

CITY OF KENMORE

STEP Advisory Committee

Committee Meeting #4

July 30th, 2025



Meeting Agenda

- Review of Panel Discussion
- City Council Recommendation
 - City Processes and Permitting
 - Development Standards
 - Good Neighbor Agreements
 - Community Outreach
- Discussion and Next Steps



City Council Recommendations



Committee Deliverable to City Council

The STEP Housing Committee's responsibility is to prepare recommendations to City Council on the following subjects:

- Potential development code amendments relating to STEP housing
- Potential improvements to existing review and permitting processes
- A draft good neighbor agreement
- Informational materials that the City can prepare and distribute

Additionally, the STEP Housing Committee will prepare for and help facilitate a community open house to discuss STEP Housing.



Development Standards

Example development standards from other cities

- Conditions of development prohibiting the clustering STEP developments (*Lynnwood, Redmond*)
- Buffering and screening (*Lynnwood*)
- Supportive services are only available to those living on site (*Burien*)
- Training and security agreements for STEP development staff and residents (*Burien, Redmond*)
- Dept. of Commerce recommends lower parking minimums
- Allowed in all residential zones (*Burien, Bothell, Lynnwood*)

Questions for Committee Consideration

- What are the biggest physical challenges facing STEP Housing development?
- Should the City consider project-based modifications for STEP housing?



Review and Permitting

Existing Permitting Process

- Step Housing will follow a Type 1 process unless a variance or conditional use permit is required, then Type 2. (KMC 19.25)

Type 1 Process

- Pre-Application Meeting and checklist as determined by planning department
 - Project approval decided by the City Manager with no administrative appeal.
 - Determination of completeness for application and permits
 - Consistency with City development regulations and design standards
 - Notice of Application and public notice
 - Notice of Decision
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Review and Permitting

Examples from other cities

- Typically follows the same permitting as other residential developments with separate safety and community agreements.
- Narrative as a condition of approval including why the site was chosen, how it complies, and security measures (*Lynnwood*)
- Director approval needed (*Lynnwood, Burien*)

Questions for Committee Consideration

- How can the City consider streamlining or creating flexibility for STEP Housing permitting?



Good Neighbor/Operational Agreements

- The City of Kenmore does not currently have a formal process for Good Neighbor Agreements
- **Potential considerations when developing these agreements:**
 - Can occur as part of permitting process or development agreement
 - Community, developer, and residential engagement informs content
 - Safety, Community Relations, and Code of Conduct Plans as conditions of approval in place of one agreement (*Redmond*)
 - Agreements establish a clear chain of communication and educate the community on the agreement and its benefits (*Spokane*)



Good Neighbor/Operational Agreements

Questions for Committee Consideration

- What do you think the community's biggest concerns are that can be addressed in a Good Neighbor or Operational Agreement?
- Should these types of agreements be a requirement or a recommended best practice?



Community Outreach

Examples from other cities

- Engage potential non-profit developers for good neighbor agreement successes and failures (*King County*)
- Website with clear timelines, goals, and FAQs (*Bothell*)
- Educational (cost savings, development timelines, agreements) and feedback components
- Explain who will live there (seniors, families, specific demographic groups)

Questions for Committee Consideration

- What information should be emphasized in education and outreach?
 - What types of materials do you think are most effective? (ie handouts, videos, workshops, etc)
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Community Open House



Community Open House

- The purpose of the open house is currently open-ended for determination by the committee
 - Typically, community open houses are used to do one or more of the following:
 - Present informational materials to the community
 - Present draft findings from work done to date
 - Solicit feedback from attendees through exercises or surveys
 - **How would the committee recommend that we facilitate this community open house and what are our goals?**
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Next Steps



Next Steps

- Any required meeting materials will be distributed one week prior to meeting for review by Committee members.
- Project team to prepare draft code update recommendations, processes, and good neighbor agreement materials based on today's discussion
- Prep for open house
- Next meeting: TBD, August 2025

