



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 Regular Meeting

**ON-SITE**

**MONDAY, NOVEMBER 27, 2023 - 7:00 PM**

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

**ZOOM LINK: <https://kenmorewa-gov.zoom.us/j/81408633153>**

**ZOOM PASSWORD: plymouth**

Or One tap Mobile: US: +12532158782,,81408633153#

Or Telephone Dial US: +1 253 215 8782

Callers please dial \*9 to raise and lower hand

Webinar ID: 814 0863 3153

**ZOOM PASSWORD: plymouth**

**SIGN UP FOR VIRTUAL PUBLIC COMMENT HERE: [www.kenmorewa.gov/virtualpubliccomment](http://www.kenmorewa.gov/virtualpubliccomment)**

**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 REGULAR MEETING TO ORDER - 7:00 PM**
- II. ROLL CALL**
  - D. SREBNIK EXCUSED**
- III. LAND ACKNOWLEDGEMENT**
- IV. FLAG SALUTE**
- V. AGENDA APPROVAL**
- VI. WHERE'S THE FUN?**
- VII. PUBLIC COMMENTS**

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 pre-registered virtual guests. 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. You can submit materials to the Council or Clerk in advance. This meeting is being recorded. Thank you for taking the time to express your comments.

**NEW VIRTUAL PARTICIPATION PROCESS:** To provide public comments virtually, please fill out the [Virtual Public Comment Request Form](#) in advance of the meeting. The form opens Tuesdays at 12:00 Noon and closes Mondays at 12:00 Noon. You will be confirmed by the City Clerk. If you are having difficulty, please reach out to the City Clerk at [awarhol@kenmorewa.gov](mailto:awarhol@kenmorewa.gov).

## VIII. PRESENTATION

- A. Plymouth Housing Update, introduced by Housing and Human Services Manager Tambi Cork, and presented by Plymouth Housing Chief Real Estate Officer Karen Peterson and Plymouth Housing Senior Real Estate Developer Elizabeth Murphy  
[Presentation - Plymouth Housing](#)

## IX. CONSENT AGENDA

### APPROVED BY UNANIMOUS CONSENT

- A. Approve the City Council Special and Regular Council Meeting Minutes from November 13, 2023.  
[City Council Special and Regular Meeting Minutes from November 13, 2023](#)
- B. Adopt Ordinance No. 23-0591 repealing and adopting a new Transportation Element; repealing and adopting a new Appendix D of the Transportation Element; adopting a new Climate Action Element; and amending the Public Services Element, the Utilities Element, and the Capital Facilities Element.  
[Agenda Bill - Proposed Ordinance No. 23-0591, Comprehensive Plan Amendments](#)  
[Attachment 1 - Ordinance No. 23-0591](#)  
[Exhibit A - Transportation Element](#)  
[Exhibit B - Appendix D, Transportation Documentation](#)  
[Exhibit C - Climate Action Element](#)  
[Exhibit D - Table CF-C, Transportation Capital Improvements of the Capital Facilities Element](#)  
[Exhibit E - Final Public Services Element](#)  
[Exhibit F - Utilities Element](#)



- C. Authorize the City Manager to execute Contract No. 23-C2990, Consultant Services Agreement with Gordon Thomas Honeywell from January 1, 2024 through December 31, 2024.  
[Agenda Bill - Contract No. 23-C2990 Gordon Thomas Honeywell](#)  
[Attachment 1 - Contract No. 23-C2990](#)
- D. Approve Total Check #s 53247 through 53315 totaling \$2,121,265.50 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 11/03/2023 in the amount totaling \$242,192.94 and ACH Payment to American Traffic Solutions in the amount of \$15,000.00.  
[Voucher Certification and Approval 10/28/2023-11/10/2023](#)
- E. Approve Amendment No. 3 to the City Manager's employment agreement, Contract No. 16-C1631, effective January 1, 2024.  
[Agenda Bill - Amendment No. 3 to Contract No. 16-C1631](#)  
[Attachment 1 - Amendment No. 3 to City Manager's Employment Agreement](#)

**X. PUBLIC HEARING**

**PUBLIC HEARING HELD. SECOND PUBLIC HEARING ON 12/11/23.**

**NEW VIRTUAL PARTICIPATION PROCESS:** To provide public comments virtually, please fill out the [Virtual Public Comment Request Form](#) in advance of the meeting. The form opens Tuesdays at 12:00 Noon and closes Mondays at 12:00 Noon. You will be confirmed by the City Clerk. If you are having difficulty, please reach out to the City Clerk at [awarhol@kenmorewa.gov](mailto:awarhol@kenmorewa.gov).

- A. Plymouth Development Agreement, presented by Development Services Director Samantha Loyuk and Housing and Human Services Manager Tambi Cork, *for introduction and public hearing*  
[Agenda Bill - Plymouth Development Agreement](#)  
[Attachment 1 - Draft Development Agreement](#)  
[Attachment 2 - Proposed Ordinance No. 23-0600](#)  
[Attachment 3 - City Manager Letter of Recommendation](#)  
[Attachment 4 - Conceptual Drawings](#)  
[Attachment 5 - Northshore Utility District \(NUD\) Easement Letter](#)  
[Presentation - Development Agreement for Property at 6532 Bothell Way NE](#)

**XI. BUSINESS AGENDA**

- A. Proposed Ordinance No. 23-0588, 2024 Regular Property Tax Levy, presented by Finance and Administration Director Melinda Merrell, *for adoption*  
**ORDINANCE 23-0588 ADOPTED**

[Agenda Bill - Proposed Ordinance No. 23-0588 2024 Regular Property Tax Levy](#)

[Attachment 1 - Proposed Ordinance No. 23-0588](#)

[Presentation - 2024 Regular Property Tax Levy and Excess Property Tax Levy](#)

- B. Proposed Ordinance No. 23-0590, 2024 Excess Property Tax Levy, presented by Finance and Administration Director Melinda Merrell, *for adoption*

**ORDINANCE 23-0590 ADOPTED**

[Agenda Bill - Proposed Ordinance No. 23-0590 2024 Excess Property Tax Levy](#)

[Attachment 1 - Proposed Ordinance No. 23-0590](#)

[Presentation - 2024 Regular Property Tax Levy and Excess Property Tax Levy](#)

- C. Proposed Resolution No. 23-402, City of Kenmore 2024 Fee Schedule, presented by Development Services Director Samantha Loyuk, *for adoption*

**RESOLUTION 23-402 ADOPTED**

[Agenda Bill - Proposed Resolution No. 23-402](#)

[Attachment 1 - Proposed Resolution No. 23-402](#)

[Exhibit A - 2024 Fee Schedule](#)

[Attachment 2 - Summary of Changes](#)

[Attachment 3 - Northshore School District 2023 Capital Facilities Plan](#)

[Attachment 4 - 2023 Fee Schedule \(version 2\)](#)

- D. Cozy Inn Property Options, presented by Community Development Director Debbie Bent, *for discussion and direction*

**COUNCIL VOTED TO PURSUE OPTION NO. 4**

[Agenda Bill - Cozy Inn Property Options](#)

[Attachment 1 - 7/17/23 Staff Memo on Options for the Cozy Inn Property](#)

**XII. STAFF REPORTS**

- A. Farmers Market Recap and Update, presented by Volunteer and Events Supervisor Stephanie Brown and Events Specialist Nicole Suarez  
[Memo - Farmers Market 2023 Recap Summary and Future Planning](#)

- B. Other - City Manager Rob Karlinsey

**XIII. COUNCILMEMBER REPORTS & COMMENTS**

**XIV. ADJOURNMENT**

**UPCOMING MEETINGS**

- A. Monday, December 4, 2023 6:15 PM - City Council Special Meeting  
Monday, December 11, 2023 7:00 PM - City Council Regular Meeting

**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.

# Kenmore City Council

November 27, 2023

Plymouth  
Housing



*Wendy Tyau-Dumlao, left, a housing case manager for Plymouth Housing, with Leo, a Plymouth Housing resident who has achieved stability after homelessness.  
(Photo Credit: Rolan Wong)*

# VIDEO



# Our Mission

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



# Housing + Support = Permanent Supportive Housing

Our model of permanent housing, coupled with wraparound supportive services, gives our residents the solid base they need to rebuild their lives and leave homelessness behind forever.

- By “**permanent**,” we mean that there is no time limit on our housing.
- By “**supportive**,” we mean that we connect our residents with services that can help them thrive.

**97%**  
of Plymouth's  
residents  
succeed in  
maintaining a  
permanent home  
after leaving  
homelessness.



**Who will be the residents of this building in Kenmore?**

# Residents at Kenmore Supportive Housing

Required by our funding from WSHFC and Commerce:

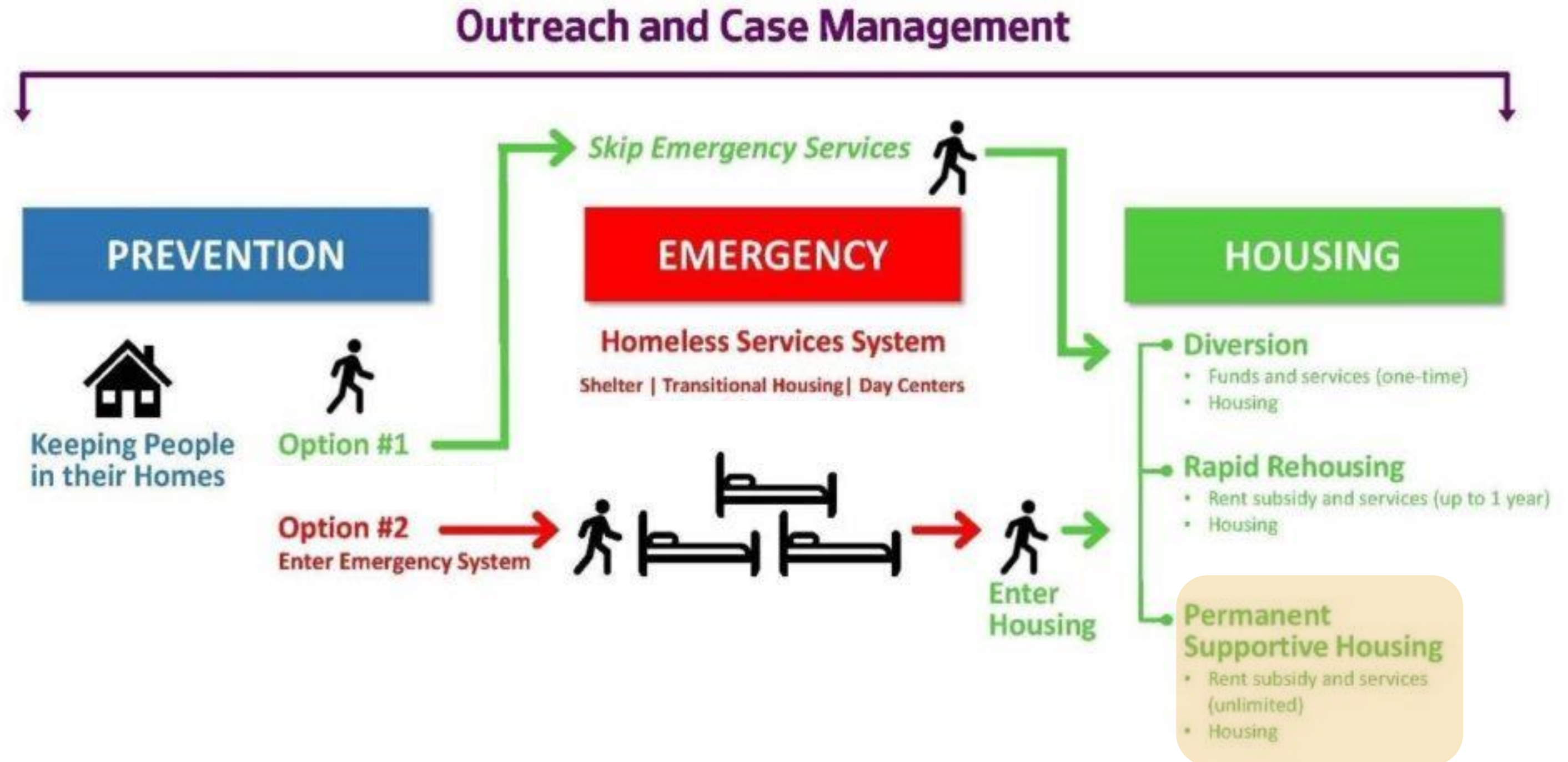
- Income is 30% or less of the Area Median Income
- Homeless at Entry (staying in a shelter, hospital, transitional housing, "couch surfing")

Affirmative marketing to seniors, veterans, people with disabilities



# How does Plymouth fill buildings with residents?

# Addressing Homelessness Requires a Continuum of Care System





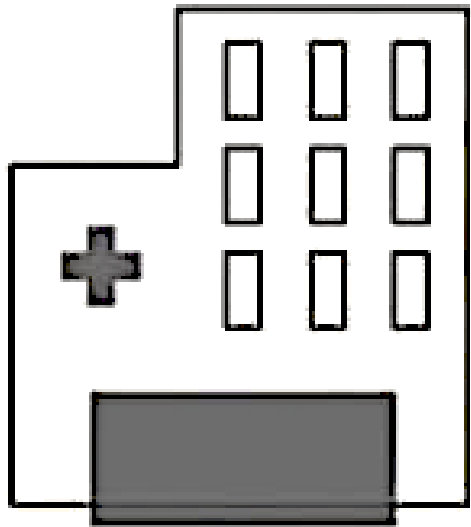
# Steps to Lease Up

- Receive Project-Based Vouchers from KCHA
- Build Referral Partnerships
- Affirmative Marketing
- Coordinated Entry
- Phased Lease up (6-8 months to fill building)



# Compassionate & Cost-Effective

FOR THE COST OF



3 DAYS

IN THE HOSPITAL

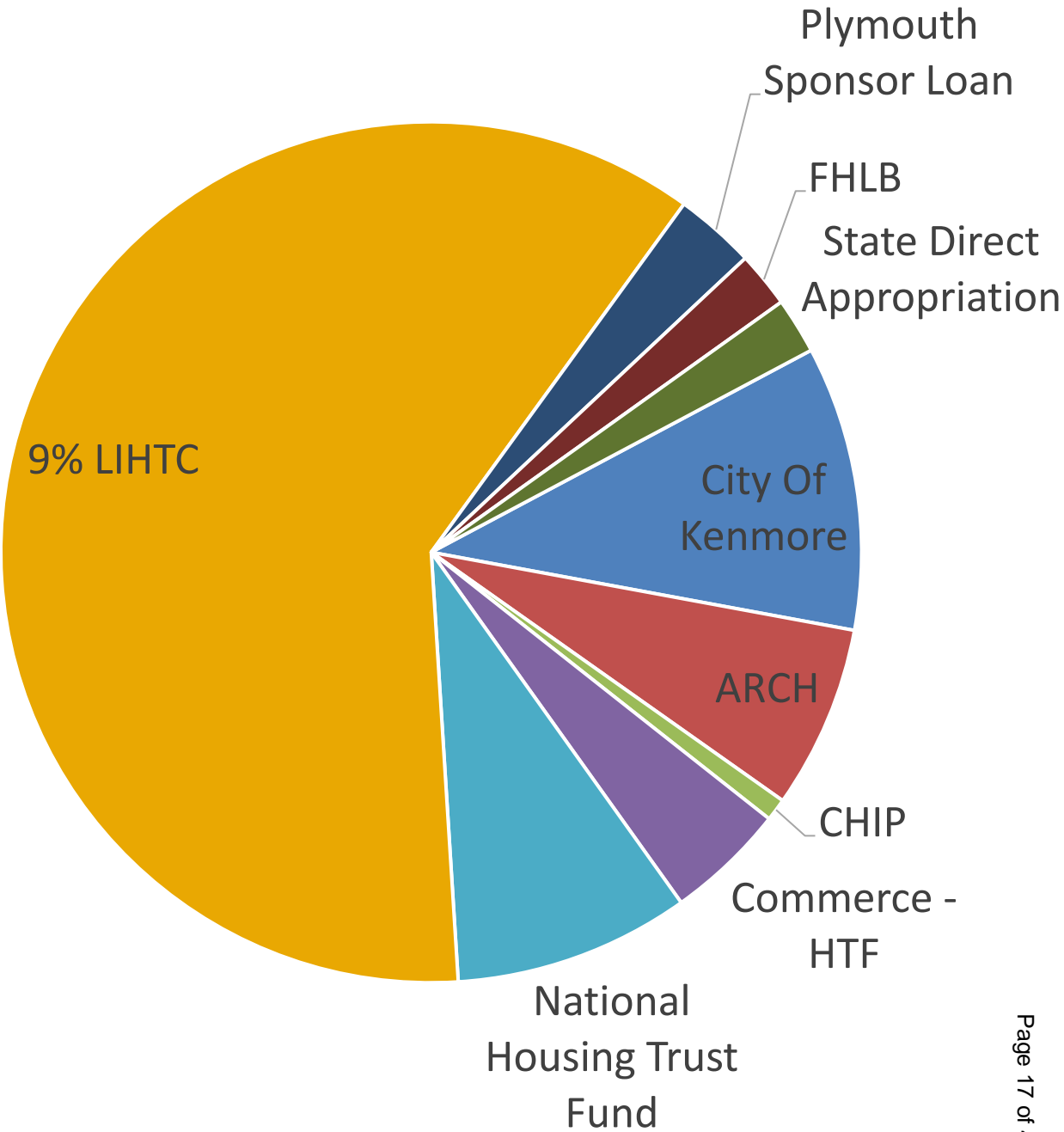
...PLYMOUTH PROVIDES 365 DAYS OF HOUSING AND CRITICAL SUPPORT SERVICES.

# Funding and Regulation



# Kenmore Estimated Sources

Source	% of Total Funding
Low Income Housing Tax Credit Equity	61%
City of Kenmore (Land & ARPA)	11%
National Housing Trust Fund (NHTF)	9%
A Regional Coalition for Housing (ARCH)	7%
State Housing Trust Fund	5%
Plymouth Housing Contribution	3%
Federal Home Loan Bank AHP (FHLB)	2%
State Direct Appropriation	2%
Connecting Housing to Infrastructure (CHIP)	1%



# Impact of Priorities in a Competitive Funding Environment

For the last 10+ years to compete in the King County Pool,  
Developments Must Serve Homeless

Year	Scoring Range	Number of King County Developments Funded
2020	181-186	4
2021	188-189	4
2022	185-190	5
2023	180-188	4

Highest Weighted Priority:

- Housing Commitment for Priority Populations
  - Permanent Supportive Housing for Homeless
- 35 Points in King County
- One Point Makes a Difference

Kenmore Supportive Housing Example:

- Kenmore Points: 181
- Kenmore Points without Selecting Priority Population: 146

# Kenmore Estimated Sources

## How do we compete for an allocation of tax credits?

- IRS requires each allocating agency to adopt a Qualified Action Plan (QAP)
- Washington State Housing Finance Commission (WSHFC) allocates the credits
- QAP defines WSHFC's selection criteria used to determine housing priorities
- Sets preferences of WSHFC in allocating credit
- Very competitive
- Rank/Competitiveness is based on the projects that meet the most priorities
- Prioritizes populations that need the most help

# Regulation: Multiple Entities; Multiple Methods

## Who:

- IRS Section 42
- Washington State Housing Finance Commission
- Investor
- Construction Loan Lender
- Construction Inspector
  - Represents Investor and Lenders
- Public Funders
- King County Housing Authority
- Certified Public Accountants
- Auditors

## How:

- Regulatory Agreements & Covenants filed of Record
  - Rent & Income Levels
  - Compliance Period
- Legal Documents
- Physical Inspections and Management Reviews
- Noncompliance is Reported to IRS
- Tenant Landlord Law
- Plymouth Housing Audit and LLC Audits
- Management and Occupancy Review
- Operating Guarantees
- Financial Reporting Requirements

# Program Model

# Our Model: Housing First Housing before anything else.



## We Believe

That everybody is ready for housing, and we make moving into our apartments as easy as possible for our most vulnerable neighbors.



## We Empower

Our residents by offering them the choice to engage in services and we're here when they need us.



## We Provide

Opportunities for growth that start with each resident's individual needs.



# Our Development and Operating Principles

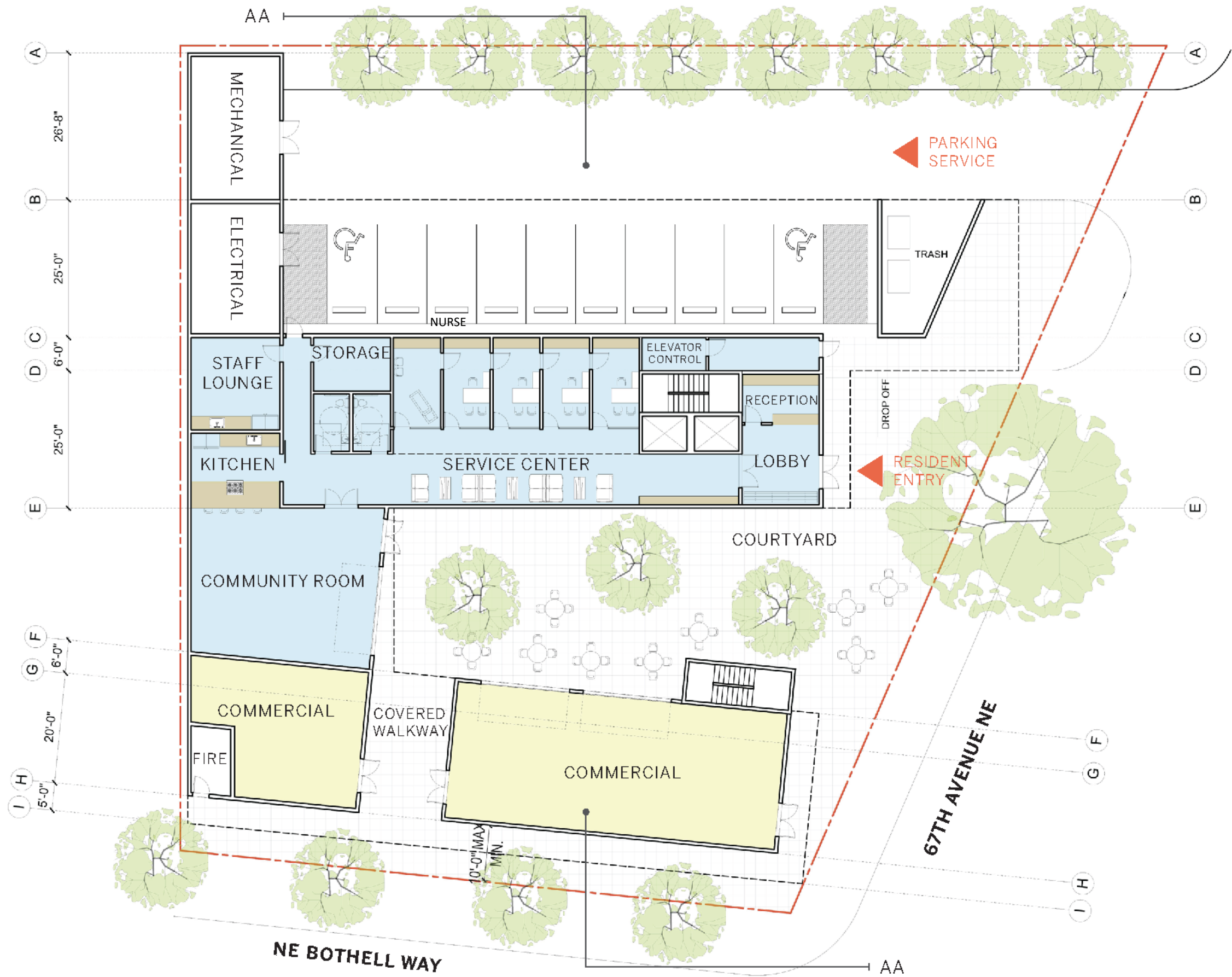
**SAFETY**

**DESIGN**

**COMMUNITY**



# Looking to the Future





# Ways to support your new neighbors:

- Become a monthly donor to give the gift of home
- Join our mailing list and follow Plymouth Housing on social media
- Ask about volunteer opportunities!
- Learn more about our Promoters of Plymouth (PoP) Committee
- Organize a supply drive for clothes, household goods, and pantry staples
- Leverage your workplace giving program





**"I have a future. And I have  
Plymouth Housing to thank for that."**

*Deb White, Resident Board Member*



# Questions?

**City of Kenmore  
City Council Meeting  
Special & Regular Meeting Minutes  
Monday, November 13, 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  
Councilmember David Baker  
Councilmember Joe Marshall  
Councilmember Angela Kugler  
Councilmember Debra Srebnik – Excused  
Councilmember Corina Pfeil

Staff: City Manager Rob Karlinsey  
Deputy City Manager Stephanie Lucash  
City Attorney Dawn Reitan – Virtual  
City Clerk Anastasiya Warhol – Virtual  
Deputy City Clerk Michelle Kang  
Development Services Director Samantha Loyuk  
Permit Coordinator Daniel Saunders  
Parks and Streetscape Supervisor Quinn Proffitt  
Public Works Maintenance Worker Seth Thompson  
Public Works Maintenance Worker Case Rogers  
Public Works Maintenance Work Darrin Neil  
Assistant to the City Manager Garrett Oppenheim  
Finance and Administration Director Melinda Merrell  
Environmental Services Director Richard Sawyer  
Engineering Director John Vicente

Speaking Guests:  
Tracy Banaszynski, Planning Commission Applicant  
David Dorrian, Planning Commission Applicant  
Marcia Fischer, Planning Commission Applicant  
Christopher Olson, Planning Commission Applicant  
Dwight Thompson, Planning Commission Applicant  
Suzanne Greathouse, Kenmore Heritage Society President

Abby Anderson, King County Regional Homelessness Authority  
Sub-Regional Planning Specialist  
Mallory Van Abbema, King County Regional Homelessness  
Authority Sub-Regional Planning Specialist  
Reah Flisakowski, DKS Associates Consultant  
Alicia McIntire, Parametrix

Public Comments Speaking Guests:

Laurie Sperry, Kenmore Resident  
Nadia Silver, Kenmore Resident  
Emilie Burnham, Kenmore Resident  
Stacey Valenzuela, Kenmore Resident

Public Hearing A Speaking Guests:

Laurie Sperry, Kenmore Resident  
Stacey Valenzuela, Kenmore Resident

Public Hearing B Speaking Guests:

Stacey Valenzuela, Kenmore Resident

**CALL SPECIAL MEETING TO ORDER**

Mayor Herbig called the special meeting to order at 5:30 PM.

**BUSINESS AGENDA**

A. Planning Commission Interviews

[Agenda Bill - Planning Commission Interviews](#)  
[Attachment 1 - Applications of Interviewees](#)

The Council interviewed the following applicants:

1. Tracy Banaszynski
2. David Dorrien
3. Marcia Fischer
4. Christopher Olson
5. Dwight Thompson

B. Planning Commission Selection, *for appointment*

[Agenda Bill - Planning Commission Interviews](#)  
[Attachment 1 - Applications of Interviewees](#)

**MOTION:** Councilmember Marshall moved to appoint Marcia Fischer to the Planning Commission. Councilmember Baker seconded the motion.

**VOTE:** 2 Yes, 4 No, 0 Abstain. **MOTION FAILS.**



**MOTION:** Deputy Mayor O’Cain moved to appoint Tracy Banaszynski to the Planning Commission. Councilmember Pfeil seconded the motion.  
**VOTE:** 5 Yes, 1 No, 0 Abstain. **MOTION PASSES.**

**MOTION:** Councilmember Pfeil moved to appoint David Dorrian to the Planning Commission. Deputy Mayor O’Cain seconded the motion.  
**VOTE:** 6 Yes, 0 No, 0 Abstain. **MOTION PASSES.**

**MOTION:** Councilmember Pfeil moved to appoint Christopher Olsen to the Planning Commission. Councilmember Kugler seconded the motion.  
**VOTE:** 6 Yes, 0 No, 0 Abstain. **MOTION PASSED.**

**MOTION:** Councilmember Kugler moved to appoint Dwight Thompson to the Planning Commission. Deputy Mayor O’Cain seconded the motion.  
**VOTE:** 6 Yes, 0 No, 0 Abstain. **MOTION PASSES.**

Applicant Marcia Fischer will be part of an applicant pool for potential future vacancies in the Planning Commission.

#### **ADJOURN SPECIAL MEETING**

Mayor Herbig adjourned the special meeting at approximately 7:09 PM.

#### **CALL REGULAR MEETING TO ORDER**

Mayor Herbig called the regular meeting to order at 7:09 PM.

#### **LAND ACKNOWLEDGEMENT**

Mayor Herbig read the Land Acknowledgement Honoring First Peoples.

#### **FLAG SALUTE**

Mayor Herbig led the Council in the flag salute.

#### **AGENDA APPROVAL**

The agenda was approved as presented.

#### **PROCLAMATION**

Mayor Nigel Herbig read a proclamation honoring Veterans; it was accepted by Daniel Saunders, U.S. Army, Sergeant-E5.

[Veterans Day - November 11, 2023](#)

## **PRESENTATIONS**

Deputy City Manager Stephanie Lucash introduced Kenmore Heritage Society President Suzanne Greathouse. Ms. Greathouse highlighted the efforts of KHS in installing a bench to honor veterans. The group took a photo break and Veterans were encouraged to enjoy cookies provided by Ms. Greathouse.

### **New Staff Introductions**

The following staff were introduced:

- Daniel Saunders - Development Services Permit Coordinator, introduced by Development Services Director Samantha Loyuk
- Seth Thompson - Public Works Maintenance Worker, introduced by Parks and Streetscape Supervisor Quinn Proffitt
- Case Rogers - Public Works Maintenance Worker, introduced by Parks and Streetscape Supervisor Quinn Proffitt
- Darrin Neil - Public Works Maintenance Worker, introduced by Parks and Streetscape Supervisor Quinn Proffitt
- Michelle Kang - Deputy City Clerk (new position), introduced by City Clerk Anastasiya Warhol

### **Farmers Market Recognition**

Mayor Herbig honored the following Farmers Market Volunteers: Nayantara Vyas, Suzanne Greathouse, Danielle Olsen, Rebecca Shepard, and Nadia Silver.

### **Virtual Public Participation Update**

City Clerk Anastasiya Warhol provided a brief update on the new virtual participation option. Due to meeting disruptions caused by bad actors spreading hate speech, the City Council has elected to try a pre-registration process for all virtual participants. The new change was announced on October 23<sup>rd</sup> and was publicized on social media, e-bulletins, and targeted emails. The form has gone “live” and the City successfully received and vetted individuals for this council meeting. The form is easily accessed through multiple places on the city website. If the form does not strike the right balance between access and security, the Council will be encouraged to revisit all other options, including the elimination of virtual public comments.

## **WHERE'S THE FUN?**

City Manager Rob Karlinsey highlighted two events that took place in October. Each department participates in an annual pumpkin decorating contest. The winner from Development Services was shown. The City also holds a Staff Appreciation Event every year and this year the event took place on Halloween. The Development Services department won the best team costume dressed up as the characters from the Walking Dead.

## **PUBLIC COMMENTS**

The City Council took comments from the public.

Timestamped link here:

<https://www.youtube.com/live/YrL2w6l0R6M?si=iQC8d5YVaNd6VL-T&t=7861>

## **PRESENTATIONS (continued)**

- A. King County Regional Homelessness Authority (KCRHA) Update, presented by Abby Anderson, Sub-Regional Planning Specialist, and Mallory Van Abbema, Sub-Regional Planning Specialist

[Presentation - KCRHA](#)

[KCRHA Unsheltered Point-in-Time Count](#)

Mayor Herbig recused himself during the segment and handed the gavel to Deputy Mayor O’Cain. Assistant to the City Manager Garrett Oppenheim introduced KCRHA staff Mallory Van Abbema and Abby Anderson. The KCRHA provided a brief update, highlighting the following components of the North King County Sub-Regional Plan and shared both demographic and program performance data:

1. Landscape of Homeless Services
2. Overview of Investments & Funding
3. Lived Experience Input
4. Identified Gaps and Needs
5. Activities & Associated Action Steps
6. Time-bound Metrics

After the presentation, Mayor Herbig resumed his role as presiding officer.

## **CONSENT AGENDA**

- A. Adopt Resolution No. 23-404 and adopt the updated Right of Way Acquisition procedures.

[Agenda Bill - Proposed Resolution No. 23-404 Right of Way Acquisition Procedures Attachment A - Proposed Resolution 23-404](#)

- B. Authorize the City Manager to execute Contract No. 23-C2982 with Sentinel Offender Services, LLC to provide electronic home monitoring services for indigent defendants beginning November 15, 2023.

[Agenda Bill - Contract No. 23-C2982 Electronic Home Monitoring Attachment 1 - Contract No. 23-C2982 Electronic Home Monitoring with Sentinel Offender Services, LLC](#)

- C. Ratify the Amendments to the 2021 King County Countywide Planning Policies (CPPs) by taking no action.

[Agenda Bill - 2021 King County Countywide Planning Policies Attachment 1 - 9/1/2023 Transmittal Letter from King County to Mayor Herbig](#)

[Attachment 2 - King County Ordinance 19660](#)

[Attachment 3 - 6/21/2023 Transmittal Letter from the King County Executive to the King County Council](#)

[Attachment 4 - 7/25/2023 King County Staff Report](#)

- D. Approve the City Council Special Meeting Minutes from October 9, 2023.  
[City Council Special Meeting Minutes from October 9, 2023](#)
- E. Approve the City Council Special and Regular Meeting Minutes from October 16, 2023.  
[City Council Special and Regular Meeting Minutes from October 16, 2023](#)
- F. Approve the City Council Special and Regular Meeting Minutes from October 23, 2023.  
[City Council Special and Regular Meeting Minutes from October 23, 2023](#)
- G. Approve the City Council Special Meeting Minutes from October 30, 2023.  
[City Council Special Meeting Minutes from October 30, 2023](#)
- H. Approve Total Check #s 53142 through 53246 totaling \$950,349.15 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 10/20/2023 in the amount totaling \$231,981.89 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 \$1,745.22, and ACH Payment to Mott MacDonald in the amount of \$26,558.02. and ACH Payment to Thomco Construction, Inc. in the amount of \$127,303.52, and ACH Payment to U.S. Bank Card Purchase Cards in the amount of \$34,354.20, and Payroll Checks #10247 and 10248 dated 10/20/2023 in the amount of \$2,355.35.  
[Voucher Certification and Approval 10/14/2023 - 10/27/2023](#)

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

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

#### **BUSINESS AGENDA (continued)**

- C. Financial Forecast Update, presented by Finance and Administration Director Melinda Merrell, *for information*

[Agenda Bill - Financial Forecast Update](#)

[Attachment 1 - 2025-2030 Revenue Forecast](#)

[Attachment 2 - 2025-2030 Expense Forecast](#)

[Attachment 3 - 2025-2030 Combined Financial Forecast](#)

[Attachment 4 - Consolidated General and Street Funds Reserves, Graph](#)

[Attachment 5 - 2020 Adopted Financial Sustainability Plan](#)

[Presentation - Six-Year General Fund and Street Fund Financial Forecast, 2025-2030](#)

Finance and Administration Director Melinda Merrell presented a 6-year forecast which will guide the work of the Financial Sustainability Task Force. It covered the General and Street Funds for the years 2022-2030. Ms. Merrell highlighted the following points:

- **Data Adjustments:**
  - Reflects actual 2022 balances and modified 2023-2024 balances.
  - Excludes ARPA funds, traffic safety engineer costs from 2023, and recessionary pressures.
  - Assumes moderate inflation.
- **General Fund Revenue Assumptions:**
  - Follows 2020 Financial Sustainability Plan (FSP) actions.
  - Property tax levy rises by 1.9% annually, utilizing banked capacity in 2024-2026.
  - Sales tax flat in 2023-2024, then increases by 3% annually.
  - Various utility taxes change annually.
  - Recommends new admissions tax in 2024, growing by 3% annually.
  - Development revenues increase by 3% annually.
  - Investment earnings adjusted based on September 2023 actuals.
- **Street Fund Revenue Assumptions:**
  - Implements 0.15% Transportation Sales Tax in 2027, growing by 3% annually.
  - Vehicle fees increase by \$20 in 2023, growing by 1% annually.
  - Expenditure Highlights:
    - Maintains 2020 FSP expenditure reductions.
    - Anticipates 5% annual increase in all expenditure line items.
    - Includes new CAP and Housing and Human Services expenses growing by 5% annually.
    - Shifts certain 2023-2024 Strategic Opportunities Fund costs to General Fund in 2025-2026.
- **Fund Balance Summary:**
  - Warns of expenses outpacing revenues, risking drop below the 20% Reserve goal.
  - Reserve goal stipulates a minimum of 20% of operating expenditures in reserves.
  - Combined General Fund and Street Fund reserve projected to fall below 20% in 2029.

Ms. Merrell reiterated that the data will be used to help the Financial Sustainability Task Force in their decision making and problem solving.

## **PUBLIC HEARINGS**

- A. Proposed Ordinance No. 23-0588 Property Tax Levy and Proposed Ordinance No. 23-0590 Excess Property Tax Levy, presented by Finance and Administration Director Melinda Merrell, *for public hearing*  
[Agenda Bill - Proposed Ordinances No. 23-0588 Property Tax Levy and 23-0590 Excess Property Tax Levy](#)  
[Attachment 1 - Proposed Ordinance No. 23-0588 Property Tax Levy](#)  
[Attachment 2 - Proposed Ordinance No. 23-0590 Excess Property Tax Levy](#)  
[Presentation - 2024 Regular Property Tax Levy and Excess Property Tax Levy](#)

Finance and Administration Director Melinda Merrell explained that the City must set a tax levy for the upcoming year. The permissible levy increase is the lesser of the 1% or the percentage increase in the July IPD, plus any available “banked capacity.” The proposed 3.28% property tax levy increase aligns with Financial Sustainability Plan recommendations, addressing the City Council's goal for continued financial sustainability.

She highlighted the following points:

- **Fiscal Consideration - Regular Property Tax Levy (2024):**
  - The proposed 2023-2024 Biennial Budget includes a 3.28% levy increase using banked tax capacity.
  - Utilizes \$129,326 of available banked capacity, leaving \$260,000.
  - Preliminary assessed value for 2024 is \$6,929,220,450, a 14.72% decrease from 2023.
  - A 3.28% levy increase yields \$725 annual tax on an \$850,000 home.
- **City Council's Financial Sustainability Goal:**
  - The proposed 3.28% property tax levy increase aligns with the City Council's goal for financial sustainability.
  - Comparing a 1% levy increase, the proposed 3.28% levy provides an additional \$16.00 tax impact.
- **Excess Property Tax Levy (2024):**
  - Aimed at repaying Walkways and Waterways bonds approved in 2016.
  - Recommended levy of \$1,057,250 (\$0.15/1,000 AV) for 2024 debt service payments.
  - Ordinance for excess tax levy approval to be presented on November 27, 2023, City Council meeting.
- **Tax Relief Programs:**
  - State law offers property tax exemptions and deferrals for seniors and the disabled.
  - Basic qualifications include an annual household income under \$58,423, property ownership, age 61 or older, or an 80% total disability rating.

- More information is available on the King County Assessor's website or by calling 206-263-2338 or 206-296-3920.

Mayor Herbig opened the Public Hearing at approximately 9:10 p.m.  
The City Council received testimony from the public.

Timestamped link here:

[https://www.youtube.com/live/YrL2w6l0R6M?si=8qKafQc\\_DTczfRDw&t=13185](https://www.youtube.com/live/YrL2w6l0R6M?si=8qKafQc_DTczfRDw&t=13185)

Mayor Herbig closed the Public Hearing at approximately 9:18 p.m.

- B. Proposed Ordinance No. 23-0598 Surface Water Management (SWM) Capital Improvement Program (CIP), presented by Finance and Administration Director Melinda Merrell and Environmental Services Director Richard Sawyer, *for public hearing*

[Agenda Bill - Proposed Ordinance No. 23-0598 SWM CIP](#)

[Attachment 1 - Proposed Ordinance No. 23-0598 with Exhibit A, SWM Capital Improvement Program](#)

[Attachment 2 - SWM Project Narratives](#)

[Attachment 3 - Adopted CIP, 2023-2024 Budget book, pages 214-215](#)

[Presentation - SWM CIP Public Hearing](#)

Finance and Administration director Melinda Merrell explained that the purpose of the public hearing is to receive public comments on the amended 2023-2029 Surface Water management Capital Improvement Program (CIP). The amended SWM CIP was presented to the Council on October 16, and staff hope to present the agenda bill for adoption tonight. The program is reflective of the "Rapid Progress Option" selected by the City Council. Ms. Merrell offered the following highlights:

- **Information/Background:**
  - The current 2023-2028 Six-Year Capital Improvement Program (CIP) was adopted on October 24, 2022 (Ordinance 22-0559, Attachment 3).
  - The recommended updates align with City Council's priorities, emphasizing the reduction of greenhouse gas emissions, environmental stewardship, fish-friendly infrastructure, riparian habitat restoration, and clean waterways.
  - Revisions to the CIP may lead to Budget Amendments during the Mid-Biennium review this fall.
- **SWM Projects Added to the 2023-2029 CIP:**
  - SW 33 Stormwater Facility Retrofit: \$1.2M project starting in 2027.
  - SW 36 Restoration Project: Spread over 6+ years, exceeding \$4.1 million.
  - SW 37 192nd SC Trib Fish Passage Culvert Replacement: \$1.7M project starting in 2024.
  - SW 38 through SW 41 Trib 0057 Fish Passage Culvert Replacement: Four projects along stream 0057.



- SW 42 169th Samm Trib Fish Passage Culvert Replacement: Design starts in 2024, \$2.3M project.
- **Fiscal Consideration:**
  - The updated SWM CIP aims for fiscal balance, utilizing Surface Water Utility fees, grant funds, and City resources.
  - Despite potential future needs for grant funds, the project budget is considered "balanced," serving as a tool to seek external funding.
  - The CIP is a programming document, with the City of Kenmore adopting budget appropriating funds for project expenditures.
- **Financial Overview:**
  - The updated SWM CIP comprises 14 projects plus debt service, totaling \$34,512,450 over the six-year planning horizon through 2029.
  - Project costs, funding sources, and narratives are detailed in Attachments 1 and 2.

Mayor Herbig opened the Public Hearing at approximately 9:25 p.m.

The City Council received testimony from the public.

Timestamped link here:

[https://www.youtube.com/live/YrL2w6l0R6M?si=QzL0IRu1cj1gj\\_IH&t=14071](https://www.youtube.com/live/YrL2w6l0R6M?si=QzL0IRu1cj1gj_IH&t=14071)

Mayor Herbig closed the Public Hearing at approximately 9:29 p.m.

#### **BUSINESS AGENDA (continued)**

- D. Proposed Ordinance No. 23-0598 Surface Water Management (SWM) Capital Improvement Program (CIP), presented by Finance and Administration Director Melinda Merrell and Environmental Services Director Richard Sawyer, *for adoption*
- [Agenda Bill - Proposed Ordinance No. 23-0598 SWM CIP](#)  
[Attachment 1 - Proposed Ordinance No. 23-0598 with Exhibit A, SWM Capital Improvement Program](#)  
[Attachment 2 - SWM Project Narratives](#)  
[Attachment 3 - Adopted CIP, 2023-2024 Budget book, pages 214-215](#)  
[Presentation - SWM CIP](#)

Councilmember Baker was excused from the meeting at 9:29 p.m.

Councilmembers mentioned the challenges residents have in keeping up with various tax payments. They expressed concern and the necessity to direct residents to financial resources, whenever possible.

**MOTION:** Deputy Mayor O'Cain moved to adopt Ordinance No. 23-0598, amending the 2023-2029 Capital Improvement Program for Surface Water Management. Mayor Herbig seconded the motion.

**VOTE:** 5 Yes; 0 No; 0 Abstain. **MOTION PASSES**

- E. Transportation Impact Fee Update, presented by Engineering Director John Vicente and DKS Associates Consultant Reah Flisakowski, *for discussion (Added 11/7/2023)*  
[Agenda Bill - Transportation Impact Fee Update](#)  
[Attachment 1 - Revised Impact Fee Study](#)  
[Attachment 2 - Impact Fee Rate Schedule](#)  
[Presentation - Transportation Impact Fee Update](#)

Engineering Director John Vicente and DKS Associates Consultant Reah Flisakowski presented an update. The updated Transportation Impact Fee, discussed by the City Council on October 9, 2023, will be presented for approval on November 27, 2023, as part of the revised fee schedule resolution. The fee calculation, modified since the last discussion, is subject to Council approval. Key factors affecting the fee include the Eligible Project List Cost, Future Growth projections, and PM Peak Trip Ends. Despite some adjustments made by the consultant, Parametrix, the revised impact fee recommends a new per unit rate of \$4,592, representing a 42% reduction from the current rate of \$7,233.57. The reduction is attributed to completed large projects and an increased forecast for future person trips. Detailed fee rates for different development types can be found in the Transportation Impact Fee Schedule (Attachment 2), which is part of the Council agenda. The proposed edits will be incorporated into the fee resolution, to be presented at the November 27 meeting.

- F. 2024 State Legislative Agenda and Policy Statements, presented by City Manager Rob Karlinsey, *for approval (Added 11/8/2023)*  
[Agenda Bill - 2024 State Legislative Agenda and Policy Statements](#)  
[Attachment 1 - 2024 State Legislative Agenda](#)  
[Attachment 2 - 2024 Policy Statements](#)

**MOTION:** Councilmember Kugler moved to Approve the proposed City of Kenmore 2024 State Legislative Agenda and Policy Statements *as amended* by moving “Local Culvert and Stormwater Funding” and “Air Pollution Emergencies During Wildfire Smoke Events” items from the Policy Statements document to the 2024 Legislative Agenda document. Deputy Mayor O’Cain seconded the motion.

**VOTE:** 5 Yes; 0 No; 0 Abstain. **MOTION PASSES**

### **COUNCILMEMBER REPORTS & COMMENTS**

The Council agreed to discuss this topic of North Urban Human Services Alliance (NUHSA) Board of Directors letter at a future meeting in January 2024.

### **ADJOURNMENT**

Mayor Herbig adjourned the meeting at approximately 10:15 p.m.

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Nigel Herbig, Mayor

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Anastasiya Warhol, City Clerk

DRAFT



## City Council Agenda Bill City of Kenmore, WA

**Subject/Topic:**

Ordinance No. 23-0591 Adopting Comprehensive Plan Amendments and Adoption of a new Climate Action Element of the Comprehensive Plan

**Proposed Council Action/Motion:**

Adopt Ordinance 23-0591 repealing and adopting a new Transportation Element; Repealing and adopting a new Appendix D of the Transportation Element; Adopting a new Climate Action Element; Amending the Public Services Element, the Utilities Element, and the Capital Facilities Element

**For Council Meeting Agenda of:** 11/27/23

**Department:** Community Development

**Prepared by:** Debbie Bent, Community Development Director and Todd Hall, Principal Planner

**Initial & Date**

<b>Approved by Department Head:</b>	<u>DB</u>
<b>Approved by City Attorney:</b>	<u>NA</u>
<b>Approved by Finance Director:</b>	<u>NA</u>
<b>Approved by City Manager:</b>	<u>RGK</u>

**Exhibits/Attachments:**

Attachment 1 – Ordinance No. 23-0591

Exhibit A: Transportation Element  
Exhibit B: Appendix D, Transportation Documentation  
Exhibit C: Climate Action Element  
Exhibit D: Table CF-C, Transportation Capital Improvements of the Capital Facilities Element  
Exhibit E: Public Services Element  
Exhibit F: Utilities Element

**Comprehensive Plan Amendments - Background:**

Review by the Planning Commission: In January 2023, the City Council assigned to the Planning Commission review of the Comprehensive Plan Transportation, Capital Facilities, Public Services, and Utilities Elements, as well as adopt a new Climate Action Element. These amendments are part of the State mandated periodic update to the City's Comprehensive Plan, due December 31, 2024. The Commission has worked on the project as summarized below:

- Commission held a public hearing on proposed amendments to the Transportation Element and Capital Facilities Element on March 7, 2023
- Commission held a public hearing on the new Climate Action Element on June 6, 2023
- Planning Commission held a public hearing on proposed amendments to the Public Services and Utilities Element on August 15, 2023
- At the September 18, 2023, September 25, 2023, and October 16, 2023, public meetings the City Council reviewed the Planning Commission's recommendations, received additional background information, and requested the formulation of new policy options

- At the October 23, 2023, public meeting, the City Council again considered proposed revisions to the Comprehensive Plan and requested that the final Comprehensive Plan amendments be prepared for consideration and potential adoption

**Fiscal Consideration:**

The Community Development Department received \$125,000 in grant funds for the Comprehensive Plan update (half in 2022/2023 and half in 2023/2024). The Department has also received grant funding to support the development of other Elements, including the Land Use and Housing Elements to address new State mandated laws pertaining to “middle housing.”

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

The following 2023-2024 City Council Priorities are being addressed by the Public Services and Utilities element updates, including:

- Priority 1: “Implement the adopted Climate Action Plan and promote environmental stewardship, including water, air, forest, and habitat restoration and preservation,”
- Priority 3: “Enhance multimodal transportation implementation, including pedestrian and bicycle safety,”
- Priority 4: “Develop and Implement a Diversity Equity, and Inclusion Policy Program,”
- Priority 6: “Enhance public safety,” and;
- Priority 9: “Foster community engagement and participation.”

**CITY OF KENMORE  
WASHINGTON  
ORDINANCE NO. 23-0591**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON, RELATING TO THE CITY OF KENMORE COMPREHENSIVE PLAN; REPEALING AND ADOPTING A NEW TRANSPORTATION ELEMENT; REPEALING AND ADOPTING A NEW APPENDIX D OF THE TRANSPORTATION ELEMENT; ADOPTING A NEW CLIMATE ACTION ELEMENT; AMENDING THE PUBLIC SERVICES ELEMENT, THE UTILITIES ELEMENT, AND THE CAPITAL FACILITIES ELEMENT; AND ESTABLISHING AN EFFECTIVE DATE.**

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WHEREAS, over the past year, the City's Planning Commission has reviewed and recommended options related to amendments to the Kenmore Comprehensive Plan Climate Action Element, Public Services Element, Capital Facilities Element, Utilities Element and Transportation Element; and

WHEREAS, the Planning Commission held a public hearing on the proposed amendments to the Transportation Element and Capital Facilities Element on March 7, 2023; and

WHEREAS, the Planning Commission held a public hearing on the new Climate Action Element on June 6, 2023; and

WHEREAS, the Planning Commission held a public hearing on the proposed amendments to the Public Facilities Element and the Utilities Element on August 15, 2023; and

WHEREAS, the Planning Commission deliberated after said public hearings and made recommendations to the City Council on proposed amendments to the Comprehensive Plan based on the criteria found in KMC 19.20.090; and

WHEREAS, at the September 18, 2023, September 25, 2023, and October 16, 2023, public meetings the City Council reviewed the Planning Commission's recommendations, received additional background information, and requested the formulation of new policy options; and

WHEREAS, at the October 23, 2023, public meeting, the City Council again considered proposed revisions to the Comprehensive Plan and requested that the final Comprehensive Plan Amendments be prepared for consideration and potential adoption; and

WHEREAS, throughout the Comprehensive Plan review process, a concerted effort has been made to generate public involvement, including open houses, public surveys,

educational presentations, interpretation, and translation of materials; social media posts, creating comprehensive and regularly updated web pages, and public hearings; and

WHEREAS, the public involvement efforts referenced above have met and exceeded the public participation requirements set forth in RCW 36.70A.140 and KMC 19.20.060 for review of the Comprehensive Plan Amendments; and

WHEREAS, the City's Responsible Official under the State Environmental Policy Act issued a determination of non-significance for the proposed amendments; and

WHEREAS, the City notified the Washington State Department of Commerce of the proposed amendments pursuant to RCW 36.70A.106; and

WHEREAS, the City Council considered the record created under the review process for the Comprehensive Plan Amendments; and

WHEREAS, the City Council has been guided by the Growth Management Act's planning goals, codified at RCW 36.70A.020 in adopting the proposed Comprehensive Plan amendments; and

WHEREAS, the City Council finds that the proposed amendments to the Comprehensive Plan meet the criteria found in KMC 19.20.090;

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

Section 1. Findings Adopted. The City Council adopts the foregoing recitals as findings, which are incorporated herein as if set forth in full, in support of the adoption of this Ordinance.

Section 2. Repeal Comprehensive Plan Transportation Element. The City Council repeals the Transportation Element contained in the Kenmore Comprehensive Plan in its entirety.

Section 3. Adoption of New Transportation Element. The City Council adopts a new Transportation Element of the Kenmore Comprehensive Plan, as set forth in Exhibit A, attached hereto and incorporated by reference.

Section 4. Repeal of Comprehensive Plan Appendix D – Transportation Documentation. The City Council repeals Appendix D-Transportation Documentation contained in the Kenmore Comprehensive Plan in its entirety.

Section 5. Adoption of New Appendix D – Transportation Documentation. The City Council adopts a new Appendix D – Transportation Documentation of the Kenmore Comprehensive Plan, as set forth in Exhibit B, attached hereto and incorporated by reference.



Section 6. Adoption of Comprehensive Plan Climate Action Element. The City Council adopts a new Climate Action Element of the Kenmore Comprehensive Plan, as set forth in Exhibit C, attached hereto and incorporated by reference.

Section 7. Amendments to the Comprehensive Plan Capital Facilities Element. The City Council amends Table CF-C, Transportation Capital Improvements, of the Capital Facilities Element of the Kenmore Comprehensive Plan, as set forth in Exhibit D, attached hereto and incorporated by reference.

Section 8. Amendments to the Comprehensive Plan Public Services Element. The City Council amends the Public Services Element of the Kenmore Comprehensive Plan, as set forth in Exhibit E, attached hereto and incorporated by reference.

Section 9. Amendments to the Comprehensive Plan Utilities Element. The City Council amends the Utilities Element of the Kenmore Comprehensive Plan, as set forth in Exhibit F, attached hereto and incorporated by reference.

Section 10. 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 27TH DAY OF NOVEMBER 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:

# TRANSPORTATION ELEMENT

## INTRODUCTION

Since its incorporation in 1998, the City of Kenmore has continuously made investments that enhance its position as a vibrant community in which to live, work, and play. New civic facilities in downtown and multimodal transportation facilities throughout the City have been key contributors to the City's vitality. Building on previous improvements, this Transportation Element aims to support the vision of Kenmore as a high-capacity transit community with an activated, thriving downtown, as described in the Land Use Element. It also describes a network that supports travel by walking, biking, and riding transit throughout Kenmore, in addition to supporting adequate mobility when traveling by car in Kenmore through 2044. The Element supports the City's Diversity, Equity, and Inclusion Policy, adopted in 2020, to allocate resources in areas with historically disadvantaged communities. Recognizing that vehicle emissions are Washington State's largest contributor to greenhouse gases, the Element reflects the goals and policies described in Kenmore's Climate Action Plan (CAP), emphasizing a shift to transportation modes and technologies that reduced vehicle emissions.

### Purpose

The purpose of the Transportation Element is to describe the City's vision for a safe, balanced, and efficient multi-modal transportation system that supports the Land Use element. The Transportation Element includes goals, policies, and objectives for maintenance and development of Kenmore's transportation system. It also identifies future transportation investments needed to realize the city's vision for multi-modal mobility within Kenmore. The Transportation Element informs the development of the Capital Improvement Program (CIP) by identifying the types of projects the City should undertake to support future transportation needs in the 6- and 20-year horizons. The plan also evaluates how these projects coincide with the City's financial resources.

This Transportation Element includes the following sections:

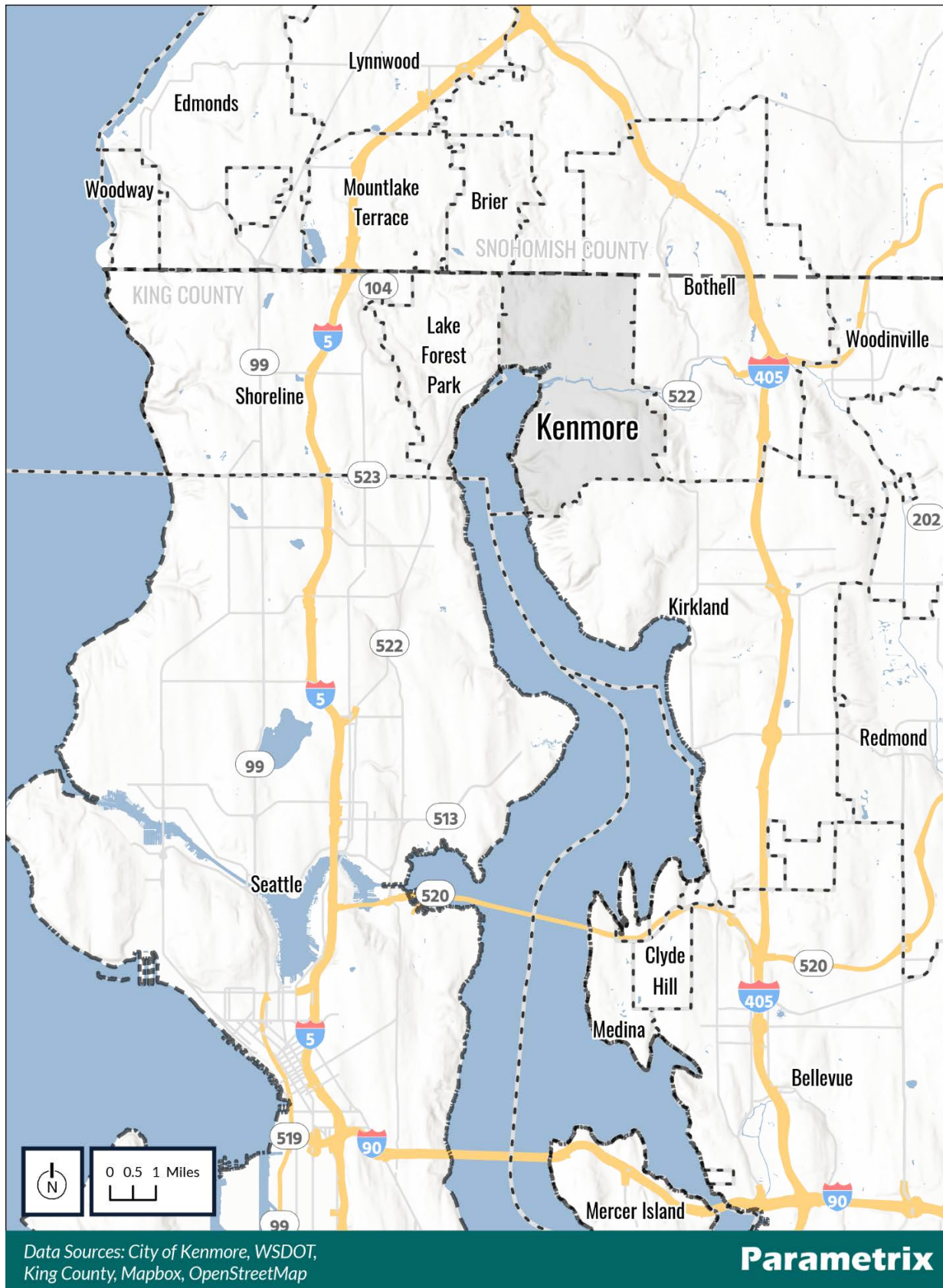
- **Existing Conditions:** Describes conditions for all travel modes in the existing transportation system. This section also identifies current challenges and trends that will affect Kenmore's transportation network in the future.
- **Goals, Objectives, and Policies:** Explains Kenmore's vision for transportation and the goals that serve as the basis for the Transportation Element.
- **Future Transportation System:** Describes the City's layered transportation network concept to create a complete, multimodal transportation network in Kenmore. This section also establishes the City's level of service (LOS) standards.
- **Near Term and Long Term Capital Projects:** Provides near-term and long-range project lists based on the community values expressed in the transportation goals and layered network.

- **Implementation Strategies:** Evaluates Kenmore’s financial conditions over the next 20 years and provides guidance on plan implementation.

## **Regional Context**

The Transportation Element sets a framework for understanding, prioritizing, measuring, and creating a transportation network to help Kenmore achieve its land use vision. Kenmore’s regional setting, shown in **Figure T-1**, is important. Nestled on the north shore of Lake Washington, the City forms the northern edge of King County and is bisected by State Route 522 (SR 522), a Highway of Statewide Significance. Given this strategic location, transportation conditions in the City are strongly influenced by pass-through traffic travelling between Seattle and east side cities, as well as growth in Snohomish County. The Kenmore Air Harbor provides connections to additional regional destinations, such as the Olympic Peninsula, the San Juan Islands, and British Columbia. The City must coordinate its transportation planning with a variety of jurisdictions, including neighboring cities, King County (including King County Metro), Sound Transit, the Puget Sound Regional Council (PSRC), and the Washington State Department of Transportation (WSDOT).

1 **Figure T-1: City of Kenmore and Surrounding Area**



2

## **Growth Management Act (GMA)**

The State's Growth Management Act (GMA) of 1990 requires communities to prepare a transportation plan consistent with the City's Land Use Element. Specific GMA requirements for the Transportation Element include addressing:

- Land use assumptions used in estimating travel
- Estimated traffic impacts to state-owned transportation facilities resulting from growth
- Future transportation facilities and services needs, including those for air, water, and ground transportation
- LOS standards for arterials, state highways, and transit routes
- Specific actions and requirements for bringing locally owned transportation facilities and services into compliance with established LOS standards
- Forecasts of future traffic based on the adopted land use plan
- State and local system needs to meet current and future demands
- Financing capability to judge needs against probable resources
- A multiyear financing plan based on needs, which will serve as the basis for the City's six-year transportation program
- Strategies to address issues if probable funding falls short of meeting identified needs
- Intergovernmental coordination efforts
- Demand-management strategies
- Bicycle and pedestrian improvements

This Transportation Element addresses the required transportation components of the GMA.

## **VISION 2050**

PSRC is the region's metropolitan planning organization. Comprising cities, towns, counties, ports, tribes, transit agencies, and major employers, PSRC sets regional growth policies for King, Pierce, Snohomish, and Kitsap Counties. Adopted in 2020, VISION 2050, establishes the long term goals for growth management, economic, and transportation issues. This Transportation Element is consistent with the VISION 2050 priorities.

VISION 2050 identifies several key goals for transportation in the region:

- **Maintenance, Management, and Safety** – Maintain, preserve, and operate the existing transportation system in a safe and usable state.



- **Support the Growth Strategy** – Support the regional growth strategy by focusing on connecting centers with a highly efficient multimodal transportation network.
- **Greater Options, Mobility, and Access** – Invest in transportation systems that offer greater options, mobility, and access in support of the regional growth strategy.

### **Countywide Planning Policies (CPPs)**

The Regional Growth Strategy identifies a network of walkable, compact, and transit-oriented communities, including the City of Kenmore, that are the focus of urban development. The Regional Growth Strategy envisions an efficient, multimodal transportation system that provides various options for moving people and goods into and among centers.

The overarching transportation goal in the Countywide Planning Policies (CPPs) is that “the region is well served by an integrated, multimodal transportation system that supports the regional vision for growth, efficiently moves people and goods, and is environmentally and functionally sustainable over the long term”. The CPPs support the transportation vision in the Regional Growth Strategy with policies focused on:

- **Supporting Growth** – focusing on serving the region with a transportation system that furthers the Regional Growth Strategy;
- **Mobility** – addressing the full range of travel modes necessary to move people and goods efficiently within the region and beyond; and
- **System Operations** – encompassing the design, maintenance, and operation of the transportation system to provide for safety, efficiency, and sustainability.

### **Other Plans**

WSDOT controls SR 522, which runs east-west through Kenmore. As such, the City coordinates with WSDOT and neighboring communities regarding impacts to and needed investments on SR 522.

Sound Transit provides regional, high capacity transit service throughout the Puget Sound via Link light rail, Sounder commuter rail, and ST Express bus service. Sound Transit is currently advancing the capital and service investments included in the ST2 and ST3 ballot measures approved in 2008 and 2016, respectively. The ST2 ballot measure included funding for the Lynnwood Link light rail extension, planned for completion in 2024. The Shoreline South/148th Street and Shoreline North/185th Street stations will be the closest light rail stations to Kenmore, providing nearby access for Kenmore residents wishing to ride transit to destinations throughout the Puget Sound region. Sound Transit’s Stride bus rapid transit (BRT) service on SR 522 was funded by the ST3 ballot measure. Planned for implementation in 2026, Stride will provide high-capacity transit service directly in Kenmore, providing residents with a direct connection to light rail in Shoreline and Stride service on I-405.

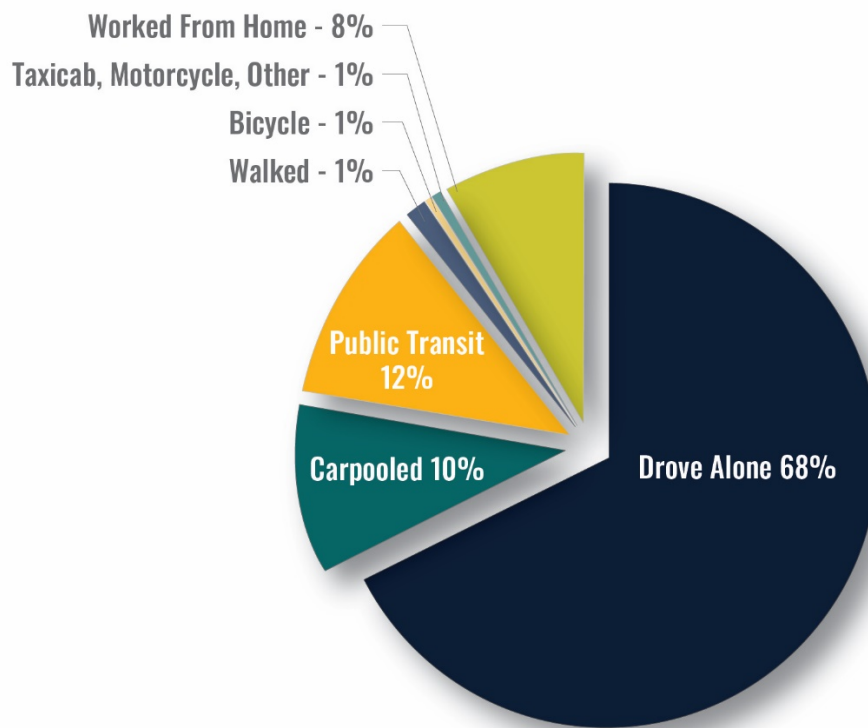
1 Metro Connects is King County Metro's (Metro's) 30-year vision for mobility. It is a long-  
2 range service and capital vision that describes planned future service networks and the  
3 capital investments needed to support those networks. The plan envisions multimodal  
4 connections to the places people want to go with safe and secure operations and  
5 facilities for passengers, employees, and communities. Metro Connects emphasizes  
6 Metro's core values of safety, equity, and sustainability, incorporates the  
7 recommendations of the King County Metro Mobility Framework, and aligns with  
8 Metro's Strategic Plan for Public Transportation and its Service Guidelines. The service  
9 networks envision changes to Kenmore's transit services, particularly in relation to the  
10 implementation of Sound Transit's investments in the regional high capacity transit  
11 (HCT) system.

## EXISTING CONDITIONS

### Transportation Network Overview

Kenmore's transportation network accommodates many modes of travel, including walking, bicycling, public transit, driving, and flying. Vehicular travel for commuting to work, which generally occurs during the morning (AM) and evening (PM) peak when traffic volumes are highest, is the primary choice for many travelers in and around Kenmore, as shown in the Census journey-to-work data (see **Figure T-2**). The peak volumes for vehicles, pedestrians, bicyclists, and transit can occur during different times by location. For example, areas near schools are influenced by the start and end of classes, resulting in increased pedestrians and vehicles volumes during these times.

**Figure T-2: Commute Mode to Work**



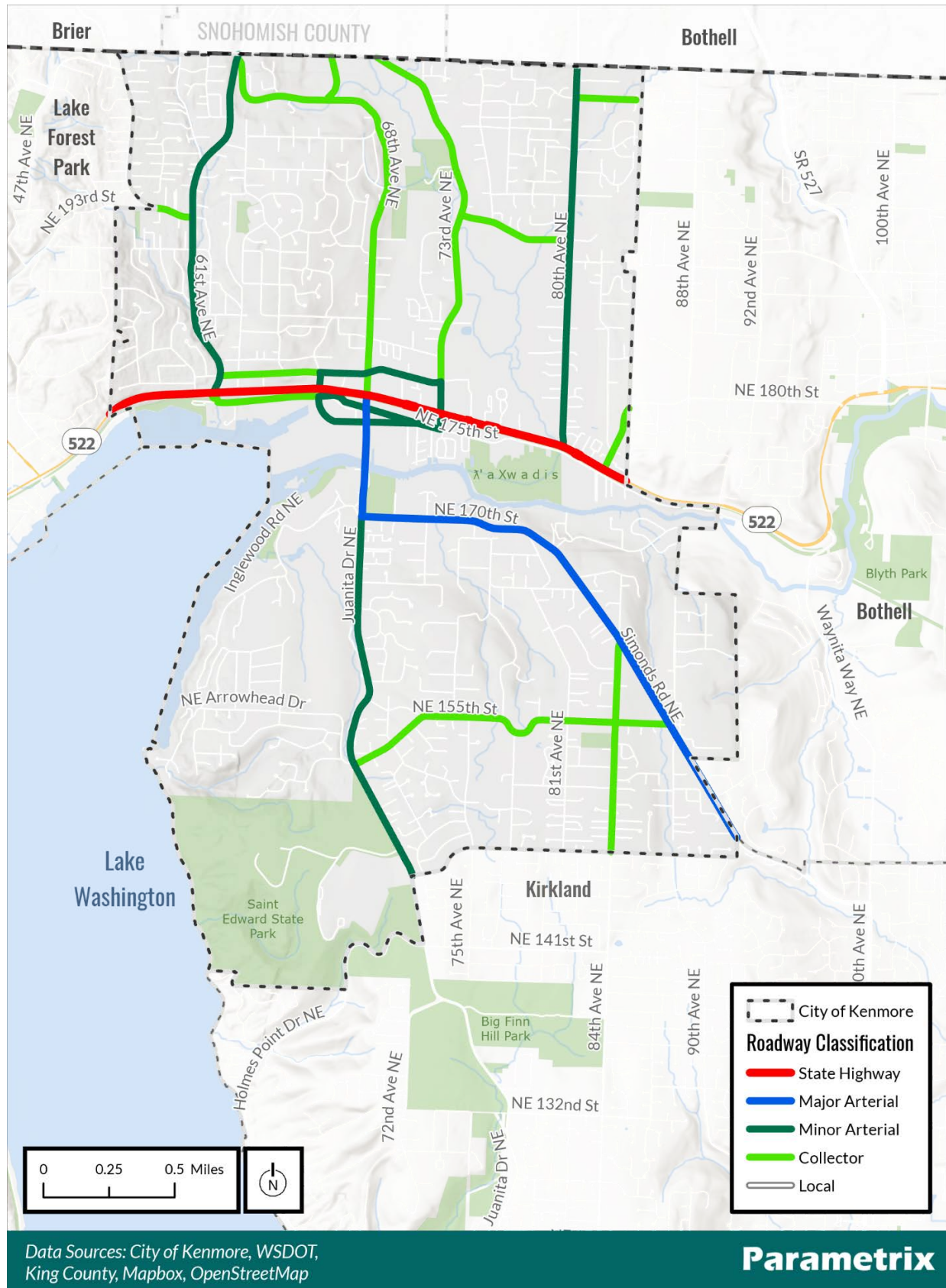
Source: American Community Survey 2019 5-Year Journey to Work Data

City streets form the backbone of the transportation framework with roadways shaping how residents and visitors experience Kenmore. The City of Kenmore currently classifies its roadways into major arterials, minor arterials, collectors, and local streets, as shown in **Table T-1** and displayed in **Figure T-3**. Examples of each roadway type and the intended uses served are described in **Table T-1**.

**Table T-1. Functional Classification of Roadways**

Roadway Type	Description / Purpose	Example
Major Arterial	A roadway that serves through trips and connects Kenmore with the rest of the area.	<ul style="list-style-type: none"> <li>• Simonds Road NE</li> <li>• 68th Avenue NE (SR 522 to NE 170th Street)</li> </ul>
Minor Arterial	Minor arterial streets provide inter-neighborhood connections and serve both local and through trips.	<ul style="list-style-type: none"> <li>• 61st Avenue NE</li> <li>• NE 181st Street (65th Avenue NE to 73rd Avenue NE)</li> <li>• Juanita Drive NE</li> </ul>
Collectors	Collectors distribute trips between local streets and arterials and serve as transition roadways to or from residential areas.	<ul style="list-style-type: none"> <li>• 68th Avenue NE (north of SR 522)</li> <li>• 73rd Avenue NE</li> <li>• NE 153rd Place</li> </ul>
Local	Local streets provide circulation and access within residential neighborhoods.	<ul style="list-style-type: none"> <li>• 62nd Avenue NE</li> <li>• NE 150th Street</li> </ul>

1 **Figure T-3: Roadway Functional Classification**



2



There are approximately 45 linear miles of concrete sidewalks and 120 marked crosswalks in the City, but sidewalks are still absent from many streets. On quiet residential streets, sidewalks may not be necessary; however, Kenmore has a number of arterials connecting residents from their homes to commercial areas, employment centers, schools, and transit stops that lack adequate pedestrian facilities.

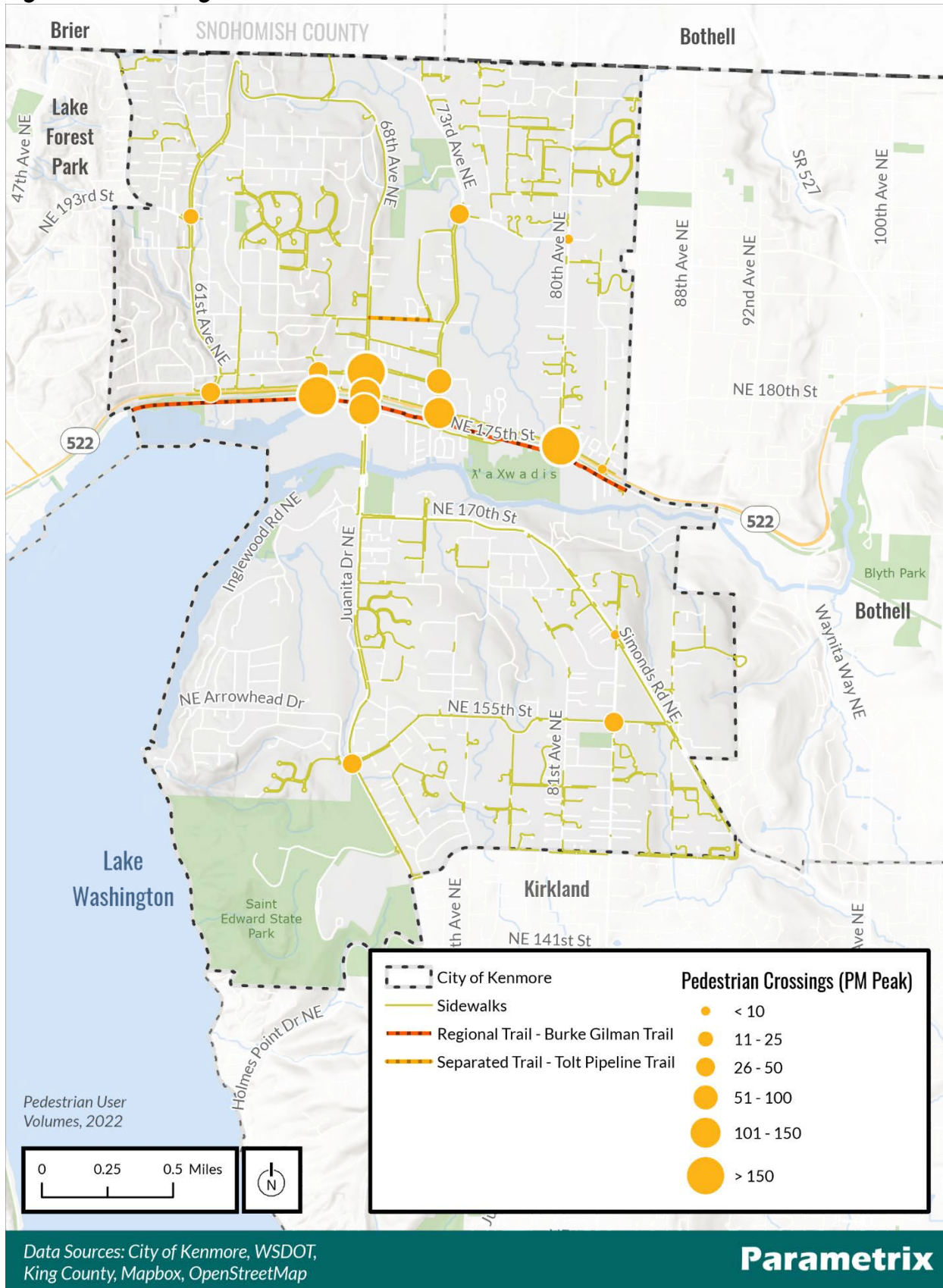
**Figure T-4** displays different types of existing pedestrian infrastructure in Kenmore. **Figure T-5** shows where existing sidewalks and trails are located, as well as average pedestrian volumes (2022) at key intersections during the 2-hour evening peak for vehicular traffic.

**Figure T-4: Existing Sidewalks and Trails**



Source: Google Maps, City of Kenmore

1 **Figure T-5: Existing Sidewalks and Trails**

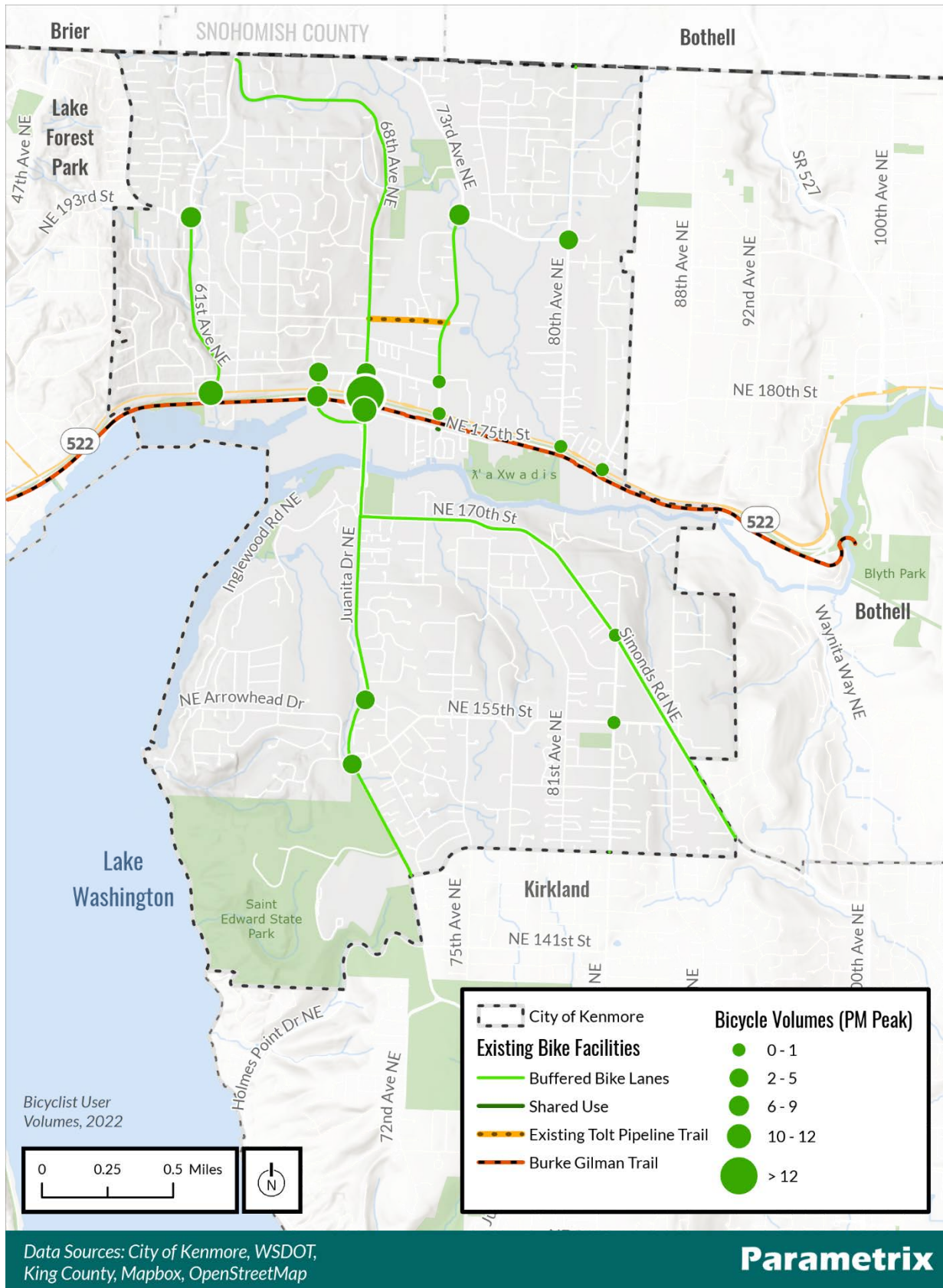


2

1 Kenmore hosts a section of the Burke-Gilman Trail, a regional multi-use trail that connects  
2 residents to Seattle and other area cities. However, for many Kenmore residents,  
3 connecting from home to the Burke-Gilman Trail or other non-motorized facilities can be  
4 challenging due to the topography and curvilinear streets in parts of the city. SR 522 and  
5 68th Avenue NE / Juanita Drive NE create additional barriers to bicycling in Kenmore due  
6 to their high traffic volumes and difficult crossings. **Figure T-6** presents Kenmore's  
7 existing bicycle facilities, well as average bicyclist volumes (2022) at key intersections  
8 during the 2-hour evening peak for vehicular traffic.



1 **Figure T-6: Existing Bicycle Facilities and Volumes**



2

Many Kenmore residents and employees use public transit for trips around and outside of the City. Public transit in Kenmore consists of fixed-route and dial-a-ride bus service provided by Metro and Sound Transit. Metro also provides on-demand, point-to-point transportation between south Kenmore, North Kirkland, and downtown Bothell. The Northshore Senior Center also provides door-to-door shuttle service to many of its patrons.

**Figure T-7** and **Table T-2** display the Spring 2019 transit routes serving Kenmore, average daily boardings at each stop, and park and ride utilization. These volumes reflect a high level of bus ridership in the City, particularly on routes that serve SR 522. SR 522 and the corridor south of SR 522 currently served by Route 225 (previously served by Routes 234 and 244) have been designated as high capacity transit lines by PSRC. The Kenmore Park and Ride and the park and ride at the Vine Church, both located on SR 522, were 100 and 96 percent full, respectively, on an average weekday. As shown, there was no service in the City north of SR 522/NE 181st Street.

Transit ridership declined dramatically throughout the Puget Sound region during the COVID-19 pandemic. Metro and Sound Transit reduced service levels across their networks, including the elimination of several routes in Kenmore. Additionally, both transit agencies restructured several routes that serve the city in conjunction with the opening of the North Link light rail extension in October 2021. Sound Transit Route 522, which previously provided service between Woodinville and downtown Seattle, was revised to serve the Roosevelt Link station. This change required riders to transfer to light rail to continue to downtown Seattle. A new peak only route, Route 320, was created, providing service connecting Kenmore to the Northgate Link station, South Lake Union, and downtown Seattle. Fall 2021 ridership in Kenmore is summarized in **Table T-2**.

**Table T-2. Bus Service in Kenmore**

Route	Service Type	2019 Average Daily Weekday Spring Boardings	2021 Average Daily Weekday Fall Boardings
225	All Day	N/A	100
234	All Day	249	N/A
243	Peak Only	1	N/A
244	Peak Only	28	N/A
309	Peak Only	110	N/A
312	Peak Only	440	N/A
320	Peak Only	N/A	21
331	All Day	98	72
342	Peak Only	36	8
372	All Day	527	204
522	All Day	680	154
981	DART	1	2

Source: King County Metro; Routes 234, 243, 244, 309, and 312 were discontinued in Fall 2021.

**Figure T-7: Existing Transit Routes, Facilities, and Boardings (2019)**





1 Washington State's Freight and Goods Transportation System (FGTS) classifies the  
2 state's freight corridors by modes based on annual freight tonnage moved through truck,  
3 rail and waterway freight corridors. Goods movement in Kenmore runs predominantly  
4 along the City's major arterials of 68th Avenue, NE 170th Street, Simonds Road NE, and  
5 SR 522. Because 68th Avenue provides the only Sammamish River crossing option in  
6 Kenmore, this roadway plays a particularly important role in facilitating commerce. FGTS  
7 classified routes in the City of Kenmore are shown in **Figure T-8**.

8  
9 Beyond these primary routes, delivery vehicles use many other streets to reach their final  
10 destination. For example, although it is not an FGTS classified route (and thus not  
11 displayed on **Figure T-8**), NE 175th Street sees a fair amount of freight traffic due to the  
12 nature of the surrounding land uses it serves. Additionally, a wide array of freight  
13 companies provide deliveries to residents and businesses using all types of roadways,  
14 including local streets.

15  
16 The Kenmore Air Harbor is also a facility of the City's transportation network. The location  
17 of the Kenmore Air Harbor is displayed on **Figure T-9** and a description of its area, fleet  
18 size, operations, and travel take-off and landing areas on Lake Washington and general  
19 aircraft flight paths used on take-off and landing can be found in the Land Use element.

1 **Figure T-8: WSDOT FGTS Classified Truck Routes**

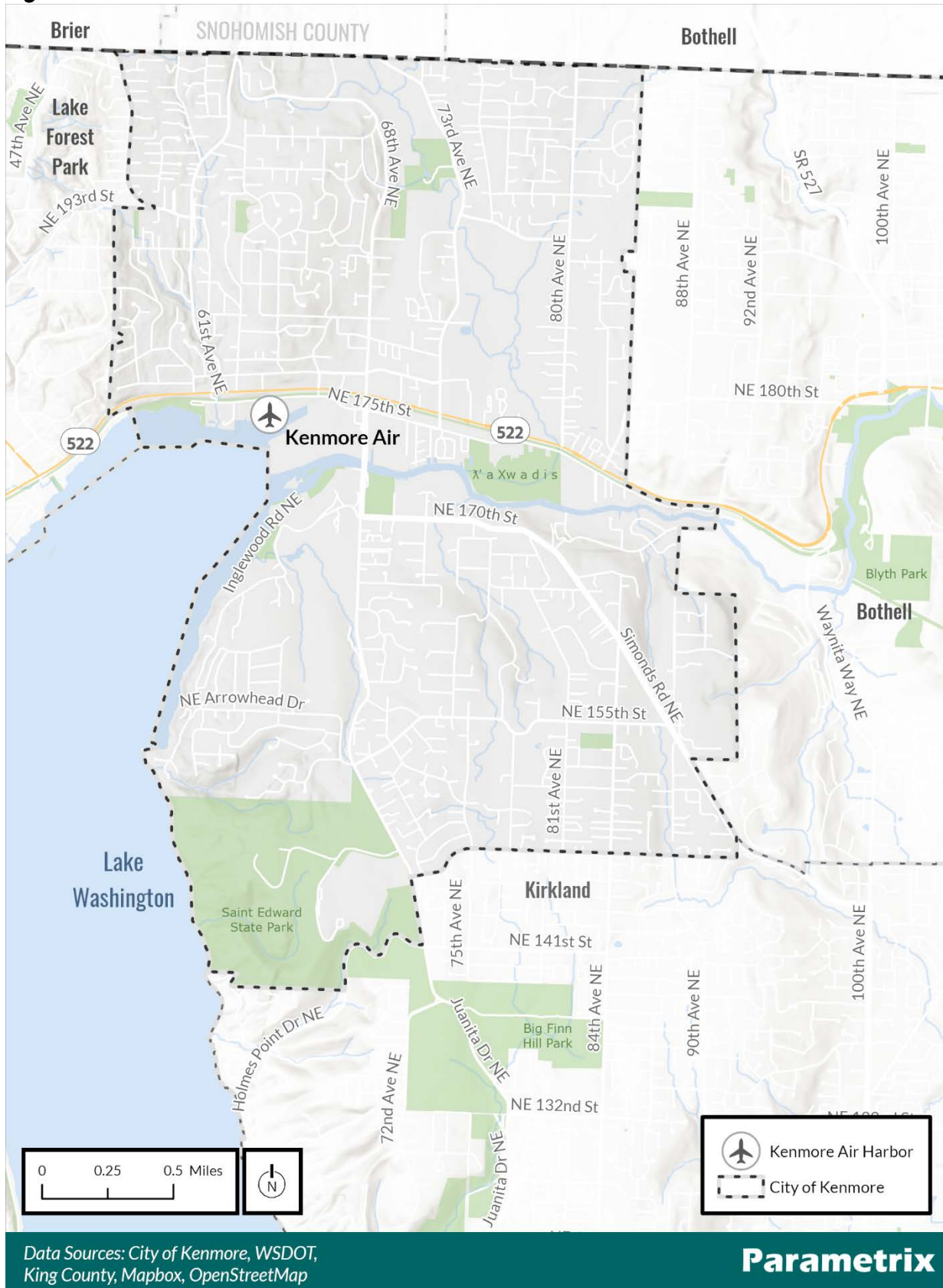


Data Sources: City of Kenmore, WSDOT, King County, Mapbox, OpenStreetMap

**Parametrix**

2

1 **Figure T-9: Kenmore Air Harbor**



2

Most Kenmore residents (about 68 percent) choose motor vehicles as their primary mode of transportation to work. Moreover, many more non-resident travelers pass through the City on SR 522 / 68th Avenue / Juanita Drive / Simonds Road. Severe congestion during peak hours illustrates this issue with many intersections experiencing long delays (see **Figure T-10**).

Analysis of Kenmore's congestion for motorists is based on the traffic counts collected in January 2022. Since March 2020, traffic volumes have decreased in response to COVID-19 related initiatives. As future traffic volumes are built from forecasting from baseline conditions, the goal is to model an existing 2022 baseline condition that best reflects overall trends from the past several years. Overestimating volumes can lead to future forecasts that may be too high, potentially leading to infrastructure that is overbuilt for future conditions. Conversely, underestimating baseline conditions could lead to future forecasts that may be too low, leading to infrastructure that would be potentially underbuilt for future conditions.

To monitor changes in travel volumes related to the COVID-19 pandemic, the City of Kenmore collected weekly travel data between May 2020 and August 2021. The data shows as of August 2021, the annual average daily traffic volumes in 2021 were 7 percent lower than 2019 volumes. Therefore, to be conservative, traffic counts collected in January 2022 for this analysis were adjusted upward by 7 percent.

To understand the level of congestion experienced during the evening commute, 19 intersections were evaluated based on their ability to accommodate PM peak hour demand in their existing configuration (number of lanes, traffic control, etc.). As noted previously, the peak volumes for vehicles, pedestrians, bicyclists, and transit can occur during different times by location. The PM peak period in Kenmore generally ranges between 3:00 PM and 6:00 PM. The PM peak period for each analyzed intersection is summarized in **Appendix D-1**. Based on this analysis, intersections were scored into one of six LOS categories that describe their operations in terms of vehicle delay. **Table T-3** describes the LOS definitions laid out in the Highway Capacity Manual 6th Edition (Transportation Research Board, 2016), which is the methodology currently applied to Kenmore's transportation network.

**Table T-3. Level of Service Definitions**

Level of Service	Description	Average Control Delay at (seconds per vehicle)	
		Signalized/Roundabout Intersections	Unsignalized Intersections
<b>A</b>	Free-flowing conditions.	< 10	< 10
<b>B</b>	Stable operating conditions.	> 10 and < 20	> 10 and < 15
<b>C</b>	Stable operating conditions, but individual motorists are affected by the interaction with other motorists.	> 20 and < 35	> 15 and < 25
<b>D</b>	High density of motorists, but stable flow.	> 35 and < 55	> 25 and < 35
<b>E</b>	Near-capacity operations, with speeds reduced to a low but uniform speed.	> 55 and < 80	> 35 and < 50
<b>F</b>	Over capacity, with delays.	> 80	> 50

The City's LOS policy sets the following standards for its roadways:

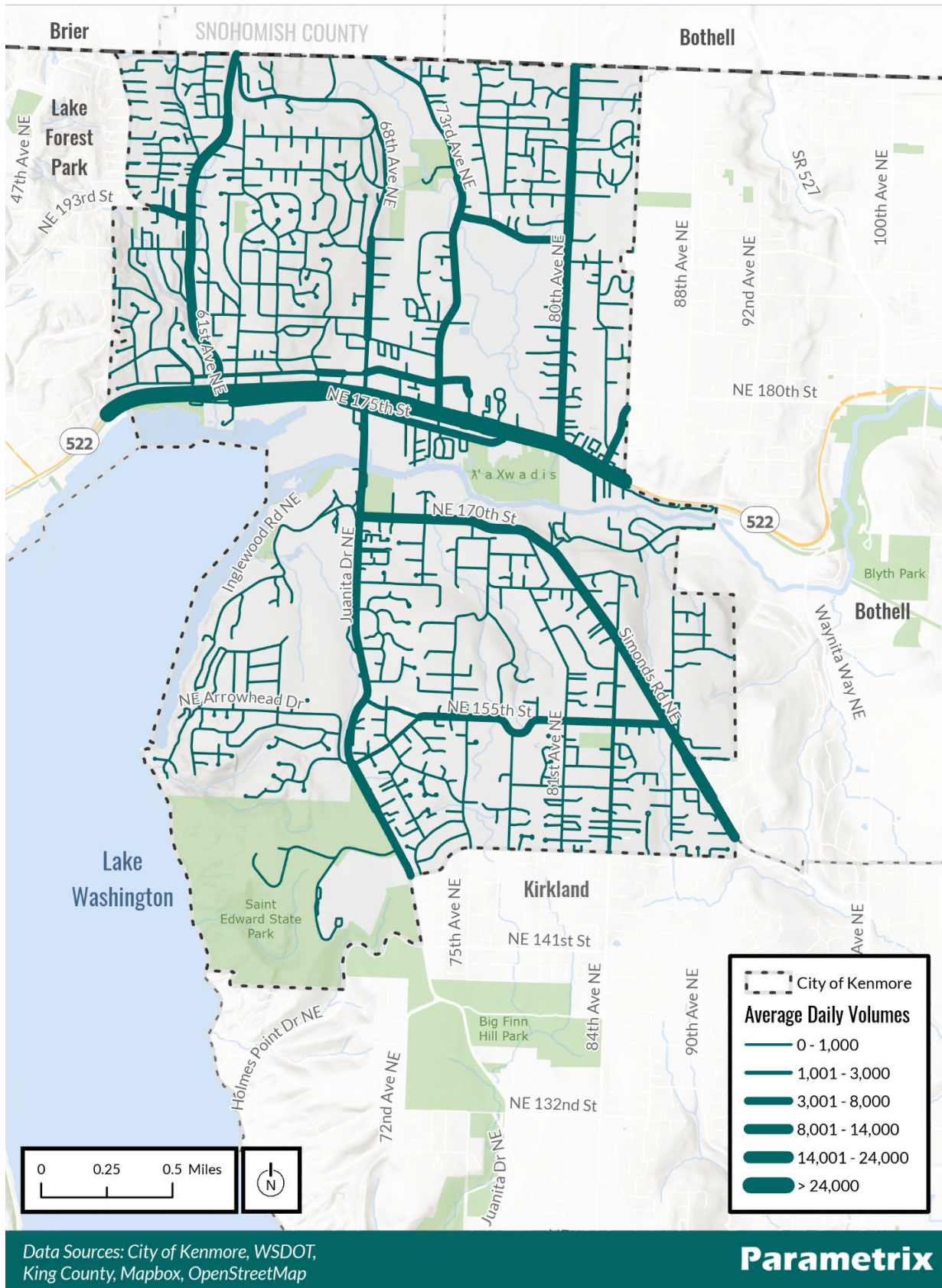
- Major Arterials – LOS E or better
- Minor Arterials and collectors – LOS D or better
- Local roads – LOS C or better
- Roadways in Kenmore Countywide Growth Center
  - Signalized intersections shall operate at LOS F or better and not exceed 100 seconds of average total vehicle delay of all movements
  - Unsignalized intersections shall operate at LOS F or better on the minor street approach until a signal warrant is met using the current version of the Manual for Uniform Traffic Control Devices

It should be noted that as a highway of statewide significance, SR 522 is exempted from the City's LOS standards.

**Figure T-10** shows weekday traffic volumes and **Figure T-11** shows the calculated LOS at each of the 19 intersections. As the figures show, Kenmore's major arterials see high traffic volumes and lower levels of service. Detailed reports of LOS are available in **Appendix D-1**.



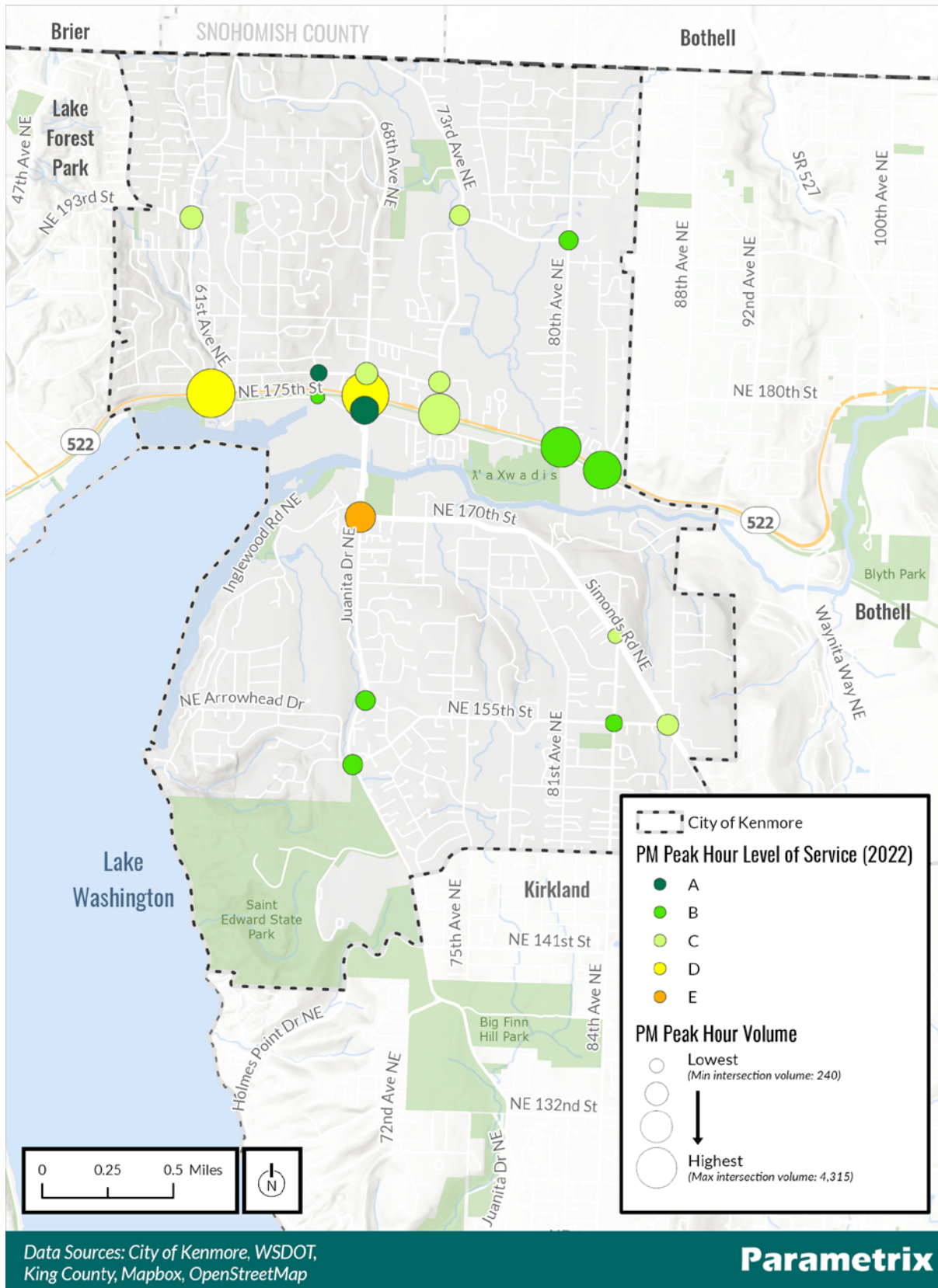
1 **Figure T-10: Auto Average Daily Volumes**



2



1 **Figure T-91: Auto Level of Service and Volumes**



2

## **Current Challenges and Observations**

The City of Kenmore has several important challenges to face as it prepares for future growth and the development of its downtown core. Although Kenmore continues to invest in its multimodal transportation system, motor vehicle travel dominates the City's transportation framework currently and many travelers view Kenmore as a "pass-through town." Kenmore is planning to be a walkable, bikeable, high-capacity transit community with a vibrant downtown and addressing the following transportation challenges will be a key to the City's success:

- Safety and comfort, especially for pedestrians and bicyclists
- Transit availability and access to high capacity transit
- Limited connectivity for all users

## **Bicycle and Pedestrian Safety**

Since 2017, Kenmore has experienced nearly 175 traffic collisions per year. Of the 871 collisions in Kenmore from January 2017 to August 2021, 325 occurred on SR 522 and 207 occurred on the 68th Avenue / Juanita Drive corridor – 61 percent of the total city-wide.

Highlighting this issue, the period from Winter 2017 through Summer 2021 saw 41 crashes that involved vehicles hitting pedestrians and bicyclists, including one pedestrian fatality. **Figure T-12** displays traffic crashes for all modes within the City, **Figure T-13** shows injury severity and **Figure T-14** shows crashes involving bicycles and pedestrians over a five-year period spanning 2017-2021.

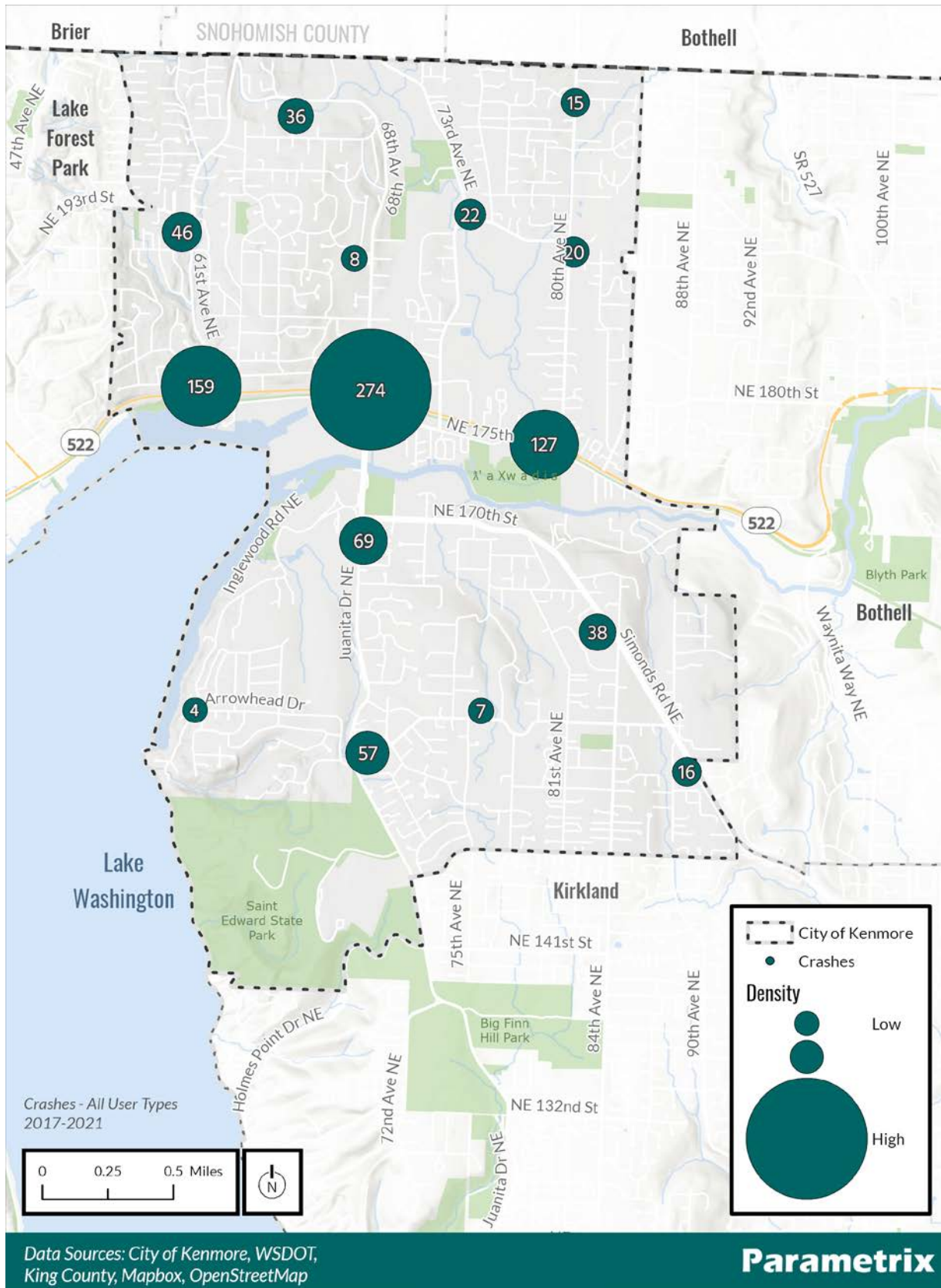
Crash severity is categorized by WSDOT into the following five categories:

- **Fatal Injury:** Any injury that results in death within 30 days after the motor vehicle crash in which the injury occurred.
- **Suspected Serious Injury:** Any injury other than fatal which results in one or more of the following: Severe laceration resulting in exposure of underlying tissues/muscle/organs or resulting in significant loss of blood; broken or distorted extremity (arm or leg); crush injuries; suspected skull, chest or abdominal injury other than bruises or minor lacerations; significant burns (second and third degree burns over 10 percent or more of the body); or unconsciousness when taken from the crash scene.
- **Suspected Minor Injury:** Any injury that is evident at the scene of the crash, other than fatal or serious injuries. Examples include lump on the head, abrasions, bruises, minor lacerations (cuts on the skin surface with minimal bleeding and no exposure of deeper tissue/muscle).
- **Possible Injury:** Any injury reported or claimed which is not a fatal injury, suspected by the person or are indicated by his/her behavior, but no wounds or injuries are readily evident.

Comprehensive Plan

- 1       • No Apparent Injury: Situation where there is no reason to believe that the person
- 2       received any bodily harm from the motor vehicle crash. There is no physical
- 3       evidence of injury and the person does not report any change in normal function.

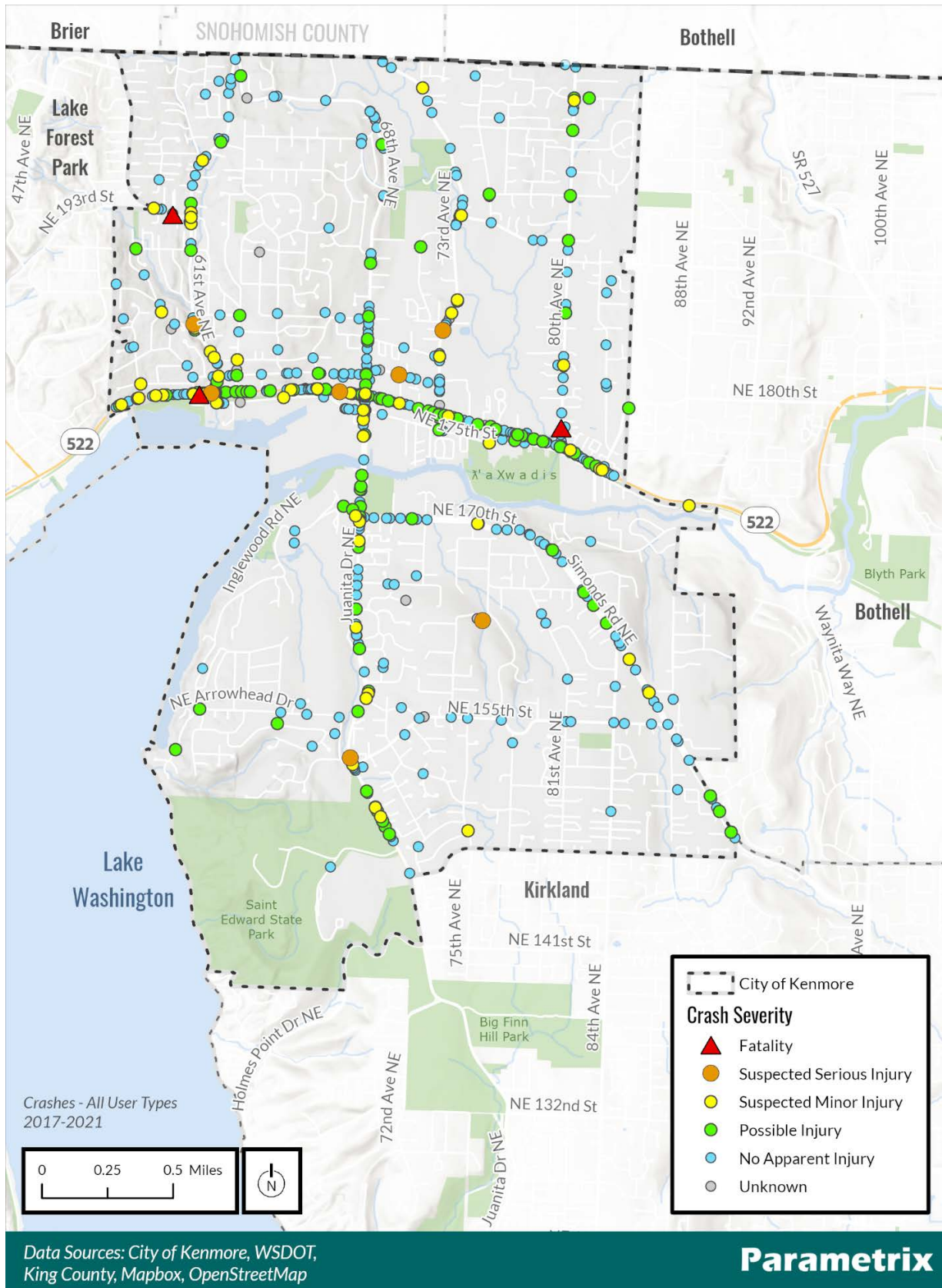
1 **Figure T-12: Crash Density**



2

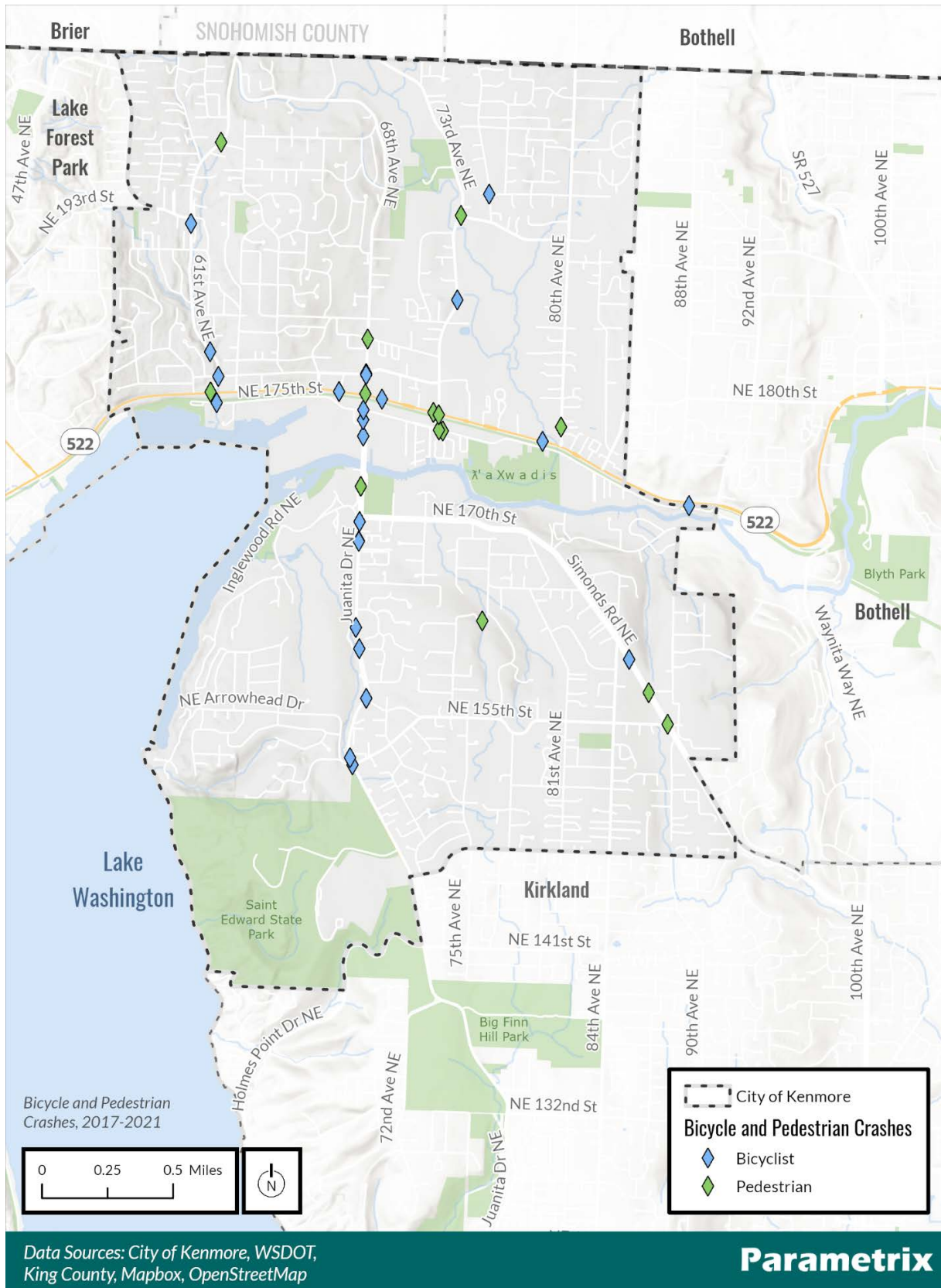


1 **Figure T-13: Crash Severity**



2

1 **Figure T-14: Crashes Involving Bicycles and Pedestrians**



2



1 The City of Kenmore's Target Zero Initiative was adopted in April of 2014. The goal of this  
2 program is to achieve zero pedestrian and bicyclist fatalities and serious injuries in  
3 Kenmore by 2025 by increasing awareness of pedestrian, bicyclist, and driver safety  
4 issues. The City works toward its Target Zero goal by engaging the Three E's: Engineering,  
5 Enforcement, and Education. These efforts include creating safer pedestrian and bicycle  
6 pathways, offering helmets at a low price, educating bicyclists, pedestrians, and drivers  
7 through events and pamphlets, offering safety vests annually at no charge (while supplies  
8 last), and enforcing traffic safety laws for all road users - among many other citywide  
9 improvements.

