



Town Council Regular Meeting
Tuesday, April 14, 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.*

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 before 2:00 PM the day of the Council meeting. Please reference *Public Comments for the Council Meeting* in your correspondence. Comments via email may be submitted to depclerk@yarrowpointwa.gov or regular mail to: Town of Yarrow Point, 4030 95th Ave NE, Yarrow Point, WA 98004.

Join on computer, mobile app, or phone

Virtual Zoom meeting call in:

1-253-215-8782

<https://us02web.zoom.us/j/89462973851?pwd=qQsjKrAK65XJrUNkQHVOkQ2qFixte9.1>

Phone Conference ID: 894 6297 3851

Passcode: 051647

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. **MAYOR ANNOUNCEMENTS (5 minutes)**
7. **APPEARANCES/PUBLIC COMMENT** *Speakers will be allotted 3 minutes*
Please wait for the Deputy Clerk to call on you to speak. If you dial in via telephone, please unmute yourself by dialing *6 when you are recognized. Please state your name and whether you are a Yarrow Point resident (and address if you wish). You will be asked to conclude your remarks when you reach the 3-minute limit. Councilmembers will not respond directly at the meeting or have a back-and-forth exchange, but they may ask staff to research and report back on an issue.

8. **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.
 - 8.1 **Accounts**: March Payment Approval in the amount of \$213,088.08 plus Payroll in the amount of \$53,034.95 for a total of \$266,123.03.
 - 8.2 **Approval of Minutes**: Council Regular Meeting of March 10, 2026
 - 8.3 **Authorizing Investment of Town Funds in the Local Government Investment Pool (LGIP)**:
 Approval of Resolution No.389
 - 8.4 **IT Support & Maintenance Services**: Authorize
 - 8.5 **Critical Areas Consultant Services**: Amendment to Authorization
 - 8.6 **Fee Schedule Amendment Critical Areas**: Approval of Resolution No. 390
 - 8.7 **2026 Flood Reduction Grant (KC FCD) Letter of Support**: Authorize
9. **REGULAR BUSINESS**
 - 9.1 **Planning Commission Vacant Housing Update & Planning Commission Work Plan** (10 minutes)
 - 9.2 **Town Financial Discussion** (45 minutes)
 - 9.3 **Proposed Work Plan Discussion** (45 minutes)
 - 9.4 **Council Rules and Roles Presentation**: (25 minutes)
10. **MAYOR'S REPORT/OLD BUSINESS** (10 minutes)
11. **COMMITTEE UPDATES**
12. **COUNCIL ROUNDTABLE AND REQUESTS FOR FUTURE AGENDA ITEMS** (10 minutes)
13. **APPEARANCES/PUBLIC COMMENT (SECOND OPPORTUNITY)**
Speakers will be allotted 3 minutes
14. **EXECUTIVE SESSION (00 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).
15. **ADJOURNMENT**

Next regular Town Council Meeting: May 12, 2026, at 4:00 pm.

STAFF REPORTS

1. Clyde Hill Police Report
 - April 2026
2. Bellevue Fire-EMS Reports
 - April 2026
3. Commission Minutes
 - March 17, 2026 Planning Commission Regular Meeting
 - February 24, 2026 Park Commission Regular Meeting
4. Upcoming Commission Meetings
 - Planning Commission April 21, 2026
 - Parks Commission April 28, 2026

Date: April 3, 2026

To: Clyde Hill City Council
Yarrow Point City Council

From: Kelly Busey, Interim Chief of Police

Re: March 2026 Highlights

This month, we are including the first version of our new Monthly Activity Report (following page).

This chart is intended to show the overall activity level of the police department in various categories, along with a comparison to the previous year's enforcement activity and performance. We owe special thanks to the Bellevue PD Data Analysis section who partnered with our own Cori Baker to produce this report. You can expect to see this information updated each month.

We are working with Flock Safety and Lexipol (our law enforcement policy subscription service) to navigate the new laws surrounding Automatic License Plate Readers (ALPR). We expect to solve some of the challenges associated with the reporting and auditing requirements imposed by the law.

We are also finalizing agreements with the Seattle Police Department to provide off-duty officer support for the upcoming FIFA World Cup games to be held in June and July. SPD has asked for assistance from virtually every department in the area to manage that event.

Shortly before 4:00 p.m. on March 13, Clyde Hill officers responded to a vehicle versus bicycle collision that occurred in the 3500 block of 92nd Avenue NE (Yarrow Point). A bicyclist was reportedly traveling at a rapid rate and struck a vehicle that was backing out of a driveway. The bicyclist suffered a broken jaw and lost several teeth. The driver of the vehicle was issued an infraction for failure to yield.

One recent evening, an officer on patrol noticed a residence with an open garage door. The officer knew that this was unusual for this household and contacted the residents. They were unable to close the garage door because it was broken. The officer spent approximately three minutes repairing the door and assisting the residents in getting it closed. This is the small-town level of service that our residents have come to expect and appreciate.

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CATEGORY	CLYDE HILL POLICE DEPARTMENT					
	March 2026					
	March 2025	March 2026	% Change	YTD 2025	YTD 2026	% Change
CALLS FOR SERVICE	318	212	-33.3%	1181	518	-56.1%
GENERAL REPORTS	20	14	-30.0%	66	44	-33.3%
SUPPLEMENTAL REPORTS	5	6	20.0%	18	16	-11.1%
TRAFFIC STOPS	157	189	20.4%	610	502	-17.7%
TRAFFIC COLLISION REPORTS	1	1	0.0%	3	2	-33.3%
INFRACTIONS	45	43	-4.4%	204	127	-37.7%
FELONY ARRESTS - includes referral to Superior Court	2	1	100.0%	4	2	-50.0%
DUI ARRESTS	0	0	0.0%	1	0	-100.0%
MISDEMEANOR ARRESTS (non-DUI)	6	1	-83.3%	19	4	-78.9%
WARRANT ARRESTS	1	0	-100.0%	6	0	-100.0%
RESPONSE TIME (DISPATCH TO ARRIVAL) mm:ss	07:32	04:23	-41.8%	05:52	06:09	4.7%

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
3
Count of Exposures **0**

Count of Medical Incidents (Primar...

Count of EMS Calls
2
Percent of EMS Calls **66.67%**

Count of Fire Incidents (Primary Co...

