



Mayor: Katy Kinney Harris

Councilmembers: Stephan Lagerholm, Carl Scandella, Chuck Porter, Andy Valaas, Kathy Smith

Town Attorney: Emily Romanenko

Clerk-Treasurer: Bonnie Ritter

Deputy Clerk: Austen Wilcox

Meeting Participation

Members of the public may participate in person at Town Hall or by phone/online. Town Hall has limited seating available, up to 15 public members. Individuals who call in remotely who wish to speak live should register their request with the Deputy Clerk at 425-454-6994 or email depclerk@yarrowpointwa.gov and leave a message before 3:30 PM on the day of the Council meeting. Wait for the Deputy Clerk to call on you before making your comment. If you dial in via telephone, please unmute yourself by dialing *6 when it is your turn to speak. Speakers will be allotted 3 minutes for comments. Please state your name (and address if you wish.) You will be asked to stop when you reach the 3-minute limit.

Join on computer, mobile app, or phone

1-253-215-8782

Meeting ID: 874 4763 5737#

<https://us02web.zoom.us/j/87447635737>

1. **CALL TO ORDER:** Mayor Katy Kinney Harris

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:** Councilmembers Stephan Lagerholm, Carl Scandella, Chuck Porter, Andy Valaas, Kathy Smith

4. **APPROVAL OF/AMENDMENTS TO AGENDA**

5. **STAFF REPORTS (15 minutes)**

6. **APPEARANCES/PUBLIC COMMENT**

If you call in via telephone, please unmute yourself by dialing *6 when it is your turn to speak. Comments via email may be submitted to depclerk@yarrowpointwa.gov or regular mail to: Town of Yarrow Point, 4030 95th Ave NE, Yarrow Point, WA 98004.

7. **CONSENT CALENDAR (5 minutes)**

Consists of routine items for which Council discussion is not required. A Councilmember may request that an item be moved to Regular Business for discussion. Consent items are approved with one vote.

8. **REGULAR BUSINESS (40 minutes)**

8.1 – City of Bellevue Lake Line Sanitary Sewer Presentation RE: Draft Environmental Impact Statement & Management Plan

8.2 – 2021 State Building Code Update/ First Reading

8.3 – Budget Discussion for Sally’s Alley

8.4 – Amending Yarrow Point Municipal Code (“YPMC”) Chapter 14.04 to Adopt Regulation Regarding Preapplication Conferences

A. Ordinance No. 730

8.5 – Fee Resolution Update

A. Resolution No. 366

8.6 – Amending Yarrow Point Municipal Code (“YPMC”) Chapter 2.23 – Park Commission – to Repeal the Provisions Regarding Ex Officio Members

A. Ordinance No. 731

8.7 – Repealing Resolutions No. 359 and No. 360 regarding Ex Officio Members of the Planning Commission and Park Commission

A. Resolution No. 370

8.8 – Amending Yarrow Point Municipal Code (“YPMC”) Chapter 1.08 to Clarify Code Enforcement Regulations

A. Ordinance No. 732

8.9 – PSE IntoLight Agreement for Authorization.doc

8.10 – Hedge Code Amendments

8.11 – Permanent Supportive and Transitional Housing Code Amendments

8.12 – Discuss Planning Commission’s Recommendation to add Eagle Protection to Planning Commission’s 2023 Work Plan

8.13 – 2022 Annual Report

8.14 – AV Equipment for Council Chambers

9. MAYOR & COUNCIL REPORTS (5 minutes)

Mayor

- National Police Week Proclamation

10. ADJOURNMENT

STAFF REPORTS

1. Police Reports
2. Fire-EMS Reports
3. 2023 First Quarter Financial Report
4. Town Engineer Reports:
 - 2023 Stormwater Manual and Standards Update
 - 2024 94th Ave NE UGC
5. Town Planner Report:
 - Comprehensive Plan Update
6. Commission Minutes:
 - March 21, 2023 Planning Commission Minutes
 - March 28, 2023 Park Board Minutes
 - April 18, 2023 Planning Commission Minutes
 - April 25, 2023 Park Board Minutes



MEMO

To: Yarrow Point City Council

From: Chief Kyle Kolling

Date: May 09, 2023

Re: April 2023 Summary

Greetings,

April trainings included:

- Regular monthly training through PoliceOne Academy continued with officers completing various courses.
- Officer Jennings completed FTO (Field Training Officer) School and is now ready to train new officers.
- Officer Fernandez completed an Evidence course.
- Multiple Officers qualified during range training.

We welcomed Officer Cameron Hanson to the department after completing almost 20 weeks of training at CJTC. He has officially hit the streets with his FTO's.

On the social media front, Eight Facebook posts were created in April, which reached over 650 people. Our page garnered 444 engagements this month by the public (reactions, comments, and shares). The Sentinel is on hold until the new Records Manager can get caught up and can focus on it. We now have 455 followers on our Instagram account.

As you are all aware, the 2023 Legislative session has come to a close with no decision on Blake (Drug Possession). Although, as of May 3rd, Governor Inslee has called a special session to deal with this issue. Blake is currently set to sunset on July 1st, which means, if a compromise cannot be made then all drug possession in WA State would become legal. We are monitoring this closely and are ready to move on our own ordinance making drug possession illegal and a gross misdemeanor.



Issued Ticket Report Summary
Yarrow Point
April 01, 2023-April 30, 2023

<u>Violation Location Address</u>	<u>Date And Time</u>	<u>Violation Description</u>	<u>Issuing Officer</u>
<i>Citations-Non-Traffic: 0</i>			
<i>Citations-Criminal: 0</i>			
<i>Infractions-Traffic: 12</i>			
3500 BLK 92ND AVE NE	04/28/2023 16:08:00	FAIL TO STOP AT INTERSECTION	6177 - Humphreys
<i>Infractions-Speeding: 4</i>			
9100 POINTS DR NE	04/29/2023 19:19:00	SPEED 11 MPH OVER LIMIT (40 OR UNDER)	6177 - Humphreys
8900 BLK POINTS DR NE	04/07/2023 09:13:00	SPEED 14 MPH OVER LIMIT (40 OR UNDER)	9337 - Swai
8900 POINTS DR NE	04/12/2023 14:43:00	SPEED 16 MPH OVER LIMIT (40 OR UNDER)	9337 - Swai
3500 BLK 92ND AVE NE	04/28/2023 16:08:00	SPEED 8 MPH OVER LIMIT (40 OR UNDER)	6177 - Humphreys
<i>Infractions-Parking: 1</i>			
4300 95TH AVE NE	04/29/2023 19:41:00	PARKED BLOCKING LANE OF TRAVEL	3236 - Fernandez



Town of Yarrow Point
ACTIVITY REPORT

	April 2023	March 2023	2023 YTD	2022 YTD
CRIMES AGAINST PERSONS				
Assault	0	0	0	0
Domestic Violence/Disturbance	0	1	1	0
Harassment	0	0	0	0
Order violation	0	0	0	0
Rape/sex offenses	0	0	0	1
Robbery	0	0	0	0
Other (<i>Abuse, APS, civil, CPS, custodial interference, extortion</i>)	0	0	0	0
PROPERTY CRIMES				
Burglary	0	0	1	1
Fraud	2	1	4	0
MV Prowl	0	0	0	0
MV Theft	0	0	0	0
Theft	1	1	5	1
Other (<i>Arson, illegal dumping, malicious mischief, prowler, trespass</i>)	0	1	6	6
ARRESTS				
Drug/alcohol	0	0	0	0
Warrants	0	0	0	0
Other	0	0	0	1
TRAFFIC ACTIVITY				
Criminal Traffic	0	1	1	0
Infractions	5	3	16	20
Warnings	2	3	15	14
Traffic accidents	0	0	2	0
Traffic stops	8	15	30	20
Parking	1	1	2	10
OTHER				
Alarms	2	5	10	3
Complaints				
~Animal	0	0	0	1
~Fireworks	0	0	0	0
~Noise	0	0	0	2
~Soliciting	0	0	0	0
Deaths	0	0	0	0
Suspicious	1	0	5	3
Drug/alcohol	0	0	0	0
PUBLIC SERVICES				
Other Public Services (<i>area check, assist, community policing, contacts, direct enforcement/patrol, 911 hang-ups, fire assist, follow up, on-view, order service, walk through, welfare check</i>)	20	18	61	27

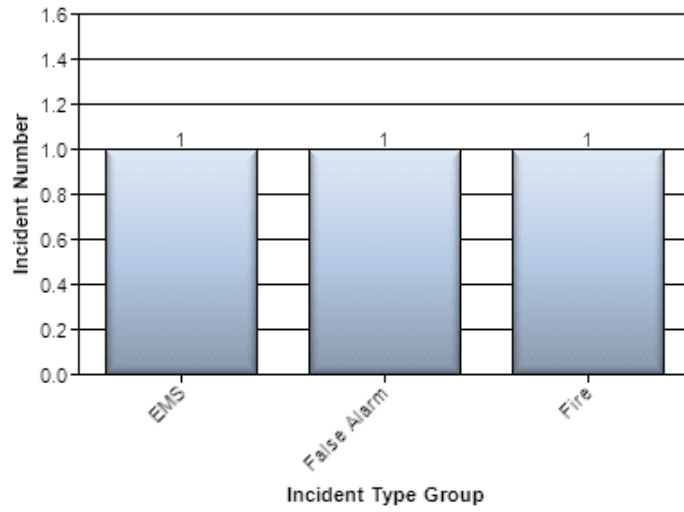


City of Yarrow Point
April 2023

2023-1432	04/28/2023	9000 blk Points Dr NE	Recovered Property	Lyon
Flock system flagged a stolen plate on a vehicle. Officers conducted a traffic stop and found that the plates had not been removed from the system earlier in the year. Driver was released, no charges pending.				

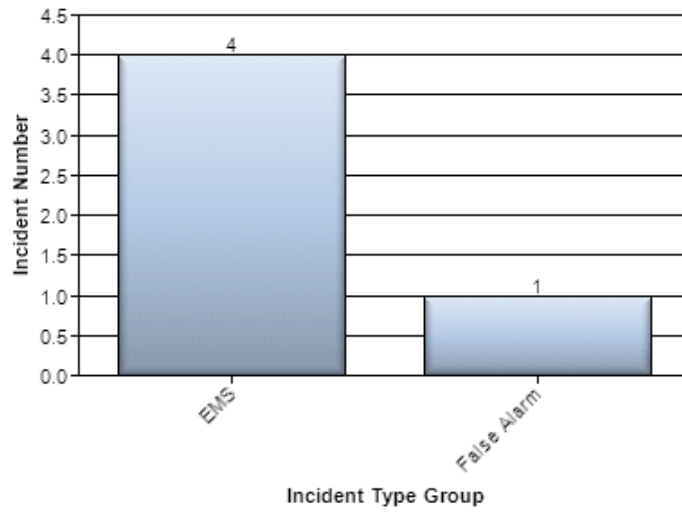
Incident Date between 2023-03-01 and 2023-04-01
City equal to Yarrow Point

Incident Type Group	Incident Count
EMS	1
False Alarm	1
Fire	1



Incident Date between 2023-04-01 and 2023-05-01
City equal to Yarrow Point

Incident Type Group	Incident Count
EMS	4
False Alarm	1



Account Number	Account Title	03/2023 Current year Actual	2023 Current year Budget	Remaining	Percentage
GENERAL FUND #001					
	GENERAL FUND #001 Revenue Total:	308,841	1,336,950	1,028,109	23%
	GENERAL FUND #001 Expenditure Total:	387,169	1,477,971	1,090,802	26%
	Net Total GENERAL FUND #001:	78,327-	141,021-	62,694-	56%
WETHERILL NAT PRES. FUND #023					
	WETHERILL NAT PRES. FUND #023 Revenue Total:	5,717	34,300	28,583	17%
	WETHERILL NAT PRES. FUND #023 Expenditure Total:	.00	42,500	42,500	.00
	Net Total WETHERILL NAT PRES. FUND #023:	5,717	8,200-	13,917-	-70%
PARKS AND OPEN SPACE FUND #040					
	PARKS AND OPEN SPACE FUND #040 Revenue Total:	123,606	88,500	35,106-	140%
	PARKS AND OPEN SPACE FUND #040 Expenditure Total:	.00	145,000	145,000	.00
	Net Total PARKS AND OPEN SPACE FUND #040:	123,606	56,500-	180,106-	-219%
STREET FUND #101					
	STREET FUND #101 Revenue Total:	252,053	380,150	128,097	66%
	STREET FUND #101 Expenditure Total:	33,805	490,926	457,121	7%
	Net Total STREET FUND #101:	218,248	110,776-	329,024-	-197%
COMMUNITY DEVELOPMNT FUND #104					
	COMMUNITY DEVELOPMNT FUND #104 Revenue Total:	38,120	259,100	220,980	15%
	COMMUNITY DEVELOPMNT FUND #104 Expenditure Total:	73,038	293,704	220,666	25%

Account Number	Account Title	03/2023 Current year Actual	2023 Current year Budget	Remaining	Percentage
	Net Total COMMUNITY DEVELOPMNT FUND #104:	34,918-	34,604-	314	101%
CAPITAL IMPROVEMNT I FUND #301					
	CAPITAL IMPROVEMNT I FUND #301 Revenue Total:	35,711	271,000	235,289	13%
	CAPITAL IMPROVEMNT I FUND #301 Expenditure Total:	330,000	330,000	.00	100%
	Net Total CAPITAL IMPROVEMNT I FUND #301:	294,289-	59,000-	235,289	499%
CURRENT YEAR CAPITAL FUND #311					
	CURRENT YEAR CAPITAL FUND #311 Revenue Total:	22,899	37,000	14,101	62%
	CURRENT YEAR CAPITAL FUND #311 Expenditure Total:	5,455	60,000	54,545	9%
	Net Total CURRENT YEAR CAPITAL FUND #311:	17,443	23,000-	40,443-	-76%
STORMWATER FUND #401					
	STORMWATER FUND #401 Revenue Total:	104,969	163,338	58,369	64%
	STORMWATER FUND #401 Expenditure Total:	23,199	187,708	164,509	12%
	Net Total STORMWATER FUND #401:	81,770	24,370-	106,140-	-336%
AGENCY REMITTANCE FUND #631					
	AGENCY REMITTANCE FUND #631 Revenue Total:	766	3,200	2,434	24%
	AGENCY REMITTANCE FUND #631 Expenditure Total:	.00	3,200	3,200	.00
	Net Total AGENCY REMITTANCE FUND #631:	766	.00	766-	.00
WETHERILL ENDOWMENT FUND #701					
	WETHERILL ENDOWMENT FUND #701 Revenue Total:				

Account Number	Account Title	03/2023 Current year Actual	2023 Current year Budget	Remaining	Percentage
		571	900	329	63%
	WETHERILL ENDOWMENT FUND #701 Expenditure Total:	.00	900	900	.00
	Net Total WETHERILL ENDOWMENT FUND #701:	571	.00	571-	.00
	Net Grand Totals:	40,587	457,471-	498,058-	-9%



PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
5/9/23	2023 TYP Stormwater Manual and Standards Update	Stacia Schroeder

STATUS SUMMARY

The 2014 TYP Stormwater Drainage Guidelines are based in part on methodologies from the outdated 1992 King County Surface Water Design Manual. Since 1992, surrounding jurisdictions have adopted more recent versions of the King County Surface Water Design Manual or the Department of Ecology’s Stormwater Management Manual for Western Washington with a prepared addendum to address any specific deviations.

Additionally, the 2010 TYP Standard Plans and Notes need to be updated.

Gray & Osborne has experience updating these review and planning tools and the final product will be one that:

- Reflects current stormwater design methodologies and best management practices.
- Updates outdated TYP standard plans document to incorporate past 10+ years of changes.
- Cross references our current planning documents (ie. Yarrow Point Municipal Code, permit and inspection procedures, etc.) to verify they correspond with each other.
- Corresponds with the 2024 TYP Comprehensive Plan updates.
- Allows for easier plan review.

Town staff expects a draft of the two documents by July 15, 2023.

BUDGET OVERVIEW

CATEGORY	BUDGETED	EXPENDED	ON TRACK?	NOTES
Jan. – April 2023 Town Engineer – Project Management	\$2,000	\$438.75		
Jan. – April 2023 Gray & Osborne, Inc. Civil Consultant	\$19,000	\$6,346.74		
Total	\$21,000	\$6,785.49		

RISK AND ISSUE HISTORY

ISSUE	STATUS	DATE

CONCLUSIONS/NEXT STEPS



PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
5/9/23	2024 94 th Ave NE UGC	Stacia Schroeder

STATUS SUMMARY

The 2024 94th Ave NE underground conversion project limits were significantly expanded by the Yarrow Point Town Council in May 2022 due to funding received from the dissolution of Water District #1. The scope of work now includes:

- 3800 – 4700 94th Ave NE (2,320 LF)
- 9200 – 9500 NE 40th Street (800 LF)
- 9200 – 9400 NE 38th Street (320LF)

Town staff has been working on several elements of this project over the past few months including:

- Ongoing resident coordination to answer general questions and coordinate private underground conversions. Twenty (20) previous residents have been narrowed to eighteen (18). The goal for this year is to fully convert 8 residents on the “pole-side” of the street and install only the empty conduits for 10 residents on the “non-pole” side of the street. Of the 18 residents involved:
 - 2 – under contract
 - 5 – close to contract
 - 6 – requested second meeting set for 5/12
 - 3 – negative responses
 - 2 – actively selling
- The COB water utility is currently working on their 90% plan set, but their anticipated construction schedule has slipped to the end of 2023. Potholing was completed in April and G&O’s survey crew will be onsite 5/17 to make sure the locations are accurately reflected on the base map. G&O will also be obtaining some additional survey information at the corner of 95th/ 40th to properly design the sidewalk.
- PSE power provided a 60% plan set on March 8, 2023. G&O, PSE, Comcast, and town staff attended a site visit on 3/24 to determine the best location for vaults and handholes. G&O and town staff have also held follow up meetings with Comcast and Lumen regarding their 60% design plans. We are on schedule to receive 90% plans from PSE at the beginning of June and 90% plans from Comcast/ Lumen at the end of June.
- The PSE IntoLight contract is on the agenda tonight for approval. Their draft design shows new street lights will generally be installed where they are now.
- Coordination efforts are on-going with other purveyors (ie. PSE gas, Comcast, Lumen, etc.). In order to keep track of the project timeline and all purveyor activities, Gray and Osborne put together the attached design schedule that will be updated as needed throughout the year.
- **A public outreach meeting is tentatively scheduled for Wednesday, June 28th at 4-6pm at town hall.** The content of this meeting will be based on the outcome of our May 23rd special council study session which starts at 4pm at town hall.
- Gray & Osborne – The kickoff meeting for civil was held on January 31, 2023. G&O is working on the following tasks:
 - 60% Plans – Design stormwater capital improvement projects 2, 7, 10, and 11 from the 2020 TYP Stormwater Management Plan, sidewalk alternatives along NE 40th, and trenching and restoration plans for power, phone, cable undergrounding₁₄
 - Assist town staff with purveyor design review/ coordination & public outreach meetings.

PROJECT OVERVIEW

TASK	% DONE	TARGET DUE DATE	LEAD	NOTES
Survey	100	March 2021	PACE/ Town Engineer	
PSE/ Comcast/ Lumen City of Bellevue Utilities Dept. Final Design	60	2022-2023	Gray & Osborne/ Town Engineer	
TYP Stormwater & Landscape Design including Bid Documents	30	2023	Gray & Osborne/ Town Engineer	
Bidding	0	Fall 2023	Gray & Osborne/ Town Engineer	
Construction	0	2024	TBD	

BUDGET OVERVIEW

CATEGORY	BUDGETED	EXPENDED	ON TRACK?	NOTES
Jan. 2021 – Mar. 2021 PACE Surveying Consultant Task Order No. 3	\$28,250	\$28,250		Completed
Total:	\$28,250	\$28,250		
May 2022 – Jan. 2023 Puget Sound Energy (Sch. 74 Design Agreement)	\$10,005	\$0		Contract Signed 06/13/22 30% Plans Rec'd: 01/10/23
Total:	\$10,005	\$0		
Jan. 2022 – Feb. 2023 Town Engineer Project Management		\$22,896.25		
Jan. 2023 – Feb. 2023 Civil Engineering Consultant Gray & Osborne, Inc.	\$110,000	\$30,124.46		CIP S-3: \$50,000 Budget CIP U-1: \$60,000 Budget Contract Date: 1/10/23 \$127,300
Total:	\$110,000	\$53,020.71		
Summer 2024 TBD (Stormwater & UGC)	TBD			CIP S-4: \$700,000 Budget CIP U-2: \$1,300,000 Budget
Summer 2024 Town Engineer Project Management	TBD			
Summer 2024 Civil Engineering Consultant Gray & Osborne, Inc.	TBD			
Total:	\$2,000,000			

Fall 2024 – King County Roads	\$500,000			CIP T-3: \$500,000 Budget
Mar. 2021 – Jan. 2023 Project Total:	\$2,648,255	\$81,270.71		

RISK AND ISSUE HISTORY

ISSUE	STATUS	DATE

CONCLUSIONS/NEXT STEPS

May 23rd Town Council Special Study Session – 4pm Town Hall

June 28th Public Meeting – 4-6pm Town Hall



PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
5/4/2023	GMA Comprehensive Plan Update 2024	Town Planner – SBN Planning

STATUS SUMMARY

The past two months included some administrative comprehensive plan work, where the Department of Commerce Grant was amended better to reflect revisions in the work plan and deliverables – including their allocated budgets. This amendment was formally executed in April, and all completed deliverables were submitted to COM thereafter. Final reviews are taking place to launch all public-facing engagement efforts and the focus on the plan has almost fully shifted from reviews and analysis to development of the new plan.

TASK OVERVIEW

TASK	% DONE	TARGET DUE DATE	LEAD	NOTES
Plan Review	100	2/17/23	SBN Planning	All work submitted to Commerce
Information Gathering	90	5/30/23	SBN Planning	Existing Conditions Report complete and housing needs analysis near completion.
Plan Baseline Updates	20	7/10/23	SBN Planning	Information gathering nearly complete and chapter reviews and outlines ongoing. Current focuses are analyses of housing and transportation/
Public Outreach, Survey, and Review	25	11/28/23	SBN Planning	Outreach materials near completion, public release will follow shortly.
Development Regulation Updates	35	12/29/23	SBN Planning	Regulations reviewed, determination of needed changes has been pushed back to Q1 of 2024.
Plan Production and Design	15	12/18/23	SBN Planning	Design of layout, graphic templates, and relevant work occurring primarily in Q3 2023: existing work is on reviewing best practices and example documents.
Plan Adoption Procedure	0	6/30/2024	SBN Planning	Work on adoption and all regulatory procedures scheduled for 2024.

GRANT DELIVERABLE OVERVIEW: FY23

TASK	% DONE	BUDGET	REMAINING	NOTES
1.1 Update Checklist Review (Full checklist in Staff Report)	100	\$5,000.00	\$0.00	Review complete and checklist submitted to COM
1.2 Work Plan	100	\$5,580.00	\$0.00	Work Plan complete and submitted to COM
2.1 Existing Conditions Report	100	\$5,300.00	\$0.00	ECR complete and submitted to COM
2.2 GMA Update Website	100	\$4,900.00	\$0.00	Website content complete, awaiting Town review to update website.
2.3 Community Engagement Plan & Roadmap	100	\$6,820.00	\$0.00	CEP and CER complete and submitted to COM.
3.1 Staff Report on Checklist Review	100	\$6,200.00	\$0.00	Report complete and submitted to COM.
3.2 Mailer & Newsletter Campaign	80	\$4,000.00	\$2,000.00	Mailer complete, awaiting Town review before processing and sending mailers alongside newsletter notification.
4.1 Draft Introductory Section	15	\$5,400.00	\$5,400.00	Outline of the introduction and relevant requirements has begun.
4.2 Staff Report on Update Progress and Status	0	\$6,800.00	\$6,800.00	Status update scheduled for completion in mid-June to close out FY-23

BUDGET OVERVIEW

CATEGORY	BUDGETED	EXPENDED	ON TRACK?	NOTES
Comprehensive Planning	100,000	37,200	Yes	Project is moving ahead on-schedule and on-budget. Renewal of grant will take place in June & July of 2023 to fund FY2024 update efforts.
Total:	100,000	37,200	Yes	

CONCLUSIONS/NEXT STEPS

Once reviews of engagement materials have occurred, digital and print communication will be distributed to Yarrow Point residents. A survey should follow shortly, followed by tabling during Town events in the summer. Chapter rewrites, and associated analysis will be the ongoing focus for the next several months.

ATTACHMENTS

- Comprehensive Plan Update Work Plan
- Town Of Yarrow Point Staff Report: Audit of Existing Plan and Gap Analysis (Includes Checklists)
- Existing Conditions Report
- Public Participation Packet

2024 Comprehensive Plan Update Work Plan



Town of Yarrow Point

SBN Planning

2023-04-23



Plan Review & Edits

During the first stage of this phase, the existing comprehensive plan will be reviewed in detail, focusing on identifying areas that need to be updated or revised. Input from various stakeholders, including town officials, residents, and community organizations, will be gathered and incorporated into the plan. The review process will thoroughly analyze existing data, trends, and projections to ensure the plan reflects current conditions and future needs. These analyses will form parts of the process, such as an Existing Conditions Report and a Housing Needs Analysis, which will heavily inform the Comprehensive Plan updates alongside the public engagement work.

The second stage of this phase also includes a final review of the revised document. The revisions occur under the “Plan Section Updates,” which, once completed, will be reviewed against the Department of Commerce and Puget Sound Regional Council plan review manuals. These reviews will ensure that the final product meets legal requirements, regional planning guidance, and internal consistency.

Plan Section Updates

This phase involves reviewing and updating sections of the comprehensive plan. Updates will be informed by early reporting and analysis from the Plan Review and Edits phase. New strategies and policies will be developed to address current and future challenges. The updated plan will guide the town's growth and development in a sustainable, equitable, and responsive way.

Public Meetings & Engagement

Public input is critical to the success of any comprehensive plan update. This phase will involve presenting at public meetings and targeting engagement materials designed to gather feedback and information from residents and other stakeholders. Regular updates to Town governing bodies such as the Planning Commission and Council will occur and offer residents and elected officials an opportunity to be apprised of the process. A full Public Participation Plan and associated materials will also be developed to provide more insight into the timeline and approach of this phase.

Town Meeting Updates

Town meetings will include information on the current comprehensive planning stage at monthly intervals. When relevant or requested, materials will include deliverables, presentations, and discussion points to support elected officials' ability to guide the comprehensive planning process in accordance with the Town's vision. The Town Planner will provide context on requirements and approaches to ensure that the Town's vision and regional guidance are balanced appropriately.

Plan Production & Design

This phase involves the actual creation of the updated comprehensive plan. The plan will be designed in a way that is visually appealing and easy to navigate. Maps, tables, charts, and other visual aids will help illustrate key points and convey complex information. The plan will be written in clear, concise language accessible to a wide range of readers. Visual design cues will help support readers' ability to make connections within the plan and its adherence to requirements and regional guidance.

TYP GMA Update 2024

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Add your board's description here

Plan Review & Edits

Name	Lead	Status	Dependent On	Timeline - Start	Timeline - End	Files
GMA Grant	James Eager	Done				
2015 Plan Review	James Eager, Aleksandr Romanenko	Done		2023-01-01	2023-02-17	
2024 Plan Update	James Eager	Working on it	2015 Plan Review	2023-02-21	2023-12-29	
Development Regulation Updates	Aleksandr Romanenko	Pending	2015 Plan Review	2023-07-03	2023-12-29	
2024 Plan Procedure	James Eager	Pending	2024 Plan Update	2024-01-01	2024-06-28	
Grant Deliverables	James Eager	Working on it	Multiple			
				2023-01-01	2024-12-30	

Plan Section Updates

Name	Lead	Status	Dependent On	Timeline - Start	Timeline - End	Files
1: Land Use	Aleksandr Romanenko	Working on it		2023-02-27	2023-03-31	
2: Capital Facilities	Aleksandr Romanenko	Working on it		2023-05-09	2023-06-12	
3: Utilities	Aleksandr Romanenko	Pending		2023-03-29	2023-05-09	
4: Transportation	James Eager	Working on it		2023-02-27	2023-03-31	
5: Housing	James Eager	Working on it		2023-03-29	2023-05-09	
6: Economic Development	James Eager	Pending		2023-05-09	2023-06-12	
7: PROS	Dre Avila	Pending		2023-05-09	2023-06-12	
8: Climate Change	Dre Avila	Pending		2023-03-29	2023-05-09	
Community Updates	Dre Avila	Pending		2023-09-04	2023-10-13	
Map and Visualization Development	James Eager	Working on it		2023-06-13	2023-07-10	
Baseline Review	James Eager	Working on it		2023-06-13	2023-07-10	
Final Review of Full Plan	James Eager, Aleksandr Romanenko	Pending		2023-10-16	2023-12-01	
				2023-01-01	2024-06-28	

Public Meetings & Engagement

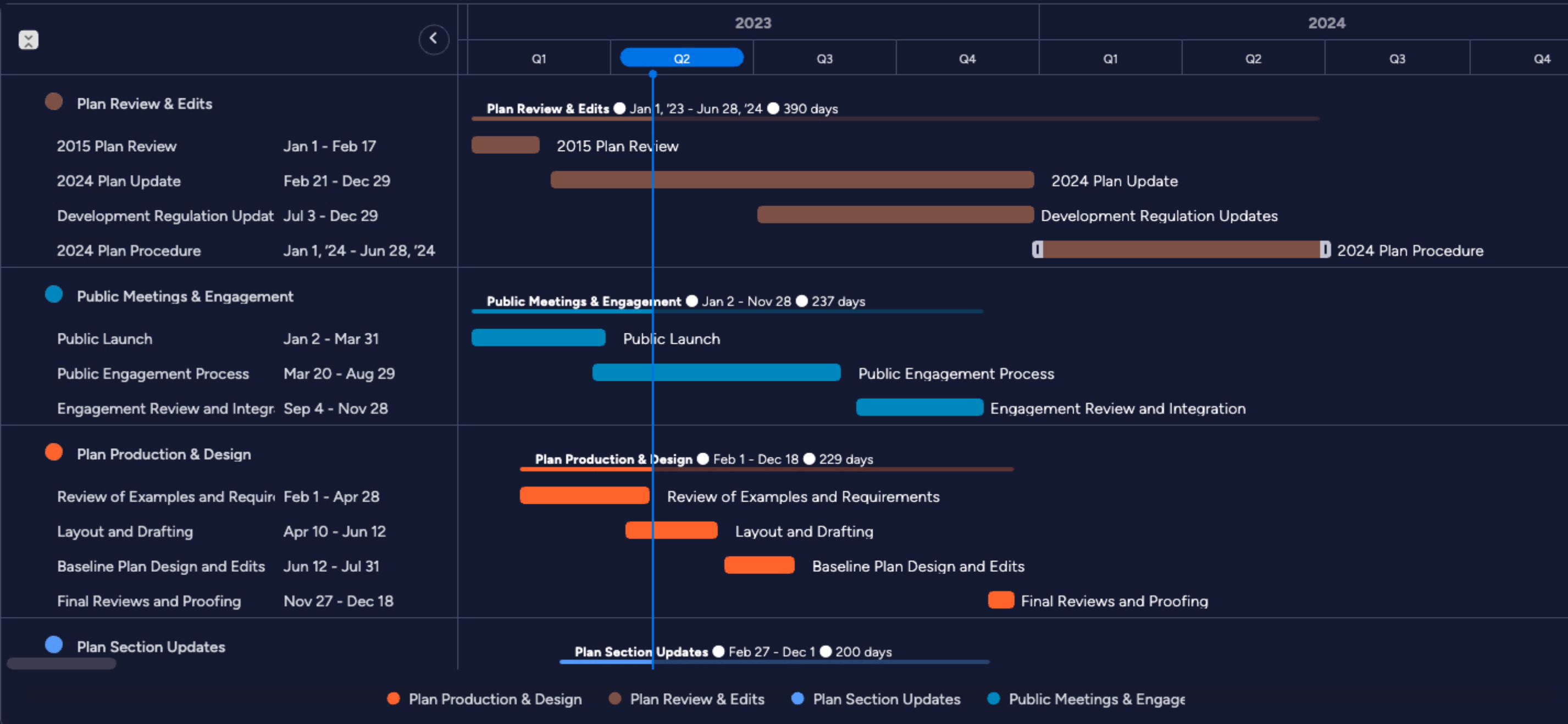
Name	Lead	Status	Dependent On	Timeline - Start	Timeline - End	Files
Public Launch	James Eager, Dre Avila	Working on it		2023-01-02	2023-03-31	
Public Engagement Process	Dre Avila	Pending	Public Launch	2023-03-20	2023-08-29	
Engagement Review and Integration	Dre Avila	Pending	Public Engagement Process	2023-09-04	2023-11-28	
				2023-01-02	2023-11-28	

Town Meeting Updates

Name	Lead	Status	Dependent On	Timeline - Start	Timeline - End	Files
PC Feb Update	James Eager	Done	Multiple			
TC Feb Update	James Eager	Done	Multiple			
PC March Update	James Eager	Done	Multiple			
PC May Update	James Eager	Working on it	Multiple			

Plan Production & Design

Name	Lead	Status	Dependent On	Timeline - Start	Timeline - End	Files
Review of Examples and Requirements	Dre Avila	Working on it		2023-02-01	2023-04-28	
Layout and Drafting	Dre Avila	Pending	Review of Examples and Requirement	2023-04-10	2023-06-12	
Baseline Plan Design and Edits	Dre Avila	Pending	Layout and Drafting	2023-06-12	2023-07-31	
Final Reviews and Proofing	Aleksandr Romanenko	Pending	Baseline Plan Design and Edits	2023-11-27	2023-12-18	
				2023-02-01	2023-12-18	



● Plan Production & Design ● Plan Review & Edits ● Plan Section Updates ● Public Meetings & Engage

Town of Yarrow Point Staff Report: Audit of Existing Plan and Gap Analysis



Town of Yarrow Point

SBN Planning

04-24-2023



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Process Overview of Gap Analysis

As part of the initial review of the existing Town of Yarrow Point (Town) Comprehensive Plan, the first step is to evaluate the gaps in the existing document in regards to the statutory requirements of the Growth Management Act (GMA) and changes to Washington State Laws. This process begins by reviewing the existing document with a set of checklists provided by the Department of Commerce (DOC), followed by a review using checklists from the Puget Sound Regional Council (PSRC). Both checklists include detailed reference to the Washington Administrative Code (WAC) and the Revised Code of Washington (RCW) so that a clear relationship is made to the legal requirements and legal basis for the planning and comprehensive plan update process. In completing the gap analysis the goal is to create a working task list for elements of the comprehensive plan requiring update, creation, and removal. Both the DOC and PSRC checklists include sections and items which do not apply to the Town and have been omitted or listed as NA, as they are generalized for all jurisdictions required to plan under RCW [36.70A.040](#).

and include elements which are intended to be undertaken by larger jurisdictions which have a wider range of services, development types, and facilities. The current Town of Yarrow Point Comprehensive Plan which was adopted in 2015, has a wide range of elements which are out of date, missing, or not in compliance because of limited funding, staff capacity, and updates to statutory requirements. Specific details on where those gaps exist is listed out on a chapter by chapter basis with focus being on regulatory compliance with the GMA and other applicable state law.

Chapter by Chapter review

The following section includes a chapter by chapter review of the existing Comprehensive Plan and includes the results of the gap analysis as conducted using the DOC and PSRC checklists. Each Chapter includes the results of the checklist reviews and may include a brief summary of next steps. The checklist may include recommendations or needed action as necessary and appropriate. Chapters or checklist elements which are not required for the Town have been noted in their respective locations below.

Comprehensive Plan Elements Checklist

LAND USE

<u>Land Use Element</u>			
<u>Consistent with countywide planning policies (CWPPs) and RCW 36.70A.070(1)</u>			
Element:	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:

<p>New 2021-2022 legislation ESSB 5593: changes to RCW 36.70A.130 (codification pending) regarding UGA size, patterns of development, suitability and infrastructure. Coordinate these efforts with your county</p>	<p>NO</p>	<p>Yes</p>	<p>Coordination with County will be undertaken as part of the update process.</p>
<p>a. The element integrates relevant county-wide planning policies into the local planning process, and ensures local goals and policies are consistent. For jurisdictions in the central Puget Sound region, the plan is consistent with applicable multicounty planning policies. RCW 36.70A.210 WAC 365-196-305 Coordinate these efforts with your county</p>	<p>Yes: "State Planning Goals" and "County Planning Goals" in "The Role of Yarrow Point"</p>	<p>No</p>	<p>Need to improve section naming and referencing, incorporate these goals more specifically within relevant sections</p>
<p>b. A future land use map showing city limits and UGA boundaries. RCW 36.70A.070(1) and RCW 36.70A.110(6) WAC 365-196-400(2)(d), WAC 365-196-405(2)(i)(ii)</p>	<p>No</p>	<p>Yes</p>	<p>Future land use map needed. Additional maps not included in current plan exist on 'directly reference page and spell out Yarrow Point</p>
<p>c. Consideration of urban planning approaches that increase physical activity. RCW 36.70A.070(1) and WAC 365-196-405(2)(j). Additional resources: Transportation Efficient Communities, The Washington State Plan for Healthy Communities, Active Community Environment Toolkit</p>	<p>No</p>	<p>Yes</p>	<p>The current comprehensive plan does not incorporate existing Trails Master Plan</p>
<p>d. A consistent population projection throughout the plan which should be consistent with the county's sub-county allocation of that forecast and housing needs. RCW 36.70A.115, RCW 43.62.035 and WAC 365-196-405(f)</p>	<p>Yes; Housing 5.3</p>	<p>No</p>	

<p>e. Estimates of population densities and building intensities based on future land uses and housing needs. RCW 36.70A.070(1), WAC 365-196-405(2)(i)</p> <p>· For cities required to plan under the Buildable Lands Program, RCW 36.70A.215 amended in 2017, some jurisdictions may need to identify reasonable measures to reconcile inconsistencies. See Commerce’s Buildable Lands Program page.</p>	No	Yes	Future land use and density information is not present in the current plan, similar to point b.
<p>f. <u>Provisions for protection of the quality and quantity of groundwater used for public water supplies.</u> RCW 36.70A.070(1); WAC 365-196-405(1)(c); WAC 365-196-485(1)(d)</p>	No	Yes	No mention of groundwater in land use, some mention of relevant public water supplies in utilities
<p>g. Identification of lands useful for public purposes such as utility corridors, transportation corridors, landfills, sewage treatment facilities, storm water management facilities, recreation, schools, and other public uses. RCW 36.70A.150 and WAC 365-196-340</p>	No	Yes	No mention of useful lands, but there is a mention of lack of developable land and limited/non-existent growth
<p>h. Identification of open space corridors within and between urban growth areas, including lands useful for recreation, wildlife habitat, trails, and connection of critical areas. RCW 36.70A.160 and WAC 365-196-335</p>	No	Yes	No mention of open space corridors, but similar to (g), there is currently no land to be used
<p>i. If there is an airport within or adjacent to the city: policies, land use designations (and zoning) to discourage the siting of incompatible uses adjacent to general aviation airports. RCW 36.70A.510, RCW 36.70.547 Note: The plan (and associated regulations) must be filed with the</p>	NA: no airport	No	

Aviation Division of WSDOT. WAC 365-196-455			
<p>j. Where applicable, a review of drainage, flooding, and stormwater run-off in the area and nearby jurisdictions and provide guidance for corrective actions to mitigate or cleanse those discharges that pollute waters of the state. RCW 36.70A.070(1) and WAC 365-196-405(2)(e) Note: RCW 90.56.010(27) defines waters of the state. Additional resources: Protect Puget Sound Watersheds, Building Cities in the Rain, Ecology Stormwater Manuals, Puget Sound Partnership Action Agenda</p>	No	Yes	Some mention in Utilities section. Current Stormwater Plans are not adequately cross referenced. Update process for both the Comprehensive plan chapter and Stormwater manuals is under way. Additional references will be added.
<p>k. Policies to designate and protect critical areas including wetlands, fish and wildlife habitat protection areas, frequently flooded areas, critical aquifer recharge areas, and geologically hazardous areas. In developing these policies, the city must have included the best available science (BAS) to protect the functions and values of critical areas, and give "special consideration" to conservation or protection measures necessary to preserve or enhance anadromous fisheries. RCW 36.70A.030(6), RCW 36.70A.172, WAC 365-190-080 Best Available Science: see WAC 365-195-900 through -925</p>	No	Yes	Policies do not mention critical areas and there is no mention of BAS
<p>l. If forest or agricultural lands of long-term commercial significance are designated inside city: a program authorizing Transfer (or Purchase) of Development Rights. RCW 36.70A.060(4), RCW 36.70A.170</p>	No	No	

HOUSING

Housing Element

In the 2021 legislative session, HB 1220 substantially amended the housing-related provisions of the Growth Management Act (GMA), RCW 36.70A.070 (2). Local governments should review local comprehensive plan policies and countywide planning policies to be consistent with the updated requirements. Please refer to The Washington State Department of Commerce's housing webpages for further information about the new requirements:

Updating GMA Housing Elements and Planning for Housing

Element:	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:
a. Goals, policies, and objectives for the preservation, improvement, and development of housing. RCW 36.70A.070(2)(b) and WAC 365-196-410(2)(a)	No	Yes	The goals and policies lack: preservation of neighborhood character and a provision of variety housing types (WAC 2.a.iii.B and C), evaluation of progress towards goals and policies (2.a.iv)
b. <u>Within an urban growth area boundary, consideration of duplexes, triplexes, and townhomes.</u> RCW 36.70A.070(2)(c) amended in 2021, WAC 365-196-300	No	Yes	No provision for attached multi unit homes in municipal code or consideration in plan.
c. Consideration of housing locations in relation to employment locations and the role of ADUs. RCW 36.70A.070(2)(d) amended in 2021	No	Yes	ADUs are allowed per municipal code but are not mentioned in the current comprehensive plan of employment locations. Further, no consideration of all economic segments of the community.
d. An inventory and analysis of existing and projected housing needs over the planning period, by income band, consistent with the jurisdiction's share of housing need, as provided by Commerce. RCW 36.70A.070(2)(a) amended in 2021, WAC 365-196-410(2)(b) and (c)	No	Yes	Projected housing needs are mentioned, but not by income band and contains nothing about emergency housing as per the noted RCW 2.a.ii.

<p>e. Identification of capacity of land for housing including, but not limited to, government-assisted housing, housing for moderate, low, very low, and extremely low-income households, manufactured housing, multifamily housing, group homes, foster care facilities, emergency housing, emergency shelters, permanent supportive housing. RCW 36.70A.070(2)(c) amended in 2021, WAC 365-196-410(e) and (f)</p>	<p>Yes: Housing 5.2, mentioning Town's lack of undeveloped land</p>	<p>No</p>	<p>Projected housing needs are mentioned, but not by income band and contain nothing regarding emergency housing as per the noted RCW 2.a.ii.</p>
<p>f. Adequate provisions for existing and projected housing needs for all economic segments of the community. RCW 36.70A.070(2)(d) amended in 2021, WAC 365-196-010(g)(ii), WAC 365-196-300(f), WAC 365-196-410 and see Commerce's Housing Action Plan (HAP) guidance: Guidance for Developing a Housing Action Plan</p>	<p>No</p>	<p>Yes</p>	<p>Economic segments of community in Yarrow Point do not represent a broad range. Reviewing HAP guidance to properly incorporate language for compliance into plan update.</p>
<p><u>g. Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including:</u> · <u>Zoning that may have a discriminatory effect;</u> · <u>Disinvestment; and</u> · <u>Infrastructure availability</u> RCW 36.70A.070(e) new in 2021</p>	<p>No</p>	<p>Yes</p>	<p>New legislation not addressed in current plans</p>
<p>h. Establish policies and regulations to address and begin to undo racially disparate impacts, displacement, and exclusion in housing caused by local policies, plans, and actions. RCW 36.70A.070(2)(f) new in 2021</p>	<p>No</p>	<p>Yes</p>	<p>Same as previous element</p>

<p>i. Identification of areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations and capital investments.¹ RCW 36.70A.070(2)(g) new in 2021 Establish anti-displacement policies, with consideration given to the preservation of historical and cultural communities as well as investments in low, very low, extremely low, and moderate-income housing; equitable development initiatives; inclusionary zoning; community planning requirements; tenant protections; land disposition policies; and consideration of land that may be used for affordable housing. RCW 36.70A.070(2)(h) new in 2021</p>	<p>No</p>	<p>Yes</p>	<p>Possible lack of high-displacement risk land in Yarrow Point, will be incorporated in housing study of the Town. PSRC data to be referenced.</p>
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CAPITAL FACILITIES

Capital Facilities Plan (CFP) Element

To serve as a check on the practicality of achieving other elements of the plan, covering all capital facilities planned, provided, and paid for by public entities including local government and special districts, etc. including water systems, sanitary sewer systems, storm water facilities, schools, parks and recreational facilities, police and fire protection facilities. Capital expenditures from park and recreation elements, if separate, should be included in the CFP Element. The CFP Element must be consistent with CWPPs, and RCW 36.70A.070(3), and include:

Element:	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:
<u>a. Policies or procedures to ensure capital budget decisions are in conformity with the comprehensive plan. RCW 36.70A.120</u>	No	Yes	Planners will coordinate with Town Engineer and Staff to ensure compliance of this Chapter.
b. An inventory of existing capital facilities owned by public entities. RCW 36.70A.070(3)(a) and WAC 365-196-415(1)(a)	No	Yes	Existing facilities records will be updated and included
c. A forecast of needed capital facilities. RCW 36.70A.070(3)(b) and WAC 365-196-415(1)(b) Note: The forecast of future need should be based on projected population and adopted levels of service (LOS) over the planning period.	No	Yes	Planners will coordinate with Town Engineer and Staff to ensure compliance of this Chapter.
d. Proposed locations and capacities of expanded or new capital facilities. RCW 36.70A.070(3)(c) and WAC 365-196-415 (1)(c) and (3)(c) 2	No	Yes	Proposed and new facilities will be included in updated LOS and GIS data.
e. A six-year plan (at least) that will finance such capital facilities within projected funding capacities and identify sources of public money to finance planned capital facilities.	Yes; unlabeled section at end of document	Yes	Requires updating and should be presented in a manner that makes it easier to reference and find.++

RCW 36.70A.070(3)(d), RCW 36.70A.120, WAC 365-196-415(1)(d)			
f. A policy or procedure to reassess the Land Use Element if probable funding falls short of meeting existing needs. RCW 36.70A.070(3)(e) WAC 365-196-415(2)(d) Note: park and recreation facilities shall be included in the capital facilities plan element	No	Yes	Town Treasurer and Engineer will be engaged on this element to ensure compliance
g. If impact fees are collected: identification of public facilities on which money is to be spent. RCW 82.02.050(5) and WAC 365-196-850(3)	NA	No	No impact fees collected by Town at current time

UTILITIES

Utilities Element

Consistent with relevant CWPPs and RCW 36.70A.070(4). Utilities include, but are not limited to: sanitary sewer systems, water lines, fire suppression, electrical lines, telecommunication lines, and natural gas lines.

Element:	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:
The general location, proposed location and capacity of all existing and proposed utilities. RCW 36.70A.070(4) and WAC 365-196-420	No	Yes	Written elements partially address some of this in the Transportation chapter but do not offer adequate detail.

TRANSPORTATION

Transportation Element Consistent with relevant CWPPs and RCW 36.70A.070(6)			
Element:	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:
a. An inventory of air, water, and ground transportation facilities and services, including transit alignments, state-owned transportation facilities, and general aviation airports. RCW 36.70A.070(6)(a)(iii)(A) and WAC 365-196-430(2)(c).	No	Yes	Written elements partially address some of this in the Transportation chapter but do not offer limited detail.
b. Adopted levels of service (LOS) standards for all arterials, transit routes and highways. RCW 36.70A.070(6)(a)(iii)(B) and (C), WAC 365-196-430	No	Yes	Develop chapter elements to reflect statutory requirements.
<u>c. Identification of specific actions to bring locally-owned transportation facilities and services to established LOS. RCW 36.70A.070(6)(a)(iii)(D), WAC 365-196-430</u>	No	Yes	Develop chapter elements to reflect statutory requirements.
d. A forecast of traffic for at least 10 years including land use assumptions used in estimating travel. RCW 36.70A.070(6)(a)(i), RCW 36.70A.070(6)(a)(iii)(E), WAC 365-196-430(2)(f)	No	Yes	Develop chapter elements to reflect statutory requirements.
e. A projection of state and local system needs to meet current and future demand. RCW 36.70A.070(6)(a)(iii)(F) and WAC 365-196-430(1)(c)(vi)	No	Yes	Develop chapter elements to reflect statutory requirements.
f. A pedestrian and bicycle component to include collaborative efforts to identify and designate planned improvements for pedestrian and bicycle facilities and corridors that address and encourage	No	Yes	Develop chapter elements to reflect statutory requirements.

enhanced community access and promote healthy lifestyles. RCW 36.70A.070(6)(a)(vii), WAC 365-196-430(2)(j)			
g. A description of any existing and planned transportation demand management (TDM) strategies, such as HOV lanes or subsidy programs, parking policies, etc. RCW 36.70A.070(6)(a)(vi) and WAC 365-196-430(2)(i)(i)	No	Yes	Develop chapter elements to reflect statutory requirements.
h. An analysis of future funding capability to judge needs against probable funding resources. RCW 36.70A.070(6)(a)(iv)(A), WAC 365.196-430(2)(k)(iv)	No	Yes	Develop chapter elements to reflect statutory requirements.
<u>i. A multi-year financing plan based on needs identified in the comprehensive plan, the appropriate parts of which serve as the basis for the 6-year street, road or transit program. RCW 36.70A.070(6)(a)(iv)(B) and RCW 35.77.010, WAC 365-196-430(2)(k)(ii)</u>	No	Yes	Develop chapter elements to reflect statutory requirements.
j. If probable funding falls short of meeting identified needs: a discussion of how additional funds will be raised, or how land use assumptions will be reassessed to ensure that LOS standards will be met. RCW 36.70A.070(6)(a)(iv)(C), WAC 365-196-430(2)(l)(iii)	No	Yes	Develop chapter elements to reflect statutory requirements.
k. A description of intergovernmental coordination efforts, including an assessment of the impacts of the transportation plan and land use assumptions on the transportation systems of adjacent jurisdictions and how it is consistent with the regional transportation plan. RCW 36.70A.070(6) (a)(v); WAC 365-196-430(1)(e) and 430(2)(a)(iii)	No	Yes	Develop chapter elements to reflect statutory requirements.

SHORELINE

Shoreline

For shorelines of the state, the goals and policies of the shoreline management act as set forth in RCW 90.58.020 are added as one of the goals of the Growth Management Act (GMA) as set forth in RCW 36.70A.480. The goals and policies of a shoreline master program for a county or city approved under chapter 90.58 RCW shall be considered an element of the county or city's comprehensive plan.

Element:	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:
a. The policies, goals, and provisions of chapter 90.58 RCW and applicable guidelines shall be the sole basis for determining compliance of a shoreline master program with this chapter except as the shoreline master program is required to comply with the internal consistency provisions of RCW 36.70A.070, 36.70A.040(4), 35.63.125, 35A.63.105, 36.70A.480	Yes	No	SMP is incorporated by reference in 1.7 . Additional language may be added for clarity and detail. Additional cross references need to be reviewed within the SMP, Comp plan, and the TYP-MC. Additional updates to SMP will be noted as part of this review.
<u>b. Shoreline master programs shall provide a level of protection to critical areas located within shorelines of the state that assures no net loss of shoreline ecological functions necessary to sustain shoreline natural resources as defined by department of ecology guidelines adopted pursuant to RCW 90.58.060.</u>	Yes; Initially in SMP 1.4, but reiterated throughout	No	General cleanup of language and summary is needed to comply
<u>c. Shorelines of the state shall not be considered critical areas under this chapter except to the extent that specific areas located within shorelines of the state qualify for critical area designation based on the definition of critical areas provided by *RCW 36.70A.030(5)</u>	Yes; Appendix A provides the definition for critical areas and appendix D the	No	General cleanup of language and summary is needed to comply

<p>and have been designated as such by a local government pursuant to RCW 36.70A.060(2)</p>	<p>regulations</p>		
<p>d. If a local jurisdiction's master program does not include land necessary for buffers for critical areas that occur within shorelines of the state, as authorized by RCW 90.58.030(2)(f), then the local jurisdiction shall continue to regulate those critical areas and their required buffers pursuant to RCW 36.70A.060(2).</p>	<p>Yes; Appendix D</p>	<p>No</p>	<p>General cleanup of language and summary is needed to comply</p>

ESSENTIAL PUBLIC FACILITIES

Provisions for siting essential public facilities (EPFs)
Consistent with CWPPs and RCW 36.70A.200 amended 2021. This section can be included in the Capital Facilities Element, Land Use Element, or in its own element. Sometimes the identification and siting process for EPFs is part of the CWPPs.

Element:	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:
<p>a. A process or criteria for identifying and siting essential public facilities (EPFs). RCW 36.70A.200 and WAC 365-196-550(1) Notes: RCW 36.70A.200 amended 2021 regarding reentry and rehabilitation facilities. EPFs are defined in RCW 36.70A.200. Regional transit authority facilities are included in the list of essential public facilities.</p>	NA	No	Previous update labeled this an "impossibility" in the County Planning Goals section. RCW review will be conducted to ensure continued compliance
<p>b. Policies or procedures that ensure the comprehensive plan does not preclude the siting of EPFs. RCW 36.70A.200(5) Note: If the EPF siting process is in the CWPPs, this policy may be contained in the comprehensive plan as well. WAC 365-196-550(3)</p>	NA	No	Not applicable according to last update. RCW review will be conducted to ensure continued compliance

TRIBAL PLANNING

**Tribal Participation in Planning new in 2022 (codification pending – see [HB 1717](#))
A federally recognized Indian tribe may voluntarily choose to participate in the local and regional planning processes.**

Element:	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:
a. Mutually agreeable memorandum of agreement between local governments and tribes in regard to collaboration and participation in the planning process unless otherwise agreed at the end of a mediation period. RCW 36.70A.040(8)(a) new in 2022	NA	No	Not applicable
b. <u>Port elements, if adopted, are developed collaboratively between the city, the applicable port and the applicable tribe(s), which shall comply with RCW 36.70A.040(8).</u> RCW 36.70A.085 amended in 2022	NA	No	Not applicable
c. <u>Urban Growth Areas: counties and cities coordinate planning efforts for any areas planned for urban growth with applicable tribe(s).</u> RCW 36.70A.110(1) amended 2022, RCW 36.70A.040(8)	NA	No	Not applicable

ECONOMIC DEVELOPMENT & PARKS & RECREATION

Future required elements: pending state funding
As of 2022, these elements have not received state funding to aid local jurisdictions in implementation. Therefore, these elements are not required to be added to comprehensive plans at this time. Commerce encourages jurisdictions to begin planning for these elements, pending the future mandate.

Element:	In Current Plan? Yes/No If yes, cite section	Notes:
<p><u>Economic Development</u> Although included in RCW 36.70A.070 “mandatory elements” an economic development element is not currently required because funding was not provided to assist in developing local elements when this element was added to the GMA. However, provisions for economic growth, vitality, and a high quality of life are important, and supporting strategies should be integrated with the land use, housing, utilities, and transportation elements. RCW 36.70A.070(7) amended 2017</p>	<p>NA; residential community</p>	<p>Not applicable</p>
<p>Parks and Recreation Although included in RCW 36.70A.070 “mandatory elements” a parks and recreation element is not required because the state did not provide funding to assist in developing local elements when this provision was added to the GMA. However, park, recreation, and open space planning are GMA goals, and it is important to plan for and fund these facilities. RCW 36.70A.070(8)</p>	<p>Yes</p>	<p>Additional details are needed in order to clarify and expound on this element for better continuity with TYP-MC, SMP, and Trails Plan</p>

OPTIONAL ELEMENTS

Optional Elements		
Pursuant to RCW 36.70A.080, a comprehensive plan may include additional elements, items, or studies dealing with other subjects relating to the physical development within its jurisdiction, including, but not limited to:		
Element:	In Current Plan? Yes/No If yes, cite section	Notes:
Climate Change Mitigation & Resilience As of 2022, this optional element has not yet received state funding to aid local jurisdictions in implementation. Please visit Commerce’s Climate Program page for resources and assistance if interested in developing climate mitigation and resilience plans for your jurisdiction.	No	As a directive from the Mayor's office, our team has been tasked with the development of a dedicated chapter on Climate Change to be included as part of this update
Sub-Area Plans	No	N/A
Other		

CONSISTENCY

Consistency is required by the GMA			
Element:	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:
	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
a. All plan elements must be consistent with relevant county-wide planning policies (CWPPs) and, where applicable, multi-county planning policies (MPPs), and the GMA. RCW 36.70A.100 and 210, WAC 365-196-305; 400(2)(c); 510 and 520			Element will be addressed as part of the update process
b. All plan elements must be consistent with each other. RCW 36.70A.070 (preamble) and WAC 365-197-040	Yes	No	As part of the update process this will be addressed.
c. <u>The plan must be coordinated with the plans of adjacent jurisdictions.</u> RCW 36.70A.100 and WAC 365-196-520			The Plan does not currently have detailed inter-jurisdictional elements. Few cross references are made. Additional coordination will be undertaken as part of this update to comply with this section.

