

**Park Commission Chairperson:** Carolyn Whittlesey

**Members:** Amy Pellegrini, Jim Bugbee, Robert Afzal, Nancy Daltas

**Mayor:** Katy Kinney Harris

**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. Individuals wishing to 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](mailto:depclerk@yarrowpointwa.gov) and leave a message before 3:30 PM on the day of the Park Commission meeting. Please 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 you are called on to speak. Speakers will be allotted 3 minutes for comments. Please state your name and whether you are a Yarrow Point resident (and address if you wish). You will be asked to conclude your remarks when you reach the 3-minute limit. Park Commission Members will not respond directly at the meeting or have a back-and-forth exchange during the Public Comment period, but they may ask staff to research and report back on an issue.

### **Join on computer, mobile app, or phone**

1-253-205-0468

Meeting ID: 874 5361 3954#

Passcode: 539963

<https://us02web.zoom.us/j/87453613954?pwd=s1ubfuX8h3dPdZwIHv78pFkdPmya84.1>

1. **CALL TO ORDER:** Park Commission Chairperson, Carolyn Whittlesey

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:** Park Commission Members, Amy Pellegrini, Jim Bugbee, Robert Afzal, Nancy Daltas

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

5. **MINUTES**

- January 28, 2025, Regular Park Commission Meeting

6. **STAFF REPORTS**

7. **APPEARANCES/PUBLIC COMMENT**

If you call in via telephone, please unmute yourself by dialing \*6 when you are called on to speak.

Comments via email may be submitted to [depclerk@yarrowpointwa.gov](mailto:depclerk@yarrowpointwa.gov) or regular mail to: Town of Yarrow Point, 4030 95<sup>th</sup> Ave NE, Yarrow Point, WA 98004. *Park Board Members will not respond directly at the meeting or have a back-and-forth exchange, but they may ask staff to research and report back on an issue.*

8. **REGULAR BUSINESS**

8.1 – Sally’s Alley East Design

8.2 – Spring Clean Up Day Planning

8.3 – Prioritizing Public Works Field Duties

9. **ADJOURNMENT**

**TOWN OF YARROW POINT  
TOWN PARK COMMISSION REGULAR MEETING  
January 28, 2025  
7:00 p.m.**

The Town Park Commission of the Town of Yarrow Point, Washington met in regular session on Tuesday, January 28, 2025, at 7:00 p.m. in the Council Chambers of Town Hall.

**PARK COMMISSION PRESENT:** Chair Carolyn Whittlesey, Park Commission Members Jim Bugbee and Amy Pellegrini

**PARK COMMISSION ABSENT:** Park Commissioners Nancy Daltas and Robert Afzal

**STAFF PRESENT:** Deputy Clerk Austen Wilcox

**1. CALL TO ORDER**

Chair Fleming called the Park Commission meeting to order at 7:04 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. APPROVAL OF AGENDA**

**MOTION:** Motion by Chair Whittlesey, seconded by Park Commissioner Bugbee to amend the agenda to discuss 8.3 - Park Commission 2025 Budget before 8.1 Sally's Alley East Design.

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

**5. APPROVAL OF THE MINUTES:**

**MOTION:** Motion by Chair Whittlesey, seconded by Park Commissioner Pellegrini to approve November 26, 2025, regular minutes as amended.

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

**6. STAFF REPORTS**

**7. APPEARENCES/PUBLIC COMMENT**

No comment.

**8. REGULAR BUSINESS**

**8.1 – Sally's Alley East Design**

The bid received was much higher than expected. The Park Commission discussed options for presenting the plan to Council. Commissioner Afzal will present the plan to Council.

**MOTION:** Motion by Chair Whittlesey, seconded by Park Commissioner Bugbee to present the package, budget and cost estimate at the February 11 Council meeting for recommendation to put the project out to bid.

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

**8.2 – Spring Clean Up – Setting a Date**

The Park Commission chose April 26 to hold the clean up day.

**MOTION:** Motion by Chair Whittlesey, seconded by Park Commissioner Pellegrini to hold clean up day on April 26, 2025.

VOTE: 3 for, 0 against. Motion carried.

**8.3 – Park Commission 2025 Budget**

The Park Commission discussed the proposed budget and project priorities.

**9. ADJOURNMENT**

Motion by Chair Whittlesey, seconded by Park Board Commissioner Pellegrini to adjourn the meeting at 7:49 p.m. All voted in favor. Motion carried.

VOTE: 3 for, 0 against. Motion carried.

\_\_\_\_\_  
Chair, Carolyn Whittlesey

\_\_\_\_\_  
Attest: Austen Wilcox, Deputy Clerk

DRAFT

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<b>Sally's Alley East Design</b>	<b>Proposed Park Commission Action: For Discussion</b>
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<b>Presented by:</b>	Chair, Carolyn Whittlesey
<b>Exhibits:</b>	

**Summary:**

Further discussion for Sally's Alley Eastern design.

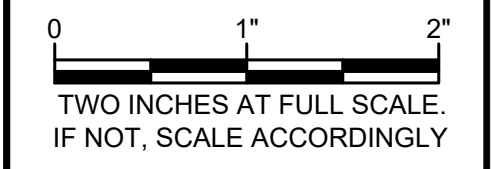
**Recommended Action:**

I move to incorporate discussed elements into the design concept.

