

# TOWN OF WOODWAY COUNCIL MEETING AGENDA

MONDAY, JUNE 16, 2025  
6:00 P.M.

Woodway Town Hall | 23920 113<sup>th</sup> Place W. | Woodway, WA

- |           |      |  |
|-----------|------|--|
| 6:00 P.M. |      | Call to Order, Flag Salute, & Roll Call  |
| 6:00 P.M. |      | Public Comments*   |
| 6:05 P.M. | I    | Presentation: Updates to Draft ADU & Middle Housing Codes<br><i>Bill Trimm, Town Planner</i>   |
| 6:20 P.M. | II   | Approval of Payments – <i>June 16, 2025 Claims</i>   |
| 6:25 P.M. | III  | Approval of Minutes – <i>April 21, 2025; May 8, 2025 (Special Meeting)</i>   |
| 6:30 P.M. | IV   | Council Reports  |
| 6:35 P.M. | V    | Mayor’s Report   |
| 6:40 P.M. | VI   | Town Administrator’s Report  |
| 6:45 P.M. | VII  | Public Hearing: Six-Year Transportation Improvement Plan (TIP)<br>2026-2031  |
| 6:50 P.M. | VIII | Resolution 2025-472: Six-Year Transportation Improvement Plan (TIP)<br>2026-2031   |
| 6:55 P.M. | IX   | Resolution 2025-473: Stating Intent to Conduct a Public Hearing<br>Concerning the Assumption of the Rights, Powers, Immunities, Functions,<br>and Obligations of the Woodway Transportation Benefit District as provided<br>in RCW Chapter 36.74 |
| 7:00 P.M. |      | Public Comments*   |
| 7:05 P.M. |      | General Council Discussion – Choice of Subjects  |
| 7:10 P.M. |      | Meeting Ends   |

*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 or anyone wishing to make a public comment for this meeting via video or audio connection 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.*

## Heidi K. S. Napolitino

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**From:** Bill Trimm  
**Sent:** Thursday, June 12, 2025 11:34 AM  
**To:** Heidi K. S. Napolitino  
**Cc:** Eric Faison; Kim Sullivan  
**Subject:** Revised housing ordinances per TC,PC, Commerce and staff  
**Attachments:** amended PC-2025-010 - Exhibit C wmc 14.80 Middle Housing 6-12-25.docx; Amended PC-2025-010 - Exhibit B wmc 14.41 Accessory Dwelling Units -6-12-25 bt.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Heidi,

For the next Council meeting Eric would like to have the ADU and Middle Housing ordinances presented with the suggested revisions by the Council. To display the Council edits,(along with the edits from the PC, Dept. of Commerce and staff) I've attached the ordinances with color coded edits. (e.g. council edits in red highlight, PC edits in yellow highlight, Commerce suggested edits in green highlight and staff edits in purple).

Bill

## TOWN OF WOODWAY

### ORDINANCE 2025-670 | EXHIBIT C

## TOWN OF WOODWAY

### RESOLUTION PC-2025-010 | EXHIBIT B

#### WMC CHAPTER 14.41: ACCESSORY DWELLING UNITS

##### Sections:

- 14.41.010 Purpose.
- 14.41.020 Definitions.
- 14.41.030 Unit Density
- 14.41.040 Lot Standards
- 14.41.050 Subdivision
- 14.41.060 Size
- 14.41.070 Architectural Design
- 14.41.080 Compliance with Applicable Codes
- 14.41.090 Tenure and Sale
- 14.41.095 Sewer and Water Connections
- 14.41.100 Annual Report
- 14.41.110 Application, Permit Issuance and Building Plan Review
- 14.41.120 Enforcement
- 14.41.130 Variances

##### **14.41.010 PURPOSE**

The purpose of this chapter is to regulate the establishment of accessory dwelling units within or in conjunction with single-family dwellings while preserving the character of the Town's single-family neighborhoods and to:

- A. Provide a housing type that blends in well with existing low density residential neighborhoods; and/or
- B. Cater to changing demographics, including more seniors and smaller household sizes; and/or
- C. Provide housing that is typically more affordable than traditional detached single-family homes; and/or
- D. Make it possible for adult children to provide care and support to a parent or other relatives in need of assistance; and/or
- E. Provide increased security and companionship for homeowners; and/or

- F. Provide for the care of disabled persons within their own homes; and/or
- G. Provide for a more diverse and affordable housing stock.
- H. Maintain the Town's tree preservation policies and regulations.

#### **14.41.020 DEFINITIONS**

The following definitions shall apply for the purposes of this chapter, notwithstanding other definitions in the Town's development regulations:

- A. "Accessory dwelling unit" means a dwelling unit located on the same lot as a single-family housing unit.
- B. "Attached accessory dwelling unit" means an accessory dwelling unit located within or attached to a single-family housing unit.
- C. "Detached accessory dwelling unit" means an accessory dwelling unit that consists partly or entirely of a building that is separate and detached from a single-family housing unit and is on the same property.
- D. "Dwelling unit" means a residential living unit that provides complete independent living facilities for one or more persons and that includes permanent provisions for living, sleeping, eating, cooking, and sanitation.
- E. "Gross floor area" means the interior habitable area of a dwelling unit including basements and attics but not including a garage or accessory structure.
- F. "Major transit stop" means: (1) a stop on a high capacity transportation system funded or expanded under the provisions of Chapter 81.104 RCW; (2) stops on bus rapid transit routes or routes that run on high occupancy vehicle lanes; or (3) stops for a bus or other transit mode providing actual fixed route service at intervals of at least 15 minutes for at least five hours during the peak hours of operation on weekdays.
- G. "Owner" means any person who has at least 50 percent ownership in a property on which an accessory dwelling unit is located.
- H. "Principal unit" means the single-family housing unit located on the same lot as an accessory dwelling unit.
- I. "Short term rental" means a lodging use, that is not a hotel or motel or bed and breakfast, in which a dwelling unit, or portion thereof, is offered or provided to a guest by a short-term rental operator for a fee for fewer than 30 consecutive nights.
- J. "Unit density" means the number of dwelling units allowed on a lot, regardless of lot size.