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

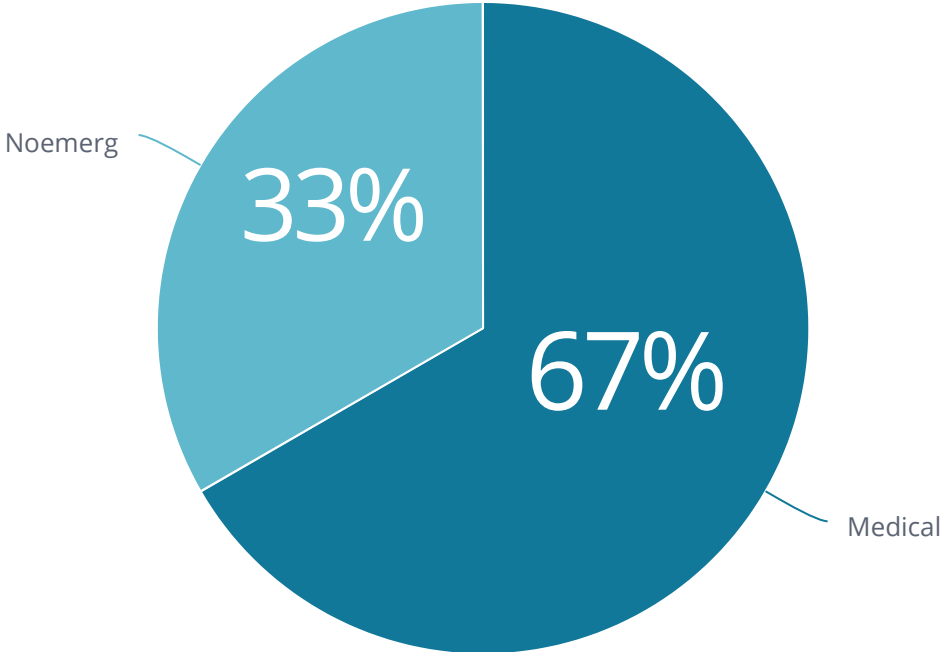
Count of Other Incidents (Primary ...

Count of Other Calls
1
Percent of Other Calls **33.33%**

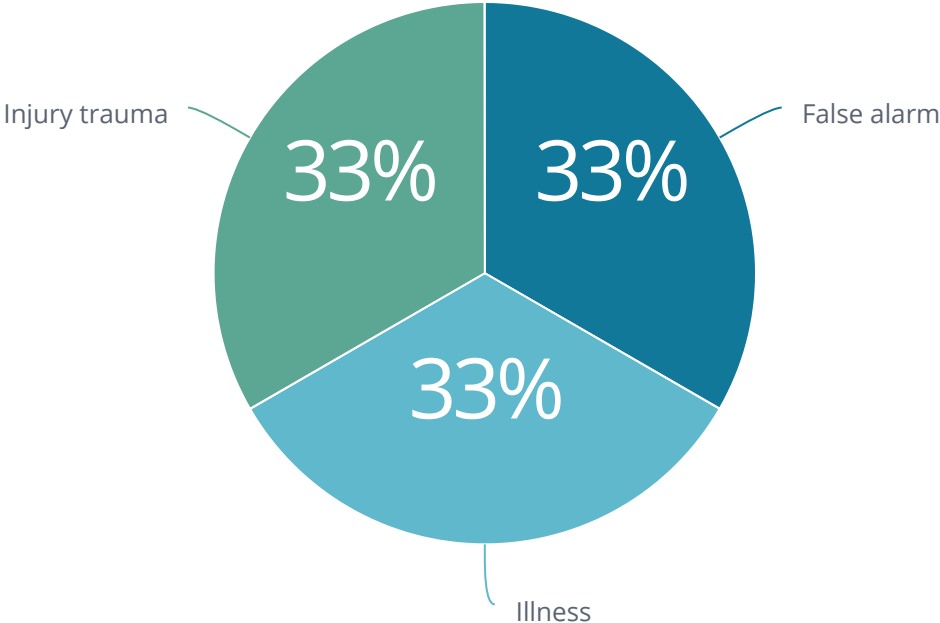
Filter statement

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	
	03/2026	Grand Total
Accidental alarm	1	1
Motor vehicle collision	1	1
Sick case	1	1
Grand Total	3	3

Additional Incident Types (by month)

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

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

PLANNING COMMISSION PRESENT: Commissioners, Carl Hellings, Maureen Boctor (remote), David Feller, Lee Sims

PLANNING COMMISSION ABSENT:

STAFF PRESENT: Planner Aleksandr Romanenko, Deputy Clerk Austen Wilcox

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 Mishra to approve the agenda as presented.

VOTE: 4 for, 0 against. Motion carried.

5. APPROVAL OF THE MINUTES

- February 17, 2026, Regular Planning Commission Meeting

MOTION: Motion by Commissioner Sims, seconded by Commissioner Mishra to approve the February 17, 2026, Planning Commission minutes as presented.

VOTE: 4 for, 0 against. Motion carried.

6. STAFF REPORTS

Planner Romanenko provided a staff report.

7. PUBLIC COMMENT

Ned Clapp asked about the nature of the vacant housing topic.

8. REGULAR BUSINESS

8.1 – Vacant Housing

Planner Romanenko discussed a survey distributed to residents to respond to. He discussed the results of the survey.

Commissioner Feller arrived at 6:16 p.m.

MOTION: Motion by Chairman Hellings, seconded by Commissioner Mishra moves to communicate to Council that vacant housing is a non-issue and for the Town to broadcast the nuisance code including reminders for residents to maintain their yards.

VOTE: 5 for, 0 against. Motion carried.

9. PUBLIC COMMENT

No comment.

10. ADJOURNMENT

MOTION: Motion by Commissioner Feller, seconded by Commissioner Mishra to adjourn the meeting at 7:11 p.m.

VOTE: 5 for, 0 against. Motion carried.

Carl Hellings, Chair

Attest: Austen Wilcox, Deputy Clerk

**TOWN OF YARROW POINT
TOWN PARK COMMISSION REGULAR MEETING
February 24, 2026
7:00 p.m.**

The Town Park Commission of the Town of Yarrow Point, Washington met in regular session on Tuesday, March 24, 2026, at 7:00 p.m. in the Council Chambers of Town Hall.

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

PARK COMMISSION ABSENT: Commissioners Robert Afzal and Chris Coburn

STAFF PRESENT: Deputy Clerk Austen Wilcox

1. CALL TO ORDER

Chair Whittlesey called the Park Commission meeting to order at 7:05 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

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

VOTE: 3 for, 0 against. Motion carried.

5. APPROVAL OF THE MINUTES:

MOTION: Motion by Park Commissioner Bugbee, seconded by Commissioner Daltas to approve the February 24, 2026, special minutes as presented.

VOTE: 3 for, 0 against. Motion carried.

6. STAFF REPORTS

7. APPEARANCES/PUBLIC COMMENT

No comment.

8. REGULAR BUSINESS

8.1 – Plan for 92nd/Point Drive Corner

Commissioner Daltas recommends pushing the project until fall.

8.2 – Spring Cleanup Day Planning (Sunday April 26, 9am-Noon)

The Commission discussed promotion for the event.

Areas to work on:

- Town Hall
- 92nd Ave NE
- Town entrance
- Points Drive sign
- Sally's Alley

8.3 – Update on 92nd Ave NE Benches

The contractor has been onsite this week preparing the bench installations.

8.4 – Memorials Policy Recommendation

The Commission discussed memorial ideas. Plant donations for Sally’s Alley are a suggested welcome for memorials. The Commission will continue their discussion and consult with the Wetherill Nature Preserve board regarding details around memorial plaques.

9. ADJOURNMENT

Motion by Daltas, seconded by Commissioner Bugbee to adjourn the meeting at 7:47 p.m. All voted in favor. Motion carried.

VOTE: 3 for, 0 against. Motion carried.

