

**City of Kenmore
City Council Meeting
Special Meeting Minutes
Monday, November 7, 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 David Baker
Councilmember Joe Marshall
Councilmember Angel Kugler
Councilmember Debra Srebnik
Councilmember Corina Pfeil

Staff: City Manager Rob Karlinsey
Assistant City Manager Stephanie Lucash
City Attorney Dawn Reitan
Deputy City Clerk Michelle Kang
Co-Clerk Tela Gardner
Environmental Services Manager Richard Sawyer
Community Development Director Debbie Bent
Principal Planner Lauri Anderson
Development Services Director Samantha Loyuk
Finance & Administration Director Leticia Salcido

Speaking Guests: United States Coast Guard Lieutenant Kevin Lowery
Hopelink Food Programs Director Amanda Lopez-Castanon
Hopelink Housing and Case Management Director Malory Gustave-Trask
Mary’s Place Northshore Shelter Site Director Yasmin Mishra
Mary’s Place Executive Director Marty Hartman

Public Comments Speaking Guests:
Nathan MacDonald, Kenmore Resident
John King, Kenmore Resident
Elizabeth Mooney, Kenmore Resident
David Morton, Redmond Resident
Victoria Grayland, Kenmore Resident
Phyllis Finley, Kenmore Resident
Stacey Valenzuela, Kenmore Resident

Janet Hays, Kenmore Resident
Nicholas Bykov, Kenmore Resident

Public Hearing A Speaking Guests:

Stacey Valenzuela, Kenmore Resident
Eric Adman, Kenmore Resident / Northshore Fire District Commissioner

Public Hearing B Speaking Guests:

Elizabeth Mooney, Kenmore Resident
Stacey Valenzuela, Kenmore Resident
Janet Hays, Kenmore Resident

Public Hearing C Speaking Guests:

Stacey Valenzuela, Kenmore Resident
Phyllis Finley, Kenmore Resident
Corey Holder, Kenmore Resident
Janet Hays, Kenmore Resident

CALL SPECIAL MEETING TO ORDER

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

FLAG SALUTE

Mayor Herbig led the Council in the flag salute.

AGENDA APPROVAL

The agenda was approved as published.

STUDY SESSION AGENDA

Climate Action Plan and Housing & Human Services Implementation and Funding Options presented by City Manager Rob Karlinsey, Assistant City Manager Stephanie Lucash, and Environmental Services Manager Richard Sawyer, *for Discussion and Direction*

[Climate Action Plan and Housing & Human Services Implementation and Funding Options](#)

Environmental Services Manager Richard Sawyer presented an update on funding options for the Climate Action Plan and Housing & Human Services Implementation, based off Council's feedback from the original presentation a few weeks prior.

The new recommended approach is to take a "Steps" approach to ramp up the resources necessary to achieve the greenhouse gas reduction goal of 50% by 2030. This new approach follows the K4C Climate Action Toolkit.

Step 1 (2023)

- Climate Action

- Hire a CAP program manager
- Work on high priority actions
- Apply for grants
- Research resource & funding options
- Engage the community
- Housing and Human Services
 - Hire HHS program manager
 - Work on existing HHS programs
 - Conduct needs assessment
 - Research resource & funding options
 - Engage the community

Step 2 will take place in 2023-2024. Step 3 will take place in 2024-2025.

Step 1 proposed costs will total \$600,000 for 2023 and \$636,000 for 2024. The proposed sources of funding include the vehicle license fee increase from \$20 to \$40 and the solid waste utility tax of 10%. These sources would not be implemented until after the start of the biennium. There are other councilmanic funding options and voter-approved funding options to consider as well, found on page 21 of the report.

Councilmembers provided comments and questions. Staff responded.

