

Mayor: Katy Kinney Harris

Councilmembers: Stephan Lagerholm, Steve Bush, Chuck Porter, Michael Hyman, 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 for 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. Councilmembers will not respond directly at the meeting or have a back-and-forth exchange with the public, but they may ask staff to research and report back on an issue.

Join on computer, mobile app, or phone

1-253-215-8782

Meeting ID: 899 6822 6163#

<https://us02web.zoom.us/j/89968226163>

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

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:** Councilmembers Steve Bush, Michael Hyman, Stephan Lagerholm, Chuck Porter, Kathy Smith

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

5. **POLICE REPORT**

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. *Councilmembers will not respond directly at the meeting or have a back-and-forth exchange with the public, but they may ask staff to research and report back on an issue.*

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

8. **MAYOR'S REPORT (5 minutes)**

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

Consists of routine items for which Council discussion is not required. Consent items are approved with one vote.

10. REGULAR BUSINESS (90 minutes)

10.1 – 92nd Ave NE. & NE 40th St. Intersection Safety

10.2 – Town Work Plan for 2024 – Discussion and Prioritizing Projects

11. COUNCIL REPORTS (5 minutes)

12. ADJOURNMENT

STAFF REPORTS

1. Police Report
2. Mercer Island Marine Patrol 2023 Report for year-end 2023.
3. Fire-EMS Report
4. Town Engineer Report:
 - 2024 94th Ave NE UGC
5. Town Planner Report:
 - Comprehensive Plan Update
6. Clerk-Treasurer Financial Report for year-end 2023.
7. Commission Minutes:
 - January 16, 2024 Regular Planning Commission Meeting
 - January 17, 2024 Special Park Board Meeting



MEMO

To: Yarrow Point Council
From: Chief Kyle Kolling
Date: February 13th, 2024
Re: January 2024 Summary

Greetings,

January's training included:

- Regular monthly training through PoliceOne Academy continued with officers completing various classes online.
- Detective Swai attended a course in Financial Analysis investigation

On the social media front, we gained 12 new followers for a total of 376, 8 Facebook posts were created in January. We now have 516 followers on our Instagram account. Each month for 2024 we will be spotlighting an officer with a bio they have written up and a picture. Each officer was asked to write a little about them self to help the community get to know them.

The City side did a press release about the Flock camera system that has officially gone live. We can now see the hits from Clyde Hill, Yarrow Point and Medina Cameras. The additional cameras will assist in keeping our community safe. You can find the article on all of our and the cities Social Media sites.

We had a few Burglaries and Vehicle Prowls in January and reminded residents to secure their houses, vehicle and not to leave anything in plain sight. The reports we received included unlocked vehicles and entry into residences using a garage door opened from the vehicle.

We interviewed a new Police Officer candidate and offered him a conditional offer of employment pending clearing a background.



City of Yarrow Point
January 2024

2024-0205	01/20/2024	8800 blk Points Dr NE	Fraud	I.Jennings
Victim was scammed via email. Fraud report taken				
2024-0273	01/17/2024	4600 blk 92 nd Ave NE	TA	C. Hanson
Delivery driver slid on the ice and hit a retaining rock wall. No injuries. Report taken				
2024-0497	01/26/2024	8800 blk NE 33 rd St	Mal Mischief	I. Jennings
Unknown subject wrote anti-sematic phrases on the bike trail DOT wall in mud. Officers& DOT cleaned it off. Report taken				
2024-0534	01/29/2024	8800 blk NE 33 rd St	Mal Mischief	M. Humphreys
Unknown subject wrote anti-sematic phrases on the bike trail DOT wall in mud. Officers& DOT cleaned it off. Report taken				



Town of Yarrow Point ACTIVITY REPORT

	January 2024	December 2023	2024 YTD	2023 YTD
CRIMES AGAINST PERSONS				
Assault	0	0	0	0
Domestic Violence/Disturbance	0	1	0	0
Harassment	0	0	0	0
Order violation	0	0	0	0
Rape/sex offenses	0	0	0	0
Robbery	0	0	0	0
Other (<i>Abuse, APS, civil, CPS, custodial interference, extortion</i>)	0	0	0	0
PROPERTY CRIMES				
Burglary	0	0	0	0
Fraud	1	0	1	1
MV Prowl	0	0	0	0
MV Theft	0	0	0	0
Theft	0	0	0	1
Other (<i>Arson, illegal dumping, malicious mischief, prowler, trespass</i>)	3	0	3	4
ARRESTS				
Drug/alcohol	0	0	0	0
Warrants	0	1	0	0
Other	0	0	0	0
TRAFFIC ACTIVITY				
Criminal Traffic	0	1	0	0
Infractions	0	1	0	4
Warnings	7	6	7	5
Traffic accidents	1	1	1	1
Traffic stops	8	8	8	9
Parking	1	0	1	0
OTHER				
Alarms	5	6	5	0
Complaints				
~Animal	0	0	0	0
~Fireworks	0	0	0	0
~Noise	0	0	0	0
~Soliciting	0	0	0	0
Deaths	0	1	0	0
Suspicious	5	0	5	0
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>)	62	35	62	10



Issued Ticket Report Summary
Yarrow Point
January 01, 2024-January 31, 2024

<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: 0</u>			
<u>Infractions-Parking: 1</u>			
4000 94TH AVE NE	01/20/2024 20:25:00	PARKED BLOCKING LANE OF TRAVEL	3236 - Fernandez



Marine Patrol 2023 Annual Report

Sergeant Chad Schumacher

Contact Information

Chad.Schumacher@mercergov.org

Desk:206-275-7920 Cell:206-992-3639

Introduction

- The Mercer Island Marine Patrol has 22 Officers trained to operate the three vessels in its fleet. These Officers have all attended the Basic Marine Law Enforcement Academy and have continued their training since graduating through various courses:
 - Boat Search and Rescue
 - Boating Under the Influence Detection
 - Marine Collision Investigation
 - Marine Emergency Vessel Operator Course
- Sgt. Chad Schumacher began his third year in the Marine Unit as its lead, and Marine Patrol Officer Samuel Trudeau entered his second year in the unit.
- Sgt. Schumacher continues to teach for the State Park's Boating Program, and in February was sent to Sitka, Alaska to become an instructor for the Seated Battery of Field Sobriety Tests.



2023 Jurisdictions

- Mercer Island Marine Patrol continued its long-standing partnership with the cities of Renton, Bellevue, Medina, and Hunts Point. Starting this year, we began patrolling the waters of Yarrow Point.



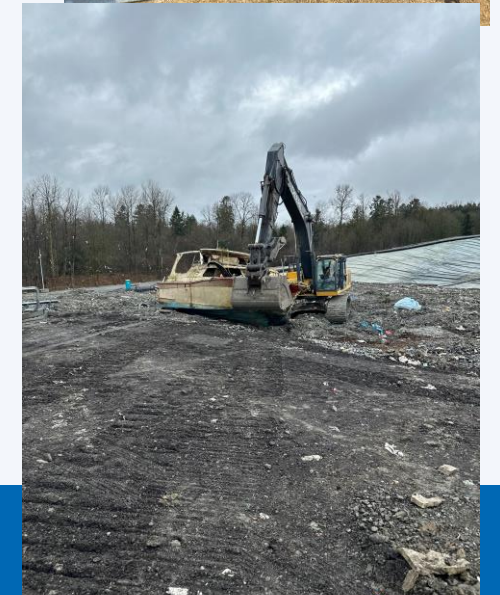
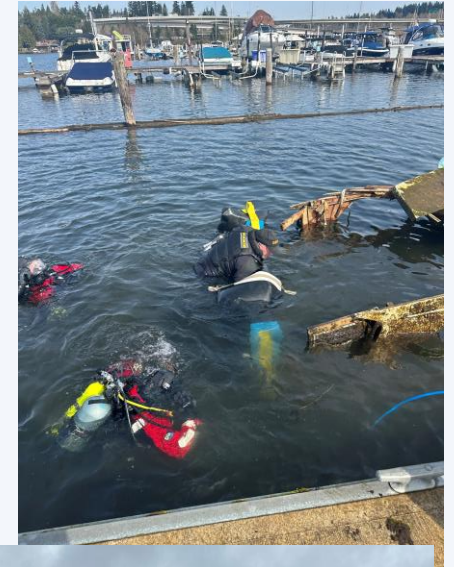
Special Events 2023

- The Mercer Island Marine Patrol participated in multiple Special Events over the year.
 - April Pools Day and water Safety Event in Bellevue
 - Child/Teen Life Jacket Giveaway Event
 - Marine Officers handed out over 150 life jackets throughout the summer to children and teens in need of a life jacket. Life jackets were provided by the Washington State Parks Boating Program.
 - Operation Dry Water July 1-3
 - 4th of July Fireworks in Bellevue and Seattle
 - Meydenbauer Bay drew a larger crowd than last year and will have the potential to see increased vessel traffic in the years to come as more local jurisdictions discontinue their fireworks shows.
 - Mercer Island Summer Celebration Fireworks
 - Medina Days Fireworks
 - Swim Across America
 - 2023 Sausage Pull
 - Seafair and Blue Angles Airshow
 - Battle of the Badges



Major Marine Project of 2023

- At the end of 2022, a half-sunk derelict vessel floated into the waters of Bellevue and Mercer Island. The vessel was beached just south of Newport Shores for safety and investigation by the Environmental Protection Agency, Department of Ecology, and the Mercer Island Marine Patrol. Sgt. Schumacher was able to locate the owner of the vessel and serve Notice to Obtain Custody of the Vessel to the owner. After going to court and working with Washington State's Derelict Vessel Fund, the Mercer Island Police Department was able to gain ownership of the vessel. The vessel was raised out of the water by the Mercer Island and King County Dive Teams and placed on a trailer. The vessel was then transported to a local waste station for destruction.

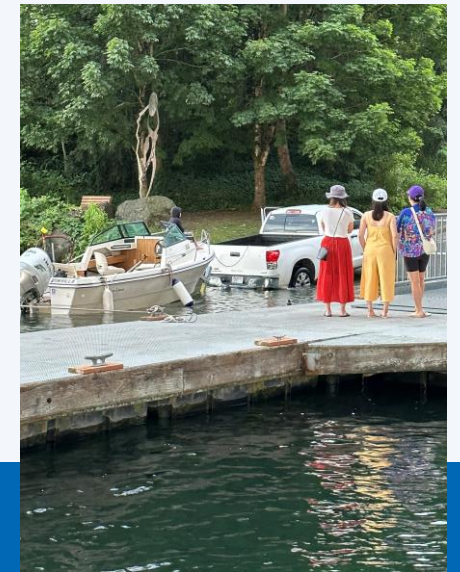


Activity Summary 2023

- May 27th- Marine Patrol responded to Groveland Park to assist in repairing a breakwater barrier that had broken loose. Temporary repair was made to the barrier to maintain safety for the swimmers at the beach.
- May 29th - Marine Patrol assisted a sinking vessel outside of Gene Coulon Marina. The vessel was towed back to the dock and successfully loaded onto its trailer.
- May 31st - One of the largest biomasses recorded by our unit floated into Meydenbauer Bay. Two Marine Patrol Vessels were able to clear the biomass from the area and place it into our log pen. Marine Patrol continued to receive multiple calls throughout the month to remove more biomasses from residences in all our jurisdictions.
- June 22nd – Marine Patrol assisted a vessel with a courtesy tow back to Magnuson Park from Medina waters.
- June 25th – Assisted Clyde Hill PD with a residential burglary at 0400 hours.



www.mercergov.org



Activity Summary 2023

- June 30th – Marine Patrol responded to 5 capsized kayaks just south of Clyde Beach with multiple people in the water. Patrol 11 was able to retrieve all the kayaks and people and transported them back safely to the REI rental center in Meydenbauer Bay.
- July 1st – Marine Patrol assisted the US Coast Guard with a warrant arrest on the water and assisted with the transport of the subject to a local jail.
- July 3rd – Patrol 11 conducted a vessel stop after determining that the offender's vessel was overloaded by 4 occupants. Officers researched the manufacturer's occupancy restrictions for the vessel and then made the vessel stop. The vessel was rented out of Lake Union without the owner's knowledge of how many occupants were onboard. The vessel's voyage was terminated and followed to the nearest dock where it was unloaded of its overloaded occupants. The renter of the vessel was cited on the scene and released.



Activity Summary 2023

- July 16th – Patrol 11 responded to assist the Bellevue Fire Department with an overturned kayak. Patrol 11 contacted the kayakers and was able to right the kayak and get the occupants back in the kayak to continue their day.
- July 29th – Patrol 14 responded to a possible sinking vessel in Medina Waters. Officers located an overloaded vessel that had a dead battery. The vessel was towed to Mercer Island and the operator was cited and released.
- August 2nd – Patrol 11 and Patrol 14 responded to a sinking vessel by the East Channel Bridge with people in the water. Occupants were brought aboard Patrol 11 and Patrol 14 towed the vessel to the Mercer Island Boat Launch to de-water the vessel. No injuries to the occupants and the vessel was loaded onto its trailer.
- August 11th – Sgt. Schumacher and MPO Trudeau met with staff at the Renton Hyatt Regency to discuss challenges they were having with vessels staying at their dock overnight and past their 4-hour limit. Provided options for ways to help with their challenges and contacted vessel owners to advise that they could be trespassed from the property.



Activity Summary 2023

- August 5th – Patrol 14 responded to a sinking vessel on the Bellevue/Renton border. Officers arrived and were able to tow the vessel until Renton Fire arrived and took over the tow back to Gene Coulon Marina.
- August 11th - Patrol 11 responded to the I-90 Bridge for a report that someone had jumped off the bridge. Patrol 11 responded and was unable to locate anyone in or under the water. DOT employees stated that the person was picked up by another vessel and headed south towards Andrew's Bay, where they located the vessel in question and spoke with the jumper.
- August 14th – Patrol 14 responded to a disabled vessel that was being pushed into the I-90 floating bridge by the wind. Officers were able to secure a tow line to the vessel and safely tow it to the owner's dock.
- August 18th – Assisted two occupants with a capsized sailboat outside of Gene Coulon Marina.
- August 18th – Sgt. Schumacher noticed a vessel owner walking to his vessel tied to the docks a Gene Coulon Marina with multiple buckets in his hands. The owner then started bailing water out of his vessel. The owner was contacted, and Patrol 11's fire pump was utilized to de-water the vessel. The vessel was then towed over to the boat ramp to be put on its trailer.



Activity Summary 2023

- August 18th – A Cozy Cove resident ran out of gas in their PWC and was towed back to their residence.
- August 27th – Patrol 11 spotted a children’s birthday party and tied up to the dock to hand out stickers to everyone and allowed the children to come aboard Patrol 11 for a quick tour.
- September 2nd – Marine Patrol responded to Andrew’s Bay to assist Seattle Police Harbor Unit and Seattle Fire Department with the search for a missing swimmer. The swimmer was eventually located safely onshore.
- September 22nd – Located an adrift vessel floating against the East Channel Bridge. The vessel was returned to its owner in Bellevue.
- October 23rd – Patrol 11 responded to a structure fire along the shoreline on Mercer Island. A boat house and two vessels were on fire at the dock of the residence. Patrol 11 worked with Mercer Island Fire, Bellevue Fire, and Eastside Fire and Rescue to extinguish the flames.
- November 2nd – Assisted a Mercer Island resident with a dead sturgeon that floated onto their beach. Arranged for NOAA and Fish and Wildlife Biologists to come to do a necropsy before the 6-foot sturgeon was sunk in the lake.



Seafair 2023

- Mercer Island again partnered with surrounding agencies to provide public safety and BUI enforcement on Lake Washington.
- Over the course of the weekend, 23 people were arrested for Boating Under the Influence throughout 400+ vessel contacts:
 - 5 arrests resulted in a blood draw.
 - 2 arrestees booked into jail.
 - Highest BAC reported was a 0.400
- No major injuries or deaths were reported.
- No Officer injuries or patrol vessels damaged.



2023 Statistics

- 785 hours our vessels were on the water patrolling or responding to emergency calls.
 - 1,690 Officer hours spent on the water patrolling or responding to calls.
 - 42 hours our Officers spent conducting ramp inspections before vessels took to the water making sure they had all the necessary safety gear for the vessel.
- 304 vessel safety inspections completed.
- 587 calls for service
 - 237 vessel stops
 - 105 people/vessel assists
 - 56 logs removed due to navigational hazard
 - 12 Search and Rescue calls
- 28 “No Wake” buoys replaced throughout our jurisdictions
 - 6 new buoys were placed in areas to help keep vessels away from shores and to slow down vessel traffic.



Looking ahead to 2024

- Patrol 14 gets new engines.
 - In January, Patrol 14 will go into the shop to have new engines put in as part of our replacement cycle for the vessels.
- Officers attending Boat Operator Search and Rescue Course
 - Four Marine Patrol Officers will be attending a week-long on-the-water search and rescue course in Tacoma to learn search patterns, inter-agency cooperation techniques, and record-keeping of completed searches.
- Officer Tranter will attend the Basic Marine Law Enforcement Academy in April.
- MPO Trudeau accepted a position with the Renton Regional Fire Authority, and Officer Luis Paz will join the unit as the next Marine Patrol Officer.
- Continue our work on our ongoing vessel replacement project.
- Officers attending Boating Under the Influence training.
 - Officers will be attending a course to learn the Seated Battery of the Standardized Field Sobriety Tests. Officers will be able to utilize these tests both on and off the water to detect operators of vessels and drivers of vehicles that are under the influence.









Please feel free to call or
email me with any
questions you have.
Thank you.

Filter statement

Filters

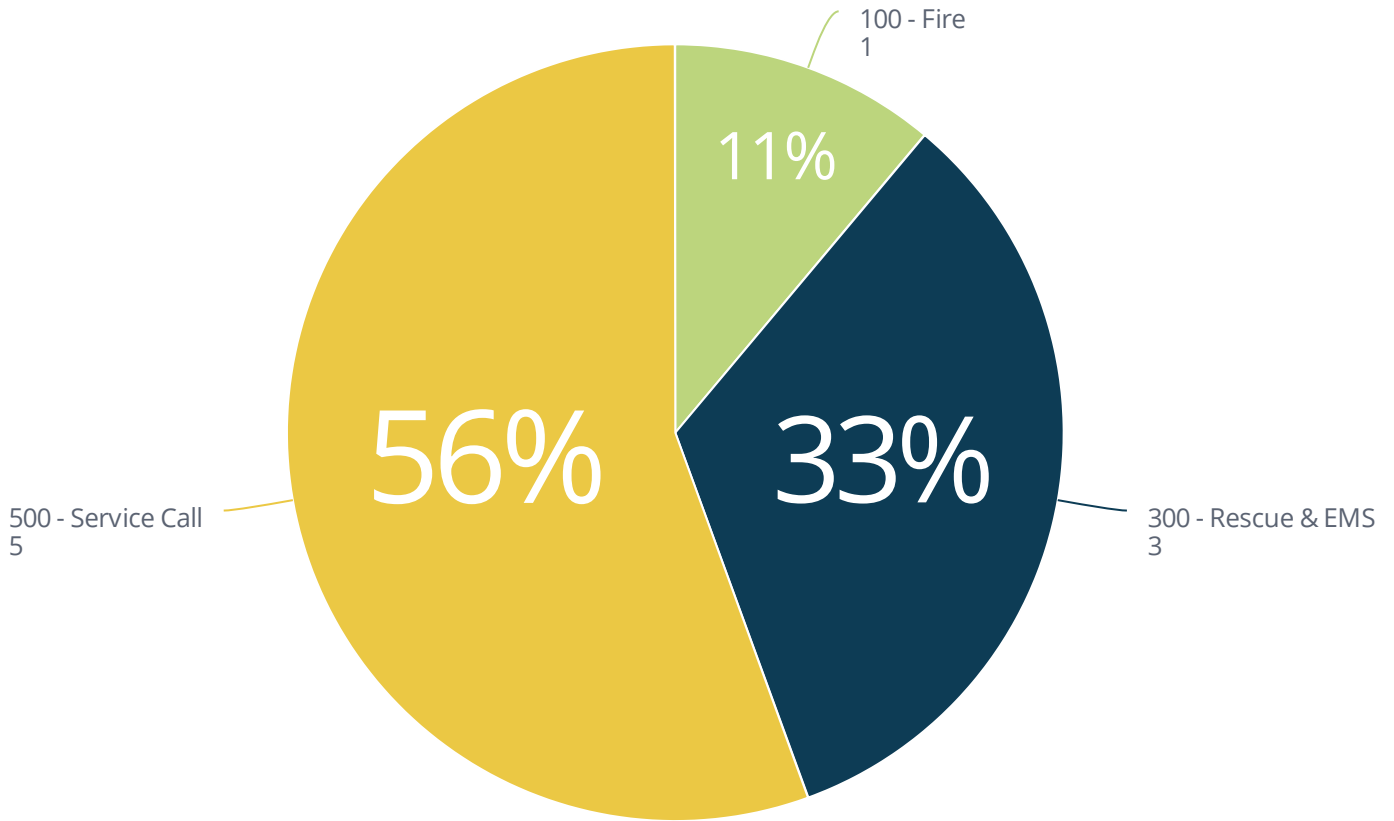
Alarm Date Range Last Month | **Is Locked** true | **Is Active** true | **Location City** YARROW POINT, Yarrow Point

Fire and EMS Summary

Count of Total Incidents

9

Percentage of Incident Type (with count)



Filter statement

Filters
Alarm Date Range Last Month | **Is Locked** true | **Is Active** true | **Location City** YARROW POINT, Yarrow Point

Count of Incidents by Type

Incident Type Group	Incident Type	Type Code	Count
100 - Fire	Road freight or transport vehicle fire	132	1
300 - Rescue & EMS	EMS Call, Medical	3211	1
	Motor vehicle accident with injuries	322	1
	Patient Assist	3111	1
300 - Rescue & EMS Total			3
500 - Service Call	Water or steam leak	522	4
	Water problem, other	520	1
500 - Service Call Total			5
Count			9



PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
2/13/24	2024 94 th Ave NE UGC	Stacia Schroeder

STATUS SUMMARY

The 2024 94th Ave NE underground conversion scope of work 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) residents have been narrowed to eighteen (18) as Comcast is installing 2 cable only services prior to the start of our project. Of those 18 residents:
 - 11 – converted completely or installed the empty conduits in 2023
 - 4 – deferred to the Spring of 2024 (3800 92nd, 3805 94th, 3847 94th, and 3856 94th)
 - 1 – sold and buyer will underground as part of the new SFR (9415 NE 40th)
 - 1 – owner is aware and will self-install; tree removal permit was granted ~Jan. 26th (9330 NE 40th St)
 - 1 – negative response; may choose to install temp power pole and build garage (4000 94th)
- The COB water utility started construction in 2023. To date they have completed installation of the new water main, fire hydrants, and all services south of 4222/4225 94th. **An all-day shutdown is scheduled for Thursday, Feb. 15th.** The City of Bellevue notified the 55 impacted residents on Monday, Feb. 5th. No additional shut downs are anticipated after this work is complete. The contractor will return the week of Feb. 12th to complete the remaining water service transfers for customers north of 4215/4218 94th and they are expected to complete the project ahead of the April 30th deadline.
- PSE’s draft Schedule 74 Underground Conversion Project Construction Agreement, Project Plan, and Facility Conversion/ Modification Billing Detail were received on January 3rd. Staff reviewed the draft and held a meeting with PSE on Friday, Jan. 19th. PSE will make a few corrections to the agreement and update their cost estimate to incorporate Potelco’s new rate schedule (effective February 1st) and the successful low bidder’s line item costs for conduit and vault installations which are to be shared 60 PSE / 40 Town. PSE’s final contract will be presented at the March 12th council meeting for consideration.
- The PSE IntoLight contract was approved by the Town Council in July, and the contract was executed by Mayor Harris in November. The final PSE IntoLight design, however, was amended in January 2024 to reflect PSE power’s final design. The PSE IntoLight additional design and construction related costs resulted in a contract increase of \$1,324.22. Their revised contract will be presented at the March 12th council meeting for approval consideration.
- Coordination efforts are on-going with other purveyors (ie. PSE gas, Comcast, Lumen, etc.). Gray & Osborne has incorporated Comcast and Lumen’s final design information into their final civil plan sheets. **NOTE: Comcast will remove their above ground battery backup cabinet on 4015 NE 40th in lieu of a much smaller aerial component located at the intersection of NE 40th and 95th.**

- 27. • Gray & Osborne – G&O is working on the following tasks:
 - Jan. 26th – Town received the DFW Eagle Take Permit and the associated conditions were incorporated into the project plans and specifications. June 3rd is the tentative project start date
 - Jan. 31st – Town received Final Plans, specifications, engineer’s estimate, and schedule from G&O. The plans and specifications are posted on our town website and the schedule and estimate are available upon request.
 - Jan. 31st – Town is preparing SEPA application.
 - Feb. 8th – Town is proactively applying for a DOE Construction Stormwater General Permit. This permit is required for projects that disturb more than 1 acre and emphasizes temporary erosion control measures. It is a relatively simple process to apply and once it is obtained all the permit conditions will be transferred to the contractor.
 - Jan. 31st – Feb. 21st: Project out to bid; Bid opening at 10am town hall; results will be posted same day to town’s website.
 - Feb 21st – Mar. 6th: G&O will assess bids received to verify lowest responsible bidder. They will then work with that bidder to obtain the supplemental bidder criteria.
 - Mar. 1st – 7th: Town staff will prepare information/ contracts for council review and consideration.
 - Mar. 12th: Town Council Meeting – Consider approval of low bidder and associated contracts.

- King County Roads – TYP is expected to participate in KC Roads 2025 Pavement Preservation Program to grind and overlay the affected streets.

