



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

## City Council Special & Regular Meeting

**ON-SITE**

**MONDAY, SEPTEMBER 11, 2023 - 5:30 PM**

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

**ZOOM LINK: <https://kenmorewa-gov.zoom.us/j/89344618681>**

Or One tap Mobile: US: +12532158782,,89344618681#

Or Telephone Dial US: +1 253 215 8782

Callers please dial \*9 to raise and lower hand

Webinar ID: 893 4461 8681

**If you are having difficulty accessing the meeting virtually, please contact [mkang@kenmorewa.gov](mailto:mkang@kenmorewa.gov).**

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

### **Land Acknowledgement to Honor First Peoples**

*We acknowledge that the City of Kenmore is situated upon the ancestral lands of the Snohomish, Snoqualmie, Sauk-Suiattle, Duwamish, Stillaguamish, Tulalip, Suquamish, Muckleshoot, and other tribes who are part of the Coast Salish Peoples. We recognize and express our deepest respect for their enduring stewardship and profound relationship with this land, which they have cherished and protected since time immemorial. We honor the First Peoples, acknowledge their vibrant cultures, and commit ourselves to learning from their wisdom in our journey to promote justice, equity, and mutual understanding. We pledge to stand alongside these communities in acknowledging past injustices and working towards a future that respects and celebrates the diverse heritage of this land.*

#### **I. CALL SPECIAL MEETING TO ORDER - 5:30 PM**

#### **II. EXECUTIVE SESSION**

- A. Pursuant to RCW 42.30.110(1)(b) and (i), the City Council will now enter an executive session 1) to consider real estate acquisition and 2) to discuss pending and potential litigation. No action is expected.

#### **III. ADJOURN SPECIAL MEETING**

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

#### **V. ROLL CALL**

#### **VI. FLAG SALUTE**

#### **VII. AGENDA APPROVAL** **AGENDA APPROVED**

#### **VIII. PROCLAMATIONS**

- A. Hispanic and Latino Heritage Month, to be accepted by Samuel Rodriguez  
[Hispanic and Latino Heritage Month Proclamation](#)
- B. National Recovery Month, to be accepted by Beratta Gomillion, Center for Human Services Executive Director  
[National Recovery Month Proclamation](#)
- C. Suicide Prevention Awareness Month, to be accepted by Margaret Sung Un Andersen, NAMI-Eastside  
[Suicide Prevention Awareness Month Proclamation](#)

**IX. WHERE'S THE FUN?**

**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. Thank you for taking the time to express your comments.

**XI. CONSENT AGENDA**  
**APPROVED UNANIMOUSLY**

- A. Approve City Council Retreat Report and Council Priorities from the June 30 - July 1 City Council Retreat.  
[Agenda Bill - Retreat Report](#)  
[Attachment 1 - June 30-July 1, 2023 City Council Retreat Report, including City Council Priorities](#)
- B. Approve City Council Special Meeting Minutes from August 15, 2023.  
[City Council Special Meeting Minutes from August 15, 2023](#)
- C. Approve Total Check #s 52722 through 52836 totaling \$1,612,141.24 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings

Account Electronic Deposits Dated 08/11/2023 in the amount totaling \$249,004.37.

[Voucher Certification and Approval 08/05/2023 - 08/18/2023](#)

- D. Receive and file A Regional Coalition for Housing (ARCH) Strategic Planning Process.  
[Agenda Bill - ARCH Strategic Planning Process](#)  
[Attachment 1 - Letter provided by ARCH](#)
- E. Authorize the City Manager to apply for and, if awarded, execute a grant award contract with the Washington State Department of Commerce.  
[Agenda Bill - Washington State Department of Commerce Grant Application](#)
- F. Receive and file July 2023 Financial Report for the City of Kenmore, Washington.  
[Agenda Bill - July 2023 Financial Report](#)  
[Attachment 1 - July 2023 Financial Report](#)
- G. Cancel the City Council Regular Meeting of October 9, 2023. Call a City Council Special Meeting on Monday, October 9, 2023 beginning with a 5:45 PM Joint Special Meeting with Lake Forest Park and Shoreline at Shoreline City Hall, followed by a 7:30 PM (estimated start time) Special Meeting in the Council Chambers at Kenmore City Hall.

## **XII. BUSINESS AGENDA**

- A. Diversity, Equity, Inclusion, and Accessibility (DEIA) Strategic Plan 2023-2028, presented by City Manager Rob Karlinsey, Assistant to the City Manager and DEIA Coordinator Garrett Oppenheim, DEIA Consultant Chanin Kelly-Rae, and DEIA Advisory Committee Members, *for adoption*

### **DEIA STRATEGIC PLAN ADOPTED**

[Agenda Bill - DEIA Strategic Plan 2023-2028](#)

[Attachment 1 - DEIA Strategic Plan 2023-2028, with changes highlighted](#)

[Attachment 2 - DEIA Strategic Plan 2023-2028, clean version](#)

[Attachment 3 - 5-Year DEIA Roadmap Spreadsheet \(Excel\), with changes highlighted](#)

[Attachment 4 - 5-Year DEIA Roadmap Spreadsheet \(Excel\), clean version](#)

[Attachment 5 - DEIA Equity Toolkit](#)

[Presentation - DEIA Strategic Plan](#)

- B. Proposed Ordinance 23-0593, Exceptional Tree Ordinance, presented by Assistant to the City Manager Garrett Oppenheim, *for discussion*

### **DISCUSSED, FUTURE PUBLIC HEARINGS SCHEDULED**

[Agenda Bill - Proposed Exceptional Tree Ordinance No. 23-0593](#)

[Attachment 1- Proposed Exceptional Tree Ordinance No. 23-0593](#)

[Attachment 2 - Exhibit A to Ordinance No. 23-0593](#)

[Attachment 3 - Exhibit B to Ordinance No. 23-0593](#)  
[Attachment 4 - Exhibit C to Ordinance No. 23-0593](#)  
[Attachment 5 - King County Conservation District Tree Canopy Study](#)  
[Attachment 6 - September 2021 Exceptional Trees Policy Report](#)  
[Attachment 7 - KMC 18.55.180 Reasonable Use Exception](#)  
[Presentation - Exceptional Tree Ordinance No. 23-0593](#)

### **XIII. PUBLIC HEARINGS**

- A. Proposed Ordinance 23-0586 to amend and extend interim regulations for an additional six-months for certain parcels close to Swamp Creek in proximity to SR 522 and 80th Ave NE, presented by Community Development Director Debbie Bent and Principal Planner Todd Hall, *for public hearing*

[Agenda Bill - Proposed Ordinance No. 23-0586](#)  
[Attachment 1 - Proposed Ordinance No. 23-0586](#)  
[Attachment 2 - Ordinance No. 23-0575](#)  
[Attachment 3 - Ordinance No. 23-0569](#)  
[Attachment 4 - Ordinance No. 22-0555](#)  
[Attachment 5 - Ordinance No. 22-0543](#)

- B. Proposed Ordinance No. 23-0594 amending the 2023-2028 Capital Improvement Program (CIP) for Parks, Transportation, and City Facilities, presented by Finance and Administration Director Melinda Merrell and Public Works Operations Director Jennifer Gordon, *for public hearing*

[Agenda Bill - CIP Amendments](#)  
[Attachment 1 - Proposed Ordinance No. 23-0594 with Exhibit A](#)  
[Attachment 2 - Park CIP](#)  
[Attachment 3 - Transportation CIP](#)  
[Attachment 4 - City Facilities CIP](#)  
[Attachment 5 - REET Fund Projections](#)  
[Attachment 6 - Park Impact Fee Fund Projections](#)  
[Attachment 7 - Transportation Impact Fee Projections](#)  
[Attachment 8 - King County Parks Levy projections](#)  
[Attachment 9 - Adopted CIP, 2023-2024 Budget Book, pages 214-215](#)  
[Presentation - Capital Improvement Program \(CIP\) Amendments](#)

### **XIV. BUSINESS AGENDA (CONTINUED)**

- C. Proposed Ordinance 23-0586 to amend and extend interim regulations for an additional six-months for certain parcels close to Swamp Creek in proximity to SR 522 and 80th Ave NE, presented by Community Development Director Debbie Bent and Principal Planner Todd Hall, *for adoption*

**ORDINANCE 23-0586 ADOPTED**



[Agenda Bill - Proposed Ordinance No. 23-0586](#)  
[Attachment 1 - Proposed Ordinance No. 23-0586](#)  
[Attachment 2 - Ordinance No. 23-0575](#)  
[Attachment 3 - Ordinance No. 23-0569](#)  
[Attachment 4 - Ordinance No. 22-0555](#)  
[Attachment 5 - Ordinance No. 22-0543](#)

- D. Proposed Ordinance No. 23-0594 amending the 2023-2028 Capital Improvement Program (CIP) for Parks, Transportation, and City Facilities, presented by Finance and Administration Director Melinda Merrell and Public Works Operations Director Jennifer Gordon, *for adoption*

**ORDINANCE 23-0594 ADOPTED**

[Agenda Bill - CIP Amendments](#)  
[Attachment 1 - Proposed Ordinance No. 23-0594 with Exhibit A](#)  
[Attachment 2 - Park CIP](#)  
[Attachment 3 - Transportation CIP](#)  
[Attachment 4 - City Facilities CIP](#)  
[Attachment 5 - REET Fund Projections](#)  
[Attachment 6 - Park Impact Fee Projections](#)  
[Attachment 7 - Transportation Impact Fee Projections](#)  
[Attachment 8 - King County Parks Levy projections](#)  
[Attachment 9 - Adopted CIP, 2023-2024 Budget Book, pages 214-215](#)  
[Presentation - Capital Improvement Program \(CIP\) Amendments](#)

- E. Proposed Ordinance No. 23-0581 Compost Procurement, presented by Public Works Operations Director Jennifer Gordon, *for adoption*

**ORDINANCE 23-0581 ADOPTED**

[Agenda Bill - Compost Procurement](#)  
[Attachment 1 - Proposed Ordinance No. 23-0581](#)  
[Presentation - Compost Procurement](#)

- F. Six-Month Financial Report, presented by Finance and Administration Director Melinda Merrell, *to receive and file*

**RECIEVED AND FILED**

[Agenda Bill - June 2023 Financial Report](#)  
[Attachment 1 - June 2023 Financial Report](#)  
[Presentation - 6-month Financial Report](#)

**XV. STAFF REPORTS**

- A. Housing and Human Services Update, presented by Housing and Human Services Manager Tambi Cork  
[Presentation - Housing and Human Services Update](#)
- B. Other - City Manager Rob Karlinsey

**XVI. COUNCILMEMBER REPORTS & COMMENTS**

**XVII. ADJOURNMENT**

**UPCOMING MEETINGS**

Climate Action Plan (CAP) Community Workshop on Tuesday,  
September 12, 2023 from 6:30 PM - 8:30 PM  
City Council Special and Regular Meeting of September 18, 2023 at  
6:15 PM  
City Council Regular Meeting of September 25, 2023 at 7:00 PM  
General Town Hall on Thursday, September 28th from 6:00 PM - 8:00  
PM

**NOTICE OF POTENTIAL QUORUMS**

[Click here for information about Potential Quorums of the City Council.](#) Now  
found on the City website under City Council Meetings.

## City of Kenmore, Washington Proclamation

**WHEREAS**, in 1968, what is now known as Hispanic Heritage Month was initially observed as "Hispanic Heritage Week" to celebrate the rich histories and diverse contributions of the American Latino Community, and was subsequently expanded to a month-long commemoration in 1988; and

**WHEREAS**, Latino Americans trace their roots to a variety of cultures, including those of the Indigenous peoples of the Americas—such as the Arawak, Aztec, Inca, Maya, and Taino—as well as Spanish explorers and Africans who were brought to the New World as enslaved people; and

**WHEREAS**, the terms Hispanic, Latino, and Latinx refer to a person's culture of origin, encompassing those who identify as having Mexican, Mexican American, Chicano, Puerto Rican, Cuban, or other Hispanic, Latino, or Spanish origins; and

**WHEREAS**, Hispanic and Latino Americans contribute to the vibrancy of our nation through a rich tapestry of cultures, languages, and religions. There is no singular Latin or Hispanic experience but rather a multitude of contributions that enrich America's culture and society; and

**WHEREAS**, we celebrate and honor the invaluable contributions made by these communities in various fields including arts, history, law, science, technology, sports, public service, and manual labor; and

**WHEREAS**, in recognition of these contributions, we acknowledge notable figures such as Cesar Chavez, Dolores Huerta, Sonia Sotomayor, Lin-Manuel Miranda, Roberto Clemente, Sylvia Rivera, Ellen Ochoa, and many others who have made significant contributions in the realms of civil rights, law, arts, science, and sports; and

**WHEREAS**, Hispanic and Latino Americans continue to enrich our region and community, despite facing institutional and systemic injustices that hinder their achievements and contributions; and

**WHEREAS**, the Kenmore City Council emphatically reaffirms its commitment to Diversity, Equity, Inclusion, and Accessibility, as core values that enrich our community; and

**WHEREAS**, the City acknowledges that Hispanic and Latino Americans play a crucial role in shaping the community's values and making the City stronger and more culturally enriching.

**NOW THEREFORE**, I, Nigel Herbig, Mayor of the City of Kenmore, on behalf of the City Council, do hereby proclaim **September 2023** to be **National Hispanic and Latino Heritage Month** throughout the City of Kenmore.

**IN WITNESS WHEREOF**, signed this 11th day of September 2023.

Signed: \_\_\_\_\_  
Nigel Herbig, Mayor

Attested: \_\_\_\_\_  
Anastasiya Warhol, City Clerk

## City of Kenmore, Washington Proclamation

**WHEREAS**, mental health and substance use disorders affect all communities nationwide. The COVID-19 pandemic has had, and continues to have, a profound effect on behavioral health, with increasing numbers of people experiencing anxiety, depression, and loneliness. The impact of mental health and substance used disorders is apparent in King County with an estimated over 500,000 people affected by these conditions; and

**WHEREAS**, National Recovery Month is an opportunity to celebrate all people that make the journey of recovery possible and spread the message that people can and do recover; and

**WHEREAS**, through National Recovery Month, we are better to recognize signs of mental health and substance abuse disorders and people in need of treatment and recovery services learn the benefits of seeking help. Managing the effects of these conditions helps individuals, families, and whole communities; and

**WHEREAS**, the new 988 system, launched in 2022, allows for alternative means of supporting someone who needs behavioral health support rather than calling 911; and

**WHEREAS**, the City of Kenmore has taken steps to supporting in their journeys of recovery by joining the collaborative efforts of surrounding cities through the Regional Crisis Response (RCR) Agency to provide regional mobile crisis response services; and

**WHEREAS**, the observance of National Recovery Month continues to work to improve the lives affected by mental health and substance use disorders by raising awareness and educating communities about effective services that are available.

**NOW THEREFORE**, I, Nigel Herbig, Mayor of the City of Kenmore, on behalf of the City Council, do hereby proclaim **September 2023** to be **National Recovery Month** throughout the City of Kenmore.

**IN WITNESS WHEREOF**, signed this 11th day of September 2023.

Signed: \_\_\_\_\_  
Nigel Herbig, Mayor

Attested: \_\_\_\_\_  
Anastasiya Warhol, City Clerk

## City of Kenmore, Washington Proclamation

**WHEREAS**, September is recognized as National Suicide Prevention Month and is intended to promote awareness of the prevalence of suicide and prevent suicides; and

**WHEREAS**, the City of Kenmore joins mental health advocates, prevention organizations, survivors, allies, and community members unite to promote suicide prevention awareness; and

**WHEREAS**, suicidal thoughts can affect anyone regardless of age, gender, race, orientation, income level, religion, or background; and

**WHEREAS**, the unintended outcome of the COVID-19 pandemic has been the loss of human connection and an epidemic of loneliness; and

**WHEREAS**, the new 988 system, launched in 2022, allows for alternative means of supporting someone who needs behavioral health support rather than calling 911; and

**WHEREAS**, the City of Kenmore affirms and supports our local organizations like our partner, National Alliance of Mental Health (NAMI) Eastside, who are on the front lines of a battle that many still refuse to discuss in public, as suicide and mental illness remain a highly stigmatized topic; and

**WHEREAS**, we encourage all residents to take time to inquire as to the wellbeing of their family, friends, and neighbors to genuinely convey their appreciation for their existence by any gesture deemed appropriate. A simple phone call, message, or hug can go a long way towards helping someone.

**NOW THEREFORE**, I, Nigel Herbig, Mayor of the City of Kenmore, on behalf of the City Council, do hereby proclaim **September 2023** to be **Suicide Prevention Awareness Month** throughout the City of Kenmore. We encourage the community to spend this month spreading hope and vital information to those who are affected by suicide and mental health crises.

**IN WITNESS WHEREOF**, signed this 11th day of September 2023.

Signed: \_\_\_\_\_  
Nigel Herbig, Mayor

Attested: \_\_\_\_\_  
Anastasiya Warhol, City Clerk



## City Council Agenda Bill City of Kenmore, WA

<b>Subject/Topic:</b>  June 30-July 1, 2023 City Council Retreat Report, including City Council Priorities	<b>For Council Meeting Agenda of:</b> 09/11/2023  <b>Department:</b> City Manager's Office  <b>Prepared by:</b> Rob Karlinsey  <b>Approved by Department Head:</b> _____ <b>Approved by City Attorney:</b> _____ <b>Approved by Finance Director:</b> _____ <b>Approved by City Manager:</b> _____
<b>Proposed Council Action/Motion:</b>  Approve June 30-July 1, 2023 City Council Retreat Report, including City Council Priorities	<b>Initial &amp; Date</b> _____ _____ _____ _____  <b>Exhibits/Attachments:</b>  June 30-July 1, 2023 City Council Retreat Report, including City Council Priorities
<b>Information/Background:</b>  The Kenmore City Council held a two-day retreat on June 30 and July 1, 2023. The retreat report is attached to this agenda bill. At the retreat, the City Council discussed updates to its priorities. These priorities are in the retreat report and are listed as follows:  2024 City Council Priorities  1. Increase and preserve the options for affordable housing (49 points).  2. Implement the adopted Climate Action Plan and promote environmental stewardship, including water, air, forest, and habitat restoration and preservation (48 points).  3. Enhance multimodal transportation, including pedestrian and bicycle safety (44 points). -Pedestrian Facilities Plan -Target Zero -Bus Rapid Transit -Passenger Ferry -KAPE (Photo Enforcement) Program  4. Update the Financial Sustainability Plan (36).	

5. Implement the Diversity, Equity, Inclusion and Accessibility Strategic Plan (34 points).
6. Continue to seek opportunities to activate the Lakepointe property (31 points).
7. Support public safety and social justice reform (27 points).
8. Promote sustainable economic development (26 points).
9. Foster community engagement, participation and fun (16 points).
10. Support the post-pandemic recovery process (3 points).



# **THE KENMORE CITY COUNCIL ANNUAL RETREAT**

**June 30<sup>th</sup> and July 1<sup>st</sup>, 2023**

## **Summary Report**

## Introduction

The Kenmore City Council held their annual retreat on June 30<sup>th</sup> and July 1<sup>st</sup>, 2023 at the La Conner Country Inn in La Conner, WA. The purpose of this retreat was to discuss, in depth, key projects, and policy issues identified by the participants during a pre-retreat interview to establish the agenda. The following agenda guided the discussions during this council retreat:

1. Council Team Building
2. City Managers Internal Framework for the organization
3. Context for the retreat
4. City Finances
5. Progress on Council Priorities
6. Looking Ahead at Priorities and Sustaining the organization
7. Council Potpourri: Existing Workplan Items
8. Council Potpourri: Items that will require additional resources
9. Council Potpourri: Other Discussion Items
10. Council Priorities for 2024

The following report is a summary of the discussions and outcomes of the retreat (a complete recording of this retreat was made and is retained by City officials as well as a copy of the retreat workbook):

## Council Team Building

The first discussion module focused on two key presentations of contemporary models of ways to “think” that could facilitate team and group growth and success. Following presentations by the City Manager the participants discussed numerous aspects of each model.

**Mindsets and Vertical Development.** The concept of mindsets as expanded upon by author Ryan Gottfredson was presented and discussed. The distinction between types of mindsets were discussed as ways to improve oneself and specifically how one can view and then improve or change the way they think. The difference between horizontal and vertical development was presented. For vertical development, Ryan Gottfredson proposes three levels: Mind 1.0: Focus on comfort and avoiding problems, 2.0: Focus on success and recognition and 3.0: Focus on contributing and lifting others. Various aspects of

how to think and factors determining our mindsets were discussed by the participants.

**Polarity Thinking:** The next model presented by the City Manager for discussion was “Polarity Thinking” developed by Barry Johnson. The essence of this model is the recognition and understanding of how two “good things” seemingly exist and compete with each other over time, forcing choices that are difficult and often at the heart of conflict. Participants discussed the nature and impacts of polarity thinking and the role of compromise to avoid false dichotomies and polarizing “good vs. evil” rhetoric.

### **City Managers Internal Framework for the Organization**

The City Manager next presented the Internal Framework that has been crafted to guide behavior in and articulate the values of the city organization. The first component is the Service Vision or why does the organization exist? A second component comprised the core and foundational values of the organization. Along with the service vision and values, we can answer the question “What business are we in?” to make the service vision a reality. We are in the business of:

1. Building a sense of community and sense of place
2. Saving lives
3. Reducing human suffering
4. Facilitating Democracy
5. Protecting the Environment
6. Beautifying the City
7. Planning for a better future
8. Helping local businesses succeed
9. Asking “where is the fun?”

Participants discussed examples of the service vision in action within the city.

## Context for the Retreat

The next discussion module focused on several Social and Economic trends that provide important context for the retreat and facing leaders moving into the future.

Participants identified and discussed numerous trends. These trends included: aging population, child care needs, declining birth rates, climate change, divisive speech, homelessness, fentanyl, tech “boom and bust” cycles, artificial intelligence, electrification, and numerous other trends.

## City Finances

The next discussion was initiated by a brief presentation of the current expense and revenue to date and projected through 2026. Several aspects of the current fiscal assessment were discussed including the observation that forecasts indicate that reserves will drop below the required 20% threshold in the next biennium. The pros and cons of revisiting past Financial Sustainability Task Force reports vs. convening a new Task Force were discussed. The participants agreed to the following:

**Agreement One: Convene a new Financial Sustainability Task Force with a consultant and utilize the Service Level Budgeting Tool. As part of the new task force work plan a review of the last task force plan and other recommendations that did not make it into the initial plan should occur.**

## Progress on current City Council Priorities

The City Manager gave a brief update and overview of progress on the City Council current top priorities (see retreat workbook). Participants raised questions for clarification on selected priorities such as Multi-Modal Transportation to include progress on 61<sup>st</sup> street, timing of selected projects and the staffing on others. In addition clarification was requested and provided on DEIA to include the planned adoption of the DEIA strategic plan and 5 year roadmap set for September 2023.

## **Looking Ahead: The Road Map for the Top Priorities and Sustaining the Organization**

The City Manager and Department Directors reviewed each of the top 5 City Council Priorities providing updates and anticipated future action towards realizing each priority.

**Climate Action Plan.** A full update is set for the July 10<sup>th</sup> City Council meeting. A comprehensive presentation is expected in the fall. Regional programs and possible partnerships are being reviewed along with a search for outside funding for special projects (culverts). It was noted that there is a new version of the NPDES regulations requiring outreach to many business in the city to aid in education and source control of pollutants/discharge. It is hoped that the King Conservation District will be able to provide a tree canopy report by the end of August.

**Housing and Human Services.** A City Council update is scheduled for July. Regarding the Plymouth project on the Shell property, waiting for a final update on funding from the Department of Commerce. The Holt Property RFP is coming in the next few weeks. ARCH continues to be a strong partner as an adjunct department of the City.

**Pedestrian and Bicycle Safety.** Staff advised that several grants had been awarded to support new sidewalks and other key projects. Other programs such as the photo enforcement program were reviewed along with site and traffic count studies. Bus rapid transit milestones will occur in July. It was noted that people in Lake Forest Park are supportive of Bus Rapid Transit and there may be an opportunity to combine support. Crosswalk flags have been ordered. It was noted that bus lane cameras should be a legislative goal for the city.

**Diversity, Equity, Inclusion and Accessibility.** The DEIA Strategic Plan and 5-year roadmap have been reviewed by staff. The comments from the DEIA Advisory Committee are being reviewed and incorporated. The 5-year roadmap will identify department leads on each sub-objective along with timing and the city resources needed to implement the plan.

**Walkways and Waterways.** Staff reviewed several projects which are completed or near completion (Juanita Drive, 68<sup>th</sup> Avenue, Log Boom Park, and

Tl'awh-dees Park). It was noted that it would be good to emphasize the adopt a park program. Other sources of support, volunteer staffing and volunteer programs were noted.

**Sustaining The Organization: Financial Sustainability and Service Delivery.** Staff recommended the following:

1. Convene a new Financial Sustainability Task Force in late 2023.
2. Bring back a consultant to support the Task Force
3. Utilize the Service Level Budgeting Tool created in 2022.

### **Council Potpourri: Existing Work Plan Items**

The participants next discussed several topics that are currently within the existing city work plan.

**Public Works Operations Center.** Staff advised that a more formal and complete update on this project is set for July 24<sup>th</sup>. It was noted that and requested that staff provide break-even points with past contract with Lake Forest Park going into the future on the Public Works Center. It was noted that going in-house may have been the best operational decision ever made in the last decade in the city. Cost and other possible funding sources were noted.

**Aquatic Center.** See memo and summary in the retreat packet. Various features of the project were discussed such as involvement of the school district, various property sites, the possibility of a Metropolitan Parks District in the city, siting study, etc. It was noted that the siting study was being funded by the King County Parks and Trails Levy.

**YMCA Youth Swimming Pilot Program.** The status of the YMCA pilot program was reviewed. It was noted that there currently are no funds for a summer or fall program this year and that the program last year was a pilot and not carried over into this year's budget. It was noted that 28 families were served by the program but if the program is to continue then the Council needs to determine come to a funding decision. After a discussion participants agreed to the following:

**Agreement Two: Once the vacant Recreation Supervisor position is filled, the new person will provide the City Council with an update sometime in 2024**

**and then the Council can consider a funding decision if the program is to continue.**

**Missing Middle Housing.** The next discussion module focused on Missing Middle Housing within the context of recent state legislation on this issue. It was noted that the Department of Commerce must provide additional guidance on the new legislation before the city can move forward. It was noted that the issue is will be discussed in 2024. It was noted that that it might be wise to utilize the 25,000 population baseline requirement to plan action realizing that the city will soon pass that threshold.

**Swamp Creek Assessment Update.** Participants briefly noted the memorandum in the retreat notebook on the Swamp Creek Channel Assessment.

**The Bench and Downtown.** Participants discussed both current property issues and the future vision for the Downtown area. It was noted that the 2024 Comprehensive Plan docket will include a downtown element to include renderings of the 181<sup>st</sup> area. Plans for demolition of the Cozy Inn building were noted along with the existing vision for the downtown area. Comparisons with other cities and their downtown areas were discussed. Factors that impact downtown development such as parking requirements, density, and zoning laws were noted.

**Fire Station 54.** The disposition of the Fire Station 54 property was discussed. While it is yet unclear if there are plans for the Fire District to surplus the property, it was noted that the city may need to have a ready proposal to present to the Fire District. Formal meeting with the Fire Chief will be forthcoming.

**Small houses on small lots.** Small houses on small lots is listed as a potential docket item. Staff noted that corner retail will be added to the list of potential 2024docket items as well.

**E-Ferry.** Participants next discussed the on-going plans for an E-Ferry that might connect the City to other areas on Lake Washington. Various considerations were discussed, including public/private partnerships, ridership, links to bus rapid transit and other features of this project. The City Manager reported that he has invited representatives from King County come to the City



Council on September 18<sup>th</sup> to discuss the topic. It was noted that if there is a desire to have people come to the city via ferry, it would be important to have places/activities and other reason for people to do so.

### **Council Potpourri: Items that will Require Additional Resources**

The next set of discussion module focused on topic/projects the currently are not funded and therefore would require additional resources to address.

**Bicycle Parking.** It was noted that it might be important to provide bicycle parking in various areas in the downtown area. The nature and requirements of such parking were briefly noted. It was noted that such parking needs to center on functionality rather than aesthetics. After a discussion the participants agreed to the following:

**Agreement Three: Staff will come back to the Council with a proposal for bike parking within the downtown area.**

**Transit Oriented Development (TOD) and zoning regulations.** Participants next discussed the need for a vision/imagery of what the TOD and downtown might look like. Various aspects of the possible vision were discussed. The pros and cons of developing schemata were discussed including the projected costs (\$60,000). It was agreed instead that staff would put existing images of TOD examples on the City's web page.

**Green Job Center.** Participants next discussed the possibility of developing a Green Job Center in the city. Various aspects of such a center were discussed including apprenticeships in Public Works capital projects, partnerships with other organizations within the city, how to use policy to drive innovation, etc. Staff will report back to the City Council on requiring apprenticeships in capital projects.

**Clean air and burning.** Participants next discussed the problem of burning within the city and its impacts on clean air. Various ways to enforce burning bans were discussed. After a discussion the participants agreed to the following:

**Agreement Four: Staff will look into what authority the city might have to create a city ordinance that addresses burning and come back to the City Council with options.**

**Phasing out gas powered tools.** The participants discussed the problems with using gas powered blowers as part of the city tool kit. Such issues as pollution, noise, etc. were noted. The possibility of participating in such programs as Envirostars was noted. Staff advised that they are currently testing various electric tools. The pros and cons of electric tools were noted. It was indicated that the staff will put this idea (abandoning use of power blowers/tools) in the Climate Action Plan brainstorm bucket or what Rob calls “the CAP basket.”

**Human Rights Campaign Municipal Equality Index.** The nature and process of using an index to rate the cities activities and commitment to human rights was discussed. It was noted that this idea is currently part of the DEIA discussion and is included in the DEIA draft Strategic Plan. If the City Council approves the DEIA Strategic Plan as drafted, staff will then proceed with participating in the index.

**Trailways and Off-Street Paths.** Participants next discussed ways to use GIS capabilities to identify safe routes throughout the city for pedestrian travel. It was noted that, depending of the GIS staff workload, it might be possible to create a map of such routes.

**Activities for youth in the “tween years”.** Participants next discussed the need for activities in the city for youth who are not old enough to drive and the importance of gathering places. It was noted that it might be important to simply ask teens their view/needs in this area. Ideas such as movies in the park, concerts etc. were discussed. Ways to solicit teen input were discussed. The person who fills the Recreation Supervisor position will examine gaps in recreational opportunities for adolescents.

### **Council Potpourri: Other Discussion Items**

The final set of discussions focused on other topics identified by various City Council members.

**Council On-boarding process.** The need and nature of developing a more robust on-boarding program for new City Council members was noted and discussed. It was noted that the learning curve for new members is very steep and could be aided by a more robust orientation program. After a discussion the participants agreed to the following:

**Agreement Five. Councilmembers Pfeil and Kugler agreed to participate as an ad hoc committee to develop a new onboarding program for new City Councilmembers.**

**Involving “on-ground users” in formation of city policy.** It was noted that it might be very useful to involve experts and citizen users in the process to set city policy in selected areas (e.g., bicycle riders). Participants noted the value of such involvement and agreed to continue to solicit input from those impacted by various city policies.

## **City Council Priorities**

During the next portion of the retreat the City Council set their priorities for 2024. The participants reviewed the major initiatives that are currently in progress within the city. The participants were reminded of the fiscal forecast and other budget issues presented at the beginning of this retreat. The participants next reviewed current City Council priorities established at last year’s retreat. The participants then revised the existing priorities based upon completion and desired for revised wording. Finally, the participants used a Paired Comparison Methodology to select the order of their priorities for 24.

The top five priorities will comprise a portion of the City Manager’s annual performance review. Priorities will be addressed to generally reflect their ranking; however, opportunity and/or necessity may require an emphasis on selected priorities outside the priority ranking listed in this report.

## **2024 City Council Priorities**

- 1. Increase and preserve the options for affordable housing (49 points).**
- 2. Implement the adopted Climate Action Plan and promote environmental stewardship, including water, air, forest, and habitat restoration and preservation (48 points).**
- 3. Enhance multimodal transportation, including pedestrian and bicycle safety (44 points).**
  - Pedestrian Facilities Plan**
  - Target Zero**
  - Bus Rapid Transit**
  - Passenger Ferry**
  - KAPE (Photo Enforcement) Program**
- 4. Update the Financial Sustainability Plan (36).**
- 5. Implement the Diversity, Equity, Inclusion and Accessibility Strategic Plan (34 points).**
- 6. Continue to seek opportunities to activate the Lakepointe property (31 points).**
- 7. Support public safety and social justice reform (27 points).**
- 8. Promote sustainable economic development (26 points).**
- 9. Foster community engagement, participation and fun (16 points).**
- 10. Support the post-pandemic recovery process (3 points).**

## **Appendix One Retreat Participants**

Mayor  
Nigel Herbig

Deputy Mayor  
Melanie O'Cain

Council Member  
David Baker

Councilmember  
Angela Kugler

Councilmember  
Joe Marshall

Councilmember  
Corina Pfeil

Councilmember  
Debra Srebnik

City Manager  
Rob Karlinsey

Department Directors Participated During Specific Conversations

Facilitator  
Michael Pendleton

**City of Kenmore  
City Council Meeting  
Special Meeting Minutes  
Tuesday, August 15, 2023**

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

**PRESENT:**

Councilmembers: Mayor Nigel Herbig  
Deputy Mayor Melanie O’Cain – Virtual  
Councilmember Angela Kugler – Virtual  
Councilmember Debra Srebnik – Virtual  
Councilmember Corina Pfeil – Virtual / Call In

Staff: City Manager Rob Karlinsey  
Deputy City Clerk Michelle Kang  
Finance and Administration Director Melinda Merrell  
Environmental Services Director Richard Sawyer

**CALL SPECIAL MEETING TO ORDER**

Mayor Herbig called the special meeting to order at approximately 12:05 PM.

**AGENDA APPROVAL**

The agenda was approved as presented.

**CONSENT AGENDA**

- A. Approve City Council Regular Meeting Minutes from July 10, 2023.  
[City Council Regular Meeting Minutes from July 10, 2023](#)
- B. Approve City Council Regular Meeting Minutes from July 17, 2023.  
[City Council Regular Meeting Minutes from July 17, 2023](#)
- C. Approve City Council Regular Meeting Minutes from July 24, 2023.  
[City Council Regular Meeting Minutes from July 24, 2023](#)
- D. Approve Total Check #s 52482 through 52599 totaling \$2,7000,164.19 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 07/14/2023 in the amount totaling \$259,441.46, and ACH Payment to Center for Human Services in the amount of \$4,440.00, and ACH Payment to KBA

Inc. in the amount of \$38,180.97, and ACH Payment to Road Construction NW Inc. in the amount of \$9,856.46, and ACH Payment to Thomco Construction Inc. in the amount of \$145,805.81, and Payroll Check #s 10244 through 10245 in the amount of \$5,941.04.

[Voucher Certification and Approval 07/08/23 - 07/21/23](#)

- E. Approve Total Check #s 52600 through 52721 totaling \$434,167.22 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 07/28/2023 in the amount totaling \$250,062.60, and ACH Payment to Thomco Construction, Inc. in the amount of \$32,265.62, and ACH Payments to U.S. Bank Purchase Cards in the amount of \$41,125.18.

[Voucher Certification and Approval 07/22/23 - 08/04/23](#)

- F. Authorize the City Manager to execute Contract No. 23-C2966 for demolition of structure at 6215 NE Bothell Way in an amount not to exceed \$75,000.

[Agenda Bill - Contract No. 23-C2966](#)

**MOTION:** Deputy Mayor O'Cain moved to approve the consent agenda outlined above. Councilmember Pfeil seconded the motion.

**VOTE:** Consent Agenda was approved by UNANIMOUS CONSENT

### **ADJOURNMENT**

Mayor Herbig adjourned the meeting at approximately 12:06 PM.

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Nigel Herbig, Mayor

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Michelle Kang, Deputy City Clerk





# Voucher Certification and Approval

City of Kenmore

Page 26 of 504

DATE RANGE: 08/05/2023 - 08/18/2023

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

Total Check #s 52722 through 52836: \$1,612,141.24

Total Payroll/Taxes/Flex Spending/Retirement & Health Savings Acct Electronic Deposits Dated: 08/11/2023

\$249,004.37

Rob Karlinsey  
Rob Karlinsey (Aug 22, 2023 16:26 PDT)

Aug 22, 2023

City Manager / Date

Melinda Merrell  
Melinda Merrell (Aug 22, 2023 15:59 PDT)

Aug 22, 2023

Finance & Administrative Services Director / Date

Vendor Name	Check #	Date	Description	Amount
UNITED STATES POSTMASTER	52722	08/08/2023	2023 Summer Quarterly Newsletter postage	2,154.39
STEPHANIE LUCASH	52723	08/11/2023	WCMA Conference Per Diem	167.00
AMADOR FARMS	52724	08/11/2023	Snap/EBT Reimbursement	38.00
AMERICAN GENERAL LIFE GPO/400S	52725	08/14/2023	Life Insurance	220.33
MISSION SQUARE / 109964	52726	08/14/2023	City of Kenmore 401a	25,625.97
MISSION SQUARE 457 / 304745	52727	08/14/2023	ICMA 457 Deferred Comp	5,182.59
AA ASPHALTING LLC	52728	08/18/2023	2" Grind & Inlay of 193rd PI	34,000.00
ALWAYS ACTIVE SERVICES LLC	52729	08/18/2023	T244 NE 175th St Wayfinding Improvements	98,320.64
AMADOR FARMS	52730	08/18/2023	SNAP/EBT Reimbursement	30.00
AMERICAN TRAFFIC SOLUTIONS INC	52731	08/18/2023	June 2023 KAPE	6,500.00
APPLEONE EMPLOYMENT SERVICES	52732	08/18/2023	Temp Receptionist Aug 1-3, 2023	644.64
AURORA RENTS	52733	08/18/2023	Bobcat Rental Moorlands & Rhododendron Parks	1,578.79
BCN TELECOM, INC.	52734	08/18/2023	City Hall Phones	801.59
BIG CHAIR BAKERY	52735	08/18/2023	SNAP Reimbursement	12.00
BOAZ COFFEE	52736	08/18/2023	SNAP Reimbursement	15.00
BOTHELL KENMORE CHAMBER OF COMMERCE	52737	08/18/2023	Membership Dues	600.00
BROTHER'S FARMS	52738	08/18/2023	SNAP/EBT Reimbursement	40.00
CALICO COOKIES - ERIN CALI	52739	08/18/2023	SNAP/EBT Reimbursement	4.00
CALPORTLAND COMPANY	52740	08/18/2023	Gravel - Parks	1,304.27
CASCADE PEST CONTROL	52741	08/18/2023	Rhododendron Park Pest Control	167.35
COMCAST BUSINESS	52742	08/18/2023	City Hall Internet & Cable	167.40
COMCAST BUSINESS	52743	08/18/2023	Tl'awh-ah-dees Park Internet	81.95
COMCAST BUSINESS	52744	08/18/2023	City Hall & Hangar Internet	2,073.24
COOKIES WITH TIFFANY	52745	08/18/2023	SNAP Reimbursement	4.00
DANSOUND INC	52746	08/18/2023	Audio & Consulting Svcs for 25th Event	2,000.00
DTG RECYCLE	52747	08/18/2023	Construction Debris Disposal	171.15
EARTHCRAFT SERVICES, INC.	52748	08/18/2023	Tl'awh-ah-dees Goat Vegetation Removal	1,101.00
FARM FRESH NW	52749	08/18/2023	SNAP/EBT Reimbursement	29.00
GCP WW HOLDCO, LLC	52750	08/18/2023	Work Boots - Anna Arnott	350.00
GORDON THOMAS HONEYWELL	52751	08/18/2023	May 2023 Governmental Affairs Services	4,515.00

Xi. C. Approve Total Check #s 52722 through 52836 totaling \$1,612,141.24...

Vendor Name	Check #	Date	Description	Amount
GRAINGER	52752	08/18/2023	Parks Tool; City Hall/Hangar Caution Tape	112.01
GYPSY ROWS	52753	08/18/2023	SNAP/EBT Reimbursement	45.00
H.D. FOWLER COMPANY	52754	08/18/2023	SR522 Irrigation Materials	337.63
HAYTON FARMS	52755	08/18/2023	SNAP Reimbursement	44.00
HDR ENGINEERING, INC	52756	08/18/2023	June 2023 Engineer.T41 Juanita Drive NE (16-C1625)	56,290.77
HOLMBERG COMPANY	52757	08/18/2023	Wallace Swamp Creek Park Hydrant	6,237.00
HOME DEPOT CREDIT SERVICES	52758	08/18/2023	PW Operations Supplies & Equipment	792.64
HORIZON DISTRIBUTORS INC	52759	08/18/2023	Irrigation Parts - Streets & Community Club ROW	375.04
JAEDEN LUKE GARMANIAN	52760	08/18/2023	25th Anniversary Celebration Artist Performance	1,400.00
JASON RICHARD SPERLING	52761	08/18/2023	Photos - Kenmore Summer Concert 7/20 & Farmers' Market 8/2	800.00
JAY AND FAMILY INC	52762	08/18/2023	Pandemic Recovery (ARPA) Business/NP Grant	10,000.00
JENNIFER DIXON	52763	08/18/2023	20-C2159 plaques for TI' awh-ah-dees Park	3,000.00
JENSEN TOFFEE	52764	08/18/2023	SNAP Reimbursement	10.00
JET CITY PRINTING	52765	08/18/2023	Banners: Movie, Farmers' Market & Anniversary	473.27
KENMORE COMMUNITY CLUB	52766	08/18/2023	Pandemic Recovery (ARPA) Business/NP Grant	6,000.00
KENMORE MIDDLE SCHOOL	52767	08/18/2023	2023 Q2 contribution Kitchen Table Tutoring	2,500.00
KING COUNTY ANIMAL SVCS	52768	08/18/2023	July 2023 Pet License Fees	105.00
KING COUNTY FINANCE	52769	08/18/2023	July 2023 Adult/Juvenile Detention	262.25
KING COUNTY FINANCE	52770	08/18/2023	KC Roads Signs, Striping & Signals	43,180.23
KING COUNTY FINANCE	52771	08/18/2023	KC Sewage Capacity Discounted Early Payoff	14,758.04
KING COUNTY FINANCE	52772	08/18/2023	July 2023 DPD Small Cities Screening Reimbmt.	81.00
KING COUNTY FINANCE	52773	08/18/2023	KC Road Services Signs & Markings	1,004.24
KING COUNTY FINANCE	52774	08/18/2023	KC Bridge Inspection Services	459.28
KING COUNTY FINANCE	52775	08/18/2023	Garbage Dump - 4th of July Event	70.52
KING COUNTY SHERIFF	52776	08/18/2023	July 2023 Police Services	353,441.17
LK. CITY PARTNERS ENDING HOMELESSNESS	52777	08/18/2023	2023 Q2 Ending Homelessness Contribution	12,500.00
LAKE DEFENSE FORCE CORP	52778	08/18/2023	DASH Aquatic Weeds	32,309.19
LAKEVIEW YOGA LLC	52779	08/18/2023	Pandemic Recovery (ARPA) Business/NP Grant	10,000.00
LIGHTHOUSE CONSULTING INC	52780	08/18/2023	2023 June & July IT Consulting & Maintenance Svcs	29,694.13
LINA'S BAKERY	52781	08/18/2023	SNAP Reimbursement	5.00
LOUDEDGE, INC.	52782	08/18/2023	T-shirt & Banner Design Kenmore 25th Anniv	412.50
MARIA SZABLYA RIVAS	52783	08/18/2023	Refund of Hangar deposit for event 8/5/2023	150.00
MELINDA MERRELL	52784	08/18/2023	AWC Budget Workshop Meals/Lodging/Mileage Reimb.	680.34
MOXIE & OLIVER	52785	08/18/2023	Pandemic Recovery (ARPA) Business/NP Grant	10,000.00
MR. T'S TROPHIES & AWARDS LLC	52786	08/18/2023	Pandemic Recovery (ARPA) Business/NP Grant	10,000.00
NORTHSHORE UTILITY DIST	52787	08/18/2023	July Fleet Fuel & Maint.	5,315.23
NORTHSHORE UTILITY DIST	52788	08/18/2023	Parks Restrooms, Irrigation & Water/Sewer Charges	20,957.46
NORTHSHORE UTILITY DIST	52789	08/18/2023	Void	-
OFFICE DEPOT	52790	08/18/2023	Misc. Office Supplies	254.55
OFFICE DEPOT	52791	08/18/2023	Calculator Ribbon	6.59
OFFICE DEPOT	52792	08/18/2023	Misc. Office Supplies	320.16
OFFICE DEPOT	52793	08/18/2023	Void	-
OSBORN CONSULTING INC.	52794	08/18/2023	June Small Works & July Muck Creek & TI'awh-ah-dees Svcs	24,379.52
OUR FAMILY FARM	52795	08/18/2023	SNAP/EBT Reimbursement	22.00
PARAMETRIX INC	52796	08/18/2023	July 2023 Transportation Element Update	1,424.79
PENINSULA FINANCIAL CONSULTING	52797	08/18/2023	July 2023 Stormwater Rate Study	5,375.00
PETTY CASH CUSTODIAN	52798	08/18/2023	Petty Cash Replenishment	376.91

XI. C. Approve Total Check #s 52722 through 52836 totaling \$1,612,141.24...

Vendor Name	Check #	Date	Description	Amount
PETTY CASH CUSTODIAN	52799	08/18/2023	Void	-
PSR MECHANICAL, LLC	52800	08/18/2023	Senior Center HVAC Maintenance C3875	644.09
PUGET SOUND ENERGY	52801	08/18/2023	City Hall Electricity & T41 Juanita Ped/Bike Project	54,280.88
PURE FUNGAL FRUITS	52802	08/18/2023	SNAP Reimbursement	22.00
QUALITY WATER FINANCIAL	52803	08/18/2023	Filtered Water - City Hall & Public Works	198.00
REPUBLIC SERVICES	52804	08/18/2023	Rhododendron Park Solid Waste & City Hall & PW Solid Waste	2,030.21
RRJ COMPANY, LLC	52805	08/18/2023	July 2023 Pavement Overlay & Sidewalk Repair	313,731.25
SCHNEE, CARLA	52806	08/18/2023	AWC Budget Workshop Travel Meals, Mileage, Lodging	370.06
SCOTT BOTHEL	52807	08/18/2023	23-C2968 Business Directory Website Development	4,618.00
SEATTLE POPS	52808	08/18/2023	SNAP Reimbursement	33.00
SEATTLE TIMES	52809	08/18/2023	Legal Notices:RFP, DNS, Public Hearings	674.69
SEEKING FERMENTS	52810	08/18/2023	SNAP Reimbursement	10.00
SELECT GOURMET FOODS INC	52811	08/18/2023	Pandemic Recovery (ARPA) Business/NP Grant	10,000.00
SHANNON & WILSON, INC.	52812	08/18/2023	Plan Review Code Compliance	5,130.00
SHERWIN WILLIAMS CO.	52813	08/18/2023	Supplies for City Hall Stair Art Painting	514.58
SHIN'S TAEKWONDO ACADEMY	52814	08/18/2023	Pandemic Recovery (ARPA) Business/NP Grant	10,000.00
SNO KING WATERSHED COUNCIL	52815	08/18/2023	SKWC Appreciation Event reimbursement	200.00
SNOHOMISH COUNTY	52816	08/18/2023	Drainage Maintenance Disposal	1,304.00
STAPLES	52817	08/18/2023	Hangar Maintenance Supplies	251.46
STAPLES	52818	08/18/2023	City Hall Supplies	102.83
STAPLES	52819	08/18/2023	Parks Maintenance Supplies	221.00
STAPLES	52820	08/18/2023	Parks Maintenance Supplies	272.53
STAPLES	52821	08/18/2023	City Hall Maintenance Supplies	62.91
STAPLES	52822	08/18/2023	Hangar Maintenance Supplies	238.31
SUBLIME CORN COMPANY	52823	08/18/2023	750 Kettle Corn Bags for 25th Event Giveaways	2,860.00
SUNRISE LOCAL BERRIES FARM, LLC	52824	08/18/2023	SNAP/EBT Reimbursement	39.00
T MOBILE USA, INC.	52825	08/18/2023	Staff Cell Phones & Data Plans	1,574.21
T MOBILE USA, INC.	52826	08/18/2023	Staff Cell Phones & Data Plans	1,820.59
TASTAD CONTRUCTION INC	52827	08/18/2023	22-C2773 NE 190th St Fish Culvert Replacement	309,436.00
TOTAL LANDSCAPE CORP	52828	08/18/2023	Landscape Maintenance - Parks	4,514.10
TRADE ROOT MUSIC GROUP LLC	52829	08/18/2023	Band Consulting Services for Events	1,800.00
TYLER TECHNOLOGIES, INC.	52830	08/18/2023	Annual Financial Software Maintenance & Training	21,983.22
UTILITIES UNDERGROUND LOCATION CTR	52831	08/18/2023	July 2023 Utility Locates	205.11
VERIZON WIRELESS	52832	08/18/2023	PW Internet	160.12
WAGNER ARCHITECTS	52833	08/18/2023	July 2023 PW Facility Planning Consultant	5,526.00
WESTLAKE HARDWARE WA-153	52834	08/18/2023	PW Operations Supplies & Equipment	2,067.54
XEROX CORPORATION	52835	08/18/2023	July 2023 Photocopier Primelink & DMP Integ Central	722.19
ZIPLY FIBER	52836	08/18/2023	City Hall Phones	661.60
DRS 457	DFT0001661	08/11/2023	DRS 457 Deferred Comp	655.00
AVIDIA HEALTH	DFT0001662	08/11/2023	Employee Health Savings Contribution	266.30
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0001663-71	08/11/2023	Public Employees Retirement	35,916.55
NAVIA	DFT0001672	08/11/2023	Employee Flexible Spending Account	1,077.28
BANK OF AMERICA 941	DFT0001673	08/11/2023	Federal Taxes	32,259.22
PAYROLL	Electronic Dep.	8/11/2023	Direct Deposit	178,830.02
TOTAL				1,861,145.61

XI. C. Approve Total Check #s 52722 through 52836 totaling \$1,612,141.24...



City of Kenmore

# Vendor Purchasing Report

Page 29 of 504  
For Date Range 01/01/2023 - 08/18/2023

## Vendor Set: Vendor Set 01

Vendor	Name	Volume
0022	ASSOCIATION OF WA CITIES	29164.16
0024	DAVID BAKER	824.6
0054	BULGER SAFE & LOCK, INC.	570.64
0064	CASCADE PEST CONTROL	1262.18
0067	CENTER FOR HUMAN SERVICES	14430
0076	CITY OF BELLEVUE	134967.92
0083	CITY OF LAKE FOREST PARK	54026
0092	CODE PUBLISHING COMPANY	6734.7
0099	CONSOLIDATED PRESS	9485.91
0103	COSTCO WHOLESALE MEMBERSHIP	60
0109	DAILY JOURNAL OF COMMERCE	2057.5
0111	DEPARTMENT OF ECOLOGY	10561
0121	REPUBLIC SERVICES	12741.26
0130	EMPLOYMENT SECURITY DEPARTMENT	28409.4
0137	FERGUSON ENTERPRISES INC #3156	6255.9
0151	CALPORTLAND COMPANY	4353.52
0173	HOME DEPOT CREDIT SERVICES	4561.3
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	192021.97
0189	INTERNATIONAL CITY/CNTY MGMT ASSOC	1200
0191	INTERNATIONAL INST OF MUNI CLERKS	350
0197	JET CITY PRINTING	7376.12
0204	KENMORE COMMUNITY CLUB	6000
0205	KENMORE HERITAGE SOCIETY	4320.02
0206	KENMORE MIDDLE SCHOOL	5000
0212	KING COUNTY FINANCE W.L.R.D.	15381.21
0213	KING COUNTY ANIMAL SVCS	795
0216	KING COUNTY FINANCE	3500
0219	KING COUNTY FINANCE	226717.16
0230	KING COUNTY RADIO COMM SERVICES	639.68
0233	KING COUNTY SHERIFF	2412386.73
0235	KING COUNTY TREASURY	61227.82
0251	LIGHTHOUSE CONSULTING INC	99574.98
0260	MEEHAN, NANCY	46.04
0261	PENDLETON CONSULTING LLC	10287.8
0265	MORGAN SOUND INC	4274.3
0267	MR. T'S TROPHIES & AWARDS LLC	10358.7
0285	SHORELINE FIRE DEPT	1200
0286	NORTHSHORE SCHOOL DISTRICT	15312
0287	NORTHSHORE SENIOR CENTER	37500
0288	NORTHSHORE UTILITY DIST	115188.43
0289	NORTHSHORE YMCA	10000
0292	HONEY BUCKET	5443
0300	OFFICE DEPOT	4245.19
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	39555.96
0310	PACIFIC TOPSOILS	5847.04
0311	PARAMETRIX INC	48104.11
0314	PETTY CASH CUSTODIAN	734.57
0328	PUGET SOUND ENERGY	290203.34
0329	PUGET SOUND FINANCE OFFICERS ASSOC	75
0345	SEATTLE TIMES	10648.1
0355	STAPLES	11100.21
0356	STATE AUDITOR'S OFFICE	2520

XI. C. Approve Total Check #s 52722 through 52836 totaling \$1,612,141.24...

## Vendor Purchasing Report

Page 20 of 50  
For Date Range 01/01/2023 - 08/18/2023

Vendor Set: Vendor Set 01

Vendor	Name	Volume
0357	STEWART MACNICHOLS HARMELL, INC.	30000
0365	TOTAL LANDSCAPE CORP	61166.22
0370	UNITED RENTALS NW, INC	1360.31
0371	UNITED STATES POSTMASTER	6399.88
0375	US POSTAL SERVICE (HASLER)	3617.59
0385	WA ASSOC OF BUILDING OFFICIALS	1289.31
0387	WA CITIES INSURANCE AUTHORITY	643692
0389	WASHINGTON CITY/COUNTY MGMT ASSOC	3000
0390	WA FINANCE OFFICERS ASSOCIATION	150
0391	WASHINGTON MUNICIPAL CLERKS ASSOC	200
0400	WASHINGTON STATE DEPT OF REVENUE	22770.22
0401	WA STATE DEPT OF TRANSPORTATION	7845.93
0405	WASHINGTON STATE OFFICE CASH MGMT	788
0412	WM CORPORATE SVCS - COLUMBIA RIDGE LANDFILL	18182.03
0419	WONDERLAND DEVELOPMENT	1000
0424	MISSION SQUARE 457 / 304745	86771.5
0425	DRS 457	9680
0426	AFLAC	1463.28
0428	BANK OF AMERICA 941	466218.24
0429	AWC EMPLOYEE BENEFIT TRUST	632423.14
0431	DEPARTMENT OF RETIREMENT SYSTEMS	546784.43
0432	DEPARTMENT OF LABOR AND INDUSTRIES	41368.65
0434	UNITED WAY OF KING COUNTY	300
0436	NATIONAL LIFE OF VERMONT	862.19
0441	DANSOUND INC	5770
0448	UPS STORE KENMORE	202.44
0449	ACF WEST INC	84.63
0450	AURORA RENTS	7343.12
0473	ARTS OF KENMORE	4750
0483	PAT'S TREES AND LANDSCAPE INC.	1541.4
0484	CITY WIDE FENCE COMPANY, INC	18654.25
0494	SECRETARY OF STATE	292.86
0497	DAY WIRELESS SYSTEMS	456.93
0510	AA ASPHALTING LLC	34000
0542	AMERICAN SOCIETY OF COMPOSERS	438.75
0550	KING COUNTY RECORDER'S OFFICE	277.5
0558	SNOHOMISH COUNTY	7715
0586	QUADIENT LEASING USA, INC.	1420.28
0588	ENVIRONMENTAL SYSTEMS RESEARCH INST	32022.6
0610	WA STATE DEPT OF TRANSPORTATION	328.68
0685	PACE ENGINEERS, INC.	4345.5
0689	DIGITAL REPROGRAPHICS SERVICES INC.	126.27
0690	BUILDERS EXCHANGE OF WASHINGTON INC	336.4
0692	HDR ENGINEERING, INC	311602.74
0696	AMERICAN GENERAL LIFE GPO/400S	1853.21
0781	QUALITY BUSINESS SYSTEMS INC.	1914.38
0807	CASCADE RECREATION, INC	2532.3
0817	GRAINGER	3067.65
0850	UNCLE STINKY'S MAGIC & NOVELTIES	10000
0851	EVERMARK, LLC	1776.06
0868	JAYMARC AV	1612.97
0892	JACOBS ENGINEERING GROUP	48546.5
0898	ZONAR SYSTEMS	528.21
0899	SHRED IT, C/O STERICYCLE, INC>	2586.97
0913	KENMORE ELEMENTARY	3850
0937	ZUMAR	5006.61
0941	KVO INDUSTRIES, INC	2833
0981	COMCAST BUSINESS	6080.93

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Vendor	Name	Volume
0994	GORDON THOMAS HONEYWELL	31605
1003	IWORQ SYSTEMS	2800
1010	WESTLAKE HARDWARE WA-153	4460.7
1045	HORIZON DISTRIBUTORS INC	2620.14
1047	SARAH ROBERTS	98826.32
1052	FIRE PROTECTION, INC	13557.61
1053	INTERNATIONAL CODE COUNCIL, INC	77.62
1068	WA STATE DEPT OF LABOR & INDUSTRIES	243.1
1123	AM TEST, INC	4040
1140	PAWS	1980
1168	SCHINDLER ELEVATOR CORPORATION	1913.85
1197	MILLER STEPHENS, MARY	8750
1216	ADVANCE TESTING & SERVICE INC	1815
1267	ALBIREO ENERGY LLC/AUTOMATED CONTROLS	3241.45
1291	SCHNEE, CARLA	370.06
1297	GOVERNMENT FINANCE RESEARCH GROUP	1995
1299	VERIZON WIRELESS	560.52
1304	HAMPSON, BRYAN	287.55
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	2700
1322	AABCO BARRICADE COMPANY INC.	793.22
1331	KBA INC.	212735.65
1333	WELWEST CONSTRUCTION INC.	11325
1337	STATE OF WA DEPT. OF LICENSING	2.16
1345	SHERWIN WILLIAMS CO.	699.21
1358	ALPHAGRAPHICS	1219.51
1383	CHICAGO TITLE	416.98
1385	AZTECA SYSTEMS, LLC/CITYWORKS	42751.83
1390	UTILITIES UNDERGROUND LOCATION CTR	1404.81
1403	OSBORN CONSULTING INC.	291757.25
1410	SEATTLE & KING COUNTY PUBLIC HEALTH	833
1420	SAUVE, GAYLEN	600
1431	GAYLYNN BRIEN	380
1452	CITY OF KENT	500
1456	HESTON PHOTOGRAPHY	1302.95
1457	LANGUAGE LINE SERVICES, INC.	25.77
1459	FLEMINGS HOLIDAY LIGHTING LLC	1598.51
1464	ROAD CONSTRUCTION NW, INC.	9856.46
1478	HERBIG, NIGEL	97.33
1482	HIGHWIRE	2059.7
1485	WA ASSOC OF PUBLIC RECORDS OFFICERS	25
1504	SCORE	107427.16
1524	GRANICUS LLC	6372.73
1544	METROPOLITAN TRANS. COMMISSION	2000
1547	LOYUK, SAMANTHA	513.5
1550	THE EVP GROUP	7500
1555	LINCOLN NATIONAL LIFE INSURANCE	13210.13
1591	ULINE	2379.57
1593	A & A LIMOUSINE & BUS SERVICE	2072
1596	NW ENVIRONMENTAL TRAINING CENTER	195
1603	ALPHA SUPPORTED LIVING SERVICES	250
1629	WESTERN DISPLAY FIREWORKS, LTD.	27500
1634	SREBNIK, DEBRA	1670.99
1673	KPFF CONSULTING ENGINEERS	183279.56
1682	PUBLIC AGENCY TRAINING COUNCIL	425
1689	MOTT MACDONALD GROUP, INC.	71708.94
1711	SOFTWAREONE, INC.	20235.08
1725	NORTHLAKE LUTHERAN CHURCH	10000
1731	NORTHWEST ARBORICULTURE LLC	11687.25

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Vendor	Name	Volume
1732	PERFORMANCE SYSTEMS INTEGRATION LLC	423.9
1739	FIX AUTO	6440.95
1747	FOOTPRINT PROMOTIONS	1052.58
1754	RFI ENTERPRISES INC.	1582.28
1763	REID, JAMES FALCONER	14276.25
1779	SNO KING WATERSHED COUNCIL	200
1786	TYLER TECHNOLOGIES, INC.	21983.22
1795	CABOT DOW ASSOCIATES	6606.25
1816	NAVIA	34277.39
1828	QUALITY BUSINESS SYSTEMS / WELLS FARGO	2768.32
1829	SHI INTERNATIONAL CORP.	182.93
1838	AVIDIA HEALTH	2613.8
1879	HOLMBERG COMPANY	7055.76
1884	HEIDELBERG MATERIALS	1920.23
1885	NATIONAL BARRICADE CO., LLC	4002.4
1889	WILLIAMS, KASTNER & GIBBS PLLC	1739.5
1900	ASPECT CONSULTING LLC	7025
1913	GRAND EVENT RENTALS	6805.71
1914	MCNAMARA SIGNS	2235.03
1927	GAMETIME	1914.94
1930	T MOBILE USA, INC.	10479.21
1932	U.S. BANK N.A. / CUSTODY	180
1936	SUPERION, LLC	2422.2
1943	BALDWIN DESIGN WORKS, LTD.	1469
1960	WALTER E. NELSON CO.	1492.47
1979	MSPT XXII, LLC C/O FLYWAY RETAIL + LIVING	4500
1980	HRA VEBA TRUST	45085.59
1991	WASHINGTON STATE TREASURER	4451
1993	HYAS GROUP, LLC	3750
1994	LAKE CITY PARTNERS ENDING HOMELESSNESS	26125
1999	KING COUNTY POLICE CHIEFS ASSOCIATION	50
2004	RED BARN ENGINEERING, INC.	29132
2047	PUGET SOUND PLANTS	1678.11
2048	SMS CLEANING, INC.	45465
2052	J. A. BRENNAN ASSOCIATES, PLLC	26200.96
2078	WA RECREATION & PARK ASSOC.	1855
2081	SHANNON & WILSON, INC.	12397.5
2101	PENINSULA FINANCIAL CONSULTING	11875
2126	SCHWARZWALTER, MARK	218
2137	ECIVIS, INC.	4000
2142	MISSION SQUARE / 109964	378869.87
2157	SOUND SAFETY PRODUCTS CO.	503.8
2175	ELECTRONIC BUSINESS MACHINES	1475.55
2176	CANON FINANCIAL SERVICES, INC.	1862.56
2183	SISKUN POWER EQUIPMENT	2565.81
2194	CONFLUENCE ENVIRONMENTAL COMPANY	8001.42
2209	MORUP SIGNS, INC.	3005.73
2210	PACWEST MACHINERY	30850.27
2221	O'REILLY/FIRST CALL	240.41
2236	COMCAST	12486.9
2249	KING COUNTY BAR ASSOCIATION	650
2250	NAMI EASTSIDE	4500
2252	TRUGREEN	2656.72
2254	U.S. BANK PURCHASE CARDS	185288.53
2259	MINUTEMAN PRESS	4410.74
2262	DILIGENT CORPORATION	36005.82
2270	LAKESIDE INDUSTRIES	1185.78
2282	RICK BURNSTEAD CONSTRUCTION, LLC	2932

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Vendor	Name	Volume
2284	ENVIROTECH	7973.66
2285	QUALITY WATER FINANCIAL	1293.54
2311	BEST BEST & KRIEGER LLP ATTORNEYS AT LAW	4433.5
2327	PACIFIC AIR CONTROL, INC.	6073.11
2330	PROMOTIONS NOW	236.05
2334	NORTHSHORE YOUTH SOCCER ASSOC.	55
2338	58 STARS TRAVEL	2442.6
2353	NORTHSHORE SCHOOLS FOUNDATION	1500
2360	O'CAIN, MELANIE	295.5
2361	BFI 4 LLC	2000
2369	MARIA SZABLYA RIVAS	300
2377	NORTH URBAN HUMAN SVCS ALLIANCE	1000
2379	JENNIFER DIXON	8273.66
2383	NORTH LAKE LITTLE LEAGUE	121
2386	CECCANTI, INC.	435403.54
2389	JET CITY CLEANING	7186.24
2392	DEPARTMENT OF COMMERCE	47219.75
2393	SEATTLE PUMP & EQUIPMENT CO./JETTERS NORTHW	577.37
2396	ZIPLY FIBER	5777.27
2403	AMERICALL	1058.92
2413	ICLEI	1200
2425	THOMCO CONSTRUCTION, INC.	1135549.7
2431	ALPINE PRODUCTS INC.	420.1
2434	PSR MECHANICAL, LLC	644.09
2437	LOUDEDGE, INC.	2737.5
2452	SHARI BOTH JEWELRY DESIGN	2500
2453	SHIN'S TAEKWONDO ACADEMY	10000
2459	NELSON ELECTRIC, INC.	12798.74
2464	D.P. NICOLI, INC.	1366.59
2465	PRECISION CONCRETE CUTTING	6355.87
2468	DAVIDSON MACRI SWEEPING, INC.	4157.38
2478	MOXIE & OLIVER	10000
2484	LUKASZ LISOWSKI	322.64
2486	CASCADIA LAW GROUP	13748.42
2489	THE ORIGINAL POOP BAGS	2919.74
2490	NORTH SHORE PUB	10000
2499	M MEDINA REMODELING LLC	2500
2503	NORTH AMERICAN SAFETY, INC.	3098.5
2507	DIVERSIFIED	4554
2511	SALCIDO, LETICIA	80.32
2522	TRC ENVIRONMENTAL CORPORATION	2262.95
2530	CASCADIA CONSULTING GROUP, INC.	77666.25
2531	BCN TELECOM, INC.	5626.64
2537	HUNTINGTON TECHNOLOGY FINANCE	44525.18
2540	BRIGHT SPARK EARLY LEARNING SERVICES	975
2545	KLB CONSTRUCTION, INC.	250413.87
2561	PRR, INC	121937.84
2570	H.D. FOWLER COMPANY	3410.98
2573	GCP WW HOLDCO, LLC	3125.26
2576	TRADE ROOT MUSIC GROUP LLC	3800
2577	APPLEONE EMPLOYMENT SERVICES	25304.04
2578	CENTRICITY GIS, LLC	2250
2579	CHANIN KELLY-RAE CONSULTING LLC	37170
2589	ABRACADABRA PRINTING	2025.29
2598	WAGNER ARCHITECTS	93705
2599	CEDAR GROVE COMPOSTING, INC.	924.85
2609	DTG RECYCLE	3140.51
2617	STRIDER CONSTRUCTION CO., INC.	834697.62

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Vendor	Name	Volume
2618	STEPHANIE LUCASH	885.91
2641	VENTILATION POWER CLEANING, INC.	26682.1
2642	WASHINGTON AUDIOLOGY SERVICES, INC.	1080.5
2656	WASHINGTON STATE FARMERS MARKET ASSOCIATIOI	350
2660	WASHINGTON FEDERAL BANK	25959.06
2661	JASON RICHARD SPERLING	1800
2667	CREATION ORGANICS, LLC	2182.38
2691	E SQUARED SYSTEMS, LLC	1257.34
2692	PREMIER MEDIA GROUP	1000
2693	LAKE DEFENSE FORCE CORP	32309.19
2700	ORION ENVIRONMENTAL COMPLIANCE & CONSULTIN	1861.75
2707	ONTRA MARKETING GROUP	300
2720	GEOFFREY JOHNSON	100
2725	NICKOLAI MEDVEDITSKOV	10786.6
2728	NARWHAL MET, LLC	800
2730	PANE'N THE GLASS WINDOW CLEANING LLC	1100
2731	ROBERT SAYRE-MCCORD	148.8
2736	PAUL LEE	43255.1
2737	THERESA TIMMES KING	150
2738	JULIANA FISHER	150
2745	HOME COMFORT ALLIANCE	228.48
2747	CHRISTINE CABATIT	298.49
2748	GOURAV MITRA	250
2750	MID SOUND FISHERIES	250
2751	MERANDA DIRECTO	311.85
2752	MEADOWDALE MARINA LLC	7500
2755	CITY OF KIRKLAND	41049.69
2756	DIVYA GATTU	150
2757	KAT ZUO	100
2758	ALEXA'S CATERING INC.	1531
2759	SAID HAMOOD	150
2761	KARA VAN LUCHENE	150
2762	APPLIANCE REPAIR MM LLC	78.73
2763	LA CONNER INN	758
2764	RHOMAR INDUSTRIES, INC.	42.96
2765	TRUSTEES OF THE HAMLINE UNIVERSITY OF MINNESC	4513.87
2767	GAMES2U	1260.65
2769	DEBUG MOBILITY PRODUCTS	2865
2770	EARTHCRAFT SERVICES, INC.	6606
2771	GIRL SCOUTS OF WESTERN WA	150
2772	POLYGON WLH LLC	7500
2773	REGIONAL CRISIS RESPONSE AGENCY	82099.38
2774	KISHORE SERALATHAN	17731.35
2775	LIUBOV UZIK	300
2776	KERALA ASSOCIATION OF WASHINGTON	250
2778	OUTCOMES BY LEVY, LLC	11000
2779	SYDNEY DANZIGER	150
2780	XEROX CORPORATION	2196.78
2781	PANIC, ANXIETY, AND STRESS SUPPORT INC.	398.46
2782	HILLIS CLARK MARTIN & PETERSON P.S.	4462.5
2783	IRUM YASIR BUTT	250
2784	WA STATE PUBLIC HEALTH LABORATORIES	250
2785	RICH HARTMAN'S BELLINGHAM FORD LINCOLN	58612.64
2786	HAMPSON DEVELOPMENT SERVICES LLC	6534.55
2787	KENNETH RIDOUT	7500
2788	PHOENIX UNITED INVESTMENT LLC	7500
2789	SCHEMATA WORKSHOP INC.	25789.92
2790	TRIPLE POINT LLC	35360.4

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Vendor	Name	Volume
2791	BUSINESS STREET, LLC	40000
2792	STRATEGIES 360, INC.	17116.67
2793	ERGOLOGY LLC	2750
2795	KALE CARLSON	1915.67
2796	KING COUNTY REGIONAL HOMELESSNESS AUTHORITY	38000
2797	SAMUEL RODRIGUEZ	150
2798	STEPHENS & KLINGE LLP, IOLTA	728
2800	MELINDA MERRELL	2011.81
2801	PULTEGROUP	1
2802	AMADOR FARMS	301
2804	BROTHER'S FARMS	133
2805	CALICO COOKIES - ERIN CALI	62
2806	CUTE DUMPLINGS	335
2807	JESSICA'S UNIQUE BITE	267
2808	LITTLE JACK FLOWER FARM	235
2809	MANIMOU CAMARA	600
2810	PAO DE QUEIJO	152.5
2811	PUERTO ENSENADA	351
2812	RRJ COMPANY, LLC	922553.91
2813	OUR FAMILY FARM	61
2815	SUNRISE LOCAL BERRIES FARM, LLC	161
2816	PRAIRIEFORM	165
2817	CORNELL'S QUALITY CONSTRUCTION	8302.75
2818	BOAZ COFFEE	45
2819	DELFINO'S	96.87
2821	HAYTON FARMS	97
2822	HP'S SMOKEHOUSE BBQ	169.5
2823	PURE FUNGAL FRUITS	34
2825	KANG, MICHELLE	74.67
2826	SHAW, MICHELLE	150
2827	TSEN, JULIE	150
2829	KANOM SAI	385
2832	KDJ'S THE BAKERIE	195
2834	BIG CHAIR BAKERY	128
2835	NAC INC	24235
2842	HULA O LEHUALANI	400
2843	ELIAS M. KAUHANE	700
2844	ANITA WHITE	2000
2845	JAMIE NICOLE MASCHLER	1800
2847	CAMP UNITED WE STAND	2000
2848	TAMI R ALLEN	700
2849	FARM FRESH NW	94
2850	GYPSY ROWS	83
2851	JENSEN TOFFEE	22
2852	KARACHI KITCHEN	30
2853	MARIAH WATSON	100
2854	NIYA CHACKO	250
2855	SEEKING FERMENTS	36
2856	STACEY VALENZUELA	100
2858	ANASTASIYA WARHOL	117.61
2859	BEAU AND STELLA	2500
2860	BENEFICIAL SOUND	6000
2861	BROOK ROCHELLE HOUSEKEEPING	2500
2862	DAN MERIDIAN INC.	7500
2863	DYNAMIC CHIROPRACTIC CLINIC, PS	10000
2864	GOLDEN NAILS	6000
2865	GOOD FOR CHOCOLATE	55
2866	GRENLAR HOLDINGS, INC.	10000

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Vendor	Name	Volume
2867	KENMORE CROSSFIT	6000
2868	MAIL ACCESS	10000
2869	NEW IDOL NAILS INC.	10000
2870	PH & N CORPORATION	10000
2871	SEATTLE POPS	54
2872	THEARY'S FLOWERS & PRODUCE	9
2873	TML INTERNATIONAL LLC	267.32
2874	TOSHI'S TERIYAKI	6000
2875	MICHAEL GOEDEL	537.54
2876	AMERICAN TRAFFIC SOLUTIONS INC	6500
2877	COOKIES WITH TIFFANY	4
2878	ALWAYS ACTIVE SERVICES LLC	98320.64
2880	JAEDEN LUKE GARMANIAN	1400
2881	JAY AND FAMILY INC	10000
2882	LINA'S BAKERY	5
2884	LAKEVIEW YOGA LLC	10000
2886	SUBLIME CORN COMPANY	2860
2887	SELECT GOURMET FOODS INC	10000
2889	SCOTT BOTHEL	4618
2890	TASTAD CONTRUCTION INC	309436
<b>Vendor Set Vendor Set 01 Total:</b>		<b>14727448.56</b>

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08-18-2023

Final Audit Report

2023-08-22

Created:	2023-08-22
By:	Carla Schnee (cschnee@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAug1Z1hEI_NskT3FYRX5Pur6OfXFEGTAy

## "08-18-2023" History

-  Document created by Carla Schnee (cschnee@kenmorewa.gov)  
 2023-08-22 - 10:38:36 PM GMT- IP address: 50.235.209.34
-  Document emailed to mmerrell@kenmorewa.gov for signature  
 2023-08-22 - 10:49:32 PM GMT
-  Email viewed by mmerrell@kenmorewa.gov  
 2023-08-22 - 10:58:59 PM GMT- IP address: 50.235.209.34
-  Signer mmerrell@kenmorewa.gov entered name at signing as Melinda Merrell  
 2023-08-22 - 10:59:09 PM GMT- IP address: 50.235.209.34
-  Document e-signed by Melinda Merrell (mmerrell@kenmorewa.gov)  
 Signature Date: 2023-08-22 - 10:59:11 PM GMT - Time Source: server- IP address: 50.235.209.34
-  Document emailed to rkarlinsey@kenmorewa.gov for signature  
 2023-08-22 - 10:59:12 PM GMT
-  Email viewed by rkarlinsey@kenmorewa.gov  
 2023-08-22 - 11:25:45 PM GMT- IP address: 50.235.209.34
-  Signer rkarlinsey@kenmorewa.gov entered name at signing as Rob Karlinsey  
 2023-08-22 - 11:26:02 PM GMT- IP address: 50.235.209.34
-  Document e-signed by Rob Karlinsey (rkarlinsey@kenmorewa.gov)  
 Signature Date: 2023-08-22 - 11:26:04 PM GMT - Time Source: server- IP address: 50.235.209.34
-  Agreement completed.  
 2023-08-22 - 11:26:04 PM GMT



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<p><b>Subject/Topic:</b> ARCH Strategic Planning Process</p>   <p><b>Proposed Council Action/Motion:</b> Receive and File.</p>	<p><b>For Council Meeting Agenda of:</b> 9/11/23</p> <p><b>Department:</b> Community Development</p> <p><b>Prepared by:</b> Debbie Bent, Community Development Director</p> <p style="text-align: right;"><b><u>Initial &amp; Date</u></b></p> <p><b>Approved by Department Head:</b> DB 8/16/23</p> <p><b>Approved by City Attorney:</b> N/A</p> <p><b>Approved by Finance Director:</b> N/A</p> <p><b>Approved by City Manager:</b> RK 8/17/23</p> <p><b>Exhibits/Attachments:</b></p> <ol style="list-style-type: none"> <li>Letter provided by ARCH via email 7/21/23 to provide to Councilmembers</li> </ol>
<p><b><u>INFORMATION/BACKGROUND:</u></b></p> <p>A Regional Coalition for Housing (ARCH) has launched a strategic planning process to help determine its strategic priorities over the next several years. The process is anticipated to be completed by March 2024. Attachment #1 is a letter from ARCH that provides information on the strategic planning process. Periodic updates, summaries and opportunity for feedback will be provided throughout the process.</p>	
<p><b><u>FISCAL CONSIDERATION:</u></b></p> <p>None.</p>	
<p><b><u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u></b></p> <p>2023-2024 Council Priorities: #9 foster community engagement and participation</p>	

RE: ARCH Strategic Planning Announcement

[via email from ARCH Board Representative]

Dear Councilmembers,

I am delighted to announce that [A Regional Coalition for Housing](#) (ARCH) has launched a strategic planning process to help determine its strategic priorities over the next several years. As our city's representative on the ARCH Executive Board, I wanted to share some information with you about the process and our plan to engage you along the way.

### **Background**

In recent years, the Executive Board has undertaken extensive reviews of ARCH's work program and resources and taken gradual but impactful measures to expand organizational capacity based on existing programs and commitments. Having recently celebrated 30 years of accomplishments and collective efforts to create or preserve over 9,000 affordable units, we determined the timing is right for our coalition to take a broader look at our needs and strategic priorities, working within the parameters of the ARCH interlocal agreement and using data from stakeholders and existing studies to help inform the work.

To facilitate this work, the Board has hired non-profit consulting firm Loveall Price and Associates (LPA), long time partners of ARCH and our work to preserve and increase the supply of housing for low- and moderate-income households in East King County. LPA is headquartered here in East King County and has extensive experience in the affordable housing arena. The planning process will be led by a committee of the following [Executive Board Members](#) and others: Kurt Triplett (Kirkland City Manager, Committee Chair), Diane Carlson (Deputy City Manager, Bellevue), Debbie Bent (Community Development Director, Kenmore), Mark Hofman (Community Development Director, Newcastle), Olga Perelman (Community Advisory Board Chair), and ARCH Executive Director, Lindsay Masters. Linda Hall and David Ports from LPA will facilitate the process.

### **Opportunities to Engage**

Throughout the planning process, we will be providing ARCH member councils with updates and an invitation to provide feedback. In August and then again in December/January, we will provide you with an Executive Summary that includes key elements of the Strategy Roadmap for your review. In February, 2024, we will provide you with a complete draft of the proposed Strategy Roadmap, and finally, a fully prepared draft of the roadmap for approval in March, 2024.

We are very interested in your feedback as we move forward and we encourage you to look out for these updates over the coming months. In the meantime, I encourage you to reach out to me or to Lindsay Masters, Executive Director, if you have any questions along the way.

Thank you for your support of ARCH, our mission, and the people we serve. Enjoy the summer and we look forward to sharing our progress with you.

Sincerely,







## City Council Agenda Bill City of Kenmore, WA

<p><b>Subject/Topic:</b> Washington State Department of Commerce Grant Application for Middle Housing</p> <p><b>Proposed Council Action/Motion:</b> Authorize the City Manager to apply for and, if awarded, execute a grant award contract with the Washington State Department of Commerce</p>	<p><b>For Council Meeting Agenda of:</b> 9/11/23</p> <p><b>Department:</b> Community Development</p> <p><b>Prepared by:</b> Debbie Bent, Community Development Director, Todd Hall, Principal Planner</p> <table border="0"><thead><tr><th></th><th><u><b>Initial &amp; Date</b></u></th></tr></thead><tbody><tr><td><b>Approved by Department Head:</b></td><td><u>DB 8/23/23</u></td></tr><tr><td><b>Approved by City Attorney:</b></td><td><u>N/A</u></td></tr><tr><td><b>Approved by Finance Director:</b></td><td><u>N/A</u></td></tr><tr><td><b>Approved by City Manager:</b></td><td><u>RK 8/23/23</u></td></tr></tbody></table> <p><b>Exhibits/Attachments:</b> None</p>		<u><b>Initial &amp; Date</b></u>	<b>Approved by Department Head:</b>	<u>DB 8/23/23</u>	<b>Approved by City Attorney:</b>	<u>N/A</u>	<b>Approved by Finance Director:</b>	<u>N/A</u>	<b>Approved by City Manager:</b>	<u>RK 8/23/23</u>
	<u><b>Initial &amp; Date</b></u>										
<b>Approved by Department Head:</b>	<u>DB 8/23/23</u>										
<b>Approved by City Attorney:</b>	<u>N/A</u>										
<b>Approved by Finance Director:</b>	<u>N/A</u>										
<b>Approved by City Manager:</b>	<u>RK 8/23/23</u>										
<p><b>Summary:</b></p> <p>Staff recommends that City Council authorize the City Manager to apply for a Washington State Department of Commerce (Commerce) grant. Commerce requires a letter of commitment from the City as part of the grant application to authorize the proposed scope of work and budget. The deadline for the grant application is September 15, 2023. Staff also recommends that Council authorize the City Manager to execute a grant award contract with the Washington State Department of Commerce (Commerce) if the grant is awarded.</p> <p>The city was previously awarded a \$170,000 Commerce grant in 2022 to complete several tasks related to middle housing, including extensive public engagement, discovery reports, racial equity report, community-based organization report and code options report. On 6/12/23 PRR presented the findings to Council but the final reports were in progress. Final reports will be presented to Council at the 9/25/23 Council meeting.</p> <p>In August, Commerce opened a new missing middle grant opportunity. Based on initial discussions with Commerce staff, it is anticipated that the city is eligible to receive an award up to \$40,000. The first half of the award will be for the period from July 1, 2023, through June 30, 2024. The second half will be for the period from July 1, 2024, through June 30, 2025. The project scope will be to prepare regulations for middle housing, accessory dwelling units (ADUs), and comprehensive plan amendments related to these new regulations. Tasks are anticipated to be completed by December 31, 2024, which is in alignment with the City of Kenmore Comprehensive Plan Periodic Update.</p> <p>The deadline for the grant award is September 15, 2023.</p>											
<p><b>Information/Background:</b></p>											

XI. E. Authorize the City Manager to apply for and, if awarded, execute ...

The City must adopt regulation changes by June 30, 2025, to comply with the recent state legislation passed in May on middle housing (HB 1110) and accessory dwelling units (HB 1337). The City must ensure that regulations (zoning regulations) are consistent with the Comprehensive Plan, which may also require amendments. Commerce will be preparing guidance on implementation in January 2024. State legislation along with the middle housing findings from PRR, LDC, Inc. (consultants) and the findings from Eastside for All on community-based organization engagement will be considered when evaluating options for middle housing policies and regulations.

**Fiscal Consideration:**

Grant funding for drafting of middle housing, ADUs, and comprehensive plan amendments related to these new regulations will be for \$20,000 for the period from July 1, 2023, through June 30, 2024, and \$20,000 for the period from July 1, 2024, and June 30, 2025.

**City Council Priority or Budget Objective Being Addressed:**

Council 2023-2024 priorities to be addressed include: (2) Increase and preserve the options for affordable housing stock; (3) Develop and implement a diversity, equity, and inclusion policy and program; and (11) Engage and educate the community on growth and development in Kenmore.



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

<p><b>Subject/Topic:</b> July 2023 Financial Report Presentation</p> <p><b>Proposed Council Action/Motion:</b> Receive &amp; File: July 2023 Financial Report for the City of Kenmore, WA</p>	<p><b>For Council Meeting Agenda of:</b> September 11, 2023</p> <p><b>Department:</b> Finance &amp; Administration</p> <p><b>Prepared by:</b> Melinda Merrell, Finance Director</p> <table border="0"><thead><tr><th></th><th><b>Initial &amp; Date</b></th></tr></thead><tbody><tr><td><b>Approved by Department Head:</b></td><td>____ MM</td></tr><tr><td><b>Approved by City Attorney:</b></td><td>____ N/A</td></tr><tr><td><b>Approved by Finance Director:</b></td><td>____ MM</td></tr><tr><td><b>Approved by City Manager:</b></td><td>____ RK</td></tr></tbody></table> <p><b>Exhibits/Attachments:</b> July 2023 Financial Report for the City of Kenmore, WA</p>		<b>Initial &amp; Date</b>	<b>Approved by Department Head:</b>	____ MM	<b>Approved by City Attorney:</b>	____ N/A	<b>Approved by Finance Director:</b>	____ MM	<b>Approved by City Manager:</b>	____ RK
	<b>Initial &amp; Date</b>										
<b>Approved by Department Head:</b>	____ MM										
<b>Approved by City Attorney:</b>	____ N/A										
<b>Approved by Finance Director:</b>	____ MM										
<b>Approved by City Manager:</b>	____ RK										
<p><b>Summary:</b></p> <p>The July 2023 financial report is presented for Council review. It provides a look into the first seven (7) months of the biennium.</p>											
<p><b>Information/Background:</b></p> <p>This report 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 2023-2024 adopted biennial budget. The budget was adopted on November 21, 2022.</p>											
<p><b>Fiscal Consideration:</b></p> <p>July 2023 is the seventh (7th) month of the 2023-2024 biennium budget period with 29.2% of the biennium budget elapsed.</p> <p><u>General Fund:</u> As of July 2023, the biennium to date revenues exceeded expenditures by \$1,093,468. Revenues were \$9.1 million while expenditures were \$8.1 million. Revenues (29.2%) for the year are right on target of 29.2% for the biennium while expenditures (25.8%) came in below. Expenses are running low for the year due to a one-month lag in the police services contract (approx. \$350K) and no entries completed yet for interfund transfers.</p> <p>Property taxes, the major revenue source for the City, is cyclical with due dates in April and October each year. \$25,394 was received in July bringing the total for the year to \$3.0 million or 26.5% of the annual budgeted July 2023 taxes and expected to bring in \$11.4 million in revenue for the biennium.</p>											

Utility taxes, development fees and permits, and franchise fees are all ahead of the biennial target of 29.2%.

With the uptick in the interest rates, our investment interest is ahead of target coming in at \$14,873 for the month and \$100,013 for the biennium. This is 149% of the budgeted biennium amount of \$66,903.

City Clerk expenses are up due to the addition of the Deputy City Clerk as well as paying \$83,000 for our 2022 voter registration costs in March. The personnel costs are offset by the savings in our Human Resources cost center.

General Fund ending fund balance as of July 31, 2023, was \$4.7 million.

**City Council Priority or 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.



# City of Kenmore, Washington

## Memorandum

Date: August 17, 2023

To: Rob Karlinsey, City Manager

From: Melinda Merrell, Finance Director

Regarding: July 2023 Financial Reports for the City of Kenmore, Washington

**July 2023** financial information is presented for your review and delivery to the City Council. Attached you will find the following reports:

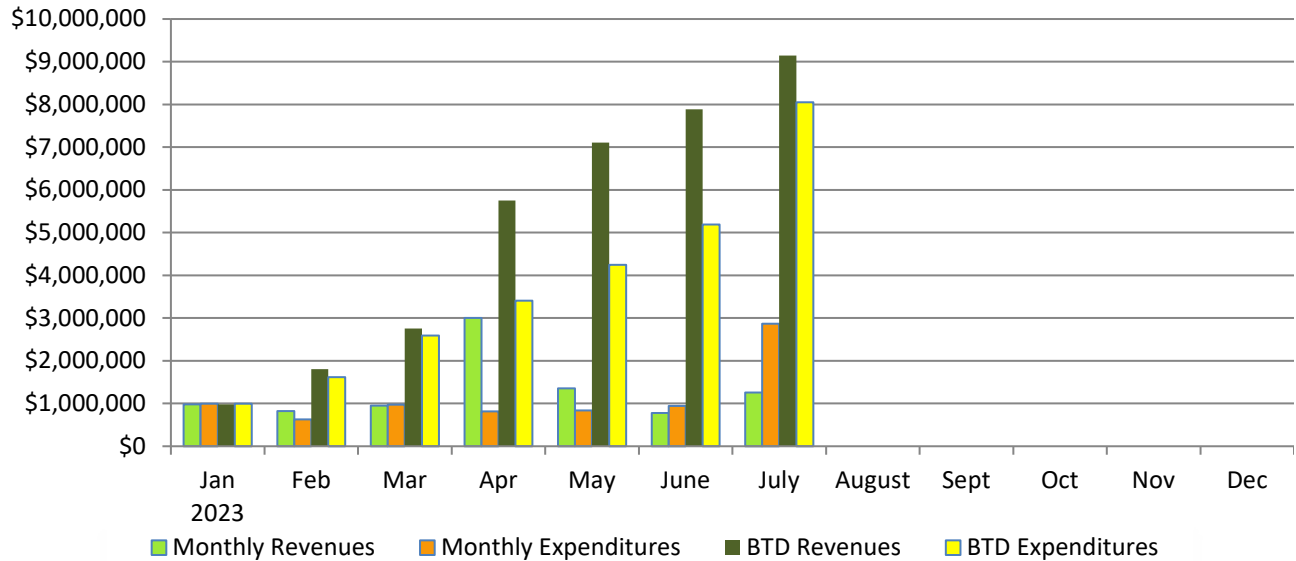
- General Fund Summary
- General Fund Revenue Graphs
- General Fund Expenditure Graphs
- Street Fund Summary
- Cash and Investment Report
- Investment Schedule and Portfolio Analysis
- Sales Tax Receipts by Business Type
- Retail Sales and Use Tax Distribution

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

### GENERAL FUND

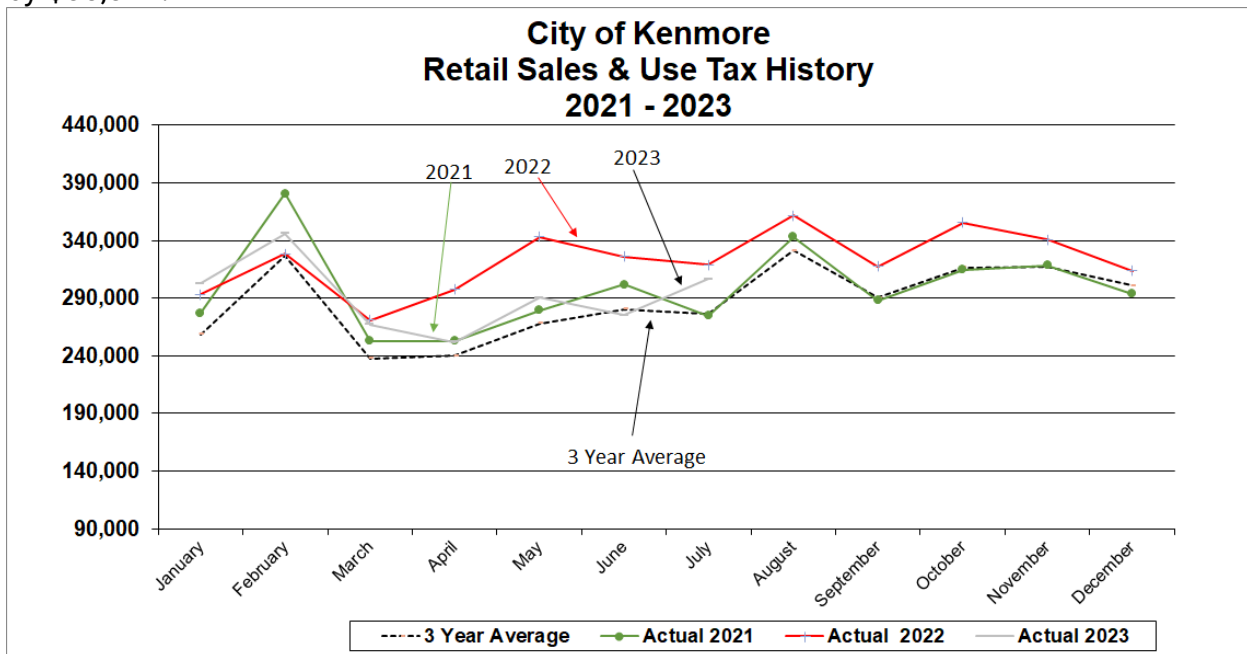
The first section of the monthly financial report is a review of the General Fund. This fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Revenues include various taxes, per capita distributions from the State, fines and forfeitures, permits and licenses, and fees for service. In the context of the biennial budget, July is the seventh month (29%) of the 2023-2024 biennial budget period. For the month of July, expenditures exceeded revenues in the General Fund by \$1,605,506. This is primarily due to the King County Police Services invoice. Due to the police services contract reconciliation for the prior year, January through June 2023 invoices were paid this month. Biennium to date, revenues exceed expenditures by \$1,093,468.

The following chart illustrates the monthly revenue and expenditure activity in the General Fund through July 2023.

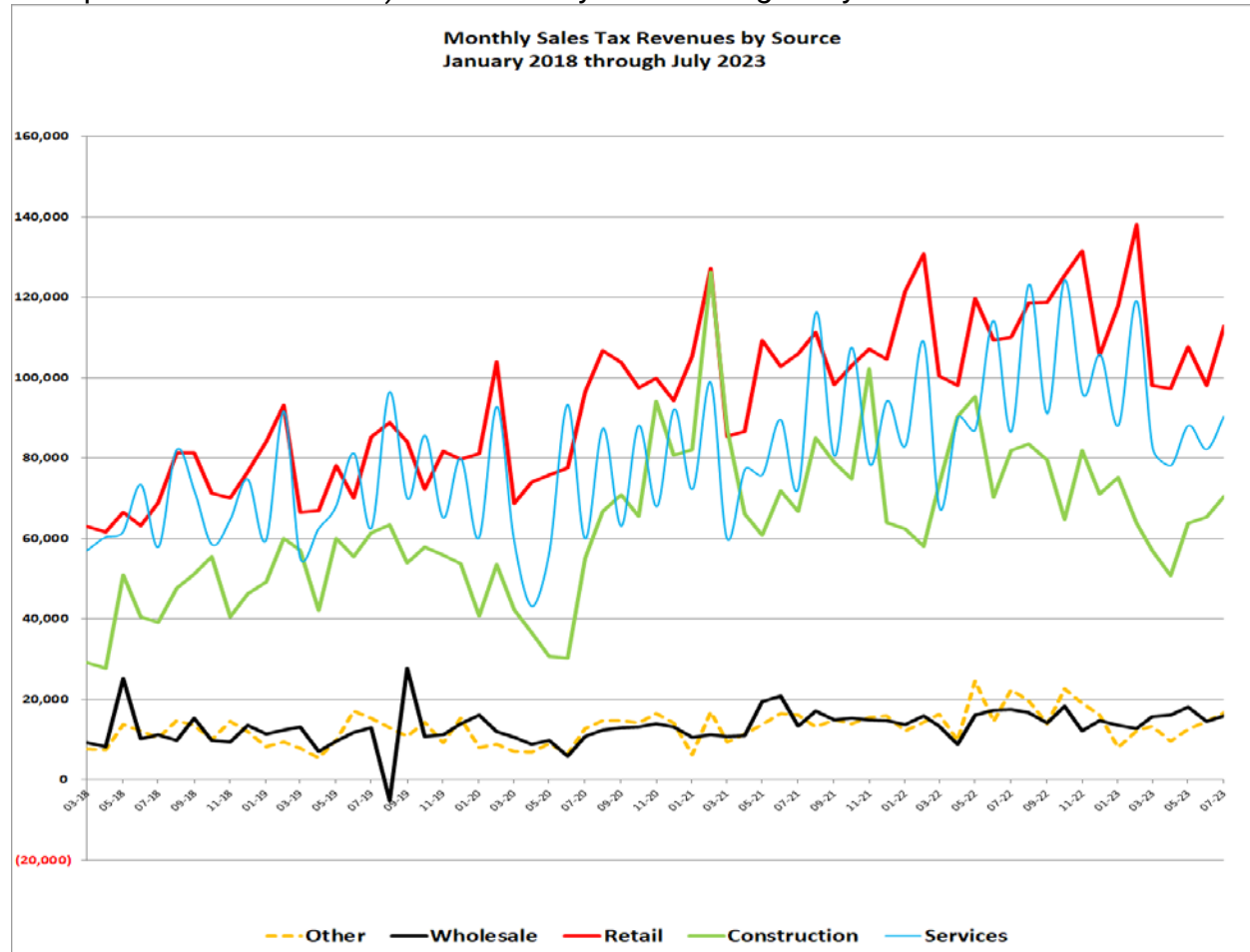


Total **revenues** for the month were **\$1,259,347**. Biennium to date revenues were \$9,146,885 which is 29.2% of the budgeted revenues of \$31,305,131. Primary sources of revenue for the month included \$25,394 in property taxes, \$279,016 in development fees & permits, \$306,628 in retail sales and use taxes, \$320,161 in intergovernmental & grants, \$159,146 in franchise fees, and \$127,927 in utility taxes.

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 3 Year Average line is a monthly average of actual receipts during 2020, 2021, and 2022. The gray line represents 2023 actual receipts by month, which are \$12,364 below 2022 and ahead of the 3 Year Average by \$30,349.



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 2023.

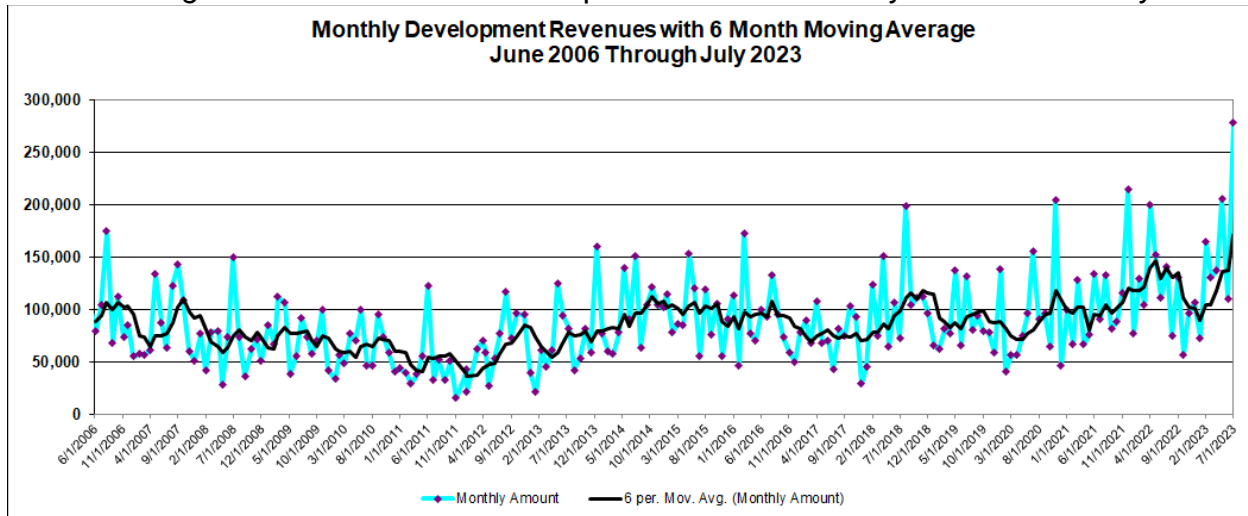


In July, the top 506 sales tax remitters, accounting for 86% or \$261,817 of total remittances, were reviewed for internet sales activity.

Of the \$261,817 of sales tax remitted by these companies in July, \$63,612 (24% 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:

	Top Sales Tax Remitters in July	Internet Based Companies	% of Total Internet Sales Tax Collected
Retail Trade	\$95,575	\$41,933	44%
Information	8,336	3,405	41%
Services	70,254	16,291	23%
Wholesale	12,129	1,983	16%
Other	75,523	0	0%
	<b>\$261,817</b>	<b>\$63,612</b>	

The following chart illustrates the development revenue activity over the last 17 years.



**July 2023 expenditures** were **\$2,864,854**. Biennium to date expenditures were \$8,053,416 which is 25.8% of the biennial budget expenditures of \$31,252,425.

City cash, \$24,369,382, and long-term investments, \$6,507,241, at the end of July, totaled \$30,876,623. Proposition 1 levy funds and ARPA Recovery Funds are included in this cash balance.

### **OTHER FUNDS**

Total non-General Fund revenues for the month were \$833,423 and total non-General Fund expenditures were \$989,679.

In the **Street Fund**, expenses are outpacing revenues year to date as transfers from the General Fund and Transportation Benefit District have not yet been recorded. Overall, expenses are slightly lower than expected at 22.8% for the biennium vs the 29% target.

In July, the **Transportation Capital Fund** had expenditures in the amount of \$278,389 on pedestrian safety projects & street maintenance and received \$245,920 in grant reimbursements.

The **Sammamish Bridge Replacement Fund** had \$62,817 in expenditures during the month.

The **Real Estate Excise Tax Fund** received \$221,589 of real estate excise taxes (REET) in July from sales activity that occurred in June. Forty-nine (49) transactions were reported.

The **Park Capital Fund** had \$132,783 in Park improvement expenditures during July. The fund received \$22,650 in grant reimbursements during the month.



In July, the **Walkways & Waterways Debt Service Fund** collected \$4,173 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of \$563,564.

The **Transportation Benefit District Fund** received \$30,431 in vehicle license fees during the month.

### **SUMMARY**

This concludes the financial report for the City of Kenmore as of **July 31, 2023**. I appreciate your feedback and encourage you to contact me if you have any questions prior to the City Council meeting.

