City of Kenmore
City Council Meeting
Special Meeting Minutes
Monday, December 2, 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
Environmental Services Director Richard Sawyer
Development Services Director Samantha Loyuk
Senior Permit Coordinator Andy Torres
Public Works Operations Director Jennifer Gordon
Recreation Program Supervisor Maurita Colburn
Finance & Administration Director Melinda Merrell

Speaking Guests: Tracy Banaszynski, Sno-King Watershed Council Board Member
Krista Camenzind, Deputy Division Director WLRD
Michelle Clark, Executive Director King County Flood Control District
Fire Chief Matt Cowan
Dave Trageser, Managing Director, D.A. Davidson & Co
Deanna Gregory, Partner, Pacifica Law Group

Public Comments Speaking Guests:
John Adamski, Kenmore Resident
Patrick O'Brien, Kenmore Resident

Elizabeth Mooney, Kenmore Resident

Public Hearing #1 Speaking Guests:
Patrick O'Brien, Kenmore Resident

Public Hearing #2 Speaking Guests:
Patrick O'Brien, Kenmore Resident

Special Topic Public Comment Speaking Guests:
Patrick O'Brien, Kenmore Resident
Erik Adman, Kenmore Resident

CALL SPECIAL MEETING TO ORDER
Mayor Herbig called the special meeting to order at 7:00 PM.

FLAG SALUTE
Mayor Herbig led the Council in the Pledge of Allegiance.

WHERE'S THE FUN?
Sno-King Watershed Council Board Member Tracy Banaszynski shared photos and highlights from the last five years of work parties held by the Sno-King Watershed Council at Wallace Swamp Creek and ƛ̓aǰʷadis (Tl' awh-ah-dees) Park.

LAND ACKNOWLEDGEMENT
Mayor Herbig read the Land Acknowledgement Honoring First Peoples.

PUBLIC COMMENTS
The City Council received comments from the public.
Timestamped link here:
https://www.youtube.com/live/n8kPWgOMllo?si=-yguBSSRFhvV8vvK&t=485

CONSENT AGENDA
A. Approve the City Council Special and Regular Meeting Minutes from Tuesday, November 12, 2024.
City Council Special and Regular Meeting Minutes from Tuesday, November 12, 2024

B. Approve the City Council Special Meeting Minutes from Thursday, November 14, 2024.
City Council Special Meeting from Thursday, November 14, 2024

MOTION: Approve the consent agenda outlined above.
Moved by Srebnik; seconded by Culver.
VOTE: Consent Agenda was approved by UNANIMOUS CONSENT.

PRESENTATION

Sammamish River Capital Investment Strategy (CIS) Update, presented by Krista Camenzind, Deputy Division Director WLRD and Michelle Clark, Executive Director King County Flood Control District (*added 11/25)*
Presentation - Sammamish River Capital Investment Strategy (CIS) (added 12/2)

The Sammamish River Capital Investment Strategy (CIS), developed by the King County Flood Control District, focuses on updating maintenance practices and capital investment plans for the Sammamish River's 13-mile flood control project, originally designed in 1964. The project aligns strategies with current laws while addressing flood risk reduction, fish habitat restoration, and navigability. Ongoing outreach involves community events, surveys, and workshops to understand public priorities, emphasizing ecological preservation and water quality. These insights guide the development of draft alternatives, with further outreach planned to refine recommendations. Implementation is set to begin in 2026 after district approval in summer 2025.

PUBLIC HEARINGS

A. Proposed Ordinance No. 24-0620, Amendments to the Local Project Review Act, Chapter 36.70B RCW, according to Second Substitute Senate Bill SB 5290, presented by Development Director Samantha Loyuk and Senior Permit Coordinator Andy Torres, *for public hearing*
   Agenda Bill - Proposed Ordinance No. 24-0620, SB 5290
   Attachment 1 - SB 5290
   Attachment 2 - SB 5290, annotated
   Attachment 3 - Proposed Ordinance No. 24-0620
   Attachment 4 - Proposed Ordinance No. 24-0620 Exhibit A
   Presentation - SB 5290 (added 12/2)

Samantha Loyuk, Development Services Director, explained that staff recommend adoption of Ordinance No. 24-0620 to follow the new rules in SB 5290, which updates the Local Project Review Act (Chapter 36.70B RCW). The goal is to make project reviews faster and more predictable by setting new deadlines, updating reporting rules, and allowing certain interior projects to skip site plan reviews. The ordinance also includes partial fee refunds if deadlines aren't met, as long as the City shows it's working to improve. To meet these changes, Kenmore will improve its processes, update permit software, work closely with outside agencies, and adjust staffing.

