



Town Council Regular Meeting
Tuesday, September 9, 2025 - 4:00 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.

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

The Town of Yarrow Point has moved to hybrid Council 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 Council 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: 889 1859 5281 #

Passcode: 470997

<https://us02web.zoom.us/j/88918595281?pwd=i5YhbKJd9K2W8clekHJdlapT66zE1r.1>

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, Mayor Harris.
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.

7. CONSENT CALENDAR (5 minutes)

Consent agenda items are considered to be routine; the consent calendar is considered for adoption in its entirety by a single motion. There is no separate discussion of these items unless Council or staff requests the removal of an item ahead of the meeting.

- A. August Payment Approval in the amount of \$99,336.41 plus Payroll Report in the amount of \$49,452.09, for a total of \$148,788.50
- B. September Payment Approval in the amount of \$43,280.67 plus Payroll Report in the amount of \$46,316.89, for a total of \$89,597.56
- C. July 8, 2025 Council meeting minutes
- D. Adopt 2024 Dept of Ecology Stormwater Management Manual for Western WA and 2025 Yarrow Point Public Works Standards
- E. Approve AA Asphalt bid not to exceed \$15,000 for Town-wide crack sealing project
- F. Fee Resolution No. 382 Updates

8. REGULAR BUSINESS

- 8.1 Affordable Housing Program
- 8.2 CIP/TIP Preliminary Funding Strategy Discussion
- 8.3 Personnel Policy Updates
- 8.4 2026 Preliminary Budget

9. MAYOR'S REPORT/OLD BUSINESS (5 minutes)

- Honor Retired Planning Commissioner, Chuck Hirsch

10. COUNCIL ROUNDTABLE AND REQUESTS FOR FUTURE AGENDA ITEMS (10 minutes)

11. APPEARANCES/PUBLIC COMMENT (SECOND OPPORTUNITY) Speakers will be allotted 3 minutes

12. EXECUTIVE SESSION (90 minutes)

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

13. ADJOURNMENT

Next regular Town Council Meeting: October 14, 2025 at 4:00 pm

STAFF REPORTS

1. Police Memos
 - July
 - August
2. Fire-EMS Reports
 - July
 - August
3. Commission Minutes
 - July 15, 2025 Planning Commission Meeting Minutes
 - July 22, 2025 Park Commission Meeting Minutes



MEMO

To: Yarrow Point City Council
From: Chief Kyle Kolling
Date: August 6, 2025
Re: July 2025 Activity

Greetings,

The Police Records Manager position remains vacant at this time. No council reports for July 2025 are available.

Significant progress was made towards WASPC re-accreditation; we are on track for a Fall 2025 re-accreditation with WASPC for the next 4 years.

Clyde Hill Police Department participated in the annual Points 4th of July Parade and festivities, and fun was had by all!

July training included:

- Officer Donchez attended the 3-day Vehicle Close Quarter Battle training.
- All officers participated in Range Day

Social media:

- 498 followers on Facebook
- 675 followers on Instagram



MEMO

To: Yarrow Point City Council

From: Chief Kyle Kolling

Date: September 4, 2025

Re: August 2025 Activity

Greetings,

Clyde Hill Police Department achieved a clean file review and a clean on-site review on Wednesday, September 3, 2025. Clyde Hill Police will be awarded a re-accreditation award at the fall WASPC Conference in November.

The Police Records Manager position remains vacant at this time. No council reports for August 2025 are available.

Social media:

- 502 followers on Facebook
- 679 followers on Instagram

Filter statement

Filters

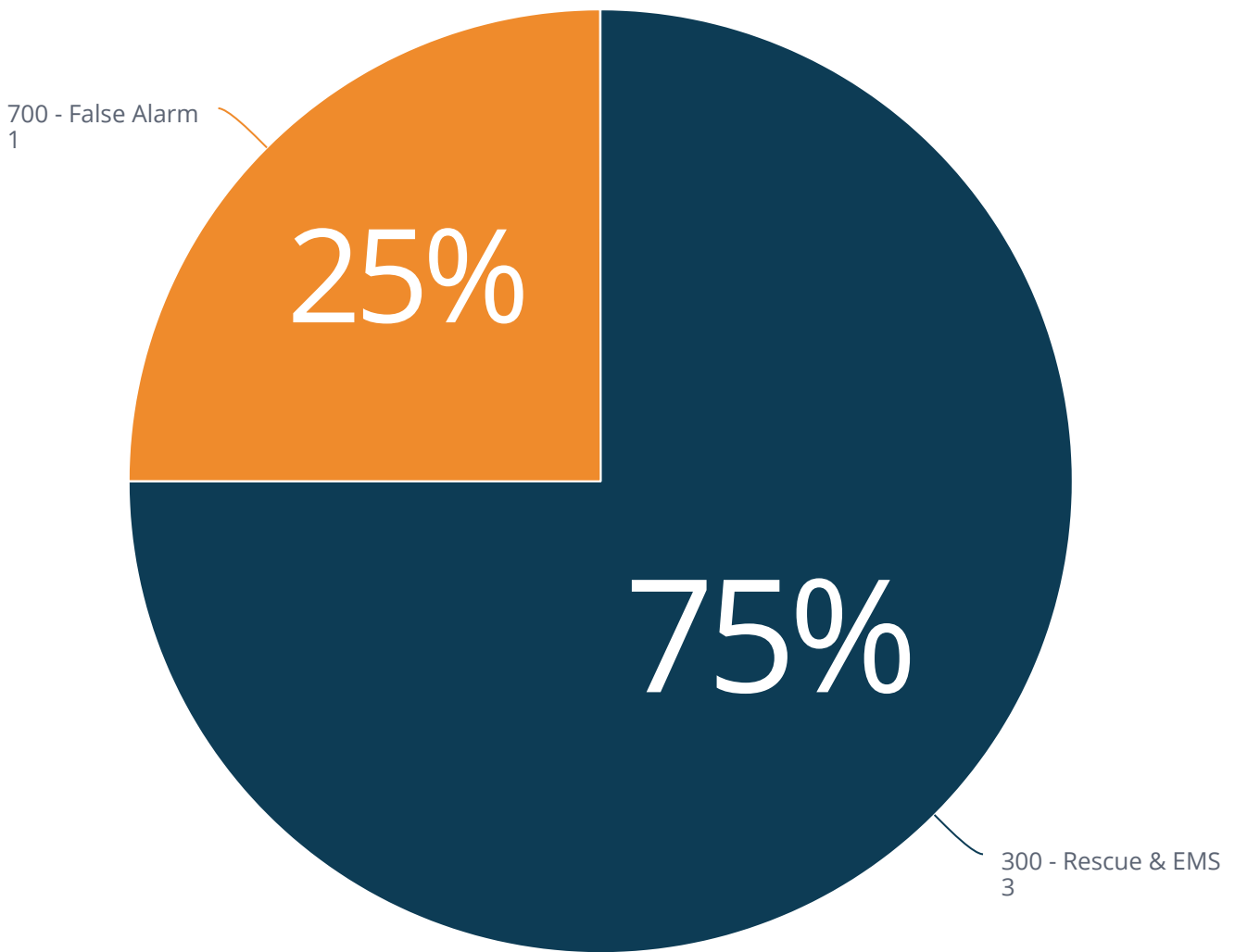
Alarm Date Range Last Month | **Is Locked** true | **Is Active** true | **Location City** YARROW POINT, Yarrow Point

Fire and EMS Summary

Count of Total Incidents

4

Percentage of Incident Type (with count)



Contract City Incident Summary (Yarrow Point) Aug 4, 2025 11:09:12 AM

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
300 - Rescue & EMS	EMS Call, Medical	3211	3
700 - False Alarm	Unintentional transmission of alarm, other	740	1
Count			4

Filter statement

Filters

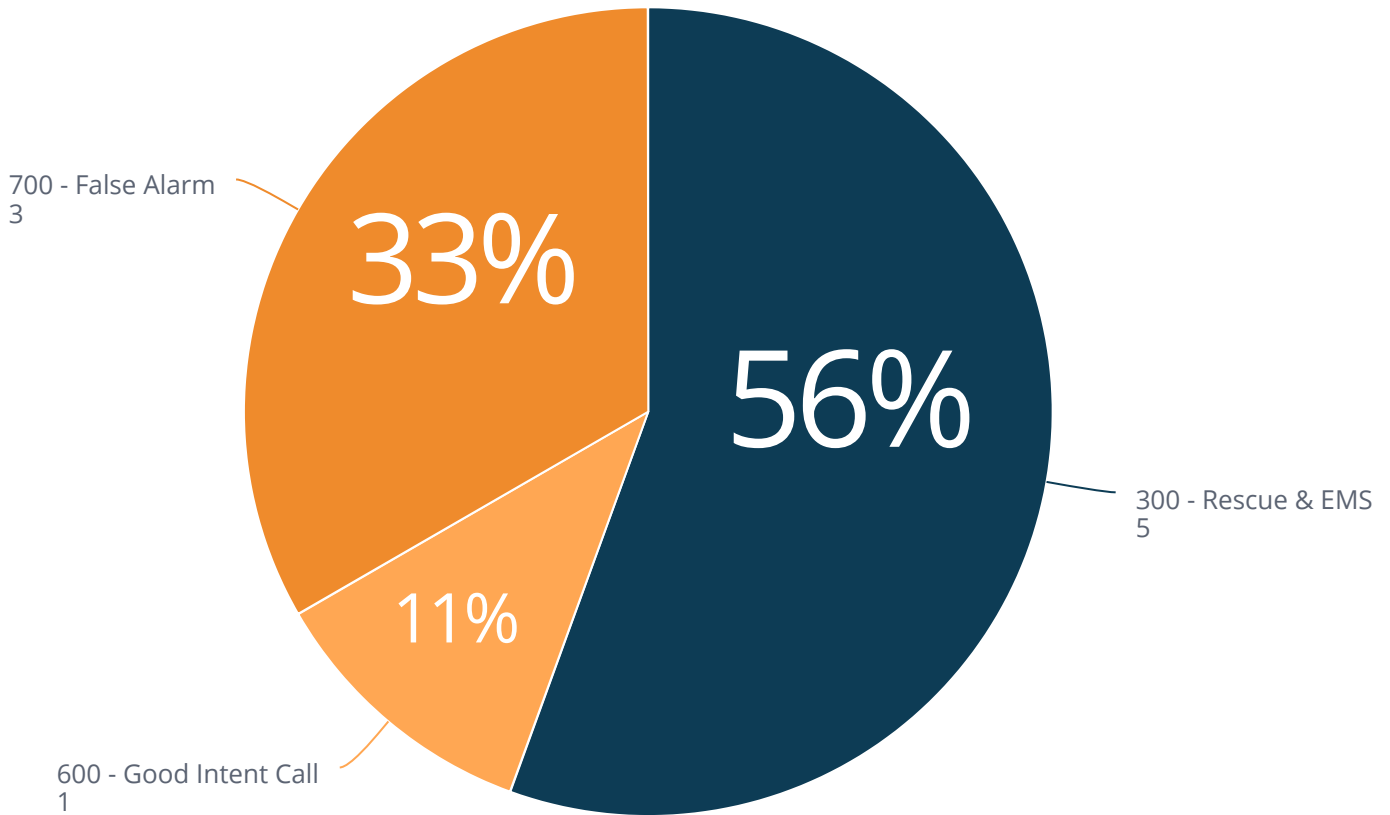
Alarm Date Range Last Month | **Is Locked** true | **Is Active** true | **Location City** YARROW POINT, Yarrow Point

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
300 - Rescue & EMS	Emergency medical service incident, other	320	1
	EMS Call, Medical	3211	4
300 - Rescue & EMS Total			5
600 - Good Intent Call	Dispatched & cancelled en route - EMS	6111	1
700 - False Alarm	Alarm system sounded due to malfunction	735	2
	False alarm or false call, other	700	1
700 - False Alarm Total			3
Count			9

**TOWN OF YARROW POINT
TOWN PLANNING COMMISSION REGULAR MEETING
July 15, 2025
6:00 p.m.**

The Town Planning Commission of the Town of Yarrow Point, Washington met in regular session on Tuesday, July 15, 2025, at 6:00 p.m. in the Council Chambers of Town Hall.

PLANNING COMMISSION PRESENT: Acting Chair David Feller, Commissioners, Lee Sims, Debi Mishra, and Chuck Hirsch

PLANNING COMMISSION ABSENT: Chair Carl Hellings

STAFF PRESENT: Deputy Clerk Austen Wilcox, Planner Aleksandr Romanenko

1. CALL TO ORDER

Substitute Chair Feller called the Planning Commission meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

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

VOTE: 4 for, 0 against. Motion carried.

5. APPROVAL OF THE MINUTES

- June 17, 2025, Regular Planning Commission Meeting

MOTION: Motion by Commissioner Hirsch, seconded by Commissioner Mishra to approve the June 17, 2025, Planning Commission minutes as presented.

VOTE: 4 for, 0 against. Motion carried.

6. STAFF REPORTS

Deputy Clerk Wilcox and Planner Romanenko provided staff reports.

7. PUBLIC COMMENT

No comment.

8. REGULAR BUSINESS

8.1 – Critical Areas

Planner Romanenko provided a review on the update process. The Commission discussed alternatives and options to implement a critical areas map.

MOTION: Motion by Commissioner Hirsch, seconded by Commissioner Mishra to move to direct staff to incorporate discussed elements into the draft code and provide the discussed background information.

VOTE: 4 for, 0 against. Motion carried

8.2 – Short Term Rentals

Tabled to next meeting.

9. PUBLIC COMMENT

10. ADJOURNMENT

MOTION: Motion by Commissioner Hirsch, seconded by Commissioner Sims to adjourn the meeting at 7:43 p.m.

VOTE: 4 for, 0 against. Motion carried.

David Feller, Substitute Chair

Attest: Austen Wilcox, Deputy Clerk

DRAFT

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

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

PARK COMMISSION PRESENT: Chair Carolyn Whittlesey, Park Commission Members Nancy Daltas, Amy Pellegrini

PARK COMMISSION ABSENT: Commissioners Robert Afzal, Jim Bugbee

STAFF PRESENT: Deputy Clerk Austen Wilcox

1. CALL TO ORDER

Chair Whittlesey called the Park Commission meeting to order at 7:02 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

MOTION: Motion by Park Commissioner Daltas, seconded by Park Commissioner Pellegrini to add discussion item *8.6 Corner of 92nd Ave NE and Points Drive* to the agenda.

VOTE: 3 for, 0 against. Motion carried.

5. APPROVAL OF THE MINUTES:

MOTION: Motion by Park Commissioner Daltas, seconded by Commissioner Pellegrini to approve the May 28, 2025, regular minutes as presented.

VOTE: 3 for, 0 against. Motion carried.

6. STAFF REPORTS

7. APPEARENCES/PUBLIC COMMENT

Resident Jon Roskill discussed the Morningside Park pathway agenda topic to listen to.

8. REGULAR BUSINESS

8.1 – Sally’s Alley East Side Trail and Landscaping Project Wrap Up

The Commission discussed maintenance and watering. The plants look good and are surviving.

8.2 – Town Entry Maintenance

The Commission discussed the State’s relinquishing of maintenance responsibility to the town. They discussed plant improvements and irrigation.

8.3 – Ongoing Park/Recreation Space Maintenance

The Commission discussed maintenance in Morningside Park. The Park was cleaned up for the Points 4th festivities.

8.4 – Commemorative Bricks and Park Bench Project

The Commission discussed combining one future bench project into one.

8.5 – Research grants/ options for Morningside Trail

Historically, the town has maintained the trail and overgrown foliage in Morningside Park. The Commission discussed continuing the maintenance. The town does not currently qualify under a grant unless the town matches it. The Commission discussed a letter with concerns submitted by a resident regarding trespassing onto surrounding private properties if Morningside is developed into a usable park. The Commission discussed signage specifying no water access.

MOTION: Motion by Park Commissioner Pellegrini, seconded by Commissioner Daltas to maintain existing walking paths and clear vegetation in Morningside Park.

VOTE: 3 for, 0 against. Motion carried

8.6 Corner of 92nd Ave NE and Points Drive

Commissioner Daltas discussed the unmaintained right of way. There needs to be continuity with other maintained right of way areas in town. The Commission will meet two at a time at the location to review.

9. ADJOURNMENT

Motion by Chair Whittlesey, seconded by Park Commissioner Pellegrini to adjourn the meeting at 7:52 p.m. All voted in favor. Motion carried.

VOTE: 3 for, 0 against. Motion carried.

Chair, Carolyn Whittlesey

Attest: Austen Wilcox, Deputy Clerk

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

Consent Calendar
September 9, 2025

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:

- A. August Payment Approval in the amount of \$99,336.41 plus Payroll Report in the amount of \$49,452.09, for a total of \$148,788.50
- B. September Payment Approval in the amount of \$43,280.67 plus Payroll Report in the amount of \$46,316.89, for a total of \$89,597.56
- C. July 8, 2025 Council meeting minutes
- D. Adopt 2024 Dept of Ecology Stormwater Management Manual for Western WA and 2025 Yarrow Point Public Works Standards
- E. Approve AA Asphalt bid not to exceed \$15,000 for Town-wide crack sealing project
- F. Fee Resolution No. 382 Updates

Recommended Action:

Motion to approve the Consent Calendar as presented.

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
Banner Bank						
700	Banner Bank	072025	Constant Contact	07/17/2025	109.20	
700	Banner Bank	072025	Comcast phones, internet, fax	07/17/2025	808.27	
700	Banner Bank	072025	Bluebeam for plan review	07/17/2025	485.32	
700	Banner Bank	072025	Mulch for 40th St	07/17/2025	293.40	
700	Banner Bank	072025	Office supplies	07/17/2025	864.79	
700	Banner Bank	072025	Office Equipment	07/17/2025	1,823.80	
700	Banner Bank	072025	ROW supplies	07/17/2025	201.49	
700	Banner Bank	072025	AWS, Msft, etc	07/17/2025	907.20	
700	Banner Bank	072025	Mayor meetings	07/17/2025	743.94	27,117.93
Total Banner Bank:					6,237.41	
Casa Bonita Home Care, Inc.						
519	Casa Bonita Home Care, Inc.	08062025	Clean Town Hall - 8-6	08/06/2025	168.00	
519	Casa Bonita Home Care, Inc.	211746	Cleaning Town Hall - July	07/09/2025	168.00	1,146.00
Total Casa Bonita Home Care, Inc.:					336.00	
CASELLE, INC.						
1300	CASELLE, INC.	INV-08001	Monthly software contract	07/01/2025	936.45	
1300	CASELLE, INC.	INV-09902	Monthly Maintenance & Support	08/01/2025	936.45	7,577.88
Total CASELLE, INC.:					1,872.90	
Christian Lagerholm						
553	Christian Lagerholm	07212025	Help with garbage pickup during strike	07/21/2025	40.00	40.00
Total Christian Lagerholm:					40.00	
Cities Digital, Inc.						
471	Cities Digital, Inc.	64362	Laserfiche Cloud Municipal Site License - year	07/24/2025	3,766.75	3,766.75
Total Cities Digital, Inc.:					3,766.75	
CODE PUBLISHING						
108	CODE PUBLISHING	GCI0018128	Code update	07/29/2025	1,658.92	3,231.73
Total CODE PUBLISHING:					1,658.92	
Crisp Imaging						
256	Crisp Imaging	INVB-85319	4th of July signage	07/03/2025	163.16	1,933.16
Total Crisp Imaging:					163.16	
CRYSTAL AND SIERRA SPRINGS						
1046	CRYSTAL AND SIERRA SPRING	072625	Water Cooler	07/26/2025	102.44	618.53
Total CRYSTAL AND SIERRA SPRINGS:					102.44	
ELECTRONIC BUSINESS MACHINES, INC.						
303	ELECTRONIC BUSINESS MACH	AR309400	Copies Contract	07/21/2025	171.60	502.91

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
Total ELECTRONIC BUSINESS MACHINES, INC.:					171.60	
Gaylynn Brien						
1151	Gaylynn Brien	841	Sales Tax reports	06/30/2025	100.00	350.00
Total Gaylynn Brien:					100.00	
Green City Landscaping, Inc.						
550	Green City Landscaping, Inc.	062025	Clearing blackberry, ivy, etc in WNP	06/24/2025	7,714.00	15,428.00
Total Green City Landscaping, Inc.:					7,714.00	
Harris, Katy K						
459	Harris, Katy K	082025	Reimburse WA-CELI expenses	07/24/2025	225.78	
459	Harris, Katy K	082025	Reimburse cell phone - June	07/24/2025	105.65	1,723.50
Total Harris, Katy K:					331.43	
ISOutsource						
1301	ISOutsource	CW312727	Analysis on vulnerability report	06/30/2025	445.35	
1301	ISOutsource	CW313678	Monthly vulnerability mgmt	07/29/2025	110.30	
1301	ISOutsource	CW313962	Vulnerability checks and qtrly backups	07/31/2025	1,060.15	5,403.05
Total ISOutsource:					1,615.80	
King County Finance						
603	King County Finance	143025-14302	Award 121478/NE 37th Overlay	06/30/2025	4,462.73	11,438.76
454	King County Finance	2167617	2% liquor profits and Excise Tax - 1st Qtr 2025	07/22/2025	80.97	239.69
Total King County Finance:					4,543.70	
KIRKLAND MUNICIPAL COURT						
111	KIRKLAND MUNICIPAL COURT	JUL25YPT	Court Costs	07/16/2025	260.81	1,338.99
Total KIRKLAND MUNICIPAL COURT:					260.81	
Klean Lots						
538	Klean Lots	3375	Street Cleaning	08/01/2025	515.00	
538	Klean Lots	3375	Street Cleaning	08/01/2025	515.00	8,240.00
Total Klean Lots:					1,030.00	
MUNICIPAL SERVICES LLC						
350	MUNICIPAL SERVICES LLC	072025	Building Permit Inspections	07/31/2025	2,872.45	
350	MUNICIPAL SERVICES LLC	072025	Mechanical-Plumbing Permit Inspections	07/31/2025	1,341.90	
350	MUNICIPAL SERVICES LLC	072025	Demolition permit inspection	07/31/2025	31.25	
350	MUNICIPAL SERVICES LLC	072025	Re-roof Inspections	07/31/2025	418.15	
350	MUNICIPAL SERVICES LLC	072025	Plan Review	07/31/2025	3,450.00	
350	MUNICIPAL SERVICES LLC	072025	Invoice Prep	07/31/2025	375.00	57,208.00
Total MUNICIPAL SERVICES LLC:					8,488.75	
Northern Waters						
304	Northern Waters	76045	Repair pump at beach	07/25/2025	215.09	892.59

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
Total Northern Waters:					215.09	
NORTHWEST CIVIL SOLUTIONS						
450	NORTHWEST CIVIL SOLUTIONS	072025	Update Std Plans & Details	07/31/2025	866.25	
450	NORTHWEST CIVIL SOLUTIONS	072025	94th UGC & Stormwater Proj	07/31/2025	783.75	
450	NORTHWEST CIVIL SOLUTIONS	072025	Site Development Permit	07/31/2025	618.75	
450	NORTHWEST CIVIL SOLUTIONS	072025	Right of Way Permits	07/31/2025	1,443.75	
450	NORTHWEST CIVIL SOLUTIONS	072025	General Administration	07/31/2025	536.25	52,698.90
Total NORTHWEST CIVIL SOLUTIONS:					4,248.75	
Ogden Murphy Wallace						
1390	Ogden Murphy Wallace	062025	Contracts	07/22/2025	68.60	
1390	Ogden Murphy Wallace	062025	Council	07/22/2025	788.90	
1390	Ogden Murphy Wallace	062025	Land Use	07/22/2025	2,019.30	
1390	Ogden Murphy Wallace	062025	Mayor/Executive	07/22/2025	1,749.30	57,816.00
Total Ogden Murphy Wallace:					4,626.10	
PRO-VAC						
1379	PRO-VAC	365943483	2025 Stormwater Clean and Camera	07/31/2025	35,362.17	
1379	PRO-VAC	366137303	Stormwater maintenance - 9023 NE 34th St.	07/31/2025	4,507.16	46,813.91
Total PRO-VAC:					39,869.33	
PUGET SOUND ENERGY						
604	PUGET SOUND ENERGY	07232025	Town Hall Service	07/23/2025	259.37	
604	PUGET SOUND ENERGY	07232025	Street Lights	07/23/2025	1,152.89	
604	PUGET SOUND ENERGY	07312025	Street lights	07/31/2025	163.54	12,241.73
Total PUGET SOUND ENERGY:					1,575.80	
SBN Planning LLC						
154	SBN Planning LLC	YP-036	Building Permits	08/04/2025	1,035.99	
154	SBN Planning LLC	YP-036	Mechanical permits	08/04/2025	388.52	
154	SBN Planning LLC	YP-036	Pre-applications	08/04/2025	388.53	
154	SBN Planning LLC	YP-036	Variance	08/04/2025	302.17	
154	SBN Planning LLC	YP-036	Shoreline Exemption	08/04/2025	388.51	
154	SBN Planning LLC	YP-036	SEPA	08/04/2025	345.34	
154	SBN Planning LLC	YP-036	Shoreline Substantial Development	08/04/2025	259.00	
154	SBN Planning LLC	YP-036	Critical areas	08/04/2025	302.17	
154	SBN Planning LLC	YP-036	Middle Housing	08/04/2025	43.17	
154	SBN Planning LLC	YP-036	General Administration	08/04/2025	2,744.62	80,250.65
Total SBN Planning LLC:					6,198.02	
Sound View Strategies						
521	Sound View Strategies	3592	Consulting Services for July	07/31/2025	500.00	4,000.00
Total Sound View Strategies:					500.00	
State Department of Transportation						
280	State Department of Transportatio	FB9109960126	Gas for town truck	07/31/2025	228.55	
280	State Department of Transportatio	FB9109961225	Gas for town truck	06/30/2025	109.05	1,227.70

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
Total State Department of Transportation:					337.60	
Sung, Victor						
554	Sung, Victor	SSDE-2025-04	Reimburse Shoreline Dev Fee	07/17/2025	465.00	465.00
Total Sung, Victor:					465.00	
THE SEATTLE TIMES						
192	THE SEATTLE TIMES	74419	Ordinance & SEPA notices	07/31/2025	849.20	
192	THE SEATTLE TIMES	99062	CIP Hearing notice	06/24/2025	112.75	3,067.65
Total THE SEATTLE TIMES:					961.95	
Town of Yarrow Point						
904	Town of Yarrow Point	SEPA-2025-05	SEPA app 2025-05	07/17/2025	1,250.00	2,992.50
Total Town of Yarrow Point:					1,250.00	
Wolf, Sandy						
555	Wolf, Sandy	PRE-APP-2025	Reimburse for Planner Review	08/11/2025	500.00	500.00
Total Wolf, Sandy:					500.00	
Zebra Printing						
464	Zebra Printing	65364	Arborist business cards	07/31/2025	155.10	310.05
Total Zebra Printing:					155.10	
Grand Totals:					99,336.41	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
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Certification of the Consent Calendar as presented including the Payment Approval Report dated 8/13/2025 approving payments as shown totaling \$99,336.41 plus payroll, tax, and benefit expenses of \$49,452.09, as shown on the attached payroll & tax and benefits report, for a grand total of \$148,788.50.

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

Dated: September 9, 2025

Clerk-Treasurer: _____

Mayor: _____

Councilmember:

Steve Bush: _____

Michael Hyman: _____

Stephan Lagerholm: _____

Chuck Porter: _____

Kathy Smith: _____

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- 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	D
07/31/2025	CDPT		0	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security Pay	999-1010110	78.74-	
07/31/2025	CDPT		0	DEPT OF LABOR & INDUSTRY	6	Quarterly L & I Workers Compensa	999-1010110	717.20-	
07/31/2025	CDPT		0	WA Cares	10	WA CARES Long Term Ins. Pay P	999-1010110	151.56-	
07/31/2025	PC	07/25/2025	7202501	Lovas, Istvan	9002		999-1010110	5,534.89-	D
07/31/2025	PC	07/25/2025	7202502	Wilcox, Austen	9037		999-1010110	5,557.61-	D
07/31/2025	PC	07/25/2025	7202503	Ritter, Bonnie	9041		999-1010110	9,062.75-	D
07/31/2025	PC	07/25/2025	7202504	Boettcher, Flynn M	9046		999-1010110	1,887.29-	D
07/31/2025	PC	07/25/2025	7202505	Harris, Kathryn K	9047		999-1010110	3,921.65-	D
07/31/2025	PC	07/25/2025	7202506	Hellings, Samuel L	9048		999-1010110	1,477.60-	D
07/31/2025	PC	07/25/2025	7202507	Yetter, Coen B.	9052		999-1010110	1,310.84-	D
07/31/2025	PC	07/25/2025	7202508	Cunliffe, Benjamin	9054		999-1010110	461.75-	D
07/31/2025	CDPT	07/23/2025	82320359	Association of Washington Cities	9	Health and Dental Insurance Visio	999-1010110	4,168.00-	
07/31/2025	CDPT	07/23/2025	82320360	DEPT OF RETIREMENT SYSTEM	1	State Retirement PERS II Pay Per	999-1010110	3,692.88-	
07/31/2025	CDPT	07/23/2025	82320361	Federal Tax	2	941 Taxes Federal Withholding Tax	999-1010110	11,207.62-	
07/31/2025	CDPT	07/03/2025	82320362	EMPLOYMENT SECURITY DEPT	8	Quarterly WA FMLA WA Paid Fami	999-1010110	221.71-	
Grand Totals:								<u>49,452.09-</u>	
			<u>15</u>						

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
Banner Bank						
700	Banner Bank	08142025	Constant Contact	08/14/2025	109.20	
700	Banner Bank	08142025	AWS, Msft, etc	08/14/2025	528.93	
700	Banner Bank	08142025	Office supplies	08/14/2025	408.29	
700	Banner Bank	08142025	Phone, Internet, fax	08/14/2025	824.95	
700	Banner Bank	08142025	Movie night	08/14/2025	484.17	
700	Banner Bank	08142025	Meeting expenses	08/14/2025	526.30	
700	Banner Bank	08142025	ROW supplies	08/14/2025	585.11	
700	Banner Bank	08142025	Pruner	08/14/2025	103.24	3,688.12
Total Banner Bank:					3,570.19	
Casa Bonita Home Care, Inc.						
519	Casa Bonita Home Care, Inc.	09022025	Cleaning Town Hall 9-2	09/02/2025	168.00	1,314.00
Total Casa Bonita Home Care, Inc.:					168.00	
CITY OF BELLEVUE						
212	CITY OF BELLEVUE	08122025	Sewer and water service	08/12/2025	1,079.45	
212	CITY OF BELLEVUE	08262025	Service at NE 34th 92nd	08/26/2025	78.45	3,578.01
Total CITY OF BELLEVUE:					1,157.90	
CRYSTAL AND SIERRA SPRINGS						
1046	CRYSTAL AND SIERRA SPRING	082325	Town Hall Water Cooler	08/23/2025	171.78	790.31
Total CRYSTAL AND SIERRA SPRINGS:					171.78	
Gaylynn Brien						
1151	Gaylynn Brien	855	Sales Tax reports	08/31/2025	100.00	450.00
Total Gaylynn Brien:					100.00	
Harris, Katy K						
459	Harris, Katy K	08242025	Reimburse cell phone - July	08/24/2025	105.65	1,829.15
Total Harris, Katy K:					105.65	
ISOutsource						
1301	ISOutsource	CW314884	Monthly Vulnerability Mgmt	08/27/2025	110.30	5,513.35
Total ISOutsource:					110.30	
James Bugbee						
545	James Bugbee	092025	Reimburse seed and fertilizer - Sally's Alley	08/27/2025	306.28	949.57
Total James Bugbee:					306.28	
KIRKLAND MUNICIPAL COURT						
111	KIRKLAND MUNICIPAL COURT	AUG25YPT	Court Costs	08/21/2025	169.16	1,508.15

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
Total KIRKLAND MUNICIPAL COURT:					169.16	
Klean Lots						
538	Klean Lots	3394	Street Cleaning - extra sweep	08/01/2025	115.71	
538	Klean Lots	3394	Street Cleaning - extra sweep	08/01/2025	115.71	
538	Klean Lots	3504	Street Cleaning	09/01/2025	515.00	
538	Klean Lots	3504	Street Cleaning	09/01/2025	515.00	9,501.42
Total Klean Lots:					1,261.42	
MUNICIPAL SERVICES LLC						
350	MUNICIPAL SERVICES LLC	082025	Code Enforcement	08/31/2025	384.80	
350	MUNICIPAL SERVICES LLC	082025	Building Permt Inspections	08/31/2025	3,842.15	
350	MUNICIPAL SERVICES LLC	082025	Mechanical-Plumbing Permit Inspections	08/31/2025	893.20	
350	MUNICIPAL SERVICES LLC	082025	Re-roof iinspection	08/31/2025	63.93	
350	MUNICIPAL SERVICES LLC	082025	Plan Review	08/31/2025	687.50	
350	MUNICIPAL SERVICES LLC	082025	Invoice prep	08/31/2025	312.50	63,392.08
Total MUNICIPAL SERVICES LLC:					6,184.08	
NORTHWEST CIVIL SOLUTIONS						
450	NORTHWEST CIVIL SOLUTIONS	082025	94th UGC & Stormwater Project	08/31/2025	2,433.75	
450	NORTHWEST CIVIL SOLUTIONS	082025	Plan Review - BLA	08/31/2025	165.00	
450	NORTHWEST CIVIL SOLUTIONS	082025	Site Development	08/31/2025	288.75	
450	NORTHWEST CIVIL SOLUTIONS	082025	Right of Way Permits	08/31/2025	247.50	
450	NORTHWEST CIVIL SOLUTIONS	082025	General Administration	08/31/2025	330.00	56,163.90
Total NORTHWEST CIVIL SOLUTIONS:					3,465.00	
Odegard, David and Peggy						
557	Odegard, David and Peggy	BP-2023-10	Street Deposit Refund	08/25/2025	3,750.00	3,750.00
Total Odegard, David and Peggy:					3,750.00	
Ogden Murphy Wallace						
1390	Ogden Murphy Wallace	072025	Contracts	08/27/2025	137.20	
1390	Ogden Murphy Wallace	072025	Council	08/27/2025	1,251.95	
1390	Ogden Murphy Wallace	072025	Land Use	08/27/2025	377.30	
1390	Ogden Murphy Wallace	072025	Mayor/Executive	08/27/2025	1,029.00	
1390	Ogden Murphy Wallace	072025	WSDOT Lid	08/27/2025	1,200.50	61,811.95
Total Ogden Murphy Wallace:					3,995.95	
PUGET SOUND ENERGY						
604	PUGET SOUND ENERGY	08212025	Town Hall Service	08/21/2025	254.73	
604	PUGET SOUND ENERGY	08212025	Street Lights	08/21/2025	943.07	13,439.53
Total PUGET SOUND ENERGY:					1,197.80	
SBN Planning LLC						
154	SBN Planning LLC	YP-037	Building Permits	09/03/2025	949.69	
154	SBN Planning LLC	YP-037	General Administration	09/03/2025	1,079.19	
154	SBN Planning LLC	YP-037	Pre-applications	09/03/2025	302.17	
154	SBN Planning LLC	YP-037	Variance - 4634 95th Ave	09/03/2025	431.67	
154	SBN Planning LLC	YP-037	Mechanical permit	09/03/2025	43.17	
154	SBN Planning LLC	YP-037	Shoreline Substantial Development	09/03/2025	215.84	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
154	SBN Planning LLC	YP-037	Critical areas	09/03/2025	345.34	83,617.72
Total SBN Planning LLC:					3,367.07	
Starbird Environmental						
543	Starbird Environmental	2647	Building Permits	09/03/2025	2,120.02	
543	Starbird Environmental	2647	Tree Permits	09/03/2025	487.50	
543	Starbird Environmental	2647	Pre-applications	09/03/2025	675.00	
543	Starbird Environmental	2647	General Admin.	09/03/2025	3,050.00	14,665.32
Total Starbird Environmental:					6,332.52	
STATE AUDITOR'S OFFICE						
34	STATE AUDITOR'S OFFICE	L169880	2023-2024 audit payment	08/11/2025	7,761.78	7,761.78
Total STATE AUDITOR'S OFFICE:					7,761.78	
Zebra Printing						
464	Zebra Printing	65408	Movie night signage	08/14/2025	105.79	415.84
Total Zebra Printing:					105.79	
Grand Totals:					43,280.67	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
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Certification of the Consent Calendar as presented including the Payment Approval Report dated 9/03/2025 approving payments as shown totaling \$43,280.67 plus payroll, tax, and benefit expenses of \$46,316.89, as shown on the attached payroll & tax and benefits report, for a grand total of \$89,597.56.

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

Dated: September 9, 2025

Clerk-Treasurer: _____

Mayor: _____

Councilmember:

Steve Bush: _____

Michael Hyman: _____

Stephan Lagerholm: _____

Chuck Porter: _____

Kathy Smith : _____

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- 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	D
08/31/2025	CDPT		0	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security Pay	999-1010110	75.50-	
08/31/2025	CDPT		0	DEPT OF LABOR & INDUSTRY	6	Quarterly L & I Workers Compensa	999-1010110	494.72-	
08/31/2025	CDPT		0	EMPLOYMENT SECURITY DEPT	8	Quarterly WA FMLA WA Paid Fami	999-1010110	221.71-	
08/31/2025	CDPT		0	WA Cares	10	WA CARES Long Term Ins. Pay P	999-1010110	151.56-	
08/31/2025	PC	08/22/2025	820251	Lovas, Istvan	9002		999-1010110	5,534.89-	D
08/31/2025	PC	08/22/2025	820252	Wilcox, Austen	9037		999-1010110	5,557.61-	D
08/31/2025	PC	08/22/2025	820253	Ritter, Bonnie	9041		999-1010110	9,062.75-	D
08/31/2025	PC	08/22/2025	820254	Boettcher, Flynn M	9046		999-1010110	1,804.94-	D
08/31/2025	PC	08/22/2025	820255	Harris, Kathryn K	9047		999-1010110	3,921.65-	D
08/31/2025	PC	08/22/2025	820256	Hellings, Samuel L	9048		999-1010110	1,034.32-	D
08/31/2025	PC	08/22/2025	820257	Yetter, Coen B.	9052		999-1010110	369.40-	D
08/31/2025	PC	08/22/2025	820258	Cunliffe, Benjamin	9054		999-1010110	461.75-	D
08/31/2025	CDPT	07/03/2025	82320362	EMPLOYMENT SECURITY DEPT	8	Quarterly WA FMLA	999-1010110	1,165.55	
08/31/2025	CDPT	08/19/2025	82320363	Association of Washington Cities	9	Health and Dental Insurance Visio	999-1010110	4,168.00-	
08/31/2025	CDPT	08/19/2025	82320364	DEPT OF RETIREMENT SYSTEM	1	State Retirement PERS II Pay Per	999-1010110	3,692.88-	
08/31/2025	CDPT	08/19/2025	82320365	Federal Tax	2	941 Taxes Federal Withholding Tax	999-1010110	10,930.76-	
Grand Totals:								<u>46,316.89-</u>	
			<u>16</u>						

**TOWN OF YARROW POINT
COUNCIL MEETING MINUTES
July 8, 2025
4:00 p.m.**

The Town Council of the Town of Yarrow Point, Washington met in regular session on Tuesday, July 8, 2025, at 4:00 p.m. in the Council Chambers of Town Hall.

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

ABSENT: Councilmember Stephan Lagerholm

STAFF PRESENT: Town Attorney Emily Romanenko, Deputy Clerk Austen Wilcox, Planner Aleksander Romanenko, and Engineer Stacia Schroeder/

1. CALL TO ORDER

Mayor Katy Kinney Harris called the meeting to order at 4:02 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

Motion by Hyman, seconded by Porter to amend the agenda by moving the executive session prior to adjournment. All voted in favor. Motion carried.

5. STAFF REPORTS

- A. Police Report for June
- B. Fire-EMS Report
- C. 2nd Quarter Financial Report
- D. Town Engineer – 94th Ave Project
- E. Town Planner Report

It was the consensus of the Council to add Short Term Rentals, Vacant Housing Regulations, and Eagle Regulations (as third priority), to the Planning Commission Work Plan.

- F. June 17, 2025 Planning Commission Meeting Minutes

6. APPEARANCES / PUBLIC COMMENT

Steve Scalzo requested clear delineation of the definitions for the updated items added to the Planning Commission Work Plan.

Mayor Harris received no objection to addressing Item 9.2 next in the meeting.

9.2 SPLASH Forward Presentation and Endorsement

Susan Pappalardo and Nancy Wenke Price gave a presentation on the planned state-of-the-art public aquatic facility to Bellevue.

Motion by Hyman, seconded by Smith to endorse SPLASHForward Vision. All voted in favor. Motion carried.

7. CONSENT AGENDA

Motion by Hyman, seconded by Bush to approve the Consent Calendar as amended by removing the payment to Clyde Hill for Criminal Justice as recommended by the Mayor. All voted in favor. Motion carried.

- A. July Payment Approval in the amount of \$67,186.07 plus Payroll Report in the amount of \$49,354.07, for a total of \$116,540.14. (these numbers reflect removal of the payment to Clyde Hill for criminal justice)
- B. June 10, 2025 Council meeting minutes
- C. Remove PW Standards from the Planning Commission Work Plan

8. EXECUTIVE SESSION – item moved to before adjournment

9. REGULAR BUSINESS

9.1 2026-2031 Capital Improvement Plan / Transportation Improvement Plan

- A. Public Hearing**
- B. Ordinance No. 772**

Mayor Harris opened the public hearing at 4:47 p.m. and upon hearing no comments, closed the public hearing at 4:48 p.m.

Motion by Hyman, seconded Smith to adopt the following ordinance. All voted in favor. Motion carried:

ORDINANCE NO. 772: AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON ADOPTING A CAPITAL IMPROVEMENT PLAN AND TRANSPORTATION IMPROVEMENT PLAN FOR 2026-2031, AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.

10. MAYOR'S REPORT

11. APPEARANCES/PUBLIC COMMENT

12. COUNCIL ROUNDTABLE AND REQUESTS FOR FUTURE AGENDA ITEMS

13. EXECUTIVE SESSION

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

Mayor Harris called the Executive Session to order at 5:38 p.m. for an anticipated time of 45 minutes.

Mayor Harris closed the Executive Session at 6:25 p.m. and reconvened the Council meeting.

Motion by Smith, seconded by Hyman, to direct staff to negotiate amendments to the police services contract and bring back a revised police services contract at the September Council meeting. All voted in favor. Motion carried.

14. ADJOURNMENT

Motion by Hyman, seconded by Bush to adjourn at 6:25 p.m. All voted in favor. Motion carried.

Katy Kinney Harris, Mayor

Attest: Bonnie Ritter, Clerk-Treasurer

DRAFT

Business of The Town Council

Town of Yarrow Point, WA

Consent Agenda

September 9, 2025

Yarrow Point Municipal Code Update to Adopt 2024 Department of Ecology Stormwater Management Manual for Western WA and 2025 TYP Public Works Standards	Proposed Council Action: Approval as part of the Consent Agenda
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Presented by:	Town Engineer – Stacia Schroeder
Exhibits:	YPMC Section 20.04, 20.08, 20.12, 20.16, and 20.20 Yarrow Point Public Works Standards (June 2025)

Summary:

The Town Council authorized an update to the town stormwater standards in early 2023. The 94th Ave NE UGC project, however, prolonged Gray & Osborne’s completion of this task, but a first review was presented to the Town Council this past January 2025.

Attached for your review and approval are the recommended updates to the Yarrow Point Municipal Code, Chapter 20 – Site Development Code. These changes would effectively adopt the 2024 Department of Ecology Stormwater Management Manual for Western Washington. In many cases, the adoption would:

- Satisfy a recommended action in the recently adopted Yarrow Point Comprehensive Plan.
- Negate the need for applicants to install and maintain onsite private detention tanks.
- Enhance existing temporary erosion and sedimentation control best management practices by way of the new 2025 Yarrow Point Public Works Standards.
- Help the town to maintain its exemption from the DOE Western WA Phase II Municipal Stormwater Permit and associated requirements.

Recommended Action:

Approve as part of the Consent Agenda.

Chapter 20.04

GENERAL PROVISIONS

Sections:

- 20.04.010 Title.
- 20.04.020 Interpretation.
- 20.04.030 Purpose.
- 20.04.040 ~~Comprehensive stormwater~~ Stormwater management plan.
- 20.04.050 Stormwater guidelines.
- 20.04.060 Facility ownership.
- 20.04.070 Related codes, regulations, and regulatory agencies.

20.04.010 Title.

This title shall be known as the site development code for the town of Yarrow Point and shall be referred to herein as the “code.” (Ord. 607 § 1, 2009)

20.04.020 Interpretation.

The interpretation and application of the provisions of this title shall be held to be the minimum requirements which are adopted for the promotion of public health, safety, and welfare. This code is to be interpreted as a whole, in view of the purpose set out in this title. If the general purpose of this development code conflicts with the specific purpose of any chapter of this development code, the specific purpose shall control. (Ord. 607 § 1, 2009)

20.04.030 Purpose.

The purpose of this code is two-fold: (A) to enact regulations to protect water and earth resources, fish and wildlife habitat, and public health and safety from the potential adverse impacts associated with clearing and grading private and public land in the town; and (B) to provide for the planning, security, design, construction, use, maintenance, repair and inspection of the public and private storm and surface water system. This code supplements other town ordinances and regulations regarding protection of the storm and surface water system.

Additionally, these regulations implement best management practices required to meet federal and state environmental law requirements. Their intent is to assure the quality of the water, preserve the integrity of the system, minimize the chance of flooding, and to provide for the enforcement of the provisions of this code. (Ord. 607 § 1, 2009)

20.04.040 ~~Comprehensive stormwater~~ Stormwater management plan.

In ~~January 2008~~2020, the town of Yarrow Point completed a ~~comprehensive~~ stormwater management plan, referred to herein as the “~~comprehensive~~ stormwater management plan.” The primary purpose of this document was to inventory and hydraulically model the existing public stormwater system and then use this information to develop a corresponding capital improvement plan.

