



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

City Council Mini Retreat

ON-SITE

Friday, January 20, 2023 - 5:30 PM - 9:30 PM

In addition, we try to provide access to the meeting virtually:

ZOOM LINK: <https://kenmorewa-gov.zoom.us/j/82500081943>

Or One tap Mobile: US: +12532158782,,82500081943#

Or Telephone Dial US: +1 253 215 8782

Callers please dial *9 to raise and lower hand

Webinar ID: 825 0008 1943

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

I. 5:30 PM CALL MEETING TO ORDER

Noted times for each topic are estimates. Once a topic is completed, the next topic will be addressed.

A. [5:35 PM] Retreat Overview and Ground Rules

B. [5:45 PM] Visual Work Plans and Docket Items

[2023 Work Plan - City Manager's Office](#)

[2023 Work Plan - Community Development](#)

[2023 Work Plan - Development Services](#)

[2023 Work Plan - Engineering](#)

[2023 Work Plan - Environmental Services](#)

[2023 Work Plan - Finance](#)

[2023 Work Plan - HR & DEIA](#)

[2023 Work Plan - Operations](#)

[2023 Work Plan - Police](#)

[Preliminary 2023 Docket and Work Program](#)

C. [5:55 PM] Diversity, Equity, Inclusion, and Accessibility (DEIA)

- Strategic Plan Development Schedule
- Juneteenth Event
- Human Rights Campaign Municipal Equality Index
 - <https://www.hrc.org/resources/mei-2022-see-your-cities-scores>
 - <https://www.hrc.org/resources/standards-for-credit-on-the-me>

[DEIA Strategic Plan Development Schedule - Memo](#)

D. [6:40 PM] Updates

- Review of Council Priorities
- Regional Aquatic Center Update
- The Bench Update
- Kenmore Village Phase II: Downtown Next Steps

[2023-2024 Council Priorities](#)

[The Bench Update - Memo \(revised 1/18\)](#)

[Kenmore Village Phase II: Downtown Next Steps - Memo \(revised 1/18\)](#)

- E. **BREAK**
- F. [7:40 PM] **Middle Housing**
- G. [7:55 PM] **Council Relations**
 City Council Meetings: Where's the Fun?
 June Retreat
- H. [8:30 PM] **Financial Condition of City (Impacts of Inflation)**
- I. **BREAK**
- J. [8:50 PM] **How will New Programs be considered this year**
- K. [9:00 PM] **Town Halls**
- L. [9:10 PM] **Swamp Creek Restoration**
- M. [9:20 PM] **Coffee with Council - remote or in-person**

II. 9:30 PM ADJOURN MEETING

Department: **City Manager**

	Team Lead	January
Town Square/Hangar Scheduling	NM/SB/CC	Hangar scheduling w
Diversity, Equity, Inclusion and Accessibility	All	
Police Contract Cities Oversight Committee	SL	
Implement Community Court	SL	First meetings of steering committee
Gun Buyback Program	BM/SL	
Art Policy and Mural Art (if time/priorities allow)	RK	Finish drafting city-wide art policy
Climate Action Plan	All	
Work on Climate Action Plan and Housing and Human Services funding package and related positions	RK/SL	present to City Council on 1/23
Back Our Businesses Promotion	SL/LC	winter promotions
Business Registration	SL/TM	Monthly data report; prepare business memo for KBA discussion
Bastyr University Relations	SL	work with Bastyr on clinic proposal
Business Relations/KBA/Chamber	RK/SL	KBA Strategic Planning Mtg; Business Acceleration Training; meet new Chamber director
Internal Staff Committees (website, records management, connect, etc.)	All	
Economic Development Approach	SL	vet new approach with key partners;
Port of Seattle ED Grant	TM/SL	Review BAP Program Scope for 20
Front Desk Reception	NM/SB/CC	
Target Zero - Education & Outreach	LC	Review Target Zero outreach program CH Vest Giveaway
Website Management	LC	Website Management Review subscriptions Launch Bang the
Website Maintenance (routine content updates, etc.)	LC/TM/NM	Annual Updates, Calendar planning
Digital Communications	LC	Gov Delivery listerv emails, press r
Newsletters (Digital and Printed)	LC	January E-News/Winter Quarterly Prep
Sound Transit 3 Project Engagement	RK	
TOD Project (ST & KC Metro)	SL	
State Legislative Agenda	RK/SL/TM	Legislative Send Off Event; Session Begins
Federal Delegation Relations	RK	draft federal lobbyist RFP
King County Exec/Council Engagement	RK/SL	Passenger ferry advocacy, etc.
Public Records Requests (PRR)	TM	2022 Year End PRR Report;

Arts of Kenmore Gallery	RK	
Policy Projects	RK/SL/JQ/GO	
King County Passenger Ferry	RK	
Lakepointe	SL	Regular check ins with developer
Leadership to the Organization	RK/SL	
Implement Expanded Leadership Team	LC/SL	Present idea to Leadership Team; create charter for this work
Council one on ones, Council agendas, etc.	RK/SL	
Administrative Support to the City Council	NM	
Records Management, Archiving & Destruction	All	Spring cleaning physical records continued
ARPA Business Assistance	JQ/GO	Work with student consultants from UWB; Grant Application opens; KBA collaboration
ARPA Catchup Learning and Childcare Support	JQ/GO	
ARPA Community Engagement and Work Plan Development and Implementation	GO/JQ	Continue to develop 4 programs and get community feedback as needed
ARPA Federal Reporting	JQ/SL	COMPLETED
Affordable Housing Development Proposal - Holt Property	SL/GO	Begin work on draft RFP
Affordable Housing Development Proposal - Shell Property - Plymouth Partnership	SL/JO	Work with legislative delegation on a legislative ask, if needed, to fully fund the project
ARPA Homelessness Response Pilot Program	GO/JQ	Contract begins with consultant
ARPA Human Services	GO/JQ	Evaluating the landscape
Aquatic Center Feasibility Study	GO/DB	Issue RFP to hire feasibility study consultant
Regional Crisis Response Program Launch	SL/GO	Serve on board of new RCR entity; and prepare for RCR Program's Mar
North King County 24/7 Triage Center	SL/GO	Prepare for press conference
Lead Space Planning Committee	SL/NM	Finalize space plans and present at J
Support WCMA and NWWLA	SL	WCMA Executive Board work

Civics 101 Video Course	LC/GO	Outline finalized
Council Meeting Setup and Support, Agendas, Minutes	AW/MK	
Contract, Ordinance, Resolution Management	AW/MK	
Records Management - Update of archiving and destruction schedule	AW/MK	
Records Management - File Clean up and organization	AW/MK	
Agenda Preparation and Agenda Bill Review	AW/MK	
Human Services Contract Mgt	AW/MK	
Web page Updates: Council, Finance, Police	AW/MK	
STORE Committee	AW/MK	
Records Management procedures/policies	AW/MK	
Risk Management - Process Claims	AW/MK	
Work Study Program	AW	

LEGEND	
= Highest Peak Workload	
= Substantial Workload	
= Less But Steady Workload	

nager's Office

2023 Work Plan

February	March	April
will be taken over by Public Works Ops sometime in 2023		
e; committee to conclude its work in March/April		Steering committee presents its reco
Obtain public input on the policy; RFQ for 181st Wall Mural	Art Policy Adoption	181st Wall Mural Artist Selection
revise based on Council feedback	Advertise and recruit for the position	Interview applicants and select candidates
		Farmers Market promo
ss registration program expansion	Monthly data report; if recommended by the KBA, proceed with Chamb	
funding options, strategic plan, and master plan update		
Monthly meetings; Business Acceleration Training; present strategic planning options for KBA consideration	Quarterly communications outreach highlight KBA businesses; Monthly planning work	
unveil at Feb KBA meeting	continue to meet with key business partners as we fully implement our n	
23	Report Expenses BOB Winter Q1	
Review Target Zero outreach program CH Vest Giveaway	Daylight Savings Time CH Vest Giveaway	Trail Safety Messaging CH Vest Giveaway
Website Management Bang the Table	Website Management Accessibility Review	Website Management Team training
/updates	On-going content updates & revisions, external product review	
releases, social media accounts; Facebook, Twitter, Instagram		
February E-news/ Winter Quarterly released	March E-News	April E-News Spring Quarterly Prep
		Prep for Leg Wrap-up Event
Federal lobbyist RFP	Federal lobbyist selection	Advocate for CAP grants, HHS gra

Tour of walkable city developments		Development agreement, consent dec
Revise charter and present idea at All-Staff meeting	Recruit members	First Expanded Leadership Team meeting
Relocate staff & physical records		
Work with student consultants from UWB; Grant Application closes	Work with student consultants from UWB; Potentially Awarding Grants	Begin enacting plan created in collaboration with UWB students.
Identify priorities and locations	Issue RFP	Select Contractor
Continue to develop 4 programs and get community feedback as needed	Continue to develop 4 programs and get community feedback as needed	Continue to develop 4 programs and get community feedback as needed
	Evaluate for requirement	Evaluate for requirement
Work on draft RFP	Finalize RFP, discuss financial package and possible sources	RFP open; hold applicant briefing s
Continue working with legislative delegation	Continue working with legislative delegation	Work with Plymouth to apply for service funding and also manage the LIHTC credit program
Contract oversight	Contract oversight	Contract oversight
Issue RFP	Select Contractor	Contract oversight
RFP open	RFP open	RFP closes; review and select consultant
executive board and regional committee work to hire executive director rch launch		
Hold press conference and implement next steps		
an all-staff meeting; work with committee to oversee moves and winter/spring cleaning to happen through th		
February WCMA retreat	Spring conference in Fairbanks	Open NWWLA application process

content creation/editing, create online course	content creation/editing	content creation/editing

May	June	July
Finalize Strategic Plan		
Recommendations to the City Council		
Assist King County Sheriff's Office with Gun Buyback Program event in Kenmore (event date TBD)		
	181st Wall Mural Installation	181st Wall Mural Installation
Onboarding		
Farmers Market Promo	Farmers Market/Small Biz	Farmers Market/Small
er and City Council presentations and implement expansion of business registration program		
	Extend ballfield lease	
meetings; Business Acceleration Training; implement KBA strategic		State of the City; Monthly meetings
New Economic Development Approach throughout the rest of 2023		
Summer Bike Safety CH Vest Giveaway	Summer event booth outreach CH Vest Giveaway	Summer event booth outreach CH Vest Giveaway
Website Management Bang the Table Renewal	Website Management 3 year review since launch - goal setting	Website Management
	Accessibility review of department pages	
May E-News/ Spring Quarterly released	June E-News	July E-news/ Summer Quarterly Prep
Legislative Wrap-up Event; Session Ends		
nts, sidewalks, Kenmore Air, and community projects		
Prepare data for JLARC reporting	File PRA Data Report to JLARC	Required PRA Staff Training

