



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: 823 8179 9220#

<https://us02web.zoom.us/j/82381799220>

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 – 2024-2029 Capital Improvement Plan / Transportation Improvement Plan

A. Public Hearing

B. Ordinance No. 736

8.2 – Private Property Hedge Code Amendments

Ordinance No. 733

**8.3 – Permanent Supportive and Transitional Housing Code Amendments
Ordinance No. 737**

8.4 – 94th Ave NE Utility UGC Project – Gray & Osborne Design Agreement Addendum No. 1

8.5 – PSE IntoLight Contract

9. MAYOR & COUNCIL REPORTS (5 minutes)

Mayor

10. ADJOURNMENT

| |
|---------------|
| STAFF REPORTS |
|---------------|

1. Police Reports

*Note from Police Department: There are no incidents, so we added a note on the monthly recap and did not do a Narrative page this month.

2. Fire-EMS Reports

3. Town Engineer Reports:

- 2024 94th Ave NE UGC
- 2023 NE 36th St/ 88th Street Paving
- Misc Projects Status Report

4. Town Planner Report:

- Comprehensive Plan Update

5. 2nd Quarter Financial Report

6. Commission Minutes:

- June 20, 2023 Regular Planning Commission Meeting
- June 27, 2023 Regular Park Board Meeting



MEMO

To: Yarrow Point Council

From: Chief Kyle Kolling

Date: July 11th, 2023

Re: June 2023 Summary

Greetings,

June trainings included:

- Regular monthly training through PoliceOne Academy continued with officers completing a Bloodborne Pathogens class online.
- Range training for all officers at the end of the month

We held interviews and offered one candidate a conditional job offer. He is currently with SPD and going through our background process.

On the social media front, ten Facebook posts were created in June, which reached over 450 people. Our page garnered 183 engagements this month by the public (reactions, comments, and shares). The Sentinel was sent out weekly. We now have 479 followers on our Instagram account which is up from 476.

Clyde Hill Police Officer Cameron Hanson is moving through his FTO stage. He should be released as a solo officer mid-August.

Thankfully the month of June was slower for criminal activities, but we had an uptick in traffic collisions.

*There are no incidents to report in Yarrow Point so there will be no monthly summary to follow



Town of Yarrow Point ACTIVITY REPORT

| | June 2023 | May 2023 | 2023 YTD | 2022 YTD |
|---|--------------|-------------|-------------|-------------|
| CRIMES AGAINST PERSONS | | | | |
| Assault | 0 | 0 | 0 | 0 |
| Domestic Violence/Disturbance | 0 | 0 | 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>) | 1 | 0 | 1 | 1 |
| PROPERTY CRIMES | | | | |
| Burglary | 0 | 1 | 2 | 1 |
| Fraud | 0 | 0 | 4 | 3 |
| MV Prowl | 0 | 1 | 1 | 2 |
| MV Theft | 0 | 0 | 0 | 0 |
| Theft | 0 | 0 | 5 | 3 |
| Other (<i>Arson, illegal dumping, malicious mischief, prowler, trespass</i>) | 0 | 0 | 6 | 7 |
| ARRESTS | | | | |
| Drug/alcohol | 0 | 0 | 0 | 0 |
| Warrants | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 1 |
| TRAFFIC ACTIVITY | | | | |
| Criminal Traffic | 0 | 2 | 3 | 0 |
| Infractions | 2 | 7 | 26 | 39 |
| Warnings | 16 | 8 | 49 | 30 |
| Traffic accidents | 0 | 1 | 3 | 2 |
| Traffic stops | 19 | 19 | 68 | 67 |
| Parking | 1 | 1 | 4 | 42 |
| OTHER | | | | |
| Alarms | 3 | 1 | 14 | 9 |
| Complaints | | | | |
| ~Animal | 1 | 0 | 1 | 4 |
| ~Fireworks | 0 | 0 | 0 | 0 |
| ~Noise | 0 | 2 | 2 | 6 |
| ~Soliciting | 1 | 0 | 1 | 42 |
| Deaths | 0 | 0 | 0 | 1 |
| Suspicious | 9 | 4 | 18 | 14 |
| 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>) | 30 | 40 | 227 | 80 |

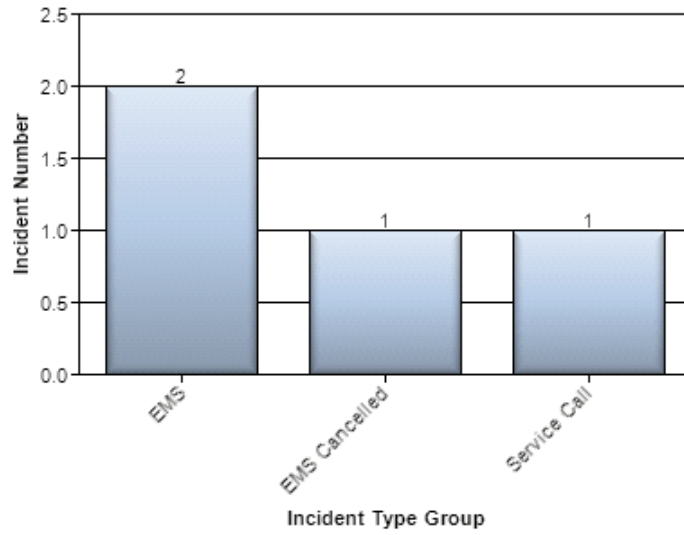


Issued Ticket Report Summary
 Yarrow Point
 June 01, 2023-June 30, 2023

| <u>Violation Location Address</u> | <u>Date And Time</u> | <u>Violation Description</u> | <u>Issuing Officer</u> |
|--|----------------------|---------------------------------------|------------------------|
| <u>Citations-Non-Traffic: 0</u> | | | |
| <u>Citations-Criminal: 0</u> | | | |
| <u>Infractions-Traffic: 0</u> | | | |
| <u>Infractions-Speeding: 2</u> | | | |
| 9000 BLK POINTS DR NE | 06/04/2023 15:24:00 | SPEED 21 MPH OVER LIMIT (40 OR UNDER) | 1402 - Jennings |
| 3900 BLK 92ND AVE NE | 06/06/2023 14:37:00 | SPEED 16 MPH OVER LIMIT (40 OR UNDER) | 6177 - Humphreys |
| <u>Infractions-Parking: 1</u> | | | |
| 4200 94TH AVE NE | 06/01/2023 00:00:00 | PARKED BLOCKING LANE OF TRAVEL | 3236 - Fernandez |

Incident Date between 2023-06-01 and 2023-06-30
City equal to Yarrow Point

| Incident Type Group | Incident Count |
|---------------------|----------------|
| EMS | 2 |
| EMS Cancelled | 1 |
| Service Call | 1 |





PROJECT STATUS REPORT

| REPORT DATE | PROJECT NAME | PREPARED BY |
|-------------|----------------------------------|------------------|
| 7/11/23 | 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:
 - 7 – under contract (first round of conversions set to start in September)
 - 3 – close to contract
 - 4 – held second meeting set on 5/12
 - 2 – negative responses
 - 2 – actively selling (4015 95th & 9415 NE 40th)
- The COB water utility completed their 90% plan set on 6/23. They are planning to bid their project in August, but their anticipated construction schedule has slipped to the first quarter of 2024. As a permit condition they are required to complete their project by April 30, 2024.
- PSE power provided a 90% plan set on June 4, 2023, and these were shared in mid-June with Comcast and Lumen. G&O continues to coordinate with PSE on some isolated areas that will be addressed when we receive COB’s 100% plans in late July. We now anticipate receiving 100% plans from PSE by mid-August.
- The PSE IntoLight contract is on the agenda for review/approval by the Town Council tonight. NOTE: The Town received a 60% draft design on June 9, 2023, which was done as part of the PSE IntoLight contract estimate.
- 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 a design schedule that will be updated as needed throughout the year.
- The public outreach meeting held June 28th at 4-6pm at town hall was attended by roughly 12 different households. Staff is still working with residents to answer various questions as the project progresses.
- Gray & Osborne –G&O is working on the following tasks:
 - 30% Plans were received by the Town on June 30, 2023 – The design addresses stormwater capital improvement projects 2, 7, 10, and 11 from the 2020 TYP Stormwater Management Plan, a sidewalk alternative for NE 40th/95th Ave intersection, and trenching and restoration plans for power, phone, cable undergrounding.
 - 30% Estimate – G&O submitted a construction estimate along with the plan set (~\$1.4 million). This is inline with the town’s preliminary cost estimate, but it is still under review by town staff.
 - 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 | 90 | 2022-2023 | Gray & Osborne/ | |
| City of Bellevue Utilities Dept. | 90 | | Town Engineer | |
| Comcast/ Lumen | 90 | | | |
| Final Design | | | | |
| 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 – June 2023 Town Engineer Project Management | | \$28,802.50 | | |
| Jan. 2023 – June 17, 2023 Civil Engineering Consultant Gray & Osborne, Inc. | \$110,000 | \$67,071.65 | | CIP S-3: \$50,000 Budget CIP U-1: \$60,000 Budget Contract Date: 1/10/23 \$127,300 |
| Total: | \$110,000 | \$95,874.15 | | |
| 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 – June 17, 2023 Project Total: | \$2,648,255 | \$124,124.15 | | |

RISK AND ISSUE HISTORY

| ISSUE | STATUS | DATE |
|-------|--------|------|
| | | |

CONCLUSIONS/NEXT STEPS

- COB final plans – July 24, 2023
- COB Water Bidding – August 1 – 14, 2023
- PSE Final Plans – August 1, 2023
- Comcast/ Lumen/ PSE IntoLight Final Plans – September 1, 2023



PROJECT STATUS REPORT

| REPORT DATE | PROJECT NAME | PREPARED BY |
|-------------|---|------------------|
| 7/11/23 | 2023 Pavement Preservation – NE 36 th Street & 88 th Ave NE | Stacia Schroeder |

STATUS SUMMARY

The 2023 TYP Pavement Preservation Program will maintain the following asphalt roadways:

- 88th Ave NE
- NE 36th Street @ Int’x of 91st Ave NE Only
- 3600 – 3700 90th Ave NE

These improvements were designed and bid as part of the Town’s interlocal agreement with King County Roads. Our 2023 – 2028 CIP identifies this project as T-1 (\$160,000 for 2” grind and overlay) and T-2 (\$50,000 for 2” grind and overlay).

King County Roads awarded their contract to the low bidder, Lakeside Industries, and the Town of Yarrow Point’s cost share is shown below:

- 88th Ave NE – \$63,482
- NE 36th Street – \$27,839
- 90th Ave NE - \$\$73,901

The total cost to Yarrow Point is \$165,222 which is ~\$2,000 higher than their 90% estimate provided in March.

NOTE: The total project cost is significantly less than the town engineer’s estimate. Town staff reevaluated the need to grind and overlay the entire length of NE 36th Street after the stormwater project and chose to only grind and overlay those areas heavily impacted by construction.

PROJECT OVERVIEW

| TASK | % DONE | TARGET DUE DATE | LEAD | NOTES |
|------------------------|--------|-----------------|----------------------------|-------|
| Final Design & Bidding | 100 | Spring 2023 | KC Roads | |
| Construction | 0 | Summer 2023 | KC Roads/ Town Engineer | |

BUDGET OVERVIEW

| CATEGORY | BUDGETED | EXPENDED | ON TRACK? | NOTES |
|--|-----------|----------|-----------|---|
| Jan. 2023 – June 2023 Town Engineer | \$10,000 | \$405 | Yes | |
| Jan. 2023 – June 2023 King County Roads | \$200,000 | \$0 | Yes | CIP T-1: \$160,000 Budget CIP T-2: \$50,000 Budget |
| Total: | \$210,000 | \$405.00 | | |

RISK AND ISSUE HISTORY

| ISSUE | STATUS | DATE |
|-------|--------|------|
| | | |

CONCLUSIONS/NEXT STEPS

YARROW POINT - 2023 PAVEMENT PRESERVATION BID PRICING

LENGTH: 0.14 Miles (2-lanes with no striping)