Any and all stormwater improvements proposed within the town right-of-way shall reflect the recommendations set forth in ~~Chapter 5 of the comprehensive~~ stormwater management plan. A copy is on file with the town clerk. (Ord. 607 § 1, 2009)

20.04.050 Stormwater ~~guidelines~~ manual adopted.

~~The 2019~~24 Washington State Department of Ecology Stormwater Management Manual for Western Washington (the Manual) is hereby adopted as the primary regulation for ~~Proposed-proposed~~ public and private site development within the town of Yarrow Point. ~~_ is regulated by the current stormwater drainage guidelines,~~ referred to herein as “stormwater guidelines.” Additional guidance for preparing and submitting storm drainage reports, studies, and construction plans are further described in the TYP’s Public Works Standards.

Any and all site development proposed within the town shall strictly adhere to these guidelines. A copy is on file with the town clerk. (Ord. 607 § 1, 2009)

20.04.060 Facility ownership.

A. The town owns all elements of the storm drainage system in public right-of-way and in easements or tracts dedicated to and accepted by the town, except to the extent private ownership is indicated as a matter of record.

B. The town may accept ownership (or other property rights) and responsibility for privately built drainage facilities when all of the following conditions are met:

1. Ownership of the facility by the town would provide a public benefit; and
2. Necessary and appropriate property rights are offered by the property owner at no cost; and
3. The facility substantially meets current engineering standards, as determined by the town, or is brought up to current engineering standards by the owner(s); and
4. There is access for town maintenance in accordance with criteria provided in the engineering standards; and
5. The town has adequate resources to maintain the facility; and
6. The facility is transferred to the town at no cost.

C. At no time will the town accept ownership of private detention facilities. (Ord. 607 § 1, 2009)

20.04.070 Related codes, regulations, and regulatory agencies.

A. The requirements of this title are in addition to other town codes and regulations.

B. In order to be in compliance with the provisions of this code, the applicant shall comply with the applicable concepts and engineering standards contained in the town's current ~~comprehensive~~ stormwater management plan and the stormwater guidelines. Design and construction related items not referred to in these documents will be governed by the current edition and subsequent amendments to the Washington State Department of Transportation's (WSDOT's) standard plans and specifications, or equivalent standards approved by the town engineer.

C. Requirements administered by other federal, state, and/or local agencies may also apply. (Ord. 607 § 1, 2009)

Chapter 20.08

DEFINITIONS

Sections:

20.08.010 Definitions.

20.08.010 Definitions.

Words used in the singular include the plural and the plural the singular.

“Applicant” means the individual, partnership, association, or corporation applying for a permit to do work under this chapter, including the property owner, and any employee, agent, consultant or contractor acting on behalf of the applicant, and any successor in interest.

“As-built” means a final drawing of the actual installation of structures, materials and equipment.

“Best management practices (BMPs)” means BMPs that are intended to prevent pollutants from entering storm and surface water.

“Clearing” means the act of destroying or removing any pervious or impervious surface by any means, including chemical, mechanical, or by hand.

~~“Comprehensive stormwater management plan” means the latest version of the town’s comprehensive stormwater management plan as adopted by the town council.~~

“Conveyance system” means that part of the storm and surface water system that conveys runoff from any portion of public right-of-way.

Drainage System. See “storm and surface water system.”

“Emergency” means any natural or human-caused event or set of circumstances that disrupts or threatens to disrupt or endanger the operation, structural integrity or safety of the drainage system; or endangers the health and safety of the public; or otherwise requires immediate action by the town.

“Engineering standards” means the current TYP’s stormwater drainage guidelines supplemented by the Washington State Department of Transportation’s (WSDOT’s) engineering standard plans and specifications which include minimum requirements for the design and construction of water, storm and surface water drainage and sanitary sewer facilities.

“Excavation” means the removal of material such as earth, sand, gravel, rock, or asphalt or other solid material used to decrease the ground surface elevation.

“Fill” means earth, sand, gravel, rock, asphalt, or other solid material used to increase the ground surface elevation or to replace excavated material.

“Filling” means any act by which earth, sand, gravel, rock, asphalt, or other solid material is deposited or placed to raise the ground elevation or to replace excavated material.

“Grading” means any excavation or filling or combination thereof.

Impervious Surface. See YPMC 17.08.010.

“Permit,” unless noted otherwise, refers to the site development permit.

“Permittee” means the property owner to whom the site development permit is issued. The property owner may be a person(s), partnership, association, or corporation.

“Pollution” means the contamination or other alteration of the physical, chemical, or biological properties of any natural waters including change in temperature, taste, color turbidity, or odor of the waters, or the discharge of any liquid, gaseous, solid, radioactive, or other substance to any such waters as will or is likely to create a nuisance or render such water harmful, detrimental, or injurious to the public health, safety, or welfare, or to domestic, commercial, industrial, agricultural, recreational, or other legitimate beneficial uses, or to livestock, wild animals, birds, fish or other aquatic life, per RCW 90.48.020.

“Private system” or “private drainage facility” means any element of the storm and surface water system which is not a part of the public drainage system as defined in this code. More specifically, a private system includes facilities directly associated with private buildings or structures such as foundation drains, rockery/retaining wall drains, gutters and downspouts.

“Property owner” means any individual, company, partnership, joint venture, corporation, association, society or group that owns or has a contractual interest in the subject property or has been authorized by the owner to act on his/her behalf.

“Public storm and surface water system” or “public drainage system” means those elements of the storm and surface water system maintained and operated by the town:

1. Located on property owned by the town or in public right-of-way; or
2. Located on property on which the town has an easement, license or other right of use for town purposes.

“Site development permit” means the written permission of the town engineer to the permittee to proceed with the act of installing temporary erosion control measures (including restoration and protection), as well as clearing, grading, and storm drainage improvements within the provisions of this chapter. The site development permit includes the associated approved plans and any conditions of approval as well as the permit form itself.

“Storm and surface water system,” also referred to as the “drainage system,” means the entire system within the town, both public and private, naturally existing and manmade, for the drainage, conveyance, detention, treatment or storage of storm and surface water.

“Stormwater guidelines” means the current TYP’s stormwater drainage guidelines.

“Stormwater management plan” means the latest version of the town’s stormwater management plan as adopted by the town council.

(Ord. 607 § 1, 2009)

Chapter 20.12 ~~(no changes for storm)~~

SITE DEVELOPMENT PERMIT

Sections:

- 20.12.010 Permit requirements.
- 20.12.020 Conditions of approval – Project denial.
- 20.12.030 Applications and expiration of permits.
- 20.12.040 Responsibility to have permit.
- 20.12.050 Permit revocation.

20.12.010 Permit requirements.

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

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

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

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

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

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

F. A Level 1 site development permit is required for a single-family residence which requires a new detention system, or changes to an existing detention system. All other site development permits shall be Level 2 permits. (Ord. 730 § 6, 2023; Ord. 607 § 1, 2009)

20.12.020 Conditions of approval – Project denial.

The town engineer may impose conditions on permit approval as needed to mitigate identified project impacts and shall deny permit applications that are inconsistent with the provisions of this chapter. (Ord. 607 § 1, 2009)

20.12.030 Applications and expiration of permits.

A. An application for a site development permit for which no permit is issued within 180 days following the date of application shall expire. The town may, prior to expiration, extend the time for action for a period not exceeding an additional 180 days.

B. An application for a site development permit may be cancelled for inactivity if an applicant fails to respond to the town's written request for revisions or corrections within 180 days. The town engineer may extend the response period if the applicant provides and adheres to a reasonable schedule for submitting the full revisions.

C. A site development permit shall expire if the authorized work is not begun within 180 days from the date of permit issuance. (Ord. 607 § 1, 2009)

D. A site development permit which is part of a building permit package shall match the expiration date of the primary building permit for the work. If the building permit expiration date is extended, the site development permit will be extended to the same date.

20.12.040 Responsibility to have permit.

Every contractor or other person working or directing work that requires a permit under this chapter shall have a copy of the permit, approved plans, and applicable terms and conditions thereof on site at all times. (Ord. 607 § 1, 2009)

20.12.050 Permit revocation.

The town may revoke or suspend the site development permit whenever:

A. The work does not proceed in accordance with the plans, as approved, or is not in compliance with the requirements of this code or other town codes.

B. Entry upon the property for the purpose of investigation or inspection has been denied.

C. The permittee has made a misrepresentation of a material fact in applying for such permit.

D. The progress of the work indicates that the plan is or will be inadequate to protect Lake Washington, the public, adjoining property, the street, protected areas, the drainage system, or other utilities, or the work endangers or will endanger the public, the adjoining property, the street, protected areas, the drainage system or other utilities.

E. The permit has not been acted upon or extended within the time allowed pursuant to YPMC 20.12.030. (Ord. 607 § 1, 2009)

Chapter 20.16

EROSION AND SEDIMENTATION CONTROL REQUIREMENTS

Sections:

- 20.16.010 Erosion and sedimentation control (ESC) plan.
- 20.16.020 Discharging of pollutant matter.
- 20.16.030 Control of other pollutants.

20.16.010 Erosion and sedimentation control (ESC) plan.

Erosion and sedimentation control plans (identified as construction stormwater pollution prevention plans, or SWPPPs in the Manual) shall be designed and implemented to prevent sediment from leaving the project site, including but not limited to the requirements established in the current stormwater guidelines. (Ord. 607 § 1, 2009)

20.16.020 Discharging of pollutant matter.

A. Discharge of polluting matter is prohibited. No person shall discharge, either directly or indirectly, any organic or inorganic matter into the storm and surface water system that may cause or tend to cause water pollution, including but not limited to the following:

1. Petroleum products including but not limited to oil, gasoline, grease, fuel oil and heating oil;
2. Trash or debris;
3. Pet wastes;
4. Chemicals;
5. Paints;
6. Steam cleaning wastes;
7. Washing of fresh concrete for cleaning and/or finishing purposes or to expose aggregates;
8. Laundry wastes;
9. Soaps;
10. Pesticides, herbicides, or fertilizers;
11. Sanitary sewage;
12. Heated water;
13. Chlorinated water or chlorine;
14. Degreasers and/or solvents;
15. Bark and other fibrous material;
16. Antifreeze or other automotive products;
17. Lawn clippings, leaves or branches;
18. Animal carcasses;
19. Sediment;

20. Acids or alkalis;
21. Recreational vehicle wastes;
22. Dyes (without permission from the town);
23. Construction materials;
24. Food waste.

B. Any person responsible for pollutant discharge into the public storm and surface water system who fails to immediately collect, remove, contain, treat or disperse such pollutant materials at the town's request shall be responsible for the necessary expenses incurred by the town in carrying out any pollutant abatement procedures, including the collection, removal, containment, treatment or disposal of such materials. (Ord. 607 § 1, 2009)

20.16.030 Control of other pollutants.

The permittee must properly handle and dispose of other pollutants that are on site during construction so as to avoid possible health risks or environmental contamination. (Ord. 607 § 1, 2009)

Chapter 20.20

GRADING AND STORM DRAINAGE REQUIREMENTS

Sections:

- 20.20.010 Preparation and submittal of grading and drainage control plans.
- 20.20.020 Easement requirements.
- 20.20.030 Construction requirements.
- 20.20.040 Deviations.

20.20.010 Preparation and submittal of grading and drainage control plans.

The applicant shall design and implement grading and drainage control plans (identified as a Stormwater Site Plan, or SSP, in the Manual) for collecting, controlling, transporting and disposing of stormwater falling upon, entering, flowing within and exiting the property under development per the current stormwater guidelines. (Ord. 607 § 1, 2009)

20.20.020 Easement requirements.

A recorded easement is required prior to issuance of a permit when:

- A. A private drainage facility will be built on property owned by a party other than the applicant or owner;
- B. A private drainage facility will serve two or more properties that are not in common ownership;
- C. Public drainage facilities are located on private property. (Ord. 607 § 1, 2009)

20.20.030 Construction requirements.

A. General. When constructing or modifying drainage facilities, compliance is required with this code, the stormwater guidelines, the approved permit, plans and specifications, the recommendations of the manufacturer of the materials or equipment used, and any applicable local, state or federal requirements.

B. Failure to Complete Work or Meet Requirements. If the work being performed is not in accordance with these codes or the engineering standards and the permittee is unwilling to change or correct the deficiencies, the town may issue a stop work order until the deficiencies are corrected.

C. Connections to the public drainage system shall be made at a point and in the manner approved by the town engineer. (Ord. 607 § 1, 2009)

20.20.040 Deviations.

A. Deviations from the requirements of this code may be granted by the town engineer.

B. Sufficient information submitted in conjunction with a deviation request must address all of the following criteria:

1. The deviation is in the public's best interest and provides equivalent environmental protection.
2. The deviation provides the least possible change from the requirements of this chapter. (Ord. 607 § 1, 2009)

TOWN OF YARROW POINT

KING COUNTY

WASHINGTON



PUBLIC WORKS STANDARDS

G&O #23445
JUNE 2025



Gray & Osborne, Inc.
CONSULTING ENGINEERS

TABLE OF CONTENTS

CHAPTER 1 – INTRODUCTION

CHAPTER 2 – PERMITS

2.1	PERMIT PROCESS	2-1
2.2	DEVIATIONS.....	2-2

CHAPTER 3 – PUBLIC WORKS CONSIDERATIONS

3.1	FINANCIAL GUARANTEE	3-1
3.2	HOLD HARMLESS CLAUSE	3-1
3.3	DEVELOPER’S PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE	3-1
3.4	WORKERS COMPENSATION AND EMPLOYER’S LIABILITY INSURANCE.....	3-1
3.5	NON-INTERFERENCE	3-2
3.6	WORK STANDARDS.....	3-2

CHAPTER 4 – GENERAL REQUIREMENTS

4.1	GENERAL NOTES.....	4-1
4.2	TEMPORARY TRAFFIC CONTROL.....	4-2
4.3	CONSTRUCTION STAKING	4-3
4.4	EASEMENTS	4-4
4.5	UTILITY TRENCH EXCAVATION	4-4
4.6	PIPE BEDDING.....	4-5
4.7	BACKFILLING.....	4-5
4.8	TRENCH RESTORATION	4-6
4.9	TEMPORARY STREET PATCHING	4-7
4.10	RECORD DRAWINGS.....	4-7
4.11	DEVELOPER AGREEMENT REQUIREMENTS.....	4-8
4.12	ACCEPTANCE OF IMPROVEMENTS	4-8
4.13	FINISHING AND CLEANUP.....	4-9
4.14	FINAL ACCEPTANCE.....	4-10

CHAPTER 5 – EROSION AND SEDIMENT CONTROL AND WATER POLLUTION CONTROL

5.1	EROSION CONTROL	5-1
5.2	EROSION/SEDIMENTATION CONTROL PLAN NOTES	5-2
5.3	DETAIL DRAWINGS	5-5

CHAPTER 6 – STORM DRAINAGE STANDARDS

6.1	GENERAL CONSIDERATIONS	6-1
6.2	STORM DRAINAGE PLAN NOTES	6-1
6.3	DESIGN STANDARDS	6-2
6.4	STORM CONVEYANCE DESIGN.....	6-3
6.5	DETAILS.....	6-8

CHAPTER 7 – STREET STANDARDS

7.1	GENERAL CONSIDERATIONS	7-1
7.2	ROADWAY NOTES	7-1
7.3	STREETS	7-2
7.4	STREET NAMES	7-4
7.5	SIGNING	7-5
7.6	STREET FRONTAGE IMPROVEMENTS	7-5
7.7	PRIVATE LANES	7-5
7.8	DEAD ENDS	7-6
7.9	INTERSECTION AND LOW SPEED CURVES	7-7
7.10	SIGHT CLEARANCE	7-7
7.11	PEDESTRIAN WALKWAYS	7-8
7.12	DRIVEWAYS	7-9
7.13	SIDEWALK, CURBS AND GUTTERS	7-11
7.14	ROADWAY FEATURES	7-11
7.15	UTILITIES	7-14
7.16	SUBGRADE PREPARATION	7-15
7.17	CRUSHED SURFACING (BASE AND TOP COURSE)	7-15
7.18	SURFACING REQUIREMENTS	7-15
7.19	STREET PATCHING AND RESTORATION	7-16
7.20	DETAILS	7-16

CHAPTER 8 – CONSTRUCTION CONTROL AND INSPECTION

8.1	BASIS FOR CONTROL OF THE WORK	8-1
8.2	INSPECTION	8-1
8.3	PENALTIES FOR FAILURE TO NOTIFY AND OBTAIN APPROVAL	8-3
8.4	CONTROL OF MATERIALS	8-3
8.5	CONSTRUCTION CONTROL IN DEVELOPMENTS	8-4
8.6	MATERIAL TESTING AND ACCEPTANCE	8-5
8.7	SUBGRADE	8-10
8.8	COUNTY FORCES AND COUNTY CONTRACT ROAD INSPECTION	8-10
8.9	CALL BEFORE YOU DIG	8-10
8.10	UTILITY CERTIFICATION	8-10

LIST OF TABLES

<u>No.</u>	<u>Table</u>	<u>Page</u>
7-1	Street Classification for the Town of Yarrow Point	7-3
7-2	Minimum Street Design Standards	7-4

STANDARD DETAILS

CHAPTER 1

INTRODUCTION

These Public Works Standards (Standards) shall apply to all improvements within the public right-of-way and/or public easements, to all improvements required within the proposed public right-of-way or easements of new subdivisions, for all improvements intended for ownership, operations or maintenance by the Town and for all other improvements (onsite or offsite) for which the Town's Municipal Codes require approval from the Town Engineer, Town Planning Commission and/or the Town Council. These Standards are intended as guidelines for developers in preparing their plans and for the Town in reviewing plans. Where minimum values are stated, greater values should be used whenever practical; where maximum values are stated, lesser values should be used where practical. The Developer is, however, cautioned that higher standards and/or additional studies and/or environmental mitigation measures may, and will, in all likelihood, be imposed by the Town when developing on, in, near, adjacent, or tributary to sensitive mapped critical areas including, but not be limited to, steep embankments, creeks, ponds, lakes, certain wildlife habitat, unstable soils, etc.

Alternate design standards may be accepted when it can be shown, to the satisfaction of the Town Engineer, that such alternate standards will provide a design equal to or superior to that specified. In evaluating the alternate design, the Town Engineer shall consider appearance, durability, ease of maintenance, public safety and other appropriate factors. In the event the Town chooses to consider alternative designs to meet standards, the additional time and cost to review shall be borne by the Developer. Refer to Section 2.2 for more information.

Any improvements not specifically covered herein by these Standards must meet or exceed the current version of the State of Washington Department of Transportation (WSDOT) Standard Specification for Road, Bridge & Municipal Construction, current amendments thereto and the Washington State Department of Transportation Standard Plans. Said specifications shall be referred to hereafter as the "WSDOT Standard Specifications" and "WSDOT Standard Plans."

Where improvements are not covered by the WSDOT Standard Specifications, WSDOT Standard Plans, or these Town Standards, the Town Engineer will be the sole judge in establishing appropriate standards. Where these Standards conflict with any existing Town codes, ordinances or discrepancies exist within the body of this text, the higher "standards" shall be utilized as determined by the Town Engineer.

The Town will review all applications related to the Subdivision of Land (Yarrow Point Municipal Code (YPMC) Title 16), Preliminary Plat Requirements (YPMC Section 16.12), Final Plat Requirements (YPMC Section 16.24), Short Subdivisions (YPMC Section 16.28), Boundary Line Adjustments (YPMC Section 16.32), Site Development

General Provisions (YPMC Section 20.04), Erosion and Sedimentation Control Requirements (YPMC Section 20.16), and Grading and Storm Drainage Requirements (YPMC Section 20.20). The Developer shall submit the necessary information, plans, and calculations as required to meet the conditions of the various permits identified in Chapter 2 of these Standards.

A. Definitions (As used herein):

1. “Contract Documents:” The contract documents shall consist of the following and in case of conflicting provisions, the first mention shall have precedence:
 - a. Developer’s Agreement
 - b. Town Public Works Standards
 - c. Other Applicable Town Municipal Codes
 - d. Town Building Permit
 - e. Town Right-of-Way Use Permit
 - f. Town Site Development Permit
 - g. Washington State Department of Ecology (DOE) General Stormwater Construction Permit (site larger than 1 acre)
 - h. Washington State Department of Transportation (WSDOT) Standard Plans
 - i. WSDOT Standard Specifications
 - j. SEPA Determination (as required)

These documents shall form the Contract.

2. “Contractor:” The Developer’s contractor or subcontractor.
3. “Developer:” The party having an agreement with the Town to cause the installation of certain improvements, to become a part of the Town’s utility and/or roadway system upon completion and acceptance. The term shall also include the Developer’s engineer(s), designer(s) and contractor(s) employed to complete the work.
4. “Development:” Any improvement within the public right-of-way and/or public easements (existing or future), improvements intended for ownership, operations or maintenance by the Town and all other improvements for which the Yarrow Point Municipal Code requires approval by the Town. These improvements include, but are not limited to, the construction, reconstruction, conversion, structural alteration, relocation, enlargement, or change in use of any structure or property, or any project that will increase vehicle trips per day or any project which negatively

- impacts the service level, safety, or operational efficiency of serving roads.
5. “Driveway Entrance:” That portion of the public right-of-way used for vehicular access to private property.
 6. “Maintenance Bond:” A bond furnished by the Developer and written by a corporate body qualified to write surety in the State of Washington, guaranteeing that the Developer will repair any defects found in the work within the time period as further identified herein.
 7. “Mayor:” Mayor of the Town of Yarrow Point or authorized representative.
 8. “Performance Bond:” A bond furnished by the Developer and written by a corporate body qualified to write surety in the State of Washington, guaranteeing that the work will be completed in accordance with the plans and specifications within a timeframe specified by the permit and guaranteed by the bond.
 9. “Plans:” Drawings, including reproductions thereof, of the work to be done as an extension to the Town’s utility or road network system, prepared by an Engineer licensed in the State of Washington.
 10. “Project Specifications:” The specifications specific to the project as designated by an Engineer licensed in the State of Washington for the prescribed work.
 11. “Town Engineer:” A representative of the Town of Yarrow Point with the duties and responsibilities described in the YPMC Section 2.16 or another qualified engineering consultant appointed by the Mayor.
 12. “Town:” Town of Yarrow Point, Washington, King County, a municipal corporation, existing under and by virtue of the laws of the State of Washington. Actions designated as taken by the Town are the acts of the Council acting through the Mayor, or an approved designee.
 13. “WSDOT Standard Specifications:” The most current edition of the Washington State Department of Transportation (WSDOT) Standard Specifications for Road, Bridge and Municipal Construction.

14. “Work:” The labor or materials or both, equipment, transportation, and other facilities necessary to complete the Contract.
- B. Developer to be Informed: The Developer is expected to be fully informed regarding the nature, quality, and the extent of the work to be done, and, if in doubt, to secure specific instructions from the Town Engineer.
- C. Authority of Mayor: The Mayor or his/her authorized representative shall have the authority to stop work whenever, in his/her opinion, the same shall be necessary to ensure compliance with the plans and specifications, and shall have authority to reject work and materials which do not so conform to the Standards and to decide questions which may arise in the execution of the work.
- D. Authority of the Town Engineer: The Town Engineer or his/her authorized representative shall have the authority to determine the amount, quality, acceptability of the work, material and equipment, and to reject or condemn all work or material which does not conform to the terms of these Standards. The Town Engineer’s decision in all matters is the decision of the Town, and can only be changed by the Mayor.

The Town has not so delegated, and the Town Engineer or his/her authorized representative(s) does (do) not purport to be a safety expert, is not so engaged in that capacity, and has neither the authority nor the responsibility to enforce construction safety laws, rules, regulations or procedures, or to order the stoppage of work for claimed violations thereof. Town inspector(s) are not responsible for the identification or enforcement of such laws, rules or regulations. The Town may at its sole discretion however, refer instances to the Washington State Department of Labor and Industries (L&I).

- E. Payment for Town Services: The Developer shall be responsible for promptly reimbursing the Town for all costs and expenses incurred by the Town in the pursuit of project submittal, review, approval, and construction. These costs include, but are not limited to, the utilization of staff and “other” outside consultants as may be necessitated to adequately review and inspect construction of the project(s). All legal, administrative, and engineering fees for project review, meetings, approvals, site visits, construction inspection, etc., shall be subject to prompt reimbursement. The Developer is cautioned that project approval (Town acceptance) and occupancy permits will be denied until all bills are paid in full. Amounts for fees can be found on the Town’s website.

CHAPTER 2

PERMITS

2.1 PERMIT PROCESS

No person, firm or corporation shall commence work on any facility located either in the public right-of-way or a public easement without any necessary permit(s) first having been obtained and approved by the Town.

Any party requesting a permit shall file written application with the Town and pay all fees.

Permit include, but may not be limited to:

1. Tree Removal Permit – YPMC Section 20.22;
2. Site Development Permit – YPMC Section 20.12;
3. Right-of-Way Use Permit – YPMC Section 12.04;
4. Right-of-Way Encroachment Permit – YPMC Section 12.24; and
5. Building Permit – YPMC Section 15.04.

The Town may require, at its discretion, the filing of any other information when in their opinion such information is necessary to properly enforce the provisions of these Standards.

No permit shall be issued until the proposed work has been approved by the appropriate official. Adjudication of disagreements regarding approvals shall be made by the Mayor or their designee and his/her decision shall be final.

No construction plans shall be approved nor a permit issued where it appears that the proposed work, or any part thereof, conflicts with the provisions of these Standards or any other ordinance of the Town of Yarrow Point and issuance of a permit shall not be construed as a waiver of any other portion of the Yarrow Point Municipal Code.

Permit applications may also be subject to provisions and/or recommendations issued by the King County Department of Environmental Quality, the Washington State Department of Fish and Wildlife, the Army Corp of Engineer's, and the State Department of Ecology.

2.2 DEVIATIONS

These Standards represent appropriate practice under most conditions, based on past experience in the Town and other jurisdictions. They are intended to provide facilities that are safe and appropriate for use in the Town. These Standards are not intended to limit the introduction of new ideas. Situations will arise where alternatives to these Standards may better accommodate existing conditions, overcome adverse topography or allow for more cost-effective solutions without adversely affecting safety, operations, maintenance or aesthetics. As such deviations may be approved only under special circumstances, when such deviation is warranted by unique characteristics of the site or the Developer can clearly show that a deviation will result in an equal or superior product in a cost-effective manner.

Accordingly, requests for deviations from these Standards will be considered by the Town Engineer. Such requests must be submitted in writing and include supporting information demonstrating compliance with the following criteria:

- The deviation will achieve the intended result with a comparable or superior design and quality of improvement;
- The deviation will not adversely affect safety, or operations;
- The deviation will not adversely affect maintenance and its associated cost; and
- The deviation will not adversely affect aesthetic appearance.

The need for and timing of a deviation from these Standards may not be predictable. Requests should be submitted as soon as the need becomes known. Deviations that affect engineering design, to the extent they are known, must be decided prior to submittal of construction plans. This will prevent wasted effort in the preparation of plans with non-standard features that cannot be approved. Any deviation request concerning a provision of the Uniform Fire Code requires concurrence by the Bellevue Fire Department (BFD). Documentation of concurrence by the BFD must be submitted with the request.

The Town Engineer reserves the right to approve or deny a deviation from these Standards at any time, in the interest of public health, safety and welfare. In accordance with YPMC Section 17.28, the Developer may appeal an administrative determination of the Town Engineer denying a requested deviation from these Standards to a hearing examiner appointed by the Mayor.

CHAPTER 3

PUBLIC WORKS CONSIDERATIONS

3.1 FINANCIAL GUARANTEE

Financial guarantees of the work covered under these Standards shall be in accordance with applicable provisions included in the Yarrow Point Municipal Code (YPMC).

3.2 HOLD HARMLESS CLAUSE

The Developer shall indemnify and hold harmless the Town, Town Engineer and their agents and employees, from and against all damages, losses, and expenses as specified in Chapter 12.04 and other applicable sections of the YPMC.

3.3 DEVELOPER'S PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE

The Developer shall maintain all required public liability, property damage, and combined single limit as specified by the most recent Washington State Insurance Commission requirements for minimum public works projects, or as requested by the Town Engineer.

3.4 WORKERS COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE

The Developer shall maintain Workmen's Compensation Insurance or, as may be applicable, Maritime Workmen's Insurance, as required by state or federal statute for all of his employees to be engaged in work on the Project and, in case any such work is sublet, the Developer shall require the contractor or subcontractor similarly to provide Workmen's Compensation Insurance or Maritime Workmen's Insurance for all of the latter's employees to be engaged in such work.

In the event any class of employees engaged in work at the site of the Project is not covered under the Workmen's Compensation Insurance or Maritime Workmen's Insurance, as required by state and federal statute, the Developer shall maintain and shall cause each contractor or subcontractor to maintain Employer's Liability Insurance with a private insurance company for limits of at least as required by the Workers' Compensation Act of Washington and furnish satisfactory evidence of same.

3.5 NON-INTERFERENCE

The permittee shall be responsible for minimum interference with:

- Emergency Services
- Traffic Routing
- Fire Facility Clearance
- Adjoining Property
- Utility Facilities
- Natural Surface Drainage

Prior to construction, these items are to be discussed with the Town Engineer, and/or Fire and Police Departments and/or the Town Building Inspector, and special provisions may be included in any applicable Town Permit(s).

3.6 WORK STANDARDS

All work performed pursuant to a permit issued shall be done in accordance with these Public Works Standards.

The following additional standards shall be applicable when pertinent, when specifically cited in the standards or when required by state or federal funding authority:

- A. A Policy on Geometric Design of Highways and Streets, American Association of State Highway and Transportation Officials (AASHTO), or current edition.
- B. U.S. Department of Transportation Manual on Uniform Traffic Control Devices, "MUTCD," as amended and approved by Washington State Department of Transportation, current edition.
- C. Washington State Department of Ecology, 2024 Stormwater Management Manual for Western Washington.
- D. Associated Rockery Contractors (ARC), Standard Rock Wall Construction Guidelines.
- E. American Society for Testing and Materials (ASTM).
- F. Illuminating Engineering Society of America (IES) National Standard Practices for Roadway Lighting, RP-8, Current Edition, as modified herein.

- G. WSDOT Standard Specifications for Road and Bridge Construction, to be referred to as the “Standard Specifications,” current edition.
- H. WSDOT Standard Plans, to be referred to as the “Standard Plans,” current edition.
- I. WSDOT Design Manual, current edition as amended.
- J. Institute of Transportation Engineers, Traffic Engineering Handbook, current edition.

CHAPTER 4

GENERAL REQUIREMENTS

This Chapter presents information that is generally applicable to all work within the existing right-of-way or new development.

4.1 GENERAL NOTES

The General Notes shall be included on the Plans.

- A. This development project shall conform to the Town of Yarrow Point's Public Works Standards. Any changes/variances/deviations from the Public Works Standards shall require approval from the Town Engineer.
- B. All workmanship and materials shall conform to the "Washington State Department of Transportation (WSDOT) Standard Specifications for Road, Bridge, and Municipal Construction" (latest edition), except where supplemented or modified by the Town's Public Works Standards. Copies of the above documents shall be available at the job site during construction.
- C. Before any construction may occur, the Developer shall have plans which have been signed and approved by the Town of Yarrow Point, obtained all Town, county, state, federal, and other required permits, paid all applicable fees, and have posted all required bonds and financial guarantees.
- D. A preconstruction meeting is required prior to the start of any survey staking or construction project with the Town Arborist, Town Engineer, and/or Town Building Official. Contact information for each staff member will be part of the permit package.
- E. Existing utilities shown on contract plans are typically based on available records and are considered approximate. The Contractor shall be responsible for verification of all existing utility locations, whether or not these utilities are shown on the plans. The Contractor shall exercise care to avoid damage to any utility. The Contractor is cautioned that overhead utility lines may not be shown on the plans. It shall be the Contractor's responsibility to determine the true elevations and locations of all underground utilities and the extent of any hazards created by overhead utility lines. Identification, location marking, and responsibility for underground facilities or utilities are governed by provisions in Chapter 19.122 Revised Code of Washington (RCW). Prior to starting

construction, the Contractor shall call One-Call (1-800-424-5555 or 811) for utility locations (water, sanitary sewer, storm sewer, gas, power, telephone, cable television, and fiber optic).

- F. Trucks over 40 feet in length are prohibited on all roads in the Town of Yarrow Point per YPMC 10.12.020. The Town Engineer may waive this requirement on a case-by-case basis.
- G. Traffic Control Plans must be submitted for approval to the Town Engineer prior to the start of construction. Deviations from approved Traffic Control Plans must be obtained in writing.
- H. Record drawings are required prior to project acceptance according to Section 4.10 below.

4.2 TEMPORARY TRAFFIC CONTROL

- A. **Interim Traffic Control:** The Developer shall be responsible for temporary traffic control during construction on or along traveled streets/roads. When work is to be performed on streets that are open to traffic, the Developer shall be required to submit a traffic control plan for approval by the Town Engineer at least 48 hours prior to starting any work. Traffic control shall follow the guidelines of Section 1-07.23 of the WSDOT/APWA Standard Specifications. All barricades, signs and flagging shall conform to the requirements of the MUTCD Manual. Signs shall be legible and visible and should be removed at the end of each workday if not applicable after construction hours.
- B. **Temporary Road Closures and Detours:** When temporary road closures cannot be avoided the Developer shall post "This Road Will Be Closed" signs a minimum of 10 days prior to the closing. The types and locations of the signs shall be shown on a detour plan. A proposal for a road closure and a detour plan must be prepared and submitted to the Town at least 20 working days in advance, and approved prior to closing any street. In addition, Developer shall notify, in writing, local fire, school, transit and law enforcement authorities, and any other affected persons as directed by the Town Engineer at least 10 days prior to closing.
- C. **Haul Routes:** If the construction of a proposed development is determined by the Town Engineer to require special routing of large trucks or heavy construction equipment to prevent impacts to surrounding roads, residences or businesses, the Developer shall be required to develop and use an approved haul route.

When required, the haul route plan must be prepared and submitted to the Town Engineer and approved prior to beginning or continuing

construction. The haul route plan shall address routing, hours of operation, signage and flagging, and daily maintenance.

If the Developer's traffic fails to use the designated haul route, the Town Engineer may prohibit or limit further work on the development until such time as the requirements of the haul route are complied with.

- D. Haul Road Agreement: When identified as a need by the SEPA review process or by the Town Engineer, a haul road agreement shall be obtained by the franchised utility, developer, or property owner establishing restoration procedures to be performed upon completion of the haul operation.

4.3 CONSTRUCTION STAKING

All surveying and staking shall be performed by an engineering or surveying firm employed by the Developer and capable of performing such work. The engineer or surveyor directing and/or performing such work shall be currently licensed by the State of Washington to perform said tasks. The survey work shall be referenced to NAVD 88 vertical datum and NAD 83/91 horizontal datum.

Staking shall be determined by the Town Engineer at the preconstruction conference and in some cases, during construction. All required construction staking listed below shall be inspected by the Town prior to any construction:

- A. Easement/Right-of-Way lines.
- B. Easements and/or tracts.
- C. Slope stake subgrade.
- D. Gutter line(s)/top back of curb at a consistent offset for vertical and horizontal alignment.
- E. Top of subgrade.
- F. Top of gravel base.
- G. Top of crushed gravel surfacing at centerline and edge of pavement every 25 feet, as required.
- H. Quarter points on cul-de-sacs.
- I. Centerline alignment every 25 feet (50 feet in tangent sections) with cuts and/or fills to subgrade.
- J. Sensitive and Critical Areas.

The minimum staking of utility systems shall be as follows:

- A. Stake centerline alignment every 25 feet with cuts and/or fills to bottom of trench.

- B. Stake location of all catch basins/manholes and other fixtures for grade and alignment.
- C. Stake location, size and depth of retention/detention facility.
- D. Stake finished grade of catch basin/manhole rim elevation and invert elevations of all pipes in catch basins, manholes, and those that daylight.

4.4 EASEMENTS

All public utilities not within the right-of-way shall be located within an easement dedicated to the utility purveyor. Easements for utilities shall be a minimum of 20 feet wide or two times the depth of the utility, whichever is greater. Utility easements shall be graded and surfaced sufficient for maintenance access vehicles. Easements for access, as well as utilities, shall be a minimum of 25-feet wide with a minimum of 20-foot paved surface.

4.5 UTILITY TRENCH EXCAVATION

- A. Clearing and grubbing, where required, shall be performed within the easement or public right-of-way as permitted by the Town. Debris resulting from the clearing and grubbing shall be disposed of by the Developer in accordance with the terms of all applicable permits.
- B. For trenches located within the roadway, the asphalt or concrete shall be sawcut prior to any excavation. The sawcuts shall be full-depth and a minimum of 12 inches outside the trench width or 12 inches outside any asphalt that has cracks as a result of the trenching activities.
- C. Trenches shall be excavated to the line and depth shown on the Plans to provide a minimum of 24 inches of cover over a storm pipe. Adhere to City of Bellevue Standards for minimum cover over a water main and sanitary sewer pipe. Except for unusual circumstances where approved by the Town Engineer, the trench sides shall be excavated vertically and the trench width shall be excavated only to such widths as are necessary for adequate working space and in compliance with all State and local safety requirements. The trench shall be kept free from water until joining is complete. Surface water shall be diverted so as not to enter the trench. The Developer shall maintain sufficient pumping equipment on the site to ensure that these provisions are carried out.
- D. The Developer shall perform all excavation of every description and whatever substance encountered and boulders, rocks, roots and other obstructions shall be entirely removed or cut out to the width of the trench and to a depth 6 inches below storm pipe grade. Where materials are

removed from below the storm pipe grade, the trench shall be backfilled to the bottom of pipe with material satisfactory to the Town Engineer and thoroughly compacted.

- E. Trenching and shoring operations shall not proceed more than 100 feet in advance of pipe laying without specific written approval of the Town Engineer, and shall be in conformance with Washington Industrial Safety and Health Administration (WISHA) and Office of Safety and Health Administration (OSHA) Safety Standard.

4.6 PIPE BEDDING

- A. All utility pipes shall be bedded per the manufacture's recommendations and the details provided in these Standards.
- B. The bedding course shall be finished to grade with hand tools in such a manner that the pipe will have bearing along the entire length of the barrel. The bell holes shall be excavated with hand tools to sufficient size to facilitate the construction of pipe joints.

4.7 BACKFILLING

- A. Backfilling shall closely follow installation of pipe so that not more than 100 feet is left exposed during construction hours without approval of the Town Engineer. Special precautions should be provided to protect the pipe to a point 12 inches above the crown of the pipe. The remaining backfill shall be compacted to 95 percent of the maximum density in traveled areas, 90 percent outside driveway, roadways, shoulders, parking or other traveled areas. Trenches crossing existing roadways or beneath traffic bearing areas shall be backfilled and compacted with crushed surfacing material (base course or top course).
- B. Due to localized conditions, the Town Engineer may approve backfilling the trench with suitable native excavated material.
- C. Compaction of backfill material shall be performed in maximum 6-inch lifts, unless otherwise approved by the Town.
- D. The Town Engineer may require CDF backfill for utility trenches crossing under roads based upon localized conditions and traffic loading. If CDF is used, it will be placed from 6 inches above the utility to 4 inches below the bottom of the asphalt. All excess material shall be loaded and hauled to waste.

4.8 TRENCH RESTORATION

- A. Trench restoration shall be either by an asphalt patch or an asphalt patch plus a grind and asphalt overlay, as required by the Town. A grind and asphalt overlay will be required when the disturbed area is greater than 5-feet transversely (perpendicular to the roadway centerline) or 5-feet longitudinally (parallel to the roadway centerline). The grind and asphalt overlay shall extend 10 feet beyond transverse patches in each direction or the actual limits of the longitudinal patches.
- B. Replacement of the asphalt pavement shall match existing pavement thickness, plus 1 inch or 3 inch minimum, whichever is greater.
- C. Concrete panels, 8 to 10 inches thick, are located under 92nd Avenue NE roughly 3 inches to 6 inches below the paved surface between the thickened edge flow lines. When construction requires the removal of the concrete panels, the area may be restored with hot mix asphalt, installed to match the depth of both the pavement and concrete panels.
- D. Tack coat shall be applied to the existing pavement and/or edge (face) of any sawcuts and shall be emulsified asphalt grade CSS-1. Joints shall be sealed with a material meeting Section 9-04.2 of the WSDOT Standard Specifications.
- E. Hot mix asphalt (HMA) shall be placed on the prepared surface by an approved paving machine and shall be in accordance with the applicable requirements of Section 5-04 of the WSDOT Standard Specifications, except that longitudinal joints between successive layers of asphalt concrete shall be displaced laterally a minimum of 12 inches, unless otherwise approved by the Town Engineer.
- F. An asphalt patch shall be extended to the edge of the roadway or thickened edge if the edge of the patch is located within 24-inches of such feature.
- G. No irregular patch perimeters shall be allowed. Patches shall have a single straight edge in both the transverse (perpendicular to the roadway centerline) and longitudinal (parallel to the roadway centerline) directions.
- H. If a new asphalt patch is to be made within the limits of an existing patch, the entire existing patch shall be replaced.
- I. All streets, walks or driveways within the trenching areas shall be sawcut, or ground and paved to an extent that provides a smooth-riding connection and expeditious drainage flow for the newly paved surface. Feathering the

asphalt shall not be allowed and water testing is required to ensure positive drainage to the edge flow lines.

- J. Surface smoothness shall be per Section 5-04.3(13) of the WSDOT Standard Specifications. The paving shall be corrected by removal and repaving of the trench only.
- K. When trenching within the roadway shoulder(s), the shoulder shall be restored to its original or better condition and promote continuous water flow.
- L. The final asphalt trench patch shall be completed as soon as possible, but in no instance later than 30 days after first opening the trench. This time frame may be extended by the Town Engineer only if delays are caused by inclement paving weather, utility installation schedule not under the Developer's control, or other adverse conditions.

4.9 TEMPORARY STREET PATCHING

- A. Temporary patching of trenches shall be accomplished by using 2-inch Hot Mix Asphalt, 4-inch Cold Mix Asphalt, 3-inch Asphalt Treated Base, or steel plates suitable for H-20 traffic loading conditions. Steel plates shall be provided with a cold mix "lip" to accommodate a smooth transition from pavement to steel plate.
- B. All temporary patches shall be marked and maintained by the Developer until such time as the permanent pavement patch is in place. All temporary patch materials shall be loaded and hauled to waste by the Developer, in compliance with applicable governmental regulations.
- C. If the Developer is unable to maintain a street patch for whatever reason, the Town may elect to patch it at actual cost plus overhead and materials. The Developer will be invoiced for any Town expenses incurred to comply with this requirement.

4.10 RECORD DRAWINGS

Developers who install systems within the Town's public rights-of-way or public easements shall furnish the Town with accurate drawings, plans and profiles, showing the location and curvature of all underground structures installed, including existing facilities where encountered and abandoned installations. Horizontal locations of utilities are to be referenced to street centerlines, as marked by survey monuments, and shall be accurate to a tolerance of plus or minus 1/2 foot. The depth of such structure may be referenced to the elevation of

the finished street above said utility, with depths to the nearest 1/10 foot being shown at a minimum 50-foot interval along the location of said utility.

Such record drawings shall be submitted to the Town within 30 calendar days after completion of the work or prior to final project approval (e.g., final plat or occupancy) whichever comes first. Record drawings shall be stamped, signed and dated by an engineer currently licensed in the State of Washington.

In the event that the Developer does not have qualified personnel to furnish the record drawings required by this section, the Town Engineer shall be notified so that the necessary field measurement may be taken during construction for the preparation of record drawings. All costs of such field inspection and measurement, to include the preparation of the record drawings, shall be at the sole expense of the Developer.

Drawing Standards:

Minimum scale – 1"=20' horizontal; 1"=5' vertical
Topographic contours – 2 feet

One paper copy of the record drawings shall be submitted on full size plan sheets (22" x 34") with a signature and data, which verifies the “finished” condition of the project. Electronic files in the most recent version of AutoCAD, and in PDF format, shall also be provided to the Town.

4.11 DEVELOPER AGREEMENT REQUIREMENTS

All Developers constructing storm-drainage systems, or streets, or additions thereto, to be connected to the right-of-way, storm sewers of the Town of Yarrow Point, shall if requested, as a prerequisite to securing approval for the construction of such system, execute a Developer Agreement in a form to be provided by the Town.

4.12 ACCEPTANCE OF IMPROVEMENTS

The Town shall not accept Developer constructed improvements incrementally. All aspects of the grading, road, and utility improvements must be complete, clean, inspected, and record drawings submitted, prior to Town acceptance of improvements and release of performance sureties. Prior to acceptance, all improvements shall be in good working order, clean, and free of defects including removal of debris, vegetation, and sediment from new utilities. All dedications, easements, or other legal documentation shall be complete and recorded prior to final acceptance of the project improvements.

4.13 FINISHING AND CLEANUP

- A. Before acceptance of any improvements, all pipes, ditches, catch basins, and other appurtenances shall be cleaned of all debris and foreign material. After all other work on the project is completed and before final acceptance, the entire roadway, including the shoulders, driveways, side street approaches, slopes, utility trenches, and construction areas shall be neatly finished.
- B. Where all or portions of any improvements is in undeveloped areas, the entire area which has been disturbed by the construction shall be shaped so that upon completion the area will present a uniform appearance, blending into the contour of the adjacent properties. All other requirements outlined previously shall be met.
- C. Upon completion, the project shall appear uniform in all respects. All graded areas shall be true to line and grade. Wherever fill material is required in the planting area, the finished grade shall be elevated to allow for final settlement, but nevertheless, the raised surface shall present a uniform appearance.
- D. All rocks in excess of 1-inch diameter shall be removed from the entire construction surface area and shall be disposed of the same as required for other waste material. In no instance shall the rock be thrown onto private property. Overhang on slopes shall be removed and slopes dressed neatly so as to present a uniform, natural, well-sloped surface.
- E. All excavated material at the outer lateral limits of the project shall be removed entirely. Trash of all kinds resulting from shall be removed and not placed in areas adjacent to the project. Where machine operations have broken down brush and trees beyond the lateral limits of the project, the Developer shall remove and dispose of same and restore said disturbed areas at his own expense.
- F. All pavement, whether new or old, shall be thoroughly cleaned to the satisfaction of the Town Engineer.
- G. Castings for manholes, valves, catch basins, monuments, vaults and other similar installations, which have been covered with the asphalt material, shall be cleaned to the satisfaction of the Town Engineer.