XI. I: Receive and file July 2023 financial report for the City of Kenmore.

**City of Kenmore, Washington**  
**General Fund Summary Report**  
**July 31, 2023**



	CURRENT PERIOD 2023-2024				PREVIOUS PERIOD 2021-2022			
	<u>MONTH</u> <u>July 2023</u>	<u>BIENNIUM</u> <u>TO DATE</u> <u>2023-2024</u>	<u>% of</u> <u>BUDGET</u>	<u>BIENNIUM</u> <u>BUDGET</u> <u>2023-2024</u>	<u>MONTH</u> <u>July 2021</u>	<u>BIENNIUM</u> <u>TO DATE</u> <u>2021-2022</u>	<u>% of</u> <u>BUDGET</u>	<u>AMENDED</u> <u>BIENNIUM</u> <u>BUDGET</u> <u>2021-2022</u>
<b>REVENUES</b>								
<b>Beginning Fund Balance</b>		<b>4,634,521</b>		<b>4,634,521</b>		<b>4,934,368</b>		<b>4,934,368</b>
Property Taxes	25,394	3,026,634	26.5%	11,403,392	24,377	2,894,543	26.6%	10,865,654
Sales and Use Taxes	306,628	2,040,625	27.1%	7,543,271	274,557	2,019,083	29.9%	6,754,280
Utility Taxes	127,927	1,029,176	34.8%	2,956,579	65,528	654,697	27.3%	2,399,290
Other Taxes	18,583	83,028	24.8%	335,010	10,860	53,090	29.1%	182,200
Development Fees & Permits	279,016	1,094,696	47.9%	2,283,416	90,824	663,511	38.6%	1,720,003
Franchise Fees	159,146	603,867	35.4%	1,707,003	70,031	496,605	28.4%	1,746,569
Intergovernmental and Grants	320,161	1,068,300	34.5%	3,099,112	221,236	846,350	29.2%	2,902,594
Investment Interest	14,873	100,013	149.5%	66,903	1,105	80,871	122.5%	66,000
Fines and Forfeitures	2	17,439	0.0%	0	0	2,336	0.0%	0
Transfers and Other Revenues	7,618	83,107	4.4%	1,910,445	2,532	44,215	0.8%	5,203,180
<b>Total Revenues</b>	<b>1,259,347</b>	<b>9,146,885</b>	<b>29.2%</b>	<b>31,305,131</b>	<b>761,052</b>	<b>7,755,301</b>	<b>24.4%</b>	<b>31,839,770</b>

**City of Kenmore, Washington**  
**General Fund Summary Report**  
**July 31, 2023**

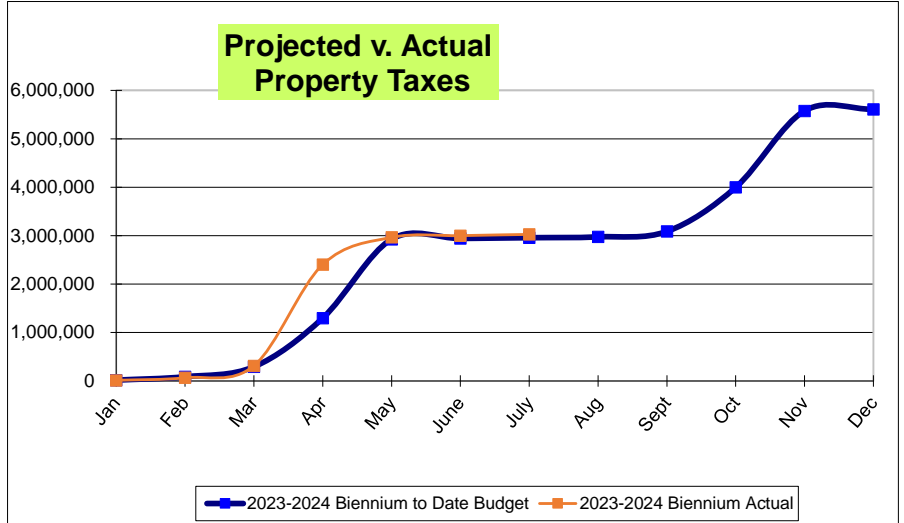


	CURRENT PERIOD 2023-2024				PREVIOUS PERIOD 2021-2022			
	MONTH	BIENNIUM	% of	BIENNIUM	MONTH	BIENNIUM	% of	AMENDED BIENNIUM
	<u>July 2023</u>	<u>TO DATE</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>July 2021</u>	<u>TO DATE</u>	<u>BUDGET</u>	<u>BUDGET</u>
<b>EXPENDITURES</b>		<b>2023-2024</b>		<b>2023-2024</b>		<b>2021-2022</b>		<b>2021-2022</b>
Cost Center								
City Council	18,750	131,752	32.5%	405,013	12,015	92,716	27.9%	332,711
City Manager	207,468	1,284,261	35.3%	3,640,924	139,769	727,494	23.3%	3,121,846
City Clerk	56,071	392,033	40.1%	978,750	44,866	231,891	24.7%	937,052
Finance	57,177	871,454	34.5%	2,527,861	87,254	699,967	31.6%	2,212,820
Human Resources	1,486	104,466	20.5%	510,304	18,292	48,460	15.2%	319,432
Legal	23,880	166,270	23.8%	700,000	27,081	213,320	37.8%	565,000
Interfund Transfers/Non Department	0	0	0.0%	1,950,513	0	0	0.0%	6,830,617
Public Safety	2,145,685	2,275,500	23.5%	9,666,950	324,300	1,850,494	20.2%	9,152,371
Engineering & Environmental Services	67,322	487,692	27.9%	1,745,035	74,982	381,802	22.6%	1,689,574
Community Development	50,671	572,583	28.1%	2,038,723	101,945	458,501	27.0%	1,695,828
Developmental Services	113,873	869,981	25.8%	3,371,076	126,521	771,326	27.1%	2,845,428
Parks & Facility Maintenance	122,472	897,425	24.1%	3,717,276	130,551	764,409	28.6%	2,676,904
Total Expenditures	2,864,854	8,053,416	25.8%	31,252,425	1,087,577	6,240,379	19.3%	32,379,582
Revenues over Expenditures	(1,605,506)	1,093,468		52,706	(326,526)	1,514,921		(539,812)
<b>Ending Fund Balance</b>		<b>5,727,989</b>		<b>4,687,227</b>	<b>(326,526)</b>	<b>6,449,290</b>		<b>4,394,556</b>

**City of Kenmore, Washington  
General Fund Revenue Graphs  
July 31, 2023**

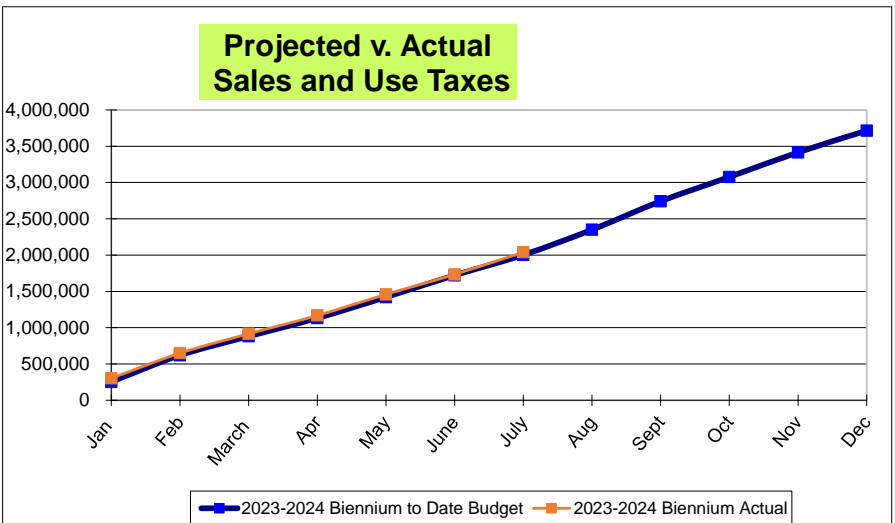
**PROPERTY TAXES**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	18,023	13,440
Feb	87,435	67,043
Mar	293,557	314,577
Apr	1,298,526	2,404,592
May	2,927,195	2,965,248
June	2,942,875	3,001,241
July	2,958,422	3,026,634
Aug	2,974,945	
Sept	3,087,795	
Oct	3,998,387	
Nov	5,577,742	
Dec	5,609,623	
2023-24	11,403,392	
Year To Date		
Actual v. Projected		102%



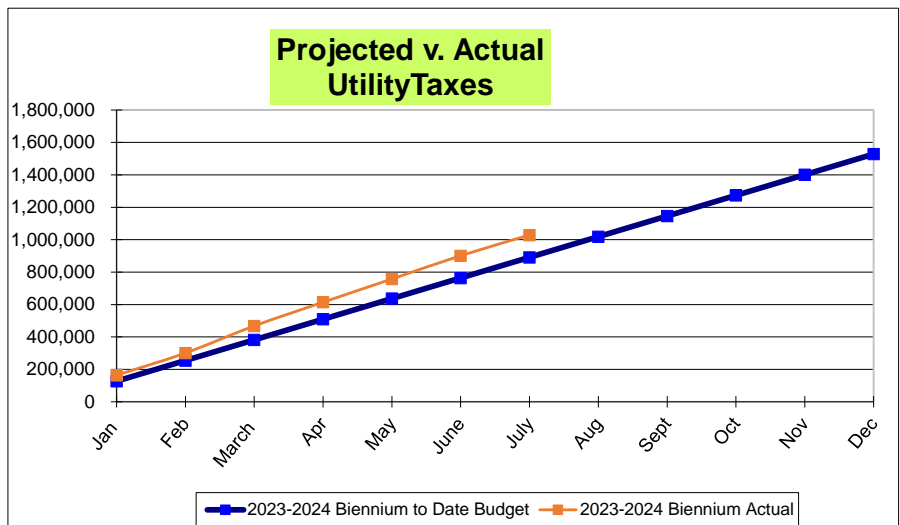
**SALES & USE TAXES**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	254,083	303,019
Feb	620,044	649,273
March	880,509	916,214
Apr	1,131,954	1,168,408
May	1,421,084	1,458,944
June	1,722,281	1,733,997
July	2,002,774	2,040,625
Aug	2,350,069	
Sept	2,742,149	
Oct	3,076,757	
Nov	3,415,256	
Dec	3,715,897	
2023-24	7,543,271	
Year To Date		
Actual v. Projected		102%



**UTILITY TAXES**

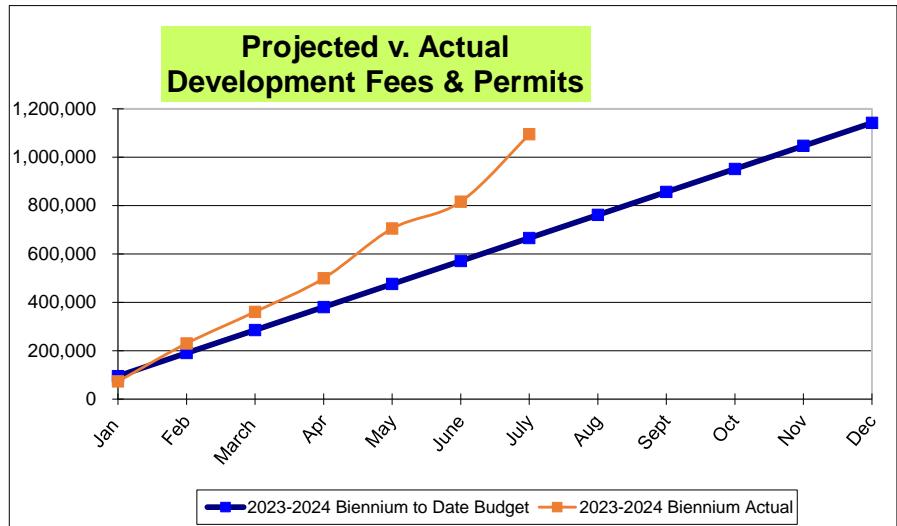
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	127,357	163,946
Feb	254,714	301,045
March	382,071	468,055
Apr	509,428	614,374
May	636,785	757,546
June	764,142	901,249
July	891,499	1,029,176
Aug	1,018,856	
Sept	1,146,213	
Oct	1,273,570	
Nov	1,400,927	
Dec	1,528,284	
2023-24	2,956,579	
Year To Date		
Actual v. Projected		115%



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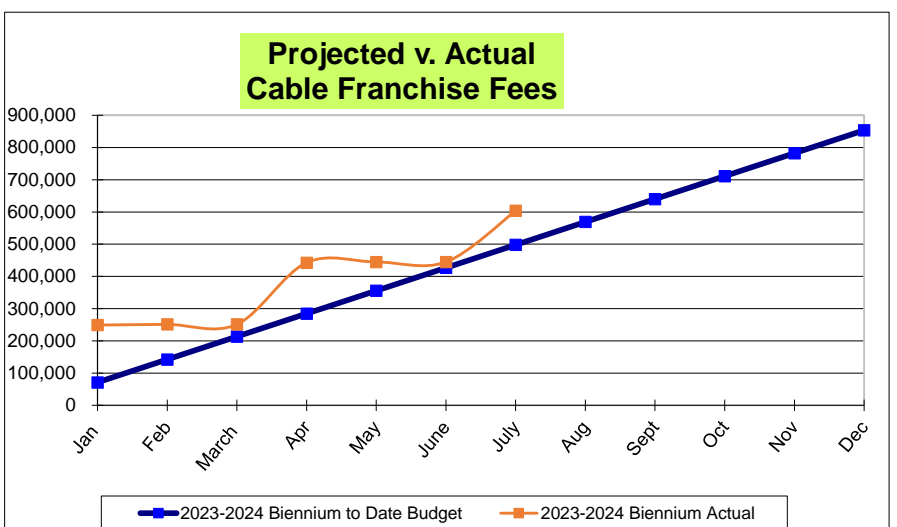
## DEVELOPMENT FEES & PERMITS

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	95,142	73,064
Feb	190,284	230,047
March	285,426	360,853
Apr	380,568	499,064
May	475,710	704,968
June	570,852	815,680
July	665,994	1,094,696
Aug	761,136	
Sept	856,278	
Oct	951,420	
Nov	1,046,562	
Dec	1,141,704	
'2023-24	2,283,416	
Year To Date		
Actual v. Projected		164%



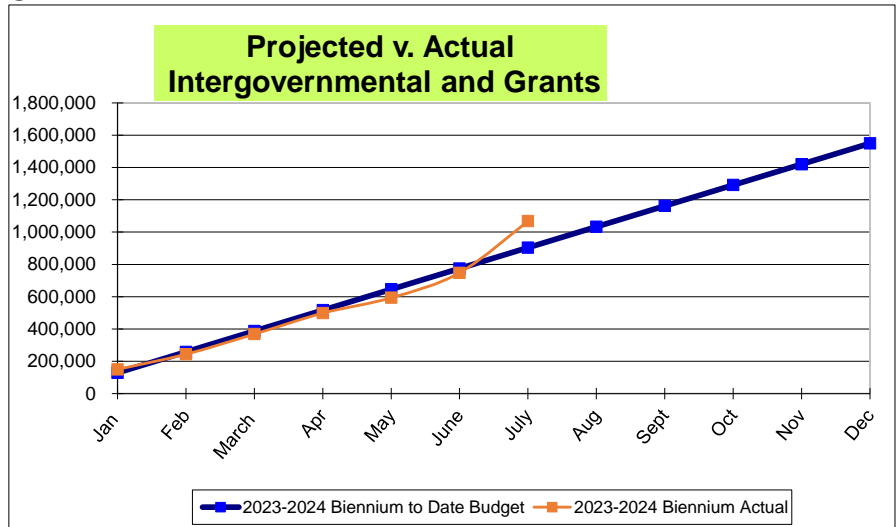
## CABLE/WATER/SEWER FRANCHISE FEES

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	71,125	248,923
Feb	142,250	251,037
March	213,375	251,037
Apr	284,500	442,714
May	355,625	444,721
June	426,750	444,721
July	497,875	603,867
Aug	569,000	
Sept	640,125	
Oct	711,250	
Nov	782,375	
Dec	853,500	
'2023-24	1,707,003	
Year To Date		
Actual v. Projected		121%



## INTERGOVERNMENTAL & GRANTS

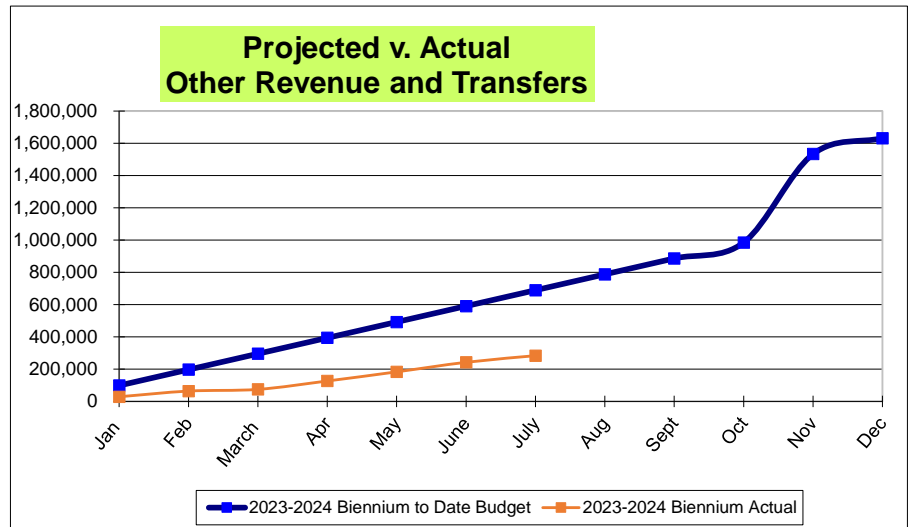
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	129,130	150,000
Feb	258,260	244,116
March	387,390	368,477
Apr	516,520	498,320
May	645,650	593,467
June	774,780	748,139
July	903,910	1,068,300
Aug	1,033,040	
Sept	1,162,170	
Oct	1,291,300	
Nov	1,420,430	
Dec	1,549,560	
'2023-24	3,099,112	
Year To Date		
Actual v. Projected		118%



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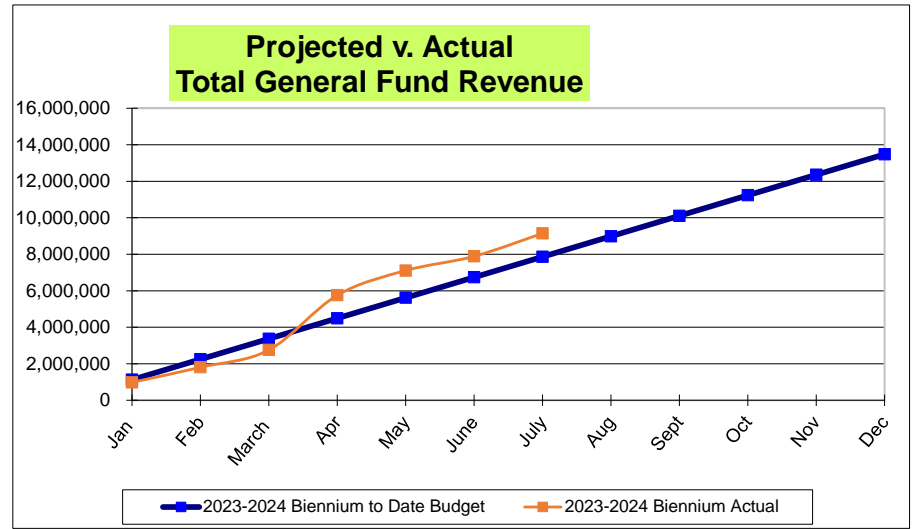
## OTHER REVENUES AND TRANSFERS

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	98,495	28,926
Feb	196,990	64,066
March	295,485	74,632
Apr	393,979	126,650
May	492,474	183,298
June	590,969	242,511
July	689,464	283,587
Aug	787,959	
Sept	886,454	
Oct	984,948	
Nov	1,533,443	
Dec	1,631,938	
'2023-24 Year To Date	2,312,358	
Actual v. Projected		41%



## TOTAL GENERAL FUND REVENUE

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	1,123,141	981,317
Feb	2,246,282	1,806,626
March	3,369,424	2,753,843
Apr	4,492,565	5,754,122
May	5,615,706	7,108,192
June	6,738,847	7,887,537
July	7,861,988	9,146,885
Aug	8,985,129	
Sept	10,108,271	
Oct	11,231,412	
Nov	12,354,553	
Dec	13,477,694	
'2023-24 Year To Date	31,305,131	
Actual v. Projected		116%

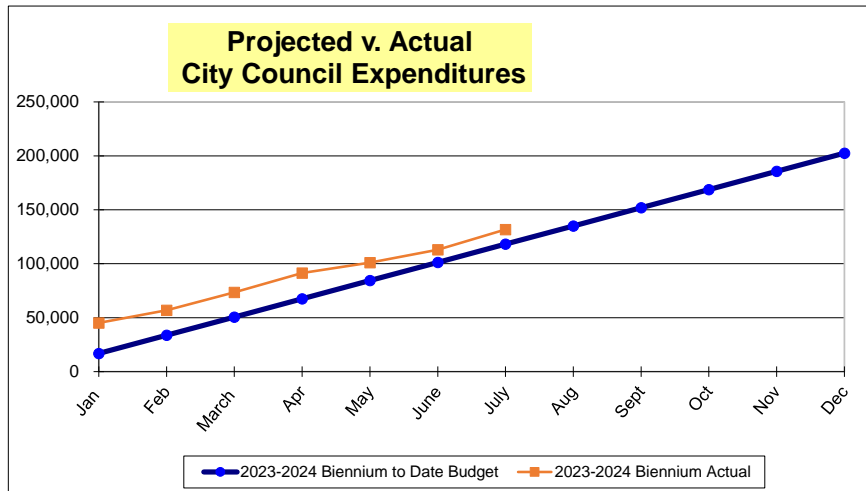


**City of Kenmore, Washington**  
**General Fund Expenditure Graphs**  
**July 31, 2023**

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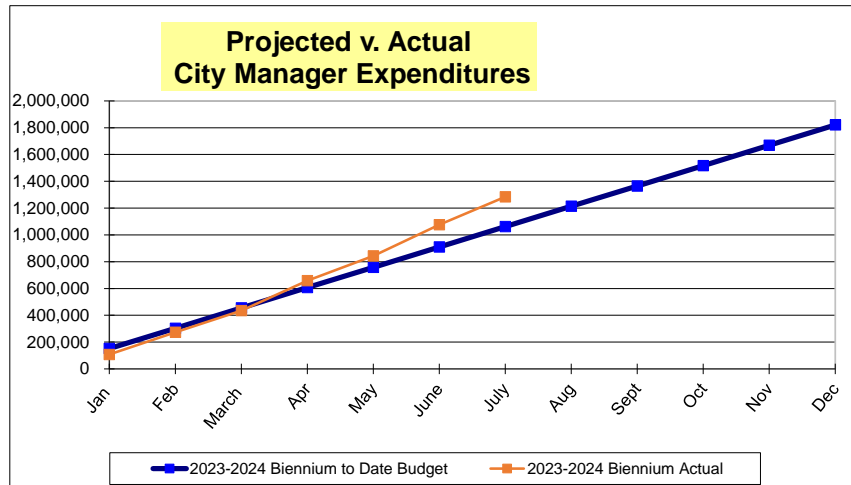
**CITY COUNCIL**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	16,876	45,175
Feb	33,752	56,928
March	50,628	73,410
Apr	67,504	91,500
May	84,380	100,969
June	101,256	113,002
July	118,132	131,752
Aug	135,008	
Sept	151,884	
Oct	168,760	
Nov	185,636	
Dec	202,512	
2023-24 Year To Date	405,013	
Actual v. Projected		112%



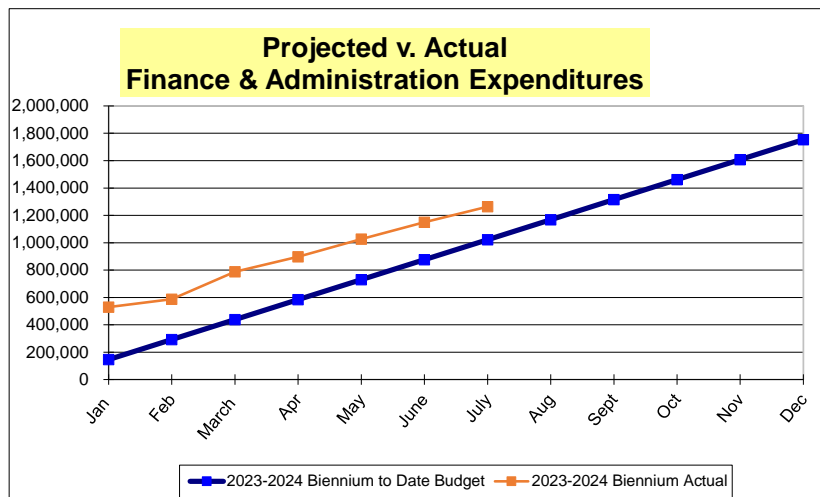
**CITY MANAGER**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	151,705	107,862
Feb	303,410	272,756
March	455,115	435,641
Apr	606,820	657,696
May	758,525	842,864
June	910,230	1,076,794
July	1,061,935	1,284,261
Aug	1,213,640	
Sept	1,365,345	
Oct	1,517,050	
Nov	1,668,755	
Dec	1,820,460	
2023-24 Year To Date	3,640,924	
Actual v. Projected		121%



**FINANCE & ADMINISTRATION**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	146,109	529,618
Feb	292,218	587,043
March	438,327	788,114
Apr	584,436	896,954
May	730,545	1,026,300
June	876,654	1,150,238
July	1,022,763	1,263,486
Aug	1,168,872	
Sept	1,314,981	
Oct	1,461,090	
Nov	1,607,199	
Dec	1,753,308	
2023-24 Year To Date	3,506,611	
Actual v. Projected		124%

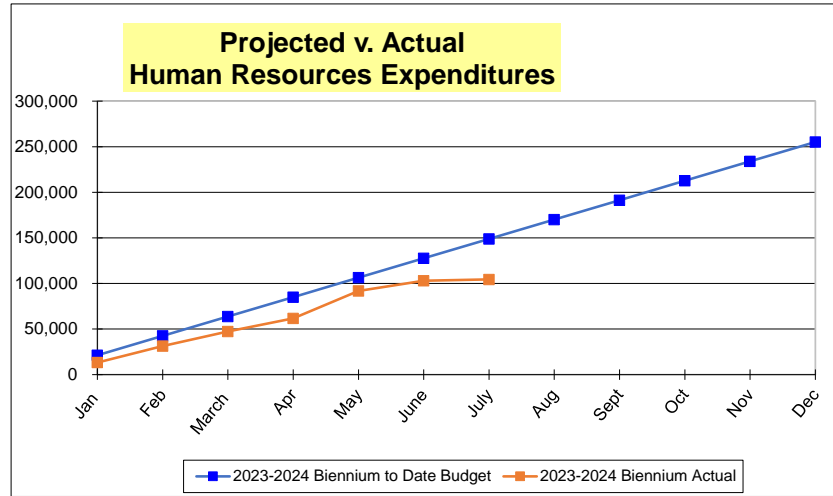


**City of Kenmore, Washington**  
**General Fund Expenditure Graphs**  
**July 31, 2023**

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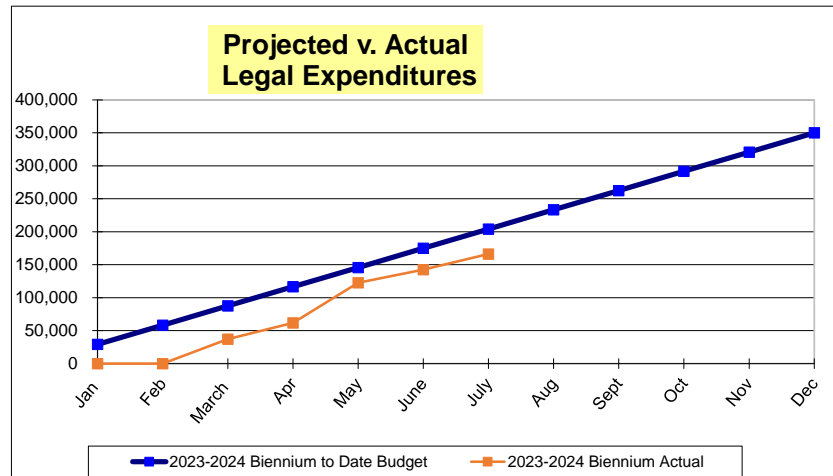
**HUMAN RESOURCES**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	21,263	13,247
Feb	42,526	31,434
March	63,789	47,411
Apr	85,052	61,763
May	106,315	91,918
June	127,578	102,980
July	148,841	104,466
Aug	170,104	
Sept	191,367	
Oct	212,630	
Nov	233,893	
Dec	255,156	
2023-24	510,304	
Year To Date		
Actual v. Projected		70%



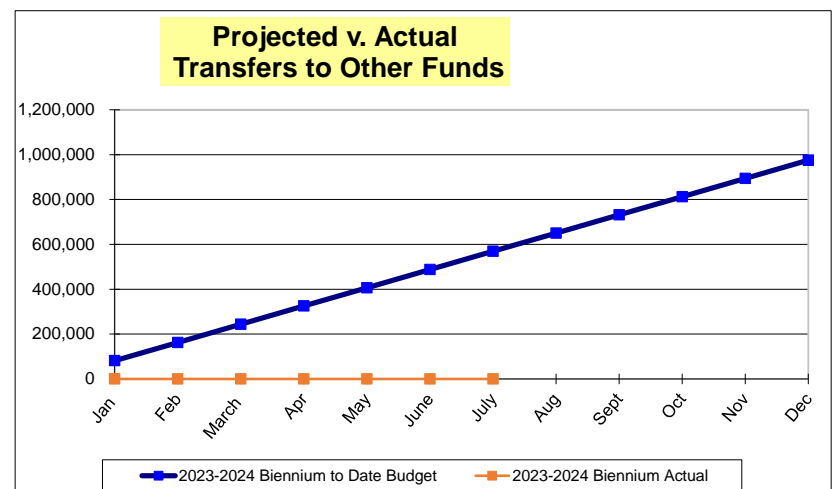
**LEGAL**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	29,167	0
Feb	58,334	0
March	87,501	37,307
Apr	116,668	61,903
May	145,835	122,786
June	175,002	142,390
July	204,169	166,270
Aug	233,336	
Sept	262,503	
Oct	291,670	
Nov	320,837	
Dec	350,004	
2023-24	700,000	
Year To Date		
Actual v. Projected		81%



**TRANSFERS TO OTHER FUNDS**

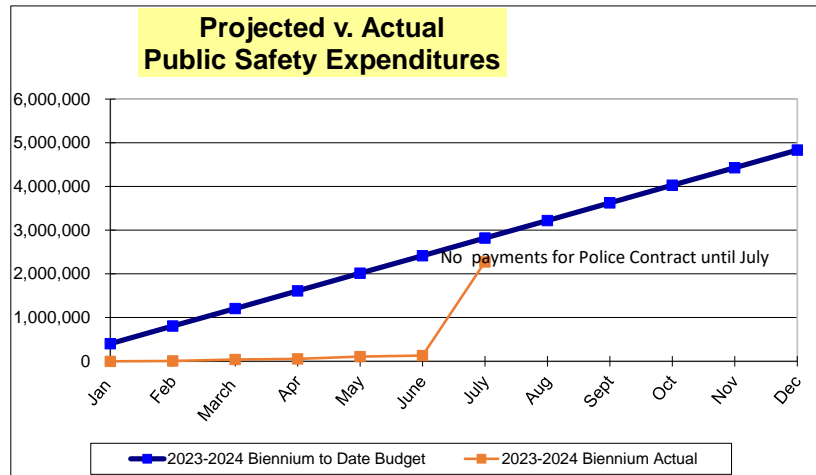
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	81,271	0
Feb	162,542	0
March	243,813	0
Apr	325,084	0
May	406,355	0
June	487,626	0
July	568,897	0
Aug	650,168	
Sept	731,439	
Oct	812,710	
Nov	893,981	
Dec	975,252	
2023-24	1,950,513	
Year To Date		
Actual v. Projected		0%





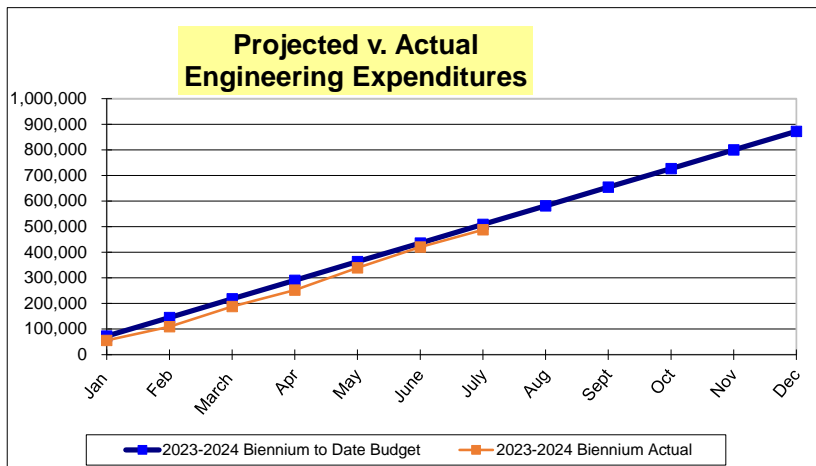
## PUBLIC SAFETY

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	402,790	50
Feb	805,580	6,353
March	1,208,370	38,897
Apr	1,611,160	55,596
May	2,013,950	108,072
June	2,416,740	129,815
July	2,819,530	2,275,500
Aug	3,222,320	
Sept	3,625,110	
Oct	4,027,900	
Nov	4,430,690	
Dec	4,833,480	
2023-24	9,666,950	
Year To Date		
Actual v. Projected		81%



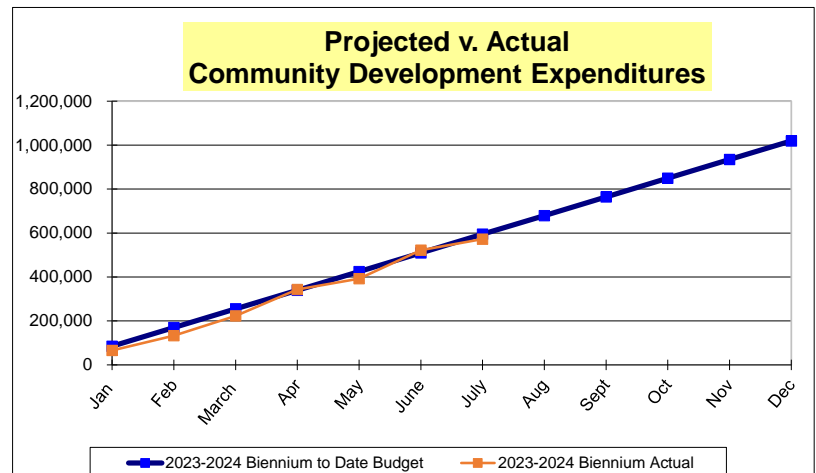
## ENGINEERING

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	72,710	55,943
Feb	145,420	108,968
March	218,130	188,243
Apr	290,840	252,150
May	363,550	339,021
June	436,260	420,370
July	508,970	487,692
Aug	581,680	
Sept	654,390	
Oct	727,100	
Nov	799,810	
Dec	872,520	
2023-24	1,745,035	
Year To Date		
Actual v. Projected		96%



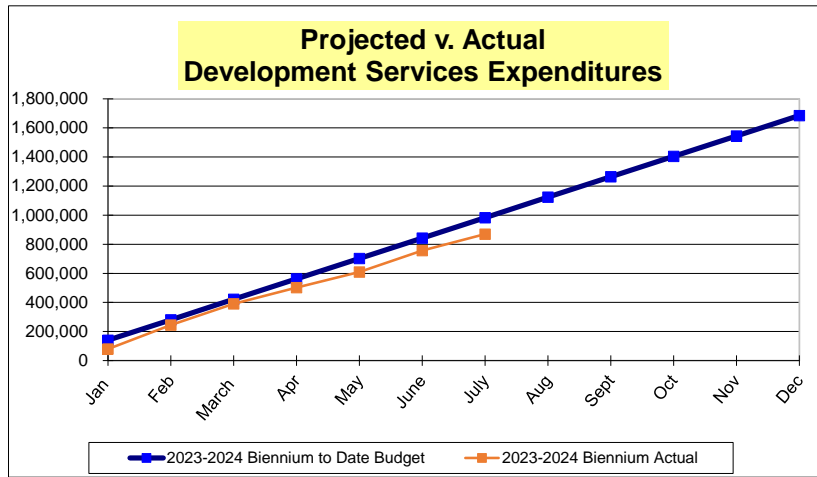
## COMMUNITY DEVELOPMENT

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	84,947	65,630
Feb	169,894	132,886
March	254,841	222,832
Apr	339,788	343,240
May	424,735	392,589
June	509,682	521,912
July	594,629	572,583
Aug	679,576	
Sept	764,523	
Oct	849,470	
Nov	934,417	
Dec	1,019,364	
2023-24	2,038,723	
Year To Date		
Actual v. Projected		96%



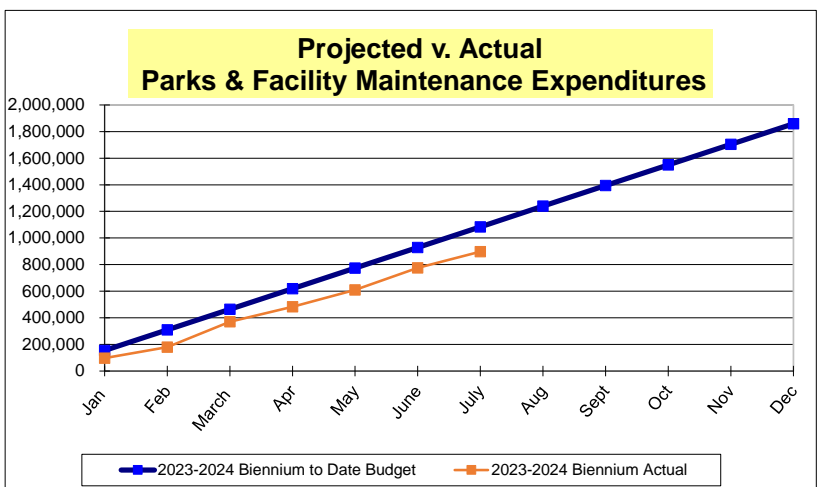
### DEVELOPMENT SERVICES

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	140,462	79,459
Feb	280,924	244,251
March	421,386	390,292
Apr	561,848	501,784
May	702,310	609,994
June	842,772	756,108
July	983,234	869,981
Aug	1,123,696	
Sept	1,264,158	
Oct	1,404,620	
Nov	1,545,082	
Dec	1,685,544	
2023-24	3,371,076	
Year To Date		
Actual v. Projected		88%



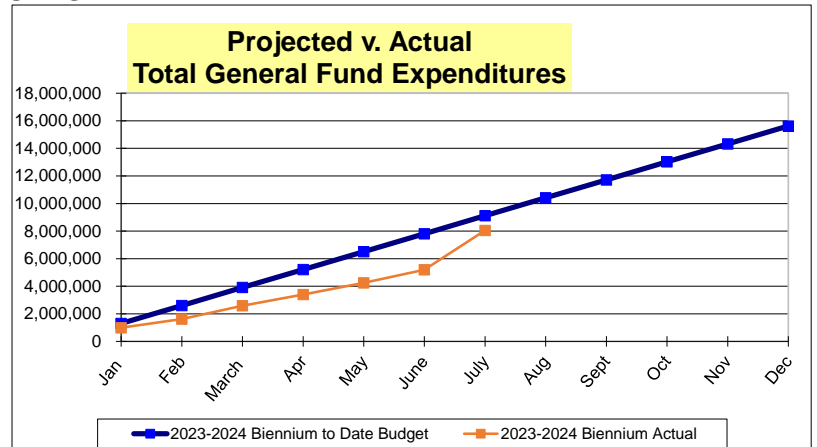
### PARKS & FACILITY MAINTENANCE

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	154,887	97,307
Feb	309,774	179,636
March	464,661	370,226
Apr	619,548	483,257
May	774,435	609,443
June	929,322	774,953
July	1,084,209	897,425
Aug	1,239,096	
Sept	1,393,983	
Oct	1,548,870	
Nov	1,703,757	
Dec	1,858,644	
2023-24	3,717,276	
Year To Date		
Actual v. Projected		83%



### TOTAL GENERAL FUND EXPENDITURES

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	1,302,184	994,291
Feb	2,604,368	1,620,254
March	3,906,552	2,592,374
Apr	5,208,736	3,405,842
May	6,510,920	4,243,954
June	7,813,104	5,188,563
July	9,115,288	8,053,416
Aug	10,417,472	
Sept	11,719,656	
Oct	13,021,840	
Nov	14,324,024	
Dec	15,626,208	
2023-24	31,252,425	
Year To Date		
Actual v. Projected		88%



**City of Kenmore, Washington**  
**Street Fund Summary Report**  
**July 31, 2023**

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CURRENT PERIOD 2023 - 2024				
	MONTH <u>July 2023</u>	BIENNIUM TO DATE <u>2023-2024</u>	% of <u>BUDGET</u>	<u>BUDGET</u> <u>2023-2024</u>
<b>REVENUES</b>				
Beginning Fund Balance		2,270,562		2,270,562
Fuel Tax	37,221	232,954	25.4%	917,905
Investment Interest	6,226	34,961	174.8%	20,000
Miscellaneous	0	9,042	19.4%	46,602
ROW Permit Fees/Inspections	23,697	117,804	48.4%	243,612
Multimodal Transportation	0	15,639	24.5%	63,948
MVA Transpo City	0	13,684	0.0%	0
Transfer from General Fund	0	0	0.0%	1,858,313
Transfer from TBD	0	0	0.0%	700,000
Total Revenues	67,143	424,084	11.0%	3,850,380

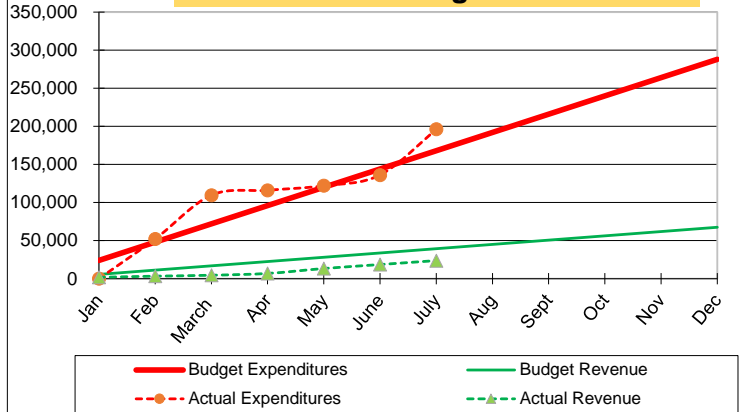
CURRENT PERIOD 2023 - 2024				
	MONTH <u>July 2023</u>	BIENNIUM TO DATE <u>2023-2024</u>	% of <u>BUDGET</u>	<u>BUDGET</u> <u>2023-2024</u>
<b>EXPENDITURES</b>				
Salary and Benefits	69,137	464,762	29.5%	1,575,300
Maintenance & Operations	54,902	383,791	19.2%	2,001,300
Capital	0	18,881	36.0%	52,500
Transfer to PW Shop Fund	0	0	0.0%	175,880
Total Expenditures	124,039	867,434	22.8%	3,804,980
Revenues over Expenditures	(56,896)	(443,350)		45,400
Ending Fund Balance		1,827,212		2,315,962

July 31, 2023

**STRATEGIC OPPORTUNITIES FUND**

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	24,000	0	5,626	1,809
Feb	48,000	52,075	11,252	3,330
March	72,000	109,645	16,878	4,536
Apr	96,000	116,112	22,504	6,887
May	120,000	122,005	28,130	13,356
June	144,000	136,059	33,756	18,580
July	168,000	196,207	39,382	23,754
Aug	192,000		45,008	
Sept	216,000		50,634	
Oct	240,000		56,260	
Nov	264,000		61,886	
Dec	288,000		67,512	
2023-24	576,000		135,018	
Total Actual to Date vs Total Budget		34%		18%

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

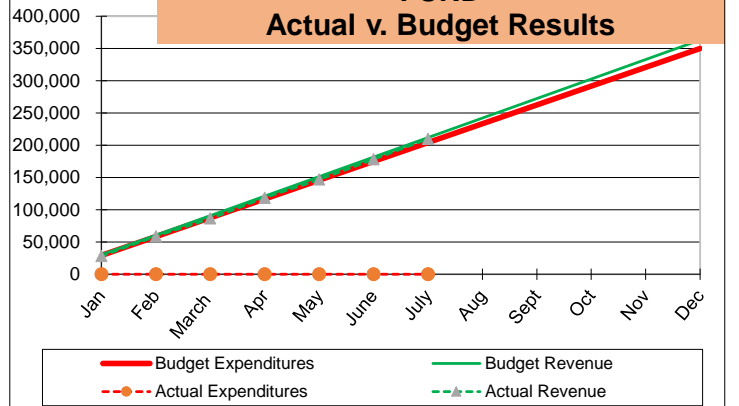


The purpose of the Strategic Opportunities Fund is to have funds available for the City to make key investments or take advantage of strategic opportunities as they present themselves.

**TRANSPORTATION BENEFIT DISTRICT FUND**

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	29,167	0	30,263	27,898
Feb	58,334	0	60,526	58,709
March	87,501	0	90,789	86,440
Apr	116,668	0	121,052	118,485
May	145,835	0	151,315	146,980
June	175,002	0	181,578	178,187
July	204,169	0	211,841	209,849
Aug	233,336		242,104	
Sept	262,503		272,367	
Oct	291,670		302,630	
Nov	320,837		332,893	
Dec	349,996		363,156	
2023-24	700,000		726,305	
Total Actual to Date vs Total Budget		0%		29%

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

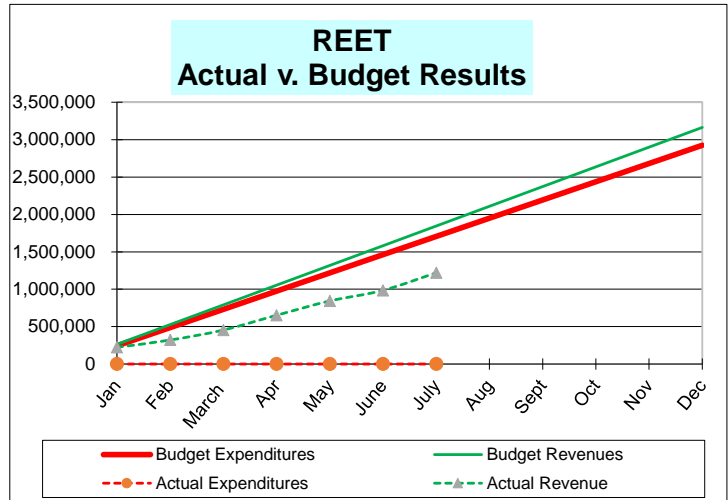


The Transportation Benefit District fund accounts for the \$20 vehicle license tab fees levied on vehicles located in the Kenmore city limits. The revenue generated will be used in maintaining the City's transportation system.

July 31, 2023

**REAL ESTATE EXCISE TAX FUND**

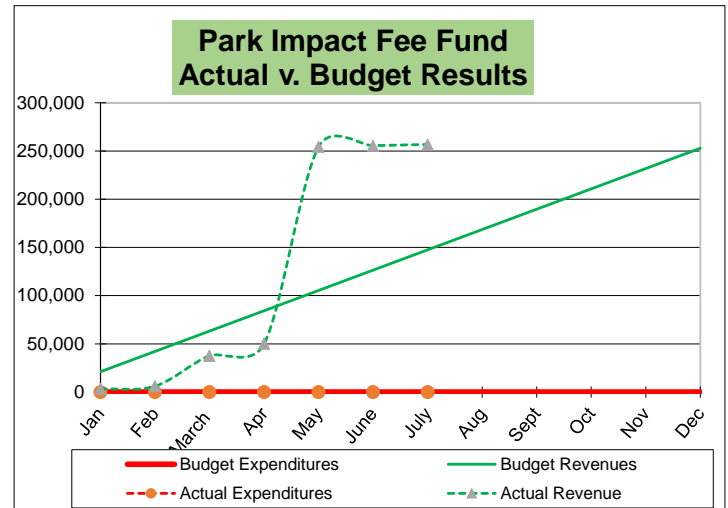
	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	243,704	0	263,590	223,695
Feb	487,408	0	527,180	320,826
March	731,112	0	790,770	454,752
Apr	974,816	0	1,054,360	651,898
May	1,218,520	0	1,317,950	843,314
June	1,462,224	0	1,581,540	984,966
July	1,705,928	0	1,845,130	1,220,776
Aug	1,949,632		2,108,720	
Sept	2,193,336		2,372,310	
Oct	2,437,040		2,635,900	
Nov	2,680,744		2,899,490	
Dec	2,924,448		3,163,080	
2023-24	5,848,900		6,326,171	
Total Actual to Date vs Total Budget		0%		19%



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**

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	0	0	21,070	3,147
Feb	0	0	42,140	6,018
March	0	0	63,210	37,652
Apr	0	0	84,280	50,046
May	0	0	105,350	254,340
June	0	0	126,420	255,545
July	0	0	147,490	256,743
Aug	0		168,560	
Sept	0		189,630	
Oct	0		210,700	
Nov	0		231,770	
Dec	0		252,840	
2023-24	0		505,670	
Total Actual to Date vs Total Budget		0%		51%

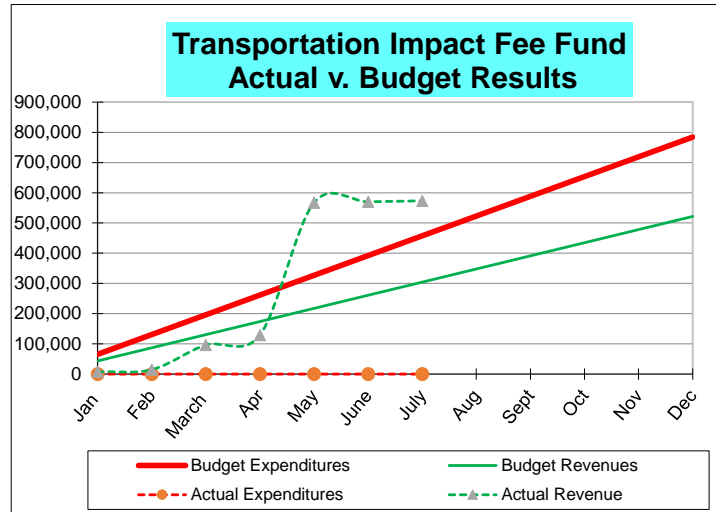


This fund accounts for City imposed park impact fees on new development. Expenditures are for public park acquisitions and improvements.

July 31, 2023

### TRANSPORTATION IMPACT FEE FUND

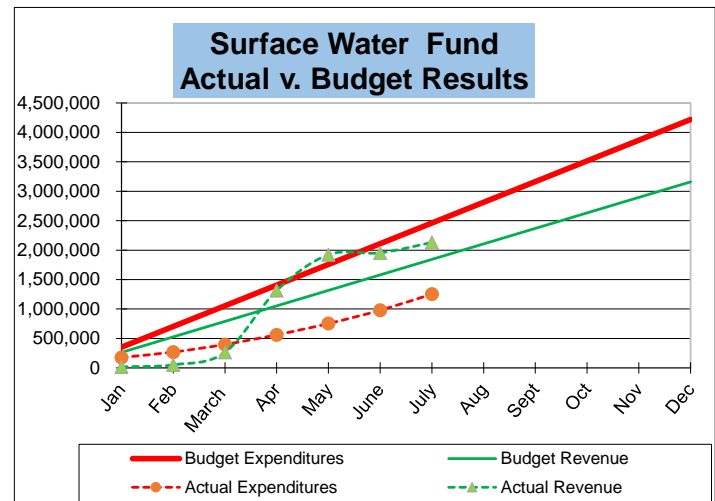
	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	65,358	0	43,472	7,562
Feb	130,716	0	86,944	14,461
March	196,074	0	130,416	96,287
Apr	261,432	0	173,888	128,935
May	326,790	0	217,360	566,969
June	392,148	0	260,832	570,166
July	457,506	0	304,304	573,348
Aug	522,864		347,776	
Sept	588,222		391,248	
Oct	653,580		434,720	
Nov	718,938		478,192	
Dec	784,296		521,664	
2023-24	1,568,596		1,043,334	
Total Actual to Date vs Total Budget		0%		55%



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

### SURFACE WATER MANAGEMENT FUND

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	351,574	177,516	263,276	17,517
Feb	703,148	268,361	526,552	52,102
March	1,054,722	398,377	789,828	263,203
Apr	1,406,296	561,906	1,053,104	1,314,101
May	1,757,870	753,038	1,316,380	1,921,920
June	2,109,444	979,153	1,579,656	1,953,992
July	2,461,018	1,253,483	1,842,932	2,131,717
Aug	2,812,592		2,106,208	
Sept	3,164,166		2,369,484	
Oct	3,515,740		2,632,760	
Nov	3,867,314		2,896,036	
Dec	4,218,888		3,159,312	
2023-24	8,467,779		6,318,615	
Total Actual to Date vs Total Budget		15%		34%



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, 2023**

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<u>Fund</u>	Beg. Cash & Inv. from Prev. Mo.	Monthly Revenues	Monthly Expenditures	End. Cash & Inv. Current Month
General	\$6,477,368	\$1,330,770	\$2,874,057	4,934,082
Street	1,883,796	67,143	124,039	1,826,900
Transportation Capital	1,437,080	245,920	278,389	1,404,611
KAPE Fund	-19,671	0	15,696	(35,368)
Public Art	115,267	394	0	115,661
Park Impact Fee	350,476	1,199	0	351,675
Transportation Impact Fee	930,193	3,182	0	933,375
Swamp Creek Basin	460,766	1,574	0	462,341
Transportation Benefit District	329,710	31,663	0	361,372
ARPA Fiscal Recovery Fund	4,993,372	0	22,400	4,970,972
Sammamish Bridge Replacement	979,341	0	62,817	916,524
Walkways & Waterways Debt Service	493,855	4,173	0	498,028
Real Estate Excise Tax	3,936,032	235,810	0	4,171,842
Park Capital	1,170,570	22,650	132,783	1,060,437
Walkways & Waterways Bond	212,416	28,839	0	241,255
Surface Water Management	2,818,282	177,725	274,331	2,721,676
Surface Water Capital	1,889,602	0	0	1,889,602
Public Works Shop Fund	240,565	0	16,556	224,008
Strategic Reserve	1,389,135	4,751	0	1,393,887
Strategic Opportunities	682,277	5,173	60,148	627,302
Equipment Replacement	675,771	2,305	1,943	676,133
Trust & Agency	1,132,551	923	577	1,132,896
Totals	\$32,578,752	\$2,164,193	\$3,863,736	\$30,879,210

<u>Fund</u>	Cash, Savings, Local Govt Investment Pool	(> One Year) Fixed Investments	Total
General	\$3,559,466	\$1,372,242	4,931,708
Street	976,492	850,000	1,826,492
Transportation Capital	1,404,611	0	1,404,611
KAPE Fund	-35,371	0	(35,371)
Public Art	100,661	15,000	115,661
Park Impact Fee	-578,325	930,000	351,675
Transportation Impact Fee	903,375	30,000	933,375
Swamp Creek Basin	-937,659	1,400,000	462,341
Transportation Benefit District	361,372	0	361,372
ARPA Fiscal Recovery Fund	4,970,823	0	4,970,823
Sammamish Bridge Replacement	916,524	0	916,524
Walkways & Waterways Debt Service	498,027	0	498,027
Real Estate Excise Tax	4,171,842	0	4,171,842
Park Capital	1,060,437	0	1,060,437
Walkways & Waterways Bond	241,255	0	241,255
Surface Water Management	2,212,024	510,000	2,722,024
Surface Water Capital	1,889,602	0	1,889,602
Public Works Shop Fund	224,008	0	224,008
Strategic Reserve	543,888	850,000	1,393,888
Strategic Opportunities	627,302	0	627,302
Equipment Replacement	226,132	450,000	676,132
Trust & Agency	1,032,896	100,000	1,132,896
Totals	\$24,369,382	\$6,507,242	\$30,876,624

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

**City of Kenmore, Washington**  
**Investment Schedule**  
 July 31, 2023



Average Yield to Maturity-Securities										Overall	1.62%
										Average Yield	3.76%
										Principal or	Yield
										Balance	Equivalents
Investment #	Type	Purchase Date	Maturity Date	Rate	Yield						
<b>Time Value Investments</b>											
3133EMHL9	FFCB	11/24/2020	11/30/2023	0.30%	0.30%					1,501,500.00	4,504.50
3133EMMN9	FFCB	1/25/2021	1/11/2024	0.19%	0.19%					1,000,000.00	1,900.00
9128286Z8	US TREAS	1/25/2021	6/30/2024	0.18%	0.18%					1,065,261.38	1,917.47
91282CCX7	US TREAS	7/14/2023	9/15/2024	5.00%	5.00%					1,445,711.91	72,285.60
3130AQTTO	FHLB	3/2/2022	2/28/2025	1.67%	1.67%					1,494,768.00	24,962.63
<b>Total TVI Purchases</b>										<b>6,507,241.29</b>	<b>105,570.19</b>
<b>CD's</b>											
											-
<b>Total CD's</b>										<b>0.00</b>	<b>0.00</b>
<b>TOTAL ALL SECURITIES</b>										<b>\$ 6,507,241.29</b>	<b>\$ 105,570.19</b>
<b>Banner Checking and Savings</b>					<b>0.02%</b>					<b>4,193,320.69</b>	<b>838.66</b>
<b>Pacific Premier Savings</b>					<b>5.20%</b>					<b>3,288,334.27</b>	<b>170,828.97</b>
<b>LGIP - Primary Account</b>					<b>5.24%</b>					<b>10,375,991.75</b>	<b>543,452.94</b>
<b>LGIP - Bond Proceeds Account</b>					<b>5.24%</b>					<b>6,511,735.33</b>	<b>341,058.65</b>
<b>Total Accounts</b>										<b>\$ 30,876,623.33</b>	<b>1,161,749.41</b>

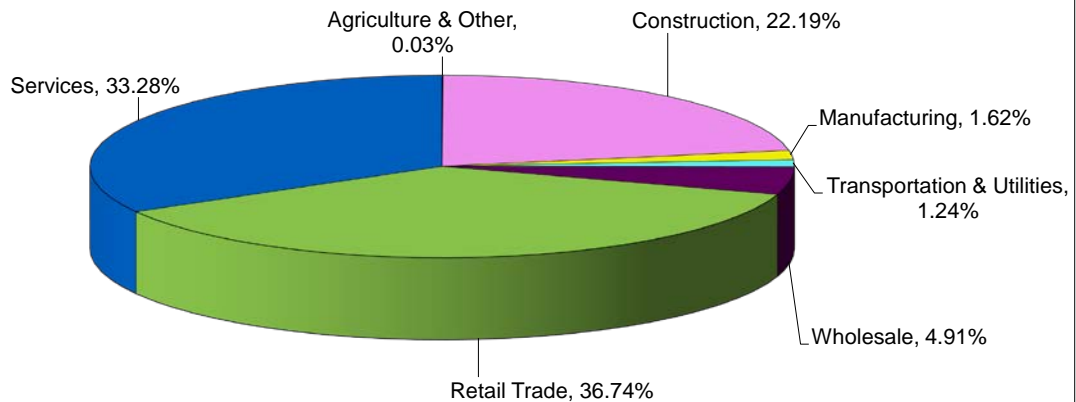


**City of Kenmore, Washington**  
**Retail Sales and Use Tax Distribution**  
**July 31, 2023**



Industry	Prior 12 Months ending July 2022	Current 12 Months ending July 2023	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	\$1,028	\$945	-8.02%	0.03%
Construction	937,215	827,655	-11.69%	22.19%
Manufacturing (Printing, Publishing, Other Manuf.)	74,785	60,371	-19.27%	1.62%
Transp/Comm/Utilities (Telecomm., Air Transport.)	31,353	46,132	47.14%	1.24%
Wholesale (Lumber, Other Wholesale)	180,507	183,111	1.44%	4.91%
Retail Trade (Eating, Merchandise, Food Stores)	1,314,590	1,370,458	4.25%	36.74%
Services (Auction, Recreation, Auto Repair, Financial)	1,197,169	1,241,473	3.70%	33.28%
Totals	<u>\$3,736,647</u>	<u>\$3,730,146</u>	<u>-0.17%</u>	100%
Increase/(Decrease)		<u>(\$6,502)</u>	<u>-0.17%</u>	

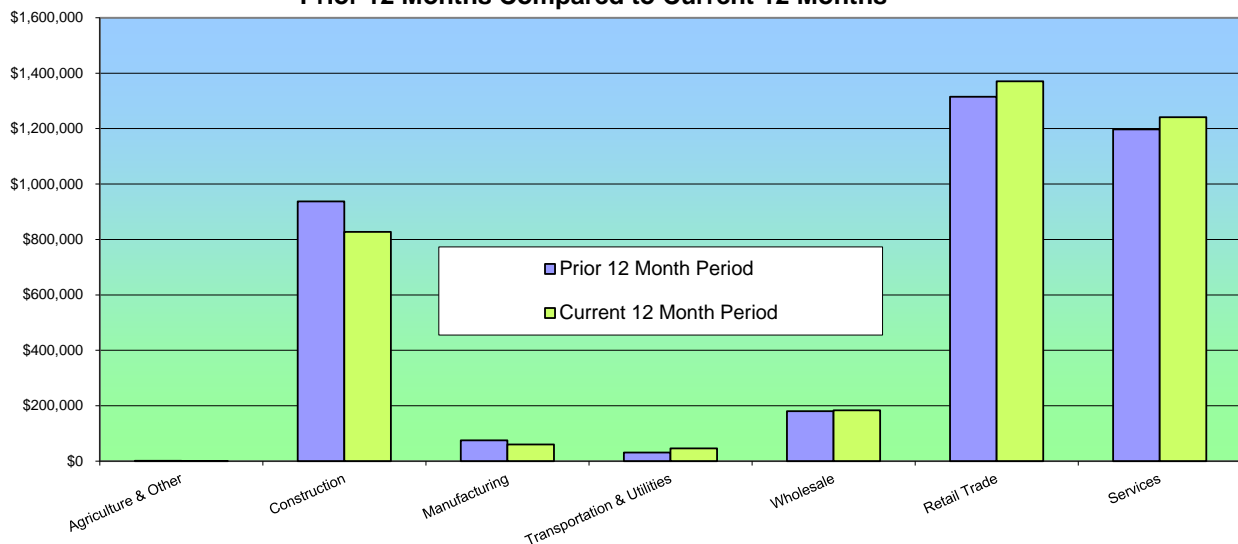
**Retail Sales and Use Taxes by Industry**  
**Current 12 Months Ending July 2023**



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

**Retail Sales and Use Taxes by Industry**  
**Prior 12 Months Compared to Current 12 Months**



City of Kenmore  
Retail Sales & Use Tax History  
1999-2021



	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	3 Year Average	Over (Under) Target	Over (Under) 2022
January	147,430	155,767	183,686	189,714	212,512	206,314	276,941	293,134	303,019	258,797	44,222	9,885
February	202,329	229,546	242,293	212,833	266,881	271,363	380,689	328,417	346,254	326,823	19,431	17,836
March	142,567	163,676	167,464	166,245	199,904	188,827	252,964	271,188	266,941	237,660	29,281	(4,247)
April	149,181	156,098	161,451	165,619	184,173	169,696	252,692	297,790	252,194	240,059	12,135	(45,596)
May	154,761	178,226	190,582	218,195	225,702	182,215	279,497	343,261	290,536	268,324	22,212	(52,725)
June	171,438	191,343	172,177	199,727	236,078	213,794	301,742	325,842	275,053	280,459	(5,407)	(50,789)
July	176,794	173,737	187,114	187,663	237,778	235,288	274,557	318,993	306,628	276,279	30,349	(12,364)
August	193,832	218,824	225,046	235,886	256,744	288,358	343,181	361,803		331,114	(331,114)	(361,803)
September	187,454	259,234	163,473	233,272	246,655	265,718	287,846	317,663		290,409	(290,409)	(317,663)
October	165,890	211,887	205,522	205,300	241,117	278,793	314,852	355,668		316,438	(316,438)	(355,668)
November	183,083	213,098	201,799	199,451	223,471	292,554	318,463	340,848		317,288	(317,288)	(340,848)
December	171,029	188,590	183,873	223,263	243,075	294,835	293,680	313,538		300,684	(300,684)	(313,538)
	2,045,788	2,340,024	2,284,480	2,437,168	2,774,091	2,887,755	3,577,105	3,868,146	2,040,625	3,444,335	(1,403,711)	(1,827,521)



## City Council Agenda Bill City of Kenmore, WA

<p><b>Subject/Topic:</b></p> <p>Diversity, Equity, Inclusion, and Accessibility Strategic Plan 2023-2028</p> <p><b>Proposed Council Action/Motion:</b> Adopt the Diversity, Equity, Inclusion, and Accessibility Strategic Plan 2023-2028.</p>	<p><b>For Council Meeting Agenda of:</b> September 11, 2023</p> <p><b>Department:</b> Human Resources/DEIA</p> <p><b>Prepared by:</b> Garrett Oppenheim, Assistant to the City Manager &amp; DEIA Coordinator</p> <table><thead><tr><th></th><th><b><u>Initial &amp; Date</u></b></th></tr></thead><tbody><tr><td><b>Approved by Department Head:</b></td><td>_____</td></tr><tr><td><b>Approved by City Attorney:</b></td><td>_____</td></tr><tr><td><b>Approved by Finance Director:</b></td><td>_____</td></tr><tr><td><b>Approved by City Manager:</b></td><td><u>RK 8/29/23</u></td></tr></tbody></table> <p><b>Exhibits/Attachments:</b></p> <ol style="list-style-type: none"><li>1. Diversity, Equity, Inclusion, and Accessibility Strategic Plan 2023-2028, with changes highlighted</li><li>2. DEIA Strategic Plan 2023-2028, clean version</li><li>3. DEIA 5-Year Roadmap Spreadsheet, with changes highlighted</li><li>4. DEIA 5-Year Roadmap Spreadsheet, clean version</li><li>5. DEIA Equity Toolkit</li><li>6. Presentation</li></ol> <p>Additional: <a href="#">July 24, 2023 City Council Meeting Agenda</a></p>		<b><u>Initial &amp; Date</u></b>	<b>Approved by Department Head:</b>	_____	<b>Approved by City Attorney:</b>	_____	<b>Approved by Finance Director:</b>	_____	<b>Approved by City Manager:</b>	<u>RK 8/29/23</u>
	<b><u>Initial &amp; Date</u></b>										
<b>Approved by Department Head:</b>	_____										
<b>Approved by City Attorney:</b>	_____										
<b>Approved by Finance Director:</b>	_____										
<b>Approved by City Manager:</b>	<u>RK 8/29/23</u>										
<p><b>Summary:</b></p> <p>Late last year, the City Council adopted a Diversity, Equity, Inclusion, and Accessibility (DEIA) Policy. Staff has utilized the DEIA Policy and applied the principles contained therein to draft a Strategic Plan to implement the policy and realize its goals over the next five years. City Council reviewed and discussed this Strategic Plan at its July 24, 2023 meeting and expressed its approval.</p> <p>It is proposed that City Council votes to adopt the Strategic Plan.</p>											

**Information/Background:**

In 2020, the Kenmore City Council adopted a resolution approving a framework to “develop and implement policies that foster and create a safe, inclusive and welcoming community through continued actions that improve diversity, equity and inclusion.” The City listened to the community through its DEIA Task Force, community engagement surveys, and interviews with staff and Council, all guided through a collaboration with Chanin Kelly-Rae Consulting. The cultivated recommendations created, shaped, and developed the Diversity, Equity, Inclusion, and Accessibility (DEIA) Policy that City Council adopted at their November 14, 2022 meeting.

Through further collaboration with consultant Chanin Kelly-Rae, staff drafted the attached Strategic Plan to implement the principles contained in the policy, creating measurable action items to breathe life into the Policy’s aspirations and advance diversity, equity, inclusion, and accessibility in both the Kenmore city organization and the greater Kenmore community.

All staff members and the DEIA Advisory Committee had an opportunity to review the DEIA Strategic Plan and, at its July 24, 2023 meeting, City Council reviewed and discussed it. The latest draft incorporates suggestions and revisions from the iterative process of review, a process that has improved it significantly from where it began. Two versions of each document are attached to this agenda bill, one of which has all changes since July 24 highlighted to illustrate the differences since last they were brought forth.

The Strategic Plan contains seven strategic goal areas, each with supporting objectives:

1. Leadership & Operations
2. Plans, Policies, and Budgets
3. Workplace
4. Communication & Education
5. Facility Plans and Improvements
6. Public Safety and Justice Services
7. Housing and Human Services

The 5-Year Roadmap Spreadsheet lays out all of the objectives and details the lead department that will have responsibility over it, timelines over the next five years during which the objective is expected to be met, and whether additional resources will be required to carry forth each objective.

The City Manager will have discretion to edit, revise, and amend the Strategic Plan and accompanying 5-Year Roadmap at any time in order to ensure that they continue to meet the City Council’s goals and the intent of the DEIA Policy and are attainable within the operational capacity of the organization. Upon adoption, the DEIA Coordinator will collaborate with the responsible department heads to ensure that implementation proceeds smoothly and in accordance with the schedule set out in advance.

**Fiscal Consideration:**

Items identified in the 5-Year Roadmap as needing additional resources may be brought forward during future budget discussions.

**City Council Priority or Budget Objective Being Addressed:**

4. Develop and implement a Diversity, Equity, and Inclusion policy and program



# **CITY OF KENMORE DIVERSITY, EQUITY, INCLUSION & ACCESSIBILITY STRATEGIC PLAN 2023-2028**

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## A MESSAGE FROM THE MAYOR



Dear Kenmore residents and community members,

As we embark on the next chapter of our city's journey, I am honored to serve as your Mayor and humbled by the trust placed in me by my fellow council members. Kenmore has come a long way, and we have an exciting future ahead of us. This City of Kenmore DEIA Strategic Plan reflects our commitment to creating a thriving, inclusive, and sustainable community where all people love where they live.

In our pursuit of excellence, we remain dedicated to Diversity, Equity, Inclusion, and Accessibility (DEIA) in every aspect of public service. Our community is becoming increasingly diverse, and we must ensure that our city government is representative and responsive to the needs of all residents. This includes identifying and removing barriers in services, programs, processes, and hiring. It also includes fostering a culture where everyone belongs.

I want to thank our amazing DEIA task force and the resulting advisory committee for all of the hard work and passion that they put into this effort. This strategic plan, which encompasses the values of diversity, equity, inclusion, and accessibility, is a testament to the committee's work as well as the work and dedication of our city staff, City Council members, and community partners. Our consultant Chanin Kelly-Rae has been our guide and advisor through this entire process, and we could not have done it without her.

So much of the work we do as a City is connected to advancing equity and social justice. Whether it's pedestrian and bicycle safety, affordable housing, climate change, or human services, all of these efforts interconnect and point to a more equitable and inclusive Kenmore.

We must remember that government works best when it is representative of the people. For example, achieving gender equity is an ongoing effort, and I am proud to have watched as our Council became more representative of the community we serve. As your Mayor, I invite you to join us in making Kenmore a model for other cities in embracing diversity, equity, inclusion, and accessibility. Together, let's propel Kenmore upward and create a future that improves the lives and quality of life for thousands of people for generations to come.

Sincerely,

Nigel Herbig, Mayor of Kenmore, Washington



## A MESSAGE FROM THE CITY MANAGER



Dear Kenmore Community Members,

I want to express my commitment to ensuring that the City of Kenmore is a place where all people feel welcome, valued, and included, and this strategic plan is an important step in achieving that goal. Our community's strength and resilience lie in its diversity, and our mission is to create an environment where everyone has the opportunity to thrive.

Our city has faced many challenges over the years, but we have always come together as a community to overcome them. The events in recent years surrounding racial and social justice and equity have sparked crucial conversations on the importance of addressing systemic issues and ensuring that all voices are heard.

Conversations are important, but they are nothing without action, and they are of little use without changing the underlying systems that perpetuate injustice and inequity. Ijeomo Oluo, the author of *So You Want to Talk About Race*, said, “We can get every person in America to feel nothing but love for people of color in their hearts, and if our systems aren’t acknowledged and changed, it will bring negligible benefit to the lives of people of color.” (page 31)

We have listened, learned, and taken action. But there is so much more to do, especially when it comes to changing systems. With the completion of this strategic plan, we are prepared to take even more systemic, meaningful action with lasting results.

In the coming months and years, we will work relentlessly to implement the goals outlined in this strategic plan. We will foster a culture of inclusivity within our city government and promote equitable access to resources and opportunities for all. We will collaborate with local businesses, organizations, and individuals to make Kenmore a shining example of what a diverse and inclusive community can achieve.

I am grateful for the opportunity to serve the City of Kenmore and am inspired by the incredible spirit of collaboration and determination that defines our community. Together, we will propel Kenmore upward and ensure that our city remains a place where all people love where they live.

Sincerely,

Rob Karlinsey, City Manager of Kenmore, Washington

# CITY OF KENMORE DEIA STRATEGIC PLAN

## INTRODUCTION

The City of Kenmore is dedicated to serving its community through effective management, public policy, and the best available practices. With various departments and a wide array of employees, the City of Kenmore works to serve its residents in numerous ways. To guarantee the successful execution of our mission, it is essential that we create and foster a community and workplace culture that consistently places equity at the center of all that we do. Our employees must be able to deliver their best work within a City that represents the diversity of our community and promotes inclusion and accessibility, allowing all members of our community to excel in their contributions to mission delivery. This DEIA Strategic Plan will act as our guide in this pursuit.

In compliance with local, state and federal guidelines, the City will submit progress reports annually to the City Council and the community. This plan aligns with and supports the City's various action plans, such as those addressing equity, equality, and other equity-related initiatives. The City is committed to its mission's success, recognizing that it can only be achieved through the valuable experiences of a diverse and talented workforce and actively engaged community. To foster such, it is crucial that the City creates a dynamic, inclusive environment where residents, employees, and visitors are empowered and encouraged to use their unique knowledge and expertise to create and maintain systems that work for everyone.

Furthermore, the City must demonstrate an unwavering commitment to equal rights and opportunities. This commitment will be evident as the City develops strategies with the skills, capacity, tools, and processes necessary to enforce and uphold those rights effectively and efficiently. The goals, objectives, and strategies identified within this DEIA Strategic Plan are intentionally designed to create an environment in which DEIA and equal rights are integrated into the fabric of how the City operates.

As the program of work is developed to implement this strategy, departments will be given guidance for developing plans that meet the objectives of this DEIA strategy and that address the specific needs of the community, their workplaces, employees, and mission. A companion spreadsheet to this document provides a 5-year implementation road map, including who has the lead on each task, timeline for completion, and whether additional resources are needed. The City Manager will have the discretion to make edits, revisions, and amendments to this Strategic Plan and its implementation roadmap as necessary to continue to ensure that they meet the Council's goals.

A standard set of performance measures will unite these citywide and department-level plans, allowing outcomes for the entire City of Kenmore to be tracked. This DEIA Strategic Plan identifies specific goals and strategic objectives to advance DEIA in both Kenmore's workforce and community. It builds upon the DEIA initiatives and work that are already taking place within the City as evidenced by various departments and overall city-wide DEIA self-assessments and efforts.

Leaders from the City of Kenmore's Administration, Departments, and Community contributed their expertise and insights to this plan.

# SERVICE VISION AND VALUES

## Our Service Vision

Propelling Kenmore Upward: We create a thriving community where all people love where they live.

## Our Foundational Values

### Safety

- I emphasize safety in all we do
- I seek out safety opportunities in our community
- I proactively identify, report, and follow up on safety concerns
- I protect the natural and physical assets of our community
- I speak up to ensure the safety of others

### Integrity

- I walk the talk, modeling what I expect of others
- I care about the quality and accuracy of my work
- I strive to be fair and honest
- I assume good intention in my interactions with others

### Courtesy

- I am friendly and cordial
- I exercise patience
- I treat others the way they want to be treated (the Platinum Rule)
- I go out of my way to help

### Proactivity

- I seek to know, understand, and anticipate the needs of the community and individuals I serve
- I exceed expectations others have of me
- I model aspirational, "can do" attitude
- I find ways to make it easier for people to do business with us
- I seek continuous improvement and innovation

### Collaboration

- I invest the time to build relationships of trust with others
- I build on the strength and diversity of our community
- I share the information others need, making it easy to access
- I pitch in to support others, providing resources needed for success
- I pull down silos and bring people together

## **Our Core Values: Connection, Passion, and Action**

### **Connection**

Creating connection is at the heart of what we do. Connection goes beyond transactional interactions. Connection means that we and our residents have an emotional bond with our City. We create this bond by investing in our city with our hearts and our time.

The more this connection grows, the more comprehensive and holistic it becomes—we see not only the importance of the bonds we have with each other, but we connect other dots and see the bonds and linkages we have with the flora and fauna of our natural environment. This sense of connection to our environment and to those around us gives us a broader and a deeper perspective about why we do what we do and how we go about doing it.

This power of connection also drives our motivation to ensure social justice and equity in Kenmore. We learn that there is more that we have in common with each other than we might initially think, and we strive to make sure everyone is seen, heard, and understood more deeply—not just the loud, frequent voices in our community, but everyone, regardless of background or differences. That means we continually look for creative and new ways to connect with people who may not otherwise have a voice.

This core value of connection is made manifest in everything we do. For example, we don't build sidewalks and bridges just to get people from point A to point B—we wholeheartedly devote ourselves to creating spaces that evoke a sense of belonging and aesthetic appeal, fostering emotional connections between individuals and their city. When they do, they have more reason to love where they live. And when they have more reason to love where they live, they are more inclined to strengthen that love by investing in Kenmore with their hearts and with their time, which inspires others to do the same. And on and upward it goes.

### **Passion**

We're passionate about what we do, and we see the connection between what we do and how it helps our residents thrive. Many of us call it passion for public service. Another way of describing it is "Hearing the Music." The metaphor is about trying to dance (our daily duties) while hearing the music (loving what we do and seeing the why of what we do). Have you ever tried to dance without music? It's awkward, right? By hearing the metaphorical music, our daily jobs are no longer about checking boxes and going through the motions. We see how our jobs matter, and passion and

excitement for the work enters the equation.

Passion as a value is nonnegotiable because we're not going to head in directions where we can't hear the music—directions that don't have meaning and impact. This passion translates into a sense of urgency about what we do because we know how we can impact quality of life for real, individual people.

## **Action**

Connection and Passion translate into action. We take decisive action to make real things happen to keep advancing on Kenmore's upward trajectory of *becoming*. We don't just put policies in place and then hope for the best—we put policies in place and then we take matters into our own hands to make those policies a reality.

Key to this action value is our ability to be scrappy and resourceful. We may not have the same tax base as other cities, but through our scrappiness and resourcefulness, we leverage and act upon what we do to produce outsized results. As we take meaningful action, we see and are energized by the results. These results translate into stronger connections and bonds with one another and the world around us, bringing us back full circle to the core value of connection. And thus, the positive reinforcing cycle continues . . .

## LAND ACKNOWLEDGMENT

We acknowledge that the City of Kenmore is situated upon the ancestral lands of the Snohomish, Snoqualmie, Sauk-Suiattle, Duwamish, Stillaguamish, Tulalip, Suquamish, Muckleshoot, and other tribes who are part of the Coast Salish Peoples. We recognize and express our deepest respect for their enduring stewardship and profound relationship with this land, which they have cherished and protected since time immemorial. We honor the First Peoples, acknowledge their vibrant cultures, and commit ourselves to learning from their wisdom in our journey to promote justice, equity, and mutual understanding. We pledge to stand alongside these communities in acknowledging past injustices and working towards a future that respects and celebrates the diverse heritage of this land.

Thank you to all our partners for sharing their wisdom, guidance, insight, and valuable resources. Without your dedication to educating and fostering a respectful understanding of the rich indigenous heritage of this region, we would not have been able to craft this meaningful statement.

We are grateful to The Tulalip Tribes, The Duwamish Tribe, The Suquamish Tribe, The Stillaguamish Tribe of Indians, The Snoqualmie Indian Tribe, The Snohomish Tribe of Indians, and The Sauk Suiattle Tribe for sharing their experiences, stories, and rich cultural histories. You have shown us the depth of your connection with these lands and waters and highlighted the significance of acknowledging our shared history.

The Coast Salish Gathering and United Indians of All Tribes Foundation have been instrumental in guiding our research and understanding, as well as in helping us build a better appreciation of the cultural richness of the Coast Salish Peoples.

The Washington State Department of Archeology and Historic Preservation has provided crucial historical and archaeological context, enhancing our understanding of the longstanding relationship between the Coast Salish Peoples and this land.

We also acknowledge the immense contribution of the University of Washington American Indian Studies Department and the University of Washington Digital Library. The academic resources you provided have significantly enriched our understanding of the cultural, historical, and political aspects of the Coast Salish Peoples.

Native Land Digital, a non-profit led by Indigenous First Nation People, has been indispensable in helping us appreciate the nuanced landscape of indigenous territories.

Our thanks also extend to The Kenmore Heritage Society for shedding light on the local history of Kenmore, and to JSTOR (Journal Storage) and The Burke Museum for their extensive archives and scholarly works, which have been invaluable in our research.

As we present this land acknowledgment and statement of recognition and honor to the City Council, we hope it will serve as a testament to our commitment to acknowledging our shared history, honoring the rich indigenous heritage, and fostering an environment of respect, equity, and mutual understanding. We look forward to continuing to learn from and collaborate with our partners on this journey.



# SUMMARY OF DIVERSITY, EQUITY, AND INCLUSION GOALS

In order to seize the opportunities and address the challenges that lie ahead, the City of Kenmore will progress towards the following goals and strategic priorities. This will guarantee that our mission to deliberately cultivate an inclusive culture is one that eliminates systemic inequity and empowers the whole community to enjoy improved outcomes.

## Goal 1. Leadership and Operations

Advance pro-equity practices and systems at all levels through accountable leadership and employees who are also empowered to lead and be change agents.

## Goal 2. Plans, Policies & Budgets

Promote accountability to ensure our plans, policies and budgets incorporate our foundational and core values so that we equitably address the needs of our communities.

## Goal 3. Workplace

Invest in having a pro-equity organization and inclusive workplace culture for every employee.

## Goal 4. Communication & Education

Advance our education and communication to better engage our residents and communities in ways that are inclusive, culturally responsive and socially just.

## Goal 5. Facility Plans & Improvements

Develop facility and system improvements responsive to the values and priorities of residents and stakeholders and achieve pro-equity outcomes.

## Goal 6. Public Safety & Justice Services

Promote an integrated, holistic system of public safety, justice, and human services that focuses on healing and recovery.

## Goal 7. Housing & Human Services

Provide access and referral to housing and human services to meet the basic needs of all residents

## 1. Leadership and Operations

**Advance pro-equity practices and systems at all levels through accountable leadership and employees who are also empowered to lead and be change agents.**

### **Objective 1.1: Foster community engagement and inclusivity in decision-making.**

- 1.1.1 City Council members will continue to meet with the community to discuss important local issues.
- 1.1.2 City Manager will maintain an informal DEIA Advisory Committee to advise the City Manager and staff on policy and operational issues. Create and maintain a charter for this committee.
- 1.1.3 When engaging the community in planning and decision making, make extra and affirmative efforts to bring in members of the community who have not historically participated. Provide less traditional and more inclusive and accessible opportunities for public input and engagement, such as hands-on engagement models and “pop up” engagement opportunities in neighborhoods.
- 1.1.4 Coffee with Council – continue to provide alternating accessible options to attend.
- 1.1.5 Refer to the equity toolkit in policymaking. Distribute the toolkit to City Council, Planning Commission, and all staff and provide training on the toolkit.

### **Objective 1.2: Ensure equitable access and representation in city services.**

- 1.2.1 Identify and retain important public access and view corridors to Lake Washington and the Sammamish River for all the public to enjoy.
- 1.2.2 Maintain and update the Parks, Recreation and Open Space (PROS) plan using the equity toolkit. Plan for more parks and amenities in underserved parts of the City and for people of all abilities.
- 1.2.3 Accept applications in the order received, with exceptions for affordable housing projects, for public city projects aimed at increasing public access to services and amenities, and applications that support implementation of the Climate Action Plan, all of which shall be fast-tracked for rapid processing.
- 1.2.4 Provide increased access to permit submittals by continuing to accept applications online. In-person paper submittals are also accepted as an accommodation upon request.

**Objective 1.3: Facilitate ways to increase diverse representation among City vendors and Committee and Commission members.**

- 1.3.1 Requests for Proposals (RFPs), bid advertisements, and all other purchasing and procurement materials will include language about the city's equity and social justice values. When issuing a request for proposals or other solicitation for services, specifically reach out to and invite women- and minority-owned businesses to submit quotes and proposals.
- 1.3.2 When issuing RFPs and other solicitations for services, consider barriers for first-time proposers; provide guidance on and be available to assist with the technical aspects of the solicitation that might be new territory for people who are trying to make entry and gain a foothold in serving cities.
- 1.3.3 Create and maintain a City of Kenmore Supplier Diversity Program for procurement; set appropriate goals for participation of minority, women, and socially and economically disadvantaged businesses.
- 1.3.4 Utilize the services of the state Office of Minority and Women's Business Enterprises (OMWBE) to encourage and assist women- and minority-owned businesses in competing for contracts and doing business in the City.
- 1.3.5 Planning Commission and other committee selection criteria should support broad demographic representation.

**Objective 1.4: Support businesses and projects that align with equity goals.**

- 1.4.1 Expedite plan review for affordable housing projects and public city projects that increase public access to services and amenities.
- 1.4.2 Continue the City's membership in A Regional Coalition for Housing (ARCH), including leveraging ARCH's resources to build affordable housing units in Kenmore and contributing financial resources to ARCH's housing trust fund.
- 1.4.3 Support businesses in their permit process by providing efficient and predictable services; identify and address barriers or challenges for businesses that may be new to the City's processes.

**Objective 1.5: Strengthen leadership commitment to diversity, equity, inclusion, and accessibility.**

- 1.5.1 Communicate both the significance and value-add of DEIA openly; broadening this circle of communication to include staff, community, and leadership.
- 1.5.2 Create and maintain a respectful, inclusive, and professional working environment that promotes safety (including psychological safety) and inclusion, and that values difference.
- 1.5.3 Ensure leaders are accountable for DEIA objectives, collaboration, and key results.

- 1.5.4 Implement this 5-Year Strategic DEIA Plan and integrate it into the organization.

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

- 1.6.1 Collect demographic and geographic (GIS) information to analyze potential differences between communities and to assist the City in its efforts to have vendors and Committee and Commission recruitments reflect the community. Seek ways to identify specific languages spoken in the Kenmore community.
- 1.6.2 Update the Strategic DEIA Action Plan every five years to align with the goals of the City of Kenmore.
- 1.6.3 Develop a set of performance measures to assess progress toward realization of this DEIA Strategic Plan. Include these measures in periodic reporting.
- 1.6.4 Conduct a bi-annual City of Kenmore Employee Survey.
- 1.6.5 Conduct a City of Kenmore Community Survey every 3 years.
- 1.6.6 Participate in the Human Rights Campaign [Municipal Equality Index](#).

**Objective 1.7: Strengthen the Organization's Working Knowledge, Integration, and Practice of DEIA.**

- 1.7.1 Ensure that staff resources are allocated to the implementation of this City of Kenmore DEIA strategic initiative.
- 1.7.2 Participate in mandatory, DEIA training and/or learning events every two years. (A list of training and learning opportunities shall be maintained by Human Resources).
- 1.7.3 Include DEIA training at new employee orientation. The new employee orientation packet should include the DEIA Policy, this Strategic Plan, and the equity toolkit, among other DEIA resources.
- 1.7.4 Track City Council Member DEIA training and learning participation and make reporting available for public information through the City Clerk's office.

## **2. Plans, Policies & Budgets**

**Ensure our plans, policies and budgets advance the City's DEIA Policy and eliminate systemic inequity in Kenmore's organization and interface with the community.**

**Objective 2.1: Develop and implement inclusive and equitable policies.**

- 2.1.1 The Comprehensive Plan and other city-wide planning documents and regulations will be developed and written with a focus on DEIA and will include policies in its elements that advance DEIA and root out systemic inequality.

- 2.1.2 All City policies, procedures, and manuals are written and reviewed with a focus on DEIA. These documents will include references to DEIA and the importance thereof.
- 2.1.3 City Manager will consult with the DEIA Advisory Committee as needed on potential policy and operation issues that may arise.

**Objective 2.2: Engage the community in budget and policy decision-making.**

- 2.2.1 Host listening sessions with the public regarding remaining American Rescue Plan Act (ARPA) funds that are yet to be allocated.
- 2.2.2 Use online community engagement tools to gather public input.
- 2.2.3 Think outside of the box to bring more people of diverse backgrounds into policy discussions. Make extra and affirmative efforts to bring in members of the community who have not historically participated.
- 2.2.4 Publish the budget online and in hard copy in several locations.
- 2.2.5 Provide a budget development process that is transparent and open to the public.

**Objective 2.3: Develop and advocate for affordable housing and diverse housing options.**

- 2.3.1 Expedite plan review for affordable housing projects and public city projects that increase public access to services and amenities.
- 2.3.2 Develop and adopt planning and zoning regulations that will prioritize affordable and more attainable housing.
- 2.3.3 Develop land use regulations that allow for a diversity of housing types and choices for different needs.
- 2.3.4 Implement the Transit Oriented Development (TOD) regulations that mandate higher densities and affordable units in the TOD area. (TOD requires 25% of units to be affordable at 50% of area median income or lower.)
- 2.3.5 Implement the residential tenant protection measures adopted by the City Council.
- 2.3.6 Advocate for additional affordable housing policies at federal, state, and county levels.

**Objective 2.4: Promote economic development opportunities that benefit all Kenmore residents and businesses.**

- 2.4.1 Dig deeper into the experiences and outcomes of underrepresented groups in the business community and city-wide workforce. Based on what is learned, recommend policies and operational changes to lift and support these groups.

- 2.4.2 Increase efforts to build partnerships that support and retain local businesses and organizations, with an emphasis on supporting underrepresented and marginalized groups in the business community.
- 2.4.3 Collect data and feedback from business community members, the Chamber of Commerce, workers, and other relevant stakeholders to best understand the needs and experiences of business owners and workers who are impacted by the policies, processes, and programs executed by the City of Kenmore.
- 2.4.4 Continue partnership with Bothell Kenmore Chamber of Commerce and the Kenmore Business Alliance to support local businesses.
- 2.4.5 Encourage participation of women- and minority-owned businesses in Kenmore Business Alliance activities.
- 2.4.6 Advocate for a broader diversity of business types through external networks and the OMWBE.
- 2.4.7 Support and promote green jobs and companies given their connection to environmental equity and social justice.

**Objective 2.5: Adopt policies and practices that prioritize equity, accessibility, and inclusivity.**

- 2.5.1 Adopt a Non-Discrimination Ordinance.
- 2.5.2 Honor the name, gender designation, and pronoun/non-pronoun of each employee and community member and encourage staff and community members to respect them.

**Objective 2.6: Enhance recreational and cultural opportunities to improve DEIA in Kenmore.**

- 2.6.1 Support organizations that offer recreation, arts, and cultural programs and events.
- 2.6.2 Commission art projects with the 1% for Arts fund. Specifically reach out to BIPOC artists and invite them to submit proposals for art.
- 2.6.3 Seek additional partnerships for recreation programming at existing parks and facilities.
- 2.6.4 Partner with waterfront programming providers (Kenmore Waterfront Activities Center, Northshore School District, rowing, etc.) for affordable access to non-traditional rowers. Continue to require KWAC and rowing programs to provide low-income scholarships.
- 2.6.5 Continue to seek external funding to provide public access and recreation opportunities, especially for low-income youth.
- 2.6.6 Continue to partner with the nonprofit and for-profit organizations to provide

- recreational and development opportunities for youth (e.g., Skyhawks at Rhododendron Park and Skate Like a Girl at the Jack Crawford Skate Court).
- 2.6.7 Collaborate with Kenmore Heritage Society to create awareness, including providing learning and education opportunities, of Local Indigenous People.
- 2.6.8 Consider subsidizing swimming lessons for low-income youth.
- 2.6.9 Offer free, inclusive events, special events, outdoor movies, and concerts for the community.
- 2.6.10 Diversify event schedules, explore new promotion avenues, and support external community events.
- 2.6.11 Partner with nonprofits and other agencies to host community events and presentations focused on low-income populations.
- 2.6.12 Lead an effort to create a regional partnership to build a regional aquatic center in north King County
- 2.6.13 Work cooperatively with Bastyr University for use of their campus athletic fields. Look to partner with Bastyr University in other potential ways, such as youth summer camps.

### 3. Workplace

**Invest in having a pro-equity organization and inclusive workplace culture for every employee.**

**Objective 3.1: Create and maintain an inclusive workplace culture.**

- 3.1.1 Promote and follow the organization service vision as well as the core and foundational values.
- 3.1.2 Increase awareness and working knowledge of the City's Anti-Harassment Policy and other personnel policies pertaining to equity and justice in the workplace.
- 3.1.3 Continue to provide Parental Leave for all employees. Upon returning from parental leave, supervisors will check in with the employee and discuss any supportive accommodations that employees may require, such as any physical limitations, pump breaks, flex scheduling for appointments, etc.
- 3.1.4 Regularly highlight and review the City Council-adopted DEIA Policy.
- 3.1.5 Encourage cross-departmental relationships and communication through internal committees.
- 3.1.6 Model the behaviors that are expected of all staff to be equitable, inclusive, and create a culture of belonging.
- 3.1.7 Provide clear and accessible channels for City staff to provide feedback on the workplace environment and job satisfaction.

**Objective 3.2: Develop and implement equitable hiring practices.**

- 3.2.1 Strive for diverse hiring panels during the interview process.
- 3.2.2 Ensure that hiring panelists have had DEIA training, including implicit bias training, prior to participating on the panel.
- 3.2.3 Ask DEIA questions of candidates during interviews.
- 3.2.4 Advertise positions through diverse outlets.
- 3.2.5 Establish consistent hiring practices for reaching diverse populations; reach out to and invite minorities and members of historically marginalized groups to apply for open positions.
- 3.2.6 Explore a work study program.
- 3.2.7 Research equitable hiring practices in neighboring cities.

**Objective 3.3: Provide professional development and advancement opportunities.**

- 3.3.1 Encourage employees to participate in their professional organizations.
- 3.3.2 Continue the tuition reimbursement program.
- 3.3.3 Support career advancement through leadership training such as the Northwest Women's Leadership Academy.
- 3.3.4 Make consistent and planned efforts to grow and promote internal staff. Track promotion history to assess progress. (Succession Planning)

**Objective 3.4: Offer competitive employee benefits and support systems.**

- 3.4.1 Continue to provide competitive benefits to city employees (Healthcare, EAP, retirement, etc.).
- 3.4.2 Continue monthly all-staff meetings that are inclusive and highlight DEIA.
- 3.4.3 Continue to fund and implement the City's Wellness Program (e.g., floating holiday for healthy practices).
- 3.4.4 Continue the length of service awards program, including the event that goes with it (see Section 5.5 of the Personnel Policies Manual).
- 3.4.5 Continue to allow for brief and informal gatherings to celebrate birthdays and other personal milestones (see Section 5.6.5 of the Personnel Policies Manual).
- 3.4.6 Adopt a Commute Trip Reduction Plan that promotes non-car commute options and resources.
- 3.4.7 Support KCSO Officer wellness and resiliency programs.

**Objective 3.5: Monitor and assess workplace diversity.**

- 3.5.1 Research how to and begin collecting voluntary demographic data from applicants and new hires so that the City can assess whether the workplace is reflecting the greater community.



## 4. Communication & Education

**Advance our education and communication to better engage our residents and communities in ways that are inclusive, culturally responsive and socially just.**

**Objective 4.1: Improve accessibility and inclusivity of communications across all channels.**

- 4.1.1 Continue to utilize electronic channels: City of Kenmore Website, website calendar, Social Media (Facebook, Twitter, Instagram), Monthly E-news, Weekly Kenmore Top 4, Email listservs for city meetings/events, projects and other specific topics.
- 4.1.2 Continue to implement paper-based communication methods: Kenmore Quarterly Newsletter, Postcard mailings, SEPA & Advisory Mailings, Postings at City Hall/the Hangar.
- 4.1.3 Ensure City of Kenmore digital and printed materials use accessible fonts and colors, approved by Web Content Accessibility Guidelines (WCAG) 2.0. Use Bureau of Internet Accessibility online tool to check for color blindness accessibility when using color in materials. Use approved accessible fonts when possible (Roboto, Tahoma, Verdana, Open Sans, Calibri, and Times New Roman are the top choices).
- 4.1.4 Offer translated communications in Spanish and other community languages on the website, listserv emails, and printed materials and publicize availability of translation services by phone.
- 4.1.5 Utilize the Userway tool on the website for enhanced translation and accessibility tools.
- 4.1.6 Expand the use of QR codes on notices, mailings, and digital materials to provide easy access to information in multiple languages.
- 4.1.7 Create video tutorials for online permit applications. Provide Spanish subtitles and closed captioning.
- 4.1.8 Maintain a public page on the City of Kenmore website with updates, information, and resources for the Kenmore community to understand, be made aware of, and participate in the City of Kenmore's DEIA strategies, goals, and results.
- 4.1.9 Create a fun and engaging Civics 101 video course to help residents better understand the workings of city government. Provide Spanish subtitles.
- 4.1.10 Develop and maintain a list of individuals and agencies who can provide translation services for public meetings and other needs as they arise.

- 4.1.11 Make efforts to ensure accessibility for hearing-impaired individuals at city-sponsored and supported events.

**Objective 4.2: Enhance community engagement through targeted messaging and recognition of diverse cultures and histories.**

- 4.2.1 Implement an annual Proclamations Calendar to recognize and celebrate diverse communities and their histories.
- 4.2.2 Install parks interpretive signage to educate about environmental sustainability and community history.
- 4.2.3 Annually produce a Juneteenth event to commemorate the liberation of Black Americans from slavery. Include the affected groups in the planning and execution of these events.
- 4.2.4 Continue June Pride Month activities, including the annual Pride flag raising. Include the affected groups in the planning and execution of these events.
- 4.2.5 Provide avenues to celebrate diversity at City events.
- 4.2.6 Invite cultural groups to host events in Kenmore, e.g., the Festival of Colors in the Spring.

## 5. Facility Plans and Improvements

**Develop facility plans and improvements responsive to the values and priorities of residents and stakeholders and achieve pro-equity outcomes.**

**Objective 5.1: Enhance the safety, accessibility, and inclusivity of parks and city-owned buildings.**

- 5.1.1 Evaluate and ensure parks, buildings, and other public facilities are safe, well-maintained, and operate efficiently.
- 5.1.2 Improve access to parks and playgrounds by creating inclusive parks. Seek guidance from inclusive experts such as [The Voice of Play](#).
- 5.1.3 Change City restroom signage to be more inclusive of gender identities.
- 5.1.4 Continue to supply and maintain life jacket loaner stations at waterfront parks.

**Objective 5.2: Improve transportation safety and accessibility for multiple modes of transportation so that owning an automobile isn't the only way to get around.**

- 5.2.1 Develop parks and transportation plans that improve public access and mobility as well as recreational opportunities.

- 5.2.2 Obtain funding for and implement the first phase of the ADA transition plan, including replacing noncompliant sidewalk panels and curb ramps. Develop the next phase of the ADA transition plan to include City buildings.
- 5.2.3 Implement and obtain funding for the adopted pedestrian facilities plan.
- 5.2.4 Continue to calm vehicle traffic to improve bicycle and pedestrian safety and comfort.
- 5.2.5 Advocate for completion of the Sound Transit Bus Rapid Transit project through Kenmore and advocate for additional bus routes and “last mile” transit options for Kenmore.
- 5.2.6 Explore options and funding to provide more bike racks in public and private locations throughout the City.
- 5.2.7 Promote King County’s Community Van, Metro Flex, and other accessible transportation programs.

**Objective 5.3: Update facility plans to reflect community needs and promote equity.**

- 5.3.1 Ensure capital facilities plans recognize and provide projects and programs in underserved areas.
- 5.3.2 Consider community vulnerabilities related to climate and proactively respond (e.g., cooling center for impacted community members).
- 5.3.3 Equitably provide green energy infrastructure in higher density and lower income neighborhoods.
- 5.3.4 Reduce the heat-island effect that disproportionately affects disadvantaged neighborhoods by developing a plan to encourage and provide more trees and natural landscape to those areas.
- 5.3.5 Equitably replace assets before reaching the end of their expected life cycle; use a fair, systematic approach to asset replacement and repair rather than the “squeaky wheel” approach.

## **6. Public Safety and Justice Services**

**Promote an integrated, holistic system of public safety, justice, and human services that focuses on healing and recovery.**

**Objective 6.1 Advance the police department’s progress in equitably serving and responding to the community.**

- 6.1.1 Chief of Police to annually hold listening sessions with the community.
- 6.1.2 Continue to implement the preventative and healing measures identified in the 2020 Mayor’s Pledge Use of Force Report.
- 6.1.3 Continue to augment police training, including prevention-oriented training

- such as cultural diversity, de-escalation, and active bystander training. Offer human services-related training to police officers, including crisis intervention and interacting with persons with disabilities through the Criminal Justice Training Commission and KCSO Advanced Training Unit.
- 6.1.4 Explore and advocate prevention-oriented methods to reduce patrol stops that disproportionately affect people of color. For example, explore the use of technology as a replacement for traffic stops and as a way to reduce the potential for violent encounters.
  - 6.1.5 Identify low-level offenses (e.g., DWLS3) that can cause disadvantaged populations to get stuck in a vortex of economic disparity and impoverishment. Take a holistic, preventative, and healing approach to work with the prosecutor, public defender, court, and human services providers to help people out of this vortex.
  - 6.1.6 Work closely with the Regional Crisis Response (RCR) program to co-respond with mental health professionals.
  - 6.1.7 Become knowledgeable of various human services providers that can assist with cases. Refer individuals to these organizations. Refer individuals to the resource center at the community court. Participate in the community court stakeholder meetings and recommend offenders to the community court when appropriate.
  - 6.1.8 Connect and frequently communicate with the City's Housing and Human Services Manager to coordinate ways to prevent human suffering and help lift people out of the cycle of the criminal justice system, reducing recidivism and future crimes.
  - 6.1.9 Participate in the King County Sheriff Department's body worn cameras program.
  - 6.1.10 Bring back the Nurturing Trust Workshops that build trust between police and communities of color.
  - 6.1.11 Research the potential effectiveness and resources needed to produce an academy for residents to learn about police and justice services. Specifically invite people of color and marginalized groups.
  - 6.1.12 Continue the Lunch with a Cop program in schools.
  - 6.1.13 Continue to provide an inviting social media platform for the police department to interact with the community.
  - 6.1.14 Periodically review and work to implement the recommendations in the 2021 King County Public Safety Advisory Committee [Report](#) to improve public safety.
  - 6.1.15 Ensure transparency by providing the annual police services report and crime data on the City's website. Include discussion and analysis on crime trends

and other public safety problems in the City.

- 6.1.16 Facilitate access to the KCSO Communications Center via text message and TTY machines for hearing-impaired callers.
- 6.1.17 Partner with nonprofits to distribute free locking prescription drug bags and gun cables at City Hall.
- 6.1.18 Partner with Northshore Emergency Management Coalition (NEMCo) and the Fire Department for those agencies to provide educational materials on safety.
- 6.1.19 Increase opportunities for volunteering with the police department.

**Objective 6.2 Collaborate with the court, prosecutor, public defender in promoting equity and lifting people from a downward cycle in the criminal justice system.**

- 6.2.1 Hold regular meetings with the judges, court staff, prosecutor, and public defender to assess efforts to reduce disparities in justice services.
- 6.2.2 Provide electronic home monitoring for low-income offenders.
- 6.2.3 Fully participate in and contribute to the Community Court.
- 6.2.4. Explore drug court and other rehabilitative programs.

## **7. Housing & Human Services**

**Provide access and referral to housing and human services to meet the basic needs of all residents.**

**Objective 7.1 Advance human services by centering marginalized communities in responding to community needs.**

- 7.1.1 Hire a Human Services Manager.
- 7.1.2 Conduct a human services needs assessment and funding recommendation.
- 7.1.3 Conduct and implement a human services strategic plan for 2025-2030 that is centered in equity.
- 7.1.4 Oversee the ARPA-funded mental and behavioral health counseling pilot program that Center for Human Services will operate in one or more Kenmore schools.
- 7.1.5 Use ARPA funds to pilot homelessness response and other human services programs to help people recover from the long-term effects of the pandemic.
- 7.1.6 Continue to co-lead the regional effort to site and construct an accessible 24/7 crisis center in North King County.
- 7.1.7 Build collaborative relationship with Shoreline Fire Department's Mobile Integrated Health Program.

- 7.1.8 Engage Human Services Funding Collaborative in discussions in DEIA in human services, especially with regards to human services funding application and contracting process.
- 7.1.9 Seek opportunities to promote human service providers and programs on city communication channels and through the creation of resource materials.
- 7.1.10 Connect residents in need with state, county, and nonprofit human services agencies.
- 7.1.11 Work to educate the public to increase participation in utility cost and property tax rebates.

**Objective 7.2: Collaborate with police and justice services (court, prosecutor, public defender) in promoting equity and lifting people from the downward cycle in the criminal justice system.**

- 7.2.1 Consult with police and justice services to ensure human services are holistically integrated into police and justice services.
- 7.2.2 Continue to participate with and help fund the Regional Crisis Response (RCR) co-responder program.
- 7.2.3 Partner with 211 and other agencies to provide Kenmore-specific pamphlets with human services resources for officers to distribute.

**Objective 7.3: Promote affordable housing and support services.**

- 7.3.1 Prioritize, seek, and advocate for the development of mixed-used, accessible, affordable housing opportunities throughout Kenmore through partnerships with organizations that have a commitment to DEIA values.
- 7.3.2 Complete the Plymouth Housing Development with 100 units of affordable housing at 30% AMI or less.
- 7.3.3 Partner with Bastyr University for a community health clinic at the Plymouth Affordable Housing development.
- 7.3.4 Develop the Holt property for high density affordable housing units and a community support partner on the ground floor.
- 7.3.5 Work with ARCH to provide policies and funding for affordable housing developments in Kenmore.
- 7.3.6 Defend the 2019 Mobile Home Protection Ordinance ([Ordinance 19-0481](#)) (currently being appealed).
- 7.3.7 Seek opportunities for outside funding for affordable housing development in Kenmore (including applying for grants and seeking partners to apply for funds through private sector funding programs).

**Objective 7.4: Improve accessibility and inclusivity of city-sponsored events and services.**

- 7.4.1 Implement a program to accept SNAP/EBT benefits at the Farmers Market and promote financial accessibility.

## APPENDIX – KEY CONCEPTS AND TERMS

This DEIA Strategic Plan encourages all members of the City of Kenmore community to take ownership for creating a welcoming, safe, inclusive, and supportive climate. To that end, everyone must operate from a common, shared understanding of DEIA. Within this DEIA Strategic Plan and in the context of the community, the definition for each component of DEIA is identified below.

### **Ableism**

Beliefs or practices that rest on the assumption that being able-bodied is “normal” while other states must be “fixed” or altered. This can result in devaluing or discriminating against people with physical, intellectual, or psychiatric disabilities. Institutionalized ableism may include or take the form of organizational barriers, both intentional and unintentional, that result in disparate treatment of people with disabilities (PWDs).

### **Accessibility**

The "ability to access" the functionality of a system or entity and gain the related benefits. The degree to which a product, service, or environment is accessible by as many people as possible. Accessible design ensures both direct (unassisted) access and indirect access through assistive technology (e.g., computer screen readers). Universal design ensures that an environment can be accessed, understood, and used to the greatest extent possible by all people.

### **Authentic Self**

Who an individual is as a person, demonstrating different experiences, perspectives, cultures, history, etc., without being forced to conform to the majority culture in the workplace. The



work culture must value a wide range of talents, skills, and experiences to create a sense of belonging for everyone without causing harm to others.

### **Belonging**

A feeling of being happy or comfortable as part of a particular group and having a good relationship with the other members of the group because they welcome you and accept you. A sense of belonging is one of humanity's most basic needs.

### **Bias**

Prejudice in favor of or against one thing, person, or group compared with another, usually in an unfair or negative way. Unconscious bias, also known as implicit bias, is defined as “attitudes and stereotypes that influence judgment, decision-making, and behavior in ways that are outside of conscious awareness and/or control.”

### **BIPOC**

The acronym "BIPOC" stands for Black, Indigenous, and People of Color. It's a term used to group together people with diverse cultural backgrounds who are often not of European descent. It highlights the unique histories, experiences, and challenges faced by these communities.

### **Cultural Competence**

Behaviors, attitudes, and policies that enable individuals to work effectively in cross-cultural situations. Cultural competence promotes the respect for and understanding of diverse cultures and social groups as well as the unique attributes of each individual within a larger organization. Cultural competence is based on integrating the awareness

and learned skills needed to educate, work with, and serve people from diverse backgrounds and social identities effectively and sensitively.

## **Culture**

The values, attitudes, beliefs, experiences, and customs shared and communicated by a group of people that contribute to a person's sense of identity. Culture also includes the knowledge and collective experiences shared across generations within a cultural group.

## **Disability**

RCW 49.60.040

(7)(a) "Disability" means the presence of a sensory, mental, or physical impairment that:

- (i) Is medically cognizable or diagnosable; or
  - (ii) Exists as a record or history; or
  - (iii) Is perceived to exist whether or not it exists in fact.
- (b) A disability exists whether it is temporary or permanent, common or uncommon, mitigated or unmitigated, or whether or not it limits the ability to work generally or work at a particular job or whether or not it limits any other activity within the scope of this chapter.
- (c) For purposes of this definition, "impairment" includes, but is not limited to:
- (i) Any physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more of

the following body systems:

Neurological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitor-urinary [genitourinary], hemic and lymphatic, skin, and endocrine; or

(ii) Any mental, developmental, traumatic, or psychological disorder, including but not limited to cognitive limitation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

### **Disabled Veteran**

A person who has served on active duty in the armed forces, has separated under honorable conditions, and has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department.

### **Diversity**

The condition of being different or having differences. Differences among people occur in a variety of respects, such as age, class, ethnicity, gender, health, physical and mental ability, race, sexual orientation, religion, physical size, education level, job and function, personality traits, and other human differences. Some describe organizational diversity as social heterogeneity.

**Equity**

Consistent, systematic, fair, just, and impartial treatment, access, opportunity, and advancement for all individuals, including individuals who historically have been denied such treatment, while striving to identify and eliminate barriers that might prevent any employee's full and equitable participation in the workplace.

**Inclusion**

A value supported by incorporating diverse perspectives and practices to promote, develop, evolve, and implement an organization's culture, policies, systems, and norms. An inclusive environment is one where people encourage and embrace different perspectives, ideas, and experiences to create meaningful opportunity, interaction, communication, information, and decision-making prowess. An inclusive workplace is one where people not only feel included, but also where people recognize when workplace traditions and events may result in the exclusion of individuals.

**Individual/  
Person with a  
Disability**

A person with a physical or mental impairment that substantially limits one or more major life activities (such as walking, talking, seeing, hearing, or learning), has a record of such impairment, or is regarded as having an impairment unless the impairment is both transitory and minor.

**Intersectionality**

The complex, cumulative way in which the effects of multiple forms of discrimination (such as racism, sexism, and classism) combine, overlap, or

intersect, and their multiple effects on the same individuals or groups. Also refers to the view that overlapping and interdependent systems of discrimination and inequality can more effectively be addressed together.

### **Privilege**

An unearned, sustained advantage that comes from race, gender, sexuality, ability, socioeconomic status, age, and other differences. For example, readers are invited to “unpack” white and male privilege by Wellesley College’s Peggy McIntosh.

### **Racism**

A belief that racial differences produce or are associated with inherent superiority or inferiority. Racially based prejudice, discrimination, hostility, or hatred. Institutionalized racism, also known as systemic racism, refers to forms of racism that are engrained in society or organizations. It is when entire racial groups are discriminated against, or consistently disadvantaged, by larger social systems, practices, choices, or policies.

### **Reasonable Accommodation**

A change in the environment or in the way things are customarily done that enables an individual with a disability to have equal opportunity, access, and participation.

### **Talent Acquisition**

Long-term human resources planning and finding appropriate candidates for positions that require specific skillsets to fulfill a business need.

**Targeted  
Disability**

Specific, severe disabilities targeted for emphasis in affirmative action planning that include, but are not limited to, developmental disabilities, traumatic brain injury, deafness, blindness, missing extremities, partial paralysis, complete paralysis, epilepsy, intellectual disabilities, psychiatric disabilities, dwarfism, and significant disfigurement.

**Underserved  
Communities**

Populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civil life.

**Unseen  
Diversity  
Characteristic**

Non-visible personal characteristics such as background, culture, and personality, as well as protected classes such as disability, sexual orientation, and religion and belief.

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The following individuals served as representatives from the City Council, City Manager's Office, and the Kenmore Community, contributing to the development of the Kenmore DEIA Strategic Plan. We are grateful to these individuals for their valuable insights, unwavering dedication, and professional expertise. We also acknowledge that there may be others who have played a role but are not listed here; we apologize for any oversight and sincerely appreciate your contributions.

## **The City of Kenmore Community**

Those members of the City of Kenmore community includes those that either live, work and/or recreate within the municipality.

## **Kenmore City Council**

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

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Juliana Pooley	Nancy Thai
Erika Del Villar	Alinafe Matenda
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# **CITY OF KENMORE DIVERSITY, EQUITY, INCLUSION & ACCESSIBILITY STRATEGIC PLAN 2023-2028**

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## A MESSAGE FROM THE MAYOR



Dear Kenmore residents and community members,

As we embark on the next chapter of our city's journey, I am honored to serve as your Mayor and humbled by the trust placed in me by my fellow council members. Kenmore has come a long way, and we have an exciting future ahead of us. This City of Kenmore DEIA Strategic Plan reflects our commitment to creating a thriving, inclusive, and sustainable community where all people love where they live.

In our pursuit of excellence, we remain dedicated to Diversity, Equity, Inclusion, and Accessibility (DEIA) in every aspect of public service. Our community is becoming increasingly diverse, and we must ensure that our city government is representative and responsive to the needs of all residents. This includes identifying and removing barriers in services, programs, processes, and hiring. It also includes fostering a culture where everyone belongs.

I want to thank our amazing DEIA task force and the resulting advisory committee for all of the hard work and passion that they put into this effort. This strategic plan, which encompasses the values of diversity, equity, inclusion, and accessibility, is a testament to the committee's work as well as the work and dedication of our city staff, City Council members, and community partners. Our consultant Chanin Kelly-Rae has been our guide and advisor through this entire process, and we could not have done it without her.

So much of the work we do as a City is connected to advancing equity and social justice. Whether it's pedestrian and bicycle safety, affordable housing, climate change, or human services, all of these efforts interconnect and point to a more equitable and inclusive Kenmore.

We must remember that government works best when it is representative of the people. For example, achieving gender equity is an ongoing effort, and I am proud to have watched as our Council became more representative of the community we serve. As your Mayor, I invite you to join us in making Kenmore a model for other cities in embracing diversity, equity, inclusion, and accessibility. Together, let's propel Kenmore upward and create a future that improves the lives and quality of life for thousands of people for generations to come.

Sincerely,

Nigel Herbig, Mayor of Kenmore, Washington

## A MESSAGE FROM THE CITY MANAGER



Dear Kenmore Community Members,

I want to express my commitment to ensuring that the City of Kenmore is a place where all people feel welcome, valued, and included, and this strategic plan is an important step in achieving that goal. Our community's strength and resilience lie in its diversity, and our mission is to create an environment where everyone has the opportunity to thrive.

Our city has faced many challenges over the years, but we have always come together as a community to overcome them. The events in recent years surrounding racial and social justice and equity have sparked crucial conversations on the importance of addressing systemic issues and ensuring that all voices are heard.

Conversations are important, but they are nothing without action, and they are of little use without changing the underlying systems that perpetuate injustice and inequity. Ijeomo Oluo, the author of *So You Want to Talk About Race*, said, “We can get every person in America to feel nothing but love for people of color in their hearts, and if our systems aren’t acknowledged and changed, it will bring negligible benefit to the lives of people of color.” (page 31)

We have listened, learned, and taken action. But there is so much more to do, especially when it comes to changing systems. With the completion of this strategic plan, we are prepared to take even more systemic, meaningful action with lasting results.

In the coming months and years, we will work relentlessly to implement the goals outlined in this strategic plan. We will foster a culture of inclusivity within our city government and promote equitable access to resources and opportunities for all. We will collaborate with local businesses, organizations, and individuals to make Kenmore a shining example of what a diverse and inclusive community can achieve.

I am grateful for the opportunity to serve the City of Kenmore and am inspired by the incredible spirit of collaboration and determination that defines our community. Together, we will propel Kenmore upward and ensure that our city remains a place where all people love where they live.

Sincerely,

Rob Karlinsey, City Manager of Kenmore, Washington



# CITY OF KENMORE DEIA STRATEGIC PLAN

## INTRODUCTION

The City of Kenmore is dedicated to serving its community through effective management, public policy, and the best available practices. With various departments and a wide array of employees, the City of Kenmore works to serve its residents in numerous ways. To guarantee the successful execution of our mission, it is essential that we create and foster a community and workplace culture that consistently places equity at the center of all that we do. Our employees must be able to deliver their best work within a City that represents the diversity of our community and promotes inclusion and accessibility, allowing all members of our community to excel in their contributions to mission delivery. This DEIA Strategic Plan will act as our guide in this pursuit.

In compliance with local, state and federal guidelines, the City will submit progress reports annually to the City Council and the community. This plan aligns with and supports the City's various action plans, such as those addressing equity, equality, and other equity-related initiatives. The City is committed to its mission's success, recognizing that it can only be achieved through the valuable experiences of a diverse and talented workforce and actively engaged community. To foster such, it is crucial that the City creates a dynamic, inclusive environment where residents, employees, and visitors are empowered and encouraged to use their unique knowledge and expertise to create and maintain systems that work for everyone.

Furthermore, the City must demonstrate an unwavering commitment to equal rights and opportunities. This commitment will be evident as the City develops strategies with the skills, capacity, tools, and processes necessary to enforce and uphold those rights effectively and efficiently. The goals, objectives, and strategies identified within this DEIA Strategic Plan are intentionally designed to create an environment in which DEIA and equal rights are integrated into the fabric of how the City operates.

As the program of work is developed to implement this strategy, departments will be given guidance for developing plans that meet the objectives of this DEIA strategy and that address the specific needs of the community, their workplaces, employees, and mission. A companion spreadsheet to this document provides a 5-year implementation road map, including who has the lead on each task, timeline for completion, and whether additional resources are needed. The City Manager will have the discretion to make edits, revisions, and amendments to this Strategic Plan and its implementation roadmap as necessary to continue to ensure that they meet the Council's goals.

A standard set of performance measures will unite these citywide and department-level plans, allowing outcomes for the entire City of Kenmore to be tracked. This DEIA Strategic Plan identifies specific goals and strategic objectives to advance DEIA in both Kenmore's workforce and community. It builds upon the DEIA initiatives and work that are already taking place within the City as evidenced by various departments and overall city-wide DEIA self-assessments and efforts.

Leaders from the City of Kenmore's Administration, Departments, and Community contributed their expertise and insights to this plan.

# SERVICE VISION AND VALUES

## Our Service Vision

Propelling Kenmore Upward: We create a thriving community where all people love where they live.

## Our Foundational Values

### Safety

- I emphasize safety in all we do
- I seek out safety opportunities in our community
- I proactively identify, report, and follow up on safety concerns
- I protect the natural and physical assets of our community
- I speak up to ensure the safety of others

### Integrity

- I walk the talk, modeling what I expect of others
- I care about the quality and accuracy of my work
- I strive to be fair and honest
- I assume good intention in my interactions with others

### Courtesy

- I am friendly and cordial
- I exercise patience
- I treat others the way they want to be treated (the Platinum Rule)
- I go out of my way to help

### Proactivity

- I seek to know, understand, and anticipate the needs of the community and individuals I serve
- I exceed expectations others have of me
- I model aspirational, "can do" attitude
- I find ways to make it easier for people to do business with us
- I seek continuous improvement and innovation

### Collaboration

- I invest the time to build relationships of trust with others
- I build on the strength and diversity of our community
- I share the information others need, making it easy to access
- I pitch in to support others, providing resources needed for success
- I pull down silos and bring people together

## **Our Core Values: Connection, Passion, and Action**

### **Connection**

Creating connection is at the heart of what we do. Connection goes beyond transactional interactions. Connection means that we and our residents have an emotional bond with our City. We create this bond by investing in our city with our hearts and our time.

The more this connection grows, the more comprehensive and holistic it becomes—we see not only the importance of the bonds we have with each other, but we connect other dots and see the bonds and linkages we have with the flora and fauna of our natural environment. This sense of connection to our environment and to those around us gives us a broader and a deeper perspective about why we do what we do and how we go about doing it.

This power of connection also drives our motivation to ensure social justice and equity in Kenmore. We learn that there is more that we have in common with each other than we might initially think, and we strive to make sure everyone is seen, heard, and understood more deeply—not just the loud, frequent voices in our community, but everyone, regardless of background or differences. That means we continually look for creative and new ways to connect with people who may not otherwise have a voice.