#### **14.41.030 UNIT DENSITY**

A maximum of two accessory dwelling units shall be permitted as subordinate to a new or existing residential use if the accessory dwelling unit and lot meet the requirements of this chapter. This provision is subject to the unit density restrictions in WMC 14.80.050, and no lot shall have more accessory dwelling units above the allowable unit density for that lot.

#### **14.41.040 LOT STANDARDS**

- A. For lots within the R-87, R-43, R-14.5, and UR zone districts, no accessory dwelling units are allowed within designated critical areas and/or related buffers.

- B. Accessory dwelling units must conform with the setbacks of the underlying zone district.
- C. All other applicable zoning requirements of the underlying zone district must be met.
- D. Attached accessory dwelling units are not allowed if the primary residence is served with an on-site sewer system.
- E. Detached ADUs are allowed on a portion of a lot that is served with public sewer.

#### **14.41.050 SUBDIVISION**

The accessory dwelling unit, or the land on which the accessory dwelling unit is located, shall not be subdivided from the land on which the principal dwelling unit is located **unless, following the subdivision, both the principal unit lot and the ADU lot are each of sufficient size to meet the bulk regulations for the underlying zone district.**

#### **14.41.060 SIZE**

- A. An accessory dwelling unit shall not be less than 800 square feet nor more than 1,000 square feet of gross floor area in size and shall not have more than two bedrooms.
- B. The maximum building height of an attached ADU to the primary unit (house) shall conform to the height limits in the bulk regulations of the underlying zone district in which the primary unit is located. The maximum building height of an attached ADU over a garage shall conform to the bulk regulations of the underlying zone district in which the garage is located. The maximum building height of a detached accessory dwelling unit is 24 feet.**

#### **14.41.070 ARCHITECTURAL DESIGN**

The design of the accessory dwelling unit shall be consistent with the middle housing design guidelines set forth in WMC 14.80.090.

#### **14.41.080 COMPLIANCE WITH APPLICABLE CODES**

- A. The accessory dwelling unit shall comply with all standards for health and life safety as set forth in the codes adopted in Title 12 Building and Construction and any other applicable codes or regulations, except as provided in this chapter.
- B. The accessory dwelling unit shall comply with all zoning code provisions for single-family residences, including setbacks and lot coverage, except as provided in this chapter.
- C. Setback Exception. For lots that have a rear lot line that abuts an alley, a detached accessory dwelling unit may be sited up to the lot line that abuts the alley. The accessory dwelling unit shall comply with the required side yard setbacks of the underlying zone district.
- D. Parking. One off-street stall parking is required for each accessory dwelling unit unless within one-half-mile walking distance of a major transit stop as defined in WMC 14.41.020 (F).

#### **14.41.090 TENURE AND SALE**

- A. The owner of a lot is not required to reside in or occupy the ADU or another housing unit on the same lot.

- B. Sale of an accessory dwelling unit as a condominium is allowed consistent with the provisions of the Washington Condominium Act.
- C. Accessory dwelling units shall not be used for short-term rentals.

#### **14.41.095 SEWER AND WATER CONNECTIONS**

- A. Public sewer and water connections to attached and detached ADUs are required and shall comply with the provisions set forth in the Accessory Dwelling Unit Policy and Technical Requirements of the Olympic View Sewer and Water District.
- B. Private on-site sewerage systems are not allowed for attached or detached accessory dwelling units.

#### **14.41.100 ANNUAL REPORT**

The Town Administrator, or designee, shall provide an annual report to the Planning Commission, which indicates the number of units established, the geographic distribution of the units, the average size of the units, the number and type of any complaints received, and any enforcement action taken.

#### **14.41.110 APPLICATION, PERMIT ISSUANCE, AND BUILDING PLAN REVIEW**

- A. The owner shall apply for a building permit consistent with the provisions of Title 12 Building and Construction.
- B. The Town's Building Official will review submitted building plans to ensure adherence to the criteria of this chapter.

#### **14.41.120 ENFORCEMENT**

The Town retains the right (with reasonable notice) to inspect the accessory dwelling unit for compliance with this chapter.

#### **14.41.130 VARIANCES**

Variances to the chapter shall require variance approval as outlined in WMC 14.50.

**TOWN OF WOODWAY**  
**ORDINANCE 2025-670 | EXHIBIT D**

**TOWN OF WOODWAY**  
**RESOLUTION PC-2025-010 | EXHIBIT C**  
**WMC 14.80 MIDDLE HOUSING DEVELOPMENT REGULATIONS**

Sections:

- 14.80.010 Purpose.
- 14.80.020 General Provisions
- 14.80.030 Definitions
- 14.80.040 Applicability
- 14.80.050 Unit Density
- 14.80.060 Middle Housing Types Allowed
- 14.80.070 Dimensional Standards
- 14.80.080 Parking Standards
- 14.80.090 Design Guidelines for Middle Housing Units and Accessory Dwelling Units

**14.80.010 PURPOSE**

The purpose of this middle housing chapter is to implement legislative provisions of the Growth Management Act by providing land use, development, design, and other standards for middle housing developed on all lots zoned predominantly for residential use.