Mayor Herbig opened the Public Hearing at approximately 8:01 P.M.
The City Council received testimony from the public.
Timestamped link here:
https://www.youtube.com/live/n8kPWgOMllo?si=PbHA5hg8gcHnSEfr&t=3757
Mayor Herbig closed the Public Hearing at approximately 8:04 P.M.

B. Temporary Use Permit No. TMP24-0795, to "Construction and Trade" as a temporary use for the Interim Public Works Shop for a one-year period at real property located at 6532 NE Bothell Way, presented by Development Services Director Samantha Loyuk and Public Works Operations Director Jennifer Gordon, *for public hearing (revised 12/2)*
   Agenda Bill - Temporary Use Permit TMP25-0495
   Attachment 1 - Project Narrative
   Attachment 2 - Renewal Application
   Attachment 3 - Site Plan
   Attachment 4 - Site Photo

Samantha Loyuk, Development Services Director, presented the recommendation to renew Temporary Use Permit No. TMP24-0795, allowing the City of Kenmore's interim Public Works Shop to remain at 6532 NE Bothell Way for an additional year in 2025. The proposed extension meets the requirements of the Kenmore Municipal Code, ensuring the use will not harm public welfare, remains compatible with nearby land uses, and provides adequate parking. Conditions for the renewal include maintaining existing fencing, landscaping, and privacy screening. City Manager Rob Karlinsey noted that this temporary use permit will likely need to be extended only one more time, as the Public Works Operations Center is expected to be completed by 2026.

Mayor Herbig opened the Public Hearing at approximately 8:07 P.M.
The City Council received testimony from the public.
Timestamped link here:
https://www.youtube.com/live/n8kPWgOMllo?si=fjX2OzK7DATXvWXg&t=4112
Mayor Herbig closed the Public Hearing at approximately 8:10 P.M.

BUSINESS AGENDA

A. Resolution in support of Shoreline Fire Department Northshore Fire Department Proposition 1, Proposed Formation of Shoreline Fire Department Regional Fire Authority

Resolution No. 24-423 In support of Shoreline and Northshore Fire Department Proposition No. 1 Regional Fire Authority

Pursuant to RCW 42.17A.555(1), members of the public were afforded an approximately equal opportunity for expression of an opposing view. Fire Chief Matt Cowen explained that the union is in support of the RFA creation.

MOTION: Adopt Resolution No. 24-423 expressing support of the Shoreline and Northshore Fire Department Proposition No. 1, a proposed formation of a regional fire authority.
Moved by Culver; seconded by Loutsis.
VOTE: 7 Yes – Sasson, Marshall, Loutsis, Culver Srebnik, O'Cain, Herbig; 0 No; 0 Abstain.
MOTION PASSES.

B. Proposed Ordinance No. 24-0620, Amendments to the Local Project Review Act, Chapter 36.70B RCW, according to Second Substitute Senate Bill SB 5290, presented by Development Director Samantha Loyuk and Senior Permit Coordinator Andy Torres, *for adoption*
Agenda Bill - Proposed Ordinance No. 24-0620, SB 5290
Attachment 1 - SB 5290
Attachment 2 - SB 5290, annotated
Attachment 3 - Proposed Ordinance No. 24-0620
Attachment 4 - Proposed Ordinance No. 24-0620 Exhibit A
Presentation - SB 5290 (added 12/2)

MOTION: Approve proposed Ordinance No. 24-0620.
Moved by Loutsis; seconded by Herbig.
VOTE: 7 Yes – Loutsis, Srebnik, Sasson, Marshall, Culver, O'Cain, Herbig; 0 No; 0 Abstain.
MOTION PASSES.

C. Temporary Use Permit No. TMP24-0795, to "Construction and Trade" as a temporary use for the Interim Public Works Shop for a one-year period at real property located at 6532 NE Bothell Way, presented by Development Services Director Samantha Loyuk and Public Works Operations Director Jennifer Gordon, *for approval (revised 12/2)*
Agenda Bill - Temporary Use Permit TMP25-0495
Attachment 1 - Project Narrative
Attachment 2 - Renewal Application
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MOTION: Allow "Construction and Trade" as a temporary use for the Interim Public Works Shop for a one-year period at real property located at 6532 NE Bothell Way, Kenmore, Washington, which is owned by the City of Kenmore and zoned Downtown Commercial, subject to conditions.