I. B. Visual Work Plans and Docket Items

ree discussions, temporary use permit, etc.		
Continue to develop 4 programs and get community feedback as needed	Continue to develop 4 programs and get community feedback as needed	Continue to develop 4 programs and get community feedback as needed
essions and tours of the site	RFP closes by end of June; begin to review partnership and design proposals	Select proposal and develop proposal package
Work with legislators, partners and others to finalize funding package and options including AHAH if needed/requested	Finalize funding package and identify all funding sources	Plymouth works with Development Services to finalize all needed permits, Development Agreement and construction plans
Contract oversight	Contract oversight	Contract oversight
Contract oversight	Contract oversight	Contract oversight
Consultant launches work		
e spring		
Respond to applicant questions	Convene Committee and select cohort	

content creation/editing	content creation/editing	content creation/editing

August	September	October
181st Wall Mural Installation		
		bring funding and staffing plans to City Council
Farmers Market/Small		Grant paperwork completed
	Monthly data report	Monthly data report
Quarterly communications outreach highlight KBA businesses; Monthly meetings; implement KBA strategic plan		
Report Expense BOB Q2&Q3	Report Expenses FM Promo Q2-Q3	Report Expns Bob, Photogr 2023
National Night Out/ Back to school safety CH Vest Giveaway	Street Running Safety/ Booth at 5k CH Vest Giveaway	Walk to School Day/Halloween Safety CH Vest Giveaway
Website Management	Website Management	Website Management
	On-going content updates & rev	
August E-news/Summer Quarterly released	September E-News	October E-News Fall Quarterly Prep
	prepare prelim draft Leg Agenda	

	Organize Winter Market at Hangar	Organize Winter Market at Hangar
Continue to develop 4 programs and get community feedback as needed	Continue to develop 4 programs and get community feedback as needed	Continue to develop 4 programs and get community feedback as needed
Prepare to bring full affordable housing partnership and proposal package to Council for approval	Seek Council approval on partner and proposal; submit proposal and package to any applicable funds in the annual State and County funding cycle	begin work on 2024 affordable housing funding proposals
Work with Council to transfer ownership of property to Plymouth	Ceremony to break ground on the project	Construction begins
Contract oversight	Contract oversight	Contract oversight
Contract oversight	Contract oversight	Contract oversight
Attend WCMA Summer conference where will begin term as WCMA President		

content creation/editing, promotion	Release first set of videos publicly, promotion	promotion

November	December
Monthly data report	Monthly data report
Planning work	
Prepare & Submit final report	
Daylight Savings Time CH Vest Giveaway	Winter Storm Safety CH Vest Giveaway
Website Management 2024 contract review	Website Management 2024 contract renewal
Visions, external product review	
November E-News Fall Quarterly released	December E-News
Brief Leg Delegation	Begin plans for Send Off Event

	Evaluate first year of the Expanded Leadership Team
Organize Winter Market at Hangar Winter Market	
Continue to develop 4 programs and get community feedback as needed	Continue to develop 4 programs and get community feedback as needed
begin work on 2024 affordable housing proposal	begin work on 2024 affordable housing proposal
	Work with ARCH and City Finance Team to prepare for interfund transfers to fund construction in 2024
Contract oversight	Contract oversight and evaluation
	Contract oversight and evaluation
Consultant concludes work	Present consultant report to Council
	24/7 crisis clinic to open its doors by the end of the year
Host WCMA Board Retreat at Kenmore City Hall	

	acknowledge first set of graduates

Project
Comp Plan/Development Regs (docket)
continue work on "missing middle" housing regs, focus on public participation (2021 docket item, continue in 2022)
TOD regulations (2021 docket item, continue in 2023)
Regs for small houses on small lots, (2023 proposed docket if time allows)
Misc regs to support more housing (2023 proposed docket if time allows)
Update the Transportation Element of the Comp Plan (2022 docket item, continue in 2023)
Update the Surface Water Element of the Comp Plan (2023 docket item proposed)
Update the Economic Development Element of the Comp Plan (2023 docket item proposed)
Update the Public Service and Utilities Element of the Comp Plan (2023 docket item proposed)
Update the Utilities Element of the Comp Plan (2023 docket item proposed)
Add a Climate Change Element to the Comp Plan (2023 docket item proposed)
Update the Community Design Sub-Element of the Comp Plan (2023 docket item proposed)
Update the Downtown Sub-Element of the Comp Plan (2023 docket item proposed)
Amend the Housing Element to reflect new regional directives as needed (2023 docket item proposed)
Policy and Strategy
Housing Affordability Internal Staff Team
Lakepoint Internal Staff Team
ST3 Stride BRT Internal Staff Team
Aquatic Center Feasibility Study Internal Staff Team
Bench Property - Cozy Inn demolition
Bench Conceptual Plan Development
Conceptual Plan Development for MMH (NUD and Fire District property)
Public Art Policy
Park Capital Projects
P-1 Twin Springs Park: Phase 1 Project (park opening)
P-18 Rhododendron Park Park Sign Replacement
P 30: Rhododendron Park: Boathouse
P 28 W&W Log Boom Park: Waterfront Improvement Project
P31 Squires Landing Park: Park Land Acquisition Park Opening (192nd property)
P 27 W&W Squires Landing Park, TI' awh-ah-dees (λ' a Xw a d i s) : Waterfront Improvement Project
Other Projects
KWAC Contract (Squires Landing Park, TI' awh-ah-dees (λ' a Xw a d i s))
NSD Lease Agreement for Rhododendron Boatshed Use & NSD Agreement with Pocock for Rowing Programming
Squires Landing Park TI' awh-ah-dees (λ' a Xw a d i s) Interpretative signage coordination with the Heritage Society

Squires Landing Park Tl' awh-ah-dees (ł' a Xw a d i s) native plant markers coordination with the Heritage Society
Native American Art (Squires Landing Park Tl' awh-ah-dees (ł' a Xw a d i s)) coordination with artist and Heritage
Veterans Memorial (City Hall) coordination with the Heritage Society
Hiring and training new staff (senior planner, part-time admin specialist, part-time clerk)
Emergency Management
Grants
2019 RCO Grant Award for Log Boom Park Waterfornt Improvement Project (\$470,575)
2019 RCO Grant Award for Squires Landing Tl' awh-ah-dees (ł' a Xw a d i s) Waterfront Improvement Project (\$7
2020 King County Conservation District Grant (\$198k): Squires Landing Tl' awh-ah-dees (ł' a Xw a d i s) Waterfron
2019 State Appropriation Award (\$151,900) for Twin Springs Phase 1 Project
2020 King County Waterworks Grant (\$50k) for Squires Landing Tl' awh-ah-dees (ł' a Xw a d i s) Waterfront Proje
2020 State Appropriation Request (\$908,460) Squires Landing Tl' awh-ah-dees (ł' a Xw a d i s) Waterfront Project
2021 King County Waterworks Grant (\$50k) Squires Landing Tl' awh-ah-dees (ł' a Xw a d i s) Waterfront Project
2022 thru 2027+ Rowing Foundation Fundraising for Rhody Boathouse Budget Shortfall
2021 King County Conservation District Squires Landing Tl' awh-ah-dees (ł' a Xw a d i s) Waterfront Project (\$15k
2022 King County Conservation District Squires Landing Tl' awh-ah-dees (ł' a Xw a d i s) Waterfront Project (\$15k
2022 Port Grant (\$48,100) for Business Assistance and Tourism Promotion
2022 State Dept of Commerce Grant for missing middle housing (\$170,000)
2022 State Dept of Commerce Grant for comp plan update (\$62,500)
Working with Other Agencies
ARCH: Staff committees. Attending ARCH Board Meetings as needed.
PSRC: Review/Comment on Regional Plan Updates
State Legislature: Review/Comment on Proposed Legislation
** Staff recommended docket items, Council approves Jan/Feb 2022
Highest peak workload
Substantial workload
Less steady workload
DB: Debbie Bent, Community Development Director
LA: Lauri Anderson, Principal Planner
RS: Rob Sayre-McCord, Parks Project Manager
MC: Maureen Colaizzi, Parks Project Manager
PC: Planning Commission
GO: Garrett Oppenheim, Assistant to the City Manager
JG: Jennifer Gordon

Community Development
2023 Work Plan

Team	Jan	Feb	Mar	Apr
LA/DB	council approves docket	review policy/codes	public engagement and code develop	
LA/DB	council ordinance	adoption		
LA/DB	council approves docket			
LA/DB	council approves docket			
LA/DB	council approves docket	PC review		
LA/DB	council approves docket	PC review		
LA/DB	council approves docket	PC review		
LA/DB	council approves docket	PC review		
LA/DB	council approves docket	PC review		
LA/DB	council approves docket	PC review		
LA/DB	council approves docket	PC review		
LA/DB	council approves docket	PC review		
LA/DB	council approves docket	PC review		
LA/DB	council approves docket	PC review		
LA/DB	team meetings, providing data, review draft documents etc.			
LA/DB	team meetings, providing data, review draft documents etc.			
LA/DB	team meetings, providing data, review draft documents etc.			
GO/DB	RFP issuance and consultant selection			complete feasibility
DB	Develop Bid docs	bid process/contract award		coordinate with c
DB	Council retreat, present consultant finding			
DB				provide concepts
GO/DB	oversight and review documents etc.			
RS/MC	permit review			bid process/contr
RS/MC				
RS/MC	contract and building sign install		plant mitigation/monitoring	
MC	construction and grant closeout		plant mitigation/monitoring	
MC	fence install			
MC	construction			
RM/DB	Develop final contract for council authorization			
RS/RM	Address funding issue/manage contract transfer to RM in May			rowing programs
MC	MOU approval	design and sign installation		

[illegible]

May	June	July	Aug	Sept	Oct
ment					
					prepare bac
					council revi
					council revi
					council revi
					council revi
					review
					council revi
					council revi
					council revi
					council revi
ity study					
demo of buildings for public workshop					
to assist with	MMH public outreach				
act award	construction		closeout		
		design/bid specs		bid/contract/sign installation	
park opening	project closeout				

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Department: **Development Services**

2023 Work Plan - updated 12/2022

	Team Lead	January
Day-to-day Work Load:		
General Permitting Inquiries	Team	
RASKC & PAWS Licenses (Animal Control)	Reception	
Permit Intake/Management	KH/PC	
Development Review Meetings (pre-apps, pre-cons, and pre C-of-O meetings)	Team	
Permit & Project Reviews	Team	
Inspections	MS/LL/CI	
Financial Guarantee Monitoring	MQ/RR/TJ	
Day-to-day Code Enforcement	BB	
Public Records Requests	MQ	
Land Use Notices	RR	
Cooperative Nuisance Odor Complaints	BB	PS
Service Requests	MQ/BB	
Development Projects		
Kenmore Urban Townhomes	SL	Engineering
ST3 Park and Ride / TOD	SL	
Balbirnie Townhomes	TJ/LL	Engineering (Site Work)
Lakepointe	SL	
Inglemoor H.S. Master Plan	RR / SL	
Beechwood II multifamily	RR	Land Use
25 Degrees multifamily	SL	Engineering Permits
Plymouth Affordable Housing Project (Shell)	SL	D
Holt Affordable Housing Project	SL	
Code Revisions		
Annual Fee Resolution	KH	
Building Code	TP/LL	
Property Maintenance Code	BB	
Public noticing for outdoor encampments	SL	
Parking (near transit)	SL	
Adjust "family" definition (zoning code)	RR	
Replace "marijuana" with "cannabis" (DEI)	RR	
Nonconformance code clean up (1 year)	SL	
Signs - temporary displays	SL	
Tree Regulations ("List 2")	SL	Council Retreat
Special Projects		
Tree Canopy Assessment	RR	PlanItGeo GIS
Permit Tracking Software (TRAKiT) OTC Permits Automation and Enhancements	MQ	
MBP Steering Committee	SL	
ECheck - MBP & TRAKiT	MQ	