PUBLIC PARTICIPATION

Public Participation			
Element:	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:
a. Plan ensures public participation in the comprehensive planning process. RCW 36.70A.020(11), .035, and .140, WAC 365-196-600(3) provide possible public participation choices.	Yes; State Planning Goals	No	Need to Include reference to actual implementation of participation rather than referring to it merely as a state planning goal
b. If the process for making amendments is included in the comprehensive plan: · The plan provides that amendments are to be considered no more often than once a year, not including the exceptions described in RCW 36.70A.130(2) , WAC 365-196-640 · The plan sets out a procedure for adopting emergency amendments and defines emergency. RCW 36.70A.130(2)(b) and RCW 36.70A.390 , WAC 365-196-650(4)	NA; doesn't reference amendments	No	Addition of this element is optional in order to clarify a specific process if one is desired.
c. Plan or program for monitoring how well comprehensive plan policies, development regulations, and other implementation techniques are achieving the comp plan's goals and the goals of the GMA. WAC 365-196-660 discusses a potential review of growth management implementation on a systematic basis. New 2021-2022 legislation HB 1241 provides that those jurisdictions with a periodic update due in 2024 have until December 31, 2024 to submit. The legislation also changed the update cycle to every ten years after	NA; TYP population is less than 6,000	No	

<p>the 2024-2027 cycle. Jurisdictions that meet the new criteria described in RCW 36.70A.130(9) (codification pending) will be required to submit an implementation progress report five years after the review and revision of their comprehensive plan.</p>			
<p><u>d. Considerations for preserving property rights. Local governments must evaluate proposed regulatory or administrative actions to assure that such actions do not result in an unconstitutional taking of private property. RCW 36.70A.370. For further guidance see the 2018 Advisory Memo on the Unconstitutional Taking of Private Property</u></p>	<p>Yes; IBR in State Planning Goals</p>	<p>No</p>	<p>Needs re-writing for clarity and update for references.</p>

Development Regulations

Development Regulations must be consistent with and implement the comprehensive plan. Elements within the Development Regulations are included to create continuity within the Town’s overall regulatory framework. The sections and specific elements listed herein are divided into two general categories; items required to be updated under the GMA as part of the periodic update, and items which may be updated to be more concise and in line with best practice. Many existing regulations require minor updates and revisions, while some must be entirely rewritten or removed to be compliant with current laws and regulations. Each section includes the results of the checklist reviews and may include a brief summary along with recommended or needed action as necessary and appropriate. Checklist elements which are not required for the Town have been noted in their respective locations below.

ZONING CODE

Zoning Code			
Element:	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:
a. Permanent supportive housing or transitional housing must be allowed where residences and hotels are allowed. RCW 36.70A.390 New in 2021, (HB 1220 sections 3-5) “permanent supportive housing” is defined in RCW 36.70A.030; “transitional housing” is defined in RCW 84.36.043(2)(c)	No	Yes	Town is currently in process of updating the TYP-MC to address HB1220. Plan element will be written to reflect these changes.
b. Indoor emergency shelters and indoor emergency housing shall be allowed in any zones in which hotels are allowed, except in cities that have adopted an ordinance authorizing indoor emergency shelters and indoor emergency housing in a majority of zones within one-mile of transit. Indoor emergency housing must be allowed in areas with hotels. RCW 35A.21.430 amended in 2021, RCW 35.21.683, amended in 2021, (HB 1220 sections 3-5) “emergency housing” is defined in	NA	No	Currently no hotels are permitted in the Town of Yarrow Point. Interpretation on specific criteria is being discussed with the DOC.

RCW 84.36.043(2)(b)			
c. <u>The number of unrelated persons that occupy a household or dwelling unit except as provided in state law, for short term rentals, or occupant load per square foot shall not be regulated or limited by cities. (HB 5235), RCW 35.21.682 new in 2021, RCW 35A.21.314 new in 2021 RCW 36.01.227 new in 2021</u>	Yes; 17.12.030(E)	Yes	Currently, only owners or relatives of owners may occupy ADUs
d. Limitations on the amount of parking local governments can require for low-income, senior, disabled and market-rate housing units located near high-quality transit service. RCW 36.70A.620 amended in 2020 and RCW 36.70A.600 amended in 2019	NA: lack of low-income, senior, disabled, or market-rate housing units	No	
e. Family day care providers are allowed in all residential dwellings located in areas zoned for residential or commercial RCW 36.70A.450. Review RCW 43.216.010 for definition of family day care provider and WAC 365-196-865 for more information.	Yes; 17.12.040 allows commercial use of property	No	
f. Manufactured housing is regulated the same as site built housing. RCW 35.21.684 amended in 2019, RCW 35.63.160, RCW 35A.21.312 amended in 2019 and RCW 36.01.225 amended in 2019. A local government may require that manufactured homes: (1) are new, (2) are set on a permanent foundation, and (3) comply with local design standards applicable to other homes in the neighborhood, but may not discriminate against consumer choice in housing. See: National Manufactured Housing Construction and Safety Standards Act of 1974	No: no mention of manufactured housing	No	Such development is not currently permitted but if required may be incorporated as an allowable primary use.
g. Accessory dwelling units: cities (and counties) must adopt or amend by ordinance, and incorporate into their development regulations, zoning	Yes; 17.12.030(E)	Yes	No minimum parking within a quarter mile of major transit stops defined by RCW 36.70A.696

<p>regulations and other official controls the requirements of RCW 36.70A.698 amended in 2021. Review RCW 36.70A.696 amended in 2021 through 699 and RCW 43.63A.215(3) Watch for new guidance from Commerce on the Planning for Housing webpage.</p>			
<p>h. Residential structures occupied by persons with handicaps, and group care for children that meets the definition of “familial status” are regulated the same as a similar residential structure occupied by a family or other unrelated individuals. No city or county planning under the GMA may enact or maintain ordinances, development regulations, or administrative practices which treat a residential structure occupied by persons with handicaps differently than a similar residential structure occupied by a family or other unrelated individuals. RCW 36.70A.410, RCW 70.128.140 and 150, RCW 49.60.222-225 and WAC 365-196-860</p>	<p>Yes; 17.08.101</p>	<p>No</p>	
<p>i. Affordable housing programs enacted or expanded under RCW 36.70A.540 amended in 2022 comply with the requirements of this section. Examples of such programs may include: density bonuses within urban growth areas, height and bulk bonuses, fee waivers or exemptions, parking reductions, expedited permitting conditioned on provision of low-income housing units, or mixed-use projects. WAC 365-196-300 See also RCW 36.70A.545 and WAC 365-196-410(2)(e)(i) “affordable housing” is defined in RCW 84.14.010 Review RCW 36.70A.620 amended in 2020 for minimum residential parking</p>	<p>NA: no affordable housing programs</p>	<p>No</p>	<p>Town uses the ARCH program to contribute to regional housing needs. Specifics will be included in this update</p>

requirements			
j. Limitations on regulating: outdoor encampments, safe parking efforts, indoor overnight shelters and temporary small houses on property owned or controlled by a religious organization. RCW 36.01.290 amended in 2020	No	No?	Although no explicit limitations have been imposed upon it, there are currently no definitive parameters in place.
k. Regulations discourage incompatible uses around general aviation airports. RCW 36.70.547 and WAC 365-196-455. Incompatible uses include: high population intensity uses such as schools, community centers, tall structures, and hazardous wildlife attractants such as solid waste disposal sites, wastewater or stormwater treatment facilities, or stockyards. For more guidance, see WSDOT's Aviation Land Use Compatibility Program.	NA	No	
l. If a U.S. Department of Defense (DoD) military base employing 100 or more personnel is within or adjacent to the jurisdiction, zoning should discourage the siting of incompatible uses adjacent to military base. RCW 36.70A.530(3) and WAC 365-196-475. Visit Military One Source to locate any bases in your area and help make determination of applicability. If applicable, inform the commander of the base regarding amendments to the comprehensive plan and development regulations on lands adjacent to the base.	NA	No	
m. <u>Electric vehicle infrastructure (jurisdiction specified: adjacent to Interstates 5, 90, 405 or state route 520 and other criteria) must be allowed as a use in all areas except those zoned for residential, resource use or critical areas. RCW 36.70A.695</u>	NA	No	

SHORELINE MASTER PROGRAM

Shoreline Master Program Consistent with RCW 90.58 Shoreline Management Act of 1971			
Element:	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:
<u>a. Zoning designations are consistent with Shoreline Master Program (SMP) environmental designations. RCW 36.70A.480</u>	Yes	No	
b. If updated to meet RCW 36.70A.480 (2010), SMP regulations provide protection to critical areas in shorelines that is at least equal to the protection provided to critical areas by the critical areas ordinance. RCW 36.70A.480(4) and RCW 90.58.090(4) See Ecology's shoreline planners' toolbox for the SMP Checklist and other resources and Ecology's Shoreline Master Programs Handbook webpage	Yes	No	The periodic update of the SMP has not been recently undertaken. While the current SMP is compliant, it may require additional references, definitions, and clarifications to ensure its continued alignment with the updated comprehensive plan.

RESOURCE LANDS

Resource Lands Defined in RCW 36.70A.030(3), (12) and (17) and consistent with RCW 36.70A.060 and RCW 36.70A.170			
Element:	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:
a. Zoning is consistent with natural resource lands designations in the comprehensive plan and conserves natural resource lands. RCW 36.70A.060(3), WAC 365-196-815 and WAC 365-190-020(6). Consider innovative zoning techniques to conserve agricultural lands of long-term significance RCW 36.70A.177(2). See also WAC 365-196-815(3) for examples of innovative zoning techniques.	NA no resource lands	No	
b. Regulations to assure that use of lands adjacent to natural resource lands does not interfere with natural resource production. RCW 36.70A.060(1)(a) and WAC 365-190-040 Regulations require notice on all development permits and plats within 500 feet of designated natural resource lands that the property is within or near a designated natural resource land on which a variety of commercial activities may occur that are regulations to implement comprehensive plan	NA: no natural resource-adjacent lands	No	
<u>c. For designated agricultural land, regulations encourage nonagricultural uses to be limited to lands with poor soils or otherwise not suitable for agricultural purposes. Accessory uses should be located, designed and</u>	NA: no agricultural land	No	

<p>operated to support the continuation of agricultural uses. RCW 36.70A.177(3)(b)</p>			
<p>d. Designate mineral lands and associated regulations as required by RCW 36.70A.131 and WAC 365-190-040(5). For more information review the WA State Dept. of Natural Resources (DNR)'s Geology Division site</p>	<p>NA: no mineral lands</p>	<p>No</p>	

ESSENTIAL PUBLIC FACILITIES

Siting Essential Public Facilities

Regulations for siting essential public facilities should be consistent with RCW 36.70A.200 and consider WAC 365-196-550. Essential public facilities include those facilities that are typically difficult to site, such as airports, state education facilities, state or regional transportation facilities, state and local correctional facilities, solid waste handling facilities, and in-patient facilities including substance abuse facilities, mental health facilities, group homes, and secure community transition facilities. Regulations may be specific to a local jurisdiction, but may be part of county-wide planning policies (CWPPs).

Element:	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:
<p>Regulations or CWPPs include a process for siting EPFs and ensure EPFs are not precluded. RCW 36.70A.200(2), (3), (5). WAC 365-196-550(6) lists process for siting EPFs. WAC 365-196-550(3) details preclusions. EPFs should be located outside of known hazardous areas. Visit Commerce’s Behavioral Health Facilities Program page for information on establishing or expanding new capacity for behavioral health EPFs.</p>	NA	No	<p>The plan deemed siting EPFs as impossible, but it's unclear if that conclusion aligns with current regulations. DOC will be asked to weigh in on how this should be addressed.</p>

SUBDIVISION CODE

Subdivision Code			
Element:	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:
a. Subdivision regulations are consistent with and implement comprehensive plan policies. RCW 36.70A.030(5) and 36.70A.040(4).	Yes	No	Updates will be made to ensure consistency across elements
b. Written findings to approve subdivisions establish adequacy of public facilities. RCW 58.17.110 amended in 2018 <ul style="list-style-type: none"> · Streets or roads, sidewalks, alleys, other public ways, transit stops, and other features that assure safe walking conditions for students. · Potable water supplies, sanitary wastes, and drainage ways. RCW 36.70A.590 amended 2018 · Open spaces, parks and recreation, and playgrounds · Schools and school grounds Other items related to the public health, safety and general welfare WAC 365-196-820(1).	No	Yes	Updates will be made to ensure consistency across elements
c. Preliminary subdivision approvals under RCW 58.17.140 are valid for a period of five or seven years (previously five years). RCW 58.17.140 and RCW 58.17.170 Note: preliminary plat approval is valid for: seven years if the date of preliminary plat approval is on or before December 31, 2014; five years if the preliminary plat approval is issued on or after January 1, 2015; and ten years if the project is located within city limits, not subject to the shoreline management act, and the preliminary plat is approved on or before December 31, 2007.	No	Yes	Updates will be made to ensure consistency across elements

STORMWATER

Stormwater			
Element:	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:
<p>a. Regulations protect water quality and implement actions to mitigate or cleanse drainage, flooding, and storm water run-off that pollute waters of the state, including Puget Sound or waters entering Puget Sound. RCW 36.70A.070(1) Regulations may include: adoption of a stormwater manual consistent with Ecology's latest manual for Eastern or Western Washington, adoption of a clearing and grading ordinance –See Commerce's 2005 Technical Guidance Document for Clearing and Grading in Western Washington.</p> <p>Adoption of a low impact development ordinance. See Puget Sound Partnership's 2012 Low Impact Development guidance and Ecology's 2013 Eastern Washington Low Impact Development guidance.</p> <p>Additional Resources: Federal Grants to Protect Puget Sound Watersheds, Building Cities in the Rain, Ecology Stormwater Manuals, Puget Sound Partnership Action Agenda</p>	<p>Yes: TYPMC 20.04.040 references the TYP Comprehensive Stormwater Management Plan</p>	<p>No</p>	<p>Work is currently underway to update the Town's Stormwater Manuals. Cross reference and integration of the new Manuals will be done as part of the comprehensive plan update process.</p>
<p>b. Provisions for corrective action for failing septic systems that pollute waters of the state. RCW 36.70A.070(1). See also: DOH Wastewater Management, Ecology On-Site Sewage System Projects & Funding</p>	<p>Yes: TYP SMP 4.3</p>	<p>No</p>	<p>Specific language may need to be updated for additional clarity and level of detail.</p>

IMPACT FEES

Impact Fees
 May impose impact fees on development activity as part of the financing for public facilities, provided that the financing for system improvements to serve new development must provide for a balance between impact fees and other sources of public funds; cannot rely solely on impact fees.

Element:	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:
a. If adopted, impact fees are applied consistent with RCW 82.02.050 amended in 2016, .060 amended in 2021, .070, .080, .090 amended in 2018 and .100. WAC 365-196-850 provides guidance on how impact fees should be implemented and spent.	NA: No impact fees	No	No impact fees currently adopted in the Town
b. Jurisdictions collecting impact fees must adopt and maintain a system for the deferred collection of impact fees for single-family detached and attached residential construction, consistent with RCW 82.02.050(3) amended in 2016	NA: No impact fees	No	No impact fees currently adopted in the Town
c. If adopted, limitations on impact fees for early learning facilities RCW 82.02.060 amended in 2021	NA: No impact fees	No	No impact fees currently adopted in the Town
d. If adopted, exemption of impact fees for low-income and emergency housing development RCW 82.02.060 amended in 2021. See also definition change in RCW 82.02.090(1)(b) amended in 2018	NA: No impact fees	No	No impact fees currently adopted in the Town

CONCURRENCY & TDM

Concurrency and Transportation Demand Management (TDM) Ensures consistency in land use approval and the development of adequate public facilities as plans are implemented, maximizes the efficiency of existing transportation systems, limits the impacts of traffic and reduces pollution.			
Element:	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:
a. The transportation concurrency requirement includes specific language that prohibits development when level of service standards for transportation facilities cannot be met. RCW 36.70A.070(6)(b), WAC 365-196-840. Note: Concurrency is required for transportation, but may also be applied to park facilities, etc.	No	Yes	Element is not adequately developed. New written policy, references, and integration will be needed in order to comply with requirements
b. Measures exist to bring into compliance locally owned transportation facilities or services that are below the levels of service established in the comprehensive plan. RCW 36.70A.070(6)(a)(iii)(B) and (D). Levels of service can be established for automobiles, pedestrians and bicycles. See WAC 365-196-840(3) on establishing an appropriate level of service.	No	Yes	Element is not adequately developed. New written policy, references, and integration will be needed in order to comply with requirements
c. Highways of statewide significance (HSS) are exempt from the concurrency ordinance. RCW 36.70A.070(6)(a)(iii)(C)	No	Yes	Element is not adequately developed. New written policy, references, and integration will be needed in order to comply with requirements
d. Traffic demand management (TDM) requirements are consistent with the comprehensive plan. RCW 36.70A.070(6)(a)(vi) Examples may include requiring new development to	No	Yes	Element is not adequately developed. New written policy, references, and integration will be needed in order to comply with requirements

<p>be oriented towards transit streets, pedestrian-oriented site and building design, and requiring bicycle and pedestrian connections to street and trail networks. WAC 365-196-840(4) recommends adopting methodologies that analyze the transportation system from a comprehensive, multimodal perspective.</p>			
<p>e. If required by RCW 70.94.527, a commute trip reduction (CTR) ordinance to achieve reductions in the proportion of single-occupant vehicle commute trips has been adopted. The ordinance should be consistent with comprehensive plan policies for CTR and Department of Transportation rules. RCW 70.94.521-551</p>	<p>No</p>	<p>Yes</p>	<p>Recodified to 70A.15.4020: Town may be required to comply even though the associated impacts are non-significant. DOC and Legal will be looped in prior to final writing of this section</p>

TRIBAL PARTICIPATION

**Tribal Participation in Planning new in 2022 (codification pending – see [HB 1717](#))
 A federally recognized Indian tribe may voluntarily choose to participate in the county or regional planning process.**

Element:	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:
a. Mutually agreeable memorandum of agreement between local governments and tribes in regard to collaboration and participation in the planning process unless otherwise agreed at the end of a mediation period RCW 36.70A.040(8)(a) new in 2022	NA	No	No tribal lands on or near YP
b. <u>Policies consistent with countywide planning policies that address the protection of tribal cultural resources in collaboration with federally recognized Indian tribes that are invited, provided that a tribe, or more than one tribe, chooses to participate in the process. RCW 36.70A.210(3)(i) new in 2022</u>	NA	No	No tribal lands on or near YP

OPTIONAL REGULATIONS

Regulations to Implement Optional Elements			
Element:	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:
a. New fully contained communities are consistent with comprehensive plan policies, RCW 36.70A.350 and WAC 365-196-345	NA	No	
b. If applicable, master planned resorts are consistent with comprehensive plan policies, RCW 36.70A.360, RCW 36.70A.362 and WAC 365-196-460	NA	No	
c. If applicable, major industrial developments and master planned locations outside of UGAs are consistent with comprehensive plan policies, RCW 36.70A.365, RCW 36.70A.367 and WAC 365-196-465	NA	No	
d. Regulations include procedures to identify, preserve, and/or monitor historical or archaeological resources. RCW 36.70A.020(13), WAC 365-196-450	NA	No	
e. Other development regulations needed to implement comprehensive plan policies such as energy, sustainability or design are adopted. WAC 365-196-445	NA	No	A dedicated chapter on Climate Change may impact the implementation of this plan.
f. Design guidelines for new development are clear and easy to understand; administration procedures are clear and defensible.	NA	No	To comply with the latest state-level legislation related to development, the Town is considering the implementation of additional design guidelines.

PROJECT REVIEW PROCEDURES

Project Review Procedures			
Element:	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:
<p>Project review processes integrate permit and environmental review. RCW 36.70A.470, RCW 36.70B and RCW 43.21C.</p> <p>Also: WAC 365-196-845, WAC 197-11(SEPA Rules), WAC 365-197 (Project Consistency Rule, Commerce, 2001) and Ecology SEPA Handbook.</p> <p>Integrated permit and environmental review procedures for:</p> <ul style="list-style-type: none"> · Notice of application · Notice of complete application · One open-record public hearing · Combining public hearings & decisions for multiple permits · Notice of decision · One closed-record appeal 	Yes	No	General cleanup of language and cross referencing for clarity so that the process remains clear, public, and open as intended under the requirements.

PLAN & REGULATION AMENDMENTS

Plan & Regulation Amendments

If procedures governing comprehensive plan amendments are part of the code, then assure the following are true:

Element:	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes:
a. Regulations limit amendments to the comprehensive plan to once a year (with statutory exceptions). RCW 36.70A.130(2) and WAC 365-196-640(3)	NA	No	Not currently in the Code, consideration may be given to adding such a section as advised by Staff and Elected officials
b. Regulations define emergency for an emergency plan amendment. RCW 36.70A.130(2)(b) and WAC 365-196-640(4)	NA	No	See note above
c. Regulations include a docketing process for requesting and considering plan amendments. RCW 36.70A.130(2), RCW 36.70A.470, and WAC 365-196-640(6)	NA	No	See note above
d. A process has been established for early and continuous public notification and participation in the planning process RCW 36.70A.020(11), RCW 36.70A.035 and RCW 36.70A.140. See WAC 365-196-600 regarding public participation and WAC 365-196-610(2) listing recommendations for meeting requirements.	NA	No	See note above
<u>e. A process exists to assure that proposed regulatory or administrative actions do not result in an unconstitutional taking of private property RCW 36.70A.370. See the 2018 Advisory Memo on the Unconstitutional Taking of Private Property</u>	NA	No	See note above
<u>f. Provisions ensure adequate enforcement of regulations, such as zoning and critical area ordinances (civil or criminal penalties). See implementation strategy in WAC 365-196-650(1).</u>	NA	No	See note above

Critical Area Ordinances

Critical area ordinances are required to be in compliance with a variety of RCWs. The Town has historically updated their ordinances to comply with state requirements. As part of this current GMA required comprehensive plan update process, the current critical area ordinances are reviewed for compliance with the relevant checklists. In doing the analysis of the existing ordinances the primary needed actions are to update elements for continuity and regulatory compliance. The checklist outlines the path forward to full compliance.

Critical Areas Ordinances			
Requirement	In Plan?	Location	Notes
The CAO includes best available science to clearly designated protectall critical areas that might be found within the jurisdiction.	NO		No explicit mention of best available science, requires more in depth review of state WACs as part of creating compliant regulation and code
1.Designation of Critical Areas RCW 36.70A.170(1)(d)required all counties and cities to designate critical areas. RCW 36.70A.170(2)requires that counties and cities consider the Commerce Minimum Guidelines pursuant to RCW 36.70A.050.RCW 36.70A.050 directed Commerce to adopt the Minimum Guidelines to classify critical areas. WAC 365-190-080 through 130(updated in 2010)provide guidance on defining or “designating” each of the five critical areas.WAC 365-190-040(updated in 2010)outlines the process to classify and designate natural resource lands and critical areas.	Yes; but not codified	TYP Ord. 387	Ordinance designated Morningside park and Wetherhill preserve as critical areas but it is not codified. Status is unclear as to the extent of these protections and application of BAS. Further review with Staff and Elected officials needed as part of the update process
2.Definition of Critical Areas RCW 36.70A.030 provides definitions for each type of critical area.Sections (5) regarding fish and wildlife habitat conservation areas; (9) regarding geologically hazardous areas; and (21) regarding wetlands were updated in 2010.WAC 365-190-030(updated 2010) provides definitions in the Minimum Guidelines.	Yes; for relevant CAs	YPMC 17.08	Definition provided, not consistent with RCW mentioned below.

<p>3. Protection of Critical Areas RCW 36.70A.060 (2) required counties and cities to adopt development regulations that protect the critical areas required to be designated under RCW 36.70A.170. RCW 36.70A.172(1) requires the inclusion of best available science in developing policies and development regulations to protect the functions and values of critical areas. In addition, counties and cities must give special consideration to conservation or protection measures necessary to preserve or enhance anadromous fisheries.</p>	<p>Yes; protection is vague but exists</p>	<p>YPMC 16.17.050(C) & 17.30.060(B)</p>	<p>There are protections but they are unclear and do not include BAS explicitly. Review of relevant WAC as part of the update process so that protections explicitly mention BAS and to what extent they should be effective. More specifically defined terms are needed.</p>
<p>4. Inclusion of Best Available Science RCW 36.70A.172(1) requires inclusion of the best available science (BAS). Chapter 365-195 WAC outlines recommended criteria for determining which information is the BAS, for obtaining the BAS, for including BAS in policies and regulations, for addressing inadequate scientific information, and for demonstrating "special consideration" to conservation or protection measures necessary to preserve or enhance anadromous fisheries. WAC 365-195-915 provides criteria for including BAS in the record.</p>	<p>No</p>		<p>BAS is not included in policies and regulations. Unclear how BAS applies to TYP Ord 387 and other CA-relevant sections in YPMC. Need addition of adequate reference and clarification to be compliant</p>
<p>The definition of wetlands is consistent with RCW 36.70A.030(21) (updated in 2012)</p>		<p>YPMC 17.08</p>	<p>Not an exact match between RCW definition and definition in 17.08. Needs update</p>
<p>Wetlands are delineated using the 1987 Federal Wetland Delineation Manual and Regional Supplements in accordance with WAC 173-22-035 (updated in 2011).</p>	<p>No</p>		<p>Not adequately detailed. Need additional cross referencing and specific language as required under the WAC is needed.</p>
<p>Policies and regulations protect the functions and values of wetlands.</p>		<p>YPMC 16.17.050(C) & 17.30.060(B)</p>	<p>First is development standards and second is development standards for comms facilities.</p>

Summary

The Town of Yarrow Point 2015 Comprehensive plan requires substantive updates. All chapters require significant updates and extensive new additions to comply with the GMA and other applicable laws. As detailed above in the Comprehensive Plan and Development regulation reviews there are many new regulations requiring the update of chapters in the comprehensive plan to be in compliance with various RCWs. To bring the Comprehensive Plan up to date and into compliance, the planning team in coordination with Town staff, elected officials, DOC advisors, PSRC advisors, and other relevant entities will employ best planning practices to achieve each benchmark as required for creating a compliant comprehensive plan. The Town Planners will work to engage the public in the update process in order to inform the plan update with the input and feedback of the community. The public engagement process is detailed in the public engagement plan and will be included on the Town website. The Town planning commission will be given regular updates regarding the process at their regularly scheduled monthly meetings, and a staff report will be included in the Town Council packet so that both bodies may be apprised of the current comprehensive plan update status.

Project Schedule

The update to the Comprehensive plan has a deadline of December 31, 2024. The project schedule included below is reflective of the updated grant action items and deliverable list such that the Town may be re-implemented for expenses in a timely fashion and so that the project will be completed and delivered on time. If changes to the grant timeline or deliverable list are required to more accurately reflect the specifics of the plan update process, such amendments will be made in coordination with the DOC and with the approval of the Town mayor. While most dates listed below in the schedule are included for the purposes of a general timeline, some constitute hard deadlines as necessary to meet the statutory requirements of this update process, those dates have been noted as hard deadlines, while the remaining dates are flexible in order to accommodate changes in public meeting dates, and unforeseen events which may delay or hasten the update process.

Department of Commerce Grant Schedule:

Task 1	Establish Comp Plan compliance and develop work plan	Sept - Nov '22
Action 1.1	Review existing comprehensive plan and municipal code with the periodic update checklist	Oct 7, 2022
Action 1.2	Review relevant regulations to complete the critical area ordinance checklist	Oct 14, 2022
Action 1.5	Create list of interdepartmental and external needs for comp plan update	Oct 21, 2022

Action 1.6	Create list of requirements for comp plan update process, including inter-jurisdictional cooperation	Oct 21, 2022
Action 1.7	Reviewing existing correspondence, previous work, and updates to the existing Comp Plan	Oct 28, 2022
Action 1.8	Incorporate results from actions 1.1 through 1.7 to develop a working plan for the GMA Update	Oct 31, 2022
Deliverable 1.1	Periodic Update & Critical Areas Ordinance Checklist Review	Oct 31, 2022
Deliverable 1.2	Comprehensive Plan Update Work Plan	Nov 30, 2022
Task 2	Develop Initial Conditions Report & Community Engagement Plan	Nov - Feb '22
Action 2.1	Review previous public engagement in town for opportunities to involve town voices in plan development	Nov 25, 2022
Action 2.2	Review town demographics and planning context, identify changes since last update	Dec 16, 2022
Action 2.3	Review changes to town's place in regional context since last update	Dec 20, 2022
Action 2.4	Develop Community Engagement plan	Dec 20, 2022
Action 2.5	Develop GMA Update website linked to from YP Town website for Public Reference	Jan 20, 2023
Deliverable 2.1	Initial Conditions Report on Yarrow Point detailing	Jan 31, 2023

	demographics and planning context	
Deliverable 2.2	GMA Update Website	Feb 28, 2023
Deliverable 2.3	Community Engagement Plan & roadmap	Feb 28, 2023
Task 3	Public Kickoff and High-Level Review	Feb - April '23
Action 3.1	Review existing comprehensive plan for internal consistency and identify any potential high-level issues or improvements	Feb 24, 2023
Action 3.2	Review Yarrow Point PROS and Trail plans for consistency with the existing Comprehensive Plan	Mar 10, 2023
Action 3.3	Community Survey Development	Feb 22, 2023
Action 3.4	Public Kickoff at Planning Commission Meeting	Mar 14, 2023
Deliverable 3.1	Staff Report on consistency issues or high-level opportunities for improvement in comp plan	Mar 31, 2023
Deliverable 3.2	Public Kickoff: Send out Mailer, and Newsletter	Mar 31, 2023
Task 4	Feedback Review & Second-Year Planning	April - June '23
Action 4.1	Continue Community Outreach at Town community events	Ongoing
Action 4.2	Review Comp Plan for opportunities to update in accordance with checklist needs and community visioning	Apr 14, 2023
Action 4.5	Update existing relevant maps for Comprehensive Plan	May 19, 2023
Action 4.6	Review and update Introductory Section(s) of Comp Plan	May 26, 2023
Action 4.7	Review 2023-24 Schedule and update grant status	June 1, 2023
Deliverable 4.1	Draft Introductory Section of Comp Plan and Maps	May 31, 2023
Deliverable 4.2	Staff Report on GMA Update Status: Existing drafts, opportunities, challenges	Jun 30, 2023

Department of Commerce Grant Deliverables Table

SFY 2023 Task/Deliverable	SFY 2023 Amount
Deliverable 1.1: Periodic Update & Critical Areas Ordinance Checklist Review	\$5,000.00
Deliverable 1.2: Comprehensive Plan Update Work Plan	\$5,580.00
Deliverable 2.1: Initial Conditions Report on Yarrow Point detailing demographics and planning context	\$5,300.00
Deliverable 2.2: GMA Update Website	\$4,900.00
Deliverable 2.3: Community Engagement Plan & roadmap	\$6,820.00
Deliverable 3.1: Staff Report on consistency issues or high-level opportunities for improvement in comp plan	\$6,200.00
Deliverable 3.2: Public Kickoff: Mailer and Newsletter Campaign	\$4,000.00
Deliverable 4.1: Draft Introductory Section of Comp Plan and Maps	\$5,400.00
Deliverable 4.2: Staff Report on GMA Update Status: Existing drafts, opportunities, challenges & Grant Update	\$6,800.00
Total Grant (SFY 2023 only)	\$50,000.00

Existing Conditions Report



Town of Yarrow Point

SBN Planning

2023-04-23



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Intro

The Town of Yarrow Point is a 514-acre peninsula bound by Clyde Hill, Hunt's Point, the City of Kirkland, and Lake Washington. The Town is required to update its Comprehensive Plan, per RCW 36.70A, by December 31st, 2024. This report serves as an essential first step in shaping the future of the Town, providing a thorough analysis of the Town's social, economic, and environmental characteristics, including trends and regional comparisons to establish a baseline of information. By examining the Town's past and present, the report lays the foundation for developing effective policies and strategies to guide future growth and development. Its high-level analysis is critical for ensuring that the Town remains compliant with relevant regulations and is well-equipped to address emerging challenges and opportunities.

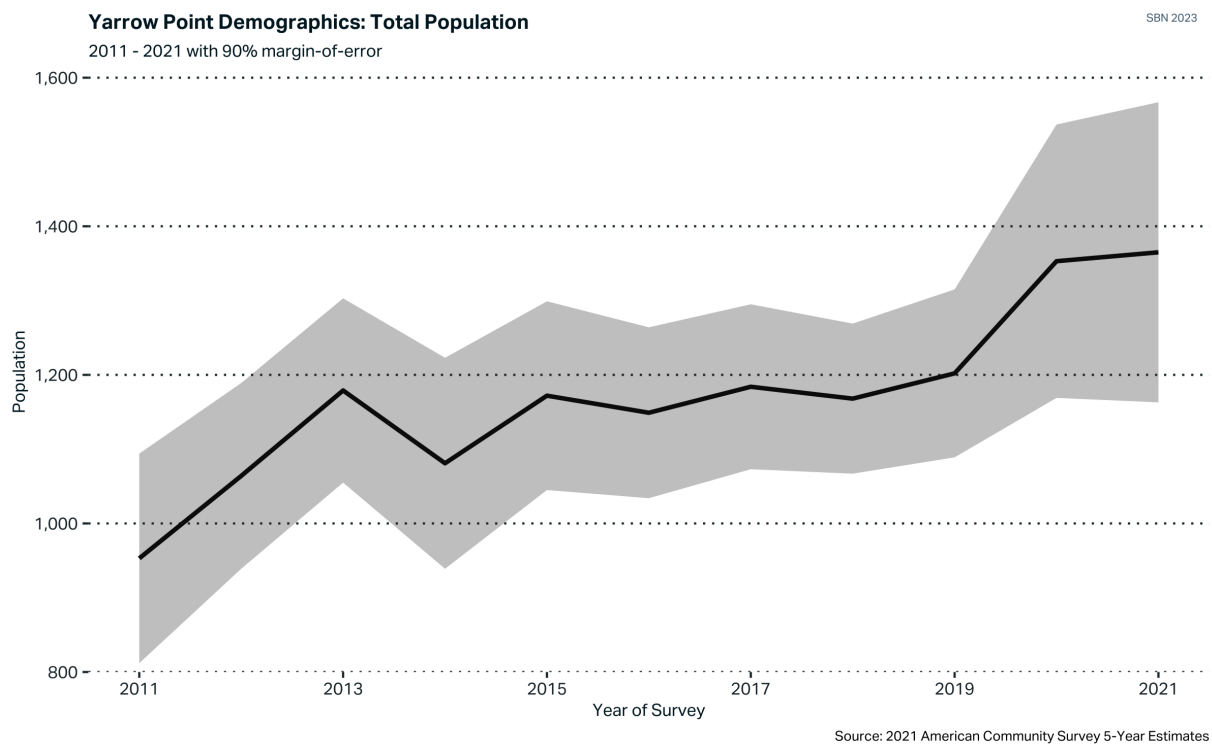
This study utilizes publicly available data sources, including the U.S. Census Bureau, King County, and Washington State, to accurately portray Yarrow Point. The study employs advanced analytical tools such as R and QGIS to analyze spatial and tabular data thoroughly. While the analysis presented in this report addresses some of the direct Comprehensive Plan requirements, it does not cover all of them. Additional work, such as a Housing Needs Assessment, transportation analysis, and town utilities mapping, will be necessary to meet these requirements fully. This report serves as an initial step toward assessing the Town's demographic context and present condition, laying the groundwork for future planning efforts.

From a planning perspective, it should be noted that the analysis presented herein is subject to certain limitations, primarily due to the characteristics of the available data and the study's geographic scope. Notably, much of the data analyzed is sourced from the 5-year American Community Survey (ACS) accessed via the Census API, which is subject to a 90% margin of error. Given the relatively small geography of Yarrow Point, this margin of error often exceeds 10% of the nominal value, which can limit the study's ability to draw definitive conclusions. However, wherever possible and relevant, this analysis presents margin of error values to accurately reflect the uncertainty attached to the ACS data. It is worth noting that regional comparisons utilize larger geographies with more recorded responses and have significantly smaller margins of error.

Town Trends & Demographics

Population

In the context of a decade that witnessed the Seattle-Tacoma-Bellevue Metropolitan Area's population grow by over half a million people, reaching a total of more than 4 million inhabitants, the Town of Yarrow Point experienced nominal growth. Nonetheless, the Town has undergone a substantial 30% increase in population over the past decade, growing from just under 1,000 residents to an estimated 1,365, according to the most recent American Community Survey 5-year estimates (Plot 1).

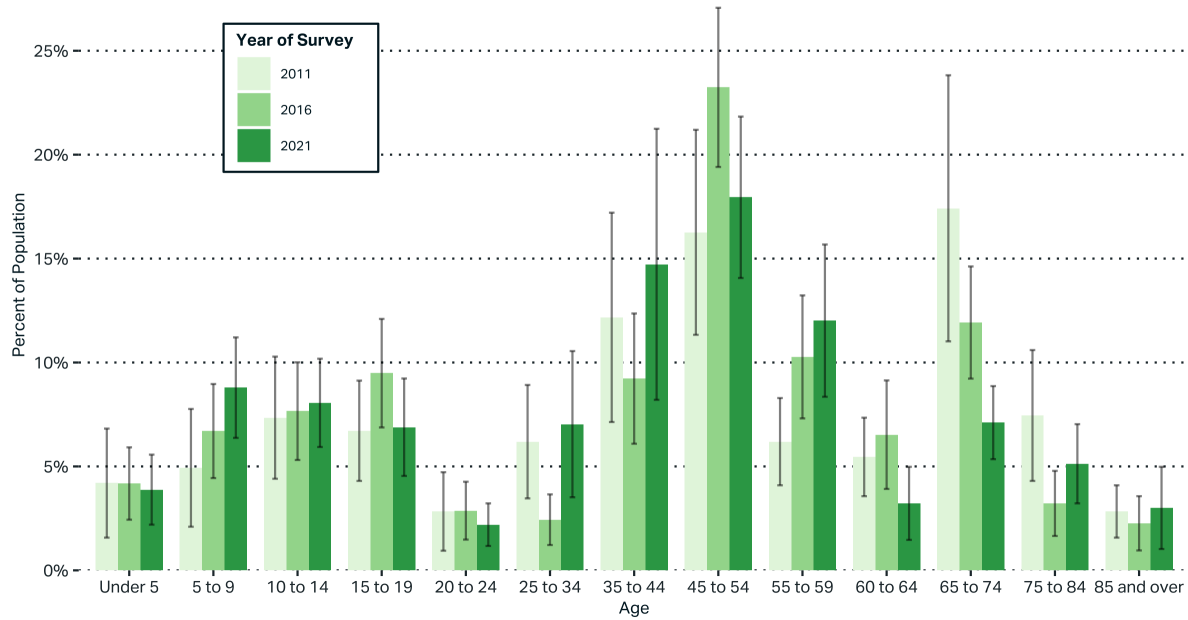


Plot 1: Town of Yarrow Point Population

It is essential to evaluate the growth and demographic changes in the Town of Yarrow Point during the long-range planning process. While current American Community Survey (ACS) estimates suggest a possible shift towards a more middle-aged population from an older one (Plot 2), these changes occur within the 90% margin-of-error provided by the ACS. Thus, the age composition of the Town's population has likely remained stable over the past decade. The population pyramid indicates a relatively balanced distribution of age cohorts by sex, with the predominant age groups being residents in their 40s and 50s (Plot 3).

Yarrow Point Demographics: Residents Age Composition
 2011, 2016, and 2021 with 90% margin-of-error

SBN 2023

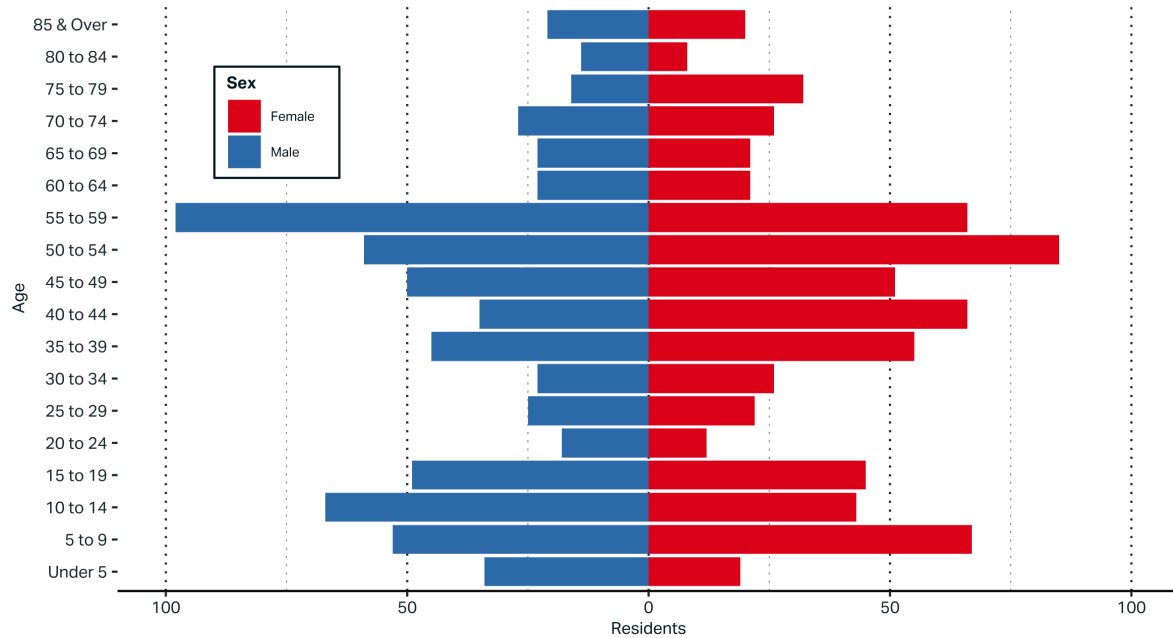


Source: 2021 American Community Survey 5-Year Estimates

Plot 2: Town of Yarrow Point Age Composition Benchmarks

Yarrow Point Population: Age Structure
 2021 Population Pyramid

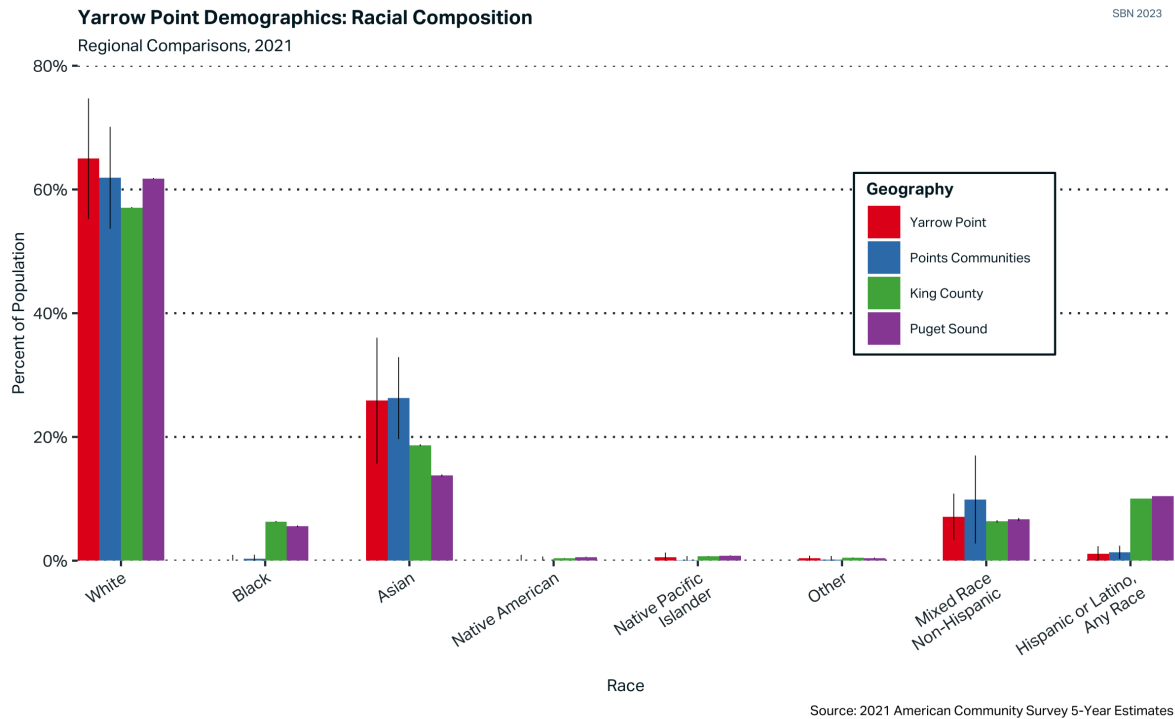
SBN 2023



Source: 2021 American Community Survey 5-Year Estimates

Plot 3: Town of Yarrow Point Population

The racial and ethnic breakdown of Yarrow Point reflects a town that is marginally different from King County and the Puget Sound Region and closely reflects the other Point Communities' residents (Plot 4). It is worth noting that aside from the Black and Hispanic or Latino populations, any marginal difference between Yarrow Point and the County or Sound is within the margin of error. Even the most significant differences are slight and reflect a town that nearly mirrors the broader regional population demographics.



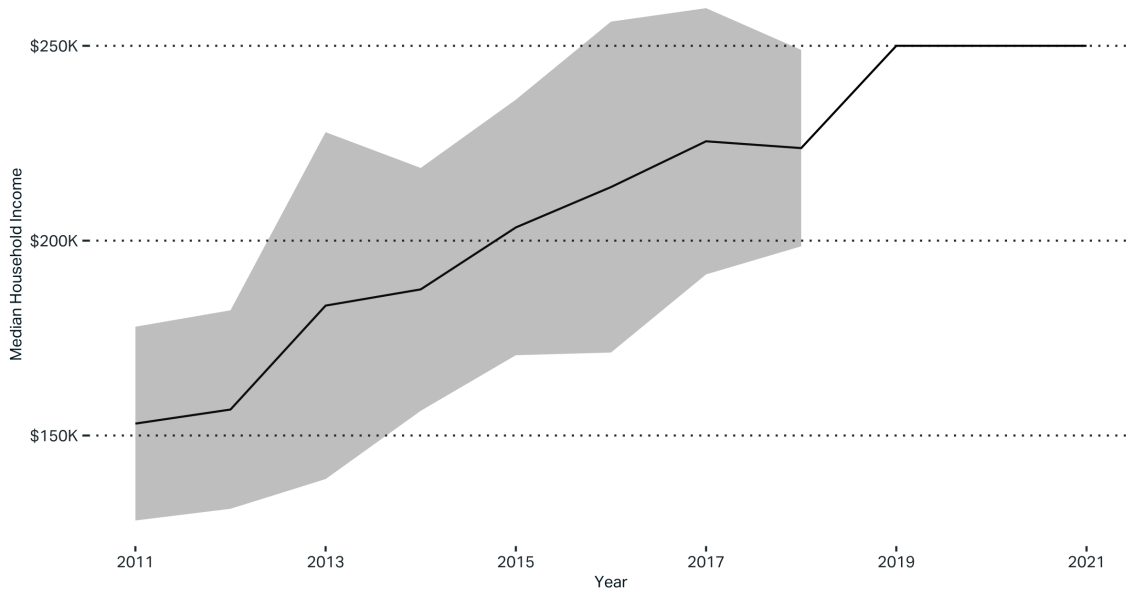
Plot 4: Town of Yarrow Point Racial Breakdown with Regional Comparisons

Yarrow Point is among the state's highest-income Census Designated Places (CDP). This trend has only further solidified in the past decade as it joined Hunts Point, Clyde Hill, and Beaux Arts as the only CDPs in Washington to reach the American Community Survey's upper bound on income. The ACS 5-year estimates report median household income by geography up to \$250,000, with Yarrow Point reaching this limit for the past three published ACS years (2019-2021). The reported median household income in the Town has steadily increased since 2011 when it was reportedly \$153,306 (Plot 5). While this highlights a weakness in the ACS's ability to collect data for unique geographies, it also reflects the Town's place in Washington as one of the highest-income jurisdictions in the state and country. Breaking down income brackets suggests that a large majority of residents have an annual household income above \$200,000, with very few falling below this threshold (Plot 6). It is important to note that these income totals only include "income received on a regular basis," per the Census Bureau, which excludes sources such as capital gains from consideration.

Yarrow Point Economics: Median Household Income

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In 2021 Inflation-Adjusted Dollars from 2011 to 2021 with 90% margins-of-error



Source: 2021 American Community Survey 5-Year Estimates

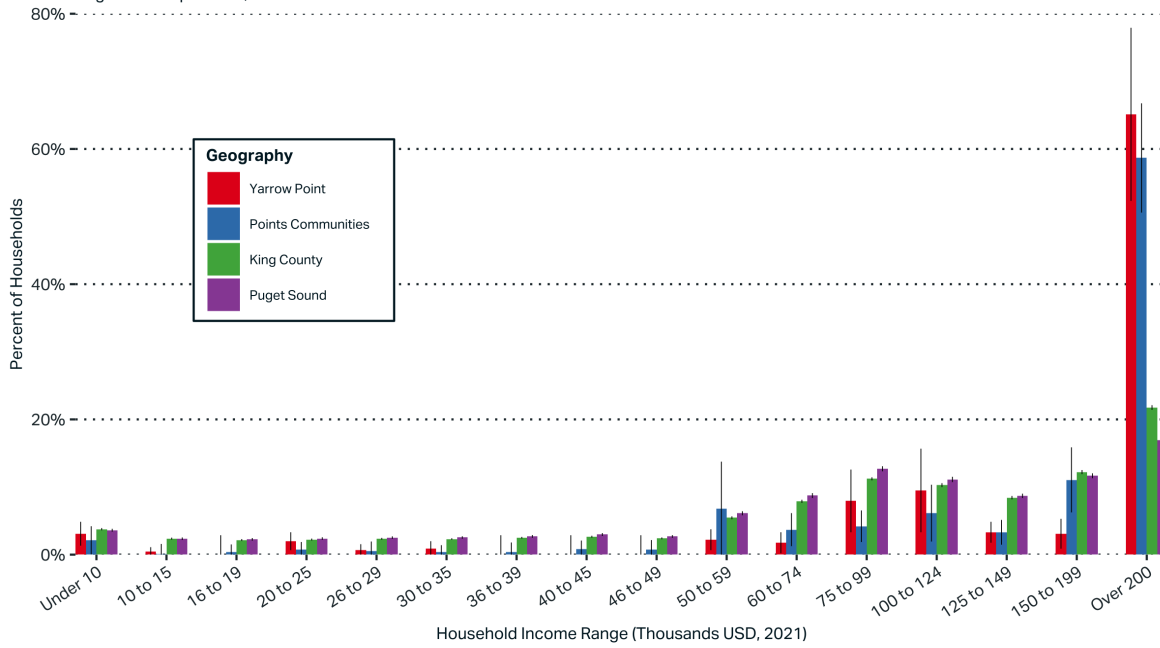
Plot 5: Town of Yarrow Point Median Household Income

Nota Bene: Once Median Household Income increases beyond \$250,000, there is no margin of error offered.

Yarrow Point Economics: Household Income Bands

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Regional Comparisons, 2021

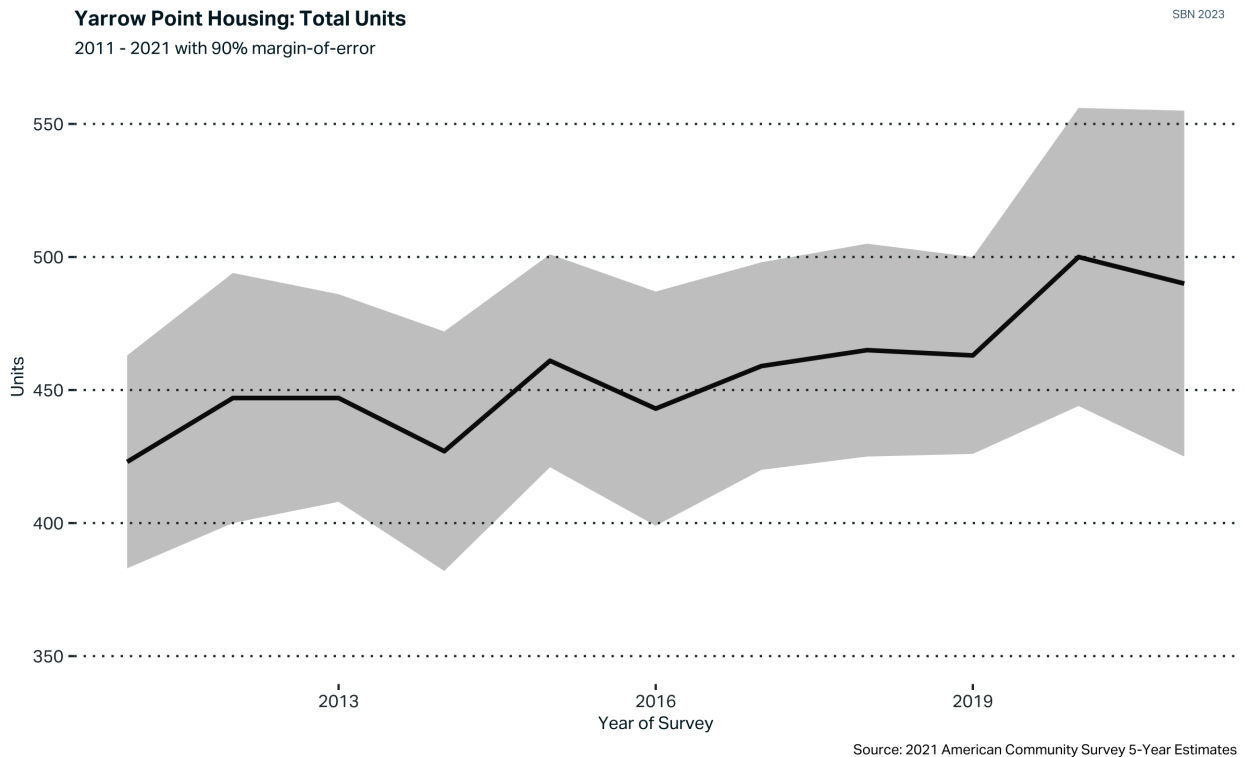


Source: 2021 American Community Survey 5-Year Estimates

Plot 6: Town of Yarrow Point Household Income Brackets

Housing

It is important to note that Yarrow Point has exceeded its housing growth target of 16 units by 2035, set by King County in 2006. As of 2018, the County estimated 25 new units had been built in the Town. The American Community Survey reports an increase in the number of housing units in Yarrow Point, rising from 423 to 490 in the past decade. The Majority of these units, approximately 90%, are family households, with single households accounting for only 4% and non-family arrangements for about 6%. Additionally, the age of built structures in Yarrow Point reflects an increase in new construction and a slight decline in older structures since 2011, which aligns with the trend of housing growth seen in the Units plot.

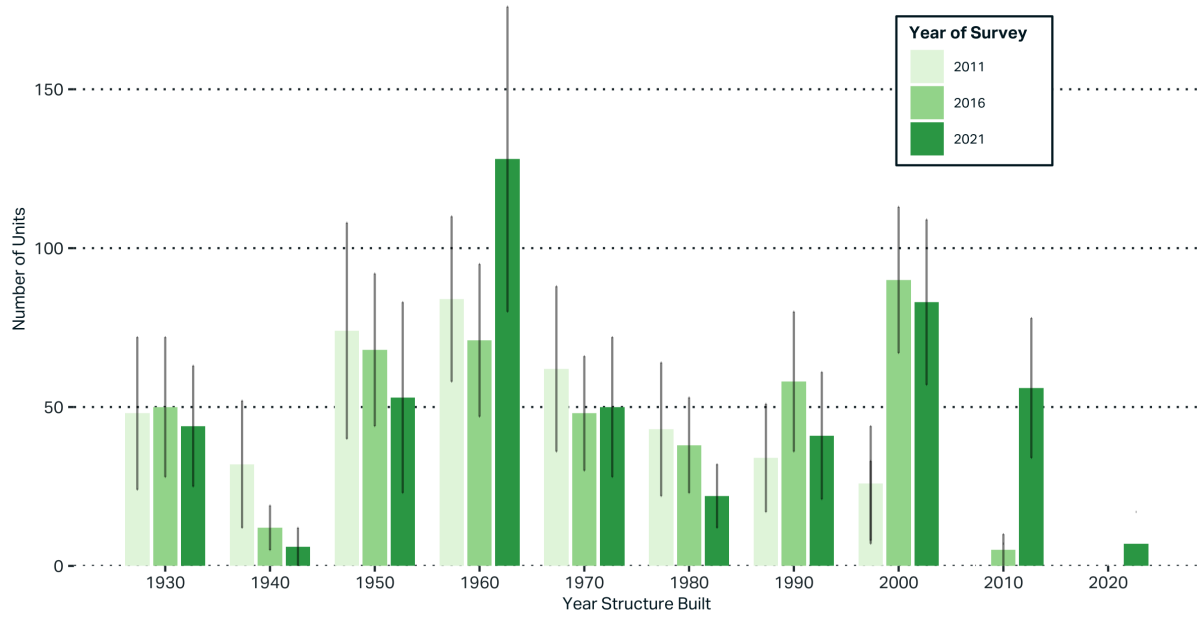


Plot 7: Town of Yarrow Point Total Housing Units

While household sizes have not changed significantly, the Town has seen a slight increase in large households of four or more people, while one-person households have decreased (Plot 9). Similarly, the number of workers per household has seen a slight increase, as non-working households have decreased (Plot 10) These two plots may not show significant trends, but they track somewhat with the changes in town population age composition (Plots 2 and 3).

