

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

ON-SITE & ONLINE

Tuesday, June 21, 2022 - 7 p.m.

ZOOM

LINK:<https://us02web.zoom.us/j/81120782479https://us02web.zoom.us/j/85896395520https://us02web.zoom.us/j/84917143242https://us02web.zoom.us/j/81021405552https://kenmorewa-gov.zoom.us/j/81021405552>

US: +12532158782,,81021405552# or +13462487799,,81021405552#

Or Telephone: Dial US: +1 253 215 8782

Webinar ID: 810 2140 5552

I. CALL MEETING TO ORDER - 7 PM

II. ROLL CALL

III. FLAG SALUTE

IV. AGENDA APPROVAL

V. PRESENTATION

A. Youth Poet Laureate - Luke Burns

To be introduced by Sara Hayashi, Executive Director of Arts of Kenmore

VI. PROCLAMATION

PROCLAIMED

A. Recognizing Youth Poet Laureate & Youth Poet of Distinction

PROCLAIMED

[Youth Poet Laureate 2022 Proclamation](#)

VII. 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. We will hear from our on-site guests first, followed by our virtual guests. If you're online, please use the "raise hand" feature now if you wish to speak. All guests 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.

VIII. CONSENT AGENDA

APPROVED UNANIMOUSLY

- A. Authorize the City Manager to execute Amendment #6 to Contract 16-C1625 with HDR Engineering Inc. in the amount of \$385,481 to Extend Construction Management Services through December 2022 to Complete the Juanita Drive NE Pedestrian and Bicycle Safety Improvements Project.

[Agenda Bill - HDR Engineering Inc. Amendment No. 6 - Juanita Drive Project](#)

- B. Authorize the City Manager to hire two limited-term positions, a Management Analyst and an Assistant to the City Manager, to be funded by the American Rescue Plan Act, at salary ranges already established, to carry out the 2022-26 ARPA work program and other ARPA-related work.

[Agenda Bill - ARPA Staffing - June 2022](#)

[Staff Memorandum - ARPA Staffing Needs -- June 2022](#)

[ARPA Management Analyst Kenmore - DRAFT as of 20220610](#)

[ARPA Assistant To the City Manager Kenmore - DRAFT as of 20220610](#)

IX. BUSINESS AGENDA

- A. Approval of Affordable Housing Development Proposal, presented by Assistant City Manager Stephanie Lucash, and guests from Plymouth Housing, ARCH, and the UW Capstone Team, *for Action & Direction*

APPROVED UNANIMOUSLY

[Agenda Bill - Affordable Housing Development Proposal Approval - June 21, 2022](#)

[Plymouth Kenmore Senior Housing - Proposal](#)

[University of Washington Capstone Team Report - Addressing Affordable Housing in Kenmore](#)

[Letter of Support from Enterprise Community Partners, Pacific Northwest Affordable Housing Presentation to Council](#)

[Letter of Support from the Housing Development Consortium - Uploaded 6/21](#)

- B. Ordinance 22-0546, Proposing a Cable Utility Tax, presented by Finance & Administration Director Leticia Salcido, *first Reading*

FIRST READING

[Agenda Bill - Cable Utility Tax and Related Ordinance No. 22-0546](#)

X. PUBLIC HEARINGS**PUBLIC HEARINGS HELD - TESTIMONY HEARD**

- A. Ordinance No. 22-0551, Relating to Adoption of the 2021 King County Surface water Design Manual and Adopting the 2021 King County Stormwater Pollution Prevention Manual
[Agenda Bill - Ordinance 22-0551 SWDM and SPPM Updates - June 2022](#)
[Ordinance No. 22-0551](#)
[Attachments to Ordinance 22-0551](#)
[2021 SWDM Addendum](#)
[2021 SPPM Addendum](#)
- B. Resolution No. 22-384, Relating to the 2023-2028 Six-Year Transportation Improvement Program
[Agenda Bill -Transportation Improvement Plan - June 2022](#)
[Exhibit A- Transportation Improvement Plan](#)
[Resolution No. 22-384 - Transportation Improvement Plan](#)

XI. BUSINESS AGENDA - CONTINUED

- A. Ordinance No. 22-0551, Amending KMC 13.35 to Adopt the 2021 King County Surface Water Design Manual and Amending KMC 13.45 to Adopt the 2021 King County Stormwater Pollution Prevention Manual, presented by Environmental Services Manager Richard Sawyer, *for Adoption*
ADOPTED UNANIMOUSLY
[Attachments to Ordinance 22-0551](#)
[Ordinance 22-0551](#)
[2021 SWDM Addendum](#)
[2021 SPPM Addendum](#)
[Agenda Bill - Ordinance 22-0551 SWDM and SPPM Updates - June 2022](#)
- B. Resolution No. 22-384, Adoption of the 2023-2028 Six-Year transportation Improvement Program, presented by City Engineer John Vicente, *for Approval*
APPROVED UNANIMOUSLY
[Agenda Bill -Transportation Improvement Plan](#)
[Exhibit A - Transportation Improvement Plan](#)
[Resolution No. 22-384 Transportation Improvement Plan](#)
- C. Ordinance No. 22-0550, Amending KMC 10.15.40.040 - Former Speed Limits Retained, presented by Traffic Engineer Tobin Bennett-Gold, *for Adoption*
ADOPTED UNANIMOUSLY
[Agenda Bill - Ordinance No. 22-0550 Amending KMC 10.15.040](#)
[Attachment A - Ordinance No. 22-0550 Amending KMC 10.15.040](#)

XII. STAFF REPORT**XIII. COUNCILMEMBER REPORTS & COMMENTS**

XIV. ADJOURNMENT

UPCOMING MEETINGS:

- A. June 27, 2022 Regular Meeting
- July 11, 2022 Regular Meeting
- July 18, 2022 Special Meeting - 6:30 PM
- July 25, 2022 Regular Meeting

City of Kenmore, Washington

Youth Poet Laureate and Youth Poet of Distinction

PROCLAMATION

WHEREAS, The Arts of Kenmore is committed to lifting the voices of emerging youth poets, prose writers and spoken word artists, supporting career & college readiness, and engaging youth through civic and community leadership; and

WHEREAS, under these parameters, the Arts of Kenmore was inspired by Griffith H. Williams, and the East Point West Press family of poets, to create a Youth Poet Laureate initiative; and

WHEREAS, the Arts of Kenmore and East Point West Press poets conducted a thorough juried competition under the purview of national competition guidelines; and

WHEREAS, Luke Burns was selected and has accepted the honorary title of Youth Poet Laureate to represent the community of Kenmore Washington with utmost distinction to the best of their ability throughout life; and

WHEREAS, Sophie-Lorraine Smith was selected and has accepted the honorary title of Youth Poet of Distinction to represent the community of Kenmore Washington with utmost distinction to the best of their ability throughout life; and

WHEREAS, both Youth Poets will serve the Kenmore community as a Year of Service from May 2022 through May 2023; and

WHEREAS, both Youth Poets will release a selection of their original works to be published by East Point West Press publishing; and

WHEREAS, both Youth Poets will promote April Poetry Month and participate in a variety of community and regional opportunities and platforms engaging community in accessible poetry arts & culture.

NOW, THEREFORE, I, Nigel Herbig, Mayor of the City of Kenmore, on behalf of the City Council, do hereby proclaim **June 21** to be Youth Poet Laureate Day in the City of Kenmore and encourage our community to engage and support the Art of Poetry.

IN WITNESS WHEREOF, signed this 21st day of June 2022.



Signed: _____

Mayor Nigel Herbig

Attested: _____

City Clerk Anastasiya Warhol



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

<p>Subject/Topic: Juanita Drive NE Pedestrian and Bicycle Safety Improvements Project – Construction Management Services Contract Extension</p> <p>Proposed Council Action/Motion: Authorize the City Manager to execute Amendment #6 to Contract 16-C1625 with HDR Engineering Inc. in the amount of \$385,481 to extend construction management services through December 2022 to complete the Juanita Drive NE Pedestrian and Bicycle Safety Improvements Project.</p>	<p>For Council Meeting Agenda of: June 21, 2022</p> <p>Department: Public Works</p> <p>Prepared by: Kent Vaughan</p> <p>To Be Presented By: NA</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 70%;">Approved by Department Head:</td><td style="text-align: right;"><u>Initial & Date</u></td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;">JV 6/10/2022</td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;">NA</td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;">LS 6/10/2022</td></tr> <tr> <td></td><td style="text-align: right;">RK 6/10/2022</td></tr> </table> <p>Exhibits/Attachments: N/A</p>	Approved by Department Head:	<u>Initial & Date</u>	Approved by City Attorney:	JV 6/10/2022	Approved by Finance Director:	NA	Approved by City Manager:	LS 6/10/2022		RK 6/10/2022
Approved by Department Head:	<u>Initial & Date</u>										
Approved by City Attorney:	JV 6/10/2022										
Approved by Finance Director:	NA										
Approved by City Manager:	LS 6/10/2022										
	RK 6/10/2022										
<p>BACKGROUND: Juanita Drive NE construction started in July 2020. The original construction contract included 350 working days to complete the project. Executed change orders to date have increased the contract duration by 136.5 working days (approximately 7 months). Increased contract days are primarily attributed to underground Ziply fiber optic bank conflicts with the new storm drainage installation (2.5 months) and the King County Concrete labor strike (4+ months).</p> <p>As of this writing, contract working days are set to expire by the end of August 2022. Staff is anticipating that construction will extend beyond allowable working days and is planning accordingly. Amendment #6 includes construction management services through October 2022 with part time hours in November-December 2022 for project closeout. If the contractor does not complete final paving and striping this fall before the weather gets too wet / cold, another amendment will be needed to complete the project in 2023.</p> <p>Construction management services for the Juanita project include a consultant team consisting of HDR, KBA and EnviroIssues:</p> <ul style="list-style-type: none"> • HDR, Inc. manages the contract and provides engineering support during construction on an as needed basis. • KBA provides the day-to-day construction management, inspection, and material testing for the project. KBA's project staff includes half time Resident Engineer, half time Office Engineer, 1 full time Field Inspector and part time Project Administrator support. • EnviroIssues provides public outreach support. EnviroIssues manages the project website updates, monitors the 24-hour a day project hotline / email address and responds to resident inquiries. 											

The original HDR design contract with amendments is summarized in the table below:

Contract No.	Date Executed	Scope of Work	Contracted Amount	Cumulative Contract Amount
Original 16-C1625 Contract	Feb 28, 2017	Complete design and Plans, Specifications & Estimate (PS&E) preparation	\$1,485,384	\$1,485,384
16-C1625 Supp. #1	Aug 16, 2017	Add NEPA Permitting if federal funds were secured	\$45,464	\$1,530,848
16-C1625 Supp. #2	Nov 20, 2018	Add right-of-way acquisition services to contract	\$395,444	\$1,926,292
16-C1625 Supp. #3	Nov 26, 2019	Extend design contract duration through April 30, 2020	N/A	\$1,926,292
16-C1625 Supp. #4	Apr 10, 2020	Add construction management services through Dec 31, 2021	\$1,541,494	\$3,467,786
16-C1625 Supp. #5	Dec 6, 2021	Extend construction management services through July 2022	\$465,832	\$3,933,618
16-C1625 Supp. #6	TBD	Extend construction management services through Dec 2022	\$385,481	\$4,319,099

Should contract working days expire prior to the contractor reaching substantial completion, liquidated damages may be assessed against the contractor to recover city overhead construction management costs. Substantial completion is defined as the day the Engineer determines the Contracting Agency has full and unrestricted use and benefit of the facilities, both from the operational and safety standpoint, any remaining traffic disruptions will be rare and brief, and only minor incidental work, replacement of temporary substitute facilities, plant establishment periods, or correction or repair remains for the physical completion of the total contract.

FISCAL CONSIDERATION:

To complete the Juanita Drive NE construction, staff is currently projecting up to 1.3 million in additional funds will be required to cover executed change orders and bid item quantity overruns experienced to date, as well as the increased construction management overhead cost due to the extended construction timeline.

The additional project funding will be sourced from projected savings from the 68th Avenue NE project, Walkways & Waterways bond interest, Ecology grant award contingency, franchise utility reimbursable costs, and potential liquidated damages against the contractor. A request for additional project funding will be included in the next biennial budget amendment later this year.

Project revenues and projected expenditures are summarized below:

PROJECT REVENUES

Description	Amount	%
Franchise Utilities (Ziply/PSE)*	\$0.00	0.0%
W&W Bond Measure	\$5,000,000.00	29.6%
WSDOT Ped/Bike Safety	\$2,525,100.00	15.0%
Dept. of Ecology**	\$1,457,250.00	8.6%
Sound Transit	\$1,500,000.00	8.9%
City REET	\$1,200,000.00	7.1%
City Traffic Impact Fees	\$3,791,547.00	22.5%
WA State Commerce	\$194,000.00	1.1%
Northshore Utility District	\$1,206,650.00	7.2%
	\$16,874,547.00	100%

*The city is actively pursuing reimbursement from franchise utilities for costs incurred by the city during construction (est. \$643,000) due to utilities not being adequately relocated in advance of construction, as required by the city.

**Based on discussions with Ecology, the city is eligible for additional grant funds of up to 10% above the original grant award to cover construction increases (TBD).

PROJECTED EXPENDITURES

Description	Amount	%
City Administration	\$342,000.00	2%
Design	\$1,663,636.00	9%
Right-of-Way	\$653,900.00	4%
Construction	\$15,482,514.00	85%
	\$18,142,050.00	100%

Estimated Project Budget Deficit (\$18,142,050 – 16,874,548) = \$1,267,502.

COUNCIL PRIORITIES BEING ADDRESSED:

Council Priority 5: Implement the Walkways and Waterways projects.

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



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

<p>Subject/Topic:</p> <p>American Rescue Plan Act (ARPA) Staffing</p> <p>Proposed Council Action/Motion:</p> <p>Authorize the City Manager to hire two limited term positions, a Management Analyst and an Assistant To the City Manager, to be funded by the American Rescue Plan Act, at salary ranges already established, to carry out the 2022-26 ARPA work program and other ARPA-related work.</p>	<p>For Council Meeting Agenda of: June 21, 2022</p> <p>Department: City Manager</p> <p>Prepared by: Stephanie Lucash, Assistant City Manager</p> <table border="0"> <tr> <td></td><td style="text-align: right;"><u>Initial & Date</u></td></tr> <tr> <td>Approved by Department Head:</td><td style="text-align: right;">SLL, 6/13/22</td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;">DR, 6/15/22</td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;">LS, 6/15/22</td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;">RGK, 6/15/22</td></tr> </table> <p>Exhibits/Attachments:</p> <p style="padding-left: 40px;">Memo Dated June 13, 2022 Position Descriptions</p>		<u>Initial & Date</u>	Approved by Department Head:	SLL, 6/13/22	Approved by City Attorney:	DR, 6/15/22	Approved by Finance Director:	LS, 6/15/22	Approved by City Manager:	RGK, 6/15/22
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Approved by City Manager:	RGK, 6/15/22										
<p><u>SUMMARY:</u></p> <p>The American Rescue Plan Act (ARPA) is a federal law that was signed into effect on March 11, 2021. The purpose of ARPA is to provide \$1.9 trillion to help the U.S. respond to and recover from the COVID-19 pandemic. The City of Kenmore is receiving \$6.4 million in ARPA funds.</p> <p>At its May 16, 2022, the Kenmore City Council approved the 2022-26 ARPA work program, to include the following projects: Homelessness Response Pilot Program, Catch Up Learning and Childcare Support, Human Services Funding, and Business Assistance. The ARPA work program also includes affordable housing development work at the city-owned property at 6532 Bothell Way NE and at other property in the future, as well as other ARPA-related work including financial reporting, partnership development, community engagement, and leading a process to determine how to allocate the City's remaining ARPA funds.</p> <p>The two proposed limited term positions are an Assistant To the City Manager (ARPA) and a Management Analyst (ARPA). The City's finance team has determined two limited term, full-time positions can be supported with ARPA funds through the end of 2024. The Assistant To the City Manager (ARPA) position would be hired at the salary range of \$6,376 to \$8,824 (the same range as the Communications Specialist) and the Management Analyst position would be hired at the salary range of \$6,051 to \$8,351 (same range as Associate Planner). Both positions will report to the City's Assistant City Manager.</p> <p><u>FISCAL CONSIDERATION:</u></p> <p>On June 28, 2021, the City Council established by ordinance a special revenue fund known as the "ARPA Fiscal Recovery Fund." This fund has sufficient balance to fund these two proposed positions through 2024.</p> <p><u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u></p> <p>Goal #4: Respond to the Pandemic. The purpose of Kenmore's ARPA funding is to help the City respond to and recover from the COVID-19 pandemic.</p>											



City of Kenmore, Washington

Date: June 13, 2022

To: Rob Karlinsey, City Manager

From: Stephanie Lucash, Assistant City Manager

Re: American Rescue Plan Act Staffing Need and Request

Punch line of this memo: The implementation of the 2022-26 ARPA work program adopted by the City Council on May 16, 2022 as well as other ARPA-related work and efforts will require staffing. This memo recommends hiring two limited-term, ARPA-funded positions to implement this work.

Background

The American Rescue Plan Act (ARPA) is a federal law that was signed into effect on March 11, 2021 to provide \$1.9 trillion to help the U.S. respond to and recover from the COVID-19 pandemic. These funds include \$350 billion in grants to state, local, tribal and territory governments to provide an infusion of resources to address economic fallout from the pandemic, support individuals, businesses, and essential workers, replace lost government revenues and make investments to ensure a strong and equitable response to - and recovery from - the pandemic. The City of Kenmore will receive \$6.4 million in funds in two payments: half was received in mid-2021 and the remainder will be received later this summer. All funds must be allocated by the end of 2024 and spent by the end of 2026.

My previous memo to you on January 28, 2022 articulated the need for additional staffing to support the implementation of the ARPA work program. Our ARPA staffing plan in January included bringing on Administrative Specialist Janet Quinn at 50% time, and also to increase Intern Garrett Oppenheim's hours so he was also working part-time to support the ARPA program. That staffing model, combined with my position, worked well to get us to where we are today with the ARPA program.

We have accomplished much in the almost-first year of our ARPA program including all of the programs shown on the table on the next page of this memo. These efforts have included our \$1.05 million direct cash assistance program *Kenmore Cares* for our residents in need, urgent business assistance, affordable housing, and a significant community engagement effort to help inform our City Council's ARPA decisions.

2022 Municipal Excellence Award Winner

The City of Kenmore's ARPA program recently won a 2022 Association of Washington Cities Municipal Excellence Award. I thank you and the City Council for the strong leadership and support as we developed the City's ARPA program. These awards are not possible without strong leadership vision and support. I also believe we were award winners because we had a solid staffing model with me, Janet and Garrett as well as Nancy Meehan and Lauren Chomiak to support the work. Those team members have been instrumental in our efforts.

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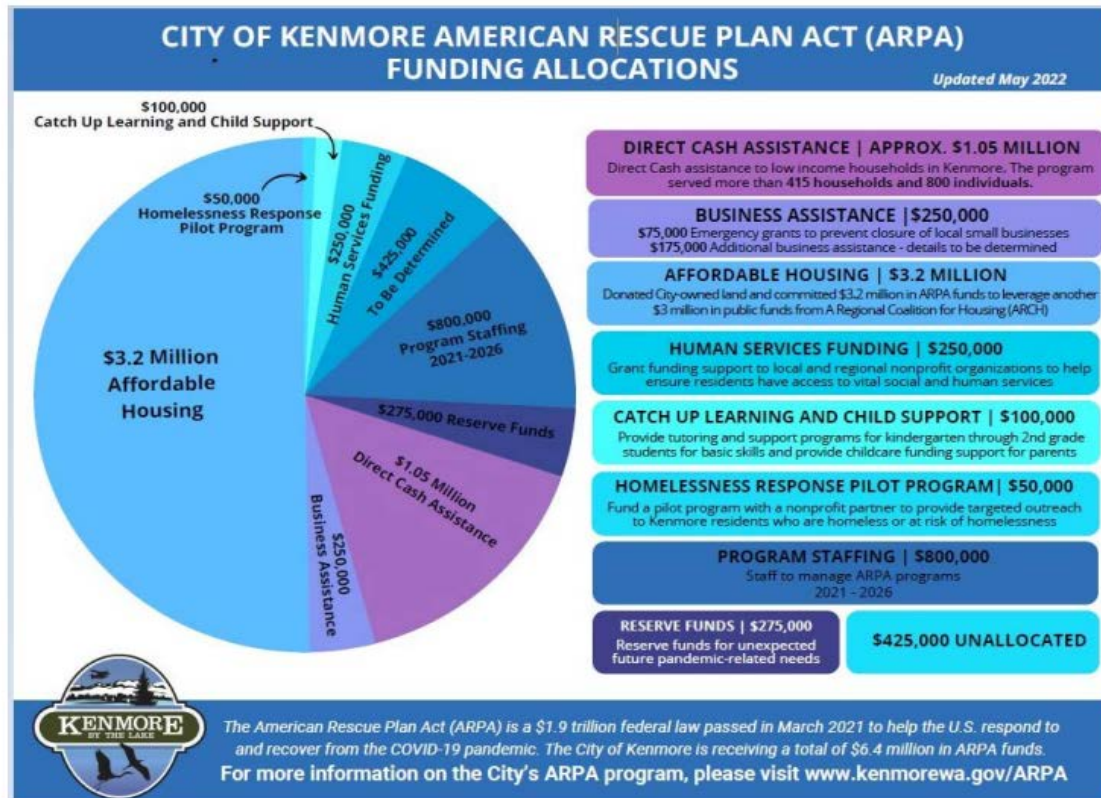
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Letter Heading: American Rescue Plan Act Staffing Need and Request
Date: June 13, 2022

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Staffing Changes

There have been staffing changes since my memo in January. Last month, I was promoted to the City of Kenmore's permanent Assistant City Manager position. While I am very excited about this new role, this change means that I no longer hold the Assistant City Manager/ARPA Administrator position, creating a vacancy that needs to be filled. In addition, Janet is no longer available to work part-time on the ARPA program as the Public Works Engineering temporary employee brought in to backfill her work has now left the City.

The Council's 2022-26 ARPA Work Program

At its May 16, 2022 meeting, the Kenmore City Council adopted the City's 2022-26 ARPA work program. That work program, including some of our initial notes and thoughts on the work ahead, includes the following:

- I. Homelessness Response Pilot Program – implementation target: fall 2022
 - a. Find one or more partner cities to work with in order to get most bang for our buck

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Letter Heading: American Rescue Plan Act Staffing Need and Request
 Date: June 13, 2022

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- b. Help the stationary homeless living in Kenmore and the transitory homeless passing through Kenmore to find permanent housing, whether in Kenmore or elsewhere in the region
 - c. Get care (medical, food, etc.) for the homeless community living in or passing through Kenmore
 - d. The ultimate goal is that no one living in Kenmore is homeless; those transitory homeless who pass through Kenmore are able to readily access resources to support services in the region
 - e. Explore possible tie in with Plymouth Affordable Housing proposal
 - f. Determining actual number of homeless, including those who have a place to sleep but no permanent home
 - g. Continue to coordinate with King County Regional Homelessness Authority as this work proceeds
- II. Catchup Learning and Childcare Support – implementation target: late 2022, early 2023
 - a. Provide tutoring or other support programs for students in kindergarten through 2nd grade for basic skills in math, reading, and writing.
 - b. A limited one-year program to make up for educational setbacks caused by the pandemic to the youngest of students whose educational deficiencies based on the pandemic.
 - c. Aid students who have fallen behind in their academic progress because of the pandemic
 - d. Possibly provide the tutoring program after school so that it also aids working parents by providing activities for their children between the end of the school day and the end of the work day.
 - e. Explore possibility of providing assistance to other students
 - f. Research school district programs already in place to assist students who have fallen behind during the pandemic
 - g. Work with the district to determine needs and options
- III. Human Services Funding – implementation target: late 2022
 - a. Figure out how to get the best possible care for Kenmore residents whose mental health has been impacted by the pandemic
 - b. UW Bothell School of Nursing & Health Studies is a resource - Dean Shari Dworkin is doing behavioral health research
 - i. Talk to Sukhaman Kaur, School of Nursing and Health Studies Fieldwork Manager for connection
 - c. Consider option of popup location at Hangar? Otter or Beaver Room?
 - d. Explore connection to Plymouth Affordable Housing project in the future when it has opened
- IV. Business Assistance – implementation target: as soon as possible
 - a. Assist Kenmore businesses who have struggled due to the impacts of the pandemic to recover and grow
 - b. Goals are more jobs and more money flowing into Kenmore
 - c. Support local entrepreneurs
 - d. Ask the right questions on the assistance application so we can best choose grant recipients
 - e. Find worthy recipients of grants. Help businesses put together strong applications.

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Letter Heading: American Rescue Plan Act Staffing Need and Request
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- f. Put recipients in the best position to spend the grant money wisely- maybe this is through contracting with UW business students for consulting services
- g. Promote flexibility in grant awards
- h. Use funds to direct people toward Kenmore businesses. Maybe a page on website that lists local businesses and a billboard directing people there? Reorganize business directory by category?
- i. Which business types were hardest hit? Research this.

Other ARPA Work

In addition to the above, there are other ARPA-related work items that will require these ARPA-funded staff resources including financial reporting, partnership development (including with Bastyr University), research on how to leverage outside funding sources, and leading the effort to recommend options to the City Council for spending the City's remaining unallocated ARPA funds.

Affordable Housing Work at Shell and Holt Properties

Another large body of work is our support and leadership as we work to develop affordable housing in Kenmore, our City Council's #1 goal for 2021-22. The Shell property is a city-owned site currently serving as our public works staging site. We are committing \$3.2 million in the City's ARPA funds for this project and are partnering with A Regional Coalition for Housing (ARCH), Enterprise Community Partners and Plymouth Housing Group on a proposal for a building with 100 units of affordable housing, all designated for those at or below 30% of our Area Median Income. The target population is seniors, veterans, disabled individuals and individuals who are formerly homeless. We will be applying in the state and county affordable housing funding cycle this September and there is significant work for City staff as part of this application process and in the months that will follow. We hope to break ground on this project in summer 2023 and be ribbon-cutting on the building by the end of 2024. *There is a huge workload associated with this project.*

We are also working to acquire the Holt property, and the Council has indicated they would like the City to lead an effort to also build affordable housing at that site. We expect that work to be conducted with a similar approach to the Shell property, including utilizing a working group and partnership with ARCH, developing a vision for the site, a search for possible partners and funding options, and a Request for Proposals (RFP) process. We would like to see more of a private-public-nonprofit partnership at this site, if possible. *This project will also require a major staffing commitment.*

Recommendation

I recommend that we hire two limited term, ARPA-funded positions to implement all of the above ARPA work. I recommend that one position be an Assistant To the City Manager (ARPA) position (at the same salary range as a Communications Specialist) and a Management Analyst (ARPA) position (at the same salary range as an Associate Planner). I would like one of these positions to be funded through the end of the ARPA program (December 2026) to close out the ARPA program. The other position would have a shorter duration, perhaps through 2024 or 2025, depending on program needs and available ARPA funds.

Attached to this memo are draft position descriptions for both of these positions. I look forward to discussing this recommendation, and, I hope, to moving forward quickly so we can fully staff the ARPA

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work ahead as outlined above and deliver the best possible outcomes for our residents and businesses as we work to fully recover from the COVID-19 pandemic.

Thank you for the opportunity to provide you with this memo and recommendation.

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VIII. B. Authorize the City Manager to hire two limited-term positions, ...

City of Kenmore**Position Description**

Position: Management Analyst (ARPA), Limited Term	2022 Monthly Salary Range: \$6,051 to \$8,351 (same range as Associate Planner)
Department: Executive	FLSA: Exempt
Approved By:	Date:

Summary

The American Rescue Plan Act (ARPA) is a federal law that was signed into effect on March 11, 2021. The purpose of ARPA is to provide \$1.9 trillion to help the U.S. respond to and recover from the COVID-19 pandemic. The City of Kenmore is receiving \$6.4 million in ARPA funds. All of the City's ARPA funds must be allocated by the end of 2024 and spent by the end of 2026. The Management Analyst (ARPA) is a limited term position funded by the City's ARPA funds. The position will assist the City with implementing Kenmore's ARPA program. The position will work alongside the Assistant To the City Manager (ARPA) position to implement the City's ARPA program consistent with the Kenmore City Council's ARPA guiding principles and high-level strategy adopted in July 2021.

This position is responsible for creating, launching and managing some of the ARPA projects in the 2022-26 ARPA work program approved by the City Council at its May 16, 2022 meeting. Those programs include Homelessness Response Pilot Program, Catch Up Learning and Childcare Support, Human Services Funding, and Business Assistance. The ARPA work program also includes affordable housing development.

In addition, this position will lead the preparation of ARPA financial reporting, pay ARPA invoices and assist with check disbursements to businesses and other customers, manage the ARPA webpages and make necessary updates, assist with ARPA partnership development with several community partners, research, prepare and present ARPA information to the City Council and City staff, and assist with the process of soliciting community input and recommending how the City Council may consider using unallocated ARPA funds.

This position will report to the Assistant City Manager and will work alongside and assist the Assistant To the City Manager (ARPA). The Assistant To the City Manager (ARPA) will develop and track the 2022-26 ARPA work program and serve as the City's primary point of contact on its ARPA program. The Management Analyst (ARPA) will follow that position's lead and direction as needed to meet deadlines and deliverables.

Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time. As a result, this position may be required to complete other duties and assignments to support the City and City Council's priorities.

Essential Duties and Responsibilities

Management Analyst (ARPA), Limited Term
City of Kenmore 06-2022

Page 1

- Develop a thorough working knowledge of all aspects of the ARPA program including how funds may be utilized, management of funds/programs and the completion of all required reporting requirements.
- Follow updates from the US Treasury Department to ensure City staff are following the most recent guidance on the ARPA Final Rule.
- Attend ARPA Roundtable meetings and other meetings and training as needed to accurately and fully implement the City's ARPA program and meet federal reporting requirements.
- Lead the preparation of annual financial reports as required by the US Treasury, including working with the City's Finance team and other staff as needed.
- Ensure the City's ARPA recordkeeping is sound as we prepare for a future audit on the City's ARPA program.
- Lead some of the ARPA projects in the 2022-26 ARPA work program approved by the City Council.
- Assist in the payment of invoices, help the Finance Team with check disbursements, and prepare grant agreements, contracts, and other documents as needed to implement the City's ARPA projects.
- Manage the ARPA web pages, making updates as needed to provide timely information to our community.
- Assist with ARPA partnership development including attending meetings with community partners as needed to develop, launch and evaluate our ARPA projects.
- Research, prepare and present ARPA information to the City Council and City staff including drafting agenda bills and associated documents.
- Assist with the process of soliciting community input and recommending how the City Council may consider using unallocated ARPA funds
- The Management Analyst reports directly to the Assistant City Manager but will be asked to follow the lead and direction of the Assistant To the City Manager as needed to accomplish work program goals.
- Prepare and present reports and proposals at public meetings.
- Additional duties include providing support for Work Program items and other areas of priority as assigned by the City Manager's Office, including research, analysis, and project management on various other projects as needed.

Qualifications

Knowledge and Skills

- Must have excellent verbal and written communication skills and the ability to multi-task and work in a self-directed fashion with limited supervision. Must possess excellent interpersonal skills and be able to effectively interact with internal staff and external contacts. Ability to operate a computer and knowledge/experience with Microsoft Office Suite required.
- Requires specialized knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Requires working knowledge of the principles and practices of municipal/government financial reporting and and administration.

Preferred Qualifications

- Familiarity with Federal grant programs
- Familiarity with the American Rescue Plan Act Final Rule

Abilities

- Requires the ability to carry out and accomplish the objectives of the position.
- Requires the ability to analyze complex problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals to improve operations, procedures, policies, or methods.
- Requires the ability to analyze sources of information related to a broad range of municipal programs, services, and administration.
- Requires the ability to administer a variety of City-wide programs and projects.
- Requires the ability to learn, interpret and apply Federal, State, and City policies, procedures, laws, and regulations.
- Requires the ability to establish and maintain cooperative working relationships with those contacted in the course of work including Council members, staff, committee members, other public officials, business leaders, and the general public.
- Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

Physical Abilities

Requires the ability to function indoors in a primarily office environment and the ability to move to various City locations. Requires the ability to use hearing and speech to make presentations to large audiences and carry on conversations over the phone and in person. Requires ability to read printed materials and computer screens in standard or large print formats. Requires driving ability in order to transport oneself in and around Kenmore and King County.

Education and Experience

A Bachelor's Degree in Business Administration, Public Administration, Accounting, Finance, Planning, Engineering, or a related field and 4 years of related work experience or an equivalent combination of education and work experience which allows the incumbent to successfully perform the essential duties of the position.

Licenses and Certificates

Requires a valid driver's license.

Working Conditions

Work is performed primarily indoors where minimal safety considerations exist.

Schedule: The City Manager's office team are teleworking on Monday, Wednesday, Thursday, and Friday and working together in the office on Tuesdays.

Hours of Work: Generally during City Hall business hours (8 a.m. to 5 p.m.) but may require some evening meetings.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

City of Kenmore**Position Description**

Position: Assistant To the City Manager (ARPA), Limited Term	2022 Monthly Salary Range: \$6,376 to \$8,824 (same range as Communications Specialist)
Department: Executive	FLSA: Exempt
Approved By:	Date:

Summary

The American Rescue Plan Act (ARPA) is a federal law that was signed into effect on March 11, 2021. The purpose of ARPA is to provide \$1.9 trillion to help the U.S. respond to and recover from the COVID-19 pandemic. The City of Kenmore is receiving \$6.4 million in ARPA funds. All of the City's ARPA funds must be allocated by the end of 2024 and spent by the end of 2026. The Assistant To the City Manager (ARPA) is a limited term position funded by the City's ARPA funds. The position will play a lead role in implementing Kenmore's ARPA program. The position will work alongside the Management Analyst (ARPA) to implement the City's ARPA program consistent with the Kenmore City Council's ARPA guiding principles and high-level strategy adopted in July 2021.

This position is responsible for creating, launching and managing some of the ARPA projects in the 2022-26 ARPA work program approved by the City Council at its May 16, 2022 meeting. Those programs include Homelessness Response Pilot Program, Catch Up Learning and Childcare Support, Human Services Funding, and Business Assistance. The ARPA work program also includes affordable housing development.

This position will report to the Assistant City Manager. The Assistant To the City Manager (ARPA) will develop and track the 2022-26 ARPA work program and serve as the City's primary point of contact on its ARPA program. The Management Analyst (ARPA) will follow this position's lead and direction as needed to meet deadlines and deliverables.

In addition to work program management and tracking, this position will support the Assistant City Manager in staffing the City's affordable housing development efforts. This position will also be the City's lead representative at ARPA Roundtable meetings and discussions, be the primary point of contact with the City's community partners, and will take a lead role in preparing periodic updates to the Kenmore City Council on the ARPA team's progress. This position will also play a lead role in developing the ARPA budget, tracking budget expenditures, and overseeing the process for soliciting community input and recommending how the City Council may consider using unallocated ARPA funds.

Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time. As a result, this position may be required to complete other duties and assignments to support the City and City Council's priorities.

Essential Duties and Responsibilities

- Develop the City of Kenmore's 2022-26 ARPA work program including establishing timelines, deliverables, assignment of staff and tracking the work to ensure the City meets its ARPA deadlines and deliverables.
- Lead some of the ARPA projects in the 2022-26 ARPA work program approved by the City Council.
- Assist the Assistant City Manager in staffing the City's affordable housing development efforts.
- Review and approve invoices, and assist the Management Analyst (ARPA) as needed in the preparation of grant agreements, contracts, and other documents as needed to implement the City's ARPA projects.
- Serve as the City lead on ARPA partnership development including serving as the City's primary point of contact with partners, organizing meetings, and establishing agendas for meetings with community partners as needed to develop, launch and evaluate our ARPA projects.
- Research, prepare and present ARPA information to the City Council and City staff including drafting agenda bills and associated documents.
- Lead the process of soliciting community input and recommending how the City Council may consider using unallocated ARPA funds
- Serve as the point of contact for all City grants, contracts, projects and programs funded by the ARPA.
- Prepare ARPA budgets and work programs for review by the Assistant City Manager; monitor and maintain ARPA budget accounts; process requisitions, prepare and maintain financial records and documents.
- Seek opportunities to leverage outside funds to maximize the City's ARPA funds, including exploring outside grants and possible partnerships with other government agencies, neighboring cities and/or nonprofit agencies.
- Conduct a variety of complex studies and analyses as assigned, including policy and legislative reviews, current and proposed operations and programs related to organizational structure, budgets, communication and community outreach and other areas as assigned.
- Prepare and present data, interpretations, research findings and recommendations to the Assistant City Manager, department directors, elected officials and other groups.

- Use data and information in a clear and rational process to assess and understand issues, evaluate options, form accurate conclusions and make decisions. Collect, assemble, analyze and evaluate facts to draw logical conclusions and make proper recommendations and prepare clear, concise, and comprehensive written reports and dash boards that require displaying and presenting statistical, graphical, and other reporting methods to audiences of varying technical sophistication.
- Develop a thorough working knowledge of all aspects of the ARPA funds received by the City to include how they may be utilized, management of funds/programs and the completion of all required reporting requirements.
- Follow updates from the US Treasury Department to ensure City staff are following the most recent guidance on the Final ARPA Rule.
- Support the Management Analyst (ARPA) in ensuring the City's ARPA recordkeeping is sound as we prepare for a future audit on the City's ARPA program.
- Prepare and present reports and proposals at public meetings.
- The Assistant To the City Manager reports directly to the Assistant City Manager but will be assigned to projects to support the City Manager.
- Additional duties include providing support for Work Program items and other areas of priority as assigned by the City Manager's Office.

Qualifications

Knowledge and Skills

- Must have excellent verbal and written communication skills and the ability to multi-task and work in a self-directed fashion with limited supervision. Must possess excellent interpersonal skills and be able to effectively interact with internal staff and external contacts. Ability to operate a computer and knowledge/experience with Microsoft Office Suite required.
- Requires specialized knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Requires working knowledge of the principles and practices of municipal/government budget forecasting, preparation, and administration.
- Requires specialized knowledge of research and reporting methods, techniques, and procedures.

Preferred Qualifications

- Familiarity with Federal grant programs and/or ballot measure administration.
- Familiarity with the American Rescue Plan Act Final Rule

Abilities

- Requires the ability to carry out and accomplish the objectives of the position.
- Requires the ability to analyze complex problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals to improve operations, procedures, policies, or methods.
- Requires the ability to analyze sources of information related to a broad range of municipal programs, services, and administration.
- Requires the ability to administer a variety of City-wide programs and projects.
- Requires the ability to learn, interpret and apply Federal, State, and City policies, procedures, laws, and regulations.
- Requires the ability to establish and maintain cooperative working relationships with those contacted in the course of work including Council members, staff, committee members, other public officials, business leaders, and the general public.
- Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

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Requires the ability to function indoors in a primarily office environment and the ability to move to various City locations. Requires the ability to use hearing and speech to make presentations to large audiences and carry on conversations over the phone and in person. Requires ability to read printed materials and computer screens in regular or large print. Requires driving ability in order to transport oneself in and around Kenmore and King County.

Education and Experience

A Bachelor's Degree in Business Administration, Public Administration, Accounting, Finance, Planning, Engineering, or a related field and 4 years of related work experience or an equivalent combination of education and work experience which allows the incumbent to successfully perform the essential duties of the position. A Master's Degree or other advanced degree is preferred for this position.

Licenses and Certificates

Requires a valid driver's license.

Working Conditions

Work is performed primarily indoors where minimal safety considerations exist.

Schedule: The City Manager's office team are teleworking on Monday, Wednesday, Thursday, and Friday and working together in the office on Tuesdays.

Hours of Work: Generally during City Hall business hours (8 a.m. to 5 p.m.) but may require evening meetings.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.



City Council Business Agenda Item
City of Kenmore, WA

<p>Subject/Topic: Approval of Affordable Housing Development Proposal</p> <p>Proposed Council Action/Motion: Motions to (1) approve the selection of the Proposal submitted by Plymouth Housing in response to City RFP 22-2789, and authorize the City to move forward with creating a partnership with Plymouth Housing and A Regional Coalition for Housing to develop affordable housing consistent with the Plymouth Housing Proposal; (2) allocate \$3.2 million in American Rescue Plan Act funds for the development of affordable housing in the City consistent with the Plymouth Housing Proposal, and (3) provide staff direction to initiate negotiations with Plymouth Housing and/or ARCH for a property transfer agreement, development agreement, and any other necessary agreements.</p>	<p>For Council Meeting Agenda of: June 21, 2022</p> <p>Department: City Manager's Office</p> <p>Prepared by: Stephanie Lucash, Assistant City Manager</p> <table border="0"> <tr> <td></td><td style="text-align: right;"><u>Initial & Date</u></td></tr> <tr> <td>Approved by Department Head:</td><td style="text-align: right;">SL, 6/1/22</td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;">RL, 6/8/22</td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;">LS, 6/1/22</td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;">RGK, 6/8/22</td></tr> </table> <p>Exhibits/Attachments: Plymouth Proposal Slide Deck UW Capstone Team Final Report Support Letter</p>		<u>Initial & Date</u>	Approved by Department Head:	SL, 6/1/22	Approved by City Attorney:	RL, 6/8/22	Approved by Finance Director:	LS, 6/1/22	Approved by City Manager:	RGK, 6/8/22
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Approved by City Manager:	RGK, 6/8/22										
<p><u>BACKGROUND</u> The Kenmore City Council's number one priority for 2021-22 is to <i>increase and preserve the options for affordable housing stock</i>. In support of this goal, a working group, consisting of City employees, employees from A Regional Coalition for Housing (ARCH) and four graduate students forming a Capstone Team, has been working hard on an effort to build new affordable housing units in downtown Kenmore. The group developed a Request for Proposals (RFP) for affordable housing on City-owned property at 6532 Bothell Way NE following previous Council discussions on October 25, 2021 and November 15, 2021. The RFP closed on April 22, 2022, and the City received three strong proposals. The working group evaluated the proposals, interviewed all three respondents, and recommended the selection of Plymouth Housing on May 23, 2022. The team announced this decision, and introduced the Plymouth Housing team, at the City Council meeting on May 23, 2022. A study session was held on May 31, 2022 to give the City Council an opportunity to learn more about the Plymouth proposal.</p>											

The goal for tonight is City Council approval of motions that will allow the City and its partners to fully proceed with this work. Staff is requesting that the City Council pass motions to: (1) approve the selection of the Proposal submitted by Plymouth Housing in response to City RFP 22-2789, and authorize the City to move forward with creating a partnership with Plymouth Housing and A Regional Coalition for Housing to develop affordable housing consistent with the Plymouth Housing Proposal; (2) allocate \$3.2 million in American Rescue Plan Act funds for the development of affordable housing in the City consistent with the Plymouth Housing Proposal, and (3) provide staff direction to initiate negotiations with Plymouth Housing and/or ARCH for a property transfer agreement, development agreement, and any other necessary agreements. The development agreement is anticipated to include areas where we expect the development to deviate from current zoning, including density, parking and other considerations to be determined as the project proceeds.

Tonight's action will allow the team to move forward with this work in the coming months and to fully develop the affordable housing proposal so it can be submitted in the September 2022 State and County affordable housing funding cycle. Tonight's presentation will also include remarks from the University of Washington Capstone Team who have been hard at work supporting this effort since January. The Capstone Team has prepared a final report on affordable housing in Kenmore that is included with this agenda bill.

FISCAL CONSIDERATION:

The Kenmore City Council previously decided to use approximately \$3.2 million of the City's American Rescue Plan Act funds for this affordable housing work and ARCH has allocated \$3 million from its ARCH Trust Fund for this effort. In addition, the City will be donating the Old Shell property, appraised at \$1.89 million. Tonight's meeting will formalize these previous decisions.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

Goal #1: Affordable Housing. This item supports the City Council's top priority: *Increase and preserve the options for affordable housing stock.*



RFP# 22-C2789:
AFFORDABLE HOUSING DEVELOPMENT PROPOSAL
Kenmore Senior Housing



Applicant/Developer: Plymouth Housing
Property Manager & Service Provider: Plymouth Housing
Architect: Environmental Works
General Contractor: Walsh Construction

Primary Contact: Elizabeth Murphy
Real Estate Developer
Plymouth Housing
emurphy@plymouthhousing.org
253-346-0110

2113 Third Avenue, Seattle, WA 98121-2321 | 206-374-9409

@PlymouthHousing     PlymouthHousing.org

Kenmore Senior Housing RFP Contents

I. Development Team Information.....p.2

- a. Developer/Owner: Plymouth Housing
- b. Property Manager & Service Provider: Plymouth Housing
- c. General Contractor: Walsh Construction
- d. Architect: Environmental Works

II. Project Description.....p.13

- a. Why Housing First for Low-Income Seniors in Kenmore?
- b. Project Design & Location (Also see: CFA Form Tabs 1, 2A, 2B, 3)
- c. Construction Estimate & Project Financing (Also see: CFA Form Tabs 6A, 6B, 7A)
- d. Operations and Services Description
- e. Amenity Map
- f. Management & Marketing Plan Sample
- g. Initial Contractor Cost Estimate

III. Preliminary Project Designs.....p.37

- a. Schematic Site Plans
- b. Typical Building Elevations
- c. Typical Floor Plans

CFA Forms: Project Development Budget & Schedule and Operating Pro-forma

See separate Excel document

- a. Estimate of Total Project Development Costs and a Financing Plan for the Proposed Project (Tab 6A)
- b. Affordability (Tabs 8A, 8B)
- c. Operating Pro-Forma (Tabs 8C, 8D)
- d. Project Schedule (Tab 5)

LIHTC Addendum (2021)

See separate Excel document

- a. LIHTC Info
- b. LIHTC Scoring
- c. TDC Limit

I. Development Team Information

Developer/ Owner: Plymouth Housing

Throughout its 40-year history, Plymouth housing has overseen the rehabilitation and/or construction of 15 buildings with the purpose of providing Permanent Supportive Housing to chronically homeless individuals in the Seattle region. Currently, our development pipeline includes four new buildings that will open in the next year as well as a rehabilitation of an existing building in our portfolio. With extensive experience developing and managing new construction projects in the Seattle area, Plymouth looks forward to the opportunity to work with the City of Kenmore to build much-needed affordable housing in King County. The Plymouth Housing development team for the Kenmore Senior Housing project would include Karen Peterson, Chief Real Estate Officer who has over 30 years of experience in housing development, and Elizabeth Murphy, Real Estate Developer, with nearly 4 years of experience. Elizabeth would provide day-to-day project management, while Karen would oversee major milestones and contract negotiations.

Karen Peterson, Chief Real Estate Officer joined the Plymouth team in August 2021. Karen's most recent experience prior to joining Plymouth Housing was in her role as Manager of the Real Estate development team at Tacoma Housing Authority for 7 years. Among other projects, Karen completed a \$91M RAD conversion and the Arlington Drive Youth Campus project; consisting of a Crisis Residential Center and permanent supportive housing for young adults who have experienced homelessness. Prior to her move to Washington and joining THA, Karen worked at Minnesota Housing for 6 years in multiple roles as a multifamily underwriter, member of the Tax Credit team, Manager of Compliance and Manager of the HAP and TRACS teams. Karen also worked for the Minneapolis-based developer Sherman Associates for 3 years developing market-rate and affordable housing. Prior to joining Sherman Associates, Karen worked for the Community and Economic Development Agency for the City of Minneapolis for 19 years developing affordable housing and commercial and industrial development. Karen holds a BA in philosophy from Metropolitan State University in Minneapolis.

Elizabeth Murphy, Real Estate Developer joined the Plymouth Housing team in February 2021. She is currently overseeing the Eastgate PSH project, the first permanent supportive housing for chronically homeless individuals in Bellevue, as well as Ballard PSH, a turnkey project currently being developed by Inland Group. Prior to joining the Plymouth Team, Elizabeth worked at Catholic Housing Services for two years, working as Operations Manager for the Community Development Center, and as a Housing Developer. Prior to her career in housing, she worked in government relations and community organizing for non-governmental organizations in Washington, DC and Seattle. Elizabeth holds a B.A. in Politics from the University of San Francisco.

Plymouth Sample Projects: Enclosed is a one-pager of our most current new construction projects. To view a current list of Plymouth's buildings, visit <https://plymouthhousing.org/our-housing/tour-a-plymouth-building/>

PROOF

THE CAMPAIGN FOR
Plymouth Housing

6 buildings. 600 apartments.

2020 - 2023



Bob & Marcia Almquist Place

PERMANENT SUPPORTIVE HOUSING

102 resident studios + 3 staff apartments
Supporting residents recovering from chronic homelessness, some with behavioral health challenges.
CONSTRUCTION START: DEC 2018
CONSTRUCTION FINISH: APR 2020



Kristin Benson Place

PERMANENT AFFORDABLE HOUSING

91 resident studios + 2 staff apartments
Partnership with Path with Art, which will provide ground floor community arts access. Apartments for residents through the "Housing Options Program."
CONSTRUCTION START: JAN 2020
CONSTRUCTION FINISH: AUG 2021



12th & Spruce

PERMANENT SUPPORTIVE HOUSING

100 resident studios + 3 staff apartments
Focus on veteran homelessness. Partnership with St. Francis House, which will provide services for those experiencing homelessness from a ground floor space.
CONSTRUCTION START: NOV 2020
CONSTRUCTION FINISH: MAY 2022



Ballard Supportive Housing

PERMANENT SUPPORTIVE HOUSING

79 resident studios + 2 staff apartments
In partnership with Inland Group.
CONSTRUCTION START: JULY 2021
CONSTRUCTION FINISH: JULY 2022



The Madison/Boylston Project

PERMANENT SUPPORTIVE HOUSING

112 studios for seniors + 3 staff apartments
Partnership with Bellwether Housing, which will operate an additional 253 low-income apartments.
CONSTRUCTION START: OCT 2020
CONSTRUCTION FINISH: AUG 2022



Eastgate Supportive Housing

PERMANENT SUPPORTIVE HOUSING

92 resident studios + 3 staff apartments
In partnership with Congregations for the Homeless.
CONSTRUCTION START: FALL 2021
CONSTRUCTION FINISH: EARLY 2023

Property Manager & Service Provider: Plymouth Housing

Plymouth Housing plans to provide supportive and operational services to the building. We have a long track record of providing property management, maintenance, and supportive services to our residents. Our experienced leadership team and staff are well equipped to serve Kenmore Senior Housing and look forward to the opportunity to share our expertise and pursue partnerships in the City of Kenmore.

Yi Zhao, Chief Asset Management Officer, joined the Plymouth team in October 2019. Previously Yi worked with the King County Housing Authority in the capacity of a Regional Manager overseeing properties spanning from Bellevue to Sedro Woolley including Public Housing, Project Based Section 8, and Low-Income Housing Tax Credit housing. Yi also has experience with food insecurity and working on feeding the White Center community through the White Center Food Bank.

Trina Thompson, Director of Property Management, has worked in the supportive housing field for over 14 years, and with people experiencing homelessness for even longer. She joined Plymouth in 2014 as the Assistant Director of Property Management. Prior to her time with Plymouth, she served as the Director of Operations for the Church Council of Greater Seattle, where she oversaw the HomeStep and Self-Managed Housing Programs in addition to securing and maintaining government grants, building community partnerships, and working directly with program staff and residents.

Kimberly Arrington-White, Chief Supportive Housing Officer, joined Plymouth Housing in August of 2021 and brings nearly three decades of work in the social services field. Prior to coming to Plymouth Housing, she served as Chief of Case Management for one of California's twenty-one regional centers providing services to more than 18,000 developmentally disabled individuals. She previously served as a Program Coordinator at Goodwill Industries and has worked with individuals with both behavioral and emotional health challenges. Ms. Arrington White holds a Bachelor's degree in Psychology and a Master's degree in Educational Administration, Organization and Policy.

Kristina Giscombe, Director of Supportive Housing, is responsible for oversight of the Social Services department at Plymouth Housing. Kristina ensures Housing Case Managers are supported and have what they need to deliver trauma-informed, quality services to all residents in Plymouth's portfolio. Kristina has worked for Plymouth for the past decade and her experience in various levels of the Social Services department informs her goals to support case management staff. During that time, Kristina also received her Master of Social Work with an emphasis in Mental Health from University of Washington. Kristina received her bachelor's degrees in psychology and sociology from Gonzaga University.

Keith Scott, Director of Facilities, has over 20 years of experience in construction and facilities work, in addition to being in leadership roles since 1999. Keith's skills range from technical expertise to community building and team development, and he has put those to use at Plymouth since he was hired as Maintenance Manager in 2015. Prior to that, he worked for Compass Housing Alliance, the Simon Estate, and S.S. Construction.

See CFA Form Tabs 1, 9A, 9B, 9C for more details.

General Contractor: Walsh Construction

Walsh & Environmental Works: A History

Environmental Works and WALSH have an extensive history that spans 17 years of designing and constructing homes in King County—working together for nonprofit owners on eight construction and rehabilitation projects since 2005. WALSH and Environmental Works are currently partnering on three mixed-use, publicly-funded affordable housing projects in the Seattle area that started construction in late 2021. Over the past two years, project teams have collaborated to work through a unique confluence of challenges related to financing requirements, building codes, and uncertainties in the construction market.

Walsh Team Members

WALSH brings a breadth of current knowledge and experience to the pre-construction process for Plymouth Housing’s proposed Kenmore project. To guide the project to a successful start in 2023, WALSH will bring a tenured project Principal, Project Manager, General Superintendent, and Chief Estimator to the project team. As the design and permitting phases progress, WALSH will add in-house Quality Control and BIM coordination experts and provide appropriate constructability reviews.

Bill Reid | Principle-In-Charge

Beginning as a laborer at WALSH more than 43 years ago, Bill has gained significant insights and extensive experience from the ground up. His expertise in project implementation, project management, and leadership is unparalleled. He has managed numerous residential projects and is most proud of his partnership and oversight of projects for WALSH’s nonprofit and Housing Authority clients.

Bill is committed to guiding teams and helping ensure that each member understands and embraces the challenges of developing affordable housing through proactive collaboration, thoughtful and realistic estimating, and diligent schedule and logistics management.

Education:

- BS, Willamette University

Experience:

- 43 years in construction
- 41 years with WALSH

Erich Behrens | Chief Estimator

Erich joined WALSH Construction Co. in 2011 as a senior estimator with experience on \$1.7 billion in residential, commercial, and municipal projects. He brings 30 years of construction experience to his position, working on all project types from mixed-use, wood-frame over concrete to steel and metal structures. He brings extensive, relevant knowledge of mixed-use wood-frame projects as we actively price 12+ mixed-use projects a month in the King County market.

Erich is involved in every WALSH project estimate and works with WALSH teams on all stages of project preparation, from pre-construction through the final estimate and value engineering phases. As the

project estimator, he will use his expertise to assist project managers in quantity take-offs, subcontractor bidding, and estimate tracking.

Education

- BS, Construction Management, University of Washington

Experience

- 30 years in construction
- 11 years with WALSH

Sharon Libby Eyerly, AIA LEED AP | Quality Director

Erich joined WALSH Construction Co. in 2011 as a senior estimator with experience on \$1.7 billion in residential, commercial, and municipal projects. He brings 30 years of construction experience to his position, working on all project types from mixed-use, wood-frame over concrete to steel and metal structures. He brings extensive, relevant knowledge of mixed-use wood-frame projects as we actively price 12+ mixed-use projects a month in the King County market.

Erich is involved in every WALSH project estimate and works with WALSH teams on all stages of project preparation, from pre-construction through the final estimate and value engineering phases. As the project estimator, he will use his expertise to assist project managers in quantity take-offs, subcontractor bidding, and estimate tracking.

Education

- Bachelor of Architecture, University of Oregon

Experience

- 15 years in construction
- 9 years with WALSH

Craig Gamble | General Superintendent

Craig is a 37-year construction industry veteran who runs exceptionally safe, clean, and organized job sites. By using his substantial industry knowledge, excellent communication skills, and organizational expertise to support job site teams, his jobs consistently meet budget and schedule goals. His focus on job scheduling, logistical planning, and safety produces quality results. As General Superintendent, Craig adeptly mentors and leads the project team, ensuring consistent, responsive logistical direction from early pre-construction to the final punch list.

Education

- Construction Management, Wenatchee Valley Community College

Experience

- 37 years in construction
- 19 years with WALSH

Mariah David, LEED AP | Project Manager

Mariah has more than a decade of experience on complex, high-profile projects. Her most recently completed projects include two affordable housing projects—Plymouth Housing’s Almquist Place project and Pioneer Human Services’ Aspen Terrace project, both in Seattle. In addition, Mariah worked

on Bellevue College Residence Hall and three LEED Gold student housing projects for the University of Washington.

Her experience and work on similar projects give her an excellent understanding of the unique requirements of affordable mixed-use projects, making her distinctly qualified to meet project goals. During construction, Mariah will lead the team to achieve all project goals related to safety, schedule, budget, quality, and sustainable construction.

Education

- BS, Civil & Environmental Engineering, University of Washington

Experience

- 14 years in construction
- 12 years with WALSH

Walsh Sample Projects

HOBSON PLACE | DESC (Downtown Emergency Service Center)

Status: Completed, January 2022

Architect: Runberg Architecture Group

Location: 1911 22nd Ave S, Seattle, WA 98144

Description: WALSH recently completed building DESC's Hobson Place, which includes two buildings – North and South – constructed in two phases.

North Phase

The North Phase, built to the Evergreen Sustainable Development Standard (ESDS), is a 59,000 square foot building with 85 apartments on the upper five levels of wood framing above one level of post-tension concrete. The ground level features support services, offices, meeting rooms, bike storage, and an inviting open courtyard at entry.

South Phase

The South Phase, built to Passive House standards, is a 92,000 square foot building with a 526,000 square foot Harborview Medical Center integrated physical and behavioral healthcare clinic and 92 affordable apartments reserved for individuals with disabilities or exiting homelessness.

Accomplishments:

- To achieve Passive House and Exemplary Building performance targets in the South building, WALSH's QA/QC and project teams coordinated the design, pricing, and implementation of



numerous high-performance features. These include heat-pump water heaters, balanced ventilation (ERVs), a 40kW solar array, and enhanced building envelope features.

- WALSH is proud to have exceeded the PH air-barrier target of .08 cfm/sf with a .074 cfm/sf result. WALSH successfully implemented this ambitious two-phase project through early engagement with subcontractors, intentional sequencing of trades, and building envelope pre-testing while maintaining rigorous attention to safety.

CEDAR CROSSING | Mercy Housing & Bellwether Housing

Status: In progress, June 2022 est. completion

Architect: VIA Architecture

Location: 6600 Roosevelt Way NE, Seattle, WA 98115

Description: A two-building mixed-use, transit-oriented development totaling 292,000 square feet containing 254 affordable apartments, a childcare center, and 15,000 square feet of ground-floor retail space—all flanking a public “Village Square.”



Accomplishments:

- Situated directly adjacent to the Roosevelt Light Rail Transit Station with a passenger deck 150-foot below grade, the planning and execution of Cedar Crossing’s concrete and framing scopes involved extensive coordination with Sound Transit. Early planning helped to ensure the foundation was rigorously reviewed and structurally sound.
- Cedar Crossing joins a mixture of building materials, types, and uses, ultimately linking two buildings together with a sky bridge. The two buildings include a mix of Type V-A and Type III-A wood framing over a Type I concrete podium.
- With an adjacent transit station and a local high school across the street, this project required WALSH’s signature blend of increased study, safety planning, and communication with the stakeholders and surrounding community. Insights gained through this coordination resulted in adjustments to timing and delivery routes for safety, increasing pedestrian access routes and markings around the job site, and frequent communication with the school and surrounding community to keep students, parents, and local businesses and shoppers informed.

ASPEN TERRACE

Status: Completed, January 2019

Architect: SMR Architects

Location: 1717 Belmont Ave, Seattle, WA 98122

Description: This 42,000 square-foot housing project is in the heart of Capitol Hill and contains 89 studio apartments. Its seven stories include four stories of VA construction over two levels of Type IA. Building features include a partial basement, a community room, a patio, an outdoor space, and a resident resource center.



Accomplishments:

- This complex urban location included a tight lot area of just over 10,000 square feet with an existing steep slope at one corner and directly adjacent multistory buildings. In addition, the team faced numerous logistics, supply chain, and safety challenges due to the neighborhood congestion and the onset of COVID-19. Despite these challenges, the project finished on time and within budget.
- WALSH's adept building envelope coordination resulted in the successful installation of the brick cladding and air barrier test results of .123 CFM/SF—significantly under the energy code requirement of .25 CFM/SF.



Profile of Organization - Environmental Works

Environmental Works Community Design Center is a 501(c)3 non-profit community-based architectural firm located in Seattle's Capitol Hill, founded with the express purpose of providing professional architectural, landscape architecture, and planning services to non-profit organizations, municipal agencies and otherwise under-represented communities in the Puget Sound area. Since our founding in 1970 we have provided feasibility/predevelopment studies and complete architectural services for City Parks, human services agencies, community facilities, affordable housing providers, and public art projects.

Working in both the public and private sectors, the staff of Environmental Works understand the need for community involvement, the impacts of having multiple funding sources, and ways of working effectively with pre-established budgets.

Environmental Works is committed to the effective use of capital funds in creating sustainable communities. We pride ourselves on providing quality architecture and landscape architecture within this challenging framework and working to see that the ultimate social purpose of the building is well-served in each architectural design. In addition, Environmental Works has a long-standing commitment to socially and environmentally sustainable design, and have developed a number of successful strategies for designing ecologically thoughtful and affordable buildings and sites. These strategies are based on three core issues – conserving resources, promoting local economies (human, material and natural) and the careful adaptation of a building to both the natural and cultural conditions of the site.

We proactively and intentionally maintain an open and mutually supportive office culture – one of our baseline values. Information, expertise, lessons learned and constructive criticism are shared throughout all of our work together. In this way, each project benefits from our combined knowledge base, each staff person grows in their capacity to serve our clients well, and the benefits of deep collaboration spread to the entire development team.

Our office is organized into three studios - housing, community facilities, and landscape. Each studio is headed by an experienced architect who has more than twenty years experience. Bill Singer is our Housing Studio lead, Sally Knodell is our Community Facilities lead, and Nicolas Morin leads our Landscape studio. Mike Mackie is our quality control lead and building envelope expert and moves between all of the studios advising on key parts of projects. We work in teams within the office with more experienced staff heading up the teams and working closely with support staff and consultants. Our goal is to provide consistent project representation during the entire project. There is continuity of staffing throughout the project with back up provided within the organization when needed.

Experience in Landscape Architecture

In early 2019, the landscape architecture department took shape within EW to provide our clients with innovative, creative, and environmentally-sound landscape design and planning. Bringing decades of professional experience, the landscape team is committed to creating spaces that are treasured in the community and providing exceptional service from the early stages of design to the final realization of the project.