**14.80.020 GENERAL PROVISIONS**

- A. Nothing in this chapter prohibits the Town from permitting detached single-family residences.
- ~~B. Nothing in this chapter prohibits the Town from requiring any development, including middle housing development, to provide affordable housing, either on-site or through an in-lieu payment.~~
- C. Nothing in this chapter requires the issuance of a building permit if other federal, state, and local requirements for a building permit are not met.
- D. Nothing in this chapter affects or modifies the responsibilities of the Town to plan for or provide “urban governmental services” as defined in RCW 36.70A.030.
- E. The Town shall not approve a building permit for middle housing without compliance with the adequate water supply requirements of RCW 19.27.097.
- F. The Town shall not require through development regulations any standards for middle housing that are more restrictive than those required for detached single-family residences,

but may apply any objective development regulations that are required for detached single-family residences, including, but not limited to, set-back, lot coverage, stormwater, clearing, and tree canopy and retention requirements to ensure compliance with existing codes intended to protect critical areas and public health and safety.

- G. The same development permit and environmental review processes shall apply to middle housing that apply to detached single-family residences, unless otherwise required by state law including, but not limited to, shoreline regulations under RCW Chapter 90.58, building codes under RCW Chapter 19.27, energy codes under RCW Chapter 19.27A, or electrical codes under RCW Chapter 19.28.

#### **14.80.030 DEFINITIONS**

The following definitions shall apply for the purposes of this chapter, notwithstanding other definitions in the Town's development regulations:

- A. "Administrative design review" means a development permit process whereby an application is reviewed, approved, or denied by the Town Administrator or designee solely on objective design and development standards without a public pre-decision hearing.
- B. "All lots zoned predominantly for residential use" means all zone districts in which residential dwellings are the predominant use but excludes lands zoned primarily for mixed uses, even if those zones allow for the development of detached single-family residences.
- C. "Cottage housing" means residential units on a lot with a common open space that either: (a) Is owned in common; or (b) has units owned as condominium units with property owned in common and a minimum of 20 percent of the lot size as open space.
- D. "Development regulations" means any controls placed on development or land use activities by the Town including, but not limited to, zoning codes, official controls, subdivision ordinances, and critical area codes.
- E. "Duplex" means a residential building with two attached dwelling units.
- F. "Major transit stop" means a stop on a high-capacity transportation system funded or expanded under the provisions of RCW Chapter 81.104, commuter rail stops, stops on rail or fixed guideway systems, and stops on bus rapid transit routes.
- G. "Middle housing" means buildings that are compatible in scale, form, and character with single-family houses and contain two or more attached, stacked, or clustered homes, including duplexes and accessory dwelling units.
- H. "Single-family zones" means those zones where single-family detached residences are the predominant land use.
- I. "Stacked flat" means dwelling units in a residential building of no more than two stories on a residential zoned lot in which each floor may be separately rented or owned.
- J. "Unit density" means the number of dwelling units allowed on a lot, regardless of lot size.

#### **14.80.040 APPLICABILITY**

- A. The provisions of this chapter shall apply to all lots zoned predominantly for single-family residential use with the following exceptions:



1. Middle housing units ~~situated cannot be built~~ within critical areas designated under RCW 36.70A.170 or their buffers as required by RCW 36.70A.170; and
2. Middle housing units ~~cannot be~~ served with on-site sewer systems.

#### **14.80.050 UNIT DENSITY**

The permitted unit density on all lots zoned predominantly for residential use is a total of two units per lot, including the primary residence.

#### **14.80.060 MIDDLE HOUSING TYPES ALLOWED**

Subject to the requirements of RCW 36.70A.635(5), on all lots zoned predominantly for residential use the following uses are permitted by-right:

- A. Duplexes
- B. Accessory dwelling units
- C. Stacked flats
- D. Cottage housing
- E. Courtyard home
- F. Townhouses

#### **14.80.070 DIMENSIONAL STANDARDS**

##### **Applicability**

- A. The Town shall not require through development regulations any standards for middle housing that are more restrictive than those required for detached single-family residences but may apply any objective development regulations that are required for detached single-family residences. This includes, but is not limited to, the following types of dimensional standards: building height, setbacks, lot coverage, lot area and lot dimension, impervious surface, open space, and landscaped area standards.
- B. Maximum building height: 30 feet in R-87 and R-43, 35 feet in UR Highlands and 25 feet in R-14.5 and UR-Upper Bluff and conform to the minimum building height as set forth in 14.41.060 B.
- C. Minimum setbacks. The minimum required setbacks for middle housing types shall conform with the setback provision of the underlying zone district.
- D. Maximum lot coverage. The maximum lot coverage for middle housing types shall conform with the maximum lot coverage of the underlying zone district.

#### **14.80.080 PARKING STANDARDS**

Off-street parking for middle housing shall be subject to the following:

- A. There is no minimum off-street parking requirement.
- B. For lots up to 6,000 square feet, one off-street parking space is allowed for each middle housing unit.
- C. For lots greater than 6,000 square feet, two off-street parking spaces are allowed for each middle housing unit.

- D. No off-street parking shall be required within one-half mile walking distance of a major transit stop.