No.	DATE	REVISION

ISSUED FOR: BID PLAN SET  
 ISSUE DATE: JAN 2025  
 APPROVED BY: KWB  
 CHECKED BY: CJB  
 DRAWN BY: MAN

G & O JOB NO.: 23445.02  
 FILE: STORM P&P.DWG

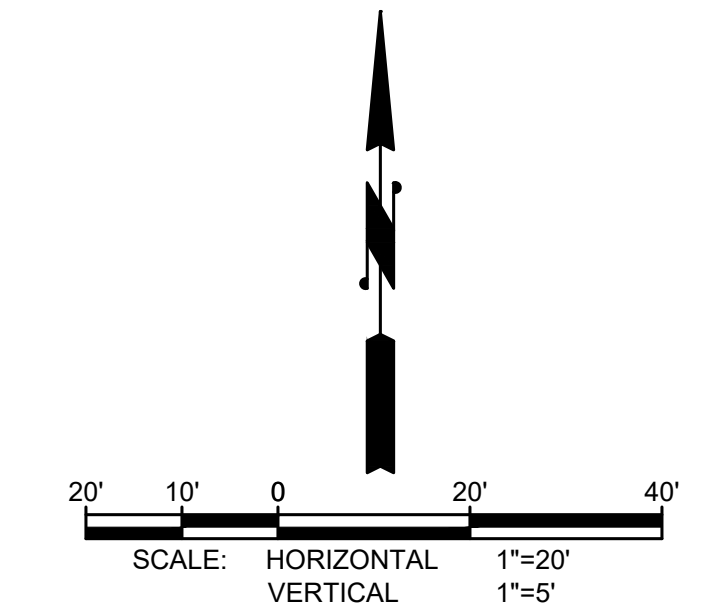


**CIVIL**

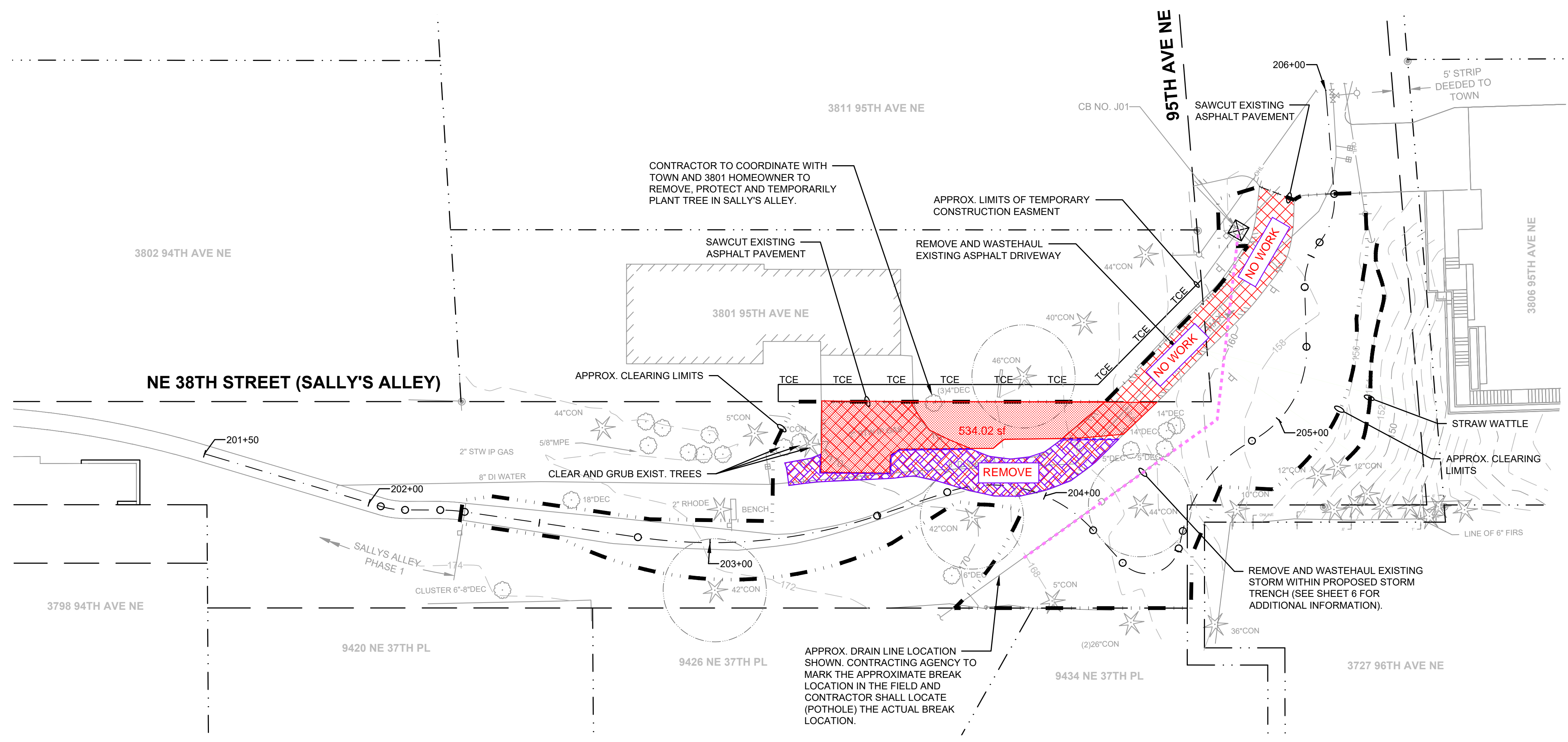
**BURIED UTILITIES IN AREA  
CALL BEFORE YOU DIG**  
 1-800-424-5555  
 EXISTING UTILITIES SHOWN ARE FROM THE  
 BEST AVAILABLE INFORMATION AND NO  
 GUARANTEE IS MADE AS TO THE EXACT SIZE,  
 TYPE, LOCATION OR DEPTH

**TESC AND DEMO PLAN**

DRAWING: **5** OF: **9**



- ☒ STORM DRAIN INLET PROTECTION PER TEMPORARY WATER POLLUTION/EROSION CONTROL NOTES, SEE SHEET 4
- APPROX. TREE PROTECTION AREA (±15' RADIUS AROUND TREE). CONTRACTOR SHALL NOTIFY THE CONTRACTING AGENCY PRIOR TO CUTTING ANY ROOTS 2" DIAMETER OR GREATER.



