trails. The draft guidelines cover legislative background, administration requirements, and design requirements.

Many public entities currently use the 2005 draft PROWAG as 'best practice' for features within the public right-of-ways. This practice has been endorsed by the Federal Highway Administration (FHWA), the US Access Board, and is the standard the Washington Department of Transportation adheres to. The City's standards and codes were evaluated against 2011 PROWAG as this is the latest guideline developed by the Access Board. PROWAG

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sections referenced in this memo refer to 2011 PROWAG sections. When these standards conflicted with the 2010 ADA, the PROWAG standard is recommended.

Design Requirements

Although the City of Kenmore has standards in place it is important for the standards to be consistent and compliant with the above standards and guidelines. To that end, this memo will provide recommendations to improve and clarify the existing city documents. Recommended actions are included where necessary to meet ADA design standards and best practice. The tables below describe requirements for specific design elements, how they are addressed in City standards, and recommendations for modifications. In addition to the following tables, Attachment A includes markups on the city standard figures to expand on the recommendations below.

Per COK Std. Section 7.07, "all pedestrian accommodations must be designed to meet current ADA standards". COK Std. Section 1.03 also describes companion documents to the city standards that add greater detail for items not specifically addressed in the city standards. Relevant documents to the ADA standards include, *King County Road Design and Construction Standards (KCRS)*, *WSDOT Design Manual, Specifications, and Standard Plans*, *ADA Accessibility Standards and Public Rights-of-Way Accessibility Guidelines 2011*, and *Manual on Uniform Traffic Control Devices (MUTCD)*. Within the following sections, recommendations are still provided where there is little to no direct description of standards for a given facility type. This process is designed to provide greater clarity on where someone using the standards can go to find guidance on a specific pedestrian feature.

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DRAFT**Sidewalks and Pathways**

Sidewalks are mentioned in the 2021 Road Standards as well as the standard figures. Per COK Std. Section 8.03 "Sidewalk shall be constructed in compliance with current ADA Standards". These standards cover desired dimensions and materials to be used for construction of these facilities. Sidewalks are a common element found in a pedestrian access route (PAR).

Design Element	Requirement	Review	Recommendations
Pedestrian Access Route (PAR) and Pedestrian Circulation Path (PCP)	Various	No fixed object may be placed within the sidewalk that restrict the sidewalk width to less than 6 ft. (COK Std. 8.01).	N/A
Sidewalk Width	Minimum clear width of PAR is 4 ft. excluding the curb; however, on PAR less than 5 ft. wide, passing space of 5 ft. by 5 ft. is required every 200 ft. minimum (PROWAG R302.3 and R302.4)	6 ft. minimum sidewalk width for arterial, collector, and local roads (COK Std. Table 6.1). 6ft. minimum sidewalk width with 4 ft. wide amenity zone for downtown sidewalk identified as Standard 2, 3, 4, or 5 (COK Std. Section 2.08).	N/A
Sidewalk Running Slope	Where the PAR is contained within a street or highway right-of-way, its grade shall not exceed the general grade established for the adjacent street or highway. When the PAR is not contained within the street or highway right-of-way, the grade of shall not exceed 5 percent (PROWAG R302.5).	Not mentioned.	Add to COK Std. Section 8.01, the running slope for a sidewalk along the roadway shall not exceed the general grade of the roadway. Sidewalks not adjacent to a roadway shall not having a running slope greater than 5%.
Sidewalk Cross Slope	The cross slope of a PAR shall be 2 percent maximum (PROWAG R302.6).	Sidewalks shall be designed per KSD 8-001 and 8-008 (COK Std. 8.01).	N/A
Protruding Objects	Objects mounted on free-standing posts or pylons more than 2.25 ft. and not more than 6.7 ft. above the finish surface shall overhang pedestrian circulation paths 4 in. maximum measured horizontally from the post or pylon base. The base dimension shall be 2.5 in. thick minimum. Where objects are mounted between posts or pylons and the clear distance between the posts or pylons is greater than 1.0 ft, the lowest edge of the object shall be 2.25 ft. maximum or 6.7 ft. minimum above the finish surface (PROWAG R402.3).	No fixed objects can be placed within a sidewalk that restricts the sidewalk width to less than 6 ft. (COK Std. Section 8.01). A minimum of 6ft. clearance must be maintained around all portions of mailbox within a sidewalk, shoulder, or walkway (COK Std. Section 8.13C). Maintenance of planting strips that protrude over the road and sidewalk is the responsibility of the abutting property owner. Protruding landscaping up to 8ft above the pedestrian traveled way is to be maintained. (KMC 12.70.040). A stall shall be located on a sidewalk or near a storefront consistent with barrier-free regulations. At least four feet of	Consider adding to COK Std. Section 8.01 a subsection that discusses how far objects can protrude when they are between 2.25 ft and 6.7 ft above the finished service or refer to WSDOT Design Manual Chapter 1510 for protruding Object requirements. Add a horizontal dimension to bottom sign showing the maximum protrusion into pathway the sign can extend (COK Std. Figure 6-002). Add a vertical dimension from the amenity zone to the bottom of the collection box unit that is maximum 2.25 ft. (COK Std. Figure 6-004). Add to the mailboxes a cane detectable piece that allows the mailboxes to be detectable and limits protrusion into the pedestrian

DRAFT**Sidewalks and Pathways**

Design Element	Requirement	Review	Recommendations
		<p>unobstructed sidewalk between the stand and the sidewalk edge should be maintained (KMC 18.22.010 & 18.29.040).</p> <p>Bottom of top sign should be mounted at 7 ft. (COK Std. Figure 6-002).</p> <p>Distance from amenity zone to bottom of mailbox should be 44 in. (COK Std. Figures 6-001 and 6-005).</p>	circulation path (COK Std. Figures 6-001 and 6-005).
Surface Discontinuities	<p>Vertical surface discontinuities shall not exceed 0.5 in. maximum. Vertical discontinuities between 0.25 in. and 0.5 in. maximum shall be beveled not steeper than 50 percent (PROWAG R302.7.2)</p> <p>Horizontal openings shall not permit passage of a sphere more than 0.5 in. in diameter. Elongated openings in grates shall be placed so that the long dimension is perpendicular to the dominate travel direction (PROWAG R302.7.3).</p>	<p>All utility lids within the sidewalk surface shall not exceed 1/8 inch in vertical (lip) and 3/8 inch in horizontal (gap) discontinuity and shall be coated with a slip resistant coating.(COK Std. Section 8.01).</p> <p>Expansion joints shall be 1/4 in. to 3/8 in. full depth (COK Std. Figures 8-002, 8-003, 8-004, 8-005, 8-006, and 8-007).</p> <p>Concrete panels shall be flush with adjacent concrete panels with no greater than 1/8 in. vertical difference (COK Std. Figures 8-002, 8-003, 8-004, 8-005, 8-006, and 8-007).</p> <p>Removal of snow, ice, and trash is to be the responsibility of the abutting property owner (KMC 12.70.050).</p>	N/A

DRAFT**Sidewalks and Pathways****Crossings**

Crosswalks are part of the PAR at intersections, midblock crossings, and pedestrian refuge islands. These are important connections across streets to enable pedestrians travelling from one side to the other.

Design Element	Requirement	Review	Recommendations
Crosswalk Running Slope	The running slope shall be 5 percent maximum, measured parallel to the direction of pedestrian travel in the crossing (PROWAG R302.5.1).	Crosswalks shall be designed with maximum 5.0% running slope (COK Std. Figure 4-001).	N/A
Crosswalk Cross Slope	<p>Crosswalk cross slope at crossings without yield or stop control shall be 5 percent maximum (PROWAG R302.6.1).</p> <p>Crosswalk cross slope at yield or stop control crossings shall be 2 percent maximum (PROWAG Advisory R302.6.1).</p> <p>Crosswalks cross slope at midblock crossings shall be permitted to equal the street or highway grade (PROWAG R302.6.2).</p>	<p>Crosswalk cross slopes shall be as follows:</p> <ul style="list-style-type: none"> Controlled crossing: 2.0% max. Uncontrolled crossing: 5.0% max. for new construction Uncontrolled crossing: match slope of road for alterations Mid-block crossing: match slope of road <p>(COK Std. Figure 4-001).</p>	Relabel crossing type categories as shown in Attachment A, COK Std. Figure 4-001.
Refuge Islands	<p>Detectable warning surfaces at cut-through islands shall be located at placed at the edges of the pedestrian island and separated by a 2.0 ft. minimum length of surface between detectable warning surfaces (PROWAG R305.2.4).</p> <p>The clear width of a PAR with median and pedestrian refuge islands shall be 5.0 ft. minimum (PROWAG R302.3.1).</p>	Not mentioned.	Refer to WSDOT Design Manual Chapter 1510 for refuge island standards in COK Std Section 7.07.

DRAFT**Curb Ramps**

Curb ramps are the immediate junctions between the sidewalk and street crosswalk. Perpendicular and diagonal curb ramps have a running slope that cuts through the curb at right angles, while parallel curb ramps have a running slope that is in-line with the sidewalk. Combination ramps include elements of both parallel and perpendicular curb ramps.

Design Element	Requirement	Review	Recommendations
Ramp Width	The clear width of curb ramp runs and blended transitions, excluding flares, shall be 4.0 ft. minimum (PROWAG R304.5.1).	Curb ramp run width shown as 4ft. minimum for curb ramps excluding flares (COK Std. Figure 8-002). Curb ramp run width shown as 6ft. minimum for curb ramps excluding curb (COK Std. Figures 8-003 and 8-004).	Add a minimum curb ramp width to COK Std. Figure 8-005.
Running Slope	The running slope shall be 5 percent minimum and 8.3 percent maximum but shall not require the ramp length to exceed 15.0 ft. (PROWAG R304.2.2). The running slope of blended transitions shall be 5 percent maximum (PROWAG R304.4.1).	Curb ramp running slope is shown as 8.0% maximum (COK Std. Figures 8-002, 8-003, 8-004, and 8-005).	Consider adding note to COK Std. Figures 8-002, 8-003, 8-004, and 8-005 that states "Curb ramp running slope shall not require the ramp length to exceed 15 feet. When applying the 15-foot max. length, the running slope of the curb ramp is allowed to exceed 8.3%. Use a single constant slope from the bottom of ramp to top of ramp." Document the use of 15-foot max length as means for meeting standards to the Maximum Extent Feasible.
Cross Slope	The cross slope shall be 2 percent maximum. At pedestrian street crossing without yield or stop control and at midblock pedestrian street crossings, the cross slope shall be permitted to equal the street or highway grade (PROWAG R304.5.3).	Curb ramp cross slope is shown as 1.5% +/- 0.5% (COK Std. Figures 8-002, 8-003, 8-004, and 8-005).	Consider adding allowance for cross slope of curb ramps to match roadway grade for street crossings without yield or stop control and at midblock crossings.
Flared Sides	Flared sides with a slope of 10 percent maximum, measured parallel to the curb line, shall be provided where a pedestrian circulation path crosses the curb ramp (PROWAG R304.2.3).	Flare slope is shown as 10% maximum and 15% maximum (COK Std. Figure 8-002).	Show both flare slopes with a maximum of 10% slope (COK Std. Figure 8-002).
Direction	Perpendicular curb ramps shall have a running slope that cuts through or is built up to the curb at right angles or meets the gutter grade break at right angles. Parallel curb ramps shall have a running slope that is in-line with the direction of sidewalk travel (PROWAG Advisory R304.1).	Curb ramp figures labeled correctly for the type of curb ramps shown (COK Std. Figures 8-002, 8-003, 8-004, and 8-005). Crosswalk should be centered on centerline between opposing curb ramps (COK Std. Figure 4-001).	N/A

DRAFT**Curb Ramps**

Design Element	Requirement	Review	Recommendations
Counter Slope	The counter slope of the gutter or street at the foot of curb ramp run, blended transitions, and turning space shall be 5 percent maximum (PROWAG R304.5.4).	Counter slope is shown as 5% maximum (COK Std. Figures 8-002, 8-003, and 8-004).	N/A
Grade Breaks	Grade breaks at the top and bottom of curb ramps shall be perpendicular to the direction of ramp run. Grade breaks shall not be permitted on the surface of ramp runs and turning spaces. Surface slopes that meet at grade breaks shall be flush (PROWAG R304.5.2).	<p>The following notes are included "DWP and grade breaks shall be perpendicular to direction of pedestrian travel." and "Ramp and turning space shall not have any expansion joints except along borders." (COK Std. Figures 8-002, 8-003, and 8-004).</p> <p>The following note is included "Ramp and turning space shall not have any expansion joints except along borders." (COK Std. Figure 8-005).</p>	Add the following note to COK Std. Figure 8-005, "Grade breaks shall be perpendicular to direction of pedestrian travel."
Turning Space/Landing Size	<p>For perpendicular curb ramps, a turning space 4.0ft. by 4.0ft. minimum shall be provided at the top of the curb ramp. If the turning space is constrained at the back of sidewalk, the turning space shall be 4.0ft. by 5.0ft. minimum. The 5.0ft. dimension shall be provided in the direction of the ramp run. (PROWAG R304.2.1).</p> <p>For parallel curb ramps, a turning space 4.0ft. by 4.0ft. minimum shall be provided at the bottom of the curb ramp. If the turning space is constrained on 2 or more sides, the turning space shall be 4.0ft. by 5.0ft. minimum. The 5.0ft. dimension shall be provided in the direction of the pedestrian crossings. (PROWAG R304.3.1).</p>	<p>Turning space required to be 4ft. by 4ft. minimum (COK Std. Figures 8-002 and 8-005).</p> <p>Turning space required to be 4ft. by 6ft. minimum (COK Std. Figures 8-003 and 8-004).</p>	<p>Add note to discuss landing dimensions for when a landing is constrained to curb ramp standard figures.</p> <p>Perpendicular and Combination Curb Ramps and Transitions to Shoulders: If the turning space is constrained at the back of sidewalk, the turning space shall be 4.0ft by 5.0ft minimum. The 5.0ft dimension shall be provided in the direction of the ramp run (COK Std. Figures 8-002, 8-004, 8-005).</p> <p>Parallel Curb Ramps: If the turning space is constrained at the back of sidewalk, the turning space shall be 4.0ft by 5.0ft minimum. The 5.0ft dimension shall be provided in the direction of the pedestrian crossing (COK Std. Figure 8-003). Recommend including a 5.0ft. by 5.0ft turning space for parallel curb ramps as the dimension of the turning space that should be 5.0ft is ambiguous in the guidelines.</p>
Turning Space/Landing Slope	<p>The running slope of turning spaces shall be 2 percent maximum (PROWAG R402.2 & PROWAG R304.3.2).</p> <p>The cross slopes of turning spaces shall be 2 percent maximum. At pedestrian street crossings without yield or stop control and at midblock pedestrian street crossings, the cross slope shall be permitted to equal the street or highway grade. (PROWAG R304.5.3).</p>	Landing cross slope and run slope for curb ramps shown as 1.5% +/- 0.5% (COK Std. Figures 8-002, 8-003, 8-004, and 8-005).	Consider adding allowance for cross slope of turning spaces to match roadway grade for street crossings without yield or stop control and at midblock crossings.

DRAFT**Curb Ramps**

Design Element	Requirement	Review	Recommendations
Clear Space	Beyond the bottom grade break, a clear space 4.0ft. by 4.0ft. minimum shall be provided within the width of the pedestrian crossing and wholly outside the parallel vehicle travel lane (R304.5.5).	Clear space shown as 4ft. minimum outside of parallel travel lane (COK Std. Figure 4-001).	N/A
Detectable Warning Surfaces	<p>Detectable warning surfaces shall extend 2.0 ft. minimum in the direction of pedestrian travel and the full width of the curb ramp (exclusive of flares), the turning space, or the blended transition. (PROWAG R305.1.4).</p> <p>The truncated domes in a detectable warning surface shall have a base diameter of 0.9 in minimum and 1.4 in. maximum, a top diameter of 50 percent of the base diameter minimum and 65 percent of the base diameter maximum, and a height of 0.2 in. (PROWAG R305.1.1)</p> <p>The truncated domes shall have a center-to-center spacing of 1.6 in. minimum and 2.4 in. maximum, and a base-to-base spacing of 0.65 in. minimum, measured between the most adjacent domes (PROWAG R305.1.2)</p> <p>Detectable warning surfaces shall contrast visually with adjacent gutter, street or highway, or walkway surfaces, either light-on-dark or dark-on-light (PROWAG R305.1.3).</p>	Following note included "DWP shall be compliant with ADA guidelines and be composed of polymer material only. Color shall be yellow matching federal standard 595 color number 33538. Color shall be throughout (surface coatings only not allowed). DWP shall be cast in place, surface mount DWP are not allowed." (COK Std. Figures 8-002, 8-003, 8-004, and 8-005).	N/A

DRAFT**Curb Ramps**

Design Element	Requirement	Review	Recommendations
Detectable Warning Surface Placement	<p>On perpendicular curb ramps, detectable warning surfaces shall be placed as follows:</p> <ul style="list-style-type: none"> Where the ends of the bottom grade break are in front of the back of curb, detectable warning surfaces shall be placed at the back of curb. Where the ends of the bottom grade break are behind the back of curb and the distance from either end of the bottom grade brake to the back of curb is 5.0 ft. or less, detectable warning surfaces shall be placed on the ramp run within one dome spacing of the bottom grade break. Where the ends of the bottom grade break are behind the back of curb and the distance from either end of the bottom grade brake to the back of curb is more than 5.0 ft, detectable warning surfaces shall be placed on the lower landing at the back of curb. <p>(PROWAG R305.2.1).</p> <p>On parallel curb ramps, detectable warning surfaces shall be placed on the turning space at the flush transition between the street and sidewalk at the back of curb. (PROWAG R305.2.2).</p> <p>On blended transitions, detectable warning surfaces shall be placed at the back of curb. Where raised pedestrian street crossings, depressed corners, or other level pedestrian street crossings are provided, detectable warning surfaces shall be placed at the flush transition between the street and the sidewalk (PROWAG R305.2.3).</p>	<p>Following note included, "DWP shall be within 5 feet of curb." (COK Std. Figures 8-002, 8-003, and 8-004).</p>	<p>Revise note to refer WSDOT Std. Plan F-45.10-02 for detectable warning surface placement details on COK Std. Figures 8-002, 8-003, and 8-004.</p> <p>Include a detectable warning surface and associated notes for transition ramps, COK Std. Figure 8-005.</p>
Receiving Ramp	<p>A crosswalk served by a curb ramp must also have an existing curb ramp in place on the receiving end unless there is no curb or sidewalk on that end of the crosswalk Revised Code of Washington (RCW) 35.68.075.</p>	<p>Where a ramp is constructed on one side of the street a sidewalk or raised pedestrian facility exists on the opposite side of the street, a receiving ramp shall also be provided on the opposite side of the street (COK Std. Section 8.05).</p>	N/A

DRAFT**Signals**

Signals are important connections in the pedestrian network that provide crossings at intersections for all roadway users. Where pedestrian signals are provided at pedestrian street crossings, they shall include accessible pedestrian signals and pedestrian pushbuttons complying with sections 4E.08 through 4E.13 of the MUTCD (PROWAG R209.1).

Design Element	Requirement	Review	Recommendations
Accessible Pedestrian Signals and Pedestrian Pushbuttons	Where pedestrian signals are provided at pedestrian street crossings, they shall include accessible pedestrian signals and pedestrian pushbuttons complying with sections 4E.08 through 4E.13 of the MUTCD. An accessible pedestrian signal and pedestrian pushbutton is an integrated device that communicates information about the WALK and DON'T WALK intervals at signalized intersections in non-visual formats (i.e., audible tones and vibrotactile surfaces) to pedestrians who are blind or have low vision. (PROWAG R209.1). Existing pedestrian signals shall comply with R209.1 when the signal controller and software are altered, or the signal head is replaced (PROWAG R209.2).	Pedestrian pushbuttons on the same corner of an intersection should be separated by 10ft minimum (COK Std. Figure 4-001).	Refer to WSDOT Design Manual Chapters 1330 and 1510, and MUTCD for APS standards in COK Std. Section 7.07.
Accessible Pedestrian Pushbuttons Clear Space	Clear spaces shall be 2.5 ft. minimum by 4.0 ft. minimum with additional space needed if it is confined on all or part of three sides (PROWAG R404.3). One full unobstructed side of a clear space shall adjoin a pedestrian access route or adjoin another clear space (PROWAG R404.6).	Not mentioned.	Refer to WSDOT Design Manual Chapters 1330 and 1510, and MUTCD for APS standards in COK Std. Section 7.07.
Accessible Pedestrian Pushbutton Reach Ranges	Where a forward reach is unobstructed, the high forward reach shall be 4.0 ft. maximum and the low forward reach shall be 1.25 ft. minimum above the finish surface. Forward reach over an obstruction is not permitted (PROWAG R406.2). Where a clear space allows a parallel approach to an element and the side reach is unobstructed, the high side reach shall be 4.0 ft. maximum and the low side reach shall be 1.25 ft. minimum above the finish surface. An obstruction shall be permitted between the clear space and the element where the depth of the obstruction is 10 in. maximum (PROWAG R406.3).	Not mentioned.	Refer to WSDOT Design Manual Chapters 1330 and 1510, and MUTCD for APS standards in COK Std. Section 7.07.

DRAFT**Signals**

Design Element	Requirement	Review	Recommendations
Pedestrian Crossing Times	All pedestrian signal phase timing shall comply with section 4E.06 of the MUTCD, shall be based on a pedestrian clearance time that is calculated using a pedestrian walking speed of 3.5 ft./s. or less (PROWAG R306.2).	Not mentioned.	Refer to WSDOT Design Manual Chapters 1330 and 1510, and MUTCD for APS standards in COK Std. Section 7.07.
At Roundabouts	At roundabouts with multi-lane pedestrian street crossings, a pedestrian activated signal shall be provided for each multi-lane segment of each pedestrian street crossing, including the splitter island (PROWAG R306.3.2).	Not mentioned.	Refer to WSDOT Design Manual Chapters 1330 and 1510, and MUTCD for APS standards in COK Std. Section 7.07.
At multi-lane channelized turn lanes	At signalized intersections and roundabouts with multi-lane channelized turn lane crossings, pedestrian activated signals shall be provided (PROWAG R306.4 & PROWAG R306.5).	Not mentioned.	Refer to WSDOT Design Manual Chapters 1330 and 1510, and MUTCD for APS standards in COK Std. Section 7.07.