#### **14.80.090 DESIGN GUIDELINES FOR MIDDLE HOUSING UNITS AND ACCESSORY DWELLING UNITS**

- A. Intent and Specific Design Criteria. Duplexes, cottage housing, stacked flats and accessory dwelling units are appropriate and desirable uses for all residential neighborhoods. Because of the increased density they represent and providing an additional dwelling unit, in a non-conventional way, it is ~~important~~ **desirable** to have the units blend in with and complement the primary use on lots. It is also important to ensure that both residents of the middle housing units/accessory dwelling units, main units, and adjacent dwelling units have adequate privacy. To do this, special design features are encouraged. Additionally, it is important to promote compatibility and complementary design of middle housing structures with the primary structure(s) to protect the character of the neighborhood.
- B. Design Features for Middle Housing and Accessory Dwelling Units. To ensure that the development of all middle and accessory dwelling units is consistent with policies of the Comprehensive Plan, the following special design features and provisions are encouraged:
- E. Size. For the additional middle housing unit, the size should be less than the main unit. For an accessory dwelling unit, the gross floor area should not be less than 800 square feet no greater than 1,000 sq. ft.
1. Subordinate to Main Use. The middle housing unit and accessory dwelling unit(s) shall be clearly subordinate to the primary single-family unit. Design for this purpose should include the following considerations related to appearance:
- a. Attached with Main Unit: If the middle housing unit or accessory dwelling unit is integrated into the main unit, the design shall present the overall appearance of the structure as an individual single-family residence. A separate entrance may be in view from public right-of-way but should blend into the primary residence in a way that does not indicate its function as an entrance to a separate unit.
  - b. Detached from Main Unit: If the middle or accessory dwelling is detached from the main unit, it should be in a position on the lot that presents a less dominant focus than the primary use. Design should present the general impression that it is clearly an accessory and separate building to the primary use.
  - c. Above the Garage: If the middle or accessory unit is located on top of a detached garage, the design should complement the architectural style of the main residence while maintaining the primary unit as the main emphasis and focus for the lot.
  - d. Privacy for Residents Is a Main Focus. Maintain privacy of adjacent residences by using a combination of native landscaping, fencing, and window and door placement to reduce the opportunity of middle housing units or accessory dwelling units to have direct visibility into windows, porches, and decks of adjacent residences. Care shall be given to location of windows so that they do not intrude onto the private space of adjacent neighbors.

- e. Access. Pedestrian and vehicular access to the middle housing unit or accessory dwelling unit shall be located on the lot of the primary residence and consolidated with the existing driveway area where appropriate.
- f. Distance from Other Structures. For those middle housing units and accessory housing units that are detached, distance separation between them and the primary residence shall meet building code requirements.
- g. Livability of Neighborhood. To ensure that a middle housing unit and accessory dwelling unit fits into and contributes to the livability of the neighborhood, design and construction should:
  - i. Ensure that roof breaks and pitch closely relate to the primary residence. Window scale should complement the primary residence.
  - ii. Use similar exterior materials (roof, siding, and trim) and a color that complements the primary residence.
  - iii. Ensure that the roof ridge of the primary residence is higher than the accessory dwelling unit and not less than 24 feet. An exception is when the accessory dwelling units are built onto the second story of an existing unit.
  - iv. The off-street parking space for the middle housing unit and accessory dwelling unit may be provided in a garage or a parking space adjacent to the driveway.
  - v. Provide a pedestrian walkway from the street to the primary entrance of an accessory dwelling or middle housing unit. Such walkway may be shared with a driveway.



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 2025 payment:

Claims checks #15352 through 15360.....\$69,338.76

This 16<sup>th</sup> day of June 2025.

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Mayor

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Councilmember

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Councilmember

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Councilmember

\*Note: one large item is being paid

- \$63,598.70 for 3<sup>rd</sup> quarter 2025 police contract services

**TOWN OF WOODWAY  
COUNCIL MEETING MINUTES**

**MONDAY, APRIL 21, 2025  
6:00 P.M.**

**Woodway Town Hall | 23920 113<sup>th</sup> Place W. | Woodway, WA**

|   |  |  |
|---|--|--|
| <b>Members<br/>Present</b>                | <input checked="" type="checkbox"/> Mayor Mike Quinn                 | <input checked="" type="checkbox"/> Councilmember Rajeev Thakur*     |
|   | <input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell | <input checked="" type="checkbox"/> Councilmember Laura Murphy       |
|   | <input checked="" type="checkbox"/> Councilmember John Brock         | <input checked="" type="checkbox"/> Councilmember Steve Gunn         |
| <b>Staff &amp;<br/>Guests<br/>Present</b> | <input checked="" type="checkbox"/> Town Administrator Eric Faison   | <input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitino |
|   | <input type="checkbox"/> Public Works Director Collin Harlow         | <input type="checkbox"/> Town Engineer John Forba                    |
|   | <input type="checkbox"/> Police Chief Jason Valentine                | <input type="checkbox"/> Fire Chief Matt Cowan                       |
|   | <input type="checkbox"/> Town Planner Bill Trimm                     | <input type="checkbox"/> Building Official Tom Phillips              |

\*Attended virtually

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

Mayor Quinn called the meeting to order at 6:04 p.m.

**PUBLIC COMMENTS**

None.

**I - APPROVAL OF PAYMENTS – APRIL 21, 2025 CLAIMS**

*Councilmember Mitchell* moved to approve the April 21, 2025 claims checks #15308 through 15321 totaling \$27,343.41. *Councilmember Brock* seconded the motion. The motion passed unanimously.