10  
11 Kenmore has made many pedestrian improvements in recent years as the City strives for  
12 a more walkable/bikeable city. Sidewalk and crosswalk improvements along SR 522 have  
13 created a better environment for pedestrians moving around the City's commercial areas  
14 and connecting with public transit services or the Burke Gilman Trail. There are seven  
15 pedestrian actuated crossings that are also Americans with Disabilities Act (ADA)  
16 compliant. Four are located near SR 522 and 61st Avenue NE and three are located near  
17 Juanita Drive and NE 170th Street.

18  
19 The Burke-Gilman Trail provides a major bicycle route through Kenmore and is a major  
20 asset to the community for both transportation and recreational purposes. Creating safer  
21 and more attractive connections from neighborhoods to the trail will encourage residents  
22 to make more walking and biking trips and visitors to patronize local businesses near the  
23 trail.

24  
25 As a part of Walkways & Waterways, a voter-approved bond passed in 2016, the 68th  
26 Avenue/Juanita Drive corridor received pedestrian and bicycle safety treatments:

- 27 (1) Juanita Drive NE Pedestrian and Bicycle Safety Improvements: 1.5 miles of new  
28 sidewalk on the east side of Juanita Drive from 143rd Street to NE 170th Street,  
29 buffered bicycle lanes in each direction, bus stop improvements, improved  
30 lighting, and some traffic signal modifications.
- 31 (2) The 68th Avenue NE Pedestrian and Bicycle Improvements: 1.5 miles of new  
32 sidewalk on one side of 68th Avenue NE from NE 182nd Street to 61st Place NE,  
33 new bicycle lanes in each direction, and lighting improvements.

34  
35 In addition to the Walkways and Waterways projects, several other projects were initiated  
36 and completed that provided sidewalk and/or bicycle safety treatments:

- 37 (1) The West Sammamish River Bridge Replacement Project: New sidewalk and bike  
38 facilities on the west side of the road between NE 170th Street and NE 175th  
39 Street, lighting improvements and some traffic signal improvements.
- 40 (2) SR522 West A Project: New sidewalk on the north and south side of SR522 from  
41 61st Avenue NE to 65th Avenue NE along with street lighting and traffic signal  
42 improvements.
- 43 (3) Simonds Road Overlay: New bike lanes added from 92nd Avenue NE to 84th  
44 Avenue NE.

(4) 62nd Avenue NE Sidewalk Project: New sidewalk on the east side of 62nd Avenue NE from SR522 to 185th Avenue NE.

(5) NE 181st Street Sidewalks: New sidewalk along the north and south side of NE 181st from 68th Avenue NE to 73rd Avenue NE and new sidewalk on the north side from 65th Avenue NE to 67th Avenue NE. Improvements included new street lighting.

(6) 73rd Avenue NE Overlay: New bike lanes added from NE 181st St to NE 192nd St.

(7) NE 153rd Street Sidewalks: New sidewalks on the south side of NE 153rd Street from 70th NE to Juanita Drive.

## Transit Availability and Access to High Capacity Transit

Many people use public transit in Kenmore, as evidenced by 2019 ridership and park-and-ride occupancy levels. The opening of the Lynnwood Link light rail extension in 2024, particularly the Shoreline South/148th Street station, will provide an opportunity to greatly expand options for Kenmore residents wishing to ride transit to destinations throughout the Puget Sound region. Sound Transit's BRT Stride service on SR 522, planned for implementation in 2026, will provide high-capacity transit service directly in Kenmore, providing residents with a direct connection to light rail in Shoreline and Stride service on I-405. There are no planned improvements to parking capacity in Kenmore, by Sound Transit or Metro, until 2034. Robust local transit options and nonmotorized access improvements that connect Kenmore neighborhoods to bus service on SR 522 will be critical components to facilitating reliable access to these regional transit investments.

Kenmore is also interested in creation of a Metro-operated water taxi route that would connect the City to destinations along Lake Washington and Lake Union, providing another transit option for residents to access this regional employment and education center.

Service cuts are likely to hurt public transit as an attractive travel mode so the City should closely monitor these developments and advocate for its desire to maintain quality service. Additionally, infrequent or poorly timed service connections might further dissuade residents from using transit if it does not provide a fast and reliable trip compared with auto travel. While Kenmore cannot control transit service levels, the City's land use vision is designed to create a supportive environment for transit.

## Limited Nonmotorized Connectivity

The existing transportation network in Kenmore was developed with limited facilities that can accommodate travel across the City. The 68th Avenue Bridge is the only public crossing over the Sammamish River in the City and currently acts as one of Kenmore's most congested points for all roadway users. In 2022, the City completed replacement of the southbound bridge, which included construction of new sidewalk and bicycle facilities on the west side of the road between NE 170th Street and NE 175th Street. Even with the

bridge improvements, the intersection with SR 522 frequently backs up traffic for long stretches during peak hours.

Similarly, SR 522 serves as another major barrier to north-south connectivity. Its wide cross-section and limited number of signalized crossings affect all modes of travel, particularly pedestrians and cyclists. Additional signalized mid-block pedestrian crossings where warranted would improve crossing options for nonmotorized travelers.

East-west travel is also challenging, particularly north of SR 522 east of 73rd Avenue NE. A lack of walkways or paths for non-motorized users results in long, circuitous routes for pedestrians and cyclists wishing to travel in this area. Development of new non-motorized facilities could help to provide these connections.

### **Trends**

Aside from existing conditions and challenges, there are other factors that will affect Kenmore's transportation system. Growth in downtown Kenmore and throughout the region generally plays a role in how the City will plan the improvements to its transportation network for the future.

### **Transportation Related Climate Impacts**

The City of Kenmore's CAP establishes a multi-faceted approach for reducing greenhouse gas (GHG) emissions associated with transportation. The CAP describes policies, programs, and infrastructure investments that will help the City achieve its goal of net zero GHG emissions by 2050. Changes to municipal operations, construction of dense, mixed-use, and transit-oriented development (TOD), reduced single-occupancy vehicle (SOV) trips, and incentives for drivers to use electric vehicles (EVs) are the key transportation-focused strategies included in the CAP.

### **Downtown Development**

In 2021, King County updated the 2021 Countywide Planning Policies to include a new category—Countywide Growth Centers—with zoned densities that support high capacity transit along existing or planned transit corridors. Designated countywide growth centers make efficient use of urban land by sufficiently providing housing, employment, and services in a compact form and density near the high capacity transit areas. Additionally, designated countywide growth centers use strategies to mitigate identified displacement impacts of residents and businesses, particularly for Black, Indigenous, and other People of Color communities; immigrants and refugees; low-income populations; people with disabilities; and other communities at greatest risk of displacement.

Downtown Kenmore is preliminarily designated as a Countywide Growth Center. Policies focus on mixed use, higher density development, including affordable housing, in the downtown area as it develops along the SR 522 high capacity transit corridor. Future redevelopment will add mixed use projects to provide housing, dining, shopping, and

1 other services in the downtown. These land uses will generate additional travel in the  
2 downtown area and, while many people will be able to walk or use public transit for these  
3 trips, the transportation network must be able to support this concentrated growth.

#### 4 5 **Regional Growth**

6 Regional development outside of the City itself is the other major aspect of growth  
7 affecting Kenmore by 2044. South Snohomish County, Bothell, and Woodinville are all  
8 expected to add a substantial number of residents and jobs during this time period and  
9 many of them travel through Kenmore en route to other regional destinations. The  
10 continued tolling of SR520 bridge and expected regional growth south of Kenmore are  
11 likely to have a continued impact on SR522.

## Kenmore Travel Demand Forecasting

The GMA requires that the Transportation Element supports the land uses envisioned in the Comprehensive Plan. Thus, an important component of the work was forecasting how the future land uses envisioned in the City, as well as regional growth, would influence demand on Kenmore's transportation network. A description of the travel demand modeling process is summarized below with more detail about land use assumptions in **Appendix D-2**.

- **The Tool.** The PSRC regional Activity Based Travel Demand model was used for travel demand forecasting.
- **Estimate Land Use Growth in the City.** The City is planning for expected growth in housing units and employment over the next 20 years through 2044. The City allocates the growth throughout Kenmore based on adopted zoning, observed development patterns, and other city policies.
- **Capture Regional Growth Patterns.** Other communities throughout the region are going through this very same process, based on direction from PSRC. Since travel does not stop at a jurisdiction's borders, it is important to capture how regional growth could influence travel patterns on Kenmore's streets.
- **Translating Land Uses into Trips.** The next step is evaluating how the City and regional growth assumptions described above translate into walking, biking, transit, and auto trips. The travel model represents the number of housing units and employees in spatial units called traffic analysis zones (TAZs). TAZs can be as small as a few street blocks to as large as an entire neighborhood. They provide a simplified means to represent trip making rather than modeling individual parcels. The travel model estimates trips generated from each TAZ (both inside and outside of the City) using established relationships between different land use types with trip making. These trips are then assigned onto the roadway network to estimate how much traffic would be on each street during the evening commute hour.
- **Model Refinements.** The final step is refining the forecasts based on reality checks that the travel model may not capture. In this case, forecasts were refined to reflect the more walkable, urban characteristic planned for Kenmore's downtown, by recognizing that some short trips could be made by walking and biking, rather than driving. Moreover, travel patterns were refined to reflect existing driver preferences, including recognizing the relative attractiveness of the Simonds Road / 170th Corridor over Juanita Drive.

## GOALS, OBJECTIVES, AND POLICIES

Kenmore has established eight goals to accomplish its overall vision for transportation in the future. The goals establish overarching priorities that serve the vision of this Transportation Element while objectives and policies lay out specific actions. The consolidated set of goals, objectives, and policies is included in this chapter.

### **GOAL 1. PROVIDE A COMPREHENSIVE TRANSPORTATION NETWORK THAT SAFELY ACCOMMODATES LOCAL AND REGIONAL TRAVEL FOR PEDESTRIANS, BICYCLISTS, TRANSIT USERS, AND MOTORIZED VEHICLES.**

#### **OBJECTIVE 1.1: Develop and maintain a Layered Network that provides connectivity and recognizes that not all streets provide the same quality of travel experience. Classify streets as State Highways, Major Arterials, Minor Arterials, Collectors, and Local Roads.**

Policy T-1.1.1: Ensure that the Layered Network continues to provide for all varieties of street uses including regional mobility and cross-town trips, commuting, shopping, recreational travel, property and business access, and parking, regardless of mode.

Policy T-1.1.2: Guide the development of new streets and maintenance of existing streets to form a well-connected network that accommodates safe, direct, and convenient access to the existing roadway network for pedestrians, bicyclists, transit, and automobiles. Prioritize non-motorized connections to reinforce the City's vision of a pedestrian-friendly and robust downtown.

Policy T-1.1.3: New development should be consistent with the Future Roadway Network. Cul-de-sac construction should require the approval of the City Engineer. Pedestrian facilities identified in the City's Sidewalk Priority Network should be prioritized using the Pedestrian Facilities Plan. Bicycle facilities should be considered for streets identified within the Bicycle Priority Network.

Policy T-1.1.4: Coordinate with park-and-ride and transit service providers to reinforce the City's designation as a high capacity transit community, attracting residential and employment densities that support ridership along the high capacity corridors. Pursue improvement projects that are consistent with the Layered Network and which benefit transit users in Kenmore.



Policy T-1.1.5: Continue to enhance the City's Layered Network by using the following methods:

- a. Require dedication of rights-of-way as a condition for development when the need for such rights-of-way is linked to the development or where shown on the Future Roadway Network;
- b. Request donations of rights-of-way to the public;
- c. Purchase rights-of-way in accordance with State laws and procedures
- d. Acquire development rights and easements from property owners; and
- e. Implement traffic impact fees with new development consistent with the City's Traffic Impact Analysis Guidelines to allocate funding for new multimodal facilities.

Policy T-1.1.6: Maintain criteria to consider street vacations. Criteria should address:

- a. State laws regarding street vacations;
- b. Consistency with the Layered Network, including the effects of the street vacation on existing and future circulation;
- c. Ability to utilize excess right-of-way for other public purposes such as parks, recreation, waterfront access, viewpoints, stormwater management, or affordable housing;
- d. Public benefit of the street vacation; and
- e. Fair compensation.

**OBJECTIVE 1.2: Design and maintain transportation facilities consistent with the community vision.**

Policy T-1.2.1: Consider the environmental consequences of street design standards and maintenance practices. Design City-sponsored transportation projects to minimize impacts to wildlife habitat, the environment and water quality to the greatest extent feasible. When preparing City-sponsored transportation project designs or reviewing development proposals, the City should follow steps outlined in the *Street Planning Toolkit (Figure T-15)*.

Policy T-1.2.2: Require new development to minimize and consolidate access points along all major and minor arterials, especially along SR 522 and any new arterials that may be developed. Coordinate this effort with local businesses, property owners, and WSDOT.

1  
2 Policy T-1.2.3: Protect rights-of-way from encroachment by structures, fences,  
3 retaining walls, substantial landscaping, or other obstructions to  
4 preserve the public's use of the right-of-way, safety, and mobility.  
5 Protection methods may include minimum setback requirements for  
6 property improvements allowing future roadway expansion, street  
7 use agreements, and development of specific guidelines regarding  
8 installation and maintenance of landscaping within the public right-  
9 of-way.

10  
11 Policy T-1.2.4: Maintain a right-of-way use permit application process and criteria  
12 to ensure that temporary development and utility construction  
13 activities do not create adverse safety, environmental, or traffic  
14 impacts.

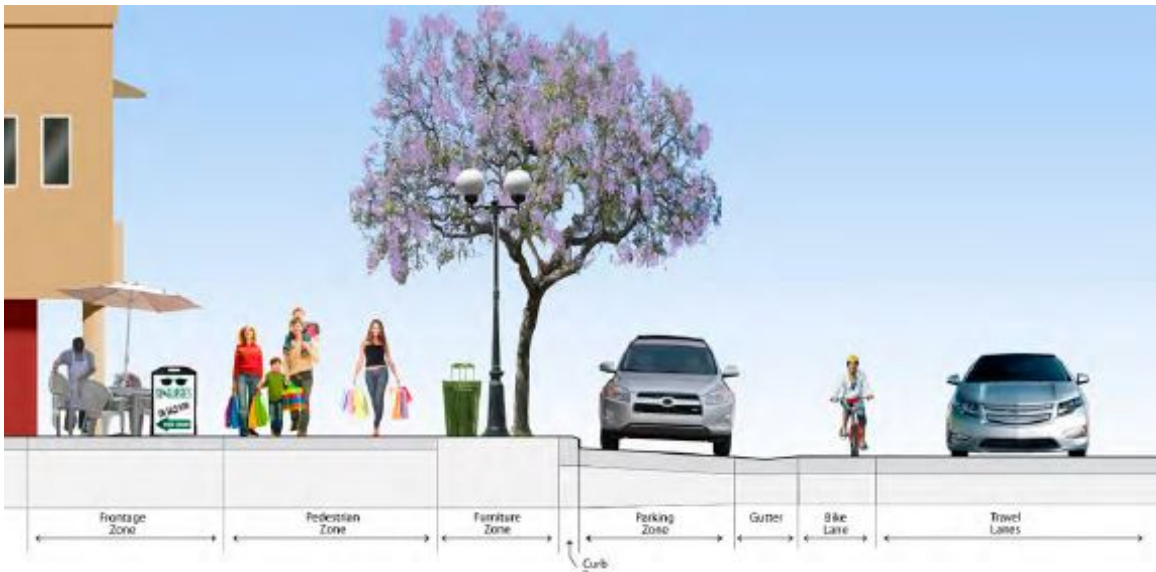
15  
16 Policy T-1.2.5: Ensure pedestrian facilities are designed consistent with ADA  
17 guidelines and that existing infrastructure is updated per the city's  
18 *ADA Transition Plan* to accommodate users of all ages and abilities.  
19 Design curb cuts, ramps, and other facilities to accommodate  
20 pedestrians with a disability or mobility challenges.

21  
22 Policy T-1.2.6: Implement the Street Planning Toolkit to provide uniform street  
23 design and maintenance methods that enhance safety for  
24 pedestrians, bicyclists, and motorists.

25  
26 Policy T-1.2.7: Ensure structured parking facilities incorporate context sensitive,  
27 preemptive designs that can accommodate changing parking  
28 demand as a result of increased walkability in high-density areas,  
29 such as downtown.  
30

**Figure T-15: Street Planning Toolkit**

When planning for new or existing roads, the City should implement uniform designs and maintenance methods that create a safe, effective, environmentally sensitive, and welcoming transportation system for all users in line with the City's vision and Comprehensive Plan policies. Throughout this process, the City must consider the various financial and non-financial costs of development and operation of the transportation system in addition to the concerns of the users.



- Align and locate transportation facilities away from environmentally sensitive areas, consistent with other Comprehensive Plan policies;
- Minimize and mitigate significant environmental impacts whenever possible, including the incorporation of improvements, such as larger stormwater treatment facilities, to respond to the impacts of climate change. Minimize and mitigate impacts from the transportation network to the environment, terrestrial animal habitat, and aquatic habitats.
- Whenever practical, incorporate native grasses, shrubs, and trees, and drought-resistant species in the design of roads, planting strips, and medians.
- Enhance the safety of pedestrians, bicyclists, and motorists through sidewalk or other separated pedestrian facilities and on-street facility location, design, and maintenance, lighting requirements, signs, lane widths and geometrics, and access to properties using the Layered Network as a guide.
- Consider the conflicts between different users in the design of multi-purpose paths, including the use of separate paths, striping different lanes for pedestrians and cyclists, speed limits, and increased use of protected bicycle facilities on streets to provide additional options for cyclists.
- Establish standards that discourage excessive parking. Provide options or incentives to reduce underutilized parking lots and encourage alternate modes of travel.

**OBJECTIVE 1.3: Improve street safety and function with a particular reference to the “Target Zero” goal (adopted City Resolution 14-235) to have no pedestrian or bicycle deaths or serious injuries as the result of a collision with a motorized vehicle.**

Policy T-1.3.1: Continue to collect data on traffic speed and volume and collisions to support studies, operational changes, and designs, enhance efforts when possible.

Policy T-1.3.2: Include emergency service providers in review of roadway designs to ensure emergency vehicle passage. Design considerations include dead-end street lengths, turn-arounds, travel lane widths, maximum road grades, and parking location.

Policy T-1.3.3: Implement the City’s Target Zero strategy to focus on transportation improvements, education, and enforcement measures to improve safety conditions for pedestrians and bicyclists on Kenmore’s streets. Use the Local Road Safety Plan to identify and prioritize low-cost, quick build, effective enhancements.

**OBJECTIVE 1.4: Develop a transportation system that achieves the following LOS metrics:**




Policy T-1.4.1: Vehicular LOS:

- Major Arterials: LOS E or better
- Minor Arterials and Connectors: LOS D or better
- Local Streets: LOS C or better
- Roadways in the Kenmore countywide growth center
  - Signalized intersections shall operate at LOS F or better and not exceed 100 seconds of average total vehicle delay of all movements
  - Unsignalized intersections shall operate at LOS F or better on the minor street approach until a signal warrant is met using the current version of the Manual for Uniform Traffic Control Devices

LOS along SR 522 and 68th Avenue (south of SR 522) / Juanita Drive will be measured as average delay at the corridor level rather than the intersection level.

Policy T-1.4.2: Pedestrian LOS as described in Table T-4, bicycle LOS as described in Table T-5, and transit LOS as described in Table T-6




**Table T-4. Pedestrian LOS – Sidewalk Requirements**

LOS	Within Pedestrian Priority Network*
	Pedestrian facility** on both sides of the street with a buffer as indicated in Pedestrian Priority Network
	Pedestrian facility** provided on one side of the street with or without a buffer as indicated in Pedestrian Priority Network
	No pedestrian facility

\* The pedestrian LOS standard does not pertain to local streets outside downtown




\*\* Pedestrian facility includes sidewalks and paved shoulders protected by a raised curb.

**Table T-5. Bicycle LOS – Facility Requirements**

LOS	Within Bicycle Priority Network
	Provides minimum treatment* recommendation, as shown within Bicycle Priority Network
	Provides a lower-level facility* than recommended in the Bicycle Priority Network
	No bicycle facility

\* Bicycle facilities – lowest-level to highest-level of treatment: shared; bike lanes; buffered bike facility; separated trail.

**Table T-6. Transit Priority Corridor Level of Service**

LOS	Transit Stop Amenities	Pedestrian Access	Frequency of Service
	High level	Sidewalks and marked crosswalks serving stops	All day service. Peak service 15 minutes or less, midday 30 minutes or less
	Some amenities	Sidewalks and marked crosswalks serving some stops	All day service. Peak services 30 minutes or less, midday service 60 minutes or less
	Little or no amenities	General lack of sidewalks and marked crosswalks	Low level of service

**OBJECTIVE 1.5:** Perform periodic review and monitoring (every 2-4 years) of the transportation system to ensure it adequately serves existing and future land uses.

Policy T-1.5.1: Forecast travel to identify needed transportation improvements. The forecasts should:

- a. Account for expected changes in personal travel behavior, funded capital improvements, and feasibility of mode choices;
- b. Use current data and policies;
- c. Be compatible with other jurisdictions and the regional growth strategy; and
- d. Reflect the Vision Statement and land use policies.

Policy T-1.5.2: Identify the improvements and strategies needed to fully implement the City's *Layered Network* and meet LOS requirements for transportation.

Policy T-1.5.3: Monitor growth in population and employment in relation to the land use and growth assumptions of the Transportation Element. Reassess the Land Use and Transportation Elements as needed to ensure that planned improvements will address the potential impacts of growth.

Policy T-1.5.4: Require construction of necessary transportation improvements from the private or public sector at the time of development or within six years of development.

**GOAL 2. COORDINATE WITH LOCAL, REGIONAL, STATE, AND FEDERAL AGENCIES AS WELL AS NON-GOVERNMENTAL ENTITIES TO DEVELOP AND OPERATE THE TRANSPORTATION SYSTEM.**

**OBJECTIVE 2.1: Support and complement the transportation functions of the State of Washington, transit agencies, and other entities responsible for transportation facilities and services to meet Kenmore's needs.**

Policy T-2.1.1: Coordinate planning, construction, and operation of transportation facilities and programs with the State, Counties, neighboring cities, PSRC, Metro, Sound Transit, and other entities. This coordination will be achieved by:

- a. Participating in the transportation-related activities of King County and other advisory committees;
- b. Working with other jurisdictions to plan, fund, and implement multi-jurisdictional projects necessary to meet shared transportation needs; and
- c. Making transportation decisions consistent with the City's adopted transportation plans in coordination with the State,

PSRC, transit agencies, King County, Snohomish County, and neighboring jurisdictions.

Policy T-2.1.2: Support increased transit service for the Kenmore Downtown area based upon existing and future population and employment densities. Support additional market demand for TOD along the SR 522 corridor to promote Kenmore's status as a High Capacity Transit community and provide residents with access to regional transit.

Policy T-2.1.3: Work with private property owners to create multimodal transportation options around the Downtown area to achieve a walkable city center that reinforces the community identity and provides connections to housing and community destinations.

Policy T-2.1.4: Coordinate planning, construction, and operation of transportation facilities and programs with the State, Counties, neighboring cities, PSRC, Metro, Sound Transit, and other entities to minimize impacts to the environment and aquatic habitats and ensure critical infrastructure is in place to respond to both natural disasters, human-caused disasters, and climate change impacts.

**OBJECTIVE 2.2: Cooperate with neighboring cities, King and Snohomish Counties, transit agencies, PSRC, and WSDOT to address regional transportation issues.**

Policy T-2.2.1: In partnership with State, regional and local agencies, address regional transportation issues. These include:

- d. Regional air, rail, and water transportation facilities and services;
- e. Operation of and improvements to the State highway network, including SR 522;
- f. Improvements to roadways connecting Kenmore to the surrounding region, including SR 522;
- g. Improvements to major roadways bordering, yet having an influence upon internal traffic flows within Kenmore, including those located in Snohomish County;
- h. Improved access to I-5 and I-405 corridors and other employment corridors;
- i. Regional pedestrian and bicycle facility needs;
- j. Transit access to meet the diverse needs of residents for populations of all income levels; and



k. Consideration of last-mile connection to transit stops for local and regional users.

Policy T-2.2.2: Work with neighboring jurisdictions to ensure that new development outside of Kenmore does not unreasonably affect transportation systems, transportation LOS, and the quality of life in Kenmore. Utilize the following approaches:

a. Promote thoughtful planning by neighboring jurisdictions consistent with comprehensive plans and the regional growth strategy; and

b. Support the establishment of regional traffic planning, expanded access to transit, improved non-motorized facilities, and mitigation payment system.

Policy T-2.2.3: Coordinate transit levels of service with Metro, Sound Transit, and private transit operators.

Policy T-2.2.4: In partnership with state and other agencies, support development of a corridor plan for SR 522 to consistently maintain travel conditions for all users along this route.

**OBJECTIVE 2.3: Ensure regional transportation improvements and services are compatible with the Comprehensive Plan and the City's Layered Network.**

Policy T-2.3.1: Continue to take a lead role in the planning, design, and implementation of SR 522 improvements within Kenmore. Encourage multi-agency cooperation (such as WSDOT and Sound Transit) and ensure that improvements in Kenmore are coordinated with adjacent communities.

Policy T-2.3.2: Work with the adjacent jurisdictions to coordinate planned improvements along connecting roads.

Policy T-2.3.3: Work with WSDOT to identify and mitigate the impact that reconstruction and existing and planned toll projects have on Kenmore; particularly on SR 522.

**OBJECTIVE 2.4: Work with business leaders, private owners, and other local organizations to support transportation efforts in reaching mutual goals.**

Policy T-2.4.1: Attract and retain future development to Kenmore by directing growth into its Countywide Growth Center and providing multi-modal connections to downtown and equitable access to regional transit.

Policy T-2.4.2: Provide additional incentives to minimize surface parking within walkable areas, such as downtown. Ensure that regulations require appropriate parking for business customers.

Policy T-2.4.3: Provide local transit connections from the City's residential areas to the regional high capacity transit system along the SR 522 corridor.

**OBJECTIVE 2.5: Position Kenmore to respond to technological innovations, such as EVs, connected/autonomous vehicles, and intelligent transportation systems.**

Policy T-2.5.1: Coordinate with PSRC and other regional entities to understand regional plans for EV charging and accommodation of other alternative fuel sources.

Policy T-2.5.2: Review vehicle regulations periodically to ensure accordance with current technologies that can support Kenmore's transportation system.

Policy T-2.5.3: Keep pace with evolving technologies to understand their impacts on the financing, expansion, and evolving operational and maintenance needs for transportation facilities.

Policy T-2.5.4: Explore micromobility transportation options as an alternate transportation mode to SOVs. Implement policies and pilot programs in coordination with other jurisdictions to test their efficacy in Kenmore.

**GOAL 3. PROMOTE A TRANSPORTATION SYSTEM THAT IS SUSTAINABLE FROM FISCAL, ENVIRONMENTAL, AND EQUITY PERSPECTIVES WITH PARTICIPATION FROM BOTH THE PUBLIC AND PRIVATE SECTORS.**

**OBJECTIVE 3.1: Emphasize priorities of the community when prioritizing transportation system improvements needed to fully implement the City's Layered Network, including safety, multi-modal mobility, access to transit, maintenance, and congestion relief.**

**OBJECTIVE 3.2: Regularly prepare and adopt a Six-Year Transportation Improvement Program to implement the Transportation Element.**

Policy T-3.2.1: In preparation of specific planning and implementation documents, including the Six-Year Transportation Improvement Program, the City will involve the public, interested agencies, and other jurisdictions through a clearly stated process that provides

opportunities for review and comments regarding the City's priorities and recommendations.

Policy T-3.2.2: Ensure that plans consider the best available lifecycle cost of an improvement, including operation and maintenance costs; environmental, climate change, economic, and social impacts; and any replacement or closure costs.

**OBJECTIVE 3.3: Leverage City resources and secure adequate funding sources for transportation improvements and services through a variety of mechanisms, including those required as a result of development.**

Policy T-3.3.1: Seek to secure adequate funding sources for transportation through a variety of methods. These methods may include:

- a. Seeking federal and state funds;
- b. Encouraging public/private partnerships for financing transportation projects that remedy existing transportation problems or foster economic growth in Kenmore; and
- c. Encouraging the use of Local Improvement Districts (LIDs) by property owners to upgrade roads to meet City road standards.

Policy T-3.3.2: Ensure shared responsibility of mitigating development impacts between the public and private sector. Require that developers contribute their fair share toward transportation improvements needed to accommodate development through implementation of the City's Traffic Impact Fee program, by providing additional transportation facilities and services in proportion to the impacts and needs generated by the development and encouraging developers to design projects that generate less traffic.

Policy T-3.3.3: Require traffic analyses for new development proposals consistent with the City's *Traffic Impact Analysis Guidelines* that determine the need for transportation improvements that address traffic impacts. Ensure new developments are accordant with the City's vision as a high capacity transit community.

**OBJECTIVE 3.4: Ensure improvements to the transportation network occur concurrently with development.**

Policy T-3.4.1: Allow development only when those proposals are concurrent with specific documentation or plans showing how the transportation system can adequately support existing and proposed development needs.

**OBJECTIVE 3.5: Cooperate regionally and strive locally to mitigate transportation impacts to air quality through interconnected land use and transportation strategies.**

Policy T-3.5.1: Support ongoing efforts for improving air quality throughout the Kenmore area and develop a transportation system compatible with the goals of the Federal and State Clean Air Acts.

Policy T-3.5.2: Support local and regional efforts to reduce vehicle emissions. Support installation of EV charging stations on local privately owned property and explore options for the development of charging facilities on publicly owned property. Reduce emissions from City fleet by implementing a green vehicle selection process, identifying green fleet resources for new or replacement vehicles, and installing electric car charging stations in City-owned facilities.

Policy T-3.5.3: Coordinate with Metro, Sound Transit, and other jurisdictions on Commute Trip Reduction (CTR) programs for major employers in Kenmore.

Policy T-3.5.4: Reduce vehicle miles traveled (VMT) of SOVs by implementing Transportation Demand Management (TDM) programs and strategies.

**OBJECTIVE 3.6: Reduce impacts to water quality with new development and maintenance of the existing transportation system.**

Policy T-3.6.1: Design roadway improvements to be consistent with the City's Surface Water Management Plan, CAP, and stormwater regulations. Implement, where feasible, green stormwater infrastructure to reduce stormwater runoff and minimize and mitigate water quality impacts to aquatic habitats.

Policy T-3.6.2: Determine potential surface water retrofitting or treatments that could be applied in conjunction with transportation improvements.

Policy T-3.6.3: Support expanding stormwater facilities along with new projects to accommodate stormwater runoff adjacent to the project area, when feasible, to expand treatment to undisturbed but currently untreated areas.

**GOAL 4. ENCOURAGE PUBLIC TRANSPORTATION, NON-MOTORIZED TRAVEL, AND OTHER TRANSPORTATION STRATEGIES THAT REDUCE THE NEED FOR AUTOMOBILE TRAVEL, ESPECIALLY BY SOVS.**

**OBJECTIVE 4.1: Support expansion of transit service within Kenmore that provides connections to local destinations as well as the regional high capacity transit network.**

Policy T-4.1.1: Support the implementation of Sound Transit's planned and funded regional BRT along SR 522 and prioritize investments that support high capacity transit stations.

Policy T-4.1.2: Work with Metro and other transit providers to establish local transit service that provides Kenmore residents access to the regional high capacity transit network, as well as connections to the Downtown, major commercial and mixed centers in Kenmore, and other key destinations in the City, and destinations in surrounding communities.

Policy T-4.1.3: Examine the opportunities for increasing transit service with Metro and Sound Transit with priorities tailored to meet the needs of the community by:

- a. Requiring transit facilities as mitigation where appropriate for new developments;
- b. Identifying and developing locations that are accessible to public transportation for use as park-and-pool or park-and-ride lots;
- c. Requiring adequate right-of-way, sidewalk, and roadway improvements where transit stops are located;
- d. Adopting design standards that promote safety and aesthetics in accordance with the *Street Planning Toolkit*; and
- e. Encourage development and maintenance of passenger ferry, water taxi, and or other water-based transportation services on Lake Washington to connect Kenmore to other regional destinations

Policy T-4.1.4: Maintain business access and transit (BAT) lanes on SR 522 for use by transit and business access only to encourage transit usage and improvements, and to preserve its use for transit over the long term.

**OBJECTIVE 4.2: Work with local and regional transit agencies to site, size, and design park-and-ride facilities that reflect the land use vision for the areas in which they are located.**

1 Policy T-4.2.1: Design structured parking facilities as integrated elements of mixed  
2 use developments with ground floor uses that support TOD, improve  
3 transit access to support the downtown plan, and improve and  
4 encourage non-motorized travel to and from high capacity transit  
5 areas.

6  
7 Policy T-4.2.2: Explore the potential for joint use of park-and-ride lots with the public  
8 and private sectors for commercial and residential use.

9  
10 **OBJECTIVE 4.3: Create an accessible sidewalk and pedestrian trail network linking**  
11 **neighborhoods, the Downtown, and key community destinations**  
12 **consistent with that laid out in the *Pedestrian Priority Network*.**  
13

14 Policy T-4.3.1: Focus early sidewalk improvements on the *Pedestrian Priority*  
15 *Network*. Prioritize sidewalk investments consistent with the  
16 *Pedestrian Facilities Plan*, which rank projects based on safety,  
17 community connections, network connectivity, proximity to schools,  
18 connections to opportunities, and potential population served.

19  
20 Policy T-4.3.2: Prioritize implementation of the Americans with Disabilities Act  
21 (ADA) Transition Plan.

22  
23 Policy T-4.3.3: Require development to provide sidewalks along one side of the  
24 roadway or pay a contribution to a sidewalk fund to complete  
25 missing links, increase pedestrian safety, and provide linkages to key  
26 destinations in accordance with the *Pedestrian Priority Network*.

27  
28 Policy T-4.3.4: Design and construct accessible pedestrian facilities in accordance  
29 with the *Pedestrian Priority Network*, *ADA Transition Plan*, and street  
30 classification system.

31  
32 Policy T-4.3.5: As part of the *Pedestrian Priority Network*, provide crosswalks at key  
33 locations such as in the Downtown, on SR 522 near park-and-ride lots  
34 and transit stops, near schools, and at other locations with  
35 significant pedestrian volumes.

36  
37 Policy T-4.3.6: Explore opportunities to utilize undeveloped rights of way to develop  
38 and maintain safe pedestrian connections.

39  
40 Policy T-4.3.7: Consider future bond measures to fund pedestrian projects that  
41 expand the pedestrian network.

42  
43 **OBJECTIVE 4.4: Implement a comprehensive *Bicycle Priority Network* in Kenmore.**  
44

45 Policy T-4.4.1: Require roadway development to include bicycle facilities in  
46 accordance with the *Bicycle Priority Network*.



Policy T-4.4.2: Prioritize future bicycle facility improvements that increase safety for bicyclists, link to key destinations, promote multi-modal trips, complete gaps in the existing bicycle system, provide linkages to the Burke-Gilman Trail and other key off-road facilities, and meet other priorities for bicyclists in Kenmore.

Policy T-4.4.3: Encourage off-road non-motorized vehicle facilities on designated trails. Promote the on-going maintenance and use of the Burke-Gilman Trail.

Policy T-4.4.4: Promote non-motorized vehicle trails in utility corridors or undeveloped rights of way where consistent with environmental constraints.

Policy T-4.4.5: Allow for a secondary pedestrian and bicycle loop around the downtown area with connections to the waterfront and high capacity transit areas.

Policy T-4.4.6: Accommodate bicycles and non-motorized vehicles in the design and management of the City's *Layered Network* in accordance with the *Bicycle Priority Network*.

**OBJECTIVE 4.5: Implement programs and regulations that help reduce the use of SOVs.**

Policy T-4.5.1: Create and implement development standards that:

- a. Encourage continuous, direct, convenient non-motorized linkages;
- b. Provide sufficient illumination in parking lots and along travel routes to increase visibility and security for non-motorists;
- c. Minimize front yard parking along commercial street fronts, particularly in the Downtown;
- d. Establish standards that discourage excessive parking. Provide options or incentives to reduce underutilized parking lots and encourage alternate modes of travel;
- e. Promote mixed-use development in the Downtown; and
- f. Require minimum densities through floor area ratios, employment levels, and / or business retention and expansion activities in the Downtown and major commercial areas to support transit.

Policy T-4.5.2: Implement the City's CTR Ordinance applicable to large employers in accordance with State laws.

Policy T-4.5.3: Support the goals of the PSRC's Regional TDM Action Plan to manage travel behavior and reduce vehicle trips.

Policy T-4.5.4: Encourage the use of carpools and other non-motorized modes of travel as an alternative to SOVs and implement educational programs to expand awareness of available programs.

**GOAL 5. MAINTAIN THE AVAILABILITY OF SAFE AIR TRAVEL SERVICES IN KENMORE.**

**OBJECTIVE 5.1: Support the continued operation of the Air Harbor to provide private air transportation services to the region and community.**

Policy T-5.1.1: Recognize the Kenmore Air Harbor as a business that is economically and historically significant to the community.

Policy T-5.1.2: Provide multimodal connections from Kenmore Air Harbor to downtown commercial areas.

**OBJECTIVE 5.2: Plan for appropriate uses and activities in the vicinity to minimize impacts to and from the Air Harbor.**

Policy T-5.2.1: In consultation with the State and the Air Harbor operator, comply with State laws requiring plans and regulations that discourage the siting of incompatible uses adjacent to the Air Harbor.

Policy T-5.2.2: Ensure plans and regulations address the Air Harbor as an allowed use and, where appropriate, acknowledge compatibility issues including height hazards, safety, and noise that can affect the long-term viability of the Air Harbor. Consider WSDOT guidelines addressing airports and compatible land use as well as guidance from the PSRC Airport Compatible Land Use Program. Allow compatible uses, buildings, or land or water activities in the vicinity that do not present safety problems to normal Air Harbor operations, or that would not be sensitive to noise from the Air Harbor operations.

Policy T-5.2.3: Support the use of non-leaded aviation fuel to reduce the risk of potential health impacts in areas near the Air Harbor.

**OBJECTIVE 5.3: Work with the Air Harbor to ensure compliance with appropriate noise and safety standards.**

1 Policy T-5.3.1: Work in partnership with the Air Harbor to address noise  
2 management and compliance with Federal, State and local noise  
3 ordinances. Consider a special overlay or property title process that  
4 identifies the noise-related impacts of the Air Harbor.

5  
6 Policy T-5.3.2: Work in partnership with the Air Harbor to ensure safe operations in  
7 compliance with Federal and State aeronautic safety requirements.

8  
9 **GOAL 6. PROVIDE A TRANSPORTATION SYSTEM THAT FACILITATES FREIGHT**  
10 **MOBILITY AND ECONOMIC PROSPERITY.**

11 **OBJECTIVE 6.1: Support the efficient movement of goods in Kenmore's commercial**  
12 **areas to support the local economy.**

13  
14 Policy T-6.1.1: Consider the needs for delivery and collection of goods at local  
15 businesses by truck and ensure future transportation improvements  
16 address the needs of large trucks in accordance with the *Freight*  
17 *Priority Network*.

18 Policy T-6.1.2: Monitor commercial truck traffic to ensure use of appropriate  
19 corridors to support efficient movement of goods and safety of local  
20 streets. Utilize the WSDOT classification system to determine freight  
21 and goods movement routes.

22  
23 **OBJECTIVE 6.2: Accommodate local deliveries and other goods movement that are**  
24 **necessary to serve Kenmore residents.**

25  
26 Policy T-6.2.1: Work with local industries and freight companies to understand their  
27 needs for adequately moving goods.

28  
29 Policy T-6.2.2: Ensure roadway improvements do not unnecessarily impede delivery  
30 vans and other small freight trucks.

31  
32 **GOAL 7. PROMOTE TRANSPORTATION EQUITY THROUGH SERVICES AND**  
33 **INFRASTRUCTURE IMPROVEMENTS.**

34 **OBJECTIVE 7.1: Promote transportation improvements that provide equitable**  
35 **access and benefits for all Kenmore residents.**

36  
37 Policy T-7.1.1: Support transportation improvements that provide broad access to  
38 jobs, healthcare, goods and services, and social opportunities.

39  
40 Policy T-7.1.2: Perform periodic review and monitoring of socio-demographic,  
41 economic, and geographic population trends to identify  
42 transportation facilities and services needed for all Kenmore  
43 residents.

Policy T-7.1.3: Ensure transportation improvements do not impose external impacts on historically marginalized or underserved communities, such as increased air pollution, infrastructure costs, or crash risk.

Policy T-7.1.4: Prioritize implementation of the ADA Transition Plan

**OBJECTIVE 7.2: Provide a transportation network that promotes inclusive and affordable services to all Kenmore residents, regardless of mode choice.**

Policy T-7.2.1: Promote projects that expand bicycle and pedestrian facilities and access to transit for historically marginalized or underserved communities.

Policy T-7.2.2: Promote inclusive transportation modes and accessible community development that provide basic mobility to historically marginalized or underserved communities.

Policy T-7.2.3: Incorporate environmental justice criteria into the transportation improvement program review process to identify disproportionate effects on historically marginalized or underserved communities.

**OBJECTIVE 7.3: Promote collaborative planning processes through authentic, active partnerships with historically underrepresented community groups.**

Policy T-7.3.1: Work with historically marginalized or underserved communities and local organizations to identify transportation facilities improvements.

Policy T-7.3.2: Recognize and support individuals or groups who have historically been underrepresented in transportation planning and/or infrastructure development, such as people of color, indigenous and immigrant populations, to identify and correct structural or system inequities in the transportation network to promote social justice.

**GOAL 8. SUPPORT TRANSPORTATION INVESTMENTS THAT MINIMIZE, MITIGATE, AND RESPOND TO THE EFFECTS OF CLIMATE CHANGE.**

**OBJECTIVE 8.1: Balance transportation demands with environmentally sustainable growth strategies consistent with the City's CAP to minimize long-term climate impacts.**

Policy T-8.1.1: Prioritize dense, mixed-use, and transit-oriented development to reduce SOV travel and GHG emissions.

**OBJECTIVE 8.2: Reduce VMT by promoting alternative transportation modes and access to high capacity transit.**

Policy T-8.2.1: Implement TDM programs and strategies that facilitate transit use.

Policy T-8.2.2: Prioritize infrastructure improvements that include new bicycle and pedestrian connections through project selection.

Policy T-8.2.3: Provide amenities that support bicycle and pedestrian users, such as bike storage, bike parking, and wayfinding signage near the downtown area.

Policy T-8.2.4: Provide educational and encouragement programming that improves public awareness of Kenmore's bicycle and pedestrian networks.

**FUTURE TRANSPORTATION SYSTEM**

Kenmore envisions a future transportation system that serves all users and modes of travel by offering a safe and robust network of walkways, bicycle facilities, intersections, and roadways that connect neighborhoods and provide access to transit. This section describes Kenmore's vision for its future transportation network and the infrastructure improvements that will get the City there.

As identified in this element, most of the improvements are focused on the development of a 'layered' transportation network, which focuses less on providing vehicular capacity and more on accommodating all modes of travel. While some of the roadway improvements are needed to meet the City's vehicular LOS standard, most of the future improvements focus on providing safer and more complete facilities for walking, bicycling, and riding transit in order to improve access and mobility for all road users.

**Introduction to the Layered Network**

It can be a challenge for a single roadway to meet the demands and expectations of all modes at any given time. Accommodating all users and modes could result in wide or large roadways that are expensive to develop and maintain and do not necessarily reflect the neighborhood character. Alternately, trying to minimize roadway widths and infrastructure costs can result in a lack of facilities and thus less safe conditions for users.

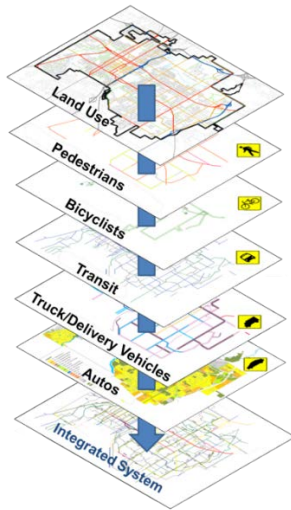
In response to this challenge, the City of Kenmore has adopted a layered network approach that focuses on how the City's transportation network can function as a system to meet the needs of all users. In such a system, individual travel modes are prioritized on different facilities throughout the overall network. This approach promotes a balanced transportation system to serve diverse user needs including sidewalk and bicycle



investments, improved access to transit, and roadway improvements for vehicles. **Figure T-16** illustrates the concept of a layered network.

The City implements this layered network through a system of roadway typologies that define each street's user priorities and associated infrastructure needs.

**Figure T-16: Layered Network Concept**



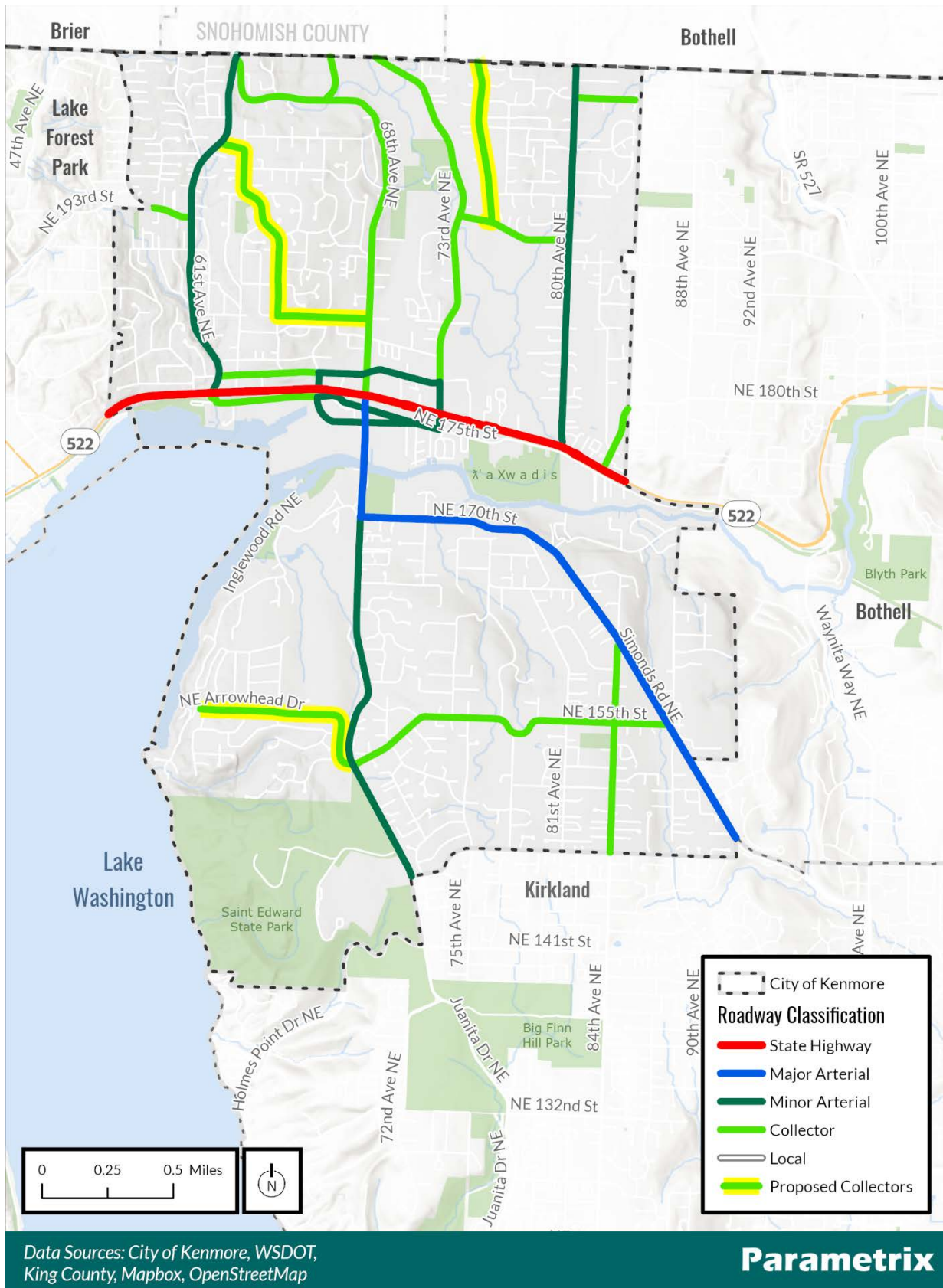
## **Roadway Typologies**

The following street typologies dictate the form and intended functions of roadways in Kenmore. While some roadways are intended to serve regional travel and vehicle circulation, other facilities provide safe options for a more multimodal user base. A description of each roadway type follows and detailed fact sheets are available in **Appendix D-3**.

The roadway types are as follows and are displayed in **Figure T-17**. In addition to existing classifications, **Figure T-17** displays roadways proposed for reclassification from Local to Collector.

- State Highway/Major Arterial – Most conducive for crosstown trips and focus on transit, freight, and auto mobility.
- Minor Arterial – Signals the entry into a higher-density commercial or residential zone. Emphasizes multimodal interactions and travel experience.
- Collector – Provides a connection between local streets and arterials for a safe travel experience for bicycles and pedestrians.
- Local Street – Prioritizes local access (driveways, on-street parking) and pedestrian travel. Bicycles share the roadway.

1 **Figure T-17: City's Street Network**



2

## Modal Networks

Each roadway type focuses on and prioritizes a different balance of users, both in terms of trip purpose and travel mode. The transportation network in Kenmore was developed by identifying desirable roads for each mode, combining them to locate overlaps, and then assigning priority to certain modes. The following sections review the priority networks for each mode and establish their LOS standards.




### Walking

While Kenmore's local streets generally tend not to need fully separate sidewalks or paths due to their low traffic volumes and slow speeds, the City's state routes, arterials, collectors, and some local streets do warrant pedestrian infrastructure. **Figure T-18** highlights the Pedestrian Priority Network, indicating whether pedestrian infrastructure should be provided on both sides or one side of the street. The Pedestrian Facilities Plan identifies prioritized sidewalk projects throughout the city based on extending the existing sidewalk network, connections to the existing sidewalk network, and creating sidewalk on both sides of arterial and collector roads.

Building on the Pedestrian Priority Network above, **Table T-7** establishes the LOS standard for pedestrian facilities around the City. The best LOS for walking, indicated as the green standard, would provide walkways with buffers as shown in the Pedestrian Priority Network. The yellow LOS standard, which meets the basic needs for safe walking around the City, requires sidewalks or paved shoulders protected by raised curbs on one side of all the streets called out in the Pedestrian Priority Network. Incomplete or missing pedestrian facilities would fall into the red category and not satisfy the City's LOS for walking. The pedestrian LOS standard does not pertain to local streets, as low-volume roadways may be adequate for pedestrians without separated facilities based on their characteristics and should be evaluated on a case-by-case basis.

In addition to the presence of pedestrian facilities along a corridor, the City also emphasizes the importance of safe pedestrian crossings. Particularly downtown and within ½ mile of schools, the City looks to provide enhanced crossings at regular intervals

**Table T-7. Pedestrian LOS – Sidewalk Requirements**

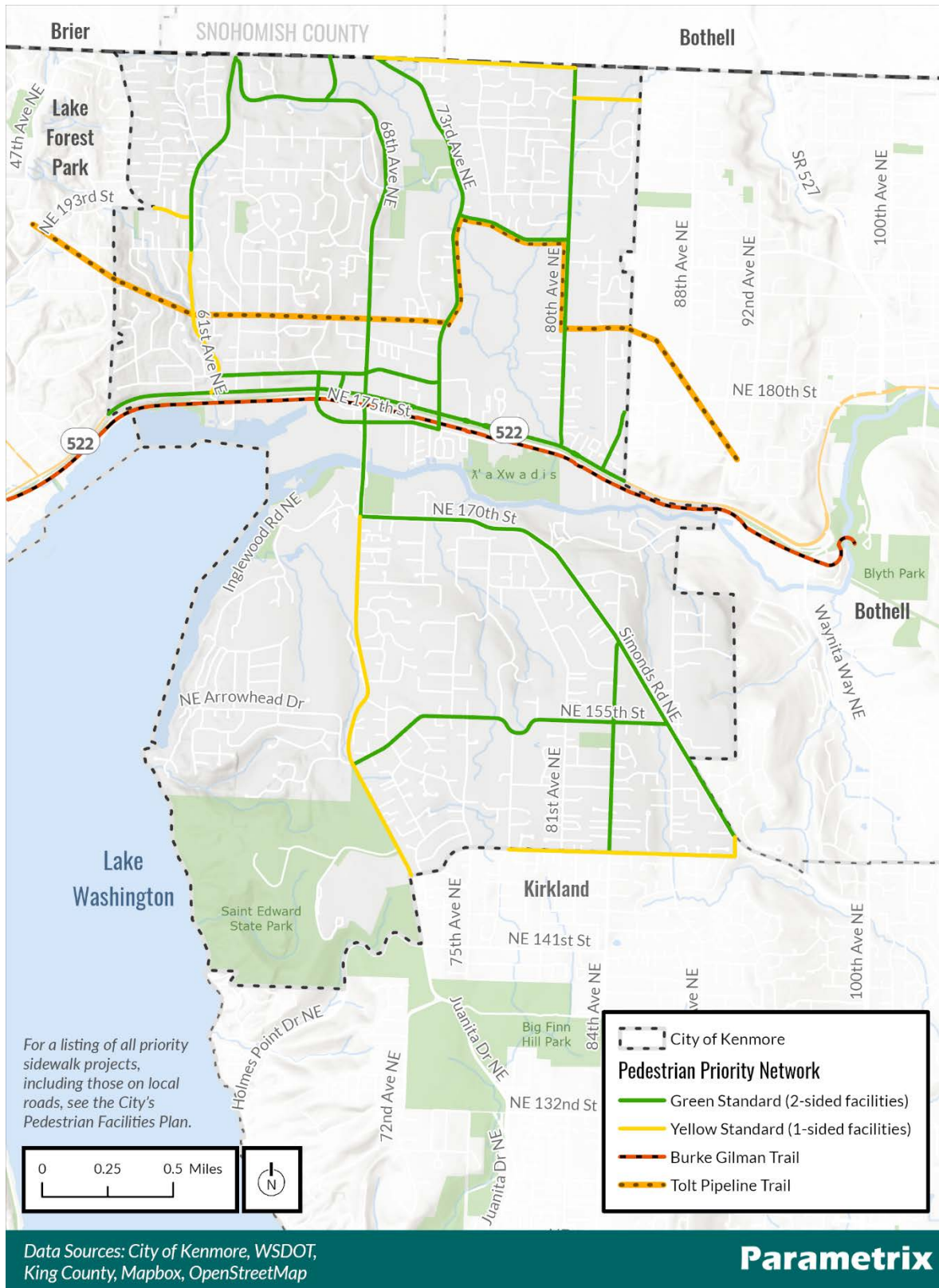
LOS	Within Pedestrian Priority Network*
	Pedestrian facility** on both sides of the street with a buffer as indicated in Pedestrian Priority Network
	Pedestrian facility** provided on one side of the street with or without buffer as indicated in Pedestrian Priority Network
	No pedestrian facility

\* The pedestrian LOS standard does not pertain to local streets outside downtown

\*\* Pedestrian facility includes sidewalks and shoulders protected by a raised curb.



1 **Figure T-18: Pedestrian Priority Network – Future Vision**






2

## Bicycling

Kenmore already sees significant levels of bicycling along the Burke-Gilman Trail and Juanita Drive, which serve as major commuter and recreational corridors. Connecting to these routes from other areas of the City can be difficult, however, due to challenging topography and limited through streets in some neighborhoods. Key mobility corridors for bicyclists include 68th Avenue / Juanita Drive / Simonds Road which have buffered bicycle facilities.

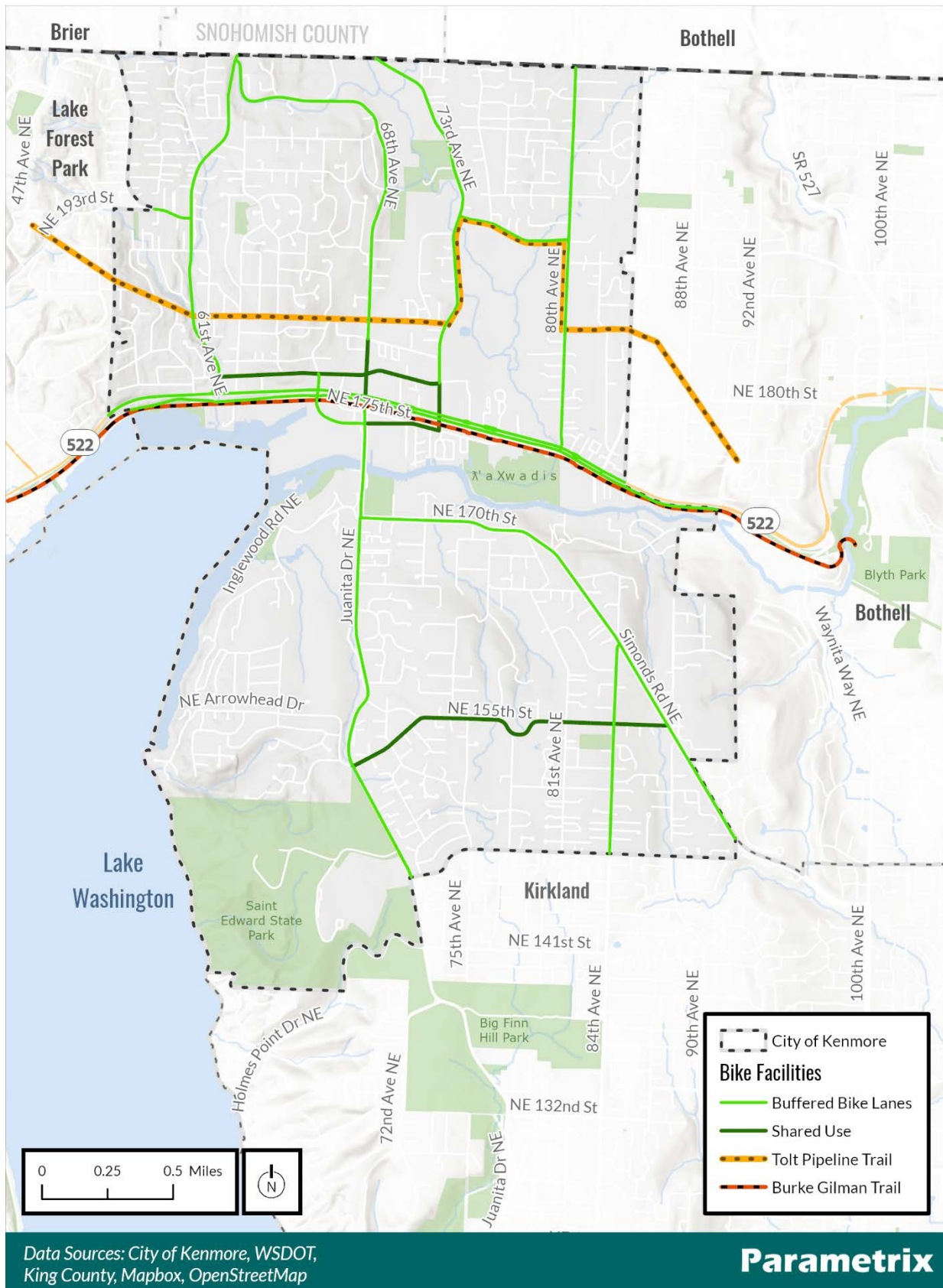
Similar to Pedestrian LOS, the City of Kenmore can strive for the green LOS for bicycling by installing the bicycle facilities depicted in the Bicycle Priority Network or a facility that offers more separation from vehicle traffic. At a minimum, the City plans to provide the yellow LOS by installing some sort of bicycle infrastructure on the streets identified in the Bicycle Priority Network (see **Figure T-19**). These facilities would be signed bike routes. Incomplete or missing bicycle facilities would fall into the red standard and not meet the City's LOS for bicycling. The LOS standards for bicycle facilities are described in **Table T-8**.

**Table T-8. Bicycle LOS – Facility Requirements**

LOS	Within Bicycle Priority Network
	Provides minimum treatment* recommendation, as shown within Bicycle Priority Network
	Provides a lower-level facility* than recommended in the Bicycle Priority Network
	No bicycle facility

\* Bicycle facilities – lowest-level to highest-level of treatment: shared; bike lanes; buffered bike facility; separated trail.

1 **Figure T-19: Bicycle Priority Network – Future Vision**



2






## Transit

Transit operations are out of the City's direct control, but Kenmore can still aim to create corridors that are welcoming to transit. The Transit Priority Network identifies the corridors that the City should focus their efforts on and is shown in **Figure T-20**. The City can improve the transit user's comfort and safety by providing:

- Street lighting
- Right of way for bus shelters and benches or requiring installation of transit facilities as a condition of private development
- Safe routes for accessing transit stops

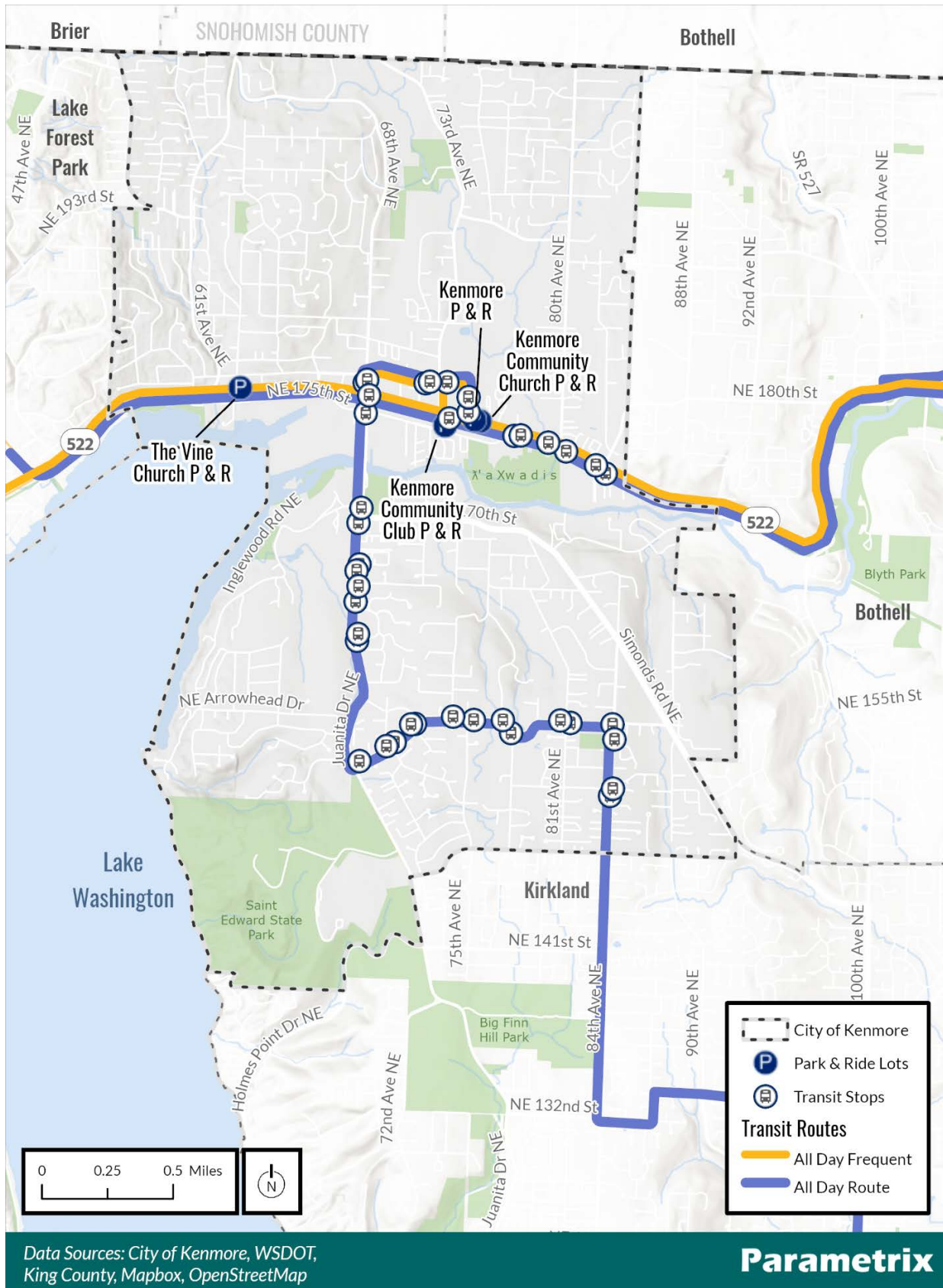
Kenmore's transit LOS is defined based on the amenities, access, and service frequencies discussed above. The City can achieve the green LOS standard by providing a high level of the transit supportive amenities at major stops, installing sidewalks and marked crosswalks at all stops, and encouraging and permitting housing and employment densities that support frequent, all day transit service, including Sound Transit's planned SR 522 BRT service. The yellow standard, which the City has adopted as its minimum target, includes some transit stop amenities, sidewalks and marked crosswalks at some stops, and all day service with headways of 30 minutes or less during the peak hour and 60 minutes or less during midday. Kenmore's measurement of transit LOS is summarized in **Table T-9**.

**Table T-9. Transit Priority Corridor Level of Service**

LOS	Transit Stop Amenities	Pedestrian Access	Frequency of Service
	High level	Sidewalks and marked crosswalks serving stops	All day service. Peak service 15 minutes or less, midday 30 minutes or less
	Some amenities	Sidewalks and marked crosswalks serving some stops	All day service. Peak services 30 minutes or less, midday service 60 minutes or less
	Few or no amenities	General lack of sidewalks and marked crosswalks	Low level of service

While the City itself does not operate transit, providing amenities and transit supportive uses and densities can encourage residents and employees to use transit and therefore justify additional service hours from Metro and Sound Transit.

1 **Figure T-20: Transit Priority Network**



2

## Freight and Auto

Residents and workers in Kenmore use nearly every street in the roadway network at some point each day to access their homes, jobs, and other destinations. The highest volumes of automobile traffic currently occur on arterial and collector roadways whereas local streets do not see significant traffic volumes throughout the day. Similarly, goods movement predominantly utilize arterial and collector roadways, with local streets used mostly for residential deliveries.

**Figure T-17** identifies the classification of each of Kenmore's streets, in terms of whether it is a state route, arterial, collector, or local road. These classifications indicate the intended function of each street, specifically in terms of its intended function in facilitating vehicle and freight mobility as well as other models. These classifications (further described in **Appendix D-3**) should guide future investments in streetscape and LOS objectives.

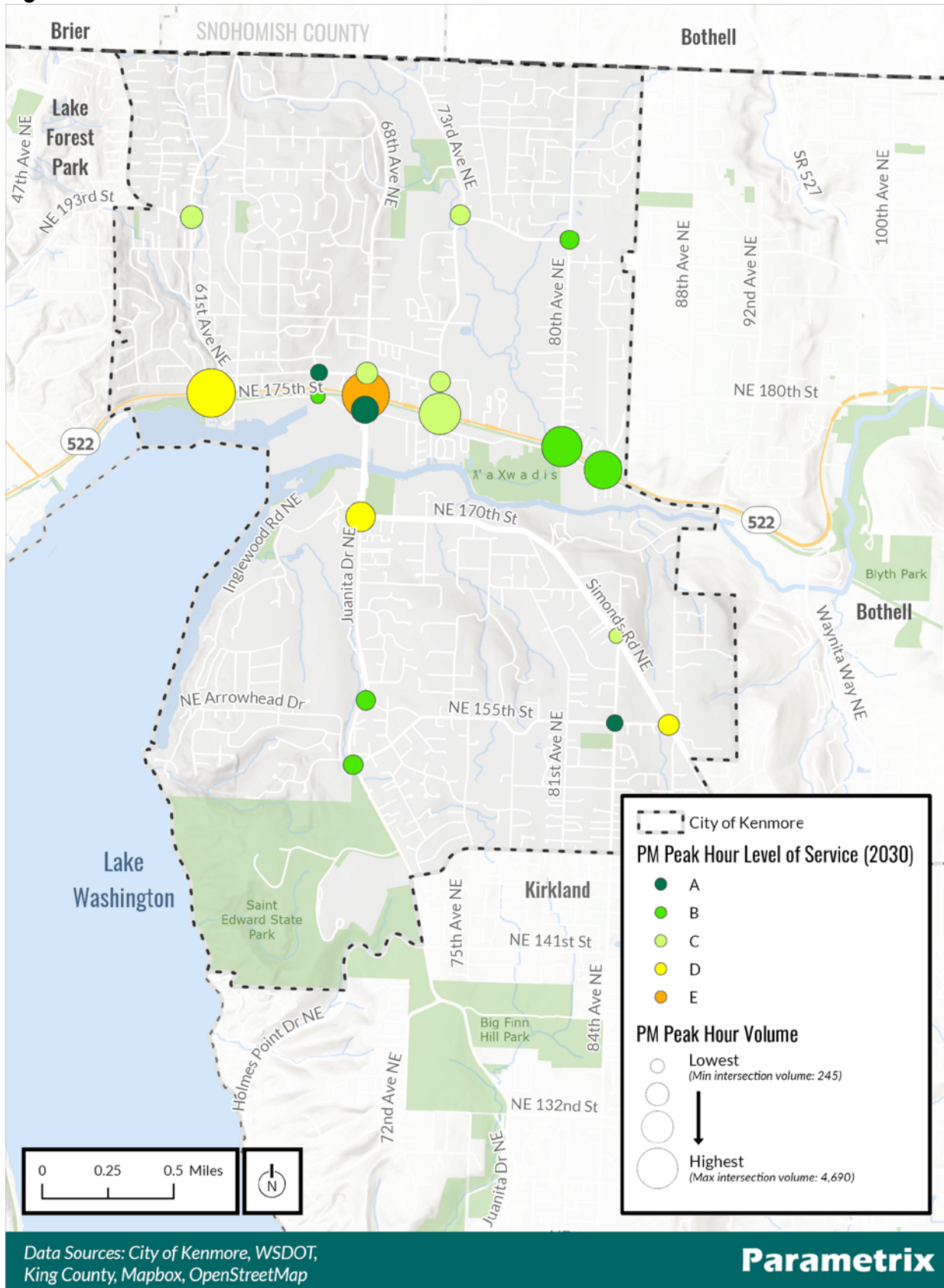
The expected growth in Kenmore and across the region over the next 20 years will generate higher auto volumes on City roadways and increase delay at several intersections. **Figures T-21 and T-22** displays the forecast level of service performance at several intersections in Kenmore's street network in 2030 and 2044, respectively.

While delays are forecasted to increase at some intersections, with the exception of several along SR 522, all intersections in Kenmore are forecast to perform at or better than the adopted LOS standard described in Policy T-1.4.1.

As noted in Policy T-1.4.1, the City measures LOS at the corridor level on SR 522 and 68th Avenue (south of SR 522) / Juanita Drive / Simonds Road rather than at the intersection level. Although several individual intersections on these corridors are forecast to experience longer delays than indicated by the standard, the safety and comfort of pedestrians and bicyclists is prioritized at intersections throughout the city. For this reason, average delay along the corridor is a more meaningful LOS standard than the experience at a single intersection.

The forecasted level of service along SR 522 in Kenmore does not meet WSDOT's current LOS standard of D but it does meet the City's concurrency standards of LOS E for Major Arterials. As a Highway of Statewide Significance, SR 522 is not subject to City concurrency standards and the City is not responsible for the regional traffic impacts that reduce the performance of the highway. The City notes that WSDOT considers exceeding LOS D to be an operational deficiency and will work with WSDOT as it addresses LOS conditions along SR 522.

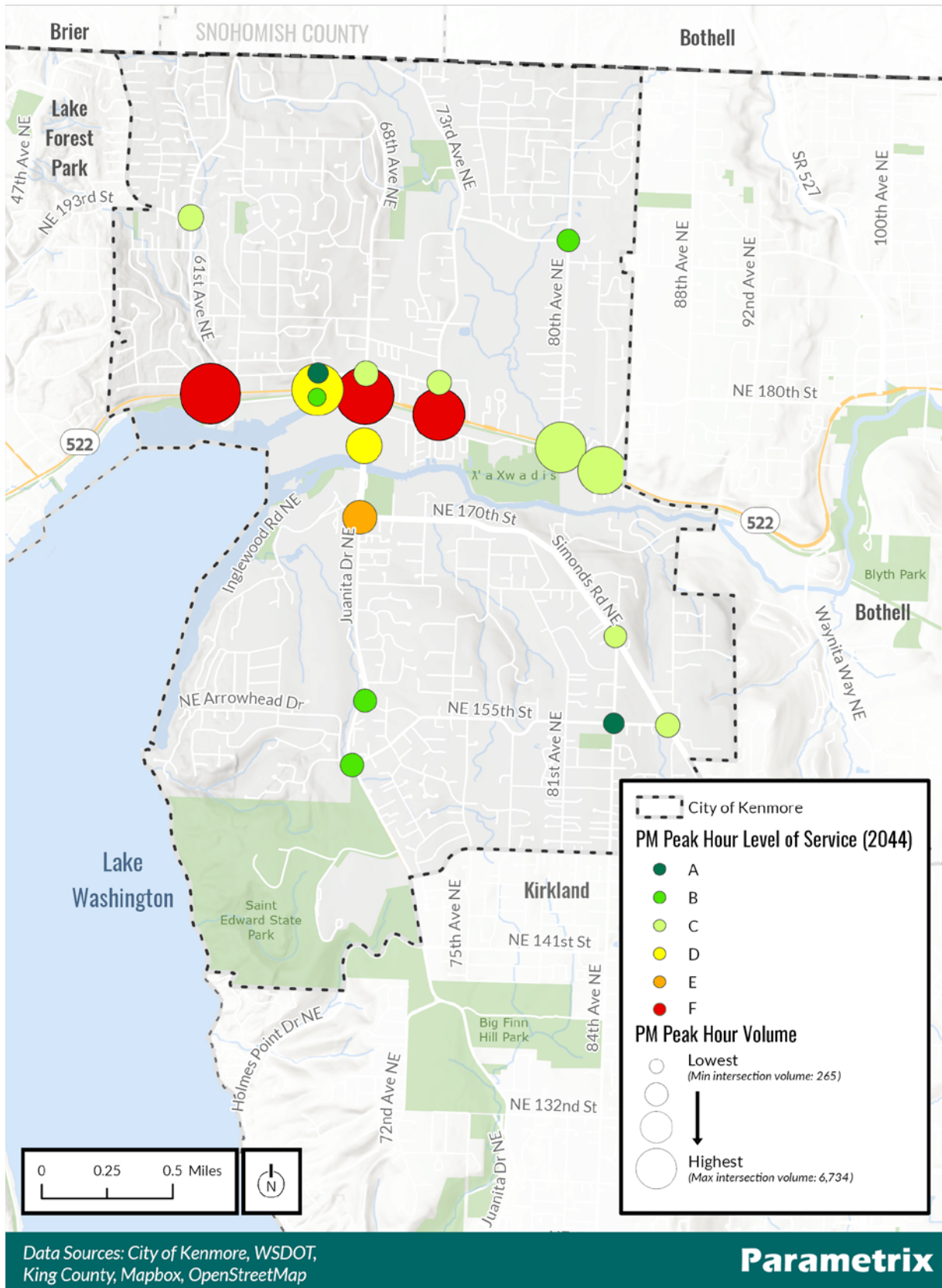
1 **Figure T-10: 2030 Forecasted Auto Level of Service and Volumes**



2



1 **Figure T-22: 2044 Forecasted Auto Level of Service and Volumes**



2

## **Downtown Parking**

The City's on-street parking supply is currently available on a first-come, first-served basis, with time restrictions. Anticipated development in the Downtown quadrants may necessitate more active parking management in the future as demand for parking increases. The City should monitor parking use in downtown and consider the following actions, as appropriate, to manage demand:

- If parking spillover is perceived as an issue on nearby residential streets, consider establishing residential parking zones to maintain curb space for neighborhood residents.
- As downtown develops, review the City's parking code to ensure it is aligned with an urban setting.
- Consider encouraging more shared parking by developing a public parking facility that promotes a "park once" concept in the downtown.
- Consider installation of nonmotorized facilities to help balance demand.
- Develop structured parking standards to encourage the design of facilities that can adapt over time as parking demand changes.

There are 693 designated park and ride spaces in Kenmore of which 603 spaces are provided in the Kenmore Park and Ride at 73rd Avenue NE. The remainder of spaces in the City are distributed in two church parking lots. The spaces are reserved for transit users who then access Metro and Sound Transit bus service. During weekdays in 2019, total utilization at these facilities were typically filled to 90 percent capacity, with the Kenmore Park and Ride being filled to 100 percent capacity. This results in overflow parking on adjoining streets and properties in the downtown area, thereby reducing the availability of downtown parking. Planned expansion to park and ride capacity may not occur until 2034 and the City will need to continue working with Metro and Sound Transit to identify opportunities to address park and ride demand for high capacity transit areas.

## **NEAR TERM AND LONG TERM CAPITAL PROJECTS**

This section identifies projects that will support implementation of the City's transportation vision. Collectively, this program adds up to over \$118 million in transportation projects to be constructed over the next few decades. Projects are planned across two time frames. The Six Year (near term) list represents years 0 to 6 (2024-2030) and is financially constrained to only those projects that could realistically receive funding over the next six years<sup>1</sup>. The Twenty Year (long term) list reaches out to

<sup>1</sup> It should be noted that it is unlikely that all of the projects on the 6-year list would receive funding. However, at this time, it is uncertain which ones will move forward in the near term and which will not. All of these projects are high priority projects that the City would move forward with if funds are available.



1 the 20 year time horizon (through 2044) and includes unfunded projects that may stretch  
2 beyond this time period. Detailed cost estimates are provided in Appendix D-4.

3  
4 **Table T-10** describes the Six and Twenty Year Project Lists and **Figure T-23** displays the  
5 locations of these projects around the City. These projects represent a balance of safety,  
6 maintenance, and operational improvements for all modes, with a focus on those that  
7 provide the most benefit to Kenmore residents and leverage outside funds to the greatest  
8 extent possible. The full set of projects would help complete the layered network and  
9 realize the City's transportation vision. The Pedestrian Facilities Plan and ADA Transition  
10 Plan will inform the sequence of projects for the Sidewalk Program and ADA Transition  
11 Plan Program, respectively, undertaken in both the six and twenty year time horizons. No  
12 projects are identified to maintain LOS, as all streets are forecast to operate within the  
13 City's adopted LOS standards.

14  
15 Projects included on the Six Year Project List are considered community priorities that  
16 the City would move forward in the near term should funds become available. These  
17 projects provide a starting point for the City in developing its financially constrained Six  
18 Year CIP, which is updated every two years, and the annually updated 6-year  
19 Transportation Improvement Plan, and are developed based on more updated knowledge  
20 related to project feasibility and funding availability.

21  
22 The Twenty Year Project List also represents important projects, but these projects tend  
23 not to have identified funding. While the scope of the 20-year project list exceeds  
24 revenues from exclusively city sources over the next few decades, it has been sized to fit  
25 within reasonable assumptions for grants and other outside funding sources.

26  
27 The expected City contribution noted in Table T-10 includes anticipated grant funds. It is  
28 recognized that the availability of outside funds is not always predictable. As a result, the  
29 projects included in the Six and Twenty Year Project Lists could be advanced should  
30 funding become available.

Table T-10. Six- and Twenty-Year Project List

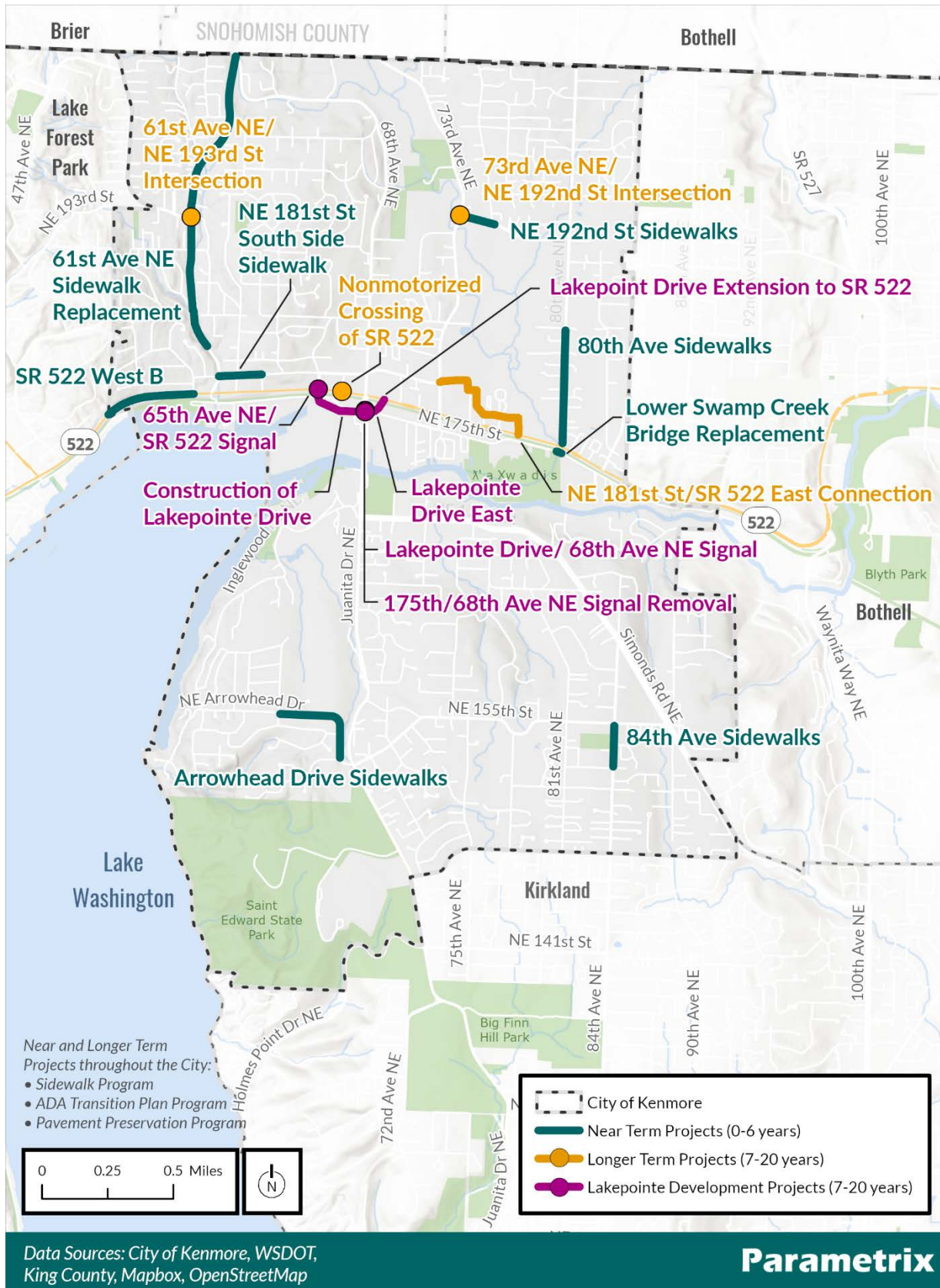
Projects	Benefit to Kenmore	Primary Benefit	Total Cost	Expected City Contribution	Goal Met
<b>Near Term (0-6 year) Projects</b>					
<b>SR 522 West B (West boundary to 61st Ave NE)</b>	Improve pedestrian and bicycle accessibility, improve safety	Regional, Local	\$2,200,000	\$200,000	1, 3, 4, 7, 8
<b>NE 181st St South Side (61st Ave NE-63rd Ave NE) Sidewalk</b>	Improve pedestrian safety and encourage walking	Local	\$1,300,000	\$200,000	1, 3, 4, 7, 8
<b>61st Ave NE Sidewalk Replacement (NE 181st St-62nd Ave NE)</b>	Improve pedestrian safety, add accommodation for bicycles, enhance stream environment	Local	\$5,110,000	\$247,000	1, 3, 4, 7, 8
<b>80th Ave NE Sidewalks (SR 522-NE 185th St)</b>	Improve pedestrian and bicycle accessibility, improve safety	Local	\$2,470,000	\$247,000	1, 3, 4, 7, 8
<b>NE 192nd St Sidewalks (73rd Ave NE - 75th Ave NE)</b>	Improve pedestrian accessibility, improve safety	Local	\$800,000	\$39,000	1, 3, 4, 7, 8
<b>Arrowhead Drive Sidewalks (NE 151st St - 64th Ave NE)</b>	Improve pedestrian accessibility, improve safety	Local	\$2,220,000	\$222,000	1, 3, 4, 7, 8
<b>84th Ave NE Sidewalks (NE 150th St - NE 155th St)</b>	Improve pedestrian and bicycle accessibility, improve safety	Local	\$2,370,000	\$237,000	1, 3, 4, 7, 8
<b>Lower Swamp Creek Bridge Replacement</b>	Safely accommodate all uses by replacing aging bridge, maintain public access to residents.	Local	\$4,100,000	\$50,000	2, 6, 8
<b>Pavement Preservation Program</b>	Maintain the city's investment in roads and the safety for users	Local	\$5,360,000	\$5,360,000	2, 6, 8
<b>ADA Transition Plan Program</b>	Improve pedestrian safety, access, and accommodation for all users	Local	\$2,750,000	\$2,750,000	1, 3, 4, 7, 8

Projects	Benefit to Kenmore	Primary Benefit	Total Cost	Expected City Contribution	Goal Met
<b>Pedestrian Facilities Plan Program (Sidewalk Program)</b>	Improve pedestrian circulation, accessibility, safety, and encourage walking.	Local	\$4,000,000	\$1,000,000	1, 3, 4, 7, 8
<b>Total</b>			<b>\$32,680,000</b>	<b>\$10,552,000</b>	
<b>Longer Term (7-20 year) Projects</b>					
<b>Pedestrian Facilities Plan Program (Sidewalk Program)</b>	Improve pedestrian circulation, accessibility, safety, and encourage walking.	Local	\$31,000,000	\$19,000,000	1, 3, 4, 7, 8
<b>ADA Transition Plan Program</b>	Improve pedestrian safety, access, and accommodation for all users	Local	\$8,750,000	\$8,750,000	1, 3, 4, 7, 8
<b>Pavement Preservation Program</b>	Maintain the city's investment in roads and the safety for users	Local	\$12,000,000	\$12,000,000	2, 6, 8
<b>Lakepointe Development Mitigation</b>	<p>Intersection, pedestrian, bicycle, and access improvements to accommodate increased volumes related to the Lakepointe development. Improvements include:</p> <ul style="list-style-type: none"> <li>• Construction of a new road (Lakepointe Drive) from 65th Avenue/SR522 to 68th Avenue NE</li> <li>• Extending Lakepointe Drive east of 68th Avenue NE</li> <li>• Construction of the new Lakepointe Drive/68th Avenue intersection, including a new traffic signal</li> <li>• Elimination of the signal at 175th Street/68th Avenue</li> <li>• Installation of a signalized full-access intersection at 65th Avenue/SR 522</li> </ul>	Local	To be determined	\$0	1, 2, 3, 4, 7, 8

Comprehensive Plan

Projects	Benefit to Kenmore	Primary Benefit	Total Cost	Expected City Contribution	Goal Met
61st Ave NE/NE 193 <sup>rd</sup> St Intersection	Intersection treatment to improve safety and vehicle operations	Local	\$2,200,000	\$220,000	1, 2, 4, 6, 7
73rd Ave NE/NE 192nd St Intersection	Intersection treatment to improve safety and vehicle operations	Local	\$3,700,000	\$740,000	1, 2, 4, 6, 7
Nonmotorized crossing of SR 522	Improved nonmotorized access across SR 522 in the vicinity of 67 <sup>th</sup> Avenue NE	Local	\$17,160,000	\$3,430,000	1, 2, 4, 6, 7
NE 181st Street/SR 522 East Connection	Improved local access between future developments near the Kenmore Park & Ride, SR 522, and downtown Kenmore	Local	\$14,000,000	\$2,800,000	1, 2, 4, 7
Total			\$88,810,000	\$46,940,000	

1 **Figure T-23: Six- and Twenty-Year Transportation Improvement Projects**



2  
3 **Non-City Projects**

## State Facilities

There are projects outside of Kenmore's purview that will also affect travel in and around the City. WSDOT oversees planning and operations of SR 522, a Highway of Statewide Significance and Kenmore's major east-west corridor. The City coordinates with WSDOT and provides input on potential roadway projects on SR 522, but the State ultimately has control of this corridor.

Another State-controlled project affecting travel in Kenmore is the tolling of the SR 520 Bridge across Lake Washington. Future increases in this toll, or potential tolling of I-90, may cause additional drivers to divert along Lake Washington, adding volume to Kenmore's already busy 68th Avenue / Juanita Drive and SR 522 corridors. The City will continue to monitor congestion changes along these corridors and work with the State to identify potential solutions.

## Downtown Development South of SR 522

The southern two downtown quadrants between SR 522 and the Sammamish River (including the Lakepointe properties, Glacier/Cal Portland properties and properties within the Plywood Supply Special Study Area) have long been envisioned as sites for future master planned urban mixed-use development. These properties are subject to additional development regulations called P-Suffix regulations. P-Suffix regulations are property specific and include requirements for transportation infrastructure improvements that would need to be in place to accommodate full development.

Transportation infrastructure improvements described within the P-Suffix regulations include:

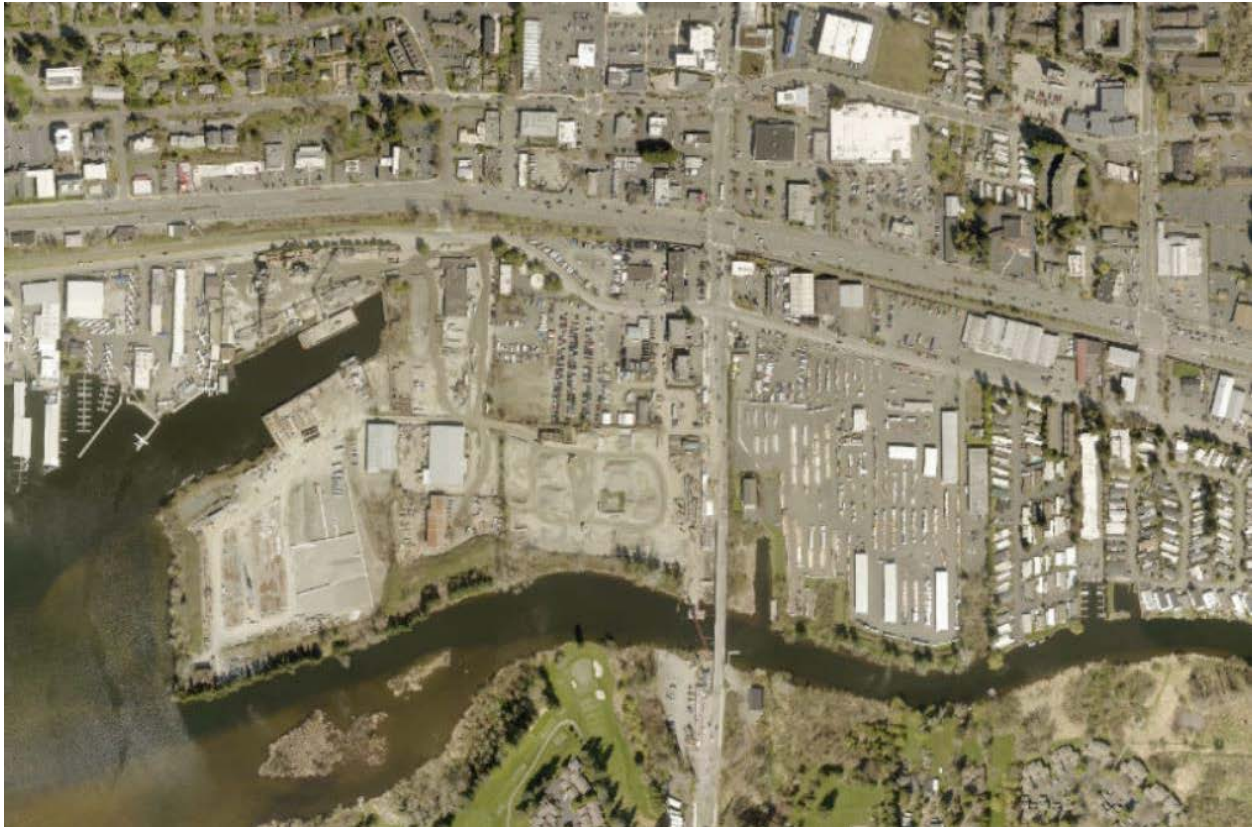
- Construction of a new road (Lakepointe Drive) from 65th Avenue/SR522 to 68th Avenue NE
- Extending Lakepointe Drive east of 68th Avenue NE
- Construction of the new Lakepointe Drive/68th Avenue intersection, including a new traffic signal.
- Elimination of the signal at 175th Street/68th Avenue.
- Installation of a signalized full-access intersection at 65th Avenue/SR 522.
- Construction of a pedestrian overcrossing of SR 522.

The approved Master Plan for the southern two downtown quadrants was originally approved in 1998 and did not account for many of the existing and planned transportation investments that currently and will influence travel to, from, and within Kenmore. For example, Sound Transit's Stride BRT service was not a consideration when assessing the impacts of these developments. Additional traffic modelling would be required in accordance with future planned development for these sites. Modifications to the transportation infrastructure improvements described within the P-Suffix regulations



1 and/or new projects or additional improvements, including revised SR522 connection  
2 points, may be necessary.

3 The City assumes that the Lakepointe property will redevelop within the next 20 years,  
4 accompanied by construction of the required transportation improvements. All of the  
5 required improvements are expected to be fully funded by the developer(s) of the  
6 Lakepointe properties, with the exception of the SR 522 pedestrian crossing. The City  
7 anticipates contributing to the cost of this improvement, which may include securing  
8 grant funding. Should the redevelopment not be fully realized in the 20-year horizon, the  
9 associated transportation improvements would not be implemented in that time frame.



## IMPLEMENTATION STRATEGIES

The Transportation policies would require new, continuing, or increased commitments of City resources to implement projects and programs, create educational or incentive programs, or coordinate with adjacent jurisdictions. Implementing the Transportation Element will require close coordination among the City departments, citizens, businesses, and other agencies within the region.

In order to guide the City's implementation of the transportation element, project priorities should be assigned to assist in assembling an updated six-year CIP, working toward the 2044 planning horizon. This section summarizes the recommended future projects and documents the criteria used to prioritize them.

The Transportation Element is a living document and serves as the blueprint for transportation in Kenmore over the next several years. Several implementation steps should be initiated over the next couple of years to determine if changes are needed, or to reaffirm a particular strategy.

### **Overview of Costs and Revenues**

A key GMA planning requirement is the concept of fiscal restraint in transportation planning. A fiscally constrained Transportation Element must first allow for operation and maintenance of existing facilities, and then capital improvements. To introduce fiscal constraint into the Transportation Element, an inventory of revenues and costs was undertaken to identify funds that are likely to be available for capital construction and operations.

The proposed Transportation Element for the City of Kenmore contains a variety of projects that will likely cost the city approximately \$118.5 million over 20 years. **Table T-11** summarizes the costs of the major types of transportation improvements. The Transportation Element focuses on capital projects that will complete the layered network plan. The Transportation Element also includes ongoing pavement maintenance to ensure that the roadway network is kept in good condition.

**Table T-11. Costs of Kenmore Transportation Element (20 years)**

Project Needs	Description	Estimated Costs			Expected City Cost
		2024-2030	2030-2044	Total	
Auto/Truck Priority Projects	Bridges, traffic signals, intersection channelization, SR 522 improvements	\$6,300,000	\$19,900,000	\$26,200,000	\$3,810,000
Pedestrian Projects	Sidewalks, crossings	\$21,020,000	\$39,750,000	\$60,770,000	\$32,692,000
Multimodal Projects	Multimodal corridors, SR 522 crossings	\$0	\$17,160,000	\$17,160,000	\$3,430,000
Pavement Maintenance	Overlay and pavement repair	\$5,360,000	\$12,000,000	\$17,360,000	\$17,360,000
<b>Total</b>				<b>\$121,490,000</b>	<b>\$57,492,000</b>

\*Costs denoted in millions; 2022 dollars used (no escalation)

Revenues for transportation capital and operations include those from outside sources and grants, general city funds, real estate excise taxes, impact fees, photo enforcement fees, and gas tax receipts. If the city were able to maintain this level of revenue, the City could afford between \$80-\$100 million in transportation projects over the next 20 years. Other potential revenue sources include:

- Proceeds from General Obligation Bonds
- Creation of LIDs
- Reciprocal impact fees with adjacent jurisdictions
- Business license fee per employee

**Table T-12** identifies the anticipated funding sources for transportation projects in the City through 2044.

**Table T-12. Costs of Kenmore Anticipated Transportation Funding Sources (20 years)**

<i>Funding Sources</i>	<i>Estimated Funding Level</i>		
	<i>2024-2030</i>	<i>2030-2044</i>	<i>Total</i>
Local (City), including Transportation Impact Fees	\$12,552,000	\$46,940,000	\$57,492,000
Other Agencies/Jurisdictions (State and Local)	\$0	\$0	\$0
Grants (State and Federal)	\$20,128,000	\$41,870,000	\$61,998,000
New Taxes and Fees	\$0	\$0	\$0
<b>Total</b>	<b>\$32,680,000</b>	<b>\$88,810,000</b>	<b>\$121,490,000</b>

The comparison of revenues to costs indicates that the city will need to carefully prioritize its projects, since not all of the transportation needs are likely to be affordable with existing revenue sources during the 20-year period. If this occurs, the City has several options:

- Increase the amount of revenue from existing sources, including impact fees, real estate excise taxes, transportation benefit district, or increased general fund revenues.
- Adopt new sources of revenue.
- Lower the LOS standard, and therefore reduce the need for some transportation improvements.

The city can explore the feasibility and likely revenue amounts from these or other sources as the Transportation Element is implemented over the next several years. A summary of potential project funding sources is included in Appendix D-5.

### **Setting Priorities**

Project prioritization is needed to help identify when best to fund and implement the projects since funding is limited. Criteria were established to help prioritize the projects and implementation. These unweighted criteria include:

- (1) Meets City's transportation goals
- (2) Maintains/improves safety of traveling in Kenmore
- (3) Provides improved mobility and accessibility within Kenmore
- (4) Leverages non-city (federal, state, private) funds freeing up city revenues for additional projects

1 (5) Responds to capacity needs using strategies identified in the Comprehensive  
2 Plan.  
3

4 Using these criteria, the identified projects will need to be evaluated and ranked based on  
5 how well each could meet the criteria. Since one of the criteria relates to funding  
6 availability, priorities may shift over time as fund sources change.  
7

8 High priority projects for Kenmore are those that meet multiple criteria in terms of  
9 effectiveness, benefit to the community, and ability to be implemented. These attributes  
10 will allow the City to take advantage of a variety of public and private funding sources to  
11 complete key projects.  
12

## **APPENDIX D - 1: TRAFFIC MODELING ASSUMPTIONS AND LEVEL OF SERVICE REPORTS**

This appendix describes the traffic modeling assumptions used to forecast future traffic operations in the City of Kenmore and describes the level of service (LOS) calculations at 19 intersections for year 2022 Existing conditions, 2030 year No Action conditions, year 2044 No Action conditions, and year 2044 With Improvements conditions.

### **Traffic Modeling Assumptions**

#### **Data Collection**

##### *Turning Movement Counts*

Table 1 summarizes the 19 intersections in the City were evaluated for LOS operations, including where PM peak period turning movement counts (TMCs) were available and intersections where counts were needed. TMCs were collected in 15-minute increments and included heavy vehicle percentage and pedestrian and bicycle volumes. The City provided TMC data for the remaining two locations.

Table 1. Study Intersections – Proposed Data Collection for PM Peak Period

#	Intersection	Collected 1/25/22	PM Peak Period to be collected	Data provided by City
1	NE 193rd St / 61st Ave NE	x	PM 16:00 to 18:00	
2	SR 522 / 61st Ave NE	x	PM 16:00 to 18:00	
3	NE 181st St / 65th Ave NE	x	PM 16:00 to 18:00	
4	NE 175th St / 65th Ave NE	x	PM 15:00 to 17:00	
5	NE 181st ST / 68th Ave NE	x	PM 15:45 to 17:45	
6	SR 522 / 68th Ave NE	x	PM 16:00 to 18:00	
7	NE 175th St / 68th Ave NE	x	PM 15:00 to 17:00	
8	NE 170th St / 68th Ave NE	-	-	Gridsmart
9	NE 155th Pl / Juanita Drive NE	x	PM 16:45 to 18:45	
10	NE 153rd Pl / Juanita Drive NE	x	PM 17:00 to 19:00	
11	NE 192nd St / 73rd Ave NE	x	PM 15:00 to 17:00	
12	NE 181st St / 73rd Ave NE	x	PM 16:00 to 18:00	
13	SR 522 / 73rd Ave NE	x	PM 16:00 to 18:00	
14	NE 192nd St / 80th Ave NE	x	PM 15:45 to 17:45	
15	SR 522 / 80th Ave NE	x	PM 16:00 to 18:00	
16	SR 522 / 83rd PL NE	x	PM 16:00 to 18:00	
17	Simonds Road NE / 84th Ave NE	x	PM 15:30 to 17:30	
18	NE 155th St / 84th Ave NE	x	PM 16:00 to 18:00	
19	NE 155th St / Simonds Road NE	-	-	Gridsmart



### *Average Daily Traffic*

Average daily traffic (ADT) volumes were provided by the City and the Washington State Department of Transportation (WSDOT). ADT volumes from WSDOT were acquired from <https://www.wsdot.wa.gov/data/tools/geoportal/?config=traffic> Table 2 illustrates locations and sources of ADT data.

Table 2: Average Daily Traffic Counts – Data Location and Source

#	Roadways	Data Source	Location of Counts
1	SR 522	WSDOT Geoportal	west of 68th Avenue
2	SR 522	WSDOT Geoportal	east of 68th Avenue
3	68th Ave NE	City	175th St & 68th Avenue
4	68th Ave NE	City	68th Av btw 181st St and 182nd St 11/12/2021
5	Juanita Drive	City	Juanita Dr btw 166th Ct and 170th St (Cont. Count)
6	NE 170th	City	170th St btw Juanita Dr and 70th Av (Cont. Count)
7	61st Ave NE	City	61st Av n/o 190th St, 61st Av n/o 193rd St, both 6/7/2021
8	80th Ave NE	City	80th Av n/o 192nd St 8/16/2021
9	Simonds Rd NE	City	155th St & Simonds Rd
10	73rd Ave NE	City	73rd Av n/o 185th St 3/15/2021

### *Historical Count Data*

The City also provided historic TMCs collected in 2013. This data was used to help validate the existing conditions EMME model. This data was also used to make possible adjustments to future travel patterns. It was noted that current construction projects, including the West Sammamish River Bridge project and the Juanita Drive NE Sidewalk and Bicycle Improvement projects, have heavily influenced route choice. The City is expecting route choices and travel patterns to change once construction on these projects in complete.

### *Pedestrian and Bicycle Volumes*

Pedestrian and bicycle volumes at additional locations not collected with the TMCs was provided by the City. Pedestrian and bicycle data from WSDOT's Bicycle and Pedestrian Count Portal <https://wsdot.wa.gov/data/tools/bikepedcounts/> was evaluated to confirm the data was relevant and useful.

### *Crash Data*

Citywide crash data was provided by the City for the years 2016 to 2020. They City also provided all the available data for 2021.

## Traffic Operations Analysis

Traffic operations analysis for this project included PM peak hour conditions for the following years:

- Existing Conditions (2022)
- Year 2030
- Year 2044

Intersections were analyzed based on WSDOT's analysis policies and Synchro protocols (August 2018).

Synchro 11 software was used to analyze the operation of signalized and stop-controlled intersections.

## Existing Conditions

Existing conditions traffic volumes were baselined using the following approach:

- **Pandemic adjustments:** Given the change in travel patterns and traffic volumes since the beginning of the COVID pandemic in March 2020, turning movement counts taken after March 2020 were adjusted as needed. Data collected as part of this study was compared to counts taken prior to March 2020 to gauge changes in traffic growth and potential changes in mode. If current counts were significantly lower than pre-March 2020 conditions, volumes were adjusted to pre-pandemic conditions using data from nearby WSDOT permanent traffic recorders (PTR) and other historic traffic data available from the City.  
As future traffic volumes were built from forecasting from baseline conditions, the goal was to model an existing 2022 baseline condition that best reflects overall trends from the past several years. Overestimating volumes would lead to future forecasts that may be too high, potentially leading to infrastructure that is overbuilt for future conditions. Conversely, underestimating baseline conditions could lead to future forecasts that may be too low, leading to infrastructure that would be potentially underbuilt for future conditions.
- **Seasonal adjustments:** Existing volumes were seasonally adjusted based on information from WSDOT and the City.
- **Signal timing** - Existing signal timing plans for signalized intersections were used to model existing conditions. Existing signal timing cards were provided by the City.
- **Geometrics:** The roadway network and geometrics for the 2022 Existing Condition reflected current conditions.

## Future Conditions

The goal of modeling future conditions was to identify demands placed on the existing transportation infrastructure and services by expected growth in traffic. For the 2030 Future Baseline conditions, the existing Synchro model was updated to reflect forecasted growth. Projects needed to maintain minimum LOS standards under the 2030 conditions were identified and analyzed in Synchro. To model 2044 conditions, the 2030 Build Synchro models were updated to reflect forecasted growth as described in the Land Use Element and Appendix D-2. Projects needed to maintain minimum LOS standards under the 2044 condition were identified and analyzed in Synchro. Cycle lengths, offsets and splits were optimized for all future Synchro models.

## Level of Service Reports

The 2044 With Improvements conditions include channelization and signal timing changes at 7 intersections. The 2022 volumes represent counts collected in January 2022. It was assumed that construction on Juanita Drive during January 2022 influenced route choices between Juanita Drive and Simonds Road. Post-construction, it is expected that travel patterns along Juanita Drive and Simonds Road would return to pre-construction conditions. 2030 traffic forecasts and analysis was adjusted to reflect such changes.

For the 2030 scenario and for both 2044 future scenarios, volumes represent traffic forecasts developed using the Kenmore City Model and the traffic growth assumptions described in Appendix D-2. For the 2044 No Action LOS calculations assume the P-suffix transportation projects defined as part of the Lakepoint Mixed Use Master Plan. The 2044 With Improvements LOS calculations assume the improvements recommended as a part of this plan are in place.

As noted in the Transportation Element, the City measures LOS at the corridor level on SR 522 and 68<sup>th</sup> Avenue / Juanita Drive / Simonds Road rather than at the intersection level. Though a single intersection on these corridors may experience longer delays than indicated by the standard, the overall concern for residents and travelers on these roadways is to get through multiple intersections in a reasonable amount of time. For this reason, average delay along the corridor is a more meaningful level of service standard than the experience at a single intersection. Table 3 summarizes these average delay calculations for existing and forecasted conditions.

Table 3. Corridor LOS Values (Weighted Averages)

Corridor	2022 Existing	2030 No Action	2044 No Action	2044 with improvements
SR 522 <sup>1</sup>	D / 35.5	D / 53.9	E / 72.8	E / 64.1
68 <sup>th</sup> Ave Corridor <sup>2</sup>	D / 46	D / 54.2	F / 84.5	E / 72.7

<sup>1</sup> Intersections: 61st Ave NE, 68th Ave NE, 73rd Ave NE, 80th Ave NE, 83rd Ave NE

<sup>2</sup> Intersections: NE 181st St, SR 522, NE 175th St, NE 170th St

## **APPENDIX D - 2: LAND USE MAPS**

Figures 1 through 10 depict employment and housing land uses by traffic analysis zone (TAZ) around Kenmore. The 2018 maps represent the base year for the travel model, which was reviewed for consistency with the city's data on employment and housing. The 2044 maps show the forecasted future levels of jobs and housing based on the amount of growth assigned by the Puget Sound Regional Council (PSRC) local target representation data set that was reviewed by the City and adjusted within City limits based on more detailed information about known development and growth targets in specific parcels. The growth maps display where employment and housing growth is expected to occur around Kenmore. This land use growth informs the City on where to expect increases in travel volumes and translates into future traffic levels through the travel demand forecasting process.

	Housing Units	Employment
2018	9,429	4,012
2044	12,499	7,212
Growth	33%	90%

### **Travel Demand Forecasting**

The PSRC regional Activity Based Travel Demand model will be used for existing baseline and future travel demand forecasting.

### **Validation**

The underlying input assumptions of the existing conditions were reviewed and updated to reflect appropriate level of detail for the City. The existing traffic analysis zones (TAZs) in the PSRC model were scaled to match the City's data on existing employment and housing. The existing conditions model was validated against available count data. To improve the model's performance, the following adjustments were made:

- Updated the quantity and location of housing units and employment estimates within the model area by zone.
- Calculated households for use in the model by assuming a 5 percent housing unit vacancy rate after discussing the conversion with PSRC staff.
- Adjusted PM peak hour vehicle trip generation rates by comparing with Institute of Traffic Engineers (ITE) most recent trip generation rates, local traffic studies, or vehicle driveway counts.
- Calibrated the roadway network parameters (speeds, capacities, and functional class) to better reflect the routes that people use throughout the model area.
- Adjusted the number of the trips that enter or exit the model area based on observed vehicle counts.

Future land use was developed using a variety of sources including city staff input, growth assigned by the PSRC Land Use Vision data set, and previous land use forecasts from the 2014 Transportation Element Update. Future land was allocated through the following process:

- Using the 2050 PSRC Land Use Vision representation data, provided by regional model TAZs, the land use for the Kenmore model was scaled to match City-approved growth targets for housing units and employment.
- Housing units and employment data was disaggregated to the Kenmore TAZ system using land use intensity ratios created for the 2014 Transportation Element update and discussions with City staff.
- The 2050 land use by Kenmore TAZ produced in the previous step was reviewed by city staff and the project team during an in-person working session. Based on specific knowledge of future developments and zoning allowances as well as review of aerial imagery, housing unit and employment growth was reallocated between Kenmore TAZs.
- Any specific housing unit and/or employment growth for a Kenmore TAZ not established during the working session was assumed to have the same amount of growth as the 2030 land use forecast.
- Housing units were converted to households for use in the PSRC model using a 5 percent vacancy rate that was arrived at in coordination with PSRC staff.

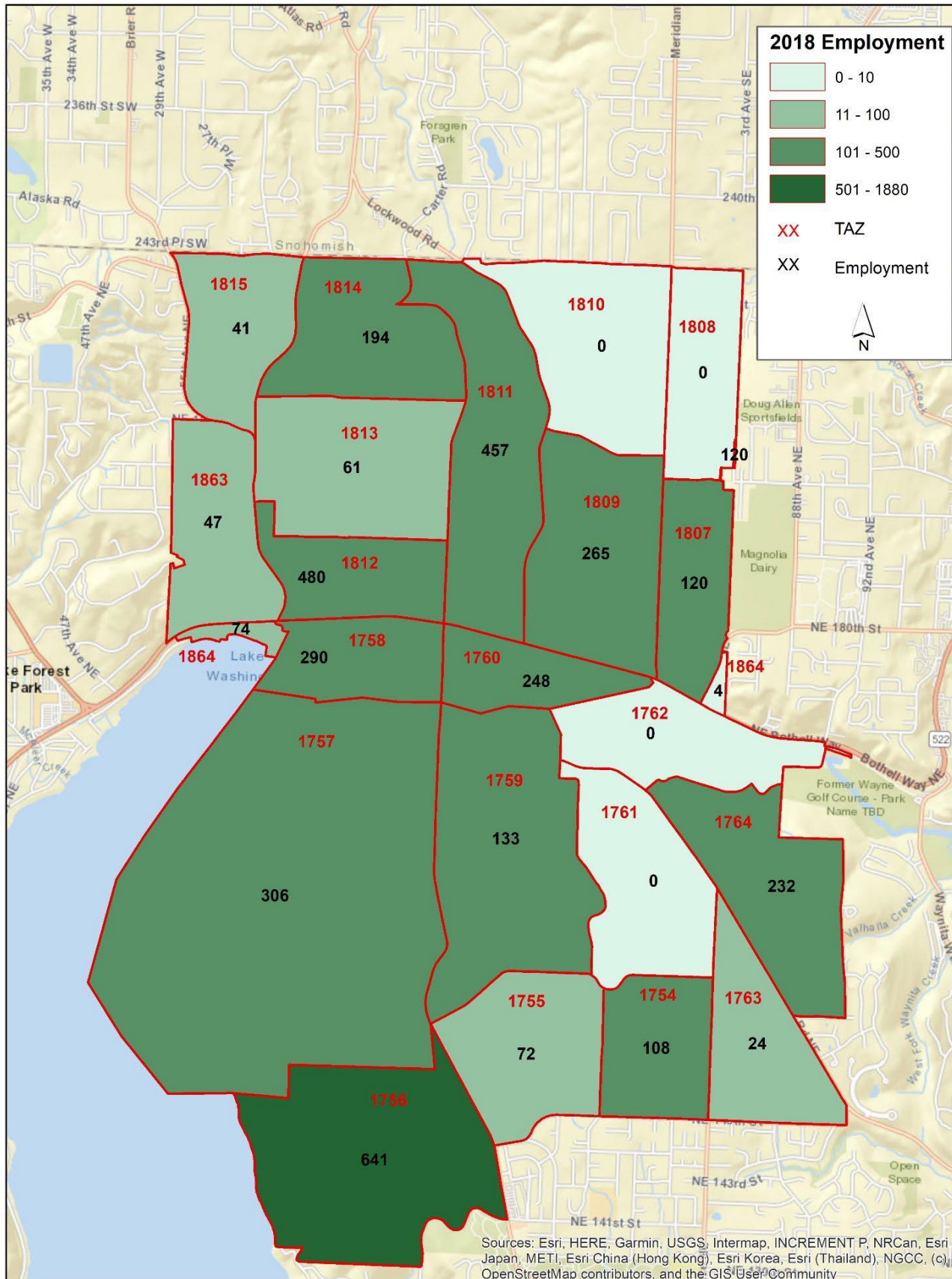
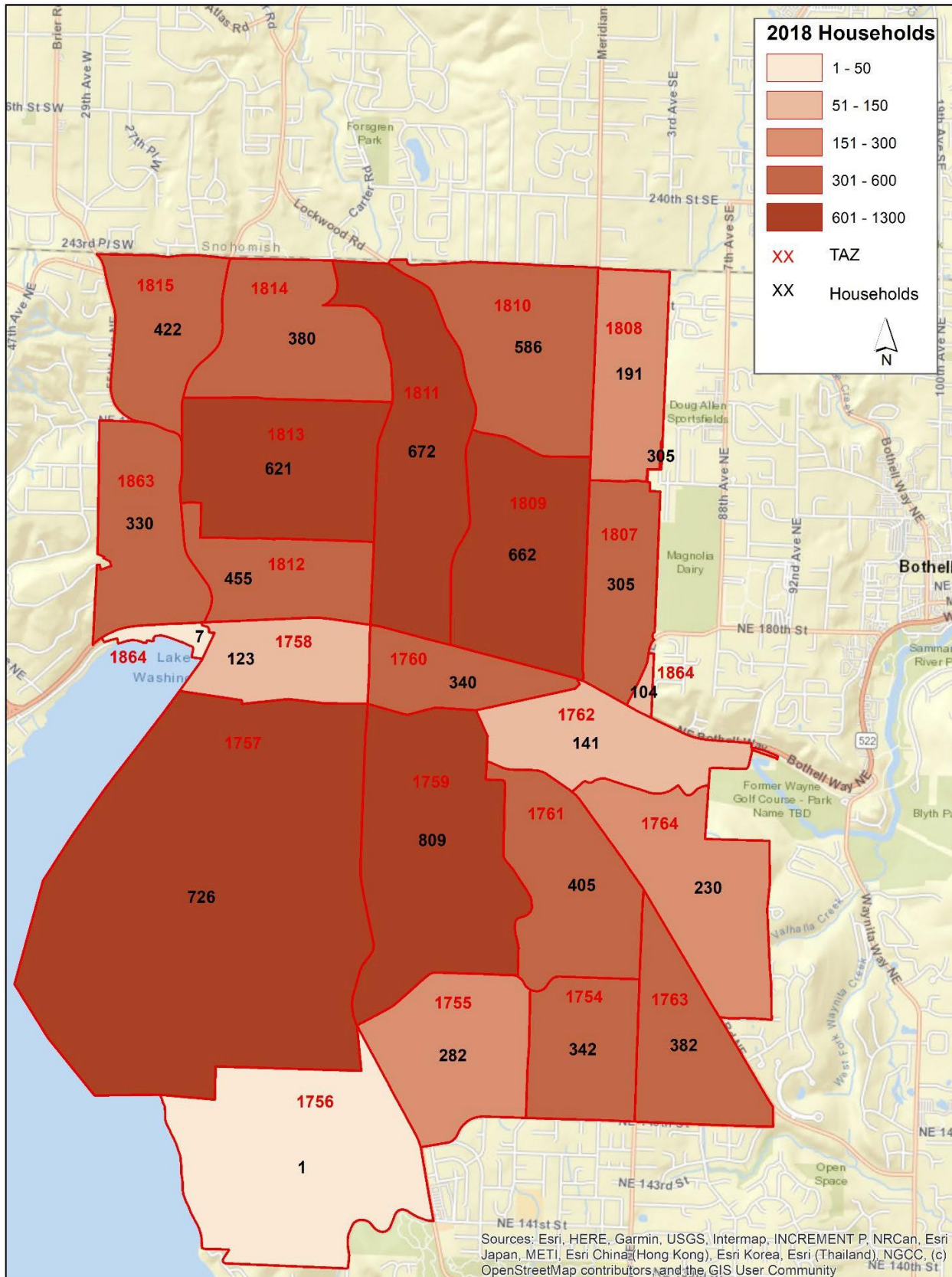


Figure 1. 2018 Employment in Kenmore by TAZ





This map reflects PSRC model input values for households that were arrived at through assuming a 5% vacancy rate of housing units.