DRAFT**Other Pedestrian Areas**

Other pedestrian areas include transit stops and work zones. Transit provides a critical lifeline of access and independence for those with limited mobility or vision. Transit stops have additional width requirements for boarding and alighting passengers, and work zones should provide the same level of accessibility as permanent pedestrian facilities.

Design Element	Requirement	Review	Recommendations
Transit Stops			
Boarding and Alighting Area Dimensions	Bus stop boarding and alighting areas shall provide a clear length of 8.0 ft. minimum, measured perpendicular to the curb or vehicle street or highway edge, and a clear width of 5.0 ft. minimum, measured parallel to the vehicle street or highway (PROWAG R308.1.1.1)	Not mentioned.	Add reference in COK Std. Section 8.01 to follow WSDOT Design Manual Chapter 1510 for transit stop requirements.
Boarding and Alighting Area Slopes	Parallel to the street or highway, the grade of the bus stop boarding and alighting areas shall be the same as the street or highway, to the extent practicable. Perpendicular to the street or highway, the grade of the bus stop boarding and alighting areas shall not be steeper than 2 percent (PROWAG R308.1.1.2)	Not mentioned.	Add reference in COK Std. Section 8.01 to follow WSDOT Design Manual Chapter 1510 for transit stop requirements.
Transit Shelters	Transit shelters shall be connected by PARs to boarding and alighting areas. Transit shelters shall provide a minimum clear space complying with R404 entirely within the shelter. Where seating is provided within transit shelters, the clear space shall be located either at one end of a seat or shall not overlap the area within 1.5 ft. from the front edge of the seat (PROWAG R308.2).	Not mentioned.	Add reference in COK Std. Section 8.01 to follow WSDOT Design Manual Chapter 1510 for transit stop requirements.
Parking			
Parking Spaces	Where parking spaces are marked with lines, width measurements of parking spaces and access aisles shall be made from the centerline of the markings (ADAS 502.1).	Per COK Std. Section 5.05, where on-street parking or parking within the right-of-way is to be counted toward parking stall requirement, the dimensions shall comply with KMC 18.40. Does not define dimensions for ADA parking stalls.	Add dimension requirements for ADA parking stalls to COK Std. Section 5.05.
Parking Access Aisles	Two spaces are permitted to share a common access aisle (PROWAG R309.3). Where perpendicular or angled parking is provided an access aisle (8.0ft) wide shall be provided (PROWAG R309.3). Access aisles shall extend the full length of the	Per COK Std. Section 5.05, where on-street parking or parking within the right-of-way is to be counted toward parking stall requirement, the dimensions shall comply with KMC 18.40. Does not define dimensions for ADA parking stalls.	Add dimension requirements for ADA parking stalls to COK Std. Section 5.05.

DRAFT**Other Pedestrian Areas**

Design Element	Requirement	Review	Recommendations
	parking spaces they serve (PROWAG R309.3). Access aisles shall be marked so as to discourage parking in them (PROWAG R309.3).		
Parking identification.	Accessible parking spaces shall be identified by signs displaying the International Symbol of Accessibility (PROWAG 211.4).	Per COK Std. Section 5.05, where on-street parking or parking within the right-of-way is to be counted toward parking stall requirement, the dimensions shall comply with KMC 18.40. Does not define dimensions for ADA parking stalls.	Add signage requirements for ADA parking stalls to COK Std. Section 5.05.
Parallel Parking Spaces	Where the width of the adjacent sidewalk or available right-of-way exceeds 14.0 ft, an access aisle 5.0 ft. wide minimum shall be provided at street level the full length of the parking space and shall connect to a pedestrian access route. The access aisle shall comply with R302.7 and shall not encroach on the vehicular travel lane (PROWAG R309.2.1). In alterations where the street or sidewalk adjacent to the parking spaces is not altered, an access aisle shall not be required provided the parking spaces are located at the end of the block face (PROWAG R309.2.1.1). An access aisle is not required where the width of the adjacent sidewalk or the available right-of-way is less than or equal to 14.0 ft. When an access aisle is not provided, the parking spaces shall be located at the end of the block face (PROWAG R309.2.2).	Per COK Std. Section 5.05, where on-street parking or parking within the right-of-way is to be counted toward parking stall requirement, the dimensions shall comply with KMC 18.40. Does not define dimensions for ADA parking stalls.	Add dimension requirements for ADA parking stalls to COK Std. Section 5.05.
Perpendicular or Angled Parking Spaces	Where perpendicular or angled parking is provided, an access aisle 8.0 ft. wide minimum shall be provided at street level the full length of the parking space and shall connect to a pedestrian access route. The access aisle shall comply with R302.7 and shall be marked so as to discourage parking in the access aisle. Two parking spaces are permitted to share a common access aisle (PROWAG R309.3).	Per COK Std. Section 5.05, where on-street parking or parking within the right-of-way is to be counted toward parking stall requirement, the dimensions shall comply with KMC 18.40. Does not define dimensions for ADA parking stalls.	Add dimension requirements for ADA parking stalls to COK Std. Section 5.05.
Alternative Pedestrian Access Routes			
Alternate Pedestrian Access Route	When a pedestrian circulation path is temporarily closed by construction, alterations, maintenance operations, or other	"Where a development or construction activity will obstruct an existing Pedestrian walkway, including formal sidewalk,	N/A

DRAFT**Other Pedestrian Areas**

Design Element	Requirement	Review	Recommendations
	conditions, an alternate pedestrian access route complying with sections 6D.01, 6D.02, and 6G.05 of the MUTCD shall be provided. Where provided, pedestrian barricades and channelizing devices shall comply with sections 6F.63, 6F.68, and 6F.71 of the MUTCD (PROWAG R205).	maintained trail, worn (unmaintained) foot trails, shoulder, or other forms of pathway regularly used by pedestrians, a pedestrian circulation plan shall be required prior to beginning any construction activity." "Where existing pedestrian facilities exist outside the limits of the work zone, they may be utilized as the alternative pedestrian path provided that pedestrian connections with the existing pedestrian path can be made at safe and legal locations and appropriate signage is provided, in compliance with MUTCD, to direct pedestrian movements to the alternative routes. All pedestrian connections shall be ADA compliant to the maximum extent feasible/practical. Where existing pedestrian facilities cannot move pedestrians around a work zone, a temporary alternative pedestrian pathway must be provided and must be compliant with current ADA standards, including, but not limited to, temporary ramps where required and continuous cane-detectable barriers around the revised pedestrian route." (COK Std. Section 4.09).	
Driveways			
Driveways	The cross slope shall be 2 percent maximum (PROWAG R304.5.3). The running slope shall be 5 percent minimum and 8.3 percent maximum but shall not require the ramp length to exceed 15.0 ft. (PROWAG R304.2.2).	Sidewalk cross slope crossing driveways are 1.5% +/- 0.5% (COK Std. Figures 8-006 and 8-007). Ramp running slope in driveway shown as 8.0% maximum (COK Std. Figure 8-007).	Add note to COK Std. Figure 8-007 that states "Ramp running slope shall not require the ramp length to exceed 15 feet. When applying the 15-foot max. length, the running slope of the curb ramp is allowed to exceed 8.3%. Use a single constant slope from the bottom of ramp to top of ramp." Document the use of 15-foot max length as means for meeting standards to the Maximum Extent Feasible.
Ramps			
Ramp Width	The clear width of a ramp run and, where handrails are provided, the clear width between handrails shall be 3.0 ft. minimum (PROWAG R407.4).	Not mentioned.	Add reference to COK Section 8.01 to follow WSDOT Design Manual Chapter 1510 for ramp requirements in the public right-of-way.

DRAFT**Other Pedestrian Areas**

Design Element	Requirement	Review	Recommendations
Running Slope	Ramp runs shall have a running slope between 5 percent minimum and 8.3 percent maximum (PROWAG R407.2).	Not mentioned.	Add reference to COK Section 8.01 to follow WSDOT Design Manual Chapter 1510 for ramp requirements in the public right-of-way.
Cross Slope	The cross slope of ramp runs shall be 2 percent maximum (PROWAG R407.3).	Not mentioned.	Add reference to COK Section 8.01 to follow WSDOT Design Manual Chapter 1510 for ramp requirements in the public right-of-way.
Rise	The rise for any ramp run shall be 2.5 ft. maximum (PROWAG R407.4).	Not mentioned.	Add reference to COK Section 8.01 to follow WSDOT Design Manual Chapter 1510 for ramp requirements in the public right-of-way.
Landing Size	Ramps shall have landings at the top and the bottom of each ramp run (PROWAG R407.6). The landing clear width shall be at least as wide as the widest ramp run leading to the landing (PROWAG R407.6.2). The landing clear length shall be 5.0 ft. long minimum (PROWAG R407.6.3). Ramps that change direction between runs at landings shall have a clear landing 5.0 ft. by 5.0 ft. minimum (PROWAG R407.6.4).	Not mentioned.	Add reference to COK Section 8.01 to follow WSDOT Design Manual Chapter 1510 for ramp requirements in the public right-of-way.
Landing Slope	Landing slopes shall be 2 percent maximum in any direction (PROWAG R407.6.1).	Not mentioned.	Add reference to COK Section 8.01 to follow WSDOT Design Manual Chapter 1510 for ramp requirements in the public right-of-way.
Stairways			
Stairway Treads and Risers	All steps on a flight of stairs shall have uniform riser heights and uniform tread depths. Risers shall be 4 in. high minimum and 7 in. high maximum. Treads shall be 11 in. deep minimum (PROWAG R408.2). Open risers are not permitted (PROWAG R408.3). The radius of curvature at the leading edge of the tread shall be 0.5 in. maximum. Nosings that project beyond risers shall have the underside of the leading edge curved or beveled. Risers shall be permitted to slope under the tread at an angle of 30 degrees maximum from vertical. The permitted projection of the nosing shall extend 1.5 in. maximum over the tread below (PROWAG R408.5).	Not mentioned.	Add reference to COK Section 8.01 to follow WSDOT Design Manual Chapter 1510 for ramp requirements in the public right-of-way.
Handrails			

DRAFT**Other Pedestrian Areas**

Design Element	Requirement	Review	Recommendations
Handrails	<p>Stairways shall have handrails (PROWAG R408.6).</p> <p>Handrails are required on ramp runs with a rise greater than 6 in. and on certain stairways (PROWAG R407.8).</p> <p>Edge protection complying shall be provided on each side of ramp runs and landings (PROWAG R407.9).</p> <p>Where required handrail shall be provided on both sides of ramps and stairways (PRWOAG R409.2).</p> <p>Top of gripping surfaces of handrails shall be 2.8 ft. minimum and 3.2 ft. maximum vertically above walking surfaces, ramp surfaces, and stair nosings. Handrails shall be at a consistent height above walking surfaces, ramp surfaces, and stair nosings (PROWAG R409.4).</p> <p>Clearance between handrail gripping surfaces and adjacent surfaces shall be 1.5 in. minimum (PROWAG R409.5).</p> <p>Handrail gripping surfaces shall be continuous along their length and shall not be obstructed along their tops or sides. The bottoms of handrail gripping surfaces shall not be obstructed for more than 20 percent of their length. Where provided, horizontal projections shall occur 1.5 in. minimum below the bottom of the handrail gripping surface (PROWAG R409.6).</p>	Not mentioned.	Add reference to COK Section 8.01 to follow WSDOT Design Manual Chapter 1510 for handrail requirements in the public right-of-way.
Handrail Extension on Ramps	Ramp handrails shall extend horizontally above the landing for 1.0 ft. minimum beyond the top and bottom of ramp runs. Extensions shall return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent ramp run. (PROWAG R409.10.1).	Not mentioned.	Add reference to COK Section 8.01 to follow WSDOT Design Manual Chapter 1510 for handrail requirements in the public right-of-way.
Handrail Extension on Stairways	<p>At the top of a stair flight, handrails shall extend horizontally above the landing for 1.0 ft. minimum beginning directly above the first riser nosing. Extensions shall return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent stair flight (PROWAG R409.10.2).</p> <p>At the bottom of a stair flight, handrails shall extend at the slope of the stair flight for a horizontal distance at least equal to one tread</p>	Not mentioned.	Add reference to COK Section 8.01 to follow WSDOT Design Manual Chapter 1510 for handrail requirements in the public right-of-way.

DRAFT**Other Pedestrian Areas**

Design Element	Requirement	Review	Recommendations
	depth beyond the last riser nosing. Extensions shall return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent stair flight. (PROWAG R409.10.3).		
Handrail Cross Section	Handrail gripping surfaces with a circular cross section shall have an outside diameter of 1.25 in. minimum and 2 in. maximum (PROWAG R409.7.1). Handrail gripping surfaces with a non-circular cross section shall have a perimeter dimension of 4 in. minimum and 6.25 in. maximum, and a cross-section dimension of 2.25 in. maximum (PROWAG R409.7.2).	Not mentioned.	Add reference to COK Section 8.01 to follow WSDOT Design Manual Chapter 1510 for handrail requirements in the public right-of-way.
Railways			
Railroad Flangeway Gaps	Flangeway gaps at pedestrian at-grade rail crossings shall be 2.5 in. maximum on non-freight rail track and 3 in. maximum on freight rail track (PROWAG R302.7.4).	Not mentioned.	No recommendation as there are few to no railroad crossings with pedestrian facilities in Kenmore. General note referencing WSDOT standards for areas not covered in standards is sufficient.
Detectable Warning Surfaces at Rail Crossings	At pedestrian at-grade rail crossings not located within a street or highway, detectable warning surfaces shall be placed on each side of the rail crossing. The edge of the detectable warning surface nearest the rail crossing shall be 6.0 ft. minimum and 15.0 ft. maximum from the centerline of the nearest rail. Where pedestrian gates are provided, detectable warning surfaces shall be placed on the side of the gates opposite the rail. (PROWAG R305.2.5).	Not mentioned.	No recommendation as there are few to no railroad crossings with pedestrian facilities in Kenmore. General note referencing WSDOT standards for areas not covered in standards is sufficient.
Detectable Warning Surfaces at Rail Boarding Areas	At boarding platforms for rail vehicles, detectable warning surfaces shall be placed at the boarding edge of the platform (PROWAG R305.2.6). At boarding and alighting areas at sidewalk or street level transit stops for rail vehicles, detectable warning surfaces shall be placed at the side of the boarding and alighting area facing the rail vehicles (PROWAG R305.2.7).	Not mentioned.	No recommendation as there are few to no railroad crossings with pedestrian facilities in Kenmore. General note referencing WSDOT standards for areas not covered in standards is sufficient.

Kenmore Right-of-Way ADA Transition Plan

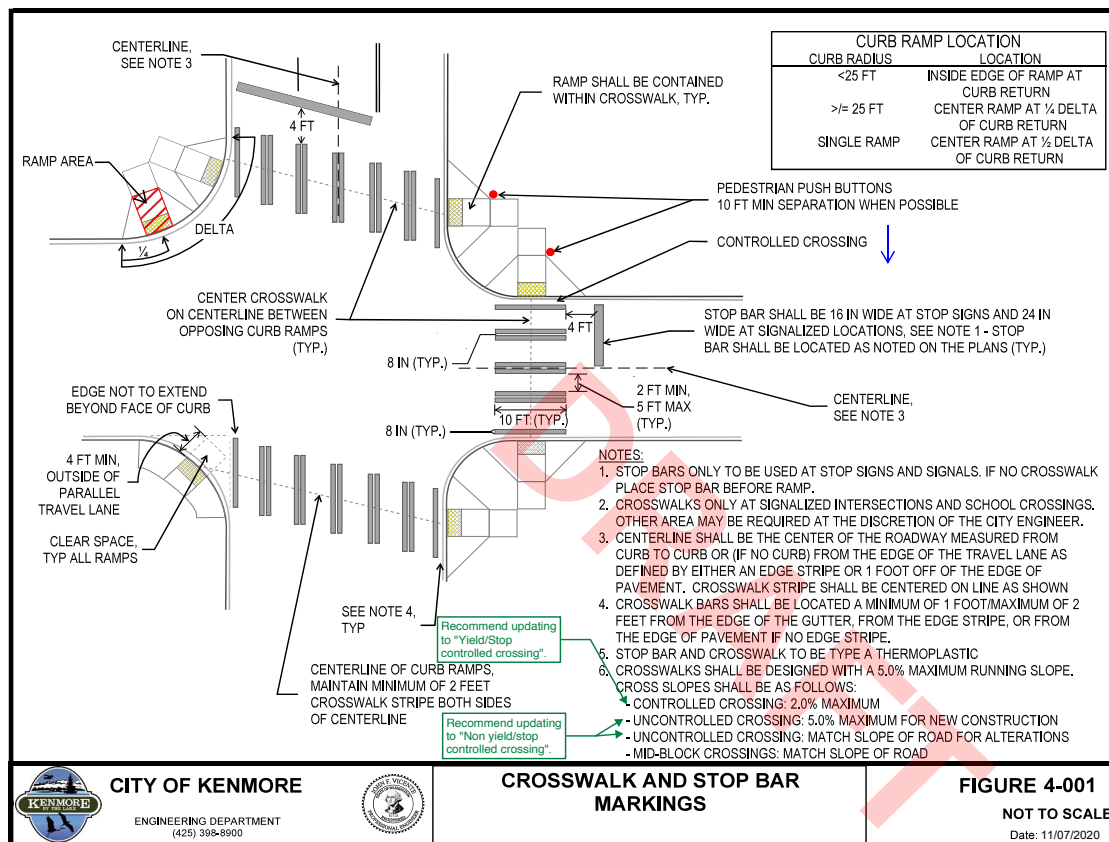
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Other Pedestrian Areas

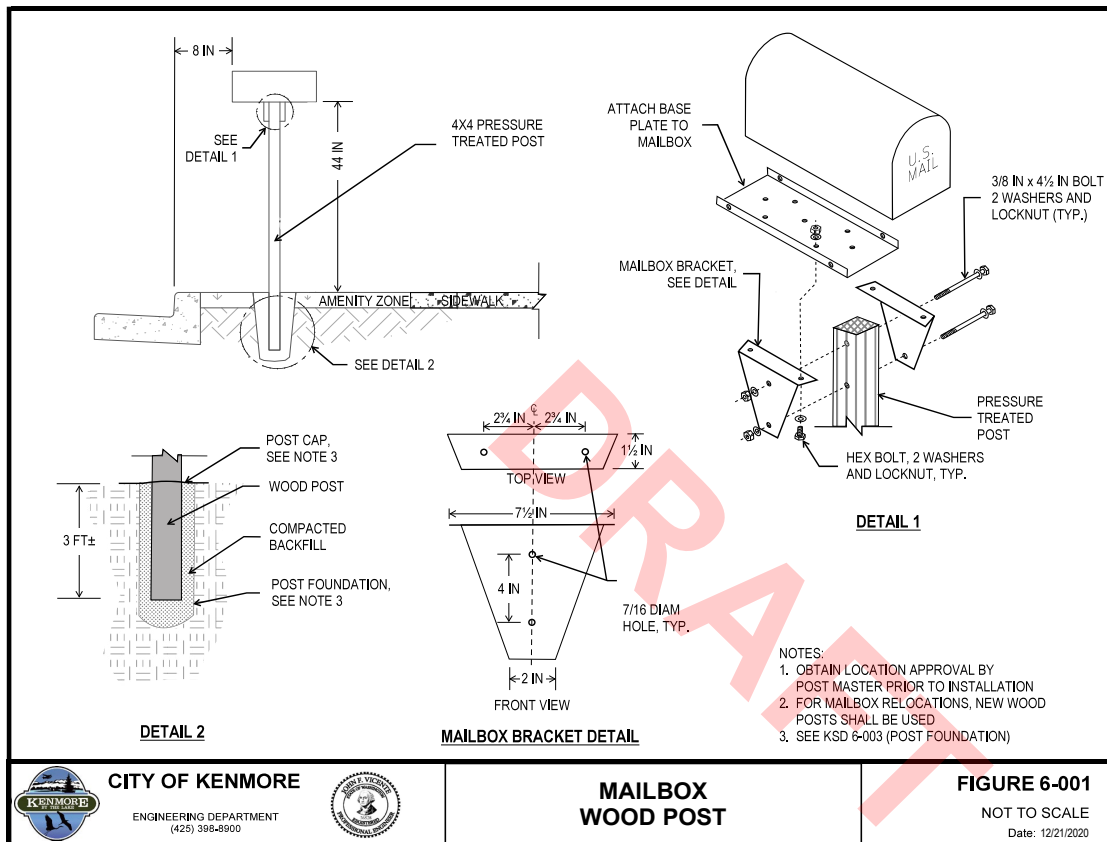
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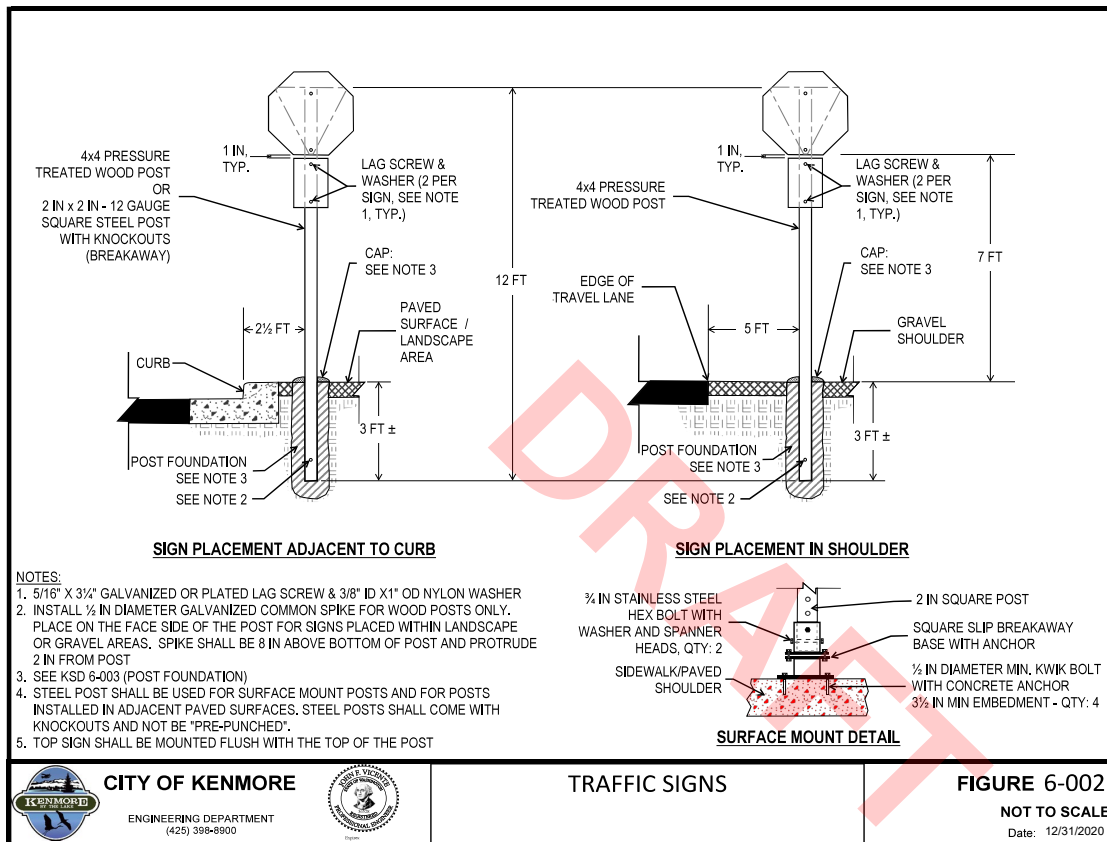
Attachment A: Draft City of Kenmore Standard Figure Markups