The landscape team brings seasoned project managers who are able to oversee a wide variety of projects. Their skill set includes extensive experience in public design process facilitation, the construction phases of a project, and a strong working knowledge of city, state, and federal permitting processes. They work diligently to see each project through to completion, striving to finish each phase on time and within budget. Environmental Works is honored to offer a wider range of services to our clients.

Pride Place

AFFORDABLE & AFFIRMING HOUSING FOR LGBTQ SENIORS IN CAPITOL HILL | SEATTLE, WA



CLIENT: COMMUNITY ROOTS HOUSING

CONTACT: MASON CAVELL, COMMUNITY ROOTS HOUSING

CONTACT EMAIL: MCAVELL@COMMUNITYROOTSHOUSING.ORG

SIZE: 122 UNITS

CERTIFICATION: ESDS (Evergreen Sustainable Development Standard)

The new development on Broadway in Seattle's Capitol Hill neighborhood will welcome much-needed affordable housing for seniors, and build on the existing culture of both the Capitol Hill and the LGBTQ communities. GenPride, a nonprofit "focused on empowering older LGBTQ+ adults to live with pride and dignity," will offer programs and services on the ground floor of Pride Place. In addition, Environmental Works provided landscape architectural services for Pride Place.

STATUS: UNDER CONSTRUCTION



Drexel House II Veterans Housing

SUPPORTIVE HOUSING FOR VETERANS EXITING HOMELESSNESS | OLYMPIA, WA



CLIENT: CATHOLIC COMMUNITY SERVICES OF WESTERN WASHINGTON

CONTACT: JENNY WEINSTEIN, DIRECTOR OF ASSET DEVELOPMENT (FORMERLY WITH CCS)

CONTACT EMAIL: JENNY.WEINSTEIN@BELLINGHAMHOUSING.ORG

SIZE: 50 UNITS + COMMON SPACES + OFFICES | 29,439 SF

Drexel House II provides 50 studio apartments to veterans coming out of homelessness, with several features designed to meet veterans' expressed needs. Units feature at least two windows each and ceiling fans, to address veterans' requests for maximum light, air, and ventilation. Common areas incorporate very wide corridors and emphasize lines of sight, so that residents will always have views in and out of rooms. Case management rooms feature views to the hallway as well as to the outdoors. Outdoor spaces include a dog run, loop walking path, garden, and patio.

STATUS: COMPLETED 2017



II. Project Description

Why Housing First for Low-Income Seniors in Kenmore?

As housing affordability in King County continues to impact very low-income individuals, older adults are especially at risk for housing instability and homelessness. According to the report: [*Emerging Crisis of Aged Homelessness*](#), people who are in the second half of the post-War baby boom are “prematurely aging and dying” and “older homeless adults have medical ages that exceed their biological ages.” It is expected that 85% of the aged population will need rental subsidies and case management, while 12% require Permanent Supportive Housing. From Plymouth’s own data, about 71% of the residents in our current buildings are over the age of 51 (based on a 2020 survey). Additionally, we know that 14% of our residents self-identify as veterans, 97% reported having a disability, and 55% identify as a person of color. To respond to this need in the senior, veteran, and BIPOC community, Plymouth Housing proposes bringing much-needed permanent supportive housing to Kenmore, serving seniors and veterans who make 30% or less of the Area Median Income.



Plymouth’s 40-year history serving formerly homeless individuals, including seniors and people with disabilities, makes us uniquely qualified to bring this type of housing to the City of Kenmore. Beginning in 1980, Plymouth began housing very low-income people experiencing homelessness. As our understanding evolved, we began implementing the Housing First model, recognizing housing as a right, not as a reward for good behavior. Moving beyond simply putting a roof over an individual's head, we learned and adapted to the complex needs of people who had been homeless for many years, the resulting trauma, and the barriers they faced.

Due to the complex and interwoven disabling conditions experienced by our tenants, the Housing First model aligns with both harm reduction and trauma-informed care to provide the best path toward individualized stability for each tenant. Some tenants may experience difficulties in paying the rent or maintaining their home in a safe and clean manner. We encourage our Housing Case Managers to be proactive in trying to establish a rapport and relationship of trust early in tenancy so tenants might be more willing to collaborate on finding either temporary or long-term solutions when challenges surface.

We allow opportunities for people to recover and conduct case conferences with all involved staff and caregivers to assist them in following their lease and retain housing stability. The rules established in the lease are intended to support the safety and security of our tenants and each building community. We

believe flexible and compassionate management of the lease ultimately supports housing stability for some of our community's most vulnerable residents.

In the Housing First model, our tenants are protected by and held accountable to their lease, which details the rights and responsibilities of tenancy. Tenants are not required to participate in any services or community events unless they wish to and find value in them. This approach reduces the barriers that have traditionally impacted the access to permanent supportive housing for vulnerable homeless individuals.

Project Design & Location

The project location is ideal for a building that serves seniors. As shown in [this amenity map](#) (also included as an attachment), there are a plethora of grocery and convenience stores, accessible recreation, and medical facilities within a mile of the project site. Seniors will have the ability to take advantage of the Kenmore Library and patronize other businesses in the surrounding area that are just steps away. Additionally, the accessibility to bus routes on Bothell Way NE expands tenants' ability to get around for offsite medical appointments and recreation.



Figure 1: Rendering as shown from above.

Kenmore Senior Housing was designed with an aging population in mind. With a mix of studios and one-bedrooms, we incorporated the highest possible number of units, while still considering residents who may have a caregiver, and may need extra space to accommodate their needs. The initial schematic design (enclosed) shows a concept for a six-floor apartment building with a gross overall size of 67,166 SF with 2,184 SF of commercial space. The residential space includes 25 one-bedroom units and 75 studio units as well as resident amenity space, including a community room, community kitchen, on-site medical and behavioral health space, offices for case managers and property staff, and a front desk.

Our experience with residents of permanent supportive housing, and senior housing generally, is that these tenants generally do not own vehicles and rely mostly on public transportation. Therefore, we have not planned for residential parking. Instead, we have a designated drop off area that is conveniently located next to the lobby, as well as 10 parking spaces for commercial space patrons and visitors. The commercial space is visible from Bothell Way NE and can accommodate two businesses, or one large business. We are very interested in exploring a partnership with Bastyr University for a community clinic to serve the seniors living in the building as well as the surrounding community.

Perhaps the most exciting feature of the design is the courtyard area, which invites commercial space patrons and tenants alike to enjoy outdoor seating with easy access for all the community to enjoy. This creates an open and welcoming environment and adds to the overall feel of the newer buildings that are close by. Whether it's to visit with friends and neighbors, sit and read a book from the neighboring library, or hosting community barbeques in the summer, we envision this as a space for the Kenmore community to come together.

Included in the initial design are also features that compliment the surrounding new structures in downtown Kenmore. With composite wood siding and fiber cement board, we have integrated elements and landscaping that enhances the overall feel of the downtown core while staying true to existing building designs. The schematic design **does not include** sewer and water utility mains or stormwater facilities, due to not having the site plan and survey in time to meet this deadline, but we'd be happy to provide this modification to the schematic design upon request should we move to the next stage.



Figure 2: Courtyard Rendering

Construction Estimate & Project Financing

Enclosed in the proposal is an initial estimate of construction costs based on this initial schematic design. The estimate also incorporates the assumption of paying Washington State Residential Prevailing Wage rates. We strive to hire Women and Minority-Owned Businesses (WMBE) on all projects, keeping in mind our values as an organization and funder requirements. We know that this is equally important to the City of Kenmore, and its priority to address diversity, equity, and inclusion.

Due to being very early in the process, Plymouth has not yet explored any value engineering exercises that may bring down the overall project cost. What we are submitting in this proposal may be scaled back in the future to keep costs down, and we hope to work with the City of Kenmore to ensure that its goals are being met at every stage of the design process. There are also several considerations for how costs may rise or fall due to current market conditions. Over the past two years, our real estate development team has overcome issues related to supply chain disruptions, labor disputes, a global pandemic, and now an unprecedented war that is impacting shipping supplies from Europe and fuel costs. We are prepared to create a project design that is feasible and cost efficient, while also meeting the City's expectations.

Our initial financing plan is to leverage the generous commitments from the City of Kenmore and ARCH with applications to King County, the Housing Trust Fund, and the 9% Low Income Housing Tax Credit (LIHTC). Plymouth is very experienced with successfully funding projects utilizing these public funds, and navigating the web of requirements that must be met. Additionally, we have a network of tax credit investors who we work with on a regular basis, and would embrace the opportunity to provide more low-income housing in King County. The project is currently competitive for the 9% LIHTC program, and Plymouth is prepared to submit a funding proposal for the Kenmore Senior Housing Project as its top priority for funding in the fall round. This would put us in a good position to start construction in the summer of 2023.

See CFA Form Tabs 6A, 6B, 6D, 6E, & 7A and the LIHTC Addendum for more details.*

**Note: the 2021 LIHTC Addendum for 9% Tax Credit projects is included in a separate workbook. For purposes of this RFP, we only filled out the LIHTC Info, LIHTC Scoring, and TDC Limit Tabs.*

Operations and Services Description

Plymouth's Housing Support Program provides intensive, comprehensive, and individualized support services to build on the solid foundation of housing and help our residents address longstanding barriers to housing stability.

Our residents face a multitude of challenges, and readily accessible support is critical to their ability to remain housed. Therefore, our services are ongoing, with no time limit. All residents have an assigned Housing Case Manager and can engage with property management staff as well. They receive many services, such as: on-site nursing; connections to community medical, dental, legal, and social services; and access to a diverse selection of classes that build skills, wellness, positive relationships, and community. The challenges faced by our residents means that regular employment is feasible only for a modest number. For those who are interested, the Housing Support Program provides coaching on job searches, applications, interviewing, and workplace expectations.



All Housing Support services are tailored to each resident's needs and goals. This might include: connections to mental health treatment; support for staying clean and sober; intensive medical and social services during the first weeks off the streets; family reunification; hospice care; veterans' counseling; or help preparing stellar residents to move to more independent living.

Plymouth Housing will manage the tenants and building maintenance, and be responsible for the qualification of tenants, staffing the building, supporting tenants, providing maintenance, and

completing funder reports. The portfolio manager will have overall responsibility for building management, security, unit turns, and light maintenance. The building assistants will work staggered hours and monitor building security 24-7, and provide back-up responsibility for leasing, rent collection and tenant income-recertification.

There will be an on-site janitor and maintenance crew support. Higher level maintenance needs will be addressed by Plymouth's nine-person maintenance team which includes skilled plumbers, electricians, painters, and carpenters. Capital budgeting and capital improvements will be overseen by Plymouth's Facilities Director. The property management staff will also have access and support from Plymouth's central staffing for Compliance and Accounting Managers.

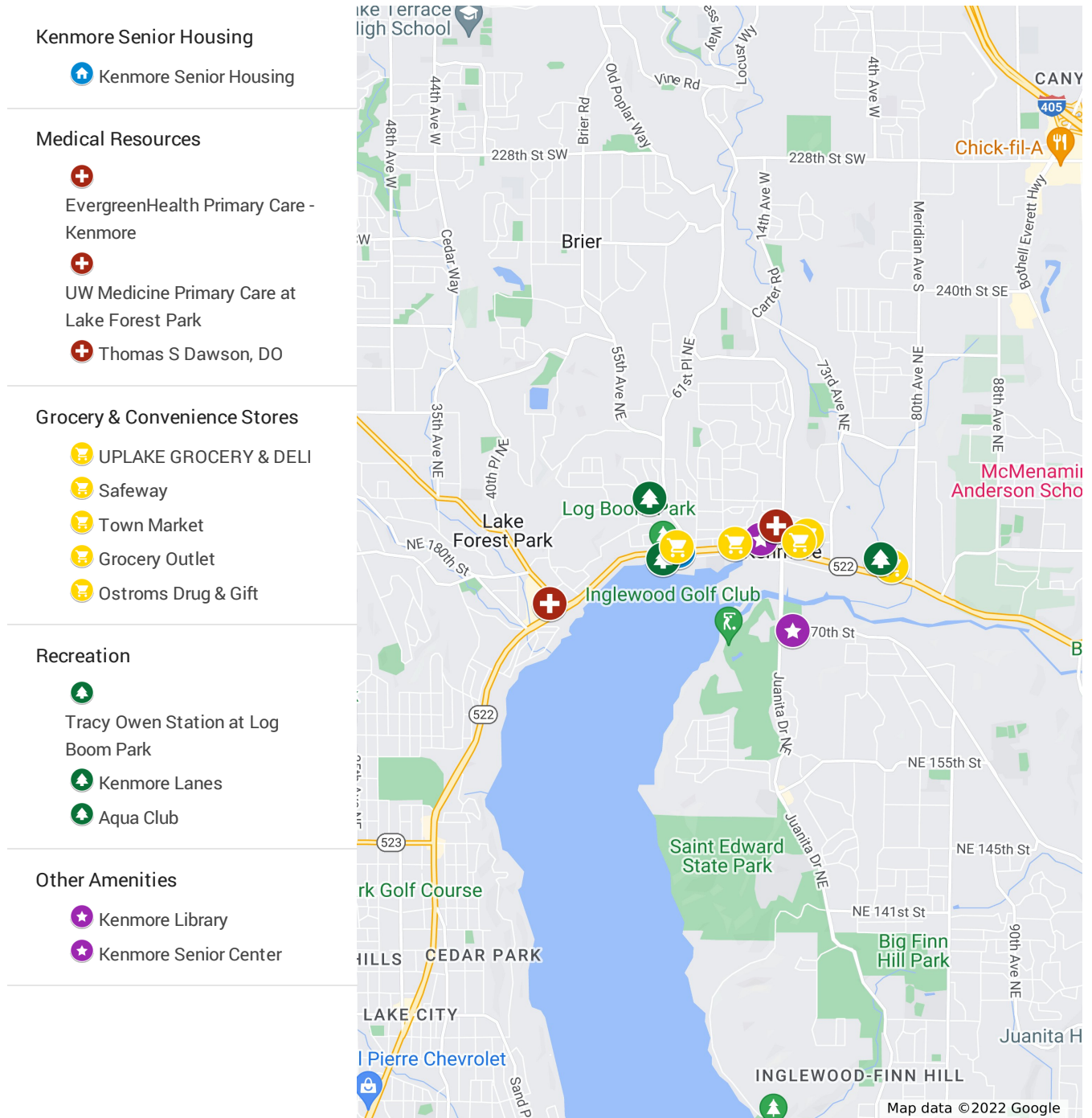
We plan to partner with local organizations to bring health services to the building, and have ongoing relationships with [Harborview](#), [NeighborCare](#), [United Healthcare Community Plan](#), [Community Health Plan of Washington](#), and [REACH](#), among others. In addition, Plymouth is planning to enhance the services we provide onsite through the hiring of Dr. Nathan Velez, Chief of Behavioral Health Officer, who is starting in May. This role will be responsible for integrating behavioral health services into our building and utilizing Medicaid to enhance services on site for our residents.

To fund the ongoing operations and services in the building, Plymouth proposes applying for a mix of project-based vouchers and Veterans Affairs Supportive Housing (VASH) vouchers implemented by the King County Housing Authority. As the supportive services needs evolve, we may also apply to the Washington State Department of Commerce's Operating, Maintenance, and Services Fund.

Included in our proposal attachments is a sample Management and Marketing Plan from our Eastgate PSH project. While the underlying concepts of the plan are standard, the Management Plan for Kenmore Senior Housing is subject to change based on operations and service funding requirements.

See CFA Form Tabs 8A, 8B, 8C, 8D, & 8E for more details.

Plymouth Housing - Kenmore Senior Housing Amenity Map





MANAGEMENT PLAN
AND OCCUPANCY POLICIES

Eastgate Bellevue Supportive Housing
Eastgate Housing LLC
13620 Eastgate Way,
Bellevue, WA 98005

Plymouth Housing Group
2113 Third Avenue
Seattle, WA 98121-1614

Draft June 2021

2113 Third Avenue, Seattle, WA 98121-2321 | 206-374-9409

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I. DESCRIPTION OF THE PHYSICAL PLAN

General Description

Eastgate Bellevue Supportive Housing will be the first building of its kind in Bellevue, serving formerly homeless individuals on the Eastside. There will be a total of 95 dwelling units on four wood-framed levels over a concrete ground floor. This project will provide a total of 92 studio apartments as Permanent Supportive Housing for homeless adults. Three common area units will be occupied by live-in staff.

Eastgate Bellevue Supportive Housing will provide 24/7 staff, including Property Management and Case Management Services. Many of Plymouth Housing's (PH) residents are recovering from trauma, chemical dependency, and mental illness. As with other Housing First models, the building team and social services staff will work with each resident to maximize opportunities for self-sufficiency and ensure housing stability.

Number and size of units

95 total units, 92 residential studio units with average size of 375 square feet (including 19 Type A units, at an average of 375 sf).

Accommodations (type of unit)

Full studio apartments, including individually controlled heat, a full kitchen with electric range and refrigerator, and bathroom. Each unit will be furnished with a bed, a table, and two chairs.

Amenities

The building provides an all-purpose community room, a community kitchen, a computer lab, and outdoor amenity area. There are eight staff offices including one nursing station.

Accessibility

There are 19 Type-A accessible units. All unit bathrooms are adaptable to accommodate wheelchairs. There are laundry rooms on each residential floor. All residential areas in the building are wheelchair accessible. The building has 2 elevators.

II. TENANT POPULATION

Demographics

All residents must have incomes under 30% area median income (\$23,250 in 2019 and 2020). All of the residents must be homeless by the HUD HEARTH definition and we will have units set aside for a percentage of veterans and tenants experiencing chronic mental illness.

Based on the occupancy in PH's overall housing program, it is expected that tenants will be a mix of men and women, and approximately 50% of the tenants will be people of color. Most will have at least one disability.

Program capacity

92 residential units, plus 3 unrestricted common area staff units.

Estimated number of tenants housed/year

Based on PH's general turnover rate of 14% in its supportive housing portfolio, it is expected that the 92 residential units at Eastgate Bellevue Supportive Housing (EGB) will house approximately 105 single adults per year.

III. DESCRIPTION OF HOUSING PROGRAM SERVICESManagement Philosophy

Plymouth Housing Group (PH) is a non-profit low-income housing provider. PH will manage properties in full conformance with applicable U.S. Department of Housing and Urban Development (HUD) regulations, and state, federal and local laws. PH's management philosophy is expressed in its mission statement: *PH works to eliminate homelessness and stabilize homeless and very-low-income people in housing by preserving, developing and operating safe, decent, affordable housing, and by providing opportunities for homeless and very-low-income people to improve their lives.*

PH operates on the principle that individuals with serious challenges and long histories of homelessness can be successful in housing given an appropriate level of support. The stronger the social services and security presence in a building, the more risks Plymouth Housing is able to take in offering housing to individuals with lack of rental history, criminal backgrounds, mental health and substance abuse issues, or other histories which typically exclude them from other housing.

Type of housing

PH's offers permanent supportive housing to individuals exiting from homelessness.

Supportive Services Provided*Description of services offered to tenants:*

PH provides on-site housing case management services to support tenants' housing stability, engage tenants in community building activities, and connect tenants to services in the community, including medical and mental health services, chemical addiction treatment, public benefits, and employment opportunities.

How services are delivered and by whom:

Housing case management is provided by PH's social services staff, under direction of Plymouth's Director of Social Services. Plymouth has been offering on-site housing case management to its formerly homeless tenants since 1995.

On-site social services at Eastgate Bellevue Supportive Housing are provided by four full time Housing Case Managers and one part time (staffing level depends on grants for services through King County, awarded annually). They are supervised by a Social

Services Program Manager who is responsible for services in this and two or three other buildings, and who reports to Plymouth's Director of Social Services.

Housing case management services are offered to all tenants. Participation in case management is voluntary for all tenants. Tenants are not required to maintain sobriety or cease drug use, or participate in services, in order to maintain housing with Plymouth, provided they abide by their leases, follow building rules, and refrain from endangering or seriously disturbing their neighbors.

The Eastgate Bellevue Supportive Housing Services Plan is included in the Attachments.

IV. MANAGEMENT AND OPERATION OF THE PREMISES

**Note: The policies included herein are based on Plymouth's portfolio of buildings, most of which receive Section 8 rental subsidies, and therefore many aspects of the policies are based on the assumption of partnership with the King County Housing Authority.*

Description of management entity and staffing, including roles, training and responsibilities for key staff:

Plymouth Housing is the management entity for the property owner, Eastgate Housing LLC, a tax credit limited liability company.

Plymouth Housing's buildings are collaboratively managed by 3 departments: Property Management, Social Services, and Compliance. Property Management is responsible for building maintenance, security, rent collection, and lease enforcement. Social Services staff work individually with tenants on tenancy skills, including resources for rent payment, instruction and (if necessary) assistance in housekeeping and cultivation of social skills for living peacefully with neighbors. The Compliance Department is responsible for ensuring tenant eligibility under all project financing requirements, ADA/504 compliance, and Fair Housing regulations.

Staffing structure for Eastgate Bellevue Supportive Housing:

The on-site property management team is led by a Building Manager, who supervises a Building Coordinator, six Building Assistants, and a Janitor. Three staff will live on site. There will also likely be a staff member who acts as liaison between property management and social services teams.

The Building Coordinator and six Building Assistants continuously staff the front desk, provide resident support and crisis response, do routine "floor checks," and assist in preparing vacant units for re-occupancy. The Building Manager reports to a Plymouth Portfolio Manager, who oversees four or five other PH buildings in addition to Eastgate Supporting Housing. The Portfolio Manager in turn reports to PH's Director of Property Management.

Positions for new properties are frequently filled with transfers and promotions of current employees. Orientation and training are customized depending on the experience and tenure of the staff member. In addition to hands on learning and specific on-boarding

training sessions, Plymouth maintains a comprehensive Operations Manual that serves as a library of policy and procedures and detailed narrative instructions for all building operations. The Portfolio Manager overseeing the Building Manager provides the necessary orientation and ongoing training. In addition, many of the positions shadow peers at other properties for hands-on learning.

Tenant selection and eligibility determination:

All tenant placements at the Eastgate Bellevue Supportive Housing (EGB) will be made by Plymouth's Rental Office, which is responsible for ensuring tenant eligibility under project-based vouchers, ARCH, State, King County, and Washington State Housing Finance Commission tax credit rules and financing commitments. All tenant placements proposed by the Rental Office are approved and confirmed by PH's Compliance Department who review documentation of eligibility before an offer of housing is made.

Vacancy management process:

Units at Eastgate Bellevue Supportive Housing will be filled through King County's mandated Coordinated Entry system for homeless single adults, as well as potential future contracted referral partnerships.

When a vacancy occurs, Plymouth will follow its Vacancy Management procedures and the guidelines established by the Coordinated Entry system, obtaining referrals of qualified applicants. Plymouth will select applicants who meet all eligibility requirements, and priority for housing as determined by the Coordinated Entry system. Plymouth's Rental Office staff typically processes a minimum of two applicants for each vacancy.

In general, prospective applicants may either make an outreach appointment with Plymouth's Rental Office staff or come in person to Plymouth's Rental Office located at 2113 Third Avenue in Seattle where Rental Office staff help them complete application materials for the unit and the subsidy source. Rental Office staff will gather documentation of income and homeless status, and releases of information needed to verify income and conduct a criminal background check for any unit not subsidized through the King County Housing Authority (KCHA). Applicants on the Lifetime Sexual Offender Registry or convicted for producing methamphetamine in federally assisted housing in any state are not eligible for subsidized housing through KCHA. Applicants must not owe money to any Public Housing Authority unless there is a repayment plan in place.

Applicants whose applications appear to meet eligibility criteria are submitted to Compliance by the Rental Office staff. Upon approval by KCHA, the applicant's file is submitted to Plymouth's Compliance Department for confirmation of tax credit eligibility and requirements related to other financing commitments, if any. After Compliance approves the file, the Rental Office staff contacts the Building Manager to set up a leasing appointment, which is conducted in the building by the Building Manager just prior to move-in.

Marketing Plan

Affirmative Marketing:

Plymouth Housing welcomes qualified tenants without regard to race, color, religion, creed, ancestry, political ideology, sex, marital status, age, parental status, national origin, sexual orientation, gender identity, disability, Section 8 housing subsidy, veteran's status, use of a service animal or source of income.

We expect this building will be at least partly filled using King County's Coordinated Entry for All system (CEA). In order to maintain the highest possible occupancy rate at the Eastgate Bellevue Supportive Housing and to attract qualified tenants, PH will actively market any units not filled through CEA. This activity will include:

- Advertisement in a newspaper of general circulation at least annually.
- At least annually, the PH Rental Office will conduct outreach to area shelters, transitional housing providers, and referral organizations to inform them of housing availability. This outreach will include a letter (see Appendix) with information regarding the types of units available as well as information regarding units set aside for special populations. This outreach may also include: providing a supply of current applications, attendance at partner agency meetings to explain the programs offered by PH, and participation in housing fairs (please see Appendices for an example of those agencies included in outreach efforts).
- The PH Rental Office will ensure that effective communication is maintained and that persons with disabilities are provided with reasonable accommodations upon request and verification of need. Priority for accessible units in PH's inventory will go to individuals who need their features.
- Persons with limited English proficiency will be assisted as needed and possible with interpretation services. (PH can readily provide application and leasing materials in Spanish.)
- PH will evaluate the effectiveness of its marketing plan by monitoring the extent to which the demographics of the building reflect the homeless population in the surrounding area.

Fair Housing and ADA/504:

All PH staff who work directly with tenants, both in the Rental Office and in the buildings, are required to complete Fair Housing Training every year. The Director of Compliance ensures that training is scheduled and attended as required, attendance sheets are completed at each training and shared with Human Resources for tracking. *Note that during the pandemic, in-person trainings have been cancelled, so training recordings have been shared via Plymouth's SharePoint.*

All PH managers and building staff are trained in the implementation of PH's Reasonable Accommodation Policy (see Appendices).

Rent for the premises

The 92 residential units at Eastgate and Bellevue Supportive Housing will likely receive rental subsidies from the County. PH receives a contract rent for each unit comprised of the tenant portion of the rent, based on tenant income, plus Section 8 subsidy if that becomes applicable, which together add up to KCHA's payment standard for studio units. Tenant rent is increased and decreased by KCHA according to its Section 8 policies and federal regulations, generally based on tenant income. Tenant rents must also be consistent with the Low-Income Housing Tax Credit Program as administered by the Washington State Housing Finance Commission (WSHFC). In most cases the Section 8 rent calculated by KCHA is consistent with tax credit requirements. All tenants at Eastgate Bellevue Supportive Housing will pay a \$50 security deposit prior to move-in. Additional fees may be assessed for lost keys, late rent, apartment damage, and NSF checks, as specified in the lease (see Appendices).

Procedure for determining tenant rents:

The tenant's portion of rent is determined by the King County Housing Authority (KCHA) in accordance with federal regulations and KCHA's Section 8 Housing Choice Voucher Administrative Plan. In general, tenants pay 28% of their projected annual income for gross rent (rent and utilities, which at Eastgate Bellevue Supportive Housing are paid by PH). Plymouth adheres to KCHA's Administrative Plan to determine rents.

When tenant income increases:

Tenant rent is increased and decreased by KCHA according to its Section 8 policies and federal regulations, generally based on tenant income as calculated.. Tenants are required to report to KCHA all increases in income, which may trigger a rent increase, and tenants may request reduced rent due to income loss during the year, resulting in a rent reduction.

Rent Collection:

Tenant rents are collected on-site by the property management staff.

Rent is due on the first of the month and late after the 10th (\$15 late fee). When a tenant is late on the rent, building management makes a referral to the Housing Case Manager to work with the tenant to get the rent paid. Tenants who anticipate difficulty paying rent may establish a payment plan with the Building Manager.

Rules for Operation of the Premises; enforcement procedures

The lease is included in the attachments along with a sample set of Building Rules. Property Management staff review the lease, Building Rules, and additional addenda in person with the tenant at the leasing appointment just prior to move-in.

Management communication regarding lease and building rules violations.

When a tenant violates lease provisions, the following steps are taken to enforce the lease and still maintain the tenant in housing when possible.

It is the responsibility of all building team members, including both Property Management and Social Services staff, to make every effort to encourage and assist tenants in meeting their rent obligations by using agreed upon strategies e.g. assisting the tenant in acquiring regular monthly income; encouraging the tenant to notify Seattle Housing Authority, if applicable, when income changes; payment plans and 14-Day Notices to Pay or Vacate; accessing community rental assistance; participating in care conferences; using payees to manage tenant funds; shaping and re-enforcing appropriate tenant behavior; and teaching budgeting skills.

Property damage caused by tenants is handled through standard lease enforcement and tenants are billed the full repair costs. Tenants have access to payment plans and social services provides support to seek external resources. Plymouth sets aside a small fund for tenant damages that is administered by the Social Service Department and applications for funds are approved by the Social Services Director.

Procedures for dealing with tenant complaints

Tenants are informed of the Tenant Grievance Process as part of the lease signing conducted by the Building Manager or Building Coordinator at move-in. The Tenant Concern Form and Tenant Grievance form (included in the appendices) are made available at the front desk, in the Housing Case Managers' offices, and at PH's central administrative office.

Tenants are encouraged to first discuss their concern with the Building Manager or Housing Case Manager, who may be able to rectify the problem. If the tenant remains unsatisfied, he or she is instructed to complete a Tenant Concern form and submit it to the Building Manager. The Building Manager is required to respond to the tenant in writing. If the response is still unsatisfactory to the tenant, the tenant may submit a Grievance Form to the Chief Asset Management Officer, who will investigate the concerns expressed and respond to the tenant in writing.

Procedure for dealing with neighbor complaints

Concerns and complaints from neighbors are promptly responded to by the Portfolio Manager or Director of Property Management. Complaints may be responded to in writing or in person depending on the nature of the situation. Plymouth has a media and community incidents policy that all staff are trained on to ensure that neighbor complaints are immediately escalated to the Deputy Director and Director of Property Management and the incident is recorded in the communication database.

Description of Security and Emergency Plans

Front desk/security door.

The primary tool for maintaining tenant safety and building security is the continuously staffed front desk and locked front door. Front desk staff ensure that tenants sign their guests in and out and enforce guest restrictions.

Security cameras.

Eastgate Bellevue Supportive Housing will be equipped with security cameras that monitor all the building's stairways, exits, corridors, and common areas (not tenant units). The camera monitors are located at the front desk.

Floor checks.

Building Assistants conduct periodic floor checks, to monitor the building for signs of tenant distress or problem activity.

Evacuation Plan.

Evacuation plans are posted on every floor.

Emergency Supplies.

Eastgate Bellevue Supportive Housing will maintain a cache of emergency supplies and food and water in the building, to assist tenants in the event of an earthquake or other disaster which interrupt public services.

Maintenance and Repair Program

Building repairs and major maintenance is provided by PH's Maintenance Team.

Inspections of units and systems:

Property management staff, accompanied by a Housing Case Manager, conduct quarterly inspections of all units and common areas to test smoke detectors, inspect units for pests, test emergency lighting, and check for fire hazards. Preventative maintenance inspections and repairs are done as needed and in accordance to the preventative maintenance schedule by building staff, Maintenance staff, or outside vendors (depending on the system).

Long-term Maintenance Plan and Schedule:

Maintenance will develop a preventative maintenance schedule after construction is completed by W.G. Clark Construction in spring of 2022. This schedule will outline all equipment and systems that need servicing and will be entered into the workorder system.

Major maintenance and capital improvements

As a new construction building with major systems under warranty, it is not expected that Eastgate Bellevue Supportive Housing will need major capital improvements for the first five years or so of operations.

In general, Plymouth's Executive Team oversees the annual creation of the following year's Capital Budget, based on a running assessment of major systems in all PH buildings. Capital Budget priorities are identified by the Capital Projects Manager in consultation with the Real Estate Department, Director of Facilities, Director of Property Management, Chief Asset Management Officer and Chief Financial Officer. The

proposed capital budget and operating budget are submitted to the PH Board in November, to take effect January 1 of the following year.

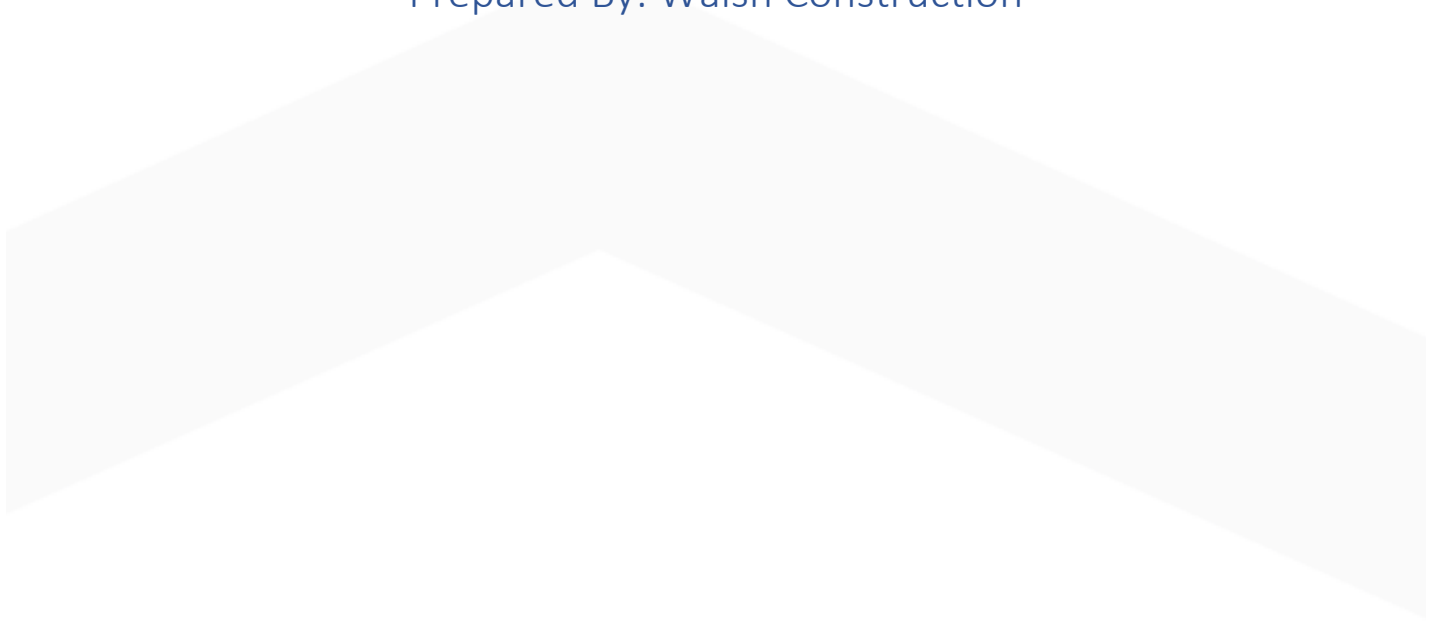
Policies for budget adjustments including expenditures from operating reserves

Plymouth finance staff reports monthly on building operating budgets and tracks variances from the annual budget. When there are variances, operating procedures are evaluated to ensure the building is operating at its most efficient potential. When unavoidable budget increases occur, Plymouth looks first for budget savings in other line items, and if needed, Plymouth staff will request a withdrawal from the operating reserves per City policy and in line with terms of the Partnership Agreement with our LIHTC investor member. Operating budgets are continually reviewed to inform the following year's annual budget.



Initial Cost Estimate

Prepared By: Walsh Construction



Project: **Plymouth Housing - Kenmore**

Conceptual Estimate

Date: 4/15/2022

Estimate No: 1

0

Div #	Division	Misc. Information	Quant	Unit	Unit Cost	Subtotal	Total
10000	General Requirements					1,282,213	
10000	General Requirements					1,282,213	
X	General Requirements- Estimate		1	ls	1,282,213.20	1,282,213	
20000	Existing Conditions						33,285
24100	Existing Conditions						33,285
X	Clearing		22,190	sf	1.50	33,285	
X	Demolition - Buildings	Excluded - By Owner		sf	10.00	-	
X	Asbestos Abatement	Excluded - By Owner		excl		-	
X	Contaminated Soil/Oil Tank Removal	Excluded - By Owner		excl		-	
30000	Concrete						1,454,101
33000	Cast-in-Place Concrete--SUB-STRUCTURE					1,324,586	
X	Concrete - Structure		19,645	sqft	55.00	1,080,464	
X	Weather Protection		19,645	sf	0.45	8,840	
X	Concrete Trade Supervision		1	ls	-	-	
X	Horizontal & Vertical Control		1	ls	44,954	44,954	
X	Equipment		1	ls	105,696	105,696	
X	Survey		1	ls	-	-	
X	Clean-up and Drop Boxes		1	ls	79,744	79,744	
X	Safety		1	ls	4,888	4,888	
35000	Concrete Topping Slabs					119,515	
X	Gyp-Crete	1" Thick	45967	sf	0.85	39,072	
X	Acousti-Mat Underlayment	1/4" Acoustimat II	45967	sf	1.75	80,443	
36000	Grouting					10,000	
X	Misc Grouting	Allowance	1	allw	10,000	10,000	
40000	Masonry						-
50000	Metals						458,029
51000	Structural Steel					107,344	
X	Structural Steel FOB		8	tons	5,000.00	40,000	
X	Structural Steel Erect		8	tons	3,800.00	30,400	
X	Steel Trade Supervision		1	ls	-	-	
X	Horizontal & Vertical Control		1	ls	5,619	5,619	
X	Equipment		1	ls	17,935	17,935	
X	Survey		1	ls	-	-	
X	Clean-up and Drop Boxes		1	ls	9,968	9,968	
X	Safety		1	ls	3,422	3,422	
55000	Metal Fabrications					350,685	
X	Steel Canopy		1201	sqft	155.00	186,155	
X	Misc. Metal Fabrications		65812	sqft	2.50	164,530	
60000	Wood & Plastics						4,062,957
61000	Rough Carpentry					2,334,278	
X	Rough Carpentry		57659	sf	36.00	2,075,724	
X	Wood Material Escalation	10% - Not Included in Total		ls	207,572.40	-	
X	Rough Carpentry Trade Supervision		1	ls	57,600	57,600	
X	Horizontal & Vertical Control		1	ls	44,954	44,954	
X	Equipment		1	ls	90,343	90,343	
X	Survey		1	ls	-	-	
X	Clean-up and Drop Boxes		1	ls	61,747	61,747	
X	Safety		1	ls	3,910	3,910	
62000	Finish Carpentry					488,023	
X	Unit Material		100	units	850.00	85,000	
X	Unit Labor		100	units	1,800.00	180,000	
X	Common Area Material & Labor		16030	sf	4.00	64,120	
X	Community Room FC		1048	sf	15.00	15,720	
X	Finish Carpentry Trade Supervision		1	ls	36,000	36,000	
X	Horizontal & Vertical Control		1	ls	-	-	
X	Equipment		1	ls	68,431	68,431	
X	Survey		1	ls	-	-	
X	Clean-up and Drop Boxes		1	ls	34,842	34,842	
X	Safety		1	ls	3,910	3,910	
67000	Siding & Trim					1,240,656	
X	Scaffold for Siding		49991	sf	5.00	249,957	
X	Hardi-Siding w/ Wood Trim		45595	sf	19.00	866,296	
X	Hardi Soffit		4443	sf	28.00	124,404	
68000	Decks & Railings						-
X	Deck Structures	Pre-Fabricated Metal		sf	105.00	-	

Project: **Plymouth Housing - Kenmore**

Conceptual Estimate

Date: 4/15/2022

Estimate No: 1

0

Div #	Division	Misc. Information	Quant	Unit	Unit Cost	Subtotal	Total
X	Deck Railings	Powder Coated Aluminum		lf	115.00	-	
70000	Thermal & Moisture Protection						1,122,105
71000	Waterproofing					27,114	
X	Damproofing		2748	sf	5.50	15,114	
X	Damproof Elevator Pit		1	ea	12,000.00	12,000	
71900	Building Envelope Moisture Barrier					328,161	
X	Mock-Ups		1	ls	10,000	10,000	
X	Building Wrap		49991	sf	4.50	224,961	
X	Air Barrier Test Prep		1	ls	10,000.00	10,000	
X	Project Skin Doctor		26	wks	3,200.00	83,200	
72000	Insulation					207,641	
X	Building Insulation		65812	sf	2.75	180,983	
X	Rigid Insulation at Soffitted Areas		4443	sf	6.00	26,658	
72500	Firestopping					90,000	
X	Penetrations		2000	ea	45.00	90,000	
75000	Membrane Roofing					368,366	
X	Roofing		13758	sf	19.00	261,410	
X	Tapered Rigid Insulation		11884	sf	9.00	106,956	
76000	Flashing & Sheet Metal					56,336	
X	Gutters & Downspouts		100	lf	5.00	500	
X	Parapet Copings		937	lf	35.00	32,802	
X	Other Flashing		65812	sf	0.35	23,034	
78000	Skylights					5,000	
X	Skylight		1	ea	5,000	5,000	
79000	Joint Sealants					39,487	
X	Interior		65812	sf	0.25	16,453	
X	Exterior		65812	sf	0.35	23,034	
80000	Doors & Windows						1,431,483
81000	Metal Doors & Frames					29,235	
X	Single Doors		35	ea	725.00	25,375	
X	Double Doors		4	ea	965.00	3,860	
82000	Wood Doors					204,120	
X	Unit Entry		100	ea	750.00	75,000	
X	Unit Passage		120	ea	535.00	64,200	
X	Unit Bi-Pass/Bi-Fold		100	ea	465.00	46,500	
X	Common Area Single		30	ea	550.00	16,500	
X	Common Area Double		2	ea	960.00	1,920	
83000	Special Doors					47,000	
X	Coiling Grilles			sf	55.00	-	
X	Access Doors		200	ea	235.00	47,000	
X	Elevator Fire Doors			ea	7,500.00	-	
84000	Storefront Assemblies					404,744	
X	Storefront	40% of Level 1 Skin	4397	sf	80.00	351,744	
X	Alum Entry Doors		10	ea	4,000.00	40,000	
X	Automatic Door Operators	Swing	2	ea	6,500.00	13,000	
85000	Windows					591,684	
X	Vinyl Windows	25% of Window Skin	8453	sf	30.00	253,579	
X	Install Windows		423	each	800.00	338,105	
87000	Hardware					126,650	
X	Unit Entry		100	ea	450.00	45,000	
X	Unit Passage		120	ea	275.00	33,000	
X	Unit Bi-Pass/Bi-Fold		100	ea	225.00	22,500	
X	Common Area Single		35	ea	650.00	22,750	
X	Common Area Double		4	ea	850.00	3,400	
88000	Glass & Glazing					28,050	
X	Common Area Doors		35	ea	150.00	5,250	
X	Mirrors		1200	sf	19.00	22,800	
90000	Finishes						2,705,438
91000	Metal Framing Systems					97,836	
X	Metal Framing		8153	sf	12.00	97,836	
92500	Gypsum Drywall					1,842,961	
X	GWB		63801	sf	24.00	1,531,224	
X	Lineal Soffits		3000	lf	19.00	57,000	
X	RFID System		1	ls	25,000	25,000	
X	Dryout Heat		100	units	750.00	75,000	
X	Finishes Trade Supervision		1	ls	28,800	28,800	
X	Horizontal & Vertical Control		1	ls	-	-	

Project: **Plymouth Housing - Kenmore**

Conceptual Estimate

Date: 4/15/2022

Estimate No: 1

0

Div #	Division	Misc. Information	Quant	Unit	Unit Cost	Subtotal	Total
X	Equipment		1	ls	58,505	58,505	
X	Survey		1	ls	-	-	
X	Clean-up and Drop Boxes		1	ls	27,874	27,874	
X	Safety		1	ls	3,422	3,422	
X	Drywall Repairs		1	ls	36,136	36,136	
95000	Acoustical					27,000	
X	Acoustical Ceilings	Allowance	3000	sf	9.00	27,000	
96000	Flooring					394,872	
X	Flooring		65812	sf	6.00	394,872	
99000	Painting					342,770	
X	Painting		63801	sf	4.00	255,204	
X	Exterior Walls & Trim		50038	sf	1.75	87,566	
100000	Specialties						142,779
102000	Louvers & Vents					10,000	
X	Louvers	Allowance	1	allw	10,000	10,000	
102600	Corner Guards					5,184	
X	Corner Guards		288	lf	18.00	5,184	
104000	Identifying Devices					27,875	
X	Unit Signage		100	ea	65.00	6,500	
X	Common Area Signage		75	ea	85.00	6,375	
X	Building Identification	Allowance	1	allw	15,000.00	15,000	
105200	Fire Protective Devices					15,120	
X	Fire Extinguisher Cabinets		36	ea	225.00	8,100	
X	Fire Extinguishers		36	ea	195.00	7,020	
105500	Postal Specialties					13,500	
X	Mailboxes		100	ea	135.00	13,500	
108000	Toilet & Bath Accessories					54,000	
X	Toilet & Bath Accessories		100	units	315.00	31,500	
X	Medicine Cabinet		100	ea	225.00	22,500	
X	Tub/Shower Doors			ea	325.00	-	
109000	Closet Specialties					15,200	
X	Wire Shelving		800	lf	19.00	15,200	
109900	Other Miscellaneous Specialties					1,900	
X	Knox Box		2	ea	950.00	1,900	
X	Hanging Bike Racks	None. No Interior Bike Room		ea	325.00	-	
110000	Equipment						383,945
1101100	Window Washing Equipment					30,000	
X	Mounting System	Allowance	1	allw	30,000.00	30,000	
111100	Commercial Laundry Equipment					-	
X	Washers	Excluded - By Owner		excl	5,000.00	-	
X	Dryers	Excluded - By Owner		excl	3,500.00	-	
111700	Waste Handling Equipment					38,400	
X	Trash Compactors	Excluded - By Owner		excl	-	-	
X	Trash Chutes		12	flr	3,200.00	38,400	
114000	Food Service Equipment					-	
X	Commercial Kitchen	None		ea	300,000.00	-	
X	FRP Paneling			sf	7.00	-	
114500	Residential Appliances					315,545	
X	Refer		100	ea	1,100	110,000	
X	Range		100	ea	750.00	75,000	
X	Range Hood		100	ea	325.00	32,500	
X	Disposal			ea	85.00	-	
X	Dishwasher		100	ea	700.00	70,000	
X	Microwave			ea	250.00	-	
X	Stacked Washer/Dryer			ea	1,400	-	
X	Common Room Appliances		1	ls	10,000	10,000	
X	Delivery & Set-in-Place		401	ea	45.00	18,045	
120000	Furnishings						443,245
1230000	Cabinets					420,000	
X	Cabinets		100	units	3,000	300,000	
X	Countertops- Plastic Laminate		100	units	850.00	85,000	
X	Countertops- Quartz			units	2,100	-	
X	Common Casework and Countertops	Allowance	1	allw	35,000	35,000	
1250000	Window Treatment					23,245	
X	Window Blinds	1" Horizontal Mini-blinds	8452.625	sf	2.75	23,245	
X	Shades	None Included		sf	14.00	-	
130000	Special Construction						-

Project: **Plymouth Housing - Kenmore**

Conceptual Estimate

Date: 4/15/2022

Estimate No: 1

0

Div #	Division	Misc. Information	Quant	Unit	Unit Cost	Subtotal	Total
140000	Conveying Systems						400,000
142000	Elevators					400,000	
X	Traction Elevator- 6 Stop		2	each	200,000.00	400,000	
210000	Fire Suppression						305,629
210100	Fire Protection					305,629	
X	Sprinkler Connection to 5' O/S Bldg		1	ea	2,500.00	2,500	
X	Fire Sprinklers at Finished Area	NFPA 13	65812	sf	3.85	253,376	
X	Fire Sprinklers at Garage		3338	sf	4.15	13,853	
X	Dry Standpipes	# Floors +1 for Roof- Each Location	14	flr	2,100.00	29,400	
X	Back-Flow Prevention Device		1	ea	6,500.00	6,500	
220000	Plumbing						3,000,000
220100	Plumbing					3,000,000	
X	Plumbing		100	units	30,000	3,000,000	
230000	HVAC						877,298
230100	HVAC					877,298	
X	Unit ERV's	New Energy Code	100	ea	6,500.00	650,000	
X	Common Area HVAC	Level 1	5120	sf	18.00	92,160	
X	Common Area HV	Level 2-6 Corridors	11836	sf	7.00	82,852	
X	Retail HVAC		2011	sf	26.00	52,286	
260000	Electrical						3,237,609
264000	Electrical					3,237,609	
X	Electrical		100	units	32,000.00	3,200,000	
X	Site Lighting		22190	sf	1.25	27,738	
268000	Temporary Electrical					9,872	
X	Temporary Power Installation		65,812	sf	0.15	9,872	
310000	Earthwork						375,183
312025	Excavation					375,183	
X	Structural Excavation - Haul Off-Site		792	tcy	80.00	63,375	
X	Structural Backfill - Import Backfill		634	tcy	75.00	47,531	
X	Sub-Slab Granular Material		453	tcy	75.00	33,971	
X	Misc. Site Excavation		1,000	tcy	75.00	75,000	
X	Erosion Control		22,190	sf	2.50	55,475	
X	Dewatering		3	mnth	9,000.00	27,000	
X	Final Site Grading		22,190	sf	0.50	11,095	
X	Earthwork Trade Supervision		1	ls	-	-	
X	Horizontal & Vertical Control		1	ls	11,238	11,238	
X	Equipment		1	ls	26,424	26,424	
X	Survey		1	ls	-	-	
X	Clean-up and Drop Boxes		1	ls	19,186	19,186	
X	Safety		1	ls	4,888	4,888	
320000	Exterior Improvements						466,434
3210000	Roads & Walks					208,434	
X	Asphalt Paving		5,736	sf	3.50	20,076	
X	Asphalt Patch		1,200	sf	4.50	5,400	
X	Conc Paving Driveway - R.O.W		369	sf	15.00	5,535	
X	Curb & Gutter		498	lf	50.00	24,900	
X	Pre-Cast Wheel-Stops		11	ea	165.00	1,815	
X	Stripe & Symbols		1,629	sf	0.50	815	
X	HC Sign - Post Mounted		2	ea	650.00	1,300	
X	Sidewalks - R.O.W		2,721	sf	9.50	25,850	
X	Sidewalks - On-Site		2,459	sf	11.00	27,049	
X	Handicap Ramp - Precast Insert		2	ea	950.00	1,900	
X	Pavers on Grade		4,596	sf	18.00	82,728	
X	Pavers on Pedestals		527	sf	21.00	11,067	
323000	Site Improvements					58,000	
X	Bicycle Racks		4	ea	1,500.00	6,000	
X	Steel Pipe Bollard w/Ftg		12	ea	650.00	7,800	
X	Benches		4	ea	1,300.00	5,200	
X	Conc Planter Wall - Straight		600	sf	65.00	39,000	
X	Conc Planter Wall - Curved			sf	48.00	-	
X	Site Furniture	Excluded - By Owner		ea	-	-	
X	Playground Equipment	Excluded - By Owner		ea	-	-	
329000	Landscaping / Irrigation					200,000	
X	Landscaping	Allowance	1	allw	200,000.00	200,000	
330000	Utilities						131,234
331000	Water Distribution					63,500	
X	Domestic Water		150	lf	85.00	12,750	

Project: **Plymouth Housing - Kenmore**

Conceptual Estimate

Date: 4/15/2022

0

Estimate No: 1

Div #	Division	Misc. Information	Quant	Unit	Unit Cost	Subtotal	Total
X	Fire Protection Water		150	lf	105.00	15,750	
X	Water Supply Vault		1	ea	10,500.00	10,500	
X	Fire Department Connection		1	ea	9,500.00	9,500	
X	Fire Hydrants		1	ea	15,000.00	15,000	
332000	Drainage Systems					67,734	
X	Wall Footing Drains		687	lf	32.00	21,984	
X	Sub-Slab Drains	Not Included		lf	25.00	-	
X	Storm Sewer		300	lf	95.00	28,500	
X	Storm Detention Structure	Not Included		ls	150,000.00	-	
X	Sanitary Sewer		150	lf	115.00	17,250	
500000	Other						3,657,891
50000	Other					681,919	
X	Safety Program		1	ls	#####	34,441	
X	Project Security / Guards	Not Included	1	ls		-	
X	Temporary Fire Prevention Requirements		1	ls		-	
X	Survey		1	ls	36,000	36,000	
X	Allowances		1	ls		-	
X	Final Cleaning		65812	sqft	0.85	55,940	
X	Tower Crane			mnth	79,123.60	-	
X	Self Erector Crane		10	mnth	55,553.78	555,538	
X	Man/ Mat. Hoist			mnth	42,000.00	-	
X	Street Use Permit	Not Included			250,000.00	-	
X	Permits & Fees		1	ls		-	
X	Sanitary Sewer Connection Fee	Not Included	1	ls		-	
X	Storm Sewer Connection Fee/Charges	Not Included	1	ls		-	
X	Water Meter/Connection Fee/Vault	Not Included	1	ls		-	
X	Electrical Connection Fee	Not Included	1	ls		-	
X	Off-Site Improvements	Not Included	1	ls		-	
X	Certified Survey	Not Included	1	ls		-	
X	Cost Certification	Not Included	1	ls		-	
X	Adjustments	Not Included	1	ls		-	
50100	Cost Indexing (Inflation)					1,164,052	
	Period Beginning / Period Ending	Annual Rate of Increase	Duration	Unit			
X	1-1-21/ 12-31-21	4.00%	0	mo	22,994,885	-	
X	1-1-22 / 12-31-22	4.00%	7	mo	22,994,885	536,547	
X	1-1-23 / 12-31-23	4.00%	8	mo	23,531,432	627,505	
X	1-1-24 / 12-31-24	4.00%	0	mo	22,994,885	-	
50200	Contingency					1,811,920	
	Estimating Contingency						
X	Schematic Drawings	y	5.50%		24,158,937	1,328,742	
X	Design Development Drawings		5.00%		24,158,937	-	
X	25% Construction Drawings		5.00%		24,158,937	-	
X	50% Construction Drawings		3.00%		24,158,937	-	
X	75% Construction Drawings		2.00%		24,158,937	-	
X	100% Construction Drawings		0.00%		24,158,937	-	
X	Contractors Construction Contingency	y	2.00%		24,158,937	483,179	
	Owners Construction Contingency					Not Included	
					SUB-TOTAL	25,970,857	
	Overhead & Profit					3.75%	973,907
					SUB-TOTAL		26,944,764
	Liability Insurance	Based on Total Estimate				1.36%	380,191
	All-Risk Insurance	Excluded					
	Subcontractor Bonding					1.00%	279,552
	B & O Tax	Based on Total Estimate				0.693%	193,730
					SUB-TOTAL		27,798,237
	Performance Bond	First 2,500,000			2,500,000	0.635%	15,875
		Next 2,500,000			2,500,000	0.525%	13,125
		Next 2,500,000			2,500,000	0.510%	12,750

Project: **Plymouth Housing - Kenmore****Conceptual Estimate**

Date: 4/15/2022

Estimate No: 1

0

Div #	Division	Misc. Information	Quant	Unit	Unit Cost	Subtotal	Total
	Next	12,500,000			12,500,000	0.495%	61,875
	Over	20,000,000			10,778,693	0.495%	53,355
					SUB-TOTAL		27,955,217
	State Sales Tax	Excluded	Y or N	n		10.10%	-
TOTAL							\$ 27,955,217
Per SF							\$ 424.77
Per Unit							\$ 279,552

This Conceptual Estimate does not establish any contractual sum; and any recipient of this Conceptual Estimate agrees that Walsh Construction Co. does not warrant and/or guarantee the sum; and any use by the recipient of the Conceptual Estimate shall be done at the sole risk of the recipient.

Standard Exclusions:

- Plan Check Fee
- Building Permit
- Fire Protection Permit
- Plumbing Permit
- HVAC Permit
- Electrical Permit
- Bonds
- Master Use Permits & Fees
- Assessments
- Sanitary Sewer Connection Fees
- Storm Sewer Connection Fees
- Water Meter & Tap
- Water Connection Fees
- Mitigation Fees & Expenses
- Impact Fees
- Electric Utility Company Connection Fees
- Survey
- Smoke Control Design
- Engineering
- Special Inspections
- Testing
- Cost Certification
- Rock Excavation
- Placement of Transformer into Building
- Overhead hazards/utilities located off-site
- Underground Obstructions and/or Conditions That Hinder Construction
- Performance & Payment Bond
- All-Risk Insurance
- Hazardous Material Abatement
- Any Warranty Beyond Manufacturers Warranty
- Subcontractor/Suppliers Individual Lien Releases
- Printing Cost(s) for Architects Plans & Specifications
- Project Photographs
- Premium for LEED certification

Project Specific Exclusions:

- ♦ Project security/guards (except during regular business hours on Monday thru Friday)
- ♦ Wood products are price variable commodities and the cost varies from day-to-day. This estimate is based on "today's" market prices. Accordingly, the actual cost at the time of purchase/delivery may decrease or increase. The contract shall include an article establishing the process to satisfy these variable cost(s).
- ♦
- ♦

:estimate Exclusions, Clarifications & Allowances"

END



Initial Schematic Design

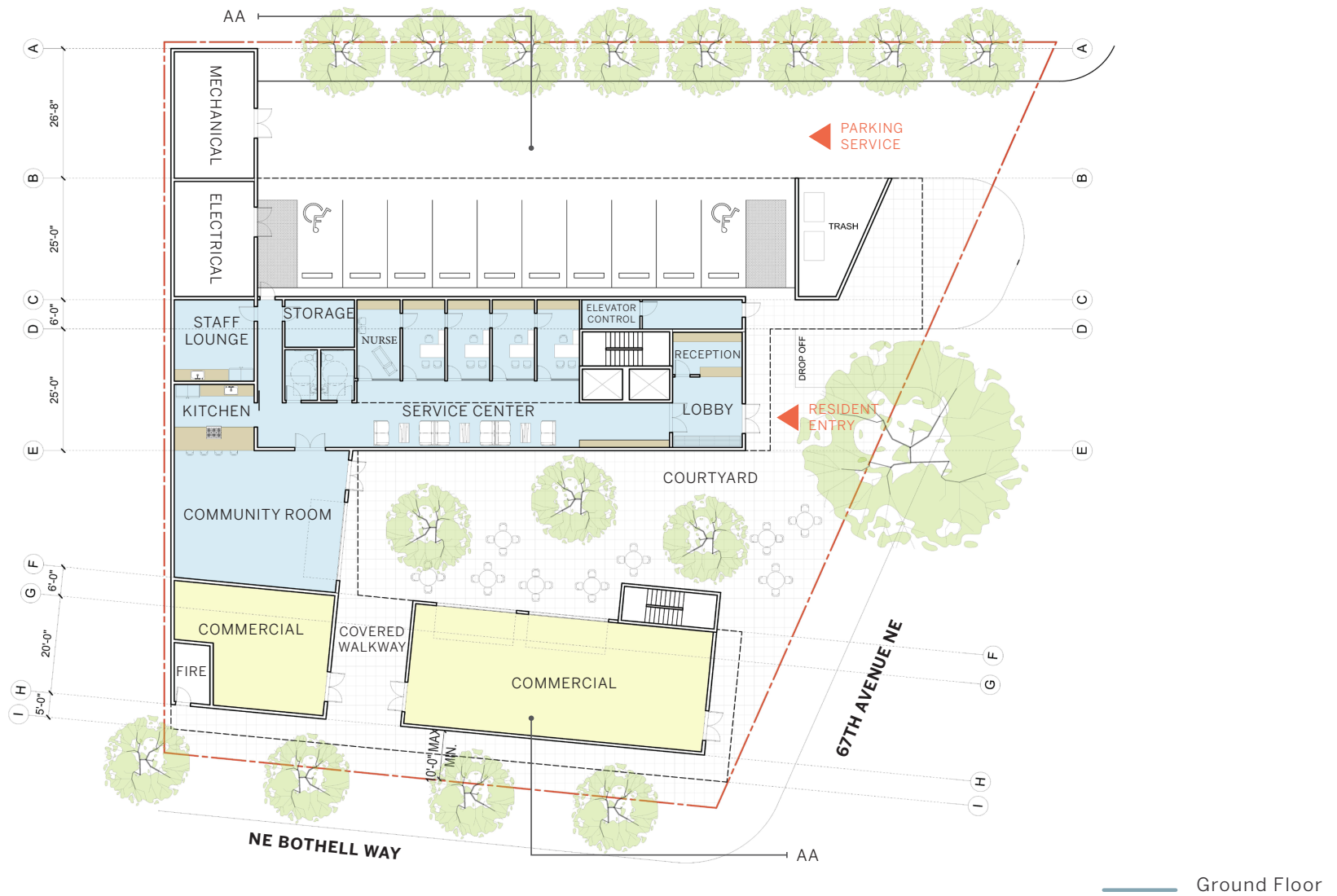
Prepared By: Environmental Works



Elevations

Affordable Living for Seniors in Downtown Kenmore
Kenmore Senior Housing

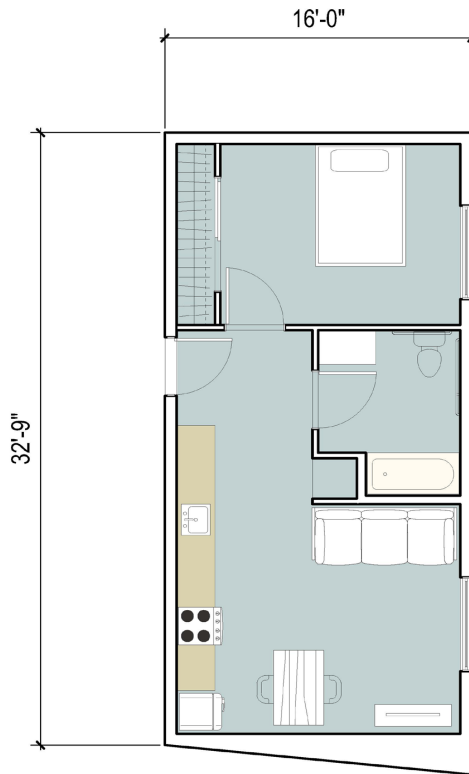




Affordable Living for Seniors in Downtown Kenmore
Kenmore Senior Housing

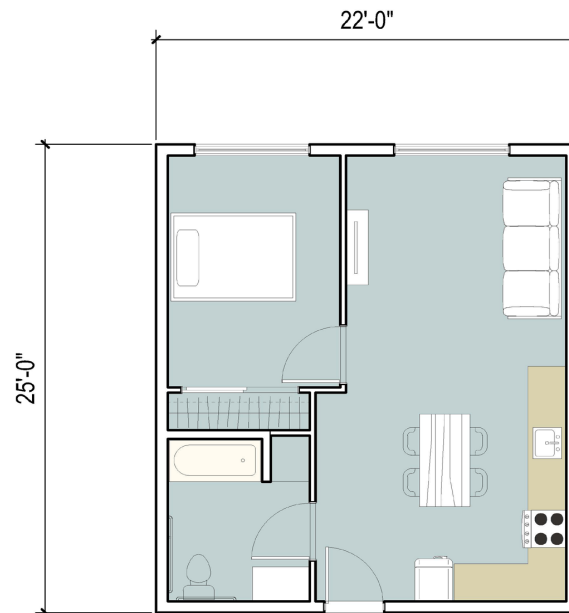






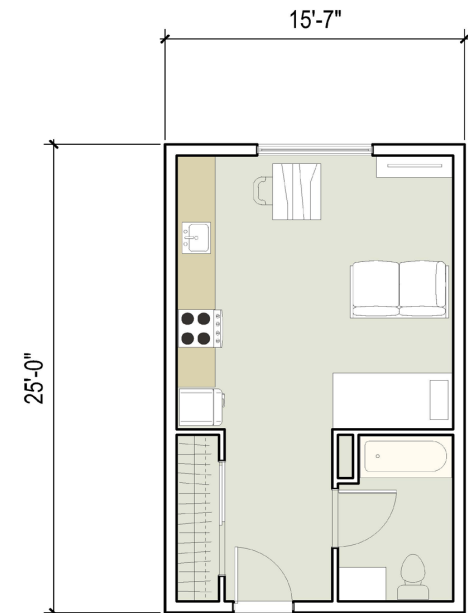
A

1 BEDROOM: 465 SF.



B

1 BEDROOM: 495 SF.



C

STUDIO: 343 SF.

