

**City of Kenmore
City Council Meeting
Special & Regular Meeting Minutes
Monday, April 21, 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
Assistant City Manager/Community Development Director Debbie Bent
Senior Planner Brittany Chue
Engineering Director John Vicente
Principal Planner Todd Hall
Finance & Administration Director Melinda Merrell

Speaking Guests: Katherine Hollis, Proclamation Recipient
Jack Jensen, Proclamation Recipient
Tracy Banaszynski, Planning Commission Chair
Dwight Thompson, Planning Commission Vice Chair
Mike Vanderlinde, Planning Commissioner
Edouard Lassalle, Planning Commissioner
Chris Olson, Planning Commissioner
Kara Macias, Planning Commissioner
David Dorrian, Planning Commissioner (*arrived at 9:06 PM*)

Public Comments Speaking Guests:
Edouard Lassalle, Kenmore Resident

Patrick O'Brien, Kenmore Resident
Stacey Valenzuela, Kenmore Resident (virtual)
Elizabeth Mooney, Kenmore Resident (virtual)

Public Hearing Speaking Guests:

Patrick O'Brien, Kenmore Resident
Stacey Valenzuela, Kenmore Resident (virtual)

CALL SPECIAL MEETING TO ORDER

Mayor Herbig called the special meeting to order at 6:30 PM.

EXECUTIVE SESSION

Pursuant to RCW 42.30.110(1)(i), the City Council entered an executive session to discuss potential litigation. This executive session was slated to last approximately 30 minutes until 7:00 PM. The Council exited the executive session at approximately 6:55 PM.

POSSIBLE ACTION RELATING TO EXECUTIVE SESSION

MOTION: Authorize the City Manager and City Attorney and their delegates to enforce the Street Improvement Delay Agreement relating to the Wyler short plat (PRJ2004034) and Shatto short plat (PRJ2004035) and to take all steps necessary to enforce the agreement, including but not limited to filing an action in court.

Moved by Loutsis; seconded by O'Cain.

VOTE: 6 Yes – Loutsis, Sasson, Marshall, Srebnik, O'Cain, Herbig; 1 No – Culver; 0 Abstain.

MOTION PASSES.

ADJOURN SPECIAL MEETING

Mayor Herbig adjourned the special meeting at approximately 7:01 PM.

CALL REGULAR MEETING TO ORDER

Mayor Herbig called the regular meeting to order at 7:01 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.

PROCLAMATIONS

April 22, 2025 was proclaimed as Earth Day throughout the City of Kenmore. Climate Action Advisory Committee member Katherine Hollis accepted the proclamation.

[Earth Day - April 22, 2025](#)

April 25, 2025 was proclaimed as Arbor Day throughout the City of Kenmore. Climate Action Advisory Committee member Jack Jensen accepted the proclamation.

[Arbor Day - April 25, 2025](#)

WHERE'S THE FUN?

Interim City Manager Stephanie Lucash highlighted the Kenmore Hydro Cup that took place on April 12.

PUBLIC COMMENTS

The City Council took comments from the public.

Timestamped link here:

<https://www.youtube.com/live/3iDkLUINue8?si=ALz-BBGiL1f41LCr&t=2624>

CONSENT AGENDA

A. Approve the City Council Special Meeting Minutes of Thursday, April 10, 2025.

[City Council Special Meeting Minutes of Thursday, April 10, 2025](#)

B. Authorize the City Manager to execute an Interlocal Agreement with King County to accept a Conservation Futures grant award of \$7,946,700 to acquire two properties.

[Agenda Bill - King County Conservation Futures Grant Award](#)

[Attachment 1 - Lakepointe Shoreline Property Location Map](#)

[Attachment 2 - Tributary 0057 Property Location Map](#)

C. Authorize the City Manager to execute the Interlocal Agreement with King County to accept a Cooperative Watershed Management Award Program grant of \$450,000 to conduct an environmental evaluation of the Lakepointe shoreline.

[Agenda Bill - King County Cooperative Watershed Management Award Program Grant](#)

Councilmember Culver removed Items B and C from the Consent Agenda.

