



**Town Council Regular Meeting**  
**Tuesday, March 10, 2026 @ 4:00 PM**  
Town Hall/Virtual  
4030 95th Avenue 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.*

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**Mayor:** Katy Kinney Harris

**Councilmembers:** Laurie Bugbee, Steve Bush, Greg Hanson, Chuck Porter, Brian Vanover

**Town Attorney:** Emily Romanenko

**Interim Clerk-Treasurer:** Tina Eggers

### **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 email [mayor@yarrowpointwa.gov](mailto:mayor@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](mailto:depclerk@yarrowpointwa.gov) or regular mail to: Town of Yarrow Point, 4030 95<sup>th</sup> Ave NE, Yarrow Point, WA 98004.

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

Virtual Zoom meeting call in:

1-253-215-8782

<https://us02web.zoom.us/j/85917473689?pwd=drQObx5aHtcvakjaNAXRSOE6bABorZ.1>

Phone Conference ID: 859 1747 3689

Passcode: 163585

1. **CALL TO ORDER:** Mayor Katy Kinney Harris
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Councilmembers Laurie Bugbee, Steve Bush, Greg Hanson, Chuck Porter, Brian Vanover; Mayor Harris
4. **APPROVAL OF/AMENDMENTS TO AGENDA**
5. **STAFF REPORTS (5 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 (2 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.

7.1 **Accounts**: March Payment Approval in the amount of \$366,884.97 plus Payroll in the amount of \$53,027.79 for a total of \$419,912.76.

7.2 **Approval of Minutes**: Council Regular Meeting of February 10, 2026

7.3 **Mayor's Appointment of Chris Coburn to the Park Commission, term expiring December 31, 2026**: Confirm Appointment

7.4 **Account Authorization and Designation for Town's Financial Depository**: Approval of Resolution No. 384

7.5 **Authorizing Investment of Town Funds in the Local Government Investment Pool (LGIP)**: Approval of Resolution No. 385

7.6 **A Regional Coalition for Housing, ARCH – 2026 Budget & Work Plan**: Approval of Resolution No. 386

7.7 **A Regional Coalition for Housing, ARCH – 2025 Housing Trust Fund**: Approval of Resolution No. 387

7.8 **A Regional Coalition for Housing, ARCH – Delegating Administrative Duties for Pre-2010 Projects**: Approval of Resolution No. 388

7.9 **Joint Defense Agreement with City of Medina**: Approval

7.10 **Private Property Tree Code Amendment, Removing Mailbox Pagoda Posting Requirement**: Adoption of Ordinance No. 784

7.11 **94th Ave NE Overlay King County Roads Update**: Approval of Payment

**8. REGULAR BUSINESS**

8.1 **91<sup>st</sup> Ave NE Stormwater Repairs – CIP No. 4 (15 minutes)**  
Approval of Contract

8.2 **Short-Term Rental Regulations (15 minutes)**  
Continued Discussion; Direct Administration

8.3 **Town Financial Discussion (60 minutes)**  
Continued Discussion; Direct Administration

**9. MAYOR'S REPORT/OLD BUSINESS (15 minutes)**

**10. COMMITTEE UPDATES**

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

12. **APPEARANCES/PUBLIC COMMENT (SECOND OPPORTUNITY)**

*Speakers will be allotted 3 minutes*

13. **EXECUTIVE SESSION (40 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).

8. **REGULAR BUSINESS - Continued**

8.4 **Police Services Contract Addendum**; Provide Direction

14. **ADJOURNMENT**

Next regular Town Council Meeting: April 14, 2026, at 4:00 pm.

STAFF REPORTS

1. Clyde Hill Police Report
  - March 2026
2. Bellevue Fire-EMS Reports
  - March 2026
3. Commission Minutes
  - February 17, 2026 Planning Commission Regular Meeting
  - February 24, 2026 Park Commission Regular Meeting *(Not available at this time.)*
4. Upcoming Commission Meetings
  - Planning Commission March 17, 2026
  - Parks Commission March 24, 2026

Date: March 4, 2026

To: Clyde Hill City Council

From: Kelly Busey, Interim Chief of Police

Re: February 2026 Highlights

We are still working with NorCom to try and produce a concise summary of law enforcement activity on a monthly (and yearly) basis. The data is housed in several different locations and we are attempting to define some of the reporting parameters before combining it into one report. We are hopeful of having this summary available next month.

Our efforts in the past two weeks have focused meeting the numerous state requirements to consider enacting a public safety sales tax and/or apply for a state grant to be used for criminal justice purposes. Since the introduction of this grant program, only one police agency in Washington State has met the requirements. Work continues toward this goal.

We have ordered one new patrol vehicle – a 2026 Ford Police Interceptor – and expect to receive it in late spring. Once on site, we will send the vehicle to our vehicle upfit vendor for installation of police equipment, such as lights, siren, and radio. This vehicle purchase is part of the normal cycling of patrol vehicles through the fleet.

On February 22<sup>nd</sup>, Clyde Hill Officers took a report of a package theft that had just occurred. The female suspect was captured on video as she removed three packages from a resident's porch. The suspect was also associated with a maroon Nissan Sentra.

Several days later, two Clyde Hill Officers overheard Medina PD Officers looking for a suspect in a vehicle prowling that had just occurred. The physical characteristics and the associated vehicle matched those of the package thief. Clyde Hill Officers responded to assist.

The vehicle was located and the suspect was detained. The 44-year old female was confirmed to be the suspect captured on video removing packages from the Clyde Hill residence (as well as the Medina vehicle prowling). She was booked into the King County Jail.

The Police Department applied for a WCIA grant to purchase eight sets of spike strips at a cost of approximately \$8500. If awarded, these devices will provide one more option for officers to help stop a vehicle pursuit. State law prescribes having alternatives to help end police pursuits. Each patrol vehicle would be equipped with spike strips and associated training will become part of our annual emergency vehicle operator training.



# MONTHLY LOG

February 2026

Call Date	Address	Call Type	Disposition
2/1/2026	2000BLK 98TH AVE NE	Walk Through	NN
2/1/2026	1700BLK 98TH AVE NE	Walk Through	NN
2/1/2026	8900BLK GROAT POINT DR	QA	SS,, OO
2/2/2026	8300BLK EB 520	T	TT
2/2/2026	9700BLK NE 14TH ST	Direct Patrol	KK
2/2/2026	8400BLK NE 17TH PL	Follow Up	LL
2/2/2026	8500BLK NE 24TH ST	TS-MDC	WW
2/2/2026	8800BLK POINTS DR NE	TS-MDC	WW
2/2/2026	3000BLK 92ND AVE NE	TS-MDC	WW
2/2/2026	2300BLK 140TH AVE NE	Burglary	AA,, XX, XX, XX, XX, 8, RR, OO, XX, 8, XX, XX, XX, AA, AA
2/2/2026	9000BLK NE 47TH ST	QA	OO, WW
2/3/2026	2700BLK84TH AVE NE	T	WW
2/3/2026	9600BLK NE 24TH ST	Follow Up	SS
2/3/2026	9100BLK POINTS DR NE	T	TT
2/3/2026	9500BLK NE POINTS DR	Fire Assist	SS
2/3/2026	2900BLK 96TH AVE NE	Contact of a Person	SS
2/3/2026	9000BLK NE 47TH ST	Area Check	GG
2/4/2026	1700BLK 98TH AVE NE	Walk Through	KK
2/4/2026	2400BLK 84TH AVE NE	TS-MDC	NN
2/4/2026	POINTS DR NE / 92ND AVE NE	TS-MDC	TT
2/4/2026	2300BLK 92ND AVE NE	TS-MDC	TT
2/4/2026	8800BLK POINTS DR NE	Alarm	OO, MM
2/5/2026	1700BLK 98TH AVE NE	Walk Through	KK
2/5/2026	8800BLK POINTS DR NE	Follow Up	LL
2/5/2026	9600BLK NE 24TH ST	Assist	SS
2/6/2026	8900BLK NE 34TH ST	Traffic General	SS
2/6/2026	4400BLK 94TH AVE NE	Traffic Abandon	SS

2/6/2026	9800BLK NE 20TH ST	T	WW
2/6/2026	9000BLK NE 39TH PL	Harassment	RR
2/6/2026	1400BLK 88TH AVE NE	E911 - Phase 2	GG
2/6/2026	2400BLK 92ND AVE NE	TS-MDC	WW
2/6/2026	9700BLK NE 24TH ST	T	WW
2/6/2026	9100BLK POINTS DR NE	TS-MDC	WW
2/6/2026	3200BLK 92ND AVE NE	Contact of a Person	KK
2/6/2026	2800BLK 92ND AVE NE	TS-MDC	TT
2/6/2026	9200BLK LAUREL LN	TS-MDC	WW
2/6/2026	1000BLK SUNSET WAY	TS-MDC	TT, AA
2/6/2026	8200BLK NE 12TH ST	Contact of a Person	XX
2/6/2026	2000BLK 84TH AVE NE	TS-MDC	WW
2/7/2026	9300BLK WB 520 RAMP	T	WW
2/7/2026	3400BLK 92ND AVE NE	Direct Patrol	NN
2/7/2026	9100BLK NE 20TH ST	Noise Complaint	NN
2/7/2026	9000BLK POINTS DR NE	T	WW
2/7/2026	9800BLK NE 24TH ST	TS-MDC	TT
2/7/2026	9200BLK EB 520 RAMP	TS-MDC	WW
2/7/2026	2400BLK 84TH AVE NE	TS-MDC	TT
2/7/2026	1900BLK 92ND AVE NE	TS-MDC	WW
2/7/2026	9800BLK NE 33RD ST	QA	CC, XX, XX, XX, SS, XX
2/8/2026	2800BLK 92ND AVE NE	TS-MDC	WW
2/8/2026	1800BLK 84TH AVE NE	T	WW
2/8/2026	9100BLK WB 520	Direct Patrol	NN
2/8/2026	1400BLK 86TH AVE NE	Animal	SS
2/8/2026	2000BLK 92ND AVE NE	T	WW
2/8/2026	2900BLK 118TH AVE SE	Area Check	CC, 8, CC, 8, OO, XX, CC, 8, XX, XX, SS, FF
2/8/2026	8400BLK NE 12TH ST	Warrants	XX, AA
2/9/2026	9600BLK NE 14TH ST	Walk Through	KK
2/9/2026	1300BLK 92ND AVE NE	QA	SS
2/9/2026	1700BLK 98TH AVE NE	Walk Through	NN
2/9/2026	8600BLK NE 24TH ST	TS-MDC	WW
2/9/2026	1400BLK 92ND AVE NE	Assist	SS
2/9/2026	9600BLK NE 24TH ST	Assist	SS

2/10/2026	3000BLK 92ND PL NE	TS-MDC	TT
2/10/2026	2800BLK 92ND AVE NE	TS-MDC	TT
2/10/2026	3100BLK 92ND AVE NE	TS-MDC	TT
2/10/2026	8200BLK NE 24TH ST	TS-MDC	WW
2/10/2026	3000BLK 92ND AVE NE	TS-MDC	TT
2/10/2026	3100BLK 92ND AVE NE	QA	GG, SS
2/10/2026	2600BLK 92ND AVE NE	T	TT
2/11/2026	NE 32ND ST / EVERGREEN POINT RD	Suicide	OO, RR
2/11/2026	9200BLK NE 24TH ST	T	WW
2/11/2026	9000BLK POINTS DR NE	T	TT
2/11/2026	2000BLK 84TH AVE NE	T	TT
2/11/2026	92ND AVE NE / NE 24TH ST	Fire Assist	SS
2/11/2026	2500BLK 88TH AVE NE	Civil	XX, SS
2/11/2026	2200BLK 96TH AVE NE	Traffic Abandon	NN
2/11/2026	2500BLK 86TH AVE NE	Area Check	GG
2/11/2026	SE 1ST ST / 116TH AVE SE	DV	AA,, XX, CC, 8, XX, XX, XX, XX, 8, XX, XX, RR, XX, XX, XX
2/11/2026	3800BLK 92ND AVE NE	QA	SS
2/11/2026	2300BLK 88TH PL NE	QA	SS
2/11/2026	100BLK 2ND ST S	QA	GG,, XX, XX, XX, XX, XX
2/12/2026	2500BLK MEDINA CIR	Alarm	MM
2/12/2026	2700BLK 84TH AVE NE	Direct Patrol	SS
2/12/2026	9400BLK NE 14TH ST	Direct Patrol	SS
2/12/2026	400BLK UPLAND RD	Alarm	XX, MM
2/12/2026	3300BLK 92ND AVE NE	Traffic General	NN
2/12/2026	2800BLK 92ND AVE NE	TS-MDC	TT
2/12/2026	9800BLK NE 24TH ST	TS-MDC	TT
2/12/2026	3200BLK 92ND AVE NE	Direct Patrol	NN
2/12/2026	96TH AVE NE / NE 35TH PL	Community Policing	SS
2/12/2026	9800BLK NE 24TH ST	T	WW
2/12/2026	9800BLK NE 24TH ST	TS-MDC	WW
2/12/2026	2300BLK 98TH AVE NE	TS-MDC	TT
2/12/2026	3000BLK 92ND AVE NE	TS-MDC	TT
2/12/2026	8400BLK NE 20TH ST	Theft	RR
2/13/2026	9400BLK NE 14TH ST	Area Check	OO, GG

2/13/2026	1700BLK 98TH AVE NE	Walk Through	KK
2/13/2026	9400BLK POINTS DR NE	Traffic General	SS
2/13/2026	3900BLK 92ND AVE NE	Assist	SS
2/13/2026	9400BLK NE 24TH ST	TS-MDC	WW
2/13/2026	3000BLK 92ND AVE NE	TS-MDC	WW
2/13/2026	2800BLK 92ND AVE NE	TS-MDC	WW
2/13/2026	1700BLK 94TH AVE NE	Alarm	MM
2/13/2026	2700BLK 84TH AVE NE	Behavioral Health	OO
2/13/2026	9700BLK NE 13TH ST	Follow Up	SS
2/14/2026	1700BLK 98TH AVE NE	Walk Through	NN
2/14/2026	3000BLK 92ND AVE NE	TS-MDC	WW, TT
2/14/2026	3100BLK EVERGREEN POINT RD	Assist	XX, RR
2/14/2026	3300BLK 92ND AVE NE	TS-MDC	TT
2/14/2026	2700BLK 84TH AVE NE	TA	XX, XX, XX, XX, 8, XX, 8, OO, OO, RR
2/14/2026	2800BLK EVERGREEN POINT RD	Behavioral Health	RR,, OO, XX
2/15/2026	2000BLK 98TH AVE NE	Walk Through	KK
2/15/2026	9100BLK NE 14TH ST	Prowler	SS
2/15/2026	1400BLK 92ND AVE NE	OV-Don't Voice ADD	KK
2/15/2026	9000BLK NE 17TH ST	OV-Don't Voice ADD	NN
2/15/2026	8900BLK NE 19TH ST	OV-Don't Voice ADD	NN
2/15/2026	9600BLK NE 31ST ST	OV-Don't Voice ADD	NN
2/15/2026	9100BLK NE 24TH ST	TS-MDC	TT
2/15/2026	2600BLK 86TH AVE NE	OV-Don't Voice ADD	NN
2/15/2026	9300BLK NE 40TH ST	OV-Don't Voice ADD	NN
2/15/2026	9600BLK NE 24TH ST	Weapons Complaint	OO, SS
2/15/2026	9200BLK WB 520	TA	OO
2/15/2026	3100BLK 92ND AVE NE	TS-MDC	TT
2/15/2026	1300BLK 92ND AVE NE	Assist	SS
2/15/2026	9000BLK NE 47TH ST	Alarm	MM
2/16/2026	8300BLK NE 24TH ST	T	TT
2/16/2026	3600BLK 92ND AVE NE	Traffic Abandon	NN
2/16/2026	2700BLK 84TH AVE NE	Contact of a Person	SS
2/16/2026	2700BLK 84TH AVE NE	T	WW
2/16/2026	92ND AVE NE / POINTS DR NE	Traffic General	XX, SS

2/16/2026	9500BLK NE 24TH ST	TS-MDC	TT
2/16/2026	9600BLK NE 24TH ST	Assist	CC, SS
2/16/2026	2600BLK 92ND AVE NE	TS-MDC	WW
2/16/2026	9200BLK EB 520 RAMP	TS-MDC	TT
2/16/2026	3000BLK 92ND PL NE	TS-MDC	TT
2/17/2026	1500BLK 85TH AVE NE	TS-MDC	RR,, XX
2/17/2026	3600BLK 92ND AVE NE	Traffic Abandon	WW
2/17/2026	2800 BLK 92ND AVE NE	TS-MDC	WW
2/17/2026	8300BLK NE 24TH ST	TS-MDC	WW
2/17/2026	8800BLK POINTS DR NE	T	TT
2/17/2026	9700BLK NE 24TH ST	T	TT
2/17/2026	9600BLK NE 24TH ST	Assist	SS
2/17/2026	900BLK 88TH AVE NE	TS-MDC	TT
2/17/2026	3200BLK 92ND AVE NE	QA	OO
2/17/2026	8400BLK NE 17TH PL	Follow Up	LL
2/17/2026	8200BLK NE 24TH ST	TS-MDC	WW
2/17/2026	2000BLK 98TH AVE NE	Walk Through	KK
2/17/2026	9200BLK NE 40TH ST	Theft	RR
2/18/2026	2700BLK 84TH AVE NE	Direct Patrol	SS
2/18/2026	2000BLK 84TH AVE NE	TS-MDC	WW
2/18/2026	1700BLK 98TH AVE NE	Walk Through	KK
2/18/2026	2300BLK 92ND AVE NE	TS-MDC	TT
2/18/2026	900BLK 92ND AVE NE	TS-MDC	TT
2/18/2026	1000BLK 92ND AVE NE	TS-MDC	WW
2/18/2026	8400BLK NE 21ST PL	QA	SS
2/18/2026	9400BLK NE 25TH ST	Assist	SS
2/18/2026	8400BLK NE 12TH ST	Warrants	XX, OO, RR, TT, AA
2/19/2026	1700BLK 98TH AVE NE	Walk Through	KK
2/19/2026	8800BLK POINTS DR NE	TS-MDC	TT
2/19/2026	9100BLK NE 28TH ST	TS-MDC	TT
2/19/2026	1100BLK 92ND AVE NE	TS-MDC	TT
2/19/2026	8800BLK POINTS DR NE	Alarm	MM
2/19/2026	9000BLK NE 40TH PL	Assist	OO, SS
2/20/2026	8800BLK POINTS DR NE	Follow Up	SS

2/20/2026	3600BLK 92ND AVE NE	Traffic Abandon	RR
2/20/2026	8700BLK NE 28TH ST	T	TT
2/20/2026	8300BLK NE 24TH ST	T	WW
2/20/2026	9300BLK EB 520 RAMP	T	WW
2/20/2026	9200BLK EB 520 RAMP	T	WW
2/20/2026	3200BLK 92ND AVE NE	Direct Patrol	NN
2/20/2026	1200BLK 84TH AVE NE	TS-MDC	WW
2/20/2026	1300BLK 84TH AVE NE	TS-MDC	WW
2/20/2026	1300BLK 85TH AVE NE	TS-MDC	WW
2/20/2026	8800BLK POINTS DR NE	Alarm	SS, MM
2/20/2026	9100BLK NE 24TH ST	TS-MDC	TT
2/21/2026	8400BLK HUNTS POINT LN	TS-MDC	WW, 2, XX
2/21/2026	2700BLK 84TH AVE NE	TS-MDC	WW
2/21/2026	3600BLK LAKE WASHINGTON BLVD NE	TS-MDC	WW, 1, XX
2/21/2026	1200BLK 84TH AVE NE	TS-MDC	XX, WW, 1
2/21/2026	8800BLK POINTS DR NE	TS-MDC	WW
2/21/2026	2000BLK 84TH AVE NE	T	TT
2/21/2026	8500BLK NE 27TH PL	Alarm	MM
2/21/2026	8500BLK NE 28TH ST	TS-MDC	WW
2/21/2026	8500BLK NE 28TH ST	T	TT
2/21/2026	2800BLK 92ND AVE NE	T	WW
2/21/2026	9300BLK EB 520 RAMP	T	WW
2/21/2026	3000BLK 92ND AVE NE	TS-MDC	TT
2/21/2026	3400BLK 92ND AVE NE	TS-MDC	TT
2/21/2026	2000BLK 98TH AVE NE	Direct Patrol	SS
2/21/2026	9400BLK NE 14TH ST	Direct Patrol	SS
2/21/2026	2800BLK 92ND AVE NE	Traffic General	SS
2/21/2026	2800BLK 93RD AVE NE	Traffic General	SS
2/21/2026	1200BLK 84TH AVE NE	TS-MDC	WW
2/22/2026	4000BLK 95TH AVE NE	Contact of a Person	SS
2/22/2026	1200BLK 84TH AVE NE	TS-MDC	WW
2/22/2026	1200BLK 84TH AVE NE	TS-MDC	WW
2/22/2026	2700BLK 84TH AVE NE	TS-MDC	TT, 2, XX
2/22/2026	1700BLK 98TH AVE NE	Direct Patrol	NN