This core value of connection is made manifest in everything we do. For example, we don't build sidewalks and bridges just to get people from point A to point B—we wholeheartedly devote ourselves to creating spaces that evoke a sense of belonging and aesthetic appeal, fostering emotional connections between individuals and their city. When they do, they have more reason to love where they live. And when they have more reason to love where they live, they are more inclined to strengthen that love by investing in Kenmore with their hearts and with their time, which inspires others to do the same. And on and upward it goes.

### **Passion**

We're passionate about what we do, and we see the connection between what we do and how it helps our residents thrive. Many of us call it passion for public service. Another way of describing it is "Hearing the Music." The metaphor is about trying to dance (our daily duties) while hearing the music (loving what we do and seeing the why of what we do). Have you ever tried to dance without music? It's awkward, right? By hearing the metaphorical music, our daily jobs are no longer about checking boxes and going through the motions. We see how our jobs matter, and passion and



excitement for the work enters the equation.

Passion as a value is nonnegotiable because we're not going to head in directions where we can't hear the music—directions that don't have meaning and impact. This passion translates into a sense of urgency about what we do because we know how we can impact quality of life for real, individual people.

## **Action**

Connection and Passion translate into action. We take decisive action to make real things happen to keep advancing on Kenmore's upward trajectory of *becoming*. We don't just put policies in place and then hope for the best—we put policies in place and then we take matters into our own hands to make those policies a reality.

Key to this action value is our ability to be scrappy and resourceful. We may not have the same tax base as other cities, but through our scrappiness and resourcefulness, we leverage and act upon what we do to produce outsized results. As we take meaningful action, we see and are energized by the results. These results translate into stronger connections and bonds with one another and the world around us, bringing us back full circle to the core value of connection. And thus, the positive reinforcing cycle continues . . .

## LAND ACKNOWLEDGMENT

We acknowledge that the City of Kenmore is situated upon the ancestral lands of the Snohomish, Snoqualmie, Sauk-Suiattle, Duwamish, Stillaguamish, Tulalip, Suquamish, Muckleshoot, and other tribes who are part of the Coast Salish Peoples. We recognize and express our deepest respect for their enduring stewardship and profound relationship with this land, which they have cherished and protected since time immemorial. We honor the First Peoples, acknowledge their vibrant cultures, and commit ourselves to learning from their wisdom in our journey to promote justice, equity, and mutual understanding. We pledge to stand alongside these communities in acknowledging past injustices and working towards a future that respects and celebrates the diverse heritage of this land.

Thank you to all our partners for sharing their wisdom, guidance, insight, and valuable resources. Without your dedication to educating and fostering a respectful understanding of the rich indigenous heritage of this region, we would not have been able to craft this meaningful statement.

We are grateful to The Tulalip Tribes, The Duwamish Tribe, The Suquamish Tribe, The Stillaguamish Tribe of Indians, The Snoqualmie Indian Tribe, The Snohomish Tribe of Indians, and The Sauk Suiattle Tribe for sharing their experiences, stories, and rich cultural histories. You have shown us the depth of your connection with these lands and waters and highlighted the significance of acknowledging our shared history.

The Coast Salish Gathering and United Indians of All Tribes Foundation have been instrumental in guiding our research and understanding, as well as in helping us build a better appreciation of the cultural richness of the Coast Salish Peoples.

The Washington State Department of Archeology and Historic Preservation has provided crucial historical and archaeological context, enhancing our understanding of the longstanding relationship between the Coast Salish Peoples and this land.

We also acknowledge the immense contribution of the University of Washington American Indian Studies Department and the University of Washington Digital Library. The academic resources you provided have significantly enriched our understanding of the cultural, historical, and political aspects of the Coast Salish Peoples.

Native Land Digital, a non-profit led by Indigenous First Nation People, has been indispensable in helping us appreciate the nuanced landscape of indigenous territories.

Our thanks also extend to The Kenmore Heritage Society for shedding light on the local history of Kenmore, and to JSTOR (Journal Storage) and The Burke Museum for their extensive archives and scholarly works, which have been invaluable in our research.

As we present this land acknowledgment and statement of recognition and honor to the City Council, we hope it will serve as a testament to our commitment to acknowledging our shared history, honoring the rich indigenous heritage, and fostering an environment of respect, equity, and mutual understanding. We look forward to continuing to learn from and collaborate with our partners on this journey.

# SUMMARY OF DIVERSITY, EQUITY, AND INCLUSION GOALS

In order to seize the opportunities and address the challenges that lie ahead, the City of Kenmore will progress towards the following goals and strategic priorities. This will guarantee that our mission to deliberately cultivate an inclusive culture is one that eliminates systemic inequity and empowers the whole community to enjoy improved outcomes.

## **Goal 1. Leadership and Operations**

Advance pro-equity practices and systems at all levels through accountable leadership and employees who are also empowered to lead and be change agents.

## **Goal 2. Plans, Policies & Budgets**

Promote accountability to ensure our plans, policies and budgets incorporate our foundational and core values so that we equitably address the needs of our communities.

## **Goal 3. Workplace**

Invest in having a pro-equity organization and inclusive workplace culture for every employee.

## **Goal 4. Communication & Education**

Advance our education and communication to better engage our residents and communities in ways that are inclusive, culturally responsive and socially just.

## **Goal 5. Facility Plans & Improvements**

Develop facility and system improvements responsive to the values and priorities of residents and stakeholders and achieve pro-equity outcomes.

## **Goal 6. Public Safety & Justice Services**

Promote an integrated, holistic system of public safety, justice, and human services that focuses on healing and recovery.

## **Goal 7. Housing & Human Services**

Provide access and referral to housing and human services to meet the basic needs of all residents

## 1. Leadership and Operations

**Advance pro-equity practices and systems at all levels through accountable leadership and employees who are also empowered to lead and be change agents.**

### **Objective 1.1: Foster community engagement and inclusivity in decision-making.**

- 1.1.1 City Council members will continue to meet with the community to discuss important local issues.
- 1.1.2 City Manager will maintain an informal DEIA Advisory Committee to advise the City Manager and staff on policy and operational issues. Create and maintain a charter for this committee.
- 1.1.3 When engaging the community in planning and decision making, make extra and affirmative efforts to bring in members of the community who have not historically participated. Provide less traditional and more inclusive and accessible opportunities for public input and engagement, such as hands-on engagement models and “pop up” engagement opportunities in neighborhoods.
- 1.1.4 Coffee with Council – continue to provide alternating accessible options to attend.
- 1.1.5 Refer to the equity toolkit in policymaking. Distribute the toolkit to City Council, Planning Commission, and all staff and provide training on the toolkit.

### **Objective 1.2: Ensure equitable access and representation in city services.**

- 1.2.1 Identify and retain important public access and view corridors to Lake Washington and the Sammamish River for all the public to enjoy.
- 1.2.2 Maintain and update the Parks, Recreation and Open Space (PROS) plan using the equity toolkit. Plan for more parks and amenities in underserved parts of the City and for people of all abilities.
- 1.2.3 Accept applications in the order received, with exceptions for affordable housing projects, for public city projects aimed at increasing public access to services and amenities, and applications that support implementation of the Climate Action Plan, all of which shall be fast-tracked for rapid processing.
- 1.2.4 Provide increased access to permit submittals by continuing to accept applications online. In-person paper submittals are also accepted as an accommodation upon request.

**Objective 1.3: Facilitate ways to increase diverse representation among City vendors and Committee and Commission members.**

- 1.3.1 Requests for Proposals (RFPs), bid advertisements, and all other purchasing and procurement materials will include language about the city's equity and social justice values. When issuing a request for proposals or other solicitation for services, specifically reach out to and invite women- and minority-owned businesses to submit quotes and proposals.
- 1.3.2 When issuing RFPs and other solicitations for services, consider barriers for first-time proposers; provide guidance on and be available to assist with the technical aspects of the solicitation that might be new territory for people who are trying to make entry and gain a foothold in serving cities.
- 1.3.3 Create and maintain a City of Kenmore Supplier Diversity Program for procurement; set appropriate goals for participation of minority, women, and socially and economically disadvantaged businesses.
- 1.3.4 Utilize the services of the state Office of Minority and Women's Business Enterprises (OMWBE) to encourage and assist women- and minority-owned businesses in competing for contracts and doing business in the City.
- 1.3.5 Planning Commission and other committee selection criteria should support broad demographic representation.

**Objective 1.4: Support businesses and projects that align with equity goals.**

- 1.4.1 Expedite plan review for affordable housing projects and public city projects that increase public access to services and amenities.
- 1.4.2 Continue the City's membership in A Regional Coalition for Housing (ARCH), including leveraging ARCH's resources to build affordable housing units in Kenmore and contributing financial resources to ARCH's housing trust fund.
- 1.4.3 Support businesses in their permit process by providing efficient and predictable services; identify and address barriers or challenges for businesses that may be new to the City's processes.

**Objective 1.5: Strengthen leadership commitment to diversity, equity, inclusion, and accessibility.**

- 1.5.1 Communicate both the significance and value-add of DEIA openly; broadening this circle of communication to include staff, community, and leadership.
- 1.5.2 Create and maintain a respectful, inclusive, and professional working environment that promotes safety (including psychological safety) and inclusion, and that values difference.
- 1.5.3 Ensure leaders are accountable for DEIA objectives, collaboration, and key results.

1.5.4 Implement this 5-Year Strategic DEIA Plan and integrate it into the organization.

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

- 1.6.1 Collect demographic and geographic (GIS) information to analyze potential differences between communities and to assist the City in its efforts to have vendors and Committee and Commission recruitments reflect the community. Seek ways to identify specific languages spoken in the Kenmore community.
- 1.6.2 Update the Strategic DEIA Action Plan every five years to align with the goals of the City of Kenmore.
- 1.6.3 Develop a set of performance measures to assess progress toward realization of this DEIA Strategic Plan. Include these measures in periodic reporting.
- 1.6.4 Conduct a bi-annual City of Kenmore Employee Survey.
- 1.6.5 Conduct a City of Kenmore Community Survey every 3 years.
- 1.6.6 Participate in the Human Rights Campaign [Municipal Equality Index](#).

**Objective 1.7: Strengthen the Organization's Working Knowledge, Integration, and Practice of DEIA.**

- 1.7.1 Ensure that staff resources are allocated to the implementation of this City of Kenmore DEIA strategic initiative.
- 1.7.2 Participate in mandatory, DEIA training and/or learning events every two years. (A list of training and learning opportunities shall be maintained by Human Resources).
- 1.7.3 Include DEIA training at new employee orientation. The new employee orientation packet should include the DEIA Policy, this Strategic Plan, and the equity toolkit, among other DEIA resources.
- 1.7.4 Track City Council Member DEIA training and learning participation and make reporting available for public information through the City Clerk's office.

## **2. Plans, Policies & Budgets**

**Ensure our plans, policies and budgets advance the City's DEIA Policy and eliminate systemic inequity in Kenmore's organization and interface with the community.**

**Objective 2.1: Develop and implement inclusive and equitable policies.**

- 2.1.1 The Comprehensive Plan and other city-wide planning documents and regulations will be developed and written with a focus on DEIA and will include policies in its elements that advance DEIA and root out systemic inequality.

- 2.1.2 All City policies, procedures, and manuals are written and reviewed with a focus on DEIA. These documents will include references to DEIA and the importance thereof.
- 2.1.3 City Manager will consult with the DEIA Advisory Committee as needed on potential policy and operation issues that may arise.

**Objective 2.2: Engage the community in budget and policy decision-making.**

- 2.2.1 Host listening sessions with the public regarding remaining American Rescue Plan Act (ARPA) funds that are yet to be allocated.
- 2.2.2 Use online community engagement tools to gather public input.
- 2.2.3 Think outside of the box to bring more people of diverse backgrounds into policy discussions. Make extra and affirmative efforts to bring in members of the community who have not historically participated.
- 2.2.4 Publish the budget online and in hard copy in several locations.
- 2.2.5 Provide a budget development process that is transparent and open to the public.

**Objective 2.3: Develop and advocate for affordable housing and diverse housing options.**

- 2.3.1 Expedite plan review for affordable housing projects and public city projects that increase public access to services and amenities.
- 2.3.2 Develop and adopt planning and zoning regulations that will prioritize affordable and more attainable housing.
- 2.3.3 Develop land use regulations that allow for a diversity of housing types and choices for different needs.
- 2.3.4 Implement the Transit Oriented Development (TOD) regulations that mandate higher densities and affordable units in the TOD area. (TOD requires 25% of units to be affordable at 50% of area median income or lower.)
- 2.3.5 Implement the residential tenant protection measures adopted by the City Council.
- 2.3.6 Advocate for additional affordable housing policies at federal, state, and county levels.

**Objective 2.4: Promote economic development opportunities that benefit all Kenmore residents and businesses.**

- 2.4.1 Dig deeper into the experiences and outcomes of underrepresented groups in the business community and city-wide workforce. Based on what is learned, recommend policies and operational changes to lift and support these groups.



- 2.4.2 Increase efforts to build partnerships that support and retain local businesses and organizations, with an emphasis on supporting underrepresented and marginalized groups in the business community.
- 2.4.3 Collect data and feedback from business community members, the Chamber of Commerce, workers, and other relevant stakeholders to best understand the needs and experiences of business owners and workers who are impacted by the policies, processes, and programs executed by the City of Kenmore.
- 2.4.4 Continue partnership with Bothell Kenmore Chamber of Commerce and the Kenmore Business Alliance to support local businesses.
- 2.4.5 Encourage participation of women- and minority-owned businesses in Kenmore Business Alliance activities.
- 2.4.6 Advocate for a broader diversity of business types through external networks and the OMWBE.
- 2.4.7 Support and promote green jobs and companies given their connection to environmental equity and social justice.

**Objective 2.5: Adopt policies and practices that prioritize equity, accessibility, and inclusivity.**

- 2.5.1 Adopt a Non-Discrimination Ordinance.
- 2.5.2 Honor the name, gender designation, and pronoun/non-pronoun of each employee and community member and encourage staff and community members to respect them.

**Objective 2.6: Enhance recreational and cultural opportunities to improve DEIA in Kenmore.**

- 2.6.1 Support organizations that offer recreation, arts, and cultural programs and events.
- 2.6.2 Commission art projects with the 1% for Arts fund. Specifically reach out to BIPOC artists and invite them to submit proposals for art.
- 2.6.3 Seek additional partnerships for recreation programming at existing parks and facilities.
- 2.6.4 Partner with waterfront programming providers (Kenmore Waterfront Activities Center, Northshore School District, rowing, etc.) for affordable access to non-traditional rowers. Continue to require KWAC and rowing programs to provide low-income scholarships.
- 2.6.5 Continue to seek external funding to provide public access and recreation opportunities, especially for low-income youth.
- 2.6.6 Continue to partner with the nonprofit and for-profit organizations to provide

- recreational and development opportunities for youth (e.g., Skyhawks at Rhododendron Park and Skate Like a Girl at the Jack Crawford Skate Court).
- 2.6.7 Collaborate with Kenmore Heritage Society to create awareness, including providing learning and education opportunities, of Local Indigenous People.
- 2.6.8 Consider subsidizing swimming lessons for low-income youth.
- 2.6.9 Offer free, inclusive events, special events, outdoor movies, and concerts for the community.
- 2.6.10 Diversify event schedules, explore new promotion avenues, and support external community events.
- 2.6.11 Partner with nonprofits and other agencies to host community events and presentations focused on low-income populations.
- 2.6.12 Lead an effort to create a regional partnership to build a regional aquatic center in north King County
- 2.6.13 Work cooperatively with Bastyr University for use of their campus athletic fields. Look to partner with Bastyr University in other potential ways, such as youth summer camps.

### 3. Workplace

**Invest in having a pro-equity organization and inclusive workplace culture for every employee.**

**Objective 3.1: Create and maintain an inclusive workplace culture.**

- 3.1.1 Promote and follow the organization service vision as well as the core and foundational values.
- 3.1.2 Increase awareness and working knowledge of the City's Anti-Harassment Policy and other personnel policies pertaining to equity and justice in the workplace.
- 3.1.3 Continue to provide Parental Leave for all employees. Upon returning from parental leave, supervisors will check in with the employee and discuss any supportive accommodations that employees may require, such as any physical limitations, pump breaks, flex scheduling for appointments, etc.
- 3.1.4 Regularly highlight and review the City Council-adopted DEIA Policy.
- 3.1.5 Encourage cross-departmental relationships and communication through internal committees.
- 3.1.6 Model the behaviors that are expected of all staff to be equitable, inclusive, and create a culture of belonging.
- 3.1.7 Provide clear and accessible channels for City staff to provide feedback on the workplace environment and job satisfaction.

**Objective 3.2: Develop and implement equitable hiring practices.**

- 3.2.1 Strive for diverse hiring panels during the interview process.
- 3.2.2 Ensure that hiring panelists have had DEIA training, including implicit bias training, prior to participating on the panel.
- 3.2.3 Ask DEIA questions of candidates during interviews.
- 3.2.4 Advertise positions through diverse outlets.
- 3.2.5 Establish consistent hiring practices for reaching diverse populations; reach out to and invite minorities and members of historically marginalized groups to apply for open positions.
- 3.2.6 Explore a work study program.
- 3.2.7 Research equitable hiring practices in neighboring cities.

**Objective 3.3: Provide professional development and advancement opportunities.**

- 3.3.1 Encourage employees to participate in their professional organizations.
- 3.3.2 Continue the tuition reimbursement program.
- 3.3.3 Support career advancement through leadership training such as the Northwest Women's Leadership Academy.
- 3.3.4 Make consistent and planned efforts to grow and promote internal staff. Track promotion history to assess progress. (Succession Planning)

**Objective 3.4: Offer competitive employee benefits and support systems.**

- 3.4.1 Continue to provide competitive benefits to city employees (Healthcare, EAP, retirement, etc.).
- 3.4.2 Continue monthly all-staff meetings that are inclusive and highlight DEIA.
- 3.4.3 Continue to fund and implement the City's Wellness Program (e.g., floating holiday for healthy practices).
- 3.4.4 Continue the length of service awards program, including the event that goes with it (see Section 5.5 of the Personnel Policies Manual).
- 3.4.5 Continue to allow for brief and informal gatherings to celebrate birthdays and other personal milestones (see Section 5.6.5 of the Personnel Policies Manual).
- 3.4.6 Adopt a Commute Trip Reduction Plan that promotes non-car commute options and resources.
- 3.4.7 Support KCSO Officer wellness and resiliency programs.

**Objective 3.5: Monitor and assess workplace diversity.**

- 3.5.1 Research how to and begin collecting voluntary demographic data from applicants and new hires so that the City can assess whether the workplace is reflecting the greater community.

## 4. Communication & Education

**Advance our education and communication to better engage our residents and communities in ways that are inclusive, culturally responsive and socially just.**

**Objective 4.1: Improve accessibility and inclusivity of communications across all channels.**

- 4.1.1 Continue to utilize electronic channels: City of Kenmore Website, website calendar, Social Media (Facebook, Twitter, Instagram), Monthly E-news, Weekly Kenmore Top 4, Email listservs for city meetings/events, projects and other specific topics.
- 4.1.2 Continue to implement paper-based communication methods: Kenmore Quarterly Newsletter, Postcard mailings, SEPA & Advisory Mailings, Postings at City Hall/the Hangar.
- 4.1.3 Ensure City of Kenmore digital and printed materials use accessible fonts and colors, approved by Web Content Accessibility Guidelines (WCAG) 2.0. Use Bureau of Internet Accessibility online tool to check for color blindness accessibility when using color in materials. Use approved accessible fonts when possible (Roboto, Tahoma, Verdana, Open Sans, Calibri, and Times New Roman are the top choices).
- 4.1.4 Offer translated communications in Spanish and other community languages on the website, listserv emails, and printed materials and publicize availability of translation services by phone.
- 4.1.5 Utilize the Userway tool on the website for enhanced translation and accessibility tools.
- 4.1.6 Expand the use of QR codes on notices, mailings, and digital materials to provide easy access to information in multiple languages.
- 4.1.7 Create video tutorials for online permit applications. Provide Spanish subtitles and closed captioning.
- 4.1.8 Maintain a public page on the City of Kenmore website with updates, information, and resources for the Kenmore community to understand, be made aware of, and participate in the City of Kenmore's DEIA strategies, goals, and results.
- 4.1.9 Create a fun and engaging Civics 101 video course to help residents better understand the workings of city government. Provide Spanish subtitles.
- 4.1.10 Develop and maintain a list of individuals and agencies who can provide translation services for public meetings and other needs as they arise.

- 4.1.11 Make efforts to ensure accessibility for hearing-impaired individuals at city-sponsored and supported events.

**Objective 4.2: Enhance community engagement through targeted messaging and recognition of diverse cultures and histories.**

- 4.2.1 Implement an annual Proclamations Calendar to recognize and celebrate diverse communities and their histories.
- 4.2.2 Install parks interpretive signage to educate about environmental sustainability and community history.
- 4.2.3 Annually produce a Juneteenth event to commemorate the liberation of Black Americans from slavery. Include the affected groups in the planning and execution of these events.
- 4.2.4 Continue June Pride Month activities, including the annual Pride flag raising. Include the affected groups in the planning and execution of these events.
- 4.2.5 Provide avenues to celebrate diversity at City events.
- 4.2.6 Invite cultural groups to host events in Kenmore, e.g., the Festival of Colors in the Spring.

## **5. Facility Plans and Improvements**

**Develop facility plans and improvements responsive to the values and priorities of residents and stakeholders and achieve pro-equity outcomes.**

**Objective 5.1: Enhance the safety, accessibility, and inclusivity of parks and city-owned buildings.**

- 5.1.1 Evaluate and ensure parks, buildings, and other public facilities are safe, well-maintained, and operate efficiently.
- 5.1.2 Improve access to parks and playgrounds by creating inclusive parks. Seek guidance from inclusive experts such as [The Voice of Play](#).
- 5.1.3 Change City restroom signage to be more inclusive of gender identities.
- 5.1.4 Continue to supply and maintain life jacket loaner stations at waterfront parks.

**Objective 5.2: Improve transportation safety and accessibility for multiple modes of transportation so that owning an automobile isn't the only way to get around.**

- 5.2.1 Develop parks and transportation plans that improve public access and mobility as well as recreational opportunities.

- 5.2.2 Obtain funding for and implement the first phase of the ADA transition plan, including replacing noncompliant sidewalk panels and curb ramps. Develop the next phase of the ADA transition plan to include City buildings.
- 5.2.3 Implement and obtain funding for the adopted pedestrian facilities plan.
- 5.2.4 Continue to calm vehicle traffic to improve bicycle and pedestrian safety and comfort.
- 5.2.5 Advocate for completion of the Sound Transit Bus Rapid Transit project through Kenmore and advocate for additional bus routes and “last mile” transit options for Kenmore.
- 5.2.6 Explore options and funding to provide more bike racks in public and private locations throughout the City.
- 5.2.7 Promote King County’s Community Van, Metro Flex, and other accessible transportation programs.

**Objective 5.3: Update facility plans to reflect community needs and promote equity.**

- 5.3.1 Ensure capital facilities plans recognize and provide projects and programs in underserved areas.
- 5.3.2 Consider community vulnerabilities related to climate and proactively respond (e.g., cooling center for impacted community members).
- 5.3.3 Equitably provide green energy infrastructure in higher density and lower income neighborhoods.
- 5.3.4 Reduce the heat-island effect that disproportionately affects disadvantaged neighborhoods by developing a plan to encourage and provide more trees and natural landscape to those areas.
- 5.3.5 Equitably replace assets before reaching the end of their expected life cycle; use a fair, systematic approach to asset replacement and repair rather than the “squeaky wheel” approach.

## **6. Public Safety and Justice Services**

**Promote an integrated, holistic system of public safety, justice, and human services that focuses on healing and recovery.**

**Objective 6.1 Advance the police department’s progress in equitably serving and responding to the community.**

- 6.1.1 Chief of Police to annually hold listening sessions with the community.
- 6.1.2 Continue to implement the preventative and healing measures identified in the 2020 Mayor’s Pledge Use of Force Report.
- 6.1.3 Continue to augment police training, including prevention-oriented training

- such as cultural diversity, de-escalation, and active bystander training. Offer human services-related training to police officers, including crisis intervention and interacting with persons with disabilities through the Criminal Justice Training Commission and KCSO Advanced Training Unit.
- 6.1.4 Explore and advocate prevention-oriented methods to reduce patrol stops that disproportionately affect people of color. For example, explore the use of technology as a replacement for traffic stops and as a way to reduce the potential for violent encounters.
  - 6.1.5 Identify low-level offenses (e.g., DWLS3) that can cause disadvantaged populations to get stuck in a vortex of economic disparity and impoverishment. Take a holistic, preventative, and healing approach to work with the prosecutor, public defender, court, and human services providers to help people out of this vortex.
  - 6.1.6 Work closely with the Regional Crisis Response (RCR) program to co-respond with mental health professionals.
  - 6.1.7 Become knowledgeable of various human services providers that can assist with cases. Refer individuals to these organizations. Refer individuals to the resource center at the community court. Participate in the community court stakeholder meetings and recommend offenders to the community court when appropriate.
  - 6.1.8 Connect and frequently communicate with the City's Housing and Human Services Manager to coordinate ways to prevent human suffering and help lift people out of the cycle of the criminal justice system, reducing recidivism and future crimes.
  - 6.1.9 Participate in the King County Sheriff Department's body worn cameras program.
  - 6.1.10 Bring back the Nurturing Trust Workshops that build trust between police and communities of color.
  - 6.1.11 Research the potential effectiveness and resources needed to produce an academy for residents to learn about police and justice services. Specifically invite people of color and marginalized groups.
  - 6.1.12 Continue the Lunch with a Cop program in schools.
  - 6.1.13 Continue to provide an inviting social media platform for the police department to interact with the community.
  - 6.1.14 Periodically review and work to implement the recommendations in the 2021 King County Public Safety Advisory Committee [Report](#) to improve public safety.
  - 6.1.15 Ensure transparency by providing the annual police services report and crime data on the City's website. Include discussion and analysis on crime trends



and other public safety problems in the City.

- 6.1.16 Facilitate access to the KCSO Communications Center via text message and TTY machines for hearing-impaired callers.
- 6.1.17 Partner with nonprofits to distribute free locking prescription drug bags and gun cables at City Hall.
- 6.1.18 Partner with Northshore Emergency Management Coalition (NEMCo) and the Fire Department for those agencies to provide educational materials on safety.
- 6.1.19 Increase opportunities for volunteering with the police department.

**Objective 6.2 Collaborate with the court, prosecutor, public defender in promoting equity and lifting people from a downward cycle in the criminal justice system.**

- 6.2.1 Hold regular meetings with the judges, court staff, prosecutor, and public defender to assess efforts to reduce disparities in justice services.
- 6.2.2 Provide electronic home monitoring for low-income offenders.
- 6.2.3 Fully participate in and contribute to the Community Court.
- 6.2.4. Explore drug court and other rehabilitative programs.

## **7. Housing & Human Services**

**Provide access and referral to housing and human services to meet the basic needs of all residents.**

**Objective 7.1 Advance human services by centering marginalized communities in responding to community needs.**

- 7.1.1 Hire a Human Services Manager.
- 7.1.2 Conduct a human services needs assessment and funding recommendation.
- 7.1.3 Conduct and implement a human services strategic plan for 2025-2030 that is centered in equity.
- 7.1.4 Oversee the ARPA-funded mental and behavioral health counseling pilot program that Center for Human Services will operate in one or more Kenmore schools.
- 7.1.5 Use ARPA funds to pilot homelessness response and other human services programs to help people recover from the long-term effects of the pandemic.
- 7.1.6 Continue to co-lead the regional effort to site and construct an accessible 24/7 crisis center in North King County.
- 7.1.7 Build collaborative relationship with Shoreline Fire Department's Mobile Integrated Health Program.



- 7.1.8 Engage Human Services Funding Collaborative in discussions in DEIA in human services, especially with regards to human services funding application and contracting process.
- 7.1.9 Seek opportunities to promote human service providers and programs on city communication channels and through the creation of resource materials.
- 7.1.10 Connect residents in need with state, county, and nonprofit human services agencies.
- 7.1.11 Work to educate the public to increase participation in utility cost and property tax rebates.

**Objective 7.2: Collaborate with police and justice services (court, prosecutor, public defender) in promoting equity and lifting people from the downward cycle in the criminal justice system.**

- 7.2.1 Consult with police and justice services to ensure human services are holistically integrated into police and justice services.
- 7.2.2 Continue to participate with and help fund the Regional Crisis Response (RCR) co-responder program.
- 7.2.3 Partner with 211 and other agencies to provide Kenmore-specific pamphlets with human services resources for officers to distribute.

**Objective 7.3: Promote affordable housing and support services.**

- 7.3.1 Prioritize, seek, and advocate for the development of mixed-used, accessible, affordable housing opportunities throughout Kenmore through partnerships with organizations that have a commitment to DEIA values.
- 7.3.2 Complete the Plymouth Housing Development with 100 units of affordable housing at 30% AMI or less.
- 7.3.3 Partner with Bastyr University for a community health clinic at the Plymouth Affordable Housing development.
- 7.3.4 Develop the Holt property for high density affordable housing units and a community support partner on the ground floor.
- 7.3.5 Work with ARCH to provide policies and funding for affordable housing developments in Kenmore.
- 7.3.6 Defend the 2019 Mobile Home Protection Ordinance ([Ordinance 19-0481](#)) (currently being appealed).
- 7.3.7 Seek opportunities for outside funding for affordable housing development in Kenmore (including applying for grants and seeking partners to apply for funds through private sector funding programs).

**Objective 7.4: Improve accessibility and inclusivity of city-sponsored events and services.**

- 7.4.1 Implement a program to accept SNAP/EBT benefits at the Farmers Market and promote financial accessibility.

## APPENDIX – KEY CONCEPTS AND TERMS

This DEIA Strategic Plan encourages all members of the City of Kenmore community to take ownership for creating a welcoming, safe, inclusive, and supportive climate. To that end, everyone must operate from a common, shared understanding of DEIA. Within this DEIA Strategic Plan and in the context of the community, the definition for each component of DEIA is identified below.

### **Ableism**

Beliefs or practices that rest on the assumption that being able-bodied is “normal” while other states must be “fixed” or altered. This can result in devaluing or discriminating against people with physical, intellectual, or psychiatric disabilities. Institutionalized ableism may include or take the form of organizational barriers, both intentional and unintentional, that result in disparate treatment of people with disabilities (PWDs).

### **Accessibility**

The "ability to access" the functionality of a system or entity and gain the related benefits. The degree to which a product, service, or environment is accessible by as many people as possible. Accessible design ensures both direct (unassisted) access and indirect access through assistive technology (e.g., computer screen readers). Universal design ensures that an environment can be accessed, understood, and used to the greatest extent possible by all people.

### **Authentic Self**

Who an individual is as a person, demonstrating different experiences, perspectives, cultures, history, etc., without being forced to conform to the majority culture in the workplace. The

work culture must value a wide range of talents, skills, and experiences to create a sense of belonging for everyone without causing harm to others.

### **Belonging**

A feeling of being happy or comfortable as part of a particular group and having a good relationship with the other members of the group because they welcome you and accept you. A sense of belonging is one of humanity's most basic needs.

### **Bias**

Prejudice in favor of or against one thing, person, or group compared with another, usually in an unfair or negative way. Unconscious bias, also known as implicit bias, is defined as “attitudes and stereotypes that influence judgment, decision-making, and behavior in ways that are outside of conscious awareness and/or control.”

### **BIPOC**

The acronym "BIPOC" stands for Black, Indigenous, and People of Color. It's a term used to group together people with diverse cultural backgrounds who are often not of European descent. It highlights the unique histories, experiences, and challenges faced by these communities.

### **Cultural Competence**

Behaviors, attitudes, and policies that enable individuals to work effectively in cross-cultural situations. Cultural competence promotes the respect for and understanding of diverse cultures and social groups as well as the unique attributes of each individual within a larger organization. Cultural competence is based on integrating the awareness

and learned skills needed to educate, work with, and serve people from diverse backgrounds and social identities effectively and sensitively.

## **Culture**

The values, attitudes, beliefs, experiences, and customs shared and communicated by a group of people that contribute to a person's sense of identity. Culture also includes the knowledge and collective experiences shared across generations within a cultural group.

## **Disability**

RCW 49.60.040

(7)(a) "Disability" means the presence of a sensory, mental, or physical impairment that:

- (i) Is medically cognizable or diagnosable; or
  - (ii) Exists as a record or history; or
  - (iii) Is perceived to exist whether or not it exists in fact.
- (b) A disability exists whether it is temporary or permanent, common or uncommon, mitigated or unmitigated, or whether or not it limits the ability to work generally or work at a particular job or whether or not it limits any other activity within the scope of this chapter.
- (c) For purposes of this definition, "impairment" includes, but is not limited to:
- (i) Any physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more of

the following body systems:

Neurological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitor-urinary [genitourinary], hemic and lymphatic, skin, and endocrine; or

(ii) Any mental, developmental, traumatic, or psychological disorder, including but not limited to cognitive limitation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

### **Disabled Veteran**

A person who has served on active duty in the armed forces, has separated under honorable conditions, and has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department.

### **Diversity**

The condition of being different or having differences. Differences among people occur in a variety of respects, such as age, class, ethnicity, gender, health, physical and mental ability, race, sexual orientation, religion, physical size, education level, job and function, personality traits, and other human differences. Some describe organizational diversity as social heterogeneity.

**Equity**

Consistent, systematic, fair, just, and impartial treatment, access, opportunity, and advancement for all individuals, including individuals who historically have been denied such treatment, while striving to identify and eliminate barriers that might prevent any employee's full and equitable participation in the workplace.

**Inclusion**

A value supported by incorporating diverse perspectives and practices to promote, develop, evolve, and implement an organization's culture, policies, systems, and norms. An inclusive environment is one where people encourage and embrace different perspectives, ideas, and experiences to create meaningful opportunity, interaction, communication, information, and decision-making prowess. An inclusive workplace is one where people not only feel included, but also where people recognize when workplace traditions and events may result in the exclusion of individuals.

**Individual/  
Person with a  
Disability**

A person with a physical or mental impairment that substantially limits one or more major life activities (such as walking, talking, seeing, hearing, or learning), has a record of such impairment, or is regarded as having an impairment unless the impairment is both transitory and minor.

**Intersectionality**

The complex, cumulative way in which the effects of multiple forms of discrimination (such as racism, sexism, and classism) combine, overlap, or

intersect, and their multiple effects on the same individuals or groups. Also refers to the view that overlapping and interdependent systems of discrimination and inequality can more effectively be addressed together.

### **Privilege**

An unearned, sustained advantage that comes from race, gender, sexuality, ability, socioeconomic status, age, and other differences. For example, readers are invited to “unpack” white and male privilege by Wellesley College’s Peggy McIntosh.

### **Racism**

A belief that racial differences produce or are associated with inherent superiority or inferiority. Racially based prejudice, discrimination, hostility, or hatred. Institutionalized racism, also known as systemic racism, refers to forms of racism that are engrained in society or organizations. It is when entire racial groups are discriminated against, or consistently disadvantaged, by larger social systems, practices, choices, or policies.

### **Reasonable Accommodation**

A change in the environment or in the way things are customarily done that enables an individual with a disability to have equal opportunity, access, and participation.

### **Talent Acquisition**

Long-term human resources planning and finding appropriate candidates for positions that require specific skillsets to fulfill a business need.



**Targeted  
Disability**

Specific, severe disabilities targeted for emphasis in affirmative action planning that include, but are not limited to, developmental disabilities, traumatic brain injury, deafness, blindness, missing extremities, partial paralysis, complete paralysis, epilepsy, intellectual disabilities, psychiatric disabilities, dwarfism, and significant disfigurement.

**Underserved  
Communities**

Populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civil life.

**Unseen  
Diversity  
Characteristic**

Non-visible personal characteristics such as background, culture, and personality, as well as protected classes such as disability, sexual orientation, and religion and belief.

# ACKNOWLEDGEMENT OF SUPPORT FOR DEIA STRATEGIC PLAN DEVELOPMENT

The following individuals served as representatives from the City Council, City Manager's Office, and the Kenmore Community, contributing to the development of the Kenmore DEIA Strategic Plan. We are grateful to these individuals for their valuable insights, unwavering dedication, and professional expertise. We also acknowledge that there may be others who have played a role but are not listed here; we apologize for any oversight and sincerely appreciate your contributions.

## **The City of Kenmore Community**

Those members of the City of Kenmore community includes those that either live, work and/or recreate within the municipality.

## **Kenmore City Council**

Mayor Nigel Herbig

Deputy Mayor Melanie O'Cain

Councilmember David Baker

Councilmember Joe Marshall

Councilmember Angela Kugler

Councilmember Corina Pfeil

Councilmember Debra Srebnik

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Juanita Aguilar	David Arthur
Juliana Pooley	Nancy Thai
Erika Del Villar	Alinafe Matenda
Aisha Jallow	Sam Otis
Peggy Evans	Marco Ballesteros
Darleen Ademba	Jeanne Galloway
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**Chanin Kelly-Rae Consulting LLC Team**

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 Nancy Meehan, Executive Assistant  
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 Michelle Kang, Deputy City Clerk

City of Kenmore DEIA Strategic Plan: Five-Year Roadmap  
July 2023

Lead	Timeline	Additional Resources Needed?	D	E	I	A	Notes
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Goal 1: Leadership & Operations

Objective 1.1: Foster community engagement and inclusivity in decision-making.

1.1.1	City Council members to continue to meet with the community to discuss important local issues.	City Council	ongoing	No			✓		
1.1.2	City Manager will maintain an informal DEIA Advisory Committee to advise the city manager and staff on policy and operational issues. Create and maintain a charter for this committee.	City Manager's Office	ongoing	No	✓	✓	✓	✓	
1.1.3	When engaging the community in planning and decision making, make extra and affirmative efforts to bring in members of the community who have not historically participated. Provide less traditional and more inclusive and accessible opportunities for public input and engagement, such as hands-on engagement models and “pop up” engagement opportunities in neighborhoods.	City Manger's Office	2023	Yes	✓		✓		Will need to budget ongoing funding for this extra effort in the next biennium
1.1.4	Coffee with Council – continue to provide alternating accessible options to attend.	City Council	ongoing	No			✓		
1.1.5	Refer to the equity toolkit in policymaking. Distribute the toolkit to City Council, Planning Commission, and all staff and provide training on the toolkit.	City Council & All Departments	2023	No		✓	✓		

Objective 1.2: Ensure equitable access and representation in city services.

1.2.1	Identify and retain important public access and view corridors to Lake Washington and the Sammamish River for all of the public to enjoy.	Community Development	2024	Yes		✓		✓	Part of next Comp Plan Update
1.2.2	Maintain and update the Parks, Recreation and Open Space (PROS) plan using the equity toolkit. Plan for more parks and amenities in underserved parts of the City and for people of all abilities.	Community Development	2026	Some consulting dollars will be needed		✓		✓	
1.2.3	Accept applications in the order received, with exceptions for affordable housing projects, public city projects aimed at increasing public access to services and amenities, and applications that support implementation of the Climate Action Plan, all of which shall be fast-tracked for rapid processing.	Development Services	ongoing	No		✓			
1.2.4	Provide increased access to permit submittals by continuing to accept applications online. In-person paper submittals also accepted as an accommodation upon request.	Development Services	ongoing	No				✓	

Objective 1.3 Facilitate ways to increase diverse representation among City vendors and Committee and Commission members.

1.3.1	Requests for Proposals (RFPs), bid advertisements, and all other purchasing and procurement materials will include language about the city's equity and social justice values. When issuing a request for proposals or other solicitation for services, specifically reach out to and invite women and minority owned businesses to submit quotes and proposals.	All Departments	2023	No	✓	✓	✓		
1.3.2	When issuing RFPs and other solicitations for services, consider barriers for first-time proposers; provide guidance on and be available to assist with the technical aspects of the solicitation that might be new territory for people who are trying to make entry and gain a foothold in serving cities.	All Departments	2023	No	✓	✓	✓	✓	
1.3.3	Create and maintain a City of Kenmore Supplier Diversity Program for procurement; set appropriate goals for participation of minority, women, and socially and economically disadvantaged businesses.	Finance & Administration	2025	Yes	✓		✓		

City of Kenmore DEIA Strategic Plan: Five-Year Roadmap  
July 2023

		Lead	Timeline	Additional Resources Needed?	D	E	I	A	Notes
1.3.4	Utilize the services of the state Office of Minority and Women's Business Enterprises (OMWBE) to encourage and assist women- and minority-owned businesses in competing for contracts and doing business in the City.	City Manager's Office	2024	No	✓		✓		
1.3.5	Planning Commission and other committee selection criteria should support broad demographic representation.	Community Development	2023	No	✓				

Objective 1.4: Support businesses and projects that align with equity goals.

1.4.1	Continue the City's membership in A Regional Coalition for Housing (ARCH), including leveraging ARCH's resources to build affordable housing units in Kenmore and contributing financial resources to ARCH's housing trust fund.	Development Services & City Manager's Office	ongoing	No		✓			
1.4.2	Support businesses in their permit process by providing efficient and predictable services; identify and address barriers or challenges for businesses that may be new to the City's processes.	Development Services	ongoing	No		✓		✓	

Objective 1.5: Strengthen leadership commitment to diversity, equity, inclusion, and accessibility.

1.5.1	Communicate both the significance and value-add of DEIA openly; broadening this circle of communication to include staff, community, and leadership.	City Manager's Office	ongoing	No	✓	✓	✓	✓	
1.5.2	Create and maintain a respectful, inclusive, and professional working environment that promotes safety (including psychological safety) and inclusion, and that values difference.	All Departments	ongoing	No			✓		
1.5.3	Ensure leaders are accountable for DEIA objectives, collaboration, and key results.	All Departments	ongoing	No	✓	✓	✓	✓	
1.5.4	Implement this 5-Year Strategic DEIA Plan and integrate it into the organization.	All Departments	2023-2028	Yes	✓	✓	✓	✓	

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

1.6.1	Collect demographic and geographic (GIS) information to analyze potential differences between communities and to assist the City in its efforts to have vendors and Committee and Commission recruitments reflect the community. Seek ways to identify languages spoken in the Kenmore community.	Community Development	ongoing	No	✓	✓	✓		
1.6.2	Update the Strategic DEIA Action Plan every five years to align with the goals of the City of Kenmore.	City Manager's Office	2028	Yes	✓	✓	✓	✓	
1.6.3	Develop a set of performance measures to assess progress toward realization of this DEIA Strategic Plan. Include these measures in periodic reporting.	All Departments	2023	No	✓	✓	✓	✓	
1.6.4	Conduct a bi-annual City of Kenmore Employee Survey.	Human Resources	2024, 2026, 2028	No	✓	✓	✓	✓	
1.6.5	Conduct a City of Kenmore Community Survey every 3 years.	City Manager's Office	2023, 2026	Yes	✓	✓	✓	✓	
1.6.6	<a href="#">Participate in the Human Rights Campaign Municipal Equality Index.</a>	City Manager's Office	2024	TBD	✓	✓	✓		

Objective 1.7: Strengthen the Organization's Working Knowledge, Integration, and Practice of DEIA.

1.7.1	Ensure that staff resources are allocated to the implementation of this City of Kenmore DEIA strategic initiative.	All Departments	2023-2028	Yes	✓	✓	✓	✓	
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City of Kenmore DEIA Strategic Plan: Five-Year Roadmap  
July 2023

		Lead	Timeline	Additional Resources Needed?	D	E	I	A	Notes
1.7.2	Participate in mandatory, DEIA training and/or learning events every two years. (A list of training and learning opportunities shall be maintained by Human Resources).	Human Resources	2024, 2026, 2028	Yes	✓	✓	✓	✓	
1.7.3	Include DEIA training at new employee orientation. The new employee orientation packet should include the DEIA Policy, this Strategic Plan, and the equity toolkit, among other DEIA resources.	Human Resources	2024	No	✓	✓	✓	✓	
1.7.4	Track City Council Member DEIA training and learning participation and make reporting available for public information through the City Clerk's office.	City Clerk	2023-2028	No	✓	✓	✓	✓	

Goal 2: Plans, Policies & Budgets

Objective 2.1: Develop and implement inclusive and equitable policies.

2.1.1	The Comprehensive Plan and other city-wide planning documents and regulations will be developed and written with a focus on DEIA and will include policies in its elements that advance DEIA and root out systemic inequity.	All Departments	2023-2028	No	✓	✓	✓	✓	
2.1.2	All City policies, procedures, and manuals are written and reviewed with a focus on DEIA. These documents will include references to DEIA and the importance thereof.	All Departments	2023	No	✓	✓	✓	✓	
2.1.3	City Manager will consult with the DEIA Advisory Committee as needed on potential policy and operation issues that may arise.	City Manager's Office	ongoing	No	✓	✓	✓	✓	

Objective 2.2: Engage the community in budget and policy decision-making.

2.2.1	Host listening sessions with the public regarding remaining American Rescue Plan Act (ARPA) funds that are yet to be allocated.	City Manager's Office	2023	No			✓		
2.2.2	Use online and in person community engagement tools to gather public input.	City Manager's Office	2023	Yes	✓		✓	✓	
2.2.3	Think outside of the box to bring more people of diverse backgrounds into policy discussions. Make extra and affirmative efforts to bring in members of the community who have not historically participated.	All Departments	2023	Yes	✓		✓	✓	Staffing resources needed to make the extra outreach.
2.2.4	Publish the budget online and in hard copy in several locations.	Finance/Administration	2023	No				✓	
2.2.5	Provide a budget development process that is transparent and open to the public.	Finance/Administration	2024, 2026, 2028	No			✓		

Objective 2.3: Develop and advocate for affordable housing and diverse housing options.

2.3.1	Expedite plan review for affordable housing projects and public city projects that increase public access to services and amenities.	Development Services	2023	No		✓		✓	
2.3.2	Develop and adopt planning and zoning regulations that will prioritize affordable and more attainable housing.	Community Development	ongoing	No	✓	✓			
2.3.3	Develop land use regulations that allow for a diversity of housing types and choices for different needs.	Community Development	underway	No	✓	✓			Implementing regulations expected to come forward in 2024

City of Kenmore DEIA Strategic Plan: Five-Year Roadmap  
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		Lead	Timeline	Additional Resources Needed?	D	E	I	A	Notes
2.3.4	Implement the Transit Oriented Development (TOD) regulations that mandate higher densities and affordable units in the TOD area. (TOD requires 25% of units to be affordable at 50% of area median income or lower.)	Community Development	2023	No		✓			Adopted in March 2023
2.3.5	Implement the residential tenant protection measures adopted by the City Council.	Community Development	underway	No		✓			Adopted in 2022
2.3.6	Advocate for additional affordable housing policies at federal, state, and county levels.	Community Development	underway	Yes		✓			

Objective 2.4: Promote economic development opportunities that benefit all Kenmore residents and businesses.

2.4.1	Dig deeper into the experiences and outcomes of underrepresented groups in the business community and city-wide workforce. Based on what is learned, recommend policies and operational changes to lift and support these groups.	City Manager's Office	2025	Yes	✓	✓	✓		
2.4.2	Increase efforts to build partnerships that support and retain local businesses and organizations, with an emphasis on supporting underrepresented and marginalized groups in the business community.	City Manager's Office	2023/2024	Yes	✓		✓		Will need to expand functionality of the business directory.
2.4.3	Collect data and feedback from business community members, the Chamber of Commerce, workers, and other relevant stakeholders to best understand the needs and experiences of business owners and workers who are impacted by the policies, processes, and programs executed by the City of Kenmore.	City Manager's Office	2025	Yes	✓		✓		
2.4.4	Continue partnership with Bothell Kenmore Chamber of Commerce and the Kenmore Business Alliance to support local businesses.	City Manager's Office	ongoing	No			✓		
2.4.5	Encourage participation of women- and minority-owned businesses in Kenmore Business Alliance activities.	City Manager's Office	ongoing	No	✓		✓		
2.4.6	Advocate for a broader diversity of business types through external networks and the OMWBE.	City Manager's Office	2024-2028	No	✓		✓		
2.4.7	Support and promote green jobs and companies given their connection to environmental equity and social justice.	City Manager's Office	2024	Yes		✓			

Objective 2.5: Adopt policies and practices that prioritize equity, accessibility, and inclusivity.

2.5.1	Adopt a Non-Discrimination Ordinance.	City Council	2024	No	✓		✓		
2.5.2	Honor the name, gender designation, and pronoun/non-pronoun of each employee and community member and encourage staff and community members to respect them.	All Departments	ongoing	No			✓		

Objective 2.6: Enhance recreational and cultural opportunities to improve DEIA in Kenmore.

2.6.1	Support organizations that offer recreation, arts, and cultural programs and events.	Public Works Operations & City Manager's Office	ongoing	No	✓		✓	✓	
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2.6.2	Commission art projects with the 1% for Arts fund. Specifically reach out to BIPOC artists and invite them to submit proposals for art.	Public Works Operations & City Manager's Office	ongoing	No	✓		✓		
2.6.3	Seek additional partnerships for recreation programming at existing parks and facilities.	Public Works Operations	ongoing	Yes		✓	✓		May need additional funding for low-income participants
2.6.4	Partner with waterfront programming providers (Kenmore Waterfront Activites Center, Northshore School District, rowing, etc.) for affordable access to non-traditional rowers. Continue to require KWAC and rowing programs to provide low income scholarships.	Public Works Operations	ongoing	No		✓	✓		
2.6.5	Continue to seek external funding to provide public access and recreation opportunities, especially for low income youth.	Public Works Operations	ongoing	Yes	✓	✓	✓	✓	
2.6.6	Continue to partner with the nonprofit and for-profit organizations to provide recreational and development opportunities for youth (e.g., Skyhawks at Rhododendron Park and Skate Like a Girl at the Jack Crawford Skate Court).	Public Works Operations	ongoing	No		✓	✓	✓	
2.6.7	Collaborate with Kenmore Heritage Society to create awareness, including providing learning and education opportunities, of Local Indigenous People.	City Manager's Office	ongoing	No	✓		✓		
2.6.8	Consider subsidizing swimming lessons for low income youth.	Public Works Operations	2023-2024	Yes		✓			Funding needs to be identified beyond 2023. Currently being funded with one-time reserves.
2.6.9	Offer free, inclusive events, special events, outdoor movies, and concerts for the community.	Public Works Operations	ongoing	No			✓	✓	
2.6.10	Diversify event schedules, explore new promotion avenues, and support external community events.	Public Works Operations	ongoing	Yes	✓		✓	✓	Additional staffing resources may be needed for additonal external events
2.6.11	Partner with nonprofits and other agencies to host community events and presentations focused on low-income populations.	City Manager's Office	2025	Yes		✓			
2.6.12	Lead an effort to create a regional partnership to build a regional aquatic center in north King County.	Community Development	2023-2028	Yes		✓		✓	Feasibility study currently underway
2.6.13	Work cooperatively with Bastyr University for use of their campus athletic fields. Look to partner with Bastyr University in other potential ways, such as youth summer camps.	Public Works Operations	ongoing	No		✓		✓	

Goal 3: Workplace

Objective 3.1: Create and maintain an inclusive workplace culture.

3.1.1	Promote and follow the organization service vision as well as the core and foundational values.	City Manager's Office	ongoing	No	✓	✓	✓	✓	
3.1.2	Increase awareness and working knowledge of the City's Anti-Harassment Policy and other personnel policies pertaining to equity and justice in the workplace.	Human Resources	2023, 2025, 2027	No		✓			Regular training schedule



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3.1.3	Continue to provide Parental Leave for all employees. Upon returning from parental leave, supervisors will check in with the employee and discuss any supportive accommodations that employees may require, such as any physical limitations, pump breaks, flex scheduling for appointments, etc.	Finance/Administr ation	ongoing	No		✓			
3.1.4	Regularly highlight and review the City Council-adopted DEIA Policy.	City Manager's Office	ongoing	No	✓	✓	✓	✓	
3.1.5	Encourage cross-departmental relationships and communication through internal committees.	All Departments	ongoing	No	✓		✓		
3.1.6	Model the behaviors that are expected of all staff to be equitable, inclusive, and create a culture of belonging.	All Departments	ongoing	No	✓	✓	✓		
3.1.7	Provide clear and accessible channels for City staff to provide feedback on the workplace environment and job satisfaction.	Human Resources	2023	No	✓	✓	✓		

Objective 3.2: Develop and implement equitable hiring practices.

3.2.1	Strive for diverse hiring panels during the interview process.	Human Resources	ongoing	No	✓				
3.2.2	Ensure that hiring panelists have had DEIA training, including implicit bias training, prior to participating on the panel.	Human Resources	ongoing	No	✓	✓	✓	✓	
3.2.3	Ask DEIA questions of candidates during interviews.	Human Resources	ongoing	No	✓	✓	✓	✓	
3.2.4	Advertise positions through diverse outlets.	Human Resources	ongoing	No	✓		✓		
3.2.5	Establish consistent hiring practices for reaching diverse populations; reach out to and invite minorities and members of historically marginalized groups to apply for open positions.	Human Resources	ongoing	No	✓		✓		
3.2.6	Explore a work study program.	Human Resources	2024	Yes		✓			
3.2.7	Research equitable hiring practices in neighboring cities.	Human Resources	2024	No		✓			

Objective 3.3: Provide professional development and advancement opportunities.

3.3.1	Encourage employees to participate in their professional organizations.	All Departments	ongoing	No		✓			
3.3.2	Continue the tuition reimbursement program.	Human Resources	ongoing	No		✓			
3.3.3	Support career advancement through leadership training such as the Northwest Women's Leadership Academy.	All Departments	ongoing	No	✓	✓			
3.3.4	Make consistent and planned efforts to grow and promote internal staff. Track promotion history to assess progress. (Succession Planning)	Human Resources	ongoing	No	✓	✓			

Objective 3.4: Offer competitive employee benefits and support systems.

3.4.1	Continue to provide competitive benefits to city employees (Healthcare, EAP, retirement, etc.).	Human Resources	ongoing	No		✓		✓	
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3.4.2	Continue monthly all-staff meetings that are inclusive and highlight DEIA.	City Manager's Office	ongoing	No	✓	✓	✓	✓	
3.4.3	Continue to fund and implement the City's Wellness Program (e.g., floating holiday for healthy practices).	Human Resources	ongoing	No		✓			
3.4.4	Continue the length of service awards program, including the event that goes with it (see Section 5.5 of the Personnel Policies Manual).	Human Resources	ongoing	No		✓			
3.4.5	Continue to allow for brief and informal gatherings to celebrate birthdays and other personal milestones (see Section 5.6.5 of the Personnel Policies Manual).	All Departments	ongoing	No			✓		
3.4.6	Adopt a Commute Trip Reduction Plan that promotes non-car commute options and resources.	City Manager's Office	2025	Yes		✓		✓	
3.4.7	Support KCSO Officer wellness and resiliency programs.	City Manager's Office	ongoing	No		✓			

Objective 3.5: Monitor and assess workplace and workforce diversity.

3.5.1	Research how to and begin collecting voluntary demographic data from applicants and new hires so that the City can assess whether the workplace is reflecting the greater community.	Human Resources	2024	Yes	✓		✓		
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Goal 4: Communication & Education

Objective 4.1: Improve accessibility and inclusivity of communications across all channels.

4.1.1	Continue to utilize electronic channels: City of Kenmore Website, website calendar, Social Media (Facebook, Twitter, Instagram), Monthly E-news, Weekly Kenmore Top 4, Email listservs for city meetings/events, projects and other specific topics.	City Manager's Office	ongoing	No			✓		
4.1.2	Continue to implement paper-based communication methods: Kenmore Quarterly Newsletter, Postcard mailings, SEPA & Advisory Mailings, Postings at City Hall/the Hangar.	City Manager's Office	ongoing	No		✓	✓	✓	
4.1.3	Ensure City of Kenmore digital and printed materials use accessible fonts and colors, approved by Web Content Accessibility Guidelines (WCAG) 2.0. Use Bureau of Internet Accessibility online tool to check for color blindness accessibility when using color in materials. Use approved accessible fonts when possible (Roboto, Tahoma, Verdana, Open Sans, Calibri, and Times New Roman are the top choices).	City Manager's Office	2023	No				✓	
4.1.4	Offer translated communications in Spanish and other community languages on the website, listserv emails, and printed materials and publicize availability of translation services by phone.	City Manager's Office	ongoing	Yes			✓	✓	Spanish currently provided; need additional resources for other languages
4.1.5	Utilize the Userway tool on the website for enhanced translation and accessibility tools.	City Manager's Office	ongoing	No			✓	✓	
4.1.6	Expand the use of QR codes on notices, mailings, and digital materials to provide easy access to information in multiple languages.	City Manager's Office	2023	No			✓	✓	
4.1.7	Create video tutorials for online permit applications. Provide Spanish subtitles and closed captioning.	Development Services	2024	No			✓	✓	
4.1.8	Maintain a public page on the City of Kenmore website with updates, information, and resources for the Kenmore community to understand, be made aware of, and participate in the City of Kenmore's DEIA strategies, goals, and results.	City Manager's Office	ongoing	No	✓	✓	✓	✓	

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4.1.9	Create a fun and engaging Civics 101 video course to help residents better understand the workings of city government. Provide Spanish subtitles.	City Manager's Office	ongoing	Yes				✓	Difficult/slow to implement with existing resources
4.1.10	Develop and maintain a list of individuals and agencies who can provide translation services for public meetings and other needs as they arise.	City Manager's Office	2023	No	✓		✓	✓	
4.1.11	Make efforts to ensure accessibility for hearing-impaired individuals at city-sponsored and supported events.	City Manager's Office	2024	No		✓		✓	

Objective 4.2: Enhance community engagement through targeted messaging and recognition of diverse cultures and histories.

4.2.1	Implement an annual Proclamations Calendar to recognize and celebrate diverse communities and their histories.	City Clerk	ongoing	No	✓		✓		
4.2.2	Install parks interpretive signage to educate about environmental sustainability and community history.	Community Development	2026	Yes	✓				Completed parks projects have this signage.
4.2.3	Annually produce a Juneteenth event to commemorate the liberation of Black Americans from slavery. Include the affected groups in the planning and execution of these events.	Public Works Operations	ongoing	No	✓		✓		
4.2.4	Continue June Pride Month activities, including the annual Pride flag raising. Include the affected groups in the planning and execution of these events.	Public Works Operations	ongoing	No	✓		✓		In a facilitation role on events led by the community
4.2.5	Provide for avenues to celebrate diversity at City events.	Public Works Operations	ongoing	No	✓		✓		
4.2.6	Invite cultural groups to host events in Kenmore, e.g., the Festival of Colors in the Spring.	Public Works Operations	2024	Yes	✓		✓		

Goal 5: Facility Plans & Improvements

Objective 5.1: Enhance the safety, accessibility, and inclusivity of parks and city-owned buildings.

5.1.1	Evaluate and ensure parks, buildings, and other public facilities are safe, well-maintained, and operate efficiently.	Public Works Operations	ongoing	No				✓	
5.1.2	<a href="#">Improve access to parks and playgrounds by creating inclusive parks, including accessible components in playground structures, etc. Seek guidance from inclusive experts such as The Voice of Play.</a>	Community Development	2028	Yes			✓	✓	
5.1.3	<a href="#">Change City restroom signage to be more inclusive of gender identities.</a>	Community Development	2024	No			✓		
5.1.4	Continue to supply and maintain life jacket loaner stations at waterfront parks.	Community Development	ongoing	No		✓		✓	

Objective 5.2: Improve transportation safety and accessibility for multiple modes of transportation so that owning an automobile isn't the only way to get around.

5.2.1	Develop parks and transportation plans that improve public access and mobility as well as recreational opportunities.	Community Development & Engineering Services	2024 and 2026	Yes				✓	2024 for Transportation Plan and 2026 for the PROS Plan
5.2.2	Obtain funding for and implement the first phase of the ADA transition plan, including replacing noncompliant sidewalk panels and curb ramps. Develop the next phase of the ADA transition plan to include City buildings.	Public Works Engineering	2023-2028	Yes			✓	✓	

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5.2.3	Implement and obtain funding for the adopted pedestrian facilities plan.	Public Works Engineering	2023-2028	Yes				✓	
5.2.4	Continue to calm vehicle traffic to improve bicycle and pedestrian safety and comfort.	Public Works Engineering	2023-2028	Yes				✓	
5.2.5	Advocate for completion of the Sound Transit Bus Rapid Transit project through Kenmore and advocate for additional bus routes and “last mile” transit options for Kenmore.	Public Works Engineering	2023-2028	Yes		✓		✓	
5.2.6	Explore options and funding to provide more bike racks in public and private locations throughout the City.	Public Works Engineering	2024	Yes		✓		✓	
5.2.7	Promote King County’s Community Van, Metro Flex, and other accessible transportation programs.	City Manager’s Office	ongoing	No		✓		✓	

Objective 5.3: Update facility plans to reflect community needs and promote equity.

5.3.1	Ensure capital facilities plans recognize and provide projects and programs in underserved areas.	Community Development	2026	Yes		✓			
5.3.2	Consider community vulnerabilities related to climate and proactively respond (e.g., cooling center for impacted community members).	Environmental Services	2024	Yes		✓			
5.3.3	Equitably provide green energy infrastructure in higher density and lower income neighborhoods.	Environmental Services	2025	Yes		✓			
5.3.4	Reduce the heat-island effect that disproportionately affects disadvantaged neighborhoods by developing a plan to encourage and provide more trees and natural landscape to those areas.	Environmental Services	2025	Yes		✓			
5.3.5	Equitably replace assets before reaching the end of their expected life cycle; use a fair, systematic approach to asset replacement and repair rather than the “squeaky wheel” approach.	Public Works Operations	2025	Yes		✓			

Goal 6: Public Safety & Justice Services

Objective 6.1 Advance the police department’s progress in equitably serving and responding to the community.

6.1.1	Chief of Police to annually hold listening sessions with the community.	Police	2024	No		✓	✓		
6.1.2	Continue to implement the preventative and healing measures identified in the 2020 Mayor’s Pledge Use of Force Report.	Police	ongoing	No		✓			
6.1.3	Continue to augment police training, including prevention-oriented training such as cultural diversity, de-escalation, and active bystander training. Offer human services-related training to police officers, including crisis intervention and interacting with persons with disabilities through the Criminal Justice Training Commission and KCSO Advanced Training Unit.	Police	ongoing	No	✓	✓	✓		
6.1.4	Explore and advocate for prevention-oriented methods to reduce patrol stops that disproportionately affect people of color. For example, explore the use of technology as a replacement for traffic stops and as a way to reduce the potential for violent encounters.	Police	2025	Yes		✓			

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6.1.5	Identify low-level offenses (e.g. DWLS3) that can cause disadvantaged populations to get stuck in a vortex of economic disparity and impoverishment. Take a holistic, preventative, and healing approach to work with the prosecutor, public defender, court, and human services providers to help people out of this vortex.	Police and Justice Services	ongoing	Yes		✓			
6.1.6	Work closely with the Regional Crisis Response (RCR) program to co-respond with mental health professionals.	Police	ongoing	No		✓		✓	
6.1.7	Become knowledgeable of various human services providers that can assist with cases. Refer individuals to these organizations. Refer individuals to the resource center at the community court. Participate in the community court stakeholder meetings and recommend offenders to the community court when appropriate.	Police	ongoing	No		✓	✓	✓	
6.1.8	Connect and frequently communicate with the City's Housing and Human Services Manager to coordinate ways to prevent human suffering and help lift people out of the cycle of the criminal justice system, reducing recidivism and future crimes.	Police	2023-2028	No		✓	✓	✓	
6.1.9	Participate in the King County Sheriff Department's body worn cameras program.	Police	2023, 2024	Yes		✓			Body worn cameras result in added cost to the police contract.
6.1.10	Bring back the Nurturing Trust Workshops that build trust between police and communities of color.	Police	2025	Yes	✓	✓	✓		
6.1.11	Research the potential effectiveness and resources needed to produce an academy for residents to learn about police and justice services. Specifically invite people of color and marginalized groups.	Police	2025	Yes		✓	✓		
6.1.12	Continue the Lunch with a Cop program in schools.	Police	ongoing	No		✓	✓		
6.1.13	Continue to provide an inviting social media platform for the police department to interact with the community.	Police	ongoing	No			✓	✓	
6.1.14	<a href="#">Periodically review and work to implement the recommendations in the 2021 King County Public Safety Advisory Committee Report to improve public safety.</a>	Police	ongoing	No		✓		✓	
6.1.15	Ensure transparency by providing the annual police services report and crime data on the City's website. Include discussion and analysis on crime trends and other public safety problems in the City.	Police	ongoing	No				✓	
6.1.16	Facilitate access to the KCSO Communications Center via text message and TTY machines for hearing-impaired callers.	Police	ongoing	No				✓	
6.1.17	Partner with nonprofits to distribute free locking prescription drug bags and gun cables at City Hall.	Police	ongoing	No				✓	
6.1.18	Partner with NEMCo and the Fire Department for those agencies to provide educational materials on safety.	City Manager's Office	2023	Yes		✓		✓	
6.1.19	Increase opportunities for volunteering with the police department.	Police	2024	No	✓	✓	✓		
<b>Objective 6.2 Collaborate with the court, prosecutor, public defender in promoting equity and lifting people from a downward cycle in the criminal justice system.</b>									
6.2.1	Hold regular meetings with the judges, court staff, prosecutor, and public defender to assess efforts to reduce disparities in justice services.	City Manager's Office	2023-2028	No		✓	✓	✓	
6.2.2	Provide electronic home monitoring for low-income offenders.	Court	2023	Yes		✓		✓	Currently not budgeted

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6.2.3	Fully participate in and contribute to the Community Court.	Court	2023	Yes		✓			Only funded through 2024 with one-time funding
6.2.4	Explore drug court and other rehabilitative programs.	Court	2026	Yes		✓			

Goal 7: Housing & Human Services

Objective 7.1 Advance human services by centering marginalized communities in responding to community needs.

7.1.1	Hire a Housing & Human Services Manager.	City Manager's Office	2023	No	✓	✓	✓	✓	
7.1.2	Conduct a human services needs assessment and funding recommendation.	Housing & Human Services	2023	No	✓	✓	✓	✓	
7.1.3	Conduct and implement a human services strategic plan for 2025-2030 that is centered in equity.	Housing & Human Services	2023	Yes	✓	✓	✓	✓	
7.1.4	Oversee the ARPA-funded mental and behavioral health counseling pilot program that Center for Human Services will operate in one or more Kenmore schools.	City Manager's Office	2023-2025	No		✓		✓	Funded with one-time ARPA funds
7.1.5	Use ARPA funds to pilot homelessness response and other human services programs to help people recover from the long term effects of the pandemic.	City Manager's Office	2023-2024	No		✓		✓	Funded with one-time ARPA funds
7.1.6	Continue to co-lead the regional effort to site and construct an accessible 24/7 crisis center in North King County.	Housing & Human Services	ongoing	No		✓		✓	
7.1.7	Build collaborative relationship with Shoreline Fire Department's Mobile Integrated Health Program.	Housing & Human Services	ongoing	No		✓		✓	
7.1.8	Engage Human Services Funding Collaborative in discussions in DEIA in human services, especially with regards to human services funding application and contracting process.	Housing & Human Services	2024	No	✓	✓	✓	✓	
7.1.9	Seek opportunities to promote human service providers and programs on city communication channels and through the creation of resource materials.	Housing & Human Services	ongoing	Yes				✓	
7.1.10	Connect residents in need with state, county, and nonprofit human services agencies.	Housing & Human Services	ongoing	No		✓		✓	
7.1.11	Work to educate the public to increase participation in utility cost and property tax rebates.	Housing & Human Services	2024	No		✓		✓	

Objective 7.2: Collaborate with police and justice services (court, prosecutor, public defender) in promoting equity and lifting people from the downward cycle in the criminal justice system.

7.2.1	Consult with police and justice services to ensure human services are holistically integrated into police and justice services.	Housing & Human Services	2024	Maybe		✓			
7.2.2	Continue to participate with and help fund the Regional Crisis Response (RCR) co-responder program.	Housing & Human Services	ongoing	Yes		✓		✓	Currently only funded through 2024 with one-time funding
7.2.3	Partner with 211 and other agencies to provide Kenmore-specific pamphlets with human services resources for officers to distribute.	Housing & Human Services and Police	2024	Yes		✓		✓	

Objective 7.3: Promote affordable housing and support services.

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7.3.1	Prioritize, seek, and advocate for the development of mixed-used, accessible, affordable housing opportunities throughout Kenmore through partnerships with organizations including ARCH that have a commitment to DEIA values.	Housing & Human Services /	ongoing	Maybe	✓	✓	✓	✓	
7.3.2	Complete the Plymouth Housing Development with 100 units of affordable housing at 30% AMI or less.	Housing & Human Services	2022-2025	Yes	✓	✓	✓	✓	
7.3.3	Partner with Bastyr University for a community health clinic at the Plymouth Affordable Housing development.	Housing & Human Services	2022-2025	Yes	✓	✓	✓	✓	
7.3.4	Develop the Holt property for high density affordable housing units and a community support partner on the ground floor.	Housing & Human Services	2024	Yes	✓	✓	✓	✓	
7.3.5	Work with ARCH to provide policies and funding for affordable housing developments in Kenmore.	Community Development & City Manager's Office	ongoing	No		✓		✓	
7.3.6	<a href="#">Defend the 2019 Mobile Home Protection Ordinance (Ordinance #19-0481) (currently being appealed).</a>	City Attorney	ongoing	Yes		✓			Need to budget for additional funds to litigate the appeal.
7.3.7	Seek opportunities for outside funding for affordable housing development in Kenmore (including applying for grants and seeking partners to apply for funds through private sector funding programs).	Housing & Human Services	ongoing	Maybe		✓	✓		May need matching funds, depending on outside funding program requirements

Objective 7.4: Improve accessibility and inclusivity of city-sponsored events and services.

7.4.1	Implement a program to accept SNAP/EBT benefits at the Farmers Market and promote financial accessibility.	Public Works Operations	2023-2024	Yes		✓		✓	funded only for 2023 and 2024 with one-time funding
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Goal 1: Leadership & Operations

Objective 1.1: Foster community engagement and inclusivity in decision-making.

1.1.1	City Council members to continue to meet with the community to discuss important local issues.	City Council	ongoing	No			✓		
1.1.2	City Manager will maintain an informal DEIA Advisory Committee to advise the city manager and staff on policy and operational issues. Create and maintain a charter for this committee.	City Manager's Office	ongoing	No	✓	✓	✓	✓	
1.1.3	When engaging the community in planning and decision making, make extra and affirmative efforts to bring in members of the community who have not historically participated. Provide less traditional and more inclusive and accessible opportunities for public input and engagement, such as hands-on engagement models and “pop up” engagement opportunities in neighborhoods.	City Manger's Office	2023	Yes	✓		✓		Will need to budget ongoing funding for this extra effort in the next biennium
1.1.4	Coffee with Council – continue to provide alternating accessible options to attend.	City Council	ongoing	No			✓		
1.1.5	Refer to the equity toolkit in policymaking. Distribute the toolkit to City Council, Planning Commission, and all staff and provide training on the toolkit.	City Council & All Departments	2023	No		✓	✓		

Objective 1.2: Ensure equitable access and representation in city services.

1.2.1	Identify and retain important public access and view corridors to Lake Washington and the Sammamish River for all of the public to enjoy.	Community Development	2024	Yes		✓		✓	Part of next Comp Plan Update
1.2.2	Maintain and update the Parks, Recreation and Open Space (PROS) plan using the equity toolkit. Plan for more parks and amenities in underserved parts of the City and for people of all abilities.	Community Development	2026	Some consulting dollars will be needed		✓		✓	
1.2.3	Accept applications in the order received, with exceptions for affordable housing projects, public city projects aimed at increasing public access to services and amenities, and applications that support implementation of the Climate Action Plan, all of which shall be fast-tracked for rapid processing.	Development Services	ongoing	No		✓			
1.2.4	Provide increased access to permit submittals by continuing to accept applications online. In-person paper submittals also accepted as an accommodation upon request.	Development Services	ongoing	No				✓	

Objective 1.3 Facilitate ways to increase diverse representation among City vendors and Committee and Commission members.

1.3.1	Requests for Proposals (RFPs), bid advertisements, and all other purchasing and procurement materials will include language about the city's equity and social justice values. When issuing a request for proposals or other solicitation for services, specifically reach out to and invite women and minority owned businesses to submit quotes and proposals.	All Departments	2023	No	✓	✓	✓		
1.3.2	When issuing RFPs and other solicitations for services, consider barriers for first-time proposers; provide guidance on and be available to assist with the technical aspects of the solicitation that might be new territory for people who are trying to make entry and gain a foothold in serving cities.	All Departments	2023	No	✓	✓	✓	✓	
1.3.3	Create and maintain a City of Kenmore Supplier Diversity Program for procurement; set appropriate goals for participation of minority, women, and socially and economically disadvantaged businesses.	Finance & Administration	2025	Yes	✓		✓		



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1.3.4	Utilize the services of the state Office of Minority and Women's Business Enterprises (OMWBE) to encourage and assist women- and minority-owned businesses in competing for contracts and doing business in the City.	City Manager's Office	2024	No	✓		✓		
1.3.5	Planning Commission and other committee selection criteria should support broad demographic representation.	Community Development	2023	No	✓				

Objective 1.4: Support businesses and projects that align with equity goals.

1.4.1	Continue the City's membership in A Regional Coalition for Housing (ARCH), including leveraging ARCH's resources to build affordable housing units in Kenmore and contributing financial resources to ARCH's housing trust fund.	Development Services & City Manager's Office	ongoing	No		✓			
1.4.2	Support businesses in their permit process by providing efficient and predictable services; identify and address barriers or challenges for businesses that may be new to the City's processes.	Development Services	ongoing	No		✓		✓	

Objective 1.5: Strengthen leadership commitment to diversity, equity, inclusion, and accessibility.

1.5.1	Communicate both the significance and value-add of DEIA openly; broadening this circle of communication to include staff, community, and leadership.	City Manager's Office	ongoing	No	✓	✓	✓	✓	
1.5.2	Create and maintain a respectful, inclusive, and professional working environment that promotes safety (including psychological safety) and inclusion, and that values difference.	All Departments	ongoing	No			✓		
1.5.3	Ensure leaders are accountable for DEIA objectives, collaboration, and key results.	All Departments	ongoing	No	✓	✓	✓	✓	
1.5.4	Implement this 5-Year Strategic DEIA Plan and integrate it into the organization.	All Departments	2023-2028	Yes	✓	✓	✓	✓	

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

1.6.1	Collect demographic and geographic (GIS) information to analyze potential differences between communities and to assist the City in its efforts to have vendors and Committee and Commission recruitments reflect the community. Seek ways to identify languages spoken in the Kenmore community.	Community Development	ongoing	No	✓	✓	✓		
1.6.2	Update the Strategic DEIA Action Plan every five years to align with the goals of the City of Kenmore.	City Manager's Office	2028	Yes	✓	✓	✓	✓	
1.6.3	Develop a set of performance measures to assess progress toward realization of this DEIA Strategic Plan. Include these measures in periodic reporting.	All Departments	2023	No	✓	✓	✓	✓	
1.6.4	Conduct a bi-annual City of Kenmore Employee Survey.	Human Resources	2024, 2026, 2028	No	✓	✓	✓	✓	
1.6.5	Conduct a City of Kenmore Community Survey every 3 years.	City Manager's Office	2023, 2026	Yes	✓	✓	✓	✓	
1.6.6	<a href="#">Participate in the Human Rights Campaign Municipal Equality Index.</a>	City Manager's Office	2024	TBD	✓	✓	✓		

Objective 1.7: Strengthen the Organization's Working Knowledge, Integration, and Practice of DEIA.

1.7.1	Ensure that staff resources are allocated to the implementation of this City of Kenmore DEIA strategic initiative.	All Departments	2023-2028	Yes	✓	✓	✓	✓	
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1.7.2	Participate in mandatory, DEIA training and/or learning events every two years. (A list of training and learning opportunities shall be maintained by Human Resources).	Human Resources	2024, 2026, 2028	Yes	✓	✓	✓	✓	
1.7.3	Include DEIA training at new employee orientation. The new employee orientation packet should include the DEIA Policy, this Strategic Plan, and the equity toolkit, among other DEIA resources.	Human Resources	2024	No	✓	✓	✓	✓	
1.7.4	Track City Council Member DEIA training and learning participation and make reporting available for public information through the City Clerk's office.	City Clerk	2023-2028	No	✓	✓	✓	✓	

Goal 2: Plans, Policies & Budgets

Objective 2.1: Develop and implement inclusive and equitable policies.

2.1.1	The Comprehensive Plan and other city-wide planning documents and regulations will be developed and written with a focus on DEIA and will include policies in its elements that advance DEIA and root out systemic inequity.	All Departments	2023-2028	No	✓	✓	✓	✓	
2.1.2	All City policies, procedures, and manuals are written and reviewed with a focus on DEIA. These documents will include references to DEIA and the importance thereof.	All Departments	2023	No	✓	✓	✓	✓	
2.1.3	City Manager will consult with the DEIA Advisory Committee as needed on potential policy and operation issues that may arise.	City Manager's Office	ongoing	No	✓	✓	✓	✓	

Objective 2.2: Engage the community in budget and policy decision-making.

2.2.1	Host listening sessions with the public regarding remaining American Rescue Plan Act (ARPA) funds that are yet to be allocated.	City Manager's Office	2023	No			✓		
2.2.2	Use online and in person community engagement tools to gather public input.	City Manager's Office	2023	Yes	✓		✓	✓	
2.2.3	Think outside of the box to bring more people of diverse backgrounds into policy discussions. Make extra and affirmative efforts to bring in members of the community who have not historically participated.	All Departments	2023	Yes	✓		✓	✓	Staffing resources needed to make the extra outreach.
2.2.4	Publish the budget online and in hard copy in several locations.	Finance/Administration	2023	No				✓	
2.2.5	Provide a budget development process that is transparent and open to the public.	Finance/Administration	2024, 2026, 2028	No			✓		

Objective 2.3: Develop and advocate for affordable housing and diverse housing options.

2.3.1	Expedite plan review for affordable housing projects and public city projects that increase public access to services and amenities.	Development Services	2023	No		✓		✓	
2.3.2	Develop and adopt planning and zoning regulations that will prioritize affordable and more attainable housing.	Community Development	ongoing	No	✓	✓			
2.3.3	Develop land use regulations that allow for a diversity of housing types and choices for different needs.	Community Development	underway	No	✓	✓			Implementing regulations expected to come forward in 2024

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2.3.4	Implement the Transit Oriented Development (TOD) regulations that mandate higher densities and affordable units in the TOD area. (TOD requires 25% of units to be affordable at 50% of area median income or lower.)	Community Development	2023	No		✓			Adopted in March 2023
2.3.5	Implement the residential tenant protection measures adopted by the City Council.	Community Development	underway	No		✓			Adopted in 2022
2.3.6	Advocate for additional affordable housing policies at federal, state, and county levels.	Community Development	underway	Yes		✓			

Objective 2.4: Promote economic development opportunities that benefit all Kenmore residents and businesses.

2.4.1	Dig deeper into the experiences and outcomes of underrepresented groups in the business community and city-wide workforce. Based on what is learned, recommend policies and operational changes to lift and support these groups.	City Manager's Office	2025	Yes	✓	✓	✓		
2.4.2	Increase efforts to build partnerships that support and retain local businesses and organizations, with an emphasis on supporting underrepresented and marginalized groups in the business community.	City Manager's Office	2023/2024	Yes	✓		✓		Will need to expand functionality of the business directory.
2.4.3	Collect data and feedback from business community members, the Chamber of Commerce, workers, and other relevant stakeholders to best understand the needs and experiences of business owners and workers who are impacted by the policies, processes, and programs executed by the City of Kenmore.	City Manager's Office	2025	Yes	✓		✓		
2.4.4	Continue partnership with Bothell Kenmore Chamber of Commerce and the Kenmore Business Alliance to support local businesses.	City Manager's Office	ongoing	No			✓		
2.4.5	Encourage participation of women- and minority-owned businesses in Kenmore Business Alliance activities.	City Manager's Office	ongoing	No	✓		✓		
2.4.6	Advocate for a broader diversity of business types through external networks and the OMWBE.	City Manager's Office	2024-2028	No	✓		✓		
2.4.7	Support and promote green jobs and companies given their connection to environmental equity and social justice.	City Manager's Office	2024	Yes		✓			

Objective 2.5: Adopt policies and practices that prioritize equity, accessibility, and inclusivity.

2.5.1	Adopt a Non-Discrimination Ordinance.	City Council	2024	No	✓		✓		
2.5.2	Honor the name, gender designation, and pronoun/non-pronoun of each employee and community member and encourage staff and community members to respect them.	All Departments	ongoing	No			✓		

Objective 2.6: Enhance recreational and cultural opportunities to improve DEIA in Kenmore.

2.6.1	Support organizations that offer recreation, arts, and cultural programs and events.	Public Works Operations & City Manager's Office	ongoing	No	✓		✓	✓	
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2.6.2	Commission art projects with the 1% for Arts fund. Specifically reach out to BIPOC artists and invite them to submit proposals for art.	Public Works Operations & City Manager's Office	ongoing	No	✓		✓		
2.6.3	Seek additional partnerships for recreation programming at existing parks and facilities.	Public Works Operations	ongoing	Yes		✓	✓		May need additional funding for low-income participants
2.6.4	Partner with waterfront programming providers (Kenmore Waterfront Activites Center, Northshore School District, rowing, etc.) for affordable access to non-traditional rowers. Continue to require KWAC and rowing programs to provide low income scholarships.	Public Works Operations	ongoing	No		✓	✓		
2.6.5	Continue to seek external funding to provide public access and recreation opportunities, especially for low income youth.	Public Works Operations	ongoing	Yes	✓	✓	✓	✓	
2.6.6	Continue to partner with the nonprofit and for-profit organizations to provide recreational and development opportunities for youth (e.g., Skyhawks at Rhododendron Park and Skate Like a Girl at the Jack Crawford Skate Court).	Public Works Operations	ongoing	No		✓	✓	✓	
2.6.7	Collaborate with Kenmore Heritage Society to create awareness, including providing learning and education opportunities, of Local Indigenous People.	City Manager's Office	ongoing	No	✓		✓		
2.6.8	Consider subsidizing swimming lessons for low income youth.	Public Works Operations	2023-2024	Yes		✓			Funding needs to be identified beyond 2023. Currently being funded with one-time reserves.
2.6.9	Offer free, inclusive events, special events, outdoor movies, and concerts for the community.	Public Works Operations	ongoing	No			✓	✓	
2.6.10	Diversify event schedules, explore new promotion avenues, and support external community events.	Public Works Operations	ongoing	Yes	✓		✓	✓	Additional staffing resources may be needed for additonal external events
2.6.11	Partner with nonprofits and other agencies to host community events and presentations focused on low-income populations.	City Manager's Office	2025	Yes		✓			
2.6.12	Lead an effort to create a regional partnership to build a regional aquatic center in north King County.	Community Development	2023-2028	Yes		✓		✓	Feasibility study currently underway
2.6.13	Work cooperatively with Bastyr University for use of their campus athletic fields. Look to partner with Bastyr University in other potential ways, such as youth summer camps.	Public Works Operations	ongoing	No		✓		✓	

Goal 3: Workplace  
Objective 3.1: Create and maintain an inclusive workplace culture.

3.1.1	Promote and follow the organization service vision as well as the core and foundational values.	City Manager's Office	ongoing	No	✓	✓	✓	✓	
3.1.2	Increase awareness and working knowledge of the City's Anti-Harassment Policy and other personnel policies pertaining to equity and justice in the workplace.	Human Resources	2023, 2025, 2027	No		✓			Regular training schedule

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3.1.3	Continue to provide Parental Leave for all employees. Upon returning from parental leave, supervisors will check in with the employee and discuss any supportive accommodations that employees may require, such as any physical limitations, pump breaks, flex scheduling for appointments, etc.	Finance/Administration	ongoing	No		✓			
3.1.4	Regularly highlight and review the City Council-adopted DEIA Policy.	City Manager's Office	ongoing	No	✓	✓	✓	✓	
3.1.5	Encourage cross-departmental relationships and communication through internal committees.	All Departments	ongoing	No	✓		✓		
3.1.6	Model the behaviors that are expected of all staff to be equitable, inclusive, and create a culture of belonging.	All Departments	ongoing	No	✓	✓	✓		
3.1.7	Provide clear and accessible channels for City staff to provide feedback on the workplace environment and job satisfaction.	Human Resources	2023	No	✓	✓	✓		

Objective 3.2: Develop and implement equitable hiring practices.

3.2.1	Strive for diverse hiring panels during the interview process.	Human Resources	ongoing	No	✓				
3.2.2	Ensure that hiring panelists have had DEIA training, including implicit bias training, prior to participating on the panel.	Human Resources	ongoing	No	✓	✓	✓	✓	
3.2.3	Ask DEIA questions of candidates during interviews.	Human Resources	ongoing	No	✓	✓	✓	✓	
3.2.4	Advertise positions through diverse outlets.	Human Resources	ongoing	No	✓		✓		
3.2.5	Establish consistent hiring practices for reaching diverse populations; reach out to and invite minorities and members of historically marginalized groups to apply for open positions.	Human Resources	ongoing	No	✓		✓		
3.2.6	Explore a work study program.	Human Resources	2024	Yes		✓			
3.2.7	Research equitable hiring practices in neighboring cities.	Human Resources	2024	No		✓			

Objective 3.3: Provide professional development and advancement opportunities.

3.3.1	Encourage employees to participate in their professional organizations.	All Departments	ongoing	No		✓			
3.3.2	Continue the tuition reimbursement program.	Human Resources	ongoing	No		✓			
3.3.3	Support career advancement through leadership training such as the Northwest Women's Leadership Academy.	All Departments	ongoing	No	✓	✓			
3.3.4	Make consistent and planned efforts to grow and promote internal staff. Track promotion history to assess progress. (Succession Planning)	Human Resources	ongoing	No	✓	✓			

Objective 3.4: Offer competitive employee benefits and support systems.

3.4.1	Continue to provide competitive benefits to city employees (Healthcare, EAP, retirement, etc.).	Human Resources	ongoing	No		✓		✓	
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3.4.2	Continue monthly all-staff meetings that are inclusive and highlight DEIA.	City Manager's Office	ongoing	No	✓	✓	✓	✓	
3.4.3	Continue to fund and implement the City's Wellness Program (e.g., floating holiday for healthy practices).	Human Resources	ongoing	No		✓			
3.4.4	Continue the length of service awards program, including the event that goes with it (see Section 5.5 of the Personnel Policies Manual).	Human Resources	ongoing	No		✓			
3.4.5	Continue to allow for brief and informal gatherings to celebrate birthdays and other personal milestones (see Section 5.6.5 of the Personnel Policies Manual).	All Departments	ongoing	No			✓		
3.4.6	Adopt a Commute Trip Reduction Plan that promotes non-car commute options and resources.	City Manager's Office	2025	Yes		✓		✓	
3.4.7	Support KCSO Officer wellness and resiliency programs.	City Manager's Office	ongoing	No		✓			

Objective 3.5: Monitor and assess workplace and workforce diversity.

3.5.1	Research how to and begin collecting voluntary demographic data from applicants and new hires so that the City can assess whether the workplace is reflecting the greater community.	Human Resources	2024	Yes	✓		✓		
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Goal 4: Communication & Education

Objective 4.1: Improve accessibility and inclusivity of communications across all channels.

4.1.1	Continue to utilize electronic channels: City of Kenmore Website, website calendar, Social Media (Facebook, Twitter, Instagram), Monthly E-news, Weekly Kenmore Top 4, Email listservs for city meetings/events, projects and other specific topics.	City Manager's Office	ongoing	No			✓		
4.1.2	Continue to implement paper-based communication methods: Kenmore Quarterly Newsletter, Postcard mailings, SEPA & Advisory Mailings, Postings at City Hall/the Hangar.	City Manager's Office	ongoing	No		✓	✓	✓	
4.1.3	Ensure City of Kenmore digital and printed materials use accessible fonts and colors, approved by Web Content Accessibility Guidelines (WCAG) 2.0. Use Bureau of Internet Accessibility online tool to check for color blindness accessibility when using color in materials. Use approved accessible fonts when possible (Roboto, Tahoma, Verdana, Open Sans, Calibri, and Times New Roman are the top choices).	City Manager's Office	2023	No				✓	
4.1.4	Offer translated communications in Spanish and other community languages on the website, listserv emails, and printed materials and publicize availability of translation services by phone.	City Manager's Office	ongoing	Yes			✓	✓	Spanish currently provided; need additional resources for other languages
4.1.5	Utilize the Userway tool on the website for enhanced translation and accessibility tools.	City Manager's Office	ongoing	No			✓	✓	
4.1.6	Expand the use of QR codes on notices, mailings, and digital materials to provide easy access to information in multiple languages.	City Manager's Office	2023	No			✓	✓	
4.1.7	Create video tutorials for online permit applications. Provide Spanish subtitles and closed captioning.	Development Services	2024	No			✓	✓	
4.1.8	Maintain a public page on the City of Kenmore website with updates, information, and resources for the Kenmore community to understand, be made aware of, and participate in the City of Kenmore's DEIA strategies, goals, and results.	City Manager's Office	ongoing	No	✓	✓	✓	✓	

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4.1.9	Create a fun and engaging Civics 101 video course to help residents better understand the workings of city government. Provide Spanish subtitles.	City Manager's Office	ongoing	Yes				✓	Difficult/slow to implement with existing resources
4.1.10	Develop and maintain a list of individuals and agencies who can provide translation services for public meetings and other needs as they arise.	City Manager's Office	2023	No	✓		✓	✓	
4.1.11	Make efforts to ensure accessibility for hearing-impaired individuals at city-sponsored and supported events.	City Manager's Office	2024	No		✓		✓	

Objective 4.2: Enhance community engagement through targeted messaging and recognition of diverse cultures and histories.

4.2.1	Implement an annual Proclamations Calendar to recognize and celebrate diverse communities and their histories.	City Clerk	ongoing	No	✓		✓		
4.2.2	Install parks interpretive signage to educate about environmental sustainability and community history.	Community Development	2026	Yes	✓				Completed parks projects have this signage.
4.2.3	Annually produce a Juneteenth event to commemorate the liberation of Black Americans from slavery. Include the affected groups in the planning and execution of these events.	Public Works Operations	ongoing	No	✓		✓		
4.2.4	Continue June Pride Month activities, including the annual Pride flag raising. Include the affected groups in the planning and execution of these events.	Public Works Operations	ongoing	No	✓		✓		In a facilitation role on events led by the community
4.2.5	Provide for avenues to celebrate diversity at City events.	Public Works Operations	ongoing	No	✓		✓		
4.2.6	Invite cultural groups to host events in Kenmore, e.g., the Festival of Colors in the Spring.	Public Works Operations	2024	Yes	✓		✓		

Goal 5: Facility Plans & Improvements

Objective 5.1: Enhance the safety, accessibility, and inclusivity of parks and city-owned buildings.

5.1.1	Evaluate and ensure parks, buildings, and other public facilities are safe, well-maintained, and operate efficiently.	Public Works Operations	ongoing	No				✓	
5.1.2	<a href="#">Improve access to parks and playgrounds by creating inclusive parks, including accessible components in playground structures, etc. Seek guidance from inclusive experts such as The Voice of Play.</a>	Community Development	2028	Yes			✓	✓	
5.1.3	<a href="#">Change City restroom signage to be more inclusive of gender identities.</a>	Community Development	2024	No			✓		
5.1.4	Continue to supply and maintain life jacket loaner stations at waterfront parks.	Community Development	ongoing	No		✓		✓	

Objective 5.2: Improve transportation safety and accessibility for multiple modes of transportation so that owning an automobile isn't the only way to get around.

5.2.1	Develop parks and transportation plans that improve public access and mobility as well as recreational opportunities.	Community Development & Engineering Services	2024 and 2026	Yes				✓	2024 for Transportation Plan and 2026 for the PROS Plan
5.2.2	Obtain funding for and implement the first phase of the ADA transition plan, including replacing noncompliant sidewalk panels and curb ramps. Develop the next phase of the ADA transition plan to include City buildings.	Public Works Engineering	2023-2028	Yes			✓	✓	



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5.2.3	Implement and obtain funding for the adopted pedestrian facilities plan.	Public Works Engineering	2023-2028	Yes				✓	
5.2.4	Continue to calm vehicle traffic to improve bicycle and pedestrian safety and comfort.	Public Works Engineering	2023-2028	Yes				✓	
5.2.5	Advocate for completion of the Sound Transit Bus Rapid Transit project through Kenmore and advocate for additional bus routes and “last mile” transit options for Kenmore.	Public Works Engineering	2023-2028	Yes		✓		✓	
5.2.6	Explore options and funding to provide more bike racks in public and private locations throughout the City.	Public Works Engineering	2024	Yes		✓		✓	
5.2.7	Promote King County’s Community Van, Metro Flex, and other accessible transportation programs.	City Manager’s Office	ongoing	No		✓		✓	

Objective 5.3: Update facility plans to reflect community needs and promote equity.

5.3.1	Ensure capital facilities plans recognize and provide projects and programs in underserved areas.	Community Development	2026	Yes		✓			
5.3.2	Consider community vulnerabilities related to climate and proactively respond (e.g., cooling center for impacted community members).	Environmental Services	2024	Yes		✓			
5.3.3	Equitably provide green energy infrastructure in higher density and lower income neighborhoods.	Environmental Services	2025	Yes		✓			
5.3.4	Reduce the heat-island effect that disproportionately affects disadvantaged neighborhoods by developing a plan to encourage and provide more trees and natural landscape to those areas.	Environmental Services	2025	Yes		✓			
5.3.5	Equitably replace assets before reaching the end of their expected life cycle; use a fair, systematic approach to asset replacement and repair rather than the “squeaky wheel” approach.	Public Works Operations	2025	Yes		✓			

Goal 6: Public Safety & Justice Services

Objective 6.1 Advance the police department’s progress in equitably serving and responding to the community.

6.1.1	Chief of Police to annually hold listening sessions with the community.	Police	2024	No		✓	✓		
6.1.2	Continue to implement the preventative and healing measures identified in the 2020 Mayor’s Pledge Use of Force Report.	Police	ongoing	No		✓			
6.1.3	Continue to augment police training, including prevention-oriented training such as cultural diversity, de-escalation, and active bystander training. Offer human services-related training to police officers, including crisis intervention and interacting with persons with disabilities through the Criminal Justice Training Commission and KCSO Advanced Training Unit.	Police	ongoing	No	✓	✓	✓		
6.1.4	Explore and advocate for prevention-oriented methods to reduce patrol stops that disproportionately affect people of color. For example, explore the use of technology as a replacement for traffic stops and as a way to reduce the potential for violent encounters.	Police	2025	Yes		✓			



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6.1.5	Identify low-level offenses (e.g. DWLS3) that can cause disadvantaged populations to get stuck in a vortex of economic disparity and impoverishment. Take a holistic, preventative, and healing approach to work with the prosecutor, public defender, court, and human services providers to help people out of this vortex.	Police and Justice Services	ongoing	Yes		✓			
6.1.6	Work closely with the Regional Crisis Response (RCR) program to co-respond with mental health professionals.	Police	ongoing	No		✓		✓	
6.1.7	Become knowledgeable of various human services providers that can assist with cases. Refer individuals to these organizations. Refer individuals to the resource center at the community court. Participate in the community court stakeholder meetings and recommend offenders to the community court when appropriate.	Police	ongoing	No		✓	✓	✓	
6.1.8	Connect and frequently communicate with the City's Housing and Human Services Manager to coordinate ways to prevent human suffering and help lift people out of the cycle of the criminal justice system, reducing recidivism and future crimes.	Police	2023-2028	No		✓	✓	✓	
6.1.9	Participate in the King County Sheriff Department's body worn cameras program.	Police	2023, 2024	Yes		✓			Body worn cameras result in added cost to the police contract.
6.1.10	Bring back the Nurturing Trust Workshops that build trust between police and communities of color.	Police	2025	Yes	✓	✓	✓		
6.1.11	Research the potential effectiveness and resources needed to produce an academy for residents to learn about police and justice services. Specifically invite people of color and marginalized groups.	Police	2025	Yes		✓	✓		
6.1.12	Continue the Lunch with a Cop program in schools.	Police	ongoing	No		✓	✓		
6.1.13	Continue to provide an inviting social media platform for the police department to interact with the community.	Police	ongoing	No			✓	✓	
6.1.14	<a href="#">Periodically review and work to implement the recommendations in the 2021 King County Public Safety Advisory Committee Report to improve public safety.</a>	Police	ongoing	No		✓		✓	
6.1.15	Ensure transparency by providing the annual police services report and crime data on the City's website. Include discussion and analysis on crime trends and other public safety problems in the City.	Police	ongoing	No				✓	
6.1.16	Facilitate access to the KCSO Communications Center via text message and TTY machines for hearing-impaired callers.	Police	ongoing	No				✓	
6.1.17	Partner with nonprofits to distribute free locking prescription drug bags and gun cables at City Hall.	Police	ongoing	No				✓	
6.1.18	Partner with NEMCo and the Fire Department for those agencies to provide educational materials on safety.	City Manager's Office	2023	Yes		✓		✓	
6.1.19	Increase opportunities for volunteering with the police department.	Police	2024	No	✓	✓	✓		
<b>Objective 6.2 Collaborate with the court, prosecutor, public defender in promoting equity and lifting people from a downward cycle in the criminal justice system.</b>									
6.2.1	Hold regular meetings with the judges, court staff, prosecutor, and public defender to assess efforts to reduce disparities in justice services.	City Manager's Office	2023-2028	No		✓	✓	✓	
6.2.2	Provide electronic home monitoring for low-income offenders.	Court	2023	Yes		✓		✓	Currently not budgeted

City of Kenmore DEIA Strategic Plan: Five-Year Roadmap  
July 2023

		Lead	Timeline	Additional Resources Needed?	D	E	I	A	Notes
6.2.3	Fully participate in and contribute to the Community Court.	Court	2023	Yes		✓			Only funded through 2024 with one-time funding
6.2.4	Explore drug court and other rehabilitative programs.	Court	2026	Yes		✓			

Goal 7: Housing & Human Services

Objective 7.1 Advance human services by centering marginalized communities in responding to community needs.

7.1.1	Hire a Housing & Human Services Manager.	City Manager's Office	2023	No	✓	✓	✓	✓	
7.1.2	Conduct a human services needs assessment and funding recommendation.	Housing & Human Services	2023	No	✓	✓	✓	✓	
7.1.3	Conduct and implement a human services strategic plan for 2025-2030 that is centered in equity.	Housing & Human Services	2023	Yes	✓	✓	✓	✓	
7.1.4	Oversee the ARPA-funded mental and behavioral health counseling pilot program that Center for Human Services will operate in one or more Kenmore schools.	City Manager's Office	2023-2025	No		✓		✓	Funded with one-time ARPA funds
7.1.5	Use ARPA funds to pilot homelessness response and other human services programs to help people recover from the long term effects of the pandemic.	City Manager's Office	2023-2024	No		✓		✓	Funded with one-time ARPA funds
7.1.6	Continue to co-lead the regional effort to site and construct an accessible 24/7 crisis center in North King County.	Housing & Human Services	ongoing	No		✓		✓	
7.1.7	Build collaborative relationship with Shoreline Fire Department's Mobile Integrated Health Program.	Housing & Human Services	ongoing	No		✓		✓	
7.1.8	Engage Human Services Funding Collaborative in discussions in DEIA in human services, especially with regards to human services funding application and contracting process.	Housing & Human Services	2024	No	✓	✓	✓	✓	
7.1.9	Seek opportunities to promote human service providers and programs on city communication channels and through the creation of resource materials.	Housing & Human Services	ongoing	Yes				✓	
7.1.10	Connect residents in need with state, county, and nonprofit human services agencies.	Housing & Human Services	ongoing	No		✓		✓	
7.1.11	Work to educate the public to increase participation in utility cost and property tax rebates.	Housing & Human Services	2024	No		✓		✓	

Objective 7.2: Collaborate with police and justice services (court, prosecutor, public defender) in promoting equity and lifting people from the downward cycle in the criminal justice system.

7.2.1	Consult with police and justice services to ensure human services are holistically integrated into police and justice services.	Housing & Human Services	2024	Maybe		✓			
7.2.2	Continue to participate with and help fund the Regional Crisis Response (RCR) co-responder program.	Housing & Human Services	ongoing	Yes		✓		✓	Currently only funded through 2024 with one-time funding
7.2.3	Partner with 211 and other agencies to provide Kenmore-specific pamphlets with human services resources for officers to distribute.	Housing & Human Services and Police	2024	Yes		✓		✓	

Objective 7.3: Promote affordable housing and support services.

City of Kenmore DEIA Strategic Plan: Five-Year Roadmap  
July 2023

		Lead	Timeline	Additional Resources Needed?	D	E	I	A	Notes
7.3.1	Prioritize, seek, and advocate for the development of mixed-used, accessible, affordable housing opportunities throughout Kenmore through partnerships with organizations including ARCH that have a commitment to DEIA values.	Housing & Human Services /	ongoing	Maybe	✓	✓	✓	✓	
7.3.2	Complete the Plymouth Housing Development with 100 units of affordable housing at 30% AMI or less.	Housing & Human Services	2022-2025	Yes	✓	✓	✓	✓	
7.3.3	Partner with Bastyr University for a community health clinic at the Plymouth Affordable Housing development.	Housing & Human Services	2022-2025	Yes	✓	✓	✓	✓	
7.3.4	Develop the Holt property for high density affordable housing units and a community support partner on the ground floor.	Housing & Human Services	2024	Yes	✓	✓	✓	✓	
7.3.5	Work with ARCH to provide policies and funding for affordable housing developments in Kenmore.	Community Development & City Manager's Office	ongoing	No		✓		✓	
7.3.6	<a href="#">Defend the 2019 Mobile Home Protection Ordinance (Ordinance #19-0481) (currently being appealed).</a>	City Attorney	ongoing	Yes		✓			Need to budget for additional funds to litigate the appeal.
7.3.7	Seek opportunities for outside funding for affordable housing development in Kenmore (including applying for grants and seeking partners to apply for funds through private sector funding programs).	Housing & Human Services	ongoing	Maybe		✓	✓		May need matching funds, depending on outside funding program requirements
<b>Objective 7.4: Improve accessibility and inclusivity of city-sponsored events and services.</b>									
7.4.1	Implement a program to accept SNAP/EBT benefits at the Farmers Market and promote financial accessibility.	Public Works Operations	2023-2024	Yes		✓		✓	funded only for 2023 and 2024 with one-time funding



**CHANIN KELLY-RAE  
CONSULTING**

## **CITY OF KENMORE EQUITY FRAMEWORK TOOL**

### **GOALS OF AN EQUITY FRAMEWORK TOOL**

The goal of an equity framework tool for the City of Kenmore and the Kenmore City Council is to identify and address systemic and structural barriers that perpetuate inequalities within the City, and to promote equity and reduce disparities among its residents and visitors.

Such an equity framework tool could help the City and the Council to:

1. Assess and analyze the current state of equity within the City, including patterns and trends of disparities in areas such as access to basic services, transportation, education, housing, employment, and safety.
2. Identify root causes of inequities, such as discriminatory policies, lack of resources or access, or cultural biases, that may impact Kenmore communities differently.
3. Develop a data-driven and evidence-based approach to address equity issues and design policies, programs, and services that are inclusive, fair, and equitable.
4. Engage diverse community members, including historically marginalized groups, in the development and implementation of equity initiatives to ensure that their needs and perspectives are represented and considered.
5. Create a mechanism for both individual and collective reflection and assessment prior to finalizing decisions.

By using an equity framework tool, the City of Kenmore and the City Council can work to promote social justice, create a more inclusive and thriving community, and achieve positive outcomes for all residents.

## Self-Reflection Questions for Community Impacted Decision-Making

### Awareness of Bias and Assumptions:

1. Have I made any assumptions about the cultural identities, genders, abilities, identities, and/or background of those impacted by my decision?
2. Is my own personal experience, culture, and/or background preventing me from understanding and taking the cultural issues of marginalized stakeholders into account in deciding what issues exist for those disparately impacted?

### Understanding of Impacted Groups:

3. What is my understanding of the group(s) being impacted by my decision? Are there unique cultural circumstances that I should consider?
4. How has the Council's past contact and involvement with marginalized stakeholder communities influenced (or how might it influence) my decision-making process and findings?
5. How am I convinced that reasonable efforts have been made in an individualized way to match the needs of the entire community, particularly marginalized populations?
6. Have we heard from disparately impacted communities before any final determinations or decisions?

### Consideration of Marginalized Populations:

7. How is this decision going to specifically impact marginalized people? Have we considered how to mitigate harmful results?
8. Have we sacrificed the experience of marginalized people for the comfort and safety of those holding privilege; the majority population; and/or stakeholders not negatively impacted?
9. Are we giving full credibility to those who are sharing concerns, even though their numbers might be small or quiet in our community?
10. What are the racial equity impacts of this decision?

### Evidence-Based Decision Making:

11. What evidence has supported every conclusion I have drawn, and how have I challenged unsupported assumptions?

### Mitigation of Unintended Consequences:

12. Are there strategies to mitigate unintended consequences?

### Benefit and Burden Analysis:

13. Who will benefit or be burdened by this decision?

# **CITY OF KENMORE**

## **City Manager's Office**

# **Diversity, Equity, Inclusion, and Accessibility**

# **Strategic Plan 2023-2028**

**September 11, 2023**



# DEIA Policy & Plan

## The Journey So Far

- September 2020: [Resolution 20-348](#)
  - Framework to Develop and Implement DEIA Policy
- January 2022: DEI Task Force
  - 14 Task Force members selected
- November 2022: [DEIA Policy](#) Adopted
- Spring 2023: Listening Sessions on Draft Plan Held with City Staff



# DEIA Policy & Plan

## The Journey So Far

- June 2023: Presented Draft Strategic Plan to DEIA Committee and Incorporated Their Input
- July 2023: Draft DEIA Strategic Plan & 5-Year Roadmap
  - Staff presented the Plan to Council
  - Council's feedback has been incorporated into the final plan presented tonight





# 5-Year Roadmap Process

- Ms. Kelly-Rae provided the outline for the Strategic Plan
- Ms. Kelly-Rae and staff provided content for the Strategic Plan
- Drafted 5-Year Road Map spreadsheet
  - Lead Departments
  - Timetables
  - Additional Resources Required?
- Obtained input from the public, staff, DEIA Advisory Committee, and City Council



# Public Outreach & Notification

- **Top 4**

- July 22, 2022
- December 30, 2022
- July 21, 2023

- **e-News**

- May 2022
- November 2022
- August 2023

- **Quarterly**

- Summer 2023
- Summer 2022
- Spring 2022



# Leadership & Operations

## Goal 1

- 1.1 Foster community engagement and inclusivity in decision-making
- 1.2 Ensure equitable access and representation in city services
- 1.3 Increase diversity in City vendors and Committee/Commission members
- 1.4 Support businesses and projects in alignment with equity goals
- 1.5 Strengthen leadership's commitment to DEIA
- 1.6 Ensure accountability through data collection and performance measures
- 1.7 Strengthen Organizational Working Knowledge and Practice of DEIA



# Plans, Policies, & Budgets

## Goal 2

- 2.1 Develop and implement inclusive and equitable policies
- 2.2 Engage the community in budget and policy decision-making
- 2.3 Develop and advocate for affordable housing and diverse housing options
- 2.4 Promote economic development opportunities that benefit all Kenmore residents and businesses
- 2.5 Adopt policies and practices that prioritize equity, accessibility, and inclusivity
- 2.6 Enhance recreational and cultural opportunities to improve DEIA in Kenmore



# Workplace

## Goal 3

- 3.1 Create and maintain an inclusive workplace culture
- 3.2 Develop and implement equitable hiring practices
- 3.3 Provide professional development and advancement opportunities
- 3.4 Offer competitive employee benefits and support systems
- 3.5 Monitor and assess workplace diversity



# Communication & Education

## Goal 4

- 4.1 Improve accessibility and inclusivity of communications across all channels
- 4.2 Enhance community engagement through targeted messaging and recognition of diverse cultures and histories



# Facility Plans & Improvements

## Goal 5

- 5.1 Enhance the safety, accessibility, and inclusivity of parks and city-owned buildings
- 5.2 Improve transportation safety and accessibility for multiple modes of transportation so that owning an automobile isn't the only way to get around
- 5.3 Update facility plans to reflect community needs and promote equity



# Public Safety & Justice Services

## Goal 6

- 6.1 Advance the police department's progress in equitably serving and responding to the community
- 6.2 Collaborate with the court, prosecutor, public defender in promoting equity and lifting people from a downward cycle in the criminal justice system





# Housing & Human Services

## Goal 7

- 7.1 Advance human services by centering marginalized communities in responding to community needs
- 7.2 Collaborate with police and justice services (court, prosecutor, public defender) in promoting equity and lifting people from the downward cycle in the criminal justice system
- 7.3 Promote affordable housing and support services.
- 7.4 Improve accessibility and inclusivity of city-sponsored events and services



# Next Steps

- Staff recommends that City Council adopt this DEIA Strategic Plan tonight
- The City Manager and staff will begin implementing the Strategic Plan and working with Department Heads to ensure that the goals it enshrines are honored and given life.
- Those objectives that require additional resources will be brought forth to Council during the next biennial budget cycle.



# For comments and questions:

Rob Karlinsey

City Manager

[rKarlinsey@kenmorewa.gov](mailto:rKarlinsey@kenmorewa.gov)

425 398 8900

Garrett Oppenheim

Assistant to the City Manager (ARPA)

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425 984-6171





## City Council Agenda Bill City of Kenmore, WA

<p><b>Subject/Topic:</b> Exceptional Tree Ordinance</p> <p><b>Proposed Council Action/Motion:</b> No final action requested; discussion, review, and direction on the proposed exceptional tree ordinance.</p>	<p><b>For Council Meeting Agenda of:</b> September 11, 2023</p> <p><b>Department:</b> Development Services</p> <p><b>Prepared by:</b> Samantha Loyuk, Development Services Director, and Garrett Oppenheim, Assistant to the City Manager</p> <table><tr><td></td><td><b>Initial &amp; Date</b></td></tr><tr><td><b>Approved by Department Head:</b></td><td>_____</td></tr><tr><td><b>Approved by City Attorney:</b></td><td><u>DR 9/1/23</u></td></tr><tr><td><b>Approved by Finance Director:</b></td><td>_____</td></tr><tr><td><b>Approved by City Manager:</b></td><td><u>RK 9/1/23</u></td></tr></table> <p><b>Exhibits/Attachments:</b></p> <ol style="list-style-type: none"><li>1. Ordinance No. 23-0593</li><li>2. Ord. 23-0593 Exhibit A</li><li>3. Ord. 23-0593 Exhibit B</li><li>4. Ord. 23-0593 Exhibit C</li><li>5. King County Conservation District Tree Canopy Study</li><li>6. September 2021 Exceptional Trees Policy Report</li><li>7. KMC 18.55.180 – Reasonable Use Exception</li></ol>		<b>Initial &amp; Date</b>	<b>Approved by Department Head:</b>	_____	<b>Approved by City Attorney:</b>	<u>DR 9/1/23</u>	<b>Approved by Finance Director:</b>	_____	<b>Approved by City Manager:</b>	<u>RK 9/1/23</u>
	<b>Initial &amp; Date</b>										
<b>Approved by Department Head:</b>	_____										
<b>Approved by City Attorney:</b>	<u>DR 9/1/23</u>										
<b>Approved by Finance Director:</b>	_____										
<b>Approved by City Manager:</b>	<u>RK 9/1/23</u>										
<p><b>Summary:</b></p> <p>The proposed tree regulations provide added protections for extraordinary trees, native trees, and other exceptionally large trees that because of their unique combination of sizes, species, and age are worthy of retention for the reasons provided in KMC 18.52.015, such as:</p> <ul style="list-style-type: none"><li>A. Reducing soil erosion and water pollution in the City's streams and creeks by providing wind breaks, slowing the surface movement of water, reducing the amount of stormwater runoff, and stabilizing soil with their roots and fallen leaves;</li><li>B. Improving air quality by removing pollutant gases and airborne particles;</li><li>C. Positively affecting energy and water conservation by providing shade, lowering temperatures, and reducing net evaporation rates;</li></ul> <p>XII. B. Proposed Ordinance 23-0593, Exceptional Tree Ordinance, presente...</p>											

D. Reducing noise pollution by absorbing and deadening excessive and/or unwanted noise and by screening the source of the noise from view; and

E. Providing a wide variety of habitats and ecosystems for birds, mammals, and other wildlife;

Exceptional trees have reached size thresholds that make them exceedingly important to the local environment and community.