Hiring & Training: SPC	SL	Hiring
Hiring & Training: PC	SL	
Hiring & Training: CI	SL/TJ	Hiring
Records Management Plan	MQ	Outline
Space Planning & Records Retention	MQ/SL	Move files for i
MyBuildingPermit.com Program Team	KH	
Internal Staff Committees	Team	
Expired permits	LL	
DEI Forms Update	SL	Inve
Development Services Procedures	SL	
RASKC & PAWS	SL	
Climate Action Plan	Team	
Diversity Equity and Inclusion	Team	
NUD Franchise Utility Permits	KH/TJ	C
NFD Station 54 Temporary Use	SL	

BB = Bridgit Baker

TJ = Thomas Joachimides

LL = Lukasz Lisowski

MQ = Maura Query

MS = Mark Schwarzwalter

SL = Samantha Loyuk

RR = Reilly Rosbotham

TP = Tom Phillips

KH = Kendra Hixenbaugh

PC - Permit Coordinator (PTE)

CI = Construction Inspector (FTE)

Legend:

Vacant position

Vacant position

Vacant position

[illegible]

I. B. Visual Work Plans and Docket Items

Training			
Hiring	Training		
Training			
Incoming desks	Records archiving		
Committee			
Procedure		Notification	
Inventory, procedure, charter			
Continue documenting procedures			
Coordination with NUD		Mybuildingpermit.com setup for new	

= Highest Peak Workload
 = Substantial Workload
 = Less Steady Workload

June	July	August	September
Emails, Phone calls, and Meetings			
On-going license processing			
On-going permit processing			
Meetings held at pivotal points			
On-going permit review			
On-going inspections			
financial guarantees			
Steady year round			
Steady year round			
Steady year round			
Development Agreement			
Engineering Permit Review		ENG Inspections	
Building Inspections			
view	Inspection		
	Pre-Application Review		
Adoption in July			
Adoption in July			
		SEPA & Commerce	
		SEPA & Commerce	
		SEPA & Commerce	
		SEPA & Commerce	
Appeal			
	MBP, TRAKiT, and IT coordination		Rollout
ation	Rollout of Echeck		Adjustment

6 month eval		
6 month eval		
6 month eval		
	Finalize location of records (filing	
tee meetings, annual forums & system maintenance		
Update Forms		
new permit type	Begin accepting new permit type	
Discussions with Fire Department		Result

[illegible]

g cabinets)	
Maintenance	
Maintenance	
Contract renewal	
s to Council (renewal or not)	

Engineering Department

2023 Work Plan

Non-Capital

November 9, 2022

Less Steady Workload

Substantial Workload

Highest Peak Workload

Council +

Project		Lead	Support	Jan	Feb
Pavement Management Update		TBG	TB		
Service Requests - Traffic		TBG	Intern		
Traffic Calming Program		TBG	Intern		
Annual Counts program		TBG	Intern		
Crash Data Maintenance & Analysis		TBG	Intern		
Local Road Safety Plan		TBG	Intern		
Photo Enforcement Program		TBG	JV		
Arterial Speed Limit Changes		TBG	JV		
Alternate Modes of Transportation Analysis (Bike share and the like)		TBG	JV		
Capital Projects Management		TB, KV	JV, AC		
Pedestrian Facilities Plan		JV			
Project Management toolkits		JV	AC		
Municipal Code Update - Title 12 Roads and Bridges		JV	JS		+
Municipal Code Update - Title 13 Utilities and Public Works		JV			
Municipal Code Update - Title 10 Vehicles and Traffic		JV	TBG		
Transportation Improvement Plan		JV			
Oversight of Capital Projects		JV			
Budget		JV			
Road Standards Management		JV	AC		
Transportation Comp Plan		JV	TBG		+
ADA Transition Plan Management		JV	AC		
Capital Improvement Plan Update		JV	KV/TLB		
Grants		JV	KV		
Interagency Coordination (Sound Transit 3, committees, WSDOT)		JV	TBG/KV		
Lakepointe Development		JV	TBG		
Franchise Right of Way Permit Review		JS	JV		
Franchise Right of Way Permit Inspection		JS			
Right of Way Code Compliance		JS	AC		
Permitting Process and Procedures		AC/JS	JV		
Franchise Right of Way Permit Coordination		AC	JS		
Contracting/Invoicing		AC			
General Administrative support		AC			
Website		AC	Everyone		
Records Management		AC	Everyone		
City Committees		All			
Diversity, Equity, and Inclusion		ALL			
Climate Action Plan		JV	All		

AC	Amber Clifton	TBG	Tobin Benett-Gold
JV	John Vicente	TB	Terri Bielenberg
KV	Kent Vaughan	JS	Jarrett Smith

[illegible]

Public Works
Environmental Services Division
Annual Workplan

Project	Lead	2022			
		December			
		5	12	19	26
Surface Water Service Requests					
Routing	SR				
Investigation, response, follow-up, close	CP, AS, RS				
Cityworks					
Administration	RS				
Work Order System Update for Public Works	AS				
Locate Services Module Upgrade	SR/RS				
Updated GIS Integration	RS				
Utility Locates					
Intake & Routing	SR				
Field Marking	CP, AS, ET				
Aquatic Weed Program					
Survey	RS				
Treatment - Advertise	RS				
Treatment - Implement and Monitor	RS				
Post-Survey	RS				
NPDES Permit Administration/Management					
Permit Annual Reporting	RS				
Stormwater Planning (NPDES S5.C.1)					
Coordination with Long Range Plan Updates	LA, RS				
Low Impact Development Barriers Analysis (Annual)	RS				
Stormwater Management Action Planning - Watershed Inventory	RS				
Stormwater Management Action Planning - Prioritization	RS				
Develop Stormwater Management Action Plan	RS				
Education and Outreach (NPDES S5.C.2)					
Puget Sound Starts Here	CP				
Summer Activities	RS, CP				
Summer Concert Series	CP				
Movie Night Out	CP				
Farmer's Market	CP				
Behavior Change Program (Regional Dumpster Program)	RS, CP				
Implementation of Program (Began April 2021)	CP				
Evaluate and Report	CP				
Stewardship Program	RS, CP				
Organized Events with Local Groups	CP				
Media Outlet Updates	CP, SR				
Social Media Updates	CP, SR				
Monthly E-News	CP, SR				
Friday Letter	CP, SR				
Quarterly Printed Newsletter	CP, SR				
Web Updates	CP, SR				
Annual ESD Report	RS				
Public Involvement and Participation (NPDES S5.C.3)					
Public Opportunities for Public Involvement with SMAP and SWMP	RS				
Post SWMP Plan and Annual Report on Website	RS				
Mapping/GIS Updates (NPDES S5.C.4)					
Update New SWM Features	AS				
Map All Known Connections From Private Systems	AS				
Illicit Discharge Detection & Elimination (IDDE) (NPDES S5.C.5)					
Field Screening	AA				
Investigation/Response	ESD				
Development & Construction (NPDES S5.C.6)					
Adopt Updated Codes/Standards (Manual)	RS				
Project Tracking/Reporting (Bi-Monthly Trakit Update)	SR				
Training	RS, AS				

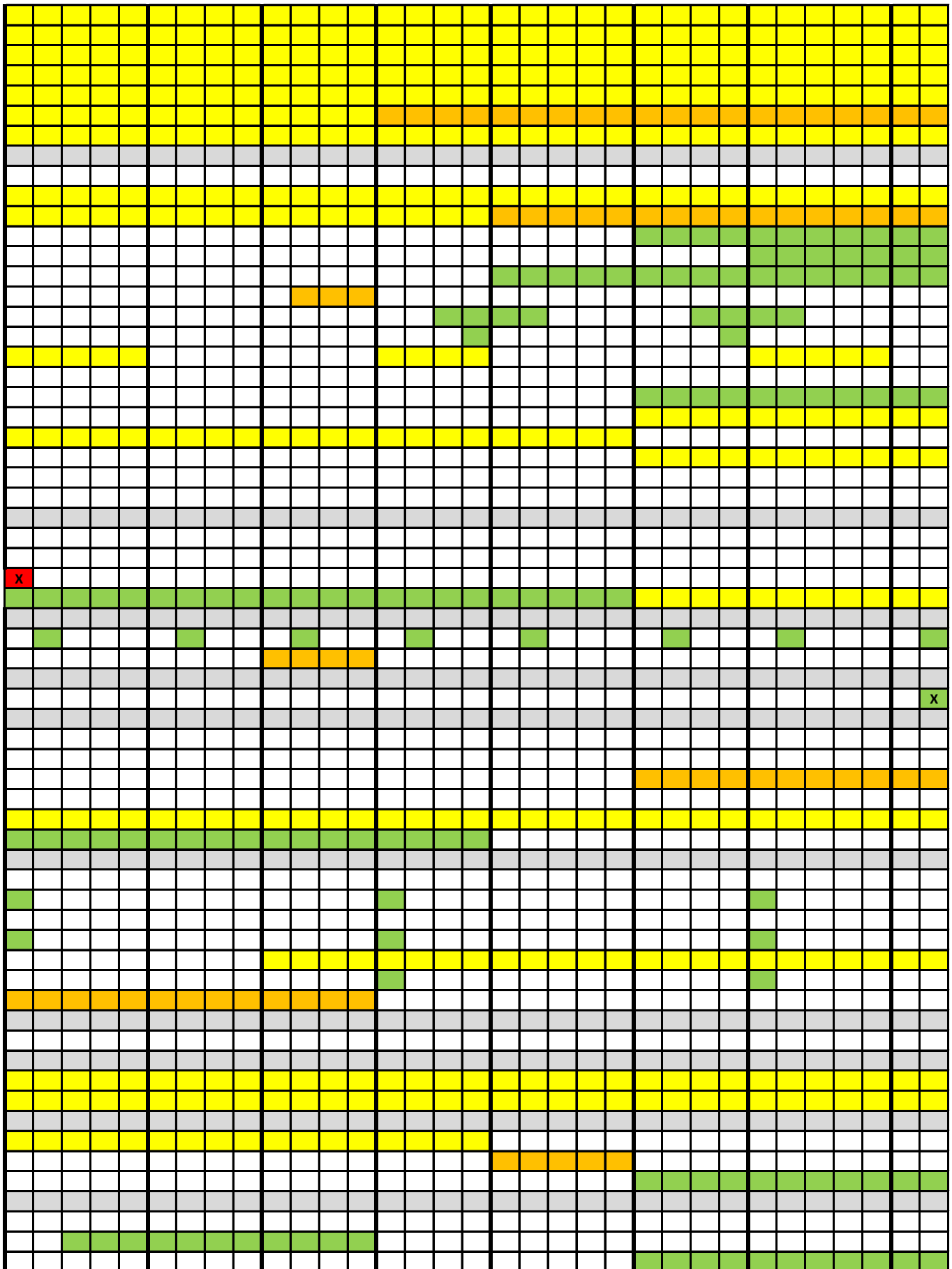
Plan Review	DRE, AS				
New Const Inspection	DRE, AS, CP, ET				
Performance Bond Inspections	DRE, AS, CP, ET				
M/D Bond Inspections	DRE, AS, CP, ET				
Ongoing Inspections (i.e. ESC)	DRE, AS, CP, ET				
Completed Private Facility Inspections	AS, CP, ET				
Completed Private Facility Enforcement	AS				
Operations and Maintenance (NPDES S5.C.7)					
Public Facilities					
Public Facility Inspections	CP, NH, AS				
Public Facility Maintenance Work Orders	CP, NH, AS				
Conveyance Inspections	AS, SH				
ROW Conveyance Maintenance	AS, CP, ET				
Seasonals - Mowing					
Hire Seasonals	RS, Ops				
Mowing Rounds (Target 3 Rounds)	Ops				
Inspections	CP				
Routine Sweeping Work (Contract)	RS,Ops				
Vactor Contract	RS				
Conveyance System Maintenance (CB Cleaning)	CP				
Facility Work	CP				
Other Work	ESD, Ops				
Contracted Maintenance Support Work	RS				
OMPPM Update					
Permit Deadline	RS				X
Source Control Program Development (NPDES S5.C.8)	RS				
Adopt Ordinance requiring source control	RS				
Establish Business Inventory	RS				
Develop Source Control Program (Including Inspection, Enforcement, & Training)	RS				
Implement Program	AS, CP				
Total Max Daily Load (TMDL) (NPDES APPENDIX 2)					
Monthly Sampling	CP				
Reporting					
Monitoring and Assessment (NPDES S8)					
Annual Payments	RS				
SWM Fund/Budget					
Budget Review/Update	RS				
SWM Fee Update - Send To King County	RS				
SWM Fee Impervious Area Update - Property updates	AS				
SWM General Facilities Charge Review/Updates	RS				
Invoice tracking & management	SR				
SWM Fee Analysis (Consultant Assistance)	RS				
Stream Monitoring					
Swamp Creek					
Calibrate Equipment	CP				
Trib 0056					
Calibrate Equipment	CP				
Set up New Site at Squire's Landing					
Calibrate Equipment					
Update Telemetry Program (Consultant)	RS/CP				
Air Quality Monitoring (Continue with MS & Look into other technologies such as Purple Air)					
TBD (Pending Resources)	RS				
SWM Legal					
Public Record Requests	SR				
Inquiries/Claims/Case Review/Coordination	RS				
Side Sewer Line Repair Program SSLRP					
Identify Projects/Design	RS/AS				
Advertise/Contract	RS				
Construction	AS				
Capital Projects					
SW-8 190th/61st Culvert Replacement	TB/RS				
Advertise	TB				
Construction	TB				