Unit Plans

Affordable Living for Seniors in Downtown Kenmore
Kenmore Senior Housing

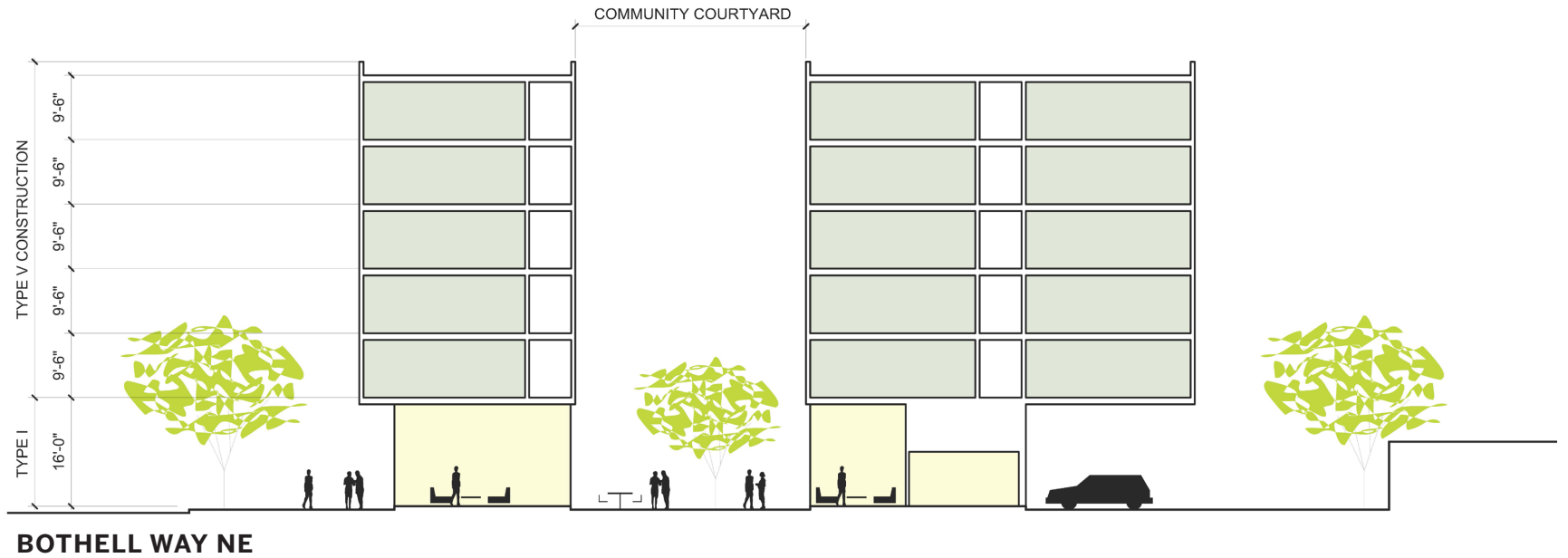
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Section AA

Affordable Living for Seniors in Downtown Kenmore
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Addressing the Affordable Housing Crisis in Kenmore, Washington

Bill McQueen, Jenn Rogers, Johnny
Wheeler, Michaela Wright Petrik

June 2022



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The Kenmore Capstone Team

The Kenmore Capstone Team is a group of four students from the University of Washington Evans School of Public Policy and Governance. The capstone project is a final degree project required by the Masters in Public Administration (MPA) graduate degree program. The project is a collaboration between Kenmore and the student consultants.



Jenn Rogers is completing her MPA at the UW Evans School, with a focus on urban planning, housing policy, and executive leadership. Jenn works for Skagit County as a Long Range Planner, which has included work on agritourism, shorelines, and capital facilities. She previously worked for U.S. Senator Cantwell, the U.S. Senate Energy and Natural Resources Committee, and most recently Congressman Larsen as a Community Liaison for Skagit, Whatcom, and San Juan Counties. Jenn was raised in the Skagit Valley and has a dual

Bachelor of Arts in Political Science and Law & Justice from Central Washington University. While at CWU, Jenn was involved in student government as the Vice President for Academic Affairs and chaired the Student Academic Senate.



Johnny Wheeler is completing his MPA at the UW Evans School with a concentration in Social Policy. He arrived at Evans following his undergraduate studies at the University of Washington Bothell, where he obtained a dual bachelor's degree in Law, Economic & Public Policy and Society, Ethics & Human Behavior with a minor in Human Rights. Johnny has developed strong research and analysis skills through his time in academia. After graduating, he seeks to work on social policy, particularly on affordable housing development and social welfare programs.



Michaela Wright Petrik is finishing her MPA and just started working as a Government and Community Affairs Officer at San Mateo County Transit District (SamTrans). Previously, Michaela worked at the Seattle Department of Transportation and the Organization for Economic Cooperation and Development (OECD) in Washington, DC. While living in DC, she served a term as an Advisory Neighborhood Commissioner in the Adams Morgan neighborhood, where she represented over 2,000 constituents and voted on issues related to transportation, land use, the environment, public safety, and more. Michaela also has experience working for the EPA, Quebec Government Office, and former Senate Majority Leader Harry Reid. She received her bachelor's degree in Government and French from Georgetown University and grew up on the Nevada side of Lake Tahoe.



Bill McQueen is completing his MPA at the UW Evans School. Prior to entering the MPA program at Evans, Bill worked for Nordstrom where he was responsible for facilities management, facilities services and demand/supply side energy management for the company's North America stores and support facilities. Following his studies at Evans, Bill will work in affordable housing development. He received his bachelor's degree in Linguistics from the University of Washington which included studies at the Sorbonne, Paris and the University of Linköping, Sweden. He currently volunteers at YouthCare in Seattle. Bill is a native of Seattle where he currently lives.

Positionality Statement

Our team recognizes the importance of our positionality in relation to our research, writing, and approach to this report. We each have different backgrounds, privileges, and various life experiences that have contributed to our view of the world and housing policy. The research methods that we used to create this report are grounded in Western, and thus white, approaches that reflect processes and ways of thinking that have historically left out non-white people. We have endeavored to maintain an objective perspective in compiling and analyzing the region and city's history of racism and segregation in housing, grounded in research. We also want to acknowledge that the capstone team has never lived or worked in Kenmore.

Acknowledgements

This report was made possible by the support we received from various people and groups throughout the duration of our research and writing process. We would like to thank Stephanie Lucash, staff at the City of Kenmore, and A Regional Coalition for Housing (ARCH) for including us in their conversations about the old Shell property and the process of developing a request for proposals, interviewing affordable housing organizations, and selecting an a developer for the project. Being involved in these discussions helped us understand Kenmore's approach to affordable housing and the context in which the city is operating.

We would also like to thank our interviewees. We appreciate the insights and advice that staff at Bellingham, Burlington, Kirkland, Marysville, Redmond, Shoreline, Downtown Emergency Service Center (DESC), Plymouth Housing, Mercy Housing and Bridge Housing shared with us.

Finally, thank you to Grant Blume for advising us through this process, and to Clare Pytel for serving as our peer reviewer.



Executive Summary

The City of Kenmore contracted the University of Washington Evans School student consultants to prepare a report detailing the history of racial segregation and other racial discrimination tactics in housing policy and make recommendations for furthering affordable housing projects within Kenmore. Kenmore is a small suburban city just northeast of Seattle, Washington. See Figure A. Kenmore's location relative to a large metropolitan area has led to expansive population growth and a need for more affordable housing. Kenmore City Council and staff recognize this need and are taking action to increase the amount of affordable housing in Kenmore. The City owns several properties and is prepared to develop them into affordable housing. Currently, the City has partial funding for one project on Bothell Way NE and has selected Plymouth Housing to develop the property. Plymouth proposes to develop a six-story apartment building with 100 units that are at or below 30% of area median income. Property management and on-site services will be administered by the Plymouth. City staff have developed and adhered to an ambitious timeline for this project and hope to continue to build on the strong momentum that they have created in order to have the property completed by their 2026 timeline.

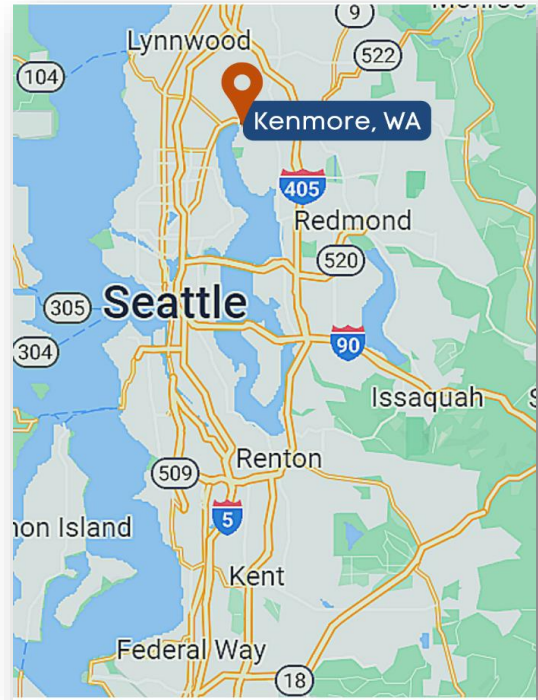


Figure A: Map of King County and Kenmore, WA
Source: Google Maps

Research Questions

To examine the history of racial discrimination in housing and affordable housing tactics in the region, the Kenmore Capstone Team developed these questions to guide our research:

1. What historical developments contributed to the lack of affordable housing in Kenmore?
2. What can be learned from similar affordable housing projects in other municipalities in the region?

3. What types of funding could be used for affordable housing projects in Kenmore?
4. How can recent state legislative proposals on housing help the city create new opportunities for housing?

Analysis and Key Findings

The Kenmore Capstone team conducted interviews with affordable housing organizations and local government officials in nearby jurisdictions to better understand affordable housing developments in the region.

Two key themes emerged from our interviews with government officials. First, public messaging on affordable housing projects is important. All local projects using taxpayer dollars should be spent with the public's interest at the forefront, as transparency is key to guaranteeing Kenmore residents trust in the project. Including the public early in the process of developing new affordable housing is vital to its long-term success by ensuring residents' concerns are evaluated and the benefits of the project are emphasized.

Second, common tactics for creating an environment that encourages affordable housing development include:

- providing a density bonus
- adopting inclusionary zoning
- waiving development and impact fees
- utilizing multi-family tax exemptions and tax increment financing
- upzoning neighborhoods to allow for diverse housing opportunities
- changing zoning requirements to reduce arduous barriers to housing
- improving public infrastructure to attract developers

Local government officials also shared best practices for developing affordable housing. They noted the importance of location, establishing a clear set of expectations for developers, using A Regional Coalition for Housing (ARCH)'s expertise, prioritizing the experience housing organizations have, choosing developers that tailor their projects to the community, and being open and flexible.



In our interviews with affordable housing organizations, organization staff emphasized the role of transit-oriented development (TOD) in the region, as well as the importance of Low-Income Housing Tax Credits (LIHTC) and public bonds in funding affordable developments. They also noted that private capital sources are commonly used to finance the funding gap of affordable projects; highlighting Amazon, Microsoft, and federal home loan banks as examples of such capital.

Recommendations

The Kenmore Capstone Team evaluated both the findings from interviews with nearby jurisdictions and relevant legislation to develop five recommendations for the City of Kenmore to consider when developing new affordable housing projects.

- **Designate city-owned property for affordable housing developments.** The Kenmore City Council can pass a resolution establishing their intent to develop the properties into affordable housing and direct staff to begin identifying funding for these projects.
- **Use tax increment financing to improve public infrastructure.** Developers and local jurisdictions stated the importance of public infrastructure when evaluating the location for affordable housing projects. Tax increment financing would provide Kenmore with funds to improve a certain area in the city to encourage private development.
- **Address the “missing middle” housing gap.** Jurisdictions commonly use single-family zoning as the primary use for residential areas. Upzoning these areas to allow for duplexes, triplexes, and low to mid-rise apartment buildings would be a cost-efficient way to house more people in a smaller area.
- **Continue to develop transit-oriented housing opportunities.** Upzoning areas near transit and reducing development regulations within a short distance of transit centers allows for residents to have easier access to transportation and other services. Transit is often the second largest expense for families, one that can be reduced via the placement of housing developments near public transit.
- **Prioritize public engagement.** Kenmore should include the public early and often to ensure their opinions and concerns are considered in the development of a new housing



project. Using examples of similar and successful projects in the area can be useful to explaining the potential impacts and benefits of the project to the community.

These recommendations will help Kenmore continue to take a proactive approach to affordable housing development.



Chapter 1: Introduction and Background

The City of Kenmore, Washington

The City of Kenmore is a small lakeside city just northeast of Seattle, Washington. Kenmore is a relatively new city having incorporated on August 31, 1998.¹ The city is bordered by nearly eight miles of shoreline along the

Sammamish River, Swap Creek and Lake Washington, and has a vibrant, walkable downtown corridor.²

Kenmore's lakeside location and close proximity to Seattle make it an expensive place to live. The average home in Kenmore between March 2021 and March 2022 was \$1,042,162, a nearly thirty percent increase over the previous year.³ The owner-occupancy rate is 72.5% in Kenmore, compared to 57.1% in King County.⁴

See Figure B. The contrast of owner-occupancy in Kenmore compared to

King County speaks to the availability of rental units in each jurisdiction. The City of Kenmore recognizes the lack of rental units available within city limits and the City Council has made increasing affordable housing a top priority in 2022.⁵

KENMORE, WA DEMOGRAPHICS

Population	24,642 (2021)
Area Median Income	\$116,734
Median Home Value	\$617,000
Median Gross Rent	\$1,430
Owner-Occupied Units	72.5%
Labor Force	11,946
Unemployment	6.1%

Figure B: Kenmore, WA Demographics
Data Source: City of Kenmore website & U.S. Census

Kenmore is experiencing a housing crisis that mirrors numerous other localities: not enough housing exists to meet demand and a significant percentage of the jurisdiction is zoned for single-family homes. Local governments have long allowed single-family homes to flourish in communities across the country. With the lack of affordable housing available and the cost of building materials rising, policies that encourage the development of single-family homes over multi-family units are not sufficient or efficient to meet the crisis families are facing.⁶ Kenmore has taken action to improve regulations for housing to increase multi-family housing choices and

decrease obstacles to new construction in the community in its 2017 Housing Strategy Plan.⁷ Kenmore identified land use strategies that showed promise for addressing housing affordability:

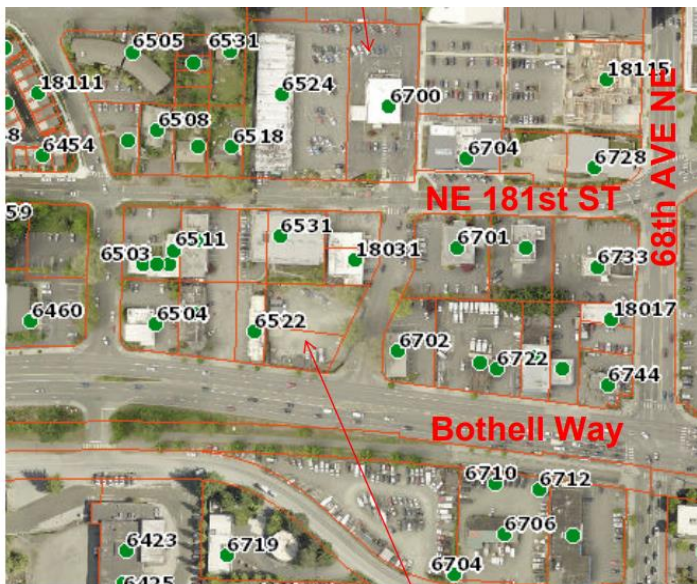
- Techniques to preserve existing affordable housing. Examples include density transfers from affordable properties to areas where additional density has been proposed, and consideration of a manufactured housing community overlay.
- Review of accessory dwelling unit (ADU) regulations. The review includes evaluating current code provisions, the permitting process, fees, and utility requirements. Other actions could include a clemency program to legalize existing ADUs, community outreach, and targeted direct assistance.
- Flexible re-use of tax-exempt or publicly owned sites through a special process to increase housing supply and enable more diverse forms of housing if linked to providing some affordable housing.
- Expanding density bonuses, adding density transfers, and other methods with mixed-use and multi-family developments. Examples include mandatory programs with increased development capacity and layering local incentives to create greater affordability (multi-family tax exemptions with density incentives, for example).

The City of Kenmore has taken these recommendations and changed its city code and regulations to reflect the 2017 Housing Strategy Plan. This report will expand on the work already done within the city and explore other strategies to increase affordable housing in Kenmore.

Kenmore Bothell Way NE Project

Kenmore's City Council and staff have identified four properties the city either owns, or has interest in owning, with potential to be developed into affordable housing. One property, an old Shell station site at 6532 Bothell Way NE, see Figure C, has been selected as the first property to develop. City staff have adhered to an expedited timeline to find a developer. A Request for Proposals (RFP) was distributed to local housing organizations and developers in February 2022 to solicit proposals for developing the 22,222 square foot property into affordable housing and is included in this report as Appendix A. Three responses to the RFP were received in April 2022, and the City has selected Plymouth Housing to develop the property. The City required the entire

building be affordable up to 80% of Area Median Income (AMI), with at least 10% of the units affordable for 30% AMI and below. The City sought proposals that use the ground floor as commercial or community space. The property is located within walking distance of a future Sound Transit rapid-bus station at the Bothell Way park-and-ride. It is also close to numerous job and recreational opportunities, schools, and services. The City of Kenmore has dedicated approximately \$5 million in American Rescue Plan Act (ARPA) funds and property for the project. A Regional Coalition for Housing (ARCH) has matched these dollars with \$3 million for the project from the ARCH Trust Fund.



Shell Property

Figure C Map of Shell Property, Kenmore
Source: City of Kenmore website

will be used in applications for both public and private funding for affordable housing projects.

The Capstone team has been involved with discussions on the project, development of the RFP, and evaluation of proposals for the Bothell Way NE project. The City of Kenmore hopes this project will be the first of many affordable housing developments in the city, but the projects will require significant new public investment. City staff hope to continue the momentum they have built with this project into developing more sites for affordable housing. The historical context provided in this report, along with demographic and housing data,

Chapter 2: Research Methodology

This chapter outlines the methods we used to answer our research questions in support of the City of Kenmore’s affordable housing efforts. The empirical basis for our analysis and recommendations includes an analysis of available data from the City of Kenmore and other government sources, semi-structured interviews with cities and affordable housing organizations in the region, and a research synthesis of recent legislation and funding sources for affordable housing.

Historical Research and Housing Affordability Over Time

Our team reviewed available data and examined historical documents and records to inform our analysis of the history of housing in Kenmore and the greater Puget Sound region and the racist and discriminatory practices that have led to today’s housing inequities. These documents include redlining maps of Seattle, racial covenants, and zoning ordinances. These data ultimately help Kenmore demonstrate that more affordable housing is needed in the city.ⁱ

Our team compiled demographic data on housing prices, wages, population growth, and the amount of housing constructed over time. We also conducted an analysis of zoning maps. We retrieved data from the City of Kenmore 2015 Comprehensive Plan, Kenmore reports, King County’s 2016 Comprehensive Plan, Washington Office of Financial Management reports, and U.S. Census records between 2000-2020. In addition, we consulted the Harvard Joint Center for Housing Studies and the Department of Housing and Urban Development’s Consolidated Planning/Comprehensive Housing Affordability Strategy data, which include detailed information on housing in Kenmore.

Affordable Housing Funding Sources

We were fortunate to attend over twenty of Kenmore’s weekly meetings with ARCH in which they discussed evaluating developers’ proposals. These conversations provided a strong

ⁱ We attempted to examine property deed records stored on microfilm in King County Archives containing racially restrictive covenants. The Seattle Civil Rights & Labor History Project has compiled an incomplete list of racially restrictive deeds that this project sought to expand on with further Kenmore research. Due to COVID restrictions, building closures and time restrictions, we were not able to complete this research by the time of this publication.



foundation for our research in this area. We also used data gathered in our semi-structured interviews with cities and affordable housing organizations to develop a set of affordable housing funding sources, since many of the people we interviewed addressed this topic. These interviews were particularly helpful in gathering information about private funding opportunities. Several interviewees mentioned efforts by companies like Microsoft and Amazon. We did not have time to interview staff at these companies, so we visited their websites to find details about their efforts. In addition, we drew from the Municipal Research and Service Center's wealth of information on affordable housing funding sources and their Homelessness and Housing Toolkit for Cities.⁸

Interviews with Cities and Affordable Housing Organizations

We conducted six semi-structured interviews over Zoom with local government officials and four semi-structured interviews with affordable housing organizations in western Washington to gain a better understanding of the region's unique challenges pertaining to affordable housing. This number of interviews is sufficient to provide a range of perspectives while also being manageable given the limited time frame we had to design and implement our analysis.

We chose to collect information through semi-structured interviews because it can be challenging to capture all the dimensions of a complicated situation in a structured format. In addition, it was easier for participants to discuss answers to our questions rather than take the time to write lengthy responses.⁹ We recognized that each participant's time was important, so we scheduled interviews to last between 30-45 minutes. Some conversations lasted longer due to the interviewee's availability and enthusiasm about the topic at hand.

Sampling

To collect information on projects similar to developments Kenmore aspires to create, we designed a sample of government officials who work in six nearby cities: Bellingham, Burlington, Kirkland, Marysville, Redmond, and Shoreline. We used a variety of methods to develop our sample: purposeful sampling, convenience sampling, and snowball sampling. Our sample was purposeful because our selections were based on criteria that make sense given our research question and context. We also consider our approach to represent a convenience sample

since we relied on personal connections and knowledge to build our list of interviewees. Snowball sampling also figured into our strategy because we relied on the advice of professors and colleagues to recommend local government staff to interview.¹⁰

Our process for choosing these cities unfolded as follows. First, we reviewed the Municipal Research and Service Center's (MRSC) Washington City and Town Profiles to assemble a list of cities that are either within the Puget Sound region or have a population similar to that of Kenmore.¹¹ Our logic in focusing on nearby cities with comparable populations was to identify strategies and potential partnerships that Kenmore could likewise leverage in its pursuit of affordable housing.

Second, we reviewed the affordable housing pages on these cities' websites to locate projects similar in scope to Kenmore's proposed development at the old Shell station. We were particularly interested in identifying developments that 1) result from a partnership with an affordable housing organization and 2) have 50-100 units at multiple percentages of AMI and commercial space or services in the lower levels. From this search we generated seven leads that resulted in three interviews. Third, we reached out to peers and government officials with whom we have existing professional relationships. This resulted in three interviews.

To assemble a list of six affordable housing organizations to interview, we reached out to professors and subject-matter experts for guidance and drew from our existing knowledge of the affordable housing landscape. From this effort we identified six organizations and interviewed four: the Downtown Emergency Service Center (DESC), Plymouth Housing, Mercy Housing and Bridge Housing. The capstone team reviewed developers in the region and selected organizations to meet with by evaluating mission statements with an emphasis on affordable housing and continuing supportive services for residents. Portfolios of completed projects were also considered for compatibility with Kenmore's goals.



Interview Structure and Analysis

We gave a brief overview of our project and introduced ourselves at the beginning of each Zoom interview. We confirmed the person being interviewed was comfortable with us recording and transcribing the conversation using Zoom's software.

We developed a list of questions to help guide the semi-structured interviews. We did not ask these questions in a particular order; rather, we let the conversation flow and asked questions as they naturally fit. For cities, our questions focused on the extent to which each city is prioritizing affordable housing, partnerships, approaches to securing funding, and details about specific developments. For affordable housing organizations and developers, our questions centered on organizations' goals and scope of work, partnerships, managing affordable housing, and funding sources. See *Appendix B: Questionnaire for Semi-Structured Interviews* for the full set of questions.

We used Gail Johnson's *Research Methods for Public Administrators* textbook to build a framework for analyzing our qualitative data.¹² We began by taking an initial scan of our notes from interviews to develop a set of common themes and topics discussed. Next, we reviewed all of the Zoom recordings, transcripts, and notes taken during the interviews in detail to identify the frequency of these themes. At this stage, we also collected contextual information, additional issues raised by interviewees, and variations in themes and perspectives. In some cases, we decided to bring forward ideas and examples that were not common so that we could better capture the diverse perspectives and experiences of the local governments we interviewed. Our analysis and findings are presented in the next chapter.

Chapter 3: History of Inequitable Access to Housing

The settlement patterns of suburban cities (Kenmore) are deeply tied to that of the central cities (Seattle) with similar relationships found throughout the country in metropolitan regions.¹³ The Puget Sound region has a history of housing discrimination that impacts the regional housing landscape. The use of redlining, exclusionary zoning ordinances, and racial covenants collectively determined settlement patterns in the Puget Sound and contributed to the lack of housing affordability.

Seattle was established long before its surrounding suburban cities and as such, Seattle policies had influence on the policies of its neighbors. As Kenmore began to develop in the postwar period, exclusionary practices—specifically the use of racial covenants and zoning—established higher income, white enclaves in suburban areas around Seattle. Suburban municipalities utilized similar methods to Seattle in implementing exclusionary restrictions.¹⁴

Between the 1920s and 1980s the City of Seattle applied exclusionary tools to maintain residential segregation. Seattle’s exclusionary devices, in addition to policies implemented by federal actors, local officials, and real estate firms, created exclusive white enclaves and reinforced racial segregation in Seattle.¹⁵ The Seattle Civil Rights & Labor Project explains the impacts of housing discrimination on the city:

...much of North Seattle remained almost exclusively White until recently and even in 2020 some census tracts were 85% or 90% White. Similar percentages can be seen in upscale neighborhoods throughout the city and [King] county, notably Magnolia, Queen Anne, West Seattle, Madison Park, and wealthy, waterfront neighborhoods east of Lake Washington.¹⁶

Redlining

The Home Owners’ Loan Corporation (HOLC) and Federal Housing Administration (FHA) played a fundamental role in Americans’ path to homeownership. By providing federally backed mortgage guarantees, HOLC and FHA supported lending institutions in developing reliable credit lines for mortgages.¹⁷ Through lending practices, HOLC and FHA segregated, or reinforced segregation, in cities throughout the country. The FHA first created lending rules in 1935 for mortgages in the *Underwriting Manual* which was provided to hired appraisers into the 1950s.¹⁸ The manual instructed lenders, “If a neighborhood is to retain stability it is necessary

that properties shall continue to be occupied by the same social and racial classes.”¹⁹ The agency also financed entire racially exclusive subdivisions or suburbs with conditions imposed that mandated the developments remain all white.²⁰

For the purposes of guiding lending, HOLC and FHA created color-coded maps to indicate neighborhoods where it was appropriate or inappropriate to distribute loans.²¹ Green and blue color designations meant the neighborhoods were the most desirable and should receive mortgages. Yellow and red labels indicated “declining” or “hazardous” areas the FHA considered risky investments. Regions without a color coding are either business or industrial centers.²² Importantly, the color designation on redlining maps were not inherently economic in nature. *The Color of Law* explains that when creating redline maps throughout the country:

The HOLC created color-coded maps of every metropolitan area in the nation, with the safest neighborhoods colored green and the riskiest colored red. A neighborhood earned a color red if African Americans lived in it, even if it was a solid middle-class neighborhood of single-family homes.²³

The history of redlining still impacts metropolitan regions around the country, including Seattle. The practice of redlining in Seattle drastically affected the settlement of people in the region; real estate actors worked closely with city officials to create exclusively white neighborhoods in the city and its surrounding suburbs.²⁴ Redlining and the institutional forces behind the practice, particularly the FHA, are additionally tied to suburbanization movement.²⁵

On January 10th, 1936, HOLC and FHA employees created a redline map of the City of Seattle (Figure D).²⁶ In displaying the racialized nature behind certain color coding, the reason stated for the D4 region’s designation was the preponderance of Black residents.²⁷ This reference is made to the Central District, the area where most Black residents were forced to live due to redlining, racial covenants, and social exclusion.²⁸ Areas C13 and C14 include the Rainier Valley, an area where Black residents were forced as they were pushed further south. The green and blue areas lining Lake Washington to this day are higher income white neighborhoods known for being economically and racially exclusive.²⁹

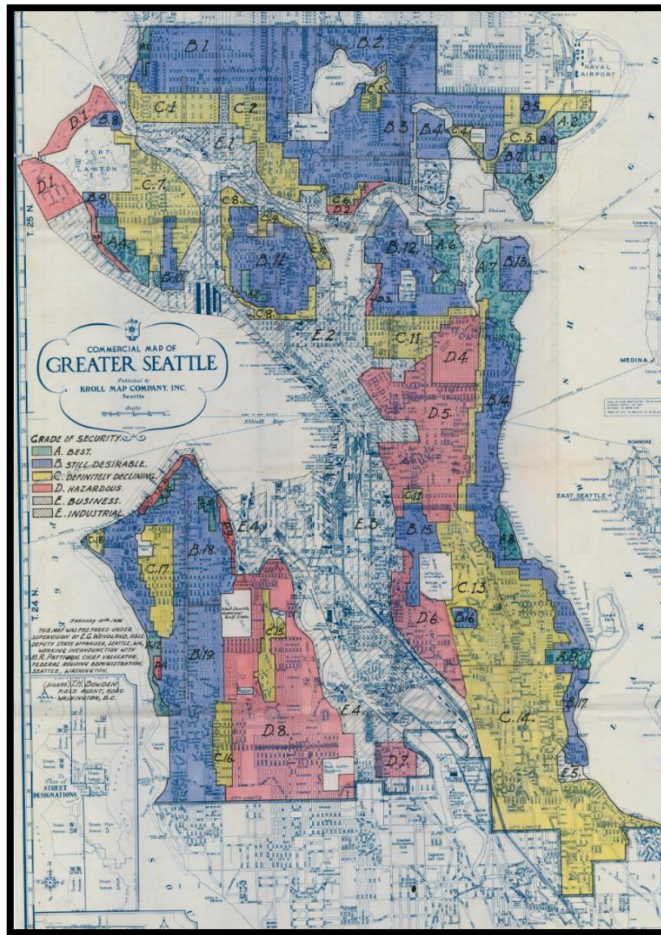


Figure D: 1936 Seattle Redlining Map
Source: University of Richmond Mapping Inequality Project

Seattle, like other metropolitan areas, experienced waves of white flight from the central city into the surrounding suburban areas in the middle of the 20th century.³⁰ The era of suburbanization in the 1950s was aided by the mortgage protections of federal agencies and facilitated through New Deal Programs (HOLC, FHA, GI Bill) which supported residential segregation and suburbanization.³¹ Through direct government intervention, white families left central cities for the suburbs with the promise of affordable homeownership.³² The federal government following World War II, "... spurred the suburbanization of every metropolitan area by guaranteeing bank loans to mass production builders who would create the all-white subdivisions that came to ring American cities."³³

The FHA and connected private real estate financing industry systematically prevented non-white households from accessing mortgages through redlining and other practices.³⁴ Denial of mortgages to non-white households served to block these individuals and families from gaining wealth connected to homeownership.³⁵ Between the 1930s and 1960s, white households received approximately 98% of all federally backed loans.³⁶ During this time, the federal government actively promoted homeownership through New Deal policies with the intention of providing economic benefit to households following the Great Depression.³⁷ Homeownership has been a primary driver of wealth accumulation in the country. According to 2015 data, home equity provided the majority of wealth for all but the highest quintile of households.³⁸ Equity from houses is an important source of intergenerational wealth for households and the denial of

homeownership to non-white individuals has direct impacts on current homeownership disparities.³⁹

Racial Covenants

Federal and local actors used a combination of redlining and racial covenants to ensure housing segregation. Racial covenants in Seattle were created and implemented between the 1920s and 1940s until they were outlawed in 1948 by the Supreme Court. By this time, the majority of residential properties in Seattle contained restrictive covenants.⁴⁰ Even when formally ruled unconstitutional, social enforcement of covenants through violence and intimidation would continue through the 1960s in a less formal manner.⁴¹ The first known racial covenant can be traced back to 1924 in the northern Seattle Victory Heights neighborhood. Through the analysis of microfilm resources, the Seattle Civil Rights & Labor History Project has documented a partial list of over five hundred covenants and deed restrictions which apply to at least 20,000 properties in the Seattle metropolitan region.⁴²

The Federal Housing Administration (FHA) was deeply connected with the use of racial covenants due to its influence over the real estate industry. While developing redlining maps, the FHA leveraged covenants as a tool to exclude African Americans due to a racist mindset of protecting property values.⁴³ The agency went so far as to create their own covenant templates; FHA manuals provided model language for racial covenants detailing:

No persons of any race other than _____ [race to be inserted] shall use or occupy any building or any lot, except that this covenant shall not prevent occupancy by domestic servants of a different race.⁴⁴

Seattle neighborhoods and suburban areas around the city made prominent use of racial covenants. Historical research shows neighborhoods throughout Seattle and its suburbs used covenants to exclude non-white families.⁴⁵ After being outlawed, the social conditions that lead to the creation of covenants were still prevalent, promoting their acceptance even without legal enforcement. Today, North Seattle and areas lining Lake Washington, including nearby suburban cities, remain overwhelmingly white in part due to previous enactments of racial covenants.⁴⁶

The Seattle Civil Rights & Labor History Project discovered racially restrictive language contained in deeds from the Northlake Terrace and Arrowhead Point neighborhoods of Kenmore

dating back to the early 20th Century.⁴⁷ The Civil Rights & Labor History project includes a partially completed list that continues to be developed.

In 1912, Shirl Squire laid out the plat map of Northlake Terrace containing much of present-day central Kenmore. Squire was an early landowner and developer in Kenmore following the displacement of the local indigenous population.⁴⁸ The Squire Investment Company inserted racially restrictive language in deeds during the development of the Northlake Terrace subdivision in the middle of the 20th century. The Northlake Terrace plat, covering 250 property deeds, outlined restrictions such as:

Neither the said premises nor any house, building or improvement thereon erected shall at any time be occupied by persons of the Ethiopian race, or by Japanese or Chinese or any other Asiatic or Malay race, save and except as domestic servants in the employ of persons not coming within this restriction.

None of this property shall be sold, leased or rented to any person or persons other than of Caucasian race nor shall any person or persons other than of Caucasian race use or occupy said premises.⁴⁹

Another 51 properties tied to a 1929 plat map of Arrowhead Point contained similar restrictive language. The racial restrictions in these deeds read, “None other than persons of the Caucasian race may live upon or hold title to land in this plat.”⁵⁰

Racial covenants were placed into deeds in suburban areas as they began to develop, intending to segregate newly established suburbs. This action was deliberate, as the suburbanization movement is historically tied to the flight of white households from inner cities. The two sets of restrictive deeds noted above demonstrate the intentions of real estate firms and individual property owners to perpetuate residential segregation and the creation of white enclaves in Seattle’s suburbs. Covenants have been discovered in several other suburban cities including Shoreline, Lake Forest Park, Kirkland, Bellevue, and Mercer Island.⁵¹

Exclusionary Zoning Regulations

Zoning policies are crucial to guiding development, outlining allowable housing or commercial structures, and establishing permissible densities. Zoning has historically been weaponized as a discriminatory housing tool to restrict housing access and control who is able to live in an area.⁵²

Kenmore has acknowledged, “Single-family zoning initially was used to prevent those with lower incomes or black, indigenous or people of color from living in certain neighborhoods.”⁵³

Exclusionary zoning, the use of zoning policy to exclude certain groups from an area, was once racially explicit about its intended consequences, but such practices were outlawed by the Supreme Court in 1917.⁵⁴ Exclusionary zoning ordinances would later be adapted to avoid racially explicit language while still having the same impact. Single-family zoning and other property requirements took the place of racially explicit exclusions while maintaining a similar impact on housing accessibility. The Seattle Planning Commission in its 2018 Neighborhoods for All report acknowledges, “Current zoning perpetuates the legacy of redlining, racial covenants, and disparities in homeownership.”⁵⁵

The Century Foundation found that the impacts of exclusionary zoning regulations:

... have kept poor, central city residents out of suburbs with minimum lot size requirements, single residence per lot requirements, minimum square footage requirements, and costly building codes. Together, these requirements make it difficult to build multi-family rental units that would allow lower-income residents to live in wealthy suburban developments with access to quality schools and employment.⁵⁶

City officials have used exclusionary zoning regulations dating back 100 years to Seattle’s first zoning plan. Following the lead of other cities, such as St. Louis in 1919, “...city planners recognized that dictating the types of housing allowed in certain areas could serve as a stand-in for explicitly racial zoning, especially in tandem with property deeds that banned the sale of housing to non-white buyers.”⁵⁷ Harland Bartholomew, the city planner responsible for St. Louis’ 1919 zoning plan, was clear about the zoning plan’s goal of preserving white enclaves through limiting the settlement of black families into single-family zoned neighborhoods.⁵⁸

Seattle hired Harland Bartholomew a few years later to consult on its first zoning plan in 1923 and clear connections can be found between the St. Louis and Seattle zoning plans.⁵⁹ For example, like St. Louis, Seattle’s 1923 zoning plan downzoned large areas of the city and reinforced height limits that constrained much of the residential areas to maximum building heights of 40 feet.⁶⁰ The zoning plan established two residential designations: “first residential” permitted only single-family homes, while multi-family units were restricted to “second residential.”⁶¹ Single-family homes were still allowed in second residential zones. First

residential areas provided the foundation for present day single-family zoning and accounted for a quarter to a third of land in Seattle’s original zoning plan.⁶² Current single-family zoning built off the foundation of “first residential” by further downzoning residential areas. Even as the city continued growing throughout the 20th Century, officials further downzoned residential areas leaving single-family homes as the main permitted use throughout the city. For instance, the 1947 Comprehensive Plan downzoned sections of “second residential” areas through the creation of “two family residence district” zones which permitted only duplexes and single-family homes.⁶³ Contemporary single-family zoning categorizations originated in Seattle’s 1957 plan that further downzoned the city.⁶⁴ Today, as much as 81% of residentially zoned areas in Seattle are exclusively zoned for detached single-family houses.⁶⁵

To address historical inequities and housing affordability, cities must recognize the harmful impacts of single-family zoning and enact policy changes to address injustices. Single-family zoning and similar exclusionary regulations have restricted housing types and hindered growth in housing units while continuing to pose an exclusionary barrier to non-white households. The 2015 Seattle Housing Affordability and Livability Agenda (HALA) report finds:

The exclusivity of Single-Family Zones limits the type of housing available for sale or rent, limits the presence of smaller format housing and limits access for those with less income. Seattle’s zoning has roots in racial and class exclusion and remains among the largest obstacles to realizing the City’s goals for equity and affordability.⁶⁶

Kenmore, like many cities in the region, established single-family zoning ordinances on most of its land. Before the establishment of the city, Kenmore was unincorporated King County land; as a result, it utilized unincorporated zoning measures. In its first comprehensive plan, the City established zoning policies and largely kept previously established zoning.⁶⁷ Kenmore applied exclusionary regulations such as lot size requirements, single residence restrictions and other regulations before and after incorporation to control housing development. The City has prioritized single-family housing on most of its developable land, focusing multi-family development in the downtown corridor. Kenmore is primarily zoned for single-family use, although smaller sections are zoned for multi-family development. In 2020, single-family zoning dominated the 78% of total land zoned for residential use, with 95% of residential areas zoned for single-family housing.⁶⁸ Kenmore’s zoning map is included in Appendix C.

Recent scholarship has established the “missing middle” of housing development, housing types between detached single-family homes and multi-family apartments. These housing options include duplexes/triplexes/fourplexes, cottage housing, and townhomes. Since much of Kenmore developed after the 1940s, many housing options were limited due to the prevalence of single-family restrictions. Kenmore seeks to permit duplex and triplex housing within ¼ mile of high-capacity transit corridors, although this change has not been finalized.⁶⁹ Importantly, Kenmore has acknowledged in its 2021 “Missing Middle Housing” report:

...until the 1940s, ‘Missing Middle’ housing types were a large part of the nation’s housing stock. As a result of zoning barriers and financial incentives after World War II, detached single-family homes were built at the expense of other housing types, leading to ‘Missing Middle’ housing disappearing from new construction in the 1940s.⁷⁰

In 2015, Kenmore provided the first major comprehensive plan update since the original plan in 2001. The first bullet point in the City’s 2015 Comprehensive Plan Future Land Use section reads, “Protection/maintenance of single-family residential areas. This is a key concept of the Vision Statement to protect single-family areas and concentrate most multi-family in Downtown.”⁷¹

Land Use Category	Acres (Rounded)	Total Land Use Percentage
Single-family	1,944	55.02%
Multi-family	182	5.14%
Commercial	278	7.87%
Industrial	144	4.07%
Public	27	0.77%
Schools	147	4.17%
Utility	10	0.27%
Parks	455	12.88%
Golf Course	135	3.82%
Open Space/ Greenbelt Tract	42	1.19%
Vacant	166	4.70%
Total	3,530	100%

Figure E: 2015 Land Use by Parcels in Kenmore, WA

Source: Kenmore 2015 Comprehensive Plan Update

As outlined in the 2015 comprehensive plan, land use for single-family encompassed just over 55% of total land while multi-family includes just over 5% of total land (Figure E). Park lands (12.88%) represented more than two and a half times the land use of multi-family housing.⁷² Overall land use has remained relatively stable since the 2015 plan. Although single and multi-family housing lost acres between 2015 and 2022, single-family grew as a percentage of total land use (56%) while multi-family decreased its percentage of total land (4.6%).⁷³

The city is in the process of revising its comprehensive plan to produce their new 2024 plan called “Kenmore 2044” that seeks to prepare for future decades. The revised Housing Elements section provides updated demographic and housing statistics in Kenmore. Figure F contains detailed data outlining population statistics for each housing type. The proportion of each housing type has remained relatively stable since the city incorporated.

TYPE OF HOUSING	2000		2010		2021	
	UNITS	% OF TOTAL	UNITS	% OF TOTAL	UNITS	% OF TOTAL
Single-family Detached	5,235	70%	6,024	70%	6,625	69%
2 or more-family	1,892	25%	2,254	26%	2,753	28%
Mobile Homes	361	5%	291	3%	287	3%
Total Units	7,488	100%	8,569	100%	9,665	100%

Figure F: Number and Type of Housing Units in Kenmore

Source: Kenmore Revised Housing Element, Comprehensive Plan Update (2000 Census and 2021 Washington OFM data)

As part of the preliminary amendments to the Future Land Use section in the revised comprehensive plan, the first bullet point proposes:

Neighborhoods offering a variety of residential housing types and densities ranging from low-density single-family areas to multi-family development in Downtown. A key concept of the Vision Statement is to support a diversity of housing types to provide accommodations affordable to all residents.⁷⁴

Exclusionary zoning regulations in Kenmore have had the same impact on housing prices and supply as in other jurisdictions. The distribution of single-family housing has limited available land for multi-family housing development and constrained the overall growth of housing

supplies. With increasing demand and relatively stable housing supply, the price of homeownership continues to rise and become unaffordable to greater proportions of residents. Exclusionary zoning in effect assisted the creation and preservation of white enclaves while furthering residential segregation and racial inequities.



Chapter 4: Housing Unaffordability

The effects of historical discrimination, the 2008 housing crisis, and the COVID-19 pandemic have all exerted pressure on the housing market in communities across the country. The pressure of these forces has driven up the cost of both renting and homeownership in recent years and made it increasingly difficult for households to find affordable housing. These dynamics and structural forces have had an effect at the national level, in the Puget Sound region, and in the City of Kenmore. In the sections below, we describe how an increasing share of the population is cost burdened by housing and examine the extent to which population and income growth, rising housing costs, and the slow pace of affordable housing development have contributed to housing unaffordability at the regional and local level. National trends are discussed in Appendix D.

Regional

The growing presence of tech companies in the region—Amazon, Microsoft, and Google, in particular—has spurred population growth throughout the region. While salaries for tech jobs and other well-paying industries rose, wages remained stagnant for most lower- and middle-income families.⁷⁵ As jobs and wages increased in these industries, wealthier families have moved to King County and adjacent communities. Rapid population and income growth over the 2010s profoundly impacted housing affordability in the Puget Sound region. These changes raised homeownership and rental costs, increased competition for housing, and led to displacement of many households.

According to Census estimates, King County’s population grew by 17.5 percent between 2010 and 2020, adding 338,398 people to total 2,269,675.⁷⁶ The influx of high-income tech workers and other high-income earners led to an overall increase in household income levels in King County. Census data estimates in 2010 show that just over 30 percent of households in King County had income over \$100,000.⁷⁷ By 2020, an estimated 49.6% of households earned over \$100,00 with nearly 19% earning greater than \$200,000.⁷⁸ In 2018, the area median income for King and Snohomish Counties as defined by the Department of Housing and Urban Development was \$103,400.⁷⁹ Under this definition, 80% AMI was \$82,720, 50% AMI was \$51,700, and 30% AMI was \$31,020.

From 2012 to 2017, the percent increase in average rental costs and median home prices for King County outpaced growth in median household income. Median household income increased 30% while median home sales grew 53% and average rent increased 43%.⁸⁰ According to the Harvard Joint Center for Housing Studies, the median monthly housing cost for the Seattle metropolitan area in 2019 was \$1,750 or \$21,000 annually. For homeowners the median housing cost was \$1,913 while renter median housing costs were \$1,621.⁸¹ At current rates, median housing costs are increasingly unaffordable to higher levels of the income distribution. The median home sale in King County as of early 2022 was \$815,000 and the average was \$1,078,000.⁸²

The growth of housing in the region has not kept pace with population and income growth. From 2010-2017, King County increased housing stock by 8% while jobs increased by 21%.⁸³ Between 2013-2017, the population of the county grew annually by an average of 13,000 households and only added 10,100 new housing units annually.⁸⁴ In 2018, King County's Regional Affordable Housing Task Force identified a need for 244,000 additional affordable housing units at or below 80% AMI by 2040.⁸⁵ The amount of affordable housing available to those in need has been decreasing in the region during the 21st Century. In 2007, nearly 80% of the 298,000 rental units were affordable at or below 80% AMI. By 2017, just over 52 percent of the 386,000 units were affordable at this level.⁸⁶

It is important to look at housing trends in Seattle to better understand regional dynamics since housing is a regional issue. According to JCHS tabulations of Zillow data, in September 2016 the average home value was \$408,934 in Seattle. Five years later, by September 2021, the average value in the city rose to \$688,434.⁸⁷ Such growth represents a 68.35% increase over five years and prices have continued to grow since. The same research studied the average rent cost in Seattle over the same period. In September 2016, rents averaged \$1,712 for all units, but by September 2021 the price to rent was \$2,131.⁸⁸ Following a decline in 2018, rental prices have rebounded during the COVID-19 pandemic with current prices continuing to rise.

The increase in housing costs has far outpaced many households' ability to pay without being cost burdened. The amount each household can afford at each AMI level without being cost burdened by housing costs are: \$2,068 (80% AMI), \$1,293 (50% AMI), and \$776 (30% AMI). Nearly one-third of total households in the Seattle metropolitan region were cost burdened in



2019 (31.8%). Renters faced higher rates of cost burden (44.5%) than home-owning households (23.1%).⁸⁹ The region has a comparatively high number of severely cost burdened households. Nearly one in eight (14%) households were severely cost burdened. For renters 21.3% of households were severely cost burdened while 9% of homeowners were severely burdened.⁹⁰

Local

In 2010, 38.6% of Kenmore households earned over \$100,000 annually and the city had a median income of \$80,658.⁹¹ By 2020, median household income grew to \$115,093. A majority (54%) of households had incomes above \$100,000 and 23.3% made over \$200,000.⁹² Such rapid income growth has contributed to lower-income residents being priced out of Kenmore.

The Puget Sound Regional Council (PSRC) is a regional institution that coordinates housing, transportation, and economic policies in King, Pierce, Snohomish, and Kitsap counties. As part of PSRC's Vision 2040, Kenmore was considered a "larger city" in 2015. Cities with this designation "are expected to become the more important subregional job, service, cultural, and housing centers over time. The Regional Growth Strategy envisions an expanding role for these cities in accommodating growth."⁹³ King County designates Kenmore as an area of expected growth and increased density. The intention behind coordinating growth at the county level is to limit sprawl, protect the environment, and ensure appropriate regional housing development.

More than three-quarters of the city's land is zoned for residential use, but residential zoning is predominantly for single-family use. According to *Kenmore 2044 Housing in Kenmore: Data and Definitions*, 78% of land in the city is zoned for residential use with 95% of residential areas being single-family zoned.⁹⁴ Although Kenmore's housing stock is primarily single-family homes due to zoning ordinances, there is a relatively large number of households dwelling in multi-family unit structures. According to 2014 Washington Office of Financial Management

estimates, roughly 6,276 households (71%) reside in single-family housing units while 2,268 households (26%) live in multi-unit structures and 291 inhabit mobile homes.⁹⁵

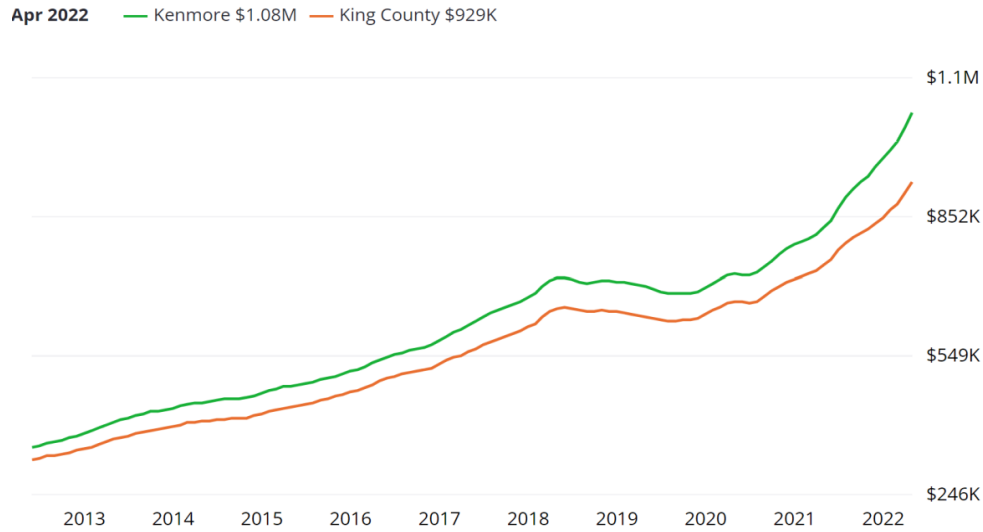


Figure G: Kenmore and King County Home Values
Source: Zillow Home Data

The average and median home prices in Kenmore are comparable to those in Seattle. According to U.S. Census data (2016-2020), Kenmore's median home value was \$617,000. The median gross rent over that period was \$1,430.⁹⁶ Average home prices are even higher than the median price. Zillow data from in April 2022 show the average home value in Kenmore to be \$1 million, up 30.4% since last year. The average price of a home in March 2012 was \$337,000, up 197% in a decade (Figure G).⁹⁷ This growth rapidly prices out residents in middle to lower-income households. Kenmore has a large number of high-income earners, but the city likewise has a significant number of households (30%) making less than 80% AMI.⁹⁸

Cost burden rates in Kenmore are similar to those in the greater Puget Sound region. The Census Bureau's American Community Survey (ACS) collects annual income and household data used for analysis. ACS 2014-2018 averages estimate that 20% of home-owning households were cost burdened by housing costs. Homeowners making 50% AMI or less have cost burden rates (35.18%) similar to households above the area median income (36.76%).⁹⁹ Renters had higher cost burden rates than homeowners. Over the same period, renters faced cost burden rates of 45%. Of these households, the majority (63%) earn 50% AMI or less and another 21% earn between 50-80% AMI.¹⁰⁰

Chapter 5: Findings

This section outlines the key takeaways and findings from our interviews with cities and affordable housing organizations. Nearby jurisdictions can serve as models for how the City of Kenmore can develop more affordable housing projects. The Capstone team met with staff from six cities and four developers within the Puget Sound area to discuss how their jurisdiction or organization approached affordable housing projects. We interviewed staff from Bellingham, Burlington, Marysville, Shoreline, Kirkland, and Redmond. These interviews focused on how each city incorporates affordable housing into their comprehensive plan, public messaging strategies, and how to incentivize development of affordable housing in their jurisdiction. We also interviewed staff from affordable housing organizations, including representatives from the DESC, Plymouth Housing, Mercy Housing, and Bridge Housing. These interviews centered on transit-oriented development, funding mechanisms, and the size/affordability of projects.

City Interview Findings

The staff we interviewed from nearby jurisdictions gave insight to their approach to affordable housing. They discussed the importance of public messaging, changing regulations and zoning policies to create an environment that is friendly to affordable housing developments, and other lessons they have learned in working with affordable housing organizations.

Public Messaging and Support for Affordable Housing

All six cities interviewed emphasized the importance of public messaging on affordable housing projects. Affordable housing projects have faced stiff resistance from some communities and the city staff we interviewed discussed the steps they have taken to ease residents' concerns and build support for projects.

When developing new affordable housing projects in a neighborhood, several factors can influence community support. First, does the project fit into the existing character of the neighborhood? Developers can design new buildings to mesh aesthetically with the houses nearby and landscape with local foliage. New projects should easily integrate with the neighborhood and improve the community. The city staff interviewed discussed how they have

often worked with developers to add neighborhood improvements as part of the condition of the permit. These improvements could include installing sidewalks, additional landscaping, or bike lanes and crosswalks. Creating attractive developments helps to ease community concerns while also potentially revitalizing a neighborhood. New developments can attract further investment to the community, which creates new jobs and opportunities for residents.

Interviews with cities also included discussions on how to message affordable housing projects when current residents have public safety concerns. Multiple jurisdictions discussed how this is a common argument against introducing affordable housing to a neighborhood. These community conversations are vital to the success of a project, and it is important to discuss how new projects will not interfere with the daily lives of residents. In reality, the data refutes the perception that affordable housing leads to more crime and in fact shows the opposite, a reduction in crime levels.¹⁰¹ A 2015 study by Stanford Business School found that increasing affordable housing projects in affluent neighborhoods did not have an impact on crime; the development of affordable housing projects in poorer neighborhoods actually led to increased surrounding home values and *decreased* crime.¹⁰² Also worth noting in this context is one jurisdiction we interviewed stated that increased density is easier to manage from a public safety standpoint because people are less spread out throughout the city.

In addition to evaluating public opinion from community conversations and meetings, another way to evaluate if residents are in favor of affordable housing is by using levies as a proxy for community support. In 2015, the City of Bellingham used this method to raise funds for projects like the tearing down the Aloha Motel, which had become a haven for drug abuse and crime, to build multiple new affordable housing projects in the Fairhaven neighborhood.¹⁰³ The funds were sourced from the Bellingham Home Fund, which is a property tax levy to pay for new affordable housing.¹⁰⁴ By requiring a regular public vote on levies, city staff can be assured of community support for affordable housing. When the fund was reauthorized in 2018, over 60% of voters were in support of maintaining the tax.¹⁰⁵ The results of the vote demonstrated that residents were supportive of affordable housing projects and were willing to back the City's efforts in this area.

City officials recommended highlighting that increased density and housing opportunities helps local businesses, grow the tax base, and provides a greater amount and better mix of housing options available to residents to gain support. Staff from the City of Redmond emphasized the importance of communicating proactively and honestly with the public and suggested sharing positive stories from other jurisdictions. In their efforts to increase transit-oriented development, staff in Redmond are highlighting housing projects around light rail stations in Seattle and future stations in the City of Shoreline as positive examples.

Creating an Environment that Encourages Affordable Housing

In our interviews, we found that the City of Kenmore's proactive strategy to promote affordable housing projects is fairly unique in the region. While jurisdictions such as Burlington, Marysville, and Kirkland have prioritized affordable housing, city staff are implementing different policy approaches compared to Kenmore's. Rather than purchasing land for development and releasing a request for proposals as the lead entity, for example, other cities have focused their efforts on changing regulations and zoning policies to create an environment that is more friendly to affordable housing developments. The City of Burlington, for example, expedited its permitting process by placing authority to approve permits with the hearing examiner instead of the planning commission and city council. This change reduced delays in development for projects in Burlington. Additional common tactics by jurisdictions to increase housing developments are:

- *Providing a density bonus.* If a certain number of units are considered affordable, cities can increase the number of units or height a developer can build in a single project.

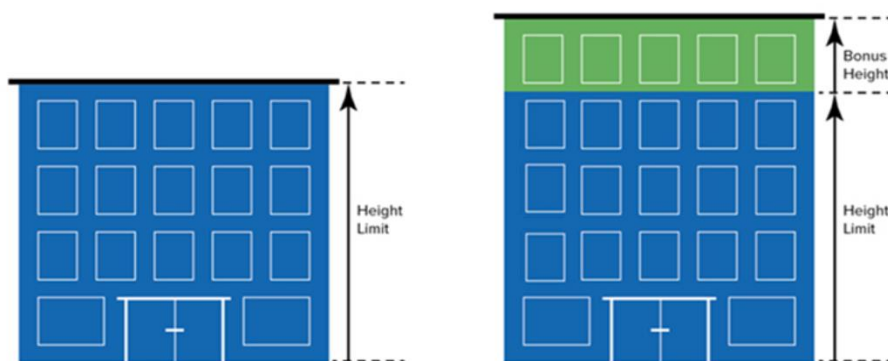


Figure H: This image shows how a density bonus might work on a proposed, four-story building.
Source: MRSC

- *Inclusionary Zoning.* Inclusionary zoning refers to local government ordinances requiring a minimum percentage of new construction to be affordable at a certain rate. Kirkland requires developments with at least ten units to limit the rent of ten percent of the units to 50% of Area Median Income. Redmond also has inclusionary zoning requirements.
- *Waiving development and impact fees.* Impact fees are one-time charges assessed by a local government against a new development project to help pay for new or expanded public facilities that will directly address the increased demand for services created by that development.¹⁰⁶ Burlington assists developers with permitting costs, sewer, and other impact fees. Developers in Bellingham can request a waiver of up to 80% of park, school, utility connection, and transportation impact fees. This helps developers keep costs down.
- *Using tools like the multi-family tax exemption and tax increment financing.* Many developers can use the Multi-Family Tax Exemption to save money if they include affordable units. The program authorizes 8, 12, and 20-year property tax exemptions to encourage the development of multi-family housing.¹⁰⁷ Tax increment financing is a new financing tool available to governments in Washington State to fund public infrastructure in targeted areas to encourage private development and investment. A local government can designate an "increment area" surrounding the site of public improvements and the property tax portion of increases in assessed value of properties within the increment area is allocated towards paying for the public improvement costs.¹⁰⁸ Shoreline is looking into using tax increment financing to increase revenue.
- *Upzoning neighborhoods.* Many jurisdictions have upzoned certain areas to allow for apartment buildings or missing middle housing such as cottages and duplexes/triplexes. Upzoning allows multi-family housing on plats previously zoned for single-family homes. Shoreline created zones near public transit centers to cluster large apartment buildings together in areas with easy access to light rail and bus service.



- *Changing zoning requirements.* Removing zoning requirements such as parking spot minimums or building height limits increases the number of units that can be built on a single plat. Reducing the required parking spaces for each development means there will be more space for units rather than parking lots, and often helps reduce costs for developers.
- *Making crucial infrastructure improvements.* Cities can encourage development by ensuring that water, sewer, and sidewalk infrastructure are in good condition. Shoreline interviewees shared that outdated city infrastructure has inhibited development.

Developing Affordable Housing Projects

We asked city officials to share lessons they have learned in developing affordable housing. Several themes emerged in their responses.

- *Location is key.* Shoreline and Marysville emphasized the importance of locating affordable housing in transit- and service-rich neighborhoods. Other jurisdictions like Bellingham and Burlington noted that increasing affordable housing in commercial areas that are already dense can lead to less public opposition.
- *Establish a predictable environment and a clear set of expectations for developers.* Officials from Burlington and Shoreline said that cities can aid development efforts—both for-profit and subsidized—by clearly articulating their vision and plans at the outset. This helps developers and affordable housing organizations reduce the cost of projects and work more efficiently. The initial planning stages are crucial for ensuring projects stay on track and consistent with the mission. Cities should also demonstrate a commitment to the community and reassure developers that they will work to address any public concerns or fear that may arise.
- *Take advantage of the expertise that A Regional Coalition for Housing (ARCH) has to offer.* Several cities commended ARCH’s wealth of knowledge, connections with affordable housing organizations, and vetting process. ARCH helps cities develop

housing policies, strategies and regulations, administer housing programs, and coordinate city investments in affordable housing.¹⁰⁹

- *Experience matters.* Shoreline, Marysville, and Burlington noted that the most important factor to look for in an affordable housing partner is experience. When choosing an affordable housing organization to develop a city-owned property or to serve as a partner in another capacity, cities should pick organizations that have completed similar projects and have a track record of success and good management.
- *Choose developers that tailor their projects to the community.* Bellingham and Shoreline commented that developers that put forward designs matching the community's character tend to face less public opposition and concern. Proposals for buildings of similar heights and materials to the surrounding neighborhood often encounter fewer obstacles. Additionally, developers that painted a picture of what life would look like for residents and the surrounding community were more successful. Those that offered details on how they would operate and oversee the building and what services they would offer were more likely to be chosen.
- *Be open and flexible.* Kirkland suggested that cities should encourage developers to be creative with their proposals and be open to developers' ideas, be flexible, and help them realize their objectives and designs, even if this requires cities to update their zoning requirements or Comprehensive Plans.

All the cities we interviewed offered interesting perspectives on increasing overall housing supply. Many city officials discussed their efforts to increase market-rate housing and provide a greater diversity of housing by making zoning changes and encouraging construction of duplexes, triplexes, multi-family buildings, and accessory dwelling units.

