

**City of Kenmore
City Council Meeting
Special & Regular Meeting Minutes
Monday, October 23, 2023**

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 Angela Kugler
Councilmember Debra Srebnik
Councilmember Corina Pfeil – Virtual

Staff: City Manager Rob Karlinsey
Deputy City Manager Stephanie Lucash – Virtual
City Attorney Dawn Reitan
City Clerk Anastasiya Warhol
Deputy City Clerk Michelle Kang
Environmental Services Director Richard Sawyer
Climate Action Plan Program Manager Nina Rasmussen
Community Development Director Debbie Bent
Principal Planner Todd Hall

Speaking Guests: Julien Loh, Puget Sound Energy Local Government Affairs and
Public Policy Manager
Josh Jacobs, Puget Sound Energy Vice President of Clean Energy
Strategy
Suzanne Greathouse, Kenmore Heritage Society President
Marella Alejandrino, Kenmore Heritage Society Vice President
Shelly Helder, Thomas Gordon Honeywell State Lobbyist

Public Comments Speaking Guests:
Sara Solum Hayashi, Arts of Kenmore Director
Elizabeth Mooney, Kenmore Resident
Chris Olson, Kenmore Resident

CALL SPECIAL MEETING TO ORDER

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

STUDY SESSION AGENDA

Climate Action Plan (CAP) Phase 2 Implementation, presented by Environmental Services Director Richard Sawyer and Climate Action Plan Program Manager Nina Rasmussen, *for study and discussion*

[Agenda Bill - Climate Action Plan Study Session \(updated 10/19/2023\)](#)

[Attachment 1 - CAP 2023 Annual Report \(updated 10/19/2023\)](#)

[Presentation - CAP Annual Report \(added 10/20/2023\)](#)

Environmental Services Director Richard Sawyer and Climate Action Plan Program Manager Nina Rasmussen presented to Council about the Climate Action Plan (CAP) 2023 report. Staff focused on the discussion and sought direction on high impact greenhouse gas (GHG) emission reduction and resiliency actions.

Some of the 2023 Climate Action Plan recap includes:

Completed/Ongoing

- Funded a CAP operating budget (CAOB)
- Hired a Climate Action Plan Program Manager
- Hired a part-time consultant (grants specialist)
- Grants research
- Education and outreach
- CAP next steps recommendations

November

- Develop and adopt a Climate Action Element for the Comprehensive Plan update
- Start a Climate Action Advisory Committee
- Adopt an expedited habitat conservation/restoration capital improvement plan (SWM)

December (End of Year)

- GHG emissions inventory update
- Grant agreements

Staff mentioned that the City of Kenmore faces an upcoming structural deficit in operating budget by 2026. Staff recommended that the new CAP funding be considered within the context of the Financial Sustainability Plan process.

There are additional CAP-related programs that would need additional funding. Currently, Staff is currently working on several grants to support those additional projects.

Staff went into depth on some of the additional programs, including:

- EV Infrastructure Plan & Charging

- Solarize Kenmore Program
- Green Power Program
- Green Jobs Hub
- Climate Advisory Committee
- Education & Outreach Program
- Urban Forest Management Plan
- Habitat Conservation & Restoration
- Expanding Solar at City Hall
- Electrify City Fleet
- LED Streetlight Replacement
- Public Works Operations Center Solar

Councilmembers provided questions and comments about cost, distribution of potential grant funds, and future staffing. Staff will return at a later date to continue the discussion.

ADJOURN SPECIAL MEETING

Mayor Herbig adjourned the special meeting at approximately 7:26 PM.

CALL REGULAR MEETING TO ORDER

Mayor Herbig called the regular meeting to order at 7:26 PM.

LAND ACKNOWLEDGEMENT

Mayor Herbig read the Land Acknowledgement Honoring First Peoples.

FLAG SALUTE

Mayor Herbig led the Council in the flag salute.

AGENDA APPROVAL

The agenda was approved as presented.

PROCLAMATION

Hunger and Homelessness Awareness Week, to be accepted by Lake City Partners Ending Homelessness Executive Director William Towey

[Hunger and Homelessness Awareness Week](#)

Mayor Herbig proclaimed November 11-18, 2023, as Hunger and Homelessness Awareness Week throughout the City of Kenmore. City Clerk Anastasiya Warhol read a statement provided by Executive Director William Towey from Lake City Partners Ending Homelessness.

PRESENTATIONS

A. Virtual Meeting Participation Update, presented by City Clerk Anastasiya Warhol

City Clerk Anastasiya Warhol updated the City Council virtual meeting participation, which was temporarily suspended following an executive session during the Monday, October 16, 2023 meeting. The City Council has reiterated its goal of maintaining virtual access to meeting. The past week was spent on creating a possible pre-registration for the public to resume virtual meeting participation for public comments and public hearings.