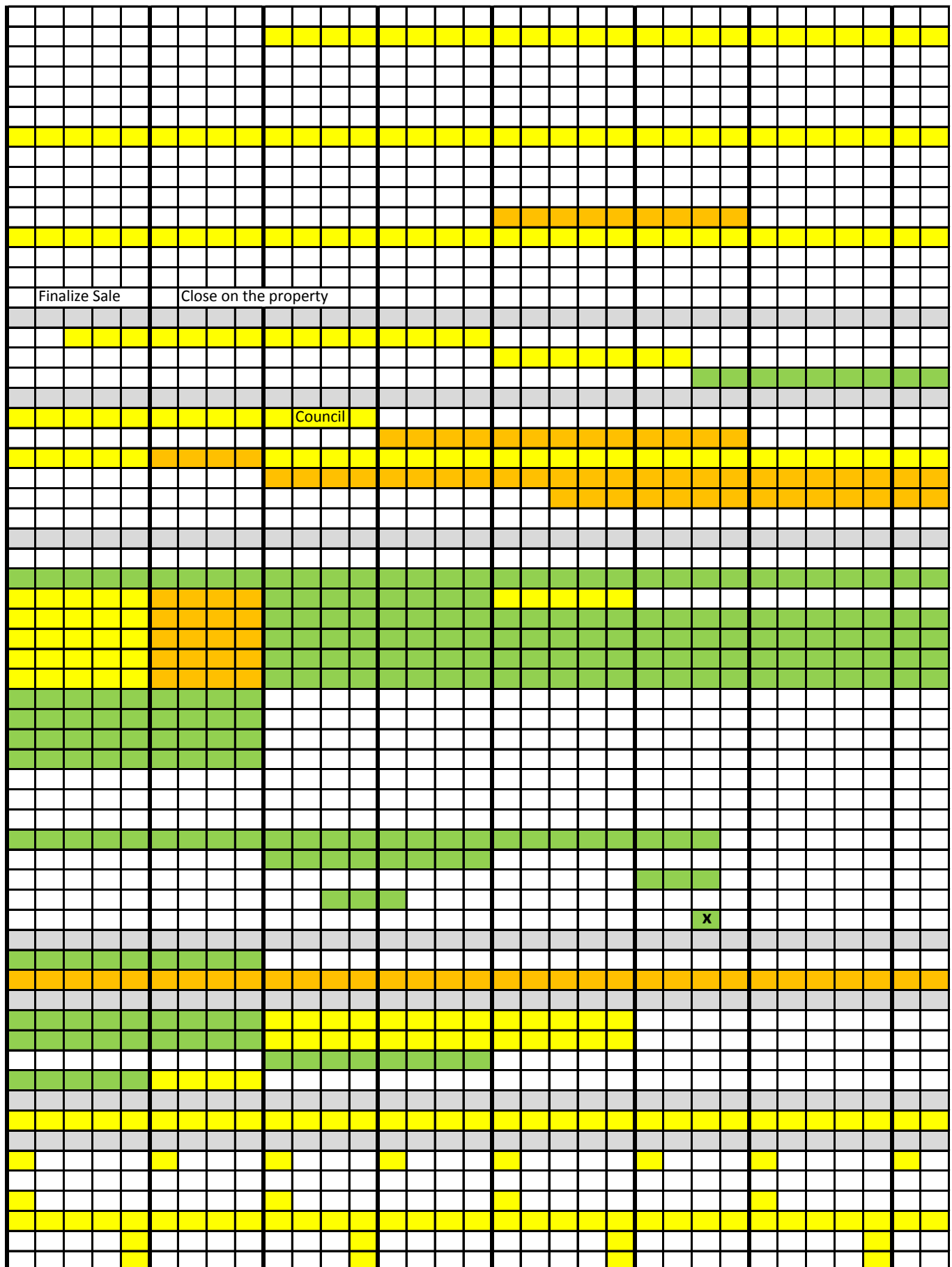
SW-34 Blueberry Creek Culvert	RS					
Design	RS					
Advertise/Contract	RS					
Construction	RS					
SW-35 Muck Creek Restoration	RS					
Acquisition	RS					
Design	RS					
Advertise/Contract	RS					
Construction	RS					
F1 - Public Works Facility Site Acquisition & Development	RS/JG					
Demolition	RS/JG					
Design	RS/JG					
Advertise/Contract	RS/JG					
Construction	RS/JG					
61st Avenue Property Acquisition						
SW-20 Small Works						
Design	RS/AS					
Advertise/Contract	RS					
Construction	AS					
Reports/Studies						
Stream Culvert Assessment (w/ Council Presentation)	RS					
Swamp Creek Channel Assessment for Restoration Potential	RS					
Retrofit Analysis (for aging SWM facilities)	RS					
SW Master Plan Update/SW Element Update	RS					
Tributary 0057 Analysis (possible update)	RS					
Safe Salmon Certification (Pending Resources)	RS					
Climate Action Plan						
Develop & Adopt CAP - DONE						
Implement	RS,SR					
Hire CAP Manager	RS					
Apply for CAP Grants	CAP Mgr					
Assess Resources and Establish Partnerships	CAP Mgr					
Develop Staffing and Funding Package	CAP Mgr					
Implement Key CAP Actions						
Update GHG Inventory	RS,SR					
Conduct Inventory	RS,SR					
Final Inventory Report	RS,SR					
Council	RS,SR					
Climate Action Element Comp Plan	RS,SR					
Grant	RS,SR					
Advertise/Hire Consultant	RS,SR					
Develop Element	RS,SR					
Planning Commission	RS,SR					
City Council	RS,SR					
Public Hearing	RS,SR					
Adoption	RS,SR					
GIS Program						
Hire GIS Analyst	RS					
Develop GIS programs, onboard analyst	RS					
Department Staffing						
Hire ESD Technician	RS					
Hire GIS Analyst	RS					
Hire CAP Manager	RS					
Transition ESD Senior Technician into new role	RS					
Diversity, Equity, and Inclusion						
DEI Implementation	RS					
Regional Coordination						
King County-Cities Climate Collaboration (K4C) Representation	SR, CM					
ICLEI	SR, CM					
WRIA 8	RS					
King County Sammamish River Capital Investment Strategy (KC, Forterra, Neighbors)	RS					
STORM	CP					
SOGgies	CP					

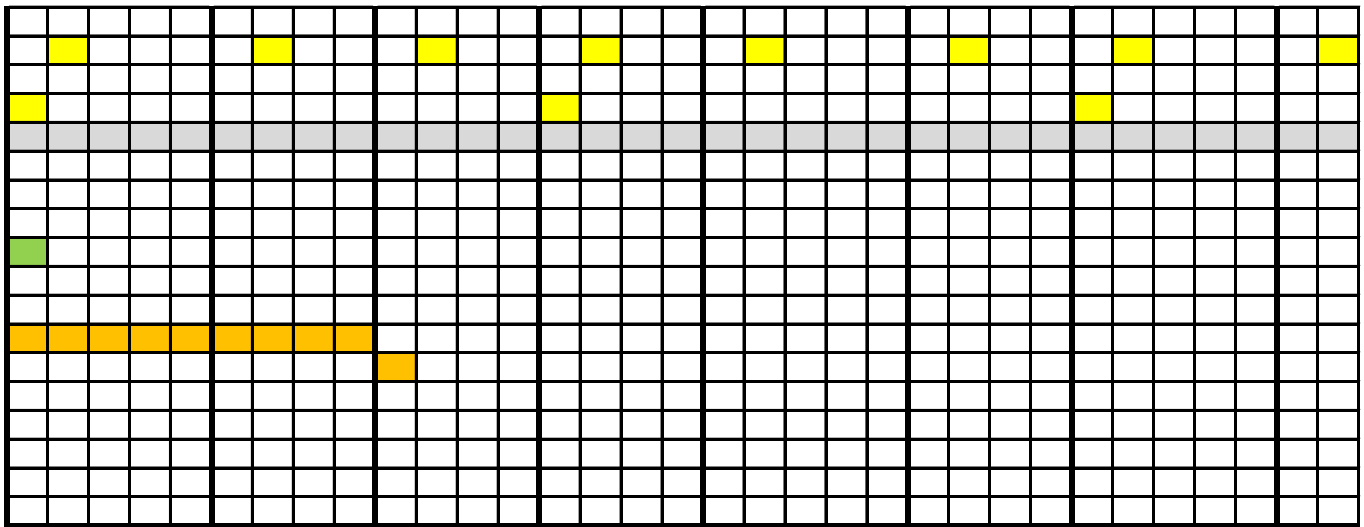
Roadmap (regional operations & Maintenance)	AS					
APWA Stormwater Managers Subcommittee	RS					
Local Community Group Coordination (i.e. SNO-KING Watershed Council)	RS					
Swamp Creek TMDL Group	CP					
SWM On-Call Contracts						
On-call Engineering Services	RS					
Contract Expires	RS					
Develop RFP/Advertise/Contract	RS					
Start Contract	RS					
Sweeping	RS					
Contract Expires	RS					X
Develop RFP/Advertise/Contract	RS					
Start Contract	RS					
Vactor & CCTV Inspection Services	RS					
Contract Expires	RS					
Develop RFP/Advertise/Contract	RS					
Start Contract	RS					

PERMIT DEADLINE	
Less Steady or Ongoing Workload	
Substantial Workload	
Highest Peak Workload	
Richard Sawyer	RS
Charlie Parks	CP
Art Simpson	AS
Sammie Roeun	SR
ESD Tech Hire	ET
Seasonal Hires	SH
GIS Analyst	GA
CAP Manager	CM
Coordinated with Operations	Ops
Coordinated with ENG Terri Bielenberg	TB
Coordinated with DS Dev Rev Engineer	DRE
Jennifer Gordon	JeG
Coordinated with CD Lauri Anderson	LA