| ITEM NO. | TOTAL QUANTITY | UNIT | STD. ITEM NO. | SPEC SECTION | ITEM | 88th Ave NE (east side): Point Dr NE to end of Road (0.08 mi) | | 90th Ave NE: NE 36th St to end of Road (0.05 mi) | | NE 36th St: Intersection of NE 36th St & 91st Ave NE (0.01 mi) | | LAKESIDE INDUSTRIES BID PRICE | TOTAL |
|--|----------------|-------|---------------|---------------|--|--|--------------|--|--------------|--|--------------|-------------------------------|---------------|
| | | | | | | QUAN. | COST | QUAN. | COST | QUAN. | COST | | |
| PREPARATION | | | | | | | | | | | | | |
| 1 | 1 | L.S. | | 1-09.7 | MOBILIZATION (5%) | | \$ 4,860.00 | | \$ 3,040.00 | | \$ 600.00 | 5% | \$ 8,500.00 |
| 11 | 1 | L.S. | | | REMOVING PLASTIC TRAFFIC MARKING AND RAISED PAVEMENT MARKERS | 0 | \$ - | 0 | \$ - | 0 | \$ - | \$0.00 | \$ - |
| GRADING | | | | | | | | | | | | | |
| 12 | 0 | C.Y. | 0310 | 2-03 | ROADWAY EXCAVATION INCL. HAUL | 0 | \$ - | 0 | \$ - | 0 | \$ - | \$255.00 | \$ - |
| 13 | 220 | S.Y. | 0332 | 5-04.3(5)E | PAVEMENT REPAIR EXCAVATION INCL. HAUL | 220 | \$ 2,200.00 | 0 | \$ - | 0 | \$ - | \$10.00 | \$ 2,200.00 |
| 14 | 800 | L.F. | | SP 2-01.3(5) | SHOULDER PREPARATION | 200 | \$ 200.00 | 600 | \$ 600.00 | 0 | \$ - | \$1.00 | \$ 800.00 |
| SURFACING | | | | | | | | | | | | | |
| 15 | 27 | TON | 5120 | SP 5-04.3(5)F | CRUSHED SURFACING TOP COURSE | 10 | \$ 600.00 | 15 | \$ 900.00 | 2 | \$ 120.00 | \$60.00 | \$ 1,620.00 |
| HOT MIX ASPHALT | | | | | | | | | | | | | |
| 16 | 1,900 | S.Y. | 5711 | SP 5-04.3(14) | PLANING BITUMINOUS PAVEMENT | 290 | \$ 1,450.00 | 1,300 | \$ 6,500.00 | 310 | \$ 1,550.00 | \$5.00 | \$ 9,500.00 |
| 17 | 33 | TON | 5717 | SP 5-04.3(18) | HMA FOR PRELEVELING CL. 1/2 IN. PG 58H-22 | 18 | \$ 1,872.00 | 15 | \$ 1,560.00 | 0 | \$ - | \$104.00 | \$ 3,432.00 |
| 18 | 28 | TON | 5739 | 5-04 | HMA FOR PAVEMENT REPAIR CL. 1/2 IN. PG 58H-22 | 28 | \$ 4,760.00 | 0 | \$ - | 0 | \$ - | \$170.00 | \$ 4,760.00 |
| 19 | 270 | TON | 5767 | 5-04 | HMA CL. 1/2 IN. PG 58H-22 | 65 | \$ 6,760.00 | 165 | \$ 17,160.00 | 40 | \$ 4,160.00 | \$104.00 | \$ 28,080.00 |
| 20 | 1 | CALC. | 5830 | 5-04.5(1)A | JOB MIX COMPLIANCE PRICE ADJUSTMENT | | \$ 300.00 | | \$ 600.00 | | \$ 200.00 | 3% | \$ 1,100.00 |
| 21 | 1 | CALC. | 5835 | 5-04.5(1)B | COMPACTION PRICE ADJUSTMENT | | \$ 200.00 | | \$ 400.00 | | \$ 100.00 | 2% | \$ 700.00 |
| 22 | 1 | CALC. | 5837 | SP 5-04.5(1)C | ASPHALT COST PRICE ADJUSTMENT | | \$ 200.00 | | \$ 200.00 | | \$ 100.00 | \$1 / TON | \$ 500.00 |
| EROSION CONTROL AND ROADSIDE PLANTING | | | | | | | | | | | | | |
| 24 | 10 | C.Y. | | 8-01 | TOP SOIL TYPE A | 4 | \$ 600.00 | 6 | \$ 900.00 | 0 | \$ - | \$150.00 | \$ 1,500.00 |
| 25 | 1 | EST. | 6490 | 8-01 | EROSION / WATER POLLUTION CONTROL | | \$ 500.00 | | \$ 500.00 | | \$ 500.00 | | \$ 1,500.00 |
| TRAFFIC | | | | | | | | | | | | | |
| 27 | 0 | L.F. | 6895 | 8-23 | TEMPORARY PAVEMENT MARKING - SHORT DURATION | 0 | \$ - | 0 | \$ - | 0 | \$ - | \$0.35 | \$ - |
| 31 | 1 | L.S. | | SP 1-10 | PROJECT TEMPORARY TRAFFIC CONTROL | | \$ 15,430.00 | | \$ 9,640.00 | | \$ 1,930.00 | - | \$ 27,000.00 |
| OTHER ITEMS | | | | | | | | | | | | | |
| 40 | 4 | EACH | 7380 | | RAISE MONUMENT CASE AND COVER | 0 | \$ - | 3 | \$ 1,830.00 | 1 | \$ 610.00 | \$610.00 | \$ 2,440.00 |
| 41 | 5 | EACH | 3080 | SP 7-05 | RAISE MANHOLE | 0 | \$ - | 3 | \$ 2,475.00 | 2 | \$ 1,650.00 | \$825.00 | \$ 4,125.00 |
| 42 | 4 | EACH | 6243 | SP 7-12 | RAISE WATER VALVE | 0 | \$ - | 2 | \$ 1,220.00 | 2 | \$ 1,220.00 | \$610.00 | \$ 2,440.00 |
| 43 | 8 | EACH | 3100 | SP 7-05.3 | RAISE CATCH BASIN | 0 | \$ - | 4 | \$ 3,300.00 | 4 | \$ 3,300.00 | \$825.00 | \$ 6,600.00 |
| 44 | 2 | EACH | | SP 7-05.3 | RAISE GAS VALVE | 1 | \$ 610.00 | 1 | \$ 610.00 | 0 | \$ - | \$610.00 | \$ 1,220.00 |
| 45 | \$5,000 | EST. | | 2-01.3(7) | ROADSIDE RESTORATION | 0 | \$ 2,500.00 | 0 | \$ 1,500.00 | 0 | \$ 1,000.00 | | \$ 5,000.00 |
| 46 | \$12,000 | CALC. | 7728 | 1-04.4(1) | MINOR CHANGE | | \$ 5,000.00 | | \$ 3,000.00 | | \$ 4,000.00 | - | \$ 12,000.00 |
| 47 | 1 | L.S. | 7736 | 1-07.15(1) | SPCC PLAN | | \$ 50.00 | | \$ 50.00 | | \$ 50.00 | | \$ 150.00 |
| Estimated Contract Amount By Road Segment | | | | | | | \$ 48,092.00 | | \$ 55,985.00 | | \$ 21,090.00 | | \$ 125,167.00 |
| Contingency (10%) | | | | | | | \$ 4,810.00 | | \$ 5,599.00 | | \$ 2,109.00 | | \$ 12,518.00 |
| Construction Management (20%) | | | | | | | \$ 10,580.00 | | \$ 12,317.00 | | \$ 4,640.00 | | \$ 27,537.00 |
| County Force Work: Striping and RPMs | | | | | | | \$ - | | \$ - | | \$ - | | \$ - |
| TOTALS | | | | | | | \$ 63,482.00 | | \$ 73,901.00 | | \$ 27,839.00 | | \$ 165,222.00 |



PROJECT STATUS REPORT

| REPORT DATE | PROJECT NAME | PREPARED BY |
|-------------|--|------------------|
| 7/11/23 | 2023 Annual Pagoda Maintenance 2023 Sidewalk Maintenance Sally's Alley – Phase 1 | Stacia Schroeder |

STATUS SUMMARY

2023 Annual Pagoda Maintenance Project

Alexander Moore Homes began this project on July 5, 2023. The Town notified affected residents via email, USPS, and pagoda postings of the impacts. The contractor will install the concrete pagoda bases this week and make the structure modifications/ installations over the course of the next two weeks. They will then work with the Town Deputy Clerk to coordinate with residents for the transfer of mailboxes. The project is anticipated to last the month of July.

2023 Sidewalk Maintenance Project

Iron Creek Construction will begin the sidewalk restoration project on Monday, July 10th. They will remove the old natural pave sidewalk from 3400 – 3600 92nd Ave NE and replace it with a 6-foot wide colored concrete sidewalk. The Town has notified residents via email and posted the work notice on our website. ICC will provide the required flaggers, but residents should expect intermittent delays around the area. The project is anticipated to take 2 weeks, but is weather dependent and subject to concrete availability.

Sally's Alley – West End

Elvis Landscape Services is not scheduled to begin construction on this project until September. However, the Town has decided to install a 4' x 10' test strip of the Pro Lite Grid system in the 3856 94th Ave NE driveway next week. The intent is to test the system for the summer months prior to full fall installation. Iron Creek Construction will construct this project for ~\$1,500 and the affected homeowner was recently notified. The construction is not anticipated to take more than one day.



PROJECT STATUS REPORT

| REPORT DATE | PROJECT NAME | PREPARED BY |
|-------------|------------------------------------|-----------------------------|
| 7/5/2023 | GMA Comprehensive Plan Update 2024 | Town Planner – SBN Planning |

STATUS SUMMARY

The Comprehensive Plan consists of required elements under the Growth Management Act (GMA) and optional elements unique to Yarrow Point. The Plan 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. The Plan must be adopted by December 2024 and will include some updates to development regulations to stay current with state guidelines and recommendations. This update is fully-funded by a \$100,000 grant from the State’s Department of Commerce (COM), which the Town Planner applied for and received at the start of the process in August 2022.

The Comprehensive Plan Update is proceeding on-time and on-budget – in accordance with the COM grant – for completion ahead of the December 2024 deadline. The past month of work focused on public outreach, chapter writing, final document layout, and a wrap-up of plan-supporting analyses. Deliverables submitted to COM include a draft intro chapter and status update; the planning team has also begun developing the layout and a small sample of the layout is provided here, with a few options for a cover page using placeholder imagery.

The survey link is live and posted on the Yarrow Point website, and a mailer announcing the comprehensive plan process was sent to each Yarrow Point resident. The survey will close in August 2023 to have time for integrating community priorities and feedback into the comprehensive plan update. On a budget-related note, the survey and mailer are expenses that are accounted for in the COM grant. These expenses appear on June invoices to the Town but are directly associated with money the Department of Commerce grants for these efforts and will be reimbursed as such. The public participation plan adheres to all planning requirements necessary as part of the comprehensive plan update.

Chapter writing is focused on integrating analyses conducted by the planning team with guidance and requirements outlined by COM. Chapter writing at this stage is focused solely on building a baseline plan that is, at minimum, fully compliant with COM and Puget Sound Regional Council (PSRC) requirements. The current goal is to establish a strong foundation for the future integration of feedback from Town Council, Planning Commission, and public engagement results.

TASK OVERVIEW

| TASK | % DONE | TARGET DUE DATE | LEAD | NOTES |
|-------------------------------------|--------|-----------------|--------------|---|
| Plan Review | 100 | 2/17/23 | SBN Planning | All work submitted to Commerce |
| Information Gathering | 100 | 5/30/23 | SBN Planning | All associated analyses complete |
| Plan Baseline Updates | 70 | 7/10/23 | SBN Planning | With completion of information gathering and associated analyses, chapter writing is fully underway. |
| Public Outreach, Survey, and Review | 50 | 11/28/23 | SBN Planning | The survey is live online and mailers are out. |
| Development Regulation Updates | 35 | 12/29/23 | SBN Planning | Regulations reviewed, determination of needed changes has been pushed back to Q1 of 2024 – pending discussions with COM and further guidance related to recent housing legislation. |
| Plan Production and Design | 40 | 12/18/23 | SBN Planning | Design of layout, graphic templates, and style has begun. |
| Plan Adoption Procedure | 0 | 6/30/2024 | SBN Planning | Work on adoption and all regulatory procedures scheduled for 2024. |

GRANT DELIVERABLE OVERVIEW: FY23

The column “% Done” reflects the actual completion, while the budget columns reflect what has been actually invoiced from COM. The planning team has reached out to COM to establish a FY24 work plan, but there has not been any movement on a FY24 contract thus far.

| 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 | 100 | \$4,000.00 | \$0.00 | Mailer and survey complete after Town reviews. The survey is live online and the mailer has been sent out. Update sent to COM. |
| 4.1 Draft Introductory Section | 100 | \$5,400.00 | \$0.00 | Draft intro is complete and submitted to COM |
| 4.2 Staff Report on Update Progress and Status | 100 | \$6,800.00 | \$0.00 | Status update sent to COM. |

BUDGET OVERVIEW

| CATEGORY | BUDGETED | EXPENDED | ON TRACK? | NOTES |
|------------------------|----------|----------|-----------|--|
| Comprehensive Planning | 100,000 | 52,437 | Yes | Project is moving ahead on-schedule and on-budget. Renewal of grant will take place in July of 2023 to fund FY2024 update efforts. |
| Total: | 100,000 | 52,437 | Yes | |

CONCLUSIONS/NEXT STEPS

With FY23 wrapping up, a new round of COM funding for FY24 should begin. This round will focus on revising chapter writing, laying out the plan, adopting the plan, and preparing for the implementation of updated development regulations and associated plans. Beginning in the fall of 2023, the Town Planner will include revised chapters in these Council updates for review. The Planner will identify which pieces of chapters are specifically targeted towards compliance with King County, Puget Sound Regional Council, and Washington State requirements, as appropriate. The goal is for Council to share their thoughts and suggestions on the plan's tone, goals, and policies – to ensure it accurately reflects the Town and its character.

Town of Yarrow Point

Comprehensive Plan

DRAFT

2023 Comprehensive Plan Update
Date of Adoption: XX/XX/XXXX



Town of Yarrow Point

Comprehensive Plan

Draft

2023 Comprehensive Plan Update
Date of Adoption: XX/XX/XXXX



Town of Yarrow Point

Comprehensive Plan

Draft

2023 Comprehensive Plan Update
Date of Adoption: XX/XX/XXXX



Town of Yarrow Point

Comprehensive Plan

Draft

2023 Comprehensive Plan Update
Date of Adoption: XX/XX/XXXX



Table of Contents

Draft

List of Figures

Draft

Preface

Upon its incorporation in 1959, Yarrow Point adopted its initial Comprehensive Plan, which governed the town's development. Subsequent updates were made in 1994, 2004, and 2015. This 2024 Comprehensive Plan aims to provide guidance for the town's future over the next decade.

The Planning Commission plays a crucial role in ensuring active citizen participation in the updates of the Comprehensive Plan for Yarrow Point. They conduct regular meetings and organize special community gatherings throughout the review processes. To ensure widespread awareness, community meetings and public hearings are prominently posted in various locations within the town.

Following the public hearings, the Planning Commission presents their recommendations to the City Council for thorough review and eventual adoption. The Comprehensive Plan is supported by a range of accompanying documents that provide detailed information on specific issues. For more in-depth understanding, it is advisable to refer to the relevant supporting documents, including the Yarrow Point Municipal Code, the Shoreline Master Program (XXX), Critical Areas Regulations (XXX), and Comprehensive Stormwater Management Plan (1XXX) These documents supplement and enhance the policies and guidelines outlined in the Comprehensive Plan, ensuring a comprehensive and well-rounded approach to town planning and development.



Introduction

The Yarrow Point 2024 Comprehensive Plan serves as a roadmap for the future development and growth of our beautiful town. As a vibrant community nestled on the shores of Lake Washington, Yarrow Point holds a unique charm that attracts residents to live and raise families. Yarrow Point values its small-town atmosphere and close-knit community spirit. Our residents take pride in the scenic beauty that surrounds us, from the majestic lake-front views to the lush greenery that graces our parks and open spaces. It is our shared responsibility to protect and enhance these treasured assets while ensuring a sustainable and thriving future for generations to come.

This Comprehensive Plan represents the collective effort of our town officials, planning commission, and engaged community members. It is a reflection of our shared values, aspirations, and priorities. Through extensive research, data analysis, public input, and collaboration, we have developed a comprehensive framework that addresses the unique needs and challenges of our evolving town.

Recent updates to state laws and administrative regulations necessitated the town's revision of its Comprehensive Plan to align with evolving state goals and changes in our community. Updating the Comprehensive plan involves public engagement, reviewing the 2015 Comprehensive Plan, identifying areas requiring updates, conducting public hearings by both the Planning Commission and the Town Council, considering feedback from other state and local agencies, and ultimately adopting the plan by the Council.

In this plan, we have taken into account the changing dynamics of our community, including demographic shifts, technological advancements, and environmental consid-

erations. We recognize the need to balance growth and development with the preservation of our small-town character and natural resources. With thoughtful land use strategies, transportation enhancements, and environmental stewardship, we strive to create a sustainable and inclusive community that meets the needs of all residents.

The goals and policies outlined in this plan cover a wide range of areas, including land use, transportation, housing, parks and recreation, environmental protection, economic development, and community services. They provide a framework for decision-making and guide future actions and investments. It is our commitment to implement these strategies in a manner that promotes equity, resilience, and long-term sustainability.

Town Character

Yarrow Point, Washington is a picturesque residential community bordered on three sides by Lake Washington with Highway 520 making up the southern edge of town. Spanning approximately 231 acres, the town boasts a well-planned network of streets stretching across 4.32 miles, and it is home to around 405 residences. With an estimated population of 1,134 residents, Yarrow Point offers a close-knit community experience.

Having its roots in the late 1880s, Yarrow Point holds a rich history as one of the earliest homesteaded areas in the region. In response to the rapid changes sweeping across the greater Puget Sound area, the town was officially incorporated in June 1959. This strategic move aimed to safeguard the town's unique characteristics and preserve its distinct identity amidst the evolving landscape.

Yarrow Point is renowned for its stunning waterfront properties and access to the waters of Lake Washington. Approximately a quarter of the town's homes enjoy privileged waterfront locations or direct water access, offering residents the chance to indulge in the tranquil beauty of the lake. The remaining three-quarters of residences boast a range of views, spanning from expansive vistas to picturesque territorial scenery.

The town's charming residential neighborhoods are characterized by an array of elegant homes, many of which enjoy stunning views of the lake and surrounding landscapes. Yarrow Point's commitment to preserving its unique character is evident in its strict regulations and zoning codes that ensure thoughtful and harmonious development within the town.

Residents of Yarrow Point enjoy a serene and peaceful environment, enhanced by the town's abundant green spaces and parklands. These natural areas provide opportunities for outdoor activities, leisurely walks, and a deep connection with nature. The town's dedication to preserving open spaces and protecting the environment adds to its allure and contributes to a high quality of life for its residents.