2/22/2026	9200BLK NE 24TH ST	T	WW
2/22/2026	2400BLK 94TH AVE NE	TS-MDC	WW
2/22/2026	9300BLK EB 520 RAMP	TS-MDC	TT
2/22/2026	9200BLK POINTS DR NE	T	WW
2/22/2026	9000BLK NE 28TH ST	Theft	RR
2/22/2026	2000BLK 89TH AVE NE	QA	OO,, OO, UU
2/22/2026	9000BLK NE 28TH ST	Follow Up	LL
2/22/2026	10100BLK NE 24TH ST	TS-MDC	WW
2/22/2026	2700BLK 84TH AVE NE	Direct Patrol	SS
2/22/2026	3200BLK 92ND AVE NE	Direct Patrol	SS
2/23/2026	900BLK 167TH AVE NE	Missing Juvenile	XX, 8, OO, XX, XX, 8, XX, XX, 8, XX, XX, XX, XX, 8, RR, RR, XX
2/23/2026	1700BLK 98TH AVE NE	Walk Through	KK
2/23/2026	9600BLK NE 24TH ST	Follow Up	CC
2/23/2026	NE 24TH ST / 96TH AVE NE	Area Check	GG
2/23/2026	3800BLK 94TH AVE NE	Contact of a Person	SS
2/23/2026	8600BLK NE 19TH PL	Follow Up	SS
2/23/2026	8600BLK NE 19TH PL	Follow Up	LL
2/23/2026	9100BLK NE 32ND ST	TS-MDC	TT
2/23/2026	2200BLK 86TH AVE NE	Noise Complaint	SS
2/24/2026	1700BLK 92ND AVE NE	Follow Up	SS
2/24/2026	8800BLK NE 14TH ST	Contact of a Person	XX, NN
2/24/2026	8600BLK NE 19TH PL	OV-Don't Voice ADD	NN
2/24/2026	8600BLK NE 24TH ST	TS-MDC	WW
2/24/2026	8600BLK NE 19TH PL	Follow Up	LL
2/24/2026	1700BLK 98TH AVE NE	Community Policing	KK
2/24/2026	1700BLK 92ND AVE NE	OV-Don't Voice ADD	NN
2/25/2026	9600BLK NE 24TH ST	T	WW
2/25/2026	8300BLK NE 24TH ST	T	TT
2/25/2026	9600BLK NE 24TH ST	T	WW
2/25/2026	1200BLK 84TH AVE NE	TS-MDC	TT
2/25/2026	10600BLK NE 68TH ST	Missing Adult	RR,, XX, XX, XX, XX, XX, RR, RR, XX, XX
2/25/2026	9600BLK NE 35TH PL	Follow Up	RR
2/25/2026	9600BLK NE 24TH ST	Assist	OO
2/25/2026	1600BLK 92ND AVE NE	Welfare Check	XX, OO

2/25/2026	1600BLK 92ND AVE NE	Follow Up	OO
2/26/2026	2400BLK 96TH AVE NE	Contact of a Person	SS
2/26/2026	9500BLK NE 24TH ST	T	WW
2/26/2026	3200BLK 92ND AVE NE	Traffic General	NN
2/26/2026	8500BLK NE 28TH ST	T	WW
2/26/2026	2000BLK 84TH AVE NE	TS-MDC	WW
2/26/2026	9500BLK NE 24TH ST	School Zone	SS
2/26/2026	9600BLK NE 24TH ST	T	WW
2/26/2026	3900BLK 92ND AVE NE	T	TT,, TT
2/26/2026	9600BLK NE 24TH ST	Fraud	RR
2/26/2026	3800BLK 82ND AVE SE	Missing Adult	SS,, XX
2/26/2026	1100BLK 84TH AVE NE	Behavioral Health	RR,, CC, XX, XX, XX
2/27/2026	14100BLK SE 10TH ST	Disturbance	XX, 8, XX, 8, XX, XX, 8, XX, 8, RR, XX, XX, XX, XX, RR
2/27/2026	1700BLK 98TH AVE NE	Walk Through	KK
2/27/2026	9500BLK NE 24TH ST	School Zone	NN
2/27/2026	9400BLK NE 25TH ST	Alarm	MM
2/27/2026	3200BLK EVERGREEN POINT RD	MV Prowl	AA,, XX, XX, OO, RR
2/28/2026	1700BLK 98TH AVE NE	Walk Through	NN
2/28/2026	2000BLK 98TH AVE NE	Juvenile	OO,, SS
2/28/2026	9200BLK NE 25TH ST	QA	SS
2/28/2026	1700BLK 84TH AVE NE	Traffic General	II,, OO, SS
2/28/2026	9600BLK NE 27TH ST	QA	OO, GG, SS

## POLICE CLEARING CODES

### Clearing a CFS with Multiple Codes/Dispositions

Code	Meaning
AA	Arrests
CC	Cancelled
EE	Emotional
FF	Field Investigation Report

GG	Gone on Arrival
HH	Unhoused Community Members
II	Information Only
JJ	Justified Alarm
KK	Community Policing
LL	Follow Up
MM	False Alarm
NN	No Police Action
OO	Refer to Outside Agency
PP	Protection Order
RR	Report Taken
SS	Assistance Rendered
TT	Ticket Issued
UU	Unfounded
VV	3rd Party Report
WW	Warning
XX	Assist to Other Unit
ZZ	No Units Available

Filter statement

Filters **Incident onset** Last Month | **Incident status** Locked, Draft, InReview | **Location city** Yarrow Point

# Incident Types (NERIS)

Count of Incidents

Count of Incidents  
**5**  
Count of Exposures **0**

Count of Medical Incidents (Primar...

Count of EMS Calls  
**3**  
Percent of EMS Calls **60.00%**

Count of Fire Incidents (Primary Co...

Count of Fire Calls  
**0**  
Percent of Fire Calls **0%**

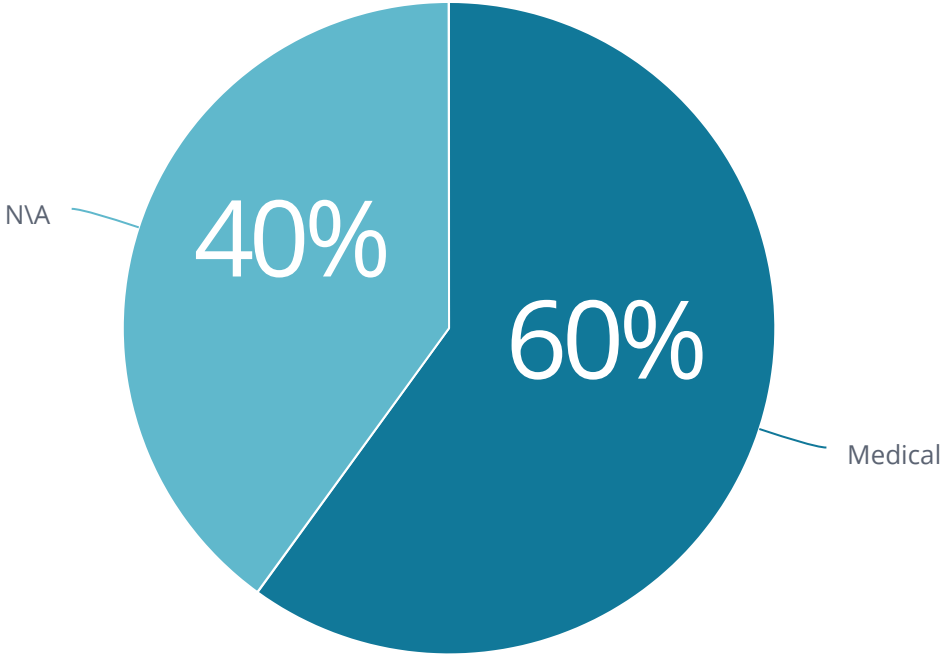
Count of Other Incidents (Primary ...

Count of Other Calls  
**2**  
Percent of Other Calls **40.00%**

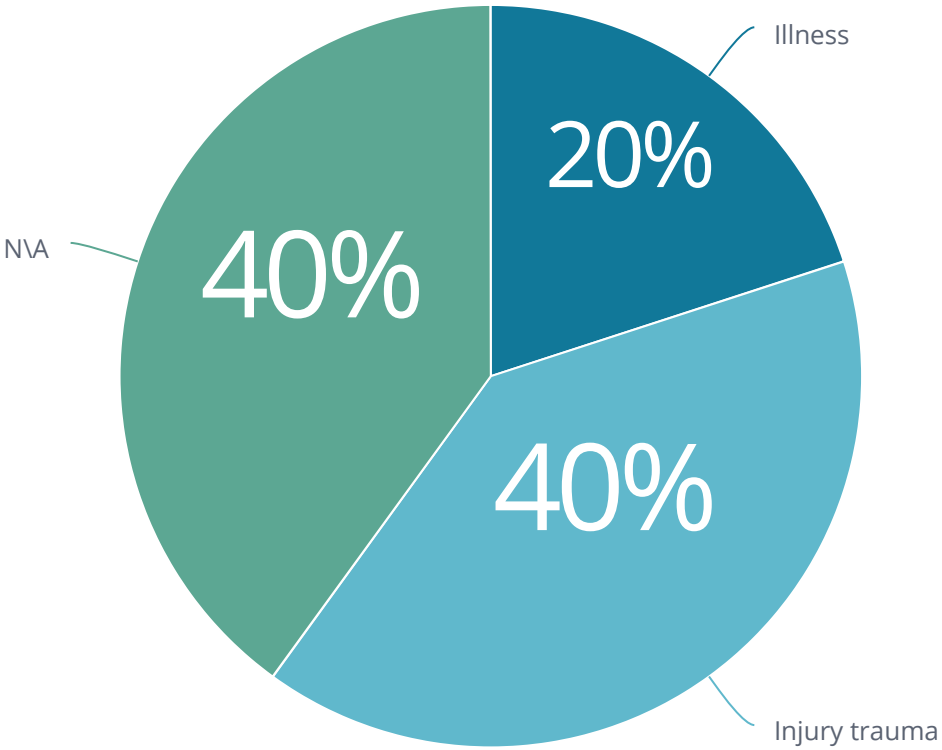
Filter statement

Filters **Incident onset** Last Month | **Incident status** Locked, Draft, InReview | **Location city** Yarrow Point

Primary Incident Type by Category



Primary Incident Types by Subcategory



Filter statement

Filters **Incident onset** Last Month | **Incident status** Locked, Draft, InReview | **Location city** Yarrow Point

Count of Fire Incidents

Filter statement

Filters **Incident onset** Last Month | **Incident status** Locked, Draft, InReview | **Location city** Yarrow Point

Primary Incident Types (by month)

Primary Incident Type	Incidents	
	02/2026	Grand Total
Fall	1	1
Nausea / Vomiting	1	1
Poisoning	1	1
N/A	2	2
<b>Grand Total</b>	<b>5</b>	<b>5</b>

Additional Incident Types (by month)



**TOWN OF YARROW POINT  
TOWN PLANNING COMMISSION REGULAR MEETING  
February 17, 2026  
6:00 p.m.**

The Town Planning Commission of the Town of Yarrow Point, Washington met in regular session on Tuesday, February 17, 2025, at 6:00 p.m. in the Council Chambers of Town Hall.

**PLANNING COMMISSION PRESENT:** Commissioners, Carl Hellings, Maureen Bector, Lee Sims a

**PLANNING COMMISSION ABSENT:** David Feller, Debi Mishra

**STAFF PRESENT:** Planner Aleksandr Romanenko

**1. CALL TO ORDER**

Chair Hellings called the Planning Commission meeting to order at 6:02 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. APPROVAL OF AGENDA**

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

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

**5. APPROVAL OF THE MINUTES**

- January 20, 2025, Regular Planning Commission Meeting

**MOTION:** Motion by Commissioner Sims, seconded by Commissioner Bector to approve the January 20, 2026, Planning Commission minutes as presented.

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

**6. STAFF REPORTS**

Planner Romanenko provided a staff report.

**7. PUBLIC COMMENT**

None

**8. REGULAR BUSINESS**

**8.1 – Vacant Housing**

Planner discussed examples of vacant housing regulations. The Commission discussed.

**9. PUBLIC COMMENT**

Public comments provided by residents.

**10. ADJOURNMENT**

**MOTION:** Motion by Commissioner Bector, seconded by Commissioner Hellings to adjourn the meeting at 7:15 p.m.

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

\_\_\_\_\_  
Carl Hellings, Chair

\_\_\_\_\_  
Attest: Aleksandr Romanenko, Town Planner

DRAFT

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
<b>AA Asphaltting LLC</b>						
309	AA Asphaltting LLC	169679	Roadway Crack Filing	03/03/2026	14,625.00	14,625.00
Total AA Asphaltting LLC:					14,625.00	
<b>Banner Bank</b>						
700	Banner Bank	02152026	Constant Contact	02/15/2026	109.30	4,219.68
700	Banner Bank	02152026	AWS, MSFT, ETC	02/15/2026	597.95	4,219.68
700	Banner Bank	02152026	Phone, Internet, Fax	02/15/2026	379.77	4,219.68
Total Banner Bank:					1,087.02	
<b>Casa Bonita Home Care, Inc.</b>						
519	Casa Bonita Home Care, Inc.	218854	TOWNHALL JANITORIAL FEB 2026	02/09/2026	168.00	504.00
Total Casa Bonita Home Care, Inc.:					168.00	
<b>CASELLE, INC.</b>						
1300	CASELLE, INC.	INV-16915	Maintenance and Support MAR 2026	03/03/2026	937.30	2,811.05
Total CASELLE, INC.:					937.30	
<b>Citi Cards</b>						
558	Citi Cards	03/03/2026	SCA Networking Event	03/03/2026	55.00	6,869.60
558	Citi Cards	03/03/2026	Council meal	03/03/2026	232.45	6,869.60
558	Citi Cards	03/03/2026	Supplies	03/03/2026	7.61	6,869.60
558	Citi Cards	03/03/2026	Sport Court Net Ratchet Replacement	03/03/2026	160.76	6,869.60
558	Citi Cards	03/03/2026	Prunner Part	03/03/2026	34.24	6,869.60
558	Citi Cards	03/03/2026	Mower	03/03/2026	372.66	6,869.60
558	Citi Cards	03/03/2026	Lift Gate Fee	03/03/2026	56.35	6,869.60
558	Citi Cards	03/03/2026	Various Renewals	03/03/2026	498.36	6,869.60
Total Citi Cards:					1,417.43	
<b>CITY OF BELLEVUE</b>						
212	CITY OF BELLEVUE	02242026	Water Acct 2001730	02/24/2026	90.63	1,387.14
212	CITY OF BELLEVUE	02242026	Water Acct 2015237	02/24/2026	89.36	1,387.14
212	CITY OF BELLEVUE	02242026	Water Acct 2035062	02/24/2026	89.36	1,387.14
212	CITY OF BELLEVUE	02242026	Water-Sewer Acct 2011156	02/24/2026	351.93	1,387.14
Total CITY OF BELLEVUE:					621.28	
<b>City of Bellevue Finance and Asset Mgmt</b>						
48	City of Bellevue Finance and Asse	55193	ARCH Annual Contributions	02/25/2026	4,758.00	4,758.00
Total City of Bellevue Finance and Asset Mgmt:					4,758.00	
<b>CITY OF CLYDE HILL</b>						
10	CITY OF CLYDE HILL	2026-02	Police Contract - 1st Qtr 2026	02/17/2026	164,854.25	176,259.82
10	CITY OF CLYDE HILL	2026-02	Criminal Justice - 4th Qrt 2025	02/17/2026	11,405.57	176,259.82

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
Total CITY OF CLYDE HILL:					176,259.82	
<b>Crisp Imaging</b>						
256	Crisp Imaging	INVB-94809	Construction Signage	03/04/2026	881.17	881.17
Total Crisp Imaging:					881.17	
<b>CRYSTAL AND SIERRA SPRINGS</b>						
1046	CRYSTAL AND SIERRA SPRING	6003444 02072	Monthly Invoice	02/07/2026	104.06	277.65
Total CRYSTAL AND SIERRA SPRINGS:					104.06	
<b>Eickhorst, Reid &amp; Stephanie</b>						
563	Eickhorst, Reid & Stephanie	SD-02252026	Release of Deposit/Bond	02/25/2026	3,750.00	4,250.00
Total Eickhorst, Reid & Stephanie:					3,750.00	
<b>Gaylynn Brien</b>						
1151	Gaylynn Brien	898	Sales Tax reports	02/28/2026	110.30	220.60
Total Gaylynn Brien:					110.30	
<b>Harris, Katy K</b>						
459	Harris, Katy K	02172026	Reimburse mileage to Olympia	02/17/2026	226.20	653.25
459	Harris, Katy K	02182026	Reimburse cell phone - FEB 2026	02/18/2026	39.92	653.25
Total Harris, Katy K:					266.12	
<b>Iron Creek Construction LLC</b>						
1295	Iron Creek Construction LLC	468	Catch Basin Repair	03/03/2026	6,000.00	6,000.00
Total Iron Creek Construction LLC:					6,000.00	
<b>ISOOutsource</b>						
1301	ISOOutsource	CW321684	Emergency IS repair (remote)	02/25/2026	996.47	4,769.25
1301	ISOOutsource	CW322082	Monthly Vulnerability Mgmt	02/25/2026	110.40	4,769.25
1301	ISOOutsource	CW322640	IT support services	02/28/2026	510.05	4,769.25
Total ISOOutsource:					1,616.92	
<b>James Bugbee</b>						
545	James Bugbee	03032026	Reimburse for Clean-up Day Expenses	03/03/2026	488.45	488.45
Total James Bugbee:					488.45	
<b>King County Finance</b>						
603	King County Finance	147989-14798	Award 121478/NE 37th Overlay	01/31/2026	120,108.70	125,371.11
603	King County Finance	2026-FIRSTHA	Tax Parcel #192505-9003-03	02/25/2026	20.76	125,371.11
603	King County Finance	2026-FIRSTHA	Tax Parcel #192505-9022-00	02/25/2026	27.02	125,371.11
603	King County Finance	2026-FIRSTHA	Tax Parcel #192505-9050-05	02/25/2026	23.47	125,371.11
603	King County Finance	2026-FIRSTHA	Tax Parcel #192505-9050-01	02/25/2026	20.79	125,371.11
603	King County Finance	2026-FIRSTHA	Tax Parcel #980870-0725-04	02/25/2026	26.40	125,371.11
603	King County Finance	2170834	2025 VOTER REGISTRATION	02/06/2026	5,143.97	125,371.11
454	King County Finance	2170939	4th Qtr 2025 2% liquor profits and excise tax	02/17/2026	76.14	157.51

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
Total King County Finance:					125,447.25	
<b>Klean Lots</b>						
538	Klean Lots	4024	Street Cleaning - Feb 2026	02/01/2026	515.00	3,090.00
538	Klean Lots	4024	Street Cleaning - Feb 2026	02/01/2026	515.00	3,090.00
538	Klean Lots	4134	Street Cleaning - Mar 2026	03/01/2026	515.00	3,090.00
538	Klean Lots	4134	Street Cleaning - Mar 2026	03/01/2026	515.00	3,090.00
Total Klean Lots:					2,060.00	
<b>MUNICIPAL SERVICES LLC</b>						
350	MUNICIPAL SERVICES LLC	FEB2026	Building Permit Inspections	03/03/2026	916.70	29,246.78
350	MUNICIPAL SERVICES LLC	FEB2026	Plan Review	03/03/2026	1,612.50	29,246.78
350	MUNICIPAL SERVICES LLC	FEB2026	Code Enforcement	03/03/2026	116.85	29,246.78
350	MUNICIPAL SERVICES LLC	FEB2026	Plumbing Permits Inspections	03/03/2026	3,831.70	29,246.78
350	MUNICIPAL SERVICES LLC	FEB2026	General Administration	03/03/2026	225.00	29,246.78
Total MUNICIPAL SERVICES LLC:					6,702.75	
<b>NORTHWEST CIVIL SOLUTIONS</b>						
450	NORTHWEST CIVIL SOLUTIONS	FEB2026	General Admin.	03/02/2026	82.50	13,300.00
450	NORTHWEST CIVIL SOLUTIONS	FEB2026	Pre Apps	03/02/2026	165.00	13,300.00
450	NORTHWEST CIVIL SOLUTIONS	FEB2026	Plan Review - BLA	03/02/2026	165.00	13,300.00
450	NORTHWEST CIVIL SOLUTIONS	FEB2026	Permit Review/Inspections	03/02/2026	1,113.75	13,300.00
450	NORTHWEST CIVIL SOLUTIONS	FEB2026	General Admin.	03/02/2026	577.50	13,300.00
450	NORTHWEST CIVIL SOLUTIONS	FEB2026	General Admin - Deputy Clerk Coverage	03/02/2026	187.50	13,300.00
450	NORTHWEST CIVIL SOLUTIONS	FEB2026	Plan Review - SDP	03/02/2026	866.25	13,300.00
Total NORTHWEST CIVIL SOLUTIONS:					3,157.50	
<b>Ogden Murphy Wallace</b>						
1390	Ogden Murphy Wallace	924256	Clerk/Treasurer	02/17/2026	473.90	12,354.50
1390	Ogden Murphy Wallace	924256	Contracts	02/17/2026	106.80	12,354.50
1390	Ogden Murphy Wallace	924256	Council	02/17/2026	2,349.60	12,354.50
1390	Ogden Murphy Wallace	924256	Land Use	02/17/2026	1,014.10	12,354.50
1390	Ogden Murphy Wallace	924256	Mayor/Executive	02/17/2026	890.00	12,354.50
1390	Ogden Murphy Wallace	924256	Code Enforcement	02/17/2026	462.80	12,354.50
1390	Ogden Murphy Wallace	924256	WSDOT Lid	02/17/2026	747.60	12,354.50
1390	Ogden Murphy Wallace	924256	Personnel	02/17/2026	320.40	12,354.50
1390	Ogden Murphy Wallace	924256	Less Discount	02/17/2026	75.00	12,354.50
Total Ogden Murphy Wallace:					6,290.20	
<b>PUGET SOUND ENERGY</b>						
604	PUGET SOUND ENERGY	MAR2026	Town Hall	02/19/2026	420.11	4,576.33
604	PUGET SOUND ENERGY	MAR2026	Street Lights	02/19/2026	1,107.00	4,576.33
Total PUGET SOUND ENERGY:					1,527.11	
<b>SBN Planning LLC</b>						
154	SBN Planning LLC	YP-043	Building Permits	03/04/2026	665.63	22,725.80
154	SBN Planning LLC	YP-043	Boundary Line Adjustment	03/04/2026	177.50	22,725.80
154	SBN Planning LLC	YP-043	Pre-applications	03/04/2026	355.00	22,725.80
154	SBN Planning LLC	YP-043	General Administration	03/04/2026	5,055.89	22,725.80
154	SBN Planning LLC	YP-043	Shoreline Exemptions	03/04/2026	310.62	22,725.80
154	SBN Planning LLC	YP-043	SEPA	03/04/2026	976.25	22,725.80

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
Total SBN Planning LLC:					7,540.89	
<b>Sound View Strategies</b>						
521	Sound View Strategies	3795	Lobbyist	02/28/2026	500.00	1,500.00
Total Sound View Strategies:					500.00	
<b>Starbird Environmental</b>						
543	Starbird Environmental	RATE ADJUST	General Admin.	02/25/2026	74.40	13,836.90
Total Starbird Environmental:					74.40	
<b>THE SEATTLE TIMES</b>						
192	THE SEATTLE TIMES	82852	Notice of Application BP 25-27	02/28/2026	379.60	1,981.75
192	THE SEATTLE TIMES	82852	Ord 783	02/28/2026	114.40	1,981.75
Total THE SEATTLE TIMES:					494.00	
Grand Totals:					366,884.97	

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 03/05/2026 approving payments as shown totaling \$366,884.97 plus payroll, tax, and benefit expenses of \$53,027.79, as shown on the attached payroll & tax and benefits report, for a grand total of \$419,912.76.