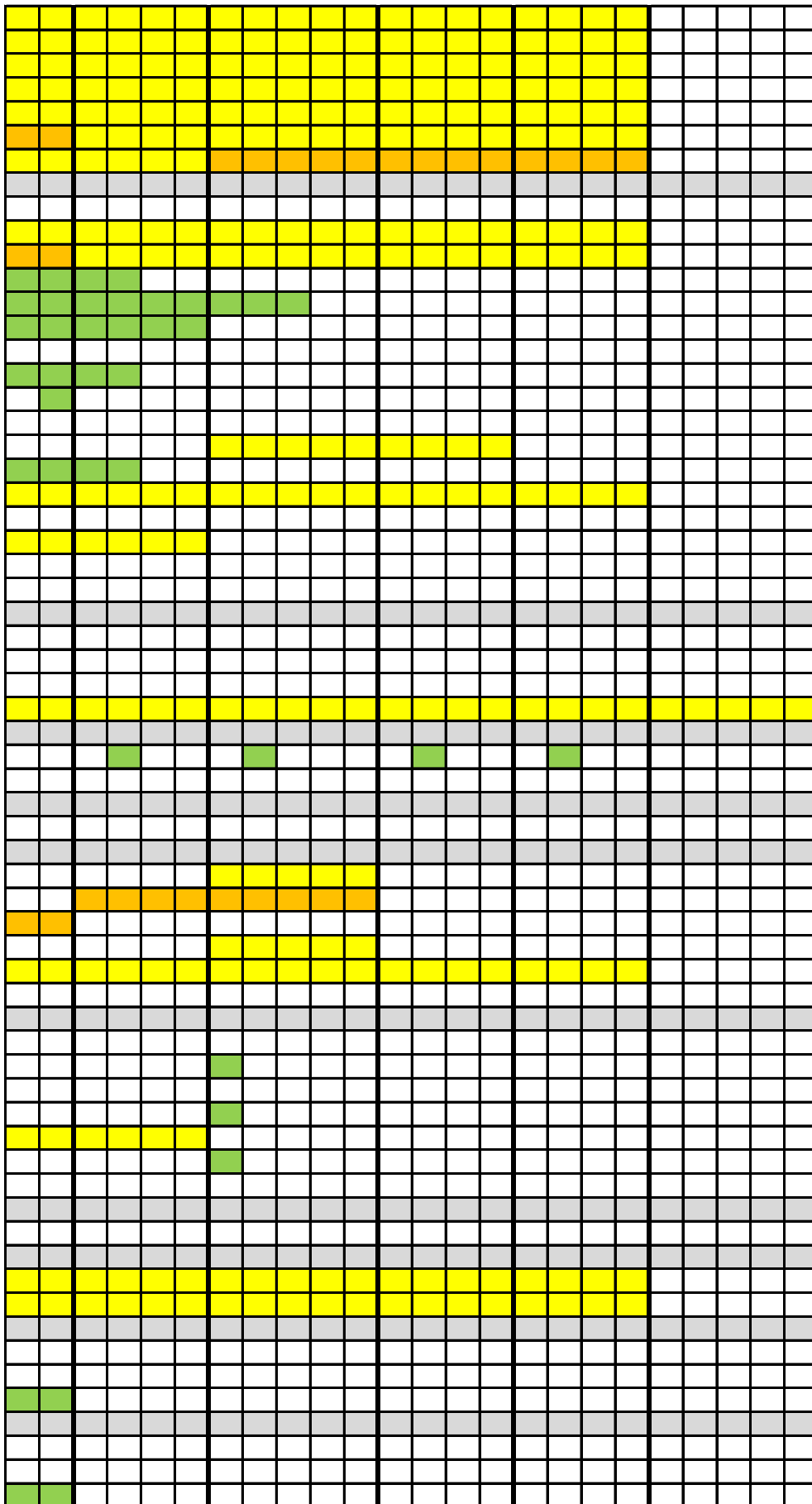
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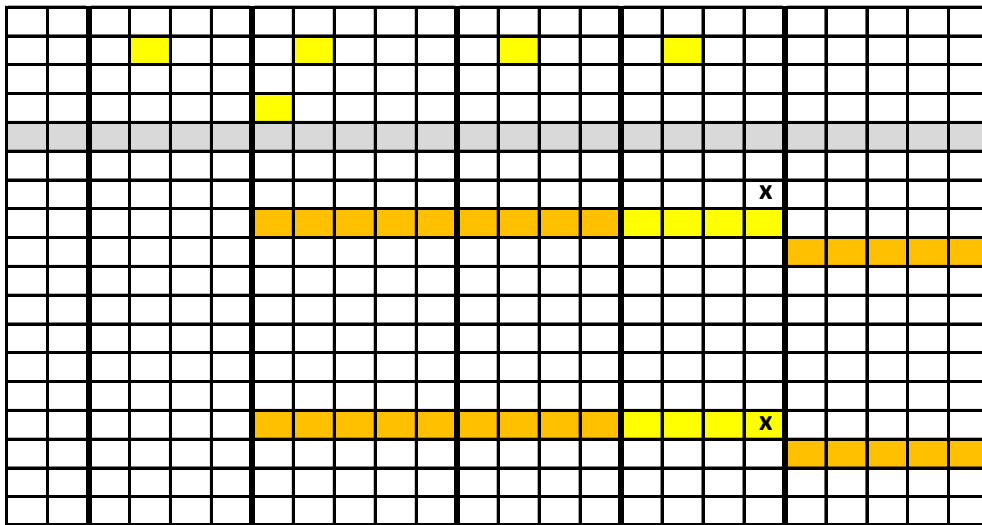




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The image is a 100x100 grid with a black border. It features several horizontal bands of color: a yellow band at the top (rows 1-4), a green band (rows 5-8), a yellow band (rows 9-12), a green band (rows 13-16), a yellow band (rows 17-20), a grey band (rows 21-24), a green band (rows 25-28), a yellow band (rows 29-32), a green band (rows 33-36), a yellow band (rows 37-40), a grey band (rows 41-44), a green band (rows 45-48), a yellow band (rows 49-52), a grey band (rows 53-56), a green band (rows 57-60), a yellow band (rows 61-64), a grey band (rows 65-68), a green band (rows 69-72), a yellow band (rows 73-76), a grey band (rows 77-80), a green band (rows 81-84), a yellow band (rows 85-88), a grey band (rows 89-92), a green band (rows 93-96), and a yellow band (rows 97-100). A central text box with a black border contains the text "Present Package to City Council" in a black, sans-serif font, positioned in the center of the grid (rows 50-53, columns 35-65).



Less Steady Workload

Substantial Workload

Highest Peak Workload

Recruit New Finance Director

ANNUAL REPORT/AUDIT/FINANCIAL STATEMENTS

Update Cost Allocation/Overhead Plan

Close 2022 Fiscal Year

2022 Annual Report preparation (file with State) / notes/ schedules

2022 Financial Audit

File Annual Report on EMMA

BUDGET - 2023-2024

6 Year Forecast and Plan Update/review/update/

Service Level Budgeting

Mid Biennium Budget Update

Financial Sustainability Plan review/update/council presentation

Per Financial Sustainability Plan - implement Cable Utility Tax

Monitor 2023-2024 Budget

CIP

CIP Management

CIP review revisions, update, presentation, ordinance

CIP review, presentation, ordinance

PROPERTY TAX LEVY 2024

Property Tax Levy 2024 - Regular & Excess-PH/ord.

IT

IT-Review controls, risk, exposure (software/electronic record preservation)

RISK MANAGEMENT

Risk Management - processes/claims/misc.

Annual Risk Management Audit

Board Meeting - required 1x/year

WCIA - Required 3 trainings/year

FINANCING PUBLIC WORKS SHOP LAND ACQUISITION/CONST

Additional Councilmanic Bond Issue

CAP & Human Services Funding

Three ordinances: Gas utility tax, solid waste, and car fee increase

ONGOING

Quarterly financial reports to Council

Agenda Preparation and Agenda Bill Review

Payroll related reporting (fed/state)

Payroll W-2s/1099s

Ongoing Payroll & Benefit Admin

Invoices /Accts Rec /Grant Reimbursements

Cash and Investment Management

Review internal controls financial processes

IT Advisory Committee

Investment Advisory Committee

Oyster Committee Meeting - Police Contract

Ongoing Pandemic Response & Recovery

DEI Participation

Continuing Disclosure - Prop 1 Walkways&Waterways Compliance,Reporti

2023 WORKPLAN - FINANCE/AD

Team Lead	January	February	March	April
RK	Open	Interviews	Offer	New Finance Dire
FD/BR	update	data gathering ongoing *****		
BR	close out Dec	budget and year end entries		
BR/FD		year end entries report prep		review
FD/BR				audit prep, acco
FD/BR				
FD				
FD				
FD				
FD				
FD	*****			
FD	ongoing effort			
FD				
FD				ongoing effort

FD	
FD	
<u>RUCTION</u>	
FD	
FD	4th quarter 2022
FD	*****
CS/BR	
CS	w-2s and reconciliations
HR/CS	*****
CS/BR	*****
BR/LS	*****
	ongoing effort ongoing effort ongoing effort ongoing effort
BR/FD	*****
FD	
FD	
All	
All	
FD	

ADMINISTRATION

May	June	July	August	September
Director on Board; orientation, etc.				

due 5/30				
Budget analysis, federal grant review, financial review				
revise per FSP, update for 2022 actuals, run projections, scenarios etc.				
				Update/revise as
			Update Revenue/Expenditure I	
			Begin the FSP process. Possibly appoint a task force	
*****ongoing effort*****				
June begin current cip update & presentation in July				
				Begin 6 year Upd
ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort

			WCIA			
1st quarter		2nd quarter				
*****ongoing effort*****						
*****ongoing effort						
*****ongoing effort						
*****ongoing effort*****						
ongoing effort	ongoing effort	ongoing effort	ongoing effort	ongoing effort		
*****ongoing effort*****						
Reporting						

October	November	December

*****	update
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time allows		
Projections	Council Consideration	
ce to get started in early 2024		

date and Amendment 2023-2027

public hearing, ordinance for levy

ongoing effort	ongoing effort	ongoing effort
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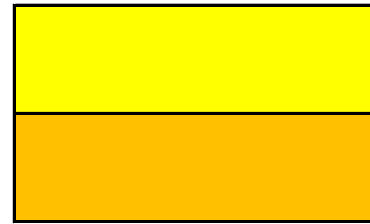
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Department: **Human
Resources & Diversity,
Equity, and Inclusion**




2023 Work Plan

		Team Lead	January
1	DEIA Strategic Plan Adoption	LP	
2	DEIA Equity Toolkit	LP	DEIA Task Force Review
3	Employee training, including anti-harassment training	LP	
4	Revamp Personnel Policies and Administrative Policies	RK/LP	Staff to Review Draft
5	Revamp Administrative Policies and Procedures	RK/LP	
6	Recruitment and Onboarding Administrative Procedure - Develop	LP	
7	New Position Recruitments and Onboarding	LP	
8	AWC eWellness Application	LP	Prep for submission on February 1
9	Title VI Reporting	LP	
10	Drug & Alcohol Testing for CDLs	LP	

- | | | |
|----|----------------------------------------------|----|
| 11 | Workers Comp/Safety
Committee/AWC L&I | LP |
| 12 | Day to day HR Duties
(Employee Relations; | LP |