MOTION: Approve the consent agenda outlined above minus item B, and C.

Moved by Culver; seconded by Loutsis.

VOTE: Consent Agenda was approved by UNANIMOUS CONSENT

Consent Item B

MOTION: Authorize the City Manager to execute an Interlocal Agreement with King County to accept a Conservation Futures grant award of \$7,946,700 to acquire two properties.

Moved by Loutsis; seconded by Srebnik.

VOTE: 6 Yes – Loutsis, Marshall, Sasson, Srebnik, O’Cain, Herbig; 1 No – Culver; 0 Abstain.

MOTION PASSES.

Consent Item C

MOTION: Authorize the City Manager to execute the Interlocal Agreement with King County to accept a Cooperative Watershed Management Award Program grant of \$450,000 to conduct an environmental evaluation of the Lakepointe shoreline.

Moved by O’Cain seconded by Srebnik.

VOTE: 6 Yes – Sasson, Srebnik, Marshall, Loutsis, O’Cain, Herbig; 1 No – Culver; 0 Abstain.

MOTION PASSES.

PRESENTATION

Assistant City Manager/Community Development Director Debbie Bent introduced new staff member: Community Development Senior Planner Brittany Chue.

PUBLIC HEARING

Proposed Ordinance No. 25-0628, Kenmore Municipal Code (KMC) Title 12 and Title 18 Amendments: Chapters 12.05, 12.70, and 18.35, presented by Engineering Director John Vicente, *for introduction and public hearing*

[Agenda Bill - KMC Title 12 and Title 18 Amendments](#)

[Attachment 1 - Proposed Ordinance No. 25-0628](#)

[Attachment 2 - Title 12 Amendment](#)

[Attachment 3 - Title 18 Amendment](#)

[Presentation - KMC Title 12 and 18 Amendments \(added 4/18\)](#)

Engineering Director John Vicente presented the following proposed updates to the Council to Chapters 12.05, 12.70 and 18.35.

Chapter 12.05 – General Provisions

- Added definition for “traveled way”
- Clarified definition for “engineering permit” to include work in the right of way
- Clarified definition for “Right of way” to specify Kenmore
- Added definition for “person” to mean “all persons, groups firms, partnerships, corporations, clubs, and all associations or combination of persons whenever action for themselves or as an agent, servant, or employee”

Chapter 12.70 – Sidewalk, Planting Strip, and Street Trees

- General organization
- Clarification of language
- Moved items from Chapter 18.35
- Added language about trash collection
- Clarified dead trees are hazardous trees
- Clarified plan submittal requirements per road standards
- Clarified abutting property owner responsibility
- Clarified exemption for dual frontages
- Added a new section about garbage, trash, and yard waste (Section 12.70.085)

Chapter 18.35 – Landscaping

- Title 12 address all right of way landscaping requirements
- Removed all references to right of way landscaping requirements
- Pertinent information moved to Title 12

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

The City Council received testimony from the public.

Timestamped link here:

<https://www.youtube.com/live/3iDkLUINue8?si=5R7Z30m45JII5D0Z&t=4349>

Mayor Herbig closed the Public Hearing at approximately 7:47 PM.

BUSINESS AGENDA

- A. Proposed Ordinance No. 25-0628, Kenmore Municipal Code (KMC) Title 12 and Title 18 Amendments: Chapters 12.05, 12.70, and 18.35, presented by Engineering Director John Vicente, *for discussion*

[Agenda Bill - KMC Title 12 and Title 18 Amendments](#)

[Attachment 1 - Proposed Ordinance No. 25-0628](#)

[Attachment 2 - Title 12 Amendment](#)

[Attachment 3 - Title 18 Amendment](#)

The Council provided direction to Staff on additional changes to be made to the Title 12 and Title 18 amendments to be brought back at a future Council meeting.