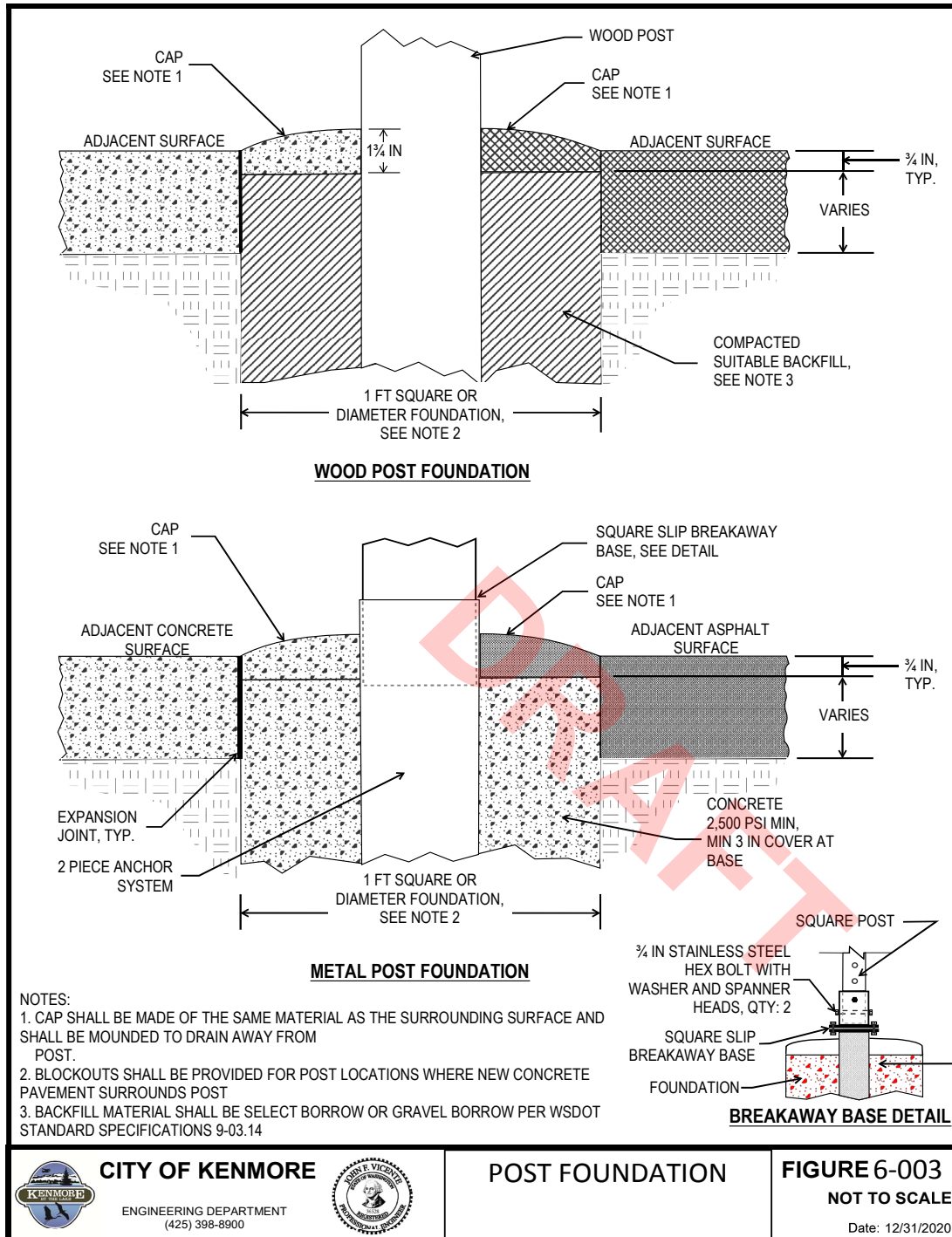
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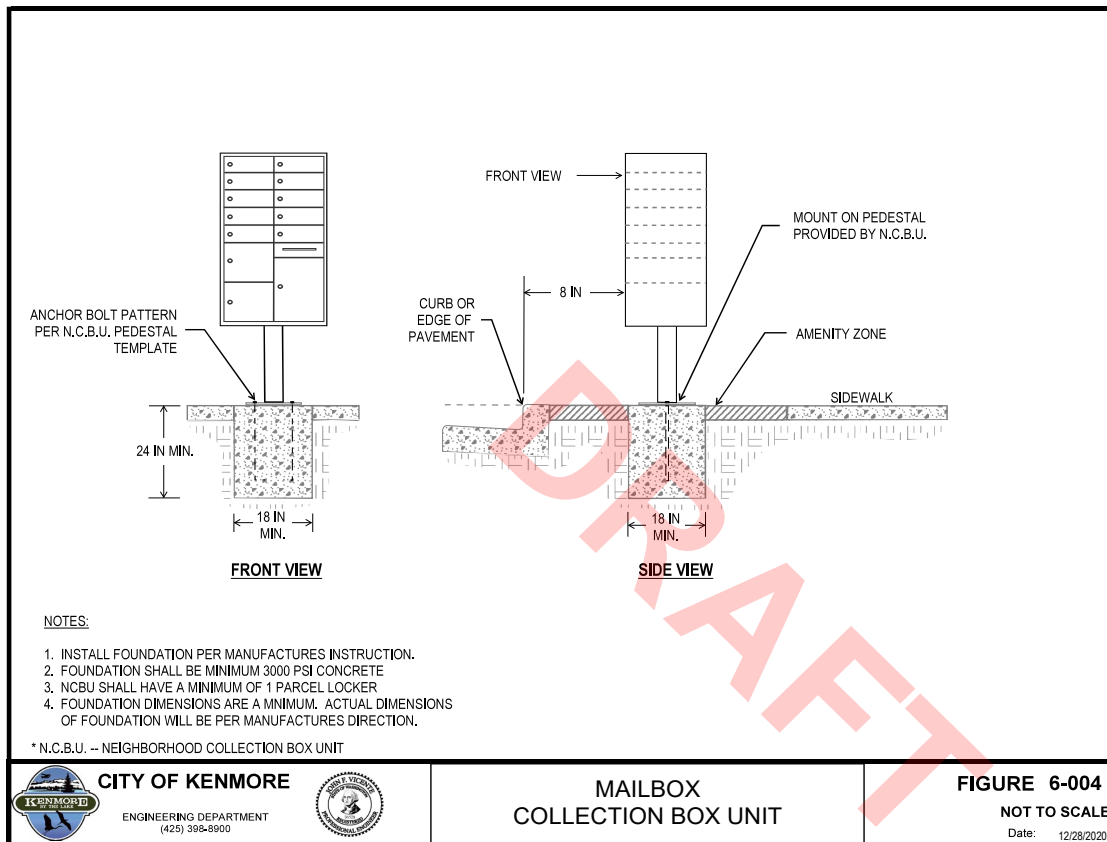


Kenmore Right-of-Way ADA Transition Plan

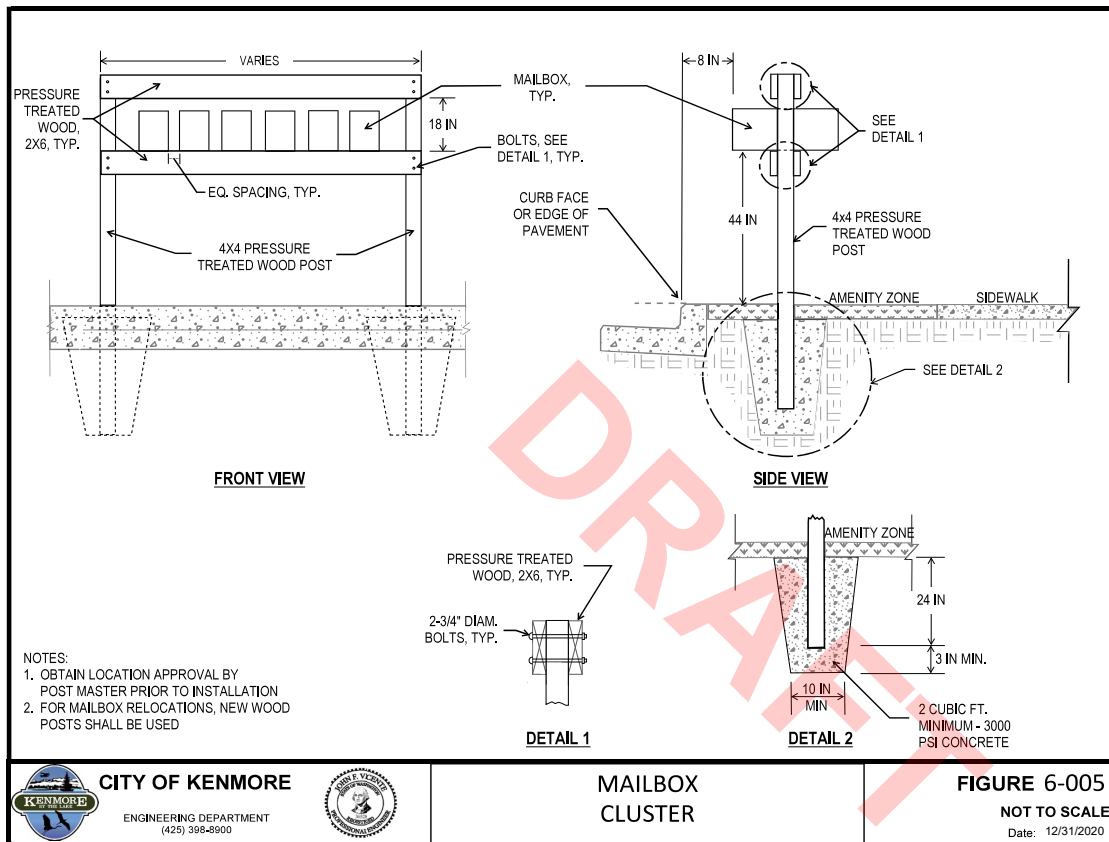


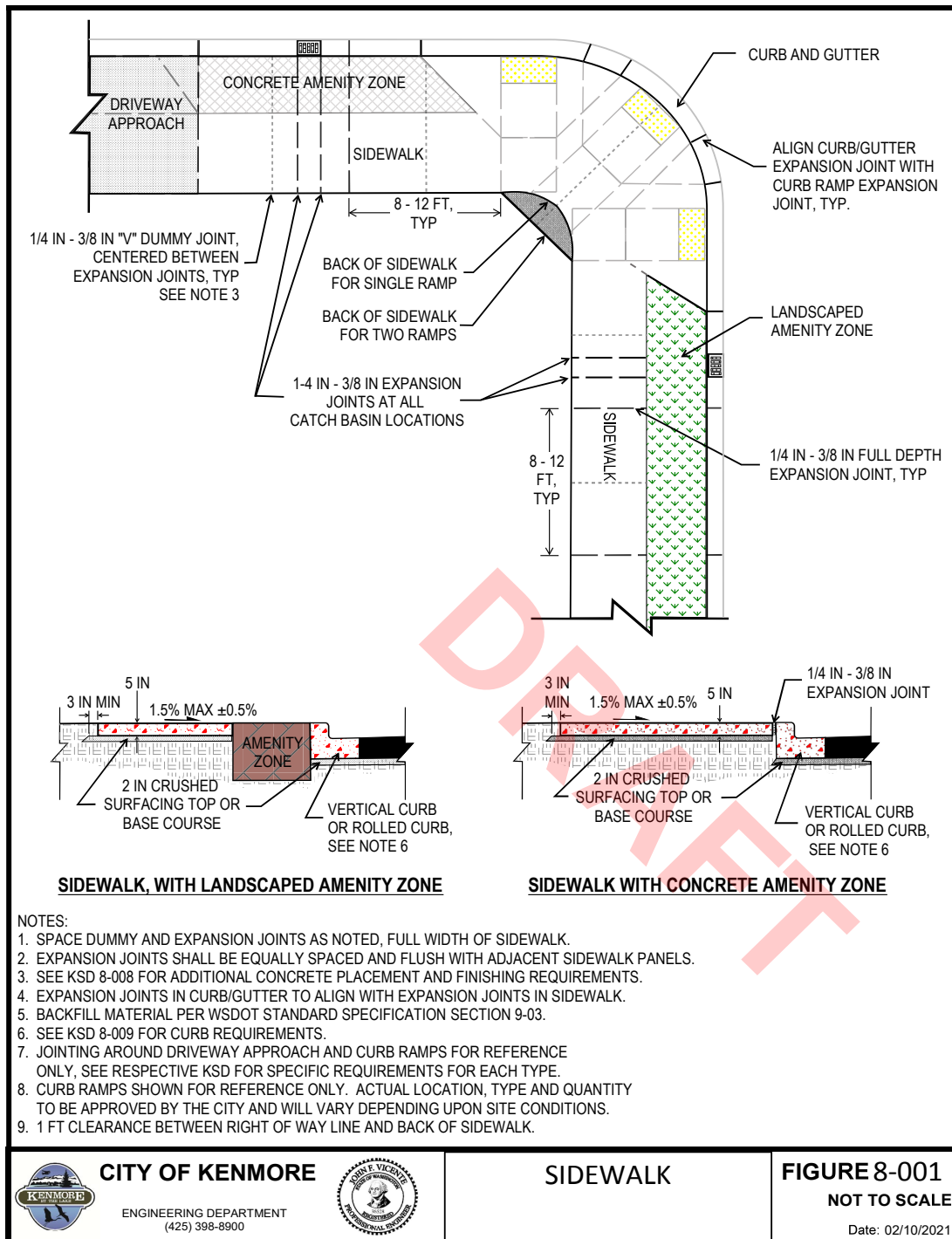




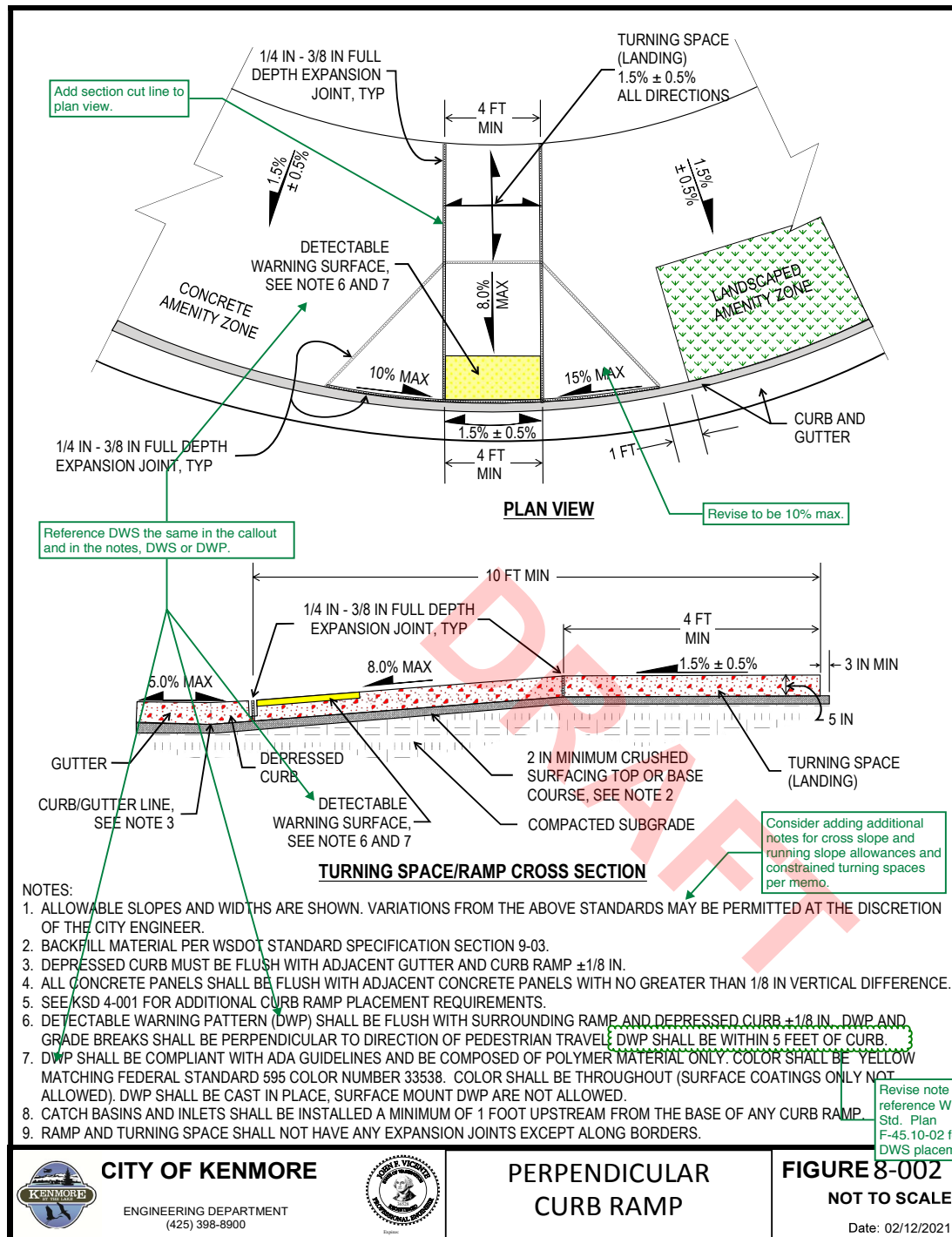


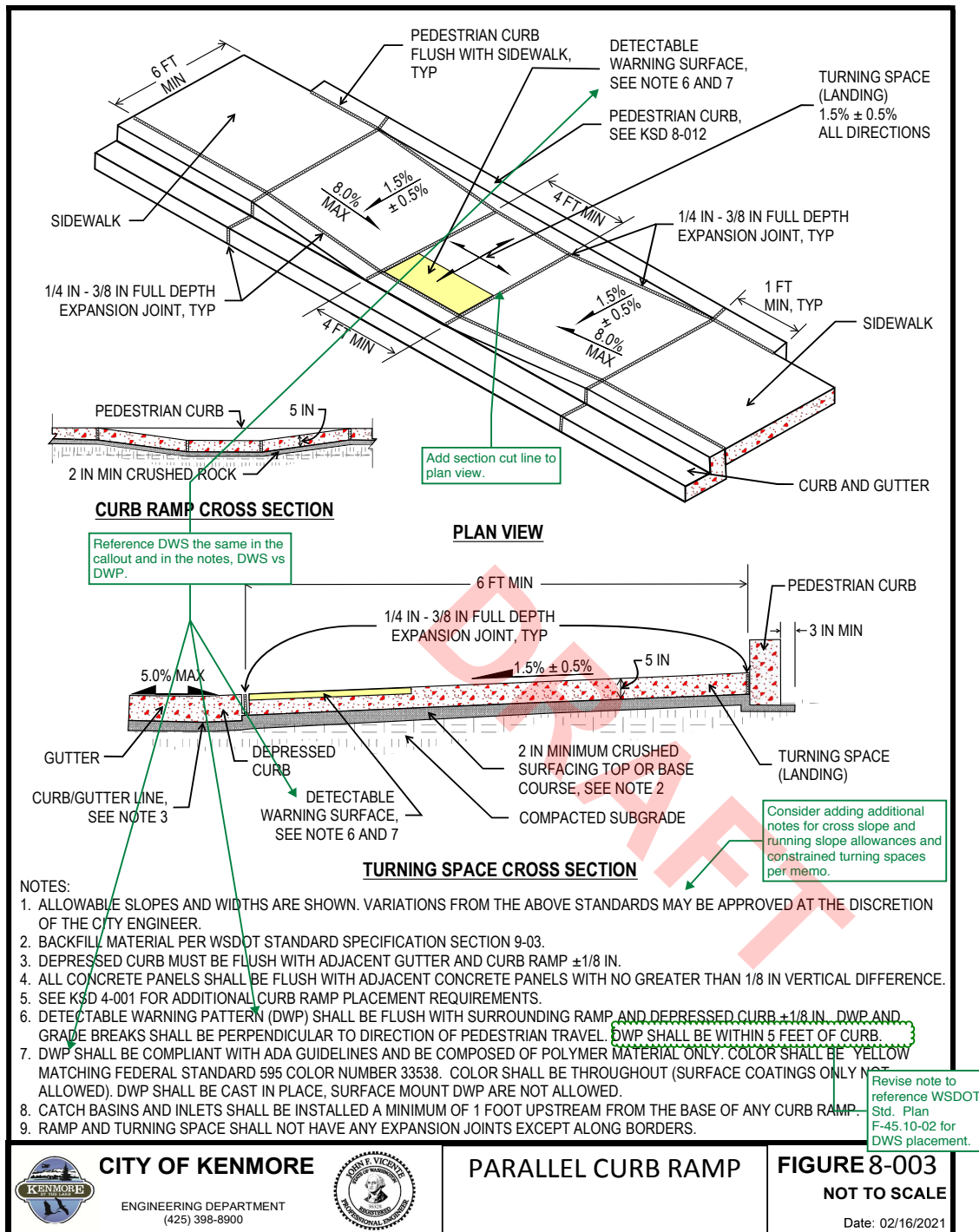
Kenmore Right-of-Way ADA Transition Plan