Figure 2. 2018 Households in Kenmore by TAZ

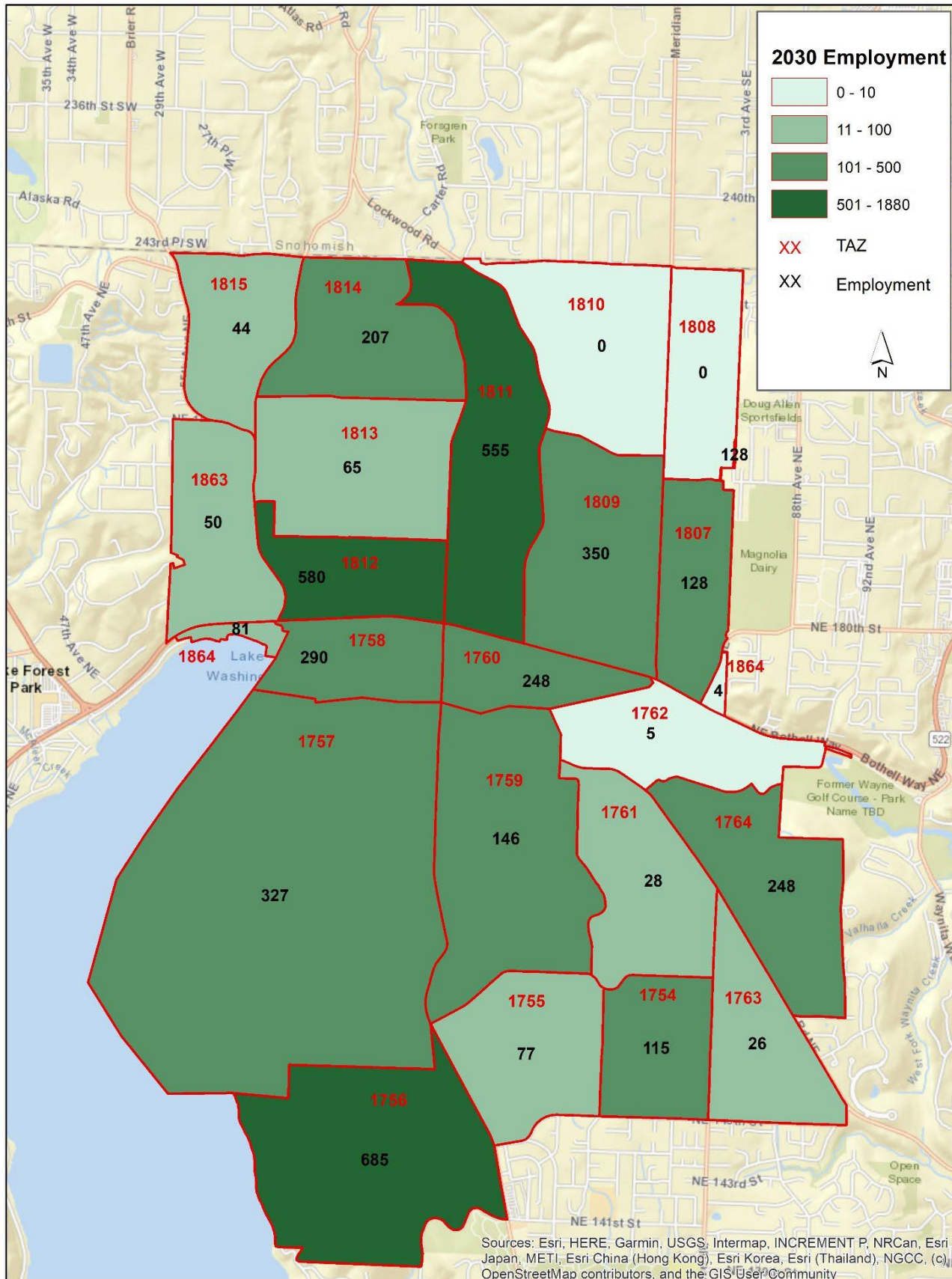
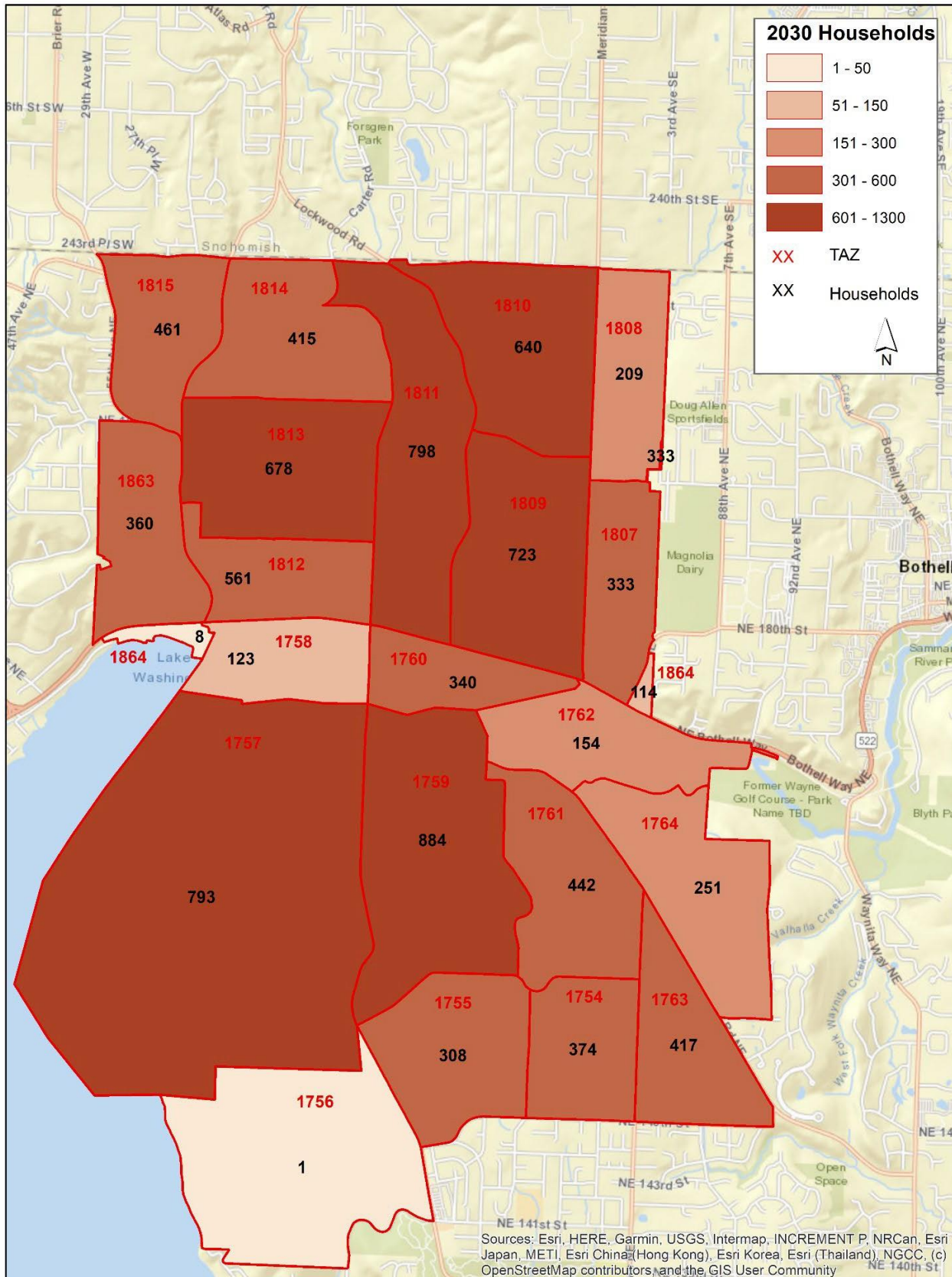


Figure 3. 2030 Employment in Kenmore by TAZ





This map reflects PSRC model input values for households that were arrived at through assuming a 5% vacancy rate of housing units.

Figure 4. 2030 Households in Kenmore by TAZ

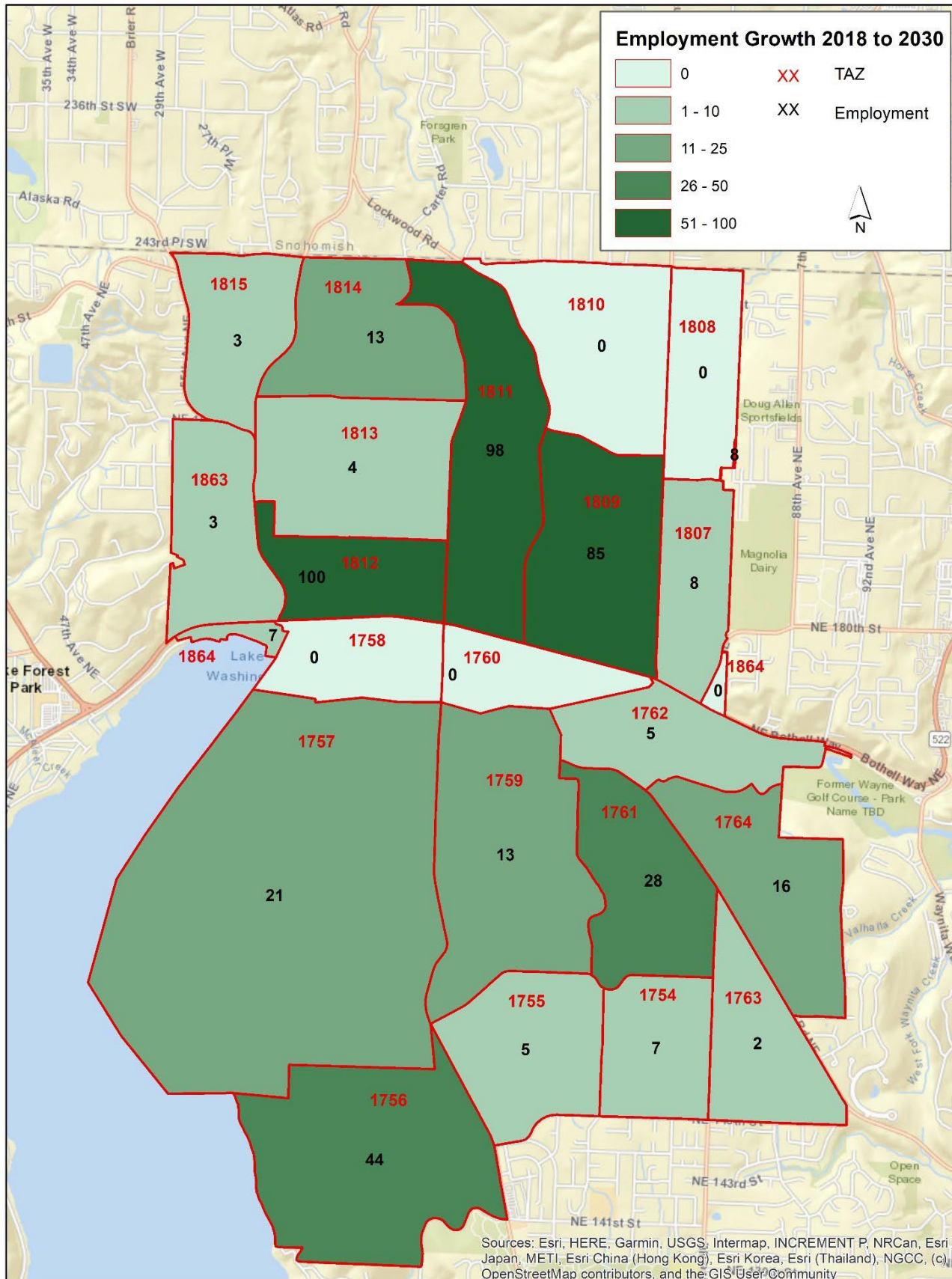


Figure 5. 2018-2030 Employment Change in Kenmore by TAZ



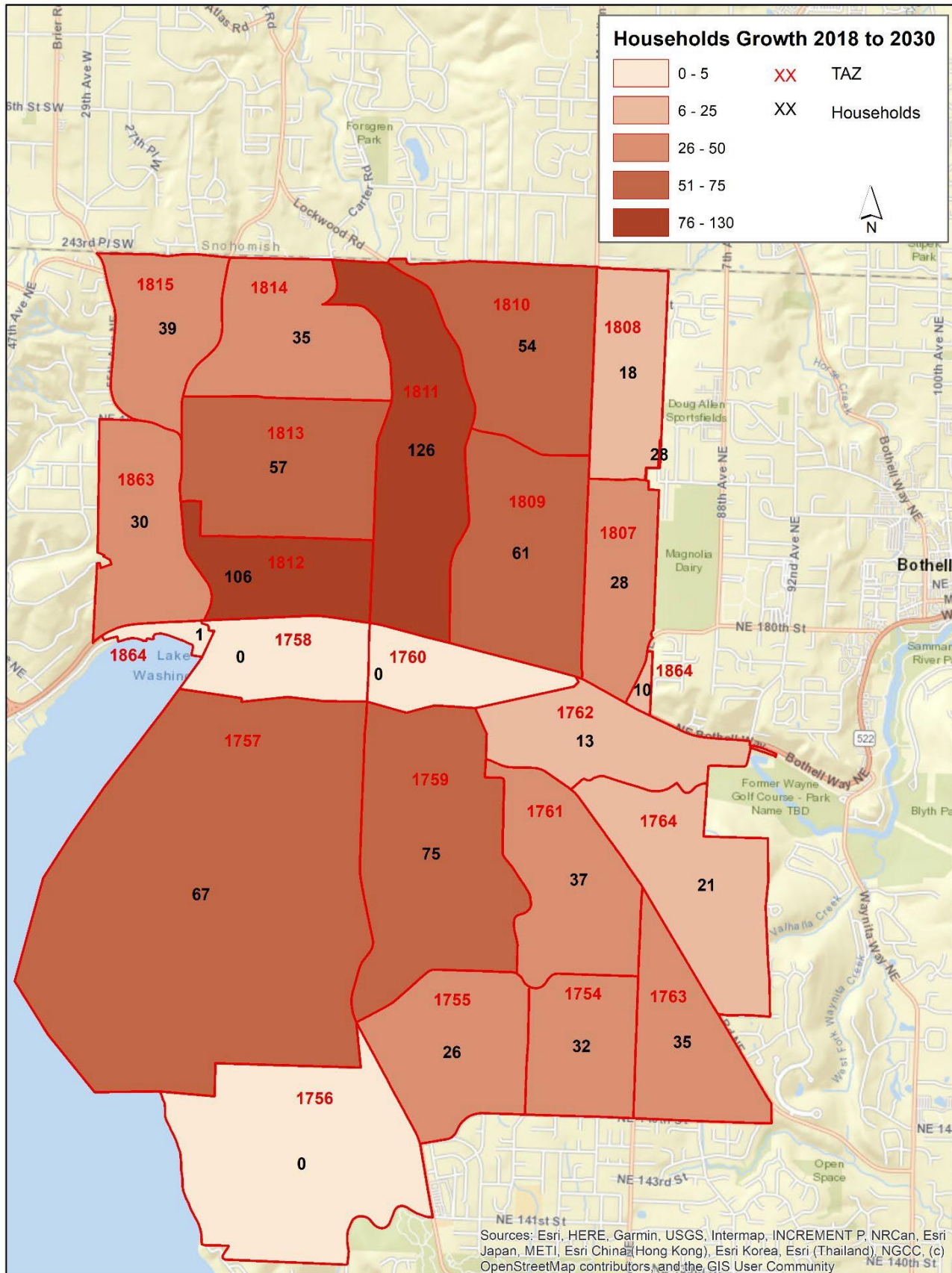


Figure 6. 2018-2030 Households Change in Kenmore by TAZ

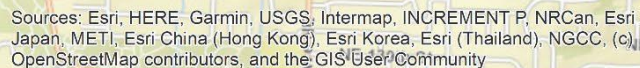
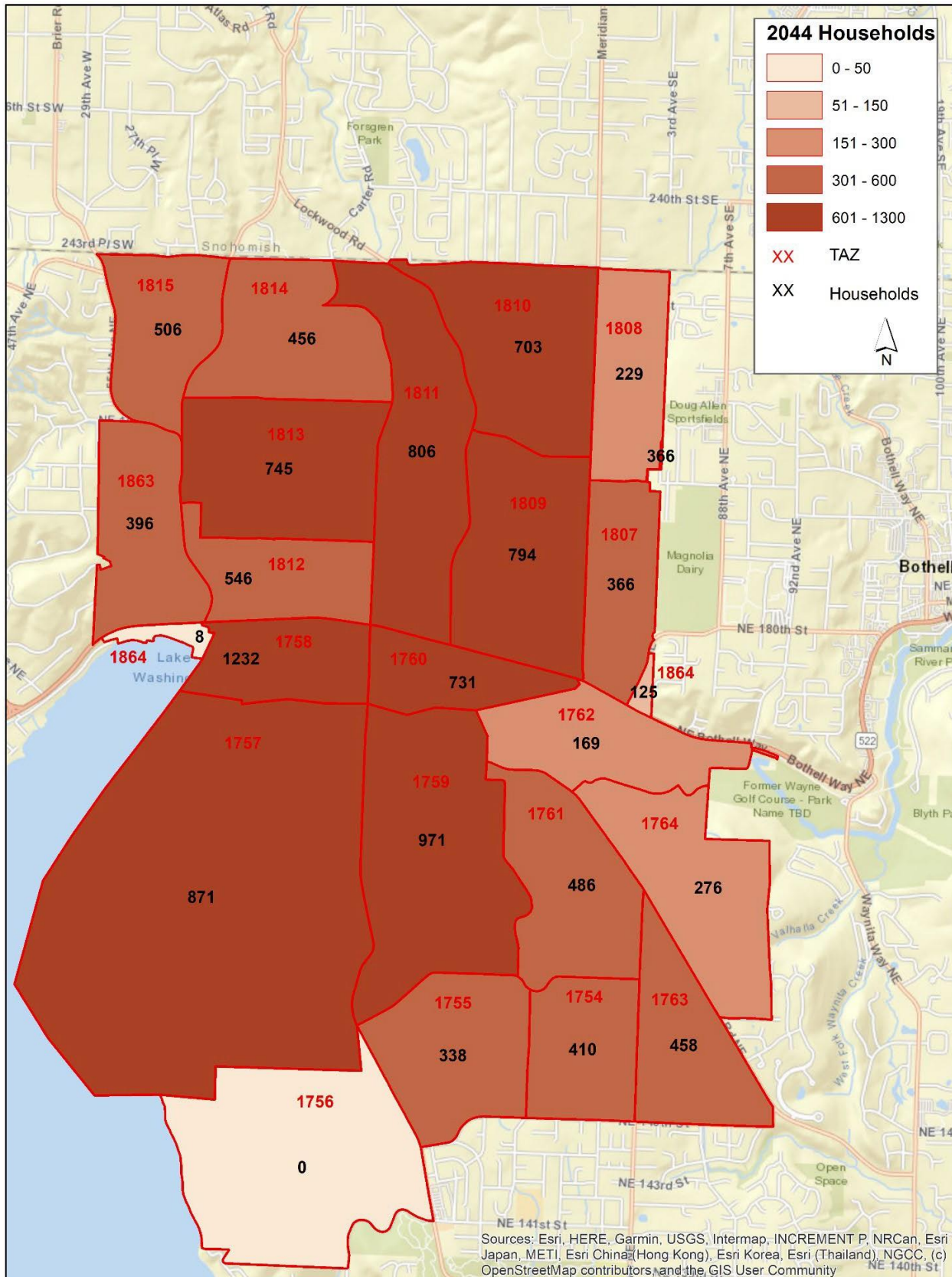


Figure 7. 2044 Employment in Kenmore by TAZ





This map reflects PSRC model input values for households that were arrived at through assuming a 5% vacancy rate of housing units.

Figure 8. 2044 Households in Kenmore by TAZ

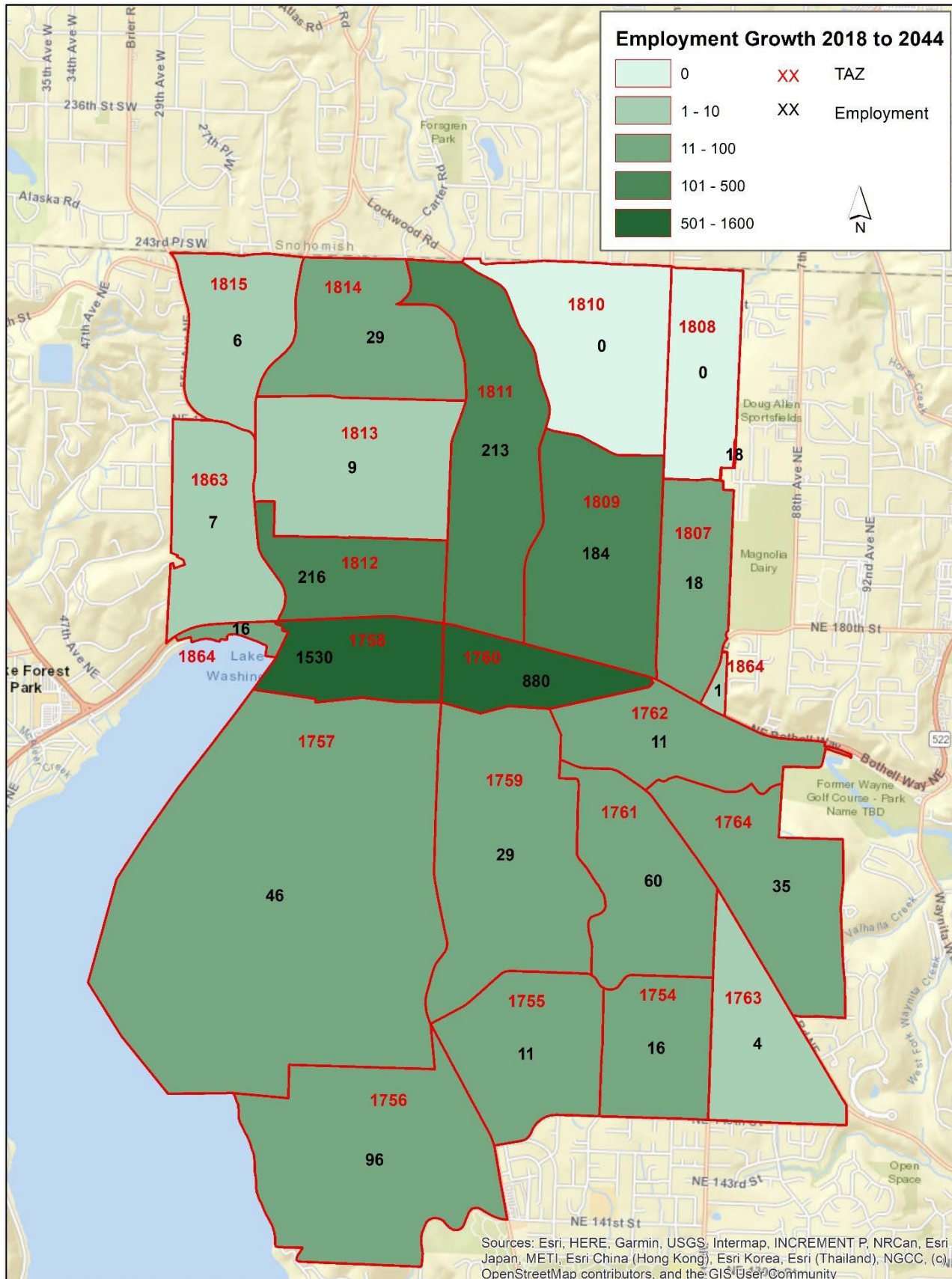


Figure 9. 2018-2044 Employment Change in Kenmore by TAZ



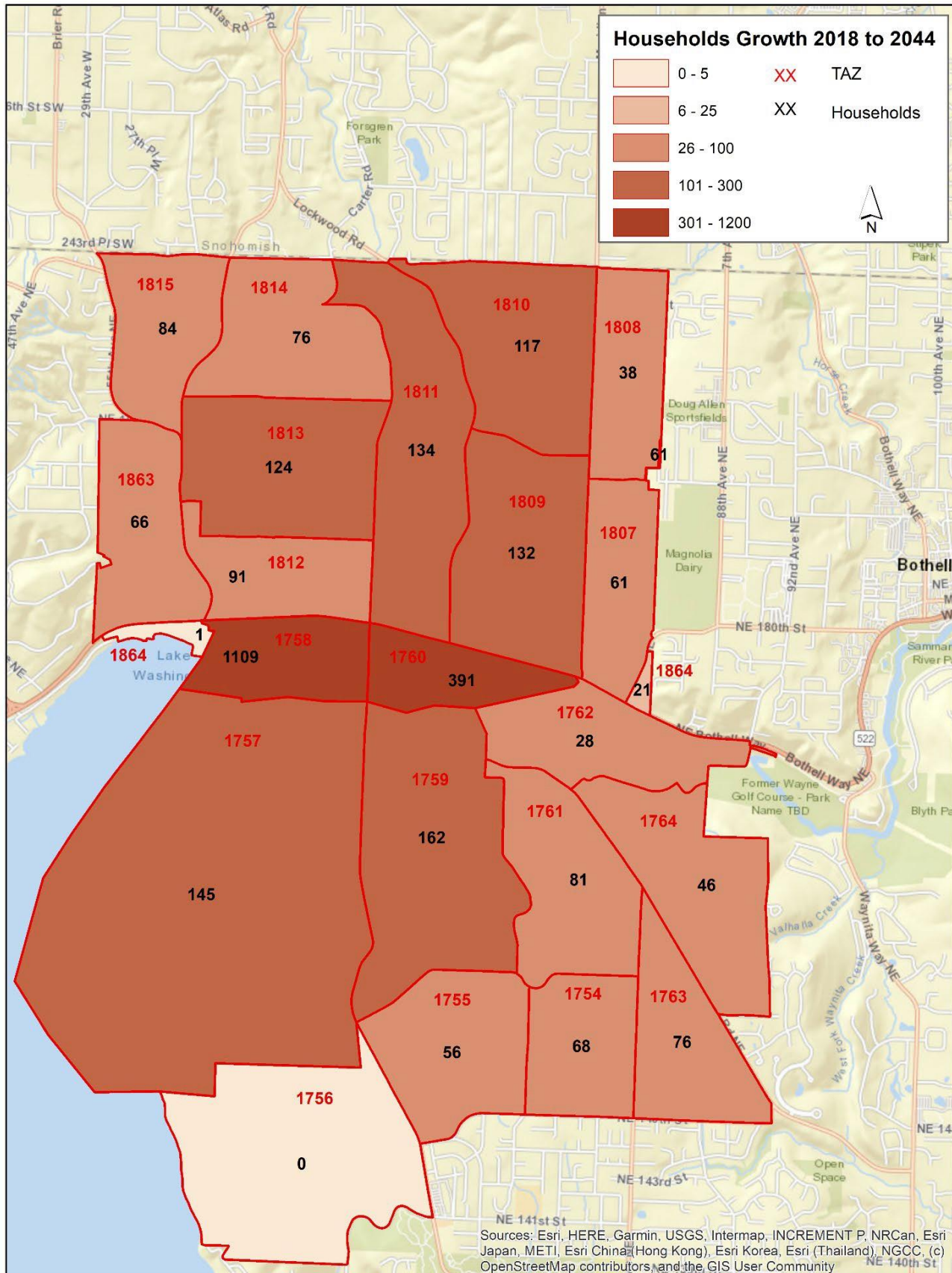


Figure 10. 2018-2044 Households Change in Kenmore by TAZ

## **APPENDIX D - 3: ROADWAY FACT SHEETS**

The following street typology fact sheets specify the form and intended functions of roadways in Kenmore. Each fact sheet provides the travel purposes, features, example locations and conceptual cross-sections for the given roadway type. The City of Kenmore's Road Standards provide supplemental detail associated with cross-sections for specific roadways.

## **STATE HIGHWAYS AND MAJOR ARTERIALS**

Major arterials, most conducive for cross-town trips and through traffic, are roadways that serve all transportation modes and vehicle types. The focus is to provide an efficient travel experience for vehicles, which includes trucks, transit, and emergency services, while accommodating pedestrian and bicyclist movement through effective modal separation. The Washington State Department of Transportation classifies SR 522 as a principal arterial.

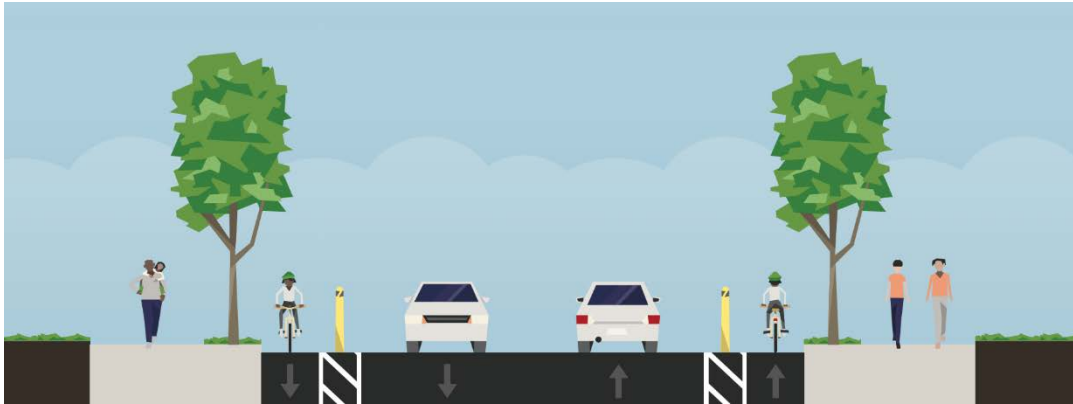
### **Features:**

- Priority users - vehicles, bicycles, pedestrians, and transit
- Serves all trip types but accommodates cross-town trips best of all street typologies. Also serves the highest volume of trips within the City. Direct access by adjacent land uses more limited.
- Turn lanes provided at key intersections to facilitate through traffic. Pedestrian crossings are provided at intersections and considered for mid-block crossings when appropriate.
- Where space is available, add bicycle facilities, or landscape buffers for additional multimodal opportunities.

### **Example Locations:**

- SR 522
- Simonds Road NE
- 68th Avenue NE (SR 522 to NE 170th Street)

**Figure 1: Major Arterial Conceptual Cross Section 1**



Source: Streetmix

**Figure 2: State Highway Conceptual Cross Section 1**



Source: Streetmix



## MINOR ARTERIALS

Minor arterials serve all modes and trip types but are focused on signaling the entry into a higher-density commercial or residential zone. Minor arterials accommodate larger vehicles but provide a lower speed alternative to major arterials or State Highways, encouraging multimodal transportation options.

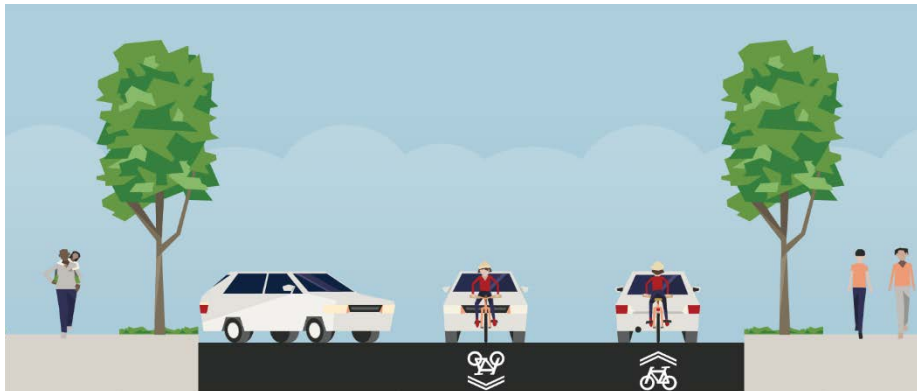
### Features:

- Priority users: pedestrians, bicycles, vehicles
- Serves as a major travel route for local, inter-neighborhood, and through trips.
- Generally provide more direct access to adjacent land uses than major arterials or State Highways.
- Nonmotorized treatments include high visibility crosswalks, landscape buffers, and curb extensions.
- Travel lanes may be shared between bicycles and vehicles due to slower speeds.

### Example Locations:

- 61st Avenue NE (north of SR 522)
- 80th Avenue NE
- NE 175th Street
- NE 181st Street (65th Avenue NE to 73rd Avenue NE)
- Juanita Drive NE

**Figure 3: Minor Arterial Conceptual Cross Section 1**



Source: Streetmix

**Figure 4: Minor Arterial Conceptual Cross Section 2**



Source: Streetmix

## COLLECTORS

Collector streets are focused on providing a safe and enjoyable travel experience for bicycles and pedestrians, and school children. Collector streets have narrow travel lanes, bike facilities, and sidewalks. These streets feature high-visibility, mid-block pedestrian crossings.

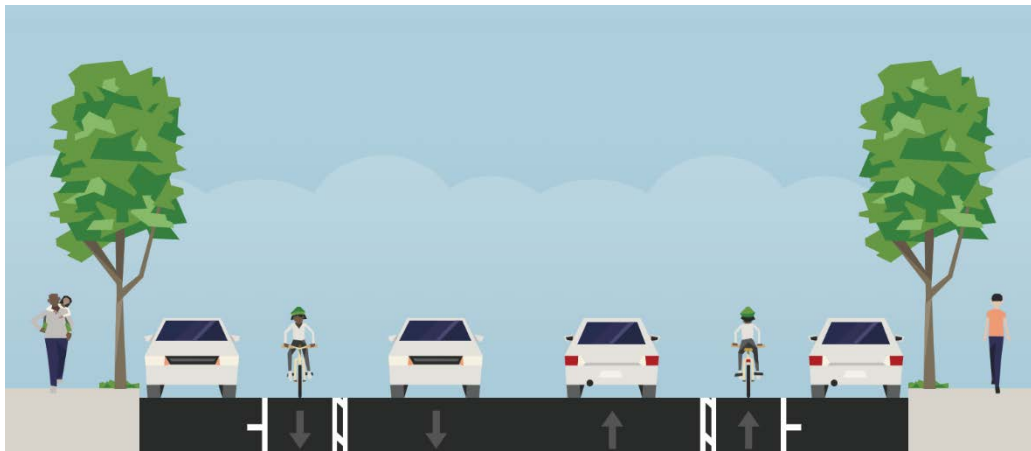
### Features:

- Priority users: school children, non-motorized modes
- Serves as a major travel route for school trips, bicycle and pedestrian travel
- Consolidates local road trips and connects to arterials
- Nonmotorized treatments include, mid-block crossings, high visibility or raised crosswalks, and curb extensions.

### Example Locations:

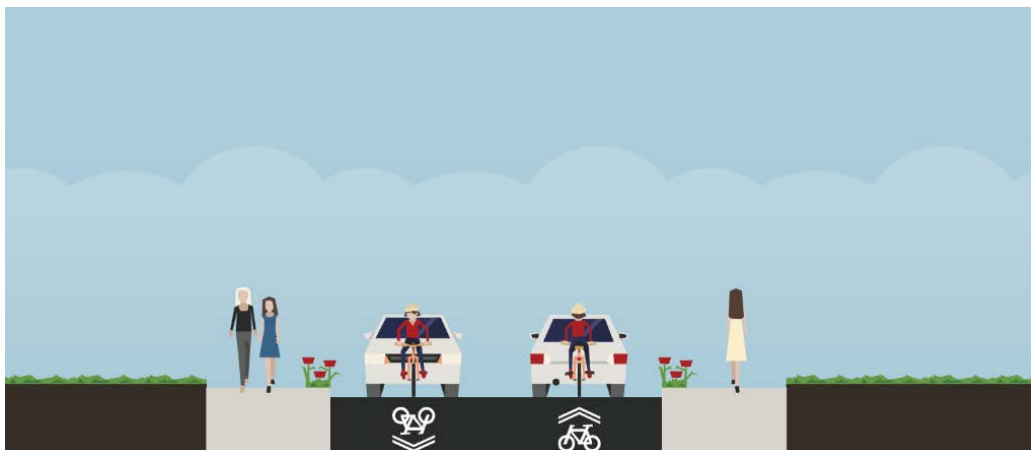
- 68th Avenue NE (north of SR 522)
- 73rd Avenue NE
- 84th Avenue NE
- NE 153rd Place/NE 155th Street
- NE 181st Street (61st Avenue NE to 65th Avenue NE)

**Figure 5: Collector Conceptual Cross Section 1**



Source: Streetmix

**Figure 6: Collector Conceptual Cross Section 2**



Source: Streetmix

## LOCAL STREET

Local streets are walkable, low-speed facilities that serve abutting property (mostly single-family residential homes). Because of the low travel speeds, bicycles and vehicles share the right-of-way. Goods movement on these streets is restricted to local deliveries only.

### Features:

- Priority users - local traffic, pedestrians, and bicycles
- Serves as a direct connection to most local residences but does not encourage through traffic.
- Serves the lowest volume trips in the City
- Can serve as quiet streets that are welcoming to cyclists with no additional improvement.

### Example Locations:

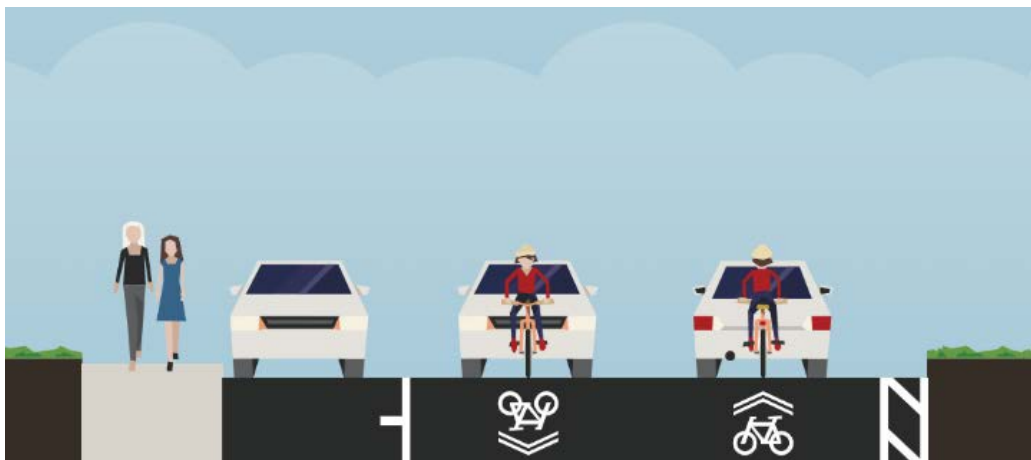
- 81st Avenue NE
- NE 154th Street
- NE 185th Street
- NE 198th Street

**Figure 7: Local Conceptual Cross Section 1**



Source: Streetmix

**Figure 8: Local Conceptual Cross Section 2**



Source: Streetmix

**APPENDIX D-4**  
**CONCEPTUAL DESIGN AND COST ESTIMATES**

Site specific project costs for programs can be found in:

- ADA Transition Plan
- Pedestrian Facilities Plan

## SR 522 West B

## CITY OF KENMORE

Date Prepared January 26, 2023

Construction Days: 120

Engineer's Estimate -- Planning Level

Construction Year 2026

Item No.	Description	Quantity	Unit	Unit Rate	Total
1	Mobilization	1	LS	\$ 97,226.10	\$ 97,226.10
2	Project Temporary Traffic Control	1	LS	\$ 85,904.00	\$ 85,904.00
3	Removal of Structure and Obstruction	1	LS	\$ 14,337.00	\$ 14,337.00
4	Clearing and Grubbing	1	LS	\$ 29,500.00	\$ 29,500.00
5	Permanent Signing	1	LS	\$ 2,360.00	\$ 2,360.00
6	Construction Surveying	1	LS	\$ 44,545.00	\$ 44,545.00
7	Landscaping/Landscape Restoration	1	LS	\$ 44,545.00	\$ 44,545.00
8	Sawcutting	220	LF	\$ 5.90	\$ 1,298.00
9	Backfill for walls	2,000.0	CY	\$ 46.02	\$ 92,040.00
10	Handrailing	390	LF	\$ 236.00	\$ 92,040.00
11	HMA	180	Ton	\$ 236.00	\$ 42,480.00
12	Crushed Surfacing Top Course	200.0	Ton	\$ 70.80	\$ 14,160.00
13	Soldier Pile Wall	1,485.0	SF	\$ 236.00	\$ 350,460.00
14	Cement Conc. Sidewalk	210.0	SY	\$ 59.00	\$ 12,390.00
15	Cement Conc. Curb and Gutter	220.0	LF	\$ 53.10	\$ 11,682.00
16	Wetland Mitigation	1.0	LS	\$ 35,400.00	\$ 35,400.00
17	Shoring	--	CY	\$ 47.20	\$ --
18	Roadway Excavation incl haul	140	CY	\$ 118.00	\$ 16,520.00
19	Ped Lighting Pole	7	EA	\$ 11,800.00	\$ 82,600.00
SubTotal Cost					\$ 1,069,487.10
Contingency					30% \$ 320,846.13
Total Construction Cost with Contingency					% of Const. Const \$ 1,390,333.23
Design					Consultant 30% \$ 417,099.97
Predesign					\$ --
ROW					3% \$ 41,710.00
City Staff					10% \$ 139,033.32
Const. Management					Consultant 15% \$ 208,549.98
Construction Management (consultant)					
Total Project Cost					\$ 2,196,726.50



## NE 181st Sidewalks (61st-63rd Southside)

## CITY OF KENMORE

Date Prepared

November 8, 2022

Construction Days: 80

Engineer's Estimate --

Planning Level

Construction Year

2025

Item No.	Description	Quantity	Unit	Unit Rate	Total
1	Mobilization	1	LS	\$ 50,691	\$ 50,691
2	Project Temporary Traffic Control	1	LS	\$ 137,280	\$ 137,280
3	Removal of Structure and Obstruction	1	LS	\$ 5,000	\$ 5,000
4	Clearing and Grubbing	1	LS	\$ 1,180	\$ 1,180
5	Permanent Signing	1	LS	\$ 3,250	\$ 3,250
6	Construction Surveying	1	LS	\$ 50,000	\$ 50,000
7	Landscaping	1	LS	\$ 46,374	\$ 46,374
8	Remove Asphalt Pavement	345	SY	\$ 24	\$ 8,142
9	Pedestrian Hand Railing	75	LF	\$ 177	\$ 13,346
10	Cement Conc. Driveway Entrance Type 1	64	SY	\$ 83	\$ 5,286
11	Paint Line	725	LF	\$ 2	\$ 1,283
12	Storm Drainage Pipe 12" Diam	590	EA	\$ 59	\$ 34,810
13	HMA Cl. xx PG. xx-xx	120	Ton	\$ 177	\$ 21,240
14	Catch Basin Inserts	7	EA	\$ 89	\$ 620
15	Catch Basin Type 2, 48" Diam	1	EA	\$ 4,720	\$ 4,720
16	Cement Conc. Sidewalk	840	SY	\$ 71	\$ 59,472
17	Sawcutting	660	LF	\$ 6	\$ 3,894
18	Cement Conc. Curb Ramp Type x	4	EA	\$ 2,360	\$ 9,440
19	Crushed Surfacing Top Course	50	Ton	\$ 59	\$ 2,950
20	Cement Conc. Traffic Curb and Gutter	660	LF	\$ 47	\$ 31,152
21	Structure Excavation Class B Incl. Haul	370	CY	\$ 47	\$ 17,464
22	Shoring or Extra Excavation Class B	2470	SF	\$ 4	\$ 8,744
23	Gravel Backfill for Wall	172	Ton	\$ 59	\$ 10,148
24	Testing Storm Sewer Pipe	590	LF	\$ 12	\$ 6,962
25	Connection to Existing Storm Sewer	2	EA	\$ 1,180	\$ 2,360
26	Erosion/Water Pollution Control	1	LS	\$ 15,000	\$ 15,000
27	Gravity Block Wall	195	SF	\$ 59	\$ 11,505
28	Cem. Conc. Sidewalk w/ Thickened Edge	114	LF	\$ 118	\$ 13,452
29	Catch Basin Type 1	4	EA	\$ 1,652	\$ 6,608
30	Soldier Pile Wall (61st-62nd)	720	SF	\$ 142	\$ 101,952
SubTotal Cost				\$	684,324
Contingency				40%	\$ 273,730
Total Construction Cost with Contingency				% of Const. Const	\$ 958,054
Design		Consultant		20%	\$ 191,611
ROW/Permitting		Consultant		5%	\$ 47,903
City Staff				12%	\$ 114,967
Const. Management		Consultant		20%	\$ 191,611
Construction Management (consultant)					
Total Project Cost				\$	1,504,145

61st Ave NE Sidewalk Replacement Project (181st-62nd Ave)				CITY OF KENMORE		
Date Prepared		October 20, 2022		Construction Days:		200
Engineer's Estimate --		Planning Level		Construction Year	2026	
Item No.	Description	Quantity	Unit	Unit Rate	Total	
1	Mobilization	1	LS	\$ 219,690	\$	219,690
2	Project Temporary Traffic Control	1	LS	\$ 136,170	\$	136,170
3	Removal of Structure and Obstruction	1	LS	\$ 18,900	\$	18,900
4	Clearing and Grubbing	1	LS	\$ 105,000	\$	105,000
5	Permanent Signing (+RRFB and feedback)	1	LS	\$ 118,650	\$	118,650
6	Construction Surveying	1	LS	\$ 124,034	\$	124,034
7	Sawcutting	3,064	LF	\$ 7	\$	22,796
8	SPCC	1	LS	\$ 2,000	\$	2,000
9	Sidewalk	3,123	SY	\$ 99	\$	309,802
10	Curb and Gutter	2,414	LF	\$ 50	\$	119,724
11	Remove Curb and Gutter	2,946	LF	\$ 9	\$	25,571
12	Remove Sidewalk	3,268	SY	\$ 15	\$	48,628
13	Lighting	1	EA	\$ 15,000	\$	15,000
14	Inlet protection	35	EA	\$ 99	\$	3,472
15	Curb Ramp	15	EA	\$ 4,960	\$	74,400
16	Driveway Approach	1,093	SY	\$ 149	\$	162,638
17	Landscape Restoration/Stream Mitigation	1	LS	\$ 1,163,280	\$	1,163,280
18	Crushed Surfacing Top Course	566	Ton	\$ 50	\$	28,074
19	Storm Sewer Pipe 12"	495	LF	\$ 174	\$	85,932
20	Catch Basin Type 1	7	EA	\$ 3,100	\$	21,700
21	Adjust Catch Basin	5	EA	\$ 496	\$	2,480
22	Fencing	1,700	LF	\$ 68	\$	115,940
23	Crosswalk	768	SF	\$ 5	\$	3,840
24	Remove Asphalt	2,560	SY	\$ 15	\$	38,093
SubTotal Cost					\$	2,965,814
Contingency					40%	\$ 1,186,325
Total Construction Cost with Contingency				% of Const. Const	\$	4,152,139
Total Design			Consultant	10%	\$	415,214
ROW Easements/Acquisition					\$	50,000
City Staff				5%	\$	207,607
Const. Management			Consultant	13%	\$	539,778
Total Project Cost					\$	5,364,738

Lower Swamp Creek Bridge Replacement				CITY OF KENMORE		
Date Prepared		October 20, 2022		Construction Days: 60		
Engineer's Estimate --		Planning Level		Construction Year		2027
Item No.	Description	Quantity	Unit	Unit Rate		Total
1	Mobilization	1	LS	\$	112,611	\$ 112,611
2	Project Temporary Traffic Control	1	LS	\$	39,810	\$ 39,810
3	Removal of Structure and Obstruction	1	LS	\$	10,000	\$ 10,000
4	Clearing and Grubbing	1	LS	\$	16,100	\$ 16,100
5	Permit Mitigation Work	1	LS	\$	210,000	\$ 210,000
6	Construction Surveying	1	LS	\$	73,892	\$ 73,892
7	Deck Area	1540	SF	\$	444	\$ 683,760
8	Removal of Existing Bridge	1	LS	\$	29,600	\$ 29,600
9	Temporary Bridge	1.0	LS	\$	142,080	\$ 142,080
10	Road Approaches	1	LS	\$	202,393	\$ 202,393
SubTotal Cost						\$ 1,520,245
Contingency					40%	\$ 608,098
Total Construction Cost with Contingency					% of Const. Const	\$ 2,128,344
Total Design			Consultant		20%	\$ 425,669
Predesign			Consultant		2.5%	53,209
ROW Acquisition					2%	\$ 42,567
City Staff					12%	\$ 255,401
Const. Management			Consultant		8%	\$ 170,267
Total Project Cost						\$ 3,075,456

61st Ave NE/NE 193rd St Intersection				CITY OF KENMORE		
Date Prepared		October 20, 2022		Construction Days: 40		
Engineer's Estimate --		Planning Level		Construction Year	----	
Item No.	Description	Quantity	Unit	Unit Rate	Total	
1	Mobilization	1	LS	\$ 86,184	\$ 86,184	
2	Project Temporary Traffic Control	1	LS	\$ 65,290	\$ 65,290	
3	Removal of Structure and Obstruction	1	LS	\$ 3,500	\$ 3,500	
4	Clearing and Grubbing	1	LS	\$ 14,000	\$ 14,000	
5	Permanent Signing	1	LS	\$ 5,600	\$ 5,600	
6	Construction Surveying	1	LS	\$ 47,624	\$ 47,624	
7	Sawcutting	3870	LF	\$ 8	\$ 32,508	
8	SPCC	1	LS	\$ 1,500	\$ 1,500	
9	Roadway Excavation Incl. Haul	680.0	CY	\$ 42	\$ 28,560	
10	Erosion and Sediment Control	1.0	FA	\$ 10,000	\$ 10,000	
11	Curb and Gutter	20	LF	\$ 56	\$ 1,120	
12	Cement Concrete Sidewalk	930	SY	\$ 119	\$ 110,670	
13	Remove Cement Concrete Pavement	660.0	SY	\$ 28	\$ 18,480	
14	HMA Cl. xx PG. xx-xx	930.0	Ton	\$ 210	\$ 195,300	
15	Inlet protection	6.0	EA	\$ 112	\$ 672	
16	Curb Ramp	6.0	EA	\$ 5,600	\$ 33,600	
17	Driveway Approach	70.0	SY	\$ 140	\$ 9,800	
18	Landscape Restoration	1.0	LS	\$ 78,000	\$ 78,000	
19	"Crushed Surfacing Top Course	1000	Ton	\$ 56	\$ 56,000	
20	High-Density Polyethylene (HDPE) Storm"	850	LF	\$ 112	\$ 95,200	
21	Sewer Pipe 12" Diam	6	EA	\$ 3,500	\$ 21,000	
22	Catch Basin Type 1	2	EA	\$ 5,600	\$ 11,200	
23	Catch Basin Type 2	210	SY	\$ 42	\$ 8,820	
24	Truck Apron	1500	LF	\$ 42	\$ 63,000	
25	Vertical Curb and Gutter	1500	LF	\$ 35	\$ 52,500	
26	Mountable Traffic Curb	1	LS	\$ 70,000	\$ 70,000	
27	Illumination	370	SF	\$ 8	\$ 3,108	
28	Crosswalk	1330	LF	\$ 14	\$ 18,620	
29	Pavement Markings	3090	SY	\$ 7	\$ 21,630	
30	Planing Bituminous Pavement	1	LS	\$ 86,184	\$ 86,184	
SubTotal Cost					\$	1,163,487
Contingency					40%	\$ 465,395
Total Construction Cost with Contingency					% of Const. Const	\$ 1,628,881
Total Design			Consultant	15%	\$	244,332
ROW Acquisition					\$	25,000
City Staff				10%	\$	162,888
Const. Management			Consultant	10%	\$	162,888
Total Project Cost					\$	2,223,990

NE 192nd ST (73rd Av-75th Av) Sidewalks				CITY OF KENMORE		
Date Prepared		October 20, 2022		Construction Days:		60
Engineer's Estimate --		Planning Level		Construction Year	2025	
Item No.	Description	Quantity	Unit	Unit Rate	Total	
1	Mobilization	1	LS	\$ 30,550	\$	30,550
2	Project Temporary Traffic Control	1	LS	\$ 88,920	\$	88,920
3	Removal of Structure and Obstruction	1	LS	\$ 11,730	\$	11,730
4	Clearing and Grubbing	1	LS	\$ 2,000	\$	2,000
5	Permanent Signing	1	LS	\$ 11,000	\$	11,000
6	Construction Surveying	1	LS	\$ 10,070	\$	10,070
7	sawcutting	840	LF	\$ 5	\$	4,200
8	SPCC / SWPPP	1	LS	\$ 2,000	\$	2,000
9	Roadway excavation	48	CY	\$ 75	\$	3,600
10	Structure excavation incl haul	11	CY	\$ 52	\$	572
11	Private Property Restoration	1	LS	\$ 5,000	\$	5,000
12	CSBC	143	TON	\$ 50	\$	7,150
13	HMA	97	TON	\$ 180	\$	17,460
14	Curb and gutter	380	LF	\$ 46	\$	17,480
15	Driveway approach	75	SY	\$ 115	\$	8,625
16	Sidewalk transition	1	EA	\$ 2,300	\$	2,300
17	Sidewalk	360	SY	\$ 69	\$	24,840
18	Connection to existing sewer/structure	2	EA	\$ 920	\$	1,840
19	12 In pipe	330	LF	\$ 69	\$	22,770
20	CB Type 1	3	EA	\$ 2,875	\$	8,625
21	TESC	1	EST	\$ 5,750	\$	5,750
22	AC thickened edge curb	400	LF	\$ 15	\$	6,000
23	Seeding and Fertilizing	192	SY	\$ 6	\$	1,152
24	Curb Ramp	2	EA	\$ 2,875	\$	5,750
25	PSIPE	1	LS	\$ 31,575	\$	31,575
26	Adjust Catch Basin	3	EA	\$ 690	\$	2,070
27	Relocate Fire Hydrant	1	EA	\$ 3,000	\$	3,000
SubTotal Cost					\$	336,029
Contingency					40%	\$ 134,412
Construction Contract					% of Const. Const	\$ 470,441
Design					Consultant 30%	\$ 141,132
City Staff					20%	\$ 94,088
Const. Management					Consultant 20%	\$ 94,088
Total Project Cost					\$	799,749



Arrowhead Dr Sidewalks				CITY OF KENMORE		
Date Prepared		October 21, 2022		Construction Days:		90
Engineer's Estimate --		Planning Level		Construction Year	2026	
Item No.	Description	Quantity	Unit	Unit Rate	Total	
1	Mobilization	1	LS	\$ 101,368	\$	101,368
2	Project Temporary Traffic Control	1	LS	\$ 142,740	\$	142,740
3	Removal of Structure and Obstruction	1	LS	\$ 12,538	\$	12,538
4	Clearing and Grubbing	1	LS	\$ 10,000	\$	10,000
5	Permanent Signing	1	LS	\$ 6,655	\$	6,655
6	Construction Surveying	1	LS	\$ 12,100	\$	12,100
7	sawcutting	2500	LF	\$ 5	\$	12,100
8	spcc	1	LS	\$ 1,210	\$	1,210
9	roadway excavation	650	CY	\$ 91	\$	58,988
10	structure excavation	100	CY	\$ 42	\$	4,235
11	block wall	200	SF	\$ 61	\$	12,100
12	Private Property Restoration	1	LS	\$ 98,736	\$	98,736
13	gravel backfill for wall	50	CY	\$ 73	\$	3,630
14	4 In pipe	50	LF	\$ 30	\$	1,513
15	CSBC	230	TON	\$ 54	\$	12,524
16	HMA	240	TON	\$ 212	\$	50,820
17	Curb and gutter	2100	LF	\$ 48	\$	101,640
18	Driveway approach	360	SY	\$ 97	\$	34,848
19	Sidewalk transition	3	EA	\$ 1,815	\$	5,445
20	Sidewalk	770	SY	\$ 85	\$	65,219
21	Connection to existing sewer/structure	18	EA	\$ 605	\$	10,890
22	12 In pipe	500	LF	\$ 61	\$	30,250
23	CB Type 1	18	EA	\$ 3,025	\$	54,450
24	TESC	1	LS	\$ 24,200	\$	24,200
25	SWPPP	1	LS	\$ 6,050	\$	6,050
26	Striping	1	LS	\$ 6,050	\$	6,050
27	seeding and fertilizing	650	SY	\$ 6	\$	3,933
28	Curb Ramp	5	EA	\$ 3,630	\$	18,150
29	Cement Conc. Sidewalk with Integral Curb	738	LF	\$ 36	\$	26,789
30	School Zone Flashers	3	EA	\$ 18,150	\$	54,450
31	PSIPE	1	LS	\$ 43,318	\$	43,318
32	RRFB	1	LS	\$ 24,200	\$	24,200
33	Traffic Calming	1	LS	\$ 50,000	\$	50,000
34	Adjust Catch Basin	15	EA	\$ 605	\$	9,075
35	CB Type 2	1	EA	\$ 4,840	\$	4,840
SubTotal Cost					\$	1,115,053
Contingency					40%	\$ 446,021
Construction Contract					% of Const. Const	\$ 1,561,074
Design			Consultant	18%	\$	280,993
City Staff				10%	\$	156,107
Right of Way				3%		46,832
Const. Management			Consultant	15%	\$	234,161
Total Project Cost					\$	2,279,167

84th Ave NE (NE 150th St-NE 155th St) Sidewalk and Bike Lanes				CITY OF KENMORE		
Date Prepared		May 5, 2022		Construction Days:		90
Engineer's Estimate --		Planning Level		Construction Year	2026	
Item No.	Description	Quantity	Unit	Unit Rate	Total	
1	Mobilization	1	LS	\$ 109,222.08	\$ 109,222.08	
2	Project Temporary Traffic Control	1	LS	\$ 120,380.00	\$ 120,380.00	
3	Removal of Structure and Obstruction	1	LS	\$ 8,336.90	\$ 8,336.90	
4	Clearing and Grubbing	1	LS	\$ 17,100.00	\$ 17,100.00	
5	Permanent Signing	1	LS	\$ 3,250.00	\$ 3,250.00	
6	Construction Surveying	1	LS	\$ 71,995.00	\$ 71,995.00	
7	Sawcutting	1,600	LF	\$ 5.00	\$ 8,000.00	
8	Cement Conc. Driveway Entrance Type 1	275	SY	\$ 90.75	\$ 24,956.25	
9	Cement Conc. Curb Ramp Type x	3	EA	\$ 3,025.00	\$ 9,075.00	
10	Paint Line	4,963	LF	\$ 1.82	\$ 9,007.85	
11	Plastic Crosswalk Line	107	SF	\$ 6.05	\$ 647.35	
12	Gravel Backfill	1,930.0	ton	\$ 54.45	\$ 105,088.50	
13	HMA Cl. xx PG. xx-xx	132.0	Ton	\$ 211.75	\$ 27,951.00	
14	Catch Basin Inserts	21.0	EA	\$ 121.00	\$ 2,541.00	
15	Raised Pavement Marker Type 1	3.0	Hund	\$ 847.00	\$ 2,541.00	
16	Pedestrian Lighting	3.0	EA	\$ 6,050.00	\$ 18,150.00	
17	Cement Conc. Sidewalk	1,055.0	SY	\$ 90.75	\$ 95,741.25	
18	Cement Conc. Curb Ramp Perpendicular	13	EA	\$ 4,114.00	\$ 53,482.00	
19	Cement Conc. Traffic Curb and Gutter	1580	LF	\$ 48.40	\$ 76,472.00	
20	psiPE	1	LS	\$ 71,995.00	\$ 71,995.00	
21	Plastic Bicycle Lane Symbol	10	EA	\$ 605.00	\$ 6,050.00	
22	Catch Basin Type 1	6	EA	\$ 3,025.00	\$ 18,150.00	
23	Storm Sewer Pipe 12" In. Diam	755	LF	\$ 78.65	\$ 59,380.75	
24	Plastic Green Bike Crossing	160	SF	\$ 24.20	\$ 3,872.00	
25	RRFB	1	LS	\$ 24,200.00	\$ 24,200.00	
26	Plastic Green Pavement marking	1500	SF	\$ 24.20	\$ 36,300.00	
27	Gravity Block Wall	2490	SF	\$ 60.50	\$ 150,645.00	
28	Connection to Drainage Structure	5	EA	\$ 605.00	\$ 3,025.00	
29	Private Driveway Restoration	11	EA	\$ 5,808.00	\$ 63,888.00	
30	Mobilization	1	LS	\$ 109,222.08	\$ 109,222.08	
SubTotal Cost					\$	1,201,442.93
Contingency					40%	\$ 480,577.17
Construction Contract					% of Const. Const	\$ 1,682,020.10
Design			Consultant	13%	218,662.61	
City Staff				10%	168,202.01	
Right of Way				3%	50,460.60	
Const. Management			Consultant	15%	252,303.02	
Total Project Cost					\$ 2,371,648.34	

80th Ave NE (SR 522-NE 185th St)  
Sidewalk and Bike Lanes

## CITY OF KENMORE

Date Prepared May 5, 2022  
Engineer's Estimate -- Planning Level

Construction Days: 90

Construction Year 2026

Item No.	Description	Quantity	Unit	Unit Rate	Total
1	Mobilization	1	LS	\$ 99,273.25	\$ 99,273.25
2	Project Temporary Traffic Control	1	LS	\$ 69,420.00	\$ 69,420.00
3	Removal of Structure and Obstruction	1	LS	\$ 7,586.70	\$ 7,586.70
4	Clearing and Grubbing	1	LS	\$ 14,840.00	\$ 14,840.00
5	Permanent Signing	1	LS	\$ 5,000.00	\$ 5,000.00
6	Construction Surveying	1	LS	\$ 109,347.70	\$ 109,347.70
7	Sawcutting	1773	LF	\$ 5.00	\$ 8,865.00
8	Cement Conc. Driveway Entrance Type 1	325	SY	\$ 121.00	\$ 39,325.00
9	Cement Conc. Curb Ramp Type x	2	EA	\$ 605.00	\$ 1,210.00
10	Paint Line	9640	LF	\$ 1.82	\$ 17,496.60
11	Plastic Crosswalk Line	56	SF	\$ 6.05	\$ 338.80
12	Gravel Backfill	1,140.0	ton	\$ 54.45	\$ 62,073.00
13	HMA Cl. xx PG. xx-xx	150.0	Ton	\$ 242.00	\$ 36,300.00
14	Catch Basin Inserts	50.0	EA	\$ 211.75	\$ 10,587.50
15	Raised Pavement Marker Type 1	14.0	Hund	\$ 847.00	\$ 11,858.00
16	Pedestrian Lighting	3.0	EA	\$ 6,050.00	\$ 18,150.00
17	Cement Conc. Sidewalk	1,182.0	SY	\$ 84.70	\$ 100,115.40
18	Cement Conc. Curb Ramp Perpendicular	20	EA	\$ 3,630.00	\$ 72,600.00
19	Cement Conc. Traffic Curb and Gutter	1773	LF	\$ 42.35	\$ 75,086.55
20	psiPE	1	LS	\$ 109,347.70	\$ 109,347.70
21	Plastic Bicycle Lane Symbol	15	EA	\$ 484.00	\$ 7,260.00
22	Catch Basin Type 1	5	EA	\$ 3,025.00	\$ 15,125.00
23	Schedule Storm Sewer Pipe 12" In. Diam	1,095.0	LF	\$ 78.65	\$ 86,121.75
24	Plastic Green Bike Crossing/Bike Box	1095	SF	\$ 24.20	\$ 26,499.00
25	RRFB	3	LS	\$ 24,200.00	\$ 72,600.00
26	Plastic Green Pavement marking	3750	SF	\$ 3.03	\$ 11,343.75
27	Connection to Drainage Structure	7	EA	\$ 605.00	\$ 4,235.00
SubTotal Cost					\$ 1,092,005.70
Contingency					\$ 436,802.28
Construction Cost					\$ 1,528,807.97
Total Design					\$ 382,201.99
ROW Acquisition					\$ 100,000.00
City Staff					\$ 183,456.96
Const. Management					\$ 275,185.44
<b>Total Project Cost</b>					<b>\$ 2,469,652.36</b>

## BASIS OF ESTIMATE

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Project Name	73rd Ave NE & NE 192nd St Intersection Improvements
Project Number	554-3744-004
Date Prepared	12/20/2022
Prepared by	Jenna Anderson, PE, and Edward Wang, EIT
Estimate Classification	Unclassified
Estimate Purpose	Long-term Planning for Transportation Element
Estimate ID (Version)	
Project Manager	McIntire, Alicia

*Note that the accuracy of the associated cost estimate is dependent upon the various underlying assumptions, inclusions, and exclusions described herein. Actual project costs may differ and can be significantly affected by factors such as changes in the external environment, the manner in which the project is executed and controlled, and other factors that may impact the estimate basis or otherwise affect the project. Estimate accuracy ranges are only assessments based upon the cost estimating methods and data employed in preparing the estimate and are not a guarantee of actual project costs.*

# BASIS OF ESTIMATE

Project Name: *73rd Ave NE & NE 192nd St Intersection Improvements*

Project Number: *554-3744-004*

Date: 12/20/2022

## 1.0 Purpose

This project is located at the intersection of 73rd Avenue NE and NE 192nd Street in Kenmore. The project will replace the existing stop-controlled T intersection with a single-lane roundabout to improve safety and traffic flow for motorists, pedestrians, and cyclists.

This cost estimate is based on the attached conceptual design and is intended to provide planning guidance for the City.

## 2.0 Project Scope Definition

This project will include surveys, design, permitting, and construction of the roundabout and bicycle/pedestrian facilities as well as the removal of existing roadway facilities. The project scope includes the removal of existing stormwater facilities but does not include franchise utility relocations.

The scope includes realignment of existing driveway accesses as required.

Surveys will entail a review of existing data as well as collection of field data as necessary to complete design.

Design will entail advancing the conceptual design to a detailed final design, with reviews occurring at intermediate plan completion percentages.

## 3.0 Design Basis

The cross section for 73rd Avenue NE is in accordance with the City of Kenmore Engineering Department's *73rd Ave NE (181st St to 205th St) Cross Section* (Figure B-4) in the 2021 ROAD Standards document. The cross section for NE 192nd Street is in accordance with the City of Kenmore Engineering Department's *NE 192nd St Cross Section* (Figure B-8) specified in the 2021 ROAD Standards document. Both sections consist of a 6-foot sidewalk, 4-foot amenity strip, 6-inch curb, 5-foot bike lane, 2-foot bike lane buffer, and 10-foot travel lane on each side of the roadway.

The roundabout design adheres to the WSDOT Design Manual M 22-01, Chapter 1320 Roundabouts. The roundabout uses a 100-foot inscribed circle diameter (ICD) and provides a 17-foot wide circulating lane to allow 40-foot bus turning movements without use of a truck apron. A 10-foot wide truck apron is anticipated to accommodate larger truck movements. A 10-foot wide bicycle and pedestrian pathway is provided around the roundabout, with ramps to and from the bicycle lane on all approaches.

## BASIS OF ESTIMATE

Project Name: *73rd Ave NE & NE 192nd St Intersection Improvements*

Project Number: *554-3744-004*

Date: 12/20/2022

Six existing driveways entrances within the project area are reconstructed to meet the new roadway alignment.

The conceptual roundabout design ties into the existing roadway section as shown in Attachment A.

### 4.0 Cost Basis

The unit costs are sourced from projects within the Puget Sound region that have been bid out between January 2021 and November 2022.

Escalation cost is assumed to be 4.4% per year from the current year, 2022, to the forecasted construction year of 2044.

The engineering design fees were increased to account for the complexities of roundabout design, assumed outreach to affected homeowners, and coordination with adjacent existing utilities, including the King County Brightwater lift station.

### 5.0 Allowances

The survey costs are calculated based on the length of the project, using an assumed hourly rate and productivity rate based on other projects estimated in 2021 and 2022. The estimate includes both field time and office time.

The estimated scope of proposed signage accounts for the following:

- W2-6 (circular intersection) and W16-17P (roundabout) signs, facing each approach
- R1-2 (yield) sign, facing each approach
- R6-1R (one way) and R6-4A (roundabout directional) signs, facing each approach
- W11-2 (pedestrian) and W16-7P (downward diagonal arrow right) signs, facing each roadway direction at each crosswalk
- D3-302 (roundabout street name) sign, at each roundabout exit

The proposed illumination system consists of six luminaires, two on each approach to the roundabout. This allows for a luminaire spacing of less than 200 feet on all approaches.

### 6.0 Exclusions

The scope of this estimate does not include franchise utility relocations, such as the King County Brightwater lift station. Franchise utilities within City right-of-way are to be relocated at the utility company's expense per city franchise agreements.



## BASIS OF ESTIMATE

Project Name: *73rd Ave NE & NE 192nd St Intersection Improvements*

Project Number: *554-3744-004*

Date: 12/20/2022

### 7.0 Exclusions

The estimate makes the following construction assumptions:

- All crushed surfacing used beneath sidewalks and the roadway, as well as for trench backfill for the storm sewers, is assumed to be crushed surfacing base course (CSBC).
- Stormwater flow control and treatment are assumed to not be triggered by the project due to the amount of existing pollution generating impervious surface area.
- The existing retaining wall along the west side of 73rd Ave NE will be protected and maintained for continued use. The sidewalk will widen on the inside edge.

### 8.0 Risks (Threats and Opportunities)

This estimate was prepared without the use of detailed survey information, so utility locations, detailed topography, and other potential obstructions have not been precisely identified. There is potential for unforeseen survey details to add additional cost.

A King County Brightwater sewer lift station is located within the proposed roundabout footprint and may affect the design due to the difficulty of relocating or adjusting the lift station. Early coordination with King County will be critical when this project advances.

### 9.0 Contingency

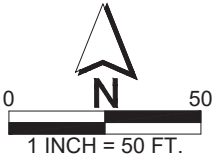
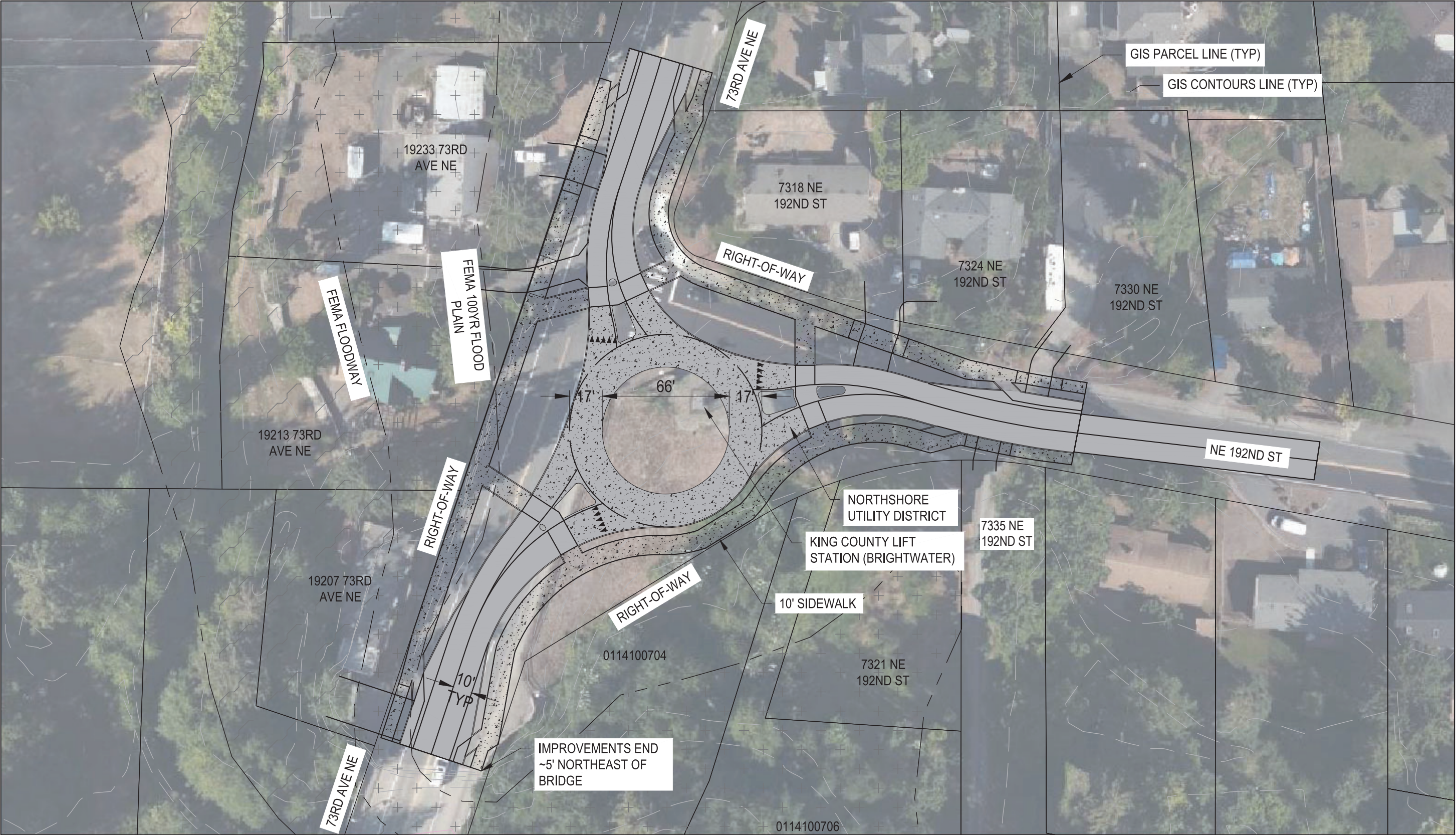
The project includes a 30% allowance for indeterminates (AFI) based on the level of design applied to the subtotal of construction costs and a 30% project contingency applied to construction and non-construction costs. The AFI and contingency are intended to cover uncertainties and unforeseeable elements of cost within the defined project scope.

The 30% AFI was chosen in coordination with City of Kenmore staff due to the uncertainty of existing site conditions and the long-term nature of this estimate.

### 10.0 Attachments

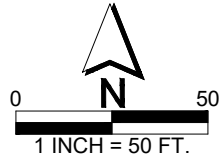
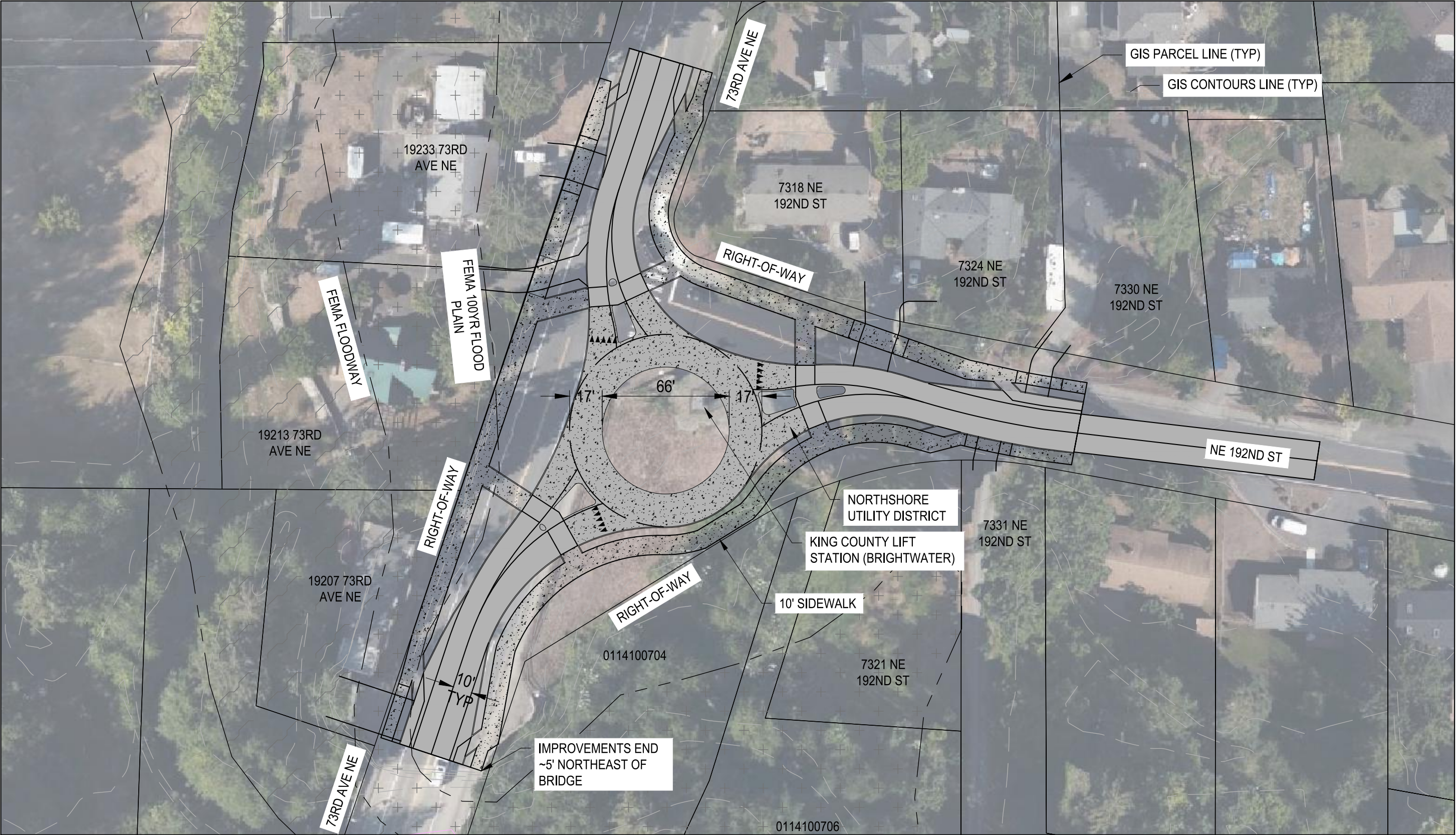
Attachment A: Kenmore 73rd/192nd Draft Conceptual Layout (October 20, 2022)





# Kenmore 73rd/192nd Draft Conceptual Layout





# Kenmore 73rd/192nd Draft Conceptual Layout



**73rd Ave NE & NE 192nd St Intersection Improvements  
CITY OF KENMORE**

**ENGINEER'S ESTIMATE - PLANNING LEVEL**

AACE International Unclassified Estimate

PREPARED BY: Jenna Anderson, PE and Edward Wang, EIT

DATE: 12/15/2022

CHECKED BY: Cindy Clark, PE

DATE: 12/19/2022

NO.	ITEM	QUANT.	UNIT	UNIT COST	AMOUNT
1	ROADWAY SURVEY	1	LS	\$ 15,000	\$ 15,000
2	CLEARING AND GRUBBING	0.4	ACRE	\$ 25,000	\$ 10,000
3	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	1	LS	\$ 5,000	\$ 5,000
4	REMOVAL OF STORM PIPE	1000	LF	\$ 12	\$ 12,000
5	REMOVAL OF DRAINAGE STRUCTURE	7	EACH	\$ 600	\$ 5,000
6	REMOVAL OF CEMENT CONC. SIDEWALKS	620	SY	\$ 30	\$ 19,000
7	REMOVAL OF ASPHALT CONC. PAVEMENT	2700	SY	\$ 57	\$ 154,000
8	REMOVAL OF CEMENT CONC. CURB	1000	LF	\$ 15	\$ 15,000
9	ROADWAY EXCAVATION INCL. HAUL	1000	CY	\$ 40	\$ 40,000
10	CATCH BASIN TYPE 1	12	EACH	\$ 2,500	\$ 30,000
11	STORM SEWER PIPE, 12 IN. DIAM.	1300	LF	\$ 55	\$ 72,000
12	CRUSHED SURFACING BASE COURSE	1000	TON	\$ 50	\$ 50,000
13	CRUSHED SURFACING TOP COURSE	0	TON	\$ -	\$ -
14	HMA CL 1/2 IN. PG 58H-22	700	TON	\$ 160	\$ 112,000
15	TEXTURED CONCRETE FOR TRUCK APRON	200	SY	\$ 200	\$ 40,000
16	CEMENT CONC. TRAFFIC CURB AND GUTTER	1200	LF	\$ 50	\$ 60,000
17	ROUNDBOUT TRUCK APRON CURB	210	LF	\$ 45	\$ 10,000
18	CEMENT CONC. TRAFFIC CURB	400	LF	\$ 45	\$ 18,000
19	CEMENT CONC. SIDEWALK	1300	SY	\$ 100	\$ 130,000
20	CEMENT CONC. CURB RAMP	15	EACH	\$ 4,000	\$ 60,000
21	PAVEMENT MARKINGS	1400	LF	\$ 10	\$ 14,000
22	DRIVEWAY ENTRANCE	300	SY	\$ 100	\$ 30,000
23	PERMANENT SIGNING	1	LS	\$ 9,000	\$ 9,000
24	RECTANGULAR RAPID FLASHING BEACON SYSTEM	0	EACH	\$ -	\$ -
25	ILLUMINATION SYSTEM, COMPLETE	1	LS	\$ 120,000	\$ 120,000
26	TRAFFIC SIGNAL SYSTEMS MODIFICATIONS	0	LS	\$ -	\$ -
27	GRAVEL BACKFILL FOR PIPE ZONE	300	CY	\$ 50	\$ 15,000
28	SELECT BORROW INCL. HAUL	1200	CY	\$ 90	\$ 108,000
29	EMBANKMENT COMPACTION	1200	CY	\$ 20	\$ 24,000
30	STREET TREE	28	EACH	\$ 500	\$ 14,000
31	SEEDING AND FERTILIZING	1200	SY	\$ 36	\$ 44,000
	<b>Subtotal</b>				\$ 1,235,000
	Erosion Controls and Water Pollution	5%			\$ 61,750
	Prevention Temporary Traffic Controls	12%			\$ 155,610
	Mobilization	10%			\$ 145,236
	Allowance for Indeterminates	30%			\$ 479,279
	<b>CONSTRUCTION SUBTOTAL (ROUNDED)</b>				<b>\$2,080,000</b>
	Engineering Design Fees	15%			\$ 312,000
	Construction Administration Fees (\$50000 per month) Right of Way Cost	5 MOS		\$ 50,000	\$ 250,000
	City of Kenmore Staff Labor	8%			\$ 166,400
	<b>NON-CONSTRUCTION SUBTOTAL</b>				<b>\$741,400</b>
	Project Contingency	30%			\$ 846,420
	<b>YEAR 2022 PROJECT TOTAL (ROUNDED)</b>				<b>\$ 3,700,000</b>
	Year 2044 Escalation	4.4%			\$ 6,270,000
	<b>YEAR 2044 PROJECT TOTAL (ROUNDED)</b>				<b>\$ 9,970,000</b>

**ESCALATION FORECAST ASSUMPTION**

CURRENT DATE 11/1/2022

FORECAST DATE 12/31/2044

## BASIS OF ESTIMATE

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Project Name	NE 181st Street/SR 522 East Connection
Project Number	554-3744-004
Date Prepared	12/1/2022
Prepared by	Jenna Anderson, PE, and Edward Wang
Estimate Classification	Unclassified
Estimate Purpose	Long-term Planning for Transportation Element
Estimate ID (Version)	
Project Manager	McIntire, Alicia

*Note that the accuracy of the associated cost estimate is dependent upon the various underlying assumptions, inclusions, and exclusions described herein. Actual project costs may differ and can be significantly affected by factors such as changes in the external environment, the manner in which the project is executed and controlled, and other factors that may impact the estimate basis or otherwise affect the project. Estimate accuracy ranges are only assessments based upon the cost estimating methods and data employed in preparing the estimate and are not a guarantee of actual project costs.*

# BASIS OF ESTIMATE

Project Name: *NE 181st Street/SR 522 East Connection*

Project Number: *554-3744-004*

Date: 12/1/2022

## 1.0 Purpose

This project improves the portion of NE 181st Street east of 73rd Avenue NE and extends it eastward and southward to intersect with SR 522/NE Bothell Way at the 7700 block. This project will create a local street connection to serve existing development and future transit-oriented development north of SR 522/NE Bothell Way and east of 73rd Avenue NE.

This cost estimate is based on the attached conceptual design and is intended to provide planning guidance for the City.

## 2.0 Project Scope Definition

The project includes the survey, design, right-of-way acquisition, permitting, and construction of a roadway corridor according to City of Kenmore's local street standard section. The project scope does not include utility relocations or building demolition.

Surveys will entail a review of existing data as well as the collection of field data as necessary to complete design.

Design will entail advancing the conceptual design to a detailed final design, with reviews occurring at intermediate plan completion percentages.

## 3.0 Design Basis

The cross section of this roadway uses a standard City of Kenmore local street section based on the City's Road Standards Table 6.1, with the following elements:

- 6-foot sidewalk on both sides of the street
- 4-foot amenity strip on both sides of the street
- Curb and gutter on both sides of the street
- 20-foot roadway width, measured from curb to curb
- 46-foot total right-of-way width

The 4-foot amenity strip is narrowed or removed at a few locations along the Heron Rookery to prevent encroachment into the wetland and rookery while also providing space for turning vehicle movements.

The standard design speed of the segment is 25mph. There are four reduced-speed curves: two 15mph curves and two 10mph curves. The design vehicle is SU-30, and the horizontal curves are widened to allow two SU-30 vehicles to pass within the curve. Eight traffic-calming speed



## BASIS OF ESTIMATE

Project Name: *NE 181st Street/SR 522 East Connection*

Project Number: *554-3744-004*

Date: 12/1/2022

humps are included in the estimate. These humps will be located on the approaches to the reduced-speed curves to ensure vehicles approach these curves at safe speeds.

No channelization changes are made at the intersection with 73rd Avenue NE, which remains one lane westbound and one lane eastbound. The intersection at SR 522/NE Bothell Way also matches the existing configuration, with one southbound right-turn lane and one southbound left-turn lane.

From Station 100+00 to 104+00, the proposed roadway alignment follows an existing roadway. In this segment, a 2-inch grind and overlay is assumed. For the remainder of the roadway, a full-depth reconstruction is assumed. This includes a 6-inch depth of hot mix asphalt for all roadways and 2 inches of crushed surfacing under all paved and sidewalk areas, per City of Kenmore Road Standards.

A new proposed storm drainage system meets the catch basin spacing, pipe diameter, pipe zone backfill, and trench backfill specifications in the City of Kenmore Road Standards.

Street trees are assumed to be placed at a 40-foot interval, on average, for the entire length of the corridor and on both sides of the street. The remainder of amenity strip will be seeded and fertilized. In accordance with Downtown Improvements Standard 4 in the City of Kenmore Road Standards Figure 2.2, the street trees will be equipped with irrigation and electrical receptacles. Street and pedestrian lighting will also be provided in accordance with Downtown Improvements Standard 4.

No driveways or intersections are included in the conceptual design because these are expected to be configured and provided by development activity.

### 4.0 Cost Basis

Unit costs are sourced from projects within the Puget Sound region that have been bid out between January 2021 and November 2022.

Escalation cost is assumed to be 4.4% per year from the current year, 2022, to the forecasted construction year of 2044.

### 5.0 Allowances

Survey costs are calculated based on the length of the project, using an assumed hourly rate and productivity rate based on other projects estimated in 2021 and 2022. The estimate includes both field time and office time.

## BASIS OF ESTIMATE

Project Name: *NE 181st Street/SR 522 East Connection*

Project Number: *554-3744-004*

Date: 12/1/2022

The estimated traffic signal modifications at 73rd Avenue NE include the relocation of one junction box, the relocation of two pedestrian push button poles, and the installation of four new accessible pedestrian signals at the east leg of the intersection.

The estimated traffic signal modifications at SR 522/NE Bothell Way include a new or relocated signal pole and mast arm to accommodate the new southbound approach, which has been realigned to meet SR 522 at a right angle. This also includes relocating one pedestrian push button pole, one pedestrian signal pole, and new accessible pedestrian signals on the north side of the intersection.

The estimated scope of proposed signage accounts for:

- R2-1 (speed limit) signs, two in each direction
- W1-1a (combination turn/advisory speed) and W1-6 (single direction large arrow) facing each direction at each reduced speed curve
- W17-1 (speed hump) facing each direction at each speed hump

The proposed illumination system adheres to Downtown Street Lighting (2.08.F) and Downtown Pedestrian Lighting (2.08.H) standards per the City of Kenmore Road Standards. Spacing of luminaries is assumed to match existing spacing of approximately 150 feet on other streets in Downtown Kenmore.

### 6.0 Exclusions

The estimate excludes the following costs. The scope of these items is expected to be borne by redevelopment activity:

- Utility relocations
- Removal of structures, including buildings, retaining walls, and other obstructions

### 7.0 Assumptions

The estimate makes the following construction assumptions:

- Roadway fill sections can be filled using material excavated from cut sections of the roadway. The feasibility of this assumption will need verification by a geotechnical engineer.
- All crushed surfacing used beneath sidewalks and the roadway, as well as for trench backfill for the storm sewers, is assumed to be crushed surfacing base course (CSBC).
- Continuous centerline striping is assumed for the full length of the corridor.

It is assumed that portions of the roadway conflicting with existing structures will only be built either concurrently with redevelopment or after redevelopment occurs. This allows the removal

## BASIS OF ESTIMATE

Project Name: *NE 181st Street/SR 522 East Connection*

Project Number: *554-3744-004*

Date: 12/1/2022

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of structures and obstructions to be borne by developers, as mentioned in the Exclusions section.

### 8.0 Risks (Threats and Opportunities)

This estimate was prepared without the use of detailed survey information, so utility locations, detailed topography, and other potential obstructions have not been precisely identified. There is potential for unforeseen survey details to add additional cost.

If the roadway excavation material is not suitable for fill, the borrowed material will need to be hauled in at additional cost.

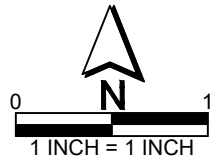
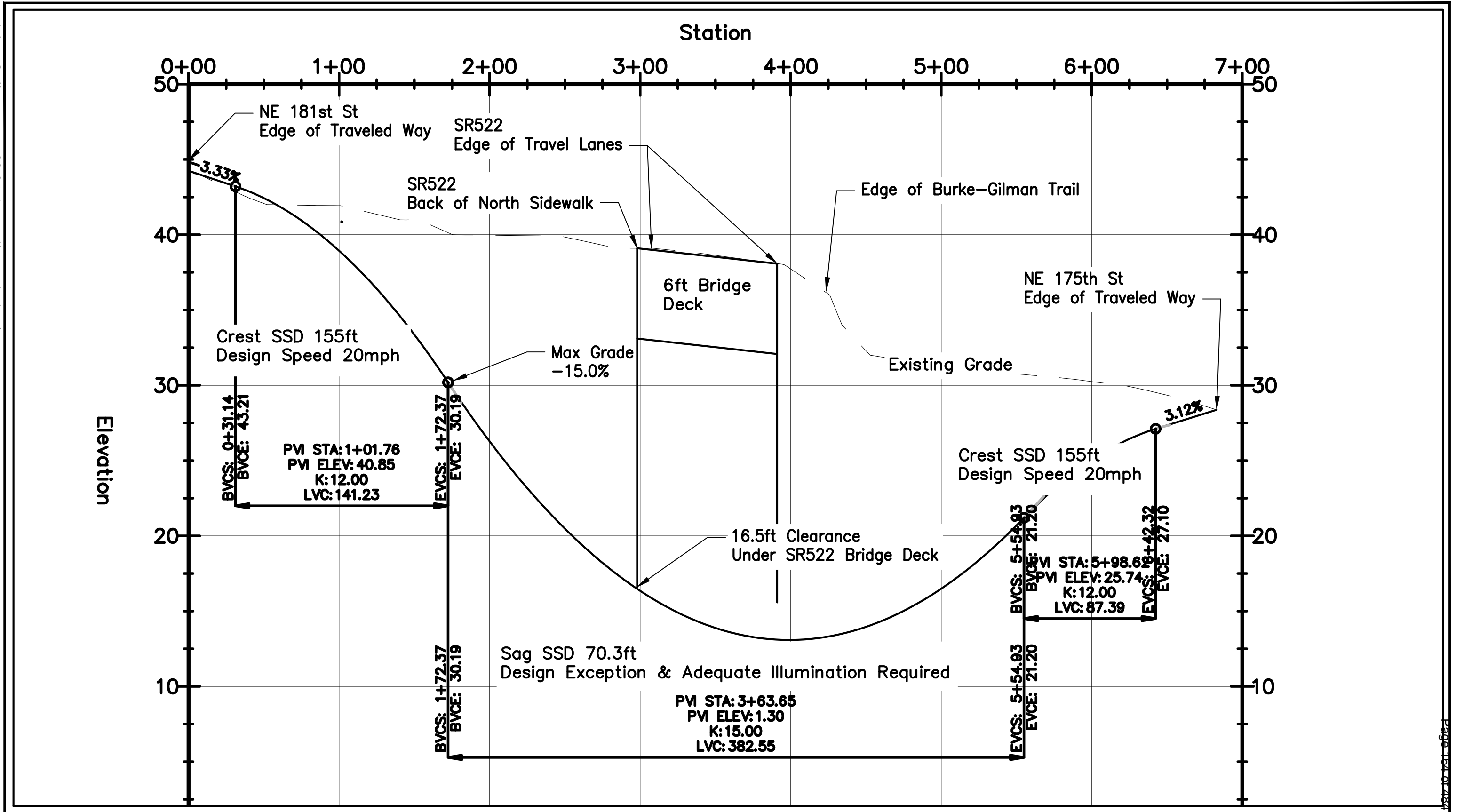
### 9.0 Contingency

The project includes a 30% allowance for indeterminates (AFI) based on the level of design applied to the subtotal of construction costs and a 30% project contingency applied to construction and non-construction costs. The AFI and contingency are intended to cover uncertainties and unforeseeable elements of cost within the defined project scope.

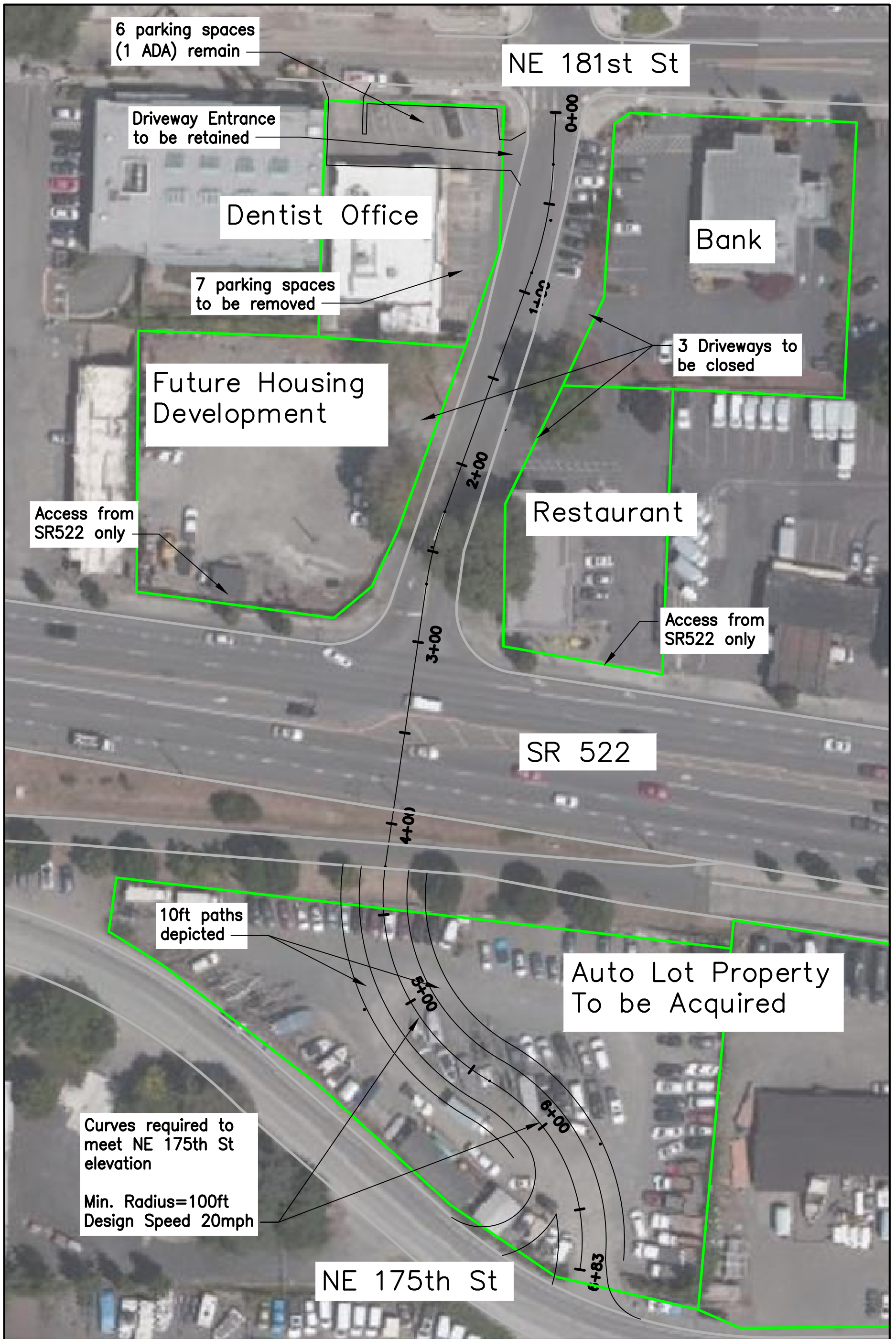
The 30% AFI was chosen in coordination with City of Kenmore staff due to the uncertainty of existing site conditions and the long-term nature of this estimate.

### 10.0 Attachments

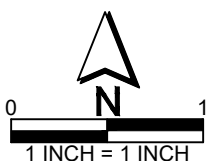
Attachment A: Kenmore NE 181st Street/SR 522 East Connection Draft Concept Plan Sheets (October 19, 2022)



## 67th ave NE Vehicle Tunnel Option DRAFT Concept

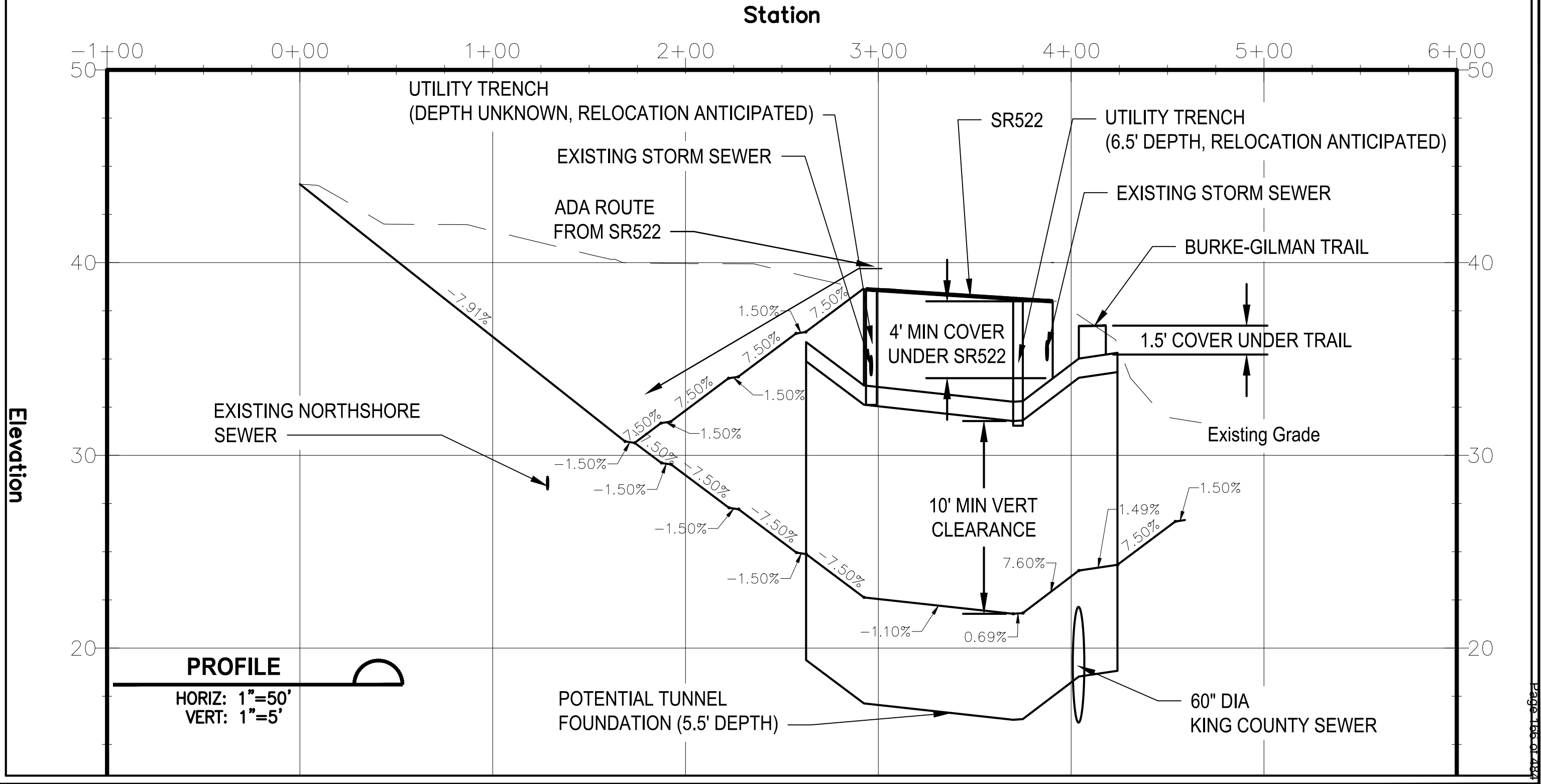


## 67th Ave NE Vehicle Tunnel Option DRAFT Concept

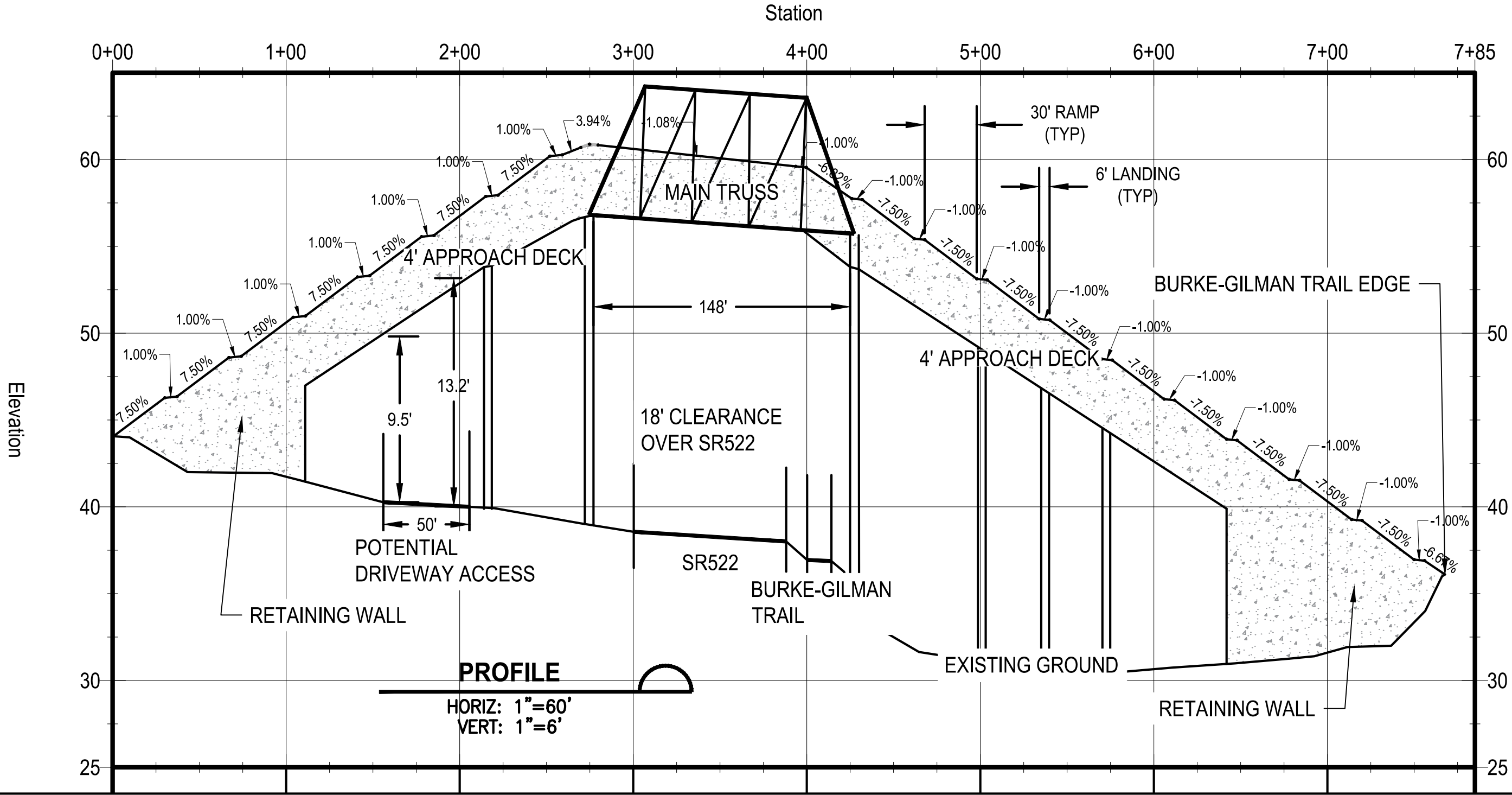


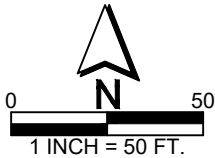
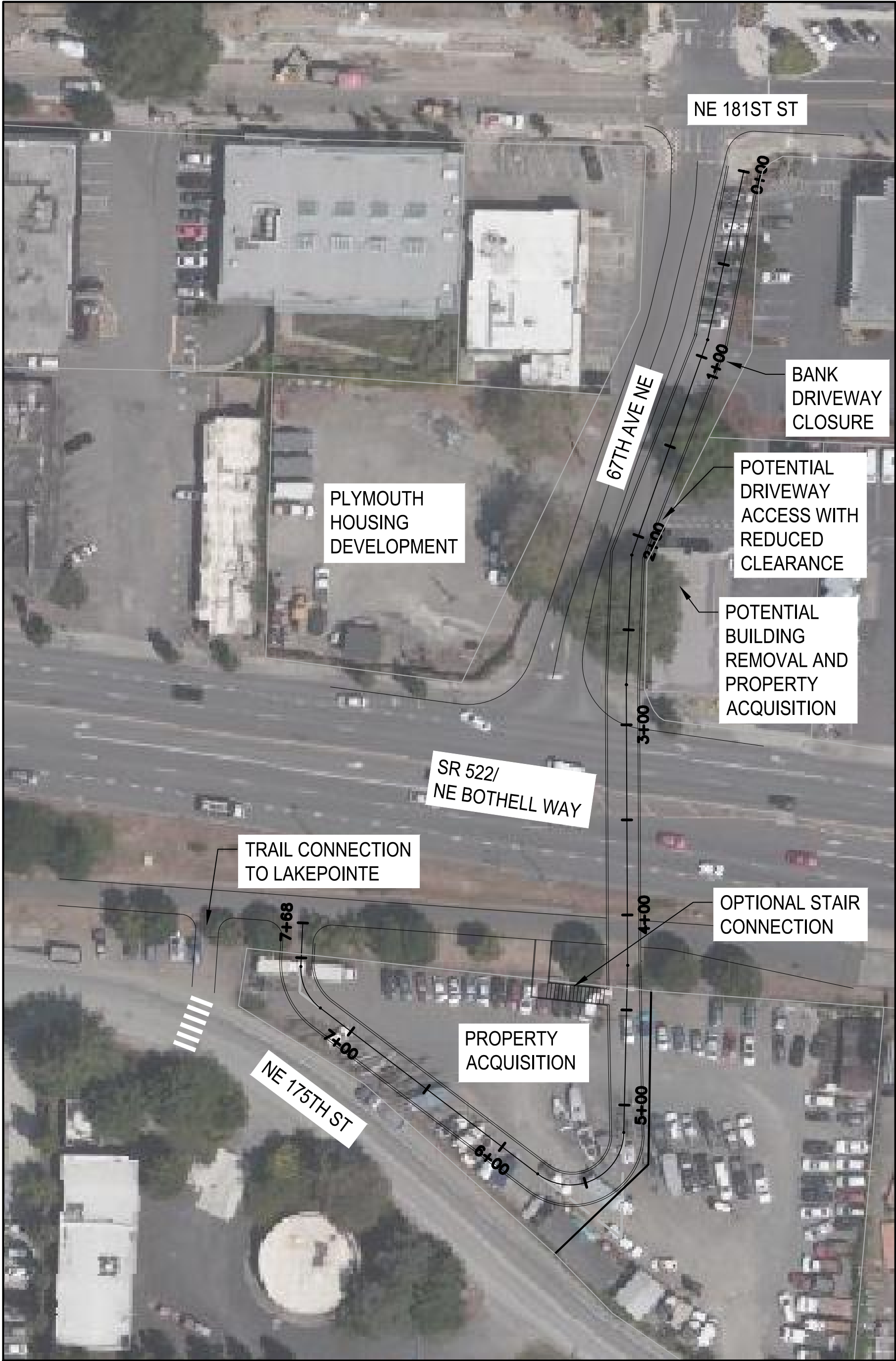


# Ped&Bike Tunnel Alignment PROFILE

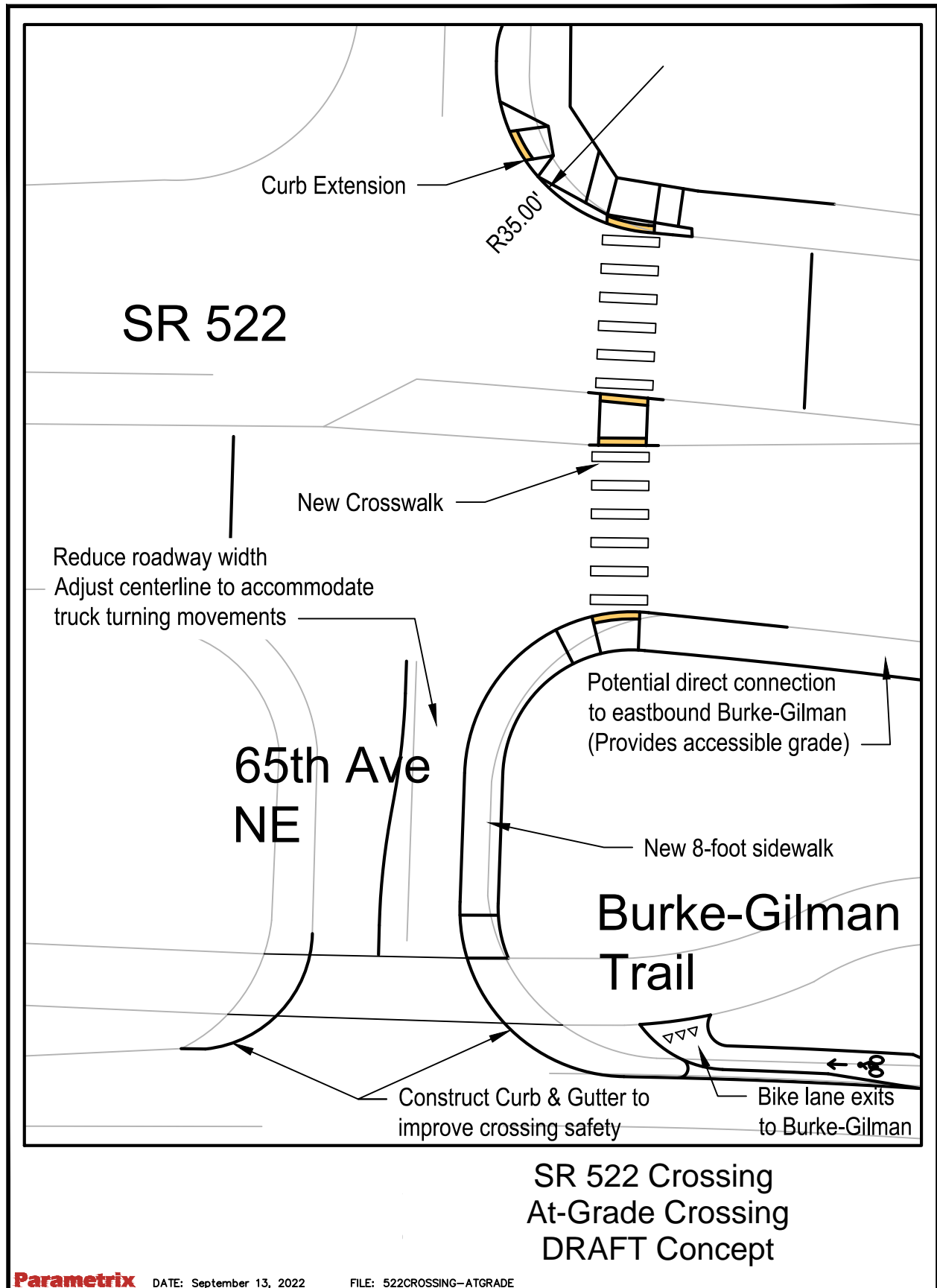


# Potential Bridge Alignment PROFILE





**SR522 Crossing  
Potential Bridge Alignment  
DRAFT Concept**



**NE 181st Street/SR 522 East Connection  
CITY OF KENMORE**

**ENGINEER'S ESTIMATE - PLANNING LEVEL**

AACE International Unclassified Estimate

PREPARED BY: Jenna Anderson, PE and Edward Wang

DATE: 11/18/2022

DATE: 11/20/2022

CHECKED BY: Cindy Clark, PE

NO.	ITEM	QUANT.	UNIT	UNIT COST	AMOUNT
1	ROADWAY SURVEY	1	LS	\$ 27,000	\$ 27,000
2	CLEARING AND GRUBBING	1	ACRE	\$ 25,000	\$ 25,000
3	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	0	LS	\$ -	\$ -
4	REMOVAL OF CEMENT CONC. SIDEWALKS	40	SY	\$ 30	\$ 2,000
5	REMOVAL OF ASPHALT CONC. PAVEMENT	5800	SY	\$ 57	\$ 331,000
6	REMOVAL OF CEMENT CONC. CURB	3400	LF	\$ 15	\$ 51,000
7	ROADWAY EXCAVATION INCL. HAUL	2100	CY	\$ 40	\$ 84,000
8	CATCH BASIN TYPE 1	46	EACH	\$ 2,500	\$ 115,000
9	STORM SEWER PIPE, 12 IN. DIAM.	3000	LF	\$ 55	\$ 165,000
10	CRUSHED SURFACING BASE COURSE	2400	TON	\$ 50	\$ 120,000
11	CRUSHED SURFACING TOP COURSE	0	TON	\$ -	\$ -
12	HMA CL 1/2 IN. PG 58H-22	2100	TON	\$ 160	\$ 336,000
13	CEMENT CONC. TRAFFIC CURB AND GUTTER	4900	LF	\$ 50	\$ 245,000
14	CEMENT CONC. TRAFFIC CURB	0	LF	\$ -	\$ -
15	CEMENT CONC. SIDEWALK	3300	SY	\$ 100	\$ 330,000
16	CEMENT CONC. CURB RAMP	7	EACH	\$ 4,000	\$ 28,000
17	PAVEMENT MARKINGS	5400	LF	\$ 10	\$ 54,000
18	PERMANENT SIGNING	1	LS	\$ 8,000	\$ 8,000
19	RECTANGULAR RAPID FLASHING BEACON SYSTEM	0	EACH	\$ -	\$ -
20	ILLUMINATION SYSTEM, COMPLETE	1	LS	\$ 510,000	\$ 510,000
21	TRAFFIC SIGNAL SYSTEMS MODIFICATIONS	1	LS	\$ 130,000	\$ 130,000
22	PLANING BITUMINOUS PAVEMENT	1200	SY	\$ 5	\$ 6,000
23	GRAVEL BACKFILL FOR PIPE ZONE	700	CY	\$ 50	\$ 35,000
24	SPEED HUMP	8	EACH	\$ 2,000	\$ 16,000
25	EMBANKMENT COMPACTION	1400	CY	\$ 5	\$ 7,000
26	SEEDING AND FERTILIZING	2200	SY	\$ 36	\$ 80,000
27	STREET TREES WITH ELECTRICAL RECEPTACLE	120	EACH	\$ 1,500	\$ 180,000
28	STREET TREE IRRIGATION SYSTEM	1	LS	\$ 70,000	\$ 70,000
29	STORMWATER DETENTION & TREATMENT	1	LS	\$ 650,000	\$ 650,000
	<b>Subtotal</b>				\$ 3,605,000
	Erosion Controls and Water Pollution	5%			\$ 180,250
	Prevention Temporary Traffic Controls	12%			\$ 454,230
	Mobilization	10%			\$ 423,948
	Allowance for Indeterminates	30%			\$ 1,399,028
	<b>CONSTRUCTION SUBTOTAL (ROUNDED)</b>				<b>\$6,060,000</b>
	Engineering Design Fees	10%			\$ 606,000
	Construction Administration Fees (\$50000 per	12 MOS		\$ 50,000	\$ 600,000
	month) Right of Way Cost				\$ 3,000,000
	City of Kenmore Staff Labor	8%			\$ 484,800
	<b>NON-CONSTRUCTION SUBTOTAL</b>				<b>\$4,690,800</b>
	Project Contingency	30%			\$ 3,225,240
	<b>YEAR 2022 PROJECT TOTAL (ROUNDED)</b>				<b>\$ 14,000,000</b>
	Year 2044 Escalation	4.4%			\$ 23,700,000
	<b>YEAR 2044 PROJECT TOTAL (ROUNDED)</b>				<b>\$ 37,700,000</b>

**ESCALATION FORECAST ASSUMPTION**

CURRENT DATE 11/1/2022

FORECAST DATE 12/31/2044



## BASIS OF ESTIMATE

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Project Name	SR 522 Crossing
Project Number	554-3744-004
Date Prepared	12/1/2022
Prepared by	Jenna Anderson, PE, and Edward Wang
Estimate Classification	Unclassified
Estimate Purpose	Long-term Planning for Transportation Element
Estimate ID (Version)	
Project Manager	McIntire, Alicia

*Note that the accuracy of the associated cost estimate is dependent upon the various underlying assumptions, inclusions, and exclusions described herein. Actual project costs may differ and can be significantly affected by factors such as changes in the external environment, the manner in which the project is executed and controlled, and other factors that may impact the estimate basis or otherwise affect the project. Estimate accuracy ranges are only assessments based upon the cost estimating methods and data employed in preparing the estimate and are not a guarantee of actual project costs.*

# BASIS OF ESTIMATE

Project Name: *SR 522 Crossing*

Project Number: *554-3744-004*

Date: 12/1/2022

## 1.0 Purpose

This project provides a protected bicycle and pedestrian crossing of SR 522 (NE Bothell Way) between 65th Avenue NE and 68th Avenue NE, with a preferred location at 67th Avenue NE. The crossing limits extend from the existing NE 181st Street to NE 175th Street. This project will improve connectivity between Downtown Kenmore and the future Lakepointe development and improve bicycle and pedestrian safety.

