

TOWN OF WOODWAY  
COUNCIL MEETING AGENDA

MONDAY, MAY 2, 2022  
6:00 P.M.

Hybrid Meeting  
Woodway Town Hall | 23920 113<sup>th</sup> Place W. | Woodway, WA  
Virtually via Teams

6:00 P.M.		Call to Order, Flag Salute, & Roll Call
6:00 P.M.		Public Comments*
6:05 P.M.	I	Approval of Payments – <i>May 2, 2022 Claims; April 2022 Payroll</i>
6:10 P.M.	II	Approval of Minutes – <i>April 4, 2022; April 18, 2022; April 25, 2022</i>
6:15 P.M.	III	Council Reports
6:20 P.M.	IV	Mayor’s Report
6:25 P.M.	V	Town Administrator’s Report
6:30 P.M.	VI	2021 Planning Commission Annual Report
6:35 P.M.	VII	Road/Street Maintenance
6:50 P.M.		Public Comments*
6:55 P.M.		General Council Discussion – Choice of Subjects
7:00 P.M.		Adjournment

\* *Public comments: Those who wish to make a public comment for this meeting can do so via video or audio connection. Please keep yourself muted until the appropriate time. Phone callers can unmute themselves by dialing \*6.*

*Council agendas are subject to change before or during the council meetings upon motion. All times are approximate.*

*Anyone with a disability requiring special accommodations should contact the Town Clerk's Office at Town Hall or call (206)542-4443 before 1:00 p.m. the Thursday preceding the Council Meeting. For TDD relay service, call (206)587-5500, or outside the Seattle area #1-800-833-6388.*



TOWN OF WOODWAY  
CLAIMS APPROVAL

“I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against the Town of Woodway, Snohomish County, Washington, and that I am authorized to authenticate and certify to said claims.”

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Clerk Treasurer

The following transactions are approved for 2022 payment:

Claims checks #13778 through 13789.....\$305,189.45

This 2<sup>nd</sup> day of May 2022.

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Mayor

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Councilmember

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Councilmember

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Councilmember

\*The three largest charges on the credit card bill are:

1. Postage: \$160
2. WMCA Conference travel expense – H. Napolitano: \$476.52
3. Vehicle fuel: \$572.78 (PD - \$158.94, PW - \$413.84)

Note: \$296,485 is for the 1<sup>st</sup> and 2<sup>nd</sup> quarter 2022 Fire & Emergency Services payment



TOWN OF WOODWAY  
PAYROLL APPROVAL

“I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against the Town of Woodway, Snohomish County, Washington, and that I am authorized to authenticate and certify to said claims.”

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

The following April 2022 Payroll transactions, for 6.65 FTE, are approved for 2022 payment:

EFT transactions #539 through 556 & 558.....\$64,855.12

This 29<sup>th</sup> day of April 2022

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\* There was 1 comp time hour accrued in April 2022

# TOWN OF WOODWAY COUNCIL MEETING MINUTES

MONDAY, APRIL 4, 2022  
6:00 P.M.

## Hybrid meeting

In-person at Town Hall | 23920 113<sup>th</sup> Place W. | Woodway, WA 98020  
Virtually via Teams

<b>Members Present</b>	<input checked="" type="checkbox"/> Mayor Mike Quinn*	<input type="checkbox"/> Councilmember Andrew DeDonker
	<input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell	<input checked="" type="checkbox"/> Councilmember John Brock
	<input checked="" type="checkbox"/> Councilmember Brian Bogen*	<input checked="" type="checkbox"/> Councilmember Rajeev Thakur
<b>Staff &amp; Guests Present</b>	<input checked="" type="checkbox"/> Town Administrator Eric Faison*	<input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitano
	<input type="checkbox"/> Town Engineer John Forba	<input type="checkbox"/> Town Planner Bill Trimm
	<input type="checkbox"/> Police Chief Alan Correa	<input checked="" type="checkbox"/> Public Works Director Terry Bryant*

\*Attended virtually

### CALL TO ORDER, FLAG SALUTE, ROLL CALL

Mayor Quinn called the meeting to order at 6:02 p.m.

### I - APPROVAL OF PAYMENTS – APRIL 4, 2022 CLAIMS

*Councilmember Mitchell* moved to approve the April 4, 2022 claims checks #13750 through 13761 and EFTs #445 & 446 totaling \$14,848.53. *Councilmember Brock* seconded the motion. The motion passed unanimously.