The Council observed a demonstration of the sign-up form, which will be available online with a link available on future agendas and in multiple locations throughout the City's website.

Staff anticipates the first pre-registration sign up form will be available the Tuesday before the next regular meeting, Monday, November 13, 2023.

- B. Puget Sound Energy (PSE) Presentation on Clean Energy Work, presented by Josh Jacobs, Vice President of Clean Energy Strategy and Planning and Julien Loh, Local Government Affairs and Public Policy Manager
[Presentation - PSE The Clean Energy Transformation](#)

Guests Julien Joh and Josh Jacobs presented to the Council Puget Sound Energy's (PSE) clean energy strategy, focusing on electricity, natural gas, and customers. In compliance with Washington's Clean Energy Act of 2019, PSE has set clean energy milestones such as eliminating coal-fired resources by 2025 and a target of 100% clean resource portfolio by 2045.

The Council provided questions and comments about philosophy, green program extra charges, clean hydrogen, and green jobs.

WHERE'S THE FUN?

City Manager Rob Karlinsey invited Kenmore Heritage Society President Suzanne Greathouse and Vice President Marella Alejandrino to show Council the winners of the 9th Annual Northshore Fun Photo Contest.

City Manager Rob Karlinsey also talked about Saturday's Jack Crawford Day where 39 individuals volunteer at Log Boom Park.

PUBLIC COMMENTS

The City Council took comments from the public.

Timestamped link here:

<https://www.youtube.com/live/ChaP3E5Z-fE?si=QJ6MSohGKnuZY0cM&t=9174>

CONSENT AGENDA

- A. Adopt Proposed Resolution No. 23-403 designating Arts of Kenmore (AOK) as a Local Arts Agency.
[Agenda Bill - AOK as a Local Arts Agency \(updated 10/19/2023\)](#)
[Attachment 1 - Proposed Resolution No. 23-403](#)
[Attachment 2 - Contributions to Arts of Kenmore](#)
- B. Authorize the City Manager to execute Amendment No. 15 of Contract No. 17-C1657 with Mott Macdonald in an amount not to exceed \$20,000.
[Agenda Bill - Amendment No. 15 of Contract No. 17-C1657](#)
[Attachment 1 - Amendment No. 15 Fee Estimate and Contract Budget Summary](#)
- C. Approve threshold decision and further review of the development agreement for an affordable housing project on City owned property located at 6532 Bothell Way NE, Kenmore, WA 98028.
[Agenda Bill - Threshold Determination for 6532 Way NE Development Agreement \(added 10/19/2023\)](#)
Attachment 1 - *linked in agenda bill*
[Attachment 2 - Conceptual Drawings \(added 10/19/2023\)](#)

MOTION: Councilmember Kugler moved to approve the consent agenda outlined above. Deputy Mayor O’Cain seconded the motion.
VOTE: Consent Agenda was approved by UNANIMOUS CONSENT

BUSINESS AGENDA

- A. Public Services Element and Utilities Element of the Comprehensive Plan Updates, presented by Community Development Director Debbie Bent and Principal Planner Todd Hall, *for discussion*
[Agenda Bill - Public Services Element and Utilities Element \(updated 10/21/2023\)](#)
[Attachment 1- Draft Public Services Element, clean version \(updated 10/21/2023\)](#)
[Attachment 2 - Draft Public Services Element, with track changes \(updated 10/21/2023\)](#)
[Attachment 3 - Draft Utilities Element, clean version \(updated 10/21/2023\)](#)
[Attachment 4 - Draft Utilities Element, with track changes \(updated 10/21/2023\)](#)

Community Development Director Debbie Bent and Principal Planner Todd Hall reminded the Council that Planning Commissioners provided their recommendation for the public services element and utilities element at the Monday, October 16th council meeting.

The questions and comments from the Council are brought before the Council this evening and addressed in the Agenda Bill under “Information/Background.”

Councilmembers provided further comments and questions about parcels not on sewer in the City, limiting the City with some of these policies,

- B. Review of Planning Commission Applications, presented by Community Development Debbie Bent and Principal Planner Todd Hall, *for discussion and direction*
[Agenda Bill - Planning Commission Applications \(updated 10/23/2023\)](#)
[Attachment 1 - Application Materials](#)

Community Development Director Debbie Bent informed the City Council that there were 14 applicants for the 1 vacant position and 3 positions whose terms are expiring at the end of the year. The interviews will take place during the Monday, November 13, 2023 Council Meeting.

