



City of Kenmore - 18120 68th Avenue NE - P.O. Box 82607 - Kenmore, WA 98028  
Phone: 425-398-8900 - Fax: 425-481-3236 - E-mail: [cityhall@kenmorewa.gov](mailto:cityhall@kenmorewa.gov)

### **City Council Special & Regular Meeting** **ON-SITE & ONLINE**

**6:28 PM: We are experiencing technical issues and will  
resume the regular meeting on-site.**

**September 26, 2022 - 6:00 PM**

**ZOOM LINK:** <https://kenmorewa-gov.zoom.us/j/83352870241>

US: +12532158782,,83352870241# or +17193594580,,83352870241#

Or Telephone: Dial US: +1 253 215 8782

Callers please dial \*9 to Raise/Lower Hand

Webinar ID: 833 5287 0241

If you have any questions or to confirm agenda items prior to the meeting, or if you require special accommodations, please call the City Clerk at 425-398-8900. You may also stop by City Hall at 18120 68th Avenue NE, Kenmore. Council agendas are also available on our website at [www.kenmorewa.gov](http://www.kenmorewa.gov).

**I. CALL SPECIAL MEETING TO ORDER - 6:00 PM**

**II. STUDY SESSION AGENDA**  
**DISCUSSED; NO FINAL ACTION**

- A. Discussion about the Service Level Budgeting method for the 2023-2024 Biennial Budget, presented by City Manager Rob Karlinsey, Finance & Administration Director Leticia Salcido, and Assistant to the City Manager Garrett Oppenheim

[Agenda Bill - Service Level Budgeting Study Session](#)

[Attachment 1 - Service Level Budgeting Workshop Presentation \(updated 9/26\)](#)

[Attachment 2 - Service Level Budgeting Description](#)

[Attachment 3 - Program Cost Allocations by Service Level \(updated 9/26\)](#)

[Attachment 4 - SLB Enhanced Program Scoring Worksheet](#)

[Attachment 5 - SLB New Program Scoring Worksheet](#)

**III. ADJOURN SPECIAL MEETING**

**IV. TEN MINUTE BREAK - 6:50 PM**

**V. CALL REGULAR MEETING TO ORDER - 7:00 PM**

**Public Comments and Public Hearing to be held during this Regular Meeting segment**

**VI. ROLL CALL**

**VII. FLAG SALUTE**

## VIII. AGENDA APPROVAL

## IX. PROCLAMATION

### PROCLAIMED

- A. Indigenous Peoples' Day and National Native American Heritage Month Proclamation to be accepted by Tulalip Artist Huggz Moses  
[Indigenous Peoples' Day and Native American Heritage Month Proclamation](#)

## X. 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.

If your public comment is about the **Comprehensive Plan Amendments, including Missing Middle Housing**, please wait until the Public Hearing to make your public comment.

Thank you for taking the time to express your comments.

## XI. CONSENT AGENDA

### APPROVED UNANIMOUSLY

- A. Approve Special & Regular Meeting Minutes from September 12, 2022  
[City Council September 12, 2022 Special Regular Meeting Minutes](#)
- B. Receive and File the July 2022 Financial Report for the City of Kenmore, Washington  
[Agenda Bill - July 2022 Financial Report](#)
- C. Receive and File the August 2022 Financial Report for the City of Kenmore, Washington  
[Agenda Bill - August 2022 Financial Report](#)



- D. Authorize City Manager to execute Contract No. 21-C2666, Amendment No. 3 with Red Barn Engineering, Inc. to continue to provide engineering inspection services through the end of the year.  
[Agenda Bill - Red Barn Contract Amendment No. 3](#)  
[Attachment 1 - Contract with Red Barn Engineering](#)  
[Attachment 2 - Contract Amendment #1](#)  
[Attachment 3 - Contract Amendment #2](#)  
[Attachment 4 - Contract Amendment #3](#)  
[Attachment 5 - Copy of August Invoice](#)
- E. Authorize City Manager to execute Contract No. 21-C2667, Amendment No. 1 with PACE Engineers, Inc. to continue to provide planning services through the end of the year.  
[Agenda Bill - PACE Contract Amendment](#)  
[Attachment 1 - 2021-2022 Current Contract with PACE](#)  
[Attachment 2 - Contract Amendment](#)

## **XII. PUBLIC HEARING**

**ORDER OF CONTINUANCE APPROVED UNANIMOUSLY:  
PUBLIC HEARING WILL CONTINUE ON MONDAY, OCTOBER 3, AT 7 PM,  
AT CITY HALL.**

**(The special meeting on October 3, 2022 will begin at 6 PM)**

- A. This is the Public Hearing segment of the agenda held to hear testimony specific to the **Comprehensive Plan Amendments, including Missing Middle Housing**. If you speak on a different topic, you may be redirected to keep your remarks on subject. You will be granted 5 minutes to speak. The same public comment rules apply, including stating your name and city of residence, addressing your comments directly to the City Council, and not splitting your time with others. If your comments have been fully expressed by preceding speakers, we encourage you to summarize your statements by stating your name, and City of residence and saying, "I concur/agree with \_\_\_\_\_". We will hear testimony from our on-site guests first; followed by virtual guests. Thank you for taking the time to participate in this hearing.
- B. Comprehensive Plan and Development Regulation Amendments presented by Community Development Director Debbie Bent and Principal Planner Lauri Anderson, *for Public Hearing*  
[Agenda Bill - Comprehensive Plan and Development Regulation Amendments](#)  
[Attachment 1 - Summary of Missing Middle housing Amendments](#)  
[Attachment 1a - Example Single-Family House](#)  
[Attachment 1b - Example Duplex](#)  
[Attachment 1c - Example Triplex](#)  
[Attachment 1d - Example site plan](#)  
[Attachment 2 - Final Revised Vision Statement](#)  
[Attachment 3 - Final Revised Land Use Element](#)  
[Attachment 4 - Final Revised Housing Element](#)

[Attachment 5 - Final Revised Capital Facilities Element](#)

[Attachment 6 - Final Revised Zoning Map](#)

[Attachment 7 - Missing Middle Housing Code Amendments](#)

[Attachment 8 - Missing Middle Flyer](#)

[Attachment 9 - Missing Middle Housing FAQs](#)

[Presentation - Comprehensive Plan PowerPoint](#)

### **XIII. BUSINESS AGENDA**

- A. Receive and File Estimates of Revenues and Expenditures for the Current 2021-2022 Budget and the Proposed 2023-2024 Biennium Budget for the City of Kenmore, Washington presented by Finance and Administration Director Leticia Salcido

**DISCUSSED**

[Agenda Bill - Estimates of Revenue and Expenditures for Current 2021-2022 Budget and Proposed 2023-2024 Biennium Budget](#)

- B. Review and Discuss 2023-2028 Capital Improvement Program for Parks, Transportation, Surface Water, and City Facilities presented by Finance and Administration Director Leticia Salcido, *for Discussion*

**POSTPONED TO A LATER DATE**

[Agenda Bill with Exhibits - 2023-2028 Capital Improvement Program for Parks, Transportation, Surface Water, and City Facilities](#)  
[Presentation - 2023-2028 Capital Improvement Program](#)

### **XIV. STAFF REPORTS**

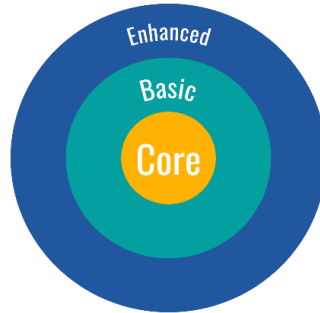
### **XV. COUNCILMEMBER REPORTS & COMMENTS**

### **XVI. ADJOURNMENT**

### **UPCOMING MEETINGS:**

- A. October 3, 2022 Special Meeting - 6:00 PM  
October 10, 2022 Regular Meeting - 7:00 PM  
October 17, 2022 Regular Meeting - 7:00 PM  
October 24, 2022 Special & Regular Meeting - 6:00 PM

<p><b>Subject/Topic:</b></p> <p>Service Level Budgeting Study Session</p>   <p><b>Proposed Council Action/Motion:</b> No action requested; listening session and discussion about Service Level Budgeting method for the 2023-2024 biennial budget.</p>	<p><b>For Council Meeting Agenda of:</b> September 26, 2022</p> <p><b>Department:</b> City Manager’s Office</p> <p><b>Prepared by:</b> Garrett Oppenheim, Assistant to the City Manager</p> <div style="text-align: right;"><u><b>Initial &amp; Date</b></u></div> <p><b>Approved by Department Head:</b> RGK</p> <p><b>Approved by City Attorney:</b> N/A</p> <p><b>Approved by Finance Director:</b> LS</p> <p><b>Approved by City Manager:</b> RGK</p> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Service Level Budgeting Workshop Slide Deck</li> <li>2. Service Level Budgeting Description</li> <li>3. Program Cost Allocations by Service Level</li> <li>4. Enhanced Programs Scoring Summary</li> </ol>
<p><b><u>INFORMATION/BACKGROUND:</u></b></p> <p>For the 2023-24 Biennial Budget process, the City of Kenmore has developed and used a new budgeting method, Service Level Budgeting (SLB). This method gleans the better attributes from more established budgeting methods, such as scoring programs by how well they advance City Council’s priorities, while excising those that did not work for the City’s purposes, such as operating under an assumption that any program could be cut in any given year.</p> <p>SLB is a method to build the budget through the lenses of service levels and priorities, beginning with classifying programs as “core,” “basic,” or “enhanced.” SLB recognizes that programs and services are not all created equal and that some are more essential for public safety and order, while others are more discretionary. SLB identifies, costs, and scores programs according to how well they advance goals and priorities, but before scoring programs, SLB separates the nondiscretionary programs in the budget from discretionary programs and only the discretionary programs are scored.</p> <p>In creating an SLB budget, services and programs are placed into three service level categories: Core, Basic, and Enhanced:</p>	



Core level includes those services and programs essential to public order and to maintaining life safety and those mandated by state or federal law that are the sole responsibility of the city. Examples of Core services include road maintenance, police patrol, criminal investigations, jail, and courts.

Basic level services are not necessarily required for public order, and are not mandated by state or federal law, but they are considered elemental or inherent to what cities do, such that it would be difficult not to do them, services like public park maintenance, streetscape maintenance, capital project management, and traffic enforcement.

Enhanced services add to quality of life, are more discretionary, and are not assumed to be an inherent city function. They may augment what other public, nonprofit, and private sector entities already provide. Examples of enhanced programs and services include human services funding, recreation programs, affordable housing, city events, economic development programs, school resource officer programs, and the RADAR Navigator program.

SLB applies to three funds in the City's budget: the General Fund, Street Fund, and Surface Water Management Fund. Surface Water Management is fee-supported and self-sustaining, so its programs do not get compared to General Fund and Street Fund programs.

The steps in the process to build a Service Level Budget are 1) identification of each department's programs, 2) categorization of programs as core, basic, and enhanced, 3) assignment of costs to the programs, 4) scoring the programs, 5) making budget recommendations, and 6) presenting the budget to City Council and the Community.

**COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:**

All City Council Priorities

# SERVICE LEVEL BUDGETING

An Overview



## PRE-EXISTING BUDGETING METHODS

- Priority Based Budgeting
- Budgeting for Outcomes
- Zero-Based Budgeting
- Target Based Budgeting
- Program Budgeting
- Performance Budgeting
- Participatory Budgeting

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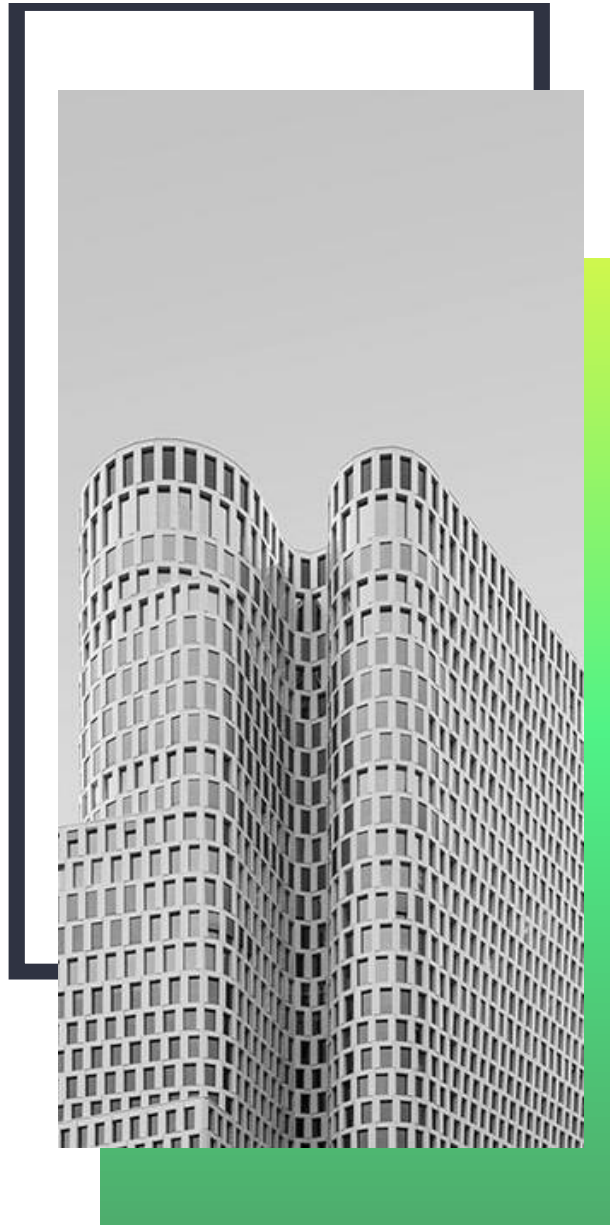
## PITFALLS OF OTHER METHODS

### Priority Based Budgeting

- Evaluates programs as if they are all discretionary, when in fact many are mandated by state or federal law or are necessary to maintain public order and safety.

### Performance Budgeting

- Linking funding to results in terms of outputs or outcomes is problematic in the public sector where goals are long-term and difficult to quantify.



### Zero-Based Budgeting

- Tries to build the budget up from the start every year as if any service could be subject to elimination but in truth, mandated and essential programs cannot be eliminated.

### Participatory Budgeting

- Disproportionately amplifies the voices of those who have the time to become involved in the budget process.



# SERVICE LEVEL BUDGETING

## An Introduction

- Programs and services are not all created equal: some are more essential while others are more discretionary
- SLB distinguishes nondiscretionary and discretionary programs and only scores the latter based on how well they advance goals and priorities
- Services & programs fall into 3 level categories: Core, Basic, & Enhanced



LEVELS OF SERVICE	CORE	BASIC	ENHANCED
	Services and programs essential to public order and maintaining life safety.	Services considered elemental or inherent to what cities do such that it would be difficult to not provide these services.	Services that provide added quality of life, are more discretionary, and are not assumed to be an inherent city function. Enhanced services are often provided by other entities than just the City.
	<div>Examples:</div> <ul style="list-style-type: none"><li>• Services mandated by state or federal law that are the sole responsibility of the city</li><li>• Road maintenance</li><li>• Police patrols &amp; investigations</li><li>• Administrative functions like City Council governance, financial accounting, and record keeping</li><li>• Courts</li><li>• Emergency Management</li></ul>	<div>Examples:</div> <ul style="list-style-type: none"><li>• Public park maintenance</li><li>• Streetscape maintenance</li><li>• Capital project management</li><li>• Administrative functions like employee trainings, website management (above and beyond what state law requires), and information technology services</li><li>• Front desk reception</li></ul>	<div>Examples:</div> <ul style="list-style-type: none"><li>• Recreation programs</li><li>• Human services funding</li><li>• Events</li><li>• Economic development programs</li><li>• Affordable housing</li><li>• State and federal lobbying</li><li>• Farmers Market</li><li>• Rhodie Boat House</li><li>• The Hangar &amp; Town Square</li></ul>
	Core services provided at a level beyond that required are categorized as basic or enhanced.	Basic services provided at a level beyond that typically provided are categorized as enhanced.	May augment what other public, nonprofit, or private entities already provide.

# PROCESS

- 1. Identify Main Programs
- 2. Categorize Programs as Core, Basic, and Enhanced
- 3. Assign Costs (Including Staff Time) and Dedicated Revenues to Programs
- 4. Score the Programs
- 5. Make Budget Recommendations
- 6. Build the Budget and Present It to City Council and the Community



## 1. PROGRAM IDENTIFICATION

The first step is to identify the services and programs the City provides.

- It is key to find the balance between defining programs too broadly or narrowly.
- Once they have been identified, each program and service is assigned to the City department responsible for its provision.

## 2. CATEGORIZE PROGRAMS

Is the program at the minimum level to comply with state and federal law or the minimum level needed to maintain public order?

Yes

The program is CORE

No, the program goes beyond legal requirements.

Is the program or service a function inherent to being a city even if it is not required?

Yes

The program is BASIC

No, the program adds to quality of life, is more discretionary, and is not an inherent city function.

The program Is ENHANCED

### 3. ASSIGN COSTS

All of the expenses associated with a program are assigned to it on Costing Worksheet spreadsheets.

If a program exists across different service levels, then the costs are broken up according to the service level at which they are expended.

		FTE by Service Level		
Name of Position	FTE Allocated to this Program	Core	Basic	Enhanced
Administrative Specialist	0.65	0.25	0.20	0.20
Personnel Costs by Service Level:				
	Core	Basic	Enhanced	Total
FTE	0.25	0.20	0.20	0.65
Salary & Benefits	\$15,750.00	\$12,600.00	\$12,600.00	\$40,950.00
Other Line Item Costs Associated with this Program:				
Line Item	Core Expenditures	Basic Expenditures	Enhanced Expenditures	Total
Office & Operating Supplies		\$250.00		\$250.00
Advertising			\$2,500.00	\$2,500.00
Printing & Postage		\$500.00	\$1,750.00	\$2,250.00
Telecommunications		\$2,950.00		\$2,950.00
Media Relations/Marketing			\$5,500.00	\$5,500.00
Equipment Maintenance		\$1,500.00	\$500.00	\$2,000.00
Equipment Replacement		\$1,500.00		\$1,500.00
Facility Maintenance	\$5,000.00		\$1,075.00	\$1,075.00
Utilities	\$25,000.00		\$9,000.00	\$34,000.00
Subscriptions	\$500.00	\$884.00	\$475.00	\$1,859.00
				\$53,884.00

## 4. SCORE PROGRAMS

Once programs have been identified, categorized, and costed, a committee made up of city employees scores them, guided by the following:

- **ENHANCED** services are scored on a 1-7 scale, based on how well they advance:
  - City Council Priorities,
  - The Comprehensive Plan 20-Year Vision Statement, and
  - The Service Vision and Values.
- **BASIC** services automatically receive a 7 rating.
- **CORE** services are not subject to scoring because they are essential to public order and life safety.

Enhanced programs are then ranked into quartiles based on their scores and the City Manager finalizes the results.

## 5. BUDGET RECOMMENDATIONS

The City Manager and Finance Director work together to recommend which programs to include in the preliminary budget proposal and at what service levels.

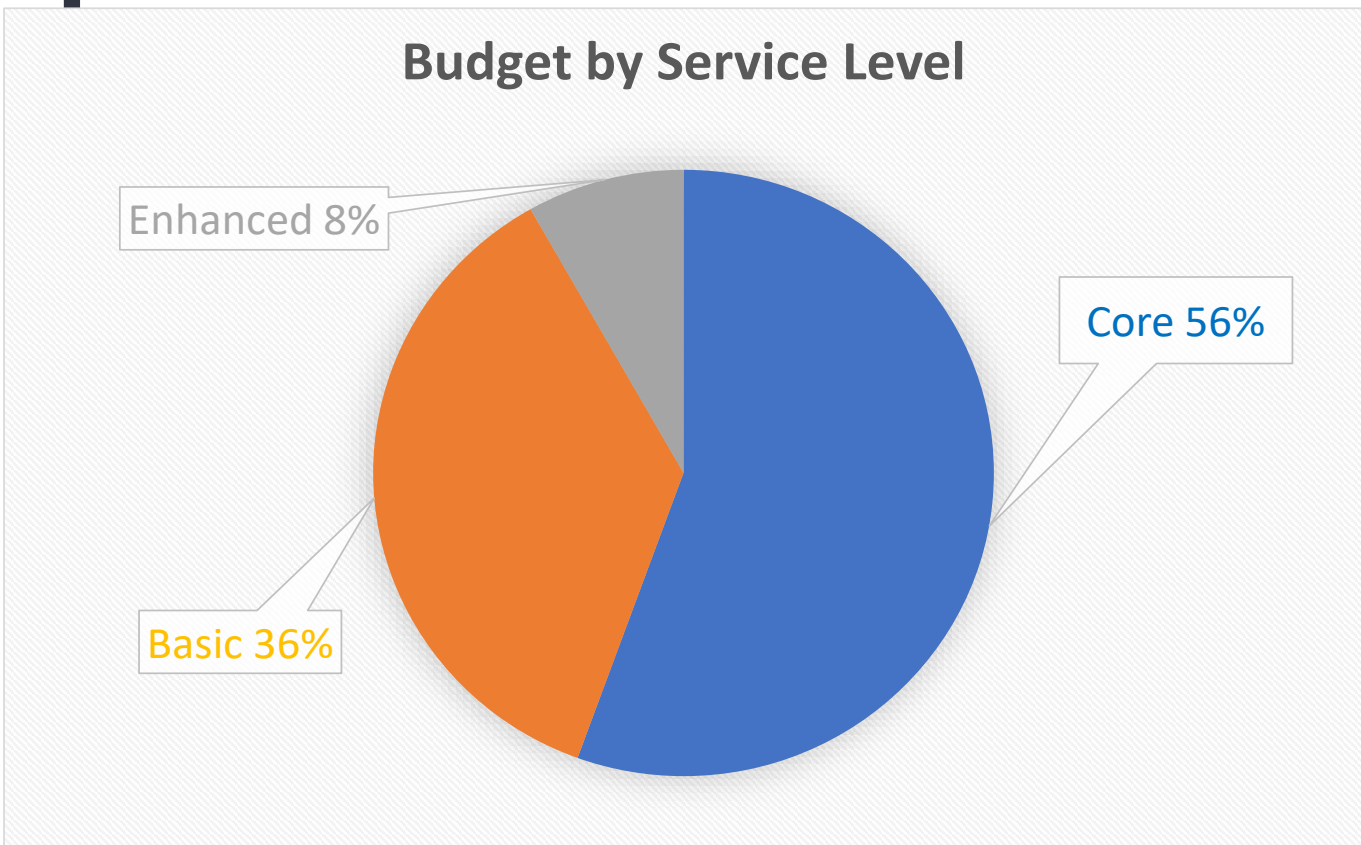
If there are not sufficient resources to fund all programs, the City Council and staff evaluate whether lower scoring programs can be reduced, eliminated, made more efficient, provided by another entity, or supported through a new revenue source.

## 6. BUILD AND PRESENT THE BUDGET

All the decisions made in Step 6 are written out into the budget document.

The City Manager presents the proposed budget to City Council and the Community via the process set forth in State law.





# PRELIMINARY RESULTS

## CORE PROGRAMS

Department	Program
City Council	City Council
City Manager's Office	Public Relations and City-Wide Communications
City Manager's Office	Public Records Requests
City Manager's Office	Leadership-General Administration
Community Development	Community Development
Development Services	Permitting & Inspections
Development Services	Code Enforcement
Development Services	Emergency Management
Finance & Administration	Financial Services- 2023
Finance & Administration	Financial Services- 2024
Finance & Administration	IT
Finance & Administration	Risk Management
Finance & Administration	City Clerk
Justice Services	Public Defense
Justice Services	Court
Justice Services	Jail
Justice Services	Prosecutor
Legal	Legal Services
Police Department	Patrol
Police Department	Investigations
Police Department	Special Services
Public Works- Engineering	ROW Use Management
Public Works- Engineering	Traffic Safety & Operations
Public Works- Engineering	Transportation Planning & Engineering
Public Works- Operations	Facilities & Fleet
Public Works- Environmental Services	Environmental Services
Public Works- Operations	Streets
Public Works- Operations	Surface Water Management

# BASIC PROGRAMS

## PRELIMINARY RESULTS

Department	Program
City Manager's Office	Front Desk Reception
City Manager's Office	Public Relations and City-Wide Communications
City Manager's Office	Intergovernmental Relations
City Manager's Office	Leadership-General Administration
City Manager's Office	Special Projects
Community Development	Parks CIP
Community Development	Special Projects
Community Development	Community Development
Development Services	Code Enforcement
Development Services	Code Development
Human Resources	Human Resources
Human Resources	DEI
Police Department	Training
Police Department	Crime Prevention
Public Works- Engineering	ROW Use Management
Public Works- Engineering	Traffic Safety & Operations
Public Works- Engineering	Transportation Planning & Engineering
Public Works- Engineering	Capital Projects Management
Public Works- Operations	Parks
Public Works- Operations	Facilities & Fleet
Public Works- Operations	Streets

# PRELIMINARY RESULTS

## ENHANCED PROGRAMS- First Quartile

		Scoring: Scale of 1-7; 1=low, 7=high			
Department	Program	Comp Plan Vision Statement	Council Priorities	Service Vision & Values	Average Weighted Score
Parks Maintenance	Rhodie Boathouse	6	4	7	5.4
Development Services	Code Development - Tree Regulations	6	6	4	5.6
Finance & Admin	Human Services	6	5	7	5.8
Community Development	Special Projects: Affordable Housing Regulations	6	6	5	5.8
City Manager's Office	Intergov Relations--ARCH	6	6	5	5.8
City Manager's Office	Special Initiatives: Exceptional Trees	7	6	4	6.0
Development Services	Redevelopment Initiatives - Lakepointe, Bench, etc.	7	5	7	6.2
Community Development	Comp Plan Element: Climate	6	7	5	6.2
City Manager's Office	Special Initiatives: Affordable Housing Developments	7	7	5	6.6
City Manager's Office	Intergov Relations--Lobbying	7	7	7	7.0
Legal Services	Legal Services in Support of Enhanced Programs	7	7	7	7.0
*One-Time Expense					
** Has Own Dedicated Funding Source					

# PRELIMINARY RESULTS

## ENHANCED PROGRAMS- Second Quartile

		Scoring: Scale of 1-7; 1=low, 7=high			
Department	Program	Comp Plan Vision Statement	Council Priorities	Service Vision & Values	Average Weighted Score
City Manager's Office	Intergov Relations	3	5	7	4.6
Community Development	Special Projects: Bench properties*	5	4	6	4.8
PW Engineering	Traffic Safety: Photo Enforcement**	4	5	6	4.8
Facilities Maintenance	Recycling Program	5	5	4	4.8
Community Development	Parks Capital: Boathouse	5	5	5	5.0
Community Development	Special Projects: Tenant Protections	5	5	5	5.0
PW Engineering	Transportation Planning: ADA/Sidewalk Maps	4	6	5	5.0
City Manager's Office	Special Initiatives: Lakepointe	6	4	6	5.2
Parks Maintenance	Log Boom Pier	6	4	7	5.4
Parks Maintenance	Log Boom Temporary Float	6	4	7	5.4
Parks Maintenance	Log Boom kayak concession building**	6	4	7	5.4
*One-Time Expense					
** Has Own Dedicated Funding Source					

# PRELIMINARY RESULTS

## ENHANCED PROGRAMS- Third Quartile

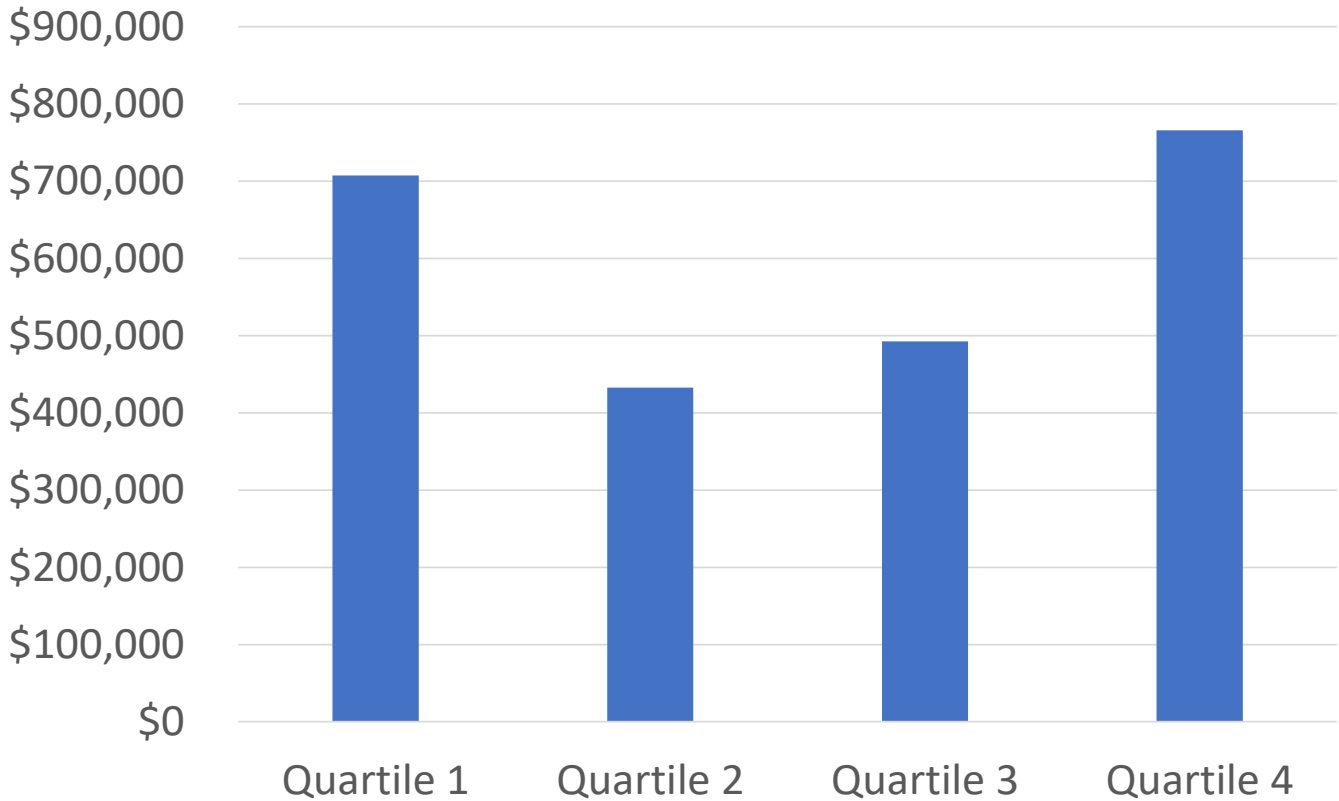
Department	Program	Scoring: Scale of 1-7; 1=low, 7=high			
		Comp Plan Vision Statement	Council Priorities	Service Vision & Values	Average Weighted Score
PW Engineering	Transportation Planning: Regional Committees	4	4	3	3.8
Parks Maintenance	Special Events Support at Parks	4	3	5	3.8
Facilities Maintenance	Hangar & Town Square	4	3	6	4.0
City Manager's Office	Communications - Quarterly Printed Newsletter	5	3	5	4.2
City Manager's Office	Communications - Social Media	5	3	5	4.2
Development Services	Code Enforcement - Garbage Hauling Vouchers	6	2	5	4.2
PW Operations	NUD supplemental snow plowing	4	4	5	4.2
City Manager's Office	Volunteer Program	5	3	6	4.4
Community Development	Recreation Programs	5	3	6	4.4
Parks Maintenance	Recreation Programs Support at Parks	5	3	6	4.4
Facilities Maintenance	Recreation Programs Support in City Facilities	5	3	6	4.4
*One-Time Expense					
** Has Own Dedicated Funding Source					

# PRELIMINARY RESULTS

## ENHANCED PROGRAMS- Fourth Quartile

		Scoring: Scale of 1-7; 1=low, 7=high			
Department	Program	Comp Plan Vision Statement	Council Priorities	Service Vision & Values	Average Weighted Score
PW Engineering	Traffic Safety: Non-safety traffic & parking service requests	2	2	2	2.0
Facilities Maintenance	City Hall Rentals	2	2	2	2.0
Facilities Maintenance	Special Events Support in City Facilities	2	2	3	2.2
City Manager's Office	Special Initiatives: Civics 101*	2	3	4	2.8
Facilities Maintenance	Post Office**	3	3	3	3.0
City Manager's Office	Economic Development	4	3	2	3.2
City Manager's Office	Communications - Enhanced Graphics	4	2	4	3.2
PW Operations	Street tree lightings during the holidays	4	2	5	3.4
Parks Maintenance	Memorial Bench program	4	2	5	3.4
City Manager's Office	Regional Aquatic Center Research	5	2	5	3.8
City Manager's Office	Events	4	3	5	3.8
Development Services	Code Enforcement - KC Housing Repair Program	5	2	5	3.8
*One-Time Expense					
** Has Own Dedicated Funding Source					

Enhanced Program Costs by Quartile Ranking





# PRELIMINARY RESULTS

## PROPOSED NEW PROGRAMS (ENHANCED)

Department	Program	Comp Plan Vision Statement	Council Priorities	Service Vision & Values	Average Weighted Score
PW Operations	Street Banners	2	2	3	2.2
City Manager's Office	Community Court	2	4	3	3.0
City Manager's Office	25th Anniversary Celebration	4	3	3	3.4
City Manager's Office	Bang the Table Community Engagement Platform	4	3	4	3.6
City Manager's Office	Farmers Market	4	3	5	3.8
Public Safety	RADAR Expansion	3	5	7	4.6
Environmental Services	Climate Action Plan Implementation	7	7	7	7.0

# QUESTIONS?

**We will now answer  
any questions you  
have.**





## City of Kenmore, Washington

### Service Level Budgeting Description and Instructions

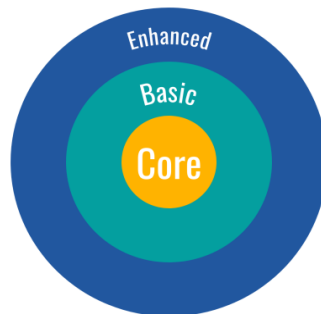
Service Level Budgeting (SLB) is a method to approach and build a city budget through the lenses of service levels and priorities, beginning with classifying programs as “core,” “basic,” or “enhanced.” SLB recognizes that programs and services are not all created equal and that some programs are more essential for public safety and order, while other programs are more discretionary.

SLB is similar to Priority Based Budgeting in that programs are identified, costed, and scored according to how well they advance goals and priorities. However, before going to the work of scoring programs, SLB separates the nondiscretionary programs in the budget from those that are discretionary. Only the discretionary programs are scored.

While other budgeting methods score or evaluate programs as if they were all discretionary (e.g. Priority Based Budgeting) or try to build the budget from the bottom up as if any service could be eliminated every year (e.g. Zero Based budgeting), SLB recognizes that there are some essential and basic programs and services that are not going to go away and that there are discretionary services that are more subject to budget limitations or that lend themselves to separate, dedicated funding sources.

At the same time, SLB does not dismiss the need for continuous improvement, improved efficiency, and evaluation on how services are delivered and by whom. In addition, within each program or service, varying levels of service can be evaluated regardless of how essential or discretionary the program.

In creating a SLB budget, services and programs are placed into three service level categories: Core, Basic, and Enhanced:



Core, basic, and enhanced service levels are described as follows:

18120 68<sup>th</sup> Ave NE · Kenmore, WA 98028

Office: (425) 398-8900 · [cityhall@kenmorewa.gov](mailto:cityhall@kenmorewa.gov) · [www.kenmorewa.gov](http://www.kenmorewa.gov)

### **Core**

Core level services include those services and programs that are essential to public order and to maintain life safety. Examples include road maintenance, police patrol, criminal investigations, jail, court, emergency management. Core level services also include services that are mandated by state or federal law and where those services are the sole responsibility of the city. Examples include land use and building permit processing, planning under the Growth Management Act, and complying with state and federal stormwater permit requirements.

Some administrative functions also fall under core service levels. Examples include City Council governance, record keeping, financial accounting, and some personnel functions.

Note that a core service may be provided at a level that is above what is necessary for public order and life safety; or above what is mandated by federal or state law. For example, police patrol staffing may exceed the minimum level necessary to maintain safe response times and police presence. The portion of core services that exceeds the minimum level shall be categorized as basic or enhanced.

### **Basic**

Basic level services are not necessarily required for public order, nor are they mandated by state or federal law, but they are considered elemental or inherent to what cities do, and it would be difficult to do without these services. Basic services are the sole responsibility of the city and do not fall under the responsibility of any other public or private entity. Examples of basic city services include public park maintenance, streetscape maintenance, capital project management, and traffic enforcement.

On the administrative side, examples of basic services and programs include employee training and development, employee benefits, website management, and information technology services.

Similar to core services, portions of a basic service may be provided at a level that is higher than what is considered to be basic and inherent to what cities do. For example, parks landscaping that provides golf course-quality lawn maintenance and manicured topiary bushes would be above the basic level. The portion of basic services that exceeds what cities inherently provide or is above industry standard shall be categorized as enhanced.

### **Enhanced**

Enhanced services are for added quality of life, are more discretionary, and are not assumed to be an inherent city function. Enhanced services and programs may augment what other public, nonprofit, and private sector entities already provide.

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Examples of enhanced programs and services include affordable housing, human services funding, recreation programs, city events, economic development programs, school resource officer programs, the RADAR Navigator program, state and federal lobbying, and some communications services such as social media management.

### **Affected Budgets**

Service Level Budgeting will only apply to three of the City's funds: General Fund, Street Fund, and Surface Water Management Fund. All departments that are funded by one or more of these three funds will be part of the SLB process. Capital project funds and other funds will not be included in the SLB process.

The Surface Water Management Fund is a fee-supported, self-sustaining utility fund; therefore, its services and programs will not be grouped and compared with General Fund and Street Fund programs.

Because the General Fund and Street Fund are interconnected (the General Fund subsidizes the Street Fund), programs from these two funds will be considered and scored as if they are all part of the same fund.

### **Steps to Building a Service Level Based Budget**

#### **Step 1: Identify the Main Programs for Each Department**

The first step in building a budget based on service levels is to identify the services and programs the city provides. When identifying programs or services, the key is to find the right balance between being too broad and too granular. A program that would be too broad would be "police services." On the other hand, something too specific would be "DUI enforcement."

Rather than focusing on tasks, identify programs in terms of key services with outputs under departments. For example, street signs, street lights, traffic signals, road striping, and pavement repair would all fall under the "street maintenance" program.

Administrative functions within a department that support the department's key programs should not be identified as programs. For example, processing service requests is in support of other programs (parks, streets, code enforcement, etc.) and not a program in and of itself.

Another example of an administrative function is web page maintenance. The work done within a department on its web pages is not a program but is rather in support of the department's main programs. One exception to this guidance on administrative functions is training: Each department will identify employee training as a program in its budget.

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Some programs are not confined to one department. A department's list of programs should not include cross-departmental programs unless:

- 1) the department plays the lead role for that program (example: Development Services should list Emergency Management as a program), or
- 2) one or more employees in the department spend at least 20% of their time on that program.

### **Step 2: Categorize Programs: Core, Basic, and Enhanced**

Now categorize the department's programs into the three levels of service: core, basic, and enhanced. Complete the *SLB Categorization Worksheet* for each program.

If a service or program is identified as core, determine whether it is being provided at the minimum level to comply with state and federal law and/or the minimum level needed to maintain public order and safety. If portions of a core service are being provided above the minimum level, identify which portions of the program are basic or enhanced.

Similarly, if portions of a basic service are being provided at a level that is above what cities inherently do or above industry standard, identify that portion above the basic level as enhanced. The *SLB Categorization Worksheet* will guide this process.

For the training program in each department, categorize as follows:

- Training necessary to maintain certifications for providing life-safety and/or mandated services: Core
- Training that is for a basic-level service and is standard training for providing that service: Basic
- Training for enhanced-level services or training that is beyond what is standard or necessary for any level of service: Enhanced

### **Step 3: Assign Costs to the Programs**

Using the *SLB Costing Worksheet*, assign costs to each program using the current year's estimated expenditures.

For programs that operate across levels, e.g., a Core program with Basic attributes, costs are broken out as they are expended at each level. For example, a program might have membership dues related to its Core functions and its Basic functions; those related to its Core functions should be attributed to the program at its Core level and those related to its Basic functions to its Basic level.

Included with this step is assigning staff costs. The costs of supervisors and department heads need to be assigned to the programs within their departments. Overhead costs such as finance and human resources will be accounted for as separate programs in the administrative departments.

Wherever possible, try to staff time to programs in increments of 0.20 FTE or greater. As a result of the 0.20 FTE minimum increment, some programs may not have staff assigned to them, but these programs will have other costs assigned to them such as professional or intergovernmental services (see step 4). Also due to the minimum 0.20 FTE increment rule, do not assign staff to training in a department's budget.

It is the responsibility of each employee to assign their own time to the programs in which they are engaged.

Staff costs are first allocated using the *Staffing Allocation by Program* worksheet. A template of this worksheet is shown as follows:

Department X Staffing Allocation by Program

Program	Position A	Position B	Position C	Position D	Position E	Total
Program 1	0.40	0.20	0.50			1.10
Program 2		0.20		0.25		0.45
Program 3	0.20	0.20		0.25	1.00	1.65
Program 4	0.20	0.20		0.50		0.90
Program 5	0.20	0.20	0.50			0.90
Training (including training-related travel)	-	-	-	-	-	-
Total	1.00	1.00	1.00	1.00	1.00	5.00

Once staff time is allocated by program, then staff time can be further designated by service level (core, basic, or enhanced) in the SLB costing worksheet for each program.

#### Step 4: Score the Programs

After programs and services are identified, categorized, and costed, score and prioritize them using the following guidance:

- Core services provided at a minimum necessary level are off limits and not subject to scoring.
- Basic services automatically receive a high priority rating.
- Enhanced services are scored on a 1-7 scale, based on how well they advance City Council priorities, the comprehensive plan 20-year vision statement, and the service vision and values.

Departments will not score their own programs. Using the *SLB Scoring Worksheet*, a committee of employees will score the services and programs. Employees whose programs are being scored will not be involved in scoring those programs but may provide information and clarification on how the programs work and who they serve.

New programs proposed for the next biennium are scored separate from pre-existing programs. Before the scoring committee can evaluate them, the department proposing the new program fills out a *New Program Justification Form* to show how much the program

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would cost and how it advances City Council priorities. The *New Program Justification Form* also describes the proposed program, why it is needed, and the impact to the City if the program is not approved. The Scoring Committee scores proposed new programs just as it does other enhanced programs.

The leadership team will review the scoring and may rank order the programs based on their scoring. The city manager will finalize the results.

**Step 5: Make Budget Recommendations**

Based on steps 1-3, work with the city manager and finance director to decide what programs and services will be included in the budget and at what level. If there are not enough resources in the budget to fund all programs, evaluate whether lower scoring programs can be:

- reduced or eliminated,
- made more efficient through Lean or other methods,
- provided by another entity, or
- supported with a new revenue source

Any proposed new programs or increases in programs and services will need to go through all six steps.

**Step 7: Build the budget and present it to the City Council and the Community.**

Incorporate the budget decisions into the written budget document. Present the proposed budget to the City Council and the Community via the process required and outlined in state law.



### SLB Timeline

By May 27

- Each department to identify the list of programs and submit it to the city manager

By June 7

- Each department to complete the Department Staffing Allocation Worksheet and submit it to the city manager

By June 17

- Each department to complete the SLB Program Categorization Worksheet for each program and submit them to the city manager
- New program and/or new resources requests due

By July 11

- SLB Scoring Committee is Formed

By July 22

- Each department to complete the SLB Program Costing Worksheet for each program and submit them to the finance department

By July 22

- SLB Scoring Committee Completes Scoring of All Enhanced Programs

By August 1

- Finance department reviews and finalizes costing worksheets for all programs

By August 2

- The Leadership Team reviews the program scoring completed by the Scoring Committee

By August 9

- A list of all programs, including their assigned department, categorization, cost, and score is provided to the city manager

Core & Basic Service Level Programs

CORE PROGRAMS

Department	Program	Annual Program Core Cost	Cost without Staff Time
City Council	City Council	\$207,864.61	\$110,980.61
City Manager's Office	Public Relations and City-Wide Communications	\$81,278.50	\$9,500.00
City Manager's Office	Public Records Requests	\$47,293.00	\$9,738.00
City Manager's Office	Leadership-General Administration	\$227,155.00	\$41,500.00
Community Development	Community Development	\$164,192.10	\$0.10
Development Services	Permitting & Inspections	\$1,080,121.00	\$202,621.00
Development Services	Code Enforcement	\$96,020.00	\$24,080.00
Development Services	Emergency Management	\$51,152.00	\$51,152.00
Finance & Administration	Financial Services- 2023	\$517,935.00	\$127,465.00
Finance & Administration	Financial Services- 2024	\$517,935.00	\$127,465.00
Finance & Administration	IT	\$231,722.00	\$164,800.00
Finance & Administration	Risk Management	\$406,722.00	\$406,722.00
Finance & Administration	City Clerk	\$269,987.00	\$137,695.00
Justice Services	Public Defense	\$91,500.00	\$91,500.00
Justice Services	Court	\$75,000.00	\$75,000.00
Justice Services	Jail	\$205,200.00	\$205,200.00
Justice Services	Prosecutor	\$150,000.00	\$150,000.00
Legal	Legal Services	\$260,353.66	\$260,353.66
Police Department	Patrol	\$4,074,284.80	\$4,074,284.80
Police Department	Investigations	\$0.00	\$0.00
Police Department	Special Services	\$2,000.00	\$2,000.00
Public Works- Engineering	ROW Use Management	\$204,376.50	\$9,017.00
Public Works- Engineering	Traffic Safety & Operations	\$248,082.00	\$104,195.00
Public Works- Engineering	Transportation Planning & Engineering	\$146,182.00	\$102,879.00
Public Works- Operations	Facilities & Fleet	\$780,893.84	\$575,900.00
Public Works- Environmental	Environmental Services	\$2,785,162.29	\$2,351,398.00
Public Works- Operations	Streets	\$2,091,143.72	\$1,712,800.00
Public Works- Operations	Surface Water Management	\$583,434.48	\$158,000.00

BASIC PROGRAMS

Department	Program	Annual Program Basic Cost	Cost without Staff Time
City Manager's Office	Front Desk Reception	\$79,170.00	\$850.00
City Manager's Office	Public Relations and City-Wide Communications	\$173,247.65	\$31,040.00
City Manager's Office	Intergovernmental Relations	\$82,285.00	\$29,120.00
City Manager's Office	Leadership-General Administration	\$71,665.00	\$18,500.00
City Manager's Office	Special Projects	\$53,165.00	\$0.00
Community Development	Parks CIP	\$345,828.48	\$26,081.48
Community Development	Special Projects	\$60,989.10	\$0.10
Community Development	Community Development	\$107,741.08	\$107,741.08
Development Services	Code Enforcment	\$23,980.00	\$0.00
Development Services	Code Development	\$22,900.00	\$0.00
Human Resources	Human Resources	\$207,700.60	\$78,655.00
Human Resources	DEI	\$63,777.40	\$31,516.00
Police Department	Training	\$5,550.00	\$5,550.00
Police Department	Crime Prevention	\$6,100.00	\$6,100.00
Public Works- Engineering	ROW Use Management	\$53,908.40	\$3,480.00
Public Works- Engineering	Traffic Safety & Operations	\$80,408.20	\$26,000.00
Public Works- Engineering	Transportation Planning & Engineering	\$18,000.00	\$18,000.00
Public Works- Engineering	Capital Projects Management	\$8,257,350.10	\$7,902,017.80
Public Works- Operations	Parks	\$975,639.92	\$1,339,843.36
Public Works- Operations	Facilities & Fleet	\$287,750.00	\$287,750.00
Public Works- Operations	Streets	\$250,000.00	\$250,000.00

Enhanced Service Level Programs Scoring Worksheet								
		Scoring: Scale of 1-7; 1=low, 7=high						
Department	Program	Comp Plan Vision Statement	Council Priorities	Service Vision & Values	Average Weighted Score*	Annual Program Cost	Cost without Staff Time	
1 PW Engineering	Traffic Safety: Non-safety traffic & parking service request	2	2	2	2.0	25,000	0	
2 Facilities Maintenance	City Hall Rentals	2	2	2	2.0	22,212	0	
3 Facilities Maintenance	Special Events Support in City Facilities	2	2	3	2.2	1,615	0	
4 City Manager's Office	Special Initiatives: Civics 101	2	3	4	2.8	8,861	0	
5 Facilities Maintenance	Post Office	3	3	3	3.0	59,150	57,550	
6 City Manager's Office	Economic Development	4	3	2	3.2	265,350	195,250	
7 City Manager's Office	Communications - Enhanced Graphics	4	2	4	3.2	7,000	7,000	
8 PW Operations	Street tree lightings during the holidays	4	2	5	3.4	3,500	3,500	
9 Parks Maintenance	Memorial Bench program	4	2	5	3.4	1,219	0	
10 City Manager's Office	Intergov Relations--Regional Aquatic Center	5	2	5	3.8	13,291	0	
11 City Manager's Office	Events	4	3	5	3.8	358,700	169,600	
12 Development Services	Code Enforcement - KC Housing Repair Program	5	2	5	3.8	0	0	
13 PW Engineering	Transportation Planning: Regional Committees	4	4	3	3.8	2,500	0	
14 Parks Maintenance	Special Events Support at Parks	4	3	5	3.8	28,774	0	
15 Facilities Maintenance	Hangar & Town Square	4	3	6	4.0	203,000	99,000	
16 City Manager's Office	Communications - Quarterly Printed Newsletter	5	3	5	4.2	49,945	32,000	
17 City Manager's Office	Communications - Social Media	5	3	5	4.2	18,445	500	
18 Development Services	Code Enforcement - Garbage Hauling Vouchers	6	2	5	4.2	0	0	
19 PW Operations	NUD supplemental snow plowing	4	4	5	4.2	50,000	50,000	
20 City Manager's Office	Volunteer Program	5	3	6	4.4	34,040	4,040	
21 Community Development	Recreation Programs	5	3	6	4.4	99,264	7,821	
22 Parks Maintenance	Recreation Programs Support at Parks	5	3	6	4.4	4,846	0	
23 Facilities Maintenance	Recreation Programs Support in City Facilities	5	3	6	4.4	1,615	0	
24 City Manager's Office	Intergov Relations--RADAR Expansion Discussions	3	5	7	4.6	13,291	0	
25 City Manager's Office	Intergov Relations--24/7 Crisis Center Discussions	3	5	7	4.6	13,291	0	
26 Community Development	Special Projects: Bench properties	5	4	6	4.8	118,032	78,937	
27 PW Engineering	Traffic Safety: Photo Enforcement	4	5	6	4.8	221,340	180,000	
28 Facilities Maintenance	Recycling Program	5	5	4	4.8	4,500	0	
29 Community Development	Parks Capital: Boathouse	5	5	5	5.0	11,964	0	
30 Community Development	Special Projects: Tenant Protections	5	5	5	5.0	13,032	0	
31 PW Engineering	Transportation Planning: ADA/Sidewalk Maps	4	6	5	5.0	10,000	0	
32 City Manager's Office	Special Initiatives: Lakepointe	6	4	6	5.2	8,861	0	
33 Parks Maintenance	Log Boom Pier	6	4	7	5.4	5,231	1,000	
34 Parks Maintenance	Log Boom Temporary Float	6	4	7	5.4	8,969	8,000	
35 Parks Maintenance	Log Boom kayak concession building	6	4	7	5.4	4,038	0	
36 Parks Maintenance	Rhodie Boathouse	6	4	7	5.4	20,050	3,250	
37 Development Services	Code Development - Tree Regulations	6	6	4	5.6	22,900	0	
38 Finance & Admin	Human Services	6	5	7	5.8	182,000	182,000	
39 Community Development	Special Projects: Affordable Housing Regulations	6	6	5	5.8	13,032	0	
40 City Manager's Office	Intergov Relations--ARCH	6	6	5	5.8	105,079	105,079	

41	City Manager's Office	Special Initiatives: Exceptional Trees	7	6	4	6.0	8,861	0
42	Development Services	Redevelopment Initiatives - Lakepointe, Bench, etc.	7	5	7	6.2	68,700	0
43	Community Development	Comp Plan Element: Climate	6	7	5	6.2	92,522	80,000
44	City Manager's Office	Special Initiatives: Affordable Housing Developments	7	7	5	6.6	26,583	0
45	City Manager's Office	Intergov Relations--Lobbying	7	7	7	7.0	64,891	51,600
46	Legal Services	Legal Services in Support of Enhanced Programs	7	7	7	7.0	102,641	102,641

Proposed New Programs (Enhanced)  
Scoring Worksheet

		Scoring: Scale of 1-7; 1=low, 7=high				
	Department	Program	Comp Plan Vision Statement	Council Priorities	Service Vision & Values	Average Weighted Score*
1	PW Operations	Street Banners	2	2	3	2.2
2	City Manager's Office	Community Court	2	4	3	3.0
3	City Manager's Office	25th Anniversary Celebration	4	3	3	3.4
4	City Manager's Office	Bang the Table Community Engagement Platform	4	3	4	3.6
5	City Manager's Office	Farmers Market	4	3	5	3.8
6	Public Safety	RADAR Expansion	3	5	7	4.6
7	Environmental Services	Climate Action Plan Implementation	7	7	7	7.00
						1,400,000 - 1,800,000

**City of Kenmore, Washington**

**Native American Heritage Month**

**PROCLAMATION**

**WHEREAS**, Indigenous peoples, the “First People”, are culturally distinct ethnic groups who are native to North America which was later colonized and resettled by other ethnic groups; and

**WHEREAS**, Native Americans are descendants of the original, indigenous inhabitants of what is now the United States; and

**WHEREAS**, during National Native American Heritage Month we celebrate the rich tapestry of Native peoples and honor their sacrifices, which we recognize as inextricably woven into the history of this country; and

**WHEREAS**, Native Americans have moving stories of tragedy, triumph, and perseverance that need to be shared with future generations; and

**WHEREAS**, Native Americans have enriched our heritage and continue to add to all aspects of our society through their generosity of culture and the continued practice of teaching economic, environmental, and cultural sustainability; and

**WHEREAS**, the City of Kenmore is committed to participating in dialogues, led by tribal communities, around the opportunities in the areas of self-determination, sovereignty, and cultural preservation, to create an active government-to government collaboration; and

**WHEREAS**, On April 19, 2021, the City Council passed a unanimous motion to change the name of Squire's Landing Park to Tl' awh-ah-dees (ᐱ' a Xʷ a d i s), to a more appropriate Lushootseed name translating to “a place where something is grown or sprouts” ; and

**WHEREAS**, The City encourages the unique heritage, diverse cultures, history, and outstanding achievements of Indigenous Peoples and celebrates October 10, 2022, Indigenous People's Day; and

**WHEREAS**, we stand on the traditional land of the first people of Kenmore and honor with gratitude the land itself and the Coast Salish peoples who thrive in this place alive and strong;

**NOW, THEREFORE, I**, Nigel Herbig, Mayor of the City of Kenmore, on behalf of the City Council, do hereby proclaim October 10, 2022, as Indigenous Peoples' Day, and November 2022, Native American Heritage Month in the City of Kenmore and invite residents to join in these observances.

**IN WITNESS WHEREOF, signed this 26th day of September 2022**



Signed: \_\_\_\_\_

Mayor Nigel Herbig

Attested: \_\_\_\_\_

City Clerk Anastasiya Warhol

**City of Kenmore  
City Council Meeting  
Special & Regular Meeting Minutes  
Monday, September 12, 2022**

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

**PRESENT:**

**Councilmembers:** Mayor Nigel Herbig – Remote Attendance  
Deputy Mayor Melanie O’Cain – Excused  
Councilmember David Baker  
Councilmember Joe Marshall  
Councilmember Angela Kugler  
Councilmember Debra Srebnik  
Councilmember Corina Pfeil

**Staff:** City Manager Rob Karlinsey  
Assistant City Manager Stephanie Lucash  
City Clerk Anastasiya Warhol  
Deputy City Clerk Michelle Kang  
Community Development Director Debbie Bent  
Principal Planner Lauri Anderson  
Assistant to the City Manager – ARPA Garret Oppenheim  
Management Analyst – ARPA Janet Quinn

**Speaking Guests:** Kevin Lowery, NEMCo Director  
Mariel Torres Mehdipour, Proclamation Recipient  
Michael Reading, King County Behavior Health  
Barbie Collins Young, NAMI Eastside  
Milton Curtis, Proclamation Recipient  
Marilyn Simpson, Kenmore Resident  
Dave Postetter, Kenmore Resident  
Dale Walker, Kenmore Resident  
Chris Olson, Kenmore Resident  
Melissa Pendleton, Kenmore Resident  
Wayne Fu, Kenmore Resident  
Dakota Rash, Lake Forest Park Resident  
Elizabeth Mooney, Kenmore Resident  
Stacey Valenzuela, Kenmore Resident



**CALL SPECIAL MEETING TO ORDER**

Mayor Herbig requested that Councilmember Baker act as the Presiding Officer during the meeting. Mayor Herbig was a virtual participant but chose not to chair the meeting due to illness.

Presiding Officer David Baker called the Special Meeting to order at 6:30 pm.

**EXECUTIVE SESSION**

Pursuant to RCW 42.30.110(1)(b), the Council entered an executive session to consider real estate acquisition. It was announced that the session would conclude at 7:00 p.m.

**ACTION RELATING TO EXECUTIVE SESSION**

**MOTION:** Councilmember Pfeil moved to approve the Real Estate Purchase and Sale Agreement authorizing the purchase of residential real property located at 18727 73rd Avenue NE, Kenmore, Washington, in the amount of \$680,000.00, and authorize the City Manager to execute the Real Estate Purchase and Sale Agreement and take all actions necessary to implement said agreement, including but not limited to:

1. Executing the Right of Entry Agreement and having all environmental and other due diligence investigations of the real property performed;
2. Entering into any reasonable modifications or amendments to the Real Estate Purchase and Sale Agreement as may be required, so long as the purchase price for said property is not increased; and
3. Executing and delivering any documentation necessary to terminate the Real Estate Purchase and Sale Agreement, should City Manager determine the property does not satisfy the City's due diligence investigation, that title to the property is not satisfactory, or that other reasonable basis exists for City's termination as permitted under the Real Estate Purchase and Sale Agreement.

Councilmember Kugler Seconded the motion.

**VOTE:** 4 For, 2 Against, 0 Abstain, **Motion PASSED.**

**ADJOURN SPECIAL MEETING**

Presiding Officer Baker adjourned the special meeting.

**CALL REGULAR MEETING TO ORDER**

Presiding Officer Baker called the regular meeting to order.

**FLAG SALUATE**

Presiding Officer Baker led the Council in the flag salute.

### **AGENDA APPROVAL**

The agenda was approved by unanimous consent.

### **PROCLAMATIONS**

Presiding Officer Baker issued the National Hispanic and Latino Heritage Month Proclamation on Mayor Herbig's behalf. It was accepted by Kenmore Resident Mariel Torres Mehdipour.

[National Hispanic and Latino Heritage Month Proclamation](#)

Presiding Officer Baker issued the National Recovery Month Proclamation on Mayor Herbig's behalf. It was accepted by Michael Reading of the King County Behavioral Health Department.

[National Recovery Month Proclamation](#)

Presiding Officer Baker issued the Suicide Prevention Month Proclamation on Mayor Herbig's behalf. It was accepted by Executive Director of NAMI Eastside, Barbie Collins Young.

[Suicide Prevention Month Proclamation](#)

Presiding Officer Baker issued the Falls Prevention Awareness Week Proclamation on Mayor Herbig's behalf. It was accepted by Dr. Milton Curtis.

[Falls Prevention Awareness Week Proclamation](#)

Proclamation recipients were invited to take a commemorative photo with the Council.

### **PRESENTATION**

Presiding Officer David Baker introduced the new NEMCo (Northshore Emergency Management Coalition) Director, Kevin Lowery. Mr. Lowery explained that as the local emergency manager, he heads the local emergency management coalition consisting of the City of Kenmore, City of Lake Forest Park, Northshore Utility District, and the Northshore Fire Department. Mr. Lowery's role is assisting in the administrative preparation and the response to large scale emergencies and disasters.

Presiding Officer Baker briefly introduced the following staff and their roles:

- Garrett Oppenheim, Assistant to the City Manager – ARPA
- Janet Quinn, Management Analyst – ARPA
- Michelle Kang, Limited-Term Deputy City Clerk

### **PUBLIC COMMENTS**

The Council took comments from the public.

Timestamped link included here: <https://youtu.be/btSSP1Vqao?t=3694>

### **CONSENT AGENDA**

- A. Approve Minutes: August 19, 2022 Special Meeting Minutes  
[City Council August 19, 2022 Special Meeting Minutes](#)

- B. Approve Total Check #s 50247 through 50345 totaling \$892,113.43 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 8/12/22 in the amount totaling \$198,448.18 and ACH Payment to Thomco Construction in the amount of \$385,568.02, and Payroll Check # 10181 in the amount of \$435.36  
[Voucher Approval Report Dated 8/19/22](#)
- C. Approve Total Check #s 50346 through 50438 totaling \$830,188.19 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic  
[Voucher Approval Report Dated 9/2/2022](#)
- D. Ratify the City Manager signing and executing the Amendment to the Interlocal Agreement for Inmate Housing and the Amendment to Original Agreement for Inmate Housing with the South Correctional Entity (SCORE) and Deposits Dated 8/26/22 in the amount totaling \$189,565.04 and ACH Payment to U.S. Bank in the amount of \$26,793.38, and Payroll Check # 10186 in the amount of \$497.55.  
[Agenda Bill - SCORE Jail Interlocal Amendments](#)  
[SCORE Amendment to Interlocal Agreement](#)  
[SCORE Amendment to Original Agreement](#)  
[Agenda Bill - SCORE Jail Interlocal Amendments](#)
- E. Approve, 1) the Opioid Settlement Form entitled, "Exhibit F Subdivision Settlement Participation Form," and 2) the Allocation Agreement Governing the Allocation of Funds Paid by the Settling Opioid Distributors in Washington State (August 8, 2022) and Authorize the City Manager to Execute said documents and take all steps necessary for Kenmore to join the Washington Settlement with Opioid Distributors  
[Agenda Bill - Opioid Distributors WA Settlement](#)  
[Attachment 1 - WA Local Govt MOU1 - signed](#)  
[Attachment 2 - Exhibit F Subdivision Settlement Participation Form](#)  
[Attachment 3 - Allocation Agreement with exhibits - final](#)  
[Attachment 4 - Opioid Remediation Uses](#)
- F. Ratify Resolution with the Northshore School District for Kenmore Elementary Facility Use for Summer Programs  
[Agenda Bill and Attached NSD Resolution- Northshore School District Facility Use](#)

<p><b>MOTION:</b> Councilmember Srebnik moved to approve the consent agenda including all items A-F above. Mayor Herbig seconded the motion. <b>PASSED BY UNANIMOUS CONSENT.</b></p>
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## **BUSINESS AGENDA**

- A. Comprehensive Plan and Development Regulation Amendments, presented by Community Development Director Debbie Bent and Principal Planner Lauri Anderson, *for Continued Discussion*

[Agenda Bill - Comprehensive Plan and Development Regulation Amendments Discussion - September 2022](#)

[Attachment 1 - Summary of Changes](#)

[Attachment 2 - Draft Vision Statement](#)

[Attachment 3 - Draft Land Use Element](#)

[Attachment 4 - Draft Housing Element](#)

[Attachment 5 - Draft Capital Facilities Element](#)

[Attachment 6 - Revised Zoning Map](#)

[Attachment 7 - Draft Missing Middle Housing Code Amendments](#)

Community Development Director Debbie Bent highlighted the important upcoming events related to this topic:

- On September 21<sup>st</sup> at 7:00 p.m, a special presentation on “Missing Middle” housing will be provided by Karen Parolek of Opticos Design will be held online and on-site.
- On September 26<sup>th</sup>, during the regular Council Meeting, a public hearing will be held on the proposed Comprehensive Plan Amendments, including “Missing Middle” Housing.

A city-wide mailer advertising the events will hit mailboxes on September 13. The mailer includes information related to “Missing Middle” housing as well as the outline of upcoming events.

Principal Planner Lauri Anderson explained that a summary of changes has been included in the Council packet. Councilmembers raised some of the following questions:

- Was an environmental review performed in relation to the proposed amendments? Ms. Bent explained that a SEPA (State Environmental Policy Act) review was conducted as part of the process and a “determination of non-significance” was issued (this means that the reviewing agency believes that the proposal is unlikely to have significant adverse environmental impact).
- Ms. Bent also noted that specifics related to stormwater impacts are better answered by the Environmental Services Manager and that staff will return with clarifications.
- Did we consider a sidewalk impact fee? Ms. Bent noted that there was no consensus from the Council to pursue.
- Were affected agencies, like the Muckleshoot Tribe, alerted of the proposed changes? Staff explained that local agencies are notified as part of the SEPA process.

Councilmembers expressed concern over whether there has been enough time for the community to understand the proposed changes. Also, it was questioned whether these changes would “re-characterize” the community. It was also noted that the zoning changes proposed are incremental in nature and that any zoning change related to this would occur steadily over many years.

Staff explained that the Council will have an opportunity to field additional public testimony on this matter during the September 26 public hearing. Testimony given will be summarized and remitted to the Council to aid in decision-making.

**MOTION:** Councilmember Marshall moved to change the schedule and put the decision on the Comprehensive Plan aside until at least December of this year. Councilmember Baker seconded the motion.

**VOTE:** 2 For, 4 Against, 0 Abstain, **MOTION FAILED.**

#### **STAFF REPORTS**

City Manager Rob Karlinsey explained that the City is busy working on the biennium budget. The City also wrapped up a busy summer season with 27 successful summer events. Mr. Karlinsey noted that we are also hitting our milestones on the Juanita Drive and Bridge Projects.

#### **COUNCILMEMBER REPORTS & COMMENTS**

The Council agreed to place Sound Cities Association Committee Assignments, as a discussion topic, on the next meeting agenda.

#### **ADJOURNMENT**

Mayor Herbig adjourned the meeting at approximately 8:55 p.m.

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Nigel Herbig, Mayor

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Anastasiya Warhol, City Clerk



Sales Tax revenue generated \$5.8 million through July 31, 2022 (19 months). This represents 97% of the amended biennium budget amount of \$6 million.

Sales Tax revenues for the seven months of 2022 were \$2.2 million. This is 8% higher than the amount received in 2021 for the same period.

Monthly sales tax for July 2022 in comparison to July 2021 - Construction sales tax declined 5% (\$29,000) while retail increased 9%.

A review of the top 506 sales tax remitters accounting for 87% of total remittances in the month of July indicates that 21% of the total was generated from internet-based companies. In the retail category approximately 41% of the revenue was from internet sales.

Utility Taxes totaled \$1.7 million or 69% of the amount budgeted of \$2.4 million.

Development fees & permits revenue was \$2.2 million or 129% of the amount budgeted for the biennium (\$1.7 million).

Expenditures:

Expenditures totaled \$21 million for the first nineteen months of the biennium. This is 73% of the budgeted amount of \$28.7 million.

Fund Balance:

The ending fund balance for the General fund, as of July 31, 2022, was \$6.9 million

Street Fund:

As of July 31, 2022, the year-to-date revenues totaled \$2.2 million or 58% of total budgeted revenues in the amount of \$3.8 million. Expenditures for the same time totaled \$2.2 million or 66% of total budget expenditures in the amount of \$3.3 million. The ending cash balance in this fund as of July 31, 2022, was \$1.6 million.

Surface Water Management Fund:

As of July 31, 2022, biennium to date revenues totaled \$4.7 million or 75% of the amended budgeted amount (\$6.2 million). Expenditures during the same time-period, totaled \$3.4 million or 44% of the amended biennial budgeted amount of \$7.7 million. Expenditures are lower during this time of the year as the transfer out (expense) to the Surface Water Management Capital Fund will be made at the end of the year.

**COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:**

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

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

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



18120 68<sup>TH</sup> AVE. NE  
KENMORE, WASHINGTON 98028

## MEMORANDUM

TO: Rob Karlinsey, City Manager  
FROM: Leticia Salcido, Finance Director  
DATE: August 15, 2022  
RE: July 2022 Financial Reports for the City of Kenmore, Washington

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

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

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

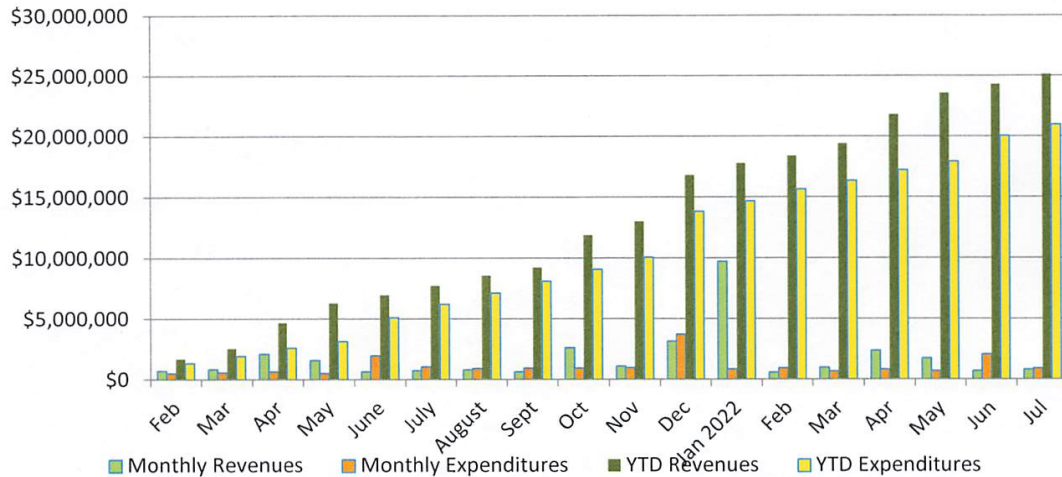
### GENERAL FUND

The first section of the monthly financial report is a review of the General Fund. This fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Revenues include various taxes, per capita distributions from the State, fines and forfeitures, permits and licenses, and fees for service. In the context of the biennial budget, July is the nineteenth month (79%) of the 2021-2022 biennial budget period. For the month of July, expenditures exceeded revenues in the General Fund by \$101,741. Biennium to date, revenues exceed expenditures by \$4,152,984.

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

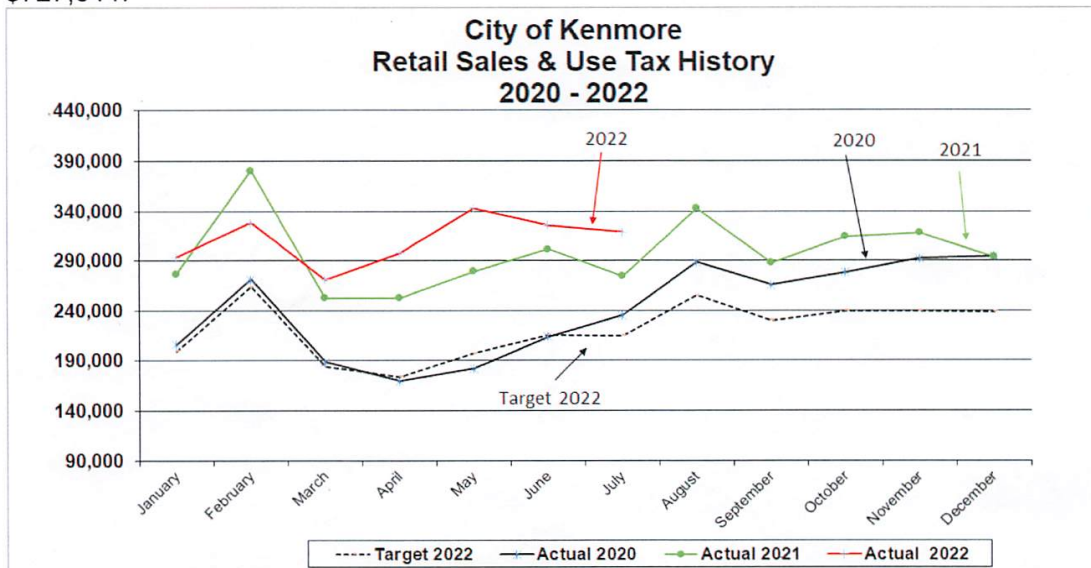


City of Kenmore, Washington  
Monthly Financial Report  
July 2022



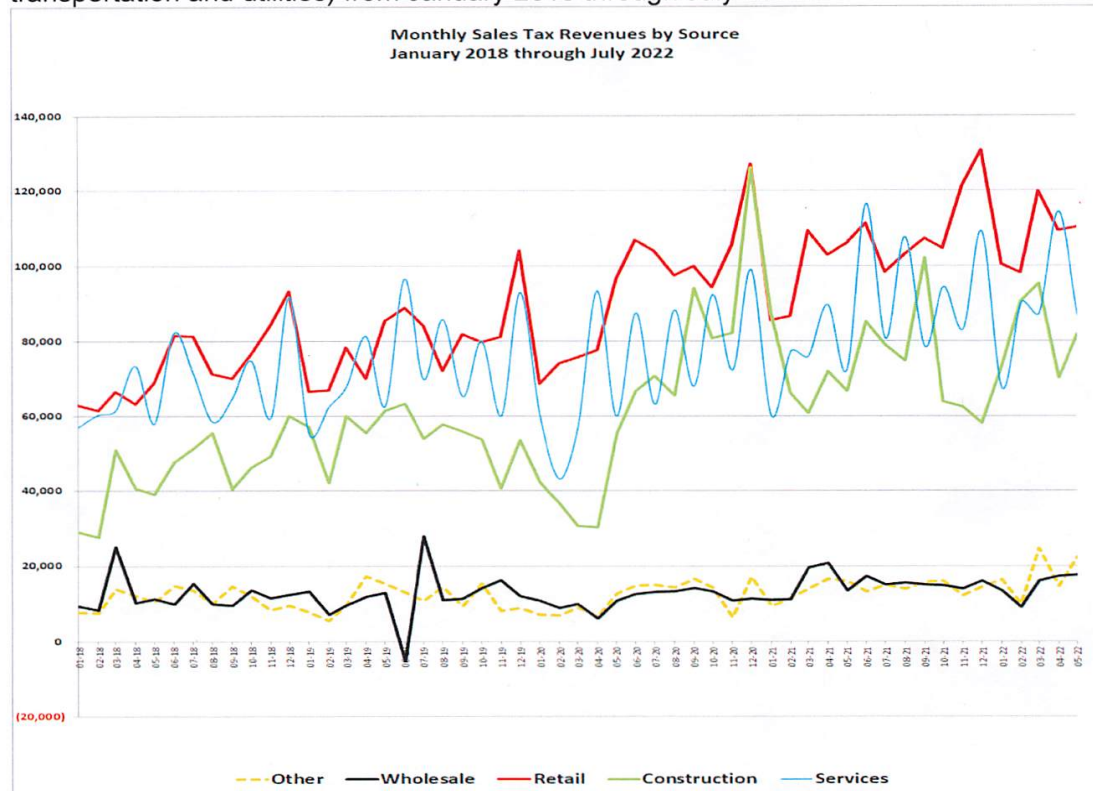
Total **revenues** for the month were **\$824,822**. Biennium to date revenues are \$25,135,906 which is 82% of the amended budgeted revenues of \$30,589,770. Primary sources of revenue for the month included property taxes in the amount of \$23,856, development fees & permits in the amount of \$141,515, retail sales and use taxes in the amount of \$318,993, intergovernment & grants in the amount of \$154,978, franchise fees in the amount of \$161,585, and utility taxes in the amount of \$13,419.

A summary of sales tax revenues received in **July** is attached. These receipts are based on **May** sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted Target 2022 line is a monthly average of actual receipts during 2019, 2020, and 2021. The red line represents 2022 actual receipts, which are \$159,542 above 2021 and ahead of the 2022 target by \$727,911.



City of Kenmore, Washington  
Monthly Financial Report  
July 2022

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



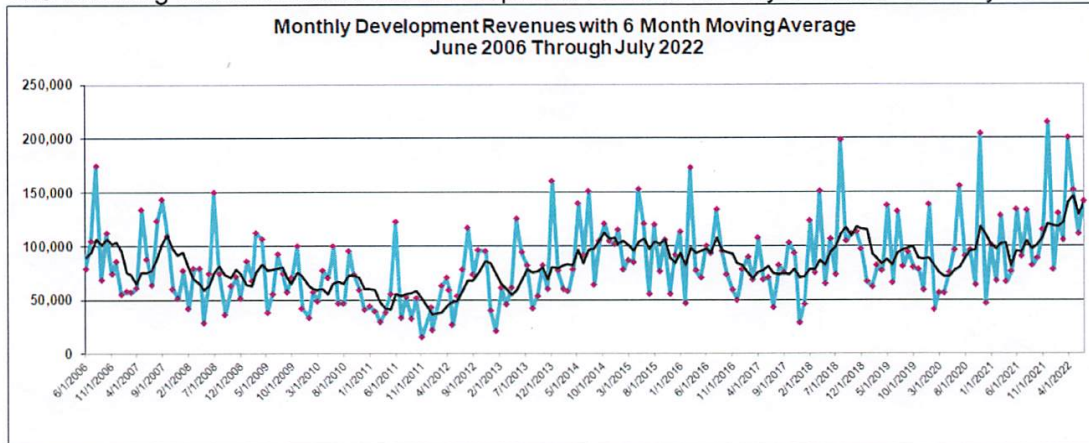
In July, the top 506 sales tax remitters, accounting for 87% or \$276,865 of total remittances, were reviewed for internet sales activity.

Of the \$276,865 of sales tax remitted by these companies in July, \$57,985 (21% of the total) was generated from internet-based companies. Below is a chart that illustrates the amount of internet based sales tax in the major segments that include it:

	Total Sales Tax Remitted in July	Internet Based Companies	% of Total Internet Sales Tax Collected
Retail Trade	\$90,831	\$36,862	41%
Information	7,107	2,832	40%
Services	68,684	14,989	22%
Wholesale	13,711	2,449	18%
Other	96,532	853	1%
	<b>\$276,865</b>	<b>\$57,985</b>	

City of Kenmore, Washington  
Monthly Financial Report  
July 2022

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



**July 2022 expenditures** were **\$926,563**. Biennium to date expenditures are \$20,982,922, which is 73% of the amended biennial budget expenditures of \$28,659,582.

Total City cash (\$27,452,224) and long-term investments (\$7,563,118), at the end of July, totaled \$35,015,342. Proposition 1 levy funds and ARPA Recovery Funds are included in this cash balance.

Total non-General Fund revenues were \$4,561,314 and total non-General Fund expenditures were \$2,260,213.

In the **Street Fund** revenue from gas tax distributions were \$37,438. \$56,107 was expended for maintenance and operations during the month.

In the **Transportation Capital Fund**, there were expenditures in the amount of \$852,965 on pedestrian safety projects & street maintenance. The fund received \$67,403 in grant reimbursements during the month.

The **Sammamish Bridge Replacement Fund** had \$495,969 in expenditures during the month. The fund received \$541,393 in bridge grant reimbursements during the month.

The **Park Impact Fee** fund received \$34,546 in revenues during the month.

There were \$80,552 in revenues for the **Transportation Impact Fee** fund during the month.

City of Kenmore, Washington  
Monthly Financial Report  
July 2022

The **Real Estate Excise Tax** Fund received \$347,533 of real estate excise taxes (REET) in July from sales activity that occurred in June. 54 transactions were reported during the month. The 2022 year to date revenue is higher than the 2021 revenue by \$51,356.

The **Park Capital** fund had \$425,343 in Park improvement expenditures during the month.

The **Walkways & Waterways Debt Service** Fund collected \$4,112 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of \$1,336,255.

The **Transportation Benefit District** Fund received \$30,769 in vehicle license fees during the month.

### **SUMMARY**

This concludes the financial report for the City of Kenmore as of **July 31, 2022**. I appreciate your feedback and encourage you to contact me if you have any questions prior to the City Council meeting.



City of Kenmore, Washington  
General Fund Summary Report  
July 31, 2022



	CURRENT PERIOD 2021-2022				PREVIOUS PERIOD 2019-2020			
	MONTH <u>July 2022</u>	BIENNIUM TO DATE <u>2021-2022</u>	% of <u>BUDGET</u>	AMENDED BIENNIUM BUDGET <u>2021-2022</u>	MONTH <u>July 2020</u>	BIENNIUM TO DATE <u>2019-2020</u>	% of <u>BUDGET</u>	AMENDED BIENNIUM BUDGET <u>2019-2020</u>
<b>REVENUES</b>								
Beginning Fund Balance		2,748,005		2,748,005		4,934,368		4,934,368
Property Taxes	23,856	8,260,399	76.0%	10,865,654	48,020	7,843,737	76.7%	10,224,205
Sales and Use Taxes	318,993	5,755,731	96.7%	5,954,280	291,279	5,340,419	86.0%	6,212,000
Utility Taxes	13,419	1,652,680	68.9%	2,399,290	72,230	1,695,949	68.8%	2,466,355
Other Taxes	330	158,119	86.8%	182,200	9,270	184,204	101.3%	181,868
Development Fees & Permits	141,515	2,215,243	128.8%	1,720,003	156,058	1,635,134	88.2%	1,854,042
Franchise Fees	161,585	1,456,622	83.4%	1,746,569	144,926	1,449,163	79.1%	1,831,835
Intergovernmental and Grants	154,878	2,295,989	93.6%	2,452,594	105,424	978,007	45.7%	2,142,292
Investment Interest	3,321	37,878	57.4%	66,000	2,740	164,165	172.3%	95,300
Fines and Forfeitures	0	2,341	0.0%	0	0	4,173	0.0%	0
Transfers and Other Revenues	6,926	3,300,904	63.4%	5,203,180	4,294	1,258,269	58.4%	2,155,352
Total Revenues	824,822	25,135,906	82.2%	30,589,770	834,241	20,553,219	75.7%	27,163,249

City of Kenmore, Washington  
General Fund Summary Report  
July 31, 2022



	CURRENT PERIOD 2021-2022				PREVIOUS PERIOD 2019-2020			
	MONTH	BIENNIUM	% of	AMENDED	MONTH	BIENNIUM	% of	AMENDED
	July 2022	TO DATE	BUDGET	BIENNIUM	July 2020	TO DATE	BUDGET	BIENNIUM
		2021-2022		2021-2022		2019-2020		2019-2020
<b>EXPENDITURES</b>								
<u>Cost Center</u>								
City Council	15,624	266,142	80.0%	332,711	18,797	285,096	84.8%	336,208
City Manager	239,976	2,413,970	77.3%	3,121,846	142,602	2,664,260	84.0%	3,170,520
City Clerk	16,128	778,626	83.1%	937,052	49,511	596,608	64.9%	919,466
Finance	72,506	1,753,239	79.2%	2,212,820	107,882	1,597,783	83.0%	1,925,756
Human Resources	31,913	238,150	0.0%	319,432		0	0.0%	0
Legal	39,114	758,039	134.2%	565,000	47,703	505,287	77.2%	654,782
Interfund Transfers	0	2,303,405	74.0%	3,110,617	0	2,606,529	80.8%	3,226,484
Public Safety	23,437	5,609,870	61.3%	9,152,371	1,424,589	5,968,981	66.6%	8,967,044
Engineering & Environmental Services	108,595	1,225,519	72.5%	1,689,574	71,060	1,025,202	65.9%	1,555,790
Community Development	90,884	1,353,562	79.8%	1,695,828	84,256	1,233,806	78.0%	1,580,826
Developmental Services	140,487	2,140,996	75.2%	2,845,428	113,482	1,981,782	105.7%	1,874,061
Parks & Facility Maintenance	147,899	2,141,402	80.0%	2,676,904	113,718	2,324,861	71.6%	3,247,606
Total Expenditures	926,563	20,982,922	73.2%	28,659,582	2,173,601	20,790,194	72.8%	28,543,158
Revenues over Expenditures	(101,741)	4,152,984		1,930,188	(1,339,360)	(236,974)		(1,379,909)
Ending Fund Balance		6,900,989		4,678,193	-1,339,360	4,697,394	0	3,554,460

**City of Kenmore, Washington  
General Fund Revenue Graphs  
July 31, 2022**

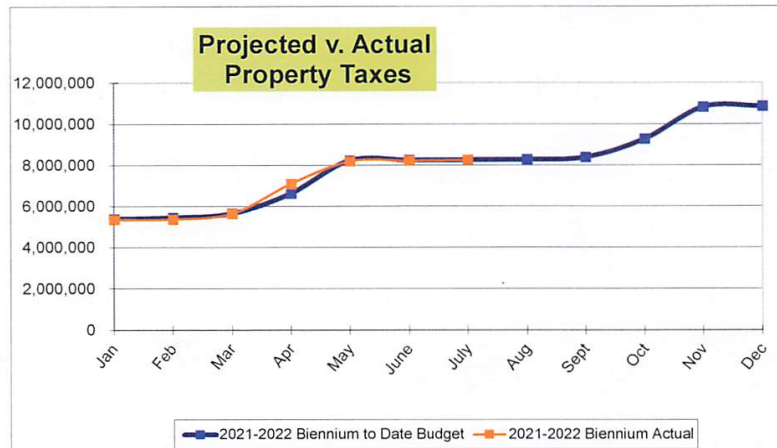
**PROPERTY TAXES**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	5,383,410	5,347,981
Jan	5,401,023	5,365,476
Feb	5,468,860	5,381,481
Mar	5,670,301	5,661,041
Apr	6,652,450	7,109,637
May	8,244,136	8,200,961
June	8,259,460	8,236,543
July	8,274,655	8,260,399
Aug	8,290,802	
Sept	8,401,090	
Oct	9,291,005	
Nov	10,834,497	
Dec	10,865,654	
2021-22	10,865,654	

Year To Date

Actual v. Projected

100%



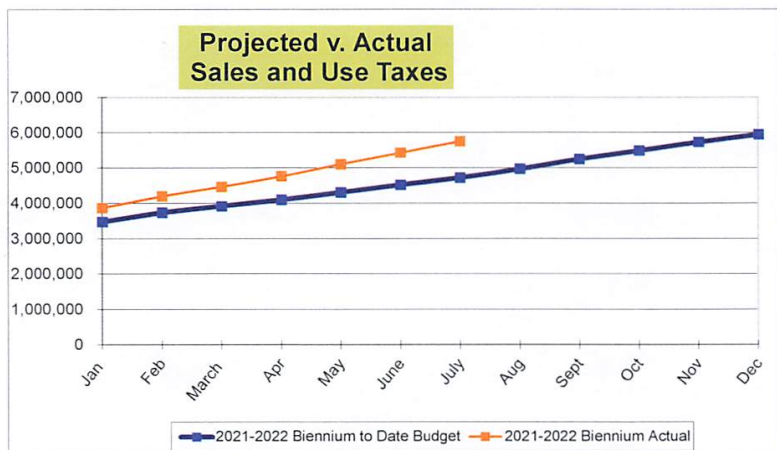
**SALES & USE TAXES**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	3,300,000	3,577,108
Jan	3,481,493	3,870,242
Feb	3,742,900	4,198,660
March	3,928,951	4,469,848
Apr	4,108,559	4,767,637
May	4,315,086	5,110,898
June	4,530,232	5,436,740
July	4,730,589	5,755,733
Aug	4,978,663	
Sept	5,258,728	
Oct	5,497,740	
Nov	5,739,531	
Dec	5,954,280	
2021-22	5,954,280	

Year To Date

Actual v. Projected

122%



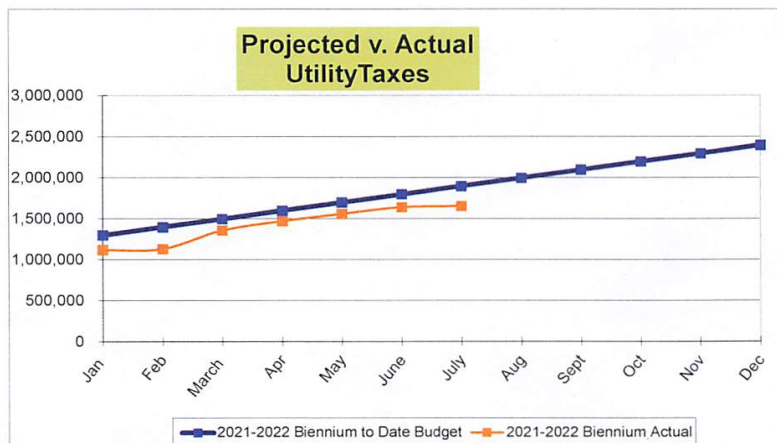
**UTILITY TAXES**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	1,199,640	933,662
Jan	1,299,611	1,117,517
Feb	1,399,582	1,131,117
March	1,499,553	1,356,930
Apr	1,599,523	1,470,394
May	1,699,494	1,559,515
June	1,799,465	1,639,261
July	1,899,436	1,652,680
Aug	1,999,407	
Sept	2,099,378	
Oct	2,199,348	
Nov	2,299,319	
Dec	2,399,290	
2021-22	2,399,290	

Year To Date

Actual v. Projected

87%



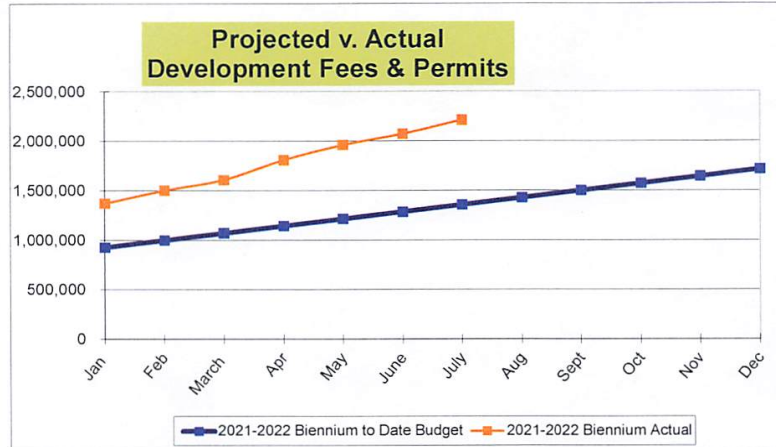
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**City of Kenmore, Washington  
General Fund Revenue Graphs  
July 31, 2022**

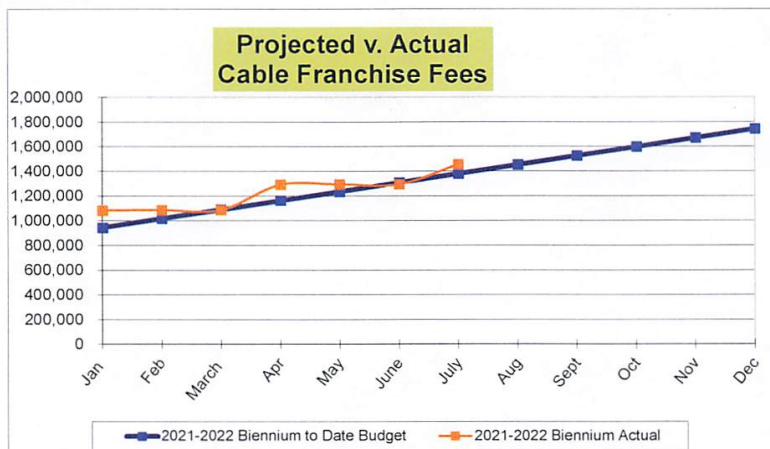
**DEVELOPMENT FEES & PERMITS**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	860,004	1,297,301
Jan	931,671	1,375,004
Feb	1,003,337	1,504,765
March	1,075,004	1,609,951
Apr	1,146,670	1,809,930
May	1,218,337	1,962,323
June	1,290,004	2,073,729
July	1,361,670	2,215,243
Aug	1,433,337	
Sept	1,505,003	
Oct	1,576,670	
Nov	1,648,336	
Dec	1,720,003	
'2021-22	1,720,003	
Year To Date		
Actual v. Projected		163%



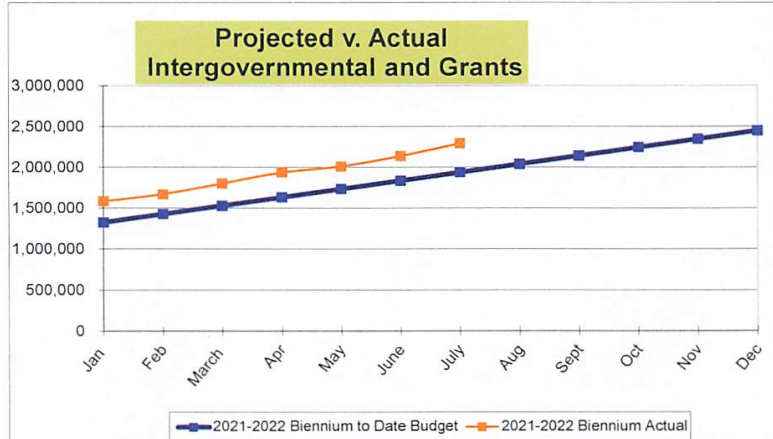
**CABLE/WATER/SEWER FRANCHISE FEES**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	873,288	848,118
Jan	946,061	1,085,513
Feb	1,018,835	1,088,169
March	1,091,608	1,088,169
Apr	1,164,382	1,292,413
May	1,237,155	1,295,037
June	1,309,929	1,295,037
July	1,382,702	1,456,622
Aug	1,455,475	
Sept	1,528,249	
Oct	1,601,022	
Nov	1,673,796	
Dec	1,746,569	
'2021-22	1,746,569	
Year To Date		
Actual v. Projected		105%



**INTERGOVERNMENTAL & GRANTS**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	1,226,292	1,433,882
Jan	1,328,484	1,584,645
Feb	1,430,676	1,672,962
March	1,532,868	1,803,507
Apr	1,635,059	1,940,022
May	1,737,251	2,012,887
June	1,839,443	2,141,112
July	1,941,635	2,295,990
Aug	2,043,827	
Sept	2,146,019	
Oct	2,248,210	
Nov	2,350,402	
Dec	2,452,594	
'2021-22	2,452,594	
Year To Date		
Actual v. Projected		118%



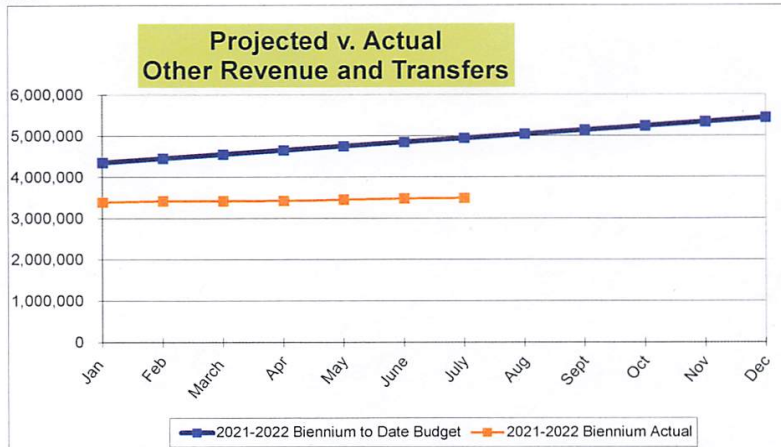
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**City of Kenmore, Washington  
General Fund Revenue Graphs  
July 31, 2022**

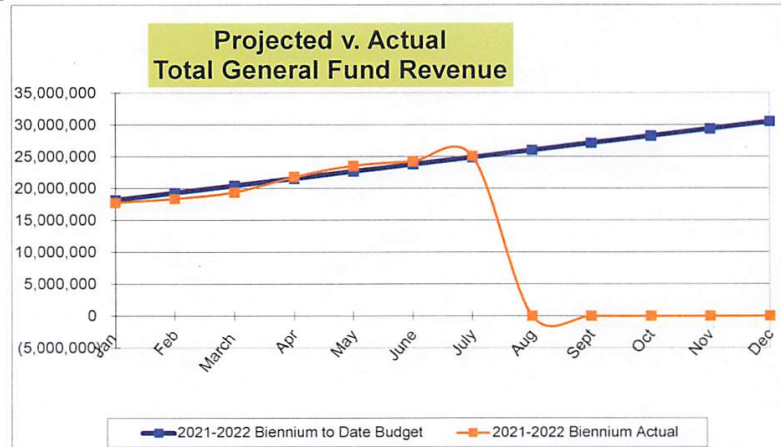
**OTHER REVENUES AND TRANSFERS**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	4,269,442	3,385,984
Jan	4,367,937	3,400,357
Feb	4,466,432	3,427,124
March	4,564,927	3,429,241
Apr	4,663,421	3,431,875
May	4,761,916	3,460,320
June	4,860,411	3,488,661
July	4,958,906	3,499,238
Aug	5,057,401	
Sept	5,155,896	
Oct	5,254,390	
Nov	5,352,885	
Dec	5,451,380	
'2021-22	5,451,380	
Year To Date		
Actual v. Projected		71%



**TOTAL GENERAL FUND REVENUE**

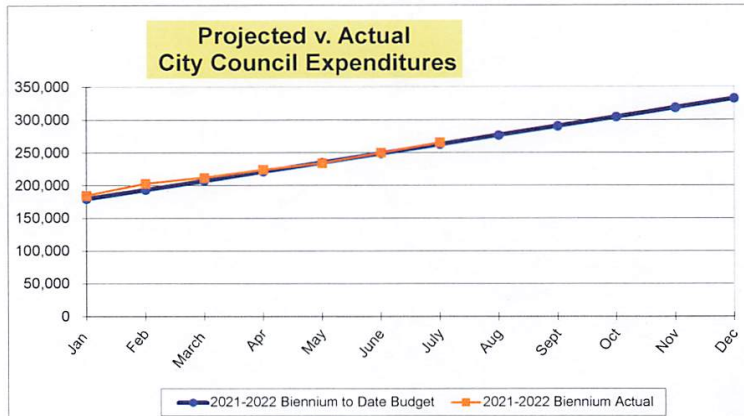
	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	17,112,076	16,824,033
Jan	18,235,217	17,798,754
Feb	19,358,358	18,404,278
March	20,481,500	19,418,687
Apr	21,604,641	21,821,909
May	22,727,782	23,601,942
June	23,850,923	24,311,083
July	24,974,064	25,135,905
Aug	26,097,205	0
Sept	27,220,347	0
Oct	28,343,488	0
Nov	29,466,629	0
Dec	30,589,770	0
'2021-22	30,589,770	
Year To Date		
Actual v. Projected		101%



