



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, September 4, 2025 – Council Chambers – Afternoon Session

CALL TO ORDER

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

ROLL CALL

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

Town Administrator Denice Kulseth, Town Clerk Jennifer Krembs, Executive Assistant Julie Greene, Public Works Director Mike Liptack, and Community Development Director Ryan Ericson. Mayor Raymont Jackson and Finance Director Bethany Berry absent.

APPOINTMENT

Moved by Councilmember Hushebeck, seconded by Councilmember Geffen to appoint Councilmember de Freitas as Mayor Pro Tem and excuse the absence of Councilmember Starr. Motion passed 4-0, with Councilmember Starr absent.

FLAG SALUTE

Mayor Pro Tem de Freitas conducted the flag salute.

12:02 P.M. SET AGENDA

An update on internet installation by Rock Island after Ordinance No. 1825 and a recess after Ordinance No. 1824 were added to the agenda.

12:01 P.M. ANNOUNCEMENTS

No announcements were forthcoming.

12:03 P.M PUBLIC COMMENT

- Kathryn Rachwitz, Town resident, concerned citizen regarding Coho Drive.
- Jessica Hudson, San Juan County (SJC) Manager, County Council meeting update.

12:09 P.M. CONSENT AGENDA

Moved by Councilmember Geffen, seconded by Councilmember Turnage to approve the consent agenda as written. Motion passed unanimously.

Approved:

Resolutions

- Resolution No. 2973 – Authorizing Amendment No. 3 with KBA for additional advisory support for the Wastewater Treatment Plant (WWTP) Improvement Project to address the WWTP Improvements PMOA Independent Cost Estimate Cost Overrun.

Minutes Approval of the Summary of the Minutes dated August 21, 2025.

ACTION AND DISCUSSION ITEMS

12:09 P.M. Ordinance No. 1825

Town Administrator Kulseth presented Ordinance No. 1825 authorizing a temporary sewer hook-up at Town-owned property located on Tucker Avenue and Harbor Street to support the Wastewater Treatment Plant Improvement Project.

Moved By Councilmember Hushebeck, seconded by Councilmember Geffen to adopt a new subsection to the Friday Harbor Municipal Code Chapter 13.21.030 , Sewer Service Charge.

12:12 P.M. Community Development Update - Harrison Condominiums Rock Island Installation

Community Development Director Ryan Ericson provided an update regarding aerial internet installation at the Harrison Condominiums by Rock Island. Ericson explained the temporary design variance required for aerial installation; trenching wires underground is the required method to install such services. Trenching costs are determined by the provider. A design variance will be brought forth to Council on September 18, 2025, with a recommendation to trench wires underground when Nichols Street is redone.

12:16 P.M. Community Development Update – Draft Griffin Place Development Agreement Workshop

Ericson provided an update on the proposed Development Agreement (DA) for the Griffin Place development to be located on Hamilton Ranch Road across from the elementary school. The draft DA highlights bonus density of 49 new units including eight apartments and 41 townhouses categorized as a Residential 24 (R24) development on a 2.2-acre parcel. Griffin Place developer David Flaum is requesting increasing lot coverage from 30% to 40%, increasing building height from 27 feet to 30 feet, and allocating 1.5 parking spaces per unit for a total of 70 parking spots. The DA includes vested stormwater and agreements for frontage improvements on Grover Street, frontage improvements on Hamilton Ranch Road, and installation of a curb, gutter, and sidewalk to the Gerard Street public access on Hamilton Ranch Road, if an easement on the neighboring property is obtained by the Town. The new development would abide by historical guidelines, be energy efficient, include eight units of permanent workforce housing which is 80% of the local area mean income (AMI), and include solar arrays to the maximum extent feasible. Flaum would have one year to submit the site plan and building permit application. The townhouses would have a double wall with laydown parapet and sprinklers due to the townhomes being built in blocks of five. Flaum introduced his team and explained Griffin Place is the namesake of deceased community member Griffin Cuomo. Flaum thanked Ericson, Kulseth, and Community Development Administrative Assistant Janelle Berwald for their collaborative efforts to make the development work well for the community. A DA will come forth to Council in October.