PROJECT OVERVIEW

TASK	% DONE	TARGET DUE DATE	LEAD	NOTES
Survey	100	March 2021	PACE/ Town Engineer	
Final Design		2022-2023	Gray & Osborne/ Town Engineer	
PSE	100			
City of Bellevue Utilities Dept.	100			
Comcast/ Lumen Final Design	100			
TYP Stormwater & Landscape Design including Bid Documents	90	2023-2024	Gray & Osborne/ Town Engineer	
Bidding	0	Winter 2024	Gray & Osborne/ Town Engineer	
Construction	0	Spring/Summer/ Fall 2024	Gray & Osborne/ Town Engineer	

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 – Dec. 2023 Puget Sound Energy (Sch. 74 Design Agreement)	\$10,005	\$0		Contract Signed 06/13/22 100% Plans Rec'd: 09/05/23 Design Fee Waived if Constructed
Total:	\$10,005	\$0		

Jan. 2022 – Jan. 2024 Town Engineer Project Management		\$ 44,361.25		
Jan. 2023 – Jan. 27, 2024 Civil Engineering Consultant Gray & Osborne, Inc.	\$110,000	\$144,960.00		CIP S-3: \$50,000 Old CIP/ Budget CIP U-1: \$60,000 Old CIP/ Budget Contract Date: 1/10/23 \$127,300 Change Order No. 1 – \$5,500 Change Order No. 2 – \$12,160
Total:	\$110,000	\$189,321.25		
Summer 2024 Contractor TBD (Stormwater & UGC)	TBD			CIP S-2: \$700,000 New CIP/ Budget CIP U-1: \$1.3 mil New CIP/ Budget
Summer 2024 Town Engineer Project Management	TBD			
Summer 2024 PSE - Power (Sch. 74 Constr. Agreement)	TBD			
Summer 2024 PSE – IntoLight Contract	\$74,892.12			Adjusted \$1,324.22 for final plan work to match PSE Power plan set.
Summer 2024 Civil Engineering Consultant Project Inspection, Etc. Gray & Osborne, Inc.	TBD			
Total:	\$2,000,000			
Fall 2024 – King County Roads	\$500,000			CIP T-1: \$500,000 New CIP/ Budget
Mar. 2021 – Jan. 31, 2024 Project Total:	\$2,648,255	\$217,571.25		

RISK AND ISSUE HISTORY

ISSUE	STATUS	DATE

CONCLUSIONS/NEXT STEPS

Final Civil Plans, Specifications, Estimate, and Schedule – January 31, 2024
Public Bid: January 31 – February 21, 2024
Town Council Action: Approve Low Bidder or Reject All Bids – March 12, 2024
Gray & Osborn Inspection & Project Management Contract – March 12, 2024
PSE Power Underground Conversion Construction Agreement for Council Approval – March 12, 2024
PSE IntoLight Contract: Revision #1 – March 12, 2024



PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
02/08/2024	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 aspire to create. The plan outlines how the town will manage population growth, 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 includes updates to development regulations to stay current with state guidelines and recommendations. This update is funded through June 2024 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 – funded by the COM grant – for completion ahead of the December 2024 deadline. For a more detailed overview of the update process, survey analysis, and engagement materials. please visit the Town’s comprehensive plan webpage: <https://yarrowpointwa.gov/comprehensive-plan/>

Currently, the planning team is submitting chapters to the Planning Commission (PC) for initial reviews in advance of submitting revised drafts to Council (TC). The following is the status of the chapters:

- **Introduction:** PC Review Complete; Revising for March TC
- **Land Use:** Drafting for February PC Review
- **Housing (including a Needs Analysis):** Drafting for February PC Review
- **Transportation:** PC Review Complete; Revising Draft for TC
- **Utilities:** Drafting for PC Review in March
- **Parks, Recreation, & Open Space:** PC Review Complete; Revising for March TC
- **Economic Development:** PC Review Complete; Revising Draft for TC in March
- **Tribal Planning:** PC Review Complete; Revising Draft TC
- **Climate Change:** PC Review Complete; Revising Draft for TC
- **Capital Facilities:** Drafting for review – pending 2025-2030 CIP
- **Siting Essential Public Facilities:** PC Review Complete; Revising for March TC

GRANT DELIVERABLE OVERVIEW: Year 2 (FY24)

Deliverable	% DONE	BUDGET	NOTES
5.1 Staff Report on Survey Results, Analysis, and Plan Applications	100%	\$6,500.00	Complete, submitted to COM for review.
5.2 Outreach materials and website updates	100%	\$6,400.00	Complete, submitted to COM for review.
6.1 Draft Housing Element and Needs Analysis	95%	\$6,000.00	Housing Needs Analysis and Housing Element drafting. Scheduled for February PC review.
6.2 Full GMA Update Draft sent to Council, Planning Commission, Town Staff	75%	\$9,000.00	Reviewing last remaining chapters with PC through Q1 '24., in advance of a full draft in Q2 2024.
6.3 Final Document with full layout and proofing	50%	\$10,000.00	Document layout developed, awaiting full finalized text. Layouts of revised chapters and updated graphics are underway.
7.1 Implementation Plan for development regulation and possible functional plan updates	50%	\$5,100.00	Outline and resource needs established. Working on the timeline for how to proceed with required updates in accordance with regulatory deadlines.
7.2 Comprehensive Plan Submitted to Council	0%	\$7,000.00	Pending completed draft plan and pre-adoption procedures.

BUDGET OVERVIEW

Project Title	BUDGETED	EXPENDED	NOTES
<u>Year 1</u> (FY23) Comprehensive Planning Periodic Update Grant	\$50,000.00	\$50,000.00	Year one work is complete, invoiced, and the grant has been drawn down.
<u>Year 2</u> (FY24) Comprehensive Planning Periodic Update Grant	\$50,000.00	\$33,648.00	Overview of current project progress for Year 2 (FY24) Above
<u>Full</u> Comprehensive Planning Periodic Update Grant	\$100,000.00	\$88,509.79	Project is moving ahead on-schedule and on-budget. Renewal of grant is complete and invoicing to the department of commerce has begun.

CONCLUSIONS/NEXT STEPS

The next steps for the planning team are revisions to chapters based on PC and public feedback, developing final maps and figures, completing full layouts of the chapters, and comprehensive Council reviews of chapters in advance of adoption procedures. Intermediate steps include scheduling reviews with PSRC and COM as appropriate and checking in with local and regional agencies to ensure any larger-scale projects are appropriately considered in the plan.



STAFF REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
2/13/24	2023 Year End Financial Report	Bonnie Ritter

STATUS SUMMARY

According to RCW 35.33.141, cities/towns are required to report quarterly financial information to their legislative bodies.

Attached you will find the 2023 Year-End Financial Report at the fund level.

The official annual report must be submitted to the State Auditor 150 days after completion of the fiscal year. This detailed report will be submitted to the Council for review/approval by the May Council meeting.

If you have questions, please contact me prior to the meeting so that I can get answers for you.

Account Number	Account Title	12/2023 Current year Actual	2023 Current year Budget	Remaining	Percentage
GENERAL FUND #001					
	GENERAL FUND #001 Revenue Total:	1,470,229	1,336,950	133,279-	110%
	GENERAL FUND #001 Expenditure Total:	1,438,966	1,477,971	39,005	97%
	Net Total GENERAL FUND #001:	31,263	141,021-	172,284-	-22%
WETHERILL NAT PRES. FUND #023					
	WETHERILL NAT PRES. FUND #023 Revenue Total:	50,681	34,300	16,381-	148%
	WETHERILL NAT PRES. FUND #023 Expenditure Total:	76,182	72,529	3,653-	105%
	Net Total WETHERILL NAT PRES. FUND #023:	25,501-	38,229-	12,728-	67%
PARKS AND OPEN SPACE FUND #040					
	PARKS AND OPEN SPACE FUND #040 Revenue Total:	164,674	88,500	76,174-	186%
	PARKS AND OPEN SPACE FUND #040 Expenditure Total:	116,870	145,000	28,130	81%
	Net Total PARKS AND OPEN SPACE FUND #040:	47,803	56,500-	104,303-	-85%
STREET FUND #101					
	STREET FUND #101 Revenue Total:	399,685	380,150	19,535-	105%
	STREET FUND #101 Expenditure Total:	341,038	490,926	149,888	69%
	Net Total STREET FUND #101:	58,646	110,776-	169,422-	-53%
COMMUNITY DEVELOPMNT FUND #104					
	COMMUNITY DEVELOPMNT FUND #104 Revenue Total:	318,128	259,100	59,028-	123%
	COMMUNITY DEVELOPMNT FUND #104 Expenditure Total:	420,687	430,200	9,513	98%

Funds 023 and 040 are sub-funds of 001, and thus for reporting purposes are rolled up and reported as a part of 001.

Result for 001 - 2023:
Rev Actual: 1,685,584
Budget: 1,459,750

Exp Actual 1,632,018
Budget: 1,695,500

Account Number	Account Title	12/2023 Current year Actual	2023 Current year Budget	Remaining	Percentage
	Net Total COMMUNITY DEVELOPMNT FUND #104:	102,559-	171,100-	68,541-	60%
CAPITAL IMPROVEMNT I FUND #301					
	CAPITAL IMPROVEMNT I FUND #301 Revenue Total:	319,018	271,000	48,018-	118%
	CAPITAL IMPROVEMNT I FUND #301 Expenditure Total:	330,000	330,000	.00	100%
	Net Total CAPITAL IMPROVEMNT I FUND #301:	10,982-	59,000-	48,018-	19%
CURRENT YEAR CAPITAL FUND #311					
	CURRENT YEAR CAPITAL FUND #311 Revenue Total:	317,731	37,000	280,731-	859%
	CURRENT YEAR CAPITAL FUND #311 Expenditure Total:	67,067	70,000	2,933	96%
	Net Total CURRENT YEAR CAPITAL FUND #311:	250,663	33,000-	283,663-	-760%
STORMWATER FUND #401					
	STORMWATER FUND #401 Revenue Total:	243,074	163,338	79,736-	149%
	STORMWATER FUND #401 Expenditure Total:	151,513	187,708	36,195	81%
	Net Total STORMWATER FUND #401:	91,561	24,370-	115,931-	-376%
AGENCY REMITTANCE FUND #631					
	AGENCY REMITTANCE FUND #631 Revenue Total:	2,232	3,200	968	70%
	AGENCY REMITTANCE FUND #631 Expenditure Total:	2,232	3,200	968	70%
	Net Total AGENCY REMITTANCE FUND #631:	.00	.00	.00	.00
WETHERILL ENDOWMENT FUND #701					
	WETHERILL ENDOWMENT FUND #701 Revenue Total:				

Account Number	Account Title	12/2023 Current year Actual	2023 Current year Budget	Remaining	Percentage
		.00	900	900	.00
	WETHERILL ENDOWMENT FUND #701 Expenditure Total:	.00	900	900	.00
	Net Total WETHERILL ENDOWMENT FUND #701:	.00	.00	.00	.00
	Net Grand Totals:	340,896	633,996-	974,892-	-54%

**TOWN OF YARROW POINT
TOWN PLANNING COMMISSION REGULAR MEETING
January 16, 2024
7:00 p.m.**

The Town Planning Commission of the Town of Yarrow Point, Washington met in regular session on Tuesday, January 16, 2024, at 7:00 p.m. in the Council Chambers of Town Hall.

PLANNING COMMISSION PRESENT: Chair Carl Hellings, Commissioners David Feller, Chuck Hirsch (attended virtually), and Lee Sims.

STAFF PRESENT: Deputy Clerk Austen Wilcox, and Planner Aleksandr Romanenko

1. CALL TO ORDER

Chair Hellings called the Planning Commission meeting to order at 7:02 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

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

VOTE: 4 for, 0 against. Motion carried.

5. APPROVAL OF THE MINUTES

- December 19, 2023 Regular Meeting

MOTION: Motion by Chairman Hellings, seconded by Commissioner Feller to approve the December 19, 2023 special meeting minutes as presented.

VOTE: 4 for, 0 against. Motion carried.

6. STAFF REPORTS

Deputy Clerk Wilcox provided an update from the January Council meeting.

6.1 SR Comprehensive Plan Update

Planner Romanenko discussed a draft chapter for Transportation that has been included for the Commission to review. The chapter draft has been annotated with highlights to facilitate review and commenting. Chapter reviews will set up a smooth adoption process in the Spring of 2024, ahead of the December 2024 deadline for the Comprehensive Plan.

The Planning Commission discussed.

6.2 SR Middle Housing

Planner Romanenko discussed the town's \$35,000 middle housing grant to implement the requirements of HB1110 and HB1337. The final contract, budget, and scope will be provided to the council when they are received from Department of Commerce. The grant funding can be used to cover any efforts associated with the work starting in July of 2023. The work must be completed, and ordinances adopted by June 2025. Staff has included the draft public engagement plan and has begun drafting a gap analysis. Once Commerce has finalized their model ordinances, staff will review, summarize, and conduct a regional comparative analysis before starting to draft new development regulations for the Town.

7. PUBLIC COMMENT

Resident Dicker Cahill raised the following concerns:

- The need for public input for tree discussions as much as possible.
- Tree discussion at the January Council meeting.
- The tree code would impact properties disproportionately. He handed out photos of recent trees planted showing their fast growth.

Resident Jeff Levere discussed a large cedar tree that split and requested feedback on how a tree like this example would be handled through permitting.

Resident Meredith Shank thanked the Planning Commission for work on the tree code. She is concerned regarding the 3" caliber replacement tree requirement.

Resident Deedee Bondarev stated that the proposed tree code encroaches on property owner's rights. She discussed property values and the regulations, incentives, and heritage trees that would be negatively impacted by the tree code. She does not see a balance of property rights and community enjoyment of trees. The burden is on the property owner to fight for property rights. The Town should walk the talk and do more tree planting.

Resident Steve Scalzo discussed the current tree code language. A more restrictive tree code only benefits a minority of residents. The code needs to be balanced and not take away property rights. He feels the Council is not listening by giving Planning Commission direction to draft a more restrictive tree code and asks for fair representation.

8. REGULAR BUSINESS

8.1 – Private Property Tree Code

At the January Council meeting the "Tree Protections Proposal Matrix" was discussed and a set of recommendations was made by Council. The matrix has been updated to reflect those recommendations.

The Planning Commission discussed:

- Bonds;
- Resident comments;
- Heritage tree size identification should be larger than 24": The Commission discussed 36" - 48";
- Culturally Modified Trees;
- Tree codes from other jurisdictions;
- Mitigation - replace with a native tree;
- Trees located in setback areas;
- Locations of mitigation trees;
- Trees located on property lines and within the buildable lot area;
- Variance process to remove a tree;
- Mitigation requirements;
- Planner to bring alternative examples of design code that are objective for staff to present to applicants during pre-app meetings;
- Accepting arborist reports hired by residents – Town legal counsel to provide input;
- Planner will draft a hazardous tree removal code; and
- Significant tree size identifications.

9. PUBLIC COMMENT

Resident Dicker Cahill asked if a heritage tree in a buildable area can still be removed. He is shocked at Council's bias regarding direction of the tree code, and he discussed petitioning.

Resident Vadim Bondarev shared about talking with residents and his earlier to proposal to Council regarding the creation of incentives for tree retainage. He discussed the groundwork for today will make the tree code stricter in the future.

Resident Deedee Bondarev discussed tree preservation.

Resident Ed Esparza discussed his property, property rights, and the tree code changing to become more strict is disturbing. He recommends that the Planning Commission should review Clyde Hill's private property tree code. He shared issues with the requirement for trees bonds and associated issues during property sales.

Resident Steve Scalzo thanked the Planning Commission. He discussed the preservation of trees on his family's property and Council's lack of discussion for property rights.

Councilmember Steve Bush encourages the Planning Commission to reach out to the Council with all issues so that they hear can hear all sides.

MOTION: Motion by Commissioner Feller, seconded by Chairman Hellings for the Town Planner to implement the criteria the Planning Commission has established tonight into a draft code for further review.
VOTE: 4 for, 0 against. Motion carried.

10. ADJOURNMENT:

MOTION: Motion by Commissioner Feller, seconded by Chairman Hellings to adjourn the meeting at 10:26 p.m.

VOTE: 4 for, 0 against. Motion carried.

Carl Hellings, Chair

Attest: Austen Wilcox, Deputy Clerk

**TOWN OF YARROW POINT
TOWN PARK BOARD SPECIAL MEETING
January 17, 2023
7:00 p.m.**

The Town Park Board of the Town of Yarrow Point, Washington met in special session on Monday, January 17, 2023, at 7:01 p.m. in the Council Chambers of Town Hall.

PARK BOARD PRESENT: Chair Krista Fleming, Park Board Members, Amy Pellegrini (joined virtually), Dicker Cahill, Carolyn Whittlesey, Nancy Daltas, and Robert Afzal.

STAFF PRESENT: Deputy Clerk Austen Wilcox

1. CALL TO ORDER

Chair Fleming called the Park Board meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

MOTION: Motion by Park Board Member Afzal, seconded by Park Board Member Whittlesey to delay agenda item 8.1 – Welcome New Park Board Members until the new members arrive in the meeting. to approve the agenda as presented.

VOTE: 4 for, 0 against. Motion carried.

5. STAFF REPORTS

Engineer Schroeder provided updates on timeline related to the 94th Ave NE underground project and bidding.

Park Board Member Daltas arrived at 7:08 pm.

6. APPEARENCES/PUBLIC COMMENT

Resident Steve Fleming shared discussion with the Town Engineer regarding repair of the driveway at the west end of Sally's Alley. The grass idea was not the best and did not work out very well. He discussed the importance for vehicular access to his garage. He recommends the best option for the long run is gravel as the driveway was previously before. He does not want to be inconvenienced again with blocked access to his garage.

Teru Olsen, attorney representing a resident on Sally's Alley, asked when input for design on the east end of Sally's Alley can be provided. He discussed a design proposal they submitted and asked how many design proposals are being considered for the east end of Sally's Alley. He discussed details around their design proposal, and he would like to review the other proposals for the east end of Sally's Alley being considered by the town.

7. APPROVAL OF THE MINUTES:

MOTION: Motion by Park Board Member Whittlesey, seconded by Park Board Member Cahill to approve the December 11, 2023 regular minutes as presented.

VOTE: 5 for, 0 against. Motion carried.

8. REGULAR BUSINESS

8.2 – Surface for Sally’s Alley Driveway – Grass/Pro Lite Grid

The grass on the west driveway leading into Sally’s Alley turned to mud and was scaped down to the Pro Grid material. The Park Board and Town Engineer Schroeder discussed the following options to fix the situation.

- Seed;
- Replace with gravel;
- Remove Pro Grid and install brick pavers; and
- Hybrid of gravel & grass.

Drainage and mitigation measures such as a trench drain and drainage rocks were discussed if lawn is chosen to be replaced.

MOTION: Motion by Park Board Member Cahill, seconded by Park Board Member Afzal to address the drainage, and relative to the material on the Pro Grid, seed and fertilize when the weather is appropriate and if it doesn’t take, reevaluate the gravel option as secondary.

VOTE: 5 for, 1 against. Motion carried. Park Board Member Whittlesey abstained.

8.3 – East Side Sally’s Alley Design Discussion

Park Board Member Afzal shared that it makes sense to replicate a similar design from the west side to the east side of Sally’s Alley.

The Park Board discussed landscaping, driveway, plantings, and timber sidings.

Park Board Member Pellegrini joined virtually at 7:52 pm.

MOTION: Motion by Park Board Member Afzal, seconded by Park Board Member Cahill to ask the Town Engineer to update the drawings to update the path, driveway and identify areas for plantings so the Park Board can then review the final drawings to make a recommendation to the Town Council by January 31, 2024.

VOTE: 6 for, 0 Against. Motion carried.

8.1 – Welcome New Park Board Members

Newly appointed Park Board Member Nancy Daltas introduced herself.

Newly appointed Park Board Member Amy Pellegrini introduced herself.

The existing Park Board Members provided introductions.

Chair Fleming discussed three areas of focus for the Park Board in 2024 that are broken up into teams:

1. East side of Sallys Alley – Park Board Members Afzal and Cahill
2. Town Entry – Park Board Members Whittlesey and Daltas
3. Maintenance/spring cleanup day – Chair Fleming and Park Board Member Pellegrini.

8.4 – Town Entry Project Discussion

Members Whittlesey and Daltas will review the entry and provide suggestions at the next regular Park Board meeting.

8.5 – Dedication Options (benches, rock garden, etc.) for Resident Discussion

The Park Board discussed dedication options for memorials for longtime residents.

A “Pay to play” format was discussed and favored.

Park Board Members Cahill, Daltas and Pellegrini will work on a proposal to present at the regular March Park Board meeting.

8.6 – Select Clean Up Day for Spring

The Park Board chose Sunday April 21, 2024, to hold the annual clean up day.

- Combine it with a tree planting.
- Include option for youth to get work hours.

9. ADJOURNMENT:

Motion by Park Board Member Cahill, seconded by Park Board Member Afzal to adjourn the meeting at 8:29 p.m. All voted in favor. Motion carried.

VOTE: 6 for, 0 against. Motion carried.

Chair, Krista Fleming

Attest: Austen Wilcox, Deputy Clerk

DRAFT

Business of The Town Council Town of Yarrow Point, WA

Consent Calendar

February 13, 2024

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

Exhibits: Exhibits included for items listed for consideration.

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. February Payment Approval in the amount of \$98,154.76, plus Payroll Report in the amount of \$39,056.06, for a total of \$137,210.82.
2. January 9, 2023 regular Council meeting minutes
3. ARCH – Resolutions 373 and 374
4. 94th Ave NE. custom street light order
5. 2021 Building code update
6. Bid for re-staining Town Hall

Recommended Action:

Motion to approve the Consent Calendar as presented.

Report Criteria:
Detail report.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
AA Asphaltting LLC						
309	AA Asphaltting LLC	148703	9010 Points Drive work	01/11/2024	4,453.50	4,453.50
Total AA Asphaltting LLC:					4,453.50	
Banner Bank						
700	Banner Bank	011824	Constant Contact	01/18/2024	89.19	
700	Banner Bank	011824	AWS-140.86: Sophos--561.60, misc.	01/18/2024	1,072.81	
700	Banner Bank	011824	Office Supplies	01/18/2024	212.03	
700	Banner Bank	011824	Comcast-263.34: cells 267.88: Google	01/18/2024	551.22	
700	Banner Bank	011824	voice-20 Christmas Ship event	01/18/2024	39.98	5,007.22
Total Banner Bank:					1,965.23	
BERGEY, DAVID & MARIAN						
1032	BERGEY, DAVID & MARIAN	117126	Reimburse paper, envelopes, stamps	12/06/2023	110.13	728.43
Total BERGEY, DAVID & MARIAN:					110.13	
Casa Bonita Home Care, Inc.						
519	Casa Bonita Home Care, Inc.	02062024	Town Hall Cleaning 2-6	02/06/2024	153.00	306.00
Total Casa Bonita Home Care, Inc.:					153.00	
CASELLE, INC.						
1300	CASELLE, INC.	130837	Monthly Support - maintenance	02/01/2024	774.00	1,548.00
Total CASELLE, INC.:					774.00	
CITY OF CLYDE HILL						
10	CITY OF CLYDE HILL	2023-21B	4th Qtr Criminal Justice + Vehicle \$12,606.62 -	12/27/2023	12,305.88	141,809.38
Total CITY OF CLYDE HILL:					12,305.88	
CODE PUBLISHING						
108	CODE PUBLISHING	GC10012761	Municipal Code - Cumulative Supplement Web	12/21/2023	455.08	
108	CODE PUBLISHING	GC10013136	Update - Code	01/30/2024	206.99	662.07
Total CODE PUBLISHING:					662.07	
CRYSTAL AND SIERRA SPRINGS						
1046	CRYSTAL AND SIERRA SPRING	011324	Water cooler	01/13/2024	69.90	129.65
Total CRYSTAL AND SIERRA SPRINGS:					69.90	
Gaylynn Brien						
1151	Gaylynn Brien	694	Sales Tax reports	01/31/2024	50.00	100.00
Total Gaylynn Brien:					50.00	
Gray & Osborne, Inc.						
9043	Gray & Osborne, Inc.	2024-5	Town Development Standards	02/02/2024	1,702.62	3,222.60

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
Total Gray & Osborne, Inc.:					1,702.62	
Guilford Investments LLC						
466	Guilford Investments LLC	21-8264	Street Deposit Refund	01/18/2024	3,750.00	20,457.63
Total Guilford Investments LLC:					3,750.00	
Harris, Katy K						
459	Harris, Katy K	112-5408673	Light up Christmas necklaces reimburse	01/01/2024	44.03	
459	Harris, Katy K	9151	Reimburse cell phone for Jan.	02/01/2024	71.67	228.70
Total Harris, Katy K:					115.70	
ISOsource						
1301	ISOsource	CW290961	Monthly Contract Chg	01/25/2024	110.10	
1301	ISOsource	CW291213	Emails setup, Sophos, VPN	01/31/2024	561.60	3,398.80
Total ISOsource:					671.70	
KIRKLAND MUNICIPAL COURT						
111	KIRKLAND MUNICIPAL COURT	JAN24YPT	Court Costs	01/17/2024	240.91	319.05
Total KIRKLAND MUNICIPAL COURT:					240.91	
MUNICIPAL SERVICES LLC						
350	MUNICIPAL SERVICES LLC	012024	Code Enforcement	01/31/2024	629.02	
350	MUNICIPAL SERVICES LLC	012024	Building Permit Inspections	01/31/2024	1,235.50	
350	MUNICIPAL SERVICES LLC	012024	Mechanical-Plumbing Permit Inspections	01/31/2024	516.75	
350	MUNICIPAL SERVICES LLC	012024	Plan Review	01/31/2024	4,031.25	10,479.15
Total MUNICIPAL SERVICES LLC:					6,412.52	
Northern Waters						
304	Northern Waters	70732	Water meter - fountain	01/26/2024	601.47	601.47
Total Northern Waters:					601.47	
NORTHWEST CIVIL SOLUTIONS						
450	NORTHWEST CIVIL SOLUTIONS	012024	Update Std Plans & Details	01/31/2024	33.75	
450	NORTHWEST CIVIL SOLUTIONS	012024	94th UGC & Storm Improvements	01/31/2024	3,881.25	
450	NORTHWEST CIVIL SOLUTIONS	012024	Pre-applications	01/31/2024	135.00	
450	NORTHWEST CIVIL SOLUTIONS	012024	Plan Review - BLA/Short Plat	01/31/2024	270.00	
450	NORTHWEST CIVIL SOLUTIONS	012024	Plan Review/Inspection - Site Development	01/31/2024	1,383.75	
450	NORTHWEST CIVIL SOLUTIONS	012024	Right of Way Use Permits	01/31/2024	911.25	
450	NORTHWEST CIVIL SOLUTIONS	012024	Tree Permits	01/31/2024	1,586.25	
450	NORTHWEST CIVIL SOLUTIONS	012024	Sally's Alley - General Admin	01/31/2024	843.75	
450	NORTHWEST CIVIL SOLUTIONS	012024	General Administration	01/31/2024	1,721.25	18,427.50
Total NORTHWEST CIVIL SOLUTIONS:					10,766.25	
Ogden Murphy Wallace						
1390	Ogden Murphy Wallace	122023	Public Records Requests	01/22/2024	8,480.00	
1390	Ogden Murphy Wallace	122023	Contracts	01/22/2024	252.00	
1390	Ogden Murphy Wallace	122023	Council	01/22/2024	952.00	
1390	Ogden Murphy Wallace	122023	Land Use	01/22/2024	1,400.00	
1390	Ogden Murphy Wallace	122023	Mayor/Executive	01/22/2024	924.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
1390	Ogden Murphy Wallace	122023	Sally's Alley ROW	01/22/2024	2,042.00	
1390	Ogden Murphy Wallace	122023	Bellevue Sewer/Water Franchise	01/22/2024	224.00	
1390	Ogden Murphy Wallace	122023	Code Enforcement	01/22/2024	336.00	
1390	Ogden Murphy Wallace	122023	Public Works	01/22/2024	336.00	27,601.50
Total Ogden Murphy Wallace:					14,946.00	
PUGET SOUND CLEAN AIR AGY						
109	PUGET SOUND CLEAN AIR AGY	24-095	2024 Clean Air Assessment	01/20/2024	3,930.00	3,930.00
Total PUGET SOUND CLEAN AIR AGY:					3,930.00	
PUGET SOUND ENERGY						
604	PUGET SOUND ENERGY	01222024	Town Hall	01/22/2024	247.22	
604	PUGET SOUND ENERGY	01222024	Street Lights	01/22/2024	1,365.99	2,495.95
Total PUGET SOUND ENERGY:					1,613.21	
Regional Animal Services of King County						
283	Regional Animal Services of King	207534-24	Dog Tag pass through	01/30/2024	15.00	15.00
Total Regional Animal Services of King County:					15.00	
SBN Planning LLC						
154	SBN Planning LLC	YP-018	Building Permits	01/31/2024	1,299.21	
154	SBN Planning LLC	YP-018	Mechanical Permits	01/31/2024	83.82	
154	SBN Planning LLC	YP-018	Tree Permits	01/31/2024	209.55	
154	SBN Planning LLC	YP-018	Pre-applications / Prelim Feasibilities	01/31/2024	712.47	
154	SBN Planning LLC	YP-018	94th UGC Project	01/31/2024	409.10	
154	SBN Planning LLC	YP-018	Climate Planning	01/31/2024	83.82	
154	SBN Planning LLC	YP-018	Middle Housing	01/31/2024	2,724.15	
154	SBN Planning LLC	YP-018	Comp Plan Update	01/31/2024	4,861.56	
154	SBN Planning LLC	YP-018	General Administration	01/31/2024	6,821.06	
154	SBN Planning LLC	YP-018	Shoreline Exemption	01/31/2024	41.91	28,108.45
Total SBN Planning LLC:					17,246.65	
Smita Behera						
522	Smita Behera	012024	Reimburse electricity for Christmas Tree	02/06/2024	298.14	298.14
Total Smita Behera:					298.14	
Sound Cities Association						
1380	Sound Cities Association	4591	2024 Member Dues	12/12/2023	854.75	854.75
Total Sound Cities Association:					854.75	
Sound View Strategies LLC						
521	Sound View Strategies LLC	3110	Consulting Services - January	01/31/2024	900.00	1,800.00
Total Sound View Strategies LLC:					900.00	
STATE AUDITOR'S OFFICE						
34	STATE AUDITOR'S OFFICE	L158546	Accountability & Financial Audit 21-22	01/10/2024	11,721.15	22,481.55
Total STATE AUDITOR'S OFFICE:					11,721.15	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
State Department of Transportation						
280	State Department of Transportatio	FB9109960624	Gas for town truck	12/31/2023	104.98	104.98
Total State Department of Transportation:					104.98	
THE SEATTLE TIMES						
192	THE SEATTLE TIMES	50809	Ordinances and Call for Bids publications	01/31/2024	470.00	739.96
Total THE SEATTLE TIMES:					470.00	
Town of Yarrow Point						
904	Town of Yarrow Point	SEPA-2024-01	Gray & Osborne SEPA Permit for Sally's Alley P	01/23/2024	1,250.00	1,250.00
Total Town of Yarrow Point:					1,250.00	
Grand Totals:					98,154.76	

Dated: February 13, 2024

Clerk-Treasurer: _____

Mayor: _____

Councilmember:

Steve Bush: _____

Michael Hyman: _____

Stephan Lagerholm: _____

Chuck Porter: _____

Kathy Smith : _____

Report Criteria:

Detail report.