4.14 FINAL ACCEPTANCE

All storm sewer lines 8 inch diameter and larger shall be “videotaped” in their entirety using a remote controlled camera. A DVD of the inspection shall be provided to the Town.

CHAPTER 5

EROSION AND SEDIMENT CONTROL AND WATER POLLUTION CONTROL

The standards established by this chapter are intended to represent the minimum standards for providing erosion and sediment control and water pollution control for utility, transportation, parks, storm drainage, and site development projects. Greater or lesser requirements may be required by the Town based upon localized conditions. All projects that disturb land are responsible for preventing erosion and discharge of sediment and other pollutants into receiving waters of rights-of-way, regardless of whether a permit is required for the work.

5.1 EROSION CONTROL

In accordance with Minimum Requirement 2 of the 2024 Department of Ecology Stormwater Management Manual for Western Washington (“Manual”):

“Projects that result in 2,000 square feet or more of new plus replaced impervious surface area, or which disturb 7,000 square feet or more of land must prepare a Construction Stormwater Pollution Prevention Plan (SWPPP) as part of the Stormwater Site Plan (see Minimum Requirement 1).”

The Construction SWPPP, also called an Erosion/Sedimentation Control (ESC) Plan shall be prepared by an engineer licensed in the state of Washington and be approved by the Town prior to the start of construction. The Town Engineer has the discretion to require additional BMPs or lessen the overall square footage of denuded areas. The detrimental effects of erosion and sedimentation shall be minimized by conforming to the following basic elements of the Construction SWPPP:

- Mark clearing limits and minimize clearing to the extent practicable to complete the work.
- Minimize sediment tracked offsite through the installation of a stabilized construction entrance.
- Control runoff flow rates through the use of sediment traps, detention tanks or vaults, dikes, pipes, swales, and/or ditches.

- Control sediment through the use of Best Management Practices (BMPs). This may include drainage swales, silt fence, vegetated strips, wattles, hay mulching, etc.
- Stabilize exposed soils through the use of mulching, plastic covering, nets, blankets, seeding and/or sodding.
- Protect slopes through surface roughening, diverting runoff away from slopes, and stabilizing the soils.
- Protect drain inlets by installing inlet protection.
- Stabilize channels and outlets.
- Control pollutants through proper materials and equipment storage, concrete handling, and equipment maintenance.
- Control dewatering accumulated in foundation areas, excavations and utility trenches in a manner that does not pollute surface waters, runoff, or cause downstream erosion or flooding.
- Maintain BMPs until approval to remove is granted by the Town Engineer.
- Manage the project through phasing, BMP maintenance and repair, and implementing the construction SWPPP.
- Protect Low Impact Development BMPs by preventing sediment from entering these BMPs.

Final stabilization (permanent vegetation and landscaping) shall be installed to prevent sediment-laden water from leaving the project site after construction is completed.

Regardless of project size or whether a permit is required, all work that disturbs the soils and exposes it to erosion shall implement erosion and sedimentation controls to prevent soil erosion and transport of sediment into the storm drainage system, natural drainage way, or lake. Never allow polluted stormwater to be discharged to the public storm drainage system.

5.2 EROSION/SEDIMENTATION CONTROL PLAN NOTES

The standard ESC Plan Notes shall be included on the ESC plans. At the applicant's discretion, notes that in no way apply to the project may be omitted; however, the remaining notes shall not be renumbered:

1. Approval of this erosion/sedimentation control (ECS) plan does not constitute an approval of permanent road or drainage design (e.g., size and location of roads, pipes, restrictors, channels, retention facilities, utilities).
2. The implementation of the ESC plan and the construction, maintenance, replacement, and upgrading of these ESC BMPs is the responsibility of the applicant until all construction is complete and approved and vegetation/landscaping is established.
3. Clearly flag the boundaries of the clearing limits shown on this plan in the field prior to construction. During the construction period, no disturbance beyond the flagged clearing limits shall be permitted. The flagging shall be maintained by the Developer for the duration of construction.
4. Construct the ESC BMPs shown on this plan in conjunction with all clearing and grading activities, and in such a manner as to ensure that sediment and sediment laden water do not enter the drainage system, roadways, or violate applicable Ecology standards.
5. The ESC BMPs shown on this plan are the minimum requirements for anticipated site conditions. During the construction period, upgrade these ESC BMPs as needed for unexpected storm events and to ensure that sediment and sediment-laden water do not leave the site.
6. The Developer shall inspect the ESC BMPs daily and maintain them as necessary to ensure their continued functionality. Written records shall be kept documenting the inspections.
7. Inspect and maintain the ESC BMPs on inactive sites a minimum of once a month or within the 48 hours following a major storm event (i.e., a 24-hour storm event).
8. At no time shall the sediment exceed 60-percent of the sump depth or have less than 6-inches of clearance from the sediment surface to the invert of the lowest pipe. All catch basins and conveyance lines shall be cleaned prior to paving. The cleaning operations shall not flush sediment laden water into the downstream system.

9. Install stabilized construction entrances and silt fencing at the beginning of construction and maintain them for the duration of the project. Additional measures may be required to ensure that all paved areas are kept clean for the duration of the project.
10. The Developer will water the site, as necessary, to reduce dust emissions as a result of construction activity.
11. The Developer shall sweep all affected public roads, as necessary, to remove mud deposited as a result of construction activity. All vehicles shall leave the site by way of the construction entrance and shall be cleaned of all dirt that would be deposited on the public streets.
12. All areas of active earthwork which have the potential for erosion and sedimentation impacts on adjacent properties, natural drainage ways, or the existing town storm drainage system must be stabilized according to the following schedule:
 - a. May 1st to September 30th – soils shall be stabilized within seven days of grading.
 - b. October 1st to April 30th – Earthwork activities shall be conducted in stages in order to minimize soil exposure. Soils shall be stabilized within two days.
 - c. Stabilize soils at the end of the workday prior to a weekend, holiday, or predicted rain event. Seed or sod any areas to remain unworked for more than 30 days.
13. A copy of the approved ESC plan shall be on the job site whenever construction is in progress.
14. The ESC facilities shown on this plan must be constructed prior to or in conjunction with all clearing and grading activities in such a manner as to ensure that sediment-laden water does not enter the drainage system or violate applicable water standards. Wherever possible, maintain natural vegetation for silt control.
15. The applicant shall inspect the ESC BMPs daily and maintain them as necessary to ensure their continued functioning. The ESC facilities on inactive sites shall be inspected and maintained a minimum of once a month or within 48 hours following a storm event.
16. The Town Engineer has the discretion to require a state licensed Certified Erosion and Sedimentation Control Lead (CESCL) to monitor and provide

weekly compliance reports to be paid for by the Developer either as part of the permit conditions or at any time during construction if more than two written violations have occurred. If the CESCL is not provide within 3 calendar days of being requested by the Town Engineer, a stop work order will be issued until the violation is resolved.

17. Any catch basins collecting runoff from the site, whether they are on or off the site, shall be protected with a “filter fabric sock” or equivalent.
18. Do not flush concrete byproducts into the public storm drainage system. If materials such as exposed aggregate are flushed into the storm system, the Town reserves the right to require the Developer to clean the entire affected downstream storm system, and in severe cases may require him/her to relay the affected storm lines.
19. Temporary and permanent seeding (BMP C120), mulching (BMP C121), or other stabilization measures shall be provided as necessary, or as directed by the Town Engineer, to ensure sediment-laden water does not leave the site.

5.3 DETAIL DRAWINGS

The following WSDOT Standard Plans have been adopted by reference:

Standard Plan Title	Standard Plan Number
High Visibility Fence	I-10.10
Silt Fence with Backup Support	I-31.10
Silt Fence	I-30.15
High Visibility Silt Fence with Backup Support	I-30.16
High Visibility Silt Fence	I-30.17
Erosion Control at Culvert Ends	I-30.20
Wattle Installation on Slopes	I-30.30
Compost Sock	I-30.40
Erosion Control Details Coir Log Placement	I-30.60
Storm Drain Inlet Protection	I-40.20
Check Dams on Channels	I-50.20
Biodegradable Erosion Control Blanket Placement on Slopes	I-60.10
Biodegradable Erosion Control Blanket Placement for Ditches	I-60.20
Miscellaneous Erosion Control Details	I-80.10

CHAPTER 6

STORM DRAINAGE STANDARDS

6.1 GENERAL CONSIDERATIONS

Yarrow Point Municipal Code (YPMC) Section 20.04.050 adopts the Washington State Department of Ecology 2024 Stormwater Management Manual for Western Washington (“Manual”). All plans and reports regarding design and implementation of temporary erosion and sedimentation control and permanent storm drainage facilities shall follow the requirements of the Manual and information provided herein. Volume III of the Manual, Chapter 3 – Stormwater Site Plans details specific information regarding the preparation of the required documents. All reports, studies, permitting documents, and construction plans for storm drainage facilities shall be prepared by a professional engineer licensed in the State of Washington.

In addition, the design requirements identified in the 2021 King County Surface Water Design Manual, Chapter 4, shall apply with respect to storm drainage conveyance systems.

The standards established by this chapter are intended to represent the minimum standards for the design and construction of storm drainage facilities. Greater or lesser requirements may be required by the Town based on localized conditions. Storm drainage revisions, additions, modifications, or changes shall be made in compliance with Town standards, ordinances, and Best Management Practices as identified in the Manual. Adequate provisions shall be made for storm drainage, storm sewers, and associated appurtenances sufficient to convey no less than the 100-year peak design storm flow.

If warranted based on the condition and capacity of the existing storm drainage infrastructure and impacts caused by the proposed development, off-site improvements may be required, at the Town Engineer’s discretion, to mitigate impacts caused by the proposed development.

6.2 STORM DRAINAGE PLAN NOTES

The Storm Drainage Notes shall be included on the storm drainage plans. At the Developer’s discretion, notes that in no way apply to the project may be omitted; however, the remaining notes shall not be renumbered.

1. A copy of the approved storm drainage plans must be on the job site whenever construction is in progress.

2. Construction dewatering (groundwater) systems shall be implemented in accordance with the approved plans.
3. Issuance of a Building and/or Site Development Permit by the Town of Yarrow Point does not relieve the owner of the continuing legal obligation and/or liability connected with storm surface water disposition. Further, the Town of Yarrow Point does not accept any obligation for the proper functioning and maintenance of the system during or following construction except as outlined in the Yarrow Point Municipal Code.
4. The Developer shall be responsible for providing adequate safeguards, safety devices, protective equipment, confined space protection, flaggers, and any other needed actions to protect the life, health, and safety of the public, and to protect property in connection with the performance of work covered by the contract.
5. If conflicts between new and existing utilities arise during construction, the Developer shall notify the Town Engineer. Any changes required shall be approved by the Town Engineer prior to commencement of the work.
6. Utility castings shall not be adjusted to grade until final paving is complete.
7. Open cut road crossings for utility trenches on existing traveled roadways shall be backfilled per the Trench – Pavement Restoration Detail (RD-09). Cuts into the existing asphalt shall be neat line full-depth sawcut in a continuous line. Temporary street patching shall meet the requirements of the Public Works Standards.
8. All damages incurred to public and/or private property by the Developer during the course of construction shall be promptly repaired to the satisfaction of the Town Engineer before project approval.
9. All catch basins serving driveways and parking areas must be installed with an inverted pipe elbow for oil spill control, or an approved oil/water separator.

6.3 DESIGN STANDARDS

All pipes shall have a minimum 24 inches of cover above the crown of the pipe in the right-of-way or easements exposed to vehicular traffic. If pipe cover is less than 24 inches the pipe shall be ductile iron (Class 50) or PVC C-900. Also, any pipes proposed to be installed in the load bearing zone of structural walls shall be protected by a ductile iron (Class 50) sleeve. The design or use of DI sleeves shall be approved by the Town Engineer.

Storm drainage pipes laid 16 feet and deeper shall be cement lined, ductile iron pipe, Class 50.

6.4 STORM CONVEYANCE DESIGN

PIPE MATERIAL

1. PVC SDR 35 ASTM 3034 (Town recommended and preferred).
2. CPEP (ADS N-12 or equal).
3. Ductile Iron (Class 50).
4. PVC C-900.

PIPE SLOPE

1. Minimum slope of 0.02 ft/ft for 4-inch and 6-inch pipe.
2. Minimum slope of 0.01 ft/ft for 8-inch pipe.
3. Minimum slope of 0.005 ft/ft for 12-inch pipe and larger.

PIPE SIZE

1. The following is a list of minimum pipe diameters for a specific use in the right-of-way:

a.	Main Line and Roadway Crossing	12-inch
b.	Drainage Outlet (stub-out)	6-inch
c.	Perforated Drain Line	6-inch
d.	Rockery/Wall Drain	4-inch
2. Downstream pipe shall be the same size or larger than the connecting upstream pipe.

PIPE JOINTS

1. All pipe shall be rubber gasket push-on jointing, or better.

PIPE HORIZONTAL AND VERTICAL CLEARANCES

1. Minimum Horizontal Clearance between storm drainage, sanitary sewer, and water pipes shall be 5 feet, unless another design alternative has been specifically approved by the Town Engineer.
2. Minimum Vertical Clearance where storm drainage, sanitary sewers and water mains cross shall be 12 inches between the pipes, unless an alternative design has been specifically approved by the Town Engineer.

PIPE – GENERAL

1. Bends are not allowed on main lines or roadway crossing.
2. A catch basin is required for the following conditions:
 - a. A change in the flow-line slope.
 - b. At a maximum distance of 300' in mainline.
 - c. A change in the pipe size.
 - d. For the joining of two or more main lines.
 - e. For a drainage outlet (stub-out).
 - f. A change in pipe-material.
 - g. At all low-spots.
3. Tapping Tees are acceptable for side services where structures cannot be installed due to other structure conflicts, but only if a yard drain or catch basin is located within 10 feet of the property line and the design is approved by the Town Engineer.
4. All driveway culverts located within the right-of-way shall be of sufficient length to provide a minimum 3:1 slope from the edge of the driveway to the bottom of the ditch. Culverts shall have beveled end sections to match the side slope.
5. Public storm drains are to be centered in easements with a minimum width of 20 feet or two times the depth of the utility, whichever is greater.
6. Drainage outlets (stub-outs) shall be provided for each individual lot and stub-outs shall conform to the following:
 - a. Each outlet shall be suitably located at the lowest elevation on the lot, so as to service all future roof downspouts, footing drains, driveways, area drains, and any other surface or subsurface drains necessary to render the lots suitable for their intended use.

b. Each outlet shall have positive, free-flowing drainage to an approved storm water conveyance system or to an approved outfall location. In the event gravity discharge is not possible, the designer may choose to pump private storm water to the nearest public catch basin in the Town owned right-of-way. Prior to pumping however, the Town Engineer requires proof that the Developer has contacted adjacent downstream property owners to fully consider gravity options. Pump systems shall:

- Be located on private property and be privately owned, operated, and maintained by the property owner;
- The pump system shall be used to convey water from one location or elevation on the property to another within the boundaries of the lot PRIOR to gravity discharge into the public storm drainage system;
- The pump systems shall be designed by a licensed engineer in the State of Washington;
- Force mains shall discharge into a private catch basin, located on private property and gravity flow to the public storm drainage system at a connection point approved by the Town. No force mains shall connect directly to the public storm drainage system;
- Force mains shall have backflow prevention valves;
- If a stormwater detention system is not required, the pump system shall have a storage facility sized to hold 25 percent of the total volume of runoff for the 2-year, 24-hour design storm;
- If a stormwater detention system is required, contingency design in the event of a system failure is required, including a safe emergency overflow path having a minimum 25 feet distance to the downstream property line;
- The Developer shall prepare an operation and maintenance plan and obtain approval from the Town prior to issuance of a permit.

Pump systems that convey water from roof drains or other surface water runoff are required to be served by duplex pump station with automatic alarm and automatic backup power facilities. Pump

systems for foundation drains or other drains that do not convey roof or surface runoff may be served by a simplex pump system without automatic alarm and automatic backup power facilities.

- c. Outlets on each lot shall be located with a 5 foot high, white 2" x 4" stake marked "STORM" or "DRAIN." The stub-out shall visibly extend above surface level and be secured to the stake.
 - d. Pipe material shall conform to Yarrow Point standards.
 - e. Drainage easements are required for drainage systems designed to convey flows across more than one lot.
 - f. The Developer is responsible for coordinating the locations of all stub-out conveyance lines with respect to the utilities (e.g., power, gas, telephone, and cable).
 - g. All individual stub-outs shall be privately owned and maintained by the respective property owner.
7. Building structures shall not be permitted within 5 feet of the outside of any storm drainage pipe, or 10 feet from the top of any channel bank.
 8. All building downspouts and footing drains shall be connected to the public storm drainage system, unless otherwise approved by the Town Engineer.
 9. All pipes shall be tested in accordance with WSDOT standards for low pressure air test and also TV inspected. Test results shall be submitted to the town.

CATCH BASIN/INLET MATERIAL

1. Catch Basins and inlets shall be precast and conform to WSDOT Standard Plans.
2. Adjustment rings shall be precast concrete. All basins and inlets shall be installed with at least one 4-inch adjustment ring.

CATCH BASIN ALLOWABLE PIPE SIZE

1. Acceptable pipe sizes used with specific drainage structures shall conform to WSDOT Standard Plans.

CATCH BASIN SPACING

1. For grades less than 8 percent, catch basin spacing shall be a maximum of 300 feet.
2. For grades from 8 to 12 percent, catch basin spacing shall be a maximum of 200 feet.
3. For grades greater than 12 percent, catch basin spacing shall be a maximum of 150 feet.

CATCH BASIN FRAME AND GRATE

1. Vaned grates shall be used on all sloped areas of 6 percent or greater in the gutter section of a paved roadway and in sloped earth channels.
2. Herringbone grates shall be used on all sloped areas less than 6 percent and in unpaved areas when no sloped channel exists.
3. Solid lids for Type 2 catch basins shall be round traffic-bearing and marked "STORM."
4. All solid lids shall be provided with hex nuts for locking.
5. Frames, grates, rings and covers shall conform to WSDOT Standard Plans.

CATCH BASIN PIPE CONNECTIONS

1. PVC pipe connections to catch basins shall be made a heavy-duty sand collar and non-shrink grout. CPEP and DI pipe connection shall be made with non-shrink grout.

MISCELLANEOUS

1. In Town approved circumstances where paved access cannot be provided to a catch basin, the catch basin shall be installed within 50 feet of paved access and pedestrian access must be maintained, i.e., fences shall have gates, etc. If paved access cannot be provided within 50 feet of a catch basin, then the catch basin shall be channeled. In cases where a channeled catch basin is used there must be a standard catch basin with paved access at least 200 feet upstream.
2. When widening an existing street where an existing Type 1 Catch Basin will remain in the travel lane, the existing frame and grate shall be removed and replaced with a locking frame and solid cover.

6.5 DETAILS

The following WSDOT Standard Plans have been adopted by reference:

Standard Plan Title	Standard Plan Number
Catch Basin Type 1	B-5.20
Catch Basin Type 1L	B-5.40
Catch Basin Type 2	B-10.20
Concrete Inlet	B-25.60
Rectangular Frame (Reversible)	B-30.10
ADA Grates for Rectangular Frames	B-30.15
Rectangular Solid Metal Cover	B-30.20
Rectangular Vaned Grate	B-30.30
Rectangular Bi-Directional Vaned Grate	B-30.40
Rectangular Herringbone Grate	B-30.50
Grate Inlet on Catch Basin – Type 2	B-30.60
Circular Frame (Ring) and Cover	B-30.70
Circular Grate	B-30.80
Miscellaneous Details for Drainage Structures	B-30.90
Pipe Zone Bedding and Backfill	B-55.20

CHAPTER 7

STREET STANDARDS

7.1 GENERAL CONSIDERATIONS

A. General

The goal of this chapter is to encourage the uniform development of an integrated, fully accessible public transportation system that will facilitate present and future travel (vehicle and pedestrian) demand with minimal environmental impact to the community as a whole.

When new development borders two or more streets with different classifications the development shall take access off the street with the lower classification. In the event that abutting streets have the same classification the access shall be determined based upon existing and projected future traffic so as to minimize impacts on traffic flow. Access onto high volume streets may be denied in the interest of traffic safety or operational requirements.

This chapter provides minimum design standards for streets and walkways as well as minimum design standards for “stand alone” walkways.

7.2 ROADWAY NOTES

The Roadway Notes shall be included on the roadway plans. At the Developer’s discretion, notes that in no way apply to the project may be omitted; however, the remaining notes shall not be renumbered.

- A. A copy of the approved roadway plans shall be on site whenever construction is in progress.
- B. Compaction test reports shall be submitted to the Town Engineer within 48 hours of the test. Material and testing requirements shall conform to the Town of Yarrow Points Public Works Standards Chapter 8 – Construction Control and Inspection.
- C. In the case of new road construction or reconstruction requiring mailbox pagodas to be moved or rearranged, the Developer shall coordinate with the U.S. Postal Service for the temporary relocation of mailbox pagodas or construction of a new mailbox pagoda at their sole cost.

- D. Roadway signage and/or pavement marking removed or damaged by the Contractor shall be restored to meet the Standards.
- E. It is the responsibility of the Developer to provide adequate temporary traffic control to ensure traffic safety during construction activities. Full roadway closures are not permitted without prior approval of the Town Engineer. The Developer shall submit a traffic control plan to the Town Engineer at least 48 hours prior to starting any work in the right-of-way. All traffic control devices shall conform to the “Manual on Uniform Traffic Control Devices” (MUTCD), unless otherwise approved.
- F. The maximum grade for private lanes shall be 20 percent, or 15 percent if used for fire access. For public roadways, the maximum grade shall be 15 percent.
- G. Dead-end streets shall be appropriately signed per the MUTCD.
- H. Sidewalk and curb and gutter, where approved, shall not be poured monolithically.
- I. The Developer shall coordinate with Puget Sound Energy IntoLight for the design and installation of street lights required on all newly-created public roadways and existing roadways. All street lighting shall conform to Yarrow Point Standard Details RD-19a, RD-19b and RD-19c and shall be at the Developer’s cost.
- J. When an existing roadway is to receive a half-street overlay, the existing roadway shall be milled to the depth of the overlay.
- K. All new street signs shall be furnished and installed by the Developer at no cost to the Town.
- L. Any existing public improvements damaged during construction shall be replaced, in kind, prior to final inspection unless they represent a safety hazard in which case, they shall be repaired immediately.
- M. All rockeries shall be constructed in accordance with the most current guidelines of the Association.

7.3 STREETS

Town streets are divided into three categories (Table 7-1). Collectors, Local Access and Private Lanes, in accordance with the Town’s Comprehensive Plan. Function is the controlling element for classification and shall govern right-of-way, road width, and road geometrics. The Developer shall request information

on the functional classification of existing streets from the Town. New streets will be classified by the Town.

Generally speaking, the functional classification of streets is defined as follows:

- Collector streets are defined as streets that provide a route for traffic that has a destination outside of the Town.
- Local Access streets are streets that do not fit the definitions above and are not intended for travel outside of the Town. Local Access streets are to be designed to discourage through traffic.
- Private Lane is defined as a strip of land dedicated for public use which is 20 feet in width and which is intended to provide driveway access to adjacent properties. Private Lanes are only allowed under special circumstances, and are intended only to serve the properties directly abutting them.

TABLE 7-1

Street Classification for the Town of Yarrow Point

Street Type	Streets in Classification
Collector	95 th Avenue NE, 92 nd Avenue NE, Points Drive NE
Local Access	All roads not included above with the exception of those designated as private lanes.

TABLE 7-2

Minimum Street Design Standards

Design Standard	Collector	Local Access	Private Lane⁽¹⁾
Min. Right-of-Way ⁽²⁾	60 feet	40 feet	20 feet
Min. Pavement Width ⁽²⁾	26 feet	20 feet	20 feet
Min./Max. ⁽³⁾	0.7% - 15%	0.7% - 15%	0.7% - 20%
Edge Treatment ⁽⁵⁾	18 inch wide Thickened Edge, both sides	18 inch wide Thickened Edge, both sides	One side if Cross Slope alley. None if “V” section.
Pedestrian Facilities	See Section 7.11	None	None
Intersection Curb Radius	25 feet	25 feet	20 feet
Design Speed	25 mph	25 mph	20 mph
Street Lighting	See Section 7.14	See Section 7.14	See Section 7.14
Utilities	See Section 7.16	See Section 7.16	See Section 7.16

- (1) Private Lanes shall be approved by the Town Engineer and Fire Department.
- (2) Right-of-way requirements may be increased if other factors are proposed and/or required by the Town.
- (3) On-street parking will be evaluated by the Town Engineer on a case-by-case basis. All parking zones shall comply with YPMC 10.04.55.
- (4) At the approval of the Town Engineer, the minimum allowable grade may be reduced to 0.5 percent to meet local conditions.
- (5) Concrete curbs and gutters are limited to Point Drive NE.

The Developer is required to retain a licensed geotechnical engineer to complete soil testing and to provide engineering recommendations for design of the street sections based on “in place” soils, projected pavement loadings, roadway classification, etc.

Streets shall be placed in relationship to natural topography so that grading and filling and/or other alternations of existing condition are minimized.

7.4 STREET NAMES

The Developer shall submit proposed street names at the time the preliminary plat is submitted for review by the Town Building Official. The Town Building Official will ensure that the name assigned to a new street is consistent with policies of the Town. The Town Council shall approve all street names based on a recommendation by the Town Building Official.

An address number will be assigned to all new buildings no later than at the time the building permit is issued. It is then the Developer’s responsibility to see that the house numbers are placed clearly and visibly at the main entrance to the property or at the principal place of ingress.

7.5 SIGNING

All permanent traffic control and street designation signs shall be installed within the right-of-way shall be installed by the Town. The Developer shall pay all costs for the signs and installations.

7.6 STREET FRONTAGE IMPROVEMENTS

- A. Frontage improvements may be required at the Town Engineer's discretion. When applicable, all frontage improvements shall be made across the full frontage of the property. Corner lots shall provide for full frontage along both rights-of-way. Through lots shall provide for frontage on both ends of the property.
- B. All frontage improvements shall provide for a smooth transition to neighboring properties and existing roadway features. Entry tapers into the new improvements shall be 5:1 and exit tapers leaving the new improvements shall be 10:1.
- C. Storm drainage shall be installed as necessary to extend past the neighboring properties to prevent stormwater runoff from impacting those properties.
- D. The Town encourages Developer's to install and maintain at least one permanent gravel parking space in the right-of-way adjacent to the subject property.

7.7 PRIVATE LANES

Private Lanes may be approved by the Town and fire department provided the following standards are achieved.

- A. Private lanes may be approved when they are:
 - 1. Permanently established by right-of-way, tract or easement providing legal access to each affected lot or dwelling unit and sufficient to accommodate required improvements, to include provision for future use by adjacent property owners when applicable; and
 - 2. Constructed to the Standard Details, and
 - 3. Accessible at all times for emergency and public service vehicle use; and

4. Not obstructing, or part of, the present or future public neighborhood circulation plan developed in processes such as the Yarrow Point Comprehensive Plan or Capital Improvement Program; and
 5. Not going to result in land locking of present or future parcels; and
 6. Not needed as public street to meet the minimum road spacing requirements of these Standards; and
 7. Designed to serve a “maximum potential” of 7 single-family dwelling units when the entire length of the private road system to the nearest public maintained street is considered. The “maximum potential” is the number of single-family dwelling units that can be served by the private lane when physical barriers, zoning or other legal constraints are considered; and
 8. Maintained by a capable and legally responsible owner or homeowners’ association or other legal entity made up of all benefited property owners; and
 9. Clearly described on the face of the plat, short plan, binding site plan, site development permit or other development authorization and clearly signed at street location as a private lane, for the maintenance of which the Town is not responsible.
- B. The Town will not accept private lanes for maintenance as public streets until such street are brought into conformance with current Yarrow Point Municipal Code and these Standards.
- C. The Town will not accept private lanes within short plats when the streets providing access to the plat are private and already have the potential to serve more than the number of lots specified in this Section. If a short plat has been proposed on a property to which the only access is over private streets, that fail to meet the standards specified in this section, shall be denied.

7.8 DEAD ENDS

Where a street is dead ended, turn around provisions must be provided where the road exceeds 150 feet in length. The maximum length of a dead end street shall be 600 feet, measured from the centerline of the intersecting street to the center of the cul-de-sac or hammerhead. The turnaround may be a cul-de-sac or

hammerhead as shown in the Standard Details. Dead end streets shall be signed per the Manual on Uniform Traffic Control Devices (MUTCD).

7.9 INTERSECTIONS AND LOW SPEED CURVES

- A. Traffic control at intersections will be as specified in the Manual on Uniform Traffic Control Devices (MUTCD) or as may be specifically modified by the Town Engineer as a result of appropriate traffic engineering studies.
- B. Spacing between adjacent intersecting streets shall be as follows:

When highest classification involved is:	Minimum centerline offset should be:
Collector	150 feet
Local Access and Private Lanes	125 feet

Deviations to this may be allowed at the direction of the Town Engineer.

On sloping approaches at an intersection, landings shall be provided with grade not to exceed one foot difference in elevation for a distance of 30 feet approaching any collector or 20 feet approaching a local access street, measured from nearest right-of-way line (extended) of intersecting street.

Streets shall be laid out so as to intersect as nearly as possible at right angles, and in any event, no street shall intersect with any other street at an angle of less than 85 degrees, without approval of the Town Engineer.

- C. All intersections shall have an edge radius of 25 feet. Private lanes may have an edge radius of 20 feet.
- D. Low speed curves shall be designed to have a minimum centerline radius of 100 feet on curves with up a 75 degree angle, and 55 feet on curves over a 75 degree angle.

7.10 SIGHT CLEARANCE

The following sight clearance requirements take into account the proportional relationship between speed and stopping distance. These requirements apply to both intersections and driveways.

The sight clearance area is a clear-view triangle formed at all intersections, including driveways, by extending two lines of specified length (A) and (B) as

detailed in the Standard Plans. The area within the triangle shall be subject to restrictions to maintain a clear view on the intersection/driveway approaches.

The vertical clearance area within the sight distance triangle shall be free from obstructions to a motor vehicle operator's view between a height of 30 inches and 10 feet above the existing surface of the street.

Sight obstructions that may be excluded from these requirements include: utility poles, regulatory signs, trees trimmed from the base to a height of 8 feet above existing surface of the street and 14 feet above the street, places where the contour of the ground is such that there can be no cross visibility at the intersection, saplings or plant species of open growth habits and not in the form of a hedge which are so planted and trimmed as to leave at all seasons a clear and unobstructed cross view.

7.11 PEDESTRIAN WALKWAYS

Per the Town's Comprehensive Plan and Yarrow Point Trails Master Plan a pedestrian walkway shall be required at the Town Engineer's discretion. Any development in this area shall be required to complete the portion of the walkway along the property frontage.

- A. Walkway Width: Five feet minimum. Greater widths may be required by the Town up to 8 feet maximum.
- B. Subgrade: Prepared per Section 2.06 of the WSDOT Standard Specifications.
- C. All aggregate materials shall conform to the current WSDOT Standard Specifications for the type noted in the Standard Details. Greater depths may be required by the Town Engineer based on use and local ground conditions.
- D. Pedestrian pathways comprised of concrete shall meet the Standard Detail RD-08a.
- E. Pedestrian pathways comprised of gravel shall meet the Standard Detail RD-08b.
- F. The Town may require the installation of timber edging per Standard Detail RD-17.
- G. Any impacts to the existing walkway shall be repaired in-kind, joint-to-joint where applicable, per these Standards.

7.12 DRIVEWAYS

This section provides driveway standards for connections to public streets. It is not the intent of these Standards to govern design or appearance of driveways located within private property. However, fire access requirements established by the Uniform Fire Code and the Bellevue Fire Department (BFD) shall apply on private property. Existing driveway entrances may be reconstructed at their existing location, dimensions and slopes, provided the entrances do not create a hazard or impede safe operation of the street. Driveway entrances shall typically serve only one parcel. Driveway entrances serving more than one parcel shall be classified as a Private Lane. No new driveway entrances shall be constructed which does not conform to this Chapter and the minimum sight distance criteria established in Section 7.10.

Driveway Entrance Material

- A. All driveway entrances shall be gravel or paved (hot mix asphalt) from the edge of street to the right-of-way line. Should the property owner elect to install a cement concrete driveway entrance in the right-of-way, it will be approved based on the following conditions:
- On Town funded projects, any impacts to existing concrete driveway entrances, the Town will be obligated to replace the driveway entrance, within the right-of-way, with gravel or hot mix asphalt. Upon completion of the Town funded project, the property owner may elect to replace the paved portion of their driveway entrance with concrete, at the property owner's sole expense.
 - Maintenance of driveway entrances shall be the responsibility of the property owner.

Driveway Entrance Location

- A. No driveway entrance shall extend into the road further than the edge of asphalt.
- B. The angle between any driveway entrance and the street shall be not less than 45°.
- C. The edges of the driveway entrance within the right-of-way shall be parallel.
- D. Driveway entrances shall provide access to a garage, carport, parking area or other structure on private or public property requiring vehicle access.

- E. No portion of a driveway entrance shall be allowed within 1 foot of the side property line where it intersects the right-of-way.
- F. No driveway shall be located as to create a hazard to pedestrians, bicyclists or motorists or to invite or compel illegal or unsafe traffic movements.
- G. Driveway edges shall be located 5 feet from existing street light, utility pole, fire hydrant or similar feature. The cost of relocating any such feature, when necessary, shall be paid by the property owner. Relocation of any street or utility feature shall require written approval of the feature's owner.
- H. Any driveway entrance, which has become abandoned or is unused through a change of conditions for which it was originally intended, shall be closed. The property owner shall remove portions of the driveway entrance within the right-of-way, and replace with gravel and/or landscaping.

Driveway Entrance Size and Number

- A. Width for a new driveway entrance shall be 10 feet minimum and 20 feet maximum (exclusive of the edge radius).
- B. Properties with frontages 75 feet or less shall be limited to a single driveway entrance. Properties with frontages over 75 feet may request one additional driveway entrance. The Town Engineer will review requested on a case-by-case basis. There shall be no more than two entry/exit driveways to a single property.
- C. The length of any driveway shall not exceed 150 feet, without approval of the Town Engineer.

Driveway Entrance Grades and Slopes

- A. Driveway entrance grades shall not exceed 15 percent unless otherwise approved by the Town Engineer.
- B. Driveway entrance grade transitions, excluding the tie to the street, shall be constructed as smooth vertical curves. The maximum change in driveway grade, within the right-of-way, shall be 8 percent within any 10 feet of distance on a crest and 12 percent within any 10 feet of distance in a sag vertical curve.

- C. Whenever there is a potential the connecting street could be widened, the driveway entrance shall be graded to match the future widened street section.
- D. Driveway entrances shall be designed with a minimum cross slope of 1 percent to ensure water does not pond on the surface.

7.13 SIDEWALK, CURBS AND GUTTERS

Cement concrete sidewalks, curbs and gutters are not allowed, with the exception of Points Drive NE.

Any modifications and/or repairs on Points Drive NE shall be completed in accordance with WSDOT Standard Specifications (Sections 8-04, 8-06, and 8-14) and WSDOT Standard Plans.

Sidewalks and/or curb ramps that are being modified and/or repaired shall be completed to meet current ADA requirements. It is the Developer's responsibility to verify current ADA requirements. Previous illumination section removed.

7.14 ROADWAY FEATURES

A. General

Miscellaneous features included herein shall be developed and constructed to encourage the uniform development and use of roadway features wherever possible.

B. Survey Monuments

1. All existing (or new) survey control monuments and/or markers which are disturbed, lost, or destroyed during construction shall be replaced with the proper monument as outlined below by a land surveyor currently registered (licensed) in the State of Washington at the expense of the responsible Developer.
2. A precast concrete monument with cast iron monument case and cover installed per Standard Details.

If the monument case and cover are placed in cement concrete pavement, the precast base will not be necessary.

3. Monument Locations

Appropriate monuments shall be placed:

- a. At all street intersections;
- b. At the PC and PTs of all horizontal curves;
- c. At the PI of all horizontal curves of streets where the PI lies within the limits of the traveled roadway;
- d. At all corners, control points and angle points around the perimeter of subdivisions as determined by the Town;
- e. At all section corners, quarter corners, and sixteenth corners that fall within the right-of-way.

C. Mailbox Pagodas

1. All new resident-owned mailboxes shall be installed on an existing Town-owned pagoda in accordance with the criteria found on the Town's website, <https://yarrowpointwa.gov>.
2. The location of all mailbox pagodas will be approved by the Town Engineer, after consulting with the local postmaster.
3. If space is unavailable on an existing pagoda to upgrade or add resident-owned mailboxes, the Developer will be required to construct a new pagoda according to current standards.
4. The local postmaster may request that multiple mailboxes be grouped together on a single pagoda. If this upgrade is a result of United States Postal Service activities or other Town project, the Town will install the new structure. If, however, this change is due to the Developer's activities he/she shall bear all associated costs.
5. A statement shall be provided on the plans indicating that the Town Engineer has reviewed and approved any new mailbox pagoda locations.
6. When it becomes necessary to remove or otherwise disturb existing mailbox pagodas to accommodate work, the pagoda may be removed, protected from damage, and temporarily installed in such a position that their function will not be impaired. After the work has been completed, the pagoda shall be reinstalled at its

original location, a new approved location, or as directed by the Town Engineer. Use only existing posts and materials, unless damaged in this process. New material needed to reinstall the pagoda shall be at the expense of the Developer.

7. Non-yielding and non-breakaway mailbox structures are not allowed in the right-of-way.

D. Rock Walls

1. Rock walls may be used for erosion protection of cut embankments up to a maximum height of 4 feet in stable soil conditions, which will result in no significant foundation settlement or outward thrust upon the walls. For heights over 4 feet or when soil is unstable, a structural wall of an acceptable design, stamped by a structural engineer currently licensed in the State of Washington, shall be used and the design shall be approved by the Town. A building permit is required for rock walls 4 feet or higher. Design and construction shall be per the Association of Rockery Contractors (ARC) Specifications and/or applicable geotechnical recommendations. The maximum height for rock walls shall be 8 feet.
2. The rock material shall comply with Section 9-13.7 of the WSDOT Standard Specifications. No stone shall be used which does not extend through the wall. The rock material shall be hard, sound, durable and free from weathered portions, seams, cracks and other defects.
3. The rock wall shall be started by excavating a trench (keyway) having a depth of 12 inches.
4. Rock selection and placement shall be such that there will be minimum voids and, in the exposed face, no open voids over 6 inches across in any direction. The final course shall have a continuous appearance and shall be placed to minimize erosion of the backfill material. The larger rocks shall be placed at the base of the rock wall so that the wall will be stable and have a stable appearance. The rocks shall be placed in a manner such that the longitudinal axis of the rock shall be at right angles or perpendicular to the rockery face. The rocks shall have all inclining faces sloping to the back of the rockery. Each course of rocks shall be seated as tightly and evenly as possible on the course beneath. After setting each course of rock, all voids between the

rocks shall be chinked on the back with quarry rock to eliminate any void sufficient to pass a 2-inch square probe.

5. The rock wall backfill shall consist of quarry spalls with a maximum size of 6 inches and a minimum size of 2 inches or as specified by a licensed engineer. This material shall be placed to a 12-inch minimum thickness between the entire wall and the cut or fill material. The backfill material shall be placed in lifts to an elevation approximately 6 inches below the top of each course of rocks as they are placed, until the uppermost course is placed. Any backfill material on the bearing surface of one rock course shall be removed before setting the next course.
6. Perforated drain pipe and filter fabric shall be installed as required by the Town.

7.15 UTILITIES

Utilities shall be furnished and installed within the right-of-way beneath new roads, or in existing roadways and rights-of-way so as to provide minimal interference with existing utilities and shall be located as generally shown in Standard Details. Where existing utilities are in place, new utilities shall conform to these Standards as nearly as practical and yet be compatible with the existing installations. Exceptions may be approved by the Town when necessary to meet special or localized requirements. Utilities shall be sized and designed to serve adjacent and tributary areas. Typically, utilities shall be required to be extended to “far” property lines. Easements shall be procured and provided by the developer to facilitate same. Utilities shall not be “land locked.”

A. Other Utilities

Other utilities (gas, power, telephone, and cable TV) shall be located as follows: underground, either side of road, at plan location and depth compatible with other utilities and storm drains.

If site topography or other site conditions prevent reasonable underground installation utilities shall be on poles (as applicable) set back of ditchline, sidewalk or curb, at locations compatible with driveways, intersections, and other essential road features. To extent practical, utilities should share facilities so that a minimum of poles are needed, and preferably on only one side of road.

Notwithstanding other provisions, underground systems shall be located at least 5 feet away from road centerline and where they will not otherwise disturb existing survey monuments.

B. Utility Crossings in Existing Streets

For smaller diameter pipes and wires the crossing shall be made without surface cut of the traveled portion where the street is paved. The crossing shall be made by pushing or boring a pipe under the road. Where rock is known or expected in the area of the crossing, the attempt need not be first, open cutting will be permitted, but prior approval of the Town is required.

7.16 SUBGRADE PREPARATION

The subgrade area of the street right-of-way shall be cleared of brush, weeds, vegetation, grass and debris, per Section 2-01 of the WSDOT Standard Specifications. All cleared and grubbed material shall be satisfactorily disposed of. All depressions, or ruts, which contain water shall be drained.

The subgrade shall then be bladed to provide a uniform surface. The existing subgrade shall be compacted to a minimum of 95 percent of standard density as determined by the compaction control test. Tests shall be witnessed by the Town Engineer. Compaction tests shall be completed by the Developer at the frequency noted in Chapter 8 – Construction Control and Inspection.

7.17 CRUSHED SURFACING (BASE AND TOP COURSE)

Crushed Surfacing Base Course or Top Course shall be placed upon a subgrade properly prepared as outlined above. Crushed surfacing material shall conform to Section 9-03.9(3) of the WSDOT Standard Specifications. It shall be compacted into a dense and unyielding surface that is true to line, grade in accordance with the typical cross section. Compaction shall be a minimum of 95 percent of standard density as determined by the compaction control test for granular materials. Tests shall be witnessed by the Town Engineer. Compaction tests shall be completed by the Developer at the frequency noted in Chapter 8 – Construction Control and Inspection.

7.18 SURFACING REQUIREMENTS

All streets shall be paved with hot mix asphalt per Section 5-04 of the WSDOT Standard Specifications, with the exception of NE 47th Street, which is concrete.

See Chapter 8 – Construction Control and Inspection for material testing requirements.

7.19 STREET PATCHING AND RESTORATION

See Chapter 4 General Requirements for additional information regarding trench restoration and temporary street patching requirements.

7.20 DETAILS

The following WSDOT Standard Plans have been adopted:

Standard Plan Title	Standard Plan Number
Monument Case and Cover	A-10.30
Cement Concrete Pavement Joints	A-40.10
Cement Concrete Pavement Rehabilitation	A-60.10
Dowel Bar Retrofit for Cement Concrete Pavement	A-60.20
Cement Concrete Curb and Gutter Pan (NE Points Drive West)	F-10.16
Cement Concrete Sidewalk (NE Points Drive West)	F-30.10
Parallel Curb Ramp	F-40.12
Combination Curb Ramp	F-40.14
Perpendicular Curb Ramp	F-40.15
Single Direction Curb Ramp	F-40.16
Detectable Warning Surface	F-45.10
Cement Concrete Driveway Entrance (NE Points Drive West)	F-80.10

CHAPTER 8

CONSTRUCTION CONTROL AND INSPECTION

8.1 BASIS FOR CONTROL OF THE WORK

- A. Work performed in the construction or improvement of public or private roads shall be done in accordance with these Public Works Standards and approved plans. It is emphasized that no work may be started until such plans are approved. Any revision to such plans shall be approved by the Town Engineer before being implemented.
- B. The Town Engineer is authorized to enforce the Standards as well as other referenced or pertinent Specifications or guidelines. The Town Engineer will appoint a designated representative as necessary to inspect the work and they will exercise such authority as the Town Engineer may delegate.

8.2 INSPECTION

- A. Generally, on all infrastructure (road and drainage facility) constructed by a Developer, control and inspection will be done by the Town Engineer. The Town Engineer shall approve any variances from the Standards during construction.

The Developer is ultimately responsible for quality control of construction and the assurance of meeting the Standards. The Town Engineer will monitor these activities with enforcement authority when requirements are not met.

All materials provided by the Developer shall be subject to inspection and approval by the Town Engineer at any time during the progress of work until final acceptance. The Developer's construction schedule shall include sufficient time for materials testing and any required verification by the Town Engineer.

The Town Engineer has the authority to reject defective material and suspend work that is being done improperly. The Town Engineer may advise the Developer of any faulty work or materials; however, failure of the Town Engineer to advise the Developer does not constitute acceptance or approval. At the Town Engineer's order, the Developer shall immediately remedy, remove, replace, or dispose of unauthorized or defective work or materials and bear all the costs of doing so.