While Yarrow Point is primarily a residential community, it benefits from its proximity to neighboring towns and cities including Bellevue and Seattle, offering easy access to a wide range of amenities and services. Residents can explore nearby shopping districts, entertainment venues, and recreational facilities, further enriching their daily lives.



Updating the Comprehensive Plan

In 1990 and 1991, the state legislature enacted two Acts that had a significant impact on growth management in Yarrow Point. The first Act, SHB 2929, mandated that all communities within King County, including Yarrow Point, undertake an inventory of critical areas. It further required the update of comprehensive plans to incorporate specific elements and the adoption of regulations to implement these plans. The second Act, HB 1025, necessitated the development and adoption of countywide planning policies (CPPs) by King County to address regional issues. In response, each city and town within the county, including Yarrow Point, had to incorporate these regional concerns into their respective comprehensive plans.

Since the implementation of these Acts, Yarrow Point's Comprehensive Plan has undergone several updates to ensure compliance and alignment with the evolving growth management regulations. The plan was revised and updated in 1994, 2004, and 2015. These periodic updates reflect the commitment of Yarrow Point to adapt to changing circumstances, integrate critical area inventories, and address regional concerns within the framework of the Comprehensive Plan. By adhering to these legislative requirements and keeping the plan current, Yarrow Point strives to effectively manage growth and plan for a sustainable future.

State Planning Goals

The Growth Management Act (GMA) establishes thirteen goals that serve as the guiding principles for comprehensive planning. By adhering to these state planning goals, communities like Yarrow Point can effectively manage

growth, protect natural resources, foster citizen engagement, and maintain a high quality of life for their residents. To comply with the GMA, communities are required to include five basic plan elements and associated information that align with these goals. A valid community plan must be consistent with the GMA, meaning it should not contradict the state statutory goals or countywide policies. The thirteen statutory state goals outlined by the GMA are as follows:

1. Guide urban growth to areas that can adequately provide urban services.
2. Reduce urban sprawl by promoting compact development.
3. Encourage the development of efficient multi-modal transportation systems.
4. Promote the availability of affordable housing for all economic segments of the population.
5. Foster economic development throughout the state.
6. Ensure that private property is not taken for public use without just compensation.
7. Facilitate predictable and timely permit processing.
8. Preserve and enhance natural resource-based industries.
9. Promote the retention of open space and the development of recreational opportunities.
10. Protect the environment and enhance the quality of life for residents of Washington State.

11. Encourage citizen participation in the land use planning process.
12. 12. Ensure the provision of adequate public facilities and services to support development.
13. 13. Identify and preserve lands and sites of historic and archaeological significance.

Yarrow Point is a compact and well-established residential community. The town's land area cannot be expanded, and any population growth will primarily occur through the utilization of remaining vacant or redevelopable lots, changes in family sizes, or the inclusion of accessory dwelling units (ADUs).

It is important to note that Yarrow Point does not have a designated business district, and there is no available land for its development. Moreover, the residents express their preference to maintain the current character of the community and are not inclined towards the establishment of such commercial developments.

County Planning Goals

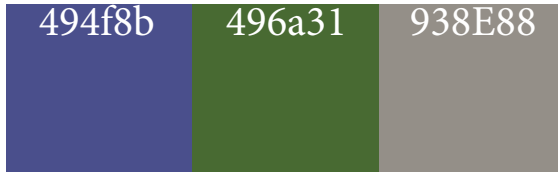
Yarrow Point, as a part of King County, adheres to the countywide planning policies (CPP) established in accordance with the Growth Management Act. These policies aim to promote the efficient utilization of existing land by establishing higher density centers within the county and encouraging infill development. The goal is to accommodate new growth while preserving the remaining rural and resource lands.

In 2023, the CPPs were revised to align with changes to the Growth Management Act and reflect the regional direction outlined in VISION 2040. VISION 2040 was adopted in 2008 by the Puget Sound Regional Council (PSRC), which serves as a decision-making forum for regional growth management in the central Puget Sound region. VISION 2040 provides a regional growth strategy that guides how the central Puget Sound region, including all jurisdictions in King County, should plan for future population and employment growth.

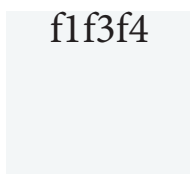
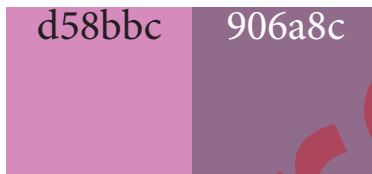
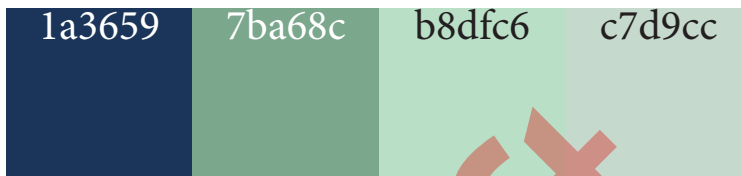
The CPPs and its recent updates are designed to achieve six overarching goals. These goals include restoring and protecting the natural environment for future generations, directing growth in a compact and centers-focused pattern to use land and infrastructure efficiently while safeguarding rural and resource lands, meeting the housing needs of all economic and demographic groups, fostering economic growth and job creation for residents, developing an integrated and sustainable multi-modal transportation system, and ensuring access to essential public services for the well-being of all communities.

Draft

City of Yarrow Point Colors



Comprehensive Plan Colors



Yarrow Point 2024 Comprehensive Plan Update

Status Update at FY23 Completion



Town of Yarrow Point

SBN Planning

2023-06-21



Summary

The Town of Yarrow Point is on schedule and on budget in efforts to update the Town’s Comprehensive Plan (the “Plan”) in advance of the deadline on December 31st, 2024. As part of the State Fiscal Year (SFY) 2023 funding, the SBN Planning team – functioning as the Town Planner – completed a review of planning guidance and checklists, launched a public engagement process, and began updates of key elements to the plan. These efforts will continue in State Fiscal Year 2024, with a full drafting process alongside Town Council and Planning Commission reviews, public engagement incorporation, and the Plan's adoption.

SFY23 Review

Plan Review

The plan review team has thoroughly reviewed Yarrow Point's 2015 Comprehensive Plan, associated functional plans, and development regulations. Early on, the planning team identified the need for a comprehensive rewrite of the Plan. Following discussions on these topics with the Department of Commerce (COM) and Puget Sound Regional Council (PSRC), the necessity of a complete rewrite was abundantly clear. The existing plan is noncompliant with most COM and PSRC checklist requirements. Furthermore, the Plan lacks coherent analyses supporting many of these elements, including a housing needs analysis, transportation levels of service, or considerations about utilities.

Public Participation

The public participation team developed a participation plan and roadmap outlining avenues for residents to be involved in the Plan's development. Digital outreach through the Town's website and an opinion survey was released, and the planning team will analyze survey results in the fall of 2023. The team sent a tri-fold mailer to all Yarrow Point residencies to disseminate engagement information and a link to the survey.

Element Updates & Analysis

Given the need for a comprehensive overhaul of the Town's Plan, the planning team began outlining new chapters and identifying pieces that directly addressed compliance and guidance from COM and PSRC. Every chapter has an outline at this point, and these outlines are developing into full chapters with the support of analysis and draft policy development. A housing needs assessment is near completion for the Town, a transportation analysis will follow, and any other needed support for elements of the Plan.

Grant Status

The planning team has exhausted the available funding from the SFY 2023 Grant and is looking forward to SFY 2024's funding cycle to complete the outstanding Comprehensive Plan work for the Town.

SFY24 Work Plan

Plan Updates

The chapter outlines developed in SFY23 will become fully functional chapters through the incorporation of analysis, public engagement recommendations, and revisions with the Planning Commission and Town Council. A housing needs assessment is near completion, with a transportation analysis and further element-specific analyses to follow. The planning team is committed to presenting chapters to the Council and Commission to offer opportunities for elected officials and the public to attend and participate in the discussion about the Comprehensive Plan.

Public Engagement

Public engagement in SFY 2024 will focus on collecting engagement data and results, followed by incorporating these efforts into the Plan itself. More in-person opportunities for residents will begin in July, followed by the survey's closing in August. An open house preceding a Planning Commission meeting will support the later-stage development of the Plan before beginning the adoption process.

Adoption

Adoption of the Plan will ideally begin in Q2 of 2024. A detailed adoption schedule is under development to ensure that each box is ticked and the timeline of reviews allows the planning team to pass the Plan before the deadline. Following adoption, the planning team will develop recommendations related to implementing the Comprehensive Plan for the Town to consider going forward. The team has already identified some land use and housing-related policies that will need to be passed for the Town to remain compliant with regional planning policies.

Yarrow Point Comprehensive Plan Introduction



Town of Yarrow Point

SBN Planning

2023-06-21



Preface

Upon its incorporation in 1959, Yarrow Point adopted its initial Comprehensive Plan, which governed the Town's development. Subsequent updates were made in 1994, 2004, and 2015. This 2024 Comprehensive Plan aims to provide guidance for the Town's future over the next decade.

The Planning Commission plays a crucial role in ensuring active citizen participation in the updates of the Comprehensive Plan for Yarrow Point. As part of the Comprehensive Plan's commitment to public engagement, the Planning Commission has served as a primary sounding board for the planning team to understand the Town's vision. They reviewed the planning team's initial audit of the plan along with outreach materials such as a Town survey and mailer. When chapter reviews with the commission began, Town pagodas disseminated information regarding which topics were up for discussion in each Planning Commission meeting.

Following their discussions, the Planning Commission presents their recommendations to the City Council for a thorough review and eventual adoption. The Comprehensive Plan is supported by a range of accompanying documents that provide detailed information on specific issues. For a more in-depth understanding, it is advisable to refer to the relevant supporting documents, including the Yarrow Point Municipal Code (YPMC), the Shoreline Master Program (SMP), the Trails Master Plan (TMP), the Capital Improvement Plan (CIP), and Stormwater Management Comprehensive Plan (SMCP). These documents supplement and enhance the policies and guidelines outlined in the Comprehensive Plan, ensuring a compendious and well-rounded approach to town planning and development.

Introduction

The Yarrow Point 2024 Comprehensive Plan serves as a roadmap for the future development and growth of the Town. As a vibrant community nestled on the shores of Lake Washington, Yarrow Point holds a unique charm that attracts residents to live and raise families. Yarrow Point values its small-town atmosphere and close-knit community spirit. The residents take pride in the scenic beauty that surrounds them, from the majestic lakefront views to the lush greenery that graces Yarrow Point's parks and open spaces. It is the shared responsibility of the Town and its residents to protect and enhance these treasured assets while ensuring a sustainable and thriving future for generations to come.

This Comprehensive Plan represents the collective effort of Yarrow Point's Town Council officials, Planning Commission, Town staff, and engaged community members. It is a reflection of the shared values, aspirations, and priorities which these groups hold. Through extensive research, data analysis, public input, and collaboration, the planning team has developed a comprehensive framework that addresses the unique needs and challenges of this evolving town.

Recent updates to state laws and administrative regulations necessitated the Town's revision of its Comprehensive Plan to align with evolving state goals and changes in our community. Updating the Comprehensive Plan involves public engagement, reviewing the 2015 Comprehensive Plan, considering guidance from other state and local agencies, and ultimately adopting the plan by Town Council.

This Plan takes into account the changing dynamics of the local and regional community, including demographic shifts, technological advancements, and environmental considerations. It recognizes the need to balance growth, development, and regional guidance with the preservation of a small-town character and natural resources. With thoughtful land use strategies, transportation considerations, and environmental stewardship, the Plan strives to create a sustainable and inclusive community that meets the needs of current and future residents.

While Yarrow Point's overall character has largely remained unchanged since the last update, the Town has experienced some growth. The population has grown about 12% in the past 20 years, per the State's Office of Financial Management. This growth is projected to continue, averaging between 6 and 10 new residents per year, or just under 1% annual growth. The changes in housing characteristics reflect this growth as both household size and the number of housing units have grown in conjunction.

The goals and policies outlined in this plan cover a wide range of areas, including land use, transportation, housing, parks and recreation, environmental protection, economic development, and community services. They provide a framework for decision-making and guide future

actions and investments. It is our commitment to implement these strategies in a manner that promotes equity, resilience, and long-term sustainability.

Town Character

Yarrow Point, Washington is a picturesque residential community bordered on three sides by Lake Washington. A portion of Points Drive NE creates a part of the southern edge of town and State Highway 520 separates a small southern portion of the Town from the majority of the Point's peninsula. Spanning approximately 231 acres, the Town boasts a network of streets stretching 4.32 miles, and it is home to around 430 residences. With an estimated population of 1,125 residents, Yarrow Point offers a close-knit community experience.

With roots in the late 1880s, Yarrow Point holds a rich history as one of the earliest homesteaded areas in the region. In response to the rapid changes sweeping across the greater Puget Sound area, the Town was officially incorporated in June 1959. This strategic move aimed to safeguard the Town's unique characteristics and preserve its distinct identity amidst the evolving landscape.

Yarrow Point is renowned for its stunning waterfront properties and access to the waters of Lake Washington. Approximately a quarter of the Town's homes enjoy privileged waterfront locations or direct water access, offering residents the chance to indulge in the tranquil beauty of the lake. The remaining three-quarters of residences boast a range of views, spanning from expansive vistas to picturesque territorial scenery.

The town's charming residential neighborhood is characterized by an array of elegant homes, many of which enjoy stunning views of the lake and surrounding landscapes. Yarrow Point's commitment to preserving its unique character is evident in its regulations and zoning codes that ensure thoughtful and harmonious development within the Town.

Residents of Yarrow Point enjoy a serene and peaceful environment enhanced by the Town's green spaces and parks. These natural areas provide opportunities for outdoor activities, leisurely walks, and a deep connection with nature. The town's dedication to preserving open spaces and protecting the environment adds to its allure and contributes to a high quality of life for its residents.

While Yarrow Point is primarily a residential community, it benefits from its proximity to neighboring towns and cities, including Bellevue and Seattle, offering easy access to a wide range of amenities, employment, and services. Residents can explore nearby shopping districts, entertainment venues, and recreational facilities, further enriching their daily lives.

Updating the Comprehensive Plan

In 1990 and 1991, the state legislature enacted two Acts that had a significant impact on growth management in Yarrow Point. The first Act, SHB 2929, mandated that all communities within King County, including Yarrow Point, undertake an inventory of critical areas. It further required the update of comprehensive plans to incorporate specific elements and the adoption of regulations to implement these plans. The second Act, HB 1025, necessitated the development and adoption of countywide planning policies (CPPs) by King County to address regional issues. In response, each city and town within the county, including Yarrow Point, had to incorporate these regional concerns into their respective comprehensive plans.

Since the implementation of these Acts, Yarrow Point's Comprehensive Plan has undergone several updates to ensure compliance and alignment with the evolving growth management regulations. The plan was revised and updated in 1994, 2004, and 2015. These periodic updates reflect the commitment of Yarrow Point to adapt to changing circumstances, integrate critical and sensitive area inventories, and address regional concerns within the framework of the Comprehensive Plan. By adhering to these legislative requirements and keeping the plan current, Yarrow Point strives to effectively manage growth and plan for a sustainable future.

