

**City of Kenmore
City Council Meeting
Regular Meeting Minutes
Monday, November 17, 2025**

These minutes are created to capture Council action. This is not a verbatim transcript. Meeting video is available on the [City YouTube channel](#). Attachments are available on the [CivicClerk Agenda Management Portal](#).

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 Teri Killgore
Deputy City Manager Stephanie Lucash
City Attorney Dawn Reitan
City Clerk Scott Passey
Deputy City Clerk Michelle Kang
Development Services Director Samantha Loyuk
Public Works Operations Director Jennifer Gordon
Assistant City Manager/Community Development Director Debbie Bent
Senior Planner Brittany Chue
Finance & Administration Director Melinda Merrell

Speaking Guests: Khushboo Inge, Matrix Consulting Group Vice President (virtual)
Nick Chen, Kimley-Horn Consultant
Josh Kurcinka, STEP Housing Committee Member
Caitlin Sullivan, STEP Housing Committee Member

Public Comments Speaking Guests:
Edouard Lassalle, Kenmore resident
Kara Macias, Kenmore resident
Clare Taylor, Kenmore resident
Corina Pfeil, Kenmore resident

Public Hearing Speaking Guests: (none)

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.

WHERE'S THE FUN?

City Manager Teri Killgore highlighted the City's annual employee recognition lunch.

PUBLIC COMMENTS

The City Council took comments from the public.

Timestamped link here:

<https://youtu.be/RJ4JeCsCII4?list=PLZEQA8WWEno4xzgqU9ARuTRwHg5cHeeSr&t=370>.

CONSENT AGENDA

- A. Approve the City Council Special and Regular Meeting Minutes of Monday, October 27, 2025.
- B. Adopt Proposed Resolution No. 25-437, affirming the rights, safety, and equality of all Kenmore residents.
- C. Accept \$3.5 million of Move Ahead Washington - Tier Pedestrian & Bicycle Program funding for the 61st Avenue NE Sidewalk Replacement project and authorize the City Manager to execute the appropriate agreements with the Washington State Department of Transportation (WSDOT).

Councilmember Srebnik removed Item B from the Consent Agenda.

MOTION: Approve the consent agenda outlined above minus Item B.

Moved by Culver; seconded by Srebnik

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT

Consent Agenda Item B

MOTION: Adopt Proposed Resolution No. 25-437, affirming the rights, safety, and equality of all Kenmore residents.

Moved by Sasson; seconded by Marshall.

VOTE: 7 Yes – Loutsis, Marshall, Srebnik, Culver, Sasson, O’Cain, Herbig; 0 No; 0 Abstain.

MOTION PASSES.

PRESENTATION

Fee Study Results, introduced by Development Services Director Samantha Loyuk and presented by Matrix Consulting Group

Khushboo Inge, Matrix Consulting Group Vice President, shared the fee study objectives, methodology, and results, including the following points:

- Reviewed 243 fee lines related to Building and Land Use permitting codes
- Incorporated Engineering hourly reviews into land use and planning applications directly
- Streamlined planning fees by condensing base and per lot to per lot and modifying fees to be based on acreage / size rather than valuation.
- Created new fees in building for common standalone permits – retaining walls, swimming pools, etc.

PUBLIC HEARING

Temporary Use Permit No. TMP25-0726 allowing "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, WA, subject to conditions, presented by Development Services Director Samantha Loyuk and Public Works Operations Director Jennifer Gordon, *for public hearing*

Mayor Herbig opened the Public Hearing at approximately 7:40 PM.

The City Council provided the opportunity for testimony; there were no sign-ups.

Timestamped link here:

<https://youtu.be/RJ4JeCsCII4?list=PLZQA8WWEno4xzgqU9ARuTRwHg5cHeeSr&t=2632>

Mayor Herbig closed the Public Hearing at approximately 7:41 PM.