#### **Information/Background:**

In April 2021, Development Services staff provided an informational presentation to summarize tree regulations in Kenmore, as requested by the City Council at the January 2021 retreat. During the presentation, there was discussion about potential code amendments to further preserve, protect, and enhance Kenmore's tree canopy. These recommendations included short-term and long-term action items, referred to as List 1 and List 2, respectively. Among the items included on List 2 was an Exceptional Tree Ordinance.

In September 2021, staff presented to Council about exceptional trees, a status granted to specific tree species that then cannot be removed upon reaching set sizes. Such ordinances are already on the books in Washington cities such as Bainbridge Island, DuPont, Duvall, Lake Forest Park, Mercer Island, North Bend, Redmond, and Seattle. Seattle recently strengthened their exceptional tree protections via an ordinance that became effective on July 30.

As the attached exceptional trees memo elucidates, cities with exceptional tree ordinances have different means of protecting and preserving large trees. Some simply protect all trees over a certain size but most such cities make a catalog of protected trees that become exceptional when they reach a certain size. The proposed ordinance under consideration for the City of Kenmore protects both a list that comprises trees native to the Western Washington lowlands and also any other tree that achieves a "Diameter at Breast Height" (DBH) of 48 or more inches. Staff reviewed the exceptional tree ordinances of other cities in the Puget Sound area to select a list of local tree species and the sizes at which they should be protected. The threshold DBH for individual species was heavily informed by the examples provided by other cities, in particular the City of Seattle, such that the protected sizes are in line with those that other cities have previously established as benchmarks.

Following the examples of cities who have already implemented exceptional tree protections, the proposed ordinance does allow for certain situations whereby exceptional trees can be removed, including where removal is necessary for the preservation and enjoyment of a substantial property right or use possessed by other similarly situated properties, where the exceptional tree is hazardous to life or property, for access to development where no other options are feasible, and where it is necessary for roads, utilities, and other facilities.

Penalties for removal of an exceptional tree without a permissible exemption are set by the ordinance at \$2,500 per inch DBH of the tree with a minimum fine of \$10,000 and a requirement to plant replacement trees to make up for the loss.

Staff requests direction from the City Council on the exceptional tree ordinance as to how to proceed and whether to bring it forward for a public hearing and potential adoption at an upcoming

meeting of the Council. SEPA review and notice to the Washington State Department of Commerce is currently underway and will be required prior to final action of adopting an ordinance.

**Fiscal Consideration:**

The proposed exceptional tree ordinance will result in increased staff workloads, including fielding more questions and concerns from property owners, permit processing, plan review, and code enforcement.

**City Council Priority or Budget Objective Being Addressed:**

1. Implement the adopted Climate Action Plan and promote environmental stewardship, including water, air, forest, and habitat restoration and preservation.

**CITY OF KENMORE  
WASHINGTON  
ORDINANCE NO. 23-0593**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,  
AMENDING CHAPTERS 15.25, 18.20, 18.57, AND 19.25 OF THE  
KENMORE MUNICIPAL CODE TO ESTABLISH EXCEPTIONAL TREE  
REGULATIONS AND PROCEDURES WITHIN THE CITY; PROVIDING  
FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

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WHEREAS, the City of Kenmore Comprehensive Plan (“Comprehensive Plan”) Policy LU-2.2.3 states that Kenmore’s regulation of land use should: a) protect public health, safety, and general welfare; b) protect environmentally sensitive areas, including wetlands, groundwater, streams, Lake Washington, the Sammamish River, and Puget Sound; and c) support tree preservation, whenever possible; and

WHEREAS, Comprehensive Plan Policy LU-1.5.2 identifies that development regulations should provide and address, among other things, tree retention standards; and

WHEREAS, consistent with the Comprehensive Plan, the City Council adopted Chapter 18.57 of the Kenmore Municipal Code (“KMC”), the “Tree Management and Protection Code” and declared that the purpose of the chapter was to establish a process and standards to:

1. Increase the livability of an area by helping to screen people and *buildings* from wind and inclement weather;
2. Create a special sense of identity, a sense of community and civic pride, and a memorable place to live and work;
3. Preserve and enhance the *City’s* physical and aesthetic character by preventing untimely and indiscriminate removal or destruction of *trees*;
4. Promote *site* planning, construction practices, and horticultural practices that are consistent with the *reasonable* use of property;
5. Implement the goals and objectives of the *City’s* comprehensive plan; and
6. Implement the goals and objectives of the *City’s* parks and recreation master plan.

WHEREAS, the City Council finds that the purposes for tree protection regulations as

articulated above remain valid today, and that protecting trees provides substantial value to the City and its residents by:

A. Reducing soil erosion and water pollution in the City's streams and creeks by providing wind breaks, slowing the surface movement of water, reducing the amount of stormwater runoff, and stabilizing soil with their roots and fallen leaves;

B. Improving air quality by removing pollutant gases and airborne particles;

C. Positively affecting energy and water conservation by providing shade, lowering temperatures, and reducing net evaporation rates;

D. Reducing noise pollution by absorbing and deadening excessive and/or unwanted noise and by screening the source of the noise from view; and

E. Providing a wide variety of habitats and ecosystems for birds, mammals, and other wildlife [KMC 18.57.015.A-E];

WHEREAS, climate scientists maintain that big exceptional trees are invaluable to the environment and those native to the Pacific Northwest like Douglas firs, western hemlocks, and western red cedars are the best in the world at storing carbon - actually getting better at doing it as they age and grow bigger. In fact, according to the US Geological Survey, some large trees seem to add "the carbon mass equivalent of an entire smaller tree each year."

WHEREAS, in May of 2022, the City Council adopted the City of Kenmore Climate Action Plan ("CAP"), which acknowledges that cities like Kenmore have a critical role to play in addressing climate change impacts, including, but not limited to protecting, preserving, and restoring environmental and natural resources; and

WHEREAS, a CAP priority, goal and strategy include the expansion of tree canopy and sequestration opportunities, protecting critical and natural areas, and protecting local water bodies; and

WHEREAS, the City Council and members of the public have voiced concerns with the scope of tree removal within the City, and the Council directed staff to bring forward proposed regulations to further preserve and protect Kenmore's urban forest canopy; and

WHEREAS, the City Council has considered tree protection regulations at its April 19, 2021, May 26, 2021, September 20, 2021, December 6, 2021, March 21, 2022, May 16, 2022, July 18, 2022, and October 24, 2022, meetings; and

WHEREAS, the City Council desires to adopt certain amendments to the Tree



Management and Protection Code to protect exceptional trees within the City ("Proposed Amendments") as they are unique in size, species, age, health, and are worthy of long-term retention, and provide substantial value to the City and community as referenced in the recitals herein; and

WHEREAS, the adoption of land use and zoning regulations is a valid exercise of the City's police powers and is specifically authorized by RCW 35A.63.100, RCW 36.70A.040, and the Washington Constitution, Article XI, Section 11; and

WHEREAS the Proposed Amendments support Council priorities to implement the adopted Kenmore CAP and promote environmental stewardship, including water, air, forest, and habitat restoration; and

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

WHEREAS, on                     , 2023, the City's Responsible Official issued a Determination of Non-Significance pursuant to the State Environmental Policy Act in relation to the Proposed Amendments; and

WHEREAS, the City Council held a public hearing on September 25, 2023, and October 9, 2023, and considered the comments and record relating to the Proposed Amendments; and

WHEREAS, the City Council desires to adopt the Proposed Amendments and finds that such amendments are consistent with the 2023-2024 Council Priorities, the goals, objectives, and policies of the Comprehensive Plan; and

WHEREAS, the City Council has been guided by the goals of the Growth Management Act (RCW 36.70A.020) when considering adoption of the Proposed Amendments; and

WHEREAS, the City Council finds that adoption of the Proposed Amendments is in the best interests of the residents of Kenmore and will promote the public health, safety, and welfare of the City;

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

Section 1. Findings. The City Council adopts the recitals set forth above as findings in support of this Ordinance, which are incorporated by reference as if set forth in full.

Section 2. Amendment. The City Council amends Chapter 15.25 of the Kenmore Municipal Code as set forth in Exhibit A, attached hereto and incorporated by reference as if set forth in full.

Section 3. Amendment. The City Council amends Chapter 18.20 of the Kenmore Municipal Code as set forth in Exhibit B, attached hereto and incorporated by reference

as if set forth in full.

Section 4. Amendment. The City Council amends Chapter 18.57 of the Kenmore Municipal Code as set forth in Exhibit B.

Section 5. Amendment. The City Council amends Section 19.25.020 of the Kenmore Municipal Code as set forth in Exhibit C, attached hereto and incorporated by reference as if set forth in full.

Section 6. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of the ordinance, or the application of the provision to other persons or circumstances, shall not be affected or affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

Section 7. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE  
\_\_\_ DAY OF \_\_\_\_\_ 2023.

CITY OF KENMORE

\_\_\_\_\_  
Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Anastasiya Warhol, City Clerk

Approved as to form:

\_\_\_\_\_  
Dawn Reitan, City Attorney

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

## EXHIBIT A TO ORD. 23-0593

### I. Chapter 15.25 of the Kenmore Municipal Code (KMC) is amended to read as follows:

#### A. KMC 15.25.030 is amended to read as follows:

##### 15.25.030 Definitions.

Certain words and phrases used in this chapter, unless otherwise clearly indicated by their context, mean as follows:

A. "Applicant" means a person who files an application for a permit under this chapter and who is either the owner of the land on which that proposed activity would be conducted, a contract purchaser, or the authorized agent of such a person.

B. "Bench" means a relatively level step excavated or constructed on the face of a graded *slope* surface for drainage and maintenance purposes.

C. "City manager" means the City of Kenmore city manager or his or her designee(s).

D. "Clearing" means the cutting or *removal* of *vegetation* or other organic plant material by physical, mechanical, chemical or any other means.

E. "Department" means the *department* designated by the *city manager* to administer this chapter.

F. "Diameter at breast height" means a *tree's* diameter in inches at four and one-half feet above the ground. On multiple stemmed or trunked *trees*, the diameter shall be the sum of diameters of all individual stems or trunks.

G. "Director" means the director of the *department* designated by the *city manager* to administer this chapter.

H. "Earth material" means any rock, natural soil or any combination thereof.

I. "Erosion" means the wearing away of the ground surface as the result of the movement of wind, water and/or ice.

J. "Excavation" means the *removal* of *earth material*.

K. "Exceptional tree" means a tree which because of its unique combination of size, species, and age is worthy of long-term retention for the purposes and values set forth in KMC 18.57.015, and that has been determined to constitute an important community resource and may not be *removed* or damaged.

1. All healthy specimens of *tree* species in Table 1 are *exceptional trees* if they have a diameter at breast height (d.b.h.) equal to or greater than that listed for the respective species. For *trees* with multiple leaders at four and one-half feet above the ground, the d.b.h. shall be the combined cumulative total of branches greater than six inches diameter at four and one-half feet above the ground. For *trees* that have been removed and whereas only the stump remains, the size of the *tree* shall be measured from the diameter of the top of the stump.
2. Any healthy *tree* with a d.b.h. of 48 inches or greater is an exceptional tree except those in Table 2 that are never considered exceptional.

Table 1. Exceptional Tree Species and Required Diameters at Breast Height

<b>Tree Species (Common Name)</b>	<b>Scientific Name</b>	<b>Threshold d.b.h. (in inches)</b>
Bigleaf Maple	<i>Acer macrophyllum</i>	42"
Douglas Fir	<i>Pseudotsuga menziesii</i>	30"
Grand Fir	<i>Abies grandis</i>	24"
Madrona	<i>Arbutus menziesii</i>	12"
Oregon Ash	<i>Fraxinus latifolia</i>	24"
Oregon White Oak	<i>Quercus garryana</i>	24"
Pacific Dogwood	<i>Cornus nuttallii</i>	24"
Pine (any species)	<i>Pinus</i> family	30"
Sitka Spruce	<i>Picea sitchensis</i>	24"
Western Hemlock	<i>Tsuga heterophylla</i>	24"
Western Red Cedar	<i>Thuja plicata</i>	30"
Willow (any species)	<i>Salix</i> family	24"

Table 2. Tree Species That Are Not Exceptional Trees

<b>Tree Species (Common Name)</b>	<b>Scientific Name</b>
Alder (any species)	<i>Alnus</i> family
Black Cottonwood	<i>Populus trichocarpa</i>
English Holly	<i>Ilex aquifolium</i>
Leyland Cypress	<i>Cupressus × leylandii</i>

L. "Fill" means a deposit of *earth material* placed by mechanical means.

M. "Grade" means the elevation of the ground surface.

1. "Existing grade" means the *grade* prior to *grading*.
2. "Rough grade" means the stage at which the *grade* approximately conforms to the approved plan.
3. "Finish grade" means the final *grade* of the *site* which conforms to the approved plan.

N. "Grading" means any excavating, filling, removing of the duff layer, or combination thereof.

O. "Hazard tree" means any *tree* that has a high probability of failure due to any structural defect, disease or damage or combination of defect, disease or damage. A "high probability of failure" means falling and causing damage to persons or property. A "hazard tree" includes, but is not limited to, any isolated *tree(s)* that have a high probability of failure due to low *wind-firmness* in post-construction conditions as determined by a *qualified tree protection professional*.

P. "Impervious surface" means a nonvegetated surface which either prevents or retards the entry of water into the soil mantle under natural conditions prior to development, and/or which causes water to run off the surface in greater quantities or at a rate of flow greater than the flow under natural conditions prior to development. Common *impervious surfaces* include, but are not limited to, roofs, walkways, patios, driveways, parking lots, storage areas, paved areas, gravel areas, areas of packed or oiled earthen materials or other surfaces which similarly impede the natural infiltration of surface and *stormwater*. Open uncovered flow control or water quality treatment facilities shall not be considered as *impervious surfaces* for the purposes of determining whether thresholds for the application of minimum requirements are exceeded, but shall be considered *impervious surfaces* for the purposes of runoff modeling.

Q. "Land alteration" means any alteration to the surface of the land or the surface drainage including improvements to a storm water tract. *Land alterations* include but are not limited to: *excavations, fills, clearing, grading, and tree removal* or any combination thereof; placing or removing *impervious surfaces*, including *structures* and *pavement*; compacting the earth surface; changing the existing *grade*; or changing the surface so that surface water leaves the *site* differently, including changes to flow path, flow rate, or flow volume.

R. "Removal" with regard to *trees* means the act of removing a *tree* by digging up, cutting down, or causing a *tree* to die within a period of three years from such act.

S. "Shorelines" means those lands defined as shorelines in the State Shorelines Management Act of 1971.

T. "Significant tree" means an existing healthy *tree* that is not a *hazard tree* and that is at least six inches in *diameter at breast height* (d.b.h.) as measured at four and one-half feet (54 inches) above the ground. For *trees* with multiple leaders at four and one-half feet above the ground, the d.b.h. shall be the combined cumulative total of branches greater than six inches diameter at four and one-half feet above the ground. For *trees* that have been removed and whereas only the stump remains, the size of the *tree* shall be measured from the diameter of the top of the stump. Replacement trees required as mitigation for removed exceptional trees are considered significant trees, regardless of size.

U. "Site" means any lot or parcel of land or contiguous combination thereof where projects covered by this chapter are performed or permitted.

V. "Slope" means an inclined ground surface, the inclination of which is expressed as a ratio of vertical distance to horizontal distance.

W. "Storm drain system" means a system of gutters, pipes, or ditches used to carry surface and *stormwater* from the surrounding lands to drainage facilities, critical areas, streams or lakes.

X. "Stormwater" means water originating from rainfall and other precipitation that ultimately flows into drainage facilities, rivers, streams, lakes and wetlands. As applied in this chapter, *stormwater* is synonymous with the term "surface water."

Y. "Structure" means anything permanently constructed in or on the ground, or over the water, and excluding fences eight feet or less in height, decks less than 18 inches above *grade*, paved areas, and structural or nonstructural *fill*.

Z. "Terrace" means a relatively level step excavated or constructed on the face of a graded *slope* surface for drainage and maintenance purposes.

AA. "Tree" means a self-supporting woody perennial plant characterized by one main stem or trunk of at least six inches diameter at breast height, or a multiple stemmed or trunk system with a definite crown, maturing at a height of at least 12 feet above ground level. The *department* shall determine whether any specific woody plant shall be considered a *tree*.

BB. "Vegetation" means any and all organic plant life growing at, below, or above the soil surface. [Ord. 22-0547 § 2 (Exh. A); Ord. 16-0428 § 11 (Att. G); Ord. 12-0345 § 3 (Exh. A).]

**B. KMC 15.25.070 is amended to read as follows:**

**15.25.070 Permit required – Exception.**

No *land alteration* shall be performed without first having obtained a permit therefore from the City. Exemptions from permit requirements of this chapter shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this chapter or any other laws or ordinances of the City. Even if a permit is required, best management practices must be utilized to limit *erosion* and sedimentation. Permits shall not be required for the following:

*A. Grading.*

1. *Excavation* for construction of a *structure* authorized by a valid building permit;
2. *Excavations* for trenches for utilities not within critical areas, shorelines or associated buffer;
3. Exploratory *excavations* performed under the direction of a registered design professional; provided, that any disturbance of the area shall be the minimum necessary to carry out the work or studies and the disturbed area shall be immediately restored; and
4. *Excavation* or *fill* less than four feet in vertical depth not involving more than 100 cubic yards of earth or other material on a single *site* and not within critical areas, shorelines or associated buffers;

*B. Clearing and Tree Removal* of significant trees. This section does not apply to exceptional trees.

1. *Clearing and removal* of *trees* for the construction of a *structure* authorized by a valid building permit;
2. *Removal of significant trees* requires a permit filed by the owner of real property within the City on forms provided by the department for review and approval prior to removing the *tree*. The city manager may approve, deny, or approve with conditions an application for *tree removal*. The decision shall be based on the following approval criteria:
  - a. The *tree(s)* proposed for *removal* is on a lot containing an existing single-family detached dwelling unit;

b. The *tree(s)* proposed for *removal* is not located within critical areas or associated buffers, shorelines or associated buffers, native growth protection areas, or wildlife protection zones;

c. The *tree(s)* proposed for *removal* has not been previously designated for protection (e.g., as part of a plat); and

d. The *tree(s)* proposed for *removal* complies with the yearly *tree removal* maximum allowances table shown below:

Lots up to 10,000 sq. ft.:	2 <i>trees</i> per year
Lots 10,001 sq. ft. to 20,000 sq. ft.:	4 <i>trees</i> per year
Lots 20,001 sq. ft. to 30,000 sq. ft.:	6 <i>trees</i> per year
Lots 30,000 sq. ft. and greater:	8 <i>trees</i> per year

3. *Clearing* by a public agency, franchise utility or public or private golf course for routine maintenance activities;

4. Minor stream restoration projects for fish habitat enhancement pursuant to a Washington State Joint Aquatic Resource Permit Application (JARPA);

5. Normal and routine maintenance of existing lawns and landscaping; and

6. *Removal* of noxious weeds. *Removal* of noxious weeds from critical areas, shorelines or associated buffers shall be subject to the requirements of KMC Title [16](#) and Chapter [18.55](#) KMC;

#### C. Engineering.

1. Less than 2,000 square feet of replaced *impervious surface* or new plus replaced *impervious surface* that is not within critical areas or associated buffers; and

2. *Land alterations* that are exempt from a *grading* permit and that do not alter the method by which the *stormwater* leaves the *site*. [Ord. 22-0547 § 2 (Exh. A); Ord. 16-0428 § 11 (Att. G); Ord. 12-0345 § 3 (Exh. A).]



## EXHIBIT B TO ORD. 23-0593

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

A. KMC 18.20.2730 of the Kenmore Municipal Code (KMC) is amended to read as follows:

**18.20.2730 Significant tree.**

"Significant tree" means an existing healthy *tree* that is not a *hazard tree* and that is at least six inches in diameter at breast height (d.b.h.) as measured at four and one-half feet (54 inches) above the ground. For *trees* with multiple leaders at four and one-half feet above the ground, the d.b.h. shall be the combined cumulative total of branches greater than six inches diameter at four and one-half feet above the ground. For *trees* that have been removed and whereas only the stump remains, the size of the *tree* shall be measured from the diameter of the top of the stump. Replacement trees required as mitigation for removed exceptional trees are considered significant trees, regardless of size. [Ord. 22-0547 § 3 (Exh. B(I)); Ord. 11-0329 § 3 (Exh. 1).]

B. Chapter 18.20 KMC is amended by adding a new KMC 18.20.3083, "Tree, exceptional" to read as follows:

**18.20.3083 Tree, exceptional.**

"Exceptional tree" means a tree which because of its unique combination of size, species, and age is worthy of long-term retention for the purposes and values set forth in KMC 18.57.015, and that has been determined to constitute an important community resource and may not be *removed* or damaged.

1. All healthy specimens of *tree* species in Table 1 are *exceptional trees* if they have a diameter at breast height (d.b.h.) equal to or greater than that listed for the respective species. For *trees* with multiple leaders at four and one-half feet above the ground, the d.b.h. shall be the combined cumulative total of branches greater than six inches diameter at four and one-half feet above the ground. For *trees* that have been removed and whereas only the stump remains, the size of the *tree* shall be measured from the diameter of the top of the stump.
2. Any healthy *tree* with a d.b.h. of 48 inches or greater is an exceptional tree except those in Table 2 that are never considered exceptional.

Table 1. Exceptional Tree Species and Required Diameters at Breast Height

<b>Tree Species (Common Name)</b>	<b>Scientific Name</b>	<b>Threshold d.b.h. (in inches)</b>
Bigleaf Maple	<i>Acer macrophyllum</i>	42"
Douglas Fir	<i>Pseudotsuga menziesii</i>	30"

Grand Fir	<i>Abies grandis</i>	24"
Madrona	<i>Arbutus menziesii</i>	12"
Oregon Ash	<i>Fraxinus latifolia</i>	24"
Oregon White Oak	<i>Quercus garryana</i>	24"
Pacific Dogwood	<i>Cornus nuttallii</i>	24"
Pine (any species)	<i>Pinus</i> family	30"
Sitka Spruce	<i>Picea sitchensis</i>	24"
Western Hemlock	<i>Tsuga heterophylla</i>	24"
Western Red Cedar	<i>Thuja plicata</i>	30"
Willow (any species)	<i>Salix</i> family	24"

Table 2. Tree Species That Are Not Exceptional Trees

<b>Tree Species (Common Name)</b>	<b>Scientific Name</b>
Alder (any species)	<i>Alnus</i> family
Black Cottonwood	<i>Populus trichocarpa</i>
English Holly	<i>Ilex aquifolium</i>
Leyland Cypress	<i>Cupressus × leylandii</i>

II. Chapter 18.57 of the Kenmore Municipal Code is amended to read as follows:

## Chapter 18.57 TREE MANAGEMENT AND PROTECTION

Sections:

[18.57.010 Title.](#)

[18.57.015 Findings and purpose.](#)

[18.57.030 Applicability.](#)

[18.57.035 Exemptions.](#)

[18.57.050 Tree protection plan required.](#)

[18.57.060 Tree density requirement.](#)

[18.57.063 Exceptional Tree Protections.](#)

[18.57.065 Significant tree grove retention in the urban residential zone, downtown commercial zone east of 73rd Avenue NE, public and semi-public zone abutting SR-522, and the urban corridor zone, east subarea.](#)

[18.57.070 Tree protection plan review procedure.](#)

[18.57.080 Tree protection plan review standards.](#)

[18.57.085 Tree windthrow evaluation and prevention.](#)

[18.57.090 Tree protection during construction.](#)

[18.57.100 Post-construction replacement, financial guarantee and maintenance requirements.](#)

### 18.57.110 Penalties, enforcement.

#### **18.57.010 Title.**

This chapter shall be known and may be cited as the Kenmore tree management and protection code. [Ord. 22-0547 § 4 (Exh. B(II)); Ord. 11-0329 § 3 (Exh. 1).]

#### **18.57.015 Findings and purpose.**

A. Reducing soil *erosion* and water pollution in the *City's streams* and creeks by providing wind breaks, slowing the surface movement of water, reducing the amount of stormwater runoff, and stabilizing soil with their roots and fallen leaves;

B. Improving air quality by removing pollutant gases and airborne particles;

C. Positively affecting energy and water conservation by providing shade, lowering temperatures, and reducing net evaporation rates;

D. Reducing noise pollution by absorbing and deadening excessive and/or unwanted noise and by screening the source of the noise from view; and

E. Providing a wide variety of habitats and ecosystems for birds, mammals, and other wildlife;

F. Accordingly, the purpose of this chapter is to establish a process and standards to:

1. Increase the livability of an area by helping to screen people and *buildings* from wind and inclement weather;

2. Create a special sense of identity, a sense of community and civic pride, and a memorable place to live and work;

3. Preserve and enhance the *City's* physical and aesthetic character by preventing untimely and indiscriminate removal or destruction of *trees*;

4. Promote *site* planning, construction practices, and horticultural practices that are consistent with the *reasonable use* of property;

5. Implement the goals and objectives of the *City's* comprehensive plan; and

6. Implement the goals and objectives of the *City's* parks and recreation master plan. [Ord. 22-0547 § 4 (Exh. B(II)); Ord. 11-0329 § 3 (Exh. 1).]

### 18.57.030 Applicability.

A. No individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, or agency of any governmental unit, however designated, shall directly or indirectly remove or destroy any *tree* as defined in this title within the *City*, without first obtaining a clearing permit as provided in KMC Title [15](#).

B. Unless otherwise exempted in KMC [18.57.035](#), any *site* subject to *development*, including the division of a parcel of land into two or more parcels, within the *City* shall comply with the requirements of this chapter.

C. Approval of a tree protection plan pursuant to the provisions of this chapter shall not discharge the obligation of the *applicant* to otherwise comply with the applicable provisions of this chapter.

D. When any provision of any other chapter of the Kenmore Municipal Code conflicts with this chapter or when the provisions of this chapter are in conflict, that provision which provides more protection for individual *trees* and *groves* of *trees* shall apply unless specifically provided otherwise in this chapter or unless such provision conflicts with federal or State laws or regulations. [Ord. 22-0547 § 4 (Exh. B(II)); Ord. 11-0329 § 3 (Exh. 1).]

### 18.57.035 Exemptions.

A. The following land *uses* are exempt from the provisions of this chapter. However, compliance with other applicable provisions of the Kenmore Municipal Code including but not limited to then-current *critical area* regulations per Chapter [18.55](#) KMC and then-current clearing regulations per Chapter [15.25](#) KMC is still required:

1. Agriculture, meaning the use of the land for the primary purpose of deriving income from growing plants or *trees* on land including, but not limited to, land used principally for fruit or timber production, but not including land used principally for another *use* and only incidentally for growing *trees* or plants for income.

2. *Commercial nursery or tree farm*, but only those *trees* which are planted and growing on the premises of a licensed retailer or wholesaler for sale to the general public. Other *trees* on such premises shall remain subject to this chapter.

3. Residential *Development*.

- a. All existing *lots* on which are to be situated new *single detached dwelling units* in residential zones based on tree removal limits established by clearing requirements.

b. All existing *lots* on which are situated existing detached *dwelling units* in residential zones based on tree removal limits established by clearing requirements.

**c. Residential Development is not exempt from the provisions of Chapter 18.57.065 - *exceptional trees*.**

4. Downtown Commercial and Downtown Residential Zones.

All *development* occurring within core areas designated as downtown commercial and downtown residential zones. [Ord. 22-0547 § 4 (Exh. B(II)); Ord. 11-0329 § 3 (Exh. 1).]

#### **18.57.050 Tree protection plan required.**

A. Requirement Established. Except for the exemptions enumerated in this chapter, no individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, or agency of any governmental unit, however designated, shall remove, transplant, or destroy, or cause to be removed, transplanted, or destroyed, on any land in the *City*, any *tree* as defined in this chapter, without first obtaining the *city manager's* approval of a tree protection plan and receiving a clearing permit from the *City*.

For *sites* proposed for land *development*, including the division of a parcel of land into two or more parcels, having *trees* below the minimum tree density, even though no *trees* are proposed to be removed, a tree protection plan is required to bring the *site* up to the minimum tree density standard herein established.

B. Submittal of Tree Protection Plan. Where the *site* proposed for *development* requires site or plat or short plat review, the tree protection plan shall be submitted concurrent with a site plan or plat or short plat application.

C. Tree Protection Plan Requirements. Attached to the *applicant* information and site plan information required for the clearing permit application, the *applicant* shall include the following tree protection plan information:

1. *Tree Survey*. For all *development proposals*, a *tree survey*, drawn to scale by a land surveyor licensed in Washington State, identifying the exact location and conditions of existing *trees* as defined in this title and containing the following information:

a. Common and botanical name of each *tree*.

b. *Trees* proposed to remain and to be removed.

c. *Groves* with indication of predominant species, number of *trees* and size of  
d.b.h.

d. Any off-site *tree* with a root protection zone which could be adversely affected by the proposed activity.

e. The location and dimensions of established and proposed perimeter *landscaping*, natural *vegetation* easements, and open space areas for public, *private*, or community use.

f. *Net buildable areas*.

g. *Critical areas* and their *buffers*.

h. Stormwater tracts.

i. Limits of construction line.

j. North arrow, scale, and date of survey.

2. An assessment of *tree windthrow* potential as described in KMC [18.57.085](#), along with any proposed mitigation measures to minimize windthrow. These measures shall be incorporated into the proposed tree protection plan described in subsection (C)(5) of this section.

3. A statement describing how *trees* intended to remain will be identified, marked, and protected before the start of and during *development* as further described in KMC [18.57.090](#).

4. A statement that describes replacement tree quality as conforming to the American Standards for Nursery Stock (ANSI).

5. Proposed Tree Protection Plan. The permit *applicant* shall have a *qualified tree protection professional* prepare recommendations for the tree protection plan. The tree protection plan shall be drawn to scale using the *tree* survey as a base and containing the following information:

a. The exact location, **common name, botanical name**, and condition of protected *trees*.

b. The exact location, common name, botanical name, and *caliper* of each *tree* species to be planted.

c. The *site* minimum tree density calculation indicating the total number, size, and species of existing *trees* to be preserved and the replacement *trees* to be planted as described in KMC [18.57.060](#).

d. The *site* replacement tree calculation as described in KMC [18.57.060](#) with an explanation including the number, *caliper*, and species.

e. The location, materials, dimensions, and layout of the protective barriers.

6. Submit a **landscape** bond quantity **worksheet on forms** **provided by the department.**

7. Additional Information. Any additional or more detailed information required by the *city manager* to ensure compliance with the provisions of this chapter (i.e., aerial photograph). The *city manager* may waive the requirements for the scaled drawing and other submission data if he finds that the information presented is sufficient to determine the project's compliance with the provisions of this chapter. [Ord. 22-0547 § 4 (Exh. B(II)); Ord. 15-0409 § 1 (Att. A); Ord. 11-0329 § 3 (Exh. 1).]

### **18.57.060 Tree density requirement.**

A. Minimum Tree Density Requirement Established. A minimum tree density is required on each *site*. The tree density may consist of existing *trees* (provided they are not cottonwood, alder, or holly trees), replacement *trees*, or a combination of existing and replacement *trees*. The *site* density of *trees* to be protected on each *site* shall be determined prior to approval of a tree protection plan or clearing permit, by the *city manager*.

B. Tree Density Calculation. The minimum tree density required for each *site* is 30 tree units per acre of *net buildable area*.

1. To calculate the density of *trees* to be protected:

a. Obtain the d.b.h. measurement in inches for each protected *tree* within the *net buildable area*.

b. Go to Table 18.57.060A and select the tree unit value that corresponds to the d.b.h. for each protected *tree*.

c. Add up the tree unit values for all protected *trees* and divide by the total acreage of the *net buildable area*. This value must equal or exceed 30 tree units per acre of *net buildable area*. If the total is less than 30 tree units per acre, more *trees* must be protected or replacement *trees* will be required.

d. If replacement *trees* are planted as *groves* within designated tracts, then *applicant* may reduce total tree units required by 10 percent.

**Table 18.57.060A**  
**Existing Trees to Remain.**

(Conversion from diameter (d.b.h.) in  
inches to tree units for  
*trees protected on-site.*)

<b>d.b.h.</b>	<b>Tree Units</b>	<b>d.b.h.</b>	<b>Tree Units</b>
1 – 5	1.0	30	8.2
6 – 10	1.2	31	8.6
11	1.4	32	9.0
12	1.8	33	9.5
13	2.0	34	10.0
14	2.3	35	10.5
15	2.6	36	11.0
16	2.9	37	11.5
17	3.2	38	12.0
18	3.5	39	12.5
19	3.8	40	13.0
20	4.2	41	13.5
21	4.6	42	14.0
22	5.0	43	14.5
23	5.4	44	15.0
24	5.8	45	15.5
25	6.2	46	16.0
26	6.6	47	17.0
27	7.0	48	18.0
28	7.4	49	19.0
29	7.8	50	20.0



**Table 18.57.060A**  
**Existing Trees to Remain.**

(Conversion from diameter (d.b.h.) in  
 inches to tree units for  
*trees protected on-site.*)

d.b.h.	Tree Units	d.b.h.	Tree Units
For every one inch greater than 50 d.b.h., add an additional 2 tree units (i.e., 62 d.b.h. = 44 tree units).			

C. Replacement *Tree* Requirement. If the number of existing *trees* is not enough to meet the minimum of 30 tree units per acre, a sufficient number of replacement *trees* shall be planted to meet the minimum requirement. To determine the total number of replacement *trees* required:

1. Obtain the *caliper* measurement for each replacement *tree*. Replacement *trees* are measured differently than protected *trees*. Instead of measuring d.b.h. as in protected *trees*, replacement *trees* are measured by *caliper* in inches according to industry standards (ANSI). *Caliper* on replacement *trees* is measured six inches above the ground line for four-inch and smaller *trees*, and 12 inches above ground for larger replacement *trees*.
2. Go to Table 18.57.060B and select the tree unit value that corresponds to the *caliper* for each replacement *tree*.
3. Add the replacement tree unit values together to determine how many of that size *tree* will be required to achieve the minimum *site* density. See Table 18.57.060C for an example.

**Table 18.57.060B Replacement Trees.**

(Conversion from  
*caliper* inches to tree units for replacement *trees*.)

Deciduous Tree Caliper in Inches	Tree Units for Deciduous Trees	Coniferous Tree Height in Feet	Tree Units for Conifers	Tree Units for Native Conifers
1.5"	0.4	4' – 6'	0.5	0.8

**Table 18.57.060B Replacement Trees.**

(Conversion from  
*caliper* inches to tree units for replacement *trees*.)

<b>Deciduous Tree Caliper in Inches</b>	<b>Tree Units for Deciduous Trees</b>	<b>Coniferous Tree Height in Feet</b>	<b>Tree Units for Conifers</b>	<b>Tree Units for Native Conifers</b>
2"	0.5	6' – 8'	0.7	1.0
3"	0.6	8' – 10'	1.0	1.5
4"	0.7	11' – 12'	1.5	2.0
5"	0.8			
6"	1.0			
7"	1.2			
8" +	1.5			

**Table 18.57.060C Sample Tree Density Calculation.**

The required density factor is calculated below as follows for five acres: five acres x 30  
units = 150 tree units required.

Existing density (ED):

<b>Size</b>	<b>Quantity</b>	<b>Total Units</b>	<b>Size</b>	<b>Quantity</b>	<b>Total Units</b>
24"	3	17.4	12"	5	9.0
18"	3	10.5	8"	6	7.2
10"	4	4.8	15"	8	20.8
30"	7	57.4	4"	10	10.0
				Total ED	137.1

Replacement density (RD):

<b>Size</b>	<b>Units</b>	<b>Quantity</b>	<b>Total Units</b>
2" <i>Deciduous</i>	0.5	12	6.0
4" <i>Deciduous</i>	0.7	6	4.2
4' – 6' Native Conifer	0.8	5	4.0

Size		Units	Quantity			Total Units	
			Total RD			14.2	
ED + RD =	Site Total Tree Density	>	or	=	Minimum Density Required		
137.1 + 14.2 =	151.3	>			150	Density Satisfied	

The sum of the ED and RD must be greater than or equal to the minimum density required. [Ord. 22-0547 § 4 (Exh. B(II)); Ord. 11-0329 § 3 (Exh. 1).]

### **18.57.063 Exceptional Tree Protections.**

#### **A. Prohibited Activities.**

The following activities are prohibited with regard to *exceptional trees*.

1. Removal, in whole or in part.
2. Harming, injuring, or damaging the *tree*, including cutting its bark or branches with a knife, axe, hatchet, saw, or any other similar device or object.
3. Pouring toxic material on the *tree* or on the ground near enough to the *tree* to affect its health.
4. Burning the *tree* or causing a fire near enough to the *tree* to affect its health.
5. Topping.
6. Pruning beyond the standards provided by the Tree Care Industry Association at ANSI300 Part 1.
7. Attaching any sign, poster, notice, or other object to the *tree*, or fastening any guy wire, cable, rope, nails, screws, or other device to the *tree*, with the following exceptions:
  - a. To support young or broken *trees*;
  - b. For residential uses, (e.g., treehouses, tire swings, etc.);
  - c. The *City* may tie temporary signs or banners associated with street improvement, parades, seasonal lighting, or other *city* activities.

#### **B. Variance.**

Exceptional trees may be removed only as allowed in this section.

1. Variances from the *exceptional tree* standards of this chapter may be authorized by the *city manager* in accordance with the approval criteria described in this section. A variance for removal of *exceptional trees* is a Type 2 land use decision, pursuant to KMC 19.25.020, except as described in Section 18.57.063(B)2(a)(3).
  - a. Prior to commencing with the *removal* the owner shall obtain a permit from the *City*.
  - b. No *variance* is allowed in order to create additional *lots*.

c. Decision Criteria.

- i. Necessary for Rights or Use. Private *Development Proposals*: Such *variance* is necessary for the preservation and enjoyment of a substantial property right or use possessed by other similarly situated properties but which because of the presence of *exceptional tree(s)* is denied to the property in question. For a variance to be granted under this section, the applicant must demonstrate compliance with the reasonable use exception approval criteria established in KMC 18.55.180.A.1.a through 18.55.180.A.1.g. The phrase *exceptional tree* shall replace the phrase *critical area* when utilizing said criteria for a variance under this section;
- ii. The granting of such *variance* will not be materially detrimental to the public welfare or injurious to the property or improvement;
- iii. The granting of the *variance* is consistent with the general purpose and intent of the *City's* comprehensive plan and adopted development regulations.

d. *City Manager* Review. The *city manager* shall review the application. The *city manager* shall approve, approve with conditions, or deny the request based on the proposal's ability to comply with all of the *variance* criteria in this section.

e. Burden of Proof. The burden of proof shall be on the *applicant* to bring forth evidence in support of the application and to provide sufficient information on which any decision has to be made on the application.

f. Time Limit.

- i. Establishment of any activity authorized pursuant to an *exceptional tree variance* shall occur within four years of the effective date of the decision for such *variance*. This period may be extended for one additional year by the *city manager* if the *applicant* has submitted the applications necessary to authorize the development activity and has provided written justification for the extension.
- ii. For the purpose of this subsection, "establishment" shall occur upon the issuance of all local permit(s) needed to begin the development activity; provided, that the improvements authorized by such permits are completed within the time frames of said permits.

g. Mitigation Requirements.

- i. To the extent feasible, *exceptional trees removed* under a *variance* shall be replaced at a ratio of three (3) replacement trees for each *exceptional tree removed* (3:1).
- ii. If on-site replacement is not feasible, off-site replanting on public property with the *City's* written permission.

- iii. Whether planted on-site or off-site, replacement *trees* shall be of a species listed in Table 1 at KMC 18.20.3083 and must remain viable for a minimum of five (5) years after planting or themselves be replaced at a 1:1 ratio.
- iv. Notwithstanding the foregoing, replacement trees under this chapter are considered *significant trees* pursuant to KMC 18.20.2730, regardless of Diameter at Breast Height (d.b.h.).
- v. Notice on title.
  - 1. In order to inform subsequent purchasers of real property of the existence of replacement *trees* and their required viability period, the owner of any property containing replacement *trees* planted as mitigation for the removal of *exceptional trees* shall file a notice with county records and elections division according to the direction of the *City*. The notice shall state the presence of the replacement *trees* on the property and the date until which they must remain viable, of the application of this chapter to the property, and the fact that limitations on actions affecting the *trees* may exist. The notice shall run with the land.
  - 2. This notice on title shall not be required for:
    - a. A development proposal by a public agency or utility;
    - b. Within a recorded easement or right-of-way;
    - c. Where the agency or utility has been adjudicated the right to an easement or right-of-way; or
    - d. On the site of a public facility.
  - 3. The applicant shall submit proof that the notice has been filed with the county records and elections division (i.e., copy of document recorded on title).

## 2. Hazardous Trees.

- a. The removal of hazard exceptional trees shall comply with the following:
  - i. Prior to commencing with the removal the owner shall obtain a permit from the *City*.
  - ii. The burden of proving the hazardous nature of the *tree* lies with the property owner. The property owner shall provide the *City* with a report, prepared by an International Society of Arboriculture (ISA) certified arborist with a current Tree Risk Assessment Qualification (TRAQ), documenting that the *tree(s)* has a "high" or "extreme" risk and no other mitigation measure will reduce the risk below "high."

iii. Emergency tree removal. Where tree removal is necessary to prevent or correct an immediate threat to public health, safety, property, or welfare is performed in an emergency situation, the permit application, evidence of the threat, and a tree risk rating of "high" or "extreme" prepared by a *qualified tree protection professional* shall be submitted within the next business working day to the City. Emergency tree removal, as described here within, is exempt from the Type 2 decision process.

b. Mitigation Requirements.

i. The removal of hazardous, dying, or dead *exceptional trees* shall be mitigated by planting one (1) replacement tree, unless otherwise provided in KMC 18.55.150(E)(2).

ii. Replacement trees must be of a species listed in Table 1 at KMC 18.20.3083 and must remain viable for a minimum of five (5) years after planting or themselves be replaced at a 1:1 ratio.

3. Private Access.

a. Prior to commencing with the *removal* the owner shall obtain a permit from the City.

b. *Exceptional trees* may be removed where necessary to provide for access to development sites, provided there are no feasible alternative alignments. Alternative access must be pursued to the maximum extent feasible.

4. Public Facilities.

a. The City reserves the right to *remove exceptional trees* where necessary for roads, bridges, utilities, and facilities.

b. *Exceptional tree* removal by private utilities require a tree removal permit and right-of-way use permit.

C. Modification to Standards to Protect Exceptional Trees

1. For single-family residential subdivisions and short subdivisions on sites in the R-4 zone that contain *exceptional trees*, the minimum lot size may be reduced to 5,400 square feet with no limitation on the percentage of smaller lots, regardless of KMC 18.21.030, Footnote 16. The lot area shall exclude access easements and access panhandles.

2. Unless it would be unreasonable to do so based on the use of neighboring properties, the *city manager* may reduce setbacks in residential zones regulated by Chapter 18.21 KMC to 10 feet, and setbacks in other zones to five feet, in order to maximize the protection of an *exceptional tree* and avoid exceptions or variances.

**D. Penalties.**

1. **Civil Penalty.** The penalty for *removal of an exceptional tree* or any other activity prohibited under subsection A shall be a civil penalty of up to \$2,500 per inch in d.b.h. of the *tree removed* with a maximum fine of \$150,000. In no case shall the penalty be reduced to less than \$10,000 total. For example, the monetary penalty for a 30-inch d.b.h. Douglas fir *removed* results in a maximum penalty of \$75,000. If the violation is found to have been willful or malicious, as determined by the *city manager*, the amount of the penalty may be doubled as punitive damages and the violator may be subject to criminal penalties under KMC18.57.110.B.
2. In addition, any person found to be in violation of this Section shall plant three (3) replacement *trees* for each *exceptional tree* removed. Replacement *trees* shall be a species listed in Table 1 at KMC 18.20.3083 and must remain viable for a minimum of five (5) years after planting or themselves be replaced by the offender at a 1:1 ratio. In order to inform subsequent purchasers of real property of the existence of replacement *trees* and their required viability period, a notice will be filed on the title by the same procedure outlined under (B)(1)(g)(iv) of this Chapter.

**18.57.065 Significant tree grove retention in the urban residential zone, downtown commercial zone east of 73rd Avenue NE, public and semi-public zone abutting SR-522, and the urban corridor zone, east subarea.**

**A. Definitions.**

1. **Significant Tree Grove Definition.** A “significant tree grove” shall consist of two or more trees with a minimum of five and one-half tree units total. A qualifying tree has two tree units minimum. The maximum distance measured in feet between qualifying trees shall be equal to two times the critical root zone in order to be defined as a significant tree grove. For example a 24-inch d.b.h. tree must be within 24 feet of another tree in the grove to be included in the significant tree grove. A tree of any size that is topped or considered a “hazard tree” as defined in KMC [18.20.3084](#) may not qualify as part of a significant tree grove as herein defined. For purposes of this chapter, a significant tree grove may not contain trees that are located within a critical area or critical area buffer protected under Chapter [18.55](#) KMC. A significant tree grove is not the same as a “grove,” as defined in KMC [18.20.1273](#).
2. **Tree Units.** See KMC [18.57.060](#)(A) for translation of diameter at breast height (d.b.h.) to tree units.

**B. Applicability.**

1. Development proposals in the urban residential zone, downtown commercial zone east of 73rd Avenue NE, public and semi-public zone abutting SR-522, and the urban corridor zone, east subarea shall be eligible to benefit from providing less parking or more dwelling units or any combination of the two if the development retains one or more significant tree grove(s) as defined in this section in perpetuity. A development may be able to benefit from both reduced parking and additional dwelling units by preserving a significant tree grove so long as the same tree credits are not counted towards both reductions in parking and additional bonus dwellings. Trees or groves retained through other provisions of this chapter may count towards the significant tree grove retention if they meet the definitions found in subsection A of this section.

2. Tree on Property Line. In instances where one or more trees that would qualify as part of a significant tree grove is located on a property line such that the tree is on more than one property, and the properties are in separate ownerships, the tree shall qualify to be counted as part of a separate tree grove by each property owner.

C. Reduced Parking. In order to retain qualifying significant tree groves, required parking may be reduced at the maximum rate of one stall per each five and one-half tree units. Parking quantities may be reduced up to a maximum of 20 percent from the parking requirement after other reductions are applied, if any.

D. Residential Bonus Units. In order to retain qualifying significant tree groves, residential units are offered at the rate of one bonus unit per each 11 tree units preserved. Grove bonus units are not included in maximum unit density calculations. Grove bonus units are not subject to the affordability requirements of KMC [18.27.020](#) and Chapter [18.77](#) KMC.

E. Significant Tree Grove Preservation Requirements.

1. Tree Protection Plan Required. A tree protection plan as identified in KMC [18.57.050](#) shall be required for any development application proposing to protect one or more significant tree groves through this section.

2. Recorded on Title. The map of significant tree groves preserved through this section, along with a covenant preventing removal, shall be recorded and shown on the property title.

3. Subject to Tree Protection Measures of Chapter [18.57](#) KMC. Significant tree groves protected under this section shall be subject to the tree protection measures during construction found in KMC [18.57.090](#), the post-construction replacement, financial guarantee, and maintenance requirements of KMC [18.57.100](#), and the penalties and enforcement of KMC [18.57.110](#).



Exception: This section, as adopted by Ordinance No. 23-0574, shall not apply to certain real properties located within the area of the transit oriented development (TOD) district overlay as identified in KMC [18.29.020](#) and Figure 18.29.020.1, and as further identified by the following tax parcel numbers (TPN): TPN 011410-0889, TPN 011410-0881, TPN 011410-0870, TPN 011410-0885, TPN 011410-0865, TPN 011410-0860, and TPN 011410-0855. [Ord. 23-0574 § 2 (Exh. A).]

#### **18.57.070 Tree protection plan review procedure.**

A. *Departmental Review.* The *city manager* shall review the tree protection plan and clearing permit application to determine whether the *applicant* has provided all required information. Completed applications shall be referred to appropriate *City departments* for review. Upon request of either the *applicant* or the *City*, the *City* may conduct field inspections or review meetings. *City departments* involved in the review and/or inspections shall submit their report(s) and recommendation(s) to the *city manager*.

B. *Evaluation for Compliance.* The *city manager* may require an evaluation by a *qualified tree protection professional*, a qualified engineer, landscape architect, soils engineer, testing lab, or other specialist at any time during the tree protection plan review process or tree removal inspection as necessary to ensure compliance with the provisions of this chapter and/or the terms of the clearing permit. Individual *applicants* will be responsible for payment to the *City* of the actual cost to the *City* of this evaluation. The actual costs of any such evaluation shall be paid to the *City* within 30 days of receipt of the *City's* invoice.

C. *Financial Guarantees.* For all projects required to have a tree protection plan, *financial guarantees* shall be required consistent with the provisions of KMC [21.20.070](#); provided, however, that to the extent that the *financial guarantee* requirements of KMC [18.57.100](#) are more protective of tree preservation, performance and maintenance, then the more protective requirements shall prevail. [Ord. 22-0547 § 4 (Exh. B(II)); Ord. 11-0329 § 3 (Exh. 1).]

#### **18.57.080 Tree protection plan review standards.**

The following standards shall govern the approval of a tree protection plan and the granting or denial of an application for clearing permit:

A. *Design. Development* shall be designed, located, and conducted so as to minimize the loss of healthy *groves* and protected *trees* as identified by a *qualified tree protection professional*, degradation of wildlife habitat as identified through environmental review, and the potential for *erosion* and slope failure.

B. *Tree Protection Priority.* In designing a development project and in meeting the required minimum tree density, the *applicant* shall protect *trees* within the *net buildable area* as

described in KMC [18.57.060](#)(B)(1), in the following order of priority. *Trees* to be preserved and protected must be healthy and vigorous, *wind-firm*, and not in conflict with utilities.

1. *Exceptional trees*.

2. *Groves*.

3. Individual *trees* which provide wildlife habitat as identified through environmental review.

4. Individual *trees* and *groves* which occur within required *setbacks*.

5. *Trees* that protect against windthrow, including *trees* sheltering interior *trees* or *trees* on adjacent property from strong winds that could otherwise cause them to blow down.

6. *Trees* which provide a buffer and separate incompatible *uses* or reduce sound and wind levels.

C. Replacement *Tree* Planting Conditions. Replacement *trees* should be planted in areas with soil, climate, exposure, and moisture conditions appropriate to the replacement *tree* species' growing requirements as determined by a *qualified tree protection professional*, licensed landscape architect, or certified nurseryman.

D. Replacement *Tree* Planting Location Priority. On *sites* where the number of existing *trees* falls below the minimum density requirements, then replacement *tree* planting shall be required. The *applicant's* proposed location of transplanted or replacement *trees* shall be subject to review by a *qualified tree protection professional*, licensed landscape architect, or certified nurseryman, and *City* approval as part of the tree protection plan. Replacement *trees* should be planted according to the following priority:

1. On-Site.

a. Designated Tracts. *Trees* located in separate deeded *tree* tracts specifically set aside for the preservation and planting of *trees* and/or the required recreation open space area if *trees* do not interfere with recreation activities.

b. Perimeter *Landscaping*. In which case, replacement *trees* shall not count toward and shall be in addition to perimeter landscape requirements.

c. Landscaping. This may include entrance landscaping, traffic islands, and other common open space areas. *Trees* located in a public right-of-way may be credited as replacement *trees* only if *street trees* are not a requirement.

2. Off-Site. In cases where an *applicant* believes that lot size prevents installation of the required number of *trees*, the *applicant* may propose to the *City* payment of a fee in lieu for installation of *trees* in a public *park* or other *public space*. The *city manager* shall review and make the final decision on the *applicant's* proposal, based on a recommendation from a *qualified tree protection professional*.

E. Replacement Conifer Tree Types. Replacement *trees* shall be of a similar type of genus to the conifer *trees* that are removed; i.e., a western red cedar (*Thuja plicata*) may be replaced with a *tree* in the genus *Thuja*, such as an American arborvitae (*Thuja occidentalis*). [Ord. 22-0547 § 4 (Exh. B(II)); Ord. 15-0409 § 1 (Att. A); Ord. 11-0329 § 3 (Exh. 1).]

#### **18.57.085 Tree windthrow evaluation and prevention.**

A. Increased *tree windthrow* potential as a result of impacts to *trees* on a site shall be evaluated based on the following risk factors:

1. Root system disruption that will extend within an area one to two and one-half times the radius of the canopy;
2. Topography of the site;
3. Whether the *tree* is deciduous or evergreen;
4. Height of the *tree* relative to the neighboring *trees*;
5. Whether the tree is part of a *grove*.

B. The windthrow evaluation shall be conducted as part of the preparation of the tree protection plan (see KMC [18.57.050](#)) based on the aforementioned risk factors. The assessment shall be conducted by a *qualified tree protection professional*. This assessment also shall evaluate increased windthrow potential for *trees* on neighboring lots that are within 50 feet of the closest *trees* being removed on the site, including *trees* that share a root system with *tree(s)* on the site.

C. Tree Protection Plan.

1. When significant windthrow potential is identified for *trees* that could impact neighboring properties or are on neighboring properties, the *applicant* shall identify measures to minimize windthrow as part of the tree protection plan. Measures could

include but are not limited to demonstrating that the *critical root zone (CRZ)* fencing is adequate to prevent root disruption or that the *CRZ* is expanded to provide root protection; saving *groves* when applicable; taking steps to preserve existing grades around *trees*; and/or tunneling rather than trenching for utilities. The City may deny a request to remove a *tree(s)* if mitigation measures are inadequate to minimize windthrow.

2. If potential windthrow damage is for the *site* itself, the *applicant* shall identify measures to reduce impacts to future *structures* on the *site*. [Ord. 22-0547 § 4 (Exh. B(II)); Ord. 15-0409 § 2 (Att. B).]

### **18.57.090 Tree protection during construction.**

Prior to initiating tree removal and any *clearing* and *grading* on the *site*, *trees* to be protected and preserved shall be protected from potentially damaging activities as follows unless otherwise approved by the *City*.

A. *Critical Root Zone (CRZ)*. The *CRZ* of individual *trees*, *groves*, or otherwise designated protected tree areas shall include no less than the area of a circle with a radius that extends one foot out from the *tree* for every inch of trunk d.b.h., or the area of a circle with radius extending from a *tree's* trunk to a point no less than the end of a *tree's* longest branch, whichever is greater (see Figure 18.57.090A).

B. Tree Protection Fence (TPF). Before *development*, the *applicant*:

1. Shall place three inches of composted woodchips over the *CRZ* of all retained *trees* to retain moisture, increase organic matter, and visually establish the *CRZ*.
2. Shall erect and maintain readily visible protective tree fencing a minimum of three feet beyond the outer edge of the *CRZ* for all individual *trees*, *groves*, or other designated protected tree areas.
  - a. Fencing shall completely surround the required tree protection area. The *city manager* may allow adjustments to placement of the TPF based on an evaluation of the *tree*, soils, and proposed disturbance.
  - b. Fencing shall be a minimum of four feet high and may be higher if needed to ensure clear visual delineation. Chain-link *fence* or orange plastic *fence* fastened to steel stakes/posts driven securely into the ground shall be required in order to discourage easy movement.

c. Any deviation from the tree fencing methods listed above must be authorized in writing by the *city manager* in advance.

3. Shall keep the protective fencing in place until the *City* authorizes the removal or issues a final certificate of occupancy, whichever occurs first.

4. Shall ensure that any landscaping done within the root protection zone subsequent to the removal of the *fence* shall not disturb existing *trees* including roots within the *CRZ*.

C. Placing Materials Near *Tree*. During *development*, no individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, or agency of any governmental unit, however designated, may conduct any activity within the TPF of any *tree* designated to remain, except as specified in this section.

D. Attachments to *Trees*. During *development*, no individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, or agency of any governmental unit, however designated, shall attach any object to any *tree* designated for protection.

E. Grade.

1. The grade shall not be filled or cut within the *CRZ* of any *tree* designated to remain without prior review by a *qualified tree protection professional* and advance, written approval from the *city manager*.

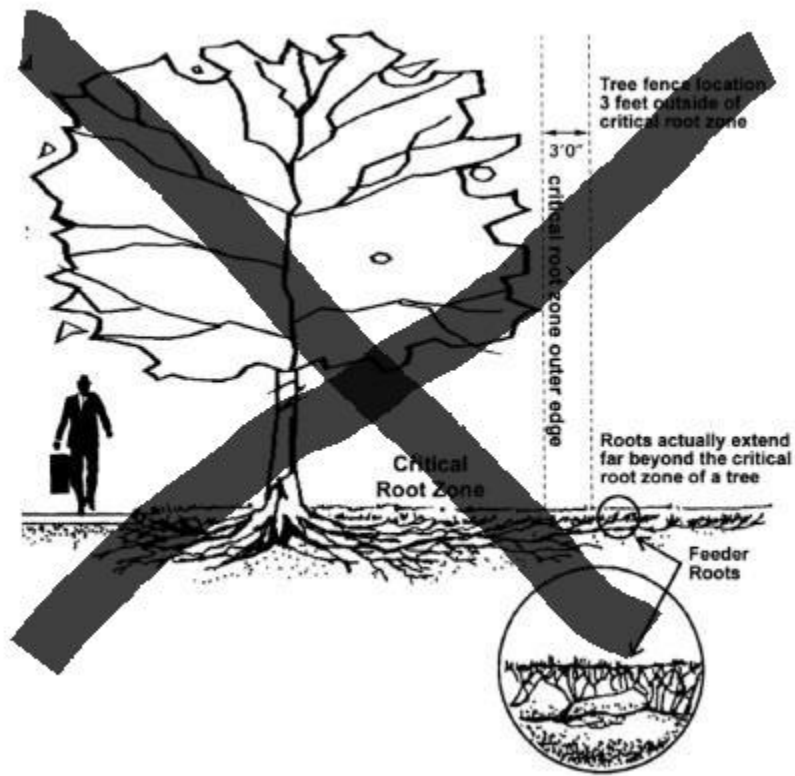
2. The *applicant* shall not install an *impervious surface* within the protective barrier of any *tree* designated to remain without the advance, written authorization of the *city manager*.

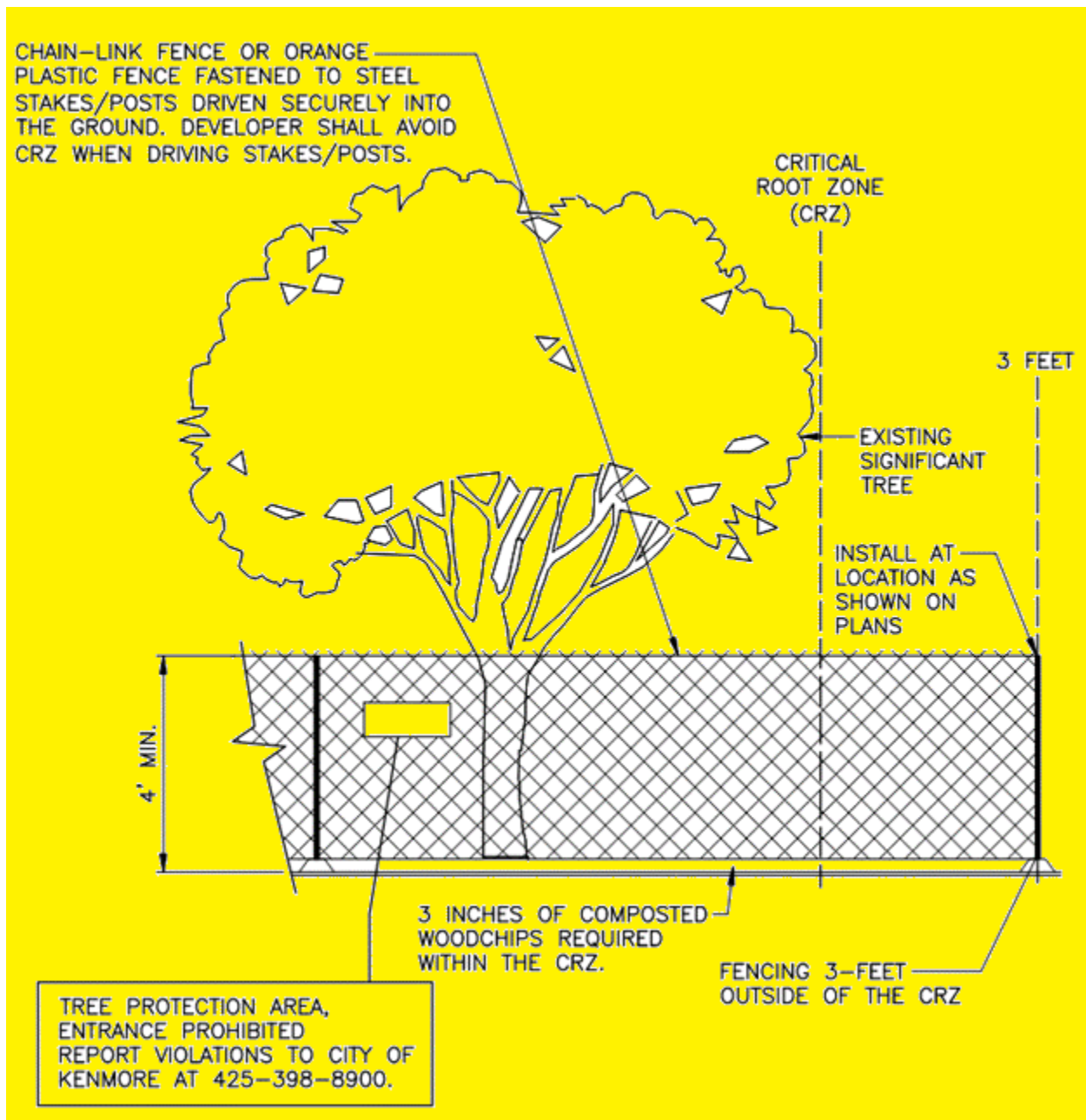
3. To the greatest extent practical, utility trenches shall be located outside of the root protection zone of *trees* to be retained. Boring or tunneling under the *CRZ* may be considered an alternative, but shall require the advance, written approval of the *city manager*.

4. *Trees* and other *vegetation* to be retained shall be protected from *erosion* and *sedimentation*.

F. Additional Requirements. The *city manager* may require additional tree protection measures which are consistent with accepted urban forestry practices.

**Figure 18.57.090A Critical Root Zone.**





This section shows a cross-section of the typical root zone for a *deciduous tree*. Eighty-five percent of the *tree's* roots are within the top 18 inches of the soil. Roots typically spread up to two times the height of the *tree* and sometimes more. However, the critical mass of roots is usually found within the *critical root zone*. [Ord. 22-0547 § 4 (Exh. B(II)); Ord. 11-0329 § 3 (Exh. 1).]

**18.57.100 Post-construction replacement, financial guarantee and maintenance requirements.**



A. Replace Damaged, Dead, or Dying *Trees*. Replacement *trees* or *groves* that are damaged or die within a period of three years after planting or transplanting must be replaced in kind at a ratio of one-to-one within six months of the *tree's* death or the date of discovery of the damage. Existing *trees* that are damaged or die within a period of three years after completion of construction activities and as a cause of construction activities as determined by a *qualified tree protection professional* shall be replaced in kind at a ratio of two-to-one within six months of the *tree's* death or date of discovery of the damage.

B. Replacement *Tree* Quality. Replacement *trees* shall conform to the American Standards for Nursery Stock, ANSI.

C. *Tree* Maintenance. All *trees* shall be maintained in accordance with International Society of Arboriculture guidelines and standards.

D. *Financial Guarantee* Required. A *financial guarantee* as defined and regulated under KMC Title [21](#) shall be required as a mechanism to cover any potential cost associated with replacing dead or dying replacement or existing *trees* required to satisfy tree unit requirements per this section.

1. A *financial guarantee* shall be required for all plans requiring 15 or more tree units.

2. Calculation of the amount of the *financial guarantee* shall be computed based upon equivalent tree replacement value for all replacement and existing *trees* on the property as determined by a *qualified tree protection professional* using the most recent edition of the Guide for Plant Appraisal published by the International Society of Arboriculture, in collaboration with the Council of Tree and Landscape Appraisers. Fair market value shall be posted. Fair market value includes the value of the *tree(s)*, installation, and maintenance until establishment that would be required to compensate for the *trees* that could be lost.

3. The *financial guarantee* period for maintenance shall be three years, plus an additional 60 days.

4. Release of *Financial Guarantee*.

- a. Upon successful tree replacement and establishment as determined by the written approval of the *City* and consistent with Chapter [21.15](#) KMC, the *financial guarantee* required by this section shall be released.

- b. The *City*, in its discretion, may release a *financial guarantee* under this section when fee simple title is transferred. The *City* may condition the release of the existing *financial guarantee* upon establishment of a new *financial guarantee* by



the new owner in fee simple. [Ord. 22-0547 § 4 (Exh. B(II)); Ord. 11-0329 § 3 (Exh. 1).]

### **18.57.110 Penalties, enforcement.**

A. Civil Penalty. Any violation of any provision of this chapter constitutes a civil violation under Chapter [1.15](#) KMC, and is subject to the enforcement procedures of Chapter [1.20](#) KMC; provided, however, that an individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, or agency of any governmental unit, however designated, who removes any *tree* in violation of this chapter shall be assessed the following civil penalty:

An individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, or agency of any governmental unit, however designated, removing a *tree* in violation of this chapter shall be assessed a monetary penalty of up to \$2,000 per inch in *diameter at breast height* (d.b.h.) of the *tree* removed. For example, the monetary penalty for a 20-inch d.b.h. *tree* removed results in a maximum penalty of \$40,000. In no case shall the penalty be reduced to an amount less than \$500.00 for each violation found committed. The extent of the penalty shall be determined by the *city manager* in consideration of reasonable factors. Monetary penalties shall increase with each violation. The *city manager* is authorized to adopt policies setting forth the reasonable factors for consideration under this subsection. **This section shall not apply to the removal of exceptional trees, which penalties are set forth in KMC 18.57.063.**

B. Criminal Penalty. In addition to or as an alternative to incurring civil liability under this section, an individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, or agency of any governmental unit, however designated, who violates any provisions of this chapter shall be guilty of a misdemeanor and subject to the criminal penalties set forth in Chapter [1.15](#) KMC, and shall be subject to the procedures of the *City's* criminal code, KMC Title [9](#).

C. Separate Offense. Every individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, or agency of any governmental unit, however designated, violating any provision of this chapter is guilty of a separate offense for each and every day during any portion of which the violation is committed, continued or permitted by any such individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, or agency of any governmental unit, however designated. [Ord. 22-0547 § 4 (Exh. B(II)); Ord. 11-0329 § 3 (Exh. 1).]

## EXHIBIT C TO ORD. 23-0593

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

#### 19.25.020 Classifications of land use decision processes.

A. Land use decisions are classified into five types, based on the amount of discretion associated with each decision. Procedures for the five different types are distinguished according to who makes the decision, whether public notice is required, whether a public hearing is required before a decision is made and whether administrative appeals are provided. The types of land use decisions are listed in Exhibit A of this section.

1. Type 1 decisions are made by the *city manager*. Type 1 decisions are nonappealable administrative decisions that require the exercise of little or no administrative discretion. Public notice is not required for Type 1 decisions.

2. Type 2 decisions are made by the *city manager*. Type 2 decisions are discretionary decisions that are subject to administrative appeal.

3. Type 3 decisions are quasi-judicial decisions made by the *hearing examiner* following an open record hearing. Type 3 decisions may be appealed directly to King County superior court, pursuant to Chapter [36.70C](#) RCW, the Land Use Petition Act, based on the record established by the *hearing examiner*.

4. Type 4 decisions are quasi-judicial decisions made by the city council based on the record established by the *hearing examiner*.

5. Type 5 decisions are legislative decisions made by the city council.

B. Except as provided in KMC [16.75.060](#) and [19.35.160](#) or unless otherwise agreed to by the *applicant*, all Type 2, 3 and 4 decisions included in consolidated permit applications that would require more than one type of land use decision process may be processed and decided together, including any administrative appeals, using the highest-numbered land use decision type applicable to the project application. KMC [16.75.060](#) sets out the combined hearing authority for shoreline exemptions, shoreline substantial development permits, shoreline variances, and shoreline conditional use permits.

C. Certain development proposals are subject to additional procedural requirements beyond the standard procedures established in this chapter.

D. Land use permits that are categorically exempt from review under SEPA do not require a threshold determination (determination of nonsignificance (DNS) or determination of significance (DS)). For all other projects, the SEPA review procedures in Chapter [19.35](#) KMC are supplemental to the procedures in this chapter.

## Exhibit A

### LAND USE DECISION TYPES

TYPE 1 <sup>2</sup>	Decision by <i>city manager</i> ; no administrative appeal	Building; demolition; moving; engineering; clearing and grading; sign; change of use and/or classification under KMC Title <a href="#">15</a> ; accessory dwelling unit; home occupation; boundary line adjustment; right-of-way; street standards variance; adjustment under Chapter <a href="#">13.35</a> KMC; shoreline exemption; temporary use; binding site plan; preliminary subdivision or short subdivision revision if not a substantial change; short plat alteration if not a substantial change; affordable housing project as described in KMC <a href="#">18.77.060</a> (A).
TYPE 2	Decision by <i>city manager</i> ; appealable to <i>hearing examiner</i> ; no further administrative appeal <sup>1, 5</sup>	Home industry; short subdivision; preliminary short subdivision revision; short plat alteration; zoning variance; conditional use permit; shoreline substantial development permit; shoreline variance; shoreline conditional use permit; site plan review for uses allowed by zone; wireless communication facility minor adjustment under Chapter <a href="#">18.60</a> KMC; approval of residential density incentives under KMC <a href="#">18.80.060</a> (A)(2) or transfer of development credits under KMC <a href="#">18.80.090</a> (A); reuse of public schools; reasonable use exceptions under KMC <a href="#">18.55.180</a> ; public agency and utility exceptions under KMC <a href="#">18.55.160</a> ; other critical areas exceptions, variances and decisions to require studies or to approve, condition or deny a development proposal based on Chapter <a href="#">18.55</a> KMC; <u>variances to exceptional tree regulations as set forth in KMC <a href="#">18.57.063</a>.</u>

TYPE 3	Recommendation by <i>city manager</i> ; hearing and decision by <i>hearing examiner</i> ; appealable directly to King County superior court, pursuant to Chapter <a href="#">36.70C</a> RCW, the Land Use Petition Act, on the record	Preliminary subdivision; plat alteration; preliminary subdivision revision; special use; wireless communication facility major adjustment under Chapter <a href="#">18.60</a> KMC.
TYPE 4	Recommendation by <i>city manager</i> ; hearing and recommendation by <i>hearing examiner</i> ; decision by city council on the record	Zone <i>reclassification</i> not related to a <i>site-specific comprehensive plan land use map amendment</i> <sup>3</sup> ; shoreline environment redesignation; plat vacation; short plat vacation; site plan review for uses not allowed by zone pursuant to Chapter <a href="#">18.105</a> KMC; master plans other than those required in order to obtain a <i>comprehensive plan</i> amendment or related zoning map or text amendment.
TYPE 5	Hearing and recommendation by planning commission or other city council-appointed advisory body <sup>4</sup> ; decision by city council on the record. Appealable to Growth Management Hearings Board pursuant to Chapter <a href="#">36.70A</a> RCW	<i>Comprehensive plan</i> amendment; <i>development regulation</i> amendment; zoning map amendment related to a <i>site-specific comprehensive plan land use map amendment</i> ; master plans required in order to obtain a <i>comprehensive plan</i> amendment or related zoning map or text amendment pursuant to Chapter <a href="#">18.120</a> KMC.

<sup>1</sup> All shoreline permits, including shoreline variances and conditional uses, are appealable to the State Shorelines Hearings Board and not to the *hearing examiner*.

<sup>2</sup> Type 1 land use decisions that are not categorically exempt from environmental review under Chapter [43.21C](#) RCW (State Environmental Policy Act) shall provide a notice of application per KMC [19.25.060](#) and a notice of decision per KMC [19.25.090](#). The notice of decision may be a copy of the permit.

<sup>3</sup> Approvals that are consistent with the *comprehensive plan* may be considered by the city council at any time. Zone *reclassifications* that are not consistent with the *comprehensive plan* land use map require a *site-specific comprehensive plan land use map amendment* and the city council's hearing, and consideration shall be considered a Type 5 land use decision and scheduled with the amendment to the *comprehensive plan* under Chapter [19.20](#) KMC.

<sup>4</sup> If the proposal is being considered as part of the annual *docket* work program as described in Chapter [19.20](#) KMC. If the proposal is not part of the annual *docket*, the city council conducts the public participation process and makes the decision on the record.

<sup>5</sup> Decisions on shoreline variance and shoreline conditional use permits require approval by the Department of Ecology.

[Ord. 21-0521 § 3 (Exh. B); Ord. 19-0481 § 2 (Exh. A); Ord. 16-0426 § 8 (Att. F); Ord. 12-0334 § 18; Ord. 11-0329 § 3 (Exh. 1).]

Local Food | Healthy Forests | Clean Water | Better Ground

Funded by King Conservation District, PlanIT Geo used high-resolution aerial imagery from the USDA's National Agriculture Imagery Program (NAIP) to map and measure current tree canopy and possible planting areas and to quantify changes in canopy in Kenmore. The results and metrics were then analyzed by watershed, zoning, and census block. This information will be used to aid the City's decision-making around land use planning, community development, and urban forest management.

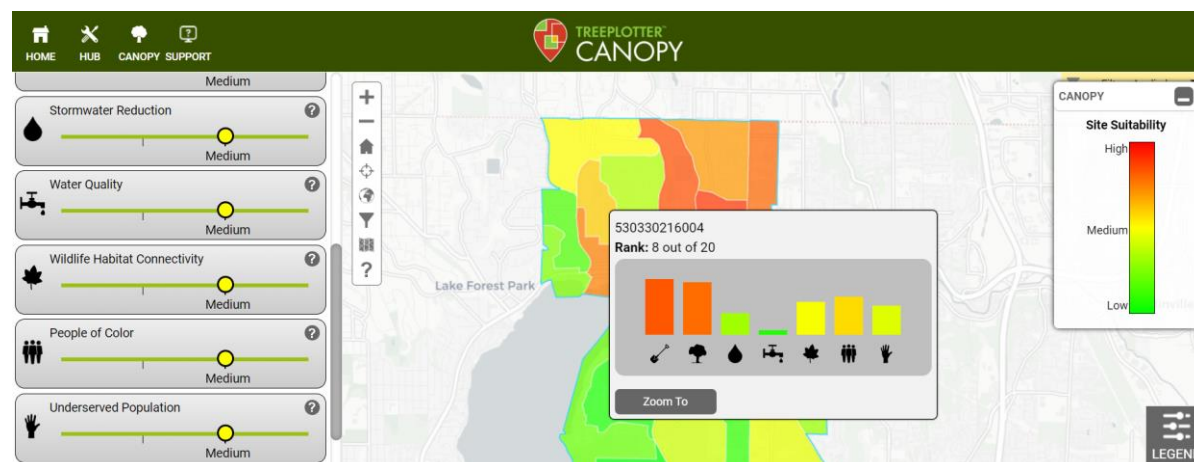
In particular, Kenmore wanted to explore how their tree canopy had changed since their first assessment was done in 2017. Results show that the City has gained 204 acres of tree canopy, representing a positive change of 5%.

## UTC Change Metrics by City Boundary

Kenmore	Total Area (Acres)	Land Area (Acres)	UTC 2017 (Acres)	UTC 2017 (%)	UTC 2021 (Acres)	UTC 2021 (%)	UTC Change 2017-2021 (Acres)	Raw Change (%)	Relative Change (%)
	4,017	3,900	1,586	41%	1,790	46%	204	5%	13%

Increases were noted across all zoning categories – with the exception of neighborhood business. The analysis also revealed that there is still room to plant more trees in Kenmore. The study estimates that 22% of Kenmore is potential planting area – while 33% is unsuitable. Recommended zoning to concentrate on are R-1 residential, golf course, R-6 residential and R-4 residential.

With the data provided by PlanIT Geo, tree canopy and planting opportunities can also be analyzed by census block prioritized by factors such as income, habitat connectivity, or stormwater reduction. GIS layers were provided to the City of Kenmore but a visualization of Kenmore's tree canopy and possible planting areas is also available online at: <https://pg-cloud.com/KingCD-Cities/>





Date: September 10, 2021  
To: Kenmore City Council  
From: Garrett Oppenheim, Policy Analysis Intern  
Re: Exceptional Tree Protections

## I. Introduction

### A. Context

At the City Council meeting on April 19, 2021, Bryan Hampson and Samantha Loyuk presented a summary of Kenmore's tree regulations including potential code amendments to further protect, preserve, and enhance Kenmore's urban forest. The presentation included a list of short-term and long-term action items, labelled List 1 and List 2.

List 1 was composed of five recommendations that could be accomplished this year, including changing the definition of "significant tree" so it includes smaller diameter at breast height (DBH) trees, revising tree retention requirements so certain "nuisance species" (i.e., cottonwood and alder) do not receive credit for retention, codifying the tree removal application process for existing single-family residences, updating the removal penalty language for consistency, and shortening the validity period for tree removal permits so replacement trees get into the ground faster.

List 2 was composed of more long-term items and consisted of increasing the tree density requirement for new development, decreasing yearly allowances for single-family tree removal, always requiring replacement of removed trees, establishing maximum floor area ratios to limit the size of single-family residences, creating a tree fund for instances where replacement is infeasible that would potentially include a tree rebate program for planting trees on single-family lots, and establishing an exceptional tree program. I was hired as an intern to research the final two items, exceptional tree ordinances and tree rebate programs, and draft policy papers on each.

### B. Background

Big trees are invaluable to the environment. The big trees native to the Pacific Northwest like Douglas firs, western hemlocks, and western red cedars are the best in the world at storing carbon and they actually get better at doing it as they age and grow bigger.<sup>i</sup> In fact, some large trees seem to add "the carbon mass equivalent of an entire smaller tree each year."<sup>ii</sup>

Beyond helping fight climate change by removing greenhouse gases from the atmosphere and storing them, trees provide myriad benefits to our health, the environment, and society. Large trees increase property values, lower energy costs by regulating microclimates, clean local water, and even lead to better health outcomes for people.<sup>iii</sup> And yet, despite the benefits trees, and in particular big trees, provide, the United States lost about 175,000 acres of tree cover, about 36



million trees, per year from urban and community areas between 2009 and 2014.<sup>iv</sup> In that same period, Washington State lost 3,350 acres per year of urban and community tree cover.<sup>v</sup>

To combat the decline in large trees, eleven Washington cities – Bainbridge Island, Bonney Lake, DuPont, Duvall, Lake Forest Park, Mercer Island, North Bend, Redmond, Seattle, Tacoma, and Woodway - have implemented protections for large trees, codified in exceptional tree ordinances. This report will explore, among other aspects, how these ordinances work, their commonalities and differences, and their effectiveness in preserving large trees.

While most cities refer to their protected trees as “exceptional trees,” Bainbridge Island, DuPont, and Redmond call their protected trees “landmark trees.” For the sake of simplicity, except in the Definitions section in this report, I will refer to all protected trees as “exceptional trees” irrespective of what individual cities call them.

Some cities list out species they protect when they reach a certain size while others give their city officials discretion whether to protect trees or not. Some cities apply their ordinances across the board to protect all exceptional trees in their jurisdiction while others apply only to new developments. All cities have carved out exceptions that allow for the removal of exceptional trees under certain circumstances. And some other cities rely on protection schemes called heritage tree programs that are voluntary on the part of property owners and require their consent to protect and preserve large trees.

The acronym DBH will appear multiple times within this report. It means diameter at breast height and refers to a tree’s width at four and one-half feet above the ground and is generally the place at which trees are measured to determine if their size meets the criteria for protection. The term caliper is synonymous with DBH.

### **C. Recommendation**

It is recommended that the establishment of an exceptional tree ordinance be considered in the context of the recommendations that will come out of 1) the Climate Action Plan (CAP), which will likely produce a long list of potential new programs, and 2) the code amendment work plan dockets for future years, as discussed at the City Council’s annual retreat.

Several cities in Washington State have successfully implemented unique versions of an exceptional tree ordinance which have proven effective at preserving large trees. If Kenmore is to join these cities and enact its own exceptional tree ordinance, there are several issues that must be considered beforehand and it will take considerable staff time in the short term to do the research for and draft an exceptional tree ordinance appropriate for Kenmore.

First and foremost among those considerations is to decide what trees Kenmore wants to preserve. That can mean making a list of protected species like Seattle, DuPont, Duvall, Lake Forest Park, Mercer Island, and North Bend have done. Such a list will also require determining at what threshold sizes to protect each species. As Appendix B makes clear, different cities have chosen a variety of sizes at which to begin protections; for example, in Seattle and Mercer Island, an Oregon white oak with a six-inch DBH is an exceptional tree but in DuPont its DBH must be 24 inches to be protected and in no other city does it even warrant exceptional status. If Kenmore



wants to protect all large trees it can emulate Bonney Lake and Redmond where all trees with a DBH greater than 30 inches are exceptional, but that protection might miss some species whose specimens never reach that size and other cities protect at much smaller diameters, such as the Madrone and Pacific yew. Kenmore could also choose to follow the model set by Woodway and leave it to the discretion of city staff whether or not a particular tree is deserving of exceptional status but that of course leaves to fate whether the staff are tree-loving conservationists, heavily in favor of development, or somewhere else on the spectrum.

Once it has been established what trees to protect, the City must determine what protection means. The protection may simply prioritize exceptional trees for retention on development sites or it may bar their removal entirely. It can go even farther than that, emulating Bonney Lake's prevention of any harm at all that might injure or deface an exceptional tree.

The Council will have to decide further what exceptions will apply. Current regulations allow Kenmore residents to remove two or more large trees from their property, based on its size, and can either remain in place or be modified so that only significant trees that are not also exceptional trees may be removed. The ordinance could be applicable only to new developments to prohibit clear-cutting. Other common exceptions allow for removal of hazardous, dead, and dying exceptional trees and reasonable economic use of property, though they vary in the details. Where it provides for exceptions, the Council will further have to determine whether to require the planting of replacement trees, and if so, how many.

Suitable penalties must be established for violations of the ordinance. These can range from forcing the violator to plant replacement trees to fines that can be either consistent per violation or equal the appraised value of the removed tree.

Finally, the Council must acknowledge that the local context may result in unintended consequences that could force it to reevaluate the ordinance, its effectiveness, and its impact on both development and local livelihoods.

It is important to understand that an exceptional tree ordinance is not a panacea that, once implemented, prevents any big trees from coming down. Cities that have such ordinances in place already still see the removal of large trees. It is one tool in the regulatory toolbox but it is not a perfect one. Other tools in the toolbox include the actions on List 1 that will be implemented this Fall and they may well prove effective on their own and forego the need for an exceptional tree ordinance.

## **II. Current Kenmore Tree Protections**

Kenmore's current tree regulations do not grant extra protection to large trees. The Code defines "significant trees" at KMC 18.20.2730 as "an existing healthy tree that is not a hazard tree (i.e., a tree that does not have a high probability of imminently falling due to a debilitating disease or structural defect) and that, when measured four and one-half feet above grade, has a minimum diameter of:

- A. Eight inches for evergreen trees; or
- B. Twelve inches for deciduous trees."

KMC 15.25.070 permits Kenmore property owners to remove significant trees from property containing a single family residence based on the size of the property so long as the trees to be removed are not located in a critical area, shoreline, buffer, native growth area, or wildlife protection zone and have not been previously designated for protection. The owner of a typical single family lot, up to 10,000 square feet, can remove two significant trees per year without a permit.

Table 1

Single Family Residence Lot Size	Number of Significant Trees That Can Be Removed Each Year Without a Permit
Up to 10,000 sq. ft.	2
10,001 – 20,000 sq. ft.	4
20,001 – 30,000 sq. ft.	6
More than 30,000 sq. ft.	8

Source: Kenmore Municipal Code 15.25.070(B)(2)

In terms of development, KMC 18.57.060 requires a minimum tree density of 30 tree units per acre of buildable area, to be made up of either existing trees already present on the land, replacement trees, or a combination of the two. Tree units are not equivalent to trees but are determined based on conversions found in KMC Table 18.57.060A. The City works with developers through all stages of development and construction to ensure the retention and protection of sufficient trees, but for a number of reasons, many, and in some cases, all trees are removed from development sites. Trees may be removed because the space they occupy is needed for roadways, sidewalks, drainage areas, fire access, utilities, or building setbacks. They may be removed because they are not viable. They may be removed because the size or shape of the lot would prevent construction if they remained. Oftentimes, even after replacement trees have been planted, developed sites look like there are no trees present because the replacement trees are often much smaller or are located in backyards, hidden from public view.

### III. Defining Exceptional Trees

Eleven cities in Washington do grant additional protection to certain trees, usually based on their size. Most of the ten protect only specific species that have reached threshold sizes while others do not differentiate and protect all trees of a certain size. One city provides for subjective protection at the discretion of its Director of Public Works and a final city limits its protection to trees in specific environmentally important areas.

#### A. Specific Species Protected

Bainbridge Island, DuPont, Duvall, Lake Forest Park, Mercer Island, North Bend, and Seattle all have lists of tree species that become exceptional when they reach a specified size, noted as a diameter at breast height (DBH), 4.5 feet above the ground. For a list of all protected species and the threshold sizes required for protection, see Section XVI.

##### 1. Bainbridge Island

**Bainbridge Island** calls the trees it protects “landmark trees,” defined at Bainbridge Island Municipal Code 16.32.010(C) as “trees, located on Bainbridge Island, that are unique because of their age, size, species, historical significance, or aesthetic quality and meet the criteria.” Those

criteria are found at BIMC 16.32.020 in a table listing protected tree species and the threshold sizes for protection. So long as a tree meets the size requirements, the city considers them landmark trees, whether they meet any of the more subjective criteria or not.

## 2. DuPont

**DuPont** protects what it terms “landmark trees,” defined at Section 25.10.120.005 of the DuPont Municipal Code as healthy, well-formed specimens of seven tree species – Oregon white oak, Pacific yew, madrona, Douglas fir, western red cedar, western hemlock, and big leaf maple – that have reached specified threshold sizes.

## 3. Duvall, Lake Forest Park, and North Bend

**Duvall, Lake Forest Park, and North Bend** use identical language to define exceptional trees: viable trees worthy of long-term retention due to a “unique combination of size and species, age, location, and health.” (The respective definitions are found at DMC 14.40.120, LFPMC 16.14.030, and NBMC 19.10.020). The criteria trees must meet are also identical, but for the language directing the reader to the location in the Code where protected species are found.

The tree must exhibit healthful vigor, not be a significant risk to utilities and structures, have no visual structural defects that cannot be mitigated, and “be expected to remain viable with reasonable and prudent management and care.”

Duvall protects 21 native western Washington species, selected by a committee of tree experts based on what other jurisdictions had protected and the best available science (DMC Table 14.40.120.1). Lake Forest Park protects seven species at LFPMC 16.14.030 Table 1.

Based on consultation with an arborist, North Bend protects nine species (NBMC 19.10.020(22)) and has an added provision that protects homestead trees planted many years ago that the city arborist determines to be unique in character, size, or form (NBMC 19.10.020(22)(f)).

## 4. Mercer Island

**Mercer Island’s** definition of exceptional trees is found at MIMC 19.16.010: “A tree or group of trees that because of its unique historical, ecological, or aesthetic value constitutes an important community resource. An exceptional tree is a tree that is rare or exceptional by virtue of its size, species, condition, cultural/historic importance, age, and/or contribution as part of a tree grove. Trees with a diameter of more than 36 inches, or with a diameter that is equal to or greater than the diameter listed in the Exceptional Tree Table, are considered exceptional trees[.]” The table lists 23 protected native species of trees and 45 non-native species with threshold diameters at breast height ranging from 6 inches to 30 inches depending on species (MIMC 19.16.010).

## 5. Seattle

Director’s Rule 16-2008 clarified the definition of exceptional trees found at **Seattle** Municipal Code 25.11.020, “a tree or group of trees that because of its unique historical, ecological, or aesthetic value constitutes an important community resource, and is deemed as such by the Director according to standards promulgated by the Seattle Department of Construction and Inspections.” The Rule contains a table of dozens of native and non-native tree species and their

associated threshold sizes required to be classified as exceptional, ranging from as small as six inches to as large as two and a half feet

## **B. All Large Trees Protected**

### **1. Bonney Lake**

The **Bonney Lake** Municipal Code defines exceptional trees located at Section 16.60.030(F)(10) as any tree with a DBH of 30 inches or greater, although it specifically excludes fast-growing and easily replaceable cottonwoods and alders unless they are found in a critical area. While the ordinance does not name them, its intent is to protect large specimens of three species of slow-growing, difficult to replace trees that predominate in undeveloped areas: Douglas firs, big leaf maples, and red leaf cedars.

### **2. Redmond**

**Redmond** does not protect any specific species, choosing to define what its Code calls “landmark trees” at RMC 20A.20.120 as healthy trees with DBH over thirty inches or any particularly impressive or unusual tree in terms of “size, shape, age, historical significance or any other trait that epitomizes the character of the species.”

## **C. Discretion of City Officials**

### **1. Woodway**

**Woodway** defines an exceptional tree at WMC 16.12.020 as one that the Director of Public Works has determined worthy of long-term retention because it has a “unique combination of size, species, age, location, and health.” Under the Woodway definition, no specific species are protected, but rather the Director has discretion to deem any tree exceptional except for five enumerated species: red alders, laurel trees, English holly, Leyland cypress, and non-native cultivated fruit trees (WMC 16.12.050(A)).

Woodway decided not to protect specific species at threshold sizes like some cities do in order to save staff time. The discretion granted to the Director prevents the three staff members – the Director and two other Public Works employees – from having to go into the field to measure every single potential exceptional tree to determine what must be preserved; instead, the Director need only look at them and decide in his or her discretion whether they are exceptional trees or not.

## **D. Exceptional Trees Protected in Biodiversity Areas Only**

### **1. Tacoma**

Generally speaking, **Tacoma** does not protect exceptional trees, but in the Critical Areas Preservation section of its Code, implemented on June 26, 2018, the city does protect them in biodiversity areas and corridors. For the purposes of Tacoma’s municipal code, a biodiversity area, defined at TMC 13.01.110.B, is one containing diverse native vegetation composed of a “mosaic of habitats and microhabitats” and “areas with rare or uncommon plant species and associations designated by the City or identified by Federal and State agencies such as the Department of Natural Resources Heritage Program.” Biodiversity corridors, defined in the same chapter, are “relatively undisturbed and unbroken tracts of vegetation that connect Biodiversity Areas, other Priority Habitat and Critical Areas, including shorelines and serve to protect those areas and allow movement of common urban species.” TMC 13.11.510(B)(1)(b) requires a

minimum size of two acres for a biodiversity area and states that the only areas that cannot be classified as such are those “already developed with legally established, pre-existing uses which serve to eliminate or greatly reduce the propensity of wildlife to use the area as habitat or a corridor.” As such, a biodiversity area can include residential properties.

TMC 13.11.550(E)(1)(c) specifically protects exceptional trees within or affecting biodiversity areas and corridors with an explicit command to “retain exceptional trees,” noting that all “Conifers and Madrone are considered exceptional trees.” TMC 13.11.550(E)(1)(c)(2) further defines exceptional trees as those constituting an important community resource due to unique historical, ecological, or aesthetic value, allowing for trees other than conifers and madrone to be designated exceptional.

#### IV. Protection Granted

In many cities, the protection granted prohibits removal of exceptional trees, although exceptions, which will be detailed later in Section VI, are always provided for. **Bainbridge Island** bars the removal of exceptional trees by any “person, corporation, or other legal entity” without approval from the planning director, which will be explored in Section VI below (BIMC 16.32.030(A)). **Duvall** Municipal Code 14.40.025 and **North Bend** Municipal Code 19.10.093(E) state that “removal of exceptional trees shall not be allowed, except in [limited] circumstances.” **Lake Forest Park** Municipal Code 16.14.060(B) says that “Removal of viable exceptional trees [...] is prohibited.” **Redmond** Municipal Code 20D.80.20-070(3)(c) proclaims that “[Exceptional]<sup>1</sup> trees shall not be removed unless an exception has been applied for and granted.” **Seattle** Municipal Code 25.11.040(A)(2-3) prohibits, subject to exceptions in the preceding chapter, removal of exceptional trees on undeveloped lots and lots in areas with specific zoning requirements.

The protections granted to trees by these ordinances can extend beyond merely preventing removal. In **Bonney Lake**, BLMC 16.64.020(A) prevents anything that destroys, injures, or defaces exceptional trees, including pouring toxic material near them, posting signs on them, burning near their bases, and cutting their bark or branches.

Not all cities’ exceptional tree ordinances offer such strongly-worded protections. **Mercer Island** prioritizes exceptional trees for protection (MIMC 19.10.010(C)(2), 19.10.060(A)(2)(b)(ii)(a)). The protection provisions in **Woodway** do not allow removal of exceptional trees for routine property maintenance (WMC 16.12.150(E)(4)) or for development (WMC 16.12.170(I)(2)(e)) without a resolution by agreement or a tree management plan, both of which will be discussed in Section VI under Permits. The protection granted to exceptional trees in **Tacoma**, found at TMC 13.11.550(E)(1)(c), applies only to trees located in biodiversity areas and merely reads “Retain exceptional trees.”

#### V. Application

Cities differ with regard to whether their exceptional tree ordinances are applicable to everyone in the municipality or only to new developments. Most cities apply the ordinance to homeowners and developers but some cities allow homeowners to remove exceptional trees from their property,

<sup>1</sup> Redmond calls such trees “landmark trees” in its Code.

### A. Universal Application

**Bainbridge Island** applies its ordinance to all property owners but also has regulations similar to Kenmore's that allow for homeowners with properties up to an acre in size to remove up to three significant trees each year without a permit. Exceptional trees cannot be removed but the city is aware that homeowners may inadvertently remove an exceptional tree under these provisions.

**Bonney Lake** makes its ordinance applicable to both homeowners and developers but provides an exception for homeowners to remove an exceptional tree that has become a hazard without a permit if a certified arborist provides a report that the tree is of "high" or "extreme high" risk and no mitigation methods will alleviate that risk.

By the letter of the law, the exceptional tree ordinance in **DuPont** applies only to new development projects (DMC 25.120.020) but, according to the city's community development director who administers the ordinance, it is also applicable to homeowners because they must go through the permitting process to remove trees and are held to the standards of the ordinance.

**Lake Forest Park** requires a Major Trees Permit to remove any tree with a DBH greater than 24 inches. Upon application for the permit, city staff visit the site to inspect the tree and, if it is an exceptional tree, the city denies the permit. It is also possible in Lake Forest Park for one resident to report another to the city for illegal cutting, instigating an immediate investigation and potential penalties.

**Redmond, Seattle, and Woodway** protect exceptional trees across the board from removal by both homeowners and developers. **Tacoma** likewise protects against removal so long as the tree is located in a biodiversity area or corridor.

### B. Different Standards for Homeowners and Developers

There has not yet been an instance of an exceptional tree removal in **Duvall** since implementation of the ordinance but the city would hold developers and homeowners to different standards. A developer found removing an exceptional tree would face a fine but only mitigation would be required of a homeowner.

**Mercer Island** requires homeowners to get permits to remove trees with a DBH greater than ten inches and allows homeowners to remove exceptional trees from their property. While there is no limit to the number a homeowner may remove, there are mitigation requirements that can make removal prohibitive; each exceptional tree must either be replaced by six new trees or, if there is insufficient room on the property to meet replacement requirements, the property owner must make a payment in lieu under MIMC 19.10.070(C). In critical areas, exceptional trees can only be removed if they are hazardous.

Developers in Mercer Island, on the other hand, must preserve all exceptional trees with a DBH greater than 24 inches under MIMC 19.10.060(3) and commission an arborist's report to verify that the root system is not negatively impacted. Further protection of trees is granted by means of the development permit application review looking at the preceding five years for tree removal and the permit preventing it for five years after development.



Homeowners in **North Bend** have a categorical exemption in NBMC 19.10.040(B)(5) to remove up to ten trees per year from their property without a permit with only two limitations, trees in a designated native growth easement or within 150 feet of a critical area cannot be removed. As such, the exceptional tree ordinance there is applicable only to developers.

## VI. Exceptions and Mitigation

No jurisdiction has a complete ban on the removal of exceptional trees. The various exceptions provided for include reasonable use of property, hazardous trees, access, subdivisions, protection of other exceptional trees, and permit systems. In most instances for which exceptions are made, mitigation is required in the form of planting replacement trees.

This section will not explore cities that do not apply their ordinances to homeowners because those were detailed in Section V above.

### A. Exceptions

#### 1. Reasonable Use

When a State eliminates all economically valuable use of land it engages in a “taking” of property and must compensate the land’s owner.<sup>vi</sup> As such, cities provide exceptions to their bans on removing exceptional trees when preservation would deny any reasonable use of the property.

The first exception for which the **Bainbridge Island** planning director shall approve a request to remove an exceptional tree is that “removal is necessary to enable construction on or reasonable use of the property, and no other alternative is feasible” (BIMC 16.32.030(D)(1)).

**Duvall** at DMC 14.40.025(A)(4) and **North Bend** at NBMC 19.10.093(E)(1)(d) use the exact same language to say that exceptional trees can be removed in instances where the property owner can show the infeasibility of all on-site alternative designs that would result in less impact to the exceptional trees, including reduction in “size, scope, configuration, or density.”

In cases where “application of [the exceptional tree ordinance] will prevent any reasonable economic use of the owner’s property” **Lake Forest Park**, LFPMC 16.14.100(A) allows the property owner to apply to the planning department to be exempted from the ordinance’s requirements. LFPMC 16.14.100(C) lays out the criteria for receiving an exemption: following the ordinance would “deny all reasonable economic use of the property,” no other reasonable use exists that would have less impact, and the proposed development “is the minimum necessary to allow for reasonable economic use of the property.”

**Tacoma** grants a reasonable use exception at TMC 13.11.240(B) when application of the code’s preservation standards would “deny all reasonable economic use of the property.” Even under circumstances where no other reasonable economic use exists, subsection (3) requires the development “will be mitigated to the maximum practical extent and result in minimum feasible alteration or impairment of functional characteristics of the site.” In practice, this means the first goal is to avoid impact in critical areas, but where that is impossible, the goal becomes to minimize damage and mitigate what’s done through tree replacement.

**Mercer Island**, at MIMC 19.10.060(A)(3)(b) is less explicit about the reasoning behind the exception but allows removal of exceptional trees when retaining them would limit the constructable area to less than 85% of the maximum, as defined elsewhere in the Code. **Seattle** utilizes a similar mechanism to allow for the removal of exceptional trees from residential small lots at SMC 25.11.060(A)(1)(a) where the maximum allowable lot coverage cannot be achieved without extending into the tree's protected area and SMC 25.11.060(A)(1)(b) where retention of an exceptional tree would result in part of a house being less than fifteen feet wide, and in lowrise zones at SMC 25.11.070(A)(2) if retention would prevent reaching a certain floor area.

At RMC 20D.80.20-090, **Redmond** lays out the criteria that must be addressed in a property owner's application in order to be allowed to remove exceptional trees. Those criteria, found in subsections (1)(a)(i-ii), are that either special circumstances exist with regard "to the size, shape, topography, location, or surroundings of the subject property" or strict adherence to the ordinance would "jeopardize reasonable use of property."

## 2. Hazardous, Dead, and Dying Trees

Every city, with one possible exception, allows for exceptional trees to be removed if they are hazardous, dead, or dying.<sup>2</sup> There is some variation between cities with regard to how the exception is written, whether as part of the definition of an exceptional tree or as a distinct provision, the process for hazardous tree removal, the definition of the term "hazard," and what must be left behind.

At BIMC 16.32.030(D)(3), **Bainbridge Island's** planning director may allow for removal of exceptional trees that are "diseased, or otherwise determined to be a hazardous tree as determined by a qualified professional."

Part of the definition of an exceptional tree in **Duvall**, **Lake Forest Park**, and **North Bend** (see DMC 14.40.120, LFPMC 16.14.030, NBMC 19.10.020(22)(c)) is that the tree must be viable and "not be considered a significant risk in regard to existing utilities and structures as evaluated per the tree risk assessment[.]"

Most cities require that before removing a potentially hazardous tree, the city must provide written authorization (see, for instance, **Bonney Lake** Municipal Code 16.64.040(A); **DuPont** Municipal Code 25.120.030(8); **Duvall** Municipal Code 14.40.025(A)(1) referring to 14.40.110(A); **Seattle** Director's Rule 16-2008; and **Tacoma** Municipal Code 13.11.210(B)(11)) while others like **Woodway** allow immediate removal but require an application for a removal permit after the fact with proof that failure of the tree was likely imminent (Woodway Municipal Code 16.12.130(A) and 16.12.130(D)).

Cities take different approaches to defining what makes a tree hazardous. **Mercer Island** defines the term "hazardous tree" at MIMC 19.16.010 by referring to the rating system of the

<sup>2</sup> At RMC 20D.80.20-030(1) Redmond provides for the removal of significant trees that are "an immediate threat to public health, safety, or welfare" but at 20D.80.20-070(3)(c) clearly states that "Landmark trees shall not be removed unless an exception has been applied for and granted." None of the exceptions enumerated in RMC 20D.80.20 relate to trees being hazardous.



International Society of Arboricultural Hazard Tree Analysis for Urban Areas. **North Bend**, on the other hand, defines a “hazard tree” at NBMC 19.10.020(26) as a tree with a disease or defect that gives it “a high probability of failure.” **Seattle’s** Director’s Rule talks of allowing qualified professionals to make the determination. **Dupont** does not define the term at all.

In critical areas, **Bonney Lake** at BLMC 16.64.040 and **Tacoma** at TMC 13.11.210(B)(11) require that the cut pieces of the removed hazardous tree be left on site as wildlife habitat.

### 3. Access

**Bainbridge Island** will allow for an exceptional tree to be removed upon application under BIMC 16.32.030(D)/(2) if “removal is necessary to fulfill the terms of an easement or covenant recorded prior to the adoption of the” exceptional tree ordinance. The city would not allow for the creation of an easement today that contained exceptional trees, but would instead require finding a reasonable alternative.

**Duvall** and **North Bend** both grant an exception to remove exceptional trees where necessary to access developments. The provisions, found at DMC 14.40.025(3) and NBMC 19.10.093(E)(c) share language with regard to this exception. Both provide that where there are no other feasible alternatives, exceptional trees can be removed to provide access to private development sites. They both require that alternatives “shall be pursued to the maximum extent feasible.”

**Duvall** provides for an additional access-related exception at DMC 14.40.025(A)(2) where it is necessary to remove exceptional trees “necessary for public roads and bridges within existing public right of ways and other essential public facilities.” **DuPont**, likewise allows up to 30% of Oregon white oaks and up to 50% of all other exceptional trees to be removed to install a street right of way that is “integral to a neighborhood and cannot reasonably be moved,” at DMC 25.120.030(2).

### 4. Residential Lot Subdivisions

**Bonney Lake** at BLMC 16.64.070(D)(2) and **Mercer Island** at MIMC 19.10.060(A)(3)(c) provide for an exception to allow for removing an exceptional tree if retaining it would prevent creating a lot via subdivision, provided that the subdivision is otherwise allowed for in the Code.

### 5. Permits

**Woodway** has devised a unique permit system to allow property owners limited control over removing exceptional trees. WMC 16.12.150(E)(4) defines how many trees may be removed from a property each year depending on zoning and also states that exceptional trees can only be removed under an approved Resolution by Agreement or Tree Management Plan, two programs explained in greater detail in WMC 16.12.180 and 16.12.190.

First, the Resolution by Agreement, as described in WMC 16.12.180(A)(3), allows a property owner to enter into an agreement with the Director of Public Works to remove one exceptional tree every five years. While the Director has no discretion whether to enter a Resolution by Agreement with a property owner, in order to remove a single exceptional tree, the property owner must replace it with five trees similar in growth rate and canopy cover that must remain healthy and viable for a period of five years.

The limit of one such tree in a five-year period can only be exceeded by the second exception, the much more burdensome Tree Management Plan, explained at WMC 16.12.190(B). A Tree Management Plan is more burdensome to the property owner because the Director has more discretion to make additional demands on him or her such as requiring more replacement trees that remain healthy and viable for a longer period or altering construction plans to build on a less sensitive area of a lot. Additionally, the Director has the discretion whether to permit the Tree Management Plan at all. In general, most property owners considering a Tree Management Plan as an option to remove more than one exceptional tree rethink it and stick to a Resolution by Agreement that allows one removal per five years.

## 6. Protecting Other Exceptional Trees

DMC 25.120.040(8) in **DuPont** requires that Douglas firs be removed in some instances to ensure the survival of oaks, to which the ordinance grants special protections.

### B. Mitigation

In general, when cities provide exceptions that allow for the removal of exceptional trees, they require replacement and oftentimes the replacement requirements are significant.

**Bonney Lake** imposes a draconian 9:1 replacement ratio on those who remove exceptional trees, under BLMC 16.64.080(A). BLMC 16.64.040(G) allows for a reduced 4.5:1 replacement ratio if the removed tree was a hazard tree.

Under MIMC 19.10.070, **Mercer Island** requires replacement at a burdensome rate of six new trees for every exceptional tree that is removed.

As detailed above in the discussion about permits, **Woodway** requires five replacement trees that must remain viable for five years under a Resolution by Agreement for removing a single exceptional tree and the Director of Public Works has discretion to demand more replacement trees and a longer viability period under a Tree Management Plan.

**Lake Forest Park**, at LFCMC 16.14.100(D), and **Duvall**, at DMC 14.40.025(B), both require replacement at a rate of three trees for every exceptional tree removed.

**Redmond** at RMC 20D.80.20-090(1)(c) requires replacement in accordance with the Tree Replacement provisions found at RMC 20D.80.20-080(1) and (5), namely that all significant trees removed must be replaced at a 1:1 ratio by two-and-one-half-inch caliper deciduous trees or evergreen trees six to eight feet tall.<sup>3</sup> If the reasonable use exception grants the property owner the right to retain less than 35% of the standard, RMC 20D.80.20-090(b) requires replanting three replacement trees per exceptional tree removed.

<sup>3</sup> Based on the definitions present in the Redmond Municipal Code, all exceptional trees are significant trees. RMC 20A.20.190 defines significant trees as healthy trees with a DBH of six inches or more. RMC 20A.20.120 defines exceptional trees (“landmark trees” in their terms) as a “healthy tree over thirty inches in diameter” or any particularly impressive or unusual tree in terms of “size, shape, age, historical significance or any other trait that epitomizes the character of the species.” As such, exceptional trees are significant trees with greater protections.

**Seattle** requires at SMC 25.11.090 that every exceptional tree with a DBH over two feet that is removed be replaced by at least one new tree whose size and species must be approved by the City with the expectation that when the tree is mature the canopy will be at least equal to what existed before.

**Bainbridge Island** requires mitigation at BIMC 16.32.030(E) only when exceptional trees are removed to enable reasonable use of the property. The replanting requirements, found at BIMC 16.32.030(E)(1-2), provide for multiplying the DBH of the removed trees by one-half and planting sufficient replacement trees such that the sum of their combined calipers equals or exceeds that figure. Alternatively, BIMC 16.32.030(F) allows for planting three replacement trees and paying into the Bainbridge Island tree fund \$500 per inch of replacement inch unaccounted for by the replacement trees.

Only a removed street tree must be replaced in **DuPont**, according to DMC 25.120.030(8).

When the removed exceptional trees are hazardous, the replacement requirements differ. Some cities require replacement of hazardous trees (see, for instance, **Duvall** Municipal Code 14.40.110(A)), whereas others may waive the replacement requirement entirely or in specific areas (see, for instance, **Seattle** Municipal Code 25.11.090(B) for an example of the former and **Woodway** Municipal Code 16.12.130(E) for the latter).

## VII. Administration

### A. Inventories of Exceptional Trees

Very few of the cities who have implemented exceptional tree ordinances maintain inventories or lists of all of the trees in their jurisdictions that meet the criteria for that designation. Most cities only learn about the existence of such trees upon the submission of development plans or tree removal permit applications which require property owners to disclose the trees that would be affected by development or removal. In North Bend, where the exceptional tree ordinance has been on the books since 2018, not a single exceptional tree has been discovered in the submission for property to be developed. Mercer Island keeps track of exceptional trees found in development applications, but there is no formal inventory. Bainbridge Island does not currently maintain an inventory of its exceptional trees but has plans to perhaps create one in the future.

The only cities that do maintain complete inventories of the exceptional trees in their municipalities are Dupont and Seattle.

1. **DuPont** made its initial inventory of exceptional trees about twenty years ago when Weyerhaeuser started its development there but it only tracks exceptional trees on public property and finds out about those on public property like other cities, when residents apply for tree removal permits.

2. **Seattle's** Department of Construction and Inspections includes a team of GIS Analysts who use ARCPro GIS to track all trees on private property in the city with a DBH of six inches or greater. Seattle tracks internally all trees that have been preserved, removed, and planted as part of mitigation and expects to make that information available to the public in the near future.

## B. Staff Time

Staff resources are required to administer exceptional tree ordinances in every city that has implemented them. There is a large cost in staff time up front in researching and writing the ordinances. Administrators talked about having to spend time consulting with arborists to determine what tree species to protect and what the appropriate sizes would be. They spent significant amounts of time researching the ordinances other cities had passed before them to determine what would work for them and what would not. The administrator of **Ridgefield's** heritage tree ordinance estimated that it took at least 40 hours of staff time to set up and draft their ordinance, one that, as will be described below in Section XII, has not even been as effective as the drafters had hoped. In **Woodway**, it took three months of full time work to develop and craft the ordinance before taking it to their City Council.

Once the ordinance is up and running, the amount of time can vary. If the ordinance does not change the regulations very much then it will not take much time to administer, but if it does not change the Code much one must wonder why it was enacted. Where the ordinance does change the regulations significantly it can add an hour or more to the duties of staff each week in reviewing development proposals and permit applications.

## VIII. Effectiveness

Every city that has implemented an exceptional tree ordinance has done so with similar goals in mind, namely, maintaining and increasing the tree canopy and preserving large trees. Subsidiary goals include preventing clearcutting by developers, increasing home values, and preserving the sylvan northwest characteristics of the region.

As many cities have implemented their exceptional tree ordinances in the last five years it remains too soon to say whether they have been effective in protecting more trees than they were beforehand and it will take further tree canopy analysis to make that determination. Such is the case in **Bonney Lake** and **North Bend**. **Duvall**, likewise, enacted their ordinance too recently to be certain of its success but typical five-acre development sites always turn up exceptional trees and the development plans that have been submitted since it took effect have shown that more trees are being preserved that would not have been previously.

**Bainbridge Island** is already looking at revisions to its exceptional tree ordinance only three years after implementation so it is likely falling short of the standard of effectiveness for which its original drafters had hoped.

Those cities who maintain that the exceptional tree ordinance has been an effective tool to preserve large trees and increase canopy include **DuPont**, **Lake Forest Park**, **Tacoma**, and **Woodway**.

## IX. Development

### A. Impact

Most cities report that the exceptional tree ordinances have had little to no negative impacts on development.

