



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, February 6, 2025 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Jackson called the regular session of the Town Council to order at 12:02 p.m.

ROLL CALL

Councilmembers: Steve Hushebeck (Position No. 1), Richard Geffen (Position No. 2), Anna Maria de Freitas (Position No. 3) absent, Mason Turnage (Position No. 4), and Barbara Starr (Position No. 5) remote. **Council consensus to excuse the absence of Councilmember de Freitas .**

Town Administrator Denice Kulseth, Town Clerk Jennifer Krembs, and Finance Director Bethany Berry.

FLAG SALUTE

Mayor Jackson conducted the flag salute.

SET AGENDA

At 12:03 p.m., Mayor Jackson asked to set the agenda. Community Development Director Ryan Ericson requested postponement of the Purple Lane update to the regular Council meeting scheduled for February 20, 2025, to fully address citizen concerns received. No further discussion.

Moved by Geffen, seconded by Starr, to amend the agenda to postpone the Purple Lane update. No discussion. Motion passed 4-0 with Councilmember de Freitas absent.

ANNOUNCEMENTS

No announcements were forthcoming.

PUBLIC COMMENT

At 12:05 p.m., Mayor Jackson invited public comment; no public comment was forthcoming.

CONSENT AGENDA

At 12:06 p.m., the Consent Agenda was introduced by Mayor Jackson. Councilmember Hushebeck inquired about Resolution No. 2934 Task Order No. 3 with Gray and Osborne, Inc., regarding what the estimated cost would cover. Public Works Director Jesse Douglas-Seitz explained that Gray and Osborne will advise on drawing, scope of work, and support facilitation of bids for Sunken Park deferred maintenance. Administrator Kulseth clarified Gray and Osborne, Inc., would provide engineering support only, and the funding from the Recreation and Conservation Office (RCO) is only for deferred maintenance. No discussion followed.

Moved by Geffen, seconded by Turnage, to adopt the Consent Agenda as presented. No discussion. Motion passed 4-0 with Councilmember de Freitas absent.

Resolutions

- o Resolution No. 2868-01 – Authorizing Amendment No. 1 to the professional services agreement with Gray and Osborne for an additional \$68,462.00 for construction management.
- o Resolution No. 2920-01 – Authorizing Amendment No. 2 to the professional services agreement with Gray and Osborne for an additional \$9,447.00 for construction management.

- 46 o Resolution No. 2930 – Ratifying Amendment 1 to the grant agreement with TIB for the Marguerite Place Improvement
- 47 Project
- 48 o Resolution No. 2931 – Authorizing Amendment 1 with KBA, Inc., for additional inspection and management services on the
- 49 Marguerite Place Improvement Project
- 50 o Resolution No. 2932 – Authorizing Change Order 2 and Change Order 3 and accepting the Marguerite Place Improvement
- 51 Project
- 52 o Resolution No. 2933 – Ratifying Amendment 4 to the Interlocal Agreement with San Juan County Sheriff’s Office for law
- 53 enforcement services and assistance.
 - 54 o Town Administrator Memo recommending approval
- 55 o Resolution No. 2934 – Authorizing Task Order No. 3 with Gray and Osborne for Sunken Park deferred maintenance
- 56 construction management services.

57 **Minutes** Approval of the Summary of the Minutes dated January 16, 2025.

58 **RECOGNITION AND PROCLAMATION**

59 At 12:08 p.m., Mayor Jackson recognized National African American Appreciation Month. Mayor Jackson shared

60 significant achievements and figures throughout history and called for the Town to celebrate the past and present

61 achievements of African Americans. Mayor Jackson proclaimed February 19, 2025, as a Day of Remembrance to

62 remember the Saoka and Uyetsuka families from San Juan Island and to honor all those impacted by the Japanese

63 Internment.

64 **INTRODUCTION**

65 At 12:16 p.m., Mayor Jackson introduced two new Town employees. Wastewater Treatment Plant Supervisor Joe

66 Pasic moved from Moscow, Idaho, and is looking forward to working on the Wastewater Plant (WWTP)

67 improvements. Pasic is thankful for the WWTP operators and for the opportunity to work with the Town. WWTP

68 Utility Worker I Mikey Barringer moved from Mill Creek and is excited to start his career with the Town.

70 **ACTION AND DISCUSSION ITEMS**

71 Ordinance No. 1815 - Vegetation Maintenance amending FHMC Section 9.14 Nuisance Code

72 At 12:18 p.m., Mayor Jackson introduced Ordinance No. 1815 and welcomed Douglas-Seitz to present on the

73 proposed ordinance. Douglas-Seitz explained the proposed changes to the Friday Harbor Municipal Code which

74 would update language and definitions about noxious vegetation in Chapter 9.14.020 and update Chapter 9.14.030

75 concerning vegetation obscuring pedestrian and street lighting. At the next regular Council meeting, a resolution

76 will be proposed with drawings and diagrams specific to vegetation and street lighting.

77 **Moved by Hushebeck, seconded by Geffen, to amend Friday Harbor Municipal Code Chapter 9.14.020 concerning**

78 **noxious vegetation definitions and Chapter 9.14.030 concerning nuisances specific to vegetation. No discussion.**

79 **Motion passed 4-0 with Councilmember de Freitas absent.**

80 San Juan County Council – Town Council Joint Meeting and Town Council Retreat Dates

81 At 1:24 p.m., Mayor Jackson welcomed Town Clerk Jennifer Krembs to present on special Council meeting dates for

82 the month of March. Krembs shared the joint meeting with San Juan County Council is scheduled for March 12,

83 2025, at Brickworks from 9 a.m. to 12 noon. Krembs is collaborating with County Clerk Sally Rogers to plan the

84 meeting. The Town Council Retreat will take place on March 27, 2025, from 9 a.m. to 12 noon. Agenda items will

85 include potential capital road improvement projects, the Comprehensive Plan Housing Element, architectural

86 design standards, signage, stormwater in the Greenway neighborhood, and safety at pedestrian crosswalks. Food

87 trucks and the Purple Lane update will be addressed in regular Council sessions. Krembs called for additional agenda

88 items from the Council for both meetings. No further discussion.

89 Interim Design Standards Workshop

90 At 12:25 p.m., Mayor Jackson invited Ericson to provide an update on the architectural design standards, which will

91 be further addressed at the retreat. Ericson provided an overview of the design standard adoption protocols

92 explaining Council would need to adopt standards within six months of adopting the interim ordinance and follow

97 the full process before a final version could be adopted. Various ways to implement design standards include
98 adopting design guidelines via a checklist, review board, or hybrid system. Ericson recommends implementing a
99 checklist for the interim design ordinance. He presented proposed architectural, streetscape, and natural
100 topography standards with visual examples of application. Ericson gave credit to Town Planner Ruta Bertulis for her
101 work on the photos in the presentation. Design elements for consideration include materials, roof design, false
102 fronts, porches, recessed entries, entries from both street fronts, street corners, modulated design, balconies,
103 awnings, light fixtures, windows, hardscaping, landscaping, natural features, walls, signage, murals, parking lots,
104 and subdued lighting. Councilmember Turnage commented on the importance of addressing signage in town;
105 Ericson would like to bring forth a sign policy. Ericson said subdued lighting has not been defined and provided
106 examples of cool versus warm lighting. Councilmember Hushebeck pointed out LED lighting wattage varies and is a
107 consideration; Council agreed. Ericson requested additional comments via email. No further discussion.
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Community Development Workshop

110 At 12:43 p.m., Mayor Jackson introduced Ericson to present on the Little Condo Project approved by the Historic
111 Preservation Review Board (HPRB). Ericson shared the site plan for the land owned by Tom Little located at First
112 Street and Court Street. The proposed residential multi-use development is in the commercial zone and, therefore,
113 eligible for 100% transient use; however, the proposed use is 50% transient. Ericson explained the development
114 will look tall because of the natural grade of the landscape. Councilmember Starr inquired if the development would
115 be affordable; Ericson explained why it is not eligible for affordable housing. The property met the historic incentive
116 and is granted a height variance. The property features 23 parking spaces. The retaining wall will require full
117 screening (e.g., foliage). Council members Hushebeck and Turnage like the design. Ericson said the property design
118 incorporated HPRB feedback.

119 Ericson provided an update on the rezoned property on Guard Street, showing an aerial site plan of the new
120 residential project to be called the Guard Street Townhomes. The project features 48 parking spots and passive
121 recreational spaces with vegetation. Ericson shared the permits will allow construction on the site to start soon.
122 The units are modular, two-story houses made in Idaho. Councilmember Hushebeck confirmed the units will be
123 sold. No further discussion.

ADMINISTRATOR'S REPORT

124 At 12:57 p.m., Administrator Kulseth reported the following:

- 125 • Kulseth shared the San Juan County Health and Community Services Homeless Task Force is seeking
126 members. Ericson will serve, and Councilmember Geffen expressed interest.
- 127 • Kulseth and Douglas-Seitz are working on Council requests for pedestrian safety at crosswalks and
128 stormwater in the Greenway neighborhood and will provide updates at future meetings.
- 129 • Kulseth attended a legislative update for city managers sponsored by AWC on January 27, 2025. AWC is
130 concerned about potential legislation being passed that does not reflect small community needs. Another
131 concern is potentially relying on grant funding to support increased police personnel. Kulseth wrote
132 Representative Rommel regarding Governor Inslee's proposal to remove \$100 million dollars from the
133 Public Works Board Fund which is an important funding source for smaller communities and is needed to
134 create infrastructure to support affordable housing. The group is meeting bi-weekly; Kulseth will continue
135 to provide updates.
- 136 • Local representatives of the Fix Our Ferries coalition are lobbying in Olympia today. Chamber Director Becki
137 Day is attending on Kulseth's behalf along with County Councilmember Justin Paulsen, EDC Director Victoria
138 Compton, and Ferry Lovers of Washington (FLOW) member Tom Starr. The EDC Ferry Forum had a lot of
139 energy and interest. Kulseth and Councilmember Hushebeck shared reflections on their study and provided
140 kudos to the EDC and County Councilmembers Fuller and Paulsen.
- 141 • Kulseth shared WWTP funding is making progress and hopefully the project will go out to bid in a few
142 months. Funding obtained thus far includes a \$6.9 million loan, \$8.8 million grant, \$2.7 million from the
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Department of Ecology, and \$1 million from the Town. Friday Harbor qualifies for the Small Communities Grant Program Project Priority List for funding; Douglas-Seitz explained funding depends on hardship. Kulseth is hopeful the improvements can be made with the funding obtained. The Town is also working with KBA and Scott Wilson to formulate bid alternatives to build essential elements if funding does not allow for all improvements. Douglas-Seitz is working with WWTP Supervisor Joe Pasic and crew on priorities for the improvements.

FUTURE AND NON-AGENDA ITEMS

At 1:13 p.m., Mayor Jackson called for future agenda items. No future agenda items were forthcoming.

PUBLIC COMMENT

At 1:14 p.m., there was no public comment.

ANNOUNCEMENT

Mayor Jackson announced the Council will move into a closed session. Mayor Jackson communicated with local citizen Elizabeth Hodgkins Gadbois about making the community self-reliant in case of an emergency. Hodgkins Gadbois is organizing a Town Hall meeting to gather feedback. Councilmember Hushebeck and Kulseth requested San Juan County Emergency Management Director Brendan Cowan be involved. Councilmember Starr suggested the American Red Cross and Peace Island Medical Center be included and that Council be updated on the event. Mayor Jackson will share this information with Hodgkins Gadbois and keep the Council informed. No further discussion.

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 12:57 p.m. The next regular meeting is scheduled for Thursday, February 20, 2025, at 12:00 p.m.

These minutes were approved by motion of the Town Council. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Jennifer M. Krembs, Town of Friday Harbor Clerk