Moved by Loutsis; seconded by Srebnik.
VOTE: 7 Yes – Sasson, Srebnik, Loutsis, Marshall, Culver, O'Cain Herbig; 0 No; 0 Abstain.
MOTION PASSES.

D. City of Kenmore Picnic Shelter Rental Policies, presented by Public Works Operations Director Jennifer Gordon and Recreation Program Supervisor Maurita Colburn, *for discussion and direction*
Agenda Bill - Picnic Shelter Rental Policies
Attachment 1 - Draft City of Kenmore Picnic Shelter Rental Policies

Public Works Director Jennifer Gordon presented the draft Picnic Shelter Rental Policy for the City of Kenmore. The policy aims to standardize rental procedures and fees across all city parks, including new shelters at Moorlands, Log Boom, and ƛax̌ adis Parks, as well as the Rhododendron Park shelter managed by the Kenmore Senior Center. Current rental fees, unchanged since 2019, will now apply citywide, with potential fee waivers or reductions for low-income applicants under consideration. The Council provided feedback, and staff will return in January 2025 for formal policy adoption and fee schedule amendments.

The Council proposed the following changes:

1. Add the following language under the "Availability" section:
   "When a picnic shelter has not been reserved, it may be used by individuals or groups on a first-come, first-served basis without fee. All general public users must abide by the community rules and user requirements outlined in this policy."
2. Include a statement of commitment in the policy for low-income users.

STAFF REPORTS

A. Public Works Operations Center Bond Issue Update, presented by City Manager Rob Karlinsey, Finance & Administration Director Melinda Merrell, Dave Trageser, Managing Director at D.A. Davidson & Co, and Deanna Gregory, Partner at Pacifica Law Group
Memo - Public Works Operations Center Bond Issue Update
Attachment 1 - Preliminary Official Statement
Attachment 2 - S&P Credit Rating Letter
Attachment 3 - S&P Credit Rating Report
Attachment 4 - Materials from December 4, 2023 Council Meeting
Presentation - City of Kenmore Bond Sale Summary (uploaded 11/27)

The team updated the Council, explaining that the bond is intended to complete the financing for the Public Works Operations Center project. In preparation for the sale, the City had S&P conduct a rating review. S&A assigned Kenmore a AAA rating, one of only 12 Washington cities rated this highly. Additional bond details below:

- Ordinance Parameters: The bonds must comply with Ordinance No. 23-0599, with a principal amount under $12.8 million, a 20-year term, and borrowing costs under 6.5% interest.
- Timing: Bonds will be offered on November 26, 2024, and proceeds delivered on December 10, 2024.
- Amount: Expected proceeds are $12.575 million, with an actual principal closer to $11.5 million due to a premium structure.
- Total Debt Service: The annual debt service is estimated at $1.65 million, funded equally by Real Estate Excise Tax and Surface Water Utility revenue.
- Project Timeline: Construction is expected to begin in mid-2025 and conclude by late 2026.

ADJOURNMENT:

Mayor Herbig adjourned the meeting at approximately 8:47 PM.

Nigel Herbig, Mayor

Anastasiya Warhol (Jan 15, 2025 13:38 PST)

Anastasiya Warhol, City Clerk

City Council Special Meeting from Monday, December 2, 2024

Final Audit Report 2025-01-27

Created:	2025-01-14
By:	Michelle Kang (mkang@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAArxbra-GHRKNlp61ZQ_zru_6_gW_ilKux

"City Council Special Meeting from Monday, December 2, 2024" History

Document created by Michelle Kang (mkang@kenmorewa.gov)
2025-01-14 - 11:07:07 PM GMT

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2025-01-14 - 11:07:11 PM GMT

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2025-01-14 - 11:07:11 PM GMT

Email viewed by Anastasiya Warhol (awarhol@kenmorewa.gov)
2025-01-15 - 9:38:39 PM GMT

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Signature Date: 2025-01-15 - 9:38:54 PM GMT - Time Source: server

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2025-01-27 - 7:55:40 PM GMT

Signer nherbig@kenmorewa.gov entered name at signing as Nigel Herbig
2025-01-27 - 7:57:00 PM GMT

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