**Duvall** and **Woodway** have seen no negative impact on development. In **Lake Forest Park**, the decision to increase the size threshold for a tree to be protected compared to those used in Seattle prevented the ordinance from having a negative impact on development in the city.<sup>4</sup> A city arborist in **North Bend** verifies all developers' tree plans to ensure no exceptional trees go unreported but none have yet been recorded on development sites there since its ordinance was implemented in 2018. It is possible that no exceptional trees have appeared on development sites in North Bend because in the wake of the ordinance being implemented developers have begun examining land more closely in advance to build only where there are no protected trees that they must retain.

**Mercer Island** saw a short-term negative impact on development in the wake of the ordinance's implementation but once developers figured out how to work with the new ordinance, they returned and development has increased over where it was prior to the enactment late in 2017.

**Bainbridge Island** has not had any slowdown in the submissions of building applications since implementing its exceptional tree ordinance and is unaware of any negative impacts the ordinance could have had on development.

Other cities such as **Redmond** and **Seattle** have not tracked whether the ordinance has impacted the development rate. Development in Redmond has remained strong. Too many other factors influence development in Seattle to say whether the exceptional tree protections have any impact on development, but many developers avoid lots with exceptional trees in low-density zones because they may require the investment of substantial amounts of money only to find out whether they can develop the site as they have planned, suggesting that there may be fewer development sites available than would be without the ordinance.

In **Bonney Lake**, where the exceptional tree ordinance was implemented in 2020, most of the development projects the city is working on were already submitted before enactment so it is too soon to say whether there will be any impacts from the exceptional tree ordinance.

**Tacoma** acknowledges that exceptional tree protection in biodiversity areas has made development more difficult in some instances such as when subdivisions of existing properties can be prevented when the new lot would not be developable due to the presence of biodiversity areas. Despite the impact on development, this was an intended consequence of the ordinance as the city intended to preserve biodiversity at the expense of some development.

## B. Credits

A second aspect to development is that two cities, Bonney Lake and North Bend, give developers extra credit toward the minimum required tree credits for retaining exceptional trees. In **Bonney Lake**, BLMC 16.64.080(C) equates a single retained exceptional tree with four tree replacement credits. **North Bend** bases the credit for retained trees on their DBH and all retained exceptional trees count for 150% of a non-exceptional tree of the same size (NBMC Table 19.10.092-2).

<sup>4</sup> See Appendix B, Section XVI, to compare size thresholds for protected trees.

## X. Penalties

The penalties for illegally removing exceptional trees include replanting requirements and fines with some cities punishing malicious or willful violations more harshly than accidental violations.

### A. Mitigation

In **Bonney Lake** the penalty for cutting down an exceptional tree, found in BLMC 16.64.080(A) is to plant nine replacement trees, each with a minimum two-inch caliper. BLMC 16.64.080(J) provides for an in lieu mechanism whereby a violator can pay money to the city's tree fund if they do not have room to plant all of the required replacement trees.

**DuPont** works with violators to mitigate the harm done by removing a tree but does not have any codified mitigation scheme.

In **Tacoma**, the penalty for removal of exceptional trees in biodiversity areas is mitigation in the form of planting replacement trees.

In **Duvall**, a homeowner who illegally removed an exceptional tree would face only mitigation requirements such as replanting replacement trees.

### B. Fines

Unlike homeowners who must only mitigate the harm caused, a developer who removes exceptional trees in **Duvall** is subject to a fine based on an appraisal of the removed tree that is done after the removal.

The penalty for illegally removing an exceptional tree in **Lake Forest Park** is a fine in the amount of the tree's appraised value.

**Woodway** imposes a \$1,000 fine for illegally removing an exceptional tree, and, if the violation is done knowingly and willfully, it adds a fine not to exceed the appraised value of the tree.

**Mercer Island** and **North Bend**, as stated above in Section V.B, apply their ordinances primarily to developers only, but both provide stiff penalties to developers who violate the Code. At MIMC 19.10.160(B), Mercer Island provides for up to triple the value of a damaged or removed tree. North Bend has instituted a \$10,000 per violation penalty for removing exceptional trees found on development sites based on NBMC 19.10.140(B) which gives the city arborist discretion to charge for removal of protected trees.

**Bainbridge Island** imposes a fine of \$25,000 in addition to standard civil penalties for each exceptional tree removed without approval (BIMC 16.32.060(B)).

### C. Both Mitigation and a Fine

**Redmond** penalizes those who illegally remove exceptional trees with both a fine up to \$3,000 and a requirement to replace the removed tree with three new trees (RMC 20D.80.20-130(2)).



SMC 15.11.100(I-J) provide for civil penalties for violations of **Seattle's** Tree Protection Code. SMC 15.11.100(I)(1) sets the fine for removing an exceptional tree at the tree's appraised value and allows for triple damages if the violation is willful or malicious. SMC 15.11.100(J) requires, in addition to the aforementioned fine, restoration of the damaged area to its pre-violation state.

## **XI. Unintended Consequences**

Cities reported a handful of unintended consequences that have arisen related to their exceptional tree ordinances. Some unintended consequences arose from local context and others the way their particular ordinance was written.

In September 2020, wildfires forced parts of **Bonney Lake** to evacuate to safety.<sup>vii</sup> The city's close proximity to wildfire danger means that protecting trees very close to houses can leave them vulnerable to fire so the ordinance is likely to be reconsidered in the near future with regard to this aspect.

In **Duvall** there may be unintended consequences in the form of

- unnecessary economic harm to developers,
- issues with meeting minimum density requirements, and
- conflicts with critical root zone ordinance requirements.

According to my source at Duvall, developers have been harmed economically in instances when poorly done arborist evaluations have resulted in preservation of trees that should not be classified as exceptional and they consequently lost useable land.

My source at Duvall believes that with regard to density requirements, Duvall's exceptional tree ordinance has pushed developers of subdivision projects to meet only the minimum required, thus preventing achievement of maximum densities allowed by zone.

Finally, exceptional trees can have massive critical root zones and depending on whether Code requirements allow for any activity in that area, it may limit how much land can be developed.

## **XII. Heritage Tree Protections**

Another common protection scheme for large trees is heritage tree protection. Seattle defines a heritage tree as one that it is an exceptional specimen in terms of size, rarity, or beauty, has an association with a significant historical person or event, or is a community landmark.<sup>viii</sup>

Vancouver utilizes similar criteria for deciding if nominated trees should be designated as heritage trees, as found in Vancouver Municipal Code 20.770.120(B)(2).

Several cities have, or have had, heritage tree programs but they are not as effective for tree preservation as exceptional tree ordinances because the property owners must give consent for the trees on their private property to be designated as heritage trees. This is the case in all of the heritage tree programs examined for this report: Seattle, Bonney Lake, Lake Forest Park, Mercer Island, Ridgefield, and Vancouver. Trees designated as heritage trees acquire protection from removal but the voluntary nature of the programs allows property owners to refuse to add an extra burden and commitment to their land.

Bonney Lake has only a single heritage tree in the entire city and even that is in a public park. Were it not for that one tree, the ordinance would have been eliminated when the Code was revised in 2020. Lake Forest Park no longer administers its heritage tree program because it did not provide any additional protection for trees. Mercer Island abandoned its heritage tree program because no property owners were taking part out of fear that it would have a negative impact on the value of their property.

Of the cities examined for this report who have had heritage tree programs, only Seattle and Vancouver maintain actively growing heritage tree inventories. Seattle has about 250 on private property and grants exceptional tree status to all of its heritage trees so that with the owner's consent they receive the exact same protections that those that qualify as exceptional trees based on the Code get automatically. Each year about a dozen nominations of heritage trees on private property in Seattle fail because the owner refuses to give consent. Vancouver has about 40 heritage trees across the entire city, each nominated by the property owner and now unable to be removed from the inventory. In both cities, heritage tree status adheres to a tree even if ownership of the underlying property changes.

The Heritage Tree program in Ridgefield, enacted in October 2018, provides an example of the weak protections these programs offer.

Ridgefield defines heritage trees in its code at Section 18.840.030 as having one of the following characteristics: a DBH greater than 36 inches; a distinctive size, shape, or location; a distinctive species, age, or exceptional beauty that warrants heritage status; a functional or aesthetic relationship to a natural resource like a stream bank that conveys distinctiveness; or a documented association with a historical figure, property, or significant historical event. RMC 18.840.020 requires the city to maintain an inventory of its exceptional trees and to update the inventory annually.

Anyone can nominate trees to City Council for designation, including the Public Works Department, which nominates trees from sites where development has been proposed, but RMC 18.840.020(C) grants property owners the right to object to the designation. The City Council interprets the ordinance as though it is entirely voluntary on the part of the property owners, and has so far refused to override any of their objections, despite no language in the ordinance giving property owners an absolute right to block trees on their property from being protected. The Council has relied on the subjective nature of many of the criteria, which is different from most of the exceptional tree ordinances that protect trees of a certain size, to reject nominations.

While the initial inventory was a success with 90% of the 40-50 nominated trees receiving heritage status, the City Council did not grant the status to any of the nominated trees at the first annual update because of owner objections.

The program also provides weak protection against developers because rather than providing *per se* protection of large trees, it relies on the City Council to vote on whether to protect trees nominated to it. This creates a loophole that would allow a developer to remove trees that have been nominated for designation as heritage trees before the Council has had a chance to vote on their nomination.



In conclusion, heritage tree programs do not protect trees as well as exceptional tree ordinances because property owners can block the designation. The heritage tree ordinance in Ridgefield was meant to provide strong protection for large trees but nonetheless demonstrates the weakness of this type of program because the City Council there has deferred to property owners rather than tree preservation.

### **XIII. Enactment**

Enactment in Kenmore of an exceptional tree ordinance to protect more big trees will require a City Council vote on an ordinance to make changes to the tree regulations in the Land Use Code found at Title 18 of the Kenmore Municipal Code. The process for such changes would involve a process of approximately six months and require staff resources from the Planning Department, Development Services Department, and the City Attorney. The process would entail a SEPA environmental determination by the Development Services Director, a 60-day notice to the Department of Commerce providing a draft of the new regulations and showing which department is responsible for carrying it out, a public hearing before the Council with a draft of the new regulations available to the public, and finally, the adoption of the ordinance with review by the City Attorney.

### **XIV. Appendix A: City Facts**

City	County	Population (2021) <sup>ix</sup>	Date Ordinance Implemented	Specific Species Protected	Inventory of All Exceptional Trees Maintained
Bainbridge Island	Kitsap	26,254	2018	Yes	No
Bonney Lake	Pierce	21,354	2020	No	No
DuPont	Pierce	9,556	unknown	Yes	Yes
Duvall	King	8,267	2018	Yes	No
Kenmore	King	23,281	N/A	N/A	N/A
Lake Forest Park	King	12,638	2017	Yes	No
Mercer Island	King	25,918	2017	Yes	No
North Bend	King	8,039	2018	Yes	No
Redmond	King	80,915	1998	No	No
Ridgefield	Clark	10,807	2017	No	Yes
Seattle	King	776,555	2001/2009 <sup>5</sup>	Yes	Yes
Tacoma	Pierce	221,259	2018	No	No
Woodway	Snohomish	1,393	2006	No	No

<sup>5</sup> The ordinance took effect in 2001. The Director's Rule defining which trees are protected took effect in 2009.

**XV. Appendix B: Species and Size Threshold Protections by City**

<b>Species<sup>6</sup></b>	<b>Seattle<sup>7</sup></b>	<b>Bainbridge Island<sup>8</sup></b>	<b>DuPont<sup>9</sup></b>	<b>Duvall<sup>10</sup></b>	<b>Lake Forest Park<sup>11</sup></b>	<b>Mercer Island<sup>12</sup></b>	<b>North Bend<sup>13</sup></b>
Sitka Alder	6"						
Oregon Ash	24"					24"	
Quaking Aspen	12"					12"	
Paper Birch	20"	30"				20"	
Cascara	8"					8"	
Western Red Cedar	30"	30"	30" (45")	30"	42"	30"	30"
Pacific Crabapple	12"			12"		12"	
Pacific Dogwood	6"			6"		6"	12"
Douglas Fir	30"	40"	30" (45")	30"	42"	30"	30"
Grand Fir	24"	40"		24"	33"	24"	24"
Black Hawthorn	6"			6"		6"	
Western Hemlock	24"	30"	30" (45")	24"	36"	24"	24"
Madrona	6"	24"	24" (30")		12"	6"	
Bigleaf Maple	30"	36"	30" (45")	30"	42"	30"	30"
Dwarf or Rocky Mountain Maple	6"					6"	
Vine Maple	8"					8"	
Oregon White or Garry Oak	6"	30"	24" (30")			6"	
Lodgepole Pine	6"					6"	
Shore Pine	12"			12"		12"	12"

<sup>6</sup> Trees only protected when in a grove are not included. Non-native species are in italics.

<sup>7</sup> Protected species found at Director's Rule 16-2008 Table 1.

<sup>8</sup> Protected species found at Bainbridge Island Municipal Code 16.32.020.

<sup>9</sup> Protected species found at DuPont Municipal Code 25.10.120.005. The first number is for trees with a single trunk first, the number in parentheses is for multi-trunk trees.

<sup>10</sup> Protected species found at Duvall Municipal Code Table 14.40.120.1.

<sup>11</sup> Protected species found at Lake Forest Park Municipal Code 16.14.030 Table 1.

<sup>12</sup> Protected species found at Mercer Island Municipal Code 19.16.010 Exceptional Tree Table.

<sup>13</sup> Protected species found at North Bend Municipal Code 19.10.020(22) Exceptional Tree Species and Their Threshold Diameters.

Species	Seattle	Bainbridge Island	DuPont	Duvall	Lake Forest Park	Mercer Island	North Bend
Western White Pine	24"				36"	24"	
Western Serviceberry	6"					6"	
Silver Maple		36"					
Sitka Spruce	6"	36"		30"		6"	30"
Willow (all native species)	8"					8"	
Pacific Yew	6"		24" (30")	6"		6"	
<i>Orchard Apple</i>	20"			20"		20"	
<i>European Ash</i>	22"					22"	
<i>Green Ash</i>	30"					30"	
<i>Raywood Ash</i>	24"					24"	
<i>European Beech</i>	30"					30"	
<i>European White Birch</i>	24"			24"		24"	
<i>Atlas Cedar</i>	30"					30"	
<i>Deodor Cedar</i>	30"					30"	
<i>Incense Cedar</i>	30"			30"		30"	
<i>Flowering Cherry</i>	23"			24"		23"	
<i>Lawson Cypress</i>	30"					30"	
<i>Kousa Dogwood</i>	12"			12"		12"	
<i>Eastern Dogwood</i>	12"					12"	
<i>American Elm</i>	30"	30"		30"		30"	
<i>English Elm</i>	30"			30"		30"	
<i>Gingko</i>	24"			24"		24"	
<i>Common Hawthorn</i>	16"					16"	
<i>Washington Hawthorn</i>	9"					9"	
<i>European Hornbeam</i>	16"					16"	
<i>Common Horse Chestnut</i>	30"	40"					
<i>Red Horse Chestnut</i>	30"						
<i>Katsura</i>	30"					30"	
<i>Littleleaf Linden</i>	30"					30"	
<i>Honey Locust</i>	20"					20"	

Species	Seattle	Bainbridge Island	DuPont	Duvall	Lake Forest Park	Mercer Island	North Bend
<i>Southern Magnolia</i>	16"					16"	
<i>Paperbark Maple</i>	12"					12"	
<i>Japanese Maple</i>	12"	12"				12"	
<i>Norway Maple</i>	30"						
<i>Red Maple</i>	25"					25"	
<i>Sugar Maple</i>	30"					30"	
<i>Sycamore Maple</i>	24"					24"	
<i>Monkey Puzzle Tree</i>	22"	36"				22"	
<i>Mountain-Ash</i>	29"					29"	
<i>Pin Oak</i>	30"	30"				30"	
<i>Red Oak</i>	30"	38"				30"	
<i>Callery Pear</i>	13"					13"	
<i>Austrian Black Pine</i>	24"					24"	
<i>Ponderosa Pine</i>	30"	30"				30"	
<i>Scot's Pine</i>	24"					24"	
<i>London Plane</i>	30"					30"	
<i>Flowering Plum</i>	21"					21"	
<i>Coastal Redwood</i>	30"	30"				30"	
<i>Giant Sequoia</i>	30"			30"		30"	30"
<i>Japanese Snowbell</i>	12"					12"	
<i>American Sweetgum</i>	27"					27"	
<i>Tulip Tree</i>	30"					30"	
<i>Willow (all non-native species)</i>	24"					24"	
<i>Beech (Fagus grandifolia)</i>		36"					
<i>Catalpa</i>		36"					
<i>Lombardy Poplar</i>		38"					
<i>Black Locust</i>		30"					
<i>Monterey Pine</i>		30"					
<i>Sycamore</i>		36"					

Species	Seattle	Bainbridge Island	DuPont	Duvall	Lake Forest Park	Mercer Island	North Bend
<i>English Walnut</i>		30"					
<i>Eastern Black Walnut</i>				30"			

Cities in the Report but Not in the Chart Because They Do Not Protect Exceptional Trees by Species:

- Bonney Lake defines exceptional trees as those “30 inches or greater at DBH, excluding cottonwood trees (*Populus trichocarpa*), white alder (*Alnus rhombifolia*), and red alder (*Alnus rubra*).” (BLMC 16.60.030(F)(10))
- Redmond defines Landmark Trees as “Any healthy tree over thirty inches in diameter or any tree that is particularly impressive or unusual due to its size, shape, age, historical significance or any other trait that epitomizes the character of the species.” (RMC 20A.20.120)
- Tacoma defines an exceptional tree as “a tree or group of trees that because of its unique historical, ecological, or aesthetic value constitutes an important community resource, and is determined as such by the Director according to standards and procedures promulgated by the Department of Planning and Development.” (TMC 13.11.550(E)(1)(c)(2)) Its Code also says “Conifers and Madrone are considered exceptional trees.” (TMC 13.11.550(E)(1)(c))
- Woodway defines exceptional trees as “a tree that has been determined by the Director to be worthy of long-term retention because of its unique combination of size, species, age, location, and health. All trees, except red alder or species listed as exempt in Section 16.12.050, with a diameter of thirty inches or greater are exceptional trees.” (WMC 16.12.020) The excluded tree species are English laurel, English holly, Leyland cypress, and non-native cultivated fruit trees. (WMC 16.12.050)

## XVI. Thanks

Thank you to the people listed below for their assistance in better understanding the exceptional tree ordinances and heritage tree programs they administer. Anything in this report that was not cited to an ordinance came from my discussions with the following people.

- Ashley Adams, City Arborist, Lake Forest Park
- Cathy Beam, Principal Planner, Redmond
- Steve Bennett, Planning Director, Lake Forest Park
- Terry Bryant, Public Works Director, Woodway
- Jamie Burrell, Senior Planner, North Bend
- Troy Davis, Senior Planner, Duvall
- Chanda Emery, Senior Planner, Seattle
- Bryan Kast, Public Works Director, Ridgefield
- John Kenney, City Arborist, Mercer Island
- Barbara Kincaid, Community Development Director, DuPont
- Dylan Marcus, Planner, Bainbridge Island
- Charles Ray, Urban Forester, Vancouver
- Nolan Rundquist, City Arborist, Seattle Department of Transportation
- Lisa Spadoni, Natural Resources Program Supervisor, Tacoma Planning and Development Services
- Jason Sullivan, Planning and Building Supervisor, Bonney Lake

<sup>i</sup> Garmon, J. (2014, February 24). *Mature trees are biocarbon heavyweights*.

<https://www.climatesolutions.org/article/1590119179-mature-trees-are-biocarbon-heavyweights>.

<sup>ii</sup> United States Geological Survey. (2014, January 15). *Large Old Trees Grow Fastest, Storing More Carbon*.

<https://www.usgs.gov/news/large-old-trees-grow-fastest-storing-more-carbon>.

<sup>iii</sup> Armour, T., Job, M., & Canavan, R. (2012). In *The benefits of large species trees in urban landscapes: A costing, design and management guide* (pp. v-vi). CIRIA.

<sup>iv</sup> Nowak, D. J., & Greenfield, E. J. (2018). Declining urban and Community tree cover in the United States. *Urban Forestry & Urban Greening*, 32, 32–55. <https://doi.org/10.1016/j.ufug.2018.03.006>

<sup>v</sup> Id at 36.

<sup>vi</sup> Lucas v. South Carolina Coastal Council, 505 US 1003, 1027 (1992)

<sup>vii</sup> Crowe, M. (2020, September 8). *'Please leave now:' Level 3 fire evacuations for parts of Bonney Lake*.

KING5.com. <https://www.king5.com/article/news/local/wildfire/level-3-fire-evacuations-for-parts-of-bonney-lake-officials-say-please-leave-now/281-abb0e8c0-cb77-4b8c-8160-e554463be09a>.

<sup>viii</sup> Seattle Department of Transportation. *Heritage Tree Program*. (n.d.).

<http://www.seattle.gov/transportation/projects-and-programs/programs/trees-and-landscaping-program/heritage-tree-program>.

<sup>ix</sup> *Top 500 Cities in Washington by Population*. Cities in Washington by Population (2021). (n.d.).

<https://worldpopulationreview.com/states/cities/washington>.

## 18.55.180 Exception – Reasonable use.

A. If the application of this chapter pertaining to *critical areas* will prevent the *applicant* from making any *reasonable use* of the subject property, the *applicant* may apply for an exception pursuant to this section unless the project is located on lands regulated under the Kenmore Shoreline Master Program. Projects on lands regulated under the Kenmore Shoreline Master Program are regulated under the procedures of Chapter [16.75](#) KMC. An application for a reasonable use exception must accompany a *development permit* application through the City's review and decision process.

1. Criteria for Granting. The *city manager* shall grant a *reasonable use* allowance only when all of the following criteria are met:

a. Reasonable Use.

(1) Private Proposals: The *applicant* demonstrates that the application of this chapter will deny all *reasonable use* of the subject property otherwise allowed by applicable law;

(2) New *Public Agency Development Proposals*: The *applicant* demonstrates that the application of this chapter would interfere with a *public agency* proposal to fulfill a duty to serve per federal, State, or local laws; or to provide an essential public facility; or to address a public need or demand for service consistent with an adopted capital facilities plan, system plan, or other *master plan* that has been subject to an alternative *site* evaluation and public review process;

b. The development activities involve the least intrusion into and disruption of the *critical area* necessary to allow a *reasonable use* of the subject property by a private *applicant* or to achieve a *public agency* responsibility consistent with adopted laws, rules, and plans per subsection (A)(1)(a) of this section;

c. The development activities will not cause or result in damage to properties other than the subject property and will not endanger the public health, safety or welfare;

d. The *applicant's* inability to make *reasonable use* of the subject property has not resulted from any of the following:

(1) Prior subdivision or segregation of the subject property, or changes to the boundaries of the subject property through a boundary line adjustment or otherwise; or

(2) Prior actions taken in violation of this chapter or any local, State, or federal law or regulation;

- e. No other *reasonable use* of the property has less impact on the *critical area*;
- f. The inability of the *applicant* to derive *reasonable use* of the property is not the result of actions by the *applicant* after the effective date of the ordinance codified in this chapter, or its predecessor; and
- g. *Mitigation* proposed by the *applicant* is sufficient to protect the *functions and values* of the *critical area* and public health, safety, and welfare concerns consistent with the goals, purposes, objectives, and requirements of this chapter.

2. Appeals. The *applicant* may appeal a decision of the *city manager* on a *reasonable use* allowance application to the *hearing examiner* pursuant to the provisions of the Kenmore Municipal Code.

B. Exception Request and Review Process. An application for a *reasonable use* exception shall be made to the *City* and shall include a *critical areas* report, including *mitigation* plan, if necessary; and any other related project documents, such as permit applications to other agencies, special studies, and environmental documents prepared pursuant to the State Environmental Policy Act (Chapter [19.35](#) KMC).

C. *City Manager* Review. The *city manager* shall review the application. The *city manager* shall approve, approve with conditions, or deny the request based on the proposal's ability to comply with all of the criteria in subsection A of this section.

D. Burden of Proof. The burden of proof shall be on the *applicant* to bring forth evidence in support of the application and to provide sufficient information on which any decision has to be made on the application.

E. Time Limit.

1. Establishment of any development activity authorized pursuant to a *reasonable use* exception shall occur within four years of the effective date of the decision for such *reasonable use* exception. This period may be extended for one additional year by the *city manager* if the *applicant* has submitted the applications necessary to authorize the development activity and has provided written justification for the extension.

2. For the purpose of this subsection, "establishment" shall occur upon the issuance of all local permit(s) needed to begin the development activity; provided, that the improvements authorized by such permits are completed within the time frames of said permits. [Ord. 19-0488 § 2 (Exh. 1); Ord. 12-0334 § 12; Ord. 11-0329 § 3 (Exh. 1).]



# EXCEPTIONAL TREE ORDINANCE

**“LIST 2” CODE AMENDMENT**

Samantha Loyuk, Development Services Director  
Garrett Oppenheim, Assistant to the City Manager



# RECAP

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- On May 16, 2022, potential code amendments from List 2 were presented to City Council.
- There was a clear commitment to the environment and preservation of Kenmore's urban forest.
- Consensus: Most council members supported always requiring replacement.
- Consensus: Most council members expressed support to lower the yearly tree removal allowance to 2 trees every other year (or 1 tree per year).
- Council posed questions to staff that required additional research and directed them to return to council for an additional discussion forum.



A person wearing yellow gloves is planting a small evergreen tree in a forest. The person is wearing a light-colored shirt and dark pants. The ground is covered with brown leaves and soil. The background is a blurred forest with trees and sunlight filtering through the leaves.

# LIST 1 REGULATIONS ADOPTED MARCH 21, 2022

1. Change the definition of “significant tree” so it includes smaller diameter at breast height (DBH) trees.
2. Revise tree retention requirements so certain “nuisance species” (i.e., cottonwood and alder) do not receive credit for retention. This will encourage retention of preferred species that are expected to thrive long term.
3. Codify the tree removal application process for existing single-family residences (code clean up item).
4. Update the removal penalty language for consistency (code clean up item).
5. Have tree removal permits valid for a shorter period of time so replacement trees get into the ground faster.

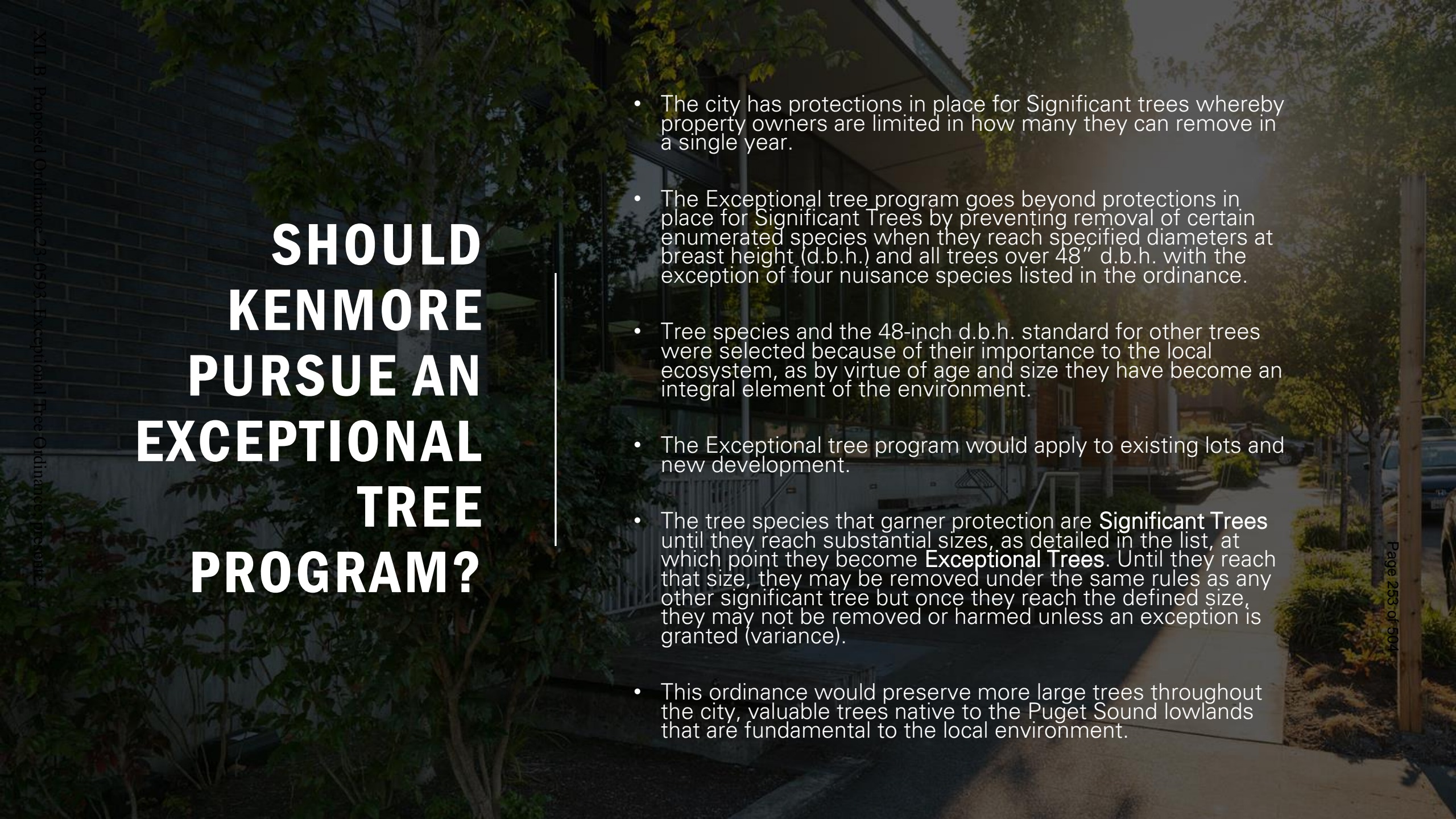


A person wearing yellow gloves is planting a small evergreen tree in a forest. The person is wearing a light-colored shirt and dark pants. The ground is covered with brown leaves and soil. The background is a blurred forest with trees and sunlight filtering through the leaves.

## LIST 2 REGULATIONS STILL PENDING

1. Increase the tree density requirement for new development.
2. Decrease yearly allowances for single-family tree removal.
3. Always require replacement.
4. Establish maximum floor area ratios (F.A.R.) to limit the size of single-family residences.
5. Create a tree fund for instances where replacement is infeasible ("fee in lieu"); could include tree rebate program for planting trees on single-family lots.
- 6. Establish an exceptional tree program.**





# SHOULD KENMORE PURSUE AN EXCEPTIONAL TREE PROGRAM?

- The city has protections in place for Significant trees whereby property owners are limited in how many they can remove in a single year.
- The Exceptional tree program goes beyond protections in place for Significant Trees by preventing removal of certain enumerated species when they reach specified diameters at breast height (d.b.h.) and all trees over 48" d.b.h. with the exception of four nuisance species listed in the ordinance.
- Tree species and the 48-inch d.b.h. standard for other trees were selected because of their importance to the local ecosystem, as by virtue of age and size they have become an integral element of the environment.
- The Exceptional tree program would apply to existing lots and new development.
- The tree species that garner protection are **Significant Trees** until they reach substantial sizes, as detailed in the list, at which point they become **Exceptional Trees**. Until they reach that size, they may be removed under the same rules as any other significant tree but once they reach the defined size, they may not be removed or harmed unless an exception is granted (variance).
- This ordinance would preserve more large trees throughout the city, valuable trees native to the Puget Sound lowlands that are fundamental to the local environment.



# PROTECTED SPECIES & SIZES

Bigleaf Maple	42"	Douglas fir	30"
Grand fir	24"	Madrona	12"
Oregon ash	24"	Oregon white oak	24"
Pacific dogwood	24"	Pine (all)	30"
Sitka spruce	24"	Western Hemlock	24"
Western red cedar	30	Willow (all)	24





# EXCEPTIONS TO THE EXCEPTIONAL TREE ORDINANCE



Exceptional trees that have a major defect or disease and a high probability of damaging persons or property may be removed (ISA risk rating of high or extreme).

## HAZARD TREES

Where special circumstances exist due to the presence of an exceptional tree that would prevent reasonable use of the property, a variance may be granted to allow removal.

## VARIANCES

Where no other alignment is feasible, exceptional trees may be removed to provide or maintain access.

## ACCESS

Exceptional trees may be removed when necessary for public roads, facilities, or utilities.

## PUBLIC FACILITIES & UTILITIES

# FINES

## Significant Trees

The penalty for removal of a significant tree shall be assessed a monetary penalty of up to \$2,000 per inch in DBH. In no case may the penalty be reduced to an amount less than \$500.00 for each violation found committed. The extent of the penalty shall be determined by the city manager in consideration of reasonable factors. Monetary penalties shall increase with each violation. The city manager is authorized to adopt policies setting forth the reasonable factors for consideration.

*Existing requirement*

## Exceptional Trees

The penalty for removal of an exceptional tree shall be a civil penalty of up to \$2,500 per inch in DBH. In no case may the penalty be reduced to an amount less than \$2,500 for each violation found committed. If the violation is found to have been willful and/or malicious, the amount of the penalty may be doubled (not to exceed \$150,000 for each violation) as punitive damages and the violator may be subject to criminal penalties.



# HOW DO WE COMPARE TO NEARBY CITIES?

## LAKE FOREST PARK

7 Species considered Exceptional  
(Removal prohibited)

Exceptions apply for Reasonable Use  
and Hazard Trees

Replacement required at 3:1 ratio;  
Penalty is an amount based on the  
appraised tree value

## KIRKLAND

No Exceptional Tree Ordinance, but as  
of May 2022, the Tree Code has been  
updated to protect Landmark Trees, any  
tree 26+” DBH not on the prohibited list.

Only 1 Landmark Tree may be removed  
per year on developed property

## BOTHELL

No Exceptional Tree Ordinance

## BRIER

No Exceptional Tree Ordinance



## RECOMMENDATION:

- Establish an exceptional tree program whereby removal of exceptional trees is prohibited except under very limited and exigent circumstances.
- Exceptional trees shall be a list of trees native to the Puget Sound lowlands, with diameters at breast height specified for each tree. All other trees not identified on the list shall be deemed significant when their DBH reaches or exceeds 48 inches.



# THANK YOU







## City Council Business Agenda Item

### City of Kenmore, WA

**Subject/Topic:**

Public Hearing regarding Ordinance 23-0586 amending and extending interim regulations for an additional six-months for certain parcels close to Swamp Creek in proximity to SR522 and 80<sup>th</sup> Ave NE

**Proposed Council Action/Motion:**

Following conclusion of the Public Hearing and Council discussion. Motion to adopt Ordinance 23-0586 to amend and extend interim regulations for an additional six-months for certain parcels close to Swamp Creek in proximity to SR522 and 80<sup>th</sup> Ave NE.

**For Council Meeting Agenda of:** 9/11/23

**Department:** Community Development

**Prepared by:** Debbie Bent, Community Development Director

**Initial & Date**

**Approved by Department Head:** DB 8/15/23

**Approved by City Attorney:** DR 8/15/23

**Approved by Finance Director:** \_\_\_\_N/A\_\_\_\_

**Approved by City Manager:** RK 8/17/23

**Exhibits/Attachments:**

- 1) Ordinance 23-0586
- 2) Ordinance 23-0575
- 3) Ordinance 23-0569
- 4) Ordinance 22-0555
- 5) Ordinance 22-0543

**INFORMATION/BACKGROUND:**

A Public Hearing is scheduled for 9/11/23 to receive public testimony on Ordinance 23-0586 (see Attachment #1) amending and extending interim regulations for an additional six-months to apply to certain parcels close to Swamp Creek. The interim regulations prohibit townhome development, and for properties that do not choose to develop under the TOD provisions they must meet the base density of the underlying zone and include at least 25% of the total number of units as affordable units.

Ordinance 23-0586 states the findings and justification for extending and amending the interim regulations. The findings include Council direction given 11/28/22 for staff to conduct a channel restoration assessment of Swamp Creek that will determine where channel restoration would provide the most ecological benefit. Results of the assessment would also include potential options for new regulations for the area close to Swamp Creek that would incentivize or further facilitate Swamp Creek channel restoration. The assessment is anticipated to be completed this fall with results available early 2024.

**Background:** The interim regulations were adopted 2/14/22 by Ordinance 22-0543 (Attachment #5) and were set to expire 8/14/22. The purpose of interim regulations was to provide additional time for the Planning Commission to consider regulations for the Transit Oriented Development (TOD) District Overlay area. Ordinance 22-0555 was adopted 7/25/22 (Attachment #4), which amended Ordinance 22-0543 to renew and extend the interim regulations for an additional six-month period through 1/25/23. Ordinance 23-0569 was adopted 1/9/23 (Attachment #3) to renew and extend the interim regulations for an additional six-month period through 7/25/23. Ordinance 23-0575 was adopted on 3/13/23 (Attachment #2) to extend the interim regulations, reduce the Transit Oriented Development (TOD) District Overlay to certain properties identified in the ordinance, and adopt amended interim regulations to those identified parcels close to Swamp Creek pending completion of a Swamp Creek channel restoration assessment that will determine where channel restoration would provide the most ecological benefit.

On 11/21/22 the Planning Commission presented recommendations to Council on proposed TOD recommendations. At the 11/28/22 Council meeting Council gave direction to move forward with an ordinance for TOD regulations except for a "carve out" area for certain parcels close to Swamp Creek. On 2/13/23 Council

confirmed which certain proposed new TOD amendments should or should not apply on applicable regulations for the “carve out” area. On 3/13/23 Council adopted Ordinance 23-0575 for the “carve out” area.

**FISCAL CONSIDERATION:**

Staff time to complete a channel restoration assessment of Swamp Creek and develop options for new regulations with consultant assistance. \$20,000 general consulting dollars estimated in the Environmental Services Department budget.

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

2023-2024 Council Priorities: #9 foster community engagement and participation

**CITY OF KENMORE  
WASHINGTON  
ORDINANCE NO. 23-0586**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,  
AMENDING ORDINANCE 22-0543, AS AMENDED BY ORDINANCE 22-  
0555, ORDINANCE 22-0569 AND ORDINANCE 23-0575, TO EXTEND  
AND RENEW FOR AN ADDITIONAL SIX-MONTH PERIOD THE  
CITY'S INTERIM REGULATIONS RELATING TO THE TRANSIT  
ORIENTED DEVELOPMENT (TOD) DISTRICT OVERLAY  
APPLICABLE TO CERTAIN REAL PROPERTIES IDENTIFIED BY THE  
FOLLOWING TAX PARCEL (TPN): TPN 086650-0000, TPN 670540-0000,  
TPN 182260-0000, TPN 011410-0841, TPN 011410-0843, TPN 011410-0850,  
TPN 011410-0855, TPN 011410-0860, TPN 011410-0865, TPN 011410-0885,  
TPN 011410-0870, TPN 011410-0881, TPN 011410-0889; PROVIDING FOR  
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City Council adopted Ordinance 15-0406, which established the Transit Oriented Development (TOD) District Overlay, which is codified at Chapter 18.29 of the Kenmore Municipal Code (KMC); and

WHEREAS, the purpose of the TOD District Overlay is to reinforce the City's planned concentrations of pedestrian-oriented mixed-use development at intensities that support and are supported by multi-modal transportation options, including high-capacity transit; and

WHEREAS, the City has directed the Planning Commission to review the City's TOD District Overlay regulations as part of the State-mandated Comprehensive Plan update; and

WHEREAS, the City became aware of the potential of lower density projects within the TOD District Overlay area, which would interfere with the City's intended planning for the TOD District Overlay area; and

WHEREAS, on August 16, 2021, the City Council adopted public emergency Ordinance 21-0533 that established an effective date for a six-month moratorium to and through February 16, 2022 to give the Planning Commission sufficient time to hold a hearing, complete planning for the TOD District Overlay area, and provide recommendations to the City Council regarding the appropriate regulatory framework for the TOD District Overlay; and

WHEREAS, on September 27, 2021, following a public hearing held by the City Council on the six-month moratorium, the Council adopted Ordinance 21-0535 amending Section 2 of Ordinance 21-0533 to allow an additional exemption for building permit applications for or the construction of transitional housing or permanent supportive housing or building permit application for or the construction of indoor emergency housing; and

WHEREAS, on February 14, 2022, following a public hearing held by the City Council on the moratorium and interim regulations, the Council repealed the moratorium (Ordinance 21-0533 and Ordinance 21-0535) and immediately adopted interim regulations (Ordinance 22-0543)

allowing certain development applications at appropriate densities within the TOD District Overlay consistent with the City's long-range planning, prior to completion of the City's regulatory review process; and

WHEREAS, on July 25, 2022, following a public hearing, the City Council adopted Ordinance 22-0555 extending and renewing interim regulations adopted by Ordinance 22-0543 for a further six-month period through January 25, 2023 to provide additional time for the Planning Commission to hold a public hearing, complete planning for the TOD District Overlay area, provide recommendations to the City Council regarding the appropriate regulatory framework for the TOD District Overlay and for Council to consider the recommendation; and

WHEREAS, on October 18, 2022, the Planning Commission held a public hearing regarding a proposed regulatory framework for the TOD District Overlay; and

WHEREAS, on November 21, 2022, the Planning Commission presented recommendations to the City Council regarding a proposed regulatory framework for the TOD District Overlay; and

WHEREAS, on November 28, 2022, the City Council gave direction on the proposed regulatory framework for the TOD District Overlay and requested consideration of an ordinance at a future meeting; and

WHEREAS, on November 28, 2022 the City Council gave direction to "carve out" certain parcels close to Swamp Creek in proximity to SR522 and 80<sup>th</sup> Ave NE from the proposed regulatory framework and thereby reduce the area applicable to the TOD District Overlay pending completion of a channel restoration assessment of Swamp Creek to determine where channel restoration would provide the most ecological benefit and options for new regulations for the "carve out" area to incentivize Swamp Creek channel restoration; and

WHEREAS, on January 9, 2023, following a public hearing the City Council adopted Ordinance 23-0569 extending and renewing interim regulations adopted by Ordinance 22-0543, as renewed by Ordinance 22-0555 for a further six-month period through July 25, 2023, to provide additional time for the City Council to consider adoption of an ordinance for the TOD regulatory framework; and

WHEREAS, on February 13, 2023, Council gave direction and confirmed which certain proposed new TOD amendments should or should not apply on applicable regulations for the reduced TOD "carve out" area; and

WHEREAS, on March 13, 2023, the City Council adopted Ordinance 23-0574 adopting municipal code and zoning map amendments related to a Transit-Oriented Development regulatory framework; and

WHEREAS, on March 13, 2023, the City Council held a public hearing on the proposed six-month extension and renewal of the City's interim regulations authorized and imposed by Ordinance 22-0543, as renewed and extended by Ordinance Nos. 22-0555 and 23-0569; and

WHEREAS, on March 13, 2023, the City Council adopted Ordinance 23-0575 amending the interim regulations established by Ord. 22-0543, and as codified at Section 18.29.020 and Figure 18.29.020.1 of the Kenmore Municipal Code, to reduce the area of the Transit Oriented



Development (TOD) District Overlay to the following real properties, identified by Tax Parcel Number and address:

1. TPN 086650-0000, 17915 80<sup>th</sup> Ave NE, Kenmore, WA 98028
2. TPN 670540-0000, 17827 80<sup>th</sup> Ave NE, Kenmore, WA 98028
3. TPN 182260-0000, 17811 80<sup>th</sup> Ave NE, Kenmore, WA 98028
4. TPN 011410-0841, 17721 80<sup>th</sup> Ave NE, Kenmore, WA 98028
5. TPN 011410-0843, 17715 80<sup>th</sup> Ave NE, Kenmore, WA 98028
6. TPN 011410-0850, 17525 80<sup>th</sup> Ave NE, Kenmore, WA 98028
7. TPN 011410-0855, 7900 NE Bothell Way, Kenmore, WA 98028
8. TPN 011410-0860, 7850 NE Bothell Way, Kenmore, WA 98028
9. TPN 011410-0865, 7800 NE Bothell Way, Kenmore, WA 98028
10. TPN 011410-0885, 7750 NE Bothell Way, Kenmore, WA 98028
11. TPN 011410-0870, 7760 NE Bothell Way, Kenmore, WA 98028
12. TPN 011410-0881, 7638 NE Bothell Way, Kenmore, WA 98028
13. TPN 011410-0889, 7644 NE Bothell Way, Kenmore, WA 98028

(referenced together as the “Reduced TOD Area”)

WHEREAS, additional time is necessary to complete a channel restoration assessment of Swamp Creek including for the Reduced TOD Area and also to give Council sufficient time to consider and potentially adopt an ordinance and new regulations to incentivize Swamp Creek channel restoration; and

WHEREAS, the regulations of zoning and land use are valid exercises of the City’s police powers under Art. XI, Sec. 11 of the Washington State Constitution, and such police powers grant the City the authority to adopt interim regulations; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City Council, as the governing body, to renew and extend interim regulations on development or land use for one or more six-month periods if a subsequent hearing is held and findings of fact are made prior to said extension and renewal; and

WHEREAS, the City Council has determined that it is in the best interest of the public, and is necessary for the protection of public health, safety, property, or peace, to extend and renew for an additional six-month period the interim regulations established in Ordinance 22-0543, as amended, extended, and renewed by Ordinance Nos. 22-0555, 23-0569 and 23-0575; and

WHEREAS, in order for this Ordinance to become effective prior to the September 13<sup>th</sup> expiration of the existing interim regulations, the City Council needs to declare an emergency and authorize an immediate effective date for this Ordinance, and the City acknowledges that state law requires a super-majority of the City Council to approve such an emergency declaration;

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

Section 1. Findings of Fact in Support of Renewal and Extension. The City Council adopts the recitals set forth above, and in Ordinance Nos. 22-0543, 22-0555, 23-0569 and Ordinance 23-0575, which are incorporated herein by reference, as findings of fact in support of the extension and renewal of interim regulations.

Section 2. Six-Month Extension and Renewal of Interim Regulations. Section 4 of Ordinance 22-0543, as amended by Ordinance Nos. 22-0555, 23-0569, and 23-0575 is further amended to read as follows:

Section 4. Duration. The interim regulations established by Ordinance 22-0543, as renewed and extended by Ordinance Nos. 22-0555, ~~and 23-0569, and 23-0575,~~ and as amended by Section 3.D of ~~this Ordinance No. 23-0575,~~ shall be extended and renewed for an additional period of six (6) months from the adoption date of this Ordinance, September 11, 2023~~March 13, 2023~~ (to and through March 11, 2024~~September 13, 2023~~), and shall automatically expire at the end of that day unless repealed, modified, or renewed and extended (after subsequent public hearing if renewed and extended), and entry of appropriate findings of fact as provided in RCW 35A.63.220 and RCW 36.70A.390.

Section 3. Transmittal of Ordinance. The City Manager is directed to transmit this ordinance to the Washington State Department of Commerce as required by law.

Section 4. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of the ordinance, or the application of the provision to other persons or circumstances, is not affected.

Section 5. Emergency; Effective Date. This Ordinance, as a public emergency ordinance necessary for the protection of the public health, public safety, public property, or public peace, shall take effect and be in full force immediately upon its adoption. Pursuant to Matson v. Clark County Board of Commissioners, 79 Wn. App. 641, 904 P.2d 317 (1995), underlying facts necessary to support this emergency declaration are included in the recitals set forth above, which are adopted by reference.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE  
11<sup>th</sup> DAY OF September 2023.

CITY OF KENMORE

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Mayor Nigel Herbig

ATTEST/AUTHENTICATED:

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Anastasiya Warhol City Clerk

Approved as to form:

---

Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK:

PASSED BY THE CITY COUNCIL: SEPTEMBER 11, 2023

ORDINANCE NO.: 23-0586

DATE OF PUBLICATION:

EFFECTIVE DATE:

**CITY OF KENMORE  
WASHINGTON  
ORDINANCE NO. 23-0575**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,  
AMENDING ORDINANCE 22-0543, AS AMENDED BY ORDINANCE 22-  
0555 AND ORDINANCE 22-0569, TO EXTEND AND RENEW FOR AN  
ADDITIONAL SIX-MONTH PERIOD THE CITY'S INTERIM  
REGULATIONS, AND AMENDING SECTION 18.29.020 AND FIGURE  
18.29.020.1 OF THE KENMORE MUNICIPAL CODE TO REDUCE THE  
AREA OF THE TRANSIT ORIENTED DEVELOPMENT (TOD)  
DISTRICT OVERLAY TO CERTAIN REAL PROPERTIES IDENTIFIED  
BY THE FOLLOWING TAX PARCEL (TPN): TPN 086650-0000, TPN  
670540-0000, TPN 182260-0000, TPN 011410-0841, TPN 011410-0843, TPN  
011410-0850, TPN 011410-0855, TPN 011410-0860, TPN 011410-0865, TPN  
011410-0885, TPN 011410-0870, TPN 011410-0881, TPN 011410-0889;  
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN  
EFFECTIVE DATE**

WHEREAS, the City Council adopted Ordinance 15-0406, which established the Transit Oriented Development (TOD) District Overlay, which is codified at Chapter 18.29 of the Kenmore Municipal Code (KMC); and

WHEREAS, the purpose of the TOD District Overlay is to reinforce the City's planned concentrations of pedestrian-oriented mixed-use development at intensities that support and are supported by multi-modal transportation options, including high-capacity transit; and

WHEREAS, the City has directed the Planning Commission to review the City's TOD District Overlay regulations as part of the State-mandated Comprehensive Plan update; and

WHEREAS, the City became aware of the potential of lower density projects within the TOD District Overlay area, which would interfere with the City's intended planning for the TOD District Overlay area; and

WHEREAS, on August 16, 2021, the City Council adopted public emergency Ordinance 21-0533 that established an effective date for a six-month moratorium to and through February 16, 2022 to give the Planning Commission sufficient time to hold a hearing, complete planning for the TOD District Overlay area, and provide recommendations to the City Council regarding the appropriate regulatory framework for the TOD District Overlay; and

WHEREAS, on September 27, 2021, following a public hearing held by the City Council on the six-month moratorium, the Council adopted Ordinance 21-0535 amending Section 2 of Ordinance 21-0533 to allow an additional exemption for building permit applications for or the construction of transitional housing or permanent supportive housing or building permit application for or the construction of indoor emergency housing; and

WHEREAS, on February 14, 2022, following a public hearing held by the City Council on the moratorium and interim regulations, the Council repealed the moratorium (Ordinance 21-0533 and Ordinance 21-0535) and immediately adopted interim regulations (Ordinance 22-0543) allowing certain development applications at appropriate densities within the TOD District Overlay consistent with the City's long-range planning, prior to completion of the City's regulatory review process; and

WHEREAS, on July 25, 2022, following a public hearing, the City Council adopted Ordinance 22-0555 extending and renewing interim regulations adopted by Ordinance 22-0543 for a further six-month period through January 25, 2023 to provide additional time for the Planning Commission to hold a public hearing, complete planning for the TOD District Overlay area, provide recommendations to the City Council regarding the appropriate regulatory framework for the TOD District Overlay and for Council to consider the recommendation; and

WHEREAS, on October 18, 2022, the Planning Commission held a public hearing regarding a proposed regulatory framework for the TOD District Overlay; and

WHEREAS, on November 21, 2022, the Planning Commission presented recommendations to the City Council regarding a proposed regulatory framework for the TOD District Overlay; and

WHEREAS, on November 28, 2022 the City Council gave direction on the proposed regulatory framework for the TOD District Overlay and requested consideration of an ordinance at a future meeting; and

WHEREAS, on November 28, 2022 the City Council gave direction to "carve out" certain parcels close to Swamp Creek in proximity to SR522 and 80<sup>th</sup> Ave NE from the proposed regulatory framework and thereby reduce the area applicable to the TOD District Overlay pending completion of a channel restoration assessment of Swamp Creek to determine where channel restoration would provide the most ecological benefit and options for new regulations for the "carve out" area to incentivize Swamp Creek channel restoration; and

WHEREAS, on January 9, 2023, following a public hearing the City Council adopted Ordinance 23-0569 extending and renewing interim regulations adopted by Ordinance 22-0543, as renewed by Ordinance 22-0555 for a further six-month period through July 25, 2023 to provide additional time for the City Council to consider adoption of an ordinance for the TOD regulatory framework; and

WHEREAS, on February 13, 2023, Council gave direction and confirmed which certain proposed new TOD amendments should or should not apply on applicable regulations for the reduced TOD "carve out" area; and

WHEREAS, on March 13, 2023, the City Council will be considering adoption of Ordinance 23-0574 adopting municipal code and zoning map amendments related to a Transit-Oriented Development regulatory framework; and

WHEREAS, on March 13, 2023, the City Council held a public hearing on the proposed six-month extension and renewal of the City's interim regulations authorized and imposed by Ordinance 22-0543, as renewed and extended by Ordinance Nos. 22-0555 and 23-0569; and

WHEREAS, additional time is necessary to complete a channel restoration assessment of Swamp Creek including for the reduced TOD “carve out” area for those certain parcels close to Swamp Creek in proximity to SR522 and 80<sup>th</sup> Ave NE and also to give Council sufficient time to consider and potentially adopt an ordinance and new regulations to incentivize Swamp Creek channel restoration; and

WHEREAS, the City Council desires to amend the interim regulations established by Ord. 22-0543, and as codified at Section 18.29.020 and Figure 18.29.020.1 of the Kenmore Municipal Code, to reduce the area of the Transit Oriented Development (TOD) District Overlay to the following real properties, identified by Tax Parcel Number and address:

1. TPN 086650-0000, 17915 80<sup>th</sup> Ave NE, Kenmore, WA 98028
2. TPN 670540-0000, 17827 80<sup>th</sup> Ave NE, Kenmore, WA 98028
3. TPN 182260-0000, 17811 80<sup>th</sup> Ave NE, Kenmore, WA 98028
4. TPN 011410-0841, 17721 80<sup>th</sup> Ave NE, Kenmore, WA 98028
5. TPN 011410-0843, 17715 80<sup>th</sup> Ave NE, Kenmore, WA 98028
6. TPN 011410-0850, 17525 80<sup>th</sup> Ave NE, Kenmore, WA 98028
7. TPN 011410-0855, 7900 NE Bothell Way, Kenmore, WA 98028
8. TPN 011410-0860, 7850 NE Bothell Way, Kenmore, WA 98028
9. TPN 011410-0865, 7800 NE Bothell Way, Kenmore, WA 98028
10. TPN 011410-0885, 7750 NE Bothell Way, Kenmore, WA 98028
11. TPN 011410-0870, 7760 NE Bothell Way, Kenmore, WA 98028
12. TPN 011410-0881, 7638 NE Bothell Way, Kenmore, WA 98028
13. TPN 011410-0889, 7644 NE Bothell Way, Kenmore, WA 98028

WHEREAS, the regulations of zoning and land use are valid exercises of the City’s police powers under Art. XI, Sec. 11 of the Washington State Constitution, and such police powers grant the City the authority to adopt interim regulations; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City Council, as the governing body, to renew and extend interim regulations on development or land use for one or more six-month periods if a subsequent hearing is held and findings of fact are made prior to said extension and renewal; and

WHEREAS, the City Council has determined that it is in the best interest of the public, and is necessary for the protection of public health, safety, property, or peace, to extend and renew for

an additional six-month period the interim regulations established in Ordinance 22-0543, as extended and renewed by Ordinance Nos. 22-0555 and 23-0569;

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

Section 1. Findings of Fact in Support of Renewal and Extension. The City Council adopts the recitals set forth above and in Ordinance Nos. 22-0543, 22-0555 and 23-0569, which are incorporated herein by reference, as findings of fact in support of the extension and renewal of interim regulations.

Section 2. Amendment. The City Council amends Section 3 of Ordinance 22-0543 to read as follows:

Section 3. Interim Regulations.

A. Adoption. Pursuant to the City's police powers under Article XI, Section 11 of the Washington State Constitution, RCW 35A.63.220, and RCW 36.70A.390, interim regulations are hereby adopted and imposed on the application for, intake of, review of, or issuance of any approval and/or development permit, including, but not limited to, building permits, site plan review, etc., for the establishment, location and/or construction of any development on certain real properties identified by the following Tax Parcel Numbers (TPN) and addresses:

1. TPN 086650-0000, 17915 80<sup>th</sup> Ave NE, Kenmore, WA 98028
2. TPN 670540-0000, 17827 80<sup>th</sup> Ave NE, Kenmore, WA 98028
3. TPN 182260-0000, 17811 80<sup>th</sup> Ave NE, Kenmore, WA 98028
4. TPN 011410-0841, 17721 80<sup>th</sup> Ave NE, Kenmore, WA 98028
5. TPN 011410-0843, 17715 80<sup>th</sup> Ave NE, Kenmore, WA 98028
6. TPN 011410-0850, 17525 80<sup>th</sup> Ave NE, Kenmore, WA 98028
7. TPN 011410-0855, 7900 NE Bothell Way, Kenmore, WA 98028
8. TPN 011410-0860, 7850 NE Bothell Way, Kenmore, WA 98028
9. TPN 011410-0865, 7800 NE Bothell Way, Kenmore, WA 98028
10. TPN 011410-0885, 7750 NE Bothell Way, Kenmore, WA 98028
11. TPN 011410-0870, 7760 NE Bothell Way, Kenmore, WA 98028
12. TPN 011410-0881, 7638 NE Bothell Way, Kenmore, WA 98028



13. TPN 011410-0889, 7644 NE Bothell Way, Kenmore, WA 98028

(collectively, the “Parcels”), located within the Transit Oriented Development (TOD) District Overlay area, as shown and depicted in KMC 18.29.020 (as revised in Section 3.D of this Ordinance). The term “development” means the same as defined in KMC 18.20.715. The term “development permit” means the same as defined in KMC 18.20.735.

- B. Exemptions. The interim regulations adopted by this Ordinance only apply to new development permit applications.
- C. Adopted Interim Regulations: Interim regulations for the TOD District Overlay adopted and imposed pursuant to Section 3.A are set forth in Exhibit A, attached hereto and incorporated by reference.
- D. Amending Interim Regulations. The interim regulations adopted and imposed by Ordinance No. 22-0543, and as codified at Chapter 18.29 of the Kenmore Municipal Code (KMC), are amended as follows: Exhibit A to Ordinance No. 22-0543, KMC 18.29.020 “Area” is amended by replacing Figure 18.29.020.1 with new Figure 18.29.020.1 as set forth in Exhibit B, attached hereto and incorporated by reference, which include the Parcels identified in Section 3.A.

Section 3. Six-Month Extension and Renewal of Interim Regulations. Section 4 of Ordinance 22-0543, as amended by Ordinance Nos. 22-0555 and 23-0569, is further amended to read as follows:

Section 4. Duration. The interim regulations established by Ordinance 22-0543, as renewed and extended by Ordinance Nos. 22-0555 and 23-0569, and as amended by Section 3.D of this Ordinance, shall be extended and renewed for an additional period of six (6) months from the adoption date of this Ordinance, March 13, 2023 ~~January 25, 2023~~ (to and through September 13, 2023 ~~July 25, 2023~~), and shall automatically expire at the end of that day unless repealed, modified, or renewed and extended (after subsequent public hearing if renewed and extended), and entry of appropriate findings of fact as provided in RCW 35A.63.220 and RCW 36.70A.390.

Section 4. Authorization of City Manager. The City Manager is hereby authorized and directed to complete a channel restoration assessment of Swamp Creek that includes the area within the TOD District Boundary, Exhibit B attached to this ordinance and to move forward and bring an ordinance for new regulations to incentivize Swamp Creek Channel restoration to the City Council for consideration and potential adoption.


Section 5. Transmittal of Ordinance. The City Manager is directed to transmit this ordinance to the Washington State Department of Commerce as required by law.

Section 6. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of the ordinance, or the application of the provision to other persons or circumstances, is not affected.

Section 7. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force (5) days after the date of publication.

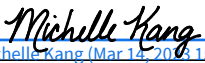
PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 13th DAY OF MARCH 2023.

CITY OF KENMORE

  
[Nigel G. Herbig \(Mar 14, 2023 18:19 PDT\)](#)


Mayor Nigel Herbig

ATTEST/AUTHENTICATED:

  
[Michelle Kang \(Mar 14, 2023 15:50 PDT\)](#)

Michelle Kang, Deputy City Clerk

Approved as to form:

  
[Dawn Reitan \(Mar 14, 2023 15:56 PDT\)](#)

Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK: 03/13/2023

PASSED BY THE CITY COUNCIL: MARCH 13, 2023

ORDINANCE NO.: 23-0575

DATE OF PUBLICATION: 03/17/2023

EFFECTIVE DATE: 03/22/2023

**18.29.020 Area.**

The area of the TOD district overlay is shown on Figure 18.29.020.1. In order to develop under the TOD district overlay, at least 50 percent of a parcel shown on Figure 18.29.020.1 shall be located within the TOD district overlay.



 TOD Boundary  
 Parcels

**TOD District Boundary**  
**Figure 18.29.020.1**

0 140 280 560 Feet













# Ordinance 23-0575 amending and extending interim regulations

Final Audit Report

2023-03-15

Created:	2023-03-14
By:	Michelle Kang (mkang@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAI4vViXgUyiar8S8ilEheRS2I6hXVhWnc

## "Ordinance 23-0575 amending and extending interim regulations" History

-  Document created by Michelle Kang (mkang@kenmorewa.gov)  
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-  Document emailed to nherbig@kenmorewa.gov for signature  
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**CITY OF KENMORE  
WASHINGTON  
ORDINANCE NO. 23-0569**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,  
AMENDING ORDINANCE 22-0543, AS AMENDED BY ORDINANCE 22-  
0555, TO EXTEND AND RENEW FOR AN ADDITIONAL SIX-MONTH  
PERIOD THE CITY'S INTERIM REGULATIONS WITHIN THE  
TRANSIT OVERLAY DEVELOPMENT (TOD) DISTRICT; PROVIDING  
FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

---

WHEREAS, the City Council adopted Ordinance 15-0406, which established the Transit Oriented Development (TOD) District Overlay, which is codified at Chapter 18.29 of the Kenmore Municipal Code (KMC); and

WHEREAS, the purpose of the TOD District Overlay is to reinforce the City's planned concentrations of pedestrian-oriented mixed-use development at intensities that support and are supported by multi-modal transportation options, including high-capacity transit; and

WHEREAS, the City has directed the Planning Commission to review the City's TOD District Overlay regulations as part of the State-mandated Comprehensive Plan update; and

WHEREAS, the City became aware of the potential of lower density projects within the TOD District Overlay area, which would interfere with the City's intended planning for the TOD District Overlay area; and

WHEREAS, on August 16, 2021, the City Council adopted public emergency Ordinance 21-0533 that established an effective date for a six-month moratorium to and through February 16, 2022 to give the Planning Commission sufficient time to hold a hearing, complete planning for the TOD District Overlay area, and provide recommendations to the City Council regarding the appropriate regulatory framework for the TOD District Overlay; and

WHEREAS, on September 27, 2021, following a public hearing held by the City Council on the six-month moratorium, the Council adopted Ordinance 21-0535 amending Section 2 of Ordinance 21-0533 to allow an additional exemption for building permit applications for or the construction of transitional housing or permanent supportive housing or building permit application for or the construction of indoor emergency housing; and

WHEREAS, on February 14, 2022, following a public hearing held by the City Council on the moratorium and interim regulations, the Council repealed the moratorium (Ordinance 21-0533 and Ordinance 21-0535) and immediately adopted interim regulations (Ordinance 22-0543) allowing certain development applications at appropriate densities within the TOD District Overlay consistent with the City's long-range planning, prior to completion of the City's regulatory review process; and

WHEREAS, on July 25, 2022, following a public hearing, the City Council adopted Ordinance 22-0555 extending and renewing interim regulations adopted by Ordinance 22-0543 for a further six-month period through January 25, 2023 to provide additional time for the Planning Commission to hold a public hearing, complete planning for the TOD District Overlay area, provide recommendations to the City Council regarding the appropriate regulatory framework for the TOD District Overlay and for Council to consider the recommendation; and

WHEREAS, on October 18, 2022 the Planning Commission held a public hearing regarding a proposed regulatory framework for the TOD District Overlay; and

WHEREAS, on November 21, 2022 the Planning Commission presented recommendations to the City Council regarding a proposed regulatory framework for the TOD District Overlay; and

WHEREAS, on November 28, 2022 the City Council gave direction on the proposed regulatory framework for the TOD District Overlay and requested consideration of an ordinance at a future meeting; and

WHEREAS, additional time is necessary for an ordinance to be drafted reflecting Council's direction on the proposed regulatory framework for the TOD District Overlay, and to give Council sufficient time to consider and potentially adopt such an ordinance; and

WHEREAS, the regulations of zoning and land use are valid exercises of the City's police powers under Art. XI, Sec. 11 of the Washington State Constitution, and such police powers grant the City the authority to adopt interim regulations; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City Council, as the governing body, to renew and extend interim regulations on development or land use for one or more six—month periods if a subsequent hearing is held and findings of fact are made prior to said extension and renewal; and

WHEREAS, on January 9, 2023 the City Council held a public hearing on the proposed six—month extension and renewal of the City's interim regulations authorized and imposed by Ordinance 22-0543, as renewed and extended by Ordinance 22-0555; and

WHEREAS, the City Council has determined that it is in the best interest of the public, and is necessary for the protection of public health, safety, property, or peace, to extend and renew for an additional six-month period the interim regulations established in Ordinance 22-0543, as extended and renewed by Ordinance 22-0555;

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

Section 1. Findings of Fact in Support of Renewal and Extension. The City Council adopts the recitals set forth above and in Ordinance Nos. 22-0543 and 22-0555, which are incorporated herein by reference, as findings of fact in support of the extension and renewal of interim regulations adopted under Ordinance 22-0543, as amended by Ordinance 22-0555, for an additional six-month period.



Section 2. Six-Month Extension and Renewal of Interim Regulations. Section 4 of Ordinance 22-0543, as amended by Ordinance 22-0555, is further amended to read as follows:

Section 4. Duration. The interim regulations established by Ordinance 22-0543, as renewed and extended by Ordinance 22-0555, shall be extended and renewed for an additional period of six (6) months from January 25, 2023 (to and through July 25, 2023), and shall automatically expire at the end of that day unless repealed, modified, or renewed and extended (after subsequent public hearing if renewed and extended), and entry of appropriate findings of fact as provided in RCW 35A.63.220 and RCW 36.70A.390.

Section 3. Authorization of City Manager. The City Manager is hereby authorized and directed to move forward and bring an ordinance relating to the proposed TOD regulatory framework to the City Council for consideration and potential adoption.


Section 4. Transmittal of Ordinance. The City Manager is directed to transmit this ordinance to the Washington State Department of Commerce as required by law.

Section 5. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of the ordinance, or the application of the provision to other persons or circumstances, is not affected.

Section 6. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force (5) days after the date of publication.


PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 9th DAY OF JANUARY 2023.

CITY OF KENMORE

  
[Nigel Herbig \(Jan 10, 2023 17:12 PST\)](#)


Mayor Nigel Herbig

ATTEST/AUTHENTICATED:

  
[Michelle Kang \(Jan 10, 2023 16:33 PST\)](#)

Michelle Kang, Deputy City Clerk

Approved as to form:

  
[Dawn Reitan \(Jan 11, 2023 10:54 PST\)](#)

Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK: 12/29/2022  
PASSED BY THE CITY COUNCIL: JANUARY 9, 2023  
ORDINANCE NO.: 23-0569  
DATE OF PUBLICATION: 01/13/2023  
EFFECTIVE DATE: 01/18/2023











# Ordinance No. 23-0569 Extending and Renewing TOD Interim Regulations

Final Audit Report

2023-01-11

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## "Ordinance No. 23-0569 Extending and Renewing TOD Interim Regulations" History

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**CITY OF KENMORE  
WASHINGTON  
ORDINANCE NO. 22-0555**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,  
AMENDING ORDINANCE 22-0543 TO EXTEND AND RENEW FOR AN  
ADDITIONAL SIX-MONTH PERIOD THE CITY'S INTERIM  
REGULATIONS WITHIN THE TRANSIT OVERLAY DEVELOPMENT  
(TOD) DISTRICT; PROVIDING FOR SEVERABILITY; AND  
ESTABLISHING AN EFFECTIVE DATE**

---

WHEREAS, the City Council adopted Ordinance 15-0406, which established the Transit Oriented Development (TOD) District Overlay, which is codified at Chapter 18.29 of the Kenmore Municipal Code (KMC); and

WHEREAS, the purpose of the TOD District Overlay is to reinforce the City's planned concentrations of pedestrian-oriented mixed-use development at intensities that support and are supported by multi-modal transportation options, including high-capacity transit; and

WHEREAS, the City has directed the Planning Commission to review the City's TOD District Overlay regulations as part of the State-mandated Comprehensive Plan update; and

WHEREAS, the City became aware of the potential of lower density projects within the TOD District Overlay area, which would interfere with the City's intended planning for the TOD District Overlay area; and

WHEREAS, on August 16, 2021, the City Council adopted public emergency Ordinance 21-0533 that established an effective date for a six-month moratorium to and through February 16, 2022 to give the Planning Commission sufficient time to hold a hearing, complete planning for the TOD District Overlay area, and provide recommendations to the City Council regarding the appropriate regulatory framework for the TOD District Overlay; and

WHEREAS, on September 27, 2021, following a public hearing held by the City Council on the six-month moratorium, the Council adopted Ordinance 21-0535 amending Section 2 of Ordinance 21-0533 to allow an additional exemption for building permit applications for or the construction of transitional housing or permanent supportive housing or building permit application for or the construction of indoor emergency housing; and

WHEREAS, on February 14, 2022, following a public hearing held by the City Council on the moratorium and interim regulations, the Council repealed the moratorium (Ordinance 21-0533 and Ordinance 21-0535) and immediately adopted interim regulations (Ordinance 22-0543) allowing certain development applications at appropriate densities within the TOD District Overlay consistent with the City's long-range planning, prior to completion of the City's regulatory review process; and

WHEREAS, additional time is necessary for the Planning Commission to hold a public hearing, complete planning for the TOD District Overlay area, provide recommendations to the

City Council regarding the appropriate regulatory framework for the TOD District Overlay and for Council to consider the recommendation; and

WHEREAS, the regulations of zoning and land use are valid exercises of the City's police powers under Art. XI, Sec. 11 of the Washington State Constitution, and such police powers grant the City the authority to adopt interim regulations; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City Council, as the governing body, to renew and extend interim regulations on development or land use for one or more six—month periods if a subsequent hearing is held and findings of fact are made prior to said extension and renewal; and

WHEREAS, on July 25, 2022, the City Council held a public hearing on the proposed six—month extension and renewal of the City's interim regulations authorized and imposed by Ordinance 22-0543; and

WHEREAS, the City Council has determined that it is in the best interest of the public, and is necessary for the protection of public health, safety, property, or peace, to extend and renew for an additional six-month period the interim regulations established in Ordinance 22-0543; and

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

Section 1. Findings. The City Council adopts the recitals set forth above and in Ordinance No. 22-0543, which are incorporated herein by reference, as findings in support of the extension and renewal of interim regulations adopted under Ordinance 22-0543 for an additional six-month period.

Section 2. Six-Month Extension and Renewal of Interim Regulations. Section 4 of Ordinance 22-0543 is amended to read as follows:

Section 4. Duration. The interim regulations established by ~~in Section 3 above~~ Ordinance 22-0543 shall be extended and renewed in effect for a period of six (6) months from the effective date of this Ordinance 22-0555 (to and through ~~September 14, 2022~~ January 25, 2023) and shall automatically expire at the end of that day unless repealed, modified, or extended (after subsequent public hearing if extended), and entry of appropriate findings of fact as provided in RCW 35A.63.220 and RCW 36.70A.390.

Section 3. Authorization of City Manager. The City Manager is hereby authorized and directed to move forward with the Planning Commission's review of appropriate development regulations relating to the TOD District Overlay area, and to bring its recommendation to the City Council for consideration and potential adoption.

Section 4. Transmittal of Ordinance. The City Manager is directed to transmit this ordinance to the Washington State Department of Commerce as required by law.


Section 5. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, the

remainder of the ordinance, or the application of the provision to other persons or circumstances, is not affected.

Section 6. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force (5) days after the date of publication.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 25<sup>th</sup> DAY OF JULY 2022.

CITY OF KENMORE

  
Nigel Herbig (Jul 27, 2022 12:29 PDT)


Mayor Nigel Herbig

ATTEST/AUTHENTICATED:

  
Anastasiya Warhol (Jul 27, 2022 14:10 PDT)

Anastasiya Warhol, City Clerk

Approved as to form:

  
Dawn Reitan (Jul 27, 2022 09:52 PDT)

Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK: 7/15/22

PASSED BY THE CITY COUNCIL: JULY 25, 2022

ORDINANCE NO.: 22-0555

DATE OF PUBLICATION: 7/28/22

EFFECTIVE DATE: 8/2/22













# Ordinance 22-0555, Extending Interim Regulations in TOD Area

Final Audit Report

2022-07-27

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## "Ordinance 22-0555, Extending Interim Regulations in TOD Area" History

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**CITY OF KENMORE  
WASHINGTON  
ORDINANCE NO. 22-0543**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,  
ADOPTING SIX-MONTH INTERIM REGULATIONS WITHIN THE  
TRANSIT OVERLAY DEVELOPMENT (TOD) DISTRICT; REPEALING  
ORDINANCE NOS. 21-0533 AND 21-0535; DECLARING AN  
EMERGENCY AND ESTABLISHING AN IMMEDIATE EFFECTIVE  
DATE**

---

WHEREAS, the City Council adopted Ordinance 15-0406, which established the Transit Oriented Development (TOD) District Overlay, which is codified at Chapter 18.29 of the Kenmore Municipal Code (KMC); and

WHEREAS, the purpose of the TOD District Overlay is to reinforce the City's planned concentrations of pedestrian-oriented mixed-use development at intensities that support and are supported by multi-modal transportation options, including high-capacity transit; and

WHEREAS, the City has directed the Planning Commission to review the City's TOD District Overlay regulations as part of the State-mandated Comprehensive Plan update; and

WHEREAS, the City became aware of the potential of lower density projects within the TOD District Overlay area, which would interfere with the City's intended planning for the TOD District Overlay area; and

WHEREAS, on August 16, 2021 the City Council adopted public emergency Ordinance 21-0533 that established an effective date for a six-month moratorium to and through February 16, 2022 to give the Planning Commission sufficient time to hold a hearing, complete planning for the TOD District Overlay area, and provide recommendations to the City Council regarding the appropriate regulatory framework for the TOD District Overlay; and

WHEREAS, on September 27, 2021 following a public hearing held by the City Council on the six-month moratorium, the Council adopted Ordinance 21-0535 amending Section 2 of Ordinance 21-0533 to allow an additional exemption for building permit applications for or the construction of transitional housing or permanent supportive housing or building permit application for or the construction of indoor emergency housing; and

WHEREAS, additional time is necessary for the Planning Commission to hold a public hearing, complete planning for the TOD District Overlay area, provide recommendations to the City Council regarding the appropriate regulatory framework for the TOD District Overlay and for Council to consider the recommendation; and

WHEREAS, repeal of the moratorium (Ordinance 21-0533 and Ordinance 21-0535) and immediate adoption of interim regulations allows certain development applications at appropriate densities within the TOD District Overlay consistent with the City's long-range planning, prior to completion of the City's regulatory review process; and

WHEREAS, the City Council deems it to be in the best interest of the public, and necessary for the protection of the public health, safety, property, or peace, to establish immediate interim regulations on the acceptance, review, and approval of permits for the establishment, location, and/or construction of any development within the TOD District Overlay; and

WHEREAS, the regulation of zoning and land use are valid exercises of the City's police powers under Article XI, Section 11 of the Washington State Constitution, and such police powers grant the City Council authority to adopt a moratorium; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City Council, as the governing body, to adopt interim regulations on development or land use for six-months; and

WHEREAS, as provided in RCW 35A.63.220 and RCW 36.70A.390, the City Council advertised and held a public hearing on February 14, 2022 to take public testimony and consider adopting further findings justifying the imposition of interim regulations; and

WHEREAS, RCW 35A.13.190 provides that an ordinance may be made effective upon adoption if passed by a majority plus one of the whole membership of the council, and if designated as a public emergency ordinance necessary for the protection of the public health, public safety, public property or public peace; and

WHEREAS, pursuant to RCW 35A.13.190, the City Council finds that this ordinance is a public emergency ordinance necessary for the protection of public health, public safety, public property, or public peace for the reasons set forth herein;

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

Section 1. Findings. The City Council adopts the recitals set forth above, which are incorporated by reference, as findings in support of the interim regulations and declaration of this ordinance as a public emergency ordinance.

Section 2. Repeal of the Moratorium. The City Council hereby repeals Ordinance Nos. 21-0533 and Ordinance 21-0535, which established and amended the six-month moratorium.

Section 3. Interim Regulations.

A. Adoption. Pursuant to the City's police powers under Article XI, Section 11 of the Washington State Constitution, RCW 35A.63.220, and RCW 36.70A.390, interim regulations are hereby adopted and imposed on the application for, intake of, review of, or issuance of any approval and/or development permit, including, but not limited to, building permits, site plan review, etc., for the establishment, location and/or construction of any development within the Transit Oriented Development (TOD) District Overlay area, as shown and depicted in KMC 18.29.020. The term "development" means the same as defined in KMC 18.20.715. The term "development permit" means the same as defined in KMC 18.20.735.

B. Exemptions. The interim regulations adopted by this Ordinance only apply to new development permit applications.

C. Adopted Interim Regulations: Interim regulations for the TOD District Overlay adopted and imposed pursuant to Section 3.A are set forth in Exhibit A, attached hereto and incorporated by reference.

Section 4. Duration. The interim regulations established in Section 3 above shall be in effect for a period of six (6) months from the effective date of this Ordinance (to and through September 14, 2022) and shall automatically expire at the end of that day unless repealed, modified, or extended (after subsequent public hearing if extended), and entry of appropriate findings of fact as provided in RCW 35A.63.220 and RCW 36.70A.390.

Section 5. Authorization of City Manager. The City Manager is hereby authorized and directed to move forward with the Planning Commission's review of appropriate development regulations relating to the TOD District Overlay area, and to bring its recommendation to the City Council for consideration and potential adoption.

Section 6. Transmittal of Ordinance. The City Manager is directed to transmit this ordinance to the Washington State Department of Commerce as required by law.

Section 7. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of the ordinance, or the application of the provision to other persons or circumstances, is not affected.

Section 8. Designation of Emergency Ordinance; Immediate Effective Date. Pursuant to RCW 35A.13.190, the City Council declares and designates this ordinance as a public emergency ordinance necessary for the protection of the public health, public safety, public property, or the public peace. Upon adoption of this ordinance by a majority plus one of the whole membership of the council, this ordinance shall take effect and be in full force immediately upon its adoption. Pursuant to Matson v. Clark County Board of Commissioners, 79 Wn. App. 641, 904 P.2d 317 (1995), underlying facts necessary to support this emergency declaration are included in the recitals set forth above, which are adopted by reference.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 14<sup>th</sup> DAY OF FEBRUARY 2022.

CITY OF KENMORE



Mayor Nigel Herbig

ATTEST/AUTHENTICATED:

  
Anastasiya Warhol (Feb 16, 2022 15:56 PST)

Anastasiya Warhol, City Clerk

Approved as to form:

  
Dawn Reitan (Feb 15, 2022 13:29 PST)  
\_\_\_\_\_  
Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK: 2/10/22  
PASSED BY THE CITY COUNCIL: 2/14/22  
ORDINANCE NO.: 22-0543  
DATE OF PUBLICATION: 2/18/22  
EFFECTIVE DATE: 2/14/22

## Chapter 18.29

# TRANSIT ORIENTED DEVELOPMENT (TOD) DISTRICT OVERLAY

Sections:

[18.29.010 Intent.](#)  
[18.29.020 Area.](#)  
[18.29.030 Applicability.](#)  
[18.29.040 Use allowances.](#)  
[18.29.050 Zoning standards.](#)  
[18.29.055 Wireless communication facilities.](#)  
[18.29.060 Affordable housing requirements.](#)  
[18.29.070 Parking.](#)  
[18.29.080 Design requirements.](#)  
[18.29.090 Connectivity requirements.](#)  
[18.29.100 Significant tree grove retention.](#)

### 18.29.010 Intent.

The purpose of the transit oriented development (TOD) district overlay is to reinforce the City's planned concentration of pedestrian-oriented mixed use development at intensities that support and are supported by multi-modal transportation options, including high capacity transit. The TOD district overlay revitalizes the City's core by creating incentives and opportunities for a mix of jobs and residences, cultivates a respectful relationship among development within the district, the natural environment, and nearby traditional neighborhoods, and provides a framework for future infrastructure and service decisions. The TOD district overlay provides public benefits in the form of encouraging housing affordable to all economic groups, increased pedestrian connectivity, quality design, and incentive to preserve significant tree groves where they exist. [Ord. 15-0406 § 1 (Att. A).]

### 18.29.020 Area.

The area of the TOD district overlay is shown on Figure 18.29.020.1. In order to develop under the TOD district overlay, at least 50 percent of a parcel shown on Figure 18.29.020.1 shall be located within the TOD district overlay.





### 18.29.030 Applicability.

B. In order to be eligible to develop under the TOD district overlay regulations, a development application shall meet the following criteria:

1. The property must be located within the TOD district overlay area as described in KMC [18.29.020](#);
2. The proposed development must either:

- a. Be considered a mixed use development as defined in KMC [18.20.1740](#); or
- b. Be a residential-only development or mixed use development with commercial permitted only on the ground floor if located in the R-12, R-18, or R-24 underlying zones, which are areas designated as primarily residential.

C. Eligible properties within the TOD district overlay that do not choose to develop under the provisions of this chapter shall comply with the provisions of the underlying zone in their entirety **with the following exceptions:-**

1. In the R-12, R-18, R-24, UC East, and DC zones in the TOD district overlay area, the minimum density for residential development shall be no less than the base density for the underlying zone:

2. Except in the R-1 zone, townhouse development shall be prohibited.

3. At least twenty five percent of the total number of units in the development shall be *low- or very low-income affordable housing units* subject to the standards in KMC Chapter 18.77.

## 18.29.040 Use allowances.

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

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

**Table A – TOD District Overlay  
Use Allowances**

Permitted	Conditionally Permitted	Prohibited
Arts, entertainment, indoor <sup>1,3</sup>	Ambulatory surgery center <sup>2</sup>	Adult entertainment business
Business service, standard <sup>1,3</sup>	Animal kennel/ shelter <sup>2,5</sup>	Air transportation service
Day care	College/ university <sup>2</sup>	Arts, entertainment, outdoor
Eating and drinking place <sup>1</sup>	Fire or police facility <sup>2</sup>	Auction house
Educational service <sup>1</sup>	Laboratory <sup>2</sup>	Automotive sales and service, marine
Health care and social assistance <sup>1,3</sup>	Park	Automotive sales and service, nonmarine

**Table A – TOD District Overlay  
Use Allowances**

<b>Permitted</b>	<b>Conditionally Permitted</b>	<b>Prohibited</b>
Manufacturing, light <sup>1,3,5</sup>	Regional land use	Business service, intensive
Mobile food service <sup>4</sup>	Religious institution <sup>2</sup>	Cemetery, columbarium or mausoleum
Multiple-family dwelling <sup>5</sup>	Supportive living facility <sup>2</sup>	Community residential facility
Office <sup>1</sup>		Construction and trade
Personal service <sup>1,3</sup>		Family child-care home
Recreational facility, indoor <sup>1,3</sup>		Funeral home/crematory
Retail sales <sup>1,3,5</sup>		Hospital
Temporary lodging <sup>1,3</sup>		Manufactured housing community
		Manufacturing, heavy
		Marijuana business
		Recreational facility, outdoor
		Resource land use
		Retail sales, bulk
		Secure facility
		Single detached dwelling unit
		Standalone parking
		Transportation
		Utility facility
		Vehicle or equipment rental
		Vehicle refueling station
		Warehousing
		Wholesale trade

- <sup>1</sup> Commercial use limitations in residentially oriented underlying zones: If these uses are proposed for property with underlying zoning of R-12, R-18, or R-24, then each use is limited to maximum 5,000 square feet per use and 15,000 square feet total contiguous nonresidential area within the development.
- <sup>2</sup> Conditional use permit required in underlying urban corridor, downtown commercial, and public/semi-public zones. Prohibited in all other underlying zones within the TOD district overlay area.
- <sup>3</sup> Conditional use permit required in underlying R-12, R-18, R-24 zones. Permitted in underlying urban corridor, downtown commercial, and public/semi-public zones within the TOD district overlay area.
- <sup>4</sup> *Mobile food service* is permitted subject to the following requirements:
  - a. For a stand, location shall be on a sidewalk or near a storefront consistent with barrier-free regulations;
  - b. For a stand, location on the sidewalk or near a storefront shall provide for at least four feet of unobstructed sidewalk between the stand and the sidewalk edge for pedestrian movement;
  - c. No permanent fencing, walls, or other structures are installed which hinder removal of the structure from the site;
  - d. No required parking stall shall be blocked or rendered unusable as a result of the *mobile food service*;
  - e. Safe ingress and egress to the site shall be maintained. Visibility for transportation and pedestrian access shall be maintained;
  - f. The limited duration of the *mobile food service* shall be established as a condition of approval of any applicable permits; if accessory to a use, such operation is removed daily at the time of or prior to the close of business hours;
  - g. A sign permit is required for exterior signage in accordance with the sign code, Chapter [18.42](#) KMC.
- <sup>5</sup> No *outdoor storage* of materials shall be permitted.

<sup>6</sup> **Townhouse development shall be prohibited.**

[Ord. 19-0481 § 2 (Exh. A); Ord. 17-0438 § 2 (Att. A); Ord. 16-0426 § 5 (Att. C); Ord. 15-0406 § 1 (Att. A).]

## **18.29.050 Zoning standards.**

The following development standards in Table B apply to properties electing to develop under provisions of the TOD district overlay:

**Table B – TOD Overlay District Development Standards**

STANDARD	REQUIREMENT
Minimum Density: Dwelling Units/Gross Acre	60 <sup>1</sup>
Maximum Density: Dwelling Units/Gross Acre	150 <sup>1</sup>
Maximum Height	65 <sup>1,2</sup>

<sup>1</sup> Portions of any property developing under the TOD district overlay regulations with an underlying zoning of R-1 shall cluster development away from critical areas or corridors such as urban separators or the wildlife habitat network to the extent possible and the open space shall be placed in a separate tract that includes at least 50 percent of the site. The open space tract shall be permanent and meet the provisions of KMC [17.20.130](#)(B).

<sup>2</sup> Portions of any property developing under the TOD district overlay regulations that are within 50 feet of a single-family zone (R-1, R-4, R-6) shall have a maximum height of 35 feet within that area to provide a transition in height to the lower intensity uses.

[Ord. 15-0406 § 1 (Att. A).]

### **18.29.055 Wireless communication facilities.**

Use allowances and development regulations for *wireless communication facilities* in the TOD district overlay shall be as specified in Chapter [18.60](#) KMC for the underlying zoning district. [Ord. 16-0426 § 6 (Att. D).]

### **18.29.060 Affordable housing requirements.**

For properties choosing to develop under the TOD district overlay, *development* shall provide affordable housing as described in Chapter [18.77](#) KMC. *Development* choosing to develop under the TOD district overlay shall not utilize the provisions of residential density incentives found in Chapter [18.80](#) KMC to achieve maximum densities. [Ord. 19-0481 § 2 (Exh. A); Ord. 15-0406 § 1 (Att. A).]

### **18.29.070 Parking.**

Parking in the TOD district overlay should be sufficient to support local businesses and residential development, while at the same time promoting transit ridership, walkable streets, and efficient use of land. Proposed development choosing to develop under the TOD district overlay shall provide parking as follows:

A. Minimum parking requirements for nonresidential uses may be reduced to 75 percent of the minimum requirement computed according to the provisions of KMC [18.40.030](#).

B. Minimum residential parking shall be supplied at the following ratios:

1. 1.0 parking spaces per market-rate dwelling unit, except as follows:

a. Pioneer Project Incentive. For purposes of this section, a pioneer project consists of the first 100 bonus housing units provided in the city under the TOD district overlay regulations. The first 100 bonus housing units in a pioneer project(s) may elect to provide parking spaces for market rate bonus units at 0.6 parking spaces per dwelling unit.

2. 1.0 additional parking space per every five market rate dwelling units shall be provided and designated as guest parking for use by all guests.

3. 0.6 parking spaces per dwelling unit for affordable or senior dwelling units.

4. Affordable housing shall be as defined under KMC [18.29.060](#). Senior housing shall be defined as housing restricted to those meeting the definition of “senior citizen” as found in KMC [18.20.2500](#).

C. The following factors shall count towards minimum parking standards for residential and nonresidential development:

1. On-street parking immediately adjoining a property proposed for development or provided as part of the proposed development may be counted toward the minimum parking requirement.

2. Minimum on-site parking may be reduced further by provisions of KMC [18.40.090](#)(B) for properties within the TOD district overlay that meet the requirements of KMC [18.40.090](#)(B) for accessibility to high frequency transit service.

3. Shared parking among uses is encouraged within the TOD district overlay. Developments that propose shared parking arrangements shall submit a parking management plan as defined in KMC [18.20.1995](#) that describes the terms and conditions of shared parking arrangements on site.

D. Parking Provided in Excess of Minimum. Provision of parking in excess of the minimum parking requirements outlined in subsections A and B of this section shall require the excess parking be included in a structured parking garage, or under building and screened from the street frontage, unless the additional parking is associated with a phased, mixed use development, is interim in nature, and is temporarily located on land reserved for future phases not yet built.

E. Maximum parking within the TOD district overlay shall not exceed the minimum requirement calculated under the provisions of KMC [18.40.030](#).

1. Applicants may be allowed to exceed the maximum parking if the applicant can produce a parking study that demonstrates probable on-site parking needs that are significantly higher than similar uses. This traffic study shall be subject to review by the city manager before approval for additional parking is granted. All parking granted in excess of the maximum shall be provided in a structured parking garage or under building and screened from the street frontage.

F. All other parking requirements shall be as provided in Chapter [18.40](#) KMC. [Ord. 16-0428 § 13 (Att. I); Ord. 15-0406 § 1 (Att. A).]

### 18.29.080 Design requirements.

Development within the TOD district overlay shall comply with Standard 1 provisions of the downtown design standards, as set forth in Chapter [18.52](#) KMC.

In addition, the following design requirements shall apply:

A. Relational Setback Requirements. Any proposed development within the TOD district overlay adjacent to an existing single-family zone (R-1, R-4, or R-6) shall be required to provide an interior ground-level setback of 15 feet on the side of the property facing the single-family zone, unless a larger setback is required in the underlying zone. In that event, the larger of the two setback requirements shall govern. The setback required by this subsection shall be landscaped with Type II landscaping as defined in KMC [18.35.040](#)(B) to provide a visual buffer. [Ord. 15-0406 § 1 (Att. A).]

### 18.29.090 Connectivity requirements.

The TOD district overlay should remove impediments to pedestrian use of the district and the downtown area by fostering the creation of an extensive network of sidewalks and pedestrian walkways.

Development proposals within the boundaries of the TOD district overlay that elect to develop under the provisions of this chapter shall:

A. Provide any direct pedestrian connections between proposed development and transit facilities, or arterials providing transit access in order to minimize walking distances to transit.

B. Comply with the downtown design standards pertaining to pedestrian walkways, as set forth in KMC [18.52.100](#).

C. Properties abutting water bodies (i.e., wetlands, rivers, lakes, or streams) shall provide a public access trail paralleling the water body from one property line to the next with setbacks that are consistent with the requirements of KMC Title [16](#) and Chapter [18.55](#) KMC. The public access trail shall connect to a public right-of-way.

1. Where a development proposal abuts a property with a public access trail segment, the public access segment on the subject property shall connect to abutting property public access segment(s).

2. The public access easement for public access trails shall be documented on the face of the plat or plan and recorded with the King County Department of Records and Elections. Public access easements shall run with the land in perpetuity. [Ord. 15-0406 § 1 (Att. A).]

### 18.29.100 Significant tree grove retention.

A. Definitions.

1. Significant Tree Grove Definition. A “significant tree grove” shall consist of two or more trees with a minimum of five and one-half tree units total. A qualifying tree has two tree units minimum. The maximum distance measured in feet between qualifying trees shall be equal to



two times the critical root zone in order to be defined as a significant tree grove. For example a 24-inch d.b.h. tree must be within 24 feet of another tree in the grove to be included in the significant tree grove. A tree of any size that is topped or considered a “hazard tree” as defined in KMC [18.20.3084](#) may not qualify as part of a significant tree grove as herein defined. For purposes of this chapter, a significant tree grove may not contain trees that are located within a critical area or critical area buffer protected under Chapter [18.55](#) KMC. A significant tree grove is not the same as a “grove,” as defined in KMC [18.20.1273](#).

2. Tree Units. See KMC [18.57.060](#)(A) for translation of diameter at breast height (d.b.h.) to tree units.

#### B. Applicability.

1. If the underlying zone within the TOD district overlay requires tree retention as provided in Chapter [18.57](#) KMC, then the provisions of Chapter [18.57](#) KMC shall be retained. If Chapter [18.57](#) KMC exempts a property from tree retention then it shall remain exempt.

2. Development proposals within the boundaries of the TOD district overlay that elect to develop under the provisions of this chapter shall be eligible to benefit from providing less parking or more dwelling units or any combination of the two if the development retains one or more significant tree grove(s) as defined in this section in perpetuity. A development may be able to benefit from both reduced parking and additional dwelling units by preserving a significant tree grove so long as the same tree credits are not counted towards both reductions in parking and additional bonus dwellings. Trees or groves retained through the provision of Chapter [18.57](#) KMC may count towards the significant tree grove retention if they meet the definitions found in subsection A of this section.

3. Tree on Property Line. In instances where one or more trees that would qualify as part of a significant tree grove is located on a property line such that the tree is on more than one property, and the properties are in separate ownerships, the tree shall qualify to be counted as part of a separate tree grove by each property owner.

C. Reduced Parking. In order to retain qualifying significant tree groves, required parking may be reduced at the maximum rate of one stall per each five and one-half tree units. Parking quantities may be reduced up to a maximum of 20 percent from the parking requirement after other reductions are applied, if any.

D. Residential Bonus Units. In order to retain qualifying significant tree groves, residential units are offered at the rate of one bonus unit per each 11 tree units preserved. Grove bonus units are not included in maximum unit density calculations. Grove bonus units are not subject to the affordability requirements of KMC [18.29.060](#).

#### E. Significant Tree Grove Preservation Requirements.

1. Tree Protection Plan Required. A tree protection plan as identified in KMC [18.57.050](#) shall be required for any development application proposing to protect one or more significant tree groves through this section.

2. Recorded on Title. The map of significant tree groves preserved through this section, along with a covenant preventing removal, shall be recorded and shown on the property title.

3. Subject to Tree Protection Measures of Chapter [18.57](#) KMC. Significant tree groves protected under this section shall be subject to the tree protection measures during construction found in KMC [18.57.090](#), the post-construction replacement, financial guarantee, and maintenance requirements of KMC [18.57.100](#), and the penalties and enforcement of KMC [18.57.110](#). [Ord. 15-0406 § 1 (Att. A).]



## City Council Agenda Bill City of Kenmore, WA

**Subject/Topic:**

Public Hearing on the amended 2023-2028 Capital Improvement Program for Parks, Transportation and City Facilities

Adopt Ordinance No. 23-0594 amending the 2023-2028 Capital Improvement Program for Parks, Transportation and City Facilities

**Proposed Council Action/Motion:**

Public Hearing on the amended 2023-2028 Capital Improvement Program for Parks, Transportation and City Facilities

Adopt Ordinance No. 23-0594 amending the 2023-2028 Capital Improvement Program for Parks, Transportation and City Facilities

**For Council Meeting Agenda of:** September 11, 2023

**Departments:** City Manager, Finance and Admin, Public Works, Community Development

**Prepared by:**

Rob Karlinsey, City Manager  
Melinda Merrell, Finance & Admin Director  
John Vicente, City Engineer  
Jennifer Gordon, Operations Director  
Debbie Bent, Community Development Director

**Initial & Date**

**Approved by Department Head:** MM, 8/30/23

**Approved by City Attorney:** DR

**Approved by Finance Director:** MM, 8/30/23

**Approved by City Manager:** RK

**Exhibits/Attachments:**

Attachment 1: Ordinance 23-0594 with Exhibit A, Capital Improvement Program  
Attachment 2: Park Capital Improvement Program  
Attachment 3: Transportation Capital Improvement Program  
Attachment 4: City Facilities Capital Improvement Program  
Attachment 5: REET Fund Projections  
Attachment 6: Park Impact Fee Fund Projections  
Attachment 7: Transportation Impact Fee Fund Projections  
Attachment 8: King County Parks Levy Projections  
Attachment 9: Adopted CIP, 2023-2024 Biennial Budget Book, page 214-215

**Summary:**

A Public Hearing will be held to receive public comment on the amended 2023 – 2028 Capital Improvement Program (CIP). The amended CIP was presented for the City Council's review and discussion on July 24, 2023. Adoption of the Ordinance No. 23-0594 is to occur at the September 11,

2023 City Council meeting. The Surface Water CIP is not included and will be brought to Council at a future meeting.

**Information/Background:**

The current 2023-2028 Six-Year Capital Improvement Program (CIP) was adopted by Ordinance 22-0559 on October 24, 2022 (Attachment 9). The first two years of the CIP (2023 and 2024) were incorporated into the Biennial Budget. The following recommended updates provide for carryover of unspent funds from 2022 as well as adjustments to project budgets based on current information.

Complete proposed Park, Transportation, and City Facility Capital Improvement Programs are illustrated with cash flow projections for Park Impact Fees, Transportation Impact Fees, Real Estate Excise Tax (REET), and the King County Parks Levy. Any changes to the Surface Water Management Fund will be brought forward this fall.

Revisions to this CIP may result in Budget Amendments to the 2023-2024 Biennial Budget during the Mid-Biennium review this fall.

Projects added/substantially changed to the 2023-2028 CIP include the following:

**PARKS**

- **P 1 Twin Springs Park Phase 1.** \$137,500 from Park Impact Fees has been added to the 2023 CIP to complete the project construction.
- **P 27 X'a X'w a d i s Park Waterfront & Natural Open Space.** \$1,160,000 in unspent funds are carried forward and included in the 2023 CIP.

**TRANSPORTATION**

- **T 27 Pedestrian Facilities Program.** Project reduced by \$645,000 and funds moved to new sidewalk projects.
- **T 37 West Sammamish River Bridge Replacement.** \$775,603 in REET and Connecting WA funding added to the 2023 CIP.
- **T 41 Juanita Dr Ped & Bike Safety Improvements.** This project has been updated for current budget estimates and is funded through WA State Department of Ecology, PSE, REET and Transportation Impact fees. Final paving and striping of Juanita Drive is happening in 2023.
- **T 42 68<sup>th</sup> AVE Ped & Bike Safety Improvements.** \$230,773 from Fund 300 has been added to the 2023 CIP to complete this project.
- **T 44 61<sup>st</sup> AVE Sidewalk Replacement Project.** This project is being split into two phases. \$3.5M has been removed from Phase 1 and has been added to Phase 2.
- **T 244 Burke-Gilman Trail/NE 175<sup>th</sup>.** Additional REET funds have been added to the 2023 CIP to complete this project.
- **T 252 ADA Transition Program.** Funding reduced by \$160,000 to better reflect budget estimates.

- **T 253 NE 181<sup>st</sup> Sidewalk Project.** This new project is funded by \$1.3M from Sound Transit and additional funds from Transportation Impact Fees.
- **T 255 68th/Simonds Rechannelization Project.** This new project adds \$450,000 over 2023 and 2024 and is funded from Transportation Impact Fees.
- **T 260 80<sup>th</sup> AVE NE Sidewalk Project.** This new project adds \$2.6M to the CIP and is funded by \$2.2M from WSDOT and additional funds from Transportation Impact Fees.
- **T 261 NE 192<sup>nd</sup> ST Sidewalk Project.** This new project is funded by \$760,900 from WSDOT and additional funds from Transportation Impact Fees.
- **T 262 Arrowhead Project.** This new project adds \$2.4M to the CIP and is funded by \$2.0M from WSDOT and additional funds from Transportation Impact Fees.

#### **CITY FACILITIES**

- **F 1 Public Works Shop Land Acquisition & Development.** This project has been updated to reflect the debt service needed to complete Phase 1 of the Public Works Operations Center (PWOC). Repayment of the debt will come from SWM Fund and REET.

#### **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, King County Park Levy funds, 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 actually appropriates funds for project expenditures.

The updated Capital Improvement Program, excluding Surface Water CIP, includes 24 individual projects which total \$62,079,220 over the six-year planning horizon. The project costs and funding sources are displayed in Attachments 2, 3 and 4. Also attached are projections of Real Estate Excise Taxes, Park Impact Fees, Transportation Impact Fees and King County Park Levy which are Attachments 5, 6, 7, and 8.

#### **City Council Priority or 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

**CITY OF KENMORE  
WASHINGTON  
ORDINANCE NO. 23-0594**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON, AMENDING  
ORDINANCE NO. 22-0559 AND THE 2023-2028 SIX-YEAR CAPITAL  
IMPROVEMENT PROGRAM AND ESTABLISHING AN EFFECTIVE DATE.**

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WHEREAS, on October 24, 2022, the City Council adopted Ordinance No. 22-0559, which adopted the 2023-2028 Six-Year Capital Improvement Program ("CIP"); and

WHEREAS, on July 24, 2023, at a regularly scheduled meeting, the City Council was presented with information regarding the proposed amendments to the 2023-2028 Capital Improvement Program; and

WHEREAS, the City Council desires to amend the 2023-2028 CIP to reflect a changes in project budgets and funding for existing Parks Projects P-1 and P-27; existing Transportation Projects T-27, T-37, T-41, T-42, T-44, T-244, T-252; new Transportation Projects T-253, T-255, T-260, T-261 and T-262; and existing City Facilities Project F-1 to include the debt service needed to complete Phase 1 of the Public Works Operations Center.

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

Section 1. Amendment. The City Council amends Ordinance No. 22-0559 and the 2023-2028 Capital Improvement Program, specifically the Expenditures and Revenues for Parks, Transportation, and City Facilities, as set forth on Exhibit "A," entitled "City of Kenmore, Washington Capital Improvement Program for the Years 2023-2028," attached hereto and incorporated by reference. All other provisions of Ordinance No. 22-0559 not amended by this Ordinance shall remain in full force and effect.

Section 2. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of the publication.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 11th DAY OF SEPTEMBER, 2023.

CITY OF KENMORE

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Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

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Anastasiya Warhol, City Clerk

Approved as to form:

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Dawn Reitan, City Attorney

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



**CITY OF KENMORE, WASHINGTON  
CAPITAL IMPROVEMENT PROGRAM  
AS ADOPTED FOR THE YEARS 2023-2028**

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<b>EXPENDITURES</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>
<b><u>PARKS</u></b>							
P 1 Twin Springs Park Phase I	\$248,800	\$0	\$0	\$0	\$0	\$0	\$248,800
P 18 Rhododendron Park - Sign Replacement	\$28,000	\$0	\$0	\$0	\$0	\$0	\$28,000
P 27 'a d i s' Park Waterfront	\$1,390,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$1,690,000
P 28 Log Boom Park Waterfront Access & Mitgtn	\$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 Athl Field Synthetic Turf Install	\$0	\$0	\$30,000	\$15,000	\$730,000	\$0	\$775,000
<b>Total Parks</b>	<b>\$1,750,000</b>	<b>\$123,200</b>	<b>\$143,200</b>	<b>\$128,200</b>	<b>\$840,000</b>	<b>\$110,000</b>	<b>\$3,094,600</b>

<b><u>TRANSPORTATION</u></b>							
T 8 SR 522 West B 57th to 61st	\$49,419	\$400,000	\$800,000	\$750,000	\$0	\$0	\$1,999,419
T 27 Pedestrian Facilities Program	\$0	\$0	\$0	\$415,000	\$415,000	\$415,000	\$1,245,000
T 35 Pavement Preservation	\$1,769,901	\$280,000	\$1,070,000	\$150,000	\$1,520,000	\$200,000	\$4,989,901
T 37 West Sammamish River Bridge Replacement	\$2,222,907	\$97,175	\$32,175	\$32,175	\$32,175	\$32,175	\$2,448,782
T 38 Lower Swamp Creek Bridge Replacement	\$50,000	\$0	\$225,000	\$250,000	\$2,525,000	\$75,000	\$3,125,000
T 41 Juanita Dr Pedestrian & Bicycle Safety Imprvmnts	\$2,185,025	\$30,700	\$0	\$0	\$0	\$0	\$2,215,725
T 42 68th Ave Pedestrian & Bicycle Safety Imprvmnts	\$411,518	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$536,518
T 44 61st Ave Sidewalk Replacement (Phase 1)	\$249,518	\$152,500	\$1,089,683	\$0	\$0	\$0	\$1,491,701
T xx 61st Ave Sidewalk Replacement (Phase 2)	\$0	\$0	\$50,000	\$250,000	\$250,000	\$3,015,000	\$3,565,000
T 244 Burke-Gilman Trail/NE 175th St. Wayfinding	\$351,402	\$0	\$0	\$0	\$0	\$0	\$351,402
T 252 ADA Transition Program	\$500,000	\$15,000	\$250,000	\$825,000	\$250,000	\$1,000,000	\$2,840,000
T 253 NE 181st St Sidewalk Project	\$51,000	\$329,514	\$1,121,486	\$50,000	\$0	\$0	\$1,552,000
T 255 68th/Simonds Restriping Project	\$180,000	\$270,000	\$0	\$0	\$0	\$0	\$450,000
T 260 80th Ave NE Sidewalk Project	\$51,000	\$325,000	\$325,000	\$1,748,652	\$135,000	\$15,000	\$2,599,652
T 261 NE 192nd St Sidewalk Project	\$51,000	\$190,000	\$643,749	\$5,000	\$0	\$0	\$889,749
T 262 Arrowhead Project	\$51,000	\$276,832	\$230,000	\$1,370,623	\$470,712	\$10,000	\$2,409,167
T-xx NE 170th Sidewalk Project	\$25,000	\$175,000	\$0	\$0	\$0	\$0	\$200,000
<b>Total Transportation</b>	<b>\$8,198,690</b>	<b>\$2,566,721</b>	<b>\$5,862,093</b>	<b>\$5,871,450</b>	<b>\$5,622,887</b>	<b>\$4,787,175</b>	<b>\$32,909,016</b>

<b><u>CITY FACILITIES</u></b>							
F 1 Public Works Shop Land Acq & Develpmnt	\$4,000,000	\$12,500,000	\$0	\$0	\$0	\$0	\$16,500,000
Debt Repayment	\$575,604	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$9,575,604
<b>Total City Facilities</b>	<b>\$4,575,604</b>	<b>\$14,300,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$26,075,604</b>

<b>TOTAL EXPENDITURES</b>	<b>\$14,524,294</b>	<b>\$16,989,921</b>	<b>\$7,805,293</b>	<b>\$7,799,650</b>	<b>\$8,262,887</b>	<b>\$6,697,175</b>	<b>\$62,079,220</b>
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**CITY OF KENMORE, WASHINGTON  
CAPITAL IMPROVEMENT PROGRAM  
AS ADOPTED FOR THE YEARS 2023-2028**

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REVENUES	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
<b><u>PARKS</u></b>							
Park Impact Fee Revenue	\$137,500	\$20,000	\$50,000	\$35,000	\$180,000	\$20,000	\$442,500
Real Estate Excise Tax (Parks)	\$238,000	\$0	\$0	\$10,000	\$10,000	\$10,000	\$268,000
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
2022 Carryover Funds	\$1,160,000	\$0	\$0	\$0	\$0	\$0	\$1,160,000
WA State Appropriation	\$111,300	\$0	\$0	\$0	\$0	\$0	\$111,300
Sports Leagues	\$0	\$0	\$0	\$0	\$220,000	\$0	\$220,000
Other Grants - unsecured	\$0	\$0	\$0	\$0	\$350,000	\$0	\$350,000
<b>Total Parks</b>	<b>\$1,750,000</b>	<b>\$123,200</b>	<b>\$143,200</b>	<b>\$128,200</b>	<b>\$840,000</b>	<b>\$110,000</b>	<b>\$3,094,600</b>
<b><u>TRANSPORTATION</u></b>							
Transportation Impact Fees	\$589,045	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$989,045
Real Estate Excise Taxes	\$2,609,449	\$515,700	\$740,767	\$1,416,016	\$1,545,712	\$1,480,000	\$8,307,644
Real Estate Excise Taxes-Sammamish Bridge	\$1,157,868	\$97,175	\$32,175	\$32,175	\$32,175	\$32,175	\$1,383,743
Surface Water Fund - other	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
KAPE	\$0	\$280,000	\$870,000	\$150,000	\$970,000	\$150,000	\$2,420,000
Connecting WA	\$614,458	\$400,000	\$800,000	\$750,000	\$0	\$0	\$2,564,458
Move Ahead WA	\$0	\$0	\$50,000	\$250,000	\$250,000	\$2,950,000	\$3,500,000
WSDOT ped/bike	\$444,042	\$137,500	\$996,765	\$0	\$0	\$0	\$1,578,307
Sound Transit (pending)	\$50,000	\$289,514	\$981,486	\$0	\$0	\$0	\$1,321,000
BRAC Grant (pending)	\$526,553	\$0	\$225,000	\$250,000	\$2,525,000	\$75,000	\$3,601,553
Juanita Funding Carryover	\$606,025	\$0	\$0	\$0	\$0	\$0	\$606,025
68th Ave Ped/Bike Funding Carryover	\$230,773	\$0	\$0	\$0	\$0	\$0	\$230,773
WSDOT Safe Routes to Schools	\$100,000	\$386,832	\$750,900	\$1,320,623	\$200,000	\$0	\$2,758,355
WSDOT Ped/Bike Funds	\$50,000	\$285,000	\$285,000	\$1,602,636	\$0	\$0	\$2,222,636
Department of Ecology	\$121,388	\$0	\$0	\$0	\$0	\$0	\$121,388
Puget Sound Energy	\$154,089	\$0	\$0	\$0	\$0	\$0	\$154,089
TIB (overlay)	\$920,000	\$0	\$0	\$0	\$0	\$0	\$920,000
T-xx NE 170th Sidewalk Project	\$25,000	\$175,000	\$0	\$0	\$0	\$0	\$200,000
<b>Total Transportation</b>	<b>\$8,198,690</b>	<b>\$2,566,721</b>	<b>\$5,862,093</b>	<b>\$5,871,450</b>	<b>\$5,622,887</b>	<b>\$4,787,175</b>	<b>\$32,909,016</b>
<b><u>CITY FACILITIES</u></b>							
20 year Note Public Works Shop	\$ 4,000,000	\$12,500,000	\$ -	\$ -	\$ -	\$ -	\$ 16,500,000
Surface Water Utility Funds	\$ 240,603	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 4,740,603
REET	\$ 251,539	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 4,751,539
Street Fund	\$ 54,682	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,682
General Fund	\$ 28,780	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,780
<b>Total City Facilities</b>	<b>\$4,575,604</b>	<b>\$14,300,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$26,075,604</b>
<b>TOTAL REVENUES</b>	<b>\$14,524,294</b>	<b>\$16,989,921</b>	<b>\$7,805,293</b>	<b>\$7,799,650</b>	<b>\$8,262,887</b>	<b>\$6,697,175</b>	<b>\$62,079,220</b>

**CITY OF KENMORE, WASHINGTON  
PARK CAPITAL IMPROVEMENT PROGRAM  
PROPOSED FOR THE YEARS 2023-2028**

<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>
P 1 Twin Springs Park Phase I	\$ 248,800	\$ -	\$ -	\$ -	\$ -	\$ -
P 18 Rhododendron Park - Sign Replacement	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -
P 27 Ź' a Ź' a d i s Park Waterfront	\$ 1,390,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
P 28 Log Boom Park Waterfront Access & Mitgtn	\$ 60,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
P 30 Rhododendron Park Boathouse Pavilion	\$ 23,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ -	\$ -
P 32 Moorlands Athl Field Synthetic Turf Install	\$ -	\$ -	\$ 30,000	\$ 15,000	\$ 730,000	\$ -
<b>Total Project Costs</b>	<b>\$ 1,750,000</b>	<b>\$ 123,200</b>	<b>\$ 143,200</b>	<b>\$ 128,200</b>	<b>\$ 840,000</b>	<b>\$ 110,000</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>
Park Impact Fees	\$ 137,500	\$ 20,000	\$ 50,000	\$ 35,000	\$ 180,000	\$ 20,000
Real Estate Excise Taxes	\$ 238,000	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
City Swamp Creek Basin Funds	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
King County Park Levy	\$ 63,200	\$ 63,200	\$ 53,200	\$ 43,200	\$ 40,000	\$ 40,000
Ź' a Ź' a d i s Park Waterfront 2022 funding carryover	\$ 1,160,000	\$ -	\$ -	\$ -	\$ -	\$ -
WA State Appropriation	\$ 111,300	\$ -	\$ -	\$ -	\$ -	\$ -
Sports Leagues	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ -
Other Grants - unsecured	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -
<b>Total Project Funding</b>	<b>\$ 1,750,000</b>	<b>\$ 123,200</b>	<b>\$ 143,200</b>	<b>\$ 128,200</b>	<b>\$ 840,000</b>	<b>\$ 110,000</b>



## City of Kenmore Capital Improvement Program

### Twin Springs Park – Phase 1

#### Project P-1

**Project Location:** Twin Springs Park 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 2,200 sq.ft. gravel area and 5' x5' concrete pad adjacent to the northern access road to accommodate five cars, future maintenance shed, and future porta-potty; installation of a new waterline and stormwater line in the northern access road; refurbishing the existing parking lot and access at the southern entrance for five cars (re-striping, wheel stops, ADA signage).