**City of Kenmore, Washington  
General Fund Expenditure Graphs\*  
July 31, 2022**

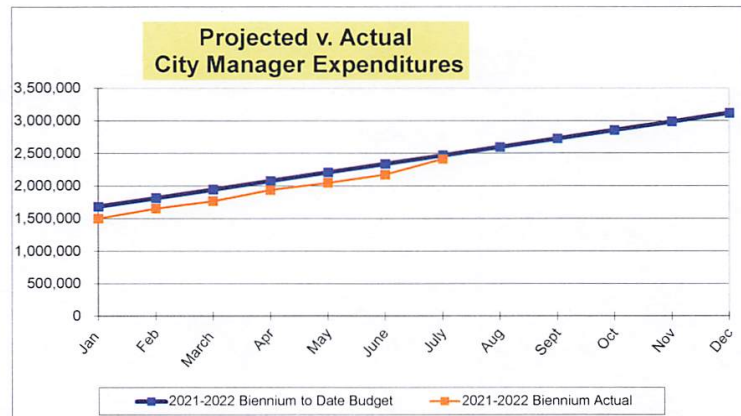
**CITY COUNCIL**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	166,356	141,202
Jan	180,219	185,182
Feb	194,082	203,467
March	207,945	212,391
Apr	221,808	224,965
May	235,671	234,504
June	249,534	250,518
July	263,396	266,142
Aug	277,259	
Sept	291,122	
Oct	304,985	
Nov	318,848	
Dec	332,711	
2021-22	332,711	
Year To Date		
Actual v. Projected		101%



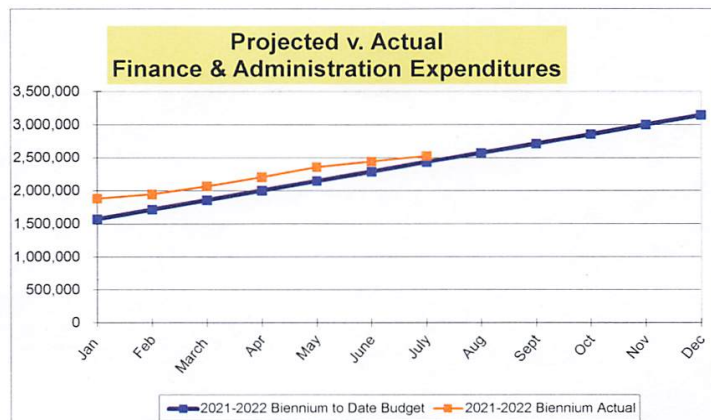
**CITY MANAGER**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	1,560,924	1,405,465
Jan	1,691,001	1,501,723
Feb	1,821,078	1,658,675
March	1,951,155	1,771,082
Apr	2,081,231	1,941,316
May	2,211,308	2,052,733
June	2,341,385	2,173,994
July	2,471,462	2,413,970
Aug	2,601,539	
Sept	2,731,616	
Oct	2,861,692	
Nov	2,991,769	
Dec	3,121,846	
2021-22	3,121,846	
Year To Date		
Actual v. Projected		98%



**FINANCE & ADMINISTRATION**

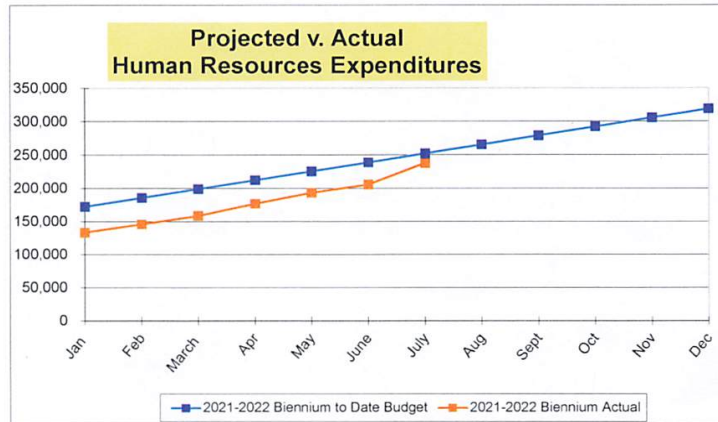
	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	1,436,124	1,466,725
Jan	1,578,936	1,885,672
Feb	1,721,749	1,949,745
March	1,864,561	2,069,996
Apr	2,007,373	2,205,757
May	2,150,185	2,355,440
June	2,292,998	2,443,231
July	2,435,810	2,531,864
Aug	2,578,622	
Sept	2,721,434	
Oct	2,864,247	
Nov	3,007,059	
Dec	3,149,871	
2021-22	3,149,871	
Year To Date		
Actual v. Projected		104%



**City of Kenmore, Washington  
General Fund Expenditure Graphs\*  
July 31, 2022**

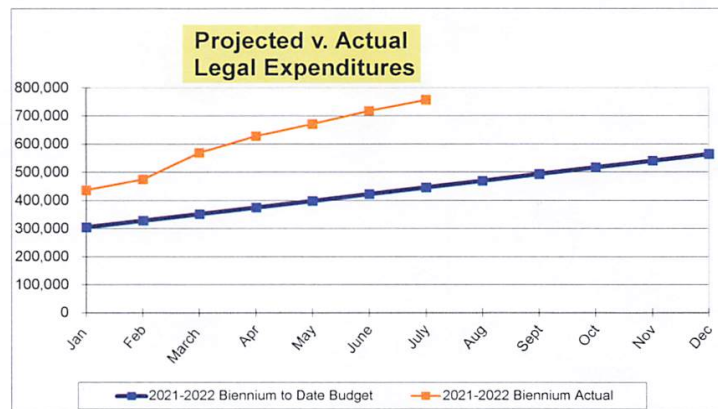
**HUMAN RESOURCES**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	159,720	121,298
Jan	173,029	133,802
Feb	186,339	146,326
March	199,648	159,020
Apr	212,957	177,441
May	226,267	193,603
June	239,576	206,236
July	252,885	238,150
Aug	266,195	
Sept	279,504	
Oct	292,813	
Nov	306,123	
Dec	319,432	
2021-22	319,432	
Year To Date		
Actual v. Projected		94%



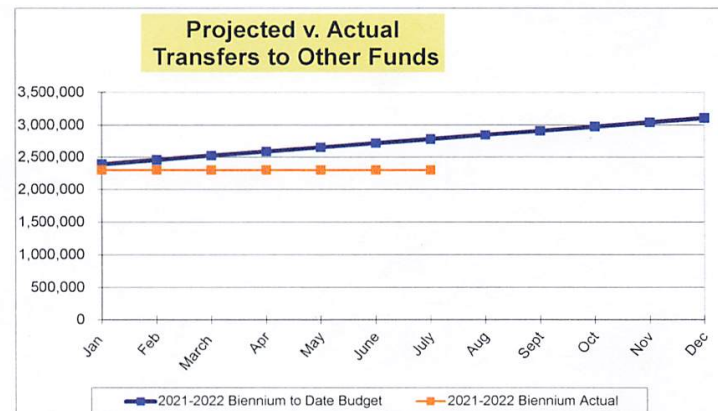
**LEGAL**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	282,504	437,313
Jan	306,045	437,313
Feb	329,587	475,661
March	353,128	569,513
Apr	376,669	629,027
May	400,211	672,191
June	423,752	718,925
July	447,293	758,039
Aug	470,835	
Sept	494,376	
Oct	517,917	
Nov	541,459	
Dec	565,000	
2021-22	565,000	
Year To Date		
Actual v. Projected		169%



**TRANSFERS TO OTHER FUNDS**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	2,330,312	2,303,405
Jan	2,395,337	2,303,405
Feb	2,460,363	2,303,405
March	2,525,388	2,303,405
Apr	2,590,414	2,303,405
May	2,655,439	2,303,405
June	2,720,465	2,303,405
July	2,785,490	2,303,405
Aug	2,850,515	
Sept	2,915,541	
Oct	2,980,566	
Nov	3,045,592	
Dec	3,110,617	
2021-22	3,110,617	
Year To Date		
Actual v. Projected		83%

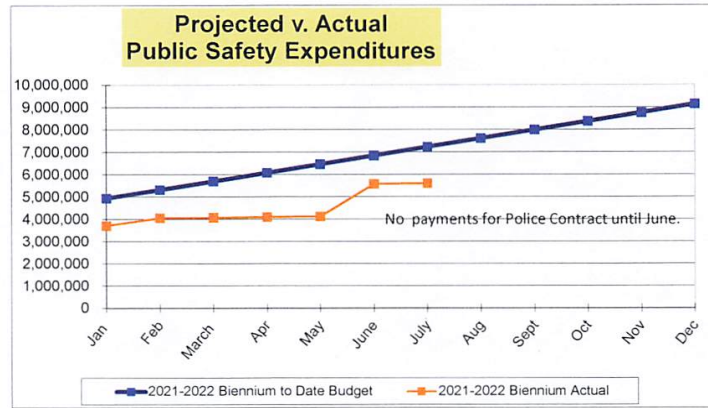




**City of Kenmore, Washington  
General Fund Expenditure Graphs\*  
July 31, 2022**

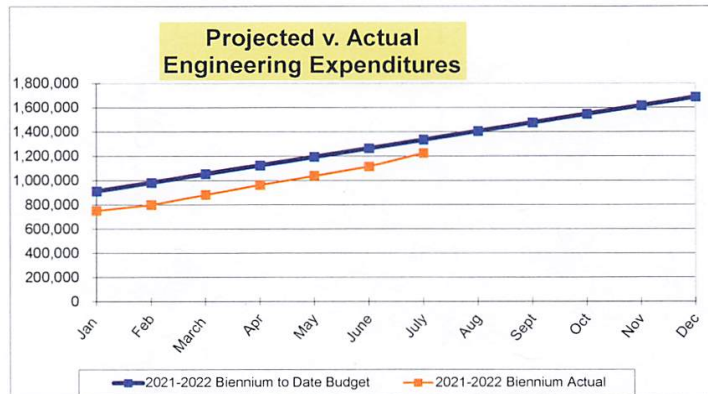
**PUBLIC SAFETY**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	4,576,188	3,716,797
Jan	4,957,537	3,716,847
Feb	5,338,885	4,062,529
March	5,720,234	4,081,910
Apr	6,101,582	4,116,629
May	6,482,931	4,141,525
June	6,864,280	5,586,432
July	7,245,628	5,609,870
Aug	7,626,977	
Sept	8,008,325	
Oct	8,389,674	
Nov	8,771,022	
Dec	9,152,371	
2021-22	9,152,371	
Year To Date		
Actual v. Projected		77%



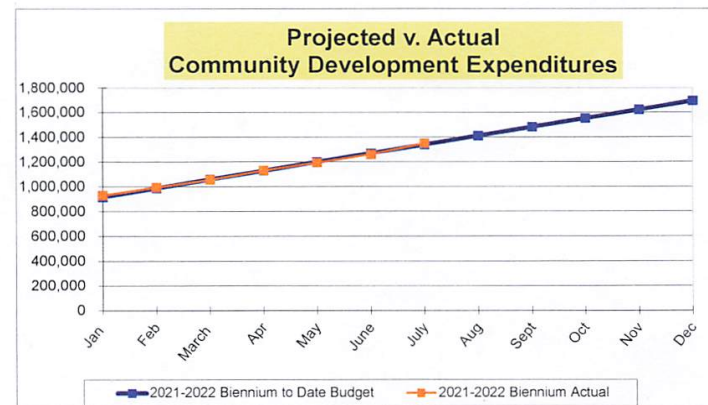
**ENGINEERING**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	844,788	701,750
Jan	915,187	754,024
Feb	985,586	802,031
March	1,055,985	884,917
Apr	1,126,383	966,480
May	1,196,782	1,041,010
June	1,267,181	1,116,924
July	1,337,580	1,225,519
Aug	1,407,979	
Sept	1,478,378	
Oct	1,548,776	
Nov	1,619,175	
Dec	1,689,574	
2021-22	1,689,574	
Year To Date		
Actual v. Projected		92%



**COMMUNITY DEVELOPMENT**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	847,908	869,569
Jan	918,568	931,860
Feb	989,228	994,326
March	1,059,888	1,056,562
Apr	1,130,548	1,131,778
May	1,201,208	1,196,383
June	1,271,868	1,262,679
July	1,342,528	1,353,562
Aug	1,413,188	
Sept	1,483,848	
Oct	1,554,508	
Nov	1,625,168	
Dec	1,695,828	
2021-22	1,695,828	
Year To Date		
Actual v. Projected		101%

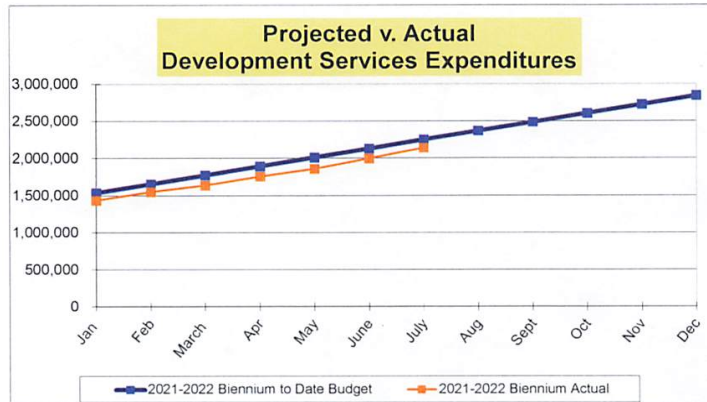


V:\Admin and Finance\Monthly Reports\2022\July 2022 General Fund Exp Graphs

**City of Kenmore, Washington**  
**General Fund Expenditure Graphs\***  
**July 31, 2022**

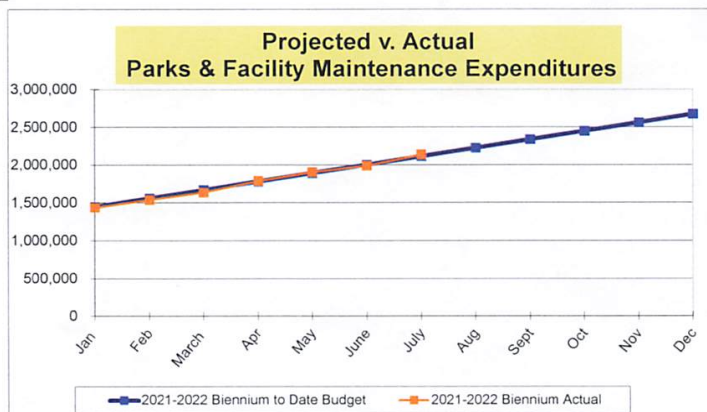
**DEVELOPMENT SERVICES**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	1,422,708	1,297,449
Jan	1,541,268	1,437,972
Feb	1,659,828	1,551,087
March	1,778,388	1,639,536
Apr	1,896,948	1,760,198
May	2,015,508	1,859,989
June	2,134,068	2,000,509
July	2,252,628	2,140,996
Aug	2,371,188	
Sept	2,489,748	
Oct	2,608,308	
Nov	2,726,868	
Dec	2,845,428	
2021-22	2,845,428	
Year To Date		
Actual v. Projected		95%



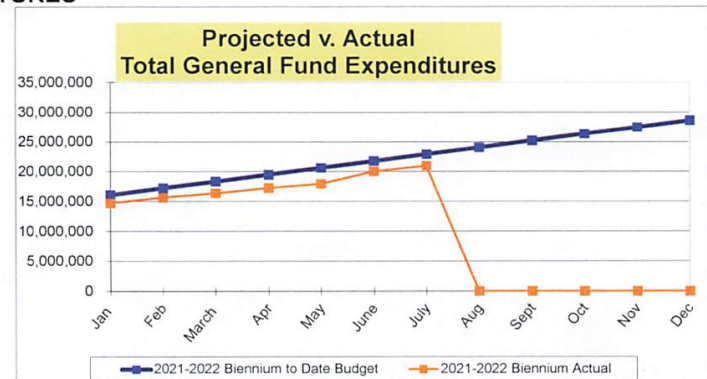
**PARKS & FACILITY MAINTENANCE**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	1,338,456	1,392,427
Jan	1,449,993	1,439,239
Feb	1,561,531	1,540,936
March	1,673,068	1,638,478
Apr	1,784,605	1,792,556
May	1,896,143	1,908,215
June	2,007,680	1,993,504
July	2,119,217	2,141,403
Aug	2,230,755	
Sept	2,342,292	
Oct	2,453,829	
Nov	2,565,367	
Dec	2,676,904	
2021-22	2,676,904	
Year To Date		
Actual v. Projected		101%



**TOTAL GENERAL FUND EXPENDITURES**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	14,965,988	13,853,401
Jan	16,107,121	14,727,038
Feb	17,248,254	15,688,188
March	18,389,387	16,386,810
Apr	19,530,519	17,249,552
May	20,671,652	17,958,998
June	21,812,785	20,056,357
July	22,953,918	20,982,921
Aug	24,095,051	0
Sept	25,236,184	0
Oct	26,377,316	0
Nov	27,518,449	0
Dec	28,659,582	0
2021-22	28,659,582	
Year To Date		
Actual v. Projected		91%



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**City of Kenmore, Washington  
Street Fund Summary Report  
July 31, 2022**



	2021 - 2022			
	<u>MONTH</u> <u>July 2022</u>	<u>BIENNIUM TO DATE</u> <u>2021-2022</u>	<u>% of</u> <u>BUDGET</u>	<u>BUDGET</u> <u>2021-2022</u>
<b>REVENUES</b>				
Beginning Fund Balance		1,605,323		1,311,996
Fuel Tax	37,438	668,227	71.2%	938,058
Investment Interest	833	12,137	391.5%	3,100
Miscellaneous	64	25,703	360.4%	7,131
ROW Permit Fees/Inspections	0	208,511	71.1%	293,460
Multimodal Transportation	0	47,387	75.0%	63,160
MVA Transpo City	0	34,582	0.0%	0
Transfer from General Fund	0	753,405	48.3%	1,560,617
Transfer from REET	0	100,000	50.0%	200,000
Transfer from TBD	0	350,000	50.0%	700,000
Total Revenues	38,334	2,199,952	58.4%	3,765,526

	2021 - 2022			
	<u>MONTH</u> <u>July 2022</u>	<u>BIENNIUM TO DATE</u> <u>2021-2022</u>	<u>% of</u> <u>BUDGET</u>	<u>BUDGET</u> <u>2021-2022</u>
<b>EXPENDITURES</b>				
Salary and Benefits	89,416	1,060,268	78.2%	1,355,214
Maintenance & Operations	56,107	1,103,065	58.9%	1,872,953
Capital	0	33,327	33.3%	100,000
Total Expenditures	145,523	2,196,661	66.0%	3,328,167
Revenues over Expenditures	(107,189)	3,291		437,359
Ending Fund Balance		1,608,614		1,749,355



**City of Kenmore, Washington**  
**Other Funds Monthly Activity**  
**July 31, 2022**

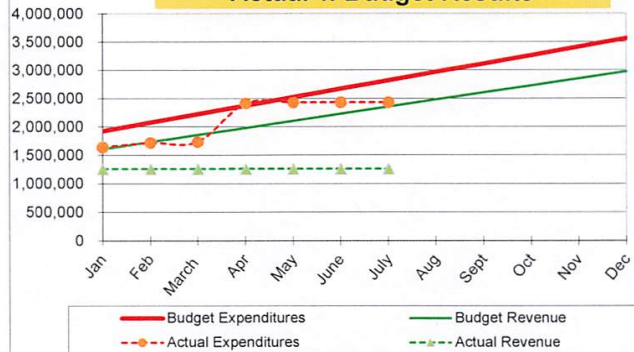
**STRATEGIC OPPORTUNITIES FUND**

	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
2021	1,781,748	1,645,707	1,488,360	1,262,308
Jan	1,930,228	1,645,707	1,612,390	1,262,699
Feb	2,078,707	1,722,451	1,736,420	1,262,808
March	2,227,187	1,739,571	1,860,450	1,262,981
Apr	2,375,666	2,413,909	1,984,480	1,263,190
May	2,524,146	2,432,087	2,108,510	1,263,674
June	2,672,626	2,432,567	2,232,540	1,264,704
July	2,821,105	2,432,567	2,356,570	1,265,580
Aug	2,969,585		2,480,600	
Sept	3,118,064		2,604,630	
Oct	3,266,544		2,728,660	
Nov	3,415,023		2,852,690	
Dec	3,563,503		2,976,718	
2021-22	3,563,503		2,976,718	

Total Actual to Date vs Total Budget      68%      43%

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

**STRATEGIC OPPORTUNITIES FUND**  
**Actual v. Budget Results**



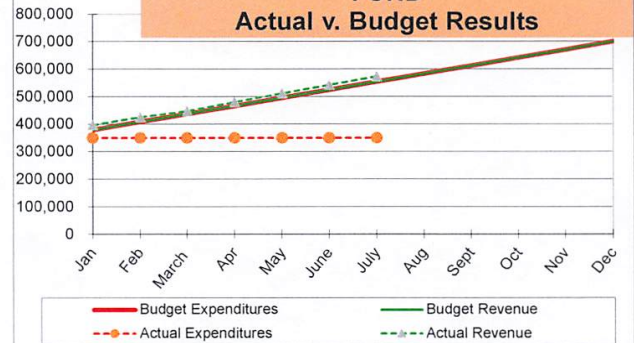
**TRANSPORTATION BENEFIT DISTRICT FUND**

	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
2021	350,004	350,000	350,004	369,121
Jan	379,171	350,000	379,171	396,139
Feb	408,338	350,000	408,338	424,939
March	437,505	350,000	437,505	448,008
Apr	466,672	350,000	466,672	480,535
May	495,839	350,000	495,839	511,698
June	525,006	350,000	525,006	542,681
July	554,173	350,000	554,173	573,632
Aug	583,340		583,340	
Sept	612,507		612,507	
Oct	641,674		641,674	
Nov	670,841		670,841	
Dec	700,000		699,998	
2021-22	700,000		700,000	

Total Actual to Date vs Total Budget      50%      82%

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

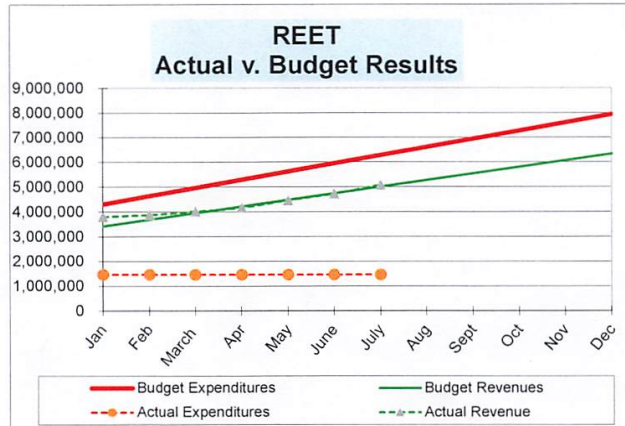
**TRANSPORTATION BENEFIT DISTRICT FUND**  
**Actual v. Budget Results**



**City of Kenmore, Washington**  
**Other Funds Monthly Activity**  
**July 31, 2022**

**REAL ESTATE EXCISE TAX FUND**

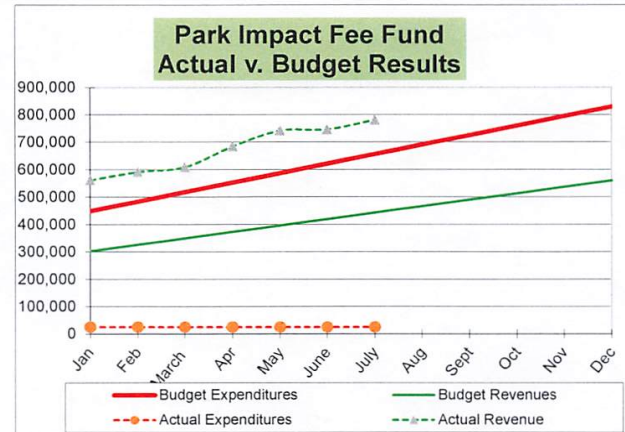
	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
2021	3,970,056	1,467,680	3,163,080	3,671,216
Jan	4,300,894	1,467,680	3,426,670	3,800,239
Feb	4,631,732	1,467,680	3,690,271	3,879,280
March	4,962,570	1,467,680	3,953,861	4,017,276
Apr	5,293,408	1,467,680	4,217,451	4,171,010
May	5,624,246	1,467,680	4,481,041	4,463,826
June	5,955,084	1,467,680	4,744,631	4,730,489
July	6,285,922	1,467,680	5,008,221	5,080,777
Aug	6,616,760		5,271,811	
Sept	6,947,598		5,535,401	
Oct	7,278,436		5,798,991	
Nov	7,609,274		6,062,581	
Dec	7,940,122		6,326,171	
2021-22	7,940,122		6,326,171	
Total Actual to Date vs Total Budget		18%	80%	



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

**PARK IMPACT FEE FUND**

	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
2021	414,708	25,358	280,212	561,886
Jan	449,267	25,358	303,563	562,009
Feb	483,826	25,358	326,914	591,591
March	518,385	25,358	350,265	609,548
Apr	552,944	25,358	373,616	685,076
May	587,503	25,358	396,967	742,415
June	622,062	25,358	420,318	746,929
July	656,621	25,358	443,669	782,028
Aug	691,180		467,020	
Sept	725,739		490,371	
Oct	760,298		513,722	
Nov	794,857		537,073	
Dec	829,412		560,422	
2021-22	829,412		560,422	
Total Actual to Date vs Total Budget		3%	140%	



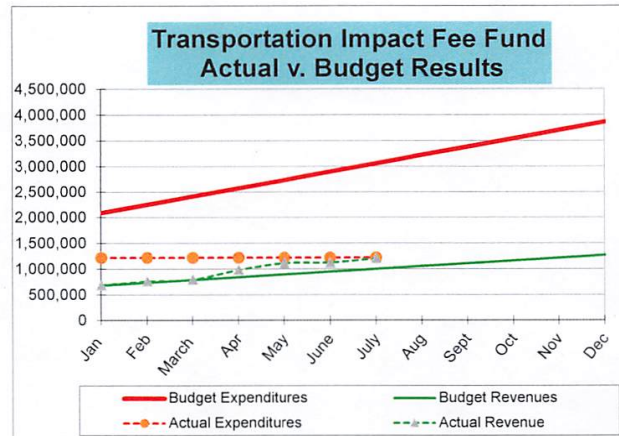
This fund accounts for City imposed park impact fees on new development. Expenditures are for public park acquisitions and improvements.



**City of Kenmore, Washington**  
**Other Funds Monthly Activity**  
**July 31, 2022**

**TRANSPORTATION IMPACT FEE FUND**

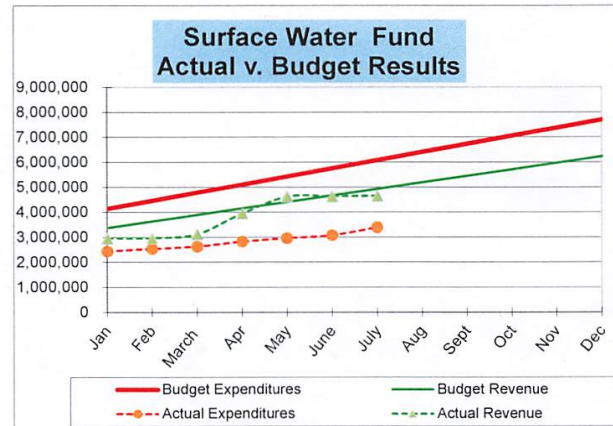
	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
2021	1,931,268	1,222,440	632,352	690,105
Jan	2,092,207	1,222,440	685,048	690,476
Feb	2,253,146	1,222,440	737,744	758,649
March	2,414,085	1,222,440	790,440	796,547
Apr	2,575,024	1,222,440	843,136	981,888
May	2,735,963	1,222,440	895,832	1,112,896
June	2,896,902	1,222,440	948,528	1,124,535
July	3,057,841	1,222,440	1,001,224	1,206,425
Aug	3,218,780		1,053,920	
Sept	3,379,719		1,106,616	
Oct	3,540,658		1,159,312	
Nov	3,701,597		1,212,008	
Dec	3,862,547		1,264,695	
2021-22	3,862,547		1,264,695	
Total Actual to Date vs Total Budget		32%	95%	



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

**SURFACE WATER MANAGEMENT FUND**

	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
2021	3,811,740	2,314,112	3,116,172	2,958,871
Jan	4,136,330	2,444,737	3,375,853	2,965,041
Feb	4,460,920	2,544,319	3,635,534	2,971,877
March	4,785,510	2,636,895	3,895,215	3,128,738
Apr	5,110,100	2,828,697	4,154,896	3,960,684
May	5,434,690	2,966,068	4,414,577	4,620,664
June	5,759,280	3,080,746	4,674,258	4,636,433
July	6,083,870	3,394,904	4,933,939	4,650,587
Aug	6,408,460		5,193,620	
Sept	6,733,050		5,453,301	
Oct	7,057,640		5,712,982	
Nov	7,382,230		5,972,663	
Dec	7,706,812		6,232,337	
2021-22	7,706,812		6,232,337	
Total Actual to Date vs Total Budget		44%	75%	



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

**City of Kenmore, Washington**  
**Cash and Investment Report**  
**July 31, 2022**



<u>Fund</u>	<u>Beg. Cash &amp; Inv.</u> <u>from Prev. Mo.</u>	<u>Monthly</u> <u>Revenues</u>	<u>Monthly</u> <u>Expenditures</u>	<u>End. Cash &amp; Inv.</u> <u>Current Month</u>
General	\$6,186,378	\$824,822	\$934,063	6,077,137
Street	1,717,278	38,334	145,523	1,610,089
Transportation Capital	-2,348,231	67,403	852,965	(3,133,792)
Public Art	118,765	61	0	118,827
Park Impact Fee	1,032,991	35,099	0	1,068,090
Transportation Impact Fee	2,504,695	81,890	0	2,586,585
Swamp Creek Basin	770,075	398	0	770,474
Transportation Benefit District	319,568	30,950	0	350,518
ARPA Fiscal Recovery Fund	1,871,916	3,265,565	8,390	5,129,091
Sammamish Bridge Replacement	1,609,194	541,393	495,969	1,654,617
Walkways & Waterways Debt Service	492,349	4,112	0	496,461
Real Estate Excise Tax	5,174,801	350,288	0	5,525,089
Park Capital	-3,988,474	0	425,343	(4,413,817)
Walkways & Waterways Bond	6,184,527	17,793	0	6,202,320
Surface Water Management	4,149,329	14,154	314,158	3,849,325
Surface Water Capital	234,323	35,000	0	269,323
Public Works Shop Fund	2,476,154	0	0	2,476,154
Strategic Reserve	1,354,258	701	0	1,354,958
Strategic Opportunities	1,692,360	876	0	1,693,235
Equipment Replacement	446,560	231	148	446,644
Trust & Agency	825,375	77,065	17,717	884,723
<b>Totals</b>	<b>\$32,824,191</b>	<b>\$5,386,136</b>	<b>\$3,194,276</b>	<b>\$35,016,051</b>

<u>Fund</u>	<u>Cash, Savings,</u> <u>Local Govt Investment Pool</u>	<u>(&gt; One Year)</u> <u>Fixed</u> <u>Investments</u>	<u>Total</u>
General	\$3,648,590	\$2,428,118	6,076,709
Street	759,949	850,000	1,609,949
Transportation Capital	-3,133,792	0	(3,133,792)
Public Art	103,827	15,000	118,827
Park Impact Fee	138,090	930,000	1,068,090
Transportation Impact Fee	2,556,585	30,000	2,586,585
Swamp Creek Basin	-629,526	1,400,000	770,474
Transportation Benefit District	350,518	0	350,518
ARPA Fiscal Recovery Fund	5,129,091	0	5,129,091
Sammamish Bridge Replacement	1,654,617	0	1,654,617
Walkways & Waterways Debt Service	496,461	0	496,461
Real Estate Excise Tax	5,525,089	0	5,525,089
Park Capital	-4,413,817	0	(4,413,817)
Walkways & Waterways Bond	6,202,320	0	6,202,320
Surface Water Management	3,339,185	510,000	3,849,185
Surface Water Capital	269,323	0	269,323
Public Works Shop Fund	2,476,154	0	2,476,154
Strategic Reserve	504,959	850,000	1,354,959
Strategic Opportunities	1,693,235	0	1,693,235
Equipment Replacement	-3,357	450,000	446,643
Trust & Agency	784,723	100,000	884,723
<b>Totals</b>	<b>\$27,452,224</b>	<b>\$7,563,118</b>	<b>\$35,015,342</b>

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

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

City of Kenmore, Washington  
Investment Schedule  
July 31, 2022



Average Yield to Maturity-Securities									Overall	0.51%
									Average Yield	1.05%
	Investment #	Type	Purchase Date		Maturity Date	Rate	Yield		Principal or Balance	Yield Equivalents
Time Value Investments										
	3135G05G4	FNMA	11/9/2020		7/10/2023	0.20%	0.20%		1,501,588.50	3,003.18
	3133EMHL9	FFCB	11/24/2020		11/30/2023	0.30%	0.30%		1,501,500.00	4,504.50
	3133EMMN9	FFCB	1/25/2021		1/11/2024	0.19%	0.19%		1,000,000.00	1,900.00
	3130AQTTO	FHLB	3/2/2022		2/28/2025	1.67%	1.67%		1,494,768.00	24,962.63
	9128286Z8	US TREAS	1/25/2021		6/30/2024	0.18%	0.18%		1,065,261.38	1,917.47
Total TVI Purchases									6,563,117.88	36,287.77

<b>Pacific Premier CD's</b>									
11495975	CD	8/10/2021	8/10/2022	0.25%	0.25%	1,000,000.00	2,500.00		
<b>Total Pacific Premier CD's</b>						<b>1,000,000.00</b>	<b>2,500.00</b>		

**TOTAL ALL SECURITIES** **\$ 7,563,117.88 \$ 38,787.77**

Banner Checking and Savings	0.02%	5,861,803.43	1,172.36
Pacific Premier Savings	1.01%	3,164,192.89	31,809.63
LGIP - Primary Account	1.61%	5,421,931.21	87,466.59
LGIP - Bond Proceeds Account	1.61%	13,004,296.18	209,785.31
<b>Total Accounts</b>		<b>\$ 35,015,341.59</b>	<b>369,021.67</b>

City of Kenmore, Washington  
**SALES TAX RECEIPTS BY BUSINESS TYPE**  
 July 2022

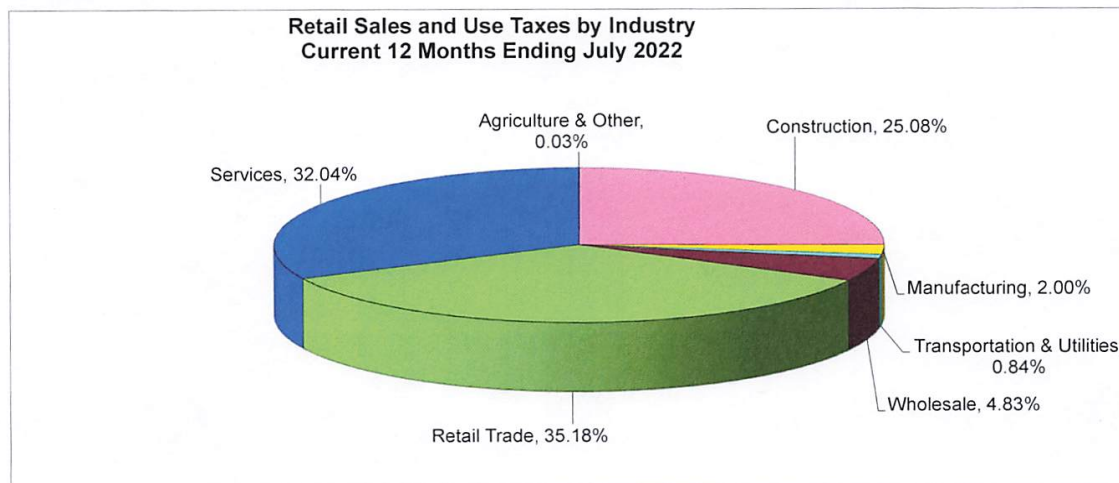
	SALES TAX	USE TAX	TOTAL	PERCENT
AGRICULTURE & OTHER	216.43	0.00	216.43	0.1%
CONSTRUCTION	81,293.67	738.83	82,032.50	25.7%
MANUFACTURING	4,949.54	1,596.62	6,546.16	2.1%
TRANSPORTATION & UTILITIES	4,170.45	1,112.38	5,282.83	1.7%
WHOLESALE	17,534.77	91.33	17,626.10	5.5%
RETAIL TRADE	109,968.69	174.91	110,143.60	34.5%
SERVICES	76,866.21	964.56	77,830.77	24.4%
INFORMATION	8,573.05	238.96	8,812.00	2.8%
PUBLIC SERVICES	9.48	10,492.82	10,502.30	3.3%
	<u>303,582.28</u>	<u>15,410.42</u>	<u>318,992.70</u>	<u>100.0%</u>



**City of Kenmore, Washington**  
**Retail Sales and Use Tax Distribution**  
**July 31, 2022**

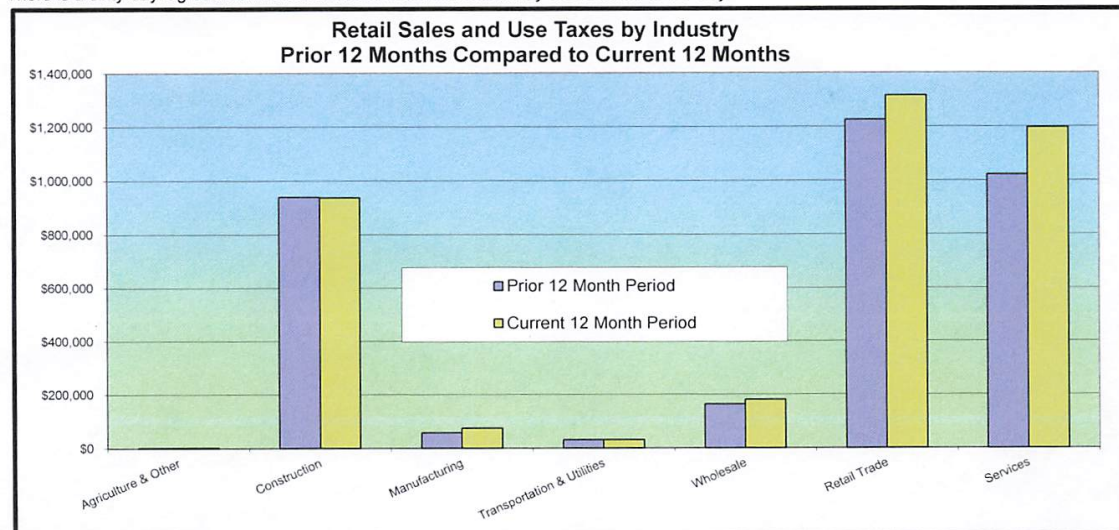


<u>Industry</u>	<u>Prior 12 Months ending July 2021</u>	<u>Current 12 Months ending July 2022</u>	<u>% Increase/ (Decrease)</u>	<u>% of Total</u>
Agriculture & Other (Landscaping, Animal Hospitals)	\$864	\$1,028	19.00%	0.03%
Construction	939,408	937,215	-0.23%	25.08%
Manufacturing (Printing, Publishing, Other Manuf.)	57,189	74,785	30.77%	2.00%
Transp/Comm/Utilities (Telecomm., Air Transport.)	30,984	31,353	1.19%	0.84%
Wholesale (Lumber, Other Wholesale)	163,234	180,507	10.58%	4.83%
Retail Trade (Eating, Merchandise, Food Stores)	1,225,249	1,314,590	7.29%	35.18%
Services (Auction, Recreation, Auto Repair, Financial)	1,022,414	1,197,169	17.09%	32.04%
<b>Totals</b>	<b>\$3,439,342</b>	<b>\$3,736,647</b>	<b>8.64%</b>	<b>100%</b>
<b>Increase/(Decrease)</b>		<b>\$297,306</b>	<b>8.64%</b>	



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

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



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

**Signature:** Rob Karlinsey  
Rob Karlinsey (Sep 12, 2022 11:33 PDT)  
**Email:** rkarlinsey@kenmorewa.gov



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

**Subject/Topic:**

August 2022 Financial Report

For Council Meeting Agenda of: September 26, 2022

**Department:** Finance & Administration**Prepared by:** Leticia Salcido, Director of Finance & Administration**Proposed Council Action/Motion:**

Receive &amp; file:

August 2022 Financial Report  
for the City of Kenmore Washington

Approved by Department Head:

Approved by City Attorney:

Approved by Finance Director:

Approved by City Manager:

Initial & Date

N/A

RGK  
RGK**Exhibits/Attachments:**August 2022 Financial Report  
for the City of Kenmore, Washington**INFORMATION/BACKGROUND:**

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

**FISCAL CONSIDERATION:**

August 2022 is the 20th month of the 2021-2022, biennium budget period with 83% of the biennium elapsed.

**General Fund:**

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

**Revenues:**

As of August 31, 2022, biennium to date, revenues exceeded expenditures by \$3.8 million. Revenues totaled \$25.9 million while expenditures totaled \$22.1 million. Revenues in the amount of \$25.9 million represent 85% of the amended budget revenues in the amount of \$30.6 million. Major revenue sources in the General Fund include property taxes, sales taxes, utility taxes, franchise fees, building related fees and other.

Property tax which is the major revenue source for the City generated \$8.3 million through August 31, 2022. This represents 76% of the biennium budget amount. The budget for the biennium for this revenue source is \$10.9 million.

Sales Tax revenue generated \$6.1 million through August 31, 2022 (20 months). This represents 103% of the amended biennium budget amount of \$6 million.

Sales Tax revenues for the eight months of 2022 were \$2.5 million. This is 8% higher than the amount received in 2021 for the same period.

Monthly sales tax for August 2022 in comparison to August 2021 - Construction sales tax declined 5% (\$31,000) while retail increased 9%.

A review of the top 506 sales tax remitters accounting for 85% of total remittances in the month of August indicates that 17% of the total was generated from internet-based companies. In the retail category approximately 37% of the revenue was from internet sales.

Utility Taxes totaled \$1.8 million or 74% of the amount budgeted of \$2.4 million.

Development fees & permits revenue was \$2.3 million or 133% of the amount budgeted for the biennium (\$1.7 million).

Expenditures:

Expenditures totaled \$22.1 million for the first twenty months of the biennium. This is 77% of the budgeted amount of \$28.7 million.

Fund Balance:

The ending fund balance for the General fund, as of August 31, 2022, was \$6.6 million

Street Fund:

As of August 31, 2022, the year-to-date revenues totaled \$2.3 million or 60% of total budgeted revenues in the amount of \$3.8 million. Expenditures for the same time totaled \$2.4 million or 71% of total budget expenditures in the amount of \$3.3 million. The ending cash balance in this fund as of August 31, 2022, was \$1.5 million.

Surface Water Management Fund:

As of August 31, 2022, biennium to date revenues totaled \$4.7 million or 75% of the amended budgeted amount (\$6.2 million). Expenditures during the same time-period, totaled \$3.6 million or 47% of the amended biennial budgeted amount of \$7.7 million. Expenditures are lower during this time of the year as the transfer out (expense) to the Surface Water Management Capital Fund will be made at the end of the year.

**COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:**

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

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

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





18120 68<sup>TH</sup> AVE. NE  
KENMORE, WASHINGTON 98028

## MEMORANDUM

TO: Rob Karlinsey, City Manager  
FROM: Leticia Salcido, Finance Director  
DATE: September 8, 2022  
RE: August 2022 Financial Reports for the City of Kenmore, Washington

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

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

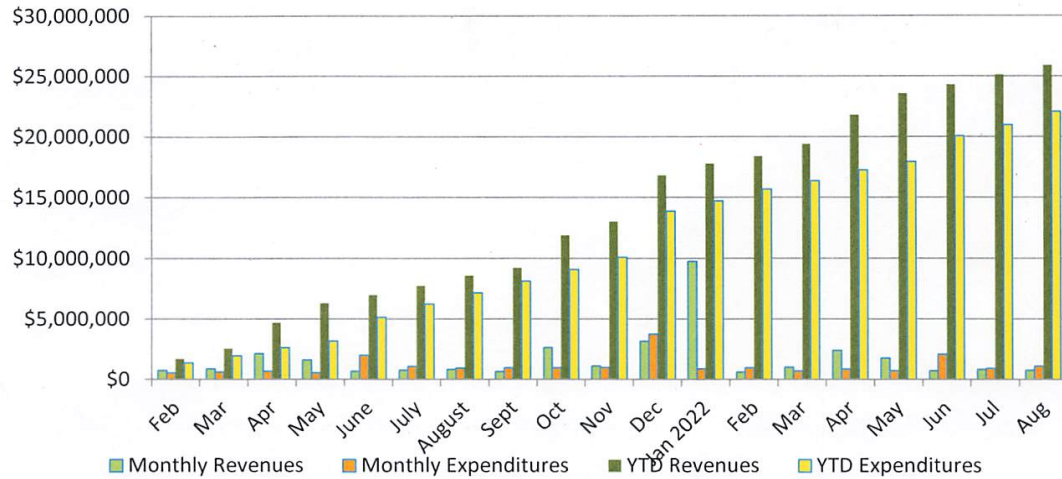
If you would like additional information or have any questions regarding the financial reports, please feel free to contact me.

### GENERAL FUND

The first section of the monthly financial report is a review of the General Fund. This fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Revenues include various taxes, per capita distributions from the State, fines and forfeitures, permits and licenses, and fees for service. In the context of the biennial budget, August is the twentieth month (83%) of the 2021-2022 biennial budget period. For the month of August, expenditures exceeded revenues in the General Fund by \$327,346. Biennium to date, revenues exceed expenditures by \$3,825,638.

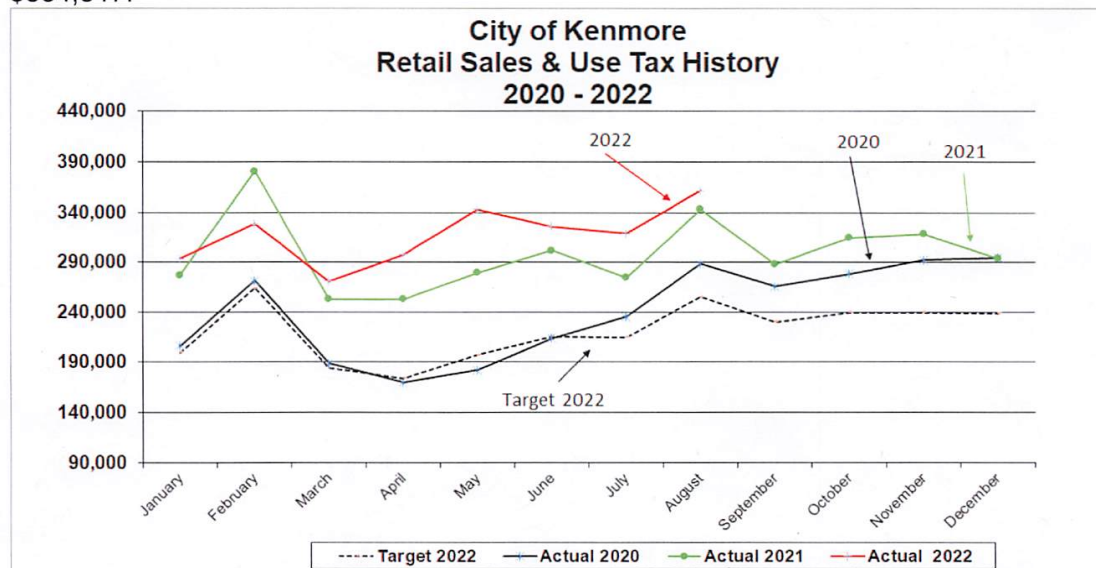
The following chart illustrates the monthly revenue and expenditure activity in the General Fund through August 2022.

City of Kenmore, Washington  
Monthly Financial Report  
August 2022



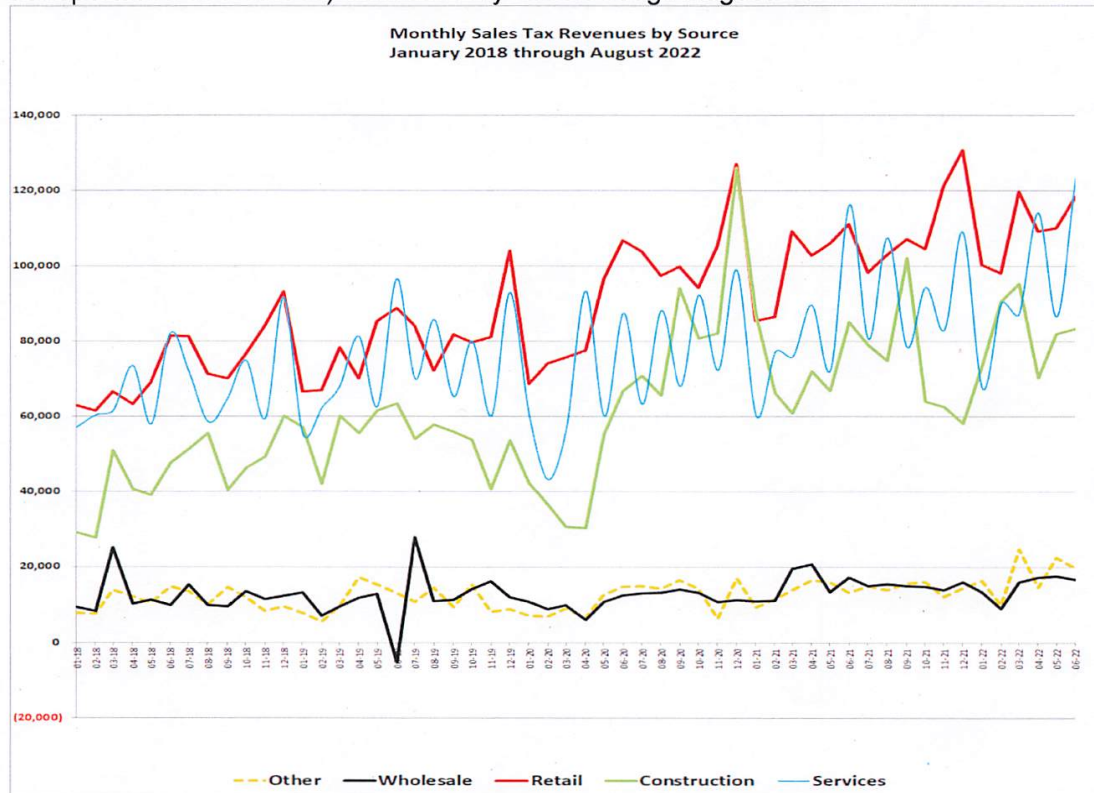
Total **revenues** for the month were **\$769,603**. Biennium to date revenues are \$25,905,508 which is 84% of the amended budgeted revenues of \$30,589,770. Primary sources of revenue for the month included property taxes in the amount of \$20,246, development fees & permits in the amount of \$74,831, retail sales and use taxes in the amount of \$361,803, intergovernment & grants in the amount of \$87,299, franchise fees in the amount of \$61,097, and utility taxes in the amount of \$115,720.

A summary of sales tax revenues received in **August** is attached. These receipts are based on **June** sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted Target 2022 line is a monthly average of actual receipts during 2019, 2020, and 2021. The red line represents 2022 actual receipts, which are \$178,164 above 2021 and ahead of the 2022 target by \$834,517.



City of Kenmore, Washington  
Monthly Financial Report  
August 2022

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



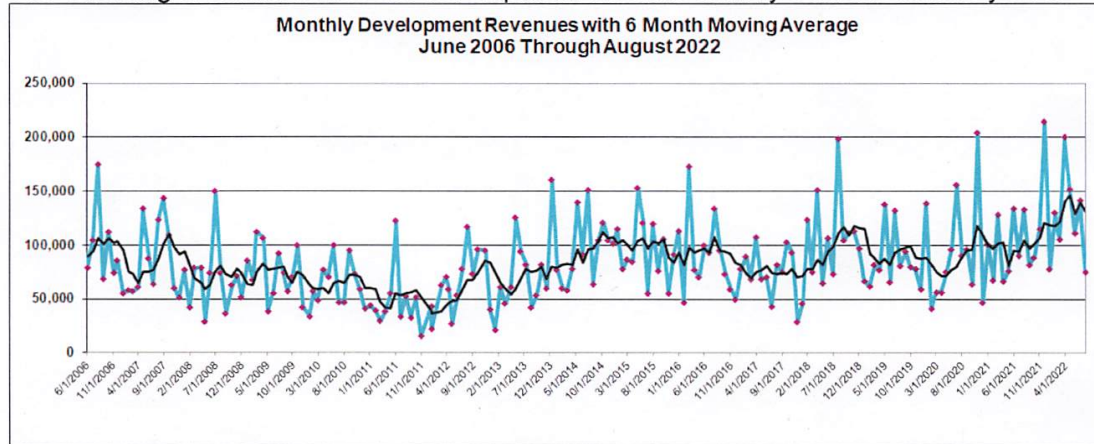
In August, the top 506 sales tax remitters, accounting for 85% or \$307,728 of total remittances, were reviewed for internet sales activity.

Of the \$307,728 of sales tax remitted by these companies in August, \$52,169 (17% of the total) was generated from internet-based companies. Below is a chart that illustrates the amount of internet based sales tax in the major segments that include it:

	Total Sales Tax Remitted in August	Internet Based Companies	% of Total Internet Sales Tax Collected
Retail Trade	\$89,460	\$33,238	37%
Information	7,457	2,877	39%
Services	100,808	13,837	14%
Wholesale	12,159	1,466	12%
Other	97,844	751	1%
	<b>\$307,728</b>	<b>\$52,169</b>	

City of Kenmore, Washington  
Monthly Financial Report  
August 2022

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



**August 2022 expenditures** were **\$1,096,948**. Biennium to date expenditures are \$22,079,870, which is 77% of the amended biennial budget expenditures of \$28,659,582.

Total City cash (\$26,612,393) and long-term investments (\$6,563,118), at the end of August, totaled \$33,175,511. Proposition 1 levy funds and ARPA Recovery Funds are included in this cash balance.

Total non-General Fund revenues were \$583,613 and total non-General Fund expenditures were \$2,123,926.

In the **Street Fund** revenue from gas tax distributions were \$43,862. \$101,852 was expended for maintenance and operations during the month.

In the **Transportation Capital Fund**, there were expenditures in the amount of \$584,583 on pedestrian safety projects & street maintenance. The fund received \$234,882 in grant reimbursements during the month.

The **Sammamish Bridge Replacement Fund** had \$321,162 in expenditures during the month. The fund received \$0 in bridge grant reimbursements during the month.

The **Park Impact Fee** fund received \$0 in revenues during the month.

There were \$0 in revenues for the **Transportation Impact Fee** fund during the month.



City of Kenmore, Washington  
Monthly Financial Report  
August 2022

The **Real Estate Excise Tax** Fund received \$201,772 of real estate excise taxes (REET) in August from sales activity that occurred in July. 40 transactions were reported during the month. The 2022 year to date revenue is higher than the 2021 revenue by \$75,360.

The **Park Capital** fund had \$739,949 in Park improvement expenditures during the month.

The **Walkways & Waterways Debt Service** Fund collected \$3,405 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of \$1,339,660.

The **Transportation Benefit District** Fund received \$22,673 in vehicle license fees during the month.

### **SUMMARY**

This concludes the financial report for the City of Kenmore as of **August 31, 2022**. I appreciate your feedback and encourage you to contact me if you have any questions prior to the City Council meeting.

City of Kenmore, Washington  
General Fund Summary Report  
August 31, 2022



	CURRENT PERIOD 2021-2022				PREVIOUS PERIOD 2019-2020			
	MONTH <u>August 2022</u>	BIENNIUM TO DATE <u>2021-2022</u>	% of <u>BUDGET</u>	AMENDED BIENNIUM BUDGET <u>2021-2022</u>	MONTH <u>August 2020</u>	BIENNIUM TO DATE <u>2019-2020</u>	% of <u>BUDGET</u>	AMENDED BIENNIUM BUDGET <u>2019-2020</u>
<b>REVENUES</b>								
Beginning Fund Balance		2,748,005		2,748,005		4,934,368		4,934,368
Property Taxes	20,246	8,280,645	76.2%	10,865,654	36,827	7,880,564	77.1%	10,224,205
Sales and Use Taxes	361,803	6,117,534	102.7%	5,954,280	347,067	5,687,486	91.6%	6,212,000
Utility Taxes	115,720	1,768,400	73.7%	2,399,290	62,379	1,758,328	71.3%	2,466,355
Other Taxes	30,429	188,548	103.5%	182,200	18,342	202,547	111.4%	181,868
Development Fees & Permits	74,831	2,290,074	133.1%	1,720,003	90,799	1,725,933	93.1%	1,854,042
Franchise Fees	61,097	1,517,719	86.9%	1,746,569	76,666	1,525,829	83.3%	1,831,835
Intergovernmental and Grants	87,299	2,383,288	97.2%	2,452,594	3,013	981,020	45.8%	2,142,292
Investment Interest	6,078	43,955	66.6%	66,000	695	164,859	173.0%	95,300
Fines and Forfeitures	0	2,341	0.0%	0	0	4,173	0.0%	0
Transfers and Other Revenues	12,100	3,313,004	63.7%	5,203,180	4,255	1,262,524	58.6%	2,155,352
Total Revenues	769,603	25,905,508	84.7%	30,589,770	640,043	21,193,262	78.0%	27,163,249

City of Kenmore, Washington  
General Fund Summary Report  
August 31, 2022

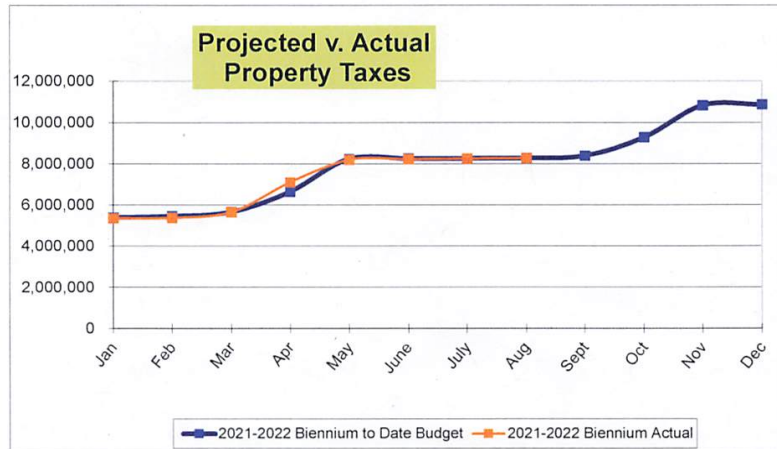


	CURRENT PERIOD 2021-2022				PREVIOUS PERIOD 2019-2020			
	MONTH	BIENNIUM	% of	AMENDED	MONTH	BIENNIUM	% of	AMENDED
	August 2022	TO DATE	BUDGET	BIENNIUM	August 2020	TO DATE	BUDGET	BIENNIUM
EXPENDITURES		2021-2022		2021-2022		2019-2020		2019-2020
<u>Cost Center</u>								
City Council	13,421	279,563	84.0%	332,711	6,265	291,361	86.7%	336,208
City Manager	176,095	2,590,065	83.0%	3,121,846	120,207	2,784,467	87.8%	3,170,520
City Clerk	52,330	830,955	88.7%	937,052	9,659	606,267	65.9%	919,466
Finance	76,502	1,829,741	82.7%	2,212,820	73,781	1,671,564	86.8%	1,925,756
Human Resources	9,485	247,635	0.0%	319,432		0	0.0%	0
Legal	62,040	820,079	145.1%	565,000	18,695	523,982	80.0%	654,782
Interfund Transfers	0	2,303,405	74.0%	3,110,617	0	2,606,529	80.8%	3,226,484
Public Safety	335,371	5,945,241	65.0%	9,152,371	635,218	6,604,199	73.6%	8,967,044
Engineering & Environmental Services	41,951	1,267,471	75.0%	1,689,574	46,305	1,071,507	68.9%	1,555,790
Community Development	61,307	1,414,869	83.4%	1,695,828	55,086	1,288,892	81.5%	1,580,826
Developmental Services	143,528	2,284,524	80.3%	2,845,428	70,133	2,051,915	109.5%	1,874,061
Parks & Facility Maintenance	124,919	2,266,322	84.7%	2,676,904	94,598	2,533,177	78.0%	3,247,606
Total Expenditures	1,096,948	22,079,870	77.0%	28,659,582	1,129,948	22,033,860	77.2%	28,543,158
Revenues over Expenditures	(327,346)	3,825,638		1,930,188	(489,905)	(840,598)		(1,379,909)
Ending Fund Balance		6,573,643		4,678,193	-489,905	4,093,771	0	3,554,460

**City of Kenmore, Washington  
General Fund Revenue Graphs  
August 31, 2022**

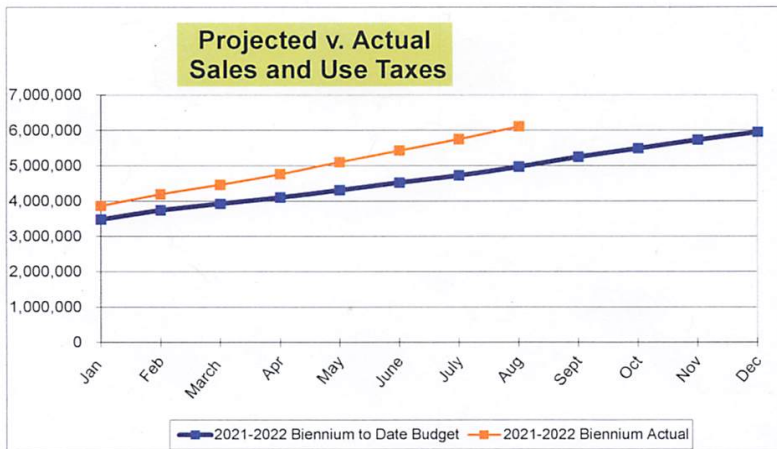
**PROPERTY TAXES**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	5,383,410	5,347,981
Jan	5,401,023	5,365,476
Feb	5,468,860	5,381,481
Mar	5,670,301	5,661,041
Apr	6,652,450	7,109,637
May	8,244,136	8,200,961
June	8,259,460	8,236,543
July	8,274,655	8,260,399
Aug	8,290,802	8,280,645
Sept	8,401,090	
Oct	9,291,005	
Nov	10,834,497	
Dec	10,865,654	
2021-22	10,865,654	
Year To Date		
Actual v. Projected		100%



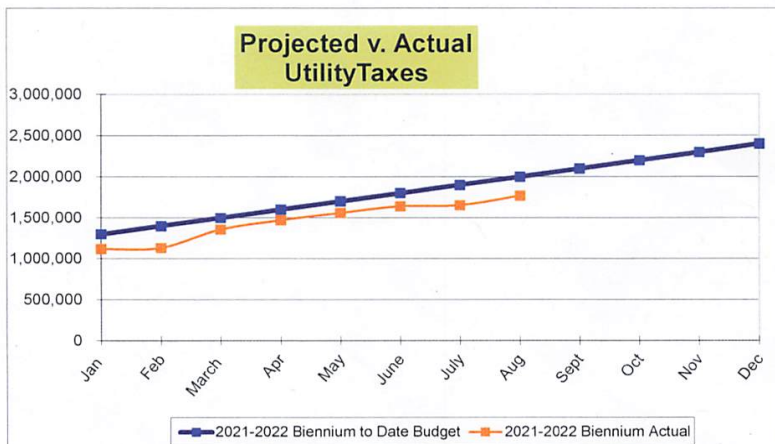
**SALES & USE TAXES**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	3,300,000	3,577,108
Jan	3,481,493	3,870,242
Feb	3,742,900	4,198,660
March	3,928,951	4,469,848
Apr	4,108,559	4,767,637
May	4,315,086	5,110,898
June	4,530,232	5,436,740
July	4,730,589	5,755,733
Aug	4,978,663	6,117,536
Sept	5,258,728	
Oct	5,497,740	
Nov	5,739,531	
Dec	5,954,280	
2021-22	5,954,280	
Year To Date		
Actual v. Projected		123%



**UTILITY TAXES**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	1,199,640	933,662
Jan	1,299,611	1,117,517
Feb	1,399,582	1,131,117
March	1,499,553	1,356,930
Apr	1,599,523	1,470,394
May	1,699,494	1,559,515
June	1,799,465	1,639,261
July	1,899,436	1,652,680
Aug	1,999,407	1,768,400
Sept	2,099,378	
Oct	2,199,348	
Nov	2,299,319	
Dec	2,399,290	
2021-22	2,399,290	
Year To Date		
Actual v. Projected		88%



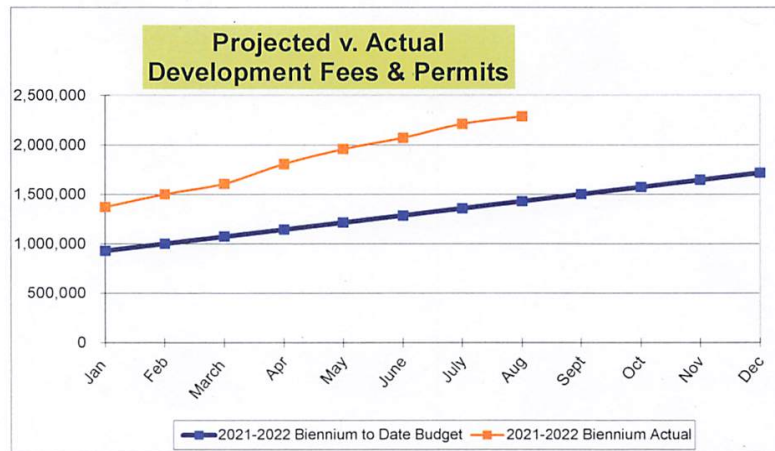
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**City of Kenmore, Washington  
General Fund Revenue Graphs  
August 31, 2022**

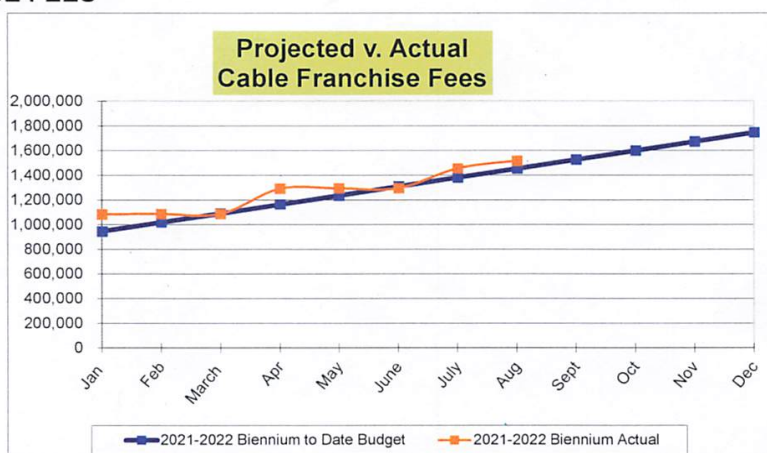
**DEVELOPMENT FEES & PERMITS**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	860,004	1,297,301
Jan	931,671	1,375,004
Feb	1,003,337	1,504,765
March	1,075,004	1,609,951
Apr	1,146,670	1,809,930
May	1,218,337	1,962,323
June	1,290,004	2,073,729
July	1,361,670	2,215,243
Aug	1,433,337	2,290,074
Sept	1,505,003	
Oct	1,576,670	
Nov	1,648,336	
Dec	1,720,003	
'2021-22	1,720,003	
Year To Date		
Actual v. Projected		160%



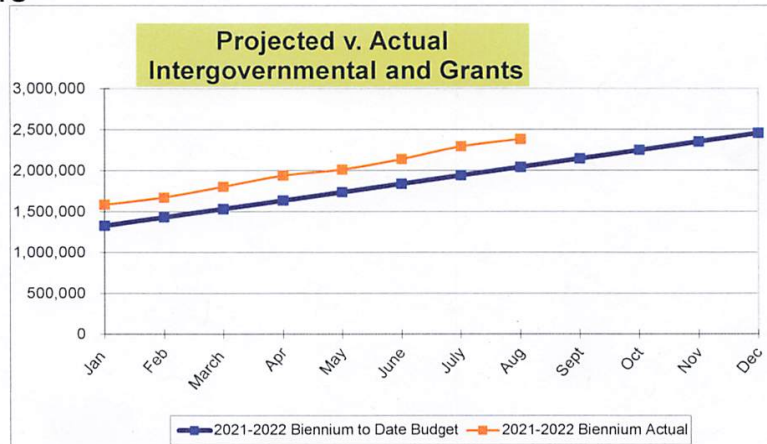
**CABLE/WATER/SEWER FRANCHISE FEES**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	873,288	848,118
Jan	946,061	1,085,513
Feb	1,018,835	1,088,169
March	1,091,608	1,088,169
Apr	1,164,382	1,292,413
May	1,237,155	1,295,037
June	1,309,929	1,295,037
July	1,382,702	1,456,622
Aug	1,455,475	1,517,719
Sept	1,528,249	
Oct	1,601,022	
Nov	1,673,796	
Dec	1,746,569	
'2021-22	1,746,569	
Year To Date		
Actual v. Projected		104%



**INTERGOVERNMENTAL & GRANTS**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	1,226,292	1,433,882
Jan	1,328,484	1,584,645
Feb	1,430,676	1,672,962
March	1,532,868	1,803,507
Apr	1,635,059	1,940,022
May	1,737,251	2,012,887
June	1,839,443	2,141,112
July	1,941,635	2,295,990
Aug	2,043,827	2,383,288
Sept	2,146,019	
Oct	2,248,210	
Nov	2,350,402	
Dec	2,452,594	
'2021-22	2,452,594	
Year To Date		
Actual v. Projected		117%

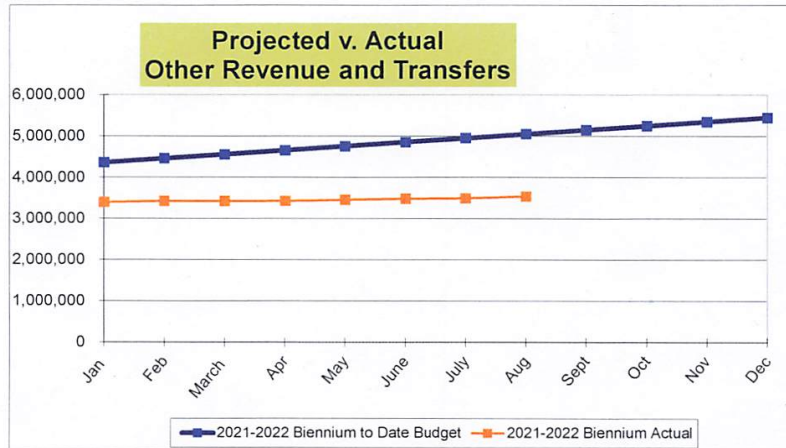


V:\Admin and Finance\Monthly Reports\2022\August 2022 General Fund Rev Graphs

**City of Kenmore, Washington  
General Fund Revenue Graphs  
August 31, 2022**

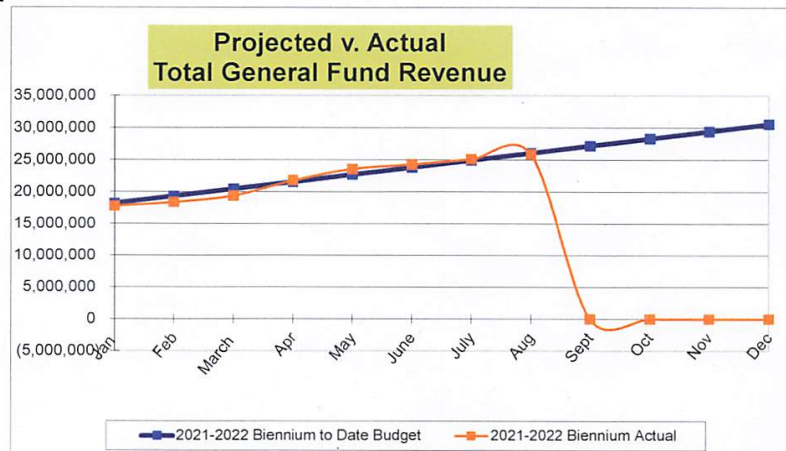
**OTHER REVENUES AND TRANSFERS**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	4,269,442	3,385,984
Jan	4,367,937	3,400,357
Feb	4,466,432	3,427,124
March	4,564,927	3,429,241
Apr	4,663,421	3,431,875
May	4,761,916	3,460,320
June	4,860,411	3,488,661
July	4,958,906	3,499,238
Aug	5,057,401	3,547,845
Sept	5,155,896	
Oct	5,254,390	
Nov	5,352,885	
Dec	5,451,380	
'2021-22 Year To Date	5,451,380	
Actual v. Projected		70%



**TOTAL GENERAL FUND REVENUE**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	17,112,076	16,824,033
Jan	18,235,217	17,798,754
Feb	19,358,358	18,404,278
March	20,481,500	19,418,687
Apr	21,604,641	21,821,909
May	22,727,782	23,601,942
June	23,850,923	24,311,083
July	24,974,064	25,135,905
Aug	26,097,205	25,905,508
Sept	27,220,347	0
Oct	28,343,488	0
Nov	29,466,629	0
Dec	30,589,770	0
'2021-22 Year To Date	30,589,770	
Actual v. Projected		99%

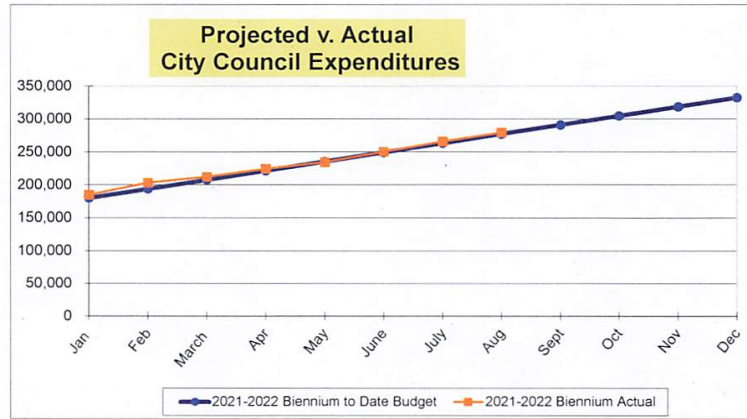


**City of Kenmore, Washington  
General Fund Expenditure Graphs\*  
August 31, 2022**

**CITY COUNCIL**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	166,356	141,202
Jan	180,219	185,182
Feb	194,082	203,467
March	207,945	212,391
Apr	221,808	224,965
May	235,671	234,504
June	249,534	250,518
July	263,396	266,142
Aug	277,259	279,563
Sept	291,122	
Oct	304,985	
Nov	318,848	
Dec	332,711	
2021-22 Year To Date	332,711	
Actual v. Projected		

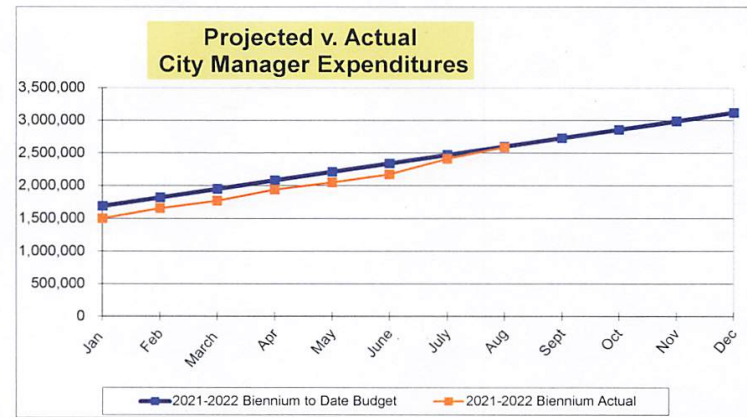
101%



**CITY MANAGER**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	1,560,924	1,405,465
Jan	1,691,001	1,501,723
Feb	1,821,078	1,658,675
March	1,951,155	1,771,082
Apr	2,081,231	1,941,316
May	2,211,308	2,052,733
June	2,341,385	2,173,994
July	2,471,462	2,413,970
Aug	2,601,539	2,590,065
Sept	2,731,616	
Oct	2,861,692	
Nov	2,991,769	
Dec	3,121,846	
2021-22 Year To Date	3,121,846	
Actual v. Projected		

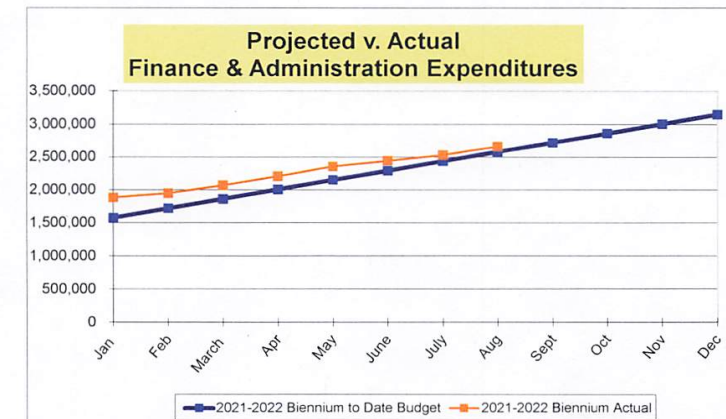
100%



**FINANCE & ADMINISTRATION**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	1,436,124	1,466,725
Jan	1,578,936	1,885,672
Feb	1,721,749	1,949,745
March	1,864,561	2,069,996
Apr	2,007,373	2,205,757
May	2,150,185	2,355,440
June	2,292,998	2,443,231
July	2,435,810	2,531,864
Aug	2,578,622	2,660,696
Sept	2,721,434	
Oct	2,864,247	
Nov	3,007,059	
Dec	3,149,871	
2021-22 Year To Date	3,149,871	
Actual v. Projected		

103%

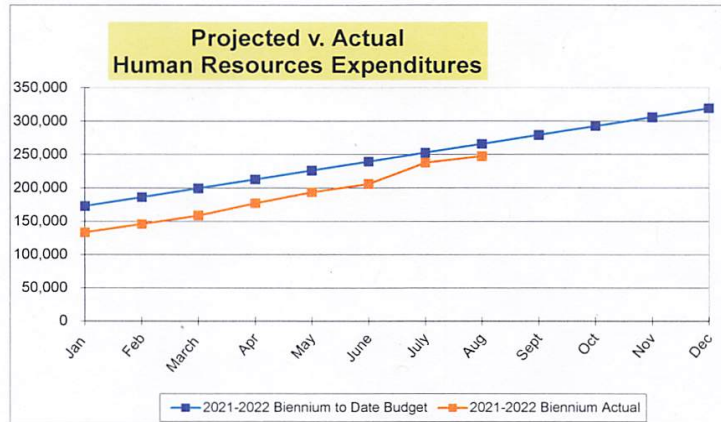




**City of Kenmore, Washington  
General Fund Expenditure Graphs\*  
August 31, 2022**

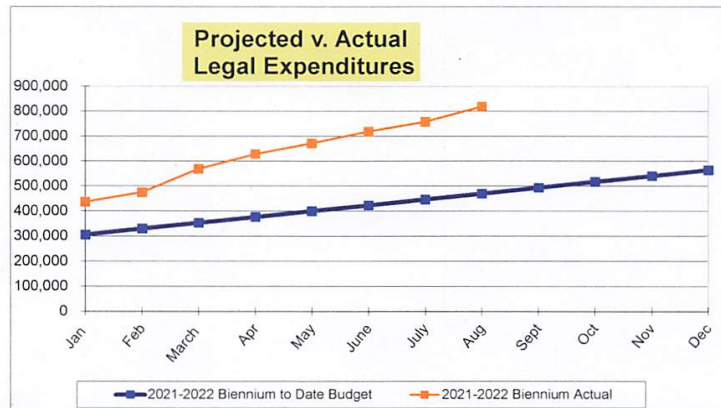
**HUMAN RESOURCES**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	159,720	121,298
Jan	173,029	133,802
Feb	186,339	146,326
March	199,648	159,020
Apr	212,957	177,441
May	226,267	193,603
June	239,576	206,236
July	252,885	238,150
Aug	266,195	247,635
Sept	279,504	
Oct	292,813	
Nov	306,123	
Dec	319,432	
2021-22	319,432	
Year To Date		
Actual v. Projected		93%



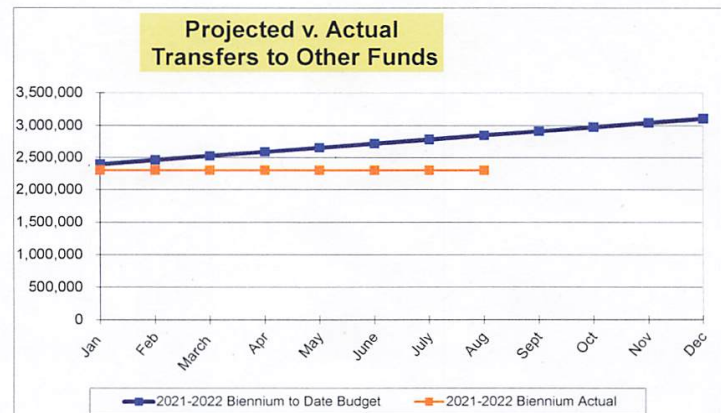
**LEGAL**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	282,504	437,313
Jan	306,045	437,313
Feb	329,587	475,661
March	353,128	569,513
Apr	376,669	629,027
May	400,211	672,191
June	423,752	718,925
July	447,293	758,039
Aug	470,835	820,079
Sept	494,376	
Oct	517,917	
Nov	541,459	
Dec	565,000	
2021-22	565,000	
Year To Date		
Actual v. Projected		174%



**TRANSFERS TO OTHER FUNDS**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	2,330,312	2,303,405
Jan	2,395,337	2,303,405
Feb	2,460,363	2,303,405
March	2,525,388	2,303,405
Apr	2,590,414	2,303,405
May	2,655,439	2,303,405
June	2,720,465	2,303,405
July	2,785,490	2,303,405
Aug	2,850,515	2,303,405
Sept	2,915,541	
Oct	2,980,566	
Nov	3,045,592	
Dec	3,110,617	
2021-22	3,110,617	
Year To Date		
Actual v. Projected		81%



**City of Kenmore, Washington  
General Fund Expenditure Graphs\*  
August 31, 2022**

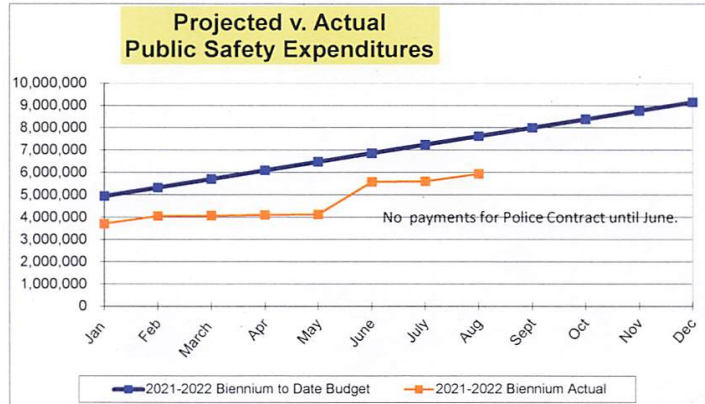
**PUBLIC SAFETY**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	4,576,188	3,716,797
Jan	4,957,537	3,716,847
Feb	5,338,885	4,062,529
March	5,720,234	4,081,910
Apr	6,101,582	4,116,629
May	6,482,931	4,141,525
June	6,864,280	5,586,432
July	7,245,628	5,609,870
Aug	7,626,977	5,945,240
Sept	8,008,325	
Oct	8,389,674	
Nov	8,771,022	
Dec	9,152,371	
2021-22	9,152,371	

Year To Date

Actual v. Projected

78%



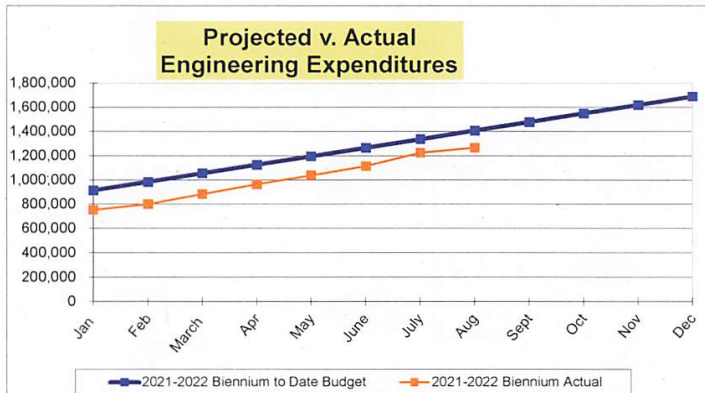
**ENGINEERING**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	844,788	701,750
Jan	915,187	754,024
Feb	985,586	802,031
March	1,055,985	884,917
Apr	1,126,383	966,480
May	1,196,782	1,041,010
June	1,267,181	1,116,924
July	1,337,580	1,225,519
Aug	1,407,979	1,267,470
Sept	1,478,378	
Oct	1,548,776	
Nov	1,619,175	
Dec	1,689,574	
2021-22	1,689,574	

Year To Date

Actual v. Projected

90%



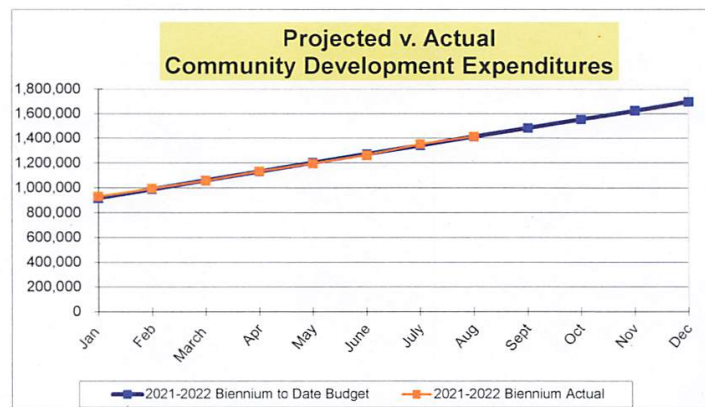
**COMMUNITY DEVELOPMENT**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	847,908	869,569
Jan	918,568	931,860
Feb	989,228	994,326
March	1,059,888	1,056,562
Apr	1,130,548	1,131,778
May	1,201,208	1,196,383
June	1,271,868	1,262,679
July	1,342,528	1,353,562
Aug	1,413,188	1,414,869
Sept	1,483,848	
Oct	1,554,508	
Nov	1,625,168	
Dec	1,695,828	
2021-22	1,695,828	

Year To Date

Actual v. Projected

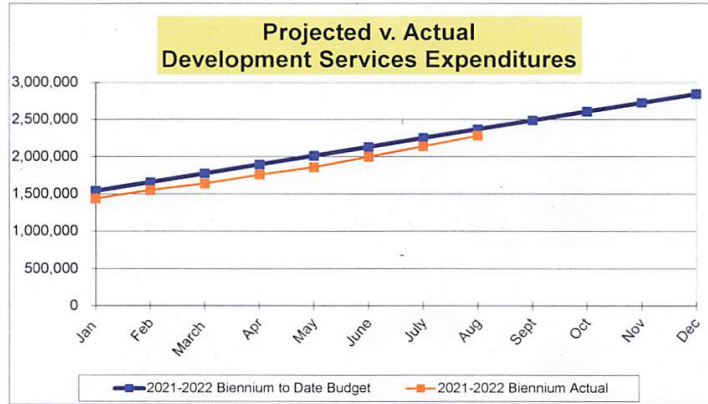
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**City of Kenmore, Washington  
General Fund Expenditure Graphs\*  
August 31, 2022**

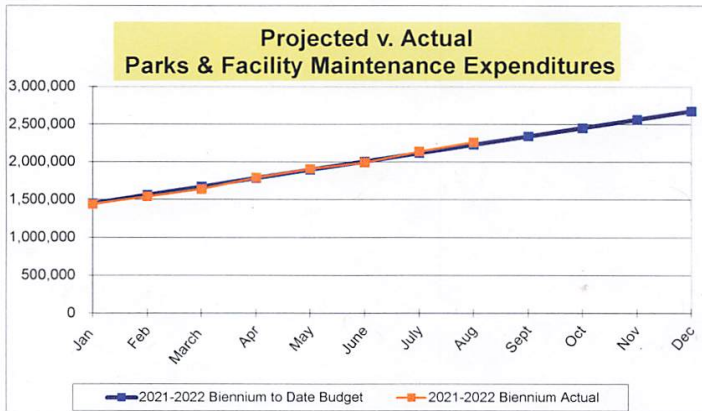
**DEVELOPMENT SERVICES**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	1,422,708	1,297,449
Jan	1,541,268	1,437,972
Feb	1,659,828	1,551,087
March	1,778,388	1,639,536
Apr	1,896,948	1,760,198
May	2,015,508	1,859,989
June	2,134,068	2,000,509
July	2,252,628	2,140,996
Aug	2,371,188	2,284,524
Sept	2,489,748	
Oct	2,608,308	
Nov	2,726,868	
Dec	2,845,428	
2021-22	2,845,428	
Year To Date		
Actual v. Projected		96%



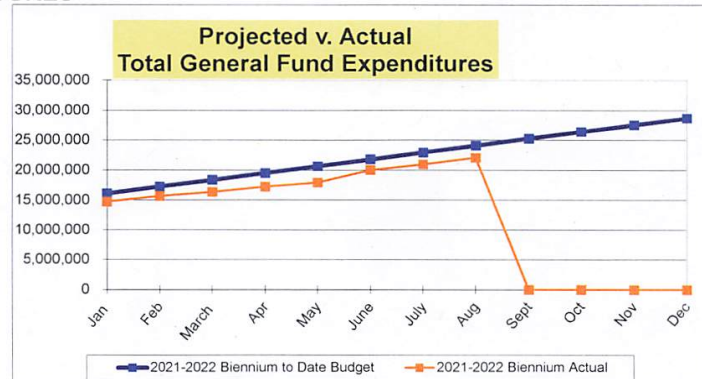
**PARKS & FACILITY MAINTENANCE**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	1,338,456	1,392,427
Jan	1,449,993	1,439,239
Feb	1,561,531	1,540,936
March	1,673,068	1,638,478
Apr	1,784,605	1,792,556
May	1,896,143	1,908,215
June	2,007,680	1,993,504
July	2,119,217	2,141,403
Aug	2,230,755	2,266,322
Sept	2,342,292	
Oct	2,453,829	
Nov	2,565,367	
Dec	2,676,904	
2021-22	2,676,904	
Year To Date		
Actual v. Projected		102%



**TOTAL GENERAL FUND EXPENDITURES**

	2021-2022 Biennium to Date Budget	2021-2022 Biennium Actual
2021	14,965,988	13,853,401
Jan	16,107,121	14,727,038
Feb	17,248,254	15,688,188
March	18,389,387	16,386,810
Apr	19,530,519	17,249,552
May	20,671,652	17,958,998
June	21,812,785	20,056,357
July	22,953,918	20,982,921
Aug	24,095,051	22,079,869
Sept	25,236,184	0
Oct	26,377,316	0
Nov	27,518,449	0
Dec	28,659,582	0
2021-22	28,659,582	
Year To Date		
Actual v. Projected		92%





**City of Kenmore, Washington  
Street Fund Summary Report  
August 31, 2022**



	2021 - 2022			
	<u>MONTH</u> <u>August 2022</u>	<u>BIENNIUM TO DATE</u> <u>2021-2022</u>	<u>% of</u> <u>BUDGET</u>	<u>BUDGET</u> <u>2021-2022</u>
<b>REVENUES</b>				
Beginning Fund Balance		1,605,323		1,311,996
Fuel Tax	43,862	712,089	75.9%	938,058
Investment Interest	1,611	13,749	443.5%	3,100
Miscellaneous	435	26,138	366.5%	7,131
ROW Permit Fees/Inspections	20,834	229,345	78.2%	293,460
Multimodal Transportation	0	47,387	75.0%	63,160
MVA Transpo City	0	34,582	0.0%	0
Transfer from General Fund	0	753,405	48.3%	1,560,617
Transfer from REET	0	100,000	50.0%	200,000
Transfer from TBD	0	350,000	50.0%	700,000
Total Revenues	66,743	2,266,695	60.2%	3,765,526

	2021 - 2022			
	<u>MONTH</u> <u>August 2022</u>	<u>BIENNIUM TO DATE</u> <u>2021-2022</u>	<u>% of</u> <u>BUDGET</u>	<u>BUDGET</u> <u>2021-2022</u>
<b>EXPENDITURES</b>				
Salary and Benefits	61,108	1,121,376	82.7%	1,355,214
Maintenance & Operations	101,852	1,204,917	64.3%	1,872,953
Capital	0	33,327	33.3%	100,000
Total Expenditures	162,960	2,359,620	70.9%	3,328,167
Revenues over Expenditures	(96,217)	(92,926)		437,359
Ending Fund Balance		1,512,397		1,749,355

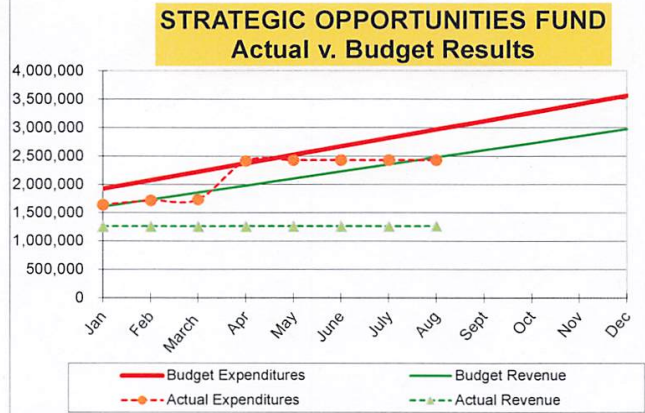
City of Kenmore, Washington  
Other Funds Monthly Activity  
August 31, 2022

**STRATEGIC OPPORTUNITIES FUND**

	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
2021	1,781,748	1,645,707	1,488,360	1,262,308
Jan	1,930,228	1,645,707	1,612,390	1,262,699
Feb	2,078,707	1,722,451	1,736,420	1,262,808
March	2,227,187	1,739,571	1,860,450	1,262,981
Apr	2,375,666	2,413,909	1,984,480	1,263,190
May	2,524,146	2,432,087	2,108,510	1,263,674
June	2,672,626	2,432,567	2,232,540	1,264,704
July	2,821,105	2,432,567	2,356,570	1,265,580
Aug	2,969,585	2,432,567	2,480,600	1,267,414
Sept	3,118,064		2,604,630	
Oct	3,266,544		2,728,660	
Nov	3,415,023		2,852,690	
Dec	3,563,503		2,976,718	
2021-22	3,563,503		2,976,718	

Total Actual to Date vs Total Budget      68%      43%

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

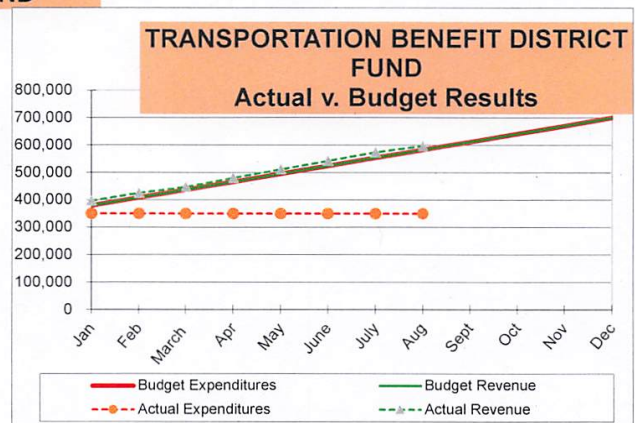


**TRANSPORTATION BENEFIT DISTRICT FUND**

	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
2021	350,004	350,000	350,004	369,121
Jan	379,171	350,000	379,171	396,139
Feb	408,338	350,000	408,338	424,939
March	437,505	350,000	437,505	448,008
Apr	466,672	350,000	466,672	480,535
May	495,839	350,000	495,839	511,698
June	525,006	350,000	525,006	542,681
July	554,173	350,000	554,173	573,632
Aug	583,340	350,000	583,340	596,695
Sept	612,507		612,507	
Oct	641,674		641,674	
Nov	670,841		670,841	
Dec	700,000		699,998	
2021-22	700,000		700,000	