This cost estimate is based on the attached conceptual design of the preferred alternative and is intended to provide planning guidance for the City.

## 2.0 Project Scope Definition

This project includes survey, design, right-of-way acquisition, permitting, removal of structures, and construction of a pedestrian/bicycle facility with connections to the Burke-Gilman Trail and existing infrastructure. The project scope does not include utility relocations.

Surveys will entail a review of existing data as well as the collection of field data as necessary to complete design.

Design will entail advancing the conceptual design to a detailed final design, with reviews occurring at intermediate plan completion percentages.

## 3.0 Design Basis

The City requested four alternatives to be evaluated during the conceptual design development:

1. Vehicle/Pedestrian/Bicycle Tunnel
2. Pedestrian/Bicycle-Only Tunnel
3. Pedestrian/Bicycle Bridge
4. At-Grade Pedestrian/Bicycle Crossing

### 1. Vehicle/Pedestrian/Bicycle Tunnel

The vehicle tunnel option faces multiple issues, making this option infeasible. Due to the short distance from SR 522 to the adjacent streets, NE 181st Street and NE 175th Street, extreme grades (15%) and vertical curvature are required to tie into these streets at their existing elevations while providing sufficient clearance beneath SR 522. Additionally, the parcel at 6532 NE Bothell Way is currently being developed as an affordable housing development and is proposed to be accessed from 67th Avenue NE; a vehicle tunnel would not allow for driveway

## BASIS OF ESTIMATE

Project Name: *SR 522 Crossing*

Project Number: *554-3744-004*

Date: 12/1/2022

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access. Finally, there are numerous utility conflicts further detailed for the pedestrian and bicycle tunnel option below.

### 2. Pedestrian/Bicycle-Only Tunnel

The conceptual pedestrian and bicycle tunnel option is aligned with the east side of 67th Avenue NE, between NE 181st Street and NE 175th Street. The tunnel would require closure of the existing bank and restaurant driveway accesses on the east side of 67th Avenue NE. A vertical clearance of 10 feet within the tunnel is assumed above the trail ground surface.

The following potential utility conflicts have been identified along the alignment:

- Northshore Utility District 8-inch sewer line crossing 67th Avenue NE near the boundary between the restaurant and bank properties. The approximate depth of this sewer is 12 feet.
- Northshore Utility District 8-inch water main running along 67th Avenue NE at an unknown depth. Some portions of this pipe may need to be relocated to the west.
- City stormwater system along the east side of 67th Avenue NE will need to be relocated.
- A joint utility trench along the north side of SR 522, at an unknown depth, may require relocation. The trench is known to contain the following utilities:
  - Northshore Utility District 10-foot water main with a 16-inch casing
  - Puget Sound Energy gas line
  - Verizon conduit
  - City storm drain pipe with approximately 3 feet of cover
- A joint utility trench on the south side of SR 522, located approximately 15 feet north of the southern edge of the roadway. The depth of the trench is approximately 6.5 feet and relocation is anticipated. This trench is known to contain the following:
  - Puget Sound Energy conduit
  - Comcast conduit
- King County 60-inch diameter sewer line approximately aligned with the northern edge of the Burke-Gilman trail. The top of this pipe is approximately 15 feet under the Burke-Gilman trail. Relocation of the sewer would be necessary since it is anticipated to conflict with the potential tunnel foundation.

Another challenge associated with the pedestrian/bicycle tunnel option is a below-grade switchback on the north side of SR 522 to meet ADA grade requirements and anticipated clearance needs.

The pedestrian/bicycle tunnel option is technically feasible with the aforementioned driveway closures and utility relocations. However, the pedestrian/bicycle tunnel option was considered infeasible due to the difficulty of relocating the King County 60-inch diameter sewer line.

## BASIS OF ESTIMATE

Project Name: *SR 522 Crossing*

Project Number: *554-3744-004*

Date: 12/1/2022

### 3. Pedestrian/Bicycle Bridge

The conceptual pedestrian and bicycle bridge is also aligned with the east side of 67th Avenue NE. This requires closure of the bank driveway. It may be feasible to provide driveway access to the existing parcel with a reduced vertical clearance of approximately 8 feet. However, as the design progresses, the City should consider risk and liability in determining whether vehicle access should be maintained at this location. After crossing SR 522, the bridge ramps down in a large arc within a portion of the auto lot property south of SR 522 and intersects with the Burke-Gilman Trail. A separate trail connection provides access to NE 175th Street.

### 4. At-Grade Pedestrian/Bicycle Crossing

An at-grade pedestrian and bicycle crossing, assumed to be located at 65th Avenue NE, is feasible but would impact traffic operations on SR 522. The at-grade crossing option provides a lower level of service for crossing users and vehicles when compared with the grade-separated options. However, the at-grade crossing would be less expensive than the grade separated options.

The City requested the most expensive and feasible option to be used for the 20-year project preferred alternative. Therefore, the pedestrian and bicycle bridge option was advanced for this conceptual cost estimate.

## 4.0 Cost Basis

Unit costs are sourced from WSDOT unit bid analysis in the Northwest region and other projects from within the Puget Sound region that have been bid out between January 2021 and November 2022.

Escalation cost is assumed to be 4.4% per year from the current year, 2022, to the forecasted construction year of 2044.

## 5.0 Allowances

Survey costs are calculated based on the length of the project, using an assumed hourly rate and productivity rate based on other projects estimated in 2021 and 2022. The estimate includes both field time and office time.

Property acquisition includes a portion of the auto lot parcel, as shown on the design plan. This purchase is estimated based on square footage and does not consider loss of business revenue or other impacts. A full acquisition of the restaurant property is included; the existing restaurant is approximately 3 to 4 feet from the proposed bridge structure, and demolition of the restaurant

## BASIS OF ESTIMATE

Project Name: *SR 522 Crossing*

Project Number: *554-3744-004*

Date: 12/1/2022

may be required for construction of the bridge. The cost of closing the bank driveway is included and assumed at 5% of the total value of the property. Finally, a 10-foot wide temporary construction easement on non-acquired parcels is included, with an assumed cost of 5% of the purchase value of the square footage used.

Removal of structures includes the removal of fencing and other structures in the acquired portion of the auto lot parcel, as well as demolition and removal of the restaurant building.

Signage costs encompass crosswalk signage on NE 175th Street, directional signs and stop signs at all trail junctions, and warning signs for the bridge curves. The proposed illumination system consists of pedestrian luminaires spaced 150 feet apart along the full length of the bridge.

The estimate includes the trail connection from the Burke-Gilman trail to NE 175th Street as well as the crosswalk across NE 175th Street, including curb ramps and pavement markings.

### 6.0 Exclusions

The scope of this estimate does not include any improvements to the Burke-Gilman Trail or NE 175th Street beyond the intersections and crosswalk. Also, the scope does not include utility relocations. Franchised utilities within City right-of-way are to be relocated at the utility company's expense.

### 7.0 Assumptions

The bridge is assumed to provide 18 feet of clearance above SR 522, slightly more than the required 17.5 feet prescribed by WSDOT Design Manual 720.03(5)(b).

The proposed trail is a total of 16 feet wide, consisting of a 12-foot wide trail with 2 feet of clearance on both sides, in accordance with the desirable shared-use path width in WSDOT Design Manual Section 1515.02(2)(a). The bridge railing and structure is assumed to occupy an additional 1 foot on each side, for a total bridge cross section width of 18 feet.

Stormwater runoff is assumed to be routed to existing storm sewers on adjacent roadways. It is assumed that these storm sewers have the capacity to handle the runoff from the bridge and that additional detention infrastructure is not required.

The trail is supported on a retaining wall for the first 110 feet at the north landing of the bridge and the last 125 feet at the south landing. The bridge approach spans are assumed to have a 4-foot thick superstructure consisting of a concrete deck supported on steel girders. The main span crossing SR 522 and the Burke-Gilman Trail is supported by a prefabricated steel truss.



## BASIS OF ESTIMATE

Project Name: *SR 522 Crossing*

Project Number: *554-3744-004*

Date: 12/1/2022

A higher construction administration fee of \$60,000 per month was assumed due to the additional complexities of working on and around a high-volume state highway.

### 8.0 Risks (Threats and Opportunities)

This estimate was prepared without the use of detailed survey information, so utility locations, detailed topography, and other potential obstructions have not been precisely identified. There is potential for unforeseen survey details to add additional cost.

A geotechnical assessment was not performed as part of this estimate, and shaft foundation depths are assumed comparable to other Puget Sound-area nonmotorized bridge projects. Actual ground and soil conditions may necessitate deeper foundations, which would increase project cost.

Stormwater detention will add additional cost if adjacent stormwater facilities do not have the capacity to accommodate runoff from the bridge.

### 9.0 Contingency

The project includes a 30% allowance for indeterminates (AFI) based on the level of design applied to the subtotal of construction costs and a 30% project contingency applied to construction and non-construction costs. The AFI and contingency are intended to cover uncertainties and unforeseeable elements of cost within the defined project scope.

The 30% AFI was chosen in coordination with City of Kenmore staff due to the uncertainty of existing site conditions and the long-term nature of this estimate.

### 10.0 Attachments

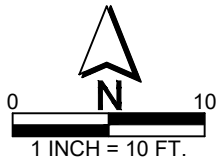
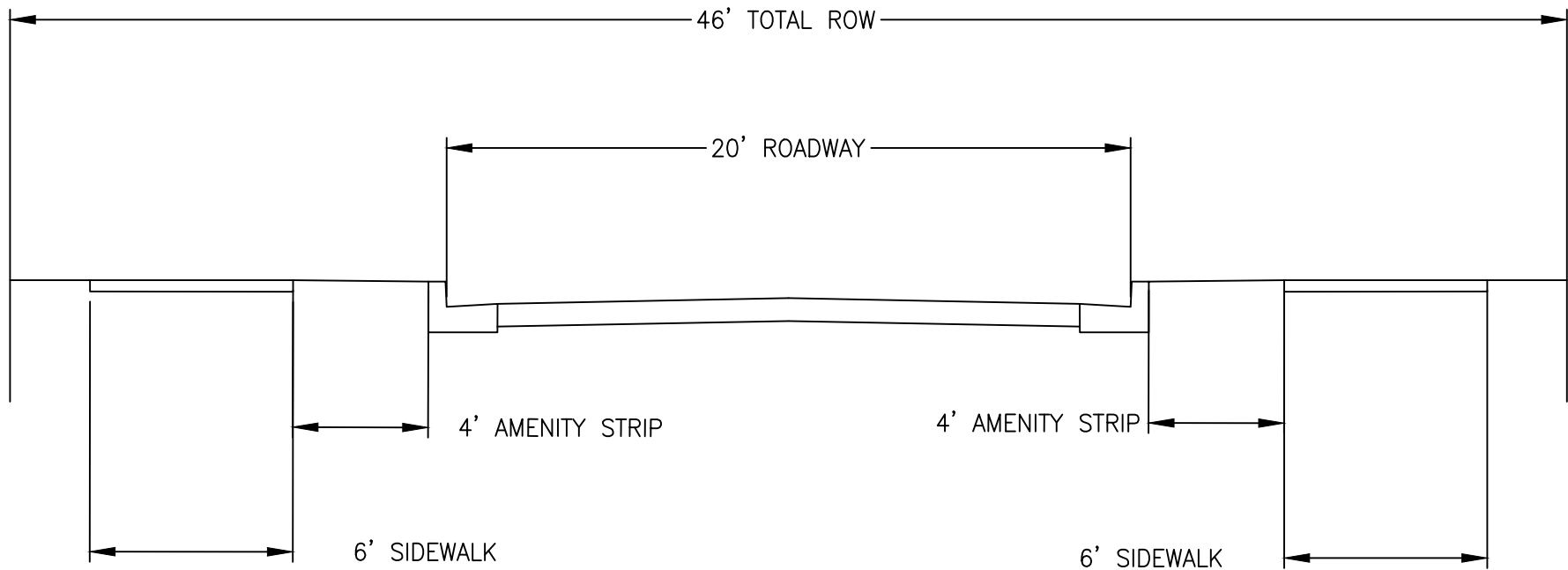
Attachment A: SR 522 Crossing Vehicle Tunnel Plan and Profile Sheets (September 26, 2022)

Attachment B: SR 522 Crossing Pedestrian/Bicycle Tunnel Profile Sheet (November 4, 2022)

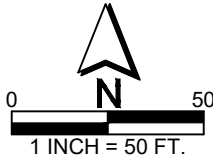
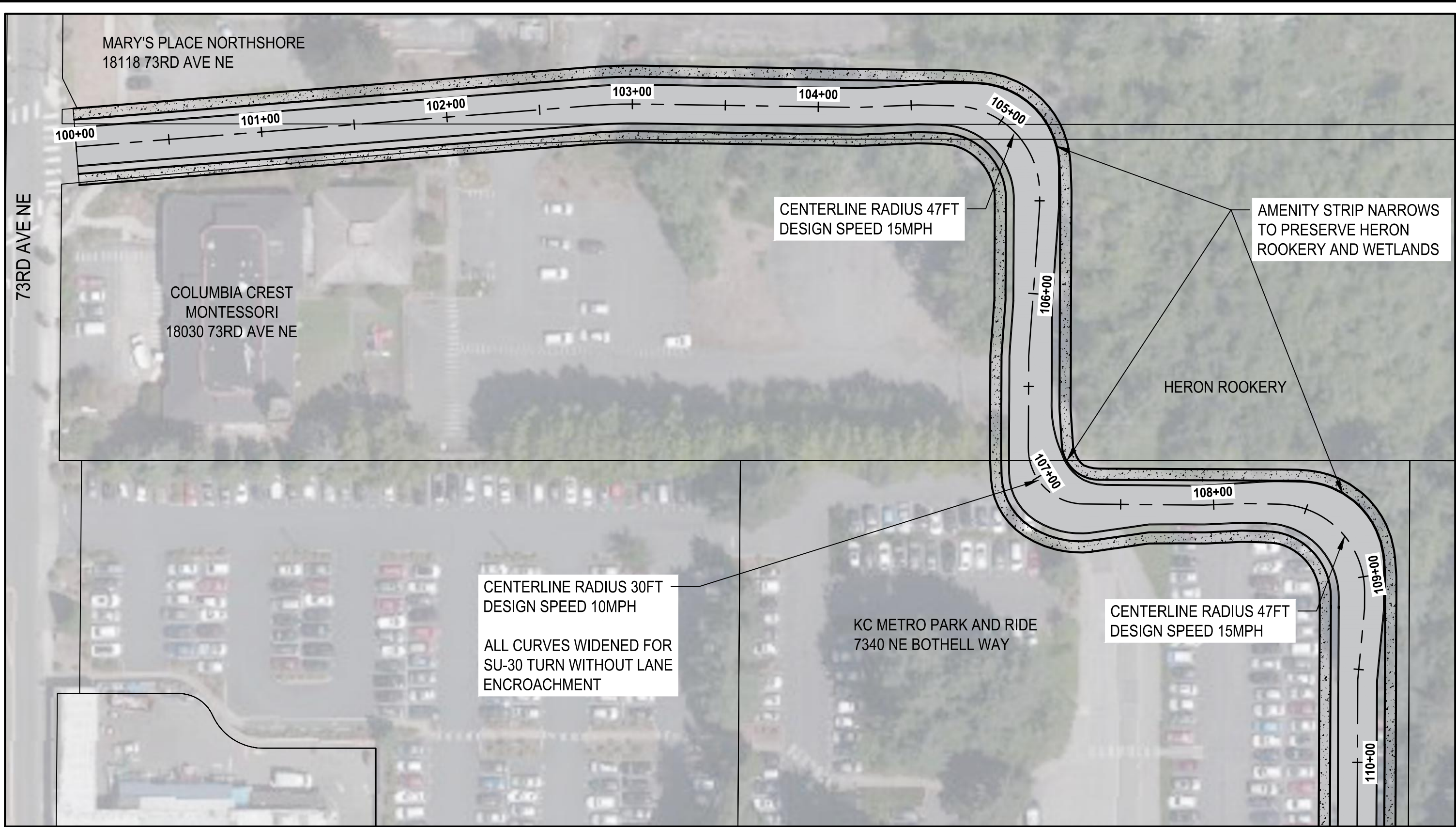
Attachment C: SR 522 Crossing Pedestrian/Bicycle Bridge Plan and Profile Sheets (November 14, 2022)

Attachment D: SR 522 Crossing At-grade Plan Sheet (September 13, 2022)

## TYPICAL SECTION

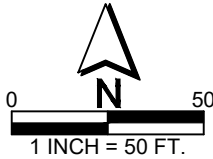
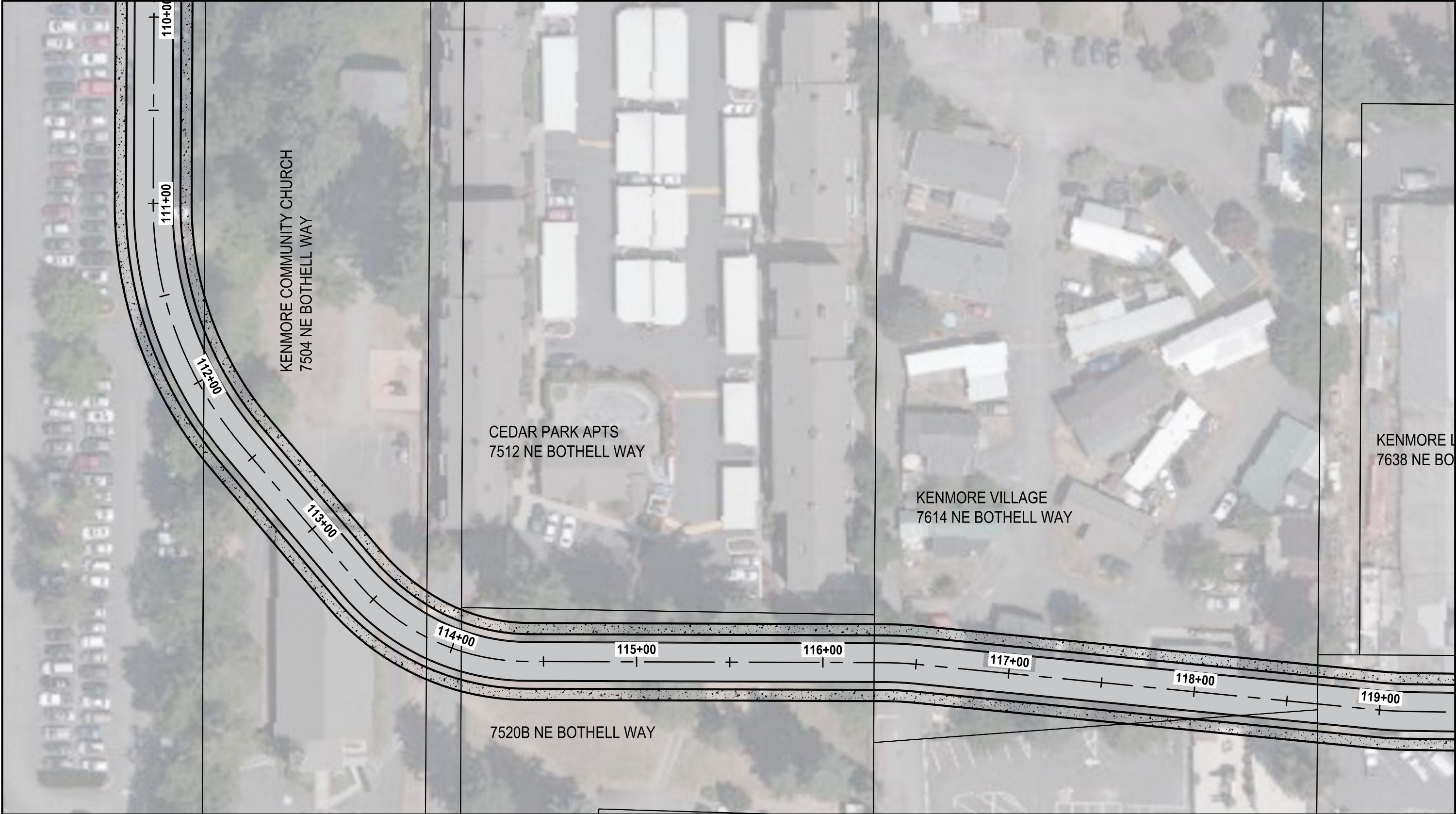


## Kenmore NE 181st Street/SR 522 East Connection Draft Concept



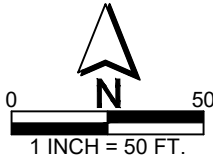
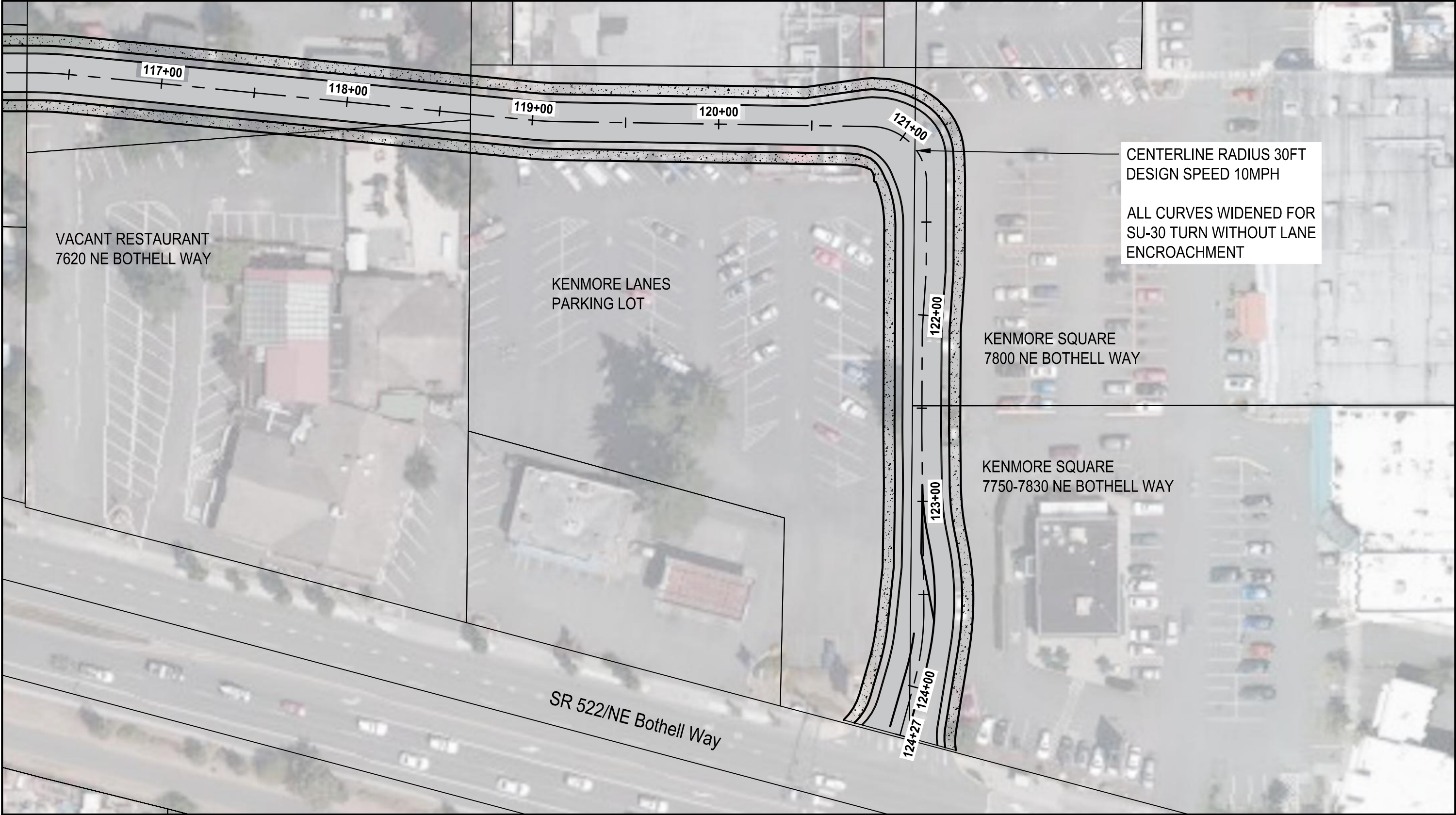
# Kenmore NE 181st Street/SR 522 East Connection Draft Concept





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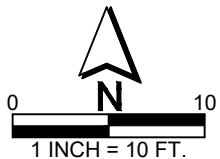
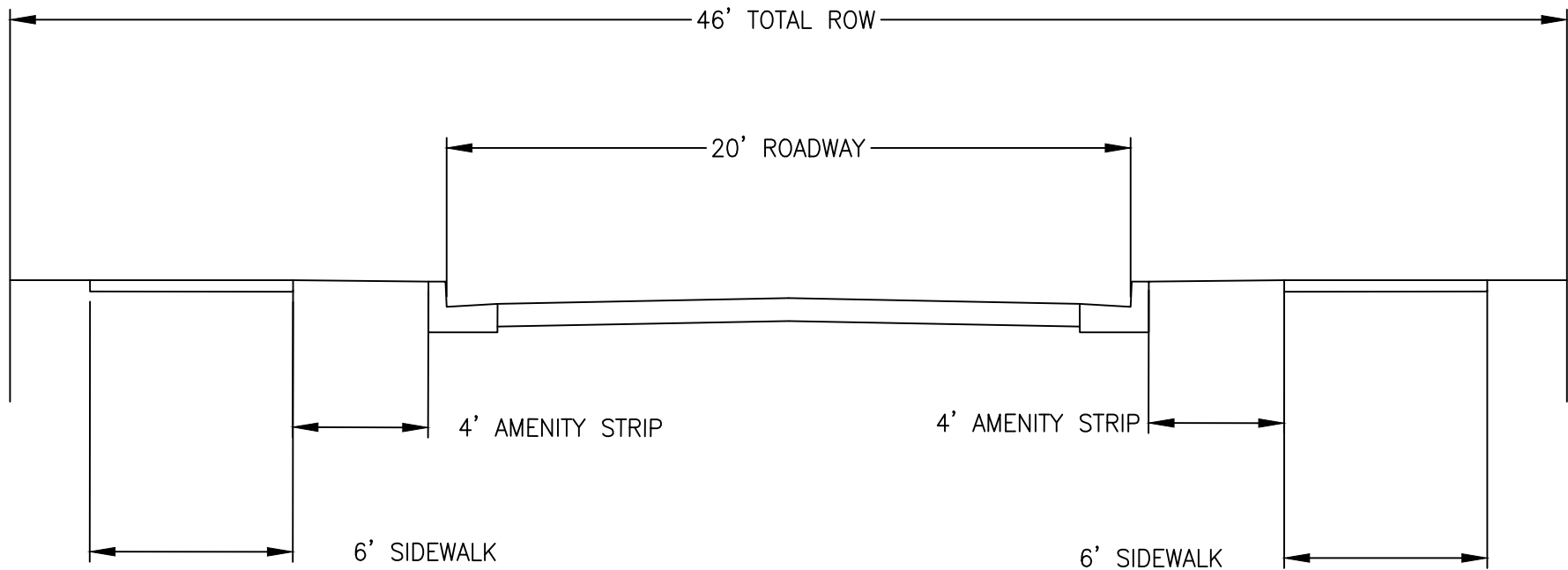




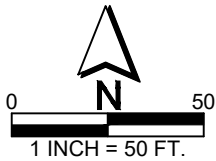
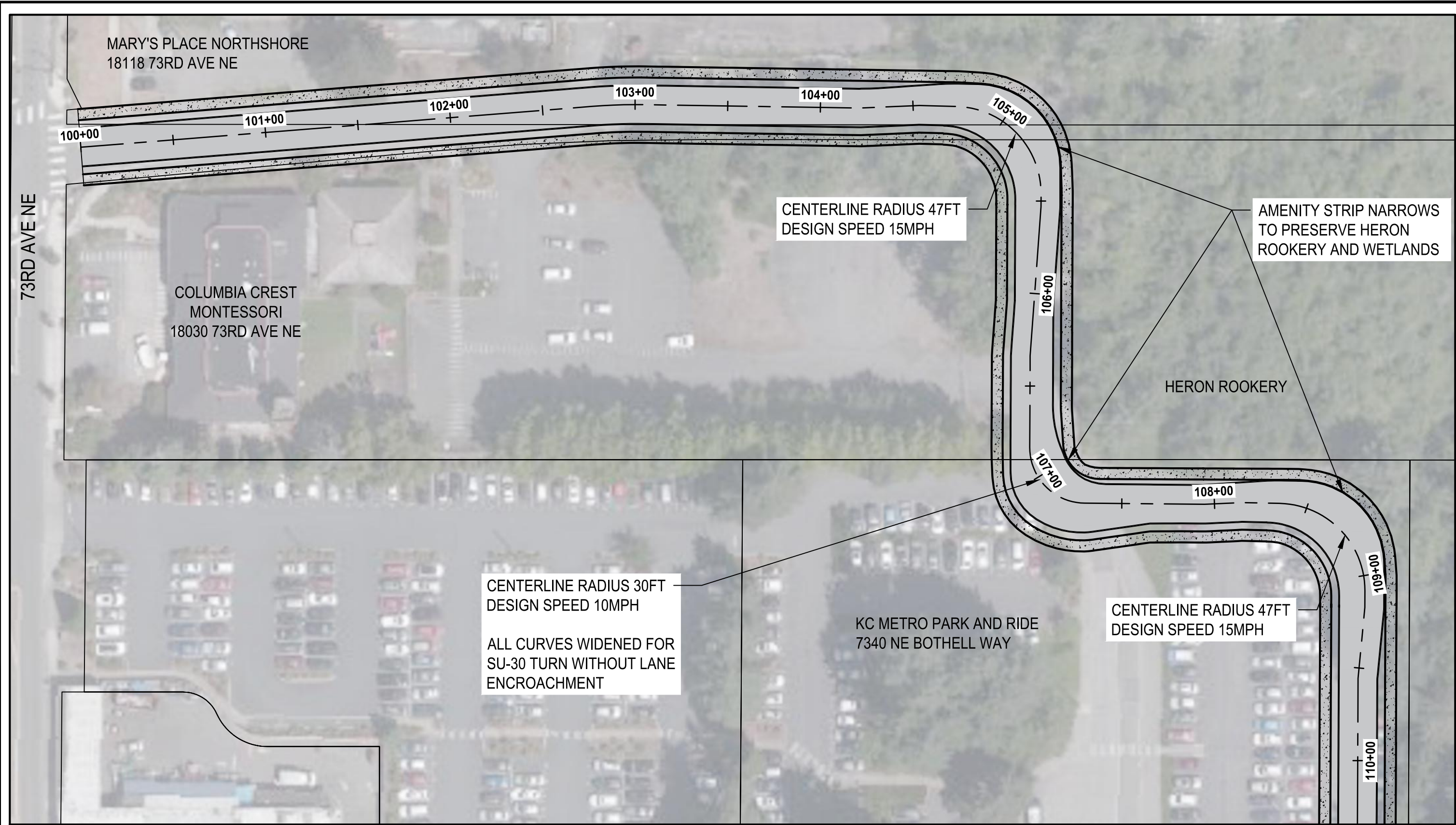
**Kenmore NE 181st Street/SR 522 East Connection  
Draft Concept**



## TYPICAL SECTION

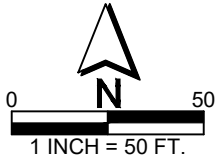
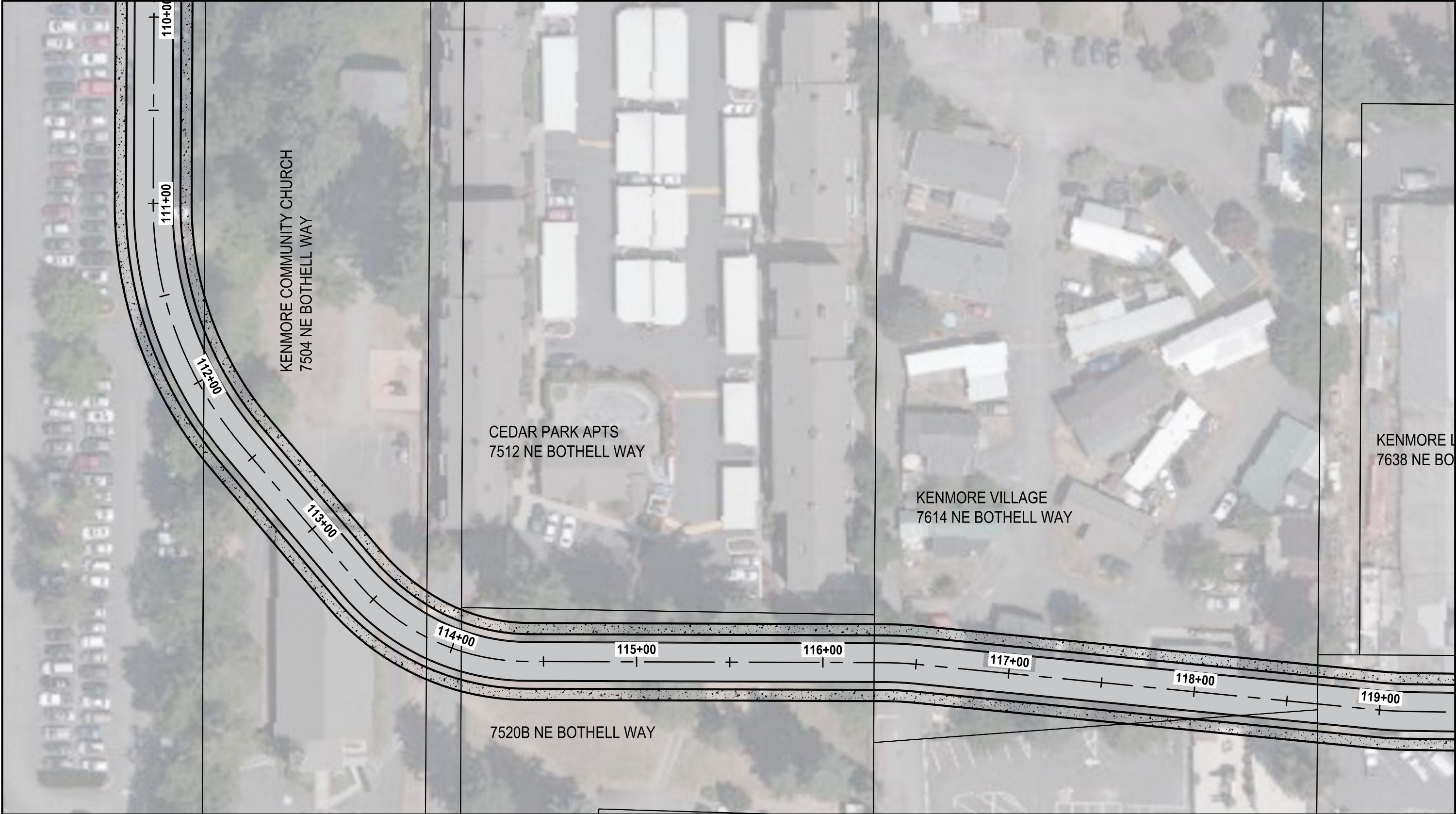


## Kenmore NE 181st Street/SR 522 East Connection Draft Concept



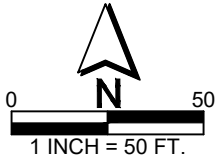
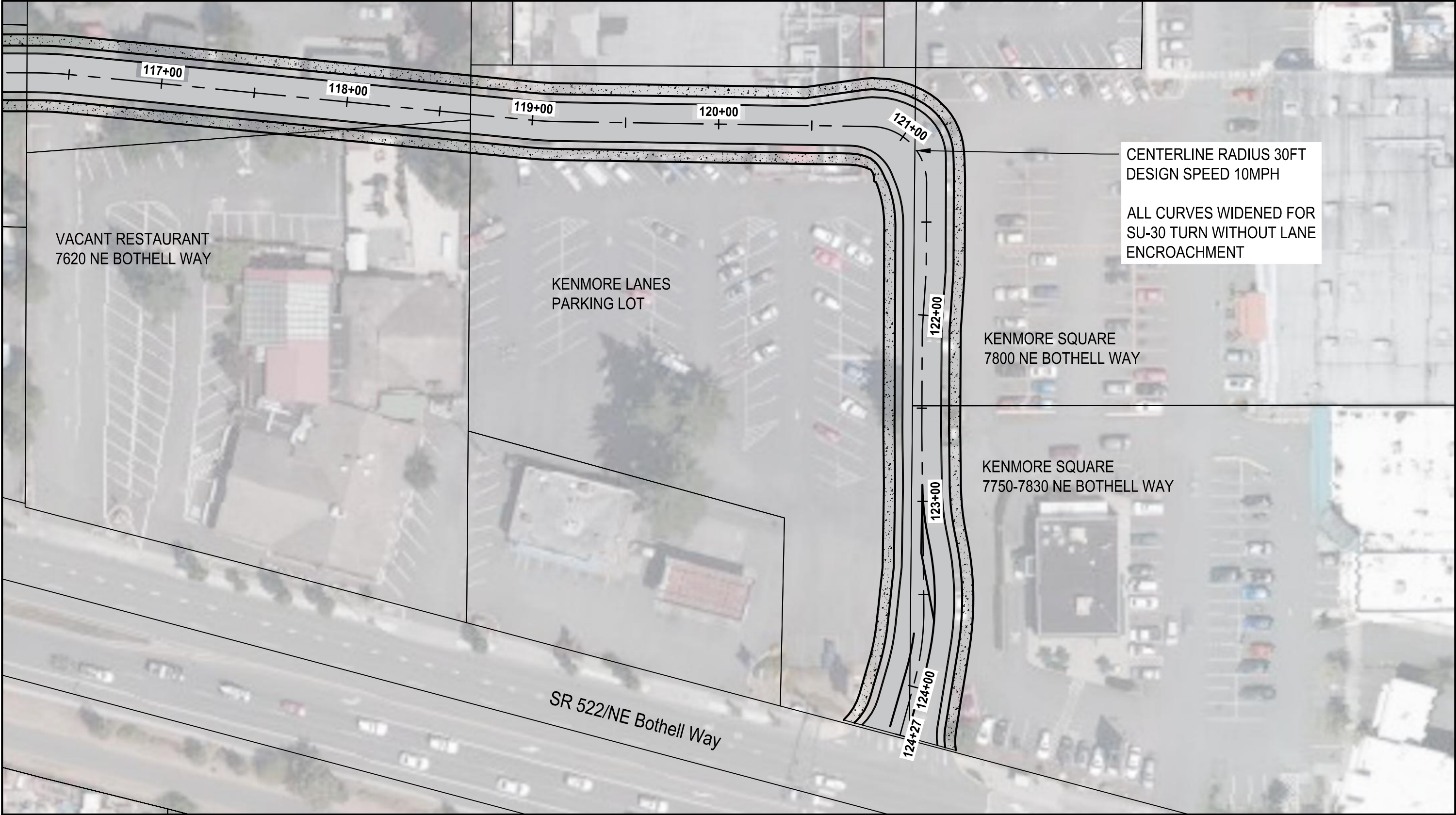
Kenmore NE 181st Street/SR 522 East Connection  
Draft Concept





# Kenmore NE 181st Street/SR 522 East Connection Draft Concept





**Kenmore NE 181st Street/SR 522 East Connection  
Draft Concept**

**SR 522 Pedestrian and Bicycle Bridge Crossing  
CITY OF KENMORE**

**ENGINEER'S ESTIMATE - PLANNING LEVEL**

AACE International Unclassified Estimate

PREPARED BY: Jenna Anderson, PE and Edward Wang

DATE: 11/18/2022

CHECKED BY: Joe Merth, PE, and Cindy Clark, PE

DATE: 11/20/2022

NO.	ITEM	QUANT.	UNIT	UNIT COST	AMOUNT
1	ROADWAY SURVEY	1	LS	\$ 18,000	\$ 18,000
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3	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	1	LS	\$ 70,000	\$ 70,000
4	REMOVAL OF CEMENT CONC. SIDEWALKS	10	SY	\$ 30	\$ 1,000
5	REMOVAL OF CEMENT CONC. PAVEMENT	0	SY	\$ 57	\$ -
6	REMOVAL OF CEMENT CONC. CURB	0	LF	\$ 15	\$ -
7	SELECT BORROW INCL. HAUL	2300	TON	\$ 26	\$ 60,000
8	CATCH BASIN TYPE 1	8	EACH	\$ 2,500	\$ 20,000
9	STORM SEWER PIPE, 12 IN. DIAM.	900	LF	\$ 55	\$ 50,000
10	CRUSHED SURFACING BASE COURSE	100	TON	\$ 50	\$ 5,000
11	HMA CL 1/2 IN. PG 58H-22	110	TON	\$ 160	\$ 18,000
12	LANDSCAPING/PLANTINGS	2300	SY	\$ 36	\$ 83,000
13	CEMENT CONC. SIDEWALK	10	SY	\$ 100	\$ 1,000
14	CEMENT CONC. CURB RAMP	2	EACH	\$ 4,000	\$ 8,000
15	PAVEMENT MARKINGS	1500	LF	\$ 10	\$ 15,000
16	PERMANENT SIGNING	1	LS	\$ 5,000	\$ 5,000
17	RECTANGULAR RAPID FLASHING BEACON SYSTEM	0	EACH	\$ -	\$ -
18	ILLUMINATION SYSTEM, COMPLETE	1	LS	\$ 120,000	\$ 120,000
19	MODULAR BLOCK WALL	5000	SF	\$ 96	\$ 480,000
<b>STRUCTURAL - MAIN &amp; APPROACH BRIDGE SPANS</b>					
20	SHORING OR EXTRA EXCAVATION CL. A	1	LS	\$ 50,000	\$ 50,000
21	CONSTRUCTING 6 FT DIAMETER SHAFT	120	LF	\$ 2,500	\$ 300,000
22	CONSTRUCTING 8 FT DIAMETER SHAFT	360	LF	\$ 3,000	\$ 1,080,000
23	REMOVING SHAFT OBSTRUCTIONS	1	LS	\$ 145,000	\$ 145,000
24	STEEL REINFORCING BAR FOR BRIDGE	34000	LB	\$ 2.25	\$ 77,000
25	CONC. CLASS 4000 FOR BRIDGE	200	CY	\$ 1,200	\$ 240,000
26	SUPERSTRUCTURE - APPROACH SPANS	1	LS	\$ 600,000	\$ 600,000
27	SUPERSTRUCTURE - MAIN TRUSS	1	LS	\$ 600,000	\$ 600,000
28	STRUCTURAL CARBON STEEL	220000	LB	\$ 3.00	\$ 660,000
29	OPTIONAL SOUTH STAIRS	1	LS	\$ 400,000	\$ 400,000
<b>Subtotal</b>					\$ 5,111,000
Erosion Controls and Water Pollution		5%			\$ 255,550
Prevention Temporary Traffic Controls		12%			\$ 643,986
Mobilization		10%			\$ 601,054
Allowance for Indeterminates		30%			\$ 1,983,477
<b>CONSTRUCTION SUBTOTAL (ROUNDED)</b>					<b>\$8,600,000</b>
Engineering Design Fees		12%			\$ 1,032,000
Construction Administration Fees (\$60000 per month) Right of Way Cost		18 MOS		\$ 60,000	\$ 1,080,000
City of Kenmore Staff Labor		8%			\$ 1,800,000
					\$ 688,000
<b>NON-CONSTRUCTION SUBTOTAL</b>					<b>\$4,600,000</b>
Project Contingency		30%			\$ 3,960,000
<b>YEAR 2022 PROJECT TOTAL (ROUNDED)</b>					<b>\$ 17,160,000</b>
Year 2044 Escalation		4.4%			\$ 29,040,000
<b>YEAR 2044 PROJECT TOTAL (ROUNDED)</b>					<b>\$ 46,200,000</b>

**ESCALATION FORECAST ASSUMPTION**

CURRENT DATE 11/1/2022

FORECAST DATE 12/31/2044



APPENDIX D-5  
POTENTIAL TRANSPORTATION PROJECT FUNDING SOURCES

Funding Sources	Funding Recipient	Focal Investment	Funding Description	Awarding Entity	Funding Type	Project Expenditure Type	Amount Available	Typical Award Amount	Local Match	Application Deadlines	Scoring Criteria	Application Process	Program Link/Contact
Highway Safety Improvement Program (HSIP)	Counties and Cities in Washington State are eligible to apply, other organizations may work with a county to propose/develop a project.	Roads, Transit	Provides funds to achieve a significant reduction in traffic fatalities and serious injuries on all public roads. The City Safety program provides funding for projects that reduce fatal and serious injury crashes on city/town streets and state highways using engineering improvements/countermeasures.	Federal	Grant	New Construction, Other Mass Transit, Maintenance, Engineering & Administration	\$35 million of federal HSIP funds, \$4 million of state Reducing Roadway Departures funds	Projects in Washington funded in 2021 ranged from \$50,000 to \$3,000,000 grants	Federal share is 90%	Closed March 2022. Allocated annually.	Selecting Emphasis Areas and Strategies, Strategic Data and Analysis Improvement, Program Management, Network Screening and Project Solicitation, Diagnosis and Countermeasure Selection, Economic Analysis and Eligibility Criteria, etc.	The BIL directs FHWA to apportion funding as a lump sum for each State then divide that total among apportioned programs	<a href="https://wsdot.wa.gov/sites/default/files/2021-11/LP-County-Safety-Awards-2021.pdf">https://wsdot.wa.gov/sites/default/files/2021-11/LP-County-Safety-Awards-2021.pdf</a> <a href="https://wsdot.wa.gov/business-wsdot/support-local-programs/funding-programs/highway-safety-improvement-program">https://wsdot.wa.gov/business-wsdot/support-local-programs/funding-programs/highway-safety-improvement-program</a> <a href="https://wsdot.wa.gov/business-wsdot/support-local-programs/funding-programs/highway-safety-improvement-program/highway-safety-improvement-program-call-projects">https://wsdot.wa.gov/business-wsdot/support-local-programs/funding-programs/highway-safety-improvement-program/highway-safety-improvement-program-call-projects</a>
STBG set-aside for Transportation Alternatives (TA)	Funding is apportioned to the States and MPOs, then subrecipients can apply for the funding	Roads, Trails	Provides funds for smaller-scale transportation projects such as pedestrians and bicycle facilities, historic preservation, safe routes to school and other transportation-related activities. BIL increases TAP funding to 10% of the STBG amount.	Federal	Grant	New Construction, Other Mass Transit, Engineering & Administration	\$15,000,000	2022 funded project grants ranged from >\$10,000 to \$4.6 million	Federal share is 80 percent, HSIP funds may be used to meet the non-Federal share requirements up to 100% Federal share	Next PSRC TAP competition TBD	Scoring criteria are dependent on the MPOs that receive the federal apportionments, and which are responsible for allocating the apportioned funds to relevant projects	A State or MPO are required to obligate TA funds to develop a competitive process to allow eligible entities to submit projects for funding that achieves program objectives	<a href="https://www.fhwa.dot.gov/bipartisan-infrastructure-law/ta.cfm">https://www.fhwa.dot.gov/bipartisan-infrastructure-law/ta.cfm</a> <a href="https://wsdot.wa.gov/sites/default/files/2022-04/LP-STBG-Set-Aside-Allocation-Distribution-Final-2022.pdf">https://wsdot.wa.gov/sites/default/files/2022-04/LP-STBG-Set-Aside-Allocation-Distribution-Final-2022.pdf</a>
Surface Transportation Block Grant (STBG) [formerly STP]	Funding is apportioned to the States and MPOs, then subrecipients can apply for the funding	Roads, Transit	The Surface Transportation Block Grant Program (STBG) promotes flexibility in State and local transportation decisions and provides flexible funding to best address State and local transportation needs. Eligible projects include highway/bridge construction/repair; transit capital projects; bicycle, pedestrian and recreational trails, and construction of ferry boats and terminals. BIL adds several new eligibilities including wildlife crossings, EV charging infrastructure, and ITS technologies.	Federal	Grant	New Construction, Reconstruction, Other Mass Transit, Engineering & Administration	\$64,800,000,000	\$1 million to \$5 million are the recommended grant amounts for the recently approved projects in Washington	Federal share is 80 percent	PSRC 2022 FHWA funding competitions concluded; Next competition in 2024.	Scoring criteria are dependent on the MPOs that receive the federal apportionments, and which are responsible for allocating the apportioned funds to relevant projects	The BIL directs FHWA to apportion funding as a lump sum for each State then divide that total among apportioned programs; 55% of a State's STBG apportionment is to be obligated to urbanized areas with population greater than 200,000, urbanized areas with population of at least 50,000 but no more than 200,000, urbanized areas with population of 5,000- 49,999, and areas with population less than 5,000	<a href="https://www.fhwa.dot.gov/bipartisan-infrastructure-law/stbg.cfm">https://www.fhwa.dot.gov/bipartisan-infrastructure-law/stbg.cfm</a> <a href="https://www.psrc.org/media/6965">https://www.psrc.org/media/6965</a>
Bridge Investment Program	States, MPOs serving an urbanized area with a population of over 200,000, a unit of local government, a political subdivision of a State or local government, a special purpose district or public authority with a transportation function, an FLMA, a Tribal government, some combination of any of the other eligiblerecipients	Bridges	Provide grants, on a competitive basis, to improve bridge condition and the safety, efficiency, and reliability of the movement of people and freight over bridges	Federal	Grant	Reconstruction, New Construction, Maintenance, Engineering & Administration	\$12,200,000,000	Minimum grant of \$50 million for Large Bridge Projects, or \$2.5 million for other Bridge Projects	Up to 50% for "Large Bridge Projects", up to 80% for other BIP projects, up to 90% for off-system bridges	2022 funding has concluded, next NOFO is expected to start in 2023	DOT considers the Department's rating of the project, specified factors relating to bridge person and freight throughput, bridge condition in the State, geographic diversity and balance between the needs of rural and urban communities, the extent to which a bridge seeking BIP funding is in	Proposals will be submitted and then chosen off criteria	<a href="https://www.fhwa.dot.gov/bipartisan-infrastructure-law/bip_factsheet.cfm">https://www.fhwa.dot.gov/bipartisan-infrastructure-law/bip_factsheet.cfm</a>
Safe Streets and Roads for All	MPOs, counties, cities, towns, and transit agencies or other special districts that are subdivisions of a State, federal recognized Tribal governments, and multijurisdictional groups comprised of the above entities	All	Support local initiatives to prevent death and serious injury on roads and streets	Federal	Grant	Engineering & Administration	\$5,000,000,000	For Action Plan Grants, minimum of \$200,000 to maximum of \$1,000,000 to \$5,000,000. For Implementation Plan Grants, minimum of \$5,000,000 to maximum of \$30,000,000 to \$50,000,000	Federal share is 80 percent	Closed 9/15/22 for this year, next NOFO will open up in 2023, funds will be distributed over the next 5 years	BIL requires DOT to consider the extent to which an eligible applicant: is likely to significantly reduce or eliminate transportation-related fatalities and serious injuries involving road users, demonstrates engagement with a variety of public and private stakeholders, seeks to adopt innovative technologies/strategies to promote safety, employs low-cost, high-impact strategies that can improve safety, ensures equitable investment in the safety needs of underserved communities. Includes evidence-based projects/strategies and achieves other conditions the Secretary deems necessary	Funding is allocated on a competitive basis, from proposals submitted to FTA in response to NOFOs	<a href="https://www.fhwa.dot.gov/bipartisan-infrastructure-law/ss4a_factsheet.cfm">https://www.fhwa.dot.gov/bipartisan-infrastructure-law/ss4a_factsheet.cfm</a>
Wildlife Crossings Pilot Program	State highway agency, MPO, unit of local government, regional transportation authority, special purpose district or public authority with a transportation function, an Indian tribe, a Federal land management agency, any combination of the others	Trails	Established to reduce the number of wildlife-vehicle collisions while improving habitat connectivity for terrestrial and aquatic species	Federal	Grant	Engineering & Administration, New Construction, Reconstruction, Maintenance	\$350,000,000	No information currently available about typical award amounts as this is a new fund	Federal share is 80 percent	Has not been decided at this time	Proposals will be judged on the primary goal of reducing wildlife- vehicle collisions while improving connectivity, and the secondary goals of leveraging the investment of Federal funds by encouraging non-Federal contributions, supporting local economies and improving local visitation opportunities, integration of innovative technologies, inclusion of educational and outreach opportunities, incorporation of evaluative monitoring and/or research opportunities	Competitive program which will award grants to eligible recipients	<a href="https://arc-solutions.org/wp-content/uploads/2021/11/Wildlife-CrossingsPilot-Program-Summary.pdf">https://arc-solutions.org/wp-content/uploads/2021/11/Wildlife-CrossingsPilot-Program-Summary.pdf</a> <a href="https://largelandscape.org/wp-content/uploads/2021/12/Crossing-Toolkit_Final.pdf">https://largelandscape.org/wp-content/uploads/2021/12/Crossing-Toolkit_Final.pdf</a>
Pedestrian and Bicycle Program	All public agencies in Washington, including tribal governments	Trails, Roads	Improve the transportation system to enhance safety and mobility for people who choose to walk or bike	State	Grant	Engineering & Administration, New Construction, Reconstruction, Maintenance	\$56,700,000	Wide range from past projects (\$10,000 to \$1,750,000)	Match not required for requests of \$800,000 or less, review criteria for requests greater than \$800,000 will include a consideration of a match	Closed May 30, 2022 for this year, is a program that has been funding projects since 2005, and will continue to fund projects in the future. Funds are allocated on a 2-year basis.	The proposals will be judged on the following criteria: Safety (systemic safety approach or crash location improvement, up to 40% of consideration), Equity (up to 20% of consideration), Deliverability/other (up to 12% of consideration), Value (up to 10% of consideration), and Project Quality (up to 18% of consideration)	WSDOT staff will conduct a quantitative assessment of the applications using the applicant's responses, WSDOT 2017-2021 crash data, US Census data, and WSDOT local project search data	<a href="https://wsdot.wa.gov/business-wsdot/support-local-programs/funding-programs/pedestrian-bicycle-program/pedestrian-bicycle-program-call-projects">https://wsdot.wa.gov/business-wsdot/support-local-programs/funding-programs/pedestrian-bicycle-program/pedestrian-bicycle-program-call-projects</a>
Safe Routes to School Program	All public agencies in Washington, including tribal governments, and nonprofit entities responsible for the administration transportation safety education and encouragement programs	Trails, Roads	Enable and encourage children to walk, roll, and bicycle to school; make bicycling and walking to school a safer and more appealing form of transportation; facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, etc.	Federal and State	Grant	Engineering & Administration, New Construction, Reconstruction, Maintenance	\$59,000,000	Wide range from past projects (\$100,000 to \$2,000,000)	Match not required for requests of \$800,000 or less, review criteria for requests greater than \$800,000 will include a consideration of a match	Closed June 6, 2022 for this year, is a program that has been funding projects since 2005, and will continue to fund projects in the future. Funds are allocated on a 2-year basis.	The proposals will be judged on the following criteria: Safety (systemic safety approach or crash location improvement, up to 40% of consideration), Equity (up to 20% of consideration), Deliverability/other (up to 12% of consideration), Value (up to 10% of consideration), and Project Quality (up to 18% of consideration)	WSDOT staff will conduct a quantitative assessment of the applications using the applicant's responses, WSDOT 2017-2021 crash data, US Census data, and WSDOT local project search data	<a href="https://wsdot.wa.gov/business-wsdot/support-local-programs/funding-programs/safe-routes-school-program/safe-routes-school-program-call-projects">https://wsdot.wa.gov/business-wsdot/support-local-programs/funding-programs/safe-routes-school-program/safe-routes-school-program-call-projects</a>
Land and Water Conservation Fund	Local agencies, special purpose districts, Native American tribes, State agencies	Trails	Preserve and develop outdoor recreation resources, including parks, trails and wildlife lands	State	Grant	Engineering & Administration, New Construction, Reconstruction, Maintenance	\$14,000,000	\$2,000,000 at max	50% match requirement	Application due May 3, 2022	A proposal plan must have the following elements: goals and objectives; an inventory of current facilities and/or properties; public involvement in the process; a demand and need analysis; a capital improvement program; adoption by the organization's board, council, etc.	Submit a long-range comprehensive plan along with documentation of the public outreach used to develop the plan, completed self-certification form checklist, and submit a copy of the ordinance or resolution that indicates plan adoption.	<a href="https://rc.wa.gov/grant/land-and-water-conservation-fund/">https://rc.wa.gov/grant/land-and-water-conservation-fund/</a>
Arterial Preservation Program	Cities with a population greater than 5,000 and assessed valuation less than \$3 billion	Roads	Provides funding for overlay of federally classified arterial streets in cities	State	Grant	Engineering & Administration, New Construction, Reconstruction, Maintenance	\$82,000,000	From previous projects: ~\$200,000 to \$600,000	Local match is based upon a city's assessed valuation	Applications due August 19, 2022, funding allocated on a yearly basis	Criteria scoring are based on the following criteria: agency rating and segment rating	Projects are selected annually on a competitive basis	<a href="http://www.tib.wa.gov/grants/Grants.cfm">http://www.tib.wa.gov/grants/Grants.cfm</a> <a href="http://www.tib.wa.gov/grants/documents/2022%20APP%20criteria.pdf">http://www.tib.wa.gov/grants/documents/2022%20APP%20criteria.pdf</a>
Urban Arterial Program	Counties with urban unincorporated areas and cities with a population of 5,000 or greater	Roads	Improves unsafe conditions, prevents human injury and property damage	State	Grant	Engineering & Administration, New Construction, Reconstruction, Maintenance	\$82,000,000	Maximum request of \$4.5M-\$5M	Local match requirement is determined by the city's valuation, with minimum local match ranging from 10 to 20 percent	Applications due August 19, 2022, funding allocated on a yearly basis	Criteria scoring are based on the following criteria: safety; commercial growth & development; physical conditions; mobility; sustainability; and constructability	Projects are selected annually on a competitive basis	<a href="http://www.tib.wa.gov/grants/Grants.cfm">http://www.tib.wa.gov/grants/Grants.cfm</a> <a href="http://www.tib.wa.gov/grants/documents/2022%20UAP%20criteria.pdf">http://www.tib.wa.gov/grants/documents/2022%20UAP%20criteria.pdf</a>
Active Transportation Program	Counties with urban unincorporated areas and cities with a population of 5,000 or greater	Roads	Provides funding to improve pedestrian and cyclist safety, enhanced pedestrian and cyclist mobility and connectivity, or improve the condition of existing facilities	State	Grant	Engineering & Administration, New Construction, Reconstruction, Maintenance	\$8,000,000	Minimum request for funds is \$250,000	Local match requirement is determined by the city's valuation, with minimum local match ranging from 10 to 20 percent	Applications due August 19, 2022, funding allocated on a yearly basis	Criteria scoring are based on the following criteria: safety; mobility; physical condition; nature of project; constructability; and sustainability	Projects are selected annually on a competitive basis	<a href="http://www.tib.wa.gov/grants/Grants.cfm">http://www.tib.wa.gov/grants/Grants.cfm</a> <a href="http://www.tib.wa.gov/grants/documents/2022%20AT%20criteria.pdf">http://www.tib.wa.gov/grants/documents/2022%20AT%20criteria.pdf</a>
Complete Streets Award	Any city or county that has an adopted completed streets ordinance	Roads	Funds for planning and building streets to accommodate all users, including pedestrians, access to transit, cyclists, and motorist of all ages and abilities	State	Grant	Engineering & Administration, New Construction, Reconstruction, Maintenance	N/A	Offers between \$100,000 and \$1 million grants to local governments	N/A	Next awards will be in 2023 or 2024	TIB staff will evaluate all nominations. There will not be set criteria established, and TIB staff will evaluate base on policy quality, plan integration, community outreach and engagement, past project actions, and future project plans	Nominating agencies will fill out a form describing what motivates a nominator to nominate a city for an award	<a href="http://www.tib.wa.gov/grants/Grants.cfm">http://www.tib.wa.gov/grants/Grants.cfm</a> <a href="https://wacities.org/advocacy/news/advocacy-news/2021/07/12/complete-streets-grant-nominations-now-open">https://wacities.org/advocacy/news/advocacy-news/2021/07/12/complete-streets-grant-nominations-now-open</a>

APPENDIX D-5  
POTENTIAL TRANSPORTATION PROJECT FUNDING SOURCES

Funding Sources	Awarding Entity	Amount Available	Local Match	SR 522 West B (West boundary to 61st Ave NE)	NE 181st St South Side (61st Ave NE- 63rd Ave NE) Sidewalk	61st Ave NE Sidewalk Replacement (NE 181st St-62nd Ave NE)	80th Ave NE Sidewalks (SR522-NE 185th St)	NE 192nd St Sidewalks (73rd Ave NE - 75th Ave NE)	Arrowhead Drive Sidewalks (NE 151st St- 64th Ave NE)	84th Ave NE Sidewalks (NE 150th St - NE 155thSt)	Lower Swamp Creek Bridge Replacement	Pavement Preservation Program (Short-term)	ADA Transition Plan Program (Short-term)	Pedestrian Facilities Plan Program (Sidewalk Program) (Short-term)	Pedestrian Facilities Plan Program (Sidewalk Program) (Long-term)	ADA Transition Plan Program (Long-term)	Pavement Preservation Program (Long-term)	61st Ave NE/NE 193rd St Intersection	73rd Ave NE/NE 192nd St Intersection	Nonmotorized crossing of SR 522	NE 181st Street/SR 522 East Connection
Highway Safety Improvement Program (HSIP)	Federal	\$35 million of federal HSIP funds, \$4 million of state Reducing Roadway Departures funds	Federal share is 90%	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
STBG set-aside for Transportation Alternatives (TA)	Federal	\$15,000,000	Federal share is 80 percent, HSIP funds may be used to meet the non-Federal share requirements up to 100% Federal share	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Surface Transportation Block Grant (STBG)[formerly STP]	Federal	\$64,800,000,000	Federal share is 80 percent	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bridge Investment Program	Federal	\$12,200,000,000	Up to 50% for 'Large Bridge Projects', up to 80% for other BIP projects, up to 90% for off-system bridges								Yes										
Safe Streets and Roads for All	Federal	\$5,000,000,000	Federal share is 80 percent	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Wildlife Crossings Pilot Program	Federal	\$350,000,000	Federal share is 80 percent			Yes					Yes										
Pedestrian and Bicycle Program	State	\$56,700,000	Match not required for requests of\$800,000 or less, review criteria for requests greater than \$800,000 will include a consideration of a match	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Safe Routes to School Program	Federal and State	\$59,000,000	Match not required for requests of\$800,000 or less, review criteria for requests greater than \$800,000 will include a consideration of a match	Yes (if related to going to school)	Yes (if related to going to school)	Yes (if related to going to school)	Yes (if related to going to school)	Yes (if related to going to school)	Yes (if related to going to school)	Yes (if related to going to school)		Yes (if related to going to school)	Yes (if related to going to school)	Yes (if related to going to school)	Yes (if related to going to school)	Yes (if related to going to school)	Yes (if related to going to school)	Yes (if related to going to school)	Yes (if related to going to school)	Yes (if related to going to school)	Yes (if related to going to school)
Land and Water Conservation Fund	State	\$14,000,000	50% match requirement			Yes					Yes							Yes	Yes	Yes	Yes
Arterial Preservation Program	State	\$82,000,000	Local match is based upon a city's assessed valuation	Yes (if federally classified arterial street)	Yes (if federally classified arterial street)	Yes (if federally classified arterial street)	Yes (if federally classified arterial street)	Yes (if federally classified arterial street)	Yes (if federally classified arterial street)	Yes (if federally classified arterial street)		Yes (if federally classified arterial street)	Yes (if federally classified arterial street)	Yes (if federally classified arterial street)	Yes (if federally classified arterial street)	Yes (if federally classified arterial street)	Yes (if federally classified arterial street)	Yes (if federally classified arterial street)	Yes (if federally classified arterial street)	Yes (if federally classified arterial street)	Yes (if federally classified arterial street)
Urban Arterial Program	State	\$82,000,000	Local match requirement is determined by the city's valuation, with minimum local match ranging from 10 to 20 percent	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Active Transportation Program	State	\$8,000,000	Local match requirement is determined by the city's valuation, with minimum local match ranging from 10 to 20 percent	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Complete Streets Award	State	N/A	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

# CLIMATE ACTION ELEMENT

## INTRODUCTION

### Purpose

The purpose of the Climate Action Element (CAE) is to provide strategies to reduce greenhouse gas (GHG) emissions and respond to the impacts of climate change in our community, as outlined in the Climate Action Plan (CAP). The CAE provides an actionable framework to guide the long-term implementation of mitigation and resilience actions. The CAE also identifies needs and opportunities for ongoing community engagement, education, and dialogue around climate action.

The CAE includes the following sections:

- Guiding Plans and Policies
- Existing Conditions
- Goals, Objectives, and Policies
- Implementation

## GUIDING PLANS AND POLICIES

### Growth Management Act

The Growth Management Act (Chapter 36.70A RCW) was amended in 2023 under Washington House Bill 1181, requiring cities and counties to integrate climate mitigation and resilience policies into comprehensive plan updates. These required policy changes will address climate emissions and impacts, while considering co-benefits and integration with other planning documents such as housing, transportation, and land use. The bill introduces specific legislation to support reduction in per capita vehicle miles traveled, foster resiliency, enhance environmental justice, and include the participation of vulnerable populations and overburdened communities in climate planning. This is a legislative priority of King County and several cities have already begun the process of integrating climate policies into comprehensive plans. The Washington Department of Commerce encourages cities to assess their climate impacts and risks, seek input from key stakeholders and communities, and pursue pathways that modify existing or create new policies to address greenhouse gas (GHG) emissions and increase community resilience. Kenmore's CAE is consistent with the Commerce model element guidance, Kenmore's adopted 2022 Climate Action Plan, and integrates with other elements of the comprehensive plan.

### VISION 2050

Puget Sound Regional Council (PSRC) is the region's metropolitan planning organization. PSRC is comprised of cities, towns, counties, ports, tribes, transit agencies, and major employers; and sets regional growth policies for King, Pierce, Snohomish, and Kitsap Counties. The CAE is consistent with the VISION 2050 priorities.

VISION 2050 identifies several key goals and actions related to climate change in the region:

- 1 • **Goal:** The region substantially reduces emissions of greenhouse gases that contribute to  
2 climate change in accordance with the goals of the Puget Sound Clean Air Agency (50%  
3 below 1990 levels by 2030 and 80% below 1990 levels by 2050) and prepares for climate  
4 change impacts.
- 5 • **CC-Action-1:** PSRC will work with local governments and other key agencies and  
6 stakeholders to advance the development and implementation of the region's  
7 Greenhouse Gas Strategy to equitably achieve meaningful reductions of emissions  
8 toward achievement of the region's greenhouse gas reduction goals.
- 9 • **CC-Action-2:** PSRC will engage in regional resilience planning and climate preparedness,  
10 including development of a regional inventory of climate hazards, assistance to member  
11 organizations, and continued research and coordination with partners such as the Puget  
12 Sound Climate Preparedness Collaborative and tribes. Climate resilience actions will  
13 focus on equitable outcomes, particularly for vulnerable communities, at greater risk and  
14 with fewer resources.
- 15 • **CC-Action-3:** Cities and counties will incorporate emissions reduction policies and  
16 actions that contribute meaningfully toward regional greenhouse gas emission goals,  
17 along with equitable climate resiliency measures, in their comprehensive planning.  
18 Strategies include land uses that reduce vehicle miles traveled and promote transit,  
19 biking, and walking consistent with the Regional Growth Strategy, developing and  
20 implementing climate friendly building codes, investments in multimodal transportation  
21 choices, and steps to encourage a transition to cleaner transportation and energy  
22 systems.
- 23 • **CC-Action-4:** Cities and counties will update land use plans for climate adaptation and  
24 resilience. Critical areas will be updated based on climate impacts from sea level rise,  
25 flooding, wildfire hazards, urban heat, and other hazards. The comprehensive plans will  
26 identify mitigation measures addressing these hazards including multimodal emergency  
27 and evacuation routes and prioritizing mitigation of climate impacts on highly impacted  
28 communities and vulnerable populations.

### 29 **Countywide Planning Policies (CPPs)**

30 The King County Growth Management Planning Council has adopted a shared target to reduce  
31 countywide sources of greenhouse gas emissions. These targets are in line with VISION 2050.  
32 Using a 2007 baseline, this adopted target seeks to lower emissions 50% by 2030 and 80% by  
33 2050. Members of the King County-Cities Climate Collaborative (K4C) commit to striving toward  
34 these goals.

35 The King County Regional Growth Strategy identifies several climate impacts affecting King  
36 County and the importance of strengthening policies related to emissions reduction. The  
37 Regional Growth Strategy envisions environmental protection and restoration efforts that  
38 incorporate climate action, mitigation, and resilience into local comprehensive plans. This  
39 includes countywide coordination of sustainable land use patterns, multimodal transportation  
40 systems, and improved energy infrastructure. The plan calls for development patterns that

minimize emissions and promote resiliency through energy efficiency, electrification, restoration of natural resources, and infrastructure planning for climate impacts.

## EXISTING CONDITIONS

### Greenhouse Gas (GHG) Emissions Inventory

The City of Kenmore completed a greenhouse gas (GHG) inventory (see Figure 1) to aid the City in setting community-wide emissions reduction targets, measure progress over time, and inform which actions will have the greatest GHG emissions reduction benefits. Kenmore's communitywide GHG emissions from 2019 totaled 170,255 MTCO<sub>2</sub>e (metric tons of carbon dioxide equivalent) from the following sources:

- Buildings & Energy. Electricity and natural gas used to power and heat the City account for 60% of total emissions. Eliminating emissions from local buildings and energy requires policies that address energy use in new buildings, transition existing buildings to more efficient, clean and salmon friendly energy, and improve the City's electric grid reliability and capacity.
- Transportation & Land Use. On-road vehicles (cars and trucks) and off-road vehicles (boats, lawn mowers, construction equipment, etc.) account for 31% of total emissions. Addressing emissions from transportation and land use in Kenmore requires strengthening existing policies aimed at increasing transit use, reducing vehicle miles travelled (VMT), maximizing green space in urban areas, and protecting natural sequestration areas. Mitigation policies in the CAE also aim to improve electric vehicle infrastructure and encourage mixed-use, dense, and transit-oriented development.
- Refrigerants & Solid Waste. Refrigerants commonly used in air conditioning/refrigeration and solid waste disposal account for 9% of total emissions. Policies within this sector will support sustainable waste management and increase the City and residents' capacity to recycle and compost responsibly and effectively.

The goals, objectives, and policies included in the CAE will focus on mitigating climate change impacts through the reduction of GHG emissions within these sectors. In addition, the many economic and health benefits of emissions reduction actions are not shared equitably in Kenmore, especially among overburdened communities. Therefore, mitigation policies not only reduce GHG emissions but also provide co-benefits to promote climate equity and support vulnerable communities. Benefits of mitigation policies include improving air quality, promoting housing equity, and minimizing public health risks.



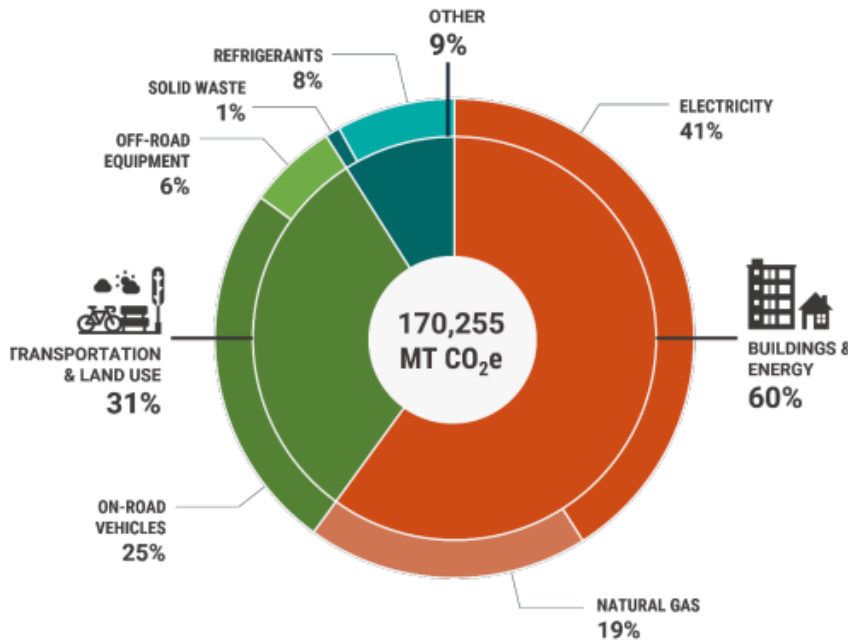


Figure 1. 2019 Kenmore GHG Emissions Inventory Chart

### Kenmore Vulnerability Assessment

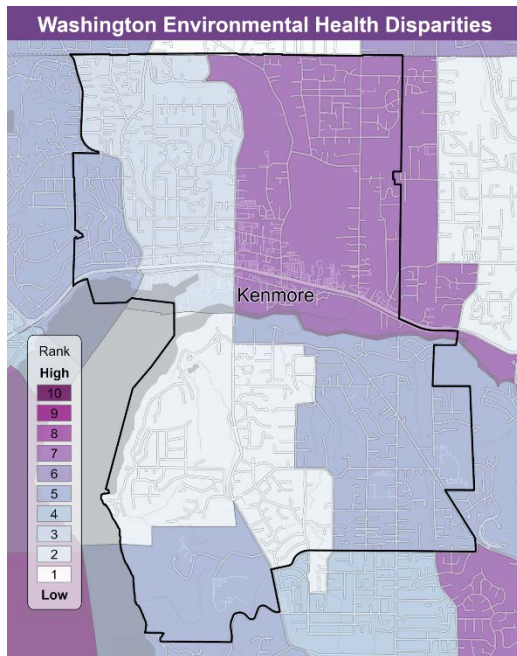
A vulnerability assessment (VA) was conducted for the City of Kenmore in 2021. A climate vulnerability assessment identifies the impacts and consequences of climate change and evaluates the level or risk presented to a community. Vulnerability refers to the degree to which people, natural resources, infrastructure, or other things Kenmore values are susceptible to the adverse impacts of climate change (Cascadia Consulting Group, 2021). Key climate vulnerabilities for Kenmore include extreme heat, exacerbated flooding and landslides, and wildfire smoke. Assessing climate vulnerability can help Kenmore (1) identify current exposure and sensitivity, (2) anticipate areas of future risk and the potential to adapt to climate impacts, and (3) assess strategies to prepare and adapt to future climate conditions. To monitor and assess the city's vulnerability to future climatic conditions, a VA update should be conducted periodically with a focus on the built environment, communities, and natural systems.

In addition, climate change amplifies existing risks and disparities like chronic health conditions, social and economic circumstances, and pollution exposure, which disproportionately impacts overburdened community groups<sup>1</sup>. When comparing at-risk neighborhoods and climate exposure risks, three census tracts intersecting Kenmore have vulnerabilities to climate change that exceed the community median. These neighborhoods include residents who identify as people of color (39%), have low English language proficiency (4%), and live in rental housing units (44.2%). These overburdened communities face disproportionate risks of climate impacts

<sup>1</sup> Overburdened community means a geographic area where vulnerable populations face combined, multiple environmental harms and health impacts. Vulnerable populations includes, but is not limited to: (i) racial or ethnic minorities; (ii) low-income populations; and (iii) populations disproportionately impacted by environmental harms. (RCW 36.70A.030).

due to compounding factors such as a lack of tree canopy, high areas of impervious surfaces, and flood risks (Headwaters Economics, 2023). In 2018, the Washington State Department of Health developed the Washington Environmental Health Disparities Map, an interactive mapping tool comparing communities across Washington for environmental health disparities (University of Washington Department of Environmental & Occupational Health Sciences and Washington State Department of Health, 2022). Kenmore shows moderate levels of environmental health disparities compared to surrounding cities in King County and Washington state. Due to environmental exposures and socioeconomic vulnerabilities, East Kenmore ranks at a higher level of environmental health disparities compared to other Washington US census tracts, as shown in Figure 2 and described in Table 1 (University of Washington Department of Environmental & Occupational Health Sciences and Washington State Department of Health, 2022).

The goals, objectives, and policies included in the CAE seek to increase climate resiliency of the built environment, natural resources, and within communities. Incorporating climate equity principles and understanding the social and racial impacts of proposed climate policies will improve the equitable distribution of benefits (e.g., improving public health and increasing access to services) and reduce disparities. It is critical to understand which areas and populations are most at risk from climate and environmental burdens, as it will inform policy focus areas and community priorities.



*Figure 2. WA Department of Health Environmental Health Disparities in Kenmore. City of Kenmore border outlined in black (University of Washington Department of Environmental & Occupational Health Sciences and Washington State Department of Health, 2022).*

## **Future Risks**

1 The Puget Sound Region is already experiencing the impacts of climate change with warmer  
2 temperatures which cause heatwaves and wildfires; changing rainfall patterns with associated  
3 flooding and landslides; and less snowpack constraining the summer water supply. In recent  
4 years, our community has increasingly experienced record-breaking heatwaves, destructive  
5 flooding, and compromised air quality from wildfire smoke.

6 Kenmore has a critical role to play in addressing the climate change impacts already at our  
7 doorstep and preparing for those on the horizon. The following table outlines the current climate  
8 impacts on Kenmore and the future risks facing our community.

9 *Table 1. Future Climate Risks in Kenmore.*

Factor	Future Risk
<b>Heat</b>	Kenmore is expected to experience a 244% increase in extremely hot days by 2030 (Headwaters Economics, 2023). In addition, the average high temperature in Kenmore is anticipated to increase by 7.4 degrees Fahrenheit by 2100, leading to several negative outcomes: <ul style="list-style-type: none"> <li>• Increased demand for energy services and correlating energy system stress</li> <li>• Risk of power outages for older, less energy efficient homes</li> <li>• Increased risk for heat-related illnesses, particularly for elderly people and those with underlying medical conditions</li> <li>• Increased risk of disease from ticks and mosquitoes</li> </ul>
<b>Heavy Rains, Flooding, and Landslides</b>	Kenmore is at risk of flooding and landslides from heavy storms affecting areas throughout Kenmore (Cascadia Consulting Group, 2021). Impacts of heavy precipitation include: <ul style="list-style-type: none"> <li>• Damage to homes, businesses, and critical transportation routes from flooding and landslides</li> <li>• Potential expansion of landslide prone area to include key municipal facilities and infrastructure as the city develops.</li> <li>• Increased flooding could close parks and open spaces, leading to decreased health and wellbeing.</li> <li>• Flooding could increase infectious disease risk, particularly for those experiencing homelessness.</li> <li>• Increased waterway pollution from stormwater runoff</li> </ul>
<b>Wildfire and Air Quality</b>	Kenmore is not currently at risk for wildfires, but residents continue to be at risk for more regional wildfire-related air quality and respiratory health impacts. The city also faces environmental health risks from PM2.5 emissions, toxic releases from facilities, and proximity to heavy traffic roadways (University of Washington Department of Environmental & Occupational Health Sciences and Washington State Department of Health, 2022). Reduced air quality and regional wildfire smoke poses respiratory health risks, particularly for those with underlying medical conditions.

## GOALS, OBJECTIVES, AND POLICIES

### **GOAL 1. INCREASE THE CITY'S CAPACITY TO IMPLEMENT CLIMATE ACTION PRIORITIES TO MEET 2050 REGIONAL GOALS.**

#### **OBJECTIVE 1.1 Implement a Climate Action Plan (CAP) and prioritize high-impact actions.**

Policy CA-1.1.1 Implement a Climate Action Plan (CAP). The CAP shall establish specific targets and schedules consistent with the policies of this Element. The CAP shall develop actions resulting in projects and programs that are consistent with the policies of this Element. Update the CAP every three to five years, or sooner, as directed by City Council. The City Council will be provided an update, annually, regarding the status of the implementation of the CAP.

Policy CA-1.1.2 Prioritize implementation of climate actions with higher greenhouse gas reduction potential to ensure Kenmore is meeting VISION 2050 and King County emissions goals by 2050 at the latest.

#### **OBJECTIVE 1.2 Leverage Kenmore's resources and partnerships to build capacity to implement climate resilience and mitigation efforts.**

Policy CA-1.2.1 Consider what resources are needed, such as partnerships (e.g., K4C), regular implementation progress reports, and City budgeting, to implement the Climate Action Element.

Policy CA-1.2.2 Partner with King County to monitor, assess, and publicly report on community-scale greenhouse gas emissions, including emissions from all local sources associated with resident, business, and local government activities.

Policy CA-1.2.3 Partner with organizations such as the Puget Sound Regional Council, Puget Sound Clean Air Agency, local jurisdictions, overburdened communities, the state, academic institutions, community leaders, and public, private, and not-for-profit groups to promote programs and policies that achieve GHG emission reduction targets.

Policy CA-1.2.4 Update the City of Kenmore's Climate Vulnerability Assessment every three to five years, with a focus on the built environment, communities, and natural systems. Use assessment findings to evaluate changes to Comprehensive Plan goals and policies and enhance resilience.

Policy CA-1.2.5 Support enhanced data collection for hazard events to provide a fuller understanding of the community's hazard characteristics—including identifying demographic groups/community members most vulnerable to climate impacts. Promote equitable collaboration and inclusive engagement strategies with overburdened communities during the climate vulnerability research process.

**OBJECTIVE 1.3      Ensure sufficient City resources are available to support implementation of the CAP and CAE actions and policies.**

Policy CA-1.3.1      The City should designate Climate Action staff to implement and monitor actions consistent with the Kenmore CAP and CAE.

Policy CA-1.3.2      The City should budget funds each biennium budget cycle to implement climate programs.

**Section 1: EMISSIONS MITIGATION**

***GOAL 2.      PRIORITIZE RESILIENT AND EQUITABLE CITY LAND USE PLANNING TO ELIMINATE GHG EMISSIONS FROM BUILDING AND INFRASTRUCTURE DEVELOPMENT.***

**OBJECTIVE 2.1      Incorporate environmental justice criteria and priorities into zoning, land use planning, permitting policies, and development of new projects to identify and address the disproportionate impacts of climate change on overburdened communities such as communities of color and lower-income communities.**

Policy CA-2.1.1      Develop and implement an environmental justice audit process to conduct prior to creating new zoning designations or rezoning.

Policy CA-2.1.2      Work toward an equitable distribution of growth that reduces the potential for displacement and increases infrastructure and ecosystem resilience by combining zoning restrictions in vulnerable areas with development incentives to build in areas with less climate risk. Consider climate impacts such as extreme heat, flooding, wildfire smoke, and drought when designating zoning locations to accommodate growth.

Policy CA-2.1.3      Identify and expand community-centered anti-displacement strategies and climate-resilient infrastructure to mitigate housing insecurities exacerbated by climate-driven gentrification.

Policy CA-2.1.4      Promote equitable access for overburdened communities and those that will be disproportionately impacted by climate change, by working with utility providers to ensure affordable energy prices through utility tax rebates for low-income residents.

Policy CA-2.1.5      Promote “missing middle” housing through city policies and codes to allow for broader housing types in identified single family zones, reduce climate-related displacement, and increase access to City transit systems.

**OBJECTIVE 2.2      Prioritize dense, mixed use, transit-oriented development, and affordable housing in Downtown and other areas consistent with the Land Use, Housing, and Transportation Elements.**



Policy CA-2.2.1 Consistent with Kenmore’s growth strategies, promote density near high frequency transit, infill and redevelopment in nodes, and middle housing development in neighborhoods; supported by right-size parking, transportation demand management strategies, multi-modal access, park amenities, and green space.

Policy CA-2.2.2 Enhance existing neighborhoods to provide a high degree of connectivity in the street network to accommodate walking, bicycling, transit use, sufficient public spaces, and green space.

Policy CA-2.2.3 Disincentivize single occupancy vehicle (SOV) use in urban areas by reallocating existing road space to public transport infrastructure—for example, through dedicated bus lanes.

**GOAL 3. ELIMINATE GHG EMISSIONS FROM THE TRANSPORTATION SECTOR TO MITIGATE THE IMPACT OF CLIMATE CHANGE.**

**OBJECTIVE 3.1 Reduce vehicle miles traveled (VMT) within the city.**

Policy CA-3.1.1 Support transportation investments that minimize, mitigate, and respond to the effects of climate change consistent with the Transportation Element goals, objectives, and policies.

Policy CA-3.1.2 Work with Metro and other transit providers to establish a local circulator transit service that provides intra-community transit service, connecting north and south Kenmore. The local circulator service would provide connections to the Downtown, major commercial and mixed-use centers in Kenmore, park-and-ride lots, and other key destinations.

Policy CA-3.1.3 Prepare a Commute Trip Reduction (CTR) Ordinance to encourage CTR in accordance with State laws. Possible strategies could include ridesharing programs, carpool matching, telecommuting, and employer-sponsored vanpools.

**OBJECTIVE 3.2 Investigate opportunities to expand and implement safe multi-modal transportation options, including bicycling, walking, transit, and a passenger ferry on Lake Washington.**

Policy CA-3.2.1 Implement the Kenmore *Pedestrian Facilities Plan*, *ADA Transition Plan*, and develop the *Bicycle Priority Network*. Design accessible and safe pedestrian facilities in accordance with the *Pedestrian Priority Network*. Improve street safety and function by implementing the City’s Target Zero strategy to have no pedestrian or bicycle deaths or serious injuries as the result of a collision with a motorized vehicle, as outlined in the Transportation Element.

Policy CA-3.2.2 Address mobility inequities by making a more walkable community, designing accessible pedestrian facilities, and implementing an Americans

with Disabilities (ADA) Transition Plan during transportation, parks, and other city infrastructure planning activities.

Policy CA-3.2.3 Partner with transit agencies, Metro, Sound Transit, and Community Transit, to expand, maintain, and enhance multimodal transit services and related facilities, including better first-last mile access to transit.

Policy CA-3.2.4 Work with third-party programs and businesses to increase the availability, accessibility, and convenience of shared mobility options (e.g., bike share, scooter share, car share) and maintain affordability of services.

**OBJECTIVE 3.3 Increase the percentage of Electric Vehicles (EV), electric equipment, and other low emission transportation modes operating within the city.**

Policy CA-3.3.1 Convert public-owned fleets to zero-emission vehicles as they need to be replaced (e.g., electric or renewably produced hydrogen) and as soon as feasible.

Policy CA-3.3.2 Install public electric car charging stations in key city-owned/operated parking facilities as soon as feasible.

Policy CA-3.3.3 Promote existing and develop new incentives to encourage purchase of EVs and EV alternatives (e.g., electric golf carts and neighborhood EVs). Include stronger incentives for low-income residents.

Policy CA-3.3.4 Collaborate with the Puget Sound Regional Council on regional efforts to support EVs and associated infrastructure issues.

Policy CA-3.3.5 Create EV and electric equipment communication and outreach programs that explain the benefits of EVs, rebates available for EV or electric equipment purchasing, EV charger locations, and other helpful information. Consider equitable communication and EV outreach programs to target low-income communities and occupations that still use gas powered equipment.

**GOAL 4. ELIMINATE GHG EMISSIONS FROM BUILDINGS THROUGH ENERGY EFFICIENCY AND ELECTRIFICATION.**

**OBJECTIVE 4.1 Incorporate incentives for sustainable design within Kenmore's building code for the development of new buildings and retrofits.**

Policy CA-4.1.1 Promote and implement building and energy standards, which could include:

- Energy performance optimization that goes beyond the state standard by adopting optional state building and energy codes that further promote GHG emission reduction and/or energy efficiency;
- Use of on-site renewable energy systems or procurement of renewable energy from offsite sources for all or a portion of the building's annual building energy use;

- Participation in demand response technologies and programs that make energy generation and distribution systems more affordable and more efficient, increase grid reliability, and reduce greenhouse gas emissions;
- Utilizing advanced metering technology;
- Reducing construction and demolition waste disposed of in landfills;
- Expanding incentives for EV charging for multi-family homes, apartment buildings, major employers, and parking garages;
- Creating equitable partnerships with organizations that serve overburdened communities to ensure education and incentive programs build capacity and reduce cost burden for all residents.

**OBJECTIVE 4.2      Reduce greenhouse gas emissions by transitioning to renewable energy sources and decarbonizing buildings.**

Policy CA-4.2.1      Implement and support building and energy codes and policies that reduce energy use, reduce the embodied carbon of materials, phase out fossil fuel use, and support deployment of electric vehicles, and clean energy.

Policy CA-4.2.2      Develop community-scale programs and policies to reduce energy use, increase the use of renewable energy, and phase out the use of fossil fuels. Programs and outreach should be prioritized in overburdened communities. These could include:

- In cooperation with King County, electrical and gas utility providers, or other agencies, promote the use of weatherization programs for existing housing;
- Residential efficiency retrofits—explore and promote low interest loan options and incentive programs to finance energy efficiency upgrades for commercial and residential buildings;
- Support fossil fuel reduction and transition incentives.

Policy CA-4.2.3      Develop and implement a plan to achieve carbon neutrality for city facilities, operations, and services as soon as feasible.

Policy CA-4.2.4      Where feasible, make low impact development, green building standards, and sustainable design the preferred and commonly used approach to site development (e.g., following green building guidelines outlined in certification programs such as Built Green and Leadership in Energy and Environmental Design (LEED)).

- Prioritize green building funding and incentives to directly support increased capacity in impacted communities, such as multifamily, low-income housing.
- Educate City staff on building practices that have contributed to injustice, such as land-use decisions and policy incentives for renewable energy.

**GOAL 5. PROTECT AND RESTORE THE NATURAL ENVIRONMENT TO INCREASE CARBON SEQUESTRATION.**

**OBJECTIVE 5.1 Support regional efforts to protect and enhance land carbon sinks in order to mitigate GHG emissions.**

Policy CA-5.1.1 Consistent with the Land Use Element, protect natural and environmentally sensitive areas, open space, trees, vegetation, and natural terrain that serve as potential carbon sinks. Avoid the conversion of carbon-rich ecosystems and prioritize increasing tree canopy cover and open space in overburdened communities.

Policy CA-5.1.2 Develop and implement an Urban Forest Management Plan (UFMP) which encourages the preservation and protection of trees on public and private properties consistent with the Land Use Element. Include carbon sequestration as a primary goal of the UFMP.

**GOAL 6. REDUCE CURRENT AND ELIMINATE FUTURE NEGATIVE ENVIRONMENTAL IMPACTS AND ELIMINATE GHG EMISSIONS ASSOCIATED WITH THE CONSUMPTION OF GOODS, MATERIALS, AND WASTE PRACTICES.**

**OBJECTIVE 6.1 Reduce to the greatest possible extent the amount of residential and commercial waste sent to landfills by ensuring that the community can reduce, reuse, recycle, and compost waste sustainably to lessen its carbon footprint.**

Policy CA-6.1.1 Actively engage in a regional strategy through the adopted 2019 King County Comprehensive Solid Waste Management Plan to reach zero waste of resources by 2030 through a combination of education, incentives, and regulatory tools aimed at single-family, multi-family residents, businesses, and construction projects in King County.

Policy CA-6.1.2 Support extended producer responsibility (EPR) related policies and actions that require companies that make consumer products fund the residential recycling system and that ensure that packaging and paper products get recycled.

Policy CA-6.1.3 Develop targeted educational campaigns for composting and recycling material with highest GHG reduction impact (paper, metal, food waste), such as business recycling education, recycling awareness campaigns, and community ambassador training programs.

Policy CA-6.1.4 Work with the Washington Utilities and Transportation Commission (UTC) to ensure waste haulers contracted with the City offer increased recycling and composting services.

- Consider mandating recycling and composting and enforce sorting by an identified year, especially for multi-family buildings and commercial

1 properties where contamination is high. Ensure enforcement does not  
2 increase existing financial disparities for low-income households.  
3 Explore developing reimbursement or incentive programs to purchase  
4 waste containers and conduct educational outreach on recycling and  
5 composting for low-income households.  
6 • Prepare for increased organic waste collection services, such as  
7 compost or anaerobic digestion centers.

8 Policy CA 6.1.5 Partner with King County and current waste hauler on food waste reduction  
9 efforts, such as the “Food: Too Good to Waste” program, which aims to  
10 reduce GHG emissions by educating people about how to plan and prepare  
11 meals to decrease the amount of wasted food.

12 Policy CA-6.1.6 Mandate composting in City facilities and partner with other jurisdictions  
13 to implement organic materials management policies outlined in the 2022  
14 Organics Management Law, which aims to reduce organic waste disposal  
15 75% by 2030 and increase the volume of edible food recovery 20% by 2025.

16 **OBJECTIVE 6.2** **Develop a program that will enable recycling of all construction and**  
17 **demolition debris as soon as feasible.**

18 Policy CA-6.2.1 Develop a plan similar to King County’s Construction & Demolition waste  
19 diversion requirements. Support policies, tools, and programs to reduce  
20 construction-related emissions specific to Kenmore, including sourcing  
21 low embodied carbon materials.

22 Policy CA-6.2.2 Develop, implement, and enforce construction and demolition recycling  
23 and deconstruction ordinances.

24

## 25 **Section 2: RESILIENCY**

26 ***GOAL 7. FACTOR CLIMATE RISKS INTO THE PLANNING OF CITY OPERATIONS***  
27 ***AND IMPROVE INFRASTRUCTURE RESILIENCY TO CLIMATE IMPACTS.***

28 **OBJECTIVE 7.1** **Support efforts to increase the resilience of public services, utilities, and**  
29 **infrastructure by preparing for climate change impacts.**

30 Policy CA-7.1.1 Integrate a climate impact risk assessment into the City’s Hazard  
31 Mitigation Plan.

32 Policy CA-7.1.2 Expand on WSDOT’s vulnerability assessment of state roads and improve  
33 mapping of landslide hazard areas to understand roads/routes in Kenmore  
34 that are vulnerable to climate hazards such as flooding and landslides.

35 Policy CA-7.1.3 Where appropriate, purchase properties located in hazard-prone areas,  
36 such as areas with persistent flooding, to protect critical habitat and to  
37 protect structures from future damage inflicted by climate change



- 1 impacts. Prioritize properties with exposure to repetitive losses or where
  - 2 purchasing may protect a critical habitat and reduce future climate
  - 3 impacts.
- 
- 4 Policy CA-7.1.4 Strengthen support for undergrounding of existing utilities when they need
  - 5 to be fixed or replaced. Continue requiring the undergrounding of new
  - 6 overhead utilities and co-location of utilities to increase their resilience and
  - 7 reduce power loss during severe weather events consistent with the
  - 8 Utilities Element.
- 
- 9 Policy CA-7.1.5 Ensure that energy infrastructure, including generation and transmission,
  - 10 can accommodate efficiency opportunities and withstand and recover
  - 11 quickly from the impacts of extreme weather and other natural hazards
  - 12 worsened by climate change.
- 
- 13 Policy CA-7.1.6 Advocate and negotiate for increased electricity grid reliability through
  - 14 updated regulations for utilities and legislation that increases the capacity
  - 15 and flexibility of the electricity grid.
  - 16
    - Incentivize large-scale energy customers to reduce their electricity use
    - 17 during peak times.
    - 18
    - Encourage greater deployment of emerging technologies to promote
    - 19 distributed energy generation, demand response, energy storage, energy
    - 20 efficiency, and smart grid technologies.
- 
- 21 Policy CA-7.1.7 Consistent with the Transportation Element, coordinate planning,
  - 22 construction, and operation of transportation facilities and programs with
  - 23 the State, Counties, neighboring cities, Puget Sound Regional Council,
  - 24 Metro, Sound Transit, and other entities to ensure critical infrastructure is
  - 25 in place to respond to both natural and human-caused disasters.
- 
- 26 Policy CA-7.1.8 Ensure there are diverse multi-modal transportation options equipped to
  - 27 operate during extreme events, such as heat waves, snow/windstorms, and
  - 28 flooding events.
- 
- 29 Policy CA-7.1.9 Ensure that development and redevelopment projects, including
  - 30 transportation systems and capital facilities, are resilient to the impacts of
  - 31 climate change during siting and design. Establish development
  - 32 regulations that incorporate best practices for reducing the risk of extreme
  - 33 heat, flooding, wildfire impacts, and other climate hazards.
- 
- 34 Policy CA-7.1.10 Develop and implement a strategy to expedite the removal of waste (e.g.,
  - 35 downed tree limbs and buildings blocking roads and streams) during and
  - 36 after a disaster incident to reduce the risks of subsequent fire, flood, injury,
  - 37 and disease vectors.

**GOAL 8. REDUCE CURRENT AND ELIMINATE FUTURE CLIMATE CHANGE IMPACTS ON THE COMMUNITY.**

**OBJECTIVE 8.1 Improve and mitigate extreme heat and air quality impacts in the community that are exacerbated by climate change.**

Policy CA-8.1.1 Develop and implement an urban heat resilience plan or strategy that includes heat mitigation and management actions to prepare for and respond to chronic and acute heat risk in the community. The strategy should be informed by urban heat island mapping and may include coordinated efforts such as cooling centers, early warning systems, changes to development/land use codes, energy grid resilience, and reducing the area of impervious surfaces. Utilize the King County Extreme Heat Mitigation Strategy to align with county planning efforts.

Policy CA-8.1.2 Identify communities disproportionately impacted by extreme heat events or low air quality and prioritize equitable access to emergency preparedness resources for overburdened and unsheltered communities. Develop and distribute tools and resources for the community to stay safe during extreme heat events.

Policy CA-8.1.3 Partner with Puget Sound Clean Air Agency to track and monitor air quality in the City. Ensure plans align with 100% of US EPA National Ambient Air Quality Standards and seek to reduce the potential health impacts of air pollution on residential populations and other sensitive users near corridors with high volumes of vehicle traffic, such as SR522.

**OBJECTIVE 8.2 Incentivize retrofits and new buildings that are built sustainably to reduce environmental impacts and remain resilient to extreme weather and other hazards worsened by climate change.**

Policy CA-8.2.1 In cooperation with King County, electrical and gas utility providers, or other agencies, promote the use of weatherization programs for existing housing, especially multifamily and affordable housing units. Prioritize incentive programs for cost burdened communities and ensure outreach is targeted towards and benefits overburdened populations.

Policy CA-8.2.2 Develop or modify design standards to integrate exterior building features (e.g., awnings, cool roofs, solar panels) that reduce the impacts of climate change.

Policy CA-8.2.3 Encourage new utility infrastructure to define alternative routes to avoid impacts to environmentally sensitive areas or areas susceptible to climate impacts (e.g., flooding and landslides) where possible.

**GOAL 9. PROMOTE PREPAREDNESS, RESPONSE, AND RECOVERY ACTIVITIES TO ENSURE THAT ALL KENMORE COMMUNITY MEMBERS ARE PREPARED FOR CLIMATE EMERGENCIES.**

**OBJECTIVE 9.1 Anticipate and be ready to accommodate the rise in demand for emergency services due to climatic change impacts and understand community needs when preparing for emergency situations.**

Policy CA-9.1.1 Work with community members on emergency procedures and coordinate between facilities, such as public libraries or other community centers, to create "resilience hubs" that are prepared to meet the challenges of weather emergencies exacerbated by climate change. Ensure that the Washington Environmental Health Disparities Map informs the location of where the resilience hubs are located.

Policy CA-9.1.2 Encourage participation in incentive-based emergency preparedness programs such as the Community Rating System (FEMA's National Flood Insurance Program), Firewise (National Fire Protection Association), and StormReady (National Weather Service).

Policy CA-9.1.3 Place special emphasis on mitigating extreme weather events that impact communities most vulnerable to experiencing homelessness.

**GOAL 10. INCREASE OUTREACH EFFORTS TO IMPROVE COMMUNITY RESILIENCY AND ENSURE THAT RESIDENTS CAN EFFECTIVELY ADAPT TO CURRENT AND FUTURE CLIMATE IMPACTS.**

**OBJECTIVE 10.1 Provide all community members an equitable opportunity to learn about climate impacts, influence policy decisions, and take actions to enhance community well-being and resilience.**

Policy CA-10.1.1 Develop messages on the impacts of climate change on health and safety, including information to help residents plan and practice actions to protect themselves from these impacts. Encourage the involvement of overburdened communities and provide outreach in multiple formats and languages.

Policy CA-10.1.2 Co-create climate communications with Kenmore's communities—especially youth organizations to ensure that the next generation has a say—on climate and health impacts and emergency resources/warnings during extreme events. To reach overburdened communities, consider offering incentives for engagement and transcreation in developing culturally relevant climate communication.

**GOAL 11. PROTECT AND PRESERVE VALUED COMMUNITY RESOURCES AT RISK TO CLIMATE CHANGE IMPACTS.**

**OBJECTIVE 11.1 Ensure that cultural resources and practices, including historic sites and culturally important traditional foods and natural resources, are resilient to the impacts of extreme weather and other natural hazards worsened by climate change.**

Policy CA-11.1.1 Protect culturally significant resources, land, and artifacts at risk to climate change impacts. Protect, enhance, and restore ecosystems to meet tribal treaty rights including habitat for salmonids, foods, and medicinal plants that could be adversely impacted by climate change.

Policy CA-11.1.2 Protect salmonid habitats by ensuring that land use and facility plans (transportation, water, sewer, electricity, gas) include riparian and stream habitat conservation measures developed by the County, cities, tribes, service providers, and/or state and federal agencies consistent with the Natural Environment Element.

Policy CA-11.1.3 Coordinate across city departments to ensure that Kenmore's plans consider all the issues, resources, and needs that make a community whole, including land use, civic, cultural, recreation, transit, health, human services, natural environment, and the provision of infrastructure and other services.

Policy CA-11.1.4 Encourage public and private efforts that support culturally appropriate food opportunities, including grocery stores, farmers' markets, food banks, and nutrition programs, especially to meet the nutritional needs of infants, children, elders, and other overburdened communities in their neighborhoods.

**GOAL 12. PROTECT, CONSERVE, AND ENHANCE WATER RESOURCES IN KENMORE AND CREATE MORE CLIMATE RESILIENT WATER SYSTEMS.**

**OBJECTIVE 12.1 Promote and support water conservation efforts to increase the resiliency of Kenmore's water supply.**

Policy CA-12.1.1 Conduct outreach and education on water conservation strategies, including using grey water for non-potable uses (e.g., irrigation) when possible. Incentivize greywater solutions for property owners, for example, free or subsidized rain barrels.

Policy CA-12.1.2 Utilize educational campaigns to encourage low-impact, drought-resistant landscape development and design using native plants, rain gardens, and stormwater drain maintenance or using drain filters. Work with landscape companies to educate and incentivize smart irrigation management and technology use.

Policy CA-12.1.3 Coordinate with the appropriate service providers to ensure water system plans include aggressive conservation and re-use measures, as well as development of new sources to support planned land uses with reliable service at minimum cost, consistent with the Utilities Element.

**OBJECTIVE 12.2 Require low-impact development to manage stormwater in new/remodeled construction projects and implement flood prevention projects.**

Policy CA-12.2.1 Effectively manage the city's municipal separate storm sewer system and private surface water systems in a manner that reduces flooding, maintains water quality and protects the natural environment in accordance with the Surface Water Element.

Policy CA-12.2.2 Require the design and construction of commercial and residential buildings and their surrounding sites to reduce water consumption, re-use wastewater, and reduce stormwater runoff. Encourage low-impact development techniques that enhance climate resilience in proposals for new development.

**OBJECTIVE 12.3 Consider alternative and sustainable irrigation sources to increase the resiliency of agricultural practices.**

Policy CA-12.3.1 Coordinate with Northshore Utility District on water conservation methods—such as the use of 'smart meters'—and to address the feasibility of using reclaimed water from the Brightwater plant for irrigation consistent with the Utilities Element.

***GOAL 13: ENSURE THAT FORESTS, WETLANDS, SHORELINES, AND OTHER ECOSYSTEMS ARE RESILIENT TO THE IMPACTS OF EXTREME WEATHER, INVASIVE SPECIES, PESTS, DISEASES, AND OTHER IMPACTS WORSENERD BY CLIMATE CHANGE.***

**OBJECTIVE 13.1 Assess and understand the climate risks for existing ecosystems.**

Policy CA-13.1.1 Use the best available climate science and adaptive management principles to identify and protect environmentally critical areas and resources including fish, trees, frequently flooded areas, unstable slopes, and associated ecosystems, in order to protect and increase the resiliency of native habitats.

Policy CA-13.1.2 Take inventory of and protect climate refugia—areas which protect and facilitate survival for species during periods of climate instability—and address habitat connectivity needs for plants and wildlife under stress from climate change.

Policy CA-13.1.3 Accommodate shifting species in revegetation, restoration, and other projects, such as through updates to development and infrastructure



standards addressing landscaping, tree canopy, critical area and shoreline buffers, stormwater facilities, etc.

**OBJECTIVE 13.2      Increase the resilience of habitats and species to climate impacts by restoring and preserving ecosystems.**

Policy CA-13.2.1      Protect, preserve, and restore local waterways, ecosystems, and habitats by partnering with residents, local and regional environmental groups, and other jurisdictions (e.g., the Kenmore community, Conservation Corps, US Army Corp of Engineers, King County, and other cities along Sammamish River and its tributaries).

Policy CA-13.2.2      Improve the resiliency of salmon and other fish species by removing or replacing old or degrading culverts and ensuring they are adequately sized to accommodate increased winter peak flows. Engage the public in restoring native salmon populations via public outreach campaigns.

Policy CA-13.2.3      Increase resiliency to flooding events by protecting, and where possible, enhancing and restoring existing flood storage, conveyance, and ecological functions and values of floodplains, wetlands, and riparian corridors.

Policy CA-13.2.4      Develop a comprehensive urban landscape strategy or framework (for both public and private projects) to develop additional natural areas and preserve the function of existing ones under changing climatic conditions. As part of the Urban Forest Management Plan, update the tree canopy assessment regularly and prioritize increasing tree canopy in areas subject to urban heat island effect.

Policy CA-13.2.5      Encourage community involvement and volunteering in stewardship activities that restore wildlife habitat, salmon populations, riparian corridors, and green spaces. Educate residents on the connection between ecosystem health and human health.

**GOAL 14.      BALANCE THE NEED FOR DEVELOPMENT AND GROWTH WITH NATURAL RESOURCE FUNCTIONS.**

**OBJECTIVE 14.1      Protect the natural environment through zoning policies and regulations.**

Policy CA-14.1.1      Critical areas regulations should incorporate climate change considerations. Consider climate change in assessments of zoning and allowed uses within and adjacent to critical areas.

Policy CA-14.1.2      Protect natural and environmentally sensitive areas, open space, trees, vegetation, natural terrain, and drainage consistent with the Natural Environment Element.

Policy CA-14.1.3 Use regulations, zoning, incentives, and open space acquisition to protect floodplains, riparian corridors, high value wetlands, and unstable slopes from degradation due to climate change impacts.

Policy CA-14.1.4 Expand parks and green space in urban areas to reduce the effects of climate impacts (e.g., flooding and extreme heat) consistent with the Parks, Recreation, and Open Space Element. Provide parks, trails, and open space within walking distance of urban residents. Prioritize overburdened communities for open space improvements and investments.

Policy CA-14.1.5 Ensure No Net Loss standards are being met and establish a Net Ecological Gain regulation for public development projects. This standard should ensure ecological functions and values that support biodiversity and resiliency ecosystems are improved over current conditions at a cumulative scale that can be incrementally implemented through site-specific actions, with any short-term loss of those functions and values being more than offset by overall ecological gains.

**OBJECTIVE 14.2 Ensure that the transportation system does not result in a loss of ecosystem function.**

Policy CA-14.2.1 Consider natural boundaries, such as critical area boundaries, to help determine transportation routes and placement of infrastructure connections and improvements.

Policy CA-14.2.2 Where feasible, determine where improvements to the current transportation infrastructure can be implemented to improve ecological functions.

- Transportation facilities crossing 100-year floodplains should not function as dikes or levees to flood waters.
- Design roadway improvements to be in accordance with the City's Surface Water Management Plan and stormwater regulations.

Policy CA-14.2.3 Consistent with the Shoreline Element, transportation and parking facilities shall be planned, located, and designed to have the least possible adverse impact on environmentally critical areas in the shoreline.

**GOAL 15: SUPPORT A RESILIENT AND GREEN LOCAL ECONOMY.**

**OBJECTIVE 15.1 Ensure that the local economy is resilient to climate disruptions and fosters business opportunities associated with climate mitigation and resilience.**

Policy CA-15.1.1 Implement the CAP to develop a green jobs strategy in partnership with community groups and businesses that:

- Supports the low carbon transition of Kenmore's impacted industries;
- Develops pathways for youth and impacted workers to transition into green jobs;

- Provides green job training and continuing education for those facing economic vulnerability or with limited skills and work experience in this sector;
- Ensures opportunities (e.g., local hiring requirements) for these jobs.