- B. All roadway and drainage infrastructures must be inspected. Subgrade inspection will not commence until density tests confirm that the compaction is in accordance with Section 8.7. Prior to any critical task being started the Developer must schedule in advance with Town Engineer. At a minimum the following critical tasks require advance notification:
1. Preconstruction Conference: 3 working days prior notice. Conference must precede the beginning of construction and include the applicant, contractor, design engineer, utilities, and other applicable participants. Plan approvals and permits must be in hand prior to the conference.
 2. Clearing and Temporary Erosion/Sedimentation Control: 1 working day notice prior to initial site work involving drainage and installation of temporary erosion/sediment control.
 3. Utility Installation: 1 working day notice prior to trenching and underground utility installation such as sanitary sewer, storm sewer, water, gas, power, telephone, fiber optics and TV lines.
 4. Utility Backfill and Compaction: 1 working day notice before backfill and compaction of underground utility trenches.
 5. Subgrade Completion: 1 working day notice at stage that underground utilities and roadway grading are complete; to include placement of gravel base if required. Inspection to include compaction tests and certifications as described in Section 8.7.
 6. Curb and Sidewalk Forming: 1 working day notice to verify proper forming and preparation prior to placing concrete.
 7. Curb and Sidewalk Placement: 1 working day notice to check placement of concrete.
 8. Crushed Surfacing Placement: 1 working day notice to check placement and compaction of crushed surfacing base course and top course.
 9. Paving: 3 working days' notice in advance of paving with hot mix asphalt.
 10. Structural: 3 working days' notice prior to each critical stage such as placement of foundation piling or footings, placement and assembly of major components, and completion of structure and

approaches. Structural tests and certification requirements will be as directed by the County Road Engineer.

- C. **Punchlist Inspection:** 15 working days prior to overall check of road or drainage project site, to include completion of paving and associated appurtenances and improvements, cleaning of drainage system, and all necessary cleanup. Prior to approval of construction work, acceptance and release of construction performance financial guarantees, the applicant/contractor shall pay any required fees, submit any required maintenance and defect financial guarantees, provide a certificate of monumentation and submit required archival quality plans, final corrected plans (as-built drawings) reflecting all minor and design plan changes of the road and drainage systems. The Town Engineer shall specify whether PDF and/or CAD files shall be submitted.

- D. **Final Maintenance Inspection:** Prior to final approval of construction, a visual inspection of the job site will be made by the Town Engineer. Restoration of the area shall be complete with all improvements being restored to their original or superior condition. If incomplete work is noted at final inspection, the Town Engineer shall specify a timeframe within which the work must be completed. If work is not completed by the specified time, the Town may arrange for correction at the Developer's expense.

8.3 PENALTIES FOR FAILURE TO NOTIFY AND OBTAIN APPROVAL

Notification by the Developer, at the necessary time frames noted in Section 8.2, is essential for the Town to verify, through inspection, that the work meets these standards. Failure to notify and obtain approval will result in the Town requiring sampling and testing with certification by an approved private laboratory. Costs of such testing and certification shall be borne by the Developer. If the test results conclude that the unauthorized work doesn't meet the Standards, the Developer shall be required to remove the unauthorized material and replace it with materials that meet the Standards at his/her own expense. At the time that such action is directed by the Town Engineer, further work on the development may be limited or prohibited until all directed tests have been completed, approved, and all corrections identified by the Town has been made to the satisfaction of the Town Engineer.

8.4 CONTROL OF MATERIALS

- A. **Source of Supply and Quality of Materials:** The Developer shall notify the Town Engineer of the proposed sources for all materials to be furnished. The Town Engineer shall approve the source of each of the materials

before the delivery is started. Representative preliminary samples or test data of the character and quality prescribed may be required to be submitted by the Developer for examination by the Town Engineer.

Only materials conforming to the requirements of the WSDOT/APWA Standard Specifications shall be used in the work, unless otherwise approved by the Town Engineer. Any material proposed to be used may be inspected and tested at any time during their preparation and use. If after testing it is found that sources of supply that have been approved do not furnish a uniform product, or if the product from any approved source proved unacceptable at any time, the Developer shall furnish approved materials from other approved sources. Any approved material that becomes unfit shall not be used.

- B. **Samples and Tests:** At the direction of the Town Engineer, the Developer shall employ a certified testing laboratory to conduct necessary field and/or lab tests of materials or methods. All testing shall be in accordance with WSDOT, ASTM and/or AASHTO standards. The Developer shall furnish samples of all materials as requested by the Town Engineer. Materials shall not be used until approved.

The testing laboratory and Inspector should be present during all field tests. Regardless, the Town Engineer shall be furnished certified copies of the complete test reports directly from the testing laboratory.

8.5 CONSTRUCTION CONTROL IN DEVELOPMENTS

The provisions of Section 2-03 of the WSDOT/APWA Standard Specifications apply in all respects to development construction unless otherwise instructed by the Town Engineer. The following elements are mentioned for clarification and emphasis:

- A. **Embankment and Cut Section Compaction:** Each layer of the entire embankment shall be compacted to 95 percent of the maximum density as determined by the compaction control tests described in Section 2-03.3(14)D of the WSDOT/APWA Standard Specifications – Method C. In the top two-feet, horizontal layers shall not exceed four-inches in depth before compaction. No layer below the top two-feet shall exceed eight-inches in depth before compaction. The Contractor shall use compacting equipment approved by the Engineer. Any embankment inaccessible to large compacting equipment shall be compacted with small mechanical or vibratory compactors. Controlled Density Fill shall be used in areas that are difficult to reach with any equipment. The moisture content of the material shall not vary more than 3 percent above or below optimum determined by the tests described in Section 2-03.3(14)D.

- B. Testing for In-Place Density and Moisture Content
 - a. Prior to placing any surfacing material on the roadway, it will be the responsibility of the Developer to provide density test reports reviewed and approved by a professional engineer and accepted by the Town Engineer. Optimum moisture content, maximum density, in-place density and moisture content shall be determined by methods cited in Section 2-03.3(14) D of WSDOT/APWA Standard Specifications or by other test procedures approved by the Town Engineer. For work to be accepted, tests must show consistent uniform density and moisture content as required by tests referenced above.
- C. Material Testing and Reports: Testing shall be required at the Developer's expense. The testing shall be ordered by the Developer and the chosen testing lab shall be accredited for performing the various testing methods either by AASHTO R18, AASHTO 150/IEC 17025, or the American Association for Laboratory Accreditation and further approved by the Town. Testing shall be done on all materials and construction as specified in the Standard Specifications and with frequency as specified herein. Testing reports shall include a sketch showing the locations the tests were taken. Compaction testing shall be accomplished as backfill or embankment construction progresses. At a minimum, compaction tests are required at the following locations. Additional tests and/or shorter intervals may be required by the Town Engineer.
- D. Unsuitable Foundation Excavation: The Developer shall excavate unstable natural ground before building any embankment over it. This unstable material may include peat, muck, swampland, buried logs and stumps, or other material not fit for a base. If unsuitable material is encountered, the Developer shall immediately contact the Town Engineer. No fill, backfill or permanent parts of a structure shall progress until authorized by the Town Engineer. Corrective actions may include, but are not limited to, over excavation, dewatering and/or development and approval of a special design section. The Developer shall excavate such material to the boundaries set by the Town Engineer.

8.6 MATERIAL TESTING AND ACCEPTANCE

Testing shall be required at the Developer's expense. The testing shall be ordered by the Developer and the chosen testing lab shall be accredited for performing the various testing methods either by AASHTO R18, AASHTO 150/IEC 17025, or the American Association for Laboratory Accreditation and further approved by

the Town. Testing shall be done on all materials and construction as specified in the Standard Specifications and with frequency as specified herein.

TESTING AND SAMPLING FREQUENCY GUIDE

Earthwork

Item	Location	Test	Testing Frequency
Undisturbed Native Soil	Structures	In Place Density ⁽³⁾	Two random tests in building footings and two tests on subgrade within building line.
		Moisture Density Relationship (Modified Proctor)	One test and any time material type changes.
Fills and Backfills	Structures (adjacent to)	In Place Density ⁽³⁾	One test per structure Backfills per 2,000 sq. ft. taken 12 inches below finished Grade.
		Moisture Density Relationship (Modified Proctor)	One test and any time material type changes.
Subgrades	Site	In Place Density ⁽³⁾	One test per lift per 2,500 sq. ft.
		Moisture Density Relationship (Modified Proctor)	One test and any time material type changes.
Embankments or Borrow	Any	In Place Density ⁽³⁾	One test per lift per 500 cubic yards placed.

Trenching

Item	Test	Testing Frequency
Pipe Bedding	Gradation ⁽¹⁾	One for each material source.
Trench Backfill	Gradation ⁽¹⁾	One for each material source.
	In-Place Density ⁽¹⁾⁽²⁾⁽³⁾⁽⁴⁾	One every 100 feet of trench and every 2 feet in depth of backfill material.
	Moisture Density Relationship (Modified Proctor)	One prior to start of backfilling operations, one every 20 densities and any time material type changes.

Aggregate Materials

Item	Test	Testing Frequency
Crushed Surfacing Base Course	Gradation, SE and Fracture	1 – 2,000 TN.
	In-Place Density ⁽¹⁾	One test on every lift on material placed at a frequency of 250 square yards of completed area.
Crushed Surfacing Top Course	Gradation, SE and Fracture	1 – 2,000 TN.
	In-Place Density ⁽¹⁾	One test on every lift on material placed at a frequency of 250 square yards of completed area.

Hot Mix Asphalt and Asphalt Treated Base

Item	Test	Testing Frequency
Commercial HMA and ATB	Rice Density	1 – project.
HMA Cl. ___ PG ___ Project Quantity < 400 tons	Rice Density	1 – project.
HMA Cl. ___ PG ___ Project Quantity > 400 tons ≤ 800 tons	Rice Density, Gradation and Asphalt Content	1 – project.
HMA Cl. ___ PG ___ Project Quantity > 800 tons	Rice Density, Gradation and Asphalt Content	1 – 800 TN. ⁽⁵⁾
Commercial HMA, HMA Cl. ___ PG ___, ATB	Compaction ⁽¹⁾	1 – 80 TN.

Hot Mix Asphalt Aggregate⁽⁹⁾

Item	Test	Testing Frequency
Aggregate	SE, Fracture	1 – 1,600 TN.
Blend Sand	SE	1 – Project.
Mineral Filler	Sp. G and Pl	Certificate.

PCC Paving⁽⁸⁾

Item	Test	Testing Frequency
Course Aggregate ⁽⁷⁾	Gradation	1 – 1,000 CY.
Fine Aggregate ⁽⁷⁾	Gradation	1 – 1,000 CY.
Combined Aggregate ⁽⁷⁾	Gradation	1 – 1,000 CY.
Air Content	Air	1 – 500 CY.
Cylinders (28 Day)	Compressive Strength	1 – 500 CY.
Core	Density Thickness	1 – 500 CY. 1 – 500 CY.
Cement ⁽⁶⁾	Chemical and Physical Certification	

PCC Structures⁽⁸⁾

Item	Test	Testing Frequency
Course Aggregate ⁽⁷⁾	Gradation	1 – 1,000 CY.
Fine Aggregate ⁽⁷⁾	Gradation	1 – 1,000 CY.
Combined Aggregate ⁽⁷⁾	Gradation	1 – 1,000 CY.
Consistency	Slump	1 – 50 CY.
Air Content	Air	1 – 50 CY.
Cylinders (28 Day)	Compressive Strength	1 – 50 CY.
Cement ⁽⁶⁾	Chemical and Physical Certification	
Grout	Compressive Strength	1 set/day.

- (1) All acceptance tests shall be conducted from in-place samples.
- (2) Additional tests shall be conducted when variations occur due to the Contractor’s operations, weather conditions, site conditions, etc.
- (3) All compaction shall be in accordance with the Compaction Control Test of Section 2-03.3(14)D. The nuclear densometer, if properly calibrated, may be used for the required testing frequency and procedures. The densometer shall be calibrated and is recommended for use when the time for complete results becomes critical.
- (4) Depending on soil conditions, it is anticipated that compaction tests will be required at depths of two feet above the pipe and at each additional two feet to the existing surface plus a test at the surface.
- (5) A minimum of three samples, on a random basis, shall be taken and tested.
- (6) Cement may be accepted by the Engineer based on the Manufacturer’s Mill Test Report number indicating full conformance to the Specification.
- (7) The frequency for fine, course, and combined concrete aggregate samples for PCC Paving and PCC Structures shall be based on the cubic yard (CY) of concrete.
- (8) Commercial concrete will be accepted with Certificate of Compliance; no testing is required.
- (9) Hot mix asphalt batch mix verification is required.

In cases where tests or frequency of testing do not meet the minimum standard, corrective action shall be taken as directed by the Developer and approved by the Town Engineer. Retests shall show passing densities prior to placing the next lift of fill.

8.7 SUBGRADE

In preparing the roadbed for surfacing before any paving, the requirements outlined in Sections 2-06.3(1) and 2-06.3(2) of the WSDOT/APWA Specifications shall be met. After the subgrade preparation has been completed, it shall be thoroughly checked by the Developer using a level, string line, crown board, or other means to determine that the subgrade conforms to the approved Plans and the Standards prior to placing any surfacing material.

8.8 COUNTY FORCES AND COUNTY CONTRACT ROAD INSPECTION

Road construction performed through Interlocal Agreement with King County Road forces will be inspected under the supervision of the King County Road Engineer.

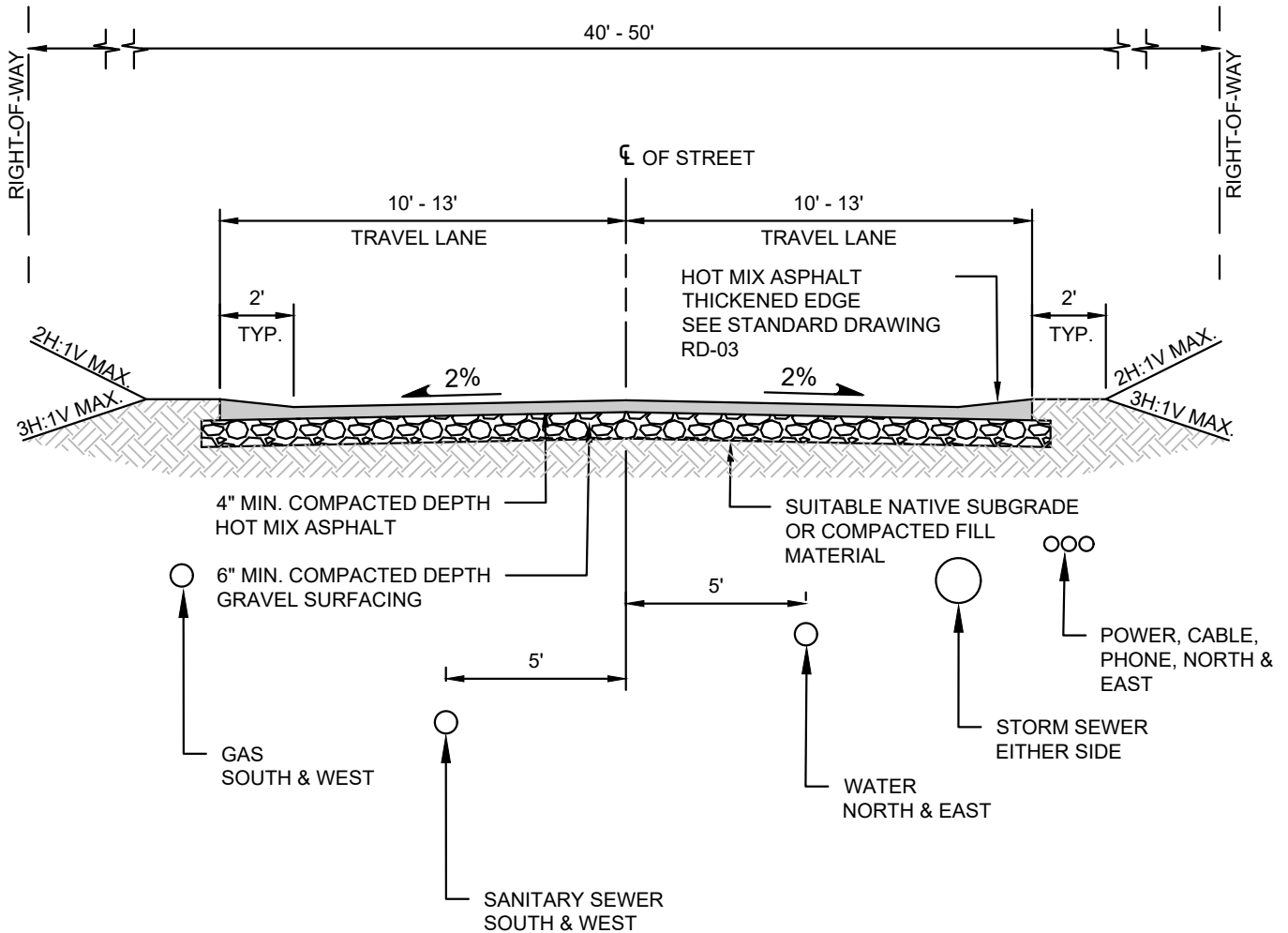
8.9 CALL BEFORE YOU DIG

Builders are responsible for timely notification of utilities in advance of any construction in right-of-way or utility easements.

8.10 UTILITY CERTIFICATION

All permits for new placement and replacement of existing utilities and utility structures shall be accompanied by written certification from the utility's professional engineer or from an agent authorized by the utility to certify that the installations conform to these Standards, and that the proposed work is in conformity with sound engineering principles relating to highway safety.


STANDARD DETAILS



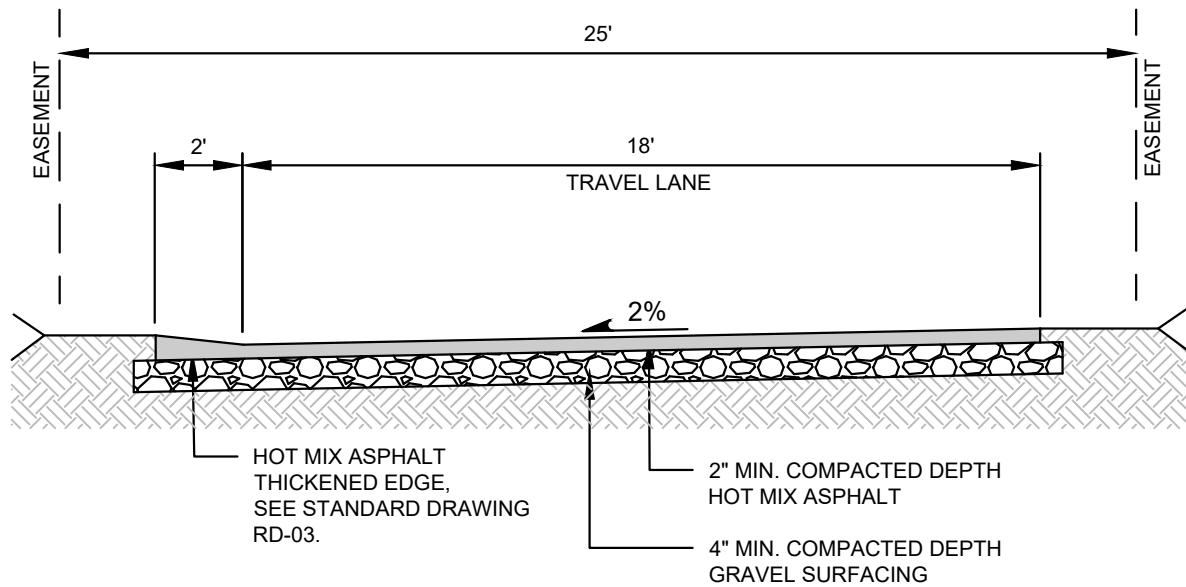
NOTES:

1. GRAVEL SURFACING (CRUSHED SURFACING BASE AND/OR TOP COURSE) TO BE PLACED ON SUITABLE NATIVE SUBGRADE OR COMPACTED FILL MATERIAL. (95% COMPACTION REQUIRED).
2. POWER, CABLE, PHONE AND GAS FACILITIES SHALL NOT BE LOCATED BENEATH THE PAVEMENT, EXCEPT FOR SERVICES AND AT INTERSECTIONS. UTILITY EASEMENTS, ADJACENT TO THE RIGHT-OF-WAY MAY BE REQUIRED.
3. PEDESTRIAN WALKWAYS, PER SECTION 7.11 SHALL BE INSTALLED WITHIN THE RIGHT-OF-WAY.
4. THE DEVELOPER MAY SUBMIT AN ALTERNATE PAVEMENT DESIGN TO THE TOWN ENGINEER FOR CONSIDERATION. THE PAVEMENT DESIGN SHALL BE PREPARED BY ENGINEER LICENSED IN THE STATE OF WASHINGTON.

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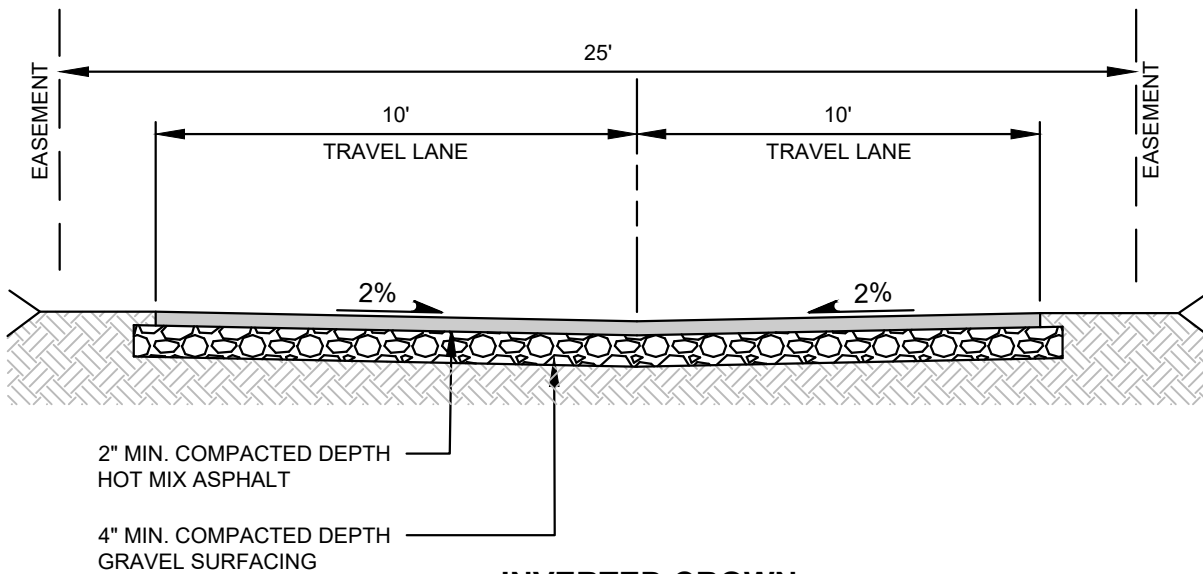
 <p>TOWN OF YARROW POINT</p> <p>4030 95TH AVENUE NE YARROW POINT, WA 98004 P: (425) 454-6994 www.ci.yarrow-point.wa.us</p>	STREET CROSS SECTIONS (COLLECTOR AND LOCAL ACCESS)	
	APPROVED:	DWG. NO.
	TOWN OF YARROW POINT	DATE

RD-01



THICKENED EDGE

NOT TO SCALE



INVERTED CROWN

NOT TO SCALE

NOTES:

1. GRAVEL SURFACING (CRUSHED SURFACING BASE AND/OR TOP COURSE) TO BE PLACED ON SUITABLE NATIVE SUBGRADE OR COMPACTED FILL MATERIAL. (95% COMPACTION REQUIRED).

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**STREET CROSS SECTIONS
 (PRIVATE LANE)**

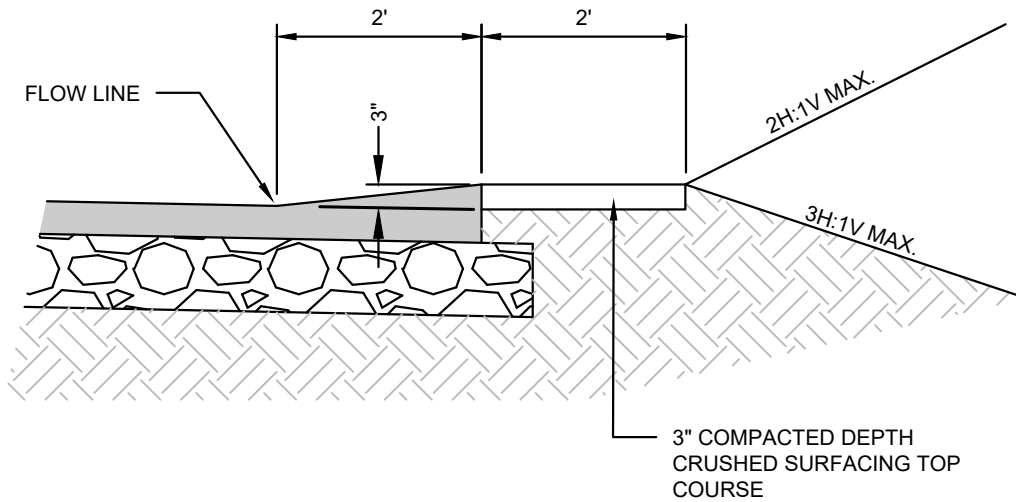
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RD-02



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THICKENED EDGE DETAIL

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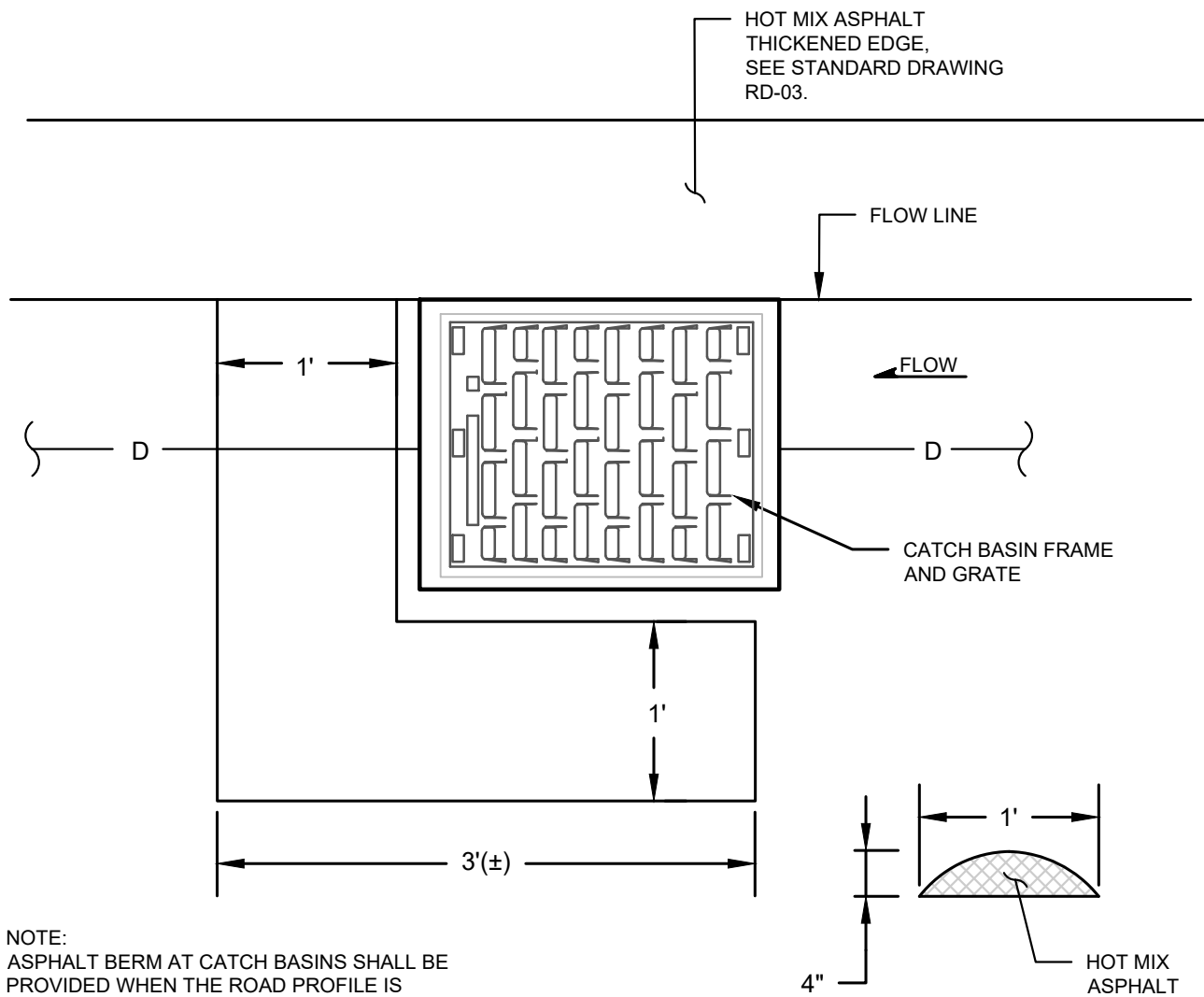
TOWN OF YARROW POINT

DATE

DWG. NO.


RD-03

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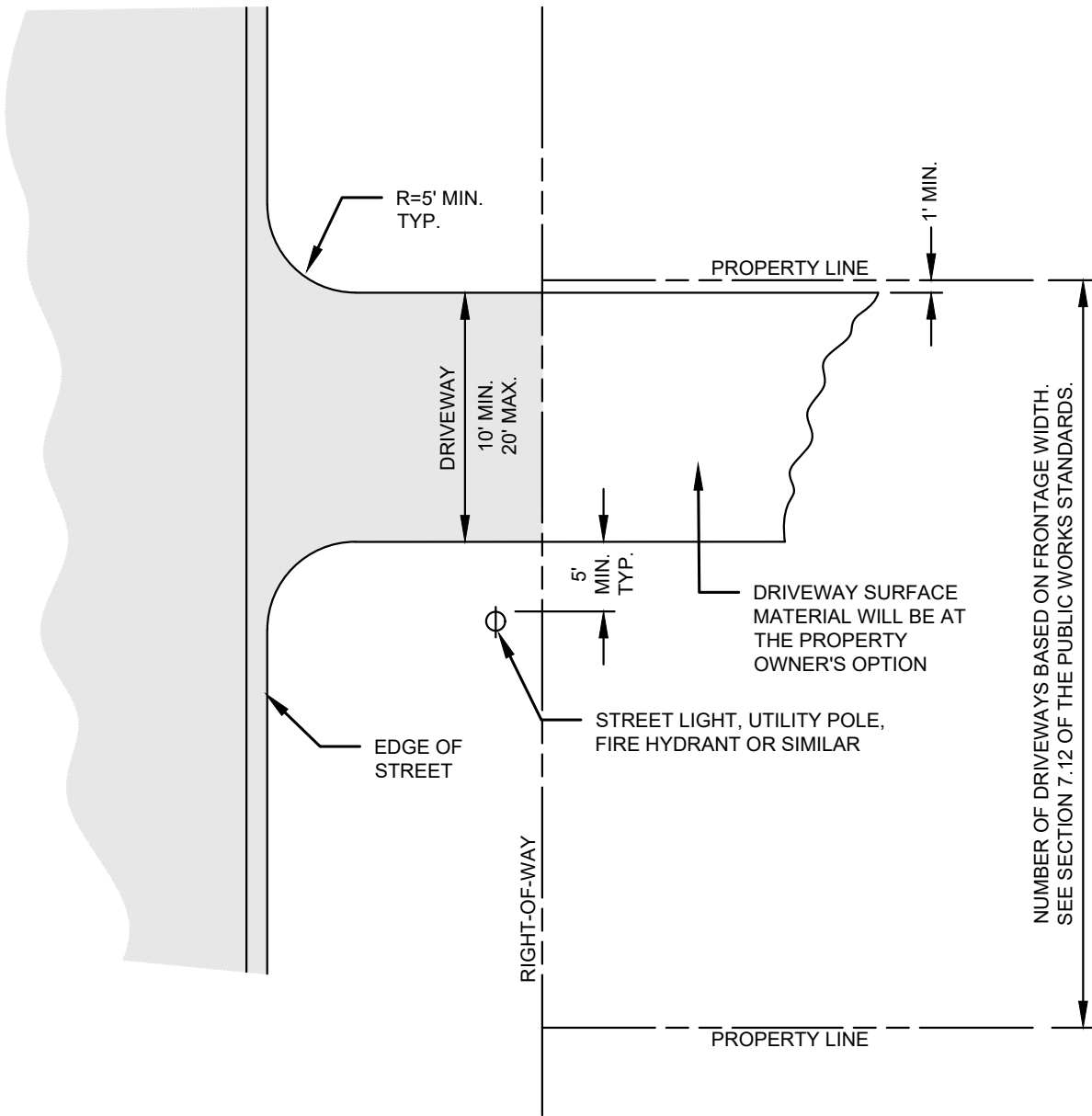
NOTE:
 ASPHALT BERM AT CATCH BASINS SHALL BE PROVIDED WHEN THE ROAD PROFILE IS GREATER THAN 8-PERCENT.

ASPHALT BERM SECTION

 <p>TOWN OF YARROW POINT</p> <p>4030 95TH AVENUE NE YARROW POINT, WA 98004 P: (425) 454-6994 www.ci.yarrow-point.wa.us</p>	<p>ASPHALT BERM AT CATCH BASIN DETAIL</p>	
	<p>APPROVED:</p>	<p>DWG. NO.</p>
	<p>TOWN OF YARROW POINT</p>	<p>DATE</p>

RD-04

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NOTES:

1. DRIVEWAY ENTRANCE GRADES AND SLOPES SHALL CONFORM TO SECTION 7.12 OF THE PUBLIC WORKS STANDARDS.
2. DRIVEWAY ENTRANCES WITHIN THE PUBLIC RIGHT-OF-WAY SHALL BE MAINTAINED BY THE PROPERTY OWNER.
3. DRIVEWAY ENTRANCE MATERIAL SHALL CONFORM TO SECTION 7.12 OF THE PUBLIC WORKS STANDARDS.
4. AN ENCROACHMENT AGREEMENT IS REQUIRED FOR ALL EXISTING AND PROPOSED ENCROACHMENTS IN THE PUBLIC RIGHT-OF-WAY.

DRIVEWAY ENTRANCE LOCATIONS



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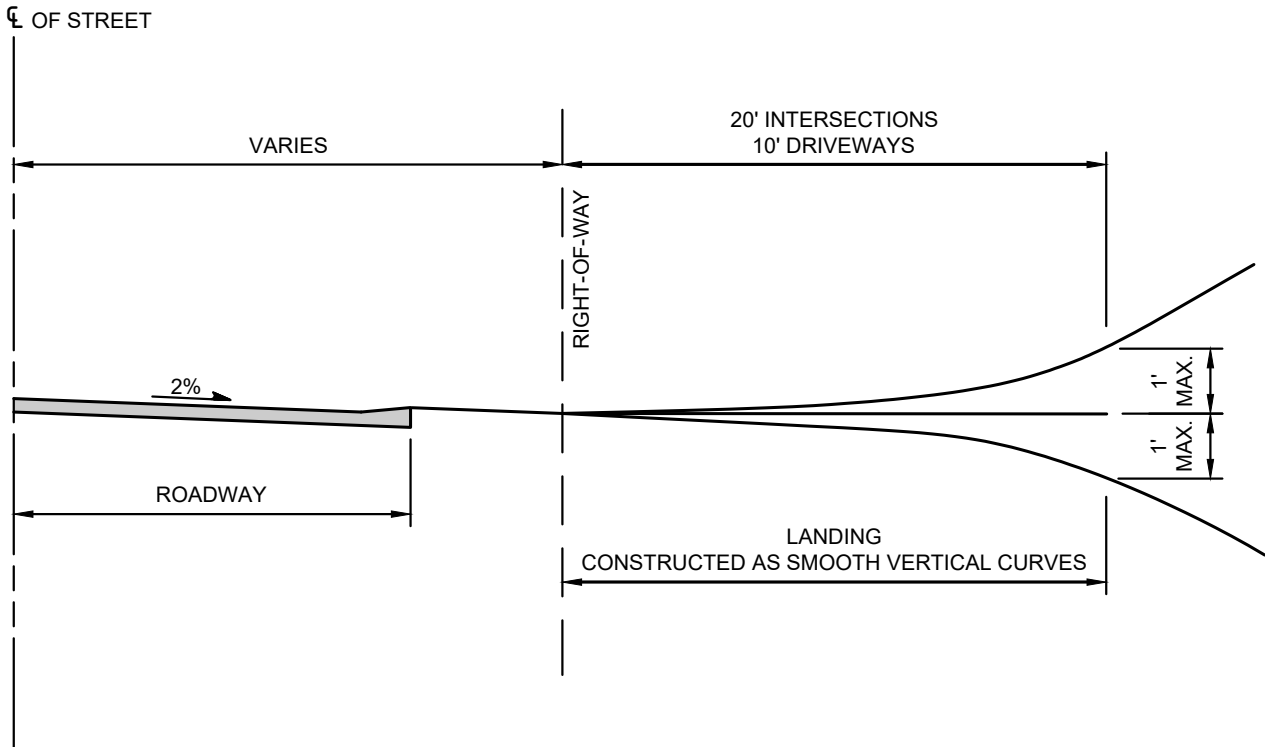
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RD-05



**VERTICAL TRANSITION DETAIL
(INTERSECTIONS AND DRIVEWAYS)**



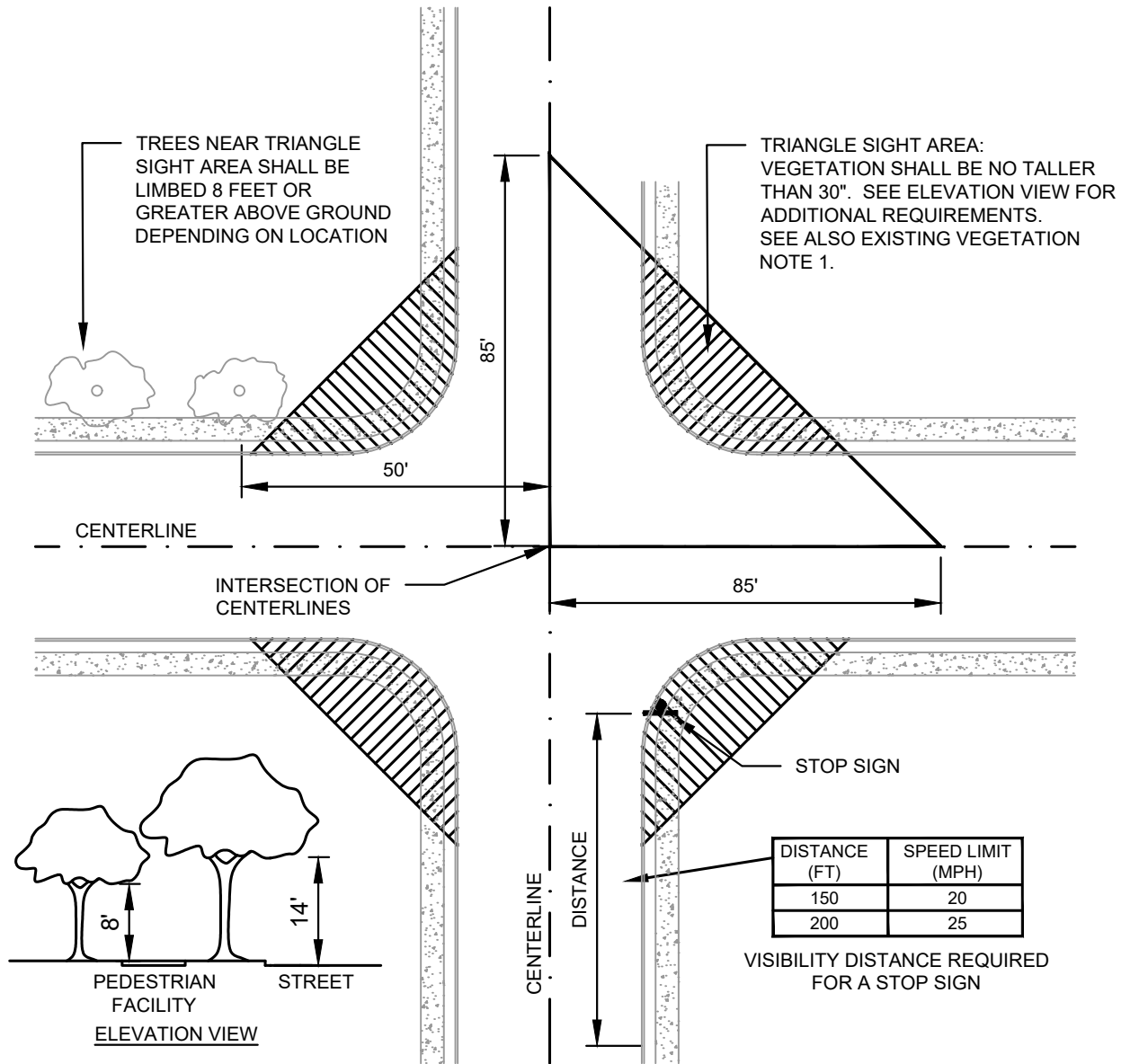
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RD-06



NOTES FOR NEW DEVELOPMENT:

1. TREES SHALL NOT BE PLACED IN SUCH A WAY THAT THEY IMPEDE THE SAFE FLOW OF TRAFFIC BY BLOCKING THE VIEW OF TRAFFIC SIGNS, PEDESTRIANS AND OTHER VEHICLES.
2. DEVELOPER SHALL COORDINATE WITH VARIOUS CONTRACTORS TO ENSURE NO CONFLICTS BETWEEN STREETS AND TREES ARE CREATED.

NOTES FOR EXISTING VEGETATION:

1. OVERGROWN VEGETATION IMPEDES THE SAFE FLOW OF TRAFFIC WHEN IT BLOCKS THE VIEW OF TRAFFIC SIGNS, PEDESTRIANS AND OTHER VEHICLES. IF OVERGROWN VEGETATION IS BLOCKING VISIBILITY IN THE STREET OR INTERSECTION, IT WILL BE THE RESPONSIBILITY OF THE PROPERTY OWNER TO TRIM THE VEGETATION TO MEET THIS STANDARD.
2. TO ENSURE VISIBILITY, TREE LIMBS OVER THE STREET SHALL BE TRIMMED UP TO 14 FEET. TREE LIMBS OVER PEDESTRIAN FACILITIES SHALL BE TRIMMED TO 8 FEET.

INTERSECTION SIGHT TRIANGLES



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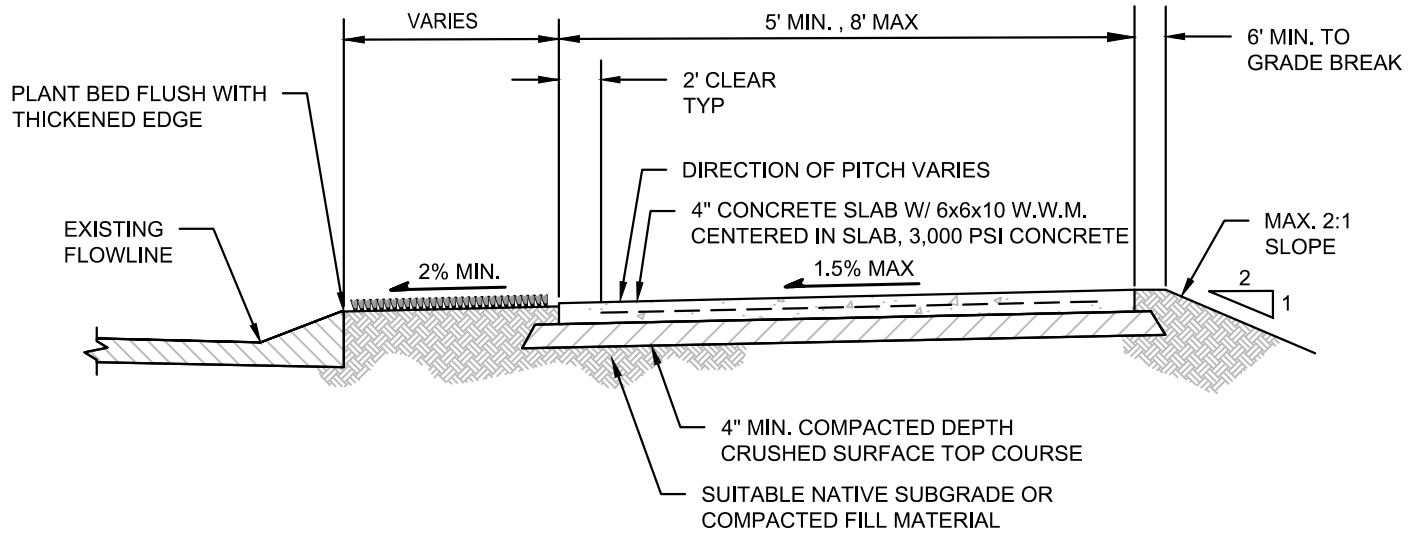
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RD-07



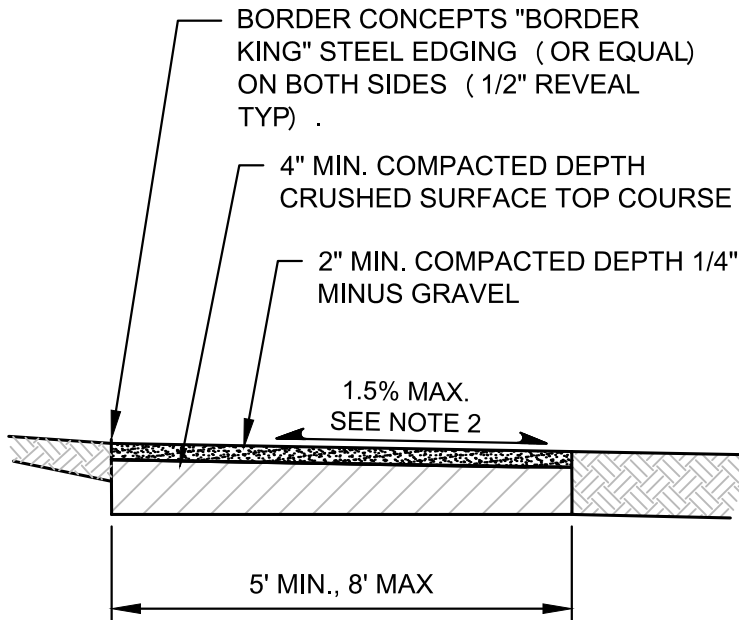
NOTE:

1. CRUSHED SURFACING TOP COURSE TO BE PLACED ON SUITABLE NATIVE SUBGRADE OR COMPACTED FILL MATERIAL. (95% COMPACTION REQUIRED) .