### I - APPROVAL OF PAYMENTS – MARCH 2022 PAYROLL

*Councilmember Thakur* moved to approve the March 2022 payroll EFT transactions #403 through 423 totaling \$68,405.63. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

### II - APPROVAL OF MINUTES – MARCH 21, 2022 MINUTES

*Councilmember Brock* moved to approve the March 21, 2022 council meeting minutes. *Councilmember Thakur* seconded the motion. The motion passed unanimously.

### PUBLIC COMMENTS

None.

### III - COUNCIL REPORTS

*Councilmember Brock* inquired about a new sign posted near Deer Creek Park. Public Works Director Bryant shared that it was installed to comply with grant requirements.

*Councilmember Mitchell*

- Asked for clarification about the chip seal estimate from the previous meeting. Public Works Director Bryant shared that it included grinding.
- Inquired when the Planning Commission would begin action on the short-term rental resolution. Town Administrator Faison shared it would be on their April 6 agenda.

*Councilmember Bogen* commented that he had additional information from a paving contractor and would forward that information to staff for distribution.

### IV - MAYOR'S REPORT

- The recent mayors' meeting focused on public safety. The mayors will be signing a joint letter to be sent to the legislature asking for changes to police legislation.
- The next Housing Affordability Regional Taskforce (HART) will take place on Tuesday, April 5.

### V - TOWN ADMINISTRATOR'S REPORT

- Commented on state legislation regarding public safety.
- Clerk-Treasurer Napolitano shared that staff had begun posting meeting-specific public comments on the website instead of including them in meeting packets for a trial period.
- Public Works Director Bryant gave an update on the large tree that fell across Algonquin Road on Sunday night.

### VI - RATIFY INTERLOCAL AGREEMENT WITH SNOHOMISH COUNTY FOR ROAD/STREET SERVICES

Public Works Director Bryant presented the Interlocal Agreement with Snohomish County for Road/Street Services, which allows the Town to contract with them for overlays, striping, and bridge inspections. Mr. Bryant clarified that, while the County's overlay program was on hold, the agreement would allow Woodway to participate in the future.

#### **ACTION:**

*Councilmember Mitchell* moved to ratify the Interlocal Agreement with Snohomish County for Road/Street Services substantially in the form presented. *Councilmember Bogen* seconded the motion. The motion passed unanimously.

### VII - TWIN MAPLES STORMWATER UTILITY PROJECT

Mayor Quinn reminded the Council that the Twin Maples stormwater utility project was in the stormwater utility fund's 2022 budget and the bid had come back slightly less expensive than the engineer's estimate. Public Works Director Bryant gave a brief history of the project and recommended that the Council authorize construction of the project. As indicated in his memo, the Council's role is not to accept the bid, as that would be done by Olympic View Water &

Sewer District, but to decide whether or not to proceed with construction of Woodway's portion of the project. Discussion included the location of the new bioswales, on-going maintenance costs, and the large cost difference in the two bids.

**ACTION:**

*Councilmember Thakur* moved to approve construction of the Twin Maples stormwater utility project. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

**VIII - ORDINANCE 2022-637: WMC 11.01.130 - UTILITY BILLING AND COLLECTION**

Clerk-Treasurer Napolitano presented Ordinance 2022-637: WMC 11.01.130 - Utility Billing and Collection, which confirms that the late fee waiver provisions also apply to the utility billing fees. Discussion followed.

**ACTION:**

*Councilmember Bogen* moved to approve Ordinance 2022-637: WMC 11.01.130 - Utility Billing and Collection. *Councilmember Brock* seconded the motion. The motion passed unanimously.

**PUBLIC COMMENTS**

None.

**GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS**

*Councilmember Mitchell:*

- Shared training opportunities available through WCIA.
- Commented on local cities who did not accept their ARPA funds and thanked staff for staying on top of issues.

**ADJOURNMENT**

*Councilmember Bogen* moved to adjourn the meeting. *Councilmember Mitchell* seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:00 p.m.

Respectfully Submitted,

**APPROVED BY THE TOWN COUNCIL**

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Heidi K. S. Napolitano, Clerk-Treasurer,

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Michael S. Quinn, Mayor

(These minutes accurately reflect what was said at the Council Meeting. Publication does not vouch for the veracity of these statements.)