Katy Harris, Mayor

Attest: Carolyn Whittlesey, Chairwoman

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
Alexander Moore Homes						
494	Alexander Moore Homes	JOB20257	MAILBOX PAGODA - CEDAR ROOF & BASE R	04/03/2026	1,020.40	1,020.40
Total Alexander Moore Homes:					1,020.40	
Banner Bank						
700	Banner Bank	03182026	Constant Contact	03/18/2026	109.30	5,419.70
700	Banner Bank	03182026	IT SOFTWARE - AWS, MSFT, ADOBE, BLUEB	03/18/2026	502.59	5,419.70
700	Banner Bank	03182026	PHONES, FAX, VM, INTERNET	03/18/2026	541.22	5,419.70
700	Banner Bank	03182026	MISC - FIN CHARGE	03/18/2026	20.33	5,419.70
700	Banner Bank	033026	PAST DUE AMOUNT	03/30/2026	26.58	5,419.70
Total Banner Bank:					1,200.02	
BEATRIZ BARRIENTOS						
9055	BEATRIZ BARRIENTOS	04012026	Overpayment MP-2026-05	04/01/2026	100.00	100.00
Total BEATRIZ BARRIENTOS:					100.00	
Casa Bonita Home Care, Inc.						
519	Casa Bonita Home Care, Inc.	219609	TOWNHALL JANITORIAL MAR 2026	03/09/2026	168.00	672.00
Total Casa Bonita Home Care, Inc.:					168.00	
CASELLE, INC.						
1300	CASELLE, INC.	INV-17842	MONTHLY SYSTEM SUPPORT	04/01/2026	937.30	3,748.35
Total CASELLE, INC.:					937.30	
Citi Cards						
558	Citi Cards	04022026	DUES - KCMCA AND WMCA	04/02/2026	136.58	11,362.38
558	Citi Cards	04022026	MAYOR TRAVEL - AWC ANNUAL MTG JUNE	04/02/2026	336.80	11,362.38
558	Citi Cards	04022026	MEALS - COUNCIL	04/02/2026	717.62	11,362.38
558	Citi Cards	04022026	TRAINING - A. WILCOX	04/02/2026	96.05	11,362.38
558	Citi Cards	04022026	TOWN HALL SUPPLIES	04/02/2026	50.16	11,362.38
558	Citi Cards	04022026	NEW COMPUTER - A. WILCOX	04/02/2026	2,477.69	11,362.38
558	Citi Cards	04022026	OFFICE SUPPLIES	04/02/2026	77.26	11,362.38
558	Citi Cards	04022026	AMAZON PRIME CHARGE	04/02/2026	16.55	11,362.38
558	Citi Cards	04022026	IT SOFTWARE BLUEBEAM	04/02/2026	364.32	11,362.38
558	Citi Cards	04022026	PARK - SIGNAGE & SUPPLIES	04/02/2026	120.00	11,362.38
558	Citi Cards	04022026	PW - SUPPLIES	04/02/2026	23.57	11,362.38
558	Citi Cards	04022026	COMMUNITY EVENT - SUPPLIES	04/02/2026	76.18	11,362.38
Total Citi Cards:					4,492.78	
CITY OF CLYDE HILL						
10	CITY OF CLYDE HILL	2026-05	Police Services 2nd Qtr 2026	03/23/2026	164,854.25	347,038.88
10	CITY OF CLYDE HILL	2026-05	Criminal Justice 1st Qtr	03/23/2026	5,924.81	347,038.88
Total CITY OF CLYDE HILL:					170,779.06	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
CODE PUBLISHING						
108	CODE PUBLISHING	GC00134538	Annual Web Hosting Fees	03/31/2026	916.32	916.32
Total CODE PUBLISHING:					916.32	
Crisp Imaging						
256	Crisp Imaging	INVB-95366	Signage for Egg Hunt	03/17/2026	203.15	1,369.38
256	Crisp Imaging	INVB-96048	Spring Clean Up Signage	04/01/2026	195.66	1,369.38
256	Crisp Imaging	INVB-96426	Dirt N Doughnuts Signage	04/10/2026	89.40	1,369.38
Total Crisp Imaging:					488.21	
ELECTRONIC BUSINESS MACHINES, INC.						
303	ELECTRONIC BUSINESS MACH	AR330037	COPIER USAGE - 1ST QTR 2026	04/03/2026	167.69	315.98
Total ELECTRONIC BUSINESS MACHINES, INC.:					167.69	
Harris, Katy K						
459	Harris, Katy K	03122026	Pass through mileage from AWC MAR2026	03/12/2026	467.60	1,214.70
459	Harris, Katy K	03252026	Reimburse cell phone - MAR 2026	03/25/2026	34.71	1,214.70
459	Harris, Katy K	033026	Reimburse Parking PSRC Mtg	03/30/2026	24.46	1,214.70
459	Harris, Katy K	04072026	MAYOR CELL PHONE - APRIL BILLING	04/07/2026	34.68	1,214.70
Total Harris, Katy K:					561.45	
ISOOutsource						
1301	ISOOutsource	CW323307	Monthly Vulnerability Mgnt	03/27/2026	110.40	6,192.08
1301	ISOOutsource	CW323815	IT SUPPORT & MAINT	03/31/2026	1,312.43	6,192.08
Total ISOOutsource:					1,422.83	
James Bugbee						
545	James Bugbee	03192026	Fertilizer Sally Ally	03/19/2026	33.10	835.61
545	James Bugbee	03192026	Cedar Chips Town Hall	03/19/2026	79.36	835.61
545	James Bugbee	03192026	Reseeding Sally Alley	03/19/2026	234.70	835.61
Total James Bugbee:					347.16	
King County Finance						
603	King County Finance	2171162	2025 GENERAL ELECTION - VOTER PAMPHL	02/20/2026	65.27	125,826.83
603	King County Finance	2171387	2025 GENERAL ELECTION	03/06/2026	390.45	125,826.83
Total King County Finance:					455.72	
MUNICIPAL SERVICES LLC						
350	MUNICIPAL SERVICES LLC	03302026	CODE ENFORCEMENT	03/30/2026	423.38	36,751.53
350	MUNICIPAL SERVICES LLC	03302026	BUILDING INSPECTIONS	03/30/2026	4,140.42	36,751.53
350	MUNICIPAL SERVICES LLC	03302026	MECHANICAL-PLUMPING INSPECTIONS	03/30/2026	990.95	36,751.53
350	MUNICIPAL SERVICES LLC	03302026	PLAN REVIEW - BLDG	03/30/2026	1,237.50	36,751.53
350	MUNICIPAL SERVICES LLC	03302026	PLAN REVIEW - DEMO	03/30/2026	412.50	36,751.53
350	MUNICIPAL SERVICES LLC	03302026	INVOICE PREP	03/30/2026	300.00	36,751.53
Total MUNICIPAL SERVICES LLC:					7,504.75	
Northern Waters						
304	Northern Waters	77883	Spring Activation & Backflow Test	03/26/2026	234.76	322.76
304	Northern Waters	78105	Backflow Testing - Sally's Alley	04/10/2026	88.00	322.76