**Project Status as of July 2023:** SEPA, grading and engineering permit applications submitted September 2021. Amended easement agreements with King County for use of the northern access road to install a new water line and surface water line and right to construct the gravel parking area over a subsurface easement are also required. Permit approvals estimated in the next few months. Timing of bid process and construction are dependent on permit approval.

**Funding:** June 2019 the city received a \$155,000 state appropriation. The contract for the grant is administered by the Department of Commerce who charge a 2% fee so \$151,900 was available for the project. The 2022 adopted CIP allocated \$111,300 of grant funds in 2023. As of July 2023, \$99,149.77 grant funds remain. The 2023 CIP includes an additional \$124,000 allocated in 2023 from the Park Impact Fund to complete project construction. Total project cost estimated \$235,300.

**Background:** In 2015 King County completed the Brightwater Portal 44 project 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 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.





## City of Kenmore Capital Improvement Program

### Rhododendron Park – Sign Replacement

#### 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.

**Project Status as of July 2023:** Sign fabrication, installation estimated fourth quarter 2023.

**Funding:** The 2022 adopted CIP allocated \$28,000 REET funds in 2023 for sign fabrication and installation. The 2023 CIP allocates the same amount. Total project cost \$28,000.

**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. Public art was installed in 2022. Mitigation and monitoring of completed 2018-2022.

A park master plan was adopted 3/27/06. Other improvements 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.





## City of Kenmore Capital Improvement Program Waterfront & Natural Open Space Access Project at Ł'a ųw a d i s Park (pronounced TI' awh-ah-dees)

### Project P-27

**Project Location:** 7515 and 7353 NE 175<sup>th</sup> Street, Kenmore WA at Ł'a ųwadis Park (pronounced TI' awh-ah-dees).

**Project Manager:** Parks Project Manager

**Project Description:** Project improvements included: elevated walkways and viewpoints; natural open space and other environmental enhancements; docks, ramps, and staging areas for hand-powered watercraft; parking; restroom; and public art.

**Project Status as of July 2023:** Project construction completed April 2023. Ribbon cutting 5/6/23. Project closeout continues through spring 2024. Monitoring of landscaping related to mitigation and compliance with associated permit requirements 2024-2034.

**Funding:** The 2022 adopted CIP 2023-2028 included \$530,000 funds for mitigation/monitoring (\$190,000 REET, \$100,000 Park Impact Fees and \$240,000 Swamp Creek Basin Funds). There is an additional \$200,000 allocated in future years for mitigation/monitoring (\$40,000 Park Impact Fees and \$160,000 Swamp Creek Basin Funds). The 2023 CIP also includes carry over of \$1,160,000 in unspent funds allocated in 2022 for construction.

**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. Strider Construction Company was Awarded Contract 21-C2670. Construction began December 21, 2021.







## 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:** Improvements included: beach expansion; new trails and viewpoints; waterfront pavilion; environmental and ecological enhancements; kayak concession building; launch access for hand-powered watercraft; and public art.

**Project Status as of July 2023:** Project construction completed June 2022 with a ribbon cutting 8/9/22. Monitoring of landscaping related to mitigation and compliance with associated permit requirements 2023-2033.

**Funding:** The 2022 adopted CIP 2023-2028 included \$320,000 funds for mitigation/monitoring (\$30,000 REET and \$290,000 King County Park Levy). An additional \$200,000 allocated in future years for mitigation/monitoring (\$40,000 REET and \$160,000 King County Park Levy). The 2023 CIP includes the same funding amounts.

**Background:** In 2015 a conceptual plan was developed for improvements at Log Boom park to enhance public access to Lake Washington. This project was approved on the November 2016 ballot measure for Walkways & Waterways. Permits were received in March 2021. Road Construction Northwest was Awarded Contract 21-C2669. Construction began July 26, 2021, and ended June 28, 2022.







## City of Kenmore Capital Improvement Program

### Rhododendron Park Public Boathouse

#### 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:** A 40' x 70' steel boathouse. 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.

**Project Status as of July 2023:** Boathouse construction completed 2021. Public art installed 2022. Building sign installed 2022. Monitoring of landscaping related to mitigation and compliance with associated permit requirements 2022-2026. The City executed a lease agreement in 2020 with the Northshore School District (Contract 20-C2123) for boathouse programming and operations.

**Funding:** The 2022 adopted CIP 2023-2028 included an allocation of \$32,800 for building signage and mitigation/monitoring (\$12,800 King County Park Levy, and \$20,000 REET). The 2023 CIP includes the same funding amounts.

To complete project construction, the City allocated \$503,000 of Strategic Opportunity Funds with the understanding that the fundraising committee would raise this amount to reimburse the City. The fundraising committee provides quarterly reports to Council. No funds have been raised to date.

**Background:** 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.





## City of Kenmore Capital Improvement Program Moorlands Park - Athletic Field Turf Replacement 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.

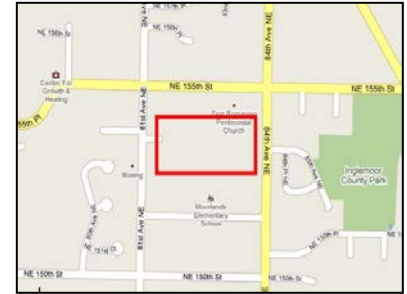
**Project Manager:** Parks Project Manager

**Project Description:** Replacing the athletic field grass with artificial turf.

**Project Status as of July 2023:** In 2024 confirm that the existing under field drainage system designed for a grass field can accommodate a turf replacement. If the system is not compatible the project will not move forward. 2025 prepare grant application and notify the sports leagues to conduct fundraising efforts. If grant funds are not secured or fundraising efforts are not successful, the project will not move forward.

**Funding:** The 2022 adopted CIP 2023-2028 includes \$775,000 (\$350,000 unsecured grant, \$205,000 park impact fees, \$220,000 unsecured sport leagues contribution). The 2023 CIP allocates the same amount. Total project cost estimate \$775,000.

**Background:** In July of 2018 park improvements (project P 6) were completed including: renovated athletic field; new picnic shelter; new restrooms, new playground; landscaping and pathways. A new interlocal agreement with the Northshore School District regarding park use was authorized in December 2017. The School District also schedules athletic field use.



**CITY OF KENMORE, WASHINGTON**  
**TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM**  
**PROPOSED FOR THE YEARS 2023-2028**

ATTACHMENT 3

Project Description	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed
T 8 SR 522 West B 57th to 61st	\$ 49,419	\$ 400,000	\$ 800,000	\$ 750,000	\$ -	\$ -
T 27 Pedestrian Facilities Program	\$ -	\$ -	\$ -	\$ 415,000	\$ 415,000	\$ 415,000
T 35 Pavement Preservation 73rd/169th	\$ 1,769,901	\$ 280,000	\$ 1,070,000	\$ 150,000	\$ 1,520,000	\$ 200,000
T 37 West Sammamish River Bridge Replacement	\$ 2,222,907	\$ 97,175	\$ 32,175	\$ 32,175	\$ 32,175	\$ 32,175
T 38 Lower Swamp Creek Bridge Replacement	\$ 50,000	\$ -	\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 75,000
T 41 Juanita Dr Pedestrian & Bicycle Safety Imprvmts	\$ 2,185,025	\$ 30,700	\$ -	\$ -	\$ -	\$ -
T 42 68th Ave Pedestrian & Bicycle Safety Imprvmts	\$ 411,518	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
T 44 61st Ave Sidewalk Replacement (Phase 1)	\$ 249,518	\$ 152,500	\$ 1,089,683	\$ -	\$ -	\$ -
T xx 61st Ave Sidewalk Replacement (Phase 2)	\$ -	\$ -	\$ 50,000	\$ 250,000	\$ 250,000	\$ 3,015,000
T 244 Burke-Gilman Trail/NE 175th St. Wayfinding	\$ 351,402	\$ -	\$ -	\$ -	\$ -	\$ -
T 252 ADA Transition Program	\$ 500,000	\$ 15,000	\$ 250,000	\$ 825,000	\$ 250,000	\$ 1,000,000
T 253 NE 181st St Sidewalk Project	\$ 51,000	\$ 329,514	\$ 1,121,486	\$ 50,000	\$ -	\$ -
T 255 68th/Simonds Restriping Project	\$ 180,000	\$ 270,000	\$ -	\$ -	\$ -	\$ -
T 260 80th Ave NE Sidewalk Project	\$ 51,000	\$ 325,000	\$ 325,000	\$ 1,748,652	\$ 135,000	\$ 15,000
T 261 NE 192nd St Sidewalk Project	\$ 51,000	\$ 190,000	\$ 643,749	\$ 5,000	\$ -	\$ -
T 262 Arrowhead Project	\$ 51,000	\$ 276,832	\$ 230,000	\$ 1,370,623	\$ 470,712	\$ 10,000
T-xx NE 170th Sidewalk Project	\$ 25,000	\$ 175,000	\$ -	\$ -	\$ -	\$ -
<b>Total Project Costs</b>	<b>\$ 8,198,690</b>	<b>\$ 2,566,721</b>	<b>\$ 5,862,093</b>	<b>\$ 5,871,450</b>	<b>\$ 5,622,887</b>	<b>\$ 4,787,175</b>

Funding as Proposed:	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed
Transportation Impact Fees	\$ 589,045	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Real Estate Excise Taxes	\$ 2,609,449	\$ 515,700	\$ 740,767	\$ 1,416,016	\$ 1,545,712	\$ 1,480,000
Real Estate Excise Taxes-Sammamish Bridge	\$ 1,157,868	\$ 97,175	\$ 32,175	\$ 32,175	\$ 32,175	\$ 32,175
Surface Water Fund - other	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -
KAPE	\$ -	\$ 280,000	\$ 870,000	\$ 150,000	\$ 970,000	\$ 150,000
Connecting WA	\$ 614,458	\$ 400,000	\$ 800,000	\$ 750,000	\$ -	\$ -
Move Ahead WA			\$ 50,000	\$ 250,000	\$ 250,000	\$ 2,950,000
WSDOT ped/bike	\$ 444,042	\$ 137,500	\$ 996,765	\$ -	\$ -	\$ -
Sound Transit (pending)	\$ 50,000	\$ 289,514	\$ 981,486	\$ -	\$ -	\$ -
BRAC Grant (pending)	\$ 526,553	\$ -	\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 75,000
Juanita Funding Carryover	\$ 606,025					
68th Ave Ped/Bike Funding Carryover	\$ 230,773					
WSDOT Safe Routes to Schools	\$ 100,000	\$ 386,832	\$ 750,900	\$ 1,320,623	\$ 200,000	\$ -
WSDOT Ped/Bike Funds	\$ 50,000	\$ 285,000	\$ 285,000	\$ 1,602,636	\$ -	\$ -
Department of Ecology	\$ 121,388	\$ -	\$ -	\$ -	\$ -	\$ -
Puget Sound Energy	\$ 154,089					
TIB (overlay)	\$ 920,000	\$ -	\$ -	\$ -	\$ -	\$ -
T-xx NE 170th Sidewalk Project	\$ 25,000	175,000	0	0	0	0
<b>Total Project Funding</b>	<b>\$ 8,198,690</b>	<b>\$ 2,566,721</b>	<b>\$ 5,862,093</b>	<b>\$ 5,871,450</b>	<b>\$ 5,622,887</b>	<b>\$ 4,787,175</b>



## City of Kenmore Capital Improvement Program

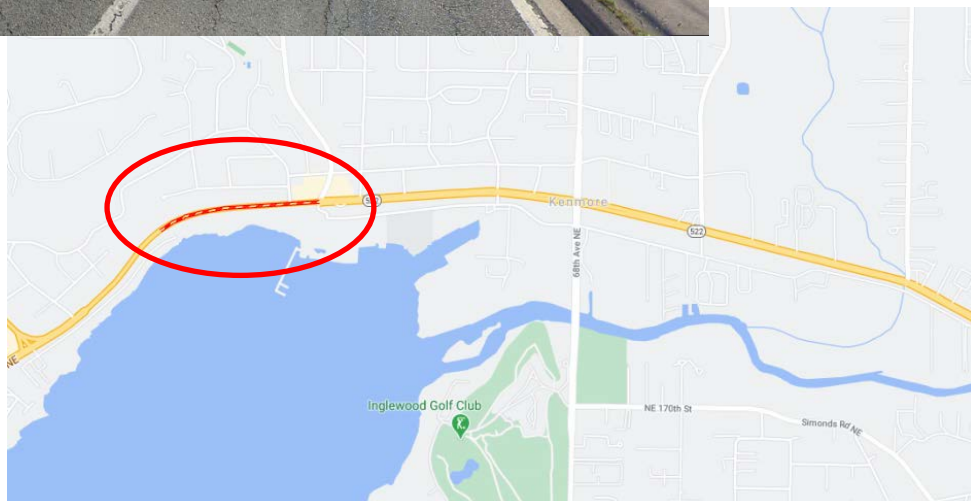
**Project Name:** SR 522 West B (57th Avenue NE to 61st Avenue NE)

**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.







## City of Kenmore Capital Improvement Program

**Project Name: Pedestrian Facilities 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:** 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.







## 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

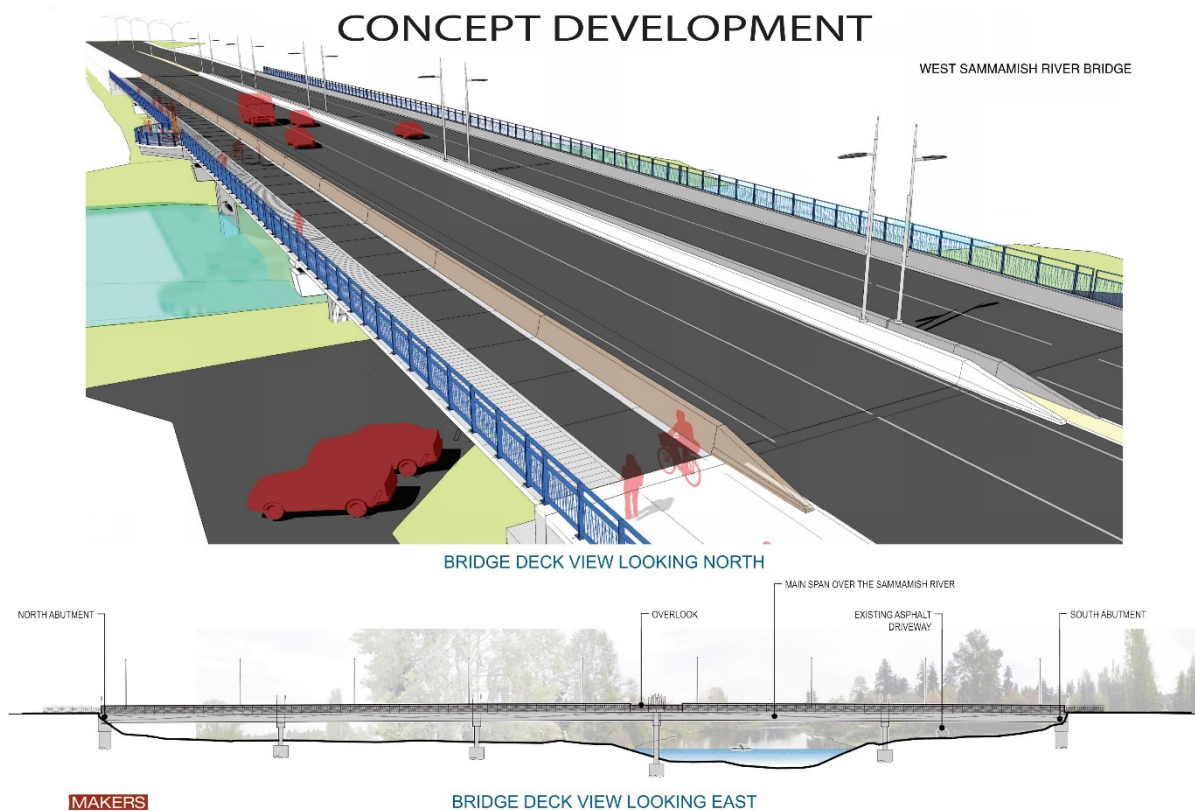
**Project Description:** Replace the West Sammamish River Bridge (southbound traffic) that crosses the Sammamish River on 68<sup>th</sup> Avenue NE. The project will also include new sidewalk and bike path, landscaping, lighting, and utility undergrounding on 68<sup>th</sup> Avenue NE between NE 170<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







## City of Kenmore Capital Improvement Program

**Project Name:** Lower Swamp Creek Bridge Replacement

**Project No.:** T-38

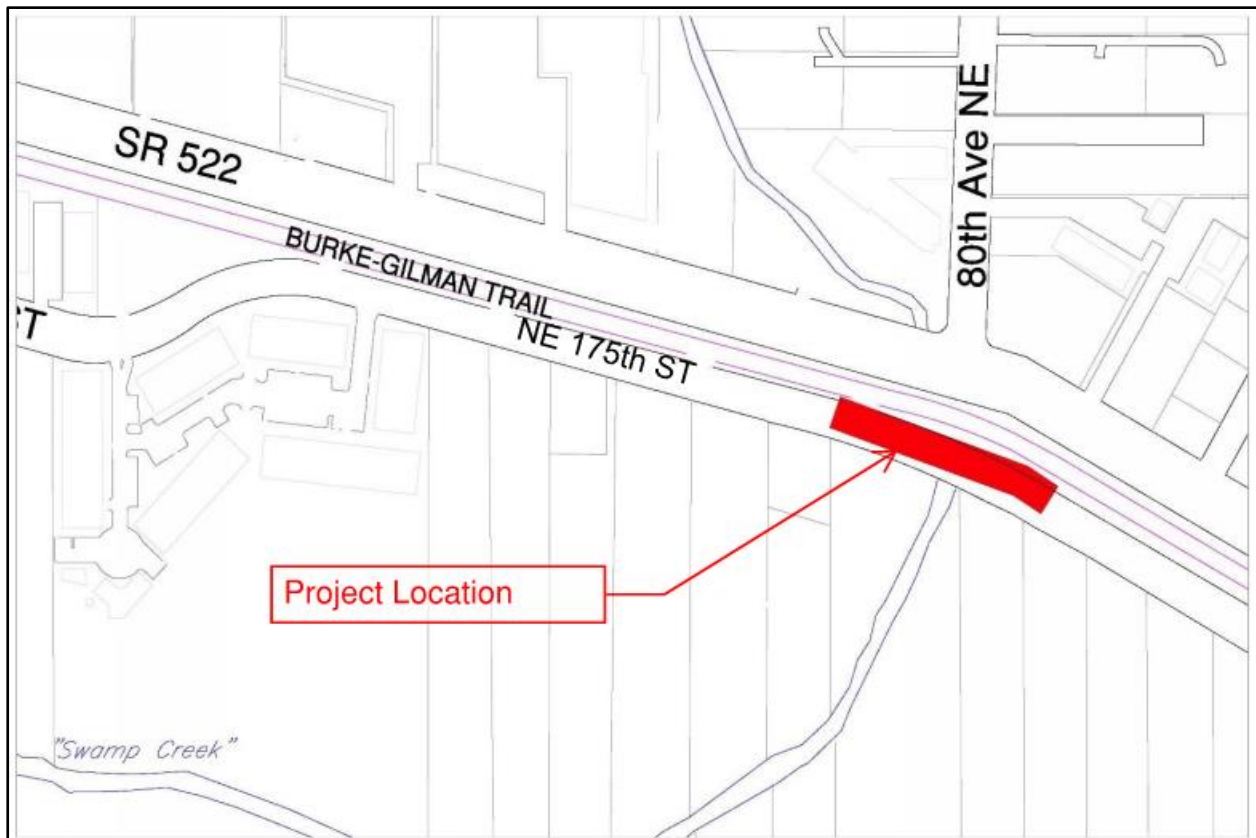
**Project Location:** NE 175<sup>th</sup> Street/Swamp Creek Crossing

**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*



*Figure B: Project Location*



## 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:

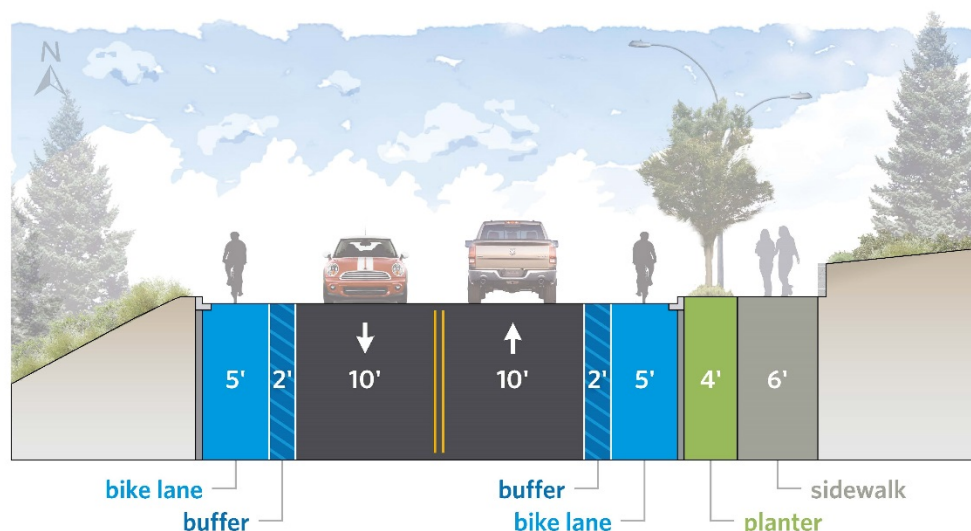
- Sidewalk along the east side of Juanita Drive NE where residential neighborhoods are located. Sidewalk improvements and pedestrian crossings on west side of street will be limited to bus stops only.
- Bike lanes with buffer on the east and west side of Juanita Drive NE;
- Additional or extensions of 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: 68 Avenue NE Pedestrian and Bicycle Improvements

### Project Number: T-42

**Project Location:** 68 Avenue NE / NE 202 Street

**Segment a:** West side of 68 Avenue NE from NE 182 Street to NE 185 Street

**Segment b:** East side of 68 Avenue NE from NE 185 Street to existing sidewalk

**Segment c:** West side of 68 Avenue NE from NE 185 Street to NE 201 Street

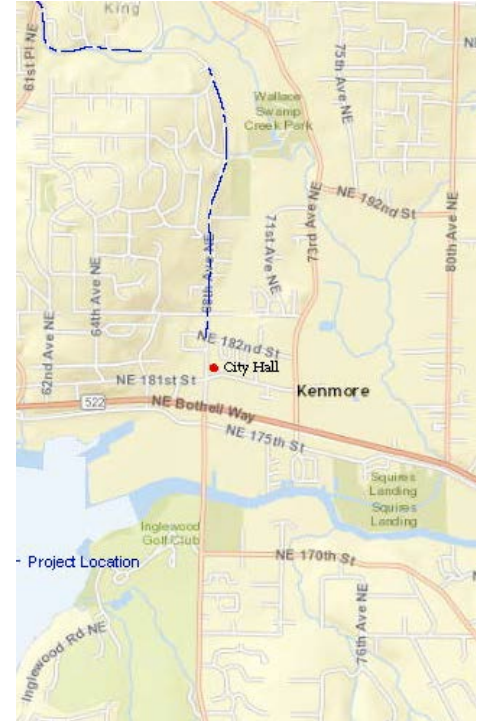
**Segment d:** North side of NE 202 Street from 66 Avenue NE to 61 Avenue NE

**Project Description:** This project provides continuous ADA accessible sidewalk and bike lanes on 68 Avenue NE and NE 202 Streets respectively between NE 182 Street and 61 Avenue NE. Other project components include new storm drainage, LED street lighting, landscaping in downtown area, RRFB ped crossing at NE185th Street, retaining walls and utility relocation where necessary. The speed limit will also be reduced to 25 MPH.

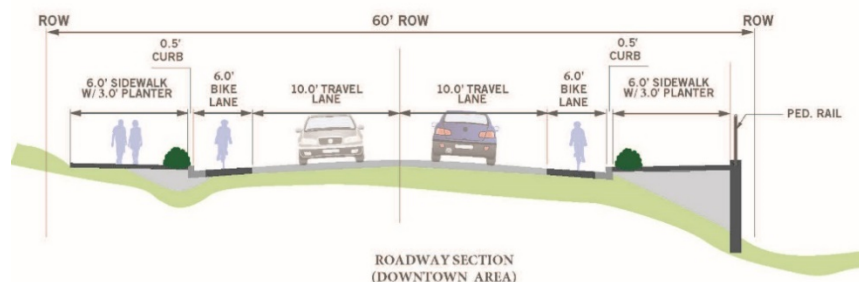
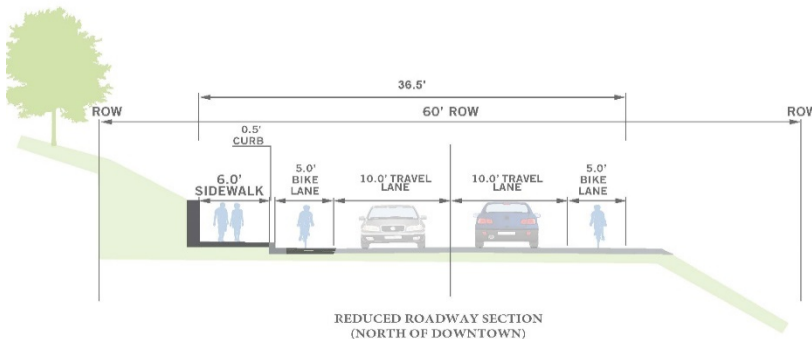
**Background:** 68 Avenue NE / NE 202 Street is a collector arterial roadway that runs north/south through the City of Kenmore. This roadway serves as a primary connector to Downtown Kenmore and City Hall for residences and Kenmore Middle School. The current street configuration allows for only one travel lane in each direction and intermittent asphalt shoulders. The posted speed is 35 mph.

**Funding Sources:** This project is funded through the Walkways and Waterways bond measure, Department of Ecology grant, Northshore Utility District, and local dollars.

**Project Delivery Status:** Construction began in late March 2021 and will be completed in September 2022. Plant establishment work will continue into 2023.



## Proposed Improvements:







## City of Kenmore Capital Improvement Program

### Project Name: 61<sup>st</sup> Avenue Sidewalk Replacement Project, Phase 1 Project No. T-44

**Project Location:** 61<sup>st</sup> Ave/Pl NE (NE 190<sup>th</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 the east side of 61<sup>st</sup> Avenue NE between NE 190<sup>th</sup> St and 60<sup>th</sup> Avenue NE and on 61<sup>st</sup> Place NE from 60<sup>th</sup> Avenue NE to the northern city limits. In addition to replacing sidewalk panels, the following will also be included in the project:

- A 2-inch grind and HMA overlay
- New bike lanes.
- On-street parking will be removed within this section
- Right turn pockets at NE 193<sup>rd</sup> St, 60<sup>th</sup> Ave NE, and 62<sup>nd</sup> Ave NE will be removed
- Rectangular Rapid Flashing Beacon (RRFB) at 193<sup>rd</sup> St and 60<sup>th</sup> Ave Intersections.

**Background:** 61<sup>st</sup> Avenue/Place 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 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:** 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 updated regularly when changes are made to the City's infrastructure.





## City of Kenmore Transportation Improvement Program

**Project Name:** NE 181<sup>st</sup> St Sidewalks (61<sup>st</sup> Ave – 63<sup>rd</sup> Ave)

**Project No.:** T-253

**Project Location:** NE 181<sup>st</sup> Street between 61<sup>st</sup> Avenue NE and 63<sup>rd</sup> Avenue NE.

**Project Description:** This project builds approximately 615 LF of new sidewalks on south side of NE 181<sup>st</sup> Street from 61<sup>st</sup> Ave to 63<sup>rd</sup> Ave.

**Background:** There are limited sidewalks and pedestrian facilities along this section of NE 181<sup>st</sup>. Adding sidewalk would provide sidewalk connections along NE 181<sup>st</sup> to existing sidewalk on 62<sup>nd</sup> Ave NE and 61<sup>st</sup> Ave NE. This sidewalk is located in a community business zone.







## City of Kenmore Transportation Improvement Program

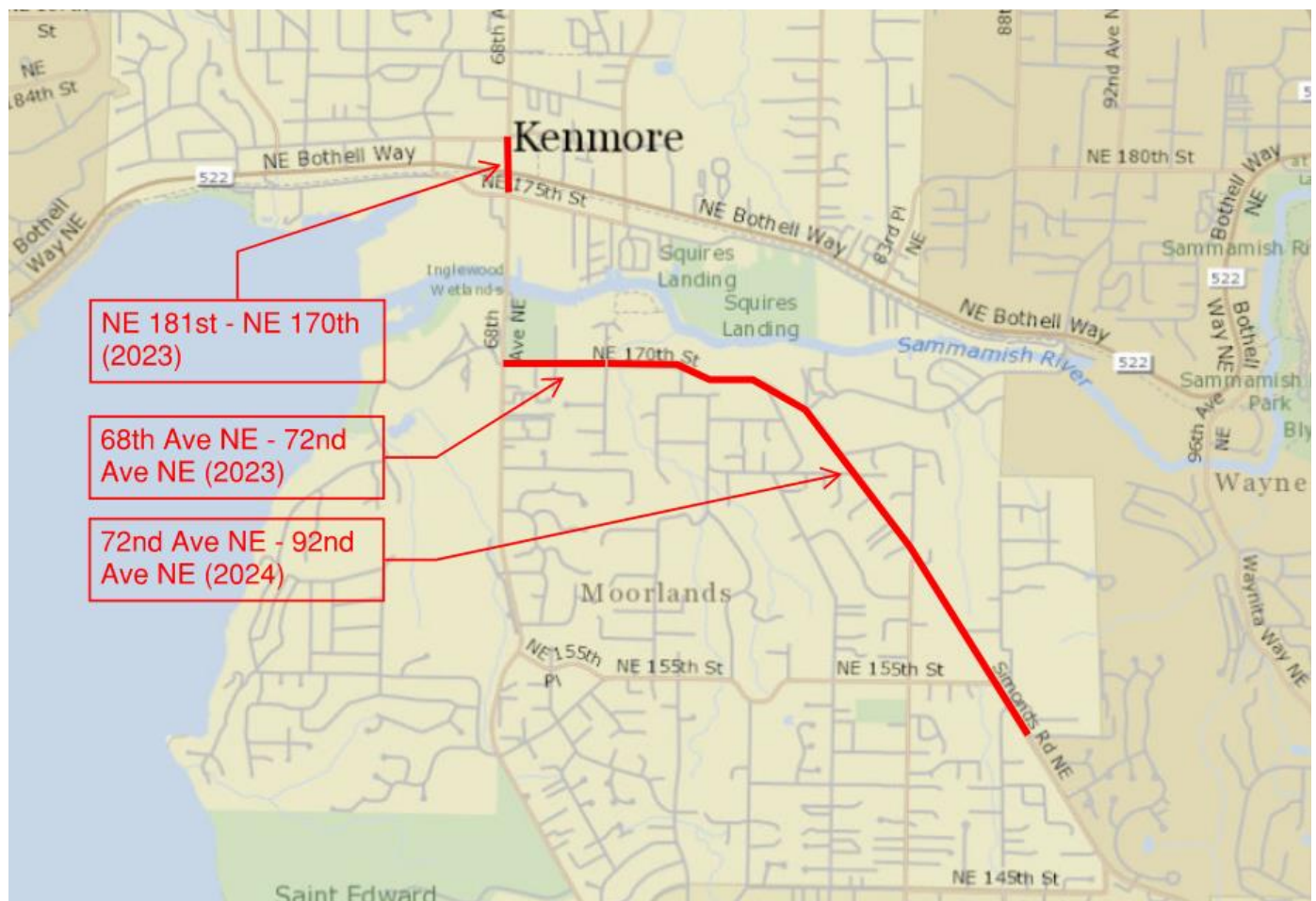
**Project Name:** 68<sup>th</sup> Ave NE and Simonds Rechannelization

**Project No.:** T-255

**Project Location:** 68<sup>th</sup> Ave NE between NE 175<sup>th</sup> St and NE 181<sup>st</sup> St  
NE 170<sup>th</sup> St/Simonds Rd between 68<sup>th</sup> Ave NE and NE 92<sup>nd</sup> St

**Project Description:** This project restripes 68<sup>th</sup> Ave NE from NE 175<sup>th</sup> St to NE 181<sup>st</sup> St to provide a dedicated bus only lane, adds new bike lanes with profiled plastic striping on NE 170<sup>th</sup> St from 68<sup>th</sup> Ave NE to 72<sup>nd</sup> Ave NE, and new profiled plastic striping on Simonds Rd from 72<sup>nd</sup> Ave NE to 92<sup>nd</sup> Ave NE.

**Background:** With changes in traffic, new bike lane standards, and the completion of W Sammamish River Bridge and Walkways and Waterways transportation projects, modifications to channelization on 68<sup>th</sup> is needed to improve operation of this section of 68<sup>th</sup>. Bike lanes are being added to NE 170<sup>th</sup> to connect the existing bike lanes on Simonds road to the new bike lanes on Juanita Dr and 68<sup>th</sup> Ave NE. Also, federal regulation are changing to include vertical separations between bike lanes and travel lanes, profiled plastic striping will be tested on NE 170<sup>th</sup> St with the new striping and if successful, will be added to the existing bike lane buffers on Simonds Rd in 2024.





## City of Kenmore Transportation Improvement Program

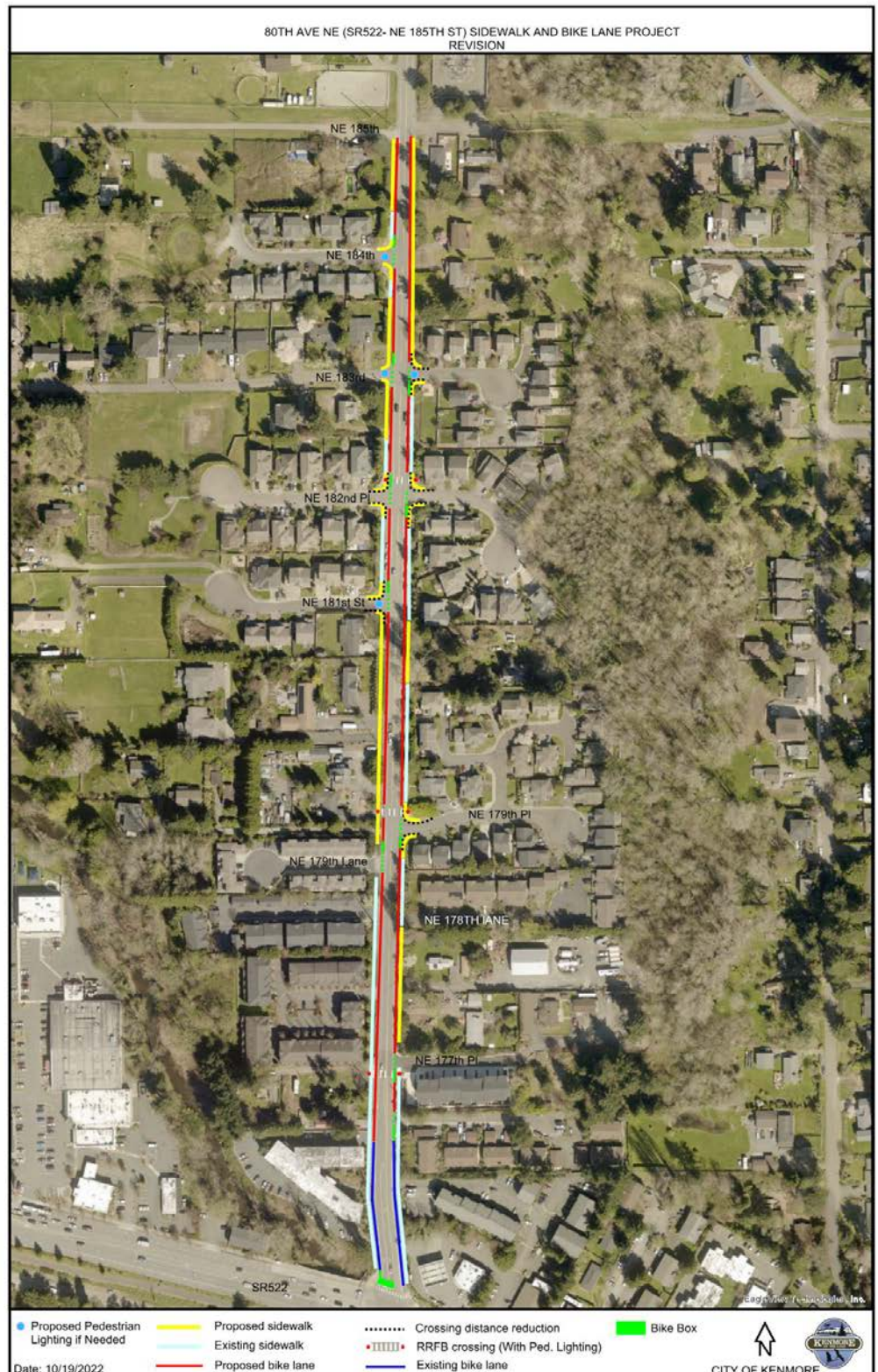
**Project Name:** 80<sup>th</sup> Ave NE Ped/Bike Project (SR522 – NE 185<sup>th</sup> St)

**Project No.:** T-260

**Project Location:** 80<sup>th</sup> Ave NE between NE 179<sup>th</sup> PI and NE 185<sup>th</sup> St (Tolt line).

**Project Description:** This project builds approximately 1,175 LF of new sidewalks on both sides of 80<sup>th</sup> Ave NE between NE 179<sup>th</sup> PI and NE 185<sup>th</sup> St (the Tolt water line corridor) with buffered bike lanes on both sides. This project also includes a flashing crosswalk near NE 182<sup>nd</sup> St. All on-street parking will be eliminated within the project limits.

**Background:** Sidewalk exists at sporadic location along 80<sup>th</sup> Ave NE within the project limits. This project will close gaps and create a continuous sidewalk on both sides of the street connecting to SR522.







## City of Kenmore Transportation Improvement Program

**Project Name:** NE 192<sup>nd</sup> St Sidewalks (73<sup>rd</sup> Ave – 75<sup>th</sup> Ave)

**Project No.:** T-261

**Project Location:** NE 192<sup>nd</sup> Street between 73<sup>rd</sup> Ave NE and 75<sup>th</sup> Avenue NE.

**Project Description:** This project builds approximately 275 LF of new sidewalks on north side of NE192nd Street from 73<sup>rd</sup> Ave – 75<sup>th</sup> Ave and approximately 75 LF of sidewalk on the east side of 75<sup>th</sup> Ave NE to close the sidewalk gap.

**Background:** Sidewalk exists on NE 192<sup>nd</sup> Street at 73<sup>rd</sup> Avenue NE and terminates approximately 240 feet from 75<sup>th</sup> Ave NE. Approximately 500 LF of sidewalks were installed east of 75<sup>th</sup> Ave NE as part of private developments. Sidewalk also exists up 75<sup>th</sup> Ave NE. This project will close gaps and create a continuous sidewalk to Kenmore Elementary in this area. NE 192<sup>nd</sup> St is a designated walking route for Kenmore Elementary School students. Sidewalks at this location were identified as a high priority sidewalk in the Sidewalk Program.







## City of Kenmore Transportation Improvement Program

**Project Name:** NE Arrowhead Drive Sidewalks

**Project No.:** T-262

**Project Location:** NE Arrowhead Drive between NE 151<sup>st</sup> Street and 64<sup>th</sup> Avenue NE.

**Project Description:** This project builds approximately 2,050 LF of new sidewalks on west side/south side of NE Arrowhead drive from NE 151<sup>st</sup> St to 64<sup>th</sup> Ave NE. On-street parking adjacent to new sidewalk will be removed. Project will also include one rectangular rapid flashing beacon (RRFB), narrowing of street crossings, additional school zone signage, and several traffic calming features such as chicanes.

**Background:** NE Arrowhead Drive varies from 3-foot wide to 5-foot wide shoulder with two way traffic. NE Arrowhead Drive is a designated walking route for Arrowhead Elementary School students. Sidewalks along this road were identified as a high priority during the neighborhood meetings held for this area as part of the Neighborhood Transportation Program Plan and is listed as a high priority sidewalk in the Sidewalk Program.





## City of Kenmore Capital Improvement Program

**Project Name:** NE 170<sup>th</sup> St Interim Sidewalk

**Project No.** TBD

**Project Location:** North side of 73<sup>rd</sup> Ave NE between 70<sup>th</sup> Ave NE and 72<sup>nd</sup> Ave NE.

**Project Description:** This project will provide sidewalk along the north side of NE 170<sup>th</sup> St from 70<sup>th</sup> Ave NE to 72<sup>nd</sup> Ave NE. The proposed sidewalk would be the minimum width needed for ADA (Americans with Disabilities Act) compliance and would not meet the City's approved cross section. Driveway approaches would likely not be replaced at this time.

**Background:** This section of NE 170<sup>th</sup> St has a limited width dirt path that connects 72<sup>nd</sup> Ave NE St to sidewalks along Rhododendron Park. This interim project would close that sidewalk gap and provide better accessibility along this portion of NE 170<sup>th</sup> St.



**CITY OF KENMORE, WASHINGTON**  
**CITY FACILITIES CAPITAL IMPROVEMENT PROGRAM**  
**PROPOSED FOR THE YEARS 2023-2028**

<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>F 1 Public Works Shop Land Acq &amp; Develpmnt*</b>	\$4,000,000	\$12,500,000	\$0	\$0	\$0	\$0
<b>Debt Repayment</b>	575,604	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
<b>Total Project Costs</b>	<b>\$4,575,604</b>	<b>\$14,300,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</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>Bank Note, 20 Years</b>	\$4,000,000	\$12,500,000	0	0	0	0
<b>Transfer from SWM</b>	240,603	900,000	900,000	900,000	900,000	900,000
<b>Transfer from REET</b>	251,539	900,000	900,000	900,000	900,000	900,000
<b>Transfer from Street Fund</b>	54,682					
<b>Transfer from General Fund</b>	28,780					
<b>Total Project Funding</b>	<b>\$4,575,604</b>	<b>\$14,300,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>

\*Please see related July 24, 2023 agenda bill regarding the Public Works Operations Center Construction and corresponding debt service.



**CITY OF KENMORE, WASHINGTON**  
**REET Fund Projections**  
**For The Years 2023-2028**

DESCRIPTION	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
Beginning Cash	\$3,061,068	\$813,843	\$1,367,366	\$1,891,013	\$1,848,822	\$1,836,853
<b>Revenues:</b>						
REET 1	943,761	953,199	986,561	1,021,091	1,031,302	1,041,615
REET 2	943,761	953,199	986,561	1,021,091	1,031,302	1,041,615
Interest Earnings	100,000	50,000	70,618	72,803	57,602	57,569
Total Revenues	\$1,987,523	\$1,956,398	\$2,043,740	\$2,114,984	\$2,120,206	\$2,140,799
<b>Transfers Out for Parks :</b>						
P 18 Rhododendron Pk Waterfront & Mitigation	28,000	0	0	0	0	0
P 27 'a d i s Park Waterfront	190,000	0	0	0	0	0
P 28 Log Boom Mitigation	0	0	0	10,000	10,000	10,000
P 30 Rhododendron Boathouse Pavilion	20,000	0	0	0	0	0
Subtotal - Transfers for Parks	\$238,000	\$0	\$0	\$10,000	\$10,000	\$10,000
<b>Transfers Out for Transportation:</b>						
T27 Pedestrian facilities plan	0	0	0	315,000	315,000	315,000
T 35 Overlay	849,901	0	200,000	0	550,000	50,000
T 37 West Samm Bridge	1,157,868	97,175	32,175	32,175	32,175	32,175
T 38 Lower Swamp Creek Bridge Replacement	50,000	0	0	0	0	0
T 41 Juanita Dr Pedestrian & Bicycle Safety	687,925	30,700	0	0	0	0
T 42 68th Ave Ped & Bicycle Safety	180,745	25,000	25,000	25,000	25,000	25,000
T 44 61st Ave Sidewalk Replacement	57,082	15,000	62,918	0	0	0
T 244 Burke-Gilman Trail/NE 175th St. wayfin	81,688	0	0	0	0	0
T 252 ADA Transition Program	500,000	15,000	250,000	825,000	250,000	1,000,000
T 255 68th/Simonds Restriping Project	180,000	270,000	0	0	0	0
Transfer to GF for Maintenance	0	50,000	50,000	50,000	50,000	50,000
Subtotal - Transfers for Transportation	\$3,745,209	\$502,875	\$620,093	\$1,247,175	\$1,222,175	\$1,472,175
<b>Transfers Out for Facilities:</b>						
Public Works Operations Center (PWOC)	251,539	900,000	900,000	900,000	900,000	900,000
Net Income/(Loss)	(2,247,225)	553,523	523,647	(42,191)	(11,969)	(241,376)
Ending Cash	\$813,843	\$1,367,366	\$1,891,013	\$1,848,822	\$1,836,853	\$1,595,476



CITY OF KENMORE, WASHINGTON  
 Park Impact Fee Fund Projections  
 for the Years 2023-2028

ATTACHMENT 6

DESCRIPTION	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
Beginning Cash	\$94,931	\$256,949	\$539,761	\$782,981	\$1,048,541	\$1,163,514
Revenues:						
Interest Earnings	20,000	20,000	18,892	23,489	26,214	29,088
Park Impact Fees	279,518	282,812	274,328	277,071	268,759	271,446
Total Revenues	299,518	302,812	293,219	300,560	294,972	300,534
To be Transferred Out for Parks :						
1 Twin Springs Interim Use	137,500	0	0	0	0	0
27 'a 'a d i s Park Waterfront	0	20,000	20,000	20,000	20,000	20,000
32 Moorlands Athletic Field Synthetic Turf Installation			30,000	15,000	160,000	0
Subtotal - Transfers to Park Capital	137,500	20,000	50,000	35,000	180,000	20,000
Net Income/(Loss)	\$162,018	\$282,812	\$243,219	\$265,560	\$114,972	\$280,534
Ending Cash Balance	\$256,949	\$539,761	\$782,981	\$1,048,541	\$1,163,514	\$1,444,048

**CITY OF KENMORE, WASHINGTON**  
**Transportation Impact Fee Fund Projections**  
**For The Years 2023-2028**

DESCRIPTION	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
Beginning Cash	\$360,027	\$276,982	\$632,982	\$656,787	\$634,520	\$332,129
Revenues:						
Interest Earnings	50,000	50,000	22,154	19,704	19,036	9,964
Transp. Impact Fees	600,000	606,000	454,500	459,045	344,284	347,727
Total Revenues	\$650,000	\$656,000	\$476,654	\$478,749	\$363,321	\$357,694
Transfers Out for Transportation:						
T 27 Ped Facilities Program	0	0	0	100,000	100,000	100,000
T 37 West Samm Bridge	500,000	0	0	0	0	0
T 41 Juanita Ped & Bicycle Safety	89,045	0	0	0	0	0
Reimb to GF for Sr Civil Engineer	140,000	140,000	150,000	150,000	160,000	160,000
T 253 NE 181st ST Sidewalk Project	1,000	40,000	140,000	50,000	0	0
T 260 80th Ave NE Sidewalk Project	1,000	40,000	40,000	146,016	135,000	15,000
T 261 NE 192nd ST Sidewalk Project	1,000	40,000	82,849	5,000	0	0
T 262 Arrowhead Project	1,000	40,000	40,000	50,000	270,712	10,000
Subtotal	\$733,045	\$300,000	\$452,849	\$501,016	\$665,712	\$285,000
Net Income/(Loss)	(83,045)	356,000	23,805	(22,267)	(302,391)	72,694
Ending Cash Unreserved	\$276,982	\$632,982	\$656,787	\$634,520	\$332,129	\$404,824

**CITY OF KENMORE, WASHINGTON**

**King County Trail and Park Levy Projections**

**For the Years 2023-2028**

DESCRIPTION	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
<b>Revenues:</b>						
Investment Earnings	545	1,491	2,364	3,214	4,132	5,065
Levy Revenues- Park (fund 303 park levy r	155,000	155,000	155,000	155,000	155,000	155,000
Total Revenues	\$157,851	\$157,884	\$158,067	\$158,357	\$158,357	\$158,357

**To Be Transferred Out for Parks :**

P28 Log Boom Park	60,000	60,000	50,000	40,000	40,000	40,000
P30 Rhododendron Park	3,200	3,200	3,200	3,200	0	0
Transfer to General Fund for Operations (fm 303 to 001)			25,000	25,000	25,000	25,000
Subtotal- Expenditures	\$63,200	\$63,200	\$78,200	\$68,200	\$65,000	\$65,000
Net Income/(Loss)	\$94,651	\$94,684	\$79,867	\$90,157	\$93,357	\$93,357
Beginning Cash	\$7,127	\$101,778	\$196,462	\$276,329	\$366,486	\$459,843
Ending Cash Balance	\$101,778	\$196,462	\$276,329	\$366,486	\$459,843	\$553,200

**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 - Sign Replacement	\$28,000	\$0	\$0	\$0	\$0	\$0	\$28,000
P 27 λ' a x̄w 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 Athletic Field Turf Replacement	\$0	\$0	\$30,000	\$15,000	\$730,000	\$0	\$775,000
<b>Total Parks</b>	<b>\$452,500</b>	<b>\$123,200</b>	<b>\$143,200</b>	<b>\$128,200</b>	<b>\$840,000</b>	<b>\$110,000</b>	<b>\$1,797,100</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 Pedestrian Facilities Program	\$315,000	\$315,000	\$315,000	\$315,000	\$315,000	\$315,000	\$1,890,000
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>\$4,971,668</b>	<b>\$1,766,500</b>	<b>\$7,560,765</b>	<b>\$2,081,500</b>	<b>\$4,696,500</b>	<b>\$1,771,894</b>	<b>\$22,848,827</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	\$10,100,000	\$0	\$0	\$0	\$0	\$14,100,000
Consultant and Acquisition Costs.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F 2 Debt Repayment	\$575,604	\$1,275,402	\$1,276,153	\$1,276,652	\$1,276,903	\$1,276,903	\$6,957,617
<b>Total City Facilities</b>	<b>\$4,575,604</b>	<b>\$11,375,402</b>	<b>\$1,276,153</b>	<b>\$1,276,652</b>	<b>\$1,276,903</b>	<b>\$1,276,903</b>	<b>\$21,057,617</b>

<b>TOTAL EXPENDITURES</b>	<b>\$13,122,672</b>	<b>\$14,021,752</b>	<b>\$10,616,768</b>	<b>\$4,457,302</b>	<b>\$7,135,893</b>	<b>\$7,915,447</b>	<b>\$57,269,834</b>
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**CITY OF KENMORE, WASHINGTON  
CAPITAL IMPROVEMENT PROGRAM  
AS ADOPTED FOR THE YEARS 2023-2028**

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REVENUES	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
<b>PARKS</b>							
Park Impact Fee Revenue	\$ -	\$ -	\$ 30,000	\$ 15,000	\$ 160,000	\$ -	\$ 205,000
Real Estate Excise Tax (Parks)	\$ 238,000	\$ 20,000	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 368,000
Strategic Opportunities Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Art Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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
Sports Leagues	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ -	\$ 220,000
Other Grants - unsecured	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000
<b>TRANSPORTATION</b>							
Transportation Impact Fee Revenue	\$ 600,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 1,100,000
Real Estate Excise Tax (Transportation)	\$ 2,791,379	\$ 825,000	\$ 730,000	\$ 1,305,000	\$ 1,065,000	\$ 1,315,000	\$ 8,031,379
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 grants or funding - unsecured	\$ -	\$ -	\$ 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 - unsecured	\$ -	\$ -	\$ 309,930	\$ 500,000	\$ -	\$ -	\$ 809,930
<b>CITY FACILITIES</b>							
20 year Note Public Works Shop	\$ 4,000,000	\$ 10,100,000	\$ -	\$ -	\$ -	\$ -	\$ 14,100,000
Surface Water Utility Funds	\$ 240,603	\$ 533,272	\$ 533,603	\$ 533,822	\$ 533,933	\$ 533,933	\$ 2,909,166
REET	\$ 251,539	\$ 557,512	\$ 557,857	\$ 558,087	\$ 558,202	\$ 558,202	\$ 3,041,399
Street Fund	\$ 54,682	\$ 121,198	\$ 121,273	\$ 121,323	\$ 121,348	\$ 121,348	\$ 661,172
General Fund	\$ 28,780	\$ 63,420	\$ 63,420	\$ 63,420	\$ 63,420	\$ 63,420	\$ 345,880
<b>TOTAL REVENUES</b>	<b>\$13,122,672</b>	<b>\$14,021,752</b>	<b>\$10,616,768</b>	<b>\$4,457,302</b>	<b>\$7,135,893</b>	<b>\$7,915,447</b>	<b>\$57,269,834</b>

# City of Kenmore, Washington

**PUBLIC HEARING on the 2023-2028 Proposed  
Capital Improvement Program (CIP) Amendment**

September 11, 2023 City Council meeting

# CIP Program\* – 2023-2028

## Capital Improvement Projects - \$62m



**PARKS: 6 Projects**  
**Valued at \$3,094,600**



**TRANSPORTATION: 17 Projects**  
**Valued at \$32,909,016**



**CITY FACILITIES: 1 Project & DS on loan**  
**Valued at \$26,075,604**

\*SWM CIP not included



# PARK CIP REVISIONS

- **Twin Springs Park**

- \$111,300 – previous allocation (2023-2024 budget book)
- \$248,800 – new total needed for completion
- \$137,500 – park impact fees to cover new estimate

- **Laurel Park Waterfront & Mitigation**

- \$530,000 – previous allocation (2023-2024 budget book)
- \$1,690,000 – new total needed for completion
- \$1,160,000 – increase/carry forward of unused funds
- Revenue to cover increase will be from:
  - Fund balance in Park Capital Fund

# PARK CAPITAL IMPROVEMENT PROJECTS \$3.1M

#	DESCRIPTION	Total 2023-2028
P1	Twin Springs Park-Phase I	\$248,800
P18	Rhododendron Park – Sign Replacement	\$28,000
P27	Laurel Park Waterfront & Natural Open Space	\$1,690,000
P28	Log Boom Park Waterfront Access & Mitigation	\$320,000
P30	Rhododendron Park Boathouse Pavilion	\$32,800
P32	Moorland Athletic Field Turf Replacement	\$775,000

# PARK CAPITAL IMPROVEMENT PROJECTS \$3.1M

Project Description	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
P 1 Twin Springs Park Phase I	\$ 248,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 248,800
P 18 Rhododendron Park - Sign Replacement	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000
P 27 λ' a xw a d i s Park Waterfront	\$ 1,390,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 1,690,000
P 28 Log Boom Park Waterfront Access & Mitgtn	\$ 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 Athl Field Synthetic Turf Install	\$ -	\$ -	\$ 30,000	\$ 15,000	\$ 730,000	\$ -	\$ 775,000
<b>Total Project Costs</b>	<b>\$ 1,750,000</b>	<b>\$ 123,200</b>	<b>\$ 143,200</b>	<b>\$ 128,200</b>	<b>\$ 840,000</b>	<b>\$ 110,000</b>	<b>\$ 3,094,600</b>

Funding As Proposed:	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
Park Impact Fees	\$ 137,500	\$ 20,000	\$ 50,000	\$ 35,000	\$ 180,000	\$ 20,000	\$ 442,500
Real Estate Excise Taxes	\$ 238,000	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 268,000
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
λ' a xw a d i s Park Waterfront 2022 funding carryover	\$ 1,160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,160,000
WA State Appropriation	\$ 111,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,300
Sports Leagues	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ -	\$ 220,000
Other Grants - unsecured	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000
<b>Total Project Funding</b>	<b>\$ 1,750,000</b>	<b>\$ 123,200</b>	<b>\$ 143,200</b>	<b>\$ 128,200</b>	<b>\$ 840,000</b>	<b>\$ 110,000</b>	<b>\$ 3,094,600</b>

# TRANSPORTATION REVISIONS

## Existing Projects:

- **T 27 Pedestrian Facilities Program.** Project reduced by \$645,000 and funds moved to new sidewalk projects.
- **T 37 West Sammamish River Bridge Replacement.** \$775,603 in REET and Connecting WA funding added to the 2023 CIP.
- **T 41 Juanita Dr Ped & Bike Safety Improvements.** This project has been updated for current budget estimates and is funded through WA State Department of Ecology, PSE, REET and Transportation Impact fees. Final paving and striping of Juanita Drive is happening in 2023.
- **T 42 68<sup>th</sup> AVE Ped & Bike Safety Improvements.** \$230,773 from Fund 300 has been added to the 2023 CIP to complete this project.
- **T 44 61<sup>st</sup> AVE Sidewalk Replacement Project.** This project is being split into two phases. \$3.5M has been removed from Phase 1 and has been added to Phase 2.
- **T 244 Burke-Gilman Trail/NE 175<sup>th</sup>.** Additional REET funds have been added to the 2023 CIP to complete this project.
- **T 252 ADA Transition Program.** Funding reduced by \$160,000 to better reflect budget estimates.

# Transportation Capital Improvement Projects \$32.9M

#	DESCRIPTION	Total 2023-2028
8	SR 522 West B 57 <sup>th</sup> to 61 <sup>st</sup>	\$1,999,419
27	Pedestrian Facilities Program	\$1,245,000
35	Pavement Preservation	\$4,989,901
37	West Sammamish River Bridge Replacement	\$2,448,782
38	Lower Swamp Creek Bridge Replacement	\$3,125,000
41	Juanita Pedestrian & Bicycle Safety	\$2,215,725
42	68 <sup>th</sup> Ave. Pedestrian & Bicycle Safety	\$536,518
44	61 <sup>st</sup> Ave. Sidewalk Replacement Project (Phase 1)	\$1,491,701
XX	61 <sup>st</sup> Ave. Sidewalk Replacement Project (Phase 2)	\$3,565,000
T244	Burke-Gilman Trail/NE 175 <sup>th</sup> St Wayfinding & Connectivity	\$351,402
T252	ADA Transition Program	\$2,840,000
T253	NE 181 <sup>st</sup> St Sidewalk Project	\$1,552,000

# Transportation Capital Improvement Projects \$32.9M

#	DESCRIPTION	Total 2023-2028
255	68 <sup>th</sup> Ave./Simonds Restriping Project	\$450,000
260	80 <sup>th</sup> Ave. NE Sidewalk Project	\$2,599,652
261	NE 192 <sup>nd</sup> St Sidewalk Project	\$889,749
262	Arrowhead Project	\$2,409,167
XX	NE 170 <sup>th</sup> Sidewalk Project	\$200,000

## **Transportation CIP includes costs to hire one FT, permanent engineer**

- Start date, Fall 2023

## **Financial review**

- 82% funded through the Transportation CIP
- 12% General Fund
  - Will utilize existing engineering fund
  - No change in current Engineering Fund budget

# Transportation Capital Improvement Projects \$32.9M

B. Proposed Ordinance No. 23-0594 amending the 2023-2028 Capital I...

Project Description	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
T 8 SR 522 West B 57th to 61st	\$ 49,419	\$ 400,000	\$ 800,000	\$ 750,000	\$ -	\$ -	\$ 1,999,419
T 27 Pedestrian Facilities Program	\$ -	\$ -	\$ -	\$ 415,000	\$ 415,000	\$ 415,000	\$ 1,245,000
T 35 Pavement Preservation	\$ 1,769,901	\$ 280,000	\$ 1,070,000	\$ 150,000	\$ 1,520,000	\$ 200,000	\$ 4,989,901
T 37 West Sammamish River Bridge Replacement	\$ 2,222,907	\$ 97,175	\$ 32,175	\$ 32,175	\$ 32,175	\$ 32,175	\$ 2,448,782
T 38 Lower Swamp Creek Bridge Replacement	\$ 50,000	\$ -	\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 75,000	\$ 3,125,000
T 41 Juanita Pedestrian & Bicycle Safety	\$ 2,185,025	\$ 30,700	\$ -	\$ -	\$ -	\$ -	\$ 2,215,725
T 42 68th Ave Pedestrian & Bicycle Safety	\$ 411,518	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 536,518
T 44 61st Ave Sidewalk Replacement (Phase 1)	\$ 249,518	\$ 152,500	\$ 1,089,683	\$ -	\$ -	\$ -	\$ 1,491,701
T xx 61st Ave Sidewalk Replacement (Phase 2)	\$ -	\$ -	\$ 50,000	\$ 250,000	\$ 250,000	\$ 3,015,000	\$ 3,565,000
T 244 Burke-Gilman Trail/NE 175th St. Wayfinding	\$ 351,402	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 351,402
T 252 ADA Transition Program	\$ 500,000	\$ 15,000	\$ 250,000	\$ 825,000	\$ 250,000	\$ 1,000,000	\$ 2,840,000
T 253 NE 181st St Sidewalk Project	\$ 51,000	\$ 329,514	\$ 1,121,486	\$ 50,000	\$ -	\$ -	\$ 1,552,000
T 255 68th/Simonds Restriping Project	\$ 180,000	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000
T 260 80th Ave NE Sidewalk Project	\$ 51,000	\$ 325,000	\$ 325,000	\$ 1,748,652	\$ 135,000	\$ 15,000	\$ 2,599,652
T 261 NE 192nd St Sidewalk Project	\$ 51,000	\$ 190,000	\$ 643,749	\$ 5,000	\$ -	\$ -	\$ 889,749
T 262 Arrowhead Project	\$ 51,000	\$ 276,832	\$ 230,000	\$ 1,370,623	\$ 470,712	\$ 10,000	\$ 2,409,167
T-xx NE 170th Sidewalk Project	\$ 25,000	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
<b>Total Project Costs</b>	<b>\$ 8,198,690</b>	<b>\$ 2,566,721</b>	<b>\$ 5,862,093</b>	<b>\$ 5,871,450</b>	<b>\$ 5,622,887</b>	<b>\$ 4,787,175</b>	<b>\$ 32,909,016</b>

Funding as Proposed:	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
Transportation Impact Fees	\$ 589,045	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 989,045
Real Estate Excise Taxes	\$ 2,609,449	\$ 515,700	\$ 740,767	\$ 1,416,016	\$ 1,545,712	\$ 1,480,000	\$ 8,307,644
Real Estate Excise Taxes-Sammamish Bridge	\$ 1,157,868	\$ 97,175	\$ 32,175	\$ 32,175	\$ 32,175	\$ 32,175	\$ 1,383,743
Surface Water Fund - other	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
KAPE	\$ -	\$ 280,000	\$ 870,000	\$ 150,000	\$ 970,000	\$ 150,000	\$ 2,420,000
Connecting WA	\$ 614,458	\$ 400,000	\$ 800,000	\$ 750,000	\$ -	\$ -	\$ 2,564,458
Move Ahead WA			\$ 50,000	\$ 250,000	\$ 250,000	\$ 2,950,000	\$ 3,500,000
WSDOT ped/bike	\$ 444,042	\$ 137,500	\$ 996,765	\$ -	\$ -	\$ -	\$ 1,578,307
Sound Transit (pending)	\$ 50,000	\$ 289,514	\$ 981,486	\$ -	\$ -	\$ -	\$ 1,321,000
BRAC Grant (pending)	\$ 526,553	\$ -	\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 75,000	\$ 3,601,553
Juanita Funding Carryover	\$ 606,025						\$ 606,025
68th Ave Ped/Bike Funding Carryover	\$ 230,773						\$ 230,773
WSDOT Safe Routes to Schools	\$ 100,000	\$ 386,832	\$ 750,900	\$ 1,320,623	\$ 200,000	\$ -	\$ 2,758,355
WSDOT Ped/Bike Funds	\$ 50,000	\$ 285,000	\$ 285,000	\$ 1,602,636	\$ -	\$ -	\$ 2,222,636
Department of Ecology	\$ 121,388	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,388
Puget Sound Energy	\$ 154,089						\$ 154,089
TIB (overlay)	\$ 920,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 920,000
T-xx NE 170th Sidewalk Project	\$ 25,000	175,000	0	0	0	0	\$ 200,000
<b>Total Project Funding</b>	<b>\$ 8,198,690</b>	<b>\$ 2,566,721</b>	<b>\$ 5,862,093</b>	<b>\$ 5,871,450</b>	<b>\$ 5,622,887</b>	<b>\$ 4,787,175</b>	<b>\$ 32,909,016</b>



City Facility Capital Improvement Program - \$26.1M

	DESCRIPTION	Total 2023-2028
1	Public Works Operations Center Land Acquisition & Development	\$16,500,000
	Debt Repayment (20 year note to be paid by SWM Fund and REET Fund)  Annual Debt Service will come from: Real Estate Excise Tax \$900,000 Surface Water Utility Fee Revenue: \$900,000	\$9,575,604

Funding proposal will require an approximate increase in SWM rates of \$75/year, \$6.25/month

- Ongoing search for grants to help fund different portions of the project

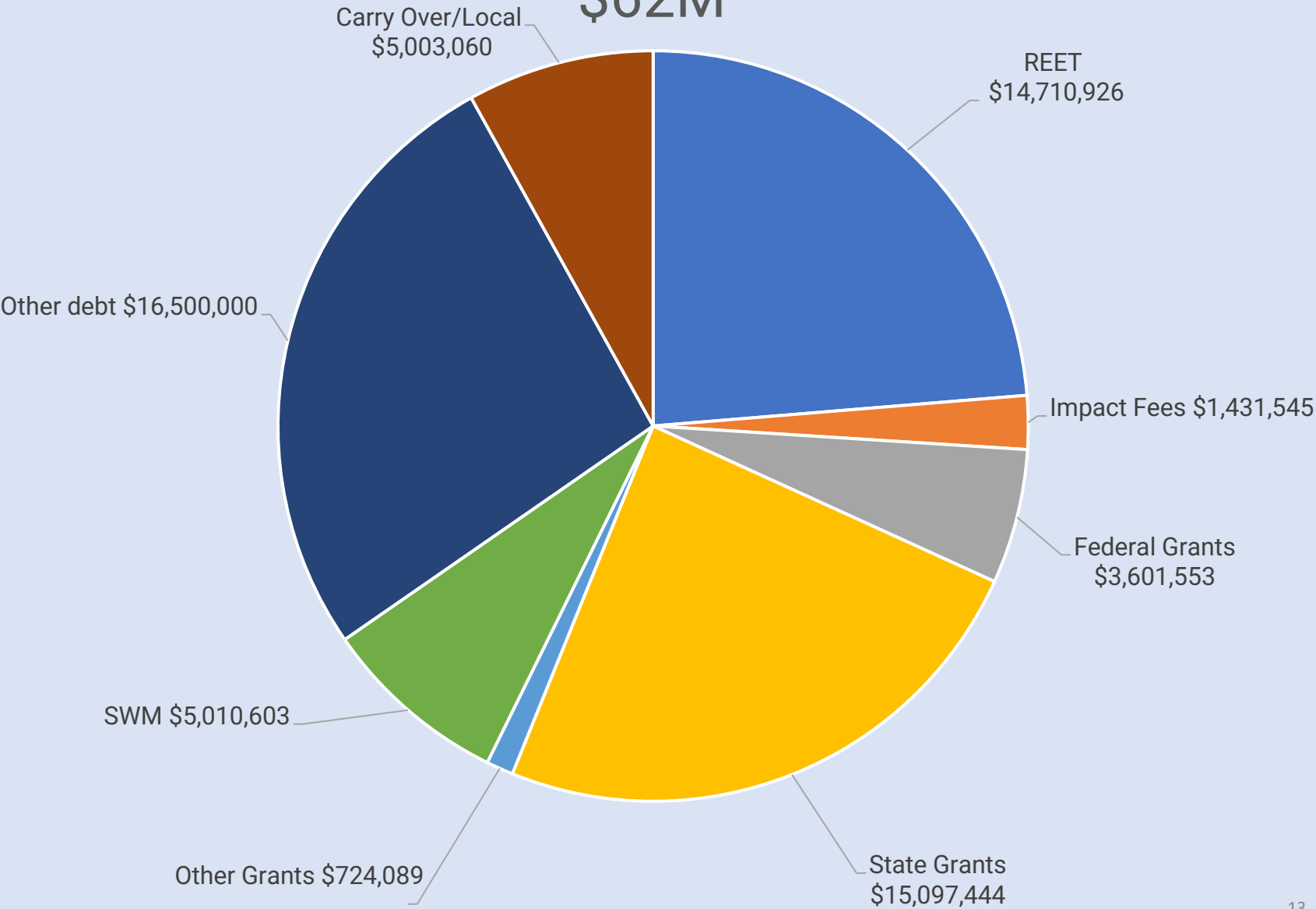
# City Facility Capital Improvement Program - \$26.1M

Project Description	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
F 1 Public Works Shop Land Acq & Developmnt*	\$4,000,000	\$12,500,000	\$0	\$0	\$0	\$0	\$16,500,000
Debt Repayment	575,604	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	\$9,575,604
<b>Total Project Costs</b>	<b>\$4,575,604</b>	<b>\$14,300,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$26,075,604</b>
Funding As Proposed:	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
Bank Note, 20 Years	\$4,000,000	\$12,500,000	0	0	0	0	16,500,000
Transfer from SWM	240,603	900,000	900,000	900,000	900,000	900,000	4,740,603
Transfer from REET	251,539	900,000	900,000	900,000	900,000	900,000	4,751,539
Transfer from Street Fund	54,682						54,682
Transfer from General Fund	28,780						28,780
<b>Total Project Funding</b>	<b>\$4,575,604</b>	<b>\$14,300,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$26,075,604</b>

# **Public Works Operations Center Development**

- **Develop site using a phased approach**
- **Phase I includes:**
  - Developing only a portion of the property;
  - Construct the operations building only;
  - Paving and parking for employees and city vehicles, equipment, and materials; and
  - Include environmental elements, including cisterns, solar/solar-ready, EV charging, and low impact development methods and materials.
- **Include additive alternates to the request for bids**
  - Geothermal Heating System
  - One Enclosed Shop Building

# 2023-2028 Capital Project Resources - \$62M



# City Council Priorities – CIP Projects - \$62 Million

## Completion of the Walkways & Waterways Projects - \$2.0m

- Log Boom Park
- Ł' a ǻ<sup>W</sup> a d i s Park Waterfront

## Continue to implement Parks Capital Improvement Plan

- \$3.1m – allocated for parks in CIP (including \$2.0M above)

## Focus on Transportation safety (Pedestrian/Bicycle/other transportation)

- \$32.9m – allocated for Transportation projects in CIP
  - Pedestrian/bike safety improvements
  - Sidewalk program
  - Pavement preservation
  - Sammamish Bridge Replacement
  - SR522/signs/lighting

- Economic Development – Advance public access to water, walkable downtown, promote the image of Kenmore

Thank You

This concludes the 2023-2028 Proposed Capital Improvement Program Amendment presentation

Comments or Questions?



## City Council Business Agenda Item

### City of Kenmore, WA

**Subject/Topic:**

Public Hearing regarding Ordinance 23-0586 amending and extending interim regulations for an additional six-months for certain parcels close to Swamp Creek in proximity to SR522 and 80<sup>th</sup> Ave NE

**Proposed Council Action/Motion:**

Following conclusion of the Public Hearing and Council discussion. Motion to adopt Ordinance 23-0586 to amend and extend interim regulations for an additional six-months for certain parcels close to Swamp Creek in proximity to SR522 and 80<sup>th</sup> Ave NE.

**For Council Meeting Agenda of:** 9/11/23

**Department:** Community Development

**Prepared by:** Debbie Bent, Community Development Director

**Initial & Date**

**Approved by Department Head:** DB 8/15/23

**Approved by City Attorney:** DR 8/15/23

**Approved by Finance Director:** \_\_\_\_N/A\_\_\_\_

**Approved by City Manager:** RK 8/17/23

**Exhibits/Attachments:**

- 1) Ordinance 23-0586
- 2) Ordinance 23-0575
- 3) Ordinance 23-0569
- 4) Ordinance 22-0555
- 5) Ordinance 22-0543

**INFORMATION/BACKGROUND:**

A Public Hearing is scheduled for 9/11/23 to receive public testimony on Ordinance 23-0586 (see Attachment #1) amending and extending interim regulations for an additional six-months to apply to certain parcels close to Swamp Creek. The interim regulations prohibit townhome development, and for properties that do not choose to develop under the TOD provisions they must meet the base density of the underlying zone and include at least 25% of the total number of units as affordable units.

Ordinance 23-0586 states the findings and justification for extending and amending the interim regulations. The findings include Council direction given 11/28/22 for staff to conduct a channel restoration assessment of Swamp Creek that will determine where channel restoration would provide the most ecological benefit. Results of the assessment would also include potential options for new regulations for the area close to Swamp Creek that would incentivize or further facilitate Swamp Creek channel restoration. The assessment is anticipated to be completed this fall with results available early 2024.

**Background:** The interim regulations were adopted 2/14/22 by Ordinance 22-0543 (Attachment #5) and were set to expire 8/14/22. The purpose of interim regulations was to provide additional time for the Planning Commission to consider regulations for the Transit Oriented Development (TOD) District Overlay area. Ordinance 22-0555 was adopted 7/25/22 (Attachment #4), which amended Ordinance 22-0543 to renew and extend the interim regulations for an additional six-month period through 1/25/23. Ordinance 23-0569 was adopted 1/9/23 (Attachment #3) to renew and extend the interim regulations for an additional six-month period through 7/25/23. Ordinance 23-0575 was adopted on 3/13/23 (Attachment #2) to extend the interim regulations, reduce the Transit Oriented Development (TOD) District Overlay to certain properties identified in the ordinance, and adopt amended interim regulations to those identified parcels close to Swamp Creek pending completion of a Swamp Creek channel restoration assessment that will determine where channel restoration would provide the most ecological benefit.

On 11/21/22 the Planning Commission presented recommendations to Council on proposed TOD recommendations. At the 11/28/22 Council meeting Council gave direction to move forward with an ordinance for TOD regulations except for a "carve out" area for certain parcels close to Swamp Creek. On 2/13/23 Council



confirmed which certain proposed new TOD amendments should or should not apply on applicable regulations for the “carve out” area. On 3/13/23 Council adopted Ordinance 23-0575 for the “carve out” area.

**FISCAL CONSIDERATION:**

Staff time to complete a channel restoration assessment of Swamp Creek and develop options for new regulations with consultant assistance. \$20,000 general consulting dollars estimated in the Environmental Services Department budget.

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

2023-2024 Council Priorities: #9 foster community engagement and participation

**CITY OF KENMORE  
WASHINGTON  
ORDINANCE NO. 23-0586**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,  
AMENDING ORDINANCE 22-0543, AS AMENDED BY ORDINANCE 22-  
0555, ORDINANCE 22-0569 AND ORDINANCE 23-0575, TO EXTEND  
AND RENEW FOR AN ADDITIONAL SIX-MONTH PERIOD THE  
CITY'S INTERIM REGULATIONS RELATING TO THE TRANSIT  
ORIENTED DEVELOPMENT (TOD) DISTRICT OVERLAY  
APPLICABLE TO CERTAIN REAL PROPERTIES IDENTIFIED BY THE  
FOLLOWING TAX PARCEL (TPN): TPN 086650-0000, TPN 670540-0000,  
TPN 182260-0000, TPN 011410-0841, TPN 011410-0843, TPN 011410-0850,  
TPN 011410-0855, TPN 011410-0860, TPN 011410-0865, TPN 011410-0885,  
TPN 011410-0870, TPN 011410-0881, TPN 011410-0889; PROVIDING FOR  
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City Council adopted Ordinance 15-0406, which established the Transit Oriented Development (TOD) District Overlay, which is codified at Chapter 18.29 of the Kenmore Municipal Code (KMC); and

WHEREAS, the purpose of the TOD District Overlay is to reinforce the City's planned concentrations of pedestrian-oriented mixed-use development at intensities that support and are supported by multi-modal transportation options, including high-capacity transit; and

WHEREAS, the City has directed the Planning Commission to review the City's TOD District Overlay regulations as part of the State-mandated Comprehensive Plan update; and

WHEREAS, the City became aware of the potential of lower density projects within the TOD District Overlay area, which would interfere with the City's intended planning for the TOD District Overlay area; and

WHEREAS, on August 16, 2021, the City Council adopted public emergency Ordinance 21-0533 that established an effective date for a six-month moratorium to and through February 16, 2022 to give the Planning Commission sufficient time to hold a hearing, complete planning for the TOD District Overlay area, and provide recommendations to the City Council regarding the appropriate regulatory framework for the TOD District Overlay; and

WHEREAS, on September 27, 2021, following a public hearing held by the City Council on the six-month moratorium, the Council adopted Ordinance 21-0535 amending Section 2 of Ordinance 21-0533 to allow an additional exemption for building permit applications for or the construction of transitional housing or permanent supportive housing or building permit application for or the construction of indoor emergency housing; and

WHEREAS, on February 14, 2022, following a public hearing held by the City Council on the moratorium and interim regulations, the Council repealed the moratorium (Ordinance 21-0533 and Ordinance 21-0535) and immediately adopted interim regulations (Ordinance 22-0543)

allowing certain development applications at appropriate densities within the TOD District Overlay consistent with the City's long-range planning, prior to completion of the City's regulatory review process; and

WHEREAS, on July 25, 2022, following a public hearing, the City Council adopted Ordinance 22-0555 extending and renewing interim regulations adopted by Ordinance 22-0543 for a further six-month period through January 25, 2023 to provide additional time for the Planning Commission to hold a public hearing, complete planning for the TOD District Overlay area, provide recommendations to the City Council regarding the appropriate regulatory framework for the TOD District Overlay and for Council to consider the recommendation; and

WHEREAS, on October 18, 2022, the Planning Commission held a public hearing regarding a proposed regulatory framework for the TOD District Overlay; and

WHEREAS, on November 21, 2022, the Planning Commission presented recommendations to the City Council regarding a proposed regulatory framework for the TOD District Overlay; and

WHEREAS, on November 28, 2022, the City Council gave direction on the proposed regulatory framework for the TOD District Overlay and requested consideration of an ordinance at a future meeting; and

WHEREAS, on November 28, 2022 the City Council gave direction to "carve out" certain parcels close to Swamp Creek in proximity to SR522 and 80<sup>th</sup> Ave NE from the proposed regulatory framework and thereby reduce the area applicable to the TOD District Overlay pending completion of a channel restoration assessment of Swamp Creek to determine where channel restoration would provide the most ecological benefit and options for new regulations for the "carve out" area to incentivize Swamp Creek channel restoration; and

WHEREAS, on January 9, 2023, following a public hearing the City Council adopted Ordinance 23-0569 extending and renewing interim regulations adopted by Ordinance 22-0543, as renewed by Ordinance 22-0555 for a further six-month period through July 25, 2023, to provide additional time for the City Council to consider adoption of an ordinance for the TOD regulatory framework; and

WHEREAS, on February 13, 2023, Council gave direction and confirmed which certain proposed new TOD amendments should or should not apply on applicable regulations for the reduced TOD "carve out" area; and

WHEREAS, on March 13, 2023, the City Council adopted Ordinance 23-0574 adopting municipal code and zoning map amendments related to a Transit-Oriented Development regulatory framework; and

WHEREAS, on March 13, 2023, the City Council held a public hearing on the proposed six-month extension and renewal of the City's interim regulations authorized and imposed by Ordinance 22-0543, as renewed and extended by Ordinance Nos. 22-0555 and 23-0569; and

WHEREAS, on March 13, 2023, the City Council adopted Ordinance 23-0575 amending the interim regulations established by Ord. 22-0543, and as codified at Section 18.29.020 and Figure 18.29.020.1 of the Kenmore Municipal Code, to reduce the area of the Transit Oriented

Development (TOD) District Overlay to the following real properties, identified by Tax Parcel Number and address:

1. TPN 086650-0000, 17915 80<sup>th</sup> Ave NE, Kenmore, WA 98028
2. TPN 670540-0000, 17827 80<sup>th</sup> Ave NE, Kenmore, WA 98028
3. TPN 182260-0000, 17811 80<sup>th</sup> Ave NE, Kenmore, WA 98028
4. TPN 011410-0841, 17721 80<sup>th</sup> Ave NE, Kenmore, WA 98028
5. TPN 011410-0843, 17715 80<sup>th</sup> Ave NE, Kenmore, WA 98028
6. TPN 011410-0850, 17525 80<sup>th</sup> Ave NE, Kenmore, WA 98028
7. TPN 011410-0855, 7900 NE Bothell Way, Kenmore, WA 98028
8. TPN 011410-0860, 7850 NE Bothell Way, Kenmore, WA 98028
9. TPN 011410-0865, 7800 NE Bothell Way, Kenmore, WA 98028
10. TPN 011410-0885, 7750 NE Bothell Way, Kenmore, WA 98028
11. TPN 011410-0870, 7760 NE Bothell Way, Kenmore, WA 98028
12. TPN 011410-0881, 7638 NE Bothell Way, Kenmore, WA 98028
13. TPN 011410-0889, 7644 NE Bothell Way, Kenmore, WA 98028

(referenced together as the “Reduced TOD Area”)

WHEREAS, additional time is necessary to complete a channel restoration assessment of Swamp Creek including for the Reduced TOD Area and also to give Council sufficient time to consider and potentially adopt an ordinance and new regulations to incentivize Swamp Creek channel restoration; and

WHEREAS, the regulations of zoning and land use are valid exercises of the City’s police powers under Art. XI, Sec. 11 of the Washington State Constitution, and such police powers grant the City the authority to adopt interim regulations; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City Council, as the governing body, to renew and extend interim regulations on development or land use for one or more six-month periods if a subsequent hearing is held and findings of fact are made prior to said extension and renewal; and

WHEREAS, the City Council has determined that it is in the best interest of the public, and is necessary for the protection of public health, safety, property, or peace, to extend and renew for an additional six-month period the interim regulations established in Ordinance 22-0543, as amended, extended, and renewed by Ordinance Nos. 22-0555, 23-0569 and 23-0575; and

WHEREAS, in order for this Ordinance to become effective prior to the September 13<sup>th</sup> expiration of the existing interim regulations, the City Council needs to declare an emergency and authorize an immediate effective date for this Ordinance, and the City acknowledges that state law requires a super-majority of the City Council to approve such an emergency declaration;

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

Section 1. Findings of Fact in Support of Renewal and Extension. The City Council adopts the recitals set forth above, and in Ordinance Nos. 22-0543, 22-0555, 23-0569 and Ordinance 23-0575, which are incorporated herein by reference, as findings of fact in support of the extension and renewal of interim regulations.

Section 2. Six-Month Extension and Renewal of Interim Regulations. Section 4 of Ordinance 22-0543, as amended by Ordinance Nos. 22-0555, 23-0569, and 23-0575 is further amended to read as follows:

Section 4. Duration. The interim regulations established by Ordinance 22-0543, as renewed and extended by Ordinance Nos. 22-0555, ~~and 23-0569, and 23-0575,~~ and as amended by Section 3.D of ~~this Ordinance No. 23-0575,~~ shall be extended and renewed for an additional period of six (6) months from the adoption date of this Ordinance, September 11, 2023~~March 13, 2023~~ (to and through March 11, 2024~~September 13, 2023~~), and shall automatically expire at the end of that day unless repealed, modified, or renewed and extended (after subsequent public hearing if renewed and extended), and entry of appropriate findings of fact as provided in RCW 35A.63.220 and RCW 36.70A.390.

Section 3. Transmittal of Ordinance. The City Manager is directed to transmit this ordinance to the Washington State Department of Commerce as required by law.

Section 4. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of the ordinance, or the application of the provision to other persons or circumstances, is not affected.

Section 5. Emergency; Effective Date. This Ordinance, as a public emergency ordinance necessary for the protection of the public health, public safety, public property, or public peace, shall take effect and be in full force immediately upon its adoption. Pursuant to Matson v. Clark County Board of Commissioners, 79 Wn. App. 641, 904 P.2d 317 (1995), underlying facts necessary to support this emergency declaration are included in the recitals set forth above, which are adopted by reference.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE  
11<sup>th</sup> DAY OF September 2023.

CITY OF KENMORE

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Mayor Nigel Herbig

ATTEST/AUTHENTICATED:

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Anastasiya Warhol City Clerk

Approved as to form:

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Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK:

PASSED BY THE CITY COUNCIL: SEPTEMBER 11, 2023

ORDINANCE NO.: 23-0586

DATE OF PUBLICATION:

EFFECTIVE DATE:

**CITY OF KENMORE  
WASHINGTON  
ORDINANCE NO. 23-0575**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,  
AMENDING ORDINANCE 22-0543, AS AMENDED BY ORDINANCE 22-  
0555 AND ORDINANCE 22-0569, TO EXTEND AND RENEW FOR AN  
ADDITIONAL SIX-MONTH PERIOD THE CITY'S INTERIM  
REGULATIONS, AND AMENDING SECTION 18.29.020 AND FIGURE  
18.29.020.1 OF THE KENMORE MUNICIPAL CODE TO REDUCE THE  
AREA OF THE TRANSIT ORIENTED DEVELOPMENT (TOD)  
DISTRICT OVERLAY TO CERTAIN REAL PROPERTIES IDENTIFIED  
BY THE FOLLOWING TAX PARCEL (TPN): TPN 086650-0000, TPN  
670540-0000, TPN 182260-0000, TPN 011410-0841, TPN 011410-0843, TPN  
011410-0850, TPN 011410-0855, TPN 011410-0860, TPN 011410-0865, TPN  
011410-0885, TPN 011410-0870, TPN 011410-0881, TPN 011410-0889;  
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN  
EFFECTIVE DATE**

WHEREAS, the City Council adopted Ordinance 15-0406, which established the Transit Oriented Development (TOD) District Overlay, which is codified at Chapter 18.29 of the Kenmore Municipal Code (KMC); and

WHEREAS, the purpose of the TOD District Overlay is to reinforce the City's planned concentrations of pedestrian-oriented mixed-use development at intensities that support and are supported by multi-modal transportation options, including high-capacity transit; and

WHEREAS, the City has directed the Planning Commission to review the City's TOD District Overlay regulations as part of the State-mandated Comprehensive Plan update; and

WHEREAS, the City became aware of the potential of lower density projects within the TOD District Overlay area, which would interfere with the City's intended planning for the TOD District Overlay area; and

WHEREAS, on August 16, 2021, the City Council adopted public emergency Ordinance 21-0533 that established an effective date for a six-month moratorium to and through February 16, 2022 to give the Planning Commission sufficient time to hold a hearing, complete planning for the TOD District Overlay area, and provide recommendations to the City Council regarding the appropriate regulatory framework for the TOD District Overlay; and

WHEREAS, on September 27, 2021, following a public hearing held by the City Council on the six-month moratorium, the Council adopted Ordinance 21-0535 amending Section 2 of Ordinance 21-0533 to allow an additional exemption for building permit applications for or the construction of transitional housing or permanent supportive housing or building permit application for or the construction of indoor emergency housing; and



WHEREAS, on February 14, 2022, following a public hearing held by the City Council on the moratorium and interim regulations, the Council repealed the moratorium (Ordinance 21-0533 and Ordinance 21-0535) and immediately adopted interim regulations (Ordinance 22-0543) allowing certain development applications at appropriate densities within the TOD District Overlay consistent with the City's long-range planning, prior to completion of the City's regulatory review process; and

WHEREAS, on July 25, 2022, following a public hearing, the City Council adopted Ordinance 22-0555 extending and renewing interim regulations adopted by Ordinance 22-0543 for a further six-month period through January 25, 2023 to provide additional time for the Planning Commission to hold a public hearing, complete planning for the TOD District Overlay area, provide recommendations to the City Council regarding the appropriate regulatory framework for the TOD District Overlay and for Council to consider the recommendation; and

WHEREAS, on October 18, 2022, the Planning Commission held a public hearing regarding a proposed regulatory framework for the TOD District Overlay; and

WHEREAS, on November 21, 2022, the Planning Commission presented recommendations to the City Council regarding a proposed regulatory framework for the TOD District Overlay; and

WHEREAS, on November 28, 2022 the City Council gave direction on the proposed regulatory framework for the TOD District Overlay and requested consideration of an ordinance at a future meeting; and

WHEREAS, on November 28, 2022 the City Council gave direction to "carve out" certain parcels close to Swamp Creek in proximity to SR522 and 80<sup>th</sup> Ave NE from the proposed regulatory framework and thereby reduce the area applicable to the TOD District Overlay pending completion of a channel restoration assessment of Swamp Creek to determine where channel restoration would provide the most ecological benefit and options for new regulations for the "carve out" area to incentivize Swamp Creek channel restoration; and

WHEREAS, on January 9, 2023, following a public hearing the City Council adopted Ordinance 23-0569 extending and renewing interim regulations adopted by Ordinance 22-0543, as renewed by Ordinance 22-0555 for a further six-month period through July 25, 2023 to provide additional time for the City Council to consider adoption of an ordinance for the TOD regulatory framework; and

WHEREAS, on February 13, 2023, Council gave direction and confirmed which certain proposed new TOD amendments should or should not apply on applicable regulations for the reduced TOD "carve out" area; and

WHEREAS, on March 13, 2023, the City Council will be considering adoption of Ordinance 23-0574 adopting municipal code and zoning map amendments related to a Transit-Oriented Development regulatory framework; and

WHEREAS, on March 13, 2023, the City Council held a public hearing on the proposed six-month extension and renewal of the City's interim regulations authorized and imposed by Ordinance 22-0543, as renewed and extended by Ordinance Nos. 22-0555 and 23-0569; and

WHEREAS, additional time is necessary to complete a channel restoration assessment of Swamp Creek including for the reduced TOD “carve out” area for those certain parcels close to Swamp Creek in proximity to SR522 and 80<sup>th</sup> Ave NE and also to give Council sufficient time to consider and potentially adopt an ordinance and new regulations to incentivize Swamp Creek channel restoration; and

WHEREAS, the City Council desires to amend the interim regulations established by Ord. 22-0543, and as codified at Section 18.29.020 and Figure 18.29.020.1 of the Kenmore Municipal Code, to reduce the area of the Transit Oriented Development (TOD) District Overlay to the following real properties, identified by Tax Parcel Number and address:

1. TPN 086650-0000, 17915 80<sup>th</sup> Ave NE, Kenmore, WA 98028
2. TPN 670540-0000, 17827 80<sup>th</sup> Ave NE, Kenmore, WA 98028
3. TPN 182260-0000, 17811 80<sup>th</sup> Ave NE, Kenmore, WA 98028
4. TPN 011410-0841, 17721 80<sup>th</sup> Ave NE, Kenmore, WA 98028
5. TPN 011410-0843, 17715 80<sup>th</sup> Ave NE, Kenmore, WA 98028
6. TPN 011410-0850, 17525 80<sup>th</sup> Ave NE, Kenmore, WA 98028
7. TPN 011410-0855, 7900 NE Bothell Way, Kenmore, WA 98028
8. TPN 011410-0860, 7850 NE Bothell Way, Kenmore, WA 98028
9. TPN 011410-0865, 7800 NE Bothell Way, Kenmore, WA 98028
10. TPN 011410-0885, 7750 NE Bothell Way, Kenmore, WA 98028
11. TPN 011410-0870, 7760 NE Bothell Way, Kenmore, WA 98028
12. TPN 011410-0881, 7638 NE Bothell Way, Kenmore, WA 98028
13. TPN 011410-0889, 7644 NE Bothell Way, Kenmore, WA 98028

WHEREAS, the regulations of zoning and land use are valid exercises of the City’s police powers under Art. XI, Sec. 11 of the Washington State Constitution, and such police powers grant the City the authority to adopt interim regulations; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City Council, as the governing body, to renew and extend interim regulations on development or land use for one or more six-month periods if a subsequent hearing is held and findings of fact are made prior to said extension and renewal; and

WHEREAS, the City Council has determined that it is in the best interest of the public, and is necessary for the protection of public health, safety, property, or peace, to extend and renew for

an additional six-month period the interim regulations established in Ordinance 22-0543, as extended and renewed by Ordinance Nos. 22-0555 and 23-0569;

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

Section 1. Findings of Fact in Support of Renewal and Extension. The City Council adopts the recitals set forth above and in Ordinance Nos. 22-0543, 22-0555 and 23-0569, which are incorporated herein by reference, as findings of fact in support of the extension and renewal of interim regulations.

Section 2. Amendment. The City Council amends Section 3 of Ordinance 22-0543 to read as follows:

Section 3. Interim Regulations.

A. Adoption. Pursuant to the City's police powers under Article XI, Section 11 of the Washington State Constitution, RCW 35A.63.220, and RCW 36.70A.390, interim regulations are hereby adopted and imposed on the application for, intake of, review of, or issuance of any approval and/or development permit, including, but not limited to, building permits, site plan review, etc., for the establishment, location and/or construction of any development on certain real properties identified by the following Tax Parcel Numbers (TPN) and addresses:

1. TPN 086650-0000, 17915 80<sup>th</sup> Ave NE, Kenmore, WA 98028
2. TPN 670540-0000, 17827 80<sup>th</sup> Ave NE, Kenmore, WA 98028
3. TPN 182260-0000, 17811 80<sup>th</sup> Ave NE, Kenmore, WA 98028
4. TPN 011410-0841, 17721 80<sup>th</sup> Ave NE, Kenmore, WA 98028
5. TPN 011410-0843, 17715 80<sup>th</sup> Ave NE, Kenmore, WA 98028
6. TPN 011410-0850, 17525 80<sup>th</sup> Ave NE, Kenmore, WA 98028
7. TPN 011410-0855, 7900 NE Bothell Way, Kenmore, WA 98028
8. TPN 011410-0860, 7850 NE Bothell Way, Kenmore, WA 98028
9. TPN 011410-0865, 7800 NE Bothell Way, Kenmore, WA 98028
10. TPN 011410-0885, 7750 NE Bothell Way, Kenmore, WA 98028
11. TPN 011410-0870, 7760 NE Bothell Way, Kenmore, WA 98028
12. TPN 011410-0881, 7638 NE Bothell Way, Kenmore, WA 98028

13. TPN 011410-0889, 7644 NE Bothell Way, Kenmore, WA 98028

(collectively, the “Parcels”), located within the Transit Oriented Development (TOD) District Overlay area, as shown and depicted in KMC 18.29.020 (as revised in Section 3.D of this Ordinance). The term “development” means the same as defined in KMC 18.20.715. The term “development permit” means the same as defined in KMC 18.20.735.

- B. Exemptions. The interim regulations adopted by this Ordinance only apply to new development permit applications.
- C. Adopted Interim Regulations: Interim regulations for the TOD District Overlay adopted and imposed pursuant to Section 3.A are set forth in Exhibit A, attached hereto and incorporated by reference.
- D. Amending Interim Regulations. The interim regulations adopted and imposed by Ordinance No. 22-0543, and as codified at Chapter 18.29 of the Kenmore Municipal Code (KMC), are amended as follows: Exhibit A to Ordinance No. 22-0543, KMC 18.29.020 “Area” is amended by replacing Figure 18.29.020.1 with new Figure 18.29.020.1 as set forth in Exhibit B, attached hereto and incorporated by reference, which include the Parcels identified in Section 3.A.

Section 3. Six-Month Extension and Renewal of Interim Regulations. Section 4 of Ordinance 22-0543, as amended by Ordinance Nos. 22-0555 and 23-0569, is further amended to read as follows:

Section 4. Duration. The interim regulations established by Ordinance 22-0543, as renewed and extended by Ordinance Nos. 22-0555 and 23-0569, and as amended by Section 3.D of this Ordinance, shall be extended and renewed for an additional period of six (6) months from the adoption date of this Ordinance, March 13, 2023 ~~January 25, 2023~~ (to and through September 13, 2023 ~~July 25, 2023~~), and shall automatically expire at the end of that day unless repealed, modified, or renewed and extended (after subsequent public hearing if renewed and extended), and entry of appropriate findings of fact as provided in RCW 35A.63.220 and RCW 36.70A.390.

Section 4. Authorization of City Manager. The City Manager is hereby authorized and directed to complete a channel restoration assessment of Swamp Creek that includes the area within the TOD District Boundary, Exhibit B attached to this ordinance and to move forward and bring an ordinance for new regulations to incentivize Swamp Creek Channel restoration to the City Council for consideration and potential adoption.


Section 5. Transmittal of Ordinance. The City Manager is directed to transmit this ordinance to the Washington State Department of Commerce as required by law.

Section 6. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of the ordinance, or the application of the provision to other persons or circumstances, is not affected.

Section 7. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force (5) days after the date of publication.


PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 13th DAY OF MARCH 2023.

CITY OF KENMORE

  
[Nigel G. Herbig \(Mar 14, 2023 18:19 PDT\)](#)


Mayor Nigel Herbig

ATTEST/AUTHENTICATED:

  
[Michelle Kang \(Mar 14, 2023 15:50 PDT\)](#)

Michelle Kang, Deputy City Clerk

Approved as to form:

  
[Dawn Reitan \(Mar 14, 2023 15:56 PDT\)](#)

Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK: 03/13/2023

PASSED BY THE CITY COUNCIL: MARCH 13, 2023

ORDINANCE NO.: 23-0575

DATE OF PUBLICATION: 03/17/2023

EFFECTIVE DATE: 03/22/2023

**18.29.020 Area.**

The area of the TOD district overlay is shown on Figure 18.29.020.1. In order to develop under the TOD district overlay, at least 50 percent of a parcel shown on Figure 18.29.020.1 shall be located within the TOD district overlay.



 TOD Boundary  
 Parcels

**TOD District Boundary**  
**Figure 18.29.020.1**

0 140 280 560 Feet













# Ordinance 23-0575 amending and extending interim regulations

Final Audit Report

2023-03-15

Created:	2023-03-14
By:	Michelle Kang (mkang@kenmorewa.gov)
Status:	Signed
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## "Ordinance 23-0575 amending and extending interim regulations" History

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**CITY OF KENMORE  
WASHINGTON  
ORDINANCE NO. 23-0569**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,  
AMENDING ORDINANCE 22-0543, AS AMENDED BY ORDINANCE 22-  
0555, TO EXTEND AND RENEW FOR AN ADDITIONAL SIX-MONTH  
PERIOD THE CITY'S INTERIM REGULATIONS WITHIN THE  
TRANSIT OVERLAY DEVELOPMENT (TOD) DISTRICT; PROVIDING  
FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

---

WHEREAS, the City Council adopted Ordinance 15-0406, which established the Transit Oriented Development (TOD) District Overlay, which is codified at Chapter 18.29 of the Kenmore Municipal Code (KMC); and

WHEREAS, the purpose of the TOD District Overlay is to reinforce the City's planned concentrations of pedestrian-oriented mixed-use development at intensities that support and are supported by multi-modal transportation options, including high-capacity transit; and

WHEREAS, the City has directed the Planning Commission to review the City's TOD District Overlay regulations as part of the State-mandated Comprehensive Plan update; and

WHEREAS, the City became aware of the potential of lower density projects within the TOD District Overlay area, which would interfere with the City's intended planning for the TOD District Overlay area; and

WHEREAS, on August 16, 2021, the City Council adopted public emergency Ordinance 21-0533 that established an effective date for a six-month moratorium to and through February 16, 2022 to give the Planning Commission sufficient time to hold a hearing, complete planning for the TOD District Overlay area, and provide recommendations to the City Council regarding the appropriate regulatory framework for the TOD District Overlay; and

WHEREAS, on September 27, 2021, following a public hearing held by the City Council on the six-month moratorium, the Council adopted Ordinance 21-0535 amending Section 2 of Ordinance 21-0533 to allow an additional exemption for building permit applications for or the construction of transitional housing or permanent supportive housing or building permit application for or the construction of indoor emergency housing; and

WHEREAS, on February 14, 2022, following a public hearing held by the City Council on the moratorium and interim regulations, the Council repealed the moratorium (Ordinance 21-0533 and Ordinance 21-0535) and immediately adopted interim regulations (Ordinance 22-0543) allowing certain development applications at appropriate densities within the TOD District Overlay consistent with the City's long-range planning, prior to completion of the City's regulatory review process; and

WHEREAS, on July 25, 2022, following a public hearing, the City Council adopted Ordinance 22-0555 extending and renewing interim regulations adopted by Ordinance 22-0543 for a further six-month period through January 25, 2023 to provide additional time for the Planning Commission to hold a public hearing, complete planning for the TOD District Overlay area, provide recommendations to the City Council regarding the appropriate regulatory framework for the TOD District Overlay and for Council to consider the recommendation; and

WHEREAS, on October 18, 2022 the Planning Commission held a public hearing regarding a proposed regulatory framework for the TOD District Overlay; and

WHEREAS, on November 21, 2022 the Planning Commission presented recommendations to the City Council regarding a proposed regulatory framework for the TOD District Overlay; and

WHEREAS, on November 28, 2022 the City Council gave direction on the proposed regulatory framework for the TOD District Overlay and requested consideration of an ordinance at a future meeting; and

WHEREAS, additional time is necessary for an ordinance to be drafted reflecting Council's direction on the proposed regulatory framework for the TOD District Overlay, and to give Council sufficient time to consider and potentially adopt such an ordinance; and

WHEREAS, the regulations of zoning and land use are valid exercises of the City's police powers under Art. XI, Sec. 11 of the Washington State Constitution, and such police powers grant the City the authority to adopt interim regulations; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City Council, as the governing body, to renew and extend interim regulations on development or land use for one or more six—month periods if a subsequent hearing is held and findings of fact are made prior to said extension and renewal; and

WHEREAS, on January 9, 2023 the City Council held a public hearing on the proposed six—month extension and renewal of the City's interim regulations authorized and imposed by Ordinance 22-0543, as renewed and extended by Ordinance 22-0555; and

WHEREAS, the City Council has determined that it is in the best interest of the public, and is necessary for the protection of public health, safety, property, or peace, to extend and renew for an additional six-month period the interim regulations established in Ordinance 22-0543, as extended and renewed by Ordinance 22-0555;

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

Section 1. Findings of Fact in Support of Renewal and Extension. The City Council adopts the recitals set forth above and in Ordinance Nos. 22-0543 and 22-0555, which are incorporated herein by reference, as findings of fact in support of the extension and renewal of interim regulations adopted under Ordinance 22-0543, as amended by Ordinance 22-0555, for an additional six-month period.

Section 2. Six-Month Extension and Renewal of Interim Regulations. Section 4 of Ordinance 22-0543, as amended by Ordinance 22-0555, is further amended to read as follows:

Section 4. Duration. The interim regulations established by Ordinance 22-0543, as renewed and extended by Ordinance 22-0555, shall be extended and renewed for an additional period of six (6) months from January 25, 2023 (to and through July 25, 2023), and shall automatically expire at the end of that day unless repealed, modified, or renewed and extended (after subsequent public hearing if renewed and extended), and entry of appropriate findings of fact as provided in RCW 35A.63.220 and RCW 36.70A.390.

Section 3. Authorization of City Manager. The City Manager is hereby authorized and directed to move forward and bring an ordinance relating to the proposed TOD regulatory framework to the City Council for consideration and potential adoption.


Section 4. Transmittal of Ordinance. The City Manager is directed to transmit this ordinance to the Washington State Department of Commerce as required by law.

Section 5. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of the ordinance, or the application of the provision to other persons or circumstances, is not affected.

Section 6. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force (5) days after the date of publication.


PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 9th DAY OF JANUARY 2023.

CITY OF KENMORE

  
[Nigel Herbig \(Jan 10, 2023 17:12 PST\)](#)


Mayor Nigel Herbig

ATTEST/AUTHENTICATED:

  
[Michelle Kang \(Jan 10, 2023 16:33 PST\)](#)

Michelle Kang, Deputy City Clerk

Approved as to form:

  
[Dawn Reitan \(Jan 11, 2023 10:54 PST\)](#)

Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK: 12/29/2022  
PASSED BY THE CITY COUNCIL: JANUARY 9, 2023  
ORDINANCE NO.: 23-0569  
DATE OF PUBLICATION: 01/13/2023  
EFFECTIVE DATE: 01/18/2023











# Ordinance No. 23-0569 Extending and Renewing TOD Interim Regulations

Final Audit Report

2023-01-11

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By:	Michelle Kang (mkang@kenmorewa.gov)
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## "Ordinance No. 23-0569 Extending and Renewing TOD Interim Regulations" History

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**CITY OF KENMORE  
WASHINGTON  
ORDINANCE NO. 22-0555**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,  
AMENDING ORDINANCE 22-0543 TO EXTEND AND RENEW FOR AN  
ADDITIONAL SIX-MONTH PERIOD THE CITY'S INTERIM  
REGULATIONS WITHIN THE TRANSIT OVERLAY DEVELOPMENT  
(TOD) DISTRICT; PROVIDING FOR SEVERABILITY; AND  
ESTABLISHING AN EFFECTIVE DATE**

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WHEREAS, the City Council adopted Ordinance 15-0406, which established the Transit Oriented Development (TOD) District Overlay, which is codified at Chapter 18.29 of the Kenmore Municipal Code (KMC); and

WHEREAS, the purpose of the TOD District Overlay is to reinforce the City's planned concentrations of pedestrian-oriented mixed-use development at intensities that support and are supported by multi-modal transportation options, including high-capacity transit; and

WHEREAS, the City has directed the Planning Commission to review the City's TOD District Overlay regulations as part of the State-mandated Comprehensive Plan update; and

WHEREAS, the City became aware of the potential of lower density projects within the TOD District Overlay area, which would interfere with the City's intended planning for the TOD District Overlay area; and

WHEREAS, on August 16, 2021, the City Council adopted public emergency Ordinance 21-0533 that established an effective date for a six-month moratorium to and through February 16, 2022 to give the Planning Commission sufficient time to hold a hearing, complete planning for the TOD District Overlay area, and provide recommendations to the City Council regarding the appropriate regulatory framework for the TOD District Overlay; and

WHEREAS, on September 27, 2021, following a public hearing held by the City Council on the six-month moratorium, the Council adopted Ordinance 21-0535 amending Section 2 of Ordinance 21-0533 to allow an additional exemption for building permit applications for or the construction of transitional housing or permanent supportive housing or building permit application for or the construction of indoor emergency housing; and

WHEREAS, on February 14, 2022, following a public hearing held by the City Council on the moratorium and interim regulations, the Council repealed the moratorium (Ordinance 21-0533 and Ordinance 21-0535) and immediately adopted interim regulations (Ordinance 22-0543) allowing certain development applications at appropriate densities within the TOD District Overlay consistent with the City's long-range planning, prior to completion of the City's regulatory review process; and

WHEREAS, additional time is necessary for the Planning Commission to hold a public hearing, complete planning for the TOD District Overlay area, provide recommendations to the

City Council regarding the appropriate regulatory framework for the TOD District Overlay and for Council to consider the recommendation; and

WHEREAS, the regulations of zoning and land use are valid exercises of the City's police powers under Art. XI, Sec. 11 of the Washington State Constitution, and such police powers grant the City the authority to adopt interim regulations; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City Council, as the governing body, to renew and extend interim regulations on development or land use for one or more six—month periods if a subsequent hearing is held and findings of fact are made prior to said extension and renewal; and

WHEREAS, on July 25, 2022, the City Council held a public hearing on the proposed six—month extension and renewal of the City's interim regulations authorized and imposed by Ordinance 22-0543; and

WHEREAS, the City Council has determined that it is in the best interest of the public, and is necessary for the protection of public health, safety, property, or peace, to extend and renew for an additional six-month period the interim regulations established in Ordinance 22-0543; and

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

Section 1. Findings. The City Council adopts the recitals set forth above and in Ordinance No. 22-0543, which are incorporated herein by reference, as findings in support of the extension and renewal of interim regulations adopted under Ordinance 22-0543 for an additional six-month period.

Section 2. Six-Month Extension and Renewal of Interim Regulations. Section 4 of Ordinance 22-0543 is amended to read as follows:

Section 4. Duration. The interim regulations established by ~~in Section 3 above~~ Ordinance 22-0543 shall be extended and renewed in effect for a period of six (6) months from the effective date of this Ordinance 22-0555 (to and through ~~September 14, 2022~~ January 25, 2023) and shall automatically expire at the end of that day unless repealed, modified, or extended (after subsequent public hearing if extended), and entry of appropriate findings of fact as provided in RCW 35A.63.220 and RCW 36.70A.390.

Section 3. Authorization of City Manager. The City Manager is hereby authorized and directed to move forward with the Planning Commission's review of appropriate development regulations relating to the TOD District Overlay area, and to bring its recommendation to the City Council for consideration and potential adoption.

Section 4. Transmittal of Ordinance. The City Manager is directed to transmit this ordinance to the Washington State Department of Commerce as required by law.

Section 5. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, the

remainder of the ordinance, or the application of the provision to other persons or circumstances, is not affected.

Section 6. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force (5) days after the date of publication.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 25<sup>th</sup> DAY OF JULY 2022.