Of the six cities, Bellingham and Shoreline's approaches are the most similar to Kenmore's. Both cities are developing city-owned property for low-income housing and are partnering with affordable housing organizations to provide housing for people below 30% AMI. Other cities,

like Redmond, have been constrained by a lack of available surplus land. Redmond officials are looking forward to working with Sound Transit to develop affordable housing on property surrounding the forthcoming light rail stations. During our interviews, we learned that the City of Everett is also actively working to increase affordable housing, but we were unable to interview them due to time constraints.

Developer Interview Findings

Interviews with developers supplemented our findings from interviews with cities. The developers interviewed include: the DESC, Plymouth Housing, Mercy Housing, and Bridge Housing. Interviews were conducted over Zoom in March and April of 2022. Information gathered from the interviews can help inform cities and other jurisdictions in their development of affordable housing projects.

Developers emphasized the importance of transit-oriented development (TOD), using Low-Income Housing Tax Credits (LIHTC), public bonds/loans to fund affordable housing, and pursuing private funding to fill funding gaps.

Transit-Oriented Development

In recent years, it is more common for jurisdictions to use TOD to increase density and encourage multi-use projects in close proximity to transit centers. The Washington Growth Management Act, light rail development, and public opinion encourage cities in King County to plan for TOD through developing around transit. Municipalities have taken a more active role in locating jobs and housing in closer proximity by utilizing financial and regulatory mechanisms.

Developers take signals from jurisdictions and follow their lead in seeking to build housing around transit and closer to jobs. Sound Transit has been a partner in assisting developers and jurisdictions in constructing affordable housing around transit due to surplus land from light rail development. Developers seek out transit-oriented growth due to financial incentives, city prioritization, density bonuses and mixed use development opportunities. Cities can prioritize and guide certain development through zoning laws, development incentives, donating land, and tax exemptions. Inclusionary housing tools such as density bonuses permit a larger number of

units or increased height allowances. Through the permitted density, projects costs can be financed by a larger number of units. Tax exemptions lower the tax liability of housing developments, easing their financing. Kenmore's transit overlay district, with its current and planned connections to transit, will serve as a strong incentive for developers to build denser housing near transit and jobs.

Funding Mechanisms

Numerous public funding mechanisms are available to support the development of affordable housing. County, state, and federal funds are utilized in affordable housing construction because municipalities lack sufficient funding in their budget to meet housing requirements. In particular, the Low-Income Housing Tax Credit (LIHTC) program and public bonds/loans are vital to affordable development. Local and federal funding is insufficient to meet the scale of housing needs in the Puget Sound region, requiring investment from county and state funds. King County and the Washington State Housing Finance Commission (WSHFC) have gradually expanded programs that assist in housing development, particularly affordable housing. Public funding for affordable housing is important because private development and market forces have created a significant need for units at lower levels of area median income.

The LIHTC program (4% and 9% credit) is allocated in the state by the Washington State Housing Finance Commission and is crucial for building affordable housing properties. One organization identified that LIHTC equity may account for around 40% of a project's total funding. The credits provide tax relief for developers or private investors such as financial services companies who buy credits from developers. In buying the LIHTC credits, financial institutions provide necessary equity to developers who may sell the credits for capital to cover acquisition or development costs. The highly competitive 9% credits are distributed to states on a limited basis and cover a large portion of project funding. The 4% credits are more widely available although the credit is also competitive and the equity accounts for less funding. Bonds and other public loans can be low interest, secure forms of capital paid over long periods of time to bridge financing gaps. Long term public loans can have terms that do not require active debt service payments, easing financial burdens to development. LIHTC and public loans, often utilized in tandem, can account for most of project funding, yet private funding may be required.



Private capital sources are commonly used to finance the funding gap of affordable projects. One organization mentioned servicing private debt funding with tenant income as a way to leverage additional capital. The funding shortfall in affordable developments originates from the gap between project costs and available funding through public sources and rental income. Private capital from Amazon, Microsoft, and the Federal Home Loan Bank are funding sources available for housing projects in the Puget Sound region. Amazon and Microsoft have pledged hundreds of millions of dollars to assist in funding affordable housing in the region. These capital sources are discussed in greater depth in the funding section.

Project Size and Affordability

Mercy Housing, DESC, and Bridge Housing identified projects between around 80 and 120 units as the ideal size for affordable housing development. Projects of this size are desirable due to cost efficiency, funding, project management and zoning requirements. This unit range is preferable due to cost considerations because projects of this size generally have enough rent revenue and public support to fund development. Projects between 80 to 120 units are also the right size for project management and any potential comprehensive supportive services. Maintaining exceptional management and services is important to affordable housing developers because the developers believe low-income individuals and families deserve quality housing. Zoning and density requirements additionally guide the development of this size of a project.

Affordable housing developers naturally seek to maximize the affordability of housing units in projects. Typically, this means targeting affordability at less than 60% AMI for as many units as possible given available funding for the project. To achieve maximum affordability, developers rely on a variety of funding sources from public and private entities. Units below 50% to 60% AMI have the greatest need for supplemental funding. The use of LIHTC funding requires certain unit affordability and maintaining affordability for 15 to 30 years. Due to rising housing costs and income levels in the region, some developers have sought mixed income or mixed use developments. This is to help supplement rental income from those in more affordable units. While mixed income projects may ease financial barriers to developing affordable housing, this

mode of development can reduce the overall number of affordable units due to an increase in units at higher income levels that replace affordable units.

Funding Affordable Housing Development

Affordable housing is difficult to fund for both private and public developers. The financial returns from low-income housing are often not significant enough to attract investment from traditional developers and banking institutions. Jurisdictions can use public funding to encourage affordable housing through taxes, incentive programs, and state and federal grant programs.¹¹⁰ However, this public funding can be difficult to secure. When public funding alone is not enough to complete an affordable housing project, cities can pursue private funding to augment public funds and help meet the funding gaps that arise. The staff we interviewed from affordable housing organizations and cities highlighted several partnerships and sources of private funding that the City of Kenmore and ARCH could consider.

Low Income Housing Tax Credit Program

The Low Income Housing Tax Credit program was created in 1986 to encourage private investment in affordable housing development. Over the lifetime of the program, more than 100,000 apartment units have been created in Washington state.¹¹¹ Credits are sold to investors, typically financial service organizations, creating equity for developers and alleviating the tax burden of investors. Federal requirements (IRS Section 42) ensure that developments serve the lowest income tenants for the longest period of time and ten percent of a state's 9% credit allocation of must go to qualified non-profits.¹¹² Through "income averaging" the LIHTC program serves no greater than an average of 60% AMI between all units.¹¹³

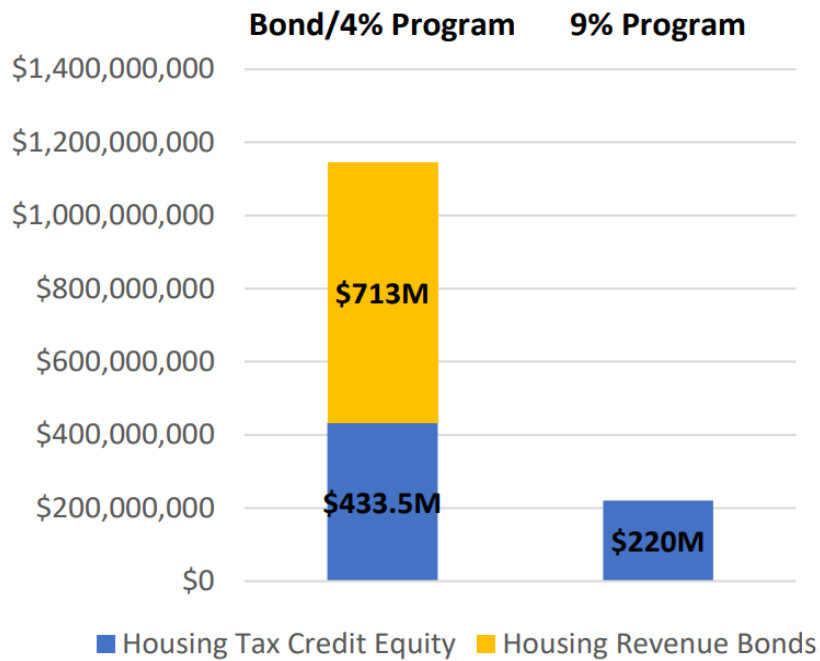


Figure I: 2018 LIHTC Allocations
Source: JLARC "For-Profit Developer Involvement in the 9% LIHTC Program" Report

The LIHTC program has a 4% tax credit that pairs with public bonds to develop affordable housing. For-profit developers are much more involved with the 4% credit, creating comparably more higher income units at 60% AMI.¹¹⁴ While the number of tax credits are not limited, housing bonds which initiate allocation of the credit are limited by the state's private-activity bond cap that is allocated on a per-capita basis.¹¹⁵ Figure I shows that bond revenue provided over 60% of funding for the 4% credit in 2018. Since 2016, the Washington State Housing Finance Commission created 2 rounds of 4% credit allocation due to the high level of demand.¹¹⁶ The Joint Legislative Audit & Review Committee (JLARC) explains the financing mechanism of the 4% LIHTC credit includes:

private-activity, tax-exempt multifamily housing bonds that must, by federal law, cover at least half the cost of development through lower-interest construction loans. The bonds then trigger an allocation of housing tax credits that provide additional equity in the project (up to 30% of the total cost).¹¹⁷

For the 2022 funding cycle, there were 21 applications for the 4% credit program, requesting \$561 million. There were 10 projects selected in this funding cycle, financing 1,431 units, with a total allocation of \$249 million.¹¹⁸ Four of the five non-Snohomish or King County projects received funding while only one third of King County projects received funding.¹¹⁹

The deeper credit in the LIHTC program, the 9% Credit, is allocated to states on a per capita basis and used for the production and rehabilitation of affordable rental housing. Through credit equity, up to 70% of project costs may be financed, making the credit ideal for deeply affordable projects.¹²⁰ The Washington State Housing Finance Commission works closely with the Washington State Department of Commerce Housing Trust Fund to leverage 9% projects in creating additional equity. In 2019, 75% of projects utilizing 9% credits also received equity from the trust fund.¹²¹ In fact, the credit's competitive nature seeks to balance the resource between different geographic regions and ensure funding goes to groups with the most need including seniors, houseless/formerly houseless individuals, and families.¹²² Permanent Supportive Housing (PSH) developments that include wrap-around services are particularly competitive because it serves a vulnerable population while maintaining deep affordability.

The 9% LIHTC program's 2022 funding cycle received 23 applications with requests for \$33.39 million in total. From these requests, 12 applications were accepted covering 811 units at a cost of \$20.53 million.¹²³ Between 2017-2022 the AMI breakdown for 9% tax credit units consist of: 512 at 60% AMI; 1,904 at 50% AMI; 833 at 40% AMI; and 2,567 at 30% AMI. Over the same time period, units reserved for priority populations include: 74% for houseless individuals, 11% for the elderly, 6% for those with disabilities, and 2% going to large households (families).¹²⁴ During this span, a total of 5,881 units have been produced with an average of 980 per year.¹²⁵

Amazon's Housing Equity Fund

The Amazon Housing Equity Fund was announced in January 2021. In 2021, Amazon formed 20 partnerships with public agencies, nonprofits, affordable housing developers, and minority-led organizations to create or protect affordable homes and announced more than \$1.2 billion in loans and grant commitments. Through its Transit-Proximate Affordable Housing program, Amazon has committed \$100 million to developers working with Sound Transit to build new affordable homes near high-capacity public transit areas.¹²⁶ Amazon focuses its efforts in close

proximity to its “hometown communities,” including the Puget Sound region, Arlington, VA, and Nashville, TN.¹²⁷ Amazon and King County Housing Authority (KCHA) worked together to commit \$161.5 million in low-rate loans and \$24 million in grants for the delivery of 1,000 affordable homes located primarily in Bellevue over three to five years.

Amazon committed over \$25.9 million in low-rate loans and predevelopment grants for the construction of Spring District, a building in Bellevue developed by Bridge Housing. Spring District will provide 233 homes that are affordable to families earning between 50% and 60% of AMI and are income-restricted for 99 years. The development is blocks from the future site of Sound Transit’s 120th Street light rail station. Amazon also committed \$16.7 million in low-rate loans and predevelopment grants to Mercy Housing for the construction of 98 affordable homes at 30%, 50%, and 60% of AMI at the Sound Transit Angle Lake station. Like Spring District, these homes will remain affordable for 99 years.¹²⁸

Microsoft

In 2019, Microsoft launched an affordable housing commitment that currently stands at \$750 million focused on advancing affordable housing in the Puget Sound region through targeted investment of loans and grants. Over the past few years, Microsoft has engaged with jurisdictions, housing developers and finance agencies to accelerate the construction of more affordable housing in the region. They provided a \$250 million line of credit to the WSHFC (which could create up to 3,000 affordable housing units), made a \$75 million investment in the Evergreen Impact Housing Fund for low-income housing on the Eastside (which will create approximately 1,500 units), and provided a \$60 million loan at below-market rates to finance the acquisition by KCHA of five middle-income residential apartment complexes in Kirkland, Bellevue, and Federal Way (preserving 1,029 units).¹²⁹

Federal Home Loan Banks

Federal Home Loan (FHL) Banks are 11 regionally based, wholesale suppliers of lendable funds to financial institutions of all sizes, including community banks, credit unions, commercial and savings banks, insurance companies, and community development financial institutions. FHL Banks help U.S. lenders invest in local needs including housing, jobs, and economic growth. The



Affordable Housing Program (AHP) was created by Congress in 1989 and is one of the largest sources of private sector grants for housing and community development in the U.S. Under the Federal Home Loan Bank Act, FHL Banks contribute 10% of their net income to affordable housing through the AHP.¹³⁰

The AHP supports affordable housing for households with incomes at or below 80% AMI and is administered regionally to address local housing needs. AHP funds are primarily made available through a competitive application program at each regional FHL Bank, where applications are submitted and scored based off guidelines established by each FHL Bank. In these competitive programs, the FHL Banks provide subsidies in the form of grants or as advances with reduced interest rates. These programs support the finance, acquisition, construction, and rehabilitation of both single and multi-family housing—both for rent and ownership.¹³¹

In 2020, FHL Banks awarded \$288 million across 479 projects. On average, these projects received a direct project subsidy of nearly \$600,000, which supported 25,377 units—the majority of which were units reserved for occupancy by homeownership households at or below 80% of area median income (AMI).¹³²

Chapter 6: Recommendations and Considerations

The Washington State Legislature introduced several housing related bills during the 2021 and 2022 legislative sessions. Through this legislation, lawmakers coalesced around a few themes regarding how localities should plan for new affordable housing opportunities. By evaluating the findings from interviews with local jurisdictions and studying the legislative priorities in recent sessions, the Capstone team has developed three recommendations for Kenmore to consider.

The recommendations are based on the interview findings, but also supported by bills and policies the Washington State Legislature has either passed or discussed seriously in the last two years. Studying the housing themes from the Legislature is important for Kenmore because they can either provide new ideas to guide new affordable housing projects or demonstrate the intent of the Legislature to potentially require jurisdictions to change their regulations around housing in future sessions. The Capstone team has written these recommendations with the following goals from our interviews with cities and consideration given to how immediate the changes could be implemented:

1. Utilize properties which the city already owns.
2. Strengthen the public engagement process when developing affordable housing.
3. Improve financing opportunities for affordable housing.
4. Create an environment which encourages development of housing in Kenmore.
5. Increase diversity of housing types to take advantage of more cost-efficient buildings and capture the needs of residents with ranging incomes.

Designate City Owned Properties for Affordable Housing Projects

In 2021, the Washington State Legislature passed Engrossed Second Substitute House Bill 1220, which updates the minimum requirements for comprehensive plan housing goals for jurisdictions planning under the Growth Management Act.¹³³ ESSHB 1220 requires jurisdictions to plan for housing to accommodate all income types, including low, very low, and extremely low-income households. Jurisdictions will need to document how they plan to achieve new housing availability and consider the location of new housing in relation to employment and services.¹³⁴

The bill also requires jurisdictions to identify inequitable housing policies and implement new policies to undo historical displacement and exclusion from housing.¹³⁵

The City of Kenmore owns one property and has interest in a second property near the Shell project which could be used to build new affordable housing projects. The post office property is owned by the city, but is currently being leased by the U.S. Postal Service. The lease is up for renewal in 2025, at which point the city will have an opportunity to reevaluate the highest and best use of that property, including a discussion about either renewing the lease or looking for an alternate location for the post office. The city is also in the process of buying the Holt property, which is currently vacant.¹³⁶ Both properties would be prime locations for affordable housing as they are within walking distance to both services and employment, which would align the state's new equity requirements for housing plans under the Growth Management Act. In our interviews, the Capstone team heard regularly from city staff how important it is to take advantage of infill opportunities for housing projects. Infill opportunities refer to properties within an established neighborhood or downtown community where density is already established.¹³⁷ These types of properties are ideal for new housing because of their vicinity to services and employment and the likelihood that necessary infrastructure, such as water and sewer lines, are already built to serve new development.

We recommend the Kenmore City Council pass a resolution to establish their intent to develop these properties into affordable housing projects and ensure the city does not convert the properties for other uses. The Council can use this resolution to direct city staff to allocate resources to identify funding and partnerships for these projects. It would be easiest to move forward with the Holt property first, as it is currently vacant. The City would need to clean up the post office property due to environmental hazards onsite before any new construction could begin. The Washington State Department of Ecology has created affordable housing cleanup grants for jurisdictions to use for planning, investigating, and technical work needed for contaminated sites.¹³⁸ These funds are specifically set aside for expedited cleanup of properties that will be used to build affordable housing projects.

If the City can secure funding to clean up the post office property, Kenmore could use the renewal opportunity in 2025 to either replace the post office building with affordable housing or incorporate the post office within a mixed-use project with affordable housing units. There are numerous examples of conversions of old post office buildings into housing projects. In nearby Edmonds, WA, a developer incorporated the neighboring post office building into a new mixed-use space for housing and commercial use. The developer worked with the U.S. Postal Service to meet design requirements for the new post office building, and the entire project was built in the parking lot of the previous post office.¹³⁹ If the City of Kenmore is interested in this option, there is precedent for the City to work with developers to incorporate the post office location within the ground floor of a new affordable housing development. If the first floor of the project is for commercial use, the post office could also attract daily customers to the building, bringing additional revenue to other businesses on the floor.

Prioritize Public Engagement

As previously mentioned, several cities we interviewed emphasized the importance of engaging with the public early and often to maintain a positive relationship between the city, developers, and residents. Even in cases when public engagement is not required, it is always advantageous to gather community input on public projects because addressing concerns early can help reduce potential opposition to specific projects and future affordable housing efforts. During the pandemic, Kenmore moved to completely virtual meetings and allowed virtual public comments. We recommend that Kenmore learn from their experience conducting remote meetings, be strategic and transparent in engaging with residents, and prioritize reaching people who have traditionally been left out of these processes.

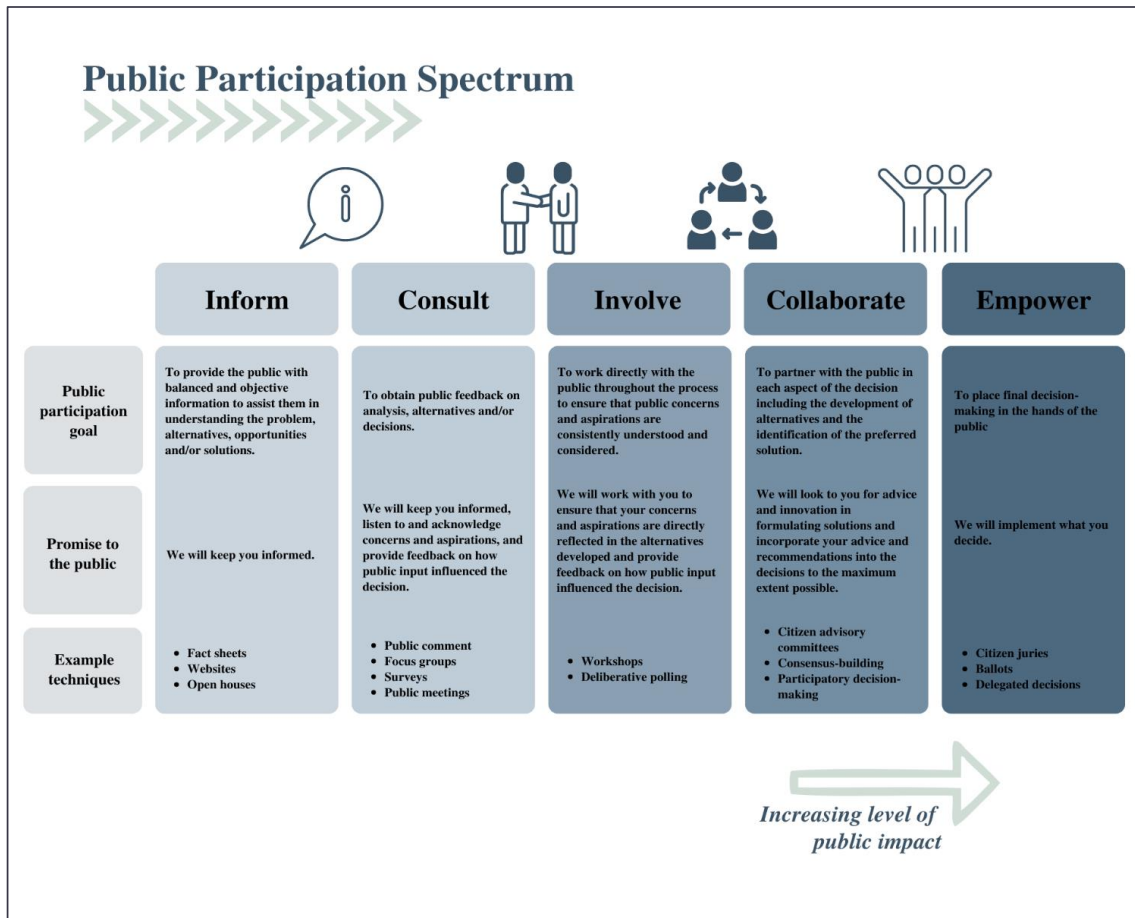


Figure J: IAP2's Public Participation Spectrum.
Source: IAP2

Kenmore has previously conducted public surveys to gauge public support for affordable housing and the City should continue to build on these efforts.¹⁴⁰ For each project, Kenmore should acknowledge the level of public engagement that is necessary or desired. Figure J shows different levels of public participation and the engagement techniques for each stage. At a minimum, Kenmore can facilitate open houses, create fact sheets, and maintain a webpage with updated information. Higher levels of engagement could involve surveys, opportunities for public comment, citizen advisory committees, and consensus-building.

When seeking to expand public input for city projects, Kenmore should ensure residents of all ages, races, income levels, and abilities are able to access and understand the planning documents presented by the city staff. For example, Kenmore can make materials available in multiple languages, provide interpreters for in person events, and avoid jargon in documents so all citizens can understand and comment on proposals. Choosing a variety of times for public meetings and ensuring that there are a multitude of ways to participate can also help people with childcare and work responsibilities have a say.

Effective June 1, 2022, public entities that hold meetings subject to the Open Public Meetings Act (OPMA) are encouraged to provide telephonic or video access to public meetings. In addition, if verbal public comment is allowed during a regular meeting, the entity is required

—when feasible— to provide an option for verbal public comment to be submitted by telephonic or videoconferencing means during the meeting to any individual who will have difficulty attending a meeting of the governing body of a public agency by reason of disability, limited mobility, or for any other reason that makes physical attendance at a meeting difficult.¹⁴¹

Ensuring that meetings are accessible to many can help foster conversations that are more inclusive than traditional in-person meetings. However, moving beyond electronic communications is also important; tabling at community events and spaces, sending mailers, and door knocking can be helpful in reaching people who are difficult to reach online.

When speaking about the project in a public setting, it can be helpful for the developer to highlight similar projects in the region that have been successful. Showing the developer's track record and sharing positive stories can ease concerns. Furthermore, focusing on community benefits and partnerships can demonstrate the extra value the development brings to Kenmore. A new project that includes a childcare facility, community center, or commercial space, for example, could generate excitement and potentially outweigh negative feelings associated with the development.

Finally, it is important to work with trusted members of the community early to demonstrate to the public the benefits of these projects on multiple levels. Affordable housing projects bring new opportunities for residents to be able to live and work in the city and local leaders can be influential in demonstrating these benefits to the community. These third-party validators could be councilmembers, local business owners, or other community leaders with a strong local presence. The City of Kenmore should work to assemble this list of stakeholders to help champion affordable housing projects.

Utilize Incremental Financing

The Washington State Legislature passed Engrossed Substitute House Bill 1189 in 2021 to authorize local governments to establish Local Tax Increment Finance (LTIF) areas.¹⁴² LTIFs are increment areas where property tax revenue can be used for public infrastructure improvements. In Washington state, the legislature has limited property tax increases to no more than one percent above the collected property tax revenue in the previous year;¹⁴³ however, LTIF areas are exempt from the one percent rule.¹⁴⁴ This exemption allows local jurisdictions to collect more property tax revenue to be directed for public improvements. The revenue can be used for public improvements such as:¹⁴⁵

- Long-term affordable housing
- Childcare facilities for low-income families
- Roads, sidewalks, and streetlights
- Water and sewer systems
- Broadband services
- Park-and-ride facilities



Local jurisdictions are authorized to establish up to two LTIF areas, as long as those two areas do not overlap, the total assessed value of the area does not exceed \$200 million or 20% of the jurisdiction's total assessed value, and the increment area may not remain for longer than 25 years.¹⁴⁶ The revenue generated may be used to improve public infrastructure both within and outside the LTIF area, but the improvements must encourage private development within the LTIF area. In order to establish a LTIF, a jurisdiction must:

- Adopt an ordinance designating the increment area with a detailed project analysis on which public improvements would be made as a result of the new LTIF and the impacts of the LTIF on affordable housing, the local business community, and fire and school districts.
- The ordinance must have an expiration date of the LTIF to not exceed 25 years.
- New public improvements cannot be added to the project, unless the new additions are to support the originally planned improvements.

The City of Kenmore owns three properties, in addition to the shell property project, which the City Council wishes to use for new affordable housing developments. Implementing a LTIF area can provide the necessary infrastructure improvements to encourage new private development in the area. While LTIF areas in this form are new to Washington state, nearly all other states have allowed for tax increment financing to encourage private development. For example, Milwaukee redeveloped a former railyard property which had been plagued by soil contamination, preventing new development and leaving the property abandoned for years. The City used \$16

How Tax Increment Financing Works

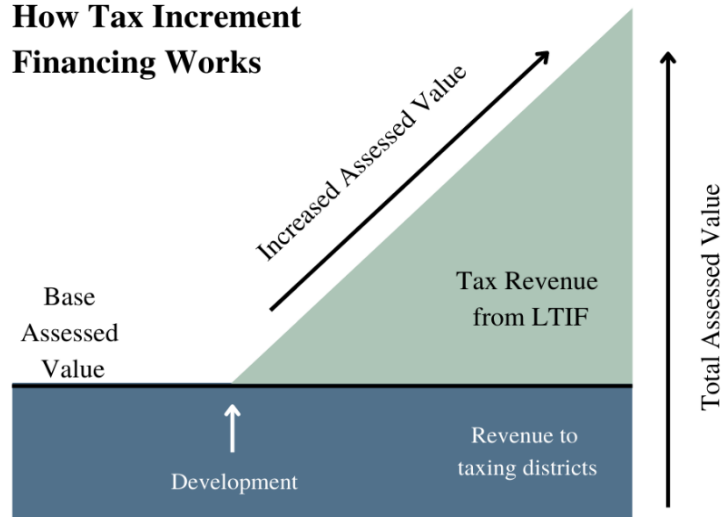


Figure K: How Tax Increment Financing Works
Source: Washington Economic Development Association

million in tax increment dollars to improve the site through demolition and pollution mitigation to spur new private investment in the property. New developments have now spurred over 5,000 jobs and increased property values by over 1,400%.¹⁴⁷

The City of Shoreline discussed the importance of having updated public infrastructure to create an environment that is attractive to private development. Improvements to roads, sewer, water, and other public infrastructure are crucial to ensuring developers feel the project will be successful without additional costs that could prohibit the build. If the City of Kenmore is hoping to fund affordable housing projects on other city-owned properties through private development, using a LTIF can help improve areas of the city where these projects are most needed.

Continue to Develop Transit-Oriented Housing Opportunities

TODs are housing developments built within a short distance to a transit center. Housing developments within one-quarter mile of transportation are considered walking distance.¹⁴⁸ This type of development provides numerous benefits to neighborhoods, residents, and local governments. Proximity to a transit station allows for residents to be closer to job opportunities and can reduce individuals' reliance on single-occupancy vehicles. Public transportation is comparably a more cost-effective and environmentally friendly method of travelling as well. The American Public Transportation Association estimates a household can save nearly \$10,000 by using public transit rather than a personal vehicle.¹⁴⁹ Transportation is often the second highest expense for families after housing. While moving from Seattle to suburban neighborhoods such as Kenmore can reduce a family's housing costs, the cost of travelling to jobs and services can rise as a result. TODs can reduce these costs significantly by placing new housing closer to rapid transit.

TODs are a popular approach to development in the King County area due to the increase in light rail train stations. As the light rail system continues to expand into the eastern side of King and Snohomish Counties, Sound Transit and cities in the region will work together to build more transit stations and infrastructure to connect residents to light rail. Light rail significantly expands a resident's transportable area without a vehicle and can increase job opportunities as residents have easier access to a wider geographical area. Local governments, such as the City of

Kenmore, have used these networks of transportation to increase housing developments nearby with less restrictive development requirements.

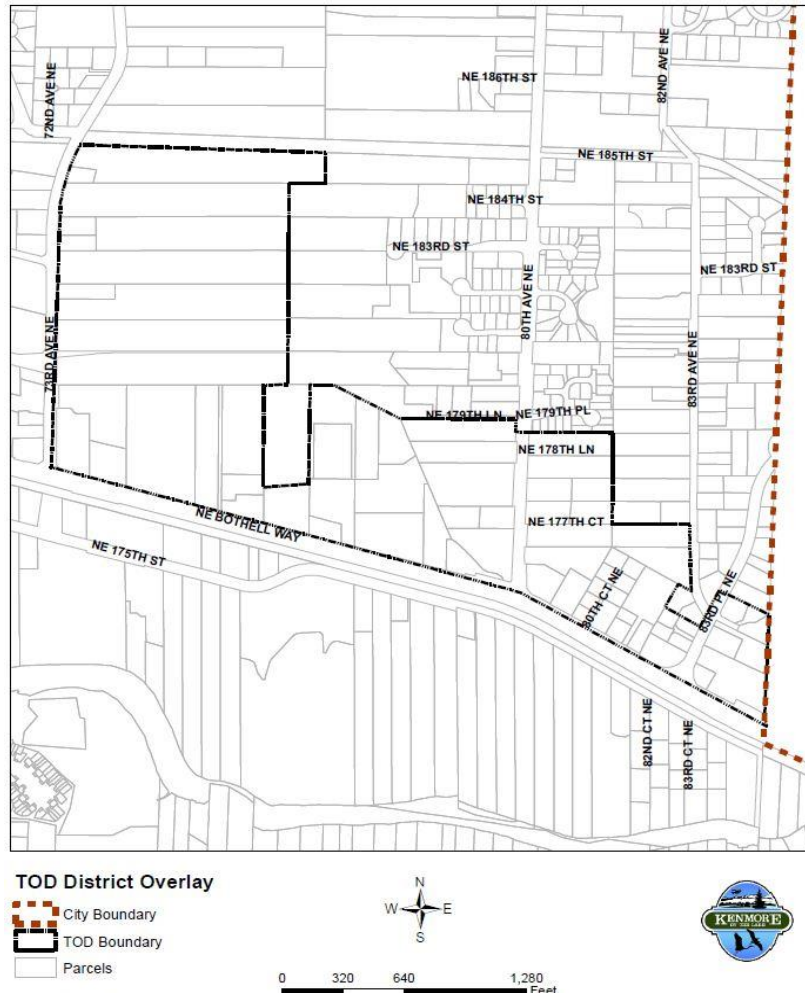


Figure L: City of Kenmore Transit Oriented Development Overlay
Source: City of Kenmore website

Kenmore established a TOD overlay along NE Bothell Way, as seen in Figure L. The TOD overlay requires all developments to be either residential-only development or mixed-use development. If a development is mixed-use, the commercial units must only be on the ground floor of the building.¹⁵⁰ The overlay also provides incentives for developers to maximize density if they keep a portion of the units affordable. The TOD allows for residents to be within walking

distance of the Kenmore Park & Ride station on NE Bothell Way, which will eventually become a Sound Transit rapid bus station with routes connecting with nearby light rail stops.¹⁵¹

We recommend the City of Kenmore consider further densifying the TOD overlay along NE Bothell Way. The roadway is a direct transit connection with other jurisdictions and has ample public transit opportunities for residents. This area of the community should be prioritized for new housing developments and there are infill opportunities on properties with large parking lots. Reducing public parking in this area provides developers with more opportunities to build new units, deters individual car use, and reduces the need for private transportation.

Address the “Missing Middle” Housing Gap

Missing Middle housing refers to any housing development that falls between single-family homes and large apartment buildings, including townhouses, duplex/triplex/fourplex houses, cottage homes, and courtyard apartments (Figure M).¹⁵² These types of units are typically more affordable to own and rent than single-family homes and can easily be used to infill parcels within a neighborhood. Smaller multi-family housing is also cheaper to build for developers and more energy efficient than a larger single-family home.¹⁵³ During the 2022 Washington State legislative session, House Bill 1782 was written to increase the opportunities for missing middle housing in the state.¹⁵⁴ The bill would require jurisdictions of at least 10,000 residents to allow duplexes, triplexes, and fourplexes to be built in all traditionally single-family zoned areas. Jurisdictions with at least 20,000 residents would also be required to allow up to sixplex developments and townhomes within a half mile of a major transit center, such as a rapid bus stop, light rail station, or state ferry terminal. Developments built within a half mile of a transit center would not have off-street parking requirements.¹⁵⁵



Figure M: Examples of Missing Middle Housing
Source: Google Image

Oregon and California have passed similar laws to modify single-family zoning to allow missing middle housing zoning. California replaced all single-family zones with duplex zoning, and in some cases up to fourplexes, last year.¹⁵⁶ Oregon now requires all jurisdictions with at least 10,000 residents to allow for duplexes in single-family zones. The same bill requires the Portland metro areas to allow fourplexes and courtyard apartments to be built in single-family neighborhoods.¹⁵⁷ While HB 1782 in Washington state did not pass, the bill had multiple hearings within the State House and sponsors will bring the legislation back in the next session.¹⁵⁸

Multiple jurisdictions during our interviews stated the importance of upzoning in areas where density already exists, particularly if they are also close to services and transportation. Missing middle housing allows for developers to build multiple units on smaller parcels, taking advantage of infill opportunities and providing potentially more affordable housing opportunities for the community. The City of Kenmore can examine both the examples of neighboring jurisdictions and the bills introduced by the legislature to create a framework for upzoning in traditionally single-family home areas. The city can mandate design requirements and infrastructure improvements to ensure the developments are within the same character as the neighborhood. These infrastructure improvements can mitigate the impacts of new growth in the area, while also revitalizing the neighborhood with aesthetic improvements such as new sidewalks, crosswalks, or street lighting.

Conclusion

The City of Kenmore has taken important steps to create new affordable housing projects. The City has demonstrated a commitment to increasing housing opportunities in Kenmore by establishing affordable housing as its number one priority, utilizing pandemic aid and leveraging city-owned properties. Jurisdictions across the Puget Sound region are suffering from a lack of affordable housing. Each local government has looked to encourage new development in different ways, including decreasing regulations, improving public infrastructure, and providing incentives to keep rental rates affordable. The City of Kenmore stands out within the region as one of the local governments most interested in taking an active role in new developments.

Kenmore has identified properties which are city-owned to be utilized for permanently affordable housing and have partnered with housing organizations with an established history of successful projects. The Capstone team believes the recommendations detailed in this report both align with the work done previously and outline new ways for the city to encourage affordable housing development in Kenmore. Kenmore should continue to lead on affordable housing efforts by looking beyond the projects and properties discussed in this report. The recommendations include work that can be done to encourage more density through missing middle housing, provide ample public infrastructure for new private development, and ensure housing is planned near transportation and services to alleviate other costs for families. By considering these additional factors, the City of Kenmore can create sustainable communities where families and future generations can remain and thrive in Kenmore for years to come.



Appendix A: City of Kenmore Bothell Way NE Project RFP

RFP# 22-C2789: AFFORDABLE HOUSING DEVELOPMENT PROPOSAL REQUEST FOR PROPOSALS:

The City of Kenmore is seeking partners to help build new affordable housing units in Kenmore

EXECUTIVE SUMMARY

The City of Kenmore is requesting affordable housing development proposals for City-owned property located at 6532 Bothell Way NE in Kenmore, Washington. The mixed-use building to be designed in this proposal will consist of 100% affordable rental units (including some units affordable to households earning no more than 30% of the Area Median Income {AMI}) and will incorporate commercial or community space on the building's ground floor. This partnership will result in an equitable, cost efficient, visually appealing and high-quality mixed-use building to be constructed and ready for occupancy by the end of 2026.

Affordable housing is the Kenmore City Council's #1 priority, and the City is dedicating more than \$5 million of its own resources to this affordable housing development proposal. The City is also leveraging \$3 million in funds from A Regional Coalition for Housing (ARCH), for a total combined starting public investment of more than \$8 million.

The City envisions a building of affordable rental units, with at least 10% of the units, and preferably closer to 20%, designated for those at or below 30% AMI and all of the units for those at or below 80% AMI or at or below the highest AMI recommended in the upcoming market analysis report. In addition, the City envisions a community or commercial use of the ground floor space in the project that will provide a benefit to the community. A few ideas for the ground floor space are included later in this RFP.

The City is demonstrating its commitment to affordable housing with this project and is looking for a partner who is equally committed and shares the City's vision of a project to enhance the neighborhood and set a tone for future affordable housing development in and around the City's downtown core. We invite creative and committed partners to submit a proposal and join the City of Kenmore as we work together to add affordable units in Kenmore and do our part to tackle our region's affordable housing crisis.

I. INTRODUCTION

The City of Kenmore is pleased to announce the offering of a 22,222 sq. ft. parcel located at 6532 Bothell Way NE in Kenmore, WA, for construction of a mixed-use affordable housing development. The City Council has identified affordable housing as



its [top priority for 2021- 2022](#). The City would like to see proposals with a minimum of 10% of the units, and preferably closer to 20% of the units, designated for those at or below 30% of the AMI. In addition, the City's goal is for all units in the project to be affordable at varying levels up to 80% AMI or the highest AMI recommended in the upcoming market analysis report. It is anticipated that these will all be rental units. As part of this priority focus on affordable units, the City is providing both land and funding for construction of the project. A Regional Coalition for Housing (ARCH) has also committed \$3 million for the project from the ARCH Trust Fund. Additional background on the City's support for this project may be found in these documents:

1. The [slide deck from 10/25/21 affordable housing update to the Kenmore City Council](#)
2. The [Agenda Bill on affordable housing from the Kenmore City Council's 11/15/21 meeting](#)

Community Overview

The City of Kenmore is located on the northern shores of Lake Washington, in the north end of King County bordering Snohomish County. Kenmore is a relatively new city (incorporated in 1998) and covers 3,952 acres (6.2 square miles) of land. Local landmarks include Kenmore Air's seaplane headquarters on Lake Washington, Bastyr University, St. Edward State Park, and Inglewood Golf Club.

The 2021 population estimate for Kenmore is 24,642 with a median age of 41. Like most cities in the Puget Sound, it has been steadily growing for the past decade. Population has increased by 4,179 since 2010, reflecting an annual increase of 1.7%. Population is projected to increase by an additional 1,756 by 2026, reflecting a 1.4% annual population growth.

Kenmore had an estimated total of 3,977 jobs as of 2020. The largest employer is Bastyr University and the top three employment sectors in Kenmore are Manufacturing, Professional/Scientific/Technical Services, and Health Care/Social Assistance and Manufacturing. The average household income within Kenmore is \$148,132 with a median household income of \$116,734. Over the next five years, median household income is expected to increase by 19.4%, or \$4,536 per annum. A total of 60.0% of individuals over the age of 24 have a college degree, with 36.1% holding a bachelor's degree and 23.9% holding a graduate degree.

Property Overview

The subject property has easy access to recreation opportunities such as the Burke Gilman Trail which traverses the City paralleling Bothell Way (SR-522). Several parks are also close to the property including the Town Square downtown park which includes the Hangar community building and the skate court at City Hall, both within one block of the property. Log Boom Park on Lake Washington and Rhododendron Park which includes the Kenmore Senior Center are also located nearby. Kenmore City Hall and



Kenmore's branch of the King County Library System are within one block of the property.

The property is located in the heart of Kenmore's downtown and is surrounded by residential and commercial development as described in Section IV below. The City has invested in significant infrastructure projects close to the property including sidewalk, bikeway and roadway improvements on the City's main north-south route (Juanita Drive/68th Ave NE) and within downtown. In addition, the City has invested in sidewalk and bus lane improvements on the City's east-west route (Bothell Way NE).

The property is located approximately one block from a future Bus Rapid Transit Station and is also accessible to major transportation routes and several major business centers including Seattle, Bellevue and Kirkland. The property is located one block from the closest bus stop and four blocks from a regional park and ride facility. The property fronts on the major east-west route through Kenmore, locally known as Bothell Way NE, or State Route 522 (SR-522), a major transit route and one of the most heavily travelled roads in King County. SR-522 with connections to Interstate 5 (I-5) at NE 145th Street, and also at Northgate Way and 80th Avenue NE, in Seattle, and with Interstate 405 (I-405) to the east in Bothell, continuing on to Monroe and intersecting with Highway 2.

II. CITY GOALS AND PRIORITIES

The City recognizes the significant opportunity the parcel provides to create community benefit and a wide range of potential housing choices affordable to households with low incomes, including but not limited to:

- Permanent supportive housing for individuals, families and young adults.
- Housing for seniors with lower income and/or multigenerational households. ▪ Workforce housing for low wage workers.
- Rental housing for extremely low to moderate income households.
- A neighborhood community center, child-care center, community health clinic or commercial space that will serve the needs of the community.

The City invites development proposals that embrace the City's philosophy to increase affordable housing specifically for residents at or below 30% of the Area Median Income (AMI). The City recognizes that providing housing units at this level of affordability presents unique funding challenges and will accept proposals that include rental units at higher income levels up to 80% AMI or the highest AMI recommended in the upcoming market analysis report. The desired development outcome is creation of an equitable, cost efficient and high-quality mixed-use building, including commercial space or community space that serves the public on the ground floor of the project is highly encouraged.

Specific City priorities include:



- At least 10% of the units, and preferably closer to 20% of the units, are designated for those at or below 30% AMI. Those proposals with a higher percentage of units designated for those at or below 30% AMI will be prioritized.
- All units in the project are designated as affordable to households earning at or below 80% AMI or the highest AMI recommended in the upcoming market analysis report.
 - A cost-efficient proposal, which identifies potential funding sources and maximizes leverage of the financial contribution of more than \$5 million from the City and \$3 million from ARCH. At a minimum, proposals should leverage the initial cash investment from ARCH and the City with at least \$5 in other funds for every \$1 of local funding.
- A project that takes advantage of available flexibility in the Development Agreement process to maximize density and achieve quality, integrated community design that complements the neighboring community.
- Proposals with a ground floor commercial and/or community space that provides a public benefit (e.g. community center, child care center, health or wellness clinic, or other space that serves the residents of the project and the Kenmore community).
 - The City has had conversations with Bastyr University about the possibility of a partnership with Bastyr to provide a community health clinic/whole person care center, with care provided to all residents of Kenmore, regardless of income. Bastyr aims to help people resolve chronic health problems and to support healthier lifestyles that prevent illness. A range of possible services could be available to residents as well as to others in the community, including Primary Care Naturopathic medicine, Acupuncture and East Asian Medicine, Physical medicine, Nutrition, and Counseling.
 - The City has also discussed the possibility of a partnership with the YMCA to provide a child care center in the community space.
 - If a respondent is interested in learning more about these partnership ideas, or exploring the possibilities of including one of them in their proposal, please contact Stephanie Lucash at the City (slucash@kenmorewa.gov) and she will make the appropriate community connection(s).
- Proposals that address diversity, equity and inclusion. Kenmore is a high-cost housing market with historically limited racial and ethnic diversity compared with the broader region; according to Zillow.com, the typical value of a home in the middle price tier in Kenmore is \$960,721. One of the City's values is to be a welcoming community to all. As the City continues on its DEI journey, it is seeking opportunities to increase affordable housing and diversify its population to include residents of all races and incomes.

III. PROPERTY HISTORY AND VALUATION

The subject property was acquired by the City of Kenmore from a private seller for \$750,000 in 2013. The property is no longer needed for its original purpose and is now vacant. The



current appraised value of the property is \$1.89 million. It previously housed a Shell gas station. All required cleanup on the property related to its former use as a gas station has been completed. The Department of Ecology issued No Further Action (NFA) status on October 12, 2012. The NFA letter, Soil and Groundwater test report, Phase 1, Environmental Site Assessment, and the property appraisal may be found in the Appendix.

IV. NEIGHBORHOOD INFORMATION

A. Nearby Amenities. The subject property is located in downtown Kenmore adjacent to a King County Library System branch, and within a two-block radius of many businesses and amenities, including a Rite-Aid drug store, Ostrom Drug and Gift store, Safeway grocery store, U.S. Post Office, Evergreen Health Medical, Chase Bank branch, Lake Washington Physical Therapy, Kenmore City Hall, Kenmore Town Square, the Hangar community gathering space which includes a Diva Espresso café, and several restaurants, small businesses and specialty stores. Kenmore Air, which is the largest air harbor in the 48 contiguous states, featuring regional and international destinations, is also located nearby.

B. Schools. The subject property is located within the Northshore School District (NSD). The NSD services the educational needs for Kindergarten through 12th grade in Kenmore, Bothell and parts of Kirkland. The property is served by Kenmore Elementary School, Kenmore Middle School, and Inglemoor High School. The NSD has a strong reputation for providing high-quality education in the region. Kenmore is also home to Bastyr University, the nation's largest and most respected natural health medical university.

C. Public Transit. The property is located roughly one block from a future Bus Rapid Transit station, which will provide high-capacity transit along Bothell Way NE and connect to the Shoreline Link light rail station in 2026. A number of Metro buses already travel along Bothell Way NE, aka State Route 522 (SR-522), the main thoroughfare through Kenmore. SR-522 provides connections with Interstate 5 (I-5) at NE 145th Street, Northgate Way and 80th Avenue NE, in Seattle, and with Interstate 405 (I-405) to the east in Bothell continuing on to Monroe and intersecting with Highway 2. Major road improvements were completed in three phases along SR-522 in recent years, adding sidewalks, bus lanes and improved safety by removing a 2-way turn lane. The property is located one block from the closest bus stop and four blocks from a regional park and ride facility.

D. Parks and Open Space. Several parks are close to the property, including the Town Square downtown park and the skate court at City Hall which are both within one block of the property. Log Boom Park on Lake Washington and Rhododendron Park which includes the Kenmore Senior Center are also located nearby.

V. PROJECT REQUIREMENTS

The following items will be required of all proposals. Projects that do not address these items will not be considered:

- A. Willingness to work with the City of Kenmore. Preparation of a site plan and supporting documentation in a timely manner that meets permit review requirements and requirements for submittal of funding requests. Basic site development issues such as access, infrastructure, sewer, water and other utilities must be coordinated with the City. A timeline for funding, permit approval and construction must be included in the proposal. In addition, a proposed public engagement process must be included in the proposal.
- B. Density Expectations. The goal of this project is to provide approximately 80-100 new residential units on the site.
- C. Development Agreement. The City anticipates that a Development Agreement between the developer and the City will be part of this proposal. A key goal is to provide the highest possible community benefits of this project; that may be best achieved by maximizing the number of units in the building, increasing the allowable height, and reducing on-site parking below what is required under current zoning. Zoning regulations, including parking, may be modified under the Development Agreement.
- Zoning. The site is zoned Downtown Commercial (DC), allowing a current maximum density of 72 units per acre and maximum height of 65 feet for mixed-use projects. Projects requesting modifications to allowed height or other zoning standards may be considered under a Development Agreement process.
 - Parking. The project will have parking requirements. The goal for the project is to provide enough parking to meet the needs of residents and the customers and employees utilizing the commercial or community space while also maximizing housing units and reducing parking space allotments where applicable or possible. Parking requirements will be negotiated as part of the Development Agreement.
- D. Ability to leverage the City and ARCH combined commitment. The City of Kenmore will commit \$5 million for the construction of a mixed-use project, and ARCH will provide up to \$3 million, for a total starting financial commitment of over \$8 million as detailed in Section IX. The developer must clearly identify other financing sources, including private and public funders, which will leverage the initial investment from ARCH and the City of at least a 1:5 ratio.

VI. ADDITIONAL CRITERIA BY WHICH PROJECTS WILL BE EVALUATED

In addition to the project requirements stated above, project submittals will be evaluated based on the degree to which developers address the following items. The City reserves the



right to reject any or all proposals and to accept any proposal that it judges to be in its best interest and/or best fulfilling its criteria.

The following items are listed in order of importance:

A. Affordability of the Units. The City's priority is to provide housing on the property for very-low and low-income households. This translates to a desire for all of the units to be affordable and designated for those at or below 80% AMI or at or below the highest AMI recommended in the upcoming market analysis report, with at least 10 percent (and hopefully closer to 20%) of those units designated for those at or below 30% AMI. All of the units are expected to be rental units. A home is considered affordable if the total housing costs (i.e., rent or mortgage and any homeowner's association dues), including utility allowance, does not exceed 30% of total household income for a presumed household size.

The King County/Seattle Metropolitan Statistical Area (MSA) Area Median Income (AMI) for 2021 is \$148,000 for a family of four. Appendix C contains a table indicating household income and rents/sale prices based on household size.

In evaluating proposals, affordability will be measured at several levels.

- The number of rental units affordable to households earning at or below 30% AMI.
- The number of rental units affordable to households earning at or below 60% AMI.
 - The number of rental units affordable to households earning at or below 80% AMI or the highest AMI recommended in the upcoming market analysis report.
- The strength of the commitment the developer is willing to make to ensure long term affordability.
- The length of the term (duration) of affordability (A minimum 50-year affordability period is required, with proposals providing affordability in perpetuity preferred).

All units regardless of household AMI must have substantially the same quality of equipment and amenities and be comparable in size in terms of number of rooms, and square footage. The developer is expected to propose that 100% of the units be designated affordable at or below 80% AMI. Here is a link to the King County site with 2021 AMI figures: <https://kingcounty.gov/~media/depts/community-human-services/housing-homelessness-community-development/documents/assetmanagement/2021-IncomeRentLimits-Effective4-1-2021-Hm6-1-21.ashx?la=en>

The City of Kenmore, through its association with ARCH, will administer affordability monitoring and compliance requirements for affordable rental housing. The proposal must include a chart or other description of the total units, level of affordability, unit size, and population proposed to be served.



B. Quality of Design and Integration of the Project with Surrounding Uses. High quality and creative design is required. Projects that demonstrate functional and visual compatibility and incorporate creative design elements are required. Please refer to the City's Downtown Design Standards attached in the Appendices for additional detail. Submittal of a conceptual site layout and/or preliminary design concepts is encouraged.

C. Unit Mix. The City seeks projects which provide units for different household sizes. Projects will be evaluated based not only on the number of units proposed through each submittal, but also in the number of bedrooms, bathrooms and square footage of each unit. Proposals that include a mix of studio, one, and two bedroom units are most preferred, however a proposal that includes specific type(s) of units or populations served (for example, a senior housing proposal that includes studio and one bedroom apartments) will also be considered.

D. Focus on Rental Units. The city has a goal of encouraging affordable housing and adding as many affordable units as possible with this project including at least 10% and preferably closer to 20% of the units for those at or below 30% AMI. For this reason, this project is anticipated to only include rental units. This does not absolutely preclude a proposal with ownership units, but the project in our estimation lends itself to rental units only.

E. Number of Units. The City desires projects that propose the greatest number of units, balanced with affordability, quality design, and diversity of unit sizes.

F. Strength of the Development Team. Project submittals will be evaluated on the proven ability of the developer and team members (including the architect, general contractor, other contractors, and additional key personnel) to successfully develop high-quality, high-density housing developments in an urban setting. Experience successfully working to build affordable housing in King County will be a plus. Evidence of this ability shall be demonstrated by the success and quality of previous comparable developments including design, timely completion of projects within budget, and ongoing property management (for rentals).

Factors such as the team's record of performance on similar development projects including quality of work, industrial safety records, cooperation, responsiveness, labor force management, and other managerial considerations will be taken into account in reviewing proposals. Also to be considered is the organization of the project team, and its ability to work with other contractors/developers/consultants in partnership to design and develop the site. Submittals should demonstrate a sound approach for coordinating the site design with the City, including development and installation of infrastructure and utilities, and compatibility of other adjacent sites.

Other areas to be considered in evaluating the strength of the development team include the depth of experience of the team members and the use, if feasible, of Minority/Women Owned businesses as part of the development team.

G. Soundness of the Financial Proposal. Projects will be evaluated on the capability of the development team to secure financing and resources necessary to complete the proposed project in a timely manner and within budget. This will include an evaluation of the developer's ability to guide this project through the state and county funding cycles as well as the Low Income Tax Credit process and a track record of bringing investors and lenders to the table to help finance this project.

Construction and operating budgets shall be submitted with all proposals that demonstrate the feasibility of the proposed financing package and construction budgets to complete the proposed development and achieve the affordability levels. Project submittals shall also include documentation that the necessary financing would be available for the development, construction, completion and management of the proposed project, or certification from the chief financial officer or an independent accountant for the developer stating that the developer and the development team have adequate financial resources and project equity to develop, construct, complete and manage the proposed project.

H. Commercial or Community Space. The applicant's willingness to include commercial or community space on the ground floor of the project should be addressed in the RFP. The City anticipates that conceptual designs for the commercial space will be coordinated with the housing to ensure appropriate links and combination of uses. Ideas that have been proposed to date are a Bastyr Community Health Clinic and a childcare facility, but all proposed community uses will be considered. There will be limited on-site parking required for the commercial space.

I. Local Funding Assistance. The City and ARCH have already made a combined funding commitment of over \$8 million for this proposal, as described in Section IX. Therefore, financing proposals that rely upon additional City or ARCH financing are not encouraged. Projects are, however, encouraged to leverage City and ARCH sources with other public funding. For example, a proposal which relies on funding from the ARCH 2022 Housing Trust Fund would not be encouraged, but projects that rely on future funding from King County, Department of Commerce and 501(c)(3) non-profit tax-exempt bonds would be acceptable.

J. Timeliness of Construction. Projects that will be ready to start construction immediately following permit approval by the City are preferred. Construction may be phased although, given the size and scope of the project, phasing is not anticipated.

If the project is phased, the timing and sequence for each phase will be determined through negotiation, and specific timelines will be defined in the final purchase agreement. The project must be completed and ready for occupancy by the end of 2026, when all ARPA funds must be spent.

K. Environmental Sustainability. Designs that incorporate environmentally sustainable materials and practices are highly encouraged. Creative ideas that fully utilize all of the spaces (including, for example, a green roof that incorporates public uses such as a garden and/or recreation space) are also encouraged.



VII. RESPONSIBILITIES OF THE SELECTED DEVELOPER

The selected developer will be required to meet the following requirements. Other issues may be identified through the city's permitting review process.

A. Submittal of all Required Development Review Applications and Obtaining all Required Permits and Approvals. At a minimum, it is expected that the project will require submittal of a Development Agreement application, SEPA checklist, utility applications, storm water reviews, clearing and grading permits, and building permits. The applicant shall also obtain any other permits required by the City, State or Federal Government.

B. City Development Standards. Redevelopment of the property shall comply with all applicable City of Kenmore zoning and development regulations, provided that some code deviations may be allowed through a negotiated development agreement. The Kenmore zoning and development regulations are available on the City's website, www.Kenmorewa.gov.

The zoning standards for the Downtown Commercial (DC) zone may be found in Section 18.25.040 KMC, which includes densities, setbacks, allowable height, and maximum impervious surface areas. The Kenmore Development Services web page can be found at this link:

<https://www.kenmorewa.gov/government/departments/development-services>

The Kenmore Municipal Code (KMC) can be found at this link:

<https://www.codepublishing.com/WA/Kenmore/>

The development agreement regulations may be found in Section 18.110 KMC, which includes general provisions, flexibility, and processing procedures; [Chapter 18.110 development agreements \(codepublishing.com\)](#).

C. Installation of New Water and Sewer Lines. New water and sewer systems for the property must be provided by the developer and coordinated with the City. Utility design specifications and requirements shall be obtained by the developer from the Northshore Utility District (NUD). NUD's website is www.nud.net.

D. Other Utility Improvements. The selected developer will be responsible for all utility improvements on the property including, but not limited to electricity, cable, and natural gas (if applicable).

E. Stormwater Management. The selected developer will be required to install new stormwater systems on the property that comply with City requirements. At a minimum, stormwater facilities should be coordinated with the City. The property will need to provide water quality treatment measures. The developer (or their successors) agrees to construct and maintain a privately-owned system. The City will not assume ownership and maintenance responsibilities for underground stormwater facilities at this site.

Conveyance, detention, or retention and water quality facilities will all need to be designed and constructed to meet current City of Kenmore requirements. Design Specifications and requirements can be found in the 2016 King County Surface Water Design Manual as amended by the City. A copy can be found on the City's website. [Codes & Resources | City of Kenmore Washington](#)

F. Site Access. The developer is required to work directly with the City to develop coordinated site access and circulation plans.

G. Washington State Environmental Policy Act (SEPA) Review. The selected developer will be required to prepare a checklist and any other required documents pursuant to the Washington State Environmental Policy Act (SEPA).

The developer will be responsible for complying with all necessary review and mitigation imposed under the SEPA provisions.

H. Compliance with the City's Sensitive Areas Ordinance. There are no known sensitive areas on the property that will require special mitigation, buffers or setbacks given the intended use of the property.

I. Indemnification. If the developer proposes to construct on-site improvements before the property is transferred from the City, the developer will be required to hold the City harmless and indemnify the City in the case of claims or financial loss relating to construction and development of the property. The developer will be required to insure against such losses or provide guarantees that the City will be held harmless.

VIII. OTHER FINANCIAL CONSIDERATIONS

A. Costs of Development, Permit Fees, Impact Fees, Utility Fees, etc. The selected developer will be responsible for all applicable development expenses and fees, including planning and building permit fees, impact fees, utility connection charges, consulting costs, improvement and construction costs, etc., associated with development of the project. It is the responsibility of the developer to confirm all applicable fees. The impact fees applicable to this site will include transportation, parks and schools. The City may provide exemptions for low-income housing and other development activities with broad public purposes. Exemptions for school impact fees under this subsection shall be approved by the Northshore School District.

IX. CITY AND ARCH FINANCIAL COMMITMENTS

The City of Kenmore has committed significant financial resources to the project. The City will be donating the City-owned subject property, which was appraised at \$1.89 million in January 2022. In addition, the Kenmore City Council has allocated approximately half of its American Rescue Plan Act funds (approximately \$3.2 million) for the project. Finally, up to \$3 million has been reserved from the ARCH Trust Fund



for the selected proposal, for a total initial investment of over \$8 million. The table below shows these financial commitments to the project to date:

CITY OF KENMORE AND ARCH FUNDING COMMITMENTS	AMOUNT
City of Kenmore - donation of subject property	\$1,890,000
City of Kenmore - American Rescue Plan Act funds	\$3,200,000
<i>City of Kenmore Total</i>	<i>\$5,090,000</i>
<i>A Regional Coalition for Housing (ARCH) Trust Fund</i>	<i>\$3,000,000</i>
GRAND TOTAL OF INITIAL PUBLIC COMMITMENT	\$8,090,000

X. SELECTION PROCESS

A. Schedule. The selection process is expected to be completed in approximately 90-120 days. This time period does not include negotiation of the Draft Agreement(s). The schedule for the selection is as follows:

DATE	ACTION
Week of February 28, 2022	City of Kenmore advertises the Request for Proposals.
March 8, 2022	Applicant's briefing session. <i>A briefing session for potential applicants will be held virtually on Microsoft Teams from 1-2pm on Tuesday, March 8, 2022.</i>

April 22, 2022	<p>RESPONSE TO RFP MUST BE RECEIVED BY THE CITY OF KENMORE CITY CLERK NO LATER THAN 5:00 P.M.</p> <p>Proposers are highly encouraged to submit their proposals by email. Emailed proposals must be received by the Kenmore City Clerk no later than 5pm on April 22, 2022 at bids@kenmorewa.gov.</p> <p>Mailed, overnighted or messengered proposals must be received no later than 5pm on April 22, 2022 and sent to City of Kenmore, Attn: City Clerk, 18120 68th Ave. NE, Kenmore, WA 98028.</p> <p>The City of Kenmore is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, sexual orientation, or gender identity or expression. The City encourages submittals from firms that demonstrate the same commitment.</p> <p>All questions regarding this project shall be submitted electronically to the Kenmore City Clerk at awarhol@kenmorewa.gov.</p>
April 29, 2022	Select “short list” of finalists.
Week of May 2, 2022	City to schedule interviews with finalists.
May 13, 2022	Tentative selection of developer and proposal.
June 20, 2022	Present proposal and complete package to Kenmore City Council for approval
Week of June 27, 2022	Preparation of Draft Agreement(s) with Selected Partner.
September 2022	Submit project to State and County funding cycle
Spring or Summer 2023	Construction begins

B. Applicant’s Briefing Session. Development teams are encouraged to work with the City of Kenmore’s main contacts on this RFP, Stephanie Lucash (slucash@kenmorewa.gov) and Bryan Hampson (bhampson@kenmorewa.gov), as questions arise. **There will be an Applicant’s Briefing Session on the project held virtually via Microsoft Teams on Tuesday, March 8, 2022 from 1-2pm.** Any party considering submittal of a proposal should strongly consider attending this meeting. Following a brief introduction,



City and ARCH representatives will be available to answer questions about the development requirements.

C. Submittal of All Required Materials. Emailed proposals must be received no later than April 22, 2022 at 5pm by the Kenmore City Clerk at bids@kenmorewa.gov. Mailed, overnighted or messengered proposals must be received by 5pm on April 22, 2022 at City of Kenmore, Attn: City Clerk, 18120 68th Ave. NE, Kenmore, WA 98028.

D. City Review of RFP Submittals. The City of Kenmore will conduct its own review and selection of a developer for this project and ensure that all phases of the project adequately respond to the design considerations and other objectives stated in this RFP, including the selection criteria listed in Section VI of this RFP. An Affordable Housing Working Group consisting of City staff and representatives from ARCH will serve as the review committee and will review all of the applications. The group will determine which applicant(s) will be invited to individual interviews to provide more detailed information on their proposals. Following interviews, the review committee will make a recommendation to the City Council. The City Council will have final authority over the selection of the successful proposal.