Total Actual to Date vs Total Budget      50%      85%

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





**City of Kenmore, Washington**  
**Other Funds Monthly Activity**  
**August 31, 2022**

**REAL ESTATE EXCISE TAX FUND**

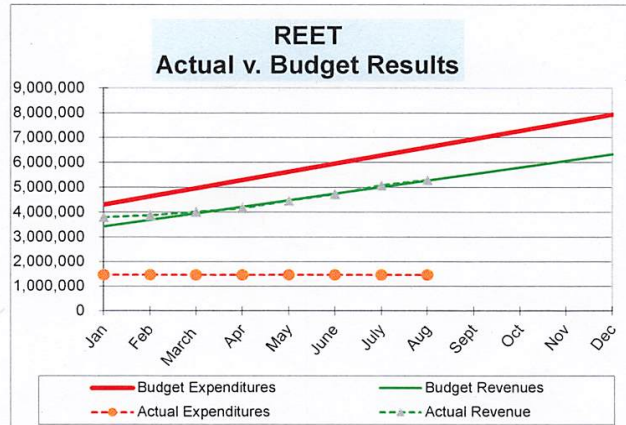
	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
2021	3,970,056	1,467,680	3,163,080	3,671,216
Jan	4,300,894	1,467,680	3,426,670	3,800,239
Feb	4,631,732	1,467,680	3,690,271	3,879,280
March	4,962,570	1,467,680	3,953,861	4,017,276
Apr	5,293,408	1,467,680	4,217,451	4,171,010
May	5,624,246	1,467,680	4,481,041	4,463,826
June	5,955,084	1,467,680	4,744,631	4,730,489
July	6,285,922	1,467,680	5,008,221	5,080,777
Aug	6,616,760	1,467,680	5,271,811	5,288,535
Sept	6,947,598		5,535,401	
Oct	7,278,436		5,798,991	
Nov	7,609,274		6,062,581	
Dec	7,940,122		6,326,171	
2021-22	7,940,122		6,326,171	

Total Actual to Date vs  
Total Budget

18%

84%

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



**PARK IMPACT FEE FUND**

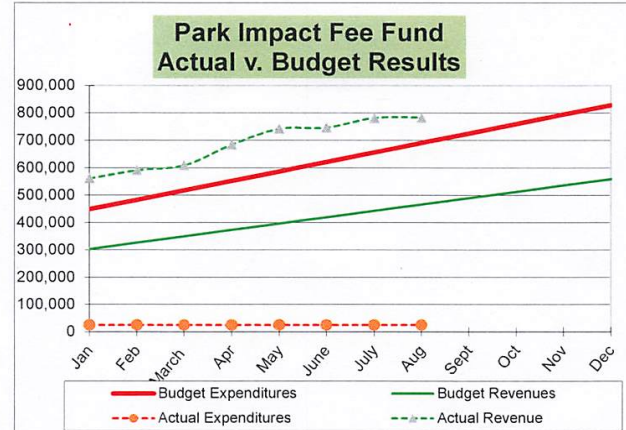
	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
2021	414,708	25,358	280,212	561,886
Jan	449,267	25,358	303,563	562,009
Feb	483,826	25,358	326,914	591,591
March	518,385	25,358	350,265	609,548
Apr	552,944	25,358	373,616	685,076
May	587,503	25,358	396,967	742,415
June	622,062	25,358	420,318	746,929
July	656,621	25,358	443,669	782,028
Aug	691,180	25,358	467,020	783,185
Sept	725,739		490,371	
Oct	760,298		513,722	
Nov	794,857		537,073	
Dec	829,412		560,422	
2021-22	829,412		560,422	

Total Actual to Date vs  
Total Budget

3%

140%

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



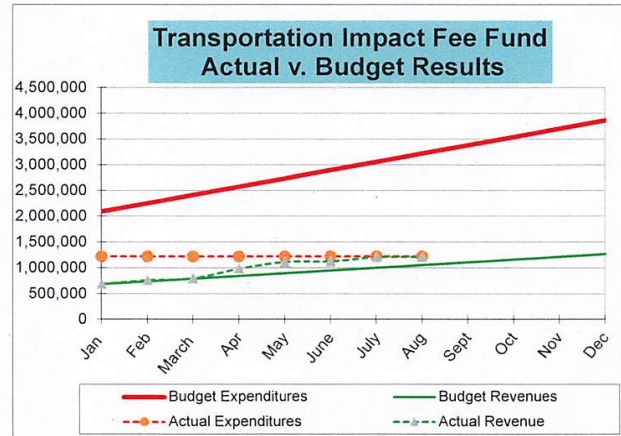
**City of Kenmore, Washington**  
**Other Funds Monthly Activity**  
**August 31, 2022**

**TRANSPORTATION IMPACT FEE FUND**

	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
2021	1,931,268	1,222,440	632,352	690,105
Jan	2,092,207	1,222,440	685,048	690,476
Feb	2,253,146	1,222,440	737,744	758,649
March	2,414,085	1,222,440	790,440	796,547
Apr	2,575,024	1,222,440	843,136	981,888
May	2,735,963	1,222,440	895,832	1,112,896
June	2,896,902	1,222,440	948,528	1,124,535
July	3,057,841	1,222,440	1,001,224	1,206,425
Aug	3,218,780	1,222,440	1,053,920	1,209,227
Sept	3,379,719		1,106,616	
Oct	3,540,658		1,159,312	
Nov	3,701,597		1,212,008	
Dec	3,862,547		1,264,695	
2021-22	3,862,547		1,264,695	

Total Actual to Date vs Total Budget      32%      96%

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

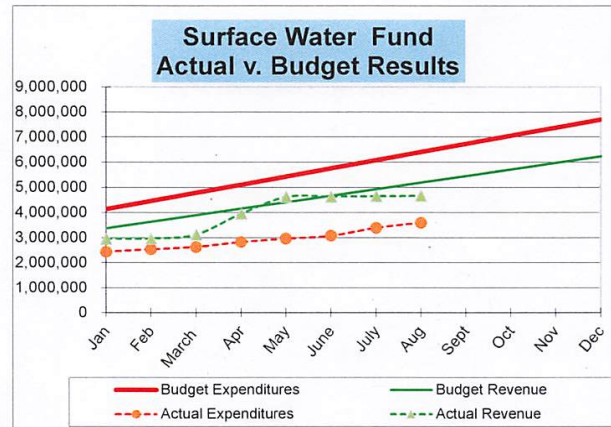


**SURFACE WATER MANAGEMENT FUND**

	2021-2022 Budget Expenditures	2021-2022 Actual Expenditures	2021-2022 Budget Revenue	2021-2022 Actual Revenue
2021	3,811,740	2,314,112	3,116,172	2,958,871
Jan	4,136,330	2,444,737	3,375,853	2,965,041
Feb	4,460,920	2,544,319	3,635,534	2,971,877
March	4,785,510	2,636,895	3,895,215	3,128,738
Apr	5,110,100	2,828,697	4,154,896	3,960,684
May	5,434,690	2,966,068	4,414,577	4,620,664
June	5,759,280	3,080,746	4,674,258	4,636,433
July	6,083,870	3,394,904	4,933,939	4,650,587
Aug	6,408,460	3,594,948	5,193,620	4,664,568
Sept	6,733,050		5,453,301	
Oct	7,057,640		5,712,982	
Nov	7,382,230		5,972,663	
Dec	7,706,812		6,232,337	
2021-22	7,706,812		6,232,337	

Total Actual to Date vs Total Budget      47%      75%

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





**City of Kenmore, Washington**  
**Cash and Investment Report**  
**August 31, 2022**



<u>Fund</u>	<u>Beg. Cash &amp; Inv.</u> <u>from Prev. Mo.</u>	<u>Monthly</u> <u>Revenues</u>	<u>Monthly</u> <u>Expenditures</u>	<u>End. Cash &amp; Inv.</u> <u>Current Month</u>
General	\$6,076,709	\$797,635	\$1,096,948	5,777,396
Street	1,609,949	66,743	162,960	1,513,732
Transportation Capital	-3,133,792	234,882	584,583	(3,483,493)
Public Art	118,827	129	0	118,956
Park Impact Fee	1,068,090	1,157	0	1,069,247
Transportation Impact Fee	2,586,585	2,802	0	2,589,387
Swamp Creek Basin	770,474	835	0	771,308
Transportation Benefit District	350,518	23,063	0	373,581
ARPA Fiscal Recovery Fund	5,129,091	0	8,916	5,120,176
Sammamish Bridge Replacement	1,654,617	0	321,162	1,333,455
Walkways & Waterways Debt Service	496,461	3,405	0	499,867
Real Estate Excise Tax	5,525,089	207,758	0	5,732,847
Park Capital	-4,413,817	0	739,949	(5,153,767)
Walkways & Waterways Bond	6,202,320	24,806	0	6,227,126
Surface Water Management	3,849,185	13,981	200,044	3,663,122
Surface Water Capital	269,323	0	1,087	268,236
Public Works Shop Fund	2,476,154	0	28,387	2,447,767
Strategic Reserve	1,354,958	1,468	0	1,356,426
Strategic Opportunities	1,693,235	1,834	0	1,695,070
Equipment Replacement	446,644	485	0	447,129
Trust & Agency	884,723	265	76,837	808,151
<b>Totals</b>	<b>\$35,015,342</b>	<b>\$1,381,248</b>	<b>\$3,220,874</b>	<b>\$33,175,716</b>

<u>Fund</u>	<u>Cash, Savings,</u> <u>Local Govt Investment Pool</u>	<u>(&gt; One Year)</u> <u>Fixed</u> <u>Investments</u>	<u>Total</u>
General	\$4,349,034	\$1,428,118	5,777,152
Street	663,738	850,000	1,513,738
Transportation Capital	-3,483,493	0	(3,483,493)
Public Art	103,956	15,000	118,956
Park Impact Fee	139,247	930,000	1,069,247
Transportation Impact Fee	2,559,387	30,000	2,589,387
Swamp Creek Basin	-628,692	1,400,000	771,308
Transportation Benefit District	373,581	0	373,581
ARPA Fiscal Recovery Fund	5,120,198	0	5,120,198
Sammamish Bridge Replacement	1,333,455	0	1,333,455
Walkways & Waterways Debt Service	499,866	0	499,866
Real Estate Excise Tax	5,732,847	0	5,732,847
Park Capital	-5,153,767	0	(5,153,767)
Walkways & Waterways Bond	6,227,126	0	6,227,126
Surface Water Management	3,153,132	510,000	3,663,132
Surface Water Capital	268,236	0	268,236
Public Works Shop Fund	2,447,767	0	2,447,767
Strategic Reserve	506,427	850,000	1,356,427
Strategic Opportunities	1,695,070	0	1,695,070
Equipment Replacement	-2,872	450,000	447,128
Trust & Agency	708,151	100,000	808,151
<b>Totals</b>	<b>\$26,612,393</b>	<b>\$6,563,118</b>	<b>\$33,175,511</b>

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

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



City of Kenmore, Washington  
Investment Schedule  
August 31, 2022



Average Yield to Maturity-Securities								Overall	0.55%
								Average Yield	1.51%
								Principal or	Yield
Investment #	Type	Purchase Date	Maturity Date	Rate	Yield			Balance	Equivalents
<b>Time Value Investments</b>									
3135G05G4	FNMA	11/9/2020	7/10/2023	0.20%	0.20%			1,501,588.50	3,003.18
3133EMHL9	FFCB	11/24/2020	11/30/2023	0.30%	0.30%			1,501,500.00	4,504.50
3133EMMN9	FFCB	1/25/2021	1/11/2024	0.19%	0.19%			1,000,000.00	1,900.00
3130AQTTO	FHLB	3/2/2022	2/28/2025	1.67%	1.67%			1,494,768.00	24,962.63
9128286Z8	US TREAS	1/25/2021	6/30/2024	0.18%	0.18%			1,065,261.38	1,917.47
<b>Total TVI Purchases</b>								<b>6,563,117.88</b>	<b>36,287.77</b>

<b>CD's</b>									
<b>Total CD's</b>								<b>0.00</b>	<b>0.00</b>

TOTAL ALL SECURITIES

**\$ 6,563,117.88 \$ 36,287.77**

Banner Checking and Savings	0.02%	4,982,613.06	996.52
Pacific Premier Savings	1.57%	3,168,403.52	49,610.86
LGIP - Primary Account	2.25%	5,432,273.84	122,008.87
LGIP - Bond Proceeds Account	2.25%	13,029,102.60	292,633.64

**Total Accounts \$ 33,175,510.90 501,537.67**

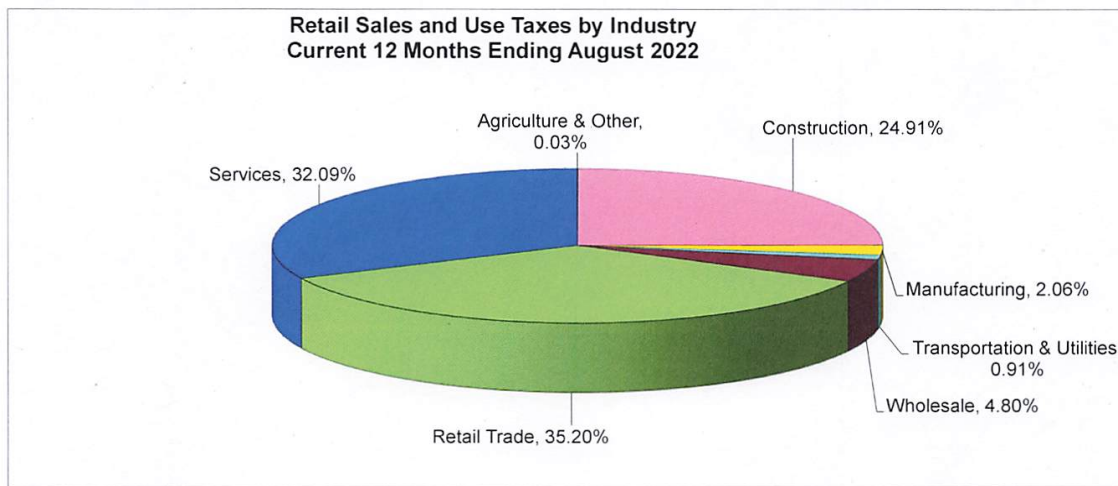
City of Kenmore, Washington  
**SALES TAX RECEIPTS BY BUSINESS TYPE**  
 August 2022

	SALES TAX	USE TAX	TOTAL	PERCENT
AGRICULTURE & OTHER	57.38	0.00	57.38	0.0%
CONSTRUCTION	81,737.33	1,716.00	83,453.33	23.1%
MANUFACTURING	6,808.57	933.89	7,742.46	2.1%
TRANSPORTATION & UTILITIES	2,872.45	1,636.72	4,509.17	1.2%
WHOLESALE	16,729.67	26.82	16,756.49	4.6%
RETAIL TRADE	118,493.09	137.40	118,630.50	32.8%
SERVICES	111,606.55	2,016.63	113,623.18	31.4%
INFORMATION	9,589.94	153.21	9,743.15	2.7%
PUBLIC SERVICES	11.20	7,276.34	7,287.54	2.0%
	<u>347,906.19</u>	<u>13,897.01</u>	<u>361,803.20</u>	<u>100.0%</u>

**City of Kenmore, Washington**  
**Retail Sales and Use Tax Distribution**  
**August 31, 2022**

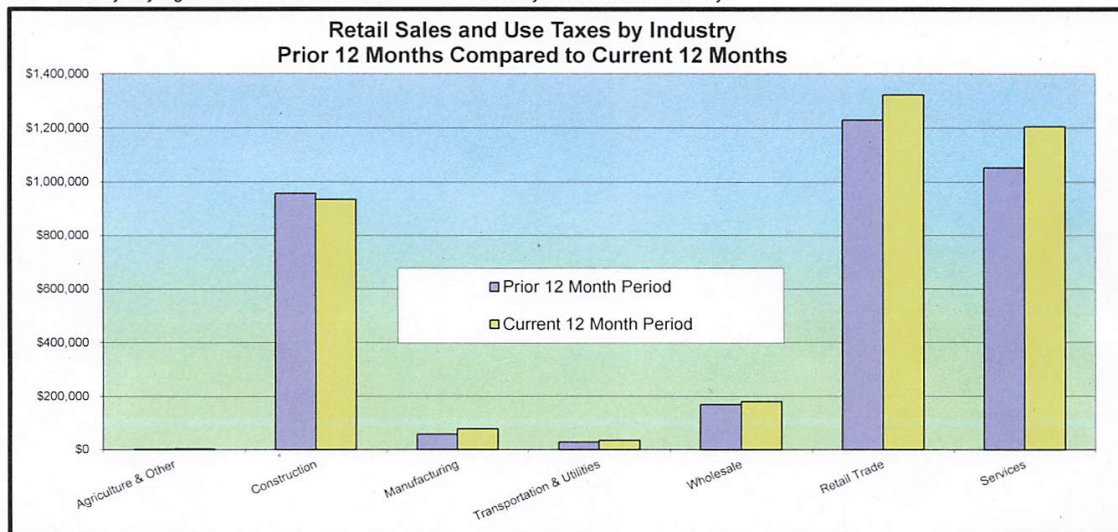


Industry	Prior 12 Months ending August 2021	Current 12 Months ending August 2022	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	\$813	\$946	16.32%	0.03%
Construction	957,738	935,595	-2.31%	24.91%
Manufacturing (Printing, Publishing, Other Manuf.)	57,829	77,415	33.87%	2.06%
Transp/Comm/Utilities (Telecomm., Air Transport.)	27,658	34,344	24.18%	0.91%
Wholesale (Lumber, Other Wholesale)	167,945	180,073	7.22%	4.80%
Retail Trade (Eating, Merchandise, Food Stores)	1,229,614	1,322,006	7.51%	35.20%
Services (Auction, Recreation, Auto Repair, Financial)	<u>1,052,568</u>	<u>1,204,890</u>	14.47%	32.09%
Totals	<u>\$3,494,164</u>	<u>\$3,755,270</u>	<u>7.47%</u>	100%
Increase/(Decrease)		<u>\$261,105</u>	<u>7.47%</u>	



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

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



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

**Signature:** RGK  
RGK (Sep 12, 2022 11:22 PDT)  
**Email:** rkarlinsey@kenmorewa.gov



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

<p><b>Subject/Topic:</b> Red Barn Engineering, Inc. Consulting Contract</p> <p><b>Proposed Council Action/Motion:</b> Authorize City Manager to execute Contract No. 21-C2666, Amendment No. 3 with Red Barn Engineering, Inc. to continue to provide engineering inspection services through the end of the year.</p>	<p><b>For Council Meeting Agenda of:</b> <u>September 26, 2022</u></p> <p><b>Department:</b> <u>Development Services</u></p> <p><b>Prepared by:</b> <u>Samantha Loyuk, Development Services Director</u></p> <table border="0"> <thead> <tr> <th></th><th style="text-align: right;"><u>Initial &amp; Date</u></th></tr> </thead> <tbody> <tr> <td>Approved by Department Head:</td><td style="text-align: right;"><u>SL 9/2/22</u></td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;"><u>N/A</u></td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;"><u>LS 9/6/22</u></td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;"><u>RGK 9/6/22</u></td></tr> </tbody> </table> <p><b>Exhibits/Attachments:</b> (1) Contract No. 21-C2666; (2) Executed Amendment No. 1; (3) Executed Amendment No. 2; (4) Proposed Amendment No. 3; and (5) Copy of August 2022 Invoice.</p>		<u>Initial &amp; Date</u>	Approved by Department Head:	<u>SL 9/2/22</u>	Approved by City Attorney:	<u>N/A</u>	Approved by Finance Director:	<u>LS 9/6/22</u>	Approved by City Manager:	<u>RGK 9/6/22</u>
	<u>Initial &amp; Date</u>										
Approved by Department Head:	<u>SL 9/2/22</u>										
Approved by City Attorney:	<u>N/A</u>										
Approved by Finance Director:	<u>LS 9/6/22</u>										
Approved by City Manager:	<u>RGK 9/6/22</u>										
<p><b><u>INFORMATION/BACKGROUND:</u></b> The City of Kenmore Development Services Department (“City”) needs engineering inspection support services for development projects under construction. Red Barn Group, Inc. DBA Red Barn Engineering, Inc. (“Red Barn”) has been providing these services to the City since 2019. Services include inspections for grading, erosion and sediment control, stormwater systems, infrastructure, roadways, and other activities associated with development projects.</p> <p>Contract No, 21-C2666 is valid has had two amendments, and this proposal is to amend the contract a third time. All amendments are listed below (two executed and one proposed):</p> <ul style="list-style-type: none"> <li>(1) Amendment No. 1 approved on November 15, 2021, increased the maximum contract amount to \$200,000.</li> <li>(2) Amendment No. 2 approved on June 9, 2022, accepted Red Barn’s hourly billing rate increase.</li> <li>(3) Amendment No. 3 proposes to increase the maximum contract amount to \$250,000.</li> </ul> <p>As of August 28, 2022, the amount left in the Contract is \$8,116.61 (Attachment #5). With monthly invoices ranging from \$10,000-\$15,000 on average, without an amendment to the Contract the City would not have enough in the current Contract to be able to provide engineering inspections through the end of the year.</p>											
<p><b><u>FISCAL CONSIDERATION:</u></b> The original Contract was for a sum not to exceed \$100,000 per year. The Contract was amended in 2021 to increase the contract amount to \$200,000. The proposed amendment increases the maximum Contract amount to \$250,000 in order to maintain inspection services through the end of the Contract (December 31, 2022). The</p>											



2021-2022 biennium budget includes \$350,000 for this purpose, funded in the General Fund. Engineering permit collected from developers during permitting process pay for engineering inspection fees.

**COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:**

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

City of Kenmore Contract No. 21-C2666

**CONTRACT FOR PROFESSIONAL SERVICES**

This Agreement is entered into by and between the City of Kenmore, Washington, a municipal corporation ("City"), and Red Barn Engineering, Inc., ("Consultant") whose principal office is located at 6610 NE 181<sup>st</sup> Street, Suite 2, Kenmore WA, 98028.

WHEREAS, the City has determined the need to have certain services performed for its citizens requiring specific expertise, and

WHEREAS, the City desires to have the Consultant perform such services pursuant to certain terms and conditions,

NOW THEREFORE, in consideration of the mutual benefits and conditions hereinafter contained, the parties hereto agree as follows:

1. Scope and Schedule of Services to be Performed by Consultant. The Consultant shall perform those services described in Exhibit "A" of this Agreement. In performing such services, the Consultant shall at all times comply with all Federal, State, and local laws and regulations applicable to the performance of such services. The Consultant shall perform the services diligently and completely and in accordance with professional standards of conduct and performance. The Consultant shall request and obtain prior written approval from the City if the scope or schedule is to be modified in any way.

2. Compensation and Method of Payment. The Consultant shall request payment for work performed using the billing invoice form at Exhibit "C."

The City shall pay Consultant [Check applicable method of payment]:

  X   According to the rates set forth in Exhibit "B."

  X   A sum not to exceed \$100,000 per year.

       Other (describe): \_\_\_\_\_

The Consultant shall complete and return to the City Exhibit "D," federal tax Form W-9, prior to or along with the first billing invoice. The City shall pay the Consultant for services rendered within ten (10) days after City Council voucher approval.

3. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing January 1, 2021 and ending, December 31, 2022, with an option to renew annually at the City's discretion, unless sooner terminated under the provisions of this Agreement. Time is of the essence of this agreement in each and all of its provisions in which performance is required.

4. Ownership and Use of Documents. Any records, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials produced by the Consultant in connection with the services provided to the City, shall be the property of the City, whether the project for which they were created is executed or not.

5. Independent Consultant. The Consultant and the City agree that the Consultant is an independent Consultant with respect to the services provided pursuant to this Agreement. The Consultant will be solely responsible for its acts and for the acts of its agents, employees, subconsultants or representatives during the performance of this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties. Neither Consultant nor any employee of Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the Consultant, or any employee of the Consultant.

6. Indemnification.

A. Consultant shall protect, defend, indemnify and hold harmless the City, its officers, officials, employees, agents and volunteers from any and all costs, claims, injuries, damages, suits, losses or liabilities of any nature, including attorneys' fees, arising out of or in connection with the acts, errors or omissions of the Consultant, its officers, employees and agents in performing this Agreement.

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

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

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

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

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

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent Consultants and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial

General Liability insurance policy with respect to the work performed for the City.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

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

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

C. Other Insurance Provision. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability, and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance or insurance pool coverage maintained by the City shall be in excess of the Consultant's insurance and shall not contribute with it.
2. The Consultant's insurance shall be endorsed to state that coverage shall not be canceled by either party except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

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

8. Record Keeping and Reporting.

A. The Consultant shall maintain accounts and records, including personnel, property, financial and programmatic records which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain other such records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

B. The foregoing records shall be maintained for a period of seven (7) years after the termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

9. Audits and Inspections. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by the City during the performance of this Agreement.

10. Termination. This Agreement may at any time be terminated by the City giving to the Consultant thirty (30) days written notice of the City's intention to terminate the same. Failure to provide products on schedule may result in contract termination. If the Consultant's insurance coverage is canceled for any reason, the City shall have the right to terminate this Agreement.

A. The City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon thirty (30) days prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Consultant pursuant to this Agreement shall promptly be submitted to the City.

B. In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination.

C. This Agreement may be canceled immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement.

D. The Consultant reserves the right to terminate this Agreement with not less than thirty (30) days written notice, or in the event that outstanding invoices are not paid within sixty (60) days.

E. This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

11. Discrimination Prohibited. The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement, on the basis of race, color, religion, creed, sex, sexual orientation, age, national origin, marital status, presence of any sensory, mental or physical disability, or other circumstance prohibited by federal, State or local law or ordinance, except for a bona fide occupational qualification.

12. Assignment and Subcontract. The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the written consent of the City.

13. Conflict of Interest. The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in Exhibit "A." In the event that the Consultant is asked to perform services for a project with which it may have a conflict, Consultant will immediately disclose such conflict to the City.

14. Confidentiality. All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination.

15. Non-appropriation of Funds. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are



allocated. No penalty or expense shall accrue to the City in the event that the terms of the provisions are effectuated.

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

17. Notices. Notices to the City of Kenmore shall be sent to the following address:

Bryan Hampson, Development Services Director  
18120 68<sup>th</sup> Ave. NE  
City of Kenmore  
Kenmore, Washington 98028-0607

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

Red Barn Engineering, Inc.  
6610 NE 181<sup>st</sup> Street, Suite 2  
Kenmore WA 98028

Phone No.: 425-419-4979

18. Applicable Law; Venue; Attorney's Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorney's fees and costs of suit, which shall be fixed by the judge hearing the case, and such fee shall be included in the judgment.

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

CONSULTANT:

BY: 

Title: President

Date: 1/12/2021

CITY OF KENMORE:

BY: 

Rob Karlinsey  
Title: City Manager

Date: 1-14-21

**EXHIBIT A**

Scope of Services to be Provided by Consultant. During the term of this Agreement, the Consultant will perform on-call development engineering inspection services for the City.

When the Consultant's services are required, the City will provide notice to the Consultant. The Consultant will visit the site, perform the inspection and generate a report. Following the inspection, a report will be sent as soon as possible, but no later than 24 hours after the City submits the request.

**EXHIBIT B**

Rates for Services to be Provided by Contractor. The Contractor shall furnish the services in accordance with the following rates: (See attached)

## Red Barn Engineering Rates

RED BARN ENGINEERING, INC.  
 6610 NE 181st Street, Ste 2 Kenmore WA98028  
 www.redbarn-engineering.com | 425-419-4979

<b>Employee Name</b>	<b>Job Classification</b>	<b>Billing Rate</b>
<i>Last name, First name</i>	<i>Classification</i>	<i>Rate</i>
Rackley, Seth	EIT Construction Inspector	\$125.00
Vanderburg, Brian	PE Construction Inspector	\$155.00
Folsome, Wyn	Construction Inspector	\$141.12
Weston, Rebekah	Principal Construction Inspector Emergencies	\$311.54
Wen, Wendy	Project Billing	\$85.00

**EXHIBIT C**

**CITY OF KENMORE  
BILLING INVOICE**

To: City of Kenmore  
18120 68<sup>th</sup> Ave. NE  
Kenmore, Washington 98028  
Phone: (425) 398-8900  
Fax: (425) 481-3236

Specific Project: \_\_\_\_\_

Contract No.: \_\_\_\_\_

Invoice Number: \_\_\_\_\_ Date of Invoice: \_\_\_\_\_

Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Contract Period: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

Amount requested this invoice: \$ \_\_\_\_\_

**Attach itemized description of services provided.**

\_\_\_\_\_  
Authorized signature

*For Department Use Only*

-----  
**BUDGET SUMMARY**

Total contract amount	\$ _____
Previous payments	\$ _____
Current request	\$ _____
Balance remaining	\$ _____

\_\_\_\_\_  
Approved for Payment by: \_\_\_\_\_ Date: \_\_\_\_\_





**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

## What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note. ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

**Line 2**

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

**Line 3**

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

**Limited Liability Company (LLC).** If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

**Line 4, Exemptions**

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

**Exempt payee code.**

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-5(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note.** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

**Part II. Certification**

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup>  The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i) (A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>1</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i) (B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

\*Note. Grantor also must provide a Form W-9 to trustee of trust.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records from Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

**Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

## **EXHIBIT E**

### Nondiscrimination Agreement.

During the performance of this contract, the contractor/consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

#### **1. Compliance with Regulations**

The contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

#### **2. Nondiscrimination**

The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

#### **3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment**

In all solicitations, either by competitive bidding or negotiations, made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.

#### **4. Information and Reports**

The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to WSDOT or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

#### **5. Sanctions for Noncompliance**

In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- Withholding of payments to the contractor under the contract until the contractor complies, and/or;
- Cancellation, termination, or suspension of the contract, in whole or in part

#### **6. Incorporation of Provisions**

The contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions, including sanctions for noncompliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such directions, the contractor may request WSDOT enter into such litigation to protect the interests of the State and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.



**CITY OF KENMORE CONTRACT NO. 21-C2666  
AMENDMENT NO. 1**

The following section of the Contract between the City of Kenmore and Red Barn Engineering is amended to read in its entirety as set forth (i.e. below or in attachment). All other terms and conditions of the underlying Contract shall remain in full force and effect.

Exhibit A

- 1) The maximum Contract amount is \$200,000.00

DATED this 16 day of Nov., 2021.

CONSULTANT:

DocuSigned by:  
BY: *Rebekah Weston*  
C799F364573E492...

Title: Rebekah J. Weston, President/CEO

Address: Red Barn Group, Inc. dba Red Barn Engineering

6610 NE 181st St

Kenmore, WA 98028

Phone No.: 425-419-4979

CITY OF KENMORE:

BY: \_\_\_\_\_

Rob Karlinsey

Title: City Manager

DocuSign Envelope ID: C4969AF0-A63F-44D9-9AB8-C0C1890FBD10

**CITY OF KENMORE CONTRACT NO. 21-C2666  
AMENDMENT NO. 2**

The following section of the Contract between the City of Kenmore and Red Barn Engineering is amended to read in its entirety as set forth (i.e. below or in attachment). All other terms and conditions of the underlying Contract shall remain in full force and effect.

Exhibit B

DATED this 9 day of June, 20 22.

CONSULTANT:

BY: DocuSigned by:  
Rebekah Weston  
C769F364573B492...

Title: President

Address: 6610 NE 181st St  
Ste. 2  
Kenmore, WA 98028

Phone No.: 425-419-4979

CITY OF KENMORE:

BY: [Signature]  
Bryan Hampson  
Title: Development Services Director

DocuSign Envelope ID: C4969AF0-A63F-44D9-9AB8-C0C1890FBD10

## Red Barn Engineering Rates

RED BARN ENGINEERING, INC.  
6610 NE 181st Street, Ste 2 Kenmore WA 98028  
www.redbarn-engineering.com | 425-419-4979

21-C2666 Red  
Barn  
Engineering,  
Exhibit B,  
Amendment #2

Employee Name	Job Classification	Billing Rate
<i>Last name, First name</i>	<i>Classification</i>	<i>Rate</i>
Masarapu, Gopi	Inspector	\$184
Rackley, Seth	EIT Construction Inspector	\$160
Vanderburg, Brian	PE Construction Inspector	\$180
Weston, Rebekah	Principal Construction Inspector Emergencies	\$284

**CITY OF KENMORE CONTRACT NO. 21-C2666  
AMENDMENT NO. 3  
Red Barn Engineering, Inc.**

This Amendment No. 3 is entered into between the City of Kenmore, a Washington municipal corporation (“City” or “Kenmore”) and Red Barn Group, Inc. DBA Red Barn Engineering, Inc., a Washington corporation (“Contractor”). City and Contractor are each a “Party” and together “Parties” to this Amendment.

The Parties hereby agree as follows:

**RECITALS:**

- A. The City and Contractor entered into an agreement on January 14, 2021, for the purpose of performing on-call development engineering construction inspections services for the City of Kenmore Development Services Department (“Agreement”).
- B. The Agreement needs to be amended to continue providing engineering inspections for current development proposals under construction.
- C. In order to make this change, the Agreement needs updating.

**THIRD AMENDMENT TO AGREEMENT:**

- 1. **Amendment.** Section 2 of the Agreement is hereby amended to read as follows:

The City shall pay the Consultant a sum not to exceed \$250,000 per year.

- 2. **Severability.** The provisions of this Amendment are declared to be severable. If any provision of this Amendment is, for any reason, 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 provision.
- 3. **Entire Agreement.** The written provisions and terms of this Amendment shall supersede all prior verbal statements of any officer or other representative of the parties, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner whatsoever, this Amendment. The entire agreement between the Parties with respect to the subject matter hereunder is contained in the Agreement and exhibits thereto, any prior executed amendments and this Amendment. Should any language in any of the Exhibits to the Agreement or prior amendments conflict with any language contained in this Amendment, then this Amendment shall prevail. Except as modified by this Amendment, all other provisions of the original Agreement and any amendments thereto not inconsistent with this Amendment shall remain in full force and effect.

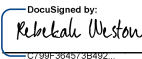
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4. **Effective date.** This Amendment shall be effective as of September 26, 2022.

DATED this 2 day of September, 2022.

CONSULTANT: Red Barn Engineering, Inc.

CITY OF KENMORE:

BY:  C:\98F-304573B40Z...

BY: \_\_\_\_\_

Name: Rebekah Weston

Rob Karlinsey  
City Manager

Title: President

APPROVED AS TO FORM:

Address: 6610 NE 181st St.

Ste. 2

Kenmore, WA 98028

\_\_\_\_\_  
Kenmore City Attorney's Office

Phone No.: 425-419-4979

Amendment No. 3 to Agreement between City of Kenmore and Red Barn Engineering, Inc.  
Contract No. 21-C2666  
Page 2  
Updated 1/2022 IBDR

XI. D. Authorize City Manager to execute Contract No. 21-C2666, Amendmen...



CITY OF KENMORE  
BILLING INVOICE

To: City of Kenmore  
18120 68<sup>th</sup> Ave NE  
Kenmore, Washington 98028  
Phone: (425) 398-8900  
Fax: (425) 481-3236

Specific Project: **Engineering On-Call**

Contract No: **21-C2666**

Invoice Number: **180157- 5745**

Date of Invoice: **August 31, 2022**

Contractor: **Red Barn Group, Inc.**  
Mailing Address: **2110 Caldwell St.**  
**Sandusky, OH 44870**  
Telephone: **(419) 515-8074**

Contract Period: **Jan 1, 2021 – Dec 31, 2022**

Reporting Period: **August 1, 2022 - August 28, 2022**

Amount requested this invoice: **\$15,504.00**

**Attach itemized description of services provided.**

  
Authorized Signature

*For Department Use Only*

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BUDGET SUMMARY

Total contract amount: \$200,000.00  
Previous payments: \$ 176,379.39  
Current request: \$ 15,504.00  
Balance remaining: \$ 8,116.61

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Approved for Payment by: \_\_\_\_\_ Date: \_\_\_\_\_

**Red Barn Engineering, Inc**

2110 Caldwell Street  
Sandusky, OH 44870

City of Kenmore  
Kenmore City Hall  
18120 678th Ave Ne  
Kenmore, WA 98028

Invoice number 5745  
Date 08/31/2022  
Project: **180157 Kenmore On-Call**

Billing through 08/28/2022

**Invoice Summary**

Description	Prior Billed	Total Billed	Current Billed
Project Administration (Billable)	6,605.25	6,695.25	90.00
Pursuit	0.00	0.00	0.00
Project Management	12.75	12.75	0.00
ENG18-0576 NUD Sewer Bridge Bypass	2,016.00	2,016.00	0.00
Training	5,527.50	5,527.50	0.00
Standup Meeting	8,973.00	8,973.00	0.00
ENG16-0310 Shannon Ridge	9,010.50	9,010.50	0.00
ENG18-0258 - Brookside	0.00	0.00	0.00
ENG2014-029 - Simonds Court	125.00	125.00	0.00
ENG2015-0160 - Seatown SP	125.00	125.00	0.00
ROW21-0488 - Daniels Driveway	62.50	62.50	0.00
ENG20-0647 Squires Landing	5,603.00	5,873.00	270.00
ENG20-0210 Ambassador Heights	2,598.50	2,964.50	366.00
ENG20-0587 Carbaugh 2 Lot SP	2,741.00	3,821.00	1,080.00
ENG19-0922 Heron's Landing	2,303.50	4,121.50	1,818.00
ENG20-0317 Senza Short Plat, 5-lot	3,957.00	4,507.00	550.00
ROW22-0160 Overton Driveway Replacement	232.50	232.50	0.00
ENG21-0539 Forbes Short Plat	4,925.00	5,567.00	642.00
ENG22-0151 Sharon Short Plat	1,917.50	2,101.50	184.00
ENG21-0338 Bailey/Yu driveway replacement	638.00	2,086.00	1,448.00
ENG21-0482 Smoke/Wong Grading	368.00	644.00	276.00

City of Kenmore

Invoice number 5745

Invoice date 08/31/2022

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City of Kenmore

Invoice number 5745

Project **180157 Kenmore On-Call**

Date 08/31/2022

ROW22-0515 Stecks Driveway	270.00	270.00	0.00
ENG18-0078 Rottger Valley	2,355.00	2,355.00	0.00
ENG2011-0129 Zuberan LP	891.00	891.00	0.00
ENG18-0520 Walls	787.50	787.50	0.00
ENG18-0247 Daniels SP	4,719.24	4,719.24	0.00
ENG18-0624 Dwell80	6,029.24	6,029.24	0.00
ENG15-1084 Hope Romanian Church	5,320.50	5,320.50	0.00
ENG15-1125 Basalt	2,224.00	2,224.00	0.00
ENG16-0183 Landry	594.25	594.25	0.00
ENG16-0624 Mann	905.00	905.00	0.00
ENGR17-0966 - Olsen Terrace	6,839.50	6,839.50	0.00
ENG17-0615 Impact Homes	5,459.00	6,011.00	552.00
ENG17-0967 Fly Way	7,599.25	7,599.25	0.00
ENG18-0336 Arrowhead Elementary	112.50	112.50	0.00
ENG18-0423 Lin	2,428.50	2,428.50	0.00
ENG18-0527 Lakemore Estates	2,326.50	2,326.50	0.00
ENG14-0461 Lochmere	3,040.50	3,040.50	0.00
ENG18-0376 Glasshouse 9-Lot Short Plat	16,735.25	16,735.25	0.00
ENG2013-0449 Refino 6 Townhomes	360.00	360.00	0.00
ENG14-0023 Spencer 68 Phase 1	511.50	511.50	0.00
ENG15-0384 Spencer 68 Phase 2	219.00	219.00	0.00
PRJ17-0110 - Lumen 8 Townhomes	3,970.43	3,970.43	0.00
ENG15-0413 Spencer Square	899.00	899.00	0.00
ENG18-0820 Hiatt Ridge	5,097.50	5,097.50	0.00
ENG15-0337 Como LLC, 74th Avenue	832.00	832.00	0.00
ENG19-0048 Walker	360.00	360.00	0.00
ENG15-1042 Northshore Ridge	397.50	397.50	0.00
ROW18-0126 Arcadia Kesinger 1	90.00	90.00	0.00
ENG2014-0638 Quinault (Twin Pier)	9,312.76	9,312.76	0.00
ENG18-0926, Smith Short Plat	7,628.25	7,628.25	0.00
ENG2014-0425 Knutson II	135.00	135.00	0.00
ENG17-0607 Solaire	3,934.50	3,934.50	0.00
ENG2013-0425 Hidden Creek III	2,092.00	2,092.00	0.00
ENG17-0975 Allen Townhomes	4,050.62	4,050.62	0.00
ENG19-0330 Inglemoor Softball Field	634.00	634.00	0.00
BLD18-0767 Bank of America ADA Upgrade	225.00	225.00	0.00
ENG16-0672 Serenbe	1,443.00	1,443.00	0.00

City of Kenmore

Invoice number 5745

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City of Kenmore

Invoice number 5745

Project **180157 Kenmore On-Call**

Date 08/31/2022

ENG18-0252 Kang Townhomes	4,535.50	4,535.50	0.00
ENG19-0090 Northshore Meadows	9,343.00	9,343.00	0.00
ROW19-0229 – AT&T 15520 mod to existing	315.00	315.00	0.00
ROW19-0480 – Arcadia Kesinger 3 driveway	184.50	184.50	0.00
ENG18-0860 Singh Hills	6,049.50	6,409.50	360.00
ENG2014-0149 Pearson Estates	157.50	157.50	0.00
ENG2011-0371 Cortesa	4,490.00	4,940.00	450.00
ROW19-0579 Jensen Driveway	0.00	0.00	0.00
ENG14—0335 Glenbrook	787.50	787.50	0.00
ROW Permit ROW19-0756, NE 185th Street Tree Removal	161.50	161.50	0.00
ROW17-0912 Danhof Driveway	202.50	202.50	0.00
ROW18-0722 Moseyenko Driveway	180.00	180.00	0.00
ENG2013-0127, East Creek Village	740.25	740.25	0.00
ENG 18-0491 Juanita Short Plat	240.00	240.00	0.00
ENG 19-0679 Yacobi Retaining Wall	338.25	338.25	0.00
ROW19-0594 Accola Driveway	90.00	90.00	0.00
ENG18-0809 Sims4-Lot SP	4,929.50	4,929.50	0.00
CE19-0036 Bootz Retaining Wall	45.00	45.00	0.00
ENG17-0864 Kiddie Academy	738.00	738.00	0.00
ENG19-0376, Belmont Homes, Frontage Improvements	6,568.28	6,568.28	0.00
ENG2013-0185 Walters Short Plat	553.50	553.50	0.00
ENG20-0045 Sharawy TESC	338.25	338.25	0.00
ROW19-0596 Marshall Driveway	0.00	0.00	0.00
ENG2017-0967, Spencer Sq & Town Green Irrigation	5,510.00	5,510.00	0.00
ENG19-0910-Benjamin Court	16,194.98	16,194.98	0.00
ENG18-0893, Copper Lane	16,080.46	16,080.46	0.00
BLD20-0280 Inglemoor HS Concert Hall.	12,807.76	12,807.76	0.00
ENG2014-0669 Hincy SP	247.50	247.50	0.00
ENG 19-0536 Crompton - NE 155th Street	3,204.88	3,204.88	0.00
ENG19-0003 Hiatt Park Townhomes	10,831.52	10,831.52	0.00
ENG18-0491 Juanita 3-Lot SP	589.49	865.49	276.00
ENG18-0241-Lodge at Saint Edward	2,074.00	2,074.00	0.00
GRA17-0517-Johnson Retaining Wall	380.00	380.00	0.00
ENG16-0702-Wiggins Short Plat	586.50	586.50	0.00
ENG2015-0764-Northlake Townhomes	514.74	514.74	0.00
ENG20-0300-Boathouse	620.00	620.00	0.00
ENG20-0684-17012 72ND AVE NE	423.36	423.36	0.00

City of Kenmore

Invoice number 5745

Invoice date 08/31/2022

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Invoice number 5745

Project **180157 Kenmore On-Call**

Date 08/31/2022

ENG19-0128-Owen Short Plat	7,413.77	7,413.77	0.00
ENG18-0592 Medical/Dental	3,101.00	3,101.00	0.00
ENG20-0254-Medveditskov Short Plat	4,267.11	4,267.11	0.00
ENG20-0552-St Edward St parking Lot	6,249.76	6,249.76	0.00
ENG19-0552 - Meridian Townhomes	1,463.75	1,463.75	0.00
ENG20-0388 - Balbirnie Park	26,098.36	27,018.36	920.00
ENG20-0201 - BJH Short Plat	5,185.00	5,185.00	0.00
GRA18-0743 - Engineering Final	232.50	232.50	0.00
ENG20-0510 - Lee Short Plat	8,002.75	10,342.75	2,340.00
ENG17-0819 - Beechwood Homes	3,388.50	3,940.50	552.00
ENG20-0480 - Log Boom Park	1,686.00	1,686.00	0.00
ENG20-0742 - Lowry Short Plat	13,580.75	16,910.75	3,330.00
ROW 20-0449 - CMB 20-0447 Yenter-Gerike Residence	775.00	775.00	0.00
ENG16-0476 Bowers Short Plat	62.50	62.50	0.00
<b>Total</b>	<b>361,129.76</b>	<b>376,633.76</b>	<b>15,504.00</b>

**Professional Fees**

	Hours	Rate	Billed Amount
Sr. Construction Manager, L4 Brian Vanderburg			
	5.00	180.00	900.00
01. Billable Time	52.00	180.00	9,360.00
Subtotal	57.00		10,260.00
CM Inspector - General (Level 4) Gopi Masarapu			
01. Billable Time	28.50	184.00	5,244.00
Subtotal	28.50		5,244.00
Professional Fees Subtotals	85.50		15,504.00
<b>Total Labor</b>			<b>\$15,504.00</b>
Invoice total			<b>\$15,504.00</b>

City of Kenmore

Invoice number 5745

Invoice date 08/31/2022

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City of Kenmore

Invoice number 5745

Project **180157 Kenmore On-Call**

Date 08/31/2022

Thank you for choosing Red Barn Group, Inc.  
Your project is our priority, and your prompt payment is appreciated.  
Please mail a check at your earliest convenience to our Ohio office:  
2110 Caldwell Street, Sandusky, OH 44870  
For Credit Card payments, call 419-515-8074.

A late fee of 1% per month begins to accrue after 30 days.  
For questions about this invoice or your project, please contact your project manager, email us at [Finance@redbarn-engineering.com](mailto:Finance@redbarn-engineering.com), or call us at 419-515-8074.  
We appreciate your business!

City of Kenmore

Invoice number 5745

Invoice date 08/31/2022

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City of Kenmore

Invoice number 5745

Project 180157 Kenmore On-Call

Date 08/31/2022

## Pre-Billing Worksheet

180157.0.1013 ENG21-0338 Bailey/Yu driveway replacement

180157.180157 Project Administration (Billable)

Phase Status: Active

WIP - Bill As Time & Expense

Billing Cutoff: 08/28/2022

To Bill

Bill Type: Time &amp; Expense

Date	Units	Rate	Amount
------	-------	------	--------

Units	Amount
-------	--------

### Labor

Wip Status: Billable

Sr. Construction Manager, L4

Vanderburg, Brian

01. Billable Time

08/04/2022	0.50	180.00	90.00	0.50	90.00
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Kenmore Project Management, inspection coordination.

Subtotal	0.50		90.00	0.50	90.00
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Labor Total	0.50		90.00	0.50	90.00
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### Phase Summary

Reported % Complete

Date Entered

	Contract	Spent	%	Billed	%	Remaining	%	WIP	To Bill
Labor	0.00	90.00	0 %	361,129.76	0 %	-361,129.76	0 %	90.00	90.00
Total	0.00	90.00	0 %	361,129.76	0 %	-361,129.76	0 %	90.00	90.00

180157.180157.0.1005 ENG20-0647 Squires Landing

Phase Status: Active

WIP - Bill As Time & Expense

Billing Cutoff: 08/28/2022

To Bill

Bill Type: Time &amp; Expense

Date	Units	Rate	Amount
------	-------	------	--------

Units	Amount
-------	--------

### Labor

Wip Status: Billable

Sr. Construction Manager, L4

Vanderburg, Brian

01. Billable Time

08/08/2022	1.50	180.00	270.00	1.50	270.00
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Site visit to observe concrete sidewalk pour in the right of way.

Subtotal	1.50		270.00	1.50	270.00
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Labor Total	1.50		270.00	1.50	270.00
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### Phase Summary

Reported % Complete

Date Entered

	Contract	Spent	%	Billed	%	Remaining	%	WIP	To Bill
Labor	0.00	270.00	0 %	361,129.76	0 %	-361,129.76	0 %	270.00	270.00
Total	0.00	270.00	0 %	361,129.76	0 %	-361,129.76	0 %	270.00	270.00

180157.180157.0.1006 ENG20-0210 Ambassador Heights

Phase Status: Active

WIP - Bill As Time & Expense

Billing Cutoff: 08/28/2022

To Bill

City of Kenmore

Invoice number 5745

Invoice date 08/31/2022



City of Kenmore

Invoice number 5745

Project **180157 Kenmore On-Call**

Date 08/31/2022

Bill Type: Time & Expense	Date	Units	Rate	Amount	Units	Amount
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**Labor**

Wip Status: Billable

CM Inspector - General (Level 4)

Masarapu, Gopi

01. Billable Time

08/25/2022	1.50	184.00	276.00	1.50	276.00
Erosion control measures. Reviewed drawings and filed a report in trakit.					
Subtotal	<b>1.50</b>		<b>276.00</b>	<b>1.50</b>	<b>276.00</b>

Sr. Construction Manager, L4

Vanderburg, Brian

01. Billable Time

08/15/2022	0.50	180.00	90.00	0.50	90.00
Brief site visit to check on status for relocation of gas pipe.					
Subtotal	<b>0.50</b>		<b>90.00</b>	<b>0.50</b>	<b>90.00</b>
Labor Total	<b>2.00</b>		<b>366.00</b>	<b>2.00</b>	<b>366.00</b>

Phase Summary

Reported % Complete

Date Entered

	Contract	Spent	%	Billed	%	Remaining	%	WIP	To Bill
Labor	0.00	366.00	0 %	361,129.76	0 %	-361,129.76	0 %	366.00	366.00
Total	0.00	366.00	0 %	361,129.76	0 %	-361,129.76	0 %	366.00	366.00

**180157.180157.0.1007 ENG20-0587 Carbaugh 2 Lot SP**

Phase Status: Active

**WIP - Bill As Time & Expense****Billing Cutoff: 08/28/2022****To Bill**

Bill Type: Time & Expense	Date	Units	Rate	Amount	Units	Amount
---------------------------	------	-------	------	--------	-------	--------

**Labor**

Wip Status: Billable

Sr. Construction Manager, L4

Vanderburg, Brian

01. Billable Time

08/01/2022	0.50	180.00	90.00	0.50	90.00
Set up substantial engineering inspection.					
08/16/2022	1.00	180.00	180.00	1.00	180.00
Edit engineering inspection notice.					
08/17/2022	1.00	180.00	180.00	1.00	180.00
Edit engineering inspection notice, review required striping.					
08/18/2022	1.00	180.00	180.00	1.00	180.00
Edit Engineering Inspection Notice, Email to public works, developer.					
08/19/2022	1.50	180.00	270.00	1.50	270.00
Transmit draft engineering inspection notice to Developer.					

City of Kenmore

Invoice number 5745

Invoice date 08/31/2022

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City of Kenmore

Invoice number 5745

Project **180157 Kenmore On-Call**

Date 08/31/2022

08/22/2022	0.50	180.00	90.00	0.50	90.00
Review as-built drawings.					
08/26/2022	0.50	180.00	90.00	0.50	90.00
Review as-built drawings.					
Subtotal	<b>6.00</b>		<b>1,080.00</b>	<b>6.00</b>	<b>1,080.00</b>
Labor Total	<b>6.00</b>		<b>1,080.00</b>	<b>6.00</b>	<b>1,080.00</b>

Phase Summary		Reported % Complete			Date Entered				
Contract	Spent	%	Billed	%	Remaining	%	WIP	To Bill	
Labor	0.00	1,080.00	0 %	361,129.76	0 %	-361,129.76	0 %	1,080.00	1,080.00
Total	0.00	1,080.00	0 %	361,129.76	0 %	-361,129.76	0 %	1,080.00	1,080.00

**180157.180157.0.1008 ENG19-0922 Heron's Landing**

Phase Status: Active

**WIP - Bill As Time & Expense****Billing Cutoff: 08/28/2022****To Bill****Bill Type: Time & Expense**

Date	Units	Rate	Amount
------	-------	------	--------

Units	Amount
-------	--------

**Labor**

Wip Status: Billable

CM Inspector - General (Level 4)

Masarapu, Gopi

01. Billable Time

08/15/2022	1.50	184.00	276.00	1.50	276.00
Inspected 6" DI storm connection from CB #R1 to CB #S1. Reviewed drawings and filed a report in trakit.					
08/18/2022	1.00	184.00	184.00	1.00	184.00
Inspected curb forms, subgrade compaction at right of way. Reviewed drawings and filed a report in trakit.					
08/19/2022	0.50	184.00	92.00	0.50	92.00
Curb and gutter pour at right of way, inspected after the concrete placement. Reviewed drawings and filed a report in trakit.					
08/26/2022	1.50	184.00	276.00	1.50	276.00
Grind and overlay markup sent to the contractor by email. Reviewed drawings and filed a report in trakit.					
Subtotal	<b>4.50</b>		<b>828.00</b>	<b>4.50</b>	<b>828.00</b>

Sr. Construction Manager, L4

Vanderburg, Brian

01. Billable Time

08/11/2022	0.50	180.00	90.00	0.50	90.00
Review drawings.					
08/12/2022	1.50	180.00	270.00	1.50	270.00
Site visit, writeup in Trakit.					

City of Kenmore

Invoice number 5745

Invoice date 08/31/2022

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City of Kenmore

Invoice number 5745

Project **180157 Kenmore On-Call**

Date 08/31/2022

08/19/2022	1.50	180.00	270.00	1.50	270.00
Site visit to review forms prior to curb pour.					
08/23/2022	1.00	180.00	180.00	1.00	180.00
Site visit, email to Thomas.					
08/25/2022	0.50	180.00	90.00	0.50	90.00
Review drawings.					
08/26/2022	0.50	180.00	90.00	0.50	90.00
Review drawings and road standards to determine extent of grind and overlay.					
Subtotal	<b>5.50</b>	<b>990.00</b>		<b>5.50</b>	<b>990.00</b>
Labor Total	<b>10.00</b>	<b>1,818.00</b>		<b>10.00</b>	<b>1,818.00</b>

Phase Summary		Reported % Complete			Date Entered				
Contract	Spent	%	Billed	%	Remaining	%	WIP	To Bill	
Labor	0.00	1,818.00	0 %	361,129.76	0 %	-361,129.76	0 %	1,818.00	1,818.00
Total	0.00	1,818.00	0 %	361,129.76	0 %	-361,129.76	0 %	1,818.00	1,818.00

**180157.180157.0.1009 ENG20-0317 Senza Short Plat, 5-lot**

Phase Status: Active

**WIP - Bill As Time & Expense****Billing Cutoff: 08/28/2022****To Bill****Bill Type: Time & Expense**

Date	Units	Rate	Amount
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Units	Amount
-------	--------

**Labor**

Wip Status: Billable

CM Inspector - General (Level 4)

Masarapu, Gopi

01. Billable Time

08/22/2022	1.50	184.00	276.00	1.50	276.00
Erosion control measures, emailed to Thomas and the developer regarding the track outs on NE 84th St. Reviewed drawings and filed a report in trakit.					
08/23/2022	1.00	184.00	184.00	1.00	184.00
Erosion control measures, re-installed construction entrance. Reviewed drawings and filed a report in trakit.					
Subtotal	<b>2.50</b>	<b>460.00</b>		<b>2.50</b>	<b>460.00</b>

Sr. Construction Manager, L4

Vanderburg, Brian

01. Billable Time

08/10/2022	0.50	180.00	90.00	0.50	90.00
Brief site visit to review footing drains for stormwater vault.					
Subtotal	<b>0.50</b>	<b>90.00</b>		<b>0.50</b>	<b>90.00</b>
Labor Total	<b>3.00</b>	<b>550.00</b>		<b>3.00</b>	<b>550.00</b>

Phase Summary		Reported % Complete			Date Entered				
Contract	Spent	%	Billed	%	Remaining	%	WIP	To Bill	

City of Kenmore

Invoice number 5745

Invoice date 08/31/2022



City of Kenmore

Invoice number 5745

Project **180157 Kenmore On-Call**

Date 08/31/2022

Labor	0.00	550.00	0 %	361,129.76	0 %	-361,129.76	0 %	550.00	550.00
Total	0.00	550.00	0 %	361,129.76	0 %	-361,129.76	0 %	550.00	550.00

**180157.180157.0.1011 ENG21-0539 Forbes Short Plat**

Phase Status: Active

**WIP - Bill As Time & Expense****Billing Cutoff: 08/28/2022****To Bill****Bill Type: Time & Expense**

Date	Units	Rate	Amount
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Units	Amount
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**Labor**

Wip Status: Billable

CM Inspector - General (Level 4)

Masarapu, Gopi

01. Billable Time

08/19/2022	1.50	184.00	276.00	1.50	276.00
Erosion control measures, storm tank modules installation. Reviewed drawings and filed a report in trakit.					
08/24/2022	1.50	184.00	276.00	1.50	276.00
Storm tank backfill, erosion control measures. Reviewed drawings and filed a report in trakit.					
Subtotal	<b>3.00</b>		<b>552.00</b>	<b>3.00</b>	<b>552.00</b>

Sr. Construction Manager, L4

Vanderburg, Brian

01. Billable Time

08/15/2022	0.50	180.00	90.00	0.50	90.00
Brief site visit to observe installation of geotextile at detention vault.					
Subtotal	<b>0.50</b>		<b>90.00</b>	<b>0.50</b>	<b>90.00</b>
Labor Total	<b>3.50</b>		<b>642.00</b>	<b>3.50</b>	<b>642.00</b>

Phase Summary

Reported % Complete

Date Entered

	Contract	Spent	%	Billed	%	Remaining	%	WIP	To Bill
Labor	0.00	642.00	0 %	361,129.76	0 %	-361,129.76	0 %	642.00	642.00
Total	0.00	642.00	0 %	361,129.76	0 %	-361,129.76	0 %	642.00	642.00

**180157.180157.0.1012 ENG22-0151 Sharon Short Plat**

Phase Status: Active

**WIP - Bill As Time & Expense****Billing Cutoff: 08/28/2022****To Bill****Bill Type: Time & Expense**

Date	Units	Rate	Amount
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Units	Amount
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**Labor**

Wip Status: Billable

CM Inspector - General (Level 4)

Masarapu, Gopi

01. Billable Time

08/22/2022	1.00	184.00	184.00	1.00	184.00
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City of Kenmore

Invoice number 5745

Invoice date 08/31/2022

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City of Kenmore

Invoice number 5745

Project **180157 Kenmore On-Call**

Date 08/31/2022

Brief site visit to inspect the erosion control measures. Reviewed drawings and filed a report in trakit.

Subtotal	1.00	184.00	1.00	184.00
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Labor Total	1.00	184.00	1.00	184.00
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Phase Summary

Reported % Complete

Date Entered

	Contract	Spent	%	Billed	%	Remaining	%	WIP	To Bill
Labor	0.00	184.00	0 %	361,129.76	0 %	-361,129.76	0 %	184.00	184.00
Total	0.00	184.00	0 %	361,129.76	0 %	-361,129.76	0 %	184.00	184.00

**180157.180157.0.1013 ENG21-0338 Bailey/Yu driveway replacement**

Phase Status: Active

**WIP - Bill As Time & Expense****Billing Cutoff: 08/28/2022****To Bill****Bill Type: Time & Expense**

Date	Units	Rate	Amount
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Units	Amount
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**Labor**

Wip Status: Billable

CM Inspector - General (Level 4)

Masarapu, Gopi

01. Billable Time

08/02/2022	2.00	184.00	368.00	2.00	368.00
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TESC inspection, send an email to the contractor and Thomas. Reviewed drawings and filed a report in trakit.

Subtotal	2.00	368.00	2.00	368.00
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Sr. Construction Manager, L4

Vanderburg, Brian

01. Billable Time

08/08/2022	1.50	180.00	270.00	1.50	270.00
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Review drawings, email to Jarrett at Kenmore.

08/09/2022	2.00	180.00	360.00	2.00	360.00
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Site meeting with Contractor and brief conversation with owner.

08/11/2022	2.00	180.00	360.00	2.00	360.00
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Brief site visit, review drawings, email to owner/developer.

08/12/2022	0.50	180.00	90.00	0.50	90.00
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Email to Owner/Developer.

Subtotal	6.00	1,080.00	6.00	1,080.00
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Labor Total	8.00	1,448.00	8.00	1,448.00
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City of Kenmore

Invoice number 5745

Invoice date 08/31/2022

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City of Kenmore

Invoice number 5745

Project **180157 Kenmore On-Call**

Date 08/31/2022

Phase Summary	Reported % Complete				Date Entered					
	Contract	Spent	%	Billed	%	Remaining	%	WIP	To Bill	
Labor	0.00	1,448.00	0 %	361,129.76	0 %	-361,129.76	0 %	1,448.00	1,448.00	
Total	0.00	1,448.00	0 %	361,129.76	0 %	-361,129.76	0 %	1,448.00	1,448.00	

**180157.180157.0.1014 ENG21-0482 Smoke/Wong Grading**

Phase Status: Active

**WIP - Bill As Time & Expense****Billing Cutoff: 08/28/2022****To Bill****Bill Type: Time & Expense**

Date	Units	Rate	Amount
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Units	Amount
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**Labor**

Wip Status: Billable

CM Inspector - General (Level 4)

Masarapu, Gopi

01. Billable Time

08/23/2022	1.50	184.00	276.00	1.50	276.00
Erosion control measures, installed wall drains. Reviewed drawings and filed a report in trakit.					

Subtotal	<b>1.50</b>	<b>276.00</b>	<b>1.50</b>	<b>276.00</b>
Labor Total	<b>1.50</b>	<b>276.00</b>	<b>1.50</b>	<b>276.00</b>

Phase Summary	Reported % Complete				Date Entered					
	Contract	Spent	%	Billed	%	Remaining	%	WIP	To Bill	
Labor	0.00	276.00	0 %	361,129.76	0 %	-361,129.76	0 %	276.00	276.00	
Total	0.00	276.00	0 %	361,129.76	0 %	-361,129.76	0 %	276.00	276.00	

**180157.180157.0.20 ENG17-0615 Impact Homes**

Phase Status: Active

**WIP - Bill As Time & Expense****Billing Cutoff: 08/28/2022****To Bill****Bill Type: Time & Expense**

Date	Units	Rate	Amount
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Units	Amount
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**Labor**

Wip Status: Billable

CM Inspector - General (Level 4)

Masarapu, Gopi

01. Billable Time

08/25/2022	1.50	184.00	276.00	1.50	276.00
Conversation with the developer regarding the permit expiration, sent an email to Tela about the work status. Reviewed drawings and filed a report in trakit.					

08/26/2022	1.50	184.00	276.00	1.50	276.00
Erosion control measures. Reviewed drawings and filed a report in trakit.					

Subtotal	<b>3.00</b>	<b>552.00</b>	<b>3.00</b>	<b>552.00</b>
Labor Total	<b>3.00</b>	<b>552.00</b>	<b>3.00</b>	<b>552.00</b>

Phase Summary	Reported % Complete				Date Entered					
	Contract	Spent	%	Billed	%	Remaining	%	WIP	To Bill	

City of Kenmore

Invoice number 5745

Invoice date 08/31/2022

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Invoice number 5745

Project **180157 Kenmore On-Call**

Date 08/31/2022

Labor	0.00	552.00	0 %	361,129.76	0 %	-361,129.76	0 %	552.00	552.00
Total	0.00	552.00	0 %	361,129.76	0 %	-361,129.76	0 %	552.00	552.00

**180157.180157.0.49 ENG18-0860 Singh Hills**

Phase Status: Active

**WIP - Bill As Time & Expense****Billing Cutoff: 08/28/2022****To Bill****Bill Type: Time & Expense**

Date	Units	Rate	Amount
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Units	Amount
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**Labor**

Wip Status: Billable

Sr. Construction Manager, L4

Vanderburg, Brian

01. Billable Time

08/16/2022	0.50	180.00	90.00	0.50	90.00
Messages from/to Developer regarding fence.					
08/26/2022	1.50	180.00	270.00	1.50	270.00
Site visit to review curb cuts for new driveways.					
Subtotal	<b>2.00</b>		<b>360.00</b>	<b>2.00</b>	<b>360.00</b>
Labor Total	<b>2.00</b>		<b>360.00</b>	<b>2.00</b>	<b>360.00</b>

Phase Summary

Reported % Complete

Date Entered

	Contract	Spent	%	Billed	%	Remaining	%	WIP	To Bill
Labor	0.00	360.00	0 %	361,129.76	0 %	-361,129.76	0 %	360.00	360.00
Total	0.00	360.00	0 %	361,129.76	0 %	-361,129.76	0 %	360.00	360.00

**180157.180157.0.50 ENG2011-0371 Cortesa**

Phase Status: Active

**WIP - Bill As Time & Expense****Billing Cutoff: 08/28/2022****To Bill****Bill Type: Time & Expense**

Date	Units	Rate	Amount
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Units	Amount
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**Labor**

Wip Status: Billable

Sr. Construction Manager, L4

Vanderburg, Brian

01. Billable Time

08/01/2022	0.50	180.00	90.00	0.50	90.00
Review curb ramp table.					
08/02/2022	2.00	180.00	360.00	2.00	360.00
Site visit to review curb ramps.					
Subtotal	<b>2.50</b>		<b>450.00</b>	<b>2.50</b>	<b>450.00</b>
Labor Total	<b>2.50</b>		<b>450.00</b>	<b>2.50</b>	<b>450.00</b>

Phase Summary

Reported % Complete

Date Entered

	Contract	Spent	%	Billed	%	Remaining	%	WIP	To Bill
Labor	0.00	450.00	0 %	361,129.76	0 %	-361,129.76	0 %	450.00	450.00
Total	0.00	450.00	0 %	361,129.76	0 %	-361,129.76	0 %	450.00	450.00

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Project **180157 Kenmore On-Call**

Date 08/31/2022

**180157.180157.0.72 ENG18-0491 Juanita 3-Lot SP**

Phase Status: Active

**WIP - Bill As Time & Expense****Billing Cutoff: 08/28/2022****To Bill****Bill Type: Time & Expense**

Date	Units	Rate	Amount
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Units	Amount
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**Labor**

Wip Status: Billable

CM Inspector - General (Level 4)

Masarapu, Gopi

01. Billable Time

08/23/2022	1.50	184.00	276.00	1.50	276.00
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Erosion control measures, construction activities check in. Reviewed drawings and filed a report in trakit.

Subtotal	<b>1.50</b>		<b>276.00</b>	<b>1.50</b>	<b>276.00</b>
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Labor Total	<b>1.50</b>		<b>276.00</b>	<b>1.50</b>	<b>276.00</b>
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Phase Summary

Reported % Complete

Date Entered

	Contract	Spent	%	Billed	%	Remaining	%	WIP	To Bill
Labor	0.00	276.00	0 %	361,129.76	0 %	-361,129.76	0 %	276.00	276.00
Total	0.00	276.00	0 %	361,129.76	0 %	-361,129.76	0 %	276.00	276.00

**180157.180157.0.83 ENG20-0388 - Balbirnie Park**

Phase Status: Active

**WIP - Bill As Time & Expense****Billing Cutoff: 08/28/2022****To Bill****Bill Type: Time & Expense**

Date	Units	Rate	Amount
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Units	Amount
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**Labor**

Wip Status: Billable

CM Inspector - General (Level 4)

Masarapu, Gopi

01. Billable Time

08/22/2022	2.00	184.00	368.00	2.00	368.00
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Site visit to check the asphalt overlay and markup sent to Thomas. Reviewed drawings and filed a report in trakit.

08/25/2022	1.50	184.00	276.00	1.50	276.00
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Prepping for the top coat asphalt on road A and B. Reviewed drawings and filed a report in trakit.

08/26/2022	1.50	184.00	276.00	1.50	276.00
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Top lift asphalt pavement on road A and B. Reviewed drawings and filed a report in trakit.

Subtotal	<b>5.00</b>		<b>920.00</b>	<b>5.00</b>	<b>920.00</b>
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Labor Total	<b>5.00</b>		<b>920.00</b>	<b>5.00</b>	<b>920.00</b>
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Phase Summary

Reported % Complete

Date Entered

	Contract	Spent	%	Billed	%	Remaining	%	WIP	To Bill
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City of Kenmore

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**RED BARN  
GROUP, INC.**

City of Kenmore

Invoice number 5745

Project **180157 Kenmore On-Call**

Date 08/31/2022

Labor	0.00	920.00	0 %	361,129.76	0 %	-361,129.76	0 %	920.00	920.00
Total	0.00	920.00	0 %	361,129.76	0 %	-361,129.76	0 %	920.00	920.00

**180157.180157.0.87 ENG20-0510 - Lee Short Plat**

Phase Status: Active

**WIP - Bill As Time & Expense****Billing Cutoff: 08/28/2022****To Bill****Bill Type: Time & Expense**

Date	Units	Rate	Amount
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Units	Amount
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**Labor**

Wip Status: Billable

 Sr. Construction Manager, L4  
 Vanderburg, Brian

08/17/2022	1.50	180.00	270.00	1.50	270.00
Site meeting with Contractor to discuss punch list items.					
08/18/2022	0.50	180.00	90.00	0.50	90.00
Edit engineering inspection notice.					
08/19/2022	3.00	180.00	540.00	3.00	540.00
Edit engineering inspection notice and transmit to Developer.					

01. Billable Time

08/01/2022	3.00	180.00	540.00	3.00	540.00
Substantial inspection in the company of Art. Review as-built drawings.					
08/05/2022	1.50	180.00	270.00	1.50	270.00
Review as-builts, email to Contractor.					
08/22/2022	2.00	180.00	360.00	2.00	360.00
Emails to surveyor regarding as-built review.					
08/23/2022	0.50	180.00	90.00	0.50	90.00
Set up meeting with contractor.					
08/24/2022	1.00	180.00	180.00	1.00	180.00
Brief site visit, tel-con with contractor.					
Subtotal	<b>13.00</b>		<b>2,340.00</b>	<b>13.00</b>	<b>2,340.00</b>
Labor Total	<b>13.00</b>		<b>2,340.00</b>	<b>13.00</b>	<b>2,340.00</b>

Phase Summary

Reported % Complete

Date Entered

	Contract	Spent	%	Billed	%	Remaining	%	WIP	To Bill
Labor	0.00	2,340.00	0 %	361,129.76	0 %	-361,129.76	0 %	2,340.00	2,340.00
Total	0.00	2,340.00	0 %	361,129.76	0 %	-361,129.76	0 %	2,340.00	2,340.00

**180157.180157.0.88 ENG17-0819 - Beechwood Homes**

Phase Status: Active

**WIP - Bill As Time & Expense****Billing Cutoff: 08/28/2022****To Bill****Bill Type: Time & Expense**

Date	Units	Rate	Amount
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Units	Amount
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**Labor**

Wip Status: Billable

City of Kenmore

Invoice number 5745

Invoice date 08/31/2022

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**RED BARN  
GROUP, INC.**

City of Kenmore

Invoice number 5745

Project **180157 Kenmore On-Call**

Date 08/31/2022

CM Inspector - General (Level 4)

Masarapu, Gopi

01. Billable Time

08/19/2022	1.50	184.00	276.00	1.50	276.00
TESC inspection, permeable ballast rock grading. Reviewed drawings and filed a report in trakit.					
08/23/2022	1.50	184.00	276.00	1.50	276.00
Erosion control measures, placed permeable asphalt at NE 177th PI and NE Beechwood Dr. Reviewed drawings and filed a report in trakit.					
Subtotal	<b>3.00</b>		<b>552.00</b>	<b>3.00</b>	<b>552.00</b>
Labor Total	<b>3.00</b>		<b>552.00</b>	<b>3.00</b>	<b>552.00</b>

Phase Summary		Reported % Complete			Date Entered				
Contract	Spent	%	Billed	%	Remaining	%	WIP	To Bill	
Labor	0.00	552.00	0 %	361,129.76	0 %	-361,129.76	0 %	552.00	552.00
Total	0.00	552.00	0 %	361,129.76	0 %	-361,129.76	0 %	552.00	552.00

**180157.180157.0.90 ENG20-0742 - Lowry Short Plat**

Phase Status: Active

**WIP - Bill As Time & Expense****Billing Cutoff: 08/28/2022****To Bill****Bill Type: Time & Expense**

Date	Units	Rate	Amount
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Units	Amount
-------	--------

**Labor**

Wip Status: Billable

Sr. Construction Manager, L4

Vanderburg, Brian

01. Billable Time

08/01/2022	0.50	180.00	90.00	0.50	90.00
Review curb ramp form for ADA compliance.					
08/03/2022	2.50	180.00	450.00	2.50	450.00
Site visit, email to Developer.					
08/04/2022	3.00	180.00	540.00	3.00	540.00
Site visit, tel-con with Developer, edit Engineering Inspection Notice and transmit to Developer/Contractor.					
08/05/2022	3.00	180.00	540.00	3.00	540.00
Email to Sam, email to Developer, telephone conversations with Developer, review tree protection and landscape drawings. Email to public works.					
08/08/2022	1.00	180.00	180.00	1.00	180.00
Emails to Contractor and Developer regarding sign fee and monuments.					
08/10/2022	0.50	180.00	90.00	0.50	90.00
Brief site visit in the company of Art. Reviewed striping on 75th Avenue.					
08/15/2022	0.50	180.00	90.00	0.50	90.00
Brief site visit to check on status of landscaping.					

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Invoice number 5745

Project **180157 Kenmore On-Call**

Date 08/31/2022

08/18/2022	0.50	180.00	90.00	0.50	90.00
Edit engineering inspection notice.					
08/19/2022	1.50	180.00	270.00	1.50	270.00
Edit and transmit Engineering Inspection Notice.					
08/22/2022	1.00	180.00	180.00	1.00	180.00
Emails, tel-con with Contractor/Developer.					
08/23/2022	3.50	180.00	630.00	3.50	630.00
Review as-built drawings and transmit to Developer.					
08/24/2022	1.00	180.00	180.00	1.00	180.00
Site visit to review striping.					
Subtotal	<b>18.50</b>		<b>3,330.00</b>	<b>18.50</b>	<b>3,330.00</b>
Labor Total	<b>18.50</b>		<b>3,330.00</b>	<b>18.50</b>	<b>3,330.00</b>

Phase Summary	Reported % Complete				Date Entered					
	Contract	Spent	%	Billed	%	Remaining	%	WIP	To Bill	
Labor	0.00	3,330.00	0 %	361,129.76	0 %	-361,129.76	0 %	3,330.00	3,330.00	
Total	0.00	3,330.00	0 %	361,129.76	0 %	-361,129.76	0 %	3,330.00	3,330.00	

Invoice Summary	Reported % Complete				Date Entered					
	Contract	Spent	%	Billed	%	Remaining	%	WIP	To Bill	
Labor	0.00	15,504.00	0	361,129.76	0 %	-361,129.76	0 %	15,504.00	15,504.00	
Total	0.00	15,504.00	0	361,129.76	0	-361,129.76	0	15,504.00	15,504.00	

City of Kenmore

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# Red Barn Engineering, Inc

## Timesheet Summary

8/1/2022 to 8/28/2022

Employee	TS Period	Work Date	Project	Activity Code	Regular Hours	OT1 Hours
<b>Masarapu, Gopi</b>						
	8/1/2022 to 8/7/2022		Submitted		2.00	0.00
	8/2/2022	180157	Kenmore On-Call	01	2.00	0.00
			TESC inspection, send an email to the contractor and Thomas. Reviewed drawings and filed a report in trakit.			
	8/15/2022 to 8/21/2022		Submitted		6.00	0.00
	8/15/2022	180157	Kenmore On-Call	01	1.50	0.00
			Inspected 6" DI storm connection from CB #R1 to CB #S1. Reviewed drawings and filed a report in trakit.			
	8/18/2022	180157	Kenmore On-Call	01	1.00	0.00
			Inspected curb forms, subgrade compaction at right of way. Reviewed drawings and filed a report in trakit.			
	8/19/2022	180157	Kenmore On-Call	01	0.50	0.00
			Curb and gutter pour at right of way, inspected after the concrete placement. Reviewed drawings and filed a report in trakit.			
	8/19/2022	180157	Kenmore On-Call	01	1.50	0.00
			TESC inspection, permeable ballast rock grading. Reviewed drawings and filed a report in trakit.			
	8/19/2022	180157	Kenmore On-Call	01	1.50	0.00
			Erosion control measures, storm tank modules installation. Reviewed drawings and filed a report in trakit.			
	8/22/2022 to 8/28/2022		Submitted		20.50	0.00
	8/22/2022	180157	Kenmore On-Call	01	2.00	0.00
			Site visit to check the asphalt overlay and markup sent to Thomas. Reviewed drawings and filed a report in trakit.			
	8/22/2022	180157	Kenmore On-Call	01	1.00	0.00
			Brief site visit to inspect the erosion control measures. Reviewed drawings and filed a report in trakit.			
	8/22/2022	180157	Kenmore On-Call	01	1.50	0.00
			Erosion control measures, emailed to Thomas and the developer regarding the track outs on NE 84th St. Reviewed drawings and filed a report in trakit.			
	8/23/2022	180157	Kenmore On-Call	01	1.00	0.00
			Erosion control measures, re-installed construction entrance. Reviewed drawings and filed a report in trakit.			
	8/23/2022	180157	Kenmore On-Call	01	1.50	0.00
			Erosion control measures, installed wall drains. Reviewed drawings and filed a report in trakit.			
	8/23/2022	180157	Kenmore On-Call	01	1.50	0.00
			Erosion control measures, placed permeable asphalt at NE 177th PI and NE Beechwood Dr. Reviewed drawings and filed a report in trakit.			

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# Red Barn Engineering, Inc

## Timesheet Summary

8/1/2022 to 8/28/2022

Employee	TS Period	Work Date	Project	Activity Code	Regular Hours	OT1 Hours
Masarapu, Gopi						
	8/22/2022 to 8/28/2022		Submitted		20.50	0.00
	8/23/2022	180157	Kenmore On-Call	01	1.50	0.00
			Erosion control measures, construction activities check in. Reviewed drawings and filed a report in trakit.			
	8/24/2022	180157	Kenmore On-Call	01	1.50	0.00
			Storm tank backfill, erosion control measures. Reviewed drawings and filed a report in trakit.			
	8/25/2022	180157	Kenmore On-Call	01	1.50	0.00
			Conversation with the developer regarding the permit expiration, sent an email to Tela about the work status. Reviewed drawings and filed a report in trakit.			
	8/25/2022	180157	Kenmore On-Call	01	1.50	0.00
			Prepping for the top coat asphalt on road A and B. Reviewed drawings and filed a report in trakit.			
	8/25/2022	180157	Kenmore On-Call	01	1.50	0.00
			Erosion control measures. Reviewed drawings and filed a report in trakit.			
	8/26/2022	180157	Kenmore On-Call	01	1.50	0.00
			Top lift asphalt pavement on road A and B. Reviewed drawings and filed a report in trakit.			
	8/26/2022	180157	Kenmore On-Call	01	1.50	0.00
			Erosion control measures. Reviewed drawings and filed a report in trakit.			
	8/26/2022	180157	Kenmore On-Call	01	1.50	0.00
			Grind and overlay markup sent to the contractor by email. Reviewed drawings and filed a report in trakit.			
			Masarapu, Gopi Totals:		28.50	0.00
Vanderburg, Brian						
	8/1/2022 to 8/7/2022		Approved		17.00	0.00
	8/1/2022	180157	Kenmore On-Call	01	0.50	0.00
			Set up substantial engineering inspection.			
	8/1/2022	180157	Kenmore On-Call	01	0.50	0.00
			Review curb ramp table.			
	8/1/2022	180157	Kenmore On-Call	01	3.00	0.00
			Substantial inspection in the company of Art. Review as-built drawings.			
	8/1/2022	180157	Kenmore On-Call	01	0.50	0.00
			Review curb ramp form for ADA compliance.			
	8/2/2022	180157	Kenmore On-Call	01	2.00	0.00

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# Red Barn Engineering, Inc

## Timesheet Summary

8/1/2022 to 8/28/2022

Employee	TS Period	Work Date	Project	Activity Code	Regular Hours	OT1 Hours
<b>Vanderburg, Brian</b>						
	8/1/2022 to 8/7/2022		Approved		17.00	0.00
			Site visit to review curb ramps.			
		8/3/2022	180157 Kenmore On-Call	01	2.50	0.00
			Site visit, email to Developer.			
		8/4/2022	180157 Kenmore On-Call	01	3.00	0.00
			Site visit, tel-con with Developer, edit Engineering Inspection Notice and transmit to Developer/Contractor.			
		8/4/2022	180157 Kenmore On-Call	01	0.50	0.00
			Kenmore Project Management, inspection coordination.			
		8/5/2022	180157 Kenmore On-Call	01	1.50	0.00
			Review as-builts, email to Contractor.			
		8/5/2022	180157 Kenmore On-Call	01	3.00	0.00
			Email to Sam, email to Developer, telephone conversations with Developer, review tree protection and landscape drawings. Email to public works.			
	8/8/2022 to 8/14/2022		Submitted		11.50	0.00
		8/8/2022	180157 Kenmore On-Call	01	1.00	0.00
			Emails to Contractor and Developer regarding sign fee and monuments.			
		8/8/2022	180157 Kenmore On-Call	01	1.50	0.00
			Review drawings, email to Jarrett at Kenmore.			
		8/8/2022	180157 Kenmore On-Call	01	1.50	0.00
			Site visit to observe concrete sidewalk pour in the right of way.			
		8/9/2022	180157 Kenmore On-Call	01	2.00	0.00
			Site meeting with Contractor and brief conversation with owner.			
		8/10/2022	180157 Kenmore On-Call	01	0.50	0.00
			Brief site visit to review footing drains for stormwater vault.			
		8/10/2022	180157 Kenmore On-Call	01	0.50	0.00
			Brief site visit in the company of Art. Reviewed striping on 75th Avenue.			
		8/11/2022	180157 Kenmore On-Call	01	0.50	0.00
			Review drawings.			
		8/11/2022	180157 Kenmore On-Call	01	2.00	0.00
			Brief site visit, review drawings, email to owner/developer.			
		8/12/2022	180157 Kenmore On-Call	01	1.50	0.00

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# Red Barn Engineering, Inc

## Timesheet Summary

8/1/2022 to 8/28/2022

Employee	TS Period	Work Date	Project	Activity Code	Regular Hours	OT1 Hours
<b>Vanderburg, Brian</b>						
	8/8/2022 to 8/14/2022		Submitted		11.50	0.00
			Site visit, writeup in Trakit.			
	8/12/2022	180157	Kenmore On-Call	01	0.50	0.00
			Email to Owner/Developer.			
	8/15/2022 to 8/21/2022		Submitted		15.00	0.00
	8/15/2022	180157	Kenmore On-Call	01	0.50	0.00
			Brief site visit to check on status for relocation of gas pipe.			
	8/15/2022	180157	Kenmore On-Call	01	0.50	0.00
			Brief site visit to observe installation of geotextile at detention vault.			
	8/15/2022	180157	Kenmore On-Call	01	0.50	0.00
			Brief site visit to check on status of landscaping.			
	8/16/2022	180157	Kenmore On-Call	01	1.00	0.00
			Edit engineering inspection notice.			
	8/16/2022	180157	Kenmore On-Call	01	0.50	0.00
			Messages from/to Developer regarding fence.			
	8/17/2022	180157	Kenmore On-Call	01	1.00	0.00
			Edit engineering inspection notice, review required striping.			
	8/17/2022	180157	Kenmore On-Call		1.50	0.00
			Site meeting with Contractor to discuss punch list items.			
	8/18/2022	180157	Kenmore On-Call	01	1.00	0.00
			Edit Engineering Inspection Notice, Email to public works, developer.			
	8/18/2022	180157	Kenmore On-Call	01	0.50	0.00
			Edit engineering inspection notice.			
	8/18/2022	180157	Kenmore On-Call		0.50	0.00
			Edit engineering inspection notice.			
	8/19/2022	180157	Kenmore On-Call	01	1.50	0.00
			Transmit draft engineering inspection notice to Developer.			
	8/19/2022	180157	Kenmore On-Call	01	1.50	0.00
			Site visit to review forms prior to curb pour.			
	8/19/2022	180157	Kenmore On-Call	01	1.50	0.00
			Edit and transmit Engineering Inspection Notice.			
	8/19/2022	180157	Kenmore On-Call		3.00	0.00

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# Red Barn Engineering, Inc

## Timesheet Summary

8/1/2022 to 8/28/2022

Employee	TS Period	Work Date	Project	Activity Code	Regular Hours	OT1 Hours
<b>Vanderburg, Brian</b>						
	8/15/2022 to 8/21/2022		Submitted		15.00	0.00
			Edit engineering inspection notice and transmit to Developer.			
	8/22/2022 to 8/28/2022		Submitted		13.50	0.00
	8/22/2022	180157	Kenmore On-Call	01	0.50	0.00
			Review as-built drawings.			
	8/22/2022	180157	Kenmore On-Call	01	2.00	0.00
			Emails to surveyor regarding as-built review.			
	8/22/2022	180157	Kenmore On-Call	01	1.00	0.00
			Emails, tel-con with Contractor/Developer.			
	8/23/2022	180157	Kenmore On-Call	01	3.50	0.00
			Review as-built drawings and transmit to Developer.			
	8/23/2022	180157	Kenmore On-Call	01	0.50	0.00
			Set up meeting with contractor.			
	8/23/2022	180157	Kenmore On-Call	01	1.00	0.00
			Site visit, email to Thomas.			
	8/24/2022	180157	Kenmore On-Call	01	1.00	0.00
			Site visit to review striping.			
	8/24/2022	180157	Kenmore On-Call	01	1.00	0.00
			Brief site visit, tel-con with contractor.			
	8/25/2022	180157	Kenmore On-Call	01	0.50	0.00
			Review drawings.			
	8/26/2022	180157	Kenmore On-Call	01	0.50	0.00
			Review as-built drawings.			
	8/26/2022	180157	Kenmore On-Call	01	0.50	0.00
			Review drawings and road standards to determine extent of grind and overlay.			
	8/26/2022	180157	Kenmore On-Call	01	1.50	0.00
			Site visit to review curb cuts for new driveways.			
<b>Vanderburg, Brian Totals:</b>					<b>57.00</b>	<b>0.00</b>
<b>Totals:</b>					<b>85.50</b>	<b>0.00</b>

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

<p><b>Subject/Topic:</b> PACE Engineers, Inc. Consulting Contract</p> <p><b>Proposed Council Action/Motion:</b> Authorize City Manager to execute Contract No. 21-C2667, Amendment No. 1 with PACE Engineers, Inc. to continue to provide planning services through the end of the year.</p>	<p><b>For Council Meeting Agenda of:</b> <u>September 26, 2022</u></p> <p><b>Department:</b> <u>Development Services</u></p> <p><b>Prepared by:</b> <u>Samantha Loyuk, Development Services Director</u></p> <table border="0" style="width: 100%;"> <thead> <tr> <th></th><th style="text-align: right;"><u>Initial &amp; Date</u></th></tr> </thead> <tbody> <tr> <td>Approved by Department Head:</td><td style="text-align: right;"><u>SL 9/2/22</u></td></tr> <tr> <td>Approved by City Attorney:</td><td style="text-align: right;"><u>N/A</u></td></tr> <tr> <td>Approved by Finance Director:</td><td style="text-align: right;"><u>LS 9/6/22</u></td></tr> <tr> <td>Approved by City Manager:</td><td style="text-align: right;"><u>RGK 9/6/22</u></td></tr> </tbody> </table> <p><b>Exhibits/Attachments:</b> 1. Contract No. 21-C2667 2. Amendment No. 1</p>		<u>Initial &amp; Date</u>	Approved by Department Head:	<u>SL 9/2/22</u>	Approved by City Attorney:	<u>N/A</u>	Approved by Finance Director:	<u>LS 9/6/22</u>	Approved by City Manager:	<u>RGK 9/6/22</u>
	<u>Initial &amp; Date</u>										
Approved by Department Head:	<u>SL 9/2/22</u>										
Approved by City Attorney:	<u>N/A</u>										
Approved by Finance Director:	<u>LS 9/6/22</u>										
Approved by City Manager:	<u>RGK 9/6/22</u>										
<p><b><u>INFORMATION/BACKGROUND:</u></b> The City of Kenmore Development Services Department (“City”) needs engineering and planning support services from time to time. PACE Engineering, Inc. (“PACE”) has been providing these services to the City on an as-needed basis since January 2019. Services include review of engineering permits, land use decisions, environmental assessments, and other activities associated with the review and approval of proposed development projects within the city. The promotion of Samantha Loyuk to Development Services Director resulted in her previous position being vacated. The city is currently advertising for this position and hopes to hire a planner in the coming months. Until then, PACE is needed to provide planning review services.</p>											
<p><b><u>FISCAL CONSIDERATION:</u></b> The original Contract is for a sum not to exceed \$50,000 per year, of which approximately \$32,000 has been used. The proposed Amendment increases the contract amount from \$50,000 to \$100,000 to maintain services through the end of the Contract (December 31, 2022). The 2021-2022 biennium budget includes \$350,000 for this purpose, funded in the General Fund. Land use applications and permit fees collected from developers during permitting process pay for development review fees.</p>											
<p><b><u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u></b> (1) Increase and preserve the options for affordable housing stock; (2) Develop a Climate Action Plan and promote Environmental Stewardship, including water, air, forest, and habitat restoration; and (3) Focus on and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.</p>											



**City of Kenmore Contract No. 21-C2667**

**CONSULTANT CONTRACT**

This Agreement is entered into by and between the City of Kenmore, Washington, a municipal corporation ("City") and PACE Engineers, Inc., ("Consultant") whose principal office is located at 11255 Kirkland Way, Suite 300, Kirkland, WA 98033.

WHEREAS, the City desires to have certain services performed for its citizens; and

WHEREAS, the City has selected the Consultant to perform such services pursuant to certain terms and conditions;

NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties agree as follows:

1. Scope of Services to be Performed by Consultant. The Consultant shall perform the services described in Exhibit "A" of this Agreement. In performing the services, the Consultant shall comply with all federal, state and local laws and regulations applicable to the services. The Consultant shall perform the services diligently and completely and in accordance with professional standards of conduct and performance.

2. Compensation and Method of Payment. The Consultant shall request payment for work performed using the billing invoice form at Exhibit "C."

The City shall pay Consultant:

[Check applicable method of payment]

☒ According to the rates set forth in Exhibit "B."

☒ A sum not to exceed \$50,000 per year.

☐ Other (describe): \_\_\_\_\_

The Consultant shall complete and return to the City Exhibit "D," federal tax Form W-9, prior to or along with the first billing invoice. The City shall pay the Consultant for services rendered within ten (10) days after City Council voucher approval.

3. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing January 1, 2021 and ending, December 31, 2022, with an option to renew annually at the City's discretion, unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

4. Ownership and Use of Documents. Any records, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials produced by the Consultant in connection with the services provided to the City, shall be the property of the City whether the project for which they were created is executed or not.

5. Independent Consultant. The Consultant and the City agree that the Consultant is an independent Consultant with respect to the services provided pursuant to this Agreement. The Consultant will be solely responsible for its acts and for the acts of its agents, employees, subconsultants or representatives during the performance of this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties.

6. Indemnification.

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

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

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

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

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

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

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent Consultants and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

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

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

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

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

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

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

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

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

8. Record Keeping and Reporting.

A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

B. The foregoing records shall be maintained for a period of seven (7) years after termination of this Agreement, unless permission to destroy them is granted by the Office of the Archivist in accordance with Chapter 40.14 RCW and by the City.

9. Audits and Inspections. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by the City during the performance of this Agreement. All work products, data, studies, worksheets, models, reports and other materials in support of the performance of the service, work products, or outcomes fulfilling the contractual obligations are the products of the City.

10. Termination.

A. The City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven (7) days prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Consultant pursuant to this Agreement shall promptly be submitted to the City.

B. In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination.

C. This Agreement may be canceled immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement.

D. The Consultant reserves the right to terminate this Agreement with not less than fourteen (14) days written notice, or in the event that outstanding invoices are not paid within sixty (60) days.

E. This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

11. Discrimination Prohibited. The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement, on the basis of race, color, religion, creed, sex, sexual orientation, age, national origin, marital status, presence of any sensory, mental or physical disability, or other circumstance prohibited by federal, State or local law or ordinance, except for a bona fide occupational qualification.

12. Assignment and Subcontract. The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

13. Conflict of Interest. The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in Exhibit "A." In the event that the Consultant is asked to perform services for a project with which it may have a conflict, Consultant will immediately disclose such conflict to the City.

14. Confidentiality. All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination.

15. Non-appropriation of Funds. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which

funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

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

17. Notices. Notices to the City of Kenmore shall be sent to the following address:

Bryan Hampson, Development Services Director  
City of Kenmore  
18120 68<sup>th</sup> Ave. NE  
Kenmore, Washington 98028-0607

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

Ken Nilsen, PE  
11255 Kirkland Way, Suite 300  
Kirkland WA, 98033  
Phone No.: 425-827-2014

18. Applicable Law; Venue; Attorneys' Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee shall be included in the judgment.

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

CONSULTANT

By: 

Kenneth H Nilsen

Title: Executive Vice President

Date: 1/14/2021

CITY OF KENMORE

By: 

Rob Karlinsey

Title: City Manager

Date: 2-4-21

## **EXHIBIT A**

Scope of Services to be Provided by Consultant. The Consultant shall furnish services including, but not limited to, the following:

During the term of this Agreement, PACE Engineers, Inc., (CONSULTANT) shall perform professional services for the City of Kenmore (CITY) to provide on-call services related Development Review/Inspection and City Planning support services or any other engineering/planning services requested by the City.

This SCOPE is purposefully written broadly to cover a variety of project types whose specific needs are not known at the present time.

The CONSULTANT will begin work immediately and shall complete the CITY requested work in a timely manner upon receiving either verbal or written authorization from CITY staff.

### **PRIVATE DEVELOPMENT ASSISTANCE**

The CONSULTANT will provide engineering and planning support for private development review and permitting as requested by the CITY. Private development assistance may include, but is not limited to:

- Review of land-use permits for compliance with Kenmore Municipal Code (KMC) and applicable regulations.
- Review of construction permits for compliance with KMC and applicable regulations.
- Construction inspection for civil related items associated with new private development projects, as needed.
- Meet with the CITY, property owners and developers as requested.
- Assistance with management and enforcement of delinquent performance and maintenance agreements, guarantees, and/or bonds associated with private developments.



**EXHIBIT B**

Rates for Services to be Provided by Consultant. The Consultant shall furnish the services in accordance with the following rates:

See Attached

Notes:

- Increases allowed as outlined below. The rates above are “not to exceed rates” and these rates may only be exceeded as a result of employee annual increases with prior written City approval.
- Direct expenses for printing, copies, postage, mileage, etc. are to be paid at actual cost for the CONSULTANT. No markups on direct expenses are allowed for the CONSULTANT.
- Computer costs are not reimbursable for the CONSULTANT.
- CONSULTANT staff increases are allowed once per year on their specific anniversary dates. No annual increase may exceed 4%. The CONSULTANT will promptly notify the CITY of changes to rates.



**WASHINGTON**  
**2021 ENGINEER OF RECORD**  
**HOURLY RATE SCHEDULE**  
 Effective January 1, 2021

Engineers | Planners | Surveyors

<b>DESCRIPTION</b>	<b>HOURLY RATE</b>
1. Office Tech I, Expediter I	\$ 49.00
2. Office Tech II, Expediter II	\$ 63.00
3. Office Tech III, Intern, Jr. CAD Tech, Jr. Inspector, Engineer Tech, Survey Tech I	\$ 74.00
4. Jr. Planner, CAD Tech, Sr. Office Tech, Inspector, Designer, Engineer Tech I, Survey Tech II	\$ 92.00
5. Jr. Engineer, Designer I, Inspector I, CAD Tech I, GIS Tech, Planner, Project Administrator, Survey Tech III	\$ 109.00
6. Engineer I, Planner I, GIS Analyst I, Designer II, CAD Tech II, Inspector II, Sr. Project Administrator, Survey Tech IV	\$ 120.00
7. Engineer II, Planner II, GIS Analyst II, Designer III, CAD Tech III, Inspector III, Survey Tech V	\$ 132.00
8. Engineer III, Project Designer, Planner III, GIS Analyst III, Sr. CAD Tech, Sr. Inspector, Senior Survey Tech	\$ 144.00
9. Sr. Engineer, Project Designer I, Sr. Planner, Project Surveyor, One-Person Crew, Project CAD Tech, Sr. GIS Analyst, Sr. Project Inspector, BIM Manager, CAD Manager	\$ 158.00
10. Project Engineer, Project Designer II, Project Planner, Sr. Project Surveyor, Sr. Project GIS Analyst, Structural Engineer, UAS Pilot	\$ 170.00
11. Sr. Project Engineer, Sr. Structural Engineer, Sr. Project Designer, IT Manager, Sr. Project Planner, Survey Project Manager	\$ 180.00
12. Project Manager, Planning Project Manager, Principal Surveyor	\$ 190.00
13. Sr. Project Manager, Sr. Principal Surveyor, Two-Person Crew	\$ 205.00
14. Principal Engineer, Principal Planner, Sr. Two-Person Crew	\$ 222.00
15. Senior Principal Engineer, Senior Principal Planner	\$ 240.00

**REIMBURSABLES**

A. Subconsultants, Professional and Technical	Cost + 15%
B. Maps, reports, materials, permit fees, express delivery and messenger, pass-through bills, and similar items necessary for work in progress	Cost + 15%
C. Technology expenses associated with computers, software, electronic distance measuring devices, telephone, cell phone, photo copies, standard survey supplies and transportation and standard postage will be invoiced as a Technology Charge	N / A
D. Out-of-Town travel per diem and cost of commercial transportation	Cost + 10%
E. Transportation within 30 Mile Radius *	No Charge
Transportation beyond 30 Mile Radius – Automobile	\$ 0.60 per mile
* On job inspection mileage will be billed	\$ 0.60 per mile
F. Special Equipment/Software	
Special Software for Modeling/Analysis	\$ 10/hour
Large Format Blueprints and Reproduction – Bond	\$ 0.50/sq foot
Large Format Blueprints and Reproduction – Mylar	\$ 1.50/sq foot
Color Copies – In-house (8½ x 11)	\$ 0.25/page
G. Expert Witness	Rate x 1.5

Notes: <sup>1</sup> All payment is due within 30 days from date of invoice.  
<sup>2</sup> The foregoing schedule of charges is incorporated into the agreement for the services provided effective January 1, 2021. After December 31, 2021, invoices will reflect the schedule of charges in effect at that time.  
<sup>3</sup> PACE's rates include professional liability insurance coverage for claims up to \$2 million. Clients can purchase additional coverage for cost and upfront payment of \$5,000 per additional \$1 million of insurance up to a maximum of \$5 million.