Paid and unpaid invoices included.

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
01/31/2024	CDPT		0	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security Pay	999-1010110	61.51-
01/31/2024	CDPT		0	DEPT OF LABOR & INDUSTRY	6	Quarterly L & I Workers Compensa	999-1010110	306.64-
01/31/2024	CDPT		0	EMPLOYMENT SECURITY DEPT	8	Quarterly WA FMLA WA Paid Fami	999-1010110	155.96-
01/31/2024	CDPT		0	WA Cares	10	WA CARES Long Term Ins. Pay P	999-1010110	129.15-
01/31/2024	PC	01/24/2024	6975	Boettcher, Flynn M	9046		999-1010110	1,126.34-
01/31/2024	PC	01/24/2024	120241	Lovas, Istvan	9002		999-1010110	5,365.74-
01/31/2024	PC	01/24/2024	120242	Wilcox, Austen	9037		999-1010110	5,434.29-
01/31/2024	PC	01/24/2024	120243	Ritter, Bonnie	9041		999-1010110	7,917.05-
01/31/2024	PC	01/24/2024	120244	Harris, Kathryn K	9047		999-1010110	1,878.41-
01/31/2024	CDPT	01/19/2024	8232028	Association of Washington Cities	9	Health and Dental Insurance Visio	999-1010110	3,902.88-
01/31/2024	CDPT	01/19/2024	8232028	DEPT OF RETIREMENT SYSTEM	1	State Retirement PERS II Pay Per	999-1010110	4,157.99-
01/31/2024	CDPT	01/19/2024	8232028	Federal Tax	2	941 Taxes Federal Withholding Tax	999-1010110	8,620.10-
Grand Totals:								<u>39,056.06-</u>
								<u>12</u>

**TOWN OF YARROW POINT
COUNCIL REGULAR MEETING MINUTES
January 9, 2024
4:00 p.m.**

The Town Council of the Town of Yarrow Point, Washington met in regular session on Tuesday, January 9, 2024, at 4:00 p.m. in the Council Chambers of Town Hall.

PRESENT: Mayor Katy Harris; Councilmembers Steve Bush, Michael Hyman, Stephan Lagerholm, Chuck Porter, and Kathy Smith.

STAFF PRESENT: Planner Aleksandr Romanenko, Town Attorney Emily Romanenko, Engineer Stacia Schroeder, and 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. OATHS OF OFFICE

Newly elected Councilmembers Steve Bush and Michael Hyman were sworn in.

4. ROLL CALL

5. APPROVAL OF AGENDA

Mayor Harris requested the addition of item 11.1A, a resolution changing the Town signatory. Motion by Lagerholm, seconded by Porter, to amend the agenda as proposed. All voted in favor. Motion carried.

MOTION by Smith, seconded by Bush to approve the agenda as amended. All voted in favor. Motion carried.

6. POLICE REPORT

Commander Dawn Hanson presented the police report for the month of December.

7. APPEARANCES/PUBLIC COMMENT

Dicker Cahill, 4024 94th Ave NE, read a message to the Council regarding the disclosure of several email exchanges between the buyer of the Buchanan property and the Mayor, stating that many could consider these elements of threats and bribes.

Deputy Clerk Wilcox read an email from Edward Esparza, voicing his opposition to the tree code.

8. STAFF REPORTS:

A. Police Report

See Item 6.

B. Fire-EMS Report

C. Town Engineer Reports

Engineer Stacia Schroeder presented the staff report on the 2024 94th Ave NE UGC project.

D. Town Planner Report

The planner reported on the progress of the Comprehensive Plan update and reviewed the approval timeline.

E. Commission Minutes

Park Commission minutes from the December 11, 2023 special meeting, and Planning Commission minutes of the December 19, 2023 meeting were included in the packet for informational purposes.

9. MAYORS REPORT – None.**10. CONSENT CALENDAR**

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

- A. January Payment Approval and Payroll Reports for a total of \$340,041.63
- B. December 12, 2023 regular Council meeting minutes

11. REGULAR BUSINESS**11.1 Update from Planning Commission Chair Hellings and Town Planner regarding Planning Commission private property tree code discussions**

Staff and Council discussed the Tree Protections Proposal Matrix that was included in the agenda packet.

MOTION by Bush, seconded by Porter to direct the Planning Commission and Staff to update the Tree Protections Proposal Matrix as discussed. All voted in favor. Motion carried.

11.1A Change in Town Signatory

The reason for this action is to replace former Councilmember Scandella as a signatory of the Town.

MOTION by Bush, seconded by Hyman to approve the following resolution. Voting in favor: Bush, Hyman, Lagerholm, and Smith. Voting again: None. Porter abstained from voting. Motion carried.

RESOLUTION NO. 373; A RESOLUTION OF THE COUNCIL OF THE TOWN OF YARROW POINT AUTHORIZING THE MAYOR, COUNCILMEMBER PORTER, CLERK-TREASURER, AND DEPUTY CLERK TO MAKE TRANSACTIONS ON BEHALF OF THE TOWN AT THE TOWN'S BANNER BANK ACCOUNT**11.2 94th Ave NE Utility UGC Project – Gray & Osborne Design Agreement Addendum No. 2**

Engineer Schroeder reviewed the subject agreement addendum.

MOTION by Smith, seconded by Porter to authorize the Mayor to enter into Amendment #2 with Gray & Osborne, Inc. for G&O Job No. 23445, not to exceed \$12,160. All voted in favor. Motion carried.

11.3 Town Attorney Contract Approval

There was discussion, with Council's decision to change the wording from "These rates will increase annually in January, in an amount equal to the highest increase in the Consumer Price Index for the Seattle-Tacoma-Bellevue area, from the preceding year" to "These rates will increase annually in January, in an amount equal to the lesser of 4% or the average Consumer Price Index for the Seattle-Tacoma-Bellevue area, from the preceding year."

MOTION by Bush, seconded by Lagerholm to approve the Town Attorney contract as amended above. All voted in favor. Motion carried.

11.4 Town Engineer Contract Approval

MOTION by Lagerholm, seconded by Smith to approve the contract with Northwest Civil Solutions as presented. All voted in favor. Motion carried.

11.5 Fee Resolution Updates

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

ORDINANCE NO. 744: AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON, AMENDING YARROW POINT MUNICIPAL CODE CHAPTER 14.04 TO ADOPT A NEW SECTION FOR PRELIMINARY FEASIBILITY CONFERENCES; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

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

ORDINANCE NO. 745: AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON, AMENDING YARROW POINT MUNICIPAL CODE TITLE 15 TO ADOPT A NEW CHAPTER FOR RE-ROOFING PERMITS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

C. MOTION by Porter, seconded by Smith to adopt the following resolution. The following voted in favor: Bush, Hyman, Porter, and Smith. The following voted against: Lagerholm. Motion carried.

RESOLUTION 372: A RESOLUTION OF THE COUNCIL OF THE TOWN OF YARROW POINT AMENDING THE FEE SCHEDULE

12. COUNCIL REPORTS - None.

13. ADJOURNMENT

Motion by Bush, seconded by Lagerholm to adjourn at 7:23 p.m. All voted in favor. Motion carried.

Katy Kinney Harris, Mayor

Attest: Bonnie Ritter, Clerk-Treasurer

Business of The Town Council Town of Yarrow Point, WA

Part of Consent Calendar

February 13, 2024

1. ARCH 2024 Budget and Work Program 2. Trust Fund Recommendations	Proposed Council Action: Approve Resolution No. 373 Approve Resolution No. 374
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Presented by: ARCH Representative

- Exhibits:**
1. Resolution No. 373: A Resolution of the Council of the Town of Yarrow Point Approving the 2024 Administrative Budget and Work Program for a Regional Coalition for Housing (ARCH), and Approving Payment to the Housing Trust Fund
 2. Resolution No. 374: A Resolution of the Council of the Town of Yarrow Point Authorizing the Duly Appointed Administering Agency for ARCH to Execute All Documents Necessary to Enter into Agreements for the Funding of Affordable Housing Projects, as Recommended by the ARCH Executive Board, Utilizing Funds from the Town's Housing Trust Fund
 3. Memo dated September 20, 2023 – ARCH 2024 Budget and Work Program
 4. Memo to Councilmembers dated December 28 2023 – Fall 2023 Housing Trust Fund Recommendation (will be Exhibit to Res. 374)

Summary:

This item comes before the Council for consideration on an annual basis.

Resolution No. 373 is to approve the 2024 Administrative Budget and submittal of \$3,920 (as requested) plus approval of the work program and submittal of \$6080 to the Trust Fund, for a total of \$10,000 that the Town budgeted for 2024.

Resolution No. 374 is to give ARCH permission to expend \$8,500 from the Town's portion of the ARCH trust fund balance. These funds were previously contributed to the Trust Fund by the Town.

Recommended Action:

ARCH is asking the Council to adopt Resolution No. 373 and Resolution No. 374.

**TOWN OF YARROW POINT
RESOLUTION NO. 373**

**A RESOLUTION OF THE COUNCIL OF THE TOWN OF YARROW POINT
APPROVING THE 2024 ADMINISTRATIVE BUDGET AND WORK
PROGRAM FOR A REGIONAL COALITION FOR HOUSING (ARCH),
AND APPROVING PAYMENT TO THE HOUSING TRUST FUND**

WHEREAS, the Town Council passed Resolution No. 295 on March 9, 2010, authorizing execution of the Amended and Restated Interlocal Agreement for a Regional Coalition for Housing (ARCH) by and between Yarrow Point, 16 other cities and King County updating and continuing the operation of ARCH; and

WHEREAS, Section 11 of the Amended and Restated Interlocal Agreement provides that the annual budget and work program for ARCH shall be recommended by the ARCH Executive Board to each member jurisdiction, and such recommendation has been made; and

WHEREAS, Section 11 of the Amended and Restated Interlocal Agreement also provides that the recommended budget and work program shall not become effective until approved by the legislative body of each member jurisdiction,

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Yarrow Point, Washington, that pursuant to Section 11 of the Amended and Restated Interlocal Agreement for ARCH, approved by Resolution No.295, the Town Council hereby approves the 2024 ARCH Administrative Budget and Work Program as presented, and

BE IT FURTHER RESOLVED that upon approval of the 2024 Budget and Work Program, the Council approves payment of the amount of \$3,920 for the Town's share of the budget and \$6,080 to the Housing Trust Fund.

Adopted by the Town Council this 13th day of February, 2024.

Mayor Katy K Harris

ATTEST: Clerk-Treasurer Bonnie Ritter

**TOWN OF YARROW POINT
RESOLUTION NO. 374**

A RESOLUTION OF THE COUNCIL OF THE TOWN OF YARROW POINT AUTHORIZING THE DULY APPOINTED ADMINISTERING AGENCY FOR ARCH TO EXECUTE ALL DOCUMENTS NECESSARY TO ENTER INTO AGREEMENTS FOR THE FUNDING OF AFFORDABLE HOUSING PROJECTS, AS RECOMMENDED BY THE ARCH EXECUTIVE BOARD, UTILIZING FUNDS FROM THE TOWN'S HOUSING TRUST FUND

WHEREAS, A Regional Coalition for Housing (ARCH) was created by interlocal agreement to help coordinate the efforts of Eastside cities and towns to provide affordable housing; and

WHEREAS, the ARCH Executive Board has recommended that the Town of Yarrow Point participate in the funding of certain affordable housing projects and programs hereinafter described; and

WHEREAS, the ARCH Executive Board has developed a number of recommended conditions to ensure that the Town's affordable housing funds are used for their intended purpose and that projects maintain their affordability over time; and

WHEREAS, the Town Council has approved Resolution 295 on March 9, 2010, approving the Amended and Restated Interlocal Agreement for ARCH; and

WHEREAS, the Town Council desires to use \$8,500 from the trust fund as designated below to finance the projects recommended by the ARCH Executive Board.

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Yarrow Point, Washington as follows:

Section 1. The Town Council authorizes the fully appointed administering agency of ARCH pursuant to the Amended and Restated Interlocal Agreement for ARCH to execute all documents and take all necessary actions to enter into Agreements on behalf of the Town to fund Spring District Transit-Oriented Development, Larus Senior Housing, Aventine, Emma McRedmond Manor and Overlake Transit-Oriented Development in a combined total amount not to exceed \$8,500.

Section 2. The Agreements entered into pursuant to Section 1 of this resolution shall include terms and conditions to ensure that the Town's funds are used for their intended purpose and that the projects maintain affordability over time. In determining what conditions should be included in the Agreements, the duly appointed administering agency of ARCH shall be guided by the recommendations set forth in the ARCH Executive Board's memorandum of December 28, 2023, a copy of which is attached hereto as Exhibit A.

Adopted by the Town Council this 13th day of February, 2024.

Mayor Katy K Harris

ATTEST: Clerk-Treasurer Bonnie Ritter



A Regional Coalition for Housing

Celebrating 30 years of bringing cities together to house East King County

Together Center Campus
16307 NE 83rd St, Suite 201
Redmond, WA 98052
(425) 861-3677

MEMORANDUM

Date: September 20, 2023

From: Lindsay Masters, ARCH Executive Director

To: ARCH Member Councils

Subject: ARCH 2024 Budget and Work Program

Please find attached the 2024 ARCH Budget and Work Program, which was adopted by a unanimous vote of the ARCH Executive Board in June of 2023. This memo provides an overview of the final budget and work program, as well as an update on work program priorities identified by the Board.

2024 Administrative Budget and Work Program

This year the ARCH Executive Board initiated a strategic planning process that will provide direction on ARCH's priorities, how to address varying needs among ARCH members and work most effectively as a coalition to advance our mission. We look forward to engaging with members and other stakeholders on this process in the coming months. While this process is underway, the Board decided to maintain ARCH's current budget and work program, with some minor adjustments noted below.

Administrative Budget Highlights

- Constant staffing levels will maintain current levels of support for policy and planning and administration of local housing programs, including the ARCH Homeownership Program, ARCH Rental Program, local Incentive Programs, ARCH Trust Fund and Bellevue Housing Stability Program.
- New funding (\$95,000) was approved for outside legal counsel to help supplement the current capacity provided by the Bellevue City Attorney's Office. The Board also authorized the use of ARCH reserves for one-time legal expenses.

ARCH MEMBERS

BEAUX ARTS VILLAGE ♦ BELLEVUE ♦ BOTHELL ♦ CLYDE HILL ♦ HUNTS POINT ♦
ISSAQUAH ♦ KENMORE ♦ KIRKLAND ♦ MEDINA⁵³ ♦ MERCER ISLAND ♦ NEWCASTLE ♦ REDMOND ♦
SAMMAMISH ♦ WOODINVILLE ♦ YARROW POINT ♦ KING COUNTY

Work Program Highlights

ARCH's Work Program will continue to provide core services in five key areas: affordable housing investment, housing policy and planning, housing program administration, education and outreach, and general administration. In addition, the Work Program details specific support requested by individual member jurisdictions based on local housing plans and initiatives.

Across this Work Program, the ARCH Executive Board elevated several priorities for the coming year. Following is a description of these priorities and an update on work to date:

- **Implement actions and recommendations from ARCH's strategic planning process.** ARCH hired Loveall Price and Associates (LPA) and kicked off its strategic planning process earlier this year. We look forward to engaging members along the way and taking actions to implement the ultimate recommendations in 2024.
- **Facilitate and advance proposals for dedicated revenue sources for affordable housing in East King County.** Following our successful collaboration last year to identify a priority revenue source for affordable housing, ARCH is continuing to engage members on legislative advocacy to pursue new options such as using Real Estate Excise Tax (REET) funding for affordable housing. We are proud of the strong advocacy by many of our members to enable us to invest more in affordable housing.
- **Assist members to implement policies to reduce cost burden in affordable housing.** Starting last fall, ARCH has undertaken a robust policy development process that tackles how rent limits are allowed to increase in local affordable housing programs. A recommendation from the ARCH Executive Board is planned by the end of this year, to be followed by collaboration with members to consider adoption at the local level.
- **Convene members to advance one or two strategic legislative priorities that impact local jurisdictions' ability to address affordable housing needs.** ARCH worked with member staff and lobbyists to conduct a legislative workshop and survey to help shape common priorities around housing. The results of this work led to the development of two recommended priorities, which will be transmitted to members for consideration as part of your legislative agendas.
- **Advance the development of high impact special projects, including transit-oriented development (TOD) projects and other projects on public lands.** ARCH is working closely with Kenmore, Redmond and Bellevue on several high priority projects on public land, including significant TOD projects that are well underway. These projects are expected to deliver hundreds of affordable units in areas near transit and other amenities. We also serve as a continual resource to faith communities and others interested in using their property for affordable housing.

- **Support members with implementation of Comprehensive Plan updates and compliance with state mandates such as HB 1220 and HB 1110.** ARCH is continuing to provide housing data and other support as needed by members for Comprehensive Plan Updates. In addition, ARCH has initiated discussions to identify areas for collaboration among members as they take steps to comply with HB 1110, which will create significant opportunities to add new and affordable housing options across member jurisdictions.
- **Continue to provide excellent stewardship of affordable housing assets.** ARCH staff remain committed to consistent monitoring and stewardship of the collective affordable housing created by members. Monitoring activities are included in regular reports to the ARCH Board, which continues to evaluate appropriate staffing levels to keep up with the growth in ARCH programs.

Conclusion

Thank you for your support of our shared mission. Your continued commitment has helped to create a strong coalition that together will have a lasting impact on housing opportunities in our region.

Attachments:

1. 2024 ARCH Administrative Budget
2. 2024 ARCH Work Program

Final 2024 ARCH Administrative Budget

ARCH Executive Board Recommendation

June 2023

	2023 Adopted Budget	Final 2024 Recommended Budget	% Change
I. TOTAL EXPENSES	\$ 1,874,248	\$ 2,254,199	20%
A. Personnel	\$ 1,717,777	\$ 1,981,178	15%
Salaries	\$ 1,286,581	\$ 1,492,415	
Benefits	\$ 431,196	\$ 488,763	
<i>12 FTEs (incl. 1 dedicated to Bellevue Housing Stability Program)</i>			
<i>Note: % change in budget for existing staff is 5%.</i>			
B. Operating	\$ 103,142	\$ 108,192	4.9%
Rent & Utilities	\$ 38,117	\$ 44,133	
Telephone	\$ 7,518	\$ 7,819	
Travel/Training	\$ 2,600	\$ 2,600	
Auto Mileage	\$ 3,000	\$ 1,500	
Postage/Printing Costs	\$ 2,600	\$ 2,678	
Office Supplies/Furnishing	\$ 5,027	\$ 2,500	
Internet/Website Fees	\$ 3,214	\$ 3,342	
Periodical/Membership	\$ 11,400	\$ 15,000	
Misc. (events, job posting fees, etc.)	\$ 2,080	\$ 3,000	
Equipment Replacement	\$ 7,280	\$ 4,500	
Database/software licensing	\$ 20,307	\$ 21,120	
C. In-Kind Admin/Services	\$ 28,329	\$ 44,830	58%
Insurance	\$ 15,750	\$ 32,000	
IT Services	\$ 12,579	\$ 12,830	
D. Grants and Consultant Contracts	\$ 25,000	\$ 120,000	380%
Consultant Contracts	\$ 25,000	\$ 25,000	
Outside Legal Counsel Contract		\$ 95,000	

	2023 Adopted Budget			Final 2024 Recommended Budget			% Change
	City Per Capita \$2.58 KC Per Capita \$2.16	Add'l \$0.36 Per Capita or \$3k minimum		City Per Capita \$2.87 KC Per Capita \$2.49	Add'l \$0.38 Per Capita		
II. TOTAL INCOME	\$1,874,248			\$ 2,254,199			20%
	TOTAL	BASE	ADD'L				
A. Member Contributions (General Fund \$)	\$1,687,043	\$1,550,543	\$136,500	\$ 1,910,802	\$ 1,764,978	\$ 145,825	13%
Beaux Arts Village	\$2,653	\$2,653		\$ 3,019	\$ 3,019		14%
Bellevue	\$429,021	\$376,377	\$52,644	\$ 485,060	\$ 428,932	\$ 56,127	13%
Bothell	\$119,461	\$119,461	\$0	\$ 135,990	\$ 135,990	\$ -	14%
Clyde Hill	\$8,653	\$8,653		\$ 8,954	\$ 8,954		3%
Hunts Point	\$2,653	\$2,653		\$ 3,019	\$ 3,019		14%
Issaquah	\$113,628	\$99,685	\$13,943	\$ 126,837	\$ 112,160	\$ 14,677	12%
Kenmore	\$62,304	\$59,154	\$3,150	\$ 71,011	\$ 67,646	\$ 3,365	14%
Kirkland	\$267,567	\$234,734	\$32,833	\$ 297,651	\$ 263,209	\$ 34,442	11%
Medina	\$8,455	\$8,455		\$ 8,408	\$ 8,408		-1%
Mercer Island	\$69,646	\$66,496	\$3,150	\$ 76,611	\$ 73,246	\$ 3,365	10%
Newcastle	\$34,255	\$31,105	\$3,150	\$ 40,281	\$ 36,916	\$ 3,365	18%
Redmond	\$199,499	\$175,019	\$24,480	\$ 234,358	\$ 207,240	\$ 27,118	17%
Sammamish	\$171,231	\$168,081	\$3,150	\$ 194,426	\$ 191,060	\$ 3,365	14%
Woodinville	\$33,578	\$33,578	\$0	\$ 38,041	\$ 38,041	\$ -	13%
Yarrow Point	\$3,484	\$3,484		\$ 3,920	\$ 3,920		12%
King County	\$160,957	\$160,957		\$ 183,216	\$ 183,216		14%
B. Bellevue Detail	\$ 429,021			\$ 661,142			54%
Cash Contributions	\$ 215,762			\$ 233,409			
In-Kind Contributions	\$ 213,259			\$ 427,733			
Personnel	\$ 184,930			\$ 382,903			
Insurance	\$ 15,750			\$ 32,000			
IT Services	\$ 12,579			\$ 12,830			
C. Other Income	\$ 187,205			\$ 167,315			-11%
Homeownership Program Fees	\$ 185,000			\$ 165,000			
Existing Administrative Fees	\$ -			\$ -			
Interest Earned	\$ 2,205			\$ 2,315			
III. RESERVES, CONTINGENT INCOME AND EXPENSES							
<i>Note: This section expresses intended use of any excess revenues above levels needed to cover basic operating costs, as authorized by the ARCH Board, and any agreement by an ARCH member to fund work under section 13 of the ARCH Interlocal Agreement</i>							
A. Contingent Expenses							
Replenish operating reserves	\$ -			\$ -			
Staffing/Administrative Expenses	\$ 150,000			\$ 150,000			
Other Services/Consulting	\$ 300,000			\$ 300,000			
B. Contingent Revenue							
Excess Administrative Fees	\$ 100,000			\$ 100,000			
Service Fees	\$ 50,000			\$ 50,000			
Grant Funding	\$ 500,000			\$ 145,000			
Board-Approved Reserves	\$ 100,000			\$ 155,000			

ARCH WORK PROGRAM: 2024

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ARCH WORK PROGRAM: 2024

2024 Priorities

In 2024, ARCH will elevate the following priorities in its Work Program:

- Implement actions and recommendations from ARCH’s strategic planning process
- Facilitate and advance proposals for dedicated revenue sources for affordable housing in East King County
- Assist members to implement policies to reduce cost burden in affordable housing
- Convene members to advance one or two strategic legislative priorities that impact local jurisdictions’ ability to address affordable housing needs
- Advance the development of high impact special projects, including transit-oriented development projects and other projects on public lands
- Support members with implementation of Comp Plan updates and compliance with state mandates such as HB 1220 and HB 1110
- Continue to provide excellent stewardship of affordable housing assets

I. AFFORDABLE HOUSING INVESTMENT

A. ARCH Housing Trust Fund

Parity Goals. Develop updated goals for member investments through the ARCH HTF.