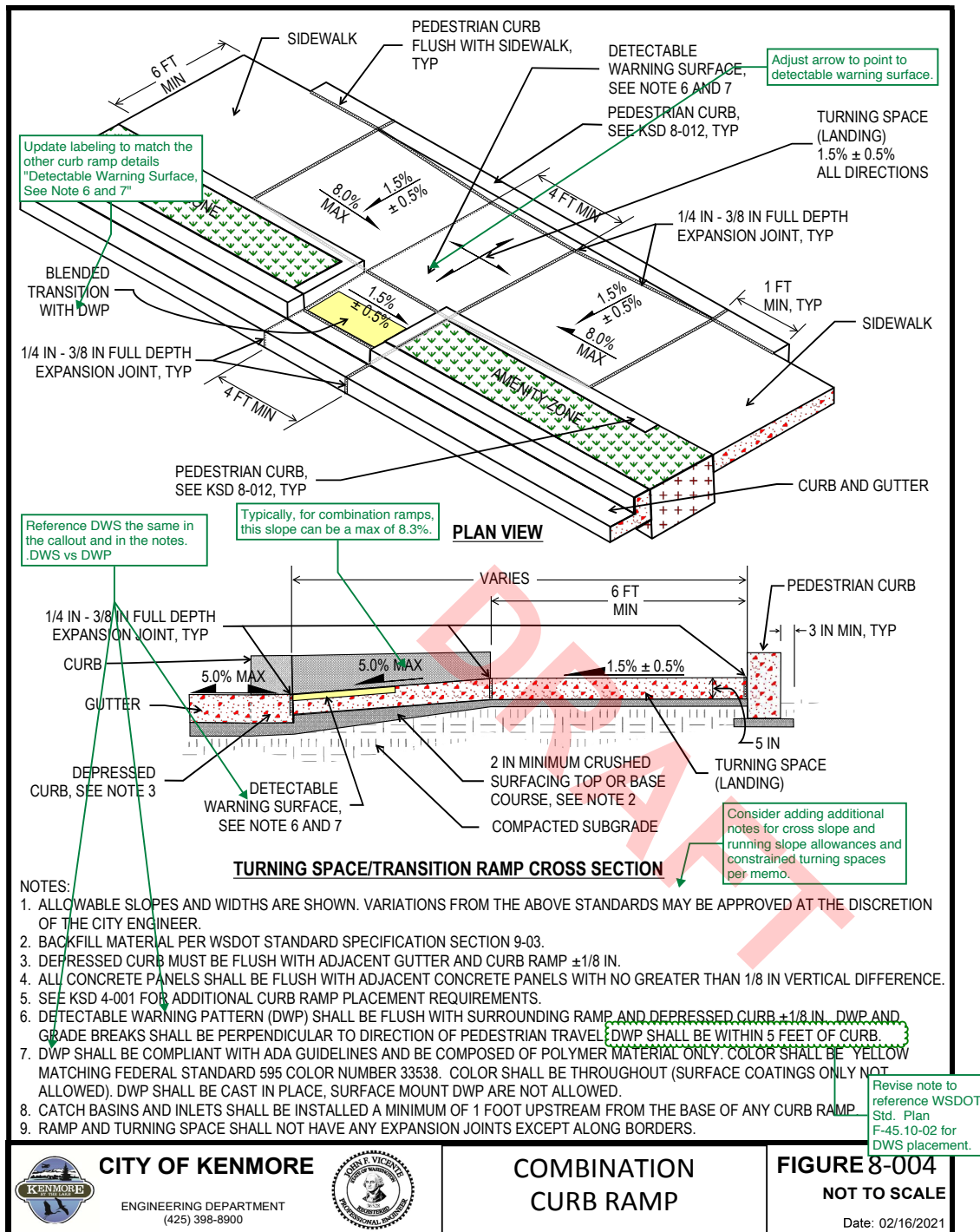


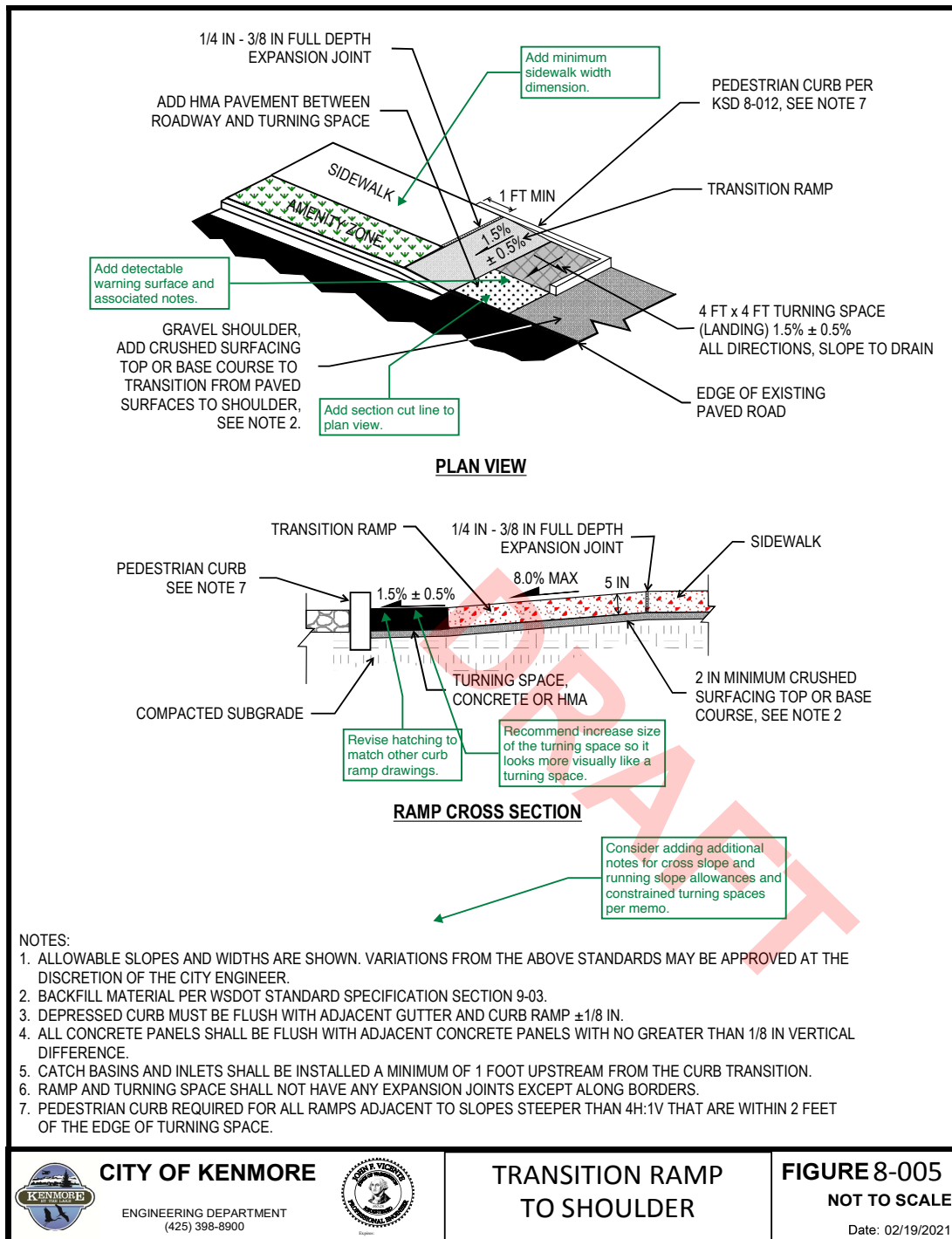
Kenmore Right-of-Way ADA Transition Plan



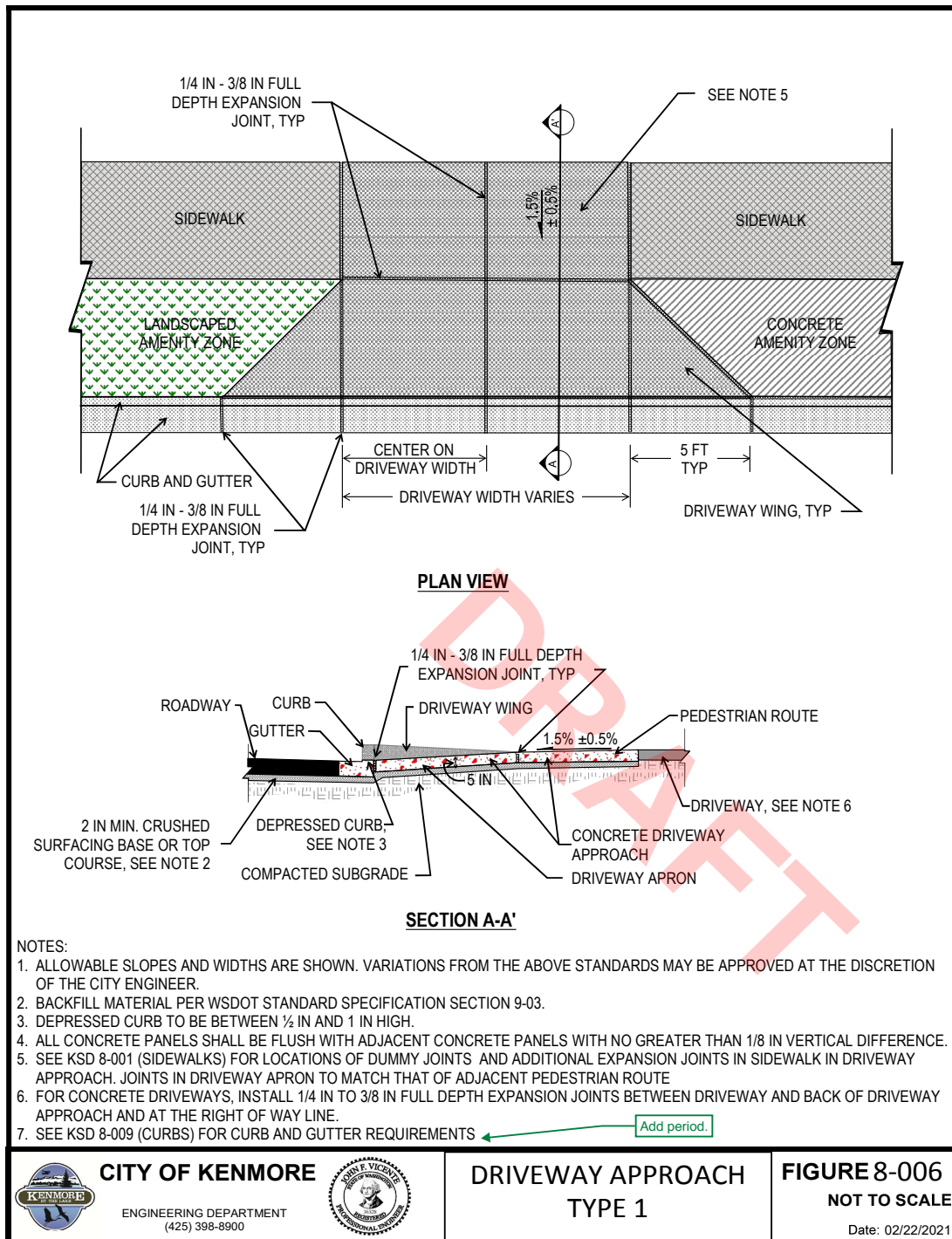


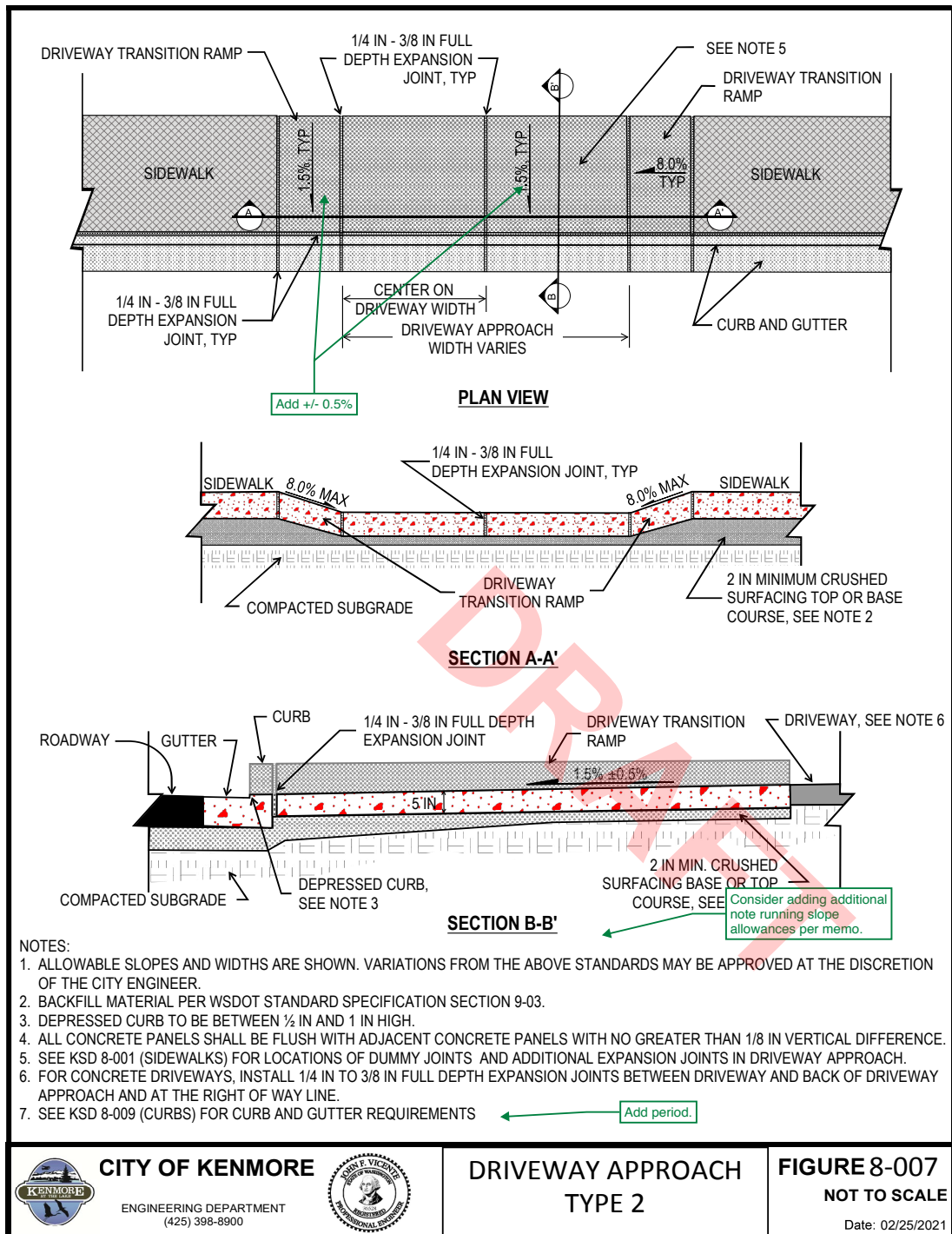
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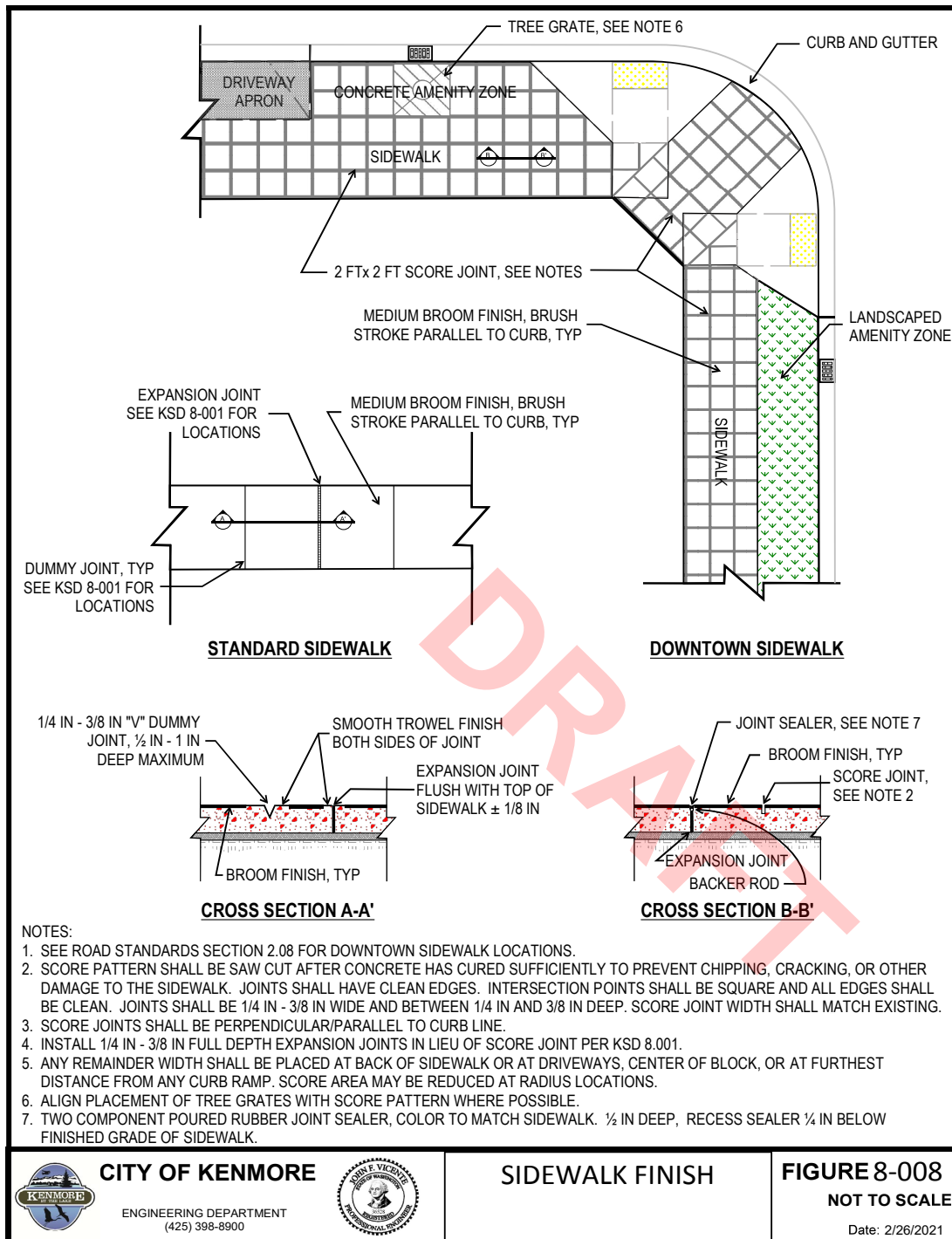