**TOWN OF WOODWAY  
COUNCIL MEETING MINUTES**

**MONDAY, APRIL 18, 2022  
6:00 P.M.**

**Hybrid meeting**

In-person at Town Hall | 23920 113<sup>th</sup> Place W. | Woodway, WA 98020  
Virtually via Teams

<b>Members Present</b>	<input type="checkbox"/> Mayor Mike Quinn	<input type="checkbox"/> Councilmember Andrew DeDonker
	<input type="checkbox"/> Councilmember Elizabeth Mitchell	<input type="checkbox"/> Councilmember John Brock
	<input type="checkbox"/> Councilmember Brian Bogen	<input type="checkbox"/> Councilmember Rajeev Thakur
<b>Staff &amp; Guests Present</b>	<input type="checkbox"/> Town Administrator Eric Faison	<input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitino
	<input type="checkbox"/> Town Engineer John Forba	<input type="checkbox"/> Town Planner Bill Trimm
	<input type="checkbox"/> Police Chief Alan Correa	<input type="checkbox"/> Public Works Director Terry Bryant

\*Attended virtually

**CALL TO ORDER, FLAG SALUTE, ROLL CALL**

No members of the Council were present.

**ADJOURNMENT**

In accordance with RCW 42.30.090, Clerk-Treasurer Napolitino adjourned the meeting to Monday, April 25, 2022 at 10 am.

Respectfully Submitted,

**APPROVED BY THE TOWN COUNCIL**

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Heidi K. S. Napolitino, Clerk-Treasurer,

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Michael S. Quinn, Mayor

(These minutes accurately reflect what was said at the Council Meeting. Publication does not vouch for the veracity of these statements.)

**TOWN OF WOODWAY**  
**COUNCIL ADJOURNED REGULAR MEETING MINUTES**

**MONDAY, APRIL 25, 2022**  
**10:00 A.M.**

THIS MEETING IS A CONTINUATION OF THE ADJOURNED  
MONDAY, APRIL 18, 2022 REGULAR MEETING

**Hybrid meeting**  
In-person at Town Hall | 23920 113<sup>th</sup> Place W. | Woodway, WA 98020  
Virtually via Teams

<b>Members Present</b>	<input checked="" type="checkbox"/> Mayor Mike Quinn	<input checked="" type="checkbox"/> Councilmember Andrew DeDonker*
	<input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell	<input checked="" type="checkbox"/> Councilmember John Brock
	<input checked="" type="checkbox"/> Councilmember Brian Bogen	<input checked="" type="checkbox"/> Councilmember Rajeev Thakur
<b>Staff &amp; Guests Present</b>	<input checked="" type="checkbox"/> Town Administrator Eric Faison	<input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitano
	<input type="checkbox"/> Town Engineer John Forba	<input type="checkbox"/> Town Planner Bill Trimm
	<input type="checkbox"/> Police Chief Alan Correa	<input checked="" type="checkbox"/> Public Works Director Terry Bryant*

\*Attended virtually

**CALL TO ORDER, FLAG SALUTE, ROLL CALL**

Mayor Quinn called the meeting to order at 10:07 a.m.

**PUBLIC COMMENTS**

None.

**I - RATIFY PREVIOUSLY APPROVED PAYMENTS – APRIL 18, 2022 CLAIMS**

*Councilmember Brock* moved to ratify the previously approved April 18, 2022 claims checks #13762 through 13777 totaling \$10,373.02. *Councilmember Thakur* seconded the motion. The motion passed unanimously.

**II - RESOLUTION 2022-438: ARPA FUNDING**

Town Administrator Faison presented Resolution 2022-438: ARPA Funding. The resolution confirms the Town's election of the standard allowance and authorizes the expenditure of the ARPA funding for items deemed eligible, necessary, and appropriate.

**ACTION:**

*Councilmember Bogen* moved to approve Resolution 2022-438: ARPA Funding. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

### **III - IV STUDY SESSIONS: TOWN FINANCES & PUBLIC SAFETY**

The Council discussed Town finances and public safety.

### **LUNCH BREAK**

At 12:05, Mayor Quinn recessed for lunch. At 12:39, Mayor Quinn reconvened the meeting.

### **V - VI STUDY SESSIONS: TOWN RIGHTS-OF-WAY, TRAFFIC CALMING, & TOWN BULLETIN BOARDS**

The Council discussed Town rights-of-way, traffic calming, & Town bulletin boards.