Yarrow Point Housing: Structure Age Composition Change
 2011, 2016, and 2021 with 90% margin-of-error

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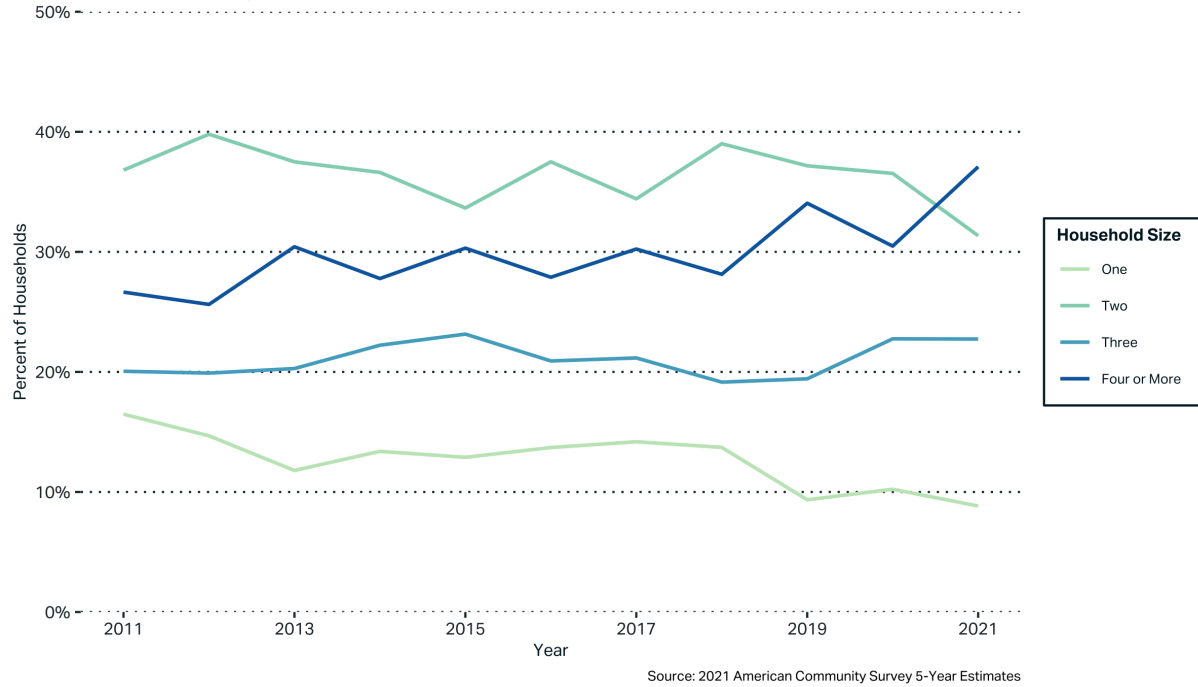


Plot 8: Town of Yarrow Point Household Structure Age

Yarrow Point Housing: Household Size

Number of Residents per Household from 2011 to 2021

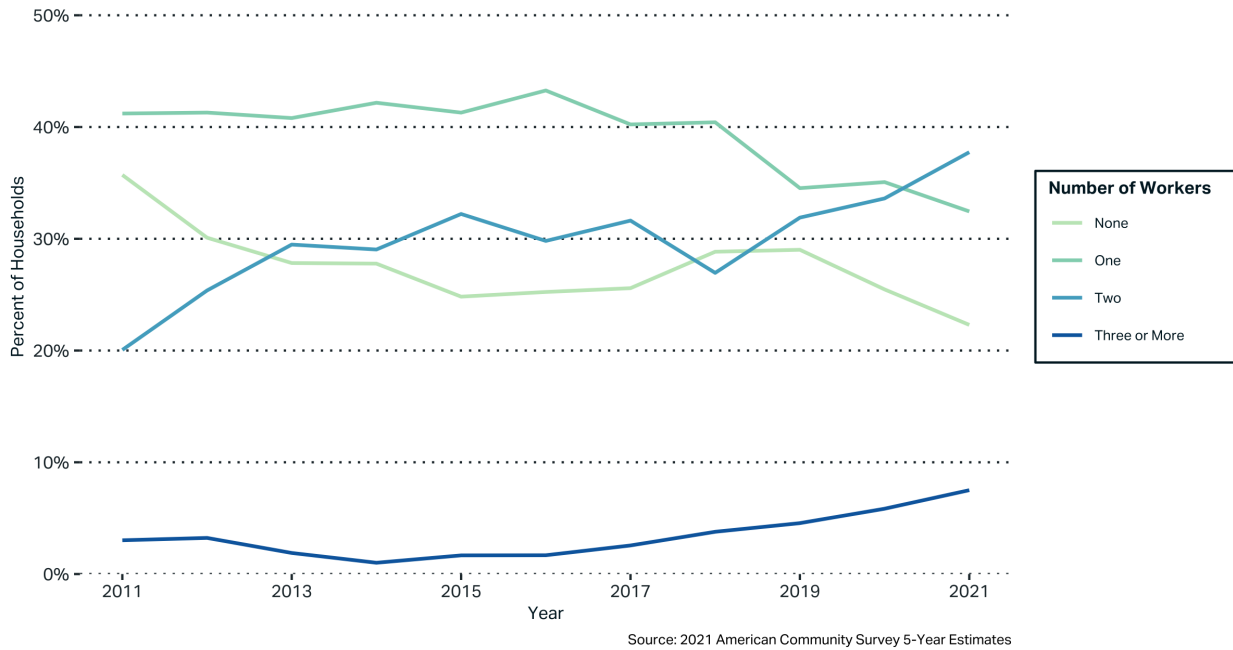
SBN 2023



Plot 9: Town of Yarrow Point Household Size

Yarrow Point Housing: Household Workforce
 Number of Workers per Household from 2011 to 2021

SBN 2023



Plot 10: Town of Yarrow Point Workers per Household

These plots suggest that the Town may be experiencing a shift towards more family-oriented households with more than one source of income. When cross-analyzing household sizes and workers per household, the data present the Town with a somewhat bimodal distribution (Plot 11). One condition is two-person households with no workers, which represent 14.6% of the households. The other condition is households with four or more residents and at least two workers. Overall, the data support the conclusion that Yarrow Point is increasingly home to many family households with one or two incomes and at least one child, while historically, the town is comprised of retired couples.

Yarrow Point Housing: Size and Labor
 Workers per Household Size Composition, 2021

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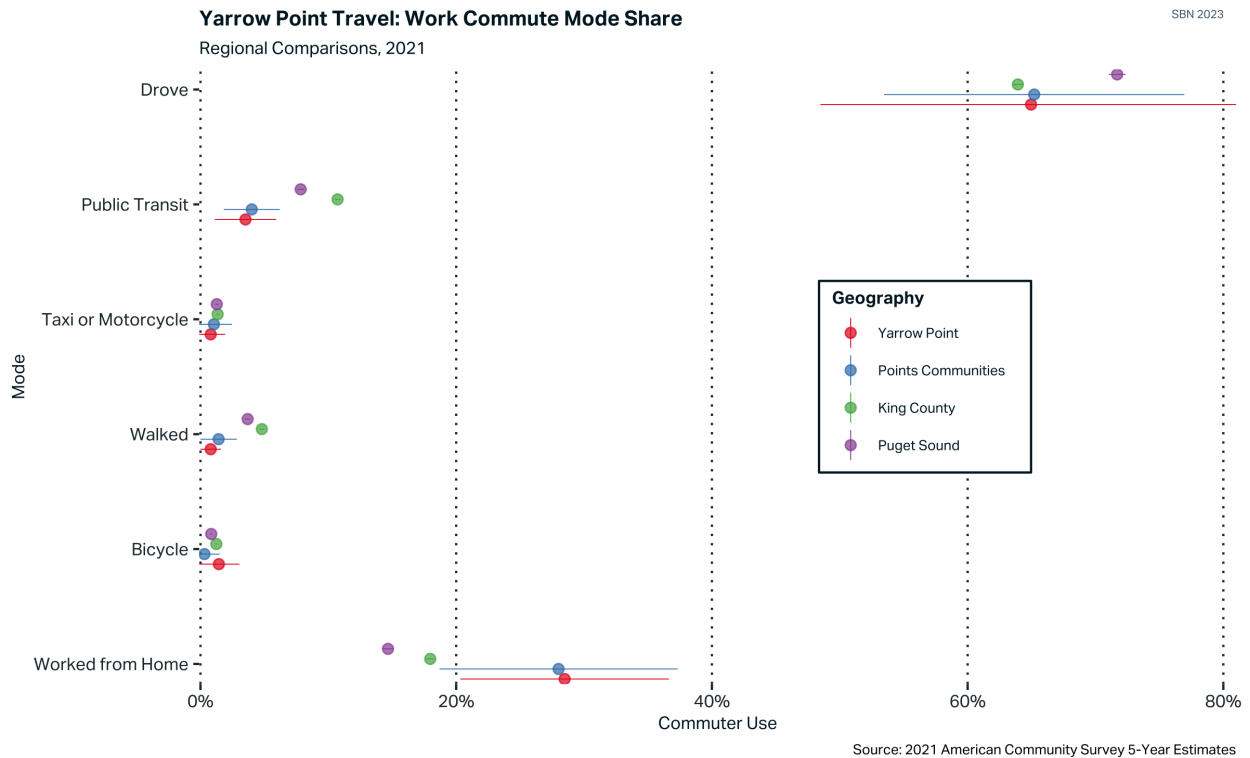
Source: 2021 American Community Survey 5-Year Estimates

Plot 11: Town of Yarrow Point Households by Size and Workers

Transportation

Given Yarrow Point’s proximity to major cities, it has high access to public transportation and high-capacity road networks. State Route 520 directly connects the Town to Interstates 5 and 405 and features a “kiss and ride” transit stop with access to 11 bus routes operated by King County Metro and Sound Transit. These connections provide convenient access for its residents to major employment centers, regional transportation hubs, and various services offered in nearby municipalities.

Consistent with the commuting patterns across the region, the majority of Yarrow Point’s working population relies on private vehicles for their daily commute (Plot 12). However, in response to the COVID-19 pandemic and in line with the regional trends, there has been a slight shift towards remote work in 2020 and 2021. Despite recent improvements in public transit and infrastructure, transit ridership in Yarrow Point has remained largely unchanged. The marginal increase indicated in Plot 13 is not deemed statistically significant.

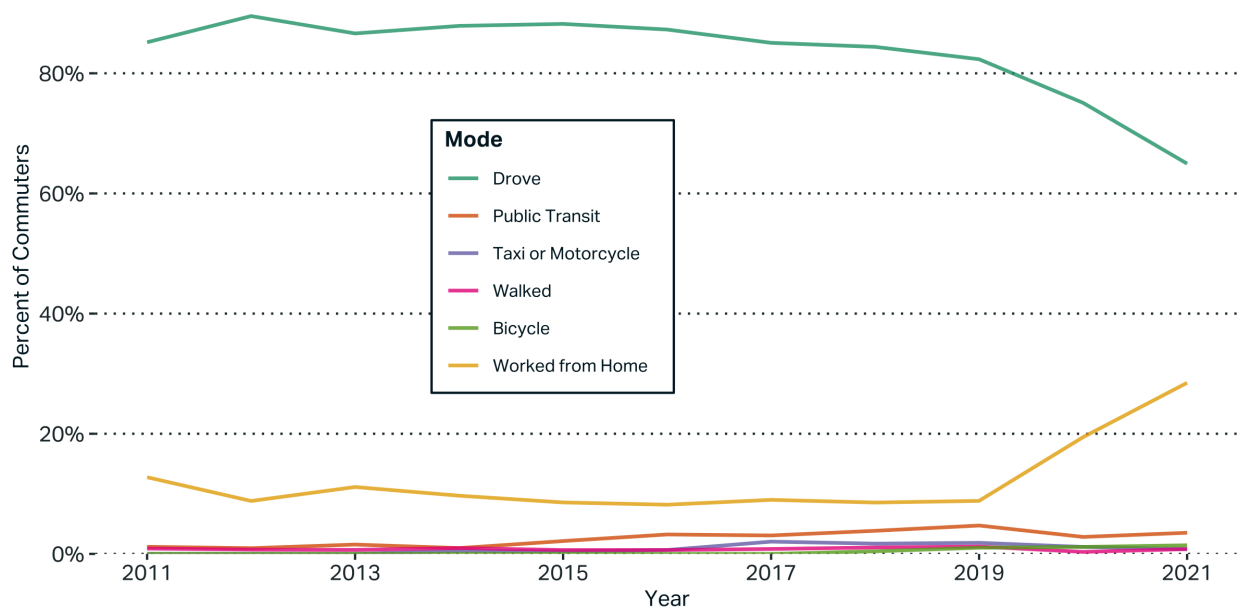


Plot 12: Town of Yarrow Point Commuter Mode Choice Comparison

Yarrow Point Travel: Work Commute Mode Change

SBN 2023

Percent of Commuters per Mode from 2011 to 2021



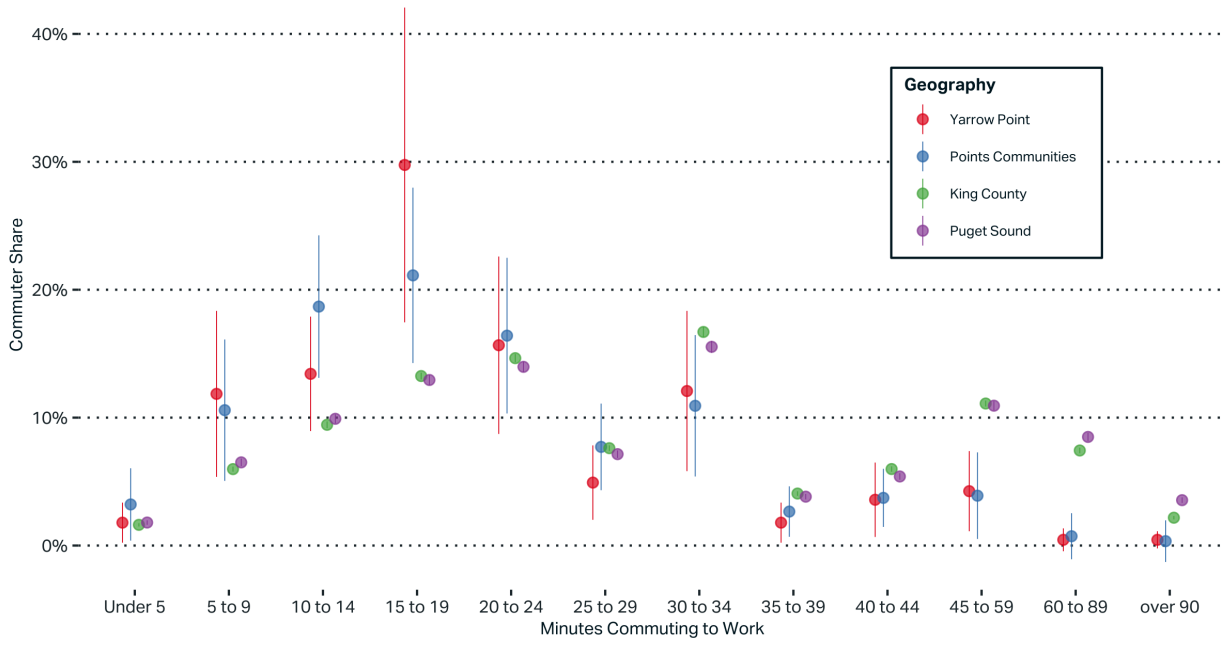
Source: 2021 American Community Survey 5-Year Estimates

Plot 13: Town of Yarrow Point Mode Share Change

Of those who drive, over 90% do so alone. While this aligns with regional trends, there may be opportunities to set new goals for diverting mode share away from single occupancy vehicle trips by leveraging the region's SR-520 HOV program and transit expansions. Compared to the broader area, Yarrow Point also has relatively few long commutes, with most commutes limited to fewer than 20 minutes long (Plot 14) – while the average King County commuter takes 30 minutes to get to work.

Yarrow Point Travel: Work Commute Time Range
 All Modes and Regional Comparisons, 2021

SBN 2023



Plot 14: Town of Yarrow Point Commute Time Comparison

Planning Context

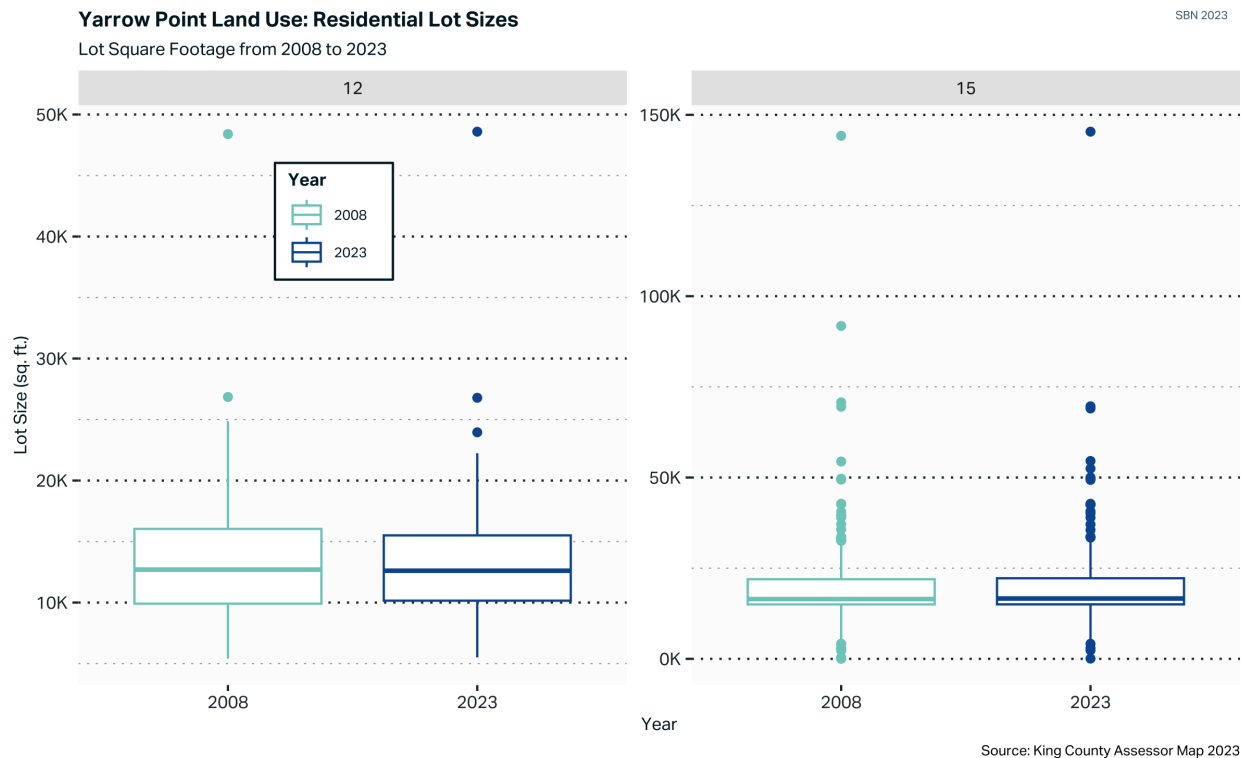
Town Character

The Town of Yarrow Point is an enclave almost entirely surrounded by the eastern shoreline of Lake Washington. Its strategic location in close proximity to the business centers of Seattle, Kirkland, and Bellevue makes it a highly sought-after residential location. The town was incorporated in June 1959 with the aim of preserving its unique residential community and scenic beauty in the face of significant regional changes. The rapid development of the metropolitan area adjacent to Yarrow Point has presented significant growth challenges, particularly with regard to its scenic and waterfront landscaped single-family lots. Public engagements at a regional level have emphasized the importance of maintaining overall densities and establishing controls on the over-development of individual lots in order to safeguard local character.

The quality of Yarrow Point's community development is reinforced by its natural and built features, including its waterfront location, scenic views, residential streets with meticulously manicured landscaping, and public and private open spaces viewable from the streets. These environmental and community attributes contribute to the town's desirability and unique character. As such, effective stewardship of the town's urban and environmental qualities is vital for the continued enhancement of its desirability and character.

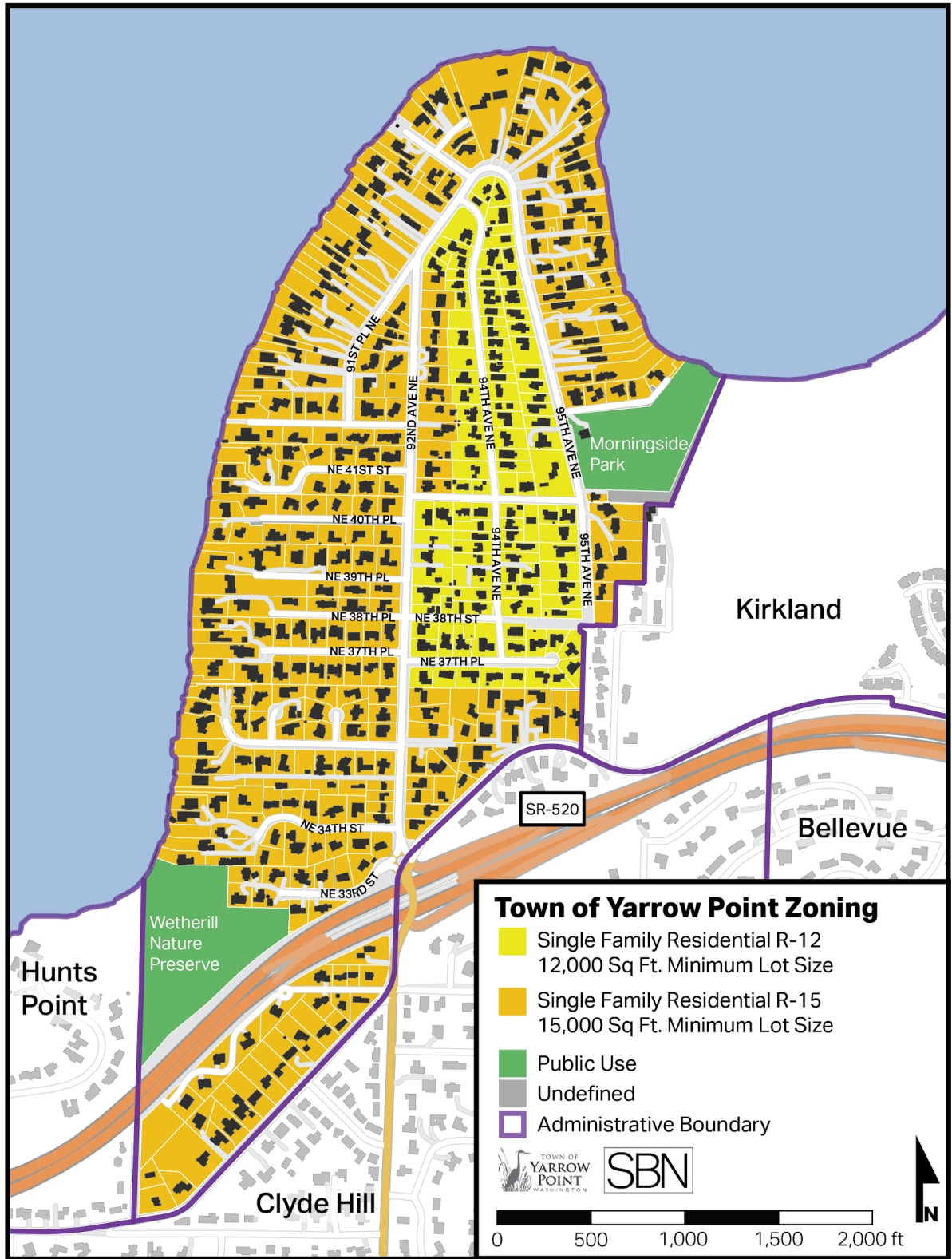
Land Use

In the Town of Yarrow Point, zoning regulations are characterized by simplicity, with only three types of zoning: Public Use, R-12, and R-15. The R-12 and R-15 zones pertain to single-family residential parcels with minimum lot sizes of 12,000 or 15,000 square feet, respectively. Most of the Town – by area and the number of parcels – is zone R-15. This zoning pattern has remained nearly constant over the past 15 years, with only minor changes to the size of individual lots, as Plot 15 highlights.



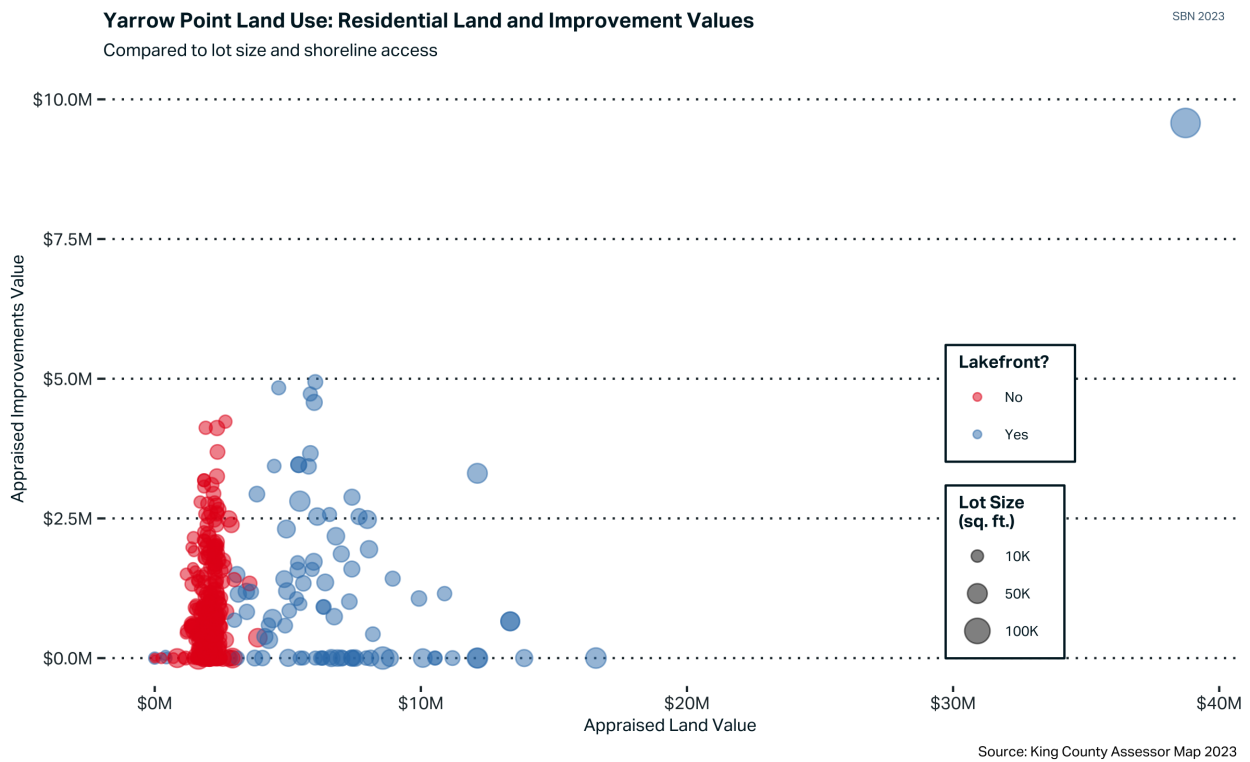
Plot 15: Town of Yarrow Point Residential Lot Sizes

Yarrow Point has two official parks: Morningside Park and the Weatherill Nature Preserve, which straddles the Yarrow Point and Hunts Point border. A Lake Washington access point on 42nd Street, Sally’s Alley – a pedestrian passageway between 94th and 95th Ave – and Road End Beach on 92nd Ave. present three informal public spaces in the Town. Morningside Park includes more traditional park facilities, such as a children’s playground, basketball court, and pickleball court. Yarrow Point’s Town Hall is also located within Morningside Park (Map 1).



Map 1: Town of Yarrow Point Buildings, Zoning, and Street Network

Land values in Yarrow Point are relatively high, with a median appraised value of \$2,105,000 and a mean of \$3,054,142. The median appraised value of improvements to the land in Yarrow Point adds a further \$525,000, while the mean is \$869,731. In both measures, a higher mean than the median suggests a level of overdispersion, where the mean value is pulled higher due to a few exceptionally large values. Per Plot 16, overdispersion is apparent, with one exceptional outlier pulling mean values up compared to the rest of the Town. The plot also shows that while shoreline access has a strong relationship with appraised land value, improvements to each parcel did not differ significantly between the shoreline and inland parcels.



Plot 16: Town of Yarrow Point Assessed Land and Improvement Values

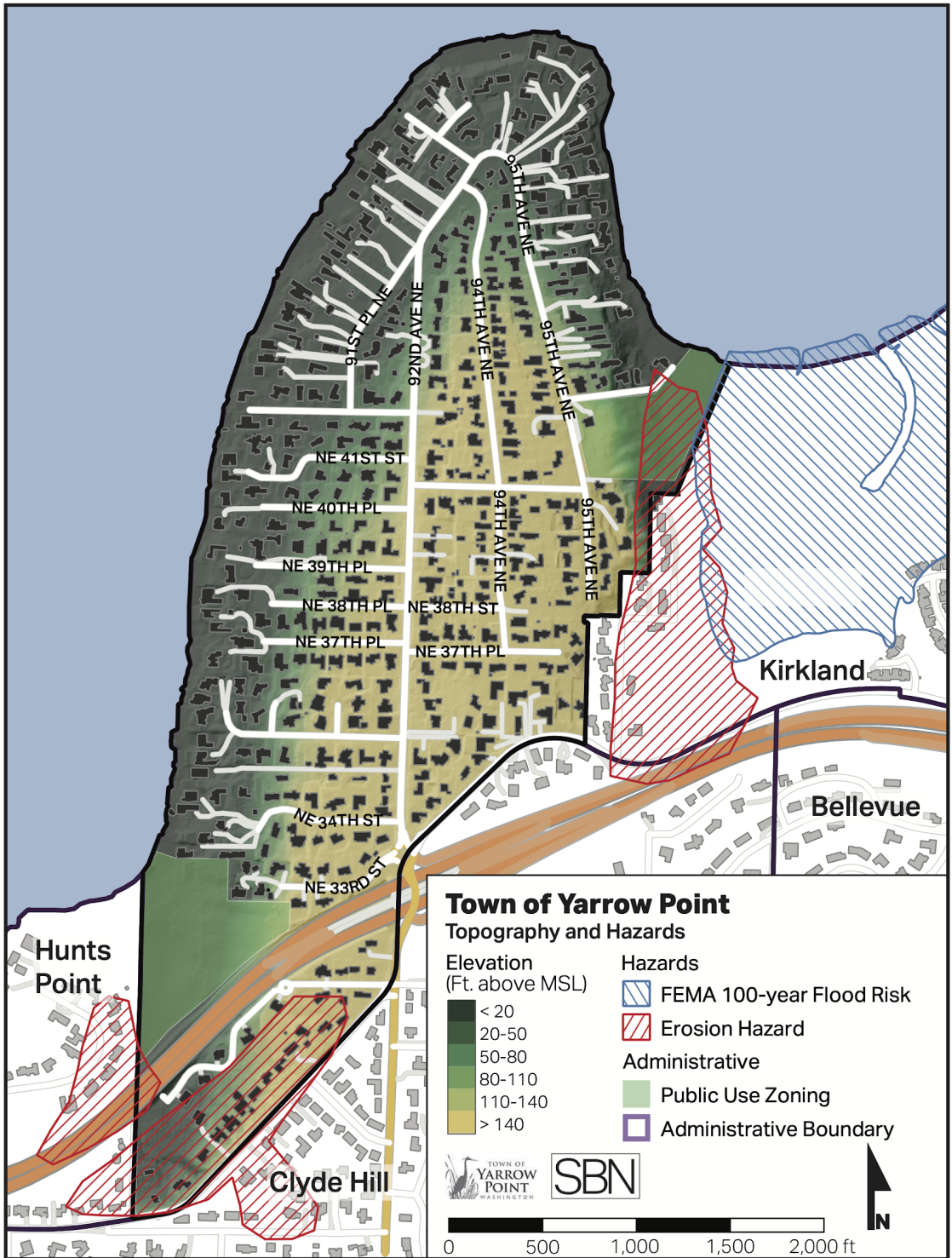
Due to the passage of Engrossed Second Substitute House Bill 1220, the Town will have to accommodate Permanent Supportive (PSH) and Transitional Housing (TH) going forward. King County’s Countywide Planning Policies assert that Yarrow Point must be able to accommodate at least 3 PSH units by 2044. The Town is working towards development standards related to ESSHB-1220 to manage the intensity, proximity, and impact of these facilities on the surrounding neighborhood.

Hazards

Yarrow Point, among other regional cities, has a favorable location for managing potential climate and environmental hazards. Despite extensive shoreline exposure, the water levels of Lake Washington are well-managed and pose limited risks to the lower-lying properties of Cozy Cove. The primary flooding risks in the area are from surface flooding, given anticipated regional precipitation levels. However, stormwater drainage failures can cause severe property damage, cut off access to critical services such as utilities, emergency services, transportation, and impact the area's economic well-being. Although Yarrow Point has a minor risk of flooding in the next three decades, flooding could still affect day-to-day life within the community.

The town is also vulnerable to tectonic fault structures, with the northern ridge of the Seattle Fault located nearby, just south of Kirkland, and the southern tip of the South Whidbey Island Fault extending north of Kirkland. Any significant movement of either fault could cause direct or secondary impacts to Yarrow Point. The primary risk is loss of life and injuries, with the most likely risk being the disruption of critical infrastructure services such as water, power, and communication. The Seattle area is occasionally exposed to high winds and severe weather, which risk trees falling and damage to green spaces and properties.

Reviewing relevant County-maintained geospatial data in the region can shed further light on the Town's hazard exposure. The preceding map shows the Town's topography alongside designated erosion risk areas (per the King County Sensitive Areas Ordinance, enacted in 1990) and FEMA 100-year flood hazard areas. There are clearly parts of the Town in erosion risk areas, while flooding appears only slightly to intersect a small part of eastern Morningside Park (Map 2).



Map 2: Town of Yarrow Point Topography and Hazard Risk

Existing Plans

In terms of long-range plans, Yarrow Point currently has a 2013 Trails Master Plan, 2020 Stormwater Management Plan, 2019 Shoreline Master Program, and 2015 Comprehensive Plan. The comprehensive planning process includes a review of the continuity between the Yarrow Point Comprehensive Plan and its intersections with these adjacent plans. The Town has no comprehensive Parks, Recreation, and Open Space Plan, Transportation Master Plan, or other more specific plans related to neighborhoods, subareas, or infrastructure. The Town continues to regularly update its Stormwater Management Plan and Shoreline Master Program, as required.

Regional Considerations

Yarrow Point is a small, high-income town located on the eastern shore of Lake Washington, bordered by Kirkland, Clyde Hill, and Hunts Point. The Town benefits from its proximity to nearby Seattle and Bellevue, which offer abundant employment, educational, and recreational opportunities for its residents. Together with Clyde Hill, Hunts Point, and Medina, Yarrow Point forms part of a group of exclusive “point communities” located in Washington, an unofficial grouping of similarly small and high-income towns between Seattle, Bellevue, and Kirkland.

From a planning perspective, Yarrow Point has to comply with the Department of Commerce at the state level, the Puget Sound Regional Council at the regional level, and King County at the county level. The point communities act as a more informal form of guidance and reference than any type of compliance-based planning. These jurisdictional requirements, alongside coordination with service providers like King County Metro, City of Bellevue Utilities, and Sound Transit, require frequent inter-jurisdictional collaboration, communication, and understanding.

Ongoing projects related to the State Route 520 bridge improvements, supportive housing at La Quinta in Kirkland, and possible statewide changes to housing reflect the need for residents and Town Staff of Yarrow Point to remain engaged, informed, and active in these regional forums. A well-written comprehensive plan that reflects the unique goals, policies, and perspective of a distinct town along Lake Washington should support Town residents in these efforts.

Conclusion

The Town of Yarrow Point presents itself as a stable, affluent community in a prime location with easy access to major employment centers, public amenities, and natural resources. The analysis of various factors such as transportation, housing, and demographics sheds light on the Town's unique characteristics, which will be used to guide the comprehensive planning process. The examination offers the planning team a more in-depth understanding of the Town and its role in the region, allowing for a more informed and thorough approach to planning.

The data presented here will be valuable in informing the planning team's decisions as they work towards accommodating King County's growth targets while preserving Yarrow Point's character. This foundation of knowledge of the Town's current state will enable the team to tailor plans to align with the community's vision for the future while being realistic and effective. Overall, the analysis provides a solid starting point for the comprehensive planning process, providing the necessary context to shape and guide the future development of Yarrow Point.

Town of Yarrow Point: Public Participation Packet

Public Participation Plan & Roadmap; Draft Survey; Comp Plan
Website Page Copy



Town of Yarrow Point

SBN Planning

04-24-2023



Yarrow Point Comprehensive Plan Update

Public Participation Plan

In compliance with RCW 36.70A.130()(a) RCW 36.70A.140 RCW 36.70A.035

Goals

- Provide in-person and digital feedback opportunities to inform Yarrow Point's comprehensive plan update.
- Connect residents with the purpose of the comprehensive plan update.
- Share update progress with the community throughout the process.

Audience

- Yarrow Point residents and local government

Engagement Strategies

Newsletter Communications

The digital and print Yarrow Point newsletters will be used to announce events, progress, and opportunities for the community to give feedback on the update process.

Announcements will be made as needed, increasing frequently as the process nears completion.

Community-wide Survey

Online surveys are a standard tool for municipalities during comprehensive plan updates. The survey will be concise, with multiple choice and scaled questions, allowing community members to give feedback on Yarrow Point's infrastructure and town resources.

Pagoda Posting

Town pagodas feature Yarrow Point's information dissemination and offer an additional touch point for the update process. While the survey is open, flyers will feature a QR code and web address for the survey and update announcements.

In-Person Tabling

Part 1: Opening Public Feedback

At the mid-point of the survey process, we will be present at a community event to raise awareness of the survey, encourage participation, and thank community members who

have already participated. In addition, several events surrounding July 4th celebrations would be ideal for tabling to a broad audience.

Part 2: Integrating Updates and Feedback

Toward the completion of chapter updates in early Q4, a public open house at Town Hall with boards and graphics highlighting changes to the comprehensive plan and their impacts on Yarrow Point.

Timeline

Strategy	Timeline
Introduction to Comprehensive Plan Update process in Yarrow Point Newsletter, both printed and digital.	April 2023
Tri-fold mailer is sent to each Yarrow Point address detailing the timeline and purpose of the process and announcing the online survey.	May 2023
Pagoda posts with online survey information and announcing comprehensive plan updates.	May - August 2023
Tabling at a summer event such as the Pickleball Tournament to encourage residents to take the survey.	July 2023
Close of the survey, with results published in the newsletter.	August 2023
Open House at Town Hall	September 2023
Pagoda posts announcing planning commission meetings where specific comprehensive plan chapters will be addressed. This will allow residents to ask more detailed questions after the open house.	September - December 2023

Comprehensive Plan Page on Town Website

Yarrow Point’s website will feature a page giving detailed information about the comprehensive plan update process, ways residents can get involved, and host supporting documents.

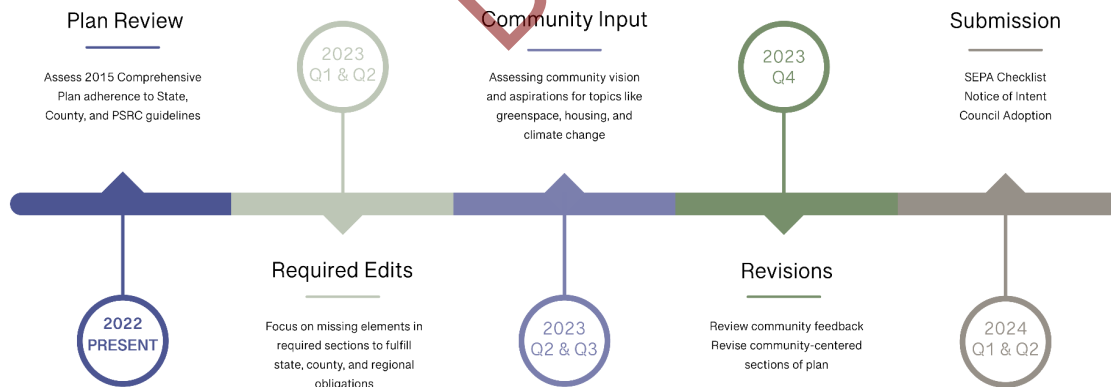
What is the Comprehensive Plan?

The Comprehensive Plan of Yarrow Point is a strategic policy framework that sets out the community's vision for future growth and development. It serves as a collective vision for the type of town that Yarrow Point residents and visitors aspire to create. The plan outlines how the town will handle population growth and environmental factors and ensure essential services and facilities are provided to meet the community's needs for the next 20 years.

When is the next major Comprehensive Plan update?

The Town of Yarrow Point is undergoing a significant update to its Comprehensive Plan, adopted recently in 2015, to complete the revision by June 2024. To update the Plan, the town has hired an external firm to conduct an extensive community engagement process throughout 2023 to gather feedback and input from residents and stakeholders.

The engagement process aims to foster collaboration and ensure that the updated Comprehensive Plan reflects the community's shared vision, values, and goals for the future development and growth of Yarrow Point.



Why is the Comprehensive Plan important to me?

A Comprehensive Plan is crucial for Yarrow Point to guide its progress for the long term, and its residents will benefit from its adoption and implementation. The plan will set a clear vision for the community's future, including goals for land use, transportation, housing, climate change, community services, and other vital areas. In addition, it will provide a roadmap for future decision-making to ensure Yarrow Point remains an attractive place to live, work, and play.

The plan will embrace the priorities of existing residents, preserving the community's unique character, promoting economic prosperity, protecting natural resources, and improving quality of life by addressing issues like traffic congestion and housing. Ultimately, a well-crafted Comprehensive Plan is essential to the long-term health and vitality of Yarrow Point and the well-being of its residents.

How is the Comprehensive Plan used?

Yarrow Point's Comprehensive Plan is a critical roadmap that outlines the community's vision for its future development and prosperity. The plan guides town decisions by setting goals and objectives across several essential growth topics, ensuring that new development aligns with the community's values and identity and that infrastructure and other public amenities support progress and existing and new residents.

The plan also establishes policies for building limitations, landscaping, public space standards, and the protection of shorelines, serving as the foundation for Yarrow Point's zoning and other code regulations. It is the policy basis for decisions in reviewing development projects under the State Environmental Policy Act, and mitigation of impacts for a development proposal can be based on policies outlined in the Plan. Additionally, the Plan establishes the town's desired public facilities and services, providing guidelines to support the growth of town services aligning with defined community goals.

Who decides what the Plan says?

The Town of Yarrow Point has enlisted the assistance of an external consulting firm to lead a community-driven process for the update to the existing Comprehensive Plan. The firm will integrate the input and feedback of residents to formulate a draft Plan that aligns with regional requirements and planning principles.

Public meetings will be conducted throughout the planning process to allow community members to express their views and opinions. Once the draft Plan is finalized, the consulting firm will submit a recommendation to the Town Council and Planning Commission, who will review and approve the final Plan. Ultimately, the Comprehensive Plan will embody the shared vision and values of Yarrow Point residents, serving as a guiding framework for the town's long-term development and growth.

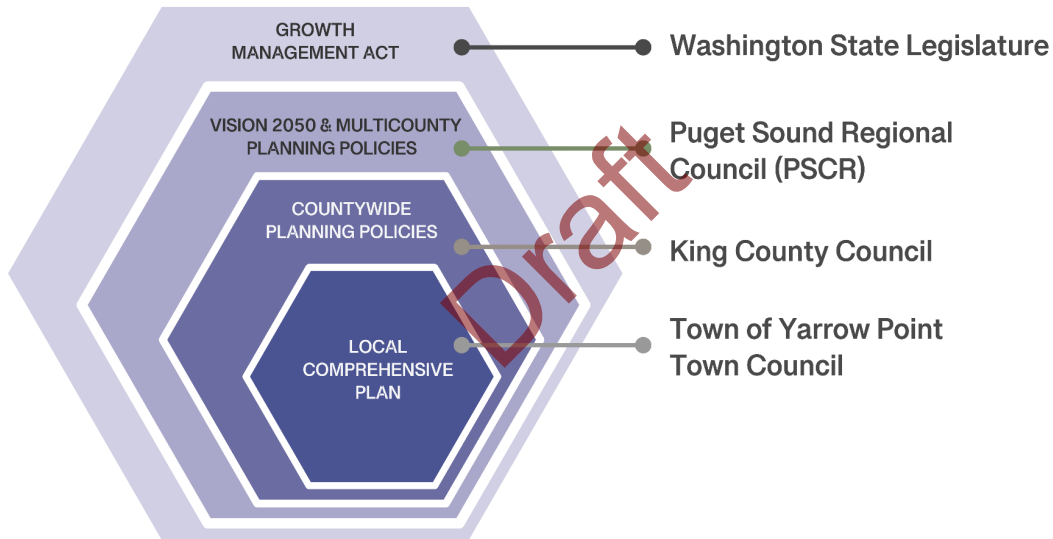
What topics are addressed in the Comprehensive Plan?

The Comprehensive Plan consists of required elements under the Growth Management Act (GMA) and optional elements unique to Yarrow Point. These chapters cover various topics, including Land Use, Capital Facilities, Utilities, Transportation, Housing, Economic Development, Parks, Recreation and Open Space, and Climate Change, as well as other critical areas. Together, these sections provide a comprehensive framework for guiding Yarrow Point's long-term development while addressing critical issues like sustainability, economic development, and quality of life for town residents.

How do other Plans relate to the Comprehensive Plan?

As part of the comprehensive framework that addresses various topics, the Comprehensive Plan will include elements outlined in the Shoreline Master Program, which the State's Shoreline Management Act requires. The Plan will also consider the State Environmental Policy Act (SEPA) and the Endangered Species Act (ESA) to ensure that the town's growth is sustainable and complies with environmental regulations.

In addition, the Plan will reference the existing Trails Master Plan and Stormwater Management Plan and incorporate the Capital and Transportation Improvement Plans into its goals and policies for the town. By including these elements and considerations, the Yarrow Point Comprehensive Plan will provide a roadmap for future development that is both environmentally responsible and responsive to the community's needs and vision.



Public Participation Survey

The survey will be conducted online throughout the summer and will inform the comprehensive plan update. The following questions will be delivered through an online survey advertised in multiple formats. In addition, residents will be able to take the survey on provided devices during tabling events.

1. **How many years have you been a resident of Yarrow Point?**
 - a. 0 - 5 years
 - b. 6 - 15 years
 - c. 16 - 25 years
 - d. 26 years or more

2. **Where do you work?**
 - a. In neighboring municipalities (Bellvue, Seattle, Redmond, etc.)
 - b. In King County, outside of neighboring municipalities
 - c. From home/work remotely
 - d. I'm retired
 - e. Not employed
 - f. Other

3. **What is your primary mode of transportation?**
 - a. Personal vehicle
 - b. Carpool
 - c. Bicycle
 - d. Walking
 - e. Public transportation (including park and rides)
 - f. Rideshare apps

4. **How old are you?**
 - a. Under 18
 - b. 18 - 24
 - c. 25 - 34
 - d. 35 - 44
 - e. 45 - 54
 - f. 55 - 64
 - g. 65 - 74
 - h. 75 and over

5. **How would you rate your satisfaction with the existing community facilities and services?**

Scaled rating from Very Dissatisfied, Somewhat Dissatisfied, No Opinion, Somewhat Satisfied, Very Satisfied

 - a. Community Events
 - b. Parks and Greenspaces
 - c. Trash Removal
 - d. Stormwater Drainage (flooding)
 - e. Water and Sewer utilities
 - f. Electric Utilities

6. **How has housing quality (cost, property maintenance, availability) changed over the past 5 to 10 years in Yarrow Point?**
- Much better
 - Somewhat better
 - About the same
 - Somewhat worse
 - Much worse
7. **What impact does the following type of future development or residential use have on Yarrow Point?**
Scaled Response from Very Negative Impact, Somewhat Negative Impact, Somewhat Positive Impact, Very Positive Impact
- Single-family homes
 - Accessory Dwelling Units and Mother-in-law units
 - Short-term vacation rentals
 - Duplexes or triplexes
 - Age-restricted housing
8. **How would you rate the quality of the following transportation conditions?**
Scaled answer from Very Poor Quality, Somewhat Poor Quality, Somewhat Good Quality, Very Good Quality
- Condition of roadways
 - Traffic flow and congestion
 - Sidewalks
 - Pedestrian and bicycle paths
 - Overall walkability
9. **How would you rate the quality and accessibility of Yarrow Point's current parks and recreation?**
Scaled answer from Very Poor Quality, Somewhat Poor Quality, Somewhat Good Quality, Very Good Quality
- Community parks
 - Playgrounds
 - Sports fields and courts
 - Recreation programming
 - Waterfront public parks
 - Greenspaces and natural areas
 - ADA-accessible parks and recreation facilities
10. **Of the topics discussed, which are Yarrow Point's greatest strengths?**
Select all that apply
- Community Services and Utilities
 - Housing
 - Transportation
 - Parks and recreation

11. Of the topics discussed, which are Yarrow Point's greatest weaknesses?

Select all that apply

- a. Community Services and Utilities
- b. Housing
- c. Transportation
- d. Parks and recreation

12. What is your overall satisfaction with living in Yarrow Point?

- a. Scale rating: 1 - 5

13. How does life in Yarrow Point compare to 10 years ago, or since you moved to the community if it has been less than 10 years?

- a. Much better
- b. Somewhat better
- c. About the same
- d. Somewhat worse
- e. Much worse

14. How would you prioritize the following issues facing Yarrow Point?

Scaled rating from Lowest Priority, Somewhat Lower Priority, Not Sure, Somewhat High Priority, and Highest Priority

- i. Road Maintenance
- ii. Maintaining Public Parks
- iii. Pedestrian and Bike Paths
- iv. Stormwater Management and Flooding
- v. Future Climate Change Impacts
- vi. Residential Character

15. Any additional comments or questions? (Open short answer box)



Bald Eagle Nest
 1234 Sally's Alley
 Yarrow Point, WA

Draft

Are you interested in Yarrow Point's future?

The town of Yarrow Point is updating its comprehensive plan and you can be involved in how decisions are made now and into the future.

The Mayor and Yarrow Point's Planning Commission want to hear from you.

Public participation is a key component to any major update to the Town's comprehensive plan.

It is vital that we understand your experiences, joys, and concerns to make sure Yarrow Point continues to serve its residents.

Take a look inside to find out more!

Find info on everything from why a comprehensive plan update is needed to ways you can get involved.

What is a Comprehensive Plan?

Comprehensive plans are the cornerstone of local planning.

They capture a municipality’s goals, objectives, policies, and standards to guide both long-term initiatives and day-to-day planning.

The Growth Management Act of 1990 requires many cities and counties in Washington, including Yarrow Point, to have comprehensive plans in order to manage their growth.

They need to be updated.

To reflect current conditions and anticipate future needs, comprehensive plans must be thoroughly reviewed and updated every eight years to stay compliant with state law.

This is our year!



How does it impact Yarrow Point?

From housing to shorelines, a comprehensive plan contains it all Zoning, public recreation, utilities, and roads: anything where you live has a section in the comprehensive plan.

While Yarrow Point doesn’t have a major commercial zone or industrial district, there are plenty of areas where a comprehensive plan is necessary to guide the Planning Commission and town planners in decision making.

Many laws have passed on a state level in the past decade that must be integrated into Yarrow Point’s plans, and it’s vital that the community has a part in the process.

Ways to get involved

Throughout 2023, your Yarrow Point Planning team will provide a variety of opportunities to give feedback and learn more about the comprehensive plan update.

Start Today By Taking Our Survey!

Take a quick 15-question survey about Yarrow Point today and for the future by going to ypsurveyhere.com or scanning this QR code:

Next, watch for announcements in town pagodas and the Yarrow Point newsletter.



To keep residents updated on the process, we will announce everything from survey results to Planning Commission meetings where sections of the update will be presented.

Go to yarrowpointwa.gov/boards-commissions/ for more information on the comprehensive plan update process, timeline, and how to connect.



**TOWN OF YARROW POINT
PLANNING COMMISSION REGULAR MEETING MINUTES
March 21, 2023**

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

1. CALL TO ORDER:

Commission Chairman Carl Hellings called the meeting to order at 7:00 p.m.

PRESENT:

Chairman: Carl Hellings

Commissioners: Chuck Hirsch
Jeffrey Shiu – *Excused absence*
David Feller
Lee Sims – *Attended virtually*
Ex officio Planning Commissioner Carl Scandella

Staff: Austen Wilcox – Deputy Clerk

Guests: Josh Gribble
Dana Gribble
Councilmember Kathy Smith

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL/AMENDMENTS TO AGENDA

MOTION: Motion by Commissioner Hirsch, seconded by Chairman Hellings to approve the agenda as presented.

VOTE: 4 for, 0 against. Motion carried.

5. STAFF REPORTS:

Deputy Clerk Wilcox gave a report of the March 14 regular Council meeting.

Planner Aleksandr Romanenko discussed house bills currently in legislation relating to zoning changes.

Ex officio Planning Commissioner Carl Scandella shared discussion Council had regarding the house bills in legislation.

6. PUBLIC COMMENT

None.

7. MINUTES:

- January 17, 2023 Special Meeting

MOTION: Motion by Commissioner Feller, seconded by Commissioner Hirsch to approve the January 17, 2023 special meeting minutes as presented.

VOTE: 4 for, 0 against. Motion carried.

8. REGULAR BUSINESS:

8.1 Comprehensive Plan Update

The Commission discussed a survey the Town Planner sent to Commissioners intended to gather the Commissioners' sentiments and level of satisfaction with the Town's approach to the broad themes the Plan will cover. The Commission reviewed an exhibit that covers the results of this survey and how Commission responses could impact the development of questions for the broader public survey.

The process of updating the comprehensive plan this month included conducting a Land Capacity Analysis, reviewing MSRC's Plan Review checklist, and preparing materials for a public launch of mailers and a web page in the coming months.

8.2 – Hedge Code

The Commission discussed the need to look at existing hedge complaints within the Town, and to apply the draft code to see where amendments may be made to refine and finalize the draft. The Mayor, two commissioners, and Town Planner visited several sites and reviewed the hedge complaints.

The Planning Commission discussed:

- Grandfathering of existing hedges;
- Neighbor maintenance agreements staying with the property after change of ownership;
- Leave the Town's role in enforcement as-is.
- Additional consideration for trees comprising a hedge by current draft definition. The draft code was found to be applicable to all visited sites and would define the subject of the complaints as hedges in all instances.
- Retain the current code definition of a hedge;
- Mediation; and
- Create a hedge code summary/FAQ handout for public.

MOTION: Motion by Chairman Hellings, seconded by Commissioner Hirsch to recommend that the Town Council approve the draft development standards code amendments as presented by the Planning Commission.

VOTE: 4 for, 0 against. Motion carried.

8.3 – Development Standards Code HB-1220

Town Council reviewed the draft amendments during their February meeting and directed the Town Planner to develop amendments that were strict, concise, and clear. Council direction also included a focus on parking, mitigating neighborhood impacts, and making sure safety is considered.

The Planning Commission reviewed the updated draft code.

MOTION: Motion by Chairman Hellings, seconded by Commissioner Hirsch to recommend that the Town Council approve the draft development standards code updates with two amendments; add or substitute the radius of a half a mile width minimizing the number of units allowed on Yarrow Point, and address waste nuisance and blight through cross reference or definition of the existing Town Code.

VOTE: 4 for, 0 against. Motion carried.

Commissioner Hirsch left the meeting at 9:09 p.m.

8.4 – SEPA Overview

A recommendation has been made to the Mayor to review the SEPA flexible exemption thresholds (State Environmental Policy ACT). The Planning Commission has been asked to determine if a change should be made to the Town's fill and excavation threshold as it relates to SEPA. The Town's current SEPA threshold is 100 cubic yards of fill and excavation. The range for the fill and excavation threshold is 100 – 1000 cubic yards WAC 197-11-800. A brief overview of SEPA from the WA State Department of Ecology has been included in the packet, along with WAC 197-11-800.

The Planning Commission discussed.

MOTION: Motion by Commissioner Feller, seconded by Chairman Hellings to make no change to the Town's 100 cubic yard SEPA threshold.

VOTE: 3 for, 0 against. Motion carried.

8.5 – Eagle Protections

Commissioner Lee Sims has brought to the attention of the Town Mayor and Staff a lack of explicit protections to eagles provided by the Town. The Town is home to several known eagle nests. While Federal protections exist for eagles, the Town could do more in the way of protecting specific sites and making explicit the existing Federal protections for future development projects in the Town. Staff will discuss the general options as outlined by state and federal agencies.

The Planning Commission discussed measures for protection.

Ex officio Planning Commissioner Carl Scandella suggests modifying the existing tree code to designate trees for eagle protection.

Councilmember Kathy Smith discussed a permit process for developers to go through regarding building around protected trees.

MOTION: Motion by Commissioner Feller, seconded by Chairman Hellings recommending that the Town Council add eagle protection as an item to the Planning Commission's 2023 Work Plan noting, sooner the better.

VOTE: 3 for, 0 against. Motion carried.

9. PUBLIC COMMENT:

Resident Dana Gribble discussed hedges relating to views and the definition of a hedge compared to a tree. She discussed hedge maintenance costs and the privacy that hedges offer. Some residents appreciate privacy while others want a view. Property taxes are higher now and many appreciate paying for their view.

10. ADJOURNMENT:

MOTION: Motion by Chairman Hellings, seconded by Commissioner Feller to adjourn the meeting at 9:37 p.m.

VOTE: 3 for, 0 against. Motion carried.

APPROVED:

ATTEST:

Carl Hellings, Chairman

Austen Wilcox, Deputy Clerk

**TOWN OF YARROW POINT
PARK BOARD REGULAR MEETING MINUTES
March 28, 2023**

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

1. CALL TO ORDER:

Chairman John McGlenn called the regular meeting to order at 7:00 p.m.

PRESENT:

Chairman: John McGlenn
Commissioners: Doug Waddell – Addended virtually
Dicker Cahill
Carolyn Whittlesey
Krista Fleming
Robert Afzal – Excused absence
Ex officio Park Board Member Kathy Smith

Staff: Austen Wilcox – Deputy Clerk
Stacia Schroeder – Engineer

Guests: Steve Fleming - Resident

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF/AMENDMENTS TO AGENDA

5. STAFF REPORTS

Deputy Clerk Wilcox provided a report of the March 14 Council meeting.

6. APPEARENCES/PUBLIC COMMENT

Resident Steve Fleming discussed concern for access to his property that must be retained relating to the improvements for the west end of Sally's Alley. He discussed moving the driveway bump out westward.

7. APPROVAL OF THE MINUTES:

MOTION: Motion by Park Board Member Cahill, seconded by Park Board Member Whittlesey to approve the Regular November 22, 2022 meeting minutes, regular January 25, 2023 meeting minutes, and February 28, 2023 special meeting minutes as presented.

VOTE: 5 for, 0 against. Motion carried.

8. REGULAR BUSINESS:

8.1 AB 23-01 – Cleanup day: April 22, 2023

Road End Beach:

- Chairman McGlenn and Park Board Member Waddell will lead work done at the beach;
- Install new plantings and
- Install more back fill of rocks.

Town Entry:

- The small, landscaped islands are full of weeds, and the weeds come back quickly after they are removed.
- The Park Board requests to have the Mayor to talk with the WSDOT maintenance worker to discuss how to effectively remove the weeds in the small landscaped areas at the Town entry.
- Park Board Member Whittlesey will talk with her private landscapers about possibly utilizing their equipment to dig out landscaping at the Town entry to replace with new landscaping.

Playground:

- Park Board Member Cahill and Park Board Member Whittlesey will lead work done at the playground;
- Clean up plantings around playground;
- Rake up leaves and add more play sand. Town Engineer Schroeder will order more sand; and
- Rake up garden beds.

Refreshments will be ordered. Town staff will send out a notice prior to the event and assist the Park Board as needed.

