

TOWN OF YARROW POINT
COUNCIL REGULAR MEETING MINUTES
January 10, 2023
4:00 p.m.

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

1. CALL TO ORDER:

Mayor Katy Kinney Harris called the meeting to order at 4:00 p.m.

PRESENT:

Mayor: Mayor Katy Kinney Harris

Councilmembers: Stephan Lagerholm
Carl Scandella
Chuck Porter
Andy Valaas
Kathy Smith – *attended virtually*

Staff: Bonnie Ritter – Clerk-Treasurer
Austen Wilcox – Deputy Clerk
Stacia Schroeder – Engineer
Aleks Romanenko - Planner
Scott Missall – Attorney
Emily Romanenko – Attorney

Guests: Dawn Hanson – Clyde Hill Police

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF/AMENDMENTS TO AGENDA

MOTION:

Motion by Councilmember Valaas, seconded by Councilmember Lagerholm to approve the agenda as presented.

VOTE: 5 for. 0 against. Motion carried.

5. STAFF REPORTS:

A. Police Report

Lt. Dawn Hanson reviewed the police report for December 2022.
Mayor Harris thanked the CHPD for their service in December.

B. Engineer Report

- 94th Ave NE

Gray & Osborne will join the team in January 2023 to begin the civil design. We expect the City of Bellevue Water Utility to complete their design and bid their project in early 2023 and then construct in the summer/fall of that same year. Staff will continue working with PSE to obtain their final design.

- 2023 TYP Stormwater Manual and Standards Update

Town staff received a proposal from Gray & Osborne that includes updating the Town's 2014 Stormwater Design Guidelines as well as the Town's 2010 Standard Plans and Notes Manual. The proposal (\$19,000) is an agenda item for Consideration later in this meeting.

6. APPEARANCES/PUBLIC COMMENT:

None.

7. CONSENT CALENDAR:

MOTION: Motion by Councilmember Valaas, seconded by Councilmember Porter to approve the Consent Agenda as presented.

VOTE: 5 for, 0 against. Motion carried.

8. REGULAR BUSINESS

8.1 – Department of Commerce \$100k grant for Planning Commission Comprehensive Plan Update

The dollar amount of this contract is \$50,000 for FY23: which runs from July 1, 2022, to June 30, 2023, for the State of Washington. The final \$50,000 for FY24 will be executed next year upon completion of the FY23 contract.

Planner Aleksandr Romanenko discussed the upcoming plan and answered questions from Council.

The Town Planner will provide updates to Council.

MOTION: Motion by Councilmember Porter, seconded by Councilmember Valaas to execute the Comprehensive Plan Update grant contract with Department of Commerce.

VOTE: 5 for, 0 against. Motion carried.

8.2 – Planning Commission 2023 Work Plan Proposal

The proposed work plan is an outline of the major work items which the Planning Commission will endeavor to address during the 2023 calendar year. Additional work may be added by Council as issues arise which require the planning commission's attention.

Council discussed and determined that short term rentals are a low priority.

MOTION: Motion by Councilmember Valaas, seconded by Councilmember Lagerholm to adopt the proposed 2023 Planning Commission work plan with the added note that short term rentals are a low priority.

VOTE: 5 for, 0 against. Motion carried.

8.3 – Hedge Code Feedback from Council to Planning Commission

Over the last six months, staff has worked with the Planning Commission to create a draft code that eliminates the ambiguities in the existing code, creates a clearer definition for hedges, and removes the Town from the enforcement process. Additionally, the draft code creates clear and detailed guidelines for residents to privately resolve their hedge disputes, and in the event that the voluntary dispute resolution process fails, they can seek civil action through a private nuisance claim. During the December Planning Commission meeting, the commissioners directed staff to bring the draft code to council for general review and feedback.

Council reviewed and was pleased with the direction of the draft code. The Planning Commission and staff will continue to fine-tune the draft and bring it back to Council for another round of review.