Policy CA-15.1.2 Recognize the environment as a key economic value in the community that must be protected consistent with the Economic Development Element.

Policy CA-15.1.3 Support local businesses' efforts to reduce GHG emissions and to generate and store renewable electricity on-site, which can provide back-up power during emergencies and help ensure continuity of operations. Ensure this support reaches businesses facing economic disadvantage, such as small, women-owned, or BIPOC-owned businesses.

Policy CA-15.1.4 Promote regional eco-industrial development to support a circular economy that increases demand for recycled materials and reduces demand for new raw materials and their embodied carbon emissions.

Policy CA-15.1.5 Encourage private reinvestment in residential and commercial areas that increases building and infrastructure resiliency and efficiency consistent with the Community Design Element.

Policy CA-15.1.6 Expand and support the food-related economy to ensure resiliency to impacts of extreme weather and other natural hazards worsened by climate change. Increase access to healthy, affordable, and climate-friendly foods.

## IMPLEMENTATION

The Climate Action Element policies would require new or increased commitments of City resources to prepare new regulations, review/amend existing regulations, create educational or incentive programs, and/or coordinate with agencies, service providers, or adjacent jurisdictions. This section outlines specific implementation strategies the City can take to implement the policies described in the previous section.

### **Monitoring and Evaluation:**

- Update GHG inventory every two years;
- Update Climate Vulnerability Assessment every three to five years, with a focus on the built environment, communities, and natural systems;
- Review, and as necessary, expand the biennial budget to enable implementation of climate programs;
- Continue funding climate action staff;
- Provide annual climate action progress report to Council.

## Plan Development and Updates:

- The CAP implements the policy direction outlined in this element and will be updated on a five-year cycle, or sooner based on City Council's direction. The CAP implementation matrix will determine implementation emission reduction potential, increased resilience potential, timeline, costs, and department leads for a given action in addition to identifying key considerations, including but not limited to:
  - **Developing incentives** for green building design, building decarbonization, energy efficiency, EV and electric equipment purchase, water conservation, and drought resistant landscape design;
  - **Planning engagement** for a community outreach program to support and protect communities disproportionately impacted by extreme heat events and low air quality, develop and implement community stewardship activities to demonstrate connection between ecosystem and human health, and support access to culturally appropriate food opportunities by encouraging collaboration among public, non-profit, and private food purveyors;
  - **Initiating and sustaining partnerships** with local governments, tribal governments, stakeholders, and the community to ensure a transition to clean, and efficient energy use; expand transit services and EV infrastructure; ensure waste haulers contracted with the City offer recycling and composting services; protect, preserve, and restore waterways and ecosystems; co-create messages with the community on the impacts of climate change on health, safety, and emergency resources; and maintain tribal treaty rights and to protect cultural resources, practices, and historic sites from the impacts of climate change.
- Coordinate across City departments to incorporate climate considerations within appropriate Elements, including but not limited to:
  - **Utilities, Public Services, Housing Elements:** reduce water consumption, stormwater runoff, increased water reuse in design and construction of commercial, residential buildings/properties;
  - **Transportation Element:** maintain and protect environmentally critical areas, ecosystem functions;
  - **Land Use Shoreline Element:** protect environmentally critical areas and climate refugia, updates to development and infrastructure standards through best available climate science;
  - **Natural Environment Element:** reflect necessary restoration and capital projects that support enhancing climate resiliency;
  - **Parks, Recreation, and Open Spaces Element:** prioritize enabling access to open space in overburdened communities;
  - **Land Use, Housing, Transportation Elements:** climate-oriented growth strategies to promote dense, mixed-use, transit-oriented development, and affordable housing; equitable distribution of growth that reduces potential for displacement;
  - **Transportation, Parks, Recreation, and Open Spaces, Public Services Elements:** prioritization of transportation systems to locations vulnerable to climate

impacts; continued design of accessible facilities and infrastructure (ADA Transition Plan).

- Develop and implement the following processes, plans, or strategies identified in the CAE:
  - **Environmental justice audit process** to incorporate into Land Use Element that seeks to address the disproportionate environmental and health impacts exacerbated by climate change and ensure the equitable distribution of resources and benefits. Partner with City's Diversity, Equity, Inclusion, and Accessibility Task Force and engage city residents and community groups to thoroughly understand community needs.
  - **Construction and Demolition Waste Diversion Plan** (ensure incorporation into Utilities Element)
  - **Urban Forest Management Plan** (ensure incorporation into Land Use Element)
  - A **green jobs strategy** to support Kenmore's local economy
    - Update Economic Development and Community Design Elements to reflect City priorities for a resilient local economy and fostering business opportunities to advance climate mitigation and resilience.
  - Implement the **Kenmore Pedestrian Facilities Plan**, develop a **Bicycle Priority Network Strategy**
- Review and update City's Hazard Mitigation Plan (HMP) to incorporate climate impact risk assessment findings and increase the resilience of public services, utilities, and infrastructure. This should include:
  - Strategies to mitigate heat risks in community and incorporate resilience to flooding events; identify transportation in event of natural or human disasters;
  - A disaster response component to HMP, including waste removal to reduce risk of fire, flood, injury, and disease; update Land Use, Utilities, Parks, Recreation, and Open Space Elements as necessary.
- Obtain external funding to complement City funding and secure proper resources for climate action through:
  - State and Federal grants,
  - Formula funds,
  - Regional partnerships, and
  - Other sources.

## SUPPORTING DOCUMENTATION

Additional documentation which provides more detailed information regarding how Climate Action Element goals and policies were developed can be found in the following documents. City produced documents are available on the City's webpage or at City Hall.



Climate Action Plan

The City of Kenmore [Climate Action Plan](#) (adopted in 2022) includes:

- An overview of why Kenmore sought to create a climate action plan;
- An overview of the baseline analysis of greenhouse gas emissions in Kenmore;
- A set of strategies and actions for addressing climate change through mitigation and adaptation approaches;
- An implementation matrix that includes potential for emissions reductions, resilience potential, cost, and timeline.

Vulnerability Assessment

The [City of Kenmore Vulnerability Assessment](#) (2021) includes:

- A summary of the risks, exposure, sensitivity, and adaptive capacity of the Kenmore community, natural environment, and infrastructure to the effects of climate change and interacting stressors.

Climate Action Element Policy Trends, Gaps, and Opportunities Assessment Memorandum

The [Policy Trends, Gaps, and Opportunities Assessment Memorandum](#) (2023) includes:

- A description of the overarching goals for developing and adopting a CAE;
- An overview of the approach used to identify initial goals, objectives, and policies related to climate action;
- A summary of key findings from the quantitative and qualitative assessment of Kenmore's existing climate policies and goals;
- Recommendations for emissions reductions and climate resilience and adaptation goals, objectives, and policies in several identified priority sectors per identified priority sector.

Kenmore Climate Action Element Equity Assessment Memorandum

The [Kenmore CAE Equity Assessment Memorandum](#) (2023) includes:

- An equity assessment, which examined the impacts, both intended and not, on people in overburdened communities explicitly for 25 objectives from the draft Climate Action Element.

**REFERENCES**

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- Headwaters Economics. (2023). *Neighborhoods at Risk*. (Northeast Regional Climate Center) Retrieved 2023, from <https://nar.headwaterseconomics.org/5300023515/explore/map>
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- 1 from <https://doh.wa.gov/sites/default/files/2022-07/311-011-EHD-Map-Tech->
- 2 [Report\\_0.pdf?uid=62e46bbc98fad](https://doh.wa.gov/sites/default/files/2022-07/311-011-EHD-Map-Tech-Report_0.pdf?uid=62e46bbc98fad)
- 3

**TABLE CF-C**  
**TRANSPORTATION CAPITAL IMPROVEMENTS**  
**CITY OF KENMORE**  
**2022-2035 AND BEYOND FISCALLY UNCONSTRAINED LIST**

<b>PROJECT DETAIL</b>	<b>TOTAL DOLLAR AMOUNT</b>
West Sammamish River Bridge	41,495,000
SR-522 Improvements (Lake Forest Park-61 <sup>st</sup> )	9,000,000
Sidewalk and Crossing Program	900,000
Downtown Parking Feasibility Study	75,000
61 <sup>st</sup> Ave. Sidewalk Replacement (East Side)	3,500,000
61 <sup>st</sup> Ave. Sidewalk Replacement (West Side)	1,500,000
Arterial Restriping to add Bike Lanes on 73 <sup>rd</sup> Ave. (south of 192 <sup>nd</sup> ), 80 <sup>th</sup> Ave. and Simonds Road	360,000
Juanita Drive (NE 143 <sup>rd</sup> St. to NE 170 <sup>th</sup> St.)	16,845,000
Feasibility Study for Grade-Separated Crossing of SR 522	500,000
68 <sup>th</sup> Ave. Northbound Right Turn Pocket Extension	1,600,000
175 <sup>th</sup> Lower Swamp Creek Bridge	3,000,000
Yellow Standard Pedestrian Facilities	18,900,000
Yellow Standard Bicycle Facilities	18,800,000
Improved Pedestrian Crossings	650,000
Grade Separated SR522 Crossing	17,100,000
Intersection Treatments at 67 <sup>th</sup> Ave./181 <sup>st</sup> St. and 67 <sup>th</sup> Ave./175 <sup>th</sup> St.	6,000,000
Intersection Treatments at 73 <sup>rd</sup> Ave./192 <sup>nd</sup> St., 80 <sup>th</sup> Ave./192 <sup>nd</sup> St., and 84 <sup>th</sup> Ave./Simonds Rd.	3,800,000
Lakepointe Drive West (SR522 to 68 <sup>th</sup> Ave.), including new intersection at 68 <sup>th</sup> Ave.	7,500,000
175 <sup>th</sup> Signal Removal	20,000
Lake Pointe Dr. East (68 <sup>th</sup> Ave. to SR 522)	7,500,000
<b>TOTAL</b>	<b>\$159,045,000</b>

**TABLE CF-C**  
**TRANSPORTATION CAPITAL IMPROVEMENTS**  
**CITY OF KENMORE**  
**2024-2044**

<b>Projects</b>	<b>Total Cost (2022 \$)</b>
SR 522 West B (West boundary to 61st Ave NE)	\$2,200,000
NE 181st St South Side (61 <sup>st</sup> Ave NE-63rd Ave NE) Sidewalk	\$1,300,000
61st Ave NE Sidewalk Replacement (NE 181st St-62nd Ave NE)	\$5,110,000
80th Ave NE Sidewalks (SR 522-NE 185th St)	\$2,470,000
NE 192nd St Sidewalks (73rd Ave NE - 75th Ave NE)	\$800,000
Arrowhead Drive Sidewalks (NE 151st St - 64th Ave NE)	\$2,220,000
84th Ave NE Sidewalks (NE 150th St - NE 155th St)	\$2,370,000
Lower Swamp Creek Bridge Replacement	\$4,100,000
Pavement Preservation Program	\$17,360,000
ADA Transition Plan Program	\$11,500,000
Pedestrian Facilities Plan Program (Sidewalk Program)	\$35,000,000
Lakepointe Development Mitigation	To be determined/Developer Funded
61st Ave NE/NE 193 <sup>rd</sup> St Intersection	\$2,200,000
73rd Ave NE/NE 192nd St Intersection	\$3,700,000
Nonmotorized crossing of SR 522	\$17,160,000
NE 181st Street/SR 522 East Connection	\$14,000,000
<b>Total</b>	<b>\$121,490,000</b>

## PUBLIC SERVICES ELEMENT

### INTRODUCTION

The Public Services Element focuses on public participation and communication, efficient municipal services, human services, library services, emergency services, and education. Public services and facilities are a key determinant in the community's quality of life and the capacity of the City to address future development.

#### Growth Management Act Requirements

A goal of the Growth Management Act (GMA) is to ensure that those public facilities and services necessary to support development are adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards. GMA also encourages development in urban areas where adequate public facilities and services exist or can be provided in an efficient manner.

### VISION 2050

VISION 2050 recognizes that public services are essential to the day-to-day operation of the region, helping make communities safe, healthy, prosperous, and resilient. Policies in VISION 2050 support equitable access to services for all members of the community.

#### Countywide Planning Policies

The King County Countywide Planning Policies overarching goal for public services is that residents have timely and equitable access to the services needed to advance public health and safety, protect the environment, and carry out the Regional Growth Strategy. Coordination between jurisdictions and service providers should result in providing residents with a full range of services.

The Countywide Planning Policies also support planning across all jurisdictions and agencies in King County to address community resilience.

### EXISTING CONDITIONS

#### Overview

Multiple agencies and districts provide services in the Kenmore City limits, including a fire district and two school districts. Several governmental buildings that house special district and City functions are located in the City. Governmental facilities are located on **Figure PS-1**. This Element focuses on City services, human services, emergency services, and education. Parks and recreation are more fully addressed in the **Parks, Recreation and Open Space Element**, and water and sewer services are addressed in the **Utilities Element**.



**City Services**

The City of Kenmore has a council-manager form of government. Seven City Council members are elected at large by the registered voters in the City. The City Council elects a Mayor from among the Council members to serve a two-year term as the Chairperson of the Council. The City Council also appoints a City Manager who manages the day-to-day operations of the City.

In addition to the City Manager, there are 49 regular positions as of February 2023, organized into seven departments: City Manager, Public Works, Engineering, Environmental Services, Finance and Administration, Community Development, and Development Services.

City Attorney and all legal and court services are provided on a contract basis. An additional staff member serves under contract as Police Chief, coordinating public safety resources. There are approximately 2.00 regular City employees per 1,000 population (assuming the Year 2022 population of 24,090).



0 1,250 2,500 5,000 Feet

IX. B. Adopt Ordinance No. 23-0591 repealing and adopting a new Transpor...

The City is responsible for the following services:

- General administration includes city management functions, including day-to-day direction to, and leadership of, the organization, human resources, franchise negotiations, communications, events and volunteerism, economic development, human services, affordable housing development, City Council policy and administrative support, and government relations. Oversight of the City's public safety and legal assistance contracts (police, court, jail, prosecutor, public defender, City Attorney, animal control) is housed in the City Manager's department as is the City's DEIA (Diversity, Equity, Inclusion, and Accessibility) program. General administration also includes the City Clerk and records management functions for the City.
- Finance and Administration: Finance and Administration handles all aspects of finance, including budget development, cash and investment management, accounting and preparation of quarterly financial reports, the annual financial report, accounts receivable, cashing, general ledger, and payroll. This department also manages information technology.
- Community Development: Community Development functions include developing City Council policy recommendations on land use regulation and comprehensive planning, and planning and managing the capital improvement program for parks. The City's emergency management functions are handled in-house through Community Development in coordination with the Northshore Emergency Management Coalition (NEMCo) and other regional partners. NEMCo includes the City of Kenmore, Lake Forest Park, the Shoreline Fire Department, and the Northshore Utility District.
- Development Services manages development permit review and inspections. Land use permits, right-of-way permits, engineering permits, and commercial and residential building permits are received and issued at City Hall. Development Services also is responsible for code enforcement, including resolution and abatement of code violations.
- Engineering: Engineering functions include traffic engineering, multimodal traffic monitoring and improvements, managing the six-year transportation improvement program, and Target Zero implementation. Transportation planning and development of the City's road standards also are part of Engineering.
- Public Works: Public Works functions include maintenance of parks, streets, and storm water facilities, events and volunteerism, recreational programming, and fleet management. Public Works functions also include maintenance of City facilities, including City Hall.
- Environmental Services: Environmental Services develops policy recommendations on surface water policy, manages maintenance of stormwater facilities, and has primary responsibility for actions related to the Climate Action Plan. The City's GIS functions are located in Environmental Services.

Most City functions are managed in the 21,000 square foot City Hall building at 18120 68<sup>th</sup> Avenue NE. At the time of construction, it was anticipated that the building would be adequate to house City functions (not including Public Works operations) for twenty years or more. A new Public Works facility (replacing the temporary use of City property on SR-522) is proposed on NE 202<sup>nd</sup> Street, and permit review for that facility is anticipated in 2023.

## Human Services

Many residents of Kenmore require a broad range of human services to meet their daily needs. These services generally fall into three categories: **family services, senior services, and youth services**. The types of services range from transportation for seniors, to recreational opportunities for teens, to family counseling, to homeless services and mental health services. Generally, the lower the income of the family or individual, the greater is their need for subsidized assistance to make the service affordable.

Services currently provided to Kenmore residents generally are made available through several very strong agencies located outside of the City limits. As a result, the current location of service providers is not convenient to many Kenmore residents in need of the services they offer.

The following sections provide a partial inventory of services available in the Kenmore area. Services were selected because of a Kenmore location, a known Kenmore clientele, or because funding has been provided by the City to serve the area.

### Individual and Family Services (including Mental Health Services)

An array of services is available serving the needs of Kenmore families:

- **Childcare providers** in Kenmore have a capacity for approximately 628 children, include daycares, preschools, Champions after-school programs at Arrowhead and Moorlands elementary schools, and a Northshore YMCA after-school program at Kenmore Elementary School.
- **The Kenmore Elementary PTA** Social Service Crisis Support program provides crisis support for Kenmore Elementary students, which includes emergency food, clothing, counseling, medical, and transportation costs.
- **The Center for Human Services'** two Family Support Centers provide early learning, youth development, parent education/support and community resources to the residents of North King County. The family centers are located in Bothell and Shoreline, and the agency partners to provide services on-site at churches and low-income housing complexes in Woodinville, Kenmore, Lake Forest Park and Shoreline.
- **The Northshore YMCA**, located in Bothell, services the Kenmore area. It provides physical fitness programs and parent-child programs at the site in addition to a variety of youth and senior programs. A gym, pool, weight room and meeting rooms are located in its facility. The YMCA offers scholarships for those who are unable to afford services.
- **Hopelink**, with centers in Kirkland and Shoreline, is the largest provider in the area of services for low and moderate-income families. Its services include a food bank, emergency and transitional housing, employment programs, transportation, utility assistance, and other emergency financial assistance. In 2013, Hopelink opened a food bank in Kenmore through a partnership with Northlake Lutheran Church.
- **The Kenmore Family Emergency Shelter**, operated by **Hopelink**, provides short-term housing for families in crisis on a month-to-month basis.

- 1 • **Mary's Place** provides housing, resources, employment services, and community to families  
2 in need. Their Kenmore location provides 70 beds for parents and their kids.  
3
- 4 • **Crisis Connections (formerly Crisis Clinic) 2-1-1 Community Information Line** provides  
5 information and referral services to all King County residents by coaching callers on how best  
6 to present their problem, explaining how the social service system works, and empowering  
7 callers to find solutions when there are no resources.
- 8 • **24-hour Crisis Line**, a service of **Crisis Connections**, provides emergency telephone  
9 intervention for all King County residents in crisis or emotional distress every day of the year,  
10 listening and providing feedback and referrals to other agencies or direct linkage to  
11 emergency mental health services as needed.
- 12 • **9-8-8 Suicide & Crisis Lifeline** is a service of **Crisis Connections** and is available 24/7 for  
13 those who are suffering from mental health-related distress.
- 14 • **WA Warm Line** is a peer support line operated by **Crisis Connections** for people who are living  
15 with emotional and mental health challenges. Calls are answered by specifically-trained  
16 volunteers who have lived experience with mental health challenges.
- 17 • **The HealthPoint Dental Program**, with a location in Bothell, offers affordable dental services  
18 to low income and marginalized communities in suburban King County.
- 19 • **The Health Point Medical Program**, also located in the Bothell center, offers family practice,  
20 obstetric, and pediatric medical services with supportive behavioral health and case  
21 management programs.
- 22 • **Seattle-King County Public Health** is a provider of basic health services including maternity  
23 support services and case management services for young mothers. Services are available  
24 through the Northshore Public Health Center in Bothell.
- 25 • **Northshore Youth and Family Services (NYFS)**, located in Bothell, provides a full spectrum of  
26 mental health counseling and substance use treatment services for individuals, couples,  
27 families, and at-risk youth.
- 28 • **Crisis Response Center**, operated by Connections Health Solutions, is a joint effort of the City  
29 of Kenmore and partner cities Bothell, Kirkland, Lake Forest Park and Shoreline, to provide  
30 behavioral health care to north and northeast King County residents. The Crisis Response  
31 Center, set to open in 2024, will provide a spectrum of care services, from walk-in mental  
32 health urgent care to continued stabilization of behavioral health or substance use crises.
- 33 • **Lifewire (formerly Eastside Domestic Violence Program)** provides a variety of direct services  
34 designed to address the immediate needs of survivors of domestic violence and their children  
35 in north and east King County.
- 36 • **Mobile Integrated Health**, currently operating out of Station 51 (in Kenmore), is a team of fire  
37 personnel (social workers and EMT) that follow up with "low acuity callers," of individuals that  
38 fall outside of typical 911 response (i.e., fall prevention, home health, mental health, etc.). This  
39 is funded by a 2020-2025 King County Medic One / EMS levy.

## Other Human Services

- The City presently provides funding for human services through awards to individual agencies. The City also participates in an interlocal agreement with Bellevue, Issaquah, Kirkland, Mercer Island, Sammamish, Redmond, and Shoreline to pool a portion of human services funds into single contracts with approved human services programs. The City of Bellevue is the lead administrator of these funds.
- Beginning in the 2023-2024 biennium, the City will participate in an interlocal agreement between the King County Regional Homelessness Authority and four other North King County cities—Bothell, Lake Forest Park, Shoreline, and Woodinville—to administer the already approved human services funding for programs that address homelessness.

## Senior Services (Including Mental Health Services)

Services for Kenmore seniors are made available primarily through two area non-profit organizations:

- **The Northshore Senior Center** is the primary provider of senior services for Kenmore residents. Among the services available are: adult day programs, senior transportation services; health, nutrition and exercise programs; occupational therapy; and an extensive list of outings and social events. The Senior Center provides services at its Bothell location. It also delivers some services at multiple sites throughout the area, including in Kenmore. The Kenmore Senior Center, located at 6910 NE 170<sup>th</sup> Street in Rhododendron Park, offers a variety of activities (such as social activities, educational programs, and health courses).
- **The Northshore YMCA** in Bothell is the only other major provider of senior programs. Senior fitness programs and social activities are available.

## Youth Services (Including Mental Health Services)

While a wide range of activities is available to Kenmore youth, only a-few facilities are actually located in the community:

- In addition to its teen leadership and Youth in Government programs, the **Northshore YMCA** in Bothell provides teen recreational activities at its pool and gym and at off-site locations. The Drop-In Youth Center program provides a place for teens and tweens to meet friends, play games, and get homework support. They host summer and outdoor leadership camps at Wallace Swamp Creek Park and partner with the City of Kenmore to subsidize swim lessons for 5th to 12th graders living in Kenmore.
- **Friends of Youth** provides shelter and transitional housing for homeless youth. The Youth Haven Emergency Shelter in Kirkland provides 24-hour emergency shelter to youths aged 7-17.
- **Northshore Youth & Family Services** provides counseling out of its Bothell facility and at Cascadia College. It also offers a teen-parenting program for first-time teen moms.
- **The Disability Empowerment Center (formerly Alliance of People with disAbilities)** has offices in Seattle and Redmond where they offer youth programs for King County youths aged



14 and up with disabilities. The programs teach new skills and provide information about community resources to help participants lead successful adult lives.

- **Crisis Clinic Teen Link** is an anonymous help line answered by teen volunteers each evening from 6-10 p.m., providing a confidential, safe place for youth to seek comfort and support.
- **The Kenmore Public Schools** are a major source of in-community services. The schools offer counseling and referral as well as health services.
- **NAMI Eastside's Youth Mental Health Program** partners with families, educators, and other organizations serving youth to share mental health education through presentations and in-depth classes to East King County schools and communities. The Youth Ambassadors Program engages students to become mental health advocates to inspire and support peers within Eastside classrooms.
- **Seattle Children's Hospital** treats youth and teens for anxiety, ADHD, autism, depression, bipolar disorder and other mood disorders, eating disorders, gender-affirming care, prenatal exposure to drugs and alcohol, psychotic disorders, and sleep problems.

## Supportive Housing

### Plymouth Housing

The City of Kenmore has partnered with Plymouth Housing to build the city's first supportive housing building. The mid-rise development will include 100 units with a mix of studio and one-bedroom apartments. The building will serve individuals who previously experienced homelessness, including seniors, veterans, and persons with disabilities who are living at 30% of the area median income and below, and who can live independently but may require some additional support. Plymouth Housing is planning to provide case management services for residents and other services will be provided on the ground floor, which has yet to be determined. The project is expected to break ground in mid-2024.

### Library Services

The King County Library System (KCLS) has been providing library service to the Kenmore area since the 1930s. In 1999 Kenmore residents formally annexed into the library district. Today Kenmore Library is one of fifty community libraries in the KCLS service area.

The Kenmore Library originated in 1957 through the efforts of the Kenmore Elementary School PTA. Opening day was July 21, 1958. The site was a small red barn on 73<sup>rd</sup> Avenue NE near where Swamp Creek crosses the road. KCLS provided books and services and the community contributed funds and labor. In 1976, the Kenmore Library relocated into a 2,112 sq. ft. modular building at 18138 73<sup>rd</sup> NE.

In July 2011, the library moved again into a new 10,000 square foot library at 6531 NE 181st Street in Kenmore's downtown. The new facility was funded by a \$172 Million capital bond approved by voters in 2004, and the Civic Design Honor by The American Institute of Architects (AIA), Washington Chapter, in 2012.

In 2021, the Kenmore Library loaned over 256,000 digital and hard copy items, compared with Lake Forest Park Library's 255,000 items and Bothell Library's 885,000 items checked out. Across the library system, borrowers downloaded 7.8 million digital titles in 2021, making KCLS the second highest digital circulating library in the U.S., and number 4 in the world.

Residents in Kenmore also use the Bothell Regional Library, the Lake Forest Park Medium Library, and the Kingsgate Large Library branches. Kenmore residents enjoy borrowing privileges at all KCLS locations, and access library materials, programs, and services via the KCLS web site *kcls.org*.

## **Fire/Emergency Services**

### **Combined King County Fire Protection District No. 16 – Northshore Fire Department and Shoreline Fire Department**

The Northshore Fire Department (District) provides fire prevention, fire suppression, and emergency medical services to the Cities of Kenmore and Lake Forest Park. On June 1, 2022, the District initiated a contract for services with the Shoreline Fire Department (SFD). The District still remains as a governing entity, but all operations are now the responsibility of the SFD. The District will continue gathering revenues to transfer to SFD and ensure that the contract is being followed, but all employees except for the District Board Secretary transferred employment to SFD.

The SFD employs about 188 personnel operating out of five different stations and serving approximately 97,000 people across 24 square miles, including; Shoreline, Woodway, Lake Forest Park, and Kenmore. Additionally, the Shoreline Paramedic program provides advanced life support (ALS) services to Bothell and a portion of Woodinville, serving a population of over 164,000 in an area of approximately 37 square miles. Two fire stations primarily serve the Kenmore area, one in Lake Forest Park and one centrally located in downtown Kenmore at 7220 NE 181<sup>st</sup> Street.

The SFD is a full-service fire department with employees in the following divisions:

- Administration
- Legislative Services (Board of Commissioners)
- Fire Suppression
- Emergency Medical Services/Basic Life Support (EMS/BLS)
- Emergency Medical Services/Basic Life Support (EMS/ALS)
- Fire Prevention
- Community Outreach
- Training
- Fleet and Facilities
- Information Technology (IT) Services

The minimum operational staffing level every day is 33 personnel during the day, dropping to 31 at night. These responders staff 4 engines, 1 ladder truck, 4 aid cars plus an additional day-shift aid car, 1 battalion chief, 3 medic units, and 1 medical services officer. There are a minimum of 5 personnel on duty at Station 51 in Kenmore and five personnel on duty at Station 57 in Lake Forest Park during the day, dropping to 3 at night.

In 2022, SFD is forecasting that it will respond to about 3,698 requests for service in the Lake Forest Park/Kenmore area. The majority of calls received are for medical emergencies—including motor vehicle accidents with or without injury (2,589 calls = 70%). The remaining 1,109 calls will be for other types of emergency issues such as; smell of smoke/carbon monoxide incidents, gasoline spills, downed power lines, cancelled calls, fires in structures/automotive vehicles, assistance with low-acuity patient care, and minor flooding issues. Within this response area in 2022, the overall average response time is 4:37 minutes.

The number of calls for service typically increases between one and two percent per year, but it is anticipated that the call volume will grow at a higher rate in the near future due to increased growth. The majority of the increase will be in Kenmore due to its higher projected growth rate.

The need for additional staffing is regularly evaluated by the Fire District. As the City grows over time, it is anticipated that additional staffing will be required.

The District's facilities are relatively new and were constructed with consideration of future growth trends. The Kenmore station can accommodate additional response units when the increase in the number of calls for service dictates additional staffing.

The District has automatic aid agreements with all of its neighboring jurisdictions. These mutually beneficial agreements reduce response times, especially in the fringe areas of a jurisdiction. They also provide additional staffing for labor intensive incidents such as structure fires and incidents involving technical rescues. The contract for services with the SFD provides greater staffing levels, depth, and flexibility, allowing for more services to be provided from within the organization.

## **Police Services**

Kenmore contracts with the King County Sheriff's Office (KCSO) for one police chief (sergeant) and 13 police officers, including 12 patrol officers, and a burglary/larceny detective. The City also contracts for various support services, i.e. major crimes, marine services, etc. Since police services are contracted from the King County Sheriff's Office, all vehicles and equipment are provided by the County in the overall cost of the contract. All of the Kenmore officers work out of an office on the second floor of Kenmore City Hall.

As of 2022, in addition to the 14 commissioned officers, support staff and specialty unit partial FTEs are provided through the contract with KCSO. Support staff and specialty units, such as 911 Call Center staff and patrol supervision, provide for an additional 4.04 FTEs. In all, commissioned officers assigned to Kenmore amount to a level of service of about 0.59 officers per 1,000 population.

To ensure effective communication with all Kenmore residents, the KCSO contracts with translator and interpreter providers. The police force also has officers who are bilingual or multilingual.

Dispatch calls for service between 2017 and 2021 were as follows:

In 2019, KCSO began reporting crime statistics using the National Incident Based Reporting System (NIBRS). This format is required by the federal government, and separates crimes into three categories: Crimes Against Persons, Crimes Against Property, and Crimes Against Society.

In Kenmore, Crimes Against Persons offenses most frequently include assault and domestic violence protection order violations. Crimes Against Property offenses in Kenmore tend to include burglary, theft, fraud, and vandalism. Crimes Against Society is a narrow set of offenses where a crime typically does not involve an individual victim, such as drug or weapon offenses.

When reviewing data by patrol district, sector E-2 in the northeast portion of the City generates more dispatched calls for service than the other patrol districts. Refer to **Figure PS-2** for patrol districts.

In Kenmore as a whole, the crime rate is shown in **Table PS-A**.

**TABLE PS-A**  
**KENMORE CRIME RATE STATISTICS PER 1,000 POPULATION**

OFFENSE	2019	2021
Crimes Against Persons	4.0	4.0
Crimes Against Property	14.6	16.2
Crimes Against Society	0.4	0.3

Source: Police Services Data, 2021.

Police response times between 2017 and 2021 are shown in **Table PS-B**. Response times vary by the priority nature of the call. The variation in Critical Dispatch times is due to a number of factors, such as how many officers are on duty at the time of the call, the time of day the call was received, and traffic congestion.

The need for additional staffing for police services will increase as the population grows. Staffing needs are evaluated based on increases in calls for service and response times. Additional support staff and facilities needs will continued to be evaluated based on agency and industry standards.

Kenmore officers do not provide service to patrol districts in unincorporated areas. Kenmore has a shared supervision agreement with the City of Shoreline, also a KCSO contract city. Shoreline patrol supervisors oversee Kenmore officers when Kenmore's sole supervisor (the Police Chief), is not on-duty.

**TABLE PS-B**  
**POLICE RESPONSE TIMES**

DATE	PRIORITY	AVERAGE RESPONSE TIME
<b>2017</b>	X	3.36 min.
	1	6.53 min.
	2	8.23 min.
<b>2019</b>	X	2.95 min.
	1	6.68 min.
	2	8.78 min.
<b>2021</b>	X	3.28 min.
	1	7.46 min.
	2	8.95 min.
Notes: Priority X Critical Dispatch – In progress events that pose obvious danger to life Priority 1 Immediate Dispatch – Events requiring immediate police action Priority 2 Prompt Dispatch – Less critical situations that may escalate Note: The variation in Critical Dispatch times is due to factors such as staffing availability, number of calls received, etc.		

Source: Police Services Data, 2021.



This map is intended for planning purposes only and is not guaranteed to show accurate measurements.



## **Community Court**

In 2023, the City of Kenmore will join the City of Shoreline's Community Court. A community court is an alternative problem-solving court. It differs from traditional court by identifying and addressing the underlying challenges of court participants that may contribute to further criminal activity. Its goal is to build stronger and safer neighborhoods and reduce recidivism through a rehabilitative approach.

A community resource center is an integral component of community court, and it is open to all members of the public in addition to community court participants. Kenmore residents are welcome to visit Shoreline's community resource center to find out about services in the area (education, job training, legal, recovery, mental health, etc.).

## **Regional Crisis Response Agency (RCR)**

In 2022, Kenmore partnered with the Cities of Bothell, Kirkland, Lake Forest Park and Shoreline to form a new entity called the Regional Crisis Response Agency (RCR). The new RCR program offers seven day a week crisis response coverage to strengthen community/police partnerships, increase the connection of at-risk individuals with effective behavioral health services and treatments, enhance community and first responder safety by reducing the potential for police use of physical force, and reduce repeat calls for service. Police and mental health "navigators" respond together to incidents involving persons in crisis with underlying behavioral health conditions. The new entity should be operating by the second quarter of 2023.

## **Emergency Management**

Kenmore partners with Lake Forest Park, the Shoreline Fire Department, and the Northshore Utility District for the City's emergency management services through the Northshore Emergency Management Coalition (NEMCo). The City's Comprehensive Emergency Management Plan (CEMP) provides a framework for organizational activities during disaster operations, focusing on minimizing the effects of the disaster and facilitating recovery. NEMCo's focus is to engage the "whole community" to prevent, protect against, mitigate, respond to, and recover from all types of emergencies and disasters through education and volunteer coordination. NEMCo provides a number of emergency preparedness training opportunities throughout the year for those interested in volunteering or for those who just want to be better prepared at home. The City also joins King County in adopting a hazard mitigation plan to assess natural and human-caused hazards and identify mitigating measures to address those hazards.

## **Public Schools**

The Northshore School District primarily serves seven jurisdictions: King County, Snohomish County, the City of Bothell, the City of Brier, the City of Kenmore, the City of Kirkland, and the City of Woodinville. The District boundaries are shown in **Figure PS-3**.

Lake Washington School District serves King County and the Cities of Kirkland and Redmond. The northern boundary of this District bisects St. Edward State Park in Kenmore. Refer to **Figure PS-4**. As there is no residential population living with school-age children in this area, no services are provided in Kenmore and no additional information on the Lake Washington School District is included in the Element. The Northshore School District is addressed below.

## Northshore School District

Five schools are located within Kenmore City limits, including three elementary schools, one middle school and one high school:

- Arrowhead Elementary
- Kenmore Elementary
- Moorlands Elementary
- Kenmore Middle School
- Inglemoor High School

Schools in the immediate vicinity of the City include Sorenson Early Childhood Center, Westhill, Lockwood, and Shelton View Elementaries; Canyon Park and Northshore Middle Schools; Bothell and Innovation Lab High Schools; and Northshore Family Partnerships (K-9) and Northshore Networks (K-12). These nearby schools serve a portion of Kenmore residents. Northshore School District counts home school students in the District through enrollment in Northshore Family Partnerships (NFP) and by tracking families' submittal of a Declaration of Intent to home school. Those submitting a Declaration do not participate in NFP. In 2022-2023, 209 students in the District participated in NFP; 417 families submitted a Declaration of Intent to Home School.

Attendance boundaries for the high schools show that the greater part of Kenmore is within the Inglemoor High School attendance boundaries. However, students on the north side of Kenmore and those east of 82<sup>nd</sup> Avenue NE, 83<sup>rd</sup> Avenue NE, and portions of 80<sup>th</sup> Avenue NE, are within the Bothell High School attendance boundaries.

## School Classroom Size, Capacities, and Deficiencies

The Northshore School District establishes its level of service by defining class size goals. The base standard for elementary schools is 24 students per classroom. For middle and high schools, the base standard is 26 students per classroom. The student capacity of a school is determined by the classroom size goal as well as the building area.

The total instructional capacity and scheduled capacity of the schools within Kenmore and outside of Kenmore, which serve Kenmore residents, are shown in **Table PS-C**. To provide planning time and space for teacher preparation, and meet required instructional needs, some facilities will only support a design capacity utilization of 85%. Scheduled capacity reflects the specific programs that take place in each room.

Capacity information includes portables at the school. To optimize instructional program flexibility and maximum service levels in the most cost-effective way possible, the District maintains 10-15% of its total design capacity in portables.

**TABLE PS-C**  
**NORTHSHORE – SCHOOL STUDENT CAPACITIES AND ENROLLMENT**

3

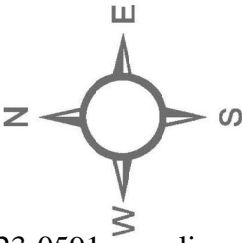
SCHOOL	TOTAL INSTRUCTIONAL CAPACITY	Sep-23 ENROLLMENT (FTEs)	% INSTRUCTIONAL CAPACITY
<b>ELEMENTARY</b>			
Arrowhead	406	283	69%
Kenmore	486	381	78%
Lockwood	619	572	92%
Moorlands	697	607	87%
Shelton View	499	499	100%
Westhill	520	410	78%
<b>MIDDLE SCHOOL</b>			
Canyon Park	988	899	90%
Kenmore	822	733	89%
Northshore	966	834	86%
<b>HIGH SCHOOL</b>			
Inglemoor	1,494	1,353	90%
Bothell	1,515	1,569	103%

Source: 2023 Capital Facilities Plan NSD





Northshore School District



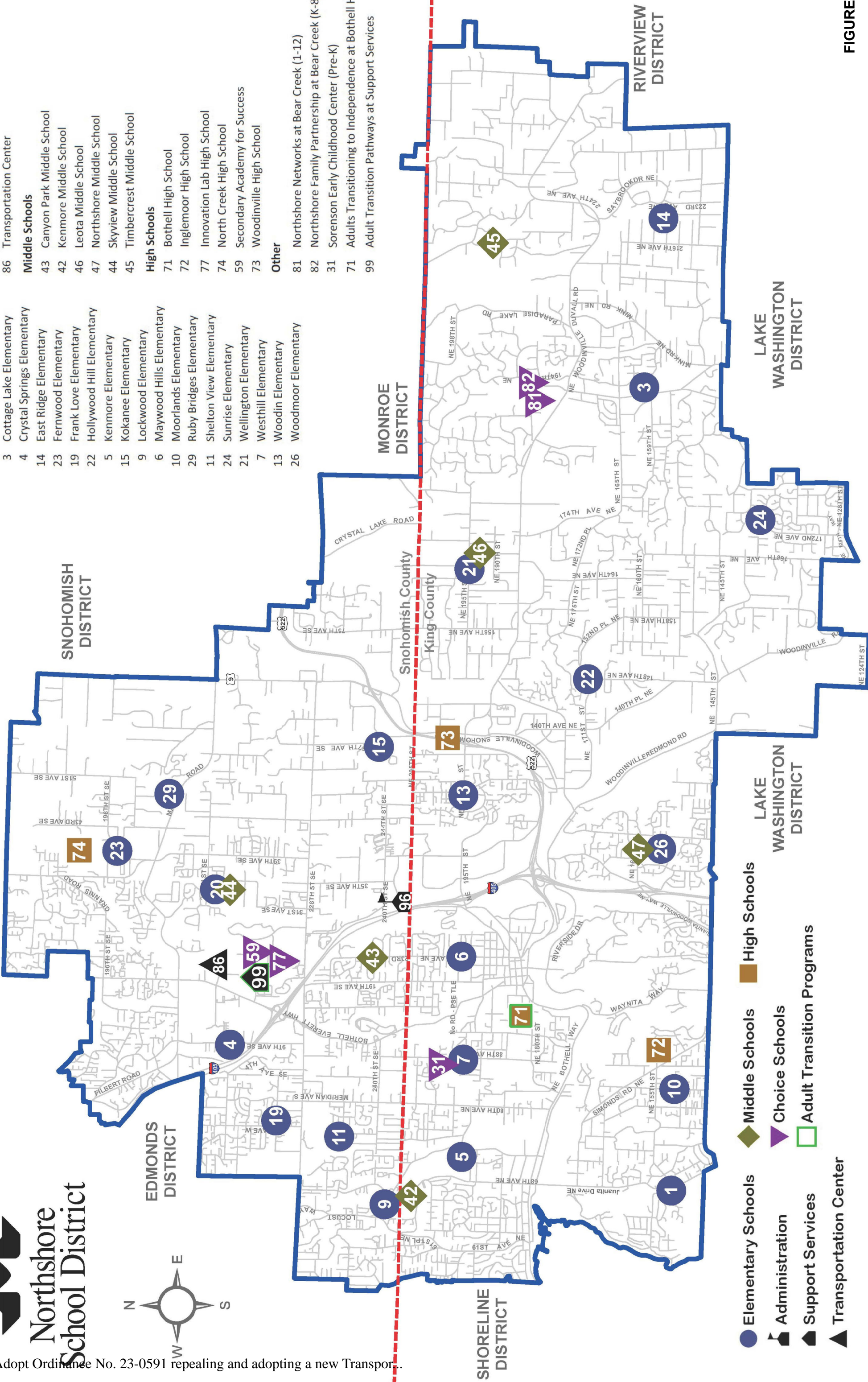
- Elementary Schools**
- 1 Arrowhead Elementary
  - 20 Canyon Creek Elementary
  - 3 Cottage Lake Elementary
  - 4 Crystal Springs Elementary
  - 14 East Ridge Elementary
  - 23 Fernwood Elementary
  - 19 Frank Love Elementary
  - 22 Hollywood Hill Elementary
  - 5 Kenmore Elementary
  - 15 Kokanee Elementary
  - 9 Lockwood Elementary
  - 6 Maywood Hills Elementary
  - 10 Moorlands Elementary
  - 29 Ruby Bridges Elementary
  - 11 Shelton View Elementary
  - 24 Sunrise Elementary
  - 21 Wellington Elementary
  - 7 Westhill Elementary
  - 13 Woodin Elementary
  - 26 Woodmoor Elementary

- Administrative/Resources**
- 96 Administration Building
  - 99 Support Services
  - 86 Transportation Center

- Middle Schools**
- 43 Canyon Park Middle School
  - 42 Kenmore Middle School
  - 46 Leota Middle School
  - 47 Northshore Middle School
  - 44 Skyview Middle School
  - 45 Timbercrest Middle School

- High Schools**
- 71 Bothell High School
  - 72 Inglemoor High School
  - 77 Innovation Lab High School
  - 74 North Creek High School
  - 59 Secondary Academy for Success
  - 73 Woodinville High School

- Other**
- 81 Northshore Networks at Bear Creek (1-12)
  - 82 Northshore Family Partnership at Bear Creek (K-8)
  - 31 Sorenson Early Childhood Center (Pre-K)
  - 71 Adults Transitioning to Independence at Bothell HS
  - 99 Adult Transition Pathways at Support Services



## Future Growth

According to the School District, growth continues to outpace school capacity and has fully exhausted capacity increases from relocating building programs, portable additions, grade reconfiguration, and boundary changes. Growth has been concentrated in northern, central, and southern portions of the District and is accelerating at the secondary level.

A \$425 million 2022 capital bond approved by voters includes eight new projects to add permanent capacity across the District at all grade levels. Improvements planned for schools in the District that may impact Kenmore include:

- The Inglemoor High School modernization project that proposes replacing the 6 portables on site with permanent classrooms and adding 10 additional permanent classrooms. Also proposed are a new athletic support space, a new commons, and a new main office complex to support increased capacity. Part 1 completion is estimated in 2026.
- The Kenmore Elementary School modernization project that proposes replacing 9 portables with permanent classrooms and adding 2 additional permanent classrooms. Also proposed are a new gym, commons, main office complex, a fully inclusive playground, and improved site circulation to support increased capacity. Estimated completion is 2025.

## Impact Fees

Impact fees from new development can be used to purchase land for school sites, make site improvements, construct schools and purchase/install temporary facilities (portables).

Northshore School District updated its student-generation factor for both single family and multi-family and townhome units in early 2022. The townhome generation factor was new with the 2022 update. The District's student-generation rate for multi-family dwelling units is much lower than for single-family homes. The student-generation rate, when isolated for townhomes only, shows that more students are residing in those units than in traditional multi-family units.

## Bastyr University

Bastyr University is located along Juanita Drive on privately owned property adjacent to St. Edward State Park. The University was founded in 1978 in Seattle by practicing naturopathic physicians and moved to its location in Kenmore in 1996. In 2012, the University opened a second campus in San Diego, California.

The University is a leading institution of science-based natural medicine and is the largest university for the natural health arts and sciences fields in the U.S. The University offers baccalaureate, masters and doctoral degree programs, along with two certificate programs. Areas of study include:

- Naturopathic Medicine
- Nutrition
- Acupuncture
- Counseling Psychology
- Health Psychology
- Herbal Sciences
- Holistic Landscape Design

- Integrated Human Biology
- Midwifery
- Maternal-Child Health Systems
- Public Health

Bastyr University also provides a number of other services and benefits to Kenmore residents as well as the greater Seattle community. The Bastyr Center for Natural Health, located in Seattle, provides full services in acupuncture, counseling, naturopathic medicine, and nutrition. The University also offers continuing education courses for both health care professionals and the general public.

In 2022, the University estimated an enrollment of 742 students over the two campuses, with 487 students in Kenmore. The average student to faculty ratio is 9:1.

The University has a ten-year Master Plan, approved by the City, which sets out future enrollment projections and proposed development. The Master Plan approval extends through December 31, 2025.



## GOALS, OBJECTIVES, AND POLICIES

Following are the public services goals, objectives and policies.

### ***GOAL PS-1. ENSURE THAT CITY GOVERNMENT REMAINS OPEN AND RESPONSIVE TO ITS COMMUNITY.***

#### **OBJECTIVE PS-1.1 Strengthen engagement between government and the people.**

Policy PS-1.1.1 Strive for communication with residents, business owners, property owners, and others by:

- Providing newsletters to the general public and working with local news-papers to provide information about the City, public meetings, plans, programs, policies, and regulations.
- Using signage, as appropriate, to alert the community to City meetings and events.
- Using the City web site and social media to provide information about the City, its elected officials, public meetings, plans, programs, policies and regulations.
- Using other methods of communication, such as focus groups, advisory committees, and consultations to inform the community, business, and development community about City plans, programs, policies, and regulations.
- Coordinating with public and private schools to involve youth in the City's plans and programs, such as park and recreation plans, volunteer programs, and other aspects of City plans and programs that would benefit from youth involvement.

Policy PS-1.1.2 Prior to action on City plans and regulations, seek and integrate public input through public workshops, meetings, and hearings.

Policy PS-1.1.3 Support community engagement techniques that will encourage a diversity of voices, including those that have historically been underrepresented.

Policy PS-1.1.4 Provide translation and interpretation services whenever possible to involve community members who do not speak English. Use transcreation when possible.

#### **OBJECTIVE PS-1.2 Actively seek public involvement.**

Policy PS-1.2.1 Encourage City staff and elected officials to regularly attend civic and community organization meetings.

Policy PS-1.2.2 Seek broad representation on boards, commissions, and advisory groups.

Policy PS-1.2.3 Work with civic organizations to educate the general public on the responsibilities of government and their participation.

Policy PS-1.2.4 Establish ongoing communications with community-based organizations representing constituencies whose voices are not regularly heard.

**OBJECTIVE PS-1.3 Encourage and facilitate charitable giving, community service and volunteerism.**

Policy PS-1.3.1 Provide for recruiting, training, organization, and recognition of volunteers within the community to address appropriate public needs.

***GOAL PS-2. PROVIDE EFFICIENT MUNICIPAL SERVICES THAT MEET THE NEEDS OF THE COMMUNITY.***

**OBJECTIVE PS-2.1 When appropriate, contract with the County, other cities, public agencies and private providers for the cost-efficient delivery of quality municipal services.**

Policy PS-2.1.1 Establish clear level of service standards, and regularly evaluate alternatives for the cost-effective delivery of services.

Policy PS-2.1.2 On a regular basis, evaluate contracts for the delivery of service.

Policy PS-2.1.3 Ensure the availability of County services in proportion to the City's financial contributions.

**OBJECTIVE PS-2.2 Provide sufficient resources, staffing, and procedures to provide quality City-managed services to the community.**

Policy PS-2.2.1 Annually review the achievement of Comprehensive Plan goals, objectives and policies, as well as progress towards implementing functional and capital facility plans. Determine through the budget review process if resources and staffing are sufficient to meet desired outcomes.

**OBJECTIVE PS-2.3 Develop and implement permit processes that are timely, predictable, and fair to all affected parties.**

Policy PS-2.3.1 Review development regulations to ensure they are necessary and directly relate to implementation of the Comprehensive Plan and other State and Federal mandates. Eliminate duplicative and unnecessary regulations.

Policy PS-2.3.2 Provide procedures to process permits in a timely fashion.

Policy PS-2.3.3 Implement uniform application, public notice, permit review, and appeal procedures.

Policy PS-2.3.4 Strive to involve the public in the permit process such that their comments may be heard and considered:

a. Provide public notice of major development proposals;

- b. Encourage, and facilitate where possible, early communication between developers and neighbors about the project and its impacts; and,
- c. Educate the public about development rules and help them effectively participate in the development and land use regulation process. Reports and documents should be made available in advance and available on the City's website, at City Hall, the library, and other appropriate locations. Translation and interpretation services should be provided whenever possible.

***GOAL PS-3. SUPPORT AND PROVIDE A HIGH LEVEL OF POLICE PROTECTION, FIRE SUPPRESSION, AND EMERGENCY SERVICES.***

**OBJECTIVE PS-3.1 Provide and maintain a police system sufficient to meet the community's public safety needs.**

Policy PS-3.1.1 Provide community crime education programs. Provide or encourage those programs or activities that stimulate neighborhood cohesiveness such as Neighborhood Watch programs, community clubs, and others.

Policy PS-3.1.2 Support youth participation in the King County Explorer Program.

Policy PS-3.1.3 Include "Crime Prevention through Environmental Design" components in site design guidelines for new development.

Policy PS-3.1.34 Enhance the public safety system by providing support services to persons in crisis with underlying behavioral health conditions during incident response.

**OBJECTIVE PS-3.2 Support the fire service provider in its efforts to provide a Fire Prevention, Fire Suppression and Emergency Medical Services response system sufficient to meet the community's public safety needs.**

Policy PS-3.2.1 Continue to coordinate review of development plans with the Northshore Fire Department and the Northshore Utility District to ensure Uniform Fire Code and fire flow requirements are met.

Policy PS-3.2.2 Continue to coordinate efforts to maintain an effective fire code inspection program with the Northshore Fire Department, to ensure that all commercial, multifamily, and public facilities developments provide safe environments for the public to live, work and visit.

**OBJECTIVE PS-3.3 In coordination with surrounding jurisdictions and special districts, establish an effective emergency management system.**

Policy PS-3.3.1 Establish emergency management procedures for the City in consultation with the Northshore Utility District, the Northshore Fire Department, adjacent jurisdictions, King County, Snohomish County, and the State.

Policy PS-3.3.2 Participate in regional emergency management programs.

Policy PS-3.3.3 Work with the community to educate the public about emergency preparedness and encourage community members to be prepared for natural disasters.

***GOAL PS-4. SUPPORT THE PROVISION OF QUALITY EDUCATIONAL OPPORTUNITIES TO THE KENMORE COMMUNITY.***

**OBJECTIVE PS-4.1 Support public and private education providers in providing the best education for members of the community.**

Policy PS-4.1.1 Coordinate and communicate with the appropriate school districts on issues of mutual interest including, school facility location/expansion, impacts of new development, impacts of school facilities and activities on the community, parks and recreation programs, population and growth projections, and school involvement in the community.

**OBJECTIVE PS-4.2 Encourage diverse and continuing education opportunities.**

Policy PS-4.2.1 Recognize Bastyr University as an important institution providing higher education in the region. Establish regular communication with the University regarding traffic and circulation, parks and recreation, and other areas of community concern.

Policy PS-4.2.2 Support continuing education programs offered by the University of Washington campuses, Bastyr University, Shoreline Community College, Cascadia College, and other providers.

**OBJECTIVE PS-4.3 Provide adequate library services in the community.**

Policy PS-4.3.1 In partnership with the King County Library System, encourage increased local library services to the Kenmore community.

***GOAL PS-5. SUPPORT THE PROVISION OF EQUITABLE, EFFECTIVE AND ACCESSIBLE HUMAN SERVICES THAT ADDRESS COMMUNITY NEEDS***

**OBJECTIVE PS-5.1 Collaborate with existing human service providers to provide a robust network of human services including those for families, seniors, and youth in the Kenmore community.**

Policy PS-5.1.1 Increase coordination among providers of services with the aim of expanding services to Kenmore residents. Work with the talent base already available in the service provider community to develop comprehensive approaches to meet the needs of residents. Consider the following roles for active City involvement:

a. Convene meeting(s) of providers serving Kenmore to develop plans for increased or more focused services in Kenmore.

b. Encourage service providers to offer services, classes, outreach materials, and information in multiple formats and languages.

- c. Improve community information on services available to Kenmore residents. City Hall should continue to be a central source for information on services available to Kenmore residents.

**OBJECTIVE PS-5.2 Make health and human services more accessible to the Kenmore community.**

Policy PS-5.2.1 Help make health and human services more accessible and less subject to the barriers of inadequate transportation and facilities space. Consider the following roles for active City participation:

- a. Facilitating improved transportation services for Kenmore residents. The City should work with Metro transportation services and Sound Transit staff to develop increased transit service within Kenmore and between Kenmore and neighboring communities.
- b. Supporting partnerships between schools and local service agencies for space to operate youth programs and services at school sites.

Policy PS-5.2.2 Support the efforts of the Northshore Senior Center, including the Kenmore Senior Center, to provide a variety of recreational, social, educational, and wellness programs to the Kenmore community.

Policy PS-5.2.3 Make Kenmore a healthy place to live, learn and thrive by providing parks and open space for active and passive recreation, protecting air and water quality, supporting opportunities to walk and bicycle, and organizing community events that celebrate all ages, abilities, and cultural backgrounds.

**OBJECTIVE PS-5.3 Recognize the City's limited resources by applying municipal funds to fill gaps in services or to leverage federal, state or regional funding received.**

Policy PS-5.3.1 Encourage agencies and human services providers to update information on community needs and available services, with recommendations on how providers might reduce or eliminate gaps in service for Kenmore residents.

Policy PS-5.3.2 Utilize Federal, State and County funding, or other grant funding, to help expand programs to fill gaps in services.

**IMPLEMENTATION STRATEGIES`**

These Public Services policies would require new or increased commitments of City resources to prepare new regulations, review/amend existing regulations, create educational or incentive programs, or coordinate with adjacent jurisdictions.

New programs, rules, or regulations would be needed to address:

- Encouraging agencies and human services providers to update information on community needs and available services, with recommendations on how providers might reduce or eliminate gaps in service for Kenmore residents.
  - Development of a recreational guide to promote locations and opportunities for physical activity.
  - Development of a translation/interpretation protocol for City projects and programs.
- Additional or continuing efforts would need to be made to coordinate with adjacent jurisdictions or participate in regional programs, including:
- Coordinate with the combined Northshore Fire Department/Shoreline Fire Department in their development review and inspection programs
  - Participate in regional emergency management systems
  - Coordinate with school districts, Bastyr University, University of Washington-Bothell, and Cascadia College.
  - Coordinate with the Library District
  - Facilitate meeting(s), coordinate and partner with human service providers
  - Conduct a needs assessment to evaluate the demand for human services, social services and mental health services and what services are available or essential to support the daily needs of Kenmore residents

## REFERENCES

- Bastyr University website: (<http://www.bastyr.edu>) and personal communication from Jeanne Galloway, VP of Advancement and Enrollment Services, to Lauri Anderson, Principal
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- Shoreline Fire Department website: <http://www.shorelinefire.com>.
- Northshore School District 417 (2022). 2022 Capital Facilities Plan, Bothell, WA.
- Northshore School District 417 (December 2022). Personal communications from Dawn Mark, Director of Facilities Planning and Enrollment, to Lauri Anderson, Principal Planner.
- Northshore School District website: <https://www.nsd.org>.



## UTILITIES ELEMENT

### INTRODUCTION

#### Purpose

City residents rely on a number of basic services that help define their quality of life and maintain their health and well being. Water supply and sewage and solid waste disposal systems and the delivery of natural gas, electricity, and telecommunication services are considered “utilities.” These services are often taken for granted, yet without coordination and conscientious planning for future growth, service may be interrupted, inadequate, or prohibitively expensive. The Utilities Element addresses electricity, telecommunications (telephone, cable, internet), and natural gas provision as well as water, wastewater, and solid waste services. The Element also addresses conservation and recycling.

The utilities element is consistent with and supports other elements of the Comprehensive Plan. For example, by setting goals, policies and objectives for the provision of efficient and sustainable utilities to serve existing development and anticipated growth identified in the Land Use element. The importance of infrastructure efficiency and reliability, a focus on conservation, the reduction of fossil fuels and greenhouse gas emissions, and a shift to renewable energy sources is a focus of this element. The Utilities Element is consistent with the Climate Action Element for improving infrastructure resiliency to climate impacts for improving climate resiliency to climate impacts and reducing greenhouse gas emissions.

#### Growth Management Act Requirements

The Growth Management Act (GMA) has the goal of ensuring that those public facilities and services necessary to support development shall be adequate to serve the development at the time development is available for occupancy and use without decreasing current service levels below locally established minimum standards. A Utilities Element is required to address the general location, proposed location and capacity of existing and proposed utilities, including electrical lines, telecommunication lines, and natural gas lines.

### VISION 2050

The overall vision in the multicounty planning policies (VISION 2050) is that public facilities and services will support the region’s growing communities in a coordinated, fair, efficient, and cost-effective manner. VISION 2050 emphasizes conservation measures and the use of renewable energy resources. Planning for the provision of telecommunication infrastructure to provide access to residents and businesses in all communities, especially underserved areas, also is emphasized.

#### Countywide Planning Policies

The King County Countywide Planning Policies (CPPs) include general policies to ensure adequate infrastructure for planned development within the King County Urban Growth Boundary. Growth is to be directed to centers and urbanized areas with existing infrastructure capacity.

CPP policies focus on providing utilities in an efficient and cost-effective manner. They support water conservation as a means to reduce future need, along with recycling and reuse of solid waste. The CPPs encourage investment in low-carbon, renewable, and alternative energy resources to help meet the County's long-term energy needs, reduce environmental impacts associated with traditional energy supplies, and increase community sustainability.

As in VISION 2050, the CPPs support equitable provision of telecommunication infrastructure and affordable, convenient, and reliable broadband internet access to businesses, and to households of all income levels, with a focus on underserved areas.

## EXISTING CONDITIONS/FORECAST OF FUTURE NEEDS

### Electricity

Puget Sound Energy (PSE) is a private utility providing electric and natural gas service to homes and businesses in the Puget Sound region and portions of Eastern Washington, covering 10 counties and approximately 6,000 square miles. PSE provides electrical power to more than 1.2 million electric customers throughout 8 counties. Within the City of Kenmore, PSE serves approximately 16,779 metered customers.

### **Existing Distribution System**

To provide the City of Kenmore with electricity, PSE builds, operates, and maintains an extensive integrated electric system consisting of generating plants, transmission lines, substations, switching stations, sub-systems, overhead and underground distribution systems, attachments, appurtenances, and metering systems.

PSE generates approximately 46 percent of the electricity for its customers from its own generation plants—hydro, gas, coal, solar and wind. PSE currently has about 3,500 megawatts of power-generating capacity and purchases the rest of its power supply from a variety of other utilities, independent power producers and energy marketers across the western United States and Canada. In 2022, PSE provided 3,794,770 MWh of renewable energy produced from wind and hydropower facilities.

The PSE electric transmission facilities in City of Kenmore are important components of the electric energy delivery grid serving the city and Puget Sound region. As electricity reaches the City, the voltage is reduced and redistributed through lower-voltage transmission lines, distribution substations, overhead and underground distribution lines, smaller transformers, and to individual meters. PSE operates and maintains approximately 5.8 miles of 115 kilovolt (kV) high-voltage transmission lines, 1 switching station, 2 substations, 66 miles of overhead and 48 miles of underground 12kV distribution lines in Kenmore.

### **Regulatory Environment**

PSE's operations and rates are governed by the Washington Utilities and Transportation Commission (WUTC). PSE electric utility operations and standards are further governed by the

Federal Energy Regulatory Commission (FERC), the National Electric Reliability Corporation (NERC), and the Western Electricity Coordinating Council (WECC). These respective agencies monitor, assess and enforce compliance and reliability standards for PSE. The residents of Kenmore and the region rely on the coordinated effort between PSE and the City for the adoption and enforcement of ordinances and/or codes to protect transmission and distribution line capacity and support federal and state compliance of safe, reliable, and environmentally sound operation of PSE's electric facilities. Routine utility maintenance work, including vegetation management, is required to maintain compliance with FERC, NERC, and WECC regulations.

Additionally, the Clean Electricity Transformation Act (CETA) became law in Washington State in 2019. CETA requires PSE to provide electricity free of greenhouse gas emissions by 2045. The UTC and Washington Department of Commerce (WDOC) adopted CETA implementation rules that require utilities to develop four-year plans known as Clean Energy Implementation Plans (CEIP) to outline plans for clean energy investments, equitable distribution of customer benefits, and 100% clean energy by 2045. The first CEIP covers the time period of 2022-2025 and was filed with the UTC on December 17, 2021. It includes programs and investments such as expanding energy efficiency efforts, deploying new technologies, installing localized sources of clean energy, and investing in renewable energy.

### **Planned Upgrades to System**

Puget Sound Energy plans years in advance to ensure the supply and infrastructure necessary to deliver clean, safe and reliable energy. An IRP is a 20-plus year view of PSE's energy resource needs, which is developed through a planning process that evaluates how a range of potential future outcomes could affect PSE's ability to meet customers' electric and natural gas supply needs. The analysis considers policies, costs, economic conditions, physical energy systems, and future resource procurement. PSE's latest IRP was filed with the UTC on April 1, 2021 and is the foundation for PSE's first Clean Energy Implementation Plan (CEIP).

PSE will be systematically deploying smart grid technology at each level of infrastructure to enhance and automate monitoring, analysis, control and communications capabilities along its entire grid. Smart grid technologies can impact the electricity delivery chain from a power generating facility all the way to the end-use application of electrical energy inside a residence or place of business. The ultimate goals of smart grid are to enable PSE to offer more reliable and efficient energy service, and to provide customers with more control over their energy usage.

PSE's Customer Connected Solar Program provides information and resources to learn more about installing solar on a property and how to apply for interconnection and net metering with PSE. Net Metering, defined by PSE Rate Schedule 150, allows customer-generators to offset some or all of their electricity consumption with solar energy generation on an annual basis. Although this provides a modest portion of PSE's electrical supply portfolio, the number of customer-owned connections continues to increase every year. Currently, there are over 16,000 net metered solar customers in PSE's service territory. There are 128 net metered customers in Kenmore, one of which is Kenmore City Hall.

Specific transmission and substation construction that is anticipated in Kenmore in the next 10 years includes reconductoring of the existing Moorlands Inglewood transmission line that was built in the 1940s between the Moorlands and Inglewood substations in Kenmore. This 1.66-mile-

Comprehensive Plan

long line brings power to customers in Kenmore and is approaching its capacity limits, making it at risk of overloading during periods of high energy usage—putting customers at risk for power outages. The transmission line reconductoring is currently planned to go to construction in 2031. The new line, generally running along 84th Avenue NE, will include a high-capacity conductor, new poles, and associated equipment.

Two proposed substations (Spruce and Chickadee) may also serve Kenmore in the future but are not proposed for construction within the next 10 years. Two new transmission lines between Sammamish, Moorlands and Seattle City Light facilities may also serve Kenmore in the future but are not proposed for construction within the next 10 years.

### Conversion to Underground Service

The cost of undergrounding of electric facilities is regulated by the Washington Utilities and Transportation Commission (WUTC). Underground installations by PSE must be done in accordance with the rates and tariffs on file with the WUTC.

Undergrounding may be two to four times the cost of installing overhead lines, plus the cost of trenching and hard surface restoration. The latter may result in costs up to 10 times the amount of overhead line installation. In addition, there are costs to the customer, particularly affecting commercial customers, for installing lines from the transformer to the meter at the building.

Challenges to undergrounding include environmental constraints such as wetlands and buffers, as well as the need for easements when large pad-mounted equipment such as transformers and switches cannot be accommodated in the right-of-way.

### Energy Conservation Programs

Under the Energy Independence Act (EIA), utilities must pursue all conservation that is cost effective, reliable and feasible. PSE identifies the conservation potential over a 10-year period and sets two-year targets. For more than three decades PSE's energy efficiency programs have been the foundation of PSE's cost-effective energy resources, and this will continue. Energy conservation reduces the rate at which new facilities need to be built or upgraded. These programs include a wide variety of measures that result in a smaller amount of energy being used to do a given amount of work. Programs include retrofitting heating, ventilation and air conditioning (HVAC) systems, building weatherization, lighting upgrades and appliance upgrades.

PSE currently has several energy conservation programs for residential, commercial, and industrial customers. While these programs may change from year-to-year, current programs range from technical assistance and information to referrals and financial assistance. PSE has Energy Advisors to help direct customers to the various conservation programs currently available. For residential customers PSE offers a free, do-it-yourself home energy assessment as well as several free informational brochures on the various rebate and incentive programs. PSE also provides weatherization assistance for low-income customers.

## **Natural Gas**

Natural gas utility service for the City of Kenmore also is provided by Puget Sound Energy (PSE). Currently, PSE provides natural gas to more than 900,000 customers, throughout 6 counties. Within the City of Kenmore, PSE serves 6,303 metered customers.

## **Existing Distribution System**

PSE controls its gas-supply costs by acquiring gas, under contract, from a variety of gas producers and suppliers across the western United States and Canada. PSE purchases 100 percent of its natural gas supplies needed to serve its customers. A majority of the natural gas is obtained from producers and marketers in British Columbia and Alberta, and the rest comes from Rocky Mountain States. All the gas PSE acquires is transported into PSE's service area through large interstate pipelines owned and operated by Williams Northwest Pipeline. PSE buys and stores significant amounts of natural gas during the summer months, when wholesale gas prices and customer demand are low, and stores it either in the pipes themselves (via increased pressure) or in large underground facilities. PSE can then use reserves in winter when customer usage is highest, ensuring that a reliable and affordable supply of gas is available.

To provide the City of Kenmore and adjacent communities with natural gas, PSE builds, operates, and maintains an extensive system consisting of transmission and distribution natural gas mains, odorizing stations, pressure regulation stations, heaters, corrosion protection systems, above ground appurtenances, and metering systems. When PSE takes possession of the gas from its supplier, it is distributed to customers through PSE-owned natural gas mains and service lines. Currently within the City of Kenmore PSE operates and maintains: 16 miles of high pressure main, 6 District Regulators, and 97 miles of intermediate pressure main.

PSE receives natural gas transported by Williams Northwest Pipeline's 36" and 30" high pressure transmission mains at pressures ranging from 500 PSIG to 960 PSIG. The custody change and measurement of the natural gas occurs at locations known as Gate Stations. This is also typically where the gas is injected with the odorant mercaptan. Since natural gas is naturally odorless, this odorant is used so that leaks can be detected. The Gate Station is not only a place of custody transfer and measurement but is also a common location of pressure reduction through the use of "pressure regulators". Due to state requirements, the pressure is most commonly reduced to levels at or below 250 PSIG. This reduced pressure gas continues throughout PSE's high pressure supply system in steel mains ranging in diameter of 2" to 20" until it reaches various other pressure reducing locations.

In 2021, PSE launched a Renewable Natural Gas (RNG), program in which more than 4,700 customers lowered their carbon footprint by replacing a portion of their conventional natural gas usage with renewable natural gas. The renewable natural gas offered to customers is made from gas captured at a landfill - not from fossil fuels. Since launching RNG, PSE sold more than 92,000 therms of this cleaner alternative.

To safeguard against excessive pressures throughout the supply and distribution systems due to regulator failure, over-pressure protection is installed. This over-pressure protection will release gas to the atmosphere, enact secondary regulation, or completely shut off the supply of gas. To safeguard steel main against corrosion, PSE builds, operates, and maintains corrosion control mitigation systems to prevent damaged pipe as a result of corrosion.

## **Regulatory Environment**

PSE's operations and rates are governed by the Washington Utilities and Transportation Commission (WUTC). PSE natural gas utility operations and standards are further regulated by the U.S. Department of Transportation (DOT), including the Pipeline and Hazardous Materials Administration (PHMSA). PHMSA's Pipeline Safety Enforcement Program is designed to monitor and enforce compliance with pipeline safety regulations. This includes confirmation that operators are meeting expectations for safe, reliable, and environmentally sound operation of PSE's pipeline infrastructure. PHMSA and the WUTC update pipeline standards and regulations on an ongoing basis to assure the utmost compliance with standards to ensure public safety. The residents within Kenmore rely on the coordinated effort between PSE and the City for the adoption and enforcement of ordinances and/or codes to support the safe, reliable, and environmentally sound construction, operation and maintenance of PSE's natural gas facilities.

## **Planned Upgrades to System**

Puget Sound Energy plans years in advance to ensure the supply and infrastructure necessary to deliver clean, safe and reliable energy. An IRP is a 20-plus year view of PSE's energy resource needs, which is developed through a planning process that evaluates how a range of potential future outcomes could affect PSE's ability to meet customers' electric and natural gas supply needs. The analysis considers policies, costs, economic conditions, physical energy systems, and future resource procurement. PSE's latest IRP was filed with the UTC on April 1, 2021 and is the foundation for PSE's first Clean Energy Implementation Plan (CEIP).

To meet regional and City natural gas demand, PSE's delivery system is modified every year to address new or existing customer growth, load changes that require system reinforcement, rights-of-way improvements, and pipeline integrity issues. Ongoing system integrity work in Kenmore may include the replacement of DuPont manufactured polyethylene main and service piping and certain qualified steel wrapped intermediate pressure main and service piping. Ongoing pipe investigations throughout the city will determine the exact location of any DuPont pipe and qualified steel wrapped pipe to be replaced. In addition, ongoing investigation will determine locations where gas lines may have been cross bored through sewer lines, necessitating subsequent repairs. PSE also utilizes corrosion control mitigation systems to prevent pipe damage as well as annual monitoring schedules of those systems.

## **Energy Conservation Programs**

Under the Energy Independence Act (EIA), utilities must pursue all conservation that is cost effective, reliable and feasible. PSE identifies the conservation potential over a 10-year period and sets two-year targets. For more than three decades PSE's energy efficiency programs have been the foundation of PSE's cost-effective energy resources, and this will continue. Energy conservation reduces the rate at which new facilities need to be built or upgraded. These programs include a wide variety of measures that result in a smaller amount of energy being used to do a given amount of work. Programs include retrofitting heating, ventilation and air conditioning (HVAC) systems, building weatherization, lighting upgrades and appliance upgrades.



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PSE currently has several energy conservation programs for residential, commercial, and industrial customers. While these programs may change from year-to-year, current programs range from technical assistance and information to referrals and financial assistance. PSE has Energy Advisors to help direct customers to the various conservation programs currently available. For residential customers PSE offers a free, do-it-yourself home energy assessment as well as several free informational brochures on the various rebate and incentive programs. PSE also provides weatherization assistance for low-income customers.

**Hazardous Liquid Pipelines**

According to the Northshore Fire District/Shoreline Fire Department, there are no hazardous liquid transmission pipelines located in Kenmore.

**Telecommunications**

Telecommunications services are regulated by several entities, including the Federal Communications Commission and the Washington Utilities and Transportation Commission. As these telecommunication entities frequently merge and often provide overlapping services, analysis of service by individual carrier is difficult.

**Telephone**

Telephone service is provided within the city by a number of providers—both landline and cellular. Carriers include New Cingular Wireless (formerly AT&T) and Verizon.

**Cable**

Cable service is provided within the city by Comcast and other providers, including Frontier and Wave. The City's franchise agreement with Comcast provides free cable service to City Hall, the Northshore Fire District headquarters, the Library, Northshore Utility District headquarters, Fire Station 54, the Police Precinct, and schools.

**Internet**

Internet services within the city also are provided by a number of private carriers, including Comcast and Ziply.

**Local Water Service**

Northshore Utility District (NUD) provides public water service to the entire City of Kenmore. As of December 28, 2022, approximately 7,836 NUD water service connections were located in the City of Kenmore 32% of the District's total of 24,653. NUD is organized as a special purpose district that has the authority to operate under Title 57 of the Revised Code of Washington (RCW).

The District owns and operates a water distribution and storage system. All water is purchased from Seattle Public Utilities (SPU) through connections to the Tolt Pipelines No. 1 and 2, and the Tolt Eastside Supply Line. The district has an additional connection to SPU at the Maple Leaf

Comprehensive Plan

pipeline, used only in emergency situations. SPU is responsible for water quality treatment. The current water supply contract with SPU expires in 2062.

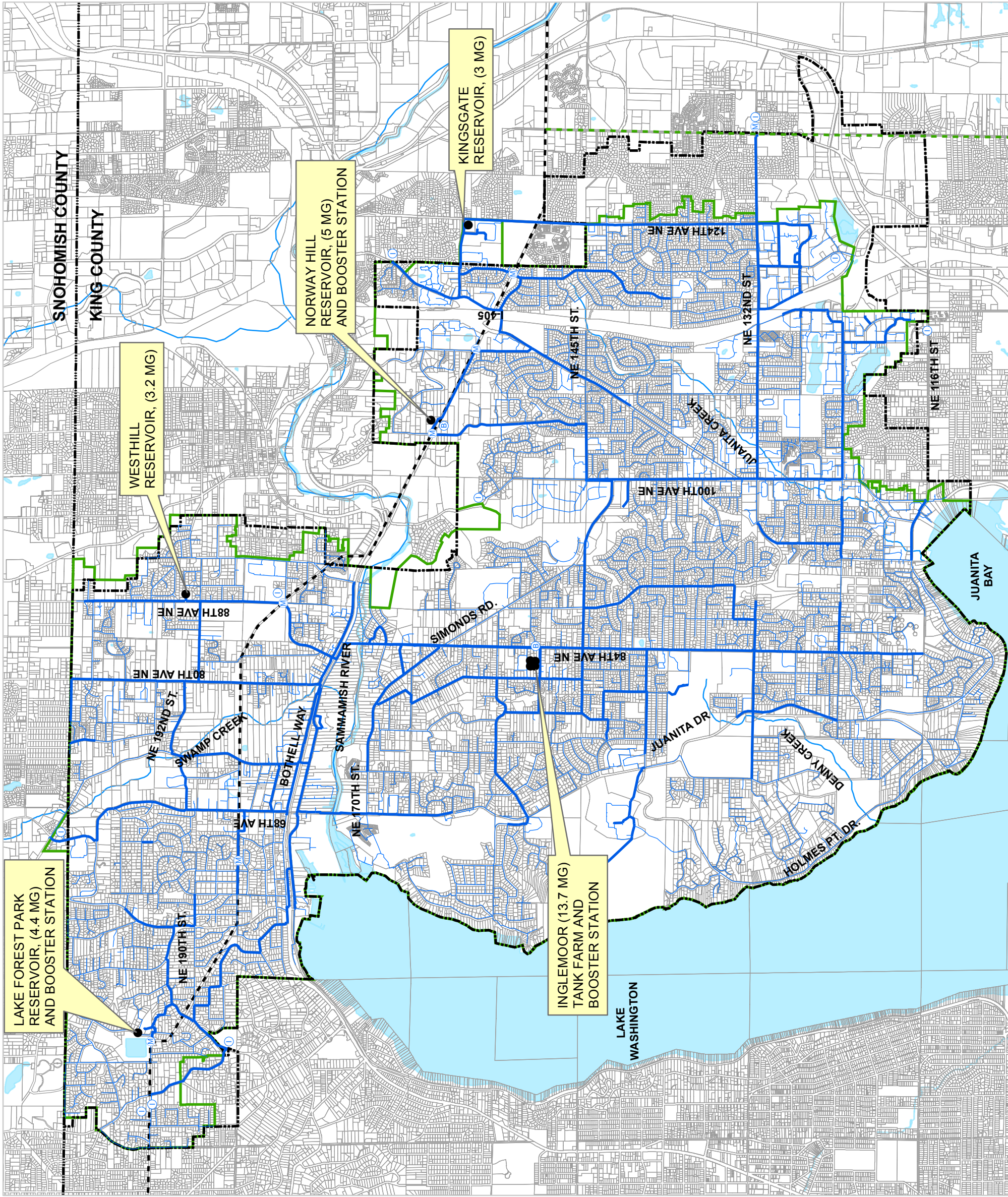
The current Comprehensive Water System Plan for the District was completed in 2017. This plan evaluates the existing system and its ability to meet anticipated requirements for water source, quality, transmission storage, and distribution for a twenty-year period 2016-2035) in accordance with the Growth Management Act. District population estimates for the planning period are based on the 2014 Transportation Analysis Zone (TAZ) projections provided by the Puget Sound Regional Council and Utility District staff determinations.

According to the Plan, the District has sufficient capacity in its existing storage and distribution system to meet growth needs to the 2035 planning horizon and beyond. The SPU contract water supply is sufficient to provide adequate water to the District to buildout, with the Plan indicating that average day and peak season demands at buildout are below the SPU supply contract amount. As a member of the Snohomish River Regional Water Authority, NUD holds a water right for the Snohomish River but is not currently withdrawing water under this water right. Although NUD has drilled a groundwater well in west Bothell, no water right was granted by the State and groundwater is not considered to be a viable water supply option for the district.

The 2017 plan includes a \$4.5 million six-year Capital Improvement Plan and a \$17.9 million 10-year plan. Projects include water supply source development, improvements to the distribution system, metering and telemetry improvements, and emergency preparedness. The majority of these projects constitute ongoing upgrades to the system.

Northshore Utility District's 2017 Water System Comprehensive Plan should be referred to directly for detailed information about the District and its facilities. **Figure U-1** shows existing water mains and reservoirs in the city of Kenmore.







### **Regional Water Service**

The Seattle Public Utilities Tolt Pipelines No. 1 and 2 cross the city of Kenmore from east to west, primarily along the NE 185<sup>th</sup> Street alignment. At 61<sup>st</sup> Avenue NE the pipeline alignment turns in a northwest direction to the western city boundary.

Several taps into the Tolt Pipeline exist within the city to provide service through Northshore Utility District.

### **Local Wastewater Service**

Northshore Utility District (NUD) provides public sewer service to the entire city of Kenmore. As of December 28, 2022, 7,342 of NUD's 24,513 sewer service connections, or 30%, were in Kenmore. The district is organized as a special purpose district that has the authority to operate under Title 57 of the Revised Code of Washington (RCW).

The District owns and operates a wastewater collection system consisting of collection sewers, trunk sewers, lift stations, and force mains. Wastewater treatment is provided by King County Department of Natural Resources, Wastewater Treatment Division at the South Treatment Plant in Renton, at West Point Treatment Plant in Seattle, and at Brightwater Treatment Plant in Woodinville. The wastewater agreement with the County extends to 2056.

The current Comprehensive Wastewater System Plan for the District was completed in 2009, and an updated Capital Improvement Plan was adopted in 2018. In addition, the District has recently started the process to update the overall comprehensive plan with completion anticipated for 2024. The 2009 plan evaluates the existing collection system and identifies improvements needed to meet the needs of current and future sewer customers in light of changing regulatory requirements, population growth, development trends, and aging facilities for the time frame of 2006-2026. District population estimates for the planning period are based on the Transportation Analysis Zone (TAZ) projections provided by the Puget Sound Regional Council and Utility District staff determinations.

The Plan includes a policy of providing public sewer service to areas within its sewer service area. NUD published a Sewer System Buildout Catalog in 2006, with the goal to provide sewer service to the majority of parcels served by on-site septic systems within 8 years. As of January 4, 2023, there are approximately 265 parcels within the city of Kenmore that are served by on-site septic systems.

The 2018 Capital Improvement Plan recommends projects for the 2018-2027 time frame that include construction of new and supporting facilities, and upgrades as well as other improvements that will increase system efficiency. The plan includes a \$30 million ten-year capital improvement plan.

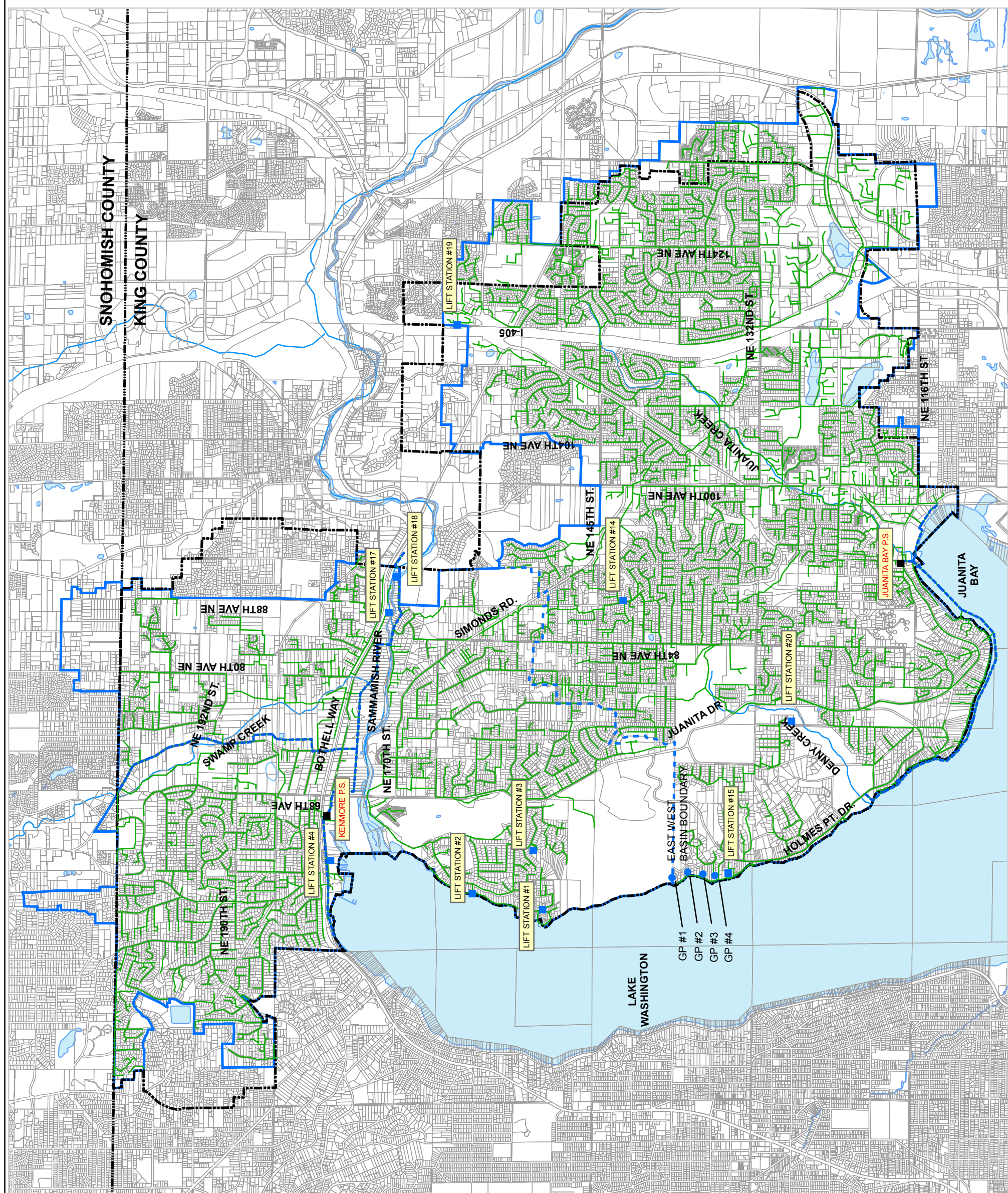
Northshore Utility District's 2009 Wastewater Comprehensive Plan should be referred to directly for detailed information about the District and its facilities. **Figure U-2** shows the existing District boundary and sewer service area, with some Kenmore facilities. Parcels that are currently on septic systems are shown on **Figure U-3**.

### **Regional Wastewater Facilities**

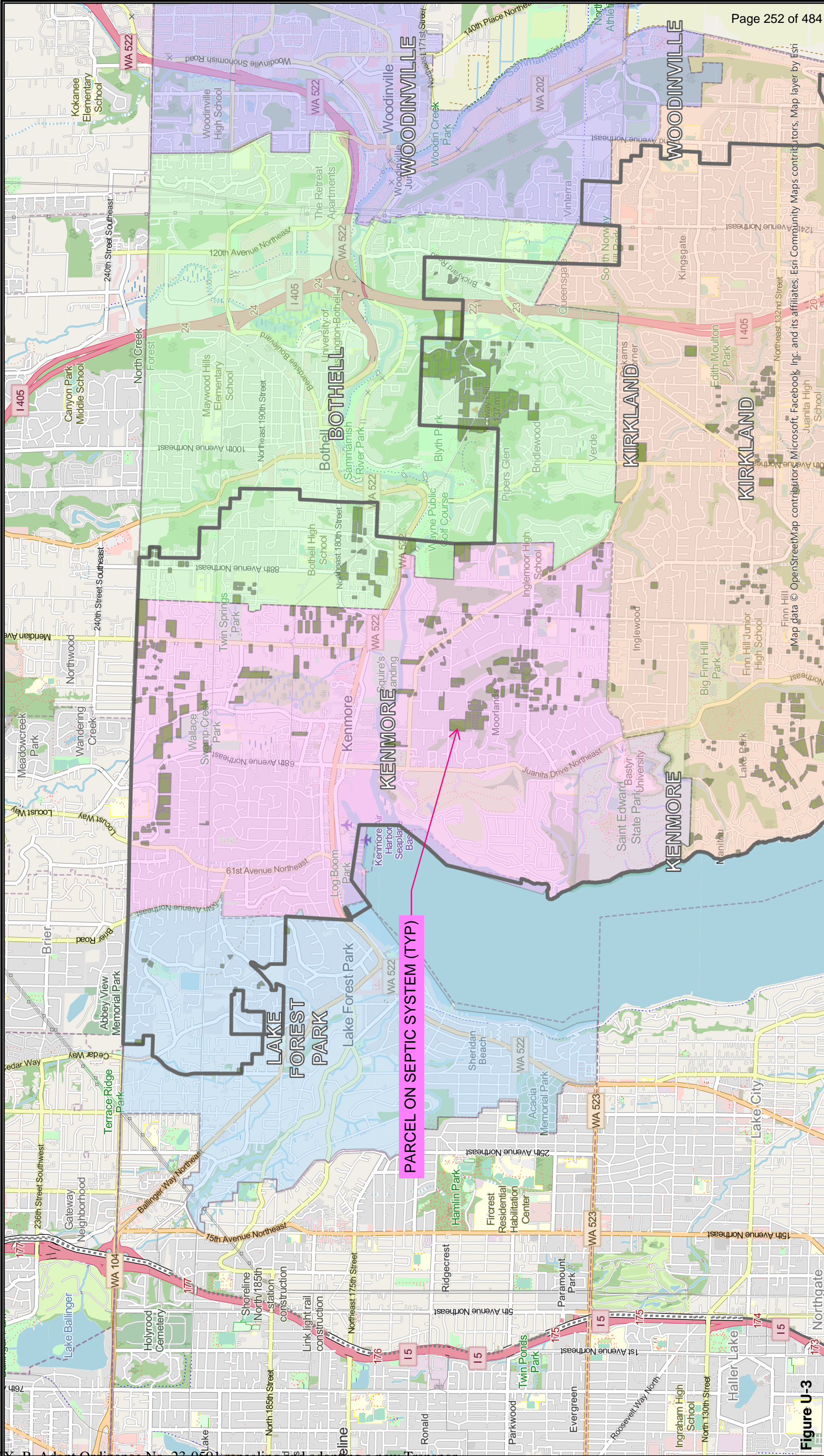
King County Department of Natural Resources, Wastewater Treatment Division operates regional facilities within Kenmore. These include the Kenmore Pump Station/Logboom Regulator System, Swamp Creek Trunk, Swamp Creek Connector, and Kenmore Interceptor. Under normal operation, flow from the northern portions of the city in the 36-inch Swamp Creek Trunk is diverted at NE 192nd Street through the Swamp Creek Connector to the Brightwater Treatment Plant. Flows south of this diversion (and NE 192nd Street), enter the 72-inch Kenmore Interceptor and are conveyed to the Kenmore Pump Station. The Kenmore Pump Station/Logboom Regulator System controls flows in the Kenmore Interceptor lakeline, a 48-inch diameter, five-mile-long pipeline constructed in Lake Washington between Kenmore and Matthew's Beach. This system conveys sewage from the Kenmore area to Matthews Beach Pump Station and from there to the West Point Treatment Plant.

Through King County Wastewater Treatment Division planning programs and implemented projects as well as the Agreement for Sewage Disposal between King County and its component agencies, the necessary provisions are in place for treatment through the Comprehensive Plan's planning horizon.









Parcels on Septic System

1:36,000 1 inch = 3,000



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Northshore Utility District

6830 NE 185th St, Kenmore, WA 98028 (425) 398-4400

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NUD NAV



## **Solid Waste**

### **Coordination of Service**

The King County Department of Natural Resources and Parks, Solid Waste Division, operates King County's transfer and disposal system comprised of a regional landfill, eight transfer stations, and two rural drop boxes for residential and non-residential self-haul customers and commercial haulers. Kenmore has an interlocal agreement with King County that guarantees the tonnage and associated revenue to allow the Solid Waste Division to operate the system through 2040.

Unincorporated areas of King County are served by private garbage collection companies which receive oversight through the Washington State Utilities and Transportation Commission (WUTC). When an area incorporates, it has the option to establish a franchise with a private hauler but is not required to do so. If a local jurisdiction enters into a franchise, the franchise regulations would supersede state regulations and the private hauler is no longer regulated by the State. The City of Kenmore has elected to allow the state to continue to regulate the private hauler serving the city. The City has no immediate plans to establish a franchise, but may wish to establish one at some point in the future. Republic Services is the garbage/recycling service provider to Kenmore.

Republic Services collects residential and commercial solid waste and recycling in the city. As of January 2023, the following services were provided:

Commercial	176 Garbage	21 Compost	117 Recycle
Multifamily	89 Garbage	11 Compost	91 Recycle
Residential	6259 Garbage	4469 Compost	6269 Recycle

### **General Waste Collection**

The company collects solid waste on a weekly basis and then hauls garbage to the King County Houghton Transfer Station in Kirkland. Except for construction debris, which is recycled, refuse at the transfer station is trucked to the Cedar Hills Landfill.

The 2006 Solid Waste Transfer and Waste Export System Plan identified the need for a new "Northeast Lake Washington" transfer station in the northeast part of King County. The County currently is in the site selection and planning phase of a new recycling and transfer station (RTS). This new RTS could replace the Houghton Transfer Station and is currently referred to as NERT (Northeast Recycling and Transfer Station).

It is expected that the Cedar Hills Landfill will be operational until around 2040 based on current tonnage forecasts. The 2019 Comprehensive Solid Waste Management Plan explores the concept of using other technologies for waste disposal, rather than pursuit of additional landfill space once Cedar Hills is no longer operational. The County has recently selected a consultant and is working with them and other stakeholders to analyze which long-term disposal option is best to replace the Cedar Hills Regional Landfill once it is full.

## Recycling

In Kenmore, recycling collection services are provided to single-family and multi-family residences, as well as to commercial customers with individual agreements. Commercial recycling and composting are not mandatory; however, a new Organics Management Law will require organics composting starting in 2024.

Recycling material is collected curbside every other week and taken to Republic Services Recycling in south Seattle. Yard waste also is collected every other week at curbside and taken to Cedar Grove Compost where it is composted then sold for use in gardens and flower beds.

Totals from 2022 annual data (averaged) show the following diversion percentages:

Residential	51.27%
Commercial	19.75%
Multifamily	26.41%

## GOALS, OBJECTIVES, AND POLICIES

Following are the utility goals, objectives and policies.

### ***GOAL U-1. ENSURE THAT ALL HOUSEHOLDS ARE SERVED OR CAN BE SERVED BY WATER AND SANITARY SEWER UTILITIES AT ACCEPTED SERVICE LEVELS.***

**OBJECTIVE U-1.1** Coordinate with the Northshore Utility District, the King County Department of Natural Resources Wastewater Treatment Division, and the City of Seattle to ensure that sufficient sanitary sewer infrastructure and treatment, water supply, infrastructure, and fire flow are available or can be provided to all areas of the community to meet existing and future needs and to protect environmental quality.

Policy U-1.1.1 Ensure City regulations allow for improvements and additions to water and sewer facilities as needed to accommodate growth and provide reliable service.

Policy U-1.1.2 Furnish regular updates of population, employment and development projections to the Northshore Utility District, King County and the City of Seattle in order to ensure appropriate services will be available as needed.

Policy U-1.1.3 Coordinate with the Northshore Utility District in the amendment and implementation of its Water System Plan and Wastewater System Plan in order to achieve shared goals and objectives of providing reliable, service to Kenmore citywide, and to ensure consistency with City's Comprehensive Plan.

Policy U-1.1.4 Coordinate with the Northshore Utility District and combined Northshore Fire District 16/Shoreline Fire Department to ensure adequate fire flow in all areas of the city.

Policy U-1.1.5 If an areawide water or sewer deficiency is identified, ensure that the applicable service providers remedy the deficiency through capital improvement programs and long-term funding strategies. If financing and level of service remedies cannot solve the deficiency, the City may change zoning to address the problem.

Policy U-1.1.6 Coordinate with the appropriate service providers to ensure water system plans include aggressive conservation and re-use measures, as well as development of new sources to support planned land uses with reliable service at minimum cost.

Policy U-1.1.7 In partnership with the City of Seattle, identify appropriate shared uses along the Tolt Pipeline in consideration of environmental features.

Policy U-1.1.8 Through memorandums of understanding or other methods, ensure the implementation of the County's Regional Wastewater Service Plan results

Comprehensive Plan

in full mitigation of siting, construction, and operational impacts of new or expanded facilities in Kenmore.

- Policy U-1.1.9 To address ground and surface water quality, ensure Northshore Utility District sewer plans require hook-ups to the sanitary sewer system in the case of septic system failures when reasonably available. Work with the Northshore Utility District to determine the circumstances under which hook-up would be appropriate. Determine if funding sources are available in the case of economic hardship.
- Policy U-1.1.10 Ensure new development is served by the public sanitary sewer system.
- Policy U-1.1.11 Encourage septic system owners to connect to the City wastewater system by offering incentives, cost-recovery mechanisms, pipe extensions and other tools.
- Policy U-1.1.12 Ensure that the implementation of the County's Regional Wastewater Service Plan and the Northshore Utility District's Wastewater System Plan minimizes failures, overflows, and contamination affecting the City's surface waters.

***GOAL U-2. PROVIDE SOLID WASTE COLLECTION AND DISPOSAL SERVICES TO THE COMMUNITY CONSISTENT WITH SOLID WASTE MANAGEMENT PLANS.***

**OBJECTIVE U-2.1 Monitor the delivery of solid waste services provided by King County and waste handlers to ensure appropriate service levels are provided at a reasonable cost.**

- Policy U-2.1.1 Support the planning of solid waste services, and the provision of disposal capacity on a regional basis.
- Policy U-2.1.2 Monitor the levels of solid waste service and costs currently provided to the Kenmore community through the Washington State Utilities and Transportation Commission's oversight of the local private hauler.
- Policy U-2.1.3 Coordinate with current service providers to ensure that waste pick-up and curb-side recycling services are reliable and provided regularly and consistently.
- Policy U-2.1.4 Coordinate with service providers to educate the Kenmore community about safe hazardous waste disposal.
- Policy U-2.1.5 Coordinate with service providers to provide educational materials to the Kenmore community which inform that waste burning is prohibited and identify appropriate solid waste services that are available.
- Policy U-2.1.5 Coordinate with service providers to educate the community about opportunities for increasing recycling, composting, sustainable consumption and zero waste.

***GOAL U-3. ENSURE THAT PRIVATELY PROVIDED UTILITIES, INCLUDING ELECTRICITY, NATURAL GAS, CABLE TELEVISION, AND OTHER TELECOMMUNICATIONS, ARE AVAILABLE OR CAN BE PROVIDED TO SERVE THE COMMUNITY.***

**OBJECTIVE U-3.1 Ensure utility providers make improvements and additions to improve service and accommodate growth in a timely manner.**

- Policy U-3.1.1 Ensure City regulations allow for improvements and additions to facilities as needed to accommodate growth, provide reliable and efficient service, and support economic development.
- Policy U-3.1.2 Furnish regular updates of population, employment, and development projections to private utilities and service providers in order to ensure appropriate services will be available as needed.
- Policy U-3.1.3 Require franchise agreements where necessary for private utility use of the City rights-of-ways.
- Policy U-3.1.4 Whenever possible, ensure that franchise agreements support the provision of excellent and efficient utility service to Kenmore customers.
- Policy U-3.1.5 Coordinate with other jurisdictions in the implementation of multi-jurisdictional electric facility additions and improvements.
- Policy U-3.1.6 Support the transition from the use of natural gas to the use of green and renewable energy sources.
- Policy U-3.1.7 Evaluate the advantage of transitioning from a private to publicly owned energy provider.
- Policy U-3.1.8 Encourage state of the art telecommunication services to mitigate the transportation impacts of development and growth through such means as telecommuting and videoconferencing.
- Policy U-3.1.9 Support cable television services that meet the cable-related needs and interests of all segments of the Kenmore community, taking into account the cost of meeting such needs and interests.
- Policy U-3.1.10 Support the relocation of utility poles to protect the public safety and to further the Comprehensive Plan goals and realization of the Vision Statement.

**OBJECTIVE U-3.2 Coordinate the timing and location of utilities to minimize cost and disruption.**

- Policy U-3.2.1 Strive to notify private utilities and service providers of construction work in the public rights-of-way which may affect their equipment. Encourage



Comprehensive Plan

	coordination of public and private utility trenching activities for new construction and maintenance and repair of existing roads.
Policy U-3.2.2	Promote when reasonably feasible, co-location of new public and private utility distribution facilities in shared trenches and coordination of construction timing to minimize construction-related disruptions to the public and reduce the cost to the public of utility delivery.
Policy U-3.2.3	Encourage use of the Utility Notification Center (“Call Before You Dig”) prior to site construction or development,
<b>OBJECTIVE U-3.3</b>	<b>Facilitate the provision of reliable utility service in a way that minimizes environmental and safety impacts while allowing for a fair and reasonable price for the utility’s product.</b>
Policy U-3.3.1	Require utilities to define alternative routes to avoid impacts to environmentally sensitive areas where possible.
<b>OBJECTIVE U-3.4</b>	<b>Encourage undergrounding of overhead utilities and co-location of utilities to reduce aesthetic impacts, minimize the need for pruning of trees and shrubs, and reduce power loss during severe weather events.</b>
Policy U-3.4.1	To the extent feasible, require underground utility networks in new developments in the city.
Policy U-3.4.2	Where undergrounding is not presently feasible, require developers to take other measures to facilitate future undergrounding of aerial utilities.
Policy U-3.4.3	Wherever practical and feasible, encourage undergrounding of existing overhead utilities when significant work occurs in the right-of-way.
Policy U-3.4.4	Consider creating a funding mechanism for undergrounding of utilities on a continuing basis in developed areas.
Policy U-3.4.5	Minimize impacts of personal wireless services, telecommunication facilities, and towers on adjacent land uses through careful siting and design.
Policy U-3.4.6	Require communication facilities and poles, including cell or radio towers, to consider existing sites and co-locating prior to establishing new sites.
Policy U-3.4.7	Consider view corridors and aesthetics when reviewing utility pole or facility placement. Require undergrounding of utilities unless unfeasible or unreasonably costly.

**GOAL U-4. ENCOURAGE RESOURCE AND ENERGY CONSERVATION.**

**OBJECTIVE U-4.1 Promote and support water conservation efforts.**

- Policy U-4.1.1 Support water conservation programs of the Northshore Utility District for residential, commercial and industrial users.
- Policy U-4.1.2 Consider and Implement water conservation principles when constructing, maintaining and improving City facilities and parks.
- Policy U-4.1.3 Promote the use of water conservation features in the design or rehabilitation of residential structures.
- Policy U-4.1.4 Support the installation of utility infrastructure to encourage the use of reclaimed water for irrigation.

**OBJECTIVE U-4.2 Encourage increased solid waste reduction and recycling.**

- Policy U-4.2.1 Support King County and waste-hauler programs for increased waste reduction, composting and recycling in accordance with the adopted King County Solid Waste Management Plan, and with any future City solid waste plans.
- Policy U-4.2.2 Support King County and waste-hauler programs to work with property owners of multi-family to begin recycling and composting.
- Policy U-4.2.3 Allow conditional use of alternative systems, such as composting toilets and greywater systems when potential benefits are clear and there is not risk to public or environmental health.

**OBJECTIVE U-4.3 Promote and support energy conservation.**

- Policy U-4.3.1 Continue to enforce State Energy Code requirements.
- Policy U-4.3.2 Review and update codes as necessary regarding solar energy and other alternative energy sources.
- Policy U-4.3.3 Establish standards for street widths, parking lots, and landscaping to moderate temperature, provide shade, and minimize impervious surfaces.
- Policy U-4.3.4 Promote higher density and infill developments that are located near major transportation and transit links.
- Policy U-4.3.5 Encourage the rehabilitation of existing buildings as an alternative to demolition, where appropriate, to encourage the conservation of energy, building materials, and historic preservation.

***GOAL U-5 CONSIDER CLIMATE RISKS IN THE PLANNING AND OPERATIONS TO ENSURE IMPLEMENTATION OF RENEWABLE AND EFFICIENT ENERGY INFRASTRUCTURE***

**OBJECTIVE U-5.1 Promote renewable and efficient energy methods.**

- Policy U-5.1.1 Kenmore, as a regional leader in sustainability, should continue to lead by example by reducing the city's carbon footprint. By reducing the city's output of greenhouse gases, this will help decrease the impacts of climate change and support the vision of a sustainable, resilient, inclusive, and healthy community.
- Policy U-5.1.2 The City should consider enrolling into Puget Sound Energy's Green Power program or similar program with a contracted energy provider which ensures that a portion of Kenmore's municipal electricity use is matched with clean renewable energy resources from the Northwest.
- Policy U-5.1.3 Promote installation of solar panels, heat pumps, or other renewable or energy efficient methods to further reduce greenhouse gas emissions reduction targets as identified in the City's Climate Action Plan (CAP).
- Policy U-5.1.4 The City should continue to replace its vehicle fleet with hybrid and electric vehicles to boost fuel efficiency and increase the number of electric charging stations at public facilities.
- Policy U-5.1.5 Update City codes and permitting processes to streamline installation of renewable energy infrastructure.
- Policy U-5.1.6 Conduct community education and outreach on renewable energies and their short- and long-term benefits.

**OBJECTIVE U.5.2 Participate in regional efforts to increase renewable energy, both locally and at the state level.**

- Policy U-5.2.1 Continue the partnership with King County Cities Climate Collaboration (K4C) to leverage the City's resources and partnerships to coordinate with and enhance local government climate and sustainability efforts.
- Policy U-5.2.2 Kenmore should build on existing state renewable energy commitments including the Washington State Renewable Portfolio Standard to partner with utilities, including contracted energy providers and other stakeholders on a Countywide commitment to renewable energy resources, including meeting energy demand through energy efficiency improvements and phasing out fossil fuel.
- Policy U-5.2.3 Collaborate with and encourage contracted energy providers to provide clean and renewable energy that meets the needs of existing and future development, and provides sustainable, highly reliable and energy efficient service for Kenmore residents and businesses.

Comprehensive Plan

Policy U-5.2.4 Promote renewable energy production facilities within the City.

Policy U-5.2.5 Participate in regional efforts that support the development of new and/or amended regulations to ensure the efficient and safe location of battery storage facilities.

## **IMPLEMENTATION STRATEGIES**

The Utilities Element policies require commitments of City resources to prepare new regulations, review/amend existing regulations, create educational or incentive programs, or coordinate with jurisdictions, agencies and service providers.

- New or amended programs, rules, or regulations may be needed to address alternative and renewable energy sources, such as solar, or wind.
- New or amended programs, rules, or regulations may be needed to address increased conservation, recycling, composting, sustainable consumption, and zero waste
- Continue to review existing programs, rules and regulations to ensure they meet adopted policies.
- Coordinate and partner with agencies and service providers to ensure provision of efficient services, sustainable consumption, resiliency and protection of natural resources.
- Coordinate and partner with agencies and service providers to provide educational materials.

## REFERENCES

King County Solid Waste Division, Department of Natural Resources and Parks (January 2023). Personal communication from Brian Halverson, Strategic Planning Manager, to Lauri Anderson, Principal Planner.

King County Wastewater Treatment Division, Department of Natural Resources and Parks (January 2023). Personal communication from Nicole L. Smith, Water Quality Planner/Project Manager, to Lauri Anderson, Principal Planner.

Northshore Fire District (January 2023). Personal communication from Matt Cowan, Fire Chief, Shoreline Fire Department, to Lauri Anderson, Principal Planner.

Northshore Utility District (January 2023). Personal communication from Stephen Dennehy, Engineering Director, to Lauri Anderson, Principal Planner.

Puget Sound Energy (January 2023). Personal communications from Patrick Robinson, Municipal Liaison to Lauri Anderson, Principal Planner.



## City Council Agenda Bill City of Kenmore, WA

**Subject/Topic:**

Consultant Services Agreement with  
Gordon Thomas Honeywell

**For Council Meeting Agenda of:** November 27,  
2023

**Department:** City Manager's Office

**Prepared by:** Rob Karlinsey, City Manager

**Initial & Date**

**Approved by Department Head:** RGK

**Approved by City Attorney:** N/A

**Approved by Finance Director:** MM

**Approved by City Manager:** RGK

**Proposed Council Action/Motion:**

Authorize the City Manager to execute  
Contract No. 23-C2990, Consultant  
Services Agreement with Gordon Thomas  
Honeywell, from January 1, 2024 through  
December 31, 2024.

**Exhibits/Attachments:**

1 – Contract No. 23-C2990

**Information/Background:**

Gordon Thomas Honeywell (GTH) is a governmental affairs firm that specializes in helping cities advocate for funding and policies at the State level. The City of Kenmore has utilized the services of GTH over the last decade+ and has seen the benefits of such services in the form of state funding and policies.

This agreement continues the existing relationship between the City of Kenmore and GTH (Contract No. 22-C2861) another year through 2024. The 2023 fee of \$4,515 per month will not change. Fees and term are summarized as follows:

**Fees:**

Gordon Thomas Honeywell Governmental Affairs will provide the scope of work as described in the attached contract for a monthly fee of \$4,515 (annual amount of \$54,180).

**Expenses:**

In addition to the fee above, Gordon Thomas Honeywell Governmental Affairs will expense for communication expenses not to exceed \$2,000.

**Term:**

The duration of the contract between the City of Kenmore and Gordon Thomas Honeywell Governmental Affairs will be from January 1, 2024 through December 31, 2024.

GTH will continue to advocate for the City of Kenmore's adopted state legislative agenda leading up to and during the State Legislature's 2024 Legislative Session.

IX. C. Authorize the City Manager to execute Contract No. 23-C2990, Cons...



<b>Fiscal Consideration:</b>
The City has budgeted for this annual contract in this biennium.
<b>City Council Priority or Budget Objective Being Addressed:</b>
All City Council Goals.

**City of Kenmore Contract #: 23-C2990**

Authorized Amount: \$54,180 plus not to exceed \$2,000 in expenses

Date Start: 01/01/2024

Date End: 12/31/2024

**CONSULTANT SERVICES AGREEMENT**

**Gordon Thomas Honeywell**

THIS AGREEMENT is entered into by and between the City of Kenmore, Washington, a municipal corporation ("City") and Gordon Thomas Honeywell, ("Consultant") organized under the laws of the State of Washington, located and doing business at 1201 Pacific Ave. Suite 2100, Tacoma, WA 253-6630, and Shelly Helder (hereinafter the "Consultant").

**RECITALS:**

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

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

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

**AGREEMENT:**

**1. Scope of Services to be Performed by Consultant.**

The Consultant shall perform those services described on Exhibit "A," which is attached hereto and incorporated herein by this reference as if set forth in full. In performing such services, the Consultant shall at all times comply with all federal, state, and local statutes, rules and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith. The Consultant shall perform the services diligently and completely and in accordance with professional standards of conduct and performance. The Consultant shall request and obtain prior written approval from the City if the scope or schedule is to be modified in any way.

**2. Compensation and Method of Payment.** The City shall pay the Consultant for services rendered according to the rates and methods set forth below. The Consultant shall request payment for work performed using the billing invoice form at Exhibit "C."

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

       A sum not to exceed

Consultant/Professional Services Agreement

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IX. C. Authorize the City Manager to execute Contract No. 23-C2990, Cons...

\_\_\_ Other (describe): \_\_\_\_\_

The City shall pay the Consultant for services rendered within ten (10) days after City Council voucher approval. However, if the City objects to all or any portion of an invoice, it shall notify Consultant and reserves the option to only pay that portion of the invoice not in dispute. In that event, the Parties will immediately make every effort to settle the disputed portion.

The City further reserves the right to direct the Consultant's compensated services before reaching the maximum amount.

The Consultant shall complete and return to the City Exhibit "D," federal tax Form W-9, prior to or along with the first billing invoice.

**3. Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing on January 1, 2024 and ending December 31, 2024 unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

**4. Ownership and Use of Documents.**

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

B. *Records preservation.* Consultant understands that this Agreement is with a government agency and thus all records created or used in the course of Consultant's work for the City are considered "public records" and are subject to disclosure by the City under the Public Records Act, Chapter 42.56 RCW ("the Act"). Consultant agrees to safeguard and preserve records in accordance with the Act. The City may be required, upon request, to disclose the Agreement, and the documents and records submitted to the City by Consultant, unless an exemption under the Public Records Act applies. If the City receives a public records request and asks Consultant to search its files for responsive records, Consultant agrees to make a prompt and thorough search through its files for responsive records and to promptly turn over any responsive records to the City's public records officer at no cost to the City.

**5. Independent Consultant.** The parties intend that an independent contractor-client relationship will be created by this Agreement. As the Consultant is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or sub-consultant of the Consultant shall be or shall be deemed to be the employee, agent, representative or sub-consultant of the City. In the performance of the work, the Consultant is an independent contractor with the ability to control

and direct the performance and details of the work, the City being interested only in the results obtained under this Agreement. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance are available from the City to the employees, agents, representatives, or sub-consultants of the Consultant. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the Consultant, or any employee of the Consultant. The Consultant will be solely and entirely responsible for its acts and for the acts of its agents, employees, representatives, and sub-consultants during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

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

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

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

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

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

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

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

independent Consultants and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.

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

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

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

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

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

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

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

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

H. *No Limitation.* Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage

provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

**8. Record Keeping and Reporting.**

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

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

**9. City's Right of Inspection and Audit.**

A. Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the City and shall be subject to the City's general right of inspection to secure the satisfactory completion thereof. The Consultant agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

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

**10. Consultant to Maintain Records to Support Independent Contractor Status.**

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



**11. Work Performed at the Consultant's Risk.** The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and sub-consultants in the performance of the work hereunder and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

**12. Termination.**

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

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

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

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

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

**13. Force Majeure.** Notwithstanding anything to the contrary in this Agreement, any prevention, delay or stoppage due to strikes, lockouts, labor disputes, acts of God, acts of war, terrorist acts, inability to obtain services, labor, or materials or reasonable substitutes therefor, governmental actions, governmental laws, regulations or restrictions, civil commotions, Casualty, actual or threatened public health emergency (including, without limitation, epidemic, pandemic, famine, disease, plague, quarantine, and other significant public health risk), governmental edicts, actions, declarations or quarantines by a governmental entity or health organization, breaches in cybersecurity, and other causes beyond the reasonable control of the party obligated to perform, regardless of whether such other causes are (i) foreseeable or unforeseeable or (ii) related to the specifically enumerated events in this paragraph (collectively, a "**Force Majeure**"), shall excuse the performance of such party for a period equal to any such prevention, delay or stoppage. To the extent this Agreement specifies a time period for performance of an obligation of either party, that time period shall be extended by the period of any delay in such party's performance caused by a Force Majeure. Provided however, that the current COVID-19 pandemic shall not be considered a

Force Majeure unless constraints on a Party's performance that result from the pandemic become substantially more onerous after the effective date of this Agreement.

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

**15. Assignment and Subcontract.** The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City. Any assignment made without the prior approval of the City is void.

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

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

**18. Non-Appropriation of Funds.** If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

**19. Employment of State Retirees.** The City is a "DRS-covered employer" which is an organization that employs one or more members of any retirement system administered by the Washington State Department of Retirement Systems (DRS). Pursuant to RCW 41.50.139(1) and WAC 415-02-325(1), the City is required to elicit on a written form if any of the Consultant's employees providing services to the City retired using the 2008 Early Retirement Factors (ERFs), or if the Consultant is owned by an individual who retired using the 2008 ERFs, and whether the nature of the service and compensation would result in a retirement benefit being suspended. Failure to make this determination exposes the City to significant liability for pension overpayments. As a result, before commencing work under this Agreement, Consultant shall determine whether any of its employees providing services to the City or any of the Consultant's owners retired using the 2008 ERFs, and shall immediately notify the City and shall promptly complete the form provided by the City after this notification is made. This notification to DRS could impact the payment of retirement benefits to employees and owners of Consultant. Consultant shall indemnify, defend, and hold harmless the City from any and all claims, damages, or other liability, including attorneys' fees and costs, relating to a claim by DRS of a pension

overpayment caused by or resulting from Consultant's failure to comply with the terms of this provision. This provision shall survive termination of this Agreement.

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

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

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

City Clerk  
City of Kenmore  
18120 68<sup>th</sup> Ave. NE  
Kenmore, Washington 98028-0607

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

1201 Pacific Avenue, Suite 2100  
Tacoma, Washington 98401

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

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

Consultant/Professional Services Agreement

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IX. C. Authorize the City Manager to execute Contract No. 23-C2990, Cons...

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

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

IN WITNESS WHEREOF, the City and the Consultant have executed this Agreement as of the dates listed below.