- Councilmembers disagree about increase of the vehicle license fee. There is a concern for the senior community and those on fixed income. Lower income residents are more likely to need their cars for employment. We don't want a disproportionate impact from this vehicle licensing fees. Rebates for low-income residents would be possible, it would just require more staffing. Vehicle license fees have been politicized. Cars are part of the problem that are trying to be changed through climate action. A suggestion was made for Kenmore to consider a B&O tax rather than vehicle license fee.
- What is the estimated cost of a levy lid lift per household for a property around \$800,000? Around \$25/month per household for a \$1.5 million lid lift per year
- Would a garbage tax only apply to residential and not business? A garbage tax would apply to both residential and business
- What would happen to the existing workload of human services if we didn't hire the manager? Current staff do not have the capacity to participate in grant writing opportunities

Recommended revenue sources:

- Garbage utility tax, a lower amount than what is in the report
- Increasing gas tax from 4% to 6%
- Vehicle licensing fees

BREAK

The Council was in recess until 7:00 PM.

RESUME SPECIAL MEETING

Mayor Herbig resumed the special meeting at 7:00 PM.

PROCLAMATIONS

- A. Honoring Veterans to be accepted by Lieutenant Kevin Lowery, United States Coast Guard
[Veterans Day Proclamation 2022](#)

Mayor Herbig read the Veterans Day Proclamation, honoring veterans. Lieutenant Kevin Lowery of the United States Coast Guard provided remarks and accepted the proclamation. Lieutenant Lowery and the Council posed for a photo.

- B. Hunger and Homelessness Awareness Week to be accepted by Hopelink Food Programs Director Amanda Lopez-Castanon, Hopelink Housing and Case Management Director Malory Gustave-Trask, Mary's Place Northshore Shelter Site Director Yasmin Mishra, and Mary's Place Executive Director Marty Hartman
[Hunger and Homelessness Awareness Week Proclamation 2022](#)

Mayor Herbig read the Hunger and Homelessness Awareness Week Proclamation. The special guests from Hopelink and Mary's Place provided remarks and accepted the proclamation. The guests and Council posed for a photo.

PUBLIC COMMENTS

The Council took comments from the public.

Timestamped link included here: <https://youtu.be/eIjxMj3uZus?t=4375>

CONSENT AGENDA

- A. Approve the City Council Regular Meeting Minutes from October 17, 2022
[City Council Regular Council Meeting Minutes from October 17, 2022](#)
- B. Authorize the City Manager to Execute the Interlocal Agreement to share cost of security services for Community Court at Shoreline City Hall between the Cities of Kenmore and Shoreline
[Agenda Bill - Community Court Partnership with Shoreline and KC District Court](#)
[Attachment 1 - Proposed Interlocal Agreement with the City of Shoreline](#)
- C. Authorize the City Manager to extend Contract No. 22-2861, Consultant Services Agreement with Gordon Thomas Honeywell (GTH) through December 31, 2023
[Agenda Bill - Gordon Thomas Honeywell Contract](#)
[Attachment 1 - Gordon Thomas Honeywell Contract 2023](#)
- D. Authorize the City Manager to use City funds in an amount not to exceed \$1,000.00 for the payment of permit fees related to the Camp United We Stand temporary homelessness encampment application
[Agenda Bill - Camp United We Stand Permit Fees](#)
[Exhibit A - Letter of Intent](#)

[Exhibit B - Fee Estimate](#)

MOTION: Councilmember Srebnik moved to approve the consent agenda including items A-D outlined above. Councilmember Pfeil seconded the motion.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT

BUSINESS AGENDA

Ordinance 22-0558 Amendments to the Comprehensive Plan Vision Statement, Land Use Element, Housing Element, Capital Facilities Elements, and new Appendix A and Ordinance 22-0566 Amendments to the Official Kenmore Zoning Map, presented by Community Development Director Debbie Bent and Principal Planner Lauri Anderson, *for Adoption*

[Agenda Bill - 2022 GMA Docket Amendments](#)

[Attachment 1 - Summary of Changes requested by the City Council](#)

[Attachment 2 - Proposed Ordinance 22-0558](#)

[Exhibit A - Final Vision Statement](#)

[Exhibit B - Final Land Use Element](#)

[Exhibit C - Final Housing Element](#)

[Exhibit D - Final Capital Facilities Element](#)

[Exhibit E - Appendix A](#)

[Attachment 3 - Proposed Ordinance 22-0566](#)

[Exhibit A - Final Zoning Map](#)

Community Development Director Debbie Bent and Principal Planner Lauri Anderson answered final questions from Councilmembers. The proposed ordinances do not include an implementation of zoning changes to permit any missing middle housing. The changes in the proposed ordinances allow for further discussion in 2023, at the direction of Council during previous meetings.

