



Town Park Commission Special Meeting
Wednesday, May 28, 2025 - 7:00 PM
Town Hall/Virtual
4030 95th Ave NE, Yarrow Point, WA. 98004

YARROW POINT

The Town of Yarrow Point is a resilient, caring community committed to sustainable development and preserving our unique neighborhood character, heritage, and natural resources. We endeavor to pass these values and traditions to future generations.

Park Commission Chairperson: Carolyn Whittlesey
Commissioners: Amy Pellegrini, Jim Bugbee, Robert Afzal, Nancy Daltas
Town Attorney: Emily Romanenko
Clerk-Treasurer: Bonnie Ritter
Deputy Clerk: Austen Wilcox

Meeting Participation

The Town of Yarrow Point has moved to hybrid Park Commission meetings, both in-person at Town Hall and virtual online or by phone. Individuals wishing to speak live should register their request with the Deputy Clerk at 425-454-6994 or email depclerk@yarrowpointwa.gov before 2:00 PM the day of the Council meeting. Please reference *Public Comments for the Park Commission Meeting* in your correspondence. 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.

Join on computer, mobile app, or phone

1-253-215-8782

Meeting ID: 884 5553 2410#

Passcode: 071427

<https://us02web.zoom.us/j/88455532410?pwd=WaYai6Shr4sY34GmZl3cMXq0dC0M4A.1>

1. **CALL TO ORDER:** Chair, Carolyn Whittlesey
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Commissioners Amy Pellegrini, Jim Bugbee, Robert Afzal, Nancy Daltas
4. **APPROVAL OF/AMENDMENTS TO AGENDA**
5. **STAFF REPORTS (15 minutes)**
6. **APPEARANCES/PUBLIC COMMENT** **Speakers will be allotted 3 minutes**
Please wait for the Deputy Clerk to call on you to speak.
If you dial in via telephone, please unmute yourself by dialing *6 when you are recognized. 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. Councilmembers 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 April 26, 2025 “Dirt and Doughnuts” Clean Up Day Wrap Up

8.2 Sally's Alley Update/Wrap Up

8.3 2025 Park Commission Comprehensive Work Plan

8.4 Town Entry Landscape Improvements

9. **ADJOURNMENT**

Next regular town Park Commission meeting: June 24, 2025 at 7:00 p.m.

**TOWN OF YARROW POINT
TOWN PARK COMMISSION REGULAR MEETING
April 22, 2025
7:00 p.m.**

The Town Park Commission of the Town of Yarrow Point, Washington met in regular session on Tuesday, April 22, 2025, at 7:00 p.m. in the Council Chambers of Town Hall.

PARK COMMISSION PRESENT: Chair Carolyn Whittlesey, Park Commission Members Jim Bugbee, Robert Afzal, and Nancy Daltas

PARK COMMISSION ABSENT: Commissioner Amy Pellegrini

STAFF PRESENT: Deputy Clerk Austen Wilcox

1. CALL TO ORDER

Chair Whittlesey called the Park Commission meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

MOTION: Motion by Park Commissioner Afzal, seconded by Park Commissioner Bugbee to approve the agenda as presented.

VOTE: 4 for, 0 against. Motion carried.

5. APPROVAL OF THE MINUTES:

MOTION: Motion by Park Commissioner Daltas, seconded by Commissioner Bugbee to approve March 25, 2025, regular minutes as presented.

VOTE: 4 for, 0 against. Motion carried.

6. STAFF REPORTS

7. APPEARENCES/PUBLIC COMMENT

None.

8. REGULAR BUSINESS

8.1 – Sally’s Alley East – Project Updates

Commissioner Bugbee shared a general landscape plan to complete Phase 2. He provided a project timeline. The Commission discussed tree selections.

8.2 – Spring Clean Update Day Planning & Tree Planting for Arbor Day

The Commission discussed planning for clean up day “Dirt-N-Doughnuts” on April 26. Additional promotions will be distributed.

8.3 – Points Drive Sign NE Project

Commissioner Daltas provided an update on the progress made to the sign noting that it is finished.

9. ADJOURNMENT

Motion by Chair Whittlesey, seconded by Park Commissioner Daltas to adjourn the meeting at 8:06 p.m. All voted in favor. Motion carried.

VOTE: 4 for, 0 against. Motion carried.

Chair, Carolyn Whittlesey

Attest: Austen Wilcox, Deputy Clerk

DRAFT

April 26, 2025 “Dirt and Doughnuts” Clean Up Day Wrap Up	Proposed Park Commission Action: For Discussion
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Presented by:	Chair, Carolyn Whittlesey
Exhibits:	

Summary:

Wrap up summary of the Park Commission annual clean up day.

Recommended Action:

For discussion.