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: March 10, 2026

Clerk-Treasurer: \_\_\_\_\_

Mayor: \_\_\_\_\_

Councilmember:

Laurie Bugbee: \_\_\_\_\_

Steve Bush: \_\_\_\_\_

Greg Hanson: \_\_\_\_\_

Chuck Porter: \_\_\_\_\_

Brian Vanover: \_\_\_\_\_

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
02/28/2026	PC	02/25/2026	2252601	Istvan Lovas	9002		999-1010110	5,550.88-	D
02/28/2026	PC	02/25/2026	2252602	Wilcox, Austen	9037		999-1010110	5,735.57-	D
02/28/2026	PC	02/25/2026	2252603	Harris, Kathryn K	9047		999-1010110	8,898.98-	D
02/28/2026	PC	02/25/2026	2252604	Christine Eggers	9055		999-1010110	12,024.17-	D
02/28/2026	CDPT	02/25/2026	82320389	Association of Washington Cities	9	Health and Dental Insurance Visio	999-1010110	5,119.40-	
02/28/2026	CDPT	02/25/2026	82320390	DEPT OF RETIREMENT SYSTEM	1	State Retirement PERS II Pay Per	999-1010110	3,085.72-	
02/28/2026	CDPT	02/25/2026	82320391	Federal Tax	2	941 Taxes Federal Withholding Tax	999-1010110	12,613.07-	
Grand Totals:								53,027.79-	
			<u>7</u>						

Signature Lines

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

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Report Criteria:

Includes all check types

Includes unprinted checks

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**TOWN OF YARROW POINT  
COUNCIL MEETING MINUTES  
February 10, 2026  
4:00 p.m.**

The Town Council of the Town of Yarrow Point, Washington met in regular session on Tuesday, Feb 10, 2026, at 4:00 p.m. in the Council Chambers of Town Hall.

**PRESENT:** Mayor Katy Harris; Councilmembers Laurie Bugbee, Steve Bush, Greg Hanson, Chuck Porter, and Brian Vanover.

**STAFF PRESENT:** Town Attorney Emily Romanenko

**1. CALL TO ORDER**

Mayor Katy Kinney Harris called the meeting to order at 4:05 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. APPROVAL OF AGENDA**

The agenda was approved as amended CM Porter moved to amend the agenda to reverse the order of agenda items 8.1 and 8.2. CM Hanson seconded.  
The motion passed unanimously.

**5. STAFF REPORTS**

- A. Police Commander Dawn Hanson and Interim Chief Kelly Busey were present to answer any questions of Council.
- B. Fire-EMS
- C. Marine Patrol Services

**6. APPEARANCES / PUBLIC COMMENT**

Resident Cheryl Pietromonaco discussed water issues on the private lane she lives on.  
Brad Hunt volunteered to clean the Pickleball Court.

**7. CONSENT AGENDA**

CM porter moved to approve the consent agenda and CM Bugbee seconded. The motion passed unanimously.

7.1 **Accounts:** February Payment Approval in the amount of \$89,032.45 plus Payroll in the amount of \$37,719.67, for a total of \$126,752.12

7.2 **Approval of Minutes:** Council Regular Meeting of January 13, 2026; The minutes were approved as presented.

7.6 **Private Property Tree Code Amendments:** Adopted Ordinance No. 783

7.7 **2025 Annual Financial Report:** Acknowledged Submittal to State Auditor

7.8 **Mayor's Appointment of Marueen Bactor to Planning Commission, term expiring December 31, 2028:** Confirmation of Appointment

**8. REGULAR BUSINESS**

CM Bush moved to add a new 8.4 to the agenda regarding signatory authority and financial controls.  
CM Porter seconded. The motion passed unanimously.

8.2 **Short-Term Rental Regulations Discussion**

8.1 **Town Financial Discussion (20 minutes)**

CM Bush moved to direct staff to research and prepare a financial sustainability plan for Council's review and consideration at the March Council retreat. CM Vanover seconded. The motion passed unanimously.

9. **MAYOR'S REPORT/OLD BUSINESS**

10. **COMMITTEE REPORTS**

11. **COUNCIL ROUNDTABLE AND REQUESTS FOR FUTURE AGENDA ITEMS**

There was brief discussion as to edits for the Council Retreat.

12. **APPEARANCES/PUBLIC COMMENT**

- Cheryl Pietromanaco continued with suggestions on revenue.
- Steve Scalzo commented on several topics previously discussed.
- Barbara Young commented on the deteriorating quality of the lid.

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 announced that the Council will go into executive session at 5:35 p.m, to return in 45 minutes. No action will be taken during the executive session. Mayor Harris reconvened the regular session at 6:20 p.m.

8. **REGULAR BUSINESS – continued**

8.3 **Draft letter to WSDOT**

8.4 **Signatory and Financial Controls Discussion**

CM Bush moved to authorize CM Bugbee in place of CM Porter for check signatory purposes. CM Hanson seconded. The motion passed unanimously. [Post meeting notation: CM Bugbee respectfully withdrew from this responsibility.]

14. **ADJOURNMENT**

CM Bugbee moved to adjourn. CM Vanover seconded. The motion passed unanimously. The meeting was adjourned at 6:21 p.m.

---

Katy Kinney Harris, Mayor

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Attest: Christine Eggers, Interim Clerk-Treasurer

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

Consent Calendar  
March 10, 2026

---

<b>Mayor's Appointment of Chris Coburn to the Park Commission</b>	<b>Proposed Council Action:</b> Confirm Appointment
---	--

Prepared by: Interim Clerk-Treasurer Tina Eggers

Exhibits: None.

**Summary:**

The Town's Park Commission, established under YPMC 2.32.010, consists of five members who are appointed by the Mayor and confirmed by the Town Council. After consideration, Mayor Harris appoints Chris Coburn to fill a vacancy on the Commission. The term is effective upon Council's confirmation and will expire on December 31, 2026.

**Recommended Action:**

MOVE TO: Confirm the Mayor's appointment of Chris Coburn to fill a vacancy on the Park Commission; term expiring December 31, 2026.

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

Consent Calendar  
March 10, 2026

---

<b>Account Authorization and Designation for Town's Banking Depository</b>	<b>Proposed Council Action:</b> Approve Resolution
--	---

Prepared by: Interim Clerk-Treasurer Tina Eggers

- Exhibits:        1) Letter to Banner Bank  
                     2) Proposed Resolution

**Summary:**

Banner Bank continues to be the Town of Yarrow Point's designated depository. Staffing changes have occurred since Resolution No. 373 was approved in January 2024. Therefore, Banner Bank was formally notified (Exhibit 1) to remove former employee, Bonnie Ritter, and to add newly hired Clerk-Treasurer, Christine Eggers, to the Town's banking signature card. A new signature card was issued by Banner Bank, and all designees signed the card in person on February 13, 2026. This resolution ratifies those assigned.

**Recommended Action:**

MOVE TO: Approve Resolution No. 384, a resolution authorizing the Mayor, one Councilmember, Clerk-Treasurer, and Deputy Clerk to make transactions on behalf of the Town at Banner Bank.



TOWN OF  
**YARROW POINT**  
WASHINGTON · INCORPORATED 1959

4030 - 95<sup>th</sup> Avenue NE  
Yarrow Point, WA 98004  
(425) 454-6994 Fax: (425) 454-7899

February 13, 2026

Banner Bank  
201 Park Lane  
Kirkland, WA 98033

SENT VIA EMAIL:  
Jonathan.Stoetzer@bannerbank.com

Re: Updates to Signature Card for the Town of Yarrow Point

Dear Jonathan,

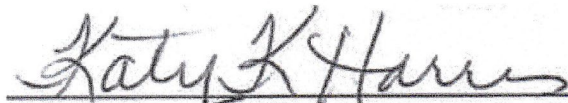
Please know that Councilmember Laurie Bugbee has withdrawn from the responsibility of check signing. Therefore, the only updates needed to the Town of Yarrow Point's banking signature card are as follows:

1. Remove Bonnie Ritter, former Clerk-Treasurer, who recently retired.
2. Add Christine L. Eggers, current Clerk-Tresurer, hired on Jan. 26, 2026.

Current signers Katy Harris, Charles Porter, and Austen Wilcox will remain. Please let us know when the card is ready for new signatures from everyone listed. Thank you for arranging for Austen's signature at the Banner Bank located in Bellingham. We look forward to hearing when the card is ready for us to sign.


Thank you for all your assistance.

Sincerely,



---

Katy K. Harris, Mayor



---

Austen Wilcox, Deputy Clerk

**TOWN OF YARROW POINT  
RESOLUTION NO. 384**

**A RESOLUTION OF THE COUNCIL OF THE TOWN OF  
YARROW POINT AUTHORIZING THE MAYOR, ONE  
COUNCILMEMBER, CLERK-TREASURER, AND DEPUTY  
CLERK TO MAKE TRANSACTIONS ON BEHALF OF THE  
TOWN AT BANNER BANK**

**WHEREAS**, Banner Bank is the Town of Yarrow Point's designated depository; and

**WHEREAS**, staffing has changed since Resolution No. 373 was approved on January 9, 2024; and

**WHEREAS**, Banner Bank was formally notified on February 13, 2026 to remove former employee, Bonnie Ritter, and to add newly hired Clerk-Treasurer, Christine Eggers to the banking signature card; and

**WHEREAS**, a new signature card was issued by Banner Bank, and all designees signed the card in person on February 13, 2026; and

**WHEREAS**, the Town maintains banking policies and requirements, and desires to incorporate relevant portions thereof in this resolution:

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

**Section 1.** The serving Mayor, appointed serving Councilmember, Clerk-Treasurer, and Deputy Clerk, each identified further below by name, are hereby authorized in the course of their employment and on behalf of the Town to:

- A. Enter into and transact business involving the Town's checking, savings, time deposit, night deposit, cash management and corporate service accounts and agreements, and/or other deposit accounts or account agreements (collectively Accounts) with or at Banner Bank; provided that wire transfers of funds from any Accounts shall not be authorized under any circumstances or for any reasons.
- B. Endorse for deposit with Banner Bank, or for negotiation or collection, any and all warrants, checks, drafts, certificates of deposit, savings certificates, items or other instruments or written orders for the payment of money payable to the Town, which endorsement shall be in writing by signatures of the persons so endorsing.

**Section 2.** Banner Bank is hereby directed to honor, pay and charge to the Accounts of the Town without inquiry as to the circumstances of the issuance or application of the proceeds all warrants, checks, draft items or other written orders (excluding wire transfer orders) regarding the Town's Accounts with Banner Bank, whether or not payable to, endorsed or negotiated by

or for the credit for any person signing the same or any other person or entity other than the Mayor, the appointed Councilmember, Clerk-Treasurer and Deputy Clerk; provided such warrant, check, draft item or other written order has been signed by two of the following authorized signatories:

1. Mayor
2. Councilmember
3. Town Clerk-Treasurer
4. Town Deputy Clerk

**Section 3.** The individuals authorized and designated to act as indicated in Section 1 and Section 2 above on behalf of the Town are only the following:

1. Mayor Katy K. Harris
2. Councilmember Porter
3. Town Clerk-Treasurer Christine Eggers
4. Town Deputy Clerk Austen Wilcox

**Section 4.** The custodian of the records of the Town is authorized and directed to furnish said Financial Institution with a certified copy of these resolutions, which resolutions shall continue in full force and effect until written notice of the rescission of modification of the same has been received by Financial Institution, and Financial Institution has had a reasonable time to act on said change; and to furnish said Financial Institution the names and specimen signatures of the person(s) named herein, and such persons from time to time holding the positions named herein, on Financial Institution's usual form of signature card or on a form acceptable to Financial Institution.

APPROVED and ADOPTED by the Council of the Town of Yarrow Point this 10<sup>th</sup> day of March, 2026.

APPROVE:

\_\_\_\_\_  
Katy Kinney Harris, Mayor

\_\_\_\_\_  
ATTEST: Christine Eggers, Interim Clerk-Treasurer

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

Consent Calendar  
March 10, 2026

<b>Naming New Authorized Individuals As It Relates To The Local Government Investment Pool</b>	<b>Proposed Council Action:</b> Approve Resolution
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Prepared by: Interim Clerk-Treasurer Tina Eggers

Exhibits: Proposed Resolution  
Authorization Form

### **Background:**

The Local Government Investment Pool (LGIP) is a voluntary investment vehicle operated by the State Treasurer which the Town of Yarrow Point is a participant.

Over 530 local governments have participated in the pool since it was started in 1986 to provide safe, liquid, and competitive investment options for local government pursuant to RCW 43.250. The LGIP lets local governments use the State Treasurer's resources to safely invest their funds while enjoying the economies of scale available from a \$15-26 billion pooled fund investment portfolio.

LGIP's investment objectives are, in priority order: 1) safety of principal, 2) maintaining adequate liquidity to meet cash flows, and 3) providing a competitive interest rate relative to other comparable investment alternatives. LGIP offers 100% liquidity to its participants.

The LGIP portfolio is managed in a manner generally consistent with **SEC** regulated Rule 2a-7 money market funds. LGIP investment guidelines are spelled out in the LGIP [Investment Policy](#).

LGIP Participants include: all 39 counties in Washington state; all Washington cities with a population greater than 10,000, and 229 cities and towns total; plus 160 special taxing districts; 30 community colleges and universities; 7 State Agencies; and 24 other public bodies.

### **Summary:**

Due to recent staffing changes with the retirement of Bonnie Ritter, the Town needs to update its "authorized individuals" with LGIP. The proposed resolution authorizes the mayor to execute the required form, revokes Bonnie Ritter's designation, and designates Clerk-Treasurer Christine Eggers and Mayor Katy K. Harris as the only "authorized individuals" between LGIP and Banner Bank.

### **Recommended Action:**

MOVE TO: Approve Resolution No. 385, a resolution of the Council of the Town of Yarrow Point naming new Authorized Individuals as it relates to the Local Government Investment Pool and the Town's Banner Bank account.

# LOCAL GOVERNMENT INVESTMENT POOL AUTHORIZATION FORM

Please fill out this form completely, including any existing information, as this form will **replace** the previous form.

<b>Entity Name:</b>
<b>Physical Address:</b>
<b>Mailing Address (if different):</b>

Email for Statement Delivery: \_\_\_\_\_

Note: Statements can only be emailed to **ONE** address due to system restrictions

Bank account where funds will be wired when a withdrawal is requested.  
 (Note: Funds **will not** be transferred to any account other than the one listed below)

<b>Bank Name:</b>
<b>Branch Full Address:</b>
<b>Bank Routing Number:</b>
<b>Account Number:</b>
<b>Account Name:</b>

**ACH Authorization:**     Yes             No  
**Account Type:**         Checking     Savings     General Ledger

By selecting "Yes" and by signing this form, I hereby authorize the WA Local Government Investment Pool to initiate credit entries to the account listed above. I acknowledge that the origination of ACH transactions to our account must comply with the provisions of U.S. law.

Persons authorized to make deposits and withdrawals for entity listed above.

Name:	Title:	Phone Number:	Signature:

## TM\$ Online Web Access

Note: Online access is optional. Each person requesting full online access must be listed as authorized to initiate transactions on page 1.

		Select one of the following:				Access Type:	
Name:		Add	Delete	Modify	No Change	Full	View Only
Email:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:		Add	Delete	Modify	No Change	Full	View Only
Email:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:		Add	Delete	Modify	No Change	Full	View Only
Email:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:		Add	Delete	Modify	No Change	Full	View Only
Email:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:		Add	Delete	Modify	No Change	Full	View Only
Email:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:		Add	Delete	Modify	No Change	Full	View Only
Email:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**By signing below, I certify I am authorized to represent the institution/agency for the purpose of this transaction.**

<i>(Authorized Signature)</i>	<i>(Title)</i>	<i>(Date)</i>
<i>(Print Authorized Name)</i>	<i>(E-mail address)</i>	<i>(Phone no.)</i>

**Any changes to these instructions must be submitted in writing to the Office of the State Treasurer.**

OFFICE OF THE STATE TREASURER  
[STACI.ASHE@TRE.WA.GOV](mailto:STACI.ASHE@TRE.WA.GOV)  
 PHONE: (360) 902-9017

Date Updated: \_\_\_\_\_

Account Number: \_\_\_\_\_

Updated by: \_\_\_\_\_

*(For OST use only)*

State of Washington )  
 County of \_\_\_\_\_) <sup>ss.</sup>  
 Signed or attested before me by \_\_\_\_\_.  
 Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
*Signature of Notary*

SEAL OR STAMP \_\_\_\_\_  
*Typed or printed name of Notary*  
 Notary Public in and for the State of Wash.



My appointment expires: \_\_\_\_\_

**TOWN OF YARROW POINT  
RESOLUTION NO. 385**

**A RESOLUTION OF THE COUNCIL OF THE TOWN OF  
YARROW POINT NAMING NEW AUTHORIZED  
INDIVIDUALS AS IT RELATES TO THE LOCAL  
GOVERNMENT INVESTMENT POOL**

**WHEREAS**, the Town of Yarrow Point, Washington approved Resolution No. 318 on May 13, 2014 authorizing investment of the Town of Yarrow Point monies in the Local Government Investment Pool (“LRIG”); and

**WHEREAS**, the Town Council took further action regarding authorized individuals with the approval of Resolution No. 342 on March 12, 2019, and Resolution No. 353 on December 14, 2021; and

**WHEREAS**, staffing changes recently occurred with the retirement of Bonnie Ritter;

**NOW, THEREFORE BE IT RESOLVED** that the Council of the Town of Yarrow Point, Washington authorizes the Mayor to enter into and execute a new LRIG Transaction Authorization Form; and,

**BE IT FURTHER RESOLVED** by the Council that Bonnie Ritter’s designation be revoked as she recently retired from the Town of Yarrow Point and this resolution serves as notice to the Office of the State Treasurer of this revocation; and

**BE IT FURTHER RESOLVED** by the Council that the Town of Yarrow Point designates Clerk-Treasurer Christine Eggers and Mayor Katy K. Harris as the only "authorized individuals" to initiate credit entries to the Town’s Banner Bank account; and

**BE IT FURTHER RESOLVED** that this delegation ends upon the written notice, by any method set forth in the prospectus, of the Town Council that the authorized individuals have been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the Town Council to provide notice of such revocation and is entitled to rely on the authorized individuals' delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the Town of Yarrow Point.

APPROVED and ADOPTED by the Council of the Town of Yarrow Point this 10<sup>th</sup> day of March, 2026.

APPROVE:

\_\_\_\_\_  
Katy Kinney Harris, Mayor

\_\_\_\_\_  
ATTEST: Christine Eggers, Interim Clerk-Treasurer

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

Consent Calendar  
March 10, 2026

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<b>A Regional Coalition for Housing, ARCH – 2026 Budget &amp; Work Plan</b>	<b>Proposed Council Action:</b> Approve Resolution
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Prepared by: Interim Clerk-Treasurer Tina Eggers

Exhibits: Proposed Resolution

**Background:**

Last year, ARCH developed a 2025-26 Budget and Work Plan and sought member approval. Council heard this item at its meeting of February 11, 2025 and approved Resolution No. 380; however, the resolution only addressed the 2025 budget year.

The Town Council most recently received a presentation from ARCH at its Study Session on February 10, 2026 and Council was asked to approve the remainder of the ARCH biennial budget and workplan, specifically for the year 2026.

Approval of the attached resolution formalizes the Town’s membership contributions for 2026 in the amount of \$4, 578. This payment is included in this month’s check run.

**Recommended Action:**

MOVE TO: Approve Resolution No. 386, approving the 2026 Administrative Budget and Work Program for A Regional Coalition of Housing (ARCH), and approving the payment in the amount of \$4,758 for the Town’s 2026 ARCH Membership Contribution.

**TOWN OF YARROW POINT  
RESOLUTION NO. 386**

**A RESOLUTION OF THE COUNCIL OF THE TOWN OF  
YARROW POINT APPROVING THE 2026 ADMINISTRATIVE  
BUDGET AND WORK PROGRAM FOR A REGIONAL  
COALITION FOR HOUSING (ARCH), AND APPROVING  
PAYMENT TO THE HOUSING TRUST FUND**

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

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

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

**WHEREAS**, the Town Council approved the 2025 ARCH Administrative Budget and Work Program with the approval of Resolution No. 380 on February 11, 2025; and

**WHEREAS**, the Town Council most recently received a presentation from ARCH at its Study Session on February 10, 2026 and Council was asked to approve the remainder of the ARCH biennial budget and workplan, specifically for the year 2026; and

**WHEREAS**, by approval of this resolution the Town of Yarrow Point formalizes its ARCH membership contributions for 2026; and.