Kenmore Right-of-Way ADA Transition Plan





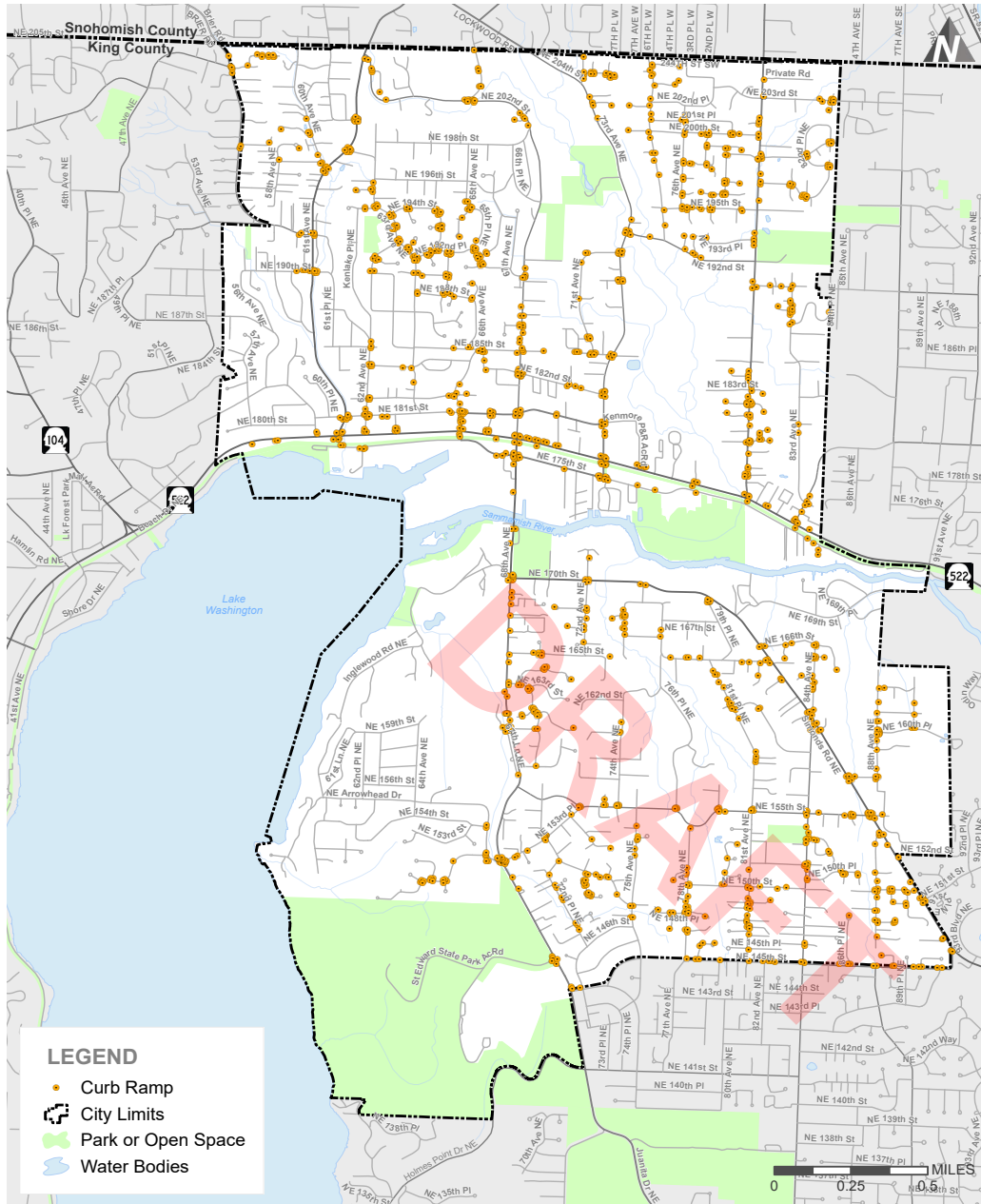
Kenmore Right-of-Way ADA Transition Plan



APPENDIX B: EXISTING DATA INVENTORY

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Kenmore Right-of-Way ADA Transition Plan



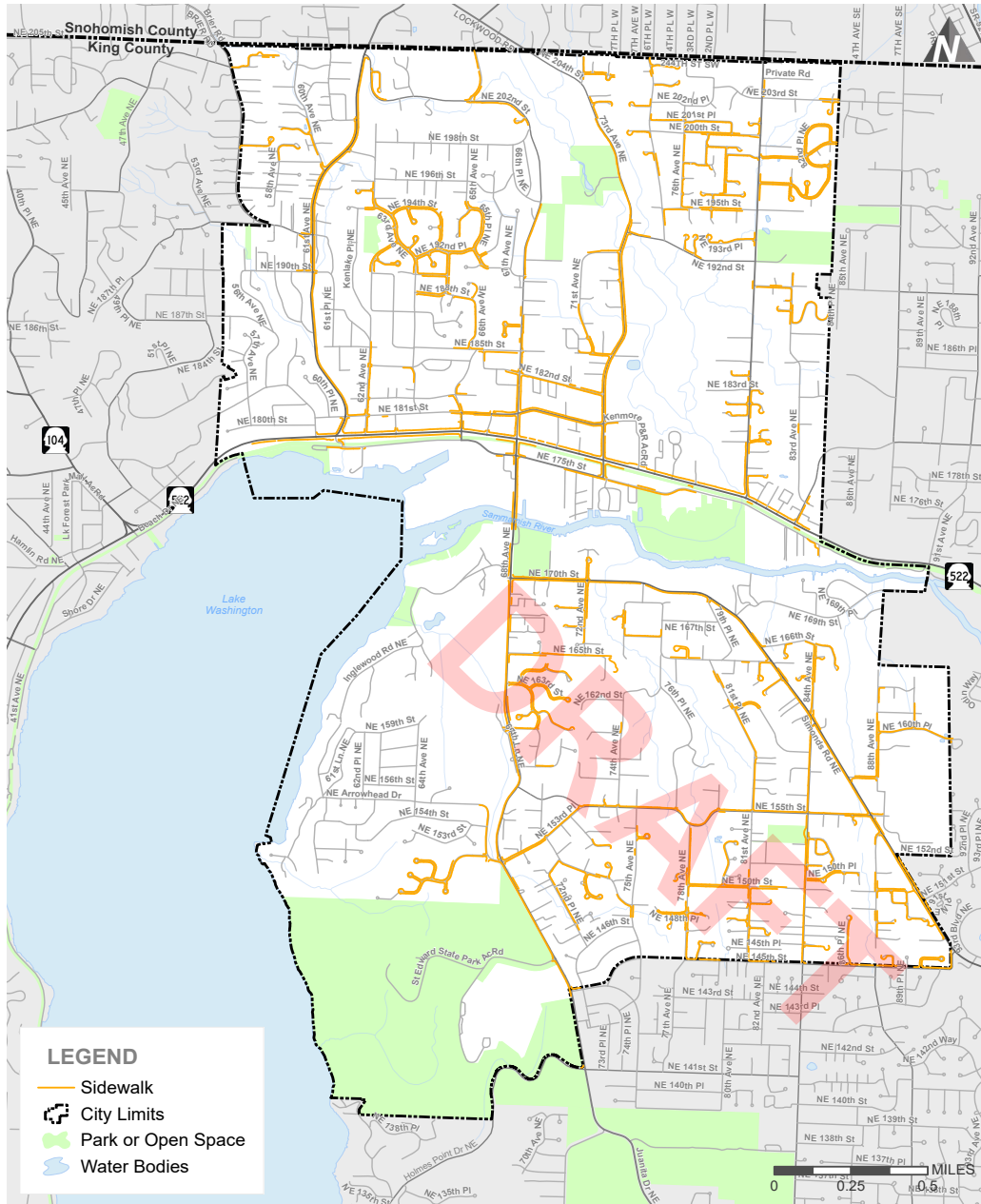
Inventory Curb Ramp
City of Kenmore ADA Transition Plan

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FIGURE

I-1



Inventory Sidewalk

City of Kenmore ADA Transition Plan

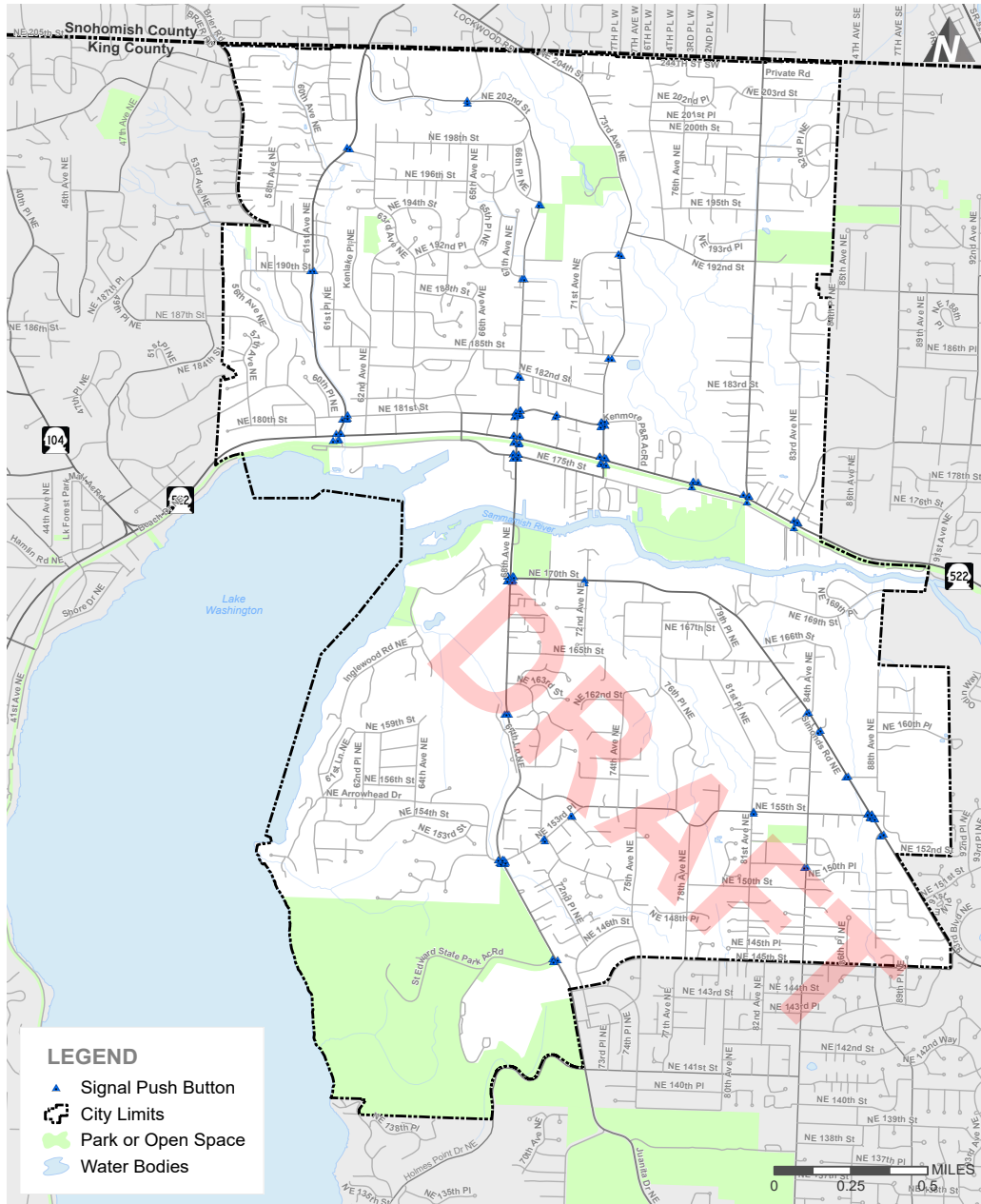
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FIGURE

I-2

Kenmore Right-of-Way ADA Transition Plan



Inventory Signal Push Button

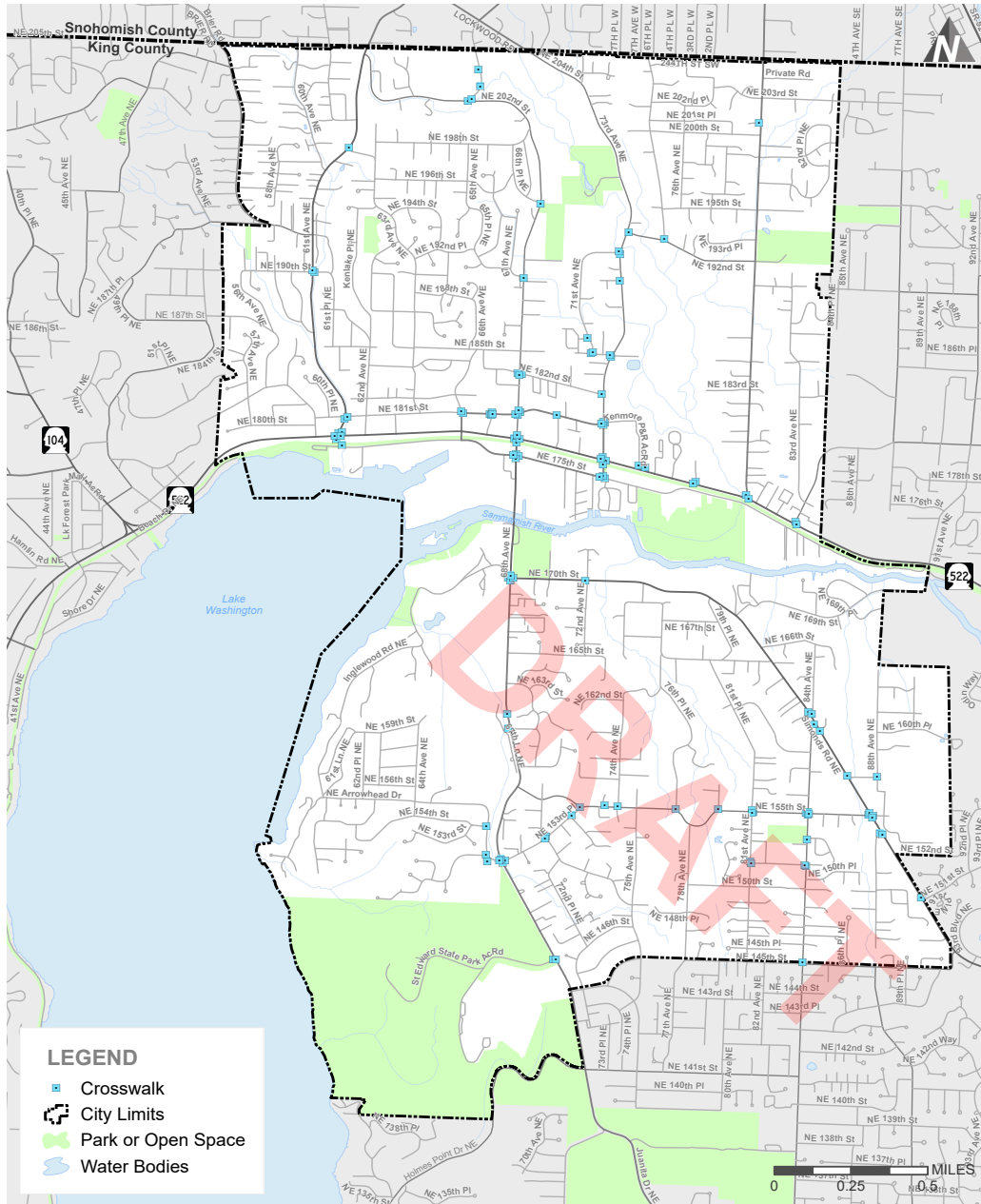
City of Kenmore ADA Transition Plan

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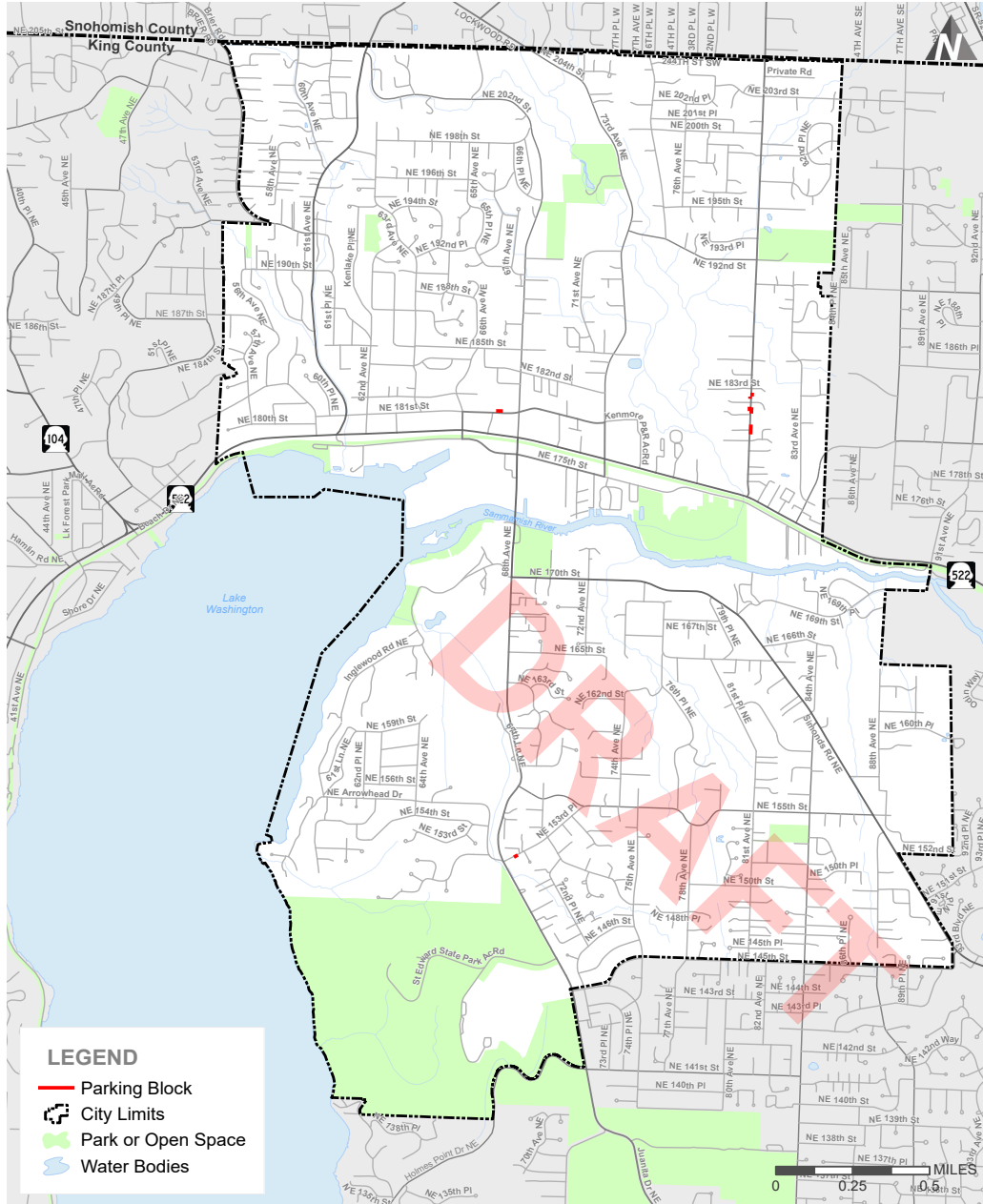
FIGURE

I-3

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Kenmore Right-of-Way ADA Transition Plan



Inventory Parking Block

City of Kenmore ADA Transition Plan

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FIGURE

I-5

APPENDIX C: PRIORITIZATION CRITERIA

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DRAFT Kenmore ADA Transition Plan Prioritization Process

Public Right-of-Way

To focus efforts toward facilities that pose the largest barrier within the public right-of-way, an analysis of the accessibility of each pedestrian facility and its proximity to public destinations such as schools, libraries, parks, transit, and city buildings will be completed. The result of this analysis is a prioritized list of projects, with the highest benefit projects identified for removal first.

To complete this assessment, a multi-criteria analysis is conducted to determine which facilities do not meet existing sidewalks and curb ramp standards. Each attribute collected in the field is compared against PROWAG requirements.

If the facility does not meet PROWAG criteria or is located near public destinations, points are assigned, with the number of points dependent on the relative importance or proximity. Sidewalks or curb ramps with poor PROWAG compliance and a number of proximate destinations receive a high score and are prioritized for removal while PROWAG compliant ramps far from public destinations have a score of zero. Missing curb ramps are assigned the greatest number of points.

Accessibility Prioritization (aka Accessibility Index Score)

A number of criteria are used to establish the extent to which each pedestrian facility did or did not present a barrier to accessible mobility. Table shows these criteria, the threshold used to identify them as a barrier, and the score used to indicate the severity of each barrier relative to each other. Pedestrian facilities with a higher Accessibility Index Score (AIS) presented a large accessibility barrier and have a higher score. Facilities with fewer or no barriers have a lower score.

Below is an example of typical weighted values to equal a total possible score of 30.

FACILITY	CRITERIA	THRESHOLD	SCORE	MAX. POSSIBLE SCORE
Sidewalks	Width	<36 inches	4	6
	Width	<= 48 inches or >= 48 - <60 inches w/ out pullouts	2	
	Run Slope	> 5% (and not similar to roadway grade)	5	5
	Cross Slope Issue	> 2%	2	7
	Cross Slope Issue	> 2.4%	2	
	Cross Slope Issue	> 3%	3	
	Vertical Discontinuity Issue	Present	2	2
	Horizontal Discontinuity Issue	Present	2	2
	Fixed Obstacles	Present	2	2

FACILITY	CRITERIA	THRESHOLD	SCORE	MAX. POSSIBLE SCORE
	Moveable Obstacles	Present	2	2
	Protruding Obstacles	Present	2	2
	Other Obstruction	Present	2	2
	Maximum Sidewalk (AIS) Score			30
Curb Ramp (Max. Score)	Curb Ramp Type	Non-Compliant Type	30	30
	Non-Compliant as Determined by City	City Determined	30	30
Curb Ramps	Ramp Width	< 48 inches	6	6
	Ramp Running Slope	> 8.3% (less than 15-ft) or >5% (Blended)	6	6
	Ramp Cross Slope Issue	> 2% - <=3%	3	6
	Ramp Cross Slope Issue	> 3%	3	
	Turning Space	None or width < full width of ramp or length < 48 inches	2	2
	Turning Space Slope	>2%	4	4
	Flare Slope	>10%	1	1
	Truncated Domes (DWS) Present and Compliant	No	2	2
	Counter Slope	>5%	1	1
	Gutter Slope	>2%	1	1
	Curb Ramp Obstruction	Present	1	1
	Maximum Curb Ramp (AIS) Score			30
Signal Pushbuttons	Curb Distance	Pushbutton less than 10 feet from curb = No	2	2
	Crosswalk Extension Distance	Pushbutton less than 5 feet from the extension of the crosswalk line = No	2	2
	Force Less Than 5lbs	Pushbutton Force less than 5 pounds = No	2	2
	Vibe Feedback	Pushbutton provides vibratory feedback when pushed = No	2	2
	Button Size and Visual Contrast	Pushbutton size meets minimum 2-inch diameter with visual contrast from housing = No	2	2
	Distance of 2 Buttons on Same Corner	Distance between pushbuttons on the same corner less than 10 feet and audible indication of WALK interval in speech = No	2	2
	Reach Depth from Landing	Reach depth from pushbutton to the landing	2	2

Kenmore Right-of-Way ADA Transition Plan

FACILITY	CRITERIA	THRESHOLD	SCORE	MAX. POSSIBLE SCORE
		is less than 10 inches = No		
	Mounting Height	Mounting height of pushbutton from landing area is < 42 inches or > 48 inches	2	2
	Tactile Arrow	Tactile Arrow provided = No	2	2
	Directional Arrow	Directional arrow on pushbutton face, housing, or mounting & pushbutton with parallel orientation to crosswalk direction = No	2	2
	Level Clear Space	Level clear space provided at pushbutton (min. 30" x 48") landing area provided with less than a 2% cross slope in any direction = No	2	2
	Both Audible Tone during "Walk" Cycle and Audible Speech during "Walk" Cycle	Audible indication of WALK interval in tone = No and Audible indication of WALK interval in speech = No	2	2
	Locator Tone during "Don't Walk" Cycle	Locator tone operates during DON'T WALK and flashing DON'T WALK intervals = No	2	2
	Braille Street Name	Braille correctly showing street name = No and audible indication of street name at any time = No	2	2
	APS Style Housing	Housing is APS Style = No	2	2
	Maximum Signal Pushbutton (AIS) Score			30
Crosswalks	Width	< 6 feet	6	6
	Run Slope	> 5%	8	8
	Cross Slope	> 5% at Non-Stop/Yield Controlled Intersections or > 2% at any other type except for mid-block crossings	8	8
	Crosswalk Obstruction	Present	8	8
	Maximum Crosswalk (AIS) Score			30

Location Prioritization (aka Location Index Score)

A number of destinations are used to identify high priority pedestrian facilities within the City. This is done by identifying public destinations such as public buildings, transit and parks and identifying pedestrian facilities within close proximity of one or more of these destinations.