E. Purchase and Sale Agreement and Development Agreement. After approval by the City Council, the selected applicant will work with City staff on drafting both a Purchase and Sale Agreement and a Development Agreement. The Agreements will include details such as development commitments and timelines for construction. The Development Agreement, which is authorized by RCW 36.70B.170, will be processed in accordance with Chapter 18.110 of the Kenmore Municipal Code. [Chapter 18.110 DEVELOPMENT AGREEMENTS \(codepublishing.com\)](#) The Development Agreement will include any need for deviations from current zoning to allow for additional density, reduce the number of required parking spaces, and/or any other considerations needed for the project. The Development Agreement will be processed concurrently with the building and engineering permit(s).

The applicant will be required to obtain the necessary approvals and permits to construct the proposed development in a timely manner. These approvals include (but may not be limited to):

1. Pre-application conference with City staff.
2. Submittal of building permit application and construction drawings for review and approval.
3. Submittal of a SEPA Checklist and any other required SEPA documents.
4. Submittal of engineering permit application and construction drawings for review and approval, including site access, frontage improvements, surface water design, and utility permit review.
5. As applicable, the above approvals may be processed concurrently with the Development Agreement.

XI. REQUIRED SUBMITTALS



3. **Required Submittals.** All proposals must include the following information. Incomplete submittals may be rejected as non-responsive. Please use a legible sized font (11 or 12 point size). Applicants are encouraged to use the Combined Funders Application (CFA) Excel forms for submission of information, including development and operating budgets, project schedule, unit affordability, LIHTC basis and self score, and development team information. If using the CFA forms, all tabs should be filled out other than forms 4 and 7B.
4. Interested developers or development teams shall submit one electronic copy of their proposal to the City of Kenmore City Clerk at bids@kenmorewa.gov. They should also submit one copy each of a completed and signed Form A and Form B as provided in Appendix A to bids@kenmorewa.gov. Budget forms shall be provided in Excel format.

The text of the submittal shall not exceed fifteen (15) pages in length, not including Form A, Form B, team qualifications, resumes, references, and other samples of development. The City of Kenmore reserves the right to request additional information following its review of the initial submission. In addition, the City may retain consultants to assist in the review of any aspects of the proposals.

Submit one original copy of the completed proposal to bids@kenmorewa.gov. Include a cover sheet on each copy naming the developer, including all known subconsultants and contractors proposed on the team. Each proposal shall contain the following:

1. **Development Team Information.** Identify the background and experience of all known team members, including the developer/owner and its lead staff person for this development, architect/designer, landscape architect, and if available, general contractor or builder, engineering consultants, property manager and lender. This information shall include a description of each team member's experience and qualifications in the development and construction of medium to high density urban housing projects, particularly projects of a similar size and density proposed for this development site. Include any experience with public/private partnerships and mixed-use projects. In addition, the proposal should provide a description of the applicant's financial position and recent track record securing financing for similar projects (see CFA forms 9A, 9B, 9C, and 9E).
2. **Project Description.** Please provide a general description of the project, including: addressing factors such as:
 - A description of how the proposal responds to the development program and other goals and objectives stated in this RFP, including consistency with the income targets identified by the City.
 - Overall vision and description of the affordable housing, including unit mix and affordability, and special population focus, if any.
 - Overall vision and description of the nonresidential space.
 - Estimated building square footage (see CFA Form 2B).
 - Proposed program and coordination with other key project partners (if any).
 - Design approach, including open space and parking integration and the project's connections with the broader Downtown Community.



- Description of anticipated development standards or other provisions that would be sought in a Development Agreement, such as parking ratios and maximum density.
3. Project Development Budget and Schedule and Operating Pro-forma.
- a. Estimate of Total Project Development Costs and a Financing Plan for the Proposed Project. Proposals must contain a preliminary development budget that includes all expected costs associated with the site and building development, including design, infrastructure, building construction, permits, marketing, financing, developer fee, contingency, etc. The proposal should also explain the basis/key assumptions for estimating project costs. If Low Income Housing Tax Credits are proposed, applicants should provide a LIHTC calculation and self-score. Proposed financing should include key terms for any bridge/construction and permanent financing, and the basis for such terms. (See CFA Forms 6A, 6B, 6C, 6D, 6E, 7A, and 10)
 - b. Affordability. Proposals shall include a description of the types and size of units and their projected rents, and the expected income level the units will be affordable. Describe the rent or sales structure and levels of affordability that will be achieved, and any anticipated subsidies for the operations, rents or services (see CFA Forms 8C, 8D, and 8E).
 - c. Operating Pro-Forma. Proposals shall include estimated operating income, expenses and cash flow for each of the first fifteen (15) years of operation. (See CFA Forms 8C, 8D, and 8E)
 - d. Project Schedule. Proposal shall include a schedule of key milestones to implement the project, and the approximate dates by which they will be accomplished. (See CFA Form 5)
 - e. Management Plan. For projects intended for rental, describe the proposed property management of the development upon completion and occupancy. Identify who will manage the units and include their experience in property management.
 - f. Marketing Plan. Describe the anticipated process for marketing the units for sale or rent.
5. Preliminary project designs. The following design documents are required with the submittal. The City may entertain a request to waive some of these submittals, if the cost of the preliminary design present a significant barrier to an applicant.
- a. Schematic site plans. Plans shall show all proposed building locations; automobile and pedestrian access and circulation; parking; landscaping (including preservation of existing trees); sewer and water utility mains; and stormwater facilities. Access and utility mains should be shown on portions of the property.
 - b. Typical building elevations showing materials.
 - c. Typical floor plans of each floor and unit type being proposed. Each plan shall include square footage calculations for each unit type shown.

- d. Photographs of existing buildings that illustrate the architectural style intended by the developer for this site may be included.
- e. Those applicants who are invited for an in-person interview may bring color presentations that illustrate their proposed development to the interview.

XII. OTHER REQUIREMENTS AND INFORMATION

- A. All facts and opinions stated within this RFP, and all supporting documents and data are based on information available from a variety of sources. No representation or warranty is made with respect thereto.
- B. The City of Kenmore reserves the right to modify the selection process or other aspects of this development offering at its sole discretion. All persons who have received the RFP from the City will be notified of modifications, as applicable.
- C. The City of Kenmore reserves the right to accept proposals, even if the applicant has not submitted all information in response to this Request for Proposals. The City also reserves the right to reject all submittals in response to this RFP without cause.
- D. At any time before the time and date set for submittal of proposals, a developer may withdraw or modify their proposal. Such a request for modification or withdrawal shall be made in writing by the person authorized to sign the proposal as set forth in the Identifying Information described in Form A.
- E. In the event that it becomes necessary to revise any part of the RFP, addenda will be posted on the City of Kenmore's web page dedicated to this project. It is the responsibility of the respondents to regularly check the web page for updates. That page can be found at this link: <http://www.kenmorewa.gov/government/affordable-housing>

When, either before or after receipt of proposals, the City changes, revises, increases, or otherwise modifies its requirements, the City shall issue a written addendum to the RFP and post it on the web page as indicated above. In considering which persons to notify of any such change, the City will consider the state in the RFP process at which the change occurs and the magnitude of the change as follows:

- 1. If proposals are not yet due, the addendum will be posted on the web page. As noted above, it is the responsibility of the respondents to check the page regularly for updates.
- 2. If the deadline for submittals has passed, but the proposals have not yet been evaluated, the addendum will be sent only to those persons/firms that have responded to the RFP.
- 3. If the proposals have been evaluated and classified, only those proposals identified as being within the competitive range will be sent the addendum.
- 4. If a change is so substantial that it warrants substantial revision to the RFP, the City may cancel the original RFP and issue a new one, regardless of the state of the RFP process.

- F. The City of Kenmore reserves the right to cancel the RFP or extend the date and time for submitting proposals. Such determination by the City will be given by Addendum and posted on the City's web page as noted above. Notice will also be emailed to all persons who attended the Applicant Briefing.

When, either before or after receipt of proposals, the City changes, revises, increases, or otherwise modifies its requirements, the City shall issue a written addendum to the RFP and post it on the web page as indicated above. In considering which persons to notify of any such change, the City will consider the state in the RFP process at which the change occurs and the magnitude of the change as follows:

1. If proposals are not yet due, the addendum will be posted on the web page. As noted above, it is the responsibility of the respondents to check the page regularly for updates.
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3. If the proposals have been evaluated and classified, only those proposals identified as being within the competitive range will be sent the addendum.
4. If a change is so substantial that it warrants substantial revision to the RFP, the City may cancel the original RFP and issue a new one, regardless of the state of the RFP process.

- F. The City of Kenmore reserves the right to cancel the RFP or extend the date and time for submitting proposals. Such determination by the City will be given by Addendum and posted on the City's web page as noted above. Notice will also be emailed to all persons who attended the Applicant Briefing.

- G. In the event that only one proposal is received, the City of Kenmore reserves the right to conduct an analysis and evaluation of such proposal. The submitter of such proposal shall provide such information, data and other documentation as deemed necessary by the City for analysis. The City reserves the right to reject the proposal, with or without evaluation and analysis.

- H. At any time following its initial review of all submittals, the City may request revisions of any of the proposals to make a "last best offer" in order to most closely meet the City's goals and requirements for the redevelopment of this property.

- I. In the interest of a fair and equitable selection process, the City retains the sole responsibility to determine the timing, arrangement, and method of proposal presentations throughout the developer selection process. Development teams are cautioned not to undertake any activities or actions to promote or advertise their proposal except in the course of City authorized



presentations. Other than discussions with City staff, which are encouraged, developers and their representatives are not permitted to make any direct or indirect (through others) contact with members of the City of Kenmore City Council, Planning Commission, or selection committee (with the exception of City staff and ARCH representatives) concerning their proposal, except in the course of a City sponsored presentation. Violation of these rules may be grounds for disqualification from the selection process.

J. The developer is encouraged, but not required, to use Minority, Women, and Emerging Small Business Enterprises.

K. There will be no real estate commission paid by the City for the sale of this property.

XIII. LIST OF CONTACT PERSONS

City of Kenmore Project Leads:

Stephanie Lucash, slucash@kenmorewa.gov

Bryan Hampson, bhampson@kenmorewa.gov

Water and Sewer Utilities:

Northshore Utility District www.NUD.net

Aparna Khanal, akhanal@nud.net

Stormwater Facilities:

<https://www.kenmorewa.gov/government/departments/development-services/codes-resources>

City of Kenmore

Thomas Joachimides, tjoachimides@kenmorewa.gov

Street Standards, 2021 Kenmore Road Standards:

<https://www.kenmorewa.gov/government/departments/development-services/codes-resources>

City of Kenmore

Thomas Joachimides, tjoachimides@kenmorewa.gov

Concurrency Review:

City of Kenmore

Thomas Joachimides, tjoachimides@kenmorewa.gov

Fire Department Access Requirements:

Northshore Fire District

Derek LaFontaine, dlafontaine@shorelinefire.com

ARCH Housing Trust Fund Manager:

Elsa Kings, ekings@bellevuewa.gov



ARCH Executive Director:
Lindsay Masters, lmasters@bellevuewa.gov

XIV. LIST OF ATTACHMENTS

Appendix A: Forms

A-1. Combined Funders Application (CFA) Forms

Appendix B: 2021 ARCH Income and Rent Guidelines and Rental Costs (based on the King County/Seattle MSA Median Income), and Affordable Sales Prices (for ownership projects)

Appendix C: Permit, Impact, and Utility Fee Schedules

XV. LIST OF OTHER AVAILABLE REPORTS AND INFORMATION

The following reports and information will be made available upon request to interested developers or development teams.

- Appraisal
- Environmental reports
- Title report
- Market analysis report
- Geotechnical report
- Survey

The City's Road Standards can be found at this link:
[2021 ROAD Standards \(kenmorewa.gov\)](https://www.kenmorewa.gov/2021-ROAD-Standards)

The City's Codes and Resources can be found at this link:
<https://www.kenmorewa.gov/government/departments/development-services/codes-resources>

The City's Comprehensive Plan can be found at this link:
<https://www.kenmorewa.gov/home/showpublisheddocument/1539/637469151985830000>



Appendix B: Questionnaire for Semi-Structured Interviews

Questions for cities

Affordable housing in context

- How does affordable housing fit into your current strategic plan?
- Did you have to make any zoning changes?
- How have you addressed public concerns around affordable housing development? i.e. parking, increased density, etc.

Funding and other strategies

- What types of funding sources have you used?
- Did you model your project or strategy after a similar jurisdiction to yours?
- Are there other organizations or jurisdictions that would good to talk to?

Partnerships

- What types of incentives did you offer developers?
 - How did you manage the competing interests between the city/county and the developer?
 - When deciding who to partner with, why were those partners chosen over other partners?
- How do you evaluate different development proposals? What criteria do you use?

Questions about specific affordable housing developments

- How did you decide on a target population for the units? Or, how did you manage to mix populations types within the build?
- How did you decide on the affordability level for each unit? Are they affordable in perpetuity or only for a certain amount of time? How did you approach this with the developer?
- Do you have services attached to the development? How did you attract services?
- What type of parking do you offer?
- What type of details were important to include in your RFP?
- Who is managing the property?

- What types of risks were you anticipating during the planning stages? Did those risks become challenges during the build out / commissioning?

Questions for affordable housing organizations/developers

Organizational goals and scope of work

- How does your mission statement play into your work with affordable housing projects?
- Do you only work on affordable housing projects or are they just a part of your work?
- What is your scope in a geographic sense for projects?
- Do you have project size minimums or maximums?

Partnerships

- How do you decide which projects to take on for affordable housing?
- Are you more likely to return to jurisdictions you have already worked with before? What are some of the challenges with working with a new partner?
- Are there incentives that are more attractive to you from municipalities than others? Like donating land, etc.
- Is Kenmore a project that you might be interested in? If not, do you know of other developers that would be a good fit?
- When reviewing RFPs, can you describe some of the benefits that are attractive or red flags for your organization? Do you have advice on how to make RFPs more attractive for developers?

Managing affordable housing projects

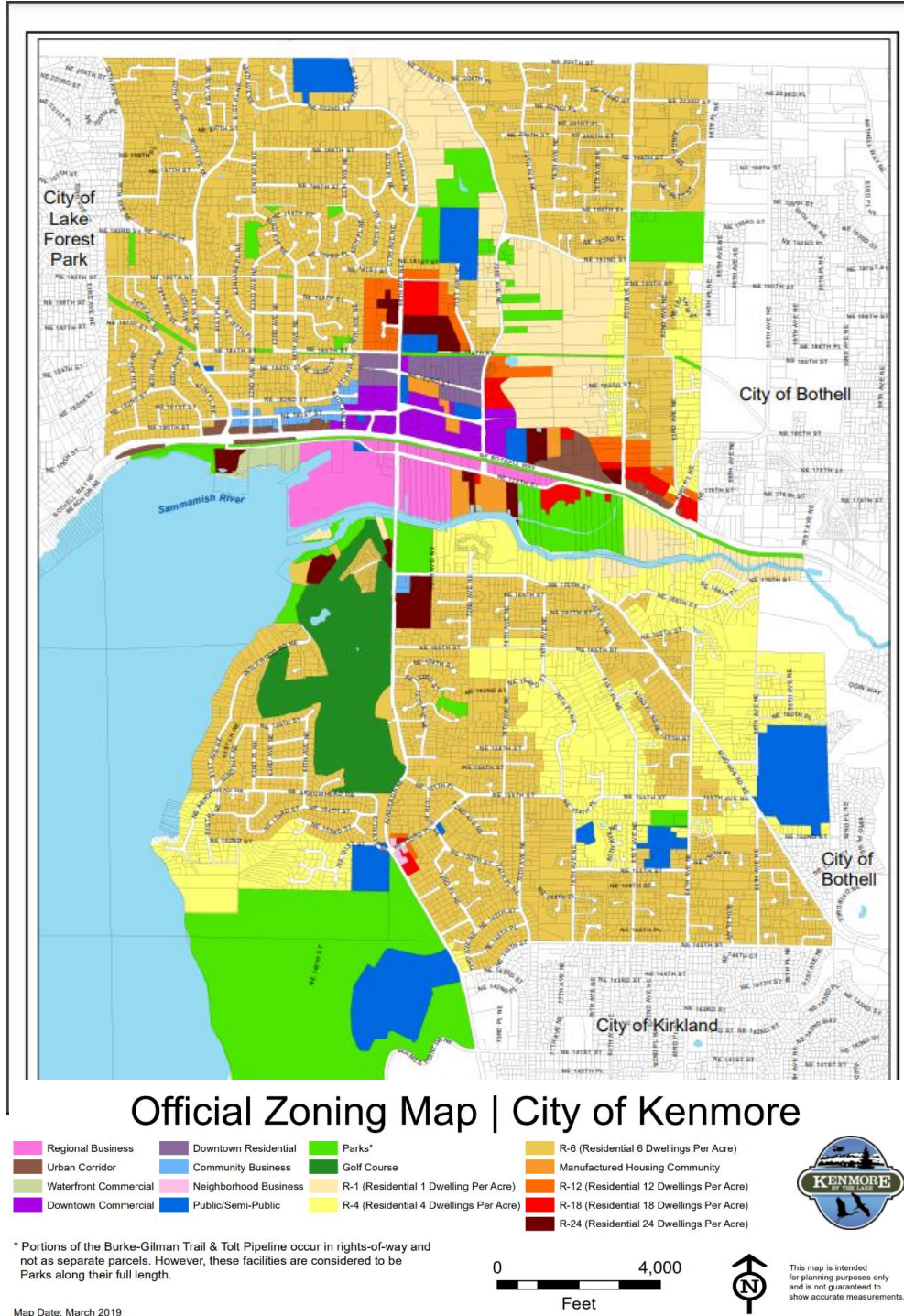
- How do you manage affordable housing projects from a leadership standpoint?
- Do you offer management services after the build is finished?

Funding

- How do you make a profit with affordable housing projects?
- What kind of funding do you look for?
- Do you leverage tax incentive credits for all your builds? (LIHTC)



Appendix C: Kenmore Zoning Map (2015)



Appendix D: National Housing Trends

The 2008 economic crisis was an inflection point for housing in the United States. Developers and jurisdictions halted construction of units, constraining the supply of housing. The housing construction market recovered slowly from the crisis, not reaching pre-2008 levels until the latter part of last decade.¹⁵⁹ Since 2010, increasing home and rental prices, reduced development, and regulations have directly contributed to the housing affordability crisis. Population growth, rising infrastructure and construction costs, and wage stagnation have also created a severe gap in the availability of affordable housing for nearly all communities.

According to Harvard’s Joint Center for Housing Studies (JCHS), the 44 million renters nationwide make up more than one-third of total households in the United States.¹⁶⁰ The socioeconomic status of renters and homeowners are distinct. Renters on average earn less than homeowners; 61% of renters in 2019 earned less than 80% of the local area median income and 36% made less than \$30,000. The median household income for renters that year was \$42,000 while the median income of homeowners was \$81,000.¹⁶¹

Households spending more than 30% of their income on housing are considered cost burdened; those spending more than 50% are deemed severely cost burdened.¹⁶² Households facing a cost burden from housing experience serious financial impacts. JCHS found that “...cost-burdened renter households paid \$11.4 billion more for housing in 2019 than they could afford.”¹⁶³ That same year over 80% of renting households earning below \$30,000 were cost burdened. Of those making between \$30-75,000, 41% were cost burdened by housing.¹⁶⁴ JCHS’ 2022 report *America’s Rental Housing* explains,

On average in 2019, housing cost-burdened renters spent 60 percent of their incomes on rent and utilities. In dollar terms, this means that moderately burdened renter households paid \$240 more per month than they could afford. And for severely cost-burdened renter households, this translates to a whopping \$850 per month in excess housing costs.¹⁶⁵

Increasing numbers of households are cost burdened by housing, due in part to increasing housing costs. There were persistent increases in home prices in the years preceding 2008, followed by a steady decline through 2011. In the decade since, prices for homes have steadily grown.¹⁶⁶ The COVID-19 pandemic has caused significant disruption in the housing ownership

and rental markets. Throughout the nation, the prices of home ownership and rental housing have risen dramatically, causing housing to become increasingly unaffordable. JCHS found “typical home values were climbing at an 18.9 percent annual rate in September 2021, up from 5.7 percent the year before” in its analysis of Zillow data.¹⁶⁷ Following a year of temporarily slowed rent increases and stable home prices in 2020, the annual percent change in home values or rent are dramatically elevated compared to before the pandemic.¹⁶⁸

The pace of multi-family rental unit construction has rebounded from the 2009 housing crash, displaying strong growth nationally. Multi-family rental units are the primary housing type developed since 2010 following the housing crisis. JCHS reported, “According to the Census Bureau’s New Residential Construction data, multi-family units accounted for about 89 percent of all completions intended for the rental market between 2014 and 2019.”¹⁶⁹ According to JCHS tabulations, more than 375,000 multi-family rental units were completed in 2020 and nearly 650,000 more are currently under construction.¹⁷⁰ Jurisdictions, particularly those with housing shortages, are increasingly developing multi-family housing. As of November 2021, new construction of multi-family housing averaged 466,000 units (seasonally adjusted annual rate). Such growth outpaces annual averages from the 1990s (268,00) and 2000s (309,700).¹⁷¹

Even with the growth in housing construction rates in recent decades, renters still experience barriers to access. New rental units are leased at a faster pace than before, and the stock of low-income units has continued to decline in total number and as a proportion of rental units over the last decade. Between 2014-2021, 57 percent of new rental units on average were leased within three months of being completed. Of the new rental units in early 2021, 72 percent were leased within three months.¹⁷² Increased demand from individuals bids up the cost of housing and, “... ultimately contributed to the shortage of 1.5 million rental units that are both affordable and available to households making up to 80 percent of the area median income (HUD’s definition of low income).”¹⁷³ The shortage of rental units extends to those at the lowest end of the income distribution. There is a shortage of 6.8 million affordable and available units for this level of income.¹⁷⁴

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June 14, 2022

Kenmore City Council
18120 68th Avenue NE
Kenmore, WA 98028

Mayor Herbig and Members of the Council:

On behalf of Enterprise Community Partners, **I am writing in strong support of the proposed affordable housing development at 6532 NE Bothell Way in partnership with Plymouth Housing.** We commend Kenmore City Council's declaration of affordable housing as its number one priority, and further, applaud Kenmore's commitment of both the land and significant funds to support the development of the property. By acting quickly and with purpose, Kenmore has aligned partners who will bring 100 much-needed new homes that serve some of our most vulnerable neighbors and will activate a long-vacant corner with community-serving uses.

Enterprise is a national nonprofit that exists to make a good home possible for the millions of families without one. We support community development organizations on the ground, aggregate and invest capital for impact, advance housing policy at every level of government, and build and manage communities ourselves. Since 1982, we have invested \$44 billion and created 781,000 homes across all 50 states – all to make home and community places of pride, power and belonging.

Enterprise was proud to support this project with early predevelopment resources through our Home & Hope initiative to accelerate the development of affordable housing and community facilities on publicly owned and tax-exempt land. Enterprise was instrumental in championing state authorization for the discounted transfer of surplus public lands for affordable housing, and we work closely with nonprofit developers, faith-based organizations, and local and state government partners to bring such developments to reality.

This project reflects both significant leadership and collaboration. Kenmore's contributions of ARPA funds and land will leverage significant targeted financial resources and expertise from A Regional Coalition of Housing (ARCH). That level and kind of subsidy is essential to create the kind of quality housing that will provide safety and stability to vulnerable neighbors. This project is well-positioned to secure the remainder of the funding it needs at the state level.

This partnership serves as an excellent example of the kind of cooperation that will help us solve our housing crisis with the urgency and attention it deserves. We look forward to the groundbreaking and eventual opening of this development, as well as to continued partnership with the City of Kenmore in creating a more affordable and equitable community.

Sincerely,

Emily Alvarado
Vice President
Enterprise Community Partners, Pacific Northwest
www.enterprisecommunity.org

Plymouth Housing at Kenmore

Kenmore City Council Meeting

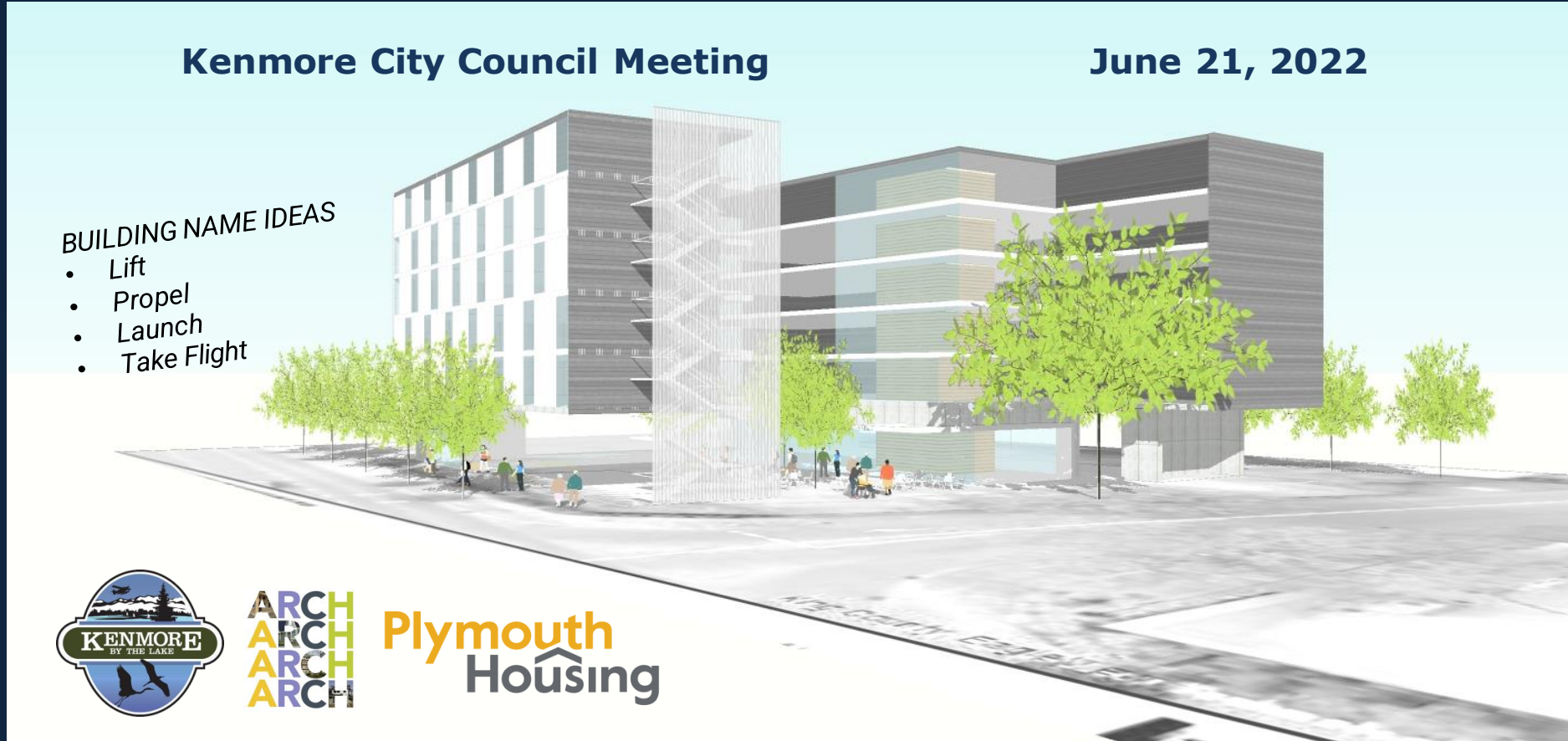
June 21, 2022

BUILDING NAME IDEAS

- Lift
- Propel
- Launch
- Take Flight



Plymouth Housing



Purpose of Tonight's Meeting

- Three motions for Council consideration
 - 1) **Approve the Plymouth Partnership and Proposal**: *Approve the selection of the Proposal submitted by Plymouth Housing in response to City RFP 22-2789, and authorize the City to move forward with creating a partnership with Plymouth Housing and A Regional Coalition for Housing to develop affordable housing consistent with the Plymouth Housing Proposal*
 - 2) **Officially Allocate ARPA Funds**: *Allocate \$3.2 million in American Rescue Plan Act funds for the development of affordable housing in the City consistent with the Plymouth Housing Proposal*
 - 3) **Proceed with Agreements**: *Provide staff direction to initiate negotiations with Plymouth Housing and/or ARCH for a property transfer agreement, development agreement, and any other necessary agreements*
- Thank and acknowledge all who have helped get us to this point



City of Kenmore's #1 Priority

Recognizing the affordable housing crisis

- The Kenmore City Council's number one priority for 2021-2022
- Working group and UW Capstone Team deeply committed to effort
- Enterprise Community Partners support for due diligence reports
- ARCH Executive Board unanimously approved \$3 million from ARCH Trust Fund on June 9, 2022
- City commitment of more than \$5 million; more than \$8 million starting public funding commitment strengthens our application
- Ready to proceed with next step - September 15 Commerce deadline



Plymouth Housing at Kenmore



- 100 units of affordable housing with a mix of studios and one-bedroom units
- All units serving residents at 30% of area median income
- Population will be a combination of seniors, veterans, individuals with disabilities and formerly homeless individuals
- Walkable site; access to downtown Kenmore and robust transportation
- \$37.5M estimated total cost; financing partnerships



Plymouth
Housing

Plymouth Mission

Plymouth Housing Group works to eliminate homelessness and address its causes by preserving, developing and operating safe, quality, supportive housing and by providing homeless adults with opportunities to stabilize and improve their lives.



Plymouth
Housing

Project Design

- High quality, cost efficient, sustainable design
- Community Courtyard
 - Preserves established large tree
- Resident Amenity Spaces
 - Community room
 - Community kitchen
 - Case management office space
- Community Beneficial Commercial Space
 - Potential Bastyr Community Clinic



Project Design



Project Design



ARCH
ARCH
ARCH
ARCH

Plymouth
Housing

Estimated Timeline and Budget

- June 21st - Kenmore City Council Approval
 - \$3 million ARCH Trust Fund, \$3.2 million ARPA funds, \$1.89 million donation of property
- Capital Funding Applications (\$37.5 million estimated project cost)
 - September 15, 2022 - Washington State Department of Commerce application due
 - December 2022 – State Housing Trust Fund Award
 - December 2022- 9% Low Income Housing Tax Credit application
 - January 2023 - 9% Low Income Housing Tax Credit allocation
- Service and operating funding – 2023 Application Round
- Summer/Fall 2023 - Construction Start
- 2024 - Residents Move In



Roles and Responsibilities

- Plymouth is the lead agency on our funding applications and funding asks
 - support from Environmental Works, Walsh Construction, ARCH and the City team
- Karen Peterson and Elizabeth Murphy are our main contacts at Plymouth
- Lindsay Masters and Elsa Kings are our main contacts at ARCH
- Stephanie Lucash is the main point of contact at the City of Kenmore, with support from Samantha Loyuk



Thanking Our Team

Affordable Housing Working Group

- Meeting since July 2021
- Identified and prioritized sites, RFP, evaluated proposals, selected Plymouth, UW report
- Will be reimagining the working group now to focus on the City's next affordable housing project(s)
- Members of the 2021-22 working group:
 - City Staff: Stephanie Lucash, Debbie Bent, John Vicente, Lauri Anderson and Samantha Loyuk (and former city staff Bryan Hampson and Nancy Ousley)
 - ARCH Staff: Lindsay Masters and Elsa Kings
 - UW Graduate Students: Bill McQueen, Jenn Rogers, Johnny Wheeler and Michaela Wright Petrik



Thanking the UW Capstone Team

Remarks from the Capstone Team

Graduate Students:

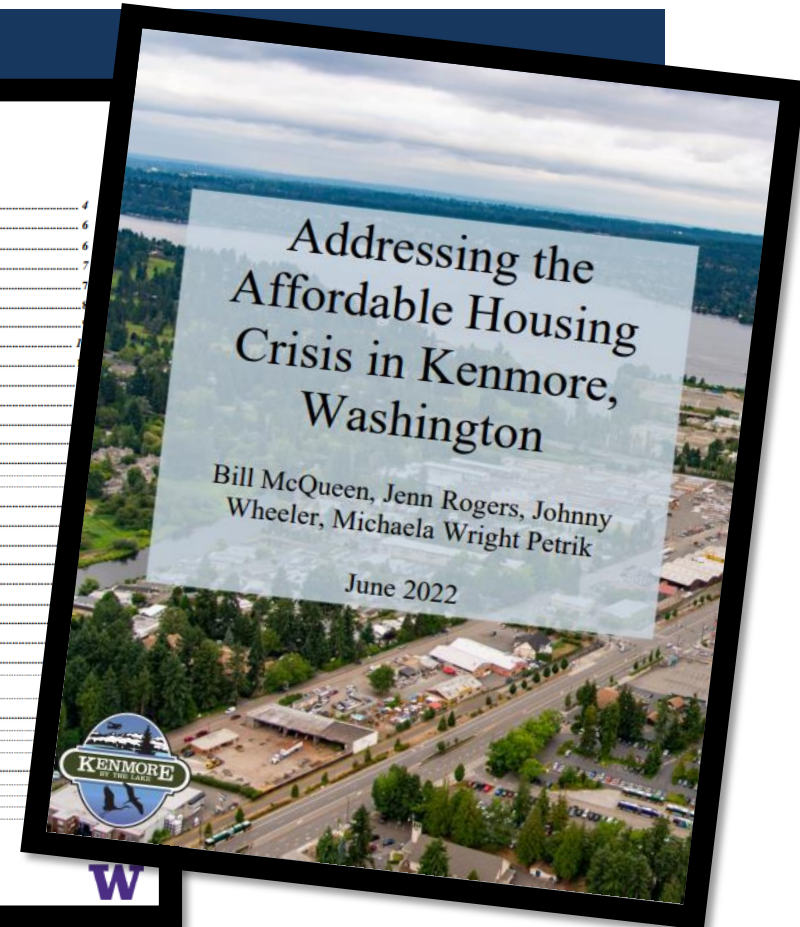
Bill McQueen
Jenn Rogers
Johnny Wheeler
Michaela Wright Petrik

Advisor:

Grant Blume



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Motions for Consideration

- 1) Approve the selection of the Proposal submitted by Plymouth Housing in response to City RFP 22-2789, and authorize the City to move forward with creating a partnership with Plymouth Housing and A Regional Coalition for Housing to develop affordable housing consistent with the Plymouth Housing Proposal
- 2) Allocate \$3.2 million in American Rescue Plan Act funds for the development of affordable housing in the City consistent with the Plymouth Housing Proposal
- 3) Provide staff direction to initiate negotiations with Plymouth Housing and/or ARCH for a property transfer agreement, development agreement, and any other necessary agreements



Thank You and Questions





Kenmore City Council
18120 68th Avenue NE
Kenmore, WA 98028

June 17, 2022

RE: Affordable Housing Development Proposal

Dear Mayor Herbig and Members of the Kenmore City Council,

On behalf of the Housing Development Consortium of Seattle-King County (HDC) and our 190+ members, it is with great enthusiasm that we submit this letter of support for partnering with Plymouth Housing to create 100 units of affordable housing at 6532 NE Bothell Way.

HDC is a nonprofit membership organization consisting of 190+ nonprofit affordable housing developers, public agencies, private businesses, and other affordable housing sector leaders who are working to develop affordable housing across King County. We are dedicated to the vision that all people should live in a safe, healthy, and affordable home. We recognize that when the lives of community members and their families are stabilized through affordable housing, their path for success is a shared success that we all benefit from.

As our region faces an exacerbated housing crisis, it is imperative that local jurisdictions engage in creative ways to meet the needs of its residents to ensure a thriving and equitable community. We applaud the City of Kenmore's focus on creating affordable housing and for recognizing the spectrum of investments involved, including land, capital investment, and operational funding. This project highlights the type of collaboration and leadership that is needed to meaningfully address the housing crisis.

By embracing Permanent Supportive Housing and providing desperately needed resources to our community members, the City of Kenmore is setting a path that can be replicated throughout our region as we collectively strive to create housing solutions at the scale of need. We look forward to 100 households obtaining what we believe is a human right and to leveraging City leadership to spread its success to other parts of the region.

Sincerely,

A handwritten signature in blue ink, appearing to read "Patience Malaba".

Patience Malaba
Executive Director

**Housing Development Consortium
of Seattle-King County**

1326 5th Avenue, Suite 230, Seattle, WA 98101
206.682.9541 | www.housingconsortium.org

IX. B. Ordinance 22-0546, Proposing a Cable Utility Tax, presented by Fi...

City	Cable Utility Tax
Kenmore	0%
Bothell	6%
Kirkland	6%
Lake Forest Park	0%
Mercer Island	7%
Mill Creek	0%
Mountlake Terrace	5%
SeaTac	0%
Shoreline	6%
Woodinville	0%

This is the first reading of the Ordinance. The Ordinance will be presented on July 11, 2022 for consideration and adoption.

FISCAL CONSIDERATION:
The cable utility tax approved in the Financial Sustainability Plan is in the amount of 6% and is to begin in 2022. The projected revenue to the city's operating fund, from this utility tax is in the estimated amount of \$380,000 per year.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:
City Council Goal - Create and Implement a Financial Sustainability Plan

**CITY OF KENMORE
WASHINGTON**

Exhibit A

ORDINANCE NO. 22-0546

AN ORDINANCE OF THE CITY OF KENMMORE, WASHINGTON, AMENDING SECTIONS 3.35.020, 3.35.030 AND 3.35.040 OF THE KENMORE MUNICIPAL CODE TO ESTABLISH AND LEVY A UTILITY TAX ON THE PRIVILEGE OF CONDUCTING A CABLE TELEVISION BUSINESS IN THE CITY; PROVIDING FOR REFERENDUM; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Kenmore desires to protect the future financial soundness of the City, minimize financial risk, and promote sound financial management; and

WHEREAS, the City Council is authorized by Chapters 35.21 and 35A.82 RCW, among other laws, to establish and collect excise taxes from persons conducting business within the City, including utility businesses; and

WHEREAS, the City Council has previously established and levied excise taxes on the privilege of conducting electrical energy, natural gas, telephone, and cellular telephone businesses within the City, as stated in Chapter 3.35 of the Kenmore Municipal Code; and

WHEREAS, in 2019, the City's financial forecast demonstrated that the City is experiencing structural revenue issues whereby the City's operating revenue is not keeping pace with the cost of providing City services, and this trend still exists in 2022; and

WHEREAS, in 2020, the City convened the Financial Sustainability Plan Task Force, which held nine meetings from January 2020 to August 2020, and in September 2020 the Task Force presented its findings and recommendations for a Financial Sustainability Plan to the City Council, which recommendations included establishing a utility tax on cable television service businesses in the amount of six percent of gross revenues; and

WHEREAS, also in 2020, the City conducted public outreach on the issues relating to the Financial Sustainability Plan, by mailing postcards to all City residents, conducting a survey, accepting public comment at all Task Force meetings, holding an online open house, and placing articles in mailed newsletters, e-news articles, and social media; and

WHEREAS, after considering all of the information gathered by the City, on October 26, 2020, the City Council adopted Resolution No. 20-357, adopting the City of Kenmore Financial Sustainability Plan 2021 through 2026, in order that the City can sustain funding City services at current levels through 2028, and which includes the establishment in 2022 of a cable television utility tax in the amount of six percent of gross income of said businesses, as one of the adopted revenue strategies; and

WHEREAS, this Ordinance implements the City of Kenmore Financial Sustainability Plan 2021 through 2026, by establishing a cable television utility tax in the amount of six percent of total gross income of said businesses; and

WHEREAS, the City Council desires to amend certain sections in Chapter 3.35 of the Kenmore Municipal Code, to establish and levy an excise tax on the privilege of conducting a cable television business within the City in the amount of six percent of gross income of said businesses, in accordance with the provisions of Chapter 3.35; and

WHEREAS, the City Council has determined that the provisions of this Ordinance are in the best interests of the City, are necessary to implement the City of Kenmore Financial Sustainability Plan 2021 through 2026, and will protect and promote the public health, safety and general welfare;

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

Section 1. Amendment. The City Council amends Section 3.35.020 of the Kenmore Municipal Code to read as follows:

3.35.020 Utility Tax.

The tax provided for in this chapter shall be known as the “utility tax,” and is levied upon the privilege of conducting an electrical energy, natural gas, telephone, or cellular telephone, or cable television business within the city.

Section 2. Amendment. The City Council amends Section 3.35.030 of the Kenmore Municipal Code to read as follows:

3.35.030 Definitions.

As used in this chapter, unless the context or subject matter clearly requires otherwise, the words or phrases defined in this section shall have the indicated meanings.

A. “Cable television service” means the one-way transmission to subscribers or customers of video programming and associated non-video signals, and other programming service for subscriber or customer interaction, if any, which is provided in connection with video programming service.

B. “Cellular telephone service” means any two-way voice and data telephone or similar communications system based in whole or in substantial part on wireless radio communications, including cellular mobile service, and which is not subject to regulation by the Washington State Utilities and Transportation Commission. Cellular mobile service includes other wireless radio communications services including specialized mobile radio, personal communications services, and other wireless radio communications technology evolving after the effective date of the ordinance that accomplishes a purpose substantially similar to cellular mobile service.

CB. "City manager" means the city manager of the City of Kenmore, Washington, or his or her designee.

DE. "Gross income" means the value proceeding or accruing from the performance of the particular business involved, excluding receipts or proceeds from the use or sale of tangible property and real property or any interest therein, proceeds from the sale of notes, bonds, mortgages or other evidence of indebtedness, or stock and the like, receipts from operations incidental to the performance of the particular business involved, and with a deduction on the amount of credit loss and uncollectibles actually sustained.

ED. "Person" means any person, firm, corporation, association, or entity of any type engaged in a business subject to taxation under this chapter.

Section 3. Amendment. The City Council amends Section 3.35.040 of the Kenmore Municipal Code to read as follows:

3.35.040 Occupations subject to tax -- Amount.

There is levied upon, and shall be collected from, a person, because of certain business activities engaged in or carried on in the City, taxes in the amount to be determined by the application of rates given against gross income as follows:

A. Upon a person engaged in or carrying on the business of selling, furnishing, or transmitting electric energy, a tax equal to four percent of the total gross income from such business in the City during the period for which the tax is due;

B. Upon a person engaged in or carrying on the business of selling, furnishing, or transmitting natural gas, a tax equal to four percent of the total gross income from such business in the City during the period for which the tax is due;

C. Upon a person engaged in or carrying on the business of selling, furnishing, or transmitting telephone service, a tax equal to six percent of the total gross income from such business in the City during the period for which the tax is due; and

D. Upon a person engaged in or carrying on the business of selling, furnishing, or transmitting cellular telephone service, a tax equal to six percent of the total gross income from such business in the City during the period for which the tax is due; and

E. Upon a person engaged in or carrying on the business of selling, furnishing, or transmitting cable television service, a tax equal to six percent of the total gross income from such business in the City during the period for which the tax is due.

Section 4. Referendum. This Ordinance shall be subject to the referendum procedures and provisions stated in KMC 3.35.150 and KMC 3.35.160, copies of which are attached to this Ordinance as **Attachment A**; provided, that a referendum petition seeking to repeal this Ordinance shall be filed with the city clerk within seven days of passage by the City Council of this Ordinance,

or publication thereof, whichever is later. In accordance with RCW 35.21.706 and KMC 3.35.160, the referendum procedure stated in KMC 3.35.150 and this Section 5 shall be the exclusive referendum procedure for the utility tax first imposed in this Ordinance, and shall supersede the procedures, to the extent applicable, under Chapters 35.17 and 35A.11 RCW and all other statutory provisions for initiative and referendum which might otherwise apply.

Section 5. 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 6. 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 11 DAY OF JULY, 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.:
DATE OF PUBLICATION:
EFFECTIVE DATE:

ATTACHMENT A

KMC 3.35.150 and KMC 3.35.160

3.35.150 Referendum procedure.

The provisions of this chapter are subject to the referendum procedure as follows:

A. A referendum petition seeking to repeal the ordinance codified in this chapter shall be filed with the city clerk, who shall be designated the person to receive petitions of all types, within seven days of the passage by the city council of the ordinance codified in this chapter or publication thereof, whichever is later.

B. Within 10 days, the city clerk shall confer with the petitioner concerning the form and style of the petition, issue an identification number for the petition, and cause to be written a ballot title for the measure.

C. The ballot title shall be posed as a question, so that an affirmative answer to the question and an affirmative vote on the measure results in the tax or tax rate increase being imposed, and a negative answer to the question and a negative vote on the measure results in the tax or tax rate increase not being imposed. The petitioner shall be notified of the identification number and ballot title within this 10-day period.

D. After notification of the identification number and ballot title, the petitioner shall have 30 days in which to secure on petition forms the signatures of not less than 15 percent of the registered voters of the City and to file the signed petitions with the city clerk.

E. Each petition form shall contain the ballot title and the full text of the measure to be referred. The city clerk shall verify the sufficiency of the signatures on the petitions. If sufficient, valid signatures are properly submitted, the city clerk shall cause the referendum measure to be submitted to the City voters at a general or special election held on one of the dates provided in RCW 29.13.010, as determined by the city council, which election shall not take place later than 120 days after the signed petition has been filed with the city clerk. [Ord. 98-0037 § 15.]

3.35.160 Exclusive procedure.

Pursuant to RCW 35.21.706, the referendum procedure set forth in KMC 3.35.150 shall be the exclusive referendum procedure for the utility tax imposed herein, and shall supersede the procedures, to the extent applicable, under Chapters 35.17 and 35A.11 RCW and all other statutory or charter provisions for initiative or referendum which might otherwise apply. [Ord. 98-0037 § 16.]

**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 20-357**

**A RESOLUTION OF THE CITY COUNCIL OF KENMORE,
WASHINGTON, APPROVING THE CITY OF KENMORE
FINANCIAL SUSTAINABILITY PLAN THROUGH 2027**

WHEREAS, Kenmore incorporated and became a City on August 31, 1998; and

WHEREAS, the City of Kenmore has historically adopted balanced budgets and accumulated healthy fund balances over the years; and

WHEREAS, Kenmore is a residential bedroom community with property tax as its largest source of operating revenue; and

WHEREAS, state law restricts property tax growth to one percent per year plus property tax from new construction; and

WHEREAS, the City is experiencing a structural revenue problem whereby the City's operating revenue growth is not keeping pace with the cost of providing City services; and

WHEREAS, the City's pre-pandemic financial forecast predicted that the City's operating expenses would exceed operating revenues as early as 2022; and

WHEREAS, an independent consultant reviewed the City's financial projections and confirmed that operating expenses would exceed operating revenues as early as 2022; and

WHEREAS, on October 7, 2019, the City Council approved a process to create a financial sustainability plan. This process authorized the creation of a City Financial Sustainability Plan Task Force to advise the City Manager on ways to resolve the City's upcoming structural deficit. On November 12, 2019, the Council approved the Task Force's charter, and the City Manager appointed Task Force members soon thereafter; and

WHEREAS, the Task Force held nine meetings between January 2020 and August 2020. These meetings included opportunity for public comment and other opportunities for public input, including the Balancing Act financial public engagement tool; and

WHEREAS, the Task Force considered the information provided by City staff, the independent consultant, and the public and created a recommended financial sustainability plan through 2027 that includes multiple actions phase over several years; and

WHEREAS, the Task Force members presented their findings and recommendations for a financial sustainability plan to the City Manager and City Council on September 10, 2020, and the City Council provided comments and feedback regarding the Task Force's recommended financial sustainability plan; and

WHEREAS, the Kenmore City Council desires to establish a balanced six-year financial sustainability plan and has directed the City Manager to bring forward a proposed plan for City Council approval;

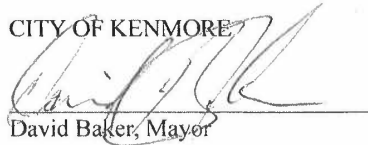
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City Council approves the Financial Sustainability Plan, as set forth in Exhibit A, attached hereto and incorporated by reference.

Section 2. The Financial Sustainability Plan shall become effective immediately upon approval of this resolution.

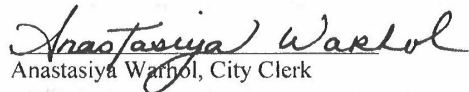
PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, AT A REGULAR MEETING THEREOF THIS 26th DAY OF OCTOBER, 2020.

CITY OF KENMORE



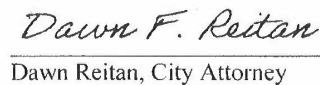
David Baker, Mayor

ATTEST/AUTHENTICATED:



Anastasiya Warhol, City Clerk

APPROVED AS TO FORM:



Dawn Reitan, City Attorney

Exhibit A
City of Kenmore
Financial Sustainability Plan
2021 through 2028



Introduction and Background

Due to state-imposed limits on property tax growth, flat or slow growth in other revenues, unfunded state and federal mandates, and other factors, the City's operating revenues are not projected to keep pace with the cost of providing city services. As a result, the City of Kenmore faces an upcoming structural deficit in its operating budget (General Fund and Street Fund).

In 2019, the City Council directed staff to embark on the public process of creating a Financial Sustainability Plan (FSP) by examining the City's priorities, services, costs, and revenues. The City Council further directed that a Financial Sustainability Plan for Kenmore should produce balanced Street Fund and General Fund operating budgets for three biennia, or six years.

The process of creating a Financial Sustainability Plan began with the following activities in the 4th quarter of 2019 and early 2020:

- Formal establishment of the FSP process and timelines, as well as the creation of a charter for a Task Force of community members to recommend a financial sustainability plan to the City (October and November 2019)
- A community survey (December 2019)
- An independent assessment of the City's financial projections and long-range forecasts, provided by the firm Management Partners (November and December 2019)
- Updates to the City's Priority-Based Budgeting system (Fall 2019)
- Communications about the budget and City finances, including a financial forecast report to the City Council in January 2020 (ongoing through 2019 and into 2020)

Financial Sustainability Plan Task Force—January 2020 through August 2020

Starting in January 2020, the issue of financial sustainability and possible solutions were discussed through a public engagement process, including the use of a Task Force of community members to examine the issue and advise the City Manager on the City's options.

In addition to providing an independent review of the City's financial projections, Management Partners was retained to advise the City and the Task Force on evaluating budget balancing strategies. Management Partners also provided specific strategies for the Task Force to consider.

The Task Force held nine meetings between January 2020 and August 2020. During the first several meetings, Management Partners reported on its findings about the City's financial projections, and City staff provided the Task Force with information on city functions, funding sources, and how financial resources are allocated. The Task Force also learned about Priority Based Budgeting and how City programs were prioritized and scored against results established by the City Council.

The concept of "Price of Government" was also discussed, including Kenmore's tax revenue trends compared to household income in Kenmore. The Price of Government analysis showed that City revenues as a percentage of household income has been declining over the years.

The Task Force met several times up until April of 2020, then paused its work due to the pandemic. The Task Force resumed its meetings in an online virtual format in August 2020, including an online open house for additional public comment.

Public Outreach and Engagement

In August 2020, an online budget simulator tool, known as "Balancing Act," was provided as an interactive way for the public to consider Kenmore's budget challenges and offer input on how to balance the City budget. A post card was sent to all mailboxes in the city with the purpose of encouraging the public to engage the Balancing Act tool and provide comments on the City's finances. Preliminary results of public input from Balancing Act were provided to the Task Force at the August 24th, 2020 meeting.

Going back to 2019 up through the present, other methods of informing the public and seeking public participation included a statistically valid survey, public comment at all Task Force meetings, online public open house, FSP articles in several mailed newsletters, e-news articles, and social media posts.

Task Force Recommendations

At the ninth and Final Task force meeting on August 25, the Task Force deliberated and produced a set of recommendations for the City Manager and the City Council to consider. The recommendations included a combination of budget cuts, service level efficiencies, and new revenues.

At the September 10, 2020 City Council online budget retreat, the City Council heard additional public comment on the topic of financial sustainability, received an update on Priority Based Budgeting results and program rankings, reviewed a forecast update and potential strategies from the consultant, Management Partners, processed the results of the public feedback from the Balancing Act budget simulator, and listened to the Task Force recommendations for financial sustainability through 2027.

During deliberations, the Task Force established the following five principles in guiding their discussions and decisions:

1. Implement a balanced approach that recognizes and reflects: a) changes in state regulations; b) that Kenmore has changed since it became a City twenty-two years ago; and c) community conditions, needs, and interests.
2. Minimize the impacts on low-income residents.
3. Fund services of the highest value to Kenmore residents and businesses.
4. Where possible, shift the burden of paying for services to those who use them, including non-residents.
5. Maintain realistic levels of service, including when revenues increase.

The Task Force recommendations included the following:

Task Force's Proposed Expenditure Strategy		Year
Discontinue Contribution to School Resource Officer Program		2021
Continue most of the expenditure reductions made in 2020		2021
Add HR/Diversity, Equity, Inclusion Position & Program		2021
Increase Mental Health RADAR Program		2021
Increase Pavement Preservation Funding		2022
Seek Alternative Jail Providers		2024
Task Force's Proposed Revenue Strategy	Year	Phased In?
Property Tax Banked Capacity	2022	Yes; over three years
Cable TV Utility Tax (6%)	2022	Yes; begin in mid 2022
Traffic Photo Enforcement	2022	Yes; begin in mid 2022
User Fee Study	2022	No
Admissions Tax	2023	Yes; begin in mid 2023
Utility Tax on Solid Waste	2024	No

The Task Force's final report is attached as an addendum to this Financial Sustainability Plan.

After the Task Force report was presented to the City Council at the September 14, 2020 meeting, the City Council asked questions and provided feedback and direction. The City Council then directed the City Manager to finalize a Financial Sustainability Plan and bring it forward for City Council approval in October 2020.

Financial Sustainability Plan: 2021-2028

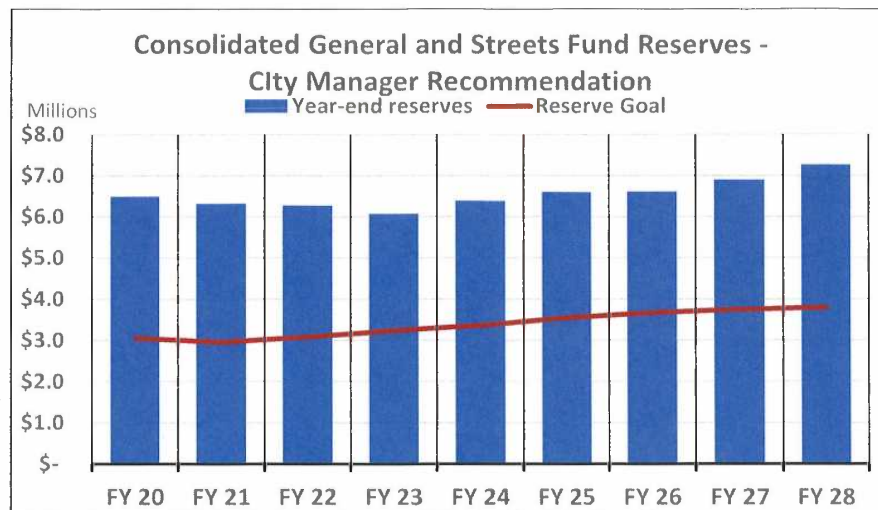
The following financial sustainability plan is based on the Task Force recommendations and subsequent direction from the City Council. Using conservative revenue and expenditure forecast assumptions, the following plan sustains funding of City services at current levels through 2028:

Expenditure Strategy

Discontinue Contribution to School Resource Officer Program	2021
Continue most of the expenditure reductions made in 2020	2021
Add HR/Diversity, Equity, Inclusion Position & Program	2021
Increase Mental Health RADAR Program	2021
Increase Pavement Preservation Funding	2022
Seek Alternative Jail Providers	2024

Revenue Strategy	Year	Phased In?
Cable TV Utility Tax (6%)	2022	Yes; begin in mid 2022
Traffic Photo Enforcement	2022	Yes; begin in mid 2022
User Fee Study	2022	No
Property Tax Banked Capacity	2023	Yes; over four years
Surface Water Utility Tax (6%)	2023	No
Admissions Tax	2024	No
Voter-Approved Transportation Sales Tax Increase (0.1%-0.2%)	2027	No

The above strategies for expenditures and revenues will strengthen the City's financial position and maintain fund balances above the City Council's target threshold (20% of annual budgeted operating expenditures) through 2028, assuming current service levels and the adjusted recessionary forecast assumptions used in Management Partners' report:



This financial sustainability plan accomplishes the goal set forth by the City Council in the fall of 2019, which was to create a sustainable financial plan for six years, or three biennia through 2026. This plan meets that goal with councilmanic authority. For continued financial sustainability beyond 2026, this plan recommends a voter-approved transportation sales tax increase to go into effect no later than 2027 and thereby extends the City's financial sustainability at least two years beyond the original six-year goal.

This plan should be reviewed regularly and adjusted as needed. Economic conditions that turn out to be worse than the recession-based assumptions in the plan may drive the need to accelerate some of the strategies in the plan; reductions in state-shared revenues or new unfunded mandates may also give cause to move up some of the strategies. On the other hand, better-than-anticipated financial conditions may delay the need to move forward with certain strategies.

The City appreciates the Task Force members for their many hours of service and their most helpful ideas and recommendations. We would also like to thank Steve Toler of Management Partners and his team for providing much needed analysis and expertise throughout this process.

Signature: Rob Karlinsey
Rob Karlinsey (Jun 10, 2022 10:08 PDT)

Email: rkarkinsey@kenmorewa.gov

AB Cable Utility Tax-revised-6-9-22

Final Audit Report

2022-06-10

Created:	2022-06-10
By:	Leticia Salcido (lsalcido@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAIPkcup2w12tJYGcFwxri9FFKiN1wMBk9

"AB Cable Utility Tax-revised-6-9-22" History



Document created by Leticia Salcido (lsalcido@kenmorewa.gov)

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Document emailed to Rob Karlinsey (rkarlinsey@kenmorewa.gov) for signature

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Email viewed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)

2022-06-10 - 0:23:55 AM GMT- IP address: 24.22.167.111



Document e-signed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)

Signature Date: 2022-06-10 - 5:08:06 PM GMT - Time Source: server- IP address: 24.22.167.111



Agreement completed.

2022-06-10 - 5:08:06 PM GMT



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City Council Consent Agenda Item
City of Kenmore, WA

<p>Subject/Topic: Public Hearing and potential adoption of Ordinance 22-0551 to adopt 2021 King County Surface Water Design Manual and 2021 King County Stormwater Pollution Prevention Manual and revise chapter 13.32 KMC relating to surface water definitions.</p> <p>Proposed Council Action/Motion: 1) Hold public hearing and 2) Motion to adopt Ordinance 22-0551 to update chapter 13.35 Kenmore Municipal Code (KMC) and adopt the 2021 King County Surface Water Design Manual, update Chapter 13.45 KMC to adopt the 2021 King County Stormwater Pollution Prevention Manual & revise chapter 13.32 KMC relating to surface water definitions.</p>	<p>For Council Meeting Agenda of: June 21, 2022</p> <p>Department: Public Works, Env Services Division</p> <p>Prepared by: Richard Sawyer, Env Services Manager</p> <table border="0" style="width: 100%;"> <tr> <td></td><td style="text-align: right;"><u>Initial & Date</u></td></tr> <tr> <td>Approved by Department Head:</td><td style="text-align: right;">RS</td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;">DR</td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;">NA</td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;">RK</td></tr> </table> <p>Exhibits/Attachments: Ordinance 22-0551 & Attachments Surface Water Design Manual Addendum Storm Water Pollution Prevention Manual Addendum</p>		<u>Initial & Date</u>	Approved by Department Head:	RS	Approved by City Attorney:	DR	Approved by Finance Director:	NA	Approved by City Manager:	RK
	<u>Initial & Date</u>										
Approved by Department Head:	RS										
Approved by City Attorney:	DR										
Approved by Finance Director:	NA										
Approved by City Manager:	RK										
<p>The State of Washington Department of Ecology (Ecology), in compliance with the provisions of Washington Water Pollution Control Law Chapter 90.48 Revised Code of Washington and The Federal Water Pollution Control Act (Clean Water Act) has issued the City a National Pollutant Discharge Elimination System (NPDES) Western Washington Phase II Municipal Stormwater permit (Permit) requiring the City to adopt either the 2019 Ecology Stormwater Management Manual for Western Washington or a current Phase I program approved by Ecology by June 30, 2022.</p> <p>The King County 2021 Surface Water Design Manual (SWDM) and referenced 2021 King County Stormwater Pollution Prevention Manual (SPPM) provide an Ecology approved Phase I program meeting the City's Permit requirements. The full text of the SWDM is located at: https://your.kingcounty.gov/dnrp/library/water-and-land/stormwater/surface-water-design-manual/2021/2021-kcswdm-full-manual.pdf The full text of the SPPM is located at: https://your.kingcounty.gov/dnrp/library/water-and-land/stormwater/stormwater-pollution-prevention-manual/2021-stormwater-pollution-prevention-manual.pdf</p> <p>The adoption and implementation of the SWDM and SPPM align with several of the city's Comprehensive Plan Surface Water Element goals and policies. The city has adopted and implemented the King County SWDM and SPPM since the City's incorporation in August 1998. Adoption of this ordinance would replace the 2016 versions of these manuals with their updated 2021 versions.</p>											
<p><u>FISCAL CONSIDERATION:</u> NA</p>											
<p><u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Council's 2021-2022 Priority #2 "Develop a Kenmore Climate Plan and promote Environmental Stewardship, including water, air, forest, and habitat restoration."</p>											

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 22-0551**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,
AMENDING CHAPTER 13.35 OF THE KENMORE MUNICIPAL CODE
TO ADOPT THE 2021 KING COUNTY SURFACE WATER DESIGN
MANUAL WITH MODIFICATIONS; AMENDING CHAPTER 13.45 OF
THE KENMORE MUNICIPAL CODE TO ADOPT THE 2021
STORMWATER POLLUTION PREVENTION MANUAL WITH
MODIFICATIONS; AMENDING CHAPTER 13.32 OF THE KENMORE
MUNICIPAL CODE RELATING TO SURFACE WATER DEFINITIONS;
AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City Council adopted Ordinance 16-0428, which adopted the 2016 King County Surface Water Design Manual, codified in Section 13.35.030 of the Kenmore Municipal Code (KMC) and the 2016 King County Stormwater Pollution Prevention Manual, codified in KMC 13.45.030; and

WHEREAS, the State of Washington Department of Ecology (Ecology), in compliance with the provisions of Washington Water Pollution Control Law Chapter 90.48 Revised Code of Washington and The Federal Water Pollution Control Act (Clean Water Act) Title 33 United States Code, Section 1251 *et seq.* has the authority to issue and enforce the National Pollutant Discharge Elimination System (NPDES) and State Waste Discharge General Permit for discharges from Small Municipal Separate Storm Sewers in Western Washington; and

WHEREAS, Ecology has issued the City a Western Washington Phase II Municipal Stormwater Permit (Permit); and

WHEREAS, the Permit requires the City to meet minimum technical requirements for controlling runoff from new development, redevelopment, and construction sites by adopting the Stormwater Management Manual for Western Washington, or a Phase I program approved by Ecology by June 30, 2022; and

WHEREAS, the 2021 King County Surface Water Design Manual is a Phase I program approved by Ecology for meeting the minimum technical requirements for controlling runoff from new development, redevelopment, and construction sites; and

WHEREAS, the Permit requires the City to implement a program to prevent and reduce pollutants in runoff from areas that discharge to the city's municipal separate storm sewer system through the application of source control best management practices as provided in the Stormwater Management Manual for Western Washington, or a Phase I program approved by Ecology by June 30, 2022; and

WHEREAS, the 2021 King County Surface Water Design Manual and 2021 King County Stormwater Pollution Prevention Manual are Phase I programs approved by Ecology for the application of source control best management practices; and

WHEREAS, notice of the proposed amendments has been submitted to the Washington Department of Commerce; and

WHEREAS, the City Council held a public hearing on June 21, 2022, on the proposed amendments; and

WHEREAS, the City Council desires to comply with the Permit and amend Chapters 13.32, 13.35, and 13.45 KMC to adopt the 2021 King County Surface Water Design Manual and 2021 King County Stormwater Pollution Prevention Manual with modifications, and updated regulations relating to the same;

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

Section 1. Amendment – Chapter 13.35 of the Kenmore Municipal Code. The City Council amends Chapter 13.35 of the Kenmore Municipal Code to read as set forth in “Attachment A, Chapter 13.35 KMC - King County Surface Water Design Manual adopted” attached hereto and incorporated herein by reference.