**CONSULTANT**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF KENMORE**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM**

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

## EXHIBIT A

**Scope of Services to be Provided by Consultant. The Consultant shall furnish services including, but not limited to, the following outlined here or attached separately.**

1. Work with the City of Kenmore to develop and refine a legislative agenda, including but not limited to pursuing transportation funding, incentives to advance economic development opportunities within the city, increased regulatory authority around certain local businesses, and pursuing capital funding.
2. Develop policy papers and other informational materials on priority legislative agenda items.
3. Identify and track all relevant legislation introduced to the Washington State Legislature.
4. Continually meet with legislators on behalf of the City of Kenmore, including the legislative delegation, committee and party leadership, and others. Identify opportunities for the Mayor to engage in the legislative process, and travel to Olympia.
5. Provide the City with weekly reports and tracking lists during the legislative session and provide the City with monthly reports during the legislative interim.
6. Participate in the Association of Washington Cities on behalf of the City of Kenmore.
7. Participate in the Washington Highway Users Federation on behalf of the City of Kenmore.
8. Attend all relevant legislative hearings, meetings, and stakeholder groups.
9. Coordinate City officials to testify at relevant legislative hearings and to meet with the City's legislative delegation in Olympia and during the interim.
10. Lobby to amend, defeat, or pass legislation or budgets that affect the City of Kenmore's interests.
11. Coordinate with the City's federal lobbyists to provide reasonable levels of assistance with the Washington State Congressional delegation as requested.

## **EXHIBIT B**

**Rates for Services to be Provided by Consultant.** The Consultant shall furnish the services in accordance with the rates specified below or attached hereto, as Exhibit B.

**Manager Arrangement:**

Briahna Murray, Vice President of Gordon Thomas Honeywell Governmental Affairs, will serve as both the contract and project manager for the City of Kenmore. She will be assisted by additional governmental affairs consultants as needed.

**Fees:**

Gordon Thomas Honeywell Governmental Affairs will provide the above scope of work for a monthly fee of \$4,515 for an annual amount of \$54,180.

**Expenses**

In addition to the fee above, Gordon Thomas Honeywell Governmental Affairs will expense for communication expenses not to exceed \$2,000.

**Term:**

The duration of the contract between the City of Kenmore and Gordon Thomas Honeywell Governmental Affairs will be from January 1, 2024 through December 31, 2024.



**EXHIBIT C**

City of Kenmore  
Billing Invoice

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

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

Consultant: \_\_\_\_\_

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

Telephone: (    ) \_\_\_\_\_

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

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

Attach itemized description of services provided.

Specific Program/Project: \_\_\_\_\_

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

*For Department Use Only*

-----  
**BUDGET SUMMARY**

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

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

Authorized Signature (Required)\_\_\_\_\_

Consultant/Professional Services Agreement

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IX. C. Authorize the City Manager to execute Contract No. 23-C2990, Cons...

**EXHIBIT D**

Form <b>W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b>  ▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.	<b>Give Form to the requester. Do not send to the IRS.</b>																																				
Print or type. See Specific Instructions on page 3.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.																																					
	<b>2</b> Business name/disregarded entity name, if different from above																																					
	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <div style="display: flex; justify-content: space-between;"> <span>Individual/sole proprietor or single-member LLC</span> <span>C Corporation</span> <span>S Corporation</span> <span>Partnership</span> <span>Trust/estate</span> </div> <p>Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p>Other (see instructions) ▶</p>	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>																																				
	<b>5</b> Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)																																				
	<b>6</b> City, state, and ZIP code																																					
<b>7</b> List account number(s) here (optional)																																						
<b>Part I Taxpayer Identification Number (TIN)</b>																																						
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. <b>or</b> <b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="9">Social security number</th> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="9">Employer identification number</th> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Social security number																		Employer identification number																	
Social security number																																						
Employer identification number																																						
<b>Part II Certification</b>																																						
Under penalties of perjury, I certify that:																																						
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and																																						
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and																																						
3. I am a U.S. citizen or other U.S. person (defined below); and																																						
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.																																						
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.																																						
<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶																																				

Consultant/Professional Services Agreement

Page 13

Revised IBDR 5/2022

IX. C. Authorize the City Manager to execute Contract No. 23-C2990, Cons...

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those

from stocks or mutual funds)

- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later*



# Voucher Certification and Approval

City of Kenmore

DATE RANGE: 10/28/2023 - 11/10/2023

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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 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:

ACH Payment - American Traffic Solutions 15,000.00

Total Checks #53247 through 53315: 2,121,265.50

Total Payroll Electronic Deposits: Payroll/Taxes/Flex Spending/Health Savings/Retirement, Dated: 11/03/2023 242,192.94

Rob Karlinsey Nov 14, 2023  
Rob Karlinsey (Nov 14, 2023 21:23 PST)  
City Manager / Date

Melinda Merrell Nov 14, 2023  
Melinda Merrell (Nov 14, 2023 17:38 PST)  
Finance & Administrative Services Director / Date

Vendor Name	Payment Number	Payment Date	Description	Amount
AMERICAN TRAFFIC SOLUTIONS INC	1482	11/09/2023	Oct 2023 KAPE	15,000.00
AMERICAN GENERAL LIFE GPO/400S	53247	11/03/2023	Life Insurance	220.33
MISSION SQUARE / 109964	53248	11/03/2023	City of Kenmore 401a & 401a Loan	24,655.54
MISSION SQUARE 457 / 304745	53249	11/03/2023	ICMA 457 Deferred Comp	5,182.59
COMCAST BUSINESS	53250	11/03/2023	5/10-6/9 TI' awh-ah-dees Internet	81.95
COMCAST BUSINESS	53251	11/03/2023	5/14-6/13 City Hall Internet & Cable	167.40
CONSOLIDATED PRESS	53252	11/03/2023	VOID	-
US POSTAL SERVICE	53253	11/03/2023	2023 Fall Newsletter Postage	2,161.53
58 STARS TRAVEL	53254	11/09/2023	Corina Pfeil flight to NLC Summit in Atlanta 11/15	952.80
APPLEONE EMPLOYMENT SERVICES	53255	11/09/2023	10/9 - 10/13 Temporary Receptionist	1,801.20
APPLEONE EMPLOYMENT SERVICES	53256	11/09/2023	10/23-10/27 Temporary Receptionist	948.00
BELMONT HOMES	53257	11/09/2023	Cash Deposit - Agreement to Work in ROW	7,500.00
CASCADE PEST CONTROL	53258	11/09/2023	Rhododendron Park Pest Control	167.35
CITY OF BELLEVUE	53259	11/09/2023	Missing Middle MOA	20,000.00
CIVICPLUS LLC	53260	11/09/2023	CivicRec Online Reservation Portal	5,078.55
CODE PUBLISHING COMPANY	53261	11/09/2023	Web Update Municipal Code	362.23
CONFLUENCE ENVIRONMENTAL COMPANY	53262	11/09/2023	P28 LBP Water Access Consulting	2,779.37
DINH LIEU	53263	11/09/2023	10/21/23 Hangar Deposit Refund less no show fee	50.00
DTG RECYCLE	53264	11/09/2023	Debris Disposal - Streets & Parks	852.28
FERGUSON WATERWORKS #3156	53265	11/09/2023	Materials for SW WO# 12349	324.68
GARRETT OPPENHEIM	53266	11/09/2023	Snacks/water for Mental Health/First Aid Training	60.35

IX. D. Approve Total Check #s 53247 through 53315 totaling \$2,121,265.50...

Vendor Name	Payment Number	Payment Date	Description	Amount
GAYLYNN BRIEN	53267	11/09/2023	Aug 2023 Sales Tax Data Conversion Svcs	60.00
GCP WW HOLDCO, LLC	53268	11/09/2023	Boots & Rain Gear for Darrin Neil	307.70
GORDON THOMAS HONEYWELL	53269	11/09/2023	Oct 2023 Governmental Affairs Services	4,515.00
HDR ENGINEERING, INC	53270	11/09/2023	T41 Juanita Drive NE (16-C1625)	32,642.39
HYAS GROUP, LLC	53271	11/09/2023	457 & 401a consulting 2/1/23 - 7/31/23 #22-C2842	5,000.00
INSLEE, BEST, DOEZIE & RYDER, P.S.	53272	11/09/2023	Oct 2023 Legal Services	40,745.59
KING COUNTY DISTRICT COURT	53273	11/09/2023	2022 King Cty Court Reconciliation	66,170.00
KING COUNTY FINANCE	53274	11/09/2023	Jul-Dec 2023 SWM Fee Administration	6,675.21
KING COUNTY FINANCE	53275	11/09/2023	Dept of Adult/Juvenile Detention	250.73
KING COUNTY FINANCE	53276	11/09/2023	Oct 2023 DPD Small Cities Screening	81.00
KING COUNTY FINANCE	53277	11/09/2023	2023 K4C Membership	1,200.00
KING COUNTY SHERIFF	53278	11/09/2023	June 2022 KCSO Police Services	308,224.92
KING COUNTY SHERIFF	53279	11/09/2023	Oct 2023 KCSO Police Services	353,441.17
KING COUNTY SHERIFF	53280	11/09/2023	Sept 2023 KCSO Police Services	353,441.17
KING COUNTY SHERIFF	53281	11/09/2023	Aug 2023 KCSO Police Services	353,441.17
LK CITY PARTNERS ENDING HOMELESSNESS	53282	11/09/2023	Q3 2023 ARPA Homelessness Response	12,500.00
LIGHTHOUSE CONSULTING INC	53283	11/09/2023	Oct IT Consulting/Software Svcs, Security, Licenses	14,531.27
LOUEDGE, INC.	53284	11/09/2023	Luminary Walk Graphic Design	1,312.50
NAC INC	53285	11/09/2023	8/25-9/24 Aquatic Center Feasibility Study	30,000.00
NORTHWEST AQUATIC MANAGEMENT LLC	53286	11/09/2023	Aug 2023 Aquatic Weeds @ Log Boom Park	4,725.00
OFFICE DEPOT	53287	11/09/2023	Misc. Office Supplies	142.45
OFFICE DEPOT	53288	11/09/2023	Misc. Office Supplies	22.81
OFFICE DEPOT	53289	11/09/2023	Misc. Office Supplies	430.42
OFFICE DEPOT	53290	11/09/2023	Misc. Office Supplies	362.81
OFFICE DEPOT	53291	11/09/2023	Misc. Office Supplies	190.69
OLYMPIC NURSERY INC	53292	11/09/2023	Trees for Parks Planting	876.00
OSBORN CONSULTING INC.	53293	11/09/2023	SWM Technical Grant Support	3,065.46
PACIFIC TOPSOILS	53294	11/09/2023	Material Dumping	1,667.25
PENDLETON CONSULTING LLC	53295	11/09/2023	Sept/Oct 2023 City Manager Evaluation Project	3,519.13
PREMIER MEDIA GROUP	53296	11/09/2023	Port of Seattle Grant	595.00
PSR MECHANICAL, LLC	53297	11/09/2023	Senior Center HVAC Maintenance	644.09
PUGET SOUND ENERGY	53298	11/09/2023	T41 Juanita Ped/Bike Project Electrical	13,723.11
QUALITY WATER FINANCIAL	53299	11/09/2023	Filtered Water - City Hall & PW Office	198.00
REGIONAL ANIMAL SERVICES OF KC	53300	11/09/2023	Oct 2023 Pet Licenses	65.00
REPUBLIC SERVICES #172	53301	11/09/2023	CH & PW Shop & Rhododendron Park Solid Waste	1,844.20
SAMANTHA LOYUK	53302	11/09/2023	Employee Appreciation Lunch Supplies	98.09
SARAH ROBERTS	53303	11/09/2023	Oct 2023 Prosecution/DV/Comm Court Services	13,009.54
SHERWIN WILLIAMS CO.	53304	11/09/2023	City Hall Painting Supplies	33.00
STOWE DEVELOPMENT & STRATEGIES LLC	53305	11/09/2023	Oct 2023 General Consulting	1,575.00

IX. D. Approve Total Check #s 53247 through 53315 totaling \$2,121,265.50...

Vendor Name	Payment Number	Payment Date	Description	Amount
STRATEGIES 360, INC.	53306	11/09/2023	Oct 2023 Federal Relations	6,500.00
T MOBILE USA, INC.	53307	11/09/2023	Staff Cell Phones and Data Plans	1,538.06
TASTAD CONTRUCTION INC	53308	11/09/2023	Ne 190th St Fish Culvert Replacement	377,213.77
UPS STORE KENMORE	53309	11/09/2023	Copy & Laminating Services	52.02
UTILITIES UNDERGROUND LOCATION CTR	53310	11/09/2023	Oct 2023 Utility Locating	199.95
VERIZON WIRELESS	53311	11/09/2023	Staff Cell Phones & Data Plans	80.06
WHITNEY CONNORS	53312	11/09/2023	Hangar Deposit Refund for 10/28/23 event	150.00
WM CORPORATE SERVICES INC.	53313	11/09/2023	Sweeper Debris Disposal	3,823.46
ZIPLY FIBER	53314	11/09/2023	PW Office Internet	170.76
SKYCORP, LTD	53315	11/09/2023	Building Demo - 18727 73rd Ave NE, Kenmore	26,864.40
DRS 457	DFT0001739	11/03/2023	DRS 457 Deferred Comp	615.00
AVIDIA HEALTH	DFT0001740	11/03/2023	Employee Health Savings Contribution	266.30
DEPARTMENT OF RETIREMENT SYSTEMS	DFT0001741-1749	11/03/2023	Public Employees Retirement	36,761.93
NAVIA	DFT0001750	11/03/2023	Employee Flexible Spending Account	1,077.28
BANK OF AMERICA 941	DFT0001751	11/03/2023	Federal Taxes	31,177.41
PAYROLL	EFT	11/03/2023	Direct Deposit	172,295.02
				<b>2,378,458.44</b>





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	1764.23
0067	CENTER FOR HUMAN SERVICES	18870
0076	CITY OF BELLEVUE	199689.65
0083	CITY OF LAKE FOREST PARK	54026
0092	CODE PUBLISHING COMPANY	7381.54
0099	CONSOLIDATED PRESS	20914.81
0103	COSTCO WHOLESALE MEMBERSHIP	60
0109	DAILY JOURNAL OF COMMERCE	2683.2
0111	DEPARTMENT OF ECOLOGY	30829
0121	REPUBLIC SERVICES #172	18621.44
0130	ESD - PFML	39836.24
0137	FERGUSON WATERWORKS #3156	6838.96
0151	CALPORTLAND COMPANY	5207.9
0173	HOME DEPOT CREDIT SERVICES	5015.95
0184	INSLEE, BEST, DOEZIE & RYDER, P.S.	292860.29
0189	INTERNATIONAL CITY/CNTY MGMT ASSOC	1200
0191	INTERNATIONAL INST OF MUNI CLERKS	350
0197	JET CITY PRINTING	7632.65
0204	KENMORE COMMUNITY CLUB	6000
0205	KENMORE HERITAGE SOCIETY	4395.02
0206	KENMORE MIDDLE SCHOOL	7500
0212	KING COUNTY FINANCE W.L.R.D.	15381.21
0213	REGIONAL ANIMAL SERVICES OF KC	1135
0216	KING COUNTY FINANCE	3500
0217	KING COUNTY DISTRICT COURT	66170
0218	KING COUNTY FINANCE	5357.25
0219	KING COUNTY FINANCE	308461.46
0230	KING COUNTY RADIO COMM SERVICES	959.52
0233	KING COUNTY SHERIFF	3474508.02
0235	KING COUNTY TREASURY	61227.82
0251	LIGHTHOUSE CONSULTING INC	141329.5
0260	MEEHAN, NANCY	46.04
0261	PENDLETON CONSULTING LLC	13806.93
0265	MORGAN SOUND INC	4274.3
0267	MR. T'S TROPHIES & AWARDS LLC	10358.7
0285	SHORELINE FIRE DEPT	2300
0286	NORTHSHORE SCHOOL DISTRICT	15312
0287	NORTHSHORE SENIOR CENTER	41562.5
0288	NORTHSHORE UTILITY DIST	166623.31
0289	NORTHSHORE YMCA	10000
0292	HONEY BUCKET	6961.25
0299	EBIX, INC.	155.79
0300	OFFICE DEPOT	5815.31
0304	OLYMPIC ENVIRONMENTAL RESOURCES INC	61453.56
0310	PACIFIC TOPSOILS	10577.09
0311	PARAMETRIX INC	55058.75
0314	PETTY CASH CUSTODIAN	734.57
0328	PUGET SOUND ENERGY	387898.44
0329	PUGET SOUND FINANCE OFFICERS ASSOC	75

## Vendor Set: Vendor Set 01

Vendor	Name	Volume
0331	PUGET SOUND REGIONAL COUNCIL	10385
0345	SEATTLE TIMES	11587.07
0355	STAPLES	14440.22
0356	STATE AUDITOR'S OFFICE	8860.95
0357	STEWART MACNICHOLS HARMELL, INC.	40000
0365	TOTAL LANDSCAPE CORP	86413.01
0370	UNITED RENTALS NW, INC	1360.31
0371	US POSTAL SERVICE	10724.41
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	250
0391	WASHINGTON MUNICIPAL CLERKS ASSOC	200
0400	WASHINGTON STATE DEPT OF REVENUE	22770.22
0401	WA STATE DEPT OF TRANSPORTATION	12777.35
0405	WASHINGTON STATE OFFICE CASH MGMT	1706
0412	WM CORPORATE SERVICES INC.	30458.74
0419	WONDERLAND CHILD & FAMILY SERVICES	1500
0424	MISSION SQUARE 457 / 304745	117804.73
0425	DRS 457	13410
0426	AFLAC	2090.4
0428	BANK OF AMERICA 941	651518.84
0429	AWC EMPLOYEE BENEFIT TRUST	925770.4
0431	DEPARTMENT OF RETIREMENT SYSTEMS	763034.7
0432	DEPARTMENT OF LABOR AND INDUSTRIES	61118.93
0434	UNITED WAY OF KING COUNTY	420
0436	NATIONAL LIFE INSURANCE CO.	1231.7
0441	DANSOUND INC	5990
0448	UPS STORE KENMORE	806.47
0449	ACF WEST INC	2557.23
0450	AURORA RENTS	12749.27
0473	ARTS OF KENMORE	9150
0483	PAT'S TREES AND LANDSCAPE INC.	1541.4
0484	CITY WIDE FENCE COMPANY, INC	21920.92
0494	SECRETARY OF STATE	292.86
0497	DAY WIRELESS SYSTEMS	913.85
0510	AA ASPHALTING LLC	34000
0515	NATIONAL LEAGUE OF CITIES	2126
0542	AMERICAN SOCIETY OF COMPOSERS	438.75
0550	KING COUNTY RECORDER'S OFFICE	277.5
0558	SNOHOMISH COUNTY	8041
0586	QUADIENT LEASING USA, INC.	2130.42
0588	ENVIRONMENTAL SYSTEMS RESEARCH INST	32022.6
0594	RANDALL, BRIAN	727.08
0610	WA STATE DEPT OF TRANSPORTATION	328.68
0685	PACE ENGINEERS, INC.	30475.5
0689	DIGITAL REPROGRAPHICS SERVICES INC.	126.27
0690	BUILDERS EXCHANGE OF WASHINGTON INC	336.4
0692	HDR ENGINEERING, INC	344245.13
0696	AMERICAN GENERAL LIFE GPO/400S	2514.2
0781	QUALITY BUSINESS SYSTEMS INC.	1914.38
0807	CASCADE RECREATION, INC	7195.04
0817	GRAINGER	3067.65
0850	JONATHAN G. DOCTER	10000
0851	EVERMARK, LLC	2457.31
0868	JAYMARC AV	1612.97
0892	JACOBS ENGINEERING GROUP	66916.96

## Vendor Set: Vendor Set 01

Vendor	Name	Volume
0898	ZONAR SYSTEMS	528.21
0899	SHRED IT, C/O STERICYCLE, INC>	2699.25
0913	KENMORE ELEMENTARY PTA	5100
0937	ZUMAR	5006.61
0941	KVO INDUSTRIES, INC	2833
0968	KOMPAN, INC	165.46
0981	COMCAST BUSINESS	6579.63
0994	GORDON THOMAS HONEYWELL	45150
1003	iWORQ SYSTEMS	2800
1010	WESTLAKE HARDWARE WA-153	6006.02
1045	HORIZON DISTRIBUTORS INC	3170.5
1047	SARAH ROBERTS	136854.94
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	6315
1140	PAWS	2860
1168	SCHINDLER ELEVATOR CORPORATION	3937.71
1197	MILLER STEPHENS, MARY	10000
1216	ADVANCE TESTING & SERVICE INC	1815
1267	ALBIREO ENERGY LLC/AUTOMATED CONTROLS	4688.7
1291	SCHNEE, CARLA	370.06
1297	GOVERNMENT FINANCE RESEARCH GROUP	1995
1299	VERIZON WIRELESS	800.7
1304	HAMPSON, BRYAN	299.55
1313	BOTHELL KENMORE CHAMBER OF COMMERCE	2725
1322	AABCO BARRICADE COMPANY INC.	793.22
1331	KBA INC.	222757.38
1333	WELWEST CONSTRUCTION INC.	11325
1337	STATE OF WA DEPT. OF LICENSING	2.16
1345	SHERWIN WILLIAMS CO.	781.57
1356	KARLINSEY, ROB	766.1
1358	ALPHAGRAPHS	1219.51
1383	CHICAGO TITLE	430.98
1385	AZTECA SYSTEMS, LLC/CITYWORKS	42751.83
1390	UTILITIES UNDERGROUND LOCATION CTR	2040.78
1403	OSBORN CONSULTING INC.	491382.25
1410	SEATTLE & KING COUNTY PUBLIC HEALTH	833
1420	GAYLEN SAUVE	600
1431	GAYLYNN BRIEN	560
1452	CITY OF KENT	500
1456	HESTON PHOTOGRAPHY	2057.14
1457	LANGUAGE LINE SERVICES, INC.	25.77
1459	FLEMINGS HOLIDAY LIGHTING LLC	4350.61
1464	ROAD CONSTRUCTION NW, INC.	9856.46
1478	HERBIG, NIGEL	860.14
1482	HIGHWIRE	2059.7
1485	WA ASSOC OF PUBLIC RECORDS OFFICERS	25
1492	MACDONALD MILLER FACILITY SOLUTIONS	1191.28
1504	SCORE	139938.78
1524	GRANICUS	9306.21
1525	PACIFICA LAW GROUP LLP	3160
1544	METROPOLITAN TRANS. COMMISSION	2000
1547	SAMANTHA LOYUK	611.59
1550	THE EVP GROUP	7500
1555	LINCOLN NATIONAL LIFE INSURANCE	19455.46
1584	STUDIO 3 SIGNS	3401.23
1591	ULINE	5056.34

## Vendor Set: Vendor Set 01

Vendor	Name	Volume
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	366115.58
1682	PUBLIC AGENCY TRAINING COUNCIL	425
1689	MOTT MACDONALD	104075.08
1701	THE SEATTLE TIMES NIE	1033.75
1711	SOFTWAREONE, INC.	20235.08
1721	GOOD TO GO	6.5
1725	NORTHLAKE LUTHERAN CHURCH	10000
1731	NORTHWEST ARBORICULTURE LLC	22731.11
1732	PERFORMANCE SYSTEMS INTEGRATION LLC	850.93
1739	FIX AUTO KENMORE	6440.95
1747	FOOTPRINT PROMOTIONS	1052.58
1754	RFI ENTERPRISES INC.	1582.28
1762	BAKER, BRIDGIT	501.56
1763	REID, JAMES FALCONER	14276.25
1775	YOURMEMBERSHIP.COM, INC	1647
1779	SNO KING WATERSHED COUNCIL	200
1786	TYLER TECHNOLOGIES, INC.	21983.22
1795	CABOT DOW ASSOCIATES	6606.25
1798	OLBRECHTS & ASSOCIATES, PLLC	495
1816	NAVIA	40741.07
1828	QUALITY BUSINESS SYSTEMS / WELLS FARGO	2768.32
1829	SHI INTERNATIONAL CORP.	182.93
1838	AVIDIA HEALTH	4211.6
1879	HOLMBERG COMPANY	7055.76
1884	HEIDELBERG MATERIALS	2375.52
1885	NATIONAL BARRICADE CO., LLC	6429.88
1889	WILLIAMS, KASTNER & GIBBS PLLC	1739.5
1900	ASPECT CONSULTING LLC	7025
1913	GRAND EVENT RENTALS	11595.95
1914	MCNAMARA SIGNS	2235.03
1927	GAMETIME	1914.94
1930	T MOBILE USA, INC.	15400.69
1932	U.S. BANK N.A. / CUSTODY	354
1936	SUPERION, LLC	27688.21
1943	BALDWIN DESIGN WORKS, LTD.	1469
1960	WALTER E. NELSON CO.	1492.47
1979	FLYWAY RETAIL + LIVING	6000
1980	HRA VEBA TRUST	45085.59
1991	WASHINGTON STATE TREASURER	4451
1993	HYAS GROUP	8750
1994	LAKE CITY PARTNERS ENDING HOMELESSNESS	38625
1999	KING COUNTY POLICE CHIEFS ASSOCIATION	50
2004	RED BARN ENGINEERING, INC.	29132
2010	JUDHA OF LION LANDSCAPING AND SERVICES L	8794.4
2047	PUGET SOUND PLANTS	1678.11
2048	SMS CLEANING, INC.	64950
2052	J. A. BRENNAN ASSOCIATES, PLLC	26200.96
2078	WA RECREATION & PARK ASSOC.	1855
2079	ZESBAUGH, INC.	1646
2081	SHANNON & WILSON, INC.	15817.5
2101	PENINSULA FINANCIAL CONSULTING	17812.5
2109	SEATOWN DEVELOPMENT GROUP	7500
2126	SCHWARZWALTER, MARK	218

## Vendor Set: Vendor Set 01

Vendor	Name	Volume
2137	ECIVIS, INC.	4000
2142	MISSION SQUARE / 109964	529389.3
2157	SOUND SAFETY PRODUCTS CO.	503.8
2161	BENNETT GOLD, TOBIN	5380.14
2175	ELECTRONIC BUSINESS MACHINES	1917.55
2176	CANON FINANCIAL SERVICES, INC.	2394.72
2183	SISKUN POWER EQUIPMENT	3850.11
2194	CONFLUENCE ENVIRONMENTAL COMPANY	10780.79
2209	MORUP SIGNS, INC.	3005.73
2210	PACWEST MACHINERY	77578.04
2215	INTERSECTION MEDIA, LLC	1010.89
2221	O'REILLY/FIRST CALL	304.63
2224	STEPHANIE BROWN	55.02
2236	COMCAST	16669.32
2249	KING COUNTY BAR ASSOCIATION	850
2250	NAMI EASTSIDE	6375
2252	TRUGREEN	2994.73
2254	U.S. BANK PURCHASE CARDS	262705.23
2255	ANNA ARNOTT	83.9
2259	MINUTEMAN PRESS	17663.25
2262	DILIGENT CORPORATION	36005.82
2270	LAKESIDE INDUSTRIES	1185.78
2282	RICK BURNSTEAD CONSTRUCTION, LLC	10432
2284	ENVIROTECH	7973.66
2285	QUALITY WATER FINANCIAL	1887.54
2288	NORTHWEST PAVEMENT MANAGEMENT ASSOCI	700
2308	OSTROMS	188
2311	BEST BEST & KRIEGER LLP ATTORNEYS AT LAW	4433.5
2327	PACIFIC AIR CONTROL, INC.	12226.18
2330	PROMOTIONS NOW	236.05
2334	NORTHSHORE YOUTH SOCCER ASSOC.	55
2338	58 STARS TRAVEL	2442.6
2349	SSI & MHA CORPORATION	2500
2353	NORTHSHORE SCHOOLS FOUNDATION	2250
2357	4IMPRINT	5903.29
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 LEIGH 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 NOF	577.37
2396	ZIPLY FIBER	7599.99
2403	AMERICALL	1520.84
2413	ICLEI	1200
2425	THOMCO CONSTRUCTION, INC.	1414861.41
2431	ALPINE PRODUCTS INC.	771.86
2434	PSR MECHANICAL, LLC	1288.18
2437	LOUDEDGE, INC.	4275
2452	SHARI BOTH	2500
2453	DON C SHIN	10000
2459	NELSON ELECTRIC, INC.	15685.8
2464	D.P. NICOLI, INC.	1366.59
2465	PRECISION CONCRETE CUTTING	6355.87
2468	DAVIDSON MACRI SWEEPING, INC.	9451.53

IX. D. Approve Total Check #s 53247 through 53315 totaling \$2,121,265.50...

## Vendor Set: Vendor Set 01

Vendor	Name	Volume
2478	MOXIE & OLIVER	10000
2484	LUKASZ LISOWSKI	322.64
2486	CASCADIA LAW GROUP	17545.31
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
2506	DIVERSIFICATION INC	9026.53
2507	ONE DIVERSIFIED	5941.26
2511	SALCIDO, LETICIA	80.32
2522	TRC ENVIRONMENTAL CORPORATION	2262.95
2530	CASCADIA CONSULTING GROUP, INC.	77666.25
2531	BCN TELECOM, INC.	7260.2
2537	HUNTINGTON TECHNOLOGY FINANCE	45220.81
2540	BRIGHT SPARK EARLY LEARNING SERVICES	1275
2545	KLB CONSTRUCTION, INC.	250413.87
2546	1901 WLD KENMORE 68TH LLC	7500
2561	PRR, INC	167000
2563	BELMONT HOMES	7500
2570	H.D. FOWLER COMPANY	5240.51
2573	GCP WW HOLDCO, LLC	4229.27
2576	TRADE ROOT MUSIC GROUP LLC	3800
2577	APPLEONE EMPLOYMENT SERVICES	31200.6
2578	CENTRICITY GIS, LLC	2875
2579	CHANIN KELLY-RAE CONSULTING LLC	52770
2589	ABRACADABRA PRINTING	2025.29
2598	WAGNER ARCHITECTS	93705
2599	CEDAR GROVE COMPOSTING, INC.	924.85
2609	DTG RECYCLE	6492.93
2615	TRIBAL LINES	35000
2617	STRIDER CONSTRUCTION CO., INC.	834697.62
2618	STEPHANIE LUCASH	1205.91
2629	GARRETT OPPENHEIM	150.59
2641	VENTILATION POWER CLEANING, INC.	29309.5
2642	WASHINGTON AUDIOLOGY SERVICES, INC.	1080.5
2653	CERTAPRO PAINTERS	2290.08
2655	RELIABLE TRANSLATIONS, INC.	103.32
2656	WASHINGTON STATE FARMERS MARKET ASSOC	350
2660	WASHINGTON FEDERAL BANK	25959.06
2661	JASON RICHARD SPERLING	2630
2667	CREATION ORGANICS, LLC	2182.38
2691	E SQUARED SYSTEMS, LLC	1389.46
2692	PREMIER MEDIA GROUP	1595
2693	LAKE DEFENSE FORCE CORP	43078.92
2696	LUCIA KWONG	150
2700	ORION ENVIRONMENTAL COMPLIANCE & CONSL	3551.75
2707	ONTRA MARKETING GROUP	450
2710	DINH LIEU	50
2720	GEOFFREY JOHNSON	100
2725	NICKOLAI MEDVEDITSKOV	10786.6
2728	NARWHAL MET, LLC	800
2730	PANE'N THE GLASS WINDOW CLEANING LLC	2290.2
2731	ROBERT SAYRE-MCCORD	49.6
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



## Vendor Set: Vendor Set 01

Vendor	Name	Volume
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 MINN	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	123148.89
2774	KISHORE SERALATHAN	17731.35
2775	LIUBOV UZIK	300
2776	KERALA ASSOCIATION OF WASHINGTON	250
2778	OUTCOMES BY LEVY, LLC	16850
2779	SYDNEY DANZIGER	150
2780	XEROX CORPORATION	3324.21
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	7443.39
2787	KENNETH RIDOUT	7500
2788	PHOENIX UNITED INVESTMENT LLC	7500
2789	SCHEMATA WORKSHOP INC.	25789.92
2790	TRIPLE POINT LLC	35360.4
2791	BUSINESS STREET, LLC	40000
2792	STRATEGIES 360, INC.	43116.67
2793	ERGOLOGY LLC	4118.75
2795	KALE CARLSON	2320.06
2796	KING COUNTY REGIONAL HOMELESSNESS AUTH-	38000
2797	SAMUEL RODRIGUEZ	150
2798	STEPHENS & KLINGE LLP, IOLTA	728
2800	MELINDA MERRELL	2011.81
2801	PULTEGROUP	1
2802	AMADOR FARMS	383
2804	BROTHER'S FARMS	153
2805	CALICO COOKIES - ERIN CALI	77
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	1321599.34
2813	OUR FAMILY FARM	67
2815	SUNRISE LOCAL BERRIES FARM, LLC	173
2816	PRAIRIEFORM	165

IX. D. Approve Total Check #s 53247 through 53315 totaling \$2,121,265.50...

## Vendor Set: Vendor Set 01

Vendor	Name	Volume
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	292.4
2826	SHAW, MICHELLE	150
2827	TSEN, JULIE	150
2829	KANOM SAI	385
2832	KDJ'S THE BAKERIE	195
2834	ELISE JIANG	128
2835	NAC INC	96235
2838	RAYMOND HANDLING CONCEPTS	28773
2842	KRISTA ESPIRITU	400
2843	ELIAS M. KAUHANE	700
2844	LADY A PRODUCTIONS	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	104
2851	JENSEN TOFFEE	23
2852	KARACHI KITCHEN	30
2853	MARIAH WATSON	100
2854	NIYA CHACKO	250
2855	SEEKING FERMENTS	36
2856	STACEY VALENZUELA	100
2857	ESD - LTC	5922.45
2858	ANASTASIYA WARHOL	1125.38
2859	BEAU AND STELLA	2500
2860	BENEFICIAL SOUND	6000
2861	BROOK ROCHELLE HOUSEKEEPING CLEANING C	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
2867	KENMORE CROSSFIT	6000
2868	KARIM E. BELLABIOD	10000
2869	NEW IDOL NAILS INC.	10000
2870	PH & N CORPORATION	10000
2871	SEATTLE POPS	71
2872	THEARY'S FLOWERS & PRODUCE	9
2873	TML INTERNATIONAL LLC	267.32
2874	TOSHI'S TERIYAKI	6000
2875	MICHAEL GOEDEL	1377.54
2876	AMERICAN TRAFFIC SOLUTIONS INC	49000
2877	COOKIES WITH TIFFANY	4
2878	ALWAYS ACTIVE SERVICES LLC	156293.89
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	1848533.69

## Vendor Set: Vendor Set 01

Vendor	Name	Volume
2892	VARI SALES CORPORATION	941.36
2893	THE NORTHWEST JUNIOR PIPE BAND	250
2894	CHILLZ LLC	2380
2898	AL VAN EQUIP NORTHWEST	4914.39
2899	EVERETT OFFICE FURNITURE	1138.43
2900	MSR HIDDEN MEADOW 3 LLC	7500
2901	NORTHEND EXCAVATING INC	106246.5
2902	RAENNETTE MARTINEZ NIRO	150
2904	SETH THOMPSON	85.33
2905	SIGN CONNEXION LLC	477.8
2907	CAPITAL ONE TRADE CREDIT/MCLENDON	198.11
2908	KELLER ROHRBACK LAW OFFICES LLP	975
2909	MASONS SUPPLY COMPANY	249.12
2910	MK FLOWERS	30
2911	SANTIAGO FLORES	260.85
2915	GEORGE AND LIZ MCKINNON	1495
2916	KELLEY, MIGUEL	250
2917	EXO CONTRACTING	111494.75
2919	STREET CHARACTERS INC	6903
2920	BIZDIVERSITY	750
2921	LEE JOHNSON	7500
2922	MARTI GAMBLE	150
2923	O'TIERNEY COMPANIES LLC	750
2924	SEATTLE METROPOLITAN CHAMBER OF COMME	1100
2927	KENMORE SENIOR CENTER	7812.5
2928	ART SIMPSON	428.03
2929	CHARLIE PARKS	335.33
2930	CORINA PFEIL	25.8
2931	NORTHWEST ENVIRONMENTAL TRAINING CENTI	195
2932	SARAH WHITE	150
2933	CIVICPLUS LLC	5078.55
2934	NORTHWEST AQUATIC MANAGEMENT LLC	4725
2935	OLYMPIC NURSERY INC	876
2936	STOWE DEVELOPMENT & STRATEGIES LLC	1575
2937	WHITNEY CONNORS	150
2938	SKYCORP, LTD	26864.4

**Vendor Set Vendor Set 01 Total: 21325654.29**

IX. D. Approve Total Check #s 53247 through 53315 totaling \$2,121,265.50...



## City Council Agenda Bill City of Kenmore, WA

<p><b>Subject/Topic:</b></p> <p style="margin-top: 20px;">City Manager Employment Agreement</p>       <p><b>Proposed Council Action/Motion:</b></p> <p style="margin-top: 10px;">Approve an amendment to the City Manager's employment agreement, effective January 1, 2024.</p>	<p><b>For Council Meeting Agenda of:</b> Nov. 27, 2023</p> <p><b>Department:</b> City Manager's Office</p> <p><b>Prepared by:</b> Rob Karlinsey</p> <p><b>Approved by Department Head:</b> _____</p> <p><b>Approved by City Attorney:</b> _____ DR</p> <p><b>Approved by Finance Director:</b> _____</p> <p><b>Approved by City Manager:</b> _____ RGK</p> <p><b>Initials &amp; Date</b></p> <p><b>Exhibits/Attachments:</b> Proposed Amendment No. 3</p>
<p><b>Summary:</b></p> <p>The City Manager's employment agreement provides for annual salary adjustments. The City Council recently evaluated the performance of the City Manager. Per the agreement, the City Manager's base salary will be increased on January 1, 2024 by a cost of living adjustment equal to the cost of living increase for other full-time City employees (proposed at 4.5% which is June CPI-W for the Seattle area). In addition, the City Manager's vehicle allowance is being removed from the contract and the monthly amount of the vehicle allowance is being incorporated into the City Manager's base salary. This amendment will be effective January 1, 2024.</p>	
<p><b>Fiscal Consideration:</b></p> <p>Employee salaries, including estimated cost of living increases, are included in the City's adopted budget.</p>	
<p><b>City Council Priority or Budget Objective Being Addressed:</b></p> <p>All City Council priorities.</p>	

City of Kenmore Contract No. 16-C1631  
Amendment No. 3

**THIRD AMENDMENT TO EMPLOYMENT AGREEMENT FOR CITY MANAGER**

THIS THIRD AMENDMENT TO EMPLOYMENT AGREEMENT FOR CITY MANAGER is entered into as of the 27<sup>th</sup> day of November, 2023, by and between the CITY OF KENMORE, King County, Washington (“City”) and ROBERT G. KARLINSEY (“Manager”).

**RECITALS**

- A. The parties entered into an Amended and Restated Employment Agreement for City Manager effective January 1, 2017. Amendment 1 of the Agreement went into effect on January 1, 2018. Amendment 2 of the Agreement went into effect on January 1, 2020.
- B. The parties desire to increase the Manager’s salary by 4.5% in accordance with paragraph 4 of the Agreement.
- C. The parties desire to remove the monthly automobile allowance and incorporate the same amount (\$450 per month) into the Manager’s monthly salary.

**AMENDMENT**

- 1. Effective January 1, 2024, the salary portion of paragraph 4 of the amended Agreement is amended to read as follows:

**4. Salary.**

The City shall pay the Manager a salary of \$235,965.00 per year, payable in equal installments in accordance with the City’s normal payroll schedule. In subsequent years, the Manager’s salary shall be increased each January 1 by a cost of living adjustment equal to the cost of living increase for other full-time City employees, if any, or a merit increase in accordance with paragraph 5 of this Agreement, whichever is greater. This Agreement shall be deemed to be automatically amended to reflect any salary increases.

- 2. Effective January 1, 2024, paragraph 9 of the amended Agreement is amended to read as follows:

**9. Reimbursable Expenses.**

~~A. In lieu of expense reimbursement for City related travel, and except as provided in sub-paragraph B below, the Manager shall receive \$450 per month to defray the expense of using a personal automobile for such travel.~~

~~B.A. For City business trips over 50 miles (one-way), t~~The Manager may use City vehicles, subject to availability, or the Manager may use his personal

automobile and be reimbursed at the then-current IRS car mileage reimbursement rate.

~~C.B.~~ The City shall reimburse the Manager for other reasonable and actual expenses incurred in the course of City business, pursuant to City policies and procedures.

3. Except as expressly set forth in this Second Amendment, the Agreement shall continue in full force and effect as written.

**CITY MANAGER**

By \_\_\_\_\_  
Robert G. Karlinsey

Date: \_\_\_\_\_

**CITY OF KENMORE**

By \_\_\_\_\_  
Nigel Herbig, Mayor

Date: \_\_\_\_\_





## City Council Agenda Bill City of Kenmore, WA

**Subject/Topic:**

Approving a Development Agreement for real property located at 6532 Bothell Way NE, Kenmore, Washington, 98028 between the City of Kenmore, Plymouth Housing Group and Kenmore Housing, LLC and authorizing the City Manager to execute the Development Agreement

**Proposed Council Action/Motion:**

Hold first of two public hearings on proposed Development Agreement and review proposed Development Agreement in accordance with KMC 18.110 for the real property located at 6532 Bothell Way NE, Kenmore, Washington, 98028 between the City of Kenmore, Plymouth Housing Group and Kenmore Housing, LLC

**For Council Meeting Agenda of:** 11/27/2023**Department:** City Manager's Office**Prepared by:** Tambi Cork, HHS Manager**Initial & Date****Approved by Department Head:** SLL11/13/2023**Approved by City Attorney:** DFR 11/14/2023**Approved by Finance Director:** MM 11/16/2023**Approved by City Manager:** RK 11/17/2023**Exhibits/Attachments:**

1. Development Agreement
2. Ordinance 23-0600
3. City Manager Letter of Recommendation
4. Conceptual Drawings of Building
5. Northshore Utility District Easement Letter

**Summary:**

RCW 36.70B.170 and Chapter 18.110 KMC authorize the execution of a development agreement between a local government and a person having ownership or control of real property within its jurisdiction. A development agreement must set forth the development standards and other provisions that shall apply to, govern, and vest the development, the public benefits derived from the development of the real property, and the duration of the agreement.

A public hearing is scheduled at the 11/27/2023 Council meeting to receive public comment on the proposed development agreement for real property at 6532 Bothell Way NE, Kenmore, Washington, 98028. A second public hearing is scheduled for 12/11/2023. Following the second public hearing, staff recommends that Council passes a motion adopting Ordinance 23-0600 (Attachment 2), which approves the development agreement (Attachment 1) and authorizes the City Manager to execute the same. Per KMC 18.110.030.A, the vote of a majority plus one of the whole City Council is necessary to approve the proposed Development Agreement because it seeks to modify code required residential densities.

## Information/Background:

The Kenmore City Council's number one priority for 2021-2022 was to *increase and preserve the options for affordable housing stock*. In support of this goal, the City developed a Request for Proposals (RFP) for affordable housing on City-owned property at 6532 Bothell Way NE following Council discussions on October 25, 2021, and November 15, 2021.

### RFP Process:

The City of Kenmore issued a Request for Proposal (RFP) #22-C2789 seeking partners to help build affordable housing units in Kenmore at real property located at 6532 Bothell Way NE, Kenmore, WA, 98028. RFP #22-C2789 is located at: [RFP 22-C2789 Affordable Housing Development Proposal \(kenmorewa.gov\)](https://kenmorewa.gov/RFP-22-C2789-Affordable-Housing-Development-Proposal)

The City received three RFP responses and presented the RFP Affordable Housing Development Proposal from Plymouth Housing Group (Plymouth) to the City Council at the May 31, 2022, meeting. The May 31, 2022, agenda materials, which include Plymouth's RFP Response to construct and operate a six-floor apartment building to include one hundred (100) residential units and approximately 2,184 SF of commercial space and also includes site construction and design depictions, are located at: [Kenmore - Document Center \(civicweb.net\)](https://kenmore.civicweb.net/document/121367).

At the City Council's June 21, 2022, meeting, City staff again presented Plymouth's proposed Affordable Housing Project. Council approved the selection of the Proposal submitted by Plymouth Housing in response to City RFP 22-2789, and authorized the City to move forward with creating a partnership with Plymouth Housing and A Regional Coalition for Housing to develop affordable housing consistent with the Plymouth Housing Proposal; allocated \$3.2 million in City funds for the development of affordable housing in the City consistent with the Plymouth Housing Proposal, and provided staff direction to initiate negotiations with Plymouth Housing and/or ARCH for a property transfer agreement, development agreement, and any other necessary agreements. The June 21, 2022, agenda materials are located at: <https://kenmore.civicweb.net/document/121367>

### Threshold Determination:

In accordance with KMC 18.110.050.B, at its October 23, 2023, Council Meeting, the City Council approved the threshold decision to move forward with processing the application for the Affordable Housing Project development agreement. The threshold decision approved further processing of the agreement but was not a decision to approve or deny a development agreement. A development agreement provides flexibility from specific zoning code regulations pursuant to Chapter 18.110 KMC to allow for public benefits, such as the provision of affordable housing. The October 23, 2023, agenda materials are located at: <https://kenmore.civicweb.net/document/202298>

### Development Agreement:

Process: As required by KMC 18.110, the following process is in place for this development agreement decision:

Notice of the public hearing: Notice of the public hearing was provided in accordance with KMC 18.110.050.G. A legal notice for the hearing was published in the Seattle Times on 11/17/2023, a sign board was posted on the property on 11/17/2023 and notices regarding the hearing were mailed prior to 11/17/2023 to surrounding property owners. The City Manager's recommendation (Attachment 3)

to approve the development agreement was also available 11/17/2023 at City Hall and on the City's website.

A public hearing is scheduled at the 11/27/2023 Council meeting to receive public comment on the proposed development agreement for real property at 6532 Bothell Way NE, Kenmore, Washington, 98028. A second public hearing is scheduled for 12/11/2023. Following the second public hearing, staff recommends that Council passes a motion adopting Ordinance 23-0600 (Attachment 2), which approves the proposed Development Agreement (Attachment 1), and authorizes the City Manager to execute the same. Approval of the development agreement requires a Council super-majority (5 votes).

The proposed project in the Development Agreement includes:

- A six-story building with five stories of residential units and the ground floor including commercial space;
- 100 residential units with a mix of one-bedroom and studio units;
- Plymouth will provide onsite resident services for tenants and property management;
- A courtyard area will be constructed and available for residential tenants.

Plymouth has requested the following modifications the City's Code:

	<b>Kenmore Municipal Code (KMC) Requirement</b>	<b>Proposed Deviation</b>
1.	<b>KMC 18.25.020 Footnote 9(b) (depth) &amp; KMC 18.25.040 Table B (density &amp; setbacks):</b> The required nonresidential use shall extend at least 30 feet in depth at street level from the street front facade of the structure; provided, that the minimum required depth may be averaged, with no depth less than 15 feet. The maximum density is 75 dwelling units for this .50-acre property (150 dwelling units per gross acre).	The proposed Commercial Space frontage that abuts SR 522 ranges in depths from 21'-0" to 26'-4". The Project density is one hundred (100) Residential Units, as described Section.
2.	<b>KMC 18.25.040 Table B (setbacks):</b> Minimum 10 ft. from SR-522, unless otherwise allowed through Chapter 18.52 KMC, Design Standards; other streets 0 ft. Maximum 10 ft. unless otherwise allowed through Chapter <a href="#">18.52</a> KMC, Design Standards. The City may authorize intrusions of structural elements into the public right-of-way, subject to review and conditions.	The street setbacks for the ground floor of the building fronting SR 522 are ten (10) feet. The street setbacks for all upper floors of the building (other than the ground floor) fronting SR 522 are 5 feet. The street setback for all floors of the building fronting 67 <sup>th</sup> Avenue NE exceed ten (10) feet at the area of the Courtyard.
3.	<b>KMC 18.40.030.A, KMC 18.40.030.E, KMC 18.80.080.D.1 (parking):</b> Standard parking requirements require 122 parking spaces for the development (KMC 18.40.030). However, 100% affordable housing projects qualify for a reduction. In this case, the project is required to provide 100 parking spaces (KMC 18.80.080). In any development required to provide six or more parking spaces, bicycle parking shall be	Nine (9) off-street parking spaces are proposed. The Project includes eight (8) bicycle parking spaces (bike racks) and Plymouth will install in each Residential Unit a wall-mounted bike hook.

	provided. Bicycle parking shall be bike rack or locker-type parking facilities unless otherwise specified.	
4.	<b>KMC 18.52.150 (setbacks):</b> Properties Fronting SR-522. Parcels fronting SR-522 shall be set back 10 feet from the right-of-way to allow for sidewalks. Ground floors shall maintain a minimum and maximum setback of 10 feet. For facades above the ground floor (minimum elevation of 15 feet above street level), the minimum setback at any one point shall be no less than five feet, and the maximum setback at any one point shall be no greater than 10 feet. The setback may be averaged between a minimum of five feet and a maximum of 10 feet for purposes of modulation, but shall not be less than or greater than the minimum or maximum setbacks at any one point.	A 10-foot setback is proposed on the ground floor fronting SR 522; a 5-foot setback is proposed for upper floors along SR 522. Setbacks along 67 <sup>th</sup> Ave NE exceed 10 feet at the area of the public plaza.
5.	<b>KMC 18.52.220 (roof form), KMC 18.52.300 (building materials), KMC 18.52.310.B (upper level stepbacks, mass and bulk), KMC 18.52.100 (pedestrian walkways) and KMC 18.52.210 (building corners):</b> Buildings which contain predominantly residential uses shall use certain architectural elements to break up the massiveness of an uninterrupted flat roof. For mixed use building, the façade of commercial levels shall be primarily masonry materials. A minimum of two of techniques shall be applied to facades visible from public rights-of-way and public spaces to minimize the apparent bulk and mass of a building. See KMC 18.52.310.B.1-5 for a list of techniques. Building sides that face corners of public streets shall be treated architecturally to emphasize the corner location. Walkways shall be a minimum of eight feet wide with a minimum average width of 12 feet. The minimum/average walkway width does not include additional areas which may be required for landscaping or site furnishings.	The design incorporates a flat roof with a consistent parapet height. The base of the building is expressed through a 12-foot datum line that separates the ground floor from the upper floors, which may be further expressed with a change of materials at ground floor, including vertical wood siding and storefront glazing. As part of an intentional architectural design, masonry materials are not proposed. As part of an intentional architectural design, the techniques applied to facades visible from public rights-of-way and public spaces to minimize apparent bulk and mass of building are not proposed. Pedestrian walkways varies in width through the site at eight (8) feet or greater, but several areas of the walkway narrow to six (6) feet in width. As part of an intentional architectural design, the courtyard opens up to 76 <sup>th</sup> Avenue NE and the building sides that face corners of public streets are not treated architecturally to emphasize the corner location.
6.	<b>Modification to Chapter 20.47 KMC Transportation, Park, and School Impact Fees.</b>	Pursuant to KMC 20.47.040.A.6, the Project has a broad public purpose by providing low-income housing. Accordingly, the Project proposes an exemption from payment of transportation impact fees and park

		impact fees. An independent fee calculation was requested for school impact fees pursuant to KMC 20.47.140. The Northshore School District ("NSD") adjusted the school impact fees to \$0 with the understanding that the Project is designed to serve a resident population where no students will be generated. Plymouth will record a restrictive covenant prior to occupancy documenting the basis for the independent fee calculation and agreeing to the collection of school impact fees if the Project ever fails certification, or if the Residential Units are converted to a use that no longer meets the basis for the approved adjustment.
7.	<b>Modification of KMC 18.110.050 Processing procedure.</b>	Requests that the City Council modifies KMC 18.110.050 to waive minor procedural irregularities in the processing of this Development Agreement.

Consistent with KMC 18.110.020.C, the modifications requested by Plymouth are offset by the public benefits of the Project's provision of 100% of the 100 residential units as affordable housing.

KMC 18.110.060.B requires that any person or corporation with a "substantial beneficial interest in the property" must submit a document stating that they concur with the request and will not object to, contest or appeal any terms and conditions of the approved development agreement. There are two easement holders that have been identified for this property: The Northshore Utility District and the City of Kenmore. Required documentation from the Northshore Utility District is included (Attachment 5). For the second easement, while the City is the owner of the easement, it is the City Council that shall make such statement of no objection. The development agreement has no effect on the City easement and the approval of this Development Agreement indicates that the City concurs in the request and will not object to, contest or appeal any terms or conditions of the approved development agreement.

**Fiscal Consideration:**

The City has allocated \$3.2 million in City funds for the development of this affordable housing in partnership with Plymouth. In addition, ARCH has designated more than \$3 million in ARCH Trust Fund dollars for the project. In addition to the development agreement, staff will bring to Council the conveyance agreement and funding documents for future discussion and consideration.

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

2. Increase and preserve the options for affordable housing stock

**DEVELOPMENT AGREEMENT  
BY AND BETWEEN THE CITY OF KENMORE,  
PLYMOUTH HOUSING GROUP, AND KENMORE HOUSING LLC FOR  
AFFORDABLE HOUSING DEVELOPMENT**

THIS Development Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Kenmore, a Washington municipal corporation, Plymouth Housing Group, a Washington nonprofit corporation and Kenmore Housing LLC, a Washington limited liability company.

**RECITALS**

WHEREAS, RCW 36.70B.170 and Chapter 18.110 KMC authorize the execution of a development agreement between a local government and a person having ownership or control of real property within its jurisdiction; and

WHEREAS, a development agreement must set forth the development standards and other provisions that shall apply to, govern, and vest the development, the public benefits derived from the development of the real property, and the duration of the agreement; and

WHEREAS, this Development Agreement relates to the development of real property located at 6532 Bothell Way NE, Kenmore, Washington, 98028, to provide for affordable housing within the City; and

WHEREAS, the City Council finds that the Development Agreement is consistent with the goals and policies of the Kenmore Comprehensive Plan; and

WHEREAS, the City Council finds that this Development Agreement is necessary for the health, safety, and welfare of its residents;

**AGREEMENT**

Now, therefore, in consideration of the mutual benefits and agreements contained herein, as well as other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

**Section 1. Recitals.** The recitals set forth above and in the Adopting Ordinance are incorporated by reference as if set forth in full.

**Section 2. Parties to the Development Agreement.** The parties (collectively, the “Parties”) to this Agreement are:

- A. The City of Kenmore, 18120 68<sup>th</sup> Ave NE, Kenmore, WA, 98028, (hereinafter, the “City”).
- B. Plymouth Housing Group, a Washington public benefit nonprofit corporation, 2113 Third Avenue, Seattle WA, 98121 (“PHG”).



- C. Kenmore Housing LLC, 2113 Third Avenue, Seattle, Washington, 98121 (the “LLC”). PHG is the sole member of the managing member of the LLC and hereinafter, PHG and the LLC shall be collectively referred to as “Plymouth”).

**Section 3. Exhibits.** The following Exhibits to this Agreement are attached hereto and incorporated by reference as if set forth in full:

- Exhibit 1 – Legal Description of the Property
- Exhibit 2 – Conceptual Site Plan
- Exhibit 3 – Project Schedule

**Section 4. Definitions.** As used in this Development Agreement, the following terms, phrases, and words shall have the meanings and be interpreted as set forth in this Section:

- A. “Adopting Ordinance” means the ordinance which approves this Development Agreement, as required by RCW 36.70B.200 and KMC 18.110.050.C.
- B. “Affordable Housing” means affordable housing as defined by A Regional Coalition for Housing (“ARCH”), which will administer and monitor the affordability of the Project on behalf of the City.
- C. “Development Agreement” or “Agreement” means this Development Agreement approved by the Adopting Ordinance.
- D. “Development Regulations” means the same as defined in KMC 19.10.070.
- E. “Effective Date” means the date of passage of the Adopting Ordinance.

**Section 5. The Property.** The City owns real property that is located at 6532 NE Bothell Way, Kenmore, Washington, 98028, King County Tax Parcel Nos. 794630-0195 and 794630-0196, and which is legally described as set forth in Exhibit 1 (“Property”). The Property is located in the Downtown Commercial Zone.

**Section 6. The Project.** Consistent with the terms and conditions of this Development Agreement, Plymouth is authorized to construct, operate, and maintain the following on the Property:

- A. **Six-story building:** A five-story, Type V-A wood-framed, 100-unit permanent supportive housing building atop a one-story, Type I-A concrete-framed podium base with on-site property management offices, resident services, and interior and exterior resident amenity spaces.
- B. **Residential Units:** The building shall include not less than one hundred (100) residential units with a mix of one-bedroom units and studio units (the “Residential Units”).
- C. **Affordability.** One hundred percent (100%) of the Residential Units shall be Affordable Housing.
- D. **Resident Services.** PHG shall provide resident services to tenants of the Project.
- E. **Property Management.** PHG shall provide on-site property management services.
- F. **Commercial Space.** The ground floor of the building shall include commercial space consistent with the uses permitted in the Downtown Commercial Zone (hereinafter, the “Commercial Space”); provided, however, the Commercial

Space shall not include a use that is incompatible with the Project, including, but not limited to, firearms sales/service, adult entertainment, and automotive, small engine, or marine sales or service, which uses are hereby determined to be incompatible with the Project.

G. Courtyard Area. A courtyard area shall be constructed and available for residential tenants of the Project (the “Courtyard”) .  
(Collectively, the “Project”). The Project is depicted in the Conceptual Site Plan as set forth in Exhibit 2.

**Section 7. Applicable Development Regulations.** Except as modified in Section 8 of this Agreement, the Project shall be consistent with applicable Development Regulations to the fullest extent possible, including but not limited to zoning regulations set forth in Title 18 KMC, Zoning, Chapter 19.35 KMC, Environmental Procedures, Title 15 KMC, Buildings and Construction, and Title 13 KMC, Utilities and Public Works.

**Section 8. Modifications to Development Regulations.** Pursuant to KMC 18.110.030, this Development Agreement is intended to provide flexibility in the development of the Property to achieve public benefits. Accordingly, the City Council approves the following modifications to the KMC:

A. Modifications to KMC 18.25.020 Footnote 9(b) (depth) & KMC 18.25.040 Table B (density & setbacks):

1. Commercial Frontage – SR 522.  
The proposed Commercial Space frontage that abuts SR 522 may range in depths from 21’-0” to 26’-4”.
2. Maximum Density. The Project density shall be a maximum of one hundred (100) Residential Units, as described Section 6.B.1 -.2.
3. Street Setbacks.
  - a. The street setbacks for the ground floor of the building fronting SR 522 shall be ten (10) feet.
  - b. The street setbacks for all upper floors of the building (other than the ground floor) fronting SR 522 shall be 5 feet.
  - c. The street setback for all floors of the building fronting 67<sup>th</sup> Avenue NE may exceed ten (10) feet at the area of the Courtyard.

B. Modifications to KMC 18.40.030.A & KMC 18.80.080.D.1 (parking) & KMC 18.40.030.E (bike racks). The required off-site parking and bicycle parking for the Project shall be:

1. Nine (9) off-street parking spaces.
2. Plymouth shall include eight (8) bicycle parking spaces (bike racks).
3. Plymouth shall install in each Residential Unit a wall-mounted bike hook.

C. Modification to KMC 18.52.150 Building locations/setbacks. KMC 18.52.150 is modified to allow the Project’s building locations/setbacks to be consistent with the modifications authorized in Section 8.A of this Development Agreement.

D. Modification to KMC 18.52.220 (roof form), KMC 18.52.300 (building materials), KMC 18.52.310.B (upper level setbacks, mass and bulk), KMC

18.52.100 (pedestrian walkways) and KMC 18.52.210 (building corners). The Project may deviate from design standards as follows:

1. The design may incorporate a flat roof with a consistent parapet height. The base of the building may be expressed through a 12-foot datum line that separates the ground floor from the upper floors, which may be further expressed with a change of materials at ground floor, including vertical wood siding and storefront glazing.
2. As part of an intentional architectural design, masonry materials are not required.
3. As part of an intentional architectural design, the techniques applied to facades visible from public rights-of-way and public spaces to minimize apparent bulk and mass of building are not required.
4. The pedestrian walkway may vary in width through the site to be eight (8) feet or greater, but several areas of the walkway may narrow to six (6) feet in width.
5. As part of an intentional architectural design, the Courtyard may face and open up to 76<sup>th</sup> Avenue NE and the building sides that face corners of public streets are not required to be treated architecturally to emphasize the corner location.

E. Modification to Title 21 KMC Financial Guarantees.

The Project is exempt from the requirements of Title 21 KMC Financial Guarantees; provided, however, that Plymouth shall meet Section 9.B.3 of this Agreement to ensure construction and maintenance of site improvements.

F. Modification to Chapter 20.47 KMC Transportation, Park, and School Impact Fees. Pursuant to KMC 20.47.040.A.6, the City Council finds and determines that the Project has a broad public purpose by providing low-income housing. Accordingly, the Project is exempt from payment of transportation impact fees and park impact fees. The City Council acknowledges that an independent fee calculation was requested for school impact fees pursuant to KMC 20.47.140. The Northshore School District (“NSD”) adjusted the school impact fees to \$0 with the understanding that the Project is designed to serve a resident population where no students will be generated. Plymouth shall record a restrictive covenant prior to occupancy documenting the basis for the independent fee calculation and agreeing to the collection of school impact fees if the Project ever fails certification, or if the Residential Units are converted to a use that no longer meets the basis for the approved adjustment.

G. Modification of KMC 18.110.050 Processing procedure. The City Council modifies KMC 18.110.050 to waive minor procedural irregularities in the processing of this Development Agreement.

**Section 9. Public Benefit.** Pursuant to KMC 18.110.020.C, any requested modifications from existing Development Regulations must be offset by the provision of a public benefit to the City. Accordingly, the City Council finds and determines that the public benefits provided by the construction and operation of Affordable Housing as required herein substantially offsets the code modifications approved in Section 8 of this

Development Agreement and meets the criteria of KMC 18.110.020.C. The approval of this Development Agreement is expressly contingent on the following:

- A. Affordability. One hundred percent (100%) of the Residential Units shall be Affordable Housing.
- B. Covenants. If a transfer of the Property occurs pursuant to Section 13 from the City to Plymouth, Plymouth shall:
  - 1. Record the Development Agreement;
  - 2. Record a Condominium Sale Prohibition Covenant;
  - 3. Execute any necessary documentation from other funders, including, but not limited to, ARCH; and
  - 4. Record a restrictive covenant as required pursuant to Section 8.F of this Agreement relating to the independent fee calculation decision for school impact fees.

The covenants required herein shall be in a form acceptable to the City Attorney's Office.

- C. Services. PHG agrees to provide the resident services and on-site property management.
- D. Community engagement. PHG agrees to commence a community engagement plan for the Project in 2023 to help educate Kenmore residents on the benefits of affordable housing development.

#### **Section 10. Vested Rights.**

A. General. Except as modified in Section 8 of this Agreement, the Project shall be vested to City's local land use control ordinances, regulations and resolutions existing on the effective date of this Agreement ("Vested Laws"), including, but not limited to, the City's Comprehensive Plan, Zoning Use Tables, and Development Regulations. Provided, however, that Vested Laws do not include any regulation that is not considered a land use control under state law, including but not limited to taxes, other development, administrative and regulatory fees, connection charges, and City enactments that are adopted pursuant to state or federal mandates (such as the City's NPDES Municipal Stormwater Permits) that preempt the City's authority to vest regulations.

B. Amendment. During the vested period, if any Vested Laws are amended, modified, or changed, Plymouth may elect to have a permit or approval for the Project considered under all such Vested Laws, as amended, in effect on the date of application for the permit or approval.

C. Reservation of rights. Notwithstanding the foregoing, the City reserves the authority under RCW 36.70B.170(4) to impose new or different regulations to the extent required by a serious threat to public health and safety.

**Section 11. Schedule.** The Parties acknowledge a shared goal of the prompt development of the Project. Accordingly, the Parties agree to the Project Schedule as set forth in Exhibit 3, which identifies the KMC deadlines for anticipated actions associated with this Agreement.

**Section 12. Project Review.** Plymouth shall be responsible, at its sole cost, to apply for all applicable permits, including but not limited to, applications for planning

and zoning permits, clearing and grading permits, building permits and other such permits and approvals required under KMC and necessary to authorize development of the Project (“Project Permits”). The Project Permits must demonstrate consistency with the Development Regulations and this Agreement, including any modifications authorized in Section 8 of this Agreement. The City will review the Project Permits as provided by the KMC.

**Section 13. Affordable Housing Property Transfer.** Pursuant to RCW 39.33.015 and KMC 3.55.075, the City may surplus the Property for affordable housing purposes if the City Council finds that affordable housing is needed in the City and is in the best interests of the City and its residents. If the City Council, in its sole discretion, transfers the Property to Plymouth pursuant to KMC 3.55.075, then the transfer shall be conditioned on:

- A. Plymouth’s execution and recording of this Agreement;
- B. Executing and recording of the covenants and agreements required in Section 8.B of this Development Agreement at the sole cost of Plymouth;
- C. Executing project financing documents recommended by ARCH, which will administer and monitor affordability on behalf of the City; and
- D. Executing a transfer agreement in a form approved by the City Attorney’s Office.

**Section 14. Term.** This Agreement shall commence upon the Effective Date of this Agreement and shall continue in force for a period of ten (10) years, unless extended by way of amendment. Following the expiration of the term, this Agreement shall have no force and effect subject, however, to post-termination obligations of Plymouth.

**Section 15. Default; Remedies for default.**

A. Events of default. The following shall constitute events of default under this Agreement (“Events of Default”):

- 1. A default by a party in keeping, observing, or timely performing any of its duties and/or obligations under this Agreement;
- 2. The appointment of a receiver or trustee for Plymouth, which appointment shall not be vacated or stayed within twelve (12) months; or
- 3. The filing of a petition in bankruptcy by or against Plymouth or for its reorganization under any bankruptcy or insolvency law which shall not be dismissed or stayed by the court within twelve (12) months after such filing.

B. Remedies in the event of default. If an Event of Default shall occur, or in the event of a dispute, claim or controversy arising out of, or relating to this Agreement, then the party alleging the Event of Default shall give the other party not less than sixty (60) days’ notice in writing, specifying the nature of the Event of Default and the manner in which the Event of Default may be cured. After notice and the expiration of the thirty-day period, if the Event of Default has not been cured or if the cure is not being diligently pursued, the party alleging the Event of Default may, at its option, institute legal or equitable proceedings to enforce this Agreement or to seek damages, and shall have all rights, remedies and causes of action, at law or in equity, available under the laws of the State of Washington.

**Section 16. Indemnity.** Plymouth agrees to defend, hold harmless, and indemnify the City, and its officers, officials, employees, agents, and consultants from and against any claims, demands, penalties, fees, liens, damages, losses, expenses, including reasonable attorneys' fees and costs of any nature whatsoever, incurred by the City which result from or arise out of any breach of or failure to comply with, or any negligent act or omission in performing, the duties or obligations set forth in this Agreement by Plymouth, except to the extent the claims, demands, penalties, fees, liens, damages, losses, or expenses are caused by the breach of this Agreement, negligence or willful misconduct of the City. This indemnity provision shall survive expiration of this Agreement.

**Section 17. Assignment.** Plymouth shall not have the right to sell, assign or transfer this Agreement to any person, firm, or corporation at any time during the term of this Agreement, unless approved in writing by the City. Plymouth shall provide the City with written notice of any intent to sell, assign, or transfer this Agreement at least 90 days in advance of such action.

**Section 18. Covenants Running with the Land.** The conditions and covenants set forth in this Agreement shall run with the land and the benefits and burdens shall bind and inure to the benefit of the Parties, their respective heirs, successors, and assigns. The Parties, and every purchaser, assignee, or transferee of an interest in the Property, or any portion thereof, shall be obligated and bound by the terms and conditions of this Agreement. Any such purchaser, assignee, or transferee shall observe and fully perform all of the duties and obligations contained in this Development Agreement.

**Section 19. Amendment.** This Agreement may be amended consistent with the procedures of KMC 18.110.060, and by mutual consent of the Parties. Minor modifications, which do not include changes to uses, parking, residential densities, or maximum structure height, may be approved administratively, and shall not require an amendment to the Agreement. Approved permits relating to the Project may be amended in accordance with the provisions of the KMC and shall not require an amendment to this Agreement.

**Section 20. Notices.** Notices, demands, correspondence to the City and Plymouth shall be sufficiently given if dispatched by pre-paid first-class mail to the following addresses:

If to Plymouth:

Plymouth Housing Group  
Attn: VP of Real Estate  
2113 Third Avenue  
Seattle, WA 98121

If to the City:

City of Kenmore  
Attn: City Manager  
18120 68<sup>th</sup> Avenue NE  
Kenmore, WA 98028

Kenmore Housing LLC



c/o Plymouth Housing Group  
Attn: VP of Real Estate  
2113 Third Avenue  
Seattle, WA 98121

The Parties may, from time to time, advise the other of new addresses for such notices, demands or correspondence.

**Section 21. Applicable Law and Attorneys' Fees.** This Agreement shall be construed and enforced in accordance with the laws of the State of Washington. If litigation is initiated to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs from the non-prevailing party. Venue for any action shall lie in King County Superior Court or the U.S. District Court for Western Washington.

**Section 22. Specific Performance.** The Parties specifically agree that damages are not an adequate remedy for breach of this Agreement, and that the parties are entitled to compel specific performance of all material terms of this Development Agreement by any party in default hereof.

**Section 23. Severability.** If any phrase, provision, or section of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, or if any provision of this Agreement is rendered invalid or unenforceable according to the terms of any statute of the State of Washington which became effective after the effective date of the Adopting Ordinance, such invalidity shall not affect the validity of the remainder of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Development Agreement to be executed as of the dates set forth below:

**PLYMOUTH HOUSING GROUP**

**CITY OF KENMORE:**

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Its: City Manager  
Date: \_\_\_\_\_

**KENMORE HOUSING LLC**

By: Kenmore Housing MM LLC, a  
Washington limited liability company  
Its: Managing Member

By: Plymouth Housing Group, a  
Washington nonprofit corporation

Its: Manager

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney



STATE OF WASHINGTON )

) ss.

COUNTY OF \_\_\_\_\_ )

I certify that I know or have satisfactory evidence that Rob Karlinsey is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the City Manager of the City of Kenmore, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: \_\_\_\_\_

Printed: \_\_\_\_\_

NOTARY PUBLIC in and for Washington

Residing at: \_\_\_\_\_

My appointment expires: \_\_\_\_\_

**EXHIBIT 1 - PROPERTY LEGAL DESCRIPTION:**

PARCEL 794630-0195:

LOTS 10 AND 11, BLOCK 6, W.C. SQUIRE'S PLAT OF KENMORE, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 20 OF PLATS, PAGE 62, IN KING COUNTY, WASHINGTON;

EXCEPT THE SOUTH 70.00 FEET THEREOF;

SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

PARCEL 794630-0196:

THE SOUTH 70.00 FEET OF LOTS 10 AND 11, BLOCK 6, W.C. SQUIRE'S PLAT OF KENMORE, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 20 OF PLATS, PAGE 62, IN KING COUNTY, WASHINGTON

EXCEPT THAT PORTION THEREOF CONVEYED TO THE CITY OF KENMORE PURSUANT TO STATUTORY WARRANTY DEED RECORDED UNDER RECORDING NUMBER 20070122002204.

SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

**EXHIBIT 2 – CONCEPTUAL PLANS:**

The Building Permit Application (BLD23-0614) plan set on file at the City of Kenmore is hereby incorporated by reference as if set forth in full as the “Conceptual Plans” for the Project.



### **EXHIBIT 3 – PROJECT SCHEDULE:**

The Project Schedule shall comply with all applicable timelines set forth the KMC for the Project Permits, which include but are not limited to the following KMC:

#### **15.30.235 Time limitation of application – Building Permits**

A. Applications for which no permit is issued within 18 months following the date of application shall expire by limitation and plans and other data submitted for review may thereafter be returned to the applicant or destroyed in accordance with State law by the building official.

B. Applications may be canceled for inactivity, if an applicant fails to respond to the department's written request for revisions, corrections, actions, or additional information within 90 days of the date of request. The building official may extend the response period beyond 90 days if within the original 90-day time period the applicant provides and subsequently adheres to an approved schedule with specific target dates for submitting the full revisions, corrections or other information needed by the department.

C. The building official may extend the life of an application if any of the following conditions exist:

1. Compliance with the State Environmental Policy Act is in progress; or
2. Any other City review is in progress; provided the applicant has submitted a complete response to City requests or the building official determines that unique or unusual circumstances exist that warrant additional time for such response, and the building official determines that the review is proceeding in a timely manner toward final City decision; or
3. Litigation against the City or applicant is in progress, the outcome of which may affect the validity, or the provisions of any permit issued pursuant to such application; or
4. At the sole discretion of the building official when there have not been newly adopted codes, fees, ordinances or laws which affect the application. [Ord. 20-0518 § 4 (Exh. D); Ord. 16-0423 § 4 (Exh. D); Ord. 13-0360 § 6 (Exh. C); Ord. 10-0310 § 4 (Exh. C).]

#### **15.30.245 Permit expiration – Building Permits**

A. Every permit issued shall expire two years from the date of issuance. The building official may approve a request for an extended expiration date where a construction schedule is provided by the applicant and approved prior to permit issuance.

B. Every permit which has been expired for less than one year may be renewed for a period of one year from the expiration date for an additional fee as long as no changes have been made to the originally approved plans and new building codes have not been adopted. For permits that have expired for longer than one year, a new permit must be obtained, and full new fees paid. No permit shall be renewed more than once, except at the sole discretion of the building official when there have not been newly adopted codes, fees, ordinances or laws which affect the permit.

C. Mechanical and plumbing permits shall expire at the same time as the associated building permit, except that if no associated building permit is issued, the mechanical and/or plumbing permit shall expire 12 months from the date of issuance. [Ord. 20-0518 § 4 (Exh. D); Ord. 16-0423 § 4 (Exh. D); Ord. 13-0360 § 6 (Exh. C); Ord. 10-0310 § 4 (Exh. C); Ord. 09-0301 § 1 (Att. A).]

#### **15.25.100 Time limitation of application – Engineering permit**

A. Applications for which no permit is issued within 18 months following the date of application shall expire by limitation and plans and other data submitted for review may thereafter be returned to the *applicant* or destroyed in accordance with State law by the *city manager*.

B. Applications may be canceled for inactivity, if an *applicant* fails to respond to the *department's* written request for revisions, corrections, actions or additional information within 90 days of the date of request. The *city manager* may extend the response period beyond 90 days if within the original 90-day time period the *applicant* provides and subsequently adheres to an approved schedule with specific target dates for submitting the full revisions, corrections or other information needed by the *department*.

C. The *city manager* may extend the life of an application if any of the following conditions exist:

1. Compliance with the State Environmental Policy Act is in progress; or
2. Any other City review is in progress; provided, that the *applicant* has submitted a complete response to City requests, or the *city manager* determines that unique or unusual circumstances exist that warrant additional time for such response, and the *city manager* determines that the review is proceeding in a timely manner toward final City decision; or
3. Litigation against the City or applicant is in progress, the outcome of which may affect the validity, or the provisions of any permit issued pursuant to such application. [Ord. 22-0547 § 2 (Exh. A); Ord. 12-0345 § 3 (Exh. A).]

#### **15.25.120 Permit expiration – engineering permit**

A. Stand-alone *land alteration*, except *tree removal*, permits shall expire two years from the date of issuance. *Tree removal* permits shall expire one year from the date of issuance. *Land alteration* permits issued and associated with another land use permit or approval shall expire in conjunction with the land use permit or approval. The *city manager* may approve a request for an extended expiration date where a construction schedule is provided by the *applicant* and approved prior to permit issuance.

B. Stand-alone *land alteration* permits which have expired for less than one year may be renewed for a period of one year from the expiration date for an additional fee, as long as no changes have been made to the originally approved plans. *Land alteration* permits associated with a land use permit or approval which has been expired for less than one year may be renewed for an additional fee as long

as no changes have been made to the originally approved *land alteration* plans and the originally approved land use permit or approval is not expired. For permits that have been expired for longer than one year, a new permit must be obtained and full new fees paid. No permit shall be renewed more than once. [Ord. 22-0547 § 2 (Exh. A); Ord. 12-0345 § 3 (Exh. A).]

CITY OF KENMORE  
WASHINGTON  
**ORDINANCE NO. 23-0600**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,  
APPROVING A DEVELOPMENT AGREEMENT BY AND BETWEEN THE  
CITY OF KENMORE, PLYMOUTH HOUSING GROUP, AND KENMORE  
HOUSING LLC FOR AFFORDABLE HOUSING DEVELOPMENT;  
AUTHORIZING THE CITY MANAGER TO EXECUTE THE  
DEVELOPMENT AGREEMENT; AND ESTABLISHING AN EFFECTIVE  
DATE**

---

WHEREAS, RCW 36.70B.170 and Chapter 18.110 KMC authorize the execution of a development agreement between a local government and a person having ownership or control of real property within its jurisdiction; and

WHEREAS, a development agreement must set forth the development standards and other provisions that shall apply to, govern, and vest the development, the public benefits derived from the development of the real property, and the duration of the agreement; and

WHEREAS, this Development Agreement relates to the development of real property located at 6532 Bothell Way NE, Kenmore, Washington, 98028, to provide for affordable housing within the City; and

WHEREAS, the City Council finds that the Development Agreement is consistent with the goals and policies of the Kenmore Comprehensive Plan; and

WHEREAS, the City Council finds that this Development Agreement is necessary for the health, safety, and welfare of its residents;

WHEREAS, on November 20, 2023, the City's SEPA Responsible Official issued a Threshold Determination relating to the Development Agreement; and

WHEREAS, on October 23, 2023, the City Council approved the threshold decision to move forward with the processing of the Development Agreement; and

WHEREAS, on November 17, 2023, the City Manager prepared a recommendation to the City Council on a proposed Development Agreement with the Developer; and

WHEREAS, a development agreement for the Property is authorized by RCW 36.70B.170 and Chapter 18.110 of the Kenmore Municipal Code; and

WHEREAS, as required by RCW 36.70B.200 and KMC 18.110.050, and pursuant to notice published in the Seattle Times on November 17, 2023, the City Council held a public hearing on November 27, 2023, and December 11, 2023, regarding the development of the Property pursuant to the Development Agreement; and

WHEREAS, the City Council has considered the testimony and comments made at the public hearings and the documents submitted at the public hearings, and reviewed the Development Agreement; and

WHEREAS, the City Council hereby finds and determines that the Development Agreement: (1) is consistent with applicable development regulations to the fullest extent possible, while allowing for development standards that are different from those standards in order to provide flexibility to achieve public benefits; (2) responds to changing community needs, and provides the functional equivalent or adequately achieves the purposes of those standards, and (3) complies with the requirements of RCW 36.70B.200 and Chapter 18.110 KMC; and

WHEREAS, the City Council desires to approve the Development Agreement and finds it to be in the best interests of the City and its residents as a whole;

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

Section 1. Recitals. The recitals set forth above are incorporated herein by reference as findings in support of this ordinance.

Section 2. Approval of Development Agreement. The City Council approves the Development Agreement with the City of Kenmore, Plymouth Housing Group, and Kenmore Housing LLC as set forth in Exhibit 1, attached hereto and incorporated by reference as if set forth in full.

Section 3. Execution of Agreement. The City Manager is authorized and directed to execute a Development Agreement with the City of Kenmore, Plymouth Housing Group, and Kenmore Housing LLC substantially in the form of the Development Agreement attached as Exhibit 1 to this Ordinance.

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

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 11<sup>th</sup> DAY OF DECEMBER, 2023.

[signatures to follow on next page]

CITY OF KENMORE

---

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

---

Anastasiya Warhol, City Clerk

Approved as to form:

---

Dawn Findlay Reitan, City Attorney

Filed with the City Clerk:  
Passed by the City Council:  
Ordinance No. 23-0600  
Date of Publication:  
Effective Date:





# City of Kenmore, Washington

November 17, 2023

To: Mayor and City Council

From: Rob Karlinsey, City Manager

Re: City Manager's Recommendation for the Development Agreement for 6532 Bothell Way NE, Kenmore WA 98028

**Recommendation:** The City Manager recommends that on December 11, 2023, the City Council approve the Development Agreement (Ordinance 23-0600) with the City of Kenmore, Plymouth Housing Group, and Kenmore Housing LLC. The City's development agreement process requires a Council super-majority approval (five votes). Council adoption of Ordinance 23-0600 would approve the Development Agreement and authorize the City Manager to execute the Agreement on behalf of the City.

**Background:** The Kenmore City Council's number one priority for 2021-2022 was to *increase and preserve the options for affordable housing stock*. This is the Council's number two priority for 2023 and will return to its number one priority in 2024. In support of this Council priority, the City issued a Request for Proposals (RFP) for affordable housing on City-owned property at 6532 Bothell Way NE in spring 2022. The City selected the Plymouth Housing Group proposal to construct and operate a development that includes:

- A six-story building with five stories of residential units and the ground floor including commercial space;
- 100 residential units with a mix of one-bedroom and studio units, all intended for individuals at or below 30% of Area Median Income;
- On site resident services and property management provided by Plymouth;
- An outdoor courtyard area constructed and available for residential tenants

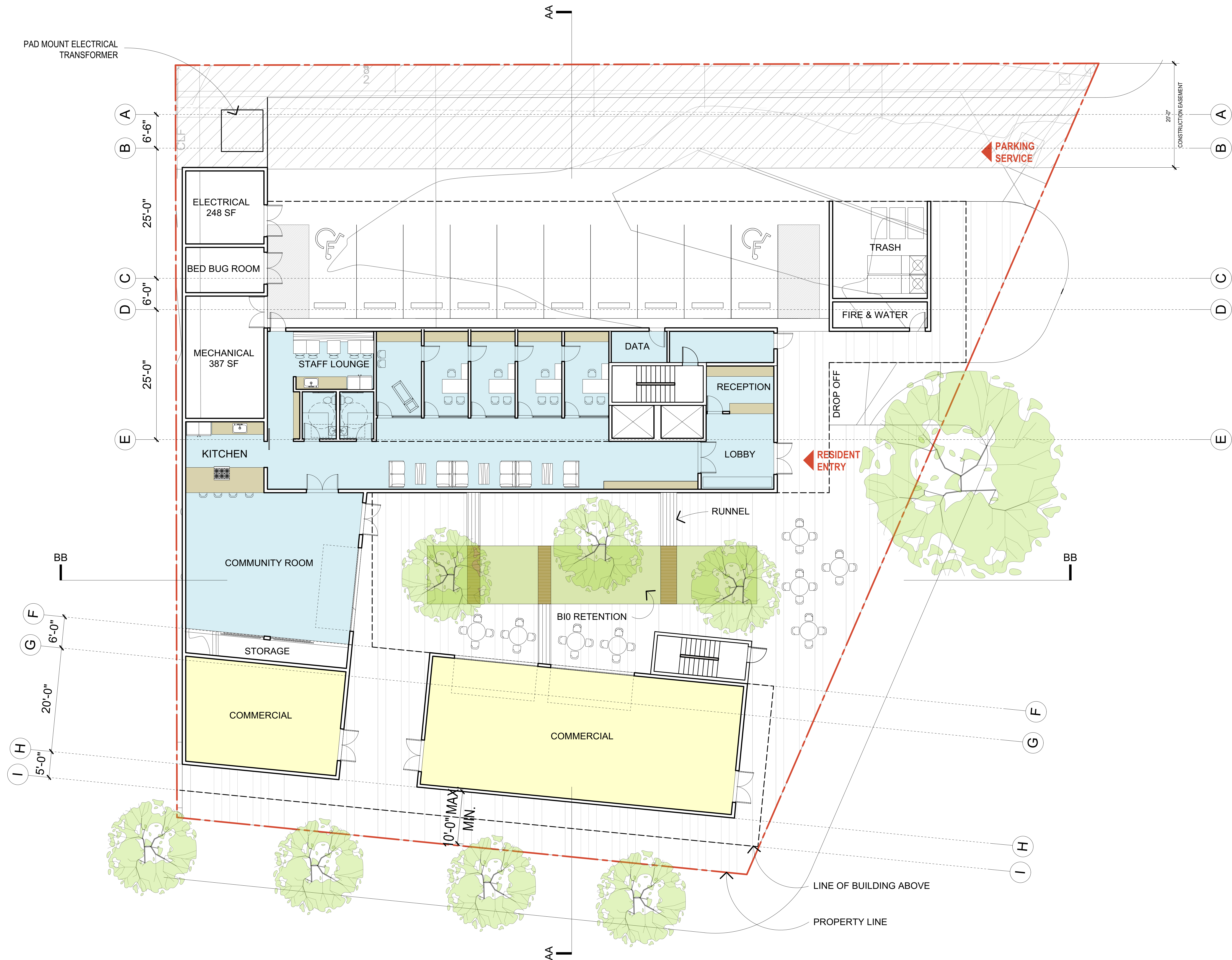
The City is processing a building permit application (BLD23-0614), a Type 1 decision concurrently with this Development Agreement. The application includes Conceptual Plans, incorporated herein by reference, which depict the Affordable Housing Project. The proposed Development Agreement provides flexibility from specific zoning code regulations pursuant to Chapter 18.110 KMC to allow for public benefits; in this case, the public benefit is the provision of affordable housing.

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

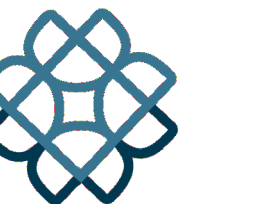








**Plymouth**  
**Housing**  
Building Hope. Transforming Lives.

Environmental Works  
COMMUNITY DESIGN CENTER

02 15th Avenue East  
Seattle, Washington 98112  
06.329.8300  
06.329.5494 fax

## Kenmore Supportive Housing

6532 Bothell Way  
Kenmore WA 98028

Date \_\_\_\_\_  
**X Month 20XX**  
 Drawing Issue \_\_\_\_\_  
 Revisions \_\_\_\_\_

Drawn by:  
**ABC / DEF**

Checked by (P.M.):  
**XXX**

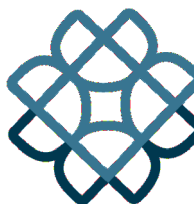
Checked by (Q.C.):  
**XXX**

Project No.  
**XX-XXXX**





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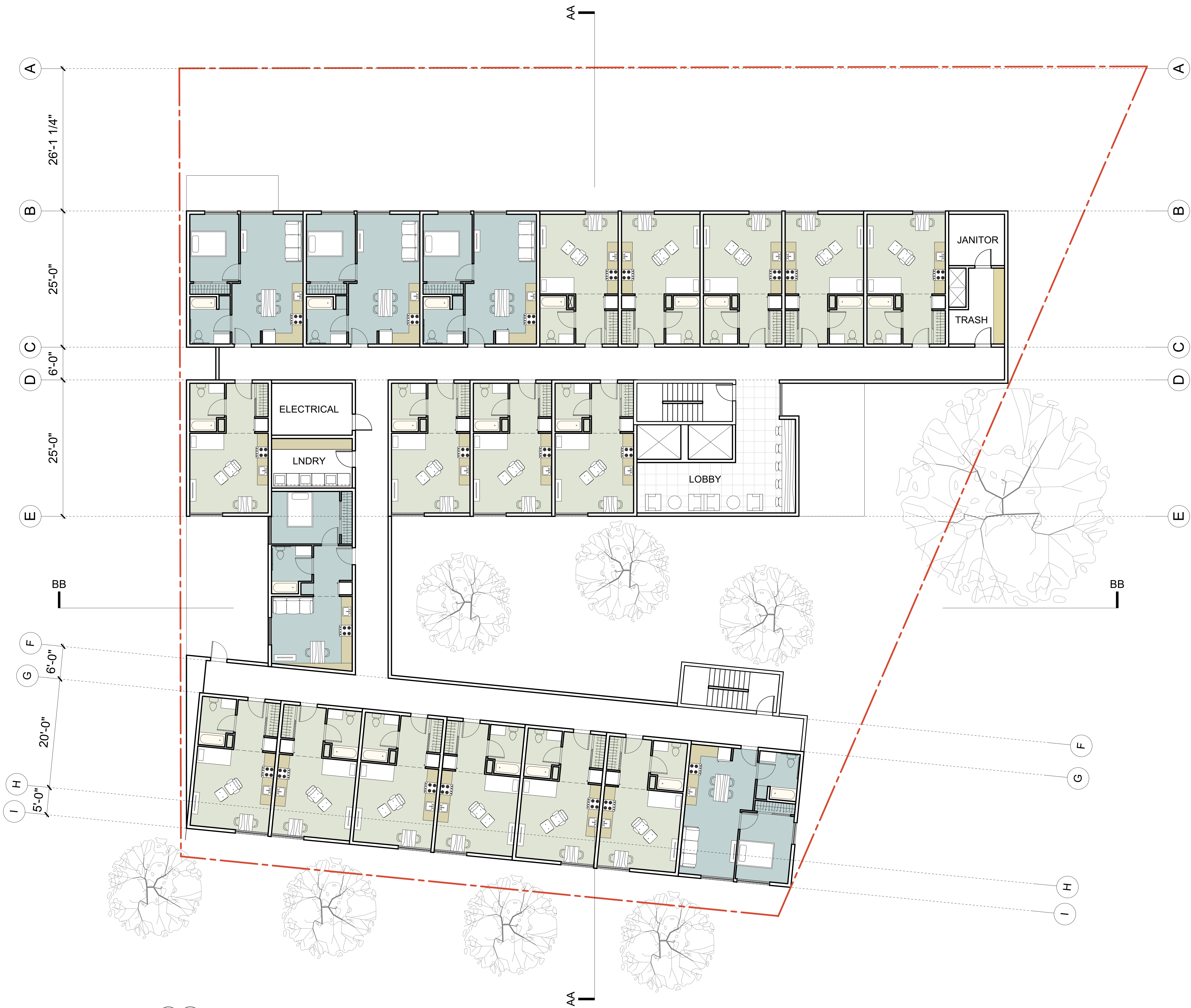
**Kenmore Supportive Housing**  
New Construction

6532 Bothell Way  
Kenmore WA 98028

Date  
**XX Month 20XX**  
Drawing Issue  
Revisions

Drawn by:  
**ABC / DEF**  
Checked by (P.M.):  
**XXX**  
Checked by (Q.C.):  
**XXX**  
Project No.  
**XX-XXXX**









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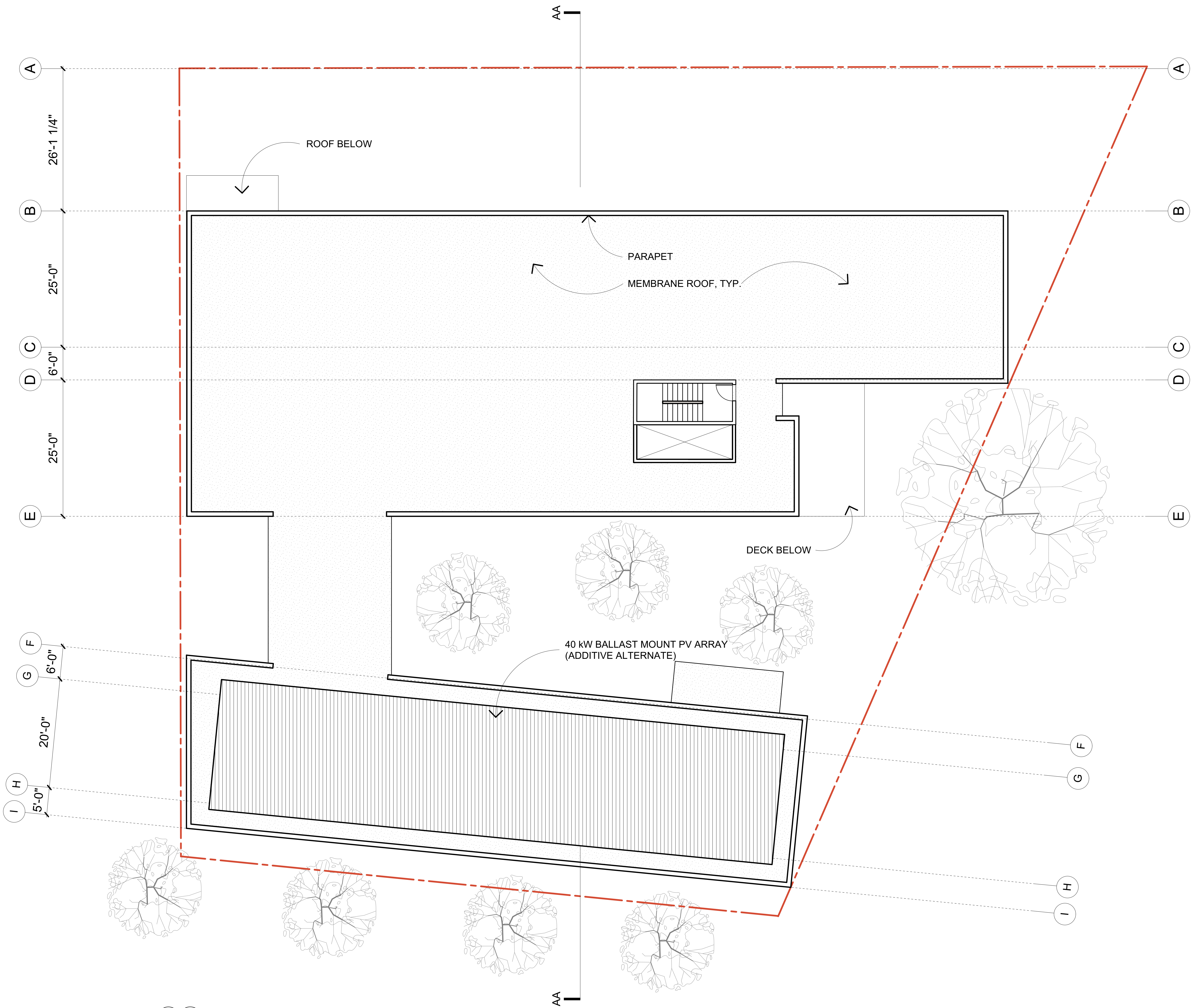
**Kenmore Supportive Housing**  
New Construction

6532 Bothell Way  
Kenmore WA 98028

Date  
**XX Month 20XX**  
Drawing Issue  
Revisions

Drawn by:  
**ABC / DEF**  
Checked by (P.M.):  
**XXX**  
Checked by (Q.C.):  
**XXX**  
Project No.  
**XX-XXXX**





1 ROOF PLAN  
SCALE: 1/8" = 1'-0"



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New Construction

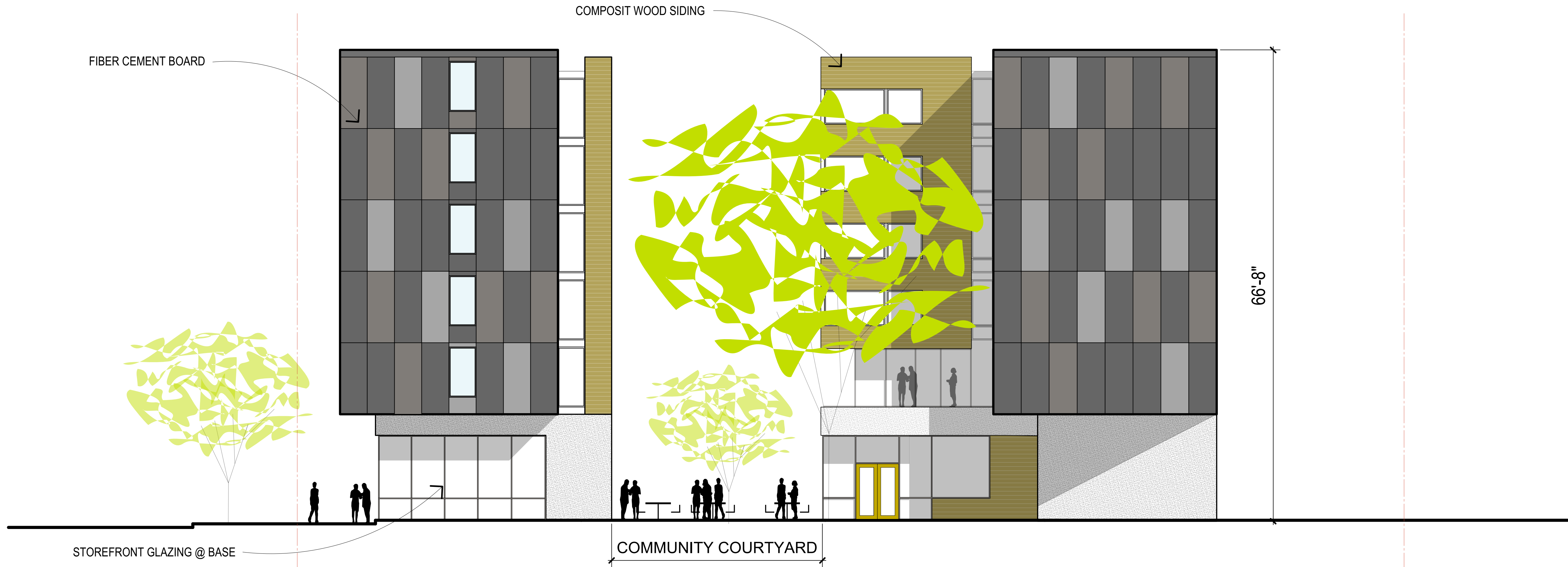
6532 Bothell Way  
Kenmore WA 98028

Date	XX Month 20XX
Drawing Issue	Revisions
Drawn by:	ABC / DEF
Checked by (P.M.):	XXX
Checked by (Q.C.):	XXX
Project No.	XX-XXXX





2 SOUTH ELEVATION  
SCALE: 1/8" = 1'-0"



1 EAST ELEVATION  
SCALE: 1/8" = 1'-0"



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**Kenmore Supportive Housing**  
New Construction

6532 Bothell Way  
Kenmore WA 98028

Date  
**XX Month 20XX**  
Drawing Issue  
Revisions

Drawn by:  
**ABC / DEF**  
Checked by (P.M.):  
**XXX**  
Checked by (Q.C.):  
**XXX**  
Project No.  
**XX-XXXXA**





2 WEST ELEVATION  
SCALE: 1/8" = 1'-0"



1 NORTH ELEVATION  
SCALE: 1/8" = 1'-0"



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**Kenmore Supportive Housing**  
New Construction

6532 Bothell Way  
Kenmore WA 98028

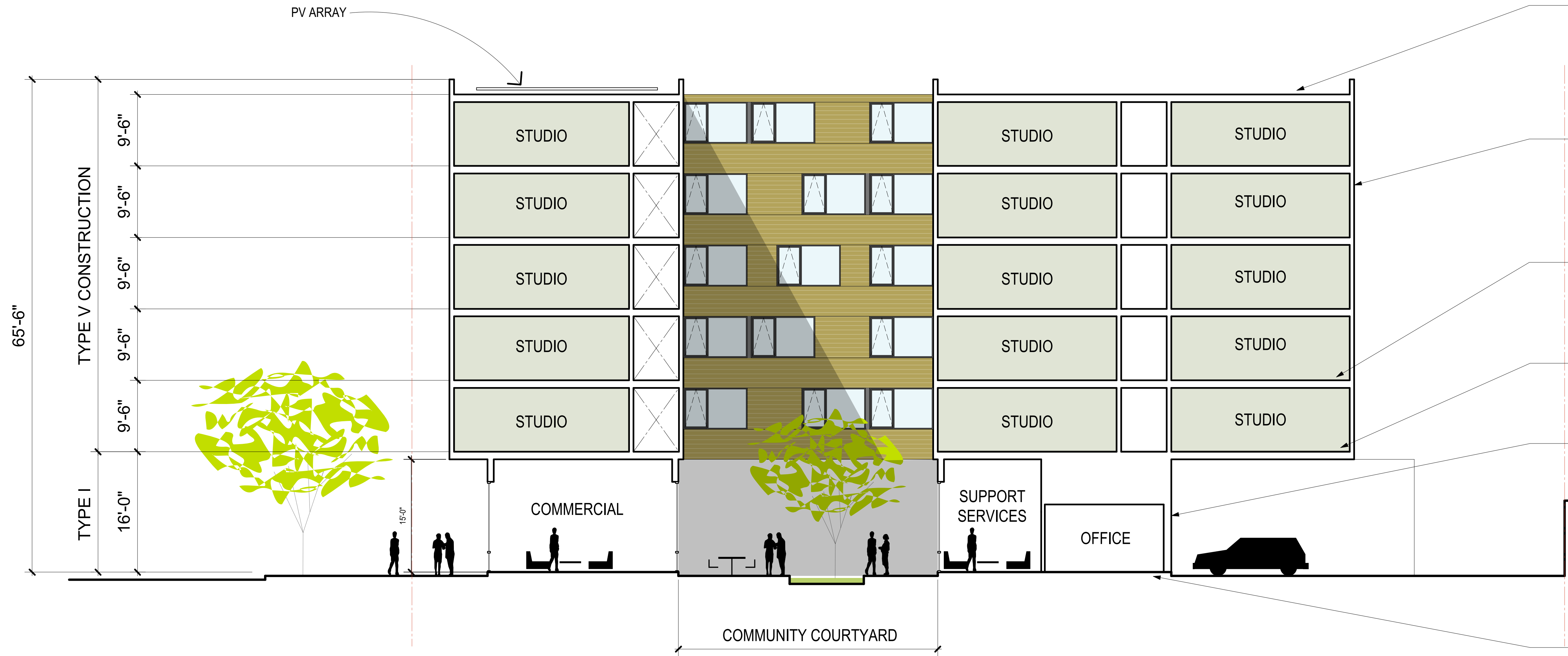
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**XX Month 20XX**  
Drawing Issue  
Revisions

Drawn by:  
**ABC / DEF**  
Checked by (P.M.):  
**XXX**  
Checked by (Q.C.):  
**XXX**  
Project No.  
**XX-XXXXA**





2 SECTION BB - NORTH ELEVATION COURTYARD  
SCALE: 1/8" = 1'-0"



1 SECTION AA - WEST ELEVATION COURTYARD  
SCALE: 1/8" = 1'-0"

**ROOF ASSEMBLY**  
SINGLE PLY MEMBRANE ROOFING  
TAPERED RIGID INSULATION (R38 MIN.)  
SELF-ADHERED AIR BARRIER  
1/2" STRUCUTRAL SHEATHING  
12" PLYWOOD WEB/JOIST FRAMING @ 24" O.C.  
(2) LAYERS 5/8" TYPE X' GWB

**TYP. WALL ASSEMBLY (FLOORS 2-6)**  
SIDING PER ELEVATIONS  
1x4 P.T. RAINSCREEN FURRING STRIPS @ 24" O.C.  
SHEET AIR/WEATHER BARRIER  
1/2" STRUCTURAL SHEATHING  
R25 BATT INSULATION  
2x8 STUD WALL @ 24" O.C.  
SHEET VAPOR RETARDER  
(1) LAYER 5/8" TYPE X' GWB

**TYP. FLOOR ASSEMBLY (FLOORS 3-6)**  
FINISH FLOORING  
1" GYPCRETE OVER 1/4" SOUND MAT  
3/4" PLYWOOD SHEATHING  
11-7/8" PLYWOOD WEB JOISTS @ 16" O.C.  
3-1/2 BATT ACOUSTICAL INSULATION  
1/2" FURRING CHANNELS  
(2) LAYER 5/8" TYPE X' GWB

**FLOOR ASSEMBLY (2ND FLOOR)**  
10" P.T. CONCRETE SLAB  
R38 BATT INSULATION (OVER UNHEATED SPACE)  
SUSP. ACT CEILING AT COMMON AREAS AND OFFICES

**WALL ASSEMBLY (1ST FLOOR)**  
10" CONC. WALL  
R6 RIGID INSULATION  
3-5/8" MTLSTUD FRAMING W/ R15 BATT INSULATION  
SHEET VAPOR RETARDER  
5/8" TYPE X' GWB

**SLAB-ON-GRADE ASSEMBLY (1ST FLOOR)**  
4" CONC. SLAB ON GRADE  
OVER R10 PERIMETER RIGID INSULATION  
15 MIL VAPOR RETARDER  
4"-6" FREE DRAINING MATERIAL PER SOILS REPORT



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**Kenmore Supportive Housing**  
New Construction

6532 Bothell Way  
Kenmore WA 98028

Date  
**XX Month 20XX**  
Drawing Issue  
Revisions

Drawn by:  
**ABC / DEF**

Checked by (P.M.):  
**XXX**

Checked by (Q.C.):  
**XXX**

Project No.  
**XX-XXXX**

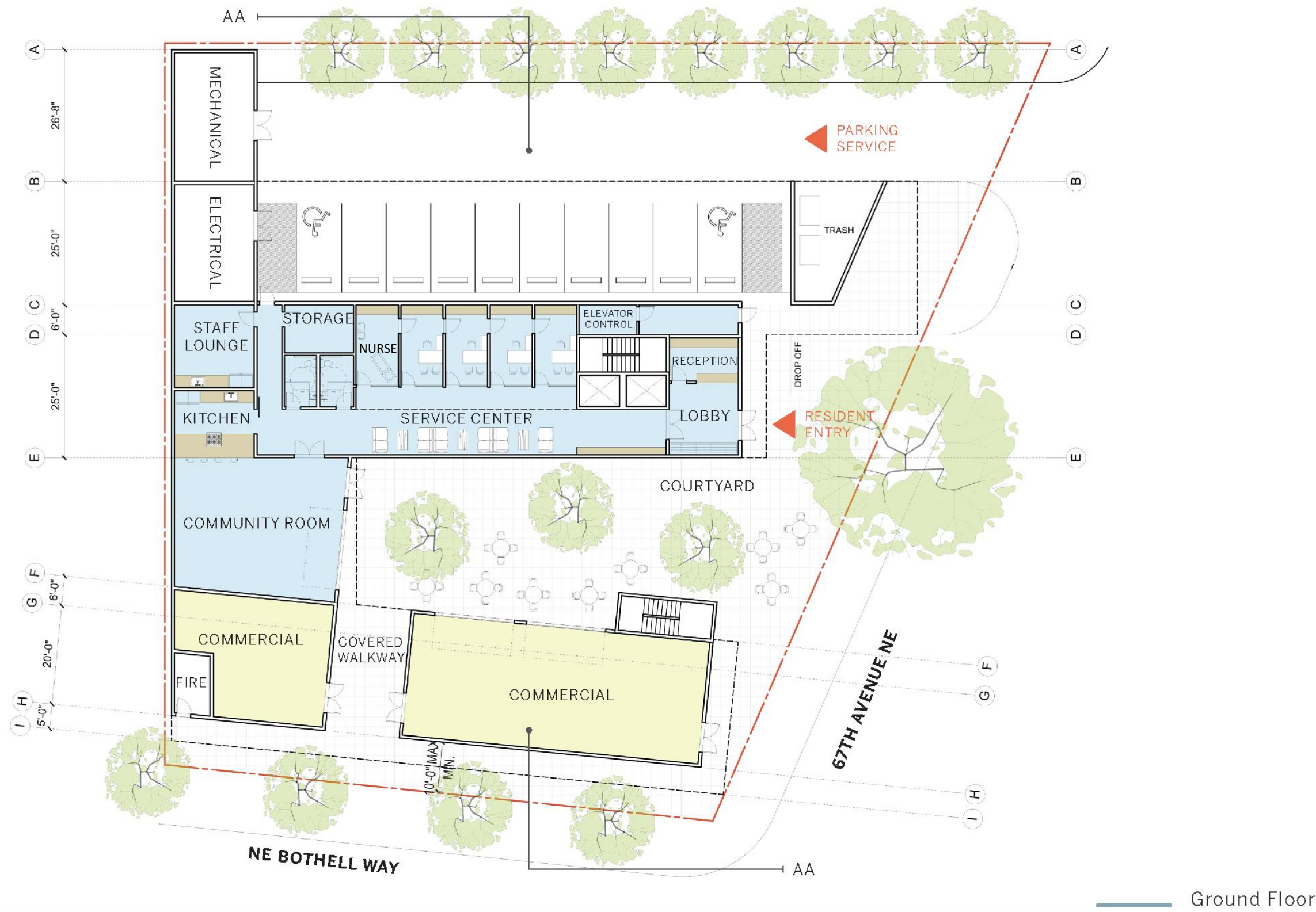






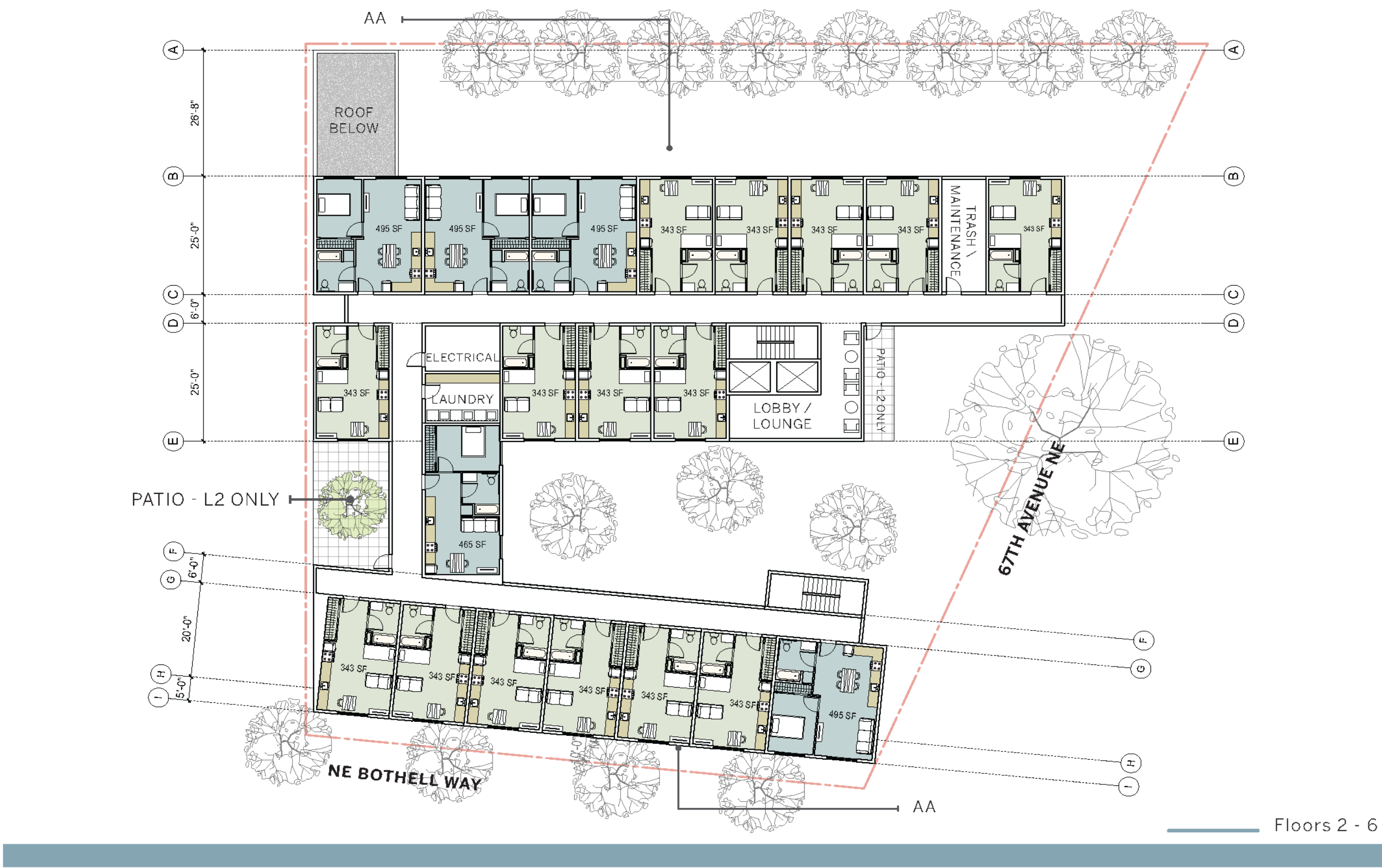






Affordable Living for Seniors in Downtown Kenmore  
Kenmore Senior Housing

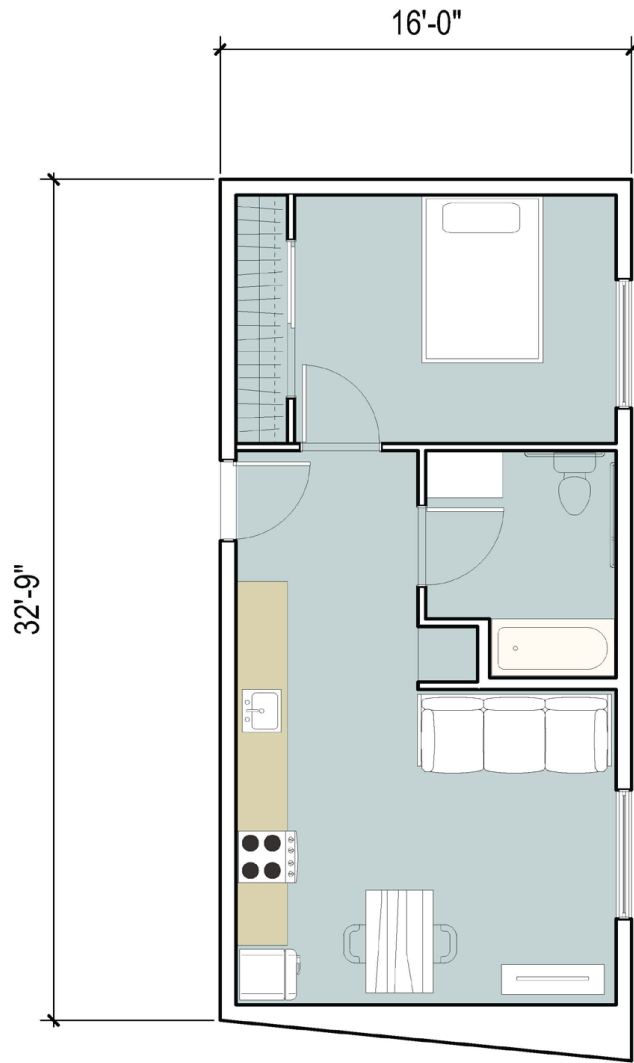




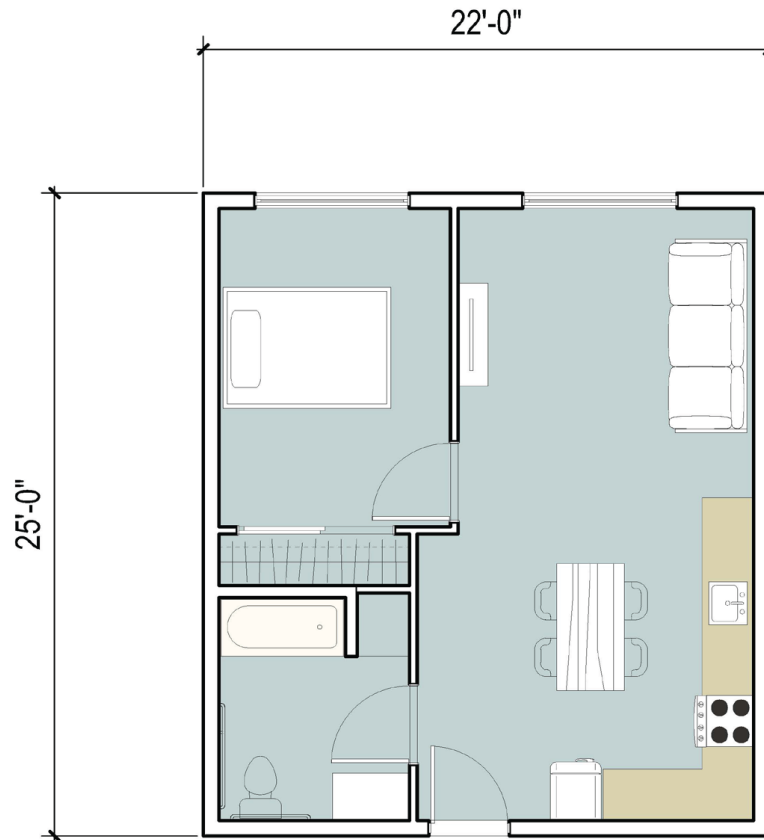
Affordable Living for Seniors in Downtown Kenmore

Kenmore Senior Housing

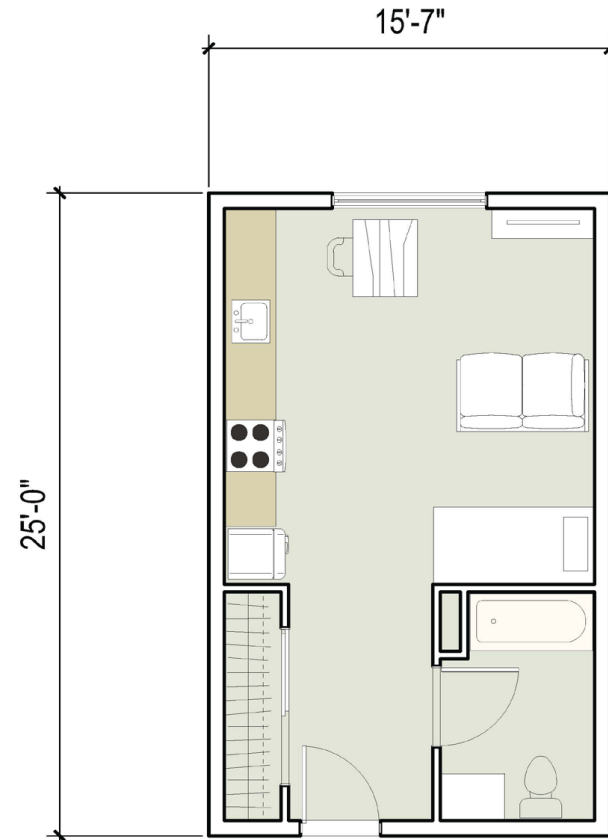




**A**  
1 BEDROOM: 465 SF.



**B**  
1 BEDROOM: 495 SF.

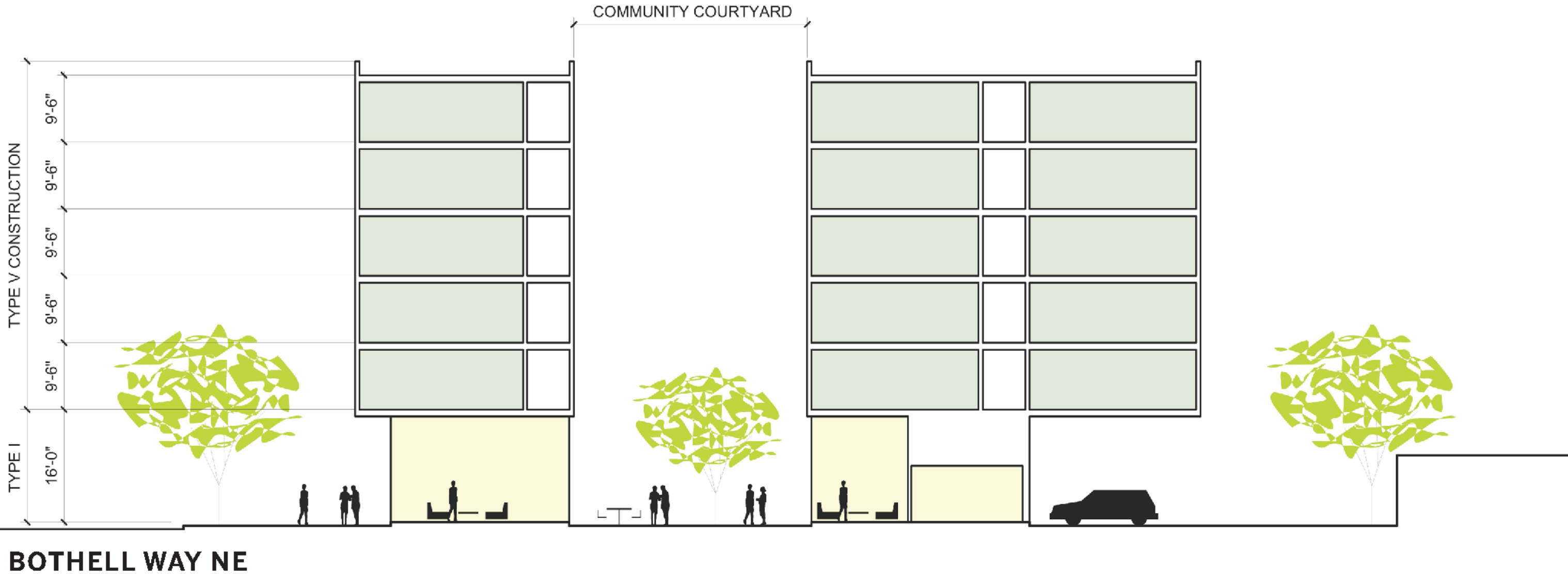


**C**  
STUDIO: 343 SF.

Unit Plans

Affordable Living for Seniors in Downtown Kenmore  
Kenmore Senior Housing





Section AA

Affordable Living for Seniors in Downtown Kenmore

Kenmore Senior Housing







VIEW @ BOTHELL WAY



VIEW @ 67TH AVENUE NE



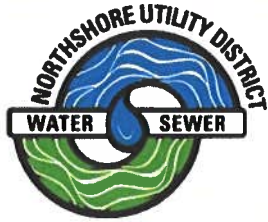












# NORTHSHORE UTILITY DISTRICT

Page 036 of 184

6830 NE 185<sup>th</sup> St. | Kenmore, WA 98028  
Ph: (425) 398-4400 | [www.nud.net](http://www.nud.net)

November 14, 2023

Tambi Cork  
City of Kenmore  
18120 68<sup>th</sup> Ave NE  
Kenmore, WA 98028

**Re: City of Kenmore – 6532 NE Bothell Way  
Development Agreement – Northshore Utility District (NUD) Easement**

Dear Ms. Cork,

This letter is to confirm that if the Development Agreement at 6532 NE Bothell Way does not revise or terminate the existing sewer easement on the real property located 6532 Bothell Way NE, Kenmore, Washington, 98028, Recording No. 5888275, NUD will not object to, contest or appeal any terms and conditions of the approved development agreement.