Pedestrian facilities within the identified proximity were assigned points based on each destination they were close to, as shown in Table. This measure is called the Location Index Score (LIS), which identifies high pedestrian generating overlapping areas. Ultimately the more pedestrian generating areas an asset is within, the higher number. Community Defined Destinations criteria is added to the Location Index Score (LIS) following comments and results received from open house attendees, City staff, other stakeholders during engagement and public outreach. This assists in factoring in what's important to the citizens and community to help with the overall prioritization.

Below is an example of typical weighted values to equal a total possible score of 45

LOCATION CRITERIA	RATING CRITERIA	POSSIBLE SCORE
Schools		
Proximity to Schools	Within 1/4-mile radius of school	5
Walk-To-School Route Proximity	Within 1/4-mile radius of school	5
Parks		
	Within 1/8-mile radius of park	5
Transit		
Park and Ride	Within 1/2-mile of park and ride	5
Bus Stops	Within 1/4-mile of transit stop	5
Traffic Signal/Roundabout	Within 1/8-mile of signal or roundabout	5
Public Buildings	Within 1/8-mile of location	5
Downtown / Urban / Commercial Business Centers	Within 1/4-1/8mile radius of Downtown, Urban and Commercial Business Center Zoning	5
Community Defined Destinations (defined by Stakeholder/Public Engagement*)	Within 1/4-1/8mile of location	5
TOTAL LOCATION INDEX SCORE (LIS)		45

* Note: Community Defined Destinations to be identified based on public outreach, ADA surveys, etc. on what locations are more important, thus giving extra weight to those community defined destinations. (To be determined)

Barrier Removal Priorities (Combined Composite Index Score)

By combining the Accessibility Index Score and Location Index Score, a Combined Composite Index Score was developed. Together, these measures prioritize barrier removal at locations where pedestrian facilities present a barrier and where pedestrians would be expected.

Facilities with the highest score should be addressed first (46+ points) and represent facilities that present a clear physical barrier and are in high-demand areas. Facilities with lower scores should be address last (0 to 15 points), have minor barriers, and are in locations where pedestrian demand would be expected to be lower. These scores are relative, comparing one facility to the other. The ranges for medium and high priority were defined based on review of the identified barriers and assessment of the relative barrier they present. It should be noted that while some barriers have a lower priority, they still should be removed.

APPENDIX D: COMMUNITY ENGAGEMENT

DRAFT

MEMORANDUM

Date:	April 4, 2022	TG:	1.19347.01
To:	John Vicente – City of Kenmore		
From:	Patrick Lynch, AICP – Transpo Group Francesca Liburdy, PE – Transpo Group		
Subject:	Kenmore ADA Transition Plan Stakeholder Engagement		

The following document summarizes the Kenmore ADA Transition Plan stakeholder engagement process and identifies trends and priorities based on the community's responses.

Public and stakeholder input is an essential element in the transition plan development and self-evaluation processes. ADA implementation regulations require public entities to provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process and development of the transition plan by submitting comments (28 CFR 35.105(b) and 28 CFR 35.150(d)(1)). The City's three primary goals for conducting public outreach activities prior to adopting the plan include the following:

- Inform the public about the City's plan and processes regarding removal of barriers to accessibility within the rights-of-way. Provide information to assist interested parties to understand the issues faced by the City, alternatives considered and planned actions.
- Obtain public comment to identify any errors or gaps in the proposed accessibility transition plan for the public rights-of-way, specifically on prioritization and grievance processes.
- Meet Title II requirements for public comment opportunity.

Engagement Survey

The engagement survey was promoted by the City of Kenmore between late March 2021 and late August 2021 to request responses via the City's virtual open house website and social media channels, including four Facebook posts on the City's page in June and July 2021. In addition, the City promoted the engagement survey through postcards and flyers to local residents. The City also conducted interviews with members of the visually impaired community as well as a Certified Orientation and Mobility Specialist in May 2021 and August 2021.

An online survey was made available to residents through the City of Kenmore's website, <https://www.kenmoreada.com/survey>. The online open house provides context on the City's ADA Transition Plan process and allows viewers to respond to the feedback survey. The feedback survey asked respondents to provide input on their disability status, travel modes, barriers to travel that they experience, and priorities for improving ADA facilities. The survey contained several sections that asked the responder to comment on the following subtexts:

1. Whether they have a disability or support someone with one;
2. Which type of accessibility barriers they currently experience;
3. How they rate the accessibility conditions of existing right-of-way facilities; and,
4. What facility types they believe should be prioritized when removing accessibility barriers.

A full account of the survey findings can be found in Attachment A. In addition to the online survey, an interactive map was available for respondents to identify areas of concern.

The online survey received 128 respondents. Out of the 128 responses, 94 percent were residents of Kenmore. Other respondents either worked or frequented Kenmore for recreation, medical appointments, or shopping. Of all respondents, 21 percent (27 respondents) indicated they have a disability that impacts the way they travel and 12 percent (15 respondents) reported supporting someone with a disability. Three

of these respondents reported that they both have a disability and support someone with a disability. A summary of respondents' disability status is shown on Figure 1.

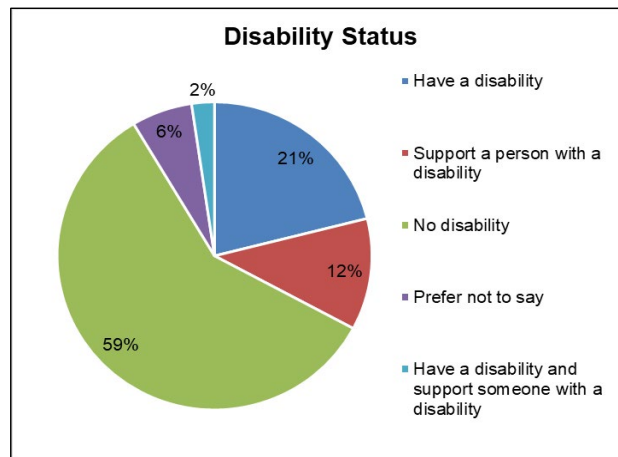


Figure 1 Disability Status

The survey asked respondents to evaluate their use of frequent travel modes through the city, including driving, transit or paratransit shuttle, wheelchair, bike, or walk. Respondents were able to indicate if they use multiple travel modes.

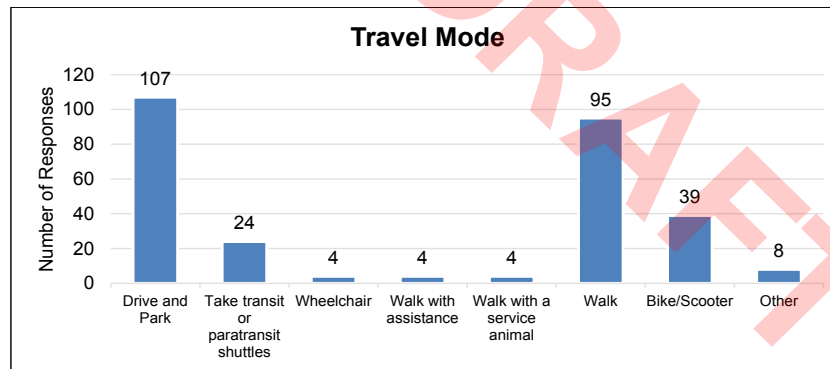


Figure 2 Travel Mode

As shown in Figure 2, 107 of the 128 total respondents (84 percent) drive, 95 respondents (74 percent) walk, and 39 respondents (30 percent) bike/scooter, while 24 respondents (19 percent) indicated use of transit or paratransit shuttles. Four respondents use a wheelchair, walk with assistance, or walk with a service animal.



Survey respondents were asked to identify barriers in the public right-of-way that limit participation and access to services in the City of Kenmore. As shown on Figure 3, several barriers received significant response from the survey, with lack of sidewalk, sidewalk barriers, and pedestrian crosswalk issues being selected 33, 20, and 11 times, respectively. 13 respondents identified barriers in the Other category, with responses that ranged from lack of ADA parking enforcement, lack of gender-neutral bathrooms, lack of low-light sensory rooms in public spaces, and steep slopes or stairs that pose mobility challenges. In addition, lack of ADA parking, curb ramp barriers, and access to push-buttons were identified as challenges.

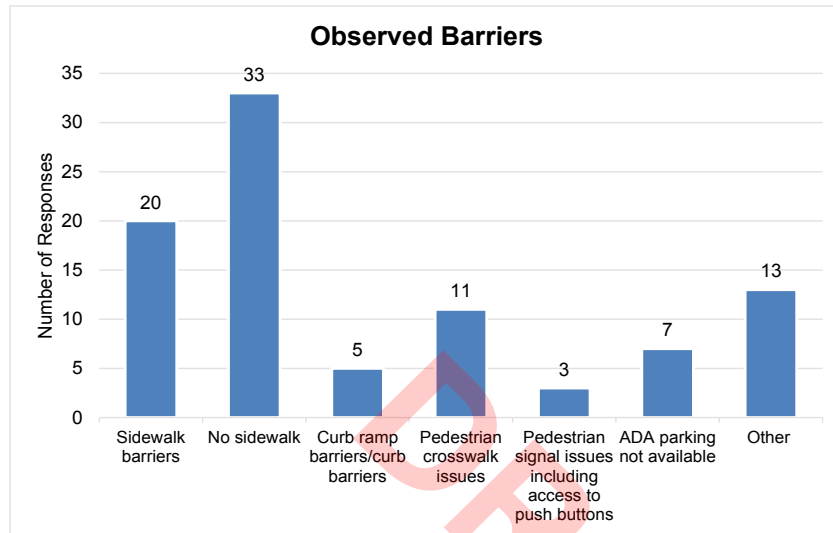


Figure 3 Observed Barriers in Public Right-of-Way

Improvement Priorities

The survey respondents both identified and ranked their accessibility priorities within the City's public right-of-way. Respondents ranked areas within City right-of-way as first and second priority. Ranking an item as a first priority improvement was given a greater weight than second priority to emphasize the improvement's importance. A first priority ranking scored 3 points in the weighted scoring system, while a second priority ranking scored one point. The first and second priority survey responses are shown in Figure 4.



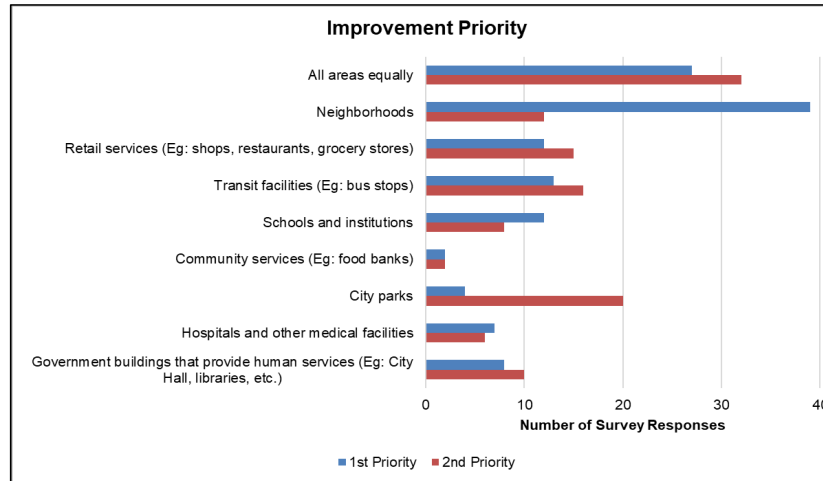


Figure 4 Unweighted First and Second Improvement Priority Ranking

When considering weighted scores, the top three priorities among survey respondents were neighborhoods, all areas equally, and transit facilities. A summary of the weighted ranked priority locations is included in Figure 5. These weighted ranked priorities were utilized in the prioritization of barrier removal in the City's transition plan.

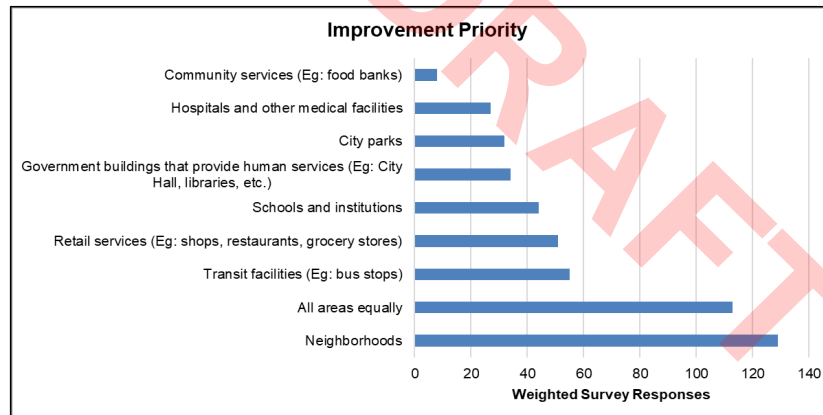


Figure 5 Weighted Improvement Priority Ranking

In addition, when examining the priorities of respondents whose disability status includes having a disability that impacts travel, the highest weighted priorities include all areas equally, neighborhoods, and city parks.



Respondents were also given the opportunity to identify locations where they have experienced mobility or accessibility challenges in the City of Kenmore. Locations were identified via written survey responses. Key locations identified via written survey results and the online mapping tool are summarized in Table 1. Lack of sidewalk or uneven sidewalks were identified as the most common barriers among the locations identified in Table 1. Many acknowledgements were given to the lack of sidewalk or uneven sidewalk along Simonds Road NE, Juanita Drive, 61st Avenue NE, and 68th Avenue NE.

Table 1. Identified Accessibility Barriers

City Locations and/or Landmarks	City Roadways or Roadway Segments
Stoup Brewing on NE 181st Street	Simonds Road NE
Zeek's Pizza on NE 181st Street	Juanita Drive
Lake Washington Physical Therapy on NE 181st Street	61st Avenue NE
Town Market	68th Avenue NE
Log Boom Park	NE 155th Street
Wallace Swamp Creek Park	NE 185th Street
Moorlands Park neighborhoods	64th Ave NE
Kenmore Park & Ride	63rd Ave NE
Citywide neighborhoods	73rd Ave NE
	NE 192nd St
	80th Ave NE
	NE 150th Street
	71st Avenue NE
	83rd Ave NE
	NE 181st St
	NE 169th St
	55th Ave NE
	81st Ave NE
	84th Ave NE
	78th Ave NE
	75th Avenue NE

In addition to the online survey, locations with mobility and accessibility barriers were identified by respondents via an online mapping and reporting tool. An example of the reporting tool is shown in Figure 6. See Attachment B for further detail on responses using the online mapping and reporting tool.



Kenmore ADA Concerns/Preocupaciones/肯莫尔市《美国残疾...

We'd like to know where you are experiencing barriers to travel on our City's sidewalks and pedestrian paths. Do you have a specific location that makes travel difficult for you or prevents you from accessing programs or activities? Please take a moment and tell us more about that location.

Nos gustaría saber dónde está experimentando barreras para viajar en las aceras y caminos peatonales de nuestra ciudad. ¿Hay una lugar específica que eras difícil para ti viaje o le impide acceder a programas o actividades? Por favor describir los lugares.

我们想知道您在本市的人行道和行人路线上哪些地方遇到过出行障碍。是否有特定的地方导致您难以出行或者参加一些项目和活动？请告诉我们关于这些地点更详细的信息

Enter a Location/Ingrese una ubicación/输入一个地点*

Enter the address of the location where you have an ADA accessibility issue. To mark multiple areas, please submit one form per location.

Ingrese la dirección de la ubicación donde tiene un problema de accesibilidad ADA. Para marcar varias áreas, envíe un formulario por ubicación.

输入您遇到出行障碍问题的具体地址。如要标记多个地址，请为每个地点提交一份报告表单。

Find address or place

Map showing location in Kenmore, WA, with a blue pin indicating the location.

Figure 6 Online Reporting Tool

As shown in Figure 6, respondents could indicate specific locations with accessibility barriers or concerns and provide a description or photo of the barrier. Barriers identified via the mapping tool are consistent with the survey responses, including inaccessible sidewalks, missing sidewalks, missing curb cuts, and lack of resting places along inclined walking areas. Specific locations identified via the mapping tool are summarized in Table 1.

Meeting ADA Standards

Per 28 CFR 35.150(d)(1), public involvement is required as follows: A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the transition plan by submitting comments. A copy of the transition plan shall be made available for public inspection.

The City has engaged with the public for feedback on developing the ADA transition plan in a manner that meets Title VI of the Civil Rights act. Title VI of the Civil Rights Act of 1964 is a Federal statute and provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. This includes matters related to language access or limited English proficient (LEP) persons.

Additional Outreach

A draft version of the ADA transition plan will be made available for public comment. Notice will be sent out via a mailer to all address in the City, City e-news, and the City newsletter that will inform people how to view the plan and provide any comments.



Attachment A: Survey Response Data

DRAFT



Kenmore ADA Survey Response Data Summary

1. Why do you travel in Kenmore?

Answer	Count
I live in Kenmore	120
I work in Kenmore	20
Attend school/college	5
Recreation/recreational activities	49
Medical appointments	26
Shopping	54
Other community or social services	15
Other value (Exercise, visit family)	2
	128

2. Please tell us about yourself (select all that apply)

Answer	Count
I have disabilities that impact how I travel (please describe in Question #3)	27
I support a person with disabilities (please describe in Question #3)	15
I have no disability	75
I prefer not to say	8
Have a disability and support someone with a disability	3
<i>Subtotal</i>	128

3. Please describe your disability/disabilities or those of the person you support (select all that apply)

Answer	Count
Physical, mental, or emotional condition that limits learning, memory, or concentration	17
Blindness or serious difficulty seeing when wearing glasses	5
Condition that substantially limits one or more physical activities such as walking, climbing stairs, reaching, lifting, or carrying	27
Deafness or hearing difficulty	4
Use mobility device(s)	14
Use a wheelchair	7
Use assistive software technology such as a screen-reader	5
Use hearing aids or hearing assistive devices	6
Use a service animal	5
Other	3

4. What resources do you use to find information on ADA issues? (select all that apply)

Answer	Count
Washington State Department of Social and Health Services (DSHS)	24
Washington State Department of Services for the Blind (DSB)	3
City of Kenmore	18
Transit Service	12
Department of Veterans Affairs	2
Other	5

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5. Please Provide your five-digit zip code.

Answer	Count
33053	1
97984	1
98020	1
98023	2
98027	1
98028	103
98034	1
98037	1
98104	1
98117	2
98155	1
98208	1
98296	1

6. How often do you travel in the City of Kenmore? (pre-pandemic)

Answer	Count
Less than weekly	6
1-2 days per week	7
3-4 days per week	13
5-7 days per week	102

7. How do you travel within the City of Kenmore?

Answer	Count
Drive and Park	107
Take transit or paratransit shuttles	24
Wheelchair	4
Walk with assistance	4
Walk with a service animal	4
Walk	95
Bike/Scooter	39
Other	8
<i>Subtotal</i>	<i>128</i>

8. If you use transit, how often do you use it in a typical week?

Answer	Count
Less than weekly	65
1 day per week	6
2-4 days per week	10
5 or more days per week	7

9. If you walk, how far are you willing/able to walk to your destination?

Answer	Count
Less than 1/2 mile	22
1/2 mile	12
1 mile	41
2 miles	22
More than 2 miles	18

10. Are you now or were you ever unable to participate in an event or obtain services in the City of Kenmore?

Answer	Count
No	96
Yes	24

11. Which of the following barriers in the public right-of-way are reasons you could not participate?

Answer	Count
Sidewalk barriers	20
No sidewalk	33
Curb ramp barriers/curb barriers	5
Pedestrian crosswalk issues	11
Pedestrian signal issues including access to push buttons	3
ADA parking not available	7
Other	13

12. What areas would be your first priority in improving pedestrian facilities?

Answer	Count
Government buildings that provide human services (Eg: City Hall, libraries, etc.)	8
Hospitals and other medical facilities	7
City parks	4
Community services (Eg: food banks)	2
Schools and institutions	12
Transit facilities (Eg: bus stops)	13
Retail services (Eg: shops, restaurants, grocery stores)	12
Neighborhoods	39
All areas equally	27

13. What areas would be your second priority in improving pedestrian facilities?

Answer	Count
Government buildings that provide human services (Eg: City Hall, libraries, etc.)	10
Hospitals and other medical facilities	6
City parks	20
Community services (Eg: food banks)	2
Schools and institutions	8
Transit facilities (Eg: bus stops)	16
Retail services (Eg: shops, restaurants, grocery stores)	15
Neighborhoods	12
All areas equally	32

Kenmore Right-of-Way ADA Transition Plan

14. Please list up to three locations where you have experienced (or noticed) mobility challenges, accessibility challenges, trip hazards, etc. in the City of Kenmore. For these open-ended questions, please provide the location/s where you have experienced challenges with pedestrian facilities as well as a description of the problem/s you encountered.