**WHEREAS**, the Town may consider approving future budget requests and work plans from ARCH on a biennial annual basis rather than annually; and

**NOW, THEREFORE BE IT RESOLVED** by the Town Council of the Town of Yarrow Point, Washington, that pursuant to Section 11 of the Amended and Restated Interlocal Agreement for ARCH, approved by Resolution No. 295, the Town Council hereby approves the 2026 ARCH Administrative Budget and Work Program, and

**BE IT FURTHER RESOLVED** that upon approval of the 2026 Budget and Work Program, the Council approves payment in the amount of \$4,758 for 2026 ARCH Membership Contributions.

APPROVED and ADOPTED by the Council of the Town of Yarrow Point this 10<sup>th</sup> day of March, 2026.

APPROVE:

---

Katy Kinney Harris, Mayor

---

ATTEST: Christine Eggers, Interim Clerk-Treasurer

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

Consent Calendar  
March 10, 2026

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<b>A Regional Coalition for Housing, ARCH – 2025 Housing Trust Fund Projects</b>	<b>Proposed Council Action:</b> Approve Resolution
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Prepared by: Interim Clerk-Treasurer Tina Eggers

Exhibits: Proposed Resolution

**Background:**

ARCH is a partnership of King County and 14 East King County Cities who have joined together to assist with preserving and increasing the supply of housing for affordable households in the region. Each year, ARCH's partner jurisdictions contribute funds toward the ARCH Housing Trust Fund (HTF) to aid in the development and preservation of affordable housing within the ARCH area of influence.

The Trust Fund is capitalized by both local general funds and locally controlled, federal Community Development Block Grant funds. How much each member jurisdiction contributes to the HTF is based on a target amount for the whole trust fund which is then apportioned by each member's existing housing and jobs numbers. When determining how to distribute the trust fund monies among projects, the allocations are spread equitably based on what is available in each member's fund.

ARCH receives applications annually for proposed affordable housing projects. The applications are reviewed by ARCH member staff liaisons and the Citizen Advisory Board. The Advisory Board makes recommendations to the Executive Board about which projects to fund and which conditions, if any, should be applied to the projects. ARCH must now seek approval to use these funds from each member agency for use of their portion of the HTF.

**Proposal:**

The Town Council most recently received a presentation from ARCH at its Study Session on February 10, 2026 and Council was asked to approve a resolution authorizing use of \$8,100 of Yarrow Point's Housing Trust Fund monies as recommended by the ARCH Executive Board.

The attachment to the proposed Resolution includes a summary of each of the projects which applied for ARCH Trust Funds.

**Recommended Action:**

MOVE TO: Approve Resolution No. 387, authorizing the duly-appointed administering agency for ARCH to execute all documents necessary to enter into agreements for the funding of affordable housing projects, as recommended by the ARCH Executive Board, utilizing funds from the Town's Housing Trust Fund.

**TOWN OF YARROW POINT  
RESOLUTION NO. 387**

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

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

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

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

**WHEREAS**, the Town Council has approved Resolution No. 295 approving the Amended and Restated Interlocal Agreement for ARCH; and

**WHEREAS**, the Town Council desires to use \$8,100 from Town funds as designated below to finance the projects recommended by the ARCH Executive Board; NOW THEREFORE,

**THE COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON, DOES RESOLVE AS FOLLOWS:**

Section 1. The Town Council authorizes the duly-appointed administering agency of ARCH pursuant to the Amended and Restated Interlocal Agreement for ARCH to execute all documents and take all necessary actions to enter into Agreements on behalf of the Town to fund Altaire at East Main, Bothell Urban, Family Village Redmond, Forest Edge, LEO Trailhead, Kirkland House, and Orchard Gardens in a combined total amount not to exceed \$8,100.

Section 2. The Agreements entered into pursuant to Section 1 of this resolution shall include terms and conditions to ensure that the City's funds are used for their intended purpose and that the projects maintain affordability over time. In determining what conditions should be included in the Agreements, the duly-appointed administering agency of ARCH shall be guided by the recommendations set forth in the ARCH Executive Board's memorandum of December 18, 2025, a copy of which is attached hereto as Exhibit A.

APPROVED and ADOPTED by the Council of the Town of Yarrow Point this 10<sup>th</sup> day of March, 2026.

APPROVE:

---

Katy Kinney Harris, Mayor

---

ATTEST: Christine Eggers, Interim Clerk-Treasurer



# A Regional Coalition for Housing

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

## Memo

**To:**

City of Bellevue Council Members	City of Medina Council Members
City of Bothell Council Members	City of Mercer Island Council Members
City of Clyde Hill Council Members	City of Newcastle Council Members
Town of Hunts Point Council Members	City of Redmond Council Members
City of Issaquah Council Members	City of Sammamish Council Members
City of Kenmore Council Members	City of Woodinville Council Members
City of Kirkland Council Members	Town of Yarrow Point Council Members

**From:** Nathan McCommon, ARCH Executive Board Chair

**Date:** December 18, 2025

**Re: Fall 2025 Housing Trust Fund (HTF) Recommendation**

Please find enclosed the ARCH Executive Board’s funding recommendations for the 2025 ARCH Housing Trust Fund (HTF) round. ARCH received \$14.8M in funding requests and is advancing \$4.6M in recommended awards. Applications were reviewed and considered based on the priorities adopted by the Executive Board for the 2025 round, which are aligned with ARCH’s Strategic Plan to *Build More Affordable Housing Faster*. These recommendations are also closely coordinated with additional local investments made by individual ARCH member jurisdictions.

The Executive Board is recommending funding for seven projects, including full funding for three projects and partial funding for four projects. The \$4.6M in recommended funding includes approximately \$4M in local funds and \$616,000 in CDBG funds allocated through ARCH.

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

Attachments:

1. Proposed Funding Sources
2. ARCH Award Standard Conditions
3. Project Economic Summaries

**Note that bold text in proposed special conditions shows unique conditions in otherwise standard**

**Beaux Arts Village • Bellevue • Bothell • Clyde Hill • Hunts Point  
Issaquah • Kenmore • Kirkland • Medina • Mercer Island  
Newcastle • Redmond • Sammamish • Woodinville • Yarrow Point • King County**

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# 1. BRIDGE - Bothell Urban (Lot P)

2025 Funding Request: \$1,500,000 (Contingent Loan)  
200 Affordable Rental Units and 1 Common Area Unit

2025 Executive Board Recommendation: \$1,500,000 (Contingent loan)

## Project Summary

BRIDGE Housing has partnered with Bothell United Methodist Church (“BUMC”) to provide an estimated 201 permanently affordable rentals at 30%, 50% and 60% AMI. Over 50% of the proposed homes are family-sized units with two and three bedrooms, and half of the units are planned to be affordable to very low income households earning 30% or 50% AMI. The current proposal does not include any special needs set-asides or rental subsidies. This is the second year ARCH has received a funding application for the project.

The project will be located on a 1.67-acre site known as Lot P in the heart of downtown Bothell. The site is currently owned by the City of Bothell, which has approved transferring the site at no cost to the partnership comprised of BRIDGE Housing and BUMC. BUMC plans to operate a 6,000 sf Community Center on the ground floor of the site which will provide space for community and human services organizations to provide services open to the public. The project plans include 209 parking spaces (1.03 stalls per unit), bike storage, community rooms, a south-facing outdoor terrace, resident services office, EV charging stations, and an outdoor playground. Residents will have access to the local amenities of downtown Bothell and to a new Bus Rapid Transit line that will provide quick access to the Shoreline light rail station and the I-405 corridor.

## Funding Rationale

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

- The project delivers a significant amount of affordable housing with a proposed construction start by early 2027.
- The proposed financing provides the highest local funding leverage rate of all 2025 applications and is expected to be competitive for bonds/tax credit financing in 2026.
- The development also leverages donated land from the City of Bothell and advances the City’s affordable housing priorities by providing much-needed low-income housing.
- The project is cost effective with a relatively low total development cost per unit.
- The project is well-located in walking distance to a range of amenities and high capacity transit.
- The development team is comprised of an experienced affordable housing developer with a proven track record of success and a local church that will maintain an active community presence in the project throughout the development and operation of the project.
- The project must proceed this year in order to leverage proposed Low Income Housing Tax Credits.

## Proposed Conditions

Standard Conditions: See Attachment 2 ARCH Award Standard Conditions

Special Conditions:

### **Prior to Contracting**

- a. The funding commitment shall continue for **twenty-four (24) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider subsequent 12-month extensions only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
- b. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Agency shall provide final operating proforma and cashflow waterfall for ARCH staff review. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after the repayment of the Amazon loan and the deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payment if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
- c. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

<b>Affordability</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>Total</b>
<b>30%</b>	10	5	5	20
<b>50%</b>	30	25	25	80
<b>60%</b>	60	19	21	100
<b>Total Low-Income Units</b>	100	49	51	200
<b>CAU/ Manager Units</b>	-	1	-	1
<b>Total Units</b>	100	50	51	201

## 2. Hopelink/SRM - Altaire at East Main

2025 Funding Request: \$1,000,000 (Contingent Loan)  
145 Affordable Rental Units and 1 Common Area Unit

2025 Executive Board Recommendation: \$500,000 (Contingent loan)

### Project Summary

The Altaire at East Main project aims to provide approximately 145 affordable rental apartments and one on-site manager unit, with a mix of one-bedroom plus den, two-bedroom, and three-bedroom homes affordable to households earning 30%, 40%, 50%, and 60% AMI. The project will include units designated for families exiting homelessness.

This is the second year ARCH has received a funding application for the project. SRM previously explored co-locating a smaller housing project with a local kids museum, but has adjusted the project design to accommodate more housing. The site is adjacent to another residential development constructed by SRM that includes affordable units through the City of Bellevue's Multifamily Tax Exemption (MFTE) program.

The building will include resident amenity spaces and on-site services to support housing stability and foster a strong sense of community. The site is near the Wilburton Park & Ride, Mercer Slough and just over a half mile from the East Main light rail station, south of downtown Bellevue. The project will be developed through a partnership with private developer SRM Development and Hopelink. SRM will bring their multifamily development, construction and property management experience to the partnership, while Hopelink brings the case management and supportive services experience to the ownership structure.

### Funding Rationale

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

- The project delivers a significant number of affordable housing units, with roughly half family-sized 2BR and 3BR units, and an anticipated construction start in the 4<sup>th</sup> quarter of 2026.
- ARCH dollars leverage significant public and private funding, with a proposed \$192 for every \$1 of ARCH funding.
- The project provides permanent housing and supportive services for a significant number of families exiting homelessness through a partnership with an experienced local service provider.
- The project advances the City's affordable housing priorities by providing much needed low-income housing.
- The development team is comprised of an experienced real estate developer/general contractor and a strong, community based supportive service provider.

## Proposed Conditions

Standard Conditions: See Attachment 2 ARCH Award Standard Conditions

Special Conditions:

### **Prior to Contracting**

- a. The funding commitment shall continue for **twenty-four (24) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider subsequent 12-month extensions only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
- b. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Agency shall provide final operating proforma and cashflow waterfall for ARCH staff review. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after the repayment of the Amazon loan and the deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payment if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
- c. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

<b>Affordability</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>Total</b>
<b>30%</b>	5	3	0	8
<b>40%</b>	5	4	0	9
<b>50%</b>	6	7	7	20
<b>60%</b>	57	43	8	108
<b>Total Low-Income Units</b>	73	57	15	145
<b>CAU/Manager Units</b>	0	1	0	1
<b>Total Units</b>	<b>73</b>	<b>58</b>	<b>15</b>	<b>146</b>

### 3. Imagine Housing- Forest Edge

2025 Funding Request: \$2,000,000 (Contingent Loan)  
100 Affordable Rental Units

2025 Executive Board Recommendation: \$500,000 (Contingent Loan)

#### Project Summary

The Forest Edge development is a partnership of Imagine Housing and Saint Andrews Lutheran Church, whose members were the original founders of Imagine Housing. The project includes approximately 100 units of new construction affordable rental units to be developed on an underutilized portion of the SALC property in Bellevue. This project will be one of the first to utilize Bellevue’s C-1 land use code allowing affordable housing to be expanded on faith-owned property. The project will include studios, one-bedroom, two-bedroom, and three-bedroom homes affordable at 60% AMI.

The development will include onsite parking, an onsite resident service coordinator, and units dedicated for households with disabilities. This project creates workforce housing options in southeast Bellevue with easy access to schools, Bellevue College, grocery stores, and other amenities.

#### Funding Rationale

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

- The project delivers a significant number of affordable housing units, with an anticipated construction start in the 4<sup>th</sup> quarter of 2026.
- The project advances Bellevue’s first development using their C-1 incentive for increased density on faith-owned land.
- The project includes 25 units for households with disabilities through the use of the City of Bellevue’s Housing Stability Program funding.
- The project takes advantage of underutilized land owned by a local church with a long-term commitment to the creation and sustainable operation of affordable housing.

#### Proposed Conditions:

Standard Conditions: See Attachment 2 ARCH Award Standard Conditions.

Special Conditions:

##### **Prior to Contracting**

- a. The funding commitment shall continue for **twenty-four (24) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider subsequent 12-month extensions only based on documented,

meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.

- b. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Agency shall provide final operating proforma and cashflow waterfall for ARCH staff review. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after the repayment of the proposed Amazon loan and deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payment if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
- c. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

<b>Affordability</b>	<b>Studios</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>Total</b>
<b>60%</b>	20	32	27	21	100
<b>Total Units</b>	<b>20</b>	<b>32</b>	<b>27</b>	<b>21</b>	<b>100</b>

- d. Agency must demonstrate development capacity by 2/28/26 to continue to advance the project including: project design and permitting; construction contract negotiation; securing and negotiating project financing; development accounting; and construction management.

## 4. Habitat for Humanity - Orchard Gardens

2025 Funding Request:	\$1,125,000 (Secured Grant) 25 Affordable Homeownership Units
2025 Executive Board Recommendation:	\$1,116,000 (\$500,000 from ARCH HTF local funds and \$616,000 in CDBG funds recommended by ARCH and contracted by King County)
2023 ARCH Award:	\$600,000
<b>Total Recommended Award:</b>	<b>\$1,716,000</b>

### Project Summary

This Orchard Gardens proposal will create twenty-five (25) new permanently affordable ownership homes for households earning up to 80% of the area median income. Each home will have three-bedrooms with on-site parking. Habitat for Humanity purchased the 3.13 acre property from the Holy Cross Lutheran Church in December 2024 and is finalizing permits with the City of Bellevue. The development includes preservation of an existing community garden, apple orchard and green spaces for the benefit of the community. The property is located in Bellevue’s Newport neighborhood near schools, transit, the Factoria shopping center, and employment centers. ARCH provided an initial award to the project in the 2022 funding round. Since then, changes in interest rates and construction costs have led to a need for additional funding.

Ownership Model: Habitat employs a community land trust model to preserve long-term affordability, retaining ownership of the land and selling homes to eligible buyers through ground leases. When homeowners decide to sell, Habitat has a right of first refusal wherein Habitat will purchase the home, perform any necessary rehabilitation, and find an income-qualified buyer before reselling, thus, preserving long term affordability.

### Funding Rationale

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

- Creates 25 new permanently affordable homeownership opportunities for households earning up to 80% AMI in Bellevue where median home prices exceed \$1 million. Such opportunities are rare and allow households with modest incomes to achieve stability through homeownership.
- Helps close a funding gap on a project with a previous ARCH award that is ready to start construction in 2026.
- Habitat’s sweat equity model allows volunteers and potential buyers to gain valuable skills and experience in homebuilding, while allowing for cost savings when compared to traditional construction.
- Habitat’s land trust model ensures perpetual affordability, which is especially important in a high cost, high growth city like Bellevue.

- Habitat’s approach to marketing helps to address historic barriers to home ownership and preserve cultural diversity in the community.

**Proposed Conditions**

The following 2025 Special Conditions and Standard Conditions are intended to supersede all conditions included in the 2023 award.

Standard Conditions: See Attachment 2 ARCH Award Standard Conditions.

Special Conditions:

**Prior to Contracting**

- The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider subsequent 12-month extensions only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
- Funds will be in the form of a **secured grant**. Agency shall provide final operating proforma and cashflow waterfall for ARCH staff review. Final grant terms shall be determined prior to release of funds and must be approved by ARCH Staff.
- A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table. Changes may be considered based on reasonable justification as approved by ARCH staff .

Affordability	3BR	Total
80%	25	25
<b>Total Units</b>	<b>25</b>	<b>25</b>

- A third-party cost estimate must be reviewed and approved by ARCH staff as a condition of the ARCH funding award.
- Construction contracts for work to be performed by outside vendors must be reviewed and approved by ARCH staff.

## 5. PorchLight – Kirkland House

2025 Funding Request:	\$462,600 (Secured Grant) 6 Affordable Rental Units
2025 Executive Board Recommendation:	\$212,600
Additional City of Kirkland Investment:	\$250,000
<b>Total Recommended Award:</b>	<b>\$462,600</b>

### Project Summary

The Kirkland House has been providing permanent supportive housing to three formerly homeless individuals in an existing single-family home since 2020 when PorchLight acquired the property. PorchLight is seeking funding to rehabilitate the property and add three additional bedrooms and one additional bathroom to serve a total of six individuals. The home has easy access to public transit, grocery stores and other amenities within walking distance.

The proposed rehabilitation of the existing home includes a new roof, improved landscaping with outdoor seating areas for residents, new fencing around the property, repaving the driveway, installation of a new garage door, new windows, and re-siding the structure with Hardie plank and a weather barrier wrap. The interior rehabilitation includes installing energy saving fixtures and appliances, an all-weather heat pump system, exhaust fans in the bathrooms and kitchen, fire safety system improvements, and the replacement of flooring, cabinets, and countertops.

### Funding Rationale

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

- The project preserves and expands an existing permanent supportive housing program serving people exiting homelessness.
- The project compliments the applicant’s shelter program and will help offer stability to individuals accessing emergency shelter on the Eastside.
- If fully funded this round, the project anticipates construction start in 2026 and occupancy in 2027, providing timely housing opportunities.
- The project team includes an experienced development consultant and service provider with years of experience operating this program model.

### Proposed Conditions

Standard Conditions: See Attachment 2 ARCH Award Standard Conditions.

Special Conditions:

#### **Prior to Contracting**

- a. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that

time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider subsequent 12-month extensions only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.

- b. Funds will be in the form of a **secured grant**. Agency shall provide final operating proforma for ARCH staff review. Final grant terms shall be determined prior to release of funds and must be approved by ARCH Staff.
- c. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	Beds	Total
30%	3	3
50%	3	3
<b>Total Units</b>	<b>6</b>	<b>6</b>

**Ongoing Requirement through Period of Affordability**

- a. The property will establish and fund a 6-month operations reserve account upon ARCH award contracting.

## 6. YWCA – Family Village Redmond

2025 Funding Request: \$1,897,052 (Contingent Loan)  
20 Affordable Rental Units

2025 Executive Board Recommendation: \$626,700  
Additional City of Redmond Investment: \$350,000  
**Total Recommended Award: \$976,700**

**Project Summary:**

YWCA Family Village Redmond (FVR) project was built in 1993 and is a single, four-story building with 20 two-bedroom and three-bedroom units of permanent supportive housing. FVR's target population is homeless and chronically homeless families with children under the age of 18 and income at or below 30% AMI. Residents receive individual case management services and referrals

to a variety of other resources. The property is located in downtown Redmond, near schools, grocery stores, transit including the new light rail line, and employment opportunities.

The proposed funding will help to ensure the long-term preservation of the housing, including addressing existing water intrusion, and enhancing safety and livability through replacement and repair of the exterior and elevator modernization. All work is expected to be completed with residents continuing to occupy their units. ARCH has not previously funded this property.

## Funding Rationale

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

- The project supports critical rehabilitation and preservation of existing, family-sized 30% AMI units for families exiting homelessness.
- The project allows units to remain occupied with existing residents.
- A local ARCH award will enable the project to be highly competitive for State and County preservation funding rounds expected to be released in early 2026.

## Proposed Conditions

Standard Conditions: See Attachment 2 ARCH Award Standard Conditions.

Special Conditions:

### **Prior to Contracting**

- a. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider subsequent 12-month extensions only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
- b. Funds will be in the form of a **secured grant**. Final grant terms shall be determined prior to release of funds and must be approved by ARCH Staff.
- c. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	2BR	3BR	Total
30%	17	3	20
<b>Total Units</b>	<b>17</b>	<b>3</b>	<b>20</b>

- d. Applicant will make Family Village Redmond their top priority to other public funders for upcoming rounds to address the remaining capital needs at the property, including anticipated stabilization and preservation funding rounds later this year.
- e. A licensed architect or envelope consultant will be required to prepare designs for the improvement.
- f. An environmental report including an interior and exterior mold survey is required before contracting. If remediation is required, it will be added to the project scope and budget.

## 7. LEO Condominiums at Trailhead

2025 Funding Request:	\$191,500 (Contingent Loan) 6 Affordable IDD Rental Units and 1 Common Area Unit
2025 Executive Board Recommendation:	\$191,500
2021 ARCH HTF Award:	\$250,000
<b>Total Award:</b>	<b>\$441,500</b>

### Project Summary

Life Enrichment Options (LEO) has partnered with the King County Housing Authority (KCHA) to design and purchase space to serve six individuals with Intellectual or Developmental Disabilities (IDD) within the larger Trailhead Apartments project. These apartments were designed in consultation with LEO to align with their group home model that is used across other single-family homes in their portfolio. The space will be comprised of three apartments will deliver six IDD units and one live-in caregiver unit as outlined below:

**Unit 305:** A 1-bedroom unit for a live-in caregiver, with a connected door to unit 304. This is identified as a Common Area Unit, and will be considered a reasonable accommodation for purposes of the Section 8 Housing Choice Voucher associated with the neighboring unit 304 that has a shared door between the units.