Rev. 12/4/2020

PACE Engineers, Inc.  
 11255 Kirkland Way, Suite 300  
 Kirkland, Washington 98033-3417  
 p 425.827.2014 | f 425.827.5043

www.paceengrs.com



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/12/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hall & Company 19660 10th Ave NE Poulsbo WA 98370		<b>CONTACT NAME:</b> Allison Barga <b>PHONE (A/C, No, Ext):</b> 360-626-2007 <b>FAX (A/C, No):</b> 360-626-2007 <b>E-MAIL ADDRESS:</b> abarga@hallandcompany.com															
<b>INSURED</b> PACE Engineers Inc 11255 Kirkland Way Suite 300 Kirkland WA 98033		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : The Travelers Indemnity Company</td> <td>25658</td> </tr> <tr> <td>INSURER B : Travelers Property Casualty Company of America</td> <td>25674</td> </tr> <tr> <td>INSURER C : RLI INSURANCE COMPANY</td> <td>13056</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : The Travelers Indemnity Company	25658	INSURER B : Travelers Property Casualty Company of America	25674	INSURER C : RLI INSURANCE COMPANY	13056	INSURER D :		INSURER E :		INSURER F :	
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## COVERAGES

CERTIFICATE NUMBER: 1090493150

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XCU/OCF/BFPD <input checked="" type="checkbox"/> Cross Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6809H607128	4/27/2020	4/27/2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> OTHER:			BA7B941924	4/27/2020	4/27/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP7B960268	4/27/2020	4/27/2021	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	UB3K453440	4/27/2020	4/27/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liab Claims Made			RDP0039499	4/27/2020	4/27/2021	\$2,000,000 Per Claim \$2,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Certificate Holder(s) is/are an Additional Insured on the Commercial General Liability and Auto Liability when required by written contract or agreement regarding activities by or on behalf of the Named Insured. The insurance is primary insurance and any other insurance maintained by the Additional Insured shall be excess only and non-contributing with this insurance. A waiver of subrogation applies to the Commercial General Liability, Auto Liability, Umbrella / Excess Liability and Workers Compensation / Employers Liability in favor of the Additional Insured.  
 Agreement between PACE Engineers and City Kenmore Contract No. 21-C2667 for Development Review 2021-22.

## CERTIFICATE HOLDER

## CANCELLATION

City of Kenmore 18120 68th Avenue NE Kenmore WA 98028-0607	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03)

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Policy Number: 6809H607128

## COMMERCIAL GENERAL LIABILITY

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****BLANKET ADDITIONAL INSURED  
(ARCHITECTS, ENGINEERS AND SURVEYORS)**

This endorsement modifies insurance provided under the following:  
COMMERCIAL GENERAL LIABILITY COVERAGE PART

**1. The following is added to SECTION II – WHO IS AN INSURED:**

Any person or organization that you agree in a "written contract requiring insurance" to include as an additional insured on this Coverage Part, but:

- a. Only with respect to liability for "bodily injury", "property damage" or "personal injury"; and
- b. If, and only to the extent that, the injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the "written contract requiring insurance" applies, or in connection with premises owned by or rented to you.

The person or organization does not qualify as an additional insured:

- c. With respect to the independent acts or omissions of such person or organization; or
- d. For "bodily injury", "property damage" or "personal injury" for which such person or organization has assumed liability in a contract or agreement.

The insurance provided to such additional insured is limited as follows:

- e. This insurance does not apply on any basis to any person or organization for which coverage as an additional insured specifically is added by another endorsement to this Coverage Part.
- f. This insurance does not apply to the rendering of or failure to render any "professional services".
- g. In the event that the Limits of Insurance of the Coverage Part shown in the Declarations exceed the limits of liability required by the "written contract requiring insurance", the insurance provided to the additional insured shall be limited to the limits of liability required by that "written contract requiring insurance". This endorsement does not increase the limits of insurance described in Section III – Limits Of Insurance.

- h. This insurance does not apply to "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the "written contract requiring insurance" specifically requires you to provide such coverage for that additional insured, and then the insurance provided to the additional insured applies only to such "bodily injury" or "property damage" that occurs before the end of the period of time for which the "written contract requiring insurance" requires you to provide such coverage or the end of the policy period, whichever is earlier.

**2. The following is added to Paragraph 4.a. of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:**

The insurance provided to the additional insured is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured for a loss we cover. However, if you specifically agree in the "written contract requiring insurance" that this insurance provided to the additional insured under this Coverage Part must apply on a primary basis or a primary and non-contributory basis, this insurance is primary to other insurance available to the additional insured which covers that person or organizations as a named insured for such loss, and we will not share with the other insurance, provided that:

- (1) The "bodily injury" or "property damage" for which coverage is sought occurs; and
- (2) The "personal injury" for which coverage is sought arises out of an offense committed;

after you have signed that "written contract requiring insurance". But this insurance provided to the additional insured still is excess over valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured when that person or organization is an additional insured under any other insurance.

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Page 1 of 2

COMMERCIAL GENERAL LIABILITY

3. The following is added to Paragraph 8., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

We waive any right of recovery we may have against any person or organization because of payments we make for "bodily injury", "property damage" or "personal injury" arising out of "your work" performed by you, or on your behalf, done under a "written contract requiring insurance" with that person or organization. We waive this right only where you have agreed to do so as part of the "written contract requiring insurance" with such person or organization signed by you before, and in effect when, the "bodily injury" or "property damage" occurs, or the "personal injury" offense is committed.

4. The following definition is added to the **DEFINITIONS** Section:

"Written contract requiring insurance" means that part of any written contract under which you are required to include a person or organization as an additional insured on this Coverage Part, provided that the "bodily injury" and "property damage" occurs and the "personal injury" is caused by an offense committed:

- a. After you have signed that written contract;
- b. While that part of the written contract is in effect; and
- c. Before the end of the policy period.

Policy Number: BA7B941924

COMMERCIAL AUTO

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****AUTO COVERAGE PLUS ENDORSEMENT**

This endorsement modifies insurance provided under the following:

**BUSINESS AUTO COVERAGE FORM**

**GENERAL DESCRIPTION OF COVERAGE** – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to the Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Limitations and exclusions may apply to these coverages. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><b>A. BLANKET ADDITIONAL INSURED</b></li> <li><b>B. EMPLOYEE HIRED AUTO</b></li> <li><b>C. EMPLOYEES AS INSURED</b></li> <li><b>D. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS</b></li> <li><b>E. TRAILERS – INCREASED LOAD CAPACITY</b></li> <li><b>F. HIRED AUTO PHYSICAL DAMAGE</b></li> <li><b>G. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT</b></li> </ul> | <ul style="list-style-type: none"> <li><b>H. AUDIO, VISUAL AND DATA ELECTRONIC EQUIPMENT – INCREASED LIMIT</b></li> <li><b>I. WAIVER OF DEDUCTIBLE – GLASS</b></li> <li><b>J. PERSONAL PROPERTY</b></li> <li><b>K. AIRBAGS</b></li> <li><b>L. AUTO LOAN LEASE GAP</b></li> <li><b>M. BLANKET WAIVER OF SUBROGATION</b></li> </ul> |
|---|---|

**A. BLANKET ADDITIONAL INSURED**

The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

Any person or organization who is required under a written contract or agreement between you and that person or organization, that is signed and executed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to be named as an additional insured is an "insured" for Covered Autos Liability Coverage, but only for damages to which this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Section II.

**B. EMPLOYEE HIRED AUTO**

1. The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

An "employee" of yours is an "insured" while operating a covered "auto" hired or rented under a contract or agreement in an "employee's" name, with your permission, while

performing duties related to the conduct of your business.

2. The following replaces Paragraph **b.** in **B.5., Other Insurance**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

- b.** For Hired Auto Physical Damage Coverage, the following are deemed to be covered "autos" you own:

- (1) Any covered "auto" you lease, hire, rent or borrow; and
- (2) Any covered "auto" hired or rented by your "employee" under a contract in an "employee's" name, with your permission, while performing duties related to the conduct of your business.

However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

**C. EMPLOYEES AS INSURED**

The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:



## COMMERCIAL AUTO

Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

**D. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS**

1. The following replaces Paragraph **A.2.a.(2)** of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

(2) Up to \$3,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.

2. The following replaces Paragraph **A.2.a.(4)** of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

(4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$500 a day because of time off from work.

**E. TRAILERS – INCREASED LOAD CAPACITY**

The following replaces Paragraph **C.1.** of **SECTION I – COVERED AUTOS**:

1. "Trailers" with a load capacity of 3,000 pounds or less designed primarily for travel on public roads.

**F. HIRED AUTO PHYSICAL DAMAGE**

The following is added to Paragraph **A.4., Coverage Extensions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

**Hired Auto Physical Damage Coverage**

If hired "autos" are covered "autos" for Covered Autos Liability Coverage but not covered "autos" for Physical Damage Coverage, and this policy also provides Physical Damage Coverage for an owned "auto", then the Physical Damage Coverage is extended to "autos" that you hire, rent or borrow subject to the following:

(1) The most we will pay for "loss" to any one "auto" that you hire, rent or borrow is the lesser of:

(a) \$50,000;

(b) The actual cash value of the damaged or stolen property as of the time of the "loss"; or

(c) The cost of repairing or replacing the damaged or stolen property with other property of like kind and quality.

(2) An adjustment for depreciation and physical condition will be made in determining actual cash value in the event of a total "loss".

(3) If a repair or replacement results in better than like kind or quality, we will not pay for the amount of betterment.

(4) A deductible equal to the highest Physical Damage deductible applicable to any owned covered "auto".

(5) This Coverage Extension does not apply to:

(a) Any "auto" that is hired, rented or borrowed with a driver; or

(b) Any "auto" that is hired, rented or borrowed from your "employee".

**G. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT**

The following replaces the first sentence in Paragraph **A.4.a., Transportation Expenses**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

We will pay up to \$50 per day to a maximum of \$1,500 for temporary transportation expense incurred by you because of the total theft of a covered "auto" of the private passenger type.

**H. AUDIO, VISUAL AND DATA ELECTRONIC EQUIPMENT – INCREASED LIMIT**

Paragraph **C.1.b.** of **SECTION III – PHYSICAL DAMAGE COVERAGE** is deleted.

**I. WAIVER OF DEDUCTIBLE – GLASS**

The following is added to Paragraph **D., Deductible**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

No deductible for a covered "auto" will apply to glass damage if the glass is repaired rather than replaced.

**J. PERSONAL PROPERTY**

The following is added to Paragraph **A.4., Coverage Extensions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

**Personal Property Coverage**

We will pay up to \$400 for "loss" to wearing apparel and other personal property which is:

(1) Owned by an "insured"; and

(2) In or on your covered "auto".

This coverage only applies in the event of a total theft of your covered "auto".

No deductibles apply to Personal Property coverage.

COMMERCIAL AUTO

**K. AIRBAGS**

The following is added to Paragraph **B.3., Exclusions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Exclusion **3.a.** does not apply to "loss" to one or more airbags in a covered "auto" you own that inflate due to a cause other than a cause of "loss" set forth in Paragraphs **A.1.b.** and **A.1.c.**, but only:

- a.** If that "auto" is a covered "auto" for Comprehensive Coverage under this policy;
- b.** The airbags are not covered under any warranty; and
- c.** The airbags were not intentionally inflated.

We will pay up to a maximum of \$1,000 for any one "loss".

**L. AUTO LOAN LEASE GAP**

The following is added to Paragraph **A.4., Coverage Extensions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

**Auto Loan Lease Gap Coverage for Private Passenger Type Vehicles**

In the event of a total "loss" to a covered "auto" of the private passenger type shown in the Schedule or Declarations for which Physical Damage Coverage is provided, we will pay any unpaid amount due on the lease or loan for such covered "auto" less the following:

- (1)** The amount paid under the Physical Damage Coverage Section of the policy for that "auto"; and

- (2)** Any:

- (a)** Overdue lease or loan payments at the time of the "loss";
- (b)** Financial penalties imposed under a lease for excessive use, abnormal wear and tear or high mileage;
- (c)** Security deposits not returned by the lessor;
- (d)** Costs for extended warranties, Credit Life Insurance, Health, Accident or Disability Insurance purchased with the loan or lease; and
- (e)** Carry-over balances from previous loans or leases.

**M. BLANKET WAIVER OF SUBROGATION**

The following replaces Paragraph **A.5., Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

**5. Transfer Of Rights Of Recovery Against Others To Us**

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of the operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.

Policy Number: CUP7B960268

UMBRELLA

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS**

This endorsement modifies insurance provided under the following:

COMMERCIAL EXCESS LIABILITY (UMBRELLA) INSURANCE

The following is added to Paragraph **11., OUR RIGHT TO RECOVER FROM OTHERS.**, of **SECTION IV – CONDITIONS.**:

If the insured has agreed in a contract or agreement to waive that insured's right of recovery against any person or organization, we waive our right of recovery against such person or organization, but only for payments we make because of:

- a. "Bodily injury" or "property damage" caused by an "occurrence" that takes place; or
- b. "Personal injury" or "advertising injury" caused by an "offense" that is committed;  
subsequent to the execution of the contract or agreement.

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Page 1 of 1

Form <b>W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b> ▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.																																																												
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>PACE Engineers, Inc.</b>																																																														
2 Business name/disregarded entity name, if different from above																																																														
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.																																																													
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)																																																													
	5 Address (number, street, and apt. or suite no.) See instructions. <b>11255 Kirkland Way, Suite 300</b>																																																													
	6 City, state, and ZIP code <b>Kirkland, WA 98033</b>																																																													
7 List account number(s) here (optional)																																																														
<b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. <b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																																																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td> </tr> <tr> <td colspan="3" style="text-align: center;">-</td> <td colspan="3" style="text-align: center;">-</td> <td colspan="4"></td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <td colspan="10" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 30px;">9</td><td style="width: 30px;">1</td><td style="width: 30px;">-</td><td style="width: 30px;">1</td><td style="width: 30px;">5</td><td style="width: 30px;">5</td><td style="width: 30px;">3</td><td style="width: 30px;">7</td><td style="width: 30px;">5</td><td style="width: 30px;">7</td> </tr> </table>			Social security number																				-			-							or										Employer identification number										9	1	-	1	5	5	3	7	5	7
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<b>Part II Certification</b> Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.																																																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Sign Here</td> <td style="width: 45%;">Signature of U.S. person ▶ <i>Erick Shild</i></td> <td style="width: 40%;">Date ▶ <i>01/12/2021</i></td> </tr> </table>			Sign Here	Signature of U.S. person ▶ <i>Erick Shild</i>	Date ▶ <i>01/12/2021</i>																																																									
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<b>General Instructions</b> Section references are to the Internal Revenue Code unless otherwise noted. <b>Future developments.</b> For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> . <b>Purpose of Form</b> An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.																																																														
<ul style="list-style-type: none"> <li>• Form 1099-DIV (dividends, including those from stocks or mutual funds)</li> <li>• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)</li> <li>• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)</li> <li>• Form 1099-S (proceeds from real estate transactions)</li> <li>• Form 1099-K (merchant card and third party network transactions)</li> <li>• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)</li> <li>• Form 1099-C (canceled debt)</li> <li>• Form 1099-A (acquisition or abandonment of secured property)</li> </ul> Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.																																																														

**EXHIBIT C**

City of Kenmore  
Billing Invoice

To: City of Kenmore  
18120 68<sup>th</sup> Ave. NE  
Kenmore, Washington 98028  
Phone: (425) 398-8900  
Fax: (425) 481-3236

Invoice Number: \_\_\_\_\_ Date of Invoice: \_\_\_\_\_

Consultant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_

Contract Period: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

Amount requested this invoice: \$ \_\_\_\_\_

Attach itemized description of services provided.

Specific Program: \_\_\_\_\_

\_\_\_\_\_  
Authorized signature

*For Department Use Only*

-----  
**BUDGET SUMMARY**

Total contract amount	\$ _____
Previous payments	\$ _____
Current request	\$ _____
Balance remaining	\$ _____

Approved for Payment by: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature (Required)

**CITY OF KENMORE CONTRACT NO. 21-C2667  
AMENDMENT NO. 1  
PACE Engineers, Inc., Contract**

This Amendment No. 1 is entered into between the City of Kenmore, a Washington municipal corporation (“City” or “Kenmore”) and PACE Engineers, Inc., a Washington corporation (“Contractor”). City and Contractor are each a “Party” and together “Parties” to this Amendment.

The Parties hereby agree as follows:

**RECITALS:**

- A. The City and Contractor entered into an agreement on February 4, 2021, for the purpose of providing on-call services related to development review, inspections and planning support services or any other engineering/planning services requested by the City (“Agreement”).
- B. The Agreement needs to be amended to increase the maximum contract amount. The increase is necessary in order to provide planning support services for the vacant Planner position in Development Services department.
- C. In order to make this change, the Agreement needs updating.

**FIRST AMENDMENT TO AGREEMENT:**

- 1. **Amendment.** Section 2 of the Agreement is hereby amended to read as follows:

The City shall pay the Consultant a sum not to exceed \$100,000 per year.

- 2. **Severability.** The provisions of this Amendment are declared to be severable. If any provision of this Amendment is, for any reason, 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 provision.
- 3. **Entire Agreement.** The written provisions and terms of this Amendment shall supersede all prior verbal statements of any officer or other representative of the parties, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner whatsoever, this Amendment. The entire agreement between the Parties with respect to the subject matter hereunder is contained in the Agreement and exhibits thereto, any prior executed amendments and this Amendment. Should any language in any of the Exhibits to the Agreement or prior amendments conflict with any language contained in this Amendment, then this Amendment shall prevail. Except as modified by this Amendment, all other provisions of the original Agreement and any amendments thereto not inconsistent with this Amendment shall remain in full force and effect.

Amendment No. 1 to Agreement between City of Kenmore and PACE Engineers, Inc.  
Contract No. 21-C2667  
Page 1  
Updated 1/2022 IBDR



4. **Effective date.** This Amendment shall be effective as of September 26, 2022.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CONSULTANT: PACE ENGINEERS, INC.

CITY OF KENMORE:

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Name: Kenneth H Nilsen

Title: Executive Vice President

Rob Karlinsey  
City Manager

Address: 11255 Kirkland Way, Suite 300  
Kirkland, WA 98033

APPROVED AS TO FORM:

Phone No.: 425 - 827-2014

\_\_\_\_\_  
Kenmore City Attorney's Office



## Business of the City Council City of Kenmore, WA

**Subject/Topic:** Comprehensive Plan and Development Regulation Amendments – Public Hearing

**Proposed Council Action/Motion:** Hold a public hearing on the Comprehensive Plan and Development Regulation Amendments, particularly development regulation changes that would allow duplexes and triplexes throughout the R-6, Residential, zoning district.

**For Council Meeting Agenda of:** 9/26/22

**Department:** Community Development

**Prepared by:** Debbie Bent, Community Development Director and Lauri Anderson, Principal Planner

**Initial & Date**

<b>Approved by Department Head:</b>	<b>DB, 9/2/22</b>
<b>Approved by City Attorney:</b>	<b>NA</b>
<b>Approved by Finance Director:</b>	<b>NA</b>
<b>Approved by City Manager:</b>	<b>RK, 9/15/22</b>

**Exhibits/Attachments:**

- Attachment 1: Summary of “Missing Middle” housing changes (including images, Attachments 1a through 1d)
- Attachment 2: Draft Vision Statement
- Attachment 3: Draft Land Use Element
- Attachment 4: Draft Housing Element
- Attachment 5: Draft Capital Facilities Element
- Attachment 6: Revised Zoning Map
- Attachment 7: Draft “Missing Middle” amendments
- Attachment 8: Public hearing flyer
- Attachment 9: “Missing Middle” housing FAQs

At your meetings on 7/18 and 7/25, you requested changes to the Comprehensive Plan and development regulation amendments recommended by the Planning Commission. On 9/12/22, you reviewed those changes. As these preliminary recommendations would allow duplexes and triplexes throughout the R-6, Residential, zoning district (instead of only within ¼-mile of the City’s two main transit corridors), a public hearing is needed. Attachment 1 is a summary of the “Missing Middle” housing (duplex and triplex) changes. Attachments 2 through 7 are the revised documents, with changes highlighted.

On September 26, staff will provide a brief overview of the amendments. The City Council then should hold the public hearing. It is anticipated that the City Council will make final edits to the Comprehensive Plan and development regulation amendments at the October 17 City Council meeting, with final ordinance adoption scheduled for November 7.

September 26 has been advertised as the public hearing date on the City’s “Missing Middle” webpage, through social media, and through a flyer (Attachment 8) mailed to all Kenmore households. The flyer also provided information about a presentation to the community on “Missing Middle” housing by Karen Parolek of Opticos Design—scheduled for September 21 at 7:00 p.m. The link to her presentation is here: <https://kenmorewa-gov.zoom.us/j/83443034254>. As you know, Opticos Design coined the term “Missing Middle” housing and has helped craft the draft code amendments to ensure that new duplexes and triplexes are “house-scale.”

Attachment 9 provides responses to frequently-asked questions about “Missing Middle” housing.

Public notice of the “Missing Middle” housing changes has been extensive. The Planning Commission began their discussion of “Missing Middle” housing in January 2021. All Planning Commission materials are sent to a broad mailing list and new names are regularly added.

In April 2021, the Commission advertised and hosted a presentation by Joe Minicozzi of Urban3 who discussed how different types of development impact city finances and the importance of “thickening” the community through techniques such as “Missing Middle” housing.

In July 2021, a city-wide survey was launched and information was sent to all mailboxes in the City (twice) inviting participation. The scientifically valid survey included questions about housing and was used to prepare a public participation plan. The goal of the survey was to identify initial community reactions--before any education on the "Missing Middle" topic. The survey information invited participants to sign up to receive Planning Commission materials and the regular mailing list was expanded.

In November 2021, the Commission hosted a virtual Housing Forum—advertised on the City’s website and social media, and through a flyer distributed in the community and mailed to the City’s various mailing lists.

An additional flyer about "Missing Middle" housing was mailed to the City’s mailing lists and physically distributed to the Hangar, the Senior Center, and local parks in March 2022.

In May, the Planning Commission held their public hearing on the project, with a postcard mailed to all addresses in Kenmore, and special outreach to the Spanish-speaking community.

Articles about "Missing Middle" housing were included in the Fall 2021, Winter 2022, and Spring 2022 Quarterly publications which were mailed to all households. Too, articles appeared in the regular E-news publications beginning in September 2021 (articles in September, November 2021, December 2021, February 2022, April 2022, and August 2022). Social media posts and webpage updates have been a regular part of the project (see the City’s "Missing Middle" webpage at <https://www.kenmorewa.gov/government/housing/missing-middle-housing>)

**FISCAL CONSIDERATION:** The Community Development Department budgeted \$150,000 for the Comprehensive Plan update over the 2021-2022 biennium. Staff used consultant assistance in 2021 and 2022 to develop a public participation plan, conduct a statistically valid survey of residents to provide input to the planning process, host a community forum on "Missing Middle" housing, conduct outreach to those who use Spanish, and help prepare draft code amendments for duplexes and triplexes addressing neighborhood compatibility. The City has been awarded a \$120,000 grant for further consideration of Middle Housing types.

**COUNCIL PRIORITY BEING ADDRESSED:** Most of the City Council’s 2021/2022 priorities are addressed by the Comprehensive Plan update, including Priority 1: "Increase and preserve the options for affordable housing stock;" Priority 2: "...promote Environmental Stewardship..." Priority 3: "Develop and Implement a Diversity Equity, and Inclusion Policy..." Priority 6: "Focus on and emphasize multimodal transportation safety..." and Priority 11: "Engage and educate the community on growth and development in Kenmore."

ATTACHMENT 1

## **DRAFT “MISSING MIDDLE” HOUSING CODE AMENDMENTS**

### **SUMMARY OF PROPOSED CHANGES TO ALLOW DUPLEXES AND TRIPLEXES**

#### **BACKGROUND**

Why “Missing Middle” Housing? Why now? The Puget Sound region is suffering from an acute housing crisis like never before. Over the last decade, home prices in King County have grown at a significantly higher rate than household income. Conditions have continued to deteriorate.

There are countless people who would love to live in Kenmore but just can’t afford it. These are people who would like to live closer to their jobs. They are engineers, grocery store managers, firefighters, airplane machinists, wetland biologists, nonprofit administrators, university faculty, and many other middle-income workers. These are the people that would benefit from middle housing.

To be able to afford to buy a single family home in Kenmore, a family must earn nearly three times the King County median income. Lack of housing inventory in relation to jobs and population growth is the main cause of this crisis.

Lack of choice in housing types is also a major problem. The overwhelming majority of housing in Kenmore falls into two extreme categories: Multifamily apartments and single family homes. This “Missing Middle” initiative attempts to help alleviate the crisis by providing more attainable housing choices that are still “house-scale” and preserve the look and feel of our residential neighborhoods.

Kenmore is known as a first ring suburb to major job centers in Seattle and the Eastside. For the climate and for racial and social equity, cities near these job centers have an obligation to unlock and make more efficient and equitable use of their residential land. Middle housing is one tool to help make this happen.

What specifically is being proposed? The draft “Missing Middle” housing code amendments would allow duplexes (2-unit buildings) and triplexes (3-unit buildings) throughout the City’s R-6, Residential, zoning district.

“Missing Middle” housing consists of *house-scale* buildings containing more than one dwelling unit that are compatible with single-family neighborhoods. “Missing Middle” housing includes duplexes, triplexes, cottage housing, and other housing types that offer alternatives to apartment living. This housing provides options in between mid-rise apartments and detached single-family homes.

To ensure compatibility with surrounding single-family residences, the duplex and triplex amendments include size limits on new buildings, along with design standards that address height, entries, garages, parking, and driveways. The goal is to ensure that large structures, out of scale with existing neighborhoods, are not constructed.

## ATTACHMENT 1



Duplex



Triplex

Allowing more “Missing Middle” housing in Kenmore will check a lot of very important boxes, including:

1. Doing our part to end our region’s unprecedented housing crisis by providing more attainable housing and providing more housing choices in the gap between single family homes and apartment buildings;
2. Adding a better mix and flexibility of housing types to meet ever changing demographic and generational needs;
3. Creating more housing choices for middle income workers, such as schoolteachers, first responders, and tradespeople;
4. Providing more inclusive neighborhoods, fighting systemic racism, and reducing barriers to those who wish to live or stay in Kenmore;
5. Allowing people to live closer to their jobs, thereby reducing traffic congestion, the carbon emissions that contribute to climate change, and the time and income spent on driving; and
6. Preventing suburban sprawl that:
  - requires more expensive infrastructure, including more roads and pipes
  - results in more tree cutting and negative impacts to the natural environment.

### **THE PROPOSED REGULATIONS**

#### **New definitions for duplex and triplex**

New definitions clarify that dwelling units in a duplex or triplex could all be owned by a single individual for rental, or could be separately owned through a condominium. The amendments clarify that a duplex or triplex is not a townhouse which has separate review and approval standards.

#### **Permitted locations**

Duplexes and triplexes would be allowed in the R-6 Residential zoning district. The draft Zoning Map, showing the R-6 zone (now titled the R-M, Residential Medium-Density, zone) is included as Attachment 6 to the agenda packet.

#### **Focus on lot dimensions rather than lot sizes**

## ATTACHMENT 1

The current minimum lot size in the R-6 Residential zoning district is 5,400 sq.ft. The new standards don't include a minimum lot size but do specify minimum lot dimensions to build a duplex or triplex. These dimensional standards would allow a stacked duplex (one unit on top of the other) on a minimum 40' wide x 100' deep lot and a side-by-side duplex or triplex on a minimum 50' wide x 100' deep lot.

### Dimensional standards for new duplex and triplex buildings

Regulations would control how wide and how deep a building could be as viewed from the street or accessway and would mimic the dimensional standards of traditional single-family houses. The allowable dimensions vary based on the lot dimensions and, in some cases, restrict the location of the building to allow room for future subdivision and development.

Attachments 1a through 1c include drawings of a new single-family house (based on size information from a sample of 2021 building permits), a duplex and a triplex. The duplex and triplex meet the dimensional requirements of the proposed regulations. The duplex and triplex buildings have smaller footprints than the new single-family house, even though they contain more housing units.

Attachment 1d is an aerial photo showing footprints of a possible duplex and triplex development meeting the proposed standards on a lot in Kenmore. Comparing the duplex and triplex buildings with the surrounding single-family development, the buildings fit with the neighborhood and are "house-scale."

### Limited height

Current R-6 Residential standards allow a maximum height of 35'—enough for a 3-story structure. The proposed regulations would reduce building height to 30' for duplexes and triplexes and mandate that eaves not exceed a height of 24'—guaranteeing no more than a 2 1/2 -story structure.

### Building placement and entry design standards

Proposed amendments require that the duplex or triplex face the street. The main entrance must either be on the front façade or a side entrance(s) that provides a recognizable building element (entry porch) to flag the location from the street. Side entries must provide a walkway to the street.

### Garage standards

A garage or carport would be set back 20' from the front façade of the building and could not have more than the equivalent of two garage doors facing the street. To preserve the focus of the streetscape on residential buildings rather than cars, the draft regulations allow a garage to be located in the rear yard, with a 10' setback from the rear property line (rather than 20') unless an alley is present that would allow a further reduced setback.

The standards encourage use of a porte-cochere to provide weather protection for vehicle unloading when parking is at the rear of the lot.



ATTACHMENT 1



Porte-cochere



Porte-cochere

Surface parking standards

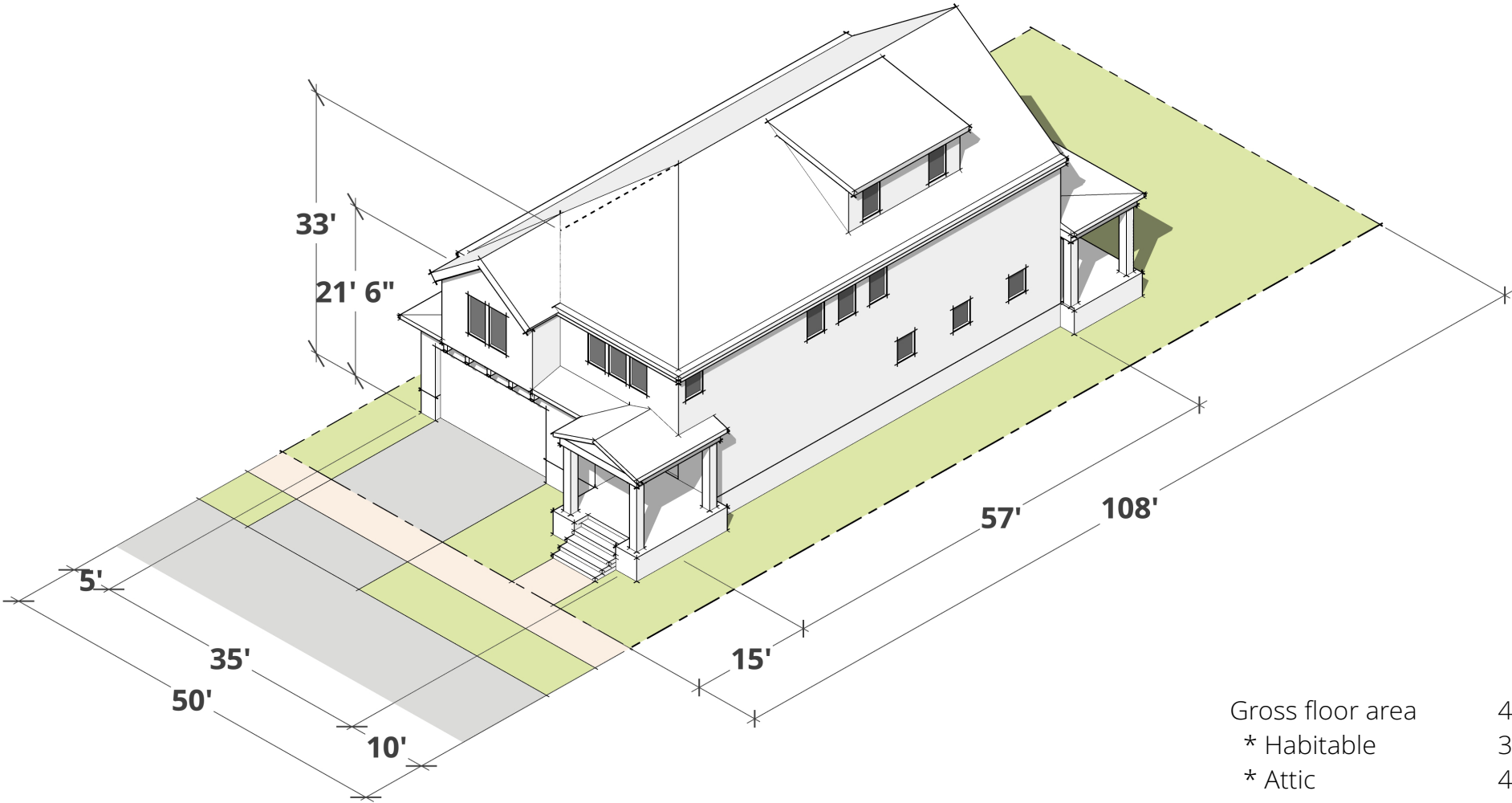
Surface parking would not be allowed in a street setback or closer than 5' to a side or rear property line. Screening would have to be provided.

Driveway design standards

To minimize the appearance of wide driveways from the street, driveway widths would be limited to 12' in front of the duplex or triplex building and could be reduced to 10' in side yards behind the building façade and at the rear of the lot. Driveways could be within 3' of side property lines if a 3' landscape strip of native vegetation or a fence is provided.

Tree preservation

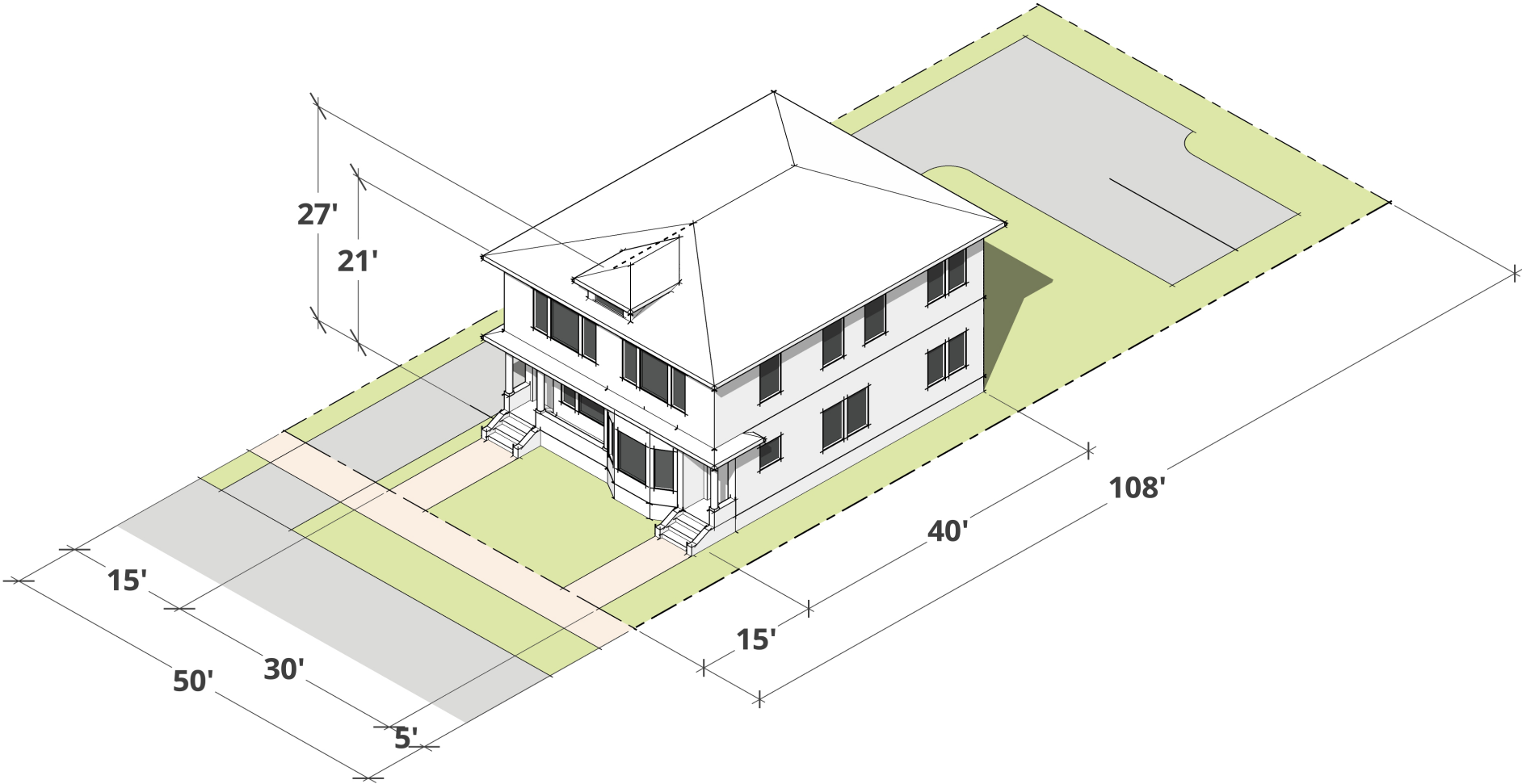
By not changing Zoning Code sections related to tree preservation, new duplexes and triplexes would be required to meet the multifamily tree preservation standards which are more protective than single-family standards.



Single Family House on 50' x 108' Lot

Gross floor area	4,100	gsf
* Habitable	3,100	gsf
* Attic	450	gsf
* Garage	550	gsf
Gross site area	0.12	ac
Number of units	1	du
Density	8.0	du/ac
Unit type mix	4bd / 4ba	

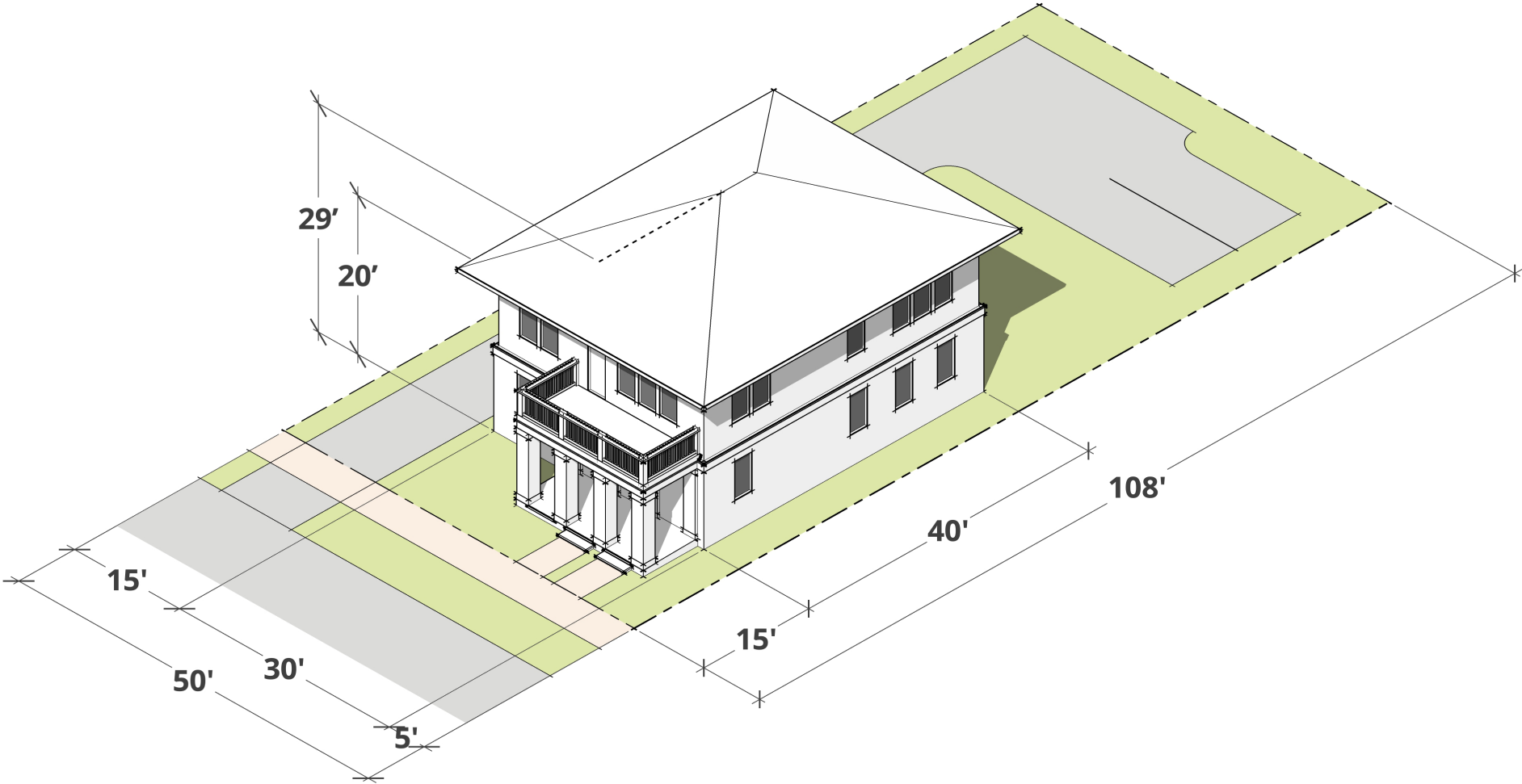




Duplex on 50' x 108' Lot

Gross floor area	2,290	gsf
Gross site area	0.12	ac
Number of units	2	du
Density	16.1	du/ac
Unit type mix	2bd / 2ba (1,145 gsf) x 2du	



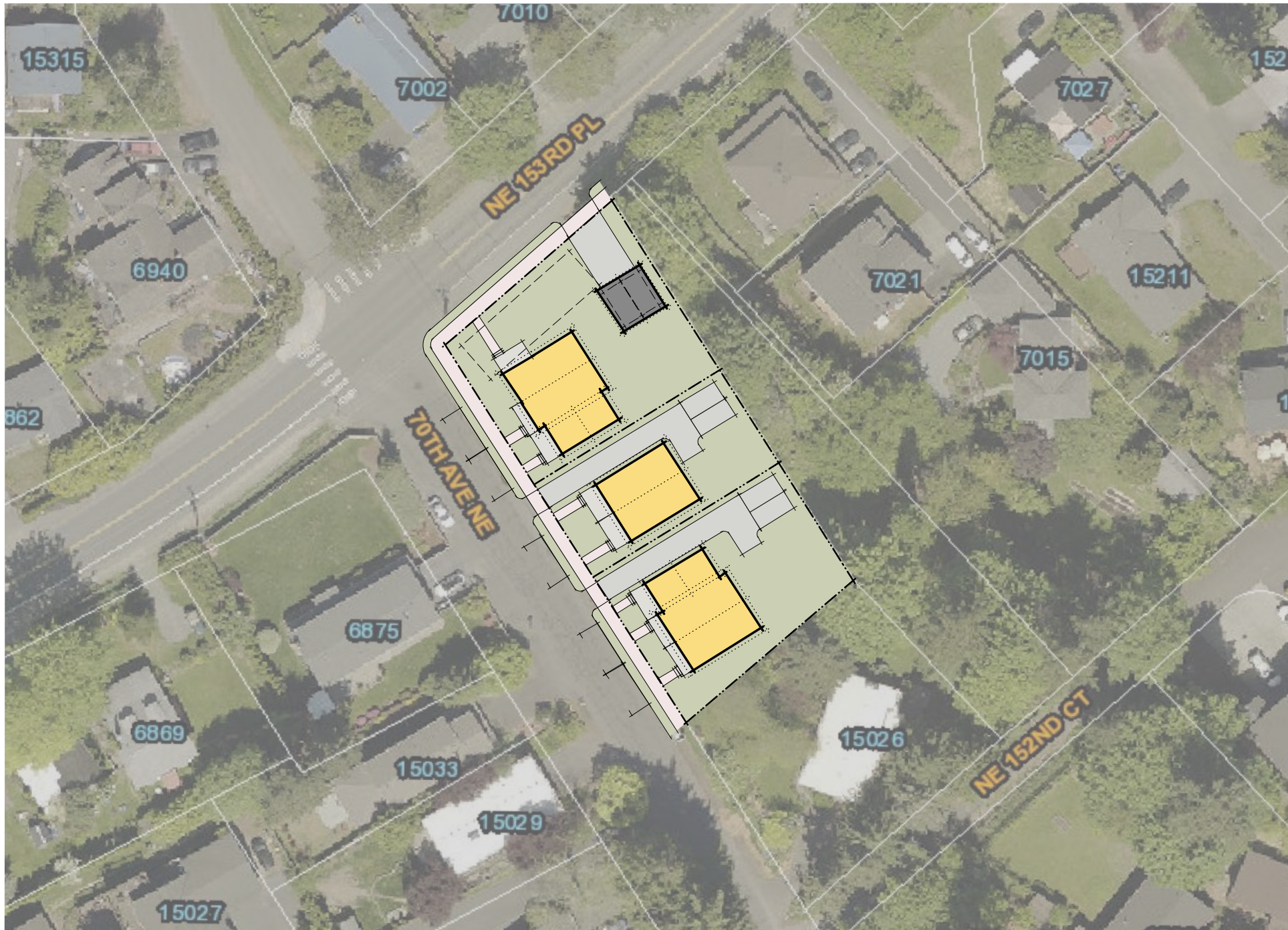


Triplex on 50' x 108' Lot

Gross floor area	2,400	gsf
Gross site area	0.12	ac
Number of units	3	du
Density	24.2	du/ac
Unit type mix	1bd / 1ba (600 gsf) x2 2bd / 2ba (1,200 gsf) x1	







Proposed Site Plan

Program Summary

Site Area			
Developable	0.47	ac	
Gross	0.47	ac	
Program Totals			
Unit Count	8	du	
Building Count	3	bldg	
<sup>1</sup> Building Area (Gross)	8,280	gsf	
Parking Count	11	sp	
Parking Ratio	1.4	sp/du	
Density			
Developable	17.0	du/ac	
Gross	17.0	du/ac	
Unit Types		Unit GSF	Count
2 BD		900	2 du
2 BD		1,080	6 du
Building Types		Bldg GSF	Count
Duplex Side-By-Side		2,160	1 bldg
Triplex (2-Story)		3,060	2 bldg
Parking Mix		Proposed	Target
On-street		5	-
Surface		4	-
Carport		-	-
Garage		2	-
Tuck-Under		-	-

<sup>1</sup> Excludes garage area (480 gsf).

Legend

- 2-Story Building Height
- Garage



DRAFT

NFD Concept Site Plan (Compliant)

Preliminary Site Plan Studies | 09.13.2022

Kenmore MMH Opportunity Sites

© 2022 Opticos Design Inc. CP 1

## ATTACHMENT 2

1 ~~Text~~ = deleted text

2 Text = new text

3 ~~Text~~ = text revised for City Council

## KENMORE 20-YEAR VISION

4  
5  
6  
7 As we look into the future, we see Kenmore as a place that residents, businesses  
8 and visitors find welcoming, with courteous people, ~~and that~~ offering a high  
9 quality of life to live, raise children, shop, work, recreate, and socialize. In 2035~~44~~,  
10 we see Kenmore as a fun, vibrant waterfront community centered on the  
11 waterfront but including a variety of unique neighborhoods that

- 12 a. ~~offers~~encourages a diversity of well-maintained, complementary housing types to provide ~~a choice of~~  
13 ~~attractive~~ living accommodations affordable to ~~for~~ all residents
- 14 b. protects natural and environmentally sensitive areas, significant open space, trees, ~~and~~ air and water  
15 quality, and healthy wildlife habitat, knowing that a healthy environment is critical to human health
- 16 c. leads and actively participates in regional efforts to promote environmental stewardship,  
17 sustainability, restoration, and conservation while continuing to act boldly and wisely to slow climate  
18 change and address its impacts
- 19 d. is friendly and inclusive, and family friendly, with a small town feeling, that welcoming all types of  
20 families, supporting diversity, and ~~fosters~~ing a sense of belonging and pride in all residents
- 21  
22 e. is connected both visually and physically to its waterfront, recognizing it as a significant local and  
23 regional asset
- 24 f. supports recreation and health through well-maintained parks, community centers, trails, and open  
25 spaces
- 26 g. is a walkable and bikable community that provides a safe, reliable and effective system of streets,  
27 sidewalks, bike-ways, and trails, ~~and transit routes,~~ linking significant local and regional destinations
- 28 h. embraces its role as a high-capacity transit community, supporting bus rapid transit and other transit  
29 options as part of the regional network
- 30 i. provides convenient access to goods and services essential to residents' daily needs
- 31 j. ~~supports the character of~~seeks to enhance the quality of life in its ~~single-family~~ residential  
32 neighborhoods
- 33 k. has its own sense of place and ~~an identifiable, walkable pedestrian-friendly~~ downtown offering  
34 commercial, civic, cultural and park spaces, integrated with multifamily housing
- 35 l. has an economic base that provides a range of goods and services, offers quality employment  
36 opportunities, and supports local businesses
- 37 m. has clear design standards creating attractive, functional, and enduring buildings and places
- 38 n. encourages volunteerism and public involvement and works as a good partner with citizen residents and  
39 governments throughout the region



ATTACHMENT 2

- 1 o. supports the safety, **physical and mental** health, and welfare of all of its **citizensresidents**
- 2 p. supports and encourages education and quality schools
- 3 q. supports local arts, culture and history
- 4 **To achieve this vision, responsible **and financially sustainable** commitments in**
- 5 **planning and resources will be made. We share and support this vision for**
- 6 **Kenmore.**

## ATTACHMENT 3

~~Text~~ = deleted text

Text = new text

Text = text revised for City Council

## **LAND USE ELEMENT AMENDMENTS**

### **INTRODUCTION**

#### **Purpose**

The Land Use Element plays the central role of directing land use patterns and guiding land use decision-making. It provides the basis for housing, transportation, public service, utility, and capital facility plans. The Land Use Element ~~is divided into~~includes sub-elements due to the variety and complexity of issues:

#### **Land Use**

- Downtown
- Community Design
- Natural Environment
- Shorelines
- Economic Development.

#### **Growth Management Act**

The land use element is the central requirement in the Growth Management Act (GMA). It provides the basis for all the other required elements including housing, transportation, capital facilities, and utilities elements. These other elements rely on the future land use pattern and the population and housing accommodated by the land use pattern in determining needed improvements and strategies. The specific GMA requirements for the land use element include addressing:

- Distribution/location/extent of land uses: Agriculture, timber production, housing, commerce, industry, recreation, open spaces, general aviation airports, public utilities, public facilities, ~~and other~~ land uses
- Population densities, building intensities, and estimates of future population growth
- Protection of the quality and quantity of ground water used for public water supplies
- Urban planning approaches that promote physical activity. ~~In Kenmore, goals, objectives and policies related to this responsibility also are included in the Parks, Recreation and Open Space Element.~~
- Drainage, flooding, and stormwater runoff within and nearby the jurisdiction as well as guidance for corrective actions to mitigate or clean discharges to waters of the state. ~~In Kenmore, goals, objectives, and policies related to this responsibility also are found in the Surface Water Element.~~

## ATTACHMENT 3

Although the GMA directs growth at urban densities to the Urban Growth Area (including Kenmore), lower development densities may be used as a strategy to protect critical areas.

### **VISION 2050**

VISION 2050 is a regional growth strategy prepared by the Puget Sound Regional Council (PSRC) addressing King, Kitsap, Pierce, and Snohomish Counties. VISION 2050 directs future development into the urban growth area, while focusing new housing and jobs in cities and within a limited number of designated regional growth centers. In VISION 2050, Kenmore is identified as a “Larger City” which is described below as follows:

A Larger City has a combined population and employment total over 22,500, but is smaller than a Metropolitan or Core City. Many of these 18 cities (which include Edmonds, Kenmore, Mountlake Terrace, Shoreline, and Woodinville) are home to important local and regional transit stations, ferry terminals, park and ride facilities, and other transportation connections. Central places within this group of cities 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. High Capacity Transit Communities include cities connected to existing or planned light rail, commuter rail, ferry, streetcar, and bus rapid transit facilities... As the region’s transit system grows, these 34 communities play an increasingly important role as hubs to accommodate regional employment and population growth. Targeting growth within these transit-rich communities helps to support mobility and reduces the number and length of vehicle trips.

VISION 2050 calls for the High Capacity Transit Communities in King County to accommodate 11% of the County’s anticipated population growth and 6% of the anticipated employment growth between 2019 and 2044. Nine King County communities besides Kenmore (including some annexation areas) are designated as High Capacity Transit Communities, including Shoreline, Lake Forest Park and Woodinville.

The Multi-County Planning Policies required by the Growth Management Act are part of VISION 2050 and provides a common regionwide framework for countywide and local planning in the central Puget Sound region. Policies address regional collaboration, the regional growth strategy, the environment, climate change, development patterns, housing, economy, transportation, and public services. The policies reflect the commitment in the VISION 2050 vision statement to provide, “protect the environment, support and create vibrant, livable, and healthy communities, offer economic opportunities for all, provide for safe and efficient mobility, and use the region’s resources wisely and efficiently an exceptional quality of life and opportunity for all, connected communities, a spectacular natural environment, and an innovative, thriving economy.”

### **Countywide Planning Policies**

The 2022 King County Countywide Planning Policies (CPPs) define an Urban Growth Area within which urban development should occur. The City of Kenmore is included within the Urban Growth Area. The overall land use goal is that “growth in King County occurs in a compact, centers-focused pattern that uses land and infrastructure efficiently, connects people to opportunity, and protects Rural and Natural Resource Lands. Residential, commercial, and industrial development should occur in an urban context and be sufficiently dense to efficiently support urban services.

## ATTACHMENT 3

The policies establish a “centers” strategy. Growth is to be focused within cities with a countywide designated Urban or Manufacturing/Industrial Regional Growth Centers such as Seattle’s Northgate and Kirkland’s Totem Lake areas. Local Countywide Growth eCenters, including Kenmore, accommodate housing, employment and services in a compact form and at sufficient densities to support existing or planned high capacity transit service and to make efficient use of urban land. As in Vision 2040 VISION 2050, Kenmore is identified as a “Larger City High Capacity Transit Community.”

The CPPs contain goals and policies related to the environment, development patterns, housing, the economy, transportation, and public facilities and services. One of the guiding principles of the CPPs is, “centering social equity and health.”

## EXISTING CONDITIONS

### History of Kenmore

Kenmore’s beginnings and cultural features help provide a context for understanding Kenmore today. This section addresses archaeological and historic resources in the City of Kenmore.

### Native Americans

The Native Americans who lived in the Sammamish River Valley Area were known as the Simump Tribe. Local settlers called them the Squaks, a corruption of the word “Squowh.” According to historical accounts, not more than approximately 200 Native Americans lived along Lake Sammamish or the Sammamish River Valley when white settlers arrived in the 1860s. Numerous arrowheads were found by early settlers at the mouth of the Sammamish River along Lake Washington.

According to the King County Office of Cultural Resources, there are no registered archaeological sites in Kenmore. However, the 1975 Washington Environmental Atlas, prepared by the US Army Corps of Engineers, indicates that along Lake Washington and the mouth of the Sammamish River are “areas known to contain large numbers of sites.” It is therefore possible that there are unknown archaeological sites in Kenmore due to its lake and river frontage and low elevations.

### Kenmore Founders White settlers

Abundant timber lured settlers to the Kenmore area in the 1860s. At that time, the forest-covered hills were owned/controlled by investors in Washington timber lands. Philo Remington, gun inventor, purchased vast land holdings including some in Kenmore. His son-in-law Watson C. Squire moved west, settling in the Seattle area, and purchased most of Remington’s land holdings in Kenmore in 1880. Squire owned most of what is the northwest quadrant of Kenmore, from 62<sup>nd</sup> Avenue NE to 68<sup>th</sup> Avenue NE and from the waterfront to the top of the hill at NE 190<sup>th</sup> Street. He platted this land in 1892. Squire later became Territorial Governor in 1884, and then the first U.S. Senator from the State of Washington in 1889.

John McMasters leased property from Squire and operated McMasters’ Shingle Mill from 1900 to 1920, the first commercial business in Kenmore. The mill was located just east of the current Kenmore Pre-Mix site. It was McMasters who named the community Kenmore because it reminded him of his birthplace Kenmore, 40 miles south of Ottawa, in Canada. This in turn had been named after Kenmore, Scotland, which is has similar geography to the study area with its large lake and surrounding mountains.

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Kenmore was considered rural and was connected to the region via railroads and logging roads as far back as 1876. In 1887, Seattle's Lake Shore and Eastern train went around Lake Washington along the route of today's Burke-Gilman trail and was a major regional line serving Puget Sound logging areas.

Seattle residents would take Sunday train rides rather than risk primitive roads to visit Kenmore and its "wilderness." There were early wagon roads between Seattle and Kenmore and by 1909 a road had been paved as far as Lake Forest Park. During 1913-1914, the brick road between Lake Forest Park and Bothell was opened and followed the original wagon trail. Other than travel by train or wagon, the area was accessible by steamboats that would stop at various landings on the lake.

After completion of the brick road (now Bothell Way) in 1913-1914, restaurants sprang up in the Kenmore portion of the road and it became a custom to drive out to Kenmore for Sunday dinner. A piece of the original brick road is still visible just north of the former Wayne Golf Course clubhouse in Bothell.

About the time of the completion of the brick road, Kenmore School District built its first school in 1914 on McMasters Street, now NE 181<sup>st</sup> Street. Classes ranged from eight to 12 students in one class, with a class for each age. When no longer used as a school, the Kenmore Community Club used the building from 1925 to 1930. The Kenmore School District joined with the Bothell School District in 1916.

After the end of logging and in the days after World War I, Kenmore's population increased when Puget Mill sold a number of small tracts for residential use. The mill owners held much of the land in what is now Kenmore and when lots were put on the market, many homes were built north of what would be Bothell Way. Even with this boost in residents, the town was still a small community of about 150 persons and a few businesses.

The area began to develop and increase its population in the early 1930s. This growth and development included restaurants, dance halls, and roadhouses along Bothell Way, and earned Kenmore a questionable reputation. The area was known as "Roadhouse Strip."

In contrast to the development of the roadhouses, St. Edward Seminary was built in 1931 on 300 acres of Archdiocese property. Neighboring St. Thomas Seminary was built in 1959. Due to the lack of enrollment, St. Edward was closed in 1976 and St. Thomas was closed in 1977. A citizen campaign resulted in the State's purchase of the St. Edward portion of the property while the former St. Thomas seminary was leased to and eventually purchased by Bastyr University.

In the 1940s several businesses, many still operating, were established and provided local employment. Continuing Kenmore's connection to Lake Washington, in 1946 Bob Munro established Kenmore Air Harbor with one hangar and one two-seater aircraft.

### **Historic Structures and Places**

The King County Historic Preservation Program maintains an inventory of over 1,000 historic resources located throughout the County. Development proposals for resources listed on the inventory are circulated to the King County Historic Preservation Officer for review and comment. The approximately 100 sites in Kenmore which are included in the 2010-2011 Historic Reconnaissance-Level Survey conducted by the King County Historic Preservation Program include:

- Kenmore Bridge over the Sammamish River

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- 1      • ~~Kenmore Community Clubhouse~~
- 2      • ~~Aqua Club~~
- 3      • ~~Inglewood Golf Course Clubhouse~~
- 4      • ~~St. Edward Seminary~~
- 5      • ~~St. Thomas Seminary (Bastyr University)~~
- 6      • ~~Kenmore Air Harbor House~~
- 7      • ~~Arnston Hartlove Grocery~~
- 8      • ~~Northlake Lutheran Church~~
- 9      • ~~Church of the Redeemer~~
- 10     • ~~Charles Thomsen House~~

Name	Address	Local Landmark?
<del>Kenmore Community Clubhouse</del>	<del>7304 NE 175<sup>th</sup> Street</del>	<del>Yes</del>
<del>Aqua Club</del>	<del>18512 58th Avenue NE</del>	
<del>Inglewood Golf Course Clubhouse</del>	<del>6505 Inglewood Road NE</del>	
<del>St. Edward Seminary (The Lodge at St. Edward State Park)</del>	<del>14477 Juanita Drive NE</del>	<del>Yes</del>
<del>St. Thomas Seminary (Bastyr University)</del>	<del>14500 Juanita Drive NE</del>	
<del>Kenmore Air Harbor House</del>	<del>6321 NE 175th Street</del>	
<del>Northlake Lutheran Church</del>	<del>6620 NE 185th Street</del>	
<del>Church of the Redeemer</del>	<del>6220 NE 181st Street</del>	
<del>Charles Thomsen House</del>	<del>7330 NE 170<sup>th</sup> Street</del>	<del>Yes</del>

11

12 The above sites are located on **Figure LU-1**. ~~Most are potentially eligible for local landmark status. The~~  
 13 ~~Kenmore Community Clubhouse was designated as a local landmark in 2015. The Thomsen House was~~  
 14 ~~designated as a King County Landmark prior to Kenmore's incorporation. Both of these~~ The City's local  
 15 landmark properties are described more fully below.

16 *Charles Thomsen House*

17 The Charles M. Thomsen House was built in 1927 ~~in the French Provincial Style and was designated as a~~  
 18 ~~King County Landmark prior to Kenmore's incorporation in 1998.~~ While the vast majority of Period



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Revival style residences in King County are located in Seattle, the handful of Period Revival homes in formerly rural, unincorporated areas of the County consist of variations of the English Cottage and Colonial Revival Styles. The Thomsen EstateHouse is notable as it is the only known example of a rural residence constructed in the French Provincial Style and it is considered to be in good condition with many original features. The Charles Thomsen House may be eligible for the State of Washington Heritage Register or the National Register.

#### *Kenmore Community Clubhouse*

The Kenmore Community Clubhouse was constructed in 1929-1930 for the Kenmore Community Club and was designated as a local landmark in 2015. The Landmarks Commission's landmark designation report states that the Clubhouse is a rare surviving building that exemplifies the importance of clubs and civic organizations in early to mid-20<sup>th</sup> century King County. The Clubhouse has served as a meeting space for a wide variety of organizations and activities, especially during the 1930s, 40s and 50s, and is still being used for its original purpose.

#### *St. Edward Seminary/Lodge at St. Edward State Park*

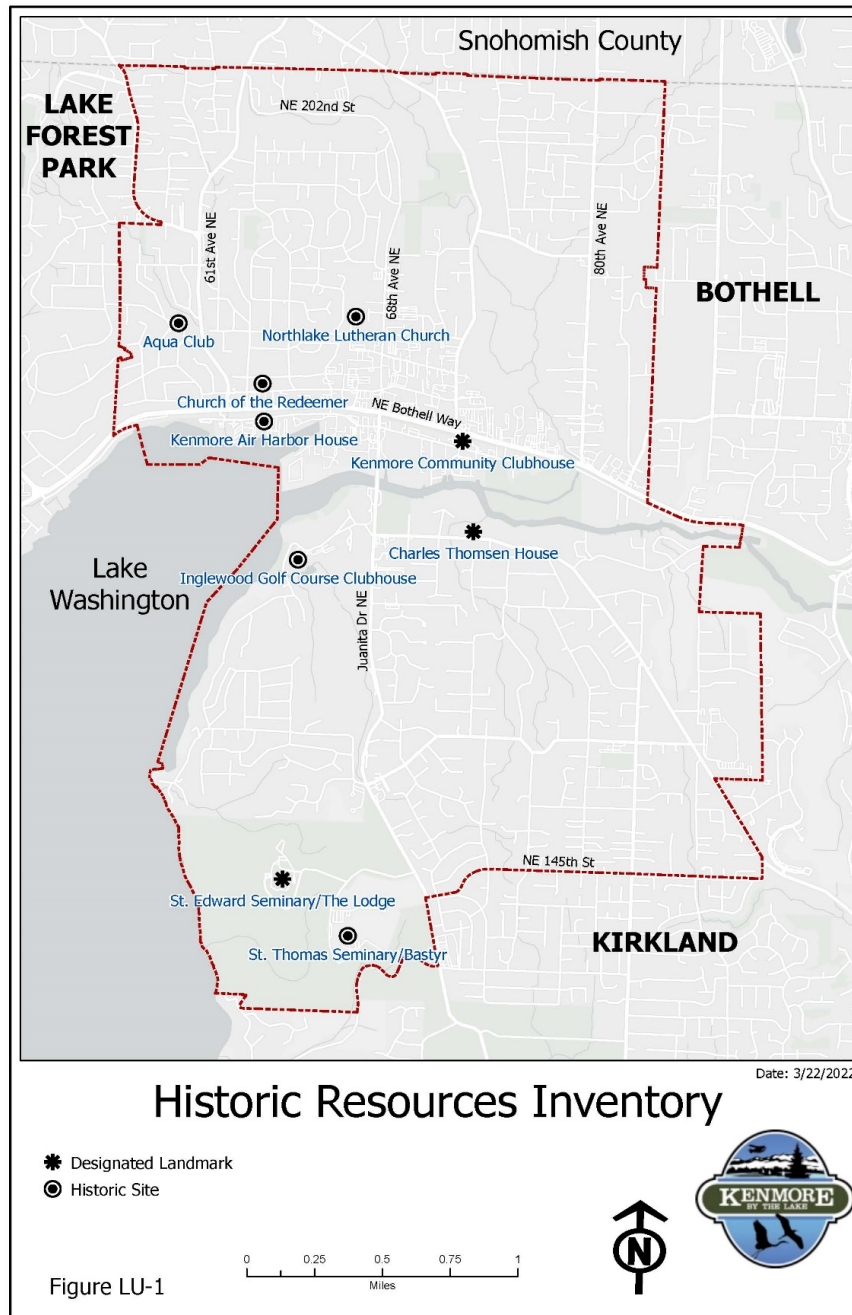
The St. Edward Seminary opened doors in 1931 as Washington State's first Catholic seminary for the education of diocesan priests. In the late 1930s, the school became the first fully accredited seminary in the United States. The building is a highly intact, large-scale example of the Late Romanesque Revival style and is the work of architect John Graham Sr. a prolific early 20th century architect in the Pacific Northwest whose most notable commissions in Seattle included the Space Needle, Frederick & Nelson Department Store, Dexter-Horton Building, and the former Bon Marche building. After declining enrollment, the seminary and its surrounding land were sold in 1977 to the State of Washington to become Saint Edward State Park. Beginning in 2017, Daniels Real Estate rehabilitated and restored the seminary building which had been vacant and fallen into disrepair. The Lodge at St. Edward State Park opened in 2021.

According to the State of Washington Office of Archaeology and Historic Preservation, tThe St. Edward Seminary is listed on the State of Washington Heritage Register and in the National Register of Historic Places. It was awarded local landmark status in 2018 at the same time the property was rehabilitated and restored into the Lodge at St. Edward State Park. The Charles Thomsen House may also be eligible for the Washington Heritage Register or the National Register.

TheA 2010-2011 reconnaissance survey also identified many homes in the Uplake Terrace neighborhood that may be eligible for local landmark status as representative of Mid-Century Modern architecture. Additional historic surveys would identify potential landmarks in other neighborhoods of the City.

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**Land Use Patterns**

This section analyzes existing land use patterns in the City of Kenmore. Both existing and planned land uses are addressed.

**Existing Land Uses**

The City of Kenmore boundaries encompass approximately 6.1 square miles of land. The City contains primarily single-family residential land uses, but also includes a variety of other uses as shown in **Table LU-A and Figure LU-2**. Kenmore is largely a built-out community with a limited amount of unconstrained vacant land suitable for development, but **with** significant opportunities for redevelopment.

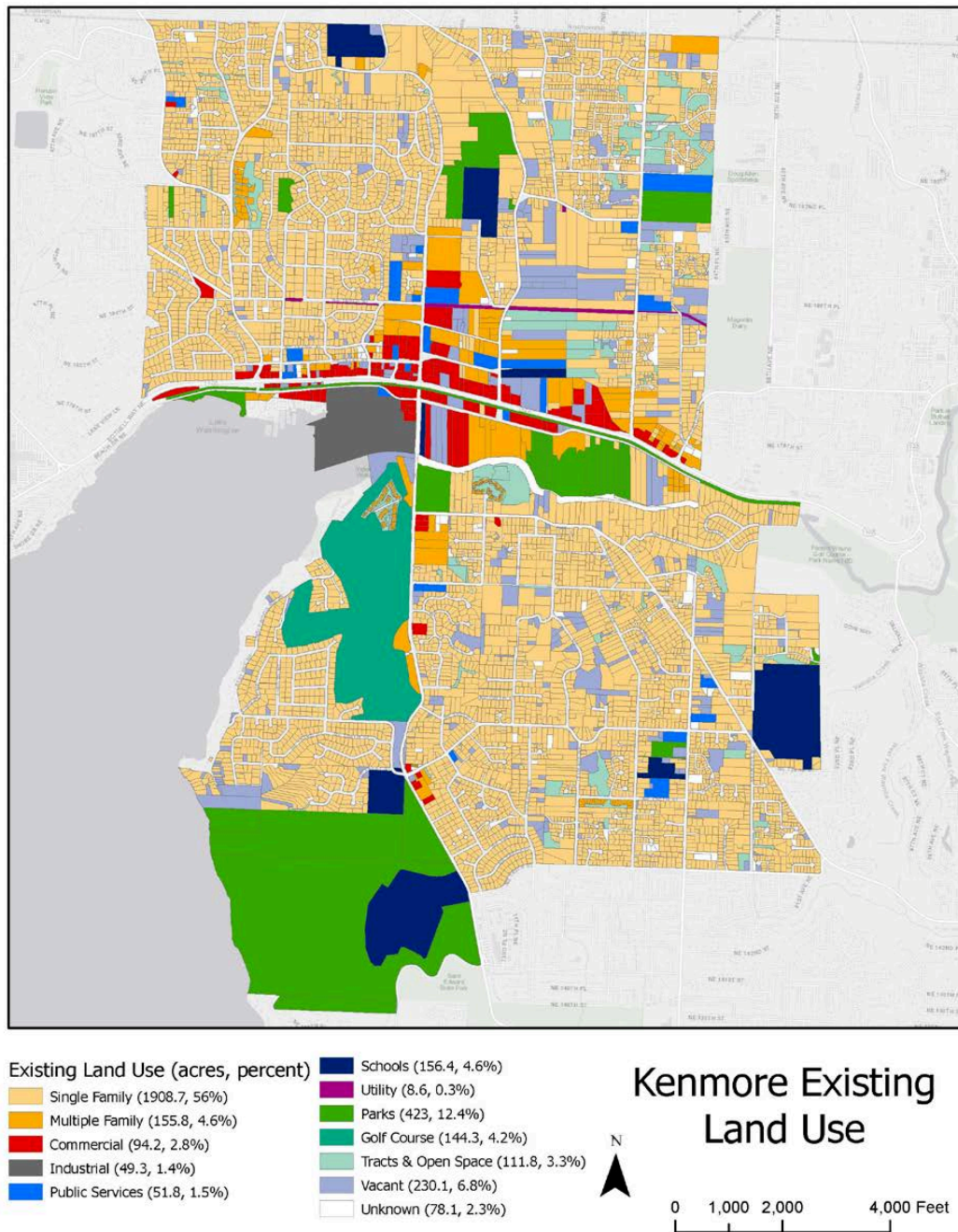
**TABLE LU-A**  
**2015-2022 LAND USE BY PARCELS - CITY OF KENMORE**

CATEGORY	ACRES	PERCENT
Single-family	1908.7	56.0%
Multi-Family	155.8	4.6%
Commercial	94.2	2.8%
Industrial	49.3	1.4%
Public	51.8	1.5%
Schools	156.4	4.6%
Utility	8.6	0.3%
Parks	423.0	12.4%
Golf Course	144.3	4.2%
Open Space/Tracts	111.8	3.3%
Vacant	230.1	6.8%
Unknown	78.1	2.3%
<b>TOTAL</b>	<b>3,412</b>	<b>100%</b>
Note: Does not include rights-of-way		

Source: King County Department of Assessments

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1 Figure LU-2



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Most of the Kenmore's single-family residential growth will occur on remaining vacant parcels, ~~estimated at 102 acres net available in 2007~~, or as a result of infill development of partially developed properties. However, most of Kenmore's commercial growth would occur as redevelopment of developed lands.

#### **Kenmore Air Harbor**

Founded in 1946, Kenmore Air Harbor is a unique land use in the City. The seaplane base is located on a 5-acre property on the Lake Washington waterfront. The airline provides daily service to downtown Seattle, the San Juan Islands and Canada, and includes customs services for international flights.

The seaplane fleet has an average size of 20 single-engine planes. In ~~2015~~2019, about ~~half~~two-thirds of the fleet was made up of de Havilland Otters (the largest planes, accommodating up to 10 passengers). The other ~~half~~third was smaller de Havilland Beavers and two Cessna 180s. Given dock space constraints, the airport estimates that no more than 25 seaplanes will be based at Kenmore Air Harbor in the future, although the mix of planes may change to accommodate more of the larger aircraft. The Air Harbor also provides space for approximately 25 private airplanes.

During the summer season, approximately 110 "operations" per day (single takeoffs or landings) occur at Kenmore Air Harbor. On a typical winter day, 10 operations could be expected. In ~~2014~~2019, approximately ~~61,000~~65,000 passengers were served. July and August are the Air Harbor's busiest months.

The seaplanes are able to fly from dawn to dusk, however, the airport has a voluntary curfew in place, restricting operations in Kenmore before 7:30 a.m. on weekdays and before 8:30 a.m. on weekends.

Although all Kenmore Air seaplanes are based and maintained in Kenmore, half of them travel to Kenmore Air's Lake Union passenger terminal before traveling north to Canada and the San Juan Islands. The balance of the fleet travels directly from Kenmore to northern Canada.

Along with passenger services, the Air Harbor does seaplane restoration and maintenance on its property. Annual inspections may involve engine testing or other noise. Kenmore Air has a full parts department for de Havillands and Cessnas. They are, in fact, one of the largest seaplane parts supplier in North America. They also provide parts and technical support for Edo floats, although float manufacturing is done off-site.

During its summer peak, the Air Harbor employs approximately 250 people.

Two runways on Lake Washington are used: Waterway 16-34 is 10,000' long and 1,000' wide; Waterway 18-36 is 3,000' long and 1,000' wide. Most of the time, the seaplanes take off to the southwest. If the north wind is strong, the planes taxi farther down the lake and take off to the north near the Air Harbor.

Landing patterns at Kenmore Air Harbor are determined by wind direction, as aircraft normally land into the prevailing wind. If the wind is from the north, as it is during a typical summer day, aircraft fly northbound up the middle of the lake from the Sand Point area, then land to the north at Kenmore and taxi in to the dock. If the wind is from the south, which is more common during the winter months, aircraft fly a standard left rectangular traffic pattern and land to the south on the lake. The downwind leg of this pattern is flown over the golf course, the base leg just east of 68<sup>th</sup> Avenue NE, and the final approach leg



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approximately over the CalPortland property. On an annual basis, approximately 75% of all landings are northbound and 25% southbound.

There is a speed limit to reduce boat speeds in the seaplane waterway area that is monitored by the King County Harbor Patrol.

## FUTURE LAND USE

When comparing **Figure LU-2**, Existing Land Use, and **Figure LU-3**, the Kenmore Land Use Plan (provided later in this Chapter), the future development pattern would show:

- **Protection/maintenance of single-family residential areas** ~~Neighborhoods offering a variety of residential housing types and densities ranging from low-density single-family areas to multi-family development in Downtown.~~ This is a key concept of the Vision Statement ~~is to protect single-family areas and concentrate most multi-family in Downtown~~ support a diversity of housing types to provide accommodations affordable to all residents.
- **Concentration of commercial and business uses locations where they are currently located or in areas targeted for conversion where compatibility can be ensured.** New commercial development would primarily occur in the form of redevelopment in Downtown and adjoining areas to minimize intrusion into ~~single-family areas~~ predominantly residential neighborhoods and to effectively concentrate these uses where alternative transportation modes are or will be available. ~~However, new opportunities for small-scale retail enterprises or services meeting the daily needs of residents may be located in neighborhoods if compatibility concerns are addressed. The Community Business district provides additional opportunities for mixed use development to support Downtown and the local community.~~
- **Phasing out of heavy manufacturing and industrial uses in favor of mixed uses (commercial and residential) and clean light manufacturing.** Existing heavy manufacturing and industrial uses would be phased out over time through market and regulatory forces, and mixed uses and clean light manufacturing would replace them. ~~New heavy manufacturing and industrial uses are prohibited.~~
- **Creation** ~~Continued development of a central place~~ vibrant downtown in Kenmore. Creating a Kenmore is both a High Capacity Transit Community and a Candidate Countywide Growth Center. Downtown is central to ~~the~~ this Vision Statement, provisions including providing a central place for the focal point for community growth and development, promotion of including centrally located multi-family and both mixed-use and standalone commercial development with access to alternative modes of transportation high capacity transit, civic buildings such as City Hall, the Post Office, the Library, the Hangar and Town Square, and other provisions amenities. The northwest quadrant of the 68<sup>th</sup> Avenue and SR 522 intersection is identified as an area for a concentration of smaller scale civic and mixed uses, while the southeast quadrant of the same intersection The southeast and southwest quadrants of Downtown would be developed with larger-scale private mixed-use master planned developments that restore and protect the Sammamish River and Lake Washington and provide public access to the waterfront. Lakepointe would develop as planned in the southwest quadrant of the intersection.
- **Transit-oriented development in the area centered on the Metro/Sound Transit Park and Ride.** This concentration of pedestrian-oriented mixed use residential development is at intensities that



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support and are supported by multi-modal transportation options, including bus rapid transit. Transit-oriented development reinforces Kenmore's designation as a High Capacity Transit Community.

- **Retention of institutional uses including government, schools, and public park properties.** The purpose of this classification is to identify and retain key public and private institutional uses in the City, to promote master planning of facilities, and to prevent conversion of significant properties to other residential or commercial uses without benefit of the rezone process.

### **Development Capacity**

Development capacity considers vacant, underdeveloped and redevelopable property. A relatively small portion (~~about~~less than 5 percent) of the City's land is vacant. Although some land is vacant due to property owner preferences, some is likely vacant due to environmental constraints such as wetlands, flood hazards, or steep slopes.

Partially vacant land, where perhaps one home is located on a large parcel that, according to zoning, could be further subdivided, is considered to be underdeveloped. Much of the City's platting activity is now occurring on such larger, partially developed residential lots.

~~As evidenced by the Kenmore Village project, r~~Redevelopment of developed properties also can occur in the future. However, it is usually difficult to achieve redevelopment of properties, particularly in a downtown context. Often parcels are small and under multiple ownerships. In order to create a viable project in the market, consolidation of properties is needed.

To determine future development capacity, vacant and partially developed lands were reviewed as part of the 2021 King County ~~Buildable Lands~~Urban Growth Capacity Report project. The methodology for the jobs and housing capacity estimates is provided in the ~~report~~King County Buildable Lands Report 2014.

~~Assuming development in accordance with the Kenmore Land Use Plan and using 2012 as the base year, the City could accommodate an additional 4,503 housing units and an additional 3,945 jobs.~~

The City's ~~2012-2031~~2019-2044 housing unit growth target established by the King County Countywide Planning Policies is ~~2,980~~3,070 housing units. The adopted Land Use Plan would provide enough zoned capacity, and a more than sufficient market cushion, to exceed the ~~2034~~2044 housing unit target. Calculated residential capacity in 2021 was 4,135 dwelling units—a 1,065 unit surplus.

Jobs capacity also is greater than the City's ~~3,897~~3,200 jobs target, although not by much. The 2021 calculated jobs capacity was 3,881 jobs.

### **PLAN AMENDMENTS**

The Growth Management Act recognizes that Comprehensive Plans are dynamic rather than static, and should be evaluated regularly to ensure that they respond to changing needs of the community and respond to new Federal or State law. In accordance with the Growth Management Act, and Policy LU-2.1.5 of this Element, the City will allow for an amendment process to consider changes to the essential components of the Comprehensive Plan, including Goals, Objectives, and Policies.

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The City is required to institute a public participation program identifying procedures whereby proposed amendments or revisions of the comprehensive plan are considered by the City Council no more frequently than once every year, except that amendments may be considered more frequently under the following circumstances:

- The initial adoption of a subarea plan that does not modify the comprehensive plan policies and designations applicable to the subarea
- The adoption or amendment of a Shoreline Master Program under the procedures set forth in chapter 90.58 RCW
- The amendment of the Capital Facilities Element that occurs concurrently with the adoption or amendment of the City budget
- Amendments or revisions to the City's comprehensive plan when an emergency exists or to resolve, if appropriate, an appeal of the Comprehensive Plan filed with the Growth Management Hearings Board or with the court.

Aside from the exceptions above, all proposals are to be considered by the City Council concurrently so the cumulative effect of the various proposals can be ascertained.

## GOALS, OBJECTIVES, AND POLICIES

Following are the general land use goals, objectives and policies. ~~In some cases, policies are cross-referenced in more than one Element or Sub-Element and this is noted by a policy reference in italics (e.g., H 26.1.2).~~

### **GOAL 1. *ENHANCE KENMORE'S QUALITY OF LIFE AS A PLACE FOR PEOPLE OF ALL AGES TO LIVE, RAISE CHILDREN, RECREATE, WORK, SHOP, AND SOCIALIZE.***

**OBJECTIVE 1.1** Provide a community atmosphere that is ~~friendly and inclusive and family-friendly, with a small town feeling that~~ **supporting diversity and fostering a sense of belonging and pride in all residents.**

**Policy LU-1.1.1** Recognize and support people of color, indigenous and immigrant populations, and other individuals or groups who have historically been underrepresented in community goal-setting and implementation.

**Policy LU-1.1.2** Encourage the involvement of historically-marginalized groups when discussing policies that will impact their neighborhoods and communities. Provide outreach in multiple formats and languages.

**Policy LU-1.1.3** Consider the impact of City policies, programs and projects on groups whose voices may not regularly be heard.

**Policy LU-1.1.4** Evaluate planning approaches for potential residential and commercial displacement and use a range of strategies to mitigate displacement impacts.

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- 1 Policy LU-1.1.5 Make Kenmore a community where all people love where they live.
- 2
- 3 **OBJECTIVE 1.2 Promote the mental and physical health of all community members.**
- 4 Policy LU-1.2.1 Create healthy, viable, and safe neighborhoods where all people can live, work  
 5 and play, regardless of color, age, income, or ability.
- 6 Policy LU-1.4.2.2 Through land use policies and development regulations that are consistent with  
 7 state and federal laws, limit land uses and activities that may result in harmful  
 8 secondary effects to the community, such as crime, vandalism, or neighborhood  
 9 deterioration. Consider spacing requirements, buffers, landscaping, access,  
 10 signage controls, business license and operating requirements, as well as other  
 11 mechanisms to control secondary impacts.
- 12 Policy LU-1.2.3 Ensure fairness and equity in distributing community amenities such as parks and  
 13 community facilities to provide all residents with opportunities to enjoy the  
 14 benefits of a rich social and physical environment.
- 15 Policy LU-1.2.4 Strive to make City capital projects and community events accessible to those  
 16 with physical impairments.
- 17 Policy LU 1.1.1 Encourage development within Kenmore that creates and supports a healthy and  
 18 diverse community. Kenmore should contain affordable housing and employment  
 19 opportunities and should protect the natural environment and significant cultural  
 20 resources.
- 21 Policy LU-1.4.3.5 Use incentives, regulations and programs to support land use patterns and  
 22 development standards that encourage physical activity through walking and  
 23 bicycling.
- 24 Policy LU-1.4.4.2.6 Consider small-scale, neighborhood commercial uses within walking or bicycling  
 25 distance of homes to increase residents' opportunities to meet their daily needs  
 26 without having to drive. Encourage businesses to locate in Kenmore so that  
 27 residents have more opportunities to walk or bicycle to work.
- 28 Policy LU-1.2.7 Continue to support projects that improve the quality of both the built and natural  
 29 environments to support a thriving community and reduce disparate health and  
 30 environmental impacts, especially to low-income and disadvantaged  
 31 communities. Clean air, water and soil, and a healthy ecosystem are critical for  
 32 human health.
- 33 **OBJECTIVE 1.23 Endeavor to provide a complete community, compatible in character and**  
 34 **design, containing housing, shops, work places, schools, parks, civic facilities,**  
 35 **and community services.**
- 36 Policy LU-1.23.1 Ensure that Kenmore's plans consider all the issues, resources and needs that make  
 37 a community whole, including land use, civic, cultural, recreation, transit, health,

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- 1 human services, natural environment, and the provision of infrastructure and other  
2 services.
- 3 Policy LU-1.23.2 Provide adequate land capacity for residential growth, and for a full range of  
4 commercial uses in Kenmore. This land capacity should include both redevelopment  
5 opportunities as well as opportunities for development on vacant lands.
- 6 Policy LU-1.23.3 Integrate non-residential uses such as governmental, utility, religious, social, and  
7 other institutional uses, where appropriate, into residential neighborhoods to create  
8 quality communities which have a full range of public facilities and services. These  
9 uses should be sited, designed, and scaled to be compatible with existing  
10 residential character.
- 11 **OBJECTIVE 1.14** **Encourage the availability of healthy, affordable, culturally acceptable food**  
12 **for all community residents.**
- 13 Policy LU-1.14.1 Through land use regulations and economic development, encourage locally-based  
14 food production, distribution and choice.
- 15 Policy LU-1.14.2 Where appropriate, encourage the development of community gardens and  
16 farmers' markets as a means to encourage community-building, support local  
17 agriculture and promote economic development.
- 18 **OBJECTIVE 1.35** **Maintain and enhance the character of existing single-family all residential**  
19 **neighborhoods by allowing compatible housing, improving infrastructure**  
20 **and walkability, and establishing appropriate site development standards.**
- 21 Policy LU-1.35.1 Ensure that zoning regulations emphasize single-family dwellings as the principal  
22 use in the City's established single-family neighborhoods, provide for a range of  
23 housing types and densities, such as lower-density single-family neighborhoods,  
24 medium-density neighborhoods that combine single-family housing with duplexes,  
25 triplexes and cottage housing, and neighborhoods with larger-scale multifamily  
26 developments.
- 27 Policy LU-1.35.2 Provide development standards that create a consistent and compatible pattern of  
28 development within residential neighborhoods. Development standards should  
29 address housing densities, lot dimensions, building setbacks and height,  
30 impervious surface limitations, management of surface water with an emphasis on  
31 low impact development, tree retention, access, parking, and other standards.  
32 Regulations addressing building size and design also may be appropriate in some  
33 locations.
- 34 Policy LU-1.35.3 Provide regular and appropriate levels of investment in transportation, surface  
35 water and parks maintenance and improvements within residential neighborhoods,  
36 consistent with the City's capital improvement priorities. Encourage special  
37 districts to provide services and maintain infrastructure within residential  
38 neighborhoods consistent with adopted service and capital improvement plans.  
39 *(see Policy H 26.1.2)*

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**OBJECTIVE 1.46** Create a climate that fosters business creation and retention that positively contributes to the City's quality of life.

Policy LU-1.46.1 Provide adequate land for commercial development of a character which enhances the community's goals, augments the tax base, and does not adversely affect the natural environment.

Policy LU-1.6.2 Support the large number of home-based businesses in Kenmore and recognize their importance as a way to keep jobs closer to home.

Policy LU-1.46.23 Ensure zoning regulations accommodate a range of allowable business and commercial uses in appropriate locations at the neighborhood, community, and regional levels.

**OBJECTIVE 1.57** Identify and prioritize properties for public acquisition and use.

Policy LU-1.57.1 During the 20-year planning period, identify community needs and site the following facilities or uses in accordance with the Downtown-Sub-Capital Facilities Element, the Housing Element, and the Parks, Recreation and Open Space Element:

- Town Green and Community BuildingPublic Works facility
- Affordable housing
- Parkland, particularly on the waterfront or in under-served areas
- Open space to preserve environmentally sensitive areas, including those areas that protect and enhance the City's wetlands and receiving water bodies, where regulatory measures alone are insufficient.

Policy LU-1.57.2 Encourage public and private community service providers, including the City of Kenmore, to share or reuse facilities when appropriate, to reduce costs, conserve land and provide convenience and amenity for the public. Joint siting and shared use of facilities should be encouraged for schools, community centers, health facilities, cultural facilities, libraries, swimming pools, institutional properties, and other social and recreational facilities.

Policy LU-1.57.3 Promote site development which provides utilities and infrastructure that are maintainable, aesthetically pleasing, and have several functions, such as surface water facilities designed as accessible open spaces for a development.

**GOAL 1.1. — DEVELOP AND MAINTAIN A SUSTAINABILITY ACTION PLAN, OUTLINING STEPS THE COMMUNITY (INCLUDING CITIZENS, BUSINESSES, CITY ADMINISTRATION AND THE CITY COUNCIL) CAN TAKE TO SUPPORT SUSTAINABLE ECONOMIC PROSPERITY, SOCIAL EQUITY AND ENVIRONMENTAL HEALTH IN KENMORE.**

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**OBJECTIVE 1.1.1** Encourage the availability of healthy, affordable, culturally acceptable food for all community residents.

**Policy LU 1.1.1.1** Through land use regulations and economic development, encourage locally based food production, distribution and choice.

**Policy LU 1.1.1.2** Where appropriate, encourage the development of community gardens and farmers' markets as a means to encourage community building, support local agriculture and promote economic development.

**GOAL 2. PROVIDE FOR ORDERLY DEVELOPMENT.**

**OBJECTIVE 2.1 Implement the Comprehensive Plan Land Use Map.**

**Policy LU-2.1.1** Designate the proposed general distribution, general location and extent of the uses of land, where appropriate, for housing, commerce, offices, recreation, open spaces, public utilities, public facilities, and other land uses. The official Comprehensive Plan Land Use Map is included as **Figure LU-3**.

**Policy LU-2.1.2** Implement a range of residential, commercial, and public land use classifications:

- a. Table of Districts and Densities Land Use Classifications and Implementing Districts. Utilize the following table to establish land use districts and basic and maximum densities allowed in the City.

LAND USE/ <del>ZONE</del> DISTRICT CLASSIFICATION	BASE DENSITY/ MAXIMUM DENSITY WITH BONUS <sup>1</sup>  IMPLEMENTING ZONING DISTRICT
Residential 1 Dwelling Unit Per Acre (R-1)  Low Density Residential	1 (4) <sup>2</sup>  R-1, R-4, R-6
Residential 4 Dwelling Units Per Acre (R-4)	4 (6)
Residential 6 Dwelling Units Per Acre (R-6)	6 (9)
Residential 8 Dwelling Units Per Acre (R-8)	8 (12)

<sup>1</sup> Maximum density may be exceeded when a significant public benefit is provided. Examples include transit-oriented development, MHC preservation, or an approved development agreement.

<sup>2</sup> In the R-1 zone, the base density of 1 unit per acre may be transferred onsite to less constrained property. The bonus indicated in parentheses may only be transferred off site to a density-receiving area such as the Downtown. Bonus criteria are subject to requirements of the Kenmore Municipal Code.



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LAND USE/ <del>ZONE</del> DISTRICT CLASSIFICATION	BASE DENSITY/ MAXIMUM DENSITY WITH BONUS <sup>1</sup>  IMPLEMENTING ZONING DISTRICT
<del>Residential 12 Dwelling Units Per Acre (R-12)</del> Medium Density Residential	<del>12 (18)</del> R- <del>6</del> M, R-12
<del>Residential 18 Dwelling Units Per Acre (R-18)</del> High Density Residential	<del>18 (27)</del> R-18, R-24, R-48, UR
<del>Residential 24 Dwelling Units Per Acre (R-24)</del> Manufactured Housing Community- <del>(MHC)</del>	<del>24 (36)</del> <del>12 to 20</del> MHC
Downtown Residential	<del>48 to 72 (72)</del> DR
Neighborhood Business- <del>(NB)</del>	<del>8 (24)</del> NB
Community Business- <del>(CB)</del>	<del>24 (36)</del> CB
Waterfront Commercial- <del>(WC)</del>	<del>48 (72)</del> WC
Urban Corridor- <del>(UC)</del>	<del>48 (72)</del> UC
Regional Business- <del>(RB)</del>	<del>48 (72)</del> RB
Downtown Commercial	<del>48 to 72 (72)</del> DC
Public and Private Facilities- <del>(PPF)</del>	<del>n/a</del> PSP
Special Study Area	Special Districtn/a

- b. District Land Use Classification Descriptions. Utilize the following purpose statements to distinguish the land use districts classifications.

- Residential: The purposes of the Residential Districts land use classifications are to implement Comprehensive Plan policies for housing quality, diversity, and affordability, and to efficiently use land, public services (including high-capacity transit), and energy while ensuring environmental protection. In the R-1 district, the primary uses are single detached dwellings clustered as appropriate in relation to environmental constraints. In the R-4 through R-8 districts, Residential District purposes are accomplished by providing for predominantly single detached dwelling units on lot sizes that vary according to district. In the R-12 through R-24 districts, Residential District purposes are accomplished by allowing for a mix of predominantly apartment and townhouse dwelling units with a variety of densities according to district. In the Residential Districts, accessory uses and complementary

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nonresidential uses that are compatible with residential communities may be allowed.

▪ **Low Density Residential:** In this classification, land uses are predominantly single detached dwelling units on lot sizes that vary according to district but with an overall base density of one to ~~six~~four dwelling units per acre. In the R-1 and R-4 districts, uses are clustered as appropriate in relation to environmental constraints.

▪ **Medium Density Residential:** In this classification, a diversity of compatible housing types is expected at base densities generally between six and 18 dwelling units per acre. Higher densities may be permitted to allow particular “Missing Middle” housing types. Housing may include single detached dwelling units, duplexes, triplexes, cottage housing, and small-scale apartment buildings, depending on district.

▪ **High Density Residential:** In this classification, land uses are predominantly larger apartment or condominium buildings with a variety of densities according to district. Base densities generally exceed 18 dwelling units per acre. In the area near the Metro/Sound Transit Park and Ride, development intensities support and are supported by multi-modal transportation options, including high capacity transit. The provision of affordable housing is a key feature of this transit-oriented development.

• **Manufactured Housing Community:** The Manufactured Housing Community ~~Districtclassification~~ is intended to ensure consistency with RCW 36.70A.070(2)(c) which requires that sufficient land be available for all types of housing including manufactured housing. The Manufactured Housing Community ~~Districtclassification~~ promotes residential development that is higher density than single-family, but single-family in character. The ~~is~~ land use ~~designationclassification~~ is assigned to existing manufactured housing communities.

• **Downtown Residential:** The Downtown Residential ~~Districtclassification~~ provides higher density residential development in support of the Downtown Commercial ~~Districtclassification~~. Limited retail and office uses are also allowed as part of mixed-use developments. The ~~Districtclassification~~ represents an opportunity to provide a range of housing types in the community with attention to appearance and scale. ~~The Downtown Residential land use plan classification is implemented by the Downtown Residential zone.~~

Some limited existing uses requiring vehicle storage that continue to contribute to the economic vitality of downtown are permitted to continue their business on existing properties, but are encouraged to

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transition the use of their properties to those more in keeping with the first paragraph of this intent statement.

- Neighborhood Business: The purposes of the Neighborhood Business **Districtclassification** are to provide convenient daily retail and personal services for a limited service area, to minimize the impacts of commercial activities on nearby properties, and to provide for limited residential development.

- Community Business: The purpose of the Community Business **Districtclassification** is to provide pedestrian-friendly, mixed-use development that both supports larger mixed-use and commercial areas with its residential development, and provides small-scale retail, educational, and personal service uses, and offices, for the local community. Allowable uses include office uses and mixed-use (housing and retail/service) developments. Commercial uses with extensive outdoor storage and industrial uses would be discouraged in the Community Business **Districtclassification**.

- Waterfront Commercial: The purpose of the Waterfront Commercial **Districtclassification** is to focus on existing water-dependent uses, but also to allow eating and drinking places, temporary lodging and other uses to support marina and airport development. Compatible light manufacturing would be appropriate. Office and mixed use multifamily development are desirable for the future.

- Urban Corridor: The Urban Corridor **Districtclassification** is located along SR-522. The overall vision is to convert the area on the south side of the highway from a commercial strip corridor to an area of primarily office and multifamily development, taking advantage of lake views and proximity to transit.

On the north side of the highway, west of downtown, the area would continue to be a mix of restaurant, retail and service uses, with additional opportunities for office and mixed use multifamily development.

East of downtown, portions of the district (nearest the transit center) would be an enterprise zone, allowing for a wide range of commercial uses, including bulk retail, as well as **high-density—standalone multifamily development with affordable housing requirements**. Farther to the east, near the city limits, office and multifamily uses are envisioned.

New auto-oriented businesses would be prohibited throughout the district.

- Regional Business: The purposes of the Regional Business **Districtclassification** include to provide for the broadest mix of retail,

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office, wholesale, and service uses, with compatible storage and light manufacturing uses, serving regional market areas and offering significant employment opportunities. These purposes are accomplished by supporting existing businesses, while encouraging compact and mixed-use development that is supportive of transit and pedestrian travel for the future. Industrial and heavy manufacturing uses are no longer appropriate in this district classification.