State Planning Goals

The Growth Management Act (GMA) establishes thirteen goals that serve as the guiding principles for comprehensive planning. By adhering to these state planning goals, communities like Yarrow Point can effectively manage growth, protect natural resources, foster citizen engagement, and maintain a high quality of life for their residents. To comply with the GMA, communities are required to include five basic plan elements and associated information that align with these goals. A valid community plan must be consistent with the GMA, meaning it should not contradict the state statutory goals or countywide policies. The thirteen statutory state goals outlined by the GMA are as follows:

1. Guide urban growth to areas that can adequately provide urban services.
2. Reduce urban sprawl by promoting compact development.
3. Encourage the development of efficient multimodal transportation systems.
4. Promote the availability of affordable housing for all economic segments of the population.
5. Foster economic development throughout the state.
6. Ensure that private property is not taken for public use without just compensation.
7. Facilitate predictable and timely permit processing.
8. Preserve and enhance natural resource-based industries.
9. Promote the retention of open space and the development of recreational opportunities.
10. Protect the environment and enhance the quality of life for residents of Washington State.
11. Encourage citizen participation in the land use planning process.

12. Ensure the provision of adequate public facilities and services to support development.
13. Identify and preserve lands and sites of historic and archaeological significance.

Yarrow Point is a compact and well-established residential community. The town's land area cannot be expanded, and any population growth will primarily occur through the utilization of remaining vacant or redevelopable lots, changes in family sizes, or the inclusion of accessory dwelling units (ADUs).

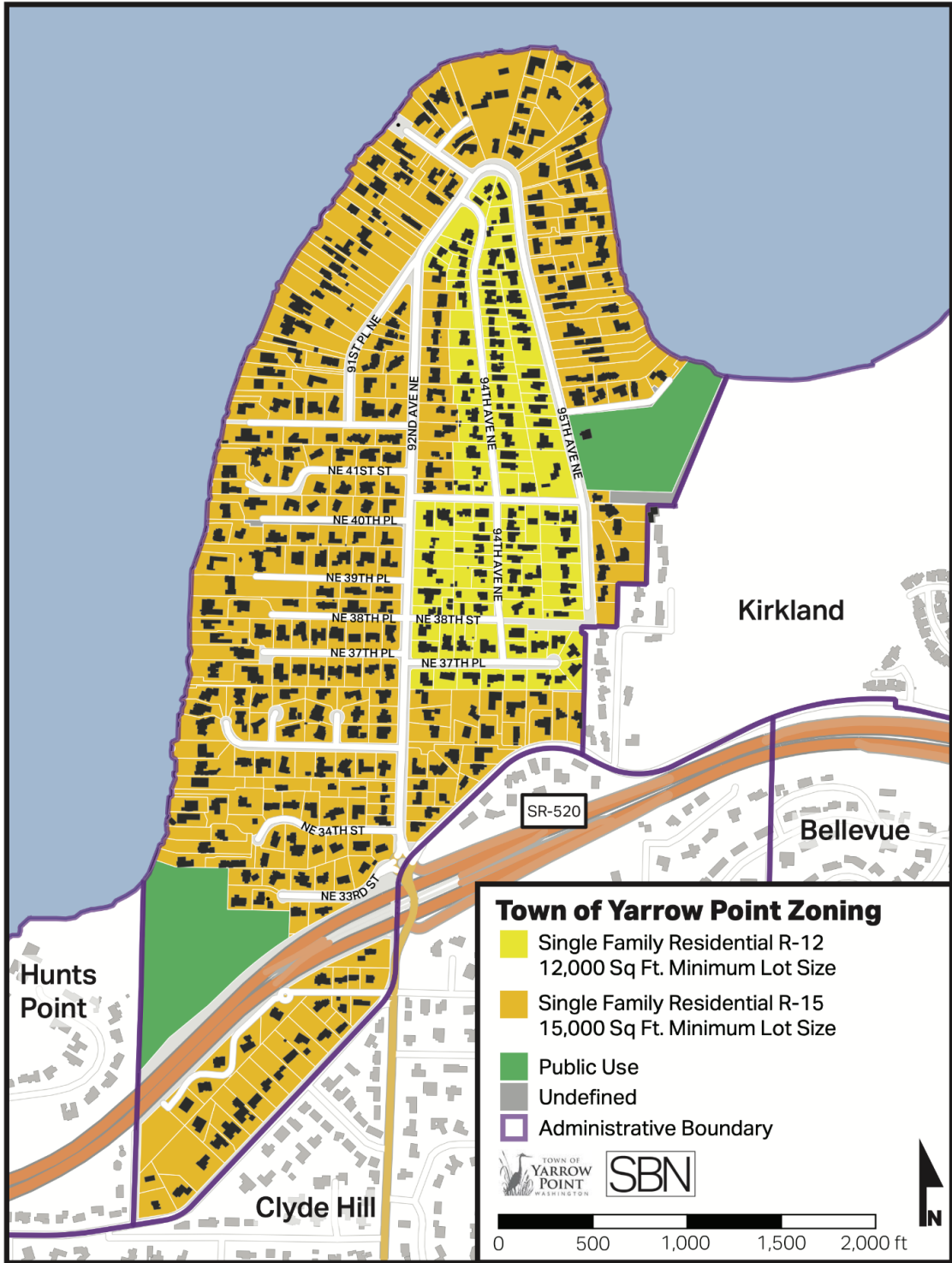
It is important to note that Yarrow Point does not have a designated business district, and there is no available land for its development. Moreover, the residents express their preference to maintain the current character of the community and are not inclined towards the establishment of such commercial developments.

County Planning Goals

Yarrow Point, as a part of King County, adheres to the countywide planning policies (CPP) established in accordance with the Growth Management Act. These policies aim to promote the efficient utilization of existing land by establishing higher-density centers within the county and encouraging infill development. The goal is to accommodate new growth while preserving the remaining rural and resource lands.

In 2023, the CPPs were revised to align with changes to the Growth Management Act and reflect the regional direction outlined in VISION 2040. VISION 2040 was adopted in 2008 by the Puget Sound Regional Council (PSRC), which serves as a decision-making forum for regional growth management in the central Puget Sound region. VISION 2040 provides a regional growth strategy that guides how the central Puget Sound region, including all jurisdictions in King County, should plan for future population and employment growth.

The CPPs and their recent updates are designed to achieve six overarching goals. These goals include restoring and protecting the natural environment for future generations, directing growth in a compact and centers-focused pattern to use land and infrastructure efficiently while safeguarding rural and resource lands, meeting the housing needs of all economic and demographic groups, fostering economic growth and job creation for residents, developing an integrated and sustainable multi-modal transportation system, and ensuring access to essential public services for the well-being of all communities.



Town of Yarrow Point: Zoning by Parcel

| Account Number | Account Title | 06/2023 Current year Actual | 2023 Current year Budget | Remaining | Percentage |
|---------------------------------------|---|-----------------------------------|--------------------------------|-----------|------------|
| GENERAL FUND #001 | | | | | |
| | GENERAL FUND #001 Revenue Total: | 776,166 | 1,336,950 | 560,784 | 58% |
| | GENERAL FUND #001 Expenditure Total: | 756,689 | 1,477,971 | 721,282 | 51% |
| | Net Total GENERAL FUND #001: | 19,477 | 141,021- | 160,498- | -14% |
| WETHERILL NAT PRES. FUND #023 | | | | | |
| | WETHERILL NAT PRES. FUND #023 Revenue Total: | 6,968 | 34,300 | 27,332 | 20% |
| | WETHERILL NAT PRES. FUND #023 Expenditure Total: | 9,616 | 42,500 | 32,884 | 23% |
| | Net Total WETHERILL NAT PRES. FUND #023: | 2,648- | 8,200- | 5,552- | 32% |
| PARKS AND OPEN SPACE FUND #040 | | | | | |
| | PARKS AND OPEN SPACE FUND #040 Revenue Total: | 154,506 | 88,500 | 66,006- | 175% |
| | PARKS AND OPEN SPACE FUND #040 Expenditure Total: | 22,048 | 145,000 | 122,952 | 15% |
| | Net Total PARKS AND OPEN SPACE FUND #040: | 132,458 | 56,500- | 188,958- | -234% |
| STREET FUND #101 | | | | | |
| | STREET FUND #101 Revenue Total: | 277,054 | 380,150 | 103,096 | 73% |
| | STREET FUND #101 Expenditure Total: | 154,692 | 490,926 | 336,234 | 32% |
| | Net Total STREET FUND #101: | 122,362 | 110,776- | 233,138- | -110% |
| COMMUNITY DEVELOPMNT FUND #104 | | | | | |
| | COMMUNITY DEVELOPMNT FUND #104 Revenue Total: | 141,163 | 259,100 | 117,937 | 54% |
| | COMMUNITY DEVELOPMNT FUND #104 Expenditure Total: | 171,987 | 293,704 | 121,717 | 59% |

| Account Number | Account Title | 06/2023 Current year Actual | 2023 Current year Budget | Remaining | Percentage |
|---------------------------------------|---|-----------------------------------|--------------------------------|-----------|------------|
| | Net Total COMMUNITY DEVELOPMNT FUND #104: | 30,824- | 34,604- | 3,780- | 89% |
| CAPITAL IMPROVEMNT I FUND #301 | | | | | |
| | CAPITAL IMPROVEMNT I FUND #301 Revenue Total: | 82,671 | 271,000 | 188,329 | 31% |
| | CAPITAL IMPROVEMNT I FUND #301 Expenditure Total: | 330,000 | 330,000 | .00 | 100% |
| | Net Total CAPITAL IMPROVEMNT I FUND #301: | 247,329- | 59,000- | 188,329 | 419% |
| CURRENT YEAR CAPITAL FUND #311 | | | | | |
| | CURRENT YEAR CAPITAL FUND #311 Revenue Total: | 245,746 | 37,000 | 208,746- | 664% |
| | CURRENT YEAR CAPITAL FUND #311 Expenditure Total: | 29,467 | 60,000 | 30,533 | 49% |
| | Net Total CURRENT YEAR CAPITAL FUND #311: | 216,278 | 23,000- | 239,278- | -940% |
| STORMWATER FUND #401 | | | | | |
| | STORMWATER FUND #401 Revenue Total: | 171,763 | 163,338 | 8,425- | 105% |
| | STORMWATER FUND #401 Expenditure Total: | 61,801 | 187,708 | 125,907 | 33% |
| | Net Total STORMWATER FUND #401: | 109,962 | 24,370- | 134,332- | -451% |
| AGENCY REMITTANCE FUND #631 | | | | | |
| | AGENCY REMITTANCE FUND #631 Revenue Total: | 1,360 | 3,200 | 1,840 | 43% |
| | AGENCY REMITTANCE FUND #631 Expenditure Total: | .00 | 3,200 | 3,200 | .00 |
| | Net Total AGENCY REMITTANCE FUND #631: | 1,360 | .00 | 1,360- | .00 |
| WETHERILL ENDOWMENT FUND #701 | | | | | |
| | WETHERILL ENDOWMENT FUND #701 Revenue Total: | | | | |

| Account Number | Account Title | 06/2023 Current year Actual | 2023 Current year Budget | Remaining | Percentage |
|----------------|--|-----------------------------------|--------------------------------|-----------|------------|
| | | 1,212 | 900 | 312- | 135% |
| | WETHERILL ENDOWMENT FUND #701 Expenditure Total: | .00 | 900 | 900 | .00 |
| | Net Total WETHERILL ENDOWMENT FUND #701: | 1,212 | .00 | 1,212- | .00 |
| | Net Grand Totals: | 322,309 | 457,471- | 779,780- | -70% |

**TOWN OF YARROW POINT
PLANNING COMMISSION REGULAR MEETING MINUTES
June 20, 2023**

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

1. CALL TO ORDER:

Chairman Carl Hellings called the meeting to order at 7:04 p.m.

PRESENT:

Chairman: Carl Hellings

Commissioners: Chuck Hirsch – Excused absence
Jeffrey Shiu
David Feller – Excused absence
Lee Sims

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

Guests: Alec Crook – Special Agent, U.S. Fish and Wildlife
Debbie Prudden – Resident

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL/AMENDMENTS TO AGENDA

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

VOTE: 3 for, 0 against. 0 Motion carried.

5. MINUTES:

- May 16, 2023 Regular Meeting

MOTION: Motion by Chairman Hellings, seconded by Commissioner Shiu to approve the June 20, 2023 regular meeting minutes as presented.

VOTE: 3 for, 0 against. 0 Motion carried.

6. STAFF REPORTS:

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

7. PUBLIC COMMENT

Resident Debbie Prudden requested info regarding the process of draft private property hedge code amendments. She also requested updates regarding house

bills relating to regulations for transitional housing code. Planner Romanenko responded noting that she can review the draft code online and there will be future opportunities for public comment regarding the transitional housing code.

8. REGULAR BUSINESS:

8.1 Eagle Protection

The Town is home to several known eagle nests and other eagle habitat. 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. The Town may also adopt code and guidelines which are as restrictive or more restrictive than federal and state regulations for the protection of eagles.

Alec Crook – Special Agent of U.S. Fish and Wildlife provided a presentation on protection of Eagles and the Migratory Bird treaty Act.

He discussed misdemeanors, penalties and prohibitions relating to the treaty regulations.

The Planning Commission wants to protect eagles and intends to educate the community relating to their protection. They discussed potential permitting procedures and ways to create public education and notification of known eagles' nests.

MOTION: Motion by Chairman Hellings, seconded by Commissioner Sims direct staff to do further research and develop a draft code.

VOTE: 3 for, 0 against. 0 Motion carried.

8.2 – Comprehensive Plan Update

Planner James provided up an update on the comprehensive update. Fliers with a survey have been mailed out and the Town's website has been updated with answers to some FAQs about the Comprehensive Planning process and town resident involvement along with a new top level link to the update process page.

In the month to come, aside from the last FY23 deliverable package, the town planner will work with COM to outline a scope and set of deliverables for FY24. As part of this funding package, chapter drafts, development regulation updates, adoption, and implementation of the Comprehensive Plan will occur ahead of the December 2024 deadline. The town planner will also begin reviewing public feedback with possible Points 4th coordination to ensure opportunities for public input are communicated to as many residents as possible. Following the August break, the town planner will also be presenting chapter drafts for Planning Commission review, followed by Town Council review.

8.3 – Short Term Rentals

Planner Romanenko discussed the Town's 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. STRs can be regulated by creating a permit system along with various fees, and taxes. The commission's goal is to decide on the direction which the Town would like to take with regards to the regulation of STRs.

With changes to development regulations as a result of HB1110 and HB1337 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 are not currently undertaken by the Town.

The Planning Commission discussed options and the direction that other jurisdictions are taking on STRs.

MOTION: Motion by Chairman Hellings, seconded by Commissioner Sims direct staff to research short term rentals further as discussed during the meeting.

VOTE: 3 for, 0 against. 0 Motion carried.

9. PUBLIC COMMENT:

None.

10. ADJOURNMENT:

MOTION: Motion by Chairman Hellings, seconded by Commissioner Sims to adjourn the meeting at 8:58 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
June 23, 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
Krista Fleming – Excused absence
Robert Afzal

Staff: Austen Wilcox – Deputy Clerk
Stacia Schroeder – Engineer

Guests:

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF/AMENDMENTS TO AGENDA

MOTION: Motion by Park Board Member Whittlesey, seconded by Park Board Member Cahill to add discussion items 8.3 Roundabout Garden Maintenance, and 8.4 Process for New Park Board Member Candidates to the agenda.

VOTE: 4 for, 0 against, motion carried.

5. STAFF REPORTS

Deputy Clerk Wilcox noted that the sport court will be reopening soon from being resurfaced, and he provided a staff report of the from the June 13 regular Council meeting.

Park Board Member Afzal arrived at 7:07 p.m.

6. APPEARENCES/PUBLIC COMMENT

None.

7. APPROVAL OF THE MINUTES:

MOTION: Motion by Park Board Member Cahill, seconded by Park Board Member Waddell to approve the May 23, 2023 regular minutes as presented.

VOTE: 5 for, 0 against. Motion carried.