CITY OF KENMORE

  
Nigel Herbig (Jul 27, 2022 12:29 PDT)


Mayor Nigel Herbig

ATTEST/AUTHENTICATED:

  
Anastasiya Warhol (Jul 27, 2022 14:10 PDT)

Anastasiya Warhol, City Clerk

Approved as to form:

  
Dawn Reitan (Jul 27, 2022 09:52 PDT)

Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK: 7/15/22

PASSED BY THE CITY COUNCIL: JULY 25, 2022

ORDINANCE NO.: 22-0555

DATE OF PUBLICATION: 7/28/22

EFFECTIVE DATE: 8/2/22











# Ordinance 22-0555, Extending Interim Regulations in TOD Area

Final Audit Report

2022-07-27

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## "Ordinance 22-0555, Extending Interim Regulations in TOD Area" History

-  Document created by Anastasiya Warhol (awarhol@kenmorewa.gov)  
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-  Document emailed to Dawn Reitan (dreitan@insleebest.com) for signature  
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**CITY OF KENMORE  
WASHINGTON  
ORDINANCE NO. 22-0543**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,  
ADOPTING SIX-MONTH INTERIM REGULATIONS WITHIN THE  
TRANSIT OVERLAY DEVELOPMENT (TOD) DISTRICT; REPEALING  
ORDINANCE NOS. 21-0533 AND 21-0535; DECLARING AN  
EMERGENCY AND ESTABLISHING AN IMMEDIATE EFFECTIVE  
DATE**

---

WHEREAS, the City Council adopted Ordinance 15-0406, which established the Transit Oriented Development (TOD) District Overlay, which is codified at Chapter 18.29 of the Kenmore Municipal Code (KMC); and

WHEREAS, the purpose of the TOD District Overlay is to reinforce the City's planned concentrations of pedestrian-oriented mixed-use development at intensities that support and are supported by multi-modal transportation options, including high-capacity transit; and

WHEREAS, the City has directed the Planning Commission to review the City's TOD District Overlay regulations as part of the State-mandated Comprehensive Plan update; and

WHEREAS, the City became aware of the potential of lower density projects within the TOD District Overlay area, which would interfere with the City's intended planning for the TOD District Overlay area; and

WHEREAS, on August 16, 2021 the City Council adopted public emergency Ordinance 21-0533 that established an effective date for a six-month moratorium to and through February 16, 2022 to give the Planning Commission sufficient time to hold a hearing, complete planning for the TOD District Overlay area, and provide recommendations to the City Council regarding the appropriate regulatory framework for the TOD District Overlay; and

WHEREAS, on September 27, 2021 following a public hearing held by the City Council on the six-month moratorium, the Council adopted Ordinance 21-0535 amending Section 2 of Ordinance 21-0533 to allow an additional exemption for building permit applications for or the construction of transitional housing or permanent supportive housing or building permit application for or the construction of indoor emergency housing; and

WHEREAS, additional time is necessary for the Planning Commission to hold a public hearing, complete planning for the TOD District Overlay area, provide recommendations to the City Council regarding the appropriate regulatory framework for the TOD District Overlay and for Council to consider the recommendation; and

WHEREAS, repeal of the moratorium (Ordinance 21-0533 and Ordinance 21-0535) and immediate adoption of interim regulations allows certain development applications at appropriate densities within the TOD District Overlay consistent with the City's long-range planning, prior to completion of the City's regulatory review process; and

WHEREAS, the City Council deems it to be in the best interest of the public, and necessary for the protection of the public health, safety, property, or peace, to establish immediate interim regulations on the acceptance, review, and approval of permits for the establishment, location, and/or construction of any development within the TOD District Overlay; and

WHEREAS, the regulation of zoning and land use are valid exercises of the City's police powers under Article XI, Section 11 of the Washington State Constitution, and such police powers grant the City Council authority to adopt a moratorium; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City Council, as the governing body, to adopt interim regulations on development or land use for six-months; and

WHEREAS, as provided in RCW 35A.63.220 and RCW 36.70A.390, the City Council advertised and held a public hearing on February 14, 2022 to take public testimony and consider adopting further findings justifying the imposition of interim regulations; and

WHEREAS, RCW 35A.13.190 provides that an ordinance may be made effective upon adoption if passed by a majority plus one of the whole membership of the council, and if designated as a public emergency ordinance necessary for the protection of the public health, public safety, public property or public peace; and

WHEREAS, pursuant to RCW 35A.13.190, the City Council finds that this ordinance is a public emergency ordinance necessary for the protection of public health, public safety, public property, or public peace for the reasons set forth herein;

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

Section 1. Findings. The City Council adopts the recitals set forth above, which are incorporated by reference, as findings in support of the interim regulations and declaration of this ordinance as a public emergency ordinance.

Section 2. Repeal of the Moratorium. The City Council hereby repeals Ordinance Nos. 21-0533 and Ordinance 21-0535, which established and amended the six-month moratorium.

Section 3. Interim Regulations.

A. Adoption. Pursuant to the City's police powers under Article XI, Section 11 of the Washington State Constitution, RCW 35A.63.220, and RCW 36.70A.390, interim regulations are hereby adopted and imposed on the application for, intake of, review of, or issuance of any approval and/or development permit, including, but not limited to, building permits, site plan review, etc., for the establishment, location and/or construction of any development within the Transit Oriented Development (TOD) District Overlay area, as shown and depicted in KMC 18.29.020. The term "development" means the same as defined in KMC 18.20.715. The term "development permit" means the same as defined in KMC 18.20.735.

B. Exemptions. The interim regulations adopted by this Ordinance only apply to new development permit applications.



C. Adopted Interim Regulations: Interim regulations for the TOD District Overlay adopted and imposed pursuant to Section 3.A are set forth in Exhibit A, attached hereto and incorporated by reference.

Section 4. Duration. The interim regulations established in Section 3 above shall be in effect for a period of six (6) months from the effective date of this Ordinance (to and through September 14, 2022) and shall automatically expire at the end of that day unless repealed, modified, or extended (after subsequent public hearing if extended), and entry of appropriate findings of fact as provided in RCW 35A.63.220 and RCW 36.70A.390.

Section 5. Authorization of City Manager. The City Manager is hereby authorized and directed to move forward with the Planning Commission's review of appropriate development regulations relating to the TOD District Overlay area, and to bring its recommendation to the City Council for consideration and potential adoption.

Section 6. Transmittal of Ordinance. The City Manager is directed to transmit this ordinance to the Washington State Department of Commerce as required by law.

Section 7. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of the ordinance, or the application of the provision to other persons or circumstances, is not affected.

Section 8. Designation of Emergency Ordinance; Immediate Effective Date. Pursuant to RCW 35A.13.190, the City Council declares and designates this ordinance as a public emergency ordinance necessary for the protection of the public health, public safety, public property, or the public peace. Upon adoption of this ordinance by a majority plus one of the whole membership of the council, this ordinance shall take effect and be in full force immediately upon its adoption. Pursuant to Matson v. Clark County Board of Commissioners, 79 Wn. App. 641, 904 P.2d 317 (1995), underlying facts necessary to support this emergency declaration are included in the recitals set forth above, which are adopted by reference.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 14<sup>th</sup> DAY OF FEBRUARY 2022.

CITY OF KENMORE



Mayor Nigel Herbig

ATTEST/AUTHENTICATED:

  
Anastasiya Warhol (Feb 16, 2022 15:56 PST)

Anastasiya Warhol, City Clerk

Approved as to form:

  
Dawn Reitan (Feb 15, 2022 13:29 PST)  
\_\_\_\_\_  
Dawn Reitan, City Attorney

FILED WITH THE CITY CLERK: 2/10/22  
PASSED BY THE CITY COUNCIL: 2/14/22  
ORDINANCE NO.: 22-0543  
DATE OF PUBLICATION: 2/18/22  
EFFECTIVE DATE: 2/14/22

## Chapter 18.29

# TRANSIT ORIENTED DEVELOPMENT (TOD) DISTRICT OVERLAY

Sections:

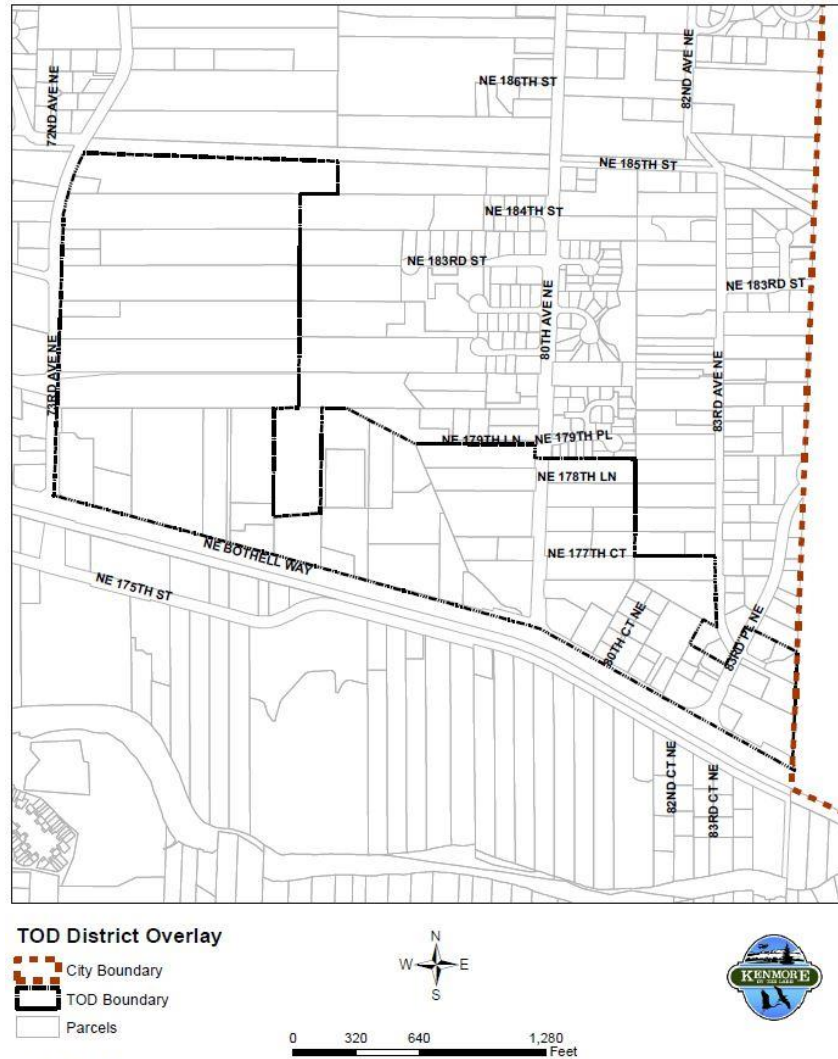
[18.29.010 Intent.](#)  
[18.29.020 Area.](#)  
[18.29.030 Applicability.](#)  
[18.29.040 Use allowances.](#)  
[18.29.050 Zoning standards.](#)  
[18.29.055 Wireless communication facilities.](#)  
[18.29.060 Affordable housing requirements.](#)  
[18.29.070 Parking.](#)  
[18.29.080 Design requirements.](#)  
[18.29.090 Connectivity requirements.](#)  
[18.29.100 Significant tree grove retention.](#)

### 18.29.010 Intent.

The purpose of the transit oriented development (TOD) district overlay is to reinforce the City's planned concentration of pedestrian-oriented mixed use development at intensities that support and are supported by multi-modal transportation options, including high capacity transit. The TOD district overlay revitalizes the City's core by creating incentives and opportunities for a mix of jobs and residences, cultivates a respectful relationship among development within the district, the natural environment, and nearby traditional neighborhoods, and provides a framework for future infrastructure and service decisions. The TOD district overlay provides public benefits in the form of encouraging housing affordable to all economic groups, increased pedestrian connectivity, quality design, and incentive to preserve significant tree groves where they exist. [Ord. 15-0406 § 1 (Att. A).]

### 18.29.020 Area.

The area of the TOD district overlay is shown on Figure 18.29.020.1. In order to develop under the TOD district overlay, at least 50 percent of a parcel shown on Figure 18.29.020.1 shall be located within the TOD district overlay.



[Ord. 19-0481 § 2 (Att. A); Ord. 15-0406 § 1 (Att. A).]

### 18.29.030 Applicability.

A. The TOD district overlay is an incentive-based zoning overlay. Applicants who elect to develop under the provisions of the TOD district overlay shall adhere to all development standards set forth in this chapter; except that development standards not addressed in this chapter shall be governed by provisions of the underlying zone.

B. In order to be eligible to develop under the TOD district overlay regulations, a development application shall meet the following criteria:

1. The property must be located within the TOD district overlay area as described in KMC [18.29.020](#);
2. The proposed development must either:

- a. Be considered a mixed use development as defined in KMC [18.20.1740](#); or
- b. Be a residential-only development or mixed use development with commercial permitted only on the ground floor if located in the R-12, R-18, or R-24 underlying zones, which are areas designated as primarily residential.

C. Eligible properties within the TOD district overlay that do not choose to develop under the provisions of this chapter shall comply with the provisions of the underlying zone in their entirety with the following exceptions:-

1. In the R-12, R-18, R-24, UC East, and DC zones in the TOD district overlay area, the minimum density for residential development shall be no less than the base density for the underlying zone:

2. Except in the R-1 zone, townhouse development shall be prohibited.

3. At least twenty five percent of the total number of units in the development shall be *low- or very low-income affordable housing units* subject to the standards in KMC Chapter 18.77.

## 18.29.040 Use allowances.

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

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

**Table A – TOD District Overlay  
Use Allowances**

Permitted	Conditionally Permitted	Prohibited
Arts, entertainment, indoor <sup>1,3</sup>	Ambulatory surgery center <sup>2</sup>	Adult entertainment business
Business service, standard <sup>1,3</sup>	Animal kennel/ shelter <sup>2,5</sup>	Air transportation service
Day care	College/ university <sup>2</sup>	Arts, entertainment, outdoor
Eating and drinking place <sup>1</sup>	Fire or police facility <sup>2</sup>	Auction house
Educational service <sup>1</sup>	Laboratory <sup>2</sup>	Automotive sales and service, marine
Health care and social assistance <sup>1,3</sup>	Park	Automotive sales and service, nonmarine

**Table A – TOD District Overlay  
Use Allowances**

<b>Permitted</b>	<b>Conditionally Permitted</b>	<b>Prohibited</b>
Manufacturing, light <sup>1,3,5</sup>	Regional land use	Business service, intensive
Mobile food service <sup>4</sup>	Religious institution <sup>2</sup>	Cemetery, columbarium or mausoleum
Multiple-family dwelling <sup>5</sup>	Supportive living facility <sup>2</sup>	Community residential facility
Office <sup>1</sup>		Construction and trade
Personal service <sup>1,3</sup>		Family child-care home
Recreational facility, indoor <sup>1,3</sup>		Funeral home/crematory
Retail sales <sup>1,3,5</sup>		Hospital
Temporary lodging <sup>1,3</sup>		Manufactured housing community
		Manufacturing, heavy
		Marijuana business
		Recreational facility, outdoor
		Resource land use
		Retail sales, bulk
		Secure facility
		Single detached dwelling unit
		Standalone parking
		Transportation
		Utility facility
		Vehicle or equipment rental
		Vehicle refueling station
		Warehousing
		Wholesale trade

- <sup>1</sup> Commercial use limitations in residentially oriented underlying zones: If these uses are proposed for property with underlying zoning of R-12, R-18, or R-24, then each use is limited to maximum 5,000 square feet per use and 15,000 square feet total contiguous nonresidential area within the development.
- <sup>2</sup> Conditional use permit required in underlying urban corridor, downtown commercial, and public/semi-public zones. Prohibited in all other underlying zones within the TOD district overlay area.
- <sup>3</sup> Conditional use permit required in underlying R-12, R-18, R-24 zones. Permitted in underlying urban corridor, downtown commercial, and public/semi-public zones within the TOD district overlay area.
- <sup>4</sup> *Mobile food service* is permitted subject to the following requirements:
  - a. For a stand, location shall be on a sidewalk or near a storefront consistent with barrier-free regulations;
  - b. For a stand, location on the sidewalk or near a storefront shall provide for at least four feet of unobstructed sidewalk between the stand and the sidewalk edge for pedestrian movement;
  - c. No permanent fencing, walls, or other structures are installed which hinder removal of the structure from the site;
  - d. No required parking stall shall be blocked or rendered unusable as a result of the *mobile food service*;
  - e. Safe ingress and egress to the site shall be maintained. Visibility for transportation and pedestrian access shall be maintained;
  - f. The limited duration of the *mobile food service* shall be established as a condition of approval of any applicable permits; if accessory to a use, such operation is removed daily at the time of or prior to the close of business hours;
  - g. A sign permit is required for exterior signage in accordance with the sign code, Chapter [18.42](#) KMC.
- <sup>5</sup> No *outdoor storage* of materials shall be permitted.

<sup>6</sup> **Townhouse development shall be prohibited.**

[Ord. 19-0481 § 2 (Exh. A); Ord. 17-0438 § 2 (Att. A); Ord. 16-0426 § 5 (Att. C); Ord. 15-0406 § 1 (Att. A).]

## **18.29.050 Zoning standards.**

The following development standards in Table B apply to properties electing to develop under provisions of the TOD district overlay:



**Table B – TOD Overlay District Development Standards**

STANDARD	REQUIREMENT
Minimum Density: Dwelling Units/Gross Acre	60 <sup>1</sup>
Maximum Density: Dwelling Units/Gross Acre	150 <sup>1</sup>
Maximum Height	65 <sup>1,2</sup>

<sup>1</sup> Portions of any property developing under the TOD district overlay regulations with an underlying zoning of R-1 shall cluster development away from critical areas or corridors such as urban separators or the wildlife habitat network to the extent possible and the open space shall be placed in a separate tract that includes at least 50 percent of the site. The open space tract shall be permanent and meet the provisions of KMC [17.20.130](#)(B).

<sup>2</sup> Portions of any property developing under the TOD district overlay regulations that are within 50 feet of a single-family zone (R-1, R-4, R-6) shall have a maximum height of 35 feet within that area to provide a transition in height to the lower intensity uses.

[Ord. 15-0406 § 1 (Att. A).]

### **18.29.055 Wireless communication facilities.**

Use allowances and development regulations for *wireless communication facilities* in the TOD district overlay shall be as specified in Chapter [18.60](#) KMC for the underlying zoning district. [Ord. 16-0426 § 6 (Att. D).]

### **18.29.060 Affordable housing requirements.**

For properties choosing to develop under the TOD district overlay, *development* shall provide affordable housing as described in Chapter [18.77](#) KMC. *Development* choosing to develop under the TOD district overlay shall not utilize the provisions of residential density incentives found in Chapter [18.80](#) KMC to achieve maximum densities. [Ord. 19-0481 § 2 (Exh. A); Ord. 15-0406 § 1 (Att. A).]

### **18.29.070 Parking.**

Parking in the TOD district overlay should be sufficient to support local businesses and residential development, while at the same time promoting transit ridership, walkable streets, and efficient use of land. Proposed development choosing to develop under the TOD district overlay shall provide parking as follows:

A. Minimum parking requirements for nonresidential uses may be reduced to 75 percent of the minimum requirement computed according to the provisions of KMC [18.40.030](#).

B. Minimum residential parking shall be supplied at the following ratios:

1. 1.0 parking spaces per market-rate dwelling unit, except as follows:

a. Pioneer Project Incentive. For purposes of this section, a pioneer project consists of the first 100 bonus housing units provided in the city under the TOD district overlay regulations. The first 100 bonus housing units in a pioneer project(s) may elect to provide parking spaces for market rate bonus units at 0.6 parking spaces per dwelling unit.

2. 1.0 additional parking space per every five market rate dwelling units shall be provided and designated as guest parking for use by all guests.

3. 0.6 parking spaces per dwelling unit for affordable or senior dwelling units.

4. Affordable housing shall be as defined under KMC [18.29.060](#). Senior housing shall be defined as housing restricted to those meeting the definition of “senior citizen” as found in KMC [18.20.2500](#).

C. The following factors shall count towards minimum parking standards for residential and nonresidential development:

1. On-street parking immediately adjoining a property proposed for development or provided as part of the proposed development may be counted toward the minimum parking requirement.

2. Minimum on-site parking may be reduced further by provisions of KMC [18.40.090](#)(B) for properties within the TOD district overlay that meet the requirements of KMC [18.40.090](#)(B) for accessibility to high frequency transit service.

3. Shared parking among uses is encouraged within the TOD district overlay. Developments that propose shared parking arrangements shall submit a parking management plan as defined in KMC [18.20.1995](#) that describes the terms and conditions of shared parking arrangements on site.

D. Parking Provided in Excess of Minimum. Provision of parking in excess of the minimum parking requirements outlined in subsections A and B of this section shall require the excess parking be included in a structured parking garage, or under building and screened from the street frontage, unless the additional parking is associated with a phased, mixed use development, is interim in nature, and is temporarily located on land reserved for future phases not yet built.

E. Maximum parking within the TOD district overlay shall not exceed the minimum requirement calculated under the provisions of KMC [18.40.030](#).

1. Applicants may be allowed to exceed the maximum parking if the applicant can produce a parking study that demonstrates probable on-site parking needs that are significantly higher than similar uses. This traffic study shall be subject to review by the city manager before approval for additional parking is granted. All parking granted in excess of the maximum shall be provided in a structured parking garage or under building and screened from the street frontage.

F. All other parking requirements shall be as provided in Chapter [18.40](#) KMC. [Ord. 16-0428 § 13 (Att. I); Ord. 15-0406 § 1 (Att. A).]

### 18.29.080 Design requirements.

Development within the TOD district overlay shall comply with Standard 1 provisions of the downtown design standards, as set forth in Chapter [18.52](#) KMC.

In addition, the following design requirements shall apply:

A. Relational Setback Requirements. Any proposed development within the TOD district overlay adjacent to an existing single-family zone (R-1, R-4, or R-6) shall be required to provide an interior ground-level setback of 15 feet on the side of the property facing the single-family zone, unless a larger setback is required in the underlying zone. In that event, the larger of the two setback requirements shall govern. The setback required by this subsection shall be landscaped with Type II landscaping as defined in KMC [18.35.040](#)(B) to provide a visual buffer. [Ord. 15-0406 § 1 (Att. A).]

### 18.29.090 Connectivity requirements.

The TOD district overlay should remove impediments to pedestrian use of the district and the downtown area by fostering the creation of an extensive network of sidewalks and pedestrian walkways.

Development proposals within the boundaries of the TOD district overlay that elect to develop under the provisions of this chapter shall:

A. Provide any direct pedestrian connections between proposed development and transit facilities, or arterials providing transit access in order to minimize walking distances to transit.

B. Comply with the downtown design standards pertaining to pedestrian walkways, as set forth in KMC [18.52.100](#).

C. Properties abutting water bodies (i.e., wetlands, rivers, lakes, or streams) shall provide a public access trail paralleling the water body from one property line to the next with setbacks that are consistent with the requirements of KMC Title [16](#) and Chapter [18.55](#) KMC. The public access trail shall connect to a public right-of-way.

1. Where a development proposal abuts a property with a public access trail segment, the public access segment on the subject property shall connect to abutting property public access segment(s).

2. The public access easement for public access trails shall be documented on the face of the plat or plan and recorded with the King County Department of Records and Elections. Public access easements shall run with the land in perpetuity. [Ord. 15-0406 § 1 (Att. A).]

### 18.29.100 Significant tree grove retention.

A. Definitions.

1. Significant Tree Grove Definition. A “significant tree grove” shall consist of two or more trees with a minimum of five and one-half tree units total. A qualifying tree has two tree units minimum. The maximum distance measured in feet between qualifying trees shall be equal to

two times the critical root zone in order to be defined as a significant tree grove. For example a 24-inch d.b.h. tree must be within 24 feet of another tree in the grove to be included in the significant tree grove. A tree of any size that is topped or considered a “hazard tree” as defined in KMC [18.20.3084](#) may not qualify as part of a significant tree grove as herein defined. For purposes of this chapter, a significant tree grove may not contain trees that are located within a critical area or critical area buffer protected under Chapter [18.55](#) KMC. A significant tree grove is not the same as a “grove,” as defined in KMC [18.20.1273](#).

2. Tree Units. See KMC [18.57.060](#)(A) for translation of diameter at breast height (d.b.h.) to tree units.

#### B. Applicability.

1. If the underlying zone within the TOD district overlay requires tree retention as provided in Chapter [18.57](#) KMC, then the provisions of Chapter [18.57](#) KMC shall be retained. If Chapter [18.57](#) KMC exempts a property from tree retention then it shall remain exempt.

2. Development proposals within the boundaries of the TOD district overlay that elect to develop under the provisions of this chapter shall be eligible to benefit from providing less parking or more dwelling units or any combination of the two if the development retains one or more significant tree grove(s) as defined in this section in perpetuity. A development may be able to benefit from both reduced parking and additional dwelling units by preserving a significant tree grove so long as the same tree credits are not counted towards both reductions in parking and additional bonus dwellings. Trees or groves retained through the provision of Chapter [18.57](#) KMC may count towards the significant tree grove retention if they meet the definitions found in subsection A of this section.

3. Tree on Property Line. In instances where one or more trees that would qualify as part of a significant tree grove is located on a property line such that the tree is on more than one property, and the properties are in separate ownerships, the tree shall qualify to be counted as part of a separate tree grove by each property owner.

C. Reduced Parking. In order to retain qualifying significant tree groves, required parking may be reduced at the maximum rate of one stall per each five and one-half tree units. Parking quantities may be reduced up to a maximum of 20 percent from the parking requirement after other reductions are applied, if any.

D. Residential Bonus Units. In order to retain qualifying significant tree groves, residential units are offered at the rate of one bonus unit per each 11 tree units preserved. Grove bonus units are not included in maximum unit density calculations. Grove bonus units are not subject to the affordability requirements of KMC [18.29.060](#).

#### E. Significant Tree Grove Preservation Requirements.

1. Tree Protection Plan Required. A tree protection plan as identified in KMC [18.57.050](#) shall be required for any development application proposing to protect one or more significant tree groves through this section.

2. Recorded on Title. The map of significant tree groves preserved through this section, along with a covenant preventing removal, shall be recorded and shown on the property title.

3. Subject to Tree Protection Measures of Chapter [18.57](#) KMC. Significant tree groves protected under this section shall be subject to the tree protection measures during construction found in KMC [18.57.090](#), the post-construction replacement, financial guarantee, and maintenance requirements of KMC [18.57.100](#), and the penalties and enforcement of KMC [18.57.110](#). [Ord. 15-0406 § 1 (Att. A).]



## City Council Agenda Bill City of Kenmore, WA

**Subject/Topic:**

Public Hearing on the amended 2023-2028 Capital Improvement Program for Parks, Transportation and City Facilities

Adopt Ordinance No. 23-0594 amending the 2023-2028 Capital Improvement Program for Parks, Transportation and City Facilities

**Proposed Council Action/Motion:**

Public Hearing on the amended 2023-2028 Capital Improvement Program for Parks, Transportation and City Facilities

Adopt Ordinance No. 23-0594 amending the 2023-2028 Capital Improvement Program for Parks, Transportation and City Facilities

**For Council Meeting Agenda of:** September 11, 2023

**Departments:** City Manager, Finance and Admin, Public Works, Community Development

**Prepared by:**

Rob Karlinsey, City Manager  
Melinda Merrell, Finance & Admin Director  
John Vicente, City Engineer  
Jennifer Gordon, Operations Director  
Debbie Bent, Community Development Director

**Initial & Date**

**Approved by Department Head:** MM, 8/30/23

**Approved by City Attorney:** DR

**Approved by Finance Director:** MM, 8/30/23

**Approved by City Manager:** RK

**Exhibits/Attachments:**

Attachment 1: Ordinance 23-0594 with Exhibit A, Capital Improvement Program  
Attachment 2: Park Capital Improvement Program  
Attachment 3: Transportation Capital Improvement Program  
Attachment 4: City Facilities Capital Improvement Program  
Attachment 5: REET Fund Projections  
Attachment 6: Park Impact Fee Fund Projections  
Attachment 7: Transportation Impact Fee Fund Projections  
Attachment 8: King County Parks Levy Projections  
Attachment 9: Adopted CIP, 2023-2024 Biennial Budget Book, page 214-215

**Summary:**

A Public Hearing will be held to receive public comment on the amended 2023 – 2028 Capital Improvement Program (CIP). The amended CIP was presented for the City Council's review and discussion on July 24, 2023. Adoption of the Ordinance No. 23-0594 is to occur at the September 11,

2023 City Council meeting. The Surface Water CIP is not included and will be brought to Council at a future meeting.

**Information/Background:**

The current 2023-2028 Six-Year Capital Improvement Program (CIP) was adopted by Ordinance 22-0559 on October 24, 2022 (Attachment 9). The first two years of the CIP (2023 and 2024) were incorporated into the Biennial Budget. The following recommended updates provide for carryover of unspent funds from 2022 as well as adjustments to project budgets based on current information.

Complete proposed Park, Transportation, and City Facility Capital Improvement Programs are illustrated with cash flow projections for Park Impact Fees, Transportation Impact Fees, Real Estate Excise Tax (REET), and the King County Parks Levy. Any changes to the Surface Water Management Fund will be brought forward this fall.

Revisions to this CIP may result in Budget Amendments to the 2023-2024 Biennial Budget during the Mid-Biennium review this fall.

Projects added/substantially changed to the 2023-2028 CIP include the following:

**PARKS**

- **P 1 Twin Springs Park Phase 1.** \$137,500 from Park Impact Fees has been added to the 2023 CIP to complete the project construction.
- **P 27 X'a X'w a d i s Park Waterfront & Natural Open Space.** \$1,160,000 in unspent funds are carried forward and included in the 2023 CIP.

**TRANSPORTATION**

- **T 27 Pedestrian Facilities Program.** Project reduced by \$645,000 and funds moved to new sidewalk projects.
- **T 37 West Sammamish River Bridge Replacement.** \$775,603 in REET and Connecting WA funding added to the 2023 CIP.
- **T 41 Juanita Dr Ped & Bike Safety Improvements.** This project has been updated for current budget estimates and is funded through WA State Department of Ecology, PSE, REET and Transportation Impact fees. Final paving and striping of Juanita Drive is happening in 2023.
- **T 42 68<sup>th</sup> AVE Ped & Bike Safety Improvements.** \$230,773 from Fund 300 has been added to the 2023 CIP to complete this project.
- **T 44 61<sup>st</sup> AVE Sidewalk Replacement Project.** This project is being split into two phases. \$3.5M has been removed from Phase 1 and has been added to Phase 2.
- **T 244 Burke-Gilman Trail/NE 175<sup>th</sup>.** Additional REET funds have been added to the 2023 CIP to complete this project.
- **T 252 ADA Transition Program.** Funding reduced by \$160,000 to better reflect budget estimates.



- **T 253 NE 181<sup>st</sup> Sidewalk Project.** This new project is funded by \$1.3M from Sound Transit and additional funds from Transportation Impact Fees.
- **T 255 68th/Simonds Rechannelization Project.** This new project adds \$450,000 over 2023 and 2024 and is funded from Transportation Impact Fees.
- **T 260 80<sup>th</sup> AVE NE Sidewalk Project.** This new project adds \$2.6M to the CIP and is funded by \$2.2M from WSDOT and additional funds from Transportation Impact Fees.
- **T 261 NE 192<sup>nd</sup> ST Sidewalk Project.** This new project is funded by \$760,900 from WSDOT and additional funds from Transportation Impact Fees.
- **T 262 Arrowhead Project.** This new project adds \$2.4M to the CIP and is funded by \$2.0M from WSDOT and additional funds from Transportation Impact Fees.

#### CITY FACILITIES

- **F 1 Public Works Shop Land Acquisition & Development.** This project has been updated to reflect the debt service needed to complete Phase 1 of the Public Works Operations Center (PWOC). Repayment of the debt will come from SWM Fund and REET.

#### 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, King County Park Levy funds, 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 actually appropriates funds for project expenditures.

The updated Capital Improvement Program, excluding Surface Water CIP, includes 24 individual projects which total \$62,079,220 over the six-year planning horizon. The project costs and funding sources are displayed in Attachments 2, 3 and 4. Also attached are projections of Real Estate Excise Taxes, Park Impact Fees, Transportation Impact Fees and King County Park Levy which are Attachments 5, 6, 7, and 8.

#### City Council Priority or 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

**CITY OF KENMORE  
WASHINGTON  
ORDINANCE NO. 23-0594**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON, AMENDING  
ORDINANCE NO. 22-0559 AND THE 2023-2028 SIX-YEAR CAPITAL  
IMPROVEMENT PROGRAM AND ESTABLISHING AN EFFECTIVE DATE.**

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WHEREAS, on October 24, 2022, the City Council adopted Ordinance No. 22-0559, which adopted the 2023-2028 Six-Year Capital Improvement Program ("CIP"); and

WHEREAS, on July 24, 2023, at a regularly scheduled meeting, the City Council was presented with information regarding the proposed amendments to the 2023-2028 Capital Improvement Program; and

WHEREAS, the City Council desires to amend the 2023-2028 CIP to reflect a changes in project budgets and funding for existing Parks Projects P-1 and P-27; existing Transportation Projects T-27, T-37, T-41, T-42, T-44, T-244, T-252; new Transportation Projects T-253, T-255, T-260, T-261 and T-262; and existing City Facilities Project F-1 to include the debt service needed to complete Phase 1 of the Public Works Operations Center.

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

Section 1. Amendment. The City Council amends Ordinance No. 22-0559 and the 2023-2028 Capital Improvement Program, specifically the Expenditures and Revenues for Parks, Transportation, and City Facilities, as set forth on Exhibit "A," entitled "City of Kenmore, Washington Capital Improvement Program for the Years 2023-2028," attached hereto and incorporated by reference. All other provisions of Ordinance No. 22-0559 not amended by this Ordinance shall remain in full force and effect.

Section 2. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of the publication.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 11th DAY OF SEPTEMBER, 2023.

CITY OF KENMORE

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Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

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Anastasiya Warhol, City Clerk

Approved as to form:

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Dawn Reitan, City Attorney

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

**CITY OF KENMORE, WASHINGTON  
CAPITAL IMPROVEMENT PROGRAM  
AS ADOPTED FOR THE YEARS 2023-2028**

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<b>EXPENDITURES</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>
<b><u>PARKS</u></b>							
P 1 Twin Springs Park Phase I	\$248,800	\$0	\$0	\$0	\$0	\$0	\$248,800
P 18 Rhododendron Park - Sign Replacement	\$28,000	\$0	\$0	\$0	\$0	\$0	\$28,000
P 27 'a d i s' Park Waterfront	\$1,390,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$1,690,000
P 28 Log Boom Park Waterfront Access & Mitgtn	\$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 Athl Field Synthetic Turf Install	\$0	\$0	\$30,000	\$15,000	\$730,000	\$0	\$775,000
<b>Total Parks</b>	<b>\$1,750,000</b>	<b>\$123,200</b>	<b>\$143,200</b>	<b>\$128,200</b>	<b>\$840,000</b>	<b>\$110,000</b>	<b>\$3,094,600</b>

<b><u>TRANSPORTATION</u></b>							
T 8 SR 522 West B 57th to 61st	\$49,419	\$400,000	\$800,000	\$750,000	\$0	\$0	\$1,999,419
T 27 Pedestrian Facilities Program	\$0	\$0	\$0	\$415,000	\$415,000	\$415,000	\$1,245,000
T 35 Pavement Preservation	\$1,769,901	\$280,000	\$1,070,000	\$150,000	\$1,520,000	\$200,000	\$4,989,901
T 37 West Sammamish River Bridge Replacement	\$2,222,907	\$97,175	\$32,175	\$32,175	\$32,175	\$32,175	\$2,448,782
T 38 Lower Swamp Creek Bridge Replacement	\$50,000	\$0	\$225,000	\$250,000	\$2,525,000	\$75,000	\$3,125,000
T 41 Juanita Dr Pedestrian & Bicycle Safety Imprvmnts	\$2,185,025	\$30,700	\$0	\$0	\$0	\$0	\$2,215,725
T 42 68th Ave Pedestrian & Bicycle Safety Imprvmnts	\$411,518	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$536,518
T 44 61st Ave Sidewalk Replacement (Phase 1)	\$249,518	\$152,500	\$1,089,683	\$0	\$0	\$0	\$1,491,701
T xx 61st Ave Sidewalk Replacement (Phase 2)	\$0	\$0	\$50,000	\$250,000	\$250,000	\$3,015,000	\$3,565,000
T 244 Burke-Gilman Trail/NE 175th St. Wayfinding	\$351,402	\$0	\$0	\$0	\$0	\$0	\$351,402
T 252 ADA Transition Program	\$500,000	\$15,000	\$250,000	\$825,000	\$250,000	\$1,000,000	\$2,840,000
T 253 NE 181st St Sidewalk Project	\$51,000	\$329,514	\$1,121,486	\$50,000	\$0	\$0	\$1,552,000
T 255 68th/Simonds Restriping Project	\$180,000	\$270,000	\$0	\$0	\$0	\$0	\$450,000
T 260 80th Ave NE Sidewalk Project	\$51,000	\$325,000	\$325,000	\$1,748,652	\$135,000	\$15,000	\$2,599,652
T 261 NE 192nd St Sidewalk Project	\$51,000	\$190,000	\$643,749	\$5,000	\$0	\$0	\$889,749
T 262 Arrowhead Project	\$51,000	\$276,832	\$230,000	\$1,370,623	\$470,712	\$10,000	\$2,409,167
T-xx NE 170th Sidewalk Project	\$25,000	\$175,000	\$0	\$0	\$0	\$0	\$200,000
<b>Total Transportation</b>	<b>\$8,198,690</b>	<b>\$2,566,721</b>	<b>\$5,862,093</b>	<b>\$5,871,450</b>	<b>\$5,622,887</b>	<b>\$4,787,175</b>	<b>\$32,909,016</b>

<b><u>CITY FACILITIES</u></b>							
F 1 Public Works Shop Land Acq & Develpmnt	\$4,000,000	\$12,500,000	\$0	\$0	\$0	\$0	\$16,500,000
Debt Repayment	\$575,604	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$9,575,604
<b>Total City Facilities</b>	<b>\$4,575,604</b>	<b>\$14,300,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$26,075,604</b>

<b>TOTAL EXPENDITURES</b>	<b>\$14,524,294</b>	<b>\$16,989,921</b>	<b>\$7,805,293</b>	<b>\$7,799,650</b>	<b>\$8,262,887</b>	<b>\$6,697,175</b>	<b>\$62,079,220</b>
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**CITY OF KENMORE, WASHINGTON  
CAPITAL IMPROVEMENT PROGRAM  
AS ADOPTED FOR THE YEARS 2023-2028**

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<b>REVENUES</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>
<b><u>PARKS</u></b>							
Park Impact Fee Revenue	\$137,500	\$20,000	\$50,000	\$35,000	\$180,000	\$20,000	\$442,500
Real Estate Excise Tax (Parks)	\$238,000	\$0	\$0	\$10,000	\$10,000	\$10,000	\$268,000
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
2022 Carryover Funds	\$1,160,000	\$0	\$0	\$0	\$0	\$0	\$1,160,000
WA State Appropriation	\$111,300	\$0	\$0	\$0	\$0	\$0	\$111,300
Sports Leagues	\$0	\$0	\$0	\$0	\$220,000	\$0	\$220,000
Other Grants - unsecured	\$0	\$0	\$0	\$0	\$350,000	\$0	\$350,000
<b>Total Parks</b>	<b>\$1,750,000</b>	<b>\$123,200</b>	<b>\$143,200</b>	<b>\$128,200</b>	<b>\$840,000</b>	<b>\$110,000</b>	<b>\$3,094,600</b>
<b><u>TRANSPORTATION</u></b>							
Transportation Impact Fees	\$589,045	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$989,045
Real Estate Excise Taxes	\$2,609,449	\$515,700	\$740,767	\$1,416,016	\$1,545,712	\$1,480,000	\$8,307,644
Real Estate Excise Taxes-Sammamish Bridge	\$1,157,868	\$97,175	\$32,175	\$32,175	\$32,175	\$32,175	\$1,383,743
Surface Water Fund - other	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
KAPE	\$0	\$280,000	\$870,000	\$150,000	\$970,000	\$150,000	\$2,420,000
Connecting WA	\$614,458	\$400,000	\$800,000	\$750,000	\$0	\$0	\$2,564,458
Move Ahead WA	\$0	\$0	\$50,000	\$250,000	\$250,000	\$2,950,000	\$3,500,000
WSDOT ped/bike	\$444,042	\$137,500	\$996,765	\$0	\$0	\$0	\$1,578,307
Sound Transit (pending)	\$50,000	\$289,514	\$981,486	\$0	\$0	\$0	\$1,321,000
BRAC Grant (pending)	\$526,553	\$0	\$225,000	\$250,000	\$2,525,000	\$75,000	\$3,601,553
Juanita Funding Carryover	\$606,025	\$0	\$0	\$0	\$0	\$0	\$606,025
68th Ave Ped/Bike Funding Carryover	\$230,773	\$0	\$0	\$0	\$0	\$0	\$230,773
WSDOT Safe Routes to Schools	\$100,000	\$386,832	\$750,900	\$1,320,623	\$200,000	\$0	\$2,758,355
WSDOT Ped/Bike Funds	\$50,000	\$285,000	\$285,000	\$1,602,636	\$0	\$0	\$2,222,636
Department of Ecology	\$121,388	\$0	\$0	\$0	\$0	\$0	\$121,388
Puget Sound Energy	\$154,089	\$0	\$0	\$0	\$0	\$0	\$154,089
TIB (overlay)	\$920,000	\$0	\$0	\$0	\$0	\$0	\$920,000
T-xx NE 170th Sidewalk Project	\$25,000	\$175,000	\$0	\$0	\$0	\$0	\$200,000
<b>Total Transportation</b>	<b>\$8,198,690</b>	<b>\$2,566,721</b>	<b>\$5,862,093</b>	<b>\$5,871,450</b>	<b>\$5,622,887</b>	<b>\$4,787,175</b>	<b>\$32,909,016</b>
<b><u>CITY FACILITIES</u></b>							
20 year Note Public Works Shop	\$ 4,000,000	\$12,500,000	\$ -	\$ -	\$ -	\$ -	\$ 16,500,000
Surface Water Utility Funds	\$ 240,603	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 4,740,603
REET	\$ 251,539	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 4,751,539
Street Fund	\$ 54,682	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,682
General Fund	\$ 28,780	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,780
<b>Total City Facilities</b>	<b>\$4,575,604</b>	<b>\$14,300,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$26,075,604</b>
<b>TOTAL REVENUES</b>	<b>\$14,524,294</b>	<b>\$16,989,921</b>	<b>\$7,805,293</b>	<b>\$7,799,650</b>	<b>\$8,262,887</b>	<b>\$6,697,175</b>	<b>\$62,079,220</b>

**CITY OF KENMORE, WASHINGTON  
PARK CAPITAL IMPROVEMENT PROGRAM  
PROPOSED FOR THE YEARS 2023-2028**

<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>
P 1 Twin Springs Park Phase I	\$ 248,800	\$ -	\$ -	\$ -	\$ -	\$ -
P 18 Rhododendron Park - Sign Replacement	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -
P 27 Ź' a Ź' w a d i s Park Waterfront	\$ 1,390,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
P 28 Log Boom Park Waterfront Access & Mitgtn	\$ 60,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
P 30 Rhododendron Park Boathouse Pavilion	\$ 23,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ -	\$ -
P 32 Moorlands Athl Field Synthetic Turf Install	\$ -	\$ -	\$ 30,000	\$ 15,000	\$ 730,000	\$ -
<b>Total Project Costs</b>	<b>\$ 1,750,000</b>	<b>\$ 123,200</b>	<b>\$ 143,200</b>	<b>\$ 128,200</b>	<b>\$ 840,000</b>	<b>\$ 110,000</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>
Park Impact Fees	\$ 137,500	\$ 20,000	\$ 50,000	\$ 35,000	\$ 180,000	\$ 20,000
Real Estate Excise Taxes	\$ 238,000	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
City Swamp Creek Basin Funds	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
King County Park Levy	\$ 63,200	\$ 63,200	\$ 53,200	\$ 43,200	\$ 40,000	\$ 40,000
Ź' a Ź' w a d i s Park Waterfront 2022 funding carryover	\$ 1,160,000	\$ -	\$ -	\$ -	\$ -	\$ -
WA State Appropriation	\$ 111,300	\$ -	\$ -	\$ -	\$ -	\$ -
Sports Leagues	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ -
Other Grants - unsecured	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -
<b>Total Project Funding</b>	<b>\$ 1,750,000</b>	<b>\$ 123,200</b>	<b>\$ 143,200</b>	<b>\$ 128,200</b>	<b>\$ 840,000</b>	<b>\$ 110,000</b>



## City of Kenmore Capital Improvement Program

### Twin Springs Park – Phase 1

#### Project P-1

**Project Location:** Twin Springs Park 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 2,200 sq.ft. gravel area and 5' x5' concrete pad adjacent to the northern access road to accommodate five cars, future maintenance shed, and future porta-potty; installation of a new waterline and stormwater line in the northern access road; refurbishing the existing parking lot and access at the southern entrance for five cars (re-striping, wheel stops, ADA signage).

**Project Status as of July 2023:** SEPA, grading and engineering permit applications submitted September 2021. Amended easement agreements with King County for use of the northern access road to install a new water line and surface water line and right to construct the gravel parking area over a subsurface easement are also required. Permit approvals estimated in the next few months. Timing of bid process and construction are dependent on permit approval.

**Funding:** June 2019 the city received a \$155,000 state appropriation. The contract for the grant is administered by the Department of Commerce who charge a 2% fee so \$151,900 was available for the project. The 2022 adopted CIP allocated \$111,300 of grant funds in 2023. As of July 2023, \$99,149.77 grant funds remain. The 2023 CIP includes an additional \$124,000 allocated in 2023 from the Park Impact Fund to complete project construction. Total project cost estimated \$235,300.

**Background:** In 2015 King County completed the Brightwater Portal 44 project 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 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.







## City of Kenmore Capital Improvement Program

### Rhododendron Park – Sign Replacement

#### 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.

**Project Status as of July 2023:** Sign fabrication, installation estimated fourth quarter 2023.

**Funding:** The 2022 adopted CIP allocated \$28,000 REET funds in 2023 for sign fabrication and installation. The 2023 CIP allocates the same amount. Total project cost \$28,000.

**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. Public art was installed in 2022. Mitigation and monitoring of completed 2018-2022.

A park master plan was adopted 3/27/06. Other improvements 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.





## City of Kenmore Capital Improvement Program Waterfront & Natural Open Space Access Project at Ł'a ųw a d i s Park (pronounced TI' awh-ah-dees)

### Project P-27

**Project Location:** 7515 and 7353 NE 175<sup>th</sup> Street, Kenmore WA at Ł'a ųwadis Park (pronounced TI' awh-ah-dees).

**Project Manager:** Parks Project Manager

**Project Description:** Project improvements included: elevated walkways and viewpoints; natural open space and other environmental enhancements; docks, ramps, and staging areas for hand-powered watercraft; parking; restroom; and public art.

**Project Status as of July 2023:** Project construction completed April 2023. Ribbon cutting 5/6/23. Project closeout continues through spring 2024. Monitoring of landscaping related to mitigation and compliance with associated permit requirements 2024-2034.

**Funding:** The 2022 adopted CIP 2023-2028 included \$530,000 funds for mitigation/monitoring (\$190,000 REET, \$100,000 Park Impact Fees and \$240,000 Swamp Creek Basin Funds). There is an additional \$200,000 allocated in future years for mitigation/monitoring (\$40,000 Park Impact Fees and \$160,000 Swamp Creek Basin Funds). The 2023 CIP also includes carry over of \$1,160,000 in unspent funds allocated in 2022 for construction.

**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. Strider Construction Company was Awarded Contract 21-C2670. Construction began December 21, 2021.





## 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.

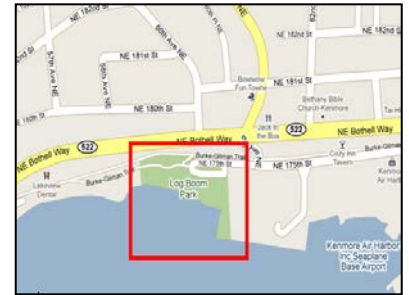
**Project Manager:** Parks Project Manager

**Project Description:** Improvements included: beach expansion; new trails and viewpoints; waterfront pavilion; environmental and ecological enhancements; kayak concession building; launch access for hand-powered watercraft; and public art.

**Project Status as of July 2023:** Project construction completed June 2022 with a ribbon cutting 8/9/22. Monitoring of landscaping related to mitigation and compliance with associated permit requirements 2023-2033.

**Funding:** The 2022 adopted CIP 2023-2028 included \$320,000 funds for mitigation/monitoring (\$30,000 REET and \$290,000 King County Park Levy). An additional \$200,000 allocated in future years for mitigation/monitoring (\$40,000 REET and \$160,000 King County Park Levy). The 2023 CIP includes the same funding amounts.

**Background:** In 2015 a conceptual plan was developed for improvements at Log Boom park to enhance public access to Lake Washington. This project was approved on the November 2016 ballot measure for Walkways & Waterways. Permits were received in March 2021. Road Construction Northwest was Awarded Contract 21-C2669. Construction began July 26, 2021, and ended June 28, 2022.





## City of Kenmore Capital Improvement Program

### Rhododendron Park Public Boathouse

#### 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:** A 40' x 70' steel boathouse. 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.

**Project Status as of July 2023:** Boathouse construction completed 2021. Public art installed 2022. Building sign installed 2022. Monitoring of landscaping related to mitigation and compliance with associated permit requirements 2022-2026. The City executed a lease agreement in 2020 with the Northshore School District (Contract 20-C2123) for boathouse programming and operations.

**Funding:** The 2022 adopted CIP 2023-2028 included an allocation of \$32,800 for building signage and mitigation/monitoring (\$12,800 King County Park Levy, and \$20,000 REET). The 2023 CIP includes the same funding amounts.

To complete project construction, the City allocated \$503,000 of Strategic Opportunity Funds with the understanding that the fundraising committee would raise this amount to reimburse the City. The fundraising committee provides quarterly reports to Council. No funds have been raised to date.

**Background:** 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.





## City of Kenmore Capital Improvement Program Moorlands Park - Athletic Field Turf Replacement 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.

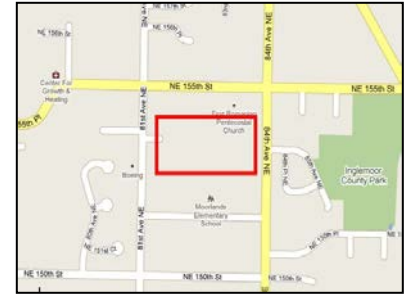
**Project Manager:** Parks Project Manager

**Project Description:** Replacing the athletic field grass with artificial turf.

**Project Status as of July 2023:** In 2024 confirm that the existing under field drainage system designed for a grass field can accommodate a turf replacement. If the system is not compatible the project will not move forward. 2025 prepare grant application and notify the sports leagues to conduct fundraising efforts. If grant funds are not secured or fundraising efforts are not successful, the project will not move forward.

**Funding:** The 2022 adopted CIP 2023-2028 includes \$775,000 (\$350,000 unsecured grant, \$205,000 park impact fees, \$220,000 unsecured sport leagues contribution). The 2023 CIP allocates the same amount. Total project cost estimate \$775,000.

**Background:** In July of 2018 park improvements (project P 6) were completed including: renovated athletic field; new picnic shelter; new restrooms, new playground; landscaping and pathways. A new interlocal agreement with the Northshore School District regarding park use was authorized in December 2017. The School District also schedules athletic field use.





**CITY OF KENMORE, WASHINGTON**  
**TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM**  
**PROPOSED FOR THE YEARS 2023-2028**

ATTACHMENT 3

Project Description	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed
T 8 SR 522 West B 57th to 61st	\$ 49,419	\$ 400,000	\$ 800,000	\$ 750,000	\$ -	\$ -
T 27 Pedestrian Facilities Program	\$ -	\$ -	\$ -	\$ 415,000	\$ 415,000	\$ 415,000
T 35 Pavement Preservation 73rd/169th	\$ 1,769,901	\$ 280,000	\$ 1,070,000	\$ 150,000	\$ 1,520,000	\$ 200,000
T 37 West Sammamish River Bridge Replacement	\$ 2,222,907	\$ 97,175	\$ 32,175	\$ 32,175	\$ 32,175	\$ 32,175
T 38 Lower Swamp Creek Bridge Replacement	\$ 50,000	\$ -	\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 75,000
T 41 Juanita Dr Pedestrian & Bicycle Safety Imprvmts	\$ 2,185,025	\$ 30,700	\$ -	\$ -	\$ -	\$ -
T 42 68th Ave Pedestrian & Bicycle Safety Imprvmts	\$ 411,518	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
T 44 61st Ave Sidewalk Replacement (Phase 1)	\$ 249,518	\$ 152,500	\$ 1,089,683	\$ -	\$ -	\$ -
T xx 61st Ave Sidewalk Replacement (Phase 2)	\$ -	\$ -	\$ 50,000	\$ 250,000	\$ 250,000	\$ 3,015,000
T 244 Burke-Gilman Trail/NE 175th St. Wayfinding	\$ 351,402	\$ -	\$ -	\$ -	\$ -	\$ -
T 252 ADA Transition Program	\$ 500,000	\$ 15,000	\$ 250,000	\$ 825,000	\$ 250,000	\$ 1,000,000
T 253 NE 181st St Sidewalk Project	\$ 51,000	\$ 329,514	\$ 1,121,486	\$ 50,000	\$ -	\$ -
T 255 68th/Simonds Restriping Project	\$ 180,000	\$ 270,000	\$ -	\$ -	\$ -	\$ -
T 260 80th Ave NE Sidewalk Project	\$ 51,000	\$ 325,000	\$ 325,000	\$ 1,748,652	\$ 135,000	\$ 15,000
T 261 NE 192nd St Sidewalk Project	\$ 51,000	\$ 190,000	\$ 643,749	\$ 5,000	\$ -	\$ -
T 262 Arrowhead Project	\$ 51,000	\$ 276,832	\$ 230,000	\$ 1,370,623	\$ 470,712	\$ 10,000
T-xx NE 170th Sidewalk Project	\$ 25,000	\$ 175,000	\$ -	\$ -	\$ -	\$ -
<b>Total Project Costs</b>	<b>\$ 8,198,690</b>	<b>\$ 2,566,721</b>	<b>\$ 5,862,093</b>	<b>\$ 5,871,450</b>	<b>\$ 5,622,887</b>	<b>\$ 4,787,175</b>

Funding as Proposed:	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed
Transportation Impact Fees	\$ 589,045	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Real Estate Excise Taxes	\$ 2,609,449	\$ 515,700	\$ 740,767	\$ 1,416,016	\$ 1,545,712	\$ 1,480,000
Real Estate Excise Taxes-Sammamish Bridge	\$ 1,157,868	\$ 97,175	\$ 32,175	\$ 32,175	\$ 32,175	\$ 32,175
Surface Water Fund - other	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -
KAPE	\$ -	\$ 280,000	\$ 870,000	\$ 150,000	\$ 970,000	\$ 150,000
Connecting WA	\$ 614,458	\$ 400,000	\$ 800,000	\$ 750,000	\$ -	\$ -
Move Ahead WA			\$ 50,000	\$ 250,000	\$ 250,000	\$ 2,950,000
WSDOT ped/bike	\$ 444,042	\$ 137,500	\$ 996,765	\$ -	\$ -	\$ -
Sound Transit (pending)	\$ 50,000	\$ 289,514	\$ 981,486	\$ -	\$ -	\$ -
BRAC Grant (pending)	\$ 526,553	\$ -	\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 75,000
Juanita Funding Carryover	\$ 606,025					
68th Ave Ped/Bike Funding Carryover	\$ 230,773					
WSDOT Safe Routes to Schools	\$ 100,000	\$ 386,832	\$ 750,900	\$ 1,320,623	\$ 200,000	\$ -
WSDOT Ped/Bike Funds	\$ 50,000	\$ 285,000	\$ 285,000	\$ 1,602,636	\$ -	\$ -
Department of Ecology	\$ 121,388	\$ -	\$ -	\$ -	\$ -	\$ -
Puget Sound Energy	\$ 154,089					
TIB (overlay)	\$ 920,000	\$ -	\$ -	\$ -	\$ -	\$ -
T-xx NE 170th Sidewalk Project	\$ 25,000	175,000	0	0	0	0
<b>Total Project Funding</b>	<b>\$ 8,198,690</b>	<b>\$ 2,566,721</b>	<b>\$ 5,862,093</b>	<b>\$ 5,871,450</b>	<b>\$ 5,622,887</b>	<b>\$ 4,787,175</b>



## City of Kenmore Capital Improvement Program

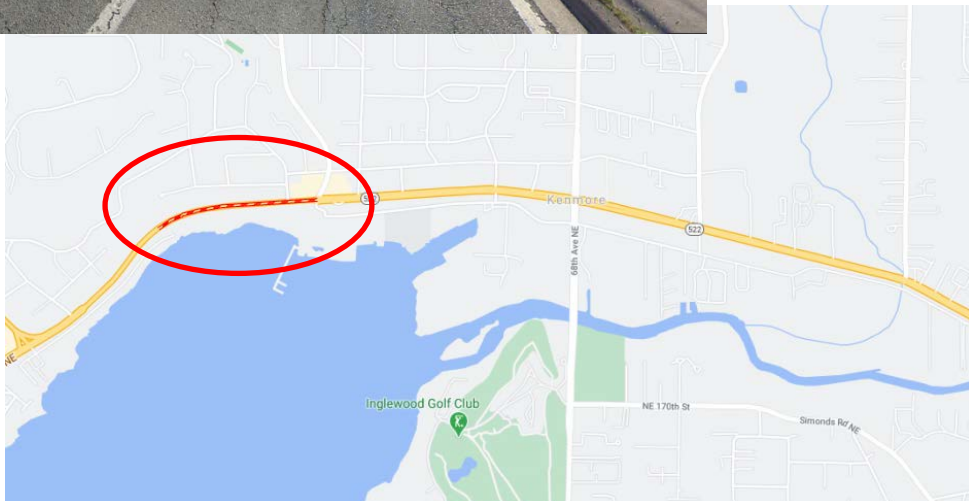
**Project Name:** SR 522 West B (57th Avenue NE to 61st Avenue NE)

**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.







## City of Kenmore Capital Improvement Program

**Project Name: Pedestrian Facilities 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:** 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.







## 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

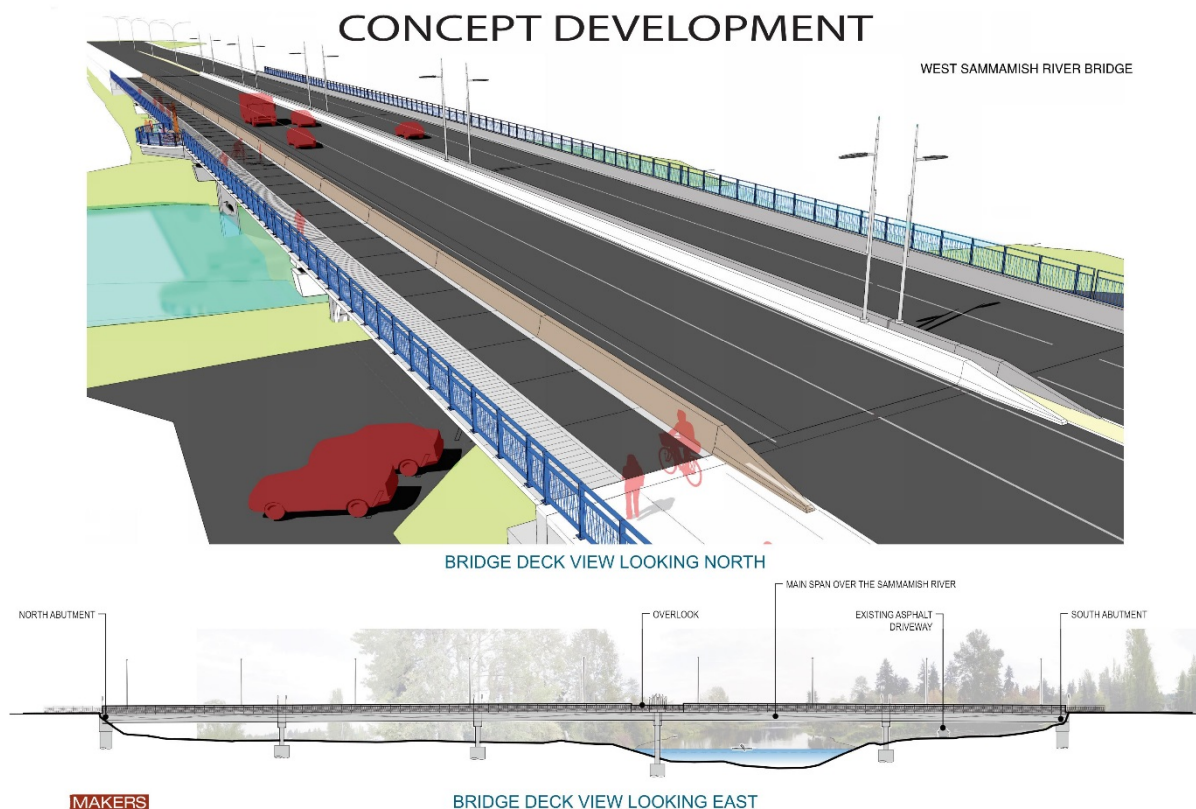
**Project Description:** Replace the West Sammamish River Bridge (southbound traffic) that crosses the Sammamish River on 68<sup>th</sup> Avenue NE. The project will also include new sidewalk and bike path, landscaping, lighting, and utility undergrounding on 68<sup>th</sup> Avenue NE between NE 170<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





## 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

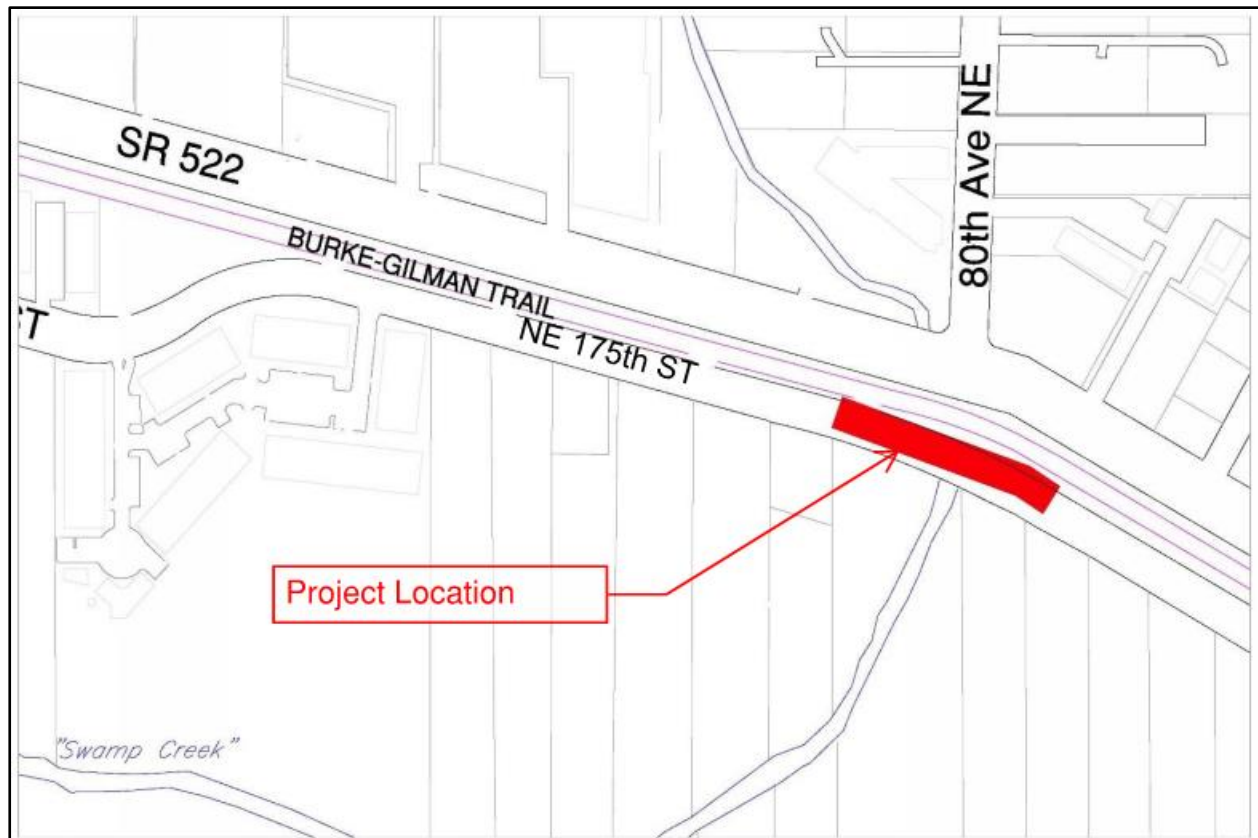


Figure B: Project Location



## 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:

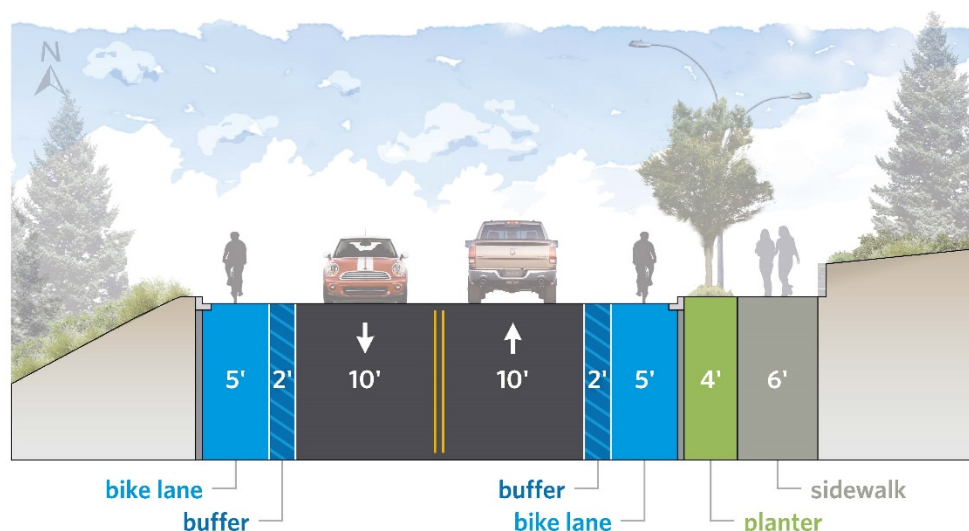
- Sidewalk along the east side of Juanita Drive NE where residential neighborhoods are located. Sidewalk improvements and pedestrian crossings on west side of street will be limited to bus stops only.
- Bike lanes with buffer on the east and west side of Juanita Drive NE;
- Additional or extensions of 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: 68 Avenue NE Pedestrian and Bicycle Improvements

### Project Number: T-42

**Project Location:** 68 Avenue NE / NE 202 Street

**Segment a:** West side of 68 Avenue NE from NE 182 Street to NE 185 Street

**Segment b:** East side of 68 Avenue NE from NE 185 Street to existing sidewalk

**Segment c:** West side of 68 Avenue NE from NE 185 Street to NE 201 Street

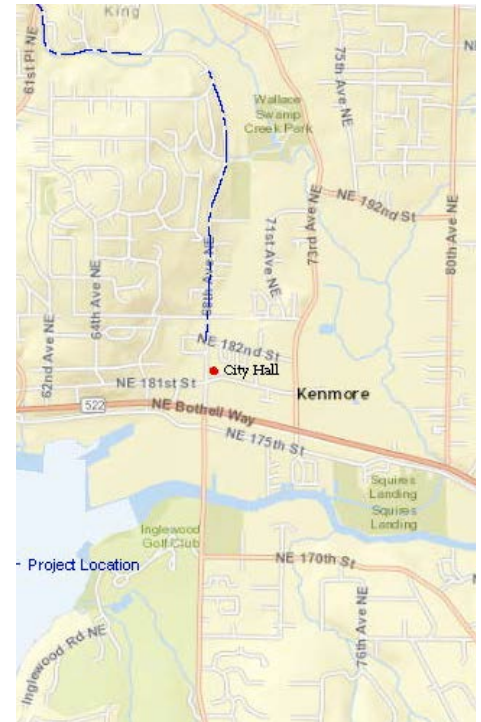
**Segment d:** North side of NE 202 Street from 66 Avenue NE to 61 Avenue NE

**Project Description:** This project provides continuous ADA accessible sidewalk and bike lanes on 68 Avenue NE and NE 202 Streets respectively between NE 182 Street and 61 Avenue NE. Other project components include new storm drainage, LED street lighting, landscaping in downtown area, RRFB ped crossing at NE185th Street, retaining walls and utility relocation where necessary. The speed limit will also be reduced to 25 MPH.

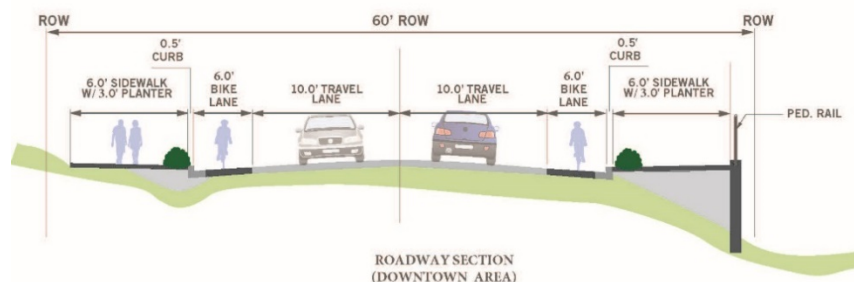
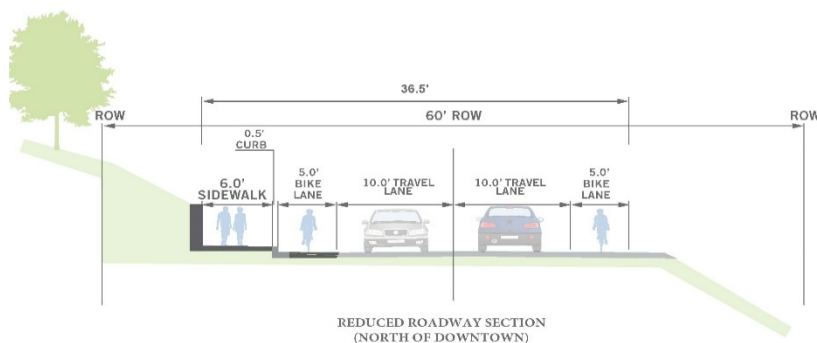
**Background:** 68 Avenue NE / NE 202 Street is a collector arterial roadway that runs north/south through the City of Kenmore. This roadway serves as a primary connector to Downtown Kenmore and City Hall for residences and Kenmore Middle School. The current street configuration allows for only one travel lane in each direction and intermittent asphalt shoulders. The posted speed is 35 mph.

**Funding Sources:** This project is funded through the Walkways and Waterways bond measure, Department of Ecology grant, Northshore Utility District, and local dollars.

**Project Delivery Status:** Construction began in late March 2021 and will be completed in September 2022. Plant establishment work will continue into 2023.



### Proposed Improvements:



# City of Kenmore Capital Improvement Program

**Project Name: 61<sup>st</sup> Avenue Sidewalk Replacement Project, Phase 1**  
**Project No. T-44**

**Project Location:** 61<sup>st</sup> Ave/Pl NE (NE 190th 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 the east side of 61<sup>st</sup> Avenue NE between NE 190<sup>th</sup> St and 60<sup>th</sup> Avenue NE and on 61<sup>st</sup> Place NE from 60<sup>th</sup> Avenue NE to the northern city limits. In addition to replacing sidewalk panels, the following will also be included in the project:

- A 2-inch grind and HMA overlay
- New bike lanes.
- On-street parking will be removed within this section
- Right turn pockets at NE 193<sup>rd</sup> St, 60<sup>th</sup> Ave NE, and 62<sup>nd</sup> Ave NE will be removed
- Rectangular Rapid Flashing Beacon (RRFB) at 193<sup>rd</sup> St and 60<sup>th</sup> Ave Intersections.

**Background:** 61<sup>st</sup> Avenue/Place 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 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:** 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 updated regularly when changes are made to the City's infrastructure.







## City of Kenmore Transportation Improvement Program

**Project Name:** NE 181<sup>st</sup> St Sidewalks (61<sup>st</sup> Ave – 63<sup>rd</sup> Ave)

**Project No.:** T-253

**Project Location:** NE 181<sup>st</sup> Street between 61<sup>st</sup> Avenue NE and 63<sup>rd</sup> Avenue NE.

**Project Description:** This project builds approximately 615 LF of new sidewalks on south side of NE 181<sup>st</sup> Street from 61<sup>st</sup> Ave to 63<sup>rd</sup> Ave.

**Background:** There are limited sidewalks and pedestrian facilities along this section of NE 181<sup>st</sup>. Adding sidewalk would provide sidewalk connections along NE 181<sup>st</sup> to existing sidewalk on 62<sup>nd</sup> Ave NE and 61<sup>st</sup> Ave NE. This sidewalk is located in a community business zone.





## City of Kenmore Transportation Improvement Program

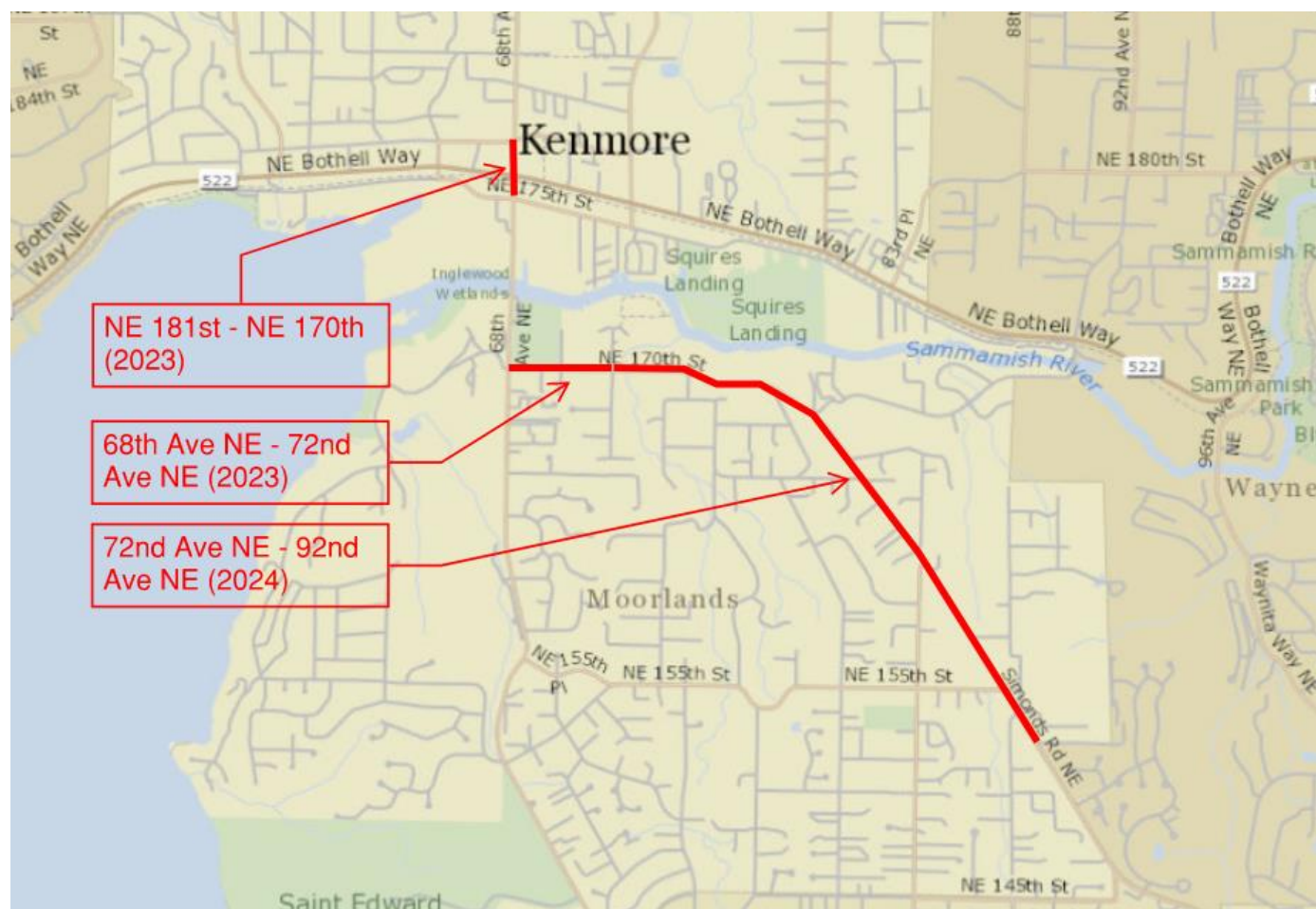
**Project Name:** 68<sup>th</sup> Ave NE and Simonds Rechannelization

**Project No.:** T-255

**Project Location:** 68<sup>th</sup> Ave NE between NE 175<sup>th</sup> St and NE 181<sup>st</sup> St  
NE 170<sup>th</sup> St/Simonds Rd between 68<sup>th</sup> Ave NE and NE 92<sup>nd</sup> St

**Project Description:** This project restripes 68<sup>th</sup> Ave NE from NE 175<sup>th</sup> St to NE 181<sup>st</sup> St to provide a dedicated bus only lane, adds new bike lanes with profiled plastic striping on NE 170<sup>th</sup> St from 68<sup>th</sup> Ave NE to 72<sup>nd</sup> Ave NE, and new profiled plastic striping on Simonds Rd from 72<sup>nd</sup> Ave NE to 92<sup>nd</sup> Ave NE.

**Background:** With changes in traffic, new bike lane standards, and the completion of W Sammamish River Bridge and Walkways and Waterways transportation projects, modifications to channelization on 68<sup>th</sup> is needed to improve operation of this section of 68<sup>th</sup>. Bike lanes are being added to NE 170<sup>th</sup> to connect the existing bike lanes on Simonds road to the new bike lanes on Juanita Dr and 68<sup>th</sup> Ave NE. Also, federal regulation are changing to include vertical separations between bike lanes and travel lanes, profiled plastic striping will be tested on NE 170<sup>th</sup> St with the new striping and if successful, will be added to the existing bike lane buffers on Simonds Rd in 2024.







## City of Kenmore Transportation Improvement Program

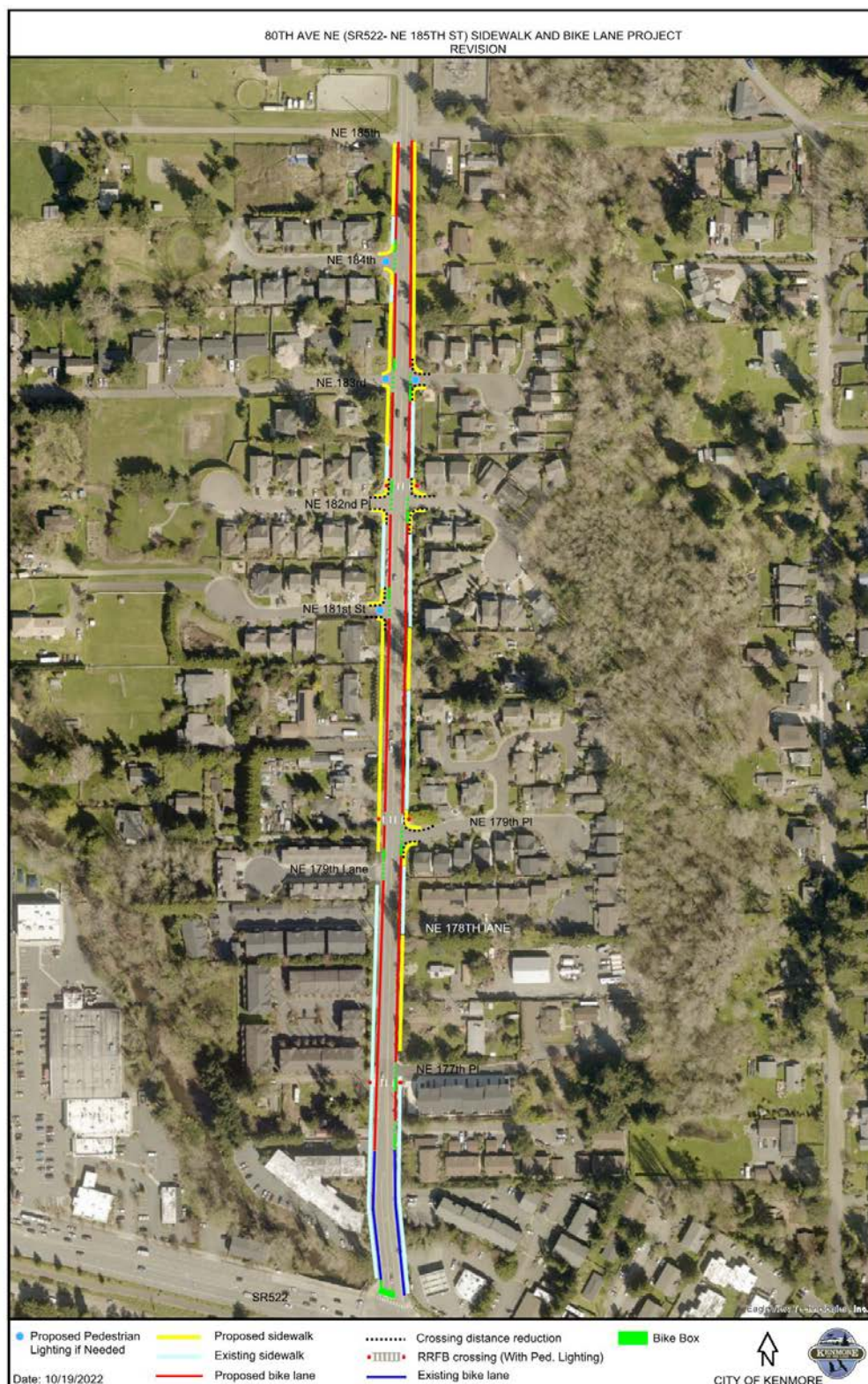
**Project Name:** 80<sup>th</sup> Ave NE Ped/Bike Project (SR522 – NE 185<sup>th</sup> St)

**Project No.:** T-260

**Project Location:** 80<sup>th</sup> Ave NE between NE 179<sup>th</sup> PI and NE 185<sup>th</sup> St (Tolt line).

**Project Description:** This project builds approximately 1,175 LF of new sidewalks on both sides of 80<sup>th</sup> Ave NE between NE 179<sup>th</sup> PI and NE 185<sup>th</sup> St (the Tolt water line corridor) with buffered bike lanes on both sides. This project also includes a flashing crosswalk near NE 182<sup>nd</sup> St. All on-street parking will be eliminated within the project limits.

**Background:** Sidewalk exists at sporadic location along 80<sup>th</sup> Ave NE within the project limits. This project will close gaps and create a continuous sidewalk on both sides of the street connecting to SR522.







## City of Kenmore Transportation Improvement Program

**Project Name:** NE 192<sup>nd</sup> St Sidewalks (73<sup>rd</sup> Ave – 75<sup>th</sup> Ave)

**Project No.:** T-261

**Project Location:** NE 192<sup>nd</sup> Street between 73<sup>rd</sup> Ave NE and 75<sup>th</sup> Avenue NE.

**Project Description:** This project builds approximately 275 LF of new sidewalks on north side of NE192nd Street from 73<sup>rd</sup> Ave – 75<sup>th</sup> Ave and approximately 75 LF of sidewalk on the east side of 75<sup>th</sup> Ave NE to close the sidewalk gap.

**Background:** Sidewalk exists on NE 192<sup>nd</sup> Street at 73<sup>rd</sup> Avenue NE and terminates approximately 240 feet from 75<sup>th</sup> Ave NE. Approximately 500 LF of sidewalks were installed east of 75<sup>th</sup> Ave NE as part of private developments. Sidewalk also exists up 75<sup>th</sup> Ave NE. This project will close gaps and create a continuous sidewalk to Kenmore Elementary in this area. NE 192<sup>nd</sup> St is a designated walking route for Kenmore Elementary School students. Sidewalks at this location were identified as a high priority sidewalk in the Sidewalk Program.







## City of Kenmore Transportation Improvement Program

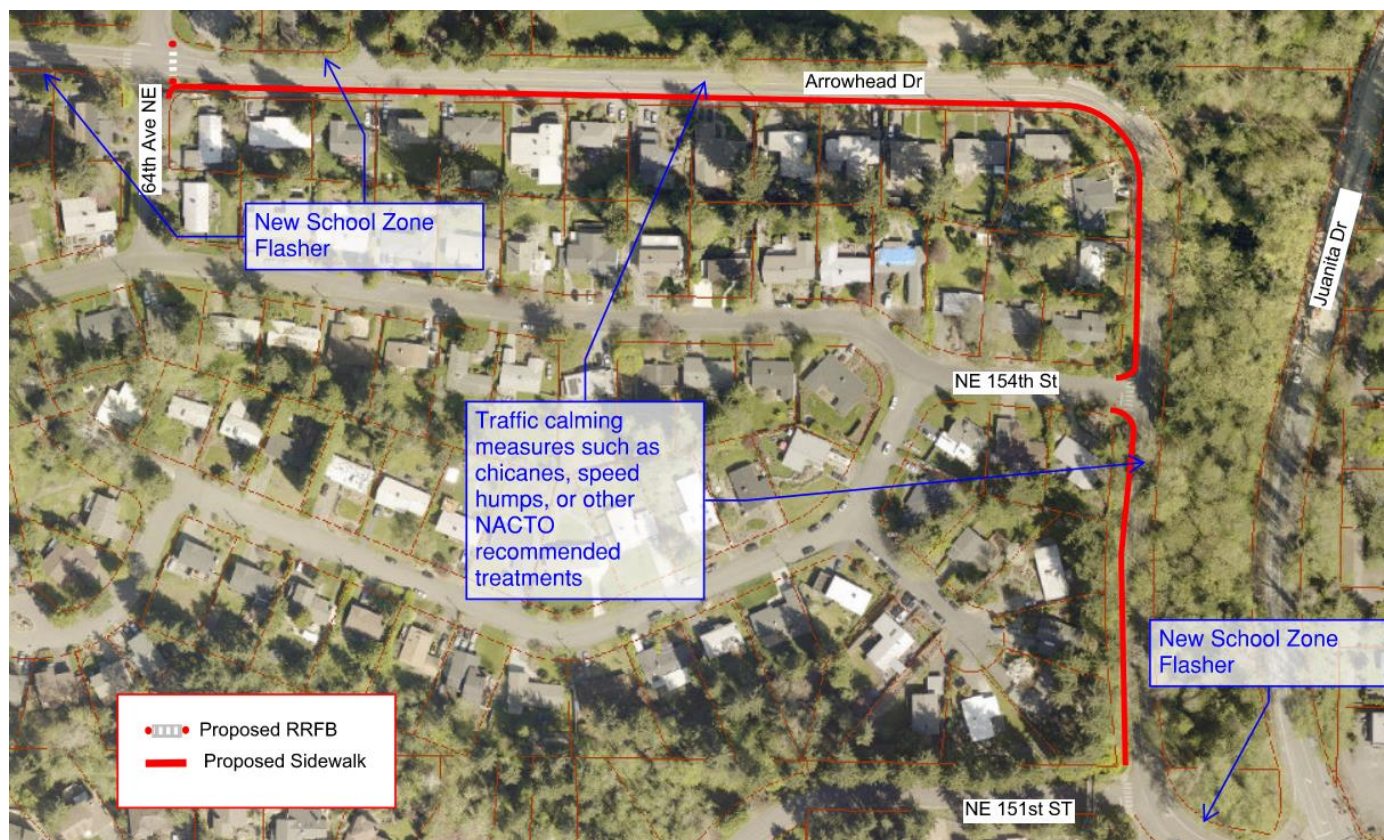
**Project Name:** NE Arrowhead Drive Sidewalks

**Project No.:** T-262

**Project Location:** NE Arrowhead Drive between NE 151<sup>st</sup> Street and 64<sup>th</sup> Avenue NE.

**Project Description:** This project builds approximately 2,050 LF of new sidewalks on west side/south side of NE Arrowhead drive from NE 151<sup>st</sup> St to 64<sup>th</sup> Ave NE. On-street parking adjacent to new sidewalk will be removed. Project will also include one rectangular rapid flashing beacon (RRFB), narrowing of street crossings, additional school zone signage, and several traffic calming features such as chicanes.

**Background:** NE Arrowhead Drive varies from 3-foot wide to 5-foot wide shoulder with two way traffic. NE Arrowhead Drive is a designated walking route for Arrowhead Elementary School students. Sidewalks along this road were identified as a high priority during the neighborhood meetings held for this area as part of the Neighborhood Transportation Program Plan and is listed as a high priority sidewalk in the Sidewalk Program.







## City of Kenmore Capital Improvement Program

**Project Name:** NE 170<sup>th</sup> St Interim Sidewalk

**Project No.** TBD

**Project Location:** North side of 73<sup>rd</sup> Ave NE between 70<sup>th</sup> Ave NE and 72<sup>nd</sup> Ave NE.

**Project Description:** This project will provide sidewalk along the north side of NE 170<sup>th</sup> St from 70<sup>th</sup> Ave NE to 72<sup>nd</sup> Ave NE. The proposed sidewalk would be the minimum width needed for ADA (Americans with Disabilities Act) compliance and would not meet the City's approved cross section. Driveway approaches would likely not be replaced at this time.

**Background:** This section of NE 170<sup>th</sup> St has a limited width dirt path that connects 72<sup>nd</sup> Ave NE St to sidewalks along Rhododendron Park. This interim project would close that sidewalk gap and provide better accessibility along this portion of NE 170<sup>th</sup> St.



**CITY OF KENMORE, WASHINGTON**  
**CITY FACILITIES CAPITAL IMPROVEMENT PROGRAM**  
**PROPOSED FOR THE YEARS 2023-2028**

<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>F 1 Public Works Shop Land Acq &amp; Develpmnt*</b>	\$4,000,000	\$12,500,000	\$0	\$0	\$0	\$0
<b>Debt Repayment</b>	575,604	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
<b>Total Project Costs</b>	<b>\$4,575,604</b>	<b>\$14,300,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</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>Bank Note, 20 Years</b>	\$4,000,000	\$12,500,000	0	0	0	0
<b>Transfer from SWM</b>	240,603	900,000	900,000	900,000	900,000	900,000
<b>Transfer from REET</b>	251,539	900,000	900,000	900,000	900,000	900,000
<b>Transfer from Street Fund</b>	54,682					
<b>Transfer from General Fund</b>	28,780					
<b>Total Project Funding</b>	<b>\$4,575,604</b>	<b>\$14,300,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>

\*Please see related July 24, 2023 agenda bill regarding the Public Works Operations Center Construction and corresponding debt service.

**CITY OF KENMORE, WASHINGTON**  
**REET Fund Projections**  
**For The Years 2023-2028**

DESCRIPTION	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
Beginning Cash	\$3,061,068	\$813,843	\$1,367,366	\$1,891,013	\$1,848,822	\$1,836,853
<b>Revenues:</b>						
REET 1	943,761	953,199	986,561	1,021,091	1,031,302	1,041,615
REET 2	943,761	953,199	986,561	1,021,091	1,031,302	1,041,615
Interest Earnings	100,000	50,000	70,618	72,803	57,602	57,569
Total Revenues	\$1,987,523	\$1,956,398	\$2,043,740	\$2,114,984	\$2,120,206	\$2,140,799
<b>Transfers Out for Parks :</b>						
P 18 Rhododendron Pk Waterfront & Mitigation	28,000	0	0	0	0	0
P 27 'a d i s Park Waterfront	190,000	0	0	0	0	0
P 28 Log Boom Mitigation	0	0	0	10,000	10,000	10,000
P 30 Rhododendron Boathouse Pavilion	20,000	0	0	0	0	0
Subtotal - Transfers for Parks	\$238,000	\$0	\$0	\$10,000	\$10,000	\$10,000
<b>Transfers Out for Transportation:</b>						
T27 Pedestrian facilities plan	0	0	0	315,000	315,000	315,000
T 35 Overlay	849,901	0	200,000	0	550,000	50,000
T 37 West Samm Bridge	1,157,868	97,175	32,175	32,175	32,175	32,175
T 38 Lower Swamp Creek Bridge Replacement	50,000	0	0	0	0	0
T 41 Juanita Dr Pedestrian & Bicycle Safety	687,925	30,700	0	0	0	0
T 42 68th Ave Ped & Bicycle Safety	180,745	25,000	25,000	25,000	25,000	25,000
T 44 61st Ave Sidewalk Replacement	57,082	15,000	62,918	0	0	0
T 244 Burke-Gilman Trail/NE 175th St. wayfin	81,688	0	0	0	0	0
T 252 ADA Transition Program	500,000	15,000	250,000	825,000	250,000	1,000,000
T 255 68th/Simonds Restriping Project	180,000	270,000	0	0	0	0
Transfer to GF for Maintenance	0	50,000	50,000	50,000	50,000	50,000
Subtotal - Transfers for Transportation	\$3,745,209	\$502,875	\$620,093	\$1,247,175	\$1,222,175	\$1,472,175
<b>Transfers Out for Facilities:</b>						
Public Works Operations Center (PWOC)	251,539	900,000	900,000	900,000	900,000	900,000
Net Income/(Loss)	(2,247,225)	553,523	523,647	(42,191)	(11,969)	(241,376)
Ending Cash	\$813,843	\$1,367,366	\$1,891,013	\$1,848,822	\$1,836,853	\$1,595,476

**CITY OF KENMORE, WASHINGTON**  
**Park Impact Fee Fund Projections**  
**for the Years 2023-2028**

ATTACHMENT 6

DESCRIPTION	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
Beginning Cash	\$94,931	\$256,949	\$539,761	\$782,981	\$1,048,541	\$1,163,514
Revenues:						
Interest Earnings	20,000	20,000	18,892	23,489	26,214	29,088
Park Impact Fees	279,518	282,812	274,328	277,071	268,759	271,446
Total Revenues	299,518	302,812	293,219	300,560	294,972	300,534
To be Transferred Out for Parks :						
1 Twin Springs Interim Use	137,500	0	0	0	0	0
27 'a d i s Park Waterfront	0	20,000	20,000	20,000	20,000	20,000
32 Moorlands Athletic Field Synthetic Turf Installation			30,000	15,000	160,000	0
Subtotal - Transfers to Park Capital	137,500	20,000	50,000	35,000	180,000	20,000
Net Income/(Loss)	\$162,018	\$282,812	\$243,219	\$265,560	\$114,972	\$280,534
Ending Cash Balance	\$256,949	\$539,761	\$782,981	\$1,048,541	\$1,163,514	\$1,444,048

**CITY OF KENMORE, WASHINGTON**  
**Transportation Impact Fee Fund Projections**  
**For The Years 2023-2028**

DESCRIPTION	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
Beginning Cash	\$360,027	\$276,982	\$632,982	\$656,787	\$634,520	\$332,129
Revenues:						
Interest Earnings	50,000	50,000	22,154	19,704	19,036	9,964
Transp. Impact Fees	600,000	606,000	454,500	459,045	344,284	347,727
Total Revenues	\$650,000	\$656,000	\$476,654	\$478,749	\$363,321	\$357,694
Transfers Out for Transportation:						
T 27 Ped Facilities Program	0	0	0	100,000	100,000	100,000
T 37 West Samm Bridge	500,000	0	0	0	0	0
T 41 Juanita Ped & Bicycle Safety	89,045	0	0	0	0	0
Reimb to GF for Sr Civil Engineer	140,000	140,000	150,000	150,000	160,000	160,000
T 253 NE 181st ST Sidewalk Project	1,000	40,000	140,000	50,000	0	0
T 260 80th Ave NE Sidewalk Project	1,000	40,000	40,000	146,016	135,000	15,000
T 261 NE 192nd ST Sidewalk Project	1,000	40,000	82,849	5,000	0	0
T 262 Arrowhead Project	1,000	40,000	40,000	50,000	270,712	10,000
Subtotal	\$733,045	\$300,000	\$452,849	\$501,016	\$665,712	\$285,000
Net Income/(Loss)	(83,045)	356,000	23,805	(22,267)	(302,391)	72,694
Ending Cash Unreserved	\$276,982	\$632,982	\$656,787	\$634,520	\$332,129	\$404,824

**CITY OF KENMORE, WASHINGTON**

**King County Trail and Park Levy Projections**

**For the Years 2023-2028**

DESCRIPTION	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028
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**Revenues:**

Investment Earnings	545	1,491	2,364	3,214	4,132	5,065
Levy Revenues- Park (fund 303 park levy r	155,000	155,000	155,000	155,000	155,000	155,000
Total Revenues	\$157,851	\$157,884	\$158,067	\$158,357	\$158,357	\$158,357

**To Be Transferred Out for Parks :**

P23 Log Boom Park	60,000	60,000	50,000	40,000	40,000	40,000
P30 Rhododendron Park	3,200	3,200	3,200	3,200	0	0
Transfer to General Fund for Operations (fm 303 to 001)			25,000	25,000	25,000	25,000
Subtotal- Expenditures	\$63,200	\$63,200	\$78,200	\$68,200	\$65,000	\$65,000
Net Income/(Loss)	\$94,651	\$94,684	\$79,867	\$90,157	\$93,357	\$93,357
Beginning Cash	\$7,127	\$101,778	\$196,462	\$276,329	\$366,486	\$459,843
Ending Cash Balance	\$101,778	\$196,462	\$276,329	\$366,486	\$459,843	\$553,200

**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 - Sign Replacement	\$28,000	\$0	\$0	\$0	\$0	\$0	\$28,000
P 27 λ' a x̄w 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 Athletic Field Turf Replacement	\$0	\$0	\$30,000	\$15,000	\$730,000	\$0	\$775,000
<b>Total Parks</b>	<b>\$452,500</b>	<b>\$123,200</b>	<b>\$143,200</b>	<b>\$128,200</b>	<b>\$840,000</b>	<b>\$110,000</b>	<b>\$1,797,100</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 Pedestrian Facilities Program	\$315,000	\$315,000	\$315,000	\$315,000	\$315,000	\$315,000	\$1,890,000
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>\$4,971,668</b>	<b>\$1,766,500</b>	<b>\$7,560,765</b>	<b>\$2,081,500</b>	<b>\$4,696,500</b>	<b>\$1,771,894</b>	<b>\$22,848,827</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	\$10,100,000	\$0	\$0	\$0	\$0	\$14,100,000
Consultant and Acquisition Costs.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F 2 Debt Repayment	\$575,604	\$1,275,402	\$1,276,153	\$1,276,652	\$1,276,903	\$1,276,903	\$6,957,617
<b>Total City Facilities</b>	<b>\$4,575,604</b>	<b>\$11,375,402</b>	<b>\$1,276,153</b>	<b>\$1,276,652</b>	<b>\$1,276,903</b>	<b>\$1,276,903</b>	<b>\$21,057,617</b>

<b>TOTAL EXPENDITURES</b>	<b>\$13,122,672</b>	<b>\$14,021,752</b>	<b>\$10,616,768</b>	<b>\$4,457,302</b>	<b>\$7,135,893</b>	<b>\$7,915,447</b>	<b>\$57,269,834</b>
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**CITY OF KENMORE, WASHINGTON  
CAPITAL IMPROVEMENT PROGRAM  
AS ADOPTED FOR THE YEARS 2023-2028**

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REVENUES	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
<b>PARKS</b>							
Park Impact Fee Revenue	\$ -	\$ -	\$ 30,000	\$ 15,000	\$ 160,000	\$ -	\$ 205,000
Real Estate Excise Tax (Parks)	\$ 238,000	\$ 20,000	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 368,000
Strategic Opportunities Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Art Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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
Sports Leagues	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ -	\$ 220,000
Other Grants - unsecured	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000
<b>TRANSPORTATION</b>							
Transportation Impact Fee Revenue	\$ 600,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 1,100,000
Real Estate Excise Tax (Transportation)	\$ 2,791,379	\$ 825,000	\$ 730,000	\$ 1,305,000	\$ 1,065,000	\$ 1,315,000	\$ 8,031,379
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 grants or funding - unsecured	\$ -	\$ -	\$ 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 - unsecured	\$ -	\$ -	\$ 309,930	\$ 500,000	\$ -	\$ -	\$ 809,930
<b>CITY FACILITIES</b>							
20 year Note Public Works Shop	\$ 4,000,000	\$ 10,100,000	\$ -	\$ -	\$ -	\$ -	\$ 14,100,000
Surface Water Utility Funds	\$ 240,603	\$ 533,272	\$ 533,603	\$ 533,822	\$ 533,933	\$ 533,933	\$ 2,909,166
REET	\$ 251,539	\$ 557,512	\$ 557,857	\$ 558,087	\$ 558,202	\$ 558,202	\$ 3,041,399
Street Fund	\$ 54,682	\$ 121,198	\$ 121,273	\$ 121,323	\$ 121,348	\$ 121,348	\$ 661,172
General Fund	\$ 28,780	\$ 63,420	\$ 63,420	\$ 63,420	\$ 63,420	\$ 63,420	\$ 345,880
<b>TOTAL REVENUES</b>	<b>\$13,122,672</b>	<b>\$14,021,752</b>	<b>\$10,616,768</b>	<b>\$4,457,302</b>	<b>\$7,135,893</b>	<b>\$7,915,447</b>	<b>\$57,269,834</b>

# City of Kenmore, Washington

**PUBLIC HEARING on the 2023-2028 Proposed  
Capital Improvement Program (CIP) Amendment**

September 11, 2023 City Council meeting

# CIP Program\* – 2023-2028

## Capital Improvement Projects - \$62m



**PARKS: 6 Projects**  
**Valued at \$3,094,600**



**TRANSPORTATION: 17 Projects**  
**Valued at \$32,909,016**



**CITY FACILITIES: 1 Project & DS on loan**  
**Valued at \$26,075,604**

\*SWM CIP not included

# PARK CIP REVISIONS

- **Twin Springs Park**

- \$111,300 – previous allocation (2023-2024 budget book)
- \$248,800 – new total needed for completion
- \$137,500 – park impact fees to cover new estimate

- **La Jolla Park Waterfront & Mitigation**

- \$530,000 – previous allocation (2023-2024 budget book)
- \$1,690,000 – new total needed for completion
- \$1,160,000 – increase/carry forward of unused funds
- Revenue to cover increase will be from:
  - Fund balance in Park Capital Fund

# PARK CAPITAL IMPROVEMENT PROJECTS \$3.1M

#	DESCRIPTION	Total 2023-2028
P1	Twin Springs Park-Phase I	\$248,800
P18	Rhododendron Park – Sign Replacement	\$28,000
P27	Laurel Park Waterfront & Natural Open Space	\$1,690,000
P28	Log Boom Park Waterfront Access & Mitigation	\$320,000
P30	Rhododendron Park Boathouse Pavilion	\$32,800
P32	Moorland Athletic Field Turf Replacement	\$775,000

# PARK CAPITAL IMPROVEMENT PROJECTS \$3.1M

Project Description	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
P 1 Twin Springs Park Phase I	\$ 248,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 248,800
P 18 Rhododendron Park - Sign Replacement	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000
P 27 λ' a xw a d i s Park Waterfront	\$ 1,390,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 1,690,000
P 28 Log Boom Park Waterfront Access & Mitgtn	\$ 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 Athl Field Synthetic Turf Install	\$ -	\$ -	\$ 30,000	\$ 15,000	\$ 730,000	\$ -	\$ 775,000
<b>Total Project Costs</b>	<b>\$ 1,750,000</b>	<b>\$ 123,200</b>	<b>\$ 143,200</b>	<b>\$ 128,200</b>	<b>\$ 840,000</b>	<b>\$ 110,000</b>	<b>\$ 3,094,600</b>

Funding As Proposed:	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
Park Impact Fees	\$ 137,500	\$ 20,000	\$ 50,000	\$ 35,000	\$ 180,000	\$ 20,000	\$ 442,500
Real Estate Excise Taxes	\$ 238,000	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 268,000
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
λ' a xw a d i s Park Waterfront 2022 funding carryover	\$ 1,160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,160,000
WA State Appropriation	\$ 111,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,300
Sports Leagues	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ -	\$ 220,000
Other Grants - unsecured	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000
<b>Total Project Funding</b>	<b>\$ 1,750,000</b>	<b>\$ 123,200</b>	<b>\$ 143,200</b>	<b>\$ 128,200</b>	<b>\$ 840,000</b>	<b>\$ 110,000</b>	<b>\$ 3,094,600</b>

# TRANSPORTATION REVISIONS

## Existing Projects:

- **T 27 Pedestrian Facilities Program.** Project reduced by \$645,000 and funds moved to new sidewalk projects.
- **T 37 West Sammamish River Bridge Replacement.** \$775,603 in REET and Connecting WA funding added to the 2023 CIP.
- **T 41 Juanita Dr Ped & Bike Safety Improvements.** This project has been updated for current budget estimates and is funded through WA State Department of Ecology, PSE, REET and Transportation Impact fees. Final paving and striping of Juanita Drive is happening in 2023.
- **T 42 68<sup>th</sup> AVE Ped & Bike Safety Improvements.** \$230,773 from Fund 300 has been added to the 2023 CIP to complete this project.
- **T 44 61<sup>st</sup> AVE Sidewalk Replacement Project.** This project is being split into two phases. \$3.5M has been removed from Phase 1 and has been added to Phase 2.
- **T 244 Burke-Gilman Trail/NE 175<sup>th</sup>.** Additional REET funds have been added to the 2023 CIP to complete this project.
- **T 252 ADA Transition Program.** Funding reduced by \$160,000 to better reflect budget estimates.



Transportation Capital Improvement Projects \$32.9M		
#	DESCRIPTION	Total 2023-2028
8	SR 522 West B 57 <sup>th</sup> to 61 <sup>st</sup>	\$1,999,419
27	Pedestrian Facilities Program	\$1,245,000
35	Pavement Preservation	\$4,989,901
37	West Sammamish River Bridge Replacement	\$2,448,782
38	Lower Swamp Creek Bridge Replacement	\$3,125,000
41	Juanita Pedestrian & Bicycle Safety	\$2,215,725
42	68 <sup>th</sup> Ave. Pedestrian & Bicycle Safety	\$536,518
44	61 <sup>st</sup> Ave. Sidewalk Replacement Project (Phase 1)	\$1,491,701
XX	61 <sup>st</sup> Ave. Sidewalk Replacement Project (Phase 2)	\$3,565,000
T244	Burke-Gilman Trail/NE 175 <sup>th</sup> St Wayfinding & Connectivity	\$351,402
T252	ADA Transition Program	\$2,840,000
T253	NE 181 <sup>st</sup> St Sidewalk Project	\$1,552,000

KV.D. Proposed Ordinance No. 2023-2028 Capital Improvements

# Transportation Capital Improvement Projects \$32.9M

#	DESCRIPTION	Total 2023-2028
255	68 <sup>th</sup> Ave./Simonds Restriping Project	\$450,000
260	80 <sup>th</sup> Ave. NE Sidewalk Project	\$2,599,652
261	NE 192 <sup>nd</sup> St Sidewalk Project	\$889,749
262	Arrowhead Project	\$2,409,167
XX	NE 170 <sup>th</sup> Sidewalk Project	\$200,000

## **Transportation CIP includes costs to hire one FT, permanent engineer**

- Start date, Fall 2023

## **Financial review**

- 82% funded through the Transportation CIP
- 12% General Fund
  - Will utilize existing engineering fund
  - No change in current Engineering Fund budget

# Transportation Capital Improvement Projects \$32.9M

Project Description	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
T 8 SR 522 West B 57th to 61st	\$ 49,419	\$ 400,000	\$ 800,000	\$ 750,000	\$ -	\$ -	\$ 1,999,419
T 27 Pedestrian Facilities Program	\$ -	\$ -	\$ -	\$ 415,000	\$ 415,000	\$ 415,000	\$ 1,245,000
T 35 Pavement Preservation	\$ 1,769,901	\$ 280,000	\$ 1,070,000	\$ 150,000	\$ 1,520,000	\$ 200,000	\$ 4,989,901
T 37 West Sammamish River Bridge Replacement	\$ 2,222,907	\$ 97,175	\$ 32,175	\$ 32,175	\$ 32,175	\$ 32,175	\$ 2,448,782
T 38 Lower Swamp Creek Bridge Replacement	\$ 50,000	\$ -	\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 75,000	\$ 3,125,000
T 41 Juanita Pedestrian & Bicycle Safety	\$ 2,185,025	\$ 30,700	\$ -	\$ -	\$ -	\$ -	\$ 2,215,725
T 42 68th Ave Pedestrian & Bicycle Safety	\$ 411,518	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 536,518
T 44 61st Ave Sidewalk Replacement (Phase 1)	\$ 249,518	\$ 152,500	\$ 1,089,683	\$ -	\$ -	\$ -	\$ 1,491,701
T xx 61st Ave Sidewalk Replacement (Phase 2)	\$ -	\$ -	\$ 50,000	\$ 250,000	\$ 250,000	\$ 3,015,000	\$ 3,565,000
T 244 Burke-Gilman Trail/NE 175th St. Wayfinding	\$ 351,402	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 351,402
T 252 ADA Transition Program	\$ 500,000	\$ 15,000	\$ 250,000	\$ 825,000	\$ 250,000	\$ 1,000,000	\$ 2,840,000
T 253 NE 181st St Sidewalk Project	\$ 51,000	\$ 329,514	\$ 1,121,486	\$ 50,000	\$ -	\$ -	\$ 1,552,000
T 255 68th/Simonds Restriping Project	\$ 180,000	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000
T 260 80th Ave NE Sidewalk Project	\$ 51,000	\$ 325,000	\$ 325,000	\$ 1,748,652	\$ 135,000	\$ 15,000	\$ 2,599,652
T 261 NE 192nd St Sidewalk Project	\$ 51,000	\$ 190,000	\$ 643,749	\$ 5,000	\$ -	\$ -	\$ 889,749
T 262 Arrowhead Project	\$ 51,000	\$ 276,832	\$ 230,000	\$ 1,370,623	\$ 470,712	\$ 10,000	\$ 2,409,167
T-xx NE 170th Sidewalk Project	\$ 25,000	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
<b>Total Project Costs</b>	<b>\$ 8,198,690</b>	<b>\$ 2,566,721</b>	<b>\$ 5,862,093</b>	<b>\$ 5,871,450</b>	<b>\$ 5,622,887</b>	<b>\$ 4,787,175</b>	<b>\$ 32,909,016</b>

Funding as Proposed:	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
Transportation Impact Fees	\$ 589,045	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 989,045
Real Estate Excise Taxes	\$ 2,609,449	\$ 515,700	\$ 740,767	\$ 1,416,016	\$ 1,545,712	\$ 1,480,000	\$ 8,307,644
Real Estate Excise Taxes-Sammamish Bridge	\$ 1,157,868	\$ 97,175	\$ 32,175	\$ 32,175	\$ 32,175	\$ 32,175	\$ 1,383,743
Surface Water Fund - other	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
KAPE	\$ -	\$ 280,000	\$ 870,000	\$ 150,000	\$ 970,000	\$ 150,000	\$ 2,420,000
Connecting WA	\$ 614,458	\$ 400,000	\$ 800,000	\$ 750,000	\$ -	\$ -	\$ 2,564,458
Move Ahead WA			\$ 50,000	\$ 250,000	\$ 250,000	\$ 2,950,000	\$ 3,500,000
WSDOT ped/bike	\$ 444,042	\$ 137,500	\$ 996,765	\$ -	\$ -	\$ -	\$ 1,578,307
Sound Transit (pending)	\$ 50,000	\$ 289,514	\$ 981,486	\$ -	\$ -	\$ -	\$ 1,321,000
BRAC Grant (pending)	\$ 526,553	\$ -	\$ 225,000	\$ 250,000	\$ 2,525,000	\$ 75,000	\$ 3,601,553
Juanita Funding Carryover	\$ 606,025						\$ 606,025
68th Ave Ped/Bike Funding Carryover	\$ 230,773						\$ 230,773
WSDOT Safe Routes to Schools	\$ 100,000	\$ 386,832	\$ 750,900	\$ 1,320,623	\$ 200,000	\$ -	\$ 2,758,355
WSDOT Ped/Bike Funds	\$ 50,000	\$ 285,000	\$ 285,000	\$ 1,602,636	\$ -	\$ -	\$ 2,222,636
Department of Ecology	\$ 121,388	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,388
Puget Sound Energy	\$ 154,089						\$ 154,089
TIB (overlay)	\$ 920,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 920,000
T-xx NE 170th Sidewalk Project	\$ 25,000	175,000	0	0	0	0	\$ 200,000
<b>Total Project Funding</b>	<b>\$ 8,198,690</b>	<b>\$ 2,566,721</b>	<b>\$ 5,862,093</b>	<b>\$ 5,871,450</b>	<b>\$ 5,622,887</b>	<b>\$ 4,787,175</b>	<b>\$ 32,909,016</b>

# City Facility Capital Improvement Program - \$26.1M

	DESCRIPTION	Total 2023-2028
1	Public Works Operations Center Land Acquisition & Development	\$16,500,000
	Debt Repayment (20 year note to be paid by SWM Fund and REET Fund)  Annual Debt Service will come from: Real Estate Excise Tax \$900,000 Surface Water Utility Fee Revenue: \$900,000	\$9,575,604

Funding proposal will require an approximate increase in SWM rates of \$75/year, \$6.25/month

- Ongoing search for grants to help fund different portions of the project

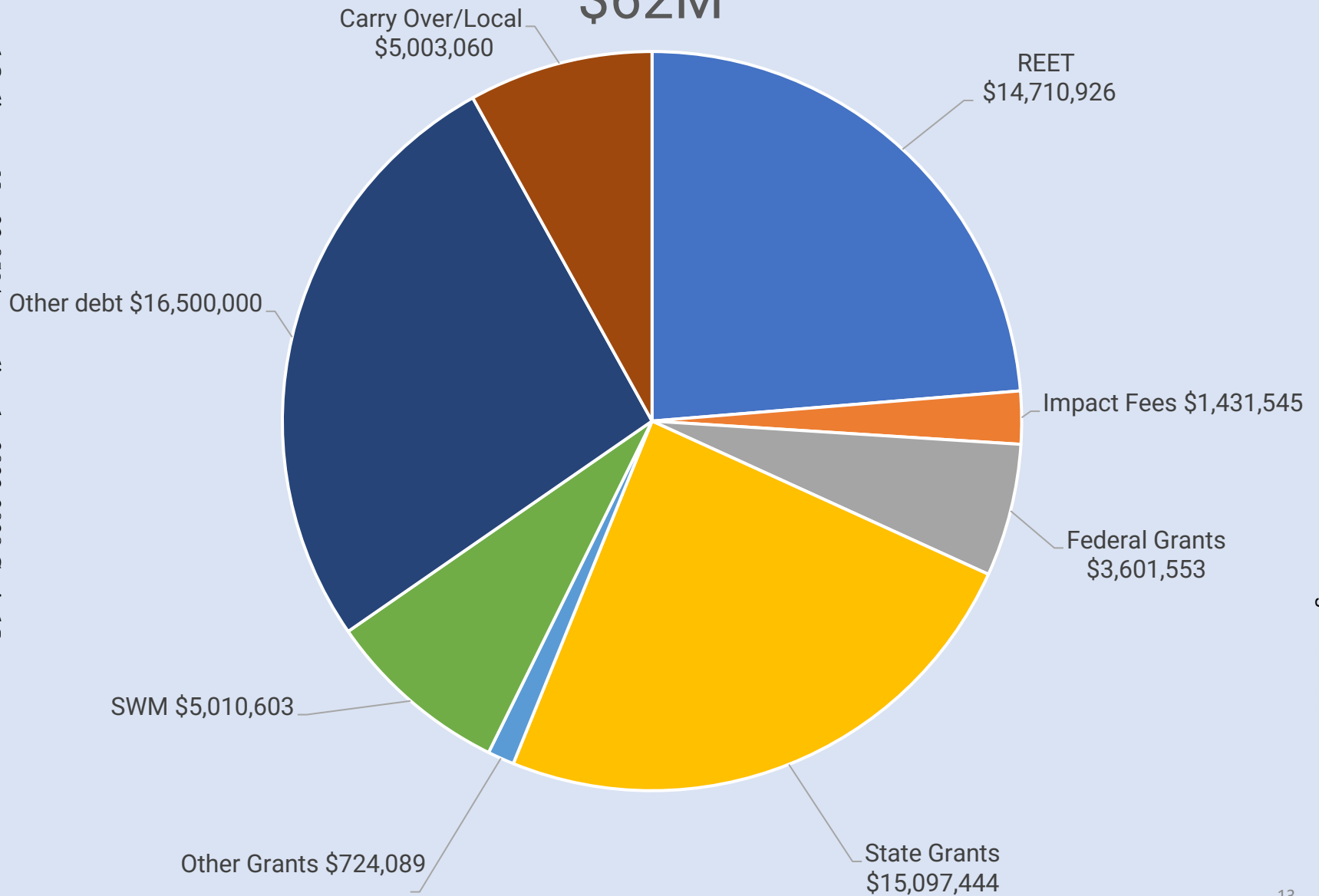
# City Facility Capital Improvement Program - \$26.1M

Project Description	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
F 1 Public Works Shop Land Acq & Developmnt*	\$4,000,000	\$12,500,000	\$0	\$0	\$0	\$0	\$16,500,000
Debt Repayment	575,604	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	\$9,575,604
Total Project Costs	\$4,575,604	\$14,300,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$26,075,604
Funding As Proposed:	2023 Proposed	2024 Proposed	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed	2023-2028 Totals
Bank Note, 20 Years	\$4,000,000	\$12,500,000	0	0	0	0	16,500,000
Transfer from SWM	240,603	900,000	900,000	900,000	900,000	900,000	4,740,603
Transfer from REET	251,539	900,000	900,000	900,000	900,000	900,000	4,751,539
Transfer from Street Fund	54,682						54,682
Transfer from General Fund	28,780						28,780
Total Project Funding	\$4,575,604	\$14,300,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$26,075,604

# **Public Works Operations Center Development**

- **Develop site using a phased approach**
- **Phase I includes:**
  - Developing only a portion of the property;
  - Construct the operations building only;
  - Paving and parking for employees and city vehicles, equipment, and materials; and
  - Include environmental elements, including cisterns, solar/solar-ready, EV charging, and low impact development methods and materials.
- **Include additive alternates to the request for bids**
  - Geothermal Heating System
  - One Enclosed Shop Building

# 2023-2028 Capital Project Resources - \$62M





# City Council Priorities – CIP Projects - \$62 Million

## Completion of the Walkways & Waterways Projects - \$2.0m

- Log Boom Park
- Ł' a ǻ<sup>W</sup> a d i s Park Waterfront

## Continue to implement Parks Capital Improvement Plan

- \$3.1m – allocated for parks in CIP (including \$2.0M above)

## Focus on Transportation safety (Pedestrian/Bicycle/other transportation)

- \$32.9m – allocated for Transportation projects in CIP
  - Pedestrian/bike safety improvements
  - Sidewalk program
  - Pavement preservation
  - Sammamish Bridge Replacement
  - SR522/signs/lighting

- Economic Development – Advance public access to water, walkable downtown, promote the image of Kenmore

Thank You

This concludes the 2023-2028 Proposed Capital Improvement Program Amendment presentation

Comments or Questions?