Annual Funding Round. Develop funding priorities and evaluation criteria for the annual funding round. Advertise available funds and manage a competitive process on behalf of member cities. Review funding applications and develop recommendations through the Community Advisory Board (CAB), with input from member staff. Develop final recommendations by the ARCH Executive Board and facilitate final funding allocations through member councils.

Public Funding Coordination. Work collaboratively with public funders at the State and local levels to promote shared affordable housing goals and equitable geographic distribution of resources. Review and provide input to other funders for Eastside projects that apply for County (HOF, RAHP, HOME, TOD, etc.) and State (Tax Credit, State Housing Trust Fund) resources. Provide input to the King County Joint Recommendations Committee (JRC) on behalf of participating Eastside jurisdictions. Assist N/E consortium members with evaluating and making a recommendation to the County regarding CDBG allocations to affordable housing.

Private Funding Coordination. Work with private investors and lenders to maximize leverage of public investment into affordable housing. Negotiate maximum public benefits from investment of housing funds into private projects. Engage with Enterprise Community Partners and other investors on the potential extension of the Regional Equitable Development Initiative (REDI) Fund. Complete implementation of a Bridge Financing Pilot in partnership with Microsoft.

Project Pipeline Management. Work with member cities and project sponsors to develop a robust pipeline of projects to be funded over the next five years (see related work on Transit Center sites, below). Actively vet

potential HTF projects, and lead funding policy and prioritization discussions with the ARCH Executive Board to facilitate planning and decision-making.

Contract Development and Administration. Prepare contract documents in consultation with legal counsel and facilitate approval of contracts with the Administering Agency. Review and approve disbursement of funds to awarded projects in accordance with executed contracts.

Centralized Trust Fund Reporting. Work with Administering Agency (Bellevue) to maintain records and produce regular financial reports for the ARCH Trust Fund accounts. Update internal policies and procedures regarding records maintenance efforts coordinated with the Administering Agency.

HB 1406 Sales Tax. Develop systems and procedures to manage contributions, commitments and expenditures of pooled sales tax revenue authorized by HB 1406. Work with the Department of Commerce to ensure timely and complete reporting in compliance with state requirements.

B. Bellevue Housing Stability Program

Annual Request for Proposals. On an annual basis, advertise available funds for capital, operating and maintenance and services funds. Solicit application interest and provide in-depth review of funding applications. Develop recommendations through a Bellevue interdepartmental staff team, ensuring coordination with the Trust Fund and other regional and state funding processes. Coordinate with City staff and present recommendations to the Bellevue City Council for approval.

Contract Development and Administration, Reporting. Prepare contract documents in consultation with legal counsel and facilitate approval of contracts. Review and approve disbursement of funds to awarded projects in accordance with executed contracts. Maintain contract data and assist with regular reporting to the Bellevue City Council.

Support for Other HSP Initiatives. Provide advice and support for other City initiatives funded through the Housing Stability Program, such as acquisition and preservation partnerships. Support may include assisting with overall outreach and engagement, evaluation of project feasibility, development of funding terms and conditions and preparation of project agreements.

C. Special Projects and Other Local Housing Investments

Local Housing Investments. Provide strategic policy support and administrative capacity to cities making other investments in housing, for example with fee in lieu funds, dedicated sales tax funds, pass through of state grant funds or other sources directed by individual cities. Ensure coordination with regional funding processes to maximize affordable housing outcomes.

Transit-Oriented Development Sites. Assist cities with advancing and coordinating affordable housing projects near transit. Partner with Sound Transit, King County Metro and other public agencies to maximize opportunities on public property. Current opportunities include sites in Bel-Red, Overlake, Downtown Redmond, Issaquah, Kirkland, Bothell, and Kenmore.

Surplus Property/Underdeveloped Property. Assist with evaluation of public surplus or underutilized private property (e.g., faith community properties) for suitability of affordable housing. Provide technical assistance to property owners interested in supporting affordable housing. Develop an inventory of promising public and nonprofit property and begin to engage owners to gauge interest in disposition for housing.

Preservation of At-Risk Affordable Housing. Work with member cities to facilitate acquisitions or other strategies to preserve existing housing where affordability is at risk of being lost, including at-risk manufactured housing communities. As needed, assist with responding to notices of sale of HUD assisted properties received by member cities, or other information indicating an impending loss of existing affordable housing.

Strategic Predevelopment Investment. With approval of the Executive Board, invest in predevelopment studies to investigate feasibility of special projects.

II. HOUSING POLICY AND PLANNING

A. Local Policy, Planning and Code Development

ARCH provides assistance directly to member cities on a range of local planning efforts. Local planning efforts with individual member cities may be found in *Attachment A*. These efforts may take different forms, such as:

- **Housing Element Updates.** Work with members to update comprehensive plan housing elements.
 - Assist with understanding and complying with new housing-related requirements under the Growth Management Act and Countywide Planning Policies.
 - Prepare an east King County housing needs analysis with focused analyses for each city—including projected affordable housing needs—to fulfill GMA requirements.
 - Coordinate local and ARCH affordable housing goals with King County Affordable Housing Committee and Countywide Planning Policies.
 - Assist with policy writing, outreach, presentations, etc. as needed.
- **Housing Strategy and Action Plans.** Assist members to prepare housing strategies to implement housing elements and create council work plans. Cities with completed or ongoing strategy and action plans include Bellevue, Issaquah, Kenmore, Bothell, Kirkland, Redmond, and Sammamish.
- **Incentive Program Design.** Provide economic analysis and policy and program development support to design local housing incentive programs, including land use, property tax, impact fee waivers, parking reductions and other incentives. Develop standard tools or models that can be used by member cities/staff to evaluate and design their individual affordable housing incentive/inclusionary programs.
- **Land Use Code Amendments.** Assist city staff on land use and other code amendments in order to implement comprehensive plan policies.
- **Other Support.** Other areas in which ARCH could provide support to member cities include preservation of valuable community housing assets, assistance to households displaced by development activity, review of tenant protection regulations, or negotiation of agreements for specific development proposals. ARCH views this as a valuable service to its members and will continue to accommodate such requests to the extent they do not jeopardize active work program items.

B. Inter-Local / Eastside Planning Activities

Interlocal planning activities are coordinated by ARCH for the benefit of multiple members.

ARCH Regional Affordable Housing Goals and Reporting. Work with member staff and the ARCH Executive Board to report on adopted goals for production and preservation of affordable housing across ARCH member communities. Utilize data methodologies consistent with the requirements of GMA and Countywide Planning Policies.

Long-Term Funding/Dedicated Revenue Strategy. Continue work on a long-term funding strategy for the ARCH Trust Fund. Facilitate conversations with member cities on identifying and exploring dedicated sources of revenue for affordable housing at the local and regional level (e.g., REET, property tax levy, commercial linkage fee, etc.). Provide relevant data and develop options for joint or individual revenue approaches across ARCH member cities and identify any shared state legislative priorities to authorize local options for funding.

Incentive/Inclusionary Housing Program Policies. As program implementation issues arise, assist member jurisdictions to develop coordinated policy solutions that incorporate input from the diverse range of stakeholders. Work with member city staff to develop code amendments that adapt programs to new knowledge and best practices (for example, implementing fee strategies to create sustainable revenue for monitoring). In 2024, this will include assisting members to consider new rent increase policies for ARCH monitored housing that create more predictable outcomes for tenants and property owners.

Tenant Protection Policies. Share information and help identify common policy priorities relating to tenant protections. Facilitate consideration of local regulations by ARCH members and help to encourage consistent protections for renters across the region that reduce evictions and economic displacement.

Eastside Housing Data Analysis and Planning for GMA Housing Requirements. On an annual basis, provide local housing and demographic data as available. Make information available to members for planning efforts and incorporate into ARCH educational materials. Facilitate and encourage members to collaborate in addressing new GMA/CPP housing requirements so that the affordable and special housing needs across east King County are addressed.

Middle Housing/HB 1110 Implementation. Support members to implement new affordability incentives required by HB 1110, including evaluating new incentive programs and stewarding affordable units that may be created through the new regulations. In addition, support members to utilize input from a range of community based organizations representing diverse constituents when considering middle housing regulations.

C. State Legislative Activities

The ARCH Executive Board will discuss and explore shared legislative priorities for advancing affordable housing in the region, and identify one or two strategic legislative priorities to advance to their respective councils for consideration in the upcoming legislative session that impact local jurisdictions' ability to address affordable housing needs. ARCH will convene its members to discuss how to align and advance these priorities, with a goal to enable members to advocate collectively for greater impact.

ARCH staff will track relevant state (and, where feasible, federal) legislation, particularly any legislation related to priorities established by the Board. As needed, staff will report to the Executive Board and members, and coordinate with relevant organizations (e.g., AWC, SCA, WLIHA, HDC) to advance shared legislative priorities.

D. Regional/Countywide Planning Activities

ARCH participates in regional planning efforts to advance Eastside priorities and ensure that perspectives of communities in East King County are voiced in regional housing and homelessness planning.

King County GMPC Affordable Housing Committee / Housing Inter-Jurisdictional Team (HIJT). Support efforts to advance the five-year action plan developed by the Regional Affordable Housing Task Force (RAHTF) in 2018. ARCH will help staff the HIJT, which provides support to the Growth Management Planning Council's Affordable Housing Committee (AHC).

King County Regional Homelessness Authority (KCRHA) / Eastside Homeless Advisory Committee (EHAC). Support Eastside collaboration in regional homelessness efforts, as appropriate and as resources allow. Collaborate with KCRHA, EHAC and other relevant organizations and initiatives to advance shared work on homelessness. Promote best practices in development of housing solutions that move people out of homelessness. Coordinate allocation of resources, and work on specific initiatives.

Explore Collaboration with Cities in North and East King County. As requested, engage cities interested in supporting affordable housing in north and east King County that are not currently members of ARCH. Explore collaboration that provides benefits for additional cities and current ARCH member cities. Enter into agreements to provide services to other cities, as directed by the ARCH Executive Board.

III. HOUSING PROGRAM IMPLEMENTATION

A. Administration of Housing Incentive and Inclusionary Programs

ARCH partners with member cities to administer local housing incentive and inclusionary programs, including mandatory inclusionary, voluntary density bonus, multifamily tax exemption (MFTE) and other programs. Specific programs administered by ARCH include:

Jurisdiction	Incentive/Inclusionary Programs
Bellevue	Voluntary density bonuses, MFTE, impact fee waivers.
Bothell	Inclusionary housing, MFTE.
Issaquah	Development agreements, voluntary and inclusionary programs, impact and permit fee waivers.
Kenmore	Development agreements, voluntary and inclusionary programs, MFTE, impact fee waivers.
Kirkland	Inclusionary program, MFTE.
Mercer Island	Voluntary density bonus.
Newcastle	Inclusionary program, impact fee waivers.
Redmond	Inclusionary program, MFTE.
Sammamish	Inclusionary and voluntary density bonuses, impact fee waivers.
Woodinville	MFTE.
King County	Development agreements.

ARCH roles and responsibilities will typically include:

- Work with member city staff and legal counsel to align incentive and inclusionary programs with a unified set of administrative policies, practices and templates for legal agreements
- Communicate with developers/applicants and city staff to establish applicability of codes and policies to proposed developments
- Review and approve proposed affordable housing (unit count, location/distribution, bedroom mix, and quality)
- Review and recommend approval of MFTE applications.
- Review and recommend approval of alternative compliance proposals
 - For fee in lieu projects, provide invoices and receipts for developer payments
- Develop contracts and covenants containing affordable housing requirements
- Ensure implementation of affordable housing requirements during sale/lease-up
- Register MFTE certificates with County Assessor and file annual MFTE reports with state Commerce.
- On-going compliance monitoring (see Stewardship, below).

B. Stewardship of Affordable Housing Assets

ARCH provides long-term oversight of affordable housing created through city policies and investment to ensure stewardship of these critical public assets for residents, owners and the broader community.

ARCH Rental Program (Incentive and Inclusionary Projects). Monitor and enforce compliance in rental housing projects with incentive and inclusionary housing agreements. Administer a robust compliance monitoring program, including:

- Ensure compliance with rent and income restrictions through timely annual report reviews and supplemental on-site file audits
- Provide training and technical assistance for property managers
- Maintain written standards for eligibility, leasing and other program requirements
- Implement standard remedies for non-compliance
- Respond to tenant issues and questions

ARCH Trust Fund Projects. Oversee contracts and regulatory agreements with owners of projects supported through the direct assistance from members, including:

- Monitor project income and expenses to determine cash flow payments
- Conduct long-term sustainability monitoring of projects and owners
- Proactively problem-solve financial and/or organizational challenges in partnership with project owners and other funders
- Work with legal counsel to review and approve requests for contract amendments, subordination and other agreements
- Pursue formal MOUs with other funders to govern shared monitoring responsibilities that streamline processes for owners and funders.
- Collect annual compliance data and evaluate program beneficiaries

ARCH Homeownership Program. Provide effective administration to ensure strong stewardship of resale restricted homes in the ARCH Homeownership Program, including:

- Oversee resales and new construction sales to ensure ongoing compliance with affordability, buyer eligibility and other program requirements
- Implement adopted policies and procedures for monitoring and work with cities to address non-compliance

- Distribute an annual communication with relevant homeowner resources and respond to homeowners in financial distress
- Collect program fees to ensure sustainable operations

As time and resources allow, continue to implement recommendations from the 2019 Program Assessment and make other improvements that support the program objective of creating and preserving long-term affordability, including:

- Work with member planning and legal staff to make improvements to boilerplate legal documents, in consultation with key stakeholders and outside counsel, as needed
- Develop strategies to preserve homes at risk of foreclosure
- Preserve expiring units and pursue strategies to re-capture lost affordability
- Pursue offering brokerage services or developing partnerships with realtors to provide cost-savings to homebuyers and sellers, diversify program revenue, and expand ARCH's marketing reach
- Plan for additional staff capacity as the number of ARCH homes continues to grow.

Work with the Washington State Housing Finance Commission to evaluate the ARCH Eastside Down Payment Assistance Program and make updates to provide effective financial assistance to income-eligible first time homebuyers in East King County.

Database/Systems Development. Continue to utilize the new ARCH Homeownership Program database to collect critical program data and evaluation, compliance monitoring, communication with program participants, and other key functions. Continue to improve and streamline data systems for ARCH Rental Program and Trust Fund Program. Develop a new Trust Fund project and loan database to assist with timely loan monitoring and reporting. Update information systems to ensure accurate, efficient recording of transactions within ARCH Trust Fund accounts.

IV. EDUCATION AND OUTREACH

A. Housing 101/Education Efforts

Housing 101. Develop educational tools and conduct or support events to inform councils, planning commissions, member staff and the broader community of current housing conditions, and of successful housing programs. Build connections with community groups, faith communities, developers, nonprofits and others interested in housing issues. Plan and conduct a Housing 101 event.

Private Sector Engagement. Support efforts by ARCH member cities to engage employers and private sector entities in discussions around the need for more affordable housing and identifying options for public-private partnerships.

B. Information and Assistance for the Public

Office Hours. Provide published office hours, consistent with public health guidelines, for appointments or walk-in customer service. Open office hours will be advertised on the ARCH website and ARCH Facebook page and shared with partner organizations.

ARCH Website. Continually update and build on information in the ARCH website. Maintain information on the most urgently needed resources in the community, including rental assistance, no-cost legal services, mortgage assistance, and senior resources available in East King County.

Assist Community Members Seeking Affordable Housing. Maintain up-to-date information on affordable housing in East King County (rental and ownership) and distribute to people looking for affordable housing. Continue to maintain a list of households interested in affordable ownership and rental housing and advertise newly available housing opportunities. Work with other community organizations and public agencies to develop appropriate referrals for different types of inquiries received by ARCH (e.g., rapid re-housing, eviction prevention, landlord tenant issues, building code violations, fair housing complaints, etc.).

C. Equitable Access to Affordable Housing in East King County

Collect and analyze data on existing programs to determine potential gaps in access by different populations, such as communities of color, immigrant and refugee communities, homeless individuals and families, and workers in EKC commuting from other communities. Evaluate strategies and outreach goals to increase access to affordable housing in EKC by underserved communities. Develop outreach and marketing efforts to maximize awareness of affordable housing opportunities in East King County and build partnerships with diverse community organizations.

V. ADMINISTRATION

A. Administrative Procedures

Maintain administrative procedures that efficiently and transparently provide services to both members of ARCH and community organizations utilizing programs administered through ARCH. Activities include:

- Prepare the Annual Budget and Work Program and ensure equitable allocation of administrative costs among ARCH members.
- Prepare quarterly budget and work program progress reports, Trust Fund reports, and monitor expenses to stay within budget.
- Manage the ARCH Community Advisory Board, including recruiting and maintaining membership that includes broad geographic representation and a wide range of housing and community perspectives.
- Staff the Executive Board.
- Work with Administering Agency to streamline financial systems.
- Review and update bylaws and ensure timely renewal of the ARCH Interlocal Agreement.

B. Organizational Assessment and Planning

The ARCH Executive Board will continue to evaluate ARCH's organizational capacity to accomplish its Work Program and broader mission. The Board will review ARCH's organizational structure, staffing resources, capital resources and other foundational aspects of the organization to determine any gaps and assess options for expanding organizational capacity. The assessment will inform recommendations for the following year's work program and budget. In 2024, this will include implementing actions and recommendations from ARCH's strategic planning process.

Attachment A: Local Planning Efforts by City

ARCH staff will assist members' staff, planning commissions, and elected councils with local policy, planning and special projects and initiatives, as described below. Member city staff may make adjustments to the proposed actions identified below as individual city work plans are updated.

Bellevue

Support 3-4 actions to implement Bellevue's Affordable Housing Strategy, such as:

- Assist staff with preparation of educational and marketing materials to encourage affordable housing on suitable land owned by public agencies, faith-based groups, and non-profits housing entities. Tasks could include connecting property owners with non-profit developers and consultants, providing case studies, and other information related to the development process.
- Analysis of affordable housing recommendations in the Wilburton neighborhood plan, Comprehensive Plan Periodic Update, and Next Right Work increased residential FAR for specific areas (TBD) in the city.
- Participate in developer selection processes and work with staff to develop funding strategy for affordable housing on suitable public lands in proximity to transit hubs, including 130th TOD parcels, Metro (Civic Center site), and Lincoln Center parcel.
- Provide consultation on a comprehensive acquisition strategy, such as preservation of existing, naturally occurring affordable housing, setting up a community land trust, and an expanded homeownership program.

Provide ongoing support to implement investment of funds authorized by HB 1590, or other city funds as directed.

Implement newly authorized affordable housing incentives; develop boilerplate agreements and procedures for ongoing monitoring.

Assist the city with implementation of affordable housing agreements at the TOD project adjacent to Sound Transit's Operations and Maintenance Facility East (OMFE).

Bothell

Support actions to implement the city's Housing Strategy Plan.

Support affordable housing opportunities, especially in the Downtown/Canyon Park areas, including production strategies for city-owned property.

Help to identify potential Bothell Trust Fund projects.

Evaluate affordable housing incentives and requirements such as parking reductions or other development incentives, code amendments that add capacity and rezones, and implement those adopted.

Assist with compliance with new requirements under HB 1220.

Support updates to policies and codes for affordable housing options, including ADUs, micro-housing, small efficiency dwelling units, and "missing middle" housing.

Help pursue funding and implement further outreach, equity, and implementation measures to encourage more middle housing and address potential displacement.

Issaquah

Provide data for the annual Housing Report Card.

Assist with implementation of Strategies 6, 7 and 8 of the Housing Strategy Work Plan expanding inclusionary zoning, increasing missing middle as permitted uses, and removing barriers to the construction of condominiums.

Provide research and assist with development of potential code amendments concerning:

- Inclusionary zoning (in conjunction with changes to density, parking, and other regulations) and multifamily tax exemptions.
- Middle housing and ADUs in wake of new state legislation.

Help to evaluate potential projects/opportunities that arise under current or amended Development Agreements (e.g., Lakeside, Rowley) and prepare contractual agreements as needed.

Help to evaluate potential pioneer development in Central Issaquah District.

Provide data and other information needed for new page on city's website, information on affordable housing opportunities and resources in Issaquah.

Support implementation and funding of the city's TOD project with the King County Housing Authority.

Kenmore

Assist with implementing a high priority item identified in the Housing Strategy Plan, as requested.

Assist with updating the Housing Strategy Plan

Continue support of the Preservation of Affordable Housing/Mobile Home Park project started in 2018.

Assist with any amendments needed to the Comprehensive Plan Housing Element update, including help with new affordable housing targets.

Assist with ongoing implementation and monitoring of the adopted Affordable Housing Targets.

Provide technical support, data, and best practices to assist with potential code changes, such as for "missing middle" housing amendments or amendments to the Multifamily Tax Exemption (MFTE) regulations.

Advance opportunities to site affordable housing in Kenmore, such as near ST3 transit investments, or on other public, nonprofit, and faith-based community property. Help evaluate and identify potential properties, partners, and financing strategies.

Provide technical support and assistance on financing strategies for the Plymouth Housing project.

Provide technical support in development of a Request for Proposal (RFP), proposal review, and assistance on financing strategies to advance siting affordable housing on the City owned Holt property.

Provide technical support to assist with developing policies and regulations required to implement new state legislation (e.g. ADU regulations, missing middle regulations, TOD regulations).

Kirkland

Support development of housing policies in connection with the I-405/NE 85th Street Station Area Plan, such as evaluation of a commercial linkage fee, and inclusionary housing requirements, and incentivizing family-sized housing units.

Assist with implementing programs to encourage construction of more ADUs and other middle housing.

Evaluate housing-related issues in 2044 Comprehensive Plan Update.

Help review the effectiveness and value of the current MFTE program.

Assist with updating the City's Housing Dashboard and ongoing implementation and monitoring of the adopted Affordable Housing Targets.

Assist the City in its potential expansion of the inclusionary zoning program through new incentives for areas like downtown that don't have a requirement and expanded incentives for more affordable housing in other areas of the City.

Assist the City with its reevaluation of parking standards as they relate to affordable housing.

Mercer Island

Assist the City with synthesizing the Housing Needs Analysis findings with housing-related requirements under the Countywide Planning Policies and the Growth Management Act to develop updated housing goals and policies for the city's comprehensive plan periodic update.

Provide input and assistance in drafting updated development regulations related to implementation of housing diversity and affordability provisions in HB 1220 (2022) and HB 1110 (2023).

Newcastle

Assist with potential investment of fee-in-lieu payments, first exploring opportunities to site affordable housing within Newcastle.

Assist with updating the City's Housing Strategy Plan.

Redmond

Provide advice and technical support to evaluate and refine existing inclusionary and incentive programs, and impact fee waiver provisions, focusing on Downtown and Marymoor centers.

Support partnerships with transit agencies to advance affordable housing within transit-oriented developments, including at Overlake and Southeast Redmond.

Help city staff write and propose comprehensive plan and code amendments for meeting existing and future housing needs, including residential zone consolidation and regulations.

Assist with potential strategies for increasing housing capacity from commercial development, such as housing over big box stores and commercial spaces in mixed-use buildings.

Sammamish

Partner with city staff to refine the Housing Action Plan/Housing Diversification Toolkit implementation plan by creating detailed work plans and identifying related budget needs.

Support city staff in responding to public inquiries related to affordable housing development.

Review development regulation updates and additions related to affordability requirements and incentives to ensure alignment with state, regional, and county policies, the Comprehensive Plan update, the Housing Action Plan/Housing Diversification Toolkit, and best practices.

Review and confirm the assumptions and approach used by the city in the Barrier Review Checklists provided in the Washington State Department of Commerce's Guidance for Making Adequate Provision to Meet all Housing Needs to assist the City in preparing for successful Comprehensive Plan certification.

Woodinville

Assist in evaluating options and developing proposals for programs and code amendments following the city's new Housing Action Plan.

King County

Provide monitoring and stewardship services for affordable housing in the Northridge/Blakely Ridge and Redmond Ridge Phase II affordable housing development agreements.

Partner with King County to preserve affordable homes with expiring covenants in unincorporated areas.

Help advance the King County Regional Affordable Housing Task Force Action Plan.



A Regional Coalition for Housing

Celebrating 30 years of bringing cities together to house East King County

Together Center Campus
16305 NE 87th St, Suite 119
Redmond, WA 98052
(425) 861-3677

MEMORANDUM

TO: City of Bellevue Council Members
 City of Bothell Council Members
 City of Clyde Hill Council Members
 Town of Hunts Point Council Members
 City of Issaquah Council Members
 City of Kenmore Council Members
 City of Kirkland Council Members

City of Medina Council Members
 City of Mercer Island Council Members
 City of Newcastle Council Members
 City of Redmond Council Members
 City of Sammamish Council Members
 City of Woodinville Council Members
 Town of Yarrow Point Council Members

FROM: Carol Helland, Chair, ARCH Executive Board

DATE: December 28, 2023

RE: Fall 2023 Housing Trust Fund (HTF) Recommendation

This year ARCH received \$12.9 million in funding requests from seven projects proposing an impressive 853 units of affordable housing. After careful deliberation, the ARCH Executive Board concurred with the recommendations of the ARCH Community Advisory Board (CAB), which provide full funding for two projects and partial funding for three projects. Consistent with recent years, the demand for funding far exceeded available resources, with \$4.0 million in Trust Fund dollars included in the recommendations, plus an additional \$2.1 million committed by the City of Redmond, resulting in \$6.1 million in awards.

Over the last three decades, the ARCH Trust Fund has supported over 6,000 units of affordable housing and shelter beds, creating housing access for thousands of families and individuals with limited incomes. This year’s recommendations will support 840 more units of housing in an incredible set of projects that meet numerous priorities and needs throughout the region, including:

- Preservation of existing affordable housing
- New transit-oriented development for families and individuals adjacent to future light rail;
- Creation of affordable commercial space for diverse businesses
- Local partnerships to serve diverse populations, including low-income seniors, families and individuals exiting homelessness, persons with intellectual and developmental disabilities, veterans, and households with incomes under 50% of median income

The Trust Fund also continues to bring a high return on local investment, this year leveraging local resources over 15:1, with proposed projects expected to attract roughly \$383 million in other funding.