**II - APPROVAL OF MINUTES – MARCH 17, 2025; APRIL 7, 2025; APRIL 18, 2025 (SPECIAL MEETING)**

*Councilmember Brock* moved to approve the March 17, 2025; April 7, 2025; and April 18, 2025 (Special Meeting) council meeting minutes. *Councilmember Murphy* seconded the motion. The motion passed unanimously.

**III - COUNCIL REPORTS**

Councilmember Murphy inquired about the schedule for police chief attendance/reports at council meetings.

Councilmember Gunn reported on a recent Sno911 meeting.

#### **IV - MAYOR'S REPORT**

- Shared information about Port of Edmonds staffing.
- Reported on the police motorcycle deployment.
- Summarized the recent council study session.

#### **V - TOWN ADMINISTRATOR'S REPORT**

- Shared various public safety reports. Discussion followed.
- Reminded the council of the upcoming election filing period.

#### **VI - 4<sup>TH</sup> QUARTER 2024 FINANCE REPORTS**

Clerk-Treasurer Napolitano presented the 4<sup>th</sup> quarter 2024 finance reports. Discussion followed.

#### **PUBLIC COMMENTS**

The following people commented:

- Jay Grant, Port of Edmonds

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

- Woodway Ready! emergency preparedness presentation will take place on May 8.

#### **MEETING ENDS**

*Councilmember Brock* moved to end the meeting. *Councilmember Mitchell* seconded the motion. The motion passed unanimously. The meeting ended at 6:42 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  
JOINT TOWN COUNCIL & PLANNING COMMISSION  
SPECIAL MEETING MINUTES**

**THURSDAY, MAY 8, 2025  
6:30 P.M.**

**Woodway Town Hall | 23920 113<sup>th</sup> Place W. | Woodway, WA**

**COUNCIL**

|                        |  |  |
|------------------------|--|--|
| <b>Members Present</b> | <input type="checkbox"/> Mayor Mike Quinn                    | <input type="checkbox"/> Councilmember Rajeev Thakur           |
|                        | <input type="checkbox"/> Councilmember Elizabeth Mitchell    | <input checked="" type="checkbox"/> Councilmember Laura Murphy |
|                        | <input checked="" type="checkbox"/> Councilmember John Brock | <input checked="" type="checkbox"/> Councilmember Steve Gunn   |

**PLANNING COMMISSION**

|                                   |  |  |
|-----------------------------------|--|--|
| <b>Members Present</b>            | <input type="checkbox"/> Chair Per Odegaard                  | <input type="checkbox"/> Commissioner Lisa Marquart                  |
|                                   | <input type="checkbox"/> Commissioner Teresa Pape            | <input checked="" type="checkbox"/> Commissioner Ron Trompeter       |
|                                   | <input type="checkbox"/> Commissioner John Zevenbergen       | <input checked="" type="checkbox"/> Commissioner Kelly Farrell       |
|                                   | <input type="checkbox"/> Commissioner John Rettenmier        |  |
| <b>Staff &amp; Guests Present</b> | <input type="checkbox"/> Town Administrator Eric Faison      | <input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitino |
|                                   | <input type="checkbox"/> Public Works Director Collin Harlow | <input type="checkbox"/> Town Engineer John Forba                    |
|                                   | <input type="checkbox"/> Police Chief Jason Valentine        | <input type="checkbox"/> Fire Chief Matt Cowan                       |
|                                   | <input type="checkbox"/> Town Planner Bill Trimm             | <input type="checkbox"/> Town Attorney Greg Rubstello                |

\*Attended virtually

**CALL TO ORDER, ROLL CALL**

Councilmember Brock called the Council meeting to order at 6:31 p.m. There was not a quorum of Planning Commissioners present, so there was no Planning Commission meeting.

**I - PRESENTATION AND DISCUSSION ON EMERGENCY PREPAREDNESS**

Sammie Keller, Program Coordinator - Community Outreach for Snohomish County Department of Emergency Management, shared a presentation on emergency preparedness. Council and community discussion followed.

**MEETING ENDS**

The meeting ended at 7:19 p.m.

**APPROVED BY THE TOWN COUNCIL**

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Michael S. Quinn, Mayor

Respectfully Submitted,

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Heidi K. S. Napolitano, Clerk-Treasurer

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



# **TOWN OF WOODWAY**

## **RESOLUTION 2025-472**

### **A RESOLUTION ADOPTING THE SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM FOR THE TOWN OF WOODWAY DURING THE 2026-2031 PERIOD**

WHEREAS, a public hearing was held on June 16, 2025, to consider the 2026-2031 Six-Year Transportation Improvement Program;

NOW, THEREFORE, the Town Council of the Town of Woodway does hereby resolve as follows:

Section 1. The Six-Year Transportation Improvement Program during the 2026-2031 period, as attached, is hereby adopted and that this Program be used for planning purposes only and reviewed annually prior to funding and implementation of any of the projects.