LEGEND

= Highest Peak Workload	
= Substantial Workload	
= Less But Steady	

February	March	April
Staff, with Chanin, Develops Strategies		DEIA Advisory Committee Review
City Council Review	Adopt and Implement	
of Personnel Policies	Council Review of Personnel Policies	Council Adoption of Personnel Policies
Review and Edit	Staff Review	
Convert into policy format	Leadership Team Review	Adopt and Implement
		Submit

[illegible]

August	September	October
Implementation	Implementation	Implementation

November	December
Implementation	Implementation

OPERATIONS - PW OPS, Events, Volunteer Programs & Recreation Programs

Less Steady Workload

Substantial Workload

Highest Peak Workload



2023 Workplan

Project	Lead	Jan	Feb
COVID-19 Repsonse	JeG		
CIP - Public Works Facility Site Development	JeG		
Position Recruitments - Maintenance Workers (2), Facility and Fleet Supervisor	JeG/QP/JE	Position Advertisen	
Division Administration and Support/Leadership Team	JeG		
Customer Service Committee	JeG/NS		
Safety Committee	JeG/QP/CW		
CAP - Climate Action Plan	JeG/FFS		
DEI - Diversity, Equity & Inclusion	JeG		
Employee Evaluations	JeG/JE/QP/FFS/SB		
Standard Operating Procedures	JeG		
Annual Workplan Management	JeG		
Department Budget Management	JeG		
City Hall Space Planning Project	JeG		
LEGEND	ALL		
	JeG		
	= Highest Peak Workload		
	= Substantial Workload		
	= Less But Steady		
banner installation/removal, thermoplastic markings & striping, and coordination with traffic engineering)	JeG		
Summer Seasonal Positions (advertising, hiring and managing)	JE/QP		
Customer Service Portal Administration	NS	Roll out new portal on	
Service Request & Work Order Management	NS		
Staff Administrative Support	NS		
PW OPS Website Management	NS		
PW OPS Division PRR Management/STORE Representative	NS		
City property damage claims reimbursements	NS		
Moorlands Park Athletic Reservations/Scheduling	RM		
Senior Center Lease	RM		
Picnic Shelter Reservations Program	RM	Develop Picnic Shelter Rental Pol	
Facilities Reservations - CH & Hangar	RM		
Park and Facility Reservation Software	RM	Research Softw	
Parks Concession Agreements (WhatsSup,, etc.)	RM		
Recreation Programs	RM		

I. B. Visual Work Plans and Docket Items

Boathouse Operations/Contract/Agreements	RM		
KWAC Contract Management	RM		
Recreation Program/Facility Rentals - Website Content Management	RM		
CH & Hangar Monitor Management	RM		
Recreation Programs Coordination with Operations Staff	RM		
Parks Maintenance (Park opening, restroom cleaning, playground inspections & audits, contract management, landscape maintenance, managing landscape maintenance contract, small project management done internally or by small works contracts, integrated pest management, irrigation, parks signs, parks amenities, trail maintenance, hardscape maintenance, Senior Center building maintenance, parks/facilities snow & ice control, management & oversight to part time Maintenance Worker, special events support, volunteer parks project support, coordination with Moorlands Athletic Field users, and safety officer)	QP		
Holiday Lighting (adding 68th from Bothell Way to 182nd)	QP/FFS		
The Hangar and Town Square Facility Maintenance	FFS		
Property Management: Post Office & Diva Espresso	FFS		
Facility Reservations Support	FFS		
Fleet/Equipment Acquisition and Maintenance	FFS		
Streets Maintenance (Contract management, ROW Vegetation, integrated pest management, roads maintenance and repair, temporary traffic control, snow and ice control, bridge cleaning and repair, bullseye maintenance, street sweeping, SW facility repairs, sidewalk repair, small project management done internally or by small works contracts, management and oversight to Maintenance Workers, plans/schedules/implements weekly & monthly workplans, and safety officer)	JE		
Community Recycling Events	JeG	Grant Submissions/Contracts	
Community Events and Volunteer Program Support	QP/JE/FFS		
City Events & Volunteer Programs Website Content Management	SBr		
City Organized Events	SBr	Finalize special event schedule & sponsorship for 2022	
Other Event Support	SBr		

Farmers Market	NSu/SBr	Planning, WSFMA meetings. Market manager recruitment	WSFMA Boot Camp- 3 days, vendor recruitment: vendor application live
Volunteer Program	SBr		Program planning, process & agreement review
Events & Volunteer Programs Coordination with Operations Staff	SBr/Nsu		
CIP Project Support			
Walkways and Waterways Parks Project - 1st a Xw a d i s	MC		CIP Operations Staff
Walkways and Waterways Sidewalk Project: 68th Ave NE	KV		
Walkways and Waterways Sidewalk Project: Juanita Drive	KV		
West Samm Bridge	JV/TB		
NE 190th St Culvert Replacement	TB		

Jennifer Gordon - JeG

Nicki Sawyer - NS

Justin Ell - JE

Chase Walker - CW

Anna Arnott - AA

Paul Halalilo - PH

Reggie Bautista - RB

Quinn Proffitt - QP

Maintenance Worker - New

Maintenance Worker - New

Part Time Maintenance Worker

Facility & Fleet Supervisor - FFS

Bill Garza - BG

James (Jim) Garrity - JaG

Rita Moreno - RM

Stephanie Brown - SBr

Nicole Suarez - Nsu

Public Services Director

Administrative Specialist

Streets & Surface Water Maintenance Supervisor

Maintenance Worker

Maintenance Worker

Maintenance Worker

Maintenance Worker

Parks & Streetscapes Supervisor

Maintenance Worker

Maintenance Worker

Maintenance Worker

Facilities & Fleet Supervisor

Senior Facility Maintenance Technician

Facility Maintenance Technician

Recreation Supervisor

Events & Volunteer Supervisor

Events Specialist

[illegible]

[illegible]

Vendor application review & selection. Vendor contracts/Form Volunteer Committee	Order all supplies; business relations; sponsorship recruitment	Final planning & coordinating	4 market days - vendor communications /scheduling; site maps; social media; community relations	4 market days - vendor communications/scheduling; site maps; social media; community relations	5 market days - vendor communications /scheduling; site maps; social media; community relations	Market recaps;	Webpage review and management
	Adopt A Park, Adopt A Street, recruitment for Summer events	Adopt A Park, Adopt A Street, recruitment for Summer events	Adopt A Park, Adopt A Street, Summer events	Adopt A Park, Adopt A Street, Summer events	Adopt A Park, Adopt A Street, Summer events	Adopt A Park, Adopt A Street, Summer events	Adopt A Park, Adopt A Street, Summer events


upport	Transition from Costruction to Operations						
Transition from Construction to Operations							
Transition from Construction to Operations							
Transition from Construction to Operations							


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Department: **Police**

	Team Lead	January	February	March
Police Administration	Chief	2022 Crime Stats Review		
Patrol	Chief			
Investigations	Detective			
Crime Prevention Programs	Chief	Block watch presentations and business consultations year		
Home & Business Security Checks	Chief			
Photo Enforcement Program Assistance	Chief			
School Outreach Efforts	Chief			
Marine Services	Marine Sgt			
Prescription Drug Dropoff Box	Chief			
Navigator/RADAR Program	Chief			
DEI Process Involvement	Chief			
Community Court Support	Chief			
Community Outreach	Chief	Social Media management throughout the year		

Legend:

 = Highest Peak Workload

 = Substantial Workload

 = Less but Steady Workload

WTSC = Washington Traffic Safety Commission
 NNO = National Night Out
 RADAR = Response Awareness, De-escalation and Referral

2023 Work Plan

April	May	June	July	August	September
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Police Services Report	Motorcycle Safety Grant	WASPC Data Review	Evaluations (ongoing)		WTSC Distracted I
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Round	Bike Event	4th of July	NNO Prep.	NNO Event	
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Reading Program					
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October	November	December
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Driving Emphasis

MS Drug Presentations

Social Media management throughout the year

PRELIMINARY 2023 DOCKET/WORK PROGRAM PRIORITIZATION

The “docket” is the Planning Commission’s annual work program. Zoning Code Section 19.20.080 provides threshold review criteria for selecting projects to be placed on the docket. Criteria include how long it has been since the issue was last considered (more than two years unless there’s a compelling reason for taking something up again), correction of inconsistencies or clarifications, and serving the public interest.

Another criterion is availability of city resources—whether staffing levels and budget allow review of the proposal. Potential docket items are selected and prioritized using the following assumptions:

1. Community Development (CD) staff time and Planning Commission meeting schedules allow for one major amendment project per year. Two to three additional, smaller amendments also are possible in CD in any given year. Other departments may be able to take on additional amendments.
2. It is more efficient to group smaller amendments into a cohesive package of multiple related amendments. Less time is spent in meetings and hearings with this approach.
3. The Planning Commission must provide a recommendation on Comprehensive Plan amendments, but they also are very useful in developing recommendations for projects that need intensive study, public meetings, or a more in-depth review.

The attached prioritization chart identifies possible work program items recommended by the staff, the City Manager, the Planning Commission, the City Council, or other entities. Some items would be part of the Planning Commission docket. Other items would be presented directly to the City Council. Amendments are grouped by general topic. The proposed year of consideration and lead department are shown. A more complete description of each project follows the chart.

The 2023 Planning Commission docket as recommended by CD staff continues work on the required December 2024 update to the Comprehensive Plan, including the Transportation Element, Climate Change Element, and the Economic Development, Utilities, and Public Services Elements. Adoption of these updates is anticipated in 2023. Initial work on the Downtown Sub-Element, Community Design Sub-Element, and Surface Water Element also is recommended, with a 2024 adoption anticipated.

Along with assigning the docket to the Planning Commission, the City Council may directly review projects that are already consistent with the Comprehensive Plan. Work program items from several departments targeted for direct City Council review in 2023 are identified on the following page.

2023 Planning Commission Docket

The recommended 2023 Planning Commission docket is as follows (the number assigned to each project corresponds to its number in the prioritization chart):

3. December 2024 Comprehensive Plan Update:
 - A. Continue work on the Transportation Element (Engineering)
 - B. Economic Development Element (Community Development)
 - C. Continue work on the Public Services Element (Community Development)
 - D. Utilities Element (Community Development)
 - E. Climate Change Element (Environmental Services)
 - F. Begin work on the Downtown Sub-Element (Community Development), including:
 1. Consider Downtown uses;
 6. Apply minimum FAR Downtown and near 61st Avenue NE; and
 - 23.C. Incentives for ground floor nonresidential uses
 - G. Begin work on the Community Design Sub-Element (Community Development)
 - H. Begin work on the Surface Water Element (Environmental Services)
 - I. Amend the Housing Element to reflect new regional directives as necessary (Community Development)

2023 Amendments to go directly to City Council

- | | |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Community Development:</u> | <ol style="list-style-type: none"> 15. Continue work on middle housing regulations, with a focus on public participation 16. Consider small houses on small lots (if time allows) 19. Consider miscellaneous amendments to support more housing (if time allows) |
| <u>Development Services:</u> | <ol style="list-style-type: none"> 7. Parking ordinance for parking near transit corridors 22. Tree protection/preservation (mid-year or later) 27. Development code cleanup amendments, including <ol style="list-style-type: none"> 31. Nonconformance rule adjustments, and 32. Adjust temporary display rules 30. Code enforcement tools 33. Building Code adoption |

Engineering:

10. Transportation impact fee study
11. Title 12, Streets and Bridges, code revisions
26. Title 13 Division 1, Utilities and Public Works, code cleanup amendments

Environmental Services:

21. Assess Swamp Creek restoration opportunities—New, TBD—will need to delay other workload items to make room for budget and staff time. (2023+)
26. Title 13 Division 2, Utilities and Public Works, code cleanup amendments

Public Works:

20. Park rules update

Prioritization Chart

TBD = still to be determined
 EN = Engineering
 ESD = Environmental Services

CD = Community Development
 DS = Development Services
 CM = City Manager's Office

PW = Public Works

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Lead Department	Year?
LAND USE							
1. Downtown uses	EDS*	Yes, if policy needed	Yes	Medium	Yes	CD	2023+ (combine with 3.F)
2. Heavy manufacturing amortization	Staff	No	No	Medium	No	CM/CAO	2024+
3. Comprehensive Plan Update (due 12/31/2024): A. Transportation Element B. Economic Development Element C. Public Services Element D. Utilities Element E. Climate Change Element F. Downtown Sub-Element G. Community Design Sub-Element H. Surface Water Element I. Revise Housing Element, if necessary NEW	State	Yes	Yes	Large	No	EN CD CD CD ESD CD CD ESD CD	2022/2023 2023 2023 2023 2023 2023+ 2023+ 2023+ 2023+

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Lead Department	Year?
4. Lakepointe Subarea Plan	Staff	Yes	Yes	Large	Yes	TBD	2024+
5. Review of the TOD “carve-out” regulations NEW	Council	No	No	Medium	No	CD	2024+
6. Apply minimum FAR Downtown and near 61 st Avenue NE NEW	Comp Plan & Staff	No	No	Medium	Yes	CD	2023+ (combine with 3.F)
TRANSPORTATION/TRANSIT							
7. Transit corridor parking standards	State	Maybe	Yes	Large	No	DS	2023
8. CTR ordinance	State	No	Yes	Medium	Yes	CD	2024+
9. Airport Plan	State	Yes	Yes	Large	No	CD	2024+
10. Transportation impact fee study	State	No	No	Medium	Yes	EN/CD	2023
11. Title 12, Streets and Bridges, code revisions	Staff	No	No	Medium	No	EN	2023
12. Title 10, Vehicles and Traffic, code revisions NEW	Staff	No	No	Medium	No	EN	2024+
AFFORDABLE HOUSING							
13. Housing Strategy Plan update NEW	Comp Plan	No	Yes	Medium	Yes	CD	2024+
14. Finish mobile home park regulations	Council	Yes	Yes	Large	No	CD	2024+
15. Middle housing regulations, including public engagement NEW	Comp Plan & Council	No	No	Large	No	CD	2023
16. Small houses on small lots NEW	Comp Plan	No	Yes	Medium	Yes	CD	2023+

Item	Source	Need PC Review?	Recommend PC Review ?	Amendment scope	Could it be grouped ?	Lead Department	Year?
17. Increase SEPA review housing thresholds	Staff	No	No	Medium	No	TBD	2024+
18. Adjust “family” definition NEW	State	No	No	Small	Yes	DS???	2023/2024 (combine with 27.)
19. Misc. amendments to support more housing: rounding standards, ADU ownership, requirement for other housing types in plats NEW	Staff	No	Yes	Medium	Yes	CD	2023+
SIGNS							
SUSTAINABILITY							
PARKS							
20. Update Park rules NEW	Staff	No	No	Medium	No	PW	2023
CRITICAL AREAS							
21. Assess Swamp Creek restoration opportunities NEW - subject to budget and workload. Will need to delay other workload item(s) to make room for this for both staff time and budget.	Council	No	No	Large	No	ESD	2023+
TREES							
22. Tree protection/preservation	Council	No	Yes	Large	Yes	DS	2023
ECONOMIC DEVELOPMENT							

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Lead Department	Year?
23. Economic Development Strategy: A. Incentives for office development B. Address additional priorities C. Incentives for ground-floor nonresidential uses	EDS	No	Yes	Medium	Yes	CD/CM	2024+ 2024+ 2023+ (combine with 3.F)
MISCELLANEOUS							
24. Review general change-of-use standards	Staff	No	No	Small	Yes	TBD	2024+
25. Expand Multifamily Tax Exemption (MFTE) in downtown area(s)	Staff	No	No	Medium	No	TBD	2024+
26. Title 13 code cleanup amendments	Staff	No	No	Small	Yes	EN/ESD	2023
27. Development code cleanup amendments	Staff	No	No	Small	Yes	DS	2023
28. Replace “marijuana” with “cannabis” NEW	Staff	No	No	Small	Yes	DS	2023/2024 (combine with 27.)
29. Address vesting NEW	City Attorney	No	No	Small	No	TBD	2024+
30. Code enforcement tools NEW	Staff	No	No	Medium	No	DS	2023

Item	Source	Need PC Review?	Recommend PC Review?	Amendment scope	Could it be grouped?	Lead Department	Year?
31. Nonconformance rule adjustments NEW	Staff	No	No	Small	Yes	DS	2023 (combine with 27.)
32. Reassess temporary display rules NEW	Staff	No	No	Small	Yes	DS	2023 (combine with 27.)
33. Building Code adoption NEW	State	No	No	Medium	No	DS	2023

*Economic Development Strategy

Explanation of Prioritization Chart Items

Following are more complete descriptions of each item in the docket prioritization chart:

LAND USE

1. Downtown uses. This project would review permitted land uses in the downtown, considering the possibility, for example, of allowing clean light manufacturing, prohibiting drive-throughs and gun sales, and addressing educational services. This item could be grouped with the Comprehensive Plan Update – Downtown Sub-Element (3.F).

2. Heavy manufacturing amortization. This project would review the feasibility of amortizing existing heavy manufacturing uses, potentially through property-owner agreements.

3. Comprehensive Plan Update. The State-required update of the City’s Comprehensive Plan is due in December 2024. The Transportation Element (item 3.A) and the Public Services Element (item 3.C) currently are under review by the Planning Commission. The Economic Development Sub-Element (3.B), the Utilities Element (3.D), and the Climate Change Element (item 3.E) also would be reviewed in 2023. Remaining Elements would be started in 2023 but adopted as part of the 2024 docket. The Downtown Sub-Element review (3.F) could include items 1., 6., and 23.C.

New State requirements related to housing growth targets at different income bands may require adjustment of the recently adopted Housing Element. This work would begin, if necessary, once revised Countywide Planning Policies are approved later in 2023. The revised Housing Element would then be added to the docket for adoption in 2024.

4. Lakepointe Subarea Plan. The planned future of the Lakepointe site could be considered if talks with a private developer are stalled.

5. Review of the Transit-Oriented Development (TOD) “carve-out” regulations. A “carve-out” of the City’s updated TOD regulations was made in 2022 pending a Swamp Creek corridor assessment (21.). In the “carve-out” the pre-existing interim zoning rules were retained. Once the corridor assessment is complete, the “carve-out” regulations should be revisited.

6. Minimum FAR Downtown and in the area near 61st Avenue NE. Currently, single-story buildings can be constructed in the Downtown and surrounding areas. A Comprehensive Plan policy supports a minimum floor area ratio (FAR) to mandate a minimum building height of two stories. This item could be combined with 3.F as an implementing regulation.

TRANSPORTATION/TRANSIT

7. Transit corridor parking standards. This project would assess existing parking standards to determine whether parking requirements could be reduced, consistent with State law. (Currently, an applicant may reduce parking requirements if documented through a parking demand analysis.) This project began in 2021 but was deferred to allow for a DEI analysis.

8. CTR ordinance. State law requires that cities have a commute trip reduction (CTR) ordinance applicable to businesses which have more than 100 full-time employees. State CTR funds are not available to jurisdictions without an ordinance. Kenmore's largest employer, Bastyr University, already has its own CTR plan, required through the Bastyr University Master Plan.

9. Airport Plan. State law requires that cities with airports have an Airport Plan in place to protect continued operation of the airport. Kenmore has incorporated information and a number of policies into its Comprehensive Plan related to Kenmore Air that would be addressed through SEPA review for new development proposals, however, a formal airport plan has not been developed.

10. Transportation impact fee study. Transportation impact fees would be reviewed in conjunction with the Transportation Element update.

11. Title 12, Streets and Bridges, amendments. A list of possible amendments to the City's street standards is maintained by EN. This project also would include review of potential new regulations related to transit stops and stations, and other amendments to update Title 12. A former item--"to address franchise process and requirements"--would be incorporated.

12. Title 10, Vehicles and Traffic, amendments. The City's traffic safety and traffic management policies are maintained by EN. This project would include review of potential amendments related to on-street parking and new regulations related to alternative modes of travel (e-bikes, scooters, bike share, etc.), along with other potential amendments to update Title 10.

HOUSING

13. Housing Strategy Plan update. This project includes review and re-prioritizing of the projects within the Housing Strategy Plan adopted in 2017.

14. Phase 2 of the manufactured housing communities project (future upzoning of properties on the north side of SR-522) was put on hold pending appeal of the Phase 1 ordinance. That appeal is ongoing and likely will not be resolved until 2023. For this reason, staff is recommending that the project be removed from the docket until 2024+.

15. Middle housing code amendments. Comprehensive Plan amendments to support middle housing within ¼-mile of the City's two main transit corridors were adopted in 2022. Implementing zoning regulations have not been adopted. This project will focus on renewed public engagement in the first half of 2023. Additional items for consideration include regulations for middle housing types (including duplexes, triplexes, and cottage housing) and a methodology to address standards and locational requirements for small-scale commercial enterprises and services closer to home to increase neighborhood walkability.

16. Smaller houses on smaller lots. An implementing measure of the Comprehensive Plan is to look at minimum lot sizes in conjunction with regulations for maximum house size.

17. Increase SEPA review thresholds for housing. State law allows the SEPA exemption level to be raised from 20 multifamily units to 60 multifamily units and 20 single-family units to 30 single-family units. To increase these thresholds, the City must demonstrate that existing regulations adequately provide for environmental analysis, protection and mitigation of impacts to the environment.

18. Revise definition of "family." State law now prohibits zoning rules from specifying a maximum number of unrelated individuals that may live together in a single dwelling unit. Standards from the Building Code still would apply. This item could be grouped with 27., Development code cleanup amendments.

19. Miscellaneous amendments to increase housing stock. Changes to the City's nonconformance rules, reconsideration of conditional use permits for townhouses, revised rounding calculations, requirement of other housing types in subdivisions, and ADU ownership could be considered.

SIGNS

No items are on the list at this time.

SUSTAINABILITY

No items are on the list at this time. The Climate Change Element of the Comprehensive Plan is identified under 3.E.

PARKS

20. Park rules update. Titles 8 and 9 address a number of park-related issues, including how to handle park use and reservations. Amendments to these rules are needed in advance of the summer 2023 season.

CRITICAL AREAS

21. Critical area and shoreline rules were updated in 2019/2020. As part of the recent TOD amendments, Council authorized a “carve-out” of the area near Swamp Creek to consider whether restoration in the area is a priority and whether property easements should be purchased to facilitate restoration. The Swamp Creek corridor assessment will study the entire length of Swamp Creek in Kenmore and determine restoration needs and priorities. Results will determine the actions to be taken in the TOD “carve-out” area near the Creek (5.).