**Unit 304:** A 4-bedroom unit for adults with Intellectual or Developmental Disabilities, providing 4 units at 30% AMI.

**Unit 303:** A neighboring 2-bedroom unit for adults with Intellectual or Developmental Disabilities, providing 2 units for residents that are capable of more independent living, at 40% AMI.

The ground floor will include 10,000 sf of commercial space (Issaquah Opportunity Center) to be owned by the City of Issaquah. This space will be programmed for community services, and the

City of Issaquah will issue an RFP to healthcare providers, mental health service providers, and other community service organizations this fall to select tenants.

ARCH previously funded the LEO at Trailhead project in 2021. After overcoming delays due to site control and relocation of an existing utility, the project is now in the permitting process and expected to start construction in 2026. LEO anticipates purchasing the condo units at the completion of the building in 2028.

## Funding Rationale

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

- The project provides much needed housing and services for people with intellectual and developmental disabilities within a larger multifamily setting, establishing a potential model for integration of IDD housing in future projects.
- The project leverages significant State funding dedicated to IDD housing as well as the financing assembled by KCHA for the larger development.
- The project helps fulfill an important and longstanding TOD project within the City of Issaquah that will realize significant affordable housing and economic development goals. The project is part of a larger partnership with King County Housing Authority, a market rate developer and the City of Issaquah which will create significant affordable housing.

## Proposed Conditions

The following 2025 Special Conditions and Standard Conditions are intended to supersede all conditions included in the 2021 award.

Standard Conditions: See Attachment 2 ARCH Award Standard Conditions.

Special Conditions:

### **Prior to Contracting**

- a. The funding commitment shall continue for **thirty-six (36) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider subsequent 12-month extensions only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
- b. Funds will be in the form of a **secured grant**. Agency shall provide final operating proforma and cashflow waterfall for ARCH staff review. Final grant terms shall be determined prior to release of funds and must be approved by ARCH Staff.

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

Affordability	Beds	Total
30%	4	4
40%	2	2
<b>Total Low-Income Units</b>	6	6
<b>CAU/Manager Unit</b>	1	1
<b>Total Units</b>	<b>7</b>	<b>7</b>

- d. An operating budget, including any shared condominium operating costs will be reviewed and approved by ARCH.

## 8. Imagine Housing – Peter’s Ridge

2025 Funding Request: \$2,000,000 (Contingent Loan)  
108 Affordable Rental Units

2025 Executive Board Recommendation: \$0

### Project Summary

Peter’s Ridge Apartments will be a new construction project providing an estimated 108 units located on the current site of St. Peters Methodist Church. The development will include six separate 3-story buildings with a mix of studio, one-bedroom, two-bedroom, and three-bedroom units with an emphasis on two-bedroom and three-bedroom units or larger families. This project would be one of the first to utilize Bellevue’s Action C-1 amendment to the land use code incentivizing affordable housing on faith-owned property.

The project is located in the Northeast Bellevue neighborhood with many amenities located in nearby Crossroads. The development will include onsite parking and an onsite resident service coordinator.

### Funding Rationale:

Given limited resources for an award in this year’s funding round, the Executive Board supports the intent of the project but does not recommend funding the project in the 2025 round for the following reasons:

- The sponsor indicated that the Forest Edge project is their priority this funding round in its funding applications to ARCH, City of Bellevue and State funding rounds. The project is highly unlikely to leverage other public sources this year for full funding.
- The applicant will be encouraged to apply in future funding rounds.

## 9. King County Housing Authority – Trailhead Apartments

2025 Funding Request:	\$500,000 (Conditional Loan) 154 Affordable Rental Units and 2 Common Area Units
2025 Executive Board Recommendation:	\$0
2017 ARCH HTF Award:	\$2,000,000
<b>Total 2025 Award:</b>	<b>\$0</b> (The existing \$2,000,000 remains committed from ARCH for the development)

### Project Summary

Trailhead Apartments will be an approximately 156-unit affordable housing building located on the north side of the larger Central Issaquah Transit Oriented Development. The King County Housing Authority (KCHA) is currently in the process of selecting a developer for a second, 200-unit, market rate building that will be located to the south. The Trailhead Apartments will serve 40% and 60% AMI households with a mix of studio, one-bedroom, two-bedroom, and 3-bedroom units.

KCHA will partner with Life Enrichment Options (LEO) to construct space within the project to house six adults living with Intellectual and Developmental Disabilities (IDD). LEO has submitted a funding application to support their purchase of this space, anticipating ARCH, Issaquah IHIP, and Commerce awards.

The ground floor will include 10,000 sf of commercial space (Issaquah Opportunity Center) to be owned by the City of Issaquah. This space will be programmed for community services, and the City of Issaquah will issue an RFP to healthcare providers, mental health service providers, and other community service organizations this fall to select tenants. The project will include 172 parking stalls on three levels of structured parking.

ARCH initially awarded funding to the Trailhead project in 2017 and has remained committed to the project's success since then.

### Funding Rationale

Given the limited resources for an award in this year's funding round, the Executive Board supports the intent of the project but does not recommend additional funding for the project in the 2025 ARCH HTF round for the following reasons:

- While the project aligned well with the timely delivery of housing priority, the applicant indicated that if they were not fully funded with all pending funding requests and available financing tools in 2025, they would be able to begin construction as scheduled in June 2026 and apply for additional funds in future rounds.

- Construction costs are relatively high per unit, partially related to the high number of structured parking stalls provided.
- If capital funding gaps persist, the applicant will be encouraged to apply in future funding rounds.
- ARCH will continue to support the project with its existing funding commitment and in its requests for other sources of public funding.

## 10. LIHI – Aventine Apartments

2025 Funding Request: \$250,000 (Conditional Loan)  
66 Affordable Rental Units

2025 Executive Board Recommendation: \$0

### Project Summary

The Aventine is a 5-story, 66-unit apartment community with 51 underground parking spaces located in Bellevue’s Downtown neighborhood. LIHI purchased the Aventine in 2024 with funding from Amazon, WSHFC, and the City of Bellevue to create and preserve housing for households at 30% to 80% AMI. ARCH awarded funding in 2023 and 2024 totaling \$1.5 million, which is intended to repay interim financing and support rehabilitation work. The building had 62 occupied units with market rate and 80% AMI tenants when LIHI took ownership in 2024. Existing tenants were allowed to remain in place, and unit turnover was completed on a voluntary basis.

The 66 units are a mix of studios, one-bedroom, and two-bedroom apartments. There are twelve units at or below 30% AMI, twenty units at 50% AMI, nineteen units at 60% AMI, and fifteen units at 80% AMI. In addition to low income workforce individuals, the building serves homeless families, veterans, and people living with disabilities. Aventine also has a 5-year, \$1,800,020 OMS award from Bellevue's Housing Stability Program to provide case management and behavioral health supports to residents.

LIHI is now seeking additional funding from ARCH, King County, and Commerce to repay a \$3,500,000 bridge loan from the City of Bellevue that was used for acquisition and the planned rehab work. The rehabilitation cost has also increased, creating additional need for their \$4,750,000 request to all public funders this year.

### Funding Rationale

Given the limited resources for an award in this year’s funding round, the Executive Board supports the intent of the project but does not recommend additional funding from the 2025 ARCH HTF round the project for the following reasons:

- ARCH and other local funders already have committed substantial resources to the project, and current awarded funds have not yet been contracted and expended.
- The project will likely be competitive for other sources of funding.

## 11. Vintage – Parq by Vintage

2025 Funding Request: \$2,000,000 (Conditional Loan)  
259 Affordable Rental Units and 2 Common Area Units

2025 Executive Board Recommendation: \$0

### Project Summary

Parq by Vintage is a proposed 259-unit affordable multifamily development. The project is located at 21925 South East 51st Street, Issaquah, WA 98029 and will convert existing commercial office space into multifamily affordable residential buildings. The site consists of two elevator buildings, one with five stories and one with six stories. The project proposes to provide 259 parking spaces, which are necessary due to limited transit options from the site. Outdoor amenity space will be created for the residents.

The site was chosen for its adaptive reuse potential and for its proximity to amenities desirable to families, including groceries, pharmacies, retail, and restaurants. The project site is located adjacent to the 531-acre Lake Sammamish State Park, with a direct trail connection to the park. A major landmark in King County, the park receives over two million visitors annually.

### Funding Rationale

Given the limited resources for an award in this year’s funding round, the Executive Board supports the intent of the project but does not recommend funding the project in the 2025 ARCH HTF Round for the following reasons:

- The project sponsor and property management firm have pending litigation with the State Attorney General’s Office; therefore, the project was unlikely to receive an allocation of the other funding needed to complete the project on the proposed schedule.
- The project application provided limited assessment of the existing building and system conditions as well as few details in the office to residential conversion scope of work, leaving more uncertainty on project costs and need for funding.

## 12. reSpace – Bellevue Sell and Stay Multigenerational Homeowners

2025 Funding Request: \$500,000 (Secured Grant)  
40 Affordable Homeownership Units

2025 Executive Board Recommendation: \$0

## Project Summary

This project aims to provide 8-12 units on four separate properties under a unique co-homeownership model for moderate-income individuals (60–100% AMI) including seniors who wish to age in place. The project will involve the redevelopment of four, to be identified, existing single-family properties into 8–12 private suites at each site within a shared-equity homeownership structure. Properties will be sourced by identifying single family homeowners who want to sell their homes but remain onsite, in a new living suite. Sixteen of the 40 units will be dedicated to seniors eligible at 60% AMI making these units eligible for Bellevue HSP funds.

The rehabilitation will include adding bathrooms to each bedroom in the existing single-family home to create suites consisting of a bathroom and bedroom for each resident owner. New ADUs will be built with additional shared suites in conformance with the new middle housing code adopted by Bellevue. There will be shared kitchens and living areas in each building. The specific properties for the developments have not yet been identified or site control secured.

Ownership Model: The ownership model is structured through an LLC operating agreement. Each homeowner holds a membership interest in the entire property and common areas, and each household has exclusive rights to their designated private suite.

## Funding Rationale

Given the limited resources for an award in this year’s funding round, the Executive Board supports the intent of the project but does not recommend funding the project in the 2025 ARCH HTF round for the following reasons:

- The developer has not identified the specific sites or started any of the feasibility or design work.
- Project is a new model and has yet to demonstrate feasibility in the current market including demand for co-housing amongst seniors or ability to obtain construction phase financing for the development or lenders to purchase the co-ownership suites.
- Questions remain about the model for service delivery.
- Applicant is encouraged to continue developing their model and consider applying in a future round.

## 13. SRI – Catalina Apartments

2025 Funding Request: \$1,000,000 (Conditional Loan)  
96 Affordable Rental Units

2025 Executive Board Recommendation: \$0

## Project Summary

This project aims to acquire and convert an existing market-rate building into an income-restricted development for seniors at 30% to 80% AMI, of which five will be set aside for seniors living with

physical disabilities at 30% AMI. The building is comprised of studio and one-bedroom units. This is the second application ARCH has received for the project.

Originally a nursing home, the building was converted to 96 individual apartments in the early 2000s. The project has several features that align well to serve seniors, such as an elevator and significant common areas for congregation. The rehabilitation component will address outstanding capital needs of the building, including exterior paint and facade repairs, a new roof, elevator upgrades, HVAC replacement, and an interior refresh. The property is in the Woodridge neighborhood of Bellevue with most amenities located in the Factoria neighborhood to the south.

The conversion of this building from market rate to income-restricted will require the relocation of at least some existing residents who do not meet income requirements. SRI intends to hire a relocation consultant (Housing to Home) to support relocation elements. It is estimated that around half of the households will not meet income requirements and need to be relocated.

### **Funding Rationale**

Given the limited resources for an award in this year's funding round, the Executive Board supports the intent of the project but does not recommend funding the project for the following reasons:

- The project is unlikely to secure other public sources this year for full funding.
- The project would potentially result in involuntarily displacing approximately 50% of the existing residents as the project converts to senior housing.

# Attachment 1: Proposed Funding Sources

2025 FUNDING RECOMMENDATIONS								
	Altaire	Bothell Urban	Family Village Redmond	Forest Edge	LEO Trailhead	Kirkland House	Orchard Gardens	2025 Funds Recommended
	500,000	1,500,000	626,700	500,000	191,500	212,600	500,000	4,030,800
Bellevue	140,400	542,000	211,100	140,400	23,700	54,300	189,300	1,301,200
Bothell	19,400	22,400	19,900	19,400	18,600	18,800	1,400	119,900
Clyde Hill	2,500	6,000	3,100	2,500	1,400	1,700	1,700	18,900
Hunts Point	600	2,300	900	600	100	200	800	5,500
Issaquah	63,300	14,800	5,800	63,300	60,100	1,500	5,200	214,000
Kenmore	13,600	45,100	19,100	13,600	4,400	6,800	14,900	117,500
Kirkland	109,300	421,300	164,100	109,300	18,400	42,100	147,300	1,011,800
Medina	3,500	13,400	5,200	3,500	600	1,300	4,700	32,200
Mercer Island	4,400	16,900	6,600	4,400	700	1,700	5,900	40,600
Newcastle	2,200	8,400	3,300	2,200	400	800	2,900	20,200
Redmond	110,300	290,000	141,900	110,300	58,000	71,700	84,800	867,000
Sammamish	17,700	68,200	26,600	17,700	3,000	6,800	23,900	163,900
Woodinville	11,900	45,800	17,800	11,900	2,000	4,600	16,000	110,000
Yarrow Point	900	3,400	1,300	900	100	300	1,200	8,100
<b>HTF</b>	<b>500,000</b>	<b>1,500,000</b>	<b>626,700</b>	<b>500,000</b>	<b>191,500</b>	<b>212,600</b>	<b>500,000</b>	<b>4,030,800</b>
<b>CDBG</b>							<b>616,000</b>	<b>616,000</b>
<b>Kirkland Add'l Inv</b>						<b>250,000</b>		<b>250,000</b>
<b>Redmond Add'l Inv</b>			<b>350,000</b>					<b>350,000</b>
<b>2021 HTF Award</b>					<b>250,000</b>			<b>250,000</b>
<b>2023 HTF Award</b>							<b>600,000</b>	<b>600,000</b>
<b>Grand Total</b>	<b>500,000</b>	<b>1,500,000</b>	<b>976,700</b>	<b>500,000</b>	<b>441,500</b>	<b>462,600</b>	<b>1,716,000</b>	<b>6,096,800</b>

# Attachment 2: ARCH Award Standard Conditions

1. Prior to Contracting:
  - a. Owner shall submit quarterly monitoring reports to ARCH **from the time of award** through completion of the project.
  - b. The Owner shall submit a project implementation timeline, **and development and operating budgets (“Project Budget”)** based upon more complete cost information and actual funding commitments, including proposed uses of ARCH funds, which must be approved by ARCH. If the Owner is unable to adhere to the timeline and/or budgets, ARCH must be immediately notified and a new timeline and/or budgets shall be submitted by the Owner for ARCH’s approval. ARCH shall not unreasonably withhold its approval to a revised timeline and/or budgets, so long as such new timeline and/or budgets does not materially adversely change the Project. This shall be a continuing obligation of the Owner. Failure to adhere to the timeline and/or budgets, either original or as amended, may result in withdrawal of the **Lender’s** commitment of funds.
  - c. The Owner shall submit evidence of commitment of all public and private funds in the Project consistent with the Project Budget. In the event commitment of funds identified in the Project Award Letter cannot be secured in the time frame identified in the application, the Owner shall immediately notify ARCH, and describe the actions it will undertake to secure alternative funding, and the timing of those actions, subject to ARCH’s review and approval. All commitments of financing for the Project must be secured by the Owner prior to the release of funds.
  - d. The Owner shall submit evidence of insurance, as required by ARCH.
  - e. The Owner shall submit evidence of site control, a market study (if applicable), and an appraisal, by a state-certified general real estate appraiser, as that term is defined in RCW 18.140.010(22), which establishes a property value equal to or greater than the acquisition price.
  - f. *[If improvements already exist -* The Owner shall submit a property inspection report by a qualified third-party firm. This report shall include an analysis of deferred and other repair or maintenance items upon the Property as well as the presence of any Hazardous Substances, and if present, how it will be addressed. This report shall be accompanied by a budget and plan showing how recommended rehabilitation work will be completed in a timely manner. A budget and timetable for this work may be submitted with the inspection report or be included as an attachment to the Project Budget required in subsection 1.2 hereinabove.]
  - g. The Owner shall submit a Hazardous Substances survey for the site by a qualified third-party firm. This report shall include an analysis of the presence of any Hazardous Substances, and if present,

how the Hazardous Substances will be addressed. This report shall be accompanied by a plan showing how recommended work will be completed in a timely manner. If applicable, a budget and timetable for this work shall be submitted with the inspection report.

- h. Owner shall provide **Lender** with an authorization, execution and enforceability opinion of Owner's counsel in a form reasonably acceptable to the **Lender**.
- i. [If required], Owner shall secure performance and payment bonds in the amount of the value of the construction project.
- j. Owner shall cooperate with ARCH in obtaining an American Land Title Association Lender's Title Policy with extended title insurance insuring the [Loan/Grant] and including those endorsements reasonably required by ARCH. The costs of such policy shall be the responsibility of the Owner.
- k. The Owner shall have in place all applicable construction, land use, environmental (including Hazardous Substances (as defined in the Environmental Indemnity)), and zoning permits, and other approvals necessary for construction, occupation and operation of the Project. Owner shall maintain documentation of any such.
- l. In the event federal funds are used, and to the extent applicable, federal guidelines must be met, including but not limited to: contractor solicitation, bidding and selection; wage rates; property acquisition; and Endangered Species Act (ESA) requirements. Owner shall include in any construction contracts or subcontracts, such requirements as may be required by the federal funds so used.

## **2. Additional Terms to be included in the Funding Documents**

- a. Concurrent with Owner's execution of the Funding Agreement, Owner shall execute and deliver to ARCH (i) the Note, (ii) the Deed of Trust, (iii) the Regulatory Agreement, and (iv) a Certificate and Indemnity Agreement Regarding Hazardous Substances and Building Laws ("Environmental Indemnity"). Together with the Funding Agreement, the Deed of Trust, Note, and Regulatory Agreement, and Environmental Indemnity, shall be considered the "ARCH Funding Documents".
- b. Lender funds allocated to the Project shall not be used for any purposes other than as specified in the award conditions and/or as described in the approved Project Budget unless ARCH has given written authorization for alternative use. Spending of construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances.
- c. The Owner shall [acquire/construct/renovate] the Project in compliance with the Project Award Letter as approved by ARCH and substantially in compliance with any plans and/or specifications submitted to and approved by ARCH.

- d. The net developer fee shall follow the ARCH Net Developer Fee Schedule. A net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion that is paid out of cash flow from operations after being placed in service.
- e. The Owner shall submit a complete management and services plan and updated operating budget for review and approval by ARCH staff (“Management Plan”). At a minimum the plan shall describe: (1) the physical plan including number and size of units, amenities, and accessibility, (2) the tenant population to be served, (3) description of housing programs and services, (4) management and operation of the premises including description of management entity and staffing, rules for operation of the premises, enforcement procedures, and maintenance and repair program, and (5) coordination of services with outside providers and parking management.
- f. Owner shall submit annual monitoring reports after completion of the project, and shall submit initial tenant information as required by ARCH, if applicable.

3. Other Terms

- a. ARCH, through its Administering Agency, may negotiate, approve, execute, and record amendments or releases of any ARCH loan documents as may be needed for the project; provided the project still provides the anticipated affordable housing and there is sufficient collateral to secure the members’ financial investment, all as determined by ARCH staff.
- b. ARCH acknowledges that projects may change from the time of award until signing of the funding agreement as designs are further developed and financing is secured. The following changes may be approved by the party identified below, based on a determination that the change is necessary for the project to proceed and the Owner has made diligent efforts to maximize the affordable housing benefits in the project.