PASSED this 16<sup>th</sup> day of June 2025 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

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Michael S. Quinn, Mayor

ATTEST:

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Heidi K. S. Napolitano, Clerk-Treasurer

Six Year Transportation Improvement Program  
From 2026 to 2031

Agency: Woodway

County: Snohomish

MPO/RTPO: (none)

Y Inside

N Outside

| Functional Class | Priority Number | A. PIN/Project No.<br>C. Project Title<br>D. Road Name or Number<br>E. Begin & End Termini<br>F. Project Description | B. STIP ID<br><br>G. Structure ID | Hearing  | Adopted | Amendment | Resolution No. | Improvement Type | Utility Codes | Total Length | Environmental Type | RW Required |
|------------------|-----------------|--|-----------------------------------|----------|---------|-----------|----------------|------------------|---------------|--------------|--------------------|-------------|
| 07               |                 | 116th Ave W<br>116th Ave W<br>S C/L to 241st<br>Repair and overlay 116th Ave W                                       | WA-16517                          | 06/16/25 |         |           |                | 05               |               | 0.320        |                    | No          |

| Funding |       |                         |                   |               |                 |             |             |             |
|---------|-------|-------------------------|-------------------|---------------|-----------------|-------------|-------------|-------------|
| Status  | Phase | Phase Start Year (YYYY) | Federal Fund Code | Federal Funds | State Fund Code | State Funds | Local Funds | Total Funds |
| P       | PE    | 2026                    |                   | 0             |                 | 0           | 100,000     | 100,000     |
| Totals  |       |                         |                   | 0             |                 | 0           | 100,000     | 100,000     |

| Expenditure Schedule |         |     |     |     |           |
|----------------------|---------|-----|-----|-----|-----------|
| Phase                | 1st     | 2nd | 3rd | 4th | 5th & 6th |
| PE                   | 100,000 | 0   | 0   | 0   | 0         |
| Totals               | 100,000 | 0   | 0   | 0   | 0         |

|                          | Federal Funds |  | State Funds | Local Funds | Total Funds |
|--------------------------|---------------|--|-------------|-------------|-------------|
| Grand Totals for Woodway | 0             |  | 0           | 100,000     | 100,000     |

Six Year Transportation Improvement Program  
From 2026 to 2031

Agency: Woodway  
County: Snohomish  
MPO/RTPO: PSRC

Y InsideN Outside

| Functional Class | Priority Number | A. PIN/Project No.<br>C. Project Title<br>D. Road Name or Number<br>E. Begin & End Termini<br>F. Project Description | B. STIP ID<br><br>G. Structure ID | Hearing  | Adopted | Amendment | Resolution No. | Improvement Type | Utility Codes | Total Length | Environmental Type | RW Required |
|------------------|-----------------|--|-----------------------------------|----------|---------|-----------|----------------|------------------|---------------|--------------|--------------------|-------------|
| 07               |                 | 113th PL W<br>113th PL W<br>238th STW to 240th ST W<br>Repair and overlay 113th PL W                                 | WA-16516                          | 06/16/25 |         |           |                | 05               |               | 0.120        |                    | No          |

| Funding |       |                         |                   |               |                 |             |             |             |
|---------|-------|-------------------------|-------------------|---------------|-----------------|-------------|-------------|-------------|
| Status  | Phase | Phase Start Year (YYYY) | Federal Fund Code | Federal Funds | State Fund Code | State Funds | Local Funds | Total Funds |
| P       | PE    | 2026                    |                   | 0             |                 | 0           | 100,000     | 100,000     |
| Totals  |       |                         |                   | 0             |                 | 0           | 100,000     | 100,000     |

| Expenditure Schedule |         |     |     |     |           |
|----------------------|---------|-----|-----|-----|-----------|
| Phase                | 1st     | 2nd | 3rd | 4th | 5th & 6th |
| PE                   | 100,000 | 0   | 0   | 0   | 0         |
| Totals               | 100,000 | 0   | 0   | 0   | 0         |

Six Year Transportation Improvement Program  
From 2026 to 2031

Agency: Woodway

County: Snohomish

MPO/RTPO: PSRC

Y Inside

N Outside

| Functional Class | Priority Number | A. PIN/Project No.<br>C. Project Title<br>D. Road Name or Number<br>E. Begin & End Termini<br>F. Project Description   | B. STIP ID<br><br>G. Structure ID | Hearing  | Adopted | Amendment | Resolution No. | Improvement Type | Utility Codes | Total Length | Environmental Type | RW Required |
|------------------|-----------------|--|-----------------------------------|----------|---------|-----------|----------------|------------------|---------------|--------------|--------------------|-------------|
| 19               |                 | 238th Street SW<br>238<br>intersection of 238 and 114 to Timberlane Road<br>Repair and overlay of 238th from the intersection of 238th and 114th east to the intersection of 238th and Timberlane Road | WA-11222                          | 06/16/25 |         |           |                | 05               |               |              | CE                 | No          |

| Funding |       |                         |                   |               |                 |             |             |             |
|---------|-------|-------------------------|-------------------|---------------|-----------------|-------------|-------------|-------------|
| Status  | Phase | Phase Start Year (YYYY) | Federal Fund Code | Federal Funds | State Fund Code | State Funds | Local Funds | Total Funds |
| P       | PE    | 2026                    |                   | 0             |                 | 0           | 75,000      | 75,000      |
| Totals  |       |                         |                   | 0             |                 | 0           | 75,000      | 75,000      |

| Expenditure Schedule |        |     |     |     |           |
|----------------------|--------|-----|-----|-----|-----------|
| Phase                | 1st    | 2nd | 3rd | 4th | 5th & 6th |
| PE                   | 75,000 | 0   | 0   | 0   | 0         |
| Totals               | 75,000 | 0   | 0   | 0   | 0         |