Cleanup day details:

- Two work parties (Road End Beach & Town Playground);
- Hours: 9 a.m. – Noon;
- Meet at Town Hall; and
- Bring gloves and rakes

8.2 AB 23-02 – Sally’s Alley Planning for West End

The Planning Commission discussed:

- Report provided by Town Tree Arborist: the maple and cedar trees assist with the outline of the pathway;
- Adjacent driveway accessibility & surface options - grasscrete or rock;
- Timber strips or hedges around driveway: Hedges are the preferred option;
- Plantings;
- Removal of wheel strips shown on draft plan: Staff will get bids for gravel and grasscrete; and
- Budget.

The Park Board discussed comments submitted to the Town by resident Antoine Fasandier in opposition of the planned improvements for Sally’s Alley.

9. ADJOURNMENT:

MOTION: Motion by Park Board Member Whittlesey seconded by Park Board Member Fleming to adjourn the meeting at 8:32 p.m.

VOTE: 5 for, 0 against. Motion carried.

APPROVED:

ATTEST:

John McGlenn, Chairman

Austen Wilcox, Deputy Clerk

DRAFT

**TOWN OF YARROW POINT
PLANNING COMMISSION REGULAR MEETING MINUTES
April 18, 2023**

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

1. CALL TO ORDER:

Commission Substitute Chairman David Feller called the meeting to order at 7:00 p.m.

PRESENT:

Chairman: Carl Hellings – *Excused absence*

Commissioners: Chuck Hirsch
Jeffrey Shiu – *Excused absence*
David Feller
Lee Sims
Ex officio Planning Commissioner Carl Scandella –
Excused absence

Staff: Austen Wilcox – Deputy Clerk
Aleksandr Romanenko – Town Planner

Guests:

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL/AMENDMENTS TO AGENDA

MOTION: Motion by Commissioner Sims, seconded by Chairman Hirsch to approve the agenda as presented.

VOTE: 3 for, 0 against. Motion carried.

5. STAFF REPORTS:

Deputy Clerk Wilcox and Town Planner Aleksandr Romanenko provided staff reports.

6. PUBLIC COMMENT

None.

7. MINUTES:

- March 21, 2023 Regular Meeting

MOTION: Motion by Commissioner Hirsch, seconded by Commissioner Sims to approve the March 21, 2023 regular meeting minutes as presented.

VOTE: 3 for, 0 against. Motion carried.

8. REGULAR BUSINESS:

8.1 Comprehensive Plan Update

Since the last Planning Commission meeting, the Town planner has worked with the Department of Commerce (DOC) to update the grant deliverables and scope to more closely reflect the Town's needs based on the initial review of existing documents. Deliverables reflecting the new scope are being prepared for the DOC review and will be included in next month's Town Council packet. This will include a staff report, initial conditions report, and an audit of the existing plan including the recommended and required update elements. The Planner discussed upcoming public outreach.

8.2 – Short Term Rentals

The Town has the ability to regulate short-term rentals. Currently no such regulations, taxes, or codes are in place. The Town council placed the topic of short-term rentals (STR) on the 2023 Planning Commission work plan. Short term rentals can be regulated by creating a permit system along with various fees, and taxes. At the April meeting, the goal is to decide on the direction with the Town would like to take with regards to the regulation of STRs.

With possible changes coming from the state legislature, and the demand for high-quality short-term rentals for business professionals visiting the area, the Town may see an increase in the number of STRs. With this increase comes an increase in public facilities and infrastructure usage.

Staff has done a preliminary look at possible pathways for the Town which fall generally into three categories; first is to do nothing relating to STRs, second would be to create a system for basic tracking of STRs and perhaps a permit system, third would be the creation of a permitting process along with instituting fees or taxes which are in line with what the state and county allow the Town to collect. The third option may also include the creation of a business license program, or other business-related regulatory actions which have not previously been undertaken by the Town.

The Planning Commission discussed:

Vacant homes;

Effects that short term rentals can have on adjacent neighbors;

Potential business license requirement; and

Potential taxation requirement for hotels.

MOTION: Motion by Commissioner Sims, seconded by Commissioner Hirsch to continue the discussion of short term rentals at the next regular Planning Commission meeting when more Commissioners are in attendance.

VOTE: 3 for, 0 against. Motion carried.

9. PUBLIC COMMENT:

10. ADJOURNMENT:

MOTION: Motion by Substitute Chairman Feller, seconded by Commissioner Hirsch to adjourn the meeting at 7:35 p.m.

VOTE: 3 for, 0 against. Motion carried.

APPROVED:

ATTEST:

Carl Hellings, Chairman

Austen Wilcox, Deputy Clerk

DRAFT

**TOWN OF YARROW POINT
PARK BOARD REGULAR MEETING MINUTES
April 25, 2023**

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

1. CALL TO ORDER:

Chairman John McGlenn called the regular meeting to order at 7:00 p.m.

PRESENT:

Chairman: John McGlenn
Commissioners: Doug Waddell
Dicker Cahill
Carolyn Whittlesey – Excused absence
Krista Fleming
Robert Afzal
Ex officio Park Board Member Kathy Smith

Staff: Austen Wilcox – Deputy Clerk

Guests: Steve Fleming - Resident

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF/AMENDMENTS TO AGENDA

5. STAFF REPORTS

Deputy Clerk Wilcox

6. APPEARANCES/PUBLIC COMMENT

Resident Steve Fleming discussed concern regarding the retainage of access to his driveway. He would like assurance from the Town that he has access to his driveway through Sally's Alley and will not lose it. He complimented the Park Board's efforts for Sally's Alley improvements.

7. APPROVAL OF THE MINUTES:

MOTION: Motion by Park Board Member Cahill, seconded by Park Board Member Afzal to approve the March 28, 2023 regular minutes as presented.

VOTE: 5 for, 0 against. Motion carried.

8. REGULAR BUSINESS:

8.1 AB 23-01 – Sally's Alley Planning for West End

The Park Board discussed:

- Bids received.

- Budget

Three members of the Park Board will meet with the Town Engineer at Town Hall on April 27, 2023, at 10:00 AM to discuss bids and design.

A special Park Board meeting will be arranged for May 2, 2023 at 5:00 PM at Town Hall with the Town Engineer to prepare a presentation to Council for the West End of Sally's Alley improvements.

9. ADJOURNMENT:

MOTION: Motion by Park Board Member Cahill seconded by Park Board Member Afzal member Fleming to adjourn the meeting at 8:48 p.m.

VOTE: 5 for, 0 against. Motion carried.

APPROVED:

ATTEST:

John McGlenn, Chairman

Austen Wilcox, Deputy Clerk

**Business of The Town Council
Town of Yarrow Point, WA**

7. Consent Calendar

May 9, 2023

Consent Calendar	Proposed Council Action: Approve Consent Calendar
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Presented by: Clerk-Treasurer

Exhibits: Quote for Town Hall carpet
April Payment Approval and Payroll Report
May Payment Approval and Payroll Report
Minutes of March 14, 2023, Regular Council Meeting
Quote for Morningside Park signage

Summary:

The Consent Calendar consists of items considered routine for which a staff recommendation has been prepared, and for which Council discussion is not required. A council member may request that an item be removed from the Consent Calendar and placed under Regular Business for discussion. Items on the Consent Calendar are voted upon as a block and approved with one vote.

Consent Calendar Items for Consideration:

1. Quote from Best Buy Floors for Town Hall carpet - \$14,878.44. Note: The Council approved \$50,000 in the 2023 budget for exterior staining and carpet for Town Hall.
2. April Payment Approval and Payroll Reports totaling \$207,005.84.
3. May Payment Approval and Payroll Reports totaling \$334,560.97.
4. Minutes of March 14, 2023, Regular Council Meeting
5. Quote from Sign Pros for \$5,458.71 for entrance signs to Morningside Park. There is \$5,000 in the 2023 budget for Morningside Park maintenance.

Recommended Action:

Motion to approve the Consent Calendar as presented.

2046 Novel

BEST BUY FLOORS

by miguel

JOB PO

CUSTOMER INFORMATION		INSTALLATION ADDRESS	
DATE: 4/25/2023	PROJECT:		
NAME: Austen Wilcox	ADDRESS:		
ADDRESS: 4030 95Th Ave NE	PHONE:		
CITY/STATE/ZIP: Yarrow Point , WA 98004	BEST BUY FLOORS, INC.		
PHONE: (425)454-6996	13500 BEL RED RD, STE 2. BELLEVUE, WA 98005		
EMAIL: DEPCLERK@YARROWPOINTWA.GO	P. 425.406.7889 E.INFO@BESTBUYFLOORSINC.COM		
REP: Miguel	WWW.BESTBUYFLOORSINC.COM		
ITEM/DESCRIPTION:	SF	Unit Price	Total
Carpet Sale and 32 Oz Felt Pad Pentz Commercial Carpet	2280	\$ 3.80	\$ 8,664.00
Carpet Installation	2280	\$ 1.15	\$ 2,622.00
Remove and dispose of existing carpet and pad	2280	\$ 0.60	\$ 1,368.00
Stairs and landing and upholstery labor			\$ 300.00
Screw Down Floors labor and materials Not to exceed 4 hours			\$ 450.00
Furniture Move not included			
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<i>This quote is based on our evaluation of your project and not include additional labor or material which may be required in the event of unforeseen work after the project has been initiated. A deposit in the amount of fifty percent of the total is due upon approval of the scope of work. A three percent credit card processing fee may be added to credit card payment transactions. The remaining balance is then due upon completion of the project unless other terms are agreed to by both parties in contract. Material sales are subject to 25% restocking fee on unopened boxes. This quote valid for 30 days.</i>	SUBTOTAL:		\$ 13,404.00
	TAX:		\$ 1,474.44
	TOTAL:		\$ 14,878.44
	Card fee		
	DEPOSIT:		\$ 3,785.10
BALANCE:		\$ 11,093.34	
COMMENTS:			
SIGNATURE:	DATE:		

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
Banner Bank					
700	Banner Bank	Constant Contact	03/19/2023	77.07	
700	Banner Bank	AWS, Msft, etc.	03/19/2023	587.24	
700	Banner Bank	Life rings for beach	03/19/2023	318.28	
700	Banner Bank	Shrubs, etc.	03/19/2023	741.43	
700	Banner Bank	Office supplies	03/19/2023	209.92	
700	Banner Bank	Mayor cell phones - 2 mos.	03/19/2023	250.92	
700	Banner Bank	Bluebeam for planner	03/19/2023	330.30	14,893.18
Total Banner Bank:				2,515.16	
CASELLE, INC.					
1300	CASELLE, INC.	Contract Support and Maintenance for May	04/01/2023	746.48	3,732.40
Total CASELLE, INC.:				746.48	
CINTAS					
274	CINTAS	Service and inspect fire extinguishers at Town Hall	03/24/2023	611.47	611.47
Total CINTAS:				611.47	
City of Bellevue Finance and Asset Mgmt					
48	City of Bellevue Finance an	ARCH trust fund	03/30/2023	6,516.00	
48	City of Bellevue Finance an	HB 1406 collected	03/30/2023	354.45	10,354.45
Total City of Bellevue Finance and Asset Mgmt:				6,870.45	
CITY OF CLYDE HILL					
10	CITY OF CLYDE HILL	Police Contract - 2nd Qtr 2023	03/21/2023	121,351.00	
10	CITY OF CLYDE HILL	Criminal Justice - 1st Qtr. 2023	03/21/2023	1,059.12	270,445.64
Total CITY OF CLYDE HILL:				122,410.12	
Comcast					
301	Comcast	Internet and fax line	03/14/2023	262.07	1,051.96
Total Comcast:				262.07	
Comcast Business- VoiceEdge					
1374	Comcast Business- VoiceE	Town Phone Service	03/15/2023	249.03	749.99
Total Comcast Business- VoiceEdge:				249.03	
CRYSTAL AND SIERRA SPRINGS					
1046	CRYSTAL AND SIERRA S	Town Hall Water Cooler	03/11/2023	69.70	223.80
Total CRYSTAL AND SIERRA SPRINGS:				69.70	
Davey Tree Expert Company					
9051	Davey Tree Expert Compa	Wetherill tree cleanup	03/13/2023	2,466.24	2,466.24
Total Davey Tree Expert Company:				2,466.24	
DIGITAL REPROGRAPHICS					
256	DIGITAL REPROGRAPHIC	24x36 scans	03/23/2023	41.79	118.43
Total DIGITAL REPROGRAPHICS:				41.79	

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
ELECTRONIC BUSINESS MACHINES, INC.					
303	ELECTRONIC BUSINESS	Copy machine agreement	03/16/2023	166.92	289.89
Total ELECTRONIC BUSINESS MACHINES, INC.:				166.92	
Gaylynn Brien					
1151	Gaylynn Brien	Sales Tax reports	03/31/2023	50.00	200.00
Total Gaylynn Brien:				50.00	
Harris, Katy K					
459	Harris, Katy K	Personal cell phone for April	04/02/2023	112.46	580.17
Total Harris, Katy K:				112.46	
Iron Creek Construction LLC					
1295	Iron Creek Construction LL	Installation of french drain at sport court	04/03/2023	3,783.59	3,783.59
Total Iron Creek Construction LLC:				3,783.59	
ISLAND SECURITY SYSTEMS					
21	ISLAND SECURITY SYST	Service call to replace panel battery on security system	03/20/2023	198.00	357.50
Total ISLAND SECURITY SYSTEMS:				198.00	
ISOutsource					
1301	ISOutsource	Monthly contract	03/15/2023	110.10	
1301	ISOutsource	Issues with not being able to access Outlook and inter	03/15/2023	741.49	
1301	ISOutsource	Research new vulnerability in Outlook	03/31/2023	20.20	1,881.49
Total ISOutsource:				871.79	
KIRKLAND MUNICIPAL COURT					
111	KIRKLAND MUNICIPAL C	Court Costs	03/17/2023	39.07	227.64
Total KIRKLAND MUNICIPAL COURT:				39.07	
MONA H. GREEN					
219	MONA H. GREEN	Planner transition consulting	03/31/2023	595.00	595.00
Total MONA H. GREEN:				595.00	
MUNICIPAL PERMIT SERVICE, LLC					
350	MUNICIPAL PERMIT SER	Building Permit Inspections	03/31/2023	1,596.58	
350	MUNICIPAL PERMIT SER	Mechanical/Plumbing Permit inspections	03/31/2023	290.42	
350	MUNICIPAL PERMIT SER	Plan Review	03/31/2023	2,187.50	16,866.59
Total MUNICIPAL PERMIT SERVICE, LLC:				4,074.50	
NORTHWEST CIVIL SOLUTIONS					
450	NORTHWEST CIVIL SOLU	Update TYP Stds and Details	03/31/2023	33.75	
450	NORTHWEST CIVIL SOLU	94th Ave UGC & Storm Improvements	03/31/2023	1,788.75	
450	NORTHWEST CIVIL SOLU	Pre-applications	03/31/2023	371.25	
450	NORTHWEST CIVIL SOLU	Plan Review-Site Development Permits	03/31/2023	978.75	
450	NORTHWEST CIVIL SOLU	Right of Way Permits	03/31/2023	371.25	
450	NORTHWEST CIVIL SOLU	General Administration-Sallys Alley	03/31/2023	2,565.00	
450	NORTHWEST CIVIL SOLU	General Administration	03/31/2023	1,417.50	25,481.25

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
Total NORTHWEST CIVIL SOLUTIONS:				7,526.25	
Ogden Murphy Wallace					
1390	Ogden Murphy Wallace	Clerk	03/09/2023	700.00	
1390	Ogden Murphy Wallace	Council	03/09/2023	457.00	
1390	Ogden Murphy Wallace	Land Use	03/09/2023	1,064.00	
1390	Ogden Murphy Wallace	Mayor/Executive	03/09/2023	588.00	
1390	Ogden Murphy Wallace	Sally's Alley ROW	03/09/2023	1,295.00	
1390	Ogden Murphy Wallace	Bellevue Water/Sewer Franchise	03/09/2023	252.00	
1390	Ogden Murphy Wallace	Public Works	03/09/2023	112.00	25,235.50
Total Ogden Murphy Wallace:				4,468.00	
Piazza, Maria Elisa					
480	Piazza, Maria Elisa	Supplies for Easter Egg Hunt	03/24/2023	39.64	39.64
Total Piazza, Maria Elisa:				39.64	
PUGET SOUND ENERGY					
604	PUGET SOUND ENERGY	Town Hall Service	02/23/2023	357.25	
604	PUGET SOUND ENERGY	Street Lights	02/23/2023	753.44	
604	PUGET SOUND ENERGY	Town Hall Service	03/24/2023	394.34	
604	PUGET SOUND ENERGY	Street Lights	03/24/2023	770.12	4,389.34
Total PUGET SOUND ENERGY:				2,275.15	
SBN Planning LLC					
154	SBN Planning LLC	Building Permits	04/05/2023	926.90	
154	SBN Planning LLC	Mechanical permits	04/05/2023	80.60	
154	SBN Planning LLC	Pre-applications	04/05/2023	483.60	
154	SBN Planning LLC	Tree Permit	04/05/2023	80.60	
154	SBN Planning LLC	Shoreline Substantial Development	04/05/2023	604.50	
154	SBN Planning LLC	General Administration	04/05/2023	3,122.70	
154	SBN Planning LLC	Comprehensive Plan Update	04/05/2023	4,352.40	
154	SBN Planning LLC	Shoreline Exemption	04/05/2023	80.60	38,806.30
Total SBN Planning LLC:				9,731.90	
SEA-TAC SWEEPING SERVICE					
46	SEA-TAC SWEEPING SE	Street Sweeping	03/20/2023	420.00	
46	SEA-TAC SWEEPING SE	Street Sweeping	03/20/2023	420.00	3,340.00
Total SEA-TAC SWEEPING SERVICE:				840.00	
State Department of Transportation					
280	State Department of Trans	Gas for town truck	02/28/2023	101.29	
280	State Department of Trans	Gas for town truck	03/31/2023	210.60	504.45
Total State Department of Transportation:				311.89	
THE SEATTLE TIMES					
192	THE SEATTLE TIMES	Hearing for Shoreline Substantial Dev. Permit	03/20/2023	153.87	955.85
Total THE SEATTLE TIMES:				153.87	
Vanover, Samantha					
479	Vanover, Samantha	Reimburse for balloon artist at Easter Egg Hunt	03/22/2023	444.04	444.04

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
	Total Vanover, Samantha:			444.04	
	Grand Totals:			171,924.58	

Certification of the Consent Calendar as presented including the Payment Approval Report dated 4/7/2023 approving payments as shown totaling \$171,924.58, plus payroll, tax, and benefit expenses of \$35,081.26 as shown on the attached payroll & tax and benefits report, for a grand total of \$207,005.84.

I, the undersigned, do hereby certify that the items herein listed are proper obligations of the Town in accordance with the Town budget and directives of the Council and Mayor.

Clerk/Treasurer: Bonnie Ritter _____

Dated: April 14, 2023

Mayor Katy K Harris: _____

Councilmember Stephan Lagerholm: _____

Councilmember Carl Scandella: _____

Councilmember Charles H Porter: _____

Councilmember Andy Valaas: _____

Councilmember Kathy Smith: _____

Report Criteria:

- Includes all check types
- Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
03/31/2023	CDPT		0	EMPLOYMENT SECURITY DEPT	8	Quarterly WA FMLA WA Paid Fami	999-1010110	158.20-
03/31/2023	PC	03/24/2023	320231	Lovas, Istvan	9002		999-1010110	5,085.99-
03/31/2023	PC	03/24/2023	320232	Wilcox, Austen	9037		999-1010110	5,015.27-
03/31/2023	PC	03/24/2023	320233	Ritter, Bonnie	9041		999-1010110	7,016.29-
03/31/2023	PC	03/24/2023	320234	Harris, Kathryn K	9047		001-2200000	1,710.21-
03/31/2023	CDPT	03/17/2023	320235	Association of Washington Cities	9	Health and Dental Insurance Visio	999-1010110	3,759.84-
03/31/2023	CDPT	03/17/2023	320236	DEPT OF RETIREMENT SYSTEM	1	State Retirement PERS II Pay Per	999-1010110	4,015.43-
03/31/2023	CDPT	03/17/2023	320237	Federal Tax	2	941 Taxes Federal Withholding Tax	999-1010110	7,969.94-
03/31/2023	CDPT	03/20/2023	8232025	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security Pay	999-1010110	54.22-
03/31/2023	CDPT	03/20/2023	8232025	DEPT OF LABOR & INDUSTRY	6	Quarterly L & I	999-1010110	295.87-
Grand Totals:								35,081.26-
								<u>10</u>

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
Alexander Moore Homes					
494	Alexander Moore Homes	Repair two mail pagodas	04/20/2023	1,741.44	1,741.44
Total Alexander Moore Homes:				1,741.44	
AUTONATION					
476	AUTONATION	2023 Ford F-350 Chassis Truck	04/18/2023	79,938.88	79,938.88
Total AUTONATION:				79,938.88	
Banner Bank					
700	Banner Bank	Constant Contact	04/17/2023	77.07	
700	Banner Bank	ROW supplies	04/17/2023	65.39	
700	Banner Bank	Tree pruner	04/17/2023	122.98	
700	Banner Bank	Plants for 94th St Project	04/17/2023	369.94	
700	Banner Bank	Office supplies	04/17/2023	207.66	
700	Banner Bank	AWS, Msft, etc.	04/17/2023	515.47	
700	Banner Bank	WA Clerks membership	04/17/2023	100.00	
700	Banner Bank	LaQuinta meeting expenses	04/17/2023	42.62	
700	Banner Bank	Ritter-Public Records \$100; Wilcox-Minute taking \$67	04/17/2023	207.00	16,601.31
Total Banner Bank:				1,708.13	
Best Buy Floors					
483	Best Buy Floors	Carpet for Town Hall - deposit	04/25/2023	3,785.10	3,785.10
Total Best Buy Floors:				3,785.10	
CASELLE, INC.					
1300	CASELLE, INC.	Contract - Support and maintenance	05/01/2023	746.48	4,478.88
Total CASELLE, INC.:				746.48	
Che, Li and Yuyang Chen					
481	Che, Li and Yuyang Chen	Street Deposit Refund	04/05/2023	3,750.00	3,750.00
Total Che, Li and Yuyang Chen:				3,750.00	
CITY OF BELLEVUE					
212	CITY OF BELLEVUE	Sewer and Water Service	04/11/2023	444.91	1,327.28
Total CITY OF BELLEVUE:				444.91	
City of Bellevue Finance and Asset Mgmt					
48	City of Bellevue Finance and	1st Half 2023 Fire Protection	04/29/2023	139,865.50	150,219.95
Total City of Bellevue Finance and Asset Mgmt:				139,865.50	
CODE PUBLISHING					
108	CODE PUBLISHING	Annual Web Fee-650; Web Update Annual Fee-180.	03/24/2023	830.00	1,475.91
Total CODE PUBLISHING:				830.00	
Comcast					
301	Comcast	Internet and fax line	04/14/2023	261.86	1,313.82
Total Comcast:				261.86	

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
Comcast Business- VoiceEdge					
1374	Comcast Business- VoiceE	Town Phone Service	04/15/2023	252.75	1,002.74
Total Comcast Business- VoiceEdge:				252.75	
CRYSTAL AND SIERRA SPRINGS					
1046	CRYSTAL AND SIERRA S	Town Hall Water Cooler	04/08/2023	69.70	293.50
Total CRYSTAL AND SIERRA SPRINGS:				69.70	
DIGITAL REPROGRAPHICS					
256	DIGITAL REPROGRAPHIC	Clean Up Day Signs	04/11/2023	164.05	282.48
Total DIGITAL REPROGRAPHICS:				164.05	
Gaylynn Brien					
1151	Gaylynn Brien	Sales Tax reports	04/30/2023	50.00	250.00
Total Gaylynn Brien:				50.00	
Gray & Osborne, Inc.					
9043	Gray & Osborne, Inc.	Town wide stormwater and UGC Project	03/27/2023	4,200.29	
9043	Gray & Osborne, Inc.	Town wide stormwater and UGC Project	03/27/2023	2,800.19	
9043	Gray & Osborne, Inc.	Town wide stormwater and UGC Project	04/26/2023	4,804.27	
9043	Gray & Osborne, Inc.	Town wide stormwater and UGC Project	04/26/2023	7,206.41	
9043	Gray & Osborne, Inc.	Town Development Standards	03/27/2023	4,194.28	38,401.21
Total Gray & Osborne, Inc.:				23,205.44	
ISOsource					
1301	ISOsource	Monthly BlueVault Vulnerability Mgmt	04/27/2023	110.10	1,991.59
Total ISOsource:				110.10	
JGM LANDSCAPE ARCHITECTS					
101	JGM LANDSCAPE ARCHI	Sally's Alley Master Plan Project	04/13/2023	2,970.00	2,970.00
Total JGM LANDSCAPE ARCHITECTS:				2,970.00	
KIRKLAND MUNICIPAL COURT					
111	KIRKLAND MUNICIPAL C	Court Costs	04/17/2023	117.21	344.85
Total KIRKLAND MUNICIPAL COURT:				117.21	
Mr. Misael					
1394	Mr. Misael	Work done in Wetherill Nature Preserve	04/27/2023	7,150.00	7,150.00
Total Mr. Misael:				7,150.00	
MUNICIPAL PERMIT SERVICE, LLC					
350	MUNICIPAL PERMIT SER	General Admin - Meeting with resident	04/30/2023	187.50	
350	MUNICIPAL PERMIT SER	Building Permit inspections	04/30/2023	477.94	
350	MUNICIPAL PERMIT SER	Mechanical/Plumbing inspections	04/30/2023	694.06	
350	MUNICIPAL PERMIT SER	Plan Review	04/30/2023	343.75	18,569.84
Total MUNICIPAL PERMIT SERVICE, LLC:				1,703.25	

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
Northern Waters					
304	Northern Waters	Town Hall - Backflow test & report	04/28/2023	193.40	
304	Northern Waters	42nd Road End - Backflow test & report	04/28/2023	223.13	
304	Northern Waters	Beach and Fountain Spring activation and check	04/28/2023	357.83	1,303.01
Total Northern Waters:				774.36	
NORTHWEST CIVIL SOLUTIONS					
450	NORTHWEST CIVIL SOLU	NE 36th St - CIP#1	04/30/2023	135.00	
450	NORTHWEST CIVIL SOLU	Update TYP Std Plans and Details	04/30/2023	33.75	
450	NORTHWEST CIVIL SOLU	94th Ave UGC & SW Improvements	04/30/2023	2,531.25	
450	NORTHWEST CIVIL SOLU	Pre-applications	04/30/2023	202.50	
450	NORTHWEST CIVIL SOLU	Plan Review-Site Development	04/30/2023	472.50	
450	NORTHWEST CIVIL SOLU	ROW Permits	04/30/2023	168.75	
450	NORTHWEST CIVIL SOLU	General Admin-Sally's Alley	04/30/2023	1,181.25	
450	NORTHWEST CIVIL SOLU	General Admin - General duties	04/30/2023	1,451.25	31,657.50
Total NORTHWEST CIVIL SOLUTIONS:				6,176.25	
Ogden Murphy Wallace					
1390	Ogden Murphy Wallace	Clerk	04/24/2023	504.00	
1390	Ogden Murphy Wallace	Contracts	04/24/2023	140.00	
1390	Ogden Murphy Wallace	Council	04/24/2023	756.00	
1390	Ogden Murphy Wallace	Land Use	04/24/2023	531.00	
1390	Ogden Murphy Wallace	Mayor/Executive	04/24/2023	419.00	
1390	Ogden Murphy Wallace	Sally's Alley ROW	04/24/2023	280.00	27,865.50
Total Ogden Murphy Wallace:				2,630.00	
Pace Engineers, INC.					
1152	Pace Engineers, INC.	Provide GIS files to Planner for Comp Plan	04/13/2023	684.25	684.25
Total Pace Engineers, INC.:				684.25	
Point & Pay					
482	Point & Pay	Setup Fee for Credit Card acceptance	04/23/2023	500.00	500.00
Total Point & Pay:				500.00	
Savatree					
478	Savatree	Stump Grounding at 3 sites: 94th & 40th, Sallys Alley	04/06/2023	1,500.76	
478	Savatree	Stump Grinding at 3 sites: 94th & 40th, Sallys Alley	04/06/2023	826.19	
478	Savatree	3802 94th Ave - Cut Stump to ground and remove woo	04/06/2023	529.59	
478	Savatree	Remove Cherry and Alder from Sally's Alley	05/01/2023	2,123.83	6,784.37
Total Savatree:				4,980.37	
SBN Planning LLC					
154	SBN Planning LLC	Pre-applications	04/30/2023	604.50	
154	SBN Planning LLC	Building Permits	04/30/2023	564.20	
154	SBN Planning LLC	Mechanical permits	04/30/2023	40.30	
154	SBN Planning LLC	Shoreline Exemption	04/30/2023	282.10	
154	SBN Planning LLC	Shoreline Substantial Development	04/30/2023	443.30	
154	SBN Planning LLC	SEPA	04/30/2023	241.80	
154	SBN Planning LLC	General Administration	04/30/2023	2,450.55	
154	SBN Planning LLC	Comprehensive Plan Update	04/30/2023	9,510.80	52,943.85

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
Total SBN Planning LLC:				14,137.55	
Scandella, Carl					
462	Scandella, Carl	Reimburse for SCA Event	04/12/2023	55.00	130.00
Total Scandella, Carl:				55.00	
THE SEATTLE TIMES					
192	THE SEATTLE TIMES	Cancellation of Meeting Notice	04/05/2023	22.95	978.80
Total THE SEATTLE TIMES:				22.95	
WA Department of Retirement Systems					
93	WA Department of Retirement Systems	Old Age Survivors Ins. 2022 Tax Year	04/04/2023	25.00	25.00
Total WA Department of Retirement Systems:				25.00	
Grand Totals:				298,850.53	

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
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Certification of the Consent Calendar as presented including the Payment Approval Report dated 4/7/2023 approving payments as shown totaling \$298,850.53, plus payroll, tax, and benefit expenses of \$35,710.44, as shown on the attached payroll & tax and benefits report, for a grand total of \$334,560.97.

I, the undersigned, do hereby certify that the items herein listed are proper obligations of the Town in accordance with the Town budget and directives of the Council and Mayor.

Clerk/Treasurer: Bonnie Ritter _____

Dated: May 9, 2023

Mayor Katy K Harris: _____

Councilmember Stephan Lagerholm: _____

Councilmember Carl Scandella: _____

Councilmember Charles H Porter: _____

Councilmember Andy Valaas: _____

Councilmember Kathy Smith: _____

Report Criteria:

- Includes all check types
- Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
04/30/2023	CDPT		0	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security Pay	999-1010110	55.42-
04/30/2023	CDPT		0	DEPT OF LABOR & INDUSTRY	6	Quarterly L & I Workers Compensa	999-1010110	298.79-
04/30/2023	CDPT		0	EMPLOYMENT SECURITY DEPT	8	Quarterly WA FMLA WA Paid Fami	999-1010110	161.27-
04/30/2023	PC	04/30/2023	420231	Lovas, Istvan	9002		999-1010110	5,243.66-
04/30/2023	PC	04/30/2023	420232	Wilcox, Austen	9037		999-1010110	5,172.94-
04/30/2023	PC	04/30/2023	420233	Ritter, Bonnie	9041		999-1010110	7,522.98-
04/30/2023	PC	04/30/2023	420234	Harris, Kathryn K	9047		999-1010110	1,796.21-
04/30/2023	CDPT	04/19/2023	4202305	Association of Washington Cities	9	Health and Dental Insurance Visio	999-1010110	3,759.84-
04/30/2023	CDPT	04/19/2023	4202306	DEPT OF RETIREMENT SYSTEM	1	State Retirement PERS II Pay Per	999-1010110	4,103.69-
04/30/2023	CDPT	04/19/2023	4202307	Federal Tax	2	941 Taxes Federal Withholding Tax	999-1010110	7,595.64-
Grand Totals:								35,710.44-
								<u>10</u>

**TOWN OF YARROW POINT
COUNCIL REGULAR MEETING MINUTES
March 14, 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 - *Attended virtually*

Councilmembers: Stephan Lagerholm
Carl Scandella
Chuck Porter
Andy Valaas
Kathy Smith

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

Guests: Antoine Faisandier - Resident

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF/AMENDMENTS TO AGENDA

MOTION: Motion by Councilmember Valaas, seconded by Councilmember Lagerholm to add an executive session (pursuant to RCW 42.30.110.(1)(i), to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency) at the end of the agenda before adjournment.

VOTE: 5 for, 0 against, motion carried.

MOTION: Motion by Councilmember Porter, seconded by Councilmember Smith to approve the agenda.

VOTE: 5 for, 0 against, motion carried.

5. STAFF REPORTS:

A. Police Report

Mayor Harris provided the police report on behalf of Lieutenant Hanson who was not available to join the meeting.

Council discussed the exit off SR520 onto the 92nd Ave NE roundabout.

Mayor Harris noted that the comment on the police report stating “*report taken for documentation purposes only*” is not a dismissive comment. All crimes are investigated.

B. Engineer Report

- 2023 Stormwater Manual and Standards Update
Expecting a draft manual in May.
- 2024 94th Ave NE UGC
The Town Engineer is having weekly meetings with Gray & Osborne and a 60% design has been received. The Town is notifying and working with residents relating to the conversion.

C. Planner Report

- Comprehensive Plan Update
The Town Planner completed full-scale review of both Puget Sound Regional Council (PSRC) and Department of Commerce checklists. A meeting is scheduled with PSRC to review our results and assess requirements and priorities for the Town’s Comprehensive Plan. He discussed upcoming public notice engagement plans with the community. Chapter reviews have also begun, with housing, transportation, and land use analyses among the first requirements on the new plan updates. Council discussed the Comprehensive Plan budget with the Planner.

D. Deputy Clerk Report

- Private Security Quotes
Deputy Clerk Wilcox shared that some residents suggested that the Town hire private security. He contacted local private security companies to receive quotes for Council to consider.

Mayor Harris and Council discussed:

- Increasing signage at Yarrow Point entrance to help deter crime
- Increased CHPD presence
- Video surveillance
- Town facilitating security services that residents can buy
- The Town will request crime statistics from CHPD of the past 3-5 years in Yarrow Point; and
- Setting up a Town Hall Q&A meeting for residents to hear from CHPD.
-

APPEARANCES/PUBLIC COMMENT:

Resident Antoine Faisandier discussed the Park Board's plans to improve Sally's Alley. He said the investment is not useful, it would be a waste of taxpayer money, taxes have increased, and the Town should focus on priority expenses instead.

7. CONSENT CALENDAR:

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

VOTE: 5 for, 0 against, motion carried.

8. REGULAR BUSINESS

8.1 – Discussion/Update on HB1110 and Other Legislation

The Town Planner provided an update on HB1110 - Increasing middle housing in areas traditionally dedicated to single-family detached housing.

Mayor Harris shared about similar legislation limiting jurisdictions' ability to restrict zoning regulations on single-family detached housing.

Council discussed:

- Limitations on zoning
- Easements to lot
- Draft legislation
- Lobbying and conversations with representatives for the Points' area opposition for the legislation
- Changing character of Town
- Developers purchasing lots and maximizing building structure
- Filing for extensions and enacting a moratorium for development to determine what the Town's code will be
- Opportunities to push for amendments; and
- Related legislation concerning taxes.

8.2 – Veterans Day Heroes Recognition

As a goodwill gesture, the Town is planning a Veterans Day event to honor veterans who live in Yarrow Point. We are planning to hang flags on light posts for each veteran of Yarrow Point around Veterans Day. We have received a few photos so far and we will be requesting more from those who responded. Veterans can opt out of participating, and this will not be an annual event.

8.3 – Street Lighting for Safety

The Town received contracts with PSE to install (2) streetlights on NE 34th St near a dangerous curve and replace/repair/augment (13) streetlights for 95th Ave NE. The total cost is \$5,873.15.

Council discussed cost and the current maintenance agreement with PSE. Staff will research the current maintenance agreement with PSE to confirm that PSE does not cover the costs for replacement fixtures before executing the contract.

The new LED lights will replace the current high-pressure sodium version.

8.4 – Sally’s Alley Entrance Update

Mayor Harris discussed the east and west entrances of Sally’s Alley, specifically the right of way use for driveway access.

Mayor Harris discussed the status of the Park Board’s plans for improvements to Sally’s Alley at the west entrance.

Concerning vehicle access for address 3801 95th Ave NE at the east entrance, there is no update. Mayor Harris met with the property owners at 3801 95th Ave NE and provided options for not using the Sally’s Alley public right of way for their garage access.

Council discussed the following regarding Sally’s Alley improvements:

- Design
- Plan
- Budget; and
- Town Engineer acting as the project designer.

MOTION: Motion by Councilmember Porter, seconded by Councilmember Scandella to direct the Park Board to provide a final design and budget for the Council to approve the Sally’s Alley project before any construction occurs.

AMENDMENT TO ORIGINAL MOTION: Motion by Councilmember Valaas, seconded by Councilmember Scandella to amend Councilmember Porter’s motion to add a deadline of the April Council meeting to the previous motion.

VOTE: 5 for, 0 against, motion carried.

The amended motion was restated by the Town Attorney: There was a motion by Councilmember Porter, seconded by Councilmember Scandella to direct the Park Board to provide final design and budget for the Sally’s Alley Project at the April Town Council meeting before any construction occurs.

VOTE: 5 for, 0 against, motion carried.

MOTION: Motion by Councilmember Valaas, seconded by Councilmember Smith to direct the Park Board to work solely with Stacia Schroeder the Town Engineer as the lead designer for the west end of the Sally’s Alley project.

VOTE: 5 for, 0 against, motion carried.

9. Mayor and Council Reports:

Councilmember Valaas:

Councilmember Valaas asked for clarification regarding recent variance requests noted in consultant invoicing. He discussed a current construction project that has had two variances. He said the Town needs to be more careful when reviewing and recommending approval for variances and the decisions made by the Hearing

Examiner need to be clearer. The Town Attorney discussed options for potential reexaminations of related code.

Councilmember Valaas noted that he will not be running for Council again.

Councilmember Lagerholm:

Councilmember Lagerholm discussed an upcoming closure to the west entrance of Wetherill Nature Preserve located on NE 33rd Street. This entrance was on private property for many years and the owner is now putting up a fence. Access to Wetherill can be made at the east entrance located on the SR520 trail.

Mayor:

Announcements:

- Easter Egg Hunt – March 25
- Shredder Event – April 15
- Town Hall event with Kirkland Deputy City Manager Jim Lopez to talk about La Quinta supportive housing project April 18
- Earth Day – April 22
- Arbor Day – April 29; and
- Need volunteers for 4th of July.

Councilmember Porter:

Councilmember Porter stated that he has heard similar comments to Antoine Faisandier's regarding Sally's Alley. If the Council approves the Park Board's Sally's Alley project, the cost needs to be managed reasonably.

Councilmember Scandella:

Residents of Sally's Alley deserve to see the Park Board's project plan for Sally's Alley.

Councilmember Scandella noted that he will not be running for Council again.

Councilmember Smith:

Councilmember Smith discussed the need for cleaning up the west entrance of Sally's Alley to make the entrance look more inviting.

Executive Session

Executive session pursuant to RCW 42.30.110.(1)(i), to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency at the end of the agenda before adjournment.

Mayor Harris called the executive session to order at 6:15 p.m. announcing the reopening of the regular meeting to be at 6:45 p.m. No action to be taken.

Mayor Harris closed the executive session at 6:47 p.m.

Mayor Harris reopened the regular meeting at 6:47 p.m.

10. ADJOURNMENT:

MOTION: Motion by Councilmember Valaas, seconded by Councilmember Lagerholm to adjourn the meeting at 6:47 p.m.

VOTE: 5 for, 0 against, motion carried.

Katy Kinney Harris, Mayor

Attest: Bonnie Ritter, Clerk-Treasurer

DRAFT



INCORPORATED

17425 NE 70th St Redmond, Wa. 98052
P.O. Box 2518 Redmond, Wa. 98073
Phone: (425) 885-3204 * Fax: (425) 861-0248

ESTIMATE

DATE	ESTIMATE NUMBER
4/28/2023	4634

Attention: Austen Wilcox
Sign Pros Valued Customer

WA

From: Rippen Thind
Sign Pros, Inc.
425-836-6066
rippen.thind@signpros.net

PROJECT

Morningside Sign

LINE #	QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	Monument Panel 81" x 40" x .175" Sandblasted Wood Sign	\$3,888.00	\$3,888.00
2	1	Post Kit - 6" x 6" x 85" Treated Appearance Grade posts / stained to match sign color	\$419.96	\$419.96
3	1	Installation	\$650.00	\$650.00

Estimate is valid for 30 days. Prices are based on available information and subject to change with alteration to size, quantity, finish, or material options.

Thank you.

Total From Above:	\$4,957.96
Tax:	\$500.75
Total:	\$5,458.71



**Business of The Town Council
Town of Yarrow Point, WA**

8.1
May 9, 2023

8.2 - City of Bellevue Lake Line Sanitary Sewer Presentation RE: Draft Environmental Impact Statement & Management Plan	Proposed Council Action: Presentation from City of Bellevue Utilities
--	---

Presented by:	City of Bellevue Senior Utilities Planner, Angela Chung
Exhibits:	Presentation

Summary:

Presentation from Angela Chung regarding Bellevue Utilities wastewater lake line management plan.

Recommended Action:

N/A

Bellevue Utilities Lake Washington Wastewater Lake Line Management Plan

Informational Briefing for the Town of Yarrow Point

Angela Chung, City of Bellevue Senior Utility Planner
Linda De Boldt, City of Bellevue Assistant Director of Utilities
Eric LaFrance, City of Bellevue Utility Planning Manager



Purpose

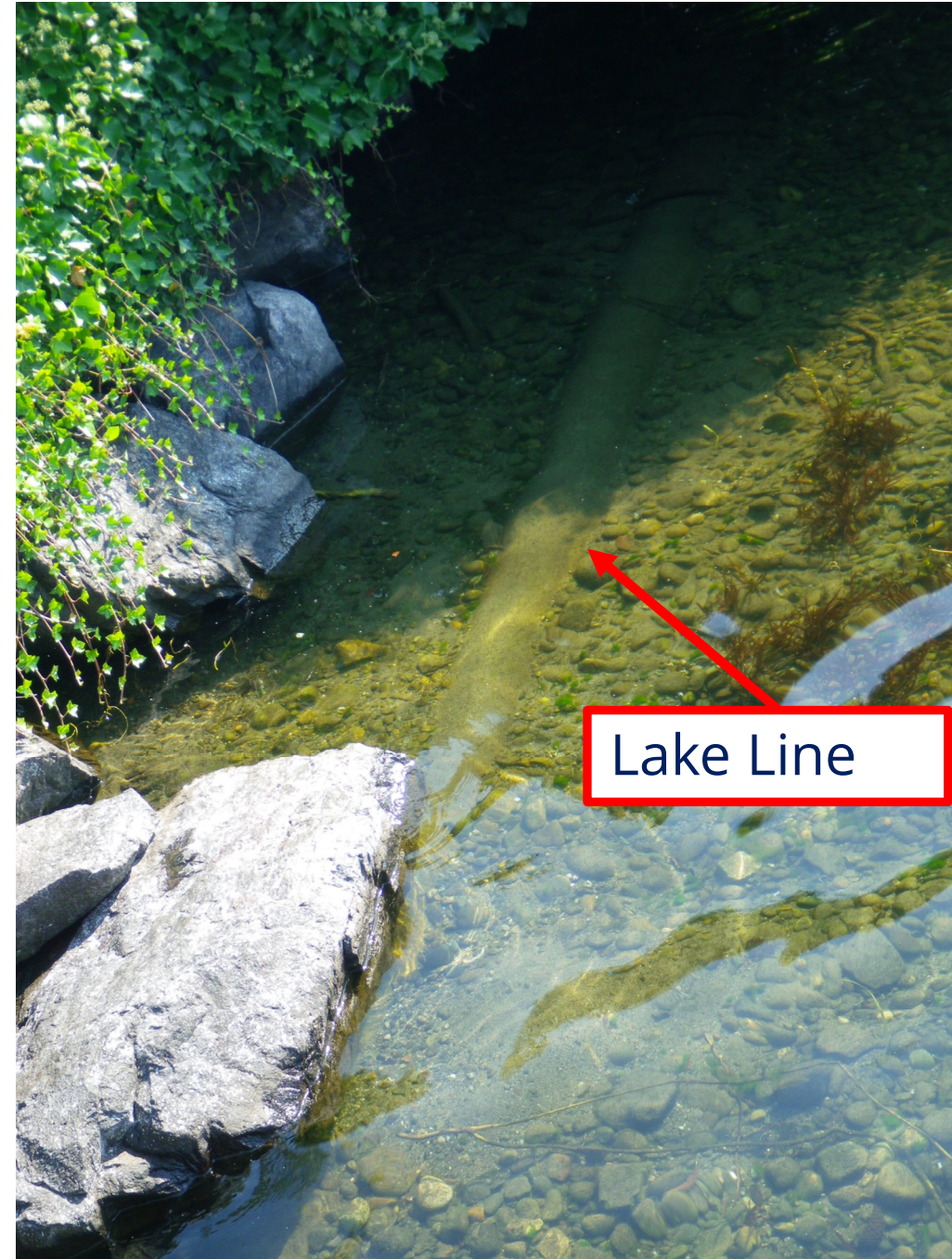
Inform the Town of Yarrow Point Council about Bellevue Utilities Lake Line Management Plan Project & Respond to Questions



PHOTO: DAVID JOHANSEN VASQUEZ

Agenda

- A Lake Line History
- Project overview
- Anticipated Schedule



A Lake Line History



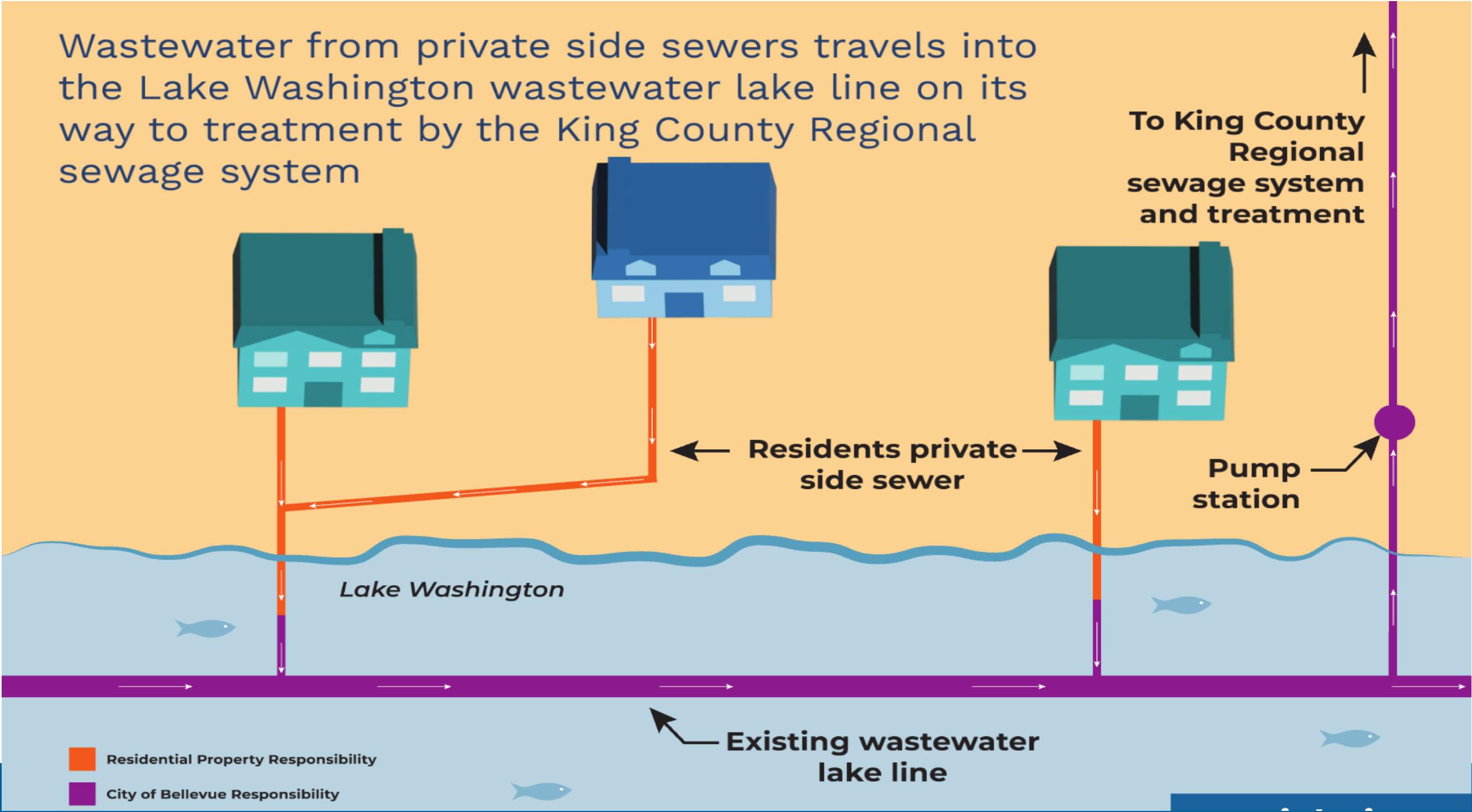
A Lake Line History

- In the 1900s wastewater was being directly discharged into the lake... and development increased



- In 1940s – 50s, the nutrients in the lake caused unpleasant blooms of noxious blue-green algae

Lake Washington Wastewater Lake Lines



How is Bellevue Utilities involved?

Bellevue Utility's Lake Washington Lake Lines:

Jurisdiction	Approx. Length (Mi.)	% of total Lk Wa Lake Lines
Yarrow Point	1.5	10%
Hunts Point	2.0	14%
Medina	4.5	31%
Bellevue	5.7	39%
Beaux Arts	0.3	2%
Unincorporated King County	0.6	4%
TOTAL	14.6	100%



Project overview



Problem Statement



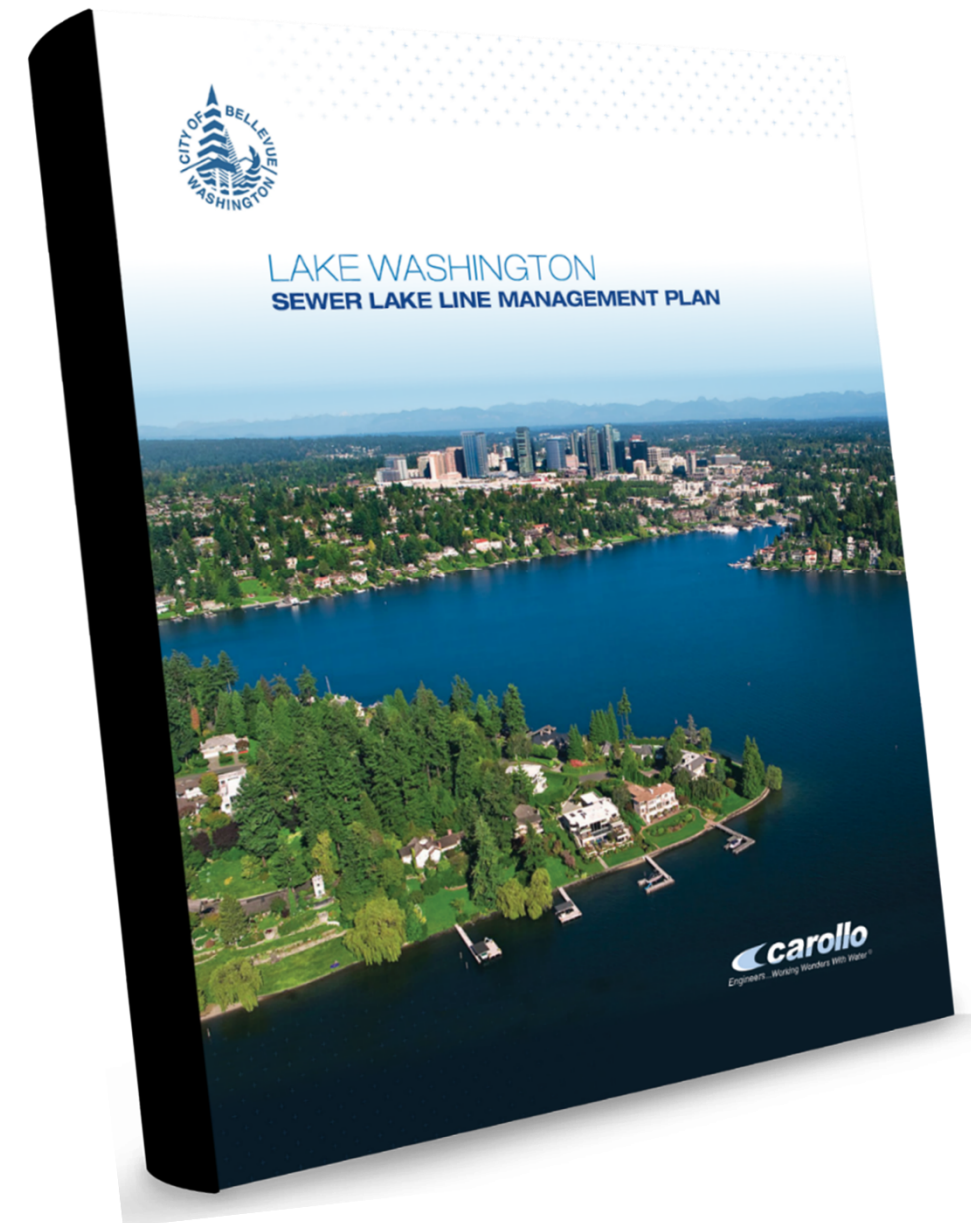
The Lake Washington Lake Line infrastructure is aging and portions may begin to present potential service level, financial, and environmental risks.



Photos from 2007 Lake Line Cleaning Project

Project Goal

Understand, identify, and prioritize the Lake Washington Lake Lines and key operational, financial and capital investment strategies to phase future repair, replacement and operations of the Lake Lines in a Sewer Lake Line Management Plan.





Why is a management plan important?

- Minimizes the risk of failure
- Equips Bellevue Utilities to provide reliable service
- Identifies potential improvement projects or strategies

Lake Washington Lake Line Management Plan Components

This plan will include:

- Programmatic Environmental Impact Statement (EIS)
- Community involvement
- Decisions will be based on financial, environmental, and social risks and benefits.