For example:

Location: sidewalks on NE 170th St east of Juanita Dr NE.

Description: Sidewalk is raised creating a trip hazard

Location	Description
KENMORE Simonds Rd NE going downhill towards 100th Ave NE No sidewalks on Juanita drive KENMORE	61st Ave NE where it starts at heading west off of 61st Place NE (approximately 200th) and bends north until it reaches the county line. This is a heavily traveled by car and walkers. People out walking, with pet or children. Need to bail out into the weeds or a ditch, every time a car goes by. Cars must swerve into the oncoming lane to avoid hitting pedestrians. This is not just dangerous, but a huge liability for Kenmore. This doesn't require cement sidewalks, but proper trail on one side of the street or the other would solve this serious hazard. There is really no sidewalk but rather only a raised curb. A lot of children walk in that area and should be better protected
sidewalk on 68th NE south of NE 182nd st	A pillar next to the exit from EvergreenHealth blocks the ability of exiting drivers see pedestrians approaching from the south Sidewalks end, bike lane is crooked (whoever you hired to paint that line don't use them ever again their work is HORRIBLE) The street at the top of the hill is too narrow for cars, bike lane, and parking, so people have to walk in the street
185th street 73rd Ave NE Log Boom park alarm Sidewalks on NE 150th St Bridge on 68th	No side walk to get to Swamp Creek Park Uneven sidewalk - tree root up upheaval. Tripped. Smacked large to my head. People put their garbage and recycle bins on the sidewalks on pickup days Too narrow
68th and 181st Lack of appropriate sidewalk 71st Ave to K. Elementary School Neighborhoods around Moorlands park 61st Ave NE; 68th Ave NE; Simonds road; Saint Edwards	Seems to be difficult for drivers to see pedestrians in the crosswalk between City Hall and Diva espresso specifically when they are crossing away from City Hall approaching Diva Espresso. Broken concrete slabs attempting to define a sidewalk to the school. Very ineffective and dangerous. Sidewalks are inconsistent and you often have to cross the road to stay in a sidewalk.
73rd Ave NE from NE 181st to bridge	Sidewalks on both sides are very uneven due to tree roots. Unsafe for visually impaired. Very hard to navigate with scooter.
sidewalks on 80th St between NE179 and NE177th North bound.	There is no side walk nor enough space for people to walk. Many people use 80th to get to the bus stop and grocery store (Grocery Outlet, Starbucks etc), and dog walking. Especially, people on 80th do not need to go to P&R to get a bus because of the easy access to a bus stop on 522.
Parking lot at Zeka Hair Salon and Masers Pet Store	Sidewalks in poor condition and too steep There is no sidewalk on either side of the road south of the property located on 18215 64th Ave NE. There are multiple handicapped & elderly neighbors in this area, and this situation makes them more vulnerable to falls and accidents
6th Ave NE between NE 182nd St & NE 184 St. 18215 64th Ave NE 80th Ave NE Just north of the northeast corner of 86th Ave NE & 522 Side walks on NE 80th St	No sidewalk and uneven surface. Lack of sidewalks make it difficult to walk instead of drive to destinations The metal utility access plate on the sidewalk is not secure, so when walking across it rocks back and force to an obsessive degree. Limited sidewalks with fast traffic No sidewalk on either side of entrance, so very hard to walk to. There'd be no room for wheelchairs and no safe access for blind or limited sight. A few very close calls when trying to walk to this park.
Roads to access Wallace swamp creek park sidewalks on NE 181st St east of NE 182nd St	No sidewalk to walk on heading north Simonds way at NE169th has no sidewalk on the North side of the road. For the many who live in the neighborhood between the river and Simonds, we must cross a busy road with no walk signal or walk a short distance on a very narrow sidewalk, with speeding cars coming at us. Either a light should go in there or the walk path needs to be improved on that north side of Simonds Rd. The way it is set up now it is especially dangerous for one who has difficulty walking as they can't move fast enough for the cars. It's also dangerous for the school kids catching and being dropped off from the bus at that location. haven't experienced any mobility challenges and/or any other challenges
NE 169th St and Simonds Road Kenmore 61st Ave NE between 522 and 193 Cross walk going to Spencer 68 to the skate park Ingelmores h.s. south of 73rd and 192nd fix sidewalk on east side	Still dangerous for biking. Sidewalk is uneven It is hard to see if cars are coming (especially if in a car) Kids walking on simonds road because no sidewalk on the east side of the road roots made it bumpy Love the Burke-Gilman Trail but the bicyclists are very aggressive to walkers. I am afraid to take my grandchildren with me there.
Kenmore All along 68th	Lack of sidewalk or safe shoulder to travel, lack of crosswalks

Simmonds Road	REAL Raised sidewalks are needed the WHOLE length of Simmond Road on BOTH sides. You may use space from the the oversized bike lanes!
Sidewalks on 61st Ave NE, north of NE 181st ST	Sidewalk is raised in many areas due to tree roots
NE 181st (Remington)	No sidewalks anywhere, it's terrible.
	cars and trash receptacles regularly block sidewalk use; cars are permitted to park half (or more) on the sidewalk and force pedestrians onto the street; almost impossible for a disabled or mobility-challenged person to pass
sidewalks on 78th Ave NE	
NE 175th st to Calportland facility	pedestrian walking between 68th AVE NE and the Calportland facility. No sidedwalk or enough area to walk. Hazardous traffic traveling in this section of road. Large trucks with heavy loads.
Sidewalk on 61st St between 522 and 175th Ave	VERY VERY STEEP HILL with railing only on one side
Burke Gilman trail access and Northeast 68th 73rd	Sidewalk ramps are covered in paint and raised bumps that are challenging for people who are using wield items like wheelchair knee scooter, and are dangerous to Bicycles even when it's dry no shoulder/sidewalk
	My daughter who is visually impaired has gotten hurt multiple times. Both side of the sidewalk they let trees grow and their roots messed up the sidewalk. She has no depth perception and has fallen.
73rd both sides of the sidewalk	despite reporting that the soap dispenser was mounted to high for a little person to use, several times, nothing was done. This make the bathrooms not useable and that makes the park not useable. Please include EVERYONE
logboom park	Sidewalks
181st Street...west of library	Raised sidewalks in several places up to 61st & 197th causing extreme trip hazards and no accessibility for wheelchairs.
Sidewalks on 61st from Bothell Everett Highway past 197th	Uplake area. For pedestrians who cannot move quickly (and even those who can) this is dangerous. Speeding cars cut through here and no sidewalk. Parked cars take up the side area where one could safely walk forcing pedestrians to walk on the street.
NE 181st Street, east of 60th Ave NE	Missing sidewalks on a very busy street and a narrow section
NE 145th st. between 84th and 78th	
Sidewalks on 61st Ave NE	Portions of sidewalks completely unusable due to tree roots raising and cracking sidewalks. Several locations just in front of our house on 61st Ave NE are full of sidewalks that have been destroyed and displaced by tree roots. Several other sections of the road on both sides either completely lack sidewalks or have very broken sidewalks. It only improves once you get towards the Bothell Everett Hwy Intersection.
Sidewalks on 61st Ave NE	Sidewalks has multiple tripping hazards.
Sidewalks on 73rd Ave NE	Sidewalk on both sides of street is in poor condition and presents tripping hazards even for people without disabilities
61st Ave NE	
Sidewalk on 80th st	There are no sidewalks that cover the entire 80th street. There are some where you enter into neighborhoods including my neighborhood (windfyld meadows) however most of it is unsafe. I sometimes run down the street and I am very close to the cars while using the bike/side lanes. It would be much appreciated if there are sidewalks built on 80th street.
Side walk On 80th street	Lack of side walks
Where NE 150th turns into 74th PL NE	Sidewalks missing
150th st and 74 pl ne	Sidewalks on NE 175th Street east of 73rd Ave
Kenmore	no sidewalks or bike lanes
68th Ave	no/few sidewalks on locust way, from lynwood to kenmore.
sidewalks on locust way	More sidewalks are needed. Speed bumps could slow traffic before the curves.
Lack of walking space on 61st NE	Tree roots have forced their way up though the sidewalks...walkn with a stroller is frustrating, so I can only imagine someone with a physical disability not being able to do it.
Sidewalks on 61st Ave NE	No smooth pavement for wheelchairs
182nd Street	
No side walks in many neighborhoods	I live and work around arrow head elementary ad there are no sidewalks in the neighborhood.
Sammamish River bridge crossing at 68th	It is tight to cross on a bike; however, know this will be remedied when new bridge is in place.
19004 65th Ave NE	Sidewalk along 190th is broken up and cannot access with wheelchair. Curb ramps are good but can't get access down sidewalk.
Kenmore	
New Performing Arts Center at Inglemoor High School	We live six blocks from the center, but all I see is stairs going up from 68th Ave NE. I don't want to have to drive to go to a performance when we could "walk" there.
Sidewalk on 61st Ave NE from NE 181st St to NE 190th St	Vegetation including blackberries and uneven sidewalk are hazardous to both pedestrians and wheelchairs. Lighting could be improved.
	snow is rare, but when we get it the street plows pile it up all over the 61st street sidewalk making it nearly impossible to navigate. This is the only means for foot traffic to reach 522 and public transit. Anyone physically challenged would be unable to reach public transit, and anyone even slightly concerned with balance would find it treacherous.
sidewalk on 61st Ave in snowy weather	
80th AVE NE	Intermittent sidewalks and several miles with no separation between cars/bicycles/pedestrians.
Juanita Drive	The whole length of this major arterial.
sidewalks on 61 AVE NE, north of NE 190 ST, east side	sidewalks are raised due to tree roots and are challenging to walk on
Kenlake place NE	no sidewalks

Kenmore Right-of-Way ADA Transition Plan

Intersection between NE 198th St and NE 202nd St	There is no crosswalk sign. There have been multiple occasions when a car does not stop for the school bus and almost runs over the children. The flashing sign can help in this kind of situations.
Kenmore neighborhoods SW side of 58th Ave NE ; 56th Ave NE and NE 190th St	Poorly maintained or nonexistent sidewalks. Lack of maintenance of access trails and walking paths in neighborhoods. Careless and lackadaisical attitude toward residents placement of trash carts on the sidewalks weekly, throughout entire neighborhoods, necessitating pedestrians to walk in the streets. No enforcement for vehicles parked on the sidewalks or blocking crosswalks. People who walk pretty much have to always walk in the street with passing cars. Sidewalks that end randomly. Lack of continuous sidewalks and paths. Lack of walking trails between neighborhood and retail services. People have to walk in the street. I walk a LOT. For both exercise and leisure, and I would love to walk more. To and fro the store, post office, etc. But the city makes it incredibly difficult and at times it can be unsafe when walking in the street is necessary. The "bike lane" on 185th street is hands down THE most ridiculous thing I've ever seen and has made the road highly unsafe for both pedestrians and vehicles. Just put in a sidewalk that continues the length of the whole road! And someone needs to remeasure the width of the street, and fix it, it is incredibly dangerous!
No sidewalks, narrow, dark, on 75th Avenue NE	Streets with no sidewalk and no shoulder, especially around inside of blind curves. Occurs all over the place too. Makes it dangerous to walk on inside curve. No sidewalks, narrow, dark, on 75th Avenue NE, between Simonds Road NE and NE 169th Street
Simonds Road, south of 84th Ave NE, west side of street	Sidewalks are treacherous - tree roots and other have caused rises as much as 3-4" very easy to tip over - particularly when leaves are on sidewalks and these spots cannot be seen.
In Front of Jay's Cafe'	Sidewalk is raised and has areas of narrow to where the trees are causing the ground to rise
68th street from Bothell Lake City Way towards Brier Bothell Way NE and 67th Ave NE	Lack of shoulder/sidewalk and bike lane make it a scary walk, both for myself as an adult and for my teenage son to independently bike or walk to Safeway, Diva, etc Sidewalk is raised creating a trip hazard Neighborhood Bridges in Kenmore are two lane only with no protected pedestrian or bicycle ways to cross.
All Neighborhood Creek Bridges Parts of NE 181st Street in Kenmore	Lack of sidewalks so you have to walk in the road and dodge cars. The walkway that is provided is right next to the traffic. Bicyclists tend to overtake that area in the more clement, but even in the off season I do not feel safe walking along the traffic in a lane that is not curbed.
Walking along Juanita Drive south of Simonds Road Sidewalk 78th Ave NE & 50 feet south of NE 148th St east side	A portion of the sidewalk is raised causing a trip hazard. Two years ago I tripped, fell and injured myself causing nerve damage in my leg.
61st ave ne	has extremely dangerous sidewalk due to tree roots and stream washign out sidewalk edge
Town Market on 181st street 61st st sidewalks From Bothell Way heading N on 73rd sidewalk Log Boom Park	The building is not wheelchair accessible (high step), but the owner/worker has come out to wait wait on me. Sidewalk is raised, creating trip hazard. The sidewalks are uneven and the small hill by Mary's Place is very hard to push chair up. Lack of benches along many parts of trail
Kenmore	Sidewalks along 61st Ave are terribly uneven due to tree roots from large trees. The trees are beautiful, but the navigation along this street is terrible. I don't have a disability, but even with a stroller it's a tough walk. I wish it were better so more people who live along there could use it as a walking route to Bothell Way businesses/transportation and/or Burke Gilman/Log Boom Park.
Kenmore	61st NE sidewalks from NE 198 to NE 182nd. Uneven walkways, and in some areas too close to traffic or creek embankment.
80th Ave NE KENMORE Kenmore 61st Street Sidewalks north of Bothell Way	We often like to walk to the shops along SR 522 but do not have a safe route to get there. 80th ave NE has sidewalks that start and stop. We have to walk in the bike lane which is sometimes has cars parked on the side. Do not have a safe route to get to our house to a bus stop.
NE 155th St west of Simonds Rd Sidewalks on 68th street NE 192nd St Simonds and 172 crosswalk Road toward Log Boom park, no side walks. Wallace Swamp Creek Park on 73rd Ave NE Seaplane Restaurant (before it was Stoup)	uneven sidewalks due to tree roots A lot of high schoolers walk this area and there are no sidewalks on both sides of the road. Sidewalks are very important to keep children safe. Sidewalks only on one side of street need sidewalk on both sides Only partial side walks Better with Ped flashers. But cars speed. Don't Stop. I None
No sidewalk on 182nd St. between 64th Av NE & 66th Ave NE NE 203rd st 83rd Ave NE	No sidewalks leading to park. Unsafe to ride [scooter] on the street. Inadequate disabled parking. Also disabled parking is not close to the entrance. There is no sidewalk on either side of the road at this location. There are multiple handicapped & elderly neighbors in this area, and this situation makes them more vulnerable to falls and accidents Lack of sidewalks make it difficult to walk instead of drive to destinations No sidewalks- very scary for walking

NE 169th St, between Sammamish River and Simonds	This is a long, windy road with no speed bumps, sidewalks, or walking designation. Walking is at one's own risk as cars are allowed to go at full arterial speed. If one isn't able to move out of the way quickly of a car it could be especially dangerous
NE 169th St, between Sammamish River and Simonds	This is a long, windy road with no speed bumps, sidewalks, or walking designation. Walking is at one's own risk as cars are allowed to go at full arterial speed. If one isn't able to move out of the way quickly of a car it could be especially dangerous
55th Ave NE between 193rd and 198th	No sidewalk on either side of the road
522, entire length of city	Not enough crosswalks or ways to get across for anybody not in a car
log boom park trail west of playground bumps	difficult for visually impaired and those in wheelchairs.
68th NE Street.	From Bothell Way south on 68th ST to St. Edwards Park there is no sidewalk. From Bothell Way North on 68th ST there are no sidewalks but I believe that new construction there may fix that.
skatepark	Hope so.
81st	REAL Raised sidewalks are needed the whole length of 81st. on both sides!
Sidewalks on 73rd Ave NE, north of NE 181st St	Sidewalk is raised in some areas due to tree roots
Crossing Bothell Way, particularly at 68th	It's terrible. We need an underpass like on 68th itself. That'd be a huge improvement
	trash receptacles are placed on the sidewalk rather than the street and are regularly not removed by the next day; the obstacles makes use of the sidewalk difficult for pedestrians and nearly impossible for the mobility-challenged
east of intersection of 82nd pl NE and NE 198th St	no sidewalk or designated walking other than shoulder of road. Hi traffic with large trucks, uneven surfaces to get from 68th to location where sidewalks start. Heavy parking through this section where if forces pedestrians to walk into the street to get through this section.
From 68th Ave NE, NE 175th to Plywood supply	Safest way to walk from Uplake neighborhood, Log Boom Park and or MarinaCove/Harbor Village - but busy street with NO sidewalks
189th Ave between 61st St and 68th St	Bike lane on North E. 68th St. Ends at an intersection and across from the intersection is a ditch so you have to be able to quickly merge into traffic which is dangerous.
Bike lane on North E. 68th St.	interrupted bike lane/sidewalk. dangerous co travel with speeding cars.
61st	Multiple parts have no sidewalk. It also is not marked for the blind at all crosswalks
Bothell way	after being completely ignored despite attending a community open house and sending several emails, I stopped reporting problems to the cite.
various	Tree roots raise sidewalk and create tripping hazards.
Sidewalks on 61st Ave North of 190th	Path from 68th to 73rd has many trip hazards
Wallace swamp creek park	Prime real estate with views. Could be converted into pedestrian access retail via Burke Gilman Trail and vehicle access via 522.
Between NE 175th St and 522	Prime real estate with views! Upper Waterfront along Bothell way should be waaaay more developed and could bring in a ton of revenue with a couple of the right restaurants and local shops! Make bike and walk in available from trail
Upper Waterfront along Bothell way	bumpy sidewalks
61st Ave	
Sidewalk concerns on Locust Way leading to Lockwood Elem	Pretty sure this is technically Bothell, but would ask for support for our Kenmore kiddos in my neighborhood who attend Lockwood. Walking up 61st trying to get to Lockwood is frustrating.
Juanita drive	Perhaps a convo with Bothell. No kiddo or parent with ADA needs could get there that way. Dangerous walk without sidewalks
Boat Launch at Rhododendron Park	I do Plein Air painting and we enjoyed going to the boat launch to paint the wildlife. I understand construction is going on, but will there be room for my wheelchair in the area when it's done?
NE 192nd ST	No sidewalks at all, no shoulder to speak of, pedestrians at hazard of being struck by vehicles.
Bothell Way	the areas between bus stops, where there is no sidewalk
Retail areas	I would like to see complete connections between neighborhoods and retail areas. It does no good to focus on the retail areas and neglect to consider how people will get there from their homes on foot.
Poor visibility on corner NE 169th Street and 74th Avenue NE	Poor visibility (pedestrians/cars) on corner of NE 169th Street and 74th Avenue NE
NE 155th Street between 81st and 74th, north side of street	Driveways that have been carved out to provide auto access are a hazard for wheelchairs. Also, easy to fall if a person is not alerted to watch for these driveways.
Park and Ride (going to Seattle direction)	The area is unstable and narrow. When trying to get through there while using walking assistance often have a hard time.
73rd from Bothell Lake City way towards Kenmore Elem	Lack of bike lane and shoulder make it unsafe to bike or walk. I've observed many cars going too fast and drifting onto the shoulder
68th Ave NE and Bothell Way Pedestrian Signal	As a disabled person, the light barely gives you enough time to walk across Bothell Way NE to get to Rite Aid
Crosswalks in all 3-4 way neighborhood intersections	Rarely if ever have crosswalks marked at all 3-4 crossing points.
Juanita Way	I know that work is now being done, but walking / biking from downtown Kenmore toward Kirkland has no sidewalk most of the way and bikes are forced to share the road in a way that is a bit dangerous.
Wallace swamp creek park	tree roots lifting trail
sidewalk/road slopes and 175th	The steepness of the slopes cause my powerchair battery to go down and jolt my arthritic back. I avoid the sidewalks and slopes by traveling on the roadway.
61st St sidewalks	Not enough crosswalks and it makes it harder to Cross
NE 187th St near Aqua Club	Lack of sidewalks, some areas where there is no shoulder to the road even along a curve