ARCH MEMBERS

BEAUX ARTS VILLAGE ♦ BELLEVUE ♦ BOTHELL ♦ CLYDE HILL ♦ HUNTS POINT ♦
 ISSAQUAH ♦ KENMORE ♦ KIRKLAND ♦ MEDINA ♦ MERCER ISLAND ♦ NEWCASTLE ♦ REDMOND ♦
 SAMMAMISH ♦ WOODINVILLE ♦ YARROW POINT ♦ KING COUNTY

A summary of the recommendations is shown in the table below:

Project Applicant	City	Units	ARCH 2023 Request	Executive Board Recommendation
Spring District 120 th TOD <i>BRIDGE</i>	Bellevue	234	\$650,000	\$650,000 plus \$350,000 previously awarded (total \$1M award)
Larus Senior Housing <i>TWG/Imagine Housing</i>	Kenmore	175	\$3,900,000	\$250,000
The Aventure <i>Low Income Housing Institute</i>	Bellevue	66	\$1,500,000	\$600,000
Emma McRedmond Manor <i>Catholic Housing Services</i>	Redmond	32	\$2,150,000	\$500,000 plus \$600,000 additional City of Redmond investment (total \$1.1M award)
Overlake TOD <i>Bellwether Housing</i>	Redmond	333	\$3,500,000	\$2,000,000 plus \$1,500,000 additional City of Redmond investment (total \$3.5M award)
Totem Six-Plex <i>Attain Housing</i>	Kirkland	6	\$750,000	\$0
Scattered Sites <i>Alpha Supportive Living</i>	Scattered	7	\$400,000	\$0
Total		853	\$12,850,000	\$6,100,000 (including \$4M plus \$2.1M additional City of Redmond funds)

This memo provides a summary of the applications, the Executive Board recommendations and rationales, and proposed contract conditions for the **five** proposals recommended for funding at this time. Also enclosed is an economic summary of the projects recommended for funding.

Attachments:

1. Proposed Funding Sources
2. Project Economic Summaries

Note that bolded text in proposed conditions shows unique conditions in otherwise standard text.

1. BRIDGE Housing – Spring District TOD

2023 Funding Request:	\$650,000 (Contingent Loan) 234 Affordable Units
2022 Executive Board Recommendation:	\$350,0000 (Contingent loan)
2023 Executive Board Recommendation:	\$650,0000 (Contingent loan)
Total Award:	\$1,000,000 (Contingent loan)

Project Summary:

The proposed project includes two buildings as part of a larger Master Development on Sound Transit and City of Bellevue owned surplus property in the Spring District. BRIDGE proposes to develop Building 2 (7-story) and Building 6 (6-story) for a total of 234 units and 83 parking spaces (0.35 stalls per unit). Both buildings will be built with Type III construction over Type I concrete construction. The proposed unit mix consists of 86 studios, 75 one-bedroom units, 25 two-bedroom units, and 48 three-bedroom units. In October 2020, Sound Transit (ST) selected a development team led by BRIDGE to master plan and develop a 6.88-acre Sound Transit-owned site in the Spring District of Bellevue, Washington. Essex Residential Trust was the market-rate residential partner and Touchstone was the office partner. Although BRIDGE was successful in securing funding from Amazon, City of Bellevue, A Regional Coalition for Housing (ARCH), and King County for the affordable housing project, the market-rate projects were highly distressed coinciding with a global pandemic, unprecedented construction cost inflation, and a fundamental change in office demand. In December 2022, Essex exited the partnership citing increasing construction and financing costs. On June 2023, after extensive negotiations with Sound Transit and the City of Bellevue, Touchstone and BRIDGE agreed to dissolve the partnership and each developer will independently entitle, finance, and develop their own projects. On August 2023, BRIDGE submitted a revised pre-application to the City of Bellevue. As an independent project with no market-rate involvement, BRIDGE can develop on an accelerated timeline. Should funding be fully committed by public sources during this funding round, BRIDGE can commence construction by November 2024.

BRIDGE applied to HTF for capital funding in the fall of 2022 and was recommended to receive \$350,000 and reapply in 2023 for additional capital funding. BRIDGE's request in this application is for an additional \$650,000 in capital for a total request of \$1,000,000. The Committee is proposing to fund the full amount of the 2023 funding request.

Funding Rationale:

The Executive Board recommends funding with conditions listed below for the following reasons:

- Funding this year's request for additional capital demonstrates continued commitment from ARCH to this priority project that has nearly secured all other sources of leverage.
- The project advances key objectives in the City of Bellevue Affordable Housing Strategy, providing a large amount of low and moderate-income affordable housing units in a strategic location close to jobs and transportation.

- This project leverages significant investments from public and private funding sources, including King County TOD funds which are specifically set aside for the Bel-Red corridor and Amazon housing equity funds structured as a grant and a below market loan product.
- The project takes advantage of surplus public property provided at no cost by Sound Transit and the City and helps deliver additional City goals for development of retail and office.

Proposed Conditions (will supersede conditions from previous award):

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a 12-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. Funds shall be used by the Agency towards **soft costs and construction**. Funds may not be used for any other purpose unless ARCH staff has been given written authorization for the alternate use. Spending of construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances. ARCH funds not expended prior to permanent loan conversion will be de-obligated.
3. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Agency shall provide final operating proforma and cashflow waterfall for ARCH staff review. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of the Amazon loan on or before year 20 and deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payment if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
4. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
5. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table, and approximately 40 units reserved for persons with

disabilities. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project or adjusting the number of and unit type for manager units).

Affordability	Studio	1 BR	2 BR	3 BR	Total Units
30%	2	4	1	1	8
50%	24	19	7	14	64
60%	60	52	16	32	160
Total Low-Income Units	86	75	24	47	232
CAUs / Managers	-	-	1	1	2
Total Units	86	75	25	48	234

6. Agency must submit for ARCH staff approval a management and services plan which includes coordination of services with outside providers for special populations and a statement of resident transportation options.
7. Agency shall submit applications to other potential sources of funding, at a minimum including to the State Housing Trust Fund for any available I/DD or other State funding that the project is eligible for.
8. On a monthly basis, Agency shall provide ARCH with updates on the following:
 - a. Status of management and services plan including service partnerships and development on formal MOUs and operating agreements.
 - b. Status update on negotiations with development partners.
 - c. Status update on other financing and financing partnerships negotiations.
 - d. Status update on entitlement and permitting progress.
9. Agency shall complete and submit the following deliverables by the dates indicated. Agency may request an extension of individual deadlines, and such extensions shall be considered based on reasonable justification and Agency's continuing efforts to make substantial progress toward each milestone.:
 - a. January 31, 2024 – Revised term sheet for property acquisition and development approved by Sound Transit
 - b. January 31, 2024 – Draft Management and Services Plan
 - c. May 31, 2024 – Final operating or other agreement with services provider(s)
 - d. June 30, 2024 – Final Purchase and Sale Agreement .
 - e. Prior to closing- Provide a draft Affirmative Marketing Plan
 - f. 6 months prior to anticipate C of O- Provide a final Affirmative Marketing Plan

2. TWG and Imagine Housing – Larus Senior Housing

Funding Request: \$3,900,000 (Contingent Loan)
175 Affordable Units (including 1 manager unit)

Executive Board Recommendation: \$250,000 (Contingent Loan)

Project Summary:

The proposed Larus Senior Apartments is a transit-oriented senior housing development to be developed by TWG Housing in partnership with Imagine Housing. The development team elected to proceed with the same model for Larus as their previous partnership, Ardea at Totem Lake, by serving seniors and inviting Imagine Housing to be the non-profit development partner and service provider.

The project will consist of 175 units of affordable housing with a mix of studios and 1-bedroom units with affordability levels at 40% AMI, 50% AMI, and 60% AMI. Located within ¼ mile from the Kenmore Park & Ride and future Sound Transit BRT station, the project will aim to take advantage of future transportation options for its residents. In addition to its close proximity to the Kenmore transit hub, Larus Senior Apartments benefits from local groceries, shopping, and services within ¼ mile walking distance.

Funding Rationale:

The Executive Board recommends funding with conditions listed below for the following reasons:

- The project is strategically located near a future transit facility and close to amenities and services.
- The project advances the City's affordable housing priorities by providing much needed low-income housing for seniors in the area.
- This project leverages significant investments from public and private funding sources, including King County TOD funds and Amazon Housing Equity funds.
- The project is taking advantage of the Washington State Housing Finance Commission's Land Acquisition Program, which is a long-term, patient capital program. As such the project will be able to take the time needed to assembling full financing for the development.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **thirty-six (36) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a 12-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must

demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.

2. Funds shall be used by the Agency towards **acquisition, construction, soft costs, financing, capitalized reserves, and other development costs**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. Spending of construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances.
3. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payments if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
4. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
5. A covenant is recorded ensuring affordability for seniors for at least 55 years, with size and affordability distribution per the following table. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	Studio	1 BR	Total Units
40%	10	-	10
50%	67	46	113
60%	28	24	52
Total	105	70	175

6. The final loan amount shall be up to \$250,000, subject to approval by ARCH staff based on a documented funding gap. ARCH reserves the right to reduce its total loan amount based on changes to the project sources and uses, and unit mix.
7. Agency shall provide ARCH with quarterly updates on status of MOUs with partners and other funding sources.

- 8. Agency shall provide a sustainability plan which details eco-friendly materials, transportation options and partnerships which would benefit the project's eco-sustainability, such as EV stations.**

3. LIHI – The Aventine

Funding Request: \$1,500,00 (Contingent Loan)
66 Affordable Units

Executive Board Recommendation: \$600,000 (Contingent Loan)

Project Summary:

The Aventine is an existing 5-story, 68-unit apartment community with 69 underground parking spaces located in downtown Bellevue. Currently over half the residents are low-income (below 80% AMI). LIHI is proposing to purchase the Aventine to preserve and make all the housing units affordable for households at 30%, 50% and 80% of area median income. The project intends to house low wage workers, disabled households, and households exiting homelessness. A total of 10 units will be set aside for households with members that have physical disabilities. The building is ADA accessible and additional units will be made accessible if needed. LIHI is proposing 22 of the 66 units be for households exiting homelessness (33% of the total units in the property), including families and veterans exiting homelessness.

The current owners, who previously obtained funding through Microsoft's affordable housing initiative and maintained a set-aside of units at 80% AMI, put the property on the market for sale in 2023 and five for-profit developers submitted bids to convert it to market rate housing, losing the existing affordable units. Fortunately, LIHI was selected as the buyer and has signed a PSA with the seller. Funding from the City of Bellevue and ARCH will allow for the long-term preservation of affordable housing in downtown Bellevue and avoid the displacement of the existing residents.

LIHI's planned acquisition and rehabilitation includes the conversion of two rental units into a case manager's offices to provide on-site service to residents leaving 66 affordable rental units. Additionally, minor refreshing of the building interiors will be completed.

Funding Rationale:

The Executive Board recommends funding with conditions listed below for the following reasons:

- The application proposes housing that meets the City of Bellevue's priorities for its Housing Stability Program Funding; providing housing for households earning below 30% of median income, addressing and prevent homelessness and housing instability, and focusing on underserved, vulnerable residents in Bellevue (e.g., homeless families with children and other eligible populations).
- The property provides 22 units for households exiting homelessness, including both two-bedroom units for families. Further, the proposed project will have 10 units set-aside for veterans and an additional 10 for people with physical disabilities.

- Funding an acquisition brings affordable units online and into the Bellevue portfolio much more quickly than funding new construction. Conservatively, the Aventine will bring affordable units online 18-24 months sooner than a similar new construction.
- The acquisition of the property will mitigate displacement of existing renters who are living in units previously advertised as affordable, workforce units.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested from ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a 12-month extension based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.

Funds shall be used by the Agency towards **acquisition, construction, soft costs, financing, capitalized reserves and other development costs**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. Spending of furnishings, fixtures, and equipment, rehab, remediation and construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances. Funds not expended at the end of the construction period will be de-obligated.

2. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payments if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
3. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.

4. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table, including approximately **22 units for households exiting homelessness**. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	Studio	1 BR	2 BR	Total Units
30%	5	5	2	12
50%	10	10	-	20
60%	15	4	-	19
80%	9	6	-	15
Total	39	25	2	66

5. Agency must submit for ARCH staff approval a management, affirmative marketing, and services plans.
6. On a monthly basis, Agency shall provide ARCH with updates on the following:
- Status of management and services plan including service partnerships and development on formal MOUs and operating agreements.
 - Status update on other financing and financing partnerships negotiations.
 - Agency will provide a Capital Needs Assessment (CNA) for staff review and approval.

4. Catholic Housing Services (CHS) – Emma McRedmond Manor

Funding Request: \$2,150,000 (Contingent Loan)
32 Affordable Units (including 1 manager unit)

Executive Board Recommendation: \$500,000 (Contingent Loan)
Additional City Investment
via ARCH Housing Trust Fund: \$600,000 (Contingent Loan)
Total Award: \$1,100,000 (Contingent Loan)

Project Summary:

Emma McRedmond Manor is an existing three-story senior housing project with 32 apartments located in downtown Redmond. Built in 1988, the building is nearly 35 years old and has yet to be substantially rehabilitated, other than re-cladding and window replacement performed in 2010. CHS is proposing a substantial renovation to improve the building's energy efficiency and extend the remaining useful life of the structure by approximately 20 years. The scope of work consists of upgrades to the building exterior, building systems (plumbing and mechanical), common areas, units, and landscaping/site work. In addition, the project will convert one manager's unit to an affordable unit, resulting in 32 1BR units affordable at 50% AMI, of which 31 will receive Section 8 Project-Based Rental Assistance through July 2032. The proposal includes financing under the HUD 221 program (Mortgage Insurance for Rental or

Cooperative Housing). The program provides insurance on mortgages that support new construction or substantial rehabilitation of multifamily rental or cooperative housing for moderate-income families, elderly households, and disabled households.

Funding Rationale:

The Executive Board recommends funding with conditions listed below for the following reasons:

- The project preserves much-needed housing for low-income seniors and persons with disabilities in a very desirable, amenity-rich area of East King County.
- The project preserves valuable ongoing HUD support in the form of grant funding for the Resident Services Coordinator and Section 8 Project-Based Rental Assistance.
- The project is permit ready and has a HUD Section 221(d)(4) loan already committed, with additional funds leveraged from King County.
- The City of Redmond has indicated its willingness to allocate \$600,000 in funding that will help close the project's funding gap.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested from ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a 12-month extension based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payments if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
3. Funds shall be used by the Agency towards **acquisition, construction, soft costs, financing, capitalized reserves, and other development costs**. Funds may not be used for any other purpose unless ARCH staff provides written authorization for the alternate use. Spending of furnishings, fixtures, and equipment, rehab, remediation, and construction contingency must be approved in advance by ARCH. If - after the completion of the project - there are budget line

items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances. Funds not expended at the end of the construction period will be de-obligated.

4. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
5. A covenant is recorded ensuring affordability for seniors for at least 55 years, with size and affordability distribution per the following table. Changes may be considered based on reasonable justification as approved by ARCH staff

Affordability	1BR	Total
50%	32	32
Total	32	32

6. **Agency must submit for ARCH staff approval of management, affirmative marketing, and services plans.**
7. **Agency shall submit updates to ARCH regarding other potential funders, including HUD and King County.**
8. **Agency shall provide an updated Project Architectural and Cost Analysis Report and updated development budget, both of which are HUD approved, prior to commencement of construction.**

5. Bellwether Housing – Overlake TOD

Funding Request:	\$3,500,000 (Contingent Loan) 333 Affordable Units (including 3 manager units)
Executive Board Recommendation:	\$2,000,000 (Contingent Loan)
Additional City Investment via ARCH Housing Trust Fund:	\$1,500,000 (Contingent Loan)
Total Award:	\$3,500,000 (Contingent Loan)

Project Summary:

Bellwether Overlake Apartments is located in the Overlake Village neighborhood of Redmond directly across from the future Overlake Village light rail station. The project will provide 333 homes for low- to moderate-income households (30-80% AMI), including set-asides and services specific to people living with physical, intellectual and developmental disabilities (IDD), and much-needed two- and three-

bedroom family-sized units, achieving an average of 50% AMI across the site. The project is located on Sound Transit surplus property.

In collaboration with a coalition of nonprofit partners and the City of Redmond, the ground floor commercial spaces will incorporate small business incubation, non-profit organizational support, culturally informed community services, and services provided by the City of Redmond. An adjacent open space parcel will complement the ground floor uses and potentially consist of a food truck corral, food garden, cultural night markets. Programming of the adjacent open space will be provided by the community partners in the project for the benefit of the community.

Services for the project residents will be provided primarily by Hopelink, a service provider who has served homeless and low-income families, children, seniors, and people with disabilities on the Eastside since 1971. In addition, SAILS Washington, a DDA-contracted service provider, will provide supported living services for the project's ten IDD residents.

The project will be financed with a combination of public and private financing sources, including but not limited to 4% Low Income Housing Tax Credits, Amazon Housing Equity Fund, Evergreen Impact Housing Fund, senior private lender loan, ARCH funds, King County TOD fund, and the State Housing Trust Fund.

Funding Rationale:

The Executive Board recommends funding this application for the following reasons:

- Funding this year's request for additional capital demonstrates continued commitment from ARCH to this priority project and will allow the project to secure other sources of leverage.
- The project advances key objectives in the City of Redmond Affordable Housing Strategy, providing a large amount of low and moderate-income affordable housing units in a strategic location close to jobs and transportation.
- This project leverages significant investments from public and private funding sources, including King County TOD funds which are specifically set aside for the Overlake TOD and Amazon housing equity funds structured as a grant and a below market loan product.
- The project takes advantage of surplus public property provided at no cost by Sound Transit and the City and helps deliver additional City goals for development of retail and office.
- The project will provide a significant number of units affordable to very low-, low- and moderate-income households, as well as IDD units, within a high-opportunity area near good jobs, various transportation options, and other public and private amenities.
- The project is a priority for the City of Redmond, which has indicated a willingness to invest additional funding to move the project forward.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **twenty-four (24) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be

requested from ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a 12-month extension based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.

2. Funds shall be used by the Agency towards **construction, soft costs, financing, capitalized reserves, and other development costs**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. Spending of furnishings, fixtures, and equipment, rehab, remediation, and construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances. If funds are not expended at the end of the construction period, will be de-obligated.
3. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer a payment if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
4. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
7. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table, including approximately **ten units set-aside for people with disabilities**. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	Studio	1 BR	2 BR	3 BR	Total
30%	25	15	10	5	55
50%	30	130	48	33	241
80%	5	8	11	13	37
Total	60	153	69	51	333

5. Agency must submit for ARCH staff approval a management, affirmative marketing, and services plan.

- Development of a project schedule consistent with the proposed funding and local permitting requirements.
- Further evaluate the long-term strategy for funding supportive services for transitional housing.

7. Inclusion Housing – Scattered Sites

Funding Request: \$400,000 (Secured Grant)
7 Affordable Beds

Executive Board Recommendation: \$0

Project Summary:

The proposed project will serve individuals with Intellectual and Developmental Disabilities (IDD) in King County where there is a large demand for Supported Living services and affordable, stable housing. The acquisition includes the purchase of a total of six homes. ARCH's funding, (in conjunction with State and other local sources) will only be used for the Alpha SLS South Branch and the Children's IHS Homes, described below. Inclusion is proposing the purchase of the other four homes utilizing other local and State sources of funding.

The Alpha SLS South Branch is proposed to be a 3-bedroom home located in around the Kirkland/Redmond area that will serve three adults with developmental disabilities receiving Supported Living services from Alpha. The Children's IHS Home is proposed to be a 4-bedroom home located around the Bothell/Kenmore/Woodinville area that will serve children with developmental disabilities between the age of 11 and 20. Alpha will provide residential services through the DDA Intensive Habilitation Services program. The fourth bedroom must be used as an agency office to provide the required in-home oversight.

Funding Rationale:

The Executive Board supports the intent of the Inclusion Housing proposal but does not recommend funding at this time for the reasons described below:

- In 2023, the ARCH Trust Fund is significantly oversubscribed and CAB was not able to meet the needs of all the requests. It is anticipated that the State will be able to provide additional funding to this project to help fill its funding gap and proceed without ARCH funding.

Standard Conditions: (will apply to all projects)

1. Agency shall provide revised development and operating budgets based upon actual funding commitments, which must be approved by ARCH staff. If the Agency is unable to adhere to the budgets, ARCH must be immediately notified and (a) new budget(s) shall be submitted by the Agency for ARCH's approval. ARCH shall not unreasonably withhold its approval to (a) revised budget(s), so long as such new budget(s) does not materially adversely change the Project. This shall be a continuing obligation of the Agency. Failure to adhere to the budgets, either original or as amended may result in withdrawal of ARCH's commitment of funds.
2. Agency shall submit evidence of funding commitments from all proposed sources. In the event commitment of funds identified in the application cannot be secured in the timeframe identified in the application, the Agency shall immediately notify ARCH, and describe the actions it will undertake to secure alternative funding and the timing of those actions subject to ARCH review and approval.
3. In the event federal funds are used, and to the extent applicable, federal guidelines must be met, including but not limited to the following: contractor solicitation, bidding, and selection; wage rates; and Endangered Species Act (ESA) requirements. CDBG funds may not be used to refinance acquisition costs.
4. Agency shall maintain documentation of any necessary land use approvals and permits required by the city in which the project is located.
5. Agency shall submit quarterly monitoring reports through completion of the project, and annually thereafter, and shall submit a final budget upon project completion. If applicable, Agency shall submit initial tenant information as required by ARCH.
6. Agency shall maintain the project in good and habitable condition for the duration of the period of affordability. Changes to the unit and affordability mix can are subject to change with Staff approval.
7. ARCH, through its Administrative Agency, may negotiate, approve, execute, and record amendments or releases of any ARCH loan documents as may be needed for the project; provided the project still provides the anticipated affordable housing and there is sufficient collateral to secure the members' financial investment, all as determined by ARCH staff.

Attachment 1: Proposed Funding Sources

PROJECTS RECOMMENDED FOR 2023 FUNDING

	Spring District TOD	Larus	Aventine	Emma McRedmond Manor	Overlake TOD	2023 Recommended Funds
Bellevue	224,100	86,200	206,900	172,300	689,700	1,379,200
Bothell	23,700	9,100	21,900	18,200	72,900	145,800
Clyde Hill	3,500	1,400	3,300	2,700	10,900	21,800
Hunts Point	1,500	600	1,300	1,100	4,500	9,000
Issaquah	80,800	31,100	74,500	62,100	248,500	497,000
Kenmore	3,600	1,400	3,400	2,800	11,200	22,400
Kirkland	97,900	37,600	90,300	75,300	301,100	602,200
Medina	4,100	1,600	3,800	3,200	12,600	25,300
Mercer Island	7,900	3,000	7,300	6,100	24,300	48,600
Newcastle	3,100	1,200	2,900	2,400	9,600	19,200
Redmond	155,200	59,700	143,300	119,400	477,600	955,200
Sammamish	21,800	8,400	20,100	16,800	67,100	134,200
Woodinville	21,400	8,200	19,700	16,500	65,800	131,600
Yarrow Point	1,400	500	1,300	1,100	4,200	8,500
Local Funds	650,000	250,000	600,000	500,000	2,000,000	4,000,000
Redmond Add'l				600,000	1,500,000	2,100,000
2023 ARCH Awards	650,000	250,000	600,000	1,100,000	3,500,000	6,100,000
Prior 2022 Award	350,000					350,000
Award Totals	1,000,000	250,000	600,000	1,100,000	3,500,000	6,450,000

Attachment 2: Project Economic Summaries

Applicant: BRIDGE Housing
Project Name: Spring District TOD
Location: 1601 120th Avenue NE, Bellevue, WA
Project Description: New construction of Buildings 2 and 6, which consist of 235 permanently affordable units at 30%-60% AMI.

Project Sources	Amount	Status
Low Income Housing Tax Credits (4%)	\$62,318,118	Proposed
Amazon Housing Equity Fund - Loan	\$22,100,000	Committed
Amazon Housing Equity Fund - Grant	\$3,750,000	Committed
City of Bellevue	\$6,500,000	Proposed
ARCH	\$1,000,000	Proposed
King County TOD	\$10,000,000	Proposed
State Dept. of Commerce HTF	\$8,000,000	Proposed
BRIDGE General Partner Equity	\$6,792,535	Committed
Deferred Developer Fee	\$1,750,000	Committed
Perm Loan	\$16,215,207	Proposed
Total Sources	\$138,425,860	

Project Uses	Amount	Per Unit	Per SF
Acquisition Costs	\$70,000	\$298	\$0.31
Construction	\$97,012,064	\$412,817	\$432.68
Soft Costs	\$18,806,285	\$80,027	\$83.88
Pre-Development / Bridge Financing	\$26,958	\$115	\$0.12
Construction Financing	\$11,223,605	\$47,760	\$50.06
Permanent Financing	\$805,615	\$3,428	\$3.59
Capitalized Reserves	\$1,053,598	\$4,483	\$4.70
Other Development Costs	\$9,267,735	\$39,437	\$41.34
Bond Related Costs	\$160,000	\$681	\$0.71
Total Uses	\$138,425,860	\$589,046	\$617.39

Applicant: TWG and Imagine Housing
Project Name: Larus Senior Housing
Location: 7520 NE Bothell Way, Kenmore, WA
Project Description: 175 units of affordable housing for seniors (62+) at 40%, 50% and 60% AMI

Project Sources	Amount	Status
ARCH	\$3,900,000	Proposed
King County TOD	\$4,980,000	Proposed
Amazon Housing Equity Fund	\$15,200,000	Proposed
Deferred Developer Fee	\$3,829,635	Proposed
Federal Energy Equity	\$153,000	Proposed
Low Income Housing Tax Credits (4%)	\$21,872,953	Proposed
Perm Loan	\$16,350,000	Proposed
City/CHIP	550,000	Proposed
Total Sources	\$66,835,588	

Project Uses	Amount	Per Unit	Per SF
Acquisition Costs:	\$4,506,827	\$25,753	\$35.47
Construction:	\$46,583,103	\$266,189	\$366.60
Soft Costs:	\$8,980,017	\$51,314	\$70.67
Pre-Development / Bridge Financing	\$539,128	\$3,081	\$4.24
Construction Financing	\$3,335,814	\$19,062	\$26.25
Permanent Financing	\$375,379	\$2,145	\$2.95
Capitalized Reserves	\$765,750	\$4,376	\$6.03
Other Development Costs	\$1,366,444	\$7,808	\$10.75
Bond Related Costs	\$383,126	\$2,189	\$3.02
Total Uses	\$66,835,588	\$381,918	\$525.98

Applicant: Low Income Housing Institute (LIHI)
Project Name: The Aventine
Location: 211 112th Ave NE, Bellevue WA
Project Description: Renovation and acquisition of an existing 5-story, 68-unit apartment community for the preservation of housing for households at 30%, 50% and 80% AMI

Project Sources	Amount	Status
City of Bellevue	\$8,500,000	Proposed
ARCH	\$1,500,000	Proposed
State HTF	\$5,000,000	Proposed
King County	\$5,000,000	Proposed
WSHFC 501(C)3	\$13,000,000	Proposed
Total Sources	\$33,000,000	

Project Uses	Amount	Per Bed	Per SF
Acquisition Costs	\$29,300,000	\$430,882	\$751.09
Construction	\$1,220,400	\$17,947	\$31.28
Soft Costs	\$915,800	\$13,468	\$23.48
Pre-Development / Bridge Financing	\$750,000	\$11,029	\$19.23
Permanent Financing	\$150,000	\$2,206	\$3.85
Capitalized Reserves	\$273,800	\$4,026	\$7.02
Other Development Costs	\$390,000	\$5,735	\$10.00
Total Uses	\$33,000,000	\$485,294	\$845.94

Applicant: Catholic Housing Services of Western Washington (CHS)
Project Name: Emma McRedmond Manor
Location: 7960 169th Ave NE, Redmond, WA 98052
Project Description: Rehabilitation of an existing three-story senior housing project with 32 apartments for seniors up to 50% AMI.