- **Downtown Commercial:** The Downtown Commercial District classification features a mix of private and public uses designed to create a small town feel, and pedestrian-friendly environment downtown consistent with Kenmore's designation in the Regional Growth Strategy as a High Capacity Transit Community and as a Candidate King County Countywide Growth Center. Public places, sidewalks, extensive landscaping, transit-orientation, shared or structured parking, protection of environmentally sensitive areas, affordable housing, and high quality design and signage are key features. Permitted uses emphasize mixed or multiple use developments, and include high-density housing, civic and governmental uses, offices, small-scale commercial and retail businesses, and locally oriented professional and personal services.

Uses not compatible with the Downtown Commercial intent such as those which require vehicle or materials storage, service bays, wide curb cuts, expanses of exterior product display or storage, or produce little customer or visitor activity are discouraged. Park and Ride/Transit Centers are promoted along SR 522, particularly in the Northwest Quadrant of the 68th Avenue NE/SR 522 intersection.

Some limited existing uses that require vehicle storage and continue to contribute to the economic vitality of downtown Kenmore are permitted as existing uses on existing properties, though the use is encouraged to transition use of the property to those more in keeping with the first paragraph of this purpose statement. The Downtown Commercial land use plan classification is implemented by the Downtown Commercial zone.

- **Public and Private Facilities:** The purpose of the Public and Private Facilities District classification is to identify and retain public and private lands primarily utilized for parks, recreation, schools, medical facilities (e.g. hospitals, clinics, medical districts etc.), non-profit service uses and organizations, utilities, government buildings, and other administrative or institutional uses. In some locations, housing may also be an appropriate use. Master plans would be encouraged to determine the type and extent of these primary uses as well as compatible accessory uses. Development regulations include a process to reclassify smaller properties to the zone most prevalent immediately

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surrounding the site subject to the provision of information by the institution about the need to convert to a different use.

- Special Study Area – Bastyr University: The City has designated the St. Thomas Seminary property, owned by Bastyr University as a Special Study Area recognizing the Bastyr University Master Plan approved in December 2009 that will guide the development of the property. The land use designation for the Campus is Public and Private Facilities and development activities on the Campus will be limited to activities and levels of use as specified in the approved Master Plan and implementing zone of Public and Semi-Public.

The Bastyr University Campus Master Plan is adopted for the approximately 50-acre property in the City and is illustrated in **Figure LU-3A**. The Bastyr University Master Plan and the applied zoning provide for a coordinated multi-use higher education center meeting the vision of the University and the City to support diverse and continuing education opportunities, strengthen the City's economic base, and protect natural features. **Figure LU-3A** is considered a conceptual graphic, and minor modifications (KMC 19.23.050.A) to site development consistent with City master plan and zoning regulations are considered consistent with the Comprehensive Plan. The City's long term interest in the property is to have continued use of the site by Bastyr University or a similar institution with public access/use maintained through the use of a purchase of development rights, out-right purchase of portions of the property, off-site density transfers or joint use agreements.

- Special Study Area – Plywood Supply: The City has designated the Plywood Supply property south of NE 175th Street as a Special Study Area while the City works with property owners to complete a master plan that will guide the development of the property. In order to allow the master planning process to proceed, the property will retain its underlying RB designation for comprehensive planning purposes while development of that master plan is proceeding.

Special Study Areas—Lakepointe and Glacier Northwest. Although these are two independent special study areas, given their close proximity and shared waterfront location they should be planned and developed in a consistent and compatible manner.

- Lakepointe—Mixed Use Master Plan: The City has designated Lakepointe as a Special Study Area recognizing its significant size and waterfront location on both the Sammamish River and Lake Washington. A site development permit and Master Plan are approved for the Lakepointe site cohesive development plan should be prepared for the site to guide development of the property specifying permitted uses and development consistent with the following goals: Property Specific (P suffix) Development Standards. Northshore Comprehensive Plan Policies K 11 and K 12, adopted in Exhibit "C"

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~~to Ordinance 98-0027 that was reaffirmed in Ordinance 03-0177, continue to be in effect for this property.~~

1. Develop a mixed-use pedestrian-oriented urban village, providing some affordable housing;
2. Apply design standards consistent with expectations for Kenmore's downtown;
3. Minimize surface parking;
4. Provide substantial public access to, and use of, the Lake Washington and Sammamish River waterfronts, including a community open space for use by the general public;
5. Provide easily accessible public viewpoints, and protect view corridors to Lake Washington;
6. Provide pedestrian and bicycle linkages to the downtown core, nearby parks and the Burke-Gilman Trail;
7. Recognize and support the site's unique role in the regional transportation network, including connections to bus rapid transit along SR-522, the Kenmore Air Harbor, and a potential Lake Washington passenger ferry;
8. Provide a strong transportation demand management program that facilitates transit use;
9. Create an environmentally-sensitive and sustainable development, including reduced car infrastructure, low impact development, protection of water quality and critical areas, mitigation for impacts to the shoreline edge through shoreline restoration and riparian vegetation enhancement, and enhancement of fish and wildlife habitat.

- Special Study Area—Glacier Northwest: The City has designated the Glacier Northwest property as a Special Study Area recognizing its size and waterfront location on Lake Washington. A cohesive development plan should be prepared for the site to guide redevelopment of the property consistent with the following goals:

1. Develop a mixed-use pedestrian-oriented area, providing some affordable housing;
2. Apply design standards consistent with expectations for Kenmore's downtown;
3. Minimize surface parking;
4. Provide public access to, and use of, the Lake Washington waterfront, including a community open space for use by the general public;
5. Provide easily accessible public viewpoints, and protect view corridors to Lake Washington;
6. Provide pedestrian and bicycle linkages to the downtown core, nearby parks and the Burke-Gilman Trail;
7. Recognize and support the site's unique role in the regional transportation network, including connections to bus rapid transit along SR-522, the Kenmore Air Harbor, and a potential Lake Washington passenger ferry;



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- 1 8. Provide a strong transportation demand management program that
- 2 facilitates transit use; and
- 3 9. Create an environmentally-sensitive and sustainable development,
- 4 including reduced car infrastructure, low impact development,
- 5 protection of water quality and critical areas, mitigation for impacts
- 6 to the shoreline edge, and enhancement of fish and wildlife habitat.
- 7
- 8
- 9 Policy LU-2.1.3 ~~Multi-family~~High density residential classifications should be applied as follows:
- 10
- 11 a. Primarily located in or near the Downtown area and in the area of transit-
- 12 oriented development near the Metro/Sound Transit Park and Ride~~in~~
- 13 mixed use developments and in neighboring areas already containing
- 14 multi-family uses;
- 15
- 16 b. In or next to Regional, Community, or Neighborhood Business Centers;
- 17 and,
- 18 c. Where ~~Ec~~existing or planned transportation capacity should be adequate
- 19 to accommodate projected travel demand.
- 20
- 21 Policy LU-2.1.4 Commercial classifications should be:
- 22
- 23 a. Located along Principal or Minor arterials or on collector streets that
- 24 intersect with arterials within 1/2 mile. Existing or planned transportation
- 25 capacity should be adequate to accommodate projected travel demand;
- 26
- 27 c. Encouraged near trails to provide opportunities for small-scale pedestrian-
- 28 oriented development serving passers-by.
- 29
- 30 d. Strategically located to maximize the potential success of the hierarchy of
- 31 commercial classifications. The priority area for commercial development
- 32 should be the Downtown;
- 33
- 34 e. Sized appropriately to accommodate sufficient land to accommodate
- 35 community business and services needs;
- 36
- 37 f. Located in areas with current or planned pedestrian access; and
- 38
- g. Commercial designations should be expanded only when it can be
- demonstrated that conditions have changed since the original commercial
- classification boundaries were determined, and there is a demonstrated
- community need.

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- 1 Policy LU-2.1.5 Consider proposed Comprehensive Plan Amendments each calendar year  
 2 concurrently so that the cumulative effect of the proposals can be determined. The  
 3 City may consider some amendments outside of the normal review cycle such as  
 4 amendments to the Capital Facilities Element, Shoreline Master Program, adoption  
 5 of a subarea plan, emergency amendments, or others as authorized in the Growth  
 6 Management Act. All proposed Comprehensive Plan Amendments should include  
 7 the following elements:
- 8 a. A detailed statement of what is proposed to be changed and why;
  - 9 b. A statement of anticipated impacts of the change, including geographic  
 10 area affected and issues presented;
  - 11 c. A demonstration of why existing Comprehensive Plan guidance should  
 12 not continue in effect or why existing criteria no longer apply;
  - 13 d. A statement of how the amendment complies with the Growth  
 14 Management Act's goals and specific requirements;
  - 15 e. A statement of how the amendment complies with the Kenmore Vision  
 16 Statement;
  - 17 f. A statement of how functional plans and capital improvement programs  
 18 support the change; and
  - 19 g. Public review of the recommended change, necessary implementation  
 20 (including area zoning if appropriate) and alternatives.
- 21 Policy LU-2.1.6 Ensure proposed Comprehensive Plan policy amendments ~~are accompanied by~~  
 22 ~~any result in~~ changes to development regulations, modifications to capital  
 23 improvement programs, ~~and revised~~ subarea, neighborhood, and functional plans  
 24 ~~required for implementation so that regulations will be consistent as necessary to~~  
 25 ~~ensure consistency with between~~ the Plan ~~and the implementing regulatory and~~  
 26 ~~budgetary frameworks.~~
- 27 **OBJECTIVE 2.2 Prepare clear development regulations consistent with the Comprehensive**  
 28 **Plan.**
- 29 Policy LU-2.2.1 Prepare zoning maps, classifications, and development standards that are  
 30 consistent with the Comprehensive Plan and functional plans.
- 31 Policy LU-2.2.2 To provide flexibility as times and development conditions change, address  
 32 possible amendments to the P-suffix and special district overlay requirements  
 33 through the development agreement process. If development standards are  
 34 modified or eliminated, offsetting public benefits must be provided.
- 35 Policy LU-2.2.3 Kenmore's regulation of land use should:
- 36 a. Protect public health, safety, and general welfare;

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- 1 b. Protect environmentally-sensitive areas, including wetlands,  
 2 groundwater, streams, Lake Washington, the Sammamish River and  
 3 Puget Sound.  
 4  
 5 c. Support tree preservation, whenever possible.  
 6
- 7 bd. Implement and be consistent with the Comprehensive Plan and other  
 8 adopted land use goals, policies, and plans;
- 9 ee. Be expeditious, predictable, clear, straightforward, and internally  
 10 consistent;
- 11 df. Treat all members of the public equally and base regulatory decisions  
 12 wholly on the applicable criteria and code requirements; and,
- 13 g. Provide clear direction for resolution of regulatory conflict;
- 14 eh. Be enforceable, efficiently administered, and provide appropriate  
 15 incentives and penalties;
- 16 fi. Be consistently and effectively enforced;
- 17 gi. Create public and private benefits worth their cost;
- 18 hk. Be coordinated with timely provision of necessary public facilities and  
 19 services;
- 20 il. Be coordinated with special purpose districts and other public agencies to  
 21 promote compatible development standards in Kenmore;
- 22 jm. Be responsive, understandable, and accessible to the public;
- 23 kn. Provide effective public notice and reasonable opportunities for the public  
 24 (especially those directly affected) to be heard and to influence decisions;
- 25 lo. Avoid intruding on activities involving constitutionally protected  
 26 freedoms of speech, petition, expression, assembly, association and  
 27 economic competition, except when essential to protect public health,  
 28 safety and welfare (and then the restriction should be no broader than  
 29 necessary); and
- 30 np. Provide for relief from regulations when they would deprive a property of  
 31 reasonable use, and when such relief would neither endanger public health  
 32 and safety nor conflict with adopted use policies.
- 33 **OBJECTIVE 2.3** **Establish a system of densities and development standards that allows for**  
 34 **efficient infrastructure and service delivery while protecting environmental**

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- resources, and ~~acknowledging neighborhood character~~ **ensuring compatibility between different building types.**
- Policy LU-2.3.1 Through future planning efforts over the next twenty years, seek to achieve ~~an average zoning density of at least seven homes per acre in the City through a mix of residential densities and housing types, appropriately located. Higher density classifications should be applied primarily in and around the Downtown and in the transit-oriented development area near the Metro/Sound Transit Park and Ride. Medium density classifications should be applied within a walkable and/or bikeable distance to transit and services. Lower density classifications, generally no less than four dwelling units per acre, should be applied to established single-family neighborhoods without easy access to transit and services.~~ A lower density zone may be used to recognize significant environmentally sensitive areas.
- Policy LU-2.3.2 When considering density increases or reduced lot sizes, use tools such as building size and form regulations and design standards to address issues of neighborhood compatibility.**
- Policy LU-2.3.23 Apply minimum density requirements to residential and mixed-use zones of twelve or more homes per acre when consistent with the vision for a given zone.
- Policy LU-2.3.4 In the Downtown Commercial classification, adopt a minimum floor area ratio (FAR) to promote multi-story development.**
- Policy LU-2.3.35 Review Uniform Building codes and make amendments to remove barriers to achieving desired densities, such as increased stories of wood frame construction.
- Policy LU-2.3.46 Use regulations, incentives, open space acquisition, or, where these measures are not adequate, use low density zoning to protect floodplains, riparian corridors, high value wetlands, and unstable slopes from degradation, and to encourage linking these environmental features into a network of open space, fish and wildlife habitat. In sensitive areas, some density may be transferred onsite to less constrained areas, or density may be transferred off-site to specified receiving areas, such as the Downtown.
- Policy LU-2.3.57 ~~In some areas, use~~ Through density incentives, ~~to encourage development of innovative low cost/affordable housing, or significant open space, public parks and public trails. Where provided, encourage public parks and public trails to be part of a network consistent with the Parks, Recreation, and Open Space Element goals, objectives, and policies. Additionally, in the Downtown, density incentives or other incentives should be provided for shared and structured parking, or consolidation of lots. Consider performance-based measures to achieve this policy. Ensure benefits, for example, significant open space, are in proximity to the development site.~~
- Policy LU-2.3.8 In parts of Downtown near transit, in the high-density residential classification near the Metro/Sound Transit Park and Ride, and in the Urban Corridor**

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- 1 classification east of 73<sup>rd</sup> Avenue NE, require inclusion of affordable housing in  
2 new residential or mixed use development.
- 3 **OBJECTIVE 2.4      Coordinate land use, road, and utility planning.**
- 4      Policy LU-2.4.1      Establish priority areas for public facility and service improvements, especially for  
5 transportation. These priority areas should be located where public facility and  
6 service improvements would most effectively advance the City of Kenmore's  
7 growth and development as a Candidate Countywide Growth Center, or the City's  
8 goals for economic development, ~~Downtown revitalization~~ neighborhood  
9 improvement, environmental protection, energy efficiency, or affordable housing  
10 objectives. Priority areas will shift over time as improvements are installed and  
11 adopted service level standards are attained.
- 12      Policy LU-2.4.2      Implement an annual monitoring program to assess land use development trends,  
13 and service and infrastructure provision. If service deficiencies, such as city,  
14 county and state roads, public water supply and wastewater treatment, or  
15 communication infrastructure are identified, the City of Kenmore and the affected  
16 service providers should adopt Capital Improvement Programs to remedy  
17 identified deficiencies in a timely fashion, or the City of Kenmore should reassess  
18 the land use plan. In particular, the City should continue to promote reliability  
19 improvements for electric services in Kenmore.
- 20 Policy LU-2.4.3      Work with communication providers to ensure that broadband service at suitable  
21 speeds is available throughout the city.
- 22      Policy LU-2.4.34      Ensure that infrastructure and facilities are sized appropriately to community needs  
23 and are located with attention to the desired neighborhood character.
- 24      Policy LU-2.4.45      Consider the effects of improved or new infrastructure such as roads and utilities  
25 as potential barriers between neighborhoods or as stimulators of development.
- 26      Policy LU-2.4.56      Through zoning and subdivision regulations, require that residential developments,  
27 including mobile home parks, whether new developments or substantial  
28 redevelopments, provide the following improvements:
- 29                      a.      Paved streets (and alleys if appropriate), curbs and sidewalks, and internal  
30                                      walkways when appropriate;
- 31                      b.      Adequate parking consistent with local transit service levels;
- 32                      c.      Street lighting and street trees;
- 33                      d.      Underground utilities;
- 34                      e.      Stormwater control;
- 35                      f.      Public water supply;

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1		g. Public sewers.
2	Policy LU-2.4.67	Provide water, sewer, surface water, transportation, and recreational facilities at
3		the time of development.
4	<b>OBJECTIVE 2.5</b>	<b>Encourage development on properties with existing or planned public</b>
5		<b>services and utilities.</b>
6	Policy LU-2.5.1	Encourage innovative, quality development and redevelopment through a variety of
7		regulatory, incentive, and program strategies. Possible approaches include:
8		a. Special development standards for infill or redevelopment sites;
9		b. Assembly and resale of sites to providers of affordable housing or mixed-
10		use developments;
11		c. Impact mitigation fee structures that favor infill or redevelopment;
12		d. Expedited permit processes;
13		e. Greater regulatory flexibility; and
14		f. Reduced permit fees and/or delayed fees.
15	<b>OBJECTIVE 2.6</b>	<b>Require adequate transitions between land uses of differing intensities and</b>
16		<b>between development and environmentally sensitive areas.</b>
17	Policy LU-2.6.1	Review and amend zoning and subdivision regulations to ensure adequate
18		setbacks, landscaping, and buffering are required where land use conflicts may
19		occur.
20	Policy LU-2.6.2	Ensure critical area regulations provide sufficient buffer widths consistent with the
21		quality and class of the environmentally sensitive area.
22	Policy LU-2.6.3	Locate zoning districts and prepare development regulations that result in gradual
23		transitions between different building intensities.
24	<b>OBJECTIVE 2.7</b>	<b>Participate in joint planning of services and utilities with special districts,</b>
25		<b>private service providers, neighboring municipalities, King County and</b>
26		<b>Snohomish County, and the State of Washington.</b>
27	Policy LU-2.7.1	Plan in partnership with special districts, private service providers, neighboring
28		municipalities, King and Snohomish Counties, and the State of Washington. The
29		City should strive to balance the differing needs identified by planning partners at
30		various geographic levels, and ensure that planning partners honor Kenmore's
31		needs.
32	Policy LU-2.7.2	Prepare functional plans to identify City facility and service needs and define ways
33		to fund these needs consistent with the land use plans and service and finance



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strategy. Independent special districts and other public agencies should also prepare functional plans which should be considered by Kenmore. The capital facility plans and capital improvement programs prepared by all other agencies which provide services to Kenmore should be consistent with the Kenmore Comprehensive Plan.

**GOAL 3. SUPPORT DEVELOPMENT OF KENMORE'S DOWNTOWN AS A KING COUNTY COUNTYWIDE GROWTH CENTER.**

**OBJECTIVE 3.1 Take action to support Downtown Kenmore's candidacy as a King County Countywide Growth Center--a place to equitably concentrate jobs, housing, shopping, and recreational opportunities.**

**Policy LU-3.1.1** Ensure that the combination of jobs and population in the Downtown meets County standards (eventual goal of 30 activity units per acre).

**Policy LU-3.1.2** Continue plans for a mix of uses, providing housing and employment at densities that support high-capacity transit.

**Policy LU-3.1.3** Apply a minimum floor area ratio for new commercial buildings in the Downtown Commercial classification.

**Policy LU-3.1.4** Continue to demonstrate that Downtown is a priority for growth and investment.

**Policy LU-3.1.5** Continue to use design standards to ensure a pedestrian-friendly and attractive Downtown.

**Policy LU-3.1.6** Plan for a variety of housing types including affordable housing.

**Policy LU-3.1.7** Try to retain existing residents and businesses in the community as growth is planned

**Policy LU-3.1.8** Continue to support existing recreational opportunities Downtown such as the Town Square and skate park, as well as future opportunities in the Special Study Areas at Lakepointe and Plywood Supply.

**Policy LU-3.1.9** Support multi-modal transportation, including bicycling, walking, transit, and a passenger ferry.

**GOAL 34. IDENTIFY, PRESERVE, AND ENHANCE THE CULTURAL RESOURCES OF KENMORE.**

**OBJECTIVE 34.1 Promote and support visual, literary, and cultural arts and activities in the community.**

**Policy LU-34.1.1** Encourage King County to continue to provide arts and culturally-based services to the City of Kenmore through its existing programs, and to provide technical assistance for locally-generated programs.

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- 1 Policy LU-34.1.2 Encourage shared, multipurpose use of regional and community facilities for cultural  
2 activities to maximize their efficient use and to expand public access to cultural  
3 opportunities.
- 4 Policy LU-34.1.3 Develop a public art program that provides art in public facilities, projects and  
5 places to enhance community character and quality of life. Priority locations  
6 should include Downtown, government facilities, and municipal parks.  
7 Maintenance and conservation should be considerations in the development and  
8 management of public art.
- 9 **OBJECTIVE 34.2 Promote the preservation of significant historic and archaeological sites and**  
10 **structures.**
- 11 Policy LU-34.2.1 Establish a partnership between Kenmore, King County, the Kenmore Heritage  
12 Society and citizen volunteers in order to comprehensively inventory historic and  
13 archaeological resourcespursue historic inventories and studies to promote landmark  
14 designation. Use the inventory to guide decision-making in resource planning,  
15 environmental review, and resource management.
- 16 Policy LU-34.2.2 Encourage land uses and development that retain and enhance significant historic  
17 and archaeological resources and sustain historic community character.
- 18 Policy LU-34.2.3 Coordinate with Native American Tribes, the King County Historic Preservation  
19 Officer, and the State Office of Archaeology and Historic Preservation, as  
20 appropriate, to review public and private projects to protect and enhance historic and  
21 archaeological resources.
- 22 Policy LU-34.2.4 Seek funding from King County, the State of Washington, or other agencies to  
23 acquire and preserve significant historic resources for use by City and other public  
24 agencies.
- 25 **OBJECTIVE 34.3 Encourage local activities which promote the community's history.**
- 26 Policy LU-34.3.1 Support the efforts of the Kenmore Heritage Society to document Kenmore's  
27 history, and provide educational materials and resources to all ages.
- 28 Policy LU-34.3.2 Work in partnership with the Kenmore Heritage Society, other agencies and special  
29 districts to identify places or facilities where a museum or display of historic artifacts  
30 and information can be accomplished.
- 31 Policy LU-34.3.3 When dedicating new civic facilities, consider naming them in honor of historical  
32 events or persons of significance to the community.
- 33 Policy LU-4.3.4 Acknowledge that growth and development in Kenmore occurs on the ancestral  
34 lands of the Coast Salish peoples.

## ATTACHMENT 3

1 **IMPLEMENTATION STRATEGIES**

2 The Land Use policies would require new, continuing or increased commitments of City resources to  
 3 prepare new regulations, review/amend existing regulations, create educational or incentive programs, or  
 4 coordinate with adjacent jurisdictions.

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

- 6 ~~• An annual monitoring program for assessing development trends, services and infrastructure~~
- 7 • Historic resource preservation funding
  - 8 • Public arts programs
  - 9 • Partnerships with historic groups and agencies.
- 10 • Standards and locational requirements for small-scale commercial enterprises and services closer to  
 11 home for neighborhood residents in low and medium density residential classifications.
- 12 • Minimum floor area ratio (FAR) for commercial development in the Downtown Commercial  
 13 classification.
- 14 • Transit-oriented development density increases and revised standards in the area near the Metro/Sound  
 15 Transit Park and Ride.

16 A review of existing programs, rules and regulations would be needed to ensure they meet the policies.  
 17 Types of regulations and rules that should be reviewed include:

- 18 • Appropriate permitted uses in single-family low and medium density residential zones districts outside  
 19 of environmentally sensitive areas
- 20 • Permitted uses in commercial zones
  - 21 • Downtown densities in conformance with Countywide Growth Center criteria
  - 22 • Development standards addressing neighborhood ~~character and~~ compatibility with surrounding  
 23 development
  - 24 • ~~Zoning categories consistency with Comprehensive Plan~~
  - 25 • Density bonuses, density transfers, and minimum density regulations
  - 26 • Uniform Building Code review
  - 27 • Infill development standards or incentives
  - 28 • Permit procedures and fees.

29 Additional or continuing efforts would need to be made to coordinate with adjacent jurisdictions or  
 30 participate in regional programs, including:

- 31 • The King County Urban Growth Capacity Study
- 32 • Coordination with special districts and County regarding services

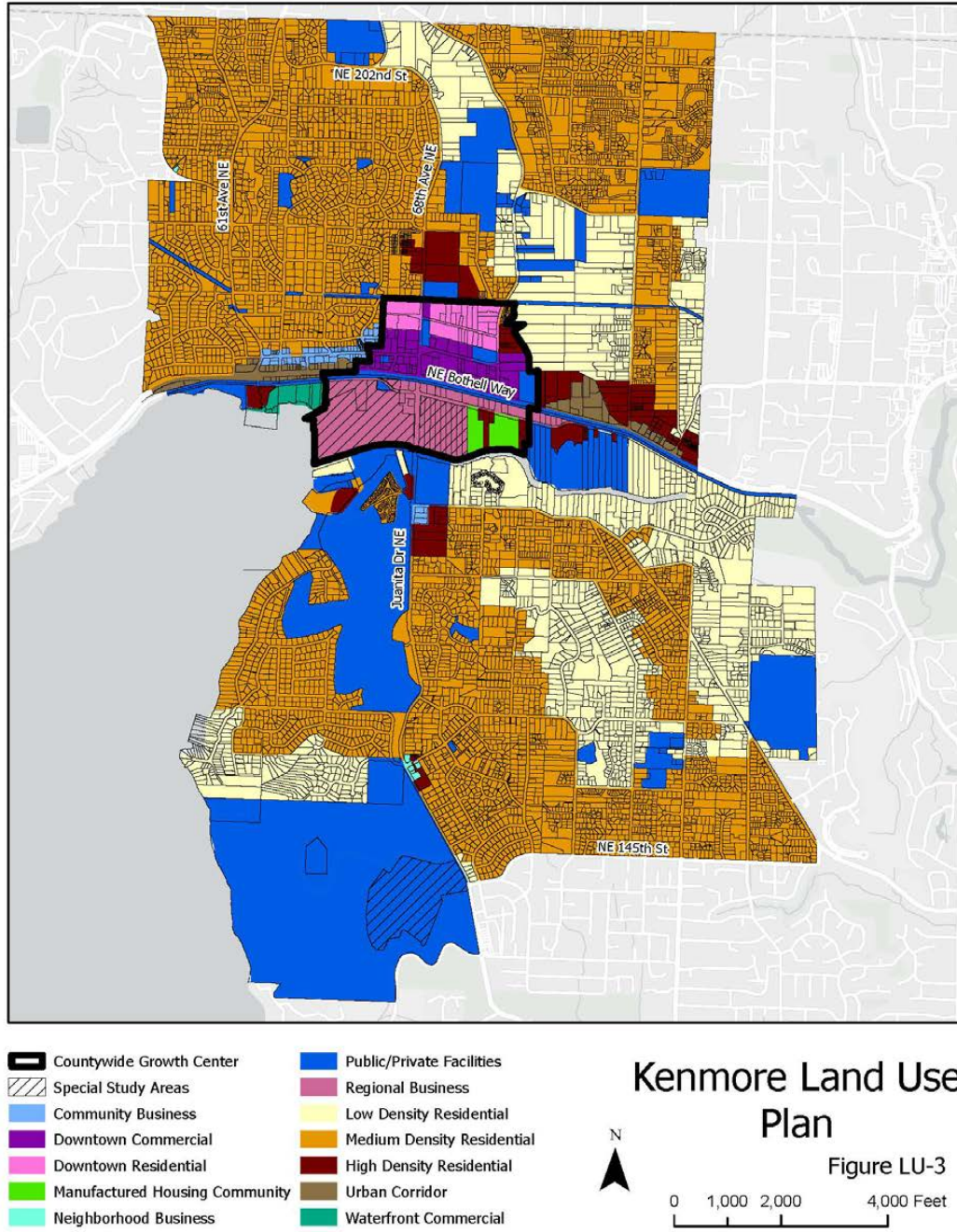
## ATTACHMENT 3

- Support of County historic resources programs
- Coordination with County/State agencies regarding historic/cultural resources during development review.

## REFERENCES

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ATTACHMENT 3



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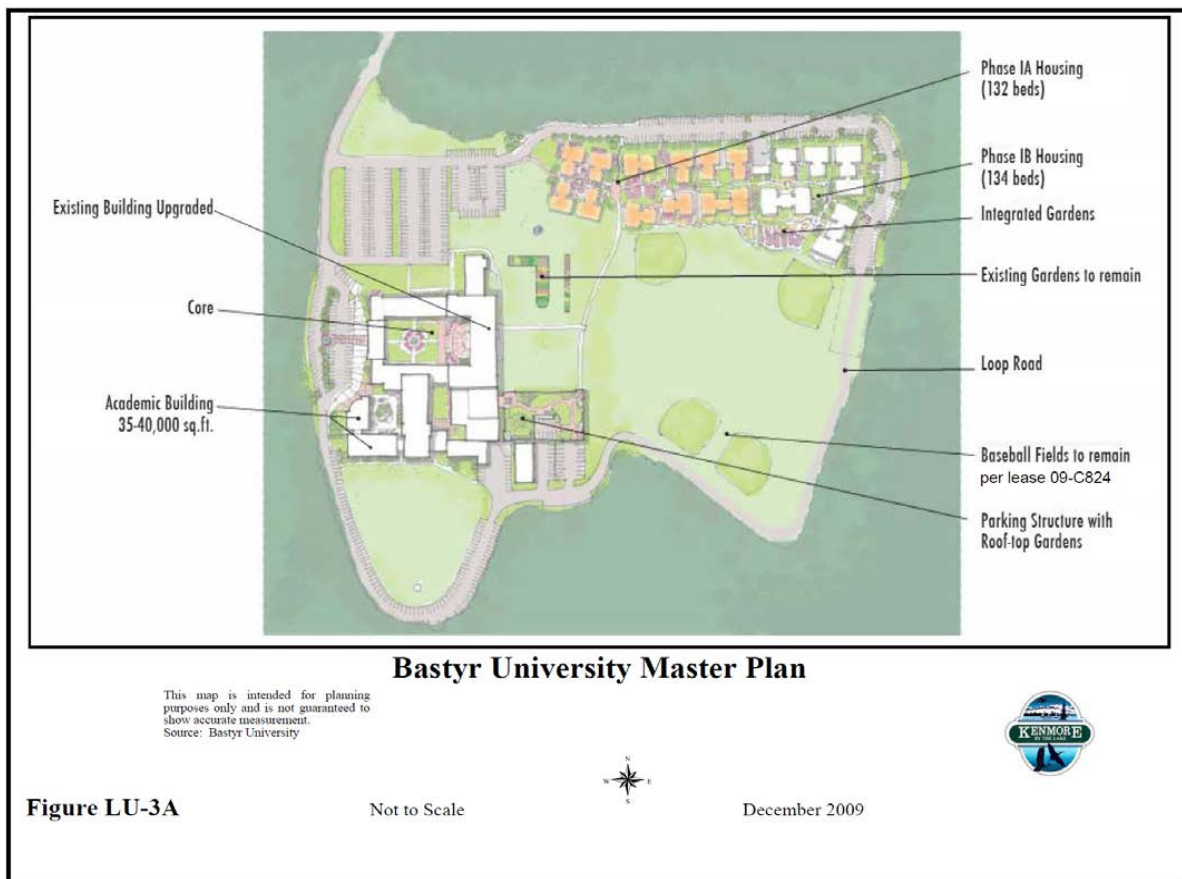
ATTACHMENT 3

1 **Bastyr University Master Plan**

2

3

4





## ATTACHMENT 4

1 ~~Text~~ = deleted text

2 **Text** = new text

3 Text = text revised for City Council

## 4 **HOUSING ELEMENT AMENDMENTS**

### 7 **INTRODUCTION **AND BACKGROUND****

#### 8 **Purpose**

9 This Housing Element is intended to ~~promote and maintain residential neighborhoods, ensure~~ **plan for** a  
 10 range of densities and housing types for all **needs and** incomes, ~~address special needs housing, and protect~~  
 11 ~~the quality of the residential environment through preserving, improving, and expanding housing stock.~~  
 12 **City housing policy should be financially sustainable—supportive of strong neighborhoods with efficient**  
 13 **service provision. Consistent with the Natural Environment Sub-Element of this Plan, new housing should**  
 14 **be located to protect the natural environment, including wetlands, streams, and fish and wildlife habitats of**  
 15 **importance.** ~~When the community was first incorporated, community visioning efforts showed some trends~~  
 16 ~~in housing preferences, including a preference for adding single family dwellings at about the same lot size~~  
 17 ~~as surrounding lots, and acceptance of accessory dwelling units. Also indicated was a desire to control the~~  
 18 ~~location of attached housing by placing it in Central Kenmore, and not dispersing small scale attached~~  
 19 ~~dwellings in neighborhoods.~~

#### 20 **Growth Management Act Requirements**

21 The Growth Management Act (GMA) states that Comprehensive Plans are to ~~encourage the availability~~  
 22 ~~of plan for and accommodate housing affordable~~ **affordable housing** to all economic segments of the  
 23 population of this state, promote a variety of residential densities and housing types, and encourage  
 24 preservation of existing housing stock. Housing elements are to ~~make~~ **include** an inventory and analysis of  
 25 existing and projected housing needs, **including units for moderate-, low-, very low-, and extremely low-**  
 26 **income households as well as emergency housing, emergency shelters, and permanent supportive housing.;**  
 27 **The Housing element should** include a statement of goals, policies, ~~and~~ **objectives, and mandatory**  
 28 **provisions** for the preservation, improvement, and development of housing, **including moderate-density**  
 29 **housing options such as duplexes, triplexes, and townhomes. Housing elements must; identify sufficient**  
 30 **land capacity** for housing, ~~including low income, special needs, and multiple housing types; and make~~  
 31 ~~adequate provision for existing and projected housing needs of all economic segments of the community;~~  
 32 ~~and consider housing location in relation to employment location. Housing elements also must identify~~  
 33 ~~policies, regulations, and implementation measures that do not result in racially disparate impacts,~~  
 34 ~~displacement and exclusion in housing.~~

#### 35 **Countywide Planning Policies**

36 **The “overarching” housing goal of the new Countywide Planning Policies (CPPs) is to “provide a full**  
 37 **range of affordable, accessible, healthy, and safe housing choices to every resident in King County.” The**  
 38 **CPPs direct each jurisdiction to update its comprehensive plan for:**

- 39 • **Preserving, improving, and expanding its housing stock.**
- 40 • **Promoting fair and equitable access to housing for all people.**
- 41 • **Taking actions that eliminate race-, place-, ability-, and income-based housing disparities.**

## ATTACHMENT 4

The CPPs ~~identified~~ identify the countywide housing needs of ~~moderate~~, low-, and very low-, and ~~extremely low~~-income households, which are equal to ~~46~~19 percent, ~~42~~15 percent and ~~42~~15 percent, respectively, of all ~~housing~~ County households. The CPPs also state that each city ~~shall~~ should address the housing needs of all economic segments and strive to provide housing affordability to accommodate a proportionate amount of the countywide needs.

The county-wide population growth forecast has been established by the Washington State Office of Financial Management (OFM), as required by the GMA. ~~Each~~In the CPPs, each jurisdiction in King County agreed to a housing target (population allocations converted into households) for the years ~~2006-2031~~2019-2044, in Countywide Planning Policies (CPPs). ~~The household~~Kenmore's housing growth target ~~for Kenmore~~ is 3,5003,070 housing units. The city is committed to ensuring ~~there is~~Kenmore has capacity in the Comprehensive Plan and implementing regulations to meet this target. Actual growth would occur based upon market forces.

~~Beyond ensuring capacity for growth and support for affordable housing, the CPPs focus local government housing elements toward other objectives, such as:~~

- ~~• New housing accessible to employment, shopping, and transit.~~
- ~~• Neighborhoods that promote healthy human activity.~~
- ~~• Fair housing.~~
- ~~• Regional collaboration on inter-jurisdictional housing issues.~~

#### **Affordable Housing Committee Recommendations**

The Affordable Housing Committee of the Growth Management Planning Council serves as a regional advisory body, responsible for recommending action and assessing progress towards implementing the Regional Affordable Housing Task Force Action Plan for King County. This Plan was developed in 2018 to address the affordable housing crisis in King County.

The Plan states that, at its core, the housing crisis is driven by a supply and demand challenge that is two-fold. First, King County's population has grown faster than new homes have been built. Second, King County's population has not grown evenly across the income spectrum. In response to demand for housing by high-earner households, housing developers have focused new projects to serve the upper end of the market and many of what were once existing affordable units have increased in price beyond what many middle- and low-income working individuals and families can afford.

The Action Plan includes seven goals, with strategies to achieve the goals, and actions to implement the strategies. Goals include: Increase construction and preservation of affordable homes for households earning less than 50% area median income; prioritize affordability accessible within a half mile walkshed of existing and planned frequent transit service, with a particular priority for high-capacity transit stations; preserve access to affordable homes for renters by supporting tenant protections to increase housing stability and reduce risk of homelessness; and promote greater housing growth and diversity to achieve a variety of housing types at a range of affordability and improve jobs/housing connections throughout King County

#### **History of Discriminatory Land Use and Housing Practices**

Like many communities, Kenmore has a documented history of discriminatory land use and housing practices, including the placement of racially discriminatory housing covenants over some local neighborhoods. These actions prevented people of color from living in parts of the City. Too, widespread zoning of areas exclusively for single-family housing has kept out those with lower incomes or those who

## ATTACHMENT 4

can afford only rental housing. A new focus diversity, equity and inclusion is part of this Housing Element. In particular, a new emphasis on “Missing Middle” housing types is one way to reverse this pattern of exclusion, particularly in areas close to high capacity transit and other amenities.

#### **Displacement Risk**

The Puget Sound Regional Council (PSRC) has developed a “displacement risk map” to identify areas in the region where current residents and businesses are at risk of displacement as growth occurs. A portion of Kenmore east of 68<sup>th</sup> Avenue NE is identified on this map as an area of moderate displacement risk. Housing Element policies address displacement and potential mitigations, particularly for lower-income residents and People of Color.

#### **Relationship to the Natural Environment**

The Natural Environment Element notes that natural systems have played an important part in defining the character of Kenmore. Historically, this area has made significant alterations to the natural environment as a result of development. Moving forward, protecting Lake Washington and the City’s wetlands, streams, trees, and fish and wildlife habitat is crucial to integrating new housing compatibly into the natural environment. Addressing geologic hazards and flooding protects future residents from harm.

#### **EXISTING CONDITIONS**

The following discussion draws from the East King County Housing Analysis, produced for all member cities of A Regional Coalition for Housing (ARCH), and made a part of this Comprehensive Plan update as Appendix .

#### **Population and HouseholdsPopulation Age**

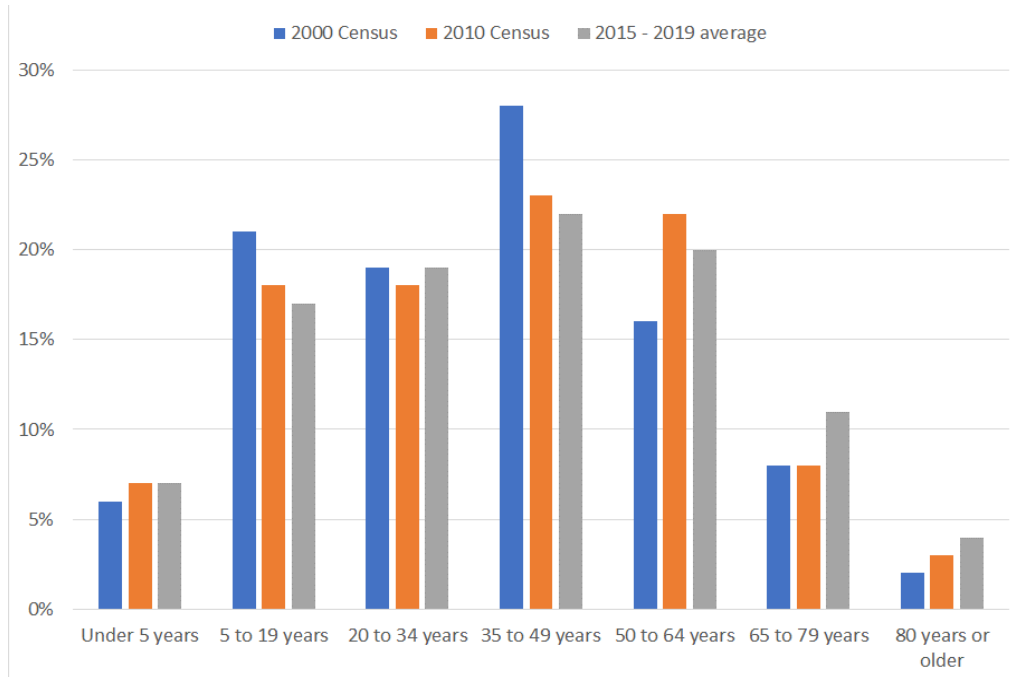
Kenmore’s population grew ten (10) percent in the 2000s, from 18,678 to 20,460, an estimated 16 percent from 2010 to 2021. Excluding the small “Point Cities,” (Hunts Point, Yarrow Point, Medina, Clyde Hill, Beaux Arts Village )Kenmore grew more slowly than any other ARCH community in that period (Appendix . Exhibit ).

Kenmore’s population grew 11.9 percent between 2015 and 2021, from 18,678 to 21,500 to 20,460 to 24,050. People with disabilities comprise 9 percent of the population, just as county-wide (Appendix . Exhibit ).

Population declined, however, among school-age children and adults 35 to 44 years old and rose for those 65 years and older (Housing Analysis Appendix , Exhibit D-1 ; and Figure H-1, below). The city’s proportion of senior citizens (65 years and older) is similar to countywide figures. As in other cities predicted, the seniors’ segment has not increased significantly as of since 2010, but due to aging of the Baby Boomers generation (age 55—65) will increase that figure over the next decade.

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**FIGURE H-1**  
**POPULATION AGE, KENMORE**



Source: 2010 Census and Washington State Office of Financial Management, April 1, 2021 Population Estimates.

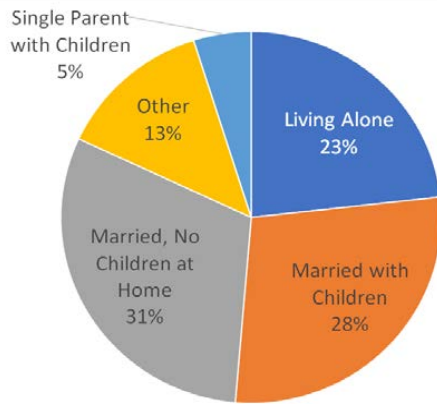
People of Color comprise approximately 22 percent of the Kenmore population overall. The highest percentages of these groups (26 to 28 percent) appear in the youngest age categories, below 45 years old (Appendix , Exhibit ).

#### Households and Household Types

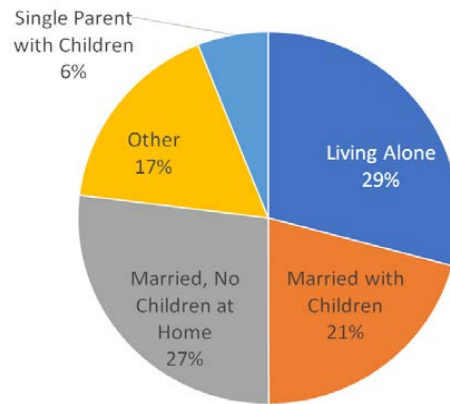
Kenmore had roughly 700 (14 percent) more households in 2011 than in 2000, but the types of households remained virtually unchanged, averaged 8,858 total households from 2015 to 2019, 11 percent more than in 2010, but the composition of household types changed very little (Housing Analysis Appendix , Exhibit B ). Compared to King County overall (Figures H-2 and H-3 below), the city has a greater percentage of married-couple families (56.59 percent) than King County overall (Figures H-2 and H-3, below), but is typical for east King County in that respect. ("East King County," or EKC, refers here to member cities of ARCH) and families with children (33 percent). The city also maintains a somewhat lower proportion of one- and two-person households (57 percent) than the rest of east King County (58.64 percent; Housing Analysis Appendix , Exhibit C-2 ).

## ATTACHMENT 4

**FIGURE H-2  
KENMORE, 2015–2019**



**FIGURE H-3  
KING COUNTY, 2015–2019**



Source: 2010 Census American Community Survey (ACS) 2019 5-Year Estimates (U.S. Census Bureau)

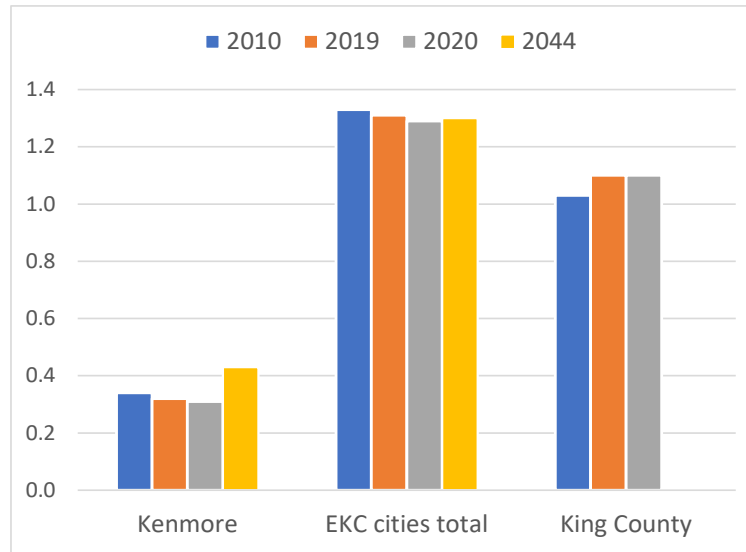
#### **Kenmore Jobs and Wages**

Employment can be an important contributor to housing demand within a community, both in terms of the amount and affordability of housing. Although Kenmore's employment growth during the 1990s was relatively high (24 percent), this was mostly offset by lost jobs (26 percent) between 2000 and 2010. Kenmore lost 20 percent of its jobs from 2006 to 2018, to a total of 4,012. The city's employment target of 3,200 jobs (2019–2044) represents an 80 percent increase over total employment in 2018, which, if true, means that local job growth will be a larger factor in housing demand in the future than in the past.

The Jobs-Housing Ratio is a way to measure demand for housing from local employment relative to the local housing supply. (A ratio less than 1.0 means less demand for housing from the local workforce than is available in the city). As of 2006, the city's jobs-housing ratio was just under 0.4. By 2019, it had fallen to 0.3, and based on growth projections would increase to just over 0.4 by 2034 (see Figure H-4). This is much lower than the countywide ratio and the ratio of most other ARCH cities in east King County, suggesting that most Kenmore residents work in other cities, compared to other areas, and the housing demand from existing jobs is relatively low.

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**FIGURE H-4  
JOBS-HOUSING RATIO**



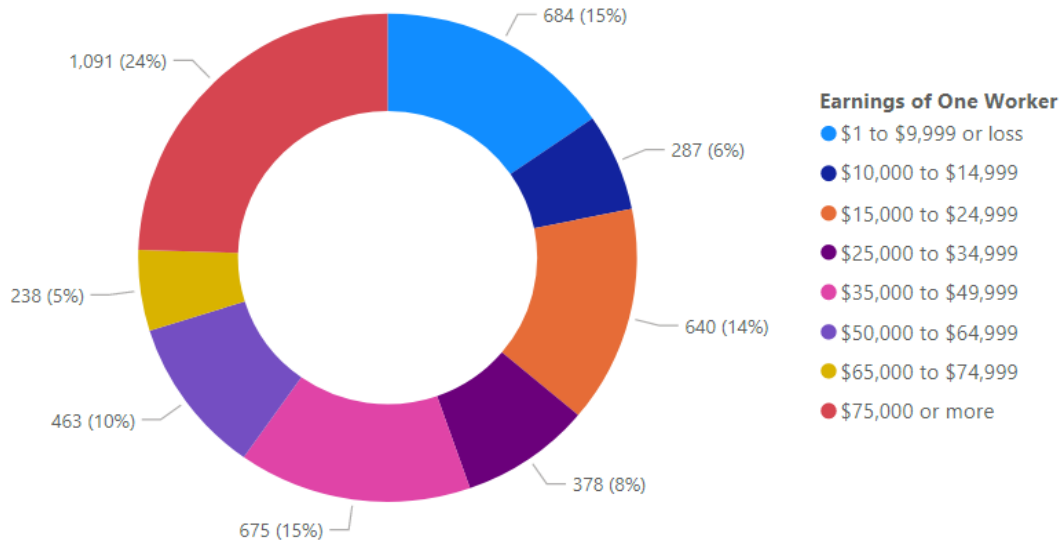
Source: A Regional Coalition for Housing (ARCH).

While the demand for housing from local employment is lower than other nearby communities. Along with relatively low employment opportunities in the city, jobs in Kenmore tend to pay less than jobs countywide in the same sector (Figure H-5, below), which implies a demand for relatively affordable housing from the local workforce toward the lower paying types; 60 percent pay less than \$50,000 a year (Figure H-5, below).



## ATTACHMENT 4

FIGURE H-5

**AVERAGE WAGES BY INDUSTRY SECTOR WAGES OF JOBS IN KENMORE**

Source: Puget Sound Regional Council/ACS, 2015–2019 5-Year Estimates.

**Household Incomes**

Approximately 2022 percent of the households in Kenmore fall within the standards defined as extremely low- or very low- or low income (Table H-A). This is slightly lower than countywide figures, but higher than east King County (Figure H-6 Appendix , Exhibit ). The rental market is the primary source of housing for these populations.

Figure H-6 provides information on median household income by race/ethnicity.

## ATTACHMENT 4

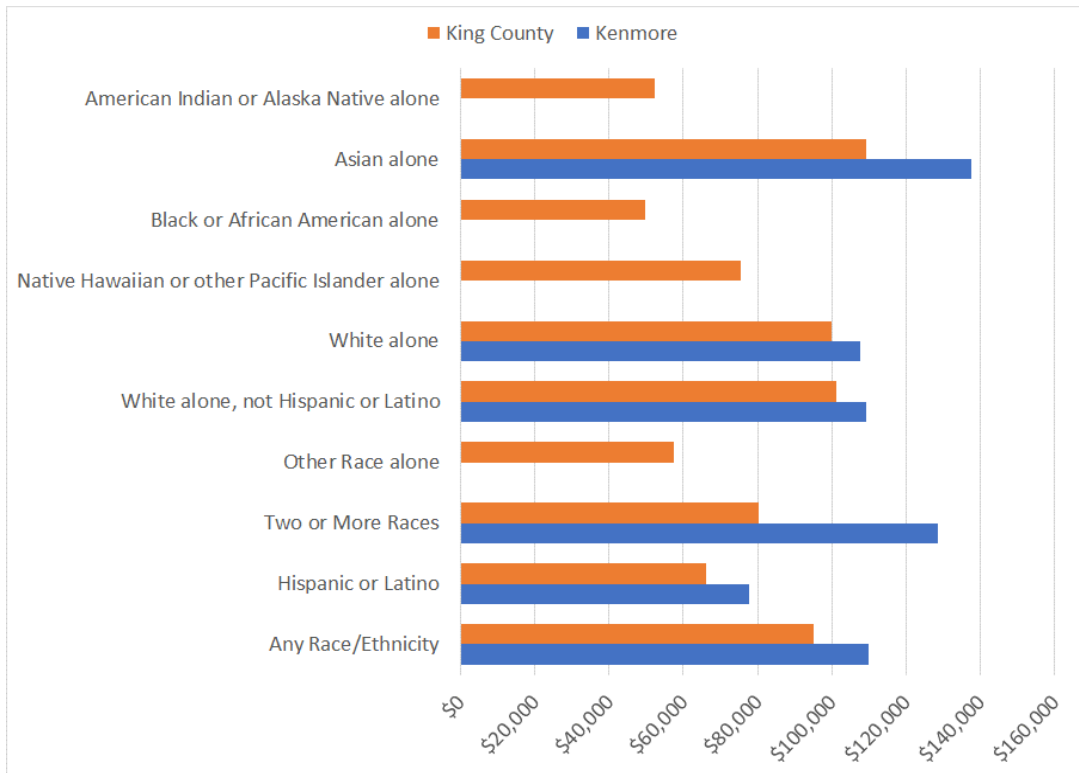
**TABLE H-A**  
**HOUSEHOLDS BY INCOME CATEGORY**

HOUSEHOLD INCOME CATEGORY	PERCENT OF TOTAL HOUSEHOLDS			
	KENMORE		KING CO.	
	<u>2006-2010</u>	<u>2014-2018</u>	<u>2006-2010</u>	<u>2014-2018</u>
< 30% of median: <del>Very</del> Extremely Low-Income	11%	12%	12%	9%
30% to 50% of median: <del>Very</del> Low-Income	6%	10%	10%	9%
50% to 80% of median: <del>Moderate</del> Low-Income	13%	11%	13%	10%
> 80% of median: Middle- and Higher-Income	71%	68%	64%	72%
<p>“Median” refers to the <del>(King County)</del> Area Median Income <del>(King and Snohomish counties)</del>.</p> <p>Some totals exceed 100% due to rounding.</p> <p>*“Kenmore Census Designated Place.” The city was not incorporated until 1998, and the Kenmore CDP is a slightly different geographic area but the closest with available data. Income category breakouts not available for 1990.</p>				

Source: ~~1990 and 2000 Census (U.S. Census Bureau) and 2006-2010~~Comprehensive Housing Affordability Strategy (CHAS) ~~(Comprehensive Housing Affordability Strategy-5-Year Estimates (U.S. Housing and Urban Development).~~

## ATTACHMENT 4

**FIGURE H-6**  
**MEDIAN HOUSEHOLD INCOME**



Source: ACS 2019 5-Year Estimates (U.S. Census Bureau).

Northshore School District records show that 48.13.5 percent of the students qualify, based on income, for free or reduced lunches at school (Northshore website). Almost nine (9) percent of the students live in a household with an income below the poverty level (Housing Analysis, Exhibit G-3).

#### **Number and Types of Existing Housing Units**

##### **Housing Types**

Kenmore added 42.14 percent more housing units during the 2000s since 2006—somewhat slower than the growth of the 1990s, but in line with projections in the 2005 Comprehensive Plan. Kenmore also grew a bit more slowly than King County and the rest of the Eastside. (See Exhibits A and E-1 of the East King County Housing Analysis Appendix.) The city's mix of housing types changed very little during that time since 2000 (Table H-B, below).

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**TABLE H-B**  
**NUMBER AND TYPE OF HOUSING UNITS, KENMORE**

	<b>2000</b>		<b>2010</b>		<b>2021</b>	
<b>TYPE OF HOUSING</b>	<b>UNITS</b>	<b>% OF TOTAL</b>	<b>UNITS</b>	<b>% OF TOTAL</b>	<b>UNITS</b>	<b>% OF TOTAL</b>
Single-family Detached	5,235	70%	6,024	70%	6,625	69%
Multi-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%

Source: U.S. Census Bureau, 2000 Census, and Washington State Office of Financial Management (OFM),  
2014-2021.

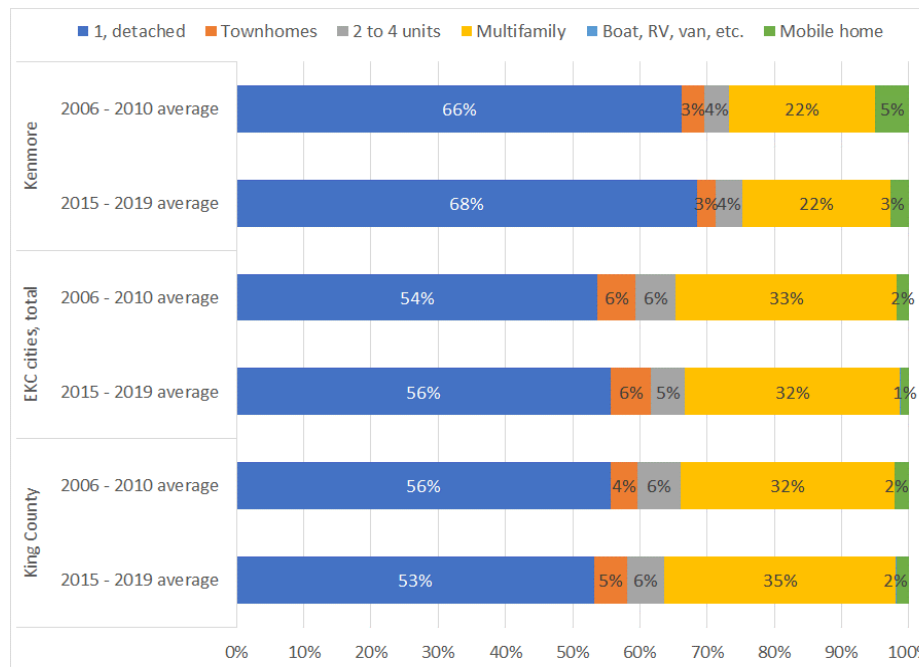
Compared to King County and most of east King County, Kenmore has a relatively low percentage (22 percent) of multi-family housing. Less than 30 percent of Kenmore's housing is multi-family (Figure H-7, below; Housing Analysis Appendix, Exhibit L-4). Approximately 25 percent of the multi-family units are condominiums. Seventy (70) percent of the city's residential capacity, however, is zoned for "medium high" and "high" densities, and if developed to capacity Kenmore will provide a variety of housing similar to that of other similarly-sized cities.

Of Kenmore's total city acreage, 78% is zoned exclusively for residential uses (all of the R zones and MHC). Of that acreage, the area zoned exclusively for single-family residential development comprised 95% of the total in 2021. New allowances for duplexes and triplexes medium density housing in residential areas near transit will reduce this percentage and provide more opportunities for additional housing types in the City.

Approximately 350 multi-family units have been built or begun construction since 2006, about 25 percent of overall housing growth in this period (2014 Buildable Lands Report; not all reflected in Figure H-7). About 40 percent of these newer units are condominiums.

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**FIGURE H-7**  
**HOUSING UNITS BY UNITS IN STRUCTURE**



Source: ~~2000 Census and 2014~~ ~~2010 Census and 2019~~ American Community Survey, 5-Year Estimates (U.S. Census Bureau).

Kenmore is one of the few communities in east King County with any significant number of manufactured homes (close to 300; Washington State OFM). Most of Kenmore's manufactured homes are located in six parks with a small number located on individual lots. Units are primarily owner occupied, sited on rental pads. The manufactured housing communities are an important housing resource for many Kenmore residents. More than half of the households living in manufactured homes are low-income. Two of the manufactured housing communities are reserved for seniors. In many cases, manufactured housing communities provide the opportunity of unsubsidized home ownership to households that cannot afford to purchase other types of housing. Homes are in a wide range of physical condition, including some units that are getting past their useful life. Other concerns include long-term park maintenance and replacement of aging infrastructure. Overall availability of manufactured housing has been decreasing in King County as parks are redeveloped with other uses. Of concern is that ~~manufactured housing has offered a relatively affordable form of housing and~~ when parks are closed and replaced with more expensive housing, homeowners lose most of their investment. Future redevelopment of ~~some of~~ the mobile home parks to higher densities could provide additional housing units with affordability requirements.

~~Several multi family housing projects are in the planning or construction stages. The largest proposed multi family development is Lakepointe, which would provide 1,200 new housing units; the exact mix of owner occupied and rental units in the project is yet to be determined.~~

~~Another project, which has been approved, is the first major residential redevelopment project in the Downtown district. Located on a former Metro park and ride site, the property will have up to 325 apartments within walking distance of shopping and transit. Pursuant to local zoning requirements, twenty~~

## ATTACHMENT 4

five (25) percent of the units will be affordable to moderate income households. The first phase of 138 apartments started construction in 2014.

Kenmore has permitted more than 6034 accessory dwelling units as of 2011-2021, or about one for every 167 detached single family homes—almost exactly the same as the average for all of east King County (Housing Analysis, Exhibit Q-1). (This compares to a rate of one for every 32 detached homes in Mercer Island, the city with the highest ratio of ADUs.). In 2020, the City amended its ADU regulations to encourage development of ADUs, including extinguishment of the owner occupancy requirement after the first six months of consecutive occupancy.

#### **Age of Housing**

Kenmore's housing stock is somewhat older than the rest of east King County, but a bit younger than that of King County overall. Fifteen (15) percent of all homes in the community are less than 10 years old (similar to the rest of east King County), and 45 percent have been built since 1980 compared to 55 percent for the rest of east King County (Housing Analysis, Exhibit O).

Kenmore's housing stock is similar in age to that of other ARCH communities and younger than that of King County overall. Eight (8) percent of all homes in the community were built since 2010 (similar to the rest of King County and the ARCH sphere). On the other hand, 25 percent of Kenmore's homes are more than 50 years old, compared to 37 percent across King County (See Housing Analysis, Appendix ).

#### **Housing Condition**

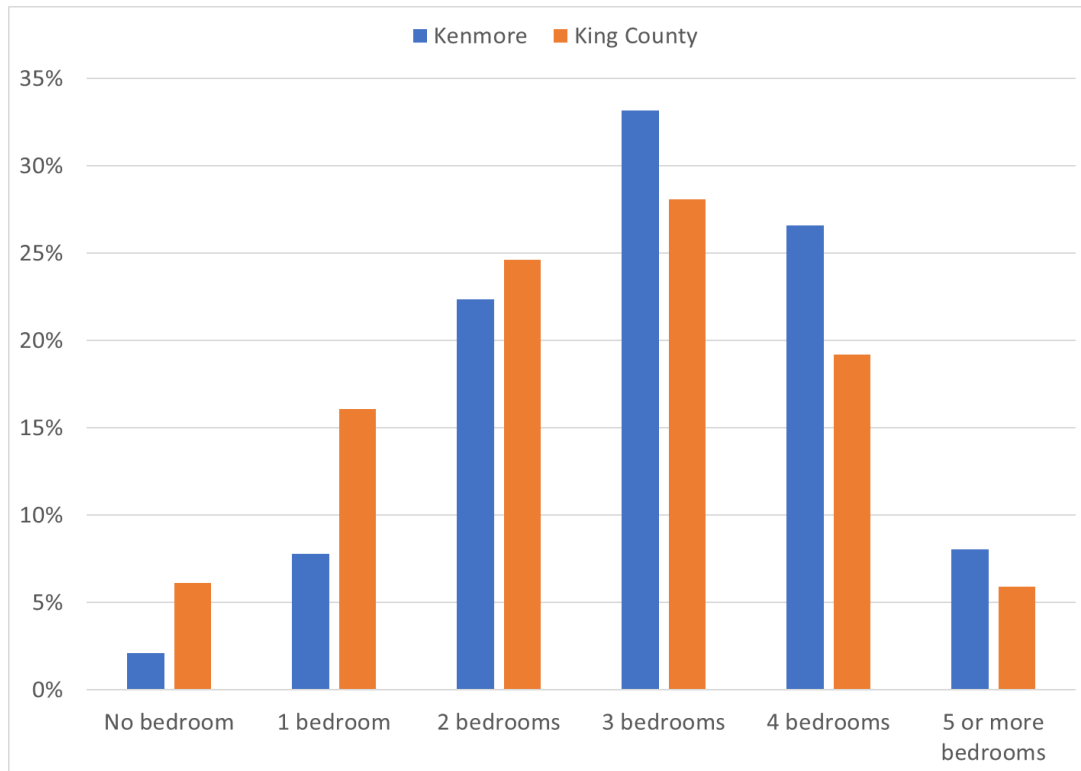
One percent (1%) of Kenmore's housing units lack complete plumbing facilities, and one percent lack complete kitchen facilities (Housing Analysis, Appendix ). King County overall is similar in both respects.

#### **Bedrooms**

Kenmore's housing stock is weighted toward homes with more bedrooms than King County in general (Figure H-8, below). This is true in both owner-occupied and renter-occupied housing. Compared to 2010, Kenmore has increased slightly the percentages of studio and four-bedroom units and lost about 140 one-bedroom units (Appendix , Exhibit ).



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**FIGURE H-8****HOUSING UNITS AND BEDROOMS**

Source: ACS 2015 – 2019 5-Year Estimates.

**Prices of Market Rate Housing Prices****Homeownership**

Kenmore has a homeownership rate of 74.73 percent, which is at the upper end of ownership rates among the highest for ARCH cities in east King County, and greater than the countywide average rate (57%). Kenmore has also had a relatively significant increase in the rate of homeownership since the early 1990s, while most cities have seen homeownership rates stable or decreased in that period. Black, Indigenous, and other People of Color (BIPOC) householders are 19 percent of Kenmore's households and 18 percent of the homeowners. Asian householders (not Hispanic or Latino) are 13 percent of the total households and 14 percent of the homeowners. Other BIPOC householders are 6 percent of the total and 4 percent of Kenmore's homeowners.

The average home sale price in the first quarter of 2014/2020 in Kenmore was \$413,730,000 (Central Puget Sound Real Estate Research Committee/Washington Center for Real Estate Research). This is lower than the average prices in nearby communities and in King County overall (\$474,000). On average, Kenmore's home prices fell 14 percent during the recent recession, less than east King County in general (21 percent); but as seen across most of the Eastside, prices have more than recovered.

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Condominiums and townhomes, including both ground-oriented and non-ground-oriented owned dwelling units, provide a relatively affordable homeownership alternatives for Kenmore residents. The average sale price for condominiums in early 2014/2020 was \$169,371,000—similar to condo prices in Bothell and Woodinville, and low compared to the averages across east King County and King County overall (Central Puget Sound Real Estate Research Committee/Washington State Real Estate Research Committee).

### Rental Housing

Rental housing makes up about 25.27 percent of housing supply in Kenmore, a significantly smaller portion of overall housing than in east King County as a whole and King County as a whole. Average rents are slightly higher in the Kenmore/Bothell market than in the Shoreline market (Table H-C, below), but low compared to the rest of East King County and the county overall. The median gross rent (including utilities) in Kenmore in 2020 was the lowest among east King County cities except Beaux Arts Village, and 10 percent below the county-wide median (Table H-C; Appendix , Exhibit ).

**TABLE H-C**  
**AVERAGE MEDIAN GROSS RENTS, 2014 (SPRING) 2015–2019 5-YEAR AVERAGES**  
**PROPERTIES WITH 20 OR MORE APARTMENTS (2019 DOLLARS)**

LOCATION	SIZE OF UNIT (BEDROOMS/BATHROOMS)				AVERAGE All Units
	0/1	1/1	2/1	3/2	
Bothell/Kenmore	\$1,472	\$1,480	\$1,724	\$2,205	\$1,719
Kenmore	\$1,236	\$1,287	\$1,391	\$2,071	\$1,433
Shoreline/Lake Forest Park	\$1,193	\$1,362	\$1,592	\$1,925	\$1,574
Eastside/King County	\$1,307	\$1,420	\$1,671	\$2,030	\$1,606

Source: The Apartment Vacancy Report (Dupre+Scott Apartment Advisors) ACS 2015-2019 5-Year Estimates.

Rental vacancy data indicate that Kenmore has relatively few apartments available (Housing Analysis, Exhibit P-2/Appendix , Exhibit ); Table H-D, below).

**TABLE H-D**  
**APARTMENT VACANCY RATES**  
**PROPERTIES WITH 20 OR MORE APARTMENTS**  
**RENTAL HOUSING VACANCIES**

	PERCENT OF ALL RENTAL HOUSING UNITS	
	2006 – 2010 average	2015 – 2019 average
Kenmore, total	2,239	2,606
Renter-occupied	94.5%	93.0%
Vacant, for rent	3.7%	3.7%

## ATTACHMENT 4

	<b>PERCENT OF ALL RENTAL HOUSING UNITS</b>	
	<b>2006 – 2010 average</b>	<b>2015 – 2019 average</b>
<b>Vacant, for seasonal, recreational, or occasional use*</b>	<b>1.0%</b>	<b>1.8%</b>
<b>Rented, not occupied</b>	<b>0.7%</b>	<b>1.5%</b>
<b>Total vacant</b>	<b>5.5%</b>	<b>7.0%</b>
<b>King County, total</b>	<b>340,071</b>	<b>406,209</b>
<b>Renter-occupied</b>	<b>92.2%</b>	<b>93.5%</b>
<b>Vacant, for rent</b>	<b>4.4%</b>	<b>3.2%</b>
<b>Vacant, for seasonal, recreational, or occasional use</b>	<b>2.3%</b>	<b>2.2%</b>
<b>Rented, not occupied</b>	<b>1.1%</b>	<b>1.1%</b>
<b>Total vacant</b>	<b>7.8%</b>	<b>6.5%</b>

\* “Seasonal, recreational, or occasional use” may include units not available for rent.

#### **Rental Housing for People Needing Supportive Services**

Kenmore has a range of housing for people who need supportive services, particularly for the elderly and those individuals with physical disabilities. The housing includes adult family homes, assisted living facilities, boarding homes, group living, and nearby nursing homes.

An estimated ~~six (6)~~four (4) percent of the people in Kenmore are over the age of 7580 years (~~Housing AnalysisAppendix~~, Exhibit \_\_\_\_). Supplemental Security Income supports people with disabilities in ~~over 200 (3 about two)~~ percent) of Kenmore households (~~Housing AnalysisAppendix~~, Exhibit \_\_\_\_).

Kenmore has ~~two~~one licensed assisted living ~~facilities~~facility (boarding homes) with ~~106~~100 beds and ~~21~~26 licensed adult family homes with ~~117~~150 beds (~~Housing AnalysisAppendix~~, Exhibit ~~Q-2~~). Adult family home residents include elderly people, individuals with limited mobility (use of wheelchair), developmental disabilities, mental illness, diabetes, terminal illnesses, brain injury, and those recovering from strokes. The number of persons living in supported living situations (i.e., group quarters) has increased ~~almost 50~~35% since ~~2000~~2010, a somewhat lower rate than the growth across east King County (44 percent) (~~Housing AnalysisAppendix~~, Exhibit ~~K-2~~). The closest nursing home to Kenmore is in Bothell. ~~The North Creek Health and Rehab Center (10909 NE 185th)~~Bothell Health Care (707 228<sup>th</sup> St. SW) nursing home has ~~112~~99 beds.

#### **Income- and Price-Restricted Housing**

##### **Land Use and Tax Incentives**

The City of Kenmore has a number of voluntary incentive programs to support housing developers who commit to setting aside some of the homes in their properties to be affordable for income-eligible households. At this writing, one property (Spencer 68) does so, as a result of the city’s purchase and resale of a disused Metro park-and-ride lot.

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	<u>Apartment</u> s	Spencer 68 Apartments benefits from an exemption from property taxation on their buildings (not the land) for 12 years—through 2029—and, in exchange, reserves 56 affordable units for the life of the property.
<u>50% AMI</u>	<u>5</u>	
<u>85% AMI</u>	<u>51</u>	
<u>Market Rate</u>	<u>166</u>	

Affordable housing requirements and tax incentives are offered in the transit-oriented district around the current park-and-ride facility on SR-522, and density requirements are in place for the Downtown Commercial zoning district. Density incentives are provided in the Neighborhood Business (NB) zone and in most other zones through the Residential Density Incentives program.

#### **Assisted Rental Housing** *Public and other Funding Programs*

A variety of publicly assisted rental housing is available in Kenmore, including:

<u>Name</u>	<u>Owner</u>	<u>Population Served</u>	<u>Units or Beds</u>
<u>Brookside Apartments</u>	<u>Sound Mental Health</u>	<u>Transitional</u>	<u>16</u>
<u>Copper Lantern</u>	<u>Low Income Housing Institute</u>	<u>Families</u>	<u>21</u>
<u>Green Leaf Apartments</u>	<u>King County Housing Authority</u>	<u>Families</u>	<u>27</u>
<u>Harbour Villa Apartments</u>	<u>King County Housing Authority</u>	<u>Seniors &amp; Disabilities</u>	<u>5</u>
<u>Heron Landing</u>	<u>Downtown Action to Save Housing</u>	<u>Seniors</u>	<u>50</u>
<u>Heron Run</u>	<u>Kenmore Family Associates</u>	<u>Families</u>	<u>40</u>
<u>Northwood Apartments</u>	<u>King County Housing Authority</u>	<u>Seniors &amp; Disabilities</u>	<u>34</u>
<u>Shadrach Apartments</u>	<u>Hopelink</u>	<u>Shelter</u>	<u>9</u>

All of these income- and price-restricted housing units are located within a half mile of transit service, the Greenleaf family housing and Northwood senior housing operated by the King County Housing Authority (KCHA), Heron Run family and Heron Landing senior housing operated by DASH, Copper Lantern (rental and ownership housing) operated by LIHI and Shadrach family shelter operated by Hopelink.

In addition, the Housing Authority operates a voucher program (Housing Choice Vouchers) for the rental of privately held units. This federal program currently assists approximately 20122 Kenmore households with rental subsidies. Lower income tenants in the City of Kenmore may also apply for emergency funding from King County in the event they are faced with eviction due to nonpayment of rent. This assistance is available through the Multi-Service Center of Northeast King County.

#### **Housing for the Homeless**

Although Kenmore-specific information is not available, the 2020 Point in Time Count of the homeless found that there were 204 sheltered homeless individuals and 56 unsheltered homeless individuals (living on the streets) in north King County, which includes Bothell, Kenmore, Lake Forest Park, Shoreline, and Woodinville.

Three facilities in Kenmore provide or have recently provided temporary shelter. Mary's Place (18118 73<sup>rd</sup> Avenue NE) provides emergency family shelter. In 2018 and 2021, Camp Unity Eastside was located at

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Northlake Lutheran Church (6620 NE 185th Street) and provided shelter for about 40 men, women and couples without children. Hopelink's Kenmore Place shelter also provides temporary housing.

An application from the Episcopal Church of the Redeemer (6210 NE 181st Street) was received in December 2021 to host Camp Unity Eastside between June and October 2022.

The establishment of the King County Regional Homelessness Authority in 2021 should help refine information on the homeless population in Kenmore and begin to address homelessness county-wide.

### **HOUSING AFFORDABILITY**

According to policies established by the U.S. Department of Housing and Urban Development, a household should spend no more than 30 percent of its income on housing, including utilities. If they pay more than that, they are considered "housing cost burdened." Table H-E shows incomes and affordable housing costs for various income levels.

**TABLE H-E**  
**AFFORDABLE HOUSING COSTS BASED ON KING COUNTY MEDIAN INCOME, 20142021**

	<b><u>VERY EXTREMELY LOW INCOME</u></b>		<b><u>VERY LOW INCOME</u></b>		<b><u>MODERATE LOW INCOME</u></b>	
	<b>30% of Area Median</b>		<b>50% of Area Median</b>		<b>80% of Area Median</b>	
<b>Household Size</b>	<b>Annual Income</b>	<b>Affordable Monthly Cost</b>	<b>Annual Income</b>	<b>Affordable Monthly Cost</b>	<b>Annual Income</b>	<b>Affordable Monthly Cost</b>
1	\$24,297	\$607	\$40,495	\$1,012	\$64,792	\$1,620
2	\$27,768	\$694	\$46,280	\$1,157	\$74,048	\$1,851
3	\$31,239	\$781	\$52,065	\$1,302	\$83,304	\$2,083
4	\$34,710	\$868	\$57,850	\$1,446	\$92,560	\$2,314
5	\$37,487	\$937	\$62,478	\$1,562	\$99,965	\$2,499

Source (income figures): U.S. Department of Housing and Urban Development; ARCH.

Using the federal affordability definition, 4312% of Kenmore's housing is affordable to extremely low- and very low- and low-income households and 4512% to moderate low-income households (Housing Analysis Appendix, Exhibit M-2). The amount of housing affordable to low extremely low- and very low-income families is similar to Bothell and slightly below King County, but higher than other cities in east King County cities as a group (7%). The amount of housing affordable at the moderate low-income level is again similar to Bothell, but higher than the rest of east King County overall (8%), but lower than Bothell and lower than the Countywide figures (16%). Table H-GF compares the housing affordability of Kenmore, east King County, and King County overall against countywide housing needs.

Most of Kenmore's housing affordable to lower incomes is rental housing. Thirty-five two (3532) percent of the rental units in Kenmore were affordable to extremely low- or very low- and low-income families in 20142018. This is similar to greater than the countywide figures (24%), but and much higher rate of affordability in rental housing than other cities in east King County (13%).

About seven nine (79%) of the single family owner-occupied housing units in Kenmore are affordable to families earning up to 80 percent of median income, and an additional four eight percent (48%) are affordable to families earning 80 to 100 percent of median income (Housing Analysis Appendix).

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Exhibit M-2, and Table H-F, below). These figures are similar to east King County (6% and 5%, respectively), but somewhat lower than King County (13% and 11%). Note that Kenmore has a relatively high percentage of homes affordable to low-income households, which may be partially attributable to the city's relatively high number of manufactured homes.

**TABLE H-F**  
**AFFORDABLE HOUSING AND COUNTYWIDE HOUSING NEEDS, 2014-2018**

HOUSEHOLD INCOME LEVEL	PCT OF TOTAL HOUSING UNITS AFFORDABLE AT INCOME LEVEL			COUNTYWIDE HOUSING NEED
	Kenmore	East King Co.	King County	
< 30% of median: Very Extremely Low-Income	3%	3%	4%	15%
30% to 50% of median: Very Low-Income	9%	4%	9%	15%
50% to 80% of median: Moderate Low-Income	12%	8%	16%	19%
> 80% of median: Middle- and Higher-Income	76%	85%	71%	51%

Source: 2006-2010 CHAS (Comprehensive Housing Affordability Strategy; U.S. Housing and Urban Development), 2014-2018 5-year averages.

Note: Countywide Housing Need determined by 2021 Countywide Planning Policies.

### Cost-Burdened Households

Despite the relative affordability of Kenmore, 38 percent of the city's households, and 42 percent of the renting households, are housing cost-burdened. Overall, housing cost burden improved in Kenmore since 2010, from 38 percent to 28 percent of all households (comparable to all of East King County). For some segments of the community, however, cost burden worsened. Close to half (48 percent) of the renting households are housing cost-burdened, up from 42 percent (Housing Analysis Appendix, Exhibit H-4). Both figures are similar to countywide figures, but high for east King County. This is high compared to other ARCH cities (35 percent) and King County as a whole (42 percent). Moreover, of cities in east King County, Kenmore has the highest. On the positive side, Kenmore's percentage of severely cost-burdened households (renters) (paying more than half their incomes on housing) has fallen from 21 percent to 17 percent.

Table H-G provides information on housing cost burden by race/ethnicity in Kenmore.



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**TABLE H-G**  
**HOUSING COST BURDEN AND RACE/ETHNICITY**  
**KENMORE, 2018**

<b>Race/Ethnicity of Householder</b>	<b>All Households</b>	<b>Cost Burdened (Housing costs 30% to 49% of household income)</b>	<b>Severely Cost Burdened (Housing costs 50% or more of household income)</b>
Hispanic or Latino, any race	5%	9%	8%
Not Hispanic or Latino	95%	91%	92%
American Indian or Alaska Native alone	0%	0%	1%
Asian alone	11%	14%	14%
Black or African-American alone	1%	8%	10%
White alone	81%	64%	62%
Other (including multiple races)	2%	4%	5%

Source: CHAS 2014–2018 5-year Estimates.

See Appendix for more information about cost burdened households.

## HOUSING TARGETS AND CAPACITY

The city's ~~2006-2031~~2019-2044 growth target established by the King County Countywide Planning Policies is ~~3,500~~3,070 households/housing units. ~~Subtracting actual development, the remaining growth target (2012-2031) is 2,980 households.~~ On an annualized basis, this means the city should expect and plan for ~~149~~123 additional units each year. The Kenmore Land Use Plan provides enough zoned capacity to exceed the ~~2031-2044~~2034 household/housing target, as shown in Table H-GH. Mixed-use areas provide a very large percentage more than half of the city's present capacity for new housing.

Within ½ mile of high-capacity transit, there is capacity for ~~approximately more than~~ 3,500 additional new housing units, including new duplex and triplex development in the medium density residential classification. Existing housing units in that area total nearly 7,000 units.

**TABLE H-GH**  
**EXISTING HOUSING UNITS, 2021 CAPACITY, AND TARGETS, KENMORE**

<b>Housing Type</b>	<b>20122018 Existing</b>		<b>Remaining Capacity</b>		<b>Total if Built to Capacity</b>	
	<b>Units</b>	<b>Pct</b>	<b>Units</b>	<b>Pct</b>	<b>Units</b>	<b>Pct</b>
Single-family Dwellings	6,808	72%	418	11%	7,226	53%
Multi-family Dwellings, total	2,621	28%	3,717	89%	6,338	47%
In residential-only zones			184	5%		
In mixed-use zones			3,533	95%		

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Housing Type	20122018 Existing		Remaining Capacity		Total if Built to Capacity	
	Units	Pct	Units	Pct	Units	Pct
Total	9,429		4,135		13,564	

Source: Washington State Office of Financial Management and 2014 Buildable Lands 2021 Urban Growth Capacity Report (King County).

#### Affordable Housing Needs

Countywide Planning Policy (CPP) H-1 requires that, “All comprehensive plans ... combine to address the countywide need for affordable housing ... at a level that calibrates with the jurisdiction’s identified affordability gap” for extremely low-, very low-, and low-income households.” Table H-I shows the difference between the housing supply in 2019 and the expected need in 2044 at each income level. (See the Endnotes to this chapter for definitions of each column heading.)

The Washington Department of Commerce is developing detailed projections of housing need for each county, to be accompanied by guidance on sub-county allocations; therefore, it is possible that King County will revise the CPPs in response, which may indicate future revisions to Table H-I.

**TABLE H-I**  
**AFFORDABLE HOUSING NEEDS**

	2019 Estimated Supply		2044 Apportioned Demand		2019 – 2044 Need
<b>Kenmore</b>	9,485		12,555		
0 – 30% AMI	278	3%	1,883	15%	1,605
31 – 50% AMI	1,074	11%	1,883	15%	810
51 – 80% AMI	1,324	14%	2,385	19%	1,061
Over 80% AMI	6,809	72%	6,403	51%	-406
<b>East King County cities</b>	222,378		314,032		
0 – 30% AMI	6,036	3%	47,105	15%	41,068
31 – 50% AMI	12,260	5%	47,105	15%	34,845
51 – 80% AMI	24,465	11%	59,666	19%	35,201
Over 80% AMI	179,617	81%	160,156	51%	-19,460

Sources: CHAS, OFM, ARCH.

Note that the CPPs encourage local governments and their comprehensive plans to work in collaboration with other jurisdictions and non-governmental agencies. “When taken together, all the comprehensive plans of King County jurisdictions must “plan for and accommodate” the existing and projected housing

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needs of the county (RCW 36.70A.020 and 36.70A.070)” (introduction to CPP Housing chapter). “All comprehensive plans in King County combine to address the countywide need for housing ... at a level that ... results in the combined comprehensive plans in King County meeting countywide need” (H-1). “(T)his section promotes cross-sectoral and interjurisdictional coordination ... (to) meet the housing needs of households with extremely low, very low, and low incomes. ... (C)ollective efforts to fund or provide technical assistance for affordable housing development and preservation, and for the creation of strategies and programs, can help to meet the housing needs identified in comprehensive plans. Therefore, there are opportunities for efficiencies and greater impact through interjurisdictional cooperation” (introduction to CPPs H-6 and H-7). The CPPs encourage Kenmore and other cities not to think of affordable housing goals or issues as their’s to solve alone. For example, Kenmore may be able to plan for more than 1,061 homes affordable to low-income households or support some extremely low-income housing created in other communities. The city of Kenmore belongs to ARCH to make these opportunities happen.

### SUMMARY OF LOCAL HOUSING STRATEGIES

Since incorporation, the city has taken action in several areas to address local housing needs. These include:

- Updates to the Downtown area plan have increased opportunities for creating new housing in the Downtown. This has allowed the city to have sufficient capacity to meet its 2006–2013 housing growth targets.
- In 2003, the city rezoned the old former Park and Ride site on 68<sup>th</sup> Avenue NE to allow housing a multifamily development, with a requirement that 25 percent of the units address local affordable housing needs. Spencer 68 apartments opened in 2015, providing 56 affordable units, five for low-income households. The first phase of development of this property began in 2014. To help enhance affordability on the property, the city approved a twelve-year property tax exemption on residential improvements.
- The city has waived a portion of impact fees for a project that incorporated housing affordable to low-income households.
- The city has been an ongoing member of ARCH. Through the ARCH Trust Fund process, the city has regularly committed local funds for affordable housing projects in Kenmore and throughout the region, assisting over 170 with nearly 200 units affordable to lower-income households.
- Through participation in the countywide CDBG Consortium, 25 local homeowners have received Housing Repair loans since 2005 (9 applications in 2021).
- In 2015 and again in 2022, the city adopted increased density allowances in the Transit Oriented Development District with requirements for including affordable housing in new development.
- The city, in 2017, the city approved a Housing Strategy Plan identifying potential strategies to address affordable housing needs and prioritizing them for future consideration.
- In 2019, the city:
  - rezoned some of the City’s manufactured housing communities in order to preserve existing affordable housing in those communities.
  - amended zoning for portions of the Community Business zoning district, including incentives for development of affordable housing.
  - expanded the area eligible for a Multifamily Tax Exemption to the Transit-Oriented Development District.
- The City has adopted several residential renter protection regulations. In 2019, the city adopted an enhanced notice of rent increase. From March 20, 2021 through January 15, 2022, the city adopted a temporary moratorium on residential tenant evictions related to the Covid-19 pandemic. In June 2021, the City adopted four renter protections that remain in place through the Washington State and City of Kenmore declared emergency related to the Covid-19 pandemic:

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- o Creates a defense to eviction for rental debt accrued due to pandemic-related hardship.
- o Creates a defense to eviction if a tenant has a rental assistance application in process.
- o Bans late fees for rent that became due during the pandemic.
- o Requires landlords to certify that they have attempted to obtain rental assistance before filing for eviction due to unpaid rent accrued during the pandemic.
- In 2022 the City also is considering adopting additional residential protections including:
  - o Notice of rent increase required
  - o Cap on late fees
  - o Cap on move in fee
  - o Right to Payment Plan
  - o Rental unit registration program
  - o Just cause eviction program
  - o Right to relocation assistance
  - o Criminal background checks prohibited
  - o Bars discrimination due to immigration status
  - o Bars requirement of social security number
  - o Bans abusive, deceptive, and unfair practices in rental housing
  - o Rent due date may be altered due to tenant's fixed income
  - o Landlord may not demand child or person with disability to be signatory to lease if tenant of record is already a signatory
- In 2021, the city:
  - o created a reduced permit review process for projects containing affordable housing.
  - o The city adopted updated regulations to allow Accessory Dwelling Units, with over 3960 ADUs permitted to date.
- In 2022, the City Council authorized spending approximately 3 million dollars in federal American Rescue Plan Act (ARPA) funding for a project containing a minimum of 10% of dedicated affordable housing for those earning less than 30% AMI. The Council also authorized use of City surplus property for this development. It is anticipated that the development proposal will be submitted to the annual State and County funding pipeline in 2022.
- Also in 2022, the city adopted new standards allowing duplex and triplex development ("Missing Middle" housing) within ¼ mile of the City's two high-capacity transit corridors throughout the R-6, Residential, zoning district.

## GOALS, OBJECTIVES, AND POLICIES

RESIDENTIAL NEIGHBORHOODS **SUB-ELEMENT**

**GOAL H-1. PROMOTE AND MAINTAIN STRONG, DIVERSE, EQUITABLE, AND INCLUSIVE RESIDENTIAL NEIGHBORHOODS.**

**OBJECTIVE H-1.1 Encourage repair and maintenance of existing housing.**

Policy H-1.1.1 Encourage private reinvestment in residential neighborhoods and private rehabilitation of housing by providing information, technical assistance, and referrals to appropriate agencies and organizations.

Policy H-1.1.2 Provide regular and appropriate levels of investment in transportation, pedestrian safety, surface water, and parks maintenance and improvements within residential neighborhoods, consistent with the City's capital improvement priorities. Encourage special districts to provide services and maintain infrastructure within

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1		residential neighborhoods consistent with adopted service and capital
2		improvement plans.
3	Policy H-1.1.3	In cooperation with King County, Puget Sound Energy, or other agencies, promote
4		the use of weatherization programs in existing housing.
5	<b>OBJECTIVE H-1.2 Support housing stability through tenant protections for renters.</b>	
6	Policy H-1.2.1	Implement tenant protections that increase housing stability such as notice of rent
7		increase and just cause eviction for tenants on termed leases.
8	<b>OBJECTIVE H-1.3 Prioritize and plan for the retention of existing residents when considering</b>	
9	<b>zoning changes or capital projects. In particular consider impacts on</b>	
10	<b>marginalized people, with a particular focus on Black, Indigenous, and</b>	
11	<b>People of Color communities.</b>	
12	Policy H-1.3.1	Support policies, practices, and programming that promote and retain diversity,
13		and ensure equity and inclusion in Kenmore.
14	<b>OBJECTIVE H-1.24</b>	<b>Promote safe, physically accessible, well maintained, and well-designed</b>
15		<b>residential environments with associated open spaces.</b>
16	Policy H-1.24.1	Encourage housing design and development that promotes public safety including
17		“Crime Prevention through Environmental Design” components as described in
18		the <del>Land Use</del> Community Design Sub-Element.
19	Policy H-1.24.2	Ensure development regulations address accessible housing and transportation
20		services. Residential structures as well as physical improvements, such as parking,
21		streets, and sidewalks, should allow for mobility and accessibility by all residents,
22		including the elderly and persons with disabilities, consistent with the
23		Transportation Element. Promote awareness of Universal Design improvements
24		that increase housing accessibility.
25	Policy H-1.4.3	Support well-maintained neighborhoods through an active code enforcement
26		program that does not disparately impact lower income residents.
27	Policy H-1.24.34	Prepare and implement development and design standards that acknowledge
28		neighborhood character and address compatibility with surrounding
29		development further the community vision consistent with Land Use and
30		Community Design Element goals and policies.
31	Policy H-1.24.45	Encourage energy and water efficiency in existing and new housing developments,
32		as addressed in the Utilities Element.
33	Policy H-1.24.56	Ensure adequate setbacks, landscaping, and buffering are required between
34		housing developments of significantly differing densities and between housing and
35		commercial areas.
36	Policy H-1.24.67	Ensure critical area regulations provide sufficient buffer widths consistent with the
37		quality and class of the protect environmentally sensitive areas and that the
38		regulations are fully implemented. Restrict intrusion into sensitive areas by nearby
39		residents and visitors.

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- 1 Policy H-1.24.78 Encourage cluster residential development along with open space, consistent with  
2 the Land Use Element to protect and preserve environmentally-sensitive areas.
- 3 Policy H-1.24.9 Plan for residential neighborhoods that promote the health and well-being of  
4 all residents by supporting active living and by reducing exposure to harmful  
5 environmentsconditions.
- 6 **GOAL H-2. PROVIDE HOUSING OPPORTUNITIES IN KENMORE FOR PEOPLE**  
7 **WITH SPECIAL NEEDS.**
- 8 **OBJECTIVE H-2.1 Provide opportunities for the development of short-term and permanent**  
9 **housing for people with special needs.**
- 10 Policy H-2.1.1 Allow opportunities for assisted housing, for people with special needs, by:
- 11 a. Permitting group living situations, including those where residents receive  
12 such supportive services as counseling, foster care or medical supervision in  
13 accordance with state and federal laws; and,
- 14 b. Encouraging developers and owners of assisted housing units to undertake  
15 activities to establish and maintain positive relationships with neighbors.  
16 Encourage neighbors to similarly maintain those relationships.
- 17 Policy H-2.1.2 Ensure that group home providers have received appropriate licenses from federal  
18 or state agencies where appropriate.
- 19 Policy H-2.1.3 Support housing options and services that enable seniors to stay in their homes or  
20 neighborhoods.
- 21 **OBJECTIVE H-2.2 Support and promote community facilities and programs that are important**  
22 **to the safety, health, and social needs of familiesresidents, children and**  
23 **persons with special needs.**
- 24 Policy H-2.2.1 Increase coordination among providers of social, health, counseling, and other  
25 services to individuals, families, children, and persons with special needs including  
26 senior citizens, persons with physical or mental disabilities, persons with terminal  
27 illness, or other special needs.
- 28 Policy H-2.2.2 Work with transit and transportation providers to increase access between special  
29 needs housing and community facilities and programs in Kenmore or the  
30 Northshore area.
- 31 Policy H-2.2.3 Support the location of social, recreational, health, safety, and other services in  
32 Kenmore to serve people with special needs.
- 33 **Policy H-2.2.4 Support efforts by providers of social, health, counseling, and other services to**  
34 **assist newly-arrived immigrant populations.**
- 35 Policy H-2.2.45 Support a range of housing options and services to help homeless persons and  
36 families move to long-term financial independencestay sheltered.



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Policy H-2.2.56 Work with other jurisdictions, the Regional Homelessness Authority, and health and social service organizations to develop a coordinated, regional approach to homelessness.

### **RESIDENTIAL GROWTH**

**OBJECTIVE GOAL H-1.33. PLAN APPROPRIATE LAND USE DESIGNATIONS AND ZONING CATEGORIES TO ACCOMMODATE PROJECTED HOUSEHOLD GROWTH.**

**Policy H-1.3.1**

**OBJECTIVE H-3.1 Plan for an adequate supply of land to accommodate projected household growth, including but not limited to, affordable housing, multifamily housing, and special needs housing.**

Policy H-4.3.1.2.1 Ensure zoning regulations accommodate a range of housing styles and types in appropriate locations, such as single-family detached dwellings, small houses on small lots, size-limited houses on smaller lots, duplexes, triplexes, cottage housing, townhouses, apartments, accessory dwellings, manufactured homes, and other types. Consider neighborhood character compatibility as well as housing needs and surrounding environmental conditions when applying zones, land use, and development standards.

**Policy H-4.3.1.2 Continue to take an incremental approach to expanding medium density housing opportunities in the City.**

**OBJECTIVE H-1.43.2 Identify and support Kenmore's Downtown as a center for commercial, civic, cultural, park, and higher density housing uses and activities consistent with its designation as a Countywide Growth Center.**

Policy H-4.43.2.1 Develop mixed-use, higher density districts in Downtown Kenmore, meeting community goals to develop community identity, provide vital business and service opportunities, concentration of higher density housing close to high-capacity transit, and provide multi-modal transportation services and connections to those services.

Policy H-4.43.2.2 When higher densities are applied to residential and mixed use development in the Downtown, include requirements for the provision of affordable housing.

Policy H-4.43.2.3 Offer density bonuses and density transfers, where appropriate, to achieve a compact, vital Downtown, as well as meet environmental and affordable housing goals.

Policy H-4.2.83.2.4 Encourage property consolidation in the Downtown, through density bonuses or other incentives, to create mixed-use and multi-family developments that offer a range of site and community benefits such as private and public open spaces and plazas, structured parking, and other amenities.

**Policy H-3.2.5 Address issues of diversity, equity and inclusion for historically-marginalized groups when developing Kenmore's Countywide Growth Center approaches.**

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Policy H-3.2.6 East of Downtown, in the area of transit-supportive development near the Park and Ride, require long-term low-cost housing as a condition of development.

#### HOUSING AFFORDABILITY SUB-ELEMENT

**GOAL H-34. MAKE ADEQUATE PROVISIONS FOR A PROPORTIONATE AMOUNT OF THE EXISTING AND PROJECTED COUNTYWIDE NEED FOR HOUSING AT ALL INCOME LEVELS.**

**OBJECTIVE H-34.1 Encourage retention of the existing housing stock in Kenmore as a source of affordable housing.**

Policy H-34.1.1 Promote the use of housing rehabilitation assistance (from King County, for example) to lower-income homeowners and to landlords who rent to lower-income people.

Policy H-34.1.2 Support the acquisition, rehabilitation, and preservation of existing affordable housing by agencies and organizations as an alternative to new construction.

Policy H-4.1.3 Allow existing legally created duplexes, triplexes, and other medium-density housing types in the low and medium density residential classifications to continue without “nonconformance” limitations related to density, setbacks, height, or lot size.

Policy H-34.1.24 Consider measures Aspire to preserve and maintain existing manufactured housing communities.

Policy H-34.1.35 When displacement is unavoidable, encourage determine who is most likely to be harmed and ensure that the brunt of the impact is not carried by the same communities in Kenmore. Support relocation assistance and development of replacement housing to be developed, where feasible, to help very low- and low-income households. For mobile home parks in particular, consider a funding pool to assist low- and moderate-income residents in deteriorating and obsolete mobile homes to find alternative housing in the community, or help to establish preferences in nearby housing for persons giving up their homes.

**OBJECTIVE H-34.2 Adopt programs and regulations that support housing affordable to extremely low-, very low-, low-, and moderate-income households, comparable to the countywide need.<sup>1</sup>**

Policy H-34.2.1 Support efforts of private developers, both for-profit and not-for-profit, to preserve or develop affordable housing, including housing with on-site services, for extremely low-, very low-, low- and moderate-income families. Consider the following roles for the City’s active participation:

- a. Whenever possible, integrate affordable housing plans into proposals for development of publicly owned properties.

