

**City of Kenmore
City Council Meeting
Special Meeting Minutes
Monday, May 5, 2025**

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: Interim City Manager Stephanie Lucash
Interim Deputy City Manager Tambi Cork
City Attorney Dawn Reitan
City Clerk Anastasiya Warhol
Deputy City Clerk Michelle Kang
City Clerk Anastasiya Warhol
Environmental Services Director Richard Sawyer
Climate Action Plan Program Manager Nina Rasmussen
Assistant City Manager/Community Development Director Debbie Bent
Principal Planner Todd Hall

Speaking Guests: Kim Frappier, Facet Consultant
Deb Powers, Facet Consultant
Nick Chen, Kimley-Horn
Clay White, Kimley-Horn
Mike Stanger, Senior Planner, ARCH

Public Comment Speakers:
Caitlin Sullivan, Kenmore Resident

CALL SPECIAL MEETING TO ORDER

Mayor Herbig called the regular meeting to order at 6:00 PM.

LAND ACKNOWLEDGEMENT

Mayor Herbig read the Land Acknowledgement Honoring First Peoples.

FLAG SALUTE

Mayor Herbig led the Council in the Pledge of Allegiance.

WHERE'S THE FUN

Interim City Manager Stephanie Lucash highlighted the recent Internal Day of Service, where the employees volunteered to beautify the City Hall and surrounding area.

PUBLIC COMMENT

The Council took comments from the public. Link provided here:

<https://www.youtube.com/live/i0VEbl6zoFE?si=Y5MrNfrcrv2BcQlx&t=324>

STUDY SESSION AGENDA

- A. Draft Urban Forest Management Plan, presented by Environmental Services Director Richard Sawyer, Climate Action Plan Program Manager Nina Rasmussen, and Facet Consultants Kim Frappier and Deb Powers
[Agenda Bill - Urban Forest Management Plan](#)
[Attachment 1 - Draft Urban Forest Management Plan](#)
[Presentation - Urban Forest Management Plan - May 5, 2025, Study Session \(added 5/2\)](#)

Environmental Services Director Richard Sawyer and Climate Action Program Manager Nina Rasmussen, alongside consultants Kim Frappier and Deb Powers from Facet, presented the draft Urban Forest Management Plan (UFMP) which aims to guide the long-term stewardship of Kenmore's urban forests, emphasizing benefits such as stormwater mitigation, improved air quality, and climate resilience. The plan does not provide specific code changes. The UFMP aligns with the Climate Action Plan and Comprehensive Plan policies, focusing on increasing tree canopy in heat-vulnerable areas and supporting biodiversity. The UFMP main goals are as follows:

1. Maintain and enhance citywide tree canopy cover.
2. Strive for clear and effective City codes, standards, and policies to support long-term urban forest health and maximum benefits.
3. Use data and best management practices to inform public tree management decisions and work plan development.

4. Continue to foster collaborations with a diverse community of stakeholders and organizations involved in urban forest and environmental stewardship

Councilmembers had a range of questions and suggestions to help strengthen the Urban Forest Plan. There was interest in seeing how Kenmore compares to cities like Issaquah and Edmonds in terms of tree canopy, with a suggestion to add them to the graphs. Some members pushed for stronger rules around limiting parking lots and other impervious surfaces. Others wanted clearer data on things like canopy trends, how much growth is possible, and how CIP-related tree planting fits into future budgets. A few questions came up about how tree canopy is measured—like how blackberries are distinguished from actual trees—and whether drone surveys are done in-house. Overall, the feedback points to some small edits and additions that could make the plan clearer and more complete. Specifically, the Council agreed that they would like to target the goal of 50% canopy cover over 20 years (reaching goal at 2045). In addition, they requested to see 5-year check-ins on progress.

- B. Climate Action Plan Workplan Progress Update, presented by Environmental Services Director Richard Sawyer and Climate Action Plan Program Manager Nina Rasmussen

[Agenda Bill - Climate Action Plan Workplan](#)

[Attachment 1 - Climate Action Plan Implementation Summary](#)

Richard Sawyer and Nina Rasmussen provided an updated document on the implementation of Kenmore's 2022 Climate Action Plan, which targets a 50% reduction in greenhouse gas emissions by 2030 and net-zero emissions by 2050. Councilmembers suggested adding progress on projects such as the aquatic weed management and LED lights into the document. In addition, more newsletter communications on environmental stewardship were encouraged.

- C. Draft Middle Housing, Accessory Dwelling Unit (ADU), and Affordable Housing (Inclusionary Zoning) Code Amendments, presented by Assistant City Manager/Community Development Director Debbie Bent, Principal Planner Todd Hall, Kimley-Horn Consultants Nick Chen and Clay White, and A Regional Coalition for Housing (ARCH) Senior Planner Mike Stanger

[Agenda Bill - Draft Code Amendments](#)

[Attachment 1 - Staff Memo - Responses to City Council Questions](#)

[Attachment 2 - Summary of Proposed Middle Housing and ADU Code Amendments \(KMC Update Reference Table\)](#)

[Attachment 3 - Draft Middle Housing & ADU Amendments](#)

[Attachment 4 - Summary of Proposed Inclusionary Affordable Housing Code Amendments](#)

[Attachment 5 - Draft Affordable Housing \(Inclusionary Zoning\) Amendments](#)

[Attachment 6 - Middle Housing Development Scenario Graphics
Presentation - ARCH \(added 5/5\)
Presentation - Middle Housing and Accessory Dwelling Units Code
Amendments \(added 5/5\)](#)

Assistant City Manager and Community Development Director Debbie Bent, Principal Planner Todd Hall, and representatives from Kimley-Horn and ARCH presented proposed zoning code amendments in response to state legislation (HB 1110 and HB 1337). These amendments mandate the inclusion of middle housing and two accessory dwelling units (ADUs) on residential lots. The presentation covered planning timelines, community engagement efforts, and recommended code changes, including density standards, affordability requirements, unit definitions, and incentive-based development standards. The amendments aim to support housing diversity, promote affordability, and meet the state's June 30, 2025, compliance deadline.

ARCH presented recommendations for Kenmore's middle housing inclusionary zoning policy, which would apply in R-4 and R-6 zones and require 10% of units to be affordable—80% AMI for ownership and 60% AMI for rentals. Projects with 1–3 units would be exempt, while 4–9 unit projects could pay a fee in lieu. Financial modeling showed that some housing types, like cottage housing, are feasible under the policy, while others, like stacked flats, may not be. Exemptions for small units and comparisons to Sammamish and Redmond were also included.

The Council agreed to continue to discuss middle housing, and inclusionary zoning at the next meeting.

COUNCILMEMBER REPORTS & COMMENTS

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 9:36 PM.


Nigel Herbig (Jun 6, 2025 10:01 PDT)

Nigel Herbig, Mayor


Anastasiya Warhol (Jun 2, 2025 10:08 PDT)

Anastasiya Warhol, City Clerk

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Final Audit Report

2025-06-06

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