Type of Change	Approver
Change to proposed population (if applicable)	ARCH Executive Board
Change to total number of units or bedrooms of less than 20%	ARCH staff
Change to total number of units or bedrooms greater than 20%	ARCH Executive Board
Change to affordability levels resulting in average AMI increasing 10% AMI or less change	ARCH staff
Change to affordability levels resulting in average AMI increasing over 10% AMI	Executive Board
Change in one or more entities that make up the project sponsor / applicant	Executive Board

## Attachment 3: Project Economic Summaries

Applicant: BRIDGE Housing  
 Project Name: Bothell Urban (Lot P)  
 Location: Bounded by Thorsk St, 98<sup>th</sup> Ave NE, and Pop Keeney Way, Bothell  
 Project Description: Approximately 200 units of affordable rental housing at 30%, 50%, and 60% AMI with 1 Common Area Unit

Development Costs	Amount
Acquisition Costs	\$70,000
Construction	\$66,695,714
Soft Costs	\$3,898,544
Construction Financing	\$8,274,347
Permanent Financing	\$1,463,662
Capitalized Reserves	\$877,517
Other Development Costs	\$8,538,657
Developer Fee	\$12,676,407
Bond Related Costs of Issuance (4%)	\$107,500
<b>Total Development Costs</b>	<b>\$102,602,348</b>

Residential Source Name	Amount
Tax Credit Equity (4%)	\$43,032,308
State (WA HTF)	\$8,000,000
ARCH	\$1,500,000
Perm Loan/Bond	\$24,629,928
Sponsor Loan	\$4,360,740
Amazon	\$16,000,000
Deferred Developer Fee	\$4,379,372
CHIP	\$700,000
<b>Total Capital Sources</b>	<b>\$102,602,348</b>

Applicant: Hopelink and SRM  
 Project Name: Altaire at East Main  
 Location: 995 118<sup>th</sup> Ave SE, Bellevue  
 Project Description: Approximately 145 units of affordable rental housing at 30%, 40%, 50%, and 60% AMI with 1 Common Area Unit

<b>Development Costs</b>	<b>Amount</b>
Acquisition Costs	\$16,308,241
Construction	\$46,901,103
Soft Costs	\$5,080,296
Pre-Development/Bridge Financing	\$6,112,799
Construction Financing	\$5,996,690
Permanent Financing	\$548,094
Capitalized Reserves	\$1,362,526
Other Development Costs	\$4,520,908
Developer Fee	\$8,793,300
Bond Related Costs of Issuance (4%)	\$608,470
<b>Total Development Costs</b>	<b>\$96,232,427</b>

<b>Residential Source Name</b>	<b>Amount</b>
Tax Credit Equity (4%)	\$30,108,043
State (WA HTF)	\$7,500,000
King County	\$3,000,000
City of Bellevue (HSP)	\$14,460,888
City of Bellevue (AHF)	\$3,483,750
ARCH	\$500,000
Perm Loan/Bond	\$11,325,006
Amazon	\$18,125,000
Deferred Developer Fee	\$6,224,409
Interim Income and Accrued Interest	\$1,505,331
<b>Total Capital Sources</b>	<b>\$96,232,427</b>

Applicant: Imagine Housing  
 Project Name: Forest Edge  
 Location: 2650 148<sup>th</sup> Ave SE, Bellevue  
 Project Description: Approximately 100 units of affordable rental housing at 60% AMI

<b>Development Costs</b>	<b>Amount</b>
Acquisition Costs	\$3,625,000
Construction	\$49,353,990
Soft Costs	\$3,401,182
Pre-Development/Bridge Financing	\$350,000
Construction Financing	\$4,172,323
Permanent Financing	\$809,968
Capitalized Reserves	\$1,005,687
Other Development Costs	\$2,993,364
Developer Fee	\$4,950,000
Bond Related Costs of Issuance (4%)	\$589,051
<b>Total Development Costs</b>	<b>\$71,250,565</b>

<b>Residential Source Name</b>	<b>Amount</b>
Tax Credit Equity (4%)	\$26,867,375
State (WA HTF)	\$5,000,000
City of Bellevue (HSP)	\$6,903,994
City of Bellevue (AHF)	\$3,784,367
ARCH	\$500,000
Perm Loan/Bond	\$13,223,748
Amazon	\$11,000,000
Deferred Developer Fee	\$2,971,081
CHIP	\$1,000,000
<b>Total Capital Sources</b>	<b>\$71,250,565</b>

Applicant: Habitat for Humanity  
 Project Name: Orchard Gardens  
 Location: 4315 129<sup>th</sup> Place SE, Bellevue  
 Project Description: Approximately 25 units of affordable homeownership at 80% AMI

<b>Development Costs</b>	<b>Amount</b>
Acquisition Costs	\$1,635,000
Construction	\$15,996,994
Soft Costs	\$1,716,316
Construction Financing	\$776,962
Other Development Costs	\$1,225,000
<b>Total Development Costs</b>	<b>\$21,350,272</b>

<b>Residential Source Name</b>	<b>Amount</b>
State (WA HTF)	\$2,500,000
King County	\$1,800,000
City of Bellevue (AHF)	\$1,715,400
ARCH 2025 Request	\$784,600
Perm Loan/Bond (Home Sales Revenue)	\$6,539,558
National Housing Trust	\$400,000
2023 Commerce HTF & Appropriation	\$3,109,600
2023 ARCH	\$600,000
2023 & 2024 King County	\$2,901,114
2023 CHIP	\$1,000,000
<b>Total Capital Sources</b>	<b>\$21,350,272</b>

Applicant: PorchLight (formerly Congregations for the Homeless)  
 Project Name: Kirkland House  
 Location: 13205 100<sup>th</sup> Place NE, Kirkland  
 Project Description: Approximately 6 units of affordable rental housing at 30% and 50% AMI

<b>Development Costs</b>	<b>Amount</b>
Construction	\$1,216,612
Soft Costs	\$239,587
Capitalized Reserves	\$28,200
Other Development Costs	\$103,142
Developer Fee	\$50,000
<b>Total Development Costs</b>	<b>\$1,637,541</b>

<b>Residential Source Name</b>	<b>Amount</b>
State (WA HTF)	\$924,941
ARCH	\$462,600
Sponsor Grant	\$250,000
<b>Total Capital Sources</b>	<b>\$1,637,541</b>

Applicant: YWCA  
 Project Name: Family Village Redmond  
 Location: 16601 NE 80<sup>th</sup> St, Redmond  
 Project Description: 20 units of affordable rental housing at 30% AMI

<b>Development Costs</b>	<b>Amount</b>
Construction	\$1,793,991
Soft Costs	\$28,000
Other Development Costs	\$24,748
Developer Fee	\$50,313
<b>Total Development Costs</b>	<b>\$1,897,052</b>

<b>Residential Source Name</b>	<b>Amount</b>
ARCH	\$976,700
County/State Preservation Funds	\$920,352
<b>Total Capital Sources</b>	<b>\$1,897,052</b>

Applicant: Life Enrichment Options (LEO)  
 Project Name: LEO Condominiums at Trailhead  
 Location: 1550 Newport Way NW, Issaquah  
 Project Description: 6 units of affordable rental housing at 30% and 40% AMI and 1 Common Area Unit

<b>Development Costs</b>	<b>Amount</b>
Acquisition Costs	\$2,420,479
Soft Costs	\$254,485
Capitalized Reserves	\$8,788
Other Development Costs	\$14,374
<b>Total Development Costs</b>	<b>\$2,698,126</b>

<b>Residential Source Name</b>	<b>Amount</b>
State (WA HTF)	\$1,733,626
Issaquah Inclusive Housing Pool (IHIP)	\$383,000
ARCH 2025 Request	\$191,500
Kuni Foundation	\$140,000
2023 ARCH	\$250,000
<b>Total Capital Sources</b>	<b>\$2,698,126</b>

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

Consent Calendar  
March 10, 2026

<b>A Regional Coalition for Housing, ARCH – Delegating Administrative Duties for Pre-2010 Projects</b>	<b>Proposed Council Action:</b> Approve Resolution
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Prepared by: Interim Clerk-Treasurer Tina Eggers

Exhibits: Proposed Resolution

**Introduction:**

This agenda bill seeks Council authorization to delegate administrative duties for pre-2010 ARCH Trust Fund contracts to the City of Bellevue.

**Background:**

The Town of Yarrow Point is a member of ARCH, a partnership of King County and East King County cities working to preserve and increase housing for low and moderate income households in the region. Since the Interlocal Agreement was amended in 2010, the City of Bellevue has assumed the role of Administering Agency for the ARCH Housing Trust Fund and provides oversight of new contracts on behalf of all members. While Bellevue manages post-2010 agreements, the sixty-three (63) projects financed by ARCH member cities prior to that time are still managed by individual ARCH member cities and towns.

**Proposal:**

The Town Council most recently received a presentation from ARCH at its Study Session on February 10, 2026.

The ARCH Executive Board would like to increase efficiencies and reduce duplicative work in the administration of ARCH Housing Trust Fund contracts. Because the 2010 Interlocal Agreement permits the Executive Board to authorize the Administering Agency to administer ARCH housing project agreements prior to its effective date, the Board is now seeking to formally delegate to Bellevue the authority to manage the administration of contracts initiated prior to 2010.

Once approved, the City of Bellevue will be delegated with authority to administer both pre-2010 and post-2010 Housing Trust Fund agreements.

**Recommended Action:**

MOVE TO: Approve Resolution No. 388, authorizing the delegation of administrative duties to Bellevue for ARCH Housing Trust Fund financing agreements that pre-date the 2010 Interlocal Agreement Amendment.

**TOWN OF YARROW POINT  
RESOLUTION NO. 388**

**A RESOLUTION OF THE COUNCIL OF THE TOWN OF  
YARROW POINT, WASHINGTON AUTHORIZING THE CITY  
OF BELLEVUE TO ADMINISTER CERTAIN HOUSING  
PROJECT AGREEMENTS ON BEHALF OF THE TOWN OF  
YARROW POINT, CONSISTENT WITH THE AMENDED AND  
RESTATED INTERLOCAL AGREEMENT FOR ARCH – A  
REGIONAL COALITION FOR HOUSING**

**WHEREAS**, pursuant to an interlocal agreement executed under Chapter 39.34 RCW, the Town is a long standing member of A Regional Coalition of Housing (ARCH), a cooperative partnership of fifteen cities and towns in East King County, working together to promote affordable housing through shared goals, coordinated policies, and the strategic use of public funds in partnership with private-sector resources; and

**WHEREAS**, the City of Bellevue currently serves as the ARCH Administering Agency pursuant to a resolution of the ARCH Executive Board (No. 2010-01) and the Bellevue City Council (No. 8076); and

**WHEREAS**, Section 12(f)(v) of the ARCH Amended and Restated Interlocal Agreement (hereinafter “ARCH Interlocal Agreement”), effective July 10, 2010, also permits the Executive Board to authorize the Administering Agency to administer ARCH housing project agreements entered into prior to the effective date of the ARCH Interlocal Agreement, upon terms consistent with the interlocal and subject to the consent of the Administering Agency and the parties to said agreements; and

**WHEREAS**, when the Administering Agency was appointed in 2010, ARCH did not formally authorize the Administering Agency to administer ARCH housing project agreements that predate the interlocal agreement; and

**WHEREAS**, this has resulted in a fragmented approach in the administration of ARCH housing project financing documents, whereby the Administering Agency is responsible for all agreements funded through the Housing Trust Fund (HTF) on or after July 10, 2010, while individual ARCH member cities and towns remain responsible for administering those financing agreements that predate July 10, 2010 and funded with HTF monies; and

**WHEREAS**, this fragmentation persists despite a common funding mechanism and the centralized role of ARCH Staff, which is responsible for day-to-day monitoring of the agreements, maintains ongoing relationships with owners and operators of the affordable housing project subject to the financing documents, and works in close partnership with the Administering Agency; and

**WHEREAS**, from time-to-time, ARCH-approved housing projects seek to refinance existing loans, secure additional funding for improvements, convey property to develop public amenities, or transfer ownership of the project, triggering the need for various amendments to the underlying financing documents; and

**WHEREAS**, and specific to the ARCH project financing documents that predate the ARCH Interlocal Agreement, this results in certain inefficiencies, delays, and increased burdens to ARCH Staff, which is required to develop multiple versions of the same/similar amending instruments, educate the several ARCH jurisdictions that contributed funding to a project regarding the need for the amending instrument, and coordinate all necessary approvals needed for the amending instruments – often under compressed timelines; and

**WHEREAS**, the ARCH Executive Board recently adopted Resolution 2025-01, authorizing the City of Bellevue, in its capacity as the ARCH Administering Agency, to administer the ARCH housing project finance documents executed by the individual ARCH member jurisdictions prior to the effective date of the ARCH Interlocal Agreement - provided the City of Bellevue and individual member jurisdictions consent to said administration; and

**WHEREAS**, the City of Bellevue must adopt a resolution consenting to the administration of ARCH housing project agreements executed by the individual ARCH member jurisdictions prior to the effective date of the ARCH Interlocal Agreement – provided the individual ARCH members deliver a resolution to ARCH and the City of Bellevue, consenting to said administration; and

**WHEREAS**, the Town Council finds a more streamlined administration of ARCH project financing documents would be in the best interest of the City, ARCH, and the affordable housing projects it supports; NOW, THEREFORE,

**THE TOWN COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

Section 1. In accordance with Section 12(f)(v) of the ARCH Amended and Restated Interlocal, the Town of Yarrow Point consents to the City of Bellevue serving as the Administering Agency for the housing project financing documents identified in Exhibit A, attached hereto and incorporated by reference, which were funded through the ARCH Housing Trust Fund and executed by the Town prior to the effective date of the ARCH Interlocal Agreement.

Section 2. This consent shall be effective upon adoption of this Resolution, and the Clerk is directed to provide a copy of the same to ARCH and the City of Bellevue.

Section 3. This consent shall remain in effect unless and until the ARCH Executive Board rescinds Resolution No. 2025-01, or after the City of Bellevue or the Town of Yarrow Point provides 180 days written notice of its intent to withdraw consent to the administration, whichever is sooner. In the event of any rescission or withdrawal, the ARCH Executive Board, the City of Bellevue, and the Town of Yarrow Point shall take all steps reasonably practicable to ensure a

smooth transition of responsibilities from the Administering Agency to any successor agency, if any.

Section 4. Upon delivery of all consents to the administration described in Sections 1 and 2 above, the City of Bellevue, in its capacity as the ARCH Administering Agency, and/or ARCH Staff shall notify all owners/operators of the affordable housing projects subject to financing documents identified in Exhibit A, of the resulting change in administration.

Section 5. The City of Bellevue, in its capacity as the Administering Agency, shall administer the housing project documents identified in Exhibit A in accordance with their terms and conditions and consistent with the Administering Agency's responsibilities under the ARCH Interlocal Agreement. This authority includes, but is not limited to, negotiating and executing any amendments, consents, assignments, subordination agreements, partial releases of security instruments and other documents requested in connection with a refinancing, restructuring or modification of the financing for a housing project.

Section 6. This consent does not delegate any other legislative or administrative powers retained by the Town of Yarrow Point under the ARCH Interlocal Agreement, including, but not limited to, approval of any increased funding awards; nor does this consent delegate any legislative or administrative powers that are the sole province of the Town, including, but not limited to, negotiating and conveying any interests in real property (e.g. easements) or any agreements negotiated, funded, and monitored without the aid of ARCH.

Section 7. In executing any amendment or necessary document related to the housing project agreement identified in Exhibit A, the City of Bellevue shall specify that it is acting as the Administering Agency on behalf of the Town of Yarrow Point pursuant to the ARCH Amended Interlocal Agreement.

Section 8. The City of Bellevue, in its capacity as the Administering Agency, and/or ARCH Staff shall provide all reasonable information that may be requested by the Town of Yarrow Point in relation to the administration of the agreements identified in Exhibit A.

APPROVED and ADOPTED by the Council of the Town of Yarrow Point this 10<sup>th</sup> day of March, 2026.

APPROVE:

\_\_\_\_\_  
Katy Kinney Harris, Mayor

\_\_\_\_\_  
ATTEST: Christine Eggers, Interim Clerk-Treasurer

Exhibit A

JDE #	Project	Owner	1 <sup>st</sup> Award YR	2 <sup>nd</sup> Award YR	3 <sup>rd</sup> Award YR
538	Coal Creek Terrace	Habitat for Humanity	2000		
546	Petter Court	Hopelink	2001		
556	Copper Lantern	Low Income Housing Institute	2005		
560	Johnson Hill	Imagine Housing	2006		
561	New Ground Kirkland	Friends of Youth	2007		
563	Andrew's Glen	Imagine Housing	2008		
565	Family Village Issaquah	Young Women's Christian Association	2009		
566	Francis Village	Imagine Housing	2009		

The JDE # is the number assigned to each ARCH supported project in Bellevue's enterprise accounting system. Per the Resolution, the ARCH member authorizes Bellevue to administer all housing project financing documents filed under said file number.

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

Consent Calendar  
 March 10, 2026

<b>Joint Defense Agreement with City of Medina</b>	<b>Proposed Council Action:</b> Authorize
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<b>Presented by:</b>	Town Mayor and Town Attorney
<b>Exhibits:</b>	Joint Defense Agreement

**Background:**

The Town, along with the other Points communities, have been working collaboratively to seek a resolution with WSDOT regarding the ongoing maintenance of the SR 520 Lids.

To further support that collaborative effort, the Town seeks to execute a joint defense agreement with the City of Medina to collaborate, share information, and defend against any claims.

To that end, the Town Attorney has prepared a Joint Defense Agreement formalizing the cooperative legal relationship between the two municipalities. The City of Medina reviewed and executed the agreement. The agreement defines the scope of confidentiality practices, sets forth the respective rights and obligations of each party throughout the course of any potential litigation, and establishes a framework for information sharing between the Town Attorney and City Attorney that is essential for an effective and collaborative process.

**Recommended Action(s):**

MOVE TO: Authorize the Town Mayor to enter into and execute the Joint Defense Agreement between the Town of Yarrow Point and the City of Medina in connection with the potential litigation involving the WSDOT, in substantially the form presented.

## JOINT DEFENSE AGREEMENT

THIS JOINT DEFENSE AGREEMENT (the “Agreement”) is made by and among the TOWN OF YARROW POINT (“Town”) and the CITY OF MEDINA (“City”) and is dated and effective as of the last date written below. The Town and the City are individually a “Party” and collectively the “Parties”.

### RECITALS

1. The Parties and their respective counsel believe that the Parties share common legal interests in connection with the potential litigation regarding the Washington State Department of Transportation (“WSDOT”) (the “Litigation”).

2. The Parties and their respective counsel desire to enter this Agreement for the purpose of expressing their intent to jointly collaborate, share information, negotiate and defend against any claims, and any litigation arising there from.

3. The Parties desire to coordinate their efforts and retain joint counsel to review, analyze, negotiate and defend, if necessary, against the WSDOT.

NOW, THEREFORE, in consideration of the promises set forth below, the Parties agree as follows:

### AGREEMENT

#### 1. Definitions.

- a. **“Joint Defense Participant”** or **“Joint Defense Participants.”** The Parties’ respective employees, officers, agents, insurers, representatives, attorneys, consultants and expert witnesses who participate in any way in the Litigation are referred to herein as the “Joint Defense Participants,” or as a “Joint Defense Participant” for a particular Party.
- b. **“Third Party”** or **“Third Parties.”** Any person or entity, except the Joint Defense Participants, that has not signed this Agreement is referred to herein as a “Third Party,” regardless of whether he, she or it is involved in the Litigation. The term “Third Party” or “Third Parties” also includes any former Party after he, she or it has terminated participation in the joint defense effort pursuant to Section 14.

2. **Common Interest in Defense and Applicability of Joint Defense Doctrine.** The Parties anticipate that the nature of the Litigation and their relationships will present various common legal and factual issues, thus making it advisable to engage in joint defense efforts as deemed appropriate by the Parties and their attorneys. The Parties and their attorneys believe there is a mutuality of interest in pursuing a common strategy

with respect to at least some, if not all, issues or claims raised in the Litigation. In this regard, the Parties seek to enable both themselves and their Joint Defense Participants to work together on common issues without waiving applicable rules of privilege and confidentiality. The Parties' attorneys believe that such joint defense efforts will benefit their respective clients by making their legal advice and representation in the Litigation more effective and cost-efficient.

**3. Scope of and Basis for Confidentiality Agreement.** It is the Parties' intention and understanding that all of the following shall remain confidential and protected from disclosure, discovery or production to any Third Party to the fullest extent permitted by applicable law: (1) the fact that particular communications have been made under this Agreement between any Parties or Joint Defense Participants; (2) the information or materials so communicated; and (3) any part of any memoranda or other material or work product containing or referring to such communications. The Parties understand and agree that such communications, materials and work product are generally protected by each client's attorney-client privilege, each client's and attorney's work product doctrine privilege, and the "joint defense doctrine" or "common interest" privilege recognized in cases such as *State v. Emmanuel*, 42 Wn.2d 799, 814-16, 259 P.2d 845 (1953) (citing *Baldwin v. Commissioner*, 125 F.2d 812 (9<sup>th</sup> Cir. 1942)); *Waller v. Financial Corporation of America*, 828 F.2d 579, 583 (9<sup>th</sup> Cir. 1987); *United States v. McPartlin*, 595 F.2d 1321, 1336-37 (7<sup>th</sup> Cir. 1979); *Hunydee v. United States*, 355 F.2d 183 (9<sup>th</sup> Cir. 1965); and *Continental Oil Company v. United States*, 330 F.2d 347 (9<sup>th</sup> Cir. 1964).

**4. Agreement to Share Information or Materials.** Although this Agreement does not obligate the Parties to share any information with one another, to further their respective mutual interests, the Parties agree that:

- a. To the extent deemed appropriate and authorized by each Party's attorney, given the unique interests and concerns of his or her own client, any Party or Joint Defense Participant may share and exchange among other Parties and Joint Defense Participants: work product materials, opinion work product and confidential attorney-client communications relating to or facilitating the provision of legal advice. (the "Joint Defense Information"). Joint Defense Information may be disclosed verbally or in writing, electronic or otherwise, and may include but not be limited to: witness statements, interview summaries, legal memoranda or analyses, debriefing memoranda, factual summaries, transcript digests, non-discoverable documents or materials, legal strategies, mental impressions, intelligence, confidences and other secrets for the limited and restricted purpose of assisting the Parties' counsel in protecting the rights and interests of their respective clients; and
- b. Each Party's attorney may mark any materials exchanged pursuant to this Agreement with the legend

**“CONFIDENTIAL AND PRIVILEGED  
COMMUNICATION, PRODUCED PURSUANT TO  
JOINT DEFENSE AND CONFIDENTIALITY  
AGREEMENT,”** or a similar legend clearly denoting that  
the materials are subject to this Agreement.

The Parties agree that all Joint Defense Information shared pursuant to this Agreement shall be used solely in preparing their respective claims, defenses and, if applicable, counterclaims in this Litigation. The Parties further intend and agree that no claim of work product, opinion work product, attorney-client privilege or other privilege shall be waived by reason of the joint disclosure of Joint Defense Information to another Party, that Party’s counsel, or a Joint Defense Participant. All Joint Defense Information shall be protected from discovery by the work product doctrine, attorney-client privilege, common-interest privilege and the joint defense doctrine to the fullest extent of the law.