<sup>1</sup> See Countywide Planning Policies

## ATTACHMENT 4

- 1 b. Play a partnership role with nonprofit housing project sponsors by  
2 supporting applications for CDBG, HOME, and other Federal, State, or  
3 local funding sources for the projects.
- 4 c. Enter into a long-term partnership with one or more nonprofit housing  
5 developers to identify sites and ~~decide on the timing of~~  
6 ~~applications~~ identify opportunities for public funding.
- 7 d. Actively support affordable housing projects by expediting the permitting  
8 process, reducing development fees, or similar measures.
- 9 e. Consider regulatory changes such as reducing parking requirements,  
10 updating building codes to promote innovative, low-cost development,  
11 and expanding the Multifamily Tax Exemption (MFTE) program to  
12 support more affordable housing development.
- 13 Policy H-~~34.2.2~~ Participate in A Regional Coalition for Housing (ARCH) to help develop and  
14 preserve affordable housing in the community and region. ~~Maintain data~~  
15 ~~demonstrating the impact in the City of Kenmore and communicate the results to~~  
16 ~~the community for continued understanding and support.~~
- 17 Policy H-~~34.2.3~~ Identify and catalogue real property owned by the City that is no longer required  
18 for its purposes and is suitable for the development of affordable housing for  
19 ~~extremely~~very-low, to moderate-income households. ~~Engage with community~~  
20 ~~partners on how best to use these resources.~~
- 21 Policy H-~~34.2.54~~ Use local resources, as available, to leverage other public and private funding for  
22 the creation or preservation of affordable housing.
- 23 Policy H-~~34.2.45~~ Use density bonuses, inclusionary programs, and other methods with mixed-use  
24 and multi-family developments to provide housing affordable to ~~extremely~~ low-  
25 ~~and to~~ moderate-income households.
- 26 ~~Policy H-4.2.6 As part of any rezone that increases residential capacity, consider requiring that a~~  
27 ~~portion of the new units be affordable to extremely low-, very low- or low-income~~  
28 ~~households.~~
- 29 ~~Policy H-4.2.7 Before implementing a new policy or regulation, consider how it will impact the~~  
30 ~~cost to build a home.~~
- 31 ~~Policy H-4.2.8 Focus on projects that promote access to opportunity, anti-displacement, and~~  
32 ~~wealth building for Black, Indigenous, and People of Color communities.~~
- 33 ~~Policy H-4.2.9 Support alternative homeownership models that lower barriers to ownership and~~  
34 ~~provide long-term affordability, such as community land trusts, and limited or~~  
35 ~~shared equity co-ops~~
- 36 ~~Policy H-~~34.2.9~~10 Collaborate with other organizations or entities to evaluate tiny home villages as a~~  
37 ~~ways to address transitional homeless housing or provide an additional housing~~  
38 ~~type.~~
- 39 Policy H-~~34.2.6~~11 Ensure that affordable housing achieved through public incentives or assistance  
40 remains affordable for the longest possible term.

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- 1 Policy H-34.2.7.12 Collaborate with other local governments directly and through membership  
2 associations (e.g., Puget Sound Regional Council) on regional housing strategies,  
3 especially related to providing **extremely** low- and very low-income housing.
- 4 Policy H-34.2.8.13 Support legislation and funding at the **local**, county, state, and federal levels that  
5 would promote the city's housing goals and policies.
- 6 **OBJECTIVE H-34.3 Provide zoning and development standards that integrate affordable housing**  
7 **compatibly into the community.**
- 8 Policy H-34.3.1 Allow designated manufactured homes built to state standards on single-family  
9 lots.
- 10 Policy H-34.3.2 Allow and accommodate accessory dwelling units in **single-family low and**  
11 **medium density residential** districts.
- 12 Policy H-34.3.3 Pursue land use policies and regulations that:
- 13 a. Result in lower development costs without loss of adequate public review,  
14 environmental quality, or public safety; and,
- 15 b. Do not reduce design quality, inhibit infrastructure financing strategies, or  
16 increase maintenance costs for public facilities.
- 17 ~~Policy H-3.3.4 Promote fair housing for all persons and ensure that no city policies, programs,~~  
18 ~~regulations or decisions result in housing discrimination.~~ (MOVED)

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20

**HOUSING EQUITY**

21 **GOAL H-5. ACKNOWLEDGE THE HISTORICAL INEQUITIES THAT LIMITED THE ABILITY**  
22 **OF ALL RESIDENTS TO LIVE IN THE NEIGHBORHOOD OF THEIR CHOICE**  
23 **AND WORK TO REDUCE DISPARITIES IN ACCESS TO NEIGHBORHOODS**  
24 **WITH GOOD SCHOOLS, PARKS, AND OTHER AMENITIES.**

25 **OBJECTIVE H-5.1 Promote fair housing for all persons regardless of race, gender identity, sexual**  
26 **identity, ability, use of a service animal, age, immigration status, national**  
27 **origin, familial status, religion, source of income, military status, or**  
28 **membership in any other relevant category of protected people.**

29 **Policy H-5.1.1 Utilize the City's Diversity, Equity and Inclusion (DEI) program to ensure that**  
30 **no city housing policies, programs, regulations, or decisions do not result in**  
31 **housing discrimination.**

32 **Policy H-5.1.2 Work with the legislature, King County, or other agencies to authorize**  
33 **homeowners to easily remove discriminatory restrictive covenants from deeds and**  
34 **other property documents.**

35 **Policy H-5.1.3 Support use of housing choice vouchers in Kenmore.**

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**Policy H-5.1.4** Consider environmental health in neighborhoods where affordable housing exists or is anticipated, and plan for environmentally healthy neighborhoods for all residents.

## IMPLEMENTATION STRATEGIES

To organize and carry out these goals, objectives and policies, as well as to prepare the City for the next Comprehensive Plan update, the City will undertake the following:

- Work with neighborhoods and historically underrepresented groups when new policies, plans or programs are proposed to ensure that their unique issues are considered.
- Continue to consider opportunities to expand locations for medium density residential housing types, such as duplexes, triplexes, cottage housing, and size-restricted houses on smaller lots.
- Adopt development standards for reduced minimum lot sizes with maximum house size restrictions on small lots and consider cottage housing in some low (R-6) and medium density classifications. When considering maximum house sizes for smaller houses on smaller lots, remain mindful of the needs of multigenerational and large families. Also take into account open space needs and environmental protection, as well as accessory dwelling unit standards.
- Revise the Strategy Plan as needed to achieve more of the Housing Element's goals, objectives, and policies.
- Continue to review the action steps and priorities from the Housing Strategy Plan.
- Implement the Housing Strategy Plan in coordination with ARCH.
- Maintain communications with, or participation in, regional agencies and projects.
- Monitor housing needs and supply over time, especially data that indicate progress toward meeting a proportionate share of the countywide needs for affordable housing and improved access to opportunity for Black, Indigenous, and People of Color communities. Reassess and adjust policies and regulations as necessary to achieve City goals.
- Evaluate and report results of the Strategy Plan and how the goals, objectives, and policies of this Housing Element have been achieved.

## REFERENCES

A Regional Coalition for Housing (2014/2022). East King County Housing Analysis, Redmond, WA.

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**ENDNOTES**

“2019 Estimated Supply” is the number of housing units in 2019, according to the Washington Office of Financial Management (OFM), distributed to each affordability category by the percentages in each jurisdiction’s housing supply, according to the Comprehensive Housing Affordability Strategy (CHAS) estimates of 2014 – 2018 5-Year Estimates. (CHAS 2015 – 2019 estimates are not yet available.) For example, from 2014 – 2018, Kenmore averaged 3 percent of its housing units affordable to households with incomes at or below 30% of the Area Median Income (AMI). That percentage was applied to the city’s 2019 total for an estimated 278 housing units affordable at that level.

“2044 Apportioned Demand” is the number of housing units the jurisdiction must plan for in 2044 distributed to each affordability category by the percentage goals set in Countywide Planning Policies. Kenmore’s 2019 – 2044 housing target of 3,070, added to the supply existing in 2019 (9,485) equals 12,555 housing units. Countywide Planning Policy (CPP) percentages are based on household incomes and cost-burdened households across King County, according to the CHAS 2013 – 2017 5-Year Estimates available when the CPPs were drafted.

“2019 – 2044 Need” is the difference between the 2044 Apportioned Demand and the 2019 Estimated Supply at each affordability level. A positive number represents housing units that the jurisdiction must plan for, and a negative number represents a surplus of housing units at that affordability level.

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## **CAPITAL FACILITIES ELEMENT AMENDMENTS**

### **INTRODUCTION**

#### **Purpose**

The Capital Facilities Element is intended to assist the City of Kenmore and its officials make the financial decisions to ensure that the public facilities and services City residents rely on will continue to adequately support City residents today and into the future. The Capital Facilities Element places particular focus on those facilities that the City is responsible for funding. This Element contains a six-year plan for capital improvements that support the City of Kenmore's current and future population and economy. The six-year capital improvements described here must be fully funded.

Another purpose of the Capital Facilities Element is to respond to Growth Management Act requirements to provide a process to review the potential siting of uses typically difficult to locate in most communities due to environmental, economic, or social costs. This Element provides policies that would guide local permit and public review of essential public facilities.

#### **Growth Management Act Requirements**

The Growth Management Act (GMA) establishes many of the requirements of the capital facilities element. It establishes an overall goal to "ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards." The GMA requires that the capital facilities element include an inventory of existing publicly owned capital facilities, a forecast of the future needs for new or expanded facilities, and a six-year plan to indicate from what sources the identified future facilities will be financed. The GMA defines public facilities to include roadways, street lighting, traffic signals, sidewalks, domestic water systems, storm and sanitary sewer systems, parks and recreational facilities, and schools. Public services are defined to include fire protection, law enforcement, public health, education, recreation, environmental protection, and other government<sup>al</sup> services. The Capital Facilities Element is intended to provide a general assessment of major public services which impact land use issues, rather than a detailed analysis of every service provided by government.

Another key GMA requirement is to include a process for identifying and siting essential public facilities. Essential public facilities include "those facilities that are typically difficult to site, such as airports, state education facilities and state or regional transportation facilities as defined in RCW 47.06.140, regional transit authority facilities as defined in RCW 81.112.020, state and local correctional facilities, solid waste handling facilities, and in-patient facilities including substance abuse facilities, mental health facilities, group homes, community facilities as defined in RCW 72.05.020, and secure community transition facilities as defined in RCW 71.09.020." No local comprehensive plan or development regulation may preclude the siting of essential public facilities.

#### **VISION 2050**

VISION 2050 acknowledges that expanding public services to accommodate growth can create challenges in how and where to site new facilities. While capital facilities are essential to communities,



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commerce, and quality of life, they often affect the environment and adjacent communities. Policies support locating development in a manner that minimizes impacts to natural features. They also promote the use of innovative environmentally-sensitive development practices, including design, materials, construction, and on-going maintenance. VISION 2050 adds a new emphasis on equity considerations to ensure that both the benefits and the impacts of capital facilities are shared by communities throughout the region.

### **Countywide Planning Policies**

The King County Countywide Planning Policies (CPPs) include general policies regarding adequate infrastructure for planned development for those areas within the Urban Growth Area. Growth is to be directed to centers and urbanized areas with existing infrastructure capacity. Policies also include several policy statements regarding water and wastewater. In summary, the policies address regional coordination of water supplies, water conservation, alternate sewer treatment technologies and systems, and preference for urban water and sewer systems to serve new construction in the areas identified for growth.

The King County Countywide Planning Policies CPPs indicate state that public capital facilities of a regional or statewide nature should be sited in a way that equitably disperses impacts and benefits and supports the Countywide Planning Policies using a process that incorporates broad public involvement, especially from historically marginalized and disproportionately burdened communities. As in VISION 2050, the CPPs emphasize that the impacts and benefits of public capital facilities should be equitably dispersed while still reflecting the CPPs' overall policy directions.

When siting and building essential public services and facilities, CPP policies support consideration of climate change, economic, equity, and health impacts.

### **Concurrency, Level of Service and Impact Fees**

Concurrency refers to the timely provision of public facilities and services relative to the need for them, especially for transportation improvements. WAC 365-196-210 states, "Concurrency means that adequate public facilities are available when the impacts of development occur, or within a specified time thereafter." The City maintains a 6-year capital improvement program that identifies needed improvements and the funds to pay for them. Longer-term facilities plans are described in individual Comprehensive Plan elements or summarized in this element, along with estimates of future costs, if available.

Level of service standards provide the baseline by which the impacts of new development are measured. WAC 365-196-210 states, "Level of service means an established minimum capacity of public facilities or services that must be provided per unit of demand or other appropriate measure of need. Level of service standards are synonymous with locally established minimum standards." For transportation facilities, if growth will reduce the level of service below the City's adopted standards, development permits cannot be issued until facilities are provided. The Transportation Element discusses level of service standards for multimodal transportation facilities.

The City's impact fee requirements are in place to maintain desired levels of service by providing funding from new development for needed improvements. Impact fees are available as a funding mechanism for transportation facilities, parks, fire protection facilities, and schools. The City requires impact fees for transportation facilities and parks. If When the Northshore School District determines that impact fees for schools are needed, they may request that the City collect school impact fees on their behalf. The need for additional fire protection facilities was not identified in the Public Services Element.

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**Sound Fiscal Management**

Planning for major capital facilities and their costs enables the City of Kenmore to demonstrate the need for facilities and the need for revenues to pay for them. It also allows the City to estimate the future operation/maintenance costs of new facilities that will impact the annual budget. Additionally, it helps the City take advantage of sources of revenue (i.e., grants, fees, real estate excise taxes) that require a Capital Facilities Plan to qualify for the revenue. Lastly, it may help the City get better ratings on bond issues when the City borrows money for capital facilities.

**Eligibility for Grants and Loans**

The State Department of Community Development's Public Works Trust Fund requires that local governments have a Capital Facilities Plan in order to be eligible for grants and loans. Some other grants and loans have similar requirements (i.e., Washington State Recreation and Conservation Office grants, or the Department of Ecology's Centennial Clean Water Fund), or give preference to jurisdictions that have a Plan.

**INVENTORY/FORECAST OF FUTURE NEEDS****General**

The inventory and forecast of needs required in the Capital Facilities Element have been met in other Elements as follows:

- Existing and future needs for transportation facilities, **Chapter 6, Transportation Element**
- Domestic water systems, storm and sanitary sewer systems, **Chapter 8, Surface Water Element and Chapter 10, Utilities Element**
- Parks and recreational facilities, **Chapter 7, Parks, Recreation and Open Space Element**
- Government services including City, fire, police, human, library, and school services, **Chapter 9, Public Services Element**
- **Affordable housing provision, Chapter 5, Housing Element**

Levels of service analyses, where appropriate, also are discussed in these other Elements.

In 2018, the City of Lake Forest Park ended their contract with the City of Kenmore to provide public works services. The existing public works shop in Lake Forest Park will no longer be used by the City of Kenmore. This shop provides services needed to support the Transportation; Parks, Recreation and Open Space; Surface Water; and Public Services Elements of this Plan. Based on a level-of-service analysis of Kenmore's participation in the Lake Forest Park shop, the City estimates that a shop capable of housing twelve employees (five maintenance workers, an Administrative Assistant and six seasonal employees) will be required. This shop would maintain existing shop capacity and would continue to serve the City for the foreseeable future.

Housing Element policies support the use of surplus public property and local resources to leverage other public and private funding for the creation or preservation of affordable housing. In 2021/2022, the City Council determined that developing a project to provide affordable housing would fulfill not only a Council priority, but also would implement the goals, objectives, and policies of the Housing Element. Preliminarily, funding from the City's American Rescue Plan Act (ARPA) allocation and the ARCH

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Housing Trust Fund, along with a donation of surplus City property will advance this effort. Other affordable housing projects may be identified in the future for City participation.

The focus of the Capital Facilities Element is to identify the capital facility costs and timeframes for at least 6 years to support the Comprehensive Plan.

### **Essential Public Facilities**

#### **Existing Essential Public Facilities**

Within Kenmore today, there are several existing facilities that would qualify as “essential public facilities” including, but not limited to:

- SR-522 – Bothell Way, a state transportation facility (classified as a Highway of Statewide Significance)
- Kenmore Air Harbor, a private seaplane base, which is considered a “public use airport” by the Washington State Aviation System Plan
- Several adult family homes and group homes as described in **Chapter 5, Housing Element**.

Although not specifically listed in the definition of essential public facilities, regional wastewater facilities could be considered essential public facilities, since the definition lists examples and is not a definitive list. Examples of regional wastewater facilities include:

- King County Department of Natural Resources, Wastewater Treatment Division, regional facilities within Kenmore. These include the Kenmore Pump Station/Logboom Regulator System, Swamp Creek Trunk, and Kenmore Interceptor. The Kenmore Pump Station/Logboom Regulator System controls flows in the Kenmore Lakeline, a 48-inch diameter, five-mile long pipeline constructed in Lake Washington between Kenmore and Matthew’s Beach. This system conveys sewage from King County’s North Service Area to Matthews Beach Pump Station and from there to the West Point Treatment Plant. The Kenmore Interceptor is a 72-inch diameter sewer within Kenmore that enters the City from the east.

#### **Planned Essential Public Facilities**

The State of Washington Office of Financial Management (OFM) is required to maintain a list of those essential state public facilities that are required or likely to be built within the next six years. The OFM ~~2015-2021~~2021-2027 Six-Year Facilities Plan includes no planned facilities in Kenmore.

### **CAPITAL FACILITIES PLANNING**

This section addresses short and long-term improvement plans for City facilities including parks and recreation, surface water and transportation. **Tables CF-A** through **CF-D** are the Capital Facilities Plans through 2035 for transportation and surface water and through 2040 for parks, recreation and open spaces. **Table CF-E** is the City’s current Capital Improvement Program, showing the 6-year plans for capital facilities with forecasts of expenditures and revenues. Cost estimates and revenue projections are most accurate for the current biennium and least accurate for the long-term assessments. Projects and schedules in the Capital Facilities Element of the Comprehensive Plan will be updated annually as needed as part of in conjunction with the City’s budget process.

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1 The Element also incorporates by reference the 6-year capital facility plans for the special districts that  
2 provide water, wastewater services, fire protection and school services: the Northshore Utility District, the  
3 Northshore Fire Department and the Northshore School District. Agencies or special districts, in accordance  
4 with the provisions of the Growth Management Act, may need to update their Comprehensive Plans and/or  
5 6-year capital improvement plans in order to be consistent with the City's Comprehensive Plan.

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**TABLE CF-A  
PARKS CAPITAL IMPROVEMENTS  
CITY OF KENMORE**

**2020-2040 FISCALLY UNCONSTRAINED LIST**

<b>PROJECT DETAIL</b>	<b>TOTAL DOLLAR AMOUNT</b>
<b>ACQUISITION</b>	
<b>Short-Term</b>	
Swamp Creek Wetland Acquisition – Phase 1	1,700,000
<b>Mid-Term</b>	
Bastyr Field Replacement (Feasibility Study)	150,000
Tolt Pipeline – Phase 2 (73 <sup>rd</sup> Ave. NE to 80 <sup>th</sup> Ave. NE)	1,230,000
New Parkland Acquisition	5,560,785
WaterWalk Trail Acquisition – Phase 1 (Log Boom to Squires Landing Access)	741,438
<b>Long-Term</b>	
Moorlands Park Expansion Acquisition	741,438
Swamp Creek Wetland Acquisition – Phase 2	4,655,000
Aquatic/Community Center Partnership (¼ cost)	6,250,000
Lake Washington Waterfront Park Acquisitions	7,414,380
New Parkland Acquisition	16,682,355
Sammamish River Waterfront Park Acquisitions	8,897,256
<b>DEVELOPMENT</b>	
<b>Short-Term</b>	
Twin Springs Interim Use Plan	100,000
Moorlands Park Improvements	50,000
Rhododendron Park Boardwalk & Float Mitigation	96,000 + 8,000
Squires Landing Access Replacement Float Mitigation	16,000
Squires Landing Access Waterfront Access Project	5,750,000
Log Boom Park Waterfront Access Project	2,740,000
Rhododendron Park – Phase 2 Boatshed	487,000
Swamp Creek Wetland Trail Access Point	75,000
Linwood Park (Master Plan)	1,057,770

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Mid-Term	
City Hall Park – Phase 2	620,000
Linwood Park (Implementation)	1,051,770
Rhododendron Park – Phase 3	1,040,000
Athletic Fields	3,500,000
Swamp Creek Wetland Nature Trail	1,785,000
<del>Tolt Pipeline Trail Phase 2 (73<sup>rd</sup> Ave. NE to 80<sup>th</sup> Ave. NE)</del>	<del>350,000</del>
Twin Springs Park Phase 2 Trails	1,716,000
Twin Springs Park Phase 3 (Nature Play, Shelter)	1,800,000
Wallace Swamp Creek Park (Master Plan, Implement)	1,281,500
ADA and Universal Access	*
Dog Off-Leash Area	739,000
Existing Park Capacity Improvements (Expansion or New Features)	9,750,000
Restoration of Natural Areas	*
Safe Routes to Parks	*
WaterWalk Trail Development (Feasibility and Implementation)	5,000,000
Long-Term	
Moorlands Park Expansion Development	1,650,000
<del>Squires Landing</del> <del>Waterfront Access – Phase 2</del>	4,144,800
<del>Tolt Pipeline Trail Phase 2</del>	<del>3,402,000</del>
Aquatic/Community Center Partnership Development (1/4 cost)	10,625,000
ADA and Universal Access	*
Existing Park Capacity Improvements	9,750,000
Lake Washington Waterfront Park Development	10,000,000
Natural Area Restoration	*
New Park Land Development	45,000,000
Safe Routes to Parks	*

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Sammamish River Waterfront Park Development	5,000,000
WaterWalk Trail Development	5,000,000
<b>REPAIR/REPLACEMENT (RENOVATION)</b>	
<b>Short-Term</b>	
Park Facility Repair/Replacement	*
<b>Mid- Term</b>	
Park Facility Repair/Replacement	*
<b>Long-Term</b>	
Park Facility Major Repairs/Replacement	*
<b>Total</b>	<b><u>\$186,655,722</u> <u>181,673,722</u></b>

\*Dollar amount is not included at this time as the scale and scope of the project has not been determined

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**TABLE CF-B**  
**SURFACE WATER FACILITIES CAPITAL IMPROVEMENTS**  
**CITY OF KENMORE**  
**~~2015~~2022-2035 FISCALLY UNCONSTRAINED LIST**

PROJECT DETAIL	TOTAL DOLLAR AMOUNT
<del>Little Swamp Creek Culvert Replacement at 192<sup>ND</sup> Street</del>	<del>395,000</del>
0056 Culvert Replacement and Repairs at 190 <sup>TH</sup> Street	<del>1,111,000</del> 2,700,000
Surface Water Component of SR 522 Corridor Improvement Project – West A	634,000
<del>Tributary 0056 Evaluation</del>	<del>100,000</del>
<del>Ditch Rehabilitation</del>	<del>68,000</del>
Tributary 0057 Evaluation	<del>25,000</del> 50,000
<del>Sammamish Tributary 02 Evaluation</del>	<del>25,000</del>
Small Works Projects	1,030,000
<del>Strawberry Hills Surface Water Facility Retrofit</del>	<del>460,000</del>
<del>Wallace Swamp Creek Park Pond Beaver Management</del>	<del>96,000</del>
Little Swamp Creek Relocation	<del>1,274,000</del> 4,500,000
Northlake Heights LID Retrofit	<del>1,588,000</del> 1,274,000
<del>Juanita Drive Surface Water Facility Retrofit</del>	<del>698,000</del>
<del>Kenmore Lane (Plat) Facility Retrofit</del>	<del>1,000,000</del>
<del>Blueberry Creek Culvert Replacement</del>	<del>2,500,000</del>
<del>NE 202<sup>nd</sup> St. Culvert Replacement</del>	<del>2,500,000</del>
<del>NE 192<sup>nd</sup> St. West Culvert Replacement</del>	<del>2,500,000</del>
<b>TOTAL</b>	<b><del>\$7,474,000</del>18,958,000</b>

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**TABLE CF-C**  
**TRANSPORTATION CAPITAL IMPROVEMENTS**  
**CITY OF KENMORE**

**20152022-2035 AND BEYOND FISCALLY UNCONSTRAINED LIST**

PROJECT DETAIL	TOTAL DOLLAR AMOUNT
West Sammamish River Bridge	<del>20,000,000</del> 41,495,000
<del>SR-522 Improvements (61st-65<sup>th</sup>)</del>	<del>9,800,000</del>
SR-522 Improvements (Lake Forest Park-61 <sup>st</sup> )	9,000,000
Sidewalk and Crossing Program	900,000
Downtown Parking Feasibility Study	75,000
61 <sup>st</sup> Ave. Sidewalk Replacement (East Side)	<del>2,100,000</del> 3,500,000
<del>61<sup>st</sup> Ave. Sidewalk Replacement (West Side)</del>	<del>1,500,000</del>
<del>Neighborhood Transportation Plans</del>	<del>1,500,000</del>
Arterial Restriping to add Bike Lanes on 73 <sup>rd</sup> Ave. (south of 192 <sup>nd</sup> ), 80 <sup>th</sup> Ave. and Simonds Road	360,000
Juanita Drive (NE 143 <sup>rd</sup> St. to NE 170 <sup>th</sup> St.)	<del>13,000,000</del> 16,845,000
Feasibility Study for Grade-Separated Crossing of SR 522	<del>250,000</del> 500,000
68 <sup>th</sup> Ave. Northbound Right Turn Pocket Extension	<del>2,600,000</del> 1,600,000
175 <sup>th</sup> <del>Lower</del> Swamp Creek Bridge	<del>810,000</del> 3,000,000
Yellow Standard Pedestrian Facilities	18,900,000
Yellow Standard Bicycle Facilities	18,800,000
Improved Pedestrian Crossings	650,000
Grade Separated SR522 Crossing	17,100,000
Intersection Treatments at 67 <sup>th</sup> Ave./181 <sup>st</sup> St. and 67 <sup>th</sup> Ave./175 <sup>th</sup> St.	6,000,000
Intersection Treatments at 73 <sup>rd</sup> Ave./192 <sup>nd</sup> St., 80 <sup>th</sup> Ave./192 <sup>nd</sup> St., and 84 <sup>th</sup> Ave./Simonds Rd.	3,800,000
Lakepointe Drive West (SR522 to 68 <sup>th</sup> Ave.), including new intersection at 68 <sup>th</sup> Ave.	7,500,000
175 <sup>th</sup> Signal Removal	20,000
Lake Pointe Dr. East (68 <sup>th</sup> Ave. to SR 522)	7,500,000

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<b>TOTAL</b>	<u>\$140,665,000</u> <u>159,045,000</u>
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TABLE CF-D	
OTHER CAPITAL IMPROVEMENTS	
CITY OF KENMORE	
<del>2015-2035</del> 2022-2044 AND BEYOND FISCALLY UNCONSTRAINED LIST	
PROJECT DETAIL	TOTAL DOLLAR AMOUNT
Public Works Shop Land Acquisition and Development	<del>\$6,500,000</del> 10- 20,000,000
Affordable Housing Development	\$8,090,000
<b>TOTAL</b>	<del>\$6,500,000</del> 18,090,000-28,090,000

ATTACHMENT 5

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**TABLE CF-E**  
**CAPITAL IMPROVEMENT PROGRAM**  
**AS ADOPTED FOR THE YEARS 2021-2026**

## ATTACHMENT 5

1

EXPENDITURES	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted	2025 Adopted	2026 Adopted	2021-2026 Totals
<b><u>PARKS</u></b>							
P 1 Twin Springs Interim Use	\$227,900	\$0	\$0	\$0	\$0	\$0	\$227,900
P 18 Rhododendron Park Waterfront & Open Space	18,000	8,000		0	0	0	26,000
P 18a Rhododendron Park Float Mitigation	2,000	2,000	0	0	0	0	4,000
P 26 Tlahwadees Landing Float Mitigation	4,000	4,000	0	0	0	0	8,000
P 27 Tlahwadees Landing Park Waterfront & Mitigation	179,762	8,078,190	30,000	43,000	43,000	43,000	8,416,952
P 28 Log Boom Park Waterfront Access & Mitigation	2,490,461	725,382	60,000	42,500	42,500	42,500	3,403,343
P 30 Rhododendron Park Boathouse Pavilion	3,200	3,200	3,200	3,200	3,200	0	16,000
P 31 Tlahwadees Landing Park Land Acquisition-Op	150,151	0	0	0	0	0	150,151
P 32 Moorlands Field Lighting	0	0	0	10,000	60,000	580,000	650,000
<b>Total Parks</b>	<b>\$3,075,474</b>	<b>\$8,820,772</b>	<b>\$93,200</b>	<b>\$98,700</b>	<b>\$148,700</b>	<b>\$665,500</b>	<b>\$12,902,346</b>
<b><u>TRANSPORTATION</u></b>							
T 8 SR 522 West B 57th to 61st	\$5,000	\$250,000	\$250,000	\$900,000	\$585,000	\$10,000	\$2,000,000
T 27 Sidewalk Program:							
Sidewalk Gaps/ADA Replacement Program	20,000	150,000	100,000	100,000	100,000	100,000	570,000
T27x NE 192nd Ave Sidewalks (73rd Ave -75th /	500	86,306	344,194	0	0	0	431,000
T 47 Arrowhead Dr	1,000	60,000	85,900	980,348	0	0	1,127,248
T 35 Pavement Preservation	150,000	990,000	150,000	990,000	150,000	990,000	3,420,000
T 37 West Samm Bridge	18,024,711	8,643,947	893,176	9,757	9,759	78,632	27,659,982
T 38 175th St/ Swamp Creek Crossing	0	25,000	25,000	175,000	200,000	2,200,000	2,625,000
T 41 Juanita Dr Pedestrian & Bicycle Safety All Segm	9,897,233	358,699	0	0	0	0	10,255,932
T 42 68th Ave Pedestrian & Bicycle Safety All Segm	9,167,718	2,733,503	0	0	0	0	11,901,221
T 44 61 Ave Sidewalk Replacement Project	85,000	165,000	4,674,265	0	0	0	4,924,265
T 48 2018 Local Road Safety - Signing	292,000	0	0	0	0	0	292,000
T 49 2018 Local Road Safety - Lighting	35,000	0	0	0	0	0	35,000
T 50 SR522 Gateway Sign East	20,000	0	0	0	0	0	20,000
T51 Burk-Gilman Trail/NE 175th St. wayfinding&	10,000	296,047	0	0	0	0	306,047
<b>Total Transportation</b>	<b>\$37,708,162</b>	<b>\$13,758,502</b>	<b>\$6,522,535</b>	<b>\$3,155,105</b>	<b>\$1,044,759</b>	<b>\$3,378,632</b>	<b>\$65,567,695</b>
<b><u>SURFACE WATER</u></b>							
SW 8 190th St. Fish Passable Culvert	\$316,000	\$2,074,580	\$0	\$0	\$0	\$0	\$2,390,580
SW 8 Trust Fund Loan Repayment	81,650	81,650	81,650	81,650	81,650	81,650	489,900
SW 17 Little Swamp Creek Relocation	0	0	0	0	800,000	814,300	1,614,300
SW 20 Small Works Projects	75,000	75,000	75,000	75,000	75,000	75,000	450,000
SW 29 Infiltration Tank Retrofit at 61st Ave NE/NE	0	0	0	0	500,000	0	500,000
SW 31 Drainage Impr & Street Repair at 66th Ave N	200,000	0	0	0	0	0	200,000
SW 32 61st Ave Stabilization	150,000	0	0	0	0	0	150,000
SW 34 Blueberry Creek Culverts	0	200,000	300,000	1,000,000	0	0	1,500,000
SW 34 Blueberry Creek Culverts Bank Note Repaym	0	0	0	0	120,000	120,000	240,000
T 44 61 Ave Sidewalk Replacement Project	0	0	30,000	0	0	0	30,000
T 37 West Samm Bridge (SWM Component)	649,587	0	0	0	0	0	649,587
<b>Total Surface Water</b>	<b>\$1,472,237</b>	<b>\$2,431,230</b>	<b>\$486,650</b>	<b>\$1,156,650</b>	<b>\$1,576,650</b>	<b>\$1,090,950</b>	<b>\$8,214,367</b>
<b><u>CITY FACILITIES</u></b>							
F 1 Public Works Shop Land Acquisition & Develop	\$6,000,000	\$0	\$4,000,000	\$0	\$0	\$0	\$10,000,000
Consultant and Acquisition Costs.	100,000	0	0	0	0	0	100,000
F 2 Debt Repayment	0	641,000	639,000	636,000	638,000	639,000	3,193,000
<b>Total City Facilities</b>	<b>\$6,100,000</b>	<b>\$641,000</b>	<b>\$4,639,000</b>	<b>\$636,000</b>	<b>\$638,000</b>	<b>\$639,000</b>	<b>\$13,293,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$48,355,873</b>	<b>\$25,651,504</b>	<b>\$11,741,385</b>	<b>\$5,046,455</b>	<b>\$3,408,109</b>	<b>\$5,774,082</b>	<b>\$99,977,408</b>

Attachment 5 - Final Revised Capital Facilities Element (1)

2022

Capital Facilities Element

11-14

## ATTACHMENT 5

**TABLE CF-E**  
**CAPITAL IMPROVEMENT PROGRAM**  
**AS ADOPTED FOR THE YEARS 2021-2026**

REVENUES	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted	2025 Adopted	2026 Adopted	2021-2026 Totals
Park Impact Fee Revenue	76,000	581,410	0	10,000	60,000	290,000	1,017,410
State Department of Commerce Award: Twin Spring	151,900	0	0	0	0	0	151,900
State Appropriation Unsecured	0	927,000	0	0	0	0	927,000
RCO Park Grants	209,093	961,482	0	0	0	290,000	1,460,575
King County Park Levy	9,200	309,200	63,200	45,700	45,700	42,500	515,500
King County Conservation District, secured	0	213,000	0	0	0	0	213,000
King County Waterworks Grants	0	100,000	0	0	0	0	100,000
Walkways & Waterways Bonds: Log Boom, Squires	1,791,571	4,147,950	0	0	0	0	5,939,521
City Swamp Creek Basin Funds	150,151	550,486	30,000	43,000	43,000	43,000	859,637
Public Art Fund	55,559	24,083	0	0	0	0	79,642
Real Estate Excise Tax (Parks)	632,000	1,006,161	0	0	0	0	1,638,161
Transportation Impact Fee Revenue	3,258,848	358,699	0	0	0	0	3,617,547
Real Estate Excise Tax (Transportation)	\$3,165,050	\$2,140,000	\$250,000	\$1,090,000	\$250,000	\$1,090,000	7,985,050
Dept of Commerce: Juanita Drive	194,000	0	0	0	0	0	194,000
WSDOT Safe Routes to School - Sidewalks	1,500	146,306	430,094	980,348	0	0	1,558,248
WSDOT pedestrian/bike grant	65,000	461,047	1,144,265	0	0	0	1,670,312
Future Grants	0	0	3,500,000	0	0	0	3,500,000
Federal Highway Safety Impr Program - Sidewalks	326,000	0	0	0	0	0	326,000
Walkways & Waterways Bonds: Juanita and 68th Av	5,908,160	400,000	0	0	0	0	6,308,160
WSDOT Grants: Juanita Drive	1,704,000	0	0	0	0	0	1,704,000
Sound Transit Grant Juanita Drive	1,278,000	0	0	0	0	0	1,278,000
Reimbursements from Other Agencies	2,765,330	0	0	0	0	0	2,765,330
Connecting WA Funds T8	5,000	250,000	250,000	900,000	585,000	10,000	2,000,000
DOE Grant: Juanita and 68th Ave	1,012,563	0	0	0	0	0	1,012,563
Strategic Opportunity Fund	0	1,333,503	0	0	0	0	1,333,503
Other grant or funding	0	25,000	25,000	175,000	200,000	2,200,000	2,625,000
Surface Water Utility Funds	0	0	30,000	0	0	0	30,000
Transportation Impact Fee Revenue-Samm Bridge	0	45,000	352,770	9,757	9,759	78,632	495,918
Real Estate Excise Tax (Transportation) - Samm Brid	0	996,913	500,000	0	0	0	1,496,913
BRAC Grant West Samm Bridge Replacement	3,692,856	0	0	0	0	0	3,692,856
TIB Grant: West Samm Bridge Replacement	3,650,023	1,295,403	0	0	0	0	4,945,426
Connecting WA Funds West Samm Bridge Replacen	9,619,546	6,306,631	40,406	0	0	0	15,966,583
Surface Water Management Fund	649,587	0	0	0	0	0	649,587
Utility Reimbursement: West Samm Bridge Replacen	412,699	0	0	0	0	0	412,699
Surface Water Utility Funds	1,056,237	1,419,230	386,650	56,650	396,650	440,950	3,756,367
Surface Water General Utility Charges	100,000	100,000	100,000	100,000	100,000	100,000	600,000
Public Works Trust Fund Loan: 190th Culvert	316,000	912,000	0	0	0	0	1,228,000
Bank Note for Blueberry Creek Culverts (10 Yr 2.5%)	0	0	0	1,000,000	0	0	1,000,000
King County Flood Control District Resources	0	0	0	0	380,000	50,000	430,000
Other grants	0	0	0	0	700,000	500,000	1,200,000
20 year Note Public Works Shop	6,000,000	4,000,000	0	0	0	0	10,000,000
Surface Water Utility Funds	50,000	288,450	287,550	286,200	287,100	287,550	1,486,850
Street Fund	0	128,200	127,800	127,200	127,600	127,800	638,600
General Fund	50,000	160,250	159,750	159,000	159,500	159,750	848,250
Transportation Benefit District	0	64,100	63,900	63,600	63,800	63,900	319,300
<b>TOTAL REVENUES</b>	<b>\$48,355,873</b>	<b>\$29,651,504</b>	<b>\$7,741,385</b>	<b>\$5,046,455</b>	<b>\$3,408,109</b>	<b>\$5,774,082</b>	<b>\$99,977,408</b>



## ATTACHMENT 5

## GOALS, OBJECTIVES, AND POLICIES

Following are the goals, objectives and policies addressing capital facility planning and financing. These are applicable to Kenmore as well as to other agencies planning public capital facilities and services in Kenmore.

### ***GOAL CF-1. ESTABLISH APPROPRIATE LEVELS OF SERVICE FOR PUBLIC FACILITIES TO ADEQUATELY SERVE EXISTING AND FUTURE DEVELOPMENT.***

#### **Objective CF-1.1 Identify and define types of public facilities.**

Policy CF-1.1.1 Maintain an inventory of existing public facilities owned or operated by the City, and reference those of the County, State, special districts, or other public entities within Kenmore. Include in the inventory the locations and capacities of such facilities and systems.

#### **Objective CF-1.2 Review standards for levels of service, where appropriate, for each public facility, and determine what additional public facilities are needed in order to achieve and maintain the desired quality of life and vision for the City of Kenmore.**

Policy CF-1.2.1 Level of service standards should 1) measure the quality of life based on the City's vision of its future and values, 2) be achievable for existing development and growth anticipated in the land use plan, and 3) be achievable with existing and proposed financing plans.

Policy CF-1.2.2 If appropriate, use the level of service standards to 1) determine the need for public facilities and 2) test the adequacy of such facilities to serve proposed development. In addition, use the level of service standards for city-owned public facilities to develop the City's annual budget and 6-year Capital Improvement Program.

Policy CF-1.2.3 Reassess the Capital Facility Element annually to ensure that public facilities needs, financing, and level of service are consistent with the land use plan. The annual update should be coordinated with the annual budget process, and the annual amendment of the Comprehensive Plan.

### ***GOAL CF-2. PROVIDE ADEQUATE PUBLIC FACILITIES CONCURRENT WITH THE IMPACT OF NEW DEVELOPMENT.***

#### **Objective CF-2.1 Provide a variety of responses to the demands of growth on capital facilities.**

Policy CF-2.1.1 Ensure City public facilities and services are provided concurrent with the impact of new development or redevelopment, including stormwater, roads, and local parks. Require that non-City public facilities are provided concurrent with the impact of new development or redevelopment including, water and sewer. Consistent with the Growth Management Act, road improvements may be provided at the time of, or within 6-years of, development. Local parkland to serve new development may be in place at the time of, or within 6-years of, development.

## ATTACHMENT 5

1	Policy CF-2.1.2	Make the most efficient use of existing public facilities, including techniques such
2		as:
3		• Conservation
4		• Demand management
5		• Improved scheduling
6		• Encourage development that uses existing facilities
7		• Contracting for services
8		• Other methods of improved efficiency.
9	Policy CF-2.1.3	Provide additional public facility capacity when existing facilities are used to their
10		maximum level of efficiency consistent with adopted standards for levels of
11		service.
12	Policy CF-2.1.4	Encourage development where adequate public facilities and services exist or can
13		be provided in an efficient manner.
14	<b><i>GOAL CF-3. COORDINATE CAPITAL FACILITY PLANS WITH STATE, COUNTY, AND</i></b>	
15	<b><i>LOCAL AGENCIES AND DISTRICTS.</i></b>	
16	<b>Objective CF-3.1</b>	<b>Coordinate the land use planning and decisions with plans for public facility</b>
17		<b>capital improvements.</b>
18	Policy CF-3.1.1	Coordinate with non-City providers of public facilities about maintaining adopted
19		levels of service standards, funding, and construction of capital improvements.
20		Work in partnership with non-City public facility providers to prepare functional
21		plans consistent with the City of Kenmore Comprehensive Plan as provided in
22		Objective 2.7 and associated policies in the Land Use Element.
23	Policy CF-3.1.2	Establish interagency planning mechanisms to assure coordinated and mutually
24		supportive capital facility plans from non-City providers of public facilities.
25		a. Establish priority areas for infrastructure improvements consistent with the
26		City's vision as provided in Policy LU-2.4.1.
27		b. Annually assess development trends and infrastructure provision to identify
28		and remedy deficiencies or need to reassess the land use plan <del>as provided in</del>
29		<u>Policy LU 2.4.2.</u>
30		

## ATTACHMENT 5

1 ***GOAL CF-4. MAINTAIN A SIX-YEAR CAPITAL IMPROVEMENT PROGRAM TO***  
 2 ***IMPLEMENT THE COMPREHENSIVE PLAN.***

3 **Objective CF-4.1      Annually develop a six-year Capital Improvement Program to implement the**  
 4 **Comprehensive Plan.**

5        Policy CF-4.1.1      Prepare and utilize the six-year Capital Improvement Program to identify City  
 6 capital projects necessary to respond to the planned growth of the community and  
 7 maintain desired levels of service.

8        Policy CF-4.1.2      Prepare and utilize the six-year Capital Improvement Program to integrate all of  
 9 the community's capital project resources such as grants, bonds, city funds,  
 10 donations, impact fees and other available funding.

11       Policy CF-4.1.3      Maintain the Capital Improvement Program as follows:

12                                   a.      Provide for annual review of the Capital Improvement Program contained  
 13 in this Capital Facilities Element by the City Council and incorporate a  
 14 **citizenpublic** participation process.

15                                   b.      Ensure that the Capital Improvement Program:

- 16                                   • Is consistent with the overall Comprehensive Plan
- 17                                   • Defines the projects' need and links to levels of service and facility  
 18 plans
- 19                                   • Includes construction costs, timing, and funding sources, and  
 20 considers operations and maintenance impacts where appropriate
- 21                                   • Establishes priorities for capital project development
- 22                                   • Adopts by reference annual updates of the Northshore School District  
 23 Capital Facilities Plan, Lake Washington School District Capital  
 24 Facilities Plan if appropriate, Northshore Utility District water and  
 25 sewer plans, and Northshore Fire District 16 (Northshore Fire  
 26 Department) facility plans if any.

27 ***GOAL CF-5. PREPARE AND MAINTAIN A CAPITAL IMPROVEMENT PROGRAM THAT***  
 28 ***IS FULLY FUNDED AND FINANCIALLY FEASIBLE.***

29 **Objective CF-5.1      Establish mechanisms to ensure that the required public facilities are**  
 30 **financially feasible.**

31        Policy CF-5.1.1      Base the financing plan for public facilities on realistic estimates of current local  
 32 revenues and external revenues that are reasonably anticipated to be received by  
 33 the City.

## ATTACHMENT 5

1	Policy CF-5.1.2	Finance the six-year Capital Improvement Program within the City's financial capacity to achieve a balance between available revenue and needed public facilities. If the projected funding is inadequate to finance needed public facilities based on adopted level of service standards and forecasted growth, the City could do one or more of the following:
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3		
4		
5		
6		• Lower the level of service standard
7		• Change the Land Use Plan
8		• Increase the amount of revenue from existing sources
9		• Adopt new sources of revenue
10	<b>Objective CF-5.2</b>	<b>Establish mechanisms to ensure that the required public facilities are fully funded.</b>
11		
12	Policy CF-5.2.1	Match revenue sources to capital improvements on the basis of sound fiscal policies.
13		
14	Policy CF-5.2.2	Revise the financing plan in the event that revenue sources for capital improvements, which require voter approval in a local referendum, are not approved.
15		
16		
17	Policy CF-5.2.3	Ensure that the ongoing operating and maintenance costs of a public facility are financially feasible prior to constructing the facility.
18		
19	<b><i>GOAL CF-6. ENSURE GROWTH PAYS PROPORTIONATE COSTS OF CAPITAL FACILITIES REQUIRED TO SERVE THE GROWTH</i></b>	
20		
21	<b>Objective CF-6.1</b>	<b>Ensure existing and future development pay for the costs of needed capital improvements.</b>
22		
23	Policy CF-6.1.1	Ensure that existing development pays for capital improvements that reduce or eliminate existing deficiencies, and pays for some or all of the cost to replace obsolete or worn out facilities. Existing development may also pay a portion of the cost of capital improvements needed by future development. Existing development's payments may take the form of user fees, charges for services, special assessments, and taxes.
24		
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29	Policy CF-6.1.2	Ensure that future development pays a proportionate share of the cost of new facilities that it requires. Future development may also pay a portion of the cost to replace obsolete or worn-out facilities. Future development's payments may take the form of voluntary contributions for the benefit of any public facility, impact fees, mitigation payments, capacity fees, dedications of land, provision of public facilities, and future payments of users' fees, charges for services, special assessments, and taxes.
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## ATTACHMENT 5

**GOAL CF-7. LOCATE AND DESIGN CAPITAL FACILITIES TO REALIZE THE VISION STATEMENT, AND TO BE COMPATIBLE WITH SURROUNDING LAND USES AND THE ENVIRONMENT.**

**Objective CF-7.1 Promote capital facilities that protect the public health, safety and welfare, and that serve as models for function, design, and environmental protection.**

**Policy CF-7.1.1 Consider the quality of public facilities in planning for capital improvements.**

- Ensure that public facilities' design meets appropriate policies in the Community Design Sub-Element, complies with City design standards, and is compatible with the surrounding areas.
- Maintain public spaces and enhance their appearance.

**Policy CF-7.1.2 Encourage public amenities and facilities which serve as catalysts for beneficial development.**

**Policy CF-7.1.3 Protect public health and environmental quality through the appropriate design and installation of public facilities.**

- Promote conservation of energy, water, and other natural resources in the location and design of public facilities.
- Practice efficient and environmentally responsible maintenance and operating procedures for public facilities.
- Preserve existing significant natural vegetation and features in the development of public facilities.

**Policy CF-7.1.24 Equitably disperse the impacts and benefits of public capital facilities throughout the community.**

**GOAL CF-8. ALLOW FOR THE APPROPRIATE SITING OF ESSENTIAL PUBLIC CAPITAL FACILITIES OF A STATE-WIDE OR COUNTY-WIDE NATURE.**

**OBJECTIVE CF-8.1 Participate in a cooperative inter-jurisdictional approach to the siting of essential public facilities in accordance with the King County Countywide Planning Policies. The approach should address definitions, inventories, incentives, compensation, public involvement, environmental protection, climate change, economic and health impacts, and alternative sites analysis.**

**Policy CF-8.1.1 Identify essential public facilities based upon the Growth Management Act, State Office of Financial Management list of essential public facilities required or likely to be built, King County Countywide Planning Policies, and any City lists which may be developed.**

**Policy CF-8.1.2 Classify a facility as an essential public facility if it has one or more of the following characteristics:**

## ATTACHMENT 5

- 1 a. The facility meets the Growth Management Act definition of an essential  
2 public facility;
- 3 b. The facility is on a State, County or City list of essential public facilities;
- 4 c. The facility serves a significant portion of the County or metropolitan  
5 region or is part of a Countywide service system; or
- 6 d. The facility is the sole existing facility in the County for providing that  
7 essential public service.
- 8 **OBJECTIVE CF-8.2 Establish a local public review and permit process for essential public**  
9 **facilities.**
- 10 Policy CF-8.2.1 Require a siting analysis for proposed new or expansions to existing essential public  
11 facilities consisting of the following:
- 12 a. An inventory of similar existing essential public facilities in King County  
13 and neighboring counties, including their locations and capacities;
- 14 b. A forecast of the future needs for the essential public facility, and  
15 definition of a logical service area;
- 16 c. An analysis of the potential social and economic **costs and** benefits to  
17 jurisdictions receiving or surrounding the facilities;
- 18 d. An analysis of environmental, **health**, social, and economic impacts,  
19 including mitigation, of any existing essential public facility, as well as of  
20 any new site(s) under consideration as an alternative to expansion of an  
21 existing facility;
- 22 e. An analysis of alternatives to the facility, including decentralization,  
23 conservation, demand management and other strategies;
- 24 f. Consideration of any applicable prior review conducted by a public  
25 agency, local government, or **citizen's community** group;
- 26 g. An analysis of the consistency with Comprehensive Plan policies and  
27 designations; and,
- 28 h. Consideration of other standards and criteria as outlined in the King  
29 County Countywide Planning Policies and other locally defined plans and  
30 ordinances.
- 31 Policy CF-8.2.2 Require a public process by which **citizens the public have has** a reasonable  
32 opportunity to participate in the site selection process, **especially those from**  
33 **historically marginalized and disproportionately burdened communities.**
- 34 Policy CF-8.2.3 Siting criteria for essential public facilities which are not difficult to site should  
35 provide for site design and buffering techniques to ensure compatibility with  
36 surrounding uses, and enable the facility to be permitted outright in appropriate  
37 zoning classifications whenever feasible.

## ATTACHMENT 5

- 1 Policy CF-8.2.4 Work with King County and other municipalities to standardize review procedures  
2 and criteria for the siting of Statewide and Countywide essential public facilities  
3 and incorporate these procedures within interlocal agreements.
- 4 **OBJECTIVE CF-8.3 Cooperate regionally to ensure appropriate and equitable siting of essential**  
5 **public facilities.**
- 6 Policy CF-8.3.1 Encourage the State and County to site essential public facilities equitably among  
7 communities. No single community should absorb an inequitable share of these  
8 facilities and their impacts. Siting should consider environmental equity and  
9 environmental, economic, technical, and service area factors. The net impact of  
10 siting new essential public facilities should be weighted against the net impact of  
11 expansion of existing essential public facilities, with appropriate buffering and  
12 mitigation.
- 13 Policy CF-8.3.2 Participate in a cooperative interjurisdictional approach to the siting of essential  
14 public facilities in accordance with the King County Countywide Planning  
15 Policies. Joint planning agreements should be sought where appropriate.
- 16 **OBJECTIVE CF-8.4 Seek to mitigate disproportionate financial burdens to the City due to the**  
17 **siting of essential public facilities.**
- 18 Policy CF-8.4.1 Through joint planning or interlocal agreements, the City should seek to mitigate  
19 disproportionate financial burdens due to the siting of essential public facilities
- 20 Policy CF-8.4.2 Seek amenities or incentives for neighborhoods in which the facilities are located,  
21 and require compensation for adverse impacts.

22

23 **IMPLEMENTATION STRATEGIES**

24 The Capital Facilities Element policies would require new or increased commitments of City resources to  
25 prepare new regulations, review/amend existing regulations, or coordinate with agencies and other service  
26 providers.

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

28 ~~• A concurrency review and implementation system addressing multimodal transportation facilities~~

- 29 • Evaluation reports monitoring implementation of the goals and policies of the Capital Facilities  
30 Element.

31 A review of existing programs, rules and regulations would be needed to ensure they meet the policies.  
32 Rules, regulations and programs that should be reviewed include:

- 33 • Impact fee approaches, given revised facilities lists
- 34 • Levels of service for non-City-owned facilities.

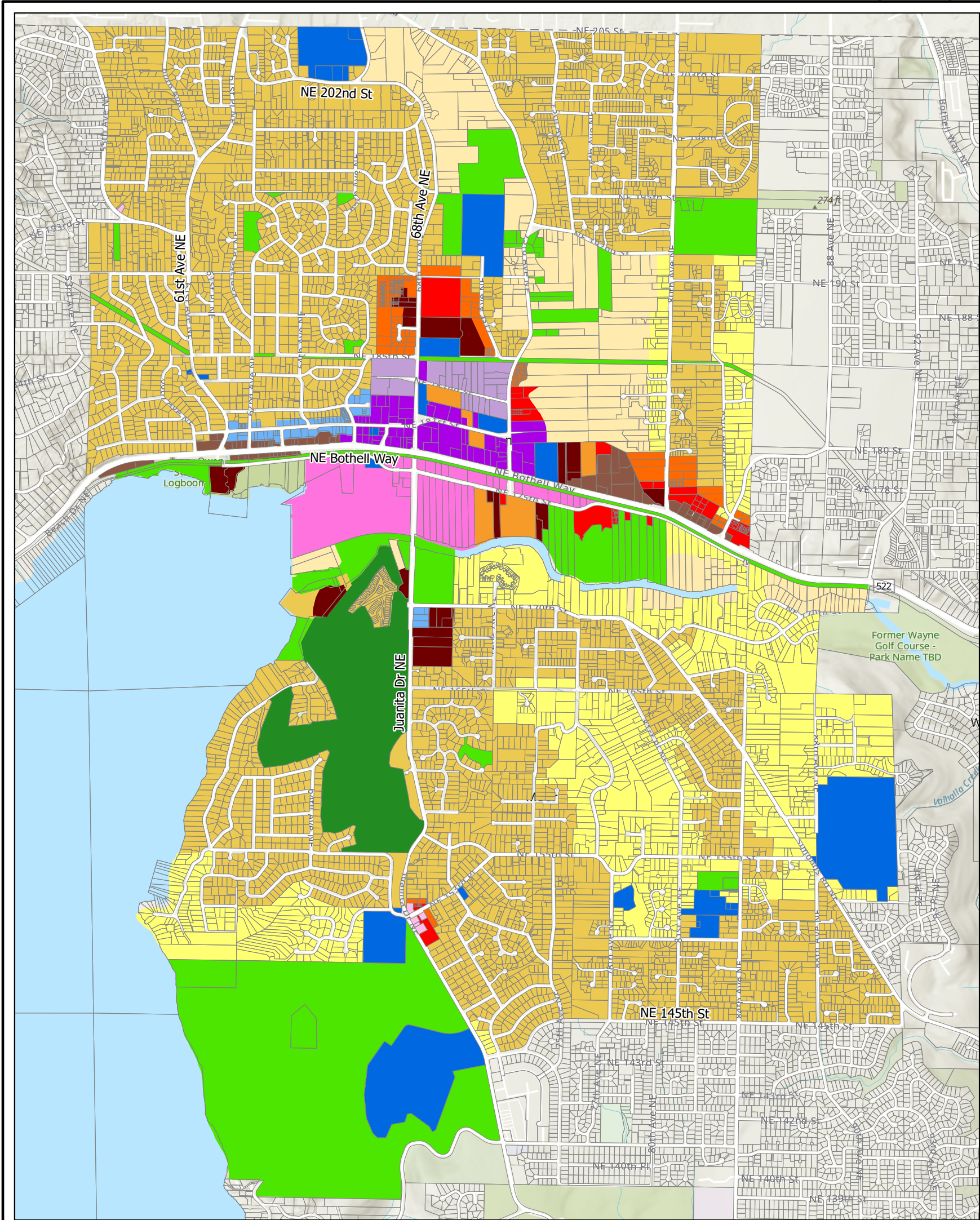
35



ATTACHMENT 5

1   **REFERENCES**

- 2   King County Growth Management Planning Council (December ~~2012~~2021). Countywide Planning  
3       Policies. Seattle, WA.
- 4   Puget Sound Regional Council (2020). VISION 2050. Seattle, WA.
- 5   State of Washington Office of Financial Management (January 2015). ~~2015-21~~2021-2027 Six-Year  
6       Facilities Plan. Olympia, WA.

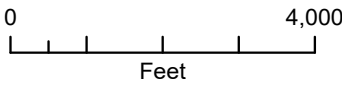


# Official Zoning Map | City of Kenmore

- |                                |                       |                  |                       |
|--------------------------------|-----------------------|------------------|-----------------------|
| Community Business             | Neighborhood Business | R-12 Residential | Urban Corridor        |
| Downtown Commercial            | Parks*                | R-18 Residential | Waterfront Commercial |
| Downtown Residential           | Public/Semi-Public    | R-24 Residential |                       |
| Golf Course                    | Regional Business     | R-4 Residential  |                       |
| Manufactured Housing Community | R-1 Residential       | R-M Residential  |                       |

\* Portions of the Burke-Gilman Trail & Tolt Pipeline occur in rights-of-way and not as separate parcels. However, these facilities are considered to be Parks along their full length.

Map Date: 2022



This map is intended for planning purposes only and is not guaranteed to show accurate measurements.

## ATTACHMENT 7

**DRAFT “MISSING MIDDLE” HOUSING CODE AMENDMENTS**

**Text** = deleted text

**Text** = new text

**Text** = text revised for City Council

**Related Definitions****18.20.340 Building.**

“Building” means any *structure* having a roof.

**18.20.835 Dwelling, multiple-family.**

“Multiple-family dwelling” means ~~a one-family~~one dwelling **unit** attached to one or more ~~one-family~~ family dwellings **units** by common roofs, walls, or floors. Also includes one or more dwellings **units** attached to nonresidential *uses*. This definition does not include *accessory dwelling units, community residential facilities, supportive living facilities*, or nursing and personal care facilities. Subsets of “multiple-family dwelling” include:

A. Apartment. A residential ~~building~~ containing two or more ~~dwelling units~~ or a single ~~dwelling unit~~ and a nonresidential use, which are attached at one or more common roofs, walls, or floors. Typically, the unit’s habitable area is provided on a single level. Unit entrances may or may not be provided from a common corridor. ~~Microhousing dwelling units are considered apartments.~~

A. Duplex. A multiple-family dwelling on a single *lot* designed to look like a *single detached dwelling unit* and containing two *dwelling units*. The two units share a common roof, wall, or floor, although floorplans may vary. Individual units may be side-by-side or stacked one on top of the other. The two *dwelling units* and the *lot* are under a single ownership or may be owned through a condominium. A duplex is not a *townhouse*.

B. Triplex. A multiple-family dwelling on a single lot designed to look like a *single detached dwelling unit* and containing three *dwelling units*. The three units share a common roof, wall, or floor, although floorplans may vary. Individual units may be side-by-side, stacked on top of one another or a combination of side-by-side and stacked. The three *dwelling units* and the *lot* are under a single ownership or may be owned through a condominium. A triplex is not a *townhouse*.



## ATTACHMENT 7

1 **BC.** Townhouse. A row of two or more similar or identical one-family, attached ground-related  
 2 dwelling units attached to one or more such units or to a nonresidential use in which each unit  
 3 has its own exterior ground-level access to the outside, no unit is located over another unit,  
 4 and each unit is separated from any other unit by one or more vertical common walls.  
 5 Most typically the townhouse units are multi-story. Each dwelling unit is independently owned.

## 6 **18.20.1860 Nonconformance.**

7 "Nonconformance" means any use, improvement or structure established in conformance with  
 8 the City rules and regulations in effect at the time of establishment that no longer conforms to  
 9 the range of uses permitted in the site's current zone or to the current development standards  
 10 of the code due to changes in the code or its application to the subject property.

## 11 **18.20.2080 Porte cochere.**

12 "Porte cochere" means a covered porch-like structure through which a motor vehicle on a driveway  
 13 can pass, allowing occupants to enter or leave the vehicle under shelter. A porte cochere does not  
 14 contain habitable space either under or over the roof and does not serve as a permanent  
 15 parking space.

## 16 **18.20.2530 Setback.**

17 "Setback" means the required distance between a structure and a specified line such as a lot,  
 18 easement or buffer line that is required to remain free of structures.

## 19 **18.20.2910 Street.**

20 "Street" means a public or recorded private thoroughfare providing pedestrian and vehicular  
 21 access through neighborhoods and communities and to abutting property.

## 22 **18.20.2920 Street frontage.**

23 "Street frontage" means any portion of a lot or combination of lots which directly abut a street.

## 24 **18.20.2930 Structure.**

25 "Structure" means anything permanently constructed in or on the ground, or over the water;  
 26 excluding fences eight feet or less in height, decks less than 18 inches above grade, paved areas,  
 27 and structural or nonstructural fill.

28

## ATTACHMENT 7

## **Zones, Maps and Designations**

### **18.15.040 Residential zones.**

A. The purpose of the residential zones (R<sub>1</sub> and MHC) is to implement comprehensive plan goals and policies for housing quality, diversity and affordability, and to efficiently use residential land, public services and energy. These purposes are accomplished by:

1. Providing, in the R-1 through R-6R-4 zones, for a mix of predominantly *single detached dwelling units*, with a variety of *at lower densities*, and sizes in locations appropriate for *residential use to protect and preserve environmentally sensitive areas*;

2. Providing, in the R-6M zone, for a mix of *single detached dwelling units* and, in areas near higher-capacity transit, *smaller-scale multiple-family uses such as duplexes and triplexes*;

23. Providing, in the R-12 through R-48 zones, for a mix of predominantly *apartment and townhouse multiple-family dwelling units*, with a variety of densities and sizes *in locations appropriate for residential use*;

34. Providing, in the MHC zone, for continuation of existing *manufactured housing communities*;

45. Allowing only those accessory and complementary nonresidential *uses* that are compatible with residential communities; and

56. Establishing density designations to facilitate advanced area-wide planning for public facilities and services, and to protect environmentally critical sites from overdevelopment.

B. Use of ~~this~~ these zones is appropriate as follows:

1. The R-1 ~~and R-4~~ zones on or adjacent to lands with area-wide environmental constraints where *development* is encouraged or required to cluster away from *critical areas*;

2. The R-4 through R-6M zones on lands that are predominantly environmentally unconstrained and are served at the time of *development* by adequate public sewers, water supply, *streets* and other needed public facilities and services;

3. The R-12 through R-48 zones next to commercial centers, in areas that are served at the time of *development* by adequate public sewers, water supply, *streets* and other needed public facilities and services; and

## ATTACHMENT 7

4. The MHC zone on existing *manufactured housing communities* planned for either short-term or long-term preservation.

## **R-6M Residential Zoning Standards**

### **18.21.020 Residential zones R-1, R-4 and R-6M – Use allowances.**

The following *uses* listed in Table A are identified as *permitted*, conditionally permitted, or *prohibited uses* in residential zones R-1, R-4 and R-6M:

**Table A. R-1, R-4 and R-6M Zones Use Allowances**

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
<i>Air transportation service</i> <sup>1</sup>	<i>Ambulatory surgery center</i> <sup>25</sup>	<i>Adult entertainment business</i>
<i>Arts, entertainment, indoor</i> <sup>2,3</sup>	<i>Arts, entertainment, outdoor</i> <sup>26</sup>	<i>Animal kennel/shelter</i>
<i>Day care</i> <sup>4</sup>	<i>Cemetery, columbarium or mausoleum</i> <sup>27</sup>	<i>Auction house</i>
<i>Educational service</i> <sup>5</sup>	<i>College/university</i> <sup>25</sup>	<i>Automotive sales and service, marine</i>
<i>Family child-care home</i> <sup>6</sup>	<i>Community residential facility</i> <sup>28</sup>	<i>Automotive sales and service, non-marine</i>
<i>Fire or police facility</i> <sup>7,8</sup>	<i>Eating and drinking place</i> <sup>3,29</sup>	<i>Business service, intensive</i>
<i>Health care and social assistance</i> <sup>9,10</sup>	<i>Hospital</i> <sup>25</sup>	<i>Business service, standard</i>
<i>Multiple-family dwelling</i> <sup>11</sup>	<i>Manufactured housing community</i> <sup>30</sup>	<i>Construction and trade</i>
<i>Office</i> <sup>12</sup>	<i>Personal service</i> <sup>31</sup>	<i>Funeral home/crematory</i>
<i>Park</i> <sup>13</sup>	<i>Recreational facility, indoor</i> <sup>3,16,32</sup>	<i>Laboratory</i>
<i>Recreational facility, outdoor</i> <sup>14,15,16</sup>	<i>Regional land use</i> <sup>33,34,35</sup>	<i>Manufacturing, heavy</i>
<i>Religious institution</i> <sup>17</sup>	<i>Retail sales</i> <sup>31,36</sup>	<i>Manufacturing, light</i>
<i>Resource land use</i> <sup>18</sup>	<i>Temporary lodging</i> <sup>37</sup>	<i>Marijuana business</i>
<i>Single detached dwelling unit</i> <sup>19,20</sup>		<i>Marijuana cooperative</i>
<i>Standalone parking</i> <sup>21</sup>		<i>Mobile food service</i>
<i>Supportive living facility</i> <sup>22</sup>		<i>Retail sales, bulk</i>
<i>Utility facility</i> <sup>23,24</sup>		<i>Secure facility</i>

## ATTACHMENT 7

Table A. R-1, R-4 and R-6M Zones Use Allowances

PERMITTED	CONDITIONALLY PERMITTED	PROHIBITED
		Transportation
		Vehicle or equipment rental
		Vehicle refueling station
		Warehousing
		Wholesale trade

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11. Townhouse units only permitted and only on lots in a subdivision or short subdivision designed for townhouse units or through a. Other townhouse units require a conditional use permit with a binding site plan.

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## 18.21.025 Map of Potential Duplex/Triplex Locations

The area where a duplex or triplex may be permitted is shown on Figure 18.21.025.1. A duplex or triplex shall not be authorized in this area, however, unless 100% of the lot is inside the boundaries of this area, and if the lot dimensions are adequate as described in KMC 18.21.030.

## 18.21.030 Residential zones R-1, R-4 and R-6M – Development standards.

The following zone-specific development standards in Table B apply in the R-1, R-4 and R-6M residential zones:



## ATTACHMENT 7

Table B. R-1, R-4 and R-6M Residential Zones Development Standards

STANDARDS	Z O N E S	R-1 <sup>1</sup>	R-4	R-6M
Base Density <u>(other than Duplex or Triplex): Dwelling Unit/Acre<sup>2</sup></u>		1 du/ac	4 du/ac <sup>3</sup>	6 du/ac
Maximum Density <u>(other than Duplex or Triplex): Dwelling Unit/Acre<sup>4</sup></u>			6 du/ac	9 du/ac
<u>Duplex Base Density: Dwelling Unit/Acre<sup>2</sup></u>	--	--	--	<u>22 du/ac</u>
<u>Duplex Maximum Density: Dwelling Unit/Acre<sup>4</sup></u>	--	--	--	<u>24 du/ac</u>
<u>Triplex Base Density: Dwelling Unit/Acre<sup>2</sup></u>	--	--	--	<u>26 du/ac</u>
<u>Triplex Maximum Density: Dwelling Unit/Acre<sup>4</sup></u>	--	--	--	<u>29 du/ac</u>
Minimum Density		<u>None</u>	<u>None</u>	<u>None</u>
Minimum Lot Width <u>(other than Duplex or Triplex)<sup>6</sup></u>		35 ft. <sup>7</sup>	30 ft.	30 ft.
<u>Side-by-side Duplex Minimum Lot Dimensions<sup>18</sup></u>	--	--	--	<u>50' wide 100' deep</u>
<u>Stacked Duplex Minimum Lot Dimensions<sup>18</sup></u>	--	--	--	<u>40' wide 100' deep</u>
<u>Triplex Minimum Lot Dimensions<sup>18</sup></u>	--	--	--	<u>50' wide 100' deep</u>
Minimum <i>Street Setback</i>		20 ft. <sup>7</sup>	15 ft. <sup>8,9</sup>	15 ft. <sup>8,9</sup>
Minimum Side <i>Setback<sup>5,10</sup></i>		5 ft. <sup>7</sup>	15 ft. total <sup>11</sup>	15 ft. total <sup>11</sup>
Minimum Rear <i>Setback<sup>5,10</sup></i>		5 ft. <sup>7</sup>	20 ft.	20 ft.
Maximum Height <u>(Other than Duplex or Triplex)<sup>12</sup></u>		35 ft.	35 ft.	35 ft. 45 ft. <sup>13</sup>
<u>Duplex/Triplex Maximum Height</u>				<u>30 ft. (2 ½ stories), but no more than 24' to the eaves (not including the eaves on dormers)</u>
Base <i>Impervious Surface</i> : Percentage		30%	45%	60%
Maximum <i>Impervious Surface</i> : Percentage <sup>14</sup>		30% <sup>15</sup>	55%	70%

## ATTACHMENT 7

Table B. R-1, R-4 and R-6M Residential Zones Development Standards

STANDARDS	Z O N E S	R-1 <sup>1</sup>	R-4	R-6M
Minimum Lot Size <u>(does not apply to Duplex or Triplex)</u>		2,500 sq. ft.	7,200 sq. ft. <sup>16,17</sup>	5,400 sq. ft. <sup>16,17</sup>

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<sup>2</sup> Density applies only to *dwelling units* and not to sleeping units.

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<sup>4</sup> This maximum density may be achieved only through the application of residential density incentives pursuant to Chapter 18.80 KMC or *transfers of density credits*, or any combination of density incentive or density transfer. Maximum density may only be exceeded pursuant to KMC 18.80.040(E)(1)(f). Bonus density for duplexes or triplexes shall only be permitted in the form of a single detached dwelling unit, a duplex or a triplex.

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<sup>5</sup> These standards may be modified under the provisions for *zero-lot-line developments*.

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<sup>8</sup> If *development* provides *alleys* or consists of *townhouses*, then the *street setback* may equal be reduced to 10 feet.

12

13

<sup>9</sup> At least 20 linear feet of driveway shall be provided between any garage, carport or other fenced parking area and the street property line. The linear distance shall be measured along the centerline of the driveway from the access point to such garage, carport or fenced area to the street property line. Driveways providing ingress and egress between off-street parking areas and abutting streets shall be designed, located and constructed in accordance with the provisions of Chapter 12.50 KMC, Road Standards.

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<sup>10</sup> Vehicle access points from ~~g~~Garages, carports or fenced parking areas shall be set back from the property line on which a *joint use driveway* is located to provide a straight line length of at least 26 feet as measured from the centerline of the garage, carport or fenced parking area, from the access point to the opposite side of the *joint use driveway*.

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<sup>11</sup> Any side yard shall equal a minimum of five feet but the two side yards combined must equal a minimum of 15 feet.

24

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. . .

26

<sup>14</sup> Applies to each individual *lot*. *Impervious surface* area standards for:

## ATTACHMENT 7

- a. Regional uses shall be established at the time of permit review;
- b. Nonresidential uses in residential zones shall comply with KMC 18.21.060 and 18.30.170;
- c. Individual lots in the R-4 ~~through R-6~~ zones which are less than 9,076 square feet in area shall be subject to the applicable provisions of the nearest comparable R-~~6M~~ zone;
- d. Lots may be increased beyond the total amount permitted in this chapter subject to approval of a conditional use permit;
- e. The base impervious surface percentage may be exceeded, up to the maximum impervious surface percentage, provided low impact development strategies are implemented subject to approval by the city manager.

. . .

<sup>18</sup> Lot width is measured at the *street setback* line. Lot depth is measured on a line perpendicular to the *street frontage*. Lot dimensions for panhandle lots or *lots* of unusual shape shall be evaluated on a case-by-case basis by the *city manager* to determine whether lot width and depth are adequate for construction of a *duplex or triplex*.

## 18.21.035 Additional duplex and triplex development standards

### A. Building dimensions

#### 1. Maximum *building* dimensions for a *duplex* apply as follows:

<u>LOT WIDTH:</u>	<u>40'-49'</u>	<u>50'-59'</u>	<u>60'-69'</u>	<u>70'-79'</u>	<u>&gt;80'</u>
<u>Side-by-side duplex:</u> <u>Maximum building width along street frontage</u>	<u>Not permitted</u>	<u>32'</u>	<u>42'</u>	<u>50'</u>	<u>42' if building is sited to allow future development with at least a 40' street frontage</u>
<u>Stacked duplex:</u> <u>Maximum building width along street frontage</u>	<u>22'</u>	<u>32'</u>	<u>42'</u>	<u>50'</u>	<u>32' if building is sited to allow future development with at least a 40' street frontage</u>

## ATTACHMENT 7

1

<b><u>LOT DEPTH:</u></b>	<b><u>&lt;100'</u></b>	<b><u>100-124'</u></b>	<b><u>125-149'</u></b>	<b><u>150-199'</u></b>	<b><u>&gt;200'</u></b>
<b><u>Side-by-side duplex:</u></b> <b><u>Maximum building depth perpendicular to the building's street facade</u></b>	<b><u>Not permitted</u></b>	<b><u>40'</u></b>	<b><u>50'</u></b>	<b><u>50'</u></b>	<b><u>60' for 1 story structure</u></b> <b><u>50' for 2 story structure</u></b>
<b><u>Stacked duplex:</u></b> <b><u>Maximum building depth perpendicular to the building's street facade</u></b>	<b><u>Not permitted</u></b>	<b><u>40'</u></b>	<b><u>50'</u></b>	<b><u>50'</u></b>	<b><u>50'</u></b>

2

**2. Maximum building dimensions for a triplex building apply as follows:**

<b><u>LOT WIDTH:</u></b>	<b><u>40-49'</u></b>	<b><u>50-59'</u></b>	<b><u>60-69'</u></b>	<b><u>70-79'</u></b>	<b><u>&gt;80'</u></b>
<b><u>Maximum building width along street frontage</u></b>	<b><u>Not permitted</u></b>	<b><u>32'</u></b>	<b><u>42'</u></b>	<b><u>50'</u></b>	<b><u>50'</u></b>

3

<b><u>LOT DEPTH:</u></b>	<b><u>&lt;100'</u></b>	<b><u>100-124'</u></b>	<b><u>125-149'</u></b>	<b><u>150-199'</u></b>	<b><u>&gt;200'</u></b>
<b><u>Maximum building depth perpendicular to the building's street facade</u></b>	<b><u>Not permitted</u></b>	<b><u>40'</u></b>	<b><u>40'</u></b>	<b><u>50'</u></b>	<b><u>60' for 1 story structure</u></b> <b><u>50' for 2 story structure</u></b>

4

**3. In rare cases, the city manager may adjust maximum building widths and depths by up to 20%**

5

**to make more efficient use of land or to address unique circumstances.**

ATTACHMENT 7

- 1 B. Design standards. To ensure that new *buildings* are of similar size and scale to neighboring  
2 *single detached dwelling units*, the following design standards apply to *duplex* and *triplex buildings*:
- 3 1. Building orientation.
- 4 a. A *duplex* or *triplex building* shall be oriented with the front of the *building* parallel to the  
5 *street*.
- 6 2. Dwelling Unit Entrances.
- 7 a. Each *duplex* or *triplex building* shall have its primary *building* entrance oriented toward  
8 the *street*, located on the front façade and/or along the sides(s) of the *building* via an entry  
9 porch visible from and connected to the *street* by a walkway.
- 10 b. Access to second floor dwelling units may be by an external stair, which may be open or  
11 enclosed, but shall not be located between the *building* and the *street*. If enclosed, the stair  
12 shall be within the *building's* overall massing and roof.
- 13 3. Garage and carport size and location.
- 14 a. On lots narrower in width than 60', a garage or carport shall be located at the rear of the  
15 lot.
- 16 b. Garages and carports shall be located a minimum of 20' behind the street façade of the  
17 *duplex* or *triplex* and have a maximum width of 20' as measured parallel to the *street*. The  
18 equivalent of no more than 2 single-car garage doors may be visible on the street façade.
- 19 c. Garages may be entered from the side of the *building* (parallel to the *street*). If entered  
20 from the side, any garage wall facing the *street* shall incorporate windows so that the  
21 garage appears to contain habitable space.
- 22 d. A *porte cochere* up to 12 feet wide overall is allowed at the same front setback as the  
23 street façade of the *duplex* or *triplex* and must allow access to the rear of the lot. A *porte*  
24 *cochere* is not included in the maximum *building* width. The *porte cochere* shall be designed  
25 in the same style and level of detail as the *duplex* or *triplex*.
- 26 3. Surface Parking
- 27 a. Surface parking for a *duplex* or *triplex* shall be limited to groups of no more than 3  
28 spaces.
- 29 b. Parking areas with more than two spaces shall be located to the rear of the *building*.  
30 shall be visually separated by at least a distance of 5' from perimeter property lines, and  
31 shall be screened from neighboring properties through site plan design and/or  
32 landscaping.

ATTACHMENT 7

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**Landscaping**

3

**18.35.030 Land use grouping.**

4

To facilitate the application of this chapter, land *uses* have been grouped in the following manner:

5

6

A. "Residential *development*" refers to *residential land uses*.

7

B. "Attached/group residences" refers to:

8

9

1. *Multiple-family dwellings*, except ***duplexes and triplexes***, and as provided in subsection (C)(1) of this section;

10

11

2. *Single detached dwelling units* developed on common property at a density of 12 or more units per acre;

12

3. *Supportive living facilities*;

13

4. *Temporary lodging*;

14

5. *Adult family homes*; and

15

6. *Manufactured housing communities*.

16

C. "Single-family *development*" refers to:

17

18

1. Residential subdivisions and short subdivisions, including attached and detached *dwelling units* on individually platted or short platted *lots*;

19

2. Any detached *dwelling units* located on a *lot*;

20

3. *Family child-care homes*; and

21

4. Type I *community residential facilities*.

22

. . .

23

24

**18.35.050 Landscaping – Street trees for **single-family residential** subdivisions.**

ATTACHMENT 7

1 For single-family residential subdivisions:

2 A. Trees shall be planted at the rate of one tree for every 40 feet of frontage along a  
 3 neighborhood collector street or arterial street. Native vegetation cultivars are preferred in  
 4 accordance with the provisions of Chapter 12.50 KMC, Road Standards;

5 B. The trees shall be:

6 1. Located within the street right-of-way in accordance with the provisions of  
 7 Chapter 12.50 KMC, Road Standards if permitted by the City;

8 2. Located ~~No~~ no more than 20 feet from the street right-of-way line if located within a lot.  
 9 Sight distance shall be reviewed in accordance with the provisions of Chapter 12.50 KMC, Road  
 10 Standards;

11 3. Maintained as follows:

12 a. Right of way trees shall be ~~M~~ maintained by the adjacent landowner in accordance  
 13 with the provisions of Chapter 12.70 KMC, Sidewalks, Planting Strips and Street Trees.

14 b. Trees on private streets shall be maintained by the adjacent landowner unless part of a  
 15 homeowners' association program unless part of a City maintenance program; and

16 4. A species in accordance with the provisions of Chapter 12.50 KMC, Road Standards  
 17 approved by the City if located within the street right-of-way and compatible with  
 18 overhead utility lines;

19 C. The trees may be spaced at irregular intervals to accommodate sight distance requirements  
 20 for driveways and intersections.

21

22 **General Development Standards**

23 **18.30.110 Lot width – Measurement method.**

24 Lot width shall be measured by scaling a circle of the applicable diameter within the boundaries  
 25 of the *lot*; provided, that an access easement, access tract, access panhandle and  
 26 building setbacks shall not be included within the circle area. See KMC 17.20.120(C) for  
 27 additional standards related to *lot* configuration. See KMC 18.21.030 for lot width measurement  
 28 methods for duplexes and triplexes in the R-6M Residential zoning district.

29



## ATTACHMENT 7

1 | **18.30.230 Setbacks – Projections and structures allowed.**

2 Provided that the required *setbacks* from *regional utility corridors* of KMC [18.30.200](#), the  
 3 adjoining half-street or designated arterial *setbacks* of KMC [18.30.220](#) and the sight distance  
 4 requirements of KMC [18.30.240](#) are maintained, *structures* may extend into or be located in  
 5 required *setbacks*, including *setbacks* as required by KMC [18.21.060](#)(B), as follows:

6 . . .

7 Q. In a rear *setback* in the R-4 and R-6M residential zones, the following *structures* are permitted  
 8 if it is determined by the *city manager* that they will not have any substantial detrimental effect  
 9 on abutting properties or the *City* as a whole; and provided, that they shall be no closer than  
 10 five feet to the rear lot line:

- 11 1. Children's play *structures* not otherwise regulated by this title;
- 12 2. No more than one storage shed or similar *use*, limited in height to eight feet for a flat  
 13 roof or 10 feet for a pitched roof, with a maximum dimension of 15 feet on any side and a  
 14 total area not exceeding 200 square feet;
- 15 3. An *arbor*, not attached to a building and limited in height to eight feet, with a maximum  
 16 footprint of 100 square feet, including eaves. If latticework is used, there shall be a  
 17 minimum opening of two inches between crosspieces.

18 R. In a rear *setback* in the R-4 and R-6M residential zones, an *accessory dwelling unit* shall be  
 19 permitted; provided, that the *accessory dwelling unit* shall be no closer than 10 feet to the  
 20 rear *lot* line. All of the other standards for *accessory dwelling units* specified in  
 21 Chapter [18.73](#) KMC shall be met.

22 S. In a rear *setback* for a *duplex* or *triplex* in the R-6M residential zone, a garage for a maximum  
 23 of 3 vehicles shall be permitted; provided, that the garage shall be no closer than 10 feet to the  
 24 rear *lot* line unless an alley access is provided. If an alley access is provided, this *setback* may be  
 25 further reduced to a minimum of 5'.

26

27 **Parking**

28 | **18.40.030 Computation of required off-street parking spaces.**

29 A. Except as modified in KMC [18.40.040](#), [18.40.050](#) or [18.40.090](#), off-street parking areas shall  
 30 contain at a minimum the number of *parking spaces* as stipulated in the following table. Off-  
 31 street parking ratios expressed as number of spaces per square feet means the usable or net  
 32 square footage of floor area, exclusive of nonpublic areas. Nonpublic areas include but are not

## ATTACHMENT 7

- 1 limited to building maintenance areas, storage areas, closets, restrooms and exterior walls. If  
 2 the formula for determining the number of off-street *parking spaces* results in a fraction, the  
 3 number of off-street *parking spaces* shall be rounded to the nearest whole number with  
 4 fractions of 0.50 or greater rounding up and fractions below 0.50 rounding down.

LAND USE	MINIMUM PARKING SPACES REQUIRED Citywide, Except in Downtown Commercial and Downtown Residential Zones West of 68th Avenue NE	MINIMUM PARKING SPACES REQUIRED Downtown Commercial and Downtown Residential Zones West of 68th Avenue NE
<b>RESIDENTIAL:</b>		
<i>Single detached dwelling unit</i>	2.0 per dwelling unit	2.0 per dwelling unit; tandem stalls permitted
<i>Townhouse</i>	2.0 per dwelling unit	1.5 per dwelling unit; tandem stalls permitted
Guest parking	1 space for every 5 units	1 space for every 5 units
<u>Duplex</u>	Within ¼ mile of SR-522 or the Juanita Drive NE/NE 153 <sup>rd</sup> Place/NE 155 <sup>th</sup> Street/84 <sup>th</sup> Avenue NE transit corridor: 0.75 per dwelling unit. Otherwise: 1.0 per dwelling unit	.75 per dwelling unit
<u>Triplex</u>	Within ¼ mile of SR-522 or the Juanita Drive NE/NE 153 <sup>rd</sup> Place/NE 155 <sup>th</sup> Street/84 <sup>th</sup> Avenue NE transit corridor: 0.75 per dwelling unit. Otherwise: 1.0 per dwelling unit	.75 per dwelling unit
<u>Apartment</u> <u>Other multiple-family dwellings:</u>		
<i>Microhousing dwelling unit</i>	Within 1/4 mile of SR-522: 0.75 per dwelling unit. Otherwise, 1.2 per dwelling unit	Within 1/4 mile of SR-522: 0.75:du. Otherwise, 1.0:du. Tandem stalls permitted
Studio unit	1.2 per dwelling unit	1.0:du; tandem stalls permitted
One-bedroom unit	1.5 per dwelling unit	1.0:du; tandem stalls permitted
Two-bedroom unit	1.7 per dwelling unit	1.5:du; tandem stalls permitted
Three-bedroom unit or larger	2.0 per dwelling unit	1.7:du; tandem stalls permitted
Guest parking	1 space for every 5 units	1 space for every 5 units

## ATTACHMENT 7

**18.40.110 Off-street parking plan design standards.**

A. Off-street parking **areasspaces** shall not be located more than 600 feet from the *building* they are required to serve for all *uses* except those specified as follows; where an off-street parking area does not abut the *building* it serves, the required maximum distance shall be measured from the nearest building entrance that the parking area serves:

1. For **all** single detached dwellings, **duplexes, and triplexes**, ~~the parking spaces~~ shall be located on the same *lot* they are required to serve;

. . .

E. Driveways providing ingress and egress between off-street parking areas and abutting *streets* shall be designed, located and constructed in accordance with the provisions of Chapter [12.50](#) KMC, **StreetRoad** Standards. **Driveways for single detached dwelling units**, no more than 20 feet in width, may cross required ~~setbacks~~ or landscaped areas to provide access between the off-street parking areas and the *street*, provided no more than 15 percent of the required ~~landscaping~~ or ~~setback~~ area is eliminated by the driveway. **Joint use driveways** may be located within required ~~landscaping~~ or ~~setback~~ areas. Driveways for all other *developments* may cross or be located within required ~~setbacks~~ or landscaped areas to provide access between the off-street parking areas and the *street*, if no more than 10 percent of the required ~~landscaping~~ is displaced by the driveway and the driveway is located no closer than five feet from any property line except where intersecting ~~the street~~.

F. *Parking spaces* required under this title shall be located as follows:

1. For *single detached dwelling units* the required *parking spaces* shall be **located** outside of any required ~~setbacks~~ or ~~landscaping~~, but driveways crossing ~~setbacks~~ and ~~required landscaping~~ may be used for parking. **However, if the driveway is a joint use driveway, no vehicle parked on the driveway shall obstruct any joint user's access to the driveway or parking spaces;**

**2. For duplexes and triplexes, all parking spaces shall be outside of the required street setback and shall be no closer than 5' to perimeter lot lines. KMC 18.21.035.B contains additional standards for parking area/garage/carport locations. Driveways crossing required setbacks may be used for parking if a 5' separation from perimeter lot lines is maintained.**

3. For nonresidential *uses* in residential zones, parking is permitted in *setback* areas in accordance with KMC [18.21.060](#).

ATTACHMENT 7

24. For all other *developments*, *parking spaces* may be permitted by the city manager in *setback* areas in accordance with an approved landscape plan; and

5. If the driveway is a *joint use driveway*, no vehicle parked on the driveway shall obstruct any joint user's access to the driveway or *parking spaces*.

...

H. Tandem or end-to-end parking is allowed in residential *developments*. ~~Apartment~~Multiple-family dwellings, including duplex, triplex, or townhouse developments, may have tandem parking areas for each dwelling unit but shall not combine parking for separate dwelling units in a tandem parking areas configuration.

...

J. The total number of vehicles parked or stored outside of a building on a single-family residential lot in the R-4R-1 through R-6M zones, excluding recreational vehicles and trailers, shall not exceed six vehicles on lots 12,500 square feet or less and eight vehicles on lots greater than 12,500 square feet.

15

## Nonconformances

### 18.100.010 Purpose.

The purposes of this chapter are to:

A. Establish the legal status of a *nonconformance* by creating provisions through which a *nonconformance* may be maintained, altered, reconstructed, expanded or terminated;

B. Establish the rules for an *existing legal use* by creating provisions through which an *existing legal use* may be maintained, altered, reconstructed, expanded or terminated; and

C. Provide for the temporary establishment of *uses* that are not otherwise permitted in a zone or that do not meet all development standards of a zone and to regulate such *uses* by their scope and period of use.

### 18.100.020 Nonconformance – Applicability.

A. All *nonconformances* shall be subject to the provisions of this chapter, except for:

1. nonconforming billboards, which shall be subject to KMC 18.42.150, and

ATTACHMENT 7

1 2. existing legal *multiple-family dwellings* that do not conform to the following standards:  
 2 base density, maximum density, minimum *setbacks*, maximum height, or minimum lot  
 3 size. This exception is not applicable to other standards for a *multiple-family dwelling*.  
 4 such as base or maximum impervious surface or critical area buffers, which continue to  
 5 be *nonconformances* subject to the provisions of this chapter.

6 B. The provisions of this chapter do not supersede or relieve a property owner from compliance  
 7 with:

8 1. The requirements of the International Building and Fire Codes; or

9 2. The provisions of this code beyond the specific *nonconformance* addressed by this  
 10 chapter.

11 | **18.100.090 Nonconformance – Residences.**

12 Any residence nonconforming relative to *use* may be expanded, after review and approval,  
 13 subject to all other applicable codes besides those set forth in this chapter  
 14 for *nonconformances*.

15

16 **Road Standard Amendments**

17 5.04 Driveways and Driveway Approaches This section provides driveway and driveway  
 18 approach standards to public and private roads. It is not the intent of these Standards to  
 19 govern design or location of driveways on private property except where they connect to the  
 20 road where minimum setbacks are required along property lines and where safety is a concern.  
 21 However, fire access requirements governed by the Fire Code (KMC 15.10) and KMC Title 18,  
 22 establish criteria for driveway widths.

23 . . .

24 B. Single Family Residential Driveway and Driveway Approaches:

25 1. Driveways and driveway approaches must be a minimum length of 20 feet, measured  
 26 along any point between the nearest tract/easement/right-of-way line of a shared access or  
 27 roadway and the nearest edge of the parking area/carport/garage required per KMC  
 28 18.40.030. Driveways may not exceed 45 feet in length if feasible.

29 2. Driveway and driveway approaches shall have a minimum width of 12 feet and a  
 30 maximum width as follows:

31 i. Driveways and driveway approaches accessed from private roads shall have a maximum  
 32 width of 35 feet.

## ATTACHMENT 7

- 1        ii. Driveways and driveway approaches accessed from public roads shall have a maximum
- 2        width of 20 feet at the right-of-way line. Driveways may be widened to a maximum of 35
- 3        feet beginning at a minimum of 5 feet from the right-of-way line.
- 4        3. Driveways shall be continuously paved or surfaced with gravel between the public right-
- 5        of-way and the parking area required by KMC 18.40.030, unless otherwise approved by the
- 6        City of Kenmore.
- 7        i. This requirement shall not restrict the use of alternative pavement types (such are
- 8        porous pavements or pavers) and methods (such as wheel strips) to meet flow control
- 9        BMP or Low Impact Development requirements.
- 10       ii. Driveways with a slope exceeding 5% in grade shall be paved; gravel surfacing will not
- 11       be permitted on steep driveways.
- 12       4. If frontage improvements do not exist and are not required, driveway approaches from
- 13       the right of way line to the edge of pavement shall be HMA unless otherwise approved by
- 14       the City Engineer.

### 15       C. Duplex or Triplex Driveways and Driveway Approaches:

- 16       1. Driveways and driveway approaches must be a minimum length of 35 feet, measured
- 17       along any point between the nearest tract/easement/right-of-way line of a shared access or
- 18       roadway and the nearest edge of a carport or garage. Driveways or driveway approaches to
- 19       a parking area must be a minimum length of 20'.
- 20       2. Driveway and driveway approaches shall be 12 feet wide between the
- 21       tract/easement/right-of-way line and the duplex or triplex building. A minimum driveway
- 22       width of 10' is required along the side of the building or in the rear of the lot.
- 23       3. Driveways shall be continuously paved or surfaced with gravel between the public right-
- 24       of-way and the parking area required by KMC 18.40.030, unless otherwise approved by the
- 25       City of Kenmore.
- 26       i. This requirement shall not restrict the use of alternative pavement types (such are
- 27       porous pavements or pavers) and methods (such as wheel strips) to meet flow control
- 28       BMP or Low Impact Development requirements.
- 29       ii. Driveways with a slope exceeding 5% in grade shall be paved; gravel surfacing will not
- 30       be permitted on steep driveways.
- 31       4. If frontage improvements do not exist and are not required, driveway approaches from
- 32       the right of way line to the edge of pavement shall be HMA unless otherwise approved by
- 33       the City Engineer.

- 34       D. Townhome Driveways and Driveway Approaches: Driveways lengths shall be 20 feet when
- 35       accessed from a public road with a width between 8 feet and 20 feet. Driveways are not

## ATTACHMENT 7

required when accessing from a private road. If driveways are proposed off of a private road, they shall follow the requirements for access from a public road. Driveway approaches to garages from private roads shall not exceed 6 feet in length. Any conflicts with the KMC, the KMC shall prevail.

**EE. Commercial, Industrial, & Other Multi-Family Driveways and Driveway Approaches:**

1. Driveways, when designed, must be a minimum length of 40 feet, measured along any point between the nearest tract/easement/right-of-way line of a shared access or roadway and the nearest edge of the parking area/carport/garage required per KMC 18.40.030.

2. Driveways and Driveway approaches shall have a minimum width of 24 feet and a maximum width of 36 feet.

3. Driveways shall be continuously paved between the public right-of-way and the parking area required by KMC 18.40.030.

i. This requirement shall not restrict the use of alternative pavement types (such as porous pavements or pavers) and methods (such as wheel strips) to meet a flow control BMP or Low Impact Development requirement.

**EE. Location of New Driveways.**

1. Driveway location is subject to City approval.

2. No portion of driveway width for uses other than duplexes or triplexes shall be allowed within 5 feet of any existing side property lines.

i. Exceptions may be granted without a formal variance request for access panhandles to single lots and for lots taking access from a cul-de-sac bulb; in such cases the driveway shall be located, and possibly reduced in width, to provide the largest setback feasible.

ii. A setback variance may be approved if approval from the adjacent property owner(s) is received.

3. For duplexes and triplexes, a driveway may be allowed within 3 feet of any existing side property line if native vegetation is provided to screen the driveway from the neighboring property. Landscaping shall minimally consist of a mix of native evergreen and deciduous shrubs spaced no more than 6' on center and with an ultimate height of at least 5', along with additional native garden plantings spaced to result in total coverage of the majority of the required landscape area within three years. The landscape plan shall be incorporated into the site plan submitted with the permit and the landscaping shall be maintained as specified in KMC 18.35.120. Noxious weeds, as defined in KMC 18.20.1890, shall not be used for landscaping.

As an alternative, a minimum 6'-tall fence, consistent with the standards in KMC 18.30.040, may be provided.



## ATTACHMENT 7

1 . . .

2

3 **AMENDMENTS RESULTING FROM ELIMINATION OF**  
 4 **"APARTMENT" DEFINITION**

5 **18.20.830 Dwelling unit, microhousing.**

6 "Microhousing dwelling unit" means an ~~apartment~~**multiple-family dwelling unit** with a total  
 7 square footage of less than 320 square feet and a habitable space, as defined in the  
 8 International Building Code as adopted in the Kenmore Municipal Code, of at least 220 square  
 9 feet. The room(s) are intended for use solely by the dwelling's occupant(s), although common  
 10 kitchen or bath facilities may be provided.

11 **18.20.1375 Hotel.**

12 "Hotel" means a *building* or portion thereof designed or used for transient rental for sleeping  
 13 purposes. Hotel *structures* are at least two stories in height, with lodging space above the first  
 14 floor. Lodging space may also be located on the first floor. Individual rooms are typically  
 15 accessed from a common hallway. A central *kitchen* and dining room and accessory shops and  
 16 services catering to the general public may be provided. Not included in this definition  
 17 are ~~townhouses, apartments~~**multiple-family dwelling units**, bed and breakfasts, or *motels*.

18 **18.20.1785 Motel.**

19 "Motel" means a *building* or group of detached or connected *buildings* designed or used  
 20 primarily for providing sleeping accommodations for automobile travelers and typically having  
 21 a *parking space* adjacent to a sleeping accommodation. This definition  
 22 excludes ~~townhouses, apartments~~**multiple-family dwelling units**, *bed and breakfast guesthouses*,  
 23 and *hotels*.

24 **18.21.040 Residential zones R-12, R-18 and R-24 – Use**  
 25 **allowances.**

26 35. *Self-service storage* only permitted and only if accessory to an ~~apartment~~**multiple -**  
 27 **family** *development* of at least 12 units, provided:

28 a. The gross floor area in *self-service storage* shall not exceed the total gross floor area of  
 29 the ~~apartment~~**multiple-family** dwellings on the *site*;

## ATTACHMENT 7

## 18.21.050 Residential zones R-12, R-18, R-24, R-48, and MHC – Development standards.

a. For *developments* consisting of three or more single detached dwellings located on a single parcel, the *setback* shall be 10 feet along any property line abutting R-1 through R-6M, except for *structures* in on-site recreation areas required in KMC 18.30.130, which shall have a *setback* of five feet.

b. For ~~townhouse and apartment~~ *multiple-family* development, the *setback* shall be 20 feet along any property line abutting R-1 through R-6M, except for *structures* in on-site recreation areas required in KMC 18.30.130, which shall have a *setback* of five feet, unless the ~~townhouse or apartment~~ *multiple-family* development is adjacent to property upon which an existing ~~townhouse or apartment~~ *multiple-family* development is located.

## 18.24.040 Zoning standards.

Specific zone-based development standards for the downtown residential zone in Table B apply to the DR zone as follows:

Table B. Downtown Residential Development Standards

STANDARD	REQUIREMENT
Base Density: <i>Dwelling Units</i> /Gross Acre	48; applies east of 68th Avenue NE
Maximum Density: <i>Dwelling Units</i> /Gross Acre with Density Bonus Incentives	72; density incentives or bonuses not required west of 68th Avenue NE
Minimum Density: <i>Dwelling Units</i> /Net Acre	18 – <i>Townhouse only development</i> 18 – 36 – <del>Townhouse/apartment</del> <i>other multiple-family</i> combination development 36 – <del>Apartment</del> <i>Multiple-family development other than townhouses</i>
Minimum Lot Width	<i>Townhouse</i> – 20 ft. <del>Apartment</del> <i>Other Multiple-Family development</i> – 30 ft.