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
Total Northern Waters:					322.76	
NORTHWEST CIVIL SOLUTIONS						
450	NORTHWEST CIVIL SOLUTIONS	03312026	4441 91st Ave NE	03/31/2026	1,237.50	18,291.25
450	NORTHWEST CIVIL SOLUTIONS	03312026	94TH UGC PROJECT	03/31/2026	371.25	18,291.25
450	NORTHWEST CIVIL SOLUTIONS	03312026	PRE-APP FEASIBILITY	03/31/2026	206.25	18,291.25
450	NORTHWEST CIVIL SOLUTIONS	03312026	ROW USE PERMITS	03/31/2026	907.50	18,291.25
450	NORTHWEST CIVIL SOLUTIONS	03312026	GENERAL ADMINISTRATION	03/31/2026	1,567.50	18,291.25
450	NORTHWEST CIVIL SOLUTIONS	03312026	PLAN REVIEW - SDP	03/31/2026	701.25	18,291.25
Total NORTHWEST CIVIL SOLUTIONS:					4,991.25	
Ogden Murphy Wallace						
1390	Ogden Murphy Wallace	925771	Clerk/Treasurer	03/17/2026	391.60	21,227.80
1390	Ogden Murphy Wallace	925771	Contracts	03/17/2026	1,103.60	21,227.80
1390	Ogden Murphy Wallace	925771	Council	03/17/2026	1,922.40	21,227.80
1390	Ogden Murphy Wallace	925771	Land Use	03/17/2026	3,715.10	21,227.80
1390	Ogden Murphy Wallace	925771	Mayor/Executive	03/17/2026	747.60	21,227.80
1390	Ogden Murphy Wallace	925771	Code Enforcement	03/17/2026	284.80	21,227.80
1390	Ogden Murphy Wallace	925771	WSDOT Lid	03/17/2026	640.80	21,227.80
1390	Ogden Murphy Wallace	925771	Personnel	03/17/2026	142.40	21,227.80
1390	Ogden Murphy Wallace	925771	Discount	03/17/2026	75.00	21,227.80
Total Ogden Murphy Wallace:					8,873.30	
Paul Hunter						
9054	Paul Hunter	03242026	Reimbursement Re: SSDE-2025-01	03/24/2026	1,000.63	1,046.26
9054	Paul Hunter	03242026	Reimbursement Re: SSDE-2025-01	03/24/2026	45.63	1,046.26
Total Paul Hunter:					1,046.26	
PUGET SOUND ENERGY						
604	PUGET SOUND ENERGY	03232026	Town Hall Utilities	03/23/2026	433.06	6,147.73
604	PUGET SOUND ENERGY	03232026	Street Lights	03/23/2026	1,138.34	6,147.73
Total PUGET SOUND ENERGY:					1,571.40	
SBN Planning LLC						
154	SBN Planning LLC	YP-044	Building Permits	04/08/2026	355.02	27,473.98
154	SBN Planning LLC	YP-044	Pre-applications	04/08/2026	843.12	27,473.98
154	SBN Planning LLC	YP-044	Shoreline Substantial Development	04/08/2026	399.37	27,473.98
154	SBN Planning LLC	YP-044	General Administration	04/08/2026	2,751.29	27,473.98
154	SBN Planning LLC	YP-044	Boundary Line Adjustment	04/08/2026	88.75	27,473.98
154	SBN Planning LLC	YP-044	Shoreline Exemptions	04/08/2026	221.88	27,473.98
154	SBN Planning LLC	YP-044	SEPA	04/08/2026	88.75	27,473.98
Total SBN Planning LLC:					4,748.18	
Sound View Strategies						
521	Sound View Strategies	3812	Lobbyist Services MAR2026	03/31/2026	500.00	2,000.00
Total Sound View Strategies:					500.00	
THE SEATTLE TIMES						
192	THE SEATTLE TIMES	83918	Publications - Ord #784	03/31/2026	124.80	2,106.55

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
Total THE SEATTLE TIMES:					124.80	
WA Department of Retirement Systems						
93	WA Department of Retirement Sys	1721511	Annual Old Age and Survivors Insurance (OASI)	04/01/2026	25.00	25.00
Total WA Department of Retirement Systems:					25.00	
WA STATE DEP OF TRANSPORTATION						
602	WA STATE DEP OF TRANSPORT	FB9109960726	Gas for town truck	01/31/2026	91.03	323.44
602	WA STATE DEP OF TRANSPORT	FB9109960961	Gas for town truck	03/31/2026	232.41	323.44
Total WA STATE DEP OF TRANSPORTATION:					323.44	
Grand Totals:					213,088.08	

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 04/12/2026 approving payments as shown totaling \$213,088.08 plus payroll, tax, and benefit expenses of \$53,034.95, as shown on the attached payroll & tax and benefits report, for a grand total of \$266,123.03.

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: April 14, 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.

Signature Lines

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Includes all check types

Includes unprinted checks

**TOWN OF YARROW POINT
COUNCIL MEETING MINUTES
MARCH 10, 2026 | 4:00 PM**

The Town Council of the Town of Yarrow Point, Washington met in regular session on Tuesday, March 10, 2026, at 4:00 PM in the Council Chambers of Town Hall, 4030 95th Avenue NE.

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

1. CALL TO ORDER

The meeting was called to order at 4:04 PM.

2. PLEDGE OF ALLEGIANCE

Mayor Harris invited others to join her in Pledge of Allegiance.

3. ROLL CALL

All present. (Vanover arrived at 4:09 PM following Staff Reports)

4. APPROVAL OF/AMENDMENTS TO AGENDA

Following Council discussion,

IT WAS MOVED BY BUGBEE; SECONDED BY BUSH, TO:

Remove Regular Business item 8.4, Police Services Contract Addendum from tonight's agenda, and place on a future Council agenda.

MOTION CARRIED, 4-0.

Further,

IT WAS MOVED BY PORTER; SECONDED BY BUGBEE, TO:

Add Regular Business item 8.4, Information Technology Professional Services to tonight's Regular Business.

MOTION CARRIED, 4-0.

Further,

IT WAS MOVED BY PORTER; SECONDED BY HANSON, TO:

Remove 7.9, Joint Defense Agreement with City of Medina from the Consent Calendar to be heard under Regular Business.

MOTION CARRIED, 4-0.

5. STAFF REPORTS

6. PUBLIC COMMENTS

Cheryl Pietromonaco, local resident, asked about status of a public records request, and asked whether berms can be installed to redirect road water away from catch basins.

7. CONSENT CALENDAR

IT WAS MOVED BY HANSON; SECONDED BUGBEE, TO APPROVE THE CONSENT AGENDA AS AMENDED. MOTION CARRIED, 5-0.

- 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:** Appointment confirmed, term expiring December 31, 2026
- 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:** Removed from the Consent Calendar; to be heard under Regular Business
- 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

- 8.0 **Joint Defense Agreement – formerly on the Consent agenda**
Presented by Town Attorney Romanenko. Following Council discussion,

IT WAS MOVED BY BUGBEE, SECONDED BY HANSON, 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.

MOTION CARRIED, 5-0.

- 8.1 **CIP #4: 4441 91st Ave NE Stormwater**
Presented by Stacia Schroeder, Town Engineer. Following Council discussion,

IT WAS MOVED BY BUSH; SECONDED BY HANOVER, TO:

Approve and authorize the Mayor to enter into and execute a contract with Gray & Osborne for their proposal titled 91st Ave NE Stormwater Repairs CIP No. 4 in an amount not to exceed \$23,000.