## City Council Agenda Bill City of Kenmore, WA

<p><b>Subject/Topic:</b> Compost Procurement Ordinance No. 23-0581</p> <p><b>Proposed Council Action/Motion:</b>  Adopt Ordinance No. 23-0581 regarding compost procurement requirements.</p>	<p><b>For Council Meeting Agenda of:</b> September 11, 2023</p> <p><b>Department:</b> Public Works Operations</p> <p><b>Prepared by:</b> Jennifer Gordon, Public Works Operations Director</p> <p><b>Approved by Department Head:</b> <u>JG 7/6/23</u>  <b>Approved by City Attorney:</b> <u>DR 4/18/23</u>  <b>Approved by Finance Director:</b> <u>MM 8/29/23</u>  <b>Approved by City Manager:</b> <u>RK 8/29/23</u></p> <p><b>Initial &amp; Date</b></p> <p><b>Exhibits/Attachments:</b> Proposed Compost Procurement Ordinance No. 23-0581.</p>
<p><b>Summary:</b></p> <p>House Bill (HB) 1799 was signed into Washington State law in March of 2022. The primary goal of the law is to increase the diversion of organic materials going to landfills to reduce methane emissions as landfills are significant source of methane emissions.</p> <p>HB 1799 as codified in the Revised Code of Washington (RCW) 49.19A.150(1) directs cities with populations of more than 25,000 residents or cities who offer organic collection services at least 26 weeks out of the year to adopt a compost procurement ordinance. Organics collection is a service offered to residents in Kenmore through Allied Waste, therefore the City must adopt Ordinance 23-0581 to comply with state law.</p>	
<p><b>Information/Background:</b></p> <p>How will new Compost Procurement Ordinance impact the City's Capital Improvement Projects and routine operations?</p> <p>Compost Procurement Ordinance Highlights include:</p> <p><b>Kenmore shall plan for compost use in the following categories:</b></p> <ul style="list-style-type: none"> <li>• Landscaping projects;</li> <li>• Construction and postconstruction soil amendments;</li> <li>• Applications to prevent erosion, filter stormwater runoff, promote vegetative growth, or improve the stability and longevity of roadways; and</li> <li>• Low-impact development of green infrastructure to filter pollutants or to keep water onsite, or both.</li> </ul>	

**Kenmore is not required to use compost products if:**

- Compost products are not available within a reasonable period of time or distance;
- Compost products that are available do not comply with existing purchasing standards;
- Available compost products do not comply with federal or state health, quality, or safety standards; or
- Compost purchase prices are not reasonable or competitive.

***Pursuant to RCW 43.19A.130, Kenmore will strive to purchase an amount of finished compost products equal or greater than 50% of the amount of organic materials the City delivered to the compost processor.***

**The City will purchase finished compost products from companies:**

- Producing compost locally;
- Are certified by a nationally recognized organization; and
- Produce finish compost products derived from municipal solid waste compost programs.

***If locally produced compost is not available, and must be sourced from outside the region, preference will be given to the product sourced as close to Kenmore as possible. Such situations will require documentation.***

**Kenmore shall conduct educational outreach to inform residents about the value of compost and how the jurisdiction uses compost in its operations each year.**

**The City will be required to report by December 31, 2024, and then consecutively every even year after to the Department of Ecology:**

- The total tons of organic material diverted each year;
- The volume and cost of compost purchased each year; and
- The source(s) of the finished compost product purchased.

The City has been using a variety of compost products for many years. Highlighting cubic yards used in capital improvement projects recently completed include:

68<sup>th</sup> Ave Pedestrian Improvements – **202** Cubic Yards, Cedar Grove – Seattle

Juanita Pedestrian Improvements - **3,163** Cubic Yards, Cedar Grove – Maple Valley

West Sammamish Bridge – **1,627** Cubic Yards, Cedar Grove – Woodinville, Maple Valley, & Kenmore

Log Boom Park Improvements – Over **3,000** Cubic Yards – Pacific Topsoils & Cedar Grove

TI' awh-ah-dees Park Improvements – Over **5,000** Cubic Yards – Pacific Topsoils and other; Cedar Grove did not have enough materials at the time the materials were requested.

**City Council Priority or Budget Objective Being Addressed:**

1. Implement the adopted Climate Action Plan and promote environmental stewardship, including water, air, forest, and habitat restoration and preservation.

## **CITY OF KENMORE WASHINGTON**

### **ORDINANCE NO. 23-0581**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON, ESTABLISHING A COMPOST PROCUREMENT POLICY FOR THE CITY OF KENMORE AND ADOPTING A NEW CHAPTER 8.60 ENTITLED "COMPOST PROCUREMENT" TO THE KENMORE MUNICIPAL CODE; PROVIDING FOR SEVERABILITY AND CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE.**

---

**WHEREAS**, in March 2022, HB 1799 was signed into Washington law. The primary goal of the law is to increase the diversion of organic materials going to landfills in order to reduce methane emissions as landfills are a significant source of methane emissions; and

**WHEREAS**, as more organic materials are diverted and recycled, it is critical that the compost manufactured be procured by local jurisdictions and others to support the economic viability of these processes and programs; and

**WHEREAS**, it is well established that compost production and use provide significant environmental benefits to our soil and food. HB 1799 encourages most cities and counties in Washington to adopt a compost procurement ordinance by January 1, 2023; and

**WHEREAS**, the language of HB 1799, codified at RCW 49.19A.150(1), directs cities with populations in excess of 25,000 residents or cities who offer organic collections services at least 26 weeks out of the year to adopt a compost procurement ordinance; and

**WHEREAS**, the City of Kenmore desires to be consistent with state law and adopt compost procurement provisions as set forth herein;

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

**Section 1. New Chapter.** The City Council adopts a new Chapter 8.60 of the Kenmore Municipal Code entitled "Compost Procurement" to read as follows:

**Chapter 8.60  
COMPOST PROCUREMENT**

- |                 |                          |
|-----------------|--------------------------|
| <b>8.60.010</b> | <b>Definitions.</b>      |
| <b>8.60.020</b> | <b>General Policy.</b>   |
| <b>8.60.030</b> | <b>Local Purchasing.</b> |
| <b>8.60.040</b> | <b>Education.</b>        |
| <b>8.60.050</b> | <b>Reporting.</b>        |

**8.60.010 Definitions.** The follow definitions apply for the purposes of this chapter:

"Compost" means a product created with "composted material" as defined in RCW 70A.205.015(3). "Compost" includes, but is not limited to, 100% finished compost or blends that include compost as a primary ingredient. Mulch is considered a "Compost" if it contains a minimum of sixty percent composted material. Bark is not a "Compost".

"Cost prohibitive" means a product purchasing cost that exceeds 10% of the cost of another product that would serve the same purpose.

"Local" or "locally" as to compost providers means that such provider is located within a 25-mile radius of the city limits of Kenmore.

**8.60.020 General Policy.**

A. Kenmore shall plan for compost use in the following categories:

1. Landscaping projects;
2. Construction and postconstruction soil amendments;
3. Applications to prevent erosion, filter stormwater runoff, promote vegetative growth, or improve the stability and longevity of roadways; and

4. Low-impact development of green infrastructure to filter pollutants or to keep water onsite, or both.

B. Compost products shall be purchased for use in City projects in which compost is an appropriate material or on City property, provided it is not cost prohibitive to acquire. Procurement costs will include the product cost and all associated transportation and delivery charges.

C. Kenmore is not required to use compost products if:

1. Compost products are not available within a reasonable period of time or distance;
2. Compost products that are available do not comply with existing purchasing standards;
3. Available compost products do not comply with federal or state health, quality, or safety standards; or
4. Compost purchase prices are not reasonable or competitive.

D. Pursuant to RCW 43.19A.130, Kenmore will strive to purchase an amount of finished compost products equal or greater than fifty percent of the amount of organic materials the City delivered to the compost processor. This plan will be re-assessed each December 31st of even-numbered years, beginning in 2024 and thereafter as part of the reporting obligations in KMC 8.60.050.

**8.60.030 Local Purchasing.** Kenmore will purchase finished compost products from companies producing compost locally, are certified by a nationally recognized organization, such as the U.S. Composting Council, and produce finished compost products derived from municipal solid waste compost programs while meeting quality standards adopted by the Department of Transportation or adopted by rule by the Department of Ecology. If locally produced compost is not available, compost shall be sourced from outside the region, with preference given to products sourced as close as possible to Kenmore. Proof that locally produced compost was not available at the time of purchase or was cost-prohibitive shall be documented.

**8.60.040 Education.** Kenmore shall conduct educational outreach to inform residents about the value of compost and how the jurisdiction uses compost in its operations each year.

**8.60.050 Reporting.** By December 31, 2024, and each December 31st of even-numbered years thereafter, Kenmore shall report the following information to the Department of Ecology:



- A. The total tons of organic material diverted each year;
- B. The volume and cost of compost purchased each year; and
- C. The source(s) of the finished compost product purchased.

**Section 2. Severability.** If any section, subsection, sentence, clause, phrase or other portion of this Ordinance or its application to any person is, for any reason, declared invalid, illegal or unconstitutional in whole or in part by any court or agency of competent jurisdiction, said decision shall not affect the validity of the remaining portions hereof.

**Section 3. Corrections.** Upon the approval of the city attorney, the city clerk and/or code publisher is authorized to make any necessary technical corrections to this Ordinance, including but not limited to the correction of scrivener's/clerical errors, references, Ordinance numbering, section/subsection numbers, and any reference thereto.

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

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON  
THE 11th DAY OF September 2023

CITY OF KENMORE

---

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Anastasiya Warhol, City Clerk

APPROVED AS TO FORM:  
Office of the City Attorney

\_\_\_\_\_  
Dawn F. Reitan, City Attorney

FILED WITH THE CITY CLERK: \_\_\_\_\_  
PASSED BY THE CITY COUNCIL: \_\_\_\_\_  
ORDINANCE NO: \_\_\_\_\_  
DATE OF PUBLICATION: \_\_\_\_\_  
ORDINANCE NO: \_\_\_\_\_  
EFFECTIVE DATE: \_\_\_\_\_



# Compost Procurement Ordinance 23-0581

Jennifer Gordon, Public Works Operations  
Director

## **House Bill 1799 – Concerning organic materials management**

- Signed into Washington State Law in March 2022
- Revised Code of Washington 43.19A.150(1) - Cities and counties required to adopt a compost procurement ordinance

## **RCW 43.19A.150 – Compost Procurement Ordinance Requirements**

- By January 1, 2023, cities that provide organic material collection services and have a population greater than 25,000 residents;
- After January 1, 2023, cities must adopt an ordinance within 12 months of exceeding 25,000 residents;
- The ordinance must include a plan for the use of compost in the following categories:
  - Landscaping projects;
  - Construction and postconstruction soil amendments;
  - Erosion prevention, filter stormwater runoff, promote vegetation growth or improve the stability and longevity of roadways;
  - Low impact development and green infrastructure to filter pollutants or keep water onsite; and
  - Develop an education and outreach plan for informing residents of the benefits of using compost, including how the organization uses it in its operations.

## **RCW 43.19A.150 – Compost Procurement Ordinance Requirements Continued**

- By December 31, 2024 and every other year agencies will be required to submit compost usage report to the Department of Ecology
  - ✓ Tons of organic materials diverted
  - ✓ Volume of compost purchased
  - ✓ Source of compost purchased
- The ordinance shall include giving priority to companies that
  - ✓ Produce compost locally;
  - ✓ Are nationally certified; and
  - ✓ Produce compost products derived from the municipal solid waste compost programs



Questions?







Property taxes, the major revenue source for the City, is cyclical with due dates in April and October each year. \$35,992 was received in June bringing the total for the year to \$3.0 million or 26.3% of the amount budgeted. Property taxes are expected to bring in \$11.4M in revenue for the biennium.

Utility taxes, development fees and permits, and franchise fees are all ahead of the biennial target of 25.0%.

With the uptick in the interest rates, our investment interest is ahead of target coming in at \$21,621 for the month and \$85,140 for the biennium. This is 127% of the budgeted biennium amount of \$66,903.

Our annual payment to the WCIA (\$490K) put the Finance department expenditures at 32.2% of target. This will self-correct during the year. City Clerk expenses are up due to the addition of the Deputy City Clerk as well as paying \$83,000 for our 2022 voter registration costs in March. The personnel costs are offset by the savings in our Human Resources cost center.

General Fund ending fund balance as of June 30, 2023, was \$7.3 million. As noted above, this is higher because no contract payment has been made yet on the police contract.

**City Council Priority or 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.



# City of Kenmore, Washington

## Memorandum

Date: August 11, 2023

To: Rob Karlinsey, City Manager

From: Melinda Merrell, Finance Director

Regarding: June 2023 Financial Reports for the City of Kenmore, Washington

**June 2023** financial information is presented for your review and delivery to the City Council. Attached you will find the following reports:

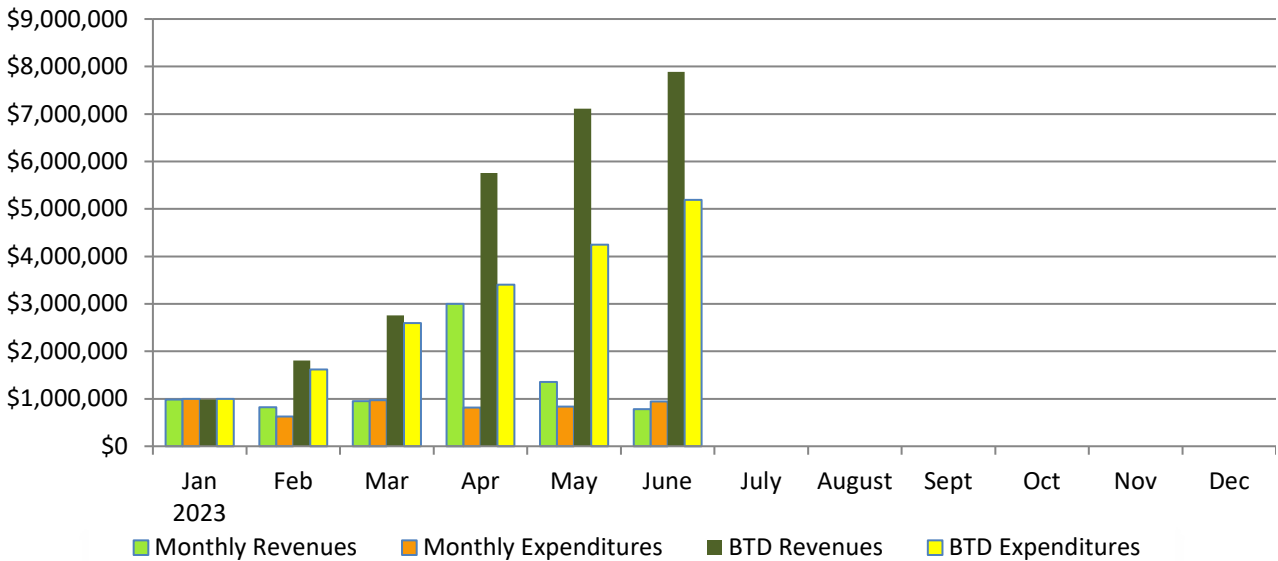
- General Fund Summary
- General Fund Revenue Graphs
- General Fund Expenditure Graphs
- Street Fund Summary
- Cash and Investment Report
- Investment Schedule and Portfolio Analysis
- Sales Tax Receipts by Business Type
- Retail Sales and Use Tax Distribution

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

### GENERAL FUND

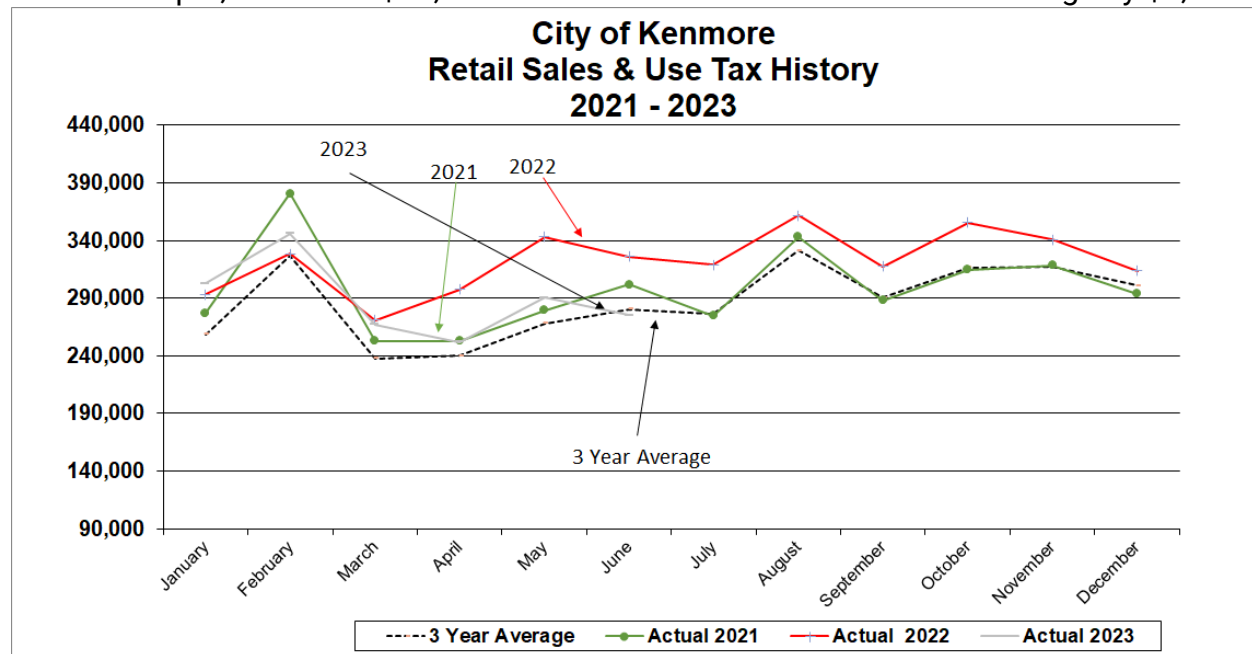
The first section of the monthly financial report is a review of the General Fund. This fund accounts for operational activities and includes all financial resources except those required or elected to be accounted for in another fund. Revenues include various taxes, per capita distributions from the State, fines and forfeitures, permits and licenses, and fees for service. In the context of the biennial budget, June is the sixth month (25%) of the 2023-2024 biennial budget period. For the month of June, expenditures exceeded revenues in the General Fund by \$165,263. Biennium to date, revenues exceed expenditures by \$2,698,975.

The following chart illustrates the monthly revenue and expenditure activity in the General Fund through June 2023.

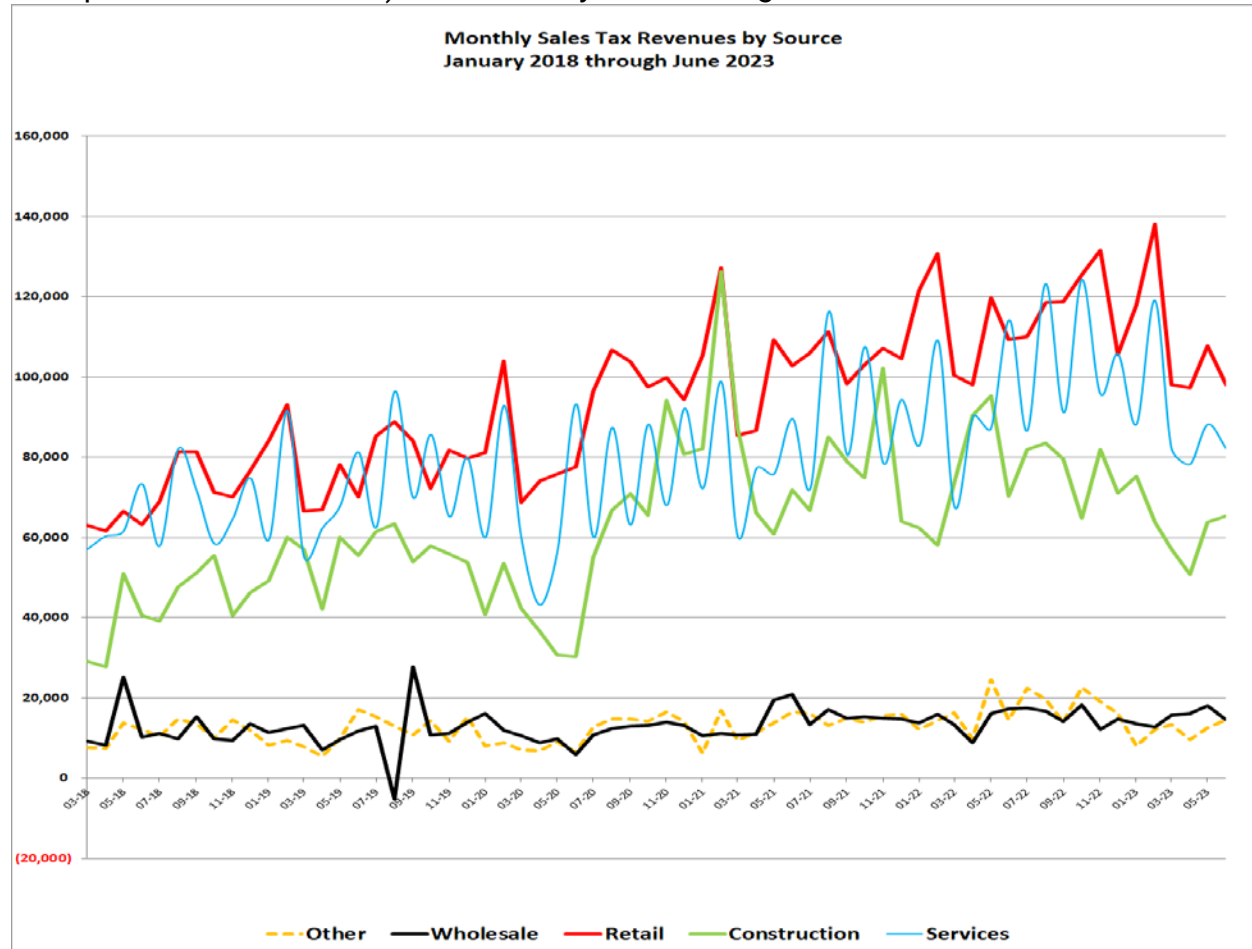


Total **revenues** for the month were **\$779,345**. Biennium to date revenues are \$7,887,537 which is 25.2% of the budgeted revenues of \$31,305,131. Primary sources of revenue for the month included \$35,992 in property taxes, \$110,712 in development fees & permits, \$275,053 in retail sales and use taxes, \$154,672 in intergovernmental & grants, and \$143,703 in utility taxes.

A summary of sales tax revenues received in **June** is attached. These receipts are based on **April** sales activity. The chart below gives a historical perspective of monthly sales tax receipts over the last several years. The black dotted 3 Year Average line is a monthly average of actual receipts during 2020, 2021, and 2022. The gray line represents 2023 actual receipts, which are \$50,789 below 2022 and below the 3 Year Average by \$5,407.



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 June 2023.

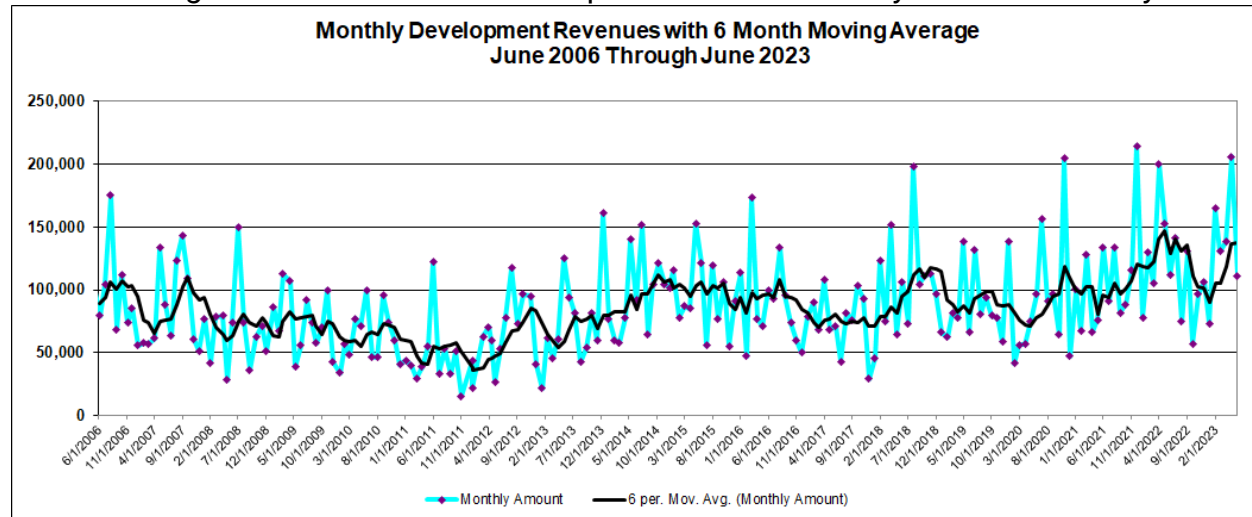


In June, the top 506 sales tax remitters, accounting for 86% or \$237,112 of total remittances, were reviewed for internet sales activity.

Of the \$237,112 of sales tax remitted by these companies in June, \$56,753 (24% 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:

	Top Sales Tax Remitters in June	Internet Based Companies	% of Total Internet Sales Tax Collected
Retail Trade	\$83,699	\$37,827	45%
Information	7,862	3,460	44%
Services	64,244	14,528	23%
Wholesale	11,047	938	8%
Other	70,260	0	0%
	<b>\$237,112</b>	<b>\$56,753</b>	

The following chart illustrates the development revenue activity over the last 17 years.



**June 2023 expenditures** were **\$944,608**. Biennium to date expenditures were \$5,188,563 which is 16.6% of the biennial budget expenditures of \$31,252,425. Expenses are running low due to a delay in being invoiced for our police contract. A catch-up payment will be made in July and then monthly payments thereafter.

City cash, \$26,010,879, and long-term investments, \$6,563,118, at the end of June, totaled \$32,573,997. Proposition 1 levy funds and ARPA Recovery Funds are included in this cash balance.

### **OTHER FUNDS**

Total non-General Fund revenues for the month were \$812,482 and total non-General Fund expenditures were \$1,317,808.

In the **Street Fund**, expenses are outpacing revenues year to date as transfers from the General Fund and Transportation Benefit District have not yet been recorded. Overall, expenses are slightly lower than expected at 19.5% for the biennium vs the 25% target.

In June, the **Transportation Capital Fund** had expenditures in the amount of \$449,426 on pedestrian safety projects & street maintenance and received \$101,185 in grant reimbursements.

The **Sammamish Bridge Replacement Fund** had \$29,788 in expenditures during the month and received \$231,831 in bridge grant reimbursements.

The **Real Estate Excise Tax Fund** received \$128,478 of real estate excise taxes (REET) in June from sales activity that occurred in May. Thirty (30) transactions were reported.

The **Park Capital Fund** had \$16,278 in Park improvement expenditures during June. The fund received \$133,917 in grant reimbursements during the month.

In June, the **Walkways & Waterways Debt Service Fund** collected \$6,313 in property taxes related to the Prop 1 Bond for a biennium to date total revenue of \$559,391.

The **Transportation Benefit District Fund** received \$30,142 in vehicle license fees during the month.

### **SUMMARY**

This concludes the financial report for the City of Kenmore as of **June 30, 2023**. 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  
June 30, 2023



XIV. F. Six Month Financial Report, prepared by Finance Department

	CURRENT PERIOD 2023-2024				PREVIOUS PERIOD 2021-2022			
	<u>MONTH</u> <u>June 2023</u>	<u>BIENNIUM</u> <u>TO DATE</u> <u>2023-2024</u>	<u>% of</u> <u>BUDGET</u>	<u>BIENNIUM</u> <u>BUDGET</u> <u>2023-2024</u>	<u>MONTH</u> <u>June 2021</u>	<u>BIENNIUM</u> <u>TO DATE</u> <u>2021-2022</u>	<u>% of</u> <u>BUDGET</u>	<u>AMENDED</u> <u>BIENNIUM</u> <u>BUDGET</u> <u>2021-2022</u>
<b>REVENUES</b>								
<b>Beginning Fund Balance</b>		<b>4,634,521</b>		<b>4,634,521</b>		<b>4,934,368</b>		<b>4,934,368</b>
Property Taxes	35,992	3,001,241	26.3%	11,403,392	35,702	2,870,166	26.4%	10,865,654
Sales and Use Taxes	275,053	1,733,997	23.0%	7,543,271	301,742	1,744,526	25.8%	6,754,280
Utility Taxes	143,703	901,249	30.5%	2,956,579	70,070	589,169	24.6%	2,399,290
Other Taxes	115	64,445	19.2%	335,010	0	42,229	23.2%	182,200
Development Fees & Permits	110,712	815,680	35.7%	2,283,416	134,037	572,687	33.3%	1,720,003
Franchise Fees	0	444,721	26.1%	1,707,003	0	426,574	24.4%	1,746,569
Intergovernmental and Grants	154,672	748,139	24.1%	3,099,112	120,678	625,114	21.5%	2,902,594
Investment Interest	21,621	85,140	127.3%	66,903	2,822	79,766	120.9%	66,000
Fines and Forfeitures	2	17,437	0.0%	0	0	2,336	0.0%	0
Transfers and Other Revenues	37,475	75,489	4.0%	1,910,445	5,692	41,683	0.8%	5,203,180
<b>Total Revenues</b>	<b>779,345</b>	<b>7,887,537</b>	<b>25.2%</b>	<b>31,305,131</b>	<b>670,743</b>	<b>6,994,249</b>	<b>22.0%</b>	<b>31,839,770</b>

**City of Kenmore, Washington**  
**General Fund Summary Report**  
**June 30, 2023**



XIV. F. Six-Month Financial Report, June 30, 2023

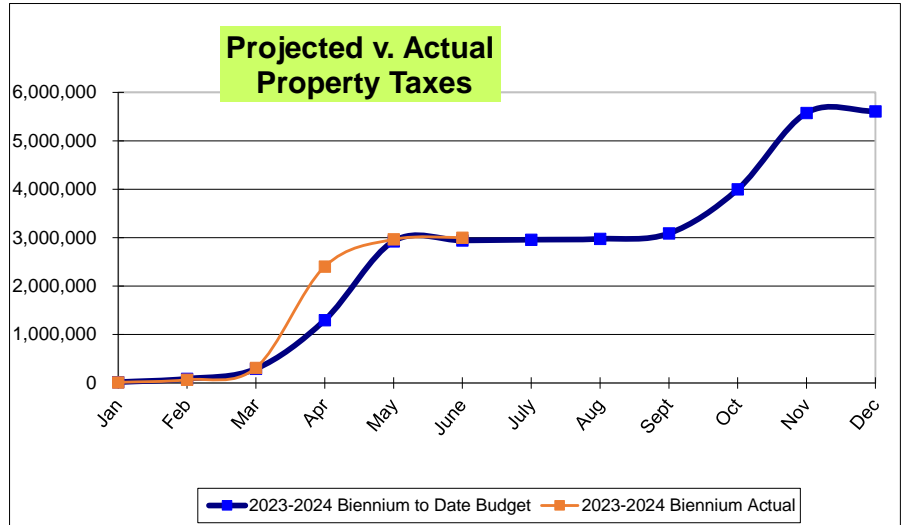
	CURRENT PERIOD 2023-2024				PREVIOUS PERIOD 2021-2022			
	MONTH	BIENNIUM	% of	BIENNIUM	MONTH	BIENNIUM	% of	AMENDED BIENNIUM
	<u>June 2023</u>	<u>TO DATE</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>June 2021</u>	<u>TO DATE</u>	<u>BUDGET</u>	<u>BUDGET</u>
<b>EXPENDITURES</b>		<b>2023-2024</b>		<b>2023-2024</b>		<b>2021-2022</b>		<b>2021-2022</b>
Cost Center								
City Council	12,032	113,002	27.9%	405,013	6,812	80,701	24.3%	332,711
City Manager	233,930	1,076,794	29.6%	3,640,924	90,448	587,726	18.8%	3,121,846
City Clerk	32,206	335,962	34.3%	978,750	23,212	187,025	20.0%	937,052
Finance	91,733	814,276	32.2%	2,527,861	44,004	612,713	27.7%	2,212,820
Human Resources	11,062	102,980	20.2%	510,304	12,778	30,167	9.4%	319,432
Legal	19,605	142,390	20.3%	700,000	38,513	186,239	33.0%	565,000
Interfund Transfers/Non Department	0	0	0.0%	1,950,513	0	0	0.0%	6,830,617
Public Safety	21,744	129,815	1.3%	9,666,950	1,448,675	1,526,194	16.7%	9,152,371
Engineering & Environmental Services	81,349	420,370	24.1%	1,745,035	63,774	306,820	18.2%	1,689,574
Community Development	129,323	521,912	25.6%	2,038,723	58,499	356,556	21.0%	1,695,828
Developmental Services	146,114	756,108	22.4%	3,371,076	97,844	644,804	22.7%	2,845,428
Parks & Facility Maintenance	165,511	774,953	20.8%	3,717,276	104,127	633,857	23.7%	2,676,904
Total Expenditures	944,608	5,188,563	16.6%	31,252,425	1,988,687	5,152,802	15.9%	32,379,582
Revenues over Expenditures	(165,263)	2,698,975		52,706	(1,317,944)	1,841,447		(539,812)
<b>Ending Fund Balance</b>		<b>7,333,496</b>		<b>4,687,227</b>	<b>-1,317,944</b>	<b>6,775,815</b>		<b>4,394,556</b>

**City of Kenmore, Washington**  
**General Fund Revenue Graphs**  
**June 30, 2023**

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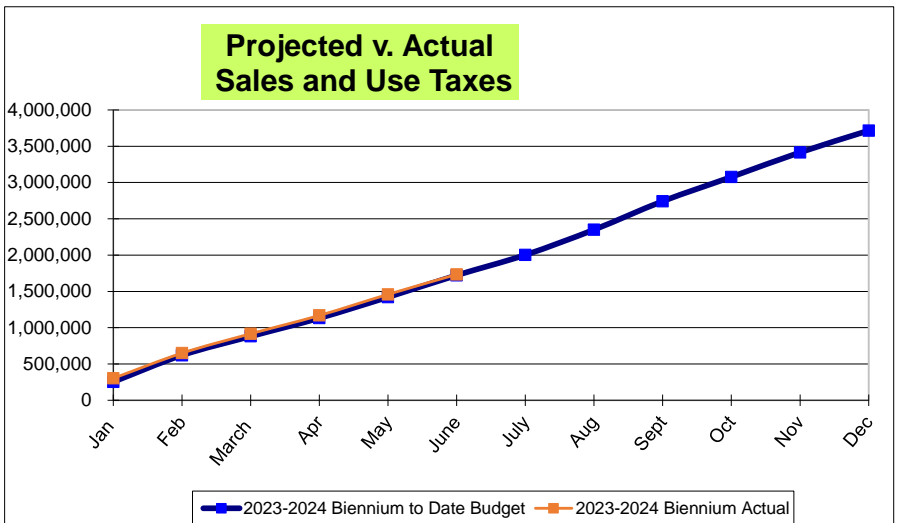
**PROPERTY TAXES**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	18,023	13,440
Feb	87,435	67,043
Mar	293,557	314,577
Apr	1,298,526	2,404,592
May	2,927,195	2,965,248
June	2,942,875	3,001,241
July	2,958,422	
Aug	2,974,945	
Sept	3,087,795	
Oct	3,998,387	
Nov	5,577,742	
Dec	5,609,623	
2023-24	11,403,392	
Year To Date		
Actual v. Projected		102%



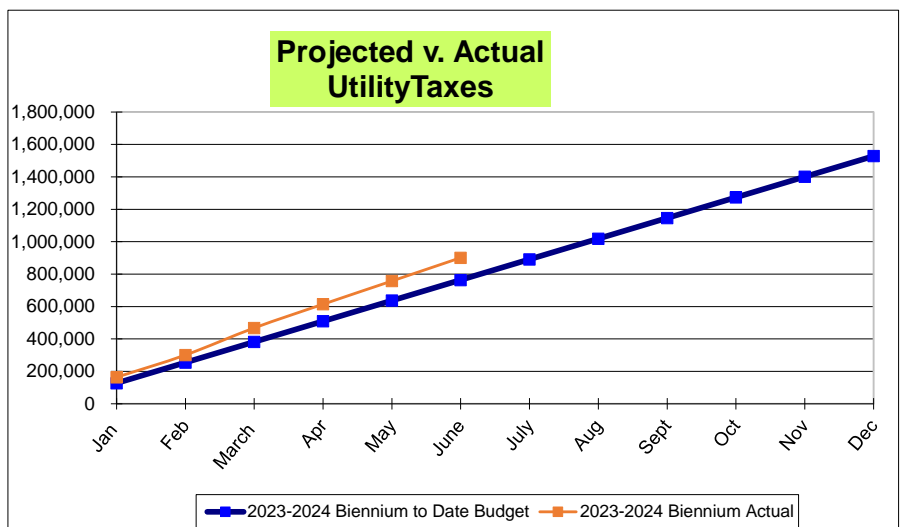
**SALES & USE TAXES**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	254,083	303,019
Feb	620,044	649,273
March	880,509	916,214
Apr	1,131,954	1,168,408
May	1,421,084	1,458,944
June	1,722,281	1,733,997
July	2,002,774	
Aug	2,350,069	
Sept	2,742,149	
Oct	3,076,757	
Nov	3,415,256	
Dec	3,715,897	
2023-24	7,543,271	
Year To Date		
Actual v. Projected		101%



**UTILITY TAXES**

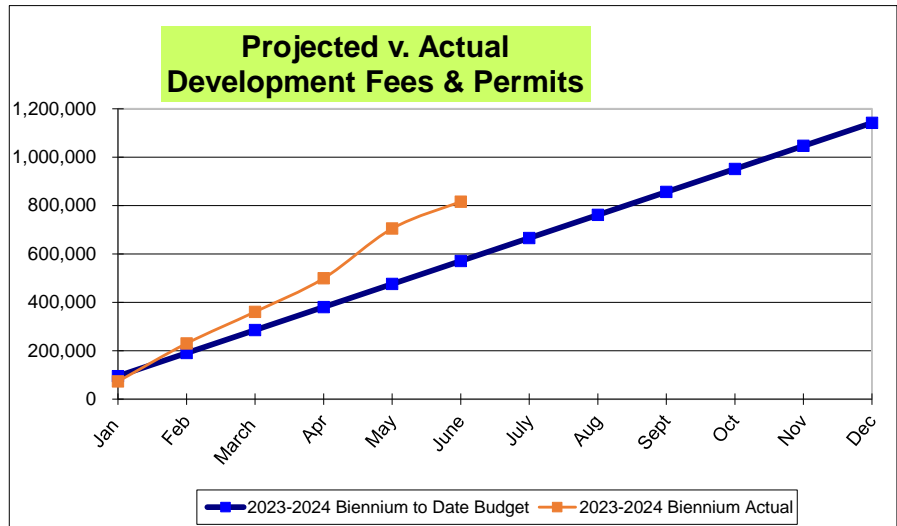
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	127,357	163,946
Feb	254,714	301,045
March	382,071	468,055
Apr	509,428	614,374
May	636,785	757,546
June	764,142	901,249
July	891,499	
Aug	1,018,856	
Sept	1,146,213	
Oct	1,273,570	
Nov	1,400,927	
Dec	1,528,284	
2023-24	2,956,579	
Year To Date		
Actual v. Projected		118%



V:\Admin and Finance\Monthly Reports\1-2023\June 2023General Fund Rev Graphs

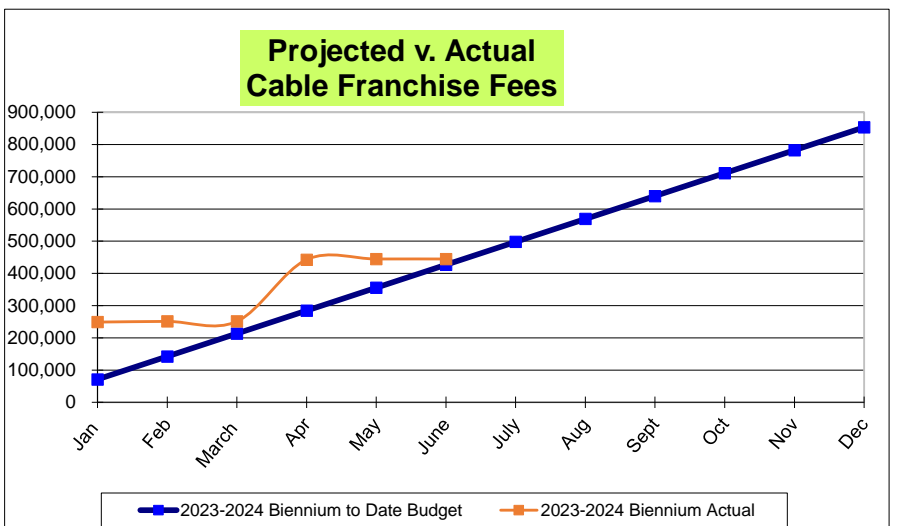
## DEVELOPMENT FEES & PERMITS

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	95,142	73,064
Feb	190,284	230,047
March	285,426	360,853
Apr	380,568	499,064
May	475,710	704,968
June	570,852	815,680
July	665,994	
Aug	761,136	
Sept	856,278	
Oct	951,420	
Nov	1,046,562	
Dec	1,141,704	
'2023-24	2,283,416	
Year To Date		
Actual v. Projected		143%



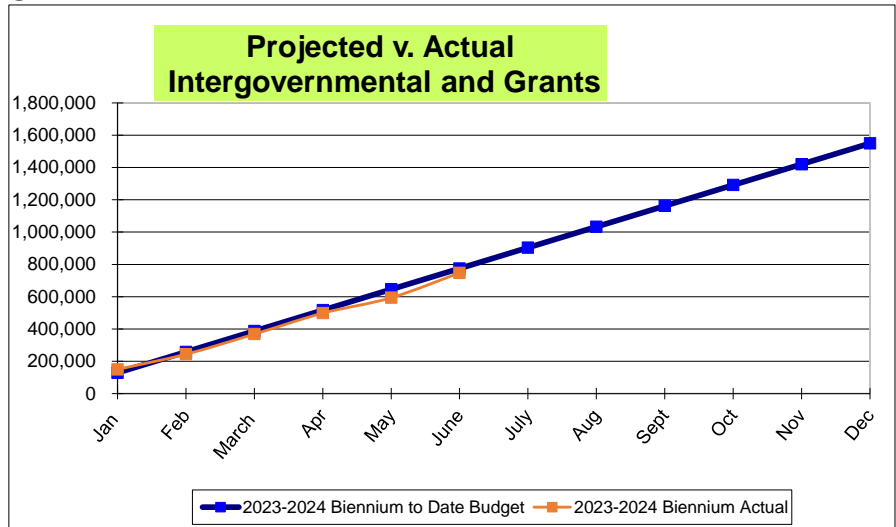
## CABLE/WATER/SEWER FRANCHISE FEES

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	71,125	248,923
Feb	142,250	251,037
March	213,375	251,037
Apr	284,500	442,714
May	355,625	444,721
June	426,750	444,721
July	497,875	
Aug	569,000	
Sept	640,125	
Oct	711,250	
Nov	782,375	
Dec	853,500	
'2023-24	1,707,003	
Year To Date		
Actual v. Projected		104%



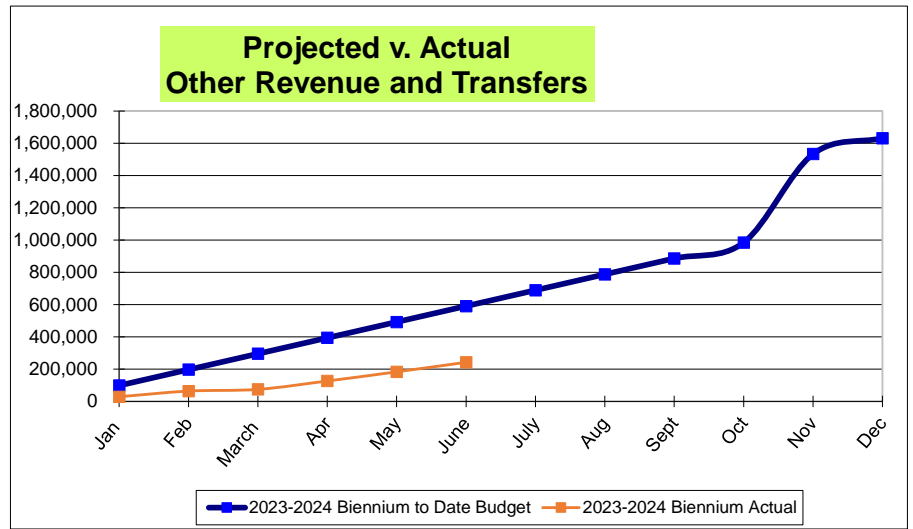
## INTERGOVERNMENTAL & GRANTS

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	129,130	150,000
Feb	258,260	244,116
March	387,390	368,477
Apr	516,520	498,320
May	645,650	593,467
June	774,780	748,139
July	903,910	
Aug	1,033,040	
Sept	1,162,170	
Oct	1,291,300	
Nov	1,420,430	
Dec	1,549,560	
'2023-24	3,099,112	
Year To Date		
Actual v. Projected		97%



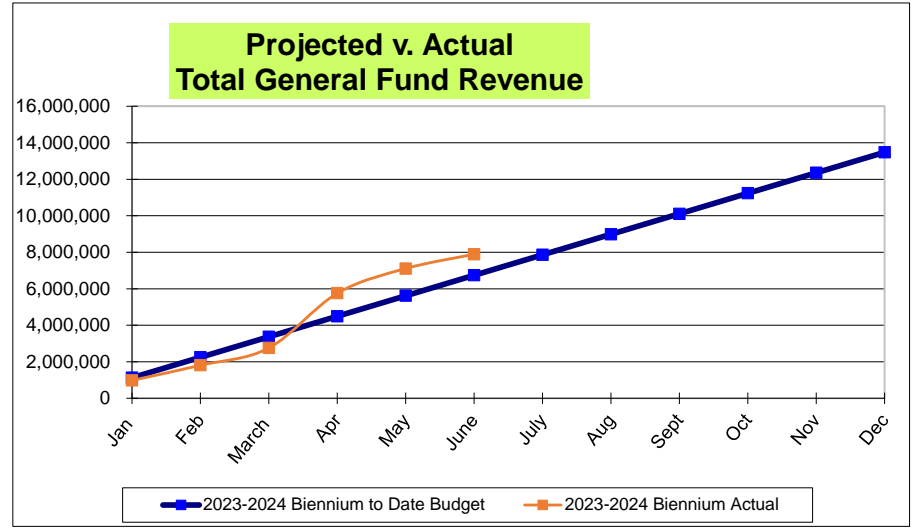
## OTHER REVENUES AND TRANSFERS

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	98,495	28,926
Feb	196,990	64,066
March	295,485	74,632
Apr	393,979	126,650
May	492,474	183,298
June	590,969	242,511
July	689,464	
Aug	787,959	
Sept	886,454	
Oct	984,948	
Nov	1,533,443	
Dec	1,631,938	
'2023-24 Year To Date	2,312,358	
Actual v. Projected		41%



## TOTAL GENERAL FUND REVENUE

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	1,123,141	981,317
Feb	2,246,282	1,806,626
March	3,369,424	2,753,843
Apr	4,492,565	5,754,122
May	5,615,706	7,108,192
June	6,738,847	7,887,537
July	7,861,988	
Aug	8,985,129	
Sept	10,108,271	
Oct	11,231,412	
Nov	12,354,553	
Dec	13,477,694	
'2023-24 Year To Date	31,305,131	
Actual v. Projected		117%

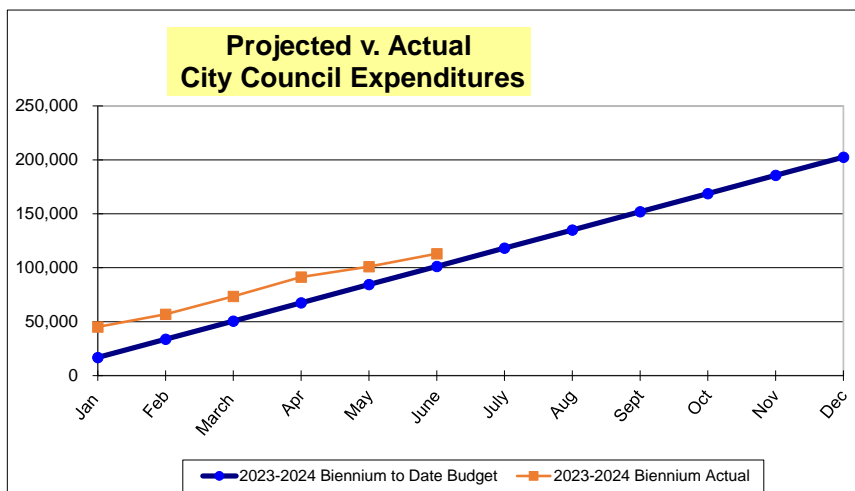


**City of Kenmore, Washington**  
**General Fund Expenditure Graphs**  
**June 30, 2023**

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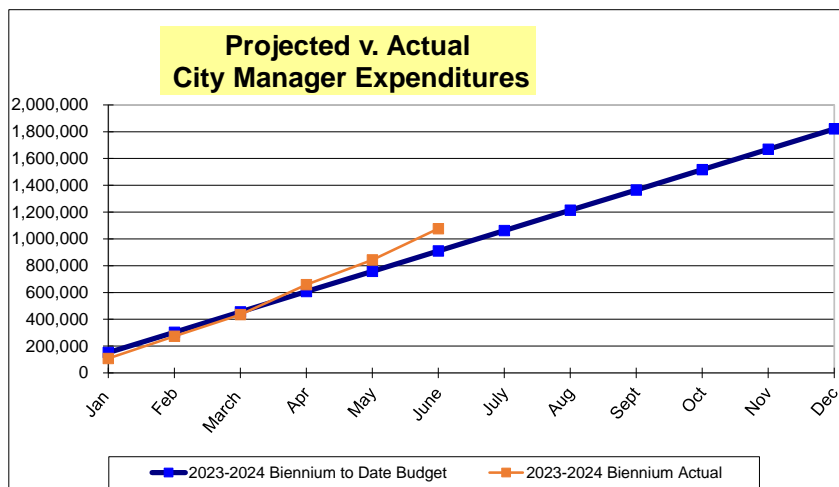
**CITY COUNCIL**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	16,876	45,175
Feb	33,752	56,928
March	50,628	73,410
Apr	67,504	91,500
May	84,380	100,969
June	101,256	113,002
July	118,132	
Aug	135,008	
Sept	151,884	
Oct	168,760	
Nov	185,636	
Dec	202,512	
2023-24	405,013	
Year To Date		
Actual v. Projected		112%



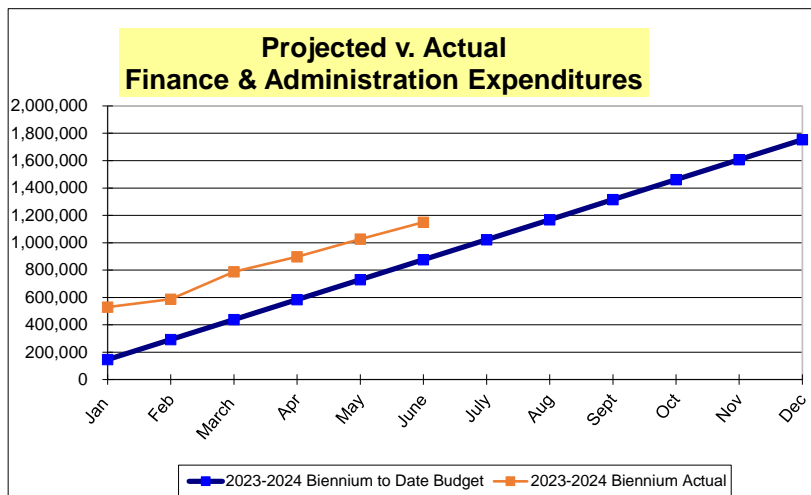
**CITY MANAGER**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	151,705	107,862
Feb	303,410	272,756
March	455,115	435,641
Apr	606,820	657,696
May	758,525	842,864
June	910,230	1,076,794
July	1,061,935	
Aug	1,213,640	
Sept	1,365,345	
Oct	1,517,050	
Nov	1,668,755	
Dec	1,820,460	
2023-24	3,640,924	
Year To Date		
Actual v. Projected		118%



**FINANCE & ADMINISTRATION**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	146,109	529,618
Feb	292,218	587,043
March	438,327	788,114
Apr	584,436	896,954
May	730,545	1,026,300
June	876,654	1,150,238
July	1,022,763	
Aug	1,168,872	
Sept	1,314,981	
Oct	1,461,090	
Nov	1,607,199	
Dec	1,753,308	
2023-24	3,506,611	
Year To Date		
Actual v. Projected		131%

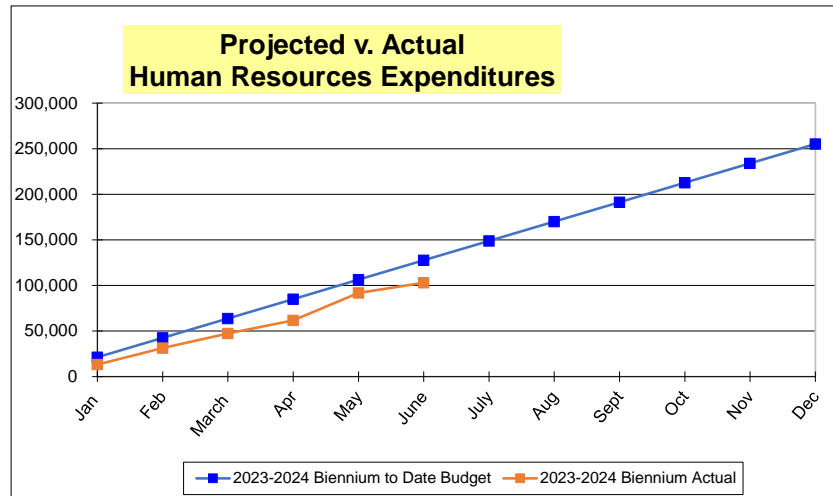


**City of Kenmore, Washington**  
**General Fund Expenditure Graphs**  
**June 30, 2023**

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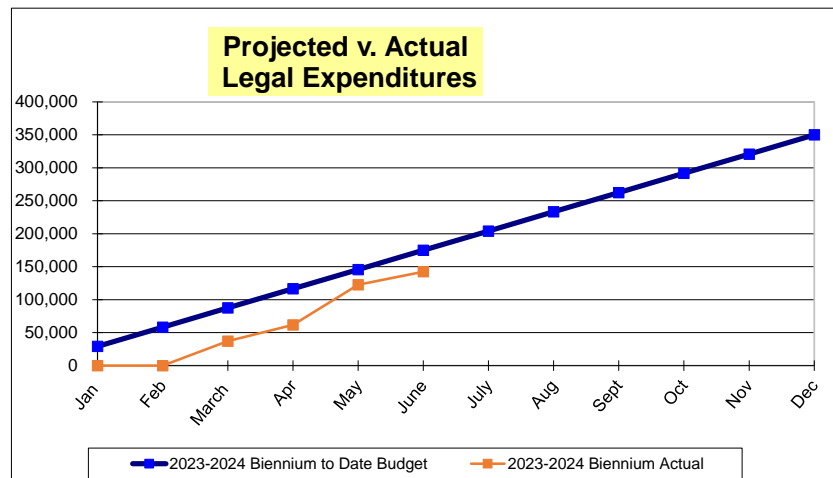
**HUMAN RESOURCES**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	21,263	13,247
Feb	42,526	31,434
March	63,789	47,411
Apr	85,052	61,763
May	106,315	91,918
June	127,578	102,980
July	148,841	
Aug	170,104	
Sept	191,367	
Oct	212,630	
Nov	233,893	
Dec	255,156	
2023-24	510,304	
Year To Date		
Actual v. Projected		81%



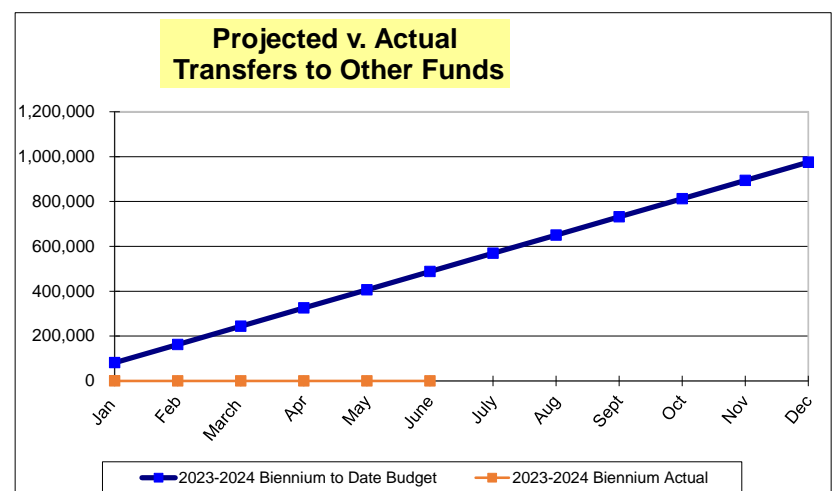
**LEGAL**

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	29,167	0
Feb	58,334	0
March	87,501	37,307
Apr	116,668	61,903
May	145,835	122,786
June	175,002	142,390
July	204,169	
Aug	233,336	
Sept	262,503	
Oct	291,670	
Nov	320,837	
Dec	350,004	
2023-24	700,000	
Year To Date		
Actual v. Projected		81%



**TRANSFERS TO OTHER FUNDS**

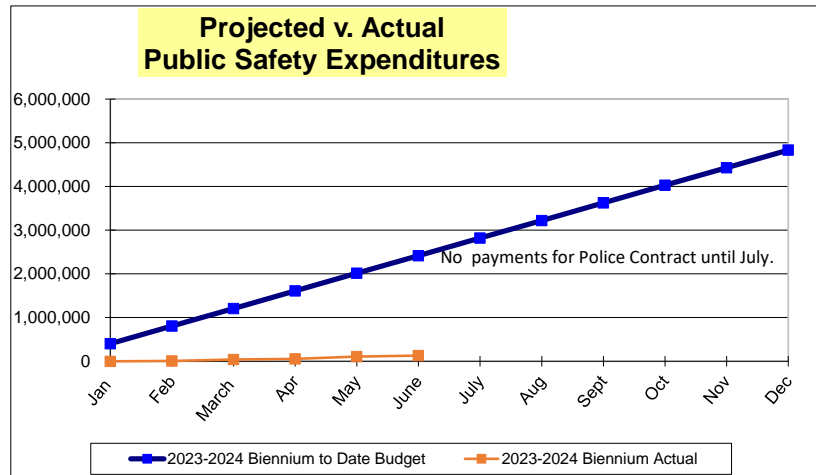
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	81,271	0
Feb	162,542	0
March	243,813	0
Apr	325,084	0
May	406,355	0
June	487,626	0
July	568,897	
Aug	650,168	
Sept	731,439	
Oct	812,710	
Nov	893,981	
Dec	975,252	
2023-24	1,950,513	
Year To Date		
Actual v. Projected		0%





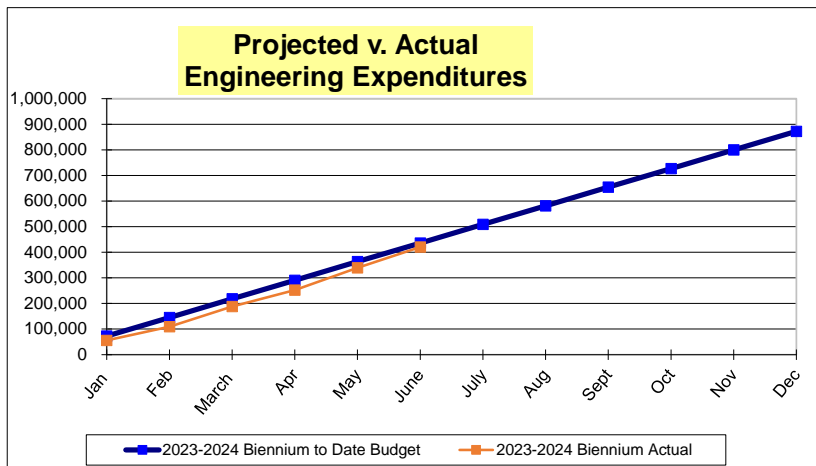
## PUBLIC SAFETY

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	402,790	50
Feb	805,580	6,353
March	1,208,370	38,897
Apr	1,611,160	55,596
May	2,013,950	108,072
June	2,416,740	129,815
July	2,819,530	
Aug	3,222,320	
Sept	3,625,110	
Oct	4,027,900	
Nov	4,430,690	
Dec	4,833,480	
2023-24	9,666,950	
Year To Date		
Actual v. Projected		5%



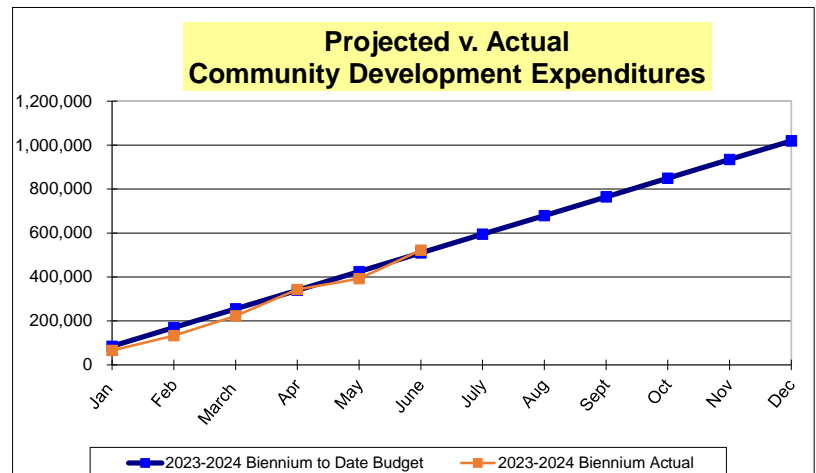
## ENGINEERING

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	72,710	55,943
Feb	145,420	108,968
March	218,130	188,243
Apr	290,840	252,150
May	363,550	339,021
June	436,260	420,370
July	508,970	
Aug	581,680	
Sept	654,390	
Oct	727,100	
Nov	799,810	
Dec	872,520	
2023-24	1,745,035	
Year To Date		
Actual v. Projected		96%



## COMMUNITY DEVELOPMENT

	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
Jan	84,947	65,630
Feb	169,894	132,886
March	254,841	222,832
Apr	339,788	343,240
May	424,735	392,589
June	509,682	521,912
July	594,629	
Aug	679,576	
Sept	764,523	
Oct	849,470	
Nov	934,417	
Dec	1,019,364	
2023-24	2,038,723	
Year To Date		
Actual v. Projected		102%



### DEVELOPMENT SERVICES

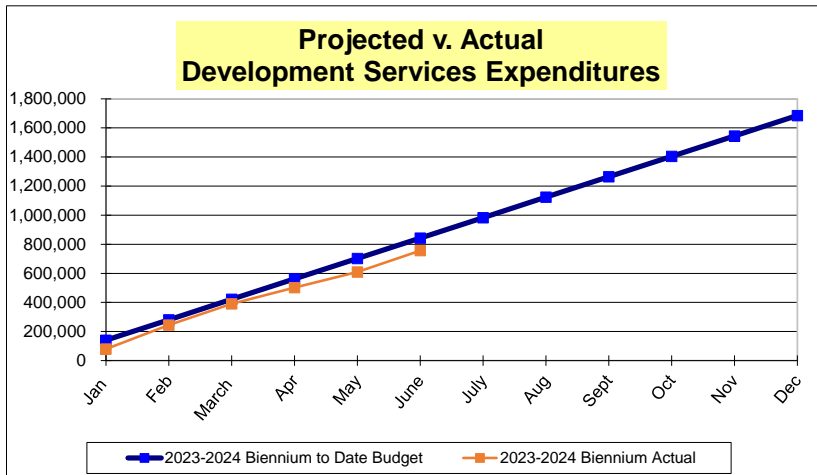
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
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Jan	140,462	79,459
Feb	280,924	244,251
March	421,386	390,292
Apr	561,848	501,784
May	702,310	609,994
June	842,772	756,108
July	983,234	
Aug	1,123,696	
Sept	1,264,158	
Oct	1,404,620	
Nov	1,545,082	
Dec	1,685,544	
2023-24	3,371,076	

Year To Date

Actual v. Projected

90%



### PARKS & FACILITY MAINTENANCE

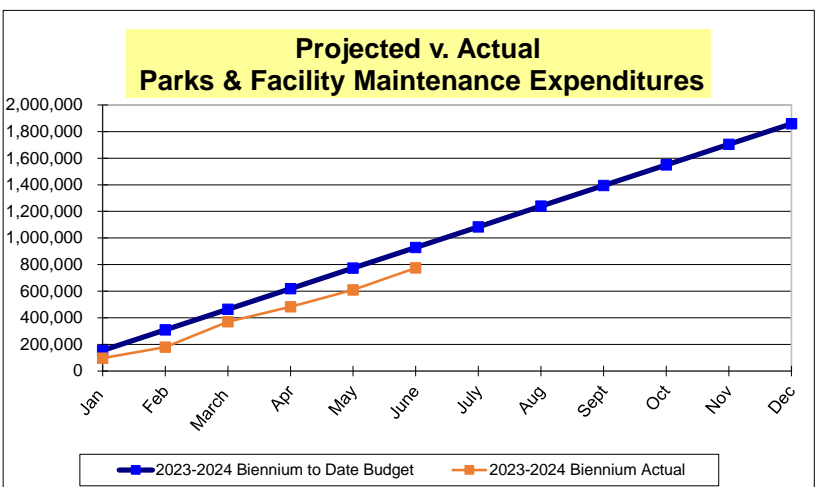
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
--	---	---------------------------------

Jan	154,887	97,307
Feb	309,774	179,636
March	464,661	370,226
Apr	619,548	483,257
May	774,435	609,443
June	929,322	774,953
July	1,084,209	
Aug	1,239,096	
Sept	1,393,983	
Oct	1,548,870	
Nov	1,703,757	
Dec	1,858,644	
2023-24	3,717,276	

Year To Date

Actual v. Projected

83%



### TOTAL GENERAL FUND EXPENDITURES

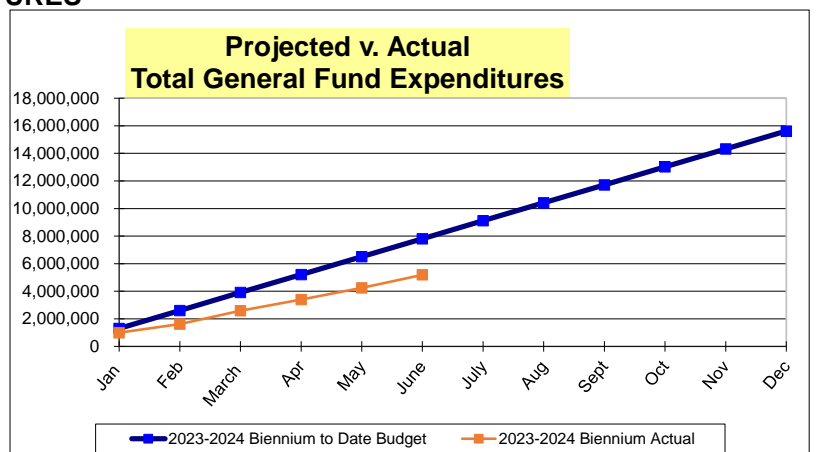
	2023-2024 Biennium to Date Budget	2023-2024 Biennium Actual
--	---	---------------------------------

Jan	1,302,184	994,291
Feb	2,604,368	1,620,254
March	3,906,552	2,592,374
Apr	5,208,736	3,405,842
May	6,510,920	4,243,954
June	7,813,104	5,188,563
July	9,115,288	
Aug	10,417,472	
Sept	11,719,656	
Oct	13,021,840	
Nov	14,324,024	
Dec	15,626,208	
2023-24	31,252,425	

Year To Date

Actual v. Projected

66%



**City of Kenmore, Washington**  
**Street Fund Summary Report**  
**June 30, 2023**

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CURRENT PERIOD 2023 - 2024				
	MONTH <u>June 2023</u>	BIENNIUM TO DATE <u>2023-2024</u>	% of <u>BUDGET</u>	<u>BUDGET</u> <u>2023-2024</u>
<b>REVENUES</b>				
Beginning Fund Balance		2,270,562		2,270,562
Fuel Tax	34,078	195,733	21.3%	917,905
Investment Interest	6,360	28,735	143.7%	20,000
Miscellaneous	764	9,042	19.4%	46,602
ROW Permit Fees/Inspections	31,423	94,107	38.6%	243,612
Multimodal Transportation	7,819	15,639	24.5%	63,948
MVA Transpo City	6,842	13,684	0.0%	0
Transfer from General Fund	0	0	0.0%	1,858,313
Transfer from TBD	0	0	0.0%	700,000
Total Revenues	87,286	356,940	9.3%	3,850,380

CURRENT PERIOD 2023 - 2024				
	MONTH <u>June 2023</u>	BIENNIUM TO DATE <u>2023-2024</u>	% of <u>BUDGET</u>	<u>BUDGET</u> <u>2023-2024</u>
<b>EXPENDITURES</b>				
Salary and Benefits	97,521	395,625	25.1%	1,575,300
Maintenance & Operations	44,061	328,889	16.4%	2,001,300
Capital	0	18,881	36.0%	52,500
Transfer to PW Shop Fund	0	0	0.0%	175,880
Total Expenditures	141,582	743,395	19.5%	3,804,980
Revenues over Expenditures	(54,296)	(386,454)		45,400
Ending Fund Balance		1,884,108		2,315,962

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

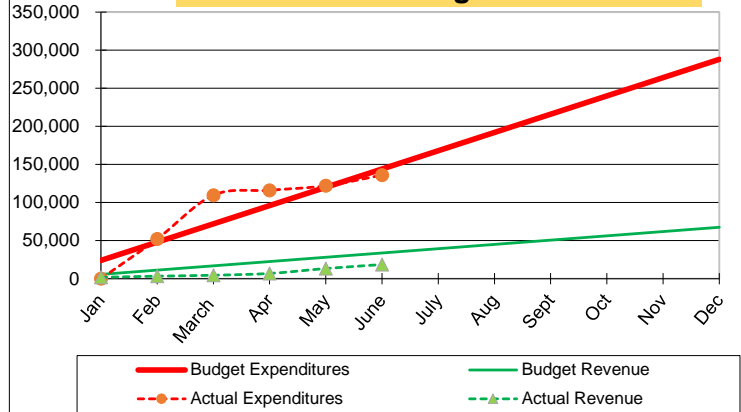
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June 30, 2023

**STRATEGIC OPPORTUNITIES FUND**

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	24,000	0	5,626	1,809
Feb	48,000	52,075	11,252	3,330
March	72,000	109,645	16,878	4,536
Apr	96,000	116,112	22,504	6,887
May	120,000	122,005	28,130	13,356
June	144,000	136,059	33,756	18,580
July	168,000		39,382	
Aug	192,000		45,008	
Sept	216,000		50,634	
Oct	240,000		56,260	
Nov	264,000		61,886	
Dec	288,000		67,512	
2023-24	576,000		135,018	
Total Actual to Date vs Total Budget				
		24%		14%

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

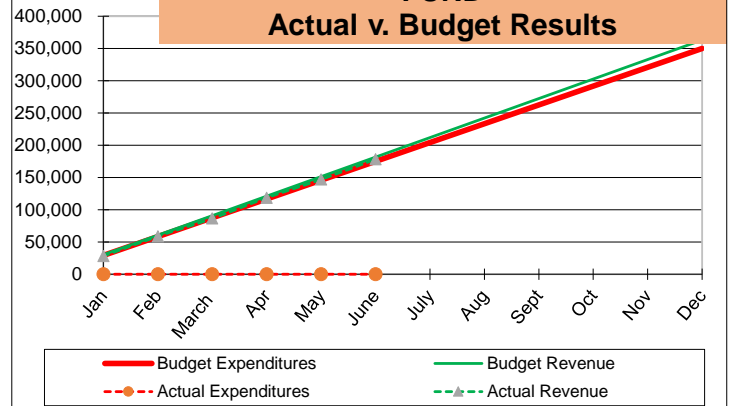


**The purpose of the Strategic Opportunities Fund is to have funds available for the City to make key investments or take advantage of strategic opportunities as they present themselves.**

**TRANSPORTATION BENEFIT DISTRICT FUND**

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	29,167	0	30,263	27,898
Feb	58,334	0	60,526	58,709
March	87,501	0	90,789	86,440
Apr	116,668	0	121,052	118,485
May	145,835	0	151,315	146,980
June	175,002	0	181,578	178,187
July	204,169		211,841	
Aug	233,336		242,104	
Sept	262,503		272,367	
Oct	291,670		302,630	
Nov	320,837		332,893	
Dec	349,996		363,156	
2023-24	700,000		726,305	
Total Actual to Date vs Total Budget				
		0%		25%

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

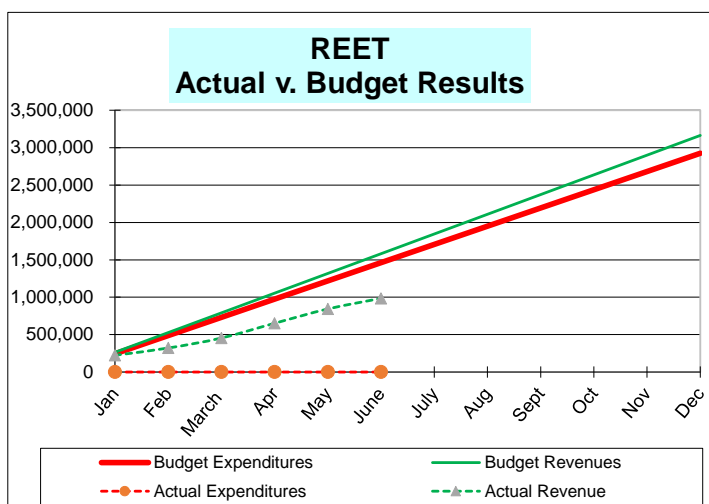


**The Transportation Benefit District fund accounts for the \$20 vehicle license tab fees levied on vehicles located in the Kenmore city limits. The revenue generated will be used in maintaining the City's transportation system.**

June 30, 2023

### REAL ESTATE EXCISE TAX FUND

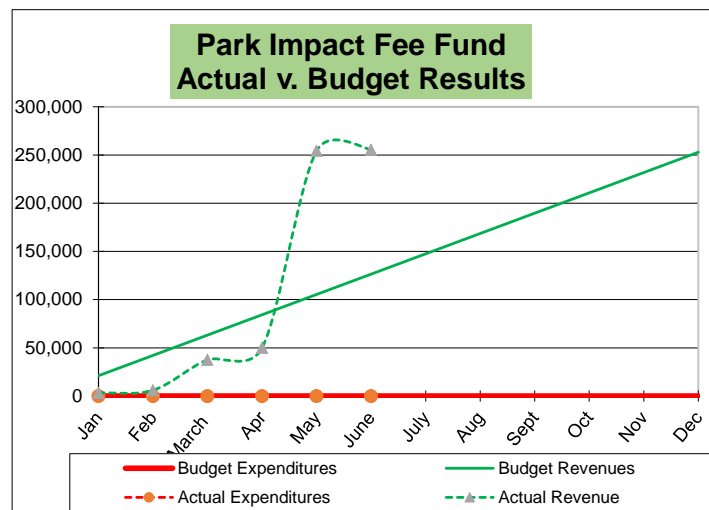
	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	243,704	0	263,590	223,695
Feb	487,408	0	527,180	320,826
March	731,112	0	790,770	454,752
Apr	974,816	0	1,054,360	651,898
May	1,218,520	0	1,317,950	843,314
June	1,462,224	0	1,581,540	984,966
July	1,705,928		1,845,130	
Aug	1,949,632		2,108,720	
Sept	2,193,336		2,372,310	
Oct	2,437,040		2,635,900	
Nov	2,680,744		2,899,490	
Dec	2,924,448		3,163,080	
2023-24	5,848,900		6,326,171	
Total Actual to Date vs Total Budget		0%		16%



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

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	0	0	21,070	3,147
Feb	0	0	42,140	6,018
March	0	0	63,210	37,652
Apr	0	0	84,280	50,046
May	0	0	105,350	254,340
June	0	0	126,420	255,545
July	0		147,490	
Aug	0		168,560	
Sept	0		189,630	
Oct	0		210,700	
Nov	0		231,770	
Dec	0		252,840	
2023-24	0		505,670	
Total Actual to Date vs Total Budget		0%		51%

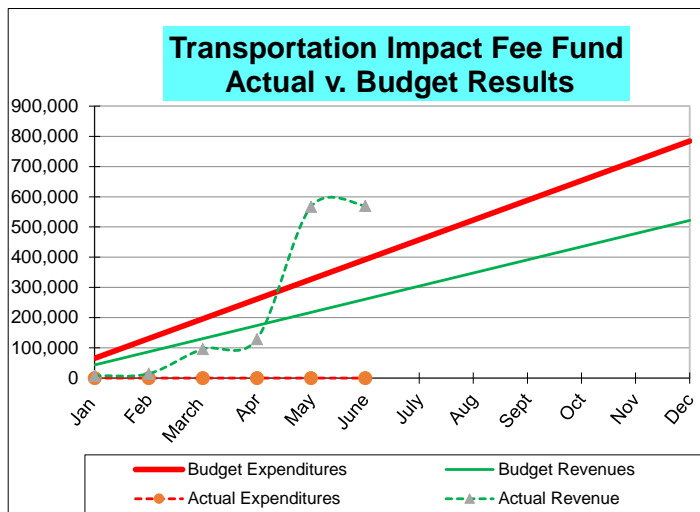


This fund accounts for City imposed park impact fees on new development. Expenditures are for public park acquisitions and improvements.

June 30, 2023

### TRANSPORTATION IMPACT FEE FUND

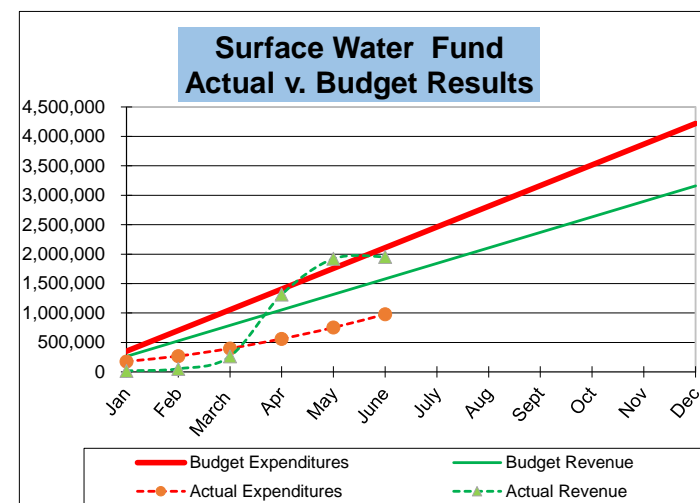
	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	65,358	0	43,472	7,562
Feb	130,716	0	86,944	14,461
March	196,074	0	130,416	96,287
Apr	261,432	0	173,888	128,935
May	326,790	0	217,360	566,969
June	392,148	0	260,832	570,166
July	457,506		304,304	
Aug	522,864		347,776	
Sept	588,222		391,248	
Oct	653,580		434,720	
Nov	718,938		478,192	
Dec	784,296		521,664	
2023-24	1,568,596		1,043,334	
Total Actual to Date vs Total Budget		0%		55%



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

### SURFACE WATER MANAGEMENT FUND

	2023-2024 Budget Expenditures	2023-2024 Actual Expenditures	2023-2024 Budget Revenue	2023-2024 Actual Revenue
Jan	351,574	177,516	263,276	17,517
Feb	703,148	268,361	526,552	52,102
March	1,054,722	398,377	789,828	263,203
Apr	1,406,296	561,906	1,053,104	1,314,101
May	1,757,870	753,038	1,316,380	1,921,920
June	2,109,444	979,153	1,579,656	1,953,992
July	2,461,018		1,842,932	
Aug	2,812,592		2,106,208	
Sept	3,164,166		2,369,484	
Oct	3,515,740		2,632,760	
Nov	3,867,314		2,896,036	
Dec	4,218,888		3,159,312	
2023-24	8,467,779		6,318,615	
Total Actual to Date vs Total Budget		12%		31%



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**  
**June 30, 2023**

Page 480 of 504



<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	\$6,487,140	\$935,186	\$944,958	6,477,368
Street	1,938,092	87,286	141,582	1,883,796
Transportation Capital	1,785,321	101,185	449,426	1,437,080
KAPE Fund	-13,398	0	6,273	(19,671)
Public Art	121,406	396	6,535	115,267
Park Impact Fee	349,271	1,204	0	350,476
Transportation Impact Fee	926,997	3,197	0	930,193
Swamp Creek Basin	459,183	1,583	0	460,766
Transportation Benefit District	298,503	31,206	0	329,710
ARPA Fiscal Recovery Fund	5,034,695	0	41,323	4,993,372
Sammamish Bridge Replacement	777,297	231,831	29,788	979,341
Walkways & Waterways Debt Service	729,792	6,313	242,250	493,855
Real Estate Excise Tax	3,794,381	141,651	0	3,936,032
Park Capital	1,052,931	133,917	16,278	1,170,570
Walkways & Waterways Bond	184,828	27,588	0	212,416
Surface Water Management	3,013,181	32,072	226,115	2,819,138
Surface Water Capital	1,891,153	0	1,552	1,889,602
Public Works Shop Fund	378,820	0	138,255	240,565
Strategic Reserve	1,384,361	4,774	0	1,389,135
Strategic Opportunities	691,106	5,225	14,054	682,277
Equipment Replacement	677,549	2,322	4,100	675,771
Trust & Agency	1,132,097	732	278	1,132,551
<b>Totals</b>	<b>\$33,094,707</b>	<b>\$1,747,668</b>	<b>\$2,262,766</b>	<b>\$32,579,609</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	\$5,045,356	\$1,428,118	6,473,475
Street	1,033,123	850,000	1,883,123
Transportation Capital	1,437,080	0	1,437,080
KAPE Fund	-19,671	0	(19,671)
Public Art	100,267	15,000	115,267
Park Impact Fee	-579,524	930,000	350,476
Transportation Impact Fee	900,193	30,000	930,193
Swamp Creek Basin	-939,234	1,400,000	460,766
Transportation Benefit District	329,709	0	329,709
ARPA Fiscal Recovery Fund	4,993,183	0	4,993,183
Sammamish Bridge Replacement	979,341	0	979,341
Walkways & Waterways Debt Service	493,855	0	493,855
Real Estate Excise Tax	3,936,032	0	3,936,032
Park Capital	1,170,570	0	1,170,570
Walkways & Waterways Bond	212,416	0	212,416
Surface Water Management	2,308,282	510,000	2,818,282
Surface Water Capital	1,889,602	0	1,889,602
Public Works Shop Fund	240,565	0	240,565
Strategic Reserve	539,136	850,000	1,389,136
Strategic Opportunities	682,277	0	682,277
Equipment Replacement	225,771	450,000	675,771
Trust & Agency	1,032,551	100,000	1,132,551
<b>Totals</b>	<b>\$26,010,878</b>	<b>\$6,563,118</b>	<b>\$32,573,997</b>



**City of Kenmore, Washington**  
**Investment Schedule**  
June 30, 2023



Financial Report, presented by Finance and Administrat...

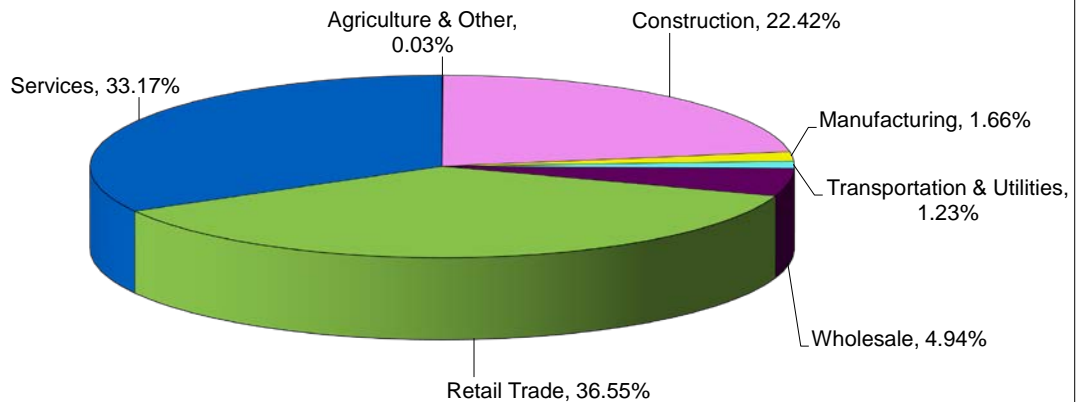
Average Yield to Maturity-Securities										Overall Average Yield	0.55%
										3.31%	
	Investment #	Type	Purchase Date			Maturity Date	Rate	Yield		Principal or Balance	Yield Equivalents
Time Value Investments											
	3135G05G4	FNMA	11/9/2020			7/10/2023	0.20%	0.20%		1,501,588.50	3,003.18
	3133EMHL9	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
CD's											
											-
Total CD's										0.00	0.00
TOTAL ALL SECURITIES										\$ 6,563,117.88	\$ 36,287.77
Banner Checking and Savings								0.02%		5,924,084.61	1,184.82
Pacific Premier Savings								5.13%		3,273,857.66	168,076.58
LGIP - Primary Account								5.20%		10,330,039.49	537,120.73
LGIP - Bond Proceeds Account								5.20%		6,482,896.74	337,084.70
Total Accounts										\$ 32,573,996.38	1,079,754.60

**City of Kenmore, Washington**  
**Retail Sales and Use Tax Distribution**  
**June 30, 2023**



Industry	Prior 12 Months ending June 2022	Current 12 Months ending June 2023	% Increase/ (Decrease)	% of Total
Agriculture & Other (Landscaping, Animal Hospitals)	\$1,006	\$1,068	6.14%	0.03%
Construction	921,925	839,206	-8.97%	22.42%
Manufacturing (Printing, Publishing, Other Manuf.)	72,188	62,254	-13.76%	1.66%
Transp/Comm/Utilities (Telecomm., Air Transport.)	28,655	46,079	60.81%	1.23%
Wholesale (Lumber, Other Wholesale)	176,278	184,694	4.77%	4.94%
Retail Trade (Eating, Merchandise, Food Stores)	1,310,388	1,367,776	4.38%	36.55%
Services (Auction, Recreation, Auto Repair, Financial)	1,181,773	1,241,433	5.05%	33.17%
Totals	<u>\$3,692,212</u>	<u>\$3,742,510</u>	<u>1.36%</u>	100%
Increase/(Decrease)		<u>\$50,298</u>	<u>1.36%</u>	

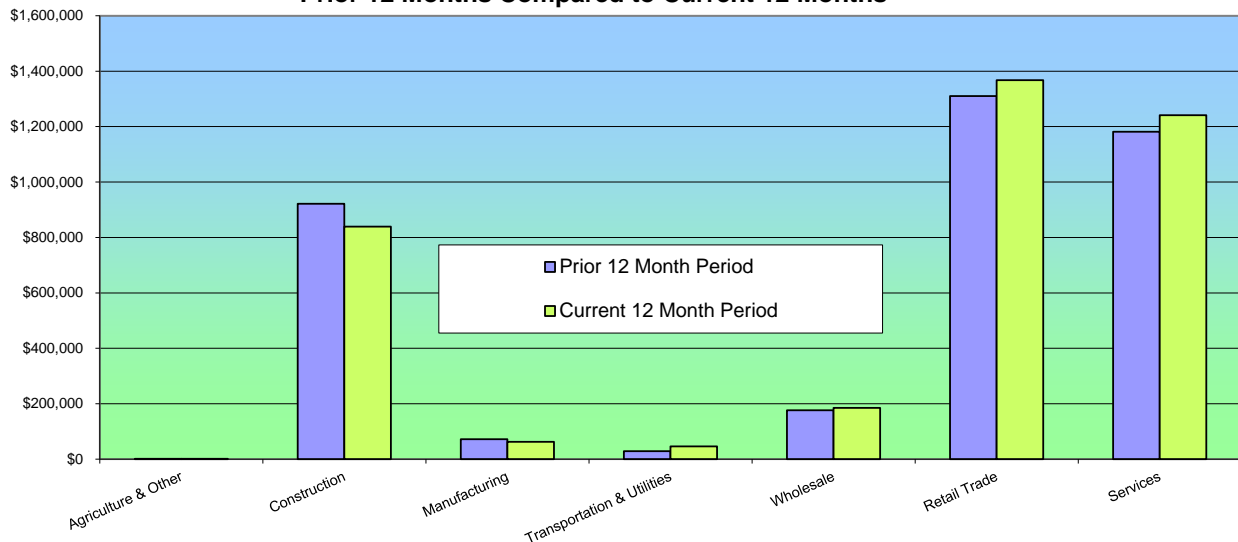
**Retail Sales and Use Taxes by Industry  
Current 12 Months Ending June 2023**



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

**Retail Sales and Use Taxes by Industry  
Prior 12 Months Compared to Current 12 Months**



City of Kenmore  
Retail Sales & Use Tax History  
1999-2021



	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	3 Year Average	Over (Under) Target	Over (Under) 2022
January	147,430	155,767	183,686	189,714	212,512	206,314	276,941	293,134	303,019	258,797	44,222	9,885
February	202,329	229,546	242,293	212,833	266,881	271,363	380,689	328,417	346,254	326,823	19,431	17,836
March	142,567	163,676	167,464	166,245	199,904	188,827	252,964	271,188	266,941	237,660	29,281	(4,247)
April	149,181	156,098	161,451	165,619	184,173	169,696	252,692	297,790	252,194	240,059	12,135	(45,596)
May	154,761	178,226	190,582	218,195	225,702	182,215	279,497	343,261	290,536	268,324	22,212	(52,725)
June	171,438	191,343	172,177	199,727	236,078	213,794	301,742	325,842	275,053	280,459	(5,407)	(50,789)
July	176,794	173,737	187,114	187,663	237,778	235,288	274,557	318,993		276,279	(276,279)	(318,993)
August	193,832	218,824	225,046	235,886	256,744	288,358	343,181	361,803		331,114	(331,114)	(361,803)
September	187,454	259,234	163,473	233,272	246,655	265,718	287,846	317,663		290,409	(290,409)	(317,663)
October	165,890	211,887	205,522	205,300	241,117	278,793	314,852	355,668		316,438	(316,438)	(355,668)
November	183,083	213,098	201,799	199,451	223,471	292,554	318,463	340,848		317,288	(317,288)	(340,848)
December	171,029	188,590	183,873	223,263	243,075	294,835	293,680	313,538		300,684	(300,684)	(313,538)
	2,045,788	2,340,024	2,284,480	2,437,168	2,774,091	2,887,755	3,577,105	3,868,146	1,733,996	3,444,335	(1,710,339)	(2,134,150)

# **CITY OF KENMORE**

## **Finance**

# **GENERAL & OTHER REVENUE FUNDS**

**Year To Date as of 6/30/2023**  
**25% of Biennium Elapsed**

**September 11, 2023**

---



# REVENUES– General Fund

<u>REVENUES</u>	<u>YTD 6/30/23</u>	<u>BUDGET</u>	<u>%</u>
Property Taxes	3,001,241	11,403,392	26.3%
Sales and Use Taxes	1,733,997	7,543,271	23.0%
Utility Taxes	901,249	2,956,579	30.5%
Other Taxes	64,445	335,010	19.2%
Development Fees & Permits	815,680	2,283,416	35.7%
Franchise Fees	444,721	1,707,003	26.1%
Intergovernmental and Grants	748,139	3,099,112	24.1%
Investment Interest	85,140	66,903	127.3%
Fines and Forfeitures	17,437	0	0.0%
Transfers and Other Revenues	75,489	1,910,445	4.0%
Total Revenues	7,887,537	31,305,131	25.2%



# EXPENDITURES – General Fund

<u>EXPENDITURES</u>	<u>YTD 6/30/23</u>	<u>BUDGET</u>	<u>%</u>
City Council	113,002	405,013	27.9%
City Manager	1,076,794	3,640,924	29.6%
City Clerk	335,962	978,750	34.3%
Finance	814,276	2,527,861	32.2%
Human Resources	102,980	510,304	20.2%
Legal	142,390	700,000	20.3%
Interfund Transfers/Non Department	0	1,950,513	0.0%
Public Safety	129,815	9,666,950	1.3%
Engineering & Environmental Services	420,370	1,745,035	24.1%
Community Development	521,912	2,038,723	25.6%
Developmental Services	756,108	3,371,076	22.4%
Parks & Facility Maintenance	774,953	3,717,276	20.8%
Total Expenditures	5,188,563	31,252,425	16.6%
+ Estimated Police	1,800,000		18.6%
+ Estimated Transfers	500,000		25.6%
New Total Expenditures	7,488,563	31,252,425	24.0%



# General Fund Reserves

<b>20% Fund Balance Requirement - 2023</b>	<b>\$3.6 million</b>
<b>Actual Fund Balance – 6/30/2023</b>	<b>\$7.3 million</b>

## Reserve Policy

City shall maintain reserves of not less than 20% of annual operating expenditures

- To offset revenue shortfalls
- For unanticipated emergencies





# INVESTMENT SCHEDULE

Average Yield to Maturity-Securities										Overall	0.55%
										Average Yield	3.31%
Investment #	Type	Purchase		Maturity		Rate	Yield		Principal or	Yield	
		Date		Date							Balance
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
	3130AQTT0	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

**TOTAL ALL SECURITIES**

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

<b>Banner Checking and Savings</b>	<b>0.02%</b>	<b>5,924,084.61</b>	<b>1,184.82</b>
<b>Pacific Premier Savings</b>	<b>5.13%</b>	<b>3,273,857.66</b>	<b>168,076.58</b>
<b>LGIP - Primary Account</b>	<b>5.20%</b>	<b>10,330,039.49</b>	<b>537,120.73</b>
<b>LGIP - Bond Proceeds Account</b>	<b>5.20%</b>	<b>6,482,896.74</b>	<b>337,084.70</b>

**Total Accounts**

**\$ 32,573,996.38 1,079,754.60**



# STREET FUND

<u>REVENUES</u>	<u>YTD 6/30/2023</u>	<u>Budget</u>	<u>%</u>
Fuel Tax	195,733	917,905	21.3%
Investment Interest	28,735	20,000	143.7%
Miscellaneous	9,042	46,602	19.4%
ROW Permit Fees/Inspections	94,107	243,612	38.6%
Multimodal Transportation	15,639	63,948	24.5%
MVA Transpo City	13,684	0	0.0%
Transfer from General Fund	0	1,858,313	0.0%
Transfer from TBD	0	700,000	0.0%
Total Revenues	356,940	3,850,380	9.3%
<u>EXPENDITURES</u>	<u>YTD 6/30/2023</u>	<u>Budget</u>	<u>%</u>
Salary and Benefits	395,625	1,575,300	25.1%
Maintenance & Operations	328,889	2,001,300	16.4%
Capital	18,881	52,500	36.0%
Transfer to PW Shop Fund	0	175,880	0.0%
Total Expenditures	743,395	3,804,980	19.5%
Net Revenues (Expenditures)	(386,454)	45,400	
Beginning Fund Balance	2,270,562	2,270,562	
Ending Fund Balance	1,884,108	2,315,962	



# SURFACE WATER MANAGEMENT

Fund	Budget 2023-2024	YTD 6/30/23	%
Storm Drain Fees	6,270,040	1,953,992	31%
Expenses	8,467,779	979,153	12%

- SWM has a cash balance of \$2.8M as of 6/30/23



# IMPACT FUNDS

Fund	Budget 2023-2024	YTD 6/30/23	%	Cash Balance
Park Impact	505,670	255,545	51%	350,476
Transportation Impact	1,043,334	570,166	55%	930,193



# REET / TBD FUNDS

Fund	Budget 2023-2024	YTD 6/30/23	%	Cash Balance
<b>REET</b> Portion for Trans Cap projects	2,448,000	492,483	20%	3,936,032
<b>TBD</b> Transp Impr Street Preservation	726,305	178,187	25%	329,710



# SUMMARY

- Overall, revenues on pace for the biennium at 25.2%
- Expenditures soft due to the Police Contract and transfers
- Interest revenue very high at 127% of budget
- All other funds tracking as expected
- Surface Water rates to be discussed on 9/18/23



# For comments and questions:

Melinda Merrell  
Finance & Administration Director  
[mmerrell@kenmorewa.gov](mailto:mmerrell@kenmorewa.gov)  
425 398 8900 (x6190)





# Housing and Human Services Update

Tambi Cork, Housing and Human Services Manager  
September 11, 2023



# Kenmore Supportive Housing



2022		2023		2024	2025	
Q2	Q3	Q2	Q3	Q1	Q2	Q4
Affordable Housing RFP Released	Funding Applications Submitted	Final Funding Decisions Announced	Permit Submission	Permit Issuance	Construction Completion (Est.)	Fully Leased (Est.)
Plymouth Housing Selected			SEPA/NEPA Review	Construction Start (Est.)	Opening Celebration	
			Community Outreach	Groundbreaking Celebration		

Plymouth  
Housing

ARCH  
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ARCH  
ARCH





# Holt Property RFP Process

## Applications due October 6, 2023



# Human Services Contracts

Agency	Program
Center for Human Services	Family Support Programs
	Center for Human Services - Behavioral Health Programs
Child Care Resources	Information and Referral, Technical Assistance, and Training
Crisis Connections (formerly Crisis Clinic)	King County 2-1-1
	Teen Link
	Crisis Line
HealthPoint	Medical Care
	Dental Care
Hopelink	Financial Assistance Resiliency Program
	Housing
	Food Programs
Kenmore Elementary PTA	Social Services
Kenmore Middle School	Kitchen Table
KidVantage (formerly EBC)	Meeting Basic Needs For Children
King County Bar Foundation	Neighborhood Legal Clinics
King County Sexual Assault Resource Center	Sexual Assault Advocacy Services
NAMI Eastside	Youth Mental Health
	Mental Health Education & Support Programs
Northshore Schools Foundation	Removing Barriers
Northshore Senior Center	Adult Day Health Program
	Senior Center
	Transportation Program
Sound Generations	Meals on Wheels
	Volunteer Transportation Services (VTS)
Wonderland Child and Family Services	The Next Level Early Support Program
Lake City Partners Ending Homelessness	24/7 Enhanced Homeless Shelter (Oaks)
Mary's Place Seattle	Assistance for Families Experiencing Homelessness
Center for Human Services	Student and Family Mental Health Counseling Services
Lake City Partners Ending Homelessness	Homelessness Response - Outreach Specialist



# Human Services Needs Assessment

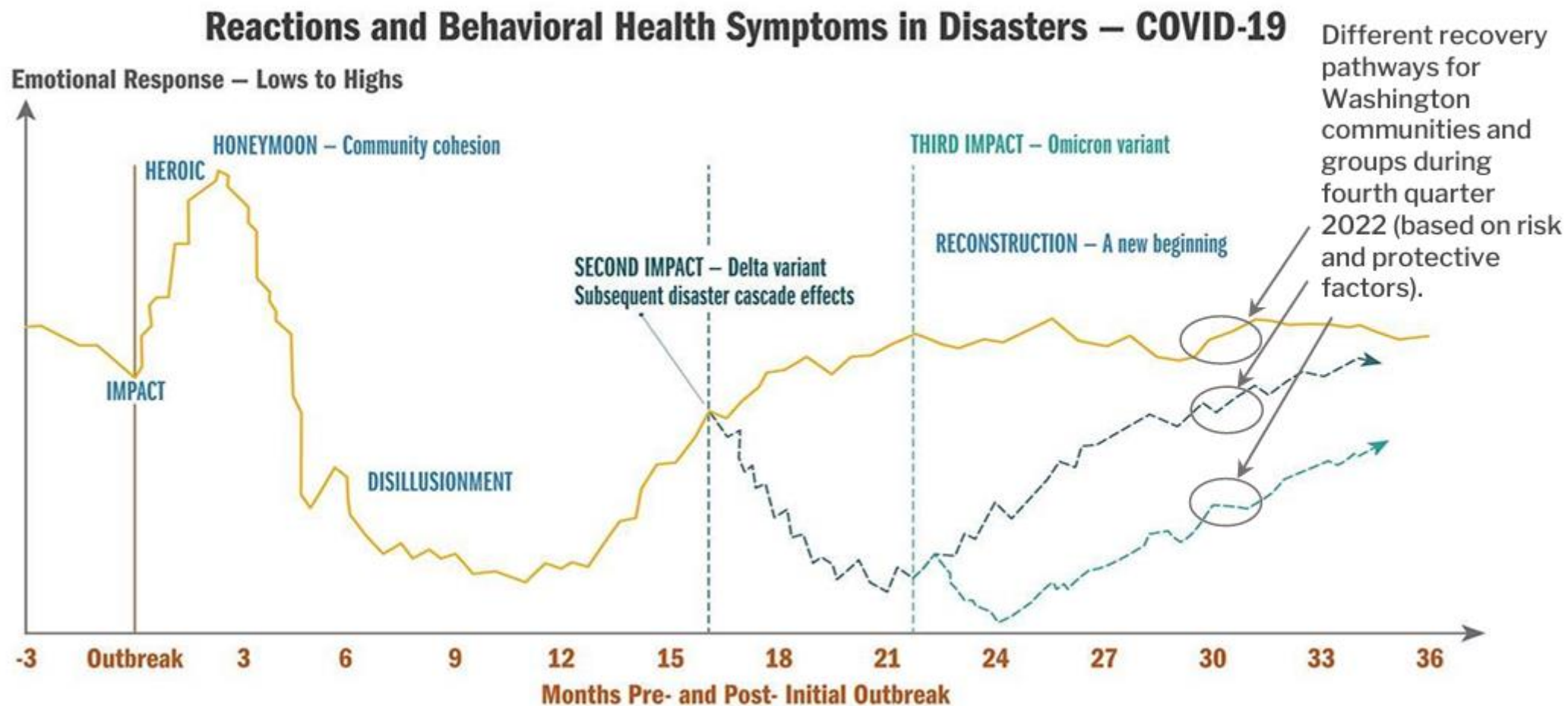
- Community Profile
- Human Services Landscape
- Guiding Principals and Funding Priorities

## Our Service Vision

Propelling Kenmore Upward:  
**We create a thriving  
community where all people  
love where  
they live.**



# Human Services Behavioral Health





***“May your choices reflect your hopes,  
not your fears.”*** Nelson Mandela

**Our Epidemic  
of Loneliness  
and Isolation**

2023



The U.S. Surgeon General's Advisory on the  
Healing Effects of Social Connection and Community

**Neighborhoods can be great allies  
for youth mental health**

July 11, 2023 at 2:04 pm



THE CONVERSATION

MENTAL HEALTH

**The Youth Mental Health Crisis  
Worsens amid a Shortage of  
Professional Help Providers**

In October 2021 a national emergency in child mental health was declared. Since then the crisis  
has only gotten worse





# Mental Health First Aid

October 6  
9am – 4:30pm



## LEARN HOW TO SUPPORT YOUR FRIENDS, FAMILY AND NEIGHBORS

Adult Mental Health First Aid (MHFA) teaches you how to identify, understand and respond to signs of mental health and substance use challenges among adults.

You'll build skills and confidence you need to reach out and provide initial support to those who are struggling. You'll also learn how to help connect them to appropriate support.

### AFTER THE COURSE, YOU'LL BE ABLE TO:

- Recognize common signs and symptoms of mental health challenges.
- Recognize common signs and symptoms of substance use challenges.
- Understand how to interact with a person in crisis.
- Know how to connect a person with help.
- Use self-care tools and techniques.

Join the more than  
**2.6** MILLION

*First Aiders who  
Human Services Behavioral He...osen to be  
the difference in  
their community.*

*"I feel more confident when talking about mental health at work. Leading a team... this training has allowed me to be aware of signs that someone is struggling and also to be more comfortable talking to folks about it, and how to graciously and confidently extend an offer of support and respect"*

—Mental Health First Aider

### Learn how to respond with the Mental Health First Aid Action Plan (ALGEE):

- A**ssess for risk of suicide or harm.
- L**isten nonjudgmentally.
- G**ive reassurance and information.
- E**ncourage appropriate professional help.
- E**ncourage self-help and other support strategies.



# Center for Human Services



Center for Human Services

*Building a stronger community...one family at a time.*

## Proudly Serving Kenmore

Behavioral Health and Family Support  
services for Kenmore residents

### Family Support Services

*\*Most services are offered in  
Spanish & English.*

Kaleidoscope Play & Learn groups

Parenting Classes & 1:1 Support

Kinship Caregiver Support groups

Youth development programs and activities



### Behavioral Health Services

Mental Health counseling services

Substance Use Disorder Treatment services

Infant & Early Childhood Mental  
Health services

WISe / Wraparound services

In partnership with the *City of Kenmore:*

**FREE** School-Based Therapy at **Inglemoor High School**

*\*Regardless of insurance, income, or status*



# Thank you!

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