The consensus of Council was to remove the Town's bulletin boards due to maintenance difficulties. There was a request that staff look at alternatives, including the possibility of metal informational signs with a QR code or having just one bulletin board or sign at Town Hall.

### **GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS**

None.

### **ADJOURNMENT**

*Councilmember Bogen* moved to adjourn the meeting. *Councilmember DeDonker* seconded the motion. The motion passed unanimously. The meeting was adjourned at 2:26 p.m.

Respectfully Submitted,

**APPROVED BY THE TOWN COUNCIL**

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Heidi K. S. Napolitano, Clerk-Treasurer,

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Michael S. Quinn, Mayor

(These minutes accurately reflect what was said at the Council Meeting. Publication does not vouch for the veracity of these statements.)

## MEMORANDUM

To: Mayor Quinn, Council Members, and Planning Commissioners  
From: Bill Trimm, FAICP Town Planner  
Subject: 2021 Planning Commission Annual Report  
Date: April 8, 2022

**Background:** Woodway Municipal Code 2.20.070 requires the Planning Commission to prepare a report to the Town Council each year about the activities undertaken by the Commission in the previous year. Thus, pursuant to the code, the activities of the Planning Commission for 2021 are presented below.

### **2021 Planning Commission Activities:**

#### *Planning Commission Meetings*

The Planning Commission meetings for the year were shortened due to the Covid 19 restrictions with only six meetings that were all conducted virtually.

At the February 3<sup>rd</sup> Commissioner Per Odegaard was re-elected chairperson and Commissioner Marquart elected vice chairperson. The Commission also received and accepted the 2020 annual report and forwarded it on to the Council for information purposes. Staff also informed the Commission of action by the Town Council approving the update of the Point Wells Subarea Plan and Urban Village zoning amendments.

At the May regular meeting the Commission conducted a public hearing on the Greenwood two lot short plat. The July meeting was devoted to updates on regional planning issues together with an update by Mayor Quinn about general Town issues and appreciation of the Commission's commitment to planning for the best interest of Woodway residents.

In August the Commission conducted a public hearing and forwarded a recommendation to the Town Council to approve proposed amendments to the Urban Village zone district. The amendments were proposed to be consistent with revisions to the state annexation laws. The Commission also received a tentative schedule to consider updates to the Town's Geological Hazard Area regulations.

The Commission received and approved the final plat of the Greenwood Short Plat at its September meeting. The Commission also reviewed and discussed the Town's current Geologic Hazard Area regulations with staff and consultant Tim Peter from Associated Earth Science Inc. at its final meeting in December 2022.

## ***Development Activity***

### ***Greenwood Two Lot Subdivision***

The only development application the Commission considered in 2021 was the Greenwood Short Plat mentioned above.

### ***Point Wells Urban Center Development Application***

The Commission received the following briefings in 2021 on the status of the Point Wells Urban Center development project in Snohomish County.

February 3<sup>rd</sup> meeting: Staff provided the Commission with an update stating that the Snohomish County Hearing Examiner conducted a public hearing on November 3, 2020, on BSRE re-submittal of its development. The re-submittal was intended to correct various inconsistencies of the initial submittal with the County development code. Both the Town and the City of Shoreline submitted testimony that the application was still inconsistent with the County's code.

May 5<sup>th</sup> meeting: Staff informed the Commission that the County Hearing Examiner denied BSRE's re-submitted application and the County Council affirmed the Hearing Examiner's decision in January 2021. Staff noted that BSRE had filed an appeal of the County's decision with the King County Superior Court. The Commission was informed that a King County Superior Court judge gave BSRE until August 2022 to resubmit revisions. The Snohomish County filed an appeal of the Court's decision in February of this year.

## ***Legislative Activity***

Based on revisions to the state annexation laws, the Commission recommended approval of three revisions to the Town's existing Urban Village zone district with the approval of Resolution 2021.004. The revisions include allowing single family uses, establishing a minimum density of four dwelling units per acre and being consistent with the provisions of state law.