Sally's Alley Update/Wrap Up	Proposed Park Commission Action: For Discussion
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Presented by:	Chair, Carolyn Whittlesey
Exhibits:	

Summary:

Wrap up summary of the Sally's Alley east end trail project.

Recommended Action:

For discussion.

2025 Park Commission Comprehensive Work Plan	Proposed Park Commission Action: For Discussion
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Presented by:	Chair, Carolyn Whittlesey
Exhibits:	2025 Park Commission Work Plan

Summary:

Discuss the 2025 Park Commission Comprehensive Work Plan.

Recommended Action:

For discussion.



Town of Yarrow Point

2025 Park Commission Work Plan

The Town of Yarrow Point Park Commission is an advisory board to the Town Council with the mission to optimize the Town's public lands, parks and trails for the enjoyment of the residents and to protect the Town's natural beauty and resources. The Park Commission conducts thorough review of the Town's property and recommends best practices for preservation, development, beautification and/or maintenance of public lands. The Park Commission works with the Town to implement Council approved Park Commission recommendations.

2025 Work plan items:

Proposed Items, listed in priority order of the Park Commission:

- Sally's Alley's East Side Trail & Landscaping
- Town Entry Planting Design & Installation
- Ongoing Park/Recreation Space Maintenance
- Tree City Application Support – Tree planting
- Commemorative Bricks and Park Bench Project
- Feasibility Assessment for PROS (Parks Recreation Open Space) plan
- Research grants/options for Morningside Trail
- Evaluate and develop a list of future projects with budget proposals

2025 Planning Commission regular meeting dates:

January 28th

February 25th

March 25th

April 29th

May 27th

June 24th

July 22nd

August 26th

September 23rd

October 28th

November 25th

December 16th

2025 Proposed Work Plan Item Descriptions:

Sally's Alley's East Side Trail & Landscaping

We recommend completing the SA east side trail project & landscaping in 2025. There are few public lands and trails within Yarrow Point, and Sally's Alley is a very popular walking trail with many town residents. It is important to complete the other half of this project and ensure a safe, accessible and beautiful trail for the community.

- *2025 Recommended budget allocation is \$145,000 for completion of trail design, implementation and landscaping*

Town Entry Revitalization Planting Design & Installation

The main entry to Yarrow Point has had varying degrees of success with its plantings and maintenance since installation in 2015. It's currently filled with weeds and plants that are not all thriving - the overall quality does not meet the expectations of our residents. We propose a replanting, in addition to a review and update of the maintenance plan

- *2025 Recommended budget allocation is \$15,000*

Ongoing Park/Recreation Space Maintenance

Throughout the year, we review the state of the town's public lands, parks & trails. We then recommend actions to preserve, develop, beautify and protect these areas.

- *2025 Recommended budget allocation is \$10,000*

Tree City Application Support – Tree planting

As a designated Tree City, the Park Commission seeks to support the annual application process conducted by staff by purchasing 1-2 trees and planting them on the town's public lands. Ideally these trees are slightly mature when purchased, with a caliber of at least 2 – 2½ inches.

- *2025 Recommended budget allocation is \$1,500*

Commemorative Bricks & Park Bench Project

We propose to research & begin implementation on a project that adds and replaces benches in Yarrow Point while offering commemorative bench plaques and bricks to celebrate Yarrow Point residents. Requests have been made for ways to commemorate YP residents; this project would address that need and is intended to be community funded. Additionally, we propose working in conjunction with the Wetherill Preserve to create a cohesive approach to benches & plaques.

While the implementation of the project is intended to be community funded, we anticipate some staff time needed to help with establishing donation collection and identifying proper installation requirements.

- *2025 Recommended budget allocation is \$1,500*

Feasibility Assessment for PROS (Parks Recreation Open Space) plan

We propose a feasibility assessment in creating a PROS plan, a 6-year guide and strategic plan for YP public lands, parks, trails & recreation. A PROS plan would enable us to establish a framework and respond to opportunities that arise for grants and opportunities that would support park & recreation development, improvements and maintenance projects. This budget allocation request covers staff time to assess the feasibility of creating a PROS plan.

- *2025 Recommended budget allocation is \$2,500*

Research grants/options for Morningside Trail

We recommend exploring alternative funding options for the development of Morningside Trail. The requested budget would cover staff time assisting with the research.

- *2025 Recommended budget allocation is \$1,000*

Evaluate and develop a list of future projects with budget proposals

As part of the ongoing work of the Park Commission, we request approval for the continuation of evaluating and reviewing potential future projects. No budget allocation is needed as it is intended to be completed throughout the year by Park Commissioners.

Town Entry Landscape Improvements	Proposed Park Commission Action: For Discussion
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Presented by:	Chair, Carolyn Whittlesey
Exhibits:	

Summary:

Discuss landscape improvements for the town entry.

Recommended Action:

For discussion.