## 18.30.130 Recreation space – On-site areas.

A. Single-family detached subdivisions, ~~apartment, townhouse~~ *multiple-family development* and *mixed use development* of more than nine units in the R-4 through R-48 and DR zones, and standalone ~~apartment or townhouse~~ *multiple-family* developments in the NB, UC or DC zone of more than nine units, excluding age restricted *senior citizen* housing, shall provide a

ATTACHMENT 7

common recreational open space area on site, except when facilities are available to the public that meet all of the following requirements:

**18.40.030 Computation of required off-street parking spaces.**

. . .

E. In any *development* required to provide six or more *parking spaces*, bicycle parking shall be provided. Bicycle parking shall be bike rack or locker-type parking facilities unless otherwise specified.

. . .

5. One indoor bicycle storage space shall be provided for every two *dwelling units* in ~~townhouse and apartment~~ *multiple-family* residential uses ~~other than duplexes and triplexes~~, unless individual garages are provided for every unit. The *city manager* may reduce the number of bike rack parking spaces if *indoor storage* facilities are available to all residents.

**18.40.110 Off-street parking plan design standards.**

. . .

H. Tandem or end-to-end parking is allowed in residential *developments*. ~~Apartment or townhouse~~ *Multiple-family* *developments* may have tandem parking areas for each *dwelling unit* but shall not combine parking for separate *dwelling units* in tandem parking areas.

**18.40.130 Compact car allowance requirements.**

In any *development* containing more than 20 *parking spaces*, up to 50 percent of the total number of spaces may be sized to accommodate compact cars, subject to the following:

A. Each space shall be clearly identified as a compact car space by painting the word "COMPACT" in capital letters, a minimum of eight inches high, on the pavement at the base of the *parking space* and centered between the striping;

B. Aisle widths shall conform to the standards set for standard size cars; and

C. ~~Apartment~~ *Multiple-family* *developments* with less than 20 parking spaces may designate up to 40 percent of the required parking spaces as compact spaces.

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**18.42.090 Residential zone signs.**

Signs in the downtown residential, R<sub>2</sub> and MHC zones are limited as follows:

. . .

**B. Residential Use.**

1. One *sign* not exceeding two square feet is permitted; and

2. One *permanent residential development identification sign* not exceeding 32 square feet is permitted per neighborhood, subdivision, manufactured housing community, ~~apartment/condominium~~ *multiple-family complex development (but not including a duplex or triplex)*, or other residential area. The maximum height for the *sign* shall be six feet. The *sign* may be freestanding or mounted on a wall, *fence*, or other *structure*.

**18.50.060 Attached dwellings and group residences – Applicability.**

The standards of KMC [18.50.070](#) and [18.50.080](#) shall apply to all new ~~apartment~~ *multiple-family developments* exceeding four *dwelling units*, ~~new townhouse development~~ and new group residences except Class I *community residential facilities (CRF-I)*. Expansions of existing *development* that involve four or more *dwelling units* shall be subject to compliance with KMC [18.50.070](#) and [18.50.080](#).

**18.50.070 Attached dwellings and group residences – Vehicular access and parking location.**

Except for *development* located in the downtown commercial or downtown residential zones, or RB-zoned properties that are not subject to P-suffix condition NS-P4 and which lie north of NE 175th Street, which must comply with Chapter [18.52](#) KMC, Downtown Design Standards, the following requirements apply:

A. On *sites* abutting an *alley* constructed to a width of at least 20 feet, ~~apartment and townhouse~~ *multiple-family development* and all group residences except Class I *community residential facilities (CRF-I)* shall have parking areas placed to the rear of *buildings* with primary vehicular access via the *alley*, except when waived by the *city manager* due to physical *site* limitations.

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### 18.50.080 Attached dwellings and group residences – Building facade modulation.

Except for *development* located in the downtown commercial or downtown residential zones, or RB-zoned properties that are not subject to P-suffix condition NS-P4 and which lie north of NE 175th Street, which must comply with Chapter 18.52 KMC, Downtown Design Standards, ~~apartment and townhouse~~ *multiple-family developments*, ~~excluding duplexes and triplexes~~, and all group residences shall provide *building facade modulation* on facades exceeding 60 feet and facing abutting *streets* or properties zoned R-1 through R-6M. The following standards shall apply:

. . .

### 18.50.220 Re-use of facilities – Standards for conversion of historic buildings.

In order to ensure that significant features of the property are protected pursuant to Chapter 2.20 KMC, the following standards shall apply to conversion of historic *buildings*:

A. Gross floor area of *building* additions or new *buildings* required for the conversion shall not exceed 20 percent of the gross floor area of the historic *building*, unless allowed by the zone;

B. Conversions to ~~apartments~~ *multiple-family dwelling units* shall not exceed one *dwelling unit* for each 3,600 square feet of lot area, unless allowed by the zone; and

C. Any construction required for the conversion shall require certification of appropriateness from the *City* landmark commission.

### 18.80.080 Applicability of development standards.

A. RDI *developments* shall comply with dimensional standards of the zone with a base density most closely comparable to the total approved density of the RDI *development*; provided, that an RDI proposal in the R-4 through R-6M zones shall conform to the height requirements of the underlying zone in which it is located.

B. RDI *developments* in the R-4 through R-6M zones shall be landscaped as follows:

1. When 75 percent or more of the units in the RDI *development* consist of ~~townhouses or apartments~~ *multiple-family dwelling units other than duplexes or triplexes*,

## ATTACHMENT 7

the *development* shall provide perimeter *landscaping* and *tree* retention in accordance with Chapters [18.35](#) and [18.57](#) KMC ~~for townhouse or apartment projects.~~

2. When less than 75 percent of the units in the RDI consist of ~~townhouses or apartments~~ *multiple-family dwelling units other than duplexes or triplexes*, the *development* shall provide *landscaping* and *tree* retention in accordance with Chapters [18.35](#) and [18.57](#) KMC ~~for townhouses or apartments~~ on the portion(s) of the *development* containing such units; provided, that if *buildings* containing such units are more than 100 feet from the *development's* perimeter, the required *landscaping* may be reduced by 50 percent.

### 18.100.180 Temporary real estate offices.

One temporary real estate office may be located on any new residential *development*; provided, that activities are limited to the initial sale or rental of property or units within the *development*. The office *use* shall be discontinued within one year of recording of a short subdivision of four lots or less or issuance of a final certificate of occupancy for ~~an apartment a multiple-family~~ *development*, and within two years of the recording of a formal subdivision or short subdivision of more than four lots.

## Other Miscellaneous Amendments

### 18.15.010 Zones and map designations established.

In order to accomplish the purposes of this title, the following zoning designations and zoning map symbols are established:

ZONING DESIGNATIONS	MAP SYMBOL
Residential	R <sub>2</sub> (base density in dwellings per acre)

Note: Throughout the Zoning Code, references to "R-6" would be replaced with "R-M" and references to R zones would be replaced with "R-" zones.





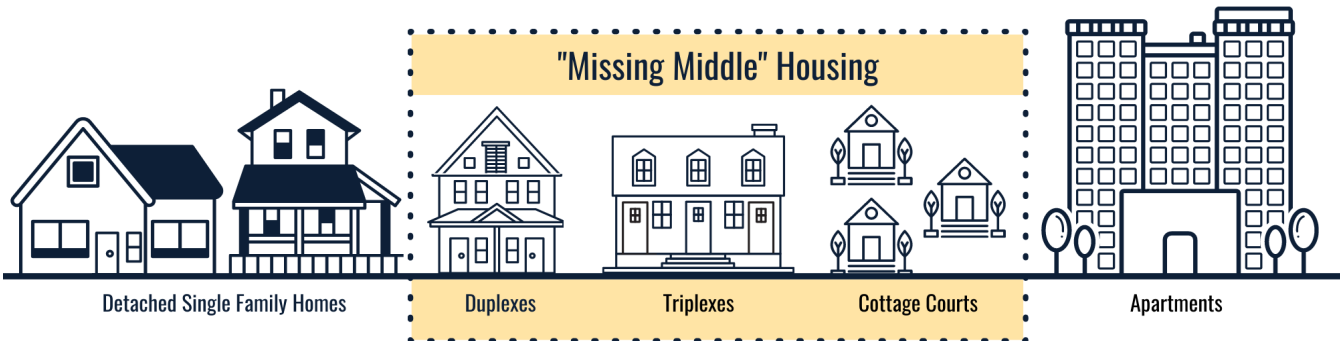
*A change around "Missing Middle" housing is coming to Kenmore. You're invited to learn more and participate in two upcoming events!*

To help address the housing crisis, the Kenmore City Council is considering a change that would allow duplexes (buildings containing two housing units) and triplexes (buildings containing three housing units) throughout Kenmore’s R-6, Single Family Residential, zoning district.



Duplexes and triplexes are types of “Missing Middle” housing: **house-scale** buildings containing more than one housing unit that are compatible with single-family neighborhoods.

**"Missing Middle" housing provides more housing choices in between single-family homes and apartment buildings for those wanting smaller homes in our community (young families and seniors, for example).**



Currently, this type of housing is not legal to build in most of Kenmore. The plan proposed by the Kenmore City Council will change zoning laws to allow this more inclusive type of development in many parts of Kenmore.

**Join us at these upcoming events to learn more and share your opinion:**

**“Missing Middle” Housing Presentation**  
by Karen Parolek from Opticos Design

Opticos Design originated the term “Missing Middle” housing.  
[www.opticosdesign.com](http://www.opticosdesign.com), [www.missingmiddlehousing.com](http://www.missingmiddlehousing.com)

**When:** Wednesday, September 21, 2022 at 7:00 p.m.

**Where:** online at

<https://kenmorewa.gov.zoom.us/j/83443034254>

or the presentation also can be viewed at Kenmore City Hall

**Kenmore City Council Public Hearing**

**When:** Monday, September 26, 2022 at 7:00 p.m.

**Where:** In-person at Kenmore City Hall and online at

<https://kenmorewa.gov.zoom.us/j/83352870241>



**Karen Parolek** is co-founder and Principal at Opticos Design, an architecture and urban design firm specializing in healthy, walkable and equitable communities. She co-wrote the book “Form-Based Codes” and is a leading innovator and educator in zoning reform across the US and abroad. In addition, as the chief architects of the Missing Middle Housing movement, Karen and her firm advocate for Missing Middle Housing as both a critical element of walkable communities and an effective tool to address the needs for housing choice and affordability.



[www.kenmorewa.gov/missingmiddle](http://www.kenmorewa.gov/missingmiddle)



# More About "Missing Middle" Housing In Kenmore

## Why is this important?

"Missing Middle" housing provides many benefits to the community and to the region, including:

- Increasing housing supply (our area has a severe housing shortage which contributes to rising prices).
- Providing more housing choices for those wanting smaller homes in our community.
- Providing housing choices that are more attainable than single-family homes.
- Fighting climate change by preventing new development from sprawling outside the urban area and putting more housing closer to jobs to reduce driving.
- Addressing historic segregation and exclusion of those with lower incomes (often people of color) from some neighborhoods.

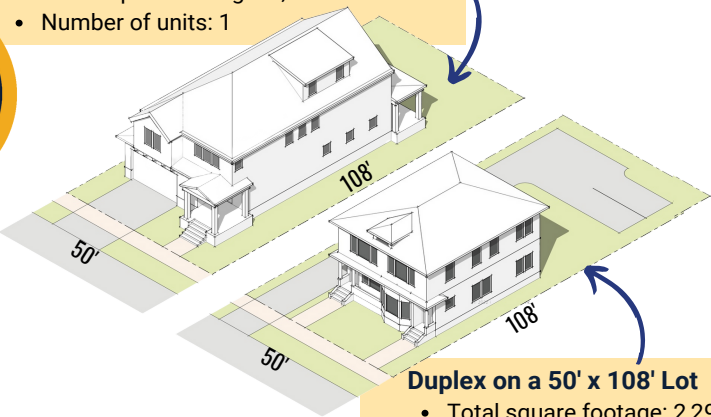


## How will this new housing fit into my neighborhood?

Rules for building new duplexes and triplexes keep them at "house-scale"—basically the same size as new single-family houses. In some cases, these buildings will be smaller than recent single-family development, despite providing more housing units!

### Single Family House on a 50' x 108' Lot

- Total square footage: 4,100
- Number of units: 1



### Duplex on a 50' x 108' Lot

- Total square footage: 2,290
- Number of units: 2

Duplexes and triplexes will be no taller than 2 ½ stories and will have size limits. Garages and parking areas will not dominate the streetscape.

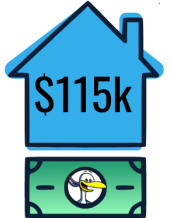
**DID YOU KNOW?**  
The median house price in Kenmore is (May 2022)

**\$1.3 million**



Annual income needed to purchase a single family home in Kenmore

Annual median Kenmore household income



Annual income needed to rent/purchase "Missing Middle" home



## What about environmental protection and saving our trees?

New duplexes and triplexes must follow the same rules for environmental protection that other building types do, including providing buffers and building setbacks to protect wetlands and streams. Also, new duplexes and triplexes would be subject to the multifamily tree protection rules which are more protective of trees than are those for existing single-family houses.

Many studies have shown that denser growth does more to protect the environment than low-density development. The Sierra Club, in their Urban Infill Policy Guidance specifically supports expanded production of "Missing Middle" housing, including duplexes and triplexes, in single-family neighborhoods. To read more about the importance of "Missing Middle" housing for environmental sustainability, see this [Sierra Club publication](#).



**Have questions or comments?**

Contact  
Lauri Anderson  
landerson@kenmorewa.gov

Additional resources about "Missing Middle" housing, including the proposed rules, a map of the R-6 zoning district, and upcoming event details can be found on the city webpage:

[www.kenmorewa.gov/missingmiddle](http://www.kenmorewa.gov/missingmiddle)



ATTACHMENT 9

**“Missing Middle” Housing Frequently Asked Questions**

• **Is “Missing Middle” housing a new thing?**

No. This type of housing was common before World War II and was organically integrated with other housing types, including single-family homes. In fact, in a few isolated instances, “Missing Middle” housing already exists in Kenmore neighborhoods (see duplex photos below) but it would not be able to be built today under current rules. Ninety-five percent of Kenmore’s land zoned exclusively for residential uses in the city is zoned for single-family homes.

Also, the typical footprint of a single-family home has increased from less than 1,000 square feet in 1950 to 2,500 in 2017 which adds to housing cost and further limits housing choice. “Missing Middle” housing is an opportunity to provide housing choices that meet a broader range of housing needs for different groups of people in Kenmore and for those who would like to live in our neighborhoods but due to the limits of our current zoning have no acceptable housing choice.



Kenmore duplex

ATTACHMENT 9



Kenmore duplex

- **Will “Missing Middle” housing negatively impact the character of my neighborhood?**

No. “Missing Middle” housing consists of *house-scale* buildings that are compatible with single-family neighborhoods. In most neighborhoods that already include this type of housing, the units blend in and you have to look closely to notice a “Missing Middle” home. Local examples include Ballard and the pre-WWII Lower Maywood Hill neighborhood near downtown Bothell. Any new regulations that allow for “Missing Middle” housing will include standards that will limit the size, width, depth, and height, as well as regulate other design elements of this type of housing.

- **Who lives in “Missing Middle” housing?**

“Missing Middle” housing can provide another entry point for people who want to live (or stay) in Kenmore but can’t afford to purchase (or stay in) and maintain a single-family home. Middle-income wage earners such as schoolteachers, mechanics, grocery store managers, and first responders may find “Missing Middle” housing types affordable.

“Missing Middle” housing can also be desirable to seniors who are downsizing, smaller households (only 34% of households in Kenmore contain individuals <18 years old), or young adults just getting started in the housing market. Service workers with lower incomes may also benefit from rental housing located in desirable neighborhoods. More than a quarter of Kenmore residents rent their housing unit.

## ATTACHMENT 9

- **How does “Missing Middle” housing combat systemic racism and help with diversity, equity and inclusion in our community?**

Single-family zoning is also known as “exclusionary zoning” and perpetuates systemic racism and classism. Single-family zoning initially was used to prevent those with lower incomes or black, indigenous or people of color from living in certain neighborhoods. Racist covenants were sometimes put in place, including in Kenmore. Although the covenants are now outlawed, single-family zoning keeps most renters and low-income individuals (often people of color) out of a neighborhood.

Allowing “Missing Middle” housing in single-family neighborhoods provides an entry point for people who want to live in Kenmore--with its good schools and other amenities--but can’t afford to purchase a single-family home.

- **Is “Missing Middle” housing the same thing as affordable housing?**

Not necessarily. “Missing Middle” housing refers to the size of the dwelling, not its cost. “Missing Middle” housing (duplexes, triplexes, cottage housing) is typically less expensive than a traditional single-family home, but these “Missing Middle” housing types may or may not fit strictly into the affordable housing definition. Architect Daniel Parolek coined the term “Missing Middle” housing. His research has found that “Missing Middle” housing types are typically affordable for households with incomes at 60% of area median income or higher; as result, Parolek suggests that “attainable housing” may be a more appropriate term for describing “Missing Middle” housing. (*Missing Middle Housing*, by Daniel Parolek, page 53).

- **How does “Missing Middle” housing help with housing affordability?**

The answer to this question goes back to the laws of supply and demand. A large part of the existing housing affordability crisis is related to the fact that there are not enough housing units to satisfy demand, nor are there enough housing *choices*, especially in the gap between apartments and single-family homes. Because of this gap and overall lack of supply, housing prices have skyrocketed. Adding additional housing units and types of housing *choices* to the housing stock should help stabilize housing costs. And “Missing Middle” housing is typically more affordable than single-family residences.

- **What about infrastructure needs (e.g. sidewalks bus service, and parks) as the number of housing units increases?**

This truly is a chicken and egg question. Additional housing density provides both the additional taxes and impact fees necessary to support City-funded infrastructure as well as the physical infrastructure improvements required as part of a permit approval. To prevent



## ATTACHMENT 9

new housing density because the infrastructure does not yet exist stops some infrastructure from eventual construction.

In recent years Kenmore has added many new sidewalks and bicycle lanes, including the new sidewalks and bike lanes currently under construction on the City's principle north-south arterial, 68<sup>th</sup> Avenue/Juanita Drive. More new sidewalks and bike lanes are planned in the coming years.

Substantial improvements in transit service will be realized when Sound Transit's "Stride" bus rapid transit comes online in 2026.

As for parks, the City has expanded capacity at a number of parks in recent years, including Moorlands Park, City Hall Park, Northshore Summit Park, Rhododendron Park, Log Boom Park, Tl' awh-ah-dees Park (under construction), and Twin Springs Park (construction anticipated in 2022).

- **What about parking for new "Missing Middle" housing units?**

Within ¼-mile of major transit corridors, State law mandates that no more than 0.75 parking stalls per unit or 1 space per bedroom may be required. The draft regulations use the 0.75 standard in this area. For a duplex or triplex, this would mean a minimum of two off-street parking spaces. A developer could, of course, build more parking if there was a concern that future owners/residents would not have adequate places to park, particularly in areas of limited street parking.

Outside of the ¼-mile area, the proposed standard would be 1.0 stall per unit. This would mean a minimum of 2 stalls for a duplex and 3 stalls for a triplex.

That said, parking requirements can be a barrier to adding more "Missing Middle" housing, especially given that "Missing Middle" housing residents are less likely to have a car than single-family owners<sup>[1]</sup>.

<sup>[1]</sup> Source: American Housing Survey, 2017, cited on page 48 of *Missing Middle Housing* by Daniel Parolek, 2020.

- **Will the tree canopy be protected?**

Yes. The City already has substantial tree preservation regulations in place and is considering even more, including increasing the tree replacement rate, further limiting tree cutting on existing residential lots, and mandating the preservation of "exceptional" larger trees. The City's tree rules would not change with allowing for new "Missing Middle" housing. Given the proposed limitations on "Missing Middle" building size, the new structures should have no more impact on the tree canopy than would a new single-family residence. As with any new development, existing trees may be removed, but strict and substantial replacement rules apply.

## ATTACHMENT 9

Furthermore, from a bigger-picture environmental perspective, allowing for responsible tree cutting and replacement inside the King County urban growth boundary for the purpose of increasing urban housing supply prevents even more tree cutting that comes from suburban sprawl in the rural areas outside the urban growth boundary.

- **Will my neighborhood change quickly or dramatically?**

No. Even with the potential changes, it is unlikely that rapid or dramatic changes in land use would be seen. Development of “Missing Middle” housing likely would be slow and incremental over many years. The City of Kirkland has allowed “Missing Middle” housing in their community since 2018. Since those rules were put in place, interest has been growing slowly with permits for about a dozen “Missing Middle” housing units issued. A study of Portland’s duplexes/triplexes by the Sightline Institute concluded that “on most urban lots, legalizing smallplexes would mean nothing at all for many years.” Regardless, it is important to establish opportunities for this type of development now before opportunities are lost. This would be an incremental change to Kenmore.

- **Does “Missing Middle” housing look like an apartment building?**

No. “Missing Middle” housing does not look like an apartment building. By definition, these housing options are *house-scale* buildings that happen to have more than one unit. This definition “counters the belief that as you add more units to a building it needs to get bigger and that multi-unit buildings are always bigger than a single-family home.” (Parolek, page 11) As part of the “Missing Middle” housing proposal, a maximum size requirement for new duplexes and triplexes is being considered. The goal is to ensure that large structures, out of scale with existing neighborhoods, are not constructed. Design standards also are part of the proposal. See photos, below, of contemporary duplexes and triplexes.



ATTACHMENT 9



To view more images of “Missing Middle” housing, see:

[Sightline Institute: Missing Middle Homes Photo Library's albums | Flickr](#)

- **The City recently approved new regulations for accessory dwelling units. Isn't that enough new housing?**

At the time the accessory dwelling unit regulations were put in place, about 50 units existed in the city. Over the past year, an additional 9 accessory dwelling units have been permitted under the new rules. While this small amount of new housing contributes to the city's housing stock and provides rental opportunities, more housing units and housing choices are needed.

- **Is replacing an existing housing unit with multiple new housing units really the answer?**



## ATTACHMENT 9

This is a hard question. Existing housing is likely to be more affordable (for rent or purchase) than new housing. So, if an existing more affordable unit is replaced with additional more expensive units, there may be a temporary net loss in more affordable/attainable housing units. Still, “Missing Middle” housing is part of the answer to housing affordability concerns—the increased density will improve the housing supply, and the homes, being somewhat smaller, will tend to be more affordable than larger homes.

Another benefit of “Missing Middle” housing like duplexes and triplexes is that a purchaser could buy a building, live in one unit and rent out the other one or two, helping cover the cost of the mortgage, and providing rental housing to those who cannot afford to purchase.

- **Why is the region focused on providing “Missing Middle” housing?**

The State Growth Management Act, multicounty planning policies (VISION 2050) – see <https://www.psrc.org/vision> - and King County countywide planning policies all support consideration of “Missing Middle” housing in their plans and directives. Kenmore must, therefore, consider opportunities for “Missing Middle” housing in the city. VISION 2050 states that the City should, “Expand housing capacity for moderate density housing to bridge the gap between single-family and more intensive multifamily development and provide opportunities for more affordable ownership and rental housing that allows more people to live in neighborhoods across the region.”

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# Comprehensive Plan changes

- **Revised Vision Statement**
  - diversity, equity, and inclusion
  - environmental stewardship
- **Revised Land Use Element**
  - High-Capacity Transit Community
  - Countywide growth center
  - Small-scale neighborhood commercial for walkability
- **Revised Housing Element**
  - tenant protections
  - inclusionary affordable housing
  - new housing types
- **Revised Capital Facilities Element**
  - surplus public property for affordable housing
  - equitably dispersed impacts

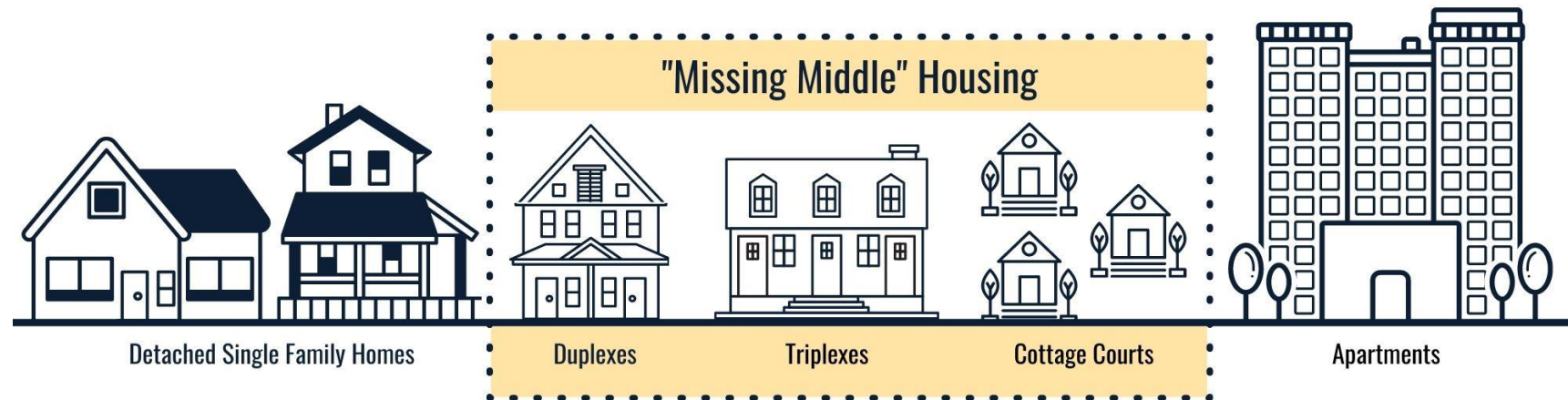


## Development Regulation changes

- Future Public Works shop property rezoning (NE 202<sup>nd</sup> Street)
- “Missing Middle” housing regulations for duplexes and triplexes in the R-6 Residential zone



# What is “Missing Middle” housing?



## What do these housing types look like?



**Duplex**



**Triplex**



**Cottage housing**



## Existing “Missing Middle” housing in our area



**Kirkland duplex**



**Bothell duplex**



**Bothell triplex**



**Shoreline cottage housing**



# Why are we considering “Missing Middle” housing?

## State Growth Management Act

In the urban growth boundary, include provisions for moderate density housing options, including duplexes and triplexes

## PSRC VISION 2050

Expand housing capacity for moderate density housing to bridge the gap between single-family and more intensive multifamily development

## King County Policies

Expand capacity for moderate-density housing throughout the jurisdiction, especially in areas currently zoned for lower density single-family detached housing



## What problems are we trying to solve with “Missing Middle” housing?

- Housing Crisis!
- regional housing supply shortage
- lack of housing types in between single-family residences and larger apartment buildings
- skyrocketing housing costs
- historic exclusion of those with lower incomes (disproportionately people of color) from some neighborhoods



## What are the benefits of “Missing Middle” housing?

- increases housing supply
- provides more housing choice
- units more attainable than a single-family house
- prevents sprawl and helps fight climate change
- supports transit
- is consistent with regional policies



# Making housing more attainable

Median Kenmore household income:	\$115,093
Median-priced house in Kenmore (May):	\$1,323,000
Income needed to purchase:	265% of median income
Income needed for “Missing Middle”:	80-120% of median income



## What is the City Council recommending?

- Allowing duplexes and triplexes throughout the single-family residential R-6 zone
- Not allowing in the R-1 and R-4 zones as environmental studies are not complete
- Future discussion of smaller houses on smaller lots and cottage housing





# What requirements would be put on new “Missing Middle” housing?

## Size

- Minimum lot dimensions specified
- Maximum building size specified
- Maximum 2½ story height (30’ vs. 35’)

## Design

- Building must face the street
- Entry identified
- Garage size and location controlled
- Tree preservation rules apply

## Parking

- Reduced parking requirements
- No surface parking in front of building
- Driveway design standards

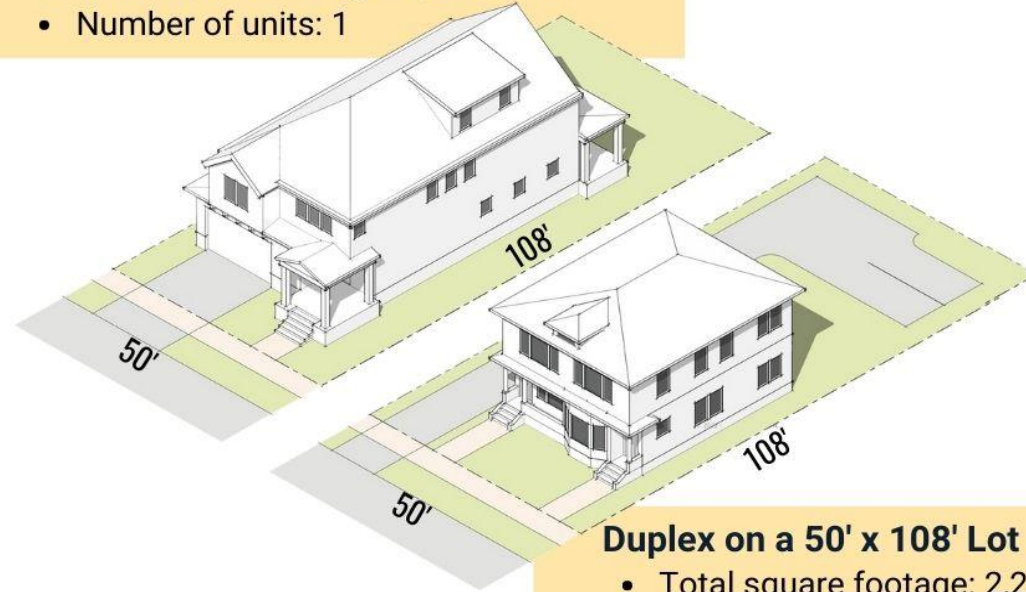




## Size comparisons – new single-family house and duplex

### Single Family House on a 50' x 108' Lot

- Total square footage: 4,100
- Number of units: 1



### Duplex on a 50' x 108' Lot

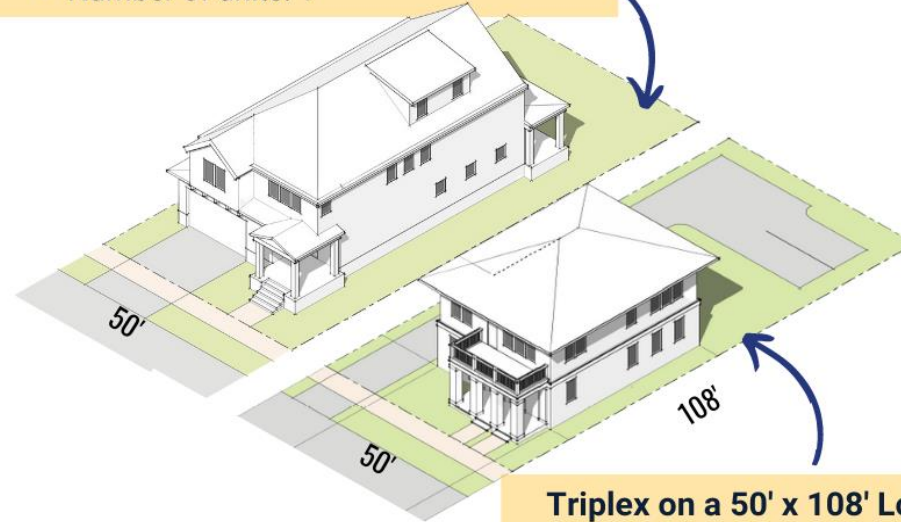
- Total square footage: 2,290
- Number of units: 2



## Size comparisons – new single-family house and triplex

### Single Family House on a 50' x 108' Lot

- Total square footage: 4,100
- Number of units: 1

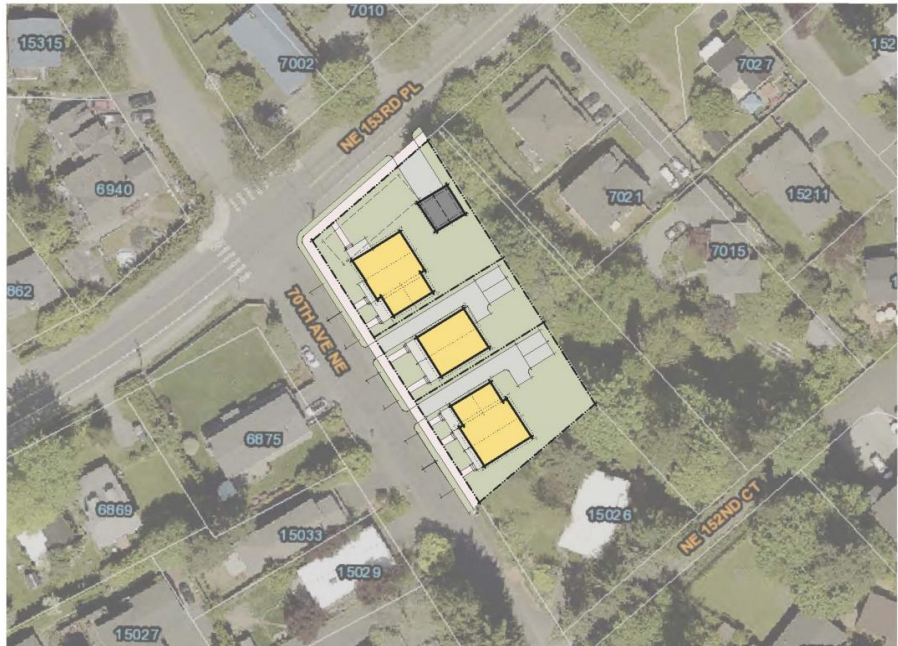


### Triplex on a 50' x 108' Lot

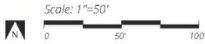
- Total square footage: 2,400
- Number of units: 3



# Example site plan



Proposed Site Plan



Program Summary			
<b>Site Area</b>			
Developable	0.47	ac	
Gross	0.47	ac	
<b>Program Totals</b>			
Unit Count	8	du	
Building Count	3	bldg	
<sup>1</sup> Building Area (Gross)	8,280	gsf	
Parking Count	11	sp	
Parking Ratio	1.4	sp/du	
<b>Density</b>			
Developable	17.0	du/ac	
Gross	17.0	du/ac	
<b>Unit Types</b>			
	Unit GSF	Count	
2 BD	900	2	du
2 BD	1,080	6	du
<b>Building Types</b>			
	Bldg GSF	Count	
Duplex Side-By-Side	2,160	1	bldg
Triplex (2-Story)	3,060	2	bldg
<b>Parking Mix</b>			
	Proposed	Target	
On-street	5	-	
Surface	4	-	
Carport	-	-	
Garage	2	-	
Tuck-Under	-	-	

<sup>1</sup> Excludes garage area (480 gsf).

Legend	
	2-Story Building Height
	Garage

**DRAFT**

NFD Concept Site Plan (Compliant)  
Preliminary Site Plan Studies | 09.13.2022

Kenmore MMH Opportunity Sites  
© 2022 Opticos Design Inc. CP 1



## How has the public been notified of the “Missing Middle” proposal?

- Quarterly articles (mailed to all households): Spring 2021, Fall 2021, Winter 2022, and Spring 2022
- E-news publications: September 2021, November 2021, December 2021, February 2022, April 2022, and August 2022
- July 2021 city-wide survey: invitation sent to all addresses, twice
- Planning Commission mailing list
- November 2021 virtual Housing Forum
- Planning Commission May 2022 public hearing. Postcard mailed to all addresses with special outreach to those who use Spanish
- Website and social media posts
- Informational flyer mailed to all Kenmore addresses



# We want your feedback!

**KENMORE 2044**

18







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

**Subject/Topic:**


Estimates of Revenue and Expenditures for  
 Current 2021-2022 Budget  
 and Proposed 2023-2024 Biennium Budget

For Council Meeting Agenda: September 26, 2022

Department: Executive Department  
 Finance and Administration


Prepared by: Rob Karlinsey, City Manager  
 Leticia Salcido, Finance Director

Initial & Date

Approved by Department Head: LS 9/13/22 

Approved by City Attorney: n/a

Approved by Finance Director: LS 9/13/22 

Approved by City Manager: 

**Exhibits/Attachments:**

**Proposed Council Action/Motion:** Receive  
 and File Estimates of Revenue and  
 Expenditures for Current 2021-2022 Budget  
 and Proposed 2023-2024 Biennial Budget for  
 the City of Kenmore, Washington

2023-2024 Budget Calendar  
 Estimates of Revenues & Expenditures by Fund

**INFORMATION/BACKGROUND:**

RCW 35A.34 provides statutory deadlines for budget development, review, and approval.

On or before the first business day in October, a proposed preliminary budget must be submitted to the City Manager. The budget should set forth the complete financial program, showing expenditures requested by each department and the proposed sources of revenue by which those programs will be financed. The RCW additionally requires that the revenue and expenditure sections be presented for each fund in a comparative form that will display the actual for the last fiscal year, the estimates for the current fiscal year, and the budget projections for the ensuing fiscal years.

No later than the first Monday in October, the City Manager must present it to the City Council. Subsequently, the Council must hold public hearings on the proposed preliminary budget and on revenue sources for the coming year including consideration of possible increases in property tax revenues.

The estimates of revenue and expenditures for the current 2021-2022 Budget and the proposed 2023-2024 Biennial Budget for the City of Kenmore will be provided to the City Council at the meeting on September 26, 2022.

A calendar is attached which indicates the dates for budget presentations and discussions as well as public hearings. The 2023-2024 Biennial Budget is expected to be adopted on November 21, 2022.

**FISCAL CONSIDERATION:**

Proposed budgets for 2023-2024 were submitted to the City Manager in August 2022.

At the September 26, 2022, Council meeting a summary of the City funds will be presented which illustrate the adjusted 2021-2022 Biennium Budget, the 2021 Total Activity, the 2022 Projection, 2023 Proposed Budget, 2024 Proposed Budget, and 2023-2024 Total Proposed Budget.

Some of the more significant assumptions and new requests included in the 2023-2024 Proposed Preliminary Budgets for the operational funds such as General Fund, Street Fund and Surface Water Management include:

**General Fund**

- Tax Levy increase of 1% as authorized by statute plus an additional amount of approximately \$100,000 from banked capacity for a total 3.3% increase in 2023 and 2024
- An increase in salaries and wages of 6% effective January 1, 2023. The cost-of-living increase has traditionally been based on the June CPI-W for the Seattle, Tacoma, Bellevue area. This index was 9.5% as of June 2022; also, a 4% increase for 2024.
- An increase in medical insurance premiums of 5.0%.
- An increase in dental insurance premiums of 3.0%.
- Police services contract; 13% increase in 2023 and 6% in 2024
- Community Court allocation of \$15,000 in 2023 and \$15,750 in 2024
- A number of proposed new positions to better align staffing resources with workload demands. These proposed positions will be described in detail in the upcoming budget document.

These and other budget highlights will be reviewed in more detail during the budget review meetings with the City Council during the months of October and November 2022. The Proposed Preliminary Budget is scheduled to be distributed on October 3.

**COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:**

Per RCW 35A.34, the City Manager must provide the legislative body with current information on estimates of revenues from all sources as adopted in the budget for the current year, no later than the first Monday in October. The City Manager must also provide the legislative body with the preliminary budget setting forth the complete financial program, showing expenditures requested and sources of revenue.



## City of Kenmore, Washington 2023-2024 Budget Calendar

Major Task	2022-Target Date and/or Deadline
Pre-Budget Item City Council Budget Retreat	June 3-4
Service Level process – categorize programs into service levels <ul style="list-style-type: none"> <li>Core – Basic – Enhanced</li> </ul> Prioritize & Score programs based on how well they advance city council priorities	May
Training to Departments on Incode budget Preparation	June
Departments Begin Preparation of 2023-2024 Budget Estimates for Revenue and Expenditures	June – July 29
Departments Complete and Submit to Finance Budget Estimates for Revenue and Expenditures	July 29 (Statutory Deadline for Budget Estimates September 26 (4 <sup>th</sup> Monday in September))
Finance Submits to City Manager: Complete Revenue Projections and Expenditure Requests For 2023-2024 biennium budget	August 1 (Statutory Deadline to Submit Preliminary Budget Estimates October 1)
Budget Meetings with City Manager & Departments	August
Department Complete/Update Accomplishments, Goals, Workload and Performance Measures, Budget Highlights Final Department YE 2022 Projections of Expenditures Due to Finance	August 26
Review and Update to 2023-2028 Capital Improvement Program	September
City Clerk Publishes:  Notice of Filing of Proposed Preliminary Budget and Notice of Public Hearing on Revenues and Proposed Preliminary Budget (scheduled for October 24 , November 7)	September 15  (Statutory Deadline: Publish once a week for two consecutive weeks for Hearings in October & November)
Business: City Manager Provides Council with Estimates of Revenues and Expenditures for current 2021-2022 Budget and Proposed 2023-2024 Biennium Budget	September 26 <i>Statutory Deadline: October 4</i>
Business: Capital Improvement Program 2023-2028 Review and Update	September 26
Public Hearing - Capital Improvement Program 2023-2028	October 3
Business – Capital Improvement Plan, for Adoption	
Business: File with City Council City Manager's Budget Message & 2023-2024 Preliminary Budget Document	October 3  (Statutory Deadline for Presenting Preliminary Budget to City Council is November 2)



## City of Kenmore, Washington 2023-2024 Budget Calendar

Major Task	2022-Target Date and/or Deadline
Public Hearing on the 2023 Property Tax Levy	October 10  <i>Statutory Deadline for Revenue Hearing is Mid October to Mid-November</i>
Business: Presentation of 2023-2024 Proposed Biennial Budget: City Council, City Manager, Finance & Admin, City Clerk, Legal, Police, Development Services, Proposed 2022 Salary Plan	October 10
Business: Presentation of 2023-2024 Proposed Biennial Budget: Community Development, Public Works Engineering, Maintenance, Street Fund, Parks Capital Fund, Transportation Capital Fund	October 17
Presentation of 2023-2024 Proposed Biennial Budget: SWM, SWM Capital Fund, Facility Capital Fund, Impact Fee Funds, TBD Fund, Other Funds	October 24
Copies of Preliminary Budget Document are made Available to the Public	October 24  (Statutory Deadline is November 20)
Business: Review 2021-2022 Budget Amendments	November 7
Public Hearing - 2023-2024 Preliminary Biennial Budget	November 7  <i>Statutory Deadline for Preliminary Budget Hearing is Prior to Final Budget Hearing</i>
Public Hearing - Final Biennial Budget 2023-2024	November 14  <i>Statutory Deadline for Final Budget Hearing December 7</i>
Public Hearing - Review 2021-2022 Budget Amendments	November 14
Public Hearing: Final Biennial Budget 2023-2024  Business: Ordinance to Adopt 2021-2022 Budget Amendments (2021/2022) Ordinance to Adopt 2023 Property Tax Levy Ordinance to Adopt 2023-2024 Biennial Budget	November 21     <i>Official Levy Deadline November 30</i> <i>Budget Deadline December 31</i>

<b>CITY OF KENMORE</b> <b>ESTIMATES OF REVENUES AND EXPENDITURES</b> <b>CURRENT 2021-2022 BUDGET</b> <b>PROPOSED 2023-2024 BIENNIUM BUDGET</b>							
<b>FUND</b>		<b>2021-2022 Adjusted Biennium Budget</b>	<b>2021 Total Activity</b>	<b>2022 Projection</b>	<b>2023 Proposed Budget</b>	<b>2024 Proposed Budget</b>	<b>2023-2024 Total Biennium Proposed Budget</b>
<b>Fund: 001 - General Fund</b>	<b>Revenue</b>	<b>\$30,589,770</b>	<b>\$16,727,484</b>	<b>\$15,717,872</b>	<b>\$15,379,293</b>	<b>\$15,925,841</b>	<b>\$31,305,134</b>
	<b>Expenditures</b>	<b>\$28,617,770</b>	<b>\$14,303,401</b>	<b>\$16,328,622</b>	<b>\$15,365,789</b>	<b>\$15,916,636</b>	<b>\$31,282,425</b>
<b>Fund: 045 - Strategic Reserve Fund</b>	<b>Revenue</b>	<b>\$22,000</b>	<b>\$7,174</b>	<b>\$8,500</b>	<b>\$13,610</b>	<b>\$13,746</b>	<b>\$27,356</b>
	<b>Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Fund: 046 - Strategic Opportunities Fund</b>	<b>Revenue</b>	<b>\$2,976,718</b>	<b>\$1,262,308</b>	<b>\$1,213,000</b>	<b>\$68,730</b>	<b>\$67,998</b>	<b>\$136,728</b>
	<b>Expenditures</b>	<b>\$3,563,503</b>	<b>\$1,345,707</b>	<b>\$3,216,801</b>	<b>\$142,000</b>	<b>\$92,000</b>	<b>\$234,000</b>
<b>Fund: 101 - Street Fund</b>	<b>Revenue</b>	<b>\$3,765,526</b>	<b>\$1,818,349</b>	<b>\$1,538,800</b>	<b>\$2,269,572</b>	<b>\$2,380,808</b>	<b>\$4,650,380</b>
	<b>Expenditures</b>	<b>\$3,328,167</b>	<b>\$1,369,216</b>	<b>\$1,723,410</b>	<b>\$2,046,072</b>	<b>\$2,445,508</b>	<b>\$4,491,580</b>
<b>Fund: 110 - Public Art Fund</b>	<b>Revenue</b>	<b>\$400</b>	<b>\$687</b>	<b>\$700</b>	<b>\$700</b>	<b>\$700</b>	<b>\$1,400</b>
	<b>Expenditures</b>	<b>\$144,473</b>	<b>\$36,110</b>	<b>\$75,000</b>	<b>\$3,572</b>	<b>\$0</b>	<b>\$3,572</b>
<b>Fund: 115 - Transportation Benefit District</b>	<b>Revenue</b>	<b>\$700,000</b>	<b>\$369,121</b>	<b>\$361,300</b>	<b>\$361,439</b>	<b>\$364,866</b>	<b>\$726,305</b>
	<b>Expenditures</b>	<b>\$700,000</b>	<b>\$350,000</b>	<b>\$363,372</b>	<b>\$378,780</b>	<b>\$413,420</b>	<b>\$792,200</b>

FUND		2021-2022 Adjusted Biennium Budget	2021 Total Activity	2022 Projection	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Total Biennium Proposed Budget
Fund: 130 - ARPA Fiscal Recovery Fund	Revenue	\$6,447,480	\$3,223,740	\$3,262,416	\$0	\$0	
	Expenditures	\$1,570,900	\$816,284	\$1,579,800	\$549,800	\$596,800	
Fund: 200 - 2016 UTGO Debt Service Fund	Revenue	\$1,580,000	\$774,135	\$1,056,150	\$1,059,500	\$1,057,250	\$2,116,750
	Expenditures	\$1,581,100	\$778,654	\$1,056,150	\$1,059,500	\$1,057,250	\$2,116,750
Fund: 300 - Transportation Capital Fund	Revenue	\$24,286,959	\$13,434,872	\$13,101,903	\$3,451,383	\$1,555,000	\$5,006,383
	Expenditures	\$24,286,959	\$13,083,940	\$12,487,652	\$3,451,383	\$1,555,000	\$5,006,383
Fund: 301 - Real Estate Excise Tax Fund	Revenue	\$6,326,171	\$3,671,216	\$2,920,262	\$2,443,815	\$2,452,353	\$4,896,168
	Expenditures	\$7,940,122	\$1,551,102	\$3,854,248	\$4,002,019	\$2,047,356	\$6,049,375
Fund: 302 - W&W Bond Project Fund	Revenue	\$10,047,000	\$10,127,397	\$75,000	\$11,300	\$11,400	\$22,700
	Expenditures	\$12,247,681	\$7,317,896	\$5,782,265	\$0	\$0	\$0
Fund: 303 - Park Capital Fund	Revenue	\$13,420,494	\$3,942,682	\$10,265,704	\$566,300	\$220,000	\$786,300
	Expenditures	\$13,540,097	\$3,658,281	\$10,109,588	\$579,500	\$233,200	\$812,700
Fund: 304 - Park Impact Fee Fund	Revenue	\$560,422	\$561,886	\$264,000	\$250,159	\$255,511	\$505,670
	Expenditures	\$829,412	\$52,347	\$706,000	\$5,000	\$10,000	\$15,000
Fund: 305 - Transportation Impact Fee Fund	Revenue	\$1,264,695	\$690,105	\$700,000	\$519,003	\$524,330	\$1,043,333
	Expenditures	\$3,862,547	\$1,222,440	\$2,245,000	\$500,000	\$0	\$500,000

FUND		2021-2022 Adjusted Biennium Budget	2021 Total Activity	2022 Projection	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Total Biennium Proposed Budget
Fund: 306 - Sammamish Bridge Replacement	Revenue	\$30,785,658	\$19,984,119	\$5,329,416	\$1,345,285	\$36,500	\$1,381,785
	Expenditures	\$30,699,860	\$19,203,470	\$5,376,369	\$1,345,285	\$36,500	\$1,381,785
Fund 307 - Public Works Shop Fund	Revenue	\$9,100,000	\$5,925,048	\$2,925,182	\$4,575,604	\$34,588,817	\$39,164,421
	Expenditures	\$6,000,000	\$5,895,424	\$2,951,598	\$4,575,604	\$34,588,817	\$39,164,421
Fund: 401 - Surface Water Management Fund	Revenue	\$6,232,337	\$2,958,871	\$3,375,336	\$3,104,843	\$3,214,502	\$6,319,345
	Expenditures	\$7,706,811	\$2,164,112	\$3,431,280	\$4,465,909	\$4,565,638	\$9,031,547
Fund: 402 - SWM Capital Fund	Revenue	\$3,903,467	\$605,835	\$1,144,624	\$3,289,540	\$925,956	\$4,215,496
	Expenditures	\$3,918,467	\$834,478	\$1,145,341	\$3,122,900	\$756,650	\$3,879,550
Fund: 403 - Swamp Creek Basin Fund	Revenue	\$148,234	\$4,971	\$5,000	\$5,000	\$5,000	\$10,000
	Expenditures	\$795,697	\$328,158	\$233,000	\$40,000	\$40,000	\$80,000
Fund 501 - Equipment Replacement Fund	Revenue	\$244,101	\$11,500	\$241,500	\$103,370	\$93,370	\$196,740
	Expenditures	\$448,456	\$33,661	\$214,526	\$310,000	\$160,000	\$470,000

2023-2024 Budget Revenues do not include Beginning Fund Balance and Budget Expenditures do not include Ending Fund Balance

Signature: Rob Karlinsey  
Rob Karlinsey (Sep 13, 2022 17:03 PDT)

Email: rkarlinsey@kenmorewa.gov

# AB Estimate Revenues Expenditures 2023-2024-2

Final Audit Report

2022-09-14

Created:	2022-09-13
By:	Leticia Salcido (lsalcido@kenmorewa.gov)
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City Council Business Agenda Item  
City of Kenmore, WA

Subject/Topic:

Proposed 2023-2028 Capital Improvement Program for Parks, Transportation, Surface Water, and City Facilities

For Council Meeting Agenda of: September 26, 2022

Departments:


City Manager, Finance and Administration, Community Development, Public Works,


Prepared by:


Rob Karlinsey, City Manager  
Leticia Salcido - Finance and Administration Director  
Debbie Bent, Community Development Director  
John Vicente, City Engineer  
Richard Sawyer, Environmental Services Manager

Initial & Date

Approved by Department Head: 

Approved by City Attorney: 

Approved by Finance Director: 

Approved by City Manager: 

Proposed Council Action/Motion:

- 1) Review and Discussion of proposed 2023-2028 Capital Improvement Program for Parks, Transportation, Surface Water, and City Facilities.

Attachments/Exhibits:

Exhibit A: Proposed Capital Improvement Program

Exhibit B: Proposed Transportation CIP

Exhibit C: Proposed Park CIP

Exhibit D: Proposed Surface Water CIP

Exhibit E: Proposed City Facilities CIP

Exhibit F: Transportation Impact Fee Fund Projection

Exhibit G: REET Fund Projection

Exhibit H: Park Impact Fee Fund Projection

Exhibit I: Strategic Opportunity Fund

Exhibit J: King County Trail and Park Levy projection

CIP Project Description Sheets for Parks, Transportation, and Surface Water

INFORMATION/BACKGROUND:

The current 2021-2026 Six -Year Capital Improvement Program (CIP) was adopted by Ordinance 20-0512 on October 12, 2020. There were two amendments to the program in 2021.

The program has now been updated to include the period 2023-2028 and the related capital projects. This proposed 2023-2028 Capital Improvement Program is being presented for the City Council's review and



discussion. A public hearing will be held on October 3, 2022, followed by possible approval of an ordinance to adopt the 2023-2028 Capital Improvement Plan.

The complete proposed Park, Transportation, Surface Water, and Facilities Capital Improvement Program is illustrated with cash flow projections for Park Impact Fees, Transportation Impact Fees, Real Estate Excise Tax, Strategic Opportunities Fund and the King County Trail and Park Levy. The following projects are included.

#### **TRANSPORTATION**

- T8 SR 522 West B 57<sup>th</sup> to 61<sup>st</sup>
- T27 Sidewalk Program
- T35 Pavement preservation program
- T 38 Lower Swamp Creek Bridge Replacement
- T41 Juanita Dr. Pedestrian & Bicycle Safety Improvements
- T42 68<sup>th</sup> Ave. Pedestrian & Bicycle Safety Improvements
- T44 61<sup>st</sup> Ave. Sidewalk Replacement Project
- T207 SR 522 Mid-block crossing
- T244 Burk-Gilman Trail/NE 175<sup>th</sup> St. Wayfinding & Connectivity
- T252 ADA transition Program
- T37 West Sammamish River Bridge Replacement
- 

#### **PARKS**

- P1 Twin Springs Park Phase I
- P18 Rhododendron Park Waterfront
- P27 X a x\* a d i s Park Waterfront & Natural Open Space
- P28 Log Boom Park Waterfront & mitigation
- P30 Rhododendron Park Boathouse Pavilion
- P32 Moorlands Park Improvements – lighting

#### **SURFACE WATER**

- SW8 190<sup>th</sup> St. Fish Passable Culvert
- SW17 Little Swamp Creek Relocation (Phase I & II)
- SW20 Small Works Projects
- SW29 Infiltration Tank Retrofit at 61<sup>st</sup> Ave. NE/NE 196<sup>th</sup> St.
- SW34 Blueberry Creek Culverts
- SW35 Much Creek Restoration project

#### **CITY FACILITY –**

- F1 Public Works Shop Land Acquisition & Development
- Allocation for estimated debt service payment for note (2023-2028)

**FISCAL CONSIDERATION:**

The City's goal is to adopt and maintain a fiscally balanced Capital Improvement Program that can be used by staff to prioritize and pursue projects. The CIP balances City resources including Park and Transportation Impact Fees, Real Estate Excise Tax, General Fund revenues, Surface Water Utility fees, Strategic Opportunities Fund, and grant funds. While a project may show need in future years for grant funds to complete, the project and budget is considered "balanced" and provides a tool to pursue outside funding. The CIP should be considered a programming document with the City of Kenmore adopted budget being the document that appropriates funds for project expenditures.

The updated Capital Improvement Program includes 26 individual projects which total \$86,198,408 over the six-year planning horizon. The project costs and funding sources are displayed in Exhibits B through E. Also attached are projections of Transportation Impact Fees, Real Estate Excise Taxes, Park Impact Fees, and Strategic Opportunity Fund which are Exhibits F, G, H and I.

**COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:**

The proposed Capital Improvement Program is consistent with Council Goals, specifically:

To focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle, and other means of travel.

Implement the Sidewalk Plan

To implement the Walkways and Waterways projects.

To update and continue to implement the Economic Development Plan, with an emphasis on the following key points:

Advance public access to water

Create a vibrant, walkable downtown

To continue to implement a Parks Improvement Plan.

To protect and enhance the climate, water, air and forest environment.

Signature: Rob Karlinsey  
Rob Karlinsey (Sep 13, 2022 17:07 PDT)

Email: rkarlinsey@kenmorewa.gov


# 20220913\_City Council Business Agenda Item City of Kenmore, WA


Final Audit Report


2022-09-14


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EXHIBIT A

**CITY OF KENMORE, WASHINGTON  
CAPITAL IMPROVEMENT PROGRAM  
AS ADOPTED FOR THE YEARS 2023-2028**

EXPENDITURES	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
<b>PARKS</b>							
P 1 Twin Springs Park Phase I	\$111,300	\$0	\$0	\$0	\$0	\$0	\$111,300
P 18 Rhododendron Park Waterfront (mitigation/monitoring)	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
P 27 λ' a x̃* a d i s Park Waterfront & Natural Open Space	\$230,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$530,000
P 28 Log Boom Park Waterfront Access & Mitigation	\$60,000	\$60,000	\$50,000	\$50,000	\$50,000	\$50,000	\$320,000
P 30 Rhododendron Park Boathouse Pavilion	\$23,200	\$3,200	\$3,200	\$3,200	\$0	\$0	\$32,800
P 32 Moorlands Field Lighting	\$5,000	\$10,000	\$70,000	\$734,000	\$1,773,000	\$0	\$2,592,000
<b>Total Parks</b>	<b>\$479,500</b>	<b>\$133,200</b>	<b>\$183,200</b>	<b>\$847,200</b>	<b>\$1,883,000</b>	<b>\$110,000</b>	<b>\$3,636,100</b>

<b>TRANSPORTATION</b>							
T 8 SR 522 West B 57th to 61st	\$250,000	\$250,000	\$1,485,000	\$15,000	\$0	\$0	\$2,000,000
T 27 Sidewalk Program:	\$0	\$0	\$0	\$315,000	\$100,000	\$100,000	\$515,000
T 35 Pavement Preservation	\$1,110,000	\$850,000	\$1,070,000	\$200,000	\$1,520,000	\$200,000	\$4,950,000
T 38 Lower Swamp Creek Bridge Replacement	\$35,000	\$15,000	\$225,000	\$250,000	\$2,525,000	\$25,000	\$3,075,000
T 41 Juanita Dr Pedestrian & Bicycle Safety Improvements	\$687,925	\$0	\$0	\$0	\$0	\$0	\$687,925
T 42 68th Ave Pedestrian & Bicycle Safety Improvements	\$180,745	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$305,745
T 44 61st Ave Sidewalk Replacement Project	\$250,000	\$275,000	\$4,154,265	\$240,000	\$25,000	\$25,000	\$4,969,265
T-207 - SR 522 Mid-block crossing	\$42,500	\$0	\$0	\$0	\$0	\$0	\$42,500
T-244 Burk-Gilman Trail/NE 175th St. Wayfinding & Connectivity	\$255,213	\$0	\$0	\$0	\$0	\$0	\$255,213
T252 ADA Transition Program	\$500,000	\$0	\$250,000	\$1,000,000	\$250,000	\$1,000,000	\$3,000,000
T 37 West Sammamish River Bridge Replacement	\$1,345,285	\$36,500	\$36,500	\$36,500	\$36,500	\$181,894	\$1,673,179
<b>Total Transportation</b>	<b>\$4,656,668</b>	<b>\$1,451,500</b>	<b>\$7,245,765</b>	<b>\$2,081,500</b>	<b>\$4,481,500</b>	<b>\$1,556,894</b>	<b>\$21,473,827</b>

<b>SURFACE WATER</b>							
SW 8 190th St. Fish Passable Culvert	\$2,816,250	\$0	\$0	\$0	\$0	\$0	\$2,816,250
SW 8 Trust Fund Loan Repayment	\$81,650	\$81,650	\$81,650	\$81,650	\$81,650	\$81,650	\$489,900
SW 17 Little Swamp Creek Relocation (Phase 1)	\$0	\$0	\$800,000	\$814,300	\$0	\$0	\$1,614,300
SW 17 Little Swamp Creek Relocation (Phase 2)	\$0	\$0	\$0	\$0	\$165,840	\$4,600,000	\$4,765,840
SW 20 Small Works Projects	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$450,000
SW 29 Infiltration Tank Retrofit at 61st Ave NE/NE 196th St	\$0	\$0	\$650,000	\$0	\$0	\$0	\$650,000
SW 34 Blueberry Creek Culverts	\$50,000	\$200,000	\$0	\$0	\$0	\$0	\$250,000
SW 35 Muck Creek Restoration Project	\$100,000	\$400,000	\$0	\$0	\$0	\$0	\$500,000
T 44 61st Ave Sidewalk Replacement Project	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
<b>Total Surface Water</b>	<b>\$3,122,900</b>	<b>\$756,650</b>	<b>\$1,636,650</b>	<b>\$970,950</b>	<b>\$322,490</b>	<b>\$4,756,650</b>	<b>\$11,566,290</b>

<b>CITY FACILITIES</b>							
F 1 Public Works Shop Land Acquisition & Development	\$4,000,000	\$32,000,000	\$0	\$0	\$0	\$0	\$36,000,000
Consultant and Acquisition Costs.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F 2 Debt Repayment	\$575,604	\$2,588,817	\$2,589,568	\$2,590,067	\$2,590,318	\$2,590,317	\$13,524,691
<b>Total City Facilities</b>	<b>\$4,575,604</b>	<b>\$34,588,817</b>	<b>\$2,589,568</b>	<b>\$2,590,067</b>	<b>\$2,590,318</b>	<b>\$2,590,317</b>	<b>\$49,524,691</b>

<b>TOTAL EXPENDITURES</b>	<b>\$12,834,672</b>	<b>\$36,930,167</b>	<b>\$11,655,183</b>	<b>\$6,489,717</b>	<b>\$9,277,308</b>	<b>\$9,013,861</b>	<b>\$86,200,908</b>
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EXHIBIT A

**CITY OF KENMORE, WASHINGTON  
CAPITAL IMPROVEMENT PROGRAM  
AS ADOPTED FOR THE YEARS 2023-2028**

REVENUES	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
<b>PARKS</b>							
Park Impact Fee Revenue	\$ 5,000	\$ 10,000	\$ 60,000	\$ 290,000	\$ 23,000	\$ -	\$ 388,000
Real Estate Excise Tax (Parks)	\$ 256,428	\$ 20,000	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 386,428
Strategic Opportunities Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Art Fund	\$ 3,572	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,572
City Swamp Creek Basin Funds	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 240,000
King County Park Levy	\$ 63,200	\$ 63,200	\$ 53,200	\$ 43,200	\$ 40,000	\$ 40,000	\$ 302,800
WA State Appropriation	\$ 111,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,300
Other Grants	\$ -	\$ -	\$ 10,000	\$ 444,000	\$ 1,750,000	\$ -	\$ 2,204,000
<b>TRANSPORTATION</b>							
Transportation Impact Fee Revenue	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Real Estate Excise Tax (Transportation)	\$ 2,576,379	\$ 610,000	\$ 515,000	\$ 1,405,000	\$ 950,000	\$ 1,200,000	\$ 7,256,379
Real Estate Excise Tax (Sammamish Bridge Replacement)	\$ 798,970	\$ 36,500	\$ 36,500	\$ 36,500	\$ 36,500	\$ 181,894	\$ 1,126,864
Surface Water Utility Funds	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
KAPE Funds	\$ -	\$ 280,000	\$ 870,000	\$ 150,000	\$ 970,000	\$ 150,000	\$ 2,420,000
Connecting WA Funds	\$ 296,315	\$ 250,000	\$ 1,485,000	\$ 15,000	\$ -	\$ -	\$ 2,046,315
Move Ahead WA	\$ 50,000	\$ 137,500	\$ 3,087,500	\$ 225,000	\$ -	\$ -	\$ 3,500,000
WSDOT pedestrian/bike grant	\$ 435,004	\$ 137,500	\$ 996,765	\$ -	\$ -	\$ -	\$ 1,569,269
Walkways & Waterways Bonds: Juanita and 68th Ave	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other grant or funding	\$ -	\$ -	\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 25,000	\$ 3,025,000
<b>SURFACE WATER</b>							
Surface Water Utility Funds	\$ 1,471,900	\$ 656,650	\$ 456,650	\$ 320,950	\$ 222,490	\$ 4,656,650	\$ 7,785,290
Surface Water General Utility Charges	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
Reimbursement from Utilities	\$ 296,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 296,000
Public Works Trust Fund Loan: 190th Culvert	\$ 890,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 890,000
King County Flood Control District Resources	\$ -	\$ -	\$ 380,000	\$ 50,000	\$ -	\$ -	\$ 430,000
Conservation Grant	\$ 365,000	\$ -	\$ 390,070	\$ -	\$ -	\$ -	\$ 755,070
Other grants	\$ -	\$ -	\$ 309,930	\$ 500,000	\$ -	\$ -	\$ 809,930
<b>CITY FACILITIES</b>							
20 year Note Public Works Shop	\$ 4,000,000	\$ 32,000,000	\$ -	\$ -	\$ -	\$ -	\$ 36,000,000
Surface Water Utility Funds	\$ 218,730	\$ 1,118,913	\$ 1,119,318	\$ 1,119,588	\$ 1,119,724	\$ 1,119,723	\$ 5,815,996
REET	\$ 230,242	\$ 1,190,856	\$ 1,191,201	\$ 1,191,431	\$ 1,191,546	\$ 1,191,546	\$ 6,186,822
Transportation Benefit District	\$ 28,780	\$ 63,420	\$ 63,420	\$ 63,420	\$ 63,420	\$ 63,420	\$ 345,880
Street Fund	\$ 69,072	\$ 152,208	\$ 152,208	\$ 152,208	\$ 152,208	\$ 152,208	\$ 830,112
General Fund	\$ 28,780	\$ 63,420	\$ 63,420	\$ 63,420	\$ 63,420	\$ 63,420	\$ 345,880
<b>TOTAL REVENUES</b>	<b>\$12,834,672</b>	<b>\$36,930,167</b>	<b>\$11,655,183</b>	<b>\$6,489,717</b>	<b>\$9,277,308</b>	<b>\$9,013,861</b>	<b>\$86,200,907</b>

# **PARK CAPITAL PROJECTS**



EXHIBIT B

**PARK CAPITAL IMPROVEMENT PROGRAM  
PROPOSED FOR THE YEARS 2023-2028**

Project Description	Prior Years	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals	Future Years	Project Totals
P 1 Twin Springs Park Phase I	\$ 156,712	\$ 111,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,300		\$ 268,012
P 18 Rhododendron Park Waterfront (mitigation/monitoring)	\$ 961,263	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000		\$ 1,011,263
P 27 Alameda Park Waterfront & Natural Open Space	\$ 9,952,794	\$ 230,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 530,000	\$ 200,000	\$ 10,682,794
P 28 Log Boom Park Waterfront Access & Mitigation	\$ 5,125,942	\$ 60,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 320,000	\$ 200,000	\$ 5,645,942
P 30 Rhododendron Park Boathouse Pavilion	\$ 1,813,597	\$ 23,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ -	\$ -	\$ 32,800		\$ 1,846,397
P 32 Moorlands Field Lighting	\$ -	\$ 5,000	\$ 10,000	\$ 70,000	\$ 734,000	\$ 1,773,000	\$ -	\$ 2,592,000		\$ 2,592,000
<b>Total Project Costs</b>	<b>\$18,010,308</b>	<b>\$479,500</b>	<b>\$133,200</b>	<b>\$183,200</b>	<b>\$847,200</b>	<b>\$1,883,000</b>	<b>\$110,000</b>	<b>\$3,636,100</b>	<b>\$400,000</b>	<b>\$22,046,408</b>

Funding As Proposed:	Prior Years	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals		Project Totals
Park Impact Fees	\$ 881,954	\$ 5,000	\$ 10,000	\$ 60,000	\$ 290,000	\$ 23,000	\$ -	\$ 388,000		\$ 1,269,954
Real Estate Excise Taxes	\$ 1,921,161	\$ 256,428	\$ 20,000	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 386,428	\$ 80,000	\$ 2,387,589
Strategic Opportunities Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City Public Art Fund	\$ 73,868	\$ 3,572	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,572		\$ 77,440
City Swamp Creek Basin Funds	\$ 550,486	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 240,000	\$ 160,000	\$ 950,486
Walkways & Waterways Bonds: Log Boom, Squires	\$ 9,904,837	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 9,904,837
RCO Grants	\$ 470,575	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 470,575
King County Park Levy	\$ 450,130	\$ 63,200	\$ 63,200	\$ 53,200	\$ 43,200	\$ 40,000	\$ 40,000	\$ 302,800	\$ 160,000	\$ 912,930
King County CFT Grant: Squires Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
King County Youth Activities Grant	\$ 611,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 611,100
WA State Appropriation	\$ 40,600	\$ 111,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,300		\$ 151,900
State Department of Commerce	\$ 242,499	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 242,499
Northshore School District: Rhododendron Park Boathouse	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 250,000
Private donation - Pending	\$ 673,098	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 673,098
Other Grants	\$ 1,940,000	\$ -	\$ -	\$ 10,000	\$ 444,000	\$ 1,750,000	\$ -	\$ 2,204,000		\$ 4,144,000
<b>Total Project Funding</b>	<b>\$18,010,308</b>	<b>\$479,500</b>	<b>\$133,200</b>	<b>\$183,200</b>	<b>\$847,200</b>	<b>\$1,883,000</b>	<b>\$110,000</b>	<b>\$3,636,100</b>	<b>\$400,000</b>	<b>\$22,046,408</b>



## City of Kenmore Capital Improvement Program

### Twin Springs Park – Phase 1

#### Project P-1

**Project Location:** Brightwater Portal site east of 80<sup>th</sup> Ave NE just north of NE 192<sup>nd</sup> Street. 19228 80<sup>th</sup> Ave NE, Kenmore, WA.

**Project Manager:** Parks Project Manager

**Project Description:** Phase 1, minor improvements to open the park to the public, including construction of a maintenance path, refurbishing the existing parking lot and access at the entrance of 80<sup>th</sup> Ave/192<sup>nd</sup> and constructing a small parking pad off the entrance of 80<sup>th</sup> Ave/195<sup>th</sup>. Conducting surveys and critical areas report for future master plan phases will be added to the scope of phase 1 as the remaining budget allows.

**Background:** King County completed the Brightwater Portal 44 project year end 2015. On 5/23/16 the Twin Springs property (approx. 25 acres) was transferred to the City from King County. On 6/27/16 Council direction was to keep the park closed to the public pending development and implementation of an interim use plan. On 5/14/18 Council adopted the Twin Springs Park Master Plan which included a phasing plan and cost estimate for a Phase 1 trail project. The 2020 adopted Park Recreation and Open Space Plan, describes phased development to provide parking and trailhead elements that would allow the city to open the park to the public (Phase 1) for neighborhood level use. Additional improvements (Phase 2) would provide recreational elements suitable for the natural context of the park, such as opportunities for natural play, picnicking, educational opportunities, and trails as shown in the adopted Master Plan. The Capital Facilities Plan estimates \$100,000 for Phase 1 in the near-term six-year CIP and \$3.5m for Phases 2 and 3 in the mid-term 7-12 years.

	Exempt	DNS	EIS
<b>Environmental Review Status:</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Due to the quantity of grading work the project is not SEPA exempt and is currently going through the SEPA review process.

**Potential Project Issues:** Site constrained by critical areas including wetlands and slopes. Various King County departments have conflicting requirements and desires for the site leading to several lengthy delays for negotiation of options. Potential expiration of WA State appropriation of \$151,900 but the State has extended the appropriation given the COVID-19 situation.

**Operations:** Ongoing maintenance and operations required following construction of park improvements. Maintenance costs could include: maintenance of a parking area, park access, trash collection, fencing, mowing and other landscape costs. Annual maintenance cost estimate of \$15,000 starting in 2023 depending on park opening.







**City of Kenmore Capital Improvement Program**  
**Twin Springs Park – Phase 1**  
**Project P-1**

**CURRENT DOLLARS**

<b>CURRENT DOLLARS</b>									
Year	Prior Years	2023	2024	2025	2026	2027	2028	Total 2023-2028	Total Project
<b>Expenses</b>									
Design	\$ 97,707							\$ -	\$ 97,707
Staff Admin	\$ 54,005	\$ 12,000						\$ 12,000	\$ 66,005
Construction		\$ 80,000						\$ 80,000	\$ 80,000
Permitting	\$ 5,000							\$ -	\$ 5,000
Signage & Amenities		\$ 19,300						\$ 19,300	\$ 19,300
<b>Total</b>	<b>\$ 156,712</b>	<b>\$ 111,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ 111,300</b>	<b>\$ 268,012</b>
<b>Revenue</b>									
REET								\$ -	\$ -
Bond								\$ -	\$ -
Grants								\$ -	\$ -
WA State Appropriation	\$ 40,600	\$ 111,300						\$ 111,300	\$ 151,900
Park Impact Fund	\$ 75,582	\$ -						\$ -	\$ 75,582
Park Levy	\$ 40,530							\$ -	\$ 40,530
<b>Total</b>	<b>\$ 156,712</b>	<b>\$ 111,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ 111,300</b>	<b>\$ 268,012</b>

**SCHEDULE**

Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Feasibility																								
Permitting																								
Final Design																								
Construction																								
Signage & Amenities																								
Closeout																								



**City of Kenmore Capital Improvement Program**  
**Rhododendron Park Waterfront**  
**(On-going mitigation/ monitoring plus public art)**  
**Project P-18**

**Project Location:** Rhododendron Park, located at the northeast intersection of NE 170<sup>th</sup> St (Simonds Rd) and 68<sup>th</sup> Ave NE (Juanita Drive). 6910 NE 170<sup>th</sup> Street, Kenmore WA.



**Project Manager:** Parks Project Manager

**Project Description:** Replace the two aging park entry signs.

**Background:** The boardwalk/trail project was one of the projects approved on the November 2016 Walkways & Waterways ballot measure. The new boardwalk/trail completed in 2017 connects the existing park improvements through the wetland to the Sammamish River. The access driveway was also improved to provide additional parking.

KMC Chapter 3.50 sets out the procedures for using the One Percent for the Arts funds on public projects. These funds may be used for selection, acquisition, and installation or display of visual art. City Council reviewed and approved the art selection criteria and process, and the draft Ad-Hoc Public Art Committee charter on November 18, 2019. A design/fabrication contract was approved with Jennifer Dixon. The design process was completed in 2019 and in June 2020 Council approved the final design and fabrication contract. Public art will be installed in 2021.



A park master plan was adopted 3/27/06 and other improvements at the park completed to date include: 2008 Phase 1 improvements of parking lot and access improvements, new picnic shelter, great lawn renovation, relocation and new playground equipment, and landscaping; 2009 new restroom; 2010 new basketball court; 2017 new dock. Public art was installed spring 2022. Mitigation Monitoring completed (2018-22).

**Environmental Review Status:** Exempt ☐ DNS ☐ EIS ☐  
 SEPA not required for public art installation.

**Potential Project Issues:** Non anticipated.

**Operations:** Signage and addition of public art in 2022 will slightly increase the park operations budget for long-term maintenance. Once the mitigation/monitoring is complete in 2022, then maintenance will become part of on-going park maintenance and operations.





**Rhododendron Park Waterfront**  
**(On-going mitigation/ monitoring plus public art)**  
**Project P-18**

Year	Prior Years	2023	2024	2025	2026	2027	2028	Total 2023-2028	Total Project
<b>Expenses</b>									
Design	\$ 50,000							\$ -	50,000
Permit	\$ 15,000							\$ -	15,000
Construction	\$ 820,929	\$ 35,000						\$ 35,000	855,929
Art fabrication & installation	\$ 19,473							\$ -	19,473
Monitoring	\$ 9,467							\$ -	9,467
Staff Admin	\$ 46,394	\$ 15,000						\$ 15,000	61,394
<b>Total</b>	<b>\$ 961,263</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 1,011,263</b>
REET		\$ 46,428						\$ 46,428	46,428
BOND	\$ 954,837							\$ -	954,837
In-lieu fees	\$ -							\$ -	-
Art Fund	\$ 6,426	\$ 3,572						\$ 3,572	9,998
Park Impact Fund								\$ -	-
KC Park Levy	\$ -							\$ -	-
<b>Total</b>	<b>\$ 961,263</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 1,011,263</b>

**SCHEDULE**

	2023				2024				2025				2026				2027				2028			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Pre-Design																								
Permitting																								
Final Design																								
Sign Intallation																								



## City of Kenmore Capital Improvement Program Waterfront & Natural Open Space Access Project at Ł'a ħw a d i s Park (pronounced Tl' awh-ah-dees)

### Project P-27

**Project Location:** 7515 and 7353 NE 175<sup>th</sup> Street, Kenmore WA at Ł'a ħw a d i s Park (pronounced Tl' awh-ah-dees) formerly named Squire's Landing.

**Project Manager:** Parks Project Manager

**Project Description:** Enhance water access to the Sammamish River. Improvements will include new elevated walkways, trails, viewpoints as well as natural open space and other environmental enhancements. The project will also add new boating facilities including docks, ramps, and staging areas for hand-powered watercraft; parking; a restroom and public art.

**Background:** In 2015 a conceptual plan was developed for approximately 7 acres of Squires Landing Park to enhance public access to the Sammamish River. This project was included on the November 2016 ballot measure for Walkways & Waterways. Permits were received August 2021. The project was advertised October 5, 2021 and bids opened November 9, 2021. Strider Construction Company was Awarded Contract 21-C2670. Construction began December 21, 2021. Construction and project closeout will continue in 2023.

MDNS

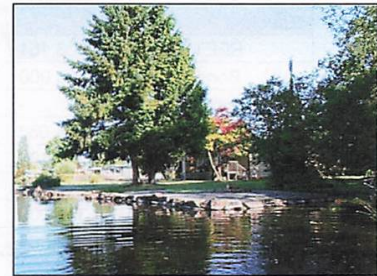
EIS



Environmental review due to critical area and shoreline issues. SEPA issued.

**Potential Project Issues:** N/A

**Operations:** Maintenance costs related to upkeep of new facilities begin 2023. Mitigation Monitoring and maintenance begins 2023-28 through 2032 and beyond.







**Waterfront & Natural Open Space Access Project  
at T' a x w a d i s Park (pronounced TI' awh-ah-dees)**

**Project P-27**

**CURRENT DOLLARS**

Year	Prior Years	2023	2024	2025	2026	2027	2028	Total 2023-2028	Future Years	Total Project
<b>Expenses</b>										
Staff Admin	\$ 333,811	\$ 40,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 140,000	\$ 40,000	\$ 513,811
Permitting	\$ 147,573							\$ -		\$ 147,573
Design & Bid	\$1,481,285							\$ -		\$ 1,481,285
Construction	\$7,990,125	\$ 150,000						\$ 150,000		\$ 8,140,125
Monitor-Maintain		\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 240,000	\$ 160,000	\$ 400,000
<b>Total</b>	<b>\$ 9,952,794</b>	<b>\$ 230,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 530,000</b>	<b>\$ 200,000</b>	<b>\$ 10,682,794</b>
<b>Revenue</b>										
REET	\$1,006,161	\$ 190,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 290,000	\$ 40,000	\$ 1,336,161
Bond	\$5,750,000							\$ -		\$ 5,750,000
Bond 1%	\$ -									\$ -
Public Art Fund	\$ 24,083									\$ 24,083
SC Basin Funds	\$ 550,486	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 240,000	\$ 160,000	\$ 950,486
Grants	\$1,940,000							\$ -		\$ 1,940,000
KC Trail Levy	\$ 300,000							\$ -		\$ 300,000
Park Impact Fund	\$ 382,064							\$ -		\$ 382,064
<b>Total</b>	<b>\$ 9,952,794</b>	<b>\$ 230,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 530,000</b>	<b>\$ 200,000</b>	<b>\$ 10,682,794</b>

**SCHEDULE**

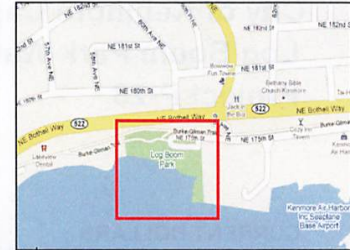
	2023				2024				2025				2026				2027				2028			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Permitting																								
Final Design																								
Construction																								
Closeout																								
Monitoring																								



## Log Boom Park Waterfront Access Project Project P-28

**Project Location:** Log Boom Park (NE 175<sup>th</sup> St west of 61<sup>st</sup> Ave NE) 17415 61st Ave NE, Kenmore.

**Project Manager:** Parks Project Manager



**Project Description:** The project construction completed June 2022. This project will improve public access to Lake Washington including beach expansion, new trails and viewpoints, picnic areas, waterfront pavilion, environmental and ecological enhancements, kayak concession building, and access for hand-powered watercraft. A ribbon cutting ceremony was held August 9, 2022. With construction complete at the end of June 2022, the project moves into mitigation maintenance, monitoring and reporting.

**Background:** In 2015 a conceptual plan was developed for improvements at Log Boom park to enhance public access to Lake Washington. This project was included on the November 2016 ballot measure for Walkways & Waterways. Permits were received in March 2021. Project was advertised May 4, 2021 and bids opened June 9, 2021. Road Construction Northwest was Awarded Contract 21-C2669. Construction began July 26, 2021 and ended June 28, 2022.



**Environmental Review Status:**  
SEPA issued.

Exempt  
☐

DNS  
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EIS  
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**Potential Project Issues:** N/A

**Operations:** Maintenance costs related to upkeep of a new facilities began July 2022. Mitigation Monitoring and maintenance begins 2023-28 and beyond.





**City of Kenmore Capital Improvement Program**  
**Log Boom Park Waterfront Access & Viewing Project**  
**Project P-28**

**CURRENT DOLLARS**

Year	Prior Years	2023	2024	2025	2026	2027	2028	Total 2023-2028	Future Years	Total Project
<b>Expenses</b>										
Admin	\$ 324,365	\$ 20,000	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 80,000	\$ 40,000	\$ 444,365
Permitting	\$ 945,256							\$ -		\$ 945,256
Design & Bid	\$ 904,010							\$ -		\$ 904,010
Construction	\$ 2,942,311							\$ -		\$ 2,942,311
Monitor	\$ 10,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 240,000	\$ 160,000	\$ 410,000
<b>Total</b>	<b>\$ 5,125,942</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 320,000</b>	<b>\$ 200,000</b>	<b>\$ 5,645,942</b>
<b>Revenue</b>										
REET	\$ 902,200				\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000	\$ 40,000	\$ 972,200
Bond	\$ 3,200,000							\$ -		\$ 3,200,000
Bond 1% Arts	\$ -							\$ -		\$ -
Public Art Fund	\$ 43,359							\$ -		\$ 43,359
Grants	\$ 470,575							\$ -		\$ 470,575
KC Park Levy	\$ 100,000	\$ 60,000	\$ 60,000	\$ 50,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 290,000	\$ 160,000	\$ 550,000
Public Art Fund	\$ -							\$ -		\$ -
Park Impact Fund	\$ 409,808							\$ -		\$ 409,808
<b>Total</b>	<b>\$ 5,125,942</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 320,000</b>	<b>\$ 200,000</b>	<b>\$ 5,645,942</b>

**SCHEDULE**

Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Permitting																								
Final Design																								
Landscape Maintenance																								
Monitoring																								
Closeout																								



## City of Kenmore Capital Improvement Program

### Rhododendron Park Boatshed

#### Project P-30

**Project Location:** Rhododendron Park, located at the northeast intersection of NE 170<sup>th</sup> St (Simonds Rd) and 68<sup>th</sup> Ave NE (Juanita Drive). 6910 NE 170<sup>th</sup> Street, Kenmore WA.

**Project Manager:** Parks Project Manager

**Project Description:** Monitoring and maintenance (2021-2025) of required mitigation plantings installed related to the Rhododendron Boathouse project. The City is contracting with EarthCorps for the five-year mitigation monitoring period. The City is still awaiting \$503,000 in funds to be raised by the fundraising committee. In the meantime, the City advanced the project this to complete boathouse project construction in 2021 from the Strategic Opportunity Fund. In the event that this fundraising does not take place, rent may be charged in lieu of fundraising to boathouse tenants. The Strategic Opportunity Fund will be reimbursed upon receipt of funds or collection of rent. Complete receipt of funds is estimated between 2023-2028.

January 27<sup>th</sup>, 2020 Council authorized the City Manager to execute Contract 20-C2133, a lease agreement between the City and the Northshore School District (NSD) for use of the Rhododendron Park boathouse. NSD contributed \$250,000 upon lease execution. Concurrently with execution of the Lease, NSD entered into a separate Management Agreement with the George Pocock Rowing Foundation (GPRF) for the management and operation of the boathouse facility. The Kenmore Community Rowing Club is also operating out of the boathouse. Negotiations are in progress as to the whether the GPRF will remain as the boathouse manager or be replaced by another entity in 2023. In 2019 Council direction was that any budget shortfall would be filled by a private/non-profit fundraising committee. Covid-19 has significantly slowed down fundraising efforts.

The City is looking to install permanent building signage by the end of 2022 or early 2023 at a projected cost of \$15,000.

**Background:** A 40' x 70' steel boathouse was constructed in 2021. The boathouse serves the school district rowing program and community rowing. The boathouse provides enclosed storage for 24-36 rowing shells. Small second story area for exercise machines, meeting and coaching space.

A park master plan was adopted 3/27/06 and other improvements at the park completed to date include: 2008 Phase 1 improvements of parking lot and access improvements, new picnic shelter, great lawn renovation, relocation and new playground equipment, and landscaping; 2009 new restroom; 2010 new basketball court; 2017 new boardwalk and parking improvements; 2020, boathouse; and 2022 public art.







**City of Kenmore Capital Improvement Program**  
**Rhododendron Park Boatshed**  
**Project P-30**

**CURRENT DOLLARS**

Year	Prior Years	2023	2024	2025	2026	2027	2028	Total 2023-2028	Future Years	Total Project
<b>Expenses</b>										
Design/Consultant	\$ 245,146							\$ -		\$ 245,146
Construction	\$ 1,352,692							\$ -		\$ 1,352,692
Building Sign		\$ 15,000						\$ 15,000		\$ 15,000
Staff Admin	\$ 212,559	\$ 5,000						\$ 5,000		\$ 217,559
Monitoring	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200			\$ 12,800		\$ 16,000
	\$ -									
<b>Total</b>	<b>\$ 1,813,597</b>	<b>\$ 23,200</b>	<b>\$ 3,200</b>	<b>\$ 3,200</b>	<b>\$ 3,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,800</b>	<b>\$ -</b>	<b>\$ 1,846,397</b>
<b>Revenue</b>										
KC Park Levy	\$ 9,600	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200			\$ 12,800		\$ 22,400
SOF	\$ 673,098	\$ 15,000						\$ 15,000		\$ 688,098
NSD	\$ 250,000							\$ -		\$ 250,000
DoC Grant	\$ 242,499							\$ -		\$ 242,499
KC Grant	\$ 611,100							\$ -		\$ 611,100
Park Impact Fund	\$ 14,500							\$ -		\$ 14,500
REET	\$ 12,800	\$ 5,000						\$ 5,000		\$ 17,800
<b>Total</b>	<b>\$ 1,813,597</b>	<b>\$ 23,200</b>	<b>\$ 3,200</b>	<b>\$ 3,200</b>	<b>\$ 3,200</b>			<b>\$ 32,800</b>	<b>\$ -</b>	<b>\$ 1,846,397</b>

**SCHEDULE**

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Pre-Design																								
Permitting																								
Final Design																								
Construction																								
Monitoring																								



## City of Kenmore Capital Improvement Program

### Moorlands Park Improvements -Lighting

#### Project P-32

**Project Location:** Moorlands Park located to the south of the intersection of NE 155<sup>th</sup> St and 84<sup>th</sup> Ave NE. 15221 84th Ave NE, Kenmore, WA.

**Project Manager:** Parks Project Manager

**Project Description:** Addition of field lighting.

**Background:** In July of 2018 park improvements (project P 6) were completed including renovated athletic field, new picnic shelter, restrooms, playground, landscaping and pathways. A new interlocal agreement with the Northshore School District regarding park use was authorized in December 2017. The 2020 adopted PROS Plan identifies develop and expand recreational opportunities at existing parks to add capacity, increase diversity in the types of amenities offered in the system, improve accessibility, and/or enhance the overall park experience. Adding field lighting would potentially increase capacity for field scheduling for youth sports. Existing park capacity improvements (expansion or new features) is included in the Capital Facilities plan as mid-term (7-12 years) and long-term goals (13+ years) with \$9.75 million estimated.



**Environmental Review Status:**  
Environmental review likely required.

Exempt  
☐

DNS  
☐

EIS  
☒

**Potential Project Issues:** Addressing neighborhood concerns about adding field lighting. Potential environmental concerns related to overhead lighting. Cost concerns about partial- or full-field turf conversion

**Operations:** The City took over all park maintenance following execution of the 2017 interlocal agreement with the Northshore School District. The proposed lighting improvements may result in an additional increase in the park operations budget. Proposed turf field will likely result in a reduced park operations budget but will require significant capital reinvestment in 10-15 years for repair/replacement.





**City of Kenmore Capital Improvement Program**  
**Moorlands Park Improvements - Lighting**  
**Project P-32**

**CURRENT DOLLARS**

**CURRENT DOLLARS**

Year	Prior Years	2023	2024	2025	2026	2027	2028	Total 2023-2028	Future Years	Total Project
<b>Expenses</b>										
Staff Admin		\$ 5,000	\$ 10,000	\$ 10,000	\$ 20,000	\$ 20,000		\$ 65,000		\$ 65,000
Design				\$ 50,000	\$ 30,000	\$ 3,000		\$ 83,000		\$ 83,000
Permitting				\$ 10,000	\$ 10,000			\$ 20,000		\$ 20,000
Construction					\$ 674,000	\$ 1,750,000		\$ 2,424,000		\$ 2,424,000
										\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 10,000</b>	<b>\$ 70,000</b>	<b>\$ 734,000</b>	<b>\$ 1,773,000</b>	<b>\$ -</b>	<b>\$ 2,592,000</b>	<b>\$ -</b>	<b>\$ 2,592,000</b>
<b>Revenue</b>										
REET										\$ -
Bond								\$ -		\$ -
SC Basin Fund								\$ -		\$ -
Grant				\$ 10,000	\$ 444,000	\$ 1,750,000		\$ 2,204,000		\$ 2,204,000
Park Impact Fees		\$ 5,000	\$ 10,000	\$ 60,000	\$ 290,000	\$ 23,000		\$ 388,000		\$ 388,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 10,000</b>	<b>\$ 70,000</b>	<b>\$ 734,000</b>	<b>\$ 1,773,000</b>	<b>\$ -</b>	<b>\$ 2,592,000</b>	<b>\$ -</b>	<b>\$ 2,592,000</b>

**SCHEDULE**

	2021				2022				2023				2024				2025				2026			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Grant materials/application																								
Permitting																								
Final Design																								
Construction																								
Closeout																								

# **TRANSPORTATION CAPITAL PROJECTS**

**CITY OF KENMORE, WASHINGTON  
TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM  
PROPOSED FOR THE YEARS 2023-2028**

EXHIBIT C

Project Description	Prior Years Expenditures	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals	Project Total
T 8 SR 522 West B 57th to 61st	\$ -	\$ 250,000	\$ 250,000	\$ 1,485,000	\$ 15,000	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000
T 27 Sidewalk Program /ADA	\$ 386,584	\$ -	\$ -	\$ -	\$ 315,000	\$ 100,000	\$ 100,000	\$ 515,000	\$ 901,584
T 35 Pavement Preservation	\$ 7,408,674	\$ 1,110,000	\$ 850,000	\$ 1,070,000	\$ 200,000	\$ 1,520,000	\$ 200,000	\$ 4,950,000	\$ 12,358,674
T 38 Lower Swamp Creek Bridge Replacement	\$ 23,218	\$ 35,000	\$ 15,000	\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 25,000	\$ 3,075,000	\$ 3,098,218
T 41 Juanita Dr Pedestrian & Bicycle Safety Improvements	\$ 17,454,125	\$ 687,925	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 687,925	\$ 18,142,050
T 42 68th Ave Pedestrian & Bicycle Safety Improvements	\$ 13,296,731	\$ 180,745	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 305,745	\$ 13,602,476
T 44 61st Ave Sidewalk Replacement Project	\$ 141,988	\$ 250,000	\$ 275,000	\$ 4,154,265	\$ 240,000	\$ 25,000	\$ 25,000	\$ 4,969,265	\$ 5,111,253
T-207 - SR 522 Mid-block crossing	\$ 7,500	\$ 42,500						\$ 42,500	\$ 50,000
T-244 Burk-Gilman Trail/NE 175th St. Wayfinding & Connectivity	\$ 75,044	\$ 255,213	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 255,213	\$ 330,257
T252 ADA Transition Program	\$ -	\$ 500,000	\$ -	\$ 250,000	\$ 1,000,000	\$ 250,000	\$ 1,000,000	\$ 3,000,000	\$ 3,000,000
T 37 West Sammamish River Bridge Replacement	\$ 41,140,749	\$ 1,345,285	\$ 36,500	\$ 36,500	\$ 36,500	\$ 36,500	\$ 181,894	\$ 1,673,179	\$ 42,813,928
<b>Total Project Costs</b>	<b>\$79,934,613</b>	<b>\$4,656,668</b>	<b>\$1,451,500</b>	<b>\$7,245,765</b>	<b>\$2,081,500</b>	<b>\$4,481,500</b>	<b>\$1,556,894</b>	<b>\$21,473,827</b>	<b>\$101,408,440</b>

Funding as Proposed:	Prior Years Revenues	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals	Project Total
Transportation Impact Fees	\$ 4,087,714	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 4,587,714
Real Estate Excise Taxes	\$ 11,639,164	\$ 2,576,379	\$ 610,000	\$ 515,000	\$ 1,405,000	\$ 950,000	\$ 1,200,000	\$ 7,256,379	\$ 18,895,543
Real Estate Excise Taxes-Sammamish Bridge		\$ 798,970	\$ 36,500	\$ 36,500	\$ 36,500	\$ 36,500	\$ 181,894	\$ 1,126,864	\$ 1,126,864
Surface Water Fund - other	\$ 1,100,000	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	\$ 1,130,000
KAPE		\$ -	\$ 280,000	\$ 870,000	\$ 150,000	\$ 970,000	\$ 150,000	\$ 2,420,000	\$ 2,420,000
Connecting WA	\$ 17,953,685	\$ 296,315	\$ 250,000	\$ 1,485,000	\$ 15,000	\$ -	\$ -	\$ 2,046,315	\$ 20,000,000
Move Ahead WA		\$ 50,000	\$ 137,500	\$ 3,087,500	\$ 225,000			\$ 3,500,000	\$ 3,500,000
WSDOT ped/bike	\$ 7,653,143	\$ 435,004	\$ 137,500	\$ 996,765	\$ -	\$ -	\$ -	\$ 1,569,269	\$ 9,222,412
W&W Bonds	\$ 6,054,950								\$ 6,054,950
Other grants or funding	\$ 31,445,957	\$ -	\$ -	\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 25,000	\$ 3,025,000	\$ 34,470,957
									0
<b>Total Project Funding</b>	<b>\$79,934,613</b>	<b>\$4,656,668</b>	<b>\$1,451,500</b>	<b>\$7,245,765</b>	<b>\$2,081,500</b>	<b>\$4,481,500</b>	<b>\$1,556,894</b>	<b>\$21,473,827</b>	<b>\$101,408,440</b>





## City of Kenmore Capital Improvement Program

**Project Name:** SR 522 West B (57th Avenue NE to 61st Avenue NE)

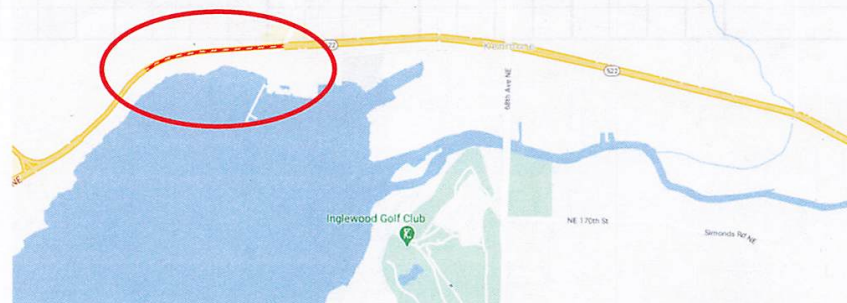
**Project No.** T-8

**Project Location:** SR 522 from 57th Avenue NE to 61st Avenue NE

**Project Description:** This project will provide an American's with Disabilities Act (ADA) connection to the Burke Gilman Trail, ADA improvements to the sidewalk along SR 522, provide access management along this section of SR522 and a study of the south leg of 61<sup>st</sup> Avenue for conversion to one-way. Should additional funding become available, additional scope may consist of additional access points to the Burke Gilman Trail, undergrounding of utilities, new street lighting, and additional corridor landscaping.

**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 (57th Avenue NE to 61st 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. Staff will apply for additional grant funds as they become available.





### City of Kenmore Capital Improvement Program

Project Name: SR 522 West B (57 Avenue NE to 61 Avenue NE)

Project No. T-8

#### CURRENT DOLLARS

Year	Prior Years	2023	2024	2025	2026	2027	2028	Total
<b>Expenses</b>								
Design		\$ 250,000	\$ 250,000					\$ 500,000
ROW/ Acquisition								\$ -
Construction				\$ 1,485,000	\$ 15,000			\$ 1,500,000
<b>Total</b>	\$ -	\$ 250,000	\$ 250,000	\$ 1,485,000	\$ 15,000	\$ -	\$ -	\$ 2,000,000
<b>Revenue</b>								
Connecting WA		\$ 250,000	\$ 250,000	\$ 1,485,000	\$ 15,000			\$ 2,000,000
								\$ -
								\$ -
								\$ -
<b>Total</b>	\$ -	\$ 250,000	\$ 250,000	\$ 1,485,000	\$ 15,000	\$ -	\$ -	\$ 2,000,000

### City of Kenmore Capital Improvement Program

Project Name: SR 522 West B (57 Avenue NE to 61 Avenue NE)

Project No. T-8

#### SCHEDULE

	2023				2024				2025				2026				2027				2028			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Grant Applications																								
Design																								
Right-of-way																								
Construction																								
Closeout																								





## City of Kenmore Capital Improvement Program

**Project Name:** Sidewalk Program

**Project No.:** T-27

**Project Location(s):** Citywide

**Project Description:** This program is intended to provide matching funds for pedestrian improvements identified in the Pedestrian Facilities Plan. Projects would consist of extending existing sidewalks, filling gaps, or adding new facilities to connect to existing networks. Typical projects include new 6-foot-wide sidewalk with amenity strip but each site will be evaluated independently for the most appropriate pedestrian facility improvement. If no projects require matching funds, these funds would be used to build small sections of sidewalk identified in the Pedestrian Facilities Plan.