Any new development will trigger the review and approval of the District's utility design including any existing and proposed easement per NUD's Policy and Procedures.

If you have any questions, please contact me at [acampbell@nud.net](mailto:acampbell@nud.net) or at (425) 521-3728.

Sincerely,

Amanda Campbell  
General Manager

# Development Agreement for Property at 6532 Bothell Way NE

Kenmore City Council Meeting  
November 27, 2023





# Kenmore Supportive Housing



- City parcel at 6532 Bothell Way
- Unique Partnership/Coalition
  - City of Kenmore
  - Plymouth Housing
  - ARCH
- Six-story building
- 100 affordable housing units
- Ground floor commercial space
- Onsite resident services
- Courtyard area

# Development Agreement Process

RCW 36.70B.170 and Chapter 18.110 KMC authorize the execution of a development agreement between a local government and a person having ownership or control of real property within its jurisdiction

- Permit Application
- Threshold Determination
- Development Agreement "approved as to form"
- City Manager Recommendation
- Public Notice
- Public Hearing #1
- Public Hearing #2
- Ordinance Adoption





# Development Agreement Timeline

- Permit Application – 10/18/2023, as authorized by Council 6/21/2022
- Threshold Determination – 10/23/2023
- Development Agreement "approved as to form" - 10/27/2023
- City Manager Recommendation – 11/17/2023
- Public Notice
  - Mailed to property owners within 1,000 feet of the property:
  - Posted to the property as required by KMC 19.25.065:
  - Published in the Seattle Times: 11/17/2023 & 11/27/2023
  - City Manager's Recommendation available for review: beginning 11/17/2023
- Public Hearing #1 – 11/27/2023
- Public Hearing #2 – scheduled for 12/11/2023
- Ordinance Adoption – scheduled for 12/11/2023



# Modifications

Kenmore Municipal Code (KMC) Requirement	Proposed Deviation
<b>KMC 18.25.020 Footnote 9(b) (depth) &amp; KMC 18.25.040 Table B (density &amp; setbacks)</b>	The proposed Commercial Space frontage that abuts SR 522 ranges in depths from 21'-0" to 26'-4". The Project density is one hundred (100) Residential Units, as described Section.
<b>KMC 18.25.040 Table B (setbacks)</b>	The street setbacks for the ground floor of the building fronting SR 522 are ten (10) feet. The street setbacks for all upper floors of the building (other than the ground floor) fronting SR 522 are 5 feet. The street setback for all floors of the building fronting 67 <sup>th</sup> Avenue NE exceed ten (10) feet at the area of the Courtyard.
<b>KMC 18.40.030.A, KMC 18.40.030.E, KMC 18.80.080.D.1 (parking)</b>	Nine (9) off-street parking spaces are proposed. The Project includes eight (8) bicycle parking spaces (bike racks) and Plymouth will install in each Residential Unit a wall-mounted bike hook.
<b>KMC 18.52.150 (setbacks): Properties Fronting SR-522.</b>	A 10-foot setback is proposed on the ground floor fronting SR 522; a 5-foot setback is proposed for upper floors along SR 522. Setbacks along 67 <sup>th</sup> Ave NE exceed 10 feet at the area of the public plaza.
<b>KMC 18.52.220 (roof form), KMC 18.52.300 (building materials), KMC 18.52.310.B (upper level setbacks, mass and bulk), KMC 18.52.100 (pedestrian walkways) and KMC 18.52.210 (building corners)</b>	The design incorporates a flat roof with a consistent parapet height. The base of the building is expressed through a 12-foot datum line that separates the ground floor from the upper floors, which may be further expressed with a change of materials at ground floor, including vertical wood siding and storefront glazing. As part of an intentional architectural design, masonry materials are not proposed. As part of an intentional architectural design, the techniques applied to facades visible from public rights-of-way and public spaces to minimize apparent bulk and mass of building are not proposed. Pedestrian walkways varies in width through the site at eight (8) feet or greater, but several areas of the walkway narrow to six (6) feet in width. As part of an intentional architectural design, the courtyard opens up to 76 <sup>th</sup> Avenue NE and the building sides that face corners of public streets are not treated architecturally to emphasize the corner location.
<b>Modification to Chapter 20.47 KMC Transportation, Park, and School Impact Fees.</b>	Pursuant to KMC 20.47.040.A.6, the Project has a broad public purpose by providing low-income housing. Accordingly, the Project proposes an exemption from payment of transportation impact fees and park impact fees. An independent fee calculation was requested for school impact fees pursuant to KMC 20.47.140. The Northshore School District ("NSD") adjusted the school impact fees to \$0 with the understanding that the Project is designed to serve a resident population where no students will be generated. Plymouth will record a restrictive covenant prior to occupancy documenting the basis for the independent fee calculation and agreeing to the collection of school impact fees if the Project ever fails certification, or if the Residential Units are converted to a use that no longer meets the basis for the approved adjustment.
<b>Modification of KMC 18.110.050 Processing procedure.</b>	Requests that the City Council modifies KMC 18.110.050 to waive minor procedural irregularities in the processing of this Development Agreement.

# Thank You and Questions



# City Council Agenda Bill

## City of Kenmore, WA

<b>Subject/Topic:</b>  Adopting 2024 Property Tax Levy, Ordinance No. 23-0588	<b>For Council Meeting Agenda of:</b> November 27, 2023  <b>Departments:</b> Finance and Administration  <b>Prepared by:</b> Melinda Merrell, Finance & Admin Director  <table><tr><td><b>Approved by Department Head:</b></td><td><u>MM, 11/17/23</u></td></tr><tr><td><b>Approved by City Attorney:</b></td><td><u>DR 11/17/23</u></td></tr><tr><td><b>Approved by Finance Director:</b></td><td><u>MM, 11/17/23</u></td></tr><tr><td><b>Approved by City Manager:</b></td><td><u>RK 11/17/23</u></td></tr></table>	<b>Approved by Department Head:</b>	<u>MM, 11/17/23</u>	<b>Approved by City Attorney:</b>	<u>DR 11/17/23</u>	<b>Approved by Finance Director:</b>	<u>MM, 11/17/23</u>	<b>Approved by City Manager:</b>	<u>RK 11/17/23</u>
<b>Approved by Department Head:</b>	<u>MM, 11/17/23</u>								
<b>Approved by City Attorney:</b>	<u>DR 11/17/23</u>								
<b>Approved by Finance Director:</b>	<u>MM, 11/17/23</u>								
<b>Approved by City Manager:</b>	<u>RK 11/17/23</u>								
<b>Proposed Council Action/Motion:</b>  Adopt Ordinance No. 23-0588 of the City of Kenmore, Washington, relating to the 2024 Regular Property Tax Levy	<b>Exhibits/Attachments:</b> Property Tax Levy Ordinance 23-0588 Presentation from November 13, 2023, Public Hearing								
<b>Summary:</b>  November 13, 2023 – A public hearing was held and staff presented their recommended regular property tax levy for 2024. November 20, 2023 – Staff presented the mid biennium amendments to the 2023-2024 adopted budget. A public hearing and adoption will be held on December 4, 2023. November 27, 2023 – Ordinance 23-0588 relating to the 2024 Regular Property Tax Levy is recommended for adoption.									
<b>Information/Background:</b>  November 30 is the due date for property tax levies to be set by ordinance and filed with King County.  City Council has reviewed the proposed mid-biennium adjustments on November 20, 2023 and a public hearing will be held on December 4, 2023. A public hearing was held on November 13, 2023 to receive public comments on the proposed 2024 property tax levy.									
<b>Fiscal Consideration:</b>  For 2024, the Proposed 2023-2024 Biennial Budget includes a 3.28% increase in the levy using banked tax capacity from years when the City Council did not raise the levy by the allowable 1%. The 2020									

adopted Financial Sustainability Plan calls for the City to utilize banked capacity incrementally in phases over four years starting in 2023. The proposed 2024 levy utilizes \$129,326 of the available banked capacity. The City's remaining banked tax capacity after this proposed 2024 levy will be \$260,000.

In 2023, the property tax levy was \$5,666,300. The County Assessor has only released preliminary assessed valuations and levy information at this time. Based on what has been received, the proposed property tax levy for 2024 is \$5,884,218 which includes the 3.28% increase over 2023 (\$185,989), plus new construction which adds about \$31,929 to the tax rolls. Overall, the 3.28% levy compared to a 1% levy provides an additional \$129,326 to the City in 2024 and provides a compounding benefit for future years.

The City's preliminary assessed value is \$6,929,220,450, a decrease of about 14.72% from 2023. Because of the decrease in assessed valuation for the entire City, the levy rate will increase from \$0.69 to about \$0.85 for each \$1,000 of assessed value. In 2023, the median residential value for Kenmore was \$1.0M, however, with the 14.72% decrease in valuation, the median home value is now \$850,000. On an \$850,000 home in the city, the annual tax with a 3.28% levy increase and a rate of \$0.85 would be \$725.

The proposed property tax levy of 3.28% meets the City Council's goal for a financial sustainable plan and continued financial sustainability for the City.

#### Tax Relief

State law provides two tax benefit programs for senior citizens and the disabled: Property tax exemptions and property tax deferrals. Basic qualifications include an annual household income under \$58,423; owning and occupying the property as principal residence for at least nine months per year; age 61 or older or disabled with at least an 80% total disability rating. More information can be found on the King County Assessor's website or by calling 206-263-2338 or 206-296-3920.

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

1. November 30, 2023 is the deadline for cities/towns using a biennial budget to certify to the county assessor the amount of property taxes to be levied for the second year of the biennium.
2. The proposed property tax levy increase of 3.28% follows the Financial Sustainability Plan recommendation of utilizing banked capacity over four years. This meets the City Council's goal for continued financial sustainability for the City.



**CITY OF KENMORE  
WASHINGTON  
ORDINANCE NO. 23-0588**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,  
RELATING TO THE 2024 REGULAR PROPERTY TAX LEVY;  
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN  
EFFECTIVE DATE.**

---

WHEREAS, the City Council of the City of Kenmore, Washington, has met and considered its biennial budget for calendar years 2023-2024; and

WHEREAS, RCW 84.52.070 requires the City to certify to the County the amount of taxes to be levied upon the property within the City by November 30 of each year; and,

WHEREAS, the City Council held a public hearing on November 13 to consider the City's general fund revenue sources including the 2024 regular property tax levy pursuant to RCW 84.55.120; and,

WHEREAS, the City intends to levy "banked capacity" of \$129,326 to fund obligations of the City; and,

WHEREAS, after the public hearing, and after duly considering all relevant evidence and testimony presented, the City Council determined that the City of Kenmore requires an estimated regular tax levy in the amount of \$5,884,218 which includes a 3.28% increase from the previous year and amounts resulting from the addition of new construction and improvements to property and any increase or decrease in the value of State-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City and in its best interest (the actual levy to be calculated by the King County Assessor's Office once the City's assessed value is certified by the Assessor);

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

Section 1. Regular Tax Levy. An increase in the regular property tax levy is hereby authorized for the 2024 levy in the amount of \$185,989 which is a 3.28 percent (3.28%) increase from the previous year which includes 1% (\$56,663) and 2.28% (\$129,326) of banked capacity. This increase is exclusive of additional revenue resulting from the

addition of new construction and improvements to property and any increase in the value of State-assessed property, and any additional amounts resulting from any annexations that have occurred, and refunds made.

Section 2. Transmittal. The City Clerk is directed to transmit a certified copy of this Ordinance to the Office of the Auditor of the State of Washington, Division of Municipal Corporations, to the King County Assessor, to the Clerk of the King County Council, and to any other agency required by law to receive a copy of this Ordinance.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise, invalid for any reason, or should any portion of this Ordinance be preempted by State or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

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

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 27th DAY OF NOVEMBER 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:

# CITY OF KENMORE

## Finance & Administration

# 2024 Regular Property Tax Levy & Excess Tax Levy

November 27, 2023



# Timeline

Nov 13, 2023

- Public Hearing Property Tax Levies

Nov 20, 2023

- Review 2023-2024 Budget Amendments

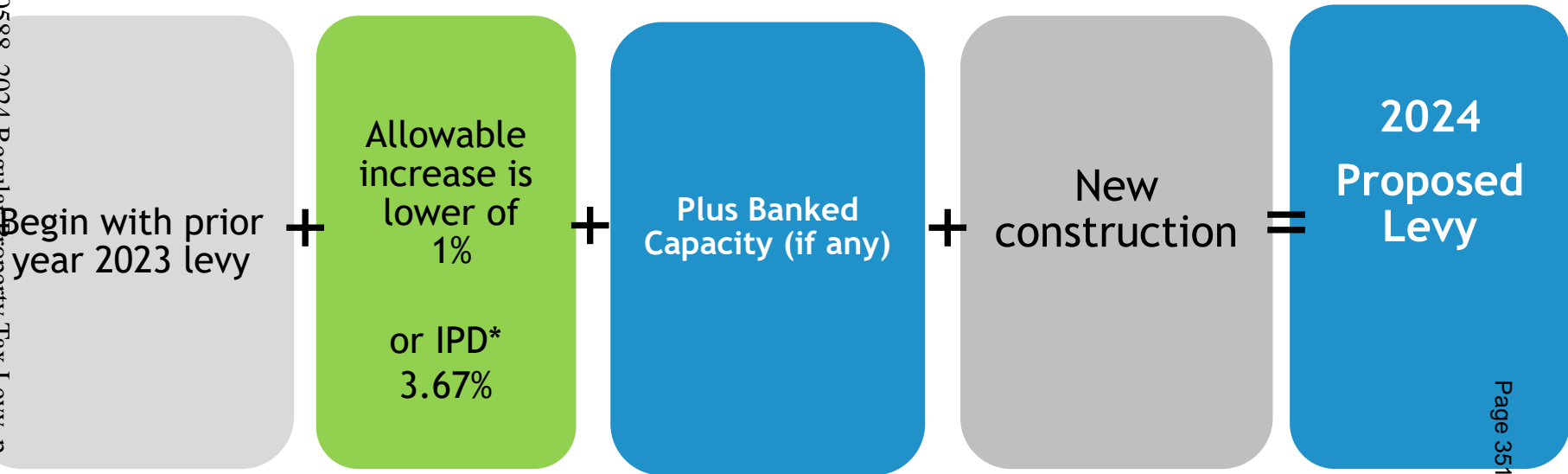
Nov 27, 2023

- Adopt 2024 Property Tax Levy Ordinance
- Adopt 2024 Excess Property Tax Levy Ordinance

DEC 4, 2023

- Public Hearing on 2023-2024 Budget Amendments
- Adopt 2023-2024 Budget Amendments

## Annually the City Council must set the Regular Tax Levy





# Property Taxes & Assessed Valuation

Levy with 3.85% Increase (As budgeted)

**Proposed tax levy  
2024**

**\$5,884,218**

3.85% (\$217,918)  
increase over  
2023 levy

\$185,989 is from  
the 1% increase  
plus a portion of  
banked capacity =  
3.28% increase

\$31,929 from new  
construction =  
0.56% increase

# Property Taxes & Assessed Valuation

Levy with 3.85% Increase (As budgeted)

	Dollar Amount	
2023 Levy	\$ 5,666,300	% Increase
1% Increase	56,663	1.00%
Banked Capacity	129,326	2.28%
New Construction	31,929	0.56%
2024 Levy	\$ 5,884,218	3.85%

# Tax Effect on Homeowner (City of Kenmore Taxes Only)

## Assume 2023 home value of \$1,005,000

\$697 - Taxed at 2023 rate of 0.6936

## Assume 2024 NO CHANGE in value of home at \$1,005,000

\$853 - Taxed at 2024 rate of .8492 (3.28% levy)

➤ \$156 More than 2023

## Assume 15% decrease in value of home to \$854,250

\$725 - Taxed at 2024 rate of .8492 (3.28% levy) (\$28 > 2023)



# Banked Capacity

---

Remaining Banked Capacity is \$388,874

---

Per the current Financial Sustainability Plan, goal is to utilize available banked capacity over 4 years

---

\$68K of banked capacity used in 2023, leaving \$388,874

---

With the 3.28% increase in 2024, approximately \$129K of banked capacity will be used

---

Estimated of \$260K will be remaining at end of 2024

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Will draw \$130K in both 2025 and 2026 to use the remaining \$260K of banked capacity

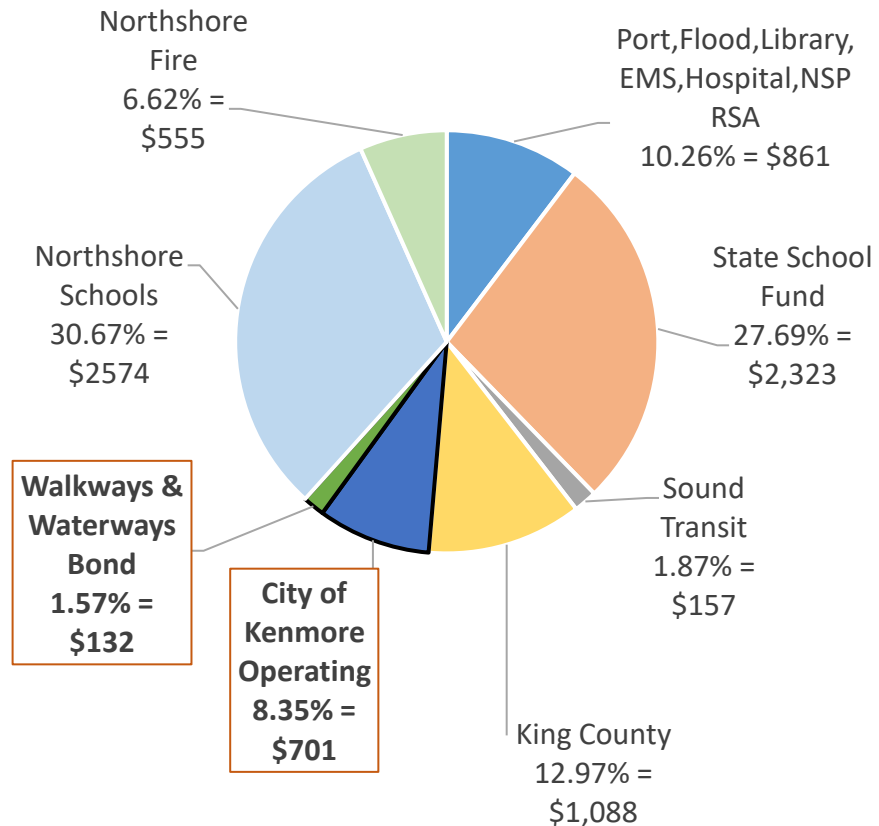
## 2023 Property Tax Distribution for a \$1,005,000 Home

There are 12 taxing districts that impact Kenmore taxpayers

The total tax rate for most taxpayers in the City last year was **\$8.35** per \$1,000 AV

The tax bill on a \$1,005K property would have been about **\$8,392**

Only 8.35% of that tax bill belongs to the City of Kenmore for operating





## Excess Property Tax Levy for Walkways & Waterways Bonds

**\$18.1 million – issued 2016 & 2021**  
**\$13,510,000 -outstanding as of**  
**12/31/2023**

**Resources Needed for Principal &  
interest 2024**  
**\$1,057,250**

**Tax rate is projected at .15 per**  
**\$1,000 AV**

$$\begin{aligned} & \$1,057,250 / 6,929,220,450 * \\ & \quad 1000 \\ & \quad = \\ & \quad \$0.15 \end{aligned}$$

**Affect on property owner**  
**home value - \$854k**

$$\begin{aligned} & \$854 \times 0.15 \\ & \quad = \\ & \quad \$128.10 \end{aligned}$$

# Next Actions

**November 27:**

- Adopt 2024 Property Tax Levy Ordinance
- Adopt 2024 Excess Property Tax Levy Ordinance

**THANK YOU!**  
**Any Questions?**

# For comments and questions:

Melinda Merrell

Finance & Administration Director, Finance & Administration

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

425 398 8900





## City Council Agenda Bill City of Kenmore, WA

<p><b>Subject/Topic:</b></p> <p>Adopting 2024 Excess Property Tax Levy for the Purpose of Paying Debt Service, Ordinance No. 23-0590</p> <p><b>Proposed Council Action/Motion:</b></p> <p>Adopt Ordinance No. 23-0590 Setting 2024 Excess Property Tax Levy for the Purpose of Paying Debt Service on the Walkways and Waterways Bonds</p>	<p><b>For Council Meeting Agenda of:</b> November 27, 2023</p> <p><b>Departments:</b> Finance and Administration</p> <p><b>Prepared by:</b> Melinda Merrell, Finance &amp; Admin Director</p> <table border="0" style="width: 100%;"> <tr> <td></td><td style="text-align: right;"><b><u>Initial &amp; Date</u></b></td></tr> <tr> <td><b>Approved by Department Head:</b></td><td style="text-align: right;">MM, 11/17/23</td></tr> <tr> <td><b>Approved by City Attorney:</b></td><td style="text-align: right;">DG 11/17/23</td></tr> <tr> <td><b>Approved by Finance Director:</b></td><td style="text-align: right;">MM, 11/17/23</td></tr> <tr> <td><b>Approved by City Manager:</b></td><td style="text-align: right;">RK 11/17/23</td></tr> </table> <p><b>Exhibits/Attachments:</b> Property Tax Levy Ordinance No. 23-0590</p>		<b><u>Initial &amp; Date</u></b>	<b>Approved by Department Head:</b>	MM, 11/17/23	<b>Approved by City Attorney:</b>	DG 11/17/23	<b>Approved by Finance Director:</b>	MM, 11/17/23	<b>Approved by City Manager:</b>	RK 11/17/23
	<b><u>Initial &amp; Date</u></b>										
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<b>Approved by Finance Director:</b>	MM, 11/17/23										
<b>Approved by City Manager:</b>	RK 11/17/23										
<p><b>Summary:</b></p> <p>November 13, 2023 – A public hearing was held and staff presented their recommended excess property tax levy for 2024.</p> <p>November 20, 2023 – Staff presented the mid biennium amendments to the 2023-2024 adopted budget. A public hearing will be held on December 4, 2023.</p> <p>November 27, 2023 – Ordinance 23-0590 relating to the 2024 Excess Property Tax Levy is recommended for adoption.</p>											
<p><b>Information/Background:</b></p> <p>The purpose of the excess property tax levy is for repayment of the voted Walkways and Waterways bonds approved by the voters in 2016.</p>											
<p><b>Fiscal Consideration:</b></p> <p>In 2023, the city levied \$1,059,500 to cover the debt service payments that were due in that year.</p> <p>For 2024, it is recommended to levy \$1,057,250 (approximately \$0.15 per \$1,000 of assessed value) for the debt service payments due in that year.</p>											

Ordinance No. 23-0590, to approve the excess tax levy for 2024, in the amount of \$1,057,250 to satisfy debt service on the 2016 and 2021 unlimited tax general obligation bonds is recommended for adoption by the City Council.

Tax Relief

State law provides two tax benefit programs for senior citizens and the disabled: Property tax exemptions and property tax deferrals. Basic qualifications include an annual household income under \$58,423; owning and occupying the property as principal residence for at least nine months per year; age 61 or older or disabled with at least an 80% total disability rating. More information can be found on the King County Assessor's website or by calling 206-263-2338 or 206-296-3920.

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

November 30, 2023 is the deadline for cities/towns using a biennial budget to certify to the county assessor the amount of property taxes to be levied for the second year of the biennium.



**CITY OF KENMORE  
WASHINGTON  
ORDINANCE NO. 23-0590**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,  
LEVYING AN EXCESS PROPERTY TAX LEVY FOR THE PURPOSE OF  
PAYING DEBT SERVICE ON THE CITY'S UNLIMITED TAX GENERAL  
OBLIGATION BONDS; PROVIDING FOR SEVERABILITY; AND  
ESTABLISHING AN EFFECTIVE DATE.**

---

WHEREAS, at an election held in the City of Kenmore, Washington (the "City") on November 8, 2016, the City submitted the question to the qualified electors of the City of whether the City shall issue unlimited tax general obligation bonds in the aggregate principal amount of not to exceed \$19,750,000 ("Bond Authorization") to provide the funds to construct, develop, equip, upgrade, acquire, and improve arterial walkways and waterfront access in the City, including the acquisition of property, as identified in Exhibit A attached to Ordinance No. 16-0422 passed by the City Council on June 13, 2016; and

WHEREAS, the number and proportion of the qualified electors of the City required by law for the adoption thereof voted in favor of the Bond Authorization and the election results were certified by King County Elections, as *ex officio* supervisor of elections in King County, Washington, on November 29, 2016; and

WHEREAS, the City, pursuant to Bond Ordinance No. 16-0434, adopted by the City Council on November 21, 2016, issued and sold \$9,220,000 aggregate principal amount of Unlimited Tax General Obligation Bonds, 2016 (together with original issue premium resulted in a project fund deposit of \$9,750,000), and pursuant to Bond Ordinance No. 21-0530 adopted by the City Council on July 26, 2021, issued and sold \$8,920,000 aggregate principal amount of Unlimited Tax General Obligation Bonds, 2021A and 2021B (together with original issue premium resulted in a project fund deposit of \$10,000,000) (together, the "Bonds"), and has determined that to provide the money necessary to pay the debt service requirement on the Bonds in the year 2024 an excess property tax levy in the amount of \$1,057,250 for the Bonds must be levied for collection in 2024;

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

Section 1. Voter Approved Excess Tax Levy for Unlimited General Obligation Bonds. A tax is hereby levied to raise revenue for the purpose of debt service payments on the voter-approved unlimited tax general obligation Bonds for the fiscal

year of 2024 in the amount of \$1,057,250 on all taxable property in the City of Kenmore, Washington.

Section 2. Transmittal. The City Clerk is directed to transmit a certified copy of this Ordinance to the Office of the Auditor of the State of Washington, Division of Municipal Corporations, to the King County Assessor, to the Clerk of the King County Council, and to any other agency required by law to receive a copy of this Ordinance.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be preempted by State or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

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

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 27th DAY OF NOVEMBER, 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:  
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# CITY OF KENMORE

## Finance & Administration

# 2024 Regular Property Tax Levy & Excess Tax Levy

November 27, 2023



# Timeline

Nov 13, 2023

- Public Hearing Property Tax Levies

Nov 20, 2023

- Review 2023-2024 Budget Amendments

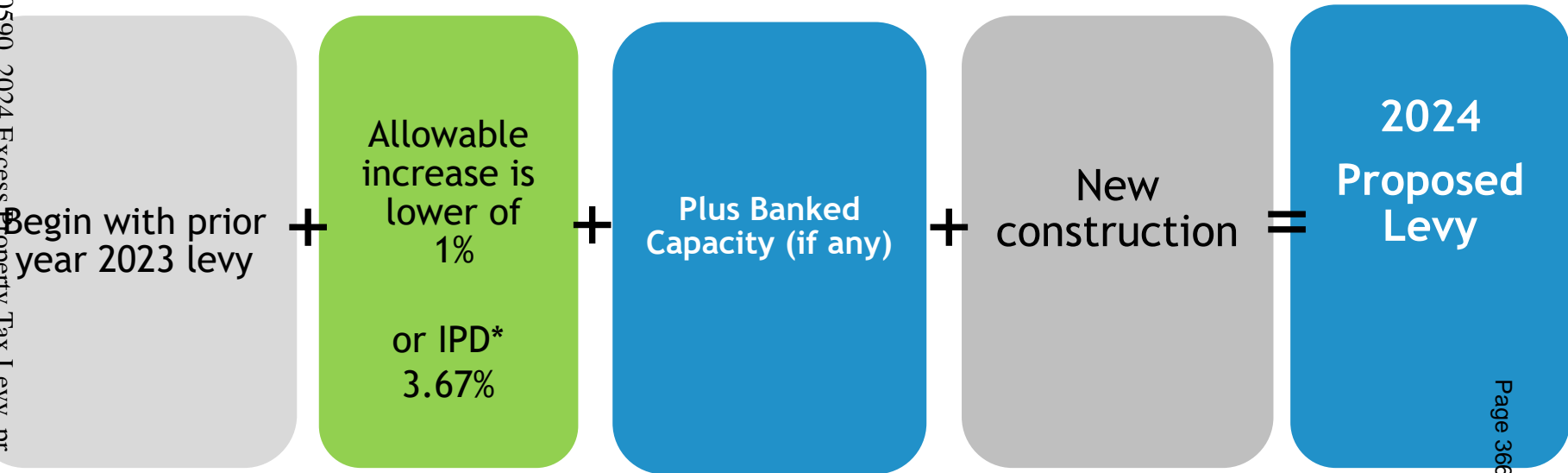
Nov 27, 2023

- Adopt 2024 Property Tax Levy Ordinance
- Adopt 2024 Excess Property Tax Levy Ordinance

DEC 4, 2023

- Public Hearing on 2023-2024 Budget Amendments
- Adopt 2023-2024 Budget Amendments

## Annually the City Council must set the Regular Tax Levy



# Property Taxes & Assessed Valuation

## Levy with 3.85% Increase (As budgeted)

**Proposed tax levy  
2024**

**\$5,884,218**

3.85% (\$217,918)  
increase over  
2023 levy

\$185,989 is from  
the 1% increase  
plus a portion of  
banked capacity =  
3.28% increase

\$31,929 from new  
construction =  
0.56% increase



# Property Taxes & Assessed Valuation

Levy with 3.85% Increase (As budgeted)

	Dollar Amount	
2023 Levy	\$ 5,666,300	% Increase
1% Increase	56,663	1.00%
Banked Capacity	129,326	2.28%
New Construction	31,929	0.56%
2024 Levy	\$ 5,884,218	3.85%

# Tax Effect on Homeowner (City of Kenmore Taxes Only)

## Assume 2023 home value of \$1,005,000

\$697 - Taxed at 2023 rate of 0.6936

## Assume 2024 NO CHANGE in value of home at \$1,005,000

\$853 - Taxed at 2024 rate of .8492 (3.28% levy)

➤ \$156 More than 2023

## Assume 15% decrease in value of home to \$854,250

\$725 - Taxed at 2024 rate of .8492 (3.28% levy) (\$28 > 2023)



# Banked Capacity

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Remaining Banked Capacity is \$388,874

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Per the current Financial Sustainability Plan, goal is to utilize available banked capacity over 4 years

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\$68K of banked capacity used in 2023, leaving \$388,874

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Estimated of \$260K will be remaining at end of 2024

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Will draw \$130K in both 2025 and 2026 to use the remaining \$260K of banked capacity

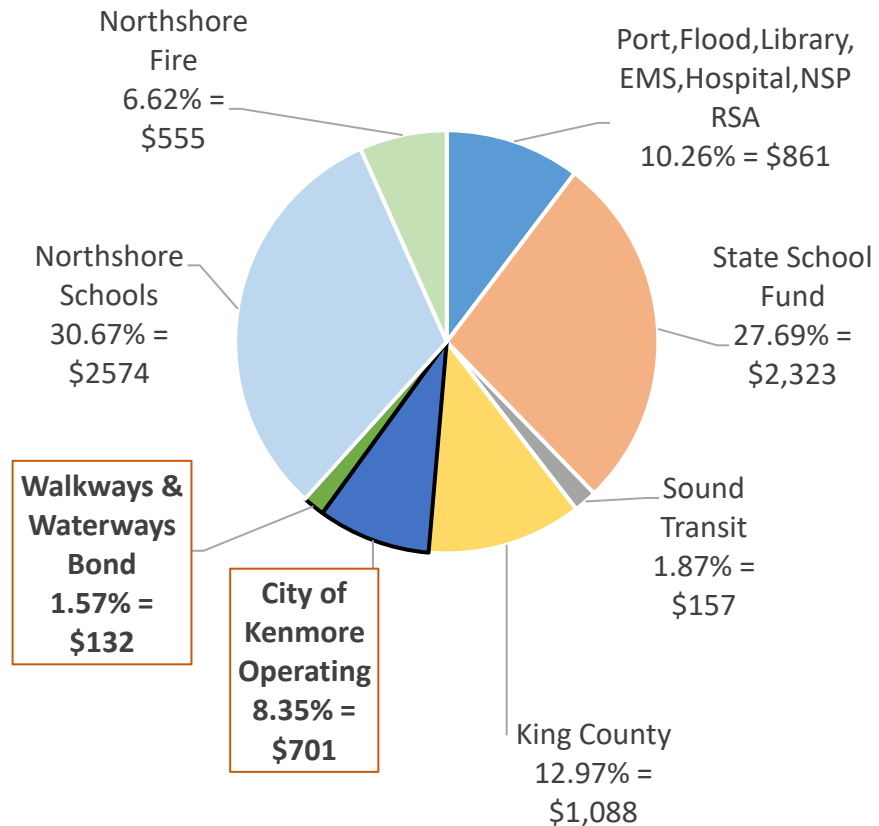
## 2023 Property Tax Distribution for a \$1,005,000 Home

There are 12 taxing districts that impact Kenmore taxpayers

The total tax rate for most taxpayers in the City last year was **\$8.35** per \$1,000 AV

The tax bill on a \$1,005K property would have been about **\$8,392**

Only 8.35% of that tax bill belongs to the City of Kenmore for operating



## Excess Property Tax Levy for Walkways & Waterways Bonds

**\$18.1 million – issued 2016 & 2021**  
**\$13,510,000 -outstanding as of**  
**12/31/2023**

**Resources Needed for Principal &  
interest 2024**  
**\$1,057,250**

**Tax rate is projected at .15 per**  
**\$1,000 AV**

$$\begin{aligned} & \$1,057,250 / 6,929,220,450 * \\ & \quad 1000 \\ & \quad = \\ & \quad \$0.15 \end{aligned}$$

**Affect on property owner**  
**home value - \$854k**

$$\begin{aligned} & \$854 \times 0.15 \\ & \quad = \\ & \quad \$128.10 \end{aligned}$$

# Next Actions

**November 27:**

- Adopt 2024 Property Tax Levy Ordinance
- Adopt 2024 Excess Property Tax Levy Ordinance

**THANK YOU!**  
**Any Questions?**



# For comments and questions:

Melinda Merrell

Finance & Administration Director, Finance & Administration

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

425 398 8900





4. The parks impact fee increased by 1.43% for single-family residential, multi-family residential, and mobile homes; affordable housing dwelling units are exempt from the impact fee. This is an increase of \$64.66 for new single-family residential dwelling units; \$49.60 for new multi-family residential dwelling units, and \$32.32 for each new mobile home.
5. The transportation impact fee for single-family residential was reduced from \$11,773.39 per dwelling unit to \$6,822.20 per dwelling unit. The fee for townhomes decreased from \$7,314.04 per dwelling unit to \$4,402.36 per dwelling unit. Transportation impact fees are based on the Transportation Impact Fee (TIF) update, presented by Engineering Director, John Vicente and DKS Associates Consultant Reah Flisakowski, to City Council on 11/13/2023.
6. A new line item was added for “substantial engineering inspections.” These inspections requests have become more frequent and the time spent on these requests is was represented in previous fee schedules. To learn more about substantial construction approval, see [Development Services Form #509](#).
7. A new line item was added to the Stormwater Capital Facilities section (page 18) for, “Shelters for temporary placement, as defined in KMC 18.20.2540, or a low-income housing project that serves low-income persons, as determined by the city manager.” The update that there is no stormwater capital facilities fee for this type of use, pursuant to KMC 13.40.085.F.4.
8. The fee for significant tree removal permits was reduced to \$52.50 (\$50 tree permit fee + 5% technology fee = \$2.50). The 2023 permit fee for tree removal is approximately \$210.

**Fiscal Consideration:**

The proposed annual review and adjustments to the City’s fee schedule are needed to ensure the City is recovering costs necessary to provide a particular service or regulate a certain activity.

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

City Council Priority #8, “Seek opportunities to promote economic development.”

**CITY OF KENMORE  
WASHINGTON  
RESOLUTION NO. 23-402**

A RESOLUTION OF THE CITY COUNCIL OF KENMORE,  
WASHINGTON, REVISING THE CITY FEE SCHEDULE; ADOPTING  
THE 2024 FEE SCHEDULE; REPEALING THE 2023 FEE SCHEDULE –  
RESOLUTION NO. 23-400; AND ESTABLISHING AN EFFECTIVE  
DATE.

---

WHEREAS, for the convenience of Kenmore residents and other city customers, the City Council has adopted all City fees by resolution pursuant to Ordinance No. 02-0139; and

WHEREAS, the City reviews all fees annually and makes adjustments to them as necessary and appropriate; and

WHEREAS, the City Council desires to adopt a revised fee schedule set forth in this resolution.

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

Section 1. Adoption. The City Council adopts the “City of Kenmore, Washington 2024 Fee Schedule”, as set forth in “Exhibit A”, attached hereto and incorporated by reference.

Section 2. Effective date. The Fees adopted by this resolution shall be effective on January 1, 2024.

Section 3. Repealer. Resolution No. 23-400 is hereby repealed, effective January 1, 2024.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON AT A REGULAR MEETING THEREOF THIS 27<sup>TH</sup> DAY OF NOVEMBER, 2023.

CITY OF KENMORE

---

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

---

Anastasiya Warhol, City Clerk

APPROVED AS TO FORM:

---

Dawn Reitan, City Attorney

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Note: A plus sign (+) in the margin of the fee schedule indicates a change from the previous schedule

### 1. Business Registration and Licenses

+ Business Registration License <i>Applied for through the Washington Department of Revenue Business Licensing Service</i>	2024 Fee based on an estimated gross annual incomes greater than \$12,000	2024 Fee based on an estimated gross annual income equal to or less than \$12,000
	New or Re-opened General Business or Home Occupation	No fee
	Additional Location	No fee
	Existing General Business or Home Occupation, Initial Registration	No fee



Annual Renewal	\$10	No fee
New or Re-opened Nonprofit 501c(3) or (4)	No fee	No fee
Existing Nonprofit, Initial Registration	No fee	No fee
Annual Renewal Nonprofit 501c(3) or (4)	No fee	No fee
Non-resident Business <i>Non-resident fee is determined by gross annual income earned within Kenmore city limits</i>	\$10	No fee
Note: The Washington Department of Revenue may charge fees in addition to those described in this fee resolution (example: processing fee).		

Regulatory Business Licenses		
Adult Entertainment		
Device		\$50 each
Operator		\$500 per year
Premises		\$200 per year
Panoram Manager License		\$50 per year
Adult Cabaret		
Operator		\$500 per year
Cabaret Manager License		\$50 per year
Cabaret Entertainer License		\$50 per year
Adult Retail Business License		\$500 per year
Heavy Manufacturing Business		\$200 per year
Live Entertainment: music (other than mechanical); boxing or wrestling; pool halls; and bowling alleys		\$200 per year \$100 per six months \$50 per day
Junk Shop License		\$300 per year
Junk Wagon License		\$40 per year
+ Cannabis Business License		\$500 per year
Massage Business and Public Bathhouse		\$150 per year
Massage Practitioner		\$50 per year
Theaters		\$100 each screen per year
Pawnbroker		\$500 per year
Peddler/Solicitor		No fee
Secondhand dealer		\$40 per year
Renewal of License, registration or permit late penalty		10% of required fee
Transferability of license of permit		\$25

## 2. Code Enforcement

Code Enforcement	2024 Fee
Inspection/Posting	\$50
Re-inspection	\$50
Abatement	Actual City Costs
Abatement Hearing	\$360
Hearing Officer	\$215 per hour
Notice of Violation Appeal Hearing	\$125

Removal of Declaration	\$20
Violation of a Stop Work Order	\$500/day
Failure to perform Fire Watch	\$412/day
Violation of International Fire Code	\$255/day
Work without a permit (all types)	2 times permit cost

Housing Code Enforcement	2024 Fee
Inspection/Posting	\$255 per hour
Re-Inspection plus Notice and Order	\$510
Hourly Rate	\$255
Appeal Fee	\$128 each
Closing Fee	\$255
Contract Abatement Fee	15% of the contract
Late Fee	25% of the amount due
Hearing Officer	\$215 per hour

The Following Fees Apply to all Enforcement Actions:	
Inspection Warrant	\$350 each
Attorney Fees	As established by the City Attorney contract for legal services
Paralegal Services	\$60 per hour
Notary Services	\$10
Abatement	Actual City Costs
Code Enforcement Administrative Fee	15%

### 3. Comprehensive Plan and Development Regulation Amendments

Type	2024 Fee
Prescreening/threshold review fee	\$200
Annual amendment cycle fee (applicants whose amendment proposals are approved for consideration by the City Council)	\$400

### 4. Development Services

General Fees	2024 Fee
Development Review Technology Fee. Applies to all fees listed in Section 4. Except items marked with an asterisk "*" are exempt from the technology fee	5%
+ Hourly Rate	\$136
Additional excessive reviews and inspection fees. Applies to all development permits; additional plan review or inspections required by changes, additions or revisions to the plans or excess reviews of re-submittals will be billed at an hourly rate. Hourly fees throughout this section may be billed in 1/2 hour intervals.	Hourly
Where the original permit cost was less than or equal to the cost of an extension, the renewal fee shall be 25% of the original permit cost. Applies to all development	25%
For use of outside consultants for plan review and inspections	Actual Cost
Attorney cost relating to a private development	Actual Cost

Late penalty on Development Permits	1.5% of balance due
<b>Development Agreement</b>	
+ Threshold review with City Council	\$243
+ Development Agreement requested by the applicant (proposal is approved for consideration by the City Council)	\$6,082 + City Attorney fees
Development Agreement requested by the City	No fee
<b>Pre-application</b>	
Pre-application review fee (first pre-application)	No fee
Pre-application review fee (subsequent pre-application)	
Base fee	\$650
After five hours	Hourly
Pre-application review fee (affordable housing projects)	No fee
<b>Zoning and Land-use</b>	
Site plan application fee (Land-use permit associated to KMC 18.105)	
+ Up to \$100,000 project value	\$1,058
+ \$100,001 - \$1,000,000 project value	\$3,370
+ > \$1,000,000 project value	\$3,370 + \$1,055 for each \$1M or portion thereof
+ Major revision requiring new public hearing	\$2,841
+ Minor revisions submitted after preliminary approval (not necessitating additional hearings)	\$930
+ Construction permit site plan review (1 hour)	\$136
Construction permit site plan review (beyond 1 hour)	Hourly
Landscape and tree management plan review	
+ Initial plan review based on site area	
+ 0 – 1 site acre	\$588
+ > 1 – 2 site acres	\$1,067
+ > 2 site acres	\$1,067 + \$207 for each acre or portion over 2 thereof
+ Each plan revision review	\$412
Landscape and tree management inspections	
+ Landscape inspection	\$301
+ Landscape maintenance bond release inspection	Hourly
+ Request for site specific rezone	\$3,122
Conditional use permits (CUP) and special use permits (SUP)	
+ Administrative CUP	\$2,291
+ SUP with public hearing	\$2,945
+ Daycare with 24 children or less	\$1,688
+ Request for time extension	\$106

Variances (e.g., zoning variance, critical area variance, etc.)		
+	Application review	\$1,675
+	Request for time extension	\$106
+	Boundary line adjustment	\$753
+	Communications facility application fee	\$1,795
+	Conditional Use permit (CUP)	\$4,963
+	Minor Adjustment	\$3,240
+	Major Adjustment	\$11,272
	Accessory dwelling unit	No fee
	Change of use (zoning review)	
+	Base fee	\$680
+	After 5 hours	Hourly
	Land use inspections	Hourly
+	Reasonable use exception	\$1,675
+	Legal lot status request	\$485
+	Public agency and utility exception	\$1,675
+	Zoning verification letter/request	\$218
+	Design review	Hourly
+	Temporary Use Permit	\$877
	Affordable Housing Monitoring Fee	\$50/unit
	Request for code interpretation	Hourly
+	Multi-Family Tax Exemption (MFTE) Application	\$617
+	Public notice mailing fee	Actual cost of supplies and postage, or a minimum of \$243, whichever is greater

Subdivision - Preliminary Application Review		2024 Fee
Preliminary short subdivisions (9 lots or less)		
+	Base fee	\$559
+	Plus per lot	\$1,135
+	Major Revision requiring public notice	\$559
+	Minor revisions submitted after preliminary approval (not necessitating additional public notice)	Hourly
	Short subdivision alteration	Hourly
+	Request for time extension	\$106
Preliminary subdivisions (10 lots or more)		
+	Base fee	\$1,679
+	Plus per lot	\$1,374
+	Major revision requiring new public hearing	\$3,111
+	Minor revisions submitted after preliminary approval (not necessitating additional hearings)	\$930
+	Request for time extension	\$106
	Subdivision alterations or subdivision vacations	
+	With public hearing	\$3,915
+	Without public hearing	\$1,900
Binding site plan		

+	Final Binding Site Plan	\$2,996
+	Conceptual Binding Site Plan	\$5,514
+	Revision to a preliminary approved plan	\$1,348
+	Revision to a final binding site plan	\$2,996

Shoreline Management Permit		2024 Fee
Substantial development permit		
Total cost of proposed development:		
+	Up to and equal to \$100,000	\$2,168
+	Over \$100,000	\$2,168 + hourly
+	Single-family joint use dock	\$2,164
+	Shoreline conditional use permit	\$2,760
Shoreline variance		
+	Up to and equal to \$100,000	\$2,760
+	Over \$100,000	\$2,760 + hourly
+	Shoreline re-designation	\$18,707
+	Shoreline review of other permits or approvals for conditions	\$412
+	Shoreline exemption	\$1,046
Supplemental fees		
+	Request for a time extension	\$106
	Shoreline permit revision	Hourly
+	Surcharge when public hearing required	\$864
	Permit compliance inspections	Hourly

Special Reviews		2024 Fee
State Environmental Policy Act (SEPA) review		
Environmental checklist (Projects)		
+	Base fee	\$1,912
	After six hours	Hourly
	All fixed and contract costs	Actual Cost
Environmental checklist (Non-Projects)		Hourly
Draft Environmental Impact Statement (DEIS), Final Environmental Impact Statement (FEIS), Supplemental Environmental Impact Statement (SEIS) or addenda preparation and review costs – including scoping, writing, editing, publishing, mailing, distributing and contract administration:		
	Deposit – a percentage of total estimated cost	33%
	All fixed and contract costs	Actual Cost
	Staff preparation and review cost	Hourly
Critical Area Review		
Applicants are eligible for a refund of the portion of the base fee that is less than the city's costs (including consultants, public notice (as necessary) and other associated expenses).		
Critical Area Plan Review:		
+	Base fee	\$1,654
	Plus, per hour	Hourly

+	Flood plain determination – certificate of elevation	\$491
	Plus, per hour	Hourly
	Review of mitigation/enhancement plan	Hourly
	Critical areas inspection	Hourly
	Inspection and monitoring	Hourly
	Appeals	
	Appeals to the hearing examiner from decisions of the City	\$128
	Departmental review of non-departmental permits	Hourly
	Review and monitoring of master drainage plans, per hour	
	Review of SEPA and/or Critical areas exemption (not relating to SSDX)	Hourly
+	Base fee	\$543
	After four hours	Hourly
+	Request for name change (land use applications)	\$256
+	<b>Tree Removal</b>	<b>2024 Fee</b>
+	Significant Tree Removal	
+	Plan review & inspection	\$50
+	Plan review beyond 2 hours	Hourly
+	Exceptional Tree Removal (Type 2 land use decision)	\$1,675
+	Tree Fund: Fee-in-Lieu (tree replacement)	
+	Each 1.0 tree unit (e.g., one 8' to 10' coniferous tree)	\$600/each
	<b>Engineering Review and Inspections</b>	<b>2024 Fee</b>
	Parking Review	
+	Base fee	\$680
+	After 5 hours	Hourly
+	Single-family drainage review	
+	Addition/alteration/rebuild drainage review	\$394
+	New SFR drainage review, within a plat	\$394
+	New SFR drainage review, not within a plat	\$901
	Commercial/Multi-family drainage plan review	
+	Base Fee	\$759
	Plus, per total distributed area	
+	0 – .50 site acre	\$1,493
+	.51 – 1 site acre	\$2,060
+	1.1 – 2 site acres	\$3,763
+	2.1 – 5 site acres	\$8,261
+	5.1 – 10 site acres	\$950
+	More than 10 acres	\$11,077
	Traffic Impact Analysis review	
+	Level 1 (10 P.M. peak hour trips or less)	\$449
+	Level 2 (11-75 P.M. peak hour trips)	\$1,068
+	Level 3 (Over 75 P.M. peak hour trips)	\$2,136
+	Road standards variance	\$266
+	Drainage adjustment	\$266
+	Wet season work variance	Hourly



Small Project Grading permits:			
Projects that do not exceed 500 cubic yards (volume and disturbed area) and that do not require engineered drawings, as determined by the director.			\$399
Large Project Grading permits			
	Disturbed Area	Base fee	Per acre
	Up to 1 acre	\$234	\$1,050
	>1 acre	\$508	\$787
Engineering plan revision			Hourly
Engineering permit operation monitoring (inspection fee when not associated to a Bond Quantity Worksheet)			
The operation monitoring fee shall be calculated by adding the applicable amount from the Annual Volume Table (below) to an amount equal to \$215 per acre disturbed and not rehabilitated during the monitoring period, to a maximum of \$10,000.			
Annual Volume Table			
	Volume deposited or removed	Base Fee	Per 100 cubic yards
	0 to 3,000 cubic yards	\$0	\$131
	>3,000 to 10,000 cubic yards	\$3,404	\$22
	>10,000 to 20,000 cubic yards	\$5,018	\$7
	>20,000 to 40,000 cubic yards	\$5,711	\$3
	>40,001 cubic yards	\$6,244	\$2
Reclamation bond release inspection			\$342
Re-inspection of non-bonded actions			\$299
Substantial engineering permit inspection			Hourly
Construction inspections (when associated to a Bond Quantity Worksheet)			
Bond quantities worksheet amount (line T)		Initial fee + additional fee based on bond	
\$0 – \$30,000		\$284 + \$153 / \$1,000 bond	
>\$30,000 – 120,000		\$3,006 + \$65 / \$1,000 bond	
>\$120,000		\$8,934 + \$19 / \$1,000 bond	
Additional inspection after 1 year			Hourly
Maintenance bond inspections			
Bond quantities worksheet amount (line T)		Initial fee + additional fee based on bond	
\$0 – \$30,000		\$614 + \$20 / \$1,000 bond	
>\$30,000 – 120,000		\$1,026 + \$6 / \$1,000 bond	
>\$120,000		\$1,556 + \$2 / \$1,000 bond	

Engineering: Subdivision Plan Review and Inspections			
Short subdivision engineering plan review			
Short subdivision 4 lots or less			
	Base fee		\$2,784
	Plus per lot		\$278
Short subdivision 5 to 9 lots			
	Base fee		\$5,537
	Plus per lot		\$278
Short subdivision utility ROW permit review			\$272
Short subdivision utility ROW permit inspection			\$272

	Subdivision engineering plan review	
	Subdivision 30 lots or less	
+	Base fee	\$8,286
+	Plus per lot	\$45
	Subdivision 31 lots or more	
+	Base fee	\$8,957
+	Plus per lot	\$22
+	Subdivision utility ROW permit review	\$543
+	Subdivision utility ROW permit inspection	\$543
+	Multi-family engineering plan review (e.g., planned unit developments, townhomes, apartments, condominiums, etc.)."	
	30 units or less	
+	Base fee	\$8,286
+	Plus per lot	\$61
	31 units or more	
+	Base fee	\$9,224
+	Plus per lot	\$31
+	Utility ROW permit review	\$520
+	Utility ROW permit inspection	\$520
	Revisions and re-submittals	
+	Each occurrence	\$158
+	Additional/excessive review fee (applies to each review starting on the fourth review).	Hourly
	Construction inspections (when associated to a Bond Quantity Worksheet)	
	Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond
+	\$0 – \$30,000	\$284 + \$153 / \$1,000 bond
+	\$30,001 – 120,000	\$3,006 + \$65 / \$1,000 bond
+	\$120,000 or more	\$8,934 + \$19 / \$1,000 bond
	Additional inspections after 1 year	Hourly
	Subdivision final approval	
+	Final short subdivision 4 lots or less	\$2,564
+	Final short subdivision 5 to 9 lots	\$5,169
+	Final short subdivision alteration	\$953
+	Final subdivision 30 lots or less	
+	Base Fee	\$7,774
+	Plus per lot	\$93
+	Final subdivision 31 lots or more	
+	Base Fee	\$8,635
+	Plus per lot	\$63
+	Subdivision alteration	\$1,437
+	Modification of a recorded building envelope	\$721
+	Request for name change	\$256
+	Final planned unit development	\$6,045
+	Request for time extension	\$193
+	Request for name change	\$256
+	Final building site plan	\$4,110

Subdivision – post final fees	
Maintenance bond inspections	
Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond
+ \$0 – \$30,000	\$614 + \$20 / \$1,000 bond
+ >\$30,000 – 120,000	\$1,026 + \$6 / \$1,000 bond
+ >\$120,000	\$1,556 + \$2 / \$1,000 bond

Building Permits		
Building permit fees are based on valuation. The table below establishes the permit fee from the valuation. Valuation is determined by type of construction and square footage or from a contractor's bid. The most recent edition of the Building Safety Journal determines the type of construction and square footage factor.		
With exception of fees collected by the City for other agencies (e.g., State Building Council Surcharge), building permit fees in this section do not apply to new accessory dwelling units (ADUs).		
Valuation Table		
Total Valuation	Fee	
+ \$1 – \$500	\$32	
+ >\$500 – \$2,000	\$32 for the first \$500 plus \$4 for each additional \$100 or fraction thereof, to and including \$2,000.	
+ >\$2,000 – \$25,000	\$93 for the first \$2,000 plus \$19 for each additional \$1,000 or fraction thereof, to and including \$25,000.	
+ >\$25,000 – \$50,000	\$523 for the first \$25,000 plus \$13 for each additional \$1,000 or fraction thereof, to and including \$50,000.	
+ >\$50,000 – \$100,000	\$860 for the first \$50,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000.	
+ >\$100,000 – \$500,000	\$1,326 for the first \$100,000 plus \$8 for each additional \$1,000 or fraction thereof, to and including \$500,000.	
+ >\$500,000 – \$1,000,000	\$4,302 for the first \$500,000 plus \$6 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.	
+ >\$1,000,000	\$7,484 for the first \$1,000,000 plus \$5 for each additional \$1,000 or fraction thereof.	
Building plan review (except basic)		65% of the building permit
Building plan review (basic)		25% of the building permit
Additional plan review required for changes, additions or revisions to plans (minimum charge ½ hour)		Hourly
Mobile Homes		
+ Mobile Home permit		\$1,105
+ Temporary mobile home permit		\$1,027
+ Temporary mobile home permit for hardship		\$1,105
+ Non-insignia mobile home inspection		\$882
Re-roof permits		
+ Single-family residential		\$246
+ Commercial and multi-family		Valuation Table
Condominium conversion review		
+ 1 to 30 units		\$2,176

+	31 to 99 units	\$2,458
+	100 or more units	\$3,335
+	Plus per unit	\$370
	Special plan review	Hourly
	Pre-inspections	
+	Fire and flood damage	\$485
+	Minimum housing or other code compliance	\$485
+	Relocation of structure	\$398
+	Demolition inspection	\$398
	Re-inspection	Hourly
	Inspection outside of normal hours	Overtime hourly
	Inspection for which no fee is specifically indicate	Hourly
+	Permit extension or renewal	\$141
+	State Building Code Council surcharge (effective July 1, 2018)*	
	Residential building permits	
	Base Fee	\$6.50
	Plus per unit	\$2.00
	Commercial building permits	
	Base Fee	\$25.00
	Plus per unit	\$2.00

### Plumbing Permits

Plumbing permit fees in this section do not apply to new accessory dwelling units

+	New single-family (one and two dwellings) and townhouses	\$943/unit
	Commercial and Multi-family	
	Plumbing Permit	Valuation Table
	Plumbing Permit Plan Review	65% of permit
	Alteration or additions to one and two-family dwellings and townhouses	
+	Base Fee	\$138
	Plus	
+	For each plumbing fixture on one trap or set of fixtures on one trap	\$14/each
+	Roof drain	\$14/each
+	Electric water heater	\$43/each
+	Water piping or water treating equipment	\$86/each
+	Back flow devices (other than atmospheric vacuum breakers)	\$86/each
+	Other	\$14/each

### Mechanical Permits

Mechanical permit fees in this section do not apply to new accessory dwelling units

+	New single-family (one and two dwellings) and townhouses	\$441/unit
	Commercial and Multi-family	
	Mechanical Permit	Valuation Table
	Mechanical Permit Plan Review	65% of permit
	Alteration or addition to one and two-family dwellings and townhouses	
+	Base Fee	\$138
	Plus	

+	For the installation or relocation of each floor furnace, including vent	\$172
+	For the installation or relocation of each suspended heating, recessed wall heater or floor-mounted unit heater	\$86
+	For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$26
+	For the repair or alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	\$258
+	For each ventilation fan connected to a single duct	\$14
+	For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit	\$14
+	For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$14
+	Gas pipe (1-5 outlets)	\$86
+	Gas pipe (outlets over 5)	\$14/outlet
+	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	\$172
+	Gas water heater	\$172
+	Heat pump	\$14

Transportation Impact Fees*		
ITE Land-Use Category	Net New Person Trips	Impact Fee
Single Mobility Unit Cost	N/A	\$4,592.00
<b>Residential</b>		
Single-family, detached	1.363 per dwelling unit	\$6,822.20 per dwelling unit
Single-family, attached (e.g., duplexes, triplexes, etc.) ITE #215	0.938 per dwelling unit	\$4,952.03 per dwelling unit
Multi-family, low rise (apartments, townhouses, and condominiums with at least 3 dwelling units) ITE #220	0.834 per dwelling unit	\$4,402.36 per dwelling unit
Multi-family, medium rise (apartments and condominiums; 4-10 floors of living space) ITE #221	0.638 per dwelling unit	\$3,366.51 per dwelling unit
Multi-family, senior adult housing (retirement communities, age-restricted housing, etc.) ITE #252	0.362 per dwelling unit	\$1,910.08 per dwelling unit
Low rise residential with ground floor commercial	0.87 per dwelling unit	\$4,594.30 per dwelling unit
Mobile home park	0.839 per dwelling unit	\$4,200.18 per dwelling unit
Affordable Housing, as defined in KMC 18.20		\$0 per dwelling unit (no fee)
<b>Commercial</b>		
Hotel	0.854 per room	\$4,899.76 per room

+ Marina	0.254 per berth	\$1,132.31 per berth
+ Golf Course	0.345 per acre	\$1,585.77 per acre
+ Movie Theater	0.103 per seat	\$340.07 per seat
+ Multipurpose recreational facility	4.361 per 1,000 SF	\$19.42 per 1,000 SF
+ Office, general	1.691 per 1,000 SF	\$12.35 per 1,000 SF
+ Office, medical	4.624 per 1,000 SF	\$31.85 per 1,000 SF
+ Shopping Plaza (40,000-150,000 SF, no supermarket)	4.173 per 1,000 SF	\$7.67 per 1,000 SF
+ Supermarket	6.973 per 1,000 SF	\$20.81 per 1,000 SF
+ Convenience Store 24-hour	29.298 per 1,000 SF	53.81 per 1,000 SF
+ Pharmacy with drive-through	12.505 per 1,000 SF	\$26.99 per 1,000 SF
+ Drive-in bank	16.629 per 1,000 SF	\$35.89 per 1,000 SF
+ Fast casual restaurant	7.638 per 1,000 SF	\$21.75 per 1,000 SF
+ Fast food with drive-through	20.103 per 1,000 SF	\$57.23 per 1,000 SF
+ Fast food with no drive-through	20.213 per 1,000 SF	\$57.55 per 1,000 SF
+ Gas station	8.466 per 1,000 SF	\$20,604.30 per 1,000 SF
+ Gas station with convenience store	11.211 per pump	\$27,284.77 per pump
<b>Institutional</b>		
Elementary school	0.195 per student	\$554.89 per student
Middle school	0.171 per student	\$485.53 per student
High School	0.182 per student	\$519.51 per student
Church	0.597 per 1,000 SF	\$3.15 per 1,000 SF
Library	9.94 per 1,000 SF	\$28.30 per 1,000 SF
Hospital	1.045 per 1,000 SF	\$7.49 per 1,000 SF
Nursing Home	0.724 per 1,000 SF	\$2.89 per 1,000 SF
<b>Industrial</b>		
General light industrial	0.612 per 1,000 SF	\$4.47 per 1,000 SF
Manufacturing	0.801 per 1,000 SF	\$5.85 per 1,000 SF
Mini-warehouse	0.162 per 1,000 SF	\$1.18 per 1,000 SF

SF = Square Feet

<b>Parks Impact Fee*</b>		
+ Single-family residence		\$4,586.75 per dwelling unit
+ Multi-family (includes duplex, triplex, townhomes, apartments, etc.)		\$3,518.28 per dwelling unit
+ Mobile Home		\$2,292.78 per dwelling unit
+ Affordable Housing, as defined in KMC 18.20		No fee

<b>Schools Impact Fee*</b>		
+ Single-family residence		\$16,957 per dwelling unit
+ Multi-family (includes duplex, triplex, townhomes, apartments, etc.)		\$4,214 per dwelling unit

<b>Fire Department Review*</b>		
+ The fire review fee are assessed per the approved contract with the Shoreline Fire Department for all single family, multi-family, and commercial projects.		

<b>Limited Use Right-of-Way Permits (Types A, B, C &amp; Beautification)</b>		
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+	Application Fee (includes 1 hour review and 1 hour inspection)		\$229
	Review fee in excess of 1 hour		Hourly
	Inspection fee in excess of 1 hour		Hourly
	Use Fee	Fee = (use area) x \$20 per sq. ft. x days of usage/365 or a minimum of \$100, whichever is greater	
	Beautification Permit		No Fee
Access Right-of-Way Permits			
+	Application Fee (includes 1 hour review and 1 hour inspection)		\$229
	Review fee in excess of 1 hour		Hourly
	Inspection fee in excess of 1 hour		Hourly
	Use Fee		No fee
	Open to the Public		
	Limited (not open to the public)	Fee = (use area) x value** x 25% or a minimum of \$100 whichever is greater	
**value of adjacent land (in area, sq ft) according to King County Assessor records			
Encroachment Right-of-Way Permits			
+	Application Fee (includes 1 hour review and 1 hour inspection)		\$229
	Review fee in excess of 1 hour		Hourly
	Inspection fee in excess of 1 hour		Hourly
	Use Fee	Fee = (use area) x value1** x No. of Years x 12% or a minimum of \$100 whichever is greater	
**value of adjacent land (in area, sq ft) according to King County Assessor records			
Special Use Permits*			
+	Application Fee (includes 1 hour review and 1 hour inspection)		\$229
+	Review fee in excess of 1 hour		Hourly
+	Inspection fee in excess of 1 hour		Hourly
+	Use Fee	Fee = (use area) x value1** x No. of Years x 12% or a minimum of \$100 whichever is greater	
**value of adjacent land (in area, sq ft) according to King County Assessor records			
Utility Right-of-Way Permits*: all Utility Franchises and any other utility company or agency installing, repairing, removing, and/or modifying telecommunication/cable facilities			
+	Application		\$229
	Review		Hourly
	Inspection		Hourly
	Use fee		No Fee
+	Permit Extension		\$314

	Violation of Lane Closure Hours	\$500
+	Accelerated Job Start	\$523
	Work Without a Permit	\$1,000
+	Attorney Fees for Use Agreements	Actual Cost
	See Section 4. Development Services for Current Hourly Rate	

+	<b>Annual Use Payment for Use of Right-of-Way and City Owned Property*</b>	
	Type of Equipment/Facility within the right-of-way	
+	Separate support structure (such as a monopole, fence, foundation, or lattice) used for wireless antenna, utility services, enclosures, antenna/receiver transmitters, and/or equipment cabinets	\$5,000/year
	Antenna/receiver transmitter (on an existing or replacement pole) and equipment cabinet	\$3,000/year
+	Antenna/receiver transmitter (on an existing or replacement pole) or equipment cabinet (but not both), underground facilities, or wires/cables only	\$2,000/year

#### State Route 522 driveway connection permit\*

Fee structure. The following nonrefundable fee structure is established for the processing, review and inspection of the connection permit application. A description of each category can be found in section 12.85.040 of the KMC. Due to the potential complexity of Category II and Category III connection proposals, and required mitigation measures that may involve construction on SR 522, the city may require a developer agreement in addition to the connection permit.

The developer agreement may include, but is not limited to: plans; specifications; maintenance requirements; bonding requirements; inspection requirements; division of costs by the parties, where applicable; and provisions for payment by the applicant of actual costs incurred by the city in the review and administration of the applicant's proposal that exceed the required base fees in the following schedule:

Category I – Base fee for one connection:	
·	Agricultural, forest, utility operation and maintenance \$50
·	Residential dwelling units (up to 10)- single connection \$50/dwelling
·	Other, with 100 average weekday vehicle trip ends \$500
·	Fee per additional connection point \$50
Category II – Base fee for one connection:	
·	Less than 1,000 average weekday vehicle trip ends \$1,000
·	1,000 to 1,500 average weekday vehicle trip ends \$1,500
·	Fee per additional connection point \$250
Category III - Base fee for one connection:	
·	1,500 to 2,500 average weekday vehicle trip ends \$2,500
·	Over 2,500 average weekday vehicle trip ends \$4,000
·	Fee per additional connection point \$1,000
Category IV – Base fee per connection:	
\$100	
Surety Bond. Prior to the beginning of construction of any connection, the city may require the permit	

holder to provide a surety bond as specified in WAC 468-34-020(3).

### Special Event Permit

Application Fee	100*
Actual and indirect cost for City personnel involvement in event traffic control, fire safety, or other facility or event support, and the use of City equipment and other nonpersonnel expense.	Actual Cost

### Memorial Sign

Application fee and sign	\$300*
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## 5. Animal Care and Control

### Animal License and Registration

Pet license - dog or cat	
Unaltered	\$60
Altered	\$30
Juvenile pet license - dog or cat	\$15
Discounted pet license - dog or cat	\$15
Replacement tag	\$5
Transfer fee	\$3
Guard dog registration	\$100
Exotic pet New	\$500
Renewal	\$250
Service animal	No fee
K-9 police dog	No fee

Late fees	
Received 45-90 days following license expiration	\$15
Received 90-135 days following license expiration	\$20
Received more than 135 days following license expiration	\$30
Received more than 365 days following license expiration	\$30 plus license fee(s) for any previous year pet was unlicensed

### Animal Business and Activity Permits

Hobby kennel and hobby cattery license	\$50
Private animal placement permit	No fee

### Civil Penalties

General	
No previous similar code violation within one year	\$50
One previous similar code violation within one year	\$100
Two previous similar code violation within one year	Double the rate of the previous penalty, up to a maximum of

	\$1,000.
Vicious animal or animal cruelty violations	
First violation within one year	\$500
Subsequent violations within one year	\$1,000
Dog leash law violations	
First violation within one year	\$25
Additional violation within one year	\$50
Animal abandonment	\$500
Unlicensed cat or dog	
Altered cat or dog	\$125
Unaltered cat or dog	\$250

Service Fees	
Adoptions – including licensing and spaying or neutering or the animal (based on adoptability/animal)	\$75-250
Spay or neuter deposit	\$150/animal
Impound or redemption - dogs, cats, or other small animals	
First impound within one year	\$45
Second impound within one year	\$85
Third impound within one year	\$125
Impound or redemption - livestock, small	\$45
Impound or redemption – livestock, large	\$45 or actual cost of sheltering, whichever is greater
Kenneling at King County animal shelter – per 24 hours or portion thereof in-field pick-up of an owner’s deceased unlicensed pet or pick-up of an unlicensed pet released voluntarily to the regional animal service section.	\$20
Owner-requested euthanasia (unlicensed pets)	\$50
Optional micro-chipping for adopted pets	\$25

## 6. Miscellaneous

Type	
Credit Card Service Fee	3%
NSF (insufficient funds charge for a returned payment)	\$25
Use of City owned property, other than right-of-way, for event parking, storage or similar use	\$100/day
City Sponsored Event - Vendor Fees	
Food Vendor	\$50/day
Craft Vendor	\$50/day
Non-Profit Booth or Vendor	\$10/day
City Hall Facility Rental Fees	
Weekday Rental (Tue-Fri) - Resident	\$25/hour
Weekday Rental (Tue-Fri) - Non-Resident	\$50/hour
Saturday Rental - Resident	\$75/hour
Saturday Rental - Non-Resident	\$125/hour
Audio/Visual Rental	\$25
Damage Deposit (refundable)	\$250 min.

The Hangar (Kenmore Residents Only)		
Damage Deposit (for groups ≥ 30 people)		\$100*
Damage & Food Deposit (for groups ≥ 30 people)		\$150*
*50% of deposit will be forfeited if the event exceeds reserved time over 10 minutes		
*100% of the deposit will be forfeited for "no-shows"		
Public Safety Fees		
First three false alarms		No fee
Fourth and fifth false alarms		\$50 each
Sixth and additional false alarms		\$100 each
Rhododendron Park Shelter Rental Fee		
Kenmore Residents all day		\$150
Kenmore Residents half day		\$75
Non-Kenmore Residents all day		\$200
Non-Kenmore Residents half day		\$100
Moorlands Park Athletic Fields (athletic clubs may request up to a maximum 50% reduction if the club has at least 20% of eligible participants)		\$22/hour
Franchise Agreements Negotiations		
General		Actual Cost
Cable TV		Actual Cost**
**Reimbursement of actual costs may be subject to federal regulations relating to 5% gross revenue franchise fee cap		
+ Right-of-Way Vacation		
+ Application fee		Hourly
+ Appraisal review		Actual cost
+ Public notification		Actual cost of supplies and postage, or a minimum of \$243, whichever is greater

## 7. Public Records Requests

Type	
<b>Copy charges may be combined to the extent more than one type of charge applies to a particular request</b>	
Review of requested records	No charge
Standard size black-and-white-photocopies (includes 8-1/2" x 11", 8-1/2"x14" and 11"x17")	
6 pages or less	No charge
7 or more pages (includes cost of first 6 pages)	15 cents/page
Scanned copies (converting a record from paper copy to an electronic format)	
10 pages or less	No charge
11 or more pages (including cost of first 10 pages)	10 cents/page
Uploading/attaching electronic files to digital storage media/device(s), a cloud-based storage or service, or emails (CD, DVD, thumb drive, email or cloud service).	
80 files or less	No charge
81 or more files (including cost of first 80 files)	5 cents/4 files
Transmission of public records in an electronic format	10 cents/gigabyte
Oversized documents such as building plans, maps, blueprints or large copy jobs	Actual Cost

Records copied to CD or DVD	\$1.00 per CD/DVD
Records copied to thumb/flash drive	Actual Cost
Mailing envelopes or packaging and postage	Actual Cost

## 8. Surface Water

Surface Water Management Service Charge		
Class	Impervious Area	2023 Rate
+ Residential	N/A	\$298.84 per parcel
+ Very Light	0 to ≤ 10%	\$298.84 per parcel
+ Light	> 10% to ≤ 20%	\$896.51 per acre
+ Moderate	> 20% to ≤ 45%	\$1,942.43 per acre
+ Moderately Heavy	> 45% to ≤ 65%	\$3,287.20 per acre
+ Heavy	> 65% to ≤ 85%	\$4,482.54 per acre
+ Very Heavy	> 85% to ≤ 100%	\$5,528.46 per acre
County Roads	N/A	N/A
State Highways	N/A	N/A

*Rates are subject to utility tax per KMC 3.35.040.F*

Stormwater Capital Facilities	
+ Single family residential development on a single parcel, including townhomes	\$3,700
+ Shelters for temporary placement, as defined in KMC 18.20.2540, or a low-income housing project that serves low-income persons, as determined by the city manager.	No fee
+ All other development	Square feet of impervious area of the parcel (rounded down to the nearest whole square foot), divided by 2,500 (quotient rounded to nearest tenth), and multiplied by \$3,700. The minimum ERU shall be 1.0.



2024 Fee Resolution: A Summary of Changes

Except for formatting, spelling, and grammatical changes, the table below summarizes the changes represented in the 2024 fee resolution.

Fee Name and Page Number in Fee Resolution	Department	Description (What changed?)	Additional Information and Justification (Why did it change?)
Business Registration Licenses Pages 1 – 2	City Manager’s Office	The fee threshold was raised from \$2,000 to the pre-pandemic amount of \$12,000. Businesses estimating an annual gross income of \$12,000 or less are eligible for no-fee registration. Businesses will pay the City \$0-\$10 annually for business registration fees. Additional fees may be required by the Washington State Department of Revenue (example: processing fee).	The City Council adopted Ordinance No. 23-0583, which amended MMC 5.105 Business Registration, relating to Business Registration Requirements, Exceptions and Fees. Starting January 1, 2024, all Kenmore businesses are required to register with the city, regardless of annual gross income. Non-Kenmore Businesses that conduct business in city limits will be required to register with the city.
Section 4 Pages 3 – 14	Finance & Development Services	An increase of 4.5%, rounded to the nearest dollar, applies to most development/permit fees with a few exceptions: The increase does not apply to impact fees, affordable housing monitoring fees, appeal fees, pre-application fees, special event permit fees, memorial sign permit fees, State Route 522 driveway connection permit fees, and annual right-of-way use fees.	This increase is recommended by the Finance Director and is based on the U.S. Bureau of Labor Statistics June, CPI-W. An increase based on CPI-W occurs each year; in the last five years, the city has increased fees by 9.5% (2023), 6.3% (2022), 0% (2021 due to Covid), 1.7% (2020), and 3.6% (2019).
Cannabis Business License Page 2	Development Services	<i>Wording change only:</i> Changed description from “marijuana” to “cannabis.” The amount of the fee did not change.	Second Substitute House Bill (SSBH) 1210 took effect on June 9, 2022; it changed the word “marijuana” throughout the RCWs to “cannabis.” Updating the fee resolution is consistent with the RCW. A municipal code update is scheduled for 2024 to update wording in the KMC.
Variances Page 4	Development Services	<i>Wording change only:</i> Changed description from “Variances (including variances from KMC 18.55)” to “Variances (e.g., zoning variance, critical area variance, etc.)”	The new description provides clarification on the type of variance this fee applies to.
Landscape maintenance bond release inspection Page 4	Development Services	The fee was reduced from \$228 to an hourly fee.	An hourly fee more accurately represents the time spent on the inspection. This will likely reduce the cost for the customer (from \$228 to \$136).
Change of use (zoning only) Page 5	Development Services	The description was changed from “Change of use (zoning only)” to “Change of use (zoning review)” and the fee was reduced from \$1,208 to \$680 + hourly to represent an average of 5 hours of review time (if applicable).	This fee more accurately represents the time spent on the review. This will reduce the cost for the customer by approximately \$500.
Zoning letter inquiry/request Page 5	Development Services	<i>Wording change only:</i> Changed description from “Zoning letter inquiry/request” to “Zoning verification letter/request.”	Modified the fee name to align with the name of the application type. These requests are typically received from banks and loan underwriters when a property is for sale or being refinanced.
Revision to approved preliminary Page 5	Development Services	<i>Wording change only:</i> Changed description to from “Revision to approved preliminary” to “Major Revision requiring public notice” and “Minor revisions submitted after preliminary approval (not necessitating additional public notice)”	This process more accurately reflects the procedural requirements for preliminary short plat revisions and is consistent with similar fees/processes (e.g., preliminary subdivisions).
Conceptual plan Page 5	Development Services	<i>Wording change only:</i> Changed description from “Conceptual plan” to “Conceptual Binding Site Plan”	Modified the fee name to align with the name of the application type.
Revision to a final binding site plan Page 6	Development Services	Revised the fee from \$1,433 to \$2,996.	This fee more accurately represents the time spent on the review. A revision to a recorded final binding site plan starts the process over again, necessitating a new Final Binding Site Plan.

Critical Area Plan Review Page 6	Development Services	<i>Wording/organizational change only:</i> Consolidated the following sections: “Review of residential building permits, shoreline permits, individual short subdivision, boundary line adjustments and right-of-way use permits” and “Review of commercial building permits, grading permits, engineering permits, subdivisions, PUDs, declassifications, variances, conditional use permits and unclassified use permits.”	The fees in these sections were the same so they were consolidated.
Review of mitigation/enhancement plan Page 6	Development Services	<i>Wording change only:</i> Change description from “Review of mitigation plan compliance, per hour” to “Review of mitigation/enhancement plan.”	Renamed for consistency with other sections.
Inspection and monitoring Page 7	Development Services	Changed description from “Inspection and monitoring, per hour” to “Inspection and monitoring”	Renamed for consistency with other sections.
Parking review fee Page 7	Development Services	Changed the parking review fee from a per-space cost, to \$680 + hourly to represent an average of 5 hours of review time, plus an hourly fee (if applicable).	This fee more accurately represents the time spent on the parking review. This will reduce the cost for the customer by approximately \$500.
Engineering Review and Inspections Page 7	Development Services	Changed “Engineering: General Permitting & Inspections” to “Engineering Review and Inspections”	Title of the section changed for clarification.
Tree Removal Permits Page 7	Development Services	Created a new heading specific to tree removal permits and reduced the tree removal fee to \$50.	Based on Council feedback, there is interest in reducing the tree removal permit fee. As such, the tree removal permit was reduced from \$195 to \$50.
Exceptional tree removal permit Page 7	Development Services	Created a new fee for exceptional tree removal: \$1,675.	Exceptional tree removal is a Type 2 land use decision (public notice, administrative decision appealable to the hearing examiner). The fee is the same as variances and reasonable use exceptions fees (same process).
Tree fund: Fee-in-lieu Page 7	Development Services	Created a new fee for the tree replacement fee-in-lieu program; the fee is \$600 for each replacement tree.	Per KMC 18.57.080, this covers, “the cost of purchasing one 8’ to 10’ coniferous tree, 1.0 tree unit on Table 18.57.060B, installation (labor and equipment), maintenance (including watering, warranty, and monitoring) for three years, and fund administration.” The amount of the fee was determined by the Public Works Director, Jennifer Gordon based on the following estimate of materials, labor, equipment & administration: Tree \$175 + Delivery \$50 + Planting \$100 + Watering \$225 + Admin \$50 = \$600.
Wet season work variance Page 7	Development Services	Changed description from “Wet season grading variance” to “Wet season work variance.”	Modified the fee name to align with the name of the application type.
Single-family drainage review Page 7	Development Services	Added a line for “New SFR drainage review, within a plat”	Provided clarification on residential drainage reviews. The previous fee resolution had a fee for “SFR drainage review for projects not within a plat” but was silent on the fee for SFRs within a plat.
Substantial engineering inspection Page 8	Development Services	There is a new fee for when contractors request a “substantial engineering inspection.” This inspection is often requested by contractors before the final engineering inspection.	The department completed 22 substantial inspections in 2022 totaling an estimated 130 hours of staff time (130 hours x hourly rate = \$16,900). For more information on substantial construction inspection approvals, see Form #509 available online at <a href="https://www.kenmorewa.gov/home/showpublisheddocument/1173/637250497650400000">https://www.kenmorewa.gov/home/showpublisheddocument/1173/637250497650400000</a> .
Engineering plan revision Page 8-9	Development Services	<i>Wording change only:</i> Changed description from “Grading plan revision” to “Engineering plan revision.”	Modified the fee name to reflect correct terminology (“engineering permit”).
Additional/excessive review fees Page 8	Development Services	<i>Wording/organizational change only:</i> Changed description from “Additional review in excess of initial fees” to “Additional/excessive review fees (applies to each review starting on the fourth review)” and moved to page 9 under the “Revisions and re-submittals” section.	Clarification provided so customers know when excessive review fees apply (consistent with current process).

Engineering permit operation monitoring (no bond quantity worksheet) Page 8	Development Services	<i>Wording change only:</i> Changed description from “Grading permit operation monitoring (inspection fee when not associated to a Bond Quantity Worksheet)” to “Engineering permit operation monitoring (inspection fee when not associated to a Bond Quantity Worksheet).”	Modified the fee name to reflect correct terminology (“engineering permit”).
Multi-family engineering plan review Page 9	Development Services	<i>Wording change only:</i> Changed description from “Planned unit development, townhomes, multi-family & condominiums engineering plan review” to “Multi-family engineering plan review (e.g., planned unit developments, townhomes, apartments, condominiums, etc.).”	Renamed for consistency with other sections.
State Building Code Council surcharge Page 11	Development Services	Added “*” next to State Building Code Council surcharge	The technology fee does not apply to pass-through fees.
Permit Extension/renewals Page 11	Development Services	<i>Wording/organizational change only:</i> Changed description from “Extension and renewal (extension for final inspection only)” to “Permit extension or renewal” and consolidated “single-family residential” and “all other types” since they’re the same fee.	Wording and organizational changes made to provide clarity and consistency with other sections and processes.
Heat pump Page 12	Development Services	A new fee was added specific to heat pumps.	A new line item was created to encourage the use of heat pumps by showing the fixture fee is only \$14. Note: As with all mechanical permits, the base fee is \$138.
Fire department review fee Page 13	Development Services	Changed description from “Northshore Fire Department” to “Shoreline Fire Department.”	As of 2022, Shoreline Fire and Northshore Fire now operate as one department under contract for services.
School impact fee	Development Services	The school impact fee for single-family residential was reduced from \$17,963 per dwelling unit to \$16,957 per dwelling unit. However, multi-family school impact fees increased from \$2,625 per dwelling unit to \$4,214 per dwelling unit.	School impact fees recommendation is based on the Northshore School District (NSD) 2023 Capital Facilities Plan, adopted on 8/28/2023 by the NSD School Board. See page 39 of Exhibit 3 for Kenmore fees.
Transportation impact fee Pages 12-13	Engineering	The fee for single-family residential traffic impact fee was reduced from \$11,773.39 per dwelling unit to \$6,822.20 per dwelling unit. The fee for townhomes decreased from \$7,314.04 per dwelling unit to \$4,402.36 per dwelling unit.	Transportation impact fees are based on the Transportation Impact Fee (TIF) update, presented by Engineering Director, John Vicente and DKS Associates Consultant Reah Flisakowski, to City Council on 11/13/2023.
Parks impact fee Page 13	Community Development	The parks impact fee increased by 1.43% for single-family residential, multi-family residential, and mobile homes; affordable housing dwelling units are exempt from the impact fee.  Parks impact fees for single-family residential increased by \$64.66; \$49.60 for multi-family residential, and by \$32.32 for mobile homes.	The parks impact rates are changing based on a five-year rolling average of the Washington State Department of Transportation (WSDOT) Construction Cost Index (“CCI”), as described in Ordinance 19-0483. The WSDOT CCI 5-year rolling average (2022-26) is 1.43%.
Attorney fees for utility right-of-way permit use agreements Page 14	Engineering	A new fee to cover attorney fees for right-of-way use agreements was added.	KMC 12.58.080 allows for legal review reimbursement.
Special use permits Page 14	Engineering	A new section for special use permits was added.	This permit is established in KMC 12.40.020. Permit fees are in alignment with other permits under city review. Since this is city owned public property, a use fee is appropriate (same as encroachment permit fee).
Annual payment for use of ROW and City-owned property	Engineering	<i>Wording change only:</i> Changed section description from “Annual Use Payment for Use of Right-of-Way” to “Annual Use Payment for	Changes are to provide clarification on uses and guidance for permits under KMC 12.60.

Page 14		Use of Right-of-Way and City Owned Property” and revised descriptions of uses.	
Right-of-way vacation Page 17	Engineering	A new fee was added for right-of-way vacations.	Fees are established per KMC 12.95
Stormwater capital facilities Page 18	Environmental Services	A new line item was added for, “Shelters for temporary placement, as defined in KMC 18.20.2540, or a low-income housing project that serves low-income persons, as determined by the city manager.” Provided clarification that there is no stormwater capital facilities charges for Shelters for temporary placement, as defined in KMC 18.20.2540, or a low-income housing project that serves low-income persons, as determined by the city manager.	Shelters for temporary placement, as defined in KMC 18.20.2540, and/or a low-income housing projects that serves low-income persons, as determined by the city manager are exempt from stormwater capital facilities fees per KMC 13.40.085.F.4

# Capital Facilities Plan 2023-29

Northshore School District  
June 2023; updated August 2023



# CAPITAL FACILITIES PLAN

## 2023 - 2029

NORTHSHORE SCHOOL DISTRICT NO. 417

3330 Monte Villa Parkway, Bothell, Washington 98021-8972

STRENGTHENING OUR COMMUNITY THROUGH EXCELLENCE IN EDUCATION

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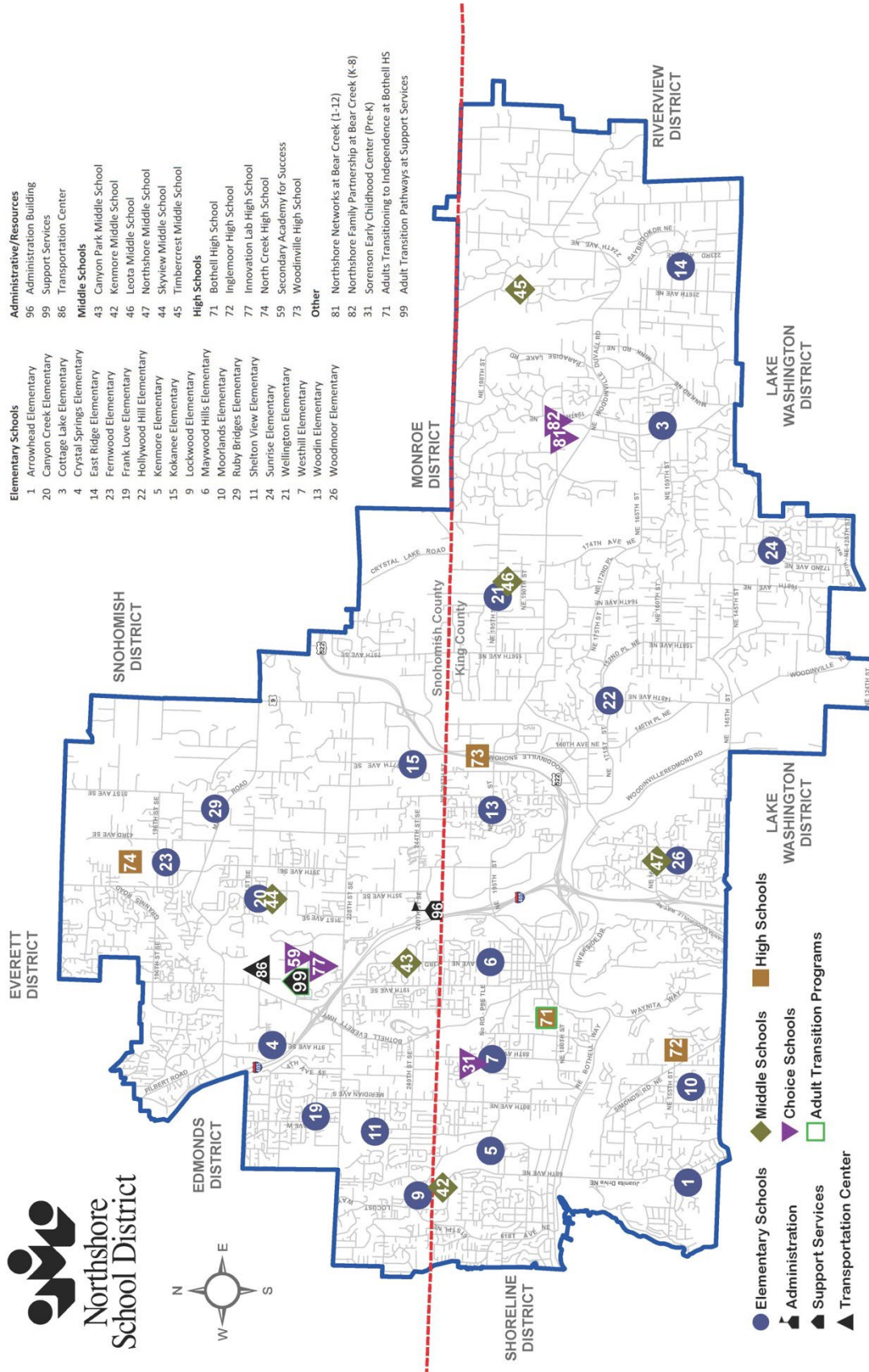




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## 2023 Northshore School District Map



## Introduction

### Section 1

#### Purpose of the Capital Facilities Plan

The Washington State Growth Management Act outlines thirteen broad goals including the adequate provision of necessary public facilities and services. Public schools are among these necessary facilities and services. Public school districts adopt capital facilities plans to satisfy the requirements of RCW 36.70A.070 and to identify additional school facilities necessary to meet the educational needs of the growing student population in their districts.

The Northshore School District (NSD/District) has prepared this six-year Capital Facilities Plan (CFP) in accordance with the Washington State Growth Management Act and the codes of King and Snohomish Counties and the cities of Bothell, Kenmore, and Woodinville. This CFP is intended to provide these jurisdictions with a description of projected student enrollment and school capacities at established levels of service over the six-year period 2023-2029. It also provides longer-term enrollment projections. The role of impact fees in funding school construction is addressed in **Section 7** of this report.

The District updates its Capital Facilities Plan on an annual basis. The most recent update previous to this version was adopted by the Board of Directors in June 2022.

#### Overview of the Northshore School District

##### Schools & Programs

The Northshore School District currently operates twenty elementary schools, six middle schools, and four comprehensive high schools. NSD also has one choice high school (Innovation Lab High School), one alternative high school (Secondary Academy for Success), a hybrid combination of choice school with high levels of parent involvement (Northshore Networks), a home school program, (Northshore Family Partnership Program), a virtual learning school (Northshore Online Academy) and an early childhood center (Sorenson Early Childhood Center). The current grade configuration is K-5, 6-8, and 9-12.

##### Geographic

NSD spans 60 square-miles and primarily serves five jurisdictions: King County, Snohomish County, the City of Bothell, the City of Kenmore, and the City of Woodinville. There are some addresses

located in the cities of Brier, Kirkland and Redmond, but they are either in areas not expected to experience any new residential development or in very small areas with previously developed residential areas. For the purposes of the District's CFP and long-term projections, those areas are considered de minimis impacts on NSD's grade bands. The King-Snohomish County line divides NSD such that roughly two-thirds of the District's geographic area is in King County and one-third in Snohomish County.

### Population

According to the Washington State Office of Financial Management (OFM), in 2022 the District had a total population of approximately 153,301. This is an increase of 2,319 residents from 2020. In 2022 the King County portion of the District had a total population of approximately 88,807 residents with a 911 (1.04%) increase in population from 2020. For the same years, the Snohomish County portion of the district had a total population of 63,494 people with a 1,408 (2.23%) increase in population. Growth continues within the district, and at a higher rate in Snohomish County than in King. County population projections also call for continued growth, although county-wide growth is at a higher rate in King County than in Snohomish. In 2027, OFM forecast Snohomish County population at 902,883 residents, an increase of 55,583 (2.4%) over a 5-year period. OFM forecast a similar picture for King County over the same 5-year period. In 2027 population is forecast to be 2,422,270 (4.32%), an increase of 104,570 residents.

### Urban Growth Area & County Jurisdictions

The Urban Growth Area boundary (UGA) divides NSD, creating capacity utilization challenges. As new residential development continues to occur at moderate rates, land for potential new school sites is scarce. King County does not allow for school siting outside the UGA, but Snohomish County does provide for school siting via a Conditional Use Permit (CUP) process.

Currently, *The Snohomish County 2024 Comprehensive Plan Update Draft* includes Motion 22-090. If the motion remains in the plan in its current form it will include an expansion of the Southwest County Urban Growth Area to include zoning changes for approximately 521 acres lying within the Northshore School District boundary. The expansion may occur in the "43<sup>rd</sup> Avenue Area" and the "45<sup>th</sup> Avenue Area." Motion 22-090 states:

#### 43<sup>rd</sup> Avenue Area

For the residential areas, the future land use designations should be the higher of the densities proposed in the docket applications, mainly Urban Medium Density Residential (UMDR) and some Urban High Density Residential (UHDR). Public/Institutional Use (P/IU) is the appropriate designation for the school site and any other sites that PDS might determine as appropriate for this designation while finalizing the alternative.

Proposed Future Land Use Map designations/Zoning (approximate acreage)

- Urban Medium Density Residential/Low Density Multiple Residential (241 acres)
- Urban High Density Residential/Multiple Residential (30 acres)
- Public/Institutional Use/R-9,600 (30 acres)

#### 45<sup>th</sup> Avenue Area

The total expansion proposed south of Maltby Road to the King County line and generally on the east side of 45th Ave SE would be approximately 220 acres. Approximately 185 acres would receive the Urban Low Density Residential designation. This motion also identifies around 35 acres for uses that qualify for the Public/Institutional Use designation. Proposed zoning for this entire area is R-7,200.

Snohomish County's Countywide Planning Policies direct jurisdictions in Snohomish County to "ensure the availability of sufficient land and services for future K-20 school needs." Policy ED-11. The district will continue to monitor the progress of *The Snohomish County 2024 Comprehensive Plan Update Draft* and Motion 22-090, assessing the potential for further growth into the future.

The District participates in regular conversations regarding school facilities planning with jurisdictions in King County pursuant to regular meetings held to comply with Policy PF-22 (formerly PF-19A) of the King County Countywide Planning Policies. NSD appreciates any opportunity for cooperative planning efforts with its jurisdictions.

## Methodology & Data

### Section 2

#### Forecast Methodology

##### Cohort Survival Methodology

Numerous methodologies are available for projecting enrollments. The most common method is known as the cohort survival method. This method tracks groups of students through the system and adjusts the population to account for the average year-to-year growth. For example, this year's fourth grade is adjusted based on the average enrollment trend of the past in order to estimate next year's fifth grade enrollment. This calculation method considers the past five years' trends to determine the average adjustment factor for each grade, or cohort. The method works well for all grades except kindergarten, for which there is no previous year data. For kindergarten, two methodologies are generally used:

- A linear extrapolation from the previous five years of kindergarten enrollment, assuming that there is a trend; or
- Alternatively, a comparison of the kindergarten enrollment to births from five years prior can be used to calculate a "birth-to-K" ratio. For example, kindergarten enrollment in 2021 is divided by the total births in King and Snohomish counties in 2016 to produce a "birth-to-K" ratio. The average ratio for the last five years can then be applied to births in subsequent years to estimate kindergarten enrollment.

OSPI uses the cohort survival method to predict enrollment for all school districts in the state for the limited purpose of funding decisions under the School Construction Assistance Program (SCAP). The cohort survival method generally works well for districts that have a consistent trend of gradual increases or declines in enrollment. It is less reliable in districts where spikes in demographic trends (especially a marked increase or decrease in new housing) can lead to dramatic swings in enrollment from one year to the next. In addition, the use of the linear extrapolation method at the kindergarten level can result in a distorted trend since it does not consider changes in birth rate trends. The influence of COVID on enrollment trends has contributed to the cohort survival method not being as accurate as it has prior to the pandemic. This may continue for several years as changes driven by social and economic impacts settle into more consistent patterns.

##### Data Factors

Similar to past years, this year's forecasts consider regional and local trends in population growth, birth rates, and housing development, analyzing corresponding projections down to the school



feeder pattern level. Growth rates were adjusted based on permit information specific to those respective areas. The resulting trends were used to further refine the projection methodology for enrollment forecasts.

NSD works with professional demographers to combine the cohort survival methodology with other information about births, housing, regional population trends, mobility, and even trends in service area, homeschooling, and private school enrollment.

## Forecast Data Factors

### Births

Falling birth rates across the state do not yet appear to impact the district. **Table 2.1** illustrates fluctuations in NSD Births from 2014 – 2021. Figures range from approximately 1,500 – 1,700. A trend is not yet discernable.

### NSD Kindergarten Enrollment and District-Wide Births

**Table 2.1**

Birth Year	NSD Births	NSD Kinder Year	NSD Kinder Enrollment	% NSD K Enrollment to NSD Births
2014	1,587	2019	1,718	108.25%
2015	1,713	2020	1,536	89.67%
2016	1,776	2021	1,622	91.33%
2017	1,638	2022	1,532	93.53%
2018	1,627	2023		
2019	1,719	2024		
2020	1,570	2025		
2021	1,715	2026		

There is a trend in the recovery of Kindergarten enrollment after the pandemic. After the drop in 2020 of the Percent of Kindergarten Enrollment to NSD Births (**Table 2.1**), we see a steady increase in the percentage of families choosing NSD rather than other options. We anticipate this percentage to increase as more families return.

### Home Sales

With the residual impact of the pandemic and fluctuating economy, there are questions about future growth in NSD and whether or not it will continue at a rate at or above forecasts, or if growth will begin to stabilize. Home sales across the state were impacted in 2022 by the substantial rise in interest rates by the Federal Reserve. However, the sale of existing homes in NSD continues to remain stable, with over 2,150 sold in 2022. This is comparable to the average sales of 2,117 from the prepandemic years of 2012-2018. Looking forward, we anticipate existing home sales to

experience moderate growth. The District is recognized for its excellence in education, contributing to the value of homes, and is a desirable place to live.

#### Planned Residential Development

While new single-family home construction and sales within NSD slowed in 2022, there continues to be strong growth in new townhome and multi-family projects that may produce enrollment gains. There were a record number of 4,800 multi-family projects in the pipeline in 2022, compared to just 3,537 in 2021 and 4,108 in 2020. New townhome developments include units with 3 bedrooms or more.

We continue to see more students generated from townhomes than from apartments, condos, and duplexes as families find that townhomes may be more affordable than a single family home. Recent figures allow us to segregate how many new students are generated from townhomes and to calculate a separate impact fee for those jurisdictions that have a separate townhome fee category. This year, townhomes generate fewer students than in previous years. For example, in Spring of 2022, approximately 38 students were generated for every 100 townhomes. As of Spring 2023, that figure dropped to 27. See **Appendix A**. The District plans to continue to monitor townhome student generation closely.

As of December 2022, development data shows 759 single-family homes in the development pipeline within the District, compared to 887 in 2021. This data excludes short plat development. As larger tracts of land become more rare for developers to acquire within NSD, there is a trend towards more short plats as infill lots are purchased. The increasing number of short plats are beginning to impact enrollment in some areas, contributing to greater student yield factors than what is forecast. With a focus in each jurisdiction on higher density infill, we expect to see short plats play a greater role in the future when forecasting enrollment. In addition, if future adjustments are made to the UGA in Snohomish County, larger lots may once again become available to developers with the potential of increased NSD student enrollment.

#### Student Yield Factors

A student yield factor (or student generation rate) is used to identify the approximate number of students generated by a newly constructed residential dwelling unit. It measures the average number of students generated by each new (sold and occupied) housing type (single-family dwelling units, townhomes, and multi-family dwelling units). When the student yield factor is applied to development in the planning and construction stages, a forecast can also be made for future growth from new residential development. NSD updates its student yield factor for single-family, multi-family, and townhome units each year. The student yield factor analysis for NSD is included in **Appendix A**, and is based on all newly constructed, sold, and occupied units (using a period of the previous five (5) years).

## Student Enrollment Trends and Forecasts

### Section 3

#### Enrollment

##### Enrollment Summary

NSD enrollment grew by 297 students between 2017 and 2022, with an average growth rate of .80%. As a comparison, for the years 2016 to 2021, District enrollment grew by 1,134 students, with an average growth rate of 1.15%. Although growth is still forecast, the effects of the global pandemic and the fluctuating housing market have impacted enrollment.

However, loss of enrollment appears to be slowing. In 2020 the district experienced a 1.1% loss in enrollment, and in 2021 there was a 1.2% loss. 2022 experienced just a .7% loss, resulting in .5% loss recovery from 2021. We expect Fall of 2023-24 enrollment to continue stabilizing after the impact of the pandemic, and thereafter experience modest gains to reflect continued residential development within the District. Enrollment growth from new development in the northern, central, and southern service areas of the District continues at a moderate pace.

##### Enrollment Trends

We also anticipate the wave of elementary enrollment growth we experienced as a result of development to move into the middle and high school grades. This growth at the secondary level is anticipated to continue over the next 10 years. With continued recovery from the pandemic and steady new development across the district, growth at the secondary levels will be a capacity focus.

#### Forecasts

##### High-Range Enrollment Forecast

The modified cohort survival methodology in **Table 3.1** shows continued enrollment increases within the District through the six-year planning period. The methodology uses a “high range” projection. In total, the projected K-12 increase in enrollment is 1,269 students over the six-year period. The District’s enrollment projections were updated in February 2023 to consider the impacts of the global pandemic and fluctuating economy. However, the forecast does not include the impact of Motion 22-090 within the *Snohomish County Comprehensive Plan Update* (see page 6 above). If the motion remains in the plan in its current form it will include an expansion of the Southwest County Urban Growth Area to include zoning changes for approximately 521 acres lying within the Northshore School District boundary. For this reason, NSD is using high enrollment forecast figures in planning for future capacity needs.

NSD intends to watch enrollment closely and will update the projections and related planning as necessary based on actual results. However, given recent trends and knowledge of potential UGA expansion, and current residential development within the pipeline, the District expects to see continued growth throughout the six-year planning period and beyond, especially at the secondary level.

#### High-Range Enrollment Forecast

**Table 3.1**

Grade	Actual	Projections					
	22/23	23/24	24/25	25/26	26/27	27/28	28/29
K	1,532	1,517	1,517	1,483	1,514	1,531	1,550
1st	1,723	1,647	1,630	1,633	1,586	1,619	1,646
2nd	1,651	1,785	1,706	1,692	1,706	1,657	1,700
3rd	1,746	1,680	1,817	1,740	1,742	1,756	1,714
4th	1,753	1,774	1,707	1,849	1,798	1,801	1,825
5th	1,708	1,770	1,791	1,727	1,898	1,845	1,857
6th	1,733	1,721	1,783	1,808	1,773	1,949	1,905
7th	1,750	1,751	1,739	1,805	1,865	1,829	2,020
8th	1,713	1,762	1,763	1,754	1,847	1,907	1,876
9th	1,858	1,798	1,850	1,838	1,825	1,921	1,984
10th	1,792	1,877	1,817	1,874	1,861	1,848	1,945
11th	1,741	1,695	1,775	1,751	1,806	1,794	1,781
12th	1,618	1,715	1,670	1,766	1,742	1,796	1,784
Total	22,318	22,491	22,564	22,720	22,962	23,254	23,587
K - 5th	10,113	10,172	10,167	10,124	10,244	10,210	10,291
6th - 8th	5,196	5,234	5,285	5,368	5,485	5,685	5,801
9th - 12th	7,009	7,085	7,111	7,228	7,233	7,359	7,495

#### Long Range Forecasts

The modified cohort methodology described above was extrapolated to 2032 to produce a longer-range forecast (**Table 3.2**). Using this methodology, NSD's enrollment shows continued growth from 2023 to 2032 of 2,706 students. This longer range model assumes that the Washington State forecasts of births, K-12 growth, and continued population growth for the Puget Sound area are reasonably accurate.

The wave of increased secondary students can also be observed in **Table 3.2** with significant middle school growth by 2028 and high school by 2032. In addition, elementary growth accelerates after 2028.

[10-Year High-Range Enrollment Forecast](#)  
**Table 3.2**

Grade Band	October 2023	October 2028	October 2032	10-Year Total Growth
Elementary	10,172	10,291	10,906	734
Middle	5,234	5,801	5,975	741
High	7,085	7,495	8,316	1,231
<b>Total</b>	<b>22,491</b>	<b>23,587</b>	<b>25,197</b>	<b>2,706</b>

Future growth trends can be uncertain. Changes in population growth, fertility rates, new housing development slowdown, or a sharp downturn in the economic conditions could have a major impact on long term enrollment. Given this uncertainty, the current forecasts should be considered reasonable estimates based on the best information available, but subject to change as newer information about trends becomes available.

### [Snohomish County/OFM Forecasts](#)

Using Washington State Office of Financial Management (OFM) and Snohomish County data, NSD projects a 2044 student FTE population of 30,924 (**Table 3.3**). For the six year period between 2016 and 2021, the District's enrollment averaged 39.7% of the OFM/County population estimates. Based on the 2020 Census data, the District's enrollment averaged 35.54% of the OFM/County population estimates. However, these figures assume that all of the District's students reside in Snohomish County. This is not the case given that the NSD's boundaries include both King and Snohomish County. As such, the projections are highly speculative and are used only for general planning and comparative purposes.

The October 2028 the total forecast figure provided by OFM is 2,425 higher than the high-range forecast number used by NSD found in Table 3.2.

[FTE Enrollment Forecast – 2044 OFM Estimates\\*](#)  
**Table 3.3**

Grade Band	October 2021	October 2028	October 2044
Elementary	10,212	11,319	14,086
Middle	5,322	5,914	7,341
High	6,885	7,648	9,497
<b>Total</b>	<b>22,419</b>	<b>24,881</b>	<b>30,924</b>

\*Assumes that percentage per grade span will remain constant through 2044

## District Standard of Service

### Section 4

#### Primary Objective

Optimizing student learning is the heart of what the Northshore School District strives for in establishing its service standard for classroom capacity utilization. This requires a consistent review and assessment of programs, curriculum and instructional changes, student learning behaviors, learning environments, technological innovations, and program development. Equitable access to programs for all students is also a goal of the District's Board of Directors. NSD continually strives for process and methods where all students have access to optimal learning environments. Additional variables include changes in mandatory requirements by Washington State. In the past, these have included full-day kindergarten, Core 24 graduation requirements, and reduced K-3 class size ratios. These elements, as well as demographic projections, are weighed when determining service levels.

#### Existing Programs and Standards of Service

NSD provides traditional educational programs and nontraditional programs (**Table 4.1**). These programs are reviewed regularly to determine the optimum instructional methods and learning environments required at each school, with added attention to equitable access across the District. The required space for these programs, as well as any supporting space, is determined by teacher to student ratios, privacy, the need for physical proximity to other services/facilities, noise, and level of physical activity. Adequate space must exist for program flexibility, differing learning styles, program changes, project/problem-based learning, and pre- and post-school activities. For example, service level capacities in rooms utilized for programs such as Special Education Functional Skills and Academics would reflect lower capacities of the defined service levels (**Table 4.2**), with eight students per classroom instead of an average 25 students per classroom.

#### Capacity and Programs

Capacity is affected at buildings that house special programs. These programs usually require space modifications and frequently have lower class sizes than other, more traditional programs. This potentially translates into greater space requirements. These requirements affect the utilization of rooms, and result in school capacities varying from year to year. (As programs move or grow, depending on space needs, capacity can change or decline in a school).

Special teaching stations and programs offered by NSD at specific school sites are included in **Table 4.1**.



Programs and Teaching Stations  
**Table 4.1**

	Elementary	Secondary
Group Activity Room	X	
Early Childhood	X	
Headstart (Federal)	X	
ECEAP (State)	X	
Elementary Advanced Placement (EAP)	X	
Advanced Academic Placement (AAP)		X
Parents in Active Cooperative Education (PACE)	X	
Dual Language	X	
Chinese Language (elementary)	X	
Learning Assistance Program (LAP)	X	
Title 1 (elementary and middle school)	X	
English Language Development (ELD)	X	X
Northshore Network (NN)	X	X
Northshore Family Partnership (NFP)	X	X
Northshore Virtual Academy (NVP)	X	X
Secondary Academy for Success (SAS)		X
International Baccalaureate (IB)		X
Advanced Placement (AP)		X
College in the High School		X
Running Start		X
Band & Jazz Band	X	X
Orchestra	X	X
Choir		X
Special Education (SPED):	X	X
Learning Centers (LC)	X	X
MidLevel (ML)	X	X
Mid-Level Sensory (MLS)	X	
Mid-Level Social-Emotional (MLSEL)	X	
Mid-Level Blended (MLB)	X	
Aspire		X
Functional Skills & Academics (FSA)	X	X
Adult Transition Program (ATP)		X
(ATI)		X
Career Technical Education (CTE):		X
Includes specialized programs like Automotive, Composites, Culinary Arts, Robotics, Sustainable Engineering and Design, Project Lead the Way, Aeronautics, Marketing, Finance, and CAD.		X

#### Standard of Service

The Growth Management Act (GMA) is primarily codified under RCW 36.70A.020. Public facilities and services are one of the 13 goals the GMA addresses. This is designed to ensure that public facilities, like schools, maintain the level of service necessary to support development at the time the development is available for occupancy. These “minimum levels of service” in the Northshore School District are established as an average class size no larger than those listed in **Table 4.2**.

Class sizes are averages based on actual utilization as influenced by state and/or contractual requirements, state funding, and instructional program standards.

### Standard of Service

**Table 4.2**

Program a Classroom Serves	PreK-5th Target # of Students per Classroom	Middle S Target # of Students per Classroom	High School Target # of Students per Classroom
Special Education Preschool	15	N/A	N/A
Early Childhood & PreK	16	N/A	N/A
Kindergarten - 1st	24	N/A	N/A
Elementary 2nd - 3rd	26	N/A	N/A
Elementary 4th - 5th	27	N/A	N/A
Secondary 6th - 12th	N/A	27	27
Special Education Learning Center	25	25	25
Special Education MidLevel Blended	12	N/A	N/A
Special Education MidLevel	N/A	10	10
Special Education Sensory	10	N/A	N/A
Special Education MidLevel Social Emotional	10	N/A	N/A
Special Education Aspire	N/A	8	8
Special Education Funtional Skills & Academics	8	8	8
Alternative Education	N/A	N/A	15

### Utilization Rates

100% utilization of teaching stations for K-5 grade-level content is not possible as some rooms are necessary for music and art classes, in addition to supporting programs such as Special Education, Learning Assistance Program, and English Learners. Based on analysis of the actual utilization of elementary schools, the utilization rate to achieve optimal instructional capacity is approximately 88%, resulting in the targeted class sizes found in **Table 4.2**.