The following applicants received at least three votes by Councilmembers and will be interviewed:

- Nathan Loutsis
- Tracy Banaszynski
- Dwight Thompson
- Christopher Olson
- David Dorrian
- Marcia Fischer
- Nina Moss

- C. 2024 State Legislative Agenda, presented by City Manager Rob Karlinsey and Gordon Thomas Honeywell State Lobbyist Shelly Helder, *for approval*
[Agenda Bill - 2024 State Legislative Agenda \(added 10/19/2023\)](#)
[Attachment 1 - 2024 State Legislative Agenda Draft \(added 10/19/2023\)](#)
[Attachment 2 - 2024 Kenmore Policy Statements Draft \(added 10/19/2023\)](#)
[Presentation - Preparing for the 2024 State Legislative Agenda \(added 10/19/2023\)](#)

Gordon Thomas Honeywell State Lobbyist Shelly Helder presented to the City Council the Legislative Session Expectations, draft 2024 Legislative Agenda and Policy Statements, and next steps. The legislative session is scheduled to begin on January 8, 2024, for 60 days. Since this is the second year of the biennium, it is recommended that the City focus on priorities that were not accomplished in the first year of the biennium.

The Draft 2024 Legislative Priorities include:

- Funding Tools for Affordable Housing
- 84th Avenue Sidewalk Funding
- Lift 1% Property Tax Cap
- Traffic Safety Cameras for Transit Lane Violations
- Holt Affordable Housing Development

The Draft 2024 Policy Statements include:

- Affordable Housing Near Fixed Route Transit
- Tire Dust Pollution
- Air Pollution Emergencies During Wildfire Smoke Events
- Climate Change & Environmental Stewardship
- Co-Responder Support

Councilmembers provided questions and comments about property tax cap, climate action, and affordable housing near fixed route transit, along with changes to be made to the draft documents.

The Council directed Staff to bring back the 2024 Legislative Priorities Agenda and 2024 Policy Statements back on consent at a future Council meeting with the changes discussed tonight.

STAFF REPORTS

City Manager Rob Karlinsey mentioned the Surface Water Management (SWM) rate changes mailers that listed all the rate change options, which were discussed a few weeks prior. The City received 21 emails in response to the mailer.

Deputy City Manager Stephanie Lucash updated the Council about King County Sheriff's Department's gun buyback program from Saturday, October 21, 2023. 322 guns were turned in and \$40,000 worth of gift cards were handed out. Photos from the event were shared.

COUNCILMEMBER REPORTS & COMMENTS

MOTION: Councilmember Marshall moved to add the Blake Fix item to the December 11, 2023 meeting. Deputy Mayor O'Cain seconded the motion.

VOTE: 5 Yes; 2 No; 0 Abstain. Motion passes.

The North Urban Human Services Alliance (NUHSA) board member position will be added to the Councilmember Reports and Comments at the next meeting.

ADJOURNMENT

Mayor Herbig adjourned the meeting at approximately 10:16 PM.


Nigel Herbig (Nov 14, 2023 17:13 PST)

Nigel Herbig, Mayor


Anastasiya Warhol (Nov 14, 2023 15:45 PST)

Anastasiya Warhol, City Clerk

City Council Special and Regular Meeting Minutes from October 23, 2023

Final Audit Report

2023-11-15

Created:	2023-11-14
By:	Michelle Kang (mkang@kenmorewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-Mwd-xvvymoNLsZMn65_-xiAGkoKysl8

"City Council Special and Regular Meeting Minutes from October 23, 2023" History

-  Document created by Michelle Kang (mkang@kenmorewa.gov)
2023-11-14 - 11:10:05 PM GMT
-  Document emailed to nherbig@kenmorewa.gov for signature
2023-11-14 - 11:10:37 PM GMT
-  Document emailed to Anastasiya Warhol (awarhol@kenmorewa.gov) for signature
2023-11-14 - 11:10:37 PM GMT
-  Email viewed by Anastasiya Warhol (awarhol@kenmorewa.gov)
2023-11-14 - 11:45:05 PM GMT
-  Document e-signed by Anastasiya Warhol (awarhol@kenmorewa.gov)
Signature Date: 2023-11-14 - 11:45:16 PM GMT - Time Source: server
-  Email viewed by nherbig@kenmorewa.gov
2023-11-15 - 1:12:38 AM GMT
-  Signer nherbig@kenmorewa.gov entered name at signing as Nigel Herbig
2023-11-15 - 1:13:15 AM GMT
-  Document e-signed by Nigel Herbig (nherbig@kenmorewa.gov)
Signature Date: 2023-11-15 - 1:13:17 AM GMT - Time Source: server
-  Agreement completed.
2023-11-15 - 1:13:17 AM GMT



Powered by
Adobe
Acrobat Sign