12:28 P.M. Ordinance No. 1824 – Adopting an interim zoning ordinance.

Ericson presented an interim zoning ordinance to address immediate needs for building taking place within the town. The interim ordinance addresses LED lighting regulations and aligns landscaping requirements with SJC requirements. Within six months a final version of the ordinance will be brought forth to Council.

Moved by Councilmember Geffen, seconded by Councilmember Turnage to adopt Ordinance No. 1824 an interim ordinance adopting zoning regulations for lighting standards in the downtown core and historic overlay districts, landscaping requirements for subdivisions and separation between uses, historic preservation incentives, and general building design guidelines. Motion passed 4-0, with Councilmember Starr absent.

12:35 P.M. RECESS

Council opted to dismiss the recess and proceed with business.

12:35 P.M. Building Design Workshop

Ericson presented building designs with visual examples of town buildings to illustrate the proposed building design ordinance. Elements and standards were described across two models:

- The Storefront Block Frontage Standard Model addressed building placement, building entrances, façade transparency, weather protection, floor to ceiling height, commercial space depth, signage, and parking location.
- The Landscape Block Frontage Standard Model addressed building placement, building entrances, façade transparency, weather protection, parking location, and landscaping.

New construction in the downtown area would require recessed entries. Specific streets within the downtown core and applicable models were shared. Ericson will conduct another workshop in November to review additional elements and standards for Council’s consideration. The Comprehensive Plan will be presented in an upcoming Council meeting.

12:52 P.M. TOWN ADMINISTRATOR REPORT

Town Administrator Denice Kulseth reported on the following:

- Finance Director Bethany Berry requested a budget adjustment to replace the public bathroom water heater and air purifier unit; the two improvements would cost approximately \$35,000.
Moved by Councilmember Hushebeck, seconded by Councilmember Geffen to authorize a budget adjustment for a heating system and ventilation system for the public bathrooms. Motion passed 4-0, with Councilmember Starr absent.
- Reid Ledgerwood will be moving to a job with OPALCO. Finance Director Berry requested a budget adjustment to staff a part-time position to support utility billing and reporting. An Assistant Finance Director position will also be created to replace Ledgerwood and to provide coverage for the Finance Department when needed.
Moved by Councilmember Geffen, seconded by Councilmember Hushebeck to authorize the Finance Director to budget for a new part-time position in the Finance Department. Motion passed 4-0, with Councilmember Starr absent.
- The Town has reached 90% design for the Water Treatment Plant Improvement Project to add a fourth filter to build capacity for water production. The work will take place in 2026.
- The Town applied for a \$350,000 grant from Puget Sound Nutrient Removable Funding through the Department of Ecology. The grant is for nutrient removal from effluent at the Wastewater Treatment Plant. If awarded, the Town would apply the amount to the loan for the Wastewater Treatment Plant Improvement Project.
- Patrick Minney obtained his Operator 1 Certification on August 28, 2025. All crew members are now certified; 15 certifications have been earned by Town staff since 2023. The certifications support succession planning.
- Kulseth expressed gratitude for having Mike Liptack as the Public Works Director. She announced additional new staff members Gilbert Venegas in the Streets and Park Department and Matteo Blackmon as a rover across Public Works departments.
- Town flowerpots will be watered until September 15th.

1:07 P.M. PUBLIC COMMENT

No public comment was forthcoming.

1:07 P.M. FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

1:08 P.M. ADJOURNMENT

Hearing no further business and no objection, Mayor Pro Tem de Freitas adjourned the meeting. The next regular meeting is scheduled for Thursday, September 18, 2025, at 12:00 p.m.

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