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 <p>TOWN OF YARROW POINT</p> <p>4030 95TH AVENUE NE YARROW POINT, WA 98004 P: (425) 454-6994 www.ci.yarrow-point.wa.us</p>	PEDESTRIAN PATHWAY - CONCRETE	
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	TOWN OF YARROW POINT	DATE

RD-08a



NOTES:

1. CRUSHED SURFACING TOP COURSE TO BE PLACED ON SUITABLE NATIVE SUBGRADE OR COMPACTED FILL MATERIAL. (95% COMPACTION REQUIRED) .
2. TRANSITION SLOPE TO MAINTAIN POSITIVE DRAINAGE.

PEDESTRIAN PATHWAY - GRAVEL



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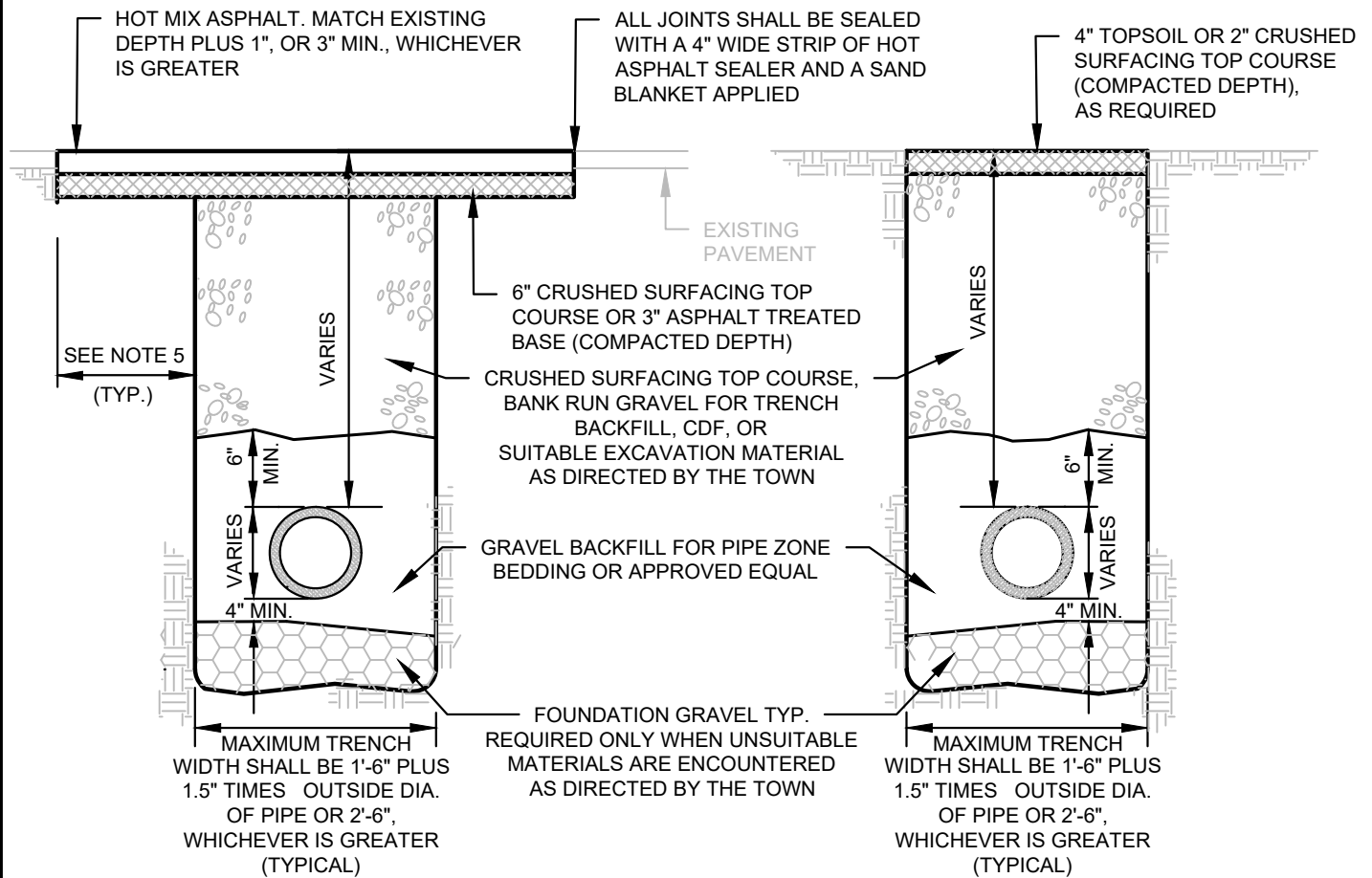
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TOWN OF YARROW POINT

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DWG. NO.

RD-08b



WITHIN TRAVELED WAY

OUTSIDE OF TRAVELED WAY

NOTES:

1. ALL MATERIALS EXCEPT HOT MIX ASPHALT AND PIPE ZONE BEDDING SHALL BE COMPACTED IN 6-INCH MAXIMUM LIFTS TO 95% DENSITY.
2. COMPACTION: PIPE ZONE BEDDING SHALL BE COMPACTED TO 95% MAX. AS DETERMINED BY ASTM D1557. BACKFILL SHALL BE COMPACTED TO 90% OUTSIDE OF THE TRAVELED WAY AND 95% IN TRAVELED WAY AND SHOULDERS AS DETERMINED BY ASTM D1557.
3. PAVEMENT SHALL BE SAWCUT, FULL DEPTH.
4. LONGITUDINAL TRENCH: HALF STREET GRIND AND OVERLAY IS REQUIRED. LENGTH SHALL MATCH THE LENGTH OF THE TRENCH.
5. TRANSVERSE TRENCH: SAWCUT 1' BEYOND TRENCH WIDTH IF PAVEMENT IS OLDER THAT 5 YEARS OR HAS A PCR OF 74 OR LESS (PER TIB RATING); 5' BEYOND TRENCH IF PAVEMENT IS NEWER THAN 5 YEARS OR HAS A PCR OF 75 OR BETTER. CONTACT THE TOWN ENGINEER FOR PCR VALUES.

TRENCH - PAVEMENT RESTORATION

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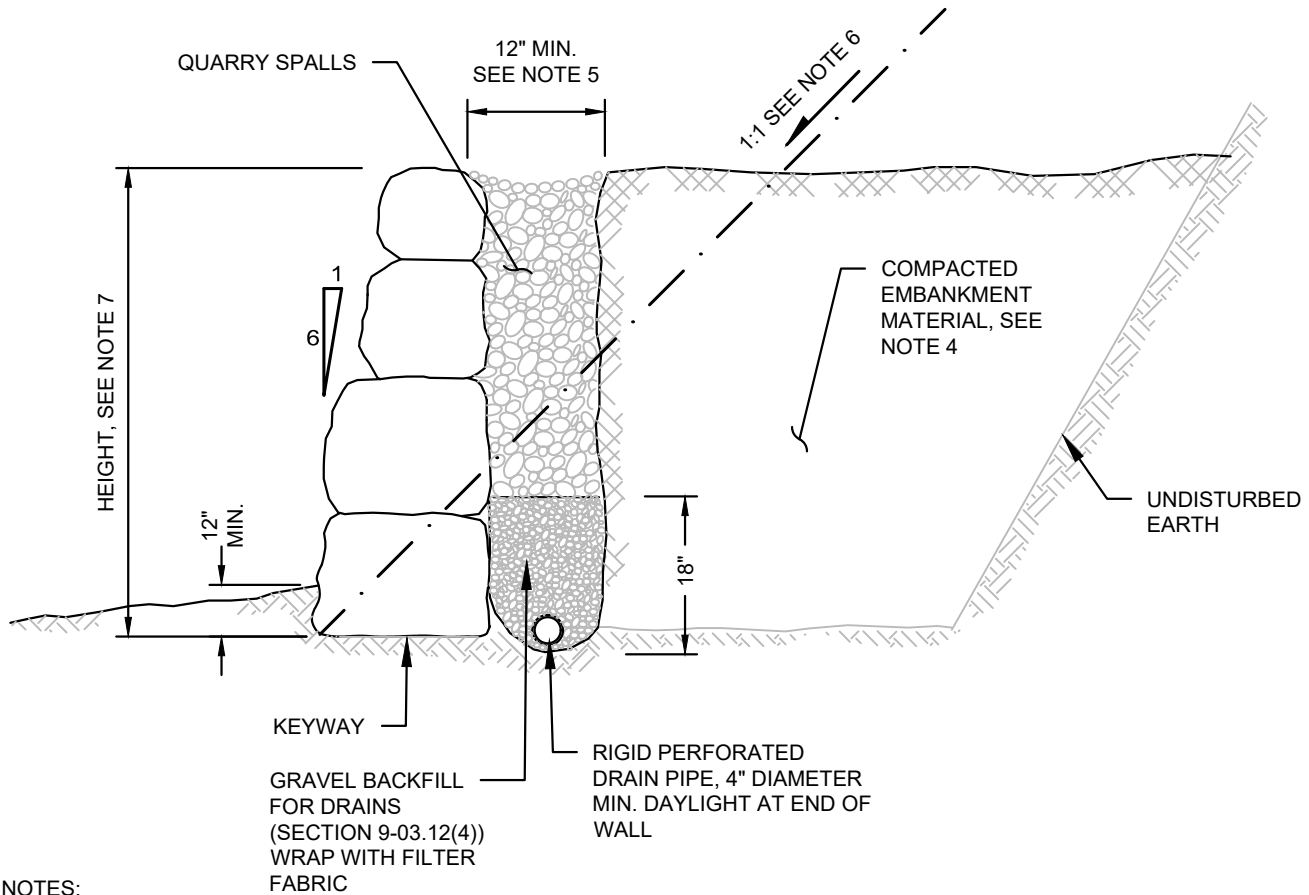
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RD-09

DATE



NOTES:

1. A FENCE OR HANDRAIL REQUIRED WHEN ROCK WALL HEIGHT EXCEEDS 30 INCHES.
2. PRIOR TO ROCK PLACEMENT, THE FOUNDATION (KEYWAY) SHALL BE EXCAVATED AND COMPACTED TO 95 PERCENT OF THE MAX. DRY DENSITY.
3. BOTTOM ROCKS SHALL HAVE FULL CONTACT WITH THE FOUNDATION SOILS. THE EXCAVATION SHALL BE SHAPED TO FIT THE ROCKS.
4. EMBANKMENT MATERIAL CONSISTING OF GRAVEL BORROW (SECTION 9-03.14(1)) OR SUITABLE NATIVE MATERIAL SHALL BE PLACED IN THIN LIFTS, NOT EXCEEDING SIX INCHES IN THICKNESS AND COMPACTED TO 95 PERCENT OF THE MAX. DRY DENSITY.
5. THE TOP OF ALL ROCK WALLS SHALL BE CONFIGURED TO PREVENT SURFACE DRAINAGE OVER THE TOP OF THE WALL.
6. ZONE OF INFLUENCE. FLATTER SLOPE MAY BE REQUIRED IN LESS STABLE SOILS. DRIVEWAYS AND ROADS SHALL LIE BEYOND THE ZONE OF INFLUENCE.
7. THE MAXIMUM WALL HEIGHT IS EIGHT (8) FEET, MEASURED FROM THE KEYWAY BOTTOM. ROCK WALLS FOUR (4) FEET OR HIGHER REQUIRE A BUILDING PERMIT. ROCK WALLS SUPPORTING A SURCHARGE (DRIVEWAY, ROAD, BUILDING, OR PARKING AREA) SHALL BE DESIGN BY A LICENSED STRUCTURAL ENGINEER.

ROCK WALL FILL SECTION



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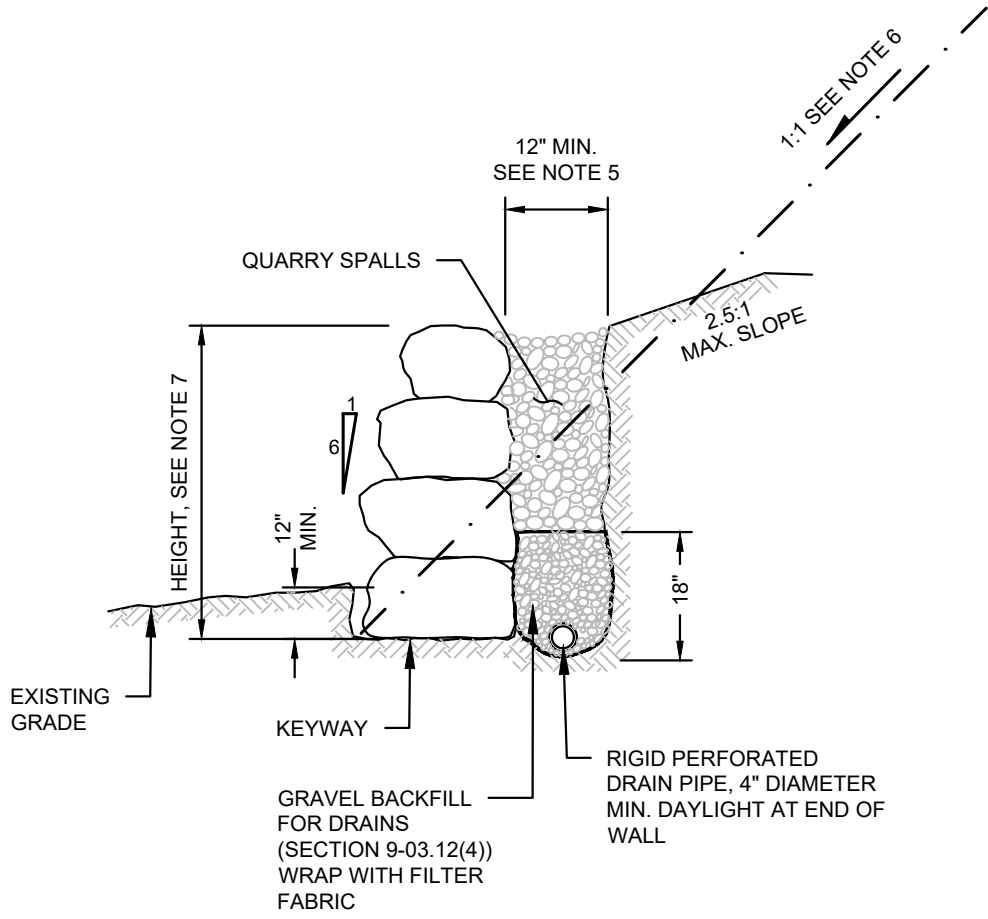
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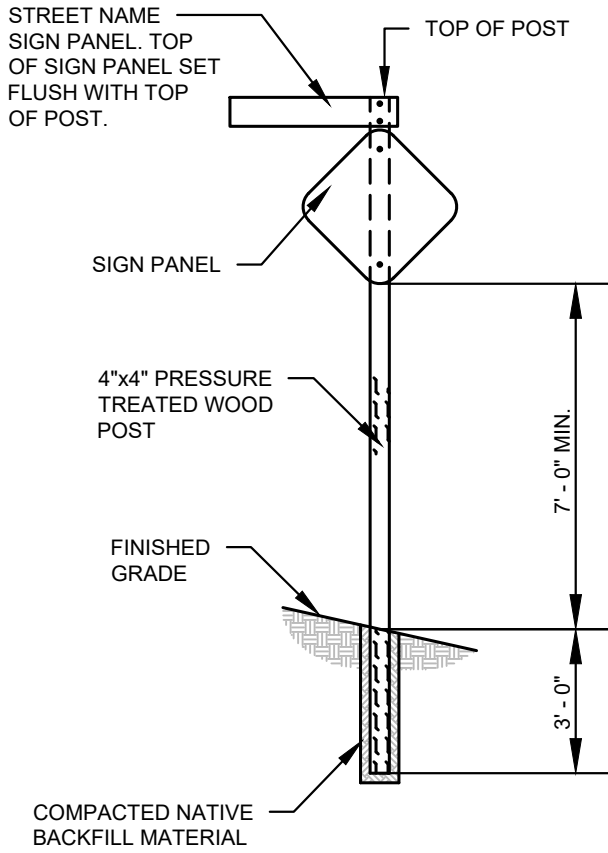


NOTES:

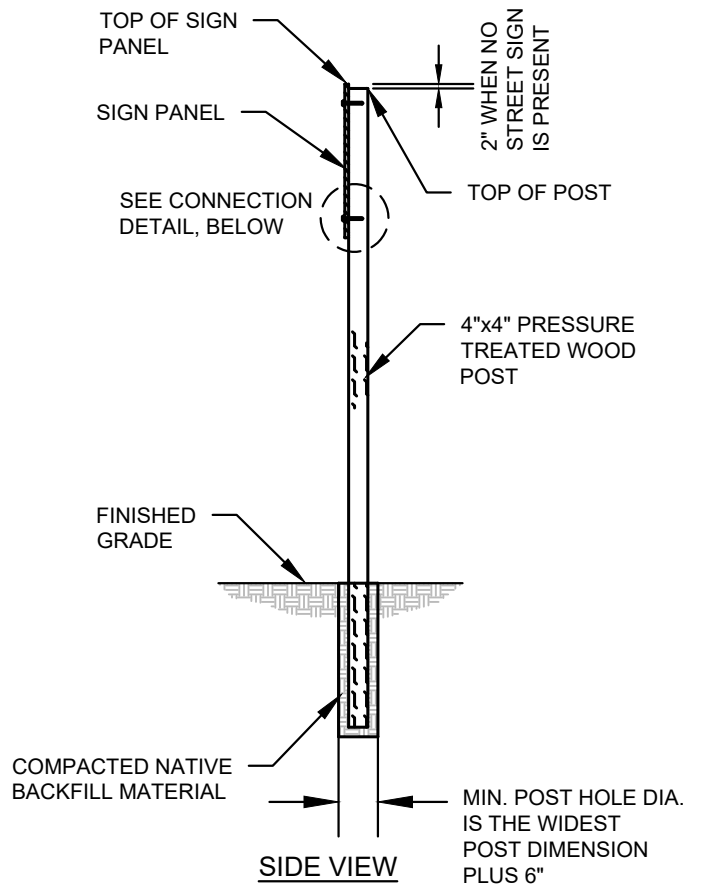
1. A FENCE OR HANDRAIL REQUIRED WHEN ROCK WALL HEIGHT EXCEEDS 30 INCHES.
2. PRIOR TO ROCK PLACEMENT, THE FOUNDATION (KEYWAY) SHALL BE EXCAVATED AND COMPACTED TO 95 PERCENT OF THE MAX. DRY DENSITY.
3. BOTTOM ROCKS SHALL HAVE FULL CONTACT WITH THE FOUNDATION SOILS. THE EXCAVATION SHALL BE SHAPED TO FIT THE ROCKS.
4. EMBANKMENT MATERIAL CONSISTING OF GRAVEL BORROW (SECTION 9-03.14(1)) OR SUITABLE NATIVE MATERIAL SHALL BE PLACED IN THIN LIFTS, NOT EXCEEDING SIX INCHES IN THICKNESS AND COMPACTED TO 95 PERCENT OF THE MAX. DRY DENSITY.
5. THE TOP OF ALL ROCK WALLS SHALL BE CONFIGURED TO PREVENT SURFACE DRAINAGE OVER THE TOP OF THE WALL.
6. ZONE OF INFLUENCE. FLATTER SLOPE MAY BE REQUIRED IN LESS STABLE SOILS. DRIVEWAYS AND ROADS SHALL LIE BEYOND THE ZONE OF INFLUENCE.
7. THE MAXIMUM WALL HEIGHT IS EIGHT (8) FEET, MEASURED FROM THE KEYWAY BOTTOM. ROCK WALLS FOUR (4) FEET OR HIGHER REQUIRE A BUILDING PERMIT. ROCK WALLS SUPPORTING A SURCHARGE (DRIVEWAY, ROAD, BUILDING, OR PARKING AREA) SHALL BE DESIGN BY A LICENSED STRUCTURAL ENGINEER.

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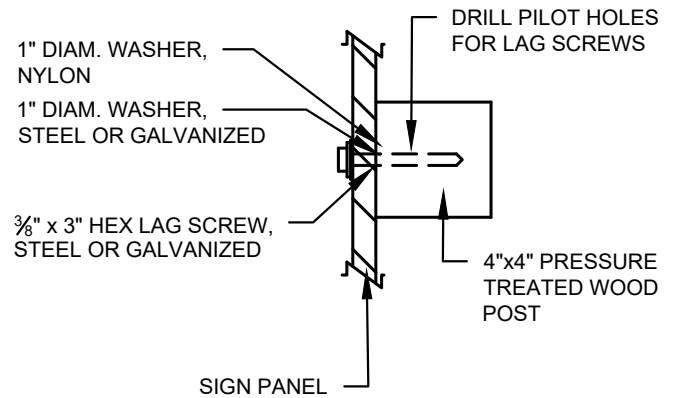
 TOWN OF YARROW POINT 4030 95TH AVENUE NE YARROW POINT, WA 98004 P: (425) 454-6994 www.ci.yarrow-point.wa.us	ROCK WALL CUT SECTION	
	APPROVED:	DWG. NO.
	TOWN OF YARROW POINT	DATE
		RD-11



FRONT VIEW



SIDE VIEW



CONNECTION DETAIL



STREET NAME / REGULATORY SIGN INSTALLATION



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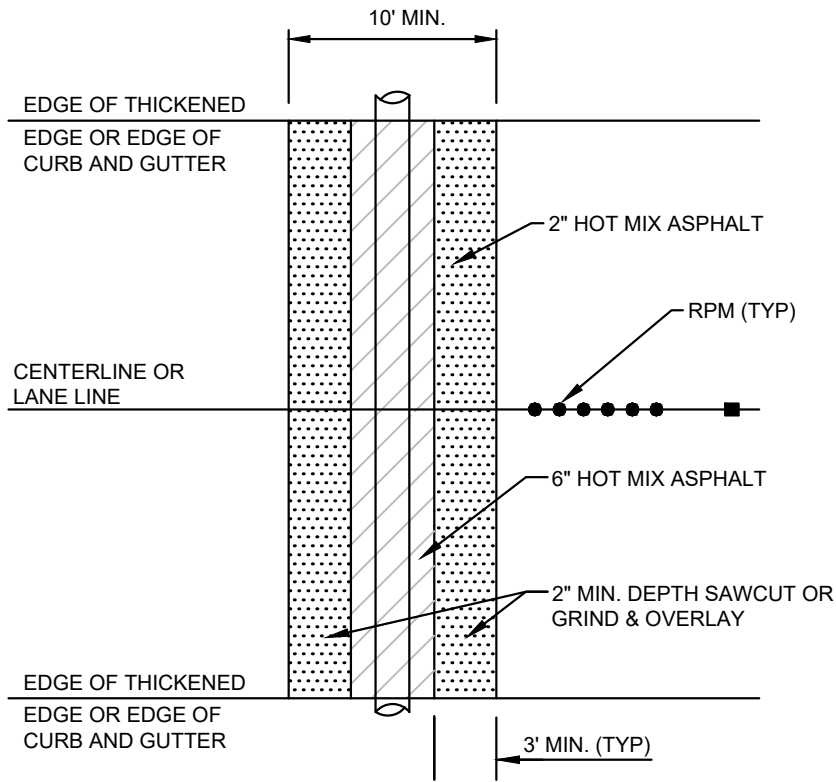
RD-12

ASPHALT PAVEMENT PATCHING & RESTORATION - GENERAL NOTES

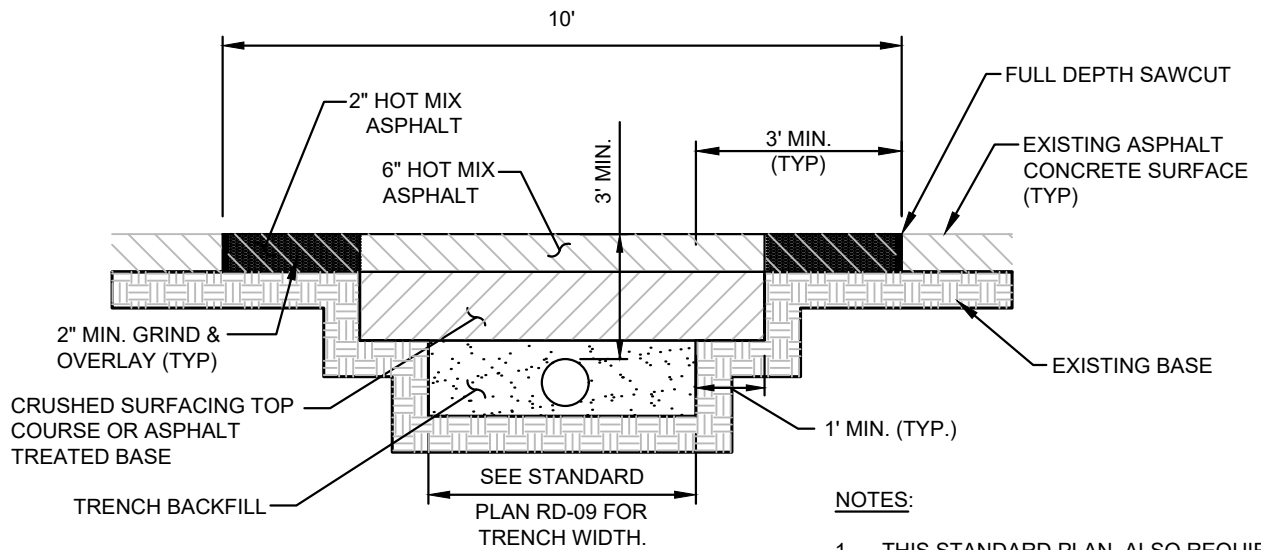
1. A FULL DEPTH PATCH SHALL MATCH EXISTING THICKNESS PLUS ONE INCH OR THREE INCHES MIN., WHICHEVER IS GREATER, SHALL BE CONSTRUCTED ON AND OVER THE DISTURBED AREA AND TO A MINIMUM LATERAL DISTANCE OF 12-INCHES BEYOND THE BOUNDARIES OF THE DISTURBED AREA.
2. A MINIMUM 2-INCH DEEP GRIND AND OVERLAY IS REQUIRED FOR THE RESTORED AREA BEYOND THE FULL DEPTH PATCH IF THE DISTURBED AREA IS GREATER THAN EITHER 5-FT TRANSVERSELY (PERPENDICULAR TO THE ROADWAY CENTERLINE) OR 5-FT LONGITUDINALLY (PARALLEL TO THE ROADWAY CENTERLINE).
3. FINAL RESTORATION SHALL USE IN-KIND PATCHING MATERIAL TO MATCH THE EXISTING PAVEMENT THAT WAS REMOVED, INCLUDING PERMEABLE PAVEMENT OR CONCRETE. ASPHALT CONCRETE MIX SHALL BE APPROVED BY THE TOWN ENGINEER.
4. ALL TRENCH BACKFILL UNDER ROADWAYS SHALL BE CRUSHED SURFACING TOP COURSE (CSTC) , BANK RUN GRAVEL FOR TRENCH BACKFILL, OR SUITABLE EXCAVATION MATERIAL COMPACTED TO 95% MAXIMUM DRY DENSITY, OR CONTROLLED DENSITY FILL WHICH MEETS CURRENT WSDOT STANDARDS AS STATED IN 2-09.3(1)E OF THE STANDARD SPECIFICATIONS FOR ROAD, BRIDGE, AND MUNICIPAL CONSTRUCTION MANUAL M41-10.
5. NO IRREGULAR PATCH PERIMETER SHALL BE ALLOWED. EACH PATCH SHALL HAVE A SINGLE STRAIGHT EDGE IN BOTH THE TRANSVERSE (PERPENDICULAR TO THE ROADWAY CENTERLINE) AND LONGITUDINAL (PARALLEL TO THE ROADWAY CENTERLINE) DIRECTIONS.
6. ALL SAWCUTS SHALL BE VERTICAL. EXPOSED ASPHALT EDGES SHALL BE TACKED AND TOP SEALED WITH HOT ASPHALT SEALER AND PROVIDED A SAND BLANKET TO ALLEVIATE TRACKING.
7. PAVING FABRIC IF FOUND, WILL NOT REQUIRE REPLACEMENT.
8. A PATCH SHALL BE EXTENDED TO THE CURB, THICKENED EDGE, OR EDGE OF LANE IF THE PATCH IS LOCATED WITHIN 24-INCHES OF SUCH FEATURE.
9. IF THE TRANSVERSE DIMENSION OF A PATCH IS GREATER THAN HALF THE LANE WIDTH, THEN THE PATCH SHALL BE EXTENDED FROM THE CURB/ EDGE OF PAVEMENT TO THE FULL LANE WIDTH OR THE CENTERLINE OF THE ROADWAY, WHICHEVER APPLIES.
10. IF TWO (2) OR MORE PATCHES ARE LOCATED WITHIN 48-INCHES OF EACH OTHER IN THE TRANSVERSE DIRECTION (PERPENDICULAR TO CENTERLINE) OR 10-FEET OF EACH OTHER IN THE LONGITUDINAL DIRECTION (PARALLEL TO CENTERLINE), THEY SHALL BE COMBINED INTO A SINGLE LARGER PATCH WITH GRIND AND OVERLAY.
11. IF A NEW PATCH IS MADE WITHIN ANY PORTION OF AN EXISTING PATCH, THEN THE ENTIRE ORIGINAL PATCH SHALL BE REPLACED.
12. IF A PATCH WILL EXTEND OVER A LANE EDGE OR CENTERLINE OF THE ROADWAY, THEN THE PATCH SHALL BE EXTENDED TO THE FULL ROADWAY WIDTH OR NEAREST LANE EDGE.
13. TEMPORARY PATCHING MAY BE ALLOWED AT THE DISCRETION OF THE TOWN ENGINEER AND ON SUCH TERMS AND CONDITIONS AS THE TOWN ENGINEER DETERMINES APPROPRIATE. HOWEVER, ALL PERMANENT PATCHING SHALL BE COMPLETED NO LATER THAN 30 CALENDAR DAYS AFTER THE ORIGINAL DATE OF THE TRENCH EXCAVATION.
14. THE TOWN ENGINEER SHALL INSPECT ALL PAVEMENT RESTORATION DURING AND AT THE COMPLETION OF SUCH WORK. NO PAVEMENT RESTORATION SHALL BE DEEMED COMPLETE UNTIL THE TOWN ENGINEER HAS APPROVED SUCH WORK IN WRITING.
15. ASPHALT DEPTHS IN EXCESS OF 3-INCHES SHALL BE DONE IN TWO LIFTS. AT NO TIME SHALL A SINGLE ASPHALT LIFT EXCEED 3-INCHES WITHOUT COMPACTION.

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 <p>TOWN OF YARROW POINT</p> <p>4030 95TH AVENUE NE YARROW POINT, WA 98004 P: (425) 454-6994 www.ci.yarrow-point.wa.us</p>	ASPHALT PAVEMENT PATCHING AND RESTORATION GENERAL NOTES	
	APPROVED:	DWG. NO.
	TOWN OF YARROW POINT	DATE
		RD-13a



PLAN



SECTION

NOTES:

1. THIS STANDARD PLAN ALSO REQUIRES ADHERENCE TO ALL GENERAL NOTES LISTED ON STANDARD PLAN RD-13a.
2. SEE TRENCH - PAVEMENT RESTORATION STANDARD PLAN RD-09 FOR ADDITIONAL INFORMATION.

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**ASPHALT PAVEMENT PATCHING
AND RESTORATION DETAILS
TRANSVERSE CUT**

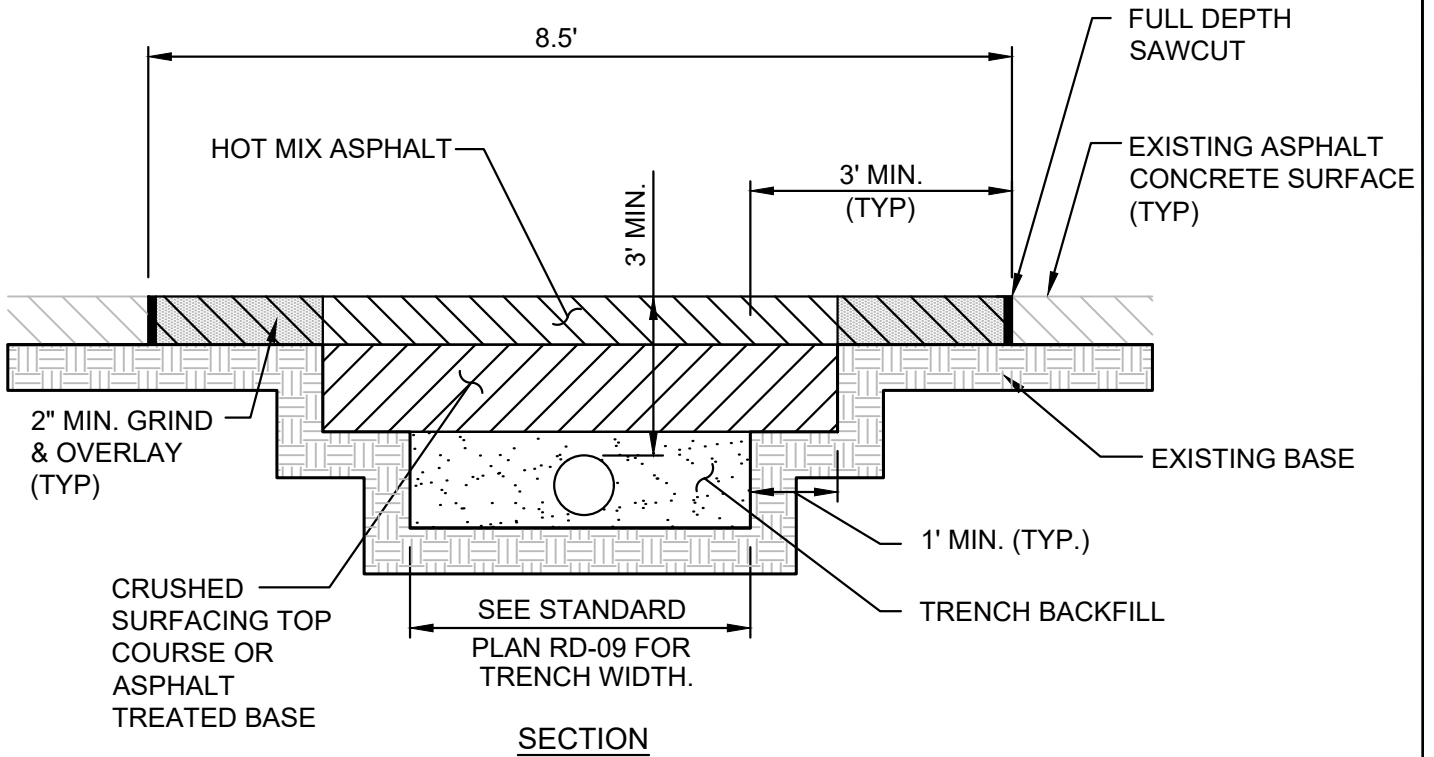
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DATE

DWG. NO.

RD-13b



NOTES:

1. THIS STANDARD PLAN ALSO REQUIRES ADHERENCE TO ALL GENERAL NOTES LISTED ON STANDARD PLAN RD-13a.
2. SEE TRENCH - PAVEMENT RESTORATION STANDARD PLAN RD-09 FOR ADDITIONAL INFORMATION.

**ASPHALT PAVEMENT PATCHING
AND RESTORATION DETAILS
LONGITUDINAL CUT**



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RD-13c

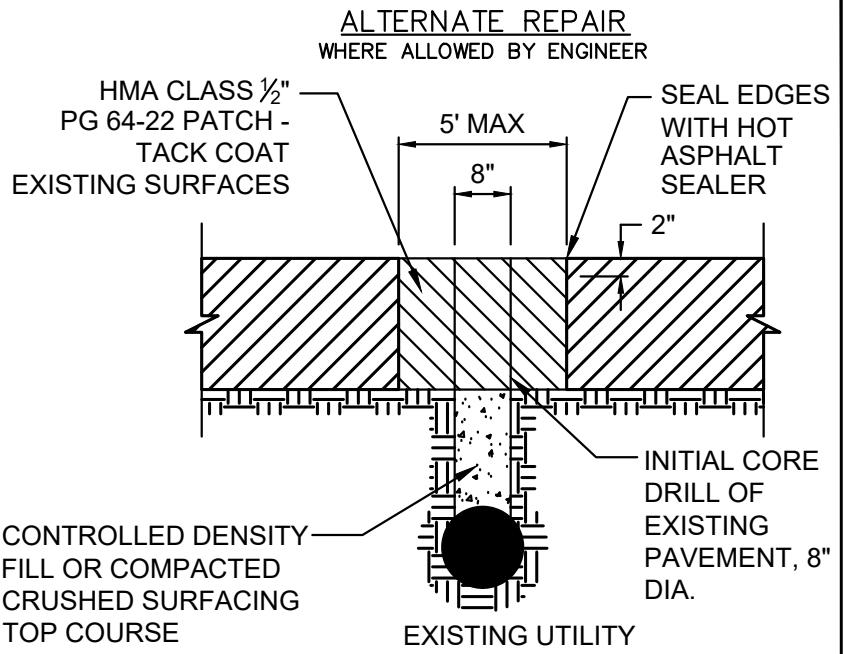
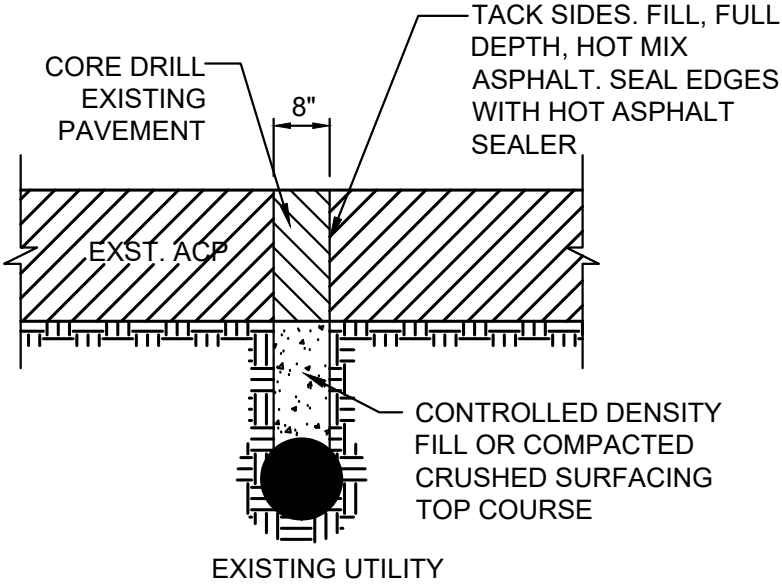
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ASPHALT RESTORATION FOR WINDOW CUTS LESS THAN 5-FT X 5-FT

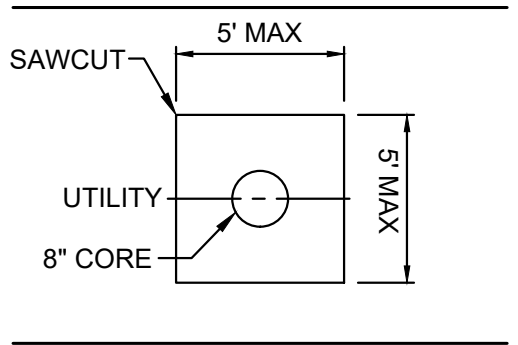
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 TOWN OF YARROW POINT
 DATE _____

DWG. NO. **RD-13d**




NOTES:

1. THE EXISTING PAVEMENT SHALL BE CUT FULL DEPTH WITH AN EIGHT INCH DIAMETER CORE DRILL. THE SUBBASE MATERIAL SHALL BE REMOVED USING A VACUUM EXCAVATOR, KEEPING THE EXCAVATION AS MINIMAL AS POSSIBLE.
2. BACKFILL THE EXCAVATION WITH A SIX INCH CUSHION OF CRUSHED ROCK OVER THE UTILITY THEN PLACE THE REMAINING VOID WITH CDF OR COMPACTED CSTC.
3. REPAIR THE CORED PAVEMENT SECTION WITH HMA CLASS 1/2" PG 64-22 AND SEAL THE JOINT.
4. IF THE EXCAVATION BELOW THE ASPHALT PAVEMENT IS LARGER THAN THE 8 INCH CORE, THE PAVEMENT RESTORATION WILL INCLUDE A 2' BY 2' TEE PATCH FULL DEPTH OF THE ASPHALT CENTERED ON THE EXCAVATION, AS SHOWN ABOVE AS ALTERNATE REPAIR.
5. IF THE EXCAVATION IS LARGER THAN 2' BY 2', THE STANDARD GRIND AND OVERLAY RESTORATION SHALL BE USED.



NOTE: THIS STANDARD PLAN ALSO REQUIRES ADHERENCE TO ALL GENERAL NOTES LISTED ON STANDARD PLAN RD-13a.

TOWN OF YARROW POINT



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**ASPHALT PAVEMENT
 UTILITY ADJUSTMENT DETAIL**

APPROVED: _____

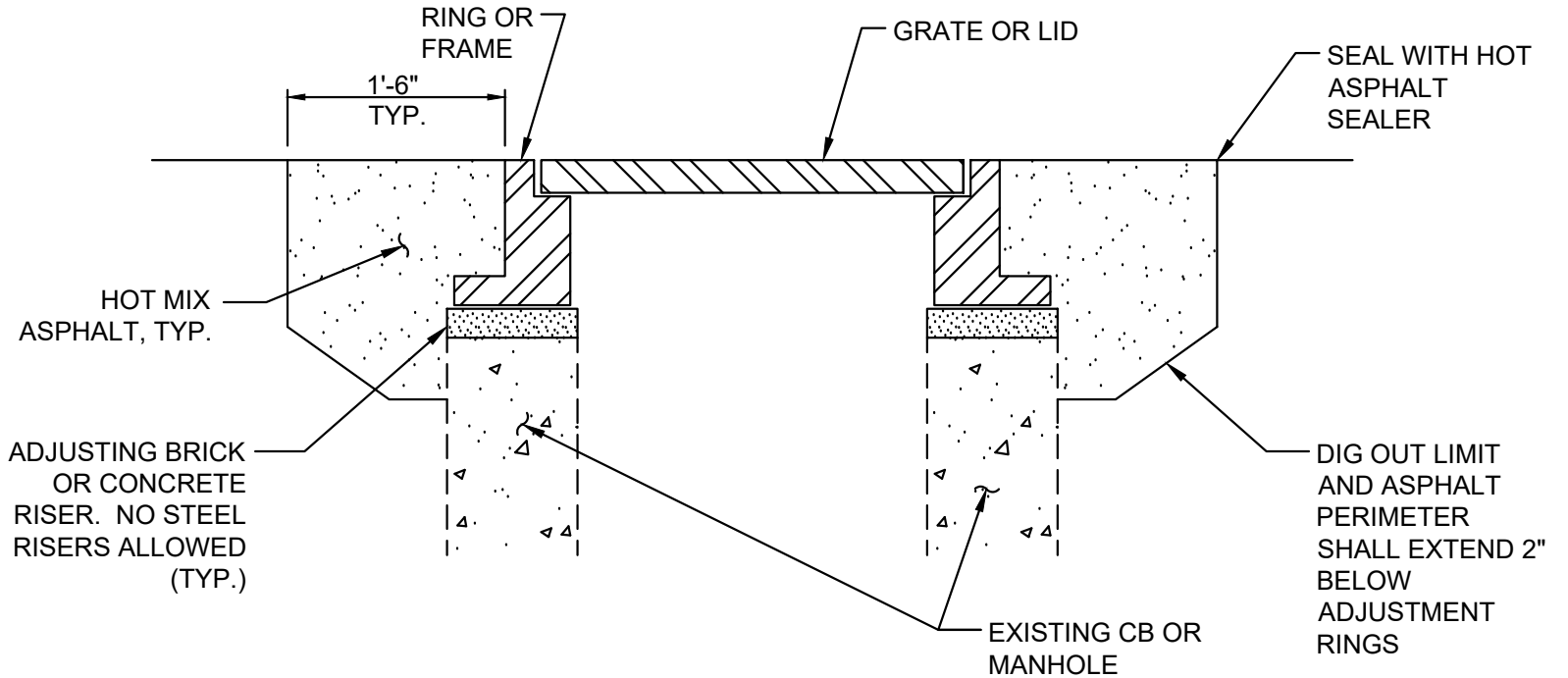
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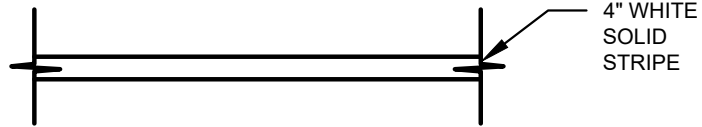
UTILITY MANHOLE AND VAULT ADJUSTMENT

THE EXISTING FRAME AND COVER OR GRATE SHALL BE REMOVED AND THOROUGHLY CLEANED FOR REINSTALLATION TO THE NEW ELEVATION. THE EXISTING STRUCTURE SHALL BE RAISED OR LOWERED TO THE REQUIRED ELEVATION USING CONCRETE BLOCKS, BRICK, AND/OR CONCRETE RINGS. EACH JOINT SHALL BE GROUTED USING A ¾ INCH LAYER OF NON-SHRINK MORTAR, PLASTERED SMOOTH INSIDE AND OUT. COVERS SHALL BE SEATED ON A UNIFORM LAYER OF GROUT TO PREVENT ROCKING.