MOTION CARRIED, 5-0.

- 8.2 **Short-Term Rentals**

Presented by Aleksandr Romanenko, Town Planner. Following Council discussion and varied view, no additional work was directed. Council may revisit at a later date.

8.3 Town Financial Discussion

Councilmembers Hanson and Porter proved an update on their research into the Town's financials. Further discussion and presentation will be heard at the April 3 Council retreat.

8.4 Information Technology Professional Services

Presented by Councilmember Bush. Following Council discussion,

IT WAS MOVED BY PORTER; SECONDED BY VANOVER; TO:

Authorize the Mayor to provide notice of termination to ISOsource, return with a professional services agreement with a new provider at the Council meeting of April 14, 2026, ensure further evaluation if needed, such as call arounds and roster review.

MOTION CARRIED, 5-0.

9. MAYOR'S REPORT/OLD BUSINESS

10. COMMITTEE UPDATES

11. COUNCIL ROUNDTABLE AND REQUESTS FOR FUTURE AGENDA

12. APPEARANCES/PUBLIC COMMENT (SECOND OPPORTUNITY) – None.

13. EXECUTIVE SESSION – CLOSED

Mayor Harris adjourned the Regular Meeting at 6:18 PM to convene in Executive Session to discuss Potential Litigation pursuant to RCW 42.30.110(1)(i). The Executive Session was expected to take 12 minutes.

The Regular Meeting was reconvened at 6:30 PM.

14. ADJOURNMENT

There being no further business before Council, the meeting was adjourned at 6:30 PM.

Business of The Town Council Town of Yarrow Point, WA

Consent Calendar
April 14, 2026

Authorizing Investment of Town monies in the Local Government Investment Pool	Proposed Council Action: Approve Resolution
--	---

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.

Update:

This item was last before Council at its March 10, 2026 meeting at which Resolution No. 385 was approved. Since then, we learned LGIP requires specific wording throughout and in entirety of the resolution. Most importantly, this will eliminate the need for further Council action when staffing changes occur. A new resolution has been drafted that meets the LGIP specific requirements and is before Council for approval.

Recommended Action:

MOVE TO: Approve Resolution No. 389, a resolution of the Council of the Town of Yarrow Point authorizing investment of monies in the Local Government Investment Pool.

**TOWN OF YARROW POINT
RESOLUTION NO. 389**

**RESOLUTION AUTHORIZING INVESTMENT OF THE
TOWN OF YARROW POINT, WASHINGTON, MONIES IN
THE LOCAL GOVERNMENT INVESTMENT POOL**

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, Town of Yarrow Point, the “governmental entity”, to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the Town Mayor, the “governing body” or any designee of the governing body pursuant to this resolution, or a subsequent resolution; and

WHEREAS the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW THEREFORE, BE IT RESOLVED that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Authorization Form (Form) as completed by the Mayor of the Town of Yarrow Point and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates the Town Mayor, the “authorized individual” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual’s 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 governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

APPROVED and ADOPTED by the Council of the Town of Yarrow Point this 14th day of April, 2026.

APPROVE:

Katy Kinney Harris, Mayor

ATTEST:

Christine Eggers, Interim Clerk-Treasurer

STATE OF WASHINGTON)
) s.s.
COUNTY OF KING)

CERTIFICATION OF TRUE
AND CORRECT COPY

I, Christine Eggers, the duly appointed and acting Town Clerk-Treasurer of the Town of Yarrow Point do hereby certify that this document, Resolution No. 389, is a true, correct, and complete copy of the original document on file in the official records of the Town of Yarrow Point.

In witness whereof, I have hereunto set my hand and affixed the Seal of the Town of Yarrow Point this 14th day of April, 2026.

(Town Seal Here)

Christine Eggers, Clerk-Treasurer
TOWN OF YARROW POINT

DRAFT

LOCAL GOVERNMENT INVESTMENT POOL AUTHORIZATION FORM

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

Entity Name:
Physical Address:
Mailing Address (if different):

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)

Bank Name:
Branch Full Address:
Bank Routing Number:
Account Number:
Account Name:

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
 PHONE: (360) 902-9017

Date Updated: _____

Account Number: _____

Updated by: _____

(For OST use only)

State of Washington)
 County of _____) ^{ss.}
 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: _____

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

Consent Agenda
April 14, 2026

Information Technology Consultant Services – IT Support and Maintenance	Proposed Council Action: Authorize
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Prepared by:	Tina Eggers, Interim Clerk-Treasurer
Exhibits:	A. Scope of Work

Summary:

The Town does not have sufficient staff or expertise to provide in-house technology support and maintenance needs. As such, the Town contracts out for these necessary services. ISOutsource has served as the Town’s IT consultant for many years.

As part of best practices, the Town evaluated its IT systems and determined modernization was needed. The Town’s server has reached its end of life (EOL) triggering a need for cloud migration. We look to improve security and enhance integration capabilities, especially with Microsoft Office365 and shifting our accounting platform to a hosted environment.

After reviewing nearby service providers and local roster, AirNote was invited to interview with Mayor Harris and Councilmember Bush. It is recommended that the Town enter into a new IT support and maintenance agreement with AirNote for services described in the attached Scope of Work. It is further recommended that the term with AirNote begin immediately so that a smooth transition can occur while we continue to work with ISOutsource through the end of their monthly contract.

Recommended Action:

MOVE TO: Authorize the Mayor to enter into and execute a professional services agreement with AirNote, effective immediately.

SCOPE OF WORK

Routine IT Services

Remote IT management (assumes someone is available on-site for hands-on needs)

- 2nd tier helpdesk
- Provision and maintain Microsoft 365 licenses
- Assist with configuring SharePoint, OneDrive, Teams, and other cloud services
- Point of contact for Domain and DNS providers
- Maintain and troubleshoot network infrastructure
 - Firewalls, routers, access points, and other network infrastructure
 - Point of contact for internet service providers

Availability

- For critical issues, response within 4 hours during normal business hours, within 8 hours otherwise
- For routine issues, response within 1 business day

Special Projects

Cloud Migration and License Upgrades

- Move Cassell accounting from local server to cloud hosted (AirNote to assist as needed)
- Move from local domain controller to Entra-ID with Intune
- Upgrade to Microsoft365 licenses
- Move file server files to SharePoint (AirNote to assist with file reorganization and transfer)
- Archive/backup any remaining application server data
- Configure archive and backup policies for email, SharePoint, etc.
- Install remote access and support software on staff computers
- Enroll staff computers in Intune – no unmanaged or private computers on Staff network
- Fix any vulnerabilities or needed software updates on staff computers

Network and Emergency Preparedness Upgrades

- Move Cassell accounting from local server to cloud hosted (AirNote to assist as needed)
- Move from local domain controller to Entra-ID with Intune
- Upgrade to Microsoft365 licenses
- Move file server files to SharePoint (AirNote to assist with file reorganization and transfer)
- Archive/backup any remaining application server data
- Configure archive and backup policies for email, SharePoint, etc.
- Install remote access and support software on staff computers
- Enroll staff computers in Intune – no unmanaged or private computers on Staff network
- Fix any vulnerabilities or needed software updates on staff computers

Other Special Projects

As mutually agreed between Yarrow Point and Contractor

Costs

IT Services

\$500 per month (plus Washington State sales tax if applicable)

Cloud Migration Project

\$2,500 upon completion (plus Washington State sales tax if applicable)

Network Upgrade Project

\$2,000 upon completion (plus Washington State sales tax if applicable)

Other Special Projects

As mutually agreed between Yarrow Point and Contractor

Payment Terms

AirNote will invoice Yarrow Point no later than the ~~7th~~5th day of each month for services accrued during the previous month.