8. REGULAR BUSINESS:

8.1 Sally's Alley Planning for West End

Town Engineer Stacia Schroeder stated that a contract has not yet been signed with the selected contractor. The contractor will begin work the second week of September. She discussed two types of edging used in Hunts Point; a rusty looking type around Town Hall and a standard black version used around the park area. She recommends that the Park Board visit the tow areas and identify an example they would like to use for Sally's Alley.

Engineer Schroeder mentioned an upcoming open house on June 28 at Town Hall from 4:00 – 6:00 p.m. for the NE 40th St/94th Ave NE Underground Conversion Project.

8.2 Sally's Alley Planning for East End

Town Engineer Stacia Schroeder discussed engineering firm Gray & Osborne, Inc's \$5,500.00 proposal to add a design for the east end of Sally's Alley into their scope of work for the NE 40th St/94th Ave NE Underground Conversion Project.

The Park Board discussed right of way maintenance abutting address 3806 95th and the property owner's offer to clean up the area. They discussed marking out a pathway on the east of Sally's Alley, creating a plan, and a budget.

8.3 Roundabout Garden Maintenance

The Park Board discussed the lack of maintenance on the WSDOT 92nd Ave NE roundabout. They recommend that residents submit their dissatisfaction with the lack of upkeep on the roundabout.

MOTION: Motion by Park Board Member Cahill, seconded by Chairman John McGlenn to improve the entry of Yarrow Point with a professionally designed sustainable planting plan.

VOTE: 5 for, 0 against. Motion carried.

8.4 Process for New Park Board Member Candidates

Park Board Member Waddell announced that he will be leaving the Park Board once his term expires at the end of 2023. He expressed his enjoyment for working on the Park Board for twenty years. The Park Board discussed potential candidates. Deputy Clerk Wilcox recommends that candidates should be recommended to the Mayor.

9. ADJOURNMENT:

MOTION: Motion by Park Board Member Cahill, seconded by Park Board Member Waddell to adjourn the meeting at 8:04 p.m.

VOTE: 5 for, 0 against. Motion carried.

APPROVED:

ATTEST:

John McGlenn, Chairman

Austen Wilcox, Deputy Clerk

DRAFT

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

7. Consent Calendar

July 11, 2023

| | |
|------------------|---|
| Consent Calendar | Proposed Council Action: Approve Consent Calendar |
|------------------|---|

Presented by: Clerk-Treasurer

Exhibits: July Payment Approval and Payroll Report
Minutes of June 13, 2023 regular Council meeting

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. July Payment Approval and Payroll Reports for a total of \$250,457.18
2. June 13, 2023 regular Council meeting minutes

Recommended Action:

Motion to approve the Consent Calendar as presented.

| Vendor | Vendor Name | Description | Invoice Date | Amount Paid | YTD Payments |
|--|----------------------------|---|--------------|-------------|--------------|
| Angelone, David & Denise | | | | | |
| 504 | Angelone, David & Denise | Street Deposit Refund | 06/07/2023 | 3,750.00 | 3,750.00 |
| Total Angelone, David & Denise: | | | | 3,750.00 | |
| Banner Bank | | | | | |
| 700 | Banner Bank | Constant Contact | 06/18/2023 | 77.07 | |
| 700 | Banner Bank | Lock and net racket for sport court | 06/18/2023 | 196.90 | |
| 700 | Banner Bank | Pavers for Sallys Alley | 06/18/2023 | 192.68 | |
| 700 | Banner Bank | Msft, AWS, misc. | 06/18/2023 | 488.37 | |
| 700 | Banner Bank | Battery for trimmer, misc. | 06/18/2023 | 350.10 | |
| 700 | Banner Bank | Office supplies | 06/18/2023 | 72.28 | |
| 700 | Banner Bank | Town cell phones | 06/18/2023 | 125.28 | |
| 700 | Banner Bank | Mastering public comment - Austen webinar | 06/18/2023 | 47.00 | |
| 700 | Banner Bank | Brushless blower kit - PW | 06/18/2023 | 256.98 | 21,972.24 |
| Total Banner Bank: | | | | 1,806.66 | |
| Box, Don and Barbara | | | | | |
| 499 | Box, Don and Barbara | Street Deposit Refund | 06/07/2023 | 3,750.00 | 3,750.00 |
| Total Box, Don and Barbara: | | | | 3,750.00 | |
| CASELLE, INC. | | | | | |
| 1300 | CASELLE, INC. | Contract - support and maintenance | 07/05/2023 | 746.48 | 5,971.84 |
| Total CASELLE, INC.: | | | | 746.48 | |
| CITY OF BELLEVUE | | | | | |
| 212 | CITY OF BELLEVUE | Sewer and Water Service (3) | 06/13/2023 | 490.38 | 1,817.66 |
| Total CITY OF BELLEVUE: | | | | 490.38 | |
| CITY OF CLYDE HILL | | | | | |
| 10 | CITY OF CLYDE HILL | Police Contract - 3rd Qtr. | 06/14/2023 | 121,351.00 | |
| 10 | CITY OF CLYDE HILL | Criminal Justice - 2nd Qtr 2023 | 06/14/2023 | 908.88 | 392,705.52 |
| Total CITY OF CLYDE HILL: | | | | 122,259.88 | |
| Comcast | | | | | |
| 301 | Comcast | Internet and fax line | 06/14/2023 | 261.86 | 1,837.54 |
| Total Comcast: | | | | 261.86 | |
| CRYSTAL AND SIERRA SPRINGS | | | | | |
| 1046 | CRYSTAL AND SIERRA S | Water Cooler | 06/12/2023 | 70.70 | 434.90 |
| Total CRYSTAL AND SIERRA SPRINGS: | | | | 70.70 | |
| Davis, Christopher & Michelle | | | | | |
| 502 | Davis, Christopher & Misch | Street Deposit Refund | 06/07/2023 | 3,750.00 | 3,750.00 |
| Total Davis, Christopher & Michelle: | | | | 3,750.00 | |
| DIGITAL REPROGRAPHICS | | | | | |
| 256 | DIGITAL REPROGRAPHIC | Construction signs for bldg permits | 06/28/2023 | 431.85 | |
| 256 | DIGITAL REPROGRAPHIC | Plan prints | 06/30/2023 | 32.97 | 747.30 |

| Vendor | Vendor Name | Description | Invoice Date | Amount Paid | YTD Payments |
|---|----------------------------|--|--------------|-------------|--------------|
| Total DIGITAL REPROGRAPHICS: | | | | 464.82 | |
| ELECTRONIC BUSINESS MACHINES, INC. | | | | | |
| 303 | ELECTRONIC BUSINESS | Copier Contract | 06/06/2023 | 207.67 | 497.56 |
| Total ELECTRONIC BUSINESS MACHINES, INC.: | | | | 207.67 | |
| Gaylynn Brien | | | | | |
| 1151 | Gaylynn Brien | Sales Tax reports | 06/30/2023 | 50.00 | 350.00 |
| Total Gaylynn Brien: | | | | 50.00 | |
| Gray & Osborne, Inc. | | | | | |
| 9043 | Gray & Osborne, Inc. | Town wide stormwater and UGC Project | 06/17/2023 | 4,012.84 | |
| 9043 | Gray & Osborne, Inc. | Town wide stormwater and UGC Project | 06/17/2023 | 6,019.27 | 75,348.40 |
| Total Gray & Osborne, Inc.: | | | | 10,032.11 | |
| Harris, Katy K | | | | | |
| 459 | Harris, Katy K | Reimburse for alcohol server training-Ben Harris | 07/03/2023 | 44.10 | 694.82 |
| Total Harris, Katy K: | | | | 44.10 | |
| ISOutsource | | | | | |
| 1301 | ISOutsource | Monthly Service Agreement | 06/14/2023 | 110.10 | 2,416.99 |
| Total ISOutsource: | | | | 110.10 | |
| King County Recorder's Office | | | | | |
| 606 | King County Recorder's Off | Encroachment Agreement recording | 06/29/2023 | 208.50 | 208.50 |
| Total King County Recorder's Office: | | | | 208.50 | |
| MONA H. GREEN | | | | | |
| 219 | MONA H. GREEN | Conferences with SBN | 06/30/2023 | 277.50 | 872.50 |
| Total MONA H. GREEN: | | | | 277.50 | |
| Mr. Misael | | | | | |
| 1394 | Mr. Misael | Work in Wetherill | 06/08/2023 | 8,250.00 | 15,400.00 |
| Total Mr. Misael: | | | | 8,250.00 | |
| MUNICIPAL PERMIT SERVICE, LLC | | | | | |
| 350 | MUNICIPAL PERMIT SER | Building Permit Inspections | 07/05/2023 | 1,142.38 | |
| 350 | MUNICIPAL PERMIT SER | Mechanical/Plumbing Permit Inspections | 07/05/2023 | 826.60 | |
| 350 | MUNICIPAL PERMIT SER | Fence Permit Inspections | 07/05/2023 | 128.93 | |
| 350 | MUNICIPAL PERMIT SER | Plan Review | 07/05/2023 | 5,162.25 | 30,155.81 |
| Total MUNICIPAL PERMIT SERVICE, LLC: | | | | 7,260.16 | |
| NORTHWEST CIVIL SOLUTIONS | | | | | |
| 450 | NORTHWEST CIVIL SOLU | 94th - UGC & Storm Improvements | 06/30/2023 | 1,620.00 | |
| 450 | NORTHWEST CIVIL SOLU | Plan Review - BLA | 06/30/2023 | 978.75 | |
| 450 | NORTHWEST CIVIL SOLU | Plan Review - Site Development | 06/30/2023 | 506.25 | |
| 450 | NORTHWEST CIVIL SOLU | Permit Review - ROW Use Permts | 06/30/2023 | 67.50 | |
| 450 | NORTHWEST CIVIL SOLU | General Administration | 06/30/2023 | 1,620.00 | |

| Vendor | Vendor Name | Description | Invoice Date | Amount Paid | YTD Payments |
|---|-----------------------------|---|--------------|-------------|--------------|
| 450 | NORTHWEST CIVIL SOLU | Pre-applications | 06/30/2023 | 168.75 | 44,415.00 |
| Total NORTHWEST CIVIL SOLUTIONS: | | | | 4,961.25 | |
| Pace Engineers, INC. | | | | | |
| 1152 | Pace Engineers, INC. | 94th Ave NE | 06/08/2023 | 200.00 | 884.25 |
| Total Pace Engineers, INC.: | | | | 200.00 | |
| Palmanshofer, Christoph and Jennifer | | | | | |
| 505 | Palmanshofer, Christoph a | Reimburse for construction contact sign | 06/27/2023 | 30.00 | 30.00 |
| Total Palmanshofer, Christoph and Jennifer: | | | | 30.00 | |
| SBN Planning LLC | | | | | |
| 154 | SBN Planning LLC | Building Permits | 07/03/2023 | 282.10 | |
| 154 | SBN Planning LLC | Mechanical permits | 07/03/2023 | 161.20 | |
| 154 | SBN Planning LLC | Shoreline Substantial Development | 07/03/2023 | 483.60 | |
| 154 | SBN Planning LLC | General Administration | 07/03/2023 | 5,265.20 | |
| 154 | SBN Planning LLC | Comprehensive Plan Update | 07/03/2023 | 6,052.03 | 81,805.98 |
| Total SBN Planning LLC: | | | | 12,244.13 | |
| Sign Pros | | | | | |
| 313 | Sign Pros | Morningside Park sign balance | 06/28/2023 | 2,758.71 | 5,458.71 |
| Total Sign Pros: | | | | 2,758.71 | |
| Sound Sport Surfaces | | | | | |
| 506 | Sound Sport Surfaces | Repair and resurface of sport court | 06/28/2023 | 21,139.00 | 21,139.00 |
| Total Sound Sport Surfaces: | | | | 21,139.00 | |
| THE SEATTLE TIMES | | | | | |
| 192 | THE SEATTLE TIMES | Public hearing notice | 06/23/2023 | 58.14 | |
| 192 | THE SEATTLE TIMES | Ord. 734 publish | 06/16/2023 | 99.25 | |
| 192 | THE SEATTLE TIMES | Ord. 735 publish | 06/16/2023 | 103.22 | |
| 192 | THE SEATTLE TIMES | Ord. 734 | 06/26/2023 | 39.78 | 1,918.59 |
| Total THE SEATTLE TIMES: | | | | 300.39 | |
| TREE SOLUTIONS INC. | | | | | |
| 258 | TREE SOLUTIONS INC. | Sally's Alley site visit | 06/30/2023 | 200.00 | |
| 258 | TREE SOLUTIONS INC. | Prohibited & preferred tree list - PlanComm | 06/30/2023 | 280.00 | |
| 258 | TREE SOLUTIONS INC. | 4000 94th limb failure - ROW | 06/30/2023 | 160.00 | 680.00 |
| Total TREE SOLUTIONS INC.: | | | | 640.00 | |
| Whittlesey, Arthur & Carolyn | | | | | |
| 498 | Whittlesey, Arthur & Caroly | Street Deposit Refund | 06/21/2023 | 3,750.00 | 3,912.05 |
| Total Whittlesey, Arthur & Carolyn: | | | | 3,750.00 | |
| Yetter, Aaron and Kristine | | | | | |
| 501 | Yetter, Aaron and Kristine | Street Deposit Refund | 06/07/2023 | 3,780.00 | 3,780.00 |
| Total Yetter, Aaron and Kristine: | | | | 3,780.00 | |

| Vendor | Vendor Name | Description | Invoice Date | Amount Paid | YTD Payments |
|---------------|-------------|-------------|--------------|-------------------|--------------|
| Grand Totals: | | | | <u>213,594.40</u> | |

Certification of the Consent Calendar as presented including the Payment Approval Report dated 7/05/2023 approving payments as shown totaling \$213,594.40, plus payroll, tax, and benefit expenses of \$36,862.78, as shown on the attached payroll & tax and benefits report, for a grand total of \$250,457.18.

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: July 11, 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 |
|-----------------|--------------|------------------|--------------|----------------------------------|----------|-----------------------------------|-------------|-------------------|
| 06/30/2023 | CDPT | | 0 | EMPLOYMENT SECURITY DEPT | 8 | Quarterly WA FMLA WA Paid Fami | 999-1010110 | 161.27- |
| 06/30/2023 | PC | 06/30/2023 | 6754 | Hellings, Samuel L | 9048 | | 999-1010110 | 930.88- |
| 06/30/2023 | PC | 06/30/2023 | 620231 | Lovas, Istvan | 9002 | | 999-1010110 | 5,143.66- |
| 06/30/2023 | PC | 06/30/2023 | 620232 | Wilcox, Austen | 9037 | | 999-1010110 | 5,172.94- |
| 06/30/2023 | PC | 06/30/2023 | 620233 | Ritter, Bonnie | 9041 | | 999-1010110 | 7,522.98- |
| 06/30/2023 | PC | 06/30/2023 | 620234 | Harris, Kathryn K | 9047 | | 999-1010110 | 1,796.21- |
| 06/30/2023 | CDPT | 06/21/2023 | 8232025 | Association of Washington Cities | 9 | Health and Dental Insurance Visio | 999-1010110 | 3,759.84- |
| 06/30/2023 | CDPT | 06/21/2023 | 8232025 | DEPT OF RETIREMENT SYSTEM | 1 | State Retirement PERS II Pay Per | 999-1010110 | 4,103.69- |
| 06/30/2023 | CDPT | 06/21/2023 | 8232025 | Federal Tax | 2 | 941 Taxes Federal Withholding Tax | 999-1010110 | 7,849.88- |
| 06/30/2023 | CDPT | 06/21/2023 | 8232025 | EMPLOYMENT SECURITY DEPT | 5 | Quarterly Employment Security Pay | 999-1010110 | 57.44- |
| 06/30/2023 | CDPT | 06/21/2023 | 8232026 | DEPT OF LABOR & INDUSTRY | 6 | Quarterly L & I | 999-1010110 | 363.99- |
| Grand Totals: | | | | | | | | <u>36,862.78-</u> |
| | | | <u>11</u> | | | | | |

**TOWN OF YARROW POINT
COUNCIL REGULAR MEETING MINUTES
June 13, 2023
4:00 p.m.**

The Town Council of the Town of Yarrow Point, Washington met in regular session on Tuesday, June 13, 2023, at 4:00 p.m. in the Council Chambers of Town Hall.