MOTION: Councilmember Pfeil moved to adopt Ordinance 22-0558 Amendments to the Comprehensive Plan Vision Statement, Land Use Element, Housing Element, Capital Facilities Elements, and new Appendix A, and add “raise children” to goal one, and Ordinance 22-0566 Amendments to the Official Kenmore Zoning Map. Mayor Herbig seconded the motion.

VOTE: 5 Yes; 2 No; 0 Abstain. **MOTION PASSES**

PUBLIC HEARINGS

A. Allow Indoor Storage as a temporary use for a one-year period at real property located at 15036 70th Ave NE, Kenmore, Washington, which is owned by the Northshore Fire District and zoned Public/Semi-Public, subject to conditions presented by Development Services Director Samantha Loyuk, *for Public Hearing*

[Agenda Bill - Temporary Use 15036 70th Avenue NE](#)

[Exhibit A - 2022 Renewal Request Letter](#)

[Exhibit B - 2015 Approval Letter with Attachments](#)

[Exhibit C - Vicinity Map](#)

Development Services Director Samantha Loyuk presented to Council the proposed one-year renewal to allow indoor storage as a temporary use at the old fire station. This renewal would extend the temporary use to January 1, 2024. Shoreline Fire has just taken over Northshore Fire.

Councilmembers provided comments. Some are reluctant to allow a temporary use for another year because the fire station has not been used for over 20 years. A future plan would need to be demonstrated with a clearly defined use before agreeing to extend one more year.

Mayor Herbig opened the Public Hearing at approximately 8:21 PM.
The public provided testimony: <https://youtu.be/eIjxMj3uZus?t=8493>.
Mayor Herbig closed the Public Hearing at approximately 8:25 PM.

- B. Allow "Construction and Trade" as a temporary use for Interim Public Works Shop for a one-year period at real property located at 6532 NE Bothell Way, Kenmore, Washington, which is owned by City of Kenmore and zoned Downtown commercial, subject to conditions, presented by Development Services Director Samantha Loyuk, *for Public Hearing*

[Agenda Bill - Temporary Use for Interim Public Works Shop](#)

[Exhibit A - Renewal Narrative TMP18-0723](#)

[Exhibit B - Renewal Application TMP18-0723](#)

[Exhibit C - Site Location Map](#)

[Exhibit D - Landscaping](#)

Development Services Director Samantha Loyuk presented to Council the proposed one-year renewal to allow "construction and trade" as a temporary use for interim public works shop real property located at 6532 NE Bothell Way. There is a possibility that the temporary use would be less than one year since Plymouth Housing is set to break ground sometime in 2023. At that point, temporary use would have to move somewhere else.

Councilmembers provided questions and comments.

- Could approving this one-year temporary use delay breaking ground for affordable housing development? No
- Is there another site to put Public Works? A possible site would be putting Public Works in a temporary space in the area we purchased for the new Public Works facility that would not be constructed on.

Mayor Herbig opened the Public Hearing at approximately 8:29 PM.
The public provided testimony: <https://youtu.be/eIjxMj3uZus?t=8956>
Mayor Herbig closed the Public Hearing at approximately 8:39 PM.

- C. 2023-2024 Proposed Preliminary Biennial Budget presented by Finance & Administration Director Leticia Salcido, *for Public Hearing*

[Agenda Bill - 2023-2024 Proposed Preliminary Biennial Budget Public Hearing \(including Exhibit 2\)](#)

[Exhibit 1 - City Manager's Budget Message](#)

Presentation - 2023-2024 Preliminary Biennial Budget Public Hearing November 7, 2022

Finance & Administration Director Leticia Salcido presented prior to the public hearing. Some highlights include:

- The two components to city operations: Operating Revenues and Expenditures, and Major Capital Expenditures and Resources
- General Fund Revenues for 2023-2024 – three major categories
 - o Property tax – 37% = \$11,403,392 projected for the biennium
 - o Sales tax – 24% = \$7,543,271 projected for the biennium
 - o Utility and other tax – 16% = \$2,956,579 projected for the biennium
- Expenditures for 2023-2024 – significant cost drivers include:
 - o Salaries and benefits = \$14,196,000
 - o Police contract = \$8,555,000
 - o Insurance (WCIA) = \$1,059,000
 - o Jail/Court services/ Prosecuting attorney/Public defender = \$1,030,000
 - o Utilities = \$962,000
 - o Legal Services = \$700,000
 - o Human Services Contributions and ARCH = \$592,000
- 2023-2024 Capital Project Costs / Resources, balance to \$27,144,424
- Total proposed expenditure budget for 2023-2024 = \$87,284,869

Councilmembers provided questions and comments.