Yarrow Point agrees to pay invoices no later than ~~30 days~~45 days following receipt of each invoice.

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

Consent Agenda
April 14, 2026

Critical Areas Consultant Services	Proposed Council Action: Authorize
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Prepared by:	Tina Eggers, Interim Clerk-Treasurer
Exhibits:	None.

Summary:

At the Council meeting of December 9, 2025, Council discussed the State required Critical Areas requirements. Following the Public Hearing, Council took two actions. The first action was adopting Ordinance No. 778. The second, was authorizing the Mayor to enter into a professional services agreement for critical area permit review, however, language was added that restricted the contract “not to exceed \$15,000.”

Since the professional services agreement is based on pass-through fees, it is important to remove this stipulation.

Recommended Action:

MOVE TO: Authorize the Mayor to enter into and execute a Professional Services Agreement with Farallon Consulting for critical area consultant services and listing “n/a” under amount not to exceed.

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

Consent Agenda
April 14, 2026

Amendment to Fee Schedule – Critical Areas	Proposed Council Action: Approve Resolution No. 390
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Prepared by:	Deputy Clerk Austen Wilcox
Exhibits:	A. Proposed Resolution No. 390

Summary:

The included updates in Fee Resolution No. 390 pertain to the Farallon Consulting hourly rate, their Geotech, and associated critical areas permitting fee costs. Fees billed by Farallon and their Geotech, including the new critical areas permit fees, will be reimbursed by the project applicant.

Recommended Action:

MOVE TO: Approve Resolution No. 390, updating the Town's Fee Schedule to include critical areas related permit and consultant fees.

**TOWN OF YARROW POINT
RESOLUTION NO. 390**

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

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

WHEREAS, the Town Council adopted Resolution No. 383 on January 13, 2026, which amended the schedule of fees, charges, and penalties for various applications, services, and permits submitted to the Town; and

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

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

WHEREAS, Town contractors annually adjust their hourly fee; and

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

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

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

Section 2. Effective Date. This Resolution shall become effective five days after its passage and publication.

Adopted by the Yarrow Point Town Council on this 14th day of April, 2026.

APPROVE:

Katy Kinney Harris, Mayor

ATTEST:

EXHIBIT A

TOWN OF YARROW POINT FEE SCHEDULE

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

- Building Official hourly rate: \$150.00
- Engineer hourly rate: \$165.00
- Planner hourly rate: \$177.50
- Arborist hourly rate: \$150.00
- Critical Areas hourly rate: \$120-\$278 (On file with the Town Clerk's Office)
- Attorney hourly rate: \$357.00

Part I. Street Fees

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

Part II. Building, Zoning and Subdivision Fees

- A. Preliminary Feasibility Conference: \$500.00
- B. Pre-Application Conference:
 - a. Level 1 - Review requiring 1 reviewer: \$500.00
 - b. Level 2 - Review requiring 4 reviewers: \$1,800.00
 - c. Level 3 - Review requiring 5 reviewers: \$2,300.00
- C. Demolition Permit: Complete structure demolition: \$937.50. Partial structure demolition: \$312.50. Financial guarantee as determined by the Building Official may be required prior to permit issuance.
- D. Building Plan Review Fee: The fee is specified in the attached "Appendix A"

schedule and is due at the time of application submittal. The fee is based on the estimated project value provided by the applicant. Estimated project valuations include the total value of work for which the permit will be issued including materials and labor.

E. Rooftop Photovoltaic Solar Panels: Based on project valuation.

F. Building Permit: As specified in the attached “Appendix A” schedule, the fee is due prior to permit issuance and is based on the project value as calculated by the Building Official using the following chart:

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

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

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

G. Re-Roof Permit: \$400.00. Includes one inspection. Additional inspections will be billed at the consultant hourly rate. A reroof permit is required for all structural reroofing installations.

H. State Building Code Council Fee: A \$6.50 fee for each building permit, which is passed on by the Town to the State Building Code Council.

I. State Building Extensions or Renewal: Building Permits expire 18 months after the date of issuance. The fee to renew an expired Building Permit or extend an active Building Permit past the expiration date will be a percentage of the original permit fee paid at the time of permit issuance. The percentage will be calculated by the Building Official based on the estimated percentage of inspections remaining. Fees for actual inspection costs must be paid prior to issuance of a certificate of occupancy.

J. Street Deposit: If in the opinion of the Building Official a construction activity likely will result in damage or disrepair to the Town’s streets, roads, storm or surface water systems, the Building Official may require the applicant to pay a \$4,000.00 deposit prior to permit issuance pursuant to YMPC Section 12.30.050(C).

K. Refund of Street Deposit: The balance of any deposit received pursuant to Section

12.30.050(E) shall be refunded by the Town to the depositing person or entity within 45 days after the final inspection of the project to which the deposit was made.

- L. Temporary Certificate of Occupancy: \$500. Includes two hours and any further time will be billed at the consultant hourly rate. On request and after payment of the fee, the Town may issue a temporary certificate of occupancy if determined appropriate by the Building Official.
- M. Mechanical Permit: The base fees are per unit where applicable, are cumulative for each permit and apply to installation or relocation. Inspections conducted by Town consultants on any single item in excess of two trips will be charged at the consultant's hourly rate.
 - The base fee for new construction or any remodel exceeding \$500,000.00 is \$2,500.00

The base fees for remodel and standalone mechanical permits are:

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

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

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

The base fees for remodel and standalone plumbing permits are:

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

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

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

- O. Hearing Examiner Fee: A \$1,500.00 deposit will be paid. The Town will refund any of the fees paid in excess of the actual Hearing Examiner's costs.
- P. Variance Fee: \$2,500.00 plus applicable fee for Hearing Examiner.
- Q. Boundary Line Adjustment Fee: \$1,250.00

R. Critical Areas Fees:

- a. Permit Administration Fee: \$200.00
- b. Critical Areas Permit:
 - Wetland Stream Report and Shoreline No-Net Loss: \$3,678.00
 - Critical Aquifer Recharge Area: \$1,669.00
 - Geotechnical Report: \$1,485.00
- c. Critical Area Exemption Request
 - Wetland/Stream Exemption/Variance/RUE and Shoreline Exemption: \$1,151.00
 - CARA: \$974.00
 - Geotechnical: \$960.00
- d. Critical Areas Variance:
 - Wetland/Stream Exemption/Variance/RUE and Shoreline Exemption: \$4,829.00
 - CARA: \$2,643.00
 - Geotechnical: \$2,175.00
- e. Critical Areas Reasonable Use Exception
 - Wetland/Stream Exemption/Variance/RUE and Shoreline Exemption: \$4,829.00
 - CARA: \$2,643.00
 - Geotechnical: \$2,175.00

S. Subdivision and Short Plat Fees:

- a. Preliminary Approval: \$1,250.00.

