TOWN OF YARROW POINT
PLANNING COMMISSION (TELECONFORENCE) MEETING MINUTES
May 17, 2021

The following is a condensation of the proceedings and is not a verbatim transcript.

CALL TO ORDER:
Carl Hellings Planning Commission Chairman called the meeting to order at 7:02pm

PRESENT:

Chairman:	Carl Hellings
Commissioners:	Trevor Dash
	Chuck Hirsch
	Jennifer Whittier
	David Feller
Staff:	Austen Wilcox – Town Deputy Clerk
	Mona Green – Town Planner
	Scott Missall – Town Attorney
Guests:	Debbie Prudden – Resident

APPEARANCES:
None.

MINUTES:
March 15, 2021 Regular Meeting.

MOTION: Commissioner Hirsch moved to approve the minutes of the March 15, 2021 regular meeting as presented. Commissioner Feller seconded the motion.
VOTE: 5 For, 0 Against. Motion carried.

STAFF REPORTS:
Town Planner Mona Green and Deputy Clerk Austen Wilcox provided a report on the May Council meeting:

- The Park Board voted to reclassify Sally's Alley from a road into a park. The Town's Attorney and Town staff are gathering more information to formulate a plan to move forward. There was a petition presented to Council in support of preserving Sally's Alley. The Planning Commission will likely review the request at an upcoming meeting and need to provide a recommendation to Council.

- Council passed Ordinance No. 711 covering zoning and subdivision codes describing driveway widths and correcting discrepancies.

- Updates on NE 42nd St UGC project. There was a large transformer placed in the ROW at the bottom of NE 42nd St that was supposed to be underground. There are plans to camouflage it with a fence and landscaping. City of Bellevue plans to underground the transformer in the future.

- Review of the 2022-2027 CIP/TIP. A public hearing will be held at the regular June 8 Council meeting.

REGULAR BUSINESS:

PCAB 21-04 Continued tree code discussion/ Review draft tree code

Town Planner Mona Green reviewed a draft tree code that has incorporated the agreements the Planning Commission has made to date on private property tree regulations. She covered the following chapters:

- Purpose.
- Definitions.
- Tree removal & minimum significant tree density.
- Exemptions.
- Tree Removal permit – Application process.
- Tree Removal permit – Expiration.
- Mitigation.
- Construction Site Tree Protection.
- Appeals.
- Enforcement and Penalties.

The Commission discussed need for a good notification process to adjacent neighbors who could be affected by tree removal. The Commission would like the Town to be responsible for providing the notification.

The following additional topics were discussed:

- Tree canopy.
- Significant trees.
- Penalties- cost needs to be significant.
- Credits for trees bordering private property and Town ROW.
- Credits for trees bordering two private properties. In this scenario, the Commission discussed allowing each adjoining property owner the right to .5 credits.
- Spacing of trees.
- Location of areas for mitigation trees.

Debbie Prudden resident at 3805 94th Ave NE discussed tree ratio replacement based on square footage of her lot. The cost to remove a tree should be burdened towards those who own the tree causing issues.

Town Planner Green responded stating that best management practices should be followed.

Town Planner Mona Green will consult with the Town Arborist on the following questions the Planning Commission created:

1. If the Town would like to cite a document that describes Best Management Practices for tree protection during construction, what should the citation be, and what are those practices?

2. What is the current definition of a hazardous tree, and what is the source of this definition?

3. A regulation was suggested that would restrict mitigation trees (defined as trees that have the potential to grow to a DBH of 18" at some future time) from being planted closer than 20 - 30 feet apart. It was also suggested that there be property line setback requirements to prevent trees from interfering with neighboring properties. Are there any such regulations being in place in other jurisdictions?

4. What is the suggested penalty for the removal of a significant tree (over 18" DBH) without a permit?

5. What species should be avoided as mitigation trees?

The Town Arborist and Town Attorney will need to review the draft code to provide further input.

MOTION: Commissioner Hirsch moved to forward the draft code with the edits as outlined in tonight's meeting to the Town's Arborist and Attorney to provide further input and guidance. Commissioner Feller seconded the motion.
VOTE: 4 For, 1 Against, 0 Abstain. Motion carried.

PCAB 21-05 Adopt Roberts Rules of Order & review current YPMC Planning Commission Code

1.) The Town does not have a historic record of the adoption of Roberts Rules of Order for the conduct of its meetings. The Planning Commission must adopt its own Procedural Rules per RCW 35.63.040 Commissions—Organization—Meeting—Rules;

MOTION: Chairman Hellings moved that the Planning Commission adopt Roberts Rules of Order, in their current version and as may be revised from time to time, for the conduct of the Commission's meetings and actions. Commissioner Hirsch seconded the motion.
VOTE: 5 For, 0 Against, 0 Abstain. Motion carried.

2.) Town Attorney Scott Missall explained that the current Planning Commission chapter (YPMC 2.28) is inadequate and should be expanded. He referenced City of Mill Creek's Planning Commission chapter to use as an example.

The Planning Commission requested to have Attorney Missall and Planner Green provide an updated draft Planning Commission code chapter for them to review at an upcoming meeting.

ADJOURNMENT:

MOTION: Chairman Hellings moved to adjourn the meeting at 9:02pm. Commissioner Feller seconded the motion.

VOTE: 5 For, 0 Against, 0 Abstain. Motion carried.

APPROVED:

Carl Hellings, Chairman

ATTEST:

Austen Wilcox, Deputy Clerk

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