- Can hiring a fleet manager wait until 2024 until we have a larger fleet and site? The new FTE is to assist with the existing workload. The existing workload has grown over the years and our Public Works Operations Manager needs the additional position to keep up with the continually increasing workload.

Mayor Herbig opened the Public Hearing at approximately 9:04 PM.
The public provided testimony: <https://youtu.be/eIjxMj3uZus?t=11041>
Mayor Herbig closed the Public Hearing at approximately 9:16 PM.

BUSINESS AGENDA – CONTINUED

- A. Allow Indoor Storage as a temporary use for a one-year period at real property located at 15036 70th Ave NE, Kenmore, Washington, which is owned by the Northshore Fire District and zoned Public/Semi-Public, subject to conditions presented by Development Services Director Samantha Loyuk, *for Approval*
[Agenda Bill - Temporary Use 15036 70th Avenue NE](#)
[Exhibit A - 2022 Renewal Request Letter](#)
[Exhibit B - 2015 Approval Letter with Attachments](#)
[Exhibit C - Vicinity Map](#)

MOTION: Councilmember Baker moved to allow Indoor Storage as a temporary use for a one-year period at real property located at 15036 70th Ave NE, Kenmore, Washington, which is owned by the Northshore Fire District and zoned Public/Semi-Public, subject to conditions. Councilmember Srebnik seconded the motion.

VOTE: 6 Yes; 1 No; 0 Abstain. MOTION PASSES

- B. Allow "Construction and Trade" as a temporary use for Interim Public Works Shop for a one-year period at real property located at 6532 NE Bothell Way, Kenmore, Washington, which is owned by City of Kenmore and zoned Downtown commercial, subject to conditions, presented by Development Services Director Samantha Loyuk, *for Approval*
[Agenda Bill - Temporary Use for Interim Public Works Shop](#)
[Exhibit A - Renewal Narrative TMP18-0723](#)
[Exhibit B - Renewal Application TMP18-0723](#)
[Exhibit C - Site Location Map](#)
[Exhibit D - Landscaping](#)

MOTION: Councilmember Baker moved to allow "Construction and Trade" as a temporary use for Interim Public Works Shop for a one-year period at real property located at 6532 NE Bothell Way, Kenmore, Washington, which is owned by City of Kenmore and zoned Downtown commercial, subject to conditions. Councilmember Kugler seconded the motion.

VOTE: 7 Yes; 0 No; 0 Abstain. MOTION PASSES UNANIMOUSLY

- C. Review Amendments to the 2021-2022 Biennial Budget presented by Finance & Administration Director Leticia Salcido, *for Discussion*
[Agenda Bill - Amendments to the 2021-2022 Biennial Budget \(with Exhibit\)](#)
[Presentation - 2021-2022 Budget Amendments](#)

Finance & Administration Director Leticia Salcido presented the 2021-2022 biennial budget amendments to Council. Prior to closing the budget period, the city has to ensure that the expenditures do not exceed the legally adopted budget. The budget needs to be updated for adjustments previously approved by Council actions and/or direction since the mid-biennial review and adjustment in 2021. There were also unanticipated increases in certain expenditures as well as better than expected revenues. The recommended adjustments are:

- General Fund Revenue: \$1,250,000
- General Fund Expenditure: \$3,720,000
- Strategic Opportunities Fund Expenditure: \$1,710,000
- Street Fund Expenditure: \$1.4 million + \$55,000
- Public Art Fund Expenditure: \$75,000
- ARPA Expenditure: \$300,000
- 2016 & 2021 UTGO Debt Service Fund Revenue: \$258,000
- 2016 & 2021 UTGO Debt Service Fund Expenditure: \$257,000
- Walkways & Waterways Bond Project Fund Revenue: \$202,000
- Walkways & Waterways Bond Project Fund Expenditure: \$1.3 million
- Transportation Capital Fund Revenue: \$2.1 million
- Transportation Capital Fund Expenditure: \$2.1 million
- Park Capital Fund Revenue: \$2.4 million
- Park Capital Fund Expenditure: \$500,000 + \$280,368
- Park Impact Fund Revenue: \$250,000
- Park Impact Fund Expenditure: \$280,368

- REET Expenditure: \$110,000
 - Public Works Shop Fund Revenue: \$318,000
 - Public Works Shop Fund Expenditures \$1.6 million + \$315,000 + \$200,000
 - Surface Water Management Fund Expenditure: \$133,000
- D. Ordinance No. 22-0563 Amending Kenmore Municipal Code Chapter 3.35 Utility Tax to include Surface Water Business as an occupation subject to tax, presented by Finance & Administration Director Leticia Salcido, *for Discussion and Direction*
[Agenda Bill - Surface Water Utility Tax](#)
[Attachment 1 - Ordinance No. 22-0563](#)
[Attachment 2 - Financial Sustainability Plan](#)
[Presentation - Surface Water Utility Tax](#)

Finance & Administration Director Leticia Salcido presented to Council about this revenue enhancement measure approved as part of the financial sustainability plan in 2020. Surface water assessment is imposed on each developed parcel in the city based on size of property and impervious surface. Funds are used to develop, maintain, manage, and improve the surface water system that serves the community. The service charge for a single-family residential property with 10% or less of impervious surface would be \$249.03 in 2023 and \$258.99 in 2024. A 6% surface water utility tax would be \$14.94 annually in 2023 and \$15.53 annually in 2024.

Councilmember clarified that the per capita utility tax revenue table should say average, not median, on the bottom left.

- E. Proposed City of Kenmore 2023 State Legislative Agenda and Policy Statements presented by City Manager Rob Karlinsey and Gordon Thomas Honeywell State Lobbyist Shelly Helder, *for Approval*
[Agenda Bill - 2023 Proposed Legislative Agenda and Policy Statements](#)
[Attachment 1 - 2023 Legislative Agenda \(Draft\)](#)
[Attachment 2 - 2023 Kenmore Policy Statements \(Draft\)](#)
[Presentation - Preparing for the 2023 Legislative Session](#)

State Lobbyist Shelly Helder presented Kenmore's 2023 state legislative agenda to the Council.

The 2022 legislative priorities included:

- 61st Avenue NE sidewalk replacement
- Local revenue for road and sidewalk maintenance and preservation
- Regional behavioral health resources
- Clean air
- Affordable housing

The 2023 draft legislative priorities include:

- Climate change planning & funding
- Plymouth affordable housing development (\$5 million support)
- Crisis receiving center in North King County
- Lift 1% property tax cap
- Funding affordable housing

Councilmembers provided questions and comments to Shelly Helder. Edits on language and additions to the policy statement will be revised and presented to Council at a future date for review.

The legislative sendoff is scheduled for January 4, 2023, and the legislative session begins on January 9, 2023.

STAFF REPORTS

City Manager Rob Karlinsey has been attending listening sessions to gather questions and comments from the public for Puget Sound Clean Air Agency (PSCAA) Order of Approval of a Notice of Construction Permit (#11861) for the Cadman asphalt facility in Kenmore. The listening sessions dates:

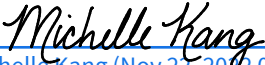
- Saturday, November 4, 2022
- Monday, November 7, 2022
- Tuesday, November 8, 2022

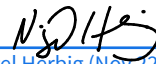
COUNCILMEMBER REPORTS & COMMENTS

Councilmembers discussed their Sound Cities Association (SCA) Committee Appointments.

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 10:34 PM.


[Michelle Kang \(Nov 22, 2022 09:01 PST\)](#)
Michelle Kang, Deputy City Clerk


[Nigel Herbig \(Nov 22, 2022 10:09 PST\)](#)
Nigel Herbig, Mayor

City Council Special Meeting Minutes from November 7, 2022

Final Audit Report

2022-11-22

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