Section 2. Amendment – Chapter 13.45 of the Kenmore Municipal Code. The City Council amends Chapter 13.45 of the Kenmore Municipal Code to read as set forth in “Attachment B, Chapter 13.45 KMC - Stormwater Pollution Prevention Manual”, attached hereto and incorporated herein by reference.

Section 3. Amendment – Chapter 13.32 of the Kenmore Municipal Code. The City Council amends Chapter 13.32 of the Kenmore Municipal Code to read as set forth in “Attachment C, Chapter 13.32 Kenmore Municipal Code”, attached hereto and incorporated herein by reference.

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

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 21st DAY OF June, 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.:
DATE OF PUBLICATION:
EFFECTIVE DATE: JUNE 30, 2022

Ordinance 22-0551

Attachment A, Chapter 13.35 KMC - King County Surface Water Design Manual adopted.

1. Amend KMC 13.35.030 as follows:

13.35.030 King County Surface Water Design Manual adopted.

A. Adoption. The King County Surface Water Design Manual (SWDM), dated ~~April 24, 2016~~July 23, 2021, as modified by subsection B of this section, is hereby adopted and incorporated by reference for use in the City. Revisions of the SWDM by King County shall be applicable in the City only if approved by the city council.

B. Modifications to the Surface Water Design Manual. The city council adopts and incorporates by reference Appendix F, Surface Water Manual Addendum, to the City of Kenmore 2021 Kenmore Road Standards, adopted pursuant to KMC 12.50.010, as may be amended, the Kenmore Addendum to the 2016 King County Surface Water Design Manual for the following purposes

1. To translate specific wording or reference from King County to the City;
2. To cross-reference City ordinances and City maps in lieu of King County ordinances and maps;
3. To provide a linkage or reference to other City requirements such as more restrictive requirements outlined in basin plans and the City's critical areas ordinances; and
4. To provide exceptions and additions to the SWDM.

C. Interpretation. The city manager is authorized to interpret the Surface Water Design Manual, as amended, adopt interpretive guidelines, promulgate rules, and resolve conflicts or inconsistencies.

D. Amendments. Consistent with the council's direction and intent in adopting the SWDM with the Addendum adopted in KMC 13.35.030.B, the department of public works is hereby authorized to develop public rules and make minor changes to said Addendum to better implement the SWDM and Addendum as needed to stay current with changing design, environmental, and construction technology and methods.

Ordinance 22-0551

Attachment B, Chapter 13.45 KMC - Stormwater Pollution Prevention Manual

1. Amend KMC 13.45.030 to read as follows:

13.45.030 Stormwater Pollution Prevention Manual.

A. Adoption. The King County Stormwater Pollution Prevention Manual (SPPM), dated ~~April 2016~~July 2021, as modified by subsection B of this section, is hereby adopted and incorporated by reference -for use in the City. Revisions of the SPPM by King County shall be applicable in the City only if approved by the city council.

B. Modifications to the Stormwater Pollution Prevention Manual. The city council adopts and incorporates by reference the City of Kenmore Stormwater Pollution Prevention Manual Addendum to the 2021~~16~~ King County Stormwater Pollution Prevention Manual, as may be amended, for the following purposes:

1. To translate specific wording or reference from King County to the City;
2. To cross-reference City ordinances and City maps in lieu of King County ordinances and maps;
3. To provide a linkage or reference to other City requirements such as more restrictive requirements outlined in basin plans and the City's critical areas ordinances; and
4. To provide exceptions and additions to the SPPM~~KCSWDM~~.

C. Compliance with this chapter shall be achieved through the use of best management practices described in the Stormwater Pollution Prevention Manual. In applying the Stormwater Pollution Prevention Manual, the city manager shall first require the implementation of source control BMPs. If these are not sufficient to prevent contaminants from entering surface water and stormwater or groundwater, the city manager may require implementation of treatment BMPs, as set forth in AKART. The city manager will provide, upon reasonable request, available technical assistance materials and information, and information on outside financial assistance options to persons required to comply with this chapter.

D. In applying the Stormwater Pollution Prevention Manual to prohibited discharges from normal single-family residential activities, the city manager shall use public education and warnings as the primary method of gaining compliance with this chapter and shall not use citations, notice and orders, assessment of civil penalties and fines, or other compliance actions as authorized in Chapter 1.20 KMC, unless the city manager determines:

1. The discharge from a normal single-family residential activity, whether singly or in combination with other discharges, is causing a significant contribution of contaminants to surface water and stormwater or groundwater; or

Ordinance 22-0551

2. The discharge from a normal single-family residential activity poses a hazard to the public health, safety or welfare, endangers any property or adversely affects the safety and operation of City right-of-way, utilities or other City-owned or maintained property.

E. Persons implementing BMPs through another Federal, State, or local program shall not be required to implement the BMPs prescribed in the Stormwater Pollution Prevention Manual, unless the city manager determines the alternative BMPs are ineffective at reducing the discharge of contaminants. If the other program requires the development of a stormwater pollution prevention plan or other best management practices plan, the person shall make their plan available to the City upon request. Persons who qualify for exemptions include, but are not limited to, persons who are:

1. Required to obtain a general or individual NPDES permit from the Washington State Department of Ecology;
2. Implementing and maintaining, as scheduled, a City-approved farm management plan;
3. Implementing BMPs in compliance with Chapter 18.70 KMC;
4. Implementing BMPs in compliance with the management program of the City's NPDES permit;
5. Engaged in forest practices, with the exception of forest practices occurring on lands platted after January 1, 1960, or on lands being converted to another use, or when regulatory authority is otherwise provided to local government by RCW 76.09.240; or
6. Identified by the city manager as being exempt from this section. [Ord. 16-0428 § 10 (Att. F).]

F. Consistent with the council's direction and intent in adopting the SPPM with the Addendum adopted in KMC 13.45.030.B, the department of public works is hereby authorized to develop public rules and make minor changes to said Addendum to better implement the SPPM and Addendum as needed to stay current with changing design, environmental, and construction technology and methods.

2. Add new KMC 13.45.045 Right of Entry to read as follows:

13.45.045 Right-of-Entry

A. In addition to granted right-of-entry in emergency circumstances within KMC 13.45.060, city management can appoint right-of-entry through the circumstances involving the following circumstances:

1. City officials may enter onto and inspect and investigate properties or facilities to determine compliance with this chapter if:

Ordinance 22-0551

- a. The City has the right to enter onto the property or facility for purposes of inspection pursuant to an easement, covenant, license, search warrant or other instrument, or
 - b. The owner, occupant or operator of the property, or another person having apparent control or authority over the property, grants the City permission to enter and perform an inspection.
- 2. City officials shall have the right to inspect and copy any property records that are required by, or that relate to, compliance with the terms and conditions of these regulations. City officials shall have the right to set up on the property such devices as are necessary to conduct sampling, inspection, compliance monitoring, and/or metering operations. If the City performs investigations and tests to enforce this chapter, the City may recover the costs of such investigations and tests from the individual(s) responsible for the violation, as authorized herein.

Ordinance 22-0551

Attachment C, Chapter 13.32 Kenmore Municipal Code

1. Add KMC 13.32.795 to read as follows:

13.32.795 Source Control Best Management Practice.

“Source Control Best Management Practice” or source control BMP means a structure or operation intended to prevent pollutants from coming into contact with stormwater through physical separation of areas or careful management of activities that are sources of pollutants. Source control BMPs are divided into two types. Structural Source Control BMPs are physical, structural, or mechanical devices or facilities that are intended to prevent pollutants from entering stormwater and an example may include enclosing and/or covering the pollutant source. Operational Source Control BMPs are non-structural practices that prevent or reduce pollutants from entering stormwater and examples may include good housekeeping, preventive maintenance procedures, spill prevention and employee training.

2. Amend KMC 13.32.850 to read as follows:

13.32.850 Surface Water Design Manual (SWDM).

“Surface Water Design Manual” means the ~~dated April 24, 2016,~~ 2021 King County Surface Water Design Manual, and supporting documentation referenced or incorporated in the Manual, describing surface water and stormwater design and analysis requirements, procedures and guidance adopted pursuant to KMC 13.35.030. A link to obtain an electronic version of the Surface Water Design Manual is available on King County’s webpage. [Ord. 16-0428 § 4 (Att. C).]

CITY OF KENMORE SURFACE WATER DESIGN MANUAL ADDENDUM

General Introduction

The State of Washington Department of Ecology (Ecology), in compliance with the provisions of Washington Water Pollution Control Law Chapter 90.48 Revised Code of Washington and The Federal Water Pollution Control Act (Clean Water Act) has issued the City a National Pollutant Discharge Elimination System (NPDES) Western Washington Phase II Municipal Stormwater permit (Permit) requiring the City to adopt either the 2019 Ecology Stormwater Management Manual for Western Washington or a current Phase I program approved by Ecology by June 30, 2022. The King County 2021 Surface Water Design Manual and referenced 2021 King County Stormwater Pollution Prevention Manual provide an Ecology approved Phase I program meeting the City's Permit requirements.

The City of Kenmore adopted the 2021 King County Surface Water Design Manual (SWDM) via Ordinance 22-0551 on June 21, 2022 with an effective date of June 30, 2022.

Purpose of and Need for the Addendum

This Addendum to the SWDM defines how the requirements of the SWDM are to be implemented within the City of Kenmore. The Addendum specifies all changes, additions, and deletions to the SWDM to make it appropriate for use within the City of Kenmore. The SWDM along with this Addendum define the drainage requirements for development, redevelopment and construction sites within the city.

The purpose of this Addendum is to tailor the SWDM to meet the unique conditions within the City, and be consistent with the City's codes, organization and processes. No substantive changes have been made to the SWDM in order to maintain equivalency in requirements and the level of protection provided by the SWDM.

Relationship of the SWDM and the City of Kenmore Development Code to Low Impact Development (LID)

The City of Kenmore adopted code amendments that minimize the loss of native vegetation and reduce runoff from developed sites. The SWDM requires on site flow control best management practices (BMPs) to mitigate the impacts of storm and surface water runoff generated by new impervious surfaces, new pervious surfaces, existing impervious surfaces, and replaced impervious surfaces. Flow control BMPs are methods to disperse, infiltrate, or otherwise reduce or prevent development related increases in runoff at or near the sources of those increases. The SWDM provides specific design guidance for implementation of the LID

measures encouraged in the City's development code. As a result, the SWDM and the City of Kenmore development code complement each other.

How to Use this Document

This Addendum shall be used in coordination with the SWDM for the following:

- To translate specific wording or reference from King County to the City.
- To cross-reference City ordinances and City maps in lieu of King County ordinances and maps.
- To provide a linkage or reference to other City requirements such as more restrictive requirements outlined in basin plans and the City's Critical Areas Ordinances.
- To provide exceptions and additions to the SWDM.

The SWDM shall be used in its entirety except as directed in this Addendum. Exceptions and additions to the SWDM are organized and referenced by chapter and section in the same manner as the SWDM. Some global changes are provided in this preface, which shall be applied throughout the entire SWDM. The user shall override the maps and references to other documents as indicated within this Addendum.

Addendum Organization

The information presented in this Addendum is organized as follows:

- **Preface:** This preface provides instructions for using the City of Kenmore's Addendum to the SWDM. It also defines terms in the SWDM that are used differently for the City of Kenmore; City departments that are equivalent to county departments referred to in the SWDM; and designations from the SWDM that do not apply to proposals in the City of Kenmore.
- **Chapter 1 – Drainage Review and Requirements:** The City of Kenmore has made several changes to Chapter 1 of the SWDM. This Addendum provides replacement and supplemental text for specific sections of Chapter 1. Apart from these changes, the King County version of Chapter 1 applies to proposals in the City of Kenmore.
- **Chapter 2 – Drainage Plan Submittal:** The City of Kenmore has made minor changes to Chapter 2 of the SWDM. Section 2.4.2 has been modified to include an additional requirement for the inspection of installed LID BMPs. The King County version of Chapter 2 applies to proposals in the City of Kenmore, except that the applicant shall refer to the City of Kenmore documents for technical submittal requirements, project plan requirements, and as-built requirements.
- **Chapter 3 – Hydrologic Analysis and Design:** The City of Kenmore has made no changes to Chapter 3 of the SWDM. The King County version of Chapter 3 applies to proposals in the

City of Kenmore.

- **Chapter 4 – Conveyance System Analysis and Design:** The City of Kenmore has made minor changes to Chapter 4 of the SWDM. More stringent requirements for allowable pipe materials, deflection, maximum distance between structures, and other requirements are listed in the City of Kenmore Addendum. Apart from these changes, the King County version of Chapter 4 applies to proposals in the City of Kenmore.
- **Chapter 5 – Flow Control Design:** The City of Kenmore has made very minor changes to Chapter 5 of the SWDM. This addendum to Chapter 5 provides replacement text for the sections that are changed. Apart from these changes, the King County version of Chapter 5 applies to proposals in the City of Kenmore.

The City of Kenmore has adopted a Low Impact Development Ordinance that encourages the use of LID site planning techniques within the City. LID site planning techniques can help to reduce the size of flow control facilities required in the SWDM.

- **Chapter 6 – Water Quality Design:** The City of Kenmore has made minor changes to Chapter 6 of the SWDM. This addendum to Chapter 6 provides replacement text for the sections that are changed. Apart from these changes, the King County version of Chapter 6 applies to proposals in the City of Kenmore.

The City of Kenmore amends Chapter 6 of the SWDM to allow for bioretention to be utilized as a pretreatment facility.

- **Definitions:** The City of Kenmore has made changes to the definitions section of the SWDM. This Addendum to the Definitions section provides replacement text for the definitions that are changed. Apart from these changes, the King County version of the Definitions Section applies to proposals in the City of Kenmore.
- **Appendices:** Appendices A, C, and D apply to proposals in the City of Kenmore, Appendix B does not apply.
- **References:** King County Reference sections 1, 2, 3, 4A, 4B, 7, 8 and 10 do not apply to the City of Kenmore. King County Reference section 8 has been replaced by a City of Kenmore Reference section 8. The King County version of Reference section 4C, 4D, 5, 6, 9, 11 and 14 apply to proposals in the City of Kenmore.

City Equivalents for County Agencies

Unless the context requires otherwise, any reference to “County”, “King County”, or county department, shall refer to the City of Kenmore and any reference to county staff shall refer to the City Manager or designee, unless referring to a specific department.

City Equivalents for County Ordinances

For proposals in the City of Kenmore, all reference in the SWDM to the following ordinances or municipal codes shall be replaced by reference as indicated in the following table.

King County Code (KCC)	Description	Kenmore Municipal Code (KMC)	Description
KCC 16.82	Clearing and Grading	Chapter 15.25 KMC	Land Alterations
KCC 21A.14	Development Standards Design Requirements	Chapters 18.21 – 18.52 KMC	Development Standards included within each zoning classification
KCC 21A.24	Critical Areas	Chapter 18.55 KMC	Critical Areas
KCC 21A.06	Technical Terms and Land Use Definitions	Chapter 18.20 KMC	Technical Terms and Land Use Definitions
KCC 20.14	Basin Plans		Surface Water Master Plan
KCC 9	Surface Water Management	Chapter 13.35 KMC	Surface Water Runoff Policy
		Chapter 13.40 KMC	Surface Water Management Policy
		Chapter 13.45 KMC	Water Quality

City Equivalents for Critical Areas

In general, references to the King County Critical Areas Ordinance (KCC 21A) are to be replaced by reference to the Kenmore Municipal Code (Chapter 18.55 KMC), Critical Areas. Definitions for critical areas and terminology may be found in Chapter 18.20 KMC. Additional details and development standards for critical areas can be found in Chapter 18.55 KMC.

City Equivalents for County Maps

For proposals in the City of Kenmore, all reference in the SWDM to the following maps shall be replaced by reference as indicated in the following table.

King County Map or Designation	City of Kenmore Map
Flow Control Applications Map	The King County Flow Control Applications Map included with the SWDM shall not be applied in the City of Kenmore. The Swamp Creek basin is a flood problem flow control area (level 3) and the remainder of the City of Kenmore is a conservation flow control area (level two) except for project sites with identified downstream flooding problems that may require a higher level of flow control for impact mitigation.
Water Quality Applications Map	The King County Water Quality Applications Map included with the SWDM shall not be applied in the City of Kenmore. All of the City of Kenmore is a basic water quality treatment area unless the proposed land use triggers enhanced basic water quality treatment.
Erosion Hazard Near Sensitive Water Bodies Map in KCC 21A.38.210	The King County Erosion Hazard Near Sensitive Water Bodies mapping included with the SWDM shall not apply in the City of Kenmore.
Flood Hazard Area as defined in KCC 21A.06	The King County Flood Hazard Area mapping included with the SWDM shall not apply in the City of Kenmore. Flood hazard areas are depicted on the City of Kenmore Critical Areas Online GIS map on the City's website.
Erosion Hazard Area	The King County Erosion Hazard Area mapping included with the SWDM shall not apply in the City of Kenmore. Erosion hazard areas are depicted on the City of Kenmore Critical Areas Mapping: Geological Hazard Areas map.
Landslide Hazard Area	The King County Landslide Hazard Area mapping included with the SWDM shall not apply in the City of Kenmore. Landslide hazard areas are depicted on the City of Kenmore Critical Areas Mapping: Geological Hazard Areas map [KMC 13.32.390].

City Equivalents for County Plans or Studies

In general, references to county-approved plans or studies in the SWDM are to be replaced by reference to appropriate City-approved plans or studies. If comparable City- approved plans or studies do not exist, then references to County-approved plans or studies shall be retained for proposals in the City of Kenmore.

County Designations that do not Apply in the City

The following designations are used in the SWDM but are not currently used in the City of

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Kenmore; any reference in the SWDM to the existence of areas with these designation or thresholds or requirements for such areas is to be disregarded for proposals in the City of Kenmore:

- **Agricultural Project**
- **Forest Production Zone Area**
- **Master Drainage Plans (MDPs)**
- **Rural Residential Development**
- **Sensitive Area Folio** - refer to City of Kenmore Critical Areas Maps
- **Stormwater Compliance Plans (SWCPs)**
- **Urban Planned Development**
- **Zoning Classifications:** The SWDM references to Agricultural (A) Zoning, Forest (F) Zoning, or Rural (R) Zoning are intended for areas outside of the Urban Growth Boundary; therefore, the City of Kenmore contains no equivalent zoning. Project proponents should refer to City zoning maps to determine which zoning classifications apply to their projects.

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CHAPTER 1 – Drainage Review and Requirements

The City of Kenmore has made several minor changes to Chapter 1 of the SWDM. This chapter provides replacement and supplemental text for specific sections of Chapter 1. Apart from these changes, the King County version of Chapter 1 applies for proposals in the City of Kenmore. The City's changes to the County document are as follows:

- **Key Terms and Definitions (page 1-1 of the SWDM)** — Replace all references to KCC 21A with Chapter 18.20 KMC. In addition, the following changes to specific terms apply:

Term (page)	Action
Critical Drainage Area (p 1-2)	<p><i>Replace as follows per Section 13.35.040 KMC:</i></p> <p>Critical drainage areas are sites where the city manager has determined that the existing flooding, drainage and/or erosion conditions present an imminent likelihood of harm to the welfare and safety of the surrounding community shall meet special drainage requirements set by the city manager until such time as the community hazard is alleviated.</p> <p>Critical drainage areas are regulated in Section 13.35.040 KMC Critical drainage and/or erosion areas.</p>
Erosion hazard area (p 1-3)	<p><i>Replace as follows per Section 18.20.940 KMC:</i></p> <p>Erosion hazard areas are those areas identified by the United States Department of Agriculture Natural Resources Conservation Service or identified by a special study as having a "moderate to severe" or "very severe" erosion potential.</p> <p>Erosion hazard areas are defined in Section 18.20.940 KMC Erosion hazard areas and regulated under Section 18.55.600 KMC through Section 18.55.650 KMC.</p>
Flood Hazard Area (p 1-3)	<p><i>Replace as follows per Section 18.20.1070 KMC:</i></p> <p>Flood hazard areas are those areas in the City subject to inundation by the base flood and those areas subject to risk from channel relocation or stream meander including, but not limited to, streams, lakes, wetlands and closed depressions.</p> <p>Flood hazard areas are regulated in Section 18.55.700 KMC through Section 18.55.795 KMC.</p>

Term (page)	Action
Landslide Hazard Area (p 1-5)	<p><i>Replace as follows per Section 18.55.1570 KMC:</i></p> <p>Landslide hazard areas are areas that are potentially subject to risk of mass movement resulting from a combination of geologic, topographic, and hydrologic factors including: bedrock, soil, slope gradient, slope aspect, geologic structure, ground water, or other factors. [Ord. 11-0329 § 3 (Exh. 1).]</p> <p>Landslide hazard areas are regulated in Section 18.55.600 KMC through Section 18.55.650 KMC.</p>

- **SECTION 1.1.1 PROJECTS REQUIRING DRAINAGE REVIEW (page 1-12 of the SWDM)** Replace the “King County Permits and Approvals” table with the following table and replace the text in numbers 1 and 4 with:

4. The project contains or is adjacent to a flood hazard area as defined in *Section 18.55.705 KMC*, OR

Add the following as a new number 7 and 8:

7. Is a redevelopment project on a site where the total of new plus replaced impervious surface is 5,000 square feet or more, and whose valuation of proposed improvements – including interior improvements and excluding required mitigation and frontage improvements – exceeds 50 percent of the assessed value of the existing site improvements.
8. The project adds or will result in 500 to 1,999 square feet of new impervious surface, replaced impervious surface, or new plus replaced impervious surface. These projects will follow Simplified Drainage Review but may be modified, with Department approval, to be appropriate for the scale and scope of the project and still meet the intent of the SWDM.

City of Kenmore Permits and Approvals	
<ul style="list-style-type: none"> • Administrative use permit • Amend adopted P-suffix conditions • Binding site plan • Boundary line adjustment • Building permit • Grading permit • Conditional use permit • Master plan development permit • Planned unit development 	<ul style="list-style-type: none"> • Reasonable use exception • Right-of-way permit • Short plat • Short plat alteration • Site plan review • Subdivision • Subdivision alteration • Unclassified use permit • Variance

- **Section 1.2 CORE REQUIREMENTS, Section 1.2.2.1.2 Downstream Water Quality Problems Requiring Special Attention (page 1-30 of the SWDM)** — The following supplemental information is added to this section:

The SWDM recognizes water quality problems requiring special mitigation measures to protect receiving waters. A water quality problem is defined as a problem documented by the state to exceed the state's numeric water quality standard. The SWDM references Category 2, 4, and 5 water quality problems as requiring special attention. Within the City of Kenmore, the following water quality problems are currently listed by the Department of Ecology, based on the 2015 Water Quality Assessment, approved by the U.S. Environmental Protection Agency on July 22, 2016. The latest designated impaired waterbodies can be viewed at: <http://www.ecy.wa.gov/programs/Wq/303d/currentassessmt.html>

Impaired Water Body	Parameter	Category*
Sammamish River	Bacteria, Dissolved Oxygen, and Temperature	5
Swamp Creek	Temperature, Bioassessment, and Dissolved Oxygen	5
Swamp Creek	Mercury	2
Swamp Creek	Bacteria	4a
Unnamed creek (Trib to Swamp Creek – aka Little Swamp Creek)	Dissolved Oxygen, and Temperature	5
Unnamed creek (Trib to Swamp Creek – aka Little Swamp Creek)	Bacteria	4a
Unnamed Creek (Trib to Lake Washington – aka Tributary 0056)	Bioassessment	5
Lake Washington	Polychlorinated Biphenyls (PCBs) and Total Phosphorus	5

* *Definition of Categories for impaired waterbodies:*

- *Category 2: Waters of concern, some evidence of water quality problem.*
- *Category 4a: Water bodies that have an approved TMDL in place and are actively being implemented.*
- *Category 5: Polluted waters, a TMDL plan is required.*

Projects that discharge to the impaired waterbodies identified above may be required to implement special treatment to address the water quality problem in accordance with the requirements outlined in Section 1.2.2.3, Water Quality Problem Impact Mitigation.

The federal Clean Water Act requires that a Total Maximum Daily Load (TMDL) cleanup plan be developed for each of the waterbodies on the state's list of impaired waterbodies, known as the "303(d) list." The TMDL study identifies pollution problems in the watershed and specifies how much pollution needs to be reduced or eliminated to achieve clean water.

- **SECTION 1.2.3 CORE REQUIREMENT NO. 3: FLOW CONTROL (page 1-38 of the SWDM)**
 - The following statement shall be added to the flow control requirement: "infiltration of stormwater runoff shall be used wherever feasible."
 - The remaining text of SWDM 1.2.3 Core Requirement No. 3: Flow Control, shall apply within the City of Kenmore.
- **Section 1.2.3.1 AREA-SPECIFIC FLOW CONTROL FACILITY REQUIREMENT**
 - Section 1.2.3.1.A (Basic Flow Control Areas) shall not apply within the City of Kenmore.
 - Section 1.2.3.1.B (Conservation Flow Control Areas) shall apply throughout the City of Kenmore, except where the City has determined that Flood Problem Flow Control is needed.
 - Section 1.2.3.1.C (Flood Problem Flow Control Areas) shall apply within the Swamp Creek basin within the City of Kenmore.
 - Section 1.2.3.1 "Impervious Surface Percentage Exemption for Agricultural Projects" (page 1-42 of the SWDM) is void and shall not apply within the City of Kenmore.
 - Add new sections following "Impervious Surface Percentage Exemption for Agricultural Projects" (page 1-42 of the SWDM)
 - **MAINTENANCE EXEMPTIONS**

The following pavement maintenance practices are exempt:

 - a) Pothole and square cut patching
 - b) Overlaying existing asphalt or concrete pavement with asphalt or concrete without expanding the area of coverage (overlaying permeable or pervious pavements with traditional (non-permeable) asphalt or pavement is not considered pavement maintenance)
 - c) Shoulder grading

- d) Reshaping/regrading drainage systems
- e) Crack Sealing
- f) Resurfacing with in-kind material without expanding the road prism
- g) Pavement preservation activities that do not expand the road prism
- h) Vegetation maintenance
- i) Catch basin and pipe maintenance
- j) Regrading/reshaping/resurfacing of existing ramps or sidewalks to meet ADA requirements
- k) Underground utility projects that replace the ground surface with in-kind material or materials with similar runoff characteristics.
- l) Projects that do not impact the base course are exempt and are not considered "replaced impervious".

- **MAINTENANCE NON-EXEMPTIONS**

The following pavement maintenance practices are not exempt:

- a) The practices subject to the Core Requirements that are triggered when the thresholds are met or exceeded. The extent to which the manual applies is explained for each circumstance.
- b) Removing and replacing a paved surface and impacting the base course. If impervious surfaces are not expanded, Core Requirements #1, 5, 6, and 9 apply.

- **Section 1.2.8 CORE REQUIREMENT #8: WATER QUALITY**

- Add the following new maintenance exemptions and non-exemptions under the section EXEMPTIONS FROM CORE REQUIREMENT #8 (page 1-69 of the SWDM)

5. MAINTENANCE EXEMPTIONS

The following pavement maintenance practices are exempt:

- a) Pothole and square cut patching

- b) Overlaying existing asphalt or concrete pavement with asphalt or concrete without expanding the area of coverage (overlaying permeable or pervious pavements with traditional (non-permeable) asphalt or pavement is not considered pavement maintenance)
- c) Shoulder grading
- d) Reshaping/regrading drainage systems
- e) Crack Sealing
- f) Resurfacing with in-kind material without expanding the road prism
- g) Pavement preservation activities that do not expand the road prism
- h) Vegetation maintenance
- i) Catch basin and pipe maintenance
- j) Regrading/reshaping/resurfacing of existing ramps or sidewalks to meet ADA requirements
- k) Underground utility projects that replace the ground surface with in-kind material or materials with similar runoff characteristics.
- l) Projects that do not impact the base course are exempt and are not considered "replaced impervious".

6. MAINTENANCE NON-EXEMPTIONS

The following pavement maintenance practices are not exempt.

- a) The practices subject to the Core Requirements that are triggered when the thresholds are met or exceeded. The extent to which the manual applies is explained for each circumstance.
- b) Removing and replacing a paved surface and impacting the base course. If impervious surfaces are not expanded, Core Requirements #1, 5, 6, and 9 apply.

CHAPTER 2 – Drainage Plan Submittal

The City of Kenmore has added supplemental information and made minor changes to Chapter 2 of the SWDM, as described below. Apart from this information, project proponents should refer to the county document for guidance on drainage plan submittal. All submittal reviews shall be conducted by the Department of Development Services (DDS).

Supplemental Information

As part of the SWDM the applicant shall refer to the following documents for Project Plans.

1. Grading Permit and Engineering Permit applications. The applications and associated checklists are provided on the City's website.

Section 2.4.2 FINAL CORRECTED PLAN SUBMITTAL (page 2-41 of the SWDM) — Add to Section 2.4.2:

During the course of construction, special inspections are required for LID and Flow Control BMPs. Once construction is completed, a qualified professional shall provide a signed letter verifying that the BMPs have been inspected, installed correctly, and are functioning as designed. Any as-built deviations from the approved permit plan set shall be explained clearly in the letter.

CHAPTER 3 – Hydrologic Analysis and Design

The City of Kenmore has made no changes to Chapter 3 of the SWDM. Project proponents should refer to the county document for guidance on hydrologic analysis and design.

CHAPTER 4 – Conveyance System Analysis and Design

The City of Kenmore has made minor changes to Chapter 4 of the SWDM. The following requirements apply as applicable in this chapter:

References to the King County Road Design and Construction Standards (KCRDCS) shall mean the City of Kenmore Road Standards.

1. Allowed Pipe Types (Replacing applicable section 4.2.1.1 of the SWDM):

Corrugated polyethylene (CPE) pipe, Polypropylene (PP) pipe, and Polyvinyl chloride (PVC) pipe are deleted and shall be replaced with the following allowed pipe and criteria:

- WSDOT Section 9-05.24 Polypropylene Culvert Pipe, Polypropylene Storm Sewer Pipe, and Polypropylene Sanitary Sewer Pipe
- All joints for polypropylene pipe shall be made with a bell/bell or bell and spigot coupling and shall conform to ASTM D 3212 using elastomeric gaskets conforming to ASTM F 477. All gaskets shall be factory installed on the pipe in accordance with the manufacturer's recommendations.
- Qualification for each manufacturer of polypropylene storm sewer pipe requires joint system conformance to ASTM D 3212 using elastomeric gaskets conforming to ASTM F 477 and a formal quality control plan for each plant proposed for consideration.
- A Manufacturer's Certificate of Compliance shall be required and shall accompany the materials delivered to the project. The certificate shall clearly identify production lots for all materials represented. The Contracting Agency may conduct verification tests of pipe stiffness or other properties it deems appropriate.
- WSDOT Section 9-05.24(1) Polypropylene Culvert Pipe and Storm Sewer Pipe
- Polypropylene culvert and storm sewer pipe shall conform to the following requirements:
 - For dual wall pipe sizes up to 30 inches: ASTM F2736.
 - For triple wall pipe sizes from 30 to 60 inches: ASTM F2764.
 - For dual wall profile pipe sizes 36 to 60 inches: AASHTO MP 21, Type S or Type D.
 - Fittings shall be factory welded, injection molded or PVC.

The following pipe types are deleted and will not be allowed:

- Corrugated or spiral aluminum pipe

- Corrugated steel pipe
- Spiral rib steel pipe
- Corrugated polyethylene drainage pipe CPEP pipe

2. Acceptable Pipe Sizes:

12-inch is the minimum diameter pipe to be maintained by the City. With City approval, the pipe diameter may be reduced to a minimum of 8-inch, if the pipe capacity is adequate for design flows.

3. Storm Drain Markers:

Storm drain curb marker medallions are required, if feasible, at every catch basin that receives surface water drainage. If markers are not feasible, stencils or casting engravings shall be used. Markers are to be placed in locations approved by Public Works.

4. Pipe Slope:

Minimum pipe slope shall be 0.5%

5. Storm Testing:

All storm system shall be jetted, cleaned, and CCTV inspected prior to final acceptance into City maintenance.

6. Structure Locations and Appurtenances:

Maximum pipe run between structures shall 300-ft. For maintenance of structures, a truck turnaround shall be provided. Maximum distance between maintenance vehicle access and drainage structure shall be 150-ft. Structures located in non-pavement areas shall include 2-ft wide asphalt ring around structure lid.

7. Pipe Deflections:

Once backfill is complete, the line and grade at pipe flow line leaving standing water greater than ½-inch in depth shall not be accepted and must be repaired prior to acceptance by the City.

8. Pipe Anchors:

Pipe anchor shall include 1" PVC pipe to be installed through the concrete anchor below the pipe to allow passing of ground water.

9. Drainage Structures:

The most updated WSDOT Standard Plans Section B and City of Kenmore Standard Details shall be used to determine acceptable design standards.

10. Drainage Structures Ladders:

Ladders required within drainage structures shall not block inlet or outlet pipes and must be accessible from structure opening.

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11. Submerged and Surcharged Pipe:

The 100-year design elevation of downstream stormwater facilities such as stormwater ponds or vaults shall be at or below all pipe inverts. Exception to this standard is the pipe from the first catch basin just upstream of the stormwater facility may be submerged to allow pipe inlet to facility to be submerged.

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CHAPTER 5 – Flow Control Design

The City of Kenmore has made minor changes to Chapter 5 of the SWDM. The following requirements apply as applicable in this chapter:

The King County Flow Control Applications Map included with the SWDM shall not be applied in the City of Kenmore. The Swamp Creek basin is a flood problem flow control area (level 3) and the remainder of the City of Kenmore is a conservation flow control area (level two) except for project sites with identified downstream flooding problems that may require a higher level of flow control for impact mitigation.

CHAPTER 6 – Water Quality Design

The City of Kenmore has added supplemental information and made minor changes to Chapter 6 of the SWDM, as described below.

Change to SWDM

- The King County Water Quality Applications Map included with the SWDM shall not be applied in the City of Kenmore. All of the City of Kenmore is a basic water quality treatment area unless the proposed land use triggers enhanced basic water quality treatment.
- The City of Kenmore allows bioretention to be used for presettling, but it must be designed to meet presettling requirements listed in 6.5.1 (Presettling Requirement).

DEFINITIONS

The City of Kenmore has made the following changes to the Definitions Section of the SWDM. Project proponents should refer to the county document for other definitions.

Term (page)	Action
Erosion hazard area (p 9 of SWDM Definitions)	Replace as follows (from Section 18.20.940 KMC): Erosion hazard areas means those areas identified by the United States Department of Agriculture Natural Resources Conservation Service or identified by a special study as having a “moderate to severe” or “very severe” erosion potential.
Flood hazard area (p 10 of SWDM Definitions)	Replace as follows (per Section 18.20.1070 KMC): Flood hazard areas means those areas in the City subject to inundation by the base flood (see “Area of special flood hazard”) and those areas subject to flood risks from channel relocation or stream meander including, but not limited to, streams, lakes, wetlands and closed depressions. The latter flood hazard areas may extend outside of the area of special flood hazard mapped by FEMA, but are defined and designated by the City.
Landslide Hazard Area (page 15 of SWDM Definitions)	Replace as follows (per Section 18.20.1570 KMC): Landslide hazard areas means areas that are potentially subject to risk of mass movement resulting from a combination of geologic, topographic, and hydrologic factors including: bedrock, soil, slope gradient, slope aspect, geologic structure, ground water, or other factors.

APPENDICES

The City of Kenmore has made the following changes to the Appendices section of the SWDM. Project proponents should refer to the county appendices where referenced below.

Appendix A: Maintenance Requirements for Flow Control, Conveyance, and WQ Facilities – The City of Kenmore has made no changes, and Appendix A applies in its entirety to the City of Kenmore.

Appendix B: Master Drainage Plan Objective, Criteria and Components, and Review Process – This appendix does not apply within the City of Kenmore.

Appendix C: Simplified Drainage Requirements

This is a separately bound document included with the SWDM. The City of Kenmore has made the following changes to Appendix C of the SWDM. All other parts of the appendix apply to the City of Kenmore. Appendix C provides guidance for many of the low impact development (LID) techniques.

C.2.9.2 shall be modified as follows:

C.2.9.2 RESTRICTED FOOTPRINT

Restricted footprint means the recording of a covenant that limits the amount of future impervious surface coverage on a site/lot to an amount less than the norm as specified below:

1. For single family residential sites/lots that are smaller than 22,000 square feet, any recorded limit on total impervious surface less than a norm of 4,000 square feet or the maximum allowed by the site/lot's zoning, whichever is smaller, qualifies for a restricted footprint credit equal to the difference in square footage. In other words, for every square foot that the recorded limit is below the norm, an equal area of actual proposed target impervious surface is credited as mitigated subject to Minimum Design Requirement in Section C.2.9.1.
2. For single family residence sites/lots that are between 22,000 square feet and 250,000 square feet, any recorded limit of total impervious surface in an amount less than a norm of 4,000 square feet or 4% of the site/lot area, whichever is greater, qualifies for a restricted footprint credit equal to the difference in square footage. For every square foot that the recorded limit is below the norm, an equal area of actual proposed target impervious surface is

credited as mitigated subject to Minimum Design Requirement 2 in Section C.2.9.1.

3. For single family residential sites/lots that are greater than 250,000 square feet, no restricted footprint credit is available.
4. For multi-family, townhome and commercial sites/lots, any recorded limit on total impervious surface less than the maximum allowed by the site/lot's zoning, qualifies for a restricted footprint credit equal to the difference in square footage. In other words, for every square foot that the recorded limit is below the norm, an equal area of actual proposed target impervious surface is credited as mitigated subject to Minimum Design Requirement in Section C.2.9.1.

Appendix D: Construction Stormwater Pollution Prevention (CSWPP) Standards – This is a separately bound document included with the SWDM. The City of Kenmore has made no changes and this appendix applies in its entirety to the City of Kenmore.

REFERENCE

Table Ref-1 identifies which reference sections in the SWDM apply and those that do not apply to the City of Kenmore. Table Ref-2 lists additional City of Kenmore references that apply.

Table Ref-1. Applicability of SWDM References to projects in the City of Kenmore

No.	Description	Action
1	KCC 9.04 Surface Water Runoff Policy	This reference document shall be deleted in entirety. Project proponents should refer to Chapter 13.35 KMC.
2	Adopted Critical Drainage Areas	This reference document shall be deleted in entirety. Project proponents should refer to Chapter 18.55 KMC.
3	Other Adopted Area Specific Drainage Requirements	This reference document shall be deleted in entirety. Project proponents should refer to City codes, ordinances, and sensitive areas maps for description and requirements within sensitive areas. The project proponent shall also work with the City on additional requirements that may apply to their project.
4	Other Drainage Related Regulations and Guidelines <ul style="list-style-type: none"> A. Grading Code Soil Amendment Standard B. Clearing & Grading Seasonal Limitations C. Landscape Management Plan Guidelines D. Shared Facility Maintenance Responsibility and Guidance 	<ul style="list-style-type: none"> A. Applicable. B. Not applicable. See Section 15.25.150 KMC. C. Applicable. D. Applicable.
5	Wetland Hydrology Protection Guidelines	These guidelines apply.

City of Kenmore

SWDM Addendum

No.	Description	Action
6	Hydrologic/Hydraulic Design Methods A. Infiltration Rate Test B. Pond Geometry Equations C. Introduction to Level Pool Routing D. Supplemental Modeling Guidelines	This reference section is applicable.
7	Engineering Plan Support A. King County Standard Map Symbols B. Standard Plan Notes and Example Construction Sequence C. Storm Filter Facility Access and Cartridge Configuration	A. Applicable. B. Replace with City's standard plan notes. Contact City for most current version of notes. C. Not applicable. Delete this reference subsection in entirety.
8	Forms and Worksheets A. TIR Worksheet B. Offsite Analysis Drainage System Table C. Water Quality Facility Sizing Worksheets D. Flow Control and Water Quality Facility Summary Sheet and Sketch E. CSWPPP Worksheet Forms F. Adjustment Application Form and Process Guidelines G. Dedication and Indemnification Clause H. Bond Quantities Worksheet I. Maintenance and Defect Agreement J. Declaration of Covenant K. Drainage Release Covenant L. Drainage Easement M. Flow Control BMP Covenant (see replacement form name below). N. Impervious Surface Limit Covenant O. Clearing Limit Covenant P. River Protection Easement Q. Leachable Metals Covenant	A. Contact City for Applicable Form. B. Contact City for Applicable Form. C. Contact City for Applicable Form. D. Contact City for Applicable Form. E. Contact City for Applicable Form. F. Contact City for Applicable Form. G. Contact City for Applicable Form. H. Contact City for Applicable Form. I. Contact City for Applicable Form. J. Contact City for Applicable Form. K. Contact City for Applicable Form. L. Contact City for Applicable Form. M. Contact City for Applicable Form. N. Contact City for Applicable Form. O. Contact City for Applicable Form. P. Contact City for Applicable Form. Q. Contact City for Applicable Form.
9	Interim Changes to Requirements A. Blanket Adjustments B. Administrative Changes	Applicable.
10	King County Identified Water Quality Problems	Delete in entirety

June 30, 2022

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City of Kenmore

SWDM Addendum

No.	Description	Action
11	Materials A. (VACANT) B. (VACANT) C. Bioretention Soil Media Standard Specifications D. (VACANT) E. Roofing Erodible or Leachable Materials	A. Not applicable. B. Not applicable. C. Applicable. D. Not applicable. E. Applicable.
12	(VACANT)	Not applicable
13	(VACANT)	Not applicable
14	Supplemental Approved Facilities A. Approved Proprietary Facilities B. Approved Public Domain Facilities	A. Applicable. B. Applicable.

June 30, 2022

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CITY OF KENMORE STORMWATER POLLUTION PREVENTION MANUAL ADDENDUM

General Introduction

The State of Washington Department of Ecology (Ecology), in compliance with the provisions of Washington Water Pollution Control Law Chapter 90.48 Revised Code of Washington and The Federal Water Pollution Control Act (Clean Water Act) has issued the City a National Pollutant Discharge Elimination System (NPDES) Western Washington Phase II Municipal Stormwater permit (Permit) requiring the City to adopt either the 2019 Ecology Stormwater Management Manual for Western Washington or a current Phase I program approved by Ecology by June 30, 2022. The King County 2021 Surface Water Design Manual and referenced 2021 King County Stormwater Pollution Prevention Manual provide an Ecology approved Phase I program meeting the City's Permit requirements.

The City of Kenmore adopted the 2021 King County Stormwater Pollution Prevention Manual (SPPM) via Ordinance 22-0551 on June 21, 2022 with an effective date of June 30, 2022.

The City of Kenmore adopted the 2021 King County Stormwater Pollution Prevention Manual (SPPM) to comply with the Washington State Department of Ecology Phase II Municipal Stormwater permit. This Addendum to the SPPM defines how the requirements of the SPPM are to be implemented within the City of Kenmore. The Addendum specifies all changes, additions, and deletions to the SPPM to make it appropriate for use within the City of Kenmore. The SPPM along with this Addendum define stormwater pollution prevention best management practices for commercial, multi-family and residential properties within the City.

Purpose of and Need for the Addendum

This Addendum to the SPPM defines how the requirements of the SPPM are to be implemented within the City of Kenmore. The Addendum specifies all changes, additions, and deletions to the SPPM to make it appropriate for use within the City of Kenmore. The SPPM along with this Addendum were developed to comply with the Permit within the City of Kenmore. No substantive changes have been made to the SPPM.

How to Use this Document

This Addendum shall be used in coordination with the SPPM for the following:

- To translate specific wording or reference from King County to the City.
- To cross-reference City ordinances and City maps in lieu of King County ordinances and maps.
- To provide a linkage or reference to other City requirements such as more restrictive

June 30, 2022

requirements outlined in basin plans and the City's Critical Areas Ordinances.

- To provide exceptions and additions to the SPPM.

The SPPM shall be used in its entirety except as directed in this Addendum. Exceptions and additions to the SPPM are organized and referenced by chapter and section in the same manner as the SPPM. Some global changes are provided in this preface, which shall be applied throughout the entire SPPM. The user shall override the maps and references to other documents as indicated within this Addendum.

Addendum Organization

- **Preface:** This preface provides instructions for using the City of Kenmore's Addendum to the SPPM. It also defines terms in the SPPM that are used differently for the City of Kenmore; City departments that are equivalent to county departments referred to in the SPPM; and designations from the SPPM that do not apply to proposals in the City of Kenmore.
- **Chapter 1 – Overview:** The City of Kenmore has made minor changes to Chapter 1 of the SPPM. This addendum to Chapter 1 provides replacement text for the sections that are changed. Apart from these changes, the King County version of Chapter 1 applies within the City of Kenmore.
- **Chapter 2 – Stormwater Problems:** The City of Kenmore has made no changes to Chapter 2 of the SPPM. The King County version of Chapter 2 applies within the City of Kenmore.
- **Chapter 3 – Commercial and Multifamily BMPs:** The City of Kenmore has made no changes to Chapter 3 of the SPPM. The King County version of Chapter 3 applies within the City of Kenmore.
- **Chapter 4 – Residential (Non-Commercial) BMPs:** The City of Kenmore has made no changes to Chapter 4 of the SPPM. The King County version of Chapter 4 applies within the City of Kenmore.
- **Chapter 5 – Information Sheets:** The City of Kenmore has made no changes to Chapter 5 of the SPPM. The King County version of Chapter 5 applies within the City of Kenmore.
- **Chapter 6 – Technical Assistance:** The City of Kenmore has made minor changes to Chapter 6 of the SPPM. This addendum to Chapter 6 provides replacement text for the sections that are changed. Apart from these changes, the King County version of Chapter 6 applies within the City of Kenmore.

PREFACE

City Equivalents for County Agencies

Unless the context requires otherwise, any reference to “County”, “King County”, or county department, shall refer to the City of Kenmore and any reference to county staff shall refer to the City Manager or designee, unless referring to a specific department.

City Equivalents for County Ordinances

For proposals in the City of Kenmore, all reference in the SPPM to the following ordinances or municipal codes shall be replaced by reference as indicated in the following table.

King County Code (KCC)	Description	Kenmore Municipal Code (KMC)	Description
KCC 9.12	Water Quality	Chapter KMC 13.45	Water Quality

City Equivalents for Critical Areas

In general, references to the King County Critical Areas Ordinance (KCC 21A) are to be replaced by reference to the Kenmore Municipal Code (Chapter 18.55 KMC), Critical Areas. Definitions for critical areas and terminology may be found in Chapter 18.20 KMC. Additional details and development standards for critical areas can be found in Chapter 18.55 KMC.

City Equivalents for County Plans or Studies

In general, references to county-approved plans or studies in the SPPM are to be replaced by reference to appropriate City-approved plans or studies. If comparable City- approved plans or studies do not exist, then references to County-approved plans or studies shall be retained for proposals in the City of Kenmore, if applicable.

CHAPTER 1 – Overview

The City of Kenmore amends chapter 1 of the SPPM to replace the following “Other Agency Requirements” information with the applicable City information:

King County Reference	Applicable City Reference
King County Surface Water Design Manual	King County Surface Water Design Manual as adopted by KMC 13.35
King County Critical Areas and Clearing and Grading Ordinances	City of Kenmore Critical Areas and Clearing and Grading Ordinances
King County Fire Code	City of Kenmore Fire Code
King County Animal Regulations (Livestock Ordinance)	City of Kenmore Animal Regulations

CHAPTER 2 – Stormwater Problems

The City of Kenmore has made no changes to Chapter 2 of the SPPM.

CHAPTER 3 – Commercial and Multifamily BMPs

The City of Kenmore has made no changes to Chapter 3 of the SPPM.

CHAPTER 4 – Residential (Non-Commercial) BMPs

The City of Kenmore has made no changes to Chapter 4 of the SPPM.

CHAPTER 5 – Information Sheets

The City of Kenmore has made no changes to Chapter 5 of the SPPM.

CHAPTER 6 – Technical Assistance

The City of Kenmore amends chapter 6 of the SPPM with the following:

King County Reference	Applicable City Reference
King County Water and Land Resources Division 201 S Jackson, Suite 5600 Seattle, WA 98104 206-477-4811	City of Kenmore Environmental Services Division 18120 68 TH AVE NE Kenmore, WA 98028 (425) 398-8900
Local Sewer Agency	Northshore Utility District 6830 NE 185 TH ST Kenmore, WA 98028 (425) 398-4400
King County Local Services Permitting Division 35030 SE Douglas St., Suite 210 Snoqualmie, WA 98065-9266 206-296-6600	City of Kenmore Development Services 18120 68 TH AVE NE Kenmore, WA 98028 (425) 398-8900
King County Fire Marshal 35050 SE Douglas St., Ste. 210 Snoqualmie, WA 98065-9266 206-296-6600	Northshore Fire District 7220 NE 181 ST ST Kenmore, WA 98028 (425) 354-1780

Apart from these changes, the King County version of chapter 6 applies within the City of Kenmore.

X. B. Resolution No. 22-384, Relating to the 2023-2028 Six-Year Transpor...

FISCAL CONSIDERATION:

Funding secured for projects are noted on the attached TIP. For projects with unsecured funding, additional local funds would be needed and/or Federal/State funding would be required to complete the projects. Staff will continue to actively pursue funding for those projects currently not fully funded. For those projects listed that do not get full funding during the Capital Improvement Program update, they will be pushed out to subsequent years with each TIP amendment.

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.

EXHIBIT A



CITY OF KENMORE
6-Year TRANSPORTATION IMPROVEMENT
PROGRAM (TIP)
2023-2028

June 21, 2022



CITY OF KENMORE

2023-2028 Transportation Improvement Program

Project name	Funding	Year							2023-2028 Totals	Project Totals
		Prior Years	2023	2024	2025	2026	2027	2028		
SR 522 West B (West boundary to 61st Ave NE)	Local	\$ -							\$ -	\$ -
	Federal/State	\$ 1,000	\$ 250,000	\$ 250,000	\$ 1,485,000	\$ 14,000			\$ 1,999,000	\$ 2,000,000
	Unsecured	\$ -		\$ 250,000	\$ 2,000,000	\$ 2,000,000			\$ 4,250,000	\$ 4,250,000
	Subtotal	\$ 1,000	\$ 250,000	\$ 500,000	\$ 3,485,000	\$ 2,014,000	\$ -	\$ -	\$ 6,249,000	\$ 6,250,000
West Sammamish River Bridge Replacement	Local (incl. Utilities)	\$ 3,783,560	\$ 662,314	\$ 35,200	\$ 35,200	\$ 35,200	\$ 35,200	\$ 176,005	\$ 979,119	\$ 4,762,679
	Federal/State	\$ 38,063,994							\$ -	\$ 38,063,994
	Unsecured								\$ -	\$ -
	Subtotal	\$ 41,847,554	\$ 662,314	\$ 35,200	\$ 35,200	\$ 35,200	\$ 35,200	\$ 176,005	\$ 979,119	\$ 42,826,673
68th Avenue NE Pedestrian and Bicycle Improvements	Local (incl. Utilities)	\$ 12,337,466	\$ 40,000						\$ 40,000	\$ 12,377,466
	Federal/State	\$ 1,054,950							\$ -	\$ 1,054,950
	Unsecured								\$ -	\$ -
	Subtotal	\$ 13,392,416	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 13,432,416
Juanita Drive Pedestrian and Bicycle Improvements	Local (incl. Utilities)	\$ 11,098,197	\$ 100,000						\$ 100,000	\$ 11,198,197
	Federal/State	\$ 5,676,350							\$ -	\$ 5,676,350
	Unsecured								\$ -	\$ -
	Subtotal	\$ 16,774,547	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 16,874,547
Pavement Preservation Program	Local	\$ 8,738,857	\$ 1,071,489	\$ 990,000	\$ 150,000	\$ 990,000	\$ 150,000	\$ 990,000	\$ 4,341,489	\$ 13,080,346
	Federal/State	\$ 355,351							\$ -	\$ 355,351
	Unsecured								\$ -	\$ -
	Subtotal	\$ 9,094,208	\$ 1,071,489	\$ 990,000	\$ 150,000	\$ 990,000	\$ 150,000	\$ 990,000	\$ 4,341,489	\$ 13,435,697
ADA Transition Program (Park of Sidewalk Gap/ADA Replacement Program)	Local	\$ 98,606	\$ 400,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 700,000	\$ 798,606
	Federal/State								\$ -	\$ -
	Unsecured								\$ -	\$ -
	Subtotal	\$ 98,606	\$ 400,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 700,000	\$ 798,606
61st Ave NE Sidewalk Replacement Project	Local	\$ 100,000	\$ 21,988	\$ 30,000					\$ 51,988	\$ 151,988
	Federal/State	\$ 145,946	\$ 150,000	\$ 4,518,319	\$ 50,000				\$ 4,718,319	\$ 4,864,265
	Unsecured								\$ -	\$ -
	Subtotal	\$ 245,946	\$ 171,988	\$ 4,548,319	\$ 50,000	\$ -	\$ -	\$ -	\$ 4,770,307	\$ 5,016,253
Lower Swamp Creek Bridge Replacement	Local	\$ 23,218	\$ 25,000						\$ 25,000	\$ 48,218
	Federal/State								\$ -	\$ -
	Unsecured				\$ 175,000	\$ 200,000	\$ 2,200,000		\$ 2,575,000	\$ 2,575,000
	Subtotal	\$ 23,218	\$ 25,000	\$ -	\$ 175,000	\$ 200,000	\$ 2,200,000	\$ -	\$ 2,600,000	\$ 2,623,218
Sidewalk Program (Park of Sidewalk Gap/ADA Replacement Program)	Local	\$ 327,978	\$ 25,000		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 225,000	\$ 552,978
	Federal/State								\$ -	\$ -
	Unsecured								\$ -	\$ -



CITY OF KENMORE

2023-2028 Transportation Improvement Program

Project name	Funding	Year							2023-2028 Totals	Project Totals
		Prior Years	2023	2024	2025	2026	2027	2028		
	Subtotal	\$ 327,978	\$ 25,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 225,000	\$ 552,978
80th Ave NE (NE 179-NE 185th) Sidewalks	Local								\$ -	\$ -
	Federal/State								\$ -	\$ -
	Unsecured		\$ 1,000	\$ 160,590	\$ 160,590	\$ 1,629,475	\$ 15,000		\$ 1,966,655	\$ 1,966,655
	Subtotal	\$ -	\$ 1,000	\$ 160,590	\$ 160,590	\$ 1,629,475	\$ 15,000	\$ -	\$ 1,966,655	\$ 1,966,655
Simonds Rd (NE 152nd - 88th Ave) Sidewalks	Local								\$ -	\$ -
	Federal/State								\$ -	\$ -
	Unsecured		\$ 1,000	\$ 150,000	\$ 751,360				\$ 902,360	\$ 902,360
	Subtotal	\$ -	\$ 1,000	\$ 150,000	\$ 751,360	\$ -	\$ -	\$ -	\$ 902,360	\$ 902,360
73rd Ave NE (NE 192nd St - NE 201st Pl) Sidewalks	Local								\$ -	\$ -
	Federal/State								\$ -	\$ -
	Unsecured		\$ 1,000	\$ 150,000	\$ 150,000	\$ 3,490,180	\$ 25,000		\$ 3,816,180	\$ 3,816,180
	Subtotal	\$ -	\$ 1,000	\$ 150,000	\$ 150,000	\$ 3,490,180	\$ 25,000	\$ -	\$ 3,816,180	\$ 3,816,180
NE 181st St Sidewalks (61st Ave NE - 62nd Ave NE) - South Side	Local								\$ -	\$ -
	Federal/State								\$ -	\$ -
	Unsecured			\$ 50,000	\$ 250,000	\$ 1,006,000	\$ 15,000		\$ 1,321,000	\$ 1,321,000
	Subtotal	\$ -	\$ -	\$ 50,000	\$ 250,000	\$ 1,006,000	\$ 15,000	\$ -	\$ 1,321,000	\$ 1,321,000



City of Kenmore Capital Improvement Program

Project Name: SR 522 West B (57 Avenue NE to 61 Avenue NE)

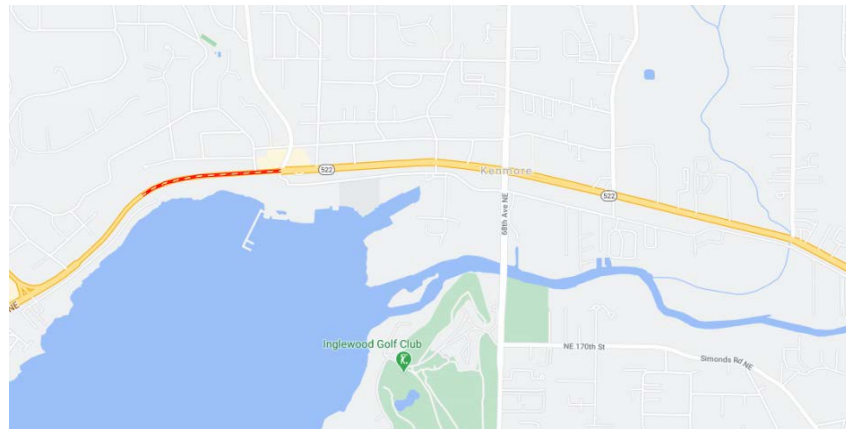
Project No. T-8

Project Location: SR 522 from 57 Avenue NE to 61 Avenue NE

Project Description: This project will widen Highway 522 west of 61 Avenue NE to provide eastbound-to-westbound U-turn capability at the 61st Ave NE intersection, widening along the south side of SR 522 for new sidewalk and amenity strip, and provide access management to SR522.

Background: Since its incorporation, the City of Kenmore has completed improvements to SR 522 (Bothell Way) between 61st Avenue NE and the east city limits to increase safety, improve transit reliability, and ease congestion. Improvements included adding new traffic signals, street lighting and sidewalks, widening SR 522 for Business Access and Transit lanes, enhancing the corridor with new landscaping and medians to improve access management, replacing the Swamp Creek Bridge, undergrounding utilities, and more. The final segment, SR 522 West B (57 Avenue NE to 61 Avenue NE) will complete corridor improvements to the west City limits.

Funding Sources: This project is funded with \$2M from the State's Connecting WA program. Additional City funds may be needed to supplement the grant funds. Staff will apply for additional grant funds as they become available. If additional grant funds cannot be secured, the project will be scaled to the available funding.





City of Kenmore Transportation Improvement Program

Project Name: West Sammamish River Bridge Replacement Project Project No: T-37

Project Location: 68th Avenue NE between NE 170th Street and NE 175th Street

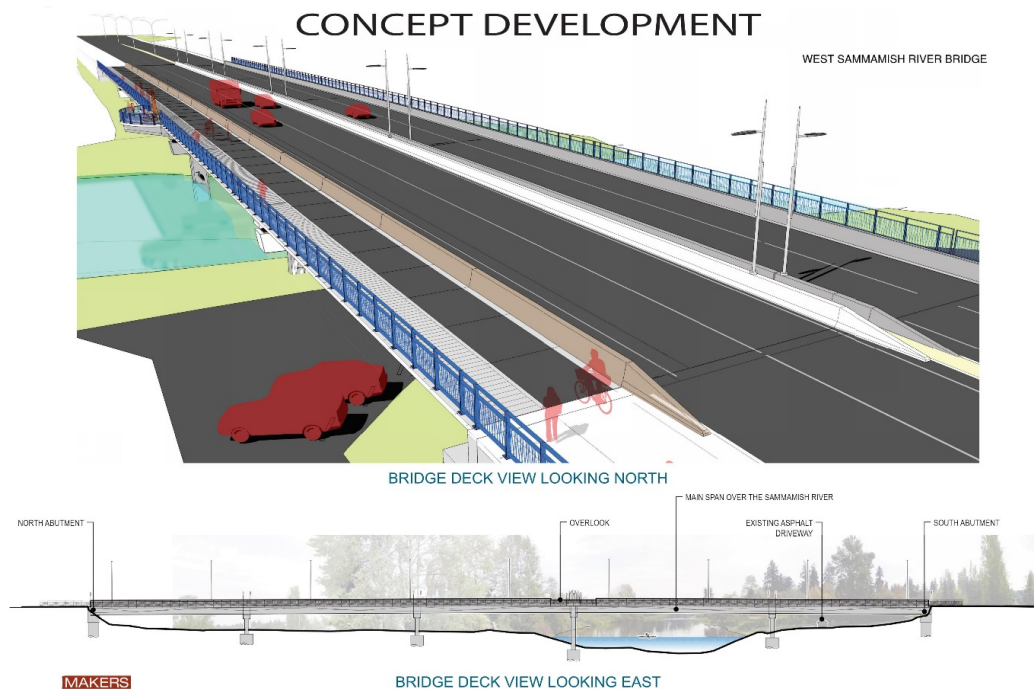
Project Description: Replace the West Sammamish River Bridge (southbound traffic) that crosses the Sammamish River on 68th Avenue NE. The project will also include new sidewalk and bike path, landscaping, lighting, and utility undergrounding on 68th Avenue NE between NE 170th Street and NE 175th Street.

Background: The West Sammamish River Bridge was constructed in the 1930's and is at the end of its life. It is considered to be structurally obsolete. To date, the City has completed an alternatives analysis, a scour analysis, a load rating analysis, and has applied load restrictions on the bridge (weight limits went into effect in 2014). The bridge continues to be monitored during the design of the new bridge.