BUSINESS AGENDA

- A. Temporary Use Permit No. TMP25-0726 allowing "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, WA, subject to conditions, presented by Development Services Director Samantha Loyuk and Public Works Operations Director Jennifer Gordon, *for approval*

MOTION: Temporary Use Permit No. TMP25-0726 allowing "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, WA, subject to conditions.

Moved by Loutsis; seconded by Herbig.

VOTE: 7 Yes – Srebnik, Loutsis, Culver, Marshall, Sasson, O’Cain, Herbig; 0 No; 0 Abstain.

MOTION PASSES.

B. Proposed Resolution No. 25-434, 2026 Fee Schedule, presented by Development Services Director Samantha Loyuk, *for discussion and direction*

MOTION: Adopt Proposed Resolution No. 25-434, the 2026 Fee Schedule.

Moved by Loutsis; seconded by Culver.

VOTE: 7 Yes – Marshall, Culver, Sasson, Srebnik, Loutsis, O’Cain, Herbig; 0 No; 0 Abstain.

MOTION PASSES.

C. Emergency Shelter, Transitional Housing, Emergency Housing, and Permanent Supportive Housing (STEP) Housing Advisory Committee Recommendations for STEP Housing Regulations, presented by Assistant City Manager/Community Development Director Debbie Bent, Senior Planner Brittany Chue, STEP Housing Committee Members, and Kimley-Horn Consultant Nick Chen, *for discussion and direction*

The STEP Housing Committee recommended allowing STEP housing in all zones required by state law, mandating good neighbor agreements, requiring business licenses for supportive services, and lowering parking requirements.

- Neighborhood Commercial Uses: Broad council support for integrating corner stores/neighborhood businesses to improve STEP residents’ access to daily necessities.
- Enforcement and Accountability: Debate over how to ensure the enforceability of good neighbor agreements and tie them to business licenses; lack of strong precedent for such measures.
- Project Scale: Consensus on the need for smaller, distributed STEP housing projects, concern about financial viability in current zoning, and interest in incentives/bonus density on arterials.
- Parking and Infrastructure: Strong support for further reducing parking requirements, balanced by concerns about neighborhood walkability and sidewalk infrastructure.
- Community Engagement & Transparency: Support for mandatory community outreach meetings for new projects and for developing a shared language/glossary to reduce stigma and confusion.

Next Steps:

- Staff will refine code amendment proposals and return to Council with draft language, integrating direction on parking, incentive structures, and further legal review on enforcement mechanisms.
- The Council will hold a discussion at a future meeting to provide policy direction on density exceptions, incentives, and comprehensive plan links.
- Staff will proceed with procedural requirements (SEPA, Commerce notice, public hearing) after council feedback.
- Consideration of neighborhood commercial (corner store) zoning changes will be added to future city work programs (targeting 2026).
- Staff and council will continue to seek community input, particularly balancing concerns about density, location, and project integration.

D. Third Quarter 2025 Financial Report, presented by Finance & Administration Director Melinda Merrell, *to receive and file*

Finance & Administration Director Melinda Merrell summarized the Third Quarter Financial Report, touching on the following points:

- 37.5% of the 2025-2026 Biennium has elapsed
- General Fund revenues are very close to target; expenses are slightly under target
- Interest revenue BTD brought in \$341K for the GF or 75.7% of budget
- Development Fees & Permits revenue came in at 74.3% of budget
- ROW permit fees (revenue) in Street Fund are at 149.1% of budget
- Park and Transportation Impact fee revenue ahead of target due to higher development activity than budgeted
- Public Works Operations Center (PWOC) debt costs lower than budgeted and construction costs slower to ramp up

STAFF REPORTS

City Manager Teri Killgore reported on the City's efforts to advertise food bank services.

COUNCILMEMBER REPORTS & COMMENTS

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 9:39 PM.



Nigel Herbig, Mayor



Scott Passey, City Clerk

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Final Audit Report

2025-12-10

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