Project Sources	Amount	Status
HUD	\$6,288,200	Proposed
ARCH HTF	\$1,100,000	Proposed
Sponsor (existing reserves)	\$306,738	Proposed
King County	\$1,150,000	Proposed
Deferred Developer Fee	\$250,000	Committed
Total Sources	\$9,094,938	

Project Uses	Amount	Per Home	Per SF
Acquisition Costs	\$667,507	\$20,860	\$16.28
Construction	\$7,146,312	\$223,322	\$174.29
Soft Costs	\$441,850	\$13,808	\$10.78
Construction Financing	\$272,489	\$8,515	\$6.65
Permanent Financing	\$253,644	\$7,926	\$6.19
Capitalized Reserves	\$64,000	\$2,000	\$1.56
Other Development Costs	\$249,136	\$7,786	\$3.41
Total Uses	\$9,094,938	\$284,217	\$219.26

Applicant: Bellwether
Project Name: Overlake TOD
Location: 15218 NE Shen Street, Redmond, WA
Project Description: New construction of 333 homes for low- to moderate-income households (30-80% AMI), including set-asides and services specific to people living with physical, intellectual and developmental disabilities (IDD).

Residential Project Sources	Amount Total	Amount per Unit
4% LIHTC Equity	\$ 67,588,520	\$2,048,137
Senior Private Lender Loan	\$ 21,000,000	\$636,364
Amazon Housing Equity Fund	\$ 36,630,000	\$1,110,000
Evergreen Impact Housing Fund	\$ 13,458,054	\$407,820
Developer Fee Note	\$ 2,500,000	\$75,758
King County TOD Fund	\$ 5,000,000	\$151,515
WA State HTF	\$ 5,000,000	\$151,515
ARCH HTF	\$ 3,500,000	\$106,061
IDD HTF	\$ 2,900,000	\$87,879
Bellwether Sponsor Note	\$ 3,968,062	\$120,244
Total Sources	\$ 161,544,636	\$4,895,292

Commercial Project Sources	Amount Total	Amount per SF
Senior Private Lender Loan (taxable)	\$ 4,015,146	\$101
Microsoft Grant	\$ 1,000,000	\$25
The City of Redmond	\$ 509,597	\$13
Bellwether Sponsor Note	\$ 31,938	\$1
Total Sources	\$ 5,556,681	\$139

Project Uses	Amount	Per Unit	Per SF
Acquisition Costs	\$340,000	\$1,021	\$1.00
Construction	\$128,667,759	\$386,390	\$379.81
Soft Costs	\$ 14,768,733	\$44,351	\$43.60
Pre-Development / Bridge Financing	\$300,000	\$901	\$0.89
Financing and Bond Related Costs	\$18,204,709	\$54,669	\$53.74
Other Development Costs	\$4,820,116	\$14,475	\$14.23
Total Development Costs	\$167,101,317	\$501,806	\$493.26



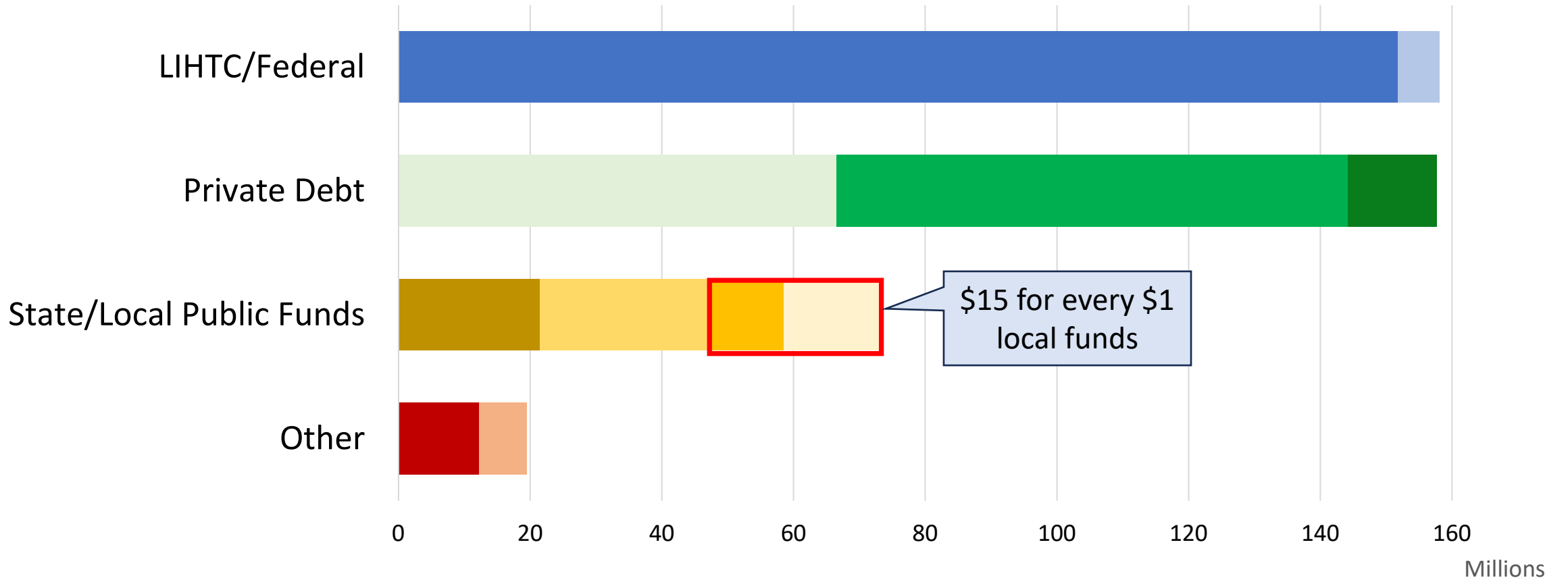
ARCH Housing Trust Fund Recommendations

Fall 2023

ARCH 2023 Funding Priorities

- Populations: Seniors, Family, Homeless, Special Needs
- Leveraging Private Investment
- Transit-Oriented Development
- Shelter and Supportive Housing
- Preservation
- Geographic Equity
- Racial Equity
- Cost-Effective Development
- **Timely Delivery of Housing**
- **Innovative Sustainable & Environmentally Friendly Solutions**

Recommended Projects: Proposed Funding



■ 4% Low Income Housing Tax Credits

■ 9% Low Income Housing Tax Credits

■ HUD

■ Private Debt/Bonds

■ Amazon Housing Equity Fund

■ Evergreen Impact Fund

■ State Housing Trust Fund/CHIP

■ King County

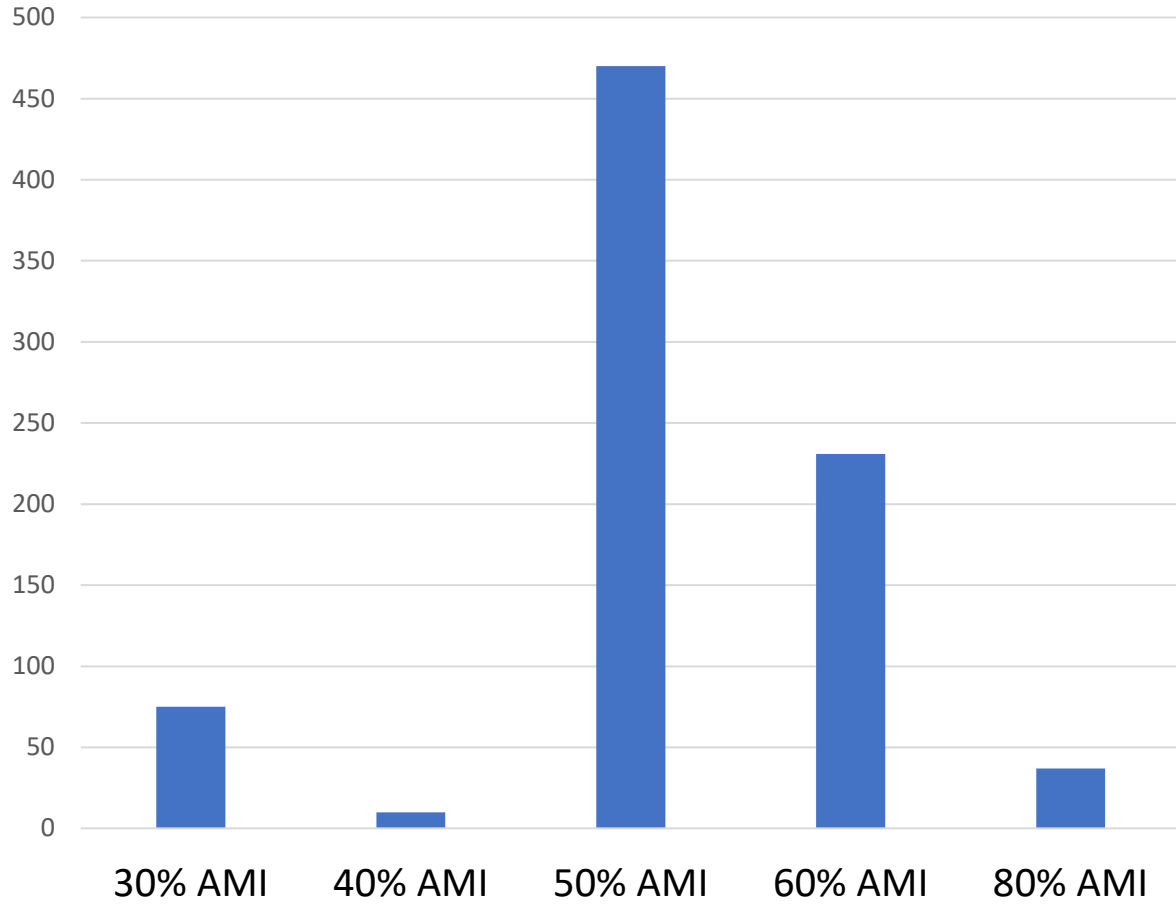
■ ARCH

■ Bellevue HSP

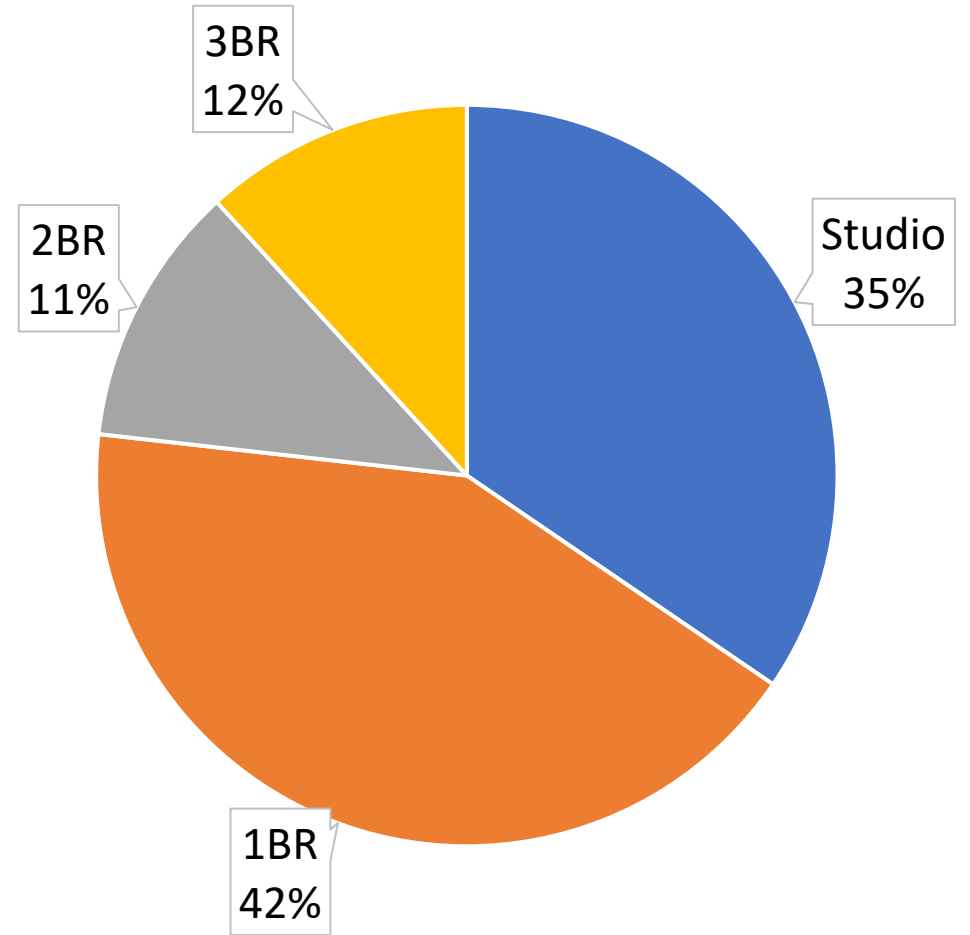
■ Deferred Developer Fee

■ Other

Proposed Affordability Levels



Proposed Unit Sizes

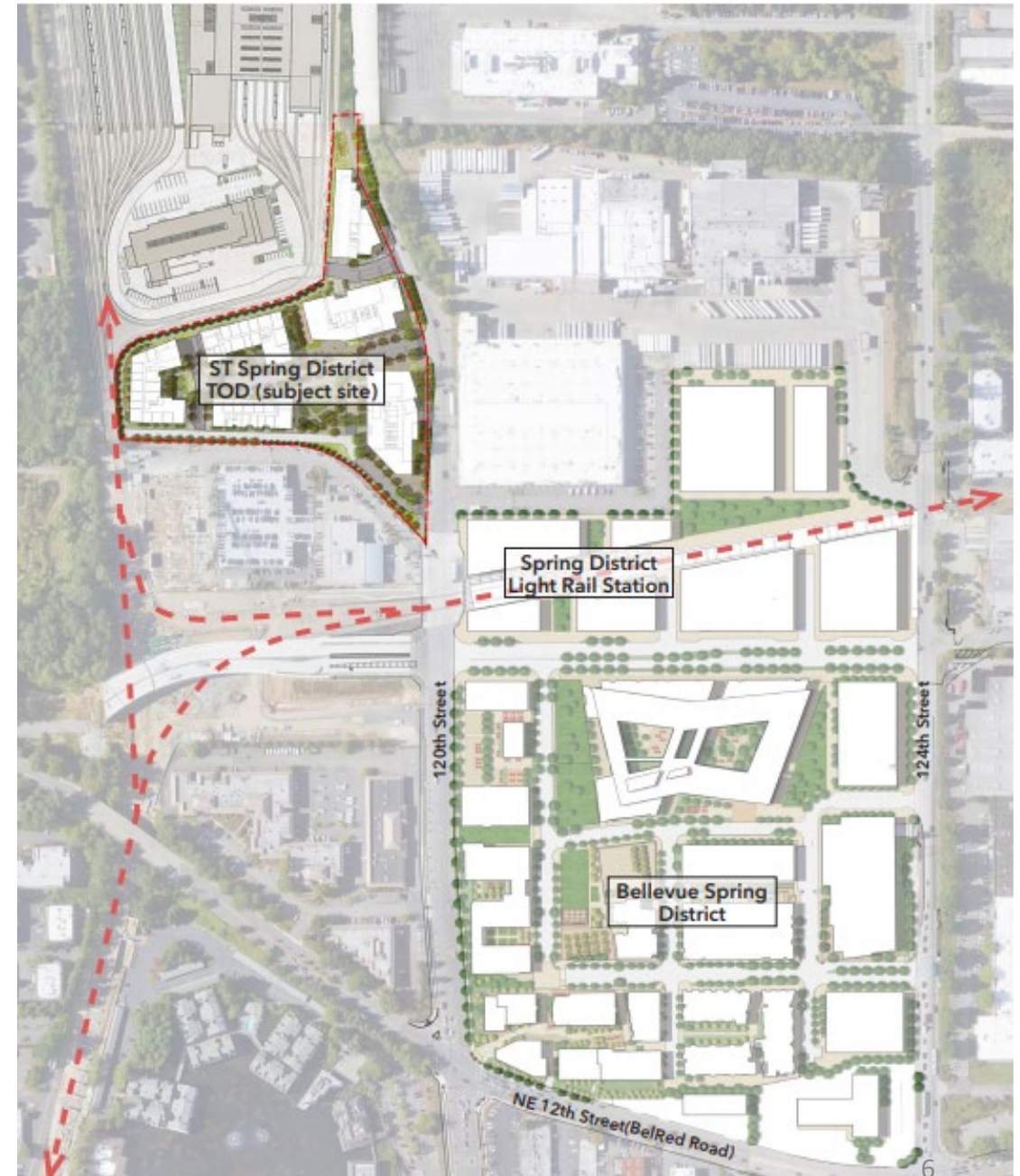


Application Requests

Project	Applicant	City	Units	ARCH 2023 Request
Spring District 120 th TOD	BRIDGE Housing	Bellevue	234	\$650,000
Larus Senior Housing	TWG/Imagine Housing	Kenmore	175	\$3,900,000
The Aventine	Low Income Housing Institute	Bellevue	66	\$1,500,000
Emma McRedmond Manor	Catholic Housing Services	Redmond	32	\$2,150,000
Overlake TOD	Bellwether Housing	Redmond	333	\$3,500,000
Totem Six-Plex	Attain Housing	Kirkland	6	\$750,000
Scattered Sites	Inclusion Homes (Alpha Supported Living)	Scattered	7	\$400,000
Total			853	\$12,850,000

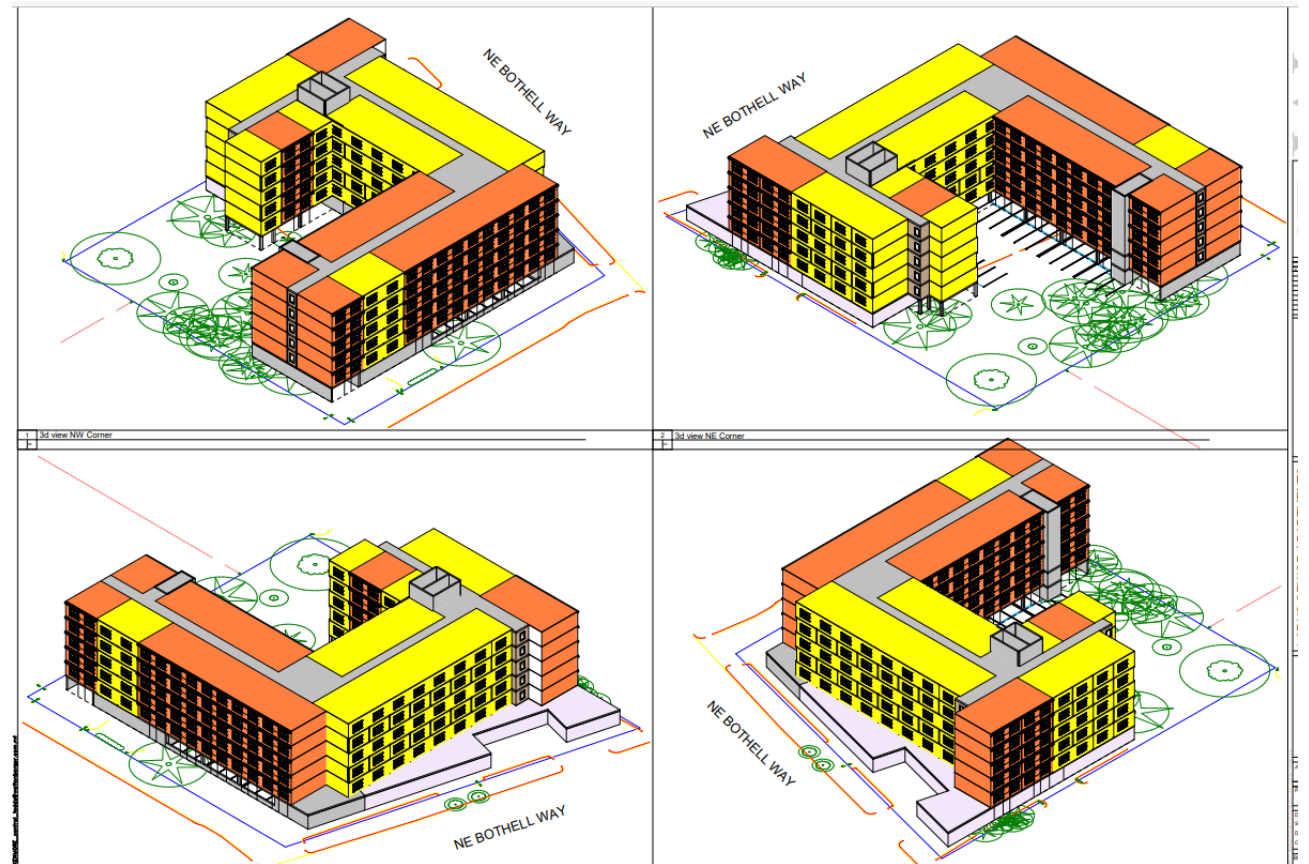
Spring District TOD

Location	1601 120th Avenue NE, Bellevue WA
Applicant	BRIDGE Housing
Funding Request	\$650,000
Recommendation	\$650,000
Unit Mix	234 studio, 1BR, 2BR and 3BR units
Affordability	30% AMI, 50%AMI and 60% AMI
Population	Families and individuals
Award Notes	Supplements \$350k award in 2022; planned construction in 2024



Larus Senior Housing

Location	7520 NE Bothell Way, Kenmore WA
Applicant	TWG and Imagine Housing
Funding Request	\$3,900,000
Recommendation	\$250,000
Unit Mix	175 studio and 1-bedroom units
Affordability	40%, 50% and 60% AMI
Population	Seniors
Award Notes	Encourage application in 2024



Aventine

Location	211 112th Ave NE, Bellevue, WA
Applicant	Low Income Housing Institute
Funding Request	\$1,500,000
Recommendation	\$600,000
Unit Mix	66 studio, 1BR and 2BR units
Affordability	30% AMI, 50%AMI and 80% AMI
Population	Families and individuals exiting homelessness, veterans, people with disabilities, workforce
Award Notes	Encourage 2024 application



Emma McRedmond Manor

Location	7960 169 th Ave NE, Redmond WA
Applicant	Catholic Housing Services of Western Washington
Funding Request	\$2,150,000
Recommendation	\$1,100,000*
Unit Mix	32 1BR units
Affordability	50% AMI
Population	Seniors
Award Notes	*\$600,000 of award made via City of Redmond investment. Preserves HUD senior housing with section 8 subsidy



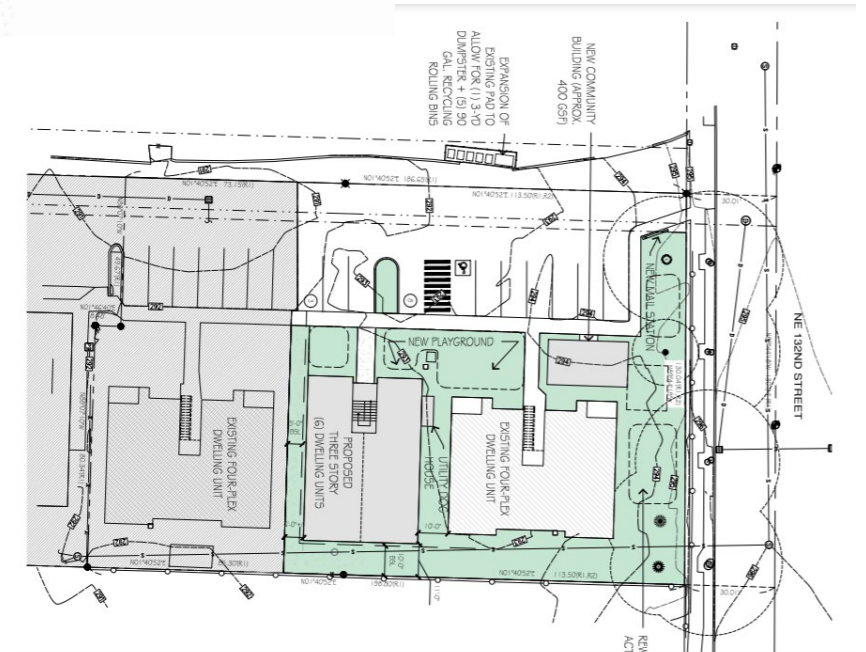
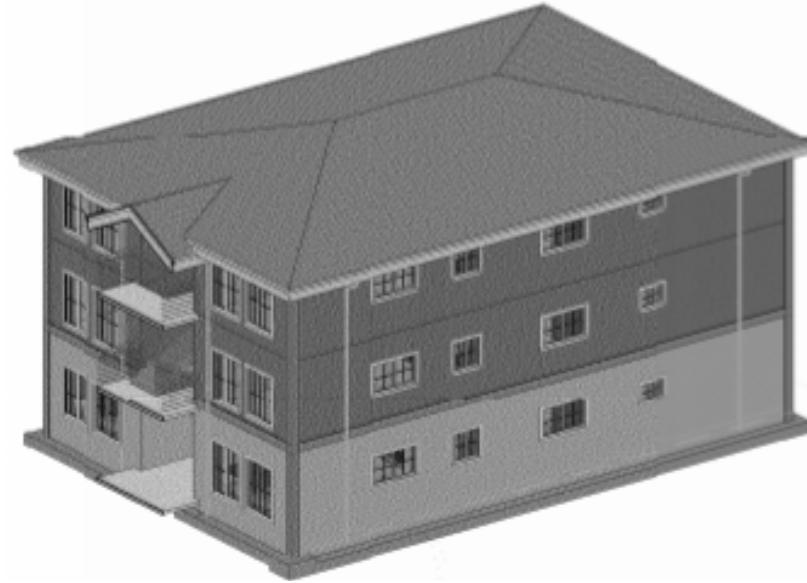
Overlake Village TOD

Location	152 NE Shen St., Redmond, WA
Applicant	Bellwether Housing
Funding Request	\$3,500,000
Recommendation	\$3,500,000*
Unit Mix	333 – studio, 1BR, 2BR and 3BR units
Affordability	30%, 50% and 80% AMI
Population	Families and individuals, people with disabilities
Award Notes	*\$1,500,000 of award made via City of Redmond investment



Attain Six-Plex

Location	12601 NE 132 nd St, Kirkland, WA
Applicant	Attain Housing
Funding Request	\$750,000
Recommendation	\$0
Unit Mix	6 – 2BR units
Affordability	30% AMI (transitional housing)
Population	Families exiting homelessness
Award Notes	Previous \$50k award not yet expended



Inclusion Homes – Scattered Sites

Location	Scattered (TBD – near existing homes and agency HQ in Bothell)
Applicant	Inclusion Housing LLC (Alpha Supportive Living Services)
Funding Request	\$400,000
Recommendation	\$0
Unit Mix	7 beds (Two 3-4BR Single Family Detached Homes)
Affordability	30% AMI
Population	Individuals with intellectual and developmental disabilities
Award Notes	May be eligible for additional State funding; encourage future application

Summary of Recommendations

Applicant	Units	2022 HTF Award	2023 HTF Request	2023 HTF Recommendation	Redmond Additional
BRIDGE Housing	234	\$350,000	\$650,000	\$650,000	
TWG/Imagine Housing	175		\$3,900,000	\$250,000	
LIHI	66		\$1,500,000	\$600,000	
CHS	32		\$2,150,000	\$500,000	\$600,000
Bellwether	333		\$3,500,000	\$2,000,000	\$1,500,000
Attain	-		\$750,000	-	-
Inclusion Homes	-		\$400,000	-	-
Total	840	\$350,000	\$12,850,000	\$4,000,000	\$2,100,000



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 **January 16, 2024**, 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 **\$74,892.12**.