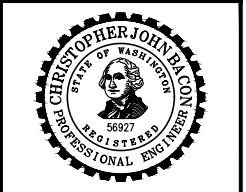
- 2/19/2025 Revised scope of work:**
- 1.) 3801 Driveway -
    - a.) Leave incoming area and private property area "as is"
    - b.) sawcut future driveway limits from existing asphalt and remove excess (in upper alley only); haul away asphalt and move any gravel base to pathway fill;
    - c.) restore area with 6" topsoil (town to hand seed and park board to plant later in spring);
    - d.) excavate 6" max to install 4" CSBC and 2" CSTC in new driveway section (534 sf);
    - e.) no timber strips and no catch basin, pipe, or rip/rap pad on driveway;
    - f.) add 1-ft min. gravel shoulder to upper driveway remaining asphalt so stormwater can disperse/sheet flow off
  - 2.) Pathway -
    - a.) Excavate, grade, and install 5' wide gravel pathway as shown.
    - b.) no steel edging and no cut through stones.
    - c.) Yes still to rockery at SE corner
    - d.) In lieu of timber strips use on-site rocks (or telephone poles) at entrance to cover anticipated grade change from new pathway entrance to existing driveway.
    - e.) no storm structures at mid-bend, only required bend and then structure at at very northern end.

**RIGHT-OF-WAY DISCLAIMER**  
 THE RIGHT-OF-WAY AND/OR  
 PROPERTY LINES SHOWN HEREON  
 ARE BASED ON AVAILABLE  
 INFORMATION, NOT ON A SURVEYED  
 LOCATION AND ARE ONLY  
 APPROXIMATE.

**APPROVAL FOR CONSTRUCTION**  
 BY: TOWN OF YARROW POINT  
 DATE: JANUARY 2025  
 APPROVAL EXPIRES: JANUARY 2026

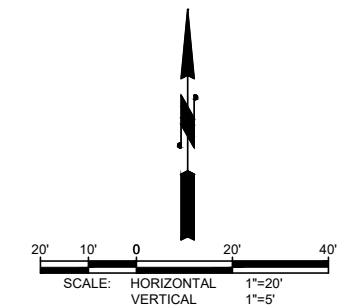
M:\yarrow point\23445.00 town wide storm and ug\03 construction\plan revisions\23445.02 sallys alley phase 2\Civil\STORM P&P.dwg, 1/23/2025 11:48 AM, CHRIS BAACON

M:\yarrow point\23445.00 town wide storm and ug\03 construction\plan revisions\23445.02 sallys alley phase 2\Civil\STORM P&P\_1\_6739\_be21dr08.svs.dwg, 2/25/2025 6:52 PM, CHRIS BACON

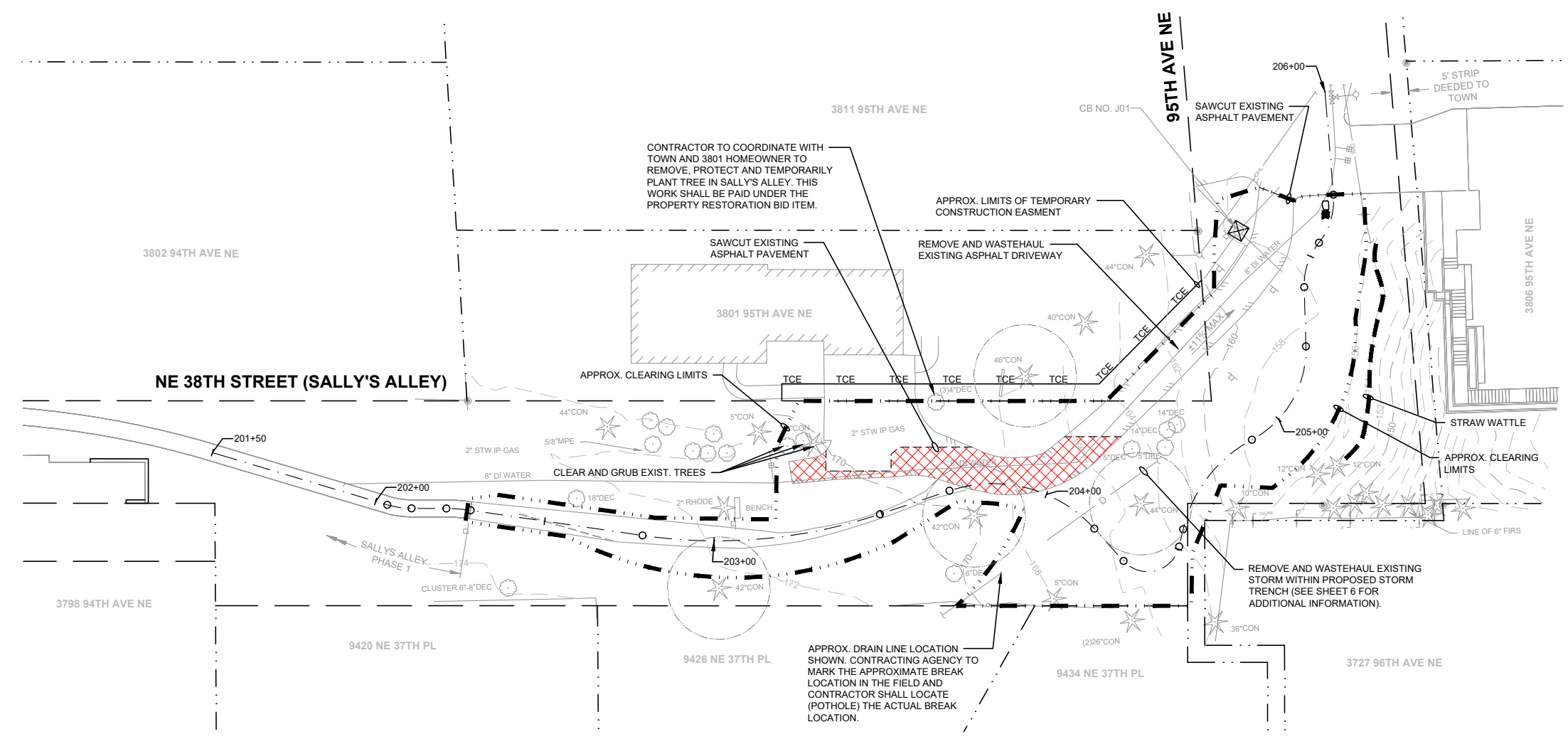


TOWN OF  
**YARROW POINT**

**SALLY'S ALLEY  
PHASE 2**



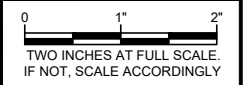
- ☒ STORM DRAIN INLET PROTECTION PER TEMPORARY WATER POLLUTION/EROSION CONTROL NOTES, SEE SHEET 4
- APPROX. TREE PROTECTION AREA (+15' RADIUS AROUND TREE). CONTRACTOR SHALL NOTIFY THE CONTRACTING AGENCY PRIOR TO CUTTING ANY ROOTS 2" DIAMETER OR GREATER.



