

**City of Kenmore
City Council Meeting
Regular Meeting Minutes
Monday, November 25, 2024**

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 Joe Marshall
Councilmember Debra Srebnik
Councilmember Valerie Sasson
Councilmember Jon Culver
Councilmember Nathan Loutsis

Staff: City Manager Rob Karlinsey
Deputy City Manager Stephanie Lucash
City Attorney Dawn Reitan
City Clerk Anastasiya Warhol
Deputy City Clerk Michelle Kang
Assistant to the City Manager/DEIA Coordinator Garrett Oppenheim
Community Development Director Debbie Bent
Finance & Administration Director Melinda Merrell

Speaking Guests: Alinafe Matenda, DEIA Advisory Committee Member
Matt Cowan, Fire Chief

Public Comments Speaking Guests:
Janet Hays, Kenmore Resident
Patrick O’Brien, Kenmore Resident
Nathan MacDonald, Kenmore Resident
Maria Hudson, Guest
Elizabeth Mooney, Kenmore Resident
Tracey Banaszynski, Kenmore Resident
David Dorrian, Kenmore Resident
Stacey Valenzuela, Kenmore Resident (virtual)

Special Topic Public Comments Speaking Guests:

Patrick O'Brien, Kenmore Resident
Stacey Valenzuela, Kenmore Resident (virtual)

Public Hearing A Speaking Guests:

Patrick O'Brien, Kenmore Resident
Stacey Valenzuela, Kenmore Resident (virtual)
Elizabeth Mooney, Kenmore Resident

Public Hearing B Speaking Guests:

Patrick O'Brien, Kenmore Resident
Stacey Valenzuela, Kenmore Resident (virtual)

CALL REGULAR MEETING TO ORDER

Mayor Herbig called the regular meeting to order at 7:00 PM.

LAND ACKNOWLEDGEMENT

Mayor Herbig read the Land Acknowledgement Honoring First Peoples.

FLAG SALUTE

Mayor Herbig led the Council in the Pledge of Allegiance.

AGENDA APPROVAL

The agenda was approved as presented.

PRESENTATION

The Council recognized outgoing Diversity, Equity, Inclusion, and Accessibility (DEIA) Advisory Committee Member, Alinafe Matenda, for contributions to the committee and community.

WHERE'S THE FUN?

City Manager Rob Karlinsey highlighted some Kenmore residents holding a 'Dead Freezer Potluck' this past weekend in the aftermath of the power outage and frozen food thawing in their freezers.

PUBLIC COMMENTS

The City Council received comments from the public.

Timestamped link here:

https://www.youtube.com/live/UryaX75W918?si=p7hESNha8ww88_yO&t=405

CONSENT AGENDA

- A. Approve the City Council Special Meeting Minutes from Thursday, November 7, 2024.
[City Council Special Meeting Minutes from November 7, 2024 \(added 11/18\)](#)
- B. Approve Total Check #s 55244 through 55302 totaling \$609,981.85, Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 11/01/2024 in the amount totaling \$287,942.30, and EFT Payment #s 1716 through 1729 totaling \$40,024.53.
[Voucher Certification and Approval 10/26/2024 - 11/08/2024](#)
- C. Adopt the Financial Sustainability Plan.
[Agenda Bill - Financial Sustainability Plan \(added 11/19\)](#)
[Attachment 1 - Financial Sustainability Plan \(added 11/19\)](#)
- D. Authorize the City Manager to use City funds in the amount not to exceed \$1,500 for the payment of permit fees related to the Camp United Stand (CUWS) temporary homelessness encampment application.
[Agenda Bill - Camp United We Stand Permit Fees \(added 11/19\)](#)
[Attachment 1 - CUWS Letter of Intent to Apply \(added 11/19\)](#)

MOTION: Approve the consent agenda outlined above.

Moved by O'Cain; seconded by Loutsis.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT.