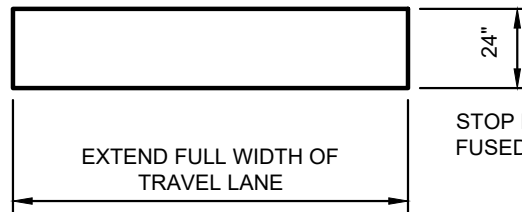




DOUBLE YELLOW CENTERLINE STRIPE

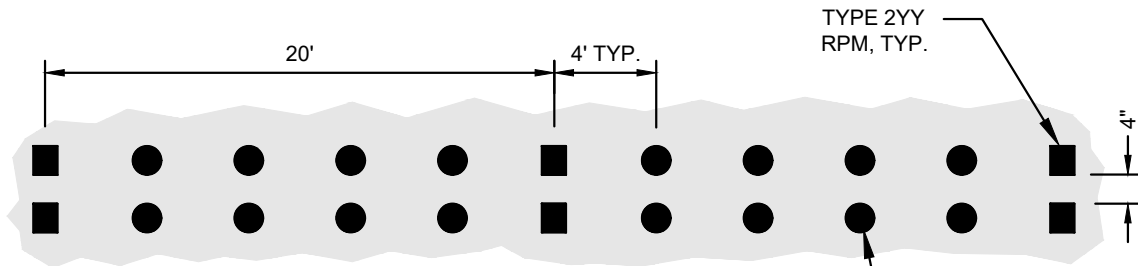


EDGE STRIPE



STOP BARS SHALL BE A TYPE B PRE-FORMED FUSED THERMOPLASTIC MATERIAL

STOP BAR



DOUBLE YELLOW CENTERLINE STRIPE WITH RPM'S

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PAVEMENT MARKINGS

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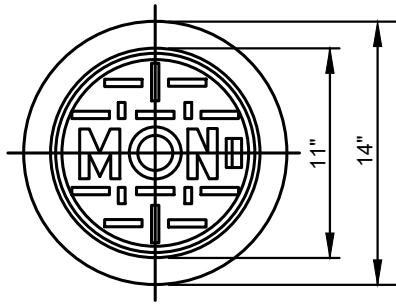
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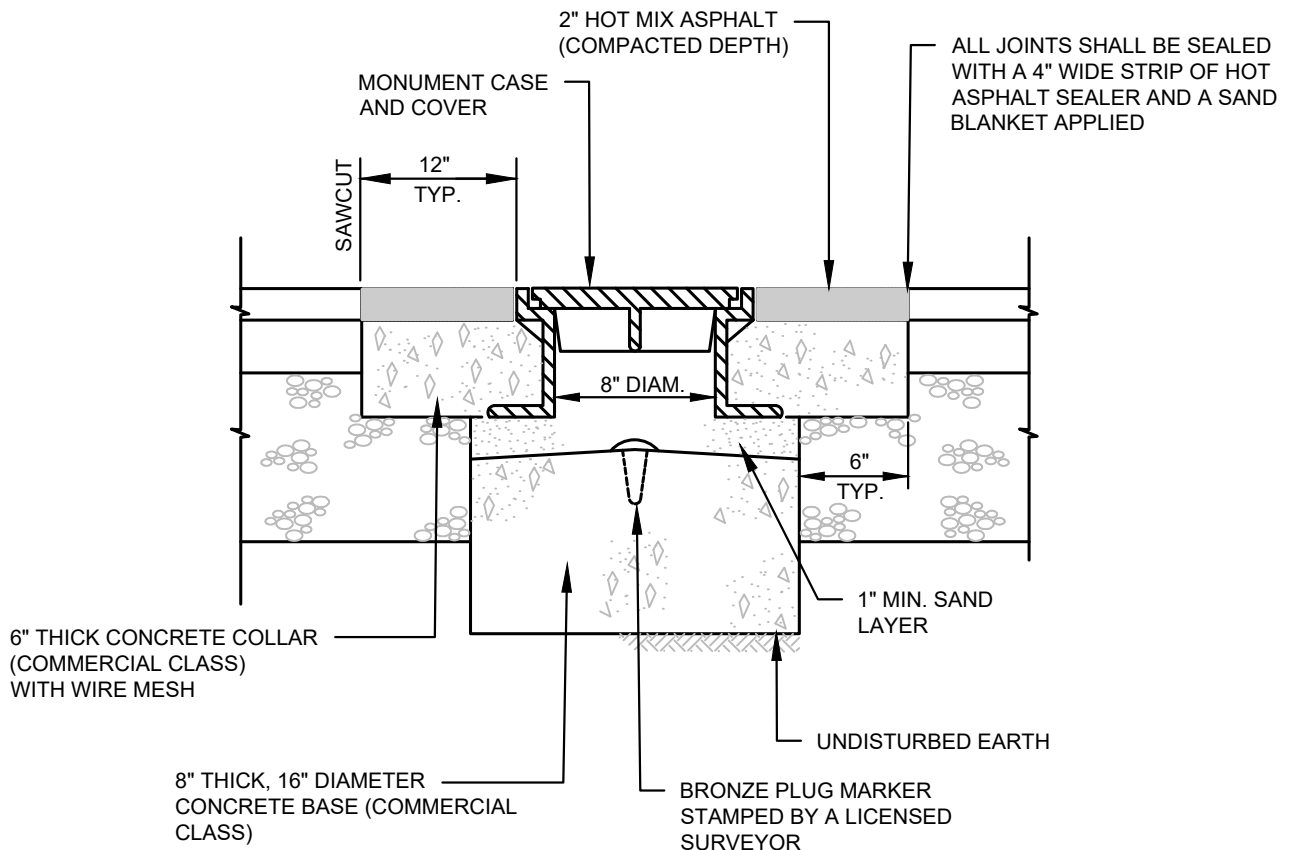
RD-14

NOTES:

1. MACHINE BEARING FACES OF COVER AND CASE TO INSURE POSITIVE FIT.
2. MATERIAL SHALL CONFORM TO THE CURRENT VERSION OF THE "STANDARD SPECIFICATIONS FOR ROAD, BRIDGE AND MUNICIPAL CONSTRUCTION" PREPARED BY THE WASHINGTON STATE DEPT. OF TRANSPORTATION AND AMERICAN PUBLIC WORKS ASSOCIATION, WASHINGTON STATE CHAPTER.
3. SEE SECTION 7.15 OF THE PUBLIC WORKS STANDARDS.



MONUMENT COVER



CAST-IN-PLACE MONUMENT, CASE AND COVER



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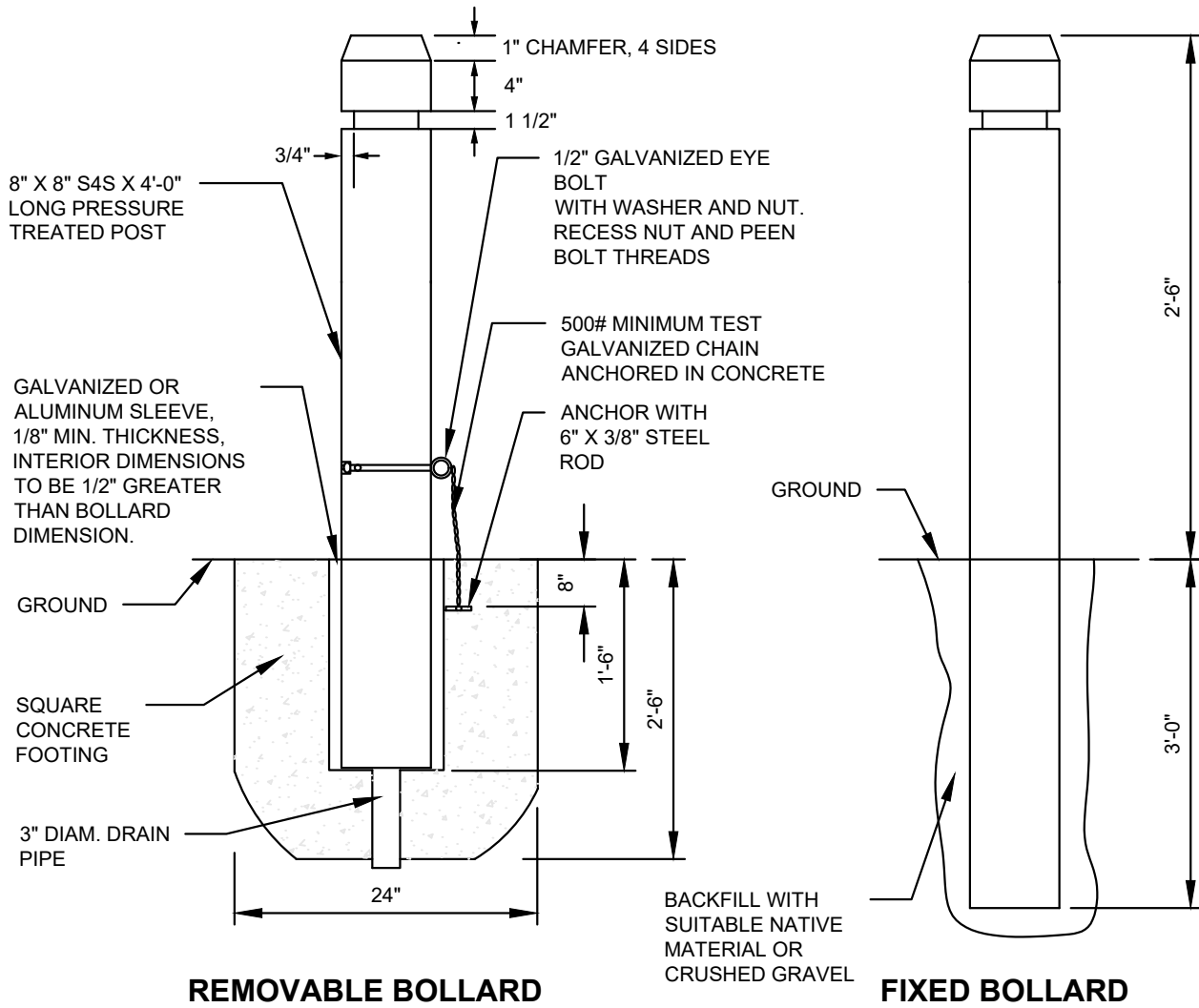
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TOWN OF YARROW POINT

DATE

DWG. NO.

RD-15



REMOVABLE BOLLARD

FIXED BOLLARD

NOTES:

1. TIMBER SHALL BE DOUGLAS FIR, DENSE CONSTRUCTION GRADE AND SHALL BE PRESSURE TREATED.
2. NUTS, BOLTS AND WASHERS SHALL CONFORM TO ASTM A307.
3. ALL STEEL MATERIAL SHALL BE GALVANIZED.

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**TIMBER BOLLARDS
 (REMOVABLE AND FIXED)**

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TOWN OF YARROW POINT

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RD-16

**TOWN OF
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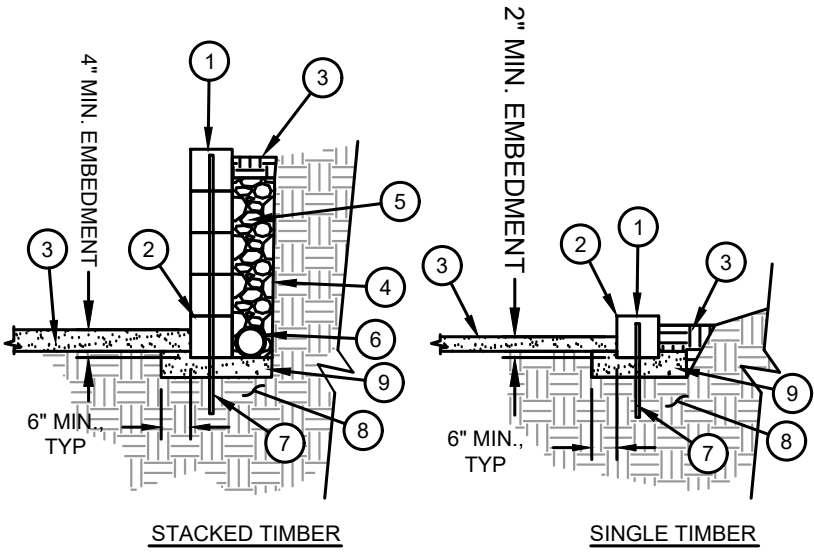
TIMBER EDGING

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TOWN OF YARROW POINT

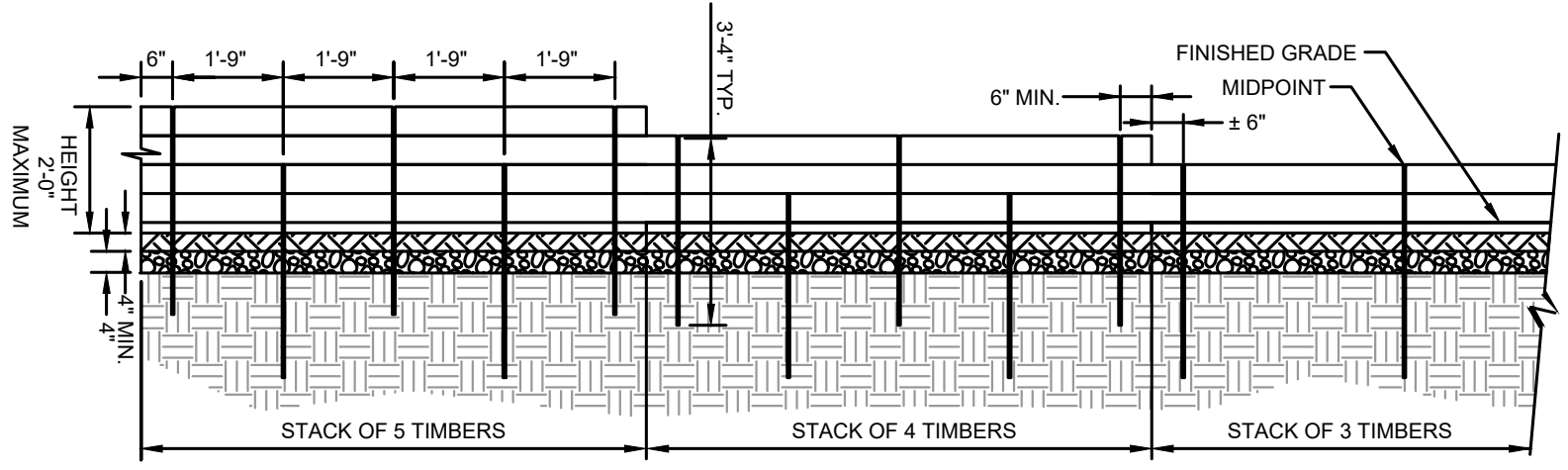
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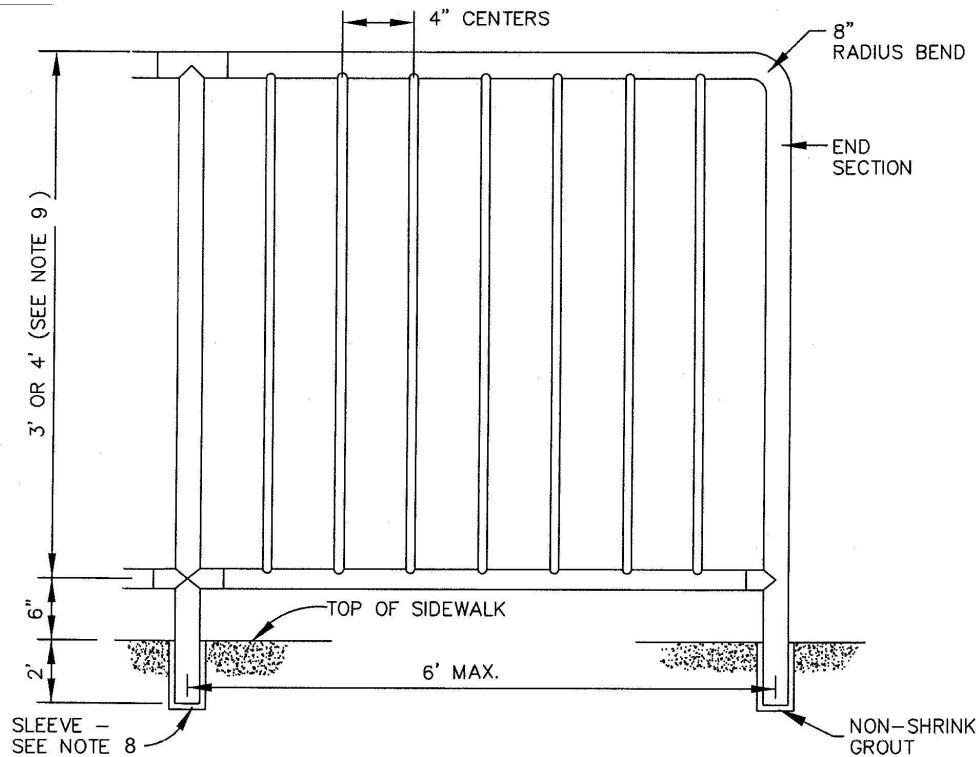
DWG. NO. **RD-17**



- ① COUNTERSINK REBAR AND FILL HOLE WITH ACRYLIC CAULK, 1/2" DEEP
- ② LANDSCAPE TIMBER (5 1/2" x 5 1/2")
- ③ RESTORE TO PRE-CONSTRUCTION CONDITIONS.
- ④ FILTER GEOTEXTILE FABRIC SHALL BE MODERATE SURVIVABILITY CLASS A PER SECTION 9-33.1 OF THE WSDOT STANDARD SPECIFICATIONS.
- ⑤ GRAVEL BACKFILL FOR DRAINS
- ⑥ PERFORATED 4" DRAIN PIPE, DAYLIGHT AT END OF TIMBER EDGING
- ⑦ #5 REBAR, 3'-4" LONG
- ⑧ COMPACTED SUBGRADE
- ⑨ 4" CSTC LEVELING PAD

- NOTES:
- 1. HEIGHT OF TIMBER EDGE WILL VARY BASED ON FIELD CONDITIONS, MAINTAIN 2" MIN. ABOVE FINISH GRADE AT BACK OF TIMBER EDGING.
 - 2. PLACE 5 REBAR AS SHOWN WHEN 4 OR MORE TIMBERS ARE STACKED. PLACE 3 REBAR WHEN 1-3 TIMBERS ARE STACKED.
 - 3. STAGGER VERTICAL JOINTS, MIN. 6" OVERLAP BETWEEN LEVELS.
 - 4. ALL DEPTHS ARE COMPACTED DEPTHS.





PIPE SCHEDULE
(ALL DIMENSIONS O.D.)

PANEL HEIGHT	TOP RAIL/POST	BOTTOM RAIL	BALUSTER
3'	1.90"	1.90"	.840"
4'	2.875"	2.375"	.840"

NOTES:

1. RAILING SHALL BE ALUMINUM PIPE RAIL OR APPROVED EQUAL. INSTALLATION SHALL BE PER THE MANUFACTURER'S RECOMMENDATIONS.
2. SHOP DRAWINGS OF RAILING SHALL BE SUBMITTED FOR APPROVAL SHOWING COMPLETE DIMENSIONS AND DETAILS OF FABRICATION AND INCLUDING AN INSTALLATION DIAGRAM. MATERIALS BEING USED SHALL BE SPECIFIED IN THE SHOP DRAWINGS.
3. ALL ALUMINUM PARTS SHALL BE GIVEN A CLEAR ANODIC COATING AT LEAST 0.0006 INCH THICK AND BE HOT WATER SEALED AND SHALL HAVE A UNIFORM FINISH.
4. CUTTING SHALL BE DONE BY SAWING OR MILLING AND ALL CUTS SHALL BE TRUE AND SMOOTH, FLAME CUTTING WILL NOT BE PERMITTED.
5. PIPE RAILING, PIPE BALUSTERS AND PIPE RAILING SPLICES SHALL BE ADEQUATELY WRAPPED TO ENSURE SURFACE'S PROTECTION DURING HANDLING AND TRANSPORTATION TO THE JOB SITE.
6. WELDING OF ALUMINUM SHALL BE IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.
7. ALLOW FOR EXPANSION AT APPROXIMATELY EVERY FOURTH POST.
8. RAILS, POSTS AND FORMED ELBOWS SHALL BE A.S.T.M. B-241 OR B-429 ALLOY, 6063-T6 SCHEDULE 40 (STD. PIPE). BRACKETS, END CAPS AND OTHER FITTINGS SHALL BE A.S.T.M. 6063-T5. SPLICES AND REINFORCING SLEEVES SHALL BE DRAWN ALUMINUM TUBING 6063-T832. SLEEVE I.D. SHALL BE 1" GREATER THAN POST O.D.
9. PANEL HEIGHT: 3 FEET FOR PEDESTRIAN USES \ 4 FEET FOR COMBINED BICYCLE AND PEDESTRIAN USES.

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METAL HANDRAIL DETAIL

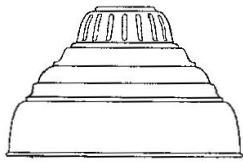
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DWG. NO.

RD-18



20 in/510mm x 25
in/635 mm dia
WT: 45 lbs

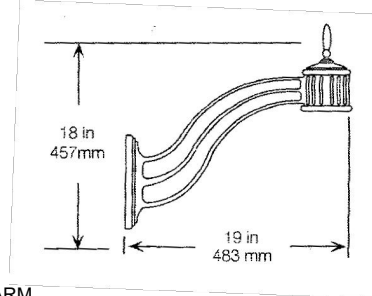
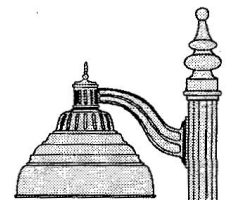
LUMINAIRE

ARCHITECTURAL AREA LIGHTING PENDANT LUMINAIRE
PROMENADE SERIES, TYPE III DISTRIBUTION
INTERNAL HOUSE SIDE SHIELD
100 WATT HPS, 120 VOLT HPF BALLAST
LUMINAIRE PAINTED AAL DGN
PRM2 H3 HORIZ. LAMP, FLAT GLASS LENS, IES FULL CUTOFF,
TYPE III REFLECTOR, ARM MOUNT

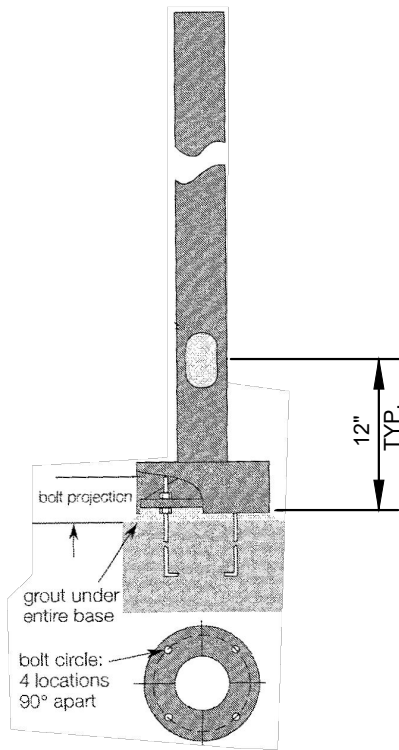
CATALOG NUMBER -- PRM2-H3-HSS-100HPS-120-DGN

LAMP

CERAMALUX HIGH PRESSURE SODIUM LAMP - 100 WATT
MANUFACTURER: PHILIPS LIGHTING
CATALOG NO.: C100554/M
DESCRIPTION: CLEAR; ANSI CODE/ BALLAST S54S; INITIAL
INTENSITY 9500 LUMEN; COLOR RENDERING INDEX 21' COLOR
TEMPERATURE 2100 K; OPERATING POSITION UNIVERSAL;
OVERALL LENGTH 5 7/16 INCH; LIFE 24000; APPLICATION GENERAL
LIGHTING; STANDARD PACKAGE 12; CERAMALUX[T] BRAND



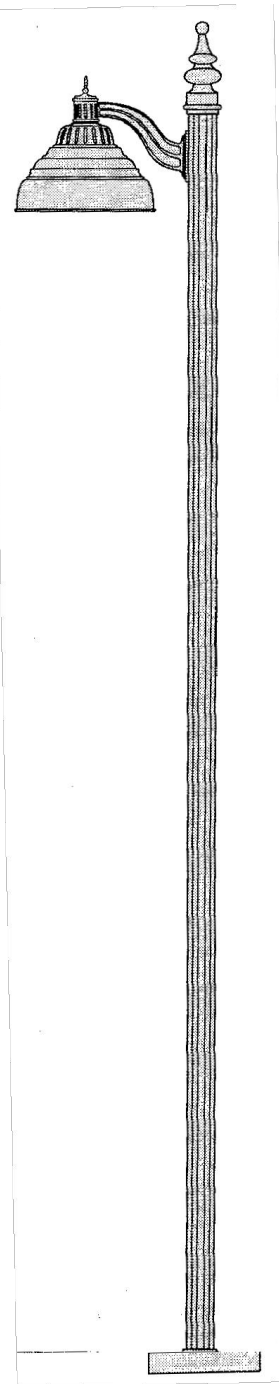
ARM
ARCHITECTURAL AREA LIGHTING
LUMINAIRE ARM FOR PENDANT MOUNTED LUMINAIRE
ARM PAINTED ALL DGN
CATALOG NUMBER -- TRA5D-DGN



POLE
GARMIRE IRON STEEL POLE PR5
25' TALL - ROUND, TAPERED, GALVANIZED
ANCHOR BASE STEEL POLE
12.5" BASE DIA. AND 5" POLE DIA.
FINISH PAINT AAL DGN OVER GALVANIZE
(INCLUDING CAP)
POLE DRILLED FOR AAL TRA5D ARM
POLE TOP CAP W/ PE RECEPTACLE
INSTALLED
CATALOG NUMBER GR25-HDG/AAL "DGN"

SET OF 4 ANCHOR BOLTS 1"x36"x6"x6"
A307/GALV

http://www.aal.net/products/promenade8482_prm2



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**STREET LIGHT STANDARD
DETAIL 1 OF 3**

APPROVED:

TOWN OF YARROW POINT

DATE

DWG. NO.

RD-19a

HOUSING

The ballast housing shall be a one piece, high strength casting with an integral heat sink for the ballast assembly. Housing shall be A356 cast free of any porosity, foreign materials or cosmetic fillers. The hood shall be spun aluminum welded circumferentially to the ballast housing. The housing shall have an inner rolled flange to support the door frame. The door frame shall be an aluminum casting, hinged to the housing. The door frame shall be sealed to the housing with a molded silicone gasket and be secured with four captive screws. The lens on the PRM2 and PRM3 shall be clear, tempered glass sealed to the door frame with a silicone gasket. Vertical lamp fixture shall have a sag glass lens, the horizontal lamp fixture shall have a flat glass lens. The optional drop lens on the PRM4 shall be molded, optical grade DR acrylic. All internal and external hardware is stainless steel.

REFLECTOR MODULE

The optical assembly shall consist of an die cast aluminum housing, sealed with a silicone gasket to prevent dust, insect or moisture contamination. The reflector module shall consist of segmented, specular and semi-specular Alzak[®] panels precisely formed and positioned within the housing and rotatable on ninety degree increments for proper field positioning. Reflectors shall meet the ANSI-IES standard for full cutoff in horizontal models.

ELECTRICAL

All electrical components shall be U.L. recognized. Ballasts shall be high power factor rated for -30°C starting. The ballast assembly plate shall be mounted to the cast housing for maximum heat dissipation. Medium and mogul base porcelain sockets shall be pulse rated. Sockets for horizontal metal halide lamps are pin orientated and include a lamp stabilizer. The ballast assembly shall be installed and prewired in the fixture. High output fluorescent lamps shall be powered by electronic ballast and shall be rated for a minimum starting temperature of -18° C. (PRM3 only)

MOUNTING

The fixture shall be welded to the cast arm for mounting the TRA5 and TRA6 arm.

Wall mounting the WMA35 or WMA36: the fixture shall be welded to the cast arm.

Arm or wall mounting other AAL arms: The fixture shall attach to a transition casting that is welded to the arm. The transition piece shall attach to the fixture with three stainless steel 1/4-20 bolts and sealed with a silicone gasket.

Post top fitter: the cast fitter shall be welded to the yoke and slips over a 4 in/100 mm O.D. pole for PRM3 or a 5 in/127 mm O.D. pole for PRM2 & PRM4 and secured with six stainless steel set screws.

TOOL-LESS RELAMPING

The lens door frame of the fixture shall hinge down for relamping. Four captive screws shall be loosened to open the fixture for relamping (PRM2 & PRM4). One captive screw shall be loosened to open the fixture on the PRM3.

FINISH

Fixture finish shall consist of a five stage pretreatment regimen with a polymer primer sealer, oven dry off and top coated with a thermoset super TGIC polyester powder coat finish. The finish shall meet the AAMA 605.2 performance specification which includes passing a 3000 hour salt spray test for corrosion resistance.


EISA COMPLIANCE

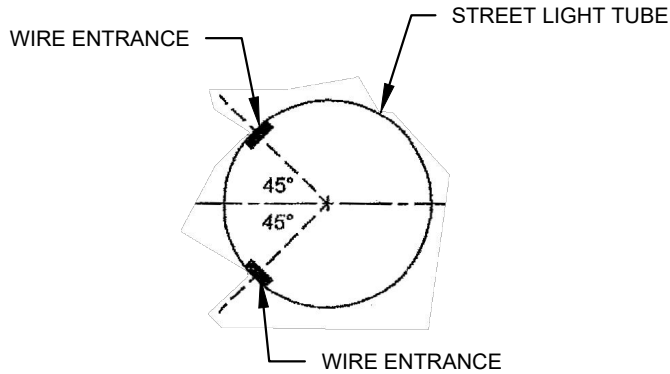
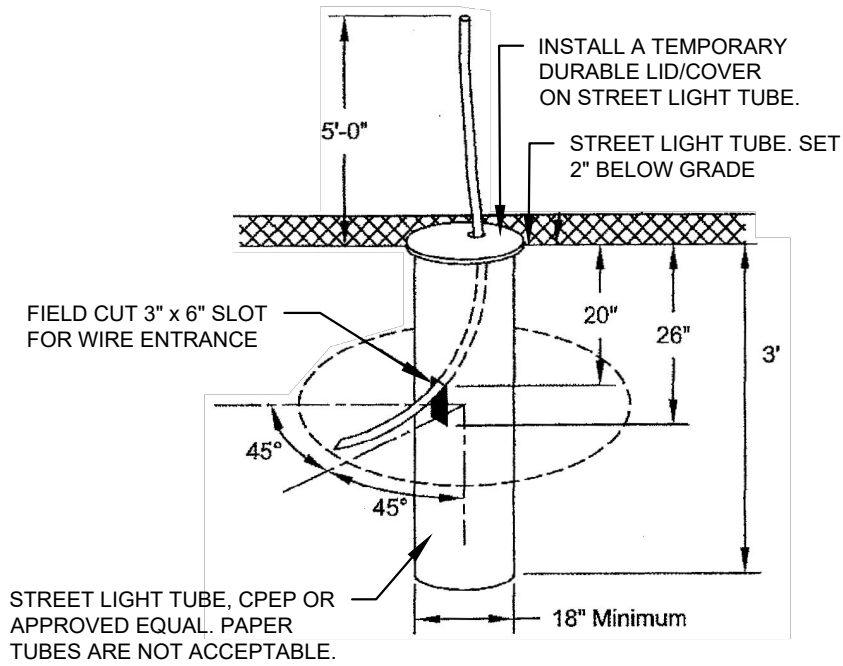
AAL is committed to complying with U.S. EISA requirements. All applicable products manufactured for sale in the United States after January 1, 2009, meet EISA requirements.

CERTIFICATION

Fixtures shall be listed with ETL for outdoor, wet location use, UL 1598 and Canadian CSA C22.2 no.250 IP = 54.

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	<p>APPROVED:</p>	<p>DWG. NO.</p> <p>RD-19b</p>
	<p>TOWN OF YARROW POINT</p>	<p>DATE</p>



POSITION 3"x6" WIRE ENTRANCE SLOT 45 DEGREES LEFT OR RIGHT FROM A LINE PERPENDICULAR TO THE ROADWAY THROUGH THE CENTER OF THE TUBE.

PLAN VIEW
STREET LIGHT TUBE

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**STREET LIGHT STANDARD
DETAIL 3 OF 3**

APPROVED:

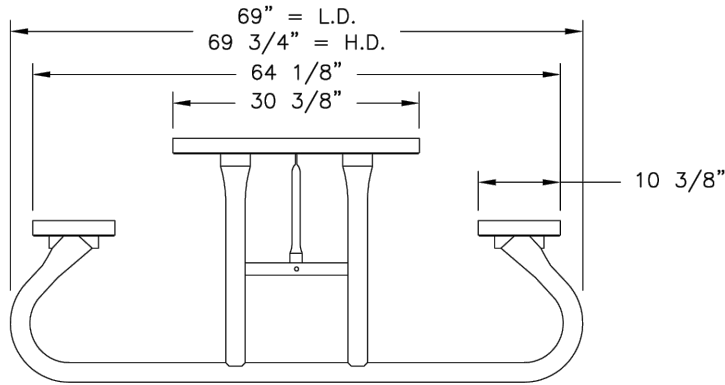
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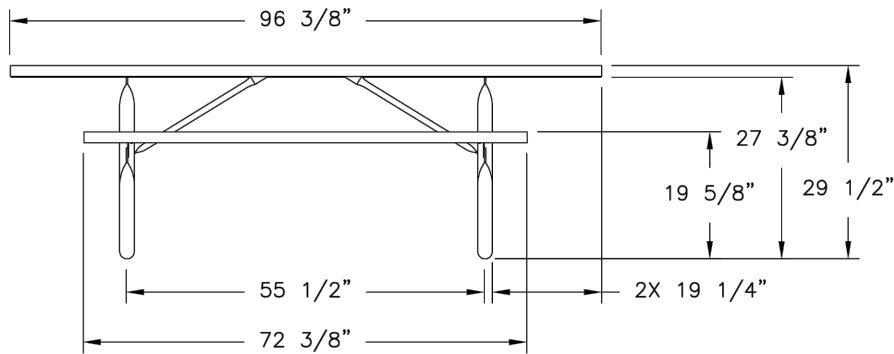
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RD-19c

ALL MODELS W/ SEATS



SG115P/SG115D



specifications:

NOTE: We reserve the right to change specifications without notice.

Heat fused poly-vinyl coating, finished on inner-metal structure, to an approximate 3/16" thickness. Framework assemblies are finished with powder coating; electrostatically applied and oven cured according to powder manufacturer's specifications. Fasteners are stainless steel to resist corrosion.

TABLE FRAMES:

Main supports are constructed of 2 3/8" od x 13 gage and 1 5/8" od x 14 gage structural steel tubing. Cross braces are 1" od x 15 gage structural steel tubing. Mounting brackets on legs are 10 gage x 2 7/8" x 6" sheet steel.

TOP & SEATS:

Top and seats use fabricated 3/4"-#9 expanded steel mesh and 12 gage sheet metal for perforated. Framing on the 8', 6' and 4' top and 8' and 6' seats are 10 gage mitered angles 3/4" x 1 3/4". The 4' seats use 14 gage mitered angles 3/4" x 1 3/4". Top's center support brace is 1/8" x 1 1/2" strip steel. Top and seat mounting brackets are 1/4" x 1 1/2" steel flat bar.

GENERAL:

10' picnic table ground space requirements are 69 3/4" x 120 3/8". 8' handicap picnic table ground space requirements: 69 3/4" X 96 3/8". 8' picnic table ground space requirements are 69 3/4" x 96 3/8". 6' picnic table ground space requirements are 69 3/4" X 72 3/8". 4' picnic table ground space requirements are 69 3/4" x 48 3/8". Table tops are 30 3/8" wide and 29 1/2" to the top of the tables. Seats are 10 3/8" wide and 19 5/8" to top of seat. Corner radius is 3" to the outside. 8' utility table ground space requirements are 30 3/8" x 96 3/8". 6' utility table ground space requirements are 30 3/8" x 72 3/8". 6' and 8' utility table tops are 30 3/8" wide and 29 1/2" to the top of the table. Corner radius is 3" to the outside.

M:\Yarrow Point\23461.00 Development Standards\Standards\Standard Plans\Sheet\PICNIC TABLE STANDARD.dwg, 6/27/2025 2:00 PM, STEPHEN MOORE

**TOWN OF
YARROW POINT**

4030 95TH AVENUE NE
YARROW POINT, WA 98004
P: (425) 454-6994
www.ci.yarrow-point.wa.us

PICNIC TABLE STANDARD

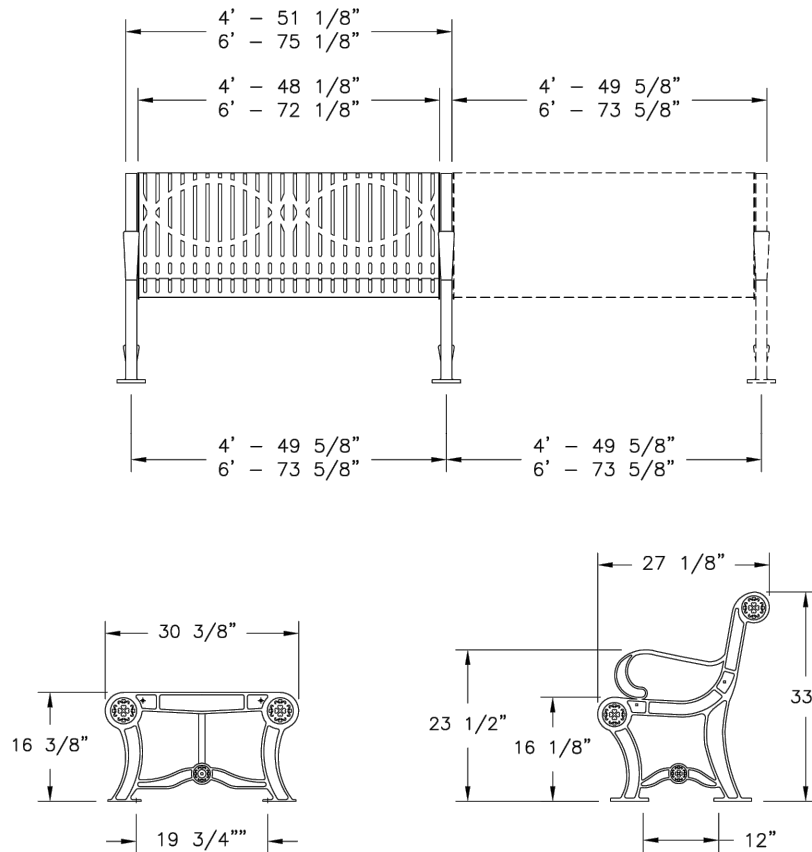
APPROVED:

TOWN OF YARROW POINT

DATE

DWG. NO.

RD-20



specifications:

NOTE: We reserve the right to change specifications without notice.

Heat fused poly-vinyl coating, finished on inner-metal structure, to an approximate 3/16" thickness. Framework assemblies are finished with powder coating; electrostatically applied and oven cured according to powder manufacturer's specifications. Fasteners are stainless steel to resist corrosion.

BENCH FRAME:

Main support legs are #2 cast aluminum. Web width is 5/16" and leg width is 1 1/2". Foot pads are 3" x 5".

BENCH SEAT:

Expanded seat uses 3/4" #9 expanded metal. Welded wire seat uses 5 gage welded wire. Rib is 10 gage and perforated is 12 gage sheet steel. Both types of fabricated metals and sheet metals are machine rolled, forming the seat's contour shape. The rod bench is 1/2" steel rod and the slats are 1/4" x 2 1/4" flat bar. The bench's frame/mounting brackets are 10 gage sheet steel. Support braces, adding support to the bench's contour shape, are 1/4" x 1 1/4" flat bar steel.

GENERAL:

4' Estate bench ground space requirements are 27 1/8" x 51 1/8" for a single unit. With one add-on is 27 1/8" x 100 3/4" total. For each additional add-on, add 49 5/8". The bench seat is 48 1/8" long x 25 1/2" wide and 15 7/8" to the lowest part in the bench's seat.

6' Estate bench ground space requirements are 27 1/8" x 75 1/8" for a single unit. With one add-on is 27 1/8" x 148 3/4" total. For each additional add-on, add 73 5/8". The bench seat is 72 1/8" long x 25 1/2" wide and 15 7/8" to the lowest part in the bench's seat.

4' Estate low profile bench ground space requirements are 30 3/8" x 51 5/8" for a single unit. With one add-on is 30 3/8" x 101 1/2" total. For each additional expanded metal, rib or perforated add-on, add 49 7/8", welded wire add 50 1/8". The expanded metal, rib and perforated bench seat is 48 1/8" long, welded wire is 48 3/8" long x 30 3/8" wide and 16 3/8" to the top of the seat.

6' Estate low profile bench ground space requirements: 30 3/8" x 75 1/8" for a single unit. With one add-on is 30 3/8" x 149 1/8" total. For each additional add-on, add 73 5/8". The bench seat is 72 1/8" long x 30 3/8" wide and 16 3/8" to the top of the seat.

The Memorial Plaque consists of 304 brushed stainless steel.

MEMORIAL BENCH STANDARD

**TOWN OF
YARROW POINT**

4030 95TH AVENUE NE
YARROW POINT, WA 98004
P: (425) 454-6994
www.ci.yarrow-point.wa.us

APPROVED:

TOWN OF YARROW POINT

DWG. NO.

RD-21

DATE

Business of The Town Council
Town of Yarrow Point, WA

Consent Agenda
 September 9, 2025

Town-wide Crack Sealing Project	Proposed Council Action: Approval as part of the Consent Agenda
--	---

Presented by:	Town Engineer, Stacia Schroeder
Exhibits:	AA Asphalt Proposal (\$2.25/LF)

Summary:

Cracks are inevitable as the pavement expands and contracts due to temperature changes, traffic loads, and environmental factors. Without timely intervention, cracks allow water to penetrate and erode the subgrade, leading to more severe issues like potholes and alligator cracking. Crack sealing is one of the most cost-effective methods of preventative maintenance for asphalt pavements.

Key benefits of crack sealing include:

- **Waterproofing:** Prevents moisture from seeping into the pavement.
- **Prolonged Pavement Life:** Reduces the need for costly full-depth repairs.
- **Cost-Effectiveness:** Preventative maintenance costs significantly less than reconstruction.

Recommended Action:

Approve the AA Asphalt proposal for \$2.25/LF (not to exceed \$15,000), prioritizing the most heavily traveled town streets, as part of the Consent Agenda.

WA - AASPI*223DF
 OR - CCB 221185
 ID - RCE-59102



CORPORATE OFFICE
 14720 Puyallup ST.
 Sumner, WA 98390
 Phone: (253) 939-0214
 Fax: (253) 863-5402

PROPOSAL & CONTRACT

Name:	Town of Yarrow Point	Project	Town of Yarrow Point Crack Filling
Address:	4030 95th Ave NE	Address	92nd Ave NE and 95th Ave NE
City/St/Zip:	Yarrow Point, WA 98004	City/St/Zip	Yarrow Point, WA 98004
Attn:	Stacia Schroeder	Permit #	
Phone:	(206) 276-8922	Bid Date	9/2/2025
Cell #:	(206) 276-8922	Bid #	1811
E-Mail:	sschroeder@yarrowpointwa.gov	Estimator	Joe Garrison • (253) 254-8477 • joe.garrison@aaasphalting.com
		P.O. #	

We propose to furnish all materials and labor to complete in a substantial and workmanlike manner according to standard practices.

DESCRIPTION OF WORK	Quantity	Unit	Total
CRACK FILLING	-		\$14,625.00
Clean existing linear cracking using compressed air	6,500.00	LF	
Fill existing linear cracking with hot rubberized crack fill material	6,500.00	LF	
Note: Alligator cracking will not be filled. It is recommended tha alligator cracked asphalt be removed and replaced.			