No.	DATE	REVISION

ISSUED FOR:	BID PLAN SET
ISSUE DATE:	JAN 2025
APPROVED BY:	KWB
CHECKED BY:	CJB
DRAWN BY:	MAN

G & O JOB NO.: 23445.02 - STORM  
FILE: 1\_6739\_BE21DR08.SVS.DWG



**CIVIL**

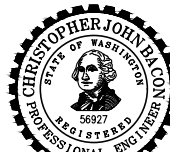
**BURIED UTILITIES IN AREA  
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EXISTING UTILITIES SHOWN ARE FROM THE BEST AVAILABLE INFORMATION AND NO GUARANTEE IS MADE AS TO THE EXACT SIZE, TYPE, LOCATION OR DEPTH

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**APPROVAL FOR CONSTRUCTION**  
BY: TOWN OF YARROW POINT  
DATE: JANUARY 2025  
APPROVAL EXPIRES: JANUARY 2026

**TESC AND DEMO PLAN**

DRAWING: **5** OF: **9**



TOWN OF  
**YARROW POINT**

**SALLY'S ALLEY  
PHASE 2**

No.	DATE	REVISION

ISSUED FOR: BID PLAN SET

ISSUE DATE: JAN 2025

APPROVED BY: KWB

CHECKED BY: CJB

DRAWN BY: MAN

G & O JOB NO.: 23445.02

FILE: 1 6739 BE21DR08.SVS.DWG

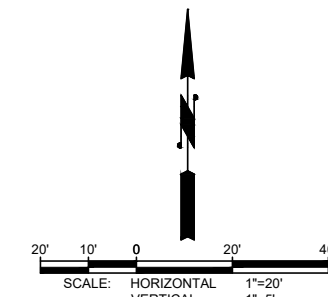
SCALE: 1" = 10'

TWO INCHES AT FULL SCALE.  
IF NOT, SCALE ACCORDINGLY

**CIVIL**

**TRAIL AND DRIVEWAY  
RESTORATION PLAN &  
PROFILE**

DRAWING: **6** OF: **9**

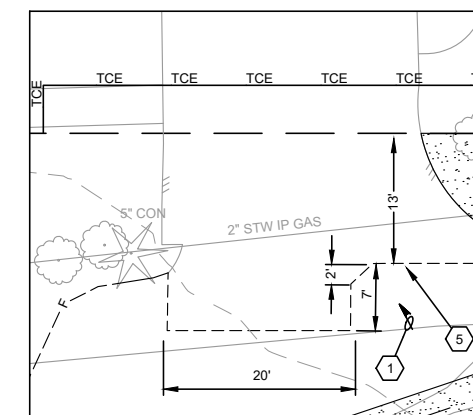


**GENERAL NOTES**

- RESTORE ALL DISTURBED SURFACES WITH SEEDING, FERTILIZING AND MULCHING OVER 4" SUITABLE NATIVE MATERIAL OR TOPSOIL.
- CONTRACTOR SHALL MAINTAIN PEDESTRIAN ACCESS 3801 95TH AVE NE AND CONSTRUCTION VEHICLE ACCESS TO 3806 95TH AVENUE NE AT ALL TIMES.
- PROTECT ALL TREES EXCEPT AS NOTED. CONTRACTOR SHALL NOTIFY CONTRACTING AGENCY PRIOR TO CUTTING ROOTS GREATER THAN 2" IN DIAMETER.

**CONSTRUCTION NOTES**

- MAINTAIN CONSTANT GRADE.
- CLEAR AND GURB TO A DEPTH OF 6". COMPACT SUBGRADE AND INSTALL 2" OF CSTC OVER 4" CSBC (COMPACTED DEPTHS).
- RELOCATE EXIST. SIGN, FURNISH AND INSTALL NEW POST, FOUNDATION AND HARDWARE IN-KIND. WASTEHAUL EXISTING POST AND FOUNDATION.
- INSTALL ROCKERY PER DETAIL, SHEET 8. (APPROX. HEIGHT NOTED)



**DRIVEWAY DETAIL**

SCALE 1" = 10'