Six Year Transportation Improvement Program  
From 2026 to 2031

Agency: Woodway

County: Snohomish

MPO/RTPO: PSRC

Y Inside

N Outside

| Functional Class | Priority Number | A. PIN/Project No.<br>C. Project Title<br>D. Road Name or Number<br>E. Begin & End Termini<br>F. Project Description   | B. STIP ID<br><br>G. Structure ID | Hearing  | Adopted | Amendment | Resolution No. | Improvement Type | Utility Codes | Total Length | Environmental Type | RW Required |
|------------------|-----------------|--|-----------------------------------|----------|---------|-----------|----------------|------------------|---------------|--------------|--------------------|-------------|
| 19               |                 | Bella Coola<br>Bella Coola<br>Makah Road to Chinook Road<br><br>Overlay and repair Bella Coola from Makah Road to Chinook Road including the intersection and 100 feet in both directions. | WA-11225                          | 06/16/25 |         |           |                | 05               |               | 0.500        | CE                 | No          |

| Funding |       |                         |                   |               |                 |             |             |             |
|---------|-------|-------------------------|-------------------|---------------|-----------------|-------------|-------------|-------------|
| Status  | Phase | Phase Start Year (YYYY) | Federal Fund Code | Federal Funds | State Fund Code | State Funds | Local Funds | Total Funds |
| P       | PE    | 2026                    |                   | 0             |                 | 0           | 175,000     | 175,000     |
| Totals  |       |                         |                   | 0             |                 | 0           | 175,000     | 175,000     |

| Expenditure Schedule |         |     |     |     |           |
|----------------------|---------|-----|-----|-----|-----------|
| Phase                | 1st     | 2nd | 3rd | 4th | 5th & 6th |
| PE                   | 175,000 | 0   | 0   | 0   | 0         |
| Totals               | 175,000 | 0   | 0   | 0   | 0         |

Six Year Transportation Improvement Program  
From 2026 to 2031

Agency: Woodway  
County: Snohomish  
MPO/RTPO: PSRC

Y InsideN Outside

| Functional Class | Priority Number | A. PIN/Project No.<br>C. Project Title<br>D. Road Name or Number<br>E. Begin & End Termini<br>F. Project Description | B. STIP ID<br><br>G. Structure ID | Hearing  | Adopted | Amendment | Resolution No. | Improvement Type | Utility Codes | Total Length | Environmental Type | RW Required |
|------------------|-----------------|--|-----------------------------------|----------|---------|-----------|----------------|------------------|---------------|--------------|--------------------|-------------|
| 19               |                 | East Greystone Lane<br>East Greystone<br>Willowick to West Greystone<br>Repair and overlay East Greystone.           | WA-09174                          | 06/16/25 |         |           |                | 05               |               |              | CE                 | No          |

| Funding |       |                         |                   |               |                 |             |             |             |
|---------|-------|-------------------------|-------------------|---------------|-----------------|-------------|-------------|-------------|
| Status  | Phase | Phase Start Year (YYYY) | Federal Fund Code | Federal Funds | State Fund Code | State Funds | Local Funds | Total Funds |
| P       | PE    | 2026                    |                   | 0             |                 | 0           | 100,000     | 100,000     |
| Totals  |       |                         |                   | 0             |                 | 0           | 100,000     | 100,000     |

| Expenditure Schedule |         |     |     |     |           |
|----------------------|---------|-----|-----|-----|-----------|
| Phase                | 1st     | 2nd | 3rd | 4th | 5th & 6th |
| PE                   | 100,000 | 0   | 0   | 0   | 0         |
| Totals               | 100,000 | 0   | 0   | 0   | 0         |

Six Year Transportation Improvement Program  
From 2026 to 2031

Agency: Woodway

County: Snohomish

MPO/RTPO: PSRC

Y Inside

N Outside

| Functional Class | Priority Number | A. PIN/Project No.<br>C. Project Title<br>D. Road Name or Number<br>E. Begin & End Termini<br>F. Project Description | B. STIP ID<br><br>G. Structure ID | Hearing  | Adopted | Amendment | Resolution No. | Improvement Type | Utility Codes | Total Length | Environmental Type | RW Required |
|------------------|-----------------|--|-----------------------------------|----------|---------|-----------|----------------|------------------|---------------|--------------|--------------------|-------------|
| 07               |                 | Timberlane<br>Timberlane<br>20th Ave NW to Wachusett Rd<br>Repair and overlay Timberlane                             | WA-16523                          | 06/16/25 |         |           |                | 05               |               | 0.690        |                    | No          |

| Funding |       |                         |                   |               |                 |             |             |             |
|---------|-------|-------------------------|-------------------|---------------|-----------------|-------------|-------------|-------------|
| Status  | Phase | Phase Start Year (YYYY) | Federal Fund Code | Federal Funds | State Fund Code | State Funds | Local Funds | Total Funds |
| P       | PE    | 2026                    |                   | 0             |                 | 0           | 250,000     | 250,000     |
| Totals  |       |                         |                   | 0             |                 | 0           | 250,000     | 250,000     |

| Expenditure Schedule |     |     |         |     |           |
|----------------------|-----|-----|---------|-----|-----------|
| Phase                | 1st | 2nd | 3rd     | 4th | 5th & 6th |
| PE                   | 0   | 0   | 250,000 | 0   | 0         |
| Totals               | 0   | 0   | 250,000 | 0   | 0         |

