

**CITY OF KENMORE**

# **STEP Advisory Committee**

## **Committee Meeting #5**

**August 20<sup>th</sup>, 2025**



# Meeting Agenda

- City Council Draft Recommendations
  - Good Neighbor Agreement Review
  - Resident – Operator Agreement Review
  - Proposed Code Edits and Definitions
- Open House Materials and Prep
- Discussion and Next Steps



# City Council Draft Recommendations

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# Good Neighbor Agreement

- Between the City, development operator, and appropriate local parties (neighborhood assoc, businesses, etc.)
- Defines the geographic area the agreement applies to
- Defines roles and responsibilities for all parties
- Identifies primary points of contact for all parties
- Describes the communication and escalation process for all concerns

**Strongly recommended but not proposed to be a requirement of development per Commerce STEP housing guidance.**

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# Good Neighbor Agreement Template

## Roles and Responsibilities *(can be modified by all parties)*

Operator	Both	Neighboring Parties
<ul style="list-style-type: none"><li>• Provide 24/7 staff and security</li><li>• Develop and enforce rules in the operator-resident agreement</li><li>• Work with the City to perform information and outreach</li><li>• Keep grounds clean and presentable</li></ul>	<ul style="list-style-type: none"><li>• Attend a 90-day check-in</li><li>• Answer questions about the development and agreement from interested parties</li><li>• Resolve concerns quickly, diplomatically, and follow procedure</li></ul>	<ul style="list-style-type: none"><li>• Contact only appropriate personnel with concerns</li><li>• Respect the rights of STEP residents</li><li>• Be provided with contact information of operator staff</li><li>• Not attempt to handle violations without contacting appropriate personnel</li></ul>



# Resident – Operator Agreement

- Behavior and activity rules for residents
  - Limits on noise, pets, guests, and garbage
  - Prohibits littering, drugs use and sales, panhandling, and other public nuisance or illegal acts
  - Does not supersede local ordinances
- Defines applicable geographic area
  - Includes the development and public frontage
- Sample provided is general and modifiable in nature
- Most STEP Housing Operators will have their own agreement that they put in place



# Proposed Code Edits and Definitions

## Definitions to Add

- “Good Neighbor Agreement”
  - “Permanent Supportive Housing”
  - “Transitional Housing”
  - “Emergency Shelter”
  - “Emergency Housing”
  - “Temporary”
  - “STEP Housing”
  - Definitions follow those used in other jurisdictions
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# Proposed Code Edits and Definitions

## Sections to be Edited

- Transitional Housing, Permanent Supportive Housing permitted in DC, UC, WC, RB, TOD overlay, DR, UR zones and Residential zones with footnote recommending good neighbor agreement.
- Emergency housing permitted in DC, UC, RB, WC, and TOD overlay with footnote requiring good neighbor agreement.
- All zones where hotels are allowed must permit emergency shelters

The City of Kenmore is currently modifying the requirements for Indoor and Outdoor Temporary Homeless Shelters and Cold-Weather Low-Barrier Shelters as a separate but related effort. Staff is coordinating on these changes to see how they should change to meet Emergency Housing requirements.

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# Potential Code Edits and Definitions

## Items for Committee Consideration:

- Project narrative with an equity analysis
- Description of a need for the project
- Description of reasonably investigated alternative sites
- Requiring buffering from adjacent uses
- Description of a proposed security plan

## Other items that were considered but ultimately not recommended:

- Siting and Spacing requirements
- Requiring good neighbor agreements



# Community Open House

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# Open House Materials and Prep

- Date: September 17<sup>th</sup>, 2025
- Committee Responsibilities:
  - Attend Event
  - Answer questions about role and process
- There will be four separate “stations” for attendees:
  - Station 1: Overview of STEP Housing and State requirements
  - Station 2: Overview of the STEP Committee’s role, responsibilities, and deliverables
  - Station 3: Actions from the project including code edits, good neighbor agreements, and recommendations to Council
  - Station 4: Opportunity to provide feedback
    - Will ask participants “What should the STEP Committee consider in their recommendation to City Council?”



# Next Steps



# Next Steps

- Project team to prepare materials for Open House
- Next meeting: TBD