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: \$ 67,647.11 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	\$96.06
Monthly energy charge	\$14.28
Total monthly charge:	\$110.34

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.**

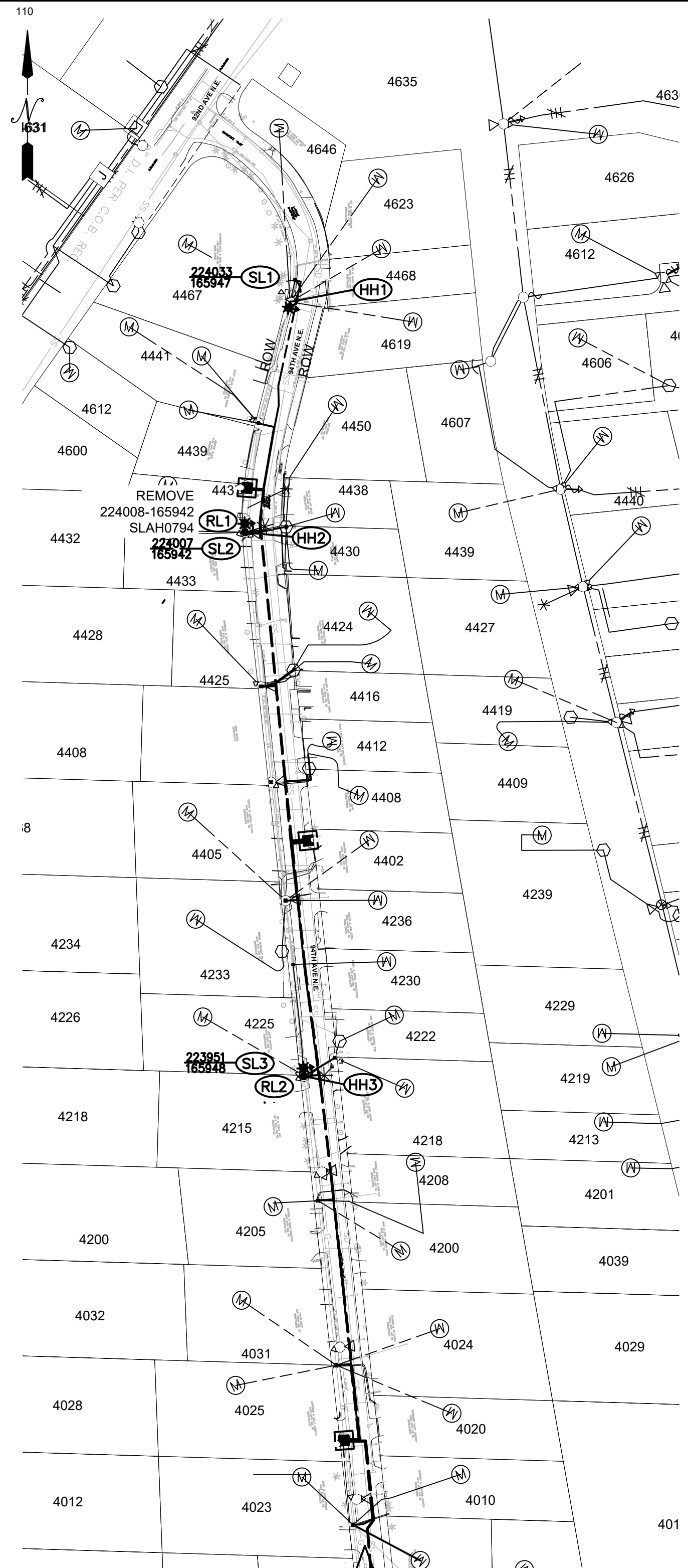
DocuSigned by:

 Signature: _____
59E3573672BD4D9...

Date: 01/16/2024

Printed Name: lyndsey goldsmith

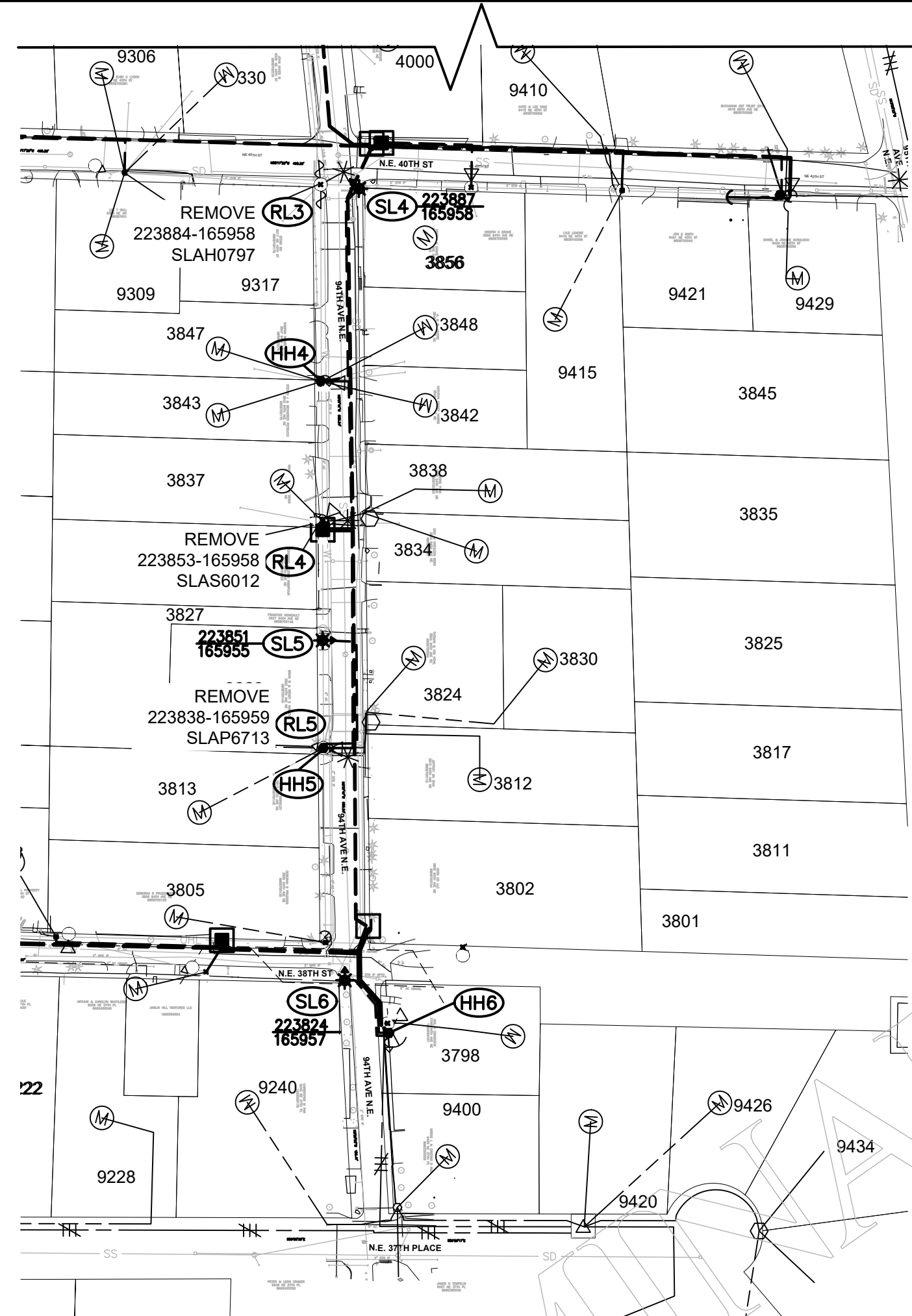
Title: Account Sales Manager



SITE PLAN
SCALE: 1" = 100'

STREET LIGHT TABLE

SITE #	POLE			LUMINAIRE		TUBE		POLE BASE TYPE (Direct Buried or Basemount)	WO # (INTOLIGHT)	BILLING SCH.	TOTAL CONN LOAD	SMART STREET LIGHT NODE	NOTES	
	GRID #	INTOLIGHT TAG #	TYPE	MTG HT.	ARM	WATTS	STYLE							TUBE LENGTH
SL1	224033 165947		VALMONT RND STEEL TAPERED DKGRN	24'	TRA5D	49W	AAL PROMENADE 3000K TY2 DKGRN	4'	18"	4-BOLT FIXED BASE	105101603	51	120/240	
SL2	224007 165942		VALMONT RND STEEL TAPERED DKGRN	24'	TRA5D	49W	AAL PROMENADE 3000K TY2 DKGRN	4'	18"	4-BOLT FIXED BASE	105101603	51	120/240	
SL3	223951 165948		VALMONT RND STEEL TAPERED DKGRN	24'	TRA5D	49W	AAL PROMENADE 3000K TY2 DKGRN	4'	18"	4-BOLT FIXED BASE	105101603	51	120/240	
SL4	223887 165958		VALMONT RND STEEL TAPERED DKGRN	24'	TRA5D	49W	AAL PROMENADE 3000K TY2 DKGRN	4'	18"	4-BOLT FIXED BASE	105101603	51	120/240	
SL5	223851 165955		VALMONT RND STEEL TAPERED DKGRN	24'	TRA5D	49W	AAL PROMENADE 3000K TY2 DKGRN	4'	18"	4-BOLT FIXED BASE	105101603	51	120/240	
SL6	223824 165947		VALMONT RND STEEL TAPERED DKGRN	24'	TRA5D	49W	AAL PROMENADE 3000K TY2 DKGRN	4'	18"	4-BOLT FIXED BASE	105101603	51	120/240	



SITE PLAN
SCALE: 1" = 100'

STREET LIGHT CIRCUITRY TABLE (105101603)

SITE #	FROM	CABLE INFO		AS-BUILT		REMARKS
		TYPE	LF	TYPE	LENGTH	
HH1	SL1	#6 TPX	40			
HH2	SL2	#6 TPX	15			
HH3	SL3	#6 TPX	15			
HH4	SL4	#6 TPX	190			
HH5	SL5	#6 TPX	150			
HH6	SL6	#6 TPX	80			
			TOTAL FT =	490	TOTAL FT =	

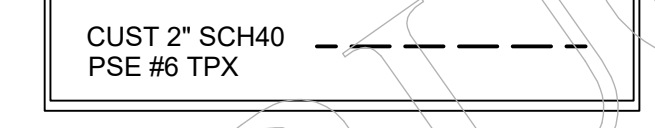
STREET LIGHT TABLE

SITE #	POLE			LUMINAIRE		TUBE LENGTH	TUBE DIAMETER	POLE BASE TYPE (Direct Buried or Basemount)	WO # (INTOLIGHT)	BILLING SCH.	TOTAL CONN LOAD	SMART STREET LIGHT NODE	NOTES
	GRID #	TAG #	TYPE	PREV LUM	ORIGINAL INSTALL DATE								
RL1	224008 165942	SLAH0794	WOOD	100W HPS CHFL	1977	8'	53	108139014					
RL2	223950 165948	SLAH0793	WOOD	100W HPS CHFL	1977	8'	53	108139014					
RL3	223884 165958	SLAH0797	WOOD	100W HPS CHFL	1977	8'	53	108139014					
RL4	223853 165958	SLAS6012	WOOD	100W HPS CHFL	2013	8'	53	108139014					
RL5	223838 165959	SLAP6713	WOOD	100W HPS CHFL	1977	8'	53	108139014					

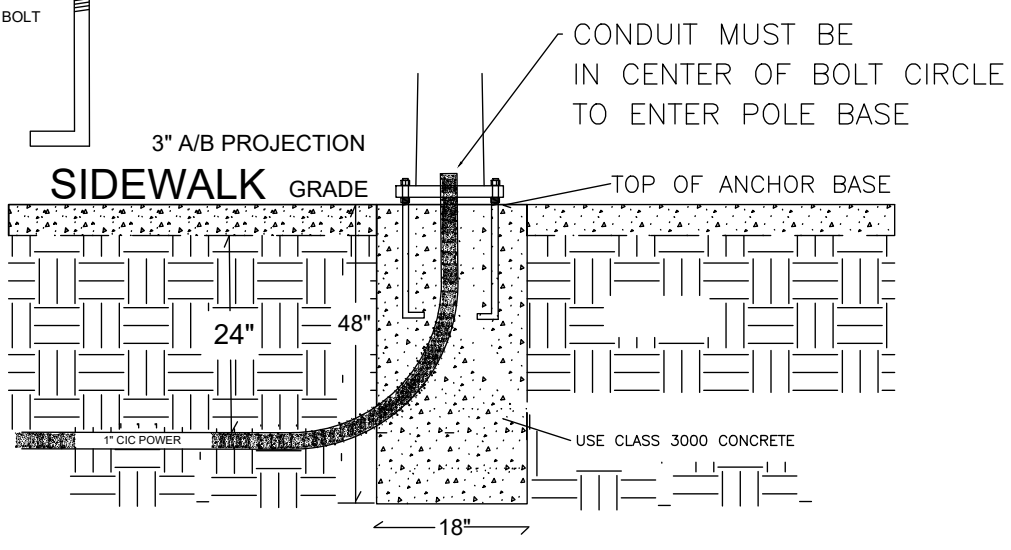
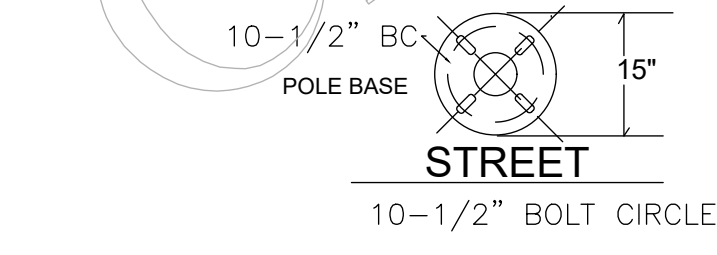
SITE SPECIFIC NOTES

- HH1 - HH6:**
- NEW HANDHOLES PROVIDED BY PSE PI DEPT.
 - CONNECT AND TAG NEW #6 SEC CIRCUITRY
- RL1 - R5:**
- REMOVE EXISTING 100W HPS AND ARM.
 - FLAGGING REQUIRED
- SL1 - SL6**
- INST NEW VALMONT 24' MH RND TAPERED GRN POLES DRILL FOR AAL TRASD, ON 4 BOLT FIXED CONC BASE
 - INST NEW PROMENADE 49W LED DARK GREEN LUMINAIRE ON TRASD ARM
 - ORIENT AS SHOWN
 - INST SMART NODE AND SERIAL NUMBER
 - INST STREET LIGHT TAG
 - FLAGGING REQUIRED
- SPAN NOTES**
- DEVELOPER TO PROVIDE AND INSTALL ALL SCH40 COND. SEE CONDUIT DIAGRAM AND TRENCH DETAIL
 - POTELCO TO INSTALL #6 TPX IN CONDUIT (SEE TABLE)
- AUU NOTES:**
- SL1 - SL6**
- INST CONCRETE BASE - GALVANIZED STEEL 4 BOLT (SEE DETAIL)

CONDUIT LEGEND

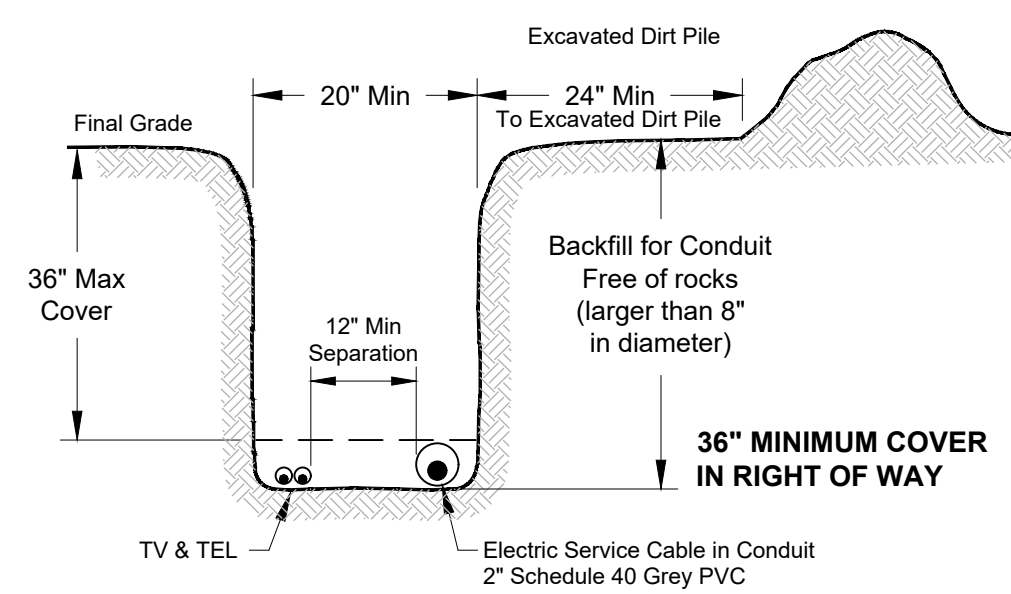


CONDUIT DIAGRAM
Electric Service Cable in Conduit (NTS)



DETAIL FIXED BASE

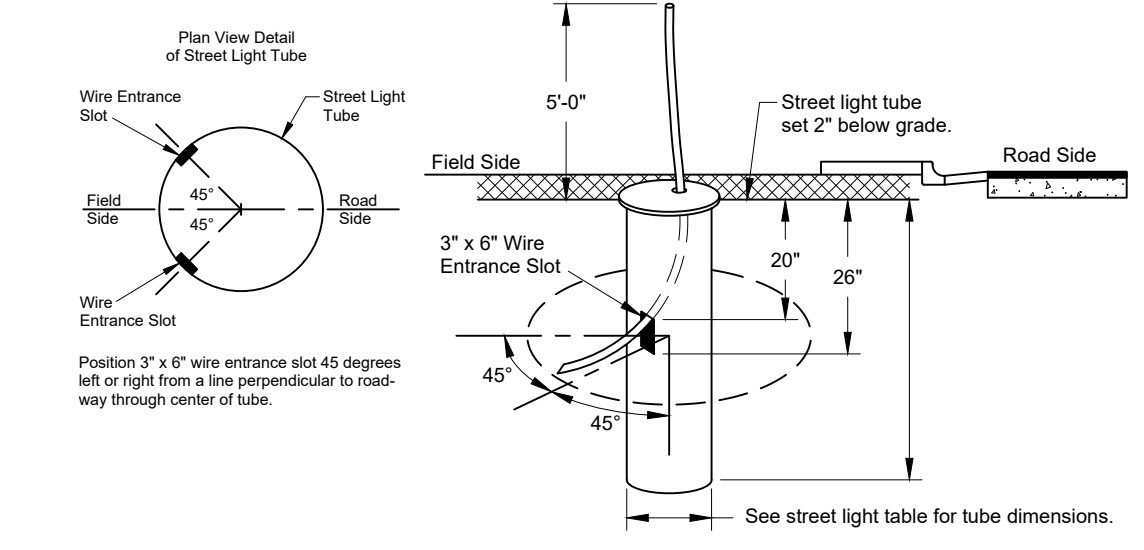
Backfill for In Conduit - The backfill layer shall be soil that is free from construction debris, glass, sharp rocks, frozen clods, and rocks larger than 8" in diameter.



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

STREET LIGHT NOTES

- POTELCO:**
- ALL STREET LIGHTING POLES ARE TO BE INSTALLED PER STANDARD 6375.4800 (PAGE #2) IN THE "LINE WORK PRACTICES MANUAL".
 - ALL POLES (WOOD, CONCRETE OR FIBERGLASS) ARE TO BE SET PLUMB AND EMBEDDED TO THE GROUND LINE MARKED ON THE POLE.
 - BACKFILL AROUND POLE WITH 5/8" MINUS GRAVEL AND COMPACT IN 6" LIFTS. (PEA GRAVEL AND NATIVE SOILS ARE NOT ACCEPTABLE.) APPROXIMATELY 1 CU. YD. OF 5/8" MINUS CRUSHED ROCK WILL BE REQUIRED.
 - IN ALL SHOEBOX AND COBRAHEAD INSTALLATIONS, THE LUMINAIRE MUST BE LEVELLED.
- DEVELOPER / CUSTOMER:**
- THE DEVELOPER IS REQUIRED TO SUPPLY AND INSTALL PLASTIC (NON PAPER) STREET LIGHT TUBES (MINIMUM 18" DIAMETER) TO AID IN THE INSTALLATION OF THE STREET LIGHTING POLES.
 - DEVELOPER MUST SUPPLY DURABLE LID/COVER AT EACH STREET LIGHT TUBE.
 - DEVELOPER TO PROVIDE ALL TRENCHING AND CONDUIT WITH PULL-STRINGS FOR STREET LIGHTING CIRCUITRY.
 - CONDUIT SHALL BE SCH 40 PVC.



STREET LIGHT TUBE DETAIL
SCALE: NONE

EROSION & SEDIMENT CONTROL REQUIREMENTS

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

FOREMAN (CHECK BOX WHEN COMPLETED)

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

Grid, Cable, and Switch numbers INSTALLED & VERIFIED.

Field Changes RED-LINED on As-Built.

Material VERIFIED and CHANGES noted on Paperwork.

Total PRIMARY Cable noted on As-built.

Company / I/O's RECORDED in correct location on As-built.

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

Deviations noted on the As-built and their reason.

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

Foreman's Signature _____
Print Name _____ Date _____

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

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

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

Vicinity Map 47.649454, -122.216289

Owner / Developer Contact Info
 CITY OF YARROW POINT
 N/A
 N/A
 ATTN: Stacia Schroeder 206) 276-8922 office

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

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

NEW BUSINESS				CORRECTIVE / 10 DAY WAIVED				REAL ESTATE/EASEMENT				PERMIT			
3	2	1		3	2	1		FUNCTION	CONTACT	YARROW POINT		FUNCTION	CONTACT	YARROW POINT	
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	ACCOUNT MGR	L. GOLDSMITH	425-395-5225	6/7/23	ENGR - POWER	A. WARREN	253-508-7859	6/7/23
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	ENGR - GAS	N/A	N/A	N/A	ENGR - GAS	N/A	N/A	N/A
Emer Sect	Gas Wk Ctr	POWER WK CTR		DRAWN BY	A. WARREN	253-508-7859	6/7/23	CHECKED BY				FOREMAN #1			
OP MAP	N/A	PLAT MAP		APPROVED BY				FOREMAN #2				MAPPING			
OH CKT MAP	UG CKT MAP	CIRCUIT NO													
2505E073	2505E076	2505E073	MED-33												

JOINT FACILITIES ARRANGEMENTS

UTILITIES	CONTACT	PHONE#	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

PUGET SOUND ENERGY
 City of Yarrow Point 94th AVE NE
 REMOVAL & NEW INSTALL
 4339 94th AVE NE, YARROW POINT, 98004

INCIDENT	MAOP
N/A	N/A
Gas Order	Elect Order
N/A	105101603
SCALE	PAGE
AS NOTED	1/1

Business of The Town Council Town of Yarrow Point, WA

February 13, 2024

2021 State Building Code Update	Proposed Council Action: Discussion and Approval
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Presented by:	Building Official Steve Wilcox
Exhibits:	ORDINANCE NO. 746 - AMENDING YARROW POINT MUNICIPAL CODE (“YPMC”) SECTION 15.04.010 TO ADOPT WASHINGTON STATE BUILDING CODE 2021 UPDATES BY REFERENCE

Summary:

Washington State typically amends its building construction safety laws on a three-year cycle. Currently the Town of Yarrow Point uses the 2018 Washington State Building Code. Each jurisdiction in Washington is required to adopt the 2021 Washington State Building Code (WSBC) on March 15, 2024. While it is mandatory to implement the 2021 WSBC, the Town still must adopt the code to assure existing references are amended.

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

Amendments: An addition to the state mandated adoption is the 2021 International Wildland-Urban Interface Code which is now item K within Exhibit 2, and which moved the Electrical Code to new item L. The title of item J National Fuel Code has been updated. The order of item B Residential Code, and item C Fire Code have been corrected by reversing them.

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

Recommended Action:

I move to approve Ordinance No. 746, adopting the 2021 Washington State Building Code as amended.