This plan will help determine:

- Recommended alternatives
- Operational strategies
- Prioritization of Capital improvement projects.
- Financial Strategy



Management Plan Alternatives

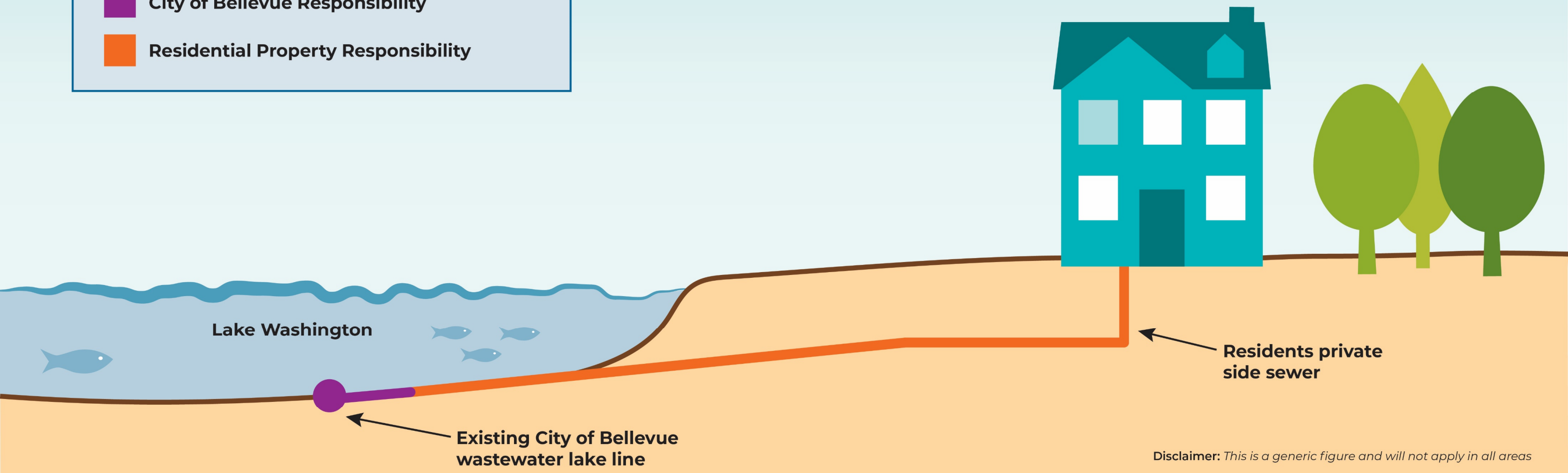
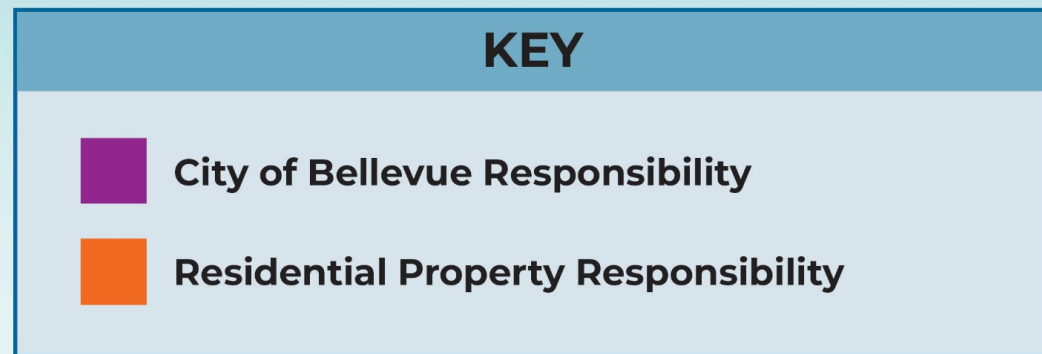
No
Action

In water

On shore

Upland

Alternative – No Action



Alternative – In Water

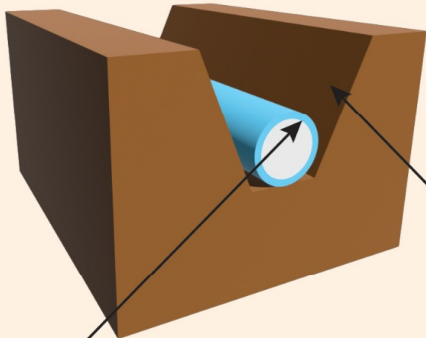
In water

KEY

- New Pipe
- Existing Pipe

Ownership of sewer lines to be determined

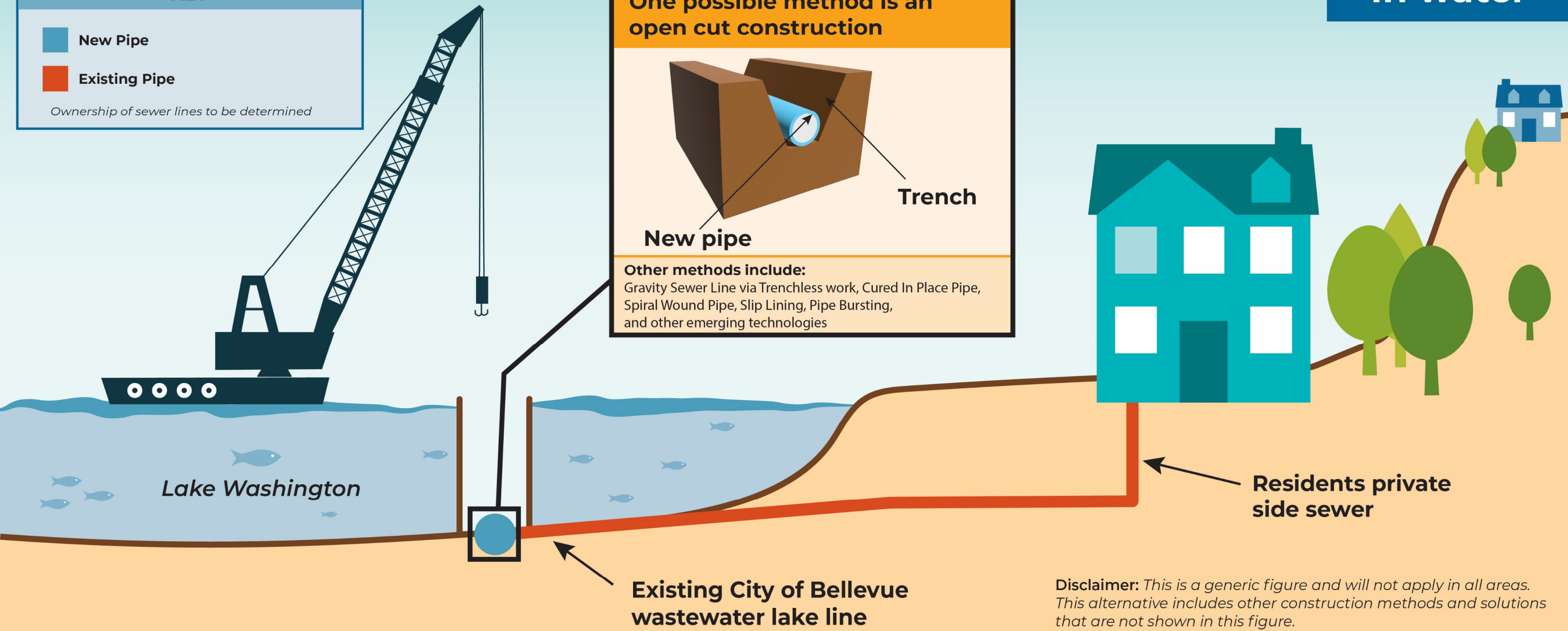
One possible method is an open cut construction



Trench

New pipe

Other methods include:
Gravity Sewer Line via Trenchless work, Cured In Place Pipe, Spiral Wound Pipe, Slip Lining, Pipe Bursting, and other emerging technologies



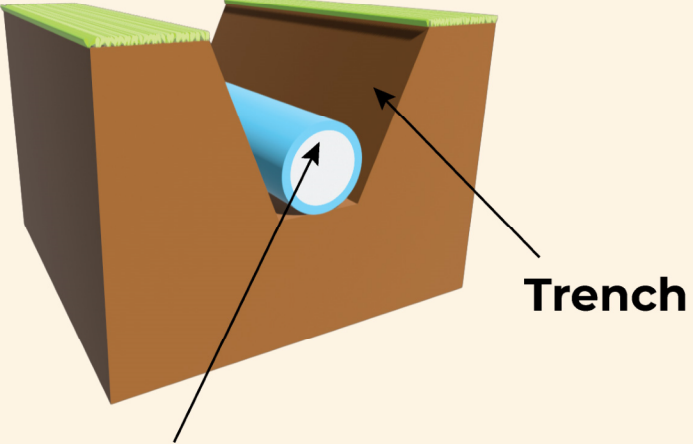
Disclaimer: This is a generic figure and will not apply in all areas. This alternative includes other construction methods and solutions that are not shown in this figure.



Alternative – On Shore

On shore

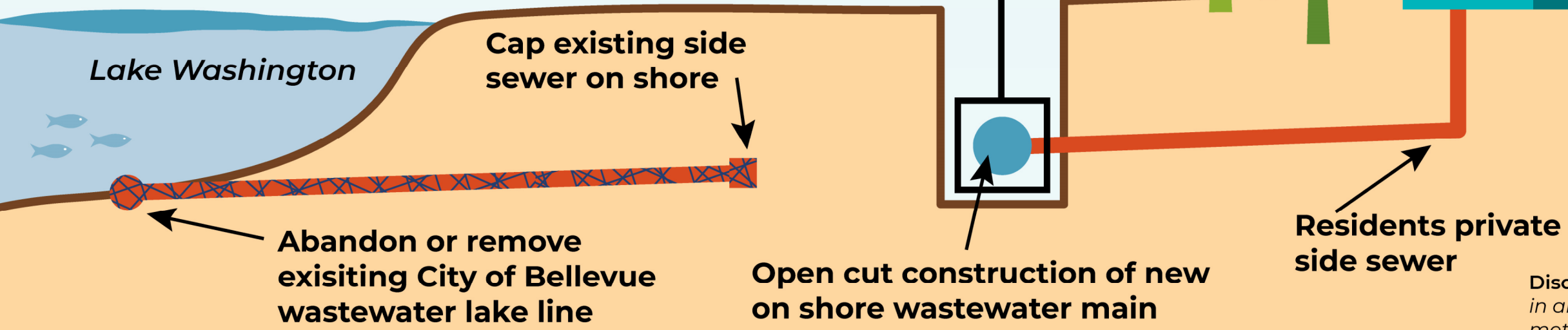
One possible method is an open cut construction



Trench

New pipe

Other methods include:
Gravity Sewer Line via Trenchless work, Vacuum Sewer System



KEY

- New Pipe
- Existing Pipe

Ownership of sewer lines to be determined

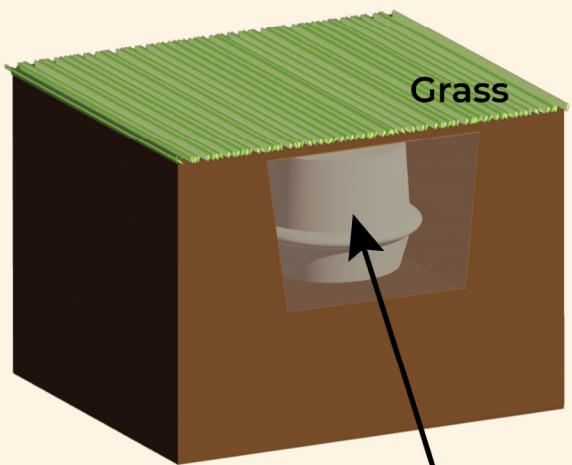
Disclaimer: This is a generic figure and will not apply in all areas. This alternative includes other construction methods and solutions that are not shown in this figure.



Alternative - Upland

Upland

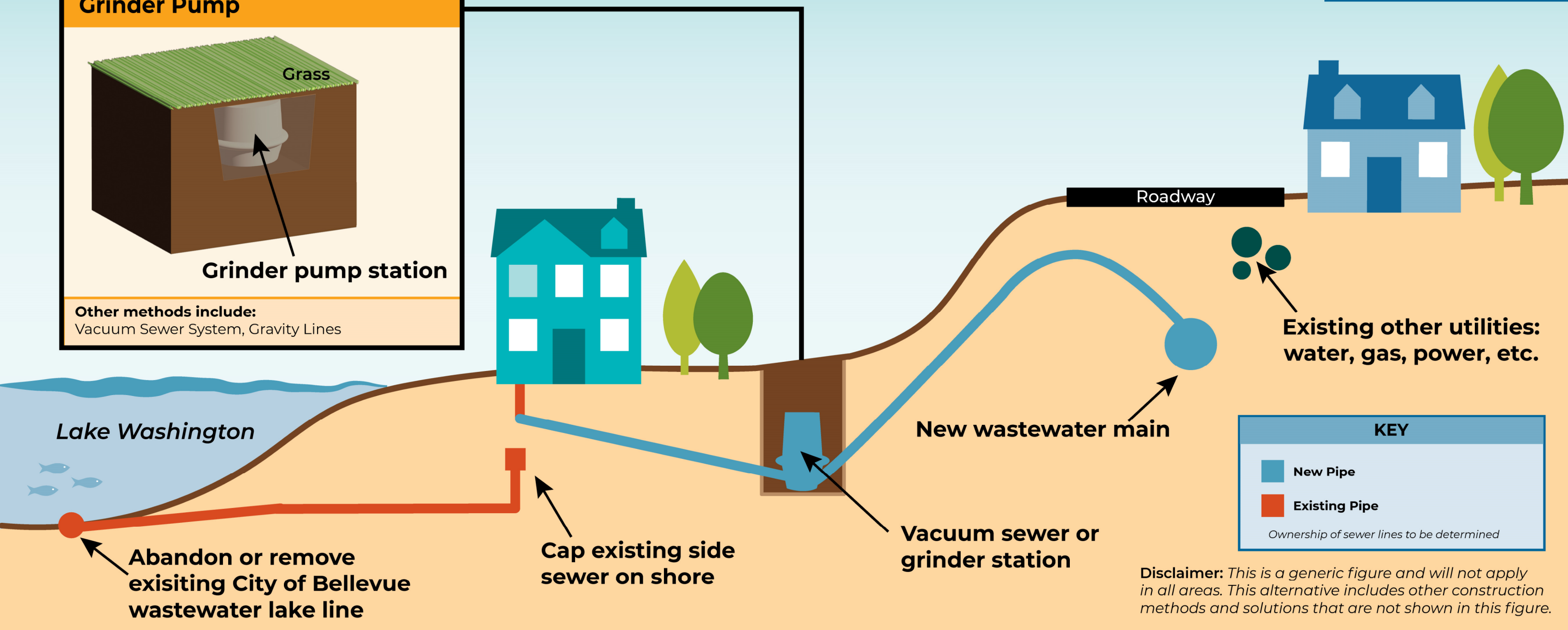
One possible method is a Grinder Pump



Grass

Grinder pump station

Other methods include:
Vacuum Sewer System, Gravity Lines



KEY

- New Pipe
- Existing Pipe

Ownership of sewer lines to be determined

Disclaimer: This is a generic figure and will not apply in all areas. This alternative includes other construction methods and solutions that are not shown in this figure.



Factors for Determining Recommended Alternatives

DEIS alternatives:

In-water
On shore
Upland
No Action



Anticipated Schedule



How to stay involved

Management Plan

- Learn more, sign up for project email or text updates, and share your feedback at BellevueWA.gov/lake-line-project
- Ask staff questions at lkWaLakeLine@bellevuewa.gov or call 425-452-4320

Programmatic Environmental Impact Statement (EIS)

- Visit engagingbellevue.com/lake-washington-line to learn about the draft EIS.



Thank you!



Business of The Town Council

Town of Yarrow Point, WA

8.2

May 9, 2023

2021 State Building Code Update/ First Reading	Proposed Council Action: No Action Requested. Discussion
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Presented by:	Building Official Steve Wilcox
Exhibits:	<u>Exhibit 1</u> ; Current TYPMC 15.04.010 adoption of the 2018 Washington State Building Code <u>Exhibit 2</u> ; Proposed TYPMC 15.04.010 adoption of the 2021 Washington State Building Code

Summary:

Washington State typically amends its building construction safety laws on a three-year cycle. Currently the Town of Yarrow Point uses the 2018 Washington State Building Code. Each jurisdiction in Washington is required to adopt the 2021 Washington State Building Code (WSBC) on July 1, 2023. While it is mandatory to implement the 2021 WSBC, the Town still must adopt the code to assure references are amended.

The Town of Yarrow Point is limited by the state in its ability to amend the building code. Residential code amendments are limited to the administrative chapter. The Town of Yarrow Point Municipal Code (TYPMC) has previously been amended to reflect administrative changes. There are no additional administrative changes being proposed under this code adoption.

Town of Yarrow Point Municipal Code Section 15.04.010 Adoption of the State Building Code lists the 2021 editions of codes we are required to adopt. An addition to the required adoption is the 2021 International Wildland-Urban Interface Code. Additional clarifications to our code adoption are proposed with no changes in code applications resulting.

Exhibit 1 is the TYPMC Section 15.04.010 list of the currently adopted 2018 Washington State Building Code.

Exhibit 2 is the TYPMC Section 15.04.010 list of the proposed adoption of the 2021 Washington State Building Code. Adds the Wildland-Urban Interface Code, removes the National Electrical Code for simplification due to Labor and Industries enforcement.

Building Codes are listed in order of importance considering potential conflicts.

Recommended Action:

Action to adopt the 2021 Washington State Building Code will be requested for the June 12, 2023 Council meeting.

EXHIBIT 1

Current Town of Yarrow Point adoption of the 2018 Washington State Building Code

15.04.010 Adoption of the State Building Code.

All construction activity and construction materials shall be governed by the Washington State Building Code as adopted in Chapter 96, Laws of 1974, as updated by the State Building Code Council to include the 2018 Editions of the following codes and amendments:

- A. International Building Code, Chapter [51-50](#) WAC;
- B. International Residential Code, Chapter [51-51](#) WAC;
- C. International Fire Code, Chapter [51-54A](#) WAC;
- D. International Mechanical Code, Chapter [51-52](#) WAC;
- E. Uniform Plumbing Code, Chapter [51-56](#) WAC;
- F. Washington State Energy Code, Chapter [51-11C](#) WAC;
- G. Washington State Energy Code, Chapter [51-11R](#) WAC;
- H. International Swimming Pool and Spa Code, WAC [51-51-0328](#);
- I. Liquefied Petroleum Gas Code, NFPA 58 (Propane);
- J. National Fuel Gas Code, NFPA 54 (Natural Gas);
- K. National Electrical Code (NFPA 70-2020).

EXHIBIT 2

Current Town of Yarrow Point adoption of the 2021 Washington State Building Code

15.04.010 Adoption of the State Building Code.

All construction activity and construction materials shall be governed by the Washington State Building Code as adopted in Chapter 96, Laws of 1974, as updated by the State Building Code Council to include the 2021 Editions of the following codes and amendments:

- A. International Building Code, Chapter 51-50 WAC;
- B. International Residential Code, Chapter 51-51 WAC;
- C. International Mechanical Code, Chapter 51-52 WAC;
- D. International Fire Code, Chapter 51-54A WAC;
- E. Uniform Plumbing Code, Chapter 51-56 WAC;
- F. Washington State Energy Code, Chapter 51-11C WAC;
- G. Washington State Energy Code, Chapter 51-11R WAC;
- H. International Swimming Pool and Spa Code, 51-51-0328 WAC
- I. Liquefied Petroleum Gas Code, NFPA 58 (Propane);
- J. National Fuel Gas Code, NFPA 54 (Natural Gas);
- K. International Wildland-Urban Interface Code, 51-55 WAC

**Business of The Town Council
Town of Yarrow Point, WA**

8.3

May 9, 2023

Sally’s Alley Landscape Improvement Project (West End) – Lowest Bidder	Recommended Council Action: Authorize Mayor to enter into Contract
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Presented by:	Town Engineer – Stacia Schroeder, PE
Exhibits:	<ol style="list-style-type: none"> 1. Sally’s Alley Status Report 2. Public Parks & Open Space Fund Summary 3. Elvis Landscape Services – MRSC Roster & Project Information Sheet

Summary:

The Town Park Board, in conjunction with Council Member Kathy Smith, JGM Landscape Architects, and the Town Engineer, have developed a plan for the western half of Sally’s Alley which:

- Creates a pedestrian pathway that is separate from the existing driveway and easily traversable by wheelchairs and strollers;
- Provides an inviting public entrance to the western end of Sallys Alley;
- Reduces the existing gravel driveway width to 10-feet and replaces it with grass, all while maintaining its functionality; and
- Is acceptable to the surrounding neighbors.

The attached Sally’s Alley Status Report includes:

- A summary of bidders solicited and bids received;
- The town engineer’s final design and estimate;
- TRUE GRID Pro Lite: Grass Fill Heavy Load – Specification Sheet (also refer to their website <https://www.truegridpaver.com/products/truegrid-pro-lite/>)
- JGM Landscape Architects planting plan;
- Artist renderings from Park Board Member – Krista Flemming

Also attached for your reference is the Public Parks and Open Space Fund Summary shared by the Town Clerk. It includes Yarrow Point’s 2023 Budget for this specific fund as well as a budget worksheet highlighting its revenues and expenses to date. In short, the King County Parks Levy (effective 2020 – 2025) added \$25,000/ year to the ~\$8,000/year already received by the Town in 2019. In 2022 the Town received about \$28,000 in June and the balance in December. We expect the same pay schedule this year. This information confirms that even if the town spent the entire \$50,000 allotted for Sally’s Alley in 2023, the fund would still have a balance at the end of the year of \$56,500 and we expect to receive an additional \$33,000/ year in 2024 and 2025.

Elvis Landscape Services, LLC submitted the low bid which is approximately 30% over the engineer's estimate (\$36,711) at \$46,695.61. Elvis is currently under contract to install roughly 600 linear feet of the same pathway for the Town of Hunts Point in June this year. He has recent experience installing grass crete parking areas and driveways, but no experience installing the TRUE GRID Pro Lite product specified in the civil design documents. Also note, his bid includes preparation of the planting areas, but **does not include** providing and installing plants. Please refer to the attached MRSC Roster & Project Information Sheet for more information on this contractor.

Park Board Member – Dicker Cahill attended the Town Council meeting on December 13th, 2022, and requested \$30,000 for improvements to the western end of Sally's Alley. Since that time however, the entire park board, in collaboration with town staff, JGM, and Councilmember Smith, have developed the plan included in this agenda bill. The Park Board voted unanimously on May 5th to support the project as depicted and are asking for the council's support to get it constructed later this summer.

To summarize, the Town has invested roughly \$6,300 in this project to date. If approved, construction would start in mid-August. It is expected to take 6 weeks and an additional \$61,700 to complete:

- Accept Low bid (\$46,695.61)
- Plant material and installation (\$5,000 lump sum)
- Project management (~10%, or \$5,000)
- Contingency (~10%, or \$5,000)

Park Board Recommended Action:

- 1.) Accept low bid received April 5, 2023, and authorize the Mayor to enter into a contract with Elvis Landscape Services, LLC, for the Sally's Alley Landscape Improvement Project (West End) in the amount of \$46,695.61.

Alternative Actions:

After rejecting all bids, the following alternative courses of action could be requested by the town council:

- 2.) Reject all bids. Direct the park board to create a different plan which considers the following:
 - a. Remove the TRUE GRID Pro Lite driveway in lieu of maintaining the existing gravel driveway and combining the it with the new pathway (\$10,000 estimated savings):
 - i. Remove existing pea gravel driveway surface;
 - ii. Narrow down existing drive aisle to 10-foot wide with sculpted radius for 3798 94th driveway entrance in lieu of the square grid shown on the current civil plan;
 - iii. Line the driveway with steel edging;
 - iv. Update the civil plan and planting plan to match latest concept; and

- v. Rebid the project as soon as possible, perhaps to a larger pool of bidders
- 3.) Reject all bids. Include this project design along with all relevant updates agreed upon in Alternative No. 2 above in the 94th Ave NE UGC Project to be constructed in summer 2024. Items to consider with this alternative are:
- a. It may not result in a cost savings due to:
 - i. Yearly cost increases;
 - ii. General contractor laborer rates have a larger hourly wage than landscaper laborer rates
 - b. City of Bellevue Water – Installing a water meter at the west end of Sally’s Alley likely around November 2023.
 - c. 3802 94th Ave NE – New single-family residence slated for adjacent vacant lot likely to be under construction by the end of 2023, but if so, it’s possible their dirt work is complete by summer of 2024.
 - d. Gray & Osborne are putting together Addendum No. 1 for the Town Council’s review at the May 23rd special study session which, if approved at the June 13th council meeting, would authorize the design of the east end of Sally’s Alley.
 - i. Incorporate noted council suggestions from Alternative No. 2 above and create one final design for the entire Sally’s Alley to be built in the summer of 2024.
 - ii. Final design and specifications are built into major construction contract.
 - iii. Can be bid as an alternative to the major UGC contract and rejected if deemed too expensive
 - iv. Use the remainder of the 2023 fund balance ~\$100,000 in conjunction with the \$28,000 expected in June 2024 to construct the entire project
- 4.) Reject all bids. Do not fund the project and cease all design and related improvement projects.



PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
4/10/23	Sally's Alley Pathway – East Phase	Stacia Schroeder

STATUS SUMMARY

The Park Board held a meeting on March 28th at 7pm to discuss the final details of Sally's Alley. The following day, I put together a site plan and engineer's estimate based on that conversation. I solicited 3 firms and the results are below:

- NPM Construction – Not interested
- Iron Creek Construction - \$73,651.40
- Elvis Landscape Services - \$46,695.61

The final drawing along with an engineer's estimate and a complimentary planting plan prepared by JGM is attached for your review.

PROJECT OVERVIEW

TASK	% DONE	TARGET DUE DATE	LEAD	NOTES
Design	100	Spring 2023	Town Engineer	
Bidding	100	Spring 2023	Town Engineer	
Construction	0	Summer 2023	Town Engineer	

BUDGET OVERVIEW

CATEGORY	BUDGETED	EXPENDED	ON TRACK?	NOTES
Summer 2023 Construction	TBD			

RISK AND ISSUE HISTORY

ISSUE	STATUS	DATE

CONCLUSIONS/NEXT STEPS



04/05/2023

Thank you for the opportunity to provide a new proposal for Yarrow Point.

New driveway & pathway:

1. Remove 6" depth x 1,280 square feet off existing gravel driveway & disposal.
2. Prepare surface and install 3" depth gravel
3. Install 1,280sf true grid pro lite.
4. Install 60/40 sand/gravel mix soil and prepare area for sod.
5. Install 1,280sf sod.
6. Define path lines for 1,330 square feet of pathway.
7. Remove 6" depth x 1,330sf of existing soil & disposal.
8. Install 654lf of steel edging (this includes both sides of the proposed pathway, material supply and installation) price per linear foot \$3.60.
9. Install 4-inches of 5/8" minus base (~20 cy) installed and compacted pathway.
10. Install 2-inches of 1/4" minus top course (~10cy) installed and compacted pathway.
11. Planting area preparation. Maximum 6-inches in total depth x 1,750sf. Plan to reuse soil on-site or disperse throughout park area.
12. Provide and install maximum 20cy topsoil & 10cy mulch for planting area.
13. Sawcut 30LF existing asphalt.
14. Remove and dispose of ~ 225sf of existing asphalt.
15. Relocate existing holly stump (4 total).
16. Remove existing gravel pathway ~440sf x4" depth and replace with topsoil and grass seed.

Total price for labor and material (excluding tax): \$42,412.00

10.1% tax \$4,283.61
\$46,695.61

CONDITIONS/EXCLUSIONS:

1. The following shall not fall under the responsibility of Elvis' Landscape Service LLC: locate and/or repair of non-primary utilites, including but not limited to auxiliary site lighting, backflow device, drainage and trenching.
2. All hand watering in non-irrigated areas is the responsibility of the Owner.
3. Repair and/or replacement of existing landscape or irrigation features damaged or destroyed by others (if required) is not included.
4. Unless specifically noted, this proposal does not include any work that addresses or changes conditions below ground that exist as obstacles or hindrances towards completion of this proposal. Such conditions may include but are not limited to buried stumps, boulders, and water springs.
5. Clearing and grubbing of all existing landscaped areas for proposed new landscaping and hardscaping per plan by others. Removal of debris consisting of, but not be limited to the following: concrete, asphalt, lumber, rocks 2" diameter and larger, vegetation, contaminants and debris (unless otherwise specified in the contract) by others.
6. Proposal does not include repair of damage to landscape due to activities of other sub-contractors on-site. Such damage will only be repaired at additional expense to the owner by Elvis' Landscape Service LLC as agreed upon in a separate "Change Order Agreement".
7. Price does not include permits and/or associated fees (unless otherwise stated).
8. Elvis' Landscape Services shall not be bound by any verbal promises or agreements not contained herein. All changes to this contract must be written and signed by both the owner and Elvis' Landscape Service LLC to validate.

Owner/Client _____ **Date**

Elvis Gonzales, Owner _____ **Date**
Elvis' Landscape Service LLC

Iron Creek Construction LLC

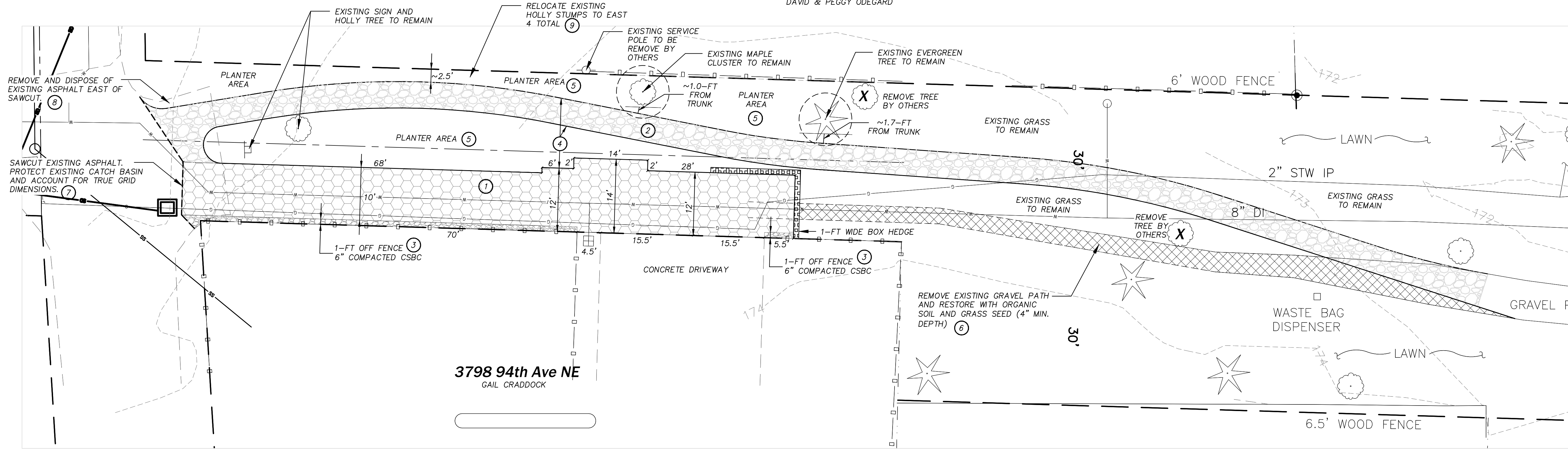
Lic. # IRONCCC874MN

1420 NW Gilman Blvd Suite 2-2298 Issaquah, WA 98027

Phone: (425) 659-4896 Fax: (425) 659-4895

CONTRACT PROPOSAL			
Client:	Town or Yarrow Point	Project No:	23-11
Contact:	Stacia Schroeder	Date:	April 10, 2023
E-Mail:	sschroeder@yarrowpointwa.gov	Phone:	206-276-8922
We hereby submit specifications and estimates for:		Sally's Alley - Revised	
Scope of Work:			Price:
Site location: Vic 3798 94th AVE NE			
Work includes all labor, equipment and materials to complete following:			\$66,895.00
<ul style="list-style-type: none"> Grubbing existing soils Excavate necessary soil required for proposed gravel path and driveway Site excavation, grading & compaction of existing native Excavated soil to be hauled off site Prep subgrade; place, grade & compact 4" CSBC & 2" CSTC for gravel (1,300 sq ft) path Install steel edging as shown on drawings approx 654 LF Install True Grid Pro Lite approx 1,280 sq ft (sand, topsoil & sod) Install, grade & place topsoil for grass area Install topsoil & mulch Sawcut asphalt, remove and dispose of existing asphalt approx 225 sq ft Relocate Existing Holly Stumps 			
*** Excludes: Survey/Layout***			
			Subtotal \$ 66,895.00 Tax (10.1%) \$ 6,756.40 Total \$ 73,651.40
We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border-bottom: 1px solid black; width: 60%; text-align: center;"> Seventy Three Thousand Six Hundred Fifty One & 40/100's </div> <div style="text-align: right;"> Total Dollars \$ 73,651.40 </div> </div>			
Payments to be made as follows:			
All material is guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard practices. Any alteration of derivation from above specifications involving extra costs will be executed only upon signed written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Final payment is due within 10 calendar days of project completion. If final payment has not yet been received within 30 calendar days of project completion contractor reserves the right to pursue legal action.	<div style="text-align: center;"> Authorized Signature: _____ <i>Note: This proposal may be withdrawn by Iron Creek Construction LLC if not accepted within 30 days</i> </div>		
Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.	<div style="text-align: center;"> Date of Acceptance: _____ </div>		
Signature: _____ <div style="text-align: center;">Contractor</div>	<div style="text-align: center;"> Signature: _____ <div style="text-align: center;">Owner</div> </div>		

3802 94th Ave NE
DAVID & PEGGY ODEGARD



3798 94th Ave NE
GAIL CRADDOCK

9420 NE 37th PL
GORDON WEBB

BID ITEMS

ITEM NO.	DESCRIPTION	AMOUNT
1	TRUE GRID PRO LITE (2" SOD/ 1" GRID WITH SAND GRAVEL MIX/ 6" COMPACTED CSBC)	1,284 SF \$8,490
2	CRUSHED GRAVEL PATH (4" CSBC/ 2" CSTC)	1,330 SF \$1,936
3	CRUSHED GRAVEL EDGE (4" COMPACTED CSBC/ 2" COMPACTED CSTC)	85 SF \$145
4	STEEL EDGING (BORDER KING OR TOWN APPROVED EQUIVALENT)	648 LF \$6,275
5	PLANTER AREAS: INCLUDES CLEARING VEGETATION AND STRIPPING SOIL TO 6" MIN. DEPTH; PROVIDE 4" TOPSOIL AND 2" MULCH; INSTALL TOWN PROVIDED BUSHES AND SHRUBS; MAY REUSE EXISTING TOPSOIL IF APPROVED BY THE TOWN.)	\$6,050 CLEAR & GRADE \$8,505 PLANT/TOPSOIL/ MULCH INSTALL ONLY ~1,750 SF \$1,550 \$1,070
6	EXISTING GRAVEL PATH REMOVAL AND GRASS RESTORATION (4" MIN. DEPTH; REPLACE WITH TOPSOIL AND GRASS SEED)	\$ 440 TOPSOIL \$ 250 GRASS SEED ~440 SF
7	SAWCUT EXISTING ASPHALT	30 LF \$1,000
8	REMOVE AND DISPOSE OF EXISTING ASPHALT	225 SF \$2,000
9	RELOCATE EXISTING HOLLY STUMPS	4 EACH \$1,000

1,284 X \$3/SF = \$3,852 TRUE GRID ONLY
 1,284 X 0.5FT = 642CF X 120LB/CF X TON/2,000LB = 39 TONS X \$40/TON = \$1,560
 1,284 X 0.1FT = 128CF X 120LB/CF X TON/2,000LB = 8 TONS X \$40/TON = \$320
 1,284 X \$1/SF = \$1,284 SOD

1,330 X 0.5FT = 650CF X 120LB/CF X TON/2,000LB = 40 TONS X \$40/CY = \$1,680

85 X 0.5FT = 43CF X 120LB/CF X TON/2,000LB = 3 TONS X \$40/CY = \$120

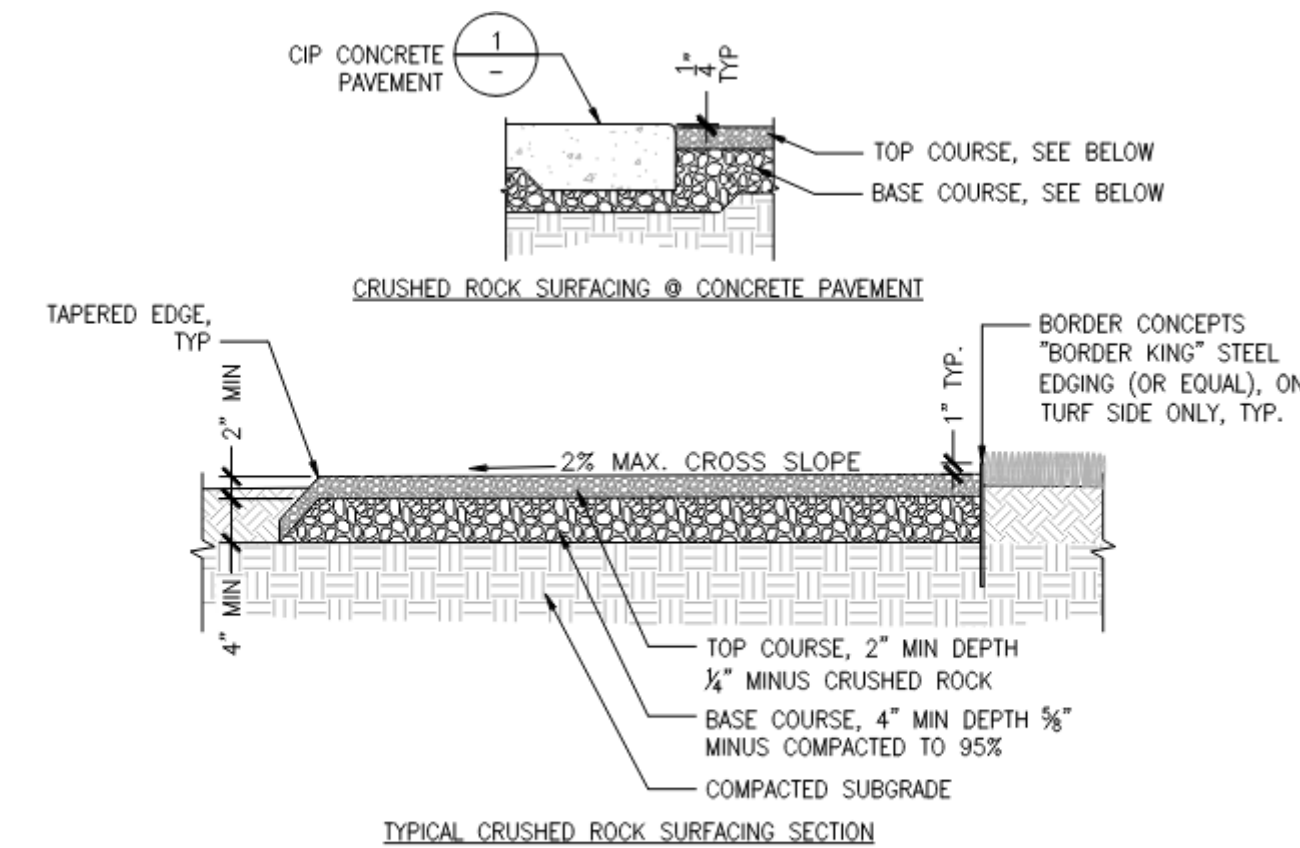
648 LF (\$8/LF) = \$5,184

1,750SF X 0.33FT = 578CF / 27 = 22 CY X \$60/CY = \$1,283 TOPSOIL
 1,750SF X 0.17FT = 298CF / 27 = 11 CY X \$80/CY = \$880 MULCH

440SF X 0.33FT = 145CF / 27 = 6 CY X \$60/CY = \$360 TOPSOIL

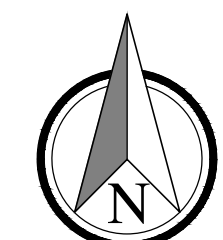
\$36,711 ENGINEER'S ESTIMATE 3/30/23
 \$ 5,000 PLANTING ALLOWANCE
 \$41,711 GRAND TOTAL

*INCLUDES 10.1% TAX AND 10% CONTRACTOR PROFIT



3 CRUSHED ROCK SURFACING
SCALE: 1" = 1'-0"

REVISED



0 10 20
HORIZ. IN FEET

SCALE 1" = 10'

NORTHWEST CIVIL SOLUTIONS, LLC
PROFESSIONAL CIVIL ENGINEERING
KIRKLAND, WA 98053
Phone: (206) 276-8822

CLIENT

TOWN OF YARROW POINT
NE - 38TH STREET - SALLY'S ALLEY

WASHINGTON

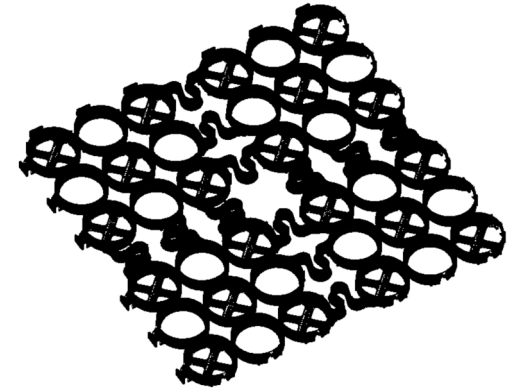
KING COUNTY

REV.	DATE	DESCRIPTION	BY	CHK.
1	12/9/22	CONCEPT PLAN		
2	2/28/23	CONCEPT PLAN		
3	3/29/23	CONCEPT PLAN		

PROJECT NO. 0001-013
DRAWING
SHEET ____ OF ____

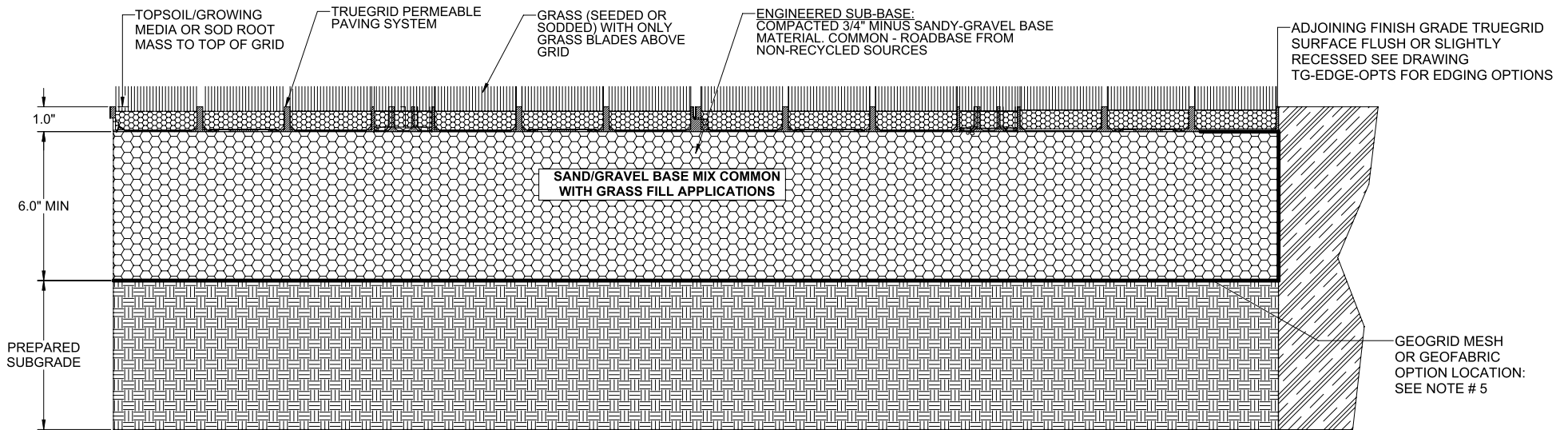
NOTES:

1. SUB-BASE DEPTH AND PREPARATION IS DEPENDENT ON SITE CONDITIONS PLUS LOADING REQUIREMENTS.
2. SEEDING METHOD: FILL SOIL/GROWING MEDIA TO TOP OF GRID. APPLY SEEDING OR HYDROSEEDING PER MANUFACTURERS' (BY OTHERS) REQUIRED APPLICATION RATES.
3. SOD INSTALLATION METHOD: UNROLL AND PRESS SOD INTO EMPTY GRID SO TOP OF GRID IS AT SOIL/ROOT LEVEL AND ONLY THE GRASS BLADES EXTEND ABOVE THE GRID.
4. FOR HIGHER TRAFFIC INSTALLATIONS, RECESS SOIL LEVEL WITHIN TRUEGRID AND SEED OR PRESS IN SOD SO THAT TOP OF GRID IS AT SOIL LEVEL.
5. GEOGRID MESH OR GEOFABRIC MAY BE REQUIRED BETWEEN SUBGRADE & SUBBASE FOR CERTAIN SOILS AND SITE SPECIFIC REQUIREMENTS.
6. TRUEGRID PRO LITE PRODUCTS ARE SUFFICIENTLY RATED FOR LOW TRAFFIC H-20/HS-20 LOADING.
7. NO STAKING TYPICALLY NECESSARY WITH TRUEGRID PRO LITE WHEN SLOPE IS BELOW 20 DEGREES, ASSESS PROJECT AS NEEDED.
8. TRUEGRID PRO LITE IS ADA COMPLIANT WITH PROPER FILL MATERIAL.
9. ALTERNATIVE ENGINEERED SUB-BASE MIXES CAN BE USED PROVIDED THEY PROMOTE GRASS GROWTH, HAVE ADEQUATE VOID SPACE FOR DRAINAGE, AND PROVIDE REQUIRED STRUCTURAL SUPPORT.
10. THIS CROSS SECTION IS FOR INFORMATION ONLY.



TRUEGRID BLOCK REFERENCE VIEW

PREASSEMBLED & DELIVERED IN 4' X 4' SHEET. RECONFIGURED AS NEEDED. NO EXTRA TOOLING OR ACCESSORIES REQUIRED



APPLICATION EXAMPLES:

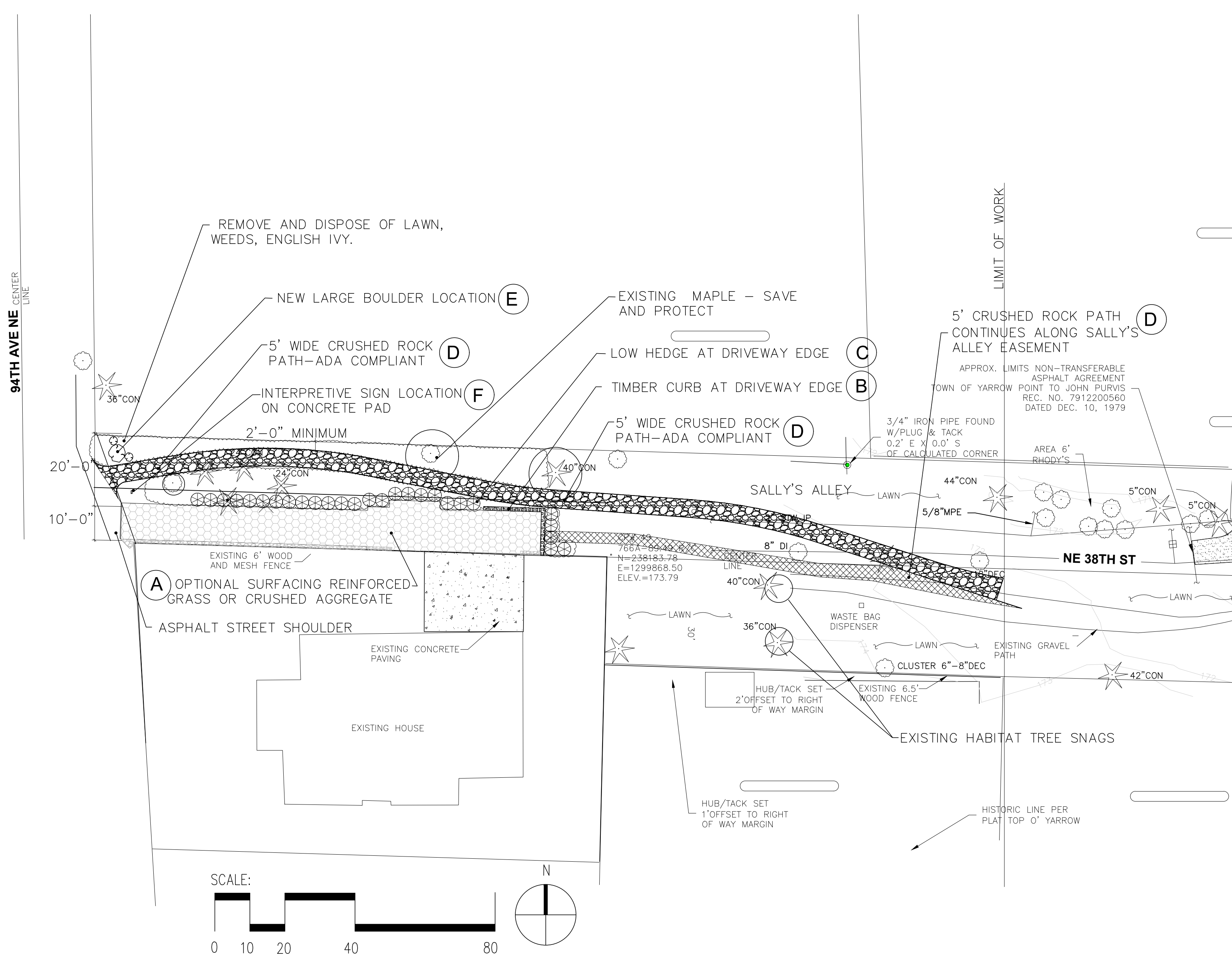
- DRIVEWAYS
- RV PADS
- OVERFLOW PARKING

GRASS FILL - HEAVY LOAD

01	UPDATED NOTES, FLAG NOTES	JT	JT	CW	9/3/2020
REV		DRAWN	CHECKED	APPROVED	DATE

MANUFACTURED IN NORTH AMERICA
1-855-355-GRID (4743)

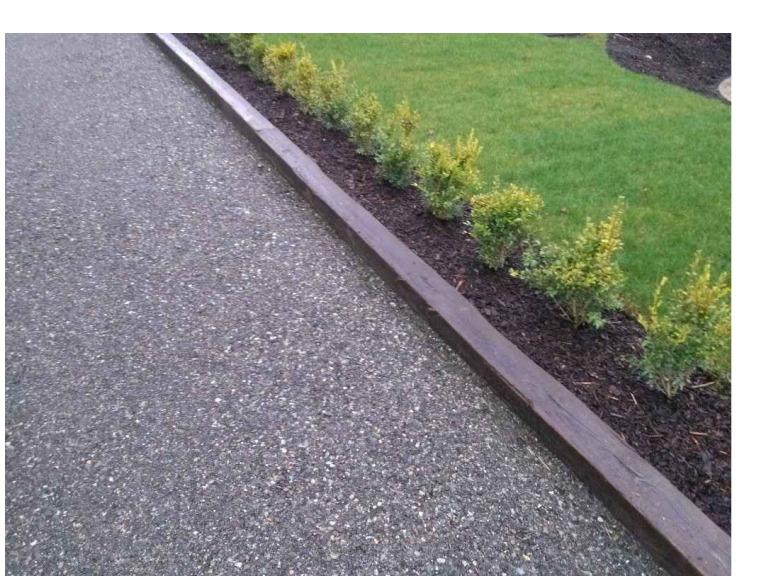
CLIENT / PROJECT		APPROVAL INFORMATION		<p>True to your project. True to the environment.</p>
UNLESS OTHERWISE SPECIFIED: DIMENSIONS ARE IN INCHES		DESIGN BY: J. Thelby	DATE: 2/22/2020	
<small>PROPRIETARY DESIGN RIGHTS NOTICE: THIS DESIGN WAS ORIGINATED BY AND IS THE EXCLUSIVE PROPERTY OF TRUEGRID. IT IS DISCLOSED IN CONFIDENCE WITH THE UNDERSTANDING THAT NO REPRODUCTION OR OTHER USE OF THE INFORMATION IS AUTHORIZED WITHOUT SPECIFIC AGREEMENT IN WRITING BY TRUEGRID.</small>		DESIGNED BY: J. Thelby	DATE: 2/22/2020	TRUEGRID PRO LITE GRASS FILL HEAVY LOAD
DO NOT SCALE DRAWING		APPROVED BY: C. White	DATE: 2/22/2020	SIZE D DRAWING NUMBER TGFBLTE-GRS-HL SCALE 1/2 SHEET 1 OF 1



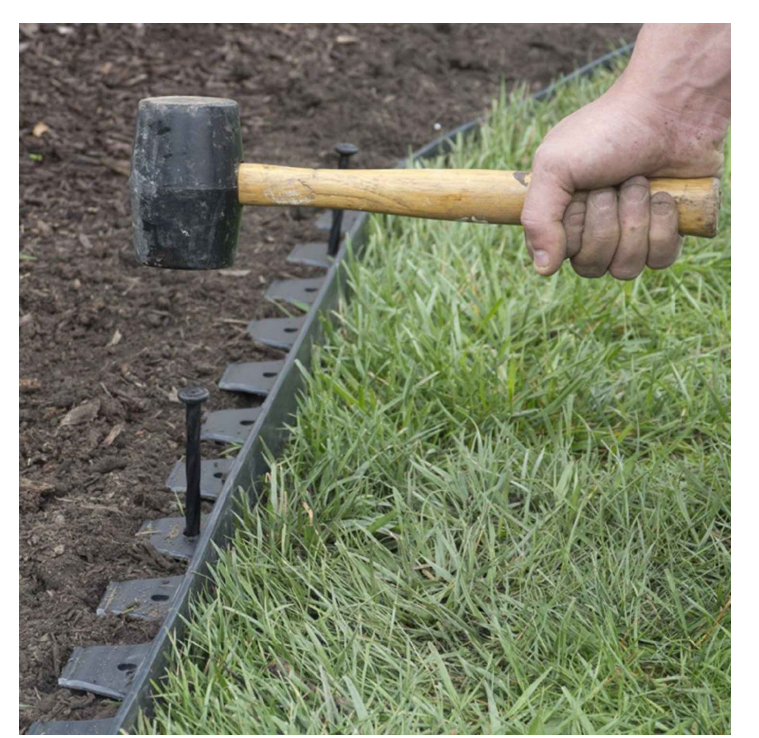
A REINFORCED GRASS



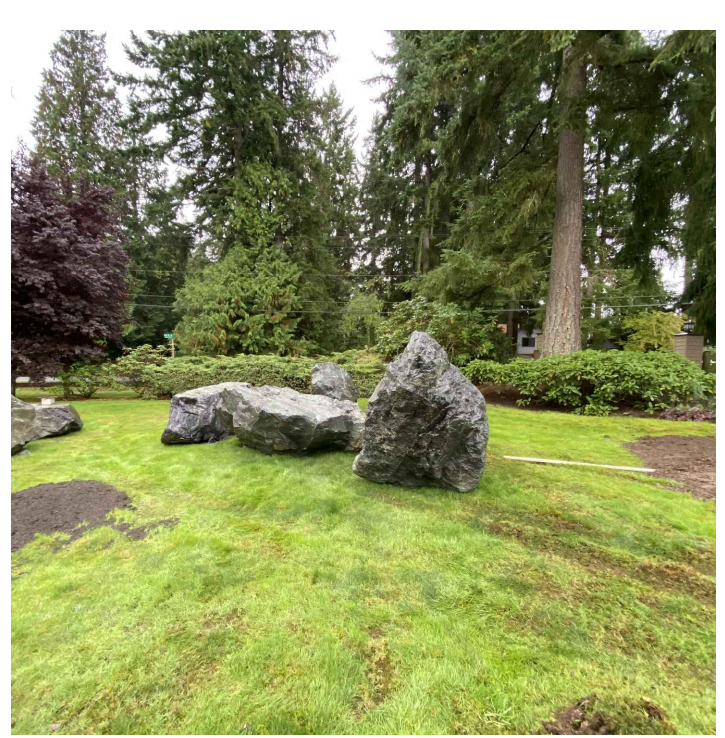
B TIMBER CURB AT DRIVEWAY



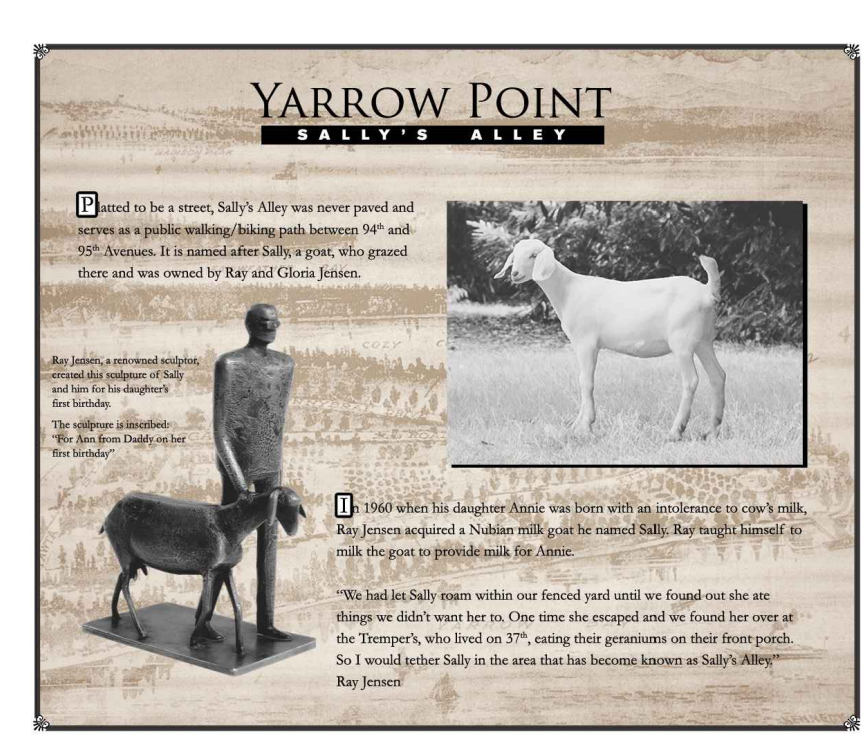
C CURB AND LOW HEDGE



D EDGING AT PATH PAVING



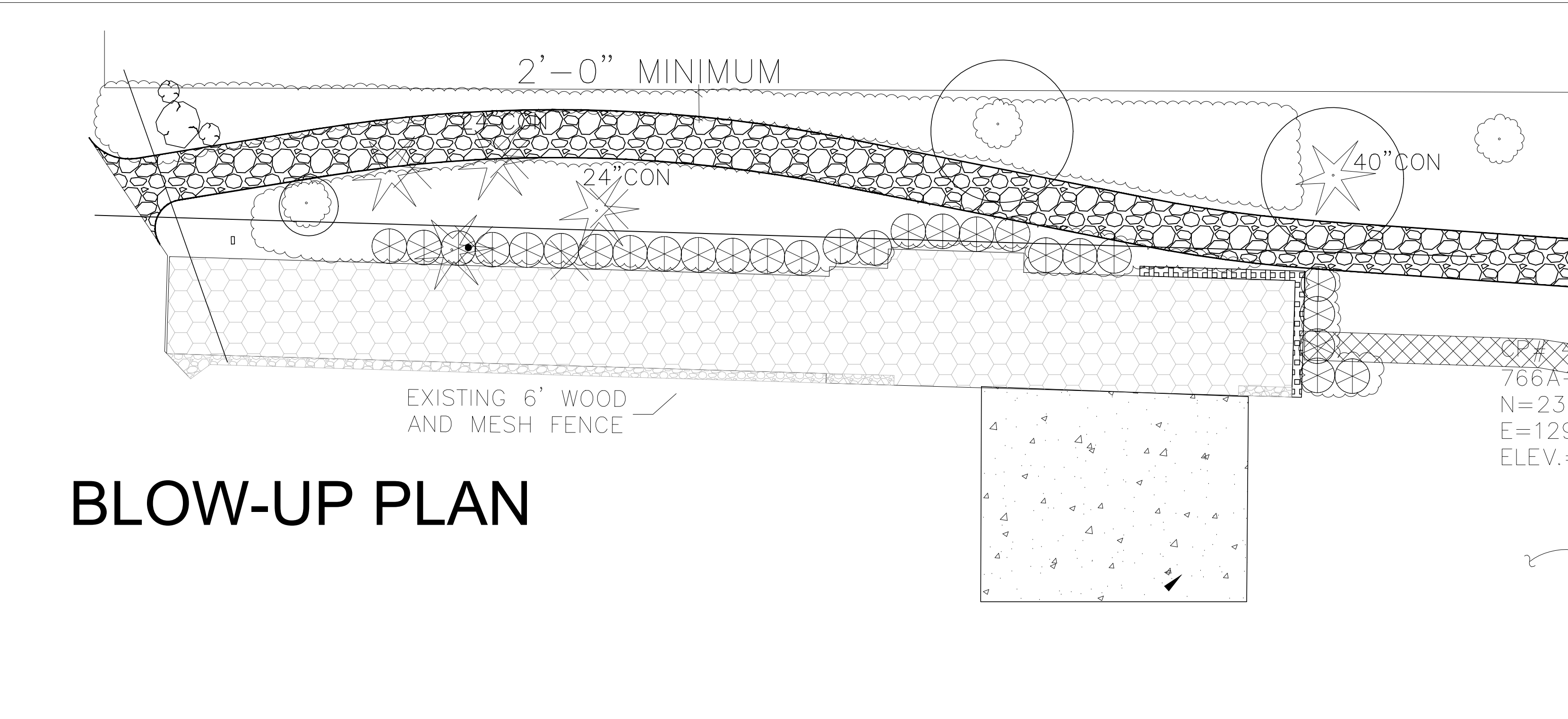
E LARGE BOULDER



F INTERPRETIVE SIGN PLACED ON CONCRETE PAD



G LOW EVERGREEN HEDGE



JGM
LANDSCAPE ARCHITECTS

INCORPORATED P.S.
LANDSCAPE ARCHITECTURE
URBAN DESIGN
SITE PLANNING
PARKS AND RECREATION PLANNING

12610 NE 104TH ST.
KIRKLAND WA 98033
PH: 425.454.5723
FX: 425.822.3525
E: jgm@jgm-inc.com

SALLY'S ALLEY
DRAFT MASTER PLAN
YARROW POINT, WA

REVISIONS/DRAWING ISSUES:

Drawn by: CL
Checked by: CL

STATE OF WASHINGTON
REGISTERED
LANDSCAPE ARCHITECT
Clayton A. Davis
CERTIFICATE NO. 442

DATE: 4-3-2023
LAST UPDATE:
CAD FILE:

DRAWING TITLE
PROPOSED SITE IMPROVEMENTS

SHEET NUMBER
L1.0

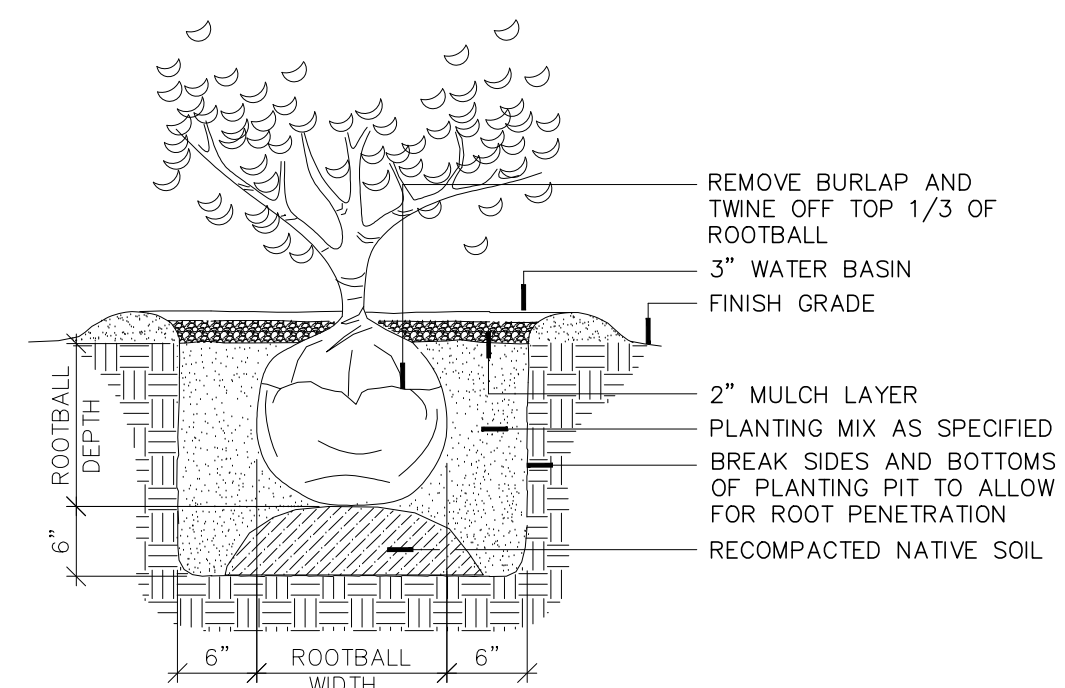
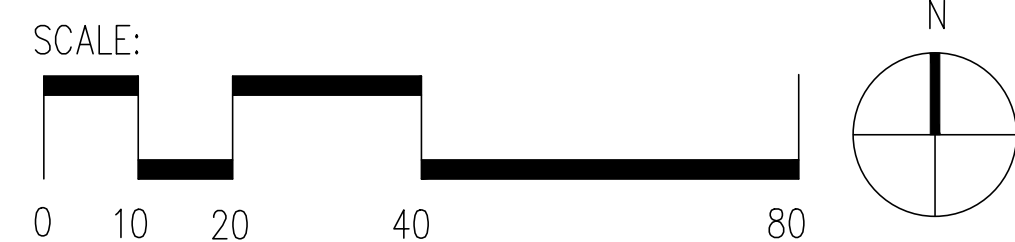
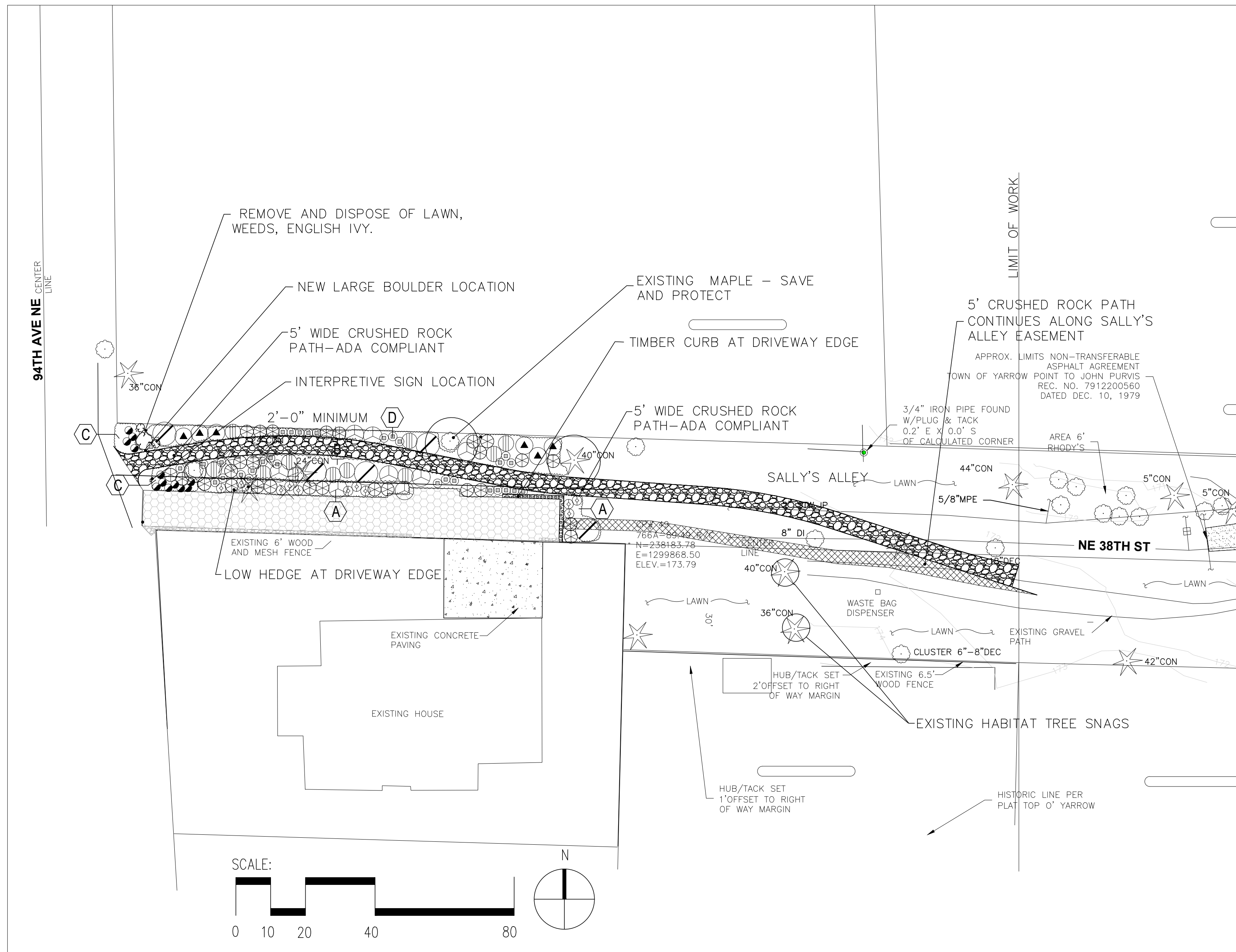
**SALLY'S ALLEY
DRAFT MASTER PLAN
YARROW POINT, WA**

REVISIONS/DRAWING ISSUES:

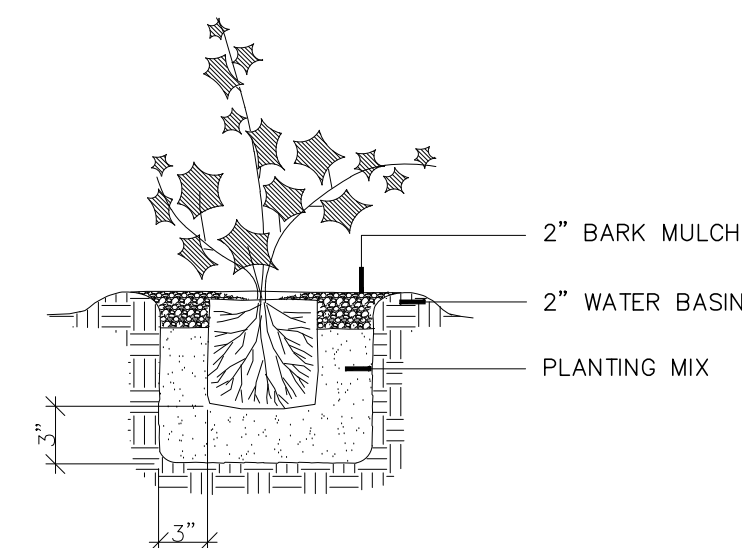
Drawn by: CL
Checked by: CL

PLANTING SCHEDULE

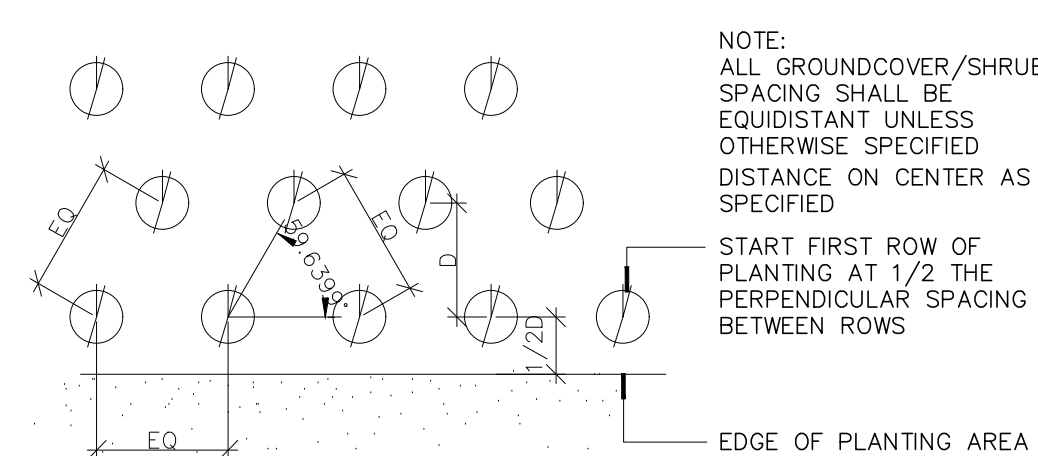
SYMBOL	BOTANICAL NAME/ COMMON NAME	QUANTITY	SPACING	
SHRUBS				
⊘	RHODODENDRON OCCIDENTALE / WESTERN AZALEA	24" HT., 5-GAL POT	5	AS INDICATED
▲	ILEX CORNUTA 'BURFORDII NANA' / DWARF BURFORD HOLLY	24" HT., 5-GAL POT	6	AS INDICATED
⊖	RIBES SANGUINEUM / RED FLOWERING CURRENT	18" HT., 3-GAL POT	11	AS INDICATED
⊞	MAHONIA NERVOSA / LONG-LEAF MAHONIA	12" HT., 1 GAL POT	31	3'-0" O.C.
⊕	ILEX CRENATA 'GREEN ISLAND' / JAPANESE HOLLY	18" HT., 2-GAL POT	12	3'-0" O.C.
⊖	POLYSTICHUM MUNITUM / SWORD FERN	18" HT., 2-GAL POT	8	3'-0" O.C.
⊘	RHODODENDRON 'RAMAPO' / HYBRID RHODODENDRON	12" HT., 1 GAL POT	12	3'-0" O.C.
⊗	PINUS MUGO MUGO / DWARF MUGO PINE	18" HT., 3-GAL POT	27	3'-0" O.C.
GROUNDCOVERS				
A	LIRIOPE SPICATA / LILYTURF	4-INCH POT		2'-0" O.C.
B	RUBUS PENTALOBUS / EVERGREEN BRAMBLE	4-INCH POT		2'-0" O.C.
C	IBERIS SEMPERVIRENS / EVERGREEN CANDYTUFT	4-INCH POT		1'-0" O.C.
D	MAHONIA REPANS / CREEPING MAHONIA	4-INCH POT		2'-0" O.C.
⊞	REINFORCED GRASS SOD			



A TYPICAL SHRUB PLANTING DETAIL
NOT TO SCALE



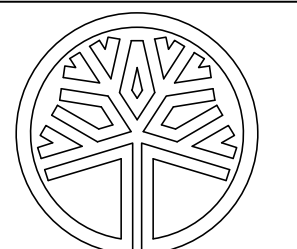
B GROUNDCOVER PLANTING
NOT TO SCALE



C TRIANGULAR PLANT SPACING
NOT TO SCALE

NOTES

- ALL NEW PLANTING SHALL COMPLY WITH THE PROVISIONS OF TOWN OF YARROW POINT.
- ALL NEW PLANTING AREAS SHALL RECEIVE MINIMUM 3" OF IMPORTED ORGANIC COMPOST TILLED INTO THE TOP 6" AND MINIMUM 2" OF MEDIUM GRADE BARK MULCH. ALL PLANTING WITHIN CRITICAL ROOT ZONE AREAS OF EXISTING TREES SHALL BE POCKET-PLANTED IN EXISTING SOILS.
- ALL NEW LAWN AREAS SHALL BE IRRIGATED BY AUTOMATIC IRRIGATION SYSTEM FROM NEIGHBORING RESIDENCE.



STATE OF WASHINGTON
REGISTERED
LANDSCAPE ARCHITECT
Leah D. Lewis
CERTIFICATE NO. 442

DATE: 4-3-2023

LAST UPDATE:
CAD FILE:

DRAWING TITLE

**PLANTING
PLAN**

SHEET NUMBER

L2.0

This is a sketch idea only!



This is a sketch only



YARROW POINT 2023 BUDGET

PUBLIC PARKS AND OPEN SPACE FUND #040			
040-3089100	BEGINNING BALANCE	\$ 67,445	Beginning balance is KC Parks Levy balance
REVENUES		2023 Budget	
040-311-11-00	KING COUNTY PARKS LEVY	\$ 33,000	New levy 2020-2025 - \$25,000 min.+pop & AV calculation
040-361-10-00	INVESTMENT INTEREST	\$ 500	
040-397-00-00	TRANSFERS IN	\$ 55,000	From 001 - With begin fund balance, enough to pay expenditures
	Total Revenues	\$ 88,500	
EXPENDITURES			
040-576-80-31	OPEN SPACES - MAINTENANCE	\$ 10,000	Road End Beach hand rail maintenance \$15,000 yearly operating expenses assumed
040-576-80-40	GEN. PARKS - MORNINGSIDE MAINTENANCE	\$ 5,000	
040-594-76-63	COMMUNITY PROJECTS CONSTRUCTION	\$ 75,000	Sport Court
040-594-76-64	OPEN SPACES - CONSTRUCTION PROJECTS	\$ 50,000	Sally's Alley
040-594-76-65	ROADSIDE LANDSCAPING PROJECTS	\$ 5,000	
	Total Expenditures	\$ 145,000	
040-5089100	PROJECTED ENDING FUND BALANCE		

Account Number	Account Title	2023 Current year Actual	2023 Current year Budget	Remaining	Percentage
PARKS AND OPEN SPACE FUND #040					
K.C. PARKS LEVY					
040-311-11-00	KING COUNTY PARKS LEVY	.00	33,000	33,000.00	.00
Total K.C. PARKS LEVY:		.00	33,000	33,000.00	.00
INVESTMENT EARNINGS					
040-361-10-00	INVESTMENT INTEREST	1,640.29	500	1,140.29-	328%
Total INVESTMENT EARNINGS:		1,640.29	500	1,140.29-	328%
TRANSFERS IN					
040-397-00-00	TRANSFERS IN	122,445.00	55,000	67,445.00-	223%
Total TRANSFERS IN:		122,445.00	55,000	67,445.00-	223%
PARK & OPEN SPACE FACILITIES					
040-576-80-31	OPEN SPACES - MAINTENANCE	318.28	10,000	9,681.72	3%
040-576-80-40	GEN. PARKS - MORNINGSIDE MAINT	.00	5,000	5,000.00	.00
Total PARK & OPEN SPACE FACILITIES:		318.28	15,000	14,681.72	2%
CAPITAL EXPENDITURES					
040-594-76-63	COMMUNITY PROJECT CONSTRUCTI	3,783.59	75,000	71,216.41	5%
040-594-76-64	OPEN SPACE PROJECT CONSTR.	6,274.76	50,000	43,725.24	13%
040-594-76-65	ROADSIDE LANDSCAPING PROJECTS	.00	5,000	5,000.00	.00
Total CAPITAL EXPENDITURES:		10,058.35	130,000	119,941.65	8%
PARKS AND OPEN SPACE FUND #040 Revenue Total:					
		124,085.29	88,500	35,585.29-	140%
PARKS AND OPEN SPACE FUND #040 Expenditure Total:					
	To date:	10,376.63	145,000	134,623.37	7%
Net Total PARKS AND OPEN SPACE FUND #040:		113,708.66	56,500-	170,208.66-	-201%

~\$28,000 June & ~\$5,000 Dec each year

67,445 - Beginning Balance transferred from General Fund
+55,000 - Transfer in per the 2023 Budget.
\$ 122,445

Sport Court Sally's Alley - see attached sheet

Period	Date	Journal	Reference	Description	Amount
04/23	04/30/2023	JE	2.0001	Correct coding for Savaatree charge	1,804.00
05/23	04/06/2023	AP	34.0001	Savatree	1,500.76
05/23	04/13/2023	AP	3.0001	JGM LANDSCAPE ARCHITECTS	2,970.00
					6,274.76

ELVIS LANDSCAPE SERVICES - MRSC ROSTER INFORMATION

Business Registration Information

Account Activity Status: Active

Date Registered: 01/13/2023

Date Renewal:

Account Expiration Date: 01/13/2024

Roster & Business Type

Roster Type(s): Small Works

Business Type: Limited Liability Company

Number Of Employees: 0

Does your business qualify as a Small Business: Yes

Business Type: Limited Liability Company

Is your business's gross revenue under two hundred fifty thousand dollars annually as reported on your federal tax return: Yes

Is your business's gross revenue under one million dollars annually as reported on your federal tax return: Yes

Contact Information

Account Activity Status: ELVIS LANDSCAPE SERVICE LLC

Parent Company/Legal Business Name:

Website URL:

Accept emergency work: Yes

Name: ELVIS GONZALEZ

Title: Company owner

Branch Location:

ELVIS LANDSCAPE SERVICES - MRSC ROSTER INFORMATION (CONT.)

Address: 4931 dogwood drive EVERETT, WA 98203

Phone: 425-297-3373

Fax:

Email: ELVISLOPEZG5@GMAIL.COM

Email: ELVISLOPEZG5@GMAIL.COM

MRSC Administrative Contact: Yes

Notify this contact about project new opportunities: check

Emergency Work Contact: check

Classifications & Licenses

UBI #: 603246306

Number of WA Employees: 0

Employment Security #: 273261186

Federal Tax ID #: 273261186

Certifications

Federally Disadvantaged Business Enterprise:

LGBT-Owned Business Enterprise:

Small Business Enterprise:

WA Disadvantaged Business Enterprise (DBE):

WA Minority Business Enterprise (MBE):

WA Minority Woman Business Enterprise (WMBE):

WA Woman Business Enterprise (WBE):

WA Combination Business Enterprise (CBE):

Veteran Owned:

Service Disabled Veteran Owned Small Business (SDVOSB):

HUBZone (Historically Underutilized Business Zone): No

8(a) Certified Firm by SBA: No

Upload a Statement of Qualifications

Selected Services

Small Works

Agricultural and Conservation Improvement, Repair, and Maintenance

- Agricultural Irrigation Systems

Vegetation Work

- Brush and Vegetation Removal
- Landscape Improvements (Not Maintenance)
- Landscape Maintenance
- Turf Renovation and Repair
- Vegetation Disposal

Selected Public Agency Rosters

King

- City of Medina *
- Town of Yarrow Point *
- City of Clyde Hill *
- Town of Hunts Point *
- Town of Beaux Arts Village *
- City of Mercer Island *

ELVIS LANDSCAPE SERVICE - GRASS CRETE INSTALLATION

23201 12th place S Des Moines, WA 98198



GOOGLE IMAGERY DATE 8/25/22



Business of The Town Council Town of Yarrow Point, WA

8.4

May 9, 2023

YPMC Fee Resolution Code Amendments	Proposed Council Action: First Reading
-------------------------------------	--

Presented by:	Town Attorney
Exhibits:	Draft Code amendments

Summary: The Town recently reviewed and updated its the fee schedule. As part of that process, we discussed inconsistencies between the fee schedule and the code. The purpose of these code amendments are to ensure consistency between the fee schedule and code.

Options:

1. Forward ordinance as presented to a second reading and vote at the June 13, 2023 Council meeting.
2. Direct staff to make amendments and bring back for review at the June 13, 2023 Council meeting.

Recommended Motions:

1. I move to forward the ordinance amending the code to ensure consistency with the fee schedule as presented to the June 13, 2023 Council meeting.
2. I move to direct to staff to amend the code ensuring consistency with the fee schedule as discussed and bring the amendments back for review at the June 13, 2023 Council meeting.

**TOWN OF YARROW POINT
ORDINANCE NO. 730**

AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON, AMENDING YARROW POINT MUNICIPAL CODE (“YPMC”) CHAPTER 14.04 TO ADOPT REGULATIONS REGARDING PREAPPLICATION CONFERENCES; MAKING RELATED AMENDMENTS TO YPMC SECTIONS 16.12.020, 16.28.020, 16.32.020, AND 20.12.010; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Yarrow Point Municipal Code (“YPMC”) Chapter 14.04 establishes the rules and regulations regarding project permit processes; and

WHEREAS, the Town Council desires to amend YPMC Chapter 14.04 to adopt formal processes and procedures governing preapplication conferences for certain permit applications; and

WHEREAS, the Town Council desires to repeal YPMC sections 16.12.020, 16.28.020, 16.32.020 and to amend YPMC section 20.12.010 to ensure better coordination with the Town’s adopted preapplication conferences procedures; and

WHEREAS, the Town Council finds the amendments as set forth herein to be in the public’s interest, safety and welfare.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON AS FOLLOWS:

SECTION 1. Findings. The foregoing recitals are hereby adopted as findings of fact in support of the adoption of this Ordinance.

SECTION 2. Amendment to YPMC chapter 14.04. Yarrow Point Municipal Code Chapter 14.04 is hereby amended by the addition of a new section as follows:

14.04.015 Preapplication Conferences.

A. Prior to the submittal of any application for any of the following permits, an applicant shall submit a preapplication conference request, pay the required fee, and participate in the preapplication conference:

1. Shoreline substantial development permit required pursuant to Resolution No. 345, Appendix B, Subsection 3.1.
2. Any permit required pursuant to YPMC Chapter 12.04, Street Excavations.
3. Any permit required pursuant to YPMC 12.30, Construction Activities and Parking Plan.
4. Any permit required pursuant to YPMC Chapter 13.04, Public Utility Franchises.
5. Building permit required pursuant to YPMC 15.04.010(A).
6. Preliminary plat applications required pursuant to YPMC Chapter 16.12, Preliminary Plat Requirements.
7. Short subdivision applications required pursuant to YPMC Chapter 16.28, Short Subdivisions.

8. Boundary line adjustment applications required by YPMC Chapter 16.32, Boundary Line Adjustments.
9. A macro wireless facility permit required by YPMC Section 17.30.070.
10. Site development permit required pursuant to YPMC 20.12, Site Development Permit.
11. Any other permits as determined by the Town.

B. A request for a preapplication conference shall be made on a form prescribed by the Town, including the specific information requested on the form, and shall include payment of a nonrefundable fee as set forth in the fee resolution adopted by the Town Council and amended from time to time.

C. All pre-application conferences include required permit intake meeting.

D. A preapplication conference does not vest a proposed application.

E. It is impossible for the conference to be an exhaustive review of all potential issues. The discussions at the conference shall not bind or prohibit the Town's future application or enforcement of all applicable law.

F. The Town may waive the pre-application fee if the Town determines that no pre-application review is necessary.

SECTION 3. Repeal of YPMC section 16.12.020. Yarrow Point Municipal Code section 16.28.020 is hereby deleted in its entirety.

SECTION 4. Repeal of YPMC section 16.28.020. Yarrow Point Municipal Code section 16.28.020 is hereby deleted in its entirety.

SECTION 5. Repeal of YPMC section 16.32.020. Yarrow Point Municipal Code section 16.32.020 is hereby deleted in its entirety.

SECTION 6. Amendment of YPMC section 20.12.010. Yarrow Point Municipal Code section 20.12.010 is hereby amended as follows:

A. A site development permit is required for all projects involving any of the following:

1. Fill and/or excavation totaling 50 cubic yards or more. Note: Quantities of fill and excavation are separately calculated and then added together, even if excavated material is used as fill on the same site.
2. Clearing 750 square feet or more, as measured at the ground level.
3. Adding 120 square feet or more of new impervious surface.
4. Retaining wall/rockeries over four feet in height as measured from the bottom of the base rock or block.
5. Any grading or paving of an area used for a stormwater facility.
6. Connection, extension and/or modification of the public and/or private storm and surface water drainage system(s) including, but not limited to, detention and other runoff control facilities.

B. The town engineer shall specify the submittal and application materials which are required for a complete site development permit application.

C. As a condition of applying for a site development permit, the applicant shall allow reasonable entrance by town staff to evaluate the project.

D. A site development application must be submitted by the property owner, his/her agent, or his/her licensed and bonded contractor.

E. Other Permits. It is the property owner’s responsibility to identify and obtain all permits/approvals required for any proposed work.

F. A Level 1 site development permit is required for a single-family residence which requires a new detention system, or changes to an existing detention system. All other site development permits shall be level 2 permits.

SECTION 7. Severability. If any section, subsection, sentence, clause, phrase or word of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this Ordinance.

SECTION 8. Corrections. The Town Clerk-Treasurer and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

SECTION 9. Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the Town. This Ordinance shall take full force and effect five (5) days after the date of publication.

APPROVED BY THE TOWN COUNCIL OF THE TOWN OF YARROW POINT ON THIS __ DAY OF _____, 2023.

Katy Kinney Harris, Mayor

Approved as to form:
Town Attorney

Attest/Authenticated:

Ogden Murphy Wallace, PLLC

Bonnie Ritter, Town Clerk-Treasurer

PUBLISHED BY THE TOWN COUNCIL:

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: _____

**Business of The Town Council
Town of Yarrow Point, WA**

8.5
May 9, 2023

Resolution No. 366 – Fee Resolution	Proposed Council Action: Approve Resolution No. 366
--	---

Presented by:	Clerk-Treasurer Bonnie Ritter
Exhibits:	Resolution No. 366

Summary:

The fee schedule amendment has been a work in progress for the last few months, with input from the Town Attorney, Engineer, Building Official, Planner and Mayor. The format of the actual fee schedule has been revised to make it easier to navigate for residents.

Recommended Action:

Approve Resolution No.366: **A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YARROW POINT FOR THE PURPOSE OF AMENDING THE TOWN'S FEE SCHEDULE TO PROVIDE FOR UPDATED FEES AND CHARGES RELATED TO PROCESSING AND APPROVING APPLICATIONS, LICENSES, PERMITS, AND OTHER CHARGES FOR SERVICES; AND ESTABLISHING AN EFFECTIVE DATE.**

**TOWN OF YARROW POINT
RESOLUTION NO. 366**

**A RESOLUTION OF THE COUNCIL OF THE TOWN OF YARROW POINT
AMENDING THE FEE SCHEDULE**

WHEREAS, all administrative fees are set by resolution of the Yarrow Point Town Council;
and

WHEREAS, the Town Council adopted Resolution No. 346 on September 19, 2019, which amended the schedule of fees, charges, and penalties for various applications, services, and permits submitted to the Town; and

WHEREAS, the Town Council has determined that such fees, charges, and penalties should reflect the Town’s current costs for providing services; and

WHEREAS, Town Staff annually reviews the fees, charges, and penalties in order to determine whether the same are adequate to cover the Town’s costs of providing the services for which the fee, charge, or penalty is; and

WHEREAS, the Town Council now desires to adopt the revised Fee Schedule as set forth in Exhibit A.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF YARROW POINT:

Section 1. New Fee Schedule Adopted. The Fee Schedule attached to this resolution as Exhibit A and incorporated herein by this reference as if set forth in full, is hereby adopted as the official fee schedule for the Town of Yarrow Point; provided that any fee, charge, or penalty set forth on the attached schedule for which a specific amount has been set by a section of the Yarrow Point Municipal Code, is shown merely for convenience, and is not adopted or altered by this resolution and shall remain governed by the appropriate section of the YPMC.

Section 2. Effective Date. This Resolution shall become effective seven days after Council approval.

Adopted by the Yarrow Point Town council this 9th day of May, 2023.

APPROVE:

Katy Kinney Harris, Mayor

ATTEST: Bonnie Ritter, Clerk-Treasurer

EXHIBIT A

TOWN OF YARROW POINT FEE SCHEDULE

Base permit fees are set forth below. Base permit fees shall be paid at time of application submittal. Additional fees beyond the base permit fees may be assessed to recover all charges, costs, expenses, and reimbursements incurred by the Town related to the review of any permits and such additional fees shall be paid prior to permit issuance. Town consultant hourly fees are as follows:

- Building Official hourly rate: \$125.00
- Engineer hourly rate: \$135.00
- Planner hourly rate: \$161.20

Part I. Street Fees

- A. Right-of-Way Use Permit: \$537.50.
- B. Right-of-Way Performance Deposit: A cash deposit to be established by the Town Engineer must be paid prior to issuance of a Right-of-Way Use Permit. The deposit guarantees restoration of the street, right-of-way, or other Town property. It shall be retained for one year following completion of the work. No cash deposit is required for work performed by utility companies due to their public nature.
- C. Encroachment Permit: \$1,875.00. Fee must be paid at the time of application submittal. The applicant will be charged at the consultant rate per hour for additional review or inspection.
- D. Construction Vehicle Fee: As set forth in YPMC 12.32.010, the fee is equal to one percent (1%) of the value of the proposed project.

Part II. Building, Zoning and Subdivision Fees

- A. Pre-Application Conference:
 - 1. Level 1 - Review requiring 3 reviewers: \$1,250.00
 - 2. Level 2 - Review requiring 2 reviewers: \$500.00
 - 3. Level 3 - Review requiring 1 reviewer: \$250.00
- B. Demolition Permit: Complete structure demolition: \$937.50. Partial structure demolition: \$312.50. Financial guarantee as determined by the Building Official may be required prior to permit issuance.
- C. Building Plan Review Fee: The fee is specified in the attached "Appendix A" schedule and is due at the time of application submittal. The fee is based on the estimated project value provided by the applicant. Estimated project valuations include the total value of work for which the permit will be issued including materials and labor.

- D. Building Permit: As specified in the attached "Appendix A" schedule, the fee is due prior to permit issuance and is based on the project value as calculated by the Building Official using the following chart:

Living Space	\$300 per sq. ft.
Garage	\$150 per sq. ft.
Storage & Unconditioned	\$150 per sq. ft.
Covered Porch	\$120 per sq. ft.
Covered Patio	\$75 per sq. ft.
Uncovered Patio	\$20 per sq. ft.
Covered Deck	\$175 per sq. ft.
Uncovered Deck	\$75 per sq. ft.
Retaining Wall	\$40 per sq. ft.

An applicant may pay the permit fee at the time of application by providing an estimated permit valuation. Estimated permit valuations include the total value of work for which the permit is issued including materials and labor. Detailed estimates may be required. Final valuation shall be set by the Building Official. Any changes to project value that occur after the permit is issued must be reported. Additional fees resulting from a change in project value or additional inspections costs must be paid prior to issuance of a certificate of occupancy.

- E. Re-roof permit: No permit is required if replacing existing roof materials with like-in-kind materials. A building permit is required if structural changes such as but not limited to replacing roof material with tile or adding plywood.
- F. State Building Code Council Fee: A \$6.50 fee for each building permit, which is passed on by the Town to the State Building Code Council.
- G. State Building Extensions or Renewal: Building Permits expire 18 months after the date of issuance. The fee to renew an expired Building Permit or extend an active Building Permit past the expiration date will be a percentage of the original permit fee paid at the time of permit issuance. The percentage will be calculated by the Building Official based on the estimated percentage of inspections remaining. Fees for actual inspection costs must be paid prior to issuance of a certificate of occupancy.
- H. Street Deposit: If in the opinion of the Building Official a construction activity likely will result in damage or disrepair to the Town's streets, roads, storm or surface water systems, the Building Official may require the applicant to pay a \$3,750.00 deposit prior to permit issuance pursuant to YMPC Section 12.30.050(C).
- I. Refund of Street Deposit: The balance of any deposit received pursuant to Section 12.30.050(E) shall be refunded by the Town to the depositing person or entity within 45 days after the final inspection of the project to which the deposit was made.
- J. Temporary Certificate of Occupancy: \$395.00. On request and after payment of the fee, the Town may issues a temporary certificate of occupancy if determined appropriate by the Building Official.

- K. Mechanical Permit: The base fees are per unit where applicable, are cumulative for each permit and apply to installation or relocation. Inspections conducted by Town consultants on any single item in excess of two trips will be charged at the consultant's hourly rate. The base fees are:

Permit Administration and Issuance	\$50.00
Technology Fee	\$5.00
Minimum Permit Fee	\$87.50
Heat Pump or Air Conditioning Unit	\$87.50
Exhaust Fan or Appliance Vent	\$12.50 per unit
Gravity Type of HVAC System	\$87.50
Single Unit or System with Input in Excess of 150,000 BTU	Based on valuation
Recirculating Hot Water Heating System Including Hydronic Systems and Boilers	\$87.50
Solar Heating Panels	Based on valuation
Geothermal System	Based on valuation
Hot Water Tank	\$87.50
Any Item Not Listed	\$87.50

- L. Plumbing Permit: The base fees are per unit where applicable, are cumulative for each permit, and apply to installation or relocation. Inspections on any single item in excess of two trips will be charged at the consultant's hourly rate. The base fees are as follows:

Permit Administration and Issuance	\$50.00
Technology Fee	\$5.00
Water Closet (Toilet/urinal)	\$30.00
Bathtub/Shower	\$30.00
Kitchen Sink	\$30.00
Dishwasher	\$30.00
Laundry Washer/Tray	\$30.00
Floor Drain/Floor Sink/Indirect Drain	\$30.00
Roof Drain	\$30.00
Drinking Fountain	\$30.00
Sump/Ejector	\$30.00
Grease Trap or Interceptor	\$30.00
Hose Bib	\$30.00
Water Service Supply Line	\$30.00
Gas Outlet/Gas Piping	\$30.00
Other Fixtures Not Listed	\$30.00

- M. Hearing Examiner Fee: A \$1,500.00 deposit will be paid. The Town will refund any of the fees paid in excess of the actual Hearing Examiner's costs.

- N. Variance Fee: \$2,500.00 plus applicable fee for Hearing Examiner.

- O. Boundary Line Adjustment Fee: \$1,250.00
- P. Subdivision and Short Plat Fees:
 - 1. Preliminary Approval: \$1,250.00.
 - 2. Final Approval: A \$465.00 fee for each new lot and additional costs not previously collected must be paid prior to the recording of the Subdivision or Short Plat. The Town will refund any fees paid in excess of actual processing costs.
- Q. Shoreline Substantial Development Permit:
 - 1. Shoreline Substantial Development Exemption: \$465.00.
 - 2. Shoreline Substantial Development Permit: \$1,550.00.
- R. SEPA Checklist Review Fee: \$1,250.00. Pursuant to YPMC 19.04.270, if an Environmental Impact Statement is required, and the Town prepares the EIS, the Town may charge a reasonable fee from any applicant to cover costs incurred by the Town in preparing the EIS and require the applicant to post a bond or other surety to ensure payment of such costs.
- S. Site Development Permit
 - 1. Level 1 – Single Family Residence with detention system: \$1,875.00
 - 2. Level 2 – Other: \$500.00
- T. Special Use Permit: \$3,125.00
- U. Small Wireless Facility Permit: For small wireless facility permits, the applicant shall pay the actual costs incurred by the Town in reviewing such permit application.
- V. Telecommunications Franchise Agreement Fee:
 - 1. Application Fee: Actual Cost of Town staff and consultant, including attorney's fee, time.
 - 2. Deposit: \$5,000.00
- W. Telecommunications Franchise Renewal Fee :
 - 1. Application Fee: Actual cost of Town staff and consultant, including attorney's fee, time.
 - 2. Deposit: \$2,500.00

Part III. Administrative Fees

- A. Credit Card Fee: \$5.00. Applicable when credit or debit cards are used to pay any fees or make any donations.

- B. Construction Contact Sign: \$30.00. Required for all building and site development permits.
- C. Copies: \$.15 per page of Town public records. \$.25 per page for personal documents brought to Town Hall to be copied.
- D. Flash Drives: \$5.00 per flash drive
- E. Postage: Actual cost of mailing
- F. Oversized Copies: All costs related to copying
- G. NSF Checks Fee: \$30.00 or current bank charge.
- H. Document Recording: As determined by the King County Recorder's Office
- I. Town History Book: \$12.00.
- J. Fees Related to Public Records Requests:
 1. Inspection of Records: No Fee. Inspection of public records on the Town's website or by appointment at Town Hall.
 2. Outsourced Copies of Scans of Records: Actual Cost. Outside vendors can be used for unusual formats, large quantities, or when a requester asks for delivery of copies faster than the Town can process.
 3. Electronic Records: Email: \$.10 per gigabyte (\$.00 <1 GB); and \$.05 per every 4 records (\$.00 if <4 records).
 4. Digital Storage Devices: Actual Cost. For example, records are copied to optical storage devices, such as a CD or DVD, or a flash drive)
 5. Scans: \$.10 per page (single or double-sided). This is a per-page charge for converting a records from a paper copy to an electronic format.
 6. Mailing Physical Records or Storage Device: Actual cost of postage and container/envelope.
 7. Customized Service: Actual cost. Data compilations prepared as a customized service. Cost is in addition to copy fees above.
 8. Clerk Certification: \$1.00 per document.

Copy charges above may be combined to the extent more than one type of charge applies. Fees apply to copies released in response to a particular request.

For large requests, the Town may take one or more of the following actions; require a deposit of 10 percent of the estimated copying costs before making copies, provide copies in installments, or require payment before providing further installments.

**Business of The Town Council
Town of Yarrow Point, WA**

8.6

May 9, 2023

Code Amendments regarding YPMC chapter 2.32	Proposed Council Action: Discussion and Possible Vote
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Presented by:	Town Attorney Emily Romanenko
Exhibits:	YPMC chapter 2.32 code amendments

Summary: The Yarrow Point Municipal Code section 2.32.040 contained a provision that established ex officio members of the Park Commission. This provision is outdated and unnecessary in light of the fact that neither the Planning Commission nor the Town Council have ex officio members or specifically state that the Town Clerk-Treasurer will take meeting minutes.

The Town Council did appoint ex officio members to the Parks Commission; however, both the Parks Commission and the Planning Commission have stated their preference to report directly to the Town Council to advance concerns, provide updates, and solicit recommendations and guidance, and not use ex officio liaisons.

Further, the requirement to take meeting minutes for all legislative bodies including Planning Commission and Council) is already established by RCW 42.30 (the OPMA statute). Because the Planning Commission and Town Council code sections do not reference meeting minute taking, and because of the feedback from the Commissions on the desire to report directly, staff are recommending removal of the ex officio member provision in the Parks Commission code.

Options:

1. Adopt code amendments as presented.
2. Direct staff to make amendments and bring back for review at the June 13, 2023 Council meeting.

Recommended Motions:

1. I move to approve the ordinance amendment YPMC 2.32 as presented.
2. I move to direct to staff to amend YPMC 2.32 as discussed and bring the amendments back for review at the June 13, 2023 Council meeting.

**TOWN OF YARROW POINT
ORDINANCE NO. 731**

AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON, AMENDING CHAPTER 2.32 - PARK COMMISSION - OF THE YARROW POINT MUNICIPAL CODE TO REPEAL THE PROVISIONS REGARDING EX OFFICIO MEMBERS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Yarrow Point Municipal Code (“YPMC”) Chapter 2.32 establishes the rules and regulations regarding the Park Commission; and

WHEREAS, YPMC 2.32.040 sets forth regulations regarding ex officio members; and

WHEREAS, the Town Council and the Planning Commission do not have ex officio members; and

WHEREAS, the Town Council desires to amend YPMC 2.32.040 to have it more closely align with the rules and regulations for both the Town Council and the Planning Commission, neither of which have ex officio members nor the condition that the Town Clerk-Treasurer take meeting minutes; and

WHEREAS, the Town Council finds the amendments as set forth herein to be in the public’s best interest.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON AS FOLLOWS:

SECTION 1. Findings. The foregoing recitals are hereby adopted as findings of fact in support of the adoption of this Ordinance.

SECTION 2. Repeal of YPMC section 2.32.040. Yarrow Point Municipal Code section 2.32.040 is hereby repealed in its entirety.

SECTION 3. Severability. If any section, subsection, sentence, clause, phrase or word of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this Ordinance.

SECTION 4. Corrections. The Town Clerk-Treasurer and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

SECTION 5. Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the Town. This Ordinance shall take full force and effect five (5) days after the date of publication.

**APPROVED BY THE TOWN COUNCIL OF THE TOWN OF YARROW POINT ON THIS __ DAY
OF _____, 2023.**

Katy Kinney Harris, Mayor

Approved as to form:
Town Attorney

Attest/Authenticated:

Ogden Murphy Wallace, PLLC

Bonnie Ritter, Town Clerk-Treasurer

PUBLISHED BY THE TOWN COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: _____

Business of The Town Council Town of Yarrow Point, WA

8.7

May 9, 2023

Repeal of Ex Officio Members of Planning Commission and Park Commission	Proposed Council Action: Discussion and Possible Vote
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Presented by:	Town Attorney Emily Romanenko
Exhibits:	Resolution Repealing Ex Officio Members of Planning Commission and Park Commission

Summary: As discussed in the agenda bill for repealing the codified ex officio member provision of YPMC Section 2.32.040, the staff are recommended that Council repeal the resolutions appointing the ex officio members of the Park Commission and Planning Commission.

Options:

1. Adopt resolution as presented.
2. Take no action.

Recommended Motions:

1. I move to approve the resolution repealing the ex officio members of the Planning Commission and Park Commission as presented.

**TOWN OF YARROW POINT
RESOLUTION NO. 370**

**A RESOLUTION OF THE TOWN OF YARROW POINT
REPEALING RESOLUTIONS No. 359 and No. 360**

WHEREAS, on March 8, 2022, the Yarrow Point Town Council appointed Councilmember Carl Scandella to serve as the ex officio member of the Planning Commission pursuant to Resolution No. 359; and

WHEREAS, on March 8, 2022, the Yarrow Point Town Council appointed Councilmember Kathy Smith to serve as the ex officio member of the Park Commission pursuant to Resolution No. 360; and

WHEREAS, the purpose of the appointment of Councilmembers Smith and Scandella was to serve as a liaison between the Town Council and the Park Commission and Planning Commission respectively; and

WHEREAS, both the Park Commission and the Planning Commission have stated their preference to report directly to the Town Council to advance concerns, provide updates, and solicit recommendations and guidance, and not use ex officio liaisons; and

WHEREAS, the Town Council also prefers receiving updates directly from the Park Commission and Planning Commission, and not through the ex officio liaisons; and

WHEREAS, The Town Council, upon consideration of the requests of the Park Commission and Planning Commission, hereby determine that elimination of the ex officio positions of the Park Commission and Planning Commission respectively is in the public's best interest.

NOW THEREFORE, THE TOWN COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON, RESOLVES AS FOLLOWS:

Section 1. Resolution No. 359 is hereby repealed.

Section 2. Resolution No. 360 is hereby repealed.

Section 3. This resolution shall take effect immediately.

RESOLVED THIS __DAY OF ____ 2023.

Katy Kinney Harris, Mayor

ATTEST:

Bonnie Ritter, Town Clerk-Treasurer

Business of The Town Council Town of Yarrow Point, WA

8.8

May 9, 2023

YPMC Chapter 1.08 Code Amendments	Proposed Council Action: Discussion and possible vote.
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Presented by:	Town Attorney Emily Romanenko
Exhibits:	YPMC 1.08 Code Amendments

Summary: YPMC 1.08, adopting uniform code enforcement procedures, was originally adopted in 2019. After utilizing the code for a few years, staff are proposing some minor revisions. These revisions ensure consistency with best practices and provide further clarity on the code enforcement processes.

Options:

1. Adopt as presented.
2. Forward ordinance as presented to a second reading and vote at the June 13, 2023 Council meeting.
3. Direct staff to make amendments and bring back for review at the June 13, 2023 Council meeting.

Recommended Motions:

1. I move to adopt the ordinance amending YPMC chapter 1.08 as presented.
2. I move to forward the ordinance amending YPMC chapter 1.08 as presented to the June 13, 2023 Council meeting.
3. I move to direct to staff to revise the YPMC chapter 1.08 code amendments as discussed and bring the ordinance back for review at the June 13, 2023 Council meeting.

**TOWN OF YARROW POINT
ORDINANCE NO. 732**

AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON, AMENDING CHAPTER 1.08 OF THE YARROW POINT MUNICIPAL CODE TO CLARIFY CODE ENFORCEMENT REGULATIONS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Yarrow Point Municipal Code (“YPMC”) Chapter 1.08 establishes the rules and regulations regarding enforcement of the municipal code; and

WHEREAS, the foregoing YPMC provisions contain certain ambiguities, and inconsistencies that adversely affect implementation and enforcement of the municipal code; and

WHEREAS, the Town Council desires to amend the foregoing YPMC provisions to better coordinate the code with the Town’s code enforcement procedures; and

WHEREAS, the Town Council finds the amendments as set forth herein to be in the public’s interest, safety and welfare.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON AS FOLLOWS:

SECTION 1. Findings. The foregoing recitals are hereby adopted as findings of fact in support of the adoption of this Ordinance.

SECTION 2. Amendment to YPMC section 1.08.010. Yarrow Point Municipal Code section 1.08.010 is hereby amended by the addition of a new subsection as follows:

C. This chapter shall be enforced for the benefit of the health, safety, and welfare of the general public and, not for the benefit of any particular person or class of persons.

SECTION 3. Amendment to YPMC section 1.08.060. Yarrow Point Municipal Code section 1.08.060(E) is hereby amended as follows:

E. Service of Documents. Service of notices, warnings, stop work orders, civil violations, orders, rulings, decisions and any other document (collectively “document”) issued pursuant to this chapter shall be made using one of the following methods; except that civil and criminal infractions and citations shall be served as provided in Chapter 2.52 YPMC and Chapters 3.50 and 7.80 RCW as applicable:

1. Personal service is accomplished by (a) handing the document to the person subject thereto or (b) leaving it at his/her last known dwelling house or usual place of abode with a person of suitable age and discretion then residing therein or (c) leaving it at his/her office or place of employment with a person in charge thereof. Personal service is complete immediately upon completion of the action specified above.

2. Service by posting is accomplished by affixing a copy of the document in a conspicuous place on the subject property or structure, or as near to the affected

property or structure as feasible, with at least one copy of such document placed at an entryway to the property or structure if an entryway exists. Service by posting is complete immediately upon completion of the action specified above.

3. Service by mail is accomplished by placing the document in first-class mail, postage prepaid, to the last known address of the person to whom the document is directed. Service by mail shall be deemed complete two days following the date of mailing. The last known address shall be any of the following: (a) address provided to the town by the person to whom the document is directed; (b) the address on file with the town at the time the document is mailed; (c) the address of the property where the violation is occurring; or (d) the address shown on the official property tax information website for King County, Washington State Department of Licensing, or Washington Secretary of State Office.

4. Overnight service is accomplished by placing the document, delivery prepaid, with an overnight service bearing a delivery address listed in subsection (E)(3) of this section. Overnight service shall be deemed complete the following day.

5. Service by publication is accomplished by publishing the document pursuant to RCW 4.28.100 and 4.28.110, as now or hereafter amended. Service by publication shall be deemed complete upon final publication as set forth in RCW 4.28.110.

SECTION 4. Amendment to YPMC section 1.08.070. Yarrow Point Municipal Code section 1.08.070(C) is hereby amended as follows:

C. Violations – Investigation – Verification, Enforcement. The town representative ~~shall~~ may determine whether a violation is probable or has occurred based upon information derived from sources including but not limited to complaints, police reports, inspections, field observations, witnesses, relevant documents, and town data systems. When the town representative makes such a determination, ~~the violation will be documented and~~ the town representative ~~shall~~ may take or issue appropriate enforcement action pursuant to this chapter (e.g., issuance of warnings, stop work orders, emergency orders, notices of violation). A flow chart depicting the generalized enforcement process is located at YPMC [1.08.160](#).

SECTION 5. Amendment to YPMC section 1.08.090. Yarrow Point Municipal Code section 1.08.090(C) is hereby amended as follows:

C. Content. A stop work order or emergency order shall contain the following information:

1. The address and/or location of the violation.
2. A legal description of the real property or the King County tax parcel number where the violation occurred or is located, or a description identifying the property by commonly used locators.
3. The name(s) of the responsible person(s).
4. A statement that the town has found the named person to have committed a code violation and a brief description of the violation(s) found.

5. A concise description of the actual or potential violation(s) and references to the ordinance, resolution, code section, regulation, rule, permit, approval or condition which is being violated.

6. A statement of the corrective or abatement action required to be taken, the deadline for completing such action, and that all required permits to perform the corrective action must be obtained from the proper issuing agency.

7. A statement that if the corrective action is not completed by the date set for compliance, the responsible person shall be subject to a \$500 penalty per day for each violation from the date set for compliance until compliance with the notice of violation is achieved. ~~A statement that the responsible party must schedule a meeting with the town representative within three days of service or posting of the stop work order or emergency order to present a plan explaining why the violation(s) occurred and what steps the responsible party will take to ensure the violation(s) are corrected and do not occur again.~~

~~8. A statement that (a) civil fines shall accrue for each day or portion thereof that the stop work order or emergency order is in effect, (b) that additional civil fines may be issued for each violation and day thereof if the responsible person fails to timely correct the violation(s) cited in the order, and (c) the amount of fines accrued and accruing.~~

~~9. A statement that when a stop work order or emergency order has been posted in conformity with this chapter, removal of the order without prior written authorization of the town representative or order of the town hearing examiner is unlawful and shall comprise a separate violation.~~

~~10. A statement that the stop work order or emergency order must be appealed to the hearing examiner in accordance with the code or it shall become a final order.~~

SECTION 6. Amendment to YPMC section 1.08.100. Yarrow Point Municipal Code section 1.08.100(C) is hereby amended as follows:

C. Content. A NOV shall contain the following information:

1. The address and/or location of the violation.

2. A legal description of the real property or the King County tax parcel number where the violation occurred or is located, or a description identifying the property by commonly used locators.

3. The name(s) of the responsible person(s).

4. A statement that the town has found the named person to have committed a code violation and a brief description of the violation(s) found.

5. A concise description of the violation(s) and references to the ordinance, resolution, code section, regulation, rule, permit, approval or condition which is being violated.

6. A statement of the corrective or abatement action required to be taken, the deadline for completing such action, and that all required permits to perform the corrective action must be obtained from the proper issuing agency.

~~7. A statement that the responsible party must schedule a meeting with the town representative within three days of service or posting of the NOV to present a plan explaining why the violation(s) occurred and what steps the responsible party will take to ensure the violation(s) are corrected and do not occur again.~~

~~78. A statement that (a) civil fines shall accrue for each day or portion thereof that the NOV is in effect, (b) that additional civil fines may be issued for each violation and day thereof if the responsible person fails to timely correct the violation(s) cited in the NOV, and (c) the amount of fines accrued and accruing if the corrective action is not completed by the date set for compliance, the responsible person shall be subject to a \$500 penalty per day for each violation from the date set for compliance until compliance with the notice of violation is achieved.~~

~~89. A statement that when a NOV has been posted in conformity with this chapter, removal of the order without prior written authorization of the town representative or order of the town hearing examiner is unlawful and shall comprise a separate violation.~~

~~940. A statement that the NOV must be appealed to the hearing examiner in accordance with the code or it shall become a final order.~~

SECTION 7. Severability. If any section, subsection, sentence, clause, phrase or word of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this Ordinance.

SECTION 8. Corrections. The Town Clerk-Treasurer and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

SECTION 9. Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the Town. This Ordinance shall take full force and effect five (5) days after the date of publication.

**APPROVED BY THE TOWN COUNCIL OF THE TOWN OF YARROW POINT ON THIS __ DAY
OF _____, 2023.**

Katy Kinney Harris, Mayor

Approved as to form:
Town Attorney

Attest/Authenticated:

Ogden Murphy Wallace, PLLC

Bonnie Ritter, Town Clerk-Treasurer

PUBLISHED BY THE TOWN COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: _____

Business of The Town Council Town of Yarrow Point, WA

8.9

May 9, 2023

94th Ave NE Utility UGC Project – PSE IntoLight Agreement	Recommended Council Action: Authorize Mayor to enter into Contract
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Presented by:	Stacia Schroeder, Town Engineer
Exhibits:	1. PSE Custom Street Lighting Order No. 105101603

Summary:

As part of the 94th Ave NE Utility Underground Conversion Project, the Town will be installing six (6) new street lights. Based on a resident poll conducted in 2022, the draft plan aims to replace existing cobra head street lights with new street lights similar to those along 92nd Ave NE, in generally the same location.

Puget Sound Energy IntoLight has submitted a formal street lighting order. The installation charge of the listed lighting units is estimated to be \$72,875.63.

Recommended Action:

Authorize Mayor to enter into contract with PSE IntoLight for lighting installation associated with the 94th Ave NE Utility Underground Conversion Project.



EXHIBIT A

Form of Custom Street Lighting Order

PROJECT NAME: City of Yarrow Point 94th Ave NE
 LOCATION: 94th AVE NE, Yarrow Point

Order #: 105101603

CUSTOM STREET LIGHTING ORDER – SCHEDULE 51

This Custom Street Lighting Order (this “Order”), dated **April 5, 2023**, is made and entered into by and between PUGET SOUND ENERGY, INC. (“PSE”) and **Town of Yarrow Point** (“Customer”) (each a “Party,” and collectively the “Parties”) under and pursuant to the terms of that certain Master Lighting Services Agreement No. 0520, dated **8/20/21** between the Parties (the “Agreement”). This Order covers certain Lighting and Construction Services authorized by this Order and is, along with the associated Schedule, incorporated into and made a part of the Agreement. Unless specifically defined otherwise herein, terms used in this Order with initial letters capitalized have the meanings given them in the Agreement. The Parties agree as follows:

ASSOCIATED SCHEDULE:

This Order is also entered into between the Parties in accordance with PSE’s Schedule 51, Electric Tariff G, and any future modifications of or changes to such Schedule as may be approved by the WUTC.

LIGHTING SERVICES DESCRIPTION:

The installation charge of the listed lighting units was estimated to be **\$72,875.63**.

Description:

Install:

6 ea 49W LED AAL Promenade T2 3K, Dk Green

6 ea 24' MH Valmont Rnd Steel Tapered Pole, Dk Green

Circuitry

Remove:

5 ea 100W HPS Lum

CONSTRUCTION SERVICES DESCRIPTION:

1. In the area where we are placing our cables and equipment, it is assumed final grade is established.
2. Developer is responsible for pole and tube locations, which are to be 18”x4’ black corrugated plastic pipe.
3. PSE will provide pole, luminaire, and circuitry. Customer is responsible for trenching, conduit, backfilling, and pole holes.
4. If permits or flaggers are required for present construction it is your responsibility to reimburse PSE these costs.

BILLING:

Billing under this Order will be in accordance with the terms and conditions contained in the terms & conditions of Schedule 51, Electric Tariff G, and the Agreement, and any future modifications of or changes to such Schedule as may be approved by the WUTC.

The basis of the monthly energy charge for the Lighting Services as currently constituted under Rate Schedule 51 is as follows:

Monthly facilities cost is equal to the Value of the System (VOS) x facilities rate. VOS is the estimated installation cost less applicable taxes. Monthly energy cost is equal to the energy rate x number of Units. Energy rate is determined by wattage of unit as currently constituted under the rate schedule.

Value of System: \$ 65,825.70 Facilities Rate: .00142

Units and Wattage breakdown:

49W LED fixtures @ \$2.38 per fixture x 6=\$14.28

The total monthly charge for this installation is as follows:

Monthly facilities charge	\$93.47
Monthly energy charge	\$14.28
Total monthly charge:	\$107.75

For Construction Services and Costs, these costs will be billed as follows:

At the initiation of the Agreement, PSE will provide the Customer with an invoice for the estimated Construction Costs incurred by PSE. Customer shall remit payment to PSE for the Construction Costs within thirty (30) days of receiving the invoice. If the actual Construction Costs either exceed, or are below, the estimated Construction Costs, the Customer will be billed or credited the difference between the estimated Construction Costs and the actual Construction Costs.

SERVICE TERM/REMOVAL AND SALVAGE COSTS:

Service under this Order is effective for a minimum of fifteen (15) years from the date of this Order (the "Base Term") unless earlier terminated as provided for in the Agreement. If this Order is terminated for any reason during the Base Term, the Customer shall be responsible for all costs of removal of any Facilities associated with the Services, as well as any costs associated with PSE's efforts to salvage the removed Facilities, as set forth in the applicable Schedule. After the expiration of the Base Term, this Order shall continue on a year-to-year basis until terminated by either Party upon at least one (1) year's notice in writing (each, an "Extended Term" and, together with the Base Term, the "Term") unless earlier terminated as provided for elsewhere in this Agreement. The Term may be adjusted by PSE in writing for existing systems purchased by PSE, based on the estimated remaining life and purchase price. If this Order is terminated during any Extended Term, the Customer shall not be responsible for the costs of removal

of any Facilities associated with the Services, or any costs associated with PSE's efforts to salvage the removed Facilities.

ADDITIONAL TERMS:

- 1. To transfer the energy and maintenance monthly billing, the new billing party must contact PSE in writing.
- 2. Non-standard facilities are not kept in PSE inventory for the purpose of maintenance; therefore replacement of non-standard components may not be within the same time as replacement of standard components.