PRESENT: Mayor Katy Harris; Councilmembers Stephan Lagerholm, Carl Scandella, Chuck Porter, Kathy Smith, and Andy Valaas

STAFF PRESENT: Engineer Stacia Schroeder, Planners Aleksandr Romanenko and James Eager, Attorney Emily Romanenko, Clerk-Treasurer Bonnie Ritter, Deputy Clerk Austen Wilcox

1. CALL TO ORDER:

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

Motion by Porter, seconded by Valaas to approve the agenda. All voted in favor. Motion carried.

5. STAFF REPORTS:

A. Police Report

Commander Dawn Hanson reviewed the Police Report for May and commented on individual cases.

B. Engineer Report

2024 94th Ave NE UGC

Engineer Schroeder gave a progress report on the project. A public outreach meeting for this project is scheduled for Wednesday, June 28 from 4-6 p.m. at Town Hall.

C. Planner Report

Comprehensive Plan Update

Planner Romanenko introduced his partner James Eager, who will be the Town's contact during his parental leave. Eager gave an update on the progress of the Comp Plan update, stating that the update is on schedule and mailers soliciting public engagement will be going out soon.

APPEARANCES/PUBLIC COMMENT:

Resident Mike Sekins voiced concern over the condition of the sidewalks across from the coffee shop on Points Drive, stating he has witnessed personal injuries due to the uneven sidewalk. The Mayor stated that she will talk with the Town Engineer and get back to him.

Resident Steve Scalzo expressed concern that the 2-3' waves produced from wakeboarding and surfing are undermining the bulkheads. Lagerholm asked if the State would be responsible for setting wake and no-wake zones, and Mayor Harris stated that she will talk to Mercer Island Marine Services about this issue.

7. CONSENT CALENDAR:

Motion by Valaas, seconded by Lagerholm to approve the consent calendar as presented. All voted in favor. Motion carried.

1. June Payment Approval and Payroll Reports for a total of \$142,005.94
2. May 9, 2023 regular Council meeting minutes
3. May 23, 2023 special Council meeting minutes

8. REGULAR BUSINESS

8.1 – Public Hearing for Private Property Hedge Code Amendments

Mayor Harris opened the public hearing at 4:44 p.m.

Nelson Reed, representing the Chris Canlis family, read a letter from the Canlis' expressing their support for a Hedge Code with Town enforcement.

Resident Gigi Wallace read a letter from Chris and Alice Canlis encouraging the Council to add significant enforcement to the hedge code.

Resident Sophia Faisandier expressed that she feels the growth of hedges can obstruct view and affect home values.

Resident Tom Castle expressed that he lives one house off the water, and since moving here his views of the lake have essentially been obliterated. He feels the code should address hedges, not trees, and that enforceability is a critical part of any regulation.

Resident Steve Scalzo relayed his experience with a neighbor who had an electrical fire due to faulty landscape lights that caught the hedge on fire, it fell on his fence, and ultimately caused fire damage to his home. He feels it is the responsibility of the Town to have enforceability with respect to this hedge issue, for personal safety reasons.

Resident Steve Fleming stated there's not much use in having a code if it's not enforceable. He encouraged the Council to put some sort of enforcement capabilities into the code.

Resident Jack Gale expressed his experience of the benefit of added hedge height, when it's needed to provide privacy caused by the proximity of a neighbor's house.

Upon no further comment, Mayor Harris closed the public hearing at 5:12 p.m.

Porter stated the packet said there would be a Council vote at the July meeting, so thinks it's not appropriate to vote tonight.

Planner Romanenko stated that his submission in the agenda says that this could be voted on at this meeting or July meeting. He continued by giving the history of this code amendment, with the process going on for almost a year including the Planning Commission and Council.

Valaas asked if the provisions in the draft code are enforceable. Romanenko said they also discussed having the Town Arborist do enforcement associated with hedges. That's something that, if the Town takes on enforcement, would be a change to the draft, and it would have to be discussed as to who specifically enforces it. The definition has been discussed with the Building Official and it was determined that it would be a much more enforceable and simpler to understand definition in that they'd

be able to look at something and determine what is or is not a hedge. So, the element of the definition has been addressed and the enforcement issue is its own thing.

Lagerholm asked to hear the legal perspective and Attorney Romanenko stated that in the past the Town has had a hard time enforcing the hedge code for a variety of reasons, one being that the reported problems are usually observable from the right-of-way, and are between and on private property that is not easily accessible for taking measurements etc. She stated that in the Town's view, there is no public safety and welfare reason to be out there looking at a hedge between two private property owners. There is nothing that impacts the greater public welfare component, and it's not like a hedge along the right-of-way that could cause sight line issues for the traveling public. From a true Town perspective, the need to enforce the height of a hedge between two private properties has no bearing on the public interest. From that perspective it doesn't make sense for the Town to continue to enforce hedge codes. This is something that has been a trend across other jurisdictions, moving away from enforcing this because there are a limited number of resources available, and the public benefit is low.

There was continued Council discussion ending with a suggestion that the Council think about what's been said, have the FAQ available at the July meeting, and have explicit instructions for residents on the process if they think there's a violation.

Mayor Harris summarized for staff, that the FAQ needs to have explicit instruction that the first thing they can do is go talk to their neighbor, and second is to go to Town Hall and let them know about the suspected code violation. Planner Romanenko will get a cost estimate from the arborist as to cost for an initial visit. They recommend an arborist rather than other staff. Attorney Romanenko again cautioned against implementing a formal process that could create potential liability for the Town.

8.2 – Public Hearing for Permanent Supportive and Transitional Housing Code Amendments

Planner Romanenko gave an overview of the HB1220, with the goal to regulate the density, intensity and use within the Town for permanent, supportive and transitional housing. A code has been created that regulates that, and once passed specific forms and the permitting process can be completed. Comments from the Department of Commerce have been received and this code is deemed compliant with the law. These are facilities that would be constructed or adopted from an existing residence on the point, only if an organization were to purchase a property or a resident were to donate a property.

Mayor Harris opened the public hearing at 6:05 p.m.

Resident Mike Sekins had questions about the legislation and the Mayor recommended he read the related information included in the agenda packet.

Upon no further comments, Mayor Harris closed the public hearing at 6:08 p.m.

Mayor Harris recessed the meeting at 6:13 p.m., and reconvened at 6:22 p.m.

Motion by Valaas, seconded by Porter to bring the Draft Development Standards Code Amendments Updates back for a vote at the July Council Meeting. All voted in favor. Motion carried.

8.3 – Legislative Update on Sate Housing Bills

Planner Romanenko provided an overview on HB1110 and HB1337.

Planner Aleksandr Romanenko then proposed an action plan to address the requirements of HB 1110 and HB 1337.

MOTION by Valaas, seconded by Smith to approve the recommended action plan as presented in the agenda packet. All voted in favor. Motion carried.

8.4 – 2024-2029 Capital Improvement Plan/Transportation Improvement Plan

Engineer Schroeder presented a draft of the CIP for Council consideration which includes transportation, stormwater, underground conversions, and other public projects. This year's CIP will cover the period 2024-2029. This item is on the agenda for discussion only, and there will be a public hearing and ordinance consideration at the July 11, 2023 meeting.

The Council suggested that staff get professional real estate forecasts for the future housing market in Yarrow Point, which would help with the real estate excise tax projections.

8.5 – 2023 Annual Pagoda Maintenance

The Council discussed the 2020 Pagoda Maintenance Plan as presented by Engineer Schroeder. She stated that this year's project includes pagodas on 94th and 37th. She solicited proposals from three contractors and received one response from Alexander Moore Homes in the amount of \$17,360.22. Schroeder is confident that this vendor will provide quality service from other projects she has seen them do.

Motion by Lagerholm, seconded by Valaas to authorize the Mayor to enter into a contract for pagoda maintenance on 94th and 37th, with Alexander Moore Homes in an amount not to exceed \$20,000. All voted in favor. Motion carried.

8.6 – 92nd Ave NE – Pathway Repair

Engineer Schroeder stated that the 92nd Ave NE Pathway Repair Project consists of removing the existing NaturalPave material, to extend the colored concrete sidewalk section installed in 2016. Staff solicited proposals from three vendors, with two responding: AA Asphalt (\$59,529) and Iron Creek Construction (\$42,663.75).

She assured the Council that she would monitor their work so that the quality matches the other sections.

Motion by Valaas, seconded by Lagerholm to authorize the Mayor to enter into a contract with Iron Creek Construction to remove the existing NaturalPave pathway section and replace it with colored concrete as the plans specify, in an amount not to exceed \$45,000. All voted in favor. Motion carried.

8.7 –Hearing Examiner Professional Services Agreement

Mayor Harris informed the Council that our previous hearing examiner's services are no longer available, and the Town has negotiated an agreement with Sharon Rice Hearing Examiner PLLC.

Motion by Lagerholm, seconded by Porter to authorize the Mayor to enter into a Professional Services Agreement with Sharon Rice Hearing Examiner PLLC. All voted in favor. Motion carried.

8.8 – Sally's Alley Permit Parking Code Amendment

Mayor Harris explained that YPMC 10.04.055 establishes parking zones within the Town and Subsection D expressly permits parking on Sally's Alley. This conflicts with the Town's adopted Trails Master Plan, which has identified Sally's Alley as a pedestrian trail and thus precludes parking, permitted or otherwise. The purpose of this amendment is ensuring consistency between the YPMC and the Trails Master Plan.

Porter requested that staff include strikeouts of repealed code language in future ordinances for easier comparison of former and proposed language.

Motion by Porter, seconded by Valaas to adopt the following ordinance. All voted in favor. Motion carried.

ORDINANCE NO. 734: AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON, AMENDING YARROW POINT MUNICIPAL CODE CHAPTER 10.04, "TRAFFIC CODE", AND CHAPTER 10.08, "PERMIT ONLY PARKING ZONE", PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

8.9 – Mayoral Contracting Authority Code Amendment

The Town Purchasing and Bidding Policy adopted on April 27, 2017 established the mayoral contracting authority at \$7,500. Due to increasing inflation and product/services pricing it is proposed that it is necessary to increase this mayoral contract limit to \$15,000. It was noted that the mayoral contracting authority in other small town/city jurisdictions ranges from \$20,000 to \$50,000.

Staff will continue to highlight any expenses greater than \$7,500 if included in the Consent Calendar so that Council has opportunity to question or get clarification for these expenses.

Motion by Lagerholm, seconded by Scandella to adopt the following ordinance. All voted in favor. Motion carried.

ORDINANCE NO. 735: AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON, ADOPTING YARROW POINT MUNICIPAL CODE CHAPTER 2.58, "CONTRACT APPROVAL AUTHORIZATION;" PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

8.10 – Execute Public Defender Contract

Mayor Harris explained that due to recent developments, Yarrow Point is left without a public defender. The contract presented for Council consideration will fulfill this requirement for us. The reference to Clyde Hill in Section 11 (E) is due to the negotiations that were done to allow us to "piggyback" off of Clyde Hill's agreement with Valley Defenders, resulting in lower fees than if we were to negotiate on our own.

Motion by Valaas, seconded by Smith to authorize the Mayor to enter into the Public Defender Contract with Valley Defenders PLLC. All voted in favor. Motion carried.

8.11 – Appointment of Mayor Pro Tem

Motion by Lagerholm, seconded by Valaas to appoint Chuck Porter as Mayor Pro Tem for the next six months – July 1, 2023 through December 31, 2023. The following voted in favor: Lagerholm, Scandella, Smith and Valaas. The following voted against: None. Porter abstained. Motion carried.

9. Mayor and Council Reports:

Councilmember Porter noted that an order was received from King County Superior Court, dissolving Water District No.1 as of June 14, 2023.

Councilmember Lagerholm asked about how they were going to move forward regarding the parking plan presented by Valaas. The Mayor stated that this would be added to the September Council agenda for consideration and the Planning Commission would also be involved.

Mayor Harris commented on the upcoming July 4th Celebration, the resurfacing of the sport court, the swim lines are installed, and she and Lagerholm are working on a Town Hall event regarding fentanyl awareness and drug overdose prevention.

10. ADJOURNMENT:

Motion by Valaas, seconded by Lagerholm to adjourn the meeting at 7:31 p.m. All voted in favor. Motion carried.

Katy Kinney Harris, Mayor

Attest: Bonnie Ritter, Clerk-Treasurer

DRAFT

Business of The Town Council
Town of Yarrow Point, WA

| | |
|---|---|
| Capital Improvement Plan/Transportation Improvement Plan 2024-2029 | Proposed Council Action: For Adoption |
|---|---|

| | |
|----------------------|--|
| Presented by: | Town Engineer – Stacia Schroeder |
| Exhibits: | <ul style="list-style-type: none"> • Capital Improvement Plan - Transportation Plan (2024-2029) • Capital Improvement Plan Funds Exhibit • 2020 SWMP CIP Recommendations • 2024-2029 CIP Map |

Summary:

The Town Engineer prepared a Capital Improvement Plan (CIP) for Council consideration which includes transportation, stormwater, underground conversions, and other public projects. This year’s CIP covers the period 2024-2029.

State law requires municipalities to annually prepare and adopt a six-year Transportation Improvement Program (TIP). The adopted program must be submitted to the State Department of Transportation and the Puget Sound Regional Council by July 31st. The Town Council must hold a public hearing on the matter and ultimately adopt a plan documented through an ordinance. The transportation section of the Capital Improvement Plan serves to meet this requirement.

Recommended Action:

Hold the public hearing and adopt Ordinance No. 736.