**TOWN OF YARROW POINT
ORDINANCE NO. 746**

AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON, AMENDING YARROW POINT MUNICIPAL CODE (“YPMC”) SECTION 15.04.010 TO ADOPT WASHINGTON STATE BUILDING CODE 2021 UPDATES BY REFERENCE; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Yarrow Point Municipal Code (“YPMC”) Section 15.04.010 adopts by reference the Washington State Building Codes; and

WHEREAS, the Washington State Building Code (WSBC) Council has amended its building construction safety laws and jurisdictions must adopt the updated code references by March 15, 2024; and

WHEREAS, the Town Council desires to amend YPMC Section 15.04.010 to adopt the most recent version of the WSBC as required by the Revised Code of Washington (“RCW”) Chapter 19.27; and

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

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

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

SECTION 2. Amendment to YPMC Section 15.04.010. Yarrow Point Municipal Code Section 15.04.010 is hereby amended by as follows:

15.04.010 Adoption of the State Building Code.

All construction activity and construction materials shall be governed by the Washington State Building Code as adopted in Chapter 96, Laws of 1974, as updated by the State Building Code Council to include the ~~2018~~ 2021 Editions of the following codes and amendments:

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

All codes referenced in the state legislation are hereby adopted by reference and included as if set forth in their entirety. This adoption shall include all other related codes, standards, and

amendments to the referenced codes adopted by the State Building Code Council and enacted by the Washington State Legislature.

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

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

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

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

Katy Kinney Harris, Mayor

Approved as to form:
Town Attorney

Attest/Authenticated:

Ogden Murphy Wallace, PLLC

Bonnie Ritter, Town Clerk-Treasurer

PUBLISHED BY THE TOWN COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: 746

Business of The Town Council Town of Yarrow Point, WA

Part of Consent Calendar
February 13, 2024

1. Modern Painting Group - Bid	Proposed Council Action: Authorize Mayor to Approve Bid
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Summary:

The Town has budgeted to have the Town Hall re-stained including the outside handrails, benches, and wood structures. The Town received four bids during the months between January 2024 – February 2024. The Modern Painting Group, which has a 5-star rating on Google, was the lowest chosen bidder.

Modern Painting Group - \$31,653.75
BLS Painting INC - \$38,535.00
Alba Painting & Coatings - \$35,727.45
Long Painting Company - \$43,139.00

Recommended Action:

Authorize the Mayor to approve the bid dated 1/25/2024 from Modern Painting Group to re-stain the Town Hall and related wood structures.



www.themodernpainting.com

DATE: 01/25/2024

Town of Yarrow Point
 4030 95th Ave Ne
 Yarrow Point,
 WA 98004

Estimate

LICENSED	BONDED	INSURED
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In regard to the Exterior preparation & stain at the above referenced property, M.P.G LLC will provide all the necessary labor and materials to successfully complete the project.

Project Scope of Work – City Hall

This project has been bided with prevailing wages as required by state code. Intent and affidavit will be filed before and after project. Client will be provided with approvals as required.

- Prep and stain all the following surfaces:
- All siding of the building – existing main color
- All soffits and fascia trim – existing trim color
- All ceiling lids
- All window trim, doors and door jams – existing color
- Prep and stain benches in front and by playground
- Prep and stain swing posts at playground area
- Prep and stain steps and fence by the slide (playground)
- Prep and stain deck rails, floor and underneath deck
- Carpentry: Remove one fascia board on the deck rails where it is rotten, install new board
- All preparation will be done per industry standards: pressure wash, clean moss and dirt, remove failed stain, have clean surface of wood before any staining has begun. Spray and back roll all the stain for higher durability and uniformed looking.

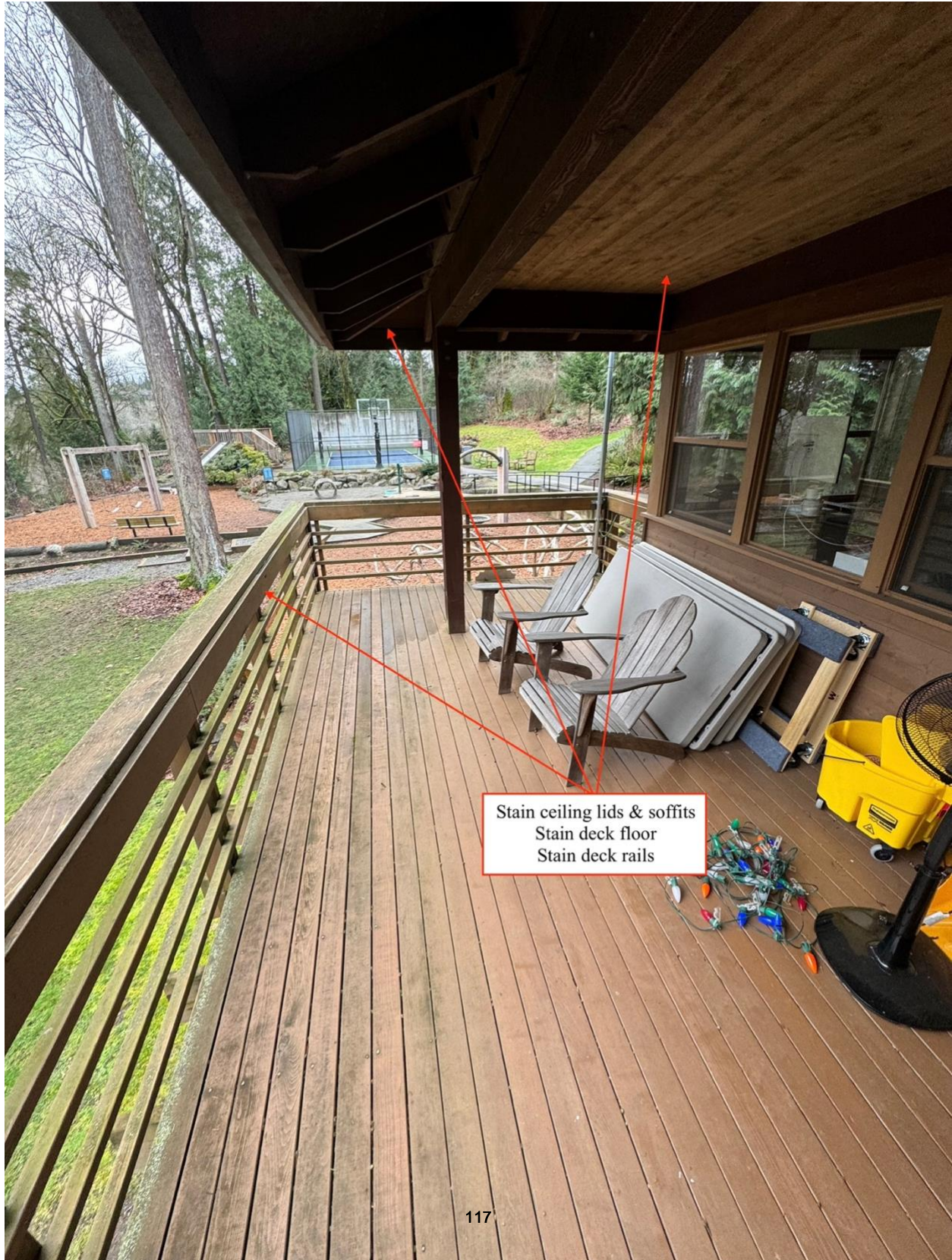


www.themodernpainting.com





www.themodernpainting.com





www.themodernpainting.com





www.themodernpainting.com



Prep and stain playground wood posts



www.themodernpainting.com





www.themodernpainting.com

Paint & Materials

Modern Painting Group is committed to only using highest quality products provided by Sherwin Williams Co, Benjamin Moore, and/or Rodda Paints and/or Daly's Wood Finishes. If client requests a different manufacture for their project, M.P.G will meet their request but won't guarantee that the warranty will remain the same.

Work Site

Modern Painting Group employees are to maintain a neat and safe work site at all times. Work site is to be cleaned and organized on daily basis. Safety cones and caution tape will be used as needed for the safety of our team members and our co-workers. Workers are to remain on the job site daily until project is completed per schedule requirements unless authorized otherwise by management in communication with the homeowner.

Change Orders & Customer Responsibilities

Work Crews are authorized to proceed per contract specifications and are not authorized to complete work beyond the specified details per contract. Each change order is to go through management where they will produce a change order form that will be signed by homeowner stating the approved changes. Please contact our office or your project manager for further details. Colors must be chosen 1 week prior to start date. This proposal will cover up to 4 colors, if more colors are requested, M.P.G will be able to provide the services at an extra cost for the extra labor and materials.

Payment Schedule

This project has been bided with prevailing wages as required by state code. Intent and affidavit will be filed before and after project. Client will be provided with approvals as required.

Scope Labor & Materials Included	Cost	Tax	Total
Prep and stain exterior surfaces as listed above under scope of work	\$28,750.00	\$2,903.75	\$31,653.75

Business of The Town Council
Town of Yarrow Point, WA

92nd Ave NE. & NE 40th St. Intersection safety	Proposed Council Action: For Approval
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Presented by:	Deputy Clerk – Austen Wilcox
Exhibits:	<ul style="list-style-type: none"> • Zumar estimate 51712 • Research article from Center for Transportation Research and Education • Costs for pedestrian crossing safety flags and holders

Summary:

The Town hears complaints and concerns from residents regarding the need for increased safety at the intersection of 92nd Ave NE & NE 40th St, and we are presenting the option to replace the (3) existing stop signs with solar powered flashing versions. In the summer months, traffic is increased with kids riding e-bikes who often ride through the stop signs without looking causing near misses with vehicles. Occasionally, drivers of vehicles who may not be familiar with the area are also reported running these stop signs. This causes concerned residents who often call Town Hall asking for steps to be taken to increase safety at this intersection. Flashing stop signs are an unobtrusive measure to grab the attention of drivers and a reminder to bicyclists to check for vehicles before entering through. Zumar will assist with free installation, a 15% King County discount was applied to the estimate, and the signs will mount on our existing wood stop sign posts.

Statistics for Effectiveness:

Dynamic radar speed signs cause drivers to pay attention because of their bright appearance and their ability to change. Studies show that static speed signs are easy to overlook because they are so familiar. If you pass the same sign every day, you are far less likely to notice or even think about it. Dynamic speed signs have the advantage of being different and thus command the attention of passing drivers more easily stop signs. *TrafficCalm - Stop Signs are Ineffective at Traffic Calming: Conventional Stop Sign Drawbacks*

A study conducted for the Minnesota Local Road Research Board (2014) included a cross sectional analysis of locations with flashing LED stop signs and locations without flashing LEDs. They reported a 42 percent decrease in right-angle crashes after LEDs were installed. In addition, they reported that drivers were significantly more likely to stop fully after installation of the LEDs when opposing traffic was present. *Center for Transportation Research and Education – Increase Visibility of Stop Signs: LEDs Around Stop Sign Face*

A study by the Texas Transportation Institute evaluated the effectiveness of LEDs embedded in stop signs and found a 28.9 percent decrease in the number of vehicles that failed to stop fully and a 52.9 percent decrease in vehicles that did not slow significantly through the intersection (Gates et al. 2004). *Center for Transportation Research and Education – Increase Visibility of Stop Signs: LEDs Around Stop Sign Face*

A study by the Virginia Tech Research Council also evaluated LEDs embedded in stop signs and found a 2.7 miles per hour (mph) decrease in vehicle approach speeds with greater decrease at night than during the day (Arnold and Lantz 2007). *Center for Transportation Research and Education – Increase Visibility of Stop Signs: LEDs Around Stop Sign Face*

Existing Flags on 92nd/NE 40th Intersection Stop Sign Posts:

The Town currently has small flags tied around the stop signs at the 92nd/NE 40th intersection. The flags have been a temporary reminder to help grab the attention of drivers, however, are not aesthetically appealing for long term. We have also considered wrapping the stop sign poles with a bright tape, rumble strips, and speed humps.

To increase pedestrian crossing safety, hand flags are an option for pedestrians to carry as they cross the intersection. These flags can get stolen and weathered which is a cost to continually replace over time, not to mention the management of the flags and buckets.

Recommended Motions:

- I move to approve Zumar estimate 51712 in the amount of \$6,783.00 for the purchase of (3) flashing solar powered stop signs.
- I move to direct staff to research more options.
- I move to table discussion of this topic until a later date.



Celebrating 70 Years

ISSUE PO TO

ZUMAR
12015 Steele Street South
Tacoma, WA 98448

ESTIMATE

ESTIMATE NUMBER: 51712
DATE ESTIMATED: 1/16/2024

BILL TO

TOWN OF YARROW POINT
ATTN: ACCOUNTS PAYABLE
4030 95TH AVE NE
YARROW POINT, WA 98004 US

SHIP TO

TOWN OF YARROW POINT
ATTN: ACCOUNTS PAYABLE
4030 95TH AVE NE
YARROW POINT, WA 98004 US

CUST. NO.	ACCOUNT MANAGER	TERMS	FOB	ESTIMATED SHIP DATE
001902	Tom Brandes	Net 30	FOB Origin	

FREIGHT: N/A TAX: \$685.09

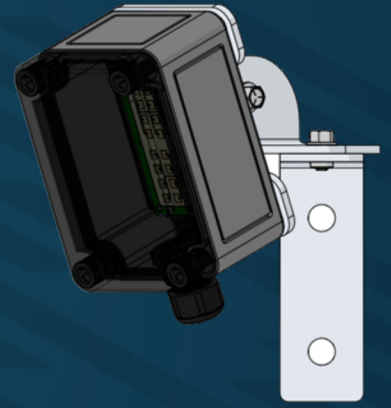
ITEM	PART NUMBER	QUANTITY ESTIMATED	UNIT PRICE	UOM	TOTAL PRICE
	DESCRIPTION				
001	100-1802 STOCK 30" FLASHER RING STOP,RED M75-R3030-WR01	3	635.00	EA	1,905.00 USD
002	100-1801 STOCK 30W BASIC SIGN CONTROLLER SOLAR M75-SA300-BSC3	3	1,026.00	EA	3,078.00 USD
003	100-1803 STOCK SMART RADAR UNIT M75-SA300-RDR0	3	600.00	EA	1,800.00 USD
TOTAL FOR ESTIMATE :					6,783.00 USD

This is a quotation on the goods named above and is subject to the conditions noted below:

Quote is valid today through date of expiration shown above. Prices are for goods shown on the plan and/ or takeoff sheet provided at the time of quote request. Pricing is for furnish only and does not include installation or hardware unless otherwise specified. Production days begin upon receipt of approved layouts (if applicable). Customer is responsible for all applicable sales taxes and duty which are calculated at the time of invoicing. Quotation valid for 30 days unless otherwise specified. All Visa, MasterCard, American Express, and Discover cards will incur a 3% surcharge to final invoice amount.

Smart Radar Detector

FLASHING SIGN SYSTEM



TRAFFICALM® SMART RADAR DETECTOR FOR FLASHING SIGNS

TraffiCalm® manufactures its own rugged Smart Radar Detector, as a cost effective option, to add to Flashing Sign Systems to make the LED flashers on the signs “vehicle activated.” The advantages are reduced power consumption and greater impact as the flashers activate when the sign is approached by a vehicle. No need to flash the sign in the middle of the night when no cars are passing.

Multiple Smart Radar Sensors can be added together in TraffiCalm’s Wrong Way Warning + Notification Systems using our patented collaborative detection sensors and zones.

FEATURES

Highly Accurate Radar

Doppler technology is utilized, similar to radar used by the police for enforcement. Excellent speed accuracy allows signs to be triggered at various speed thresholds.

Ruggedized Electronics

All Electronics are fully potted and environmentally sealed. The entire pole with sign, controller, solar panels, batteries and radar sensor can be fully submerged and still operate.

Ease of Installation

The ease of installation allows for quick setup on any existing sign post.

Made in the USA

TraffiCalm® Smart Radar Sensors are manufactured in the USA in an ISO 9001-2015 certified facility, meeting and exceeding industry and state testing requirements. The sensors are Build America/Buy America Act Compliant.

TRAFFICALM.COM



SPECIFICATIONS

DETECTION

Speed Resolution Min 5mph, Max 139 (8 kph to 224 kph)
K-Band (24.15GHz), direction sensing, license free (FCC Part 15 compliant)

Range: 1000 ft (365 m)

Doppler Radar

COMPATIBILITY

Integrates with all Trafficalm® Controllers and Collaborators

ENVIRONMENTAL

NEMA 4X Enclosure

Potted electronics (hermetically sealed)

-34° C to + 60° C operating range (-29° F to +140° F)



DETAILS

PHYSICAL DESCRIPTION

Size: 3.75" w x 2.5" h x 2.25" d (9.52 cm x 6.35 cm x 5.715)

Weight: 2.5 lbs (1.13 kg)

Mounting: Universal bracket accommodates most industry standard round or square posts of suitable load rating

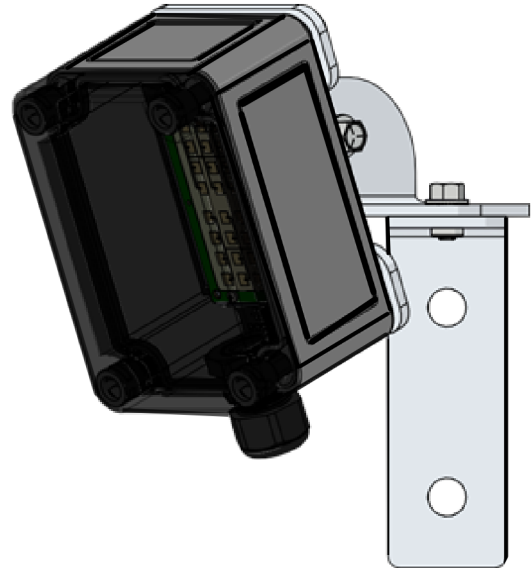
10ft (3 m) single cable extension to reach Controller or Collaborator

WARRANTY and SERVICE

5 year limited warranty

Unlimited tech support from US based factory technicians

M75-SA300-RDR0 Smart Radar Detector



CTRE**Center for Transportation Research and Education****Increase Visibility of Stop Signs: LEDs Around Stop Sign Face**

LEDs provide additional conspicuity to a stop sign face.

Description

Light emitting diodes (LEDs) are often placed around the face of stop or speed limit signs. The LEDs provide additional conspicuity to the sign face.

Placement

Use of LED lights around a sign face is covered in Section 2A.07 Retroreflectivity and Illumination of the *Manual on Uniform Traffic Control Devices (MUTCD)* (FHWA 2009). LEDs can be embedded to outline the sign or its words and symbol. The LEDs may flash or be set to steady mode. LEDs may also be constantly illuminated or activated by pedestrians or vehicles. In some applications, the lights may only be activated if sensors detect approach speeds where a driver is not likely to stop (Winn and Rice 2009).

Winn and Rice (2009) suggest that LED-embedded signs may be most useful at locations with sight distance limitations or locations with documented problems of drivers failing to recognize the intersection

Effectiveness

A study conducted for the Minnesota Local Road Research Board (2014) included a cross sectional analysis of locations with flashing LED stop signs (n=15) and locations without flashing LEDs (n= 240). They reported a 42 percent decrease in right-angle crashes after LEDs were installed. In addition, they reported that drivers were significantly more likely to stop fully after installation of the LEDs when opposing traffic was present.

A study by the Texas Transportation Institute evaluated the effectiveness of LEDs embedded in stop signs and found a 28.9 percent decrease in the number of vehicles that failed to stop fully and a 52.9 percent decrease in vehicles that did not slow significantly through the intersection (Gates et al. 2004).

A study by the Virginia Tech Research Council also evaluated LEDs embedded in stop signs and found a 2.7 miles per hour (mph) decrease in vehicle approach speeds with greater decrease at night than during the day (Arnold and Lantz 2007).

Advantages

- May be added to existing sign post
- May be particularly advantageous for older drivers
- Provides additional visibility at night

Disdvantages

- Cost
- Requires a power source

References

Arnold, E. D. and K. E. Lantz. *Evaluation of Best Practices in Traffic Operations and Safety: Phase I: Flashing LED Stop Sign and Optical Speed Bars*. Report FHWA/VTRC 07-R34. Virginia Tech Research Council, 2007.

FHWA. *Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD)*. U.S. Dept. of Transportation, Federal Highway Administration, Washington, DC, 2009.

Gates, Timothy J. and H. Gene Hawkins. *Applications for Advanced Sign Sheeting Materials*. Report 0-4271-S. Texas Transportation



Flashing LEDs around stop sign face (MnDOT).

Minnesota Local Road Research Board. *Impact of Flashing LED Stop Signs on Crash Reduction and Driver Behavior*. Minnesota Department of Transportation, St. Paul, MN. 2014.

Winn, Michael and Ed Rice. *Embedded LEDs in Signs*. Report FHWA-SA-09-006. Federal Highway Administration, 2009.

SYNTHESIS OF SAFETY-RELATED RESEARCH

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[Rural Speed Management](#)

RURAL INTERSECTIONS

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See Me Flags Crosswalk Starter Set
\$199.99



See Me Bin (Crosswalk Flag Holder)
\$79.99



Reflective See Me Flags for Crosswalks (Safety Flags) - Set of 12
\$64.99



Reflective See Me Flags for Crosswalks (Safety Flags) - Set of 24
\$119.99



See Me Flags Crosswalk Flag Set (Safety Flags) - Set of 12
\$39.99

Business of The Town Council

Town of Yarrow Point, WA

10.2

February 13, 2024

Town Work Plan for 2024 – Discussion and prioritizing projects	Proposed Council Action: For Approval
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Presented by:	Mayor Harris
Exhibits:	

Summary:

Discuss Town projects and priorities for 2024.

Recommended Motions:

- I move to approve the Town Work Plan as outlined in the February 13 meeting.
- I move to direct staff to research more options.

Council Members,

Good Evening, my name is Deedee Bondarev and I reside at 4029 95th Avenue, across the street from town hall. We purchased the property in 2005, and built our family home and have been residents of Yarrow Point for 19 years.

I am here to share my concerns on the recent proposals at the last council meeting to modify the current tree code with more punitive rules. Specifically, the proposal to designate "Heritage Tree" in a setback, as a tree that cannot be removed without a variance.

Our home and property is a substantial investment and like all investments, we want to see it grow in value, not lose value. Punitive measures like this negatively impact the value of our property for us, and any future owner(s).

For example, our lot has a large cedar within the 25 foot setback. As a "heritage tree" in the setback, it would render one-third of our lot unusable for anything other than maintaining the tree. A large diameter of surrounding land is required to support the tree and its root system. We know this for a fact because we placed our home at the back of our lot to preserve the Cedar. We LOVE our tree, enjoy it and are happy that it is appreciated by our community. However, when we built our home, we could not foresee how our needs might change. Frankly, it was not important because at the time of purchase, our land had **unrestricted** property rights. Now with this new restriction, if we want to add a 2nd dwelling to care for an aging parent, we cannot. If we want to build a pool or sports court, we cannot. A designated "heritage tree" would strip us of our rights to use that portion of our lot for any other use by us, or any future owners, in perpetuity. It is unacceptable to us that we would have to come begging for a variance in hopes of being granted permission to remove OUR tree on OUR land. Plain and simple, the limitation to build on one-third of our property reduces its value to us, and any future owners.

Again, the land with the tree, at the time of purchase, had **unrestricted** property rights. One-third of the lot, the land reserved by the "heritage tree", has a market value of \$1.5M. We pay property taxes for the ENTIRE lot. It is WRONG and UNFAIR to pay for the land, and property taxes that REQUIRE maintaining a "heritage tree" at the owner's expense, at our expense.

Please consider that there are other ways to achieve our common objectives of maintaining tree canopy and responding to Community outcry when property is clear-cut by developers. Punitive measures like this, punish me, and neighbors like me with significant trees. Land use rights are stripped, solely at the property owner's expense.

Consider more positive ways to achieve the objectives of maintaining tree canopy for the benefit of our community and future generations. Engage the community to participate and give input and ideas. For example, create a tree fund for the enhancement of public spaces: Morningstar Park, Whetherhill, or planting more trees in Town's Right of Way.

In closing, I am appreciative that you are reasonable and thoughtful in all your efforts to address a complex issue. I appeal to each and every council member to vote to keep the current tree ordinance AS IS and impose NO further punitive actions that negatively affect the private property rights of owners in Yarrow Point. Please, Do the Right Thing. Stand up for ALL your constituents. Stand up for property owners and protect, defend, and respect our property rights. Thank you.

February 8th, 2024

Dear members of the Council and the Planning Commission,

Two years ago, the council adopted a private property tree code, instantly dividing Yarrow Point into two separate and unequal property types. The winners, owners of the lots without significant trees, could choose to plant trees or choose to enjoy sunshine and unobstructed lake views. The losers, owners of the lots that have over the years retained large trees, were stripped of their right to choose, and were required in perpetuity, from current owner to all future owners to maintain and replenish trees in compliance with the newly established tree density requirements, to replace a single tree damaged by a storm with as many trees as necessary to meet the code's density of 1 tree per 5,000 square foot requirement and post a cash bond to warranty their obedience and compliance.

The Council and the Planning Commission congratulated themselves on "striking the balance," and "finding the middle". How exactly was that the middle? In what way was that in balance? What did the large tree owners get in exchange?

We, the large tree owners, voiced our opposition by petitioning the Council to reject land use restrictions and instead focus on incentives for the preservation of large trees and restoration of the tree canopy. The petition signature-gathering effort was primarily by word of mouth, and limited to the ridge area along 95th and 94th Avenues, an area with the highest concentration of large tree ownership in Yarrow Point. These 50+ signatures of actual Yarrow Point residents, with actual Yarrow Point physical addresses, represented an overwhelming majority of the large tree owners in the focus area, and if extended to other areas of the town, the petition would have most certainly been supported by a similarly overwhelming majority of large tree owners. What was Council's and the Planning Commission's response? – No changes were made to the private property tree code; our voices were completely ignored.

Yet now, in response to a web-based petition, signed in its majority by people living outside of Yarrow Point, the Council sprang into action, endorsing a slew of financially punishing restrictions and directing the Planning Commission to produce a more punitive revision of the tree code.

The petition itself was triggered by the proposed removal of large trees on three recently sold older properties, but what was lost in this avalanche of righteous indignation was the simple fact that these properties were not clear-cut. In fact, each of these properties retained more significant trees than can be found on the properties of most signatories to the web petition, most members of the Council and the Planning Commission.

What then could possibly be the justification for further discriminatory land use restrictions on properties of tree owners?

What was it that made the voices of this new petition, with barely a dozen of actual Yarrow Point residents, mean so much more to you than the voices of 50+ large tree owners of the prior petition?

As private citizens, you are entitled to your bias. However, as public servants, you were sworn in to represent the interests of all Yarrow Point residents, independent of your personal bias, and that includes us, the large tree owners. Yet at the last meeting, not a single council member stood up and challenged the unrestrained assault on our property rights. Private property rights are protected under the Fifth Amendment of the Constitution, which you were sworn in to uphold, and unlike trees, these rights are not a renewable resource. Prioritize them, protect them, be fair, do not make the code even more punitive than it already is, defend our rights.

Vadim Bondarev
4029 95th Ave NE
Yarrow Point WA 98004