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## MEMORANDUM

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**To:** Town Council  
**From:** Public Works Director Terrance Bryant  
**CC:** Mayor Mike Quinn; Town Administrator Eric Faison  
**Date:** May 2, 2022  
**Re:** Pavement repair projects

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The Town's adopted six-year Transportation Improvement Plan includes several upcoming repaving projects. The projects include:

- All of the Woodway Highlands
- Bella Coola from Makah to Chinook in the Woodway Estates
- The intersection of 226<sup>th</sup> & Algonquin
- 238<sup>th</sup> from 114<sup>th</sup> to Timberlane

The Town has budgeted \$450,000 in REET revenue for these projects in 2022, and the financial forecast includes \$205,000 for the projects in 2024.

Due to the high cost of oil (and, therefore, asphalt), I suggest that the Council not proceed with a major repaving project this year. Instead, I would recommend that the Town repairs and patches potholes in these areas and several areas on the south end of Timberlane this year. These repairs should last a number of years and are preliminarily estimated to cost approximately \$150,000. As the price of oil returns to more reasonable levels, the Town can again consider the larger maintenance repaving projects.

Below, please find pictures of the areas of concern. I also am attaching a PowerPoint presentation from March 21<sup>st</sup> for informational purposes.

**The Highlands:**



**The Estates:**



**226<sup>th</sup>:**



**Timberlane:**



# PAVEMENT MAINTENANCE DISCUSSION

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March 21, 2022



Town of Woodway  
woodwaytx.com

1. What is pavement maintenance
2. How we pay for pavement maintenance
3. Transportation Improvement Plan
4. Types of pavement maintenance
5. Next Steps

# Agenda



# What is Pavement Maintenance?

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Town of Woodway  
Washington

# What is pavement maintenance?

- The application of asphalt or concrete to preserve the right-of-way surface for vehicular and pedestrian traffic.
- Includes monitoring pavement conditions, extending the useful life of a surface, and addressing cracking and potholes.
- Essential for public safety – includes maintaining markings and striping.
- Has an aesthetic element that is considered important by some for property value reasons.

# How do we pay for pavement maintenance?

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# How do we pay for pavement maintenance?

- Funding is provided by the Town's real estate excise tax (REET).
- The tax rate is 0.5% of the selling price of a home.
- State law limits use of the funds only for a limited number of purposes, including pavement maintenance and park capital purposes.

# More information on REET

- The Town has budgeted \$450,000 in REET revenue for pavement maintenance in 2022 and \$205,000 in 2024.
- State law was recently amended to allow the Town to use 35% of our REET for maintenance and operating expenses related to the original limited purposes through 2023.
- The Town has allocated this special funding to:
  - Public Works staff costs
  - Town Hall repair & maintenance
  - The major bridge inspection
  - Tree removal

# Transportation Improvement Plan

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# Transportation Improvement Plan

- State law requires the Town to adopt annually a six-year plan for maintenance of our transportation infrastructure.
- There is no legal obligation to carry out the plan.
- The Town's plan includes several projects, including:
  - Woodway Highlands
  - Woodway Estates – Bella Coola from Makah to Chinook
  - Intersection of 226th/Algonquin
  - 238th from 114th to Timberlane

# Transportation Improvement Plan

- The Town has not done a major pavement maintenance project since 2018.
- Several reasons for this include:
  - An acceleration of pavement overlays during the Great Recession when asphalt prices were low, resulting in great overall pavement conditions throughout Town.
  - Lack of financial resources.
  - COVID
  - Most recently, increased costs.

# Types of Pavement Maintenance

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# Types of Pavement Maintenance

- Asphalt overlay
- Chip seal
- The Town has only done asphalt overlays.
- Staff recommends asphalt overlays, but this is a decision for the Council to make.

# Types of Pavement Maintenance

- Asphalt overlay pros:
  - Long-life (approximately 20-30 years).
  - Lower long-term cost.
  - Smoother surface – more aesthetically pleasing.
- Asphalt overlay cons:
  - Higher short-term cost.

# Types of Pavement Maintenance

- Chip seal pros:
  - Lower short-term cost (average 5.8-year lifespan).
- Chip seal cons:
  - Higher long-term cost.
  - Rougher surface.
  - Only extends the lifespan of an asphalt street. Does not eliminate the need for asphalt overlay or street rebuild.

# Types of Pavement Maintenance

- Example – Woodway Highlands:
  - Asphalt Overlay: \$571,482
  - Chip Seal: \$171,500
- All projects will require a public bid process.
- Oil prices per barrel drive the cost of overlay/chip seal:
  - June 2020: \$40.37
  - June 2021: \$71.64
  - 2022 (today): \$110.93

# Next Steps

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