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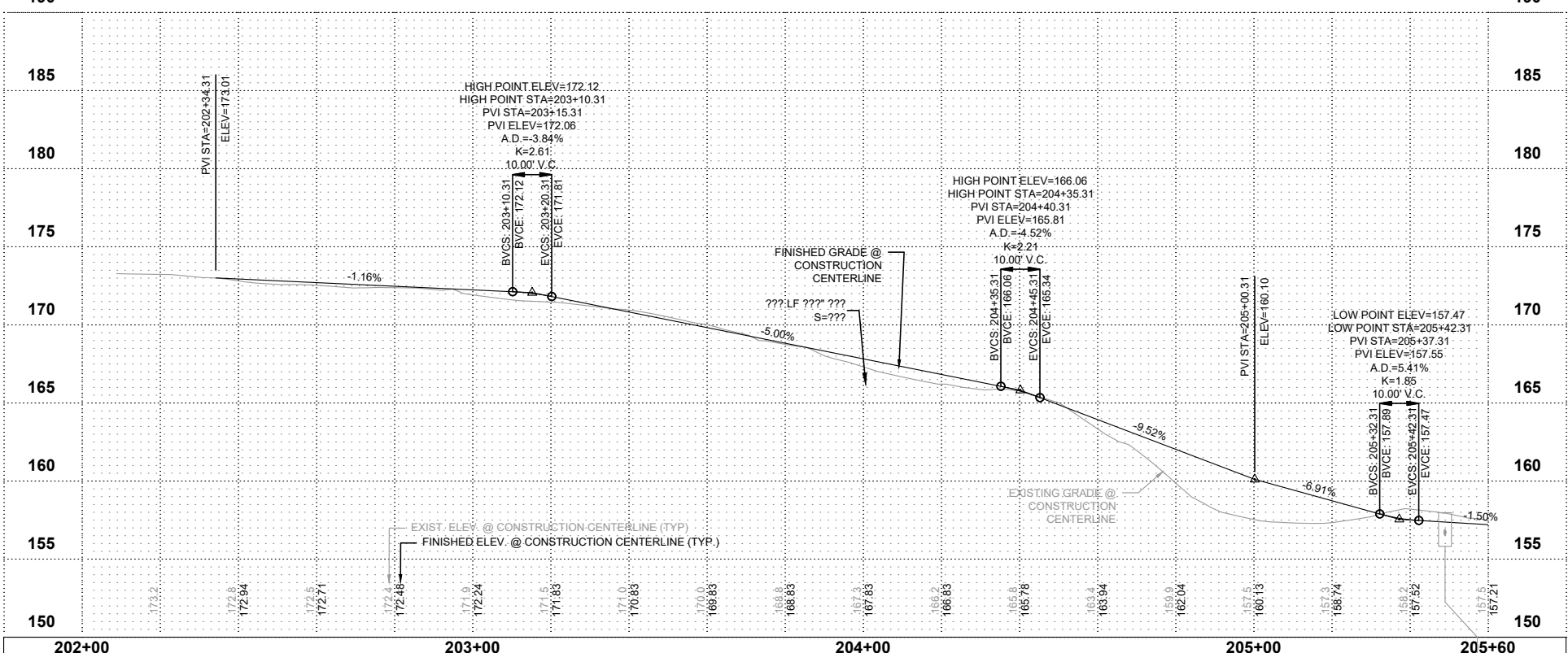
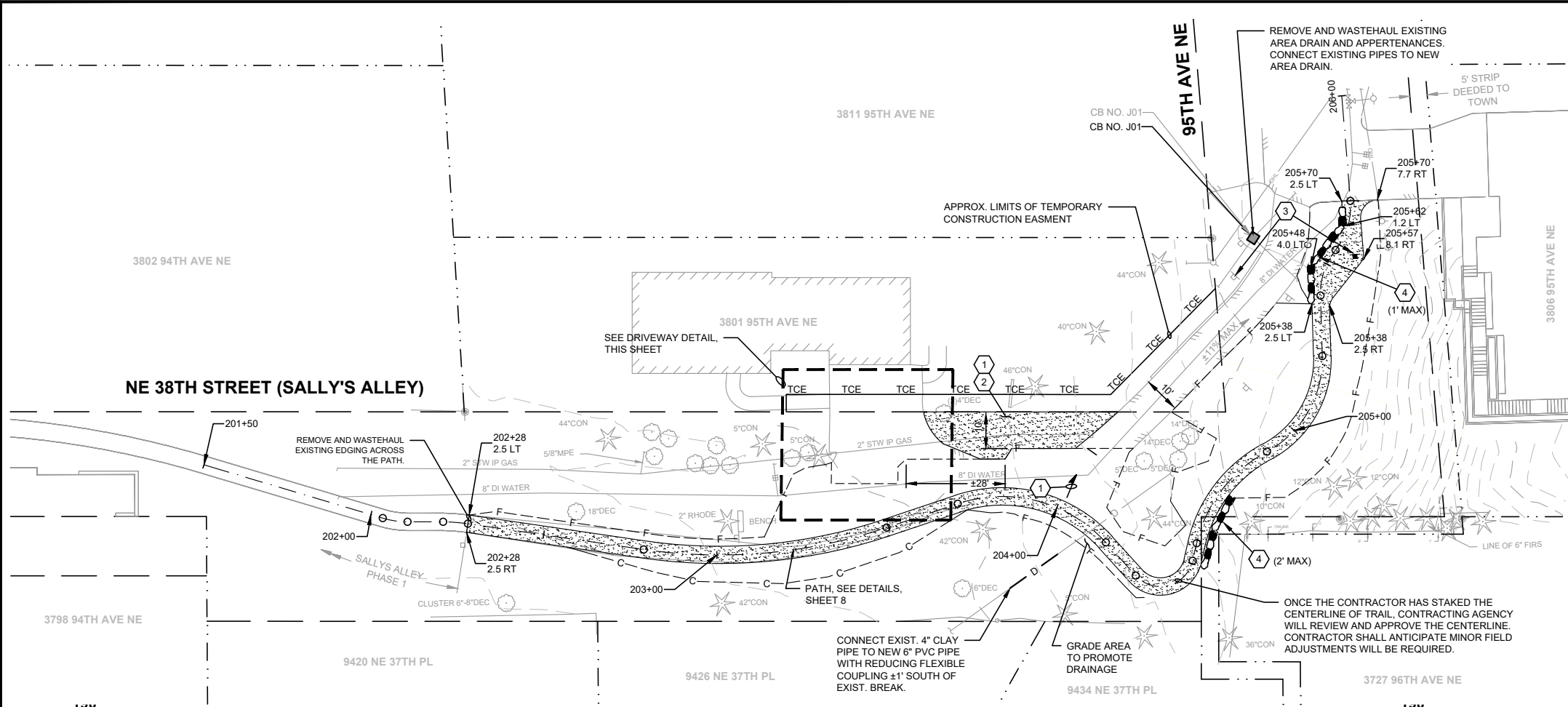
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**APPROVAL FOR CONSTRUCTION**

BY: TOWN OF YARROW POINT

DATE: JANUARY 2025

APPROVAL EXPIRES: JANUARY 2026



EX. AREA DRAIN, CB NO. J01  
STA. 205+49.0, 22.3 LT  
IE=156.56 4" CPEP SW  
IE=156.56 4" CPEP SE  
IE=156.56 4" CONC NE  
IE=156.56 4" PVC NW

M:\yarrow point\23445.02 town wide storm and ug\c03 construction\plan revisions\23445.02 sallys alley phase 2\CIVIL\STORM P&P\_1\_6739\_be21dr08.svs.dwg, 2/25/2025 6:52 PM, CHRIS BACON