Are non-standard components included in this Order? Yes No

- 3. The monthly billing party for the energy and maintenance will be:

Billing Party Name: Town of Yarrow Point

This Order, executed by Customer's duly authorized representative as of the date first written above, is for the Lighting Services described above delivered under PSE's Schedule 51.

Customer: Town of Yarrow Point


Signature: _____

Date: _____

Printed Name: Katy Kinney Harris

Title: Mayor

Company: **Puget Sound Energy, Inc.**

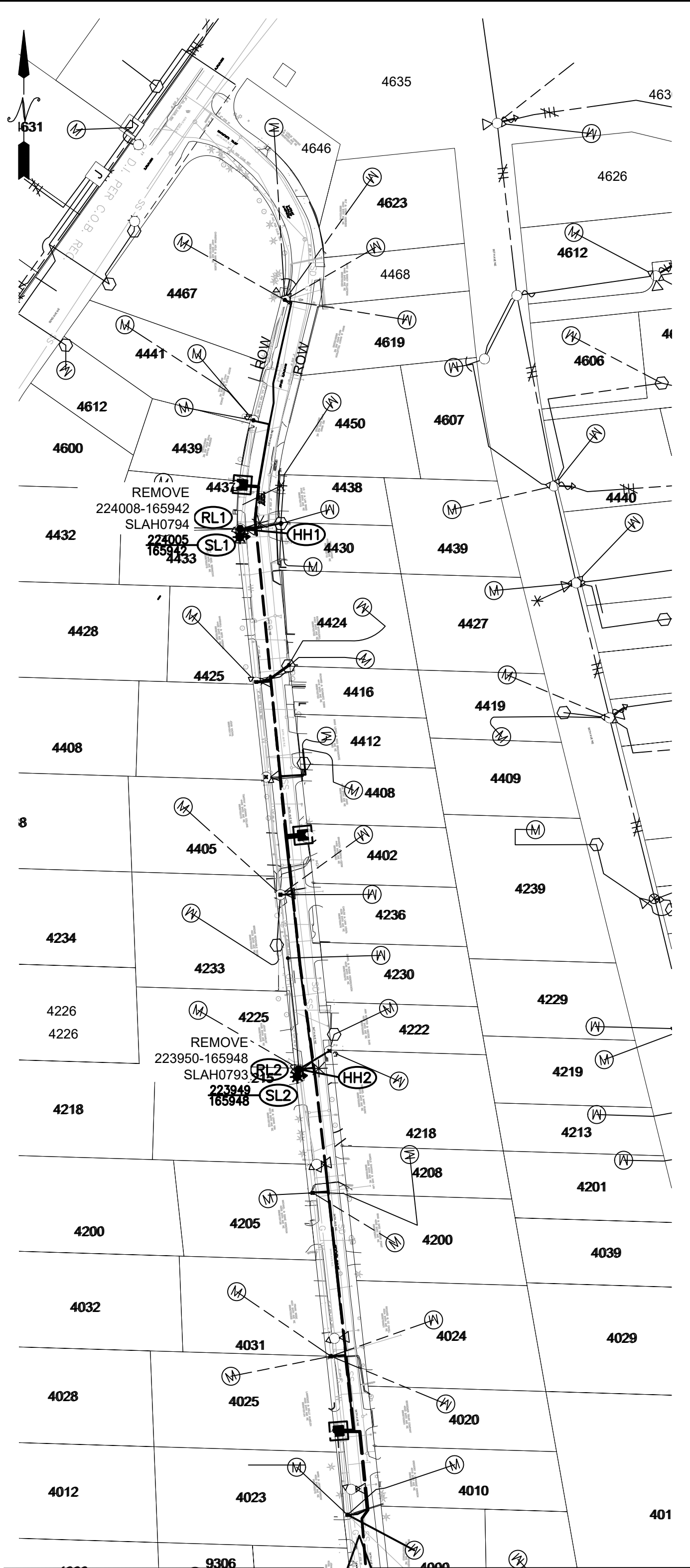
Signature:  _____
59E3573672BD4D9...

Date: 05/03/2023

Printed Name: lyndsey goldsmith

Title: Account Sales Manager

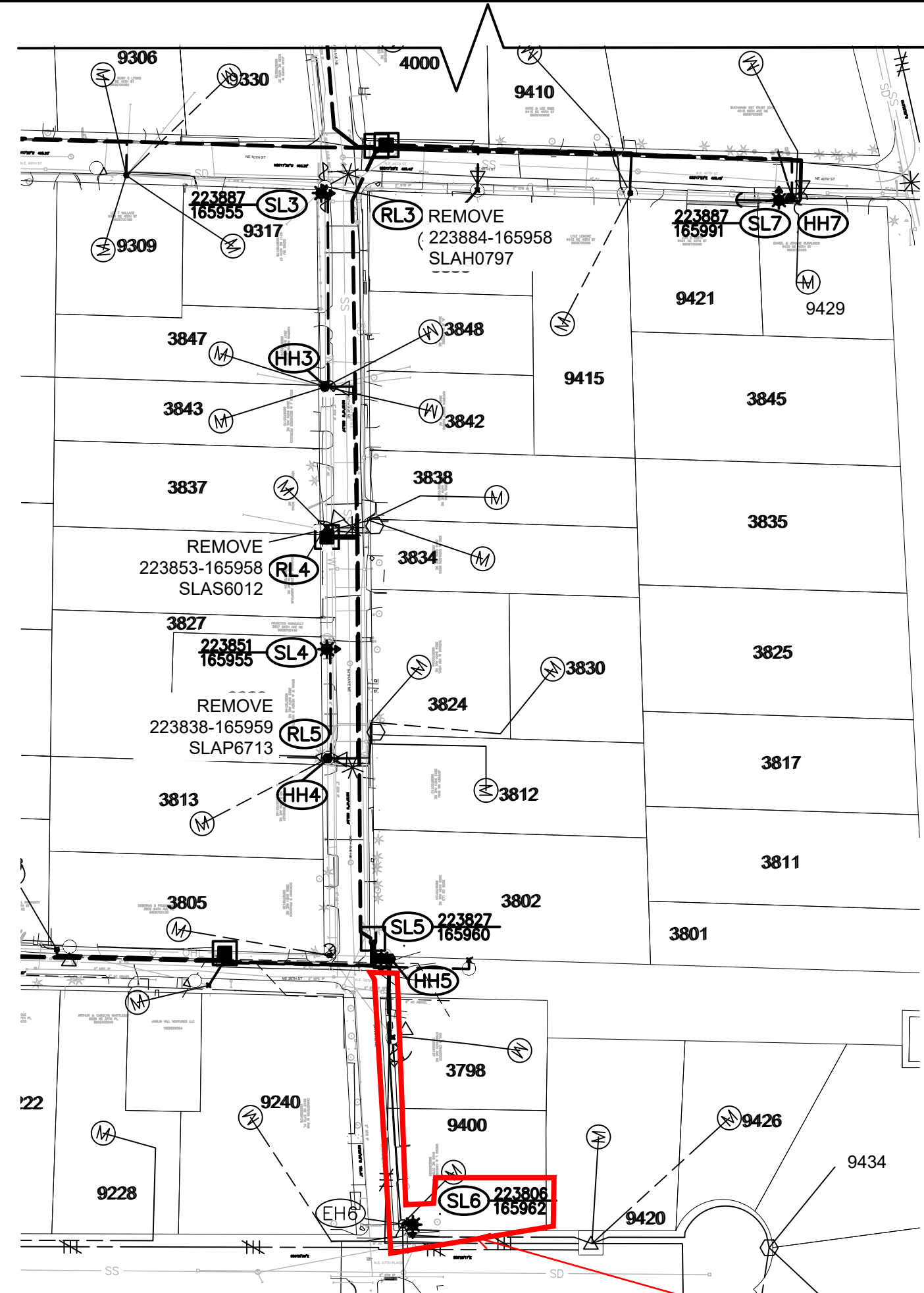
DocuSign Envelope ID: 967D73D1-E894-446D-97BD-7A2D83F28A61
 Jan 17, 2023 3:38pm X:\ScribblePartners\Job Files\Job Files\ACTIVE\YARROW POINT\105101603 - 94th AVE NE Change Out - 94th Ave NE\CAD\105101603 94th Ave NE Yarrow Pt STLT.dwg
 105101603



SITE PLAN
SCALE: 1" = 100'

STREET LIGHT TABLE

SITE #	GRID #	POLE			LUMINAIRE		TUBE		POLE BASE TYPE (Direct Buried or Basemount)	WO # (INTOLIGHT)	BILLING SCH.	TOTAL CONN LOAD	SMART STREET LIGHT NODE	NOTES
		INTOLIGHT TAG #	TYPE	MTG HT.	ARM	WATTS	STYLE	TUBE LENGTH						
SL1	224005 165942		VALMONT RND STEEL TAPERED DKGRN	24'	TRA5D	49W	AAL PROMENADE 3000K TY2 DKGRN	5'	24"	4-BOLT FIXED BASE	105101603	51	120/240	
SL2	223949 165948		VALMONT RND STEEL TAPERED DKGRN	24'	TRA5D	49W	AAL PROMENADE 3000K TY2 DKGRN	5'	24"	4-BOLT FIXED BASE	105101603	51	120/240	
SL3	223887 165955		VALMONT RND STEEL TAPERED DKGRN	24'	TRA5D	49W	AAL PROMENADE 3000K TY2 DKGRN	5'	24"	4-BOLT FIXED BASE	105101603	51	120/240	
SL4	223851 165955		VALMONT RND STEEL TAPERED DKGRN	24'	TRA5D	49W	AAL PROMENADE 3000K TY2 DKGRN	5'	24"	4-BOLT FIXED BASE	105101603	51	120/240	
SL5	223827 165960		VALMONT RND STEEL TAPERED DKGRN	24'	TRA5D	49W	AAL PROMENADE 3000K TY2 DKGRN	5'	24"	4-BOLT FIXED BASE	105101603	51	120/240	
SL6	223806 165962		VALMONT RND STEEL TAPERED DKGRN	24'	TRA5D	49W	AAL PROMENADE 3000K TY2 DKGRN	5'	24"	4-BOLT FIXED BASE	105101603	51	120/240	
SL7	223887 165991		VALMONT RND STEEL TAPERED DKGRN	24'	TRA5D	49W	AAL PROMENADE 3000K TY2 DKGRN	5'	24"	4-BOLT FIXED BASE	105101603	51	120/240	



SITE PLAN
SCALE: 1" = 100'

STREET LIGHT CIRCUITRY TABLE (105101603)

SITE #	FROM	CABLE INFO		AS-BUILT		REMARKS
		TYPE	LF	TYPE	LENGTH	
HH1	SL1	#6 TPX	15			
HH2	SL2	#6 TPX	15			
HH3	SL3	#6 TPX	160			
HH4	SL4	#6 TPX	100			
HH5	SL5	#6 TPX	15			
EH6	SL6	#6 TPX	15			
HH7	SL7	#6 TPX	10			
			TOTAL FT = 330	TOTAL FT =		

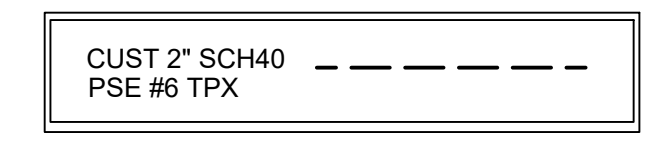
STREET LIGHT TABLE

SITE #	GRID #	TAG #	TYPE	LUMINAIRE			SCH	W/O #S	NOTES
				PREV LUM	ORIGINAL INSTALL DATE	ARM			
RL1	224008 165942	SLAH0794	WOOD	100W HPS CHFL	1977	8'	53	108139014	
RL2	223949 165948	SLAH0793	WOOD	100W HPS CHFL	1977	8'	53	108139014	
RL3	223884 165958	SLAH0797	WOOD	100W HPS CHFL	1977	8'	53	108139014	
RL4	223853 165958	SLAS6012	WOOD	100W HPS CHFL	2013	8'	53	108139014	
RL5	223838 165959	SLAP6713	WOOD	100W HPS CHFL	1977	8'	53	108139014	

SITE SPECIFIC NOTES

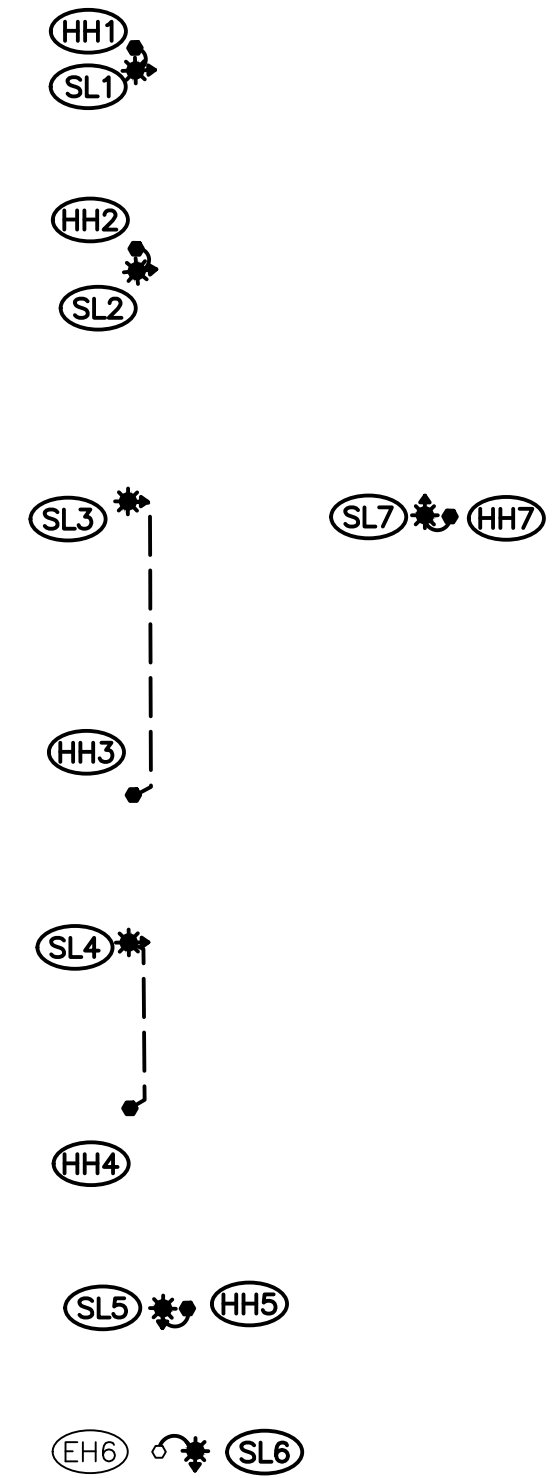
- EH1:**
- EXISTING SEC HANDHOLE
 - CONNECT AND TAG NEW #6 SEC CIRCUITRY
- HH1 - HH7:**
- NEW HANDHOLES PROVIDED BY PSE PI DEPT.
 - CONNECT AND TAG NEW #6 SEC CIRCUITRY
- RL1 - RS:**
- REMOVE EXISTING 100W HPS AND ARM.
 - FLAGGING REQUIRED
- SL1 - SL7**
- INST NEW VALMONT 24' MH RND TAPERED GRN POLES DRILL FOR AAL TRASD, ON 4 BOLT FIXED CONC BASE
 - INST NEW PROMENADE 49W LED DARK GREEN LUMINAIRE ON TRASD ARM
 - ORIENT AS SHOWN
 - INST SMART NODE AND SERIAL NUMBER
 - INST STREET LIGHT TAG
 - FLAGGING REQUIRED
- SPAN NOTES**
- DEVELOPER TO PROVIDE AND INSTALL ALL SCH40 COND. SEE CONDUIT DIAGRAM AND TRENCH DETAIL
 - POTELCO TO INSTALL #6 TPX IN CONDUIT (SEE TABLE)
- AUU NOTES:**
- SL1 - SL7
 - INST CONCRETE BASE - GALVANIZED STEEL 4 BOLT (SEE DETAIL)

CONDUIT LEGEND

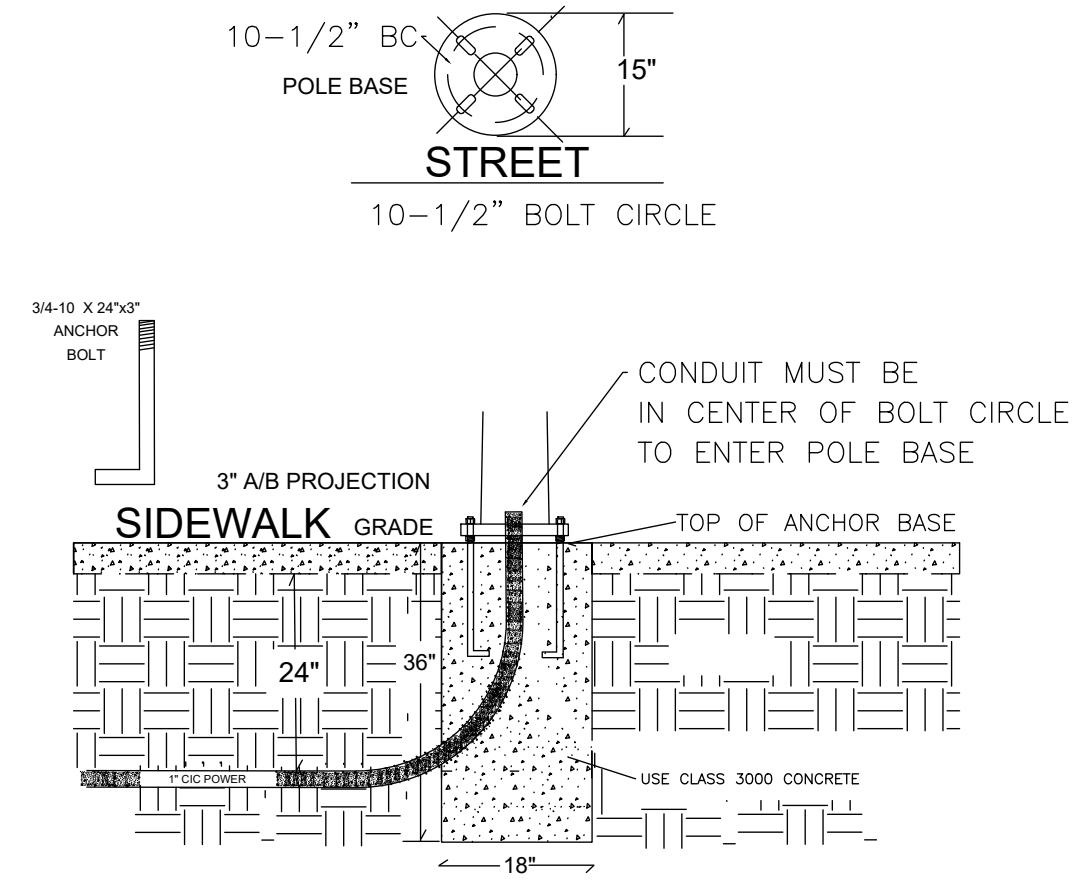


DRAFT

NOT INCLUDED IN THE DESIGN; WILL BE DELETED IN FINAL VERSION

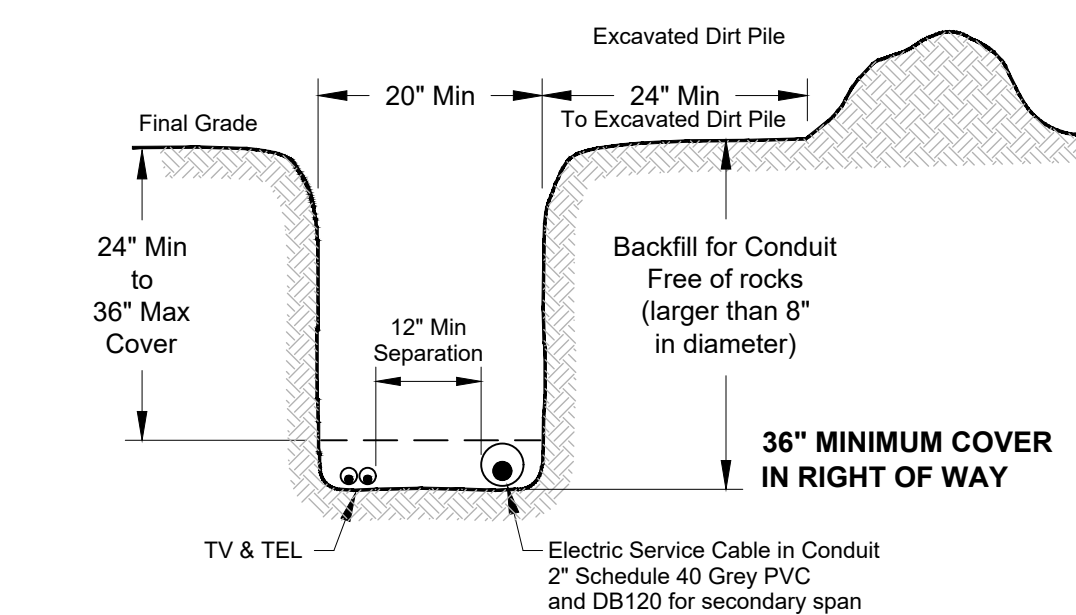


CONDUIT DIAGRAM
Electric Service Cable in Conduit (NTS)



DETAIL FIXED BASE

Backfill for In Conduit - The backfill layer shall be soil that is free from construction debris, glass, sharp rocks, frozen clods, and rocks larger than 8" in diameter.



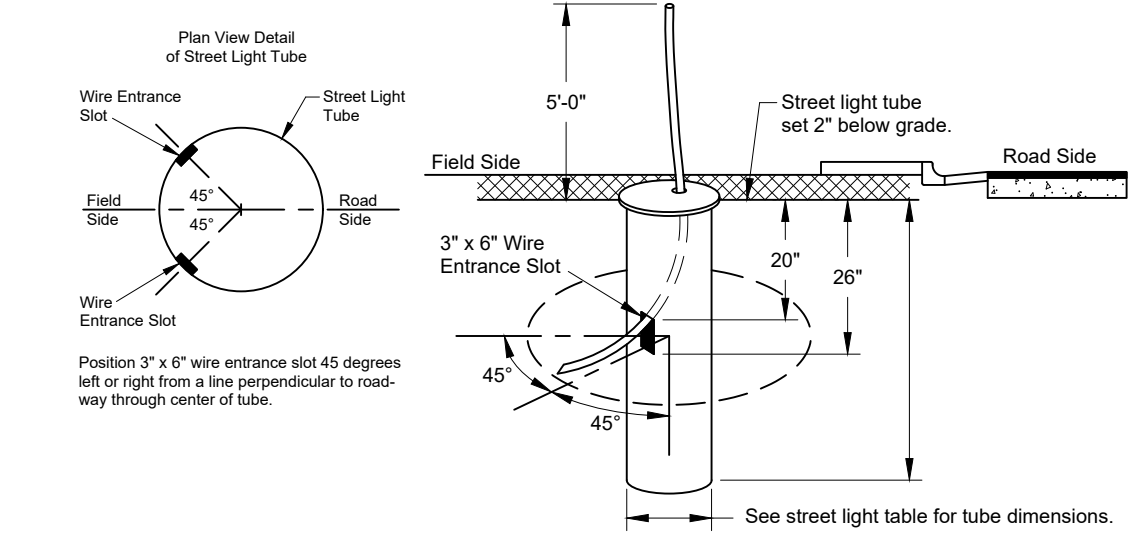
CUSTOMER-SUPPLIED JOINT TRENCH DETAIL
Electric Service Cable in Conduit (NTS)

STREET LIGHT NOTES

- POTELCO:**
- ALL STREET LIGHTING POLES ARE TO BE INSTALLED PER STANDARD 6375.4800 (PAGE #2) IN THE "LINE WORK PRACTICES MANUAL".
 - ALL POLES (WOOD, CONCRETE OR FIBERGLASS) ARE TO BE SET PLUMB AND EMBEDDED TO THE GROUND LINE MARKED ON THE POLE.
 - BACKFILL AROUND POLE WITH 5/8" MINUS GRAVEL AND COMPACT IN 6" LIFTS. (PEA GRAVEL AND NATIVE SOILS ARE NOT ACCEPTABLE.) APPROXIMATELY 1 CU. YD. OF 5/8" MINUS CRUSHED ROCK WILL BE REQUIRED.
 - IN ALL SHOEBOX AND COBRAHEAD INSTALLATIONS, THE LUMINAIRE MUST BE LEVELLED.

DEVELOPER / CUSTOMER:

- THE DEVELOPER IS REQUIRED TO SUPPLY AND INSTALL PLASTIC (NON PAPER) STREET LIGHT TUBES (MINIMUM 18" DIAMETER) TO AID IN THE INSTALLATION OF THE STREET LIGHTING POLES.
- DEVELOPER MUST SUPPLY DURABLE LID/COVER AT EACH STREET LIGHT TUBE.
- DEVELOPER TO PROVIDE ALL TRENCHING AND CONDUIT WITH PULL-STRINGS FOR STREET LIGHTING CIRCUITRY.
- CONDUIT SHALL BE SCH 40 PVC, CONDUIT CROSSING ROADWAYS OR DRIVEWAYS SHALL BE SCH 80 PVC.



STREET LIGHT TUBE DETAIL
SCALE: NONE

EROSION & SEDIMENT CONTROL REQUIREMENTS
EROSION & SEDIMENT CONTROL SHALL BE PER PSE STANDARD PRACTICE 0150.3200 TECHNIQUES FOR TEMPORARY EROSION & SEDIMENT CONTROL & ANY ADDITIONAL LOCAL JURISDICTION REQUIREMENTS. (LOCAL JURISDICTIONS MAY HAVE ADDITIONAL REQUIREMENTS INCLUDING NOTES DETAILING WHERE EROSION OR SEDIMENT CONTROL STRUCTURES ARE TO BE INSTALLED. CROSS SECTION DETAILS OF THE TYPICAL EROSION STRUCTURES, & SPECIAL REQUIREMENTS FOR WORK IN SENSITIVE AREAS.)

FOREMAN (CHECK BOX WHEN COMPLETED)

PSE Equipment LOCKED/SECURED & Work Area left in CLEAN/SAFE Condition.

Grid, Cable, and Switch numbers INSTALLED & VERIFIED.

Field Changes RED-LINED on As-Built.

Material VERIFIED and CHANGES noted on Paperwork.

Total PRIMARY Cable noted on As-Built.

Company / ID#s RECORDED in correct location on As-Built.

Indicate correct FUSE SIZE on As-Built & VERIFY proper PHASE.

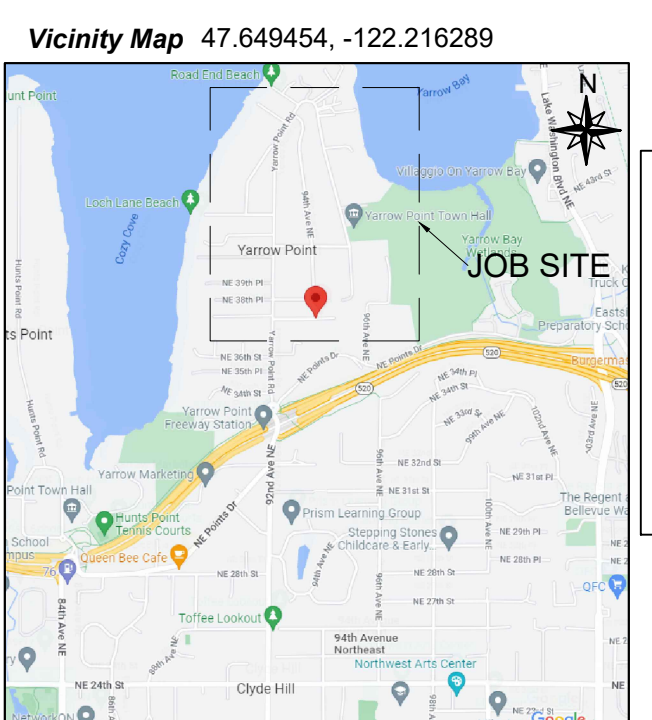
Deviations noted on the As-Built and their reason.

I certify that the work performed meets PSE's standards and procedures and that all quality requirements are met.

Foreman's Signature _____ Date _____

Print Name _____

PROJECT PHASE	NOTIF#	ORDER#
PWR	Superior	513340571
		105101603
		108139014
		141xxxxxx



Project Manager Contact Information:

Manager: LANE MAHLER
Cell Phone: 425-462-3624
E-Mail: LANE.MAHLER@PSE.COM

Developer Locates Req'd Yes
PSE Locates Req'd No
Outages Req'd No
Flagging Req'd Yes

Owner / Developer Contact Info

CITY OF YARROW POINT
N/A
N/A
ATTN: Stacia Schroeder 206) 786-8922 office

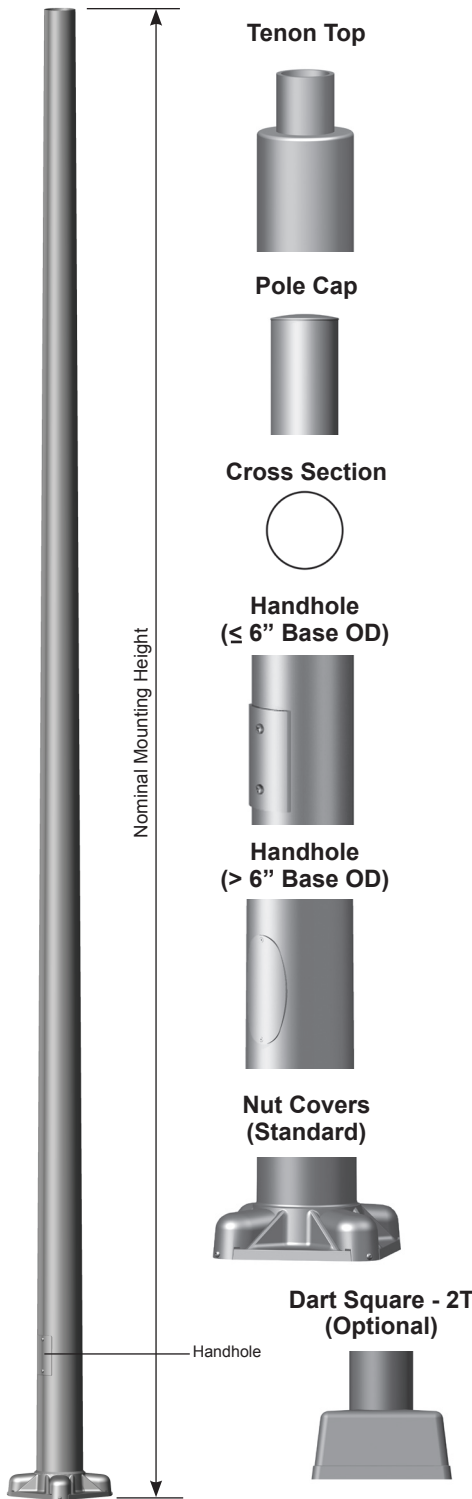
For contacts below dial 1-888-CALL PSE (225-5773)

THIS SKETCH NOT TO BE RELIED UPON FOR EXACT LOCATION OF EXISTING FACILITIES

NEW BUSINESS				CORRECTIVE / 10 DAY WAIVED				REAL ESTATE/EASEMENT				PERMIT			
3	N/A	N/A	N/A	2	N/A	N/A	N/A	FUNCTION				YARROW POINT			
3	N/A	N/A	N/A	2	N/A	N/A	N/A	ACCOUNT MGR	L. GOLDSMITH	425-395-5225	1/13/23	CONTACT		PHONE NO	DATE
1	N/A	N/A	N/A	1	N/A	N/A	N/A	ENGR - POWER	A. WARREN	253-508-7859	1/13/23	ENGR - GAS	N/A	N/A	N/A
REV#	DATE	BY	DESCRIPTION	ENGR - GAS	N/A	N/A	N/A	DRAWN BY	A. WARREN	253-508-7859	1/13/23	CHECKED BY			
1/4 SEC	KING	N/A	Gas Wk Ctr	POWER WK CTR	3515			APPROVED BY				FOREMAN #1			
NE-19 - T28N - R05E	OP MAP	N/A	PLAT MAP	FOREMAN #2				FOREMAN #2				MAPPING			
U-MAP NO (POWER)	OH CKT MAP	2505E076	UG CKT MAP	CIRCUIT NO	MED-33										
2505E073															
JOINT FACILITIES ARRANGEMENTS															
UTILITIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A	INCIDENT	N/A	MAOP	N/A	Gas Order	N/A	Elect Order	105101603
CONTACT	N/A	N/A	N/A	N/A	N/A	N/A	N/A	SCALE	AS NOTED	PAGE	1/1				
PHONE#	N/A	N/A	N/A	N/A	N/A	N/A	N/A	PUGET SOUND ENERGY							
City of Yarrow Point 94th AVE NE												REMOVAL & NEW INSTALL			
4339 94th AVE NE, YARROW POINT, 98004															

Job Name: _____	Client Name: _____
Job Location - City: _____ State: _____	Created By: _____ Date: _____
Product: _____ Quote: _____	Customer Approval: _____ Date: _____

SPECIFICATIONS



Pole - The pole shaft is spun from **seamless alloy aluminum**.

Pole Top - A pole top tenon is provided for top mount luminaire and/or bracket. A removable pole cap is available for poles receiving drilling patterns for side-mount luminaire arm assemblies.

Handhole - A covered handhole with hardware and grounding provision are provided.

Base Cover - Optional Dart Square-2T cast and decorative base covers available as special order.

Anchor Base - The anchor base is cast from 356 alloy **aluminum**. The completed assembly is heat-treated to a T6 temper. Aluminum nut covers are included with anchor base unless otherwise specified.

Anchor Bolts - Anchor bolts conform to ASTM F1554 Grade 55 and are provided with two hex nuts and two flat washers. Bolts have an "L" bend on one end and are galvanized a minimum of 12" on the threaded end.

Finish - The standard finish for the pole assembly and components is satin brushed, natural anodize, duranodic or polyester powder applied coating in accordance with Valmont's Specifications. Additional finish options available upon request.

Design Criteria - Please reference Design Criteria Specification for appropriate design conditions.

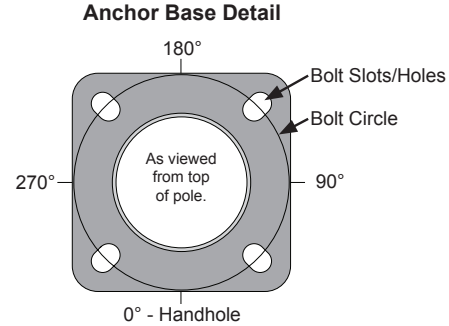
18' to 25' ROUND TAPERED ALUMINUM 4-Bolt Anchor Base



Job Name: _____ Client Name: _____
 Job Location - City: _____ State: _____ Created By: _____ Date: _____
 Product: _____ Quote: _____ Customer Approval: _____ Date: _____

ANCHORAGE DATA

POLE		BASE PLATE				ANCHOR BOLTS		
BASE OD (IN)	WALL THK (IN)	BOLT CIRCLE		SQUARE (IN)	THK (IN)	DIA x LENGTH x HOOK (IN)	PROJECTION (IN)	± (IN)
		DIA (IN)	± (IN)					
5.00	0.125	8.63	0.88	9.61	0.630	0.75 x 17.00 x 3.00	3.25	N/A
5.00	0.156	8.63	0.88	9.61	0.630	0.75 x 17.00 x 3.00	3.25	N/A
5.00	0.188	8.63	0.88	9.61	0.630	0.75 x 17.00 x 3.00	3.25	N/A
6.00	0.156	9.50	0.75	10.32	0.630	0.75 x 17.00 x 3.00	3.50	N/A
6.00	0.188	9.50	0.75	10.32	0.630	0.75 x 17.00 x 3.00	3.50	N/A
7.00	0.156	10.56	0.43	11.26	0.750	1.00 x 36.00 x 4.00	4.13	N/A
8.00	0.156	11.63	0.37	12.05	0.750	1.00 x 36.00 x 4.00	4.13	N/A
8.00	0.188	11.63	0.37	12.05	0.750	1.00 x 36.00 x 4.00	4.13	N/A
9.00	0.156	13.25	0.75	12.48	1.250	1.00 x 36.00 x 4.00	4.13	N/A



LOAD AND DIMENSIONAL DATA

NOMINAL MOUNTING HEIGHT	DESIGN INFORMATION										POLE DIMENSIONS					
	70 MPH w/1.3 GUST		80 MPH w/1.3 GUST		90 MPH w/1.3 GUST		100 MPH w/1.3 GUST		110 MPH w/1.3 GUST		POLE HEIGHT	BASE OD (IN)	TOP OD (IN)	WALL THK (IN)	STRUCTURE WEIGHT ² (LBS)	MODEL NUMBER
	MAX EPA1 (SQ FT)	MAX WEIGHT (LBS)	MAX EPA1 (SQ FT)	MAX WEIGHT (LBS)	MAX EPA1 (SQ FT)	MAX WEIGHT (LBS)	MAX EPA1 (SQ FT)	MAX WEIGHT (LBS)	MAX EPA1 (SQ FT)	MAX WEIGHT (LBS)						
18'-0"	6.5	100	4.4	100	3.1	100	2.2	100	1.5	100	17'-8"	5.00	3.00	0.125	40	170830504T4
	8.6	100	6.0	100	4.3	100	3.2	100	2.4	100	17'-8"	5.00	3.00	0.156	48	170830505T4
	10.7	100	7.6	100	5.6	100	4.2	100	3.2	100	17'-8"	5.00	3.00	0.188	56	170830506T4
	15.4	100	11.3	100	8.6	100	6.8	100	5.5	100	17'-8"	6.00	4.00	0.156	59	170840605T4
	18.9	100	14.0	100	10.7	100	8.5	100	6.9	100	17'-8"	6.00	4.00	0.188	70	170840606T4
20'-0"	24.2	150	17.9	150	13.8	150	10.9	150	8.9	150	17'-8"	7.00	4.00	0.156	66	170840705T4
	5.1	100	3.3	100	2.1	100	1.3	100	0.8	100	19'-8"	5.00	3.00	0.125	42	190830504T4
	7.0	100	4.7	100	3.2	100	2.2	100	1.5	100	19'-8"	5.00	3.00	0.156	51	190830505T4
	8.8	100	6.1	100	4.3	100	3.1	100	2.3	100	19'-8"	5.00	3.00	0.188	60	190830506T4
	12.7	100	9.1	100	6.8	100	5.3	100	4.2	100	19'-8"	6.00	4.00	0.156	63	190840605T4
23'-0"	15.8	100	11.4	100	8.6	100	6.8	100	5.4	100	19'-8"	6.00	4.00	0.188	74	190840606T4
	20.5	150	15.1	150	11.5	150	9.0	150	7.3	150	19'-8"	7.00	4.00	0.156	73	190840705T4
	9.5	100	6.5	100	4.6	100	3.4	100	2.7	100	22'-8"	6.00	4.00	0.156	68	220840605T4
	12.1	100	8.5	100	6.2	100	4.7	100	3.7	100	22'-8"	6.00	4.00	0.188	80	220840606T4
	16.0	150	11.5	150	8.6	150	6.6	150	5.3	150	22'-8"	7.00	4.00	0.156	77	220840705T4
25'-0"	22.4	150	16.5	150	12.7	150	10.0	150	8.1	150	22'-8"	8.00	4.50	0.156	87	220845805T4
	27.7	150	20.6	150	15.9	150	12.6	150	10.2	150	22'-8"	8.00	4.50	0.188	102	220845806T4
	29.9	150	22.3	150	17.3	150	13.7	150	11.1	150	22'-8"	9.00	4.50	0.156	97	220845905T4
	7.8	100	5.1	100	3.5	100	2.5	100	1.9	100	24'-8"	6.00	4.00	0.156	74	+240840605T4
	10.0	100	6.9	100	4.8	100	3.6	100	2.8	100	24'-8"	6.00	4.00	0.188	88	240840606T4
13.6	150	9.6	150	7.0	150	5.3	150	4.2	150	24'-8"	7.00	4.00	0.156	85	240840705T4	
19.4	150	14.2	150	10.8	150	8.5	150	6.8	150	24'-8"	8.00	4.50	0.156	96	240845805T4	
24.2	150	17.8	150	13.7	150	10.8	150	8.7	150	24'-8"	8.00	4.50	0.188	113	240845806T4	
26.2	150	19.4	150	15.0	150	11.8	150	9.5	150	24'-8"	9.00	4.50	0.156	107	240845905T4	

- EPA represents the Effective Projected Area of each luminaire. Designs are limited to top mount or side-mount luminaires. Variations from sizes above are available upon inquiry at the factory. Satisfactory performance of poles is dependent upon the pole being properly attached to a supporting foundation of adequate design.
- Structure weight is a nominal value which includes the pole shaft and base plate.
+ Pole includes factory installed vibration damper.

PRODUCT ORDERING CODES

CROSS SECTION	MODEL NUMBER	FIXTURE MOUNTING	COLOR	OPTIONS	
R					
R = Round	170830504T4 170830505T4 170830506T4 170840605T4 170840606T4 170840705T4 170840705T4 190830504T4 190830505T4 190830506T4 190840605T4 190840606T4 190840705T4 220840605T4 220840606T4 220840705T4 220845805T4	Drill Mounting D1 = 1 Luminaire D2 = 2 @ 180° D3 = 3 @ 120° D4 = 4 @ 90° D5 = 2 @ 90° D6 = 3 @ 90° Tenon Mounting P2 = 2.38" OD x 4.00" P3 = 3.50" OD x 6.00" P4 = 4.00" OD x 6.00" P5 = 2.88" OD x 4.00" P7 = 2.38" OD x 5.00" PQ = 2.38" OD x 12.00" PD = 3.00" OD x 3.00" -- = Plain Top P9 = Other Tenon (Contact Factory)	Polyester Powder DWH = White DSS = Sandstone BR = Burgundy HG = Hunter Green DNA = Natural Aluminum DCG = Charcoal Gray DMB = Medium Bronze SBN = Sanded Brown DNB = New Dark Bronze DDB = Dark Bronze SBK = Sanded Black DBL = Black DSB = Steel Blue DTG = Dark Green DBR = Red SC = Special Color (Contact Factory)	Anodized 204 = Clear Natural 311 = Light Bronze* 312 = Medium Bronze* 313 = Dark Bronze* 335 = Black* *Duranodic Anodize Brushed SBF = Satin Brushed	See Accessories at valmontstructures.com (Please Specify with Code)



4408 92nd Ave NE – Typical 25-ft tall street light

Business of The Town Council

Town of Yarrow Point, WA

8.10

May 9, 2023

Hedge Code Amendments	Proposed Council Action: Discussion Only
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Presented by:	Town Planner
Exhibits:	Draft Private Hedge Code YPMC 20.23

Summary:

Prior Planning Commission meetings discussed the ambiguities in the definition of the Town's Hedge Code that make it difficult to enforce hedge code regulations.

Chapter 17.08 YPMC states that a "hedge exist whenever a row of two or more trees, shrubs, or other plants constitute a barrier in excess of six linear feet and establish a boundary, or hinder free passage of humans or animals on the surface of the ground, or screen or obscure vision, or baffle sound." YPMC 17.12.030 then prohibits hedges in the setback from exceeding 6 feet in height.

These ambiguities in the code create challenges for enforcement, as illustrated by the Town Building Official's presentation during the May Planning Commission meeting. Mr. Wilcox noted that it is difficult to enforce the code because of how flexible the hedge definition is. He further noted that during his ten plus years working in Yarrow Point, he has mediated 40-50 hedge complaints and in only one case did the offending hedge owner reduce the hedge height to the code mandated 6 feet. In all other cases, the parties agreed to a negotiated hedge height taller than 6 feet.

Governmental regulations are based on ensuring the public's health, safety, and welfare. From this perspective, the Town has no public policy reason to regulate hedges between private properties. Hedges between private properties do not infringe on the sight lines for safe travel, nor damage public streets and sidewalks, nor cause harm to utility lines – in short, they do not impact the public sphere. Thus, there is little to justify governmental regulation of such hedges.

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.

At the January Town Council meeting, Council reviewed the Hedge Code and recommended minor revisions in formatting for clarity. No major changes or shifts in direction were recommended.

Planning Commission incorporated feedback from Council during their regular March meeting, and has voted to recommend the code as currently drafted to Council for approval.

The ordinance is in draft form with tentative dates in place while staff finalizes the noticing of SEPA, Department of Commerce review, and noticing of a public hearing at the June Town Council meeting.

Recommended Action:

Hold a public hearing at the June Town Council meeting. Vote at the July Town Council meeting.

Town of Yarrow Point

Ordinance No. __

AN ORDINANCE OF THE TOWN OF YARROW POINT ADOPTING YARROW POINT MUNICIPAL CODE (YPMC) CHAPTER 20.23, -PRIVATE HEDGE CODE-, AMENDING YPMC SECTION 17.18.010 "DEFINITIONS"; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN IE EFFECTIVE DATE.

WHEREAS, Title 20 of the Yarrow Point Municipal Code ("YPMC") sets forth regulations for site development within the Town of Yarrow Point; and

WHEREAS, the Town Council is aware that many Town constituents maintain hedges on their private property; and

WHEREAS, the Town Council is also aware that from to time disputes may arise between neighbors and owners over issues such as hedge maintenance and hedge height; and

WHEREAS, the Town Council wishes to adopt a new code that will create a voluntary mechanism for the fair resolution of disputes involving hedges on private properties; and

WHEREAS, over the last six months, the Planning Commission has held three public meeting to review the proposed code amendments; and

WHEREAS, on March 21, 2023 the Planning Commission, after considering staff recommendations and reviewing the record, voted to recommend approval of proposed amendments to the Town Council for review; and

WHEREAS, on May 3, 2023 a State Environmental Policy Act (SEPA) environmental checklist was prepared for the proposed amendments and a Determination of Non-Significance (DNS) was issued; and

WHEREAS, on May 3, 2023 the Town provided a Notice of Intent to Adopt Code Amendments to the Washington State Department of Commerce (Commerce) in accordance with RCW 36.70A.106; and

WHEREAS, on [REDACTED], 2023 the Town published a legal notice in the Seattle Times for a public hearing on June 13, 2023 before the Yarrow Point Town Council to solicit and receive additional public testimony regarding the Planning Commission's recommendation on the proposed amendments and additional changes and amendments thereto; and

WHEREAS, the Town Council has considered and reviewed the proposed amendments, Town Staff recommendations, and public testimony, and hereby finds that the proposed code reflected herein are consistent with the requirements of the Yarrow Point Comprehensive Plan, will enhance the public health, safety and welfare, and will advance the public interest; and

WHEREAS, the Town Council therefore desires to amend the YPMC sections and chapters as set forth in this Ordinance.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON AS FOLLOWS:

SECTION 1. Findings. The foregoing recitals are hereby adopted as findings of fact in support of the adoption of this Ordinance.

SECTION 2. Amendment to YPMC Section 17.08.010. YPMC Section 17.18.010 is hereby amended by the amendment of one new definition as set forth herein:

17.08.010 Definitions.

~~“Hedges” exist whenever a row of two or more trees, shrubs, or other plants constitute a barrier in excess of six linear feet and establish a boundary, or hinder free passage of humans or animals on the surface of the ground, or screen or obscure vision, or baffle sound~~ are defined pursuant to YPMC Section 20.23.020(D).

SECTION 3. Repeal of YPMC Section 17.32.015. YPMC Section 17.32.015 is hereby repealed in its entirety.

SECTION 4. Amendment of YPMC Title 20. YPMC Title 20 is hereby amended by the adoption of a new Chapter 20.23 as set forth in Exhibit A of this Ordinance, attached and incorporated herein.

SECTION 5. Severability. If any section, subsection, sentence, clause, phrase or word of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this Ordinance.

SECTION 6. Corrections. The Town Clerk-Treasurer and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

SECTION 7. Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the Town. This Ordinance shall take full force and effect five (5) days after the date of publication.

APPROVED BY THE TOWN COUNCIL OF THE TOWN OF YARROW POINT ON THE _____ DAY OF _____, 2023 AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THE _____ DAY OF _____ 2023.

Katy Kinney Harris, Mayor

Approved as to form:
Town Attorney

Attest/Authenticated:

PUBLISHED BY THE TOWN COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: _____

EXHIBIT A

CHAPTER 20.23. Private Hedge Code

- 20.23.010 Purpose and Intent
- 20.23.020 Definitions
- 20.23.030 General Requirements
- 20.23.040 Rights Established
- 20.23.050 Private Nuisance
- 20.23.060 Methods of Relief
- 20.23.070 Hedge Dispute Resolution Process
- 20.23.080 Mediation
- 20.23.090 Hedge Claim Preparation
- 20.23.100 Binding Arbitration
- 20.23.110 Litigation
- 20.23.120 Apportionment of Costs
- 20.23.130 Limitations

20.23.010 Purpose and Intent.

This chapter is enacted to provide a voluntary mechanism for the fair resolution of disputes involving the height of hedges. It shall not be construed to provide rights beyond those entitled under Washington law. The Town has no right nor obligation to enforce any of the provisions of this chapter.

A. Among the features that contribute to the attractiveness and livability of the Town of Yarrow Point are its hedges and landscaping, both native and introduced.

B. Hedges and landscaping provide a wide variety of psychological and tangible benefits for both residents and visitors to the Town.

C. With appropriate safeguards requiring consideration of all the factors set forth herein, affected property owners can be given relief without infringing upon the rights of the hedge owners.

D. It is in the interest of the public welfare, health and safety to establish standards for the resolution of hedge code violation claims and to establish a structure for resolution of such claims.

E. When a hedge dispute arises, the parties should act reasonably to resolve the dispute through friendly communication, thoughtful negotiation, compromise and other traditional means. Those disputes which are not resolved through such means may be resolved by following the procedures established herein.

20.23.020 Definitions.

- A. “Complainant” means a complaining property owner in the Town of Yarrow Point who alleges that hedge(s) are not compliant with this chapter.
- B. “Crown” means the portion of a planting containing leaf or needle bearing branches.
- C. “Hedge owner” means the owner of the real property on which a hedge is located.
- D. “Hedge” means 3 or more plantings planted or growing in: (1) a continuous row where the crowns of the plantings touch and/or overlap, AND (2) is 10 feet in length or longer, AND (3) that forms a physical and/or visual barrier, AND (4) has a height in excess of 3 feet.
- E. “Property Owner” means any individual, firm, partnership, corporation, trust or other legal entity owning property in the Town of Yarrow Point.
- F. “Plantings” means any flora on a property including but not limited to plants, grasses, trees, or shrubs.
- G. “Row” means a line which may be straight, curved, or otherwise irregular.

20.23.030 General Requirements.

- A. A hedge or portion of a hedge located within a setback shall not exceed 6 feet 6 inches, or a height mutually agreed upon by current property owners and established in writing.
- B. Hedge height shall be measured from existing grade, immediately adjacent to the hedge.
- C. Plantings which are along or inside of a hedge that do not have overlapping crowns with other plantings shall not be regulated as part of a hedge.
- D. Removal or modification of a hedge comprised in part, or entirely, of significant trees as defined in YPMC Section 20.22.020 (H), shall also comply with Chapter 20.22 YPMC where applicable.

20.23.040 Rights Established.

A complainant shall have the right to use the processes set forth in this chapter to limit the height of a hedge in a setback to the permissible height set forth herein, so long as the complainant establishes that the hedge alleged to violate this chapter is located adjacent to a property line that the complainant shares with the hedge owner.

20.23.050 Private Nuisance.

A hedge located within a setback that exceeds the permitted height established in YPMC 20.23.030 constitutes a private nuisance subject to redress as provided in this chapter. If a property owner plants, maintains, or permits to grow any hedge which exceeds the permitted height established in YPMC 20.23.030, then a complainant shall have the rights set forth in this chapter.

20.23.060 Methods of Relief.

Methods of relief that may be granted include pruning, thinning, windowing, topping, or removal of the hedge.

20.23.070 Hedge Dispute Resolution Process.

- A. The following process shall be used in the resolution hedge code violations:

1. Initial reconciliation. A complainant who believes that hedge growth does not meet the requirements of this chapter shall first notify the hedge owner in writing of such concerns. Notification should, if possible, be accompanied by a personal discussion to enable the complainant and hedge owner to attempt to reach a mutually agreeable solution.
2. Mediation. If the initial reconciliation attempt fails, the complainant shall propose, in writing to the hedge owner, to submit the dispute to mediation.
3. Binding arbitration. If mediation fails, the complainant shall propose, in writing to the hedge owner, to submit the dispute to binding arbitration.
4. Litigation. If the hedge owner fails to participate in binding arbitration, the complainant may pursue civil action to resolve the dispute.

20.23.080 Mediation

- A. Acceptance of mediation by the hedge owner shall be voluntary however the hedge owner shall have no more than 30 days from service of notice to either accept or reject the offer of mediation. If mediation is accepted, the parties shall mutually agree upon a mediator within 10 days of acceptance by the hedge owner of the mediation process.
- B. It is recommended that the services of a professionally trained mediator be employed. Mediation may be arranged through the Seattle-King County Alternate Dispute Resolution Center.
- C. The mediation meeting may be informal. The mediation process may include the hearing of the viewpoints of lay or expert witnesses and shall include a site visit to the properties of the complainant and the hedge owner. The parties are encouraged to contact immediate neighbors and solicit input. The mediator shall consider the purposes and policies set forth in this chapter in attempting to help resolve the dispute. The mediator shall not have the power to issue binding orders for the methods of relief established by YPMC 20.23.060 but shall strive to enable the parties to resolve their dispute by written agreement in order to eliminate the need for binding arbitration or litigation.

20.23.090 Hedge Claim Preparation.

- A. In the event that the initial reconciliation process fails, and mediation either is declined by the hedge owner or fails, the complainant must prepare a hedge claim and provide a copy to the hedge owner in order to pursue either binding arbitration or litigation as set forth in this chapter. A hedge claim shall consist of all of the following:
 1. A description of the nature and extent of the alleged violation, including pertinent and corroborating physical evidence. Evidence may include, but is not limited to, digital photographs, photographic prints, negatives or slides.
 2. Complainant's address and contact information.
 3. The location of the hedge alleged to cause the violation, the address of the property upon which the hedge is located, and name of hedge owner.
 4. Evidence of the failure of initial reconciliation to resolve the dispute. The complainant must provide evidence that written attempts at reconciliation have been made and have failed. Evidence may include, but is not limited to, email correspondence with both parties responses, copies of and receipts for certified or registered mail correspondence.
 5. Evidence that mediation has been attempted and has failed, or has been declined by the hedge owner.
 6. The specific relief proposed by the complainant to resolve the violation.

20.23.100 Binding Arbitration.

A. In those cases where the initial reconciliation process fails and where mediation is declined by the hedge owner or has failed, the complainant must offer in writing to submit the dispute to binding arbitration, and the hedge owner may elect binding arbitration.

B. The hedge owner shall have 30 days from service of notice to accept or reject binding arbitration. If accepted, the parties shall agree on a specific arbitrator within 10 days, and shall indicate such agreement in writing.

C. The arbitrator shall use the provisions of this chapter to reach a fair resolution of the dispute and shall submit a complete written report to the complainant and the hedge owner. The report shall include the arbitrator's findings with respect to YPMC 20.23.030, a pertinent list of mandated relief with any appropriate conditions concerning such actions, and a schedule by which the mandates must be completed. A copy of the arbitrator's report shall be filed with the Town. The decision of the arbitrator is binding on the parties. Any decision of the arbitrator may be enforced by civil action, as provided by law.

20.23.110 Litigation.

A. In those cases where binding arbitration is declined by the hedge owner, then civil action may be pursued by the complainant for resolution of the hedge dispute under the provisions and guidelines set forth in this chapter.

B. The complainant must state in the lawsuit that mediation and binding arbitration were offered and not accepted. A copy of any final resolution of the litigation shall be filed with the Town.

20.23.120 Apportionment of Costs.

A. Mediation and arbitration. The complainant and hedge owner shall each pay 50 percent of mediation or arbitration fees, unless they agree otherwise or allow the mediator or arbitrator discretion to allocate costs.

B. Relief. The costs of relief requested shall be determined by mutual agreement or through mediation, arbitration, court decision or settlement.

20.23.130 Limitation.

A. This chapter shall not be construed to affect obligations imposed by easement, covenants or agreements.

B. This chapter shall not apply to hedges located on Town property or right-of-way.

C. Under no circumstances shall the Town have any responsibility or liability to enforce or seek any legal redress, civil or criminal, for any decision that any other person or entity makes concerning a hedge complaint, including, but not limited to, agreements arrived at during the initial reconciliation or mediation process. Failure of the Town to enforce provisions of this chapter shall not give rise to any civil or criminal liabilities on the part of the town. A failure to comply with the provisions of this chapter is not a misdemeanor, and the enforcement of this chapter shall be only by the affected and interested private parties.

Business of The Town Council

Town of Yarrow Point, WA

8.11

May 9, 2023

Permanent Supportive and Transitional Housing Code Amendments	Proposed Council Action: Discussion Only
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Presented by:	SBN Planning – Town Planner
Exhibits:	Draft Development Standards Code Amendments

Summary:

In July 2021, Engrossed Second Substitute House Bill 1220 (ESSHB-1220 or “Bill”) went into effect. This bill eliminates zoning barriers related to the provision of transitional housing (TH), permanent supportive housing (PSH), emergency shelters, and emergency housing. While there is no requirement for any ordinance from the Town of Yarrow Point in response to the Bill, nearby jurisdictions such as Medina, Normandy Park, and Bellevue have discussed and passed related ordinances. While no regulations are explicitly necessary, the Bill states that “reasonable occupancy, spacing, and intensity of use requirements may be imposed by ordinance...to protect public health and safety.”

Any ordinance passed by the Town cannot prohibit the aforementioned types of housing per the standards set by the Bill. The provision in the Bill requiring accommodation of emergency supportive housing and emergency shelters in zones that allow hotels does not apply to the Town as it lacks hotel zoning. However, other provisions require the accommodation of transitional and permanent supportive housing in any zones in which residential dwelling units are allowed. In general, permanent supportive housing is meant to be a permanent form of housing for those facing homelessness. In contrast, transitional housing provides temporary accommodation for those looking to progress from homelessness to permanent supportive housing.