**5. Non-Disclosure to Third Parties.** No Joint Defense Information subject to this Agreement, other than Joint Defense Information based solely upon a Party’s (or Party’s counsel’s or a Party’s other Joint Defense Participants’) own privileged or protected materials or communications, shall be disclosed to any Third Party without the consent of the Parties to this Agreement except as follows:

- a. A Party that receives Joint Defense Information under this Agreement may communicate the same to a Third Party, but only with the advance consent of the attorney for the Party that contributed that information or material to the joint defense effort; and
- b. A Party or Joint Defense Participant that receives Joint Defense Information under this Agreement may communicate the same if compelled to do so by a court of competent jurisdiction. Each Party agrees that, if it receives any summons, subpoena or similar process, or any request to disclose or produce Joint Defense Information received under this Agreement, then it will immediately notify all other Parties and provide not less than five (5) business days’ notice before disclosure or production, to permit other Parties or their counsel to intervene. If five (5) business days’ notice cannot be provided, because of the return date of the process, then the Party upon which the demand or request is made shall bring a motion to stay the proceedings so as to provide at least five (5) business days’ notice to the other Parties. Each Party shall instruct its Joint Defense Participants to follow this same notice and motion procedure. PROVIDED, that the provisions of this subsection 5(b) shall not apply to requests for public records made pursuant to Chapter 42.56 RCW, which shall be governed exclusively by subsection 5(c).

- c. The Parties expressly acknowledge that each Party is a public agency governed by the Public Records Act (PRA) codified at Chapter 42.56 RCW. Nothing in this Agreement shall be construed as abridging, limiting or altering each Party's legal rights and obligations as set forth in the PRA and any controlling judicial precedent arising thereunder. Upon receipt of a request for public records made pursuant to the PRA ("PRA request") the scope of which may encompass Joint Defense Information or other documents related to the Litigation, a Party may notify the other Parties of such request and of the first Party's intended response thereto. However, notwithstanding any other provision of this Agreement, the first Party shall have sole discretion in determining the extent to which any such records shall be released in response to a PRA request. No decision by the first Party in responding to a PRA request shall form the basis for any claim or cause of action under this Agreement.

**6. Independently Obtained Information or Materials Not Protected by this Agreement.** This Agreement shall not restrict disclosure or production of information or materials that were learned or obtained by a Party or its Joint Defense Participants if they were learned or obtained in ways entirely independent of any joint defense communications.

**7. Sharing of Information Does Not Create Privilege for Facts that Are Not Otherwise Privileged.** The Parties recognize and agree that where facts or other information or materials are not otherwise privileged from disclosure or production, they shall not gain any privilege simply because they may be shared in a joint defense communication. However, except as otherwise provided herein, this Agreement and the joint defense, common interest, attorney-client and work product privileges do protect against disclosure of (1) the fact that particular joint defense communications have been made among any Parties or Joint Defense Participants, (2) the substance of any such communications, and (3) any part of any memoranda or other materials or work product that contains or refers to such joint defense communications.

**8. Confidentiality of Joint Defense Information.** Each Party and Joint Defense Participant shall also take appropriate measures to maintain the confidentiality of all Joint Defense Information. To the extent applicable, this Section 8 does not prohibit a Party from sharing or discussing Joint Defense Information with employees and/or directors of a Party, provided that the individual receiving the Joint Defense Information, as part of his or her responsibilities, is participating in the defense of the sharing Party. The confidentiality obligations under this Agreement shall survive the termination of the Agreement for any reason.

**9. Each Party Understands that He, She or It is Represented Only by the Party's Own Attorneys.** Each Party understands that it is represented only by the Party's own attorneys in this Litigation. Although the attorneys who represent the other Party have

a duty to preserve the confidences and other information or materials disclosed to them pursuant to this Agreement, each Party understands that the other Party's attorneys will not act for any Party besides their own clients in this Litigation. In other words, each Party understands and agrees that this Agreement does not and will not create any attorney-client relationship with any attorney for any of the other Parties. In signing this Agreement, each Party expressly acknowledges that the attorneys who represent the other Party owe an uncompromising duty of loyalty to their own respective clients and to no other Party, regardless of this Agreement.

**10. Each Attorney's Duty to Zealously Represent His or Her Own Client.**

Subject to the Rules of Professional Conduct, the Parties understand and acknowledge that each of their attorneys has an ethical obligation to zealously represent his or her own client(s), notwithstanding the interests of the other Party. Thus, before this Litigation concludes, each attorney may need to, and is free to, subject to the terms of this Section 10, take action that may be contrary to the interests of other Parties. Such actions may include, but are not limited to: (1) advising a client to cooperate with a government investigation or proceeding, (2) generating or disclosing evidence or information to the government or other Third Parties (except that no information or materials designated as protected by this Agreement shall be disclosed to the government or other Third Parties, unless compelled by law or with the agreement of the parties), and (3) cross-examining other Parties at trial or in other proceedings, should such Parties testify. Any Party intending to cooperate with a government investigation or proceeding during this Agreement shall:

(i) notify each of the other parties in writing before the commencement of a Party's cooperation and describe the nature of the government investigation, as well as how, if at all, the investigation or proceeding may affect the other Party hereto; and

(ii) sign a declaration under oath swearing that the Party will not disclose any information protected by this Agreement to the government or other Third Parties in the course of the government investigation or proceeding unless compelled to do so by lawful process, or with the consent of the other Party.

**11. Not an Agreement to Violate any Law.** This Agreement is in no way intended to encourage or commit any violation of law, including but not limited to the PRA, or any unlawful interference with any official proceeding. Each Party expressly acknowledges and understands this.

**12. Substitution of Attorneys or Parties.** This Agreement shall automatically apply to substitute or associated counsel who may appear in the Litigation on behalf of any Party. This Agreement shall not be subject to abrogation by any Party's heir, assign or other successor in interest, nor shall any such heir, assign or successor in interest have the authority to waive any privilege, doctrine or agreement that protects any information or materials shared by or among the Parties.

**13. Modification of Agreement—Addition of New Parties.** This Agreement may be modified, or new parties may be added to it, only by all Parties consenting with the new parties signing a duplicate counterpart. Such signature may be accomplished through

duplicate counterparts, the originals of which shall be collected and retained by Ogden Murphy Wallace, PLLC.

**14. Right to Terminate Participation; Termination Is Prospective Only.**

Each Party may terminate its participation in the joint defense effort and this Agreement at any time. Termination shall be effective five (5) business days after the terminating Party serves written notice of termination on the attorneys for the other Party, in which case this Agreement shall no longer be operative as to the terminating Party. Upon notification of termination under this Section 14, a terminating Party shall continue to protect all Joint Defense Information disclosed to the terminating Party before the terminating Party's notification of intent to terminate.

Termination of a Party's participation under this Agreement shall not authorize the former Party to thereafter disclosure or use protected information or materials in any manner that is inconsistent with this Agreement, nor shall it operate as a waiver of this Agreement's protections. A former Party and its Joint Defense Participants remain bound to maintain the confidentiality of all information and materials they received under this Agreement, consistent with the terms of this Agreement. No former Party or its attorneys shall claim or assert or support a contention that counsel for any remaining Parties have a conflict of interest in their continued representation of their respective clients.

**15. Potential Conflicts and Objections Waived.** Each Party acknowledges and understands that it is possible that another Party may in the future become a witness against it or hold a position adverse to it. Each Party further acknowledges and understands that the attorneys representing the other Parties have the right and may have the obligation to take actions against the interests of other Parties, such as cross-examining them at trial or other proceedings using non-privileged information obtained through communications not protected by this Agreement. By signing below, each Party knowingly and intelligently waives any objection that it may have, and consents, to the continued representation of the other Parties by their respective attorneys, regardless of the fact that such other attorneys may have access to, or become privy to, a Party's confidential information or other Joint Defense Information shared only pursuant to this Agreement. Nothing in this Agreement or in the Parties' joint defense efforts shall be used by any Party or attorney signing this Agreement as a basis for seeking to disqualify any attorney from representing his or her client in this Litigation or in any other Litigation, nor shall they prevent any of the Parties' attorneys from representing a client in a future Litigation whose interests are or may be adverse to those of another Party.

By signing this Agreement, each counsel confirms that he or she has explained the contents of this Agreement to the Party he or she represents and that such Party agrees to abide by the understanding contained herein. Further, each Party knowingly and voluntarily waives the right to object to the continued retention by any other Party or counsel or to seek the counsel's disqualification, on the ground that: (a) the counsel had access to the Joint Defense Information pursuant to this Agreement; (b) the counsel has a conflict of interest by reason of participation in common interest efforts under this Agreement; or (c) the counsel was prevented or precluded from rendering zealous legal

representation to his or her client by reason of participation in common interest efforts under this Agreement. *See, e.g., United States v. Henke*, 222 F.3d 633 (9th Cir. 2000). Each Party knowingly and voluntarily waives any right to take testimony from counsel for another Party based on that counsel's participation in common interest efforts.

**16. Injunctive Relief and Attorneys' Fees.** Each Party and attorney signing below agrees that the other Party to this Agreement would suffer irreparable harm for which there is no adequate legal remedy if Joint Defense Information protected by this Agreement was disclosed in violation of this Agreement. Therefore, each Party and attorney signing below agrees that a court of competent jurisdiction may order immediate injunctive relief to prevent him, her or it, or any of the Joint Defense Participants, from disclosing or threatening to disclose any information or materials protected by this Agreement, without having to post a bond. In any action or proceeding to enforce compliance with this Agreement, the prevailing party shall be entitled to recover all of its reasonable attorneys' fees, costs and disbursements incurred therein.

**17. Effective Period of this Agreement.** This Agreement and all of its terms shall be deemed effective as of the date of the last signature hereto and shall remain in effect until terminated by written agreement of the Parties. Any such termination shall be prospective only and shall not affect the obligation to maintain the confidentiality of all information and materials received under this Agreement. Any conclusion or resolution of the Litigation as to any or all Parties shall not operate to terminate this Agreement.

**18. Agreement Fully Understood.** Each attorney signing below has explained the terms of this Agreement to his or her client and is fully satisfied that the client understands the material facts and the terms of this Agreement, agrees to abide by those terms, and has authorized the attorney to sign this Agreement. Each Party signing below represents that he, she or it understands both the benefits to be gained by participating in a joint defense and confidentiality agreement as well as the potential detriments of the same. By signing below, each Party represents that it has determined, after consultation with counsel, that the potential benefits of this Agreement outweigh its potential detriments.

**20. Notice.** The City Manager or Mayor of each entity shall designate a representative ("Designated Representative"). Notice to the Designated Representative shall be undertaken through e-mail contacts, provided, however, that any decision to terminate the participation pursuant to Section 14 of any Party shall be given in writing to:

Ogden Murphy Wallace, P.L.L.C.  
c/o Emily Romanenko  
701 Fifth Avenue, Suite 5600  
Seattle, WA 98104

Inslee, Best, Doezie & Ryder, P.S.  
c/o Jennifer Robertson  
10900 NE 4<sup>th</sup> Street, Suite 1500  
Bellevue, WA 98004

**21. Choice of Law.** This Agreement shall be governed by the Washington common law of privilege and work product and shall relate back to, cover, include and govern any and all information and strategy shared between the Parties or their counsel before the execution of this Agreement in connection with the Litigation.

**22. Complete Agreement.** This Agreement constitutes the sole and complete agreement between and among the Parties relating to Joint Defense Information. Nothing herein is intended to affect any indemnification or other rights and obligations that may exist between the Parties by virtue of other agreements.


**ACCEPTED AND AGREED to this \_\_\_ day of \_\_\_\_\_, 2026.**

TOWN OF YARROW POINT

By: \_\_\_\_\_  
Emily Romanenko, WSBA 52800  
OGDEN MURPHY WALLACE  
701 Fifth Avenue, Suite 5600  
Seattle, WA 98104  
eromanenko@omwlaw.com

**ACCEPTED AND AGREED to this 12th day of February, 2026.**

CITY OF MEDINA

By:   
Jennifer Robertson, WSBA 23445  
INSLEE, BEST, DOEZIE & RYDER  
10900 NE 4<sup>th</sup> Street, Suite 1500  
Bellevue, WA 98004  
jrobertson@insleebest.com



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

Consent Calendar  
March 10, 2025

<b>Private Property Tree Code Update – Removing Mailbox Pagoda Posting Requirement</b>	<b>Proposed Council Action:</b> Adopt Ordinance
--	--

<b>Presented by:</b>	Deputy Clerk, Austen Wilcox
<b>Exhibits:</b>	Proposed Ordinance

**Summary:**

In the Town’s Municipal Code, Chapter 20.22 Private Property Tree Code, Section 20.22.080 Tree removal permit – Notification, a pagoda posting is required as part of the tree removal notice. The pagoda posting is redundant as the same notice and approved site plan is posted on site and on the Town’s website. The proposed Ordinance removes the pagoda posting requirement.

**Recommended Action:**

MOVE TO: Adopt Ordinance No. 784, an Ordinance of the Town of Yarrow Point, Washington, amending Yarrow Point Municipal Code Section 20.22.080 Tree Removal Permit Notification; providing for severability; and establishing an effective date.

**TOWN OF YARROW POINT  
ORDINANCE NO. 784**

**AN ORDINANCE OF THE TOWN OF YARROW POINT,  
WASHINGTON, AMENDING YARROW POINT MUNICIPAL CODE  
SECTION 20.22.080 TREE REMOVAL PERMIT - NOTIFICATION;  
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN  
EFFECTIVE DATE.**

**WHEREAS**, the Town of Yarrow Point has established regulations regarding tree removals, mitigation, and placement of trees on private property in the Yarrow Point Municipal Code (“YPMC”) Chapter 20.22; and

**WHEREAS**, the Town recognizes the need to update its existing tree code to better reflect current best practices, update certain provisions for clarity, and further the Town’s comprehensive plans; and

**WHEREAS**, on January 13, 2026, the Town Council held a duly noticed public hearing on various tree regulations and adopted Ordinance No. 783 on February 10, 2026; and

**WHEREAS**, since then the Town finds that an additional amendment is warranted to simplify the tree removal permit notification process;

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

**Section 1. Findings.** In support of this ordinance, the Yarrow Point Town Council adopts the above recitals.

**Section 2. Chapter 20.22.080 Amended.** YPMC Chapter 20.22, Section 20.22.080 Tree removal permit – Notification is hereby amended to read as follows:

**“20.22.080 Tree removal permit – Notification.**

A. Prior to removing any significant trees, the applicant shall post a copy of their issued tree removal permit on site, ~~and on the mailbox pagodas associated with the subject project.~~ The town shall also publish the tree removal permit on the town’s website. The posted and published permit copies shall include the submitted site plan.

B. Upon issuance of a permit for an emergency tree removal, the town shall publish a copy of the permit on the town’s website. The permit copy shall include the submitted site plan.”

**Section 3. Corrections by Town Clerk or Code Reviser Authorized.** Upon approval of the Town Attorney, the Town Clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

**Section 4. Severability.** If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or situation should be held to be invalid or unconstitutional for any reason by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality if the remaining portions of this ordinance or its application to any other person or situation.

**Section 5. Effective Date.** This ordinance or a summary thereof shall be published in the official newspaper of the Town, and shall take effect and be in full force five days after passage and publication as provided by law.

**APPROVED BY THE TOWN COUNCIL OF THE TOWN OF YARROW POINT ON THE 10<sup>th</sup> DAY OF MARCH, 2026 AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 10<sup>th</sup> DAY OF MARCH 2026.**

\_\_\_\_\_  
Mayor Katy Kinney Harris

Approved as to form:  
Town Attorney

\_\_\_\_\_  
Attest/Authenticated:

\_\_\_\_\_  
Ogden Murphy Wallace, PLLC

\_\_\_\_\_  
Christine L. Eggers, Clerk-Treasurer

PASSED BY THE TOWN COUNCIL:  
PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NO.: 784

<b>94<sup>th</sup> Ave NE Overlay King County Roads Update</b>	<b>Proposed Council Action:</b> Approve Payment
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<b>Presented by:</b>	Town Engineer Stacia Schroeder
<b>Exhibits:</b>	KC Roads Invoice

**Summary:**

King County Roads completed the 94<sup>th</sup> Ave NE overlay project as part of their 2025 Pavement Preservation Program in late 2025, but the project is technically suspended for the winter. The most recent invoice received reflects costs incurred through January 31, 2026. No additional invoices are expected.

This is provided on Consent to provide an update of approved invoices paid to date. Invoice No. 147989 for \$120,108.70 is last large payment and is included in this month's payables run. In the spring, we expect TIB Reimbursement of \$108,097.83 as shown below. This reflects the 90% reimbursement where the Town is responsible for the remaining 10%.

**2025**

KC Roads Invoices (3 total): \$435,920.05  
 TIB Reimbursement Received: \$387,122.29

**2026**

Proposed Carryover Budget (Fund #101-595-30-64): \$300,000  
 KC Roads Invoices (1 total): \$120,108.70  
 TIB Reimbursement Request: \$108,097.83 (reflects 10% TYP match required)

**Recommended Action:**

MOVE TO: Approve King County Roads Invoice No. 147989 in the amount of \$120,108.70.

<b>CIP #4: 4441 91<sup>st</sup> Ave NE Stormwater Repairs</b>	<b>Proposed Council Action:</b> Approve
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<b>Presented by:</b>	Town Engineer – Stacia Schroeder, PE
<b>Exhibits:</b>	<ul style="list-style-type: none"> <li>1) Figure 3-8 Basin H – Stormwater Map</li> <li>2) Stormwater Easement King County Recording #2993355</li> <li>3) 6-Yr Capital Improvement Plan (2026-2031)</li> <li>4) Gray &amp; Osborne CIP #4 Proposal Exhibits A &amp; B</li> </ul>

**Summary:**

One of the projects in the Town’s Capital Improvement Plan (CIP) is to slip line ~520LF of public stormwater pipe along the north side of 4441 91<sup>st</sup> Ave NE. This section of pipe is an integral part of the Town’s stormwater system located in an easement recorded in 1938. A survey was prepared in early 2025 and although renegotiation of the existing easement has been unsuccessful so far, Gray and Osborne (the town’s on-call engineering firm) believes the project can be constructed within the existing easement using slip lining techniques, a trenchless pipeline rehabilitation method that restores structural integrity by inserting a smaller pipe into an existing larger pipe and grouting the space between them.

The cost to maintain this section of our stormwater system is about \$10,000 per year due to incoming roots which clog the pipes. Therefore, Town staff is actively working on obtaining shoreline permitting and securing grant funding for construction in FY2027. The Council’s design commitment to this project will help us in that endeavor.

The project is listed on our 2025 CIP as S-1 (\$40,000) and is included in the Town’s 2025 budget as part of the stormwater fund (line item 401-594-31-41 for \$50,000).

**Recommended Action:**

MOVE TO: Approve; Authorize the Mayor to enter into and execute a contract with Gray & Osborne for their proposal titled 91<sup>st</sup> Ave NE Stormwater Repairs CIP No. 4 in an amount not to exceed \$18,000.

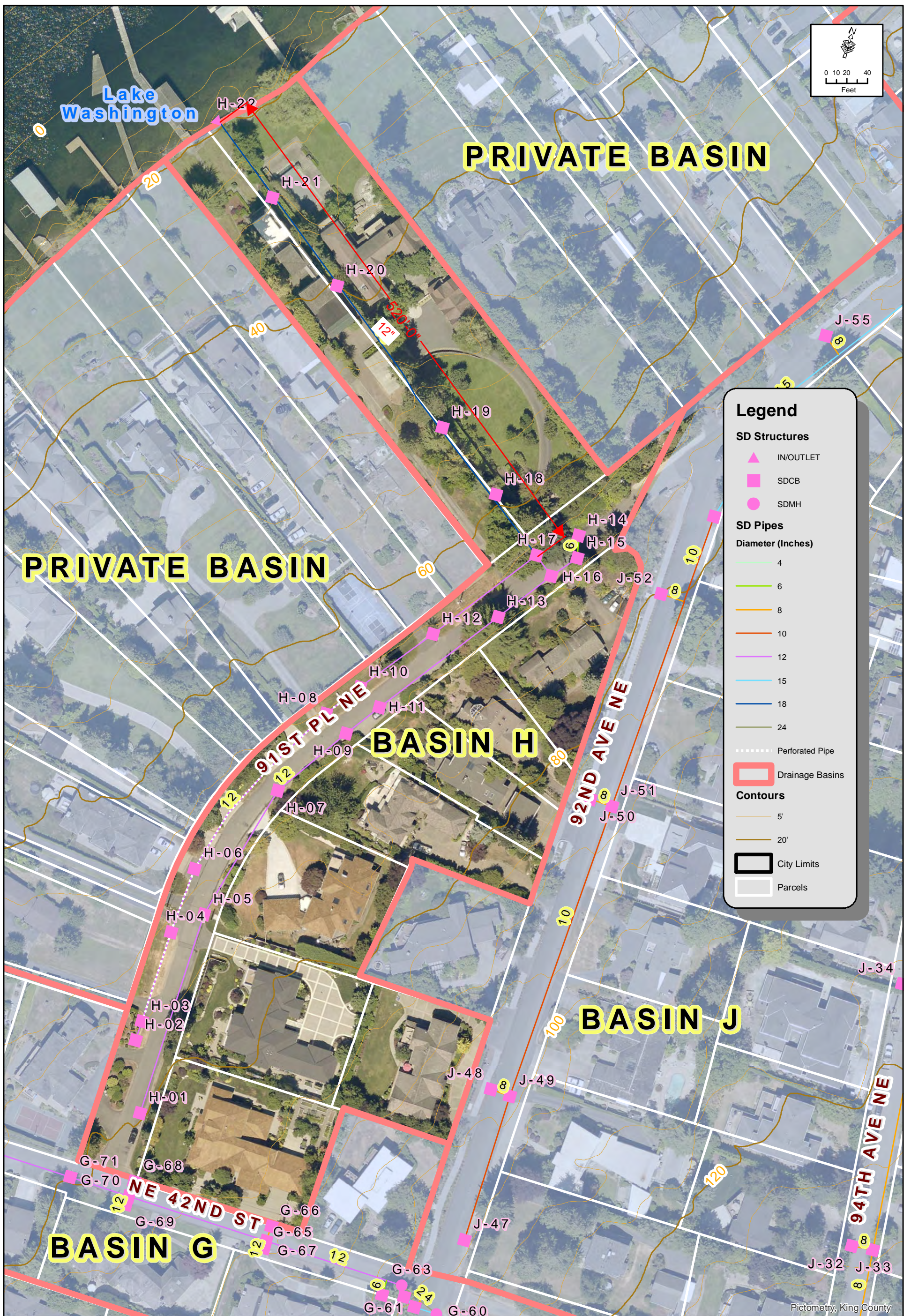


Figure 3-8

Basin H

19357

May 2020





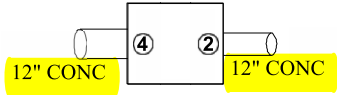
# YARROW POINT DRAINAGE SYSTEM

DATE: 3/8/19 10:19 AM  
 OBSERVER: Chapman, Lincoln


BASIN:   H    
 STRUCTURE NO.   H-18  

## SKETCH STRUCTURE & PIPES



I.E. #1: NA  
 I.E. #2: 55.96 (E)  
 I.E. #3: NA  
 I.E. #4: 55.96 (W)  
 T.G.: 58.5



STRUCTURE TYPE (Circle)

A. Inlet/Outlet

B. Rectangular

Grate \_\_\_\_\_

Solid   X  

C. Round 48" Dia.

Grate \_\_\_\_\_

Solid \_\_\_\_\_

D. Other – Describe: \_\_\_\_\_

STRUCTURE CONDITION (Circle)

A. Acceptable – No problems

B. Questionable – Observed Irregularities (frame and grate offset, full sump, leaks, loose brick, broken pipe, roots, etc.)