February 22, 2025

Sally Alley scope of work and resource list—east end

All using current plan as base for instructions on scope of work

- Site preparation
  - Grading /clearing
  - Survey, siting and location of utilities
  - Fill dirt to raise level—QTY required unknown
    - Local supply –from Yarrow Point construction sites
    - Brought in/ purchased
- New pathway from west end barrier to approx. large cedar at asphalt edge
  - Match existing path from west side
  - Alternatives to steel??—budgeted at 35K for 700 linear feet
- Pathway from large cedar to street entrance on 95<sup>th</sup>
  - Using current plan path location
  - Gravel base –per plan
    - 4” substrate rock—2-3 inch compacted gravel
  - Border alternatives—plastic, wood, rock
    - Only on down hill side of path?
- French drain rockery-no other catch basin drains as outlined in plan
- Large rock placement
  - Wall and decorative
- Telephone pole placement and possible chain saw milling
  - Path Entrance of 95<sup>th</sup>
  - Barrier to slope above new construction
  - Use on new pathway
    - Split lengthwise to increase linear footage—2 pieces per pole
    - Cut to square off like timber??—could get 4 pieces per pole
- Mulching And planting of on-site
  - 4 inches recommended on mulching
- ferns and plants
  - Additional from Loder property?
- Move large Rhody and plant

**Available on-site resources:**

- Telephone Poles
- Large decorative rocks-additional have been offered from Wazeri Build



- Small rocks
- Ferns and other plants
- Possible fill dirt from local construction properties

**TOWN OF YARROW POINT**  
**SALLY'S ALLEY PHASE 1**  
**ENGINEER'S CONSTRUCTION COST ESTIMATE**  
**January 25, 2025**  
**G &O #23445.02**

<b>ITEM</b>		<b>ESTIMATED</b>	<b>UNIT</b>		
<b>NO.</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>		<b>PRICE</b>	<b>AMOUNT</b>
101	Minor Changes (1-04.4(1))	1 LS	\$	4,000 \$	4,000
102	Mobilization, Cleanup, and Demobilization (1-09.7)	1 LS	\$	8,000 \$	8,000
103	Pedestrian Traffic Control (1-10.5(1))	1 LS	\$	2,000 \$	2,000
104	Clearing and Grubbing (2-01.5)	1 LS	\$	10,000 \$	10,000
105	Removal of Structures and Obstructions (2-02.5)	1 LS	\$	5,000 \$	5,000
106	Removing Asphalt Concrete Pavement (2-02.5)	90 SY	\$	20 \$	1,800
107	Excavation, Embankment and Grading, Incl. Haul (2-03.5)	50 CY	\$	50 \$	2,500
108	Gravel Borrow, Incl. Haul (2-03.5)	200 TN	\$	50 \$	10,000
109	Locate Existing Utilities (2-09.5)	1 LS	\$	2,000 \$	2,000
109	Crushed Surfacing Base Course (4-04.5)	20 TN	\$	65 \$	1,300
110	Crushed Surfacing Top Course (4-04.5)	60 TN	\$	65 \$	3,900
111	1/4 Inch Minus (4-04.5)	20 TN	\$	200 \$	4,000
112	PVC Storm Sewer Pipe, 4 In. Diam. (Incl. Bedding) (7-04.5)	140 LF	\$	75 \$	10,500
113	Area Drain (7-05.5)	1 EA	\$	2,000 \$	2,000
114	Bank Run Gravel for Trench Backfill (7-08.5)	140 TN	\$	50 \$	7,000
115	Erosion Control and Water Pollution Prevention (8-01.5)	1 LS	\$	2,000 \$	2,000
116	Seeding, Fertilizing and Mulching (8-02.5)	450 SY	\$	10 \$	4,500
117	Topsoil, Type A (8-02.5)	50 CY	\$	80 \$	4,000
118	Property Restoration (8-02.5)	1 FA	\$	2,000 \$	2,000
119	Quarry Spalls (8-15.5)	2 TN	\$	80 \$	160
120	Permanent Signing (8-21.5)	1 LS	\$	1,000 \$	1,000
121	Rock Wall (w/ Existing Rocks)	60 SF	\$	50 \$	3,000
122	Additional Rock Wall	40 SF	\$	100 \$	4,000
	Estimated Construction Cost			\$	94,660
	Sales Tax (0% )			\$	-
	<b>TOTAL ESTIMATED CONSTRUCTION COST (ROUNDED)</b>			<b>\$</b>	<b>94,700</b>

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<b>Spring Clean Up Day Planning</b>	<b>Proposed Park Commission Action: For Discussion</b>
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<b>Presented by:</b>	Chair, Carolyn Whittlesey
<b>Exhibits:</b>	

**Summary:**

Discuss planning for the upcoming April 26, 2025 spring clean up day.

**Recommended Action:**

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<b>Prioritizing Public Works Duties</b>	<b>Proposed Park Commission Action: For Discussion</b>
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<b>Presented by:</b>	Chair, Carolyn Whittlesey
<b>Exhibits:</b>	