Kenmore Right-of-Way ADA Transition Plan

NE 197th from 61st NE to NE 196th and 62nd NE. Burke Gilman Trail	No sidewalk. Must walk in the roadway because of parked cars and a hazardous ditch on NE 197th. This short segment connects the 61st NE sidewalk system to the Northshore Summit sidewalk systems. This location, 61st and NE 197th, is also a school bus stop location. Roots under the asphalt make it too bumpy
64th ave NE & 63r Ave NE 80th Ave NE Yakima fruit market	Lack of sidewalks, trees blocking walking areas, vehicles parked on sidewalks, trash carts blocking sidewalks on Tuesdays No side walks to get to Sheldon Park Parking lot space too close to road The traffic coming downhill (east) on NE 182nd St does not have a reference of where to stop at the stop sign. They usually end up stopping in the middle of the intersection, if they stop at all. The traffic turning west at 66th Ave and NE 182nd St usually turns left and invades the left hand of the road. It would be best if there were lines painted on the asphalt to guide drivers and prevent loss of life or property.
Corner of NE 182nd Street & 66th Ave NE. NE 205th ST NE 192nd St 68th bridge north and south	Lack of sidewalks make it difficult to walk instead of drive to destinations No sidewalks Needs a protected bike lane
south of 73rd and 192nd fix sidewalk on west side NUD 84th	sidewalk is bumpy and blackberries and in the sidewalk by oreilys too Needs 4 way stop or roundabout REAL Raised sidewalks are needed the whole length of 84th on both sides! Dangerous as hell. People speed through and you've made it a de facto artery for people bypassing the stoplight at 61st and Bothell Way. I HAVE BEEN HIT BY A CAR THERE by a driver cruising through the stop sign into the (unmarked but legal) crossing area. The driver did NOT stop, even as he carried me on the hood of his car for like 10 feet before I could get off. I hope I did some damage. Anyway, fix it.
Intersection of 60th Avenue and NE 181st	
175th Ave between 61st St and 70th St	No sidewalks. The Burke Gilman runs along this stretch, but bicycle traffic makes it dangerous
61st N. East St. turning into 61st Pl.	The sidewalks along the street at 61st NE which turns into 61st Pl. are in very poor condition and dangerous for tripping and falling hazards.
80th	It does not have sidewalks. It only has them in certain sections. So if your blind it is hard to walk down and our only other choice is 73rd which is worse. I love the bars and tap rooms and other retail that is right off of the pedestrian and bicycle trail. We should increase more pedestrian and bicycle access friendly retail, cafes, restaurants. Make Kenmore a destination on the Burke Gilman.
Burke Gilman Trail 181st Ave Formerly Squire's Landing Park	No sidewalks or bike lanes Will this be handicapped accessible? No sidewalks at all, no shoulder to speak of, pedestrians at hazard of being struck by vehicles between 61st AVE NE and 65th AVE NE.
NE 181st ST The shops around the post office Poor visibility on corner NE 169th Street and 76th Avenue NE	There are no safe ways to move, including approaching the corner. Poor visibility (pedestrians/cars) on corner of NE 169th Street and 76th Avenue NE
Simond Rd crosswalk so of Inglemoor HS, at about 154th	Cars travel over the speed limit here, making it unsafe for anyone to cross here, and particularly for anyone who may take a little longer to cross the street - either flashing lights - or, very least, provide colored flags to hold up as pedestrian crossing warning to drivers.
61st by the three way intersection near Lockwood Library Parking Lot	Lack of shoulder or lke lane make it unwalkable or bikeable Library Parking Lot only has one handicap spot. It could use at least two spots Cars blocking the walkway/shoulder where no sidewalk exists. Street parking in residential neighborhoods in Kenmore is EXCESSIVE. Street parking is blocking line of site from vehicle operators to pedestrians/cyclists. Reduce/restrict street parking, especially when no sidewalks are present.
Street Parking blocking walkway near 73d Ave NE and NE 192	This is my neighborhood street that is very busy yet has no sidewalks. VERY DANGEROUS when walking in the emiddle of the road and cars driving by at 30 MPH.
61st ave north of 200th Street Residential streets generally!	Lack of sidewalks, some areas where there is no shoulder to the road even along a curve Steep roadway with no shoulders and poor sight lines. Improving this section would allow residents to safely access the new 68th NE sidewalk system. This is also a school bus stop location.
NE 190th from 68th NE to 67th NE	

15. What is your age? (optional)

Answer	Count
under 18	1
18 to 24	6
25 to 34	10
35 to 44	28
45 to 54	20
55 to 64	26
over 65	26

16. How do you identify yourself? (optional)

Answer	Count
African American/Black	0
Asian	11
Caucasian/White	89
Native American	1
Native Hawaiian/Pacific Islander	2
Other	0

17. Are you of Spanish, Hispanic, or Latino origin or descent? (optional)

Answer	Count
No	101
Yes	9

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Attachment B: Survey 123 Responses

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Description of Location/Descripción de la ubicación/地点描述	Type of Concern/Tipo de preocupación/担心的问题类别 请选择	Description of Concern/Descripción de la preocupación/问题描述
North side of NE 170th St. westbound approaching Juanita Drive NE	Sidewalk / Acera / 人行道	Gap in sidewalk due to construction makes navigation difficult for a wheelchair or visually impaired person
61st ave NE north of 200th street	Sidewalk / Acera / 人行道	No sidewalks along this very busy road. many people walk in middle of roadway with cars passing at 30 MPH.
Sidewalk around the Park and Ride on the side going into Seattle	Sidewalk / Acera / 人行道	The sidewalk where the shelters are is uneven and it is hard for me to get around while I am on crutches. There is an uneven area in the area just to the right (as sitting in shelter) where I have lost my balance more than once. There is also an area where the driveway crosses the St. Vincent dePaul store has a steep downgrade and there is no warning that has nearly caused me to fall more than once.
SW Corner of 19004 65th Ave NE	Sidewalk / Acera / 人行道	The driveway on the east side of the street at the intersection is difficult if not impossible to pass with a wheel chair
Along NE 175th street specifically between 73rd Ave NE and 192 Brewing. The South side of 73rd St is creepy....	Sidewalk / Acera / 人行道	There needs to be a sidewalk along the north side of 175th St between 73rd Ave NE and 192 Brewing.
west side of 73rd Ave. NE between 182nd street and the duck retention pond.	Sidewalk / Acera / 人行道	Uneven side walks due to tree roots and water.
soap dispensers are mounted too high in most Kenmore Public locations to be used by a little person. Please consider remounting lower (makes them useable by kids) and/or providing a stool. Imagine you had to hoist yourself on to a chest high public toilet to use it, it's kind of gross. Not a difficult fix but would make a big difference. Same with the locks on bathroom stalls, could they please be moved down a bit.	Other / Otro	
East side of the length of 61st Ave NE.	Sidewalk / Acera / 人行道	61st Ave NE. The trees may be beautiful but it has been 20 years since a wheelchair has been able to use the sidewalk. This is not the first time the city has been made aware of this situation. Also 61st has been asphalted so many times it is appears to be the same height as the sidewalk. The curbing is almost not there. Walking here is not very relaxing for any pedestrian let alone a disabled person because cars are going 35mph with little separation from the roadway. Thank you.
Intersection of 61st Ave NE and NE 193rd, and up NE 193rd Street to Linwood Park.	Crosswalk / Paso de peatones / 人行横道	There is no crosswalk on 61st at this intersection, which can be quite busy. There also should be sidewalks all the way from Linwood park to 61st Ave. We have a nice park that is close by, but I worry about walking there and traffic due to no crosswalks or sidewalks.
Residential neighborhood, 6368 NE 193rd place.	Sidewalk / Acera / 人行道	Plants/vines growing over sidewalk cause difficulty. Please prune back to property line or fence (at least so that they do not hang over sidewalk).
Sidewalk on the west side of sidewalk	Sidewalk / Acera / 人行道	I have personally seen people in wheelchairs stuck in between raised sidewalk panels! I had to help push them out! Fix the sidewalks we currently have before building more walkways to waterways!

APPENDIX E: COST ESTIMATE BACKUP

DRAFT

Planning Level Cost Estimate

PROJECT NAME: Kenmore ADA Transition Plan

TG PROJECT NUMBER: 1.19347.01

NOTE: This cost estimate is planning level in nature. It should be considered preliminary and for planning purposes only. It specifically excludes structural impacts to buildings and parking structures, inflation, and sales tax. Potential items such as retaining walls, earthwork, etc., are assumed to be included in the planning level estimate contingency unless otherwise indicated.

When features require multiple improvements, the cost of the smaller component is included in the larger task. (i.e. detectable warning surface is included with curb ramp reconstruction.)



Item No.	ADA Deficiency	Improvement Type	Quantity	Unit	Unit Price	Total Price
Sidewalk Improvements						
1	Non-compliant sidewalk (width, condition, slope, etc.)	Reconstruct existing sidewalk/paved shoulder walkway	20,178	SY	\$ 145	\$ 2,926,000
Subtotal						\$ 2,926,000
Maintenance/Miscellaneous						
2	Non-compliant vertical discontinuity	Sidewalk grinding (5LF per occurrence)	465	EA	\$ 250	\$ 117,000
3	Non-compliant horizontal discontinuity	Sidewalk crack sealing/grouting (5LF per occurrence)	1,615	EA	\$ 25	\$ 41,000
4	Fixed Obstacles	Relocation of obstacles including utility covers, poles, tree roots, signs, etc.	128	EA	\$ 3,000	\$ 384,000
5	Moveable Obstacles	Relocation of obstacles including tree/bush (prunable), message boards, parked cars, etc.	2	EA	\$ 200	\$ 1,000
6	Protruding Obstacles	Relocation of obstacles including of mailbox, bush/tree, signs, awnings etc.	80	EA	\$ 500	\$ 40,000
7	Other Obstacles	Replacement of driveway, increase clearance from obstacle, etc.	9	EA	\$ 15,000	\$ 135,000
Subtotal						\$ 718,000
Curb Ramp Improvements						
8	Missing curb ramps	Install new curb ramp	236	EA	\$ 6,000	\$ 1,416,000
9	Non-compliant ramp (running slope, cross slope, ramp width, flare slope, lip, grade break, etc.)	Remove and reconstruct existing ramp	800	EA	\$ 6,000	\$ 4,800,000
10	Curb ramps without detectable warning surface (DWS), non-compliant DWS placement, non-compliant DWS depth, or non-compliant DWS Width	Install/replace detectable warning surface	5	EA	\$ 1,030	\$ 6,000
Subtotal						\$ 6,222,000
Pushbutton Improvements						
11	Non-APS pushbutton and pushbutton is located incorrectly.	Install new APS pushbutton AND Install new pole.	52	EA	\$ 6,700	\$ 349,000
12	APS pushbutton that has non-compliant dimensions and/or programming and located incorrectly.	Reprogram pushbutton, reorient pushbutton, and/or install tactile arrow AND Install new pole and relocate pushbutton.	45	EA	\$ 4,500	\$ 203,000
13	APS pushbutton located incorrectly.	Install new pole and relocate pushbutton.	4	EA	\$ 4,300	\$ 18,000
14	APS pushbutton that has non-compliant dimensions and/or programming	Reprogram pushbutton, reorient pushbutton, and/or install tactile arrow.	2	EA	\$ 200	\$ 1,000
Subtotal						\$ 571,000
Total						\$ 10,437,000
Contingency @ 20%						\$ 2,088,000
Design @ 12%						\$ 1,253,000
Mobilization @ 8%						\$ 835,000
TESC + Traffic Control @ 12%						\$ 1,253,000
Construction Management @ 20%						\$ 2,088,000
Right-of-Way @ 20%						\$ 2,088,000
Total	Grand Total 2022 Dollars					\$ 20,042,000

Kenmore Right-of-Way ADA Transition Plan

Planning Level Cost Estimate

PROJECT NAME: Kenmore ADA Transition Plan

TG PROJECT NUMBER: 1.19347.01

NOTE: This cost estimate is planning level in nature. It should be considered preliminary and for planning purposes only. It specifically excludes right-of-way acquisition and all associated costs, structural impacts to buildings and parking structures, and sales tax. Potential items such as retaining walls, earthwork, etc., are assumed to be included in the planning level estimate contingency unless otherwise indicated.

This planning cost estimate covers only the pedestrian features within the first stage of data collection.



Quantity by Priority									
Feature	Low		Medium		High		Very High		Total
	1-15 (0-10 hazards)	%	16-30 (11-20 hazards)	%	31-45 (21-30 hazards)	%	46+ (31+ hazards)	%	
Sidewalks (SY)	9,611	48%	4,833	24%	4,485	22%	1,249	6%	20,178
Non-compliant vertical discontinuity (EA)	305	66%	89	19%	39	8%	32	7%	465
Non-compliant horizontal discontinuity (LF)	910	56%	365	23%	220	14%	120	7%	1,615
Fixed Obstacles (EA)	53	41%	29	23%	28	22%	18	14%	128
Moveable Obstacles (EA)	0	0%	0	0%	2	100%	0	0%	2
Protruding Obstacles (EA)	43	54%	21	26%	14	18%	2	3%	80
Other Obstacles (EA)	1	11%	1	11%	2	22%	5	56%	9
Curb Ramps (EA)	200	19%	327	31%	388	37%	126	12%	1,041
Pushbuttons (EA)	0	0%	9	9%	52	50%	42	41%	103

Cost by Priority									
Feature	Low		Medium		High		Very High		Total
	1-15 (0-10 hazards)	%	16-30 (11-20 hazards)	%	31-45 (21-30 hazards)	%	46+ (31+ hazards)	%	
Sidewalks (SY)	\$ 1,393,595	48%	\$ 700,820	24%	\$ 650,304	22%	\$ 181,146	6%	\$ 2,926,000
Non-compliant vertical discontinuity (EA)	\$ 76,250	65%	\$ 22,250	19%	\$ 9,750	8%	\$ 8,000	7%	\$ 117,000
Non-compliant horizontal discontinuity (LF)	\$ 22,750	55%	\$ 9,125	22%	\$ 5,500	13%	\$ 3,000	7%	\$ 41,000
Fixed Obstacles (EA)	\$ 159,000	41%	\$ 87,000	23%	\$ 84,000	22%	\$ 54,000	14%	\$ 384,000
Moveable Obstacles (EA)	\$ -	0%	\$ -	0%	\$ 400	40%	\$ -	0%	\$ 1,000
Protruding Obstacles (EA)	\$ 21,500	54%	\$ 10,500	26%	\$ 7,000	18%	\$ 1,000	3%	\$ 40,000
Other Obstacles (EA)	\$ 15,000	11%	\$ 15,000	11%	\$ 30,000	22%	\$ 75,000	56%	\$ 135,000
Curb Ramps (EA)	\$ 1,190,060	19%	\$ 1,957,030	31%	\$ 2,318,060	37%	\$ 756,000	12%	\$ 6,222,000
Pushbuttons (EA)	\$ -	0%	\$ 40,500	7%	\$ 275,100	48%	\$ 252,900	44%	\$ 569,000

	Low 1-15	Medium 16-30	High 31-45	Very High 46+	Total
Total	\$ 2,879,000	\$ 2,843,000	\$ 3,381,000	\$ 1,332,000	\$ 10,435,000
Contingency @ 20%	\$ 576,000	\$ 569,000	\$ 677,000	\$ 267,000	\$ 2,087,000
Design @ 12%	\$ 346,000	\$ 342,000	\$ 406,000	\$ 160,000	\$ 1,253,000
Mobilization @ 8%	\$ 231,000	\$ 228,000	\$ 271,000	\$ 107,000	\$ 835,000
TESC + Traffic Control @ 12%	\$ 346,000	\$ 342,000	\$ 406,000	\$ 160,000	\$ 1,253,000
Const. Management @ 20%	\$ 576,000	\$ 569,000	\$ 677,000	\$ 267,000	\$ 2,087,000
Right-of-way @ 20%	\$ 576,000	\$ 569,000	\$ 677,000	\$ 267,000	\$ 2,087,000
Grand Total	\$ 5,530,000	\$ 5,462,000	\$ 6,495,000	\$ 2,560,000	\$ 20,037,000

APPENDIX F: APS POLICY

DRAFT

City of Kenmore - Policy for Installation of Accessible Pedestrian Signals and Pushbuttons

Intent:

It is the City's intention to be consistent with the most current version of the Public Right of Way Access Guidelines (PROWAG) in the provision of and location of accessible pedestrian signals and pushbuttons (APS) at traffic signals. Further guidance is available in 28 CFR Part 35 and Manual on Uniform Traffic Control Devices (MUTCD) section 4E.08 through 4E.13.

Purpose:

The purpose of this plan is to establish a reasonable and consistent policy for installing APS.

Scope:

1. *Requests:* Requests for APS systems from the public will be responded to in a timely manner and the consideration for installation will be done in accordance with applicable sections of the ADA.
2. *New construction:* New construction of traffic signal projects requires installation of APS and associated accessible features when pedestrian signals are installed.
3. *Alterations:* When the signal controller and software are altered, the pedestrian signal head is replaced, or pedestrian detectors are replaced, the existing pedestrian signals shall be upgraded to APS on poles in accessible locations.
4. *Curb ramp replacement at traffic signals:* Altering or replacing curb ramps does not require installation of APS unless the curb ramp cannot be altered or replaced without the alteration, installation or replacement of any pole to which a pedestrian pushbutton is attached. Then, installation of APS on poles in accessible locations is required.
5. In addition to the above conditions, APS will be installed through fulfillment of the City's obligations to complete its ADA Transition Plan.

Installation of APS is not required, unless otherwise noted, under the following conditions, but is recommended when inclusion in the project scope is possible:

1. *Minor work and routine maintenance at traffic signals:* Projects including but not limited to: emergency repairs, vehicular detection installation and repairs, installation and repair of CCTV or other cameras, vehicular signal head upgrades and repairs, and repair of pedestrian detection do not require installation of APS and associated accessible features.
2. *Signal timing changes:* Updating signal timing including cycle length, splits, offsets, and pedestrian clearance times do not require installation of APS and associated accessible features.

APPENDIX G : GRIEVANCE PROCEDURE TEMPLATE

DRAFT

City of Kenmore, Washington**Example Grievance Procedure under The Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Kenmore. The City's Employee Handbook, Section 13.1 governs complaints of disability discrimination made by City employees.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

XYZADA
Coordinator
Contact Info

Within 15 calendar days after receipt of the complaint, City Engineer or their designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, City Engineer or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Kenmore and offer options for substantive resolution of the complaint.

If the response by City Engineer or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the City Manager or his/her designee. Within 15 calendar days after receipt of the appeal, the City Manager or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Manager or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint. All written complaints received by City Engineer or his/her designee, appeals to the City Manager or his/her designee, and responses from these two offices will be retained by the City of Kenmore for at least three years.

APPENDIX H: MEF TEMPLATE

DRAFT



MEF Number _____
For official use only

Maximum Extent Feasible Documentation

{Enter Project Name} Project
{Enter Location}
Permit#/City Project Number: {Enter Number}
{Enter Date}

{Enter PM Name}

Project Manager

Insert Engineer Stamp

Maximum Extent Feasible Recommended for Approval:

{Enter Name}, {Enter Title}

Date

Maximum Extent Feasible Approval:

City Engineer

Date



MEF Number _____
For official use only

Project Description

Existing Roadway

Existing Pedestrian Facilities

Pedestrian Design Standards

Per 2011 PROWAG guideline:

Sidewalks/Accessible Routes

- Cross slope of a pedestrian access route shall be 2% maximum and 4-foot wide minimum
 - <5 foot shall have 5'x5' passing space every 200 feet
- Grade shall not exceed adjacent roadway (if not in street ROW, grade shall not exceed 5%)
- Overhead clear spaces shall be greater than 6.7' from finished surface
- Utility lids shall be skid resistant
- Vertical surface breaks shall not exceed 0.25 in
- Horizontal openings shall not exceed ½ inch diameter and shall be perpendicular to travel way
- All grade breaks shall be flush

Curb Ramps

- Ramps shall be 5% minimum and 8.3% maximum and 4 foot wide minimum or maximum of 15 feet long (blended transitions shall be less than 5%)
- Landings/turning spaces shall have running and cross slopes at 2% maximum and 4-foot wide by 4-foot long minimum (4' wide by 5' long if: vertical barriers exist at back of sidewalk for perpendicular ramp or vertical barrier exists on two sides of turning space for parallel ramp)
- Curb flares (wings), if applicable, shall be 10% maximum if within the accessible route
- Gutter slope maximum of 2% and counter slope maximum of 5%
- Grade breaks shall be perpendicular to travel and flush
- At pedestrian street crossings without yield or stop control and at midblock pedestrian street crossings, the cross slope shall be permitted to equal the street or highway grade.

Kenmore Right-of-Way ADA Transition Plan



MEF Number _____
For official use only

Crosswalks

- Grade shall not exceed 5%
- Cross Slope: Stop/yield controlled shall not exceed 2%, crossing without stop/yield shall not exceed 5%, mid-block crossings shall not exceed existing roadway
- Utility lids shall be skid resistant
- Vertical surface breaks shall not exceed 0.25 in
- Horizontal openings shall not exceed ½ inch diameter and shall be perpendicular to travel way
- All grade brakes shall be flush

Proposal (See attached worksheet for additional information)

Justification

Additional Benefits

See project construction plans for more information

APPENDIX I: ADA TERMINOLOGY

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ADA Terminology

Accessible Pedestrian Signals. A device that communicates information about pedestrian signal timing in non-visual format such as audible tones, speech messages, and/or vibrating surfaces.

Barrier. Obstacle that prevents movement or access.

Cross Slope. The slope that is perpendicular to the direction of travel (see running slope).

Curb Ramp. A short ramp cutting through a curb or built up to it.

Detectable Warning. A standardized surface feature built in or applied to walking surfaces or other elements to warn of hazards on a circulation path. Also known as “truncated domes”.

Fixed Obstacles. Obstacles in pathways that cannot be moved without significant changes to the existing infrastructure.

Grade Break. Location where a pathway’s slope changes.

Hazard. Miscellaneous barrier along a pedestrian circulation route.

Maximum Extent Feasible. The situation in which the nature of an existing building or facility makes it virtually impossible to comply fully with accessibility standards.

Moveable Obstacles. Obstacles in pathways that can be moved without significant changes to the existing infrastructure.

Pedestrian Access Route. A continuous and unobstructed path of travel provided for pedestrians with disabilities within or coinciding with a pedestrian circulation path.

Pedestrian Circulation Path. A prepared exterior or interior surface provided for pedestrian travel in the public right-of-way.

Ramp. A walking surface that has a running slope steeper than 1:20.

Running Slope. The slope that is parallel to the direction of travel (see cross slope).

Ramp Flare. Transitions the curb line to the elevation of the street.

Stakeholder. Focused group of the general public with interest in outreach efforts.

Turning Space. Area that provides maneuvering space at the top/bottom of a ramp.

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