8.4 – Gray & Osborne, Inc Stormwater Drainage Guidelines and Standard Plans and Notes Update – Engineering Services, for approval

The Town of Yarrow Point currently uses Stormwater Drainage Guidelines (dated 2014) and Standard Plans and Notes (dated 2010) to guide developers and engineers designing public works facilities and private improvements related to transportation, utilities and drainage. The Town now desires to update these guidelines and incorporate them into formal Public Works Standards. Where possible, the Public Works Standards will reference by name the Washington State Department of Transportation Standards and Standard Plans, the Department of Ecology Stormwater Management Manual for Western Washington and the City of Bellevue Utilities Department Standards for Water and Sewer Facilities.

To ensure that the new Public Works Standards and the Yarrow Point Municipal Code (YPMC) work in conjunction, each document will be revised, as needed.

MOTION: Motion by Councilmember Lagerholm, seconded by Councilmember Porter to approve Gray & Osborne, Inc's estimated Engineering Services Proposal of \$19,000.00 to provide updates to the Town's Stormwater Drainage Guidelines and Standard Plans and Notes.

VOTE: 5 for, 0 against. Motion carried.

8.5 – Establishing Commencement Time and Location for Regular Planning Commission Meetings

Historically, the Yarrow Point Planning Commission scheduled its regular meetings to begin at 7:00 p.m. on the Monday after the second Tuesday of each month and held the meetings at Yarrow Point Town Hall.

At the December 19 regular Planning Commission meeting, the Commission made a motion recommending to Council to change their regular meeting from the third Monday of every month to the third Tuesday of every month. By doing so, this will maintain consistency with regular Council and Park Commission meetings that are both held on Tuesdays, allows for an easier date to remember, and it may also increase public participation.

Ordinance 728 establishes all regularly scheduled Planning Commission meetings to be held on the third Tuesday of each month and commence at 7:00 p.m. at Yarrow Point Town Hall, 4030 95th Ave NE, Yarrow Point, Washington.

MOTION: Motion by Councilmember Porter, seconded by Councilmember Lagerholm to approve Ordinance No. 728, AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON, AMENDING CHAPTER 2.28 OF THE YARROW POINT MUNICIPAL CODE TO ESTABLISH THE COMMENCEMENT TIME AND LOCATION FOR REGULAR MEETINGS OF THE PLANNING COMMISSION; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.
VOTE: 5 for, 0 against. Motion carried.

8.6 – Establishing Commencement Time and Location for Regular Park Commission Meetings

The purpose of this Ordinance is to establish code for Park Commission commencement time and location for regular meetings.

Historically, the Yarrow Point Park Commission has scheduled its regular meetings to begin at 7:00 p.m. on the fourth Tuesday of each month and has held the meetings at Yarrow Point Town Hall.

Ordinance 729 establishes all regularly scheduled Park Commission meetings to be held on the fourth Tuesday of each month and commence at 7:00 p.m. at Yarrow Point Town Hall, 4030 95th Ave, Yarrow Point, Washington.

MOTION: Motion by Councilmember Porter, seconded by Councilmember Valaas to approve Ordinance No. 729, AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON, AMENDING CHAPTER 2.32 OF THE YARROW POINT MUNICIPAL CODE TO ESTABLISH THE COMMENCEMENT TIME AND LOCATION FOR REGULAR MEETINGS OF THE PARK COMMISSION; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.
VOTE: 5 for, 0 against. Motion carried.

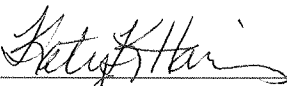
9. Mayor and Council Reports:

Mayor Harris announced the transition from Scott Missall to Emily Romanenko as designated Town Attorney. Scott Missall will serve as a back-up and will still be available if needed.

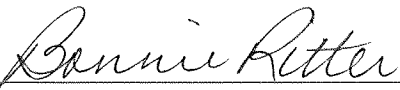
10. ADJOURNMENT:

MOTION: Motion by Councilmember Valaas, seconded by Councilmember Scandella to adjourn the meeting at 5:15 p.m.

VOTE: 5 for, 0 against. Motion carried.



Katy Kinney Harris, Mayor



Attest: Bonnie Ritter, Clerk-Treasurer