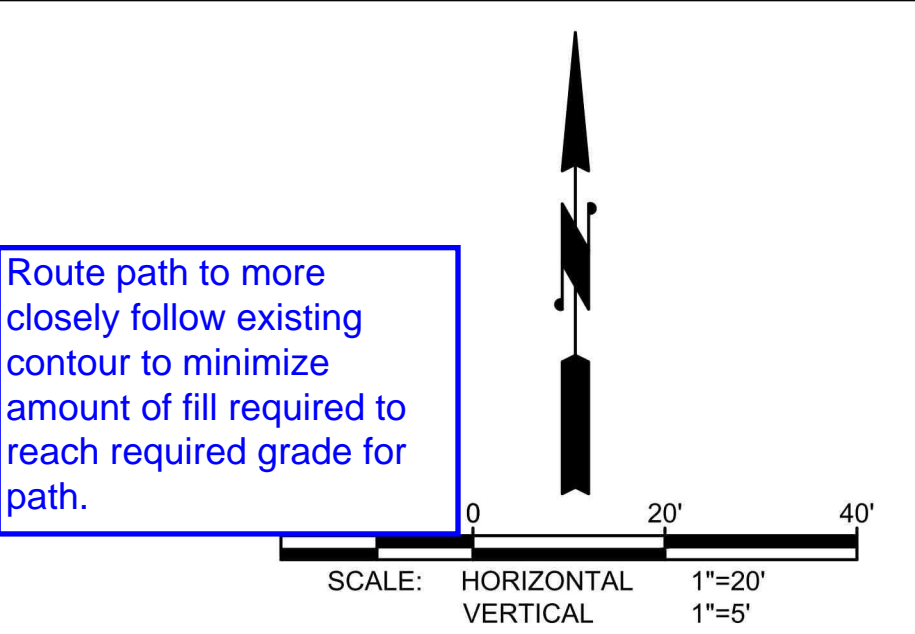
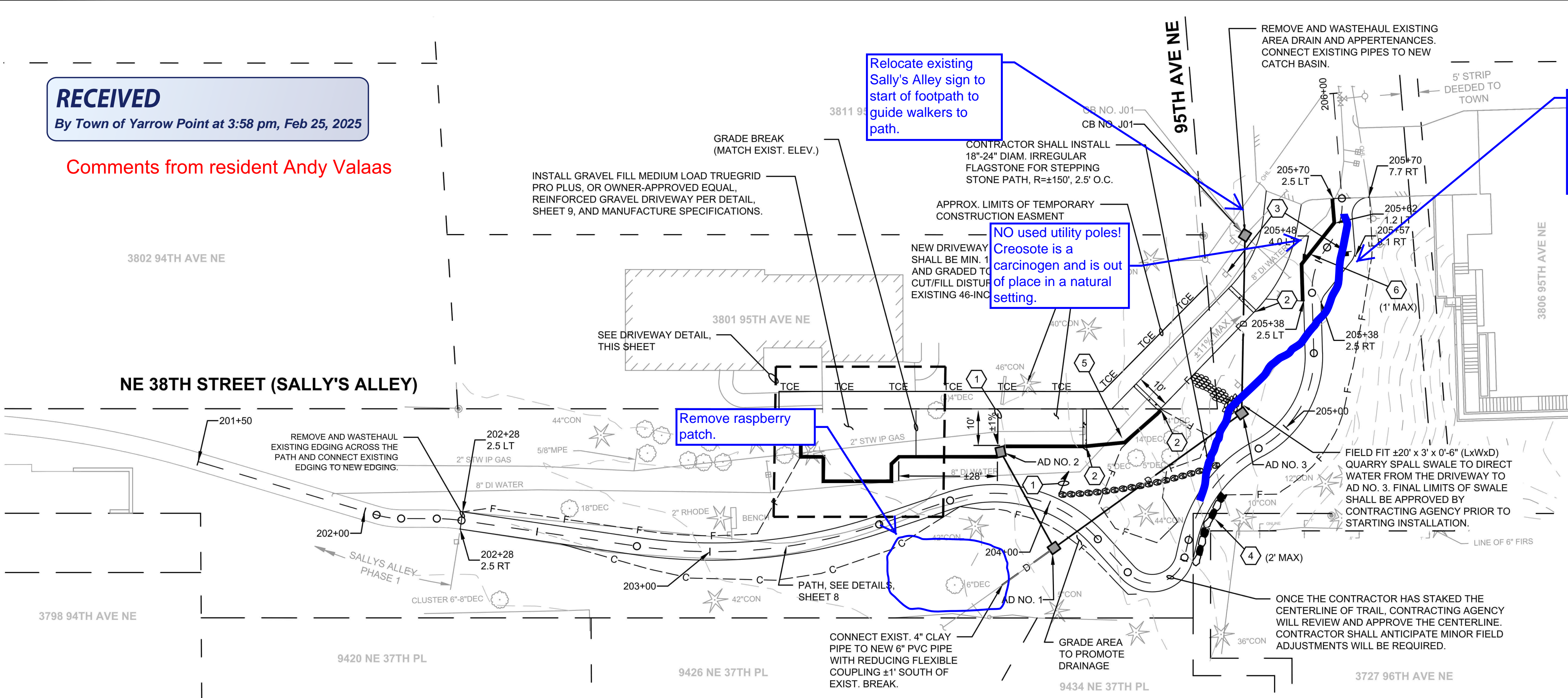
**Summary:**

Discuss prioritizing public works field duties.

**Recommended Action:**

**RECEIVED**  
By Town of Yarrow Point at 3:58 pm, Feb 25, 2025

Comments from resident Andy Valaas



**GENERAL NOTES**

- RESTORE ALL DISTURBED SURFACES WITH SEEDING, FERTILIZING AND MULCHING OVER 4" SUITABLE NATIVE MATERIAL OR TOPSOIL.
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**CONSTRUCTION NOTES**

- MAINTAIN CONSTANT GRADE.
- INSTALL ±10' x 1' x 1' (L x W x D) CLASS 4000 CONCRETE CURB ACROSS THE FULL WIDTH OF THE DRIVEWAY AT APPROXIMATE POINTS OF CURVATURE AND TANGENCY. TRUEGRID PRO PLUS SHALL BE INSTALLED FLUSH UP TO CURB (BOTH SIDES) AND TOP OF CURB SHALL BE SET 1/2" BELOW FINISH GRADE.
- RELOCATE EXIST. SIGN. FURNISH AND INSTALL NEW POST, FOUNDATION AND HARDWARE IN-KIND. WASTEHAUL EXISTING POST AND FOUNDATION.
- INSTALL ROCKERY PER DETAIL, SHEET 8.
- INSTALL SINGLE TIMBER EDGING AT LIMITS OF ASPHALT. SEE DETAIL, SHEET 8.
- INSTALL STACKED TIMBER EDGING PER DETAIL, SHEET 8. (APPROX. HEIGHT NOTED.)