- B. Planning Commission's Recommendations on 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, and Planning Commissioners, *for introduction and discussion*

[Agenda Bill - Planning Commission Recommendation \(updated 4/18\)](#)

[Attachment 1 - Summary of Proposed Code Amendments \(added 4/17\)](#)

[Attachment 2 - Draft Middle Housing & Accessory Dwelling Unit \(ADU\) Amendments \(updated 4/18\)](#)

[Attachment 3 - Summary of Proposed Inclusionary Affordable Housing Code Amendments \(added 4/17\)](#)

[Attachment 4 - Draft Affordable Housing \(Inclusionary Zoning\) Amendments \(updated 4/18\)](#)

[Attachment 5 - Middle Housing Development Scenario Graphics \(added 4/17\)](#)

[Attachment 6 - Staff Slide Presentation \(updated 4/18\)](#)

[Attachment 7 - Planning Commission Slide Presentation \(added 4/18\)](#)

[Attachment 8 - Minority Report \(added 4/18\)](#)

Staff, the Planning Commission, and Consultants have been working for months on the on draft Middle Housing, Accessory Dwelling Unit (ADU) and Affordable Housing (Inclusionary Zoning) code amendments.

Tonight, Assistant City Manager/Community Development Director Debbie Bent and Principal Planner Todd Hall presented an overview of House Bill 1110 (Middle Housing), House Bill 1137 (Accessory Dwelling Units), and the project timeline for the code amendments including next steps. The legislation requires cities with populations of over 25,000 to adopt housing policies and implement regulations to allow more middle housing in residential areas. Kenmore is currently just under the 25,000 threshold and will likely reach the population in the near future. If the City does not implement its own policies by the state-imposed June 30 deadline, the state regulations will go into effect. The Planning Commission presented its recommendations to the Council, highlighting some specifics within the recommendations, such as cottage housing, parking, and affordability. Three commissioners also presented a Minority Report.

Councilmembers, Staff, and Commissioners participated in a discussion, and Staff will return at a future Council meeting for further discussion with the Council.

- C. New State Regulations for Co-Living and Residential Parking, presented by Principal Planner Todd Hall and Senior Planner Brittany Chue, *for introduction and discussion*

[Agenda Bill - Co-Living and Residential Parking](#)

[Attachment 1 - Staff Memo](#)

[Presentation - Co-Living and Residential Parking \(updated 4/21\)](#)

Principal Planner Todd Hall and Senior Planner Brittany Chue presented to the Council state regulations that passed in the last year which require the City to amend its code regarding co-living and residential parking. Brittany Chue provided background information and regulations regarding co-living. Senate Bill 6015 passed in 2024 established new requirements for residential parking in the Growth Management Act (GMA), including minimum parking space dimensions and more. The Council provided direction to Staff to use the term “single room occupancy (SRO)” in the code when referring to co-living.

D. City of Kenmore 4th Quarter 2024 Financial Reports, presented by Finance & Administration Director Melinda Merrell, *to receive and file*

[Agenda Bill - 4th Quarter 2024 Financial Reports](#)

[Attachment 1 - 4th Quarter 2024 Financial Reports](#)

[Presentation \(added 4/18\)](#)

Finance & Administration Director Melinda Merrell presented to the Council the final report for 2024 on the General and Other Revenue Funds. In the general fund, the amended 2023-2024 revenues budget was set at \$32,967,258. The actual 2023-2024 revenues ended at \$35,394,250. In expenditures, the amended 2023-2024 budget was set at \$33,386,301. The actual 2023-2024 expenditures were \$29,363,347. Additional information was provided during this presentation showing both budgeted amounts and actual amounts.

The 2023-2024 Biennium Summary, as provided in the presentation:

- General Fund revenues are above budget at 107.4%
- General Fund expenditures are below budget at 88.0%
- Interest revenue brought in almost \$692,000 for the General Fund
- Development fees & permits revenue came in at 165.0% of budget
- Public Safety costs are low due to use of ARPA funds in 2023
- New debt issued for the Public Works Operations Center in late 2023, \$12.7 million
- Other funds tracked as expected

STAFF REPORTS

There were no staff reports this evening.

COUNCILMEMBER REPORTS & COMMENTS

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 10:04 PM.


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

Nigel Herbig, Mayor


Anastasiya Warhol (Jun 2, 2025 10:33 PDT)

Anastasiya Warhol, City Clerk

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Final Audit Report

2025-06-06

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