TOWN OF YARROW POINT
CAPITAL IMPROVEMENT PLAN (2024- 2029)
TRANSPORTATION IMPROVEMENT PLAN (2024 - 2029)

Approved by:

DRAFT

Date: July xx, 2023

Ordinance Number: xxx

DATE SUBMITTED: 07/xx/2023

| NO. | YEAR | STREET / LOCATION | FROM | TO | (mi) | PROJECT SCOPE | CONDITION | BUDGET | SOURCE |
|-----|------|-------------------|------|----|------|---------------|-----------|--------|--------|
|-----|------|-------------------|------|----|------|---------------|-----------|--------|--------|

I. TRANSPORTATION IMPROVEMENT PROJECTS

| | | | | | | | | | |
|-------|------|----------------|-------------|----------------|------|--|-----|--------------|-------------------------|
| T - 1 | 2024 | 94th Ave NE | 92nd Ave NE | NE 40th Street | 0.62 | 4400 - 4700 94th Ave NE - Full Road Reconstruction 3800-4400 94th Ave NE/ NE 38th St/ NE 40th St - 2" Grind and Overlay Completed after Stormwater (S-2) and UGC (U-1) | 3.5 | \$500,000.00 | REET Heavy Truck Fee |
| T - 2 | 2024 | 92nd Ave NE | 3600 | 3900 | 0.01 | Replace existing sidewalk w/ colored concrete | N/A | \$45,000.00 | REET Heavy Truck Fee |
| T - 3 | 2026 | 95th Ave NE | 92nd Ave NE | NE 38th Street | 0.50 | 2" Grind and Overlay - Design/ Bid/ Construct/ Close Out (~2,500LF) Completed after Stormwater (S-5 & 6) and UGC (U-3 & 4) | 3.5 | \$300,000.00 | REET Heavy Truck Fee |
| T - 4 | 2028 | NE 34th Street | 92nd Ave NE | West to Lake | 0.16 | 2" Grind and Overlay - Design/ Bid/ Construct/ Close Out Completed after Stormwater (S-9) | 3.5 | \$230,000.00 | REET Heavy Truck Fee |

II. CAPITAL IMPROVEMENT PROJECTS - STORMWATER

| | | | | | | | | | |
|-------|------|--|----------------|-----------------|------|--|--|--------------|--------------------|
| S - 1 | 2024 | NE 41st Street | 9003 | Lake Washington | 0.01 | Potentially replace ~220LF 12" diam. concrete pipe with PVC on private property through existing easement as new SFR is built. | | \$40,000.00 | REET SW Utility |
| S - 2 | 2024 | 3800 - 4700 94th Ave NE 9200-9400 NE 38th St & 9200-9500 NE 40th St | | | 0.62 | Stormwater Construction - Incl. Bid/ Manage/ Construct/ Close Out (2020 SWMP CIP #2, #7, #10 & #11) (Incl. 9429 NE 40th St spot repair based on 2021 C&C) | | \$700,000.00 | REET SW Utility |
| S - 3 | 2025 | 95th Ave NE | 92nd Ave NE | NE 38th Street | 0.50 | Final Engineering Design - Stormwater (~550LF) (2020 CIP #6) | | \$40,000.00 | REET SW Utility |
| S - 4 | 2026 | 95th Ave NE | 92nd Ave NE | NE 38th Street | 0.50 | Stormwater Construction - Incl. Bid/ Manage/ Construct/ Close Out (2020 CIP #6) | | \$250,000.00 | REET SW Utility |
| S - 5 | 2027 | 4441 91st Ave NE | 91st R/W | Lake Washington | 0.1 | Final Engineering Design - Stormwater (~525LF) (2020 CIP #4) | | \$40,000.00 | REET SW Utility |
| S - 6 | 2028 | 4441 91st Ave NE | 91st R/W | Lake Washington | 0.1 | Stormwater Construction - Incl. Bid/ Manage/ Construct/ Close Out (2020 CIP #4) | | \$300,000.00 | REET SW Utility |
| S - 7 | 2028 | NE 34th Street | 92nd Ave NE | Lake Washington | N/A | Spot repairs to storm system based on 2020 Stormwater C&C Replace 2 CB's and ~ 30 LF pipe | | \$50,000.00 | REET SW Utility |
| S - 8 | 2029 | 92nd Ave NE | NE 38th Street | NE 42nd Street | 0.2 | Final Engineering Design - Stormwater (1,050 LF) (CIP #5) | | \$40,000.00 | REET SW Utility |
| S - 9 | 2030 | 92nd Ave NE | NE 38th Street | NE 42nd Street | 0.2 | Construction - Stormwater (1,050 LF) Bid/ Manage/ Construct/ Close Out | | \$500,000.00 | REET SW Utility |

III. CAPITAL IMPROVEMENT PROJECTS - UNDERGROUND CONVERSION

| | | | | | | | | | |
|-------|------|--|-------------|----------------|------|--|--|----------------|---------------------|
| U - 1 | 2024 | 3800 - 4700 94th Ave NE 9200-9400 NE 38th St & 9200-9500 NE 40th St | | | 0.62 | Construction: ~800LF 3-phase, 2,640LF 1-phase & 6 street lights Bid/ Manage/ Construct/ Close Out | | \$1,300,000.00 | REET WD #1 Funds |
| U - 2 | 2025 | 95th Ave NE | 92nd Ave NE | NE 38th Street | 0.50 | Final Engineering Design - UGC incl. restoration plan (~2,500LF) | | \$60,000.00 | REET WD #1 Funds |
| U - 3 | 2026 | 95th Ave NE | 92nd Ave NE | NE 38th Street | 0.50 | Construction: ~2,500LF 1-phase w/ 12 street lights Bid/ Manage/ Construct/ Close Out | | \$1,000,000.00 | REET WD #1 Funds |

IV. CAPITAL IMPROVEMENT PROJECTS - OTHER

| | | | | | | | | | |
|-------|------|------------------|--|--|--|---|--|--------------|--|
| O - 1 | 2027 | 4030 95th Ave NE | | | | Design and Construct Garage for Town Hall | | \$600,000.00 | |
|-------|------|------------------|--|--|--|---|--|--------------|--|

1 = excellent (new/recent overlay within past 5-10 yr. +)
2 = good (older overlay, no obvious damage)
3 = fair (some cracks)
4 = fair-poor (several cracks, some alligators/settlement)
5 = poor (several cracks, alligators, settlement/potholes)

1) The above budget figures shown are in 2023 dollars and are to be considered preliminary probable project costs only. More precise budget figures will need to be determined once the final scope of each project is defined, which will require more extensive research, survey, and scope definition prior to the particular year's budgeting.

2) The projects identified above are preliminary in scope. Projects may be added to or deleted from this list.

Capital Improvement Plan Funds

PRIMARY FUNDING: REET

0.5% of Property Tax
(~\$260,784/ YR)

TIP – STREET PROJECTS

FUNDING:

- 1.) HEAVY TRUCK FEE ~\$100,000/ YR
- 2.) Motor Vehicle Fuel Tax ~\$20,000/YR

- 40% Maintenance (~\$48,000 min)
 - Istvan Salary
 - Pagodas
 - Street Repairs
 - Restriping
- 60% Improvement Projects (~\$72,000 min)
 - Overlays and Striping

STORMWATER PROJECTS

FUNDING: STORMWATER UTILITY FEE

FIXED 419 LOTS * \$336/YR ~\$140,784/ YR

- 40% Maintenance (~\$56,314 min)
 - Video Existing Lines
 - Cleaning sediment and debris in CB's
 - Repairs
- 60% Improvement Projects (~\$84,470 min)
 - Stormwater CIPs outlined in Comp Plan

FUNDING: KC Flood Control District

Fixed: \$13,000/ YR

UNDERGROUND CONVERSION PROJECTS

- 100% Design and Construction
 - 94th Ave NE / NE 40th St/ NE 38th St
 - WD #1 Grant Funds ~\$2.2 million

CHAPTER 5 CAPITAL IMPROVEMENT PLAN

5.1 METHODOLOGY

The 2019 Town of Yarrow Point Capital Improvement Plan (CIP) is an essential tool used to organize and prioritize vital storm drainage system improvements. Each basin recommendation made in Chapter 3 was included in the CIP. Each project was then prioritized into categories based on the following criteria: potential flooding, construction impacts, and the effect that completion of the project would have on the rest of the system. All project costs are in 2020 dollars and the unit prices attempt to take into account sales tax on materials. Table 5-1 shows the prioritization of all projects.

5.2 PROJECT RECOMMENDATIONS

The recommended capital improvements for the 2019 Plan are limited to correcting existing conveyance problems and future conveyance problems based on developed conditions, as well as replacing substandard drainage structures. The recommended capital improvements are listed and prioritized in Table 5-1. All projects that are required to convey existing and proposed flows have been sized to convey the 25-year flow (industry standard) unless noted.

Figure 5-1 Capital Improvement Projects is an insert which shows the locations of the projects. Detailed cost estimates are located in Appendix B.

Table 5-1: Recommended Capital Improvement Projects

| CONSTRUCTION PROJECTS | | | | |
|-----------------------|----------------|---|--------------------------------------|----------------|
| Project ID | CIP # | General Description | Estimated Cost ¹ | Priority Level |
| G-1 D-1 | 1 ² | This project consists of approximately 250 LF of new 12" Pipe between G-12 and D-2 that will divert flows to Basin D. Also includes outfall upgrades at the discharge point of Basin D, as well as replacing or repairing 6 damaged catch basins in Basin D. | \$184,000 | High |
| | | | 2022- Completed | |
| J-2 | 2 | Replaces approximately 690 linear feet of existing 8" pipe with larger 15" diameter pipe between structures J-37 and J-46 plus pipe downstream of J-46 to the tee connection to fully contain flows from developed conditions. | \$290,000 | Medium-High |
| | | | 2023 - Design 2024 - Construction | |

| CONSTRUCTION PROJECTS | | | | |
|--|-------|---|--------------------------------------|----------------|
| Project ID | CIP # | General Description | Estimated Cost ¹ | Priority Level |
| H-2 | 3 | Install approximately 400 feet of thickened edge while abandoning 400 linear feet of existing perforated pipe between structures H-3 and H-10 and routing water to the existing 12" line on the east side of 91 st Ave. NE | \$121,000 | Medium-High |
| | | | Completed 2021- CB Improvements | |
| H-1 | 4 | Replaces approximately 525 linear feet of existing pipe damaged by major root intrusion between structures H-17 and H-22. | \$224,000 | Medium- |
| | | | 2027- Design/ 2028- Construction | |
| G-2 | 5 | Upsize between G-32 and G-60 fully contain flows from existing and developed conditions. 1,050 linear feet of new 18" pipe. | \$468,000 | Medium |
| | | | 2029- Design & Construction | |
| J-1 | 6 | Replaces approximately 550 linear feet of existing pipe with larger 15" diameter pipe between structures J-21 and J-57 to fully contain flows from developed conditions. | \$185,000 | Medium |
| | | | 2025 - Design 2026 - Construction | |
| G-3 | 7 | Replaces approximately 420 linear feet of existing pipe with 12" diameter pipe between structures G-53 and G-56 to fully contain flows from existing and developed conditions. | \$167,000 | Medium |
| | | | 2023 - Design 2024 - Construction | |
| G-4 | 8 | Replaces approximately 50 linear feet of existing pipe with 12" diameter pipe between structures G-29 and Tee-5 in NE 37 th St. and the pipe downstream of G-30 to fully contain flows from existing and developed conditions. | \$35,000 | Low |
| G-6 | 9 | Replace 420 linear feet of pipe between G-6 and G-11 with 12" pipe to fully contain flows from existing and developed conditions. | \$160,000 | Low |
| G-5 | 10 | Replace broken 180 linear feet of 8" pipe between G-33 and G-36 in NE 38 th St. with 8"-12" PVC pipe and reinstall catch basin over 92 nd trunk line to reduce clogging potential | \$80,000 | Low |
| | | | 2023 - Design 2024 - Construction | |
| G-7 | 11 | Replace CMP pipe between G-48 and G-49 in 94 th Ave. NE | \$13,000 | Low |
| Construction Projects Total | | | \$1,924,000 | |
| ¹ All costs are in 2020 dollars | | | | |
| ² Required to contain the 100-year storm event in NE 42 nd St. | | | | |

| PROGRAMMATIC PROJECTS | | | | |
|--|------|--|-----------------------------------|----------------|
| Project ID | CIP# | General Description | Estimated Cost ¹ | Priority Level |
| PP-1 | 12 | Adopt current Department of Ecology Stormwater Management Manual for Western Washington. Includes review of Municipal Code for conflicts and includes production of a stormwater addendum of the manual specific to the Town. Develop a map for the Town to identify parcels which meet direct discharge requirements. | \$30,000 2023- In Progress | High |
| PP-2 | 13 | Inventory all existing private flow control facilities and create a database using GIS to ensure regular maintenance is performed. | \$30,000 | Medium |
| PP-3 | 14 | Update Town of Yarrow Point 2010 Standard Plans and Notes | \$25,000 2023- In Progress | Medium |
| PP-4 | 15 | Create Policies and Procedures for the Stormwater Operations and Maintenance Program. See Section 6.2 | \$25,000 | Medium |
| PP-5 | 16 | Annual Cleaning and Video Inspection Program (6-Year Cycle) | \$30,000 On-going | Medium |
| Programmatic Projects Total | | | \$140,000 | |
| ¹ All costs are in 2020 dollars | | | | |

5.3 OTHER RECOMMENDATIONS

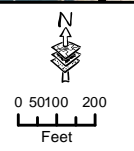
The following additional recommendations are suggested to the Town of Yarrow Point:

- The Town should verify that easements exist for outfalls to Lake Washington located on private property (Basins A, B, C, D, E, F, and H). If traditional easements do not exist, it is that possible prescriptive easements may. If easements were not previously granted, the Town should attempt to obtain them from the property owners. Additionally, the town should determine if all outfalls to Lake Washington extend to the ordinary high-water line as this is a requirement for the Ecology direct discharge exemption (see Section 2.3.3).
- Results of the field survey and evaluation (see Appendix C, separately bound as Volume 2 – System Inventory) indicate multiple drainage structures in the inventory have large amounts of debris buildup in their sumps and other drainage structures have other identified problems (some structures have significant cracking and are deficient), the majority of these being inoperable lids. The majority of structures located on private property are not included in the inventory. The Town of Yarrow Point Public Works Department should investigate these problem structures and, at the very least, remove sediment buildup in sumps and pipes.

- Volume 2 of this document should be periodically updated as capital improvement projects and other development projects involving the public storm drainage system are completed.
- A centrally managed drainage complaint database should be created and maintained by the Town to aid in developing future projects and correctly prioritizing Town needs.
- The Town should consider implementing a public education program to make residents aware of the negative effects of stormwater pollution. As stated in the Ecology Phase II Permit coverage exemption letter, implementation of stormwater Best Management Practices and public education will maximize the likelihood that Ecology will not bring the Town back under Phase II coverage in the future.
- The Town should consider adopting the current Department of Ecology's Stormwater Management Manual for Western Washington. While the is not an Ecology Phase II Permit Municipality, we feel that by adopting the most current standards will maximize the likelihood that Ecology will not bring the Town back under Phase II coverage in the future. In addition, we believe the Town, its receiving waters, and its residents benefit from using the best and most recent practices and technologies.
- The Town should consider updating the standard plans and notes. This will ensure that construction projects within the Town, both public and private, are using construction methods and practices that are currently the industry standard.

TOWN OF YARROW POINT

2024-2029 CAPITAL IMPROVEMENT PLAN



Esri, HERE, Garmin, (c) OpenStreetMap contributors, Pictometry, King County

**TOWN OF YARROW POINT
ORDINANCE NO. 736**

**AN ORDINANCE OF THE TOWN OF YARROW POINT,
WASHINGTON ADOPTING A CAPITAL IMPROVEMENT
PLAN AND TRANSPORTATION IMPROVEMENT PLAN
FOR 2024-2029, AND FIXING A TIME WHEN THE SAME
SHALL BECOME EFFECTIVE.**

WHEREAS, the six-year capital improvement plan (CIP) and transportation improvement plan (TIP) are elements of the comprehensive plan; and

WHEREAS, pursuant to RCW 35A.63.073, amendments to the comprehensive plan require the Town Council to notice and hold a public hearing to solicit and receive public comment regarding the proposed CIP and TIP; and

WHEREAS, the Town Council duly noted and held a public hearing on July 11, 2023, to solicit and receive public comment; and

WHEREAS, upon hearing public testimony and recommendations of the Town Engineer, the Town Council finds it to be in the public's interest to adopt the CIP and TIP as presented.

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

Section 1: The Capital Improvement Plan (CIP) and Transportation Improvement Plan (TIP) are hereby adopted in the form set forth in Attachment A, incorporated by this reference as fully as if herein set forth.

Section 2: This ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

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:

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**

8.2

July 11, 2023



| | |
|------------------------------|---|
| Hedge Code Amendments | Proposed Council Action: Discuss and Vote |
|------------------------------|---|

| | |
|----------------------|---|
| Presented by: | Town Planner |
| Exhibits: | Draft Private Hedge Code YPMC 20.23 Draft Private Hedge Code FAQ |

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.