Six Year Transportation Improvement Program  
From 2026 to 2031

Agency: Woodway

County: Snohomish

MPO/RTPO: PSRC

Y Inside

N Outside

| Functional Class | Priority Number | A. PIN/Project No.<br>C. Project Title<br>D. Road Name or Number<br>E. Begin & End Termini<br>F. Project Description | B. STIP ID<br><br>G. Structure ID | Hearing  | Adopted | Amendment | Resolution No. | Improvement Type | Utility Codes | Total Length | Environmental Type | RW Required |
|------------------|-----------------|--|-----------------------------------|----------|---------|-----------|----------------|------------------|---------------|--------------|--------------------|-------------|
| 19               |                 | West Greystone<br>West Greystone<br>East Greystone to Willowick<br>Repair and overlay West Greystone                 | WA-09175                          | 06/16/25 |         |           |                | 05               |               | 0.200        | CE                 | No          |

| Funding |       |                         |                   |               |                 |             |             |             |
|---------|-------|-------------------------|-------------------|---------------|-----------------|-------------|-------------|-------------|
| Status  | Phase | Phase Start Year (YYYY) | Federal Fund Code | Federal Funds | State Fund Code | State Funds | Local Funds | Total Funds |
| P       | PE    | 2027                    |                   | 0             |                 | 0           | 125,000     | 125,000     |
| Totals  |       |                         |                   | 0             |                 | 0           | 125,000     | 125,000     |

| Expenditure Schedule |     |         |     |     |           |
|----------------------|-----|---------|-----|-----|-----------|
| Phase                | 1st | 2nd     | 3rd | 4th | 5th & 6th |
| PE                   | 0   | 125,000 | 0   | 0   | 0         |
| Totals               | 0   | 125,000 | 0   | 0   | 0         |



Six Year Transportation Improvement Program  
From 2026 to 2031

Agency: Woodway  
County: Snohomish  
MPO/RTPO: PSRC

Y InsideN Outside

| Functional Class | Priority Number | A. PIN/Project No.<br>C. Project Title<br>D. Road Name or Number<br>E. Begin & End Termini<br>F. Project Description | B. STIP ID<br><br>G. Structure ID | Hearing  | Adopted | Amendment | Resolution No. | Improvement Type | Utility Codes | Total Length | Environmental Type | RW Required |
|------------------|-----------------|--|-----------------------------------|----------|---------|-----------|----------------|------------------|---------------|--------------|--------------------|-------------|
| 19               |                 | West Woodway Lane<br>West Woodway Lane<br>Willowick to<br>Repair and Overlay West Woodway Lane.                      | WA-09176                          | 06/16/25 |         |           |                | 05               |               | 0.230        | CE                 | No          |

| Funding |       |                         |                   |               |                 |             |             |             |
|---------|-------|-------------------------|-------------------|---------------|-----------------|-------------|-------------|-------------|
| Status  | Phase | Phase Start Year (YYYY) | Federal Fund Code | Federal Funds | State Fund Code | State Funds | Local Funds | Total Funds |
| P       | PE    | 2027                    |                   | 0             |                 | 0           | 75,000      | 75,000      |
| Totals  |       |                         |                   | 0             |                 | 0           | 75,000      | 75,000      |

| Expenditure Schedule |     |        |     |     |           |
|----------------------|-----|--------|-----|-----|-----------|
| Phase                | 1st | 2nd    | 3rd | 4th | 5th & 6th |
| PE                   | 0   | 75,000 | 0   | 0   | 0         |
| Totals               | 0   | 75,000 | 0   | 0   | 0         |

|                          | Federal Funds |  | State Funds | Local Funds | Total Funds |
|--------------------------|---------------|--|-------------|-------------|-------------|
| Grand Totals for Woodway | 0             |  | 0           | 900,000     | 900,000     |

# **TOWN OF WOODWAY**

## **RESOLUTION 2025-473**

A RESOLUTION OF THE TOWN COUNCIL FOR THE TOWN OF WOODWAY, WASHINGTON, INDICATING ITS INTENTION TO CONDUCT A HEARING CONCERNING THE ASSUMPTION OF THE RIGHTS, POWERS, FUNCTIONS, AND OBLIGATIONS OF THE WOODWAY TRANSPORTATION BENEFIT DISTRICT.

WHEREAS, pursuant to RCW 36.73, the Town Council adopted Ordinance 2025-687, creating the Woodway Transportation Benefit District in Woodway Municipal Code Title 8 (the “District”); and

WHEREAS, the purpose of the District is to provide for the construction, operation and maintenance of the Town’s transportation infrastructure; and

WHEREAS, the District is a separate quasi-municipal corporation with separate reporting, record keeping, and administrative duties and expenses from the Town; and

WHEREAS, RCW 36.74 provides the Town with the option of assuming the rights, powers, immunities, functions, and obligations of the District (an “Assumption”).

NOW, THEREFORE, the Town Council of the Town of Woodway does hereby resolve as follows:

Section 1. The Town Council hereby expresses its intent to conduct a public hearing concerning an Assumption at the regular Town Council meeting on July 7, 2025, beginning at 6:00 p.m., to be held at the Woodway Town Hall.

Section 2. The Town Clerk-Treasurer is directed to publish this resolution, containing notice of the public hearing concerning the Assumption, at least two times during the two weeks preceding the scheduled hearing.

Section 3. All persons interested in the Assumption may appear and be heard.

Section 4. If, after the public hearing, the Town Council determines that it is in the public interest to adopt an ordinance declaring its intent and approving the Assumption, the Town Council will abolish the Board of the District. The Town Council also will consider repealing Title 8 of the Woodway Municipal Code and amending the Woodway Municipal Code to authorize the exercise of such rights, powers, immunities, functions, and obligations.

PASSED this 16<sup>th</sup> day of June 2025 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

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Michael S. Quinn, Mayor

ATTEST:

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Heidi K. S. Napolitano, Clerk-Treasurer