BUSINESS AGENDA

Shoreline Fire Department Northshore Fire Department Proposition 1, Proposed Formation of Shoreline Fire Department Regional Fire Authority

- Presentation by Fire Chief Matt Cowan
- Questions and Discussion
- **Public Comment** - Pursuant to RCW 42.17A.555(1), members of the public are afforded an approximately equal opportunity for expression of an opposing view
[Presentation - Regional Fire Authority Ballot Measure \(added 11/22\)](#)

Fire Chief Matt Cowan presented the proposed ballot measure for the Shoreline and Northshore Fire Regional Fire Authority (RFA), which aims to combine the Shoreline and Northshore Fire Departments into a single, special-purpose district. He explained that the goal is to improve fire protection and emergency medical services, save taxpayers money, and streamline operations by sharing resources and reducing duplication. This plan builds on the success of an existing partnership between the two departments, which has already led to better service and cost savings. If voters in Kenmore, Lake Forest Park, and Shoreline approve the measure in February 2025, the RFA would secure long-term funding, ensure fair representation in decision-making, and continue to deliver high-

quality services without adding new taxes. The RFA ballot measure will be on February 11, 2025, special election ballot. The ballot will require a supermajority (60% + 1 vote).

Councilmember Srebnik transitioned from virtual to on-site attendance at 7:43 PM.

Public Comment:

The Council held a public comment period to give approximately equal opportunity for expression of an opposing view.

Timestamped link here:

<https://www.youtube.com/live/UryaX75W918?si=y8e1bs5CXzv3AnGn&t=3987>

MOTION: Bring back a resolution in support of the Regional Fire Authority (RFA) as a business item with a second opportunity for public comment, at next Monday's business agenda.

Moved by Culver; seconded by Herbig.

VOTE: Motion passes by unanimous consent.

PUBLIC HEARINGS

A. Comprehensive Plan Amendments presented by Community Development Director Debbie Bent and Principal Planner Todd Hall, *for public hearing*

- Land Capacity Analysis
- Substantive Changes to the Housing Element

[Agenda Bill – Comprehensive Plan Public Hearing \(added 11/19\)](#)

[Attachment 1 – Land Capacity Analysis Memo, from 11/1 \(added 11/19\)](#)

[Attachment 2 – Draft Housing Element, clean and edit \(added 11/19\)](#)

[Attachment 3 – Proposed Housing Element Amendments \(added 11/19\)](#)

Community Development Director Debbie Bent reviewed the progression and content of amendments.

Mayor Herbig opened the Public Hearing at approximately 8:18 PM.

The City Council received testimony from the public.

Timestamped link here:

<https://www.youtube.com/live/UryaX75W918?si=dc0ZaWhlc0e9Pj-z&t=4732>

Mayor Herbig closed the Public Hearing at approximately 8:27.

The Council discussed the Housing and Land Use Elements.

MOTION: Move to amend the proposed Housing element clause as follows:

Adopt development standards that ~~that incentivize limiting new construction to the previous building footprint,~~ encourage reduction of new impervious surfaces, and evaluate opportunities for in-kind or financial contributions for neighborhood sidewalks and/or stream protection plans.

Moved by Sasson; seconded by Mayor Herbig.

AMENDMENT: Amend to remove the word new, as follows:

~~Adopt development standards that incentivize limiting new construction to the previous building footprint,~~ encourage reduction of ~~new~~ impervious surfaces, and evaluate opportunities for in-kind or financial contributions for neighborhood sidewalks and/or stream protection plans.

Moved by O'Cain; seconded by Mayor Herbig.

AMENDMENT PASSES by unanimous consent.

MAIN MOTION AS AMENDED:

Adopt development standards that encourage reduction of impervious surfaces and evaluate opportunities for in-kind or financial contributions for neighborhood sidewalks and/or stream protection plans.

VOTE: 6 Yes – Loutsis, Srebnik, Sasson, Culver O'Cain, Herbig; 1 No - Marshall; 0 Abstain.
MOTION PASSES.

MOTION: Insert the following language “while many working class and middle class families lived and continue to live in single family housing” in line 12, after the word “too” - Housing Element Attachment 3.

Moved by Marshall; seconded Deputy Mayor O'Cain.

VOTE: 5 Yes – Loutsis, Marshall, Srebnik, Sasson, O'Cain; 1 No - Herbig; 0 Abstain.

Note: Culver was out of room during vote.

MOTION PASSES.

Director Debbie Bent will return with more elements for adoption on December 9.

B. Proposed Ordinance No. 24-0618, Final 2025-2026 Biennial Budget, presented by Finance & Administrative Director Melinda Merrell, *for public hearing*

[Agenda Bill - 2025-2026 Biennial Budget \(added 11/18\)](#)

[Attachment 1 - Proposed Ordinance No. 24-0618 \(added 11/18\)](#)

[Presentation - 2025-2026 Proposed Biennial Budget \(added 11/21\)](#)

Finance & Administration Director Melinda Merrell presented the proposed 2025-2026 Biennial Budget once again. The presentation outlined budget policy priorities, including support for Council goals, a balanced operating budget with a conservative approach, and adherence to financial sustainability measures. The budget totals \$89.7 million in revenues and \$111.0 million in expenditures across all funds. Some proposed new positions and adjustments include a Business & Community Engagement Coordinator, Budget Manager, Public Works Manager, and increases in FTEs for the Building Official, Permit Coordinator, and Engineering Inspector roles. Additionally, a new Capital Project Manager and Senior Planner (two-year limited term) are proposed under the Lakepointe Fund. The Next step is to hold a public hearing to take public comment on the budget later in the meeting. Separately, on December 9, Staff will present a salary study and proposed new salary plan.

Mayor Herbig opened the Public Hearing at approximately 9:06 PM.

The City Council received testimony from the public.

Timestamped link here:

https://www.youtube.com/live/UryaX75W918?si=eErHLqA_nKHkl-dd&t=7557.

Mayor Herbig closed the Public Hearing at approximately 9:11 PM.

BUSINESS AGENDA (continued)

B. Proposed Ordinance No. 24-0618, Final 2025-2026 Biennial Budget, presented by Finance & Administrative Director Melinda Merrell, *for adoption*

[Agenda Bill - 2025-2026 Biennial Budget \(added 11/18\)](#)

[Attachment 1 - Proposed Ordinance No. 24-0618 \(added 11/18\)](#)

[Presentation - 2025-2026 Proposed Biennial Budget \(added 11/21\)](#)

In response to Council questions, Ms. Merrell explained that the City cut more than \$350,000 in costs prior to making other recommendations. In addition, Mr. Karlinsey gave a brief oral update on Lakepointe spending to date. Before buying Lakepointe, the City will mandatorily invest in critical due diligence and testing.

MOTION: Adopt Ordinance No. 024-0618, thereby approving a biennial budget for years 2025 and 2026.

Moved by Srebnik; seconded by Herbig

VOTE: 6 Yes – Loutsis, Marshall, Srebnik, Sasson, O’Cain, Herbig; 1 No - Culver; 0 Abstain.

MOTION PASSES.

STAFF REPORTS

COUNCILMEMBER REPORTS & COMMENTS

Three Facilitators of Deeply Affordable Housing (*added 11/18*)

Council discussed if the following facilitators can be adopted by the Council and communicated to legislators:

1. Hold local government account for results - not process.
2. Establish realistic housing result benchmarks, especially for 0-30% AMI.
3. Develop a funding pool to support a variety of deeply affordable and supportive housing forms.

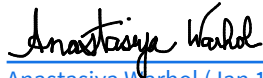
After discussion, the Council agreed that item 3, "Develop a funding pool for deeply affordable and supportive housing," is suitable for legislative communication.

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 10:04 PM.



Nigel Herbig, Mayor



Anastasiya Warhol (Jan 15, 2025 13:39 PST)

Anastasiya Warhol, City Clerk

City Council Regular Meeting Minutes from Monday, November 25, 2024

Final Audit Report

2025-01-27

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