At the May Town Council meeting, the code was discussed and some public comment was given. Council voted to hold a public hearing for the hedge code update as part of their regularly scheduled June Meeting, followed by a vote at the July meeting. Staff has finalized the noticing of SEPA, Department of Commerce review, and noticing of a public hearing for the June Council meeting. No comments have been received or are expected from Commerce at this time. The public hearing at the June Council meeting offered thoughtful comments from the public and diligent consideration from Council. Council directed staff to develop an FAQ for presentation at the July Council meeting. Council did not vote following the public hearing.

Staff have provided a draft FAQ for Council's review. The draft presents the questions most often discussed between Council, Planning Commission, and the public. Council may request more questions be included in the FAQs, if deemed necessary. Staff has begun developing a more considered layout for the FAQs to provide a visually intuitive walkthrough of the process and regulations. Following feedback on the current draft, staff will provide the full layout and questions at the following Council meeting.

Council Options:

- Discuss and Vote to Approve at this meeting
- Discuss and bring this topic back for a fourth reading and vote at the August Council meeting.
- Direct staff to make specific changes based on discussion
- Do Nothing

Recommended Motion(s):

- I move to Approve Ordinance No. 733, approving the Hedge Code as written
- I move to bring the Draft Hedge Code back for a third reading and vote at the August Council meeting

Town of Yarrow Point Private Hedge Code FAQ

What is the new Private Hedge Code?

The Town adopted the new Private Hedge Code in MONTH, YEAR, after thoughtful development through the Town's Planning Commission and Council. Astute public feedback supported the development of this code, which creates a less ambiguous definition of a hedge and a clearly-defined process for enforcement of hedge violations between neighbors, both addressing previous issues with overly-flexible definitions and challenging enforcement. The full text is in the Yarrow Point Municipal Code Title 20 Chapter 23 (YPMC 20.23).

How are hedges defined?

There are 4 requirements for a collection of at least 3 planted bushes, shrubs, trees, or other plants to be considered a hedge (see definition of "hedge" YPMC 20.23.020(D)). First, these plantings must form a continuous row where the branches or leaves of the plantings overlap (see definition of "crown" YPMC 20.23.020(B)). Second, these overlapping branches and leaves must span at least 10 feet in length. Third, the overlapping branches and leaves must form a physical and/or visual barrier. Finally, the height of this collection of plantings must be at least 3 feet. Any row of plants which does not meet these requirements is not defined as a hedge by the new code and is not subject to its provisions.

Commented [1]: Opportunity here for a diagram showing what is vs what isn't a hedge with clarifying text

What are the new requirements for hedges?

Hedges located within setbacks can not be taller than 6 feet 6 inches or a mutually agreed upon height established in writing between adjacent property owners. Height will be measured from the existing grade immediately adjacent to the hedge, and only consider plantings that have overlapping leaves or branches. See YPMC 20.23.030 for the full definition of requirements.

Who can complain about a hedge?

A resident can undertake the process laid out by the new Private Hedge Code provided that they establish that the hedge alleged to have violated the regulations is located adjacent to a property line the complainant shares with the hedge's owner (see *Rights Established* in YPMC 20.23.040).

Commented [2]: Opportunity here for a diagram of lots showing which residents could complain about an alleged offending hedge

How are the complaints handled?

Per YPMC 20.23.070, if a resident finds that a hedge along an adjacent property may be noncompliant, the complainant must begin the process by notifying the offending hedge owner in writing of such concerns. If possible, notification should be accompanied by a discussion to enable the complainant and hedge owner to attempt to reach a mutually agreeable solution. The residents may reach out to the Town if they would like to discuss a complaint. The Town does not have the authority to force a resolution but can support residents in finding a resolution between themselves before pursuing the steps outlined in the new Private Hedge Code.

If residents can not reach a mutually agreeable solution, the complainant can propose to submit the dispute to mediation by notifying the hedge owner in writing. If mediation fails, the complainant can submit the dispute to binding arbitration. Finally, if the hedge owner fails to participate in binding arbitration, the complainant can pursue civil litigation to resolve the dispute.

Commented [3]: Opportunity to lay this out in a more intuitive manner to make the process and costs clear

Who pays for the complaints process?

The complainant and hedge owner will each pay half of the mediation or arbitration fees unless mutually agreed upon otherwise, or they allow the mediator or arbitrator to allocate costs (see *Apportionment of Costs* in YPMC 20.23.120(A)).

**TOWN OF YARROW POINT
ORDINANCE NO. 733**

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 time 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 meetings 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 May 30, 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:

Ogden Murphy Wallace, PLLC

Bonnie Ritter, Town Clerk-Treasurer

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

DRAFT

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

CHAPTER 20.23. Private Hedge Code

20.23.010 Purpose and Intent.

This chapter is enacted to provide a voluntary mechanism for the 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. 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.
- D. 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 adjacent 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 Process for resolution of hedge disputes.

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

1.

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. A Site Plan with the location of the hedge alleged to cause the violation.
 - 4. The address of the property upon which the hedge is located, and name of hedge owner.
 - 5. 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.
 - 6. Evidence that mediation has been attempted and has failed, or has been declined by the hedge owner.
 - 7. 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.

DRAFT

Business of The Town Council Town of Yarrow Point, WA

8.3

July 11, 2023

| | |
|--|--|
| Permanent Supportive and Transitional Housing Code Amendments | Proposed Council Action: Vote or Propose Changes |
| Presented by: | 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.

At the May Council meeting the Draft Development Standards Code Amendments were discussed by council without additional comments or changes being proposed. Council voted to hold a public hearing for the hedge code update as part of their regularly scheduled June Meeting, followed by a vote at the July meeting. Staff has finalized the noticing of SEPA, Department of Commerce review, and noticing of a public hearing for this June Council meeting. At the June meeting, a public hearing was held and Council opted to wait until the July meeting to conduct their vote.

Council Options:

- Vote to adopt
- Direct staff to make specific changes based on discussion
- Do Nothing

Recommended Motion(s):

- I move to Approve Ordinance No. 737, approving the Development Standards Amendments as written
- I move to bring the Draft Development Standards Amendments back for a reading and vote at the August Council meeting

**TOWN OF YARROW POINT
ORDINANCE NO. 737**

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, 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 May 30, 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. YMPC 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

Attest/Authenticated:

Ogden Murphy Wallace, PLLC

Bonnie Ritter, Town Clerk-Treasurer

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

Page 3 of 6

ORD. 737 PERMANENT SUPPORTIVE HOUSING AND TRADITIONAL HOUSING FACILITIES

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.

DRAFT

Business of The Town Council
Town of Yarrow Point, WA

| | |
|--|--|
| 94th Ave NE Utility UGC Project – Gray & Osborne Design Agreement Addendum No. 1 | Proposed Council Action: Authorize Mayor to Amend Contract |
|--|--|

| | |
|----------------------|--|
| Presented by: | Town Engineer – Stacia Schroeder |
| Exhibits: | <ul style="list-style-type: none"> • 230518_TYP_94th G&O Civil Design Agreement Amendment No. 1 |

Summary:

Town staff asked Gray & Osborne to put together a design addendum to include the west end of Sally’s Alley in the 94th Ave NE design documents. After review of the available design materials, including the east end project elements to be constructed later this year, Gray & Osborne estimated this task would cost an additional \$5,500.00.

If approved, Sally’s Alley – Phase 2 will be bid with the 94th Ave NE UGC package as Alternative A. The construction work can therefore be easily approved or rejected by the town council without major impacts to the 94th project.

Recommended Action:

Authorize the Mayor to sign Amendment No. 1 to the Gray & Osborne, Inc. Civil Design Agreement to allow for the design of the west end of Sally’s Alley.

**AMENDMENT NO. 1
TO
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES
G&O JOB NO. 23445**

THIS AMENDMENT, by and between the Town of Yarrow Point, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the contract for engineering services dated (by Agency) January 17, 2023, for additional services related to the Town Wide Stormwater and UGC.

See attached Exhibits A and B for scope and fee. For a not-to-exceed cost of \$5,500.

IN WITNESS WHEREOF, the parties hereto have executed, or cause to be executed by their duly authorized officials, this AMENDMENT to the Contract for Engineering Services in duplicate on the respective dates indicated below.

GRAY & OSBORNE, INC.

TOWN OF YARROW POINT

By: 
(Signature)

By: _____
(Signature)

Name: Michael B. Johnson, P.E., President
GRAY & OSBORNE, INC.

Name: _____
(Print)

Date: 5/18/23

Date: _____

"Equal Opportunity/Affirmative Action Employer"

EXHIBIT A

SCOPE OF WORK

TOWN OF YARROW POINT SALLY'S ALLEY PATHWAY DESIGN AMENDMENT TOWN WIDE STORMWATER AND UGC PROJECT

Gray & Osborne, Inc. is currently under contract to complete the design for the stormwater and undergrounding conversion (UGC) project along the following corridors:

- 94th Avenue NE: NE 37th Place to 92nd Avenue NE
- NE 38th Street: 92nd Avenue NE to 94th Avenue NE
- NE 40th Street: 92nd Avenue NE to 95th Avenue NE

In addition to the work described in the original contract (executed January 17, 2023), the Town of Yarrow Point now desires to have Gray & Osborne, Inc. complete the design for the east phase of the Sally's Alley Pathway. The pathway along Sally's Alley is a 5-foot wide meandering crushed rock pedestrian path extending from 94th Avenue NE to 95th Avenue NE. Under a separate contract, the Town will complete the west phase, which starts at 94th Avenue NE and extends approximately 300 feet east. This work will occur in 2023. The east phase will complete the gap between the west phase and 95th Avenue NE, approximately 300 feet. The supplement assumes that all right-of-way and/or easements, necessary to construct these improvements are in place and no work is included for identifying needed easements or property acquisitions. Any work associated with negotiating and acquiring easements from affected property owners will be conducted by the Town. This supplement also assumes that a geotechnical investigation and cultural resource assessment are not required and that the project is exempt from SEPA.

The east phase will be incorporated in the bid documents and constructed as part of the Town's Stormwater & UGC project in 2024. As such, additional services associated with this design will include the following:

Task 1 – Project Management

Provide additional project management and oversight of the project.

Task 2 – Design

Prepare a 60- and 100-percent design submittal for the Sally's Alley Pathway. Submittals will include plans, project specific specifications and cost estimates

Task 3 – Quality Assurance/Quality Control

Supplement our current QA/QC task to include review of the improvements on Sally's Alley.

The Town has completed the topographical survey (completed by PACE in 2021) which will be used by Gray & Osborne, Inc. for the basis of the design work. We will use this information to prepare plans, specifications, and cost estimates for public bidding of the Project.

All deliverables associated with the Sally's Alley pathway will be similar in frequency and type as our original contract.

Construction management and inspection services are not included in this scope of work.

EXHIBIT B

**ENGINEERING SERVICES
SCOPE AND ESTIMATED COST**

***TOWN OF YARROW POINT - SALLY'S ALLEY PATHWAY DESIGN AMENDMENT
TOWN WIDE STORMWATER AND UGC PROJECT***

| Tasks | Principal Hours | Project Manager/ Engineer Hours | Civil Eng. Hours | AutoCAD/ GIS Tech./ Eng. Intern Hours |
|---|------------------------|--|-------------------------|--|
| 1 Project Management | 4 | | | |
| 2 Design | | 6 | 10 | 8 |
| 3 QA/QC | 1 | 2 | 2 | |
| Hour Estimate: | 5 | 8 | 12 | 8 |
| Fully Burdened Billing Rate Range:* | \$150 to \$235 | \$125 to \$235 | \$115 to \$155 | \$65 to \$165 |
| Estimated Fully Burdened Billing Rate:* | \$200 | \$190 | \$155 | \$125 |
| Fully Burdened Labor Cost: | \$1,000 | \$1,520 | \$1,860 | \$1,000 |

Total Fully Burdened Labor Cost: \$ 5,380
 Direct Non-Salary Cost:
 Mileage & Expenses (Mileage @ current IRS rate) \$ 120
TOTAL ESTIMATED COST: \$ 5,500

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

Business of The Town Council
Town of Yarrow Point, WA

| | |
|---|---|
| 94th Ave NE Utility UGC Project – PSE IntoLight Agreement | Proposed Council Action: Authorize Mayor to enter into Contract |
|---|---|

| | |
|----------------------|---|
| Presented by: | Town Engineer – Stacia Schroeder |
| Exhibits: | <ul style="list-style-type: none"> • PSE Custom Street Light Order No. 105101603 |

Summary:

The Town will be installing new street lights as part of the 94th Ave NE Utility Underground Conversion Project. Based on a resident poll conducted 2022 and a follow up study session by the Town Council in 2023, the most recent plan aims to replace five (5) existing “cobra head” street lights with six (6) new street lights similar to those along 92nd Ave NE, in generally the same location.

The contract, originally reviewed by the Town Council in May, was updated to include base caps and promenade arms (TRA5D).

Puget Sound Energy IntoLight has developed a draft plan and an associated street light order. The installation charge of the listed lighting units is estimated to be \$73,567.90.

Recommended Action:

Authorize the Mayor to enter into a contract with PSE IntoLight for street lighting material supply and 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 **June 9, 2023, 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 **\$73,567.90**.

Description:

Install:

6 ea 49W LED AAL Promenade PRM2 Flat Lens T2 3K, Dk Green

6 ea TRA5D Arm

6 ea 24' MH Valmont Rnd Steel Tapered Pole with Dart Square Base Caps, 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: \$ 66,451 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 | \$94.36 |
| Monthly energy charge | \$14.28 |
| Total monthly charge: | \$108.64 |

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.**

DocuSigned by:

 Signature: _____
59E3573672BD4D9...

Date: 06/09/2023

Printed Name: lyndsey goldsmith

Title: Account Sales Manager

Bellevue Fire Department
450 110th Ave NE
Bellevue, WA 98004
425-452-6872



Monday, 26 June, 2023

Attn: Austen Wilcox

Property Address:
Yarrow Pt. City Hall (PRIMARY)
4030 95th AVE NE
Yarrow Point, WA 98004-1358

Re: Initial - Maintenance Fire Inspection on June 26 2023

NOTICE OF INSPECTION

Bellevue Fire Prevention serves the public by providing fire and life safety inspections, community education, and investigation services to help prevent fires, enhance public safety in all buildings and improve emergency responders' ability to manage an incident. By doing this, we help achieve a safe, vibrant and economically sustainable city.

An inspection of your facility was completed by Bellevue Fire personnel. The inspector reviewed your property for compliance with Bellevue City Code Chapter 23.11 (Adopting the International Fire Code 2018 Ed. with Washington State and Bellevue Amendments) and found no violations. We appreciate your efforts to keep your business, your customers, and the City of Bellevue safe and well maintained.

There is a fee associated with this inspection based on the amount listed on the City of Bellevue Fire Inspection Fee Schedule Ordinance 23.11.113.6.8. For more information on fire inspection fees, please visit <https://bellevuewa.gov/city-government/departments/fire/fire-prevention/fire-inspection-fees>.

If you have any questions about this notice, please contact Bellevue Fire Prevention at 425-452-6872.

Inspector:

A handwritten signature in black ink, appearing to read "John Rickerson", written over a horizontal line.

Lt John Rickerson

Fire_Prevention@bellevuewa.gov

Property Representative:

A solid horizontal line intended for a signature, currently blank.

**Yarrow Pt. City Hall (PRIMARY)
Maintenance Fire Inspection**

**Inspection on June 26 2023
Violations repaired / total: 0 / 0**

Violation/Information Page(s)

General Inspection Information

Additional Notes:
