



## SUMMARY OF THE MINUTES TOWN COUNCIL

1      Thursday, August 21, 2025 – Council Chambers – Afternoon Session

2      **CALL TO ORDER**

3      Mayor Pro Tem Hushebeck called the regular session of the Town Council to order at 12:00 p.m.

4      **ROLL CALL**

5      Councilmembers: Steve Hushebeck (Position No. 1; Mayor Pro Tem), Richard Geffen (Position No. 2), Anna Maria  
6      de Freitas (Position No. 3), Mason Turnage (Position No. 4), and Barbara Starr (Position No. 5).

7      **Council appointed Councilmember Hushebeck as Mayor Pro Tem.**

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

9      **FLAG SALUTE**

10     Mayor Pro Tem Hushebeck conducted the flag salute.

11     **12:01 P.M. SET AGENDA**

12     Agenda was set.

13     **12:02 P.M. INTRODUCTION**

14     Town Administrator Kulseth introduced the new Public Works Director Michael Liptack. Liptack is looking forward  
15     to serving the community and is grateful for the opportunity.

16     **12:03 P.M. ANNOUNCEMENTS**

17     Councilmember Turnage must leave the meeting at 1:15 p.m. The Council discussion on the Community Home Trust  
18     Argyle Lots Project is not a public hearing; therefore, comments on this project should be made during the public  
19     comment times, which are 30 minutes at the beginning of the meeting and 10 minutes at the end.

20     **12:05 P.M. PUBLIC COMMENT**

- 21     ○ Paul Fischburg, county resident, Community Home Trust Board President, Argyle Lot Project
- 22     ○ Amanda Lynn, town resident, Community Home Trust Executive Director, Community Home Trust, Argyle  
23     Lot Project
- 24     ○ Karl Eberhard, county resident, San Juan Community Home Trust representative, Argyle Lot Project
- 25     ○ Kari McVeigh, county resident, San Juan County (SJC) Councilmember, Argyle Lot Project
- 26     ○ Steve Ulvi, county resident, affordable housing and Argyle Lot Project

27     **12:20 P.M. CONSENT AGENDA**

28     Moved by Councilmember Geffen, seconded by Councilmember de Freitas to approve the consent agenda as  
29     written. Motion passed unanimously.

30     **Approved:**

31     **Ordinances**

- 32     ○ Ordinance No. 1822 – Amending Ordinance No. 1816 to correct the purchaser's fee.
- 33     ○ Ordinance No. 1823 - Authorizing salaries of elected officials and the Public Works Director.

34     **Resolutions**

- 35     ○ Resolution No. 2971 – Waiving competitive bidding requirements for special facilities or market  
36     conditions: Wastewater Treatment Plant Improvement Project.

48                   ○ Resolution No. 2972 – Accepting the Wastewater Treatment Plant Roof Replacement Project.  
49                   **Payments and Claims**  
50                   ○ Claim warrants: 62576 to 62591 dated July 31, 2025, in the amount of \$66,929.60.  
51                   ○ Payroll warrants: 20207 to 20210 including employee direct deposit and vendor ACH payments 402-406 dated July 31,  
52                   2025, in the amount of \$388,127.50.  
53                   **Minutes** Approval of the Summary of the Minutes dated August 7, 2025.  
54

## 55 ACTION AND DISCUSSION ITEMS

### 56 At 12:21 p.m., Council Discussion – Community Home Trust Argyle Lot Project

57 Councilmember Starr introduced the Argyle Lot Project proposed draft Development Agreement (DA) between the  
58 Town and the San Juan Community Home Trust. Community Development Director Ryan Ericson was not present  
59 but had provided a staff memo with seven points for Council discussion. Ericson requested that Council make  
60 individual motions for how to proceed on each point after considering the memo and the Community Home Trust  
61 proposed draft DA received by the Town on August 12, 2025. Council discussed all seven items:

- 62                   1. Historic review: The property has a historic easement. Ericson recommended that the new development  
63                   maintain the lower Argyle Avenue vernacular and historic aesthetic; Council concurred. Council agreed with  
64                   the Community Home Trust regarding the appeal process and the Historic Preservation Design Manual.
- 65                   2. Solar panels: Washington Residential Code (IRC) for single family residences does not apply to this project.  
66                   The Washington Building Code (IBC) would apply for multi-family developments. Council agreed that the  
67                   development needs to be solar ready with orientation to maximize exposure.
- 68                   3. Administrative appeal: Council was inclined to provide the Community Home Trust with options for  
69                   appealing.
- 70                   4. Tolling or deadlines, time periods, and performance obligations: Ericson was unclear of what was meant by  
71                   "review, approval process, or other action pending before any applicable governmental or regulatory  
72                   authority." Ericson shortened the permit review time from 90 days to 60 days; the Community Home Trust  
73                   would have 300 days to request additional information. Council found the staff suggestion clearer and more  
74                   refined.
- 75                   5. Construction management experience: Town Administrator Kulseth shared an excerpt from the guiding  
76                   principles for the SJC Real Estate Excise Tax (REET) which provides the main financial support for the SJC  
77                   Home Fund. The document states: "The SJC Housing Advisory Committee will evaluate the experience of  
78                   an applicant's development team, management team, executive director, staff, and board of directors to  
79                   determine sufficient capacity to develop, own, and operate housing on a long-term basis." Kulseth shared  
80                   staff's experience with the Community Home Trust's construction manager overseeing the HolliWalk  
81                   Project. She attributed the HolliWalk issues to the construction manager's lack of experience. Kulseth hopes  
82                   the Argyle Lot Project goes through the bid process and has a more experienced construction manager, so  
83                   the project is successful. Council determined the liability is on the Community Home Trust, SJC, and the  
84                   Home Fund lenders.
- 85                   6. Vesting: Council agreed with the staff recommendation to clarify vesting.
- 86                   7. Staff recommended a density increase: Council agreed with the staff recommendation to increase from 14  
87                   units to 24 units per acre.

88  
89                   **Historic Review: Moved by Councilmember de Freitas, seconded by Councilmember Turnage to accept the**  
90                   **Community Home Trust Section 2(A)(5) as proposed by San Juan Community Home Trust. Motion passed**  
91                   **unanimously.**

92  
93                   **Historic Review: Moved by Councilmember Geffen, seconded by Councilmember Starr to accept Section 2(5)(B) as**  
94                   **proposed by Town staff to maintain the historic feel of Lower Argyle Avenue. Motion passed unanimously.**

95  
96 Historic Review: Moved by Councilmember Geffen, seconded by Councilmember Turnage to accept Section 2(A)(6)  
97 as proposed by San Juan Community Home Trust. Motion passed unanimously.  
98  
99 Solar Panels: Moved by Councilmember Geffen, seconded by Councilmember de Freitas to accept  
100 Section 2(A)(10) as proposed by Town staff with modifications to include buildings constructed to be  
101 solar ready by the applicable state code and must orient the building's roof surface area to maximize  
102 energy production. Motion passed unanimously.  
103 Point of Order was called by Town Clerk Krembs to repeat the motion twice before passing or  
104 rejecting motions per Robert's Rules of Order.  
105 Administrative Appeal: Moved by Councilmember Starr, seconded by Councilmember Hushebeck to accept 2(B)(5)  
106 as proposed by San Juan Community Home Trust. Motion passed unanimously.  
107  
108 Tolling or deadlines, time periods, and performance obligations: Moved by Councilmember Geffen, seconded by  
109 Councilmember Hushebeck to accept Section 2(F)(2) as proposed by Town staff. Motion passed unanimously.  
110  
111 At 1:17 p.m., Councilmember Turnage was excused.  
112  
113 Construction Management Experience: Moved by Councilmember Hushebeck, seconded by Councilmember de  
114 Freitas to accept Community Home Trust Section 2(C) as proposed by San Juan Community Home Trust as written.  
115 Motion passed 4-0, with Councilmember Turnage absent.  
116  
117 Vesting: Moved by Councilmember de Freitas, seconded by Councilmember Geffen to accept as proposed by Town  
118 staff Section 3(A)(1). Motion passed 4-0, with Councilmember Turnage absent.  
119  
120 Staff Recommended Increase Density: Moved by Councilmember Starr, seconded by Councilmember de Freitas to  
121 accept as proposed by Town staff Section 2(A)(1) to increase density from 14 units per square acre to 24 units per  
122 square acre for a permanently affordable housing project. Motion passed 4-0, with Councilmember Turnage  
123 absent.  
124  
125 Council is hopeful that the proposed draft development agreement can move forward to a public hearing as soon  
126 as possible. Town staff will follow public noticing requirements when scheduling the public hearing for the earliest  
127 possible date.  
128  
129 **1:27 P.M. PUBLIC COMMENT**  
130     ○ Kari McVeigh, county resident, SJC Councilmember, Affordable Housing and Argyle Lot Project  
131     ○ Karl Eberhard, county resident, San Juan Community Home Trust representative, Argyle Lot Project, solar  
132         orientation  
133     ○ Amanda Lynn, town resident, Community Home Trust Executive Director, Community Home Trust thank  
134         you, administrative appeal, construction management  
135  
136 **1:33 P.M. ADMINISTRATOR'S REPORT**  
137 Administrator Kulseth reported on the following:  
138     ○ Kulseth remarked on McVeigh's public comment. The County took two years to work through the lease and  
139         several more to select a developer for the Argyle Lot Project. The Town has limited staff and cannot be  
140         expected to work through a development agreement in a matter of months.  
141     ○ Kulseth attended the AWC City Manager Conference last week in Walla Walla, WA.

- Charlie's Produce and Aeronautical Services reached out to the Town regarding their inability to obtain ferry reservations needed to serve the islands. Kulseth referred them to County Councilmember/Ferry Advisory Committee Liaison Justin Paulsen. Paulsen has reached out to Washington State Ferries.
- BOSS Construction is mobilizing next week on the Wastewater Treatment Plant Improvement Project. A license has been issued for BOSS Construction to stage at the adjacent property located at Harbor Street and Tucker Avenue. Kulseth asked if the Council would consider an ordinance amendment allowing a temporary sewer connection on that site during construction. Council was agreeable.
- Bonfires are being built on the street in Roman Court, an undeveloped neighborhood currently closed to traffic. The street will be reopened. Signage will be added to address parking limits. An ordinance to add no parking signs will be forthcoming.
- The Town lifted the burn ban to align with the County.
- Kulseth attended the SJC Climate and Water Roundtable to address water conservation. Kulseth shared the water saved over the past year since moving to radio-read water meters. Tiered pricing was implemented about a year ago to discourage excessive water used by out-of-town homes with irrigation. Bulk water sales continue for emergency water relief at Hannah Heights.
- The Town will move to Zoom Webinar for broadcasting public meetings in order to save money and provide better security controls.

1:49 P.M. FUTURE AND NON-AGENDA ITEMS

Councilmember Hushebeck announced that Leadership San Juan applications are due by August 30, 2025; applications can be found at: <https://lsji.org/>

1:51 P.M. ADJOURNMENT

165 Hearing no further business and no objection, Mayor Pro Tem Hushebeck adjourned the meeting. The next regular  
166 meeting is scheduled for Thursday, September 4, 2025, at 12:00 p.m.

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