Exclusions: Permits, Plans, Engineering, SWPPP, Asphalt Crack Routing	ESTIMATE TOTAL:	\$14,625.00
ALL TAXES WILL BE ADDED AT THE TIME OF INVOICE		

Order Information:					
<input type="checkbox"/> Locates	<input type="checkbox"/> Pay Apps	<input type="checkbox"/> ROW	<input type="checkbox"/> Mix Ticket	<input checked="" type="checkbox"/> Notice To Customer	
<input type="checkbox"/> P/W Intent	<input type="checkbox"/> Certified P/R	<input checked="" type="checkbox"/> Private	<input type="checkbox"/> Safety	<input type="checkbox"/> Base perperation by others	
<input type="checkbox"/> Affidivit	<input type="checkbox"/> Performance Bond	<input type="checkbox"/> Federal Wages	<input type="checkbox"/> Utilization	<input type="checkbox"/> Traffic Control Plan Creation	
<input type="checkbox"/> Certificate of Insurance	<input type="checkbox"/> Contract	<input type="checkbox"/> Mix Design	<input type="checkbox"/> Sales Tax	<input type="checkbox"/> No Special Schedule	

Intent Details:					
Standard Exclusions. These items are excluded unless checked.					
<input type="checkbox"/> Permit	<input type="checkbox"/> Excavation	<input type="checkbox"/> Extruded Curb	<input type="checkbox"/> Seal Coating	<input checked="" type="checkbox"/> Traffic Control	
<input type="checkbox"/> Saw Cut	<input type="checkbox"/> CSBC 1 1/4"	<input type="checkbox"/> Vertical Curb	<input checked="" type="checkbox"/> Crack Filling	<input type="checkbox"/> Traffic Control Plan	
<input type="checkbox"/> Grinder	<input type="checkbox"/> CSTC 5/8"	<input type="checkbox"/> Curb and Gutter	<input type="checkbox"/> Striping	<input type="checkbox"/> Police	
<input type="checkbox"/> Street Sweeping	<input type="checkbox"/> Testing	<input type="checkbox"/> No Sealing	<input type="checkbox"/> No Utility Adjustments	<input type="checkbox"/> No Survey	

Terms and Conditions: Net 30
*** This proposal is valid for 30 days.**

Authorized Signature: _____

Joe Garrison

Print Name: _____

Joe Garrison • (253) 254-8477 • joe.garrison@aaasphalting.com

Date: _____

9/2/2025

By signing this proposal/contract, you understand and acknowledge the Bid Proposal Terms and Conditions attached to this document

Bid Proposal Terms and Conditions

1. AA Asphaltting, LLC's ("AA") Terms and Conditions are hereby incorporated with and into AA's Bid Proposal, and made a part thereof.
2. Acceptance of AA's Bid Proposal is limited to the express terms and conditions contained within this Bid Proposal and these incorporated Terms and Conditions. Any additional, supplemental, inconsistent, different or modified terms or conditions proposed in any confirmation, acceptance, acknowledgement, subcontract, prime contract or other document or instrument are hereby deemed to be material alterations to this Bid Proposal, and AA hereby formally objects to such terms, which shall be void and of no force or effect, and AA shall not be bound thereby.
3. The Bid Proposal expressly excludes the following unless otherwise specified in Proposal & Contract: sales tax, use tax, permits, trolleys, bonding, engineering, testing, shop drawings, overtime work, weekend work, plant opening fees, traffic control, hazardous materials handling and disposal, night work, rough grading, base prep, and pavement markings.
4. The Bid Proposal shall remain open for acceptance for 30 calendar days from the date of the Bid Proposal. If the Bid Proposal is not accepted within that initial 30 calendar day period, AA shall have the sole right to change and/or cancel the Bid Proposal.
5. The Bid Proposal is based on information made available to AA at the time of the Bid Proposal. To the extent new, additional and/or different information becomes available to AA subsequent to the Bid Proposal, AA shall be entitled to additional compensation and/or time extensions.
6. The Bid Proposal does not include any sum for changes in laws, taxes, tariffs or other similar charges that are not in full force and effect as of the date of this Bid Proposal. Any costs that may be incurred arising out of or related to changes in such laws, taxes, tariffs or similar charges, or the inability to procure materials, equipment and/or labor at the cost anticipated due to escalation or the need to make any similar changes shall entitle AA to additional compensation and time extensions.
7. AA does not agree to indemnify and defend any entity or person against all losses and/or potential losses and any indemnity and/or defense obligation of AA in any subsequent agreement shall be limited to losses related to bodily injury and property damage caused by AA's negligent actions. To the extent any greater or different indemnity obligation is required, AA shall be entitled to additional compensation.
8. Any insurance obligations for AA shall be limited to insurance coverages carried by AA in the ordinary course of business and specifically commercial general liability and automobile liability coverages with \$1,000,000 limits including blanket additional insured and waiver of subrogation endorsements. Any additional or different insurance coverages shall entitle AA to additional compensation.
9. AA shall not be liable under any circumstances for latent site conditions, hazardous materials, subgrade failures, and/or damage to or from hidden utilities, wires or other structures.
10. Payment in full shall be due within 30 days upon completion of the work. Credit cards and debit cards are accepted with an additional 4% Surcharge. AA does not agree to any contingent payment arrangement, including any pay-if-paid or pay-when-paid payment provisions, and any such provision shall be null and void.
11. If this account is in default and is assigned to a collection agency for collection, then the customer shall be liable for collection costs and fees including contingent collection fees charged by the collection agency in addition to principal, interest at the maximum legal rate and all other charges owing on the account.
12. To the extent AA fails to strictly comply with any notice and/or claim assertion obligations in any subsequent agreement, such failure shall not result in the waiver and/or forfeiture of any of AA's rights, including but not limited to AA's right to additional compensation and/or time extension(s).
13. These Terms and Conditions, the Bid Proposal and AA's work shall be governed by Washington law. To the extent any disputes arise in relation to the Bid Proposal work, such disputes shall be resolved by arbitration in Seattle, WA with Christopher Soelling serving as arbitrator. The prevailing party in any arbitration shall be entitled to an award of its attorney fees, expert fees and other arbitration costs.
14. If any provision of these Terms and Conditions or application theory is held invalid, such provision shall first be revised and amended to be enforceable in accordance with the fullest extent allowed by law, and where such revision is not possible, in the sole discretion of the arbitrator in accordance with Section 13, above, such provision shall be stricken, and the invalidity shall not affect the other provisions or applications of these Terms and Conditions which shall be given effect without the invalid provision or application thereof.

Business of The Town Council
Town of Yarrow Point, WA

Consent Agenda
September 9, 2025

Add Level 4 and Level 5 Reviews to Pre-Applications in Fee Resolution	Proposed Council Action: Approval with the Consent Agenda
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Presented by:	Deputy Clerk, Austen Wilcox
Exhibits:	Resolution No. 382

Summary:

- Our Fee Resolution currently lists three levels of reviews for pre-application meetings which include the Planner, Engineer and Building Official. We need to update the Fee Resolution to include a Level 4 and Level 5 for the Arborist and an eventual ecologist or other environmental consultant once the Critical Areas Ordinance is passed.
- Adding Town Attorney fee to Fee Schedule.

Recommended Action:

Approve as part of the Consent Agenda.

**TOWN OF YARROW POINT
RESOLUTION NO. 382**

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

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

WHEREAS, the Town Council adopted Resolution No. 379 on January 14, 2025, which amended the schedule of fees, charges, and penalties for various applications, services, and permits submitted to the Town; and

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

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

WHEREAS, Town contractors annually adjust their hourly fee; and

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

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

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

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

Adopted by the Yarrow Point Town Council this 9th day of September, 2025.

APPROVE:

Katy Kinney Harris, Mayor

ATTEST: Bonnie Ritter, Clerk-Treasurer

EXHIBIT A

TOWN OF YARROW POINT FEE SCHEDULE

Base permit fees are set forth below and are based on an average amount of time it takes to review the permit; depending on the type of permit, the review time ranges anywhere from 1-5 hours. Base permit fees shall be paid at time of application submittal. Additional fees beyond the base permit fees may be assessed to recover all charges, costs, expenses, and reimbursements incurred by the Town related to the review of any permits and such additional fees shall be paid prior to permit issuance. Town consultant hourly fees are as follows:

- Building Official hourly rate: \$125.00
- Engineer hourly rate: \$165.00
- Planner hourly rate: \$172.68
- Arborist hourly rate: \$150.00
- **Attorney hourly rate: \$343.00**

Part I. Street Fees

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

Part II. Building, Zoning and Subdivision Fees

- A. Preliminary Feasibility Conference: \$500.00
- B. Pre-Application Conference:
 - a. Level 1 - Review requiring 1 reviewer: \$500.00
 - b. Level 2 - Review requiring 2 reviewers: \$1,000.00
 - c. Level 3 - Review requiring 3 reviewers: \$1,500.00
 - d. **Level 4 - Review requiring 4 reviewers: \$1,800.00**
 - e. **Level 5 - Review requiring Critical Areas consultant - TBD**
- C. Demolition Permit: Complete structure demolition: \$937.50. Partial structure demolition: \$312.50. Financial guarantee as determined by the Building Official may be required prior to permit issuance.

- D. Building Plan Review Fee: The fee is specified in the attached “Appendix A” schedule and is due at the time of application submittal. The fee is based on the estimated project value provided by the applicant. Estimated project valuations include the total value of work for which the permit will be issued including materials and labor.
- E. Rooftop Photovoltaic Solar Panels: Based on project valuation.
- F. Building Permit: As specified in the attached “Appendix A” schedule, the fee is due prior to permit issuance and is based on the project value as calculated by the Building Official using the following chart:

Living Space	\$450.00per sq. ft.
Garage	\$300.00 per sq. ft.
Storage & Unconditioned	\$200.00per sq. ft.
Covered Porch	\$120 per sq. ft.
Covered Patio	\$120.00per sq. ft.
Covered Deck	\$250.00per sq. ft.
Uncovered Deck	\$100.00per sq. ft.

An applicant may pay the permit fee at the time of application by providing an estimated permit valuation. Estimated permit valuations include the total value of work for which the permit is issued including materials and labor. Detailed estimates may be required. Final valuation shall be set by the Building Official.

Any changes to project value that occur after the permit is issued must be reported. Additional fees resulting from a change in project value or additional inspections costs must be paid prior to issuance of a certificate of occupancy.

- G. Re-Roof Permit: \$400.00. Includes one inspection. Additional inspections will be billed at the consultant hourly rate. A reroof permit is required for all structural reroofing installations.
- H. State Building Code Council Fee: A \$6.50 fee for each building permit, which is passed on by the Town to the State Building Code Council.
- I. State Building Extensions or Renewal: Building Permits expire 18 months after the date of issuance. The fee to renew an expired Building Permit or extend an active Building Permit past the expiration date will be a percentage of the original permit fee paid at the time of permit issuance. The percentage will be calculated by the Building Official based on the estimated percentage of inspections remaining. Fees for actual inspection costs must be paid prior to issuance of a certificate of occupancy.
- J. Street Deposit: If in the opinion of the Building Official a construction activity likely will result in damage or disrepair to the Town’s streets, roads, storm or surface water systems, the Building Official may require the applicant to pay a \$4,000.00 deposit prior to permit issuance pursuant to YMPC Section 12.30.050(C).

- K. Refund of Street Deposit: The balance of any deposit received pursuant to Section 12.30.050(E) shall be refunded by the Town to the depositing person or entity within 45 days after the final inspection of the project to which the deposit was made.
- L. Temporary Certificate of Occupancy: \$500. Includes two hours and any further time will be billed at the consultant hourly rate. On request and after payment of the fee, the Town may issue a temporary certificate of occupancy if determined appropriate by the Building Official.
- M. Mechanical Permit: The base fees are per unit where applicable, are cumulative for each permit and apply to installation or relocation. Inspections conducted by Town consultants on any single item in excess of two trips will be charged at the consultant's hourly rate.
- The base fee for new construction or any remodel exceeding \$500,000.00 is \$2,500.00

The base fees for remodel and standalone mechanical permits are:

Permit Administration and Issuance	\$100.00
Minimum Permit Fee	\$250.00
New Construction or Major Remodel or Addition (over \$500k)	\$2,500.00
Heat Pump or Air Conditioning Unit	\$125.00
Exhaust Fan or Appliance Vent	\$25.00 per unit
Gravity Type of HVAC System	\$125.00
Single Unit or System with Input in Excess of 150,000 BTU	Based on valuation
Recirculating Hot Water Heating System Including Hydronic Systems and Boilers	\$125.00
Hot Water Tank	\$125.00
Any Item Not Listed	\$125.00

Additional costs including inspections, consultations, feasibilities or questions and associated field work are billed separately.

- N. Plumbing Permit: The base fees are per unit where applicable, are cumulative for each permit, and apply to installation or relocation. Inspections on any single item in excess of two trips will be charged at the consultant's hourly rate.
- The base fee for new construction or any remodel exceeding \$500,000.00 is \$2,500.00
 -

The base fees for remodel and standalone plumbing permits are:

Permit Administration and Issuance	\$100.00
Minimum Permit Fee	\$250.00
New Construction or Major Remodel or Addition (over \$500k)	\$2,500.00
Water Closet (Toilet/urinal)	\$50.00

Bathtub/Shower	\$50.00
Kitchen Sink	\$50.00
Dishwasher	\$50.00
Laundry Washer/Tray	\$50.00
Floor Drain/Floor Sink/Indirect Drain	\$50.00
Roof Drain	\$50.00
Drinking Fountain	\$50.00
Sump/Ejector	\$50.00
Grease Trap or Interceptor	\$50.00
Hose Bib	\$50.00
Water Service Supply Line	\$50.00
Gas Outlet/Gas Piping	\$50.00
Other Fixtures Not Listed	\$50.00

Additional costs including inspections, consultations, feasibilities or questions and associated field work are billed separately.

- O. Hearing Examiner Fee: A \$1,500.00 deposit will be paid. The Town will refund any of the fees paid in excess of the actual Hearing Examiner's costs.
- P. Variance Fee: \$2,500.00 plus applicable fee for Hearing Examiner.
- Q. Boundary Line Adjustment Fee: \$1,250.00
- R. Subdivision and Short Plat Fees:
 - a. Preliminary Approval: \$1,250.00.
 - b. Final Approval: A \$465.00 fee for each new lot and additional costs not previously collected must be paid prior to the recording of the Subdivision or Short Plat. The Town will refund any fees paid in excess of actual processing costs.
- S. Shoreline Substantial Development Permit:
 - a. Shoreline Substantial Development Permit: \$1,550.00.
 - b. Shoreline Substantial Development Exemption: \$465.00.
- T. SEPA Checklist Review Fee: \$1,250.00. Pursuant to YPMC 19.04.270, if an Environmental Impact Statement is required, and the Town prepares the EIS, the Town may charge a reasonable fee from any applicant to cover costs incurred by the Town in preparing the EIS and require the applicant to post a bond or other surety to ensure payment of such costs.
- U. Site Development Permit
 - a. Level 1 – Other: \$500.00
 - b. Level 2 – Single Family Residence with detention system: \$2,500.00

- V. Special Use Permit: \$3,125.00
- W. Small Wireless Facility Permit: For small wireless facility permits, the applicant shall pay the actual costs incurred by the Town in reviewing such permit application.
- X. Telecommunications Franchise Agreement Fee:
 - a. Application Fee: Actual cost of Town staff and consultant, including attorney's fee, time.
 - b. Deposit: \$5,000.00
- Y. Telecommunications Franchise Renewal Fee:
 - a. Application Fee: Actual cost of Town staff and consultant, including attorney's fee, time.
 - b. Deposit: \$2,500.00
- Z. Tree Removal Permit for Significant Trees:
 - a. Level 1 – Tree removal permit \$500.00. This will include up to two hours of staff time. Anything beyond that will be billed in ¼ hour increments at the consultant hourly rate.
 - b. Level 2 – For a single hazard tree removal requiring no mitigation: \$250.00.

Part III. Administrative Fees

- A. Construction Contact Sign: \$50.00 Required for all building and site development permits.
- B. NSF Checks Fee: \$50.00 or current bank charge.
- C. Document Recording: As determined by the King County Recorder's Office
- D. Town History Book: \$15.00

Fees Related to Public Records Requests:

1. Inspection of Records: No Fee. Inspection of public records on the Town's website or by appointment at Town Hall.
2. Outsourced Copies of Scans of Records: Actual Cost. Outside vendors can be used for unusual formats, large quantities, or when a requester asks for delivery of copies faster than the Town can process.
3. Electronic Records: Email: \$.10 per gigabyte (\$.00 <1 GB); and \$.05 per every 4 records (\$.00 if <4 records).
4. Digital Storage Devices: Actual Cost. For example, records are copied to optical storage devices, such as a flash drive)
5. Scans: \$.10 per page (single or double-sided). This is a per-page charge for

converting a records from a paper copy to an electronic format.

6. Mailing Physical Records or Storage Device: Actual cost of postage and container/envelope.
7. Customized Service: Actual cost. Data compilations prepared as a customized service. Cost is in addition to copy fees above.
8. Clerk Certification: \$1.00 per document.

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

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

Part IV. Administrative Fees

- A. Event Permit Fee: \$50.00

Affordable Housing Program	Proposed Action: Discussion and Possible Vote
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Presented by:	Town Planner
Exhibits:	<ul style="list-style-type: none"> ● Yarrow Point Affordable Housing Program Draft

Summary:

At the regular July 2025 Town Council meeting, staff was directed to draft an affordable housing program in order to address state and regional planning requirements. Staff has researched programs in the region and met with a regional affordable housing organization (ARCH) to discuss approaches to supporting the creation of affordable housing in the Town. To address the state requirements while balancing the community’s priorities, staff has created a program which is outlined in the attached exhibit

The state legislature has interpreted accessory dwelling units (ADUs) as serving a critical role in creating affordable housing in our state. The draft affordable housing program proposes that the Town partners with organizations such as ARCH to promote the development of ADUs as affordable housing. In addition, the Town welcomes the participation of its many philanthropic residents to support affordable housing by providing such housing opportunities on their own properties. This two-prong approach is laid out in greater detail in the draft program documents.

Action Items

- Staff Presentation (15 min)
- Discussion (30 min)
- Vote (5min)

Recommended Motions:

- I move to direct staff to revise the draft program as discussed.

Town of Yarrow Point

Affordable Housing Program

(Last Updated 9-4-25)

Introduction

The Town is required under state law to allow for affordable housing to be developed in the Town at a rate of growth set by the state and allocated by King County to the Town.

For the 20 year planning horizon the Town is allocated the following:

Land Use and Zoning Designations

Year	Total	PSH	0-30%	30-50%	50-80%	80-100%	100-120%	>120%	EH*
Target: 2044	423	2	8	7	9	20	39	338	2
Baseline: 2019	413	0	4	4	8	20	39	338	0
Needed Growth	10	2	4	3	1	0	0	0	2

* Emergency Housing Units are temporary and not considered in the "needed growth" sum as they are an entirely separate type of housing. While they must still be accommodated, the units and analysis required differ significantly from permanent housing.

To meet these requirements, the Town is proposing to create a program which allows for the development and retention of affordable housing units for rent and possible sale in the Town.

Affordable Housing Requirements and Background

To encourage and sustain the development of affordable housing in a residential neighborhood, the Town is proposing a novel approach based on local conditions and past

experience. The Town currently has 422 buildable lots, with 417 of them having at least a single family home. 7 new accessory dwelling units have been permitted and built since 2015. The Town averages one ADU built annually. The Town has made converting existing spaces into ADUs a very simple and administrative process to encourage additional units. We anticipate an increase in conversions resulting in additional units in the Town. At this rate of growth, we anticipate that the creation of 4 units for 0-30% AMI, 3 units of 30-50% AMI, and 1 unit of 50-80% AMI is attainable over the 20-year planning horizon if the Town implements its new affordable housing program as established in this document.

Affordable Housing

[RCW 43.185A.010](#) defines affordable housing in the state as:

(1) "Affordable housing" means residential housing for rental occupancy which, as long as the same is occupied by low-income households, requires payment of monthly housing costs, including utilities other than telephone, of no more than thirty percent of the household's income. The department must adopt policies for residential homeownership housing, occupied by low-income households, which specify the percentage of family income that may be spent on monthly housing costs, including utilities other than telephone, to qualify as affordable housing.

ADU as Affordable

[RCW 37.70A.696](#) which defines ADUs also has a section of Findings and Intent which is listed below:

Findings—Intent—2020 c 217:

“(1) The legislature makes the following findings:

- (a) Washington state is experiencing a housing affordability crisis. Many communities across the state are in need of more housing for renters, across the income spectrum. Accessory dwelling units are frequently rented at below market rate, providing additional affordable housing options for renters.
- (b) Accessory dwelling units are often occupied by tenants who pay no rent at all; among these tenants are grandparents, adult children, family members with disabilities, friends going through life transitions, and community members in need. Accessory dwelling units meet the needs of these people who might otherwise require scarce subsidized housing space and resources.
- (c) Accessory dwelling units can meet the needs of Washington's growing senior population, making it possible for this population to age in their communities by offering senior-friendly housing, which prioritizes physical accessibility, in walkable communities near amenities essential to successful aging in place, including transit and grocery stores, without requiring costly renovations of existing housing stock.
- (d) Homeowners who add an accessory dwelling unit may benefit from added

income and an increased sense of security.

(e) Siting accessory dwelling units near transit hubs and near public amenities can help to reduce greenhouse gas emissions by increasing walkability, shortening household commutes, and limiting sprawl.

(2) The legislature intends to promote and encourage the creation of accessory dwelling units as a means to address the need for additional affordable housing options." [[2020 c 217](#)]

Local Support and Existing Affordable Housing

As the State and County data indicate the Town has an existing 4 units for 0-30% AMI, 4 units of 30-50% AMI and 8 units of 50-80% AMI. Our staff and elected officials have corroborated that there are affordable units already in the community through individual conversations and community outreach, These are units rented to individuals employed by residents and also by the Town.

Because the Town already has a number of affordable units occurring naturally, a program which supports the development of ADUs as affordable housing is more likely to succeed.

Existing Conditions Documentation

The Town staff shall over time make efforts to meet with owners and tenants in an effort to document housing opportunities in the Town. Each unit of existing affordable housing shall be documented and recorded as existing affordable housing stock. The owners shall be asked if they wish to formally establish themselves as part of the Town's affordable housing program, or to continue being an independent affordable housing provider.

Given the size of the Town, the philanthropic and private nature of its residents, and limited Town resources, it is anticipated that documenting the existing affordable housing stock may take several years of effort. Such efforts will also be conducted in parallel with community meetings, public engagement efforts, and other planning projects which the Town may undertake.

Affordable Housing Program

The Town is proposing a multi prong approach to meeting the affordable housing requirements. These approaches are “Resident Subsidized Housing” and “Community Subsidized Housing”.

Resident Subsidized Housing

As a small and wholly residential community, the Town is home to a great number of philanthropic individuals who are community minded and committed to the continued sustainability of the Town and the region. The Town would create a program where owners may register existing affordable housing units, and sign up residents who wish to support additional affordable units in either conversion of existing space or newly developed dwellings by individually subsidizing them. This somewhat novel approach is not as established as large affordable housing development approaches, but there is evidence that this already occurs in the Town and across our region in other communities, and the legislature's interpretation presented earlier in this document supports this as well. Given the extraordinary circumstances our region faces, the Town believes that taking novel approaches which match the scale and typologies of a community to affordable housing is important when addressing a state and regional issue at a local level. The Town is also keenly sensitive to the need for age-in-place solutions for its seniors and residents on fixed incomes. This approach will enhance the valued demographic diversity of the community.

Community Subsidized Housing

To encourage the development and retention of affordable housing in the community, the Town would create a program to help develop ADUs as affordable housing through a grant available to residents who would sign up to create a new ADU through new construction or conversion which would then be rented as affordable housing.

To accomplish this the Town is proposing to enter into partnerships for the development of affordable housing with ARCH, the King County Housing Authority, and possibly other organizations who could support the Town in association with such a program.

Additionally the Town may develop affordable housing fees which would be imposed on new development, resulting in revenue which would be used to support the program to develop affordable housing in the Town.

Program Structure

Both approaches will rely on a common policy and program structure with distinctions being made based on which approach is taken. The following shall establish the Yarrow Point Affordable Housing Program:

1. Affordable housing shall meet the state definition as cited above in this document.
2. An affordable housing unit shall meet the definition of a dwelling unit in the Yarrow Point Municipal Code.
3. Property owners who choose to participate in the program shall enter into an agreement with the Town, and have a covenant recorded on title which shall:
 - a. Establish the unit as an affordable housing unit
 - b. Have a duration of 20 years. This duration may be reduced through one of the following methods:
 - i. Repayment of the program's contribution at 50% shall reduce the duration to 10 years.
 - ii. Repayment of the programs contribution at 100% shall reduce the duration to 5 years
 - iii. Repayment of the programs contribution at 150% shall allow for an immediate removal from the program
 - iv. Development of a replacement affordable housing unit may be negotiated to move the covenant from one unit to another either on the same or other property.
 - c. Maintain the property in a form and manner which is safe and habitable for its occupants for the duration of the agreement.
 - d. Rent or sell the property at a price which meets the state's definition of affordable housing within the agreed upon AMI bracket
4. The Town shall maintain a record of all affordable housing units which are established through this program within its jurisdiction.
5. The Town shall keep copies of all contracts, covenants, and agreements associated with the affordable housing program
6. Funding received from any source for the purposes of this affordable housing program shall be reserved in order to pay for:
 - a. Administration of the affordable housing program
 - b. Development contributions to assist residents in converting space into or constructing new affordable housing units in the Town.
 - c. Making updates or revisions to the affordable housing program
 - d. Engaging consultants, staff, or other third parties in further development of the Town's affordable housing program.
 - e. Collaborative approaches to affordable housing in our region, such as those

undertaken by regional housing authorities, county housing authorities, or similar organizations.

7. Housing organizations which partner with the Town under its affordable housing program may negotiate additional terms with those property owners which choose to utilize their services and/or assistance. No such terms may encumber the Town to act on behalf of either party, nor shall the additional terms contradict those terms agreed upon by the property owner(s) and the Town as part of the Town's affordable housing program.
8. All housing established under this program shall be subject to a once every other year inspection for life health and safety to be performed by town staff. Such inspection shall be limited to confirming compliance with local, county, state, and regional codes associated with continued rental occupancy.
9. Funding source for the program:
 - a. Individual owners may contribute land, dwellings, or finances to the program. Either by participating in the program, or through charitable donation.
 - b. The Town shall establish a fund to support the development of affordable housing through the community subsidized housing program. The fund shall be available to resident owners who apply for funding on a first come first served basis so long as funds are available.
 - c. Regional, County, State, and Federal agencies which support the development of affordable housing may contribute to and support the Town's fund. Such funding may require that those owners who utilize such funding agree to terms beyond those which are established by the Town.

Business of The Town Council
Town of Yarrow Point, WA

8.2

September 9, 2025

CIP/TIP Funding Strategy Discussion	Proposed Council Action: For discussion
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Presented by:	Mayor Katy Kinney Harris
Exhibits:	2026-2042 CIP/TIP as adopted on July 8, 2025

Summary:

The Town Council approved the 2026-2031 CIP/TIP which allowed visibility into the fund shortages for capital improvements in the Town. These projects are important to residents: undergrounding the remaining streets in Town, improving and expanding safe sidewalks and lighting, etc. It is clear that our anticipated revenues will not keep up with our operating expenses if we maintain the Town’s current level of services. Council must examine our options for capital projects in 2026 and beyond.

The options are:

1. Do no capital projects until we save up revenues over years to fund the highest priorities
2. Borrow money to fund capital projects
3. Raise funds through a levy
4. Grants

Recommended Action:

For discussion.

TOWN OF YARROW POINT
CAPITAL IMPROVEMENT PLAN (2026- 2031)
TRANSPORTATION IMPROVEMENT PLAN (2026 - 2031)

Approved by:
 Date: July 8, 2025
 Ordinance Number: 772

DATE SUBMITTED: 07/8/2025

NO.	YEAR	STREET / LOCATION	FROM	TO	(mi)	PROJECT SCOPE	CONDITION	BUDGET	SOURCE
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I. TRANSPORTATION IMPROVEMENT PROJECTS

T - 1	2028	NE 34th Street	8900	9200	0.16	2" Grind and Overlay (~2250 sy @ \$70/sy) KC Roads 2029 Pavement Preservation Program	3.5	\$160,000	Stree Fund (101)
T - 2	2030	95th Ave NE	3800	4700	0.48	2" Grind and Overlay (~6,950 sy @ \$70/sy) KC Roads 2030 Pavement Preservation Program Completed after Stormwater (S-5) and UGC (U-3)	3.5	\$500,000	Stree Fund (101)
T - 3	2031	Points Drive NE	8800	9200	0.35	Design and Construct New Sidewalk on North side of Points Drive; Includes stormwater improvements for new CBs and prior coord w/ utility purveyors	1	\$2,500,000	Stree Fund (101)

II. CAPITAL IMPROVEMENT PROJECTS - STORMWATER

S - 1	2026	4441 91st Ave NE	91st R/W	Lake Washington	0.1	Final Engineering Design - Stormwater (~525LF) (2020 CIP #4)		\$40,000	CIP Fund (301 - REET)/ Capital Fund (311)/ Stormwater Fund (401)
S - 2	2027	4441 91st Ave NE	91st R/W	Lake Washington	0.1	Stormwater Construction (~525 LF) Survey/ Design/ Bid/ Construct/ Manage/ Closeout		\$500,000	CIP Fund (301 - REET)/ Capital Fund (311)/ Stormwater Fund (401)
S - 3 S - 4	2028/ 2029	95th Ave NE	3800	4700	0.22	Survey & Final Engineering Design - Stormwater (~2,500LF) (2020 CIP #6)		\$40,000	CIP Fund (301 - REET)/ Capital Fund (311)/ Stormwater Fund (401)
S - 5	2030	95th Ave NE	3800	4700	0.22	Stormwater Construction - Incl. Bid/ Manage/ Construct/ Close Out (2020 CIP #6)		\$300,000	CIP Fund (301 - REET)/ Capital Fund (311)/ Stormwater Fund (401)

III. CAPITAL IMPROVEMENT PROJECTS - UNDERGROUND CONVERSION

U - 1 U - 2	2028/ 2029	95th Ave NE	3800	4700	0.50	Survey & Final Engineering Design - UGC (~2,500LF)		\$60,000	Capital Fund (311)
U - 3	2030	95th Ave NE	3800	4700	0.50	UGC Construction (~2,500LF @ \$840/lf) 12 existing street lights/Bid/ Manage/ Construct/ Close Out		\$2,200,000	Capital Fund (311)

IV. CAPITAL IMPROVEMENT PROJECTS - PARKS AND OPEN SPACE

P - 1	2026	95th Ave NE			-	Morningside Park Nature Path		\$100,000	Parks & Open Space Fund (040)
P - 2	2026	WNP			-	Wetherill Nature Preserve (WNP) Maintenance and Improvements		\$100,000	Parks & Open Space Fund (040)
P - 3	2026/ 2027	NE 47th Street			-	NE 47th Street Beach Maintenance and Dock Repair		\$250,000	Parks & Open Space Fund (040)
P - 4	2030	95th Ave NE	3800	4700	0.5	Pathway Extension		\$500,000	Parks & Open Space Fund (040)

IV. CAPITAL IMPROVEMENT PROJECTS - OTHER

O - 1	2026	4030 95th Ave NE				Replace 2 Street Lights to Current Standard		\$50,000	CIP Fund (301 - REET)/ Capital Fund (311)
O - 2	2031	4030 95th Ave NE				Design and Construct Garage for Town Hall		\$600,000	CIP Fund (301 - REET)/ Capital Fund (311)

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

1) The above budget figures shown are in 2025 dollars and are to be considered preliminary probable project costs only.
 More precise budget figures will need to be determined once the final scope of each project is defined,
 which will require more extensive research, survey, and scope definition prior to the particular year's budgeting.

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

Business of The Town Council
Town of Yarrow Point, WA

8.3

September 9, 2025

Personnel Policy Updates	Proposed Council Action: For discussion
Presented by:	Mayor Katy Kinney Harris
Exhibits:	

Summary:

We will discuss job description edits, personnel policy edits including telecommuting policy.

Recommended Action:

For discussion.

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

8.4

September 9, 2025

2026 Preliminary Budget Discussion	Proposed Council Action: For discussion only
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Presented by:	Mayor Harris
Exhibits:	2026 Proposed Budget

Summary:

Included is the 2026 proposed preliminary budget for discussion.

The schedule for adoption of the 2026 budget is:

October 14 - Public hearing on levy increase followed by ordinance adopting the levy for 2026.

October 14 - Public hearing on preliminary budget

November 12 - Public hearing on final budget followed by ordinance adopting the 2026 Final Budget

Recommended Action:

None – for discussion only.

2026 PROPOSED BUDGET

Account Number	Account Title	2023 Actual	2024 AMENDED Budget	2024 Actual	FINAL 2025 Budget	AMENDED 2025 Budget	2025 Actual thru August	2026 Proposed Budget	2026 Increase\$	2026 Increase %	Comments
1	GENERAL FUND #001										
2	001-3089100 BEGINNING BALANCE	\$ 2,226,713	\$ 2,268,308	\$ 2,268,308	\$ 2,290,370	\$ 2,290,370		\$ 2,021,008	\$ (269,362)	-11.76%	2026 Beg Bal based on 2025 Amended budget #'s
3	REVENUES										Changes from 8/20 committee meeting
4	001-311-10-00 PROPERTY TAX	\$ 658,901	\$ 647,000	\$ 678,062	\$ 684,665	\$ 684,665	\$ 386,930	\$ 691,512	\$ 6,847	1.00%	
5	001-313-11-00 LOCAL SALES AND USE TAX	\$ 326,948	\$ 300,000	\$ 370,589	\$ 350,000	\$ 350,000	\$ 360,210	\$ 350,000	\$ -		Monthly
6	001-313-27-00 AFFORDABLE & SUP HOUSING	\$ 2,800	\$ 2,500	\$ 2,163	\$ 2,500	\$ 2,500	\$ 1,172	\$ 2,500	\$ -		Pass-thru to ARCH
7	001-313-71-00 LOCAL CRIMINAL JUSTICE	\$ 41,230	\$ 35,000	\$ 40,594	\$ 35,910	\$ 35,910	\$ 26,730	\$ 40,000	\$ 4,090	11.39%	Monthly
8	001-316-41-00 PRIVATE UTILITY TAX - ELECTRIC	\$ 65,962	\$ 60,000	\$ 71,590	\$ 62,000	\$ 62,000	\$ 59,624	\$ 75,000	\$ 13,000	20.97%	Quarterly + 8% 22 to 23 to 24 est 2025 \$77,300 +8%=8% for 26=83,480.
9	001-316-43-00 PRIVATE UTILITY TAX - NATL GAS	\$ 47,899	\$ 45,000	\$ 46,851	\$ 45,450	\$ 45,450	\$ 44,060	\$ 48,000	\$ 2,550	5.61%	Quarterly - traditionally 3rd Qtr 9,600: 4th Qtr 5,500. Add 15,000 to YTD=49,700
10	001-316-45-00 PRIVATE UTILITY TAX - GARBAGE	\$ 14,762	\$ 14,000	\$ 16,676	\$ 14,476	\$ 14,476	\$ 13,926	\$ 18,000	\$ 3,524	24.34%	Quarterly - qtrs pretty consistent
11	001-316-47-00 PRIVATE UTILITY TAX - TELEPHONE AND CATV	\$ 32,353	\$ 40,000	\$ 37,451	\$ 40,000	\$ 40,000	\$ 26,342	\$ 38,000	\$ (2,000)	-5.00%	Monthly - no consistency
12	001-321-91-00 FRANCHISE FEE - SEWER & WATER	\$ 51,958	\$ 48,000	\$ 57,301	\$ 48,619	\$ 48,619	\$ 48,930	\$ 57,000	\$ 8,381	17.24%	Quarterly
13	001-321-91-10 FRANCHISE FEE - CATV	\$ 23,594	\$ 23,500	\$ 22,353	\$ 23,500	\$ 23,500	\$ 15,849	\$ 23,000	\$ (500)	-2.13%	Quarterly
14	001-322-30-00 KC PET LICENSE REBATES	\$ 15	\$ -	\$ 125	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
15	001-334-00-30 STATE GRANT - SOS OFFICE	\$ 592	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
16	001-336-06-21 MVET - CRIM JUSTICE - POPULATION	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 750	\$ 1,000	\$ -	0.00%	
17	001-336-06-25 MVET - CRIM JUSTICE - DCD #4	\$ 2,395	\$ 2,300	\$ 2,553	\$ 2,300	\$ 2,300	\$ 1,989	\$ 2,300	\$ -	0.00%	
18	001-336-06-26 CRIM JUSTICE - SPECIAL PROGRAMS	\$ 1,436	\$ 1,400	\$ 1,524	\$ 1,400	\$ 1,400	\$ 1,186	\$ 1,400	\$ -	0.00%	
19	001-336-06-42 MARIJUANA EXCISE TAX	\$ 1,790	\$ 1,300	\$ 1,786	\$ 1,300	\$ 1,300	\$ 778	\$ 1,500	\$ 200	15.38%	
20	001-336-06-51 MVET - CRIM JUSTICE - DUI	\$ 78	\$ 70	\$ 110	\$ 70	\$ 70	\$ 79	\$ 100	\$ 30	42.86%	
21	001-336-06-94 LIQUOR EXCISE TAX	\$ 7,888	\$ 8,000	\$ 7,833	\$ 8,000	\$ 8,000	\$ 5,426	\$ 7,800	\$ (200)	-2.50%	Quarterly
22	001-336-06-95 LIQUOR BOARD PROFITS	\$ 8,602	\$ 8,500	\$ 8,568	\$ 8,500	\$ 8,500	\$ 4,231	\$ 8,500	\$ -	0.00%	Quarterly
23	001-342-10-00 LAW ENFORCEMENT REPORT	\$ -	\$ -	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
24	001-353-10-00 LOCAL INFRACTION REFUND	\$ 1,390	\$ 1,000	\$ 800	\$ 1,000	\$ 1,000	\$ 96	\$ 1,000	\$ -	0.00%	
25	001-353-70-00 NON-TRAFFIC INFRACTION PENALTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,500	\$ 5,000	\$ 5,000	0.00%	
26	001-354-00-00 PARKING INFRACTION PENALTIES	\$ 345	\$ 500	\$ 1,069	\$ 500	\$ 500	\$ 175	\$ 500	\$ -	0.00%	
27	001-355-20-00 DUI FINES	\$ -	\$ -	\$ 525	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
28	001-361-10-00 INVESTMENT INTEREST	\$ 107,785	\$ 45,000	\$ 91,784	\$ 62,800	\$ 62,800	\$ 64,740	\$ 71,000	\$ 8,200	13.06%	
29	001-361-40-00 SALES INTEREST	\$ 1,024	\$ 500	\$ 1,308	\$ 400	\$ 400	\$ 1,009	\$ 1,200	\$ 800	200.00%	
30	001-362-00-00 SITE LEASE	\$ 78,413	\$ 72,300	\$ 79,667	\$ 73,674	\$ 73,674	\$ 80,958	\$ 75,000	\$ 1,326	1.80%	? AT&T and Verizon
31	001-367-00-00 CONTRIBUTIONS FROM NON-GOVERNMENT	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ 1,000	\$ -	\$ -	0.00%	
32	001-369-40-00 JUDGEMENTS & SETTLEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 50,000	\$ 50,000	0.00%	2026: 3806 95th settlement. This is offset by costs in legal to get this one-time settlement.
33	001-369-91-00 OTHER MISCELLANEOUS INCOME	\$ 1,403	\$ 5,000	\$ 3,570	\$ -	\$ -	\$ 350	\$ -	\$ -	0.00%	
34	001-398-10-00 INSURANCE RECOVERIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
35	Subtotal Before Transfers	\$ 1,480,561	\$ 1,361,870	\$ 1,548,380	\$ 1,468,064	\$ 1,468,064	\$ 1,185,039	\$ 1,569,312	\$ 101,248	6.90%	
36	001-397-00-00 OPERATING TRANSFERS - IN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,044	\$ -	\$ -	0.00%	Per Council, transfer all but levy balance out of 040 for Beg Bal. 2025
37	Total Revenues	\$ 1,480,561	\$ 1,361,870	\$ 1,548,380	\$ 1,468,064	\$ 1,468,064	\$ 1,203,083	\$ 1,569,312	\$ 101,248	6.90%	
38											
39	EXPENDITURES										
40	001-511-30-41 PUBLICATIONS (ORD, NOTICES)	\$ 4,427	\$ 4,500	\$ 4,989	\$ 5,000	\$ 5,000	\$ 2,917	\$ 5,000	\$ -	0.00%	
41	001-511-60-41 DUES AND FEES	\$ 4,826	\$ 5,000	\$ 6,798	\$ 5,000	\$ 5,000	\$ 3,364	\$ 5,200	\$ 200	4.00%	
42	001-512-52-41 COURT COSTS - MUNI & DIST	\$ 2,689	\$ 1,500	\$ 2,949	\$ 1,535	\$ 1,535	\$ 1,345	\$ 2,500	\$ 965	62.87%	
43	001-513-10-10 STIPEND - MAYOR	\$ 38,682	\$ 40,448	\$ 40,448	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
44	001-513-10-21 PAYROLL TAXES - MAYOR	\$ 3,262	\$ 4,449	\$ 3,389	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
45	001-513-20-41 ADVISORY SERVICES	\$ -	\$ 12,000	\$ 8,100	\$ 10,000	\$ 10,000	\$ 3,500	\$ 10,400	\$ 400	4.00%	Lobbyist
46	001-514-20-10 SALARIES	\$ 131,725	\$ 141,189	\$ 142,080	\$ 208,192	\$ 208,192	\$ 133,769	\$ 163,367	\$ (44,825)	-21.53%	40% KH; 40% BR; 25% AW; 10% IL *with 3% COLA
47	001-514-20-21 SOC.SEC/MEDI/SUTA/WORK COMP	\$ 11,848	\$ 12,707	\$ 12,681	\$ 18,737	\$ 18,737	\$ 11,952	\$ 14,893	\$ (3,844)	-20.52%	
48	001-514-20-22 BENEFITS	\$ 13,013	\$ 14,100	\$ 13,465	\$ 16,880	\$ 16,880	\$ 13,963	\$ 15,387	\$ (1,493)	-8.84%	
49	001-514-20-23 RETIREMENT	\$ 13,099	\$ 13,455	\$ 13,248	\$ 18,966	\$ 18,966	\$ 11,218	\$ 9,116	\$ (9,850)	-51.94%	
50	001-514-20-11 WAGES TEMP DEP.CLERK - 4 MOS.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	0.00%	25% of 40,000
51	001-514-20-24 SOC.SEC/MEDI/SUTA/WORK COMP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900	\$ 900	0.00%	
52	001-514-20-41 ACCOUNTING & AUDIT SERVICES	\$ 11,360	\$ 3,500	\$ 21,112	\$ 35,000	\$ 35,000	\$ 8,162	\$ 4,000	\$ (31,000)	-88.57%	
53	001-514-40-40 ELECTION SERVICES	\$ 4,620	\$ 4,800	\$ -	\$ 5,000	\$ 5,000	\$ 4,817	\$ 5,000	\$ -	0.00%	
54	001-515-41-41 LEGAL SERVICES	\$ 85,837	\$ 125,000	\$ 165,511	\$ 600,000	\$ 100,000	\$ 48,679	\$ 100,000	\$ -	0.00%	Katy breakdown into categories
55	001-515-91-41 PUBLIC DEFENDER - MUNI & DIST	\$ 1,000	\$ 6,000	\$ 2,250	\$ 10,000	\$ 10,000	\$ -	\$ 6,000	\$ (4,000)	-40.00%	\$350/mo. + \$400/case(4)
56	001-518-10-40 WSDOT NEGOTIATIONS	\$ -	\$ -	\$ 26,779	\$ 20,000	\$ 20,000	\$ 1,800	\$ 30,000	\$ 10,000	50.00%	WSDOT Mediation in 2025
57	001-518-10-43 MEETINGS, TRAVEL AND PER DIEM	\$ 1,255	\$ 4,000	\$ 2,239	\$ 6,000	\$ 6,000	\$ 2,279	\$ 5,000	\$ (1,000)	-16.67%	
58	001-518-10-44 EMPLOYEE TRAINING	\$ 1,911	\$ 5,000	\$ 725	\$ 3,000	\$ 3,000	\$ 470	\$ 3,500	\$ 500	16.67%	
59	001-518-30-30 TOWN MAINT - SUPPLIES	\$ -	\$ 2,500	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 2,000	\$ 1,000	100.00%	
60	001-518-30-31 OFFICE EQUIPMENT	\$ 1,666	\$ 10,000	\$ 6,496	\$ 7,000	\$ 7,000	\$ 1,995	\$ 23,000	\$ 16,000	228.57%	Server in 2025 Per ISO, server with configuration/install more in \$20,000 range. \$3,000 added for router.
61	001-518-30-46 INSURANCE AND BONDS	\$ 34,787	\$ 35,560	\$ 35,645	\$ 41,550	\$ 41,550	\$ 42,325	\$ 43,644	\$ 2,094	5.04%	Annual per quote

