



Town Park Commission Regular Meeting

Tuesday, October 27, 2026 @ 7:00 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.*

Planning Commission Chairperson: Carolyn Whittlesey

Commissioners: Chris Coburn, Nancy Daltas, Jim Bugbee, Robert Afzal

Deputy Clerk: Austen Wilcox

AGENDA

1. CALL TO ORDER

Meeting Participation Information: The Town of Yarrow Point Park Commission Meeting will be held in a hybrid format. Commissioners, staff, and members of the public may participate in Park Commission meetings both in-person and remotely.

In-Person:

Yarrow Point Town Hall
4030 95th Avenue NE
Yarrow Point, WA

Dial-In via Telephone:

1-253-215-8782
Meeting ID 831 2342 8019
Passcode 880331

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF/AMENDMENTS TO AGENDA

5. APPROVAL OF THE MINUTES

September 21, 2026, Special Meeting

6. STAFF REPORTS

7. APPEARANCES/PUBLIC COMMENT (Speakers will be allotted 3 minutes each)

This is time for people to speak to the Town Park Commission on issues related to the Town of Yarrow Point. Commissioners will not respond or engage in dialogue, however, they may ask staff to research and report back on topics addressed.

For those attending in-person, please sign-in to speak on the listing provided in the Council Chambers. When invited to speak, please approach the podium, state your name, and address your topic.

*For those attending virtually, when invited to speak, please press *6 to unmute.*



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Yarrow Point, WA 98004

AGENDA – Cont.

8. REGULAR BUSINESS

8.1 2027 Park Commission Preliminary Budget - Continued Discussion

8.2 2026 Tree City USA Community Tree Planting in November – Continued Discussion

9. APPEARANCES/PUBLIC COMMENT (SECOND OPPORTUNITY)

This is a second opportunity for individuals to address the Town Park Commission; same parameters apply.

10. ADJOURNMENT

Next regular Town Park Commission Meeting: November 24, 2026, at 7:00 pm.

**TOWN OF YARROW POINT
PARK COMMISSION MEETING MINUTES
September 21, 2026 | 7:00 PM**

The Town Park Commission of the Town of Yarrow Point, Washington met in special session on Monday, September 21, 2026, in the Council Chambers of Town Hall, 4030 95th Avenue NE.

PRESENT: Chairwoman Carolyn Whittlesey; Commissioners Jim Bugbee, Robert Afzal (absent), Nancy Daltas, Chris Coburn

1. CALL TO ORDER

The meeting was called to order at approximately 7:00 PM.

2. PLEDGE OF ALLEGIANCE

Carolyn Whittlesey invited others to join her in the Pledge of Allegiance.

3. ROLL CALL – All Present

4. APPROVAL OF/AMENDMENTS TO AGENDA

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

VOTE: 3 for, 0 against. Motion carried.

5. APPROVAL OF THE MINUTES from previous meeting at the next meeting

MOTION: Motion by Commissioner Coburn, seconded by Chairwoman Daltas to approve the July 28, 2026 Regular Park Commission minutes.

VOTE: 3 for, 0 against. Motion carried.

6. STAFF REPORTS

7. PUBLIC COMMENTS

None.

8. REGULAR BUSINESS

Commissioner Bugbee arrived at 7:18pm.

8.1 2026 Tree City USA Application Discussion

To meet the annual Tree City USA community tree planting requirement, the Commission discussed holding a planting during the second week in November.

8.2 Discuss Future Park Commission Topics

The right of way at the corner of Points Drive and 92nd Ave NE needs improvement. Commissioner Daltas will follow up with Mayor Harris.

8.3 2027 Park Commission Budget Discussion

The Commission discussed holding a March cleanup day in Sally's Alley' in addition to the spring cleanup day in April. Commissioner Coburn will research costs and vetted landscape companies. The Commission discussed bare spots in the plantings along 92nd. They discussed the possibility of using drip hoses to eliminate public works staff from using buckets to water the plants.

Staff will research a 92nd Ave NE planting plan created in the early 2000s and if available, will distribute to the Commission for reference purposes.

The Commission discussed the possibility of adding a third bench along 92nd. Chairwoman Whittlesey will research the cost.

Staff will distribute the 2026 Park Commission budget to the Commission.

The Commission discussed right of way areas and park locations to clean up.

9. APPEARANCES/PUBLIC COMMENT (SECOND OPPORTUNITY)

None.

10. ADJOURNMENT

MOTION: Motion by Commissioner Daltas, seconded by Commissioner Bugbee to adjourn meeting at 8:24 p.m.

VOTE: 4 for, 0 against. Motion carried.

Carolyn Whittlesey, Chairwoman

Attest: Austen Wilcox, Deputy Clerk

Business of The Park Commission
Town of Yarrow Point, WA

8.1
October 27, 2026

2027 Park Commission Preliminary Budget – Continued Discussion	Proposed Park Commission Action: For Discussion
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Presented by:	Chair, Carolyn Whittlesey
Exhibits:	2027 Park Commission Budget Proposal

Summary:

The Park Commission presented their Preliminary Budget at the October 13 regular Council meeting. The Commission will continue 2027 Preliminary Budget discussion.

Recommended Action:

For discussion.

2027 Park Commission Budget Proposal

The Park Commission is proposing the following three projects for consideration in the 2027 budget. These projects are intended to improve the appearance and usability of our community spaces and enhance the overall experience for residents and visitors.

All of these areas are in the town's Open Spaces, not the parks, and are along our sidewalks. Some of these projects could be covered under the Street Maintenance budget.

We are gathering more detailed cost estimates and will proceed with project planning upon Council approval.

1. Entry Sign and 92nd Avenue NE Cleanup

Professional cleanup of the Entry Sign area and landscaping along 92nd Avenue NE, beginning at Points Drive.

Estimated Cost: \$12,000

2. Plantings Along 92nd Avenue NE

Plants and installation labor to enhance the currently bare areas along 92nd Avenue NE., beginning at Points Drive.

Estimated Cost: \$5,000

3. Additional Bench Near NE 36th Street per resident requests

Purchase and installation of an additional bench near NE 36th Street.

Estimated Cost: \$6,100

Total Estimated 2027 Request: \$23,100

Thank you for your kind consideration.

Business of The Park Commission
Town of Yarrow Point, WA

8.2
October 27, 2026

2026 Tree City USA Community Tree Planting in November - Continued Discussion	Proposed Park Commission Action: For Discussion
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Presented by:	Chair, Carolyn Whittlesey
Exhibits:	N/A

Summary:

The Commission discussed holding a community tree planting event during the second week of November at the September Park Commission meeting. The Commission will further discuss potential locations for the tree planting and details around the specific day and time.

Recommended Action:

For discussion.