While nearby jurisdictions have adopted either temporary or permanent regulations on PSH and TH, all jurisdictions are awaiting further guidance from the Washington State Department of Commerce regarding the number of these housing units they will need to plan for. While Commerce has released draft numbers recently, they stated that final guidance is expected later this month. Commerce’s guidance could provide more clarity related to what regulations are deemed “reasonable” by the state. This is especially relevant when it comes to the discussion of spacing PSH and TH units. Many passed ordinances from nearby jurisdictions have provisions regarding how these units are spaced, which could be deemed excessive depending on that final guidance. The Town Attorney has communicated that creating buffers between this housing and public facilities, such as parks, may not align with State guidance and require future changes.

In December, draft code amendments addressing the provisions of ESSHB-1220 were presented to the Town of Yarrow Point Planning Commission. These amendments addressed the spacing and occupation of PSH and TH units in Yarrow Point. Planning Commission directed the Town Planner to further research possible avenues for enforcement of the amendments and to ask Council for guidance on the desired intensity of enforcement.

The Town Attorney has advised the Town Planner on three possible enforcement mechanisms for these amendments. The first is opening code enforcement proceedings following any breach of compliance with the occupancy agreement, as required by 17.16.110(E) in the draft amendments. The second is requiring facility operators to obtain a Washington Business License. In any case of non-compliance with the occupancy agreement, the Town could ask the State to revoke the facility's license and suspend operations until compliant. Finally, the Town could require reports on performance metrics from the facility. While not directly enforcing the code, these reports could help the Town address any issues before taking either of the first two approaches.

During the February meeting Town Council recommended to staff to write the code in the most restrictive but not overly burdensome administrative manner as possible.

After incorporating feedback from Council and discussing the draft code at the regular April Planning Commission meeting, the Commission voted recommended that the draft code be adopted as written with only not substantive edits which have been included in the current draft before council.

The ordinance is in draft form with tentative dates in place while staff finalizes the noticing of SEPA, Department of Commerce review, and noticing of a public hearing at the June Town Council meeting.

Recommended Action:

Hold a public hearing at the June Town Council meeting. Vote at the July Town Council meeting.

Town of Yarrow Point

Ordinance No. __

AN ORDINANCE OF THE TOWN OF YARROW POINT ADOPTING YARROW POINT MUNICIPAL CODE (YPMC) SECTION 17.16.110 -PERMANENT SUPPORTIVE HOUSING AND TRADITIONAL HOUSING FACILITIES- IN ACCORANCE WITH E2SHB 1220; AMENDING YPMC SECTION 17.12.010 "DEFINITIONS"; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, in 2021, the Washington State Legislature enacted Engrossed Second Substitute House Bill 1220 (E2SHB 1220, effective July 25, 2021), which requires Washington municipalities, including the Town of Yarrow Point, to (1) implement, allow and regulate the development and operation of permanent supportive housing and transitional housing facilities in all land use districts where residential dwellings are allowed; and (2) to plan for and accommodate various affordable, supportive, transitional and other housing types in the next Comprehensive Plan update to the extent applicable in the municipality's zoning classifications; and

WHEREAS, the purpose of this Ordinance is to address the first topic above— development and operation of permanent supportive housing and transitional housing facilities in each of the Town's zone districts where residential dwellings are allowed; and

WHEREAS, the Town of Yarrow Point allows residential dwellings in each of the Town's zoning districts; and

WHEREAS, the Yarrow Point Planning Commission reviewed and evaluated proposed amendments to the Yarrow Point Municipal Code (YPMC or Code) that would implement, allow and regulate the development and operation of permanent supportive housing and transitional housing in the Town's residential land use districts; and

WHEREAS, over the last six months, the Planning Commission has held five public meeting to review the proposed code amendments; and

WHEREAS, on March 21, 2023 the Planning Commission, after considering staff recommendations and reviewing the record, voted to recommend approval of proposed amendments to the Town Council for review; and

WHEREAS, on May 3, 2023 a State Environmental Policy Act (SEPA) environmental checklist was prepared for the proposed amendments and a Determination of Non-Significance (DNS) was issued; and

WHEREAS, on May 3, 2023 the Town provided a Notice of Intent to Adopt Code Amendments required by E2SHB 1220 to the Washington State Department of Commerce (Commerce) in accordance with RCW 36.70A.106; and

WHEREAS, on [REDACTED], 2023 the Town published a legal notice in the Seattle Times for a public hearing on June 13, 2023 before the Yarrow Point Town Council to solicit and receive additional public testimony regarding the Planning Commission's recommendation on the proposed amendments and additional changes and amendments thereto; and

WHEREAS, the Town Council has considered and reviewed the proposed amendments, Town Staff recommendations, and public testimony, and hereby finds that the amendments reflected and set forth herein are consistent with the requirements of E2SHB 1220 and the Yarrow Point Comprehensive Plan, will enhance the public health, safety and welfare, and will advance the public interest; and

WHEREAS, the Town Council therefore desires to amend the YPMC sections and chapters as set forth in this Ordinance.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON AS FOLLOWS:

SECTION 1. Findings. The foregoing recitals are hereby adopted as findings of fact in support of the adoption of this Ordinance.

SECTION 2. Amendment to YPMC Section 17.12.010. YPMC Section 17.12.010 is hereby amended by the addition of two new definitions as set forth herein:

17.12.010 Definitions.

"Permanent supportive housing" means one or more subsidized, leased dwelling units with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors. Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the resident's health status, and connect the resident of the housing with community-based health care, treatment, or employment services. Permanent supportive housing is subject to all of the rights and responsibilities defined in chapter 59.18 RCW.

"Transitional housing" means one or more dwelling units owned, operated, or managed by a nonprofit organization or governmental entity in which supportive services are provided to individuals and families that were formerly homeless, with the intent to stabilize them and move them to permanent housing within a period of not more than 24 months, or longer if the program is limited to tenants within a specified age range or the program is intended for tenants in need of time to complete and transition from

educational or training or service programs.

Section 3. Amendment of YPMC Chapter 17.16. YPMC Chapter 17.16 is hereby amended by the adoption of a new YPMC section 17.16.110, as set forth in Exhibit A of this Ordinance, attached and incorporated herein.

SECTION 3. Severability. If any section, subsection, sentence, clause, phrase or word of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this Ordinance.

SECTION 4. Corrections. The Town Clerk-Treasurer and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

SECTION 5. Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the Town. This Ordinance shall take full force and effect five (5) days after the date of publication.

APPROVED BY THE TOWN COUNCIL OF THE TOWN OF YARROW POINT ON THE _____ DAY OF _____, 2023 AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THE _____ DAY OF _____ 2023.

Katy Kinney Harris, Mayor

Approved as to form:
Town Attorney

Ogden Murphy Wallace, PLLC

Attest/Authenticated:

Bonnie Ritter, Town Clerk-Treasurer

PUBLISHED BY THE TOWN COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: _____

EXHIBIT A

17.16.110 Permanent supportive housing and transitional housing facilities.

Permanent supportive and transitional housing facilities are permitted uses in any zoning district allowing a single-family dwelling subject to the following criteria:

A. Permanent supportive and transitional housing facilities are limited to a maximum of six residents at any one time, plus up to four resident staff.

B. Permanent supportive and transitional housing facilities must be a 24-hour-per-day facility where rooms or units are assigned to specific residents for the duration of their stay. Transitional housing facilities shall require a minimum length stay of 72-hours.

C. On-site services such as laundry, hygiene, meals, case management, and social programs are limited to the assigned residents and shall not be available for drop in or other use by nonresidents.

D. No permanent supportive housing or transitional housing facility may be located within half a mile of another property that contains a permanent supportive housing or transitional housing facility in the town or an adjacent jurisdiction, calculated as a radius from the property lines of the site.

E. Provision of quarterly reports to Town staff on how permitted facilities are meeting performance metrics. Metrics can include but are not limited to placement of residents into permanent housing or other treatment programs, length of stay for residents, and employment status of residents.

F. Permanent supportive and transitional housing facility operators shall obtain a State of Washington Business License.

G. All facilities shall Comply with Title 8: Health and Safety, of the Town of Yarrow Point Municipal Code.

H. There shall be no demand for parking beyond that which is normal to the neighborhood and no unusual or excessive traffic to and from the premises. In no case shall the facility cause on-street parking.

I. Prior to the start of operation for a permanent supportive housing or transitional housing facility, an occupancy agreement shall be submitted to the town meeting the following requirements. The town shall review and determine that the occupancy agreement meets the following requirements to the town's satisfaction before approving the occupancy agreement.

1. Property owners and/or facility operators shall use and enforce the occupancy agreement approved by the town.

2. The occupancy agreement shall include but is not limited to the following:

a. Names and contact information for onsite staff. The facility operator shall notify the town of each staff change(s) within 72 hours.

- b. Description of the services to be provided onsite.
- c. Description of the staffing plan including the following:
 - i. Number, function, and general schedule of staff supporting residents and operations.
 - ii. Staff certification requirements.
 - iii. Staff training programs.
 - iv. Staff to resident ratios.
 - v. Roles and responsibilities of all staff.
 - vi. The name and contact information for at least one organization member located off-site.
- d. Rules and/or code of conduct describing resident expectations and consequences for failing to comply. At minimum, the code of conduct shall be consistent with state law prohibitions and restrictions concerning the following:
 - i. Possession and use of illegal drugs onsite.
 - ii. Threatening or unsafe behavior.
 - iii. Possession and use of weapons.
- f. A fire safety plan reviewed and approved by the Bellevue Fire Department confirming fire department access.
- g. A safety and security plan reviewed and approved by the Clyde Hill Police Department including protocols for response to the facility and to facility residents throughout the town. The safety and security plan shall establish a maximum number of permitted Clyde Hill Police Department response calls to the facility. Any Clyde Hill Police Department call(s) to the facility exceeding the maximum threshold established in the safety and security plan shall be considered a violation of this chapter and the facility operator will be fined in accordance with YPMC 1.08.030.
- h. A plan for avoiding potential impacts on nearby residences including a proposed mitigation approach (for example, a Good Neighbor Agreement Plan) that addresses items such as noise, smoking areas, parking, security procedures, and litter.
- i. Description of eligibility for residency and resident referral process.

Business of The Town Council Town of Yarrow Point, WA

8.12

May 9, 2023

Discuss Planning Commission's Recommendation to add Eagle Protection to Planning Commission's 2023 Work Plan	Proposed Council Action: Determine if Eagle Protection should be added to the 2023 Planning Commission Work Plan.
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Presented by:	Town Planner Aleksandr Romanenko
Exhibits:	

Summary:

Commissioner Lee Sims has brought to the attention of the Town Mayor and Staff a lack of explicit protections to eagles provided by the Town. The Town is home to several known eagle nests. While Federal protections exist for eagles, the Town could do more in the way of protecting specific sites and making explicit the existing Federal protections for future development projects in the Town.

At the March 21 regular Planning Commission meeting, the Planning Commission recommended that the Town Council add eagle protection as an item to the Planning Commission's 2023 Work Plan.

Recommended Action:

N/A

Business of The Town Council Town of Yarrow Point, WA

8.13

May 9, 2023

2022 Annual Report	Proposed Council Action: Approve the 2022 Annual Report for submittal to the State Auditor.
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Presented by: Clerk-Treasurer Bonnie Ritter

- Exhibits:**
1. C4 & C5 Financial Statements: These reports are the result of the line-by-line year-end revenues and expenditures entered into the SAO online annual report submission portal.
 2. Notes to the Financial Statement: This document is to serve as an explanation to the public of the Town's financial practices and financial picture.
 3. Schedule 6: Summary of Bank Reconciliation
 4. Schedule 9: Liabilities
 5. Schedule 15: Expenditures of State Financial Assistance
 6. Schedule 21: Risk Management

Summary:

According to RCW 43.09.230, the State Auditor shall require from every local government financial reports covering the full period of each fiscal year, in accordance with the forms and methods prescribed by the State Auditor, which shall be uniform for all accounts of the same class. This report is due 150 days after the close of the fiscal period, or May 30, 2023.

Recommended Action:

Approve the 2022 Annual Report as presented, to be submitted to the State Auditor by May 30, 2023.

IF YOU HAVE QUESTIONS, PLEASE EMAIL ME AND I CAN CALL YOU TO DISCUSS: clerk-treasurer@yarrowpointwa.gov

C4

**Town of Yarrow Point
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2022**

		Total for All Funds (Memo Only)	001 General	101 Street Fund	104 Community Development Fund
Beginning Cash and Investments					
308	Beginning Cash and Investments	3,900,237	2,026,453	288,342	461,460
388 / 588	Net Adjustments	-	-	-	-
Revenues					
310	Taxes	1,749,797	1,275,381	-	-
320	Licenses and Permits	353,972	70,473	87,994	195,505
330	Intergovernmental Revenues	264,252	215,746	22,602	4,500
340	Charges for Goods and Services	143,497	40	-	76,804
350	Fines and Penalties	3,763	3,763	-	-
360	Miscellaneous Revenues	218,766	152,538	8,411	8,128
Total Revenues:		2,734,047	1,717,941	119,007	284,937
Expenditures					
510	General Government	610,096	505,952	-	104,144
520	Public Safety	714,288	714,288	-	-
530	Utilities	41,024	-	-	-
540	Transportation	142,923	-	135,996	6,927
550	Natural/Economic Environment	226,468	16,147	-	210,321
560	Social Services	336	336	-	-
570	Culture and Recreation	58,447	58,073	-	374
Total Expenditures:		1,793,582	1,294,796	135,996	321,766
Excess (Deficiency) Revenues over Expenditures:		940,465	423,145	(16,989)	(36,829)
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	438,642	771	280,000	-
385	Special or Extraordinary Items	2,000,000	-	-	-
381, 382, 389, 395, 398	Other Resources	37,530	-	37,530	-
Total Other Increases in Fund Resources:		2,476,172	771	317,530	-
Other Decreases in Fund Resources					
594-595	Capital Expenditures	340,689	-	16,809	1,391
591-593, 599	Debt Service	-	-	-	-
597	Transfers-Out	438,642	157,871	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	97,534	-	97,534	-
Total Other Decreases in Fund Resources:		876,865	157,871	114,343	1,391
Increase (Decrease) in Cash and Investments:		2,539,772	266,045	186,198	(38,220)
Ending Cash and Investments					
50821	Nonspendable	51,243	-	-	-
50831	Restricted	927,502	-	-	-
50841	Committed	-	-	-	-
50851	Assigned	3,168,766	-	474,540	423,240
50891	Unassigned	2,292,498	2,292,498	-	-
Total Ending Cash and Investments		6,440,009	2,292,498	474,540	423,240

Town of Yarrow Point
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2022

	301 Capital Improvement Fund 1	311 Current Year Capital Fund	401 Stormwater Fund
Beginning Cash and Investments			
308 Beginning Cash and Investments	720,626	66,684	285,315
388 / 588 Net Adjustments	-	-	-
Revenues			
310 Taxes	474,416	-	-
320 Licenses and Permits	-	-	-
330 Intergovernmental Revenues	-	-	21,404
340 Charges for Goods and Services	-	-	66,653
350 Fines and Penalties	-	-	-
360 Miscellaneous Revenues	12,460	31,255	5,317
Total Revenues:	486,876	31,255	93,374
Expenditures			
510 General Government	-	-	-
520 Public Safety	-	-	-
530 Utilities	-	-	41,024
540 Transportation	-	-	-
550 Natural/Economic Environment	-	-	-
560 Social Services	-	-	-
570 Culture and Recreation	-	-	-
Total Expenditures:	-	-	41,024
Excess (Deficiency) Revenues over Expenditures:	486,876	31,255	52,350
Other Increases in Fund Resources			
391-393, 596 Debt Proceeds	-	-	-
397 Transfers-In	-	-	157,871
385 Special or Extraordinary Items	-	2,000,000	-
381, 382, 389, 395, 398 Other Resources	-	-	-
Total Other Increases in Fund Resources:	-	2,000,000	157,871
Other Decreases in Fund Resources			
594-595 Capital Expenditures	-	39,907	282,582
591-593, 599 Debt Service	-	-	-
597 Transfers-Out	280,000	-	-
585 Special or Extraordinary Items	-	-	-
581, 582, 589 Other Uses	-	-	-
Total Other Decreases in Fund Resources:	280,000	39,907	282,582
Increase (Decrease) in Cash and Investments:	206,876	1,991,348	(72,361)
Ending Cash and Investments			
50821 Nonspendable	-	-	-
50831 Restricted	927,502	-	-
50841 Committed	-	-	-
50851 Assigned	-	2,058,032	212,954
50891 Unassigned	-	-	-
Total Ending Cash and Investments	927,502	2,058,032	212,954

**Town of Yarrow Point
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2022**

		701 Wetherill Endowment Fund
Beginning Cash and Investments		
308	Beginning Cash and Investments	51,357
388 / 588	Net Adjustments	-
Revenues		
310	Taxes	-
320	Licenses and Permits	-
330	Intergovernmental Revenues	-
340	Charges for Goods and Services	-
350	Fines and Penalties	-
360	Miscellaneous Revenues	657
Total Revenues:		657
Expenditures		
510	General Government	-
520	Public Safety	-
530	Utilities	-
540	Transportation	-
550	Natural/Economic Environment	-
560	Social Services	-
570	Culture and Recreation	-
Total Expenditures:		-
Excess (Deficiency) Revenues over Expenditures:		657
Other Increases in Fund Resources		
391-393, 596	Debt Proceeds	-
397	Transfers-In	-
385	Special or Extraordinary Items	-
381, 382, 389, 395, 398	Other Resources	-
Total Other Increases in Fund Resources:		-
Other Decreases in Fund Resources		
594-595	Capital Expenditures	-
591-593, 599	Debt Service	-
597	Transfers-Out	771
585	Special or Extraordinary Items	-
581, 582, 589	Other Uses	-
Total Other Decreases in Fund Resources:		771
Increase (Decrease) in Cash and Investments:		(114)
Ending Cash and Investments		
50821	Nonspendable	51,243
50831	Restricted	-
50841	Committed	-
50851	Assigned	-
50891	Unassigned	-
Total Ending Cash and Investments		51,243

C5

Town of Yarrow Point
Fiduciary Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2022

	<u>Custodial</u>	
308	Beginning Cash and Investments	-
388 & 588	Net Adjustments	-
310-390	Additions	2,321
510-590	Deductions	<u>2,321</u>
	Net Increase (Decrease) in Cash and Investments:	-
508	Ending Cash and Investments	-

Kirkland Court payments that are passed through to the State.

**Town of Yarrow Point, Washington
For the Fiscal Year Ended December 31, 2022**

Note 1 - Summary of Significant Accounting Policies

The Town of Yarrow Point was incorporated on June 30, 1959 and operates under the laws of the State of Washington applicable to a mayor-council form of government. The Town is a general-purpose local government and provides street maintenance/improvements, parks, a beach, a playground, a nature preserve, building permits and inspection services, and general administrative services. The Town provides police services through the City of Clyde Hill. The City of Bellevue provides fire and emergency services, as well as water and sewer services.

The Town reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances for proprietary and fiduciary funds are presented using classifications that are different from the ending net position classifications in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The total column is presented as "memo only" because any interfund activities are not eliminated. The following fund types are used:

GOVERNMENTAL FUND TYPES:

General Fund

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government.

Capital Projects Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

Permanent Funds

These funds account for financial resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support programs for the benefit of the government or its citizenry.

PROPRIETARY FUND TYPES:

Enterprise Funds

These funds account for operations that provide goods or services to the general public and are supported primarily through user charges.

FIDUCIARY FUND TYPES:

Fiduciary funds account for assets held by the government in a trustee capacity or as a custodian on behalf of others.

Custodial Funds

These funds are used to account assets that the government holds on behalf of others in a custodial capacity.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received, and expenditures are recognized when paid.

In accordance with state law the Town also recognizes expenditures paid during the Open Period after the close of the fiscal year for claims incurred during the previous period.

C. Cash and Investments

See Note 3 - *Deposits and Investments*.

D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$7,500 and an estimated useful life in excess of five years. Capital assets and inventory are recorded as capital expenditures when purchased.

E. Compensated Absences

Vacation leave may be accumulated up to 240 hours and is payable upon separation or retirement. Sick leave may be accumulated up to 500 hours. Upon separation or retirement employees do receive payment for 30% of unused sick leave. Payments are recognized as expenditures when paid.

F. Restricted and Committed Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments are reported as restricted or committed when it is subject to restrictions on use imposed by external parties or due to internal commitments established ordinance of the Town Council. When expenditures that meet restrictions are incurred, the Town intends to use the most restricted resources first.

Restrictions of Ending Cash and Investments consist of Real Estate Excise Tax and accumulated interest according to state law. These funds are restricted to Capital Improvement and had a balance as of December 31, 2022, of \$927,502.

Note 2 - Budget Compliance

The Town adopted annual appropriated budgets for eight funds. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

The Town Council amended the 2022 budget on December 13, 2022, by adopting Ordinance No. 726. The numbers below reflect these amended amounts.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted/amended budgets were as follow:

Fund/Department	Final Appropriated	Actual Expenditures	Variance
General Fund	\$ 1,462,500	\$ 1,448,260	\$ 14,240
Street Fund	\$ 444,960	\$ 250,338	\$ 194,622
Community Development	\$ 324,300	\$ 323,157	\$ 1,143
Capital Improvement	\$ 280,000	\$ 280,000	\$ 0
Current Year Capital	\$ 50,000	\$ 39,907	\$ 10,093
Stormwater	\$ 392,610	\$ 323,606	\$ 69,004
Wetherill Endowment	\$ 50	\$ 771	\$ (721)
Agency Remittance	\$ 3,000	\$ 2,320	\$ 680

Budgeted amounts are authorized to be transferred between funds; however, any revisions that alter the total expenditures of a fund must be approved by Town Council.

Note 3 – Deposits and Investments

Investments are reported at original cost. Deposits and investments by type at December 31, 2022 are as follows:

Type of deposit or investment	Town's own deposits and investments
Bank deposits (checking, savings, and petty cash)	\$ 120,530
Certificates of deposit	0
Local Government Investment Pool	\$ 6,401,870
Total	\$ 6,522,400

It is the Town's policy to invest all temporary cash surpluses. The interest on these investments is prorated to the various funds.

Investments in the State Local Government Investment Pool (LGIP)

The Town is a voluntary participant in the Local Government Investment Pool, an external investment pool operated by the Washington State Treasurer. The pool is not rated and not registered with the SEC. Rather, oversight is provided by the State Finance Committee in accordance with Chapter 43.250 RCW. Investments in the LGIP are reported at amortized cost, which is the same as the value of the pool per share. The LGIP does not impose any restrictions on participant withdrawals.

The Office of the State Treasurer prepares a stand-alone financial report for the pool. A copy of the report is available from the Office of the State Treasurer, PO Box 40200, Olympia, Washington 98504-0200, online at www.tre.wa.gov.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the Town of Yarrow Point would not be able to recover deposits or would not be able to recover collateral securities that are in the possession of an outside party. The Town's deposits are mostly covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool by the Washington Public Deposit Protection Commission (PDPC).

All investments are insured, registered, or held by the Town of Yarrow Point or its agent in the government's name.

Note 4 - Joint Ventures, Component Units and Related Parties

A. Wetherill Nature Preserve

On July 1, 1988, the towns of Yarrow Point and Hunts Point accepted a donation of property to be known as the Wetherill Nature Preserve. The towns agreed to share equally the costs incurred in the maintenance and preservation of the property to the extent private donations are not available for that purpose. By agreement, the town of Yarrow Point administers the finances for the Preserve. For fiscal year 2022, the Town approved that \$5,000 be allocated for maintenance of the Preserve.

B. ARCH Housing Coalition

A Regional Coalition for Housing (ARCH) was created in 1992 through an interlocal agreement of several suburban governments in Eastside King County. ARCH helps establish a teamwork approach to solving local housing issues. ARCH is comprised of Eastside cities and King County.

ARCH is governed by an Executive Board composed of the chief executive officer from each agency. The Executive Board is responsible for review and approval of all budgetary, financial, policy, and contractual matters. The Board is assisted by an administrative staff and a Citizen Advisory Board.

Each member city/town is responsible for contributing operating revenues as determined from the ARCH annual budget. Contributions from the member cities/towns are based on each member's population. In 2022, the Town of Yarrow Point paid \$2447 to ARCH for operations and contributed \$7553 to ARCH's Housing Trust Fund for low-income housing on the Eastside.

Members withdrawing from the agreement relinquish all rights to any reserve funds, equipment, or material purchased. Upon dissolution, the agreement, as amended, provides for distribution

of net position among the members based on percentage of the total annual contributions during the period of the Agreement paid by each member. The Town's share of the net position is deemed immaterial and thus is not reflected in the financial statement.

Note 5 – Pension Plans

A. State Sponsored Pension Plans

Substantially all Town full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plan PERS 2/3.

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available Annual Comprehensive Financial Report (ACFR) that includes financial statements and required supplementary information for each plan.

Also, the DRS ACFR may be downloaded from the DRS website at www.drs.wa.gov.

At June 30, 2022, the Town's proportionate share of the collective net pension liabilities, as reported on the Schedule of Liabilities, was as follows:

Plan	Employer Contributions	Allocation %	Liability (Asset)
PERS 1	9,348	1.001525%	42,462
PERS 2/3	16,025	0.001995%	(73,990)

Note 6 - Property Tax

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed throughout each month.

Property tax revenues are recognized when cash is received by the Town. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The Town's regular levy for the year 2022 was \$0.38902 per \$1,000 on an assessed valuation of \$1,659,106,588 for a total regular levy of \$645,426.

Note 7 – Risk Management

Yarrow Point is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services. WCIA has a total of 166 members.

New members initially contract for a three-year term, and thereafter automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis, without deductibles. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices, prior wrongful acts, and employee benefits liability. Limits are \$4 million per occurrence in the self-insured layer, and \$16 million in limits above the self-insured layer is provided by reinsurance. Total limits are \$20 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

All Members are provided a separate cyber risk policy and premises pollution liability coverage group purchased by WCIA. The cyber risk policy provides coverage and separate limits for security & privacy, event management, and cyber extortion, with limits up to \$1 million and subject to member deductibles, sublimits, and a \$5 million pool aggregate. Premises pollution liability provides Members with a \$2 million incident limit and \$10 million pool aggregate subject to a \$100,000 per incident Member deductible.

Insurance for property, automobile physical damage, fidelity, inland marine, and equipment breakdown coverage are purchased on a group basis. Various deductibles apply by type of coverage. Property coverage is self-funded from the members' deductible to \$750,000, for all perils other than flood and earthquake, and insured above that to \$400 million per occurrence subject to aggregates and sublimits. Automobile physical damage coverage is self-funded from the members' deductible to \$250,000 and insured above that to \$100 million per occurrence subject to aggregates and sublimits.

In-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigations, consultants for personnel and land use issues, insurance brokerage, actuarial, and lobbyist services. WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, reinsurance and other administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments which comply with all State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day-to-day operations of WCIA.

Note 8 – Health & Welfare

The Town of Yarrow Point is a member of the Association of Washington Cities Employee Benefit Trust Health Care Program (AWC Trust HCP). Chapter 48.62 RCW provides that two or more local government entities may, by Interlocal agreement under Chapter 39.34 RCW, form together or join a pool or organization for the joint purchasing of insurance, and/or joint self-insurance, to the same extent that they may individually purchase insurance or self-insure.

An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The AWC Trust HCP was formed on January 1, 2014, when participating cities, towns, and non-city entities of the AWC Employee Benefit Trust in the State of Washington joined together by signing an Interlocal Governmental Agreement to jointly self-insure certain health benefit plans and programs for participating employees, their covered dependents and other beneficiaries through a designated account within the Trust.

As of December 31, 2022, 262 cities/towns/non-city entities participate in the AWC Trust HCP.

The AWC Trust HCP allows members to establish a program of joint insurance and provides health and welfare services to all participating members.

In April 2020, the Board of Trustees adopted a large employer policy, requiring newly enrolling groups with 600 or more employees to submit medical claims experience data in order to receive a quote for medical coverage. Outside of this, the AWC Trust HCP pools claims without regard to individual member experience. The pool is actuarially rated each year with the assumption of projected claims run out for all current members.

The AWC Trust HCP includes medical, dental and vision insurance through the following carriers: Kaiser Foundation Health Plan of Washington, Kaiser Foundation Health Plan of Washington Options, Inc., Regence BlueShield, Asuris Northwest Health, Delta Dental of Washington, Willamette Dental Group, and Vision Service Plan. Eligible members are cities and towns within the state of Washington. Non-city entities (public agency, public corporation, intergovernmental agency, or political subdivision within the state of Washington) are eligible to apply for coverage into the AWC Trust HCP, submitting application to the Board of Trustees for review as required in the Trust Agreement.

Participating employers pay monthly premiums to the AWC Trust HCP. The AWC Trust HCP is responsible for payment of all covered claims. In 2022, the AWC Trust HCP purchased stop loss insurance for Regence/Asuris and Kaiser plans at an Individual Stop Loss (ISL) of \$1.5 million through United States Fire Insurance Company. The aggregate policy is for 200% of expected medical claims.

Participating employers contract to remain in the AWC Trust HCP for a minimum of three years. Participating employers with over 250 employees must provide written notice of termination of all coverage a minimum of 12 months in advance of the termination date, and participating employers with under 250 employees must provide written notice of termination of all coverage a minimum of 6 months in advance of termination date. When all coverage is being terminated, termination will only occur on December 31. Participating employers terminating a group or line of coverage must notify the AWC Trust HCP a minimum of 60 days prior to termination. A participating employer's termination will not obligate that member to past debts, or further contributions to the AWC Trust HCP. Similarly, the terminating member forfeits all rights and interest to the AWC Trust HCP Account.

The operations of the Health Care Program are managed by the Board of Trustees or its delegates. The Board of Trustees is comprised of four regionally elected officials from Trust member cities or towns, the Employee Benefit Advisory Committee Chair and Vice Chair, and two appointed individuals from the AWC Board of Directors, who are from Trust member cities or towns. The Trustees or its appointed delegates review and analyze Health Care Program related matters and make operational decisions regarding premium contributions, reserves, plan options and benefits in compliance with Chapter 48.62 RCW. The Board of Trustees has decision authority consistent with the Trust Agreement, Health Care Program policies, Chapter 48.62 RCW and Chapter 200-110-WAC.

The accounting records of the AWC Trust HCP are maintained in accordance with methods prescribed by the State Auditor's office under the authority of Chapter 43.09 RCW. The AWC Trust HCP also follows applicable accounting standards established by the Governmental Accounting Standards Board ("GASB"). In 2018, the retiree medical plan subsidy was eliminated, and is noted as such in the report for the fiscal year ending December 31, 2018. Year-end financial reporting is done on an accrual basis and submitted to the Office of the State Auditor as required by Chapter 200-110 WAC. The audit report for the AWC Trust HCP is available from the Washington State Auditor's office.

Schedule 6

MCAG No 0450

Town of Yarrow Point
 Summary of Bank Reconciliations
 For the Fiscal Year ended December 31, 2022

[Cash BARS Schedule 06 Instructions Link](#)

Bank & Investment Account Name (1)	From Bank Statements						Ending Bank Balance (7)
	Beginning Bank Balance (2)	Deposits		Withdrawals			
		Receipts (3)	Inter-bank transfers In (4)	Disbursements (5)	Inter-bank transfers out (6)		
Banner Bank Checking 7417	\$ 46,532	\$ 4,095,758	\$ 300,000	\$ 2,322,904	\$ 2,000,000	\$ 119,386	
Banner Bank Savings 7712	\$ 51,061	\$ 9		\$ 50,570		\$ 500	
Local Govt Investment Pool	\$ 3,958,169	\$ 743,702	\$ 2,000,000		\$ 300,000	\$ 6,401,870	
Petty Cash	\$ -	\$ 644				\$ 644	
[account 5]						\$ -	
[account 6]						\$ -	
Bank Totals	\$ 4,055,762	\$ 4,840,113	\$ 2,300,000	\$ 2,373,474	\$ 2,300,000	\$ 6,522,401	

Reconciling Items			
Beginning deposits in transit (8)	\$ -	\$ -	
Year-end deposits in transit (9)			\$ 505
Beginning outstanding & open period items (10)	\$ (16,277)		
Year-end outstanding & open period items (11)			\$ (8,497)
NSF checks (12)		\$ -	\$ -
Cancellation of unredeemed checks/warrants (13)		\$ -	
Interfund transactions (14)			
Netted transactions (15)		\$ -	\$ -
Authorized balance of revolving, petty cash and change funds (16)	\$ 127		+
Other reconciling items, net (17)	\$ (139,375)		\$ (74,418)
Reconciling Items Totals	\$ (155,525)		\$ (82,410)

	From General Ledger			
	Beginning Cash & Investment Balance (19)	Revenues & Other Increases (20)	Expenditures & Other Decreases (21)	Ending Cash & Investment Balance (22)
	C4/C5 or Trial Balance Totals (18)	\$ 3,900,237	\$ 5,212,540	\$ 2,672,768
Unreconciled Variance (23)	\$ 0			\$ (18)

Town of Yarrow Point
(County/City/District)

Local Government Risk Assumption
For the Year Ended December 31, 2022

- 1. Self-Insurance Program Manager: N/A
- 2. Manager Phone: N/A
- 3. Manager Email: N/A
- 4. How do you insure property and liability risks, if at all?
 - a. Formal self-insurance program for some or all perils/risks
 - b. Belong to a public entity risk pool
 - c. Purchase private insurance
 - d. Retain risk internally without a self-insurance program (i.e., risk assumption)
- 5. How do you provide health and welfare insurance (e.g., medical, dental, prescription drug, and/or vision benefits) to employees, if at all?
 - a. Self-insure some or all benefits
 - b. Belong to a public entity risk pool
 - c. All benefits provided by health insurance company or HMO
 - d. Not applicable – no such benefits offered
- 6. How do you insure unemployment compensation benefits, if any?
 - a. Self-insured (“Reimbursable”)
 - b. Belong to a public entity risk pool
 - c. Pay taxes to the Department of Employment Security (“Taxable”)
 - d. Not applicable – no employees
- 7. How do you insure workers compensation benefits, if any?
 - a. Self-insured (“Reimbursable”)
 - b. Belong to a public entity risk pool
 - c. Pay premiums to the Department of Labor and Industries
 - d. Not applicable – no employees
- 8. How do you participate in the Washington Paid Family & Medical Leave Program?
 - a. Self-insured (“Voluntary Plan”) for one or both program benefits
 - b. Pay premiums to the State’s program for both benefits
 - c. Not Applicable – No Employees

If the local government DID NOT answer (a) to any of the above questions, then there is no need to complete the rest of this schedule.

If the local government answered (a) to any of the above questions, then answer the rest of the form in relation to the government’s self-insured risks and copy the table below as needed.

	<u>Please list the title of the self-insurance program or type of risk coverage insurance:</u>
--	---

**Business of The Town Council
Town of Yarrow Point, WA**

8.14
May 9, 2023

AV Equipment Proposal for Council Chambers	Proposed Council Action: Approve proposal from H2 Audio Video
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Presented by:	Deputy Clerk Austen Wilcox
Exhibits:	Proposal

Summary:

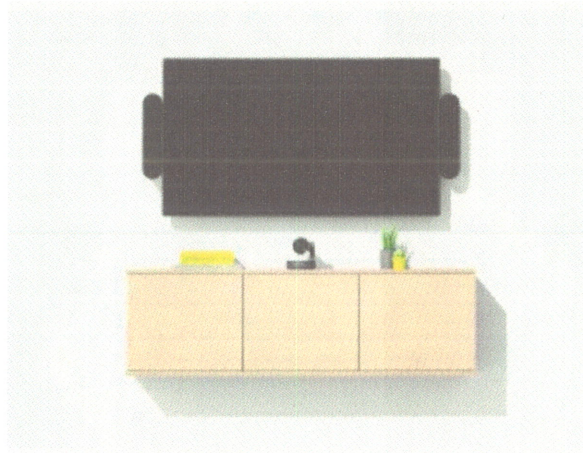
Adding AV equipment to the Council Chambers will allow for Town officials and the public to have an increased virtual experience when they call in on their mobile device. Those joining remotely will be able to see the Council Chambers via camera and have better audio from a recording device. A large display screen can be used for presentations and public events. With the increased trend of remote meetings including online public participation, we would like to offer a better virtual experience.





Recommended Action:

Approve proposal for \$10,253.61 for the purchase and installation of AV equipment from H2 Audio Visual.

Areas & Items

Conference Room (Option 1)



Items	Sell Price	Qty	Total
 LG 86" 3840 x 2160 UHD Commercial Lite LED backlit LCD TV - Black (Ashed Blue)	\$3,099.00	x1	\$3,099.00
 Strong Strong Mount Tilt - 47-90" Displays	\$399.00	x1	\$399.00
 Logitech RALLY PLUS Solution System <ul style="list-style-type: none"> • Camera • Speakers • Mic pods that recognize active speakers 	\$2,599.00	x1	\$2,599.00
 Logitech RALLY MTGKT	\$149.00	x1	\$149.00

Total cost with labor & installation: \$10,253.61





TOWN OF YARROW POINT

PROCLAMATION

A PROCLAMATION OF THE MAYOR AND COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON,
EXPRESSING GRATITUDE FOR SERVICE BY CLYDE HILL POLICE DEPARTMENT

NATIONAL POLICE WEEK AND PEACE OFFICER MEMORIAL DAY

WHEREAS, In 1962 the Congress and the President of the United States signed a proclamation which designated May 15 as “*Peace Officer Memorial Day*” and the week in which that date falls as “*Police Week*”; and

WHEREAS, members of law enforcement recognize their duty to serve the citizens of the Town of Yarrow Point by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, during Law Enforcement Week, and throughout the year, the Yarrow Point Town Council recognizes and appreciates the critical contributions and sacrifices made by members of law enforcement at all levels, and honors their courage and dedication; and

WHEREAS, the dedicated men and women of the Clyde Hill Police Department provide this vital public service day and night enforcing the law, safeguarding the lives and property, rights, and freedom of every community member,

NOW, THEREFORE, I, Katy Kinney Harris, Mayor of the Town of Yarrow Point, Washington, and on behalf of the Town Council, do hereby proclaim the Town’s recognition and appreciation of our law enforcement officers, past and present, by designating the week of May 14 to 20, 2023 as

NATIONAL POLICE WEEK

in recognition of the service given by these men and women who stand guard to preserve the rights and security of all citizens.

Further, the Town Council calls upon the citizens of Yarrow Point to observe May 15, 2023 as

PEACE OFFICER’S MEMORIAL DAY

in honor of those fallen law enforcement officers and those who became disabled in the performance of their duty and recognize and offer our respect to the survivors of our fallen heroes.

Katy Kinney Harris, Mayor

ATTEST:

Bonnie Ritter, Clerk/Treasurer



- Whereas,* In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and
- Whereas,* this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and
- Whereas,* Arbor Day is now observed throughout the nation and the world, and
- Whereas,* trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen and provide habitat for wildlife, and
- Whereas,* trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and
- Whereas,* trees in our town increase property values and beautify our community, and
- Whereas,* trees, wherever they are planted, are a source of joy and spiritual renewal.
- Now, Therefore, I,* Mayor Harris, Mayor of the Town of Yarrow Point, do hereby proclaim April 29, 2023, as

Arbor Day

In the Town of Yarrow Point, and April 29th as our official celebration day and cleanup day. I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 29th day of April, 2023.


Mayor Katy Kinney Harris



The Town reached resolution with resident Mary Elmore after the aggressive pruning along her property. Istvan brought Mary to hand pick rhodies to place in the gap left by the UGC project's over-pruning last summer.



The new Public Works truck arrived! It is currently in the process of getting the flatbed portion installed.

NOTE: THIS PRESENTATION WAS DISTRIBUTED BY KING COUNTY FOR COUNCIL INFORMATION.

Re



King County Solid Waste Division
Yarrow Point– March 14, 2023



Mission

- Reducing single use
- Reusing everything that can be
- Recycling what's left
- Renewing communities
- Rethinking what's possible

Vision

Healthy, safe, and thriving communities
in a waste-free King County

What does ZERO WASTE of RESOURCES look like?

**465,000
TONS**
LESS WASTE

1 MILLION
MORE TREES



RECOVERED FOOD FOR
92,000
PEOPLE



500+

GREEN
JOBS
CREATED



24 MILLION

FUTURE
DISPOSAL
COST
AVOIDANCE



150,000

FEWER
BARRELS OF
OIL BURNED



Re+ is a call to action

Strategic Climate Action Plan

1.3.3 - The Department of Natural Resources and Parks (...) shall achieve at minimum net carbon neutrality on an annual, ongoing basis

5.1.1 - Deliver zero waste of resources plan (ZWORP)

5.1.3 - Zero food waste in landfill in 2030

KC County Code

10.14.020 County goals.

It is King County's goal to achieve zero waste of resources by 2030 through maximum feasible and cost-effective prevention, reuse and reduction of solid wastes going into its landfills and other processing facilities.

KC Equity and Social Justice Strategic Plan

Vision: A King County where all people have equitable opportunities to thrive.

"(O)ur investments (...) should assess and address disproportionate environmental burdens and promote the equitable access to environmental benefits and resulting economic opportunities."

K4C Commitment

Develop a regional strategy through the adopted 2019 Comprehensive Solid Waste Management Plan to reach zero waste of resources by 2030

Comprehensive Solid Waste Management Plan

Several policies and actions in the Comp Plan support Re+ actions



RE+ Program Support

After an introductory statement, residents are widely supportive of the Re+ program.

As part of efforts to address climate change, the government of King County has set a goal to cut the amount of recyclable or reusable materials that are being sent to the landfill by 2030 by 70%. To help achieve that goal, the County has developed a waste reduction program known as "RE+," to invest in a variety of programs, technologies, and facilities to achieve this goal.

In general, do you strongly support, somewhat support, somewhat oppose, or strongly oppose the concept of the RE+ program?

**Support
63%**

Somewhat 20%

Strongly 42%

**Oppose
8%**

Somewhat 3%
Strongly 4%

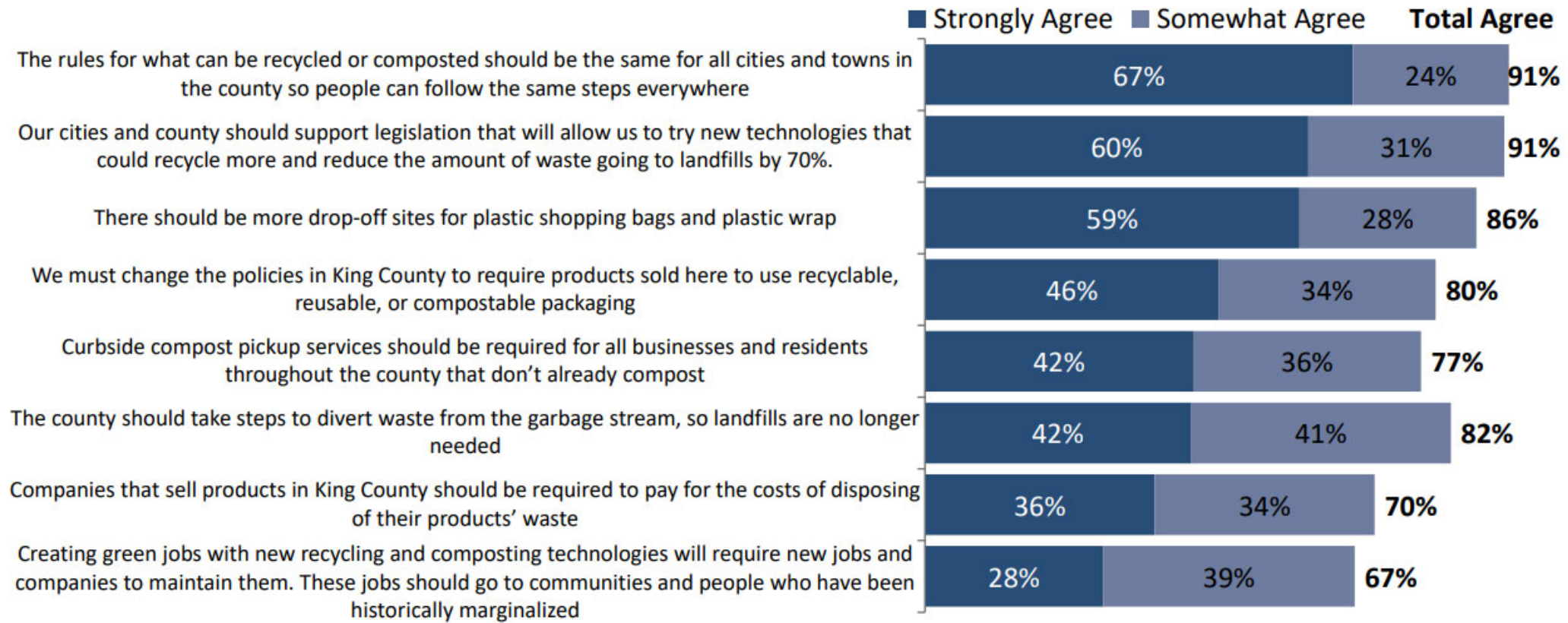
**Haven't heard of/
(Don't know)
29%**

Q33.

King County RE+ Program Residents Survey | 3

RE+ Program Statements Test

At least two-thirds agree with all of these statements, indicating general support for the Re+ concept on a wide range of potential program elements.

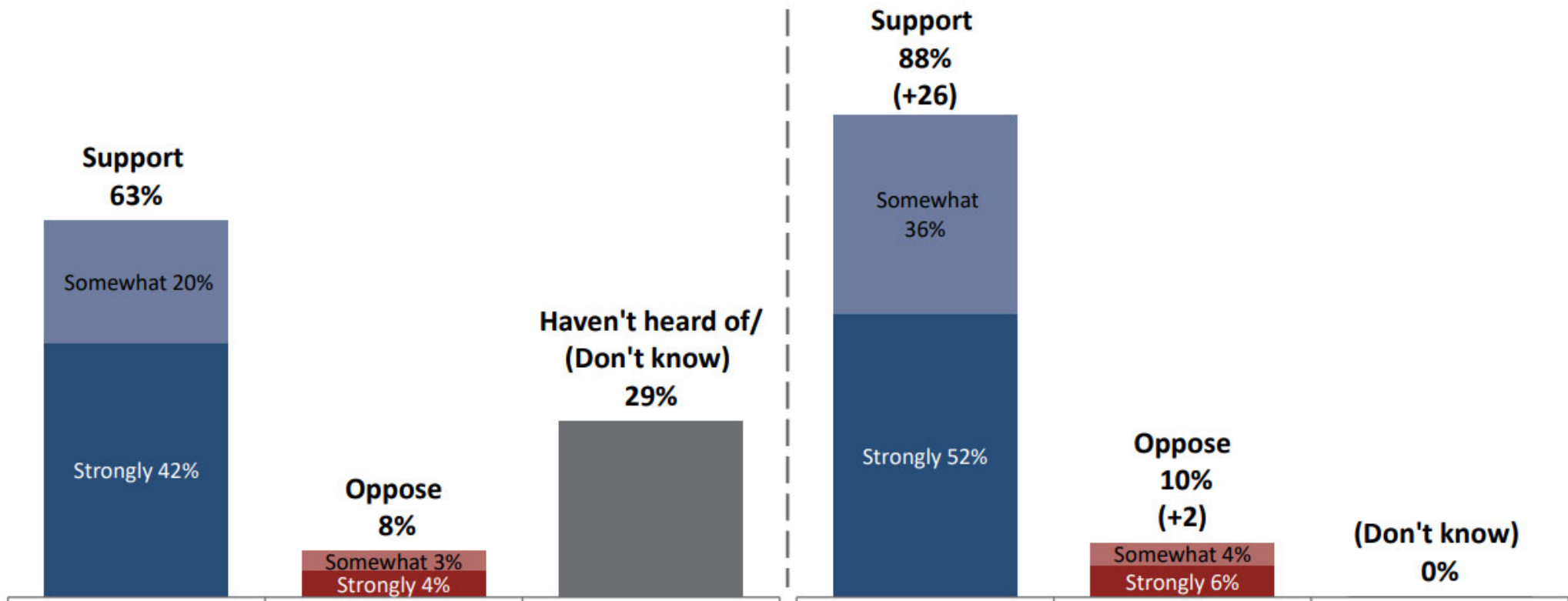


Q24-32. I'd like to read you a series of statements about how King County disposes of garbage, recycling, and food waste.

King County RE+ Program Residents Survey | 4

Support After Program Components

After providing additional information about the Re+ program, support for Re+ increases to nearly 90%.



Q33/41. After hearing all of this... Would you say you strongly support, somewhat support, somewhat oppose, or strongly oppose the RE+ program?

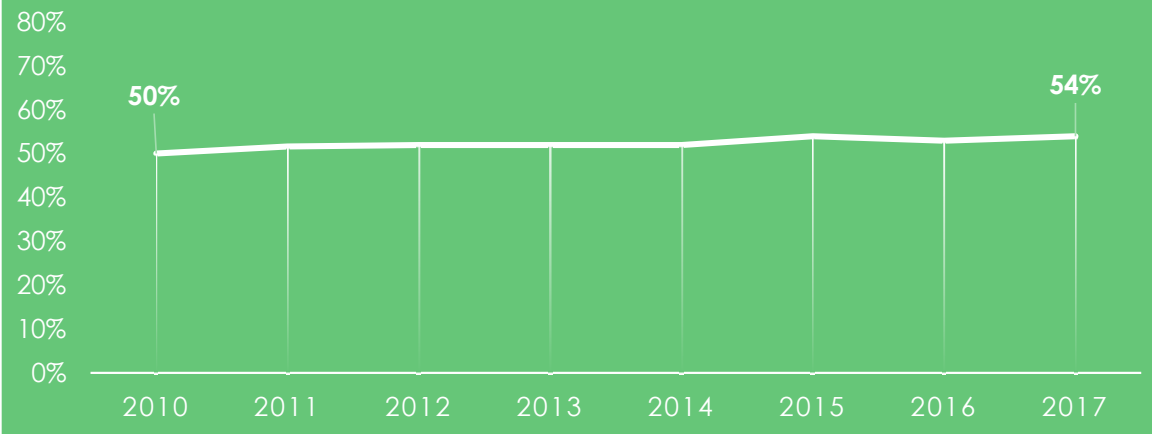
Where is King County leading?

- Curbside collection of non-organic recyclables
- C&D Recycling
- Yard waste collection

Where is King County lagging?

- Weekly organics & recycling collection
- Extended Producer Responsibility
- Banning food waste heading to landfill

RECYCLING RATES HAVE REMAINED RELATIVELY FLAT FOR NEARLY A DECADE



Re+ Fast Start Actions

Plastic & Paper (26%)

- WRAP Act / Extended Producer Responsibility Legislation

Organics (28%)

- Single Family Collection
- Non-Residential Food Waste Recycling
- Organics Legislation

Community

- Community Panel
- City/County Collaboration
- Re+ City Grants

- Mixed Waste Processing
- Circular Economy Grants

- NextCycle WA



Estimated Impacts from Re+ Actions

Diversion potential – **300k – 400k** tons per year within King County


GHG reduction Estimate – **200k – 300k** MTCO₂e annually

Other Considerations

- Increased spending to implement actions will increase rates
- Behavior change
- Increase in “green jobs” to process more recyclables

What Can Cities Do to Help?

Sign the Re+ Pledge!



Re+ Pledge

Climate Change is an urgent challenge, with far-reaching current and future impacts to our environment, public health, and economy. King County's Re+ program aims to divert recoverable material from the landfill which will reduce greenhouse gas emissions and contribute to a circular economy. Based on the 2019 Waste Characterization study up to 70% of what ends up in our landfill could be composted, reused and recycled. Reclaiming these items and repurposing them through recycling or composting will help us reach King County's zero waste goals.

Implementing Re+ will ensure that we are keeping true to our commitments to reduce climate impacts, conserve resources, and create a healthier environment for our communities by keeping valuable materials out of the landfill and in use as long as possible.

Re+ is a roadmap for making that change.

Our approach aims to reinvent the current waste management system to be more resilient, equitable, and cost-effective through strategies necessary to meet our 2030 goal of zero food waste and zero waste of reusable resources.

Key actions include identifying new ways of processing organics and recycling, developing recycling markets for organics, paper and plastic, and a community panel to engage historically underrepresented and adversely impacted community members to help guide future outcomes. These new markets will create local jobs in the private sector, help build the green economy and ensure a just and equitable impact on the members of our community.


Re+ builds on the important work that many of our partners, including cities, the Port of Seattle, businesses, non-profits, community members, and the County are already doing to reduce contributions to climate change.

WHEREAS, climate change is an urgent challenge, with far-reaching current and future impacts to our environment, public health, and economy; and

WHEREAS, greenhouse gas (GHG) emissions generated globally from the production, transport, use, and disposal of goods, foods, and services consumed in King County are a major part of our communities' climate footprint and are more than locally generated GHG emissions; and

WHEREAS, King County and K4C partners are measuring, reporting, and developing new strategies to reduce consumption-related GHG emissions; and

WHEREAS, supporting the Re+ effort will help focus our joint effort and responsibility to make progress toward reducing local GHG emissions by increasing waste prevention and recycling, laying the foundation for developing a circular economy; and



WHEREAS, we recognize that the success of Re+ will require collaboration between King County, local jurisdictions, tribes, businesses, community-based organizations, and others; and

WHEREAS, the Re+ Program is consistent with, consolidates, and accelerates progress towards achieving the approved goals and strategies of the 2020 Strategic Climate Action Plan, the 2019 Comprehensive Solid Waste Management Plan, and the Joint Climate Action Commitment of the King County Cities Climate Collaborative (K4C) in relation to the County's zero-waste goals; and

WHEREAS, we will work with the County to identify ways to enhance our efforts to achieve the vision of Re+ with implementation support from the County including competitive grants, model language for countywide program and policy implementation, and technical support; and



WHEREAS, as a core component of this important work we must engage in ways that are fair, equitable and inclusive for those who are historically under-represented and have been disproportionately impacted by the status quo in our communities.

Now, therefore, we pledge our support for the shared vision that Re+ represents and look forward to collaborating to see this vision become reality.


Signed this _____ day of _____, _____ by _____

Name, Title
on behalf of

Jurisdiction



Alternate Formats Available
206-477-4466 • TTY Relay 711



Join these Cities:

Shoreline
Woodinville
Clyde Hill
Snoqualmie
Carnation
Newcastle

... and several others in the process

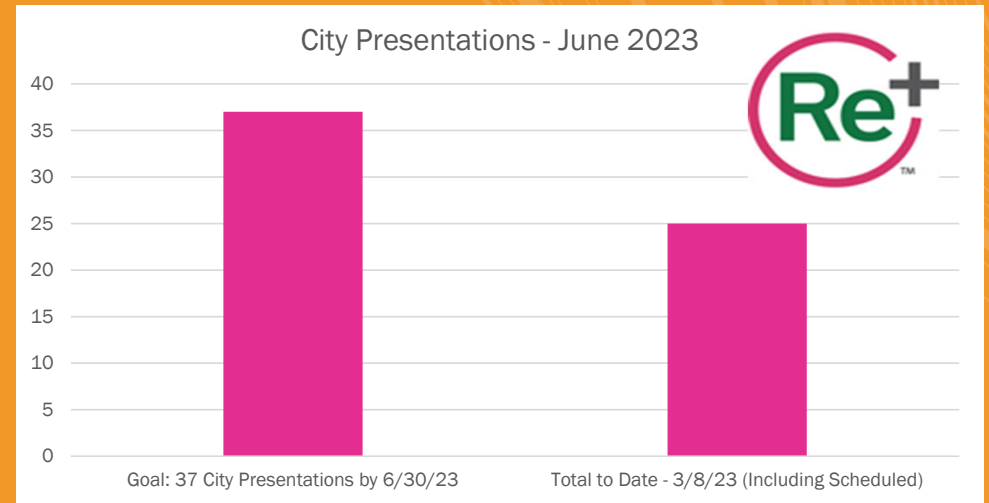
Re+ City Presentations

Completed:

- Carnation+
- Covington
- Clyde Hill +
- Duvall
- Issaquah
- K4C
- Kent
- Medina
- Mercer Island
- Newcastle+
- Renton
- Sammamish
- Shoreline +
- Snoqualmie +
- Woodinville +

Scheduled:

- Covington (Update)
- Kirkland
- Lake Forest Park
- Redmond
- Yarrow Point
- Maple Valley
- Normandy Park
- Bothell
- Enumclaw
- Kenmore

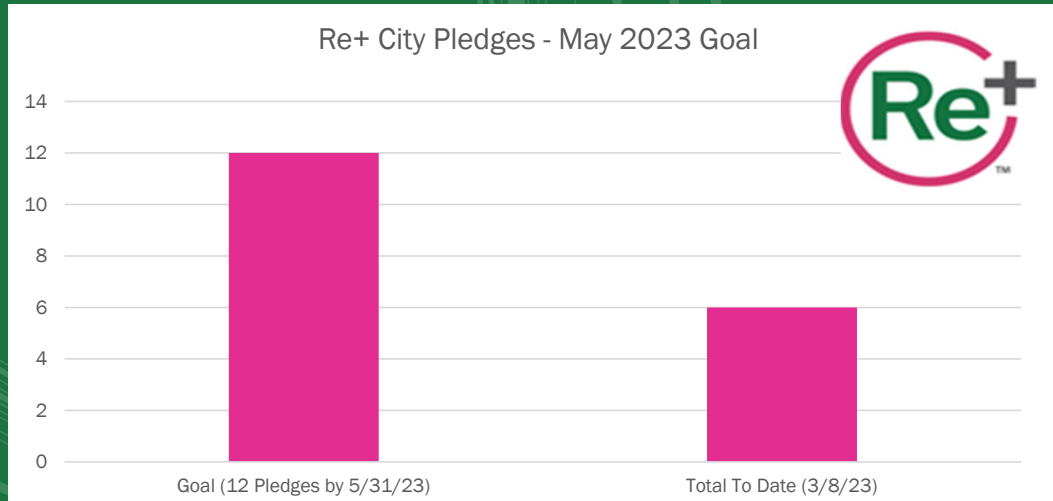


Cities Not Scheduled:

- Algona
- Auburn
- Beaux Arts Village
- Bellevue
- Black Diamond
- Burien
- Des Moines
- Federal Way
- North Bend
- Pacific
- SeaTac
- Skykomish



Pledges Approved



- Shoreline
- Woodinville
- Clyde Hill
- Snoqualmie
- Carnation
- Newcastle



Thank You!

For additional information please contact:

Amy Ockerlander

King County Solid Waste Division

Government Relations Administrator

aockerlander@kingcounty.gov