As a result of scheduling conflicts for student programs, and the need for teachers to have a workspace during planning periods at the middle and high school level, it is not possible to achieve 100% utilization of teaching stations at the secondary level. Based on analysis of actual utilization of secondary schools, the utilization rate to achieve instructional capacity is approximately 85%, resulting in the targeted class sizes found in **Table 4.2**.

To achieve these levels, the District evaluates capacity and utilization as an integrated system. Strategies like portables, boundary adjustments, or program moves to balance capacity are considered by the District's Board of Directors following review by the Enrollment Demographics Task Force (EDTF) and appropriate public review and comment. If adopted, strategies are implemented to meet specific needs, both school-by-school as well as across the District.

### Snohomish County

Snohomish County requires that the District's plan include a report regarding NSD's compliance with the District's minimum levels of service for the school years 2019-2021. **Table 4.3** shows the District's average students per teaching station as a measurement of its minimum levels of service as of October 1 for each year.

### Average Students per Scheduled Teaching Station

(In classrooms without special programs)

**Table 4.3**

Grade Level	# of Scheduled Teaching Stations	Minimum Level of Service	2019-2020	2020-2021	2021-2022
K – 5	489	24	22.2	21.4	20.9
6 – 8	212	26	26.0	25.4	25.1
9 – 12	303	26	21.8	22.5	22.7
<b>Total / Average</b>	1,004		23.3	23.1	22.9

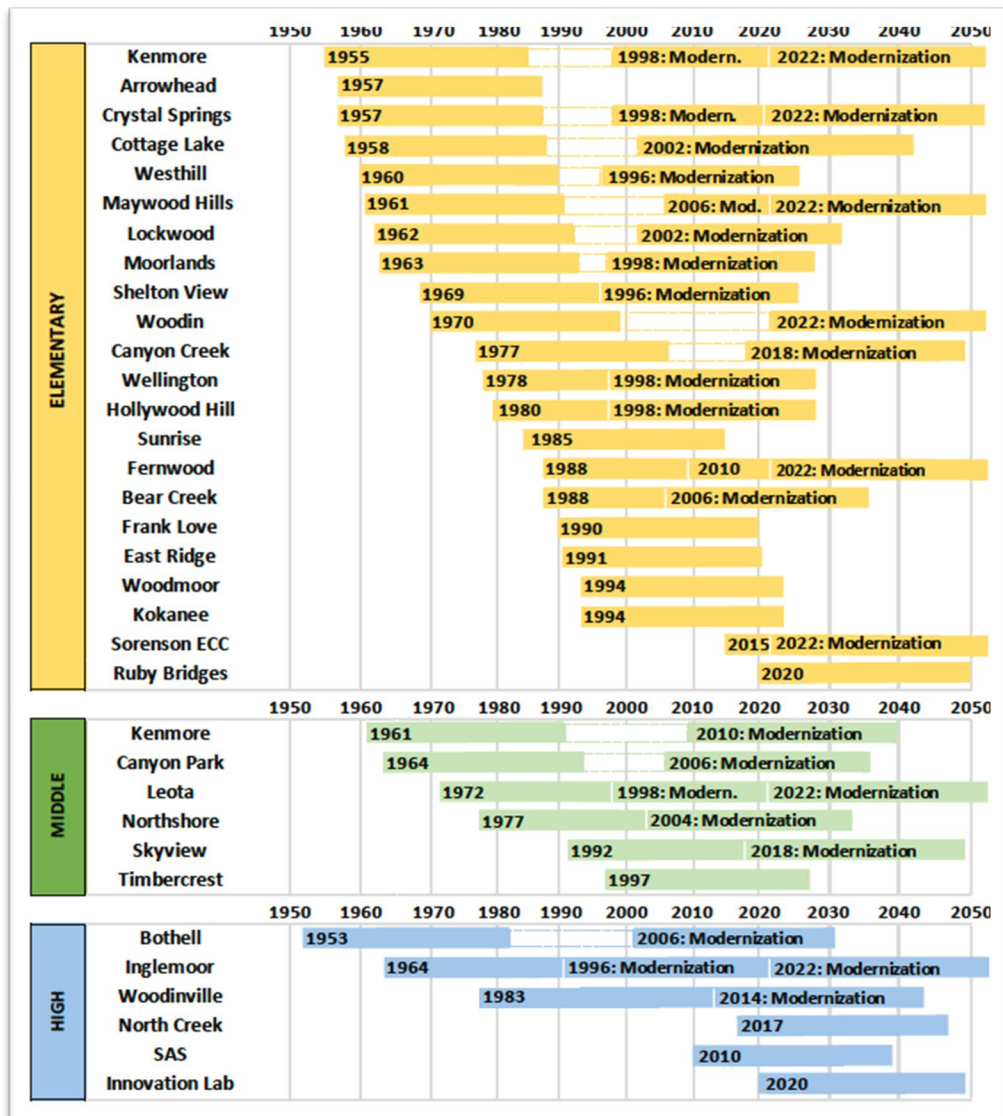
## Capital Facilities Inventory

### Section 5

#### Inventory History

Of our current schools in the Northshore School District, Bothell High School is the oldest, originally constructed in 1953. This was followed by Kenmore Elementary in 1955, and Arrowhead and Crystal Springs Elementary Schools in 1956. Kenmore Middle School was built in 1961 during a growth boom that ran from 1953 – 1964. **Table 5.1** Illustrates the age of each school, the dates of modernizations and added capacity, and the historical timeline.

[Historical Timeline of School Construction and Modernization](#)  
**Table 5.1**



## Capacity Definitions

The Growth Management Act requires a capacity analysis based on an inventory of existing capital facilities. *Capacity* can be used in 3 different ways for school facilities:

### Design Capacity

The design capacity of a school is *the number of students a school was designed to hold*.

### Instructional Capacity

The design capacity is impacted at buildings that house special programs or different grade levels. Some programs and grades require space modifications and frequently have lower class sizes. As a result, instructional capacity – *The true, functional capacity of a school for students*, is often lower than design capacity. Instructional capacity is also referred to as functional capacity.

For example, an elementary school with 10 classrooms may have been designed for 300 students with 25 students in a classroom. However, the site might not be able to support the design capacity of 300 students for two primary reasons. The first is class size for different grade levels. For example, full-day Kindergarten classes become overloaded at 23 students. Instructional capacity can also be affected by programs in a school. Special Education often has several programs offered at each site. These programs have limited class sizes. The instructional capacity of a school must be recalculated every year to reflect the number of classrooms at different grade levels and the classrooms that hold special programs with limited class sizes.

### Available Capacity

When the enrollment of a school is subtracted from the instructional capacity, the remaining number is the available capacity. *It represents how much room is left at a school for new students*. If the available capacity is a negative number, that represents a school that has exceeded its instructional capacity. When this happens, class sizes may rise, or teachers may need to travel to find a room that is available for instruction.

Variations in student instructional capacity between schools are often a result of the number of specialized programs offered at specific schools. As explained above, these programs require additional classroom space per student, which can reduce the instructional capacity of the school. Further, instructional capacities will change from year-to-year based on changes to existing programs, projected programs, and the resulting required space needed to deliver the instructional model at each site. To monitor this, and for use in preliminary instructional capacity planning, NSD establishes classroom design capacities for planning purposes. This is the maximum number of students a school can accommodate based on a standard room capacity. These figures are then compared to the actual room utilization rate on a regular basis.

Capacity takes into consideration the specific programs that take place in each of the classrooms in a school every year. For example, capacities in rooms utilized for programs such as special education would reflect the defined service levels (**Table 4.2**), ranging from 8 to 26 students per room. Because of the need to provide planning time and space for teacher preparation or other required services, some facilities will only support a capacity utilization of 85%. In secondary schools, the utilization percentage may be higher. Capacities are updated annually in the CFP to reflect current program needs and classroom utilization.

## Inventory

### Support Facilities & Underdeveloped Land

In addition to 34 school sites, the District owns and operates sites that provide transportation, administration, maintenance and operational support to schools. The District also holds undeveloped properties that were acquired for potential development of a facility for instructional use. An inventory of these facilities is provided in **Table 5.2** below.

Inventory of Support Facilities & Underdeveloped Land  
**Table 5.2**

Facility Name	Building Area (sq.ft.)	Site Size (Acreage)
Administrative Center (Monte Villa)	49,000	5
Support Services Building	41,000	5
Warehouse	44,000	2
Transportation	39,000	9
Paradise Lake Site*		26
Wellington Hills Site		104
19827 88th Ave NE		10
18416 88th Ave NE		50,011 sq.ft.
20521 48th Dr SE (This includes Ruby Bridges ES and the remaining undeveloped portion planned for a future school site.)		33
15215, 15123, 15127, 84th Ave NE and 8305 NE 153rd St (4 parcels adjacent to Moorlands ES)		49,993 sq.ft.

\*Paradise Lake property is located in King County, outside the Urban Growth Area. In 2012, King County prohibited the siting of schools outside the UGA; although the property was purchased prior to that change, it is not currently useable as a potential school site.

\*\*The Wellington property is located in Snohomish County, adjacent to the Maltby Urban Growth Area. A settlement agreement recorded under Snohomish County Recording No. 201906210221 applies to the property. The District has no active project at this site, nor are there definitive short or long-term plans for siting a school at this location.



[Inventory of Instructional Capacity](#)

**Table 5.3** summarizes the instructional capacity owned and operated by the District, including the current permanent and relocatable classroom (portable) instructional student capacity.

[2022-23 Instructional Capacity Inventory](#)

**Table 5.3**

	Permanent Instructional Capacity	Number of Instructional Portables	Total Number of Portables	Instructional Portable Capacity	Instructional Portable % of Total Capacity	Total Instructional Capacity
<b>Elementary</b>						
Arrowhead	406	-	-	-	0%	406
Canyon Creek	782	10	12	240	23%	1,022
Cottage Lake	431	-	-	-	0%	431
Crystal Springs	430	5	10	120	22%	550
East Ridge	463	-	-	-	0%	463
Fernwood	517	15	18	360	41%	877
Frank Love	366	10	14	240	40%	606
Hollywood Hill	451	-	-	-	0%	451
Kenmore	390	4	9	96	20%	486
Kokanee	461	11	13	264	36%	725
Lockwood	523	4	6	96	16%	619
Maywood Hills	387	9	10	216	36%	603
Moorlands	505	8	9	192	28%	697
Ruby Bridges	568	-	-	-	0%	568
Shelton View	427	3	4	72	14%	499
Sunrise	463	-	-	-	0%	463
Wellington	485	-	-	-	0%	485
Westhill	472	7	9	48	9%	520
Woodin	430	5	6	120	22%	550
Woodmoore	855	-	-	-	0%	855
<b>Elementary Totals</b>	<b>9,812</b>	<b>91</b>	<b>120</b>	<b>2,064</b>	<b>17%</b>	<b>11,876</b>
<b>Middle School</b>						
Canyon Park	932	4	6	56	6%	988
Kenmore	799	1	1	23	3%	822
Leota	796	7	7	160	17%	956
Northshore	864	4	4	102	11%	966
Skyview	1,152	4	4	102	8%	1,254
Timbercrest	796	-	-	-	0%	796
<b>Middle School Totals</b>	<b>5,339</b>	<b>20</b>	<b>22</b>	<b>443</b>	<b>8%</b>	<b>5,782</b>
<b>High School</b>						
Bothell	1,515	-	7	-	0%	1,515
Inglemoor	1,369	6	6	125	8%	1,494
North Creek	1,404	-	-	-	0%	1,404
Woodinville	1,470	-	-	-	0%	1,470
Innovation Lab	468	-	-	-	0%	468
SAS	270	-	-	-	0%	270
<b>High School Totals</b>	<b>6,496</b>	<b>6</b>	<b>13</b>	<b>125</b>	<b>2%</b>	<b>6,621</b>
<b>K12 Totals</b>	<b>21,647</b>	<b>117</b>	<b>155</b>	<b>2,632</b>	<b>11%</b>	<b>24,279</b>

- The Bear Creek campus provides programs for the Northshore Family Partnerships, Northshore Network, and Northshore Virtual Academy and does not provide regular capacity.
- Sorenson Early Childhood Center serves students age 3-5 yrs. and does not provide capacity for K-12 grades;

## Relocatable Classroom Facilities (Portables and Modulares)

### Purpose & Data

Portable and modular classrooms provide temporary/interim classroom space to house students until permanent facilities can be constructed. They also prevent over-building of permanent capacity. Portables are utilized to help achieve efficient facility utilization and balance economic costs while encouraging innovation and new approaches, particularly for non-core or pilot programs. The District regularly reassesses the need for portables as permanent capacity is built or other changes occur (such as revisions to instructional programs). At this time, NSD anticipates a continued need for portables as a part of the capacity solution.

Traditionally, NSD has aimed to keep its total capacity provided by portables at, or below, 10% to a maximum of 15% percent of its total capacity. This percentage fluctuates, impacted by growth and changes in instructional program needs. Currently, the instructional portable percentage of total capacity is at 11%.

**Table 5.3** records the number of instructional portables at each school. Not included in the total classroom instructional capacity are portables that are used for restrooms, Special Education Resource Rooms, OT/PT, LAP, EL, music, or other instructional uses. Those being used by PTA, daycare, offices and conference rooms, and storage are counted as instructional capacity as these rooms are available to convert to a classroom, if necessary.

### Recent Capacity Adjustments: High School Modulares

With increasing enrollment and shrinking capacity at North Creek, Bothell, and Woodinville High Schools, it was determined that a study by the Enrollment Demographics Task Force (EDTF) was necessary to provide an analysis and recommendations.

The EDTF reviewed a range of applicable data, including comprehensive reports from demographers Dr. Les Kendrick and Davis Demographics, enrollment reports and forecasts, building utilization reports, census data, residential development data, and historical data. This data and information were used to develop capacity mitigation recommendations. A presentation was given to the NSD Board at a special study session on November 21, 2022, to review the data and possible considerations. Utilizing Board feedback, a final recommendation was created to deliver short-term mitigation to address the capacity needs at BHS and NCHS, and to consider a long-range option for WHS in the future.

The two mitigation strategies to address growth currently being implemented at BHS and NCHS are to adjust waiver policies to limit nonresidential student enrollment, and to construct a modular building on each campus to house classrooms. The modular building at BHS will be shared with the

Adults Transitioning to Independence (ATI) program, generating 3 new classrooms for Bothell High School students. The modular building at NCHS will create 4 new classrooms.

Modular buildings appear to offer new options for the school district, including a longer life span of approximately 40-50 years, and environmental features that contribute to the possibility of LEED Platinum certification, resulting in efficiencies with maintenance over time. These advantages may make them a more cost-effective option for a longer-term investment. They also have the option of being installed as a permanent or portable structure. Although modulares are frequently used in place of portables, the current intent with these two buildings is to install them as permanent structures.

These two modulares will help address growth at BHS and NCHS in the short-term. EDTF is conducting a study this year on the potential for longer-term mitigation at the high school level. A recommendation is anticipated this fall.

#### Recent Capacity Adjustments: Elementary Portables

In some cases, portables may be moved from one school to another to address capacity needs. During the fall of 2022, the EDTF determined a need to adjust capacity at five elementary schools (Sunrise, Kokanee, Canyon Creek, Shelton View, and Lockwood) where enrollment was growing. Each school was at a 91.6% - 96.4% utilization rate and with the exception of Lockwood, had no available classrooms. An extensive study was conducted, including comprehensive reports from demographers Dr. Les Kendrick and Davis Demographics, enrollment reports and forecasts, building utilization reports, census data, residential development data, and historical data. This data and information were used to develop capacity mitigation recommendations.

A presentation was given to the NSD Board at a special study session on February 13, 2023, to review the data and possible considerations. Utilizing Board feedback, a final recommendation was created to deliver mitigation addressing the capacity needs at the five elementary schools. (Crystal Springs Elementary was also noted as a school needing capacity mitigation, however, it is currently undergoing modernization from the 2022 bond that should address growth needs.) The strategies adopted to mitigate growth in the 2023-24 school year include:

- Kokanee
  - Adjust waiver policies to limit nonresidential enrollment
- Lockwood
  - Adjust waiver policies to limit nonresidential enrollment
  - Adjust program placement to limit nonresidential enrollment

- Sunrise
  - Adjust waiver policies to limit nonresidential enrollment
  - Adjust program placement
- Canyon Creek
  - Adjust waiver policies to limit nonresidential enrollment
  - Adjust program placement
- Shelton View
  - Adjust waiver policies to limit nonresidential enrollment
  - Adjust program placement
  - Move 2 portables from Fernwood Elementary to Shelton View

The movement of portables is planned to take place in time for the fall of 2023-24. The data in this report does not reflect that movement. These movements will not impact the overall number of portables in the District. Future updates to the CFP will note these and any other capacity adjustments.

#### [Aging Inventory](#)

A typical portable classroom provides capacity for an approximate average of 25 students at the elementary level or 27 at the secondary level. Portables are used to meet a variety of instructional needs. Of the 155 portable classrooms that the District owns, 117 are currently being used as classrooms for scheduled classes.

The lifespan of a portable is approximately 20 years, and up to 25 years with aggressive maintenance. Portables have been an effective method for meeting capacity needs in a district that has experienced rapid increases in enrollment. At this time, the District's inventory is aging with 97 of the 155 portables the district owns having reached 20 years of service.

Although the current bond is intended to replace approximately 67 aging portables, total capacity at schools with portables will be impacted in the future as the need to retire aging portables increases. The EDTF has recommended that the District begin to phase out the increasing number of older portables as capacity allows. Despite the slowing of growth due to the impact of COVID, the District continues to be reliant on this interim capacity.

## Projected Facility Needs

### Section 6

#### Planning History

In 2001, the District's Board of Directors established by policy a standing, community-based taskforce to study District-wide enrollment and demographic changes, and the resulting impacts on school capacity needs, instructional programs, or other variables. The Enrollment Demographic Task Force (EDTF) examines enrollment projections, capacity considerations, student impacts, cost impacts, program needs, etc., and boundary adjustments based upon the above. The EDTF recommends solutions to the Board. If approved by the Board, these recommended actions are implemented by the District and incorporated into the Capital Facilities Plan.

#### Mitigation

The District has accommodated growth in recent years largely through the construction of new capacity, limiting waivers at most schools, converting special-use portables and non-classroom spaces into classroom space, adjusting boundaries, moving programs, and adding portable classrooms. The 2022 bond projects, approved by our voters in February 2022, will provide for permanent capacity additions at all grade levels, as further detailed in this document.

Using October 2022 enrollment figures, District enrollment grew by over 1.3% or 297 new students during the previous six-year period. The high school grade span has grown by 645 new students in that time; a 9.2% increase. October 2022 enrollment figures were down due to the impacts of the pandemic on enrollment but are beginning to recover, with more significant growth in the secondary grade band and in schools most impacted by residential development. EDTF continues to monitor development and growth across the District and, although development has slowed in some northern areas of the District, it is increasing in the western and southern regions. EDTF identifies mitigation strategies (in order of priority) to address existing and future capacity needs (**Table 6.1**).

## Capacity Mitigation Tools

**Table 6.1**

Shorter Lead Time
Utilize existing spaces more creatively
Adjust waiver policies
Adjust program placements
Move classes to schools with capacity
Move existing portables
Install new portables
Lease space
Longer Lead Time
Adjust service areas
Adjust feeder patterns
New construction
Acquire new property

## Planned Improvements - Construction to Accommodate New Growth

The continued increase in enrollment has fully exhausted capacity increases from relocating building programs, portable additions, grade reconfiguration, and boundary changes. Despite the impacts of the pandemic on enrollment, growth continues to outpace school capacity. Growth has been concentrated in northern, central, and southern portions of NSD and is accelerating at the secondary level.

The \$425 million 2022 capital bond approved by the District's voters includes eight new projects to add permanent capacity across the District at all grade levels. Note that the number of new permanent classrooms is an early planning estimate. The District will be spending the next year working with architects and contractors to develop specific plans for each site. NSD will also take into consideration recent and future growth within each school's boundaries to inform any potential changes to the number of proposed classrooms.

- Inglemoor High School (IHS)
  - IHS currently has 6 portables on site. 5 portables are used for regular instruction and 1 is used for Special Education instruction. This modernization project proposes replacing the 6 portables on site with permanent classrooms, and adding 6 additional permanent classrooms. Also proposed are a new athletic support space, a new commons, and a new main office complex to support increased capacity. Inglemoor is planned to be a two-phase replacement, with the second phase scheduled to go before the voters in the 2026 bond. There is an anticipated need to bring temporary portables on campus to deliver instruction during construction. At completion of the classroom additions, the school's permanent capacity will increase by 324 students.



- Leota Middle School (LMS)
  - LMS currently has 7 portables on site. 4 portables are used for regular classroom instruction, 1 is used for SPED instruction, and 2 are for auxiliary classes. The modernization project proposes replacing the 7 portables with permanent classrooms, and adding 4-5 additional permanent classrooms. Also proposed are a new gym, commons, main office complex and improved site circulation to support increased capacity. The school's permanent capacity will increase by 297 students.
- Kenmore Elementary School
  - Kenmore currently has 9 portables on site. 5 portables are used for regular instruction. 4 are used for specialists and programs. The modernization project proposes replacing the 9 portables with permanent classrooms, adding 2 multipurpose rooms. Also proposed are a fully inclusive playground, and improved site circulation to support increased capacity. The school's permanent capacity will increase by 100 students.
- Crystal Springs Elementary School
  - Crystal Springs currently has 10 portables on site. 8 portables are used for regular classroom instruction. 2 are used for specialists and programs. The modernization project proposes replacing those 10 portables with permanent classrooms, and offices. Also proposed are a new gym, commons, and stage, a fully inclusive playground, and additional parking and improved site circulation to support increased capacity. The school's permanent capacity will increase by 150 students.
- Fernwood Elementary School
  - Fernwood currently has 18 portables on site. 14 are used for regular classroom instruction. 1 is a restroom portable. 3 are used for specialists and programs. The modernization project proposes replacing those 18 portables with permanent classrooms, offices, and 2 multi-purpose spaces. Also proposed are an inclusive playground, additional parking, and improved site circulation to support increased capacity. The front office will also be remodeled to accommodate a new footprint. Although functional capacity at Fernwood will be reduced by 50 students, the addition of two multi-purpose rooms will give the school flexibility. The new capacity will meet enrollment needs. If enrollment increases significantly, the multipurpose rooms may be converted to classrooms, increasing functional capacity at that time. The school's permanent capacity will increase by 325 students.
- Maywood Hills Elementary School
  - Maywood Hills currently has 10 portables on site. 8 are used for regular classroom

instruction. 2 are used for specialists and programs. The modernization project proposes replacing those 10 portables with permanent classrooms, and adding 1 additional permanent classroom and 2 multipurpose rooms for flexibility. Also proposed are a fully inclusive playground, and improved site circulation to support increased capacity. The school's permanent capacity will increase by 250 students.

- Woodin Elementary School
  - Woodin currently has 6 portables on site. 4 are used for regular classroom instruction. 2 are used for specialists and programs. The modernization project proposes replacing those 6 portables with permanent classrooms, and adding 3 additional permanent classrooms. Also proposed are a fully inclusive playground, additional parking, and improved site circulation to support increased capacity. A new gym will also be built with the current one converted to a multi-purpose space. The school's permanent capacity will increase by 200 students.
- Sorenson Early Childhood Center (SECC)
  - SECC currently has 2 portables on site. Both are used for regular instruction. The modernization project proposes replacing those 2 portables with permanent classrooms, and adding 2 additional permanent classrooms. Also proposed are a fully inclusive playground, additional parking and circulation improvements to support increased capacity.

In addition to the bond-funded projects listed above, the District plans to construct two modular buildings, one on the North Creek High School campus and one on the Bothell High School campus. Funded from bond allocations and impact fees, both are designed to mitigate accelerating growth at the high school level. Each building is a permanent structure and not designed to be moved.

- Bothell High School (BHS)
  - Currently, BHS has six portables on site. These include some of the oldest portables in the district and are not appropriate for student learning. The portables will be replaced by a new fully enclosed modular building that will house the District's Adults Transitioning into Independence (ATI) program with four new classrooms and create three new classrooms for use by BHS. In addition the building will contain an inclusive restroom, a conference/staff room and six offices.
- North Creek High School (NCHS)
  - There are no portables located on the NCHS campus. The school was recently built in response to expansive growth in the north end of the district. Although growth has slowed, it has not stopped. The school is currently over a 90% utilization rate.

To address the immediate need for classrooms, a fully enclosed modular building with four new classrooms, including a science lab, is being constructed.

Long-term high-range enrollment projections from 2022 – 2032 indicate growth of 2,706 new students. The District will address growth needs with permanent capacity and portables. The District will continue to monitor the factors that shape our capacity needs (such as statewide legislative changes, instructional delivery requirements, the economy, changes in planned land use, changes in mandated program requirements, equitable access to programs, building permit activity, and birth rates). This information will help to inform when/where instructional space and, as relevant, additional land, is needed. Future updates to this CFP will include relevant information.

**Table 6.2** summarizes the schools that will undergo construction from 2022- 2026. Where applicable, second phase projected construction is included for 2026 – 2030. Projects include permanent student capacity growth and modernization of key systems and structures.

Planned Capital Construction Projects  
**Table 6.2**

Capital Projects	Estimated Completion Date	2022-26 Projected Permanent Student Capacity Added	2026-30 Projected Permanent Student Capacity Added	2030 Projected Total Permanent Student Capacity Added
Partial renovations and modernization to Crystal Springs	2026	150	0	150
Partial renovations and modernization to Fernwood El.	2026	325	0	325
Partial renovations and modernization to Kenmore El.	2026	100	0	100
Partial renovations and modernization to Maywood Hills El.	2026	250	0	250
Partial renovations and modernization to Woodin El.	2026	200	0	200
Construct and equip Phase 1 of Leota Middle School	2026	297	0	297
Construct and equip Phase 2 of Leota Middle School	2030	0	0	0
Construct and equip Phase 1 of Inglemoor High School	2026	324	0	324
Construct and equip Phase 2 of Inglemoor High School	2030	N/A	0	0
Classroom addition at Sorenson Early Childhood Center	2026	30	0	30
Construct and equip modular building at Bothell High School	2023	81	0	81
Construct and equip modular building at North Creek High School	2024	108	0	108

### Portable Location Adjustments

Where growth results in capacity deficits at a specific grade band, portables may be relocated from one school to another to assist with meeting enrollment projections. Portables may also be purchased to add capacity.

In addition, the District may adjust program space within permanent facilities to move programs to portables to free up space in permanent facilities for additional regular student capacity. See **Section 6** for more detail regarding portables.

## Capacity Analysis

The District's eight-year capacity analysis, considering projected mid-range enrollment and planned new capacity, is shown in **Tables 6.3a – 6.3d**. The tables do not include all the potential projects for the 2026 bond, just projects with a second phase scheduled for that cycle.

As with any long-term projections, many assumptions and estimates on housing must be made, increasing the risk associated with the accuracy of enrollment forecasts. However, NSD has trended above mid-range projections in years past, and with a continuing strong real estate and development market, the District will plan for continued growth as projected.

NSD is in a planning year for the modernizations/additions of 8 school sites and the addition of modular capacity on 2 high school campuses. Estimated capacities for each site are used in this CFP. Adjustments may be made to capacities during planning in response to updated development data within a school's boundary area, and/or other needs that impact enrollment and capacity.

### Enrollment Forecast and Instructional Classroom Capacity

**Table 6.3a: Elementary Schools**

Elementary Analysis	2022-23*	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Enrollment Forecast	10,113	10,172	10,167	10,124	10,244	10,210	10,291	10,402
Permanent Capacity - Existing	9,812	9,812	9,812	9,812	10,837	10,837	10,837	10,837
New Permanent Capacity - Crystal Springs				150				
New Permanent - Fernwood				325				
New Permanent - Kenmore				100				
New Permanent Capacity - Maywood Hills				250				
New Permanent Capacity - Woodin				200				
Total Permanent Capacity	9,812	9,812	9,812	10,837	10,837	10,837	10,837	10,837
Total Capacity in Portables	2,064	2,064	2,064	1,906	1,906	1,906	1,906	1,906
Total Capacity Including Portables	11,876	11,876	11,876	12,743	12,743	12,743	12,743	12,743
Permanent Capacity over/(short)	-301	-360	-355	713	593	627	546	435
Total Capacity w/Portables over/(short)	1,763	1,704	1,709	2,619	2,499	2,533	2,452	2,341

**Table 6.3b: Middle Schools**

<b>Middle School Analysis</b>	<b>2022-23*</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>
Enrollment Forecast	5,196	5,234	5,285	5,368	5,485	5,685	5,801	5,963
Permanent Capacity - Existing	5,325	5,325	5,325	5,325	5,622	5,622	5,622	5,622
New Permanent Capacity - Leota				297				
Total Permanent Capacity	5,325	5,325	5,325	5,622	5,622	5,622	5,622	5,622
Total Capacity in Portables	457	457	457	351	351	351	351	351
Total Capacity Including Portables	5,782	5,782	5,782	5,973	5,973	5,973	5,973	5,973
Permanent Capacity over/(short)	129	91	40	254	137	-63	-179	-341
Total Capacity w/Portables over/(short)	586	548	497	605	488	288	172	10

**Table 6.3c: High Schools**

<b>High School Analysis</b>	<b>2022-23*</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>
Enrollment Forecast	7,009	7,085	7,111	7,228	7,233	7,359	7,495	7,608
Permanent Capacity - Existing	6,474	6,474	6,711	6,711	6,711	6,711	6,711	6,711
New Permanent Capacity - Bothell		81						
New Permanent Capacity - North Creek		108						
New Permanent Capacity - Inglesmoor				324				
Total Permanent Capacity	6,474	6,663	6,711	7,035	7,035	7,035	7,035	7,035
Capacity in Portables	147	147	147	147	0	0	0	0
Total Capacity Including Portables	6,621	6,810	6,858	7,182	7,035	7,035	7,035	7,035
Permanent Capacity over/(short)	-535	-422	-400	-193	-198	-324	-460	-573
Total Capacity w/Portables over/(short)	-388	-275	-253	-46	-198	-324	-460	-573

**Table 6.3d: Total of all Schools**

<b>District Analysis</b>	<b>2022-23*</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>
Enrollment Forecast	22,318	22,492	22,564	22,720	22,962	23,254	23,587	23,973
Permanent Capacity - Existing	21,611	21,611	21,800	21,800	23,122	23,122	23,122	23,122
Capacity in New Permanent Facilities		189		1,322				
Total Permanent Capacity	21,611	21,800	21,848	23,494	23,494	23,494	23,494	23,494
Capacity in Portables	2,668	2,668	2,668	2,404	2,257	2,257	2,257	2,257
Total Capacity Including Portables	24,279	24,468	24,516	25,898	25,751	25,751	25,751	25,751
Permanent Capacity over/(short)	-707	-692	-716	774	532	240	-93	-479
Total Capacity w/Portables over/(short)	1,961	1,976	1,952	3,178	2,789	2,497	2,164	1,778

\*Actual October 2022 enrollment

This table does not include new or relocated portable facilities over the six-year planning period; it also does not include the addition of permanent capacity at Sorenson Early Childhood Center.

The District will use the creation of more permanent capacity and portables to address future growth needs. As part of this process, NSD will continue to monitor the factors that shape our capacity needs.



For long-term planning purposes, a ten-year capacity analysis can be created. **Table 6.4** utilizes demographers' NSD 10-year, high forecast to create the best possible projection given the data available to us. Note that the longer the period of time that a forecast covers, the less accurate it becomes. Factors such as unforeseen changes in population and development may impact actual results. An example of this is the recent COVID-10 pandemic and the influence it has had on demographic and development trends in school districts, including NSD.

### 2032 – Ten Year Forecast of Enrollment and Instructional Capacity

**Table 6.4**

Grade Level	Enrollment	Permanent Capacity	Total Capacity	Permanent surplus/(short)	Total surplus/(short)
Elementary	10,906	10,837	12,743	-69	1,837
Middle School	5,975	5,622	5,973	-353	-2
High School	8,316	7,035	7,035	-1,281	-1,281
<b>Total</b>	<b>25,197</b>	<b>23,494</b>	<b>25,751</b>	<b>-1,703</b>	<b>554</b>

*Assumes added new capacity projects included in this CFP but no future near-term planning in process and no adjustment of portable facilities. Utilizes high-range figures for enrollment.*

### Planned Improvements – Existing Facilities (Building Improvement Program)

In a number of sites (not identified for additional capacity in the 2022 bond) where the existing facility layout (building envelope) meets instructional needs and building structural integrity is good, individual building systems (such as HVAC, mechanical, flooring, roofing) are identified for replacement or modernization to extend the life of the overall site and ensure optimal learning environment for students. NSD continues to implement building improvement projects funded as a part of the 2018 Bond, and is currently planning implementation of improvements identified within the 2022 capital bond. See **Table 7.1** in Section 7.

## Capital Facilities Financing Plan

### Section 7

Funding of school facilities is typically secured from a number of sources including voter-approved bonds, state matching funds, impact fees, and mitigation payments. Each of these funding sources are discussed below.

#### General Obligation Bonds

Bonds are typically used to fund construction of new schools and other capital improvement projects. A 60% voter approval is required to pass a bond issue. Bonds are sold as necessary to generate revenue. They are then retired through collection of property taxes. The District's Board of Directors, upon the recommendation of the Capital Bond Planning Task Force, sent a \$425 million bond measure to the voters in February 2022 to provide funding for growth-related projects included in this Capital Facilities Plan, as well as other District-wide building improvement or capital infrastructure needs. The voters approved the bond measure by 61.2%.

#### State School Construction Assistance

State financial assistance comes from the Common School Construction Fund. Bonds are sold on behalf of the fund then retired from revenues accruing predominantly from the sale of renewable resources (i.e. timber) from state school lands set aside by the Enabling Act of 1889. If these sources are insufficient to meet needs, the Legislature can appropriate General Obligation funds or the Superintendent of Public Instruction can prioritize projects for funding.

State financial assistance is available through the School Construction Assistance Program (SCAP) for qualifying school construction projects, however these funds may not be received until two to three years after a matched project has been completed. This requires the District to finance the complete project with local funds. Site acquisition and site improvements are not eligible to receive matching funds. SCAP funds, as with all state funded programs, have been reduced, and given the current state budget, could be eliminated or eligibility criteria and funding formulas revised. Eligibility for SCAP funding is continually reviewed. Future updates to this plan will include updated information, as it becomes available.

## Impact Fees

(See Section 7 for background, detail, and methodology)

The Washington State Growth Management Act (GMA) authorizes cities and counties that plan under RCW 36.70A.040 to collect impact fees to supplement funding of additional system improvements (e.g., public facilities such as schools) needed to accommodate growth from new development. The statute is clear that the financing of needed public facilities to serve growth cannot be funded solely by impact fees but rather must be balanced with other sources of public funds.

## Budget and Financing Plan

**Table 7.1** is a summary of the budget that supports the Capital Facilities Plan. Each project budget represents the total project costs which include; construction, taxes, planning, architectural and engineering services, permitting, environmental impact mitigation, construction testing and inspection, furnishings and equipment, escalation, and contingency. The table also identifies 2022 and future planned expenditures. It does not include project expenditures from previous years.

8-Year Capital Facilities Expenditures Finance Plan  
Table 7.1

	Anticipated Year (\$ in Millions)								Potential Funding					
	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	FY29-30	Total	Bonds	Levy	SCAP	Impact Fees	Future
Projects Adding Capacity														
Inglenoor - Phase 1	5.0	5.0	50.0	35.0	5.0				100.0	X		X	X	
Inglenoor - Phase 2					30.0	35.0	30.0	25.0	120.0					X
Leota - Phase 1	3.0	3.0	30.0	21.0	3.0				60.0	X		X	X	
Leota - Phase 2					20.0	25.0	20.0	15.0	80.0					X
Crystal Springs	3.1	15.4	10.8	1.5					30.8	X		X	X	
Fernwood	3.1	15.4	10.8	1.5					30.8	X		X	X	
Kenmore	1.5	1.5	15.4	10.8	1.6				30.8	X		X	X	
Maywood	1.9	1.9	18.5	13.0	1.9				37.2	X		X	X	
Woodin	3.1	15.4	10.8	1.5					30.8	X		X	X	
Sorenson	1.2	6.0	4.2	0.6					12.0	X				
Future Middle School				1.0	5.0	60.0	30.0		96.0				X	X
Modular Buildings	7.0	2.0							9.0	X			X	
Total Capacity Projects	28.9	65.6	150.5	85.9	66.5	120.0	80.0	40.0	637.4					
Projects Not Adding Capacity														
Building Improvement	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	48.0	X		X		X
Technology	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	24.0	X	X			X
Fields/Inclusive Learning	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	24.0	X				X
Code Compliance/Small Works	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	32.0	X				X
Site Purchase/Circulation	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	8.0	X		X		X
Overhead/Bond Expense	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	26.0	X	X			X
Security	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	24.0	X				X
Swing Site					5.0	25.0			30.0			X		
Total Non-Capacity Projects	23.0	23.0	23.0	24.0	28.0	48.0	23.0	24.0	216.0			X		

## Impact Fees

### Section 8

#### School Impact Fees under the Washington State Growth Management Act

The Growth Management Act (GMA) authorizes jurisdictions to collect impact fees to supplement funding of additional public facilities needed to accommodate growth/new development. Impact fees cannot be used for the operation, maintenance, repair, alteration, or replacement of existing capital facilities used to meet existing service demands. The basic underlying assumption is that growth pays for growth.

Enrollment declines beginning around 2002 kept NSD from meeting the required eligibility criteria to collect school impact fees. The District is spread across two counties and also across the urban growth boundary. While development picked up on the north end of NSD, there was still ample capacity in the southeast area of the District. Because of the statutes and ordinances governing school district eligibility criteria to be able to collect school impact fees, NSD was not able to re-establish eligibility for collection of school impact fees until 2016. King County and the cities of Bothell, Kenmore, and Woodinville have all adopted the District's 2022 CFP and are collecting impact fees identified in that plan. Snohomish County adopted the District's 2022 CFP and is collecting impact fees associated with that plan and will continue to do so until the County's 2024 update cycle. With the exception of Snohomish County, we anticipate all the above jurisdictions to consider and adopt this 2023 CFP this fall as part of their regular budget cycle.

#### Methodology and Variables Used to Calculate School Impact Fees

Impact fees may be calculated based on the District's cost per dwelling unit to purchase/acquire land for school sites, make site improvements, construct schools and purchase/install temporary facilities (portables), all for purposes of growth-related needs. The costs of projects that do not add growth-related capacity are not included in the impact fee calculations. The impact fee formula calculates a "cost per dwelling unit". New capacity construction costs addressing NSD's growth-related needs, are used in the calculation

A student yield factor (or student generation rate) is used to identify the average cost per NEW dwelling unit by measuring the average number of students generated by each NEW (sold and occupied) housing type (single family dwelling units, townhomes, and multi-family dwelling units). The student generation rate used is an actual generation of students by grade level that came from new development over a period of five (5) years. NSD updated its student factor for single family, multi-family, and townhome units in early 2023. The student factor analysis for NSD is included in

**Appendix A.** The student factors in Appendix A are based on all newly constructed, sold, and occupied units.

The District's student-generation rate for multi-family dwelling units is much lower than the student generation rate for single-family homes. As available land for single family development is beginning to be constrained, and multi-family development – most notably townhomes, is increasing, we anticipate continued growth in student generation rates from those units over time. In particular, the District's student generation rates, when isolated for townhomes only, show that more students are residing in those units than in traditional multi-family units. NSD is requesting that each jurisdiction, if necessary, consider amendments to the school impact fee ordinance to recognize the impacts of townhome units as different from apartments and condominium units.

As required under GMA, credits are applied for State School Construction Assistance Funds to be reimbursed to the District, where expected, and projected future property taxes to be paid by the dwelling unit toward a capital bond/levy funding the capacity improvement. Formula driven fees are identified in **Appendix B.**

Snohomish County Code (30.66C) and King County Code (21A.43) establish each jurisdiction's authority to collect school impact fees on behalf of the District. The formula for calculating impact fees is substantively identical in each code (with one exception that Snohomish County has separate fees for Multi-Family Units with 1 bedroom or less and Multi-Family Units with 2+ bedrooms). The codes of each of the cities are similar to those of the counties. These codes establish the conditions, restrictions, and criteria for eligibility to collect impact fees. Both counties define a school district's "service area" to be the total geographic boundaries of the school district.

NSD updates the Capital Facilities Plan on an annual basis and carefully monitors enrollment projections against capacity needs. If legally supportable, the District requests its local jurisdictions to collect impact fees on behalf of NSD.

The impact fees requested in this year's Capital Facilities Plan are based on growth related construction projects, including added permanent capacity at: Inglemoor High School (324), North Creek High School (108), Bothell High School (81), Leota Middle School (297), Kenmore Elementary (100), Crystal Springs Elementary (150), Fernwood Elementary (325), Maywood Hills Elementary (250), and Woodin Elementary (200).



[Proposed School Impact Fees](#)  
[Snohomish County](#)

Snohomish County's Fee schedule carries over from 2022 CFP as adopted by Snohomish County.

[Proposed School Impact Fees](#)  
[City of Woodinville](#)

Single Family Units	\$16,957
Townhome Units	\$4,182
Multi-Family Units – 2+ Bedrooms	\$1,687

[Proposed School Impact Fees](#)  
[King County, Bothell, Kenmore\\*](#)

Single Family Units	\$16,957
Multi-Family Units (incl. Townhomes)	\$4,214

School impact fee rates stated above reflect a discount of 50% as required by the King County and Snohomish County codes.

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## Factors for Impact Fee Calculations

**Student Generation Factors: Single Family**

Elementary	0.324
Middle	0.118
High	0.120
K-12	0.562

**Student Generation Factors: Multi-Family  
(Townhomes/Condos/Apartments)**

Elementary	0.071
Middle	0.027
High	0.034
K-12	0.132

**Student Generation Factors: Townhomes**

Elementary	0.171
Middle	0.050
High	0.048
K-12	0.270

**Student Generation Factors: Condos/Apartments**

Elementary	0.031
Middle	0.015
High	0.020
K-12	0.066

**Projected New Capacity**

Inglemoor High School (324)  
 Bothell High School (81)  
 North Creek High School (108)  
 Leota Middle School (297)  
 Crystal Springs Elementary (150)  
 Maywood Hills Elementary (250)  
 Woodin Elementary (200)

**Capacity/Construction Costs (in millions)**

Inglemoor High School (phase 1)	\$100
Leota Middle School (phase 1)	\$60
Kenmore Elementary	\$30.8
Fernwood Elementary	\$30.8
Crystal Springs Elementary	\$30.8
Maywood Hills Elementary	\$37.2
Woodin Elementary	\$30.8

**Capacity/New Property Costs**

\$0.00

**Temporary Facility Capacity Costs**

\$0.00

(Portable costs not included in the formula)

**Permanent Facility Square Footage**

94.55%

**Temporary Facility Square Footage**

5.45%

**School Construction Assistance Program Credit**

Current SCAP percentage	42.54%
Current Construction Cost Allocation	246.83
OSPI Sq/Ft/Student	
ES:	90
MS:	108
HS:	130

**Tax Payment Credit**

Single Family AAV	\$1,180,645
Multi-Family Unit AAV	\$325,500

**Debt Service Rate**

Current/\$1,000	\$1.10660
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**GO Bond Interest Rate – Bond Buyer Index**

Avg – Feb. 2023	3.58%
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**Developer Provided Sites/Facilities**

None

**APPENDIX A****2023 Student Generation Factors from New Development**

All Units Constructed 2017 - 2021 (5 years)

	Single Family	Townhomes	Multi-Family (Townhomes/ Condos/Apts)	Multi-Family (Condos/Apts)
K-5	0.324	0.171	0.071	0.031
6-8	0.118	0.050	0.027	0.015
9-12	0.120	0.048	0.034	0.020
<b>K-12</b>	<b>0.562</b>	<b>0.269</b>	<b>0.132</b>	<b>0.066</b>

Complete consultant data and reports on file with District.

**APPENDIX B.1****School Impact Fee Calculation: Single Family Dwelling Unit**  
Northshore School District, 2023 CFP**School Site Acquisition****Cost:**

	<u>Site Size</u> <u>Acreage</u>	<u>Cost/</u> <u>Acre</u>	<u>Facility</u> <u>Size</u>	<u>Site Cost/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>SFDU</u>
Elementary	0	\$0	1	\$0	0.3240	\$0
Middle	0	\$0	1	\$0	0.1180	\$0
Senior	0	\$0	1	\$0	0.1200	\$0
TOTAL						\$0

**School Construction Cost:**

	<u>Sq. Ft. %</u> <u>Permanent</u>	<u>Facility</u> <u>Cost</u>	<u>Facility</u> <u>Size</u>	<u>Bldg. Cost/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>SFDU</u>
Elementary	94.55%	\$21,560,000	630	\$34,222	0.3240	\$10,484
Middle	94.55%	\$42,000,000	297	\$141,414	0.1180	\$15,777
Senior	94.55%	\$70,000,000	324	\$216,049	0.1200	\$24,513
TOTAL						\$50,774

**Temporary Facility Cost:**

	<u>Sq. Ft. %</u> <u>Temporary</u>	<u>Facility</u> <u>Cost</u>	<u>Facility</u> <u>Size</u>	<u>Bldg. Cost/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>SFDU</u>
Elementary	5.45%	\$0	25	\$0	0.3240	\$0
Middle	5.45%	\$0	25	\$0	0.1180	\$0
Senior	5.45%	\$0	25	\$0	0.1200	\$0
TOTAL						\$0

**State School Construction Funding Assistance Credit:**

	<u>Const Cost</u> <u>Allocation</u>	<u>OSPI Sq. Ft./</u> <u>Student</u>	<u>Funding</u> <u>Assistance</u>	<u>Credit/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>SFDU</u>
Elementary	246.83	90.0	42.54%	\$9,450	0.3240	\$3,062
Middle	246.83	108.0	42.54%	\$11,340	0.1180	\$1,338
Senior	246.83	130.0	42.54%	\$13,650	0.1200	\$1,638
TOTAL						\$6,038

**School Impact Fee Calculation: Single Family Dwelling Unit**

**Tax Payment Credit Calculation:**

Average SFR Assessed Value	\$1,180,645
Current Capital Levy Rate/\$1000	\$1.11
Annual Tax Payment	\$1,306.50
Years Amortized	10
Current Bond Interest Rate	3.58%
Present Value of Revenue Stream	\$10,822

**Impact Fee Summary - Single Family Dwelling Unit:**

Site Acquisition Cost	\$0
Permanent Facility Cost	\$50,774
Temporary Facility Cost	\$0
State SCFA Credit	(\$6,038)
Tax Payment Credit	(\$10,822)
Unfunded Need	\$33,914
50% Required Adjustment	\$16,957

Single Family Impact Fee	\$16,957
--------------------------	----------

**APPENDIX B.2****School Impact Fee Calculation: Townhome Dwelling Unit**  
Northshore School District, 2023 CFP**School Site Acquisition****Cost:**

	<u>Site Size</u> <u>Acreage</u>	<u>Cost/</u> <u>Acre</u>	<u>Facility</u> <u>Size</u>	<u>Site Cost/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>THDU</u>
Elementary	0	\$0	1	\$0	0.1710	\$0
Middle	0	\$0	1	\$0	0.0500	\$0
Senior	0	\$0	1	\$0	0.0480	\$0
TOTAL						\$0

**School Construction Cost:**

	<u>Sq. Ft. %</u> <u>Permanent</u>	<u>Facility</u> <u>Cost</u>	<u>Facility</u> <u>Size</u>	<u>Bldg. Cost/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>THDU</u>
Elementary	94.55%	\$21,560,000	630	\$34,222	0.1710	\$5,533
Middle	94.55%	\$42,000,000	297	\$141,414	0.0500	\$6,685
Senior	94.55%	\$70,000,000	324	\$216,049	0.0480	\$9,805
TOTAL						\$22,024

**Temporary Facility Cost:**

	<u>Sq. Ft. %</u> <u>Temporary</u>	<u>Facility</u> <u>Cost</u>	<u>Facility</u> <u>Size</u>	<u>Bldg. Cost/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>THDU</u>
Elementary	5.45%	\$0	25	\$0	0.1710	\$0
Middle	5.45%	\$0	25	\$0	0.0500	\$0
Senior	5.45%	\$0	25	\$0	0.0480	\$0
TOTAL						\$0

**State School Construction Funding Assistance Credit:**

	<u>Const Cost</u> <u>Allocation</u>	<u>OSPI Sq. Ft./</u> <u>Student</u>	<u>Funding</u> <u>Assistance</u>	<u>Credit/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>THDU</u>
Elementary	246.83	90.0	42.54%	\$9,450	0.1710	\$1,616
Middle	246.83	108.0	42.54%	\$11,340	0.0500	\$567
Senior	246.83	130.0	42.54%	\$13,650	0.0480	\$655
TOTAL						\$2,838



## School Impact Fee Calculation: Townhome Dwelling Unit

### Page 2

#### Tax Payment Credit Calculation:

Average SFR Assessed Value*	\$1,180,645
Current Capital Levy Rate/\$1000	\$1.11
Annual Tax Payment	\$1,306.50
Years Amortized	10
Current Bond Interest Rate	3.58%
Present Value of Revenue Stream	\$10,822

#### Impact Fee Summary - Townhome Dwelling Unit:

Site Acquisition Cost	\$0
Permanent Facility Cost	\$22,024
Temporary Facility Cost	\$0
State SCFA Credit	(\$2,838)
Tax Payment Credit	(\$10,822)
Unfunded Need	\$8,363
50% Required Adjustment	\$4,182

<b>Townhome Impact Fee</b>	<b>\$4,182</b>
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**APPENDIX B.3**

School Impact Fee Calculation: **Multi-Family Dwelling Unit**  
**(Townhome, Apartment, Condo blend)**  
 Northshore School District, 2023 CFP

**School Site Acquisition****Cost:**

	<u>Site Size</u> <u>Acreage</u>	<u>Cost/</u> <u>Acre</u>	<u>Facility</u> <u>Size</u>	<u>Site Cost/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>MFDU</u>
Elementary	0	\$0	1	\$0	0.0710	\$0
Middle	0	\$0	1	\$0	0.0270	\$0
Senior	0	\$0	1	\$0	0.0340	\$0
TOTAL						\$0

**School Construction****Cost:**

	<u>Sq. Ft. %</u> <u>Permanent</u>	<u>Facility</u> <u>Cost</u>	<u>Facility</u> <u>Size</u>	<u>Bldg. Cost/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>MFDU</u>
Elementary	94.55%	\$21,560,000	630	\$34,222	0.0710	\$2,297
Middle	94.55%	\$42,000,000	297	\$141,414	0.0270	\$3,610
Senior	94.55%	\$70,000,000	324	\$216,049	0.0340	\$6,945
TOTAL						\$12,853

**Temporary Facility Cost:**

	<u>Sq. Ft. %</u> <u>Temporary</u>	<u>Facility</u> <u>Cost</u>	<u>Facility</u> <u>Size</u>	<u>Bldg. Cost/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>MFDU</u>
Elementary	5.45%	\$0	25	\$0	0.0710	\$0
Middle	5.45%	\$0	25	\$0	0.0270	\$0
Senior	5.45%	\$0	25	\$0	0.0340	\$0
TOTAL						\$0

**State School Construction Funding Assistance Credit:**

	<u>Const Cost</u> <u>Allocation</u>	<u>OSPI Sq. Ft./</u> <u>Student</u>	<u>Funding</u> <u>Assistance</u>	<u>Credit/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>MFDU</u>
Elementary	246.83	90.0	42.54%	\$9,450	0.0710	\$671
Middle	246.83	108.0	42.54%	\$11,340	0.0270	\$306
Senior	246.82	130.0	42.54%	\$13,650	0.0340	\$464
TOTAL						\$1,441

School Impact Fee Calculation: **Multi-Family Dwelling Unit**  
**(Townhome, Apartment, Condo blend)**  
Page 2

**Tax Payment Credit Calculation:**

Average MFR Assessed Value	\$325,506
Current Capital Levy Rate/\$1000	\$1.11
Annual Tax Payment	\$360.20
Years Amortized	10
Current Bond Interest Rate	3.58%
Present Value of Revenue Stream	\$2,984

**Impact Fee Summary - Multi-Family Dwelling Unit:**

Site Acquisition Cost	\$0
Permanent Facility Cost	\$12,853
Temporary Facility Cost	\$0
State SCFA Credit	(\$1,441)
Tax Payment Credit	(\$2,984)
Unfunded Need	\$8,428
50% Required Adjustment	\$4,214

<b>Multi-Family Impact Fee (Townhomes, Apts, Condos)</b>	<b>\$4,214</b>
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**APPENDIX B.4**

School Impact Fee Calculation: **Multi-Family Dwelling Unit**  
**(Apartment, Condo blend)**  
 Northshore School District, 2023 CFP

**School Site Acquisition Cost:**

	<u>Site Size</u> <u>Acreage</u>	<u>Cost/</u> <u>Acre</u>	<u>Facility</u> <u>Size</u>	<u>Site Cost/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>MFDU</u>
Elementary	0	\$0	1	\$0	0.0310	\$0
Middle	0	\$0	1	\$0	0.0150	\$0
Senior	0	\$0	1	\$0	0.0200	\$0
TOTAL						\$0

**School Construction Cost:**

	<u>Sq. Ft. %</u> <u>Permanent</u>	<u>Facility</u> <u>Cost</u>	<u>Facility</u> <u>Size</u>	<u>Bldg. Cost/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>MFDU</u>
Elementary	94.55%	\$21,560,000	630	\$34,222	0.0310	\$1,003
Middle	94.55%	\$42,000,000	297	\$141,414	0.0150	\$2,006
Senior	94.55%	\$70,000,000	324	\$216,049	0.0200	\$4,085
TOTAL						\$7,094

**Temporary Facility Cost:**

	<u>Sq. Ft. %</u> <u>Temporary</u>	<u>Facility</u> <u>Cost</u>	<u>Facility</u> <u>Size</u>	<u>Bldg. Cost/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>MFDU</u>
Elementary	5.45%	\$0	25	\$0	0.0310	\$0
Middle	5.45%	\$0	25	\$0	0.0150	\$0
Senior	5.45%	\$0	25	\$0	0.0200	\$0
TOTAL						\$0

**State School Construction Funding Assistance Credit:**

	<u>Const Cost</u> <u>Allocation</u>	<u>OSPI Sq. Ft./</u> <u>Student</u>	<u>Funding</u> <u>Assistance</u>	<u>Credit/</u> <u>Student</u>	<u>Student</u> <u>Factor</u>	<u>Cost/</u> <u>MFDU</u>
Elementary	246.83	90.0	42.54%	\$9,450	0.0310	\$293
Middle	246.83	108.0	42.54%	\$11,340	0.0150	\$170
Senior	246.82	130.0	42.54%	\$13,650	0.0200	\$273
TOTAL						\$736

School Impact Fee Calculation: **Multi-Family Dwelling Unit**  
**(Apartment, Condo blend)**  
Page 2

**Tax Payment Credit Calculation:**

Average MFR Assessed Value	\$325,506
Current Capital Levy Rate/\$1000	\$1.11
Annual Tax Payment	\$360.20
Years Amortized	10
Current Bond Interest Rate	3.58%
Present Value of Revenue Stream	\$2,984

**Impact Fee Summary - Multi-Family Dwelling Unit:**

Site Acquisition Cost	\$0
Permanent Facility Cost	\$7,094
Temporary Facility Cost	\$0
State SCFA Credit	(\$736)
Tax Payment Credit	(\$2,984)
Unfunded Need	\$3,374
50% Required Adjustment	\$1,687

<b>Multi-Family Impact Fee (Apts/Condos)</b>	<b>\$1,687</b>
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**CITY OF KENMORE  
WASHINGTON  
RESOLUTION NO. 23-400**

**A RESOLUTION OF THE CITY COUNCIL OF KENMORE, WASHINGTON,  
REVISING THE CITY FEE SCHEDULE TO ELIMINATE CERTAIN PERMIT  
FEES FOR NEW ACCESSORY DWELLING UNITS; ADOPTING THE 2023 FEE  
SCHEDULE – VERSION 2; REPEALING RESOLUTION NO. 22-390; AND  
ESTABLISHING AN EFFECTIVE DATE.**

---

WHEREAS, for the convenience of Kenmore residents and other city customers, the City Council has adopted all City fees by resolution pursuant to Ordinance No. 02-0139; and

WHEREAS, establishing new accessory dwelling units (ADUs) provides diversified and increase housing options; and

WHEREAS, the City Council supports access to a variety of attainable housing options like ADUs and desires to reduce financial barriers to obtain such permits; and

WHEREAS, the City Council desires to eliminate certain permit fees for new ADU permit applications; and

WHEREAS, the City Council desires to adopt a revised fee schedule which eliminates building permit fees for new ADU permit applications as set forth in this resolution.

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

Section 1.    Adoption.    The City Council adopts the "City of Kenmore, Washington 2023 Fee Schedule – Version 2", as set forth in "Exhibit A", attached hereto and incorporated by reference.


Section 2.    Effective date. The fees adopted by this resolution shall be effective on July 1, 2023.

Section 3.    Repealed.    Resolution No. 22-390 is hereby repealed, effective July 1, 2023.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON AT A REGULAR MEETING THEREOF THIS 26<sup>TH</sup> DAY OF JUNE, 2023.


CITY OF KENMORE



  
Nigel G. Herbig (Jun 28, 2023 12:37 PDT)

Nigel Herbig, Mayor

ATTEST/AUTHENTICATED:

  
Anastasiya Warhol (Jun 28, 2023 20:24 PDT)

Anastasiya Warhol, City Clerk

APPROVED AS TO FORM:

  
Curtis Chambers (Jun 28, 2023 12:29 PDT)

Dawn Reitan, City Attorney  
Curtis Chambers, City Attorney

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Note: A plus sign (+) in the margin of the fee schedule indicates a change from the previous schedule

### 1. Business Registration and Licenses

Business Registration	2023 Fee
General Business - New Application for a new business	\$10
General Business - Renewal	\$10
Home Occupation - New Application for a new business	\$10
Home Occupation - Renewal	\$10
The business registration program is managed through Washington State Department of Revenue (DOR). The City registration fee is in addition to the DOR administration fee, which is currently \$90 for new or re-opened businesses, \$19 for new city registration and \$10 for renewals.	
<b>Regulatory Business Licenses</b>	
Adult Entertainment	

Device	\$50 each
Operator	\$500 per year
Premises	\$200 per year
Panoram Manager License	\$50 per year
Adult Cabaret	
Operator	\$500 per year
Cabaret Manager License	\$50 per year
Cabaret Entertainer License	\$50 per year
Adult Retail Business License	\$500 per year
Heavy Manufacturing Business	\$200 per year
Live Entertainment: music (other than mechanical); boxing or wrestling; pool halls; and bowling alleys	\$200 per year \$100 per six months \$50 per day
Junk Shop License	\$300 per year
Junk Wagon License	\$40 per year
Marijuana Business License	\$500 per year
Massage Business and Public Bathhouse	\$150 per year
Massage Practitioner	\$50 per year
Theaters	\$100 each screen per year
Pawnbroker	\$500 per year
Peddler/Solicitor	No fee
Secondhand dealer	\$40 per year
Renewal of License, registration or permit late penalty	10% of required fee
Transferability of license of permit	\$25

## 2. Code Enforcement

Code Enforcement	2023 Fee
Inspection/Posting	\$50
Re-inspection	\$50
Abatement	Actual City Costs
Abatement Hearing	\$360
Hearing Officer	\$215 per hour
Notice of Violation Appeal Hearing	\$125
Removal of Declaration	\$20
Violation of a Stop Work Order	\$500/day
Failure to perform Fire Watch	\$412/day
Violation of International Fire Code	\$255/day
Work without a permit (all types)	2 times permit cost

Housing Code Enforcement	2023 Fee
Inspection/Posting	\$255 per hour
Re-Inspection plus Notice and Order	\$510
Hourly Rate	\$255
Appeal Fee	\$128 each
Closing Fee	\$255

Contract Abatement Fee	15% of the contract
Late Fee	25% of the amount due
Hearing Officer	\$215 per hour

The Following Fees Apply to all Enforcement Actions:	
Inspection Warrant	\$350 each
Attorney Fees	As established by the City Attorney contract for legal services
Paralegal Services	\$60 per hour
Notary Services	\$10
Abatement	Actual City Costs
Code Enforcement Administrative Fee	15%

### 3. Comprehensive Plan and Development Regulation Amendments

Type	2023 Fee
Prescreening/threshold review fee	\$200
Annual amendment cycle fee (applicants whose amendment proposals are approved for consideration by the City Council)	\$400

### 4. Development Services

General Fees	2023 Fee
Development Review Technology Fee. Applies to all fees listed in Section 4. Except items marked with an asterisk "*" are exempt from the technology fee	5%
Hourly Rate	\$130
Additional excessive reviews and inspection fees. Applies to all development permits; additional plan review or inspections required by changes, additions or revisions to the plans or excess reviews of re-submittals will be billed at an hourly rate. Hourly fees throughout this section may be billed in 1/2 hour intervals.	Hourly
Where the original permit cost was less than or equal to the cost of an extension, the renewal fee shall be 25% of the original permit cost. Applies to all development	25%
For use of outside consultants for plan review and inspections	Actual Cost
Attorney cost relating to a private development	Actual Cost
Late penalty on Development Permits	1.5% of balance due

Development Agreement	2023 Fee
Threshold review with City Council	\$233
Development Agreement requested by the applicant (proposal is approved for consideration by the City Council)	\$5,820 + City Attorney fees
Development Agreement requested by the City	No fee

Pre-application	2023 Fee
Pre-application review fee (first pre-application)	No fee
Pre-application review fee (subsequent pre-application)	
Base fee	\$650

After five hours	Hourly
Pre-application review fee (affordable housing projects)	No fee

<b>Zoning and Land-use</b>	<b>2023 Fee</b>
Site plan application fee (Land-use permit associated to KMC 18.105)	
Up to \$100,000 project value	\$1,012
\$100,001 - \$1,000,000 project value	\$3,225
> \$1,000,000 project value	\$3,225 + \$1,010 for each \$1M or portion thereof
Major revision requiring new public hearing	\$2,719
Minor revisions submitted after preliminary approval (not necessitating additional hearings)	\$890
Construction permit site plan review (1 hour)	\$130
Construction permit site plan review (beyond 1 hour)	Hourly
Landscape and tree management plan review	
Initial plan review based on site area	
0 – 1 site acre	\$563
> 1 – 2 site acres	\$1,021
> 2 site acres	\$1,021 + \$198 for each acre or portion over 2 thereof
Each plan revision review	\$394
Landscape and tree management inspections	
Landscape <del>installation</del> inspection	\$288
Landscape maintenance bond release inspection	\$228
Request for site specific rezone	\$2,988
Conditional use permits (CUP) and special use permits (SUP)	
Administrative CUP	\$2,192
SUP with public hearing	\$2,819
Daycare with 24 children or less	\$1,615
Request for time extension	\$101
Variances (including variances from KMC 18.55)	
Application review	\$1,603
Request for time extension	\$101
Boundary line adjustment	\$721
Communications facility application fee	\$1,718
Conditional Use permit (CUP)	\$4,749
Minor Adjustment	\$3,100
Major Adjustment	\$10,787
<b>+ Accessory dwelling unit</b>	<b>No fee</b>
Change of use (zoning only)	\$1,208
Land use inspections	Hourly
Reasonable use exception	\$1,564

Legal lot status request	\$464
Public agency and utility exception	\$1,564
Zoning letter inquiry/request	\$209
Design review	Hourly
Temporary Use Permit	\$839
Affordable Housing Monitoring Fee	\$50/unit
Request for code interpretation	Hourly
Multi-Family Tax Exemption (MFTE) Application	\$590
Public notice mailing fee	Actual cost of supplies and postage, or a minimum of \$233, whichever is greater

<b>Subdivision - Preliminary Application Review</b>	<b>2023 Fee</b>
Preliminary short subdivisions (9 lots or less)	
Base fee	\$535
Plus per lot	\$1,086
Revision to approved preliminary	Hourly
Short subdivision alteration	Hourly
Request for time extension	\$101
Preliminary subdivisions (10 lots or more)	
Base fee	\$1,607
Plus per lot	\$1,315
Major revision requiring new public hearing	\$2,977
Minor revisions submitted after preliminary approval (not necessitating additional hearings)	\$890
Request for time extension	\$101
Subdivision alterations or subdivision vacations	
With public hearing	\$3,746
Without public hearing	\$1,818
Binding site plan	
Final Binding Site Plan	\$2,867
(building permit, as-built or site plan review-based plan)	
Conceptual plan	\$5,277
Revision to a preliminary approved plan	\$1,290
Revision to a final binding site plan	\$1,433

<b>Shoreline Management Permit</b>	<b>2023 Fee</b>
Substantial development permit	
Total cost of proposed development:	
Up to and equal to \$100,000	\$2,075
Over \$100,000	Hourly
Single-family joint use dock	\$2,071
Shoreline conditional use permit	\$2,641
Shoreline variance	
Up to and equal to \$100,000 project value	\$2,641
>\$100,000 project value	Hourly



Shoreline re-designation	\$17,901
Shoreline review of other permits or approvals for conditions	\$394
Shoreline exemption	\$1,001
Supplemental fees	
Request for a time extension	\$101
Shoreline permit revision	Hourly
Surcharge when public hearing required	\$827
Permit compliance inspections	Hourly

Special Reviews	2023 Fee
State Environmental Policy Act (SEPA) review	
Environmental checklist (Projects)	
Base fee	\$1,830
After six hours	Hourly
All fixed and contract costs	Actual Cost
Environmental checklist (Non-Projects)	Hourly
Draft Environmental Impact Statement (DEIS), Final Environmental Impact Statement (FEIS), Supplemental Environmental Impact Statement (SEIS) or addenda preparation and review costs – including scoping, writing, editing, publishing, mailing, distributing and contract administration:	
Deposit – a percentage of total estimated cost	33%
All fixed and contract costs	Actual Cost
Staff preparation and review cost	Hourly
Critical areas review	
Applicants will be eligible for a refund of the portion of the base fee that is less than the city's costs (including consultants, public notice (as necessary) and other associated expenses).	
Review of residential building permits, shoreline permits, individual short subdivision, boundary line adjustments and right-of-way use permits:	
Site review base fee	\$1,583
Plus, per hour	Hourly
Review of commercial building permits, grading permits, engineering permits, subdivisions, PUDs, declassifications, variances, conditional use permits and unclassified use permits:	
Site review base fee	\$1,583
Plus, per hour	Hourly
Flood plain determination – certificate of elevation	\$470
Plus, per hour	Hourly
Review of mitigation plan compliance, per hour	Hourly
Critical areas inspection	Hourly
Inspection and monitoring, per hour	Hourly
Appeals	
Appeals to the hearing examiner from decisions of the City	\$128
Departmental review of non-departmental permits	Hourly

Review and monitoring of master drainage plans, per hour	
Review of SEPA and/or Critical areas exemption (not relating to SSDX)	Hourly
Base fee	\$520
After four hours	Hourly

Engineering: General Permitting & Inspections		2023 Fee
Parking Review		
New or additional spaces		
First 0-25 spaces		\$30/each space
Next 26-50		\$26/each space
Next 51-75		\$22/each space
Next 76-150		\$22/each space
Anything above 150		\$14/each space
Minimum fee		\$377
Tree Removal		
Review		\$130
Inspection		\$65
Replacement Inspection		\$65
Single-family drainage review		
Base Fee		\$303
Addition/rebuild drainage		\$377
New non-plat SFR drainage		\$862
Commercial/Multi-family drainage plan review		
Base Fee		\$726
Total distributed area		
0 – .50 site acre		\$1,429
.51 – 1 site acre		\$1,971
1.1 – 2 site acres		\$3,601
2.1 – 5 site acres		\$7,905
5.1 – 10 site acres		\$9,522
More than 10 acres		\$10,600
Traffic Impact Analysis review		
Level 1 (10 P.M. peak hour trips or less)		\$430
Level 2 (11-75 P.M. peak hour trips)		\$1,022
Level 3 (Over 75 P.M. peak hour trips)		\$2,044
Road standards/drainage standards variance		\$255
Wet season grading variance		Hourly
Small Project Grading permits:		
Projects that do not exceed 500 cubic yards (volume and disturbed area) and that do not require engineered drawings as determined by the director.		\$382
Large Project Grading permits		
Disturbed Area	Base fee	Per acre
Up to 1 acre	\$224 +	\$1,004.90
>1 acre	\$486 +	\$753.37
Grading plan revision		Hourly

Grading permit operation monitoring (inspection fee when not associated to a Bond Quantity Worksheet)			
The operation monitoring fee shall be calculated by adding the applicable amount from the Annual Volume Table (below) to an amount equal to \$215 per acre disturbed and not rehabilitated during the monitoring period, to a maximum of \$10,000.			
Annual Volume Table			
Volume deposited or removed	Base Fee		Per 100 cubic yards
0 to 3,000 cubic yards	\$0	+	\$125.33
>3,000 to 10,000 cubic yards	\$3,257	+	\$21.09
>10,000 to 20,000 cubic yards	\$4,802	+	\$6.25
>20,000 to 40,000 cubic yards	\$5,465	+	\$3.07
>40,001 cubic yards	\$5,975	+	\$1.47
Reclamation bond release inspection			\$327
Re-inspection of non-bonded actions			\$286
Construction inspections (when associated to a Bond Quantity Worksheet)			
Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond		
\$0 – \$30,000	\$272 + \$146 / \$1,000 bond		
>\$30,000 – 120,000	\$2,877+ \$62 / \$1,000 bond		
>\$120,000	\$8,549 + \$18 / \$1,000 bond		
Additional inspection after 1 year	Hourly		
Maintenance bond inspections			
Bond quantities worksheet amount (line T)	Initial fee + additional fee based on bond		
\$0 – \$30,000	\$588 + \$18.77 / \$1,000 bond		
>\$30,000 – 120,000	\$982 + \$6.13 / \$1,000 bond		
>\$120,000	\$1,489 + \$2.08 / \$1,000 bond		

Engineering: Subdivision Plan Review and Inspections	
Short subdivision engineering plan review	
Short subdivision 4 lots or less	
Base fee	\$2,664
Plus per lot	\$266
Short subdivision 5 to 9 lots	
Base fee	\$5,299
Plus per lot	\$266
Additional review in excess of initial fees	Hourly
Short subdivision utility ROW permit review	\$260
Short subdivision utility ROW permit inspection	\$260
Subdivision engineering plan review	
Subdivision 30 lots or less	
Base fee	\$7,929
Plus per lot	\$43
Subdivision 31 lots or more	
Base fee	\$8,571
Plus per lot	\$21
Revisions and re-submittals	
Each occurrence	\$151

Additional review in excess of initial fees		Hourly
Subdivision utility ROW permit review		\$520
Subdivision utility ROW permit inspection		\$520
Planned unit development, townhomes, multi-family & condominiums engineering plan review		
30 units or less		
Base fee		\$7,929
Plus per lot		\$58
31 units or more		
Base fee		\$8,827
Plus per lot		\$30
Revisions and re-submittals		
Each occurrence		\$151
Additional review in excess of initial fees		Hourly
Utility ROW permit review		\$520
Utility ROW permit inspection		\$520
Construction inspections (when associated to a Bond Quantity Worksheet)		
Bond quantities worksheet amount (line T)		Initial fee + additional fee based on bond
\$0 – \$30,000		\$272 + \$146 / \$1,000 bond
\$30,001 – 120,000		\$2,877 + \$62 / \$1,000 bond
\$120,000 or more		\$8,549 + \$18 / \$1,000 bond
Additional inspection after 1 year		Hourly
Subdivision final approval		
Final short subdivision 4 lots or less		\$2,454
Final short subdivision 5 to 9 lots		\$4,946
Final short subdivision alteration		\$912
Final subdivision 30 lots or less		
Base Fee		\$7,439
Plus per lot		\$89
Final subdivision 31 lots or more		
Base Fee		\$8,263
Plus per lot		\$60
Subdivision alteration		\$1,375
Modification of a recorded building envelope		\$690
Request for name change		\$245
Final planned unit development		\$5,785
Request for time extension		\$185
Request for name change		\$224
Final building site plan		\$3,933
Subdivision – post final fees		
Maintenance bond inspections		
Bond quantities worksheet amount		Initial fee + additional fee based on bond
\$0 – \$30,000		\$588 + \$18.77 / \$1,000 bond
>\$30,000 – 120,000		\$982 + \$6.13 / \$1,000 bond
>\$120,000		\$1,489 + \$2.08 / \$1,000 bond
<b>Building Permits</b>		

Building permit fees are based on valuation. The table below establishes the permit fee from the valuation. Valuation is determined by type of construction and square footage or from a contractor's bid. The most recent edition of the Building Safety Journal determines the type of construction and square footage factor.

+

With exception of fees collected by the City for other agencies (e.g., State Building Council Surcharge), building permit fees in this section do not apply to new accessory dwelling units (ADUs).

Valuation Table	
Total Valuation	Fee
\$1 – \$500	\$31
>\$500 – \$2,000	\$31 for the first \$500 plus \$3.80 for each additional \$100 or fraction thereof, to and including \$2,000.
>\$2,000 – \$25,000	\$89 for the first \$2,000 plus \$17.76 for each additional \$1,000 or fraction thereof, to and including \$25,000.
>\$25,000 – \$50,000	\$500 for the first \$25,000 plus \$12.52 for each additional \$1,000 or fraction thereof, to and including \$50,000.
>\$50,000 – \$100,000	\$823 for the first \$50,000 plus \$8.72 for each additional \$1,000 or fraction thereof, to and including \$100,000.
>\$100,000 – \$500,000	\$1,269 for the first \$100,000 plus \$7.37 for each additional \$1,000 or fraction thereof, to and including \$500,000.
>\$500,000 – \$1,000,000	\$4,117 for the first \$500,000 plus \$6.13 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
>\$1,000,000	\$7,162 for the first \$1,000,000 plus \$4.91 for each additional \$1,000 or fraction thereof.
Building plan review (except basic)	65% of the building permit
Building plan review (basic)	25% of the building permit
Additional plan review required for changes, additions or revisions to plans (minimum charge ½ hour)	Hourly
Mobile Homes	
Mobile Home permit	\$1,057
Temporary mobile home permit	\$983
Temporary mobile home permit for hardship	\$1,057
Non-insignia mobile home inspection	\$844
Re-roof permits	
Single-family residential	\$235
Commercial and multi-family	Valuation Table
Condominium conversion review	
1 to 30 units	\$2,082
31 to 99 units	\$2,352
100 or more units	\$3,191
Plus per unit	\$354
Special plan review	Hourly
Pre-inspections	
Fire and flood damage	\$464
Minimum housing or other code compliance	\$464
Relocation of structure	\$381
Demolition inspection	\$381

Re-inspection	Hourly
Inspection outside of normal hours	Overtime hourly
Inspection for which no fee is specifically indicate	Hourly
Extension and renewal (extension for final inspection only)	
Single-family residential	\$135
All other permits	\$135
State Building Code Council surcharge (effective July 1, 2018)	
Residential building permits	
Base Fee	\$6.50
Plus per unit	\$2.00
Commercial building permits	
Base Fee	\$25.00
Plus per unit	\$2.00

Plumbing Permits	
<b>+ Plumbing permit fees in this section do not apply to new accessory dwelling units</b>	
New single-family (one and two dwellings) and townhouses	\$902/unit
Commercial and Multi-family	
Plumbing Permit	Valuation Table
Plumbing Permit Plan Review	65% of permit
Alteration or additions to one and two-family dwellings and townhouses	
Base Fee	\$132
Plus	
For each plumbing fixture on one trap or set of fixtures on one trap	\$13/each
Roof drain	\$13/each
Electric water heater	\$41/each
Water piping or water treating equipment	\$82/each
Back flow devices (other than atmospheric vacuum breakers)	\$82/each
Other	\$13/each

Mechanical Permits	
<b>+ Mechanical permit fees in this section do not apply to new accessory dwelling units</b>	
New single-family (one and two dwellings) and townhouses	\$422/unit
Commercial and Multi-family	
Mechanical Permit	Valuation Table
Mechanical Permit Plan Review	65% of permit
Alteration or additions to one and two-family dwellings and townhouses	
Base Fee	\$132
Plus	
For the installation or relocation of each floor furnace, including vent	\$165
For the installation or relocation of each suspended heating, recessed wall heater or floor-mounted unit heater	\$82
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$25



For the repair or alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	\$247
For each ventilation fan connected to a single duct	\$13
For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit	\$13
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$13
Gas pipe (1-5 outlets)	\$82
Gas pipe (outlets over 5)	\$13/outlet
For each appliance of piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	\$165
Gas water heater	\$165

Transportation Impact Fees*		
ITE Land-Use Category	Net New Person Trips	Impact Fee
Single Mobility Unit Cost	N/A	\$7,233.57
Single-Family	1.45 per dwelling unit	\$11,773.39 per dwelling unit
Apartment	1.02 per dwelling unit	\$8,724.16 per dwelling unit
Condominium (includes townhomes)	0.85 per dwelling unit	\$7,317.04 per dwelling unit
Mobile Home	0.97 per dwelling unit	\$7,868.67 per dwelling unit
Hotel	0.87 per room	\$8,100.95 per room
Motel	0.68 per room	\$6,345.75 per room
Light Industrial	1.06 per 1,000 sq ft	\$12.50 per sq ft
Manufacturing	0.79 per 1,000 sq ft	\$9.42 per sq ft
Mini-Warehouse	0.28 per 1,000 sq ft	\$3.35 per sq ft
Marina	0.23 per boat berth	\$1,671.74 per boat berth
Golf Course	0.37 per acre	\$2,721.25 per acre
Movie Theater	0.09 per seat	\$469.44 per seat
Health/Fitness Club	4.30 per 1,000 sq ft	\$31.07 per sq ft
High School	1.18 per 1,000 sq ft	\$5.46 per sq ft
Church	0.67 per 1,000 sq ft	\$5.74 per sq ft
Hospital	1.13 per 1,000 sq ft	\$13.16 per sq ft
Nursing Home	0.27 per bed	\$1,736.88 per bed
General Office	1.75 per 1,000 sq ft	\$20.77 per sq ft
Medical Office	4.20 per 1,000 sq ft	\$46.95 per sq ft
Shopping Center	2.98 per 1,000 sq ft	\$8.88 per sq ft
Supermarket	7.39 per 1,000 sq ft	\$35.77 per sq ft
Convenience Market 24-hr	31.27 per 1,000 sq ft	\$93.20 per sq ft
Drive-in Bank	19.23 per 1,000 sq ft	\$28.60 per sq ft
Restaurant, Sit-down	4.80 per 1,000 sq ft	\$28.60 per sq ft
Fast Food, No Drive-up	15.92 per 1,000 sq ft	\$77.59 per sq ft
Fast Food, w/Drive-up	19.88 per 1,000 sq ft	\$100.82 per sq ft

Gas Station	9.80 per pump	\$40,569.30 per pump
Gas Station w/Convenience	7.24 per pump	\$30,678.71 per pump

<b>Parks Impact Fee*</b>		
Single-family residence		\$4,522.09/unit
Multi-family (includes duplex, triplex, townhomes, apartments, etc.)		\$3,468.68/unit
Mobile Home		\$2,260.46/unit

<b>Schools Impact Fee*</b>		
Single-family residence		\$17,963/unit
Multi-family (includes duplex, triplex, townhomes, apartments, etc.)		\$2,625/unit

<b>Fire Department Review*</b>		
The fire review fee will be assessed per the approved contract with the Northshore Fire District #16 for all single family, multi-family and commercial projects.		

<b>Limited Use Right-of-Way Permits (Types A, B, C &amp; Beautification)</b>		
Application Fee (includes 1 hour review and 1 hour inspection)		\$219
Review fee in excess of 1 hour		Hourly
Inspection fee in excess of 1 hour		Hourly
Use Fee	Fee = (use area) x \$20 per sq. ft. x days of usage/365 or a minimum of \$100, whichever is greater	
Beautification Permit		No Fee

Access Right-of-Way Permits		
Application Fee (includes 1 hour review and 1 hour inspection)		\$219
Review fee in excess of 1 hour		Hourly
Inspection fee in excess of 1 hour		Hourly
Use Fee		
Open to the Public		No fee
Limited (not open to the public)	Fee = (use area) x value** x 25% or a minimum of \$100 whichever is greater	
**value of adjacent land (in area, sq ft) according to the County Assessor records		

Encroachment Right-of-Way Permits		
Application Fee (includes 1 hour review and 1 hour inspection)		\$219
Review fee in excess of 1 hour		Hourly
Inspection fee in excess of 1 hour		Hourly
Use Fee	Fee = (use area) x value1** x No. of Years x 12% or a minimum of \$100 whichever is greater	
**value of adjacent land (in area, sq ft) according to the County Assessor records		

<b>Utility Right-of-Way Permits*</b> : all Utility Franchises and any other utility company or agency installing,
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repairing, removing, and/or modifying telecommunication/cable facilities	
Application	\$215
Review	Hourly
Inspection	Hourly
Use fee	No Fee
Permit Extension	\$300
Violation of Lane Closure Hours	\$518
Accelerated Job Start	\$500
Work Without a Permit	\$1,000
See Section 4. Development Services for Current Hourly Rate	

Annual Use Payment for Use of Right-of-Way*	
Type of Equipment/Facility within the right-of-way	
Separate support structure (such as a monopole or lattice) used solely for wireless antenna, with antenna/receiver transmitter and/or equipment cabinet	\$5,000/year
Antenna/receiver transmitter (on an existing or replacement pole) and equipment cabinet	\$3,000/year
Antenna/receiver transmitter (on an existing or replacement pole) or equipment cabinet, but not both	\$2,000/year

State Route 522 driveway connection permit*
Fee structure. The following nonrefundable fee structure is established for the processing, review and inspection of the connection permit application. A description of each category can be found in section 12.85.040 of the KMC. Due to the potential complexity of Category II and Category III connection proposals, and required mitigation measures that may involve construction on SR 522, the city may require a developer agreement in addition to the connection permit.

The developer agreement may include, but is not limited to: plans; specifications; maintenance requirements; bonding requirements; inspection requirements; division of costs by the parties, where applicable; and provisions for payment by the applicant of actual costs incurred by the city in the review and administration of the applicant's proposal that exceed the required base fees in the following schedule:	
Category I – Base fee for one connection:	
· Agricultural, forest, utility operation and maintenance	\$50
· Residential dwelling units (up to 10)- single connection	\$50/dwelling
· Other, with 100 average weekday vehicle trip ends	\$500
· Fee per additional connection point	\$50
Category II – Base fee for one connection:	
· Less than 1,000 average weekday vehicle trip ends	\$1,000
· 1,000 to 1,500 average weekday vehicle trip ends	\$1,500
· Fee per additional connection point	\$250
Category III - Base fee for one connection:	
· 1,500 to 2,500 average weekday vehicle trip ends	\$2,500
· Over 2,500 average weekday vehicle trip ends	\$4,000
· Fee per additional connection point	\$1,000

Category IV – Base fee per connection:	\$100
Surety Bond. Prior to the beginning of construction of any connection, the city may require the permit holder to provide a surety bond as specified in WAC 468-34-020(3).	

Special Event Permit	
Application Fee	100*
Actual and indirect cost for City personnel involvement in event traffic control, fire safety, or other facility or event support, and the use of City equipment and other nonpersonnel expense.	Actual Cost

Memorial Sign	
Application fee and sign	\$300*

## 5. Animal Care and Control

Animal License and Registration	
Pet license - dog or cat	
Unaltered	\$60
Altered	\$30
Juvenile pet license - dog or cat	\$15
Discounted pet license - dog or cat	\$15
Replacement tag	\$5
Transfer fee	\$3
Guard dog registration	\$100
Exotic pet New	\$500
Renewal	\$250
Service animal	No fee
K-9 police dog	No fee

Late fees	
Received 45-90 days following license expiration	\$15
Received 90-135 days following license expiration	\$20
Received more than 135 days following license expiration	\$30
Received more than 365 days following license expiration	\$30 plus license fee(s) for any previous year pet was unlicensed

Animal Business and Activity Permits	
Hobby kennel and hobby cattery license	\$50
Private animal placement permit	No fee

Civil Penalties	
General	
No previous similar code violation within one year	\$50
One previous similar code violation within one year	\$100
Two previous similar code violation within one year	Double the rate of

	the previous penalty, up to a maximum of \$1,000.
Vicious animal or animal cruelty violations	
First violation within one year	\$500
Subsequent violations within one year	\$1,000
Dog leash law violations	
First violation within one year	\$25
Additional violation within one year	\$50
Animal abandonment	\$500
Unlicensed cat or dog	
Altered cat or dog	\$125
Unaltered cat or dog	\$250

Service Fees	
Adoptions – including licensing and spaying or neutering or the animal (based on adoptability/animal)	\$75-250
Spay or neuter deposit	\$150/animal
Impound or redemption - dogs, cats, or other small animals	
First impound within one year	\$45
Second impound within one year	\$85
Third impound within one year	\$125
Impound or redemption - livestock, small	\$45
Impound or redemption – livestock, large	\$45 or actual cost of sheltering, whichever is greater
Kenneling at King County animal shelter – per 24 hours or portion thereof in-field pick-up of an owner’s deceased unlicensed pet or pick-up of an unlicensed pet released voluntarily to the regional animal service section.	\$20
Owner-requested euthanasia (unlicensed pets)	\$50
Optional micro-chipping for adopted pets	\$25

## 6. Miscellaneous

Type	
Credit Card Service Fee	3%
NSF (insufficient check)	\$25
Use of City owned property, other than right-of-way, for event parking, storage or similar use	\$100/day
City Sponsored Event - Vendor Fees	
Food Vendor	\$50/day
Craft Vendor	\$50/day
Non-Profit Booth or Vendor	\$10/day
City Hall Facility Rental Fees	
Weekday Rental (Tue-Fri) - Resident	\$25/hour
Weekday Rental (Tue-Fri) - Non-Resident	\$50/hour
Saturday Rental - Resident	\$75/hour
Saturday Rental - Non-Resident	\$125/hour

Audio/Visual Rental	\$25
Damage Deposit (refundable)	\$250 min.
The Hangar (Kenmore Residents Only)	
Damage Deposit (for groups ≥ 30 people)	\$100*
Damage & Food Deposit (for groups ≥ 30 people)	\$150*
*50% of deposit will be forfeited if the event exceeds reserved time over 10 minutes	
*100% of the deposit will be forfeited for "no-shows"	
Public Safety Fees	
First three false alarms	No fee
Fourth and fifth false alarms	\$50 each
Sixth and additional false alarms	\$100 each
Rhododendron Park Shelter Rental Fee	
Kenmore Residents all day	\$150
Kenmore Residents half day	\$75
Non-Kenmore Residents all day	\$200
Non-Kenmore Residents half day	\$100
Moorlands Park Athletic Fields (athletic clubs may request up to a maximum 50% reduction if the club has at least 20% of eligible participants)	\$22/hour
Franchise Agreements Negotiations	
General	Actual Cost
Cable TV	Actual Cost*
*Reimbursement of actual costs may be subject to federal regulations relating to 5% gross revenue franchise fee cap	

## 7. Public Records Requests

Type	
<b>Copy charges may be combined to the extent more than one type of charge applies to a particular request</b>	
Review of requested records	No charge
Standard size black-and-white-photocopies (includes 8-1/2" x 11", 8-1/2"x14" and 11"x17"	
6 pages or less	No charge
7 or more pages (includes cost of first 6 pages)	15 cents/page
Scanned copies (converting a record from paper copy to an electronic format)	
10 pages or less	No charge
11 or more pages (including cost of first 10 pages)	10 cents/page
Uploading/attaching electronic files to digital storage media/device(s), a cloud-based storage or service, or emails (CD, DVD, thumb drive, email or cloud service).	
80 files or less	No charge
81 or more files (including cost of first 80 files)	5 cents/4 files
Transmission of public records in an electronic format	10 cents/gigabyte
Oversized documents such as building plans, maps, blueprints or large copy jobs	Actual Cost
Records copied to CD or DVD	\$1.00 per CD/DVD
Records copied to thumb/flash drive	Actual Cost
Mailing envelopes or packaging and postage	Actual Cost

## 8. Surface Water



Surface Water Management Service Charge		
Class	Impervious Area	2023 Rate
Residential	N/A	\$249.03 per parcel
Very Light	0 to ≤ 10%	\$249.03 per parcel
Light	> 10% to ≤ 20%	\$747.09 per acre
Moderate	> 20% to ≤ 45%	\$1,618.69 per acre
Moderately Heavy	> 45% to ≤ 65%	\$2,739.33 per acre
Heavy	> 65% to ≤ 85%	\$3,735.45 per acre
Very Heavy	> 85% to ≤ 100%	\$4,607.05 per acre
County Roads	N/A	N/A
State Highways	N/A	N/A

Stormwater Capital Facilities	
Single family residential development on a single parcel, including townhomes	\$3,500
All other development	Square feet of impervious area of the parcel (rounded down to the nearest whole square foot), divided by 2,500 (quotient rounded to nearest tenth), and multiplied by \$3,500. The minimum ERU shall be 1.0.












# Resolution No. 23-400 with Exhibit

Final Audit Report

2023-06-29

Created:	2023-06-27
By:	Michelle Kang (mkang@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6_JtFXso8BTJfH2-Bh7YMXi6j4jskSi

## "Resolution No. 23-400 with Exhibit" History

-  Document created by Michelle Kang (mkang@kenmorewa.gov)  
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-  Document emailed to Curtis Chambers (cchambers@insleebest.com) for signature  
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**City Council Agenda Bill  
City of Kenmore, WA**

<b>Subject/Topic:</b> Cozy Inn Property Options: Discussion and Direction	<b>For Council Meeting Agenda of:</b> 11/27/23  <b>Department:</b> Community Development  <b>Prepared by:</b> Debbie Bent, Community Development Director  <table><tr><td></td><td><b><u>Initial &amp; Date</u></b></td></tr><tr><td><b>Approved by Department Head:</b></td><td><u>DB 11/14/23</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 11/14/23</u></td></tr></table>		<b><u>Initial &amp; Date</u></b>	<b>Approved by Department Head:</b>	<u>DB 11/14/23</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 11/14/23</u>
	<b><u>Initial &amp; Date</u></b>										
<b>Approved by Department Head:</b>	<u>DB 11/14/23</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 11/14/23</u>										
<b>Proposed Council Action/Motion:</b>  Motion giving direction on Cozy Inn property option.	<b>Exhibits/Attachments:</b> 1. 7/17/23 staff memo on options for the Cozy Inn property										
<b>Summary:</b> At the 11/27/23 Council meeting, staff requests the city council provide direction on an option for the Cozy Inn. Staff recommends Council select the mid-term strategy #4 or long-term strategy #5 as stated below and also stated in the staff memo (see Attachment #1).  <b>Mid-term Strategy #4 (3-5 Years)—Sell the Cozy Inn Property After Appreciation.</b> The City may choose to sell the property in the next 3-5 years after the property has appreciated in value—by then, Stride Bus Rapid Transit will be up and running, and other redevelopment in the nearby area may be in the works (including Lakepointe?). If the City were to sell the Cozy Inn property in the next 3-5 years, it could do so with conditions that are in addition to what is currently in the zoning code.  <b>Long-term strategy #5 (10-20 years) for Cozy Inn Property—Future Partnerships and Opportunities:</b> The following staff recommendation was presented in a memo at the June 2023 Council retreat. Hold the Cozy Inn property and wait for the next opportunity to partner with neighboring property owners. Neighboring properties are currently not willing sellers and several properties like Theorem (former Lakeview Yoga building), and the Pho restaurant have recently opened new businesses. The vacant gas station is also in the permit review process for re-opening. While this strategy takes patience, we can look to the old Shell property at the northwest corner of 67 <sup>th</sup> Avenue and Bothell Way. The City purchased this property in 2013 and waited for the right opportunity for redevelopment.											
<b>Background:</b> At the June 2023 Council retreat, the City Council asked staff to address “other” options for the Cozy Inn and bench properties on SR522. Following is the link to the June retreat, <a href="#">Kenmore - Document Center (civicweb.net)</a> . Agenda Item #6 on the June retreat provides additional background information about the bench property. The City Manager provided the attached staff memo (Attachment #1) to Council via email on 8/2/23. The Cozy Inn is also scheduled for demolition this year.											
<b>Fiscal Consideration:</b> None											
<b>City Council Priority or Budget Objective Being Addressed:</b> Council priority #8 seek opportunities to promote economic development.											



## Memorandum

Date: July 17, 2023  
To: Rob Karlinsey, City Manager  
From: Debbie Bent, Community Development Director  
Regarding: Cozy Inn Bench Property

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At the June 2023 Council retreat, the City Council asked staff to address “other” options for the Cozy Inn and bench properties on SR522. Staff recommends either the mid-term strategy #4 or the long-term strategy #5.

1. **Short-Term Strategy (1-2 years) for the Cozy Inn Property (Sale):** Sell the property as soon as possible. This option was presented by Business Street LLC at the 3/20/23 council meeting and included in the final report (included in the June 2023 council retreat agenda packet). Given that the commercial real estate market has not changed much since the City purchased the property, the City would probably see a net loss after transaction costs. Selling the property could be seen as a signal to neighboring property owners that the City was now less interested in the future of the area. The City would also lose control of the future use of the property and the ability to partner or coordinate redevelopment with the neighboring bench properties. Staff does not recommend selling the property at this time given the likelihood of a financial loss.
2. **Mid-Term Strategy (3-5 years) for the Cozy Inn Property and Adjoining Bench Properties—Rezone to Stand Alone Townhomes:** Hold the property for 3-5 years and re-plan the Bench and neighboring areas of SR522 and 181<sup>st</sup> Street to support new standalone townhome development. This option was presented by Business Street LLC at the 3/20/23 council meeting and included in the final report (included in the June 2023 council retreat agenda packet). Business Street LLC concluded that mixed-use is not financially feasible.

The Bench properties are zoned Urban Corridor west. The zoning regulations were adopted in 2019. The intent of the urban corridor zone is to convert SR-522 from a commercial strip, focused on the automobile, to a more pedestrian- and transit friendly urban corridor. Uses along the south side of the highway would convert to mixed-use development, taking advantage of lake views and proximity to transit. Park, office and restaurant use are just a few of the uses also allowed in the Urban Corridor zone [Chapter 18.25A URBAN CORRIDOR ZONE \(codepublishing.com\)](#). If a developer was interested in for example standalone residential use or standalone retail use or a use not currently allowed, a development agreement process could be considered to deviate from use requirements with council approval (majority plus one) following two public hearings. Staff does not recommend rezoning to allow

standalone townhome development as recommended by Business Street LLC or changing the vision for SR522.

3. **Mid-Term Strategy (3-5 years) for the Cozy Inn Property and Adjoining Bench Parcels—Continue Assembling Additional Bench Properties:** At the June 2022 Council retreat the City Manager presented a memo [CA694BA0BED24BF3B51A650D26105895-The Bench Strategy Memo Final.pdf \(civicweb.net\)](#) outlining the rationale for purchasing the Cozy Inn property and a strategy for purchasing three adjacent properties to the east for future sale to a developer. The goal was to incentivize redevelopment of underutilized and unattractive properties to create a better impression of the City with a new building opening views of the Lake for the public, interactions with the Burke Gilman trail and inclusion of public amenities such as a viewing tower or plaza. Back in the first half of 2022, neighboring buildings were vacant or in transition, and the owners of those buildings appeared to be willing sellers. However, since then, new tenants are now in those buildings, and the property owners are less interested in selling. Given that we want these new businesses to succeed and given budgetary and resource concerns, staff does not recommend pursuing additional property acquisitions on the Bench.
4. **Mid-Term Strategy (3-5 Years)—Sell the Cozy Inn Property After Appreciation.** The City may choose to sell the property in the next 3-5 years after the property has appreciated in value—by then, Stride Bus Rapid Transit will be up and running, and other redevelopment in the nearby area may be in the works (including Lakepointe?). If the City were to sell the Cozy Inn property in the next 3-5 years, it could do so with conditions that are in addition to what is currently in the zoning code.
5. **Long-Term Strategy (10-20 years) for Cozy Inn Property—Future Partnerships and Opportunities:** The following staff recommendation was presented in a memo at the June 2023 Council retreat. Hold the Cozy Inn property and wait for the next opportunity to partner with neighboring property owners. Neighboring properties are currently not willing sellers and several properties like Theorem (former Lakeview Yoga building), and the Pho restaurant have recently opened new businesses. The vacant gas station is also in the permit review process for re-opening. While this strategy takes patience, we can look to the old Shell property at the northwest corner of 67<sup>th</sup> Avenue and Bothell Way. The City purchased this property in 2013 and waited for the right opportunity for redevelopment.

Staff recommends either strategy #4 or #5. In the meantime, we are moving forward with the demolition of the Cozy Inn building which will take place in the next several months.





# City of Kenmore, Washington

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Date: November 17, 2023

To: Rob Karlinsey, City Manager

From: Nicole Suarez, Events Specialist

CC: Jennifer Gordon, Public Works Operations Director & Stephanie Brown, Volunteer & Events Supervisor

Regarding: Farmers Market 2023 Recap Summary and Future Planning

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The following Farmers Market 2023 Recap Summary includes detailed information regarding budget (revenues & expenditures), attendance, staffing, volunteers, vendors, food access programs, internal benefits for city programs, and feedback from Kenmore community members and businesses. We will also briefly touch on the upcoming 2024 market season and beyond.

In its second year of operation, the Kenmore Farmers Market included 13 market days during the months of June, July, and August in 2023. The market ran from 3pm to 7pm every Wednesday in downtown Kenmore, within NE 181st ST between 68<sup>th</sup> AVE NE and 67<sup>th</sup> AVE NE, adjacent to the Town Square. The market setup does require as mentioned above, a portion of NE 181<sup>st</sup> ST to be closed to thru traffic from 12pm to 8pm on the respective market days. Traffic control and detour routes were developed and implemented by our own Public Works staff. Neighboring businesses were notified in advance of the market season and some special accommodations were made for neighboring businesses to help maintain accessibility.

The location of the farmers market provides a magnetic pull to the heart of Kenmore's center. The proximity to Town Square that includes amenities like public open space, a water feature, local restaurants, and businesses, make for a perfect setting to host our farmers market. Additionally, by closing the street, pedestrians were able to move freely through the market and visit with community members, vendors, volunteers, and friends. This year, the market brought in over 12,000 people to the core of Kenmore's downtown. The Kenmore Farmers Market is not only a destination for our own residents but also for the surrounding communities. The market has proven to be profitable for the surrounding local businesses, with the draw of the market bringing in between 900 to 1000 potential patrons on each market day.

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After conducting a business survey at the end of the market season, we received the following feedback from two downtown businesses:

“Foot traffic is unmatched! We have certainly seen new customers due to the market.”

“We see more people in the area and walking by our office so it brings more exposure to us.”

With the success of Kenmore’s Farmers Market during its inaugural year in 2022, city staff decided to combine more City hosted events with the farmers market. Using this model, we were able to capitalize on the markets’ crowd by providing other engaging event opportunities on market days. Three City events were held on market days this year. By combining the market with Kenmore’s first ever Juneteenth event, we were able to increase market attendance and fully activate the Town Square with diverse and educational programming. National Night Out shared the market footprint in early August and Movie Night @ the Square was held after a market later in the month, with record breaking attendance.

In addition to coupling City Organized Events with the farmers market, the market provides valuable engagement opportunities for City programs/departments. In 2022-2023, we had several departments hosting booths to engage the public, provide information and resources, and gather feedback. One strong example of an extremely valuable engagement experience is the “Love Where You Live” engagement booth which tabled at the market almost every week of the 2023 market season.

Revenues for the market include vendor registration, non- profit booth fees, sponsorship contributions, a SNAP-ed grant, Port of Seattle Grant funds, and funds from a internal marketing budget. The City received a total of \$27,611.80 in revenues for the 2023 season. This included \$12,055 from vendors and non-profits; \$12,200 from local business sponsorships, and the SNAP-ed grant brought in \$1,000. The Port of Seattle Grant and marketing funds brought in \$2,356.80. Vendor sales brought in a total of \$161,103 in revenue with 15% of that going to our local Kenmore businesses.

The City’s cost to fund the farmers market is quite high with an all-in cost totaling \$104,272.68, largely due to the amount of staff time needed to run a weekly market. Staff involved in weekly market operations include:

- Volunteer & Events Supervisor
- Event Specialist
- Day of Farmers Market Lead
- Cashier
- Public Works Operations staff
- Paid city staff volunteers
- Unpaid community volunteers

In addition to the staffing resources, additional expenditures include permits fees, organization memberships, SNAP program expenses, volunteer meals & snacks, barrier fencing, and other supplies needed for the program which totaled \$10,565.

In the second year of operations, the Kenmore Farmers Market offered Food Access Programs including the SNAP (Supplemental Nutrition Assistance Program) and the WIC & Senior Farmers Market Nutrition Program. The SNAP program brought in \$1,505 in SNAP vendor revenue. These are benefited funds that would not have been able to be spent at the market if we did not have this program. We have applied for, and were recently accepted for SNAP Market Match, a state funded program that provides funds to the SNAP recipient to match their EBT market spending, which doubles the amount of dollars they have available to shop at the market. Offering this program is likely to increase SNAP vendor sales in our market. Total FMNP revenue for the season was \$1,269. The FMNP funds are paid directly from the benefit recipient to the vendor.

The farmers market program provides a great opportunity to connect with others in the community, while volunteering. Over the past two years, this program has brought in a wide variety of volunteers. Many of whom have served both years working on market days or on our Farmers Market Volunteer Committee. This year we had a combined total of over 530 volunteer hours logged for the market. Combine this year's hours with the 285 volunteer hours in 2022, and that's over 800 hours of community time for our farmer's market.

We conducted surveys for the community, vendors, volunteers, and neighboring businesses. This information will help us in our planning efforts to continue to improve the market next year and in future seasons. Our Volunteer Lead had the following to say about the market:

"I want the market to continue because the market offers natural opportunities for building a sense of community. A fragmented mid-century city like Kenmore needs intentional community-building activities, so let's keep up the good work."

Our vendors also greatly enjoy vending at the market as reflected in a Kenmore business vendor's comment:

"I was super impressed with how well the market was organized and run - really awesome! As Kenmore residents we love having the farmer's market."

In looking ahead to our third season in 2024, the City plans to continue to fund and manage the market with the goal of turning over all aspects of market operations to a non-profit organization. The Events team will be working diligently during the next year to help make this a reality. It is our hope that we can secure a non-profit group before the 2024 market opens for business to provide an opportunity for the new manager to see the market in action, learn from the experience of our staff and volunteers to aide in a smooth and successful transition. We have built something awesome here and we

want to see the Kenmore Farmers Market continue to thrive, grow, and be successful for many years to come.

We are currently in the process of exploring possible options to secure a group to operate and manage the market beyond 2024. As part of our planning process, we are looking into what other neighboring cities are doing, including funding sources and operating structures.

We have started collecting data and compiled the information in the following attachments. This information will be helpful as we consider how we can best support the Kenmore Farmers Market beyond the 2024 season.

Thank you for your continued support of the farmers market program. It's a fantastic benefit to the community and we are excited to see the market continue in Kenmore for many years to come.

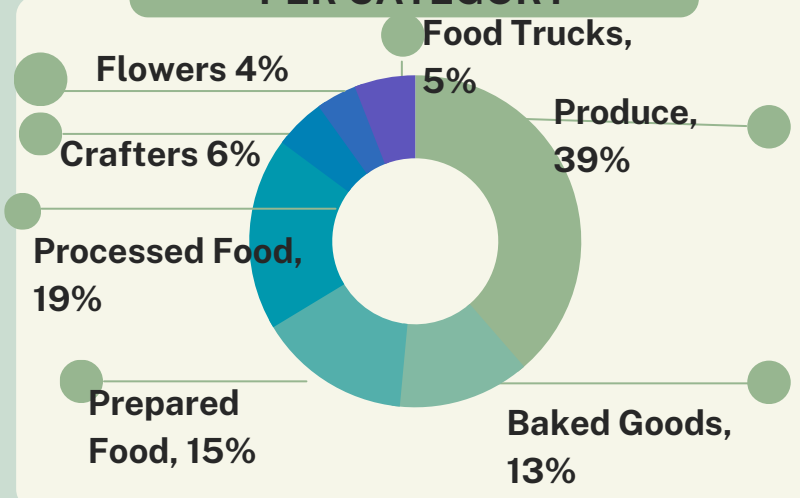
**Attachments:**

2023 Data Infographic  
Farmers Market Budget Summary  
SNAP Costs Table  
2022-2023 Farmers Market Comparison  
Local City Comparisons

# City of Kenmore 2023 Farmers Market Data

Data collected over 13 market days

## DISTRIBUTION OF REVENUE PER CATEGORY



## VENDORS

Total Vendors = 40



- Farmers = 9
- Flowers = 1
- Bakers = 5
- Processors = 7
- Prepared Food = 3
- Food Trucks = 4
- Crafters = 11

## TOTAL VENDOR REVENUE



\$161,102

## TOTAL SNAP BENEFITS REDEEMED



\$1,505

## TOTAL ATTENDEES



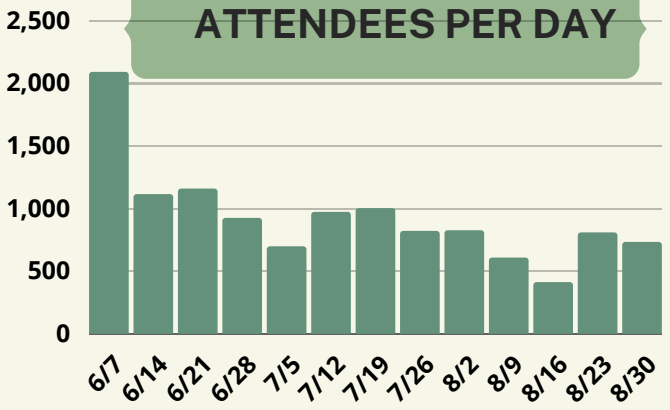
12,134

## AVG. VENDORS PER MARKET

19 Per Market



## ATTENDEES PER DAY



## NON-PROFITS



14 NONPROFITS

## SPONSORS



10 SPONSORS



Total Sponsorship  
Contributions:  
\$12,200

## AVERAGE PARTNERING GROUPS PER MARKET = 4

City Departments/Projects  
Total engagements: 15



External Groups Present: 5

FARMERS MARKET BUDGET SUMMARY				
Item	Additional Notes		Est. Costs	Actual Costs
Memberships/Permits:				
King County Health Dept.				\$ 833.00
WSFMA Dues				\$ 350.00
Conference:				
WSFMA Conference	February/CC			\$ 214.00
WSFMA Conference hotel	February/CC			\$ 289.00
Event Trade Show	April/CC			\$ 187.00
Event Trade Show parking	April/CC			\$ 22.00
Furnishing/Supplies:				
Barricade Fencing	Rentals for street closure			\$ 4,906.27
Signage	Permanant 24x36 signs for info and marketing			\$ 1,027.00
May Market/SNAP supplies - Amazon	SNAP Supplies: Lockbox, zipper bags for vendors			\$ 77.00
June/July Supplies	Ice, Amazon items: containers, fan mister, tape, bells, earplugs, first aid sign,			\$ 322.00
July/August Supplies	Ice, sparkling water, Amazon items			\$ 150.00
August Supplies	Ice, electrolytes for volunteers			\$ 116.00
SNAP Program:				
Wooden Nickels	Initial order: 1,000 \$1 tokens plus rush shipping- will be reimbursed with SNAP-ed grant funds			\$ 394.00
Wooden Nickels	2nd order: 400 \$2 tokens, 200 \$5 tokens - will be reimbursed with SNAP-ed grant funds			\$ 391.00
Volunteer-meals, beverages & snacks:				
Volunteer committee meeting snacks	Diva treats - met at Hangar			\$ 32.00
Prizes	First day market bingo - purchases items from vendors			\$ 18.00
Volunteer meals	\$15 food tickets each week for day of volunteers for 7 weeks			\$ 1,237.00
Staffing (Hrs worked 1/1/23 - 10/28/23)				
				Total Compensation
Public Works (Crew, Maurita Colburn, & Stephanie Brown)	339.25 Regular Hours, 62 OT Hours			\$ 21,640.73
		Wages	City Paid Benefits	Total Compensation
Nicole Suarez - FM Manager	671.41 Regular Hours, 0 OT Hours	\$ 20,994.99	\$ 14,160.04	\$ 35,155.03
Nicole Suarez - FM Manager	Projected Hrs thru 12/31/23: 180 Regular Hours, 0 OT Hours	\$ 5,628.60	\$ 3,796.20	\$ 9,424.80
Rebecca Lucero - Day of FM Manager	466.5 Regular Hours, 0 OT Hours	\$ 14,312.22	\$ 1,606.34	\$ 15,918.56
Sandra Peabody - Cashier	157.5 Regular Hours, 0 OT Hours	\$ 3,965.00	\$ 464.57	\$ 4,429.57
				Total Compensation
Other City Staff Support	63.25 Regular Hours, 0 OT Hours			\$ 4,781.92
Marketing				
Poster Design	Contest from 2022 - donated logo - in house design			
Poster Printed	In house			
Banners- sponsorship	Printed - Jet City - Paid from Marketing Budget: \$170			\$ 170.00
Facebook	Free			
Event Calendars:	Free			
Seattle Times, etc.	not in 2023			
Redmond Patch?	Not used			
Radio	Not used			
events12.com	Not used			
Ads - Magazine or newspaper	Seattle Times Paid Ad - Paid from Port of Seattle Grant			\$ 1,686.80
	425 Magazine Paid Ad - Paid from Port of Seattle Grant			\$ 500.00
Total cost for program:				\$ 104,272.68

REVENUES

Item	Additional Notes			Actual Costs
Vendor Booth fees	Food, craft, non-profit booth fees and registration fees			\$ 12,055.00
Sponsorship				\$ 12,200.00
SNAP-Ed Grant				\$ 1,000.00
Port of Seattle Grant Funds				\$ 2,186.80
Marketing budget Funds				\$ 170.00
Total:				\$ 27,611.80

TOTAL EXPENDITURES

EXPENDITURES		\$ 104,272.68
REVENUES		\$ 27,611.80
TOTAL COST		\$ 76,660.88



2023 SNAP Program Costs - all accounted for in main budget spreadsheet				
Type	Amount			
Cashier	\$ 4,429.57			
Finance Staff Time	\$ 2,591.77			
Advertising/Signage	n/a			
Other SNAP Costs	\$ 785.00			
SNAP Totals	\$ 7,806.34			

2023 SNAP Program Distributions				
Total SNAP Revenue - \$1,505				
SNAP Collected and Distributed (*note - June 14 is an estimated number for the customer count)				
Date	SNAP Distributed	SNAP Customers	SNAP Collected from Vendors	Total SNAP Coins Outstanding
7-Jun	\$ 75.00	5	\$ 48.00	27
14-Jun	\$ 140.00	6	\$ 125.00	15
21-Jun	\$ 40.00	2	\$ 20.00	20
28-Jun	\$ 113.00	4	\$ 85.00	28
5-Jul	\$ 50.00	1	\$ 53.00	-3
12-Jul	\$ 276.00	6	\$ 254.00	22
19-Jul	\$ 100.00	4	\$ 66.00	34
26-Jul	\$ 209.00	6	\$ 287.00	-78
2-Aug	\$ 210.00	5	\$ 190.00	20
9-Aug	\$ 235.00	9	\$ 212.00	23
16-Aug	\$ 30.00	1	\$ 15.00	15
23-Aug	\$ 27.00	2	\$ 54.00	-27
30-Aug	\$ -	0	\$ 15.00	-15
Total	\$ 1,505.00	51	\$ 1,424.00	81

## 2022/2023 SALES COMPARISON

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### 2023

Vendor Type	2023 Total Sales	% of Total Sales	Average Daily Sales	Average Daily Attendees	Total Attendees
Produce	\$ 62,830	39%	\$4,833	933	12134
Baked Good	\$ 20,575	13%	\$1,583		
Prepared Food	\$ 23,937	15%	\$1,841		
Processed Items	\$ 30,472	19%	\$2,344		
Food Trucks	\$ 7,403	5%	\$569		
Flower Vendors	\$ 5,716	4%	\$440		
Craft Vendors	\$ 10,169	6%	\$782		
<b>All Goods Combined</b>	<b>\$ 161,102</b>	<b>100%</b>	<b>\$12,392</b>		

#### 2022 VS 2023 Highlights

**Decrease in Total Attendance Compared to 2022 - 16%**

**Decrease in Total Sales Compared to 2022 - 9%**

### 2022

Vendor Type	2022 Total Sales	% of Total Sales	Average Daily Sales	Average Daily Attendees	Total Attendees
Produce	\$ 63,073	36%	\$4,505	1035	14504
Baked Good	\$ 49,021	28%	\$3,502		
Prepared Food	\$ 19,984	12%	\$1,427		
Processed Items	\$ 36,665	21%	\$2,619		
Food Trucks	\$ 3,609	2%	\$258		
Flower Vendors	\$ 700	0%	\$50		
<b>All Goods Combined</b>	<b>\$ 173,052</b>	<b>100%</b>	<b>\$12,361</b>		

## Local Cities Comparison Table

City	Model	City Fiscal Support	Contract/Permit	City Staff	Notes
Shelburne	Non-profit group runs market	\$37,000	Annual (see contract for deliverables and specifics)	n/a	Would like to see their mid-season and yr end reports
Woodinville	Non-profit group runs market	Ranges each yr – funds come from L-TAC funds – submit proposal each year (\$11,800 for 2023; \$8,870 for 2024)	Event permit w/ City	n/a	Other revenue sources: Vendor fees 40%; Sponsorship 40%; Grant Funds 20%
Lake Forest Park	Non-profit group runs the market	City gives them \$350 per session @ 24 sessions, total = \$8,400	Two-year agreement between Friends of Third Place Commons and City of Lake Forest Park	n/a	City provides them with a total of \$28,500 for all event programming (\$8,400 is included in breakdown of events)
Kirkland	City run	\$3,000 for program expenditures plus staff expense for part-time seasonal manager	n/a	Recreation Coordinator oversees the program; no other City staff is used	Bare bones market – no food access programs; rely on volunteers; only pay staff for 20hrs per week March – 1 <sup>st</sup> week of October
Kirkland	Non-profit run - Kirkland Downtown Association	City gives KDA funds for all of their programming – may use some fund for market	Special Events permit with City of Kirkland – meet all requirements for hosting event on City property	No - KDA handles all garbage and bathroom maintenance	Cities waives the special event permit fee for KDA
Mercer Island	Non-profit group runs the market	\$20,000 of staff (“staff resources”) working overtime for market season	Agreement	Public Works and Parks staff	staff closes and opens road; stays on site to help with any issues, garbage, etc.