2026 PROPOSED BUDGET

	Account Number	Account Title	2023 Actual	2024 AMENDED Budget	2024 Actual	FINAL 2025 Budget	AMENDED 2025 Budget	2025 Actual thru August	2026 Proposed Budget	2026 Increase\$	2026 Increase %	Comments
62	001-518-30-48	TOWN FACILITIES MAINTENANCE	\$ 32,324	\$ 40,000	\$ 39,064	\$ 10,000	\$ 10,000	\$ 15,937	\$ 20,000	\$ 10,000	100.00%	
63	001-518-40-47	TOWN UTILITIES	\$ 16,975	\$ 19,000	\$ 16,321	\$ 19,760	\$ 19,760	\$ 11,785	\$ 18,000	\$ (1,760)	-8.91%	PSE, Comcast, Crystal, security, S&W, Town cell
64	001-518-50-30	OFFICE SUPPLIES	\$ 4,767	\$ 6,000	\$ 4,731	\$ 6,180	\$ 6,180	\$ 4,379	\$ 5,000	\$ (1,180)	-19.09%	
65	001-518-70-44	PRINTING SERVICES	\$ 277	\$ 1,500	\$ 338	\$ 2,000	\$ 2,000	\$ 113	\$ 1,000	\$ (1,000)	-50.00%	
66	001-518-80-31	RECORDS MANAGEMENT	\$ 3,413	\$ 3,420	\$ 3,587	\$ 3,600	\$ 3,600	\$ 3,767	\$ 3,800	\$ 200	5.56%	Received WA State Archives grant for Laserfiche system \$14,200. \$3,600 yr license fee
67	001-518-80-40	IT SUPPORT AND MAINTENANCE	\$ 24,673	\$ 25,000	\$ 37,363	\$ 30,000	\$ 30,000	\$ 21,437	\$ 48,000	\$ 18,000	60.00%	2026 add \$10,000 for Permit software: ISOutsource, Caselle, AWS, Msft...
68	001-518-90-30	MISCELLANEOUS	\$ 1,000	\$ 3,000	\$ 1,043	\$ 2,000	\$ 2,000	\$ 1,252	\$ 1,500	\$ (500)	-25.00%	
69		MISC FOR LEVY CAMPAIGN							\$ 100,000	\$ 100,000	0.00%	Katy researching costs and grants
70	001-521-20-40	POLICE OPERATIONS	\$ 485,404	\$ 518,014	\$ 518,014	\$ 574,979	\$ 574,979	\$ 286,011	\$ 493,000	\$ (81,979)	-14.26%	
71	001-521-20-41	LOCAL PUBLIC SAFETY							\$ 127,000	\$ 127,000	0.00%	
72	001-521-20-45	MARINE POLICING SERV.	\$ 15,000	\$ 16,000	\$ 15,975	\$ 20,000	\$ 20,000		\$ 20,800	\$ 800	4.00%	Mercer Island Marine Services (+3.8% CPI per agreement in '25)
73	001-521-30-41	CRIMINAL JUSTICE	\$ 2,989	\$ 20,000	\$ 25,760	\$ 21,000	\$ 21,000	\$ 16,324	\$ 45,000	\$ 24,000	114.29%	Offset by revenue - lines 7, 16,17,18,20.
74	001-522-10-44	FIRE PROTECTION - LEOFF	\$ 6,521	\$ 6,550	\$ 6,622	\$ 6,500	\$ 6,500		\$ 6,500	\$ -	0.00%	
75	001-522-20-40	FIRE SUPPRESSION	\$ 279,731	\$ 319,410	\$ 319,410	\$ 322,290	\$ 322,290	\$ 161,145	\$ 349,811	\$ 27,521	8.54%	per quote
76	001-522-20-41	BELLEVUE FIRE CARES	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ 2,500		\$ 2,500	\$ -	0.00%	
77	001-525-60-40	EMERGENCY PREPAREDNESS	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000		\$ 1,000	\$ -	0.00%	
78	001-542-64-48	TRAFFIC CONTROL DEVICES	\$ 11,897	\$ 13,763	\$ 13,763	\$ 13,763	\$ 13,763	\$ 21,101	\$ 13,763	\$ -	0.00%	Annual payment - 5 year contract + tax Was 12,500 + tax
79	001-551-00-49	ARCH CONTRIBUTION	\$ 10,354	\$ 12,500	\$ 12,799	\$ 12,500	\$ 12,500	\$ 12,163	\$ 12,500	\$ -	0.00%	Annual of \$10,000 + \$2,500 estimate collected for Affordable & Sup. Housing
80	001-553-70-40	POLLUTION CONTROL	\$ 3,330	\$ 3,500	\$ 3,930	\$ 3,994	\$ 3,994	\$ 3,994	\$ 3,994	\$ -	0.00%	No Chg for 2026 per Puget
81	001-566-00-40	ALCOHOL REHABILITATION	\$ 330	\$ 400	\$ 249	\$ 500	\$ 500	\$ 240	\$ 500	\$ -	0.00%	
82	001-573-90-31	COMMUNITY PROGRAMS	\$ 5,049	\$ 12,000	\$ 6,489	\$ 7,000	\$ 7,000	\$ 2,064	\$ 10,000	\$ 3,000	42.86%	movie night, Easter egg hunt, Vets Day, etc.
83	001-576-90-41	WETHERILL DONATION	\$ 10,000	\$ 10,000	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	0.00%	Annual payment to WNP maintenance
84	001-594-21-60	CAP. EXP. - LAW ENFORCEMENT	\$ 33,980							\$ -	0.00%	25% share of purchase of two police cars in 2023.
85		Subtotal before transfers	\$ 1,316,521	\$ 1,479,265	\$ 1,544,361	\$ 2,087,426	\$ 1,587,426	\$ 869,266	\$ 1,757,575	\$ 170,149	10.72%	
86	001-597-00-00	OPERATING TRANSFERS - OUT	\$ 122,445	\$ 665,000	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 1,000,000	\$ 850,000	566.67%	Approved on 11/24 to reverse the \$665,000 transfer out. \$150,000 for SA aprpd 4/25.
87		Total Expenditures	\$ 1,438,966	\$ 2,144,265	\$ 1,544,361	\$ 2,087,426	\$ 1,737,426	\$ 1,019,266	\$ 2,757,575	\$ 1,020,149	58.72%	
88	001-5089100	PROJECTED ENDING FUND BALANCE	\$ 2,268,308	\$ 1,485,913	\$ 2,272,326	\$ 1,671,008	\$ 2,021,008	\$ 832,745	\$ (1,188,263)		-58.80%	
89												
90		GENERAL RESERVE FUND #005										
91	005-3089100	BEGINNING BALANCE							\$ -			
92		REVENUES										
93	005-397-00-00	TRANSFER IN							\$ 1,000,000	\$ 1,000,000		
94		Total Revenues							\$ 1,000,000			
95		EXPENDITURES										
96	005-597-00-00	TRANSFER OUT							\$ -	\$ -		
97		Total Expenditures							\$ -			
98	005-5089100	PROJECTED ENDING FUND BALANCE							\$ 1,000,000	\$ 1,000,000		
99												
100		WETHERILL NATURE PRESERVE FUND #023										
101	023-3089100	BEGINNING BALANCE	\$ 65,785	\$ 40,284	\$ 40,284	\$ 67,773	\$ 67,773		\$ 55,323	\$ (12,450)	-18.37%	
102		REVENUES										
103	023-337-00-00	PUBLIC DONATIONS - WNP	\$ 21,000	\$ 20,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 15,000	\$ 21,000	\$ -	0.00%	Blue highlighted is the '26 budget submission by the WNP Board on 9/27.
104	023-337-00-10	PUBLIC DONATIONS - PROJECT										
105	023-337-00-40	KC GRANT	\$ -	\$ -								
106	023-361-10-00	INVESTMENT INTEREST	\$ 3,399	\$ 2,000	\$ 3,496	\$ 800	\$ 800	\$ 2,257	\$ 1,500	\$ 700	87.50%	
107	023-367-00-00	PRIVATE DONATIONS - WETHERILL	\$ 23,667	\$ 55,000	\$ 49,930	\$ 15,000	\$ 15,000	\$ 40,325	\$ 20,000	\$ 5,000	33.33%	
108	023-367-00-10	PRIVATE DONATIONS - PROJECTS				\$ 40,000	\$ 40,000		\$ 20,000	\$ (20,000)	-50.00%	
109		Subtotal before transfers	\$ 48,066	\$ 77,000	\$ 74,426	\$ 76,800	\$ 76,800	\$ 57,582	\$ 62,500	\$ (14,300)	-18.62%	
110	023-397-00-00	TRANSFERS IN	\$ 2,615	\$ 1,300	\$ -	\$ 1,000	\$ 1,000		\$ -	\$ (1,000)	-100.00%	
111		Total Revenues	\$ 50,681	\$ 78,300	\$ 74,426	\$ 77,800	\$ 77,800	\$ 57,582	\$ 62,500	\$ (15,300)	-19.67%	
112												
113		EXPENDITURES										
114	023-576-90-10	SALARY - PW	\$ -	\$ 500	\$ -	\$ 500	\$ 500			\$ (500)	-100.00%	
115	023-576-90-31	SUPPLIES	\$ 3,247	\$ 2,000	\$ 402	\$ 2,000	\$ 2,000	\$ 152	\$ 2,500	\$ 500	25.00%	tools,, disposal fees
116	023-576-40-41	TREEFALL CONTINGENCY							\$ 5,000	\$ 5,000	0.00%	
117	023-576-90-40	MISCELLANEOUS MAINT.	\$ 72,935	\$ 26,000	\$ 26,943	\$ 32,750	\$ 32,750	\$ 15,428	\$ 25,000	\$ (7,750)	-23.66%	Fence clearing, mowing, trail maint (crew days including Earthcorps)
118	023-576-90-42	PROJECT EXPENSES	\$ -	\$ 65,000	\$ 19,591	\$ 55,000	\$ 55,000		\$ 30,000	\$ (25,000)	-45.45%	Invasives removal, tree planting, benches, signage, trail restoration
119	023-576-90-32	FUNDRAISING COSTS							\$ 3,000			Newsletter
120	023-594-76-60	P-2 WNP MAINTENANCE & IMPROVEMENTS							\$ -	\$ -		
121		Subtotal before transfers	\$ 76,182	\$ 93,500	\$ 46,936	\$ 90,250	\$ 90,250	\$ 15,580	\$ 65,500	\$ (24,750)	-27.42%	
122	023-597-00-00	TRANSFERS OUT							\$ -	\$ -		

2026 PROPOSED BUDGET

Account Number	Account Title	2023 Actual	2024 AMENDED Budget	2024 Actual	FINAL 2025 Budget	AMENDED 2025 Budget	2025 Actual thru August	2026 Proposed Budget	2026 Increase\$	2026 Increase %	Comments
123	Total Expenditures	\$ 76,182	\$ 93,500	\$ 46,936	\$ 90,250	\$ 90,250	\$ 15,580	\$ 65,500	\$ (24,750)	-27.42%	
124	023-5089100 PROJECTED ENDING FUND BALANCE	\$ 40,284	\$ 25,084	\$ 67,773	\$ 55,323	\$ 55,323		\$ 52,323	\$ (3,000)	-5.42%	
125											
126	PUBLIC PARKS AND OPEN SPACE FUND #040										
127	040-3089100 BEGINNING BALANCE	\$ -	\$ 47,803	\$ 47,803	\$ 39,283	\$ 39,283		\$ 182,283	\$ 143,000	364.02%	2025 - Amend Beg Balance to equal only the balance of parks levy allocation.
128	REVENUES										
129	040-311-11-00 KING COUNTY PARKS LEVY	\$ 37,705	\$ 35,000	\$ 38,743	\$ 38,000	\$ 38,000	\$ 30,999	\$ 117,000	\$ 79,000	207.89%	
130	040-361-10-00 INVESTMENT INTEREST	\$ 4,524	\$ 500	\$ 6,936	\$ -	\$ -	\$ 2,194	\$ 2,000	\$ 2,000	0.00%	
131	040-367-00-00 CONTRIBUTIONS FOR PARKS						\$ 900			0.00%	
132	Subtotal before transfers	\$ 42,229	\$ 35,500	\$ 45,679	\$ 38,000	\$ 38,000	\$ 34,093	\$ 119,000	\$ 81,000	213.16%	
133	040-397-00-00 TRANSFERS IN	\$ 122,445	\$ 120,000	\$ -	\$ -	\$ 150,000	\$ 150,000		\$ (150,000)	-100.00%	Council approved on 4/8/25 \$150,000 for Sally's Alley - \$ transferred from 001.
134	Total Revenues	\$ 164,674	\$ 155,500	\$ 45,679	\$ 38,000	\$ 188,000	\$ 184,093	\$ 119,000	\$ (69,000)	-36.70%	April Council approved not to exceed \$150,000 for Sally's Alley Project
135											
136	EXPENDITURES										
137	040-576-80-31 OPEN SPACES - MAINTENANCE	\$ 4,049	\$ 10,000	\$ 7,849	\$ 16,500	\$ 16,500		\$ 20,000	\$ 3,500	21.21%	Overall open spaces & Sally's Alley maintenance & plantings
138	040-576-80-40 GEN. PARKS - MORNINGSIDE MAINTENANCE	\$ 5,459	\$ 7,200	\$ 1,437	\$ 13,500	\$ 13,500		\$ 20,000	\$ 6,500	48.15%	Bark, water fountain, rotten bollards, Town entry, 92nd & Points Dr.
139	040-594-76-63 COMMUNITY PROJECTS CONSTRUCTION	\$ 28,409	\$ 30,000	\$ 280	\$ 15,000	\$ 15,000	\$ 1,984		\$ (15,000)	-100.00%	
140	040-594-76-64 CAPITAL IMPROVEMENT - SALLY'S ALLEY	\$ 76,202	\$ 150,000	\$ 26,589	\$ -	\$ -	\$ 99,004		\$ -	0.00%	In 2025, Requested: Sally's Alley East End 130,000 - East landscaping 15,000.
141	040-594-76-65 ROADSIDE LANDSCAPING PROJECTS	\$ 2,753	\$ -	\$ -	\$ -	\$ -			\$ -	0.00%	
142	040-595-76-66 P-1 MORNINGSIDE PARK NATURE PATH								\$ -	0.00%	
143	040-595-76-67 47th ST BEACH MAINT AND DOCK REPAIR							\$ 24,000	\$ 24,000	0.00%	
144	Subtotal before transfers	\$ 116,870	\$ 197,200	\$ 36,155	\$ 45,000	\$ 45,000	\$ 100,988	\$ 64,000	\$ 19,000	42.22%	
145	040-597-00-00 TRANSFERS OUT						\$ 18,044		\$ -	0.00%	Per Council - transferred out of fund balance all but Parks Levy
146	Total Expenditures	\$ 116,870	\$ 197,200	\$ 36,155	\$ 45,000	\$ 45,000	\$ 119,032	\$ 64,000	\$ 19,000	42.22%	
147	040-5089100 PROJECTED ENDING FUND BALANCE	\$ 47,803	\$ 6,103	\$ 57,327	\$ 32,283	\$ 182,283		\$ 237,283	\$ 55,000	30.17%	
148											
149	GENERAL FUND SUMMARY										
150	001-3085100 BEGINNING BALANCE	\$ 2,292,498	\$ 2,356,395	\$ 2,356,395	\$ 2,397,427	\$ 2,397,427		\$ 2,258,615	\$ (138,812)	-5.79%	
151	Total Revenues	\$ 1,695,916	\$ 1,595,670	\$ 1,668,484	\$ 1,583,864	\$ 1,733,864	\$ 1,444,759	\$ 2,750,812			
152	Total Expenditures	\$ 1,632,018	\$ 2,434,965	\$ 1,627,452	\$ 2,222,676	\$ 1,872,676	\$ 1,153,878	\$ 2,887,075			
153	001-5089100 PROJECTED ENDING FUND BALANCE	\$ 2,356,395	\$ 1,517,100	\$ 2,397,427	\$ 1,758,615	\$ 2,258,615		\$ 2,122,352	\$ (136,263)	-6.03%	
154											
155	STREET FUND #101										
156	101-3085100 BEGINNING BALANCE	\$ 474,540	\$ 529,781	\$ 529,781	\$ 1,108,920	\$ 1,108,920		\$ 813,039	\$ (295,881)	-26.68%	
157	REVENUES										
158	101-334-03-80 STATE TIB GRANT				\$ 540,000	\$ 540,000			\$ (540,000)	-100.00%	
159	101-322-40-00 HEAVY VEHICLE FEE	\$ 78,157	\$ 70,000	\$ 158,776	\$ 75,530	\$ 75,530	\$ 21,215	\$ 40,000	\$ (35,530)	-47.04%	
160	101-336-00-71 MULTIMODAL TRANS. CTY	\$ 1,461	\$ 1,400	\$ 1,455	\$ 1,400	\$ 1,400	\$ 719	\$ 1,400	\$ -	0.00%	
161	101-336-00-87 STREET FUEL TAX	\$ 20,831	\$ 19,000	\$ 20,090	\$ 20,000	\$ 20,000	\$ 12,640	\$ 20,000	\$ -	0.00%	
162	101-361-10-00 INVESTMENT INTEREST	\$ 26,404	\$ 10,000	\$ 48,546	\$ 13,000	\$ 13,000	\$ 31,411	\$ 26,500	\$ 13,500	103.85%	
163	101-382-10-00 STREET DAMAGE DEPOSIT	\$ 22,500	\$ 20,000	\$ 45,150	\$ 20,000	\$ 20,000	\$ 23,750	\$ 20,000	\$ -	0.00%	offset in expenditures
164	101-395-20-00 INSURANCE/DAMAGE CLAIMS - recovery for cap as	\$ -	\$ -	\$ 6,578	\$ -	\$ -			\$ -	0.00%	
165	101-398-10-00 INSURANCE RECOVERIES - other than cap asset	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	0.00%	
166	Subtotal before transfers	\$ 149,352	\$ 120,400	\$ 280,595	\$ 669,930	\$ 669,930	\$ 89,735	\$ 107,900	\$ (562,030)	-83.89%	
167	101-397-00-00 OPERATING TRANSFERS IN	\$ 240,000	\$ 545,000	\$ 545,000	\$ -	\$ -		\$ 72,000	\$ 72,000	0.00%	Transfer from TBD Fund 102
169	Net adjust 6,927	\$ 6,927								0.00%	
170	Total Revenues	\$ 396,279	\$ 665,400	\$ 825,595	\$ 669,930	\$ 669,930	\$ 89,735	\$ 179,900	\$ (490,030)	-73.15%	
171	EXPENDITURES										
172	101-542-30-48 STREET MAINTENANCE	\$ 6,098	\$ 15,000	\$ 7,768	\$ 16,000	\$ 16,000	\$ 669	\$ 15,000	\$ (1,000)	-6.25%	Crack Sealing
173	101-542-63-47 STREET LIGHTS	\$ 15,130	\$ 10,000	\$ 11,179	\$ 10,520	\$ 10,520	\$ 8,657	\$ 11,067	\$ 547	5.20%	
174	101-542-67-41 STREET CLEANING	\$ 2,100	\$ 5,400	\$ 5,650	\$ 5,670	\$ 5,670	\$ 4,751	\$ 6,200	\$ 530	9.35%	
175	101-542-70-31 ROW MAINT - SUPPLIES	\$ 6,377	\$ 8,000	\$ 7,532	\$ 7,000	\$ 7,000	\$ 4,312	\$ 8,000	\$ 1,000	14.29%	
176	101-542-70-32 ROW MAINT - FUEL	\$ 1,912	\$ 2,500	\$ 1,701	\$ 2,900	\$ 2,900	\$ 1,031	\$ 3,000	\$ 100	3.45%	
177	101-542-70-35 ROW MAINT - EQUIPMENT	\$ 1,541	\$ 4,500	\$ 1,753	\$ 2,000	\$ 2,000	\$ 618	\$ 2,000	\$ -	0.00%	
178	101-542-70-41 ROW MAINT - CONTRACT SVCS	\$ 36,245	\$ 25,000	\$ 21,126	\$ 25,000	\$ 25,000	\$ 10,106	\$ 25,000	\$ -	0.00%	
179	101-543-30-10 SALARY - PUBLIC WORKS DEPT	\$ 61,594	\$ 62,030	\$ 62,236	\$ 76,511	\$ 76,511	\$ 53,698	\$ 131,701	\$ 55,190	72.13%	70% of IL, 20% KH; 20% BR
180	101-543-30-21 PAYROLL TAXES - PW	\$ 6,783	\$ 6,823	\$ 6,978	\$ 6,886	\$ 6,886	\$ 5,764	\$ 13,182	\$ 6,296	91.43%	
181	101-543-30-22 BENEFITS - PW	\$ 7,921	\$ 8,572	\$ 8,196	\$ 11,254	\$ 11,254	\$ 7,711	\$ 14,718	\$ 3,464	30.78%	
182	101-543.30-23 RETIREMENT - PW	\$ 6,118	\$ 5,912	\$ 5,792	\$ 6,970	\$ 6,970	\$ 4,347	\$ 7,349	\$ 379	5.44%	
183	101-543-31-10 SALARY - PART TIME PUBLIC WORKS	\$ 10,993	\$ 12,000	\$ 13,580	\$ 10,000	\$ 10,000	\$ 15,020	\$ 12,000	\$ 2,000	20.00%	
184	101-543-31-21 PAYROLL TAXES - PART TIME PUBLIC WORKS	\$ 1,253	\$ 1,350	\$ 2,008	\$ 1,100	\$ 1,100	\$ 2,235	\$ 1,320	\$ 220	20.00%	

2026 PROPOSED BUDGET

Account Number	Account Title	2023 Actual	2024 AMENDED	2024 Actual	FINAL 2025	AMENDED	2025 Actual	2026 Proposed	2026 Increase\$	2026 Increase %	Comments	
			Budget		Budget	2025 Budget		Budget				
185	101-544-20-41	ENGINEERING SERVICES - GENERAL	\$ 9,893	\$ 13,000	\$ 11,971	\$ 10,000	\$ 10,000	\$ 3,094	\$ 10,000	\$ -	0.00%	Engr for Crack Seal Project? **
186	101-582-10-00	STREET DEPOSIT REFUNDS	\$ 33,780	\$ 20,000	\$ 27,958	\$ 20,000	\$ 20,000	\$ 7,500	\$ 20,000	\$ -	0.00%	offset in revenues
187		Total before Capital Improvements	\$ 207,738	\$ 200,087	\$ 195,427	\$ 211,811	\$ 211,811	\$ 129,512	\$ 280,537	\$ 68,726	32.45%	
188	101-594-42-60	CAP EXP-ORDINARY MAINT (VEHICLES, EQUIP)	\$ 81,188	\$ 15,000	\$ -	\$ -	\$ -				0.00%	Snow plow in 2024-decided not to purchase.
189	101-595-30-60	ROADWAY RESTORATION	\$ 49,482	\$ 45,000	\$ 20,253			\$ 45,000	\$ 45,000		0.00%	95th - Extend sidewalk N of 40th.
190	101-595-30-63	STREET CONSTRUCTION	\$ 2,630	\$ 500,000	\$ 30,775						0.00%	
191	101-595-30-64	ROADWAY - T-1 94th AVE, 38th & 40th STs				\$ 720,000	\$ 720,000			\$ (720,000)	-100.00%	T-1 (94th, 38th, 40th - 2" grind and overlay)
192	101-595-61-60	SIDEWALKS - T-2 92nd Ave.				\$ 34,000	\$ 34,000	\$ 82,659		\$ (34,000)	-100.00%	
193		O-1 Replace 2 street lights - 4030 95th Ave.						\$ 63,000	\$ 63,000		0.00%	
194		Total Expenditures	\$ 341,038	\$ 760,087	\$ 246,456	\$ 965,811	\$ 965,811	\$ 212,171	\$ 388,537	\$ (577,274)	-59.77%	
195	101-5085100	PROJECTED ENDING FUND BALANCE	\$ 529,781	\$ 435,094	\$ 1,108,920	\$ 813,039	\$ 813,039	\$ 604,402	\$ (208,637)	\$ -	-25.66%	
204									\$ -	\$ -	0.00%	
205		Transportation Benefit District Fund #102							\$ -	\$ -	0.00%	
206	102-3085100	BEGINNING BALANCE				\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
207		REVENUES							\$ -	\$ -	0.00%	
208	102-313-21-00	SALES TAX				\$ 26,000	\$ 26,000	\$ 19,793	\$ 72,000	\$ 46,000	176.92%	
209	102-361-10-00	INVESTMENT INTEREST						\$ 68		\$ -	0.00%	
210	102-317-60-00	LICENSE TAB FEE				\$ -	\$ -			\$ -	0.00%	
211		Total Revenues				\$ 26,000	\$ 26,000	\$ 19,861	\$ 72,000	\$ 46,000	176.92%	
213		EXPENDITURES								\$ -	0.00%	
214	102-542-30-48	QUALIFYING STREET PROJECTS				\$ 26,000	\$ 26,000	\$ -	\$ (26,000)	\$ (26,000)	-100.00%	
215	102-597-00-00	TRANSFERS OUT						\$ 72,000	\$ 72,000	\$ 72,000	0.00%	transfer to 101
216		Total Expenditures				\$ 26,000	\$ 26,000	\$ -	\$ 72,000	\$ 46,000	176.92%	
217	102-5085100	PROJECTED ENDING FUND BALANCE				\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
218									\$ -	\$ -	0.00%	
219		COMMUNITY DEVELOPMENT FUND #104							\$ -	\$ -	0.00%	
220	104-3085100	BEGINNING BALANCE	\$ 423,240	\$ 313,754	\$ 313,754	\$ 406,768	\$ 406,768	\$ 320,010	\$ (86,758)	\$ -	-21.33%	
221		REVENUES							\$ -	\$ -	0.00%	
222	104-322-10-00	BUILDING PERMIT FEES	\$ 108,782	\$ 80,000	\$ 177,826	\$ 100,000	\$ 100,000	\$ 52,242	\$ 100,000	\$ -	0.00%	
223	104-322-10-11	CONSTRUCTION SIGN FEE	\$ 630	\$ 300	\$ 720	\$ 250	\$ 250	\$ 480	\$ 500	\$ 250	100.00%	
224	104-322-10-12	FENCE PERMIT FEE	\$ 125	\$ -	\$ -	\$ -	\$ -			\$ -	0.00%	
225	104-322-10-13	ROOFING PERMIT FEE	\$ 550	\$ 300	\$ 1,200	\$ 300	\$ 300	\$ 1,600	\$ 800	\$ 500	166.67%	
226	104-322-10-31	SHORELINE EXEMPTION	\$ 5,313	\$ 2,000	\$ 8,060	\$ 2,500	\$ 2,500	\$ 4,960	\$ 4,500	\$ 2,000	80.00%	
227	104-322-11-00	MECHANICAL/PLUMBING PERMIT FEES	\$ 10,970	\$ 10,000	\$ 18,158	\$ 15,000	\$ 15,000	\$ 31,273	\$ 20,000	\$ 5,000	33.33%	
228	104-322-12-00	DEMOLITION FEES	\$ 2,813	\$ 1,875	\$ 88,350	\$ 2,000	\$ 2,000	\$ 2,813	\$ 2,000	\$ -	0.00%	2024 Rev includes Bond that was reimbursed in Expenditures
229	104-322-13-00	SUBSTANTIAL DEVELOPMENT FEES	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	0.00%	
230	104-322-14-00	RIGHT OF WAY PERMIT	\$ 3,538	\$ 3,000	\$ 5,250	\$ 5,000	\$ 5,000	\$ 4,050	\$ 3,000	\$ (2,000)	-40.00%	
231	104-322-16-00	SITE DEVELOPMENT FEES	\$ 8,875	\$ 9,000	\$ 7,955	\$ 10,000	\$ 10,000	\$ 8,375	\$ 9,000	\$ (1,000)	-10.00%	
232	104-322-17-00	PRE APPLICATION CONFERENCE	\$ 17,750	\$ 10,000	\$ 13,753	\$ 17,500	\$ 17,500	\$ 17,750	\$ 15,000	\$ (2,500)	-14.29%	
233	104-322-18-00	ENCROACHMENT AGREEMENT	\$ 3,959	\$ 1,000	\$ 3,750	\$ 2,500	\$ 2,500	\$ 11,560	\$ 2,500	\$ -	0.00%	
234	104-332-10-14	TREE PERMIT			\$ 20,645	\$ 10,000	\$ 10,000	\$ 8,459	\$ 8,000	\$ (2,000)	-20.00%	
235	104-334-03-10	WA STATE GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	0.00%	
236	104-334-04-20	DEPT OF COMMERCE GRANT - COMP PLAN	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -			\$ -	0.00%	Grant for work on the mandated Comp Plan Update-a total of \$100,000 over 2 years.
237	104-334-04-21	MIDDLE HOUSING GRANT - DEPT COMM.		\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500		\$ (17,500)	-100.00%	Per Planner
238	104-334-04-22	CLIMATE PLANNING GRANT - DEPT COMM.				\$ 25,000	\$ 25,000	\$ 35,000	\$ -	\$ (25,000)	-100.00%	
239	104-334-04-23	CONSOLIDATED PERMIT REVIEW GRANT			\$ 46,875	\$ 140,625	\$ 140,625	\$ 140,625		\$ (140,625)	-100.00%	Grant total is \$187,500
240	104-345-81-00	ZONING/SUBDIVISION FEES		\$ -	\$ 1,250	\$ 13,000	\$ 13,000		\$ 2,000	\$ (11,000)	-84.62%	
241	104-345-81-10	VARIANCE FEE	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500		\$ -	0.00%	
242	104-345-81-40	HEARING EXAMINER - FOR REIMBURSEMENT	\$ 7,960	\$ 4,000	\$ 6,600	\$ 4,000	\$ 4,000		\$ 4,000	\$ -	0.00%	
243	104-345-83-00	PLAN CHECKING FEES	\$ 60,072	\$ 40,000	\$ 141,214	\$ 80,000	\$ 80,000	\$ 71,736	\$ 80,000	\$ -	0.00%	
244	104-345-86-00	SEPA PERMIT	\$ 10,000	\$ 7,500	\$ 12,500	\$ 8,000	\$ 8,000	\$ 9,955	\$ 10,000	\$ 2,000	25.00%	
245	104-345-89-40	OTHER DEVELOPMENT FEES	\$ 4,775	\$ -	\$ 9,037	\$ -	\$ -			\$ -	0.00%	
246	104-345-89-41	GENERAL ADMINISTRATION - Recoup				\$ 50,000	\$ 50,000		\$ -	\$ (50,000)	-100.00%	
247	104-361-10-00	INVESTMENT INTEREST	\$ 19,519	\$ 8,000	\$ 20,438	\$ 10,000	\$ 10,000	\$ 11,644	\$ 10,800	\$ 800	8.00%	
248		Total Revenues	\$ 318,128	\$ 244,475	\$ 651,081	\$ 513,175	\$ 513,175	\$ 432,520	\$ 272,100	\$ (241,075)	-46.98%	
250									\$ -	\$ -	0.00%	
251		EXPENDITURES							\$ -	\$ -	0.00%	
252	104-518-10-10	SALARY	\$ 88,098	\$ 93,067	\$ 94,636	\$ 80,056	\$ 80,056	\$ 56,061	\$ 135,352	\$ 55,296	69.07%	75% AW, 20% KH; 20% BR
253	104-518-10-21	PAYROLL TAXES - CLERK	\$ 7,894	\$ 8,400	\$ 8,416	\$ 7,205	\$ 7,205	\$ 5,038	\$ 12,182	\$ 4,977	69.08%	
254	104-518-10-22	BENEFITS - CLERK	\$ 10,749	\$ 11,633	\$ 11,123	\$ 11,879	\$ 11,879	\$ 8,128	\$ 15,387	\$ 3,508	29.53%	
255	104-518-10-23	RETIREMENT - CLERK	\$ 8,749	\$ 8,869	\$ 8,810	\$ 7,293	\$ 7,293	\$ 4,541	\$ 7,553	\$ 260	3.56%	

2026 PROPOSED BUDGET

Account Number	Account Title	2023 Actual	2024 AMENDED Budget	2024 Actual	FINAL 2025 Budget	AMENDED 2025 Budget	2025 Actual thru August	2026 Proposed Budget	2026 Increase\$	2026 Increase %	Comments
257	104-514-20-11							\$ 30,000	\$ 30,000	0.00%	75% OF 40,000
259	104-5143-20-24							\$ 2,700	\$ 2,700	0.00%	
260	104-558-50-40	\$ 10,516	\$ 8,500	\$ 13,959	\$ 10,000	\$ 10,000	\$ 5,486	\$ 9,000	\$ (1,000)	-10.00%	
261	104-558-50-41	\$ 23,750	\$ 22,000	\$ 48,493	\$ 40,000	\$ 40,000	\$ 43,892	\$ 40,000	\$ -	0.00%	
262	104-558-50-42	\$ 6,738	\$ 7,500	\$ 9,584	\$ 8,500	\$ 8,500	\$ 11,058	\$ 8,000	\$ (500)	-5.88%	
263	104-558-50-43	\$ 162	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
264	104-558-50-44	\$ 5,746	\$ 7,500	\$ 5,323	\$ 6,000	\$ 6,000	\$ 2,949	\$ 5,000	\$ (1,000)	-16.67%	
265	104-558-50-45	\$ 31	\$ 82,719	\$ 82,909	\$ -	\$ -	\$ 63	\$ -	\$ -	0.00%	Reimbursed Demo Bond
266	104-558-50-46	\$ 217	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
267	104-558-50-47	\$ 7,120	\$ 10,000	\$ 9,018	\$ 5,000	\$ 5,000	\$ 4,972	\$ 5,000	\$ -	0.00%	
268	104-558-50-48	\$ 1,290	\$ 1,000	\$ 675	\$ 1,000	\$ 1,000	\$ 2,590	\$ 2,000	\$ 1,000	100.00%	
269	104-558-50-49	\$ 8,134	\$ 10,352	\$ 10,394	\$ 8,000	\$ 8,000	\$ 2,019	\$ 8,000	\$ -	0.00%	
270	104-558-60-40	\$ 76,496	\$ 80,000	\$ 30,479	\$ 20,000	\$ 20,000	\$ -	\$ 10,000	\$ (10,000)	-50.00%	
271	104-558-60-41	\$ 2,379	\$ 4,000	\$ 5,494	\$ 4,000	\$ 4,000	\$ 2,714	\$ 5,000	\$ 1,000	25.00%	
272	104-558-60-42	\$ 92,827	\$ 90,000	\$ 90,001	\$ 90,000	\$ 90,000	\$ 36,762	\$ 80,000	\$ (10,000)	-11.11%	
273	104-558-60-43	\$ 5,406	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	0.00%	
274	104-558-60-45	\$ 6,100	\$ 8,460	\$ 8,460	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	0.00%	
275	104-558-60-46	\$ 35,931	\$ 55,000	\$ 53,922	\$ 50,000	\$ 50,000	\$ 17,353	\$ 40,000	\$ (10,000)	-20.00%	
276	104-558-60-48	\$ 2,986	\$ 10,000	\$ 5,475	\$ 13,000	\$ 13,000	\$ 734	\$ 5,000	\$ (8,000)	-61.54%	10,000 for Subdivision Regulations (Planner)-Mandatory Comp Plan Requirement.
277	104-558-60-49	\$ 9,363	\$ 9,500	\$ 8,097	\$ 9,000	\$ 9,000	\$ 10,794	\$ 9,000	\$ -	0.00%	
279	104-558-61-40	\$ 4,554	\$ 26,000	\$ 24,917	\$ 130,000	\$ 130,000	\$ 7,123	\$ 10,000	\$ (120,000)	-92.31%	
280	104-558-61-41	\$ 1,572	\$ 8,000	\$ 6,706	\$ 15,000	\$ 15,000	\$ 10,706	\$ -	\$ (15,000)	-100.00%	
281	104-558-61-42		\$ 12,500	\$ 11,567	\$ 45,000	\$ 45,000	\$ 11,395	\$ 10,000	\$ (35,000)	-77.78%	Grant line 239
282	104-558-61-43				\$ 15,000	\$ 15,000	\$ 7,554	\$ 5,000	\$ (10,000)	-66.67%	
283	104-588-61-44				\$ 5,000	\$ 5,000	\$ -	\$ -	\$ (5,000)	-100.00%	\$70,000 in future year with covering grant
284	104-559-30-00	\$ 3,879		\$ 9,609	\$ 10,000	\$ 10,000	\$ 2,767	\$ 5,000	\$ (5,000)	-50.00%	
285	104-559-50-21						\$ 704	\$ -	\$ -	0.00%	
290	104-588-00-00	\$ 6,926						\$ -	\$ -	0.00%	
291								\$ -	\$ -	0.00%	
291								\$ -	\$ -	0.00%	
292	104-5085100	\$ 427,614	\$ 580,000	\$ 558,067	\$ 599,933	\$ 599,933	\$ 255,400	\$ 468,174	\$ (131,759)	-21.96%	
292		\$ 313,754	\$ (21,771)	\$ 406,768	\$ 320,010	\$ 320,010		\$ 123,936	\$ (196,074)	-61.27%	
306								\$ -	\$ -	0.00%	
307								\$ -	\$ -	0.00%	
307	CAPITAL IMPROVEMENT FUND #301 - REET										
308	301-3083100	\$ 927,502	\$ 916,520	\$ 916,520	\$ 48,425	\$ 48,425		\$ 358,425	\$ 310,000	640.17%	
309	REVENUES								\$ -	0.00%	
309									\$ -	0.00%	
310	301-318-34-00	\$ 139,769	\$ 100,000	\$ 197,887	\$ 150,000	\$ 150,000	\$ 129,858	\$ 175,000	\$ 25,000	16.67%	
311	301-318-35-00	\$ 139,769	\$ 100,000	\$ 197,887	\$ 150,000	\$ 150,000	\$ 129,858	\$ 175,000	\$ 25,000	16.67%	
312	301-361-10-00	\$ 39,481	\$ 10,000	\$ 21,130	\$ 10,000	\$ 10,000	\$ 3,394	\$ 18,300	\$ 8,300	83.00%	
313		\$ 319,018	\$ 210,000	\$ 416,904	\$ 310,000	\$ 310,000	\$ 263,110	\$ 368,300	\$ 58,300	18.81%	
314								\$ -	\$ -	0.00%	
315	EXPENDITURES							\$ -	\$ -	0.00%	
316	301-597-00-00	\$ 330,000	\$ 1,285,000	\$ 1,285,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
317	301-597-00-00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	In 2024 - \$545,000 to 101 (replaces previous transfer of 545,000 from 001 to 101)
318		\$ 330,000	\$ 1,285,000	\$ 1,285,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
319	301-5083100	\$ 916,520	\$ (158,480)	\$ 48,425	\$ 358,425	\$ 358,425		\$ 726,725	\$ 368,300	102.76%	
333								\$ -	\$ -	0.00%	
334								\$ -	\$ -	0.00%	
334	CURRENT YEAR CAPITAL FUND 311 - UGC										
335	311-3085100	\$ 2,058,032	\$ 2,308,695	\$ 2,308,695	\$ 739,787	\$ 739,787		\$ 355,787	\$ (384,000)	-51.91%	
336	REVENUES								\$ -	0.00%	
337	311-361-10-00	\$ 110,601	\$ 30,000	\$ 103,089	\$ 17,000	\$ 17,000	\$ 22,528	\$ 12,800	\$ (4,200)	-24.71%	
338	311-385-00-00	\$ 207,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
339	311-385-00-10				\$ 289,000	\$ 289,000	\$ 289,371	\$ -	\$ (289,000)	-100.00%	Comcast obligation for 94th Project
340	311-397-00-00							\$ -	\$ -	0.00%	
341		\$ 317,731	\$ 30,000	\$ 103,089	\$ 306,000	\$ 306,000	\$ 311,899	\$ 12,800	\$ (293,200)	-95.82%	
342								\$ -	\$ -	0.00%	
343	EXPENDITURES							\$ -	\$ -	0.00%	
344	311-595-10-41			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
345	311-595-30-63	\$ 67,067	\$ 1,760,500	\$ 1,671,998	\$ 690,000	\$ 690,000	\$ 150,515	\$ -	\$ (690,000)	-100.00%	
346	311-595-70-63							\$ -	\$ -	0.00%	
347		\$ 67,067	\$ 1,760,500	\$ 1,671,998	\$ 690,000	\$ 690,000	\$ 150,515	\$ -	\$ (690,000)	-100.00%	
348	311-5083100	\$ 2,308,695	\$ 578,195	\$ 494,842	\$ 93,842	\$ 355,787		\$ 93,842	\$ (261,945)	-73.62%	
349	311-5085100			\$ 244,945	\$ 261,945			\$ 261,945	\$ 261,945	0.00%	

2026 PROPOSED BUDGET

Account Number	Account Title	2023 Actual	2024 AMENDED Budget	2024 Actual	FINAL 2025 Budget	AMENDED 2025 Budget	2025 Actual thru August	2026 Proposed Budget	2026 Increase\$	2026 Increase %	Comments
350									\$ -	0.00%	
351	STORMWATER FUND #401								\$ -	0.00%	
352	401-3085100 BEGINNING BALANCE	\$ 212,954	\$ 304,515	\$ 304,515	\$ 683,773	\$ 683,773		\$ 697,613	\$ 13,840	2.02%	
353	REVENUES								\$ -	0.00%	
354	401-337-00-70 GRANT KC			\$ 44,627	\$ 37,666	\$ 37,666		\$ -	\$ (37,666)	-100.00%	Grant confirmed at 37,666 not 26,000 as previous.
355	401-343-10-00 STORMWATER SYSTEM MAINTENANCE	\$ 52,815	\$ 53,960	\$ 54,435	\$ 53,960	\$ 53,960	\$ 30,180	\$ 53,960	\$ -	0.00%	Based on 38.06% of annual SW Fee of \$336/yr/residence
356	401-343-10-10 STORMWATER RESERVE FOR CAPITAL	\$ 85,953	\$ 87,830	\$ 88,590	\$ 87,830	\$ 87,830	\$ 49,116	\$ 87,830	\$ -	0.00%	Based on 61.94% of annual SW Fee of \$336/yr/residence
357	401-361-10-00 INVESTMENT INTEREST	\$ 14,306	\$ 6,500	\$ 40,420	\$ 15,000	\$ 15,000	\$ 19,815	\$ 23,900	\$ 8,900	59.33%	
358	401-337-00-70 GRANT KC		\$ -						\$ -	0.00%	
359	401-337-00-71 GRANT ('19 FOR STORM DRAINS)		\$ -						\$ -	0.00%	
360	401-369-40-00 JUDGEMENTS AND SETTLEMENTS			\$ 21,518					\$ -	0.00%	2024: Bellevue settlement on mismarked utilities
361	Subtotal before transfers	\$ 153,074	\$ 148,290	\$ 249,589	\$ 194,456	\$ 194,456	\$ 99,111	\$ 165,690	\$ (28,766)	-14.79%	
362	401-397-00-00 TRANSFER IN	\$ 90,000	\$ 740,000	\$ 740,000	\$ -	\$ -		\$ -	\$ -	0.00%	For S1 and S2 - from Fund 301 for 2024. No transfer for 2025.
363	Total Revenues	\$ 243,074	\$ 888,290	\$ 989,589	\$ 194,456	\$ 194,456	\$ 99,111	\$ 165,690	\$ (28,766)	-14.79%	
364									\$ -	0.00%	
365	EXPENDITURES								\$ -	0.00%	
366	401-531-40-10 SALARY - PW	\$ 17,598	\$ 17,723	\$ 17,782	\$ 30,432	\$ 30,432	\$ 22,978	\$ 84,239	\$ 53,807	176.81%	20% IL, 20% KH; 20% BR
367	401-531-40-21 PAYROLL TAXES - PW	\$ 1,938	\$ 1,950	\$ 1,993	\$ 2,739	\$ 2,739	\$ 2,303	\$ 7,961	\$ 5,222	190.67%	
368	401-531-40-22 BENEFITS - PW	\$ 2,263	\$ 2,450	\$ 2,342	\$ 10,003	\$ 10,003	\$ 3,543	\$ 8,028	\$ (1,975)	-19.74%	
369	401-531-40-23 RETIREMENT - PW	\$ 1,748	\$ 1,689	\$ 1,655	\$ 2,772	\$ 2,772	\$ 1,819	\$ 4,701	\$ 1,929	69.57%	
370	401-531-40-41 ENGINEERING SERVICES - GENERAL	\$ 986	\$ 10,000	\$ 915	\$ 10,000	\$ 10,000		\$ 10,000	\$ -	0.00%	
371	401-531-40-48 STORM DRAIN MAINTENANCE	\$ 20,712	\$ 30,000	\$ 38,450	\$ 33,000	\$ 33,000	\$ 71,533	\$ 40,000	\$ 7,000	21.21%	
372	401-531-67-41 STREET CLEANING	\$ 2,100	\$ 5,400	\$ 5,650	\$ 5,670	\$ 5,670	\$ 4,751	\$ 6,200	\$ 530	9.35%	
373	401-558-60-40 STORMWATER MANUAL				\$ 5,000	\$ 5,000			\$ (5,000)	-100.00%	Planner driven
374	Subtotal before Capital Improvements	\$ 47,346	\$ 69,212	\$ 68,786	\$ 99,616	\$ 99,616	\$ 106,927	\$ 161,129	\$ 61,513	61.75%	
375	401-594-31-40 STORMWATER CONSULT - ENGINEERING	\$ 24,507	\$ 60,000	\$ 29,839					\$ -	0.00%	
376	401-594-31-41 S-1 ENGR-4441 91st Ave NE FINAL DESIGN				\$ 58,000	\$ 58,000	\$ 9,853	\$ 50,000	\$ (8,000)	-13.79%	
377	401-594-31-60 STORMWATER CONSTRUCTION	\$ 79,660	\$ 740,000	\$ 511,706	\$ 23,000	\$ 23,000		\$ -	\$ (23,000)	-100.00%	2025 - UGC Project retainage
378	Total Expenditures	\$ 151,513	\$ 869,212	\$ 610,331	\$ 180,616	\$ 180,616	\$ 116,780	\$ 211,129	\$ 30,513	16.89%	
379	401-5085100 PROJECTED ENDING FUND BALANCE	\$ 304,515	\$ 323,593	\$ 683,773	\$ 697,613	\$ 697,613		\$ 652,174	\$ (45,439)	-6.51%	
380											
381	AGENCY REMITTANCE FUND #631- STATE REQUIRED PASS THROUGH ONLY										
382	631-3082100 BEGINNING BALANCE	\$ -	\$ -	\$ -							
383	REVENUES										
384	631-386-00-00 STATE PASS-THRU BY KIRKLAND CT	\$ 2,096		\$ 1,937			\$ 96				
385	631-389-30-00 STATE BUILDING CODE COUNCIL FEE	\$ 137		\$ 202			\$ 98				
386	Total Revenues	\$ 2,232	\$ -	\$ 2,138			\$ 193				
387											
388	EXPENDITURES										
389	631-586-00-00 STATE PASS-THRU BY KIRKLAND CT	\$ 2,096		\$ 1,937							
390	631-589-30-00 STATE BUILDING CODE COUNCIL FEE	\$ 137		\$ 202							
391	Total Expenditures	\$ 2,232	\$ -	\$ 2,138							pass through done annually
392	631-5082100 PROJECTED ENDING FUND BALANCE	\$ -									
393											
394	WETHERILL ENDOWMENT FUND #701 - RESTRICTED PRINCIPAL BY AGREEMENT										
395	701-3082100 BEGINNING FUND BALANCE	\$ 51,243	\$ 51,243	\$ 51,243	\$ 51,243	\$ 51,243		\$ 51,243			
396	REVENUES										
397	701-361-10-00 INVESTMENT INTEREST	\$ 2,615	\$ 1,300	\$ 2,739	\$ 2,200	\$ 2,200	\$ 1,482	\$ 2,200			Interest transfers to Fund 023 annually
398	Total Revenue	\$ 2,615	\$ 1,300	\$ 2,739	\$ 2,200	\$ 2,200	\$ 1,482	\$ 2,200			
399											
400	EXPENDITURES										
401	701-597-00-00 TRASFERS OUT	\$ 2,615	\$ 1,300	\$ 2,739	\$ 2,200	\$ 2,200	\$ -	\$ 2,200			
402	Total Expenditures	\$ 2,615	\$ 1,300	\$ 2,739	\$ 2,200	\$ 2,200	\$ -	\$ 2,200			
423											
424	Beginning balance	\$ 6,440,009	\$ 6,780,903	\$ 6,780,903	\$ 5,436,342	\$ 5,436,342	\$ 5,436,342	\$ 4,854,731			
425	revenues	\$ 3,285,841	\$ 3,635,135	\$ 4,654,743	\$ 3,605,625	\$ 3,755,625	\$ 2,662,475	\$ 3,823,802			
426	expenses	\$ 2,944,938	\$ 7,691,064	\$ 5,999,304	\$ 4,687,237	\$ 4,337,237	\$ 1,888,745	\$ 4,029,115			
427	Ending balance	\$ 6,780,903	\$ 2,724,974	\$ 5,436,342	\$ 4,354,730	\$ 4,854,730	\$ 6,210,072	\$ 4,649,418			
											9/4/2025

2026 PROPOSED BUDGET

Account Number	Account Title	2023 Actual	2024 AMENDED Budget	2024 Actual	FINAL 2025 Budget	AMENDED 2025 Budget	2025 Actual thru August	2026 Proposed Budget	2026 Increase\$	2026 Increase %	Comments