



# **SUMMARY OF THE MINUTES TOWN COUNCIL**

Wednesday, November 12, 2025 – Council Chambers – Special Meeting

## CALL TO ORDER

Mayor Jackson called the regular session of the Town Council to order at 8:35 a.m.

## ROLL CALL

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

Town Administrator Denice Kulseth, Town Clerk Jennifer Krembs, Finance Director Bethany Berry, Community Development Director Ryan Ericson, and Mayor Raymont Jackson.

## FLAG SALUTE

Mayor Jackson conducted the flag salute.

8:37 A.M. DISCUSSION ITEMS

## Comprehensive Plan Work Session

Community Development Director Ryan Ericson led a work session on the Comprehensive Plan.

Comprehensive Plan history, why planning is important, an overview of the process, data, and maps for potential rezoning and further development were provided in a presentation. Topics reviewed and discussed included the following:

- Introduction to the Growth Management Act  
(Data gathered through commissioned reports, community pop-up events, surveys, and focus groups)
  - Land capacity and economic development (quality of life, amenities, housing, employment, and public services).
  - Concerns for the next 20 years (presentation slide No. 6, Exhibit 5). The Council requested more specific utility cost data from town residents as data shared included county residents.
  - Housing needs (obstacles to affordable housing and rental challenges).
  - State mandates for planning. Washington state supply and demand model does not align with small community preferences for planning; examples included density and parking.
  - Mixed use zoning (preferred housing types, missing housing types, supported regulatory strategies, incentives, inclusionary zoning, bonus density, public housing authority, streamlined permitting process, reduced parking requirement, pre-approved building plans, reduction/waiver of fees). Mixed use areas in town have the most density.
  - Discussion on mixed-use development in the downtown core:
    - Restrictions on short-term rentals will require a partnership with San Juan County (SJC). The SJC rental permit lottery is still in effect; permits are allowed to stay with parcels through change in ownership.
    - Building permits are vested when permits are approved.
    - Mixed use in the commercial zone is allowed. The Council inquired about paid parking mitigation located at Parcel Number: 351350102000. Ericson explained buildings built to historic guidelines reduce parking requirements by half. Non-conforming and conforming parking was explained.

- The Council wants to limit transient and short-term rentals to create more long-term rentals. They requested a moratorium to address regulating transient units in town. However, building permits are vested at time of application so projects that already have building permits would not be impacted by a moratorium.
- Comprehensive Plan data
  - History of past Comprehensive Plans.
  - Demographics (estimated population, 2045 projected population natural growth, SJC allocated population set at 60% going into the town's Urban Growth Area (UGA), allocated employment).
  - Population trends.
  - Population impact on utilities and the considerations for capital improvements.
  - Projected annual sustainable raw water supply deficiency (sustainable yield and water rights for withdrawal limits).
  - Water service connections by customer class.
  - Water system Equivalent Residential Units (ERUs).
  - Water service area and population.
  - Projected water demands with sustainable yield.
  - Wastewater facilities plan with population projections.
  - Cost burdened households and renters.
  - Land capacity analysis – housing element data (number of units needed in the next 20 years), income band distribution. SJC assigns housing to the county and town UGAs.
  - Housing by income. State mandates the town follow SJC Annual Median Income (AMI).
  - Housing inventory.
  - Economic development from 2023.
  - Resident data covering work locations from U.S. Census Bureau.
- Future Zoning Map (Exhibit 8, page 11 from BERK Housing Capacity Appendix). Overviewed in response to Council's request for a rolling approach.
  - Applicable density overlay districts.
  - Residential density allowance per acre, referred to as R-14 – R-20 in applicable town areas.
  - Building out to full density. Ericson said the proposed Griffin Place development built to R-20 makes sense as leftover density from other town developments is applied. Meaning if one development does not build to full density, another parcel can use the leftover allowance.
  - Building height measurement. The Council expressed concern on building height. Ericson explained locations may be designated for potential 35-foot versus historic 27-foot buildings. The Council requested the downtown core maintain historic height.
- Economic growth
  - The Council was amenable to take on a larger role in promoting economic growth and requested Town staff work with the Economic Development Council and Chamber of Commerce. Ericson was asked to find examples of small communities that have had success with promoting economic growth.

## **10:30 A.M. ADJOURNMENT**

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

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