Comments: Clean and video 2018.

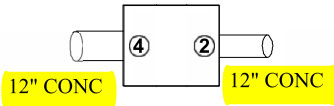
# YARROW POINT DRAINAGE SYSTEM

DATE: 3/8/19 10:19 AM  
 OBSERVER: Chapman, Lincoln


BASIN:   H    
 STRUCTURE NO.   H-19  


## SKETCH STRUCTURE & PIPES





I.E. #1: NA  
 I.E. #2: 49.67 (E)  
 I.E. #3: NA  
 I.E. #4: 49.62 (W)  
 T.G.: 52.5





STRUCTURE TYPE (Circle)

A. Inlet/Outlet

B. Rectangular

Grate \_\_\_\_\_

Solid   X  

C. Round 48" Dia.

Grate \_\_\_\_\_

Solid \_\_\_\_\_

D. Other – Describe: \_\_\_\_\_

STRUCTURE CONDITION (Circle)

A. Acceptable – No problems

B. Questionable – Observed Irregularities (frame and grate offset, full sump, leaks, loose brick, broken pipe, roots, etc.)



Comments: Clean and video 2018.

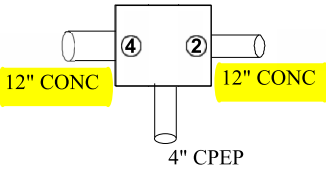
# YARROW POINT DRAINAGE SYSTEM

DATE: 3/8/19 10:19 AM  
 OBSERVER: Chapman, Lincoln


BASIN:   H    
 STRUCTURE NO.   H-20  

## SKETCH STRUCTURE & PIPES



I.E. #1: NA  
 I.E. #2: 33.17 (E)  
 I.E. #3: 36.17 (S)  
 I.E. #4: 32.20(W)  
 T.G.: 40.0



STRUCTURE TYPE (Circle)

- A. Inlet/Outlet
- B. Rectangular                      Grate \_\_\_\_\_                      Solid \_\_\_\_\_
- C. Round 48" Dia.                      Grate \_\_\_\_\_                      Solid   X

D. Other – Describe: Brick and mortar CB. Unknown if base is concrete constructed over broken 12" concrete storm main.

STRUCTURE CONDITION (Circle)

- A. Acceptable – No problems
- B. Questionable – Observed Irregularities (frame and grate offset, full sump, leaks, loose brick, broken pipe, roots, etc.)



Comments: Clean and video 2018.

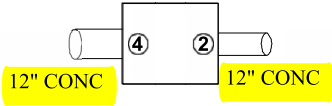
# YARROW POINT DRAINAGE SYSTEM

DATE: 3/8/19 10:19 AM  
OBSERVER: Chapman, Lincoln


BASIN:   H    
STRUCTURE NO.   H-21  

## SKETCH STRUCTURE & PIPES



I.E. #1: NA  
I.E. #2: 26.42 (E)  
I.E. #3: NA  
I.E. #4: 26.25 (W)  
T.G.: 30.0



STRUCTURE TYPE (Circle)

A. Inlet/Outlet

B. Rectangular

Grate   X  

Solid                     

C. Round 48" Dia.

Grate                     

Solid                     

D. Other – Describe: Rim slopes with ground; brick and mortar CB crumbling.

STRUCTURE CONDITION (Circle)

A. Acceptable – No problems

B. Questionable – Observed Irregularities (frame and grate offset, full sump, leaks, loose brick, broken pipe, roots, etc.)


Comments: Clean and video 2018.

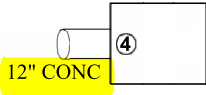
# YARROW POINT DRAINAGE SYSTEM

DATE: 3/8/19 10:19 AM  
 OBSERVER: Chapman, Lincoln


BASIN:   H    
 STRUCTURE NO.   H-22  

## SKETCH STRUCTURE & PIPES





I.E. #1: NA  
 I.E. #2: NA  
 I.E. #3: NA  
 I.E. #4: 20.4 (W)  
 T.G.: NA



STRUCTURE TYPE (Circle)

- A. Inlet  Outlet
- B. Rectangular                      Grate \_\_\_\_\_                      Solid \_\_\_\_\_
- C. Round 48" Dia.                      Grate \_\_\_\_\_                      Solid \_\_\_\_\_
- D. Other – Describe: \_\_\_\_\_

STRUCTURE CONDITION (Circle)

- A. Acceptable – No problems
- B. Questionable – Observed Irregularities (frame and grate offset, full sump, leaks, loose brick, broken pipe, roots, etc.)

Comments: Clean and video 2018. Heavy roots; several broken pieces; pipe wanders just upstream of H-22 to H-20.

Easement and rel of damgs Apr 21 1938

Apr 21 1938

Charles Drew,

to King County, a mun corp

Whas, the fp represents and warrants that he is t e owner of  
that parcel of land d f

lot 3 blk 17, Replat of Parts of Yarrow add in kew;  
and whas, the grtee, by its board of co comrs is desirous of  
installing a 12" culvert along on the pty line of above des pty  
from the Sunmbrae Drive to Lake Washington;

(Contd -- FOR)

120  
307 2993355

355--2

Whas, in the course of such work it will be necess to deposit on the land of the grantor dirt and other debris taken from the bed of the sd ditch

Now, therefore, it is hby agreed as fols;

1. That sd grantor hby consents to sd grtee going over and upon his sd land and using the sm for the purp of performing the contemplated work, and further consents to the removal of dirt and debris from and upon sd land and said ditch It is expressly understood and agreed bet the parties hto that no shrubbery or trees shall be disturbed in performance of this work

2. The grantor releases and discharges the grtee from any and all liability in respect to sd operations in the future

Grantors reserves the right to connect pipes for drainage of his pty to county drainage

Charles W Drew

kcw Apr 21 1938 by Charles W Drew, bef C G Erlandson n p for wn  
res at s n s Jul 21 1940 fld by co road engr

**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
-----	------	-------------------	------	----	------	---------------	-----------	--------	--------

**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)

2026 CIP - need to break out storm imprvmnts

**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.

## **EXHIBIT A**

### **SCOPE OF WORK**

#### **TOWN OF YARROW POINT 91<sup>ST</sup> AVENUE NE STORMWATER REPAIRS – CIP NO. 4**

#### **INTRODUCTION**

The Town of Yarrow Point has contracted with Gray & Osborne, Inc. (Engineer), to prepare plans, specifications, and cost estimates (PS&E) for replacing the storm drainage system and placing the overhead utilities underground on 94<sup>th</sup> Avenue NE, NE 38<sup>th</sup> Street and NE 40<sup>th</sup> Street, a project length of almost 4,000 linear feet. This project is expected to be advertised for public bidding soon and constructed this summer. The Town now desires Gray & Osborne to prepare PS&E for the repair of approximately 525 feet of storm drainpipe located between Lake Washington and 91<sup>st</sup> Avenue NE. The 12-inch concrete pipe was installed in 1938 within a narrow easement running between the homes at 4451 and 4441 91<sup>st</sup> Avenue NE. The Town would like to include this work into the 94<sup>th</sup> Avenue Storm and UGC project.

Video inspection indicates the pipeline includes six catch basins (one that was previously unknown due to complete burial), 14 lateral connections, heavy root intrusion, separated joints, several “patched” holes in the top of the pipe, and one steel fence post driven through the top of the pipe. The ground on top of the pipe is heavily landscaped and the Town has specified that some type of trenchless technology must be used to preserve the landscaping.

Several options exist for repairing the pipe without disturbing the surface. Pipe bursting has been suggested as a potential option; however, pipe bursting would damage the lateral connections and the bulkhead at Lake Washington, and require individual surface excavations to repair and re-connect the lateral pipes. Also, due to shallow cover over the pipe, pipe bursting might cause the new pipeline to break through the surface. A better alternative would be to slip-line the pipe with a cured-in-place-pipe (CIPP) technique that first trims the laterals from inside the pipe (the steel fence post would need to be removed from the surface), installs the lining, and then cuts the new pipe wall from the inside, exposing the laterals. The new pipe would also need to be cut out at each catch basin. This work can be accomplished from 91<sup>st</sup> Avenue NE, without the use of any machines across the easement.

#### **SCOPE OF WORK**

The Engineer will prepare plans, specifications, and engineering cost estimates (PS&E) for the Town to advertise, award, and construct the project, or add the work via a change order to the 94<sup>th</sup> Avenue project. The Engineer will utilize past drainage analysis information, prepared in 2020, to estimate peak flows in the pipe, to be used for design

purposes. It is assumed the downstream discharge into Lake Washington is intact and will not be modified and also that no environmental permits are needed for the work. Based on our understanding of the project, we propose to provide the following engineering design services:

### **Task 1 – Project Management**

Objective: Provide overall project management and oversight of the project work by the Principal-in-Charge and Project Manager.

- A. Provide overall project management and oversight of Gray & Osborne resources, monitor and manage budget, manage and oversee the schedule of deliverables, manage Quality Assurance/Quality Control (QA/QC) program, and provide client contact.
- B. Ensure incorporation of relevant recommendations and suggestions into the final design resulting from QA/Qc reviews.

### **Task 2 – Pipe Sizing**

Objective: To verify conveyance capacity of the proposed pipe repair.

- A. Based on information in the 2020 Stormwater Management Plan, the Engineer will verify that lining the existing pipeline will have adequate capacity to convey peak flow up to the pipe's existing capacity, or greater.

### **Task 3 – Preliminary Design**

Objective: Prepare preliminary plans, specifications, and engineering cost estimates for use in reviews by the Town.

- A. Prepare preliminary construction plans in Town-approved format including title sheet, legend, location and vicinity maps, plan and profile sheets, special notes, special details, etc.
- B. Prepare draft project specifications in Washington State Department of Transportation (WSDOT) format referencing the current Standard Specifications. Specifications to include the Town-approved proposal, contract, and bonding documents.
- C. Calculate preliminary bid quantities and prepare preliminary construction cost estimate.
- D. Conduct a QA/QC meeting at the preliminary phase of the project, concentrating on major items to include project schedule, budget, and

constructability. Incorporate all relevant review comments from Town and QA/QC into drawings.

#### **Task 4 – Final Design**

Objective: Prepare final plans, specifications, and engineering cost estimates for use in reviews by the Town.

- A. Prepare final construction plans.
- B. Prepare final project specifications.
- C. Calculate final quantities and prepare final construction cost estimate.
- D. Conduct a QA/QC meeting concentrating on major items to include project schedule, budget, and constructability. Incorporate all relevant review comments from Town and QA/QC into bid-ready drawings.

#### **Task 5 – Quality Assurance/Quality Control**

Objective: Provide QA/QC review of engineering products to enhance the overall quality of the products.

- A. Conduct QA/QC review at preliminary design and final design levels. These reviews will include key design team members to solicit comments, recommendations, and suggestions regarding the engineering products, constructability issues, critical path items, risk management and quality of products.

#### **Task 5 – Bid and Award Assistance**

Objective: Assist the Town during the bid and award phase of the project. If the project is implemented via change order for the 94<sup>th</sup> Avenue NE Stom and UGC project, the Engineer will prepare the change order documents and solicit costs from the prime contractor.

- A. Answer bid inquiries from prospective bidders, OR answer questions from the prime contractor for the 94<sup>th</sup> Avenue NE project. Prepare and distribute bid addenda as necessary.
- B. Following the bid opening, the Engineer will review bids and prepare a bid tabulation. The Engineer will review the low bidder's qualifications to ensure they are qualified to complete the work.

- C. Prepare letter of recommendation to award for the Council's consideration, OR execute a change order to the prime contractor for the 94<sup>th</sup> Avenue NE project.

## **DELIVERABLES**

At the conclusion of the design effort and during the course of the project as applicable, the Engineer will deliver to the City the following documents:

- Preliminary plans (PDF format and one paper copy).
- Preliminary specifications (PDF only).
- Final plans (PDF and AutoCAD format). One half-size and one full-size set of plans (paper).
- Final project specifications (PDF and one paper copy).

## **BUDGET**

The enclosed Exhibit B provides a breakdown of the rates and level of effort for the project. Gray & Osborne agrees to perform the work described for a not-to-exceed cost of \$18,000.

## **ASSUMPTIONS**

The following assumptions are used to prepare this scope of work and fee estimate for the project:

1. Since the work will be performed using trenchless technologies, topographical survey and mapping are not required. It is assumed that information from the 2020 Stormwater Management Plan is adequate to fully describe the work to prospective bidders.
2. It is assumed that all work will be performed on land owned by the Town, or land for which the Town has easement rights, therefore, no work is included in the scope of for identifying needed easements or property acquisitions. Any work associated with negotiating and acquiring easements from affected property owners will be conducted by the Town.
3. Access onto all necessary private and public properties will be made available by the Town.
4. Town will provide overall coordination and approval of the project, including timely review of all submittals.

5. The Town will perform required duties necessary to advertise and solicit bids for the project, if the project is publicly bid. The Town will make arrangements for and provide a suitable location to accommodate the bid opening.
6. Geotechnical services are not required.
7. Funding for the project, at this time, has been designated from local funds.

## EXHIBIT B

### ENGINEERING SERVICES SCOPE AND ESTIMATED COST

*Town of Yarrow Point - 91st Avenue Stormwater Repairs - CIP No. 4*

Tasks	Principal/ Project Manager Hours	Project Engineer Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours
1 Project Management	8		
2 Pipe Sizing		4	
3 Preliminary Design	4	32	16
4 Final Design	4	24	8
5 Quality Assurance/Quality Control	4	4	
6 Bid and Award Assistance	2	4	
Hour Estimate:	22	68	24
Fully Burdened Billing Rate Range:*	\$150 to \$245	\$125 to \$185	\$65 to \$175
Estimated Fully Burdened Billing Rate:*	\$205	\$150	\$125
Fully Burdened Labor Cost:	\$4,510	\$10,200	\$3,000

Total Fully Burdened Labor Cost: \$ 17,710

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 200

Printing \$ 90

**TOTAL ESTIMATED COST: \$ 18,000**

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

# Short Term Rental Regulatory Approaches

Below is a range of regulatory options for short term rentals. The Town currently does not regulate or track short term rentals. The 4 tiers of regulations outline common approaches which can help the Town manage short term rentals. Tier 1 assumes some action on the part of the Town. No action would be below Tier 1.

The planning commission discussed the various approaches including taking no action. The planning commissions recommends that council implement Tier 1 regulations from the list below:

## Tier 1 Regulations: (Recommended to Council)

- Register with the Town
- Contact for disturbances and regulation enforcement on file with Town
- Meet state requirements - business licence, insurance, and sales/lodging tax collection.

## Tier 2 Regulations (Include all regulations in Tier 1):

- Permit required
- Town business licence required
- Insurance minimum requirements
- Good neighbor agreements
- Neighbor notification
- Regulate what can be rented: ADU/RV/Boat/House/Shed/Tents?

### **Tier 3 Regulations** (Include all regulations in Tier 2):

- Parking regulations
- Occupancy limits (stricter than fire)
- Event limitations
- Inspections for safety and compliance - CO alarms, parking, etc.
- Unit limit per property
- Require operational posting requirements
- Some Owner Occupancy restrictions

### **Tier 4 Regulations** (Include all regulations in Tier 3):

- Establish maximum number of rentals
- Establish minimum spacing of rentals
- Owner Occupancy required
- Primary residence only - owner resides "X" days per year
- Rental days capped annually

<b>Short Term Rentals</b>	<b>Proposed Planning Commission Action:</b> Direct Administration
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<b>Presented by:</b>	Town Planner
<b>Exhibits:</b>	Rental Regulatory Approaches - Recommendation Highlighted

**Summary:**

The Town has the ability to regulate short-term rentals. Currently no such regulations, taxes, or codes are in place. STRs may be regulated through a permit system, business license requirements, various fees, and taxes. The commission's goal is to decide on the direction which the Town would like to take with regards to the regulation of STRs in order to balance individual property rights and public interests.

With changes to development regulations as a result of HB1110 and HB1337 now adopted, and the demand for high-quality short-term rentals for business professionals visiting the area, the Town may see an increase in the number of STRs. With this increase comes a possible impacts to the community, public facilities, and infrastructure usage.

Short-Term Rentals are defined under state law as:

RCW 64.37.010 (9)(a) "Short-term rental" means a lodging use, that is not a hotel or motel or bed and breakfast, in which a dwelling unit, or portion thereof, that is offered or provided to a guest by a short-term rental operator for a fee for fewer than thirty consecutive nights.

**Background:**

The Town council originally placed the topic of short-term rentals (STR) on the 2023 Planning Commission work plan. It was removed from the work plan in November of 2023. The Town Council added the topic back to the work plan in July of 2025.

In June of 2023 Staff did a preliminary look at possible pathways for the Town which fall generally into three categories; first is to do nothing relating to STRs, second would be to create a system for basic tracking of STRs and perhaps a permit system, third would be the creation of a permitting process along with instituting fees or taxes which are in line with what the state and county allow the Town to collect. The third option may also include the creation of a business license program, or other business-related regulatory actions which are not currently undertaken by the Town.

At the May 2023 meeting, the commission discussed the need for a preliminary overview of the current state of STRs in the area. Staff presented a preliminary review of the current STRs which are available in the Town and some adjacent jurisdictions. The commission requested further research, including determining a possible cap to the number of STRs in Yarrow Point. At the

June meeting, the Town Planner presented a market analysis of existing STRs in Yarrow Point, as well as active STRs in the nearby Point Communities.

At the July 2023 meeting, the Town Planner presented an outline of existing regulations for STRs in predominantly residential jurisdictions as well as regulations for low-density residential neighborhoods in larger cities. The commission discussed possible considerations, regulations, limits on the number or intensity of STRS, and whether steps such as requiring a business license were necessary. The planning team further reviewed existing permitting processes in comparable jurisdictions and outlined a process for the commission's August meeting.

At the August 2023 meeting staff presented two processes based on the two predominant methods for permitting STRs. One approach, employed by Clyde Hill, is to review the permits as part of a business license application. The second, employed by Chelan County, is to review applications as a land use permit, meeting the requirements of the standards outlined by their STR code. The latter approach appears more flexible if the Town does not intend to employ a business license requirement. Requirements imposed by both jurisdictions include occupancy limits, parking requirements, limits on specific activities, submission of a property management plan, and specific contact information for someone who is able to quickly respond to concerns as they may arise.

At the direction of the commission, staff have prepared a draft code which includes optional elements for review and discussion. No action was taken at the October Meeting. Town council removed short term rentals from the PC work plan for 2024. No action was taken on the draft code.

At the July 2025 Council meeting, the council directed the planning commission to consider short term rental regulations and provide a recommendation to council. Staff prepared the agenda bill including past actions, background materials, and definition to begin discussions on STRs anew.

At the September 2025 commission meeting, staff was directed to bring back 4 tiers of progressively more restrictive short term rental regulations for discussion. Examples of long-term rental regulations were also requested.

At the October 2025 commission meeting, the commission voted to recommend a regulatory approach to the Town Council.

At the February 2026 Council meeting, the council discussed the recommended approach. No vote was taken and no consensus was reached. Council requested this item return to Council March Council meeting for continued discussion.

**Recommendation from Planning Commission:**

The Planning Commission recommends that the Town council implement the Tier 1 option from the attached exhibit (Short Term Rental Regulatory Approach). In summary this would create policies to track short term and long term rentals by way of a rental registry. The registry would include contact information for an owner or property manager to address disturbances. In addition to the registry, the Town should have provisions for enforcement associated with nuisances associated with rental properties. The Town should also require that rental properties comply with state laws such as insurance, tax, and licensing requirements.

**Recommended Motion:**

MOVE TO: Approve the Planning Commission's recommendation, and direct Administration to draft code provisions and registry applications to implement a rental registration program, returning to Council at the regular meeting of April 14, 2026.

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

Regular Business  
March 10, 2026

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Town Financial Discussion	<b>Proposed Council Action:</b> Discussion
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Prepared by: Interim Clerk-Treasurer Tina Eggers

Exhibits: None.

**Summary:**

The Town is limited to a 1% Property Tax levy limit which does not keep up with inflation and the rapid escalation of public safety costs. The purpose of this agenda item is to have discussion ahead of April 3 Council Retreat and assess interest in exploring revenue options including a property tax levy lid lift, that may help restore the long-term financial health of the Town.

Council will hear from CM Porter and CM Hanson on their research into financials and recommendations for a possible future property tax levy lid lift.

Discussion may include recommendations such as:

- Hiring a levy advisor/experienced elections consultant
- Exploring levy structures
- Determining levy election procedures and timelines
- Exploring education outreach opportunities

**Recommended Action:**

n/a – Discussion [Alternatively, provide Administration direction.]