TREES

22. Tree protection/preservation. This project includes several actions which could include:

- A. Increase the tree density requirement for new development;
- B. Decrease yearly allowances for single-family tree removal;
- C. Always require tree replacement;
- D. Create a tree fund for instances where replacement is infeasible (“fee in lieu”); could include tree rebate program for planting on single-family lots.
- E. Establish an exceptional tree program

ECONOMIC DEVELOPMENT

23. Economic Development Strategy follow-up. This project includes review of priority items from the Economic Development Strategy that was adopted in 2018. As part of the 2020 docket, a review of incentives for office development (23.A) was scheduled. This work was dependent on recommendations from a consultant being managed through the City Manager's office. For a variety of reasons (docket delay due to Covid, limited opportunities for land use incentives according to the consultant, and the importance of starting the Comprehensive Plan update in 2021), staff recommends a delay until at least 2024. Main floor plate heights (an incentive to ground floor non-residential uses, item 23.C) could be grouped with the Downtown Sub-Element review (3.F).

MISCELLANEOUS

24. Review general change-of-use standards. When a business changes from one type of use to another, the Zoning Code process for review is unclear. The Building Code has change of use standards. Standards in the Zoning Code need adjustment to clarify the required permit process.

25. Expand the Multifamily Tax Exemption (MFTE). The MFTE can be used in some parts of the downtown and in the TOD District but is not available in other areas of the City. The City may wish to expand the MFTE to remaining parts of the City's downtown, including Lakepointe. MFTE is an important incentive to affordable housing development.

26. Title 13 code cleanup amendments. Staff has identified several minor code provisions in Title 13, Utilities and Public Works, needing revision. Division 1 would be addressed by EN; Division 2 by ESD.

27. Development code cleanup amendments. Staff has identified several minor code provisions in the Subdivision and Zoning Codes needing revision. Items could include unit lot subdivisions; public noticing for outdoor encampments; item 18. Family definition; item 28, Replace "marijuana" with "cannabis;" item 31, Nonconformance rule adjustments; and item 32, Temporary display code amendments. A former item-- "commercial change-of-use standards related to impact fees"—also could be incorporated into these amendments. For 2023, the proposal is to tackle a limited number of these amendments, including at a minimum, item 31, Nonconformance rule adjustments and item 32, Temporary display code amendments.

28. Replace "marijuana" with "cannabis." The new terminology reflects changes at the State level. This item could be combined with item 27, Development Code cleanup amendments.

29. Vesting rules. Case law holds that vesting applies only to building permits, plats, and development agreements unless a city's code provides more liberal allowances. Kenmore has extended vesting to certain types of zoning permits. In the future, as major code amendments are made (particularly related to critical areas), reconsideration of these rules may be warranted.

30. Code enforcement tools. Revisions to the code enforcement standards (for example, use of the International Property Maintenance Code and revised standards for vegetation maintenance and residential outdoor storage) could strengthen the City's code enforcement program.

31. Nonconformance rule adjustments. Current nonconformance rules allow, in some cases, continuation of a nonconforming use beyond the typical one-year period if certain types of paperwork are submitted. A code revision would require that the nonconformance be physically operating to continue nonconformance protections. This item could be combined with item 27, Development Code cleanup amendments.

32. Temporary display amendments. Amendments adopted last year need additional revision. This item could be combined with item 27, Development Code cleanup amendments.

33. Building Code adoption. Per RCW 19.27, the City is required to enforce the State Building Code which effectively requires the City to adopt the Building, Plumbing, and Mechanical codes as adopted and amended by the State. This is typically done on a three-year cycle. It is also an opportunity to review the City's construction and maintenance codes for any needed local updates.



City Of Kenmore, Washington

Memorandum

Date: January 11, 2023

To: Rob Karlinsey, City Manager

From: Leonora Palaña, Human Resources Manager

Regarding: Diversity, Equity, Inclusion & Accessibility (DEIA) Strategic Plan Status

PURPOSE: To provide Council with an update on the Diversity, Equity, Inclusion & Accessibility (DEIA) Strategic Plan development for the City of Kenmore.

Progress Review:

Since the adoption of the DEIA Policy for the City of Kenmore, Leadership has been identifying and charting the following initiatives with their teams: Core Level (DEIA initiatives that are currently practiced), Second Level (DEIA initiatives to implement that have staffing and resources available) and 3rd Level (DEIA initiatives that do not have the staffing and resources, but would be desirable to implement). Additionally, Leadership and their teams are also assigning metrics, and identifying resources.

Below is a timeline for the next steps in DEIA Strategic Plan development:

Item	Date
Finish identifying and inventorying Departmental Core Level DEI Initiatives (Directors/Managers): These are DEI initiatives that are currently underway within each City of Kenmore Department	By February 10
Identify additional DEIA initiatives	By February 21
Establish DEI Performance Metrics to DEI strategic initiatives	By February 28
Create Draft Roadmap of All Department DEI Strategies: This represents a compilation of all City of Kenmore Department level DEI strategies into one (1) single document.	By March 15
Present a draft of a 5-year DEIA strategic plan to the Leadership Team and to City staff and compile their input	By April 30
Incorporate changes/input and present the strategic plan again to the DEIA Advisory Committee for their final input and recommendations	By May 31
Present the final DEIA strategic plan to the City Council for adoption	By June 12
Begin implementing the 5-year DEIA Strategic Plan	By July 1



2023 -2024 KENMORE CITY COUNCIL PRIORITIES

- 1. Implement the Adopted Climate Action Plan and Promote Environmental Stewardship, including Water, Air, Forest, and Habitat Restoration and Preservation.**
- 2. Increase and preserve the options for Affordable Housing stock.**
- 3. Enhance Multimodal Transportation Implementation, including Pedestrian and Bicycle Safety.**
 - Pedestrian Facilities Plan
 - Target Zero
 - Bus Rapid Transit 522
 - Passenger Ferry
 - Automated Photo Enforcement (KAPE) Program
- 4. Develop and Implement a Diversity, Equity, and Inclusion Policy and Program.**
- 5. Complete Walkways and Waterways projects.**
- 6. Enhance Public Safety.**
- 7. Continue to seek opportunities to complete a successful Lakepointe Project.**
- 8. Seek opportunities to promote Economic Development.**
- 9. Foster Community Engagement and Participation.**
- 10. Foster and create Fun.**
- 11. Respond to the Pandemic.**



Memorandum

Date: January 11, 2023 (revised January 18, 2023)

To: City Council

From: Rob Karlinsey and Debbie Bent

Regarding: The Cozy Inn Tavern Property

When the City acquired the Cozy Inn Tavern property (6215 NE Bothell Way) on the “bench” last year, other neighboring properties were vacant, and it appeared to be a strategic time to assemble several bench properties and position them for redevelopment. However, since the purchase of the Cozy Inn Tavern property, two of the neighboring properties have acquired tenants that have opened for business and appear to be doing well.

As a result, we recommend not proceeding with acquiring any neighboring bench properties at this time.

What to do with the Cozy Inn property? We see two possible options:

1. Demolish the building and then list the property for sale soon thereafter.
2. Demolish the building and hold the property; wait for the next opportunity to partner with neighboring properties for redevelopment. This would likely be a long-term strategy: 10-20 years.

The building is uninhabitable and beyond repair. It should be demolished for safety reasons as well as for positioning the property for future development.

At the March 20, 2023 Council Study Session, Rod Stevens (consultant) will be presenting a proposed development strategy for the bench and staff will also be requesting council direction on proposed options for the bench.

Background: In 2022 the City acquired the Cozy Inn property at 6215 NE Bothell Way. At the June 2022 Council Retreat ([City Council - Jun 03 2022 - June 04 2022 - Agenda - Html \(civicweb.net\)](#)), Council reviewed and discussed two staff memos. The vision and strategy presented was to assemble/purchase parcels to the east of the Cozy Inn, raze buildings, and through a competitive selection process, have a private sector developer construct a new building(s) that would enjoy views of the Lake, open views of the Lake for the public, and interact with the Burke-Gilman Trail. Public amenities such as an iconic viewing tower or plaza could also be included.

The city paid cash for the Cozy Inn Tavern Property. A short-term loan was proposed for acquisition of additional parcels east of the Cozy Inn until the City would eventually sell the property to a private developer on condition of redevelopment.

The June 2022 retreat report (approved by Council 7/11/22) [City Council Special & Regular Meeting - Jul 11 2022 - Agenda - Html \(civicweb.net\)](#), noted the importance of improving the city image but concerns were raised about acquisition and development costs. The retreat report also noted that potential for the property should be explored and working with a consultant for a limited cost would be useful to develop a vision and potential for the properties.

At the 7/25/22 Council meeting, the City Council authorized the City Manager to execute Contract 22-C2839 with Business Street (Rod Stevens) for a development strategy for the Bench Properties for a contract amount not to exceed \$22,000 (\$20,000 contract amount plus 10% contingency).

Work Underway and Next Steps:

Mr. Stevens's recommendations for a development strategy for the Cozy Inn parcel and bench properties will be completed in the next few weeks. Staff no longer recommends additional bench property acquisitions as there are no willing sellers. In addition, several buildings have also re-opened following tenant improvements such as Theorem (relocated to the former Lake View Yoga building), and a new Pho restaurant. Staff does recommend pursuing demolition of the Cozy Inn building in 2023 as part of a combined demolition package along with demolition of the buildings on the properties proposed for the new public works facility site as well demolition of structures on the recently acquired property on 73rd Avenue adjacent to Muck Creek. Council also has the option to "hold" the Cozy Inn property for a period of years or place it on the market for sale.



Memorandum

Date: January 9, 2023, Revised January 18, 2023

To: Rob Karlinsey, City Manager

From: Debbie Bent, Community Development Director
Stephanie Lucash, Deputy City Manager

Regarding: Downtown Development Next Steps

The purpose of the memo is to provide a brief update on work underway and next steps for downtown development, with a focus on adjacency to NE 181st Street. At the March 20, 2023 Council Study Session, Rod Stevens (consultant) will be presenting options for downtown development next steps and council will have the opportunity to provide direction, feedback and ask questions.

Background:

At the 1/8/22 Council retreat, downtown connectivity and economic vitality was a discussion topic. The 10-acre Kenmore Village development represents significant progress in the creation of a vibrant, walkable downtown with over \$120 million in public and private investment. Council was interested in addressing the question of what more the City could do to further spur and encourage downtown revitalization and redevelopment, especially in the downtown strategic investment area (northwest quadrant of the 68th Ave NE/SR522 intersection), close to the Kenmore Village development.

At the 5/23/22 Council meeting, consultant Rod Stevens of Business Street LLC presented his "SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats)" of attracting more development for downtown. Mr. Stevens identified potential tactical actions: 1. Downtown plan; 2. Develop city-owned sites; and 3. Air rights. He also identified potential game changing actions: 1. Head-of-the-Lake branding; 2. Cutting-edge industry; and 3. Regional waterfront park.

At the 7/25/22 Council meeting, Council authorized Contract 22-C2841 with Rod Stevens for a development strategy for downtown properties for a contract amount not to exceed \$22,000 (\$20,000 contract amount plus 10% contingency).

Work Underway and Next Steps:

The City is moving forward with development of the city-owned former Shell site for affordable housing in partnership with Plymouth Housing. The City is developing options for a Request for Proposal (RFP) for the city-owned former Holt property on 181st Street.

The City contracted with Rod Stevens to explore options for development of the downtown core along NE 181st Street. He is exploring possibilities for the city-owned post office property and neighboring properties; as well as longer-term options for how potential re-development could spur and support development of adjoining property. The City will also be contracting with Schemata, an architectural firm to provide renderings and perspectives of what future long-term re-development adjoining NE 181st street could look like. The work by Mr. Stevens and Schemata is anticipated to be complete by summer and may be used to

give neighboring property owners and potential developers a vision for redevelopment, The work can also inform potential changes to the Downtown Plan or the implementation of development regulations.