Funding Sources: The City has been awarded several grants for the project. The City was awarded \$12M in Bridge Program funds, \$1.06M in Surface Transportation funds, \$18M in Connecting Washington funds, and \$7M in TIB funds.



Project Location





City of Kenmore Transportation Improvement Program

Project Name: 68 Avenue NE Pedestrian and Bicycle Improvements

Project Location: 68 Avenue NE / NE 202 Street

Segment a: West side of 68 Avenue NE from NE 182 Street to NE 185 Street

Segment b: East side of 68 Avenue NE from NE 185 Street to existing sidewalk

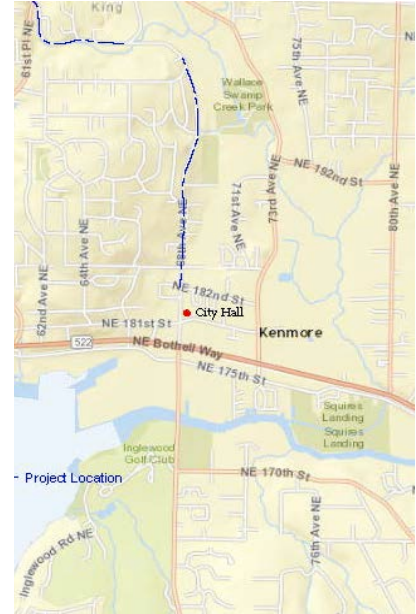
Segment c: West side of 68 Avenue NE from NE 185 Street to NE 201 Street

Segment d: North side of NE 202 Street from 66 Avenue NE to 61 Avenue NE

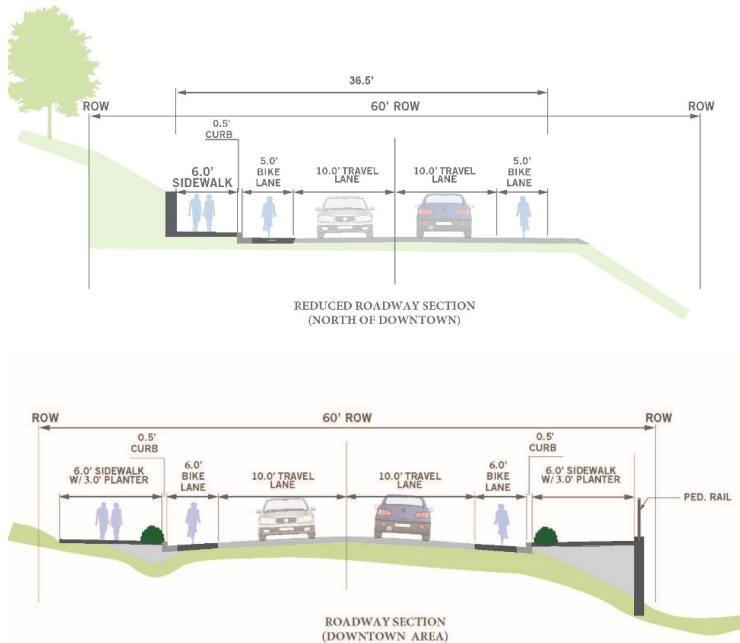
Project Description: This project provides continuous ADA accessible sidewalk and bike lanes on 68 Avenue NE and NE 202 Streets respectively between NE 182 Street and 61 Avenue NE. Other project components include new storm drainage, LED street lighting, landscaping in downtown area, RRFB ped crossing at NE185th Street, retaining walls and utility relocation where necessary.

Background: 68 Avenue NE / NE 202 Street is a collector arterial roadway that runs north/south through the City of Kenmore. This roadway serves as a primary connector to Downtown Kenmore and City Hall for residences and Kenmore Middle School. The current street configuration allows for only one travel lane in each direction and intermittent asphalt shoulders. The posted speed is 35 mph.

Funding Sources: This project is funded through the Walkways and Waterways bond measure, Department of Ecology grant, Northshore Utility District, and local dollars.



Proposed Improvements:





City of Kenmore Transportation Improvement Program

Project Name: Juanita Drive NE Pedestrian and Bicycle Improvements

Project No. T-41

Project Location: Juanita Drive NE (NE 143 Street to NE 170 Street)

Project Description: This project provides continuous ADA accessible sidewalk and buffered bike lanes on Juanita Drive NE between NE 143 Street and NE 170 Street. Specific project components include:

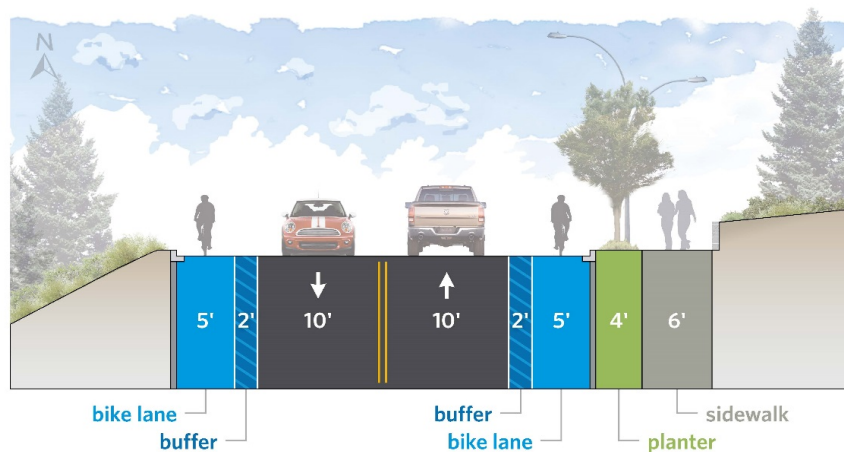
- Sidewalk along the east side of Juanita Drive NE where residential neighborhoods are located. Sidewalk improvements and pedestrian crossings on west side of street will be limited to bus stops only.
- Bike lanes with buffer on the east and west side of Juanita Drive NE;
- Additional or extensions of left turn lanes where warranted;
- Pedestrian crossing treatments to improve nonmotorized safety, connectivity, and comfort;
- Improved storm drainage, LED street lighting, landscaping and aesthetics and;
- Utility relocation and/or retaining structures, where necessary.

Background: Juanita Drive NE serves as a north-south critical link to the City's Downtown, SR 522 Corridor, Burke-Gilman Trail, Bastyr University, Kenmore Senior Center, Parks, and Arrowhead Elementary School for thousands of local residents and is part of the Lake Washington Loop, one of the region's most popular recreational cycling routes. Juanita Drive NE is an existing minor arterial roadway with mostly one travel lane in each direction and asphalt shoulders. The posted speed is 35 mph. This roadway experiences a high number of accidents per year and contains several geometric deficiencies including lack of continuous sidewalks and bicycle lanes. Up to 250 bicycles and 15,000 vehicles use this corridor daily.

Funding Status: This project is funded through the Walkways and Waterways bond measure, WSDOT Pedestrian and Bicycle Safety Program, Sound Transit System Access Fund, WA State Department of Ecology, WA State Department of Commerce, Northshore Utility District, and local City dollars.

Project Delivery Status: Construction began on July 6, 2020 and is expected to continue through 2021.

Typical Section – two lanes *(Looking North)*





City of Kenmore Transportation Improvement Program

Project Name: Pavement Management Program

Project No.: T-35

Project Location: Citywide.

Project Description: This program includes grind and overlay of selected streets within the City. Typically grind and overlay projects are completed on roadways with pavement ratings between 60 and 70 while pavement seal operations are completed on roadways with ratings above 70. As part of any pavement overlay, curb ramps within the project limits are upgraded to comply with the American's with Disabilities Act (ADA). In addition, pavement overlay may also include major pavement repairs, utility adjustments and pavement markings.

Background: The City of Kenmore Comprehensive Plan promotes a fiscally constrained Transportation Element that prioritizes operation and maintenance of existing facilities within the City. Focus is typically on arterials within the City. In addition, there are 3 goals listed in the Comprehensive Plan that support this program:

1. Provide a complete transportation network serving local and regional circulation needs, safely accommodating all users;
2. Promote a transportation system that contributes to fiscal and environmental sustainability;
3. Facilitate freight mobility and economic prosperity.



City of Kenmore Transportation Improvement Program

Project Name: 61st Avenue Sidewalk Replacement Project Project No. T-44

Project Location: 61st Avenue NE (NE 181st Street north to 62nd Ave NE)

Project Description:

This project will update the alternatives analysis and include other possible scenarios. Non-ADA Sidewalk panels will be replaced on both sides of 61st Avenue north of NE 190th St. Sidewalk between NE 190th St and approximately 400 feet north NE 181st St will be relocated west to provide additional buffer to the adjacent creek.

Background: 61st Avenue NE is an arterial that runs north to south (north of SR 522). The intersection with NE 193rd Street is a major intersection that could utilize additional control. The sidewalks north of NE 190th Street do not meet American with Disability Act (ADA) compliance and have suffered from street tree damage. In 2017, an alternatives analysis was completed evaluating options for replacement of the sidewalk in this area.

Funding Sources:

This project would be funded with a combination of City and grant resources.

Existing Conditions: Traffic volumes on 61st Avenue NE will continue to increase as regional traffic grows. Over 70 locations along this corridor are experiencing sidewalk uplift due to nearby trees and several other panels have shifted and pedestrians with accessibility issues are sometimes forced into the existing shoulder/travel lane.





City of Kenmore Capital Improvement Program

Project Name: Lower Swamp Creek Bridge Replacement

Project No.: T-38

Project Location: NE 175th Street/Swamp Creek Crossing

Project Description: The bridge over Swamp Creek at NE 175th Street has reaching its expected lifespan and is in need of replacement. An update of the alternatives analysis, cost estimates, funding alternatives will be conducted prior to design/construction.

Background: This structure is on NE 175th Street, adjacent to the Burke Gilman Trail and crosses Swamp Creek. This structure currently is wide enough for two way vehicle traffic. The existing structure is routinely evaluated by the King County Bridge Engineering group. Maintenance is provided to the structure as needed. King County recommended evaluation of the structure for rehabilitation vs. replacement. A study and alternatives analysis was performed in 2016 that recommended replacement of the bridge within the next 10 years.

Funding Status:

There is no funding set aside for design or construction for a new bridge. Local dollars are included to research and evaluate funding alternatives for the bridge.



Figure A: Existing Bridge

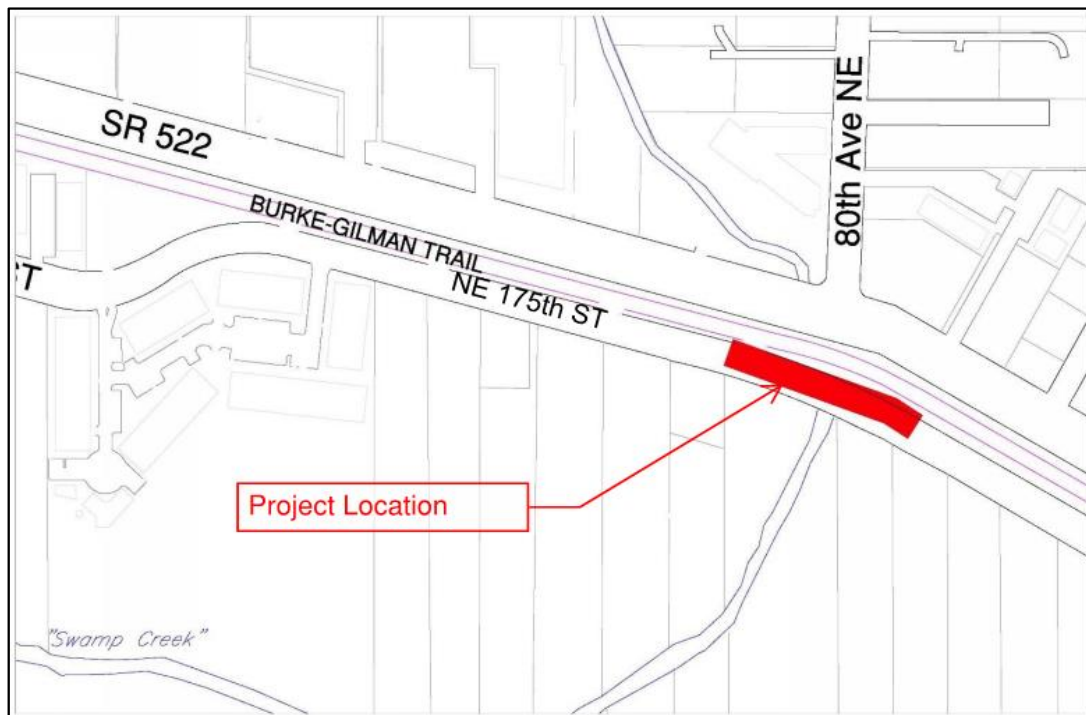


Figure B: Project Location



City of Kenmore Transportation Improvement Program

Project Name: 80th Ave NE (NE 179th PI – NE 185th St)

Project No.: TBD

Project Location: 80th Ave NE between NE 179th PI and NE 185th St (Tolt line).

Project Description: This project builds approximately 1,175 LF of new sidewalks on both sides of 80th Ave NE between NE 179th PI and NE 185th St (the Tolt water line corridor) with buffered bike lanes on both sides. This project also includes a flashing crosswalk near NE 182nd St. All on-street parking will be eliminated within the project limits.

Background: Sidewalk exists at sporadic location along 80th Ave NE within the project limits. This project will close gaps and create a continuous sidewalk on both sides of the street connecting to SR522.

Funding Sources: This project is currently unfunded. Staff will apply for a WSDOT Pedestrian and Bicycle grant funds to fund this project. Grant results are typically announced in the fall of year a call for projects has been advertised.





City of Kenmore Capital Improvement Program

Project Name: Simonds Rd (NE 152nd St – 88th Ave NE) Sidewalk

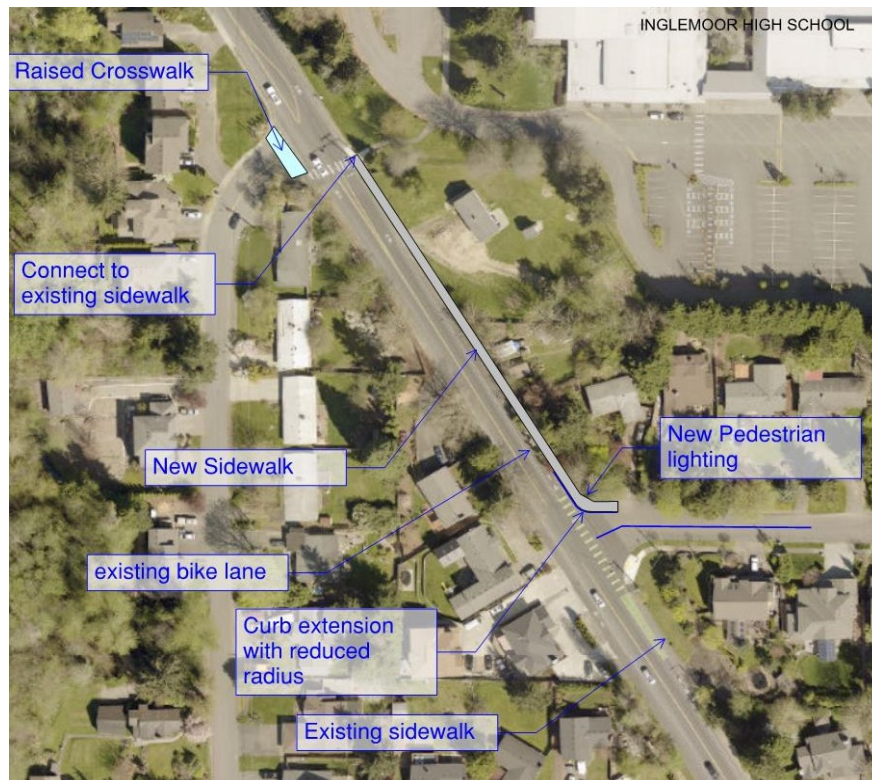
Project No. TBD

Project Location: Simonds Rd between NE 152nd St and 88th Ave NE

Project Description: This project will provide sidewalk along the east side of Simonds Rd from NE 152nd St to 88th Ave NE. This project will also add a raised crosswalk across 88th Ave NE.

Background: This section of Simonds Rd is limited to pedestrian access via a 5 foot bike lane. This road provides connection for students to Inglemoor High School and access to elementary and middle school students to the school bus stop located just north of this project. Existing sidewalk exists north and south of this project filling a gap and providing continuous sidewalk south of the high school along this section.

Funding Sources: This project is currently unfunded. Staff will pursue available grant funds to support this project.





City of Kenmore Capital Improvement Program

Project Name: 73rd Ave NE (NE 192nd St – NE 201st PI) Sidewalk

Project No. TBD

Project Location: East side of 73rd Ave NE between NE 192nd St and NE 201st PI.

Project Description: This project will provide sidewalk along the east side of Simonds Rd from NE 192nd St to NE 201st PI.

Background: This section of 73rd Ave NE is limited to pedestrian access via a 5-foot shoulder. This road provides the only pedestrian connection for residents along 73rd Ave NE. 73rd Ave NE is a main connection to the City's downtown, parks, transit, and other public amenities. This project would close gaps in the sidewalk network nearly completing sidewalk along the east side of 73rd Ave NE within the city limits.

Funding Sources: This project is currently unfunded. Staff will pursue available grant funds to support this project.





City of Kenmore Transportation Improvement Program

Project Name: NE 181st St Sidewalks (61st Ave – 63rd Ave)

Project No.: TBD

Project Location: NE 181st Street between 61st Avenue NE and 63rd Avenue NE.

Project Description: This project builds approximately 615 LF of new sidewalks on south side of NE 181st Street from 61st Ave to 63rd Ave. Project will include undergrounding of utilities if funding is available.

Background: There are limited sidewalks and pedestrian facilities along this section of NE 181st. Adding sidewalk would provide sidewalk connections along NE 181st to existing sidewalk on 62nd Ave NE and 61st Ave NE. This sidewalk is located in a community business zone.

Funding Sources: This project is currently unfunded. Staff will leverage granting sources to fund this project.





City of Kenmore Transportation Improvement Program

Project Name: NE Arrowhead Drive Sidewalks

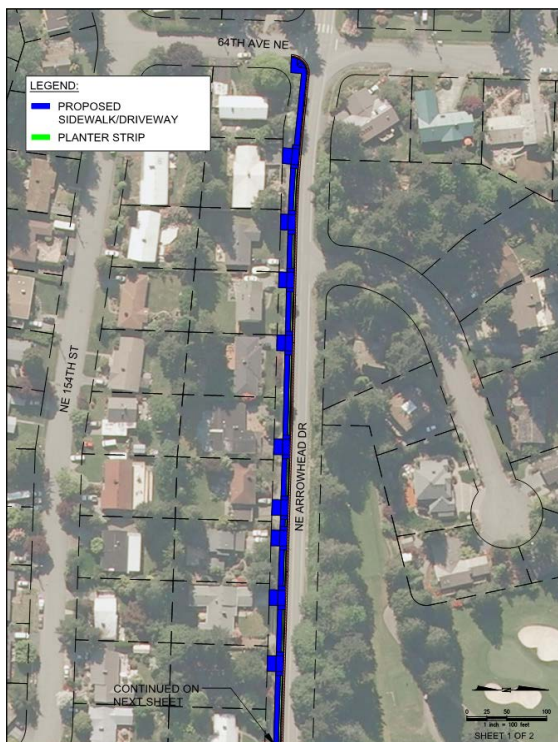
Project No.: TBD

Project Location: NE Arrowhead Drive between NE 151st Street and 64th Avenue NE.

Project Description: This project builds approximately 2,050 LF of new sidewalks on west side/south side of NE Arrowhead drive from NE 151st St to 64th Ave NE.

Background: NE Arrowhead Drive varies from 3-foot wide to 5-foot wide shoulder with two way traffic. NE Arrowhead Drive is a designated walking route for Arrowhead Elementary School students. Sidewalks along this road were identified as a high priority during the neighborhood meetings held for this area as part of the Neighborhood Transportation Program Plan and is listed as a high priority sidewalk in the Sidewalk Program.

Funding Sources: This project is currently unfunded. Staff will continue to seek grant funding for this project.



Proposed Improvements



City of Kenmore Transportation Improvement Program

Project Name: 84th Ave NE Sidewalks (150th St – 155th St)

Project No.: TBD

Project Location: 84th Ave NE between 150th St and 155th St.

Project Description: This project builds approximately 2,100 LF of new sidewalks on west side of 84th Ave NE from NE 145th St – NE 155th St. Project will also include buffered bike lanes on both sides of the street.

Background: Sidewalk exists on the west side of 84th Ave NE at NE 155th St. and terminates approximately 500 feet south of NE 155th St. This project will extend the sidewalk south and create a continuous sidewalk to Moorlands Elementary in this area. 84th Ave NE is a designated walking route for Moorlands Elementary School students. Sidewalks at this location were identified as a high priority sidewalk in the Sidewalk Program left to be completed.

Funding Sources: This project is currently unfunded. Staff will leverage granting sources to fund this project.

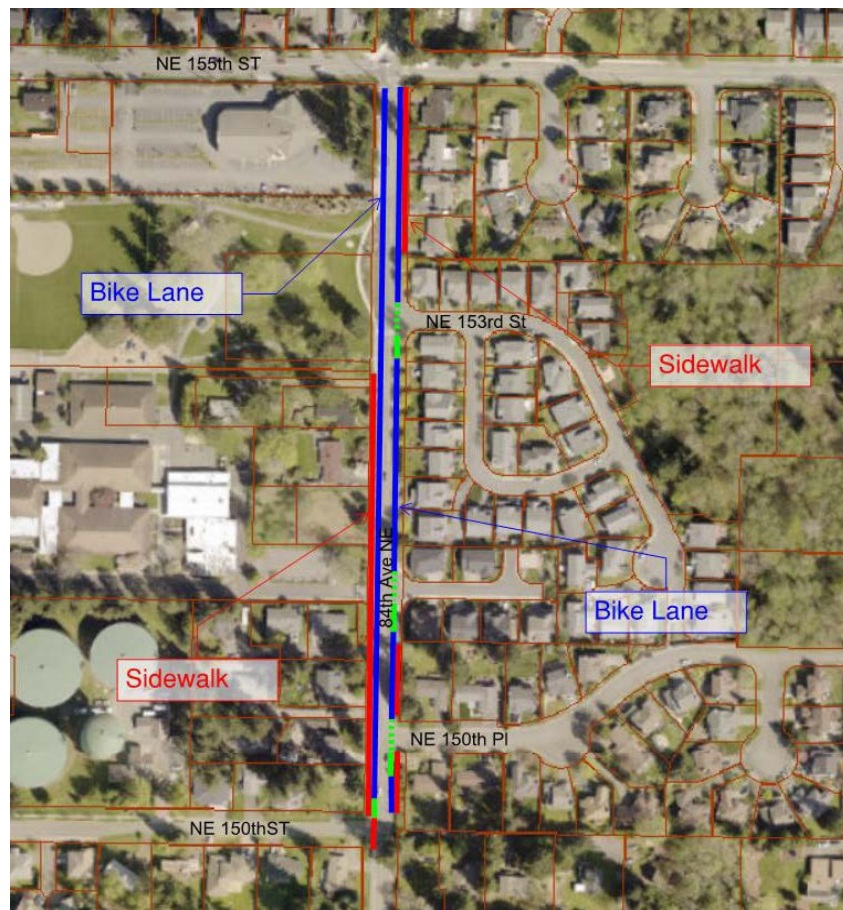


EXHIBIT A

**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 22-384**

**A RESOLUTION OF THE CITY COUNCIL OF KENMORE,
WASHINGTON, ADOPTING THE 2023-2028 SIX-YEAR
TRANSPORTATION IMPROVEMENT PROGRAM.**

WHEREAS, RCW 35.77.010 requires the City to review and adopt annually a revised and extended six-year comprehensive transportation program; and

WHEREAS, on June 21, 2022, the City Council held a public hearing and took public comment on the proposed 2023-2028 Six-Year Transportation Improvement Program; and

WHEREAS, the City Council finds that the proposed 2023-2028 Six-Year Transportation Improvement Program is consistent with the Transportation Element of the City of Kenmore Comprehensive Plan, and includes the facilities, projects, programs and information required by RCW 35.77.010;

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

Section 1. Program Adopted. The 2023-2028 Six-Year Transportation Improvement Program for the City of Kenmore, attached as an Exhibit and incorporated by this reference, is approved and adopted.

Section 2. Filing of Program. As required by RCW 35.77.010, the City Manager or designee is authorized and directed to file a copy of this resolution, together with the attached Exhibit, with the Secretary of the Washington Department of Transportation within thirty (30) days of adoption of this resolution.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, AT A REGULAR MEETING THEREOF THIS 21st DAY OF JUNE 2022

CITY OF KENMORE

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

Anastasiya Warhol, City Clerk

APPROVED AS TO FORM:

Dawn Reitan, City Attorney

Ordinance 22-0551

Attachment A, Chapter 13.35 KMC - King County Surface Water Design Manual adopted.

1. Amend KMC 13.35.030 as follows:

13.35.030 King County Surface Water Design Manual adopted.

A. Adoption. The King County Surface Water Design Manual (SWDM), dated ~~April 24, 2016~~July 23, 2021, as modified by subsection B of this section, is hereby adopted and incorporated by reference for use in the City. Revisions of the SWDM by King County shall be applicable in the City only if approved by the city council.

B. Modifications to the Surface Water Design Manual. The city council adopts and incorporates by reference Appendix F, Surface Water Manual Addendum, to the City of Kenmore 2021 Kenmore Road Standards, adopted pursuant to KMC 12.50.010, as may be amended, the Kenmore Addendum to the 2016 King County Surface Water Design Manual for the following purposes

1. To translate specific wording or reference from King County to the City;
2. To cross-reference City ordinances and City maps in lieu of King County ordinances and maps;
3. To provide a linkage or reference to other City requirements such as more restrictive requirements outlined in basin plans and the City's critical areas ordinances; and
4. To provide exceptions and additions to the SWDM.

C. Interpretation. The city manager is authorized to interpret the Surface Water Design Manual, as amended, adopt interpretive guidelines, promulgate rules, and resolve conflicts or inconsistencies.

D. Amendments. Consistent with the council's direction and intent in adopting the SWDM with the Addendum adopted in KMC 13.35.030.B, the department of public works is hereby authorized to develop public rules and make minor changes to said Addendum to better implement the SWDM and Addendum as needed to stay current with changing design, environmental, and construction technology and methods.

Ordinance 22-0551

Attachment B, Chapter 13.45 KMC - Stormwater Pollution Prevention Manual**1. Amend KMC 13.45.030 to read as follows:****13.45.030 Stormwater Pollution Prevention Manual.**

A. Adoption. The King County Stormwater Pollution Prevention Manual (SPPM), dated ~~April 2016~~July 2021, as modified by subsection B of this section, is hereby adopted and incorporated by reference -for use in the City. Revisions of the SPPM by King County shall be applicable in the City only if approved by the city council.

B. Modifications to the Stormwater Pollution Prevention Manual. The city council adopts and incorporates by reference the City of Kenmore Stormwater Pollution Prevention Manual Addendum to the 2021~~2016~~ King County Stormwater Pollution Prevention Manual, as may be amended, for the following purposes:

1. To translate specific wording or reference from King County to the City;
2. To cross-reference City ordinances and City maps in lieu of King County ordinances and maps;
3. To provide a linkage or reference to other City requirements such as more restrictive requirements outlined in basin plans and the City's critical areas ordinances; and
4. To provide exceptions and additions to the SPPM~~KCSWDM~~.

C. Compliance with this chapter shall be achieved through the use of best management practices described in the Stormwater Pollution Prevention Manual. In applying the Stormwater Pollution Prevention Manual, the city manager shall first require the implementation of source control BMPs. If these are not sufficient to prevent contaminants from entering surface water and stormwater or groundwater, the city manager may require implementation of treatment BMPs, as set forth in AKART. The city manager will provide, upon reasonable request, available technical assistance materials and information, and information on outside financial assistance options to persons required to comply with this chapter.

D. In applying the Stormwater Pollution Prevention Manual to prohibited discharges from normal single-family residential activities, the city manager shall use public education and warnings as the primary method of gaining compliance with this chapter and shall not use citations, notice and orders, assessment of civil penalties and fines, or other compliance actions as authorized in Chapter 1.20 KMC, unless the city manager determines:

1. The discharge from a normal single-family residential activity, whether singly or in combination with other discharges, is causing a significant contribution of contaminants to surface water and stormwater or groundwater; or

Ordinance 22-0551

2. The discharge from a normal single-family residential activity poses a hazard to the public health, safety or welfare, endangers any property or adversely affects the safety and operation of City right-of-way, utilities or other City-owned or maintained property.

E. Persons implementing BMPs through another Federal, State, or local program shall not be required to implement the BMPs prescribed in the Stormwater Pollution Prevention Manual, unless the city manager determines the alternative BMPs are ineffective at reducing the discharge of contaminants. If the other program requires the development of a stormwater pollution prevention plan or other best management practices plan, the person shall make their plan available to the City upon request. Persons who qualify for exemptions include, but are not limited to, persons who are:

1. Required to obtain a general or individual NPDES permit from the Washington State Department of Ecology;
2. Implementing and maintaining, as scheduled, a City-approved farm management plan;
3. Implementing BMPs in compliance with Chapter 18.70 KMC;
4. Implementing BMPs in compliance with the management program of the City's NPDES permit;
5. Engaged in forest practices, with the exception of forest practices occurring on lands platted after January 1, 1960, or on lands being converted to another use, or when regulatory authority is otherwise provided to local government by RCW 76.09.240; or
6. Identified by the city manager as being exempt from this section. [Ord. 16-0428 § 10 (Att. F).]

F. Consistent with the council's direction and intent in adopting the SPPM with the Addendum adopted in KMC 13.45.030.B, the department of public works is hereby authorized to develop public rules and make minor changes to said Addendum to better implement the SPPM and Addendum as needed to stay current with changing design, environmental, and construction technology and methods.

2. Add new KMC 13.45.045 Right of Entry to read as follows:

13.45.045 Right-of-Entry

A. In addition to granted right-of-entry in emergency circumstances within KMC 13.45.060, city management can appoint right-of-entry through the circumstances involving the following circumstances:

1. City officials may enter onto and inspect and investigate properties or facilities to determine compliance with this chapter if:

Ordinance 22-0551

- a. The City has the right to enter onto the property or facility for purposes of inspection pursuant to an easement, covenant, license, search warrant or other instrument, or
 - b. The owner, occupant or operator of the property, or another person having apparent control or authority over the property, grants the City permission to enter and perform an inspection.
- 2. City officials shall have the right to inspect and copy any property records that are required by, or that relate to, compliance with the terms and conditions of these regulations. City officials shall have the right to set up on the property such devices as are necessary to conduct sampling, inspection, compliance monitoring, and/or metering operations. If the City performs investigations and tests to enforce this chapter, the City may recover the costs of such investigations and tests from the individual(s) responsible for the violation, as authorized herein.

Ordinance 22-0551

Attachment C, Chapter 13.32 Kenmore Municipal Code

1. Add KMC 13.32.795 to read as follows:

13.32.795 Source Control Best Management Practice.

“Source Control Best Management Practice” or source control BMP means a structure or operation intended to prevent pollutants from coming into contact with stormwater through physical separation of areas or careful management of activities that are sources of pollutants. Source control BMPs are divided into two types. Structural Source Control BMPs are physical, structural, or mechanical devices or facilities that are intended to prevent pollutants from entering stormwater and an example may include enclosing and/or covering the pollutant source. Operational Source Control BMPs are non-structural practices that prevent or reduce pollutants from entering stormwater and examples may include good housekeeping, preventive maintenance procedures, spill prevention and employee training.

2. Amend KMC 13.32.850 to read as follows:

13.32.850 Surface Water Design Manual (SWDM).

“Surface Water Design Manual” means the ~~dated April 24, 2016,~~ 2021 King County Surface Water Design Manual, and supporting documentation referenced or incorporated in the Manual, describing surface water and stormwater design and analysis requirements, procedures and guidance adopted pursuant to KMC 13.35.030. A link to obtain an electronic version of the Surface Water Design Manual is available on King County’s webpage. [Ord. 16-0428 § 4 (Att. C).]

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 22-0551**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,
AMENDING CHAPTER 13.35 OF THE KENMORE MUNICIPAL CODE
TO ADOPT THE 2021 KING COUNTY SURFACE WATER DESIGN
MANUAL WITH MODIFICATIONS; AMENDING CHAPTER 13.45 OF
THE KENMORE MUNICIPAL CODE TO ADOPT THE 2021
STORMWATER POLLUTION PREVENTION MANUAL WITH
MODIFICATIONS; AMENDING CHAPTER 13.32 OF THE KENMORE
MUNICIPAL CODE RELATING TO SURFACE WATER DEFINITIONS;
AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City Council adopted Ordinance 16-0428, which adopted the 2016 King County Surface Water Design Manual, codified in Section 13.35.030 of the Kenmore Municipal Code (KMC) and the 2016 King County Stormwater Pollution Prevention Manual, codified in KMC 13.45.030; and

WHEREAS, the State of Washington Department of Ecology (Ecology), in compliance with the provisions of Washington Water Pollution Control Law Chapter 90.48 Revised Code of Washington and The Federal Water Pollution Control Act (Clean Water Act) Title 33 United States Code, Section 1251 *et seq.* has the authority to issue and enforce the National Pollutant Discharge Elimination System (NPDES) and State Waste Discharge General Permit for discharges from Small Municipal Separate Storm Sewers in Western Washington; and

WHEREAS, Ecology has issued the City a Western Washington Phase II Municipal Stormwater Permit (Permit); and

WHEREAS, the Permit requires the City to meet minimum technical requirements for controlling runoff from new development, redevelopment, and construction sites by adopting the Stormwater Management Manual for Western Washington, or a Phase I program approved by Ecology by June 30, 2022; and

WHEREAS, the 2021 King County Surface Water Design Manual is a Phase I program approved by Ecology for meeting the minimum technical requirements for controlling runoff from new development, redevelopment, and construction sites; and

WHEREAS, the Permit requires the City to implement a program to prevent and reduce pollutants in runoff from areas that discharge to the city's municipal separate storm sewer system through the application of source control best management practices as provided in the Stormwater Management Manual for Western Washington, or a Phase I program approved by Ecology by June 30, 2022; and

WHEREAS, the 2021 King County Surface Water Design Manual and 2021 King County Stormwater Pollution Prevention Manual are Phase I programs approved by Ecology for the application of source control best management practices; and

WHEREAS, notice of the proposed amendments has been submitted to the Washington Department of Commerce; and

WHEREAS, the City Council held a public hearing on June 21, 2022, on the proposed amendments; and

WHEREAS, the City Council desires to comply with the Permit and amend Chapters 13.32, 13.35, and 13.45 KMC to adopt the 2021 King County Surface Water Design Manual and 2021 King County Stormwater Pollution Prevention Manual with modifications, and updated regulations relating to the same;

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

Section 1. Amendment – Chapter 13.35 of the Kenmore Municipal Code. The City Council amends Chapter 13.35 of the Kenmore Municipal Code to read as set forth in “Attachment A, Chapter 13.35 KMC - King County Surface Water Design Manual adopted” attached hereto and incorporated herein by reference.

Section 2. Amendment – Chapter 13.45 of the Kenmore Municipal Code. The City Council amends Chapter 13.45 of the Kenmore Municipal Code to read as set forth in “Attachment B, Chapter 13.45 KMC - Stormwater Pollution Prevention Manual”, attached hereto and incorporated herein by reference.

Section 3. Amendment – Chapter 13.32 of the Kenmore Municipal Code. The City Council amends Chapter 13.32 of the Kenmore Municipal Code to read as set forth in “Attachment C, Chapter 13.32 Kenmore Municipal Code”, attached hereto and incorporated herein by reference.

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

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 21st DAY OF June, 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.:
DATE OF PUBLICATION:
EFFECTIVE DATE: JUNE 30, 2022

CITY OF KENMORE SURFACE WATER DESIGN MANUAL ADDENDUM

General Introduction

The State of Washington Department of Ecology (Ecology), in compliance with the provisions of Washington Water Pollution Control Law Chapter 90.48 Revised Code of Washington and The Federal Water Pollution Control Act (Clean Water Act) has issued the City a National Pollutant Discharge Elimination System (NPDES) Western Washington Phase II Municipal Stormwater permit (Permit) requiring the City to adopt either the 2019 Ecology Stormwater Management Manual for Western Washington or a current Phase I program approved by Ecology by June 30, 2022. The King County 2021 Surface Water Design Manual and referenced 2021 King County Stormwater Pollution Prevention Manual provide an Ecology approved Phase I program meeting the City's Permit requirements.

The City of Kenmore adopted the 2021 King County Surface Water Design Manual (SWDM) via Ordinance 22-0551 on June 21, 2022 with an effective date of June 30, 2022.

Purpose of and Need for the Addendum

This Addendum to the SWDM defines how the requirements of the SWDM are to be implemented within the City of Kenmore. The Addendum specifies all changes, additions, and deletions to the SWDM to make it appropriate for use within the City of Kenmore. The SWDM along with this Addendum define the drainage requirements for development, redevelopment and construction sites within the city.

The purpose of this Addendum is to tailor the SWDM to meet the unique conditions within the City, and be consistent with the City's codes, organization and processes. No substantive changes have been made to the SWDM in order to maintain equivalency in requirements and the level of protection provided by the SWDM.

Relationship of the SWDM and the City of Kenmore Development Code to Low Impact Development (LID)

The City of Kenmore adopted code amendments that minimize the loss of native vegetation and reduce runoff from developed sites. The SWDM requires on site flow control best management practices (BMPs) to mitigate the impacts of storm and surface water runoff generated by new impervious surfaces, new pervious surfaces, existing impervious surfaces, and replaced impervious surfaces. Flow control BMPs are methods to disperse, infiltrate, or otherwise reduce or prevent development related increases in runoff at or near the sources of those increases. The SWDM provides specific design guidance for implementation of the LID

measures encouraged in the City's development code. As a result, the SWDM and the City of Kenmore development code complement each other.

How to Use this Document

This Addendum shall be used in coordination with the SWDM for the following:

- To translate specific wording or reference from King County to the City.
- To cross-reference City ordinances and City maps in lieu of King County ordinances and maps.
- To provide a linkage or reference to other City requirements such as more restrictive requirements outlined in basin plans and the City's Critical Areas Ordinances.
- To provide exceptions and additions to the SWDM.

The SWDM shall be used in its entirety except as directed in this Addendum. Exceptions and additions to the SWDM are organized and referenced by chapter and section in the same manner as the SWDM. Some global changes are provided in this preface, which shall be applied throughout the entire SWDM. The user shall override the maps and references to other documents as indicated within this Addendum.

Addendum Organization

The information presented in this Addendum is organized as follows:

- **Preface:** This preface provides instructions for using the City of Kenmore's Addendum to the SWDM. It also defines terms in the SWDM that are used differently for the City of Kenmore; City departments that are equivalent to county departments referred to in the SWDM; and designations from the SWDM that do not apply to proposals in the City of Kenmore.
- **Chapter 1 – Drainage Review and Requirements:** The City of Kenmore has made several changes to Chapter 1 of the SWDM. This Addendum provides replacement and supplemental text for specific sections of Chapter 1. Apart from these changes, the King County version of Chapter 1 applies to proposals in the City of Kenmore.
- **Chapter 2 – Drainage Plan Submittal:** The City of Kenmore has made minor changes to Chapter 2 of the SWDM. Section 2.4.2 has been modified to include an additional requirement for the inspection of installed LID BMPs. The King County version of Chapter 2 applies to proposals in the City of Kenmore, except that the applicant shall refer to the City of Kenmore documents for technical submittal requirements, project plan requirements, and as-built requirements.
- **Chapter 3 – Hydrologic Analysis and Design:** The City of Kenmore has made no changes to Chapter 3 of the SWDM. The King County version of Chapter 3 applies to proposals in the

City of Kenmore.

- **Chapter 4 – Conveyance System Analysis and Design:** The City of Kenmore has made minor changes to Chapter 4 of the SWDM. More stringent requirements for allowable pipe materials, deflection, maximum distance between structures, and other requirements are listed in the City of Kenmore Addendum. Apart from these changes, the King County version of Chapter 4 applies to proposals in the City of Kenmore.
- **Chapter 5 – Flow Control Design:** The City of Kenmore has made very minor changes to Chapter 5 of the SWDM. This addendum to Chapter 5 provides replacement text for the sections that are changed. Apart from these changes, the King County version of Chapter 5 applies to proposals in the City of Kenmore.

The City of Kenmore has adopted a Low Impact Development Ordinance that encourages the use of LID site planning techniques within the City. LID site planning techniques can help to reduce the size of flow control facilities required in the SWDM.

- **Chapter 6 – Water Quality Design:** The City of Kenmore has made minor changes to Chapter 6 of the SWDM. This addendum to Chapter 6 provides replacement text for the sections that are changed. Apart from these changes, the King County version of Chapter 6 applies to proposals in the City of Kenmore.

The City of Kenmore amends Chapter 6 of the SWDM to allow for bioretention to be utilized as a pretreatment facility.

- **Definitions:** The City of Kenmore has made changes to the definitions section of the SWDM. This Addendum to the Definitions section provides replacement text for the definitions that are changed. Apart from these changes, the King County version of the Definitions Section applies to proposals in the City of Kenmore.
- **Appendices:** Appendices A, C, and D apply to proposals in the City of Kenmore, Appendix B does not apply.
- **References:** King County Reference sections 1, 2, 3, 4A, 4B, 7, 8 and 10 do not apply to the City of Kenmore. King County Reference section 8 has been replaced by a City of Kenmore Reference section 8. The King County version of Reference section 4C, 4D, 5, 6, 9, 11 and 14 apply to proposals in the City of Kenmore.

City Equivalents for County Agencies

Unless the context requires otherwise, any reference to “County”, “King County”, or county department, shall refer to the City of Kenmore and any reference to county staff shall refer to the City Manager or designee, unless referring to a specific department.

City Equivalents for County Ordinances

For proposals in the City of Kenmore, all reference in the SWDM to the following ordinances or municipal codes shall be replaced by reference as indicated in the following table.

King County Code (KCC)	Description	Kenmore Municipal Code (KMC)	Description
KCC 16.82	Clearing and Grading	Chapter 15.25 KMC	Land Alterations
KCC 21A.14	Development Standards Design Requirements	Chapters 18.21 – 18.52 KMC	Development Standards included within each zoning classification
KCC 21A.24	Critical Areas	Chapter 18.55 KMC	Critical Areas
KCC 21A.06	Technical Terms and Land Use Definitions	Chapter 18.20 KMC	Technical Terms and Land Use Definitions
KCC 20.14	Basin Plans		Surface Water Master Plan
KCC 9	Surface Water Management	Chapter 13.35 KMC	Surface Water Runoff Policy
		Chapter 13.40 KMC	Surface Water Management Policy
		Chapter 13.45 KMC	Water Quality

City Equivalents for Critical Areas

In general, references to the King County Critical Areas Ordinance (KCC 21A) are to be replaced by reference to the Kenmore Municipal Code (Chapter 18.55 KMC), Critical Areas. Definitions for critical areas and terminology may be found in Chapter 18.20 KMC. Additional details and development standards for critical areas can be found in Chapter 18.55 KMC.

City Equivalents for County Maps

For proposals in the City of Kenmore, all reference in the SWDM to the following maps shall be replaced by reference as indicated in the following table.

King County Map or Designation	City of Kenmore Map
Flow Control Applications Map	The King County Flow Control Applications Map included with the SWDM shall not be applied in the City of Kenmore. The Swamp Creek basin is a flood problem flow control area (level 3) and the remainder of the City of Kenmore is a conservation flow control area (level two) except for project sites with identified downstream flooding problems that may require a higher level of flow control for impact mitigation.
Water Quality Applications Map	The King County Water Quality Applications Map included with the SWDM shall not be applied in the City of Kenmore. All of the City of Kenmore is a basic water quality treatment area unless the proposed land use triggers enhanced basic water quality treatment.
Erosion Hazard Near Sensitive Water Bodies Map in KCC 21A.38.210	The King County Erosion Hazard Near Sensitive Water Bodies mapping included with the SWDM shall not apply in the City of Kenmore.
Flood Hazard Area as defined in KCC 21A.06	The King County Flood Hazard Area mapping included with the SWDM shall not apply in the City of Kenmore. Flood hazard areas are depicted on the City of Kenmore Critical Areas Online GIS map on the City's website.
Erosion Hazard Area	The King County Erosion Hazard Area mapping included with the SWDM shall not apply in the City of Kenmore. Erosion hazard areas are depicted on the City of Kenmore Critical Areas Mapping: Geological Hazard Areas map.
Landslide Hazard Area	The King County Landslide Hazard Area mapping included with the SWDM shall not apply in the City of Kenmore. Landslide hazard areas are depicted on the City of Kenmore Critical Areas Mapping: Geological Hazard Areas map [KMC 13.32.390].

City Equivalents for County Plans or Studies

In general, references to county-approved plans or studies in the SWDM are to be replaced by reference to appropriate City-approved plans or studies. If comparable City- approved plans or studies do not exist, then references to County-approved plans or studies shall be retained for proposals in the City of Kenmore.

County Designations that do not Apply in the City

The following designations are used in the SWDM but are not currently used in the City of

City of Kenmore

SWDM Addendum

Kenmore; any reference in the SWDM to the existence of areas with these designation or thresholds or requirements for such areas is to be disregarded for proposals in the City of Kenmore:

- **Agricultural Project**
- **Forest Production Zone Area**
- **Master Drainage Plans (MDPs)**
- **Rural Residential Development**
- **Sensitive Area Folio** - refer to City of Kenmore Critical Areas Maps
- **Stormwater Compliance Plans (SWCPs)**
- **Urban Planned Development**
- **Zoning Classifications:** The SWDM references to Agricultural (A) Zoning, Forest (F) Zoning, or Rural (R) Zoning are intended for areas outside of the Urban Growth Boundary; therefore, the City of Kenmore contains no equivalent zoning. Project proponents should refer to City zoning maps to determine which zoning classifications apply to their projects.

CHAPTER 1 – Drainage Review and Requirements

The City of Kenmore has made several minor changes to Chapter 1 of the SWDM. This chapter provides replacement and supplemental text for specific sections of Chapter 1. Apart from these changes, the King County version of Chapter 1 applies for proposals in the City of Kenmore. The City's changes to the County document are as follows:

- **Key Terms and Definitions (page 1-1 of the SWDM)** — Replace all references to KCC 21A with Chapter 18.20 KMC. In addition, the following changes to specific terms apply:

Term (page)	Action
Critical Drainage Area (p 1-2)	<p><i>Replace as follows per Section 13.35.040 KMC:</i></p> <p>Critical drainage areas are sites where the city manager has determined that the existing flooding, drainage and/or erosion conditions present an imminent likelihood of harm to the welfare and safety of the surrounding community shall meet special drainage requirements set by the city manager until such time as the community hazard is alleviated.</p> <p>Critical drainage areas are regulated in Section 13.35.040 KMC Critical drainage and/or erosion areas.</p>
Erosion hazard area (p 1-3)	<p><i>Replace as follows per Section 18.20.940 KMC:</i></p> <p>Erosion hazard areas are those areas identified by the United States Department of Agriculture Natural Resources Conservation Service or identified by a special study as having a "moderate to severe" or "very severe" erosion potential.</p> <p>Erosion hazard areas are defined in Section 18.20.940 KMC Erosion hazard areas and regulated under Section 18.55.600 KMC through Section 18.55.650 KMC.</p>
Flood Hazard Area (p 1-3)	<p><i>Replace as follows per Section 18.20.1070 KMC:</i></p> <p>Flood hazard areas are those areas in the City subject to inundation by the base flood and those areas subject to risk from channel relocation or stream meander including, but not limited to, streams, lakes, wetlands and closed depressions.</p> <p>Flood hazard areas are regulated in Section 18.55.700 KMC through Section 18.55.795 KMC.</p>

Term (page)	Action
Landslide Hazard Area (p 1-5)	<p><i>Replace as follows per Section 18.55.1570 KMC:</i></p> <p>Landslide hazard areas are areas that are potentially subject to risk of mass movement resulting from a combination of geologic, topographic, and hydrologic factors including: bedrock, soil, slope gradient, slope aspect, geologic structure, ground water, or other factors. [Ord. 11-0329 § 3 (Exh. 1).]</p> <p>Landslide hazard areas are regulated in Section 18.55.600 KMC through Section 18.55.650 KMC.</p>

- **SECTION 1.1.1 PROJECTS REQUIRING DRAINAGE REVIEW (page 1-12 of the SWDM)** Replace the “King County Permits and Approvals” table with the following table and replace the text in numbers 1 and 4 with:

4. The project contains or is adjacent to a flood hazard area as defined in *Section 18.55.705 KMC*, OR

Add the following as a new number 7 and 8:

7. Is a redevelopment project on a site where the total of new plus replaced impervious surface is 5,000 square feet or more, and whose valuation of proposed improvements – including interior improvements and excluding required mitigation and frontage improvements – exceeds 50 percent of the assessed value of the existing site improvements.
8. The project adds or will result in 500 to 1,999 square feet of new impervious surface, replaced impervious surface, or new plus replaced impervious surface. These projects will follow Simplified Drainage Review but may be modified, with Department approval, to be appropriate for the scale and scope of the project and still meet the intent of the SWDM.

City of Kenmore Permits and Approvals	
<ul style="list-style-type: none"> • Administrative use permit • Amend adopted P-suffix conditions • Binding site plan • Boundary line adjustment • Building permit • Grading permit • Conditional use permit • Master plan development permit • Planned unit development 	<ul style="list-style-type: none"> • Reasonable use exception • Right-of-way permit • Short plat • Short plat alteration • Site plan review • Subdivision • Subdivision alteration • Unclassified use permit • Variance

- **Section 1.2 CORE REQUIREMENTS, Section 1.2.2.1.2 Downstream Water Quality Problems Requiring Special Attention (page 1-30 of the SWDM)** — The following supplemental information is added to this section:

The SWDM recognizes water quality problems requiring special mitigation measures to protect receiving waters. A water quality problem is defined as a problem documented by the state to exceed the state's numeric water quality standard. The SWDM references Category 2, 4, and 5 water quality problems as requiring special attention. Within the City of Kenmore, the following water quality problems are currently listed by the Department of Ecology, based on the 2015 Water Quality Assessment, approved by the U.S. Environmental Protection Agency on July 22, 2016. The latest designated impaired waterbodies can be viewed at: <http://www.ecy.wa.gov/programs/Wq/303d/currentassessmt.html>

Impaired Water Body	Parameter	Category*
Sammamish River	Bacteria, Dissolved Oxygen, and Temperature	5
Swamp Creek	Temperature, Bioassessment, and Dissolved Oxygen	5
Swamp Creek	Mercury	2
Swamp Creek	Bacteria	4a
Unnamed creek (Trib to Swamp Creek – aka Little Swamp Creek)	Dissolved Oxygen, and Temperature	5
Unnamed creek (Trib to Swamp Creek – aka Little Swamp Creek)	Bacteria	4a
Unnamed Creek (Trib to Lake Washington – aka Tributary 0056)	Bioassessment	5
Lake Washington	Polychlorinated Biphenyls (PCBs) and Total Phosphorus	5

* *Definition of Categories for impaired waterbodies:*

- *Category 2: Waters of concern, some evidence of water quality problem.*
- *Category 4a: Water bodies that have an approved TMDL in place and are actively being implemented.*
- *Category 5: Polluted waters, a TMDL plan is required.*

Projects that discharge to the impaired waterbodies identified above may be required to implement special treatment to address the water quality problem in accordance with the requirements outlined in Section 1.2.2.3, Water Quality Problem Impact Mitigation.

The federal Clean Water Act requires that a Total Maximum Daily Load (TMDL) cleanup plan be developed for each of the waterbodies on the state's list of impaired waterbodies, known as the "303(d) list." The TMDL study identifies pollution problems in the watershed and specifies how much pollution needs to be reduced or eliminated to achieve clean water.

- **SECTION 1.2.3 CORE REQUIREMENT NO. 3: FLOW CONTROL (page 1-38 of the SWDM)**
 - The following statement shall be added to the flow control requirement: "infiltration of stormwater runoff shall be used wherever feasible."
 - The remaining text of SWDM 1.2.3 Core Requirement No. 3: Flow Control, shall apply within the City of Kenmore.
- **Section 1.2.3.1 AREA-SPECIFIC FLOW CONTROL FACILITY REQUIREMENT**
 - Section 1.2.3.1.A (Basic Flow Control Areas) shall not apply within the City of Kenmore.
 - Section 1.2.3.1.B (Conservation Flow Control Areas) shall apply throughout the City of Kenmore, except where the City has determined that Flood Problem Flow Control is needed.
 - Section 1.2.3.1.C (Flood Problem Flow Control Areas) shall apply within the Swamp Creek basin within the City of Kenmore.
 - Section 1.2.3.1 "Impervious Surface Percentage Exemption for Agricultural Projects" (page 1-42 of the SWDM) is void and shall not apply within the City of Kenmore.
 - Add new sections following "Impervious Surface Percentage Exemption for Agricultural Projects" (page 1-42 of the SWDM)
 - **MAINTENANCE EXEMPTIONS**

The following pavement maintenance practices are exempt:

 - a) Pothole and square cut patching
 - b) Overlaying existing asphalt or concrete pavement with asphalt or concrete without expanding the area of coverage (overlaying permeable or pervious pavements with traditional (non-permeable) asphalt or pavement is not considered pavement maintenance)
 - c) Shoulder grading

- d) Reshaping/regrading drainage systems
- e) Crack Sealing
- f) Resurfacing with in-kind material without expanding the road prism
- g) Pavement preservation activities that do not expand the road prism
- h) Vegetation maintenance
- i) Catch basin and pipe maintenance
- j) Regrading/reshaping/resurfacing of existing ramps or sidewalks to meet ADA requirements
- k) Underground utility projects that replace the ground surface with in-kind material or materials with similar runoff characteristics.
- l) Projects that do not impact the base course are exempt and are not considered "replaced impervious".

- **MAINTENANCE NON-EXEMPTIONS**

The following pavement maintenance practices are not exempt:

- a) The practices subject to the Core Requirements that are triggered when the thresholds are met or exceeded. The extent to which the manual applies is explained for each circumstance.
- b) Removing and replacing a paved surface and impacting the base course. If impervious surfaces are not expanded, Core Requirements #1, 5, 6, and 9 apply.

- **Section 1.2.8 CORE REQUIREMENT #8: WATER QUALITY**

- Add the following new maintenance exemptions and non-exemptions under the section EXEMPTIONS FROM CORE REQUIREMENT #8 (page 1-69 of the SWDM)

5. MAINTENANCE EXEMPTIONS

The following pavement maintenance practices are exempt:

- a) Pothole and square cut patching

- b) Overlaying existing asphalt or concrete pavement with asphalt or concrete without expanding the area of coverage (overlaying permeable or pervious pavements with traditional (non-permeable) asphalt or pavement is not considered pavement maintenance)
- c) Shoulder grading
- d) Reshaping/regrading drainage systems
- e) Crack Sealing
- f) Resurfacing with in-kind material without expanding the road prism
- g) Pavement preservation activities that do not expand the road prism
- h) Vegetation maintenance
- i) Catch basin and pipe maintenance
- j) Regrading/reshaping/resurfacing of existing ramps or sidewalks to meet ADA requirements
- k) Underground utility projects that replace the ground surface with in-kind material or materials with similar runoff characteristics.
- l) Projects that do not impact the base course are exempt and are not considered "replaced impervious".

6. MAINTENANCE NON-EXEMPTIONS

The following pavement maintenance practices are not exempt.

- a) The practices subject to the Core Requirements that are triggered when the thresholds are met or exceeded. The extent to which the manual applies is explained for each circumstance.
- b) Removing and replacing a paved surface and impacting the base course. If impervious surfaces are not expanded, Core Requirements #1, 5, 6, and 9 apply.

CHAPTER 2 – Drainage Plan Submittal

The City of Kenmore has added supplemental information and made minor changes to Chapter 2 of the SWDM, as described below. Apart from this information, project proponents should refer to the county document for guidance on drainage plan submittal. All submittal reviews shall be conducted by the Department of Development Services (DDS).

Supplemental Information

As part of the SWDM the applicant shall refer to the following documents for Project Plans.

1. Grading Permit and Engineering Permit applications. The applications and associated checklists are provided on the City's website.

Section 2.4.2 FINAL CORRECTED PLAN SUBMITTAL (page 2-41 of the SWDM) — Add to Section 2.4.2:

During the course of construction, special inspections are required for LID and Flow Control BMPs. Once construction is completed, a qualified professional shall provide a signed letter verifying that the BMPs have been inspected, installed correctly, and are functioning as designed. Any as-built deviations from the approved permit plan set shall be explained clearly in the letter.

CHAPTER 3 – Hydrologic Analysis and Design

The City of Kenmore has made no changes to Chapter 3 of the SWDM. Project proponents should refer to the county document for guidance on hydrologic analysis and design.

CHAPTER 4 – Conveyance System Analysis and Design

The City of Kenmore has made minor changes to Chapter 4 of the SWDM. The following requirements apply as applicable in this chapter:

References to the King County Road Design and Construction Standards (KCRDCS) shall mean the City of Kenmore Road Standards.

1. Allowed Pipe Types (Replacing applicable section 4.2.1.1 of the SWDM):

Corrugated polyethylene (CPE) pipe, Polypropylene (PP) pipe, and Polyvinyl chloride (PVC) pipe are deleted and shall be replaced with the following allowed pipe and criteria:

- WSDOT Section 9-05.24 Polypropylene Culvert Pipe, Polypropylene Storm Sewer Pipe, and Polypropylene Sanitary Sewer Pipe
- All joints for polypropylene pipe shall be made with a bell/bell or bell and spigot coupling and shall conform to ASTM D 3212 using elastomeric gaskets conforming to ASTM F 477. All gaskets shall be factory installed on the pipe in accordance with the manufacturer's recommendations.
- Qualification for each manufacturer of polypropylene storm sewer pipe requires joint system conformance to ASTM D 3212 using elastomeric gaskets conforming to ASTM F 477 and a formal quality control plan for each plant proposed for consideration.
- A Manufacturer's Certificate of Compliance shall be required and shall accompany the materials delivered to the project. The certificate shall clearly identify production lots for all materials represented. The Contracting Agency may conduct verification tests of pipe stiffness or other properties it deems appropriate.
- WSDOT Section 9-05.24(1) Polypropylene Culvert Pipe and Storm Sewer Pipe
- Polypropylene culvert and storm sewer pipe shall conform to the following requirements:
 - For dual wall pipe sizes up to 30 inches: ASTM F2736.
 - For triple wall pipe sizes from 30 to 60 inches: ASTM F2764.
 - For dual wall profile pipe sizes 36 to 60 inches: AASHTO MP 21, Type S or Type D.
 - Fittings shall be factory welded, injection molded or PVC.

The following pipe types are deleted and will not be allowed:

- Corrugated or spiral aluminum pipe

- Corrugated steel pipe
- Spiral rib steel pipe
- Corrugated polyethylene drainage pipe CPEP pipe

2. Acceptable Pipe Sizes:

12-inch is the minimum diameter pipe to be maintained by the City. With City approval, the pipe diameter may be reduced to a minimum of 8-inch, if the pipe capacity is adequate for design flows.

3. Storm Drain Markers:

Storm drain curb marker medallions are required, if feasible, at every catch basin that receives surface water drainage. If markers are not feasible, stencils or casting engravings shall be used. Markers are to be placed in locations approved by Public Works.

4. Pipe Slope:

Minimum pipe slope shall be 0.5%

5. Storm Testing:

All storm system shall be jetted, cleaned, and CCTV inspected prior to final acceptance into City maintenance.

6. Structure Locations and Appurtenances:

Maximum pipe run between structures shall 300-ft. For maintenance of structures, a truck turnaround shall be provided. Maximum distance between maintenance vehicle access and drainage structure shall be 150-ft. Structures located in non-pavement areas shall include 2-ft wide asphalt ring around structure lid.

7. Pipe Deflections:

Once backfill is complete, the line and grade at pipe flow line leaving standing water greater than ½-inch in depth shall not be accepted and must be repaired prior to acceptance by the City.

8. Pipe Anchors:

Pipe anchor shall include 1" PVC pipe to be installed through the concrete anchor below the pipe to allow passing of ground water.

9. Drainage Structures:

The most updated WSDOT Standard Plans Section B and City of Kenmore Standard Details shall be used to determine acceptable design standards.

10. Drainage Structures Ladders:

Ladders required within drainage structures shall not block inlet or outlet pipes and must be accessible from structure opening.

11. Submerged and Surcharged Pipe:

The 100-year design elevation of downstream stormwater facilities such as stormwater ponds or vaults shall be at or below all pipe inverts. Exception to this standard is the pipe from the first catch basin just upstream of the stormwater facility may be submerged to allow pipe inlet to facility to be submerged.

CHAPTER 5 – Flow Control Design

The City of Kenmore has made minor changes to Chapter 5 of the SWDM. The following requirements apply as applicable in this chapter:

The King County Flow Control Applications Map included with the SWDM shall not be applied in the City of Kenmore. The Swamp Creek basin is a flood problem flow control area (level 3) and the remainder of the City of Kenmore is a conservation flow control area (level two) except for project sites with identified downstream flooding problems that may require a higher level of flow control for impact mitigation.

CHAPTER 6 – Water Quality Design

The City of Kenmore has added supplemental information and made minor changes to Chapter 6 of the SWDM, as described below.

Change to SWDM

- The King County Water Quality Applications Map included with the SWDM shall not be applied in the City of Kenmore. All of the City of Kenmore is a basic water quality treatment area unless the proposed land use triggers enhanced basic water quality treatment.
- The City of Kenmore allows bioretention to be used for presettling, but it must be designed to meet presettling requirements listed in 6.5.1 (Presettling Requirement).

DEFINITIONS

The City of Kenmore has made the following changes to the Definitions Section of the SWDM. Project proponents should refer to the county document for other definitions.

Term (page)	Action
Erosion hazard area (p 9 of SWDM Definitions)	Replace as follows (from Section 18.20.940 KMC): Erosion hazard areas means those areas identified by the United States Department of Agriculture Natural Resources Conservation Service or identified by a special study as having a “moderate to severe” or “very severe” erosion potential.
Flood hazard area (p 10 of SWDM Definitions)	Replace as follows (per Section 18.20.1070 KMC): Flood hazard areas means those areas in the City subject to inundation by the base flood (see “Area of special flood hazard”) and those areas subject to flood risks from channel relocation or stream meander including, but not limited to, streams, lakes, wetlands and closed depressions. The latter flood hazard areas may extend outside of the area of special flood hazard mapped by FEMA, but are defined and designated by the City.
Landslide Hazard Area (page 15 of SWDM Definitions)	Replace as follows (per Section 18.20.1570 KMC): Landslide hazard areas means areas that are potentially subject to risk of mass movement resulting from a combination of geologic, topographic, and hydrologic factors including: bedrock, soil, slope gradient, slope aspect, geologic structure, ground water, or other factors.