- b. Final Approval: A \$465.00 fee for each new lot and additional costs not previously collected must be paid prior to the recording of the Subdivision or Short Plat. The Town will refund any fees paid in excess of actual processing costs.
- T. Shoreline Substantial Development Permit:
 - a. Shoreline Substantial Development Permit: \$1,550.00.
 - b. Shoreline Substantial Development Exemption: \$465.00.
- U. SEPA Checklist Review Fee: \$1,250.00. Pursuant to YPMC 19.04.270, if an Environmental Impact Statement is required, and the Town prepares the EIS, the Town may charge a reasonable fee from any applicant to cover costs incurred by the Town in preparing the EIS and require the applicant to post a bond or other surety to ensure payment of such costs.
- V. Site Development Permit
 - a. Level 1 – Other: \$500.00
 - b. Level 2 – Single Family Residence with detention system: \$2,500.00
- W. Special Use Permit: \$3,125.00
- X. Small Wireless Facility Permit: For small wireless facility permits, the applicant shall pay the actual costs incurred by the Town in reviewing such permit application.
- Y. Telecommunications Franchise Agreement Fee:
 - a. Application Fee: Actual cost of Town staff and consultant, including attorney's fee, time.
 - b. Deposit: \$5,000.00
- Z. Telecommunications Franchise Renewal Fee:
 - a. Application Fee: Actual cost of Town staff and consultant, including attorney's fee, time.
 - b. Deposit: \$2,500.00
- AA. Tree Removal Permit for Significant Trees:
 - a. Level 1 – Tree removal permit \$500.00. This will include up to two hours of staff time. Anything beyond that will be billed in ¼ hour increments at the consultant hourly rate.
 - b. Level 2 – For a single hazard tree removal requiring no mitigation: \$250.00.

Part III. Administrative Fees

- A. Construction Contact Sign: \$50.00 Required for all building and site

development permits.

- B. NSF Checks Fee: \$50.00 or current bank charge.
- C. Document Recording: As determined by the King County Recorder's Office
- D. Town History Book: \$15.00

Fees Related to Public Records Requests:

1. Inspection of Records: No Fee. Inspection of public records on the Town's website or by appointment at Town Hall.
2. Outsourced Copies of Scans of Records: Actual Cost. Outside vendors can be used for unusual formats, large quantities, or when a requester asks for delivery of copies faster than the Town can process.
3. Electronic Records: Email: \$.10 per gigabyte (\$.00 <1 GB); and \$.05 per every 4 records (\$.00 if <4 records).
4. Digital Storage Devices: Actual Cost. For example, records are copied to optical storage devices, such as a flash drive)
5. Scans: \$.10 per page (single or double-sided). This is a per-page charge for converting a records from a paper copy to an electronic format.
6. Mailing Physical Records or Storage Device: Actual cost of postage and container/envelope.
7. Customized Service: Actual cost. Data compilations prepared as a customized service. Cost is in addition to copy fees above.
8. Clerk Certification: \$1.00 per document.

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

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

Part IV. Administrative Fees

- A. Event Permit Fee: \$50.00

APPROVED and ADOPTED by the Council of the Town of Yarrow Point this 14th day of April, 2026.

APPROVE:

Katy Kinney Harris, Mayor

ATTEST:

Christine Eggers, Interim Clerk-Treasurer

STATE OF WASHINGTON)

) s.s.

COUNTY OF KING)

CERTIFICATION OF TRUE

AND CORRECT COPY

I, Christine Eggers, the duly appointed and acting Town Clerk-Treasurer of the Town of Yarrow Point do hereby certify that this document, Resolution No. 390, is a true, correct, and complete copy of the original document on file in the official records of the Town of Yarrow Point.

In witness whereof, I have hereunto set my hand and affixed the Seal of the Town of Yarrow Point this 14th day of April, 2026.

(Town Seal Here)

Christine Eggers, Clerk-Treasurer
TOWN OF YARROW POINT

Business of The Town Council Town of Yarrow Point, WA

Consent Calendar
April 14, 2026

2026 Steve Bleifuhs Memorial Flood Reduction Grant (KC FCD) Letter of Support	Proposed Council Action: Authorize the Mayor to Sign the Letter of Support
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Prepared by: Town Engineer - Stacia Schroeder, PE

Exhibits: Town Letter of Support

Background:

In April 2007, the Metropolitan King County Council created a new countywide special purpose district, the King County Flood Control District (KCFCD), to provide funding and policy oversight for flood risk reduction capital projects and programs in King County. The Flood Control District serves 40 jurisdictions throughout King County and is responsible for planning and funding maintenance and repairs of the flood control system.

KCFCD annually administers three different grants/ funds:

- **Cooperative Watershed Grant** - The KCFCD allocates a portion of its capital budget to fund implementation of Water Resource Inventory Area (WRIA) Forum priorities for the Snoqualmie/Skykomish Watershed Forum (WRIA 7), Lake Washington/Cedar/Sammamish Watershed (WRIA 8) Salmon Recovery Council, Green/Duwamish and Central Puget Sound Watershed (WRIA 9) Ecosystem Forum, and the Puyallup-White Watershed Citizen Advisory Committee (WRIA 10). Grant funding is awarded by the Flood District through a competitive independent process managed by each WRIA, generally, in the late spring. ***Projects in WRIA 8 are for salmon recovery and conservation which typically don't apply to our current list of town capital improvement projects.***
- **The Subregional Opportunity Fund** – This fund includes monies set aside every year by the KCFCD for use by jurisdictions within the county to design or implement projects primarily related to flood and stormwater control. It is 10.23% of the KCFCD’s annual levy proceeds. Funds are allocated to each of the 40 King County jurisdictions based on assessed values, including annexations. ***Yarrow Point routinely uses this fund (\$23,163 in 2026) to supplement the town’s stormwater utility maintenance activities.***
- **Steve Bleifuhs Memorial Flood Reduction Grant Program** – This grant targets medium and small local flood reduction projects in King County. The program was expanded by the KCFCD in 2021 to include new categories and additional funding. In 2024, the program was renamed the “Steve Bleifuhs Memorial Flood Reduction Grant Program” to memorialize Steve Bleifuhs, a dedicated public servant with nearly three decades of service to King County, who passed away in July 2024. ***Yarrow Point applied for and received a \$40,000 grant in 2019 to replace its stormwater grates town wide.***

Summary:

Town staff is preparing an application for the Steve Bleifuhs Memorial Flood Reduction Grant to cover the construction, project management, and inspection costs associated with CIP #4 – 4441 91st Ave NE Stormwater Repair Project that reflects a 10 percent match. As part of that application, the Town is encouraged to submit a letter of support which relays our commitment to completing the project when funding becomes available.

Recommended Action:

MOVE TO: Authorize the Mayor to sign the letter of support for the 2026 King County Flood Control District's Steve Bleifuhs Memorial Flood Reduction Grant Program on behalf of the Town of Yarrow Point.