**Background:** In 2022, the City completed an update to its Pedestrian Facilities Plan (previously known as the Sidewalk Priority Plan). This Plan includes a priority list for completing sidewalk projects within the City. Staff will utilize this plan to determine where to fund projects and where to focus resources on grant applications.



Figure A





## City of Kenmore Capital Improvement Program

Project Name: Sidewalk Program

Project No.: T-27

### CURRENT DOLLARS

Year	Prior	2023	2024	2025	2026	2027	2028	2023-2028 Total	Total
<b>Expenses</b>									
Design	\$ 83,571		\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ 128,571
ROW/ Acquisition		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 303,013	\$ -	\$ -	\$ -	\$ 300,000	\$ 85,000	\$ 85,000	\$ 470,000	\$ 773,013
Art								\$ -	\$ -
<b>Total</b>	<b>\$ 386,584</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 315,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 515,000</b>	<b>\$ 901,584</b>
<b>Revenue</b>									
REET	\$ 386,584				\$ 315,000	\$ 100,000	\$ 100,000	\$ 515,000	\$ 901,584
								\$ -	\$ -
								\$ -	\$ -
<b>Total</b>	<b>\$ 386,584</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 315,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 515,000</b>	<b>\$ 901,584</b>

### SCHEDULE

	2023				2024				2025				2026				2027				2028			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Construction																								
Closeout																								



## City of Kenmore Capital Improvement Program

**Project Name:** Pavement Preservation 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. The project also includes regular updates and analysis of existing pavement condition to assist in assessing future overlay locations.

**Background:** The City of Kenmore Comprehensive Plan promotes a fiscally constrained Transportation Element that prioritizes operation and maintenance of existing facilities within the City. 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.

**Funding:** The Pavement preservation program is partially funded through the Kenmore Automated Photo Enforcement Program.







### City of Kenmore Capital Improvement Program

Project Name: Pavement Preservation Program

Project No.: T-35

#### Current Dollars:

Year	Prior Years	2023	2024	2025	2026	2027	2028	2023-2028 Total	Total
<b>Expenses</b>									
Design	\$ 1,182,134	\$ 120,000	\$ -	\$ 20,000	\$ 200,000	\$ 20,000	\$ 200,000	\$ 560,000	\$ 1,742,134
ROW								\$ -	\$ -
Construction	\$ 6,226,540	\$ 990,000	\$ 850,000	\$ 1,050,000		\$ 1,500,000		\$ 4,390,000	\$ 10,616,540
<b>Total</b>	<b>\$ 7,408,674</b>	<b>\$ 1,110,000</b>	<b>\$ 850,000</b>	<b>\$ 1,070,000</b>	<b>\$ 200,000</b>	<b>\$ 1,520,000</b>	<b>\$ 200,000</b>	<b>\$ 4,950,000</b>	<b>\$ 12,358,674</b>
<b>Revenue</b>									
REET	\$ 7,053,323	\$ 1,110,000	\$ 570,000	\$ 200,000	\$ 50,000	\$ 550,000	\$ 50,000	\$ 2,530,000	\$ 9,583,323
STP Grant	\$ 355,351							\$ -	\$ 355,351
KAPE			\$ 280,000	\$ 870,000	\$ 150,000	\$ 970,000	\$ 150,000	\$ 2,420,000	\$ 2,420,000
<b>Total</b>	<b>\$ 7,408,674</b>	<b>\$ 1,110,000</b>	<b>\$ 850,000</b>	<b>\$ 1,070,000</b>	<b>\$ 200,000</b>	<b>\$ 1,520,000</b>	<b>\$ 200,000</b>	<b>\$ 4,950,000</b>	<b>\$ 12,358,674</b>

#### SCHEDULE

	2023				2024				2025				2026				2027				2028			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Construction																								
Closeout																								



## City of Kenmore Capital Improvement Program

**Project Name:** Lower Swamp Creek Bridge Replacement

**Project No.:** T-38

**Project Location:** NE 175<sup>th</sup> Street/Swamp Creek Crossing

**Project Description:** An update of the alternatives analysis, cost estimates, funding alternatives will be conducted prior to design/construction of recommendations.

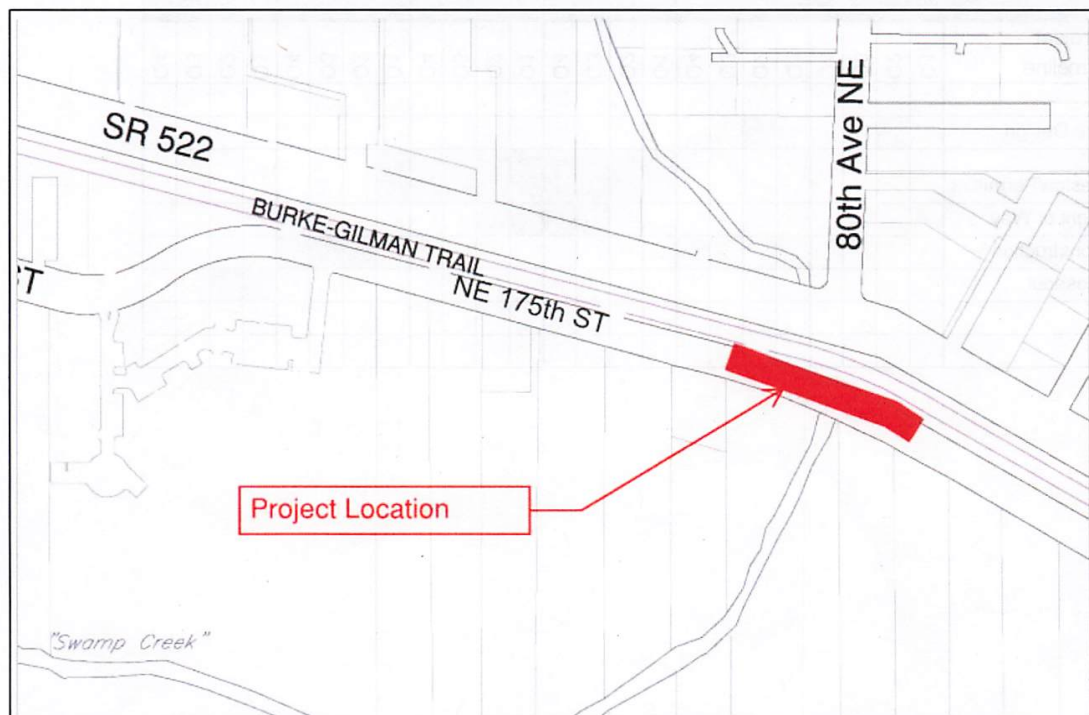
**Background:** The bridge over Swamp Creek at NE 175<sup>th</sup> Street is aging and is in need of rehabilitation/replacement. This structure is on NE 175<sup>th</sup> Street, adjacent to the Burke Gilman Trail and crosses Swamp Creek. This structure currently is wide enough for two way vehicle traffic. 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.



Figure A: Existing Bridge

**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.







### City of Kenmore Capital Improvement Program

Project Name: Lower Swamp Creek Bridge Replacement

Project No.: T-38

#### CURRENT DOLLARS

Year	Prior Years	2023	2024	2025	2026	2027	2028	2023-2028 Total	Total
<b>Expenses</b>									
Pre-Design	\$ 23,218	\$ 35,000	\$ 15,000					\$ 50,000	\$ 73,218
Design				\$ 225,000	\$ 250,000	\$ 25,000		\$ 500,000	\$ 500,000
ROW/ Acquisition								\$ -	\$ -
Construction						\$ 2,500,000	\$ 25,000	\$ 2,525,000	\$ 2,525,000
<b>Total</b>	<b>\$ 23,218</b>	<b>\$ 35,000</b>	<b>\$ 15,000</b>	<b>\$ 225,000</b>	<b>\$ 250,000</b>	<b>\$ 2,525,000</b>	<b>\$ 25,000</b>	<b>\$ 3,075,000</b>	<b>\$ 3,098,218</b>
<b>Revenue</b>									
Impact Fees								\$ -	\$ -
REET	\$ 23,218	\$ 35,000	\$ 15,000					\$ 50,000	\$ 73,218
Other grant Funded				\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 25,000	\$ 3,025,000	\$ 3,025,000
<b>Total</b>	<b>\$ 23,218</b>	<b>\$ 35,000</b>	<b>\$ 15,000</b>	<b>\$ 225,000</b>	<b>\$ 250,000</b>	<b>\$ 2,525,000</b>	<b>\$ 25,000</b>	<b>\$ 3,075,000</b>	<b>\$ 3,098,218</b>

#### SCHEDULE

	2023				2024				2025				2026				2027				2028			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Pre-Design																								
Design/Permitting																								
Right of Way																								
Construction																								
Closeout																								



## City of Kenmore Capital 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:

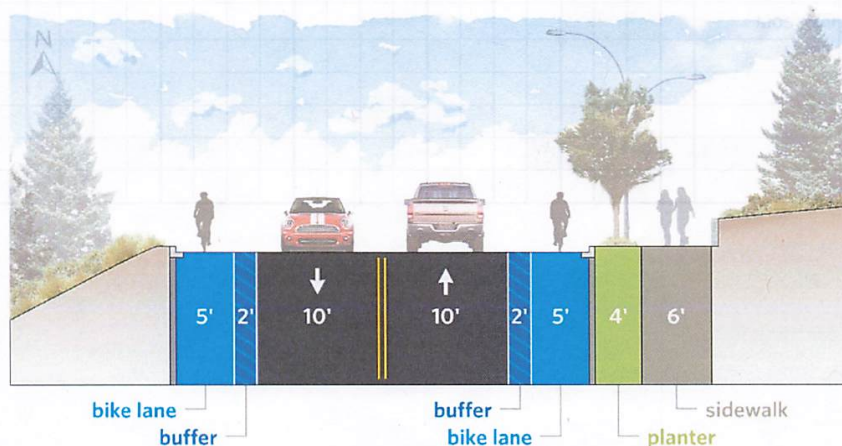
- Sidewalk along the east side of Juanita Drive NE where residential neighborhoods are located. Sidewalk improvements and pedestrian crossings on west side of street will be limited to bus stops only.
- Bike lanes with buffer on the east and west side of Juanita Drive NE;
- Additional or extensions of 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.
- Speed reduction to 30 MPH.

**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 in July 2020 and is expected to continue through 2022. Final paving and paint striping of Juanita Drive between NE 155<sup>th</sup> ST to NE 143<sup>rd</sup> PL may push to the Spring of 2023, weather depending.

### Typical Section – two lanes *(Looking North)*







### City of Kenmore Capital Improvement Program

Project Name: Juanita Drive NE Pedestrian and Bicycle Improvements

Project No. T-41

#### CURRENT DOLLARS

Year	Previous Years	2023	2024	2025	2026	2027	2028	2023-2028 Total	Total
<b>Expenses</b>									
Design	\$ 1,871,364							\$ -	\$ 1,871,364
ROW/ Acquisition	\$ 666,808							\$ -	\$ 666,808
Construction	\$ 14,915,953	\$ 687,925						\$ 687,925	\$ 15,603,878
<b>Total</b>	<b>\$ 17,454,125</b>	<b>\$ 687,925</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 687,925</b>	<b>\$ 18,142,050</b>
<b>Revenue</b>									
REET	\$ 1,200,000	\$ 687,925						\$ 687,925	\$ 1,887,925
Traffic Impact Fees	\$ 3,791,547							\$ -	\$ 3,791,547
Other Local	\$ 579,578							\$ -	\$ 579,578
Walkways & Waterways Bond Measure	\$ 5,000,000							\$ -	\$ 5,000,000
Northshore Utility Dist	\$ 1,206,650							\$ -	\$ 1,206,650
WSDOT Ped/Bike Grant	\$ 2,525,100							\$ -	\$ 2,525,100
Dept of Ecology (SFAP)	\$ 1,457,250							\$ -	\$ 1,457,250
Sound Transit	\$ 1,500,000							\$ -	\$ 1,500,000
WA St Dept. Commerce	\$ 194,000							\$ -	\$ 194,000
<b>Total</b>	<b>\$ 17,454,125</b>	<b>\$ 687,925</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 687,925</b>	<b>\$ 18,142,050</b>

#### SCHEDULE

	2023				2024				2025				2026				2027				2028			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Right-of-way																								
Construction																								
Closeout																								

**Project Number: T-42**

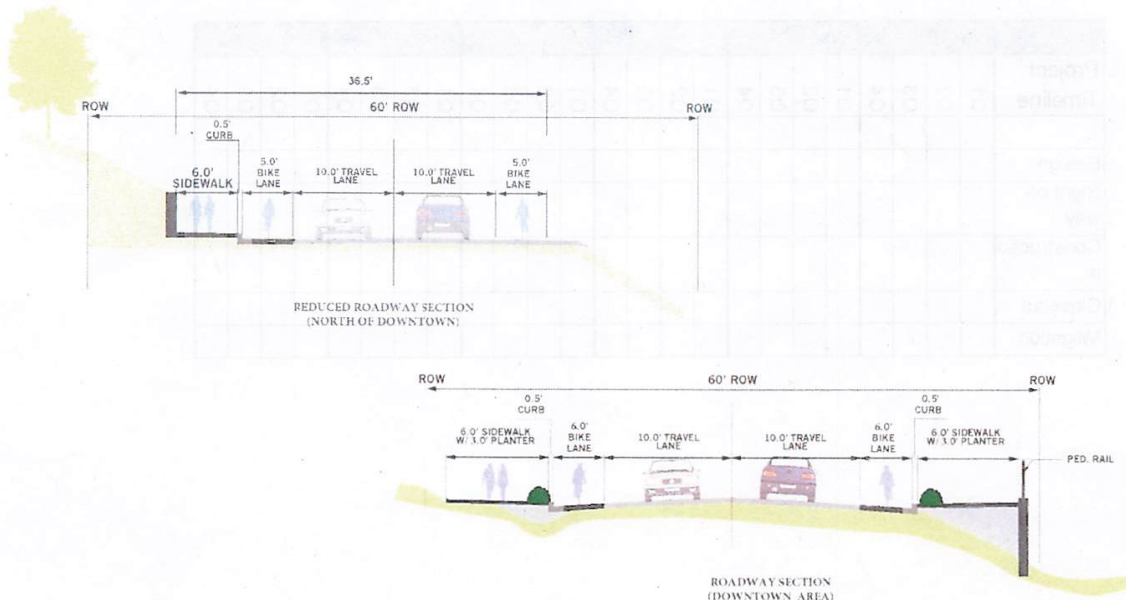
**Segment d:** North side of NE 202 Street from 66 Avenue NE to 61 Avenue NE

Map of the City of Kenmore area showing the project location. The map includes streets such as 51st Pl NE, 52nd Ave NE, 54th Ave NE, 56th Ave NE, 58th Ave NE, 60th Ave NE, 62nd Ave NE, 64th Ave NE, 66th Ave NE, 68th Ave NE, 70th Ave NE, 72nd Ave NE, 74th Ave NE, 76th Ave NE, 78th Ave NE, 80th Ave NE, 82nd Ave NE, 84th Ave NE, 86th Ave NE, 88th Ave NE, 90th Ave NE, 92nd Ave NE, 94th Ave NE, 96th Ave NE, 98th Ave NE, 100th Ave NE, 102nd Ave NE, 104th Ave NE, 106th Ave NE, 108th Ave NE, 110th Ave NE, 112th Ave NE, 114th Ave NE, 116th Ave NE, 118th Ave NE, 120th Ave NE, 122nd Ave NE, 124th Ave NE, 126th Ave NE, 128th Ave NE, 130th Ave NE, 132nd Ave NE, 134th Ave NE, 136th Ave NE, 138th Ave NE, 140th Ave NE, 142nd Ave NE, 144th Ave NE, 146th Ave NE, 148th Ave NE, 150th Ave NE, 152nd Ave NE, 154th Ave NE, 156th Ave NE, 158th Ave NE, 160th Ave NE, 162nd Ave NE, 164th Ave NE, 166th Ave NE, 168th Ave NE, 170th Ave NE, 172nd Ave NE, 174th Ave NE, 176th Ave NE, 178th Ave NE, 180th Ave NE, 182nd Ave NE, 184th Ave NE, 186th Ave NE, 188th Ave NE, 190th Ave NE, 192nd Ave NE, 194th Ave NE, 196th Ave NE, 198th Ave NE, 200th Ave NE, 202nd Ave NE, 204th Ave NE, 206th Ave NE, 208th Ave NE, 210th Ave NE, 212nd Ave NE, 214th Ave NE, 216th Ave NE, 218th Ave NE, 220th Ave NE, 222nd Ave NE, 224th Ave NE, 226th Ave NE, 228th Ave NE, 230th Ave NE, 232nd Ave NE, 234th Ave NE, 236th Ave NE, 238th Ave NE, 240th Ave NE, 242nd Ave NE, 244th Ave NE, 246th Ave NE, 248th Ave NE, 250th Ave NE, 252nd Ave NE, 254th Ave NE, 256th Ave NE, 258th Ave NE, 260th Ave NE, 262nd Ave NE, 264th Ave NE, 266th Ave NE, 268th Ave NE, 270th Ave NE, 272nd Ave NE, 274th Ave NE, 276th Ave NE, 278th Ave NE, 280th Ave NE, 282nd Ave NE, 284th Ave NE, 286th Ave NE, 288th Ave NE, 290th Ave NE, 292nd Ave NE, 294th Ave NE, 296th Ave NE, 298th Ave NE, 300th Ave NE. The project location is marked with a red dot and labeled "Project Location".

**Funding Sources:** This project is funded through the Walkways and Waterways bond measure, Department of Ecology grant, Northshore Utility District, and local dollars.

**Project Delivery Status:** Construction began in late March 2021 and will be

### Proposed Improvements:





City of Kenmore Capital Improvement Program									
Project Name: 68 Avenue NE Pedestrian and Bicycle Improvements									
Project No. T 42									
CURRENT DOLLARS									
Year	Previous Years	2023	2024	2025	2026	2027	2028	2023-2028 Total	Total
<b>Expenses</b>									
Design	994,839							-	994,839
ROW/ Acquisition	28,418							-	28,418
Construction	12,273,474	180,745						180,745	12,454,219
Mitigation Est.			25,000	25,000	25,000	25,000	25,000	125,000	125,000
<b>Total</b>	<b>13,296,731</b>	<b>180,745</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>305,745</b>	<b>13,602,476</b>
<b>Revenue*</b>									
REET	2,845,050	180,745	25,000	25,000	25,000	25,000	25,000	305,745	3,150,795
Strategic Op. Fund	1,152,758							-	1,152,758
Northshore Utility District	2,970,884							-	2,970,884
Other Utilities	246,089							-	246,089
Walkways & Waterways Bond Measure	5,027,000							-	5,027,000
Dept of Ecology (SFAP)	1,054,950							-	1,054,950
<b>Total</b>	<b>13,296,731</b>	<b>180,745</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>305,745</b>	<b>13,602,476</b>

### SCHEDULE

	2023				2024				2025				2026				2027				2028			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Right-of-way																								
Construction																								
Closeout																								
Mitigation																								



## City of Kenmore Capital Improvement Program

### Project Name: 61<sup>st</sup> Avenue Sidewalk Replacement Project Project No. T-44

**Project Location:** 61<sup>st</sup> Avenue NE (NE 181<sup>st</sup> Street north to 62<sup>nd</sup> Ave NE)

#### Project Description:

This project will update the alternatives analysis and include other possible scenarios for sidewalk replacement. Non-ADA Sidewalk panels will be replaced on both sides of 61<sup>st</sup> Avenue north of NE 190<sup>th</sup> St. Sidewalk between NE 190<sup>th</sup> St. Sidewalk along the east side of 61<sup>st</sup> Ave approximately 500 feet north NE 181<sup>st</sup> St to approximately 400 feet south of NE 190<sup>th</sup> St. will be relocated west to provide additional buffer to the adjacent creek. The corridor will receive a 2 inch grind and HMA overlay and will be striped with bike lanes.

**Background:** 61<sup>st</sup> Avenue NE is an arterial that runs north to south (north of SR 522). The intersection with NE 193<sup>rd</sup> Street is a major intersection that could utilize additional control. The sidewalks north of NE 190<sup>th</sup> Street do not meet American with Disability Act (ADA) compliance with many location having gaps or uplift issues. 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: 61<sup>st</sup> Avenue Sidewalk Replacement Project  
Project No. T-44

#### CURRENT DOLLARS

Year	Prior Years	2023	2024	2025	2026	2027	2028	2023-2028Total	Total
<b>Expenses</b>									
Design	\$ 141,988	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 641,988
ROW/ Acquisition			\$ 25,000					\$ 25,000	\$ 25,000
Construction			\$ -	\$ 4,154,265	\$ 240,000	\$ -	\$ -	\$ 4,394,265	\$ 4,394,265
Mitigation Est.						\$ 25,000	\$ 25,000	\$ 50,000	\$ 50,000
<b>Total</b>	<b>\$ 141,988</b>	<b>\$ 250,000</b>	<b>\$ 275,000</b>	<b>\$ 4,154,265</b>	<b>\$ 240,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 4,969,265</b>	<b>\$ 5,111,253</b>
<b>Revenue</b>									
REET	\$ 96,988	\$ 15,000		\$ 40,000	\$ 15,000	\$ 25,000	\$ 25,000	\$ 120,000	\$ 216,988
WSDOT Ped Bike	\$ 45,000	\$ 185,000	\$ 137,500	\$ 996,765				\$ 1,319,265	\$ 1,364,265
Move Ahead WA		\$ 50,000	\$ 137,500	\$ 3,087,500	\$ 225,000			\$ 3,500,000	\$ 3,500,000
SWM Fund				\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
								\$ -	\$ -
								\$ -	\$ -
<b>Total</b>	<b>\$ 141,988</b>	<b>\$ 250,000</b>	<b>\$ 275,000</b>	<b>\$ 4,154,265</b>	<b>\$ 240,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 4,969,265</b>	<b>\$ 5,111,253</b>

#### SCHEDULE

	2023				2024				2025				2026				2027				2028			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Right-of-way																								
Construction																								
Closeout																								
Mitigation Est.																								



## City of Kenmore Capital Improvement Program

**Project Name:** State Route 522 Mid-Block Crossing

**Project No.:** T-207

**Project Location:** State Route 522 Between 73<sup>rd</sup> Avenue NE and 77<sup>th</sup> Court NE.

**Project Description:** This project builds a signalized mid-block pedestrian crossing at the existing King County metro Park and Ride. This project will be performed by Sound Transit who will provide a fund toward construction.

**Background:** SR 522 (NE Bothell Way) at this location has a speed limit of 40 mph. It is comprised of two general purpose lanes in each direction, one Business Access and Transit (BAT) lane in each direction, and a 425-foot westbound left-turn pocket leading up to the intersection with 73<sup>rd</sup> Ave NE. Additionally, the westbound BAT lane serves westbound right-turning traffic leading up to the intersection with 73<sup>rd</sup> Ave NE. There is an existing sidewalk on the north side of SR 522 and the multi-use Burke Gilman Trail runs along the south side of SR 522, separated by a 10 to more than 20 foot wide graded and vegetated planter strip. Sound Transit is planning to construction Bus Rapid Transit (BRT) stations at this location. To better facilitate crossing of SR522, a mid-block crossing at the station location was proposed. The mid-block crossing will be designed and construction as part of Sound Transit's BRT work, The city will secure permits and provide a funding contribution towards construction in excess to Sound Transit's \$2.5M contribution.





### City of Kenmore Capital Improvement Program

Project Name: SR522 Mid-Block Crossing

Project No.: T-207

Current Dollars:

Year	Prior Years	2023	2024	2025	2026	2027	2028	2023-2028 Total	Total
<b>Expenses</b>									
Design	\$ 7,500	\$ 10,000						\$ 10,000	\$ 17,500
ROW/ Acquisition								\$ -	\$ -
Construction		\$ 32,500						\$ 32,500	\$ 32,500
<b>Total</b>	<b>\$ 7,500</b>	<b>\$ 42,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 42,500</b>	<b>\$ 50,000</b>
<b>Revenue</b>									
REET	\$ 7,500	\$ 42,500						\$ 42,500	\$ 50,000
								\$ -	\$ -
								\$ -	\$ -
<b>Total</b>	<b>\$ 7,500</b>	<b>\$ 42,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 42,500</b>	<b>\$ 50,000</b>

### SCHEDULE

	2023				2024				2025				2026				2027				2028			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Permitting																								
Construction																								
Closeout																								



## City of Kenmore Transportation Capital Improvement Program

**Project Name:** Burke-Gilman Trail/NE 175<sup>th</sup> St Wayfinding and Connectivity

**Project No.:** T-244

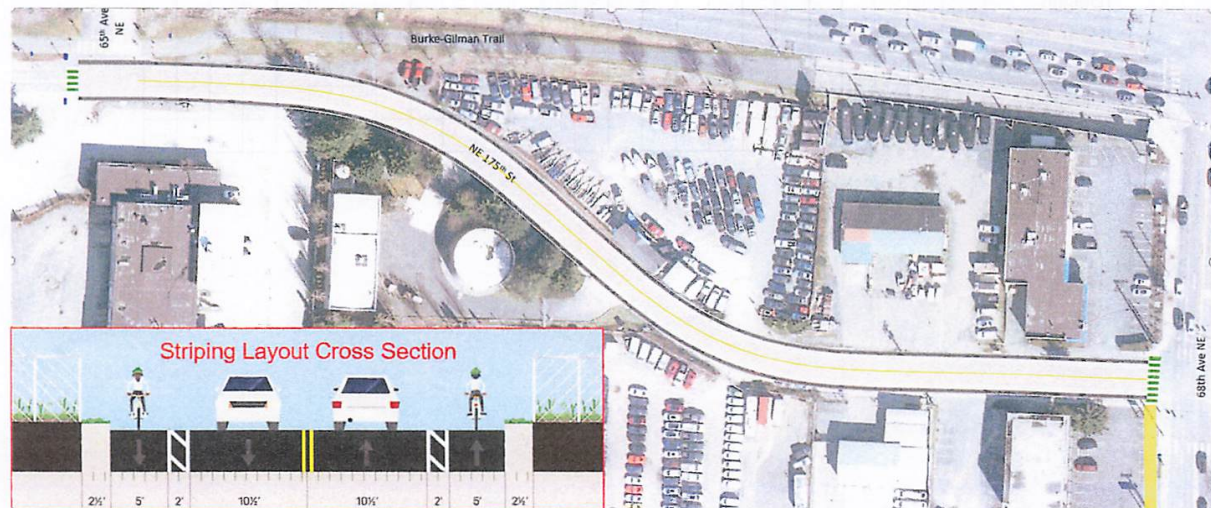
**Project Location:** NE 175<sup>th</sup> St

### Project Description:

1. Install bike lanes between 65<sup>th</sup> Ave NE and 68<sup>th</sup> Ave NE.
2. Install green paint crossing treatments at 65<sup>th</sup> Ave NE and 68<sup>th</sup> Ave NE
3. Install wayfinding signs at the following locations:
  - a) 68<sup>th</sup> Ave NE intersection
  - b) Burke-Gilman Trail at 65<sup>th</sup> Ave NE
  - c) Burke-Gilman Trail just east of 73<sup>rd</sup> Ave NE
4. Install RRFB at 65<sup>th</sup> Ave NE intersection
5. Install pedestrian scale lighting at the 65<sup>th</sup> Ave NE intersection

**Background:** In 2015, the Local Road Safety Plan was created to identify improvements to enhance safety for pedestrians and bicyclists. There is limited connectivity with the Burke-Gilman Trail and other pedestrian/bicycle areas within the City. New bike lanes and sidewalks are under construction along 68<sup>th</sup> Ave NE and Juanita Dr. NE 175<sup>th</sup> St. experiences regular industry related traffic. This project will address the risk factors associated with the mixing of zones between the regionally significant Burke Gilman Trail and 68<sup>th</sup> Ave NE.

**Funding Sources:** This project is funded by the WSDOT Ped/Bike Program grant.





City of Kenmore Capital Improvement Program									
Project Name: Burk-Gilman Trail/NE 175 <sup>th</sup> St Wayfinding and Connectivity									
Project No.: T-244									
Current Dollars:									
Year	Prior Years	2023	2024	2025	2026	2027	2028	2023-2028 Total	Total
<b>Expenses</b>									
Design	\$ 75,044							\$ -	\$ 75,044
ROW/ Acquisition								\$ -	\$ -
Construction		\$ 255,213						\$ 255,213	\$ 255,213
<b>Total</b>	<b>\$ 75,044</b>	<b>\$ 255,213</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 255,213</b>	<b>\$ 330,257</b>
<b>Revenue</b>									
WSDOT Ped/Bike	\$ 56,043	\$ 250,004						\$ 250,004	\$ 306,047
Reet	\$ 19,001	\$ 5,209						\$ 5,209	\$ 24,210
<b>Total</b>	<b>\$ 75,044</b>	<b>\$ 255,213</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 255,213</b>	<b>\$ 330,257</b>

## SCHEDULE

	2023				2024				2025				2026				2027				2028			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Permitting																								
Construction																								
Closeout																								



## City of Kenmore Capital Improvement Program

**Project Name:** ADA Transition Program

**Project No.:** T-252

**Project Location(s):** Citywide

**Project Description:** This program is intended to replace curb ramps, sidewalks, crosswalks, pedestrian push buttons and marked on-street parking that are not compliant with ADA guidelines with ADA compliant facilities per the ADA Transition Plan.

**Background:** The City completed an inventory and assessment of its pedestrian facilities within the right of way. Several locations were identified as not being compliant with the American with Disabilities Act (ADA) standards. The ADA Transition Plan was adopted in June 2022 and contains a list of all facilities that are out of compliance and the approximate cost to replace those facilities. The ADA Transition Plan is a living document that will be updated regularly when changes are made to the City's infrastructure.





City of Kenmore Capital Improvement Program									
Project Name: ADA Transition Program									
Project No.: T-252									
Current Dollars:									
Year	Prior Years	2023	2024	2025	2026	2027	2028	2023-2028 Total	Total
<b>Expenses</b>									
Design		\$ -		\$ 250,000		\$ 250,000		\$ 500,000	\$ 500,000
ROW/ Acquisition								\$ -	\$ -
Construction		\$ 500,000			\$ 1,000,000		\$ 1,000,000	\$ 2,500,000	\$ 2,500,000
<b>Total</b>		<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 1,000,000</b>	<b>\$ 250,000</b>	<b>\$ 1,000,000</b>	<b>\$ 3,000,000</b>	<b>\$ 3,000,000</b>
<b>Revenue</b>									
REET		\$ 500,000		\$ 250,000	\$ 1,000,000	\$ 250,000	\$ 1,000,000	\$ 3,000,000	\$ 3,000,000
								\$ -	\$ -
<b>Total</b>		<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 1,000,000</b>	<b>\$ 250,000</b>	<b>\$ 1,000,000</b>	<b>\$ 3,000,000</b>	<b>\$ 3,000,000</b>

### SCHEDULE

	2023				2024				2025				2026				2027				2028			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Right of Way																								
Construction																								
Closeout																								





## City of Kenmore Capital Improvement Program

### Project Name: West Sammamish River Bridge Replacement Project

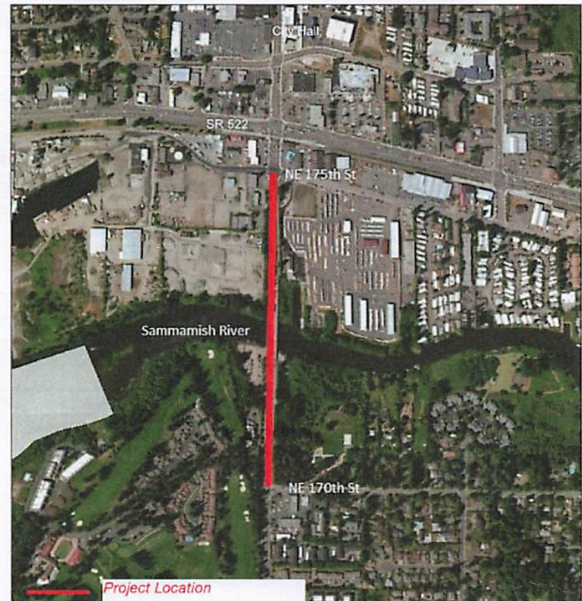
#### Project No: T-37

**Project Location:** 68<sup>th</sup> Avenue NE between NE 170<sup>th</sup> Street and NE 175<sup>th</sup> Street

**Project Description:** Replace the West Sammamish River Bridge (southbound traffic) that crosses the Sammamish River on 68<sup>th</sup> Avenue NE. The project will also include new sidewalk and bike path, landscaping, lighting, and utility undergrounding on 68<sup>th</sup> Avenue NE between NE 170<sup>th</sup> Street and NE 175<sup>th</sup> 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.

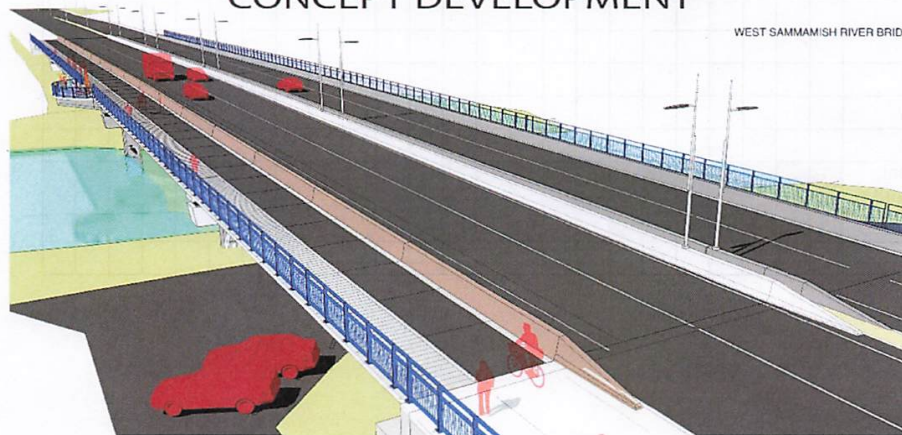
**Funding Sources:** The City has been awarded several grants for the project. The City was awarded \$12M in Bridge Program funds, \$1.06M in Surface Transportation funds, \$18M in Connecting Washington funds, and \$7M in TIB funds.



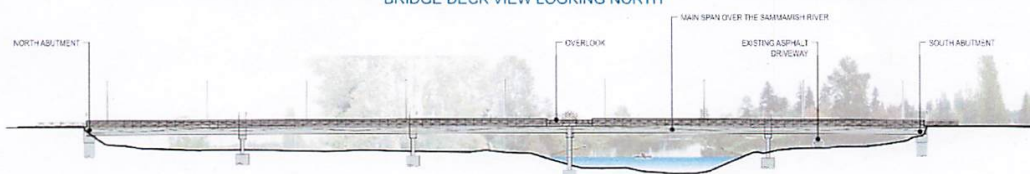
Project Location

## CONCEPT DEVELOPMENT

WEST SAMMAMISH RIVER BRIDGE



BRIDGE DECK VIEW LOOKING NORTH



BRIDGE DECK VIEW LOOKING EAST

MAKERS



**City of Kenmore Capital Improvement Program**  
**Project Name: West Sammamish River Bridge Replacement**  
**Project No. T- 37**

**CURRENT DOLLARS**

Year	Prior Years	2023	2024	2025	2026	2027	2028	2023-2028 Total	Total
<b>Expenses</b>									
Pre-Design	\$ 18,828							\$ -	\$ 18,828
Design	\$ 3,229,584							\$ -	\$ 3,229,584
ROW/ Acquisition	\$ 1,293,473							\$ -	\$ 1,293,473
Construction	\$ 36,598,864	\$ 1,345,285						\$ 1,345,285	\$ 37,944,149
Mitigation Est.			\$ 36,500	\$ 36,500	\$ 36,500	\$ 36,500	\$ 181,894	\$ 327,894	\$ 327,894
<b>Total</b>	<b>\$ 41,140,749</b>	<b>\$ 1,345,285</b>	<b>\$ 36,500</b>	<b>\$ 36,500</b>	<b>\$ 36,500</b>	<b>\$ 36,500</b>	<b>\$ 181,894</b>	<b>\$ 1,673,179</b>	<b>\$ 42,813,928</b>
<b>Revenue</b>									
REET	\$ 219,644	\$ 798,970	\$ 36,500	\$ 36,500	\$ 36,500	\$ 36,500	\$ 181,894	\$ 1,126,864	\$ 1,346,508
Impact	\$ 443,329	\$ 500,000						\$ 500,000	\$ 943,329
BRAC*	\$ 11,999,163							\$ -	\$ 11,999,163
STP	\$ 1,063,994							\$ -	\$ 1,063,994
SW Fund	\$ 1,100,000							\$ -	\$ 1,100,000
Connect. WA	\$ 17,953,685	\$ 46,315						\$ 46,315	\$ 18,000,000
TIB	\$ 7,000,000							\$ -	\$ 7,000,000
Utilities	\$ 1,360,934							\$ -	\$ 1,360,934
<b>Total</b>	<b>\$ 41,140,749</b>	<b>\$ 1,345,285</b>	<b>\$ 36,500</b>	<b>\$ 36,500</b>	<b>\$ 36,500</b>	<b>\$ 36,500</b>	<b>\$ 181,894</b>	<b>\$ 1,673,179</b>	<b>\$ 42,813,928</b>

**SCHEDULE**

	2023				2024				2025				2026				2027				2028			
Project Timeline	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design																								
Permitting																								
Right of Way																								
Construction																								
Closeout/Plant Establishment/Miti gation																								



# **SWM CAPITAL PROJECTS**

**CITY OF KENMORE, WASHINGTON  
SURFACE WATER CAPITAL IMPROVEMENT PROGRAM  
PROPOSED FOR THE YEARS 2023-2028**

EXHIBIT D

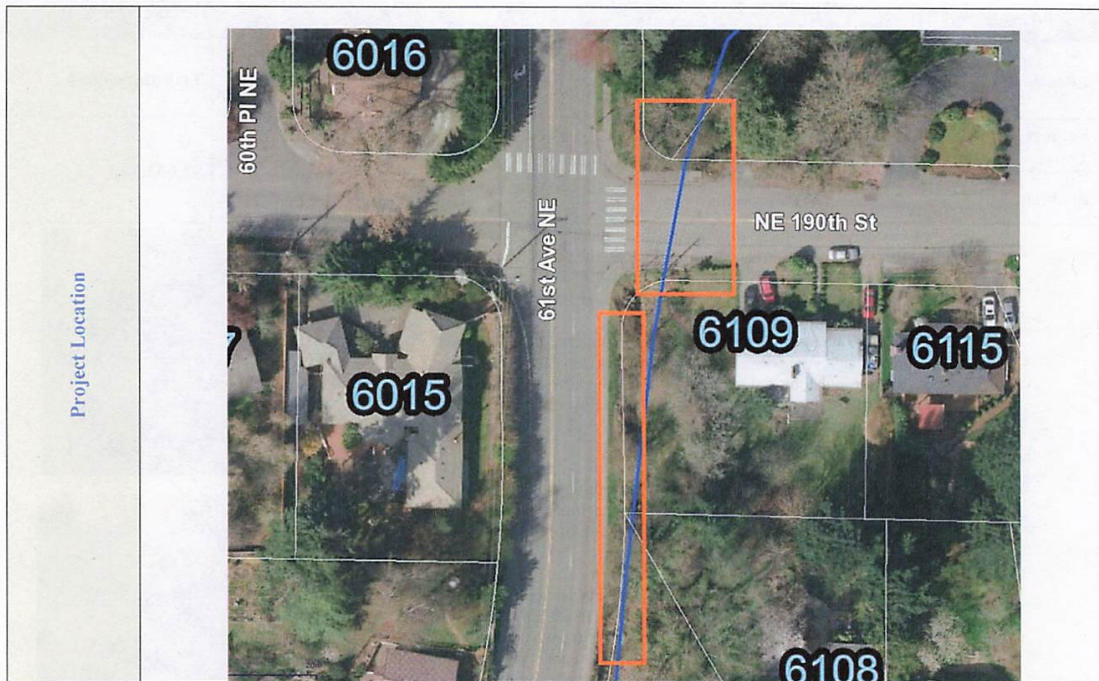
Project Description	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
SW 8 190th St. Fish Passable Culvert	\$ 2,816,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,816,250
SW 8 Public Works Trust Fund Loan 20 year Repayment	\$ 81,650	\$ 81,650	\$ 81,650	\$ 81,650	\$ 81,650	\$ 81,650	\$ 489,900
SW 17 Little Swamp Creek Relocation (Phase 1)	\$ -	\$ -	\$ 800,000	\$ 814,300	\$ -	\$ -	\$ 1,614,300
SW 17 Little Swamp Creek Relocation (Phase 2)	\$ -	\$ -	\$ -	\$ -	\$ 165,840	\$ 4,600,000	\$ 4,765,840
SW 20 Small Works Projects	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 450,000
SW 29 Infiltration Tank Retrofit at 61st Ave NE/NE 196th St	\$ -	\$ -	\$ 650,000	\$ -	\$ -	\$ -	\$ 650,000
SW 34 Blueberry Creek Culverts	\$ 50,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
SW 35 Muck Creek Restoration Project	\$ 100,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
T 44 61st Ave Sidewalk Replacement Project	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
<b>Total Project Costs</b>	<b>\$ 3,122,900</b>	<b>\$ 756,650</b>	<b>\$ 1,636,650</b>	<b>\$ 970,950</b>	<b>\$ 322,490</b>	<b>\$ 4,756,650</b>	<b>\$ 11,566,290</b>

Funding As Proposed:	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
Public Works Trust Fund 20 Year 1.66% Loan (SW8)	\$890,000	\$0	\$0	\$0	\$0	\$0	\$890,000
General Facility Charge - fund 402	100,000	100,000	100,000	100,000	100,000	100,000	\$600,000
Reimbursement from Utilities	\$296,000	\$0	\$0	\$0	\$0	\$0	\$296,000
Surface Water Utility Funds - (401 to 402)	1,471,900	\$656,650	456,650	320,950	\$222,490	\$4,656,650	\$7,785,290
King County Flood Control District Resources	\$0	\$0	380,000	50,000	\$0	\$0	\$430,000
Conservation Grant (Property Acquisition)	\$365,000	\$0	390,070	\$0	\$0	\$0	\$755,070
Other Grants	\$0	\$0	309,930	500,000	\$0	\$0	\$809,930
<b>Total Project Funding</b>	<b>\$3,122,900</b>	<b>\$756,650</b>	<b>\$1,636,650</b>	<b>\$970,950</b>	<b>\$322,490</b>	<b>\$4,756,650</b>	<b>\$11,566,290</b>

9/13/2022 2:32 PM

<b>Project:</b>	<b>TRIBUTARY 0056 BOX CULVERT AT NE 190<sup>TH</sup> ST</b>		<b>ID:</b> SW-008
<b>Location:</b>	<b>61<sup>ST</sup> AVE NE and NE 190<sup>TH</sup> ST</b>	<b>Basin</b>	<b>Tributary 0056</b>
<b>Project Type:</b>	<input type="checkbox"/> Water Quality <input checked="" type="checkbox"/> Fish Passage <input type="checkbox"/> Flow Control <input checked="" type="checkbox"/> Erosion <input type="checkbox"/> Drainage <input type="checkbox"/> Flooding	<b>Project Cost:</b>	<b>\$2,662,580</b>
<b>Problem:</b>	<b>Failing culvert, headwall and rockery causing erosion and safety concerns</b>		
<b>Narrative</b>	<p>Tributary 0056 flows from north to south along the east side 61st Ave NE. There are three primary problems beginning where Tributary 0056 crosses NE 190th St continuing approximately 155 feet south, including:</p> <ul style="list-style-type: none"> <li>• Rock wall headwalls are at the inlet and outlet of the culvert and protect 61st Ave NE from stream flow. Stream flows have eroded the existing slope and rock headwall north of NE 190th St, resulting in an unstable headwall. Stream flows have been observed bypassing the culvert. It is unknown where the bypassing water goes.</li> <li>• Sidewalk on the northeast side of NE 190th St. is being undermined by runoff from NE 190th St. Runoff concentrates where the sidewalk transitions to gravel, causing the sidewalk to be undermined.</li> <li>• Stream channel bank erosion along a 50 foot section on the west side of Tributary 0056 adjacent to 61st AVE NE. Erosion has caused some of the rockery to collapse into the stream and ground penetrating radar (GPR) indicates that the stream is penetrating the rockery and eroding material under the sidewalk and street. The City confirmed some of the void locations during emergency repairs along 61st in 2015.</li> </ul>		
<b>Conceptual Design</b>	<ul style="list-style-type: none"> <li>• Removal of existing 60" diameter asphalt-lined pipe culvert (approximately 70 feet) and installation of new box culvert</li> <li>• Construction of new headwall at box culvert inlet</li> <li>• Re-grading of stream bed to match new culvert</li> <li>• Removal, repair and stabilization of adjacent rockeries along west side of Tributary 0056 south of the culvert for approximately 50 feet</li> <li>• Roadway and sidewalk repair/restoration</li> </ul>		
<b>Considerations for Implementation</b>	<ul style="list-style-type: none"> <li>• SEPA required</li> <li>• HPA (Fish and Wildlife) required</li> <li>• Army Corp of Engineer permit likely required</li> <li>• Stream bypass and fish exclusion required</li> <li>• Significant traffic control required</li> <li>• Significant erosion and sediment control required</li> <li>• Stream mitigation likely required</li> </ul>		






Project Cost Estimate	Item	Unit	Unit Cost	Quantity	Cost
	<b>Designs/Permits/Acquisition</b>				
	Engineering Design and Permit Coordination				\$474,380
	Permitting Fees				\$20,000
	City Staff Time and Overhead Costs				\$80,000
	Easement Acquisition				\$5,000
	Property Acquisition				\$160,000
	<b>Construction</b>				
	Construction Management and Engineering Support				\$154,000
	Site preparation, Stream Bypass, TESC and Misc. Costs				\$466,500
	Precast Culvert (includes culvert, wingwall, headwall, footer)				\$200,000
	Culvert Install				\$264,000
	Retaining Walls				\$82,500
	Stream Improvements				\$233,000
	ROW Improvements				\$169,300
	Construction Contingency				\$353,900
	<b>Total Cost</b>				<b>\$2,662,580</b>

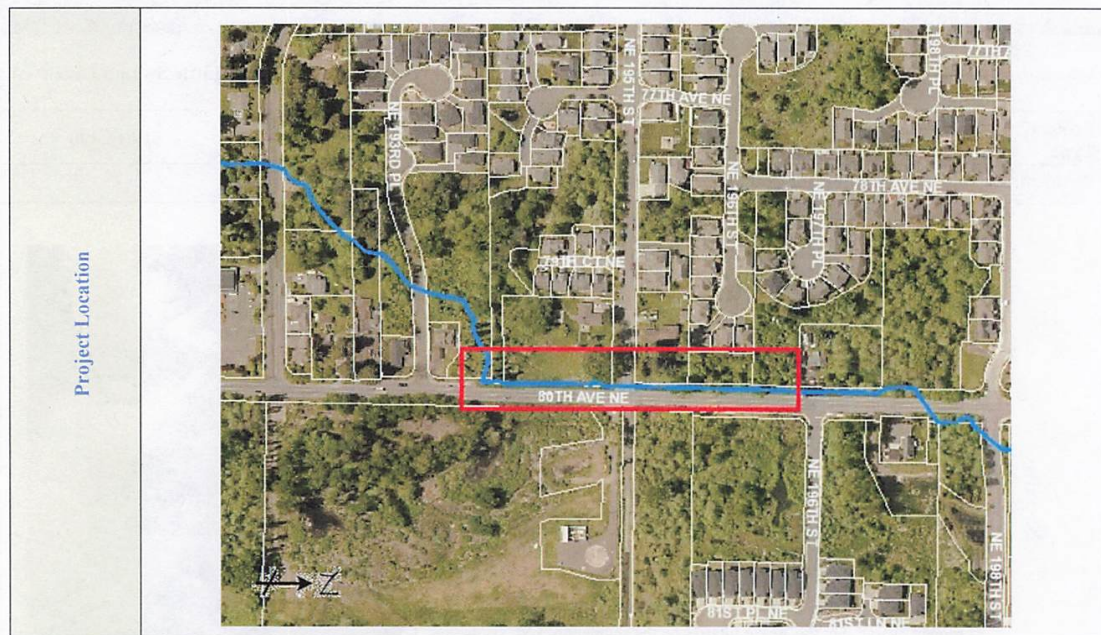
Schedule		2022												2023											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Preliminary Design																								
	Permitting																								
	Final Design and PS&E																								
	Advertise and Contractor Procurement																								
	Construction																								

2023-2028 Surface Water Capital Improvement Program  
SW-008



Project:	Little Swamp Creek Relocation Phase 1		ID:	SW-17
Location:	80 <sup>th</sup> Ave NE, between NE 196 <sup>TH</sup> ST and NE 193 <sup>RD</sup> PL	Basin:	Little Swamp Creek	
Project Type:	<input checked="" type="checkbox"/> Water Quality <input checked="" type="checkbox"/> Fish Passage <input type="checkbox"/> Flow Control <input checked="" type="checkbox"/> Erosion <input type="checkbox"/> Drainage <input checked="" type="checkbox"/> Flooding <input checked="" type="checkbox"/> Habitat	Preliminary Project Cost:	\$1,614,300	
Problem:	Stream flooding roadway, Degraded stream habitat			
Narrative	<p>Little Swamp Creek (LSC) flows from north to south along 80<sup>th</sup> Ave NE before turning west on NE 192<sup>ND</sup> ST and connecting with Swamp Creek. LSC crosses from the east side of 80<sup>TH</sup> AVE NE to the west side just south of NE 198<sup>TH</sup> ST. LSC is confined to a roadside ditch from this location until just north of NE 193<sup>RD</sup> PL.</p> <p>In addition to the obvious lack of proper stream function and habitat, during rainy months, LSC reaches full capacity in the roadside ditch and overflows the culvert at NE 195<sup>TH</sup> ST and floods the roadway. Culvert inlet capacity issues and debris clogging structures have been observed contributing to the flooding problems.</p> <p>This project was identified by City Council in 2002 and Resolution 02-061 required developers to leave one hundred feet along the west side of 80<sup>TH</sup> AVE NE open and make it available to the City so that a project could eventually separate the stream from the roadside ditch and relocate it in a proper stream corridor.</p> <p>Issues as far north as NE 200<sup>TH</sup> ST have been identified as part of this project overall, but this phase focuses on the segment of LSC contained within the roadside ditch on the west side of 80<sup>TH</sup> AVE NE just south of NE 196<sup>TH</sup> ST and just north of NE 193<sup>RD</sup> PL. The City would have liked to include all of LSC to the upstream culvert where it flows under 80<sup>TH</sup> AVE NE, but the privately owned property at this location has indicated no interest in selling at this time.</p>			
	Conceptual Design	<ul style="list-style-type: none"><li>• Restore 800 feet of stream corridor along the west side of 80<sup>TH</sup> AVE NE (additional floodplain, woody debris, meandering channel centered along dedicated 100-foot stream buffer)</li><li>• Eliminate sharp stream bend at NE 193<sup>RD</sup> PL</li><li>• Install fish passable culvert for the LSC at NE 195<sup>TH</sup> ST</li><li>• Upgrade the existing stormwater system along 80<sup>TH</sup> AVE NE to meet current conveyance capacity requirements (potentially requiring new stormwater culvert under NE 195<sup>TH</sup> ST)</li></ul>		
Considerations for Implementation	<ul style="list-style-type: none"><li>• Project will require environmental permitting including SEPA checklist, WDFW HPA, and Army Corps permits.</li><li>• Kenmore Resolution 02-061 includes frontage improvement requirements funded through property owner reimbursement or Local Improvement District.</li><li>• Easement or ROW acquisition.</li><li>• Downstream analyses will need to be conducted to ensure nothing is adversely affected. Adverse affects to that project are not anticipated.</li><li>• Temporary stream bypass and fish exclusion shall be used during construction.</li><li>• Traffic control will be needed.</li><li>• Potential water quality treatment along the west side of 80<sup>TH</sup> AVE NE depending on scope of frontage improvements.</li></ul>			

2021-2026 Surface Water Capital Improvement Program  
SW-17

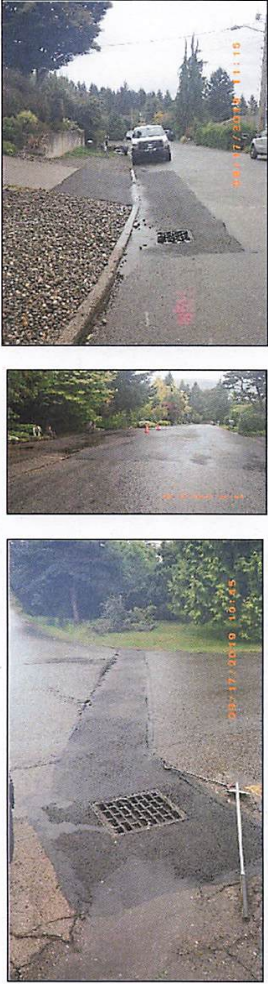


Project Cost Estimate	Project Cost Estimate				
	Item	Unit	Unit Cost	Quantity	Cost
	Project Design/Permits				\$300,000
	ROW/Easement Acquisition				\$14,300
	Construction Management/Engineering				\$100,000
	Construction				\$1,200,000
	Total Cost				\$1,614,300

[illegible]

2021-2026 Surface Water Capital Improvement Program  
SW-17



<b>Project:</b>	Small Works Projects		<b>ID:</b>	SW-020
<b>Location:</b>	VARIOUS	<b>Basin:</b>	VARIOUS	
<b>Project Type:</b>	<input checked="" type="checkbox"/> Water Quality <input type="checkbox"/> Fish Passage <input checked="" type="checkbox"/> Flow Control <input checked="" type="checkbox"/> Erosion <input checked="" type="checkbox"/> Drainage <input checked="" type="checkbox"/> Flooding		<b>Preliminary Project Cost:</b>	\$75,000 per year
<b>Problem:</b>	Erosion and drainage problems at various locations			
Narrative	<p>The annual small works projects will consist of an evolving list of projects. New problem areas will be identified each year and evaluated accordingly. Typical small works projects exceed the scope of basic maintenance, but don't meet the scope of a capital improvement project.</p> <p>City crews may be able to perform components of the work, but a contractor is required to complete these projects due. Small Works projects may also require design or technical evaluation by the City's on-call engineering consultant.</p> <p>The annual budget for these types of projects is \$75,000 per year.</p>		<p><b>Small Works Project Examples</b></p> 	

2021-2026 Surface Water Capital Improvement Program  
SW-020

<b>Project:</b>	<b>Drainage Facility Retrofit – Kenmore Lane</b>		<b>ID:</b> SW-029
<b>Location:</b>	61 <sup>st</sup> Ave NE and NE 196 <sup>th</sup> St.	<b>Basin</b>	Tributary 0056
<b>Project Type:</b>	<input checked="" type="checkbox"/> Water Quality <input type="checkbox"/> Fish Passage <input checked="" type="checkbox"/> Flow Control <input checked="" type="checkbox"/> Erosion <input checked="" type="checkbox"/> Drainage <input type="checkbox"/> Flooding	<b>Preliminary Project Cost:</b>	\$500,000
<b>Problem:</b>	Failing infiltration tank, failed control structure, difficult location, erosion issues with adjacent conveyance system		
<b>Narrative</b>	<p>Kenmore Lane was developed in the late 1970s and this is the City's oldest public drainage facility. The infiltration tank is in poor condition and needs a complete reconstruction. Adjacent conveyance systems carry runoff from NE 197<sup>th</sup> ST and NE 196<sup>th</sup> ST and erosion has been observed in the open portions of those systems.</p> <p>The existing drainage facility is located within an easement on private property and access from 61<sup>st</sup> AVE NE is through a private road. Access for inspection and maintenance is difficult.</p> <p>The City has designed an option to replace the system at its current location, which would make access for inspection and maintenance easier as well as enhance the performance of the existing facility to near current standards. The design includes moving this facility into the right-of-way and altering adjacent conveyance systems to minimize private property impacts and reduce erosion.</p> <p>Currently, the project design is at 90% and will be finalized when budget allows construction in 2025.</p>		
<b>Conceptual Design</b>	<ul style="list-style-type: none"> <li>Remove existing infiltration drainage facility located within easement on private property</li> <li>Install new facility in adjacent right-of-way location</li> <li>Modify adjacent conveyance systems to reduce private property impacts and erosion issues</li> <li>Utilize low impact development to retrofit this facility</li> </ul>		
<b>Considerations for Implementation</b>	<ul style="list-style-type: none"> <li>Temporary construction easements</li> <li>Utilities</li> <li>Traffic control</li> <li>Erosion and sediment control</li> </ul>		

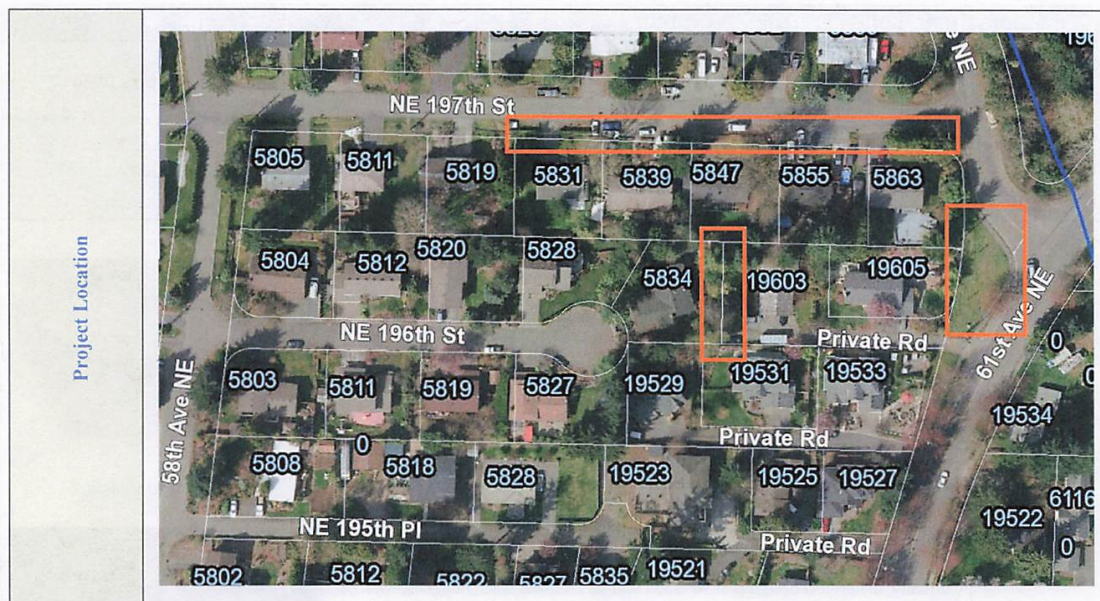


Existing control structure



Facility located in private backyard






Project Cost Estimate	Item	Unit	Unit Cost	Quantity	Cost
	Design				\$10,000
	City Staff Time				\$0
	Permitting				\$0
	ROW/Easement Acquisition				\$0
	Construction				\$490,000
	<b>Total Cost</b>				<b>\$500,000</b>

[illegible]

2021-2026 Surface Water Capital Improvement Program  
SW-029

<b>Project:</b>	Blueberry Creek Culvert Replacements		<b>ID:</b>	SW-034
<b>Location:</b>	NE 202 <sup>ND</sup> ST & 62 <sup>ND</sup> AVE NE	<b>Basin</b>	Swamp Creek	
<b>Project Type:</b>	<input type="checkbox"/> Water Quality <input checked="" type="checkbox"/> Fish Passage <input type="checkbox"/> Flow Control <input type="checkbox"/> Erosion <input type="checkbox"/> Drainage <input type="checkbox"/> Flooding <input checked="" type="checkbox"/> Habitat	<b>Preliminary Project Cost:</b>	\$250,000	
<b>Problem:</b>	Flooding at low point in road			
<b>Narrative</b>	<p>To mitigate stream impacts that occurred during construction of the City's 68<sup>TH</sup> AVE NE Pedestrian and Bicycle Improvement Project (68<sup>TH</sup> Project), the City is removing a fish barrier culvert located on Blueberry Creek. During the project, a failing culvert crossing 62<sup>ND</sup> AVE NE was identified when it started backing up and caused flooding. The City obtained emergency HPA 2021-4-815+02 to replace the existing culvert with a new culvert of the same size and position, which was identified as WDFW Site ID 102 S072 and a fish barrier. This mitigation will remove a fish barrier further downstream on Blueberry Creek, which is the first barrier encountered by fish as they come upstream from Swamp Creek.</p> <p>Blueberry Creek is a tributary to Swamp Creek and flows into the City from Snohomish County along 61<sup>ST</sup> PL NE. The creek heads south on 62<sup>ND</sup> AVE NE and east along NE 202<sup>ND</sup> ST before meeting with Swamp Creek just north of Wallace Swamp Creek Park. Blueberry Creek is identified as a Type F stream and represents accessible habitat for coho salmon and cutthroat trout, but not for Endangered Species Act (ESA) listed species.</p> <p>The project is required to be completed by June 2025. The City plans to begin design in late 2022 and complete construction no later than 2024 during the fish window.</p>			
<b>Conceptual Design</b>	<p>The project expects to utilize typical precast fish passable driveway culverts designed to convey the 100-year event without flooding or overtopping.</p>			
<b>Considerations for Implementation</b>	<ul style="list-style-type: none"> <li>• Environmental permitting including SEPA checklist, WDFW HPA, and Army Corps permits may be required.</li> <li>• Fish window limitations for construction will apply.</li> <li>• Temporary stream bypass and fish exclusion will be required during construction.</li> <li>• Traffic control will be needed.</li> <li>• These cost estimates have been derived during the conceptual phase of this project and are highly speculative. More precise estimates will be updated as design progresses in 2023.</li> </ul>			



Project Location


Project Cost Estimate

Item	Unit	Unit Cost	Quantity	Cost
Project Design/Permits				\$50,000
Construction				\$200,000
<b>Total Cost</b>				<b>\$250,000</b>

Schedule

	2022	2023	2024															
	JAN	MAR	MAY	JUL	SEP	NOV	JAN	MAR	MAY	JUL	SEP	NOV	JAN	MAR	MAY	JUL	SEP	NOV
Preliminary Design																		
Permitting/Acquisition																		
Final Design and PS&E																		
Advertise and Contractor Procurement																		
Construction																		

2023-2028 Surface Water Capital Improvement Program  
SW-034

Project:	Blueberry Creek Culvert Replacements		ID:	SW-035
Location:	NE 202 <sup>ND</sup> ST & 62 <sup>ND</sup> AVE NE		Basin	Swamp Creek
Project Type:	<input type="checkbox"/> Water Quality <input type="checkbox"/> Fish Passage <input type="checkbox"/> Flow Control <input type="checkbox"/> Erosion <input type="checkbox"/> Drainage <input type="checkbox"/> Flooding <input checked="" type="checkbox"/> Habitat		Preliminary Project Cost:	\$1,230,000
Problem:	Flooding at low point in road			
Narrative	<p>To mitigate approximately 1,306 square feet of stream impacts that occurred during construction of the City’s 68<sup>TH</sup> AVE NE Pedestrian and Bicycle Improvement Project (68<sup>TH</sup> Project), the City is acquiring a 1.34 acre property on Muck Creek and restoring approximately 22,250 square feet of stream habitat. During the project, the City identified three stream segments previously unmapped by the Washington Department of Fish and Wildlife or the city within the project area. These stream segments connect to Muck Creek (classified as a Type F stream containing habitat suitable for salmonid fish), which is a tributary of Swamp Creek. One stream was determined not to have suitable habitat for Chinook Salmon, steelhead, or bull trout and the other two were considered non-fish bearing. The City’s consultant determined that the project resulted in 1,306 SF of unavoidable impacts to the streams based upon the approximate stream bed areas of the existing ditch alongside 68th Ave NE. Functions lost due to impacts included open channel ditch, herbaceous organic litter input and degraded wildlife habitat.</p> <p>This mitigation was approved by WDFW in September 2022 as an alternative to the mitigation originally described in the project’s HPA permit. When this property came onto the market, City staff met with WDFW and Muckleshoot Indian Tribe staff to discuss this option and it was mutually agreed that it provided better mitigation.</p> <p>The project will be completed by the original deadline of March 2025. The City plans to begin design in late 2022 and complete construction no later than 2024 during the fish window.</p>			
Conceptual Design	The project will acquire a 1.34 acre property adjacent to Muck Creek located off of 73 <sup>RD</sup> AVE NE just before Muck Creek crosses under the road. The project will remove existing structures, pavement and non-riparian vegetation and restore approximately 22,250 square feet of area. The project will include grading, planting, soil remediation, and stream habitat improvements.			
Considerations for Implementation	<ul style="list-style-type: none"><li>• Environmental permitting including SEPA checklist, WDFW HPA, and Army Corps permits may be required.</li><li>• Fish window limitations for construction will apply.</li><li>• Temporary stream bypass and fish exclusion will be required during construction.</li><li>• Traffic control will be minimal.</li><li>• These cost estimates have been derived during the conceptual phase of this project and are highly speculative. More precise estimates will be updated as design progresses in 2023.</li></ul>			





Project Cost Estimate	Item	Unit	Unit Cost	Quantity	Cost
	Property Acquisition				\$730,000
	Project Design/Permits				\$100,000
	Construction				\$400,000
	<b>Total Cost</b>				<b>\$1,230,000</b>

Schedule		2022						2023						2024					
		JAN	MAR	MAY	JUL	SEP	NOV	JAN	MAR	MAY	JUL	SEP	NOV	JAN	MAR	MAY	JUL	SEP	NOV
	Preliminary Design																		
	Permitting/Acquisition																		
	Final Design and PS&E																		
	Advertise and Contractor Procurement																		
	Construction																		

2023-2028 Surface Water Capital Improvement Program  
SW-034



# **CITY FACILITES CAPITAL PROJECT**

**CITY OF KENMORE, WASHINGTON**  
**CITY FACILITY CAPITAL IMPROVEMENT PROGRAM**  
**PROPOSED FOR THE YEARS 2021-2028**

Project Description - Expenditures	2018 Projected	2021 actual	2022 Approved	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
F 1 Public Works Shop Land Acquisition & Development		\$5,900,000	\$0	\$4,000,000	\$32,000,000	\$0	\$0	\$0	\$0	\$36,000,000
Consultant and Acquisition Costs.		\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F 2 Debt Repayment		0	267,454	575,604	2,588,817	2,589,568	2,590,067	2,590,318	2,590,317	\$13,524,691
<b>Total Project Costs</b>		<b>\$6,000,000</b>	<b>\$267,454</b>	<b>\$4,575,604</b>	<b>\$34,588,817</b>	<b>\$2,589,568</b>	<b>\$2,590,067</b>	<b>\$2,590,318</b>	<b>\$2,590,317</b>	<b>\$49,524,691</b>

Funding As Proposed:	2018 Projected	2021 Approved	2022 Approved	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
Bank Note, 20 Years, 4.5% Interest		3,300,000	2,600,000	4,000,000	32,000,000	0	0	0	0	36,000,000
Transfer from SWM Fund		50,000	101,634	218,730	1,118,913	1,119,318	1,119,588	1,119,724	1,119,723	5,815,996
Transfer from REET			106,982	230,242	1,190,856	1,191,201	1,191,431	1,191,546	1,191,546	6,186,822
Transfer from Transportation Benefit District Fund		0	13,372	28,780	63,420	63,420	63,420	63,420	63,420	345,880
Transfer from Street Fund		0	32,094	69,072	152,208	152,208	152,208	152,208	152,208	830,112
Transfer from General Fund		50,000	13,373	28,780	63,420	63,420	63,420	63,420	63,420	345,880
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$3,400,000</b>	<b>\$2,867,454</b>	<b>\$4,575,604</b>	<b>\$34,588,817</b>	<b>\$2,589,568</b>	<b>\$2,590,067</b>	<b>\$2,590,318</b>	<b>\$2,590,317</b>	<b>\$49,524,690</b>

CITY OF KENMORE, WASHINGTON  
REET Fund Projection Worksheet  
For The Years 2023-2028

		Actual 2018	Actual 2019	Actual 2020	Actual 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
DESCRIPTION												
Beginning Cash		\$2,410,269	\$771,264	\$1,433,170	\$1,995,415	\$4,115,528	\$3,181,542	\$1,623,339	\$2,028,336	\$2,546,400	\$2,194,019	\$2,317,850
Revenues:												
REET 1		742,364	761,940	857,275	1,449,131	1,449,131	1,200,000	1,212,000	1,224,120	1,236,361	1,248,725	1,261,212
REET 2		742,364	761,940	857,255	1,449,131	1,449,131	1,200,000	1,212,000	1,224,120	1,236,361	1,248,725	1,261,212
Interest Earnings		62,361	38,026	19,942	21,241	22,000	43,815	28,353	32,525	37,828	34,427	35,791
Transfer from impact fees NS												
Transfer from Park Capital Fund for overtransfer 2020					751,712							
Payback from Sammamish Bridge Fund for 2018 loan					0							
Total Revenues		\$1,547,089	\$1,561,906	\$1,734,472	\$3,671,215	\$2,920,262	\$2,443,815	\$2,452,353	\$2,480,765	\$2,510,550	\$2,531,877	\$2,558,215
Transfers Out for Parks :												
P 18 Rhododendron Park Waterfront & Open Space Mitigation							46,428	0	0	0	0	0
P 6 Moorlands Park Imp		0	30,488	0	0	0	0	0	0	0	0	0
P 27 Squires Landing and Mitigation		0	0	0	0	1,006,161	190,000	20,000	20,000	20,000	20,000	20,000
P 28 Log Boom Mitigation			0		83,422	548,570	0	0	0	10,000	10,000	10,000
P 30 Rhododendron Boathouse Pavilion			12,800	0	0	0	20,000	0	0	0	0	0
P 31 Squires Landing Waterfront Land A		48,747	0	0	0	0	0	0	0	0	0	0
transfer in excess of exp. To be paid back			456,712	295,000	0	0	0	0	0	0	0	0
Subtotal - Transfers for Parks		48,747	500,000	295,000	83,422	1,554,731	256,428	20,000	20,000	30,000	30,000	30,000
Transfers Out for Roads:												
T6 SR 522 West A 61st to 65th		212,768	0	0	0	0	0	0				
T6 SR 522 West A 61st to 65th Oct add		327,801			0	0	0	0				
T27 Sidewalk Gaps/ADA replacement		0	29,060	0	0	0	0	0	0	315,000	100,000	100,000
62nd Ave NE		56,388	0	0	0	0	0	0				
T 35 Overlay		438,497	120,940	657,483	134,805	56,232	1,110,000	570,000	200,000	50,000	550,000	50,000
T38 Lower Swamp Creek Bridge Replacement							35,000	15,000	0	0	0	0
T 39 Traffic Calming Improvements		1,821	0	0	0	0	0	0	0	0	0	0
T 41 Juanita Dr Pedestrian & Bicycle Safety			0	59,250	186,235	323,586	687,925	0	0	0	0	0
T 42 68th Ave Ped & Bicycle Safety			0	0	1,046,640	1,798,410	180,745	25,000	25,000	25,000	25,000	25,000
T 43 SR522 Pedestrian Crossing Study		72	0	494	0	0						
T44 61st Ave Sidewalk Replacement				0	0	4,873	15,000	0	40,000	15,000	25,000	25,000
T 50 SR522 Gateway Sign East			50,000	0	0	0						
T207 SR 522 Mid-Block Crossing							42,500					
T244 Burk-Gilman Trail/NE 175th St. wayfinding connectivity						9,434	5,209	0	0	0	0	0
T252 ADA Transition Program							500,000	0	250,000	1,000,000	250,000	1,000,000
REET to Street Fund for Road Maintenance					100,000	0						
estimated salary Reimb to GF for project administration							140,000	140,000	150,000	150,000	150,000	150,000
T 37 West Samm Bridge			0	0	0	0	798,970	36,500	36,500	36,500	36,500	181,894
Transfer to GF for Maintenance								50,000	50,000	50,000	50,000	50,000
DS pw shop						106,982	230,242	1,190,856	1,191,201	1,191,431	1,191,546	1,191,546
LOAN to Samm Bridge fund 306		2,000,000				0						
						0						
Subtotal - Transfers for Roads		3,037,347	200,000	717,227	1,467,680	2,299,517	3,745,591	2,027,356	1,942,701	2,832,931	2,378,046	2,773,440
Repayment to Strategic Opps Fund 2015/		(100,000)	(200,000)	(160,000)	0	0	0	0	0	0	0	0
Net Income/(Loss)		(1,639,005)	661,906	562,245	2,120,113	(933,986)	(1,558,203)	404,998	518,063	(352,381)	123,831	(245,225)
Ending Cash		\$771,264	\$1,433,170	\$1,995,415	\$4,115,528	\$3,181,542	\$1,623,339	\$2,028,336	\$2,546,400	\$2,194,019	\$2,317,850	\$2,072,625

## CITY OF KENMORE, WASHINGTON

Exhibit G

Park Impact Fee Fund Projection Worksheet  
For the Years 2023-2028

					-5%	1%	-3%	1%	-3%	1%
DESCRIPTION	Actual 2019	Actual 2020	Actual 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
Beginning Cash	\$590,514	\$295,198	\$338,409	\$847,948	\$405,948	\$651,107	\$896,619	\$1,087,115	\$1,051,931	\$1,276,078
Revenues:										
Interest Earnings	12,130	3,737	3,913	5,000	4,059	6,511	8,966	10,871	10,519	12,761
Park Impact Fees	92,554	106,474	257,468	259,000	246,100	249,000	241,530	243,945	236,627	238,993
Total Revenues	104,684	110,211	261,381	264,000	250,159	255,511	250,496	254,816	247,146	251,754
To be Transferred Out for Parks :										
P 1 Twin Springs Interim Use	23,235	0	52,347	24,000	0	0	0	0	0	0
P 2 Tolt Pipeline Trail Phase One	2,776	-2,776	0	0	0	0	0	0	0	0
P 18a Rhododendron Park Float Project Mitigation	17,664	-8,428	0	0	0	0	0	0	0	0
P 26 Twedt/Squires Float Modifications	19,879	-6,551	0	0	0	0	0	0	0	0
P 27 Tlahwadees Landing Park waterfront & mitig.	0	0	0	328,000	0	0	0	0	0	0
P 28 Log Boom Park	0	0	0	354,000	0	0	0	0	0	0
P 29 St Edward Ballfields EIS	88,250	17,946	0	0	0	0	0	0	0	0
P 30 Rhododendron Park Boathouse	14,500	0	0	0	0	0	0	0	0	0
P 32 Moorlands Park Lighting	0	0	0	0	5,000	10,000	60,000	290,000	23,000	0
Transfer to Parks Capital Fund to cover ee time spent on cip project										
transfer in excess of exp. To be paid back	233,696	66,809	0							
Subtotal - Transfers to Park Capital	400,000	67,000	52,347	706,000	5,000	10,000	60,000	290,000	23,000	0
Net Income/(Loss)	(\$295,316)	\$43,211	\$209,034	(\$442,000)	\$245,159	\$245,511	\$190,496	(\$35,184)	\$224,146	\$251,754
Transfer in from parks capital for overtransfer previous year			300,505							
Ending Cash Balance	\$295,198	\$338,409	\$847,948	\$405,948	\$651,107	\$896,619	\$1,087,115	\$1,051,931	\$1,276,078	\$1,527,832

## CITY OF KENMORE, WASHINGTON

Exhibit H

Transportation Impact Fee Fund Projection Worksheet  
For The Years 2023-2028

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DESCRIPTION	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
Beginning Cash	\$1,148,347	\$1,281,170	\$2,711,967	\$3,197,747	\$2,602,600	\$2,070,265	\$525,265	\$544,268	\$1,068,598	\$1,468,449	\$1,876,191	\$2,189,748
Revenues:												
Interest Earnings	16,115	42,148	55,643	25,330	12,907	15,000	5,253	5,443	10,686	14,684	18,762	21,897
Transp. Impact Fees	466,708	1,102,660	430,137	470,969	677,198	685,000	513,750	518,888	389,166	393,057	294,793	297,741
Total Revenues	\$482,823	\$1,144,808	\$485,780	\$496,299	\$690,105	\$700,000	\$519,003	\$524,330	\$399,852	\$407,742	\$313,557	\$319,642
Transfers Out for Transp.												
T 41 Juanita Ped & Bicycle Safety			0	227,918	1,221,440	2,200,000	0	0	0	0	0	0
T 42 68th Ave Ped & Bicycle Safety			0	0	0	0	0	0	0	0	0	0
T45 NE 153rd				93,464	0	0	0	0	0	0	0	0
T 46 NE 181st 65-67 Sidewalk	0	0		312,178	0	0	0	0	0	0	0	0
T48 Local Road Safety-Signing				8,413	0	0	0	0	0	0	0	0
T49 Local Road Safety - Lighting				1,981	1,000	0	0	0	0	0	0	0
NE 202nd Sidewalk*	0	31,750	0	51,716	0	0	0	0	0	0	0	0
NE 153rd Sidewalk	0	29,707	0	0	0	0	0	0	0	0	0	0
T 37 West Samm Bridge	0	2,553	0	395,776	0	45,000	500,000	0	0	0	0	0
Subtotal	\$0	\$64,010	\$0	\$1,091,446	\$1,222,440	\$2,245,000	\$500,000	\$0	\$0	\$0	\$0	\$0
pay back from Samm Bridge Fund	(\$350,000)	\$350,000			\$0							
Pay SOF for T42 (2022 \$1.3m)					\$0	\$0	\$0					
Net Income/(Loss)	\$132,823	\$1,430,798	\$485,780	(\$595,147)	(\$532,335)	(\$1,545,000)	\$19,003	\$524,330	\$399,852	\$407,742	\$313,557	\$319,642
Ending Cash Unreserved	\$1,281,170	\$2,711,968	\$3,197,747	\$2,602,600	\$2,070,265	\$525,265	\$544,268	\$1,068,598	\$1,468,449	\$1,876,191	\$2,189,748	\$2,509,390



**CITY OF KENMORE, WASHINGTON**  
**Strategic Opportunities Fund Projection Worksheet**  
**For The Years 2023 - 2028**

**REVENUES**

DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Projected	2024 Projected	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Investment Interest	20,743	38,258	42,706	24,155	12,307	13,000	4,730	3,998	3,757	3,795	3,833	3,871
Incubator Leases	36,433	35,062	-	-	-	-	-	-	-	-	-	-
Repayment from REET for Sidewalks	100,000	100,000	200,000	160,000	-	-	-	-	-	-	-	-
Transfer from Trans Impact Fees for T42	-	-	-	-	-	-	-	-	-	-	-	-
Transfer from General Fund	-	-	624,000	-	1,000,000	-	-	-	-	-	-	-
Farmer's Market Revenue	-	-	-	-	-	-	14,000	14,000	-	-	-	-
Repayment of Private Contributions for P-32	-	-	-	-	-	-	50,000	50,000	-	-	-	-
loan repayment fm pw shop fund	-	-	-	-	-	1,200,000	-	-	-	-	-	-
loan repayment fm park capital fund	-	-	-	-	250,000	-	-	-	-	-	-	-
Revenues	157,176	173,320	866,706	184,155	1,262,307	1,213,000	68,730	67,998	3,757	3,795	3,833	3,871

**EXPENDITURES**

Business Incubator Program	107,989	111,263	-	-	-	-	-	-	-	-	-	-
Advance of Private Funds for P-32	-	-	-	660,000	-	-	-	-	-	-	-	-
Air Quality/Emissions Consulting	-	-	-	-	50,805	-	60,000	-	-	-	-	-
Lakepointe Planned Action/Subarea Plan	-	-	-	-	65,365	-	-	-	-	-	-	-
Climate Action Initiative	-	-	-	-	-	34,298	-	-	-	-	-	-
DEI Plan and Implementation	-	-	-	-	-	99,195	-	-	-	-	-	-
Transfer to SWM Fund CAP Staffing	-	-	-	-	29,537	30,800	-	-	-	-	-	-
Transfer to Park Capital Projects	38,630	30,903	-	-	-	66,000	-	-	-	-	-	-
Transfer to Trans Capital Project T42	-	-	-	-	-	1,333,503	-	-	-	-	-	-
Interfund loan to PW shop fund	-	-	-	-	1,200,000	-	-	-	-	-	-	-
transfer to parks capital-land purch cozy inn	-	-	-	-	-	653,005	-	-	-	-	-	-
Property purchase Holt	-	-	-	-	-	1,000,000	-	-	-	-	-	-
Bastyr Clinic	-	-	-	-	-	-	10,000	-	-	-	-	-
Farmer's Market	-	-	-	-	-	-	82,000	82,000	-	-	-	-
Expenditures	191,649	142,166	0	660,000	1,345,707	3,216,801	142,000	92,000	-	-	-	-

Net revenues (enpenditures) (34,473) 31,154 866,706 (475,845) (83,400) (2,003,801) (73,270) (24,002) 3,757 3,795 3,833 3,871

Beginning Fund Balance \$2,172,681 \$2,138,208 \$2,169,362 \$3,036,068 \$2,560,223 \$2,476,823 \$473,022 \$399,752 375,750 \$379,507 \$383,302 \$387,135

Ending Fund Balance \$2,138,208 \$2,169,362 \$3,036,068 \$2,560,223 \$2,476,823 \$473,022 \$399,752 \$375,750 \$379,507 \$383,302 \$387,135 \$391,007

Exhibit J

## CITY OF KENMORE, WASHINGTON

King County Trail and Park Levy Projection Worksheet  
For the Years 2023-2028

DESCRIPTION	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
<b>Revenues:</b>												
Investment Earnings	1,898	1,432	2,863	1,315	365	2,696	1,698	2,394	3,142	3,992	4,910	5,843
Levy Revenues- Park (fund 303 park levy rev.)	52,105	51,515	57,079	153,920	155,107	155,000	155,000	155,000	155,000	155,000	155,000	155,000
Total Revenues	52,105	51,515	57,079	156,025	156,680	157,463	157,851	157,884	158,067	158,357	158,357	158,357

## To be Transferred Out for Parks :

P 1 Twin Springs Feasibility Study	28,269	12,261	0	0	0	0	0	0	0	0	0	0
P 2 Tolt Pipeline Trail Phase One	117,900	0	0	0	0	0	0	0	0	0	0	0
P 6 Moorlands Park Improvements	40,000	0	0	0	0	0	0	0	0	0	0	0
P 18a Rhododendron Park Float	149,000	0	0	0	0	1,839	0	0	0	0	0	0
P 28 Log Boom Park	0	0	0	0	0	100,000	60,000	60,000	50,000	40,000	40,000	40,000
P18a Mitigation				0	3,622	0	0	0	0	0		0
P26 Mitigation				0	840	0	0	0	0	0		0
P27 Squires park Improvements					0	300,000						
P30 Rhododendron Park				0	6,400	0	3,200	3,200	3,200	3,200	0	0
Transfer to General Fund for Operations (fm 303 to 001)			0	50,000		25,000	25,000	25,000	25,000	25,000	25,000	25,000
Subtotal- Expenditures	335,169	12,261	0	50,000	10,862	426,839	88,200	88,200	78,200	68,200	65,000	65,000
Net Income/(Loss)	(\$283,064)	\$39,254	\$57,079	\$106,025	\$145,818	(\$269,376)	\$69,651	\$69,684	\$79,867	\$90,157	\$93,357	\$93,357
Beginning Cash	\$339,211	\$56,147	\$95,401	\$152,480	\$258,505	\$404,323	\$134,947	\$204,598	\$274,282	\$354,149	\$444,306	\$537,663
Ending Cash Balance	\$56,147	\$95,401	\$152,480	\$258,505	\$404,323	\$134,947	\$204,598	\$274,282	\$354,149	\$444,306	\$537,663	\$631,020



# City of Kenmore, Washington



**PRESENTATION of the 2023-2028 Proposed Capital  
Improvement Program**

City Council Meeting of September 26, 2022

# Four Components of the Capital Improvement Program - \$86.2 million



**PARKS: 6 Projects**  
**valued at \$3,636,100**



**TRANSPORTATION: 11 Projects**  
**valued at \$21,473,827**



**SURFACE WATER: 7 Projects valued**  
**at \$11,566,290**



**City Facilities: 1 Project & debt**  
**service on loan \$49,524,691**

## PARK CAPITAL IMPROVEMENT PROJECTS

P1	• Twin Springs Park Phase I	\$111,300
P18	• Rhododendron Park Waterfront	\$50,000
P27	• Ħ' a Ħ <sup>w</sup> a d i s Park Waterfront	\$530,000
P28	• Log Boom Park Waterfront	\$320,000
P30	• Rhododendron Park Boathouse	\$32,800
P32	• Moorlands Field Lighting	\$2,592,000



PARK CAPITAL IMPROVEMENT PROGRAM PROPOSED FOR THE YEARS 2023-2028							
Project Description	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
P 1 Twin Springs Park Phase I	\$ 111,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,300
P 18 Rhododendron Park Waterfront (mitigation/monitoring)	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
P 27 ʒ' a ʒ' a d i s Park Waterfront & Natural Open Space	\$ 230,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 530,000
P 28 Log Boom Park Waterfront Access & Mitigation	\$ 60,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 320,000
P 30 Rhododendron Park Boathouse Pavilion	\$ 23,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ -	\$ -	\$ 32,800
P 32 Moorlands Field Lighting	\$ 5,000	\$ 10,000	\$ 70,000	\$ 734,000	\$ 1,773,000	\$ -	\$ 2,592,000
Total Project Costs	\$479,500	\$133,200	\$183,200	\$847,200	\$1,883,000	\$110,000	\$3,636,100
Funding As Proposed:							
Park Impact Fees	\$ 5,000	\$ 10,000	\$ 60,000	\$290,000	\$ 23,000	\$ -	\$ 388,000
Real Estate Excise Taxes	\$256,428	\$ 20,000	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 386,428
City Public Art Fund	\$ 3,572	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,572
City Swamp Creek Basin Funds	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 240,000
King County Park Levy	\$ 63,200	\$ 63,200	\$ 53,200	\$ 43,200	\$ 40,000	\$ 40,000	\$ 302,800
WA State Appropriation	\$111,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,300
Other Grants	\$ -	\$ -	\$ 10,000	\$444,000	\$1,750,000	\$ -	\$ 2,204,000
Total Project Funding	\$479,500	\$133,200	\$183,200	\$847,200	\$1,883,000	\$110,000	\$3,636,100

## TRANSPORTATION CAPITAL IMPROVEMENT PROJECTS

T 8	• SR 522 West B 57th to 61st	\$2,000,000
27	• Sidewalk Program	\$515,000
T35	• Pavement Preservation	\$4,950,000
37	• West Samm. Bridge	\$1,673,179
38	• Lower Swamp Creek Bridge Replacement	\$3,075,000
41	• Juanita Pedestrian & Bicycle Safety	\$687,925
42	• 68 <sup>th</sup> Ave Pedestrian & Bicycle Safety	\$305,745
44	• 61st Ave Sidewalk Replacement Project	\$4,969,265
T 207	• SR 522 Mid-block Crossing	\$42,500
T 244	• Burk-Gilman Trail	\$255,213
T 252	• ADA transition Program	\$3,000,000

<b>CITY OF KENMORE, WASHINGTON</b>							
<b>TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM</b>							
<b>PROPOSED FOR THE YEARS 2023-2028</b>							
<b>Project Description</b>	<b>2023 Proposed</b>	<b>2024 Proposed</b>	<b>2025 Proposed</b>	<b>2026 Proposed</b>	<b>2027 Proposed</b>	<b>2028 Proposed</b>	<b>2023-2028 Totals</b>
T 8 SR 522 West B 57th to 61st	\$ 250,000	\$ 250,000	\$ 1,485,000	\$ 15,000	\$ -	\$ -	\$ 2,000,000
T 27 Sidewalk Program /ADA	\$ -	\$ -	\$ -	\$ 315,000	\$ 100,000	\$ 100,000	\$ 515,000
T 35 Pavement Preservation	\$ 1,110,000	\$ 850,000	\$ 1,070,000	\$ 200,000	\$ 1,520,000	\$ 200,000	\$ 4,950,000
T 38 Lower Swamp Creek Bridge Replacement	\$ 35,000	\$ 15,000	\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 25,000	\$ 3,075,000
T 41 Juanita Dr Pedestrian & Bicycle Safety Improvements	\$ 687,925	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 687,925
T 42 68th Ave Pedestrian & Bicycle Safety Improvements	\$ 180,745	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 305,745
T 44 61st Ave Sidewalk Replacement Project	\$ 250,000	\$ 275,000	\$ 4,154,265	\$ 240,000	\$ 25,000	\$ 25,000	\$ 4,969,265
T-207 - SR 522 Mid-block crossing	\$ 42,500						\$ 42,500
T-244 Burk-Gilman Trail/NE 175th St. Wayfinding & Connectivity	\$ 255,213	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 255,213
T252 ADA Transition Program	\$ 500,000	\$ -	\$ 250,000	\$ 1,000,000	\$ 250,000	\$ 1,000,000	\$ 3,000,000
T 37 West Sammamish River Bridge Replacement	\$ 1,345,285	\$ 36,500	\$ 36,500	\$ 36,500	\$ 36,500	\$ 181,894	\$ 1,673,179
<b>Total Project Costs</b>	<b>\$4,656,668</b>	<b>\$1,451,500</b>	<b>\$7,245,765</b>	<b>\$2,081,500</b>	<b>\$4,481,500</b>	<b>\$1,556,894</b>	<b>\$21,473,827</b>
<b>Funding as Proposed:</b>	<b>2023 Proposed</b>	<b>2024 Proposed</b>	<b>2025 Proposed</b>	<b>2026 Proposed</b>	<b>2027 Proposed</b>	<b>2028 Proposed</b>	<b>2023-2028 Totals</b>
Transportation Impact Fees	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Real Estate Excise Taxes	\$ 2,576,379	\$ 610,000	\$ 515,000	\$ 1,405,000	\$ 950,000	\$ 1,200,000	\$ 7,256,379
Real Estate Excise Taxes-Sammamish Bridge	\$ 798,970	\$ 36,500	\$ 36,500	\$ 36,500	\$ 36,500	\$ 181,894	\$ 1,126,864
Surface Water Fund - other	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
KAPE	\$ -	\$ 280,000	\$ 870,000	\$ 150,000	\$ 970,000	\$ 150,000	\$ 2,420,000
Connecting WA	\$ 296,315	\$ 250,000	\$ 1,485,000	\$ 15,000	\$ -	\$ -	\$ 2,046,315
Move Ahead WA	\$ 50,000	\$ 137,500	\$ 3,087,500	\$ 225,000			\$ 3,500,000
WSDOT ped/bike	\$ 435,004	\$ 137,500	\$ 996,765	\$ -	\$ -	\$ -	\$ 1,569,269
W&W Bonds							
Other grants or funding	\$ -	\$ -	\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 25,000	\$ 3,025,000
<b>Total Project Funding</b>	<b>\$4,656,668</b>	<b>\$1,451,500</b>	<b>\$7,245,765</b>	<b>\$2,081,500</b>	<b>\$4,481,500</b>	<b>\$1,556,894</b>	<b>\$21,473,827</b>

# SURFACE WATER IMPROVEMENT PROJECTS

SW8	• 190 <sup>th</sup> St. Fish Passable Culvert	\$2,816,250
SW8	• Public Works Trust Fund Loan Repayment	\$489,900
SW17	• Little Swamp Creek Relocation Phase I	\$1,614,300
SW17	• Little Swamp Creek Relocation Phase II	\$4,765,840
SW20	• Small Works Projects	\$450,000
SW29	• Infiltration Tank Retrofit 61st/196 <sup>th</sup>	\$650,000
SW34	• Blueberry Creek Culverts	\$250,000
SW35	• Muck Creek Restoration	\$500,000
T44	• 61 <sup>st</sup> Ave Sidewalk Replacement Project	\$30,000

Project Description	2023	2024	2025	2026	2027	2028	2023-2028
	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Totals
SW 8 190th St. Fish Passable Culvert	\$ 2,816,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,816,250
SW 8 Public Works Trust Fund Loan 20 year Repayment	\$ 81,650	\$ 81,650	\$ 81,650	\$ 81,650	\$ 81,650	\$ 81,650	\$ 489,900
SW 17 Little Swamp Creek Relocation (Phase 1)	\$ -	\$ -	\$ 800,000	\$ 814,300	\$ -	\$ -	\$ 1,614,300
SW 17 Little Swamp Creek Relocation (Phase 2)	\$ -	\$ -	\$ -	\$ -	\$ 165,840	\$ 4,600,000	\$ 4,765,840
SW 20 Small Works Projects	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 450,000
SW 29 Infiltration Tank Retrofit at 61st Ave NE/NE 196th St	\$ -	\$ -	\$ 650,000	\$ -	\$ -	\$ -	\$ 650,000
SW 34 Blueberry Creek Culverts	\$ 50,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
SW 35 Muck Creek Restoration Project	\$ 100,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
T 44 61st Ave Sidewalk Replacement Project	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Total Project Costs	\$ 3,122,900	\$ 756,650	\$ 1,636,650	\$ 970,950	\$ 322,490	\$ 4,756,650	\$ 11,566,290
	2023	2024	2025	2026	2027	2028	2023-2028
Funding As Proposed:	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Totals
Public Works Trust Fund 20 Year 1.66% Loan (SW8)	\$890,000	\$0	\$0	\$0			\$890,000
General Facility Charge - fund 402	100,000	100,000	100,000	100,000	100,000	100,000	\$600,000
Reimbursement from Utilities	\$296,000	\$0	\$0	\$0	\$0	\$0	\$296,000
Surface Water Utility Funds - (401 to 402)	1,471,900	\$656,650	456,650	320,950	\$222,490	\$4,656,650	\$7,785,290
King County Flood Control District Resources	\$0	\$0	380,000	50,000	\$0	\$0	\$430,000
Conservation Grant (Property Acquisition)	\$365,000		390,070				\$755,070
Other Grants	\$0	\$0	309,930	500,000	\$0	\$0	\$809,930
Total Project Funding	\$3,122,900	\$756,650	\$1,636,650	\$970,950	\$322,490	\$4,756,650	\$11,566,290



<b>CITY OF KENMORE, WASHINGTON</b>							
<b>CITY FACILITY CAPITAL IMPROVEMENT PROGRAM</b>							
<b>PROPOSED FOR THE YEARS 2023-2028</b>							
<b>Project Description - Expenditures</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2023-2028</b>
	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Totals</b>
F 1 Public Works Shop Land Acquisition & Development	\$4,000,000	\$32,000,000	\$0	\$0	\$0	\$0	\$36,000,000
Consultant and Acquisition Costs.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F 2 Debt Repayment	575,604	2,588,817	2,589,568	2,590,067	2,590,318	2,590,317	\$13,524,691
<b>Total Project Costs</b>	<b>\$4,575,604</b>	<b>\$34,588,817</b>	<b>\$2,589,568</b>	<b>\$2,590,067</b>	<b>\$2,590,318</b>	<b>\$2,590,317</b>	<b>\$49,524,691</b>
<b>Funding As Proposed:</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2023-2028</b>
	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Totals</b>
Bank Note, 20 Years, 4.5% Interest	4,000,000	32,000,000	0	0	0	0	36,000,000
Transfer from SWM Fund	218,730	1,118,913	1,119,318	1,119,588	1,119,724	1,119,723	5,815,996
Transfer from REET	230,242	1,190,856	1,191,201	1,191,431	1,191,546	1,191,546	6,186,822
Transfer from Transportation Benefit District Fund	28,780	63,420	63,420	63,420	63,420	63,420	345,880
Transfer from Street Fund	69,072	152,208	152,208	152,208	152,208	152,208	830,112
Transfer from General Fund	28,780	63,420	63,420	63,420	63,420	63,420	345,880
<b>Total Project Funding</b>	<b>\$4,575,604</b>	<b>\$34,588,817</b>	<b>\$2,589,568</b>	<b>\$2,590,067</b>	<b>\$2,590,318</b>	<b>\$2,590,317</b>	<b>\$49,524,690</b>

## 2023-2024 BUDGET IMPACTS - \$49.8 million

### CIP: Total Capital Fund Expenditures

Parks \$612,700

Transportation \$6,108,168

Surface Water \$3,879,550

City Facilities \$39,164,421

### CIP: Total Capital Fund Resources

Impact Fees (Park, Transportation)
Real Estate Excise Tax
Park Grants
King County Levies
General & Street Fund
Public Art Fund
City Swamp Creek Basin Fund
Surface Water Utility Fees
Transportation Benefit District Fund
KAPE Funds
Federal Grants
State Grants
King County Flood Control District Grants
Reimbursements from Other Agencies
Public Works Trust Fund Loan
20 Year Note/bonds

**Next Steps:  
October 3, 2022:**

```
graph TD; A[Next Steps:  
October 3, 2022:] --> B[Public Hearing on the  
2023-2028 Capital  
Improvement Program]; A --> C[Adopt the 2023-2028  
Capital Improvement  
Program Ordinance];
```

**Public Hearing on the  
2023-2028 Capital  
Improvement Program**

**Adopt the 2023-2028  
Capital Improvement  
Program Ordinance**

This concludes the presentation portion  
of the  
2023-2028 Capital Improvement Program.

Thank You!  
Comments or Questions?