APPENDICES

The City of Kenmore has made the following changes to the Appendices section of the SWDM. Project proponents should refer to the county appendices where referenced below.

Appendix A: Maintenance Requirements for Flow Control, Conveyance, and WQ Facilities – The City of Kenmore has made no changes, and Appendix A applies in its entirety to the City of Kenmore.

Appendix B: Master Drainage Plan Objective, Criteria and Components, and Review Process – This appendix does not apply within the City of Kenmore.

Appendix C: Simplified Drainage Requirements

This is a separately bound document included with the SWDM. The City of Kenmore has made the following changes to Appendix C of the SWDM. All other parts of the appendix apply to the City of Kenmore. Appendix C provides guidance for many of the low impact development (LID) techniques.

C.2.9.2 shall be modified as follows:

C.2.9.2 RESTRICTED FOOTPRINT

Restricted footprint means the recording of a covenant that limits the amount of future impervious surface coverage on a site/lot to an amount less than the norm as specified below:

1. For single family residential sites/lots that are smaller than 22,000 square feet, any recorded limit on total impervious surface less than a norm of 4,000 square feet or the maximum allowed by the site/lot's zoning, whichever is smaller, qualifies for a restricted footprint credit equal to the difference in square footage. In other words, for every square foot that the recorded limit is below the norm, an equal area of actual proposed target impervious surface is credited as mitigated subject to Minimum Design Requirement in Section C.2.9.1.
2. For single family residence sites/lots that are between 22,000 square feet and 250,000 square feet, any recorded limit of total impervious surface in an amount less than a norm of 4,000 square feet or 4% of the site/lot area, whichever is greater, qualifies for a restricted footprint credit equal to the difference in square footage. For every square foot that the recorded limit is below the norm, an equal area of actual proposed target impervious surface is

credited as mitigated subject to Minimum Design Requirement 2 in Section C.2.9.1.

3. For single family residential sites/lots that are greater than 250,000 square feet, no restricted footprint credit is available.
4. For multi-family, townhome and commercial sites/lots, any recorded limit on total impervious surface less than the maximum allowed by the site/lot's zoning, qualifies for a restricted footprint credit equal to the difference in square footage. In other words, for every square foot that the recorded limit is below the norm, an equal area of actual proposed target impervious surface is credited as mitigated subject to Minimum Design Requirement in Section C.2.9.1.

Appendix D: Construction Stormwater Pollution Prevention (CSWPP) Standards – This is a separately bound document included with the SWDM. The City of Kenmore has made no changes and this appendix applies in its entirety to the City of Kenmore.

REFERENCE

Table Ref-1 identifies which reference sections in the SWDM apply and those that do not apply to the City of Kenmore. Table Ref-2 lists additional City of Kenmore references that apply.

Table Ref-1. Applicability of SWDM References to projects in the City of Kenmore

No.	Description	Action
1	KCC 9.04 Surface Water Runoff Policy	This reference document shall be deleted in entirety. Project proponents should refer to Chapter 13.35 KMC.
2	Adopted Critical Drainage Areas	This reference document shall be deleted in entirety. Project proponents should refer to Chapter 18.55 KMC.
3	Other Adopted Area Specific Drainage Requirements	This reference document shall be deleted in entirety. Project proponents should refer to City codes, ordinances, and sensitive areas maps for description and requirements within sensitive areas. The project proponent shall also work with the City on additional requirements that may apply to their project.
4	Other Drainage Related Regulations and Guidelines <ul style="list-style-type: none"> A. Grading Code Soil Amendment Standard B. Clearing & Grading Seasonal Limitations C. Landscape Management Plan Guidelines D. Shared Facility Maintenance Responsibility and Guidance 	<ul style="list-style-type: none"> A. Applicable. B. Not applicable. See Section 15.25.150 KMC. C. Applicable. D. Applicable.
5	Wetland Hydrology Protection Guidelines	These guidelines apply.

City of Kenmore

SWDM Addendum

No.	Description	Action
6	Hydrologic/Hydraulic Design Methods A. Infiltration Rate Test B. Pond Geometry Equations C. Introduction to Level Pool Routing D. Supplemental Modeling Guidelines	This reference section is applicable.
7	Engineering Plan Support A. King County Standard Map Symbols B. Standard Plan Notes and Example Construction Sequence C. Storm Filter Facility Access and Cartridge Configuration	A. Applicable. B. Replace with City's standard plan notes. Contact City for most current version of notes. C. Not applicable. Delete this reference subsection in entirety.
8	Forms and Worksheets A. TIR Worksheet B. Offsite Analysis Drainage System Table C. Water Quality Facility Sizing Worksheets D. Flow Control and Water Quality Facility Summary Sheet and Sketch E. CSWPPP Worksheet Forms F. Adjustment Application Form and Process Guidelines G. Dedication and Indemnification Clause H. Bond Quantities Worksheet I. Maintenance and Defect Agreement J. Declaration of Covenant K. Drainage Release Covenant L. Drainage Easement M. Flow Control BMP Covenant (see replacement form name below). N. Impervious Surface Limit Covenant O. Clearing Limit Covenant P. River Protection Easement Q. Leachable Metals Covenant	A. Contact City for Applicable Form. B. Contact City for Applicable Form. C. Contact City for Applicable Form. D. Contact City for Applicable Form. E. Contact City for Applicable Form. F. Contact City for Applicable Form. G. Contact City for Applicable Form. H. Contact City for Applicable Form. I. Contact City for Applicable Form. J. Contact City for Applicable Form. K. Contact City for Applicable Form. L. Contact City for Applicable Form. M. Contact City for Applicable Form. N. Contact City for Applicable Form. O. Contact City for Applicable Form. P. Contact City for Applicable Form. Q. Contact City for Applicable Form.
9	Interim Changes to Requirements A. Blanket Adjustments B. Administrative Changes	Applicable.
10	King County Identified Water Quality Problems	Delete in entirety

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SWDM Addendum

No.	Description	Action
11	Materials A. (VACANT) B. (VACANT) C. Bioretention Soil Media Standard Specifications D. (VACANT) E. Roofing Erodible or Leachable Materials	A. Not applicable. B. Not applicable. C. Applicable. D. Not applicable. E. Applicable.
12	(VACANT)	Not applicable
13	(VACANT)	Not applicable
14	Supplemental Approved Facilities A. Approved Proprietary Facilities B. Approved Public Domain Facilities	A. Applicable. B. Applicable.

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CITY OF KENMORE STORMWATER POLLUTION PREVENTION MANUAL ADDENDUM

General Introduction

The State of Washington Department of Ecology (Ecology), in compliance with the provisions of Washington Water Pollution Control Law Chapter 90.48 Revised Code of Washington and The Federal Water Pollution Control Act (Clean Water Act) has issued the City a National Pollutant Discharge Elimination System (NPDES) Western Washington Phase II Municipal Stormwater permit (Permit) requiring the City to adopt either the 2019 Ecology Stormwater Management Manual for Western Washington or a current Phase I program approved by Ecology by June 30, 2022. The King County 2021 Surface Water Design Manual and referenced 2021 King County Stormwater Pollution Prevention Manual provide an Ecology approved Phase I program meeting the City's Permit requirements.

The City of Kenmore adopted the 2021 King County Stormwater Pollution Prevention Manual (SPPM) via Ordinance 22-0551 on June 21, 2022 with an effective date of June 30, 2022.

The City of Kenmore adopted the 2021 King County Stormwater Pollution Prevention Manual (SPPM) to comply with the Washington State Department of Ecology Phase II Municipal Stormwater permit. This Addendum to the SPPM defines how the requirements of the SPPM are to be implemented within the City of Kenmore. The Addendum specifies all changes, additions, and deletions to the SPPM to make it appropriate for use within the City of Kenmore. The SPPM along with this Addendum define stormwater pollution prevention best management practices for commercial, multi-family and residential properties within the City.

Purpose of and Need for the Addendum

This Addendum to the SPPM defines how the requirements of the SPPM are to be implemented within the City of Kenmore. The Addendum specifies all changes, additions, and deletions to the SPPM to make it appropriate for use within the City of Kenmore. The SPPM along with this Addendum were developed to comply with the Permit within the City of Kenmore. No substantive changes have been made to the SPPM.

How to Use this Document

This Addendum shall be used in coordination with the SPPM for the following:

- To translate specific wording or reference from King County to the City.
- To cross-reference City ordinances and City maps in lieu of King County ordinances and maps.
- To provide a linkage or reference to other City requirements such as more restrictive

June 30, 2022

requirements outlined in basin plans and the City's Critical Areas Ordinances.

- To provide exceptions and additions to the SPPM.

The SPPM shall be used in its entirety except as directed in this Addendum. Exceptions and additions to the SPPM are organized and referenced by chapter and section in the same manner as the SPPM. Some global changes are provided in this preface, which shall be applied throughout the entire SPPM. The user shall override the maps and references to other documents as indicated within this Addendum.

Addendum Organization

- **Preface:** This preface provides instructions for using the City of Kenmore's Addendum to the SPPM. It also defines terms in the SPPM that are used differently for the City of Kenmore; City departments that are equivalent to county departments referred to in the SPPM; and designations from the SPPM that do not apply to proposals in the City of Kenmore.
- **Chapter 1 – Overview:** The City of Kenmore has made minor changes to Chapter 1 of the SPPM. This addendum to Chapter 1 provides replacement text for the sections that are changed. Apart from these changes, the King County version of Chapter 1 applies within the City of Kenmore.
- **Chapter 2 – Stormwater Problems:** The City of Kenmore has made no changes to Chapter 2 of the SPPM. The King County version of Chapter 2 applies within the City of Kenmore.
- **Chapter 3 – Commercial and Multifamily BMPs:** The City of Kenmore has made no changes to Chapter 3 of the SPPM. The King County version of Chapter 3 applies within the City of Kenmore.
- **Chapter 4 – Residential (Non-Commercial) BMPs:** The City of Kenmore has made no changes to Chapter 4 of the SPPM. The King County version of Chapter 4 applies within the City of Kenmore.
- **Chapter 5 – Information Sheets:** The City of Kenmore has made no changes to Chapter 5 of the SPPM. The King County version of Chapter 5 applies within the City of Kenmore.
- **Chapter 6 – Technical Assistance:** The City of Kenmore has made minor changes to Chapter 6 of the SPPM. This addendum to Chapter 6 provides replacement text for the sections that are changed. Apart from these changes, the King County version of Chapter 6 applies within the City of Kenmore.

PREFACE

City Equivalents for County Agencies

Unless the context requires otherwise, any reference to “County”, “King County”, or county department, shall refer to the City of Kenmore and any reference to county staff shall refer to the City Manager or designee, unless referring to a specific department.

City Equivalents for County Ordinances

For proposals in the City of Kenmore, all reference in the SPPM to the following ordinances or municipal codes shall be replaced by reference as indicated in the following table.

King County Code (KCC)	Description	Kenmore Municipal Code (KMC)	Description
KCC 9.12	Water Quality	Chapter KMC 13.45	Water Quality

City Equivalents for Critical Areas

In general, references to the King County Critical Areas Ordinance (KCC 21A) are to be replaced by reference to the Kenmore Municipal Code (Chapter 18.55 KMC), Critical Areas. Definitions for critical areas and terminology may be found in Chapter 18.20 KMC. Additional details and development standards for critical areas can be found in Chapter 18.55 KMC.

City Equivalents for County Plans or Studies

In general, references to county-approved plans or studies in the SPPM are to be replaced by reference to appropriate City-approved plans or studies. If comparable City- approved plans or studies do not exist, then references to County-approved plans or studies shall be retained for proposals in the City of Kenmore, if applicable.

CHAPTER 1 – Overview

The City of Kenmore amends chapter 1 of the SPPM to replace the following “Other Agency Requirements” information with the applicable City information:

King County Reference	Applicable City Reference
King County Surface Water Design Manual	King County Surface Water Design Manual as adopted by KMC 13.35
King County Critical Areas and Clearing and Grading Ordinances	City of Kenmore Critical Areas and Clearing and Grading Ordinances
King County Fire Code	City of Kenmore Fire Code
King County Animal Regulations (Livestock Ordinance)	City of Kenmore Animal Regulations

CHAPTER 2 – Stormwater Problems

The City of Kenmore has made no changes to Chapter 2 of the SPPM.

CHAPTER 3 – Commercial and Multifamily BMPs

The City of Kenmore has made no changes to Chapter 3 of the SPPM.

CHAPTER 4 – Residential (Non-Commercial) BMPs

The City of Kenmore has made no changes to Chapter 4 of the SPPM.

CHAPTER 5 – Information Sheets

The City of Kenmore has made no changes to Chapter 5 of the SPPM.

CHAPTER 6 – Technical Assistance

The City of Kenmore amends chapter 6 of the SPPM with the following:

King County Reference	Applicable City Reference
King County Water and Land Resources Division 201 S Jackson, Suite 5600 Seattle, WA 98104 206-477-4811	City of Kenmore Environmental Services Division 18120 68 TH AVE NE Kenmore, WA 98028 (425) 398-8900
Local Sewer Agency	Northshore Utility District 6830 NE 185 TH ST Kenmore, WA 98028 (425) 398-4400
King County Local Services Permitting Division 35030 SE Douglas St., Suite 210 Snoqualmie, WA 98065-9266 206-296-6600	City of Kenmore Development Services 18120 68 TH AVE NE Kenmore, WA 98028 (425) 398-8900
King County Fire Marshal 35050 SE Douglas St., Ste. 210 Snoqualmie, WA 98065-9266 206-296-6600	Northshore Fire District 7220 NE 181 ST ST Kenmore, WA 98028 (425) 354-1780

Apart from these changes, the King County version of chapter 6 applies within the City of Kenmore.



City Council Consent Agenda Item
City of Kenmore, WA

<p>Subject/Topic: Public Hearing and potential adoption of Ordinance 22-0551 to adopt 2021 King County Surface Water Design Manual and 2021 King County Stormwater Pollution Prevention Manual and revise chapter 13.32 KMC relating to surface water definitions.</p> <p>Proposed Council Action/Motion: 1) Hold public hearing and 2) Motion to adopt Ordinance 22-0551 to update chapter 13.35 Kenmore Municipal Code (KMC) and adopt the 2021 King County Surface Water Design Manual, update Chapter 13.45 KMC to adopt the 2021 King County Stormwater Pollution Prevention Manual & revise chapter 13.32 KMC relating to surface water definitions.</p>	<p>For Council Meeting Agenda of: June 21, 2022</p> <p>Department: Public Works, Env Services Division</p> <p>Prepared by: Richard Sawyer, Env Services Manager</p> <table border="0" style="width: 100%;"> <tr> <td></td><td style="text-align: right;"><u>Initial & Date</u></td></tr> <tr> <td>Approved by Department Head:</td><td style="text-align: right;">RS</td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;">DR</td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;">NA</td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;">RK</td></tr> </table> <p>Exhibits/Attachments: Ordinance 22-0551 & Attachments Surface Water Design Manual Addendum Storm Water Pollution Prevention Manual Addendum</p>		<u>Initial & Date</u>	Approved by Department Head:	RS	Approved by City Attorney:	DR	Approved by Finance Director:	NA	Approved by City Manager:	RK
	<u>Initial & Date</u>										
Approved by Department Head:	RS										
Approved by City Attorney:	DR										
Approved by Finance Director:	NA										
Approved by City Manager:	RK										
<p>The State of Washington Department of Ecology (Ecology), in compliance with the provisions of Washington Water Pollution Control Law Chapter 90.48 Revised Code of Washington and The Federal Water Pollution Control Act (Clean Water Act) has issued the City a National Pollutant Discharge Elimination System (NPDES) Western Washington Phase II Municipal Stormwater permit (Permit) requiring the City to adopt either the 2019 Ecology Stormwater Management Manual for Western Washington or a current Phase I program approved by Ecology by June 30, 2022.</p> <p>The King County 2021 Surface Water Design Manual (SWDM) and referenced 2021 King County Stormwater Pollution Prevention Manual (SPPM) provide an Ecology approved Phase I program meeting the City's Permit requirements. The full text of the SWDM is located at: https://your.kingcounty.gov/dnrp/library/water-and-land/stormwater/surface-water-design-manual/2021/2021-kcswdm-full-manual.pdf The full text of the SPPM is located at: https://your.kingcounty.gov/dnrp/library/water-and-land/stormwater/stormwater-pollution-prevention-manual/2021-stormwater-pollution-prevention-manual.pdf</p> <p>The adoption and implementation of the SWDM and SPPM align with several of the city's Comprehensive Plan Surface Water Element goals and policies. The city has adopted and implemented the King County SWDM and SPPM since the City's incorporation in August 1998. Adoption of this ordinance would replace the 2016 versions of these manuals with their updated 2021 versions.</p>											
<p><u>FISCAL CONSIDERATION:</u> NA</p>											
<p><u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Council's 2021-2022 Priority #2 "Develop a Kenmore Climate Plan and promote Environmental Stewardship, including water, air, forest, and habitat restoration."</p>											

<p>Subject/Topic:</p> <p>Public Hearing and Resolution Adopting the 2023-2028 Six-Year Transportation Improvement Program</p> <p>Proposed Council Action/Motion:</p> <p>Public Hearing and Adoption of Resolution No. 22-384 for the 2023-2028 Six-Year Transportation Improvement Program</p>	<p>For Council Meeting Agenda of: June 21, 2022</p> <p>Department: Public Works/Engineering</p> <p>Prepared by: John Vicente, PE</p> <div style="text-align: right; margin-top: 20px;"> <u>Initial & Date</u> Approved by Department Head: JFV 05/23/2022 Approved by City Attorney: VIA Email Approved by Finance Director: <u>Leticia Salcido</u> <small>Leticia Salcido - June 6, 2022 1:04 PM</small> Approved by City Manager: RGK 06/01/2022 </div> <p>Exhibits/Attachments:</p> <p>A: Resolution No. 22-384</p>
<p><u>INFORMATION/BACKGROUND:</u></p> <p>In accordance with RCW 35.77.010, the legislative body of each city in Washington State must prepare and adopt a six-year comprehensive transportation improvement program (TIP) annually. The TIP may also be modified at any time during the year as needed. The purpose of the TIP is to assure that each city “perpetually have available advanced plans looking to the future for not less than six years as a guide in carrying out a coordinated transportation program.” The 6-year TIP has been prepared and is attached to Resolution No 22-384 (Exhibit A).</p> <p>A public hearing has been scheduled for June 21, 2022 to receive public comment and to consider adoption of the TIP.</p> <p>The TIP provides a summary of potential transportation projects and funding for each project. The projects listed in the TIP are consistent with Transportation element of the City’s adopted Comprehensive Plan. The revenue sources are categorized into three groups: Local funds; secured Federal and State Funds; and funding not secured. The TIP is a planning document that is <u>not fiscally constrained</u>, meaning all funds identified do not need to be “in hand” to include a project in the TIP.</p> <p>The recommended TIP continues the City’s emphasis on multimodal transportation safety such as maintaining our City infrastructure (including sidewalks and pavement), adding new sidewalks, and completing the West Sammamish River Bridge replacement project, Juanita Drive Ped/Bike project and 68th Ave NE Ped/Bike project.</p>	

FISCAL CONSIDERATION:

Funding secured for projects are noted on the attached TIP. For projects with unsecured funding, additional local funds would be needed and/or Federal/State funding would be required to complete the projects. Staff will continue to actively pursue funding for those projects currently not fully funded. For those projects listed that do not get full funding during the Capital Improvement Program update, they will be pushed out to subsequent years with each TIP amendment.

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.

EXHIBIT A



CITY OF KENMORE
6-Year TRANSPORTATION IMPROVEMENT
PROGRAM (TIP)
2023-2028

June 21, 2022



CITY OF KENMORE

2023-2028 Transportation Improvement Program

Project name	Funding	Year							2023-2028 Totals	Project Totals
		Prior Years	2023	2024	2025	2026	2027	2028		
SR 522 West B (West boundary to 61st Ave NE)	Local	\$ -							\$ -	\$ -
	Federal/State	\$ 1,000	\$ 250,000	\$ 250,000	\$ 1,485,000	\$ 14,000			\$ 1,999,000	\$ 2,000,000
	Unsecured	\$ -	\$ 250,000	\$ 250,000	\$ 2,000,000	\$ 2,000,000			\$ 4,250,000	\$ 4,250,000
	Subtotal	\$ 1,000	\$ 250,000	\$ 500,000	\$ 3,485,000	\$ 2,014,000	\$ -	\$ -	\$ 6,249,000	\$ 6,250,000
West Sammamish River Bridge Replacement	Local (incl. Utilities)	\$ 3,783,560	\$ 662,314	\$ 35,200	\$ 35,200	\$ 35,200	\$ 35,200	\$ 176,005	\$ 979,119	\$ 4,762,679
	Federal/State	\$ 38,063,994							\$ -	\$ 38,063,994
	Unsecured								\$ -	\$ -
	Subtotal	\$ 41,847,554	\$ 662,314	\$ 35,200	\$ 35,200	\$ 35,200	\$ 35,200	\$ 176,005	\$ 979,119	\$ 42,826,673
68th Avenue NE Pedestrian and Bicycle Improvements	Local (incl. Utilities)	\$ 12,337,466	\$ 40,000						\$ 40,000	\$ 12,377,466
	Federal/State	\$ 1,054,950							\$ -	\$ 1,054,950
	Unsecured								\$ -	\$ -
	Subtotal	\$ 13,392,416	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 13,432,416
Juanita Drive Pedestrian and Bicycle Improvements	Local (incl. Utilities)	\$ 11,098,197	\$ 100,000						\$ 100,000	\$ 11,198,197
	Federal/State	\$ 5,676,350							\$ -	\$ 5,676,350
	Unsecured								\$ -	\$ -
	Subtotal	\$ 16,774,547	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 16,874,547
Pavement Preservation Program	Local	\$ 8,738,857	\$ 1,071,489	\$ 990,000	\$ 150,000	\$ 990,000	\$ 150,000	\$ 990,000	\$ 4,341,489	\$ 13,080,346
	Federal/State	\$ 355,351							\$ -	\$ 355,351
	Unsecured								\$ -	\$ -
	Subtotal	\$ 9,094,208	\$ 1,071,489	\$ 990,000	\$ 150,000	\$ 990,000	\$ 150,000	\$ 990,000	\$ 4,341,489	\$ 13,435,697
ADA Transition Program (Park of Sidewalk Gap/ADA Replacement Program)	Local	\$ 98,606	\$ 400,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 700,000	\$ 798,606
	Federal/State								\$ -	\$ -
	Unsecured								\$ -	\$ -
	Subtotal	\$ 98,606	\$ 400,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 700,000	\$ 798,606
61st Ave NE Sidewalk Replacement Project	Local	\$ 100,000	\$ 21,988	\$ 30,000					\$ 51,988	\$ 151,988
	Federal/State	\$ 145,946	\$ 150,000	\$ 4,518,319	\$ 50,000				\$ 4,718,319	\$ 4,864,265
	Unsecured								\$ -	\$ -
	Subtotal	\$ 245,946	\$ 171,988	\$ 4,548,319	\$ 50,000	\$ -	\$ -	\$ -	\$ 4,770,307	\$ 5,016,253
Lower Swamp Creek Bridge Replacement	Local	\$ 23,218	\$ 25,000						\$ 25,000	\$ 48,218
	Federal/State								\$ -	\$ -
	Unsecured				\$ 175,000	\$ 200,000	\$ 2,200,000		\$ 2,575,000	\$ 2,575,000
	Subtotal	\$ 23,218	\$ 25,000	\$ -	\$ 175,000	\$ 200,000	\$ 2,200,000	\$ -	\$ 2,600,000	\$ 2,623,218
Sidewalk Program (Park of Sidewalk Gap/ADA Replacement Program)	Local	\$ 327,978	\$ 25,000		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 225,000	\$ 552,978
	Federal/State								\$ -	\$ -
	Unsecured								\$ -	\$ -



CITY OF KENMORE

2023-2028 Transportation Improvement Program

Project name	Funding	Year							2023-2028 Totals	Project Totals
		Prior Years	2023	2024	2025	2026	2027	2028		
	Subtotal	\$ 327,978	\$ 25,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 225,000	\$ 552,978
80th Ave NE (NE 179-NE 185th) Sidewalks	Local								\$ -	\$ -
	Federal/State								\$ -	\$ -
	Unsecured		\$ 1,000	\$ 160,590	\$ 160,590	\$ 1,629,475	\$ 15,000		\$ 1,966,655	\$ 1,966,655
	Subtotal	\$ -	\$ 1,000	\$ 160,590	\$ 160,590	\$ 1,629,475	\$ 15,000	\$ -	\$ 1,966,655	\$ 1,966,655
Simonds Rd (NE 152nd - 88th Ave) Sidewalks	Local								\$ -	\$ -
	Federal/State								\$ -	\$ -
	Unsecured		\$ 1,000	\$ 150,000	\$ 751,360				\$ 902,360	\$ 902,360
	Subtotal	\$ -	\$ 1,000	\$ 150,000	\$ 751,360	\$ -	\$ -	\$ -	\$ 902,360	\$ 902,360
73rd Ave NE (NE 192nd St - NE 201st Pl) Sidewalks	Local								\$ -	\$ -
	Federal/State								\$ -	\$ -
	Unsecured		\$ 1,000	\$ 150,000	\$ 150,000	\$ 3,490,180	\$ 25,000		\$ 3,816,180	\$ 3,816,180
	Subtotal	\$ -	\$ 1,000	\$ 150,000	\$ 150,000	\$ 3,490,180	\$ 25,000	\$ -	\$ 3,816,180	\$ 3,816,180
NE 181st St Sidewalks (61st Ave NE - 62nd Ave NE) - South Side	Local								\$ -	\$ -
	Federal/State								\$ -	\$ -
	Unsecured			\$ 50,000	\$ 250,000	\$ 1,006,000	\$ 15,000		\$ 1,321,000	\$ 1,321,000
	Subtotal	\$ -	\$ -	\$ 50,000	\$ 250,000	\$ 1,006,000	\$ 15,000	\$ -	\$ 1,321,000	\$ 1,321,000



City of Kenmore Capital Improvement Program

Project Name: SR 522 West B (57 Avenue NE to 61 Avenue NE)

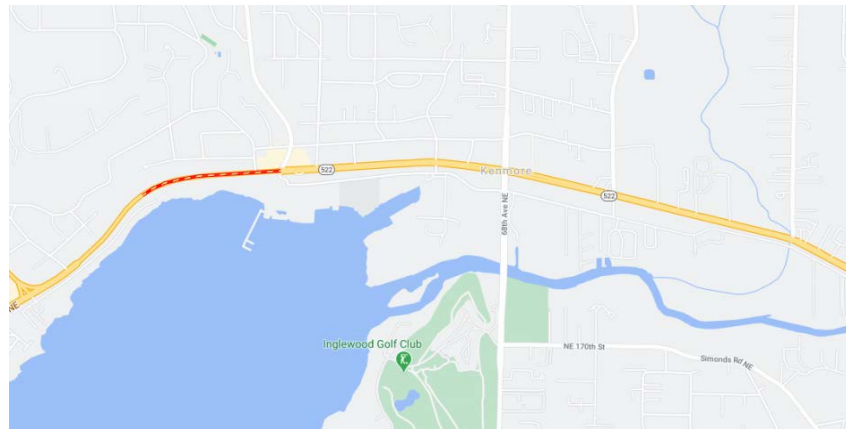
Project No. T-8

Project Location: SR 522 from 57 Avenue NE to 61 Avenue NE

Project Description: This project will widen Highway 522 west of 61 Avenue NE to provide eastbound-to-westbound U-turn capability at the 61st Ave NE intersection, widening along the south side of SR 522 for new sidewalk and amenity strip, and provide access management to SR522.

Background: Since its incorporation, the City of Kenmore has completed improvements to SR 522 (Bothell Way) between 61st Avenue NE and the east city limits to increase safety, improve transit reliability, and ease congestion. Improvements included adding new traffic signals, street lighting and sidewalks, widening SR 522 for Business Access and Transit lanes, enhancing the corridor with new landscaping and medians to improve access management, replacing the Swamp Creek Bridge, undergrounding utilities, and more. The final segment, SR 522 West B (57 Avenue NE to 61 Avenue NE) will complete corridor improvements to the west City limits.

Funding Sources: This project is funded with \$2M from the State's Connecting WA program. Additional City funds may be needed to supplement the grant funds. Staff will apply for additional grant funds as they become available. If additional grant funds cannot be secured, the project will be scaled to the available funding.





City of Kenmore Transportation Improvement Program

Project Name: West Sammamish River Bridge Replacement Project Project No: T-37

Project Location: 68th Avenue NE between NE 170th Street and NE 175th Street

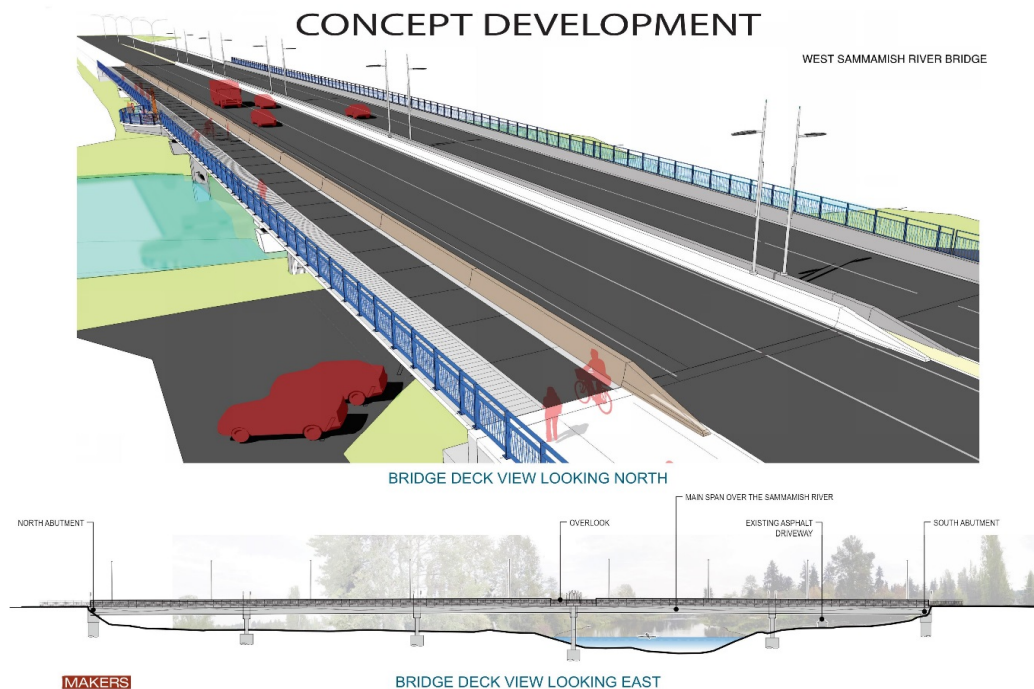
Project Description: Replace the West Sammamish River Bridge (southbound traffic) that crosses the Sammamish River on 68th Avenue NE. The project will also include new sidewalk and bike path, landscaping, lighting, and utility undergrounding on 68th Avenue NE between NE 170th Street and NE 175th Street.

Background: The West Sammamish River Bridge was constructed in the 1930's and is at the end of its life. It is considered to be structurally obsolete. To date, the City has completed an alternatives analysis, a scour analysis, a load rating analysis, and has applied load restrictions on the bridge (weight limits went into effect in 2014). The bridge continues to be monitored during the design of the new bridge.

Funding Sources: The City has been awarded several grants for the project. The City was awarded \$12M in Bridge Program funds, \$1.06M in Surface Transportation funds, \$18M in Connecting Washington funds, and \$7M in TIB funds.



Project Location





City of Kenmore Transportation Improvement Program

Project Name: 68 Avenue NE Pedestrian and Bicycle Improvements

Project Location: 68 Avenue NE / NE 202 Street

Segment a: West side of 68 Avenue NE from NE 182 Street to NE 185 Street

Segment b: East side of 68 Avenue NE from NE 185 Street to existing sidewalk

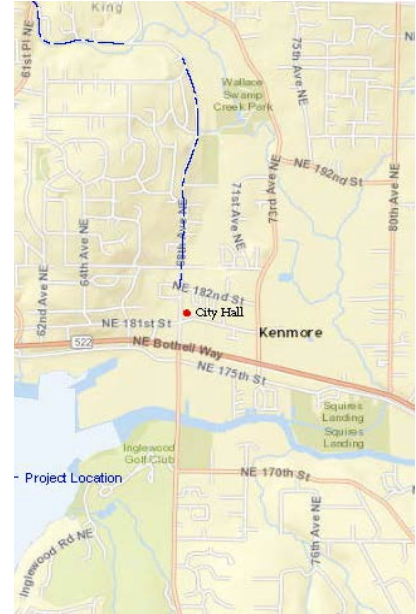
Segment c: West side of 68 Avenue NE from NE 185 Street to NE 201 Street

Segment d: North side of NE 202 Street from 66 Avenue NE to 61 Avenue NE

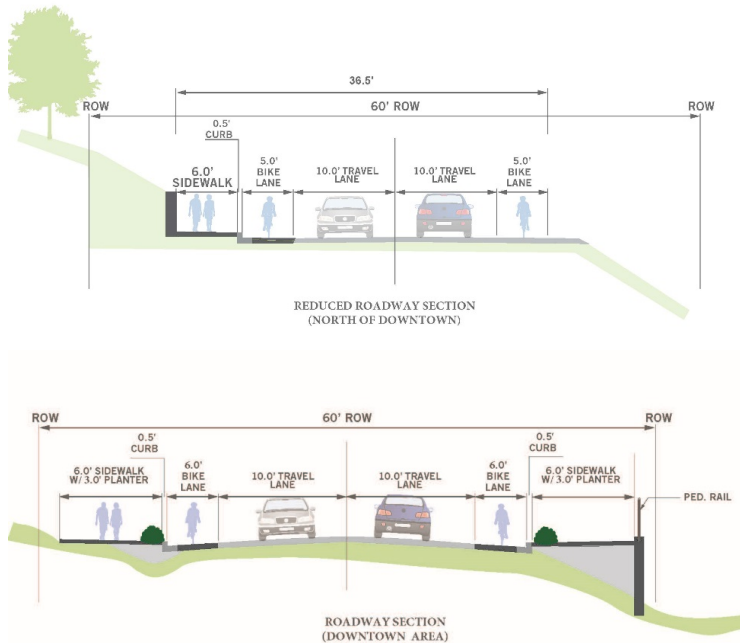
Project Description: This project provides continuous ADA accessible sidewalk and bike lanes on 68 Avenue NE and NE 202 Streets respectively between NE 182 Street and 61 Avenue NE. Other project components include new storm drainage, LED street lighting, landscaping in downtown area, RRFB ped crossing at NE185th Street, retaining walls and utility relocation where necessary.

Background: 68 Avenue NE / NE 202 Street is a collector arterial roadway that runs north/south through the City of Kenmore. This roadway serves as a primary connector to Downtown Kenmore and City Hall for residences and Kenmore Middle School. The current street configuration allows for only one travel lane in each direction and intermittent asphalt shoulders. The posted speed is 35 mph.

Funding Sources: This project is funded through the Walkways and Waterways bond measure, Department of Ecology grant, Northshore Utility District, and local dollars.



Proposed Improvements:





City of Kenmore Transportation Improvement Program

Project Name: Juanita Drive NE Pedestrian and Bicycle Improvements

Project No. T-41

Project Location: Juanita Drive NE (NE 143 Street to NE 170 Street)

Project Description: This project provides continuous ADA accessible sidewalk and buffered bike lanes on Juanita Drive NE between NE 143 Street and NE 170 Street. Specific project components include:

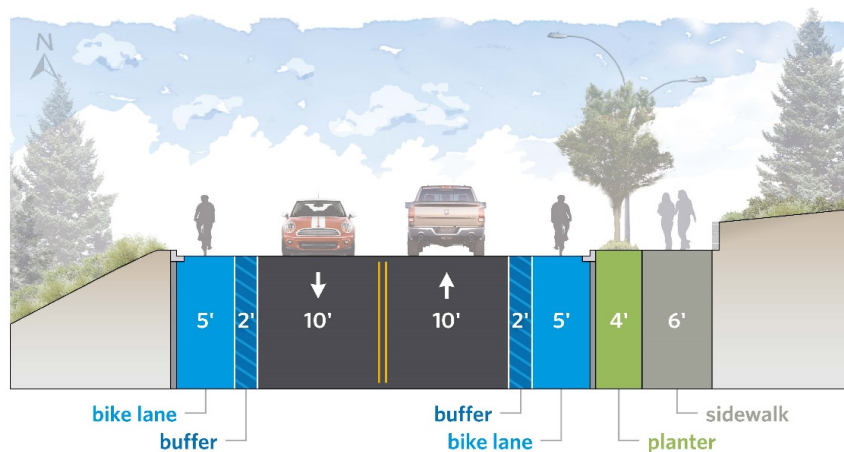
- Sidewalk along the east side of Juanita Drive NE where residential neighborhoods are located. Sidewalk improvements and pedestrian crossings on west side of street will be limited to bus stops only.
- Bike lanes with buffer on the east and west side of Juanita Drive NE;
- Additional or extensions of left turn lanes where warranted;
- Pedestrian crossing treatments to improve nonmotorized safety, connectivity, and comfort;
- Improved storm drainage, LED street lighting, landscaping and aesthetics and;
- Utility relocation and/or retaining structures, where necessary.

Background: Juanita Drive NE serves as a north-south critical link to the City's Downtown, SR 522 Corridor, Burke-Gilman Trail, Bastyr University, Kenmore Senior Center, Parks, and Arrowhead Elementary School for thousands of local residents and is part of the Lake Washington Loop, one of the region's most popular recreational cycling routes. Juanita Drive NE is an existing minor arterial roadway with mostly one travel lane in each direction and asphalt shoulders. The posted speed is 35 mph. This roadway experiences a high number of accidents per year and contains several geometric deficiencies including lack of continuous sidewalks and bicycle lanes. Up to 250 bicycles and 15,000 vehicles use this corridor daily.

Funding Status: This project is funded through the Walkways and Waterways bond measure, WSDOT Pedestrian and Bicycle Safety Program, Sound Transit System Access Fund, WA State Department of Ecology, WA State Department of Commerce, Northshore Utility District, and local City dollars.

Project Delivery Status: Construction began on July 6, 2020 and is expected to continue through 2021.

Typical Section – two lanes *(Looking North)*





City of Kenmore Transportation Improvement Program

Project Name: Pavement Management Program

Project No.: T-35

Project Location: Citywide.

Project Description: This program includes grind and overlay of selected streets within the City. Typically grind and overlay projects are completed on roadways with pavement ratings between 60 and 70 while pavement seal operations are completed on roadways with ratings above 70. As part of any pavement overlay, curb ramps within the project limits are upgraded to comply with the American's with Disabilities Act (ADA). In addition, pavement overlay may also include major pavement repairs, utility adjustments and pavement markings.

Background: The City of Kenmore Comprehensive Plan promotes a fiscally constrained Transportation Element that prioritizes operation and maintenance of existing facilities within the City. Focus is typically on arterials within the City. In addition, there are 3 goals listed in the Comprehensive Plan that support this program:

1. Provide a complete transportation network serving local and regional circulation needs, safely accommodating all users;
2. Promote a transportation system that contributes to fiscal and environmental sustainability;
3. Facilitate freight mobility and economic prosperity.



City of Kenmore Transportation Improvement Program

Project Name: 61st Avenue Sidewalk Replacement Project Project No. T-44

Project Location: 61st Avenue NE (NE 181st Street north to 62nd Ave NE)

Project Description:

This project will update the alternatives analysis and include other possible scenarios. Non-ADA Sidewalk panels will be replaced on both sides of 61st Avenue north of NE 190th St. Sidewalk between NE 190th St and approximately 400 feet north NE 181st St will be relocated west to provide additional buffer to the adjacent creek.

Background: 61st Avenue NE is an arterial that runs north to south (north of SR 522). The intersection with NE 193rd Street is a major intersection that could utilize additional control. The sidewalks north of NE 190th Street do not meet American with Disability Act (ADA) compliance and have suffered from street tree damage. In 2017, an alternatives analysis was completed evaluating options for replacement of the sidewalk in this area.

Funding Sources:

This project would be funded with a combination of City and grant resources.

Existing Conditions: Traffic volumes on 61st Avenue NE will continue to increase as regional traffic grows. Over 70 locations along this corridor are experiencing sidewalk uplift due to nearby trees and several other panels have shifted and pedestrians with accessibility issues are sometimes forced into the existing shoulder/travel lane.





City of Kenmore Capital Improvement Program

Project Name: Lower Swamp Creek Bridge Replacement

Project No.: T-38

Project Location: NE 175th Street/Swamp Creek Crossing

Project Description: The bridge over Swamp Creek at NE 175th Street has reaching its expected lifespan and is in need of replacement. An update of the alternatives analysis, cost estimates, funding alternatives will be conducted prior to design/construction.

Background: This structure is on NE 175th Street, adjacent to the Burke Gilman Trail and crosses Swamp Creek. This structure currently is wide enough for two way vehicle traffic. The existing structure is routinely evaluated by the King County Bridge Engineering group. Maintenance is provided to the structure as needed. King County recommended evaluation of the structure for rehabilitation vs. replacement. A study and alternatives analysis was performed in 2016 that recommended replacement of the bridge within the next 10 years.

Funding Status:

There is no funding set aside for design or construction for a new bridge. Local dollars are included to research and evaluate funding alternatives for the bridge.



Figure A: Existing Bridge

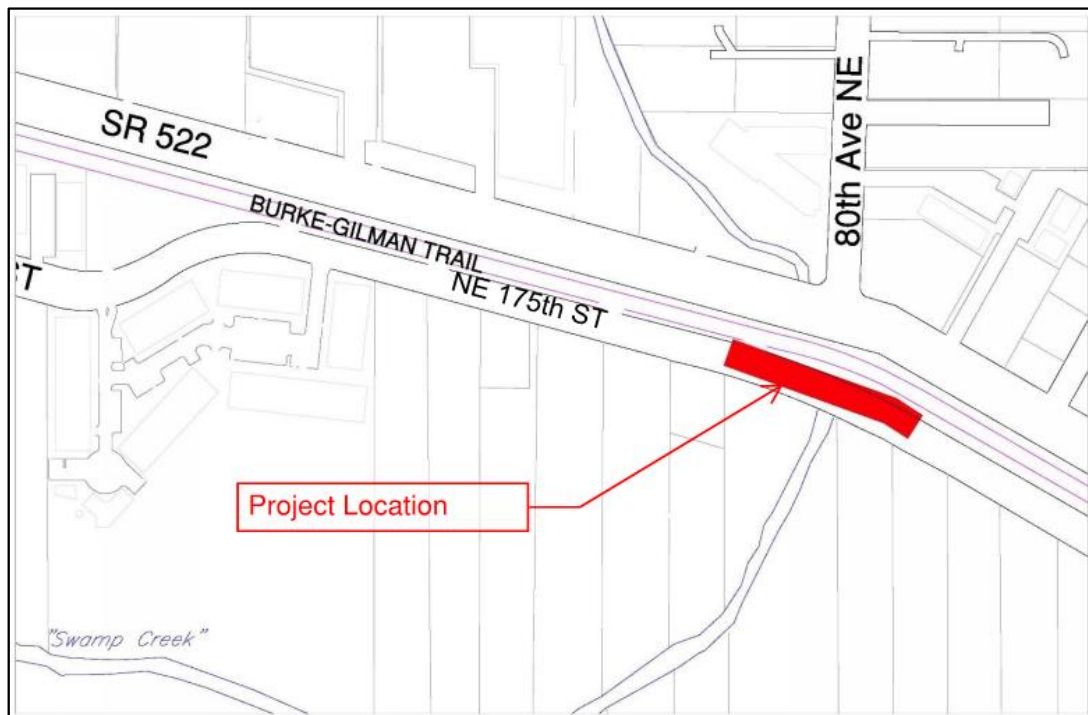


Figure B: Project Location



City of Kenmore Transportation Improvement Program

Project Name: 80th Ave NE (NE 179th PI – NE 185th St)

Project No.: TBD

Project Location: 80th Ave NE between NE 179th PI and NE 185th St (Tolt line).

Project Description: This project builds approximately 1,175 LF of new sidewalks on both sides of 80th Ave NE between NE 179th PI and NE 185th St (the Tolt water line corridor) with buffered bike lanes on both sides. This project also includes a flashing crosswalk near NE 182nd St. All on-street parking will be eliminated within the project limits.

Background: Sidewalk exists at sporadic location along 80th Ave NE within the project limits. This project will close gaps and create a continuous sidewalk on both sides of the street connecting to SR522.

Funding Sources: This project is currently unfunded. Staff will apply for a WSDOT Pedestrian and Bicycle grant funds to fund this project. Grant results are typically announced in the fall of year a call for projects has been advertised.





City of Kenmore Capital Improvement Program

Project Name: Simonds Rd (NE 152nd St – 88th Ave NE) Sidewalk

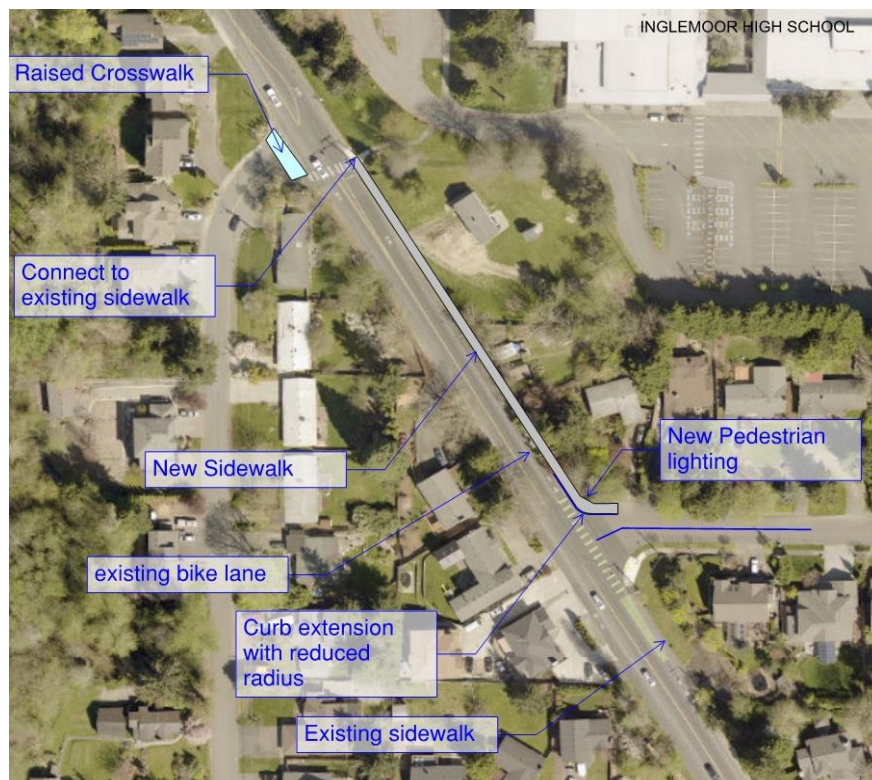
Project No. TBD

Project Location: Simonds Rd between NE 152nd St and 88th Ave NE

Project Description: This project will provide sidewalk along the east side of Simonds Rd from NE 152nd St to 88th Ave NE. This project will also add a raised crosswalk across 88th Ave NE.

Background: This section of Simonds Rd is limited to pedestrian access via a 5 foot bike lane. This road provides connection for students to Inglemoor High School and access to elementary and middle school students to the school bus stop located just north of this project. Existing sidewalk exists north and south of this project filling a gap and providing continuous sidewalk south of the high school along this section.

Funding Sources: This project is currently unfunded. Staff will pursue available grant funds to support this project.





City of Kenmore Capital Improvement Program

Project Name: 73rd Ave NE (NE 192nd St – NE 201st Pl) Sidewalk

Project No. TBD

Project Location: East side of 73rd Ave NE between NE 192nd St and NE 201st Pl.

Project Description: This project will provide sidewalk along the east side of Simonds Rd from NE 192nd St to NE 201st Pl.

Background: This section of 73rd Ave NE is limited to pedestrian access via a 5-foot shoulder. This road provides the only pedestrian connection for residents along 73rd Ave NE. 73rd Ave NE is a main connection to the City's downtown, parks, transit, and other public amenities. This project would close gaps in the sidewalk network nearly completing sidewalk along the east side of 73rd Ave NE within the city limits.

Funding Sources: This project is currently unfunded. Staff will pursue available grant funds to support this project.





City of Kenmore Transportation Improvement Program

Project Name: NE 181st St Sidewalks (61st Ave – 63rd Ave)

Project No.: TBD

Project Location: NE 181st Street between 61st Avenue NE and 63rd Avenue NE.

Project Description: This project builds approximately 615 LF of new sidewalks on south side of NE 181st Street from 61st Ave to 63rd Ave. Project will include undergrounding of utilities if funding is available.

Background: There are limited sidewalks and pedestrian facilities along this section of NE 181st. Adding sidewalk would provide sidewalk connections along NE 181st to existing sidewalk on 62nd Ave NE and 61st Ave NE. This sidewalk is located in a community business zone.

Funding Sources: This project is currently unfunded. Staff will leverage granting sources to fund this project.





City of Kenmore Transportation Improvement Program

Project Name: NE Arrowhead Drive Sidewalks

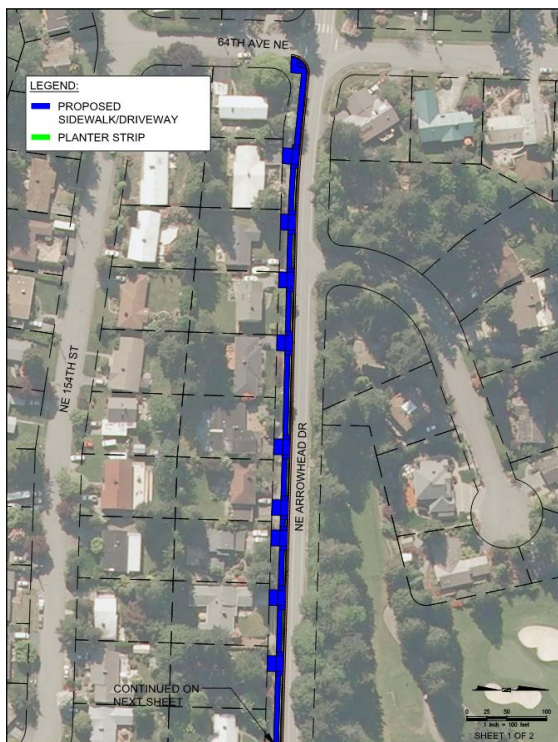
Project No.: TBD

Project Location: NE Arrowhead Drive between NE 151st Street and 64th Avenue NE.

Project Description: This project builds approximately 2,050 LF of new sidewalks on west side/south side of NE Arrowhead drive from NE 151st St to 64th Ave NE.

Background: NE Arrowhead Drive varies from 3-foot wide to 5-foot wide shoulder with two way traffic. NE Arrowhead Drive is a designated walking route for Arrowhead Elementary School students. Sidewalks along this road were identified as a high priority during the neighborhood meetings held for this area as part of the Neighborhood Transportation Program Plan and is listed as a high priority sidewalk in the Sidewalk Program.

Funding Sources: This project is currently unfunded. Staff will continue to seek grant funding for this project.



Proposed Improvements



City of Kenmore Transportation Improvement Program

Project Name: 84th Ave NE Sidewalks (150th St – 155th St)

Project No.: TBD

Project Location: 84th Ave NE between 150th St and 155th St.

Project Description: This project builds approximately 2,100 LF of new sidewalks on west side of 84th Ave NE from NE 145th St – NE 155th St. Project will also include buffered bike lanes on both sides of the street.

Background: Sidewalk exists on the west side of 84th Ave NE at NE 155th St. and terminates approximately 500 feet south of NE 155th St. This project will extend the sidewalk south and create a continuous sidewalk to Moorlands Elementary in this area. 84th Ave NE is a designated walking route for Moorlands Elementary School students. Sidewalks at this location were identified as a high priority sidewalk in the Sidewalk Program left to be completed.

Funding Sources: This project is currently unfunded. Staff will leverage granting sources to fund this project.

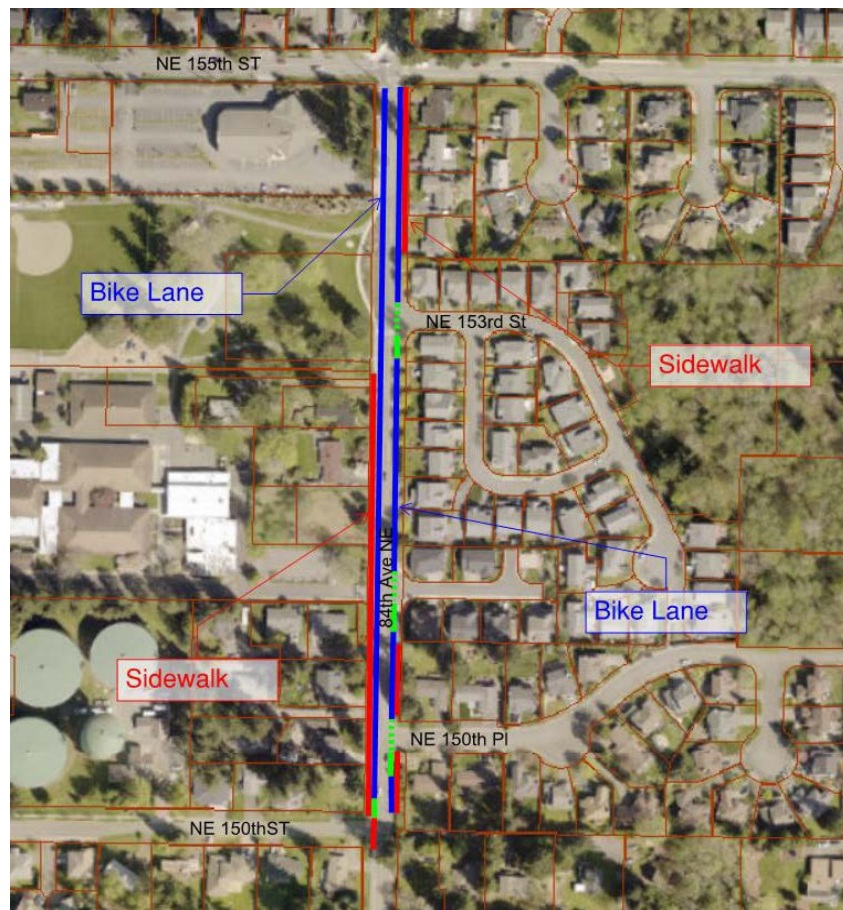


EXHIBIT A

**CITY OF KENMORE
WASHINGTON
RESOLUTION NO. 22-384**

**A RESOLUTION OF THE CITY COUNCIL OF KENMORE,
WASHINGTON, ADOPTING THE 2023-2028 SIX-YEAR
TRANSPORTATION IMPROVEMENT PROGRAM.**

WHEREAS, RCW 35.77.010 requires the City to review and adopt annually a revised and extended six-year comprehensive transportation program; and

WHEREAS, on June 21, 2022, the City Council held a public hearing and took public comment on the proposed 2023-2028 Six-Year Transportation Improvement Program; and

WHEREAS, the City Council finds that the proposed 2023-2028 Six-Year Transportation Improvement Program is consistent with the Transportation Element of the City of Kenmore Comprehensive Plan, and includes the facilities, projects, programs and information required by RCW 35.77.010;

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

Section 1. Program Adopted. The 2023-2028 Six-Year Transportation Improvement Program for the City of Kenmore, attached as an Exhibit and incorporated by this reference, is approved and adopted.

Section 2. Filing of Program. As required by RCW 35.77.010, the City Manager or designee is authorized and directed to file a copy of this resolution, together with the attached Exhibit, with the Secretary of the Washington Department of Transportation within thirty (30) days of adoption of this resolution.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, AT A REGULAR MEETING THEREOF THIS 21st DAY OF JUNE 2022

CITY OF KENMORE

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

Anastasiya Warhol, City Clerk

APPROVED AS TO FORM:

Dawn Reitan, City Attorney



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

<p>Subject/Topic:</p> <p>Amend KMC 10.15.040 so that revising speed limits throughout the city will no longer require revisions to the KMC but instead may be established and modified by City Council resolution.</p> <p>Proposed Council Action/Motion:</p> <p>Adopt Ordinance 22-0550 to Amend KMC 10.15.040 “Speed limits retained” to remove speed limits explicitly stated in the KMC and to clarify the procedures for revising speed limits in Kenmore.</p>	<p>For Council Meeting Agenda of: 6/21/2022</p> <p>Department: <u>Engineering – Public Works</u></p> <p>Prepared by: <u>Tobin Bennett-Gold, Traffic Engineer</u></p> <p>Approved by Department Head: <u>Initial & Date</u> JFV 6/9/2022</p> <p>Approved by City Attorney: <u>6/9/2022</u></p> <p>Approved by Finance Director: <u>N/A</u></p> <p>Approved by City Manager: <u>RGK 6/9/2022</u></p> <p>Exhibits/Attachments: Attachment A: Ordinance 22-0550</p>
<p><u>RECOMMENDATION:</u></p> <p>Staff recommends that the City Council adopt Ordinance 22-0550 to Amend KMC 10.15.040 “Speed limits retained” to remove explicitly stated speed limits from the KMC and to clarify procedures for future modification of speed limits. These changes will allow future speed limits to be set by resolution only, without exception and without requiring addition changes to the KMC.</p> <p><u>INFORMATION / BACKGROUND:</u></p> <p>In its current form KMC 10.15.040 adopts King County speed limits and lists certain exceptions where the former King County speed limits were found to be too high; for these exceptions, specific roadway segment extents and speed limits are explicitly stated in the KMC:</p> <ol style="list-style-type: none"> 1. Bothell Way N.E. (also known as State Route 522) between Milepost 6.21 and Milepost 8.23 shall have the maximum speed limit of 40 miles per hour. 2. 80th Avenue N.E. between N.E. 205th Street and Bothell Way N.E. (also known as State Route 522) shall have the maximum speed limit of 35 miles per hour. 3. N.E. 175th Street between 61st Avenue N.E. and 73rd Avenue N.E. shall have the maximum speed limit of 30 miles per hour. <p>Under RCW 46.61.415, to alter the maximum speed limit on a City road, the City must determine the appropriate speed limit based on “engineering and traffic investigation” unless an exception applies. The modified speed limit must then be adopted by a simple majority of the City Council by ordinance or by resolution. After adoption, the new speed limit will not take effect until the new speed limit signs are erected giving the public notice of the applicable speed limit.</p>	

Under the KMC, in the case of the above listed roadway segments, however, a resolution to change the speed limit would create a contradiction between the new speed limit and the speed limit stated in the KMC. Therefore, it is recommended that explicit speed limits be removed from the Kenmore Municipal Code.

If KMC 10.15.040 is revised to remove reference to explicitly stated speed limits, then all City roads may have speed limits set by City Council resolution and no further changes to the KMC will be required to alter speed limits for City streets in the future.

FISCAL CONSIDERATION:

There are no fiscal considerations for this amendment to the KMC.

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
WASHINGTON
ORDINANCE NO. 22-0550**

**AN ORDINANCE OF THE CITY OF KENMORE,
WASHINGTON, REGARDING SPEED LIMITS ON CITY
STREETS, AMENDING SECTION 10.15.040 OF THE
KENMORE MUNICIPAL CODE TO REMOVE
REFERENCES TO SPECIFIC SPEED LIMITS AND
CLARIFY PROCEDURES FOR MODIFYING THE SAME;
PROVIDING FOR SEVERABILITY AND CORRECTIONS;
AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, under Kenmore Municipal Code Section 10.05.010, Kenmore adopted the Washington Model Traffic Ordinance; and

WHEREAS, under Washington Administrative Code 308-330-271, after an engineering and traffic investigation by the City traffic engineer, the City may, by resolution, change a speed limit on a City street; and

WHEREAS, the Kenmore Municipal Code (KMC) Section 10.15.040 includes provisions for explicitly stating the speed limits on Bothell Way N.E., 80th Avenue N.E., and N.E. 175th Street; and

WHEREAS, the City Council desires to amend KMC 10.15.040 to remove reference to explicitly stated speed limits so that in the future the City may, by resolution, change a speed limit on any City road without creating a conflict with speeds limits stated in the Kenmore Municipal Code;

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

Section 1. Amendment – Section 10.15.040 of the Kenmore Municipal Code. The City Council hereby amends Section 10.15.040, “Speed limits retained,” of the Kenmore Municipal Code to read as follows:

10.15.040 Former speed limits retained.

A. ~~Except as set forth in subsection B of this section, the~~ The maximum speed limits for certain streets established by King County pursuant to KCC 46.04.040 and 46.04.050* and as otherwise established by King County ordinance and for which speed limit signs have been duly posted by King County are hereby adopted as the speed limits on those said streets in the city of Kenmore, unless ~~the city manager, or designee, or the city council~~ shall establish otherwise pursuant to this chapter or other law. Any such revised speed limits will not take effect until appropriate signs giving notice thereof are erected.

~~B. It is determined on the basis of engineering and traffic investigations that the maximum speed limits originally established under King County (see subsection A of this section) are more than is deemed necessary for the safe operation of vehicles on certain streets. The city council determines and declares that the reasonable and safe maximum speed limits of the streets identified below shall be as follows:~~

~~1. Bothell Way N.E. (also known as State Route 522) between Milepost 6.21 and Milepost 8.23 shall have the maximum speed limit of 40 miles per hour.~~

~~2. 80th Avenue N.E. between N.E. 205th Street and Bothell Way N.E. (also known as State Route 522) shall have the maximum speed limit of 35 miles per hour.~~

~~3. N.E. 175th Street between 61st Avenue N.E. and 73rd Avenue N.E. shall have the maximum speed limit of 30 miles per hour.~~

~~C. Violators of speed restrictions shall be subject to the fines, penalties and forfeitures as established by the City's Model Traffic Ordinance (see Chapter 10.05 KMC) and the Uniform Bail Schedule adopted by the State of Washington and in effect as of the date of the violation.~~

~~*Code reviser's note: These King County Code sections are on file in the office of the city clerk.~~

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

Section 3. Corrections. Upon the approval of the city attorney, the city clerk and/or code publisher is authorized to make any necessary technical corrections to this Ordinance, including but not limited to the correction of scrivener's/clerical errors, references, Ordinance numbering, section/subsection numbers, and any reference thereto.

Section 4. Effective Date. This ordinance shall take effect and be in full force and effect five days after passage and publication of an approved summary consisting of the title.

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

APPROVED:

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.:
Date of Publication:
Effective Date: