

**City of Kenmore
City Council Meeting
Special Meeting Minutes
July 18, 2022**

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 Corina Pfeil
Councilmember Angela Kugler
Councilmember Debra Srebnik
Councilmember David Baker - Remote
Councilmember Joe Marshall - Excused

Staff:

City Manager Rob Karlinsey
Assistant City Manager/ARPA Administrator Stephanie Lucash
City Clerk Anastasiya Warhol
Co-Clerk Tela Gardner
City Attorney Dawn Reitan
Community Development Director Debbie Bent
Principal Planner Lauri Anderson
Interim Development Services Director Samantha Loyuk
Human Resources Manager Leonora Palaña
Policy Intern Garrett Oppenheim
City Engineer John Vicente
Chanin Kelly-Rae – City Consultant (DEI)
Kinnon Williams – Counsel

Speaking Guests:

Carlos Gil – DEI Task Force Member
Nancy Thai – DEI Task Force Member
Lily Bishop – DEI Task Force Member
Julianna Pooley – DEI Task Force Member
Juanita Aguilar – DEI Task Force Member
John Peeples, Kenmore Resident
Dakota Rash, Lake Forest Park Resident
Victoria Grayland, Kenmore Resident
David Dorian, Kenmore Resident
Phyllis Finley, Kenmore Resident
Stacey Valenzuela, Kenmore Resident
Nancy Hansen, Kenmore Resident
Tiff Stoner, Kenmore Resident

CALL SPECIAL MEETING TO ORDER

Mayor Herbig called the Special Meeting to order at 6:30 pm.

FLAG SALUTE

Mayor Herbig led the Council in the flag salute.

AGENDA APPROVAL

The agenda was approved as presented.

STUDY SESSION

- A. **Diversity, Equity, and Inclusion (DEI) Task Force Final Recommendations Report, presented by Consultant Chanin Kelly-Rae, Human Resources Manager Leonora Palaña, and DEI Task Force Members, for Discussion**
[Agenda Bill - DEI July 18 Council Meeting](#)
[Organizational Assessment City of Kenmore 2021-2022 Final](#)
[City of Kenmore Community DEI Survey Report 2022](#)
[City of Kenmore Phase 2 Executive Interview Insights 2021-22 Final](#)
[City of Kenmore Staff DEI Workplace Culture Survey Report 2022 Final](#)
[Kenmore Community Open-Ended](#)
[City of Kenmore Diversity Equity Inclusion and Accessibility Policy 2022](#)
[City of Kenmore Diversity Equity Inclusion Task Force Final Recommendations 2022](#)
[City of Kenmore Community DEI Dashboard \(3\) \(You Need Microsoft Power BI Desktop to fully use this file\)](#)
[City of Kenmore Community DEI Dashboard Visual - PDF Version](#)
[City of Kenmore Community Profile 2021](#)

Human Resources Manager Leonora introduced members of the Diversity, Equity, and Inclusion Task Force. She highlighted their work and explained the need for an Equity Plan. Specifically, she requested that the City Council allocate \$60,000 for the City's DEI Consultant to continue the work by creating said plan. Chanin Kelly-Rae displayed and discussed both the Diversity, Equity, Inclusion, and Accessibility Policy as well as the DEI task Force Final Recommendations. The City Council asked whether the next phase of the work can be done internally. The Staff explained that it would be a challenge to attempt to tackle the next season of work with internal capacity, and the result might not be as robust. In addition, Councilmembers expressed concern over allocating the funds in light of the current budget. The Council also expressed support for the work and wanted to continue to evaluate future funding requests by looking at more data analysis. City Manager Rob Karlinsey noted that the Diversity, Equity, and Inclusion Task Force has officially sunset. The Task Force will now move to a less formal advisory committee to continue its involvement in this work.

MOTION: Councilmember Srebnik moved to approve the budget as indicated (Fund a 3- year Equity Plan, which would help the City of Kenmore Deliver actionable strategy with performance measures, in an amount not to exceed \$60,000). Councilmember Kugler seconded the motion.

VOTE: 6 Yes, 0 No, 0 Abstain. **MOTION CARRIED.**

PUBLIC COMMENTS

The Council took comments from the public.

Timestamped link included here: https://youtu.be/dEQ7qJ_xyas?t=3770

CONSENT AGENDA

- A. Approve Minutes:
[City Council June 27, 2022, Special & Regular Meeting Minutes](#)
[City Council July 11, 2022, Special & Regular Meeting Minutes](#)
- B. Approve Total Check #s 49879 through 49970 totaling \$3,619,223.11 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 6/17/22 in the amount totaling \$207,569.25 and an ACH Payment to Road Construction NW in the amount of \$235,163.33, and an ACH Payment to Thomco Construction in the amount of \$183,863.43, and an ACH Payment to WA Federal Bank in the amount of \$13,760.21
[Voucher Approval Report dated 6/24/22](#)
- C. Approve Total Check #s 49771 through 50041 totaling \$602,535.59 and Total Payroll/Taxes/Flexible Spending/Retirement & Health Savings Account Electronic Deposits Dated 7/1/22 in the amount totaling \$189,017.24 and an ACH Payment to KBA INC in the amount of \$15,079.97, and ACH Payments to US Bank Purchase Cards in the amount of \$12,215.96, and Payroll Check #s 10179 & 10180 in the amount of \$695.95.
[Voucher Approval Report Dated 7/08/22](#)
- D. Adopt Resolution No. 22-389 to Reduce the Speed Limit on NE 175th St Between 61st Ave NE and 73rd Ave NE from 30 to 25 MPH.
[Agenda Bill - Reducing Speed Limits via Resolution No. 22-389](#)
[Resolution No. 389 - Establishing New Reduced Speed Limit](#)

MOTION: Councilmember Pfeil moved to approve the consent agenda including items A-D outlined above. Deputy Mayor O’Cain seconded the motion.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT.

BUSINESS AGENDA

- A. **61st Avenue Northeast Sidewalk Replacement Options, presented by City Engineer John Vicente, for Discussion and Action**
[Agenda Bill - Sidewalk Replacement Options 61st Ave NE Sidewalk Repair](#)
[Sidewalk Replacement Options Exhibit A - 61st Ave Sidewalk Repair](#)
[Presentation - 61st Ave Sidewalk Replacement Presentation](#)

City Engineer John Vicente explained that staff seek direction on handling trees in a few locations related to the 61st Ave NE Sidewalk Replacement Project. Mr. Vicente presented the following three options:

- Option 1 – Remove trees: This option would involve removing the trees along the corridor between NE 190th St and the north city limits where such trees are responsible for the damage to the adjacent sidewalk. Trees that are removed will be replaced at the same location, if possible, along with installation of trees elsewhere within the corridor where space allows to reduce the overall loss of trees on the corridor. Tree replacement

would consist of trees that are more appropriate for the space available with measures taken to protect the new sidewalk from future tree growth.

- Option 2 – Preserve trees: This option would involve preserving trees by bridging over the tree roots. This option would not prevent some trees from having to be removed. In some locations, tree removal is the only possible option to maintain accessibility, provide access to private properties, and stay within available right of way space.
- Option 3 - Relocate sidewalk: This option would relocate sidewalk, where possible, to the backside of the curb. New curbing would be installed where needed to help provide the necessary space for the sidewalk. In some locations, trees will need to be removed due to limited available right of way space.

The Council requested that Mr. Vicente further investigate Option 3 and report back to the Council. The Council expressed interest in retaining as many trees as possible. In addition, the Council suggested that neighbors on 61st and the surrounding vicinity be provided a public forum to give comment on the issue.

- B. Comprehensive Plan and Development Regulation Amendments - Continued, presented by Community Development Director Debbie Bent, and Principal Planner Lauri Anderson, for Discussion and Direction**
[Agenda Bill - Comprehensive Plan Amendments Discussion - Continued](#)
[Attachment 1 - Responses to Questions and Comments](#)
[Attachment 2 - Revised Vision Statement](#)
[Attachment 3 - Revised Land Use Element \(002\)](#)
[Attachment 4 - Revised Housing Element](#)
[Attachment 5 - Revised Capital Facilities Element \(1\)](#)
[Attachment 6 - Revised Zoning Map](#)
[Attachment 7a - Missing Middle Housing Code Amendments](#)
[Attachment 7b - Figure 18.21.025.1](#)
[Attachment 8 - Kenmore Middle-housing-Grant Application](#)

Principal Planner Lauri Anderson provided an overview of the proposed changes to the Comprehensive Plan Amendments. The Council offered additional recommendations to some of the following items (discussion linked here: https://youtu.be/dEQ7qJ_xyas?t=7325).

1. The Vision Statement;
2. Kenmore as a High Capacity Transit Community and a Candidate Countywide Growth Center with related regional responsibilities;
3. Higher residential densities and affordable housing requirements in the area of the TOD and Downtown;
4. A minimum floor area ratio (FAR) to promote multi-story development Downtown;
5. Support for inclusionary affordable housing requirements when development densities are increased;
6. Small-scale, neighborhood commercial uses within walking or bicycling distance of homes;
7. Support for the large number of home-based businesses in Kenmore and recognition of their importance as a way to keep jobs closer to home;

8. Opportunities for small-scale pedestrian-oriented commercial development near trails to serve passers-by;
9. Support for people of color, indigenous and immigrant populations, and other individuals or groups who have historically been underrepresented in community goal-setting and implementation;
10. Comprehensive Plan Land Use Map and Zoning Map amendments, including the rezone for the new Public Works facility site; and
11. Removal of the Tolt Trail between 73rd and 80th Avenues NE from the list of possible parks projects

Lauri Anderson explained that the Council will continue discussions on July 25, 2022.

- C. **Adopt Ordinance No. 22-0552 Providing for the Acquisition of Property Located at 7010 NE 181st Street, Kenmore, WA (Parcel No 011410-0590-07) for Affordable Housing**
[Agenda Bill - Holt Property Acquisition](#)
[Attachment 1. Ordinance no. 22-0552](#)
[Attachment 2. Property Survey](#)

Kinnon Williams, Counsel representing the City, explained that this acquisition relates to a property which has been vacant for a long time. The property owners have agreed to the condemnation of the property which gives certain tax advantages. The due diligence on the property is complete and the City is ready to proceed should the Council give direction.

MOTION: Councilmember Pfeil moved to Adopt Ordinance No. 22-0554 (Scrivener's error; the correct Ordinance No. is 22-0552) providing for the acquisition of property located at 7010 NE 181st Street, Kenmore, WA (parcel no. 011410-059007) for affordable housing. Councilmember Kugler seconded the motion.
VOTE: 4 Yes, 2 No, 0 Abstain. **MOTION CARRIED.**

- D. **Tree Regulations in Kenmore and Proposed Amendments - Continued, presented by Interim Development Services Director Samantha Loyuk, and Policy Intern Garrett Oppenheim, for Discussion and Direction**
[Agenda Bill - 2022 Tree Regulation Amendments \(List 2\)](#)
[Attachment 1- PowerPoint Presentation](#)
[Attachment 3 - Native Replacements and Tree Fund Memo](#)
[Attachment 2 - Draft Exceptional Tree Ordinance](#)

Interim Development Services Director Samantha Loyuk and Policy Intern Garrett Oppenheim proposed the following recommendations relating to tree management in Kenmore:

1. Maintain a balance of trees to housing units by keeping the required tree units to 30 per net buildable acre.
2. Decrease the allowance for single-family tree removal to one per year, regardless of lot size.
3. Always require replacement when trees are removed. Establish a fee-in-lieu of replacement when site constraints make full replacement infeasible.
4. When replacing trees that have been removed, require native trees.

5. Establish an exceptional tree program whereby removal of exceptional trees is prohibited except under very limited and exigent circumstances. Exceptional trees shall be a list of trees native to the Puget Sound lowlands, with diameters at breast height specified for each tree. All other trees not identified on the list (except for Leyland Cypress, English Holly, Black Cottonwood, and Alder) shall be deemed significant when their DBH reaches or exceeds 48 inches

The Council discussed raising the tree unit requirement, showed support for requiring native tree replacement, and expressed continued interest in the exceptional tree program. Staff agreed to return to the City with an update and a possible ordinance reflecting the recommendations.

E. **Development Services Department Update, presented by Interim Development Services Director Samantha Loyuk, *for Information***
[Agenda Bill- Development Services Department Update](#)
[Presentation - Development Services Department Update](#)

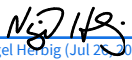
Ms. Loyuk provided a department update. She highlighted the rise in projects, public records requests, building permits, and code enforcement cases. The Council expressed gratitude for the professionalism and efficiency in the department.

COUNCIL COMMENTS

The City Council agreed to discuss code enforcement and abatement relating to escalated hoarding at a future meeting. City Manager Karlinsey agreed to discuss internally on when this item can be revisited.

ADJOURNMENT

Mayor Herbig adjourned the meeting at 10:37 p.m.


Nigel Herbig (Jul 26, 2022 17:35 PDT)

Nigel Herbig, Mayor

ATTEST:


Anastasiya Warhol (Jul 26, 2022 17:29 PDT)

Anastasiya Warhol, City Clerk

July 18, 2022 Special Meeting Minutes

Final Audit Report

2022-07-27

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