**Gray & Osborne, Inc.**  
CONSULTING ENGINEERS  
3710 168TH STREET NORTHEAST,  
BUILDING B, SUITE 210  
ARLINGTON, WA 98223  
(360) 454-5490

TOWN OF  
**YARROW POINT**



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**SALLY'S ALLEY  
PHASE 2**

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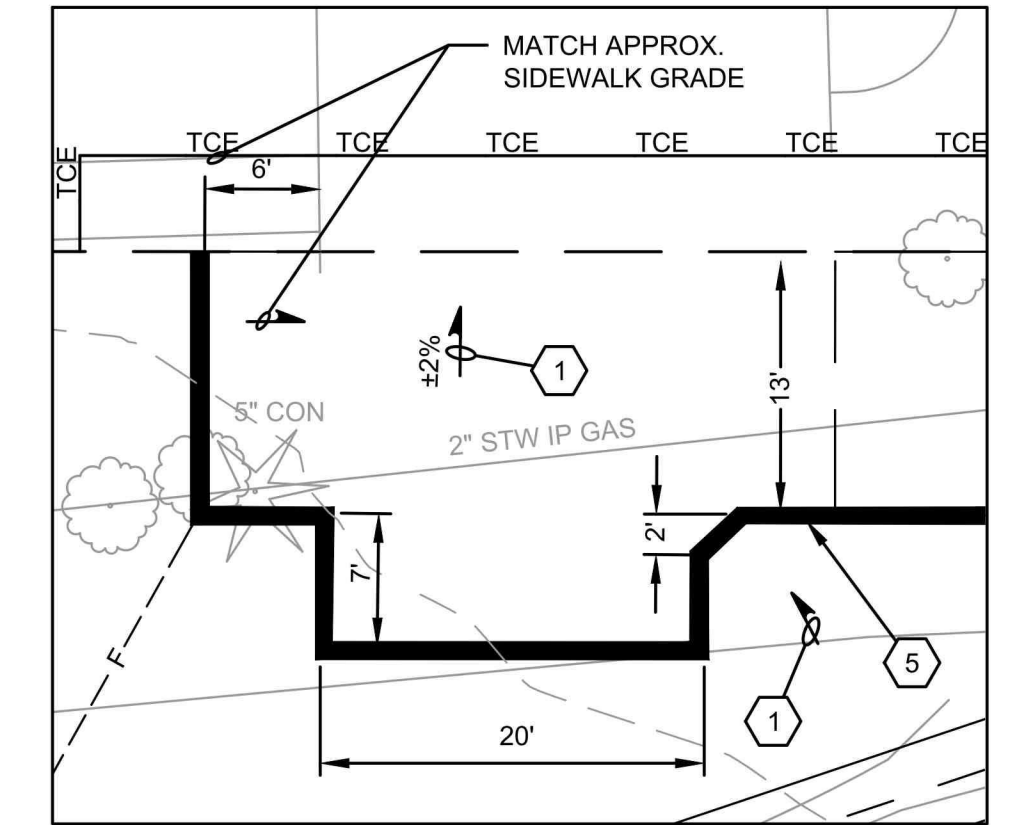
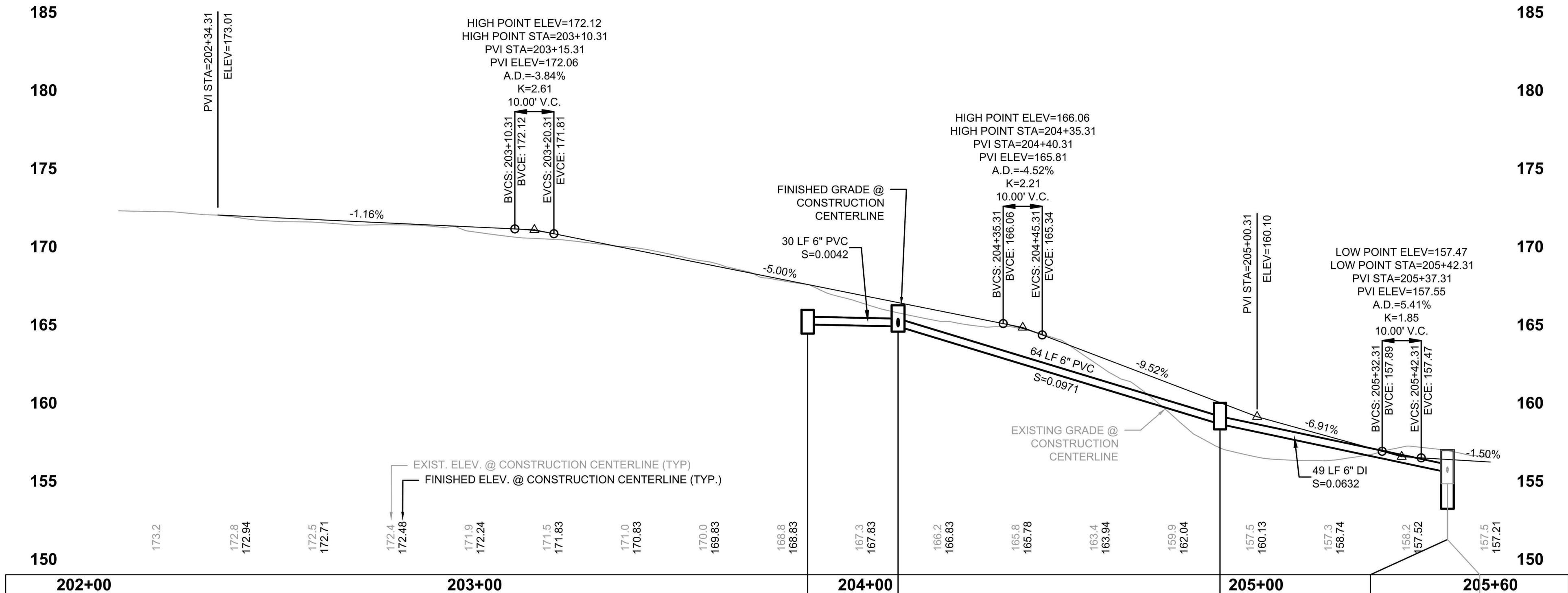
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**CIVIL**

**TRAIL AND DRIVEWAY  
RESTORATION PLAN &  
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DRAWING: **6** OF: **9**

m:\yarrow point\23445.00 town wide storm and ucn03 construction\plan revisions\23445.02 sallys alley phase 2\Civil\STORM P&P.dwg, 1/23/2025 11:40 AM, CHRIS BACON



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