4030 - 95th Avenue NE
Yarrow Point, WA 98004
Ph:(425) 454-6994 Fax:(425) 454-7899

April 7, 2026

King County Flood Control District
Re: 2026 Steve Bleifuhs Memorial Flood Reduction Grant Program
Letter of Support

To Whom It May Concern:

The Town of Yarrow Point is located north of Bellevue and west of Kirkland, adjacent to Lake Washington. It was officially incorporated on June 15, 1959, and is home to roughly 1,135 residents. As a small town with no commercial properties, we are very appreciative of the King County Flood Control District's (KCFCD's) Sub-Regional Opportunity Fund yearly allocation which supplements our ongoing stormwater utility operation and maintenance program.

The Town completed its first Stormwater Management Plan (SWMP) in 2008 and has gradually worked through the list of recommended projects. Updated in 2020, the next highest priority project listed in the SWMP (CIP No. 4/ H-1) addresses roughly 535 linear feet of 12-inch concrete pipe installed in the early 1940's that experiences heavy root intrusion. Dense root balls compromise the capacity of the pipe and increase the potential for flooding in heavy rain events. In turn, yearly maintenance has become extremely expensive and decreased the life of the pipe system itself. For these reasons the Town Council authorized a topographical survey of the system in January 2025 and the engineering design in March 2026.

The KCFCD's Flood Reduction Grant award would provide the funds needed to install cast-in-place pipe (CIPP) along the entire length of the storm system and maintain the crumbling catch basins. Of the several replacement methods researched, the CIPP method is the least intrusive to the environment and our community. The Town is committed to restoring this section of the public stormwater infrastructure and would value your support.

Thank you for your consideration.

Sincerely,

Katy Kinney Harris
Mayor – Town of Yarrow Point

Vacant Housing		Proposed Action: Discussion and Possible Vote
Presented by:	Town Planner	
Exhibits:	<ul style="list-style-type: none"> • Vacant Housing Survey Results 	

Summary:

The Town council has recognized that there are several vacant homes in the community. The Council has asked that the Planning Commission consider the topic and bring back recommendations to the Council.

For the November Planning Commission meeting, staff has prepared a broad outline of vacant housing and possible pathways for addressing adverse impacts of vacant housing through regulation.

Planning Commission work:

At the January 2026 meeting the commission discussed the topic and asked that the planner work with administration to create and solicit a poll regarding vacant housing and perceptions around it. The PC also requested that staff ask the police if there are resorts associated with vacant housing.

At the February 2026 meeting the commission continued their discussion. Staff prepared a survey for residents to respond to. Preliminary results are included in the packet for the PC to review.

At the March 2026 meeting the commission discussed the survey further and made a recommendation to council.

Planning Commission Recommendations:

- The Planning Commission recommends that the Town Council place emphasis on enforcing the existing nuisance code.
- The Planning Commission recommends that the Town Council ask administration to communicate the existence and process of the nuisance code to residents who expressed concerns.

- The Planning Commission asked that staff share the results of the vacant housing survey with the Town Council so the council is fully informed on resident responses.

Recommended Motion:

- I move to direct administration to continue enforcement of the existing nuisance code.
- I move to direct administration to send out an informational post on our current nuisance code to our residents.

Planning Commission Work Plan		Proposed Action: Discussion and Possible Vote
Presented by:	Town Planner	
Exhibits:	<ul style="list-style-type: none"> • None 	

Summary:

The proposed work plans are an outline of the major work items which the Planning Commission will endeavor to address during the 2026 calendar year. Work items may be added or removed from the work plans by Council vote throughout the year as needed.

For the Planning Commission, the work plan items fall into two general categories. Community initiatives as voted on by council and mandatory projects tied to state legislative actions, some of which are grant funded through the department of commerce. The list below is the proposed 2026 update to the planning commission work plan.

Community Initiatives: (To be completed serially in numbered order)

1. ~~Short Term Rentals~~ (Complete)
2. ~~Vacant Housing~~ (Complete)
3. Affordable Housing Fee in Lieu (Proposed)
4. Eagle Regulations (Needs clarification)

Mandatory Work Items: (Priority based on Statutory deadlines)

- Climate Planning - Mandatory & Grant Funded (On Hold)

Recommended Motion:

- I move to approve the Draft 2026 Planning Commission work plan as discussed.

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

9.2
April 14, 2026

Town Financial Discussion	Proposed Council Action: Discussion
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Presented by:	CM Hanson and CM Porter
Exhibits:	Handouts

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 further discussion 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 potential recommendations as outlined below:

- Discuss findings w.r.t. historical budget and actuals data
- Discuss 6-year budget with and without CIP/TIP; CIP impacts
- Financial sustainability long-term; revenue sources -- How might a levy (LLL levy lid lift or Public Safety levy) impact Town’s solvency/independence? How might project-specific levies impact long-term budget?
- What are levy steps -- financial analysis, timing optimization w.r.t. elections and political climate, messaging/marketing, education, public hearings, get on the ballot
- Timing for Consultant -- financial analysis and levy planning, Q4
- Next steps -- recommend another examination of budget vs actuals during regular budget season starting in Sept. 2026

Recommended Action:

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

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

9.3
April 14, 2026

Proposed Town Work Plan	Proposed Council Action: Discussion
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Presented by:	Mayor Harris
Exhibits:	None

Summary:

At Tuesday’s meeting, Mayor Harris will facilitate Council discussion of the Town’s 2026 Work Plan. The goal is to determine alignment of work priorities, timing, and next steps.

Financial Sustainability and Planning: efficiency, revenue sources, Levy

Town Budget Planning: including CIP/TIP for 2026, 6 Year plan

WSDOT: Lid Maintenance

Public Safety: Police Services Contract, Flock ownership transfer; new BFD contract

VW Lease: utility leases

Affordable Housing: meet state requirements, Affordable ADU program, fee in lieu, ARCH partnership, adopt policy and amend Comp Plan; PSRC Certification

Staffing and Future Resource Sharing: short-term, long term, resource sharing with other jurisdictions, succession

Information Technology: cloud migration, policy

Town Code Improvements: as issues arise for new code, improvements, and enforceability

- New Code: E-Bikes, Parking (Construction Parking for development and general ROW Parking), wireless code, public tree code
- Code updates: Wireless code, Development code
- Hedge Code: should we have it at all, absent any help to residents

Recommended Action:

n/a

Business of The Town Council Town of Yarrow Point, WA

9.4
April 14, 2026

Council Rules & Roles Overview	Proposed Council Action: Hear Presentation
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Presented by:	Town Attorney Emily Romanenko
Exhibits:	None

Summary:

At Tuesday’s meeting, Attorney Romanenko will provide an overview of effective and efficient management of town government. Municipal officials should understand the roles of their respective offices and their interrelationships with one another. Conflicts among municipal officials can often be the result of confusion as to these roles and the consequent overstepping of them. Although those boundaries may be unclear in some cases, there is a basic structure to town government from which these roles derive.

- A. What is your role versus Town Staff’s roles
- B. Day-to-day activities
- C. Personnel
- D. Communication with staff
- E. Budgeting
- F. Legislating and enforcing the use of the Town’s powers

Recommended Action:

n/a [Hear Presentation]