

TOWN OF WOODWAY  
COUNCIL MEETING AGENDA

23920 113<sup>th</sup> Place W. | Woodway, WA 98020

MONDAY, FEBRUARY 3, 2020  
7:00 P.M.

- 7:00 P.M. Call to Order, Flag Salute, Roll Call
- 7:05 P.M. I Proposed Changes to Woodway Municipal Code
- 16.10: Environmentally Critical Areas
  - 16.12: Tree Preservation
  - 16.08: Clearing and Grading
- 8:05 P.M. II Approval of Payments –*February 3, 2020 Claims; January 2020 Payroll*
- 8:10 P.M. III Approval of Minutes – *January 21, 2020*
- 8:15 P.M. Audience Comments\*
- 8:20 P.M. IV Council Reports
- 8:25 P.M. V Mayor’s Report
- 8:30 P.M. VI Town Administrator’s Report
- 8:35 P.M. VII Ordinance 2020-610: Regular Meeting Time
- 8:40 P.M. Audience Comments\*
- 8:45 P.M. General Council Discussion-Choice of Subjects
- 8:50 P.M. Adjournment

*\* Audience comments only during the time specified. Council Deliberations will not be interrupted for audience comment. Citizens desiring comment time in excess of five minutes should contact the mayor to schedule presentation time. Council agendas are subject to change before or during the council meetings upon motion. 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.”

\_\_\_\_\_

Clerk Treasurer

The following transactions are approved for 2020 payment:

Claims checks #12975 through 12988.....\$15,226.92

This 3<sup>rd</sup> day of February 2020.

\_\_\_\_\_

Mayor

\_\_\_\_\_

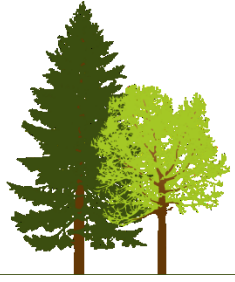
Councilmember

\_\_\_\_\_

Councilmember

\_\_\_\_\_

Councilmember



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 January 2020 Payroll transactions are approved for 2020 payment:

EFT Transactions #161 through 180 & Check #12974 .....\$54,519.98

This 31<sup>st</sup> day of January 2020

\_\_\_\_\_

Mayor

\_\_\_\_\_

Councilmember

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Councilmember

\_\_\_\_\_

Councilmember

**TOWN OF WOODWAY  
COUNCIL MEETING MINUTES**

23920 113<sup>th</sup> Place W. | Woodway, WA 98020

**MONDAY, JANUARY 21, 2020  
7:00 P.M.**

- |                                   |  |  |
|-----------------------------------|--|--|
| <b>Members Present</b>            | <input checked="" type="checkbox"/> Mayor Carla Nichols              | <input checked="" type="checkbox"/> Councilmember Mike Quinn         |
|                                   | <input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell | <input checked="" type="checkbox"/> Councilmember Brian Bogen        |
|                                   | <input type="checkbox"/> Councilmember Tom Whitson                   | <input checked="" type="checkbox"/> Councilmember Andrew DeDonker    |
| <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"/> Public Works Director Terry Bryant          | <input checked="" type="checkbox"/> Town Planner Bill Trimm          |
|                                   | <input type="checkbox"/> Police Chief Doug Hansen                    | <input type="checkbox"/>   |

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Call to Order, Flag Salute, Roll Call	Mayor Nichols called the meeting to order at 7:04 p.m. Councilmember Whitson had an excused absence. Planning Commissioners Teresa Pape, Lisa Marquart, John Zevenbergen, and John Brock were also present.	
I - Oath of Office	Clerk-Treasurer Napolitano administered the oath of office to new Councilmember Andrew DeDonker.	
II - Proposed Changes to Woodway Municipal Code <ul style="list-style-type: none"> <li>• 16.10: Environmentally Critical Areas</li> <li>• 16.12: Tree Preservation</li> <li>• 16.08: Clearing and Grading</li> </ul>	Town Administrator Faison introduced the changes to the three Woodway Municipal Code (WMC) chapters, Environmentally Critical Areas, Tree Preservation & Management, and Clearing & Grading.  Council discussion included: <ul style="list-style-type: none"> <li>• The purpose and intent of each chapter.</li> <li>• Routine property maintenance within critical area buffers.</li> <li>• Hedge trees.</li> </ul>	Staff will review text for “routine yard maintenance” to assure for continuity between the ordinances.

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
<p>II - Proposed Changes to Woodway Municipal Code, Continued</p> <ul style="list-style-type: none"> <li>• 16.10: Environmentally Critical Areas</li> <li>• 16.12: Tree Preservation</li> <li>• 16.08: Clearing and Grading</li> </ul>	<p>Council discussion included:</p> <ul style="list-style-type: none"> <li>• Topping of Exceptional Conifers &amp; topping trees in geologic hazard areas. <ul style="list-style-type: none"> <li>○ Certified Arborists Jim Folger of Exceptional Tree Service and Craig Bachman of Tree 1 2 3 observed that topping of a conifer tree is rarely recommended.</li> <li>○ Tree care versus slope stability management gives different answers to “Is topping appropriate?”</li> </ul> </li> <li>• Exceptional trees and whether Alders should be exempt from being considered exceptional trees.</li> <li>• Trees in setbacks adjacent to rights-of-way. Is a 100-foot setback appropriate or would a smaller setback (possibly 30-foot) be more appropriate?</li> <li>• Balancing flexibility, property owners’ rights, and protection of critical areas and their buffers.</li> </ul>	<p>Staff will review ordinance text to assure that application requirements are flexible and tailored for the size and complexity of the applicant’s project.</p> <p>Council needs to decide if “topping” or extensive and purposeful pruning should be part of the Tree Ordinance.</p> <p>The consensus of the Council was that Alders should not be considered exceptional.</p> <p>Staff will hold an open house for residents on February 3. The Council anticipates taking formal action at the first meeting in March.</p>

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
III - Approval of Payments	<p><i>Councilmember Bogen</i> moved to approve the 2019 Claims Checks #12953 through 12964 and EFT transaction #1959 totaling \$12,895.35. <i>Councilmember Quinn</i> seconded the motion.</p> <p><i>Councilmember Bogen</i> moved to approve the January 21, 2020 Claims Checks #12965 through 12973 totaling \$56,066.43. <i>Councilmember Quinn</i> seconded the motion.</p>	<p>The motion passed unanimously.</p> <p>The motion passed unanimously.</p>
IV - Approval of Minutes	<p><i>Councilmember Mitchell</i> moved to approve the minutes of the January 6, 2020 Council meeting. <i>Councilmember Bogen</i> seconded the motion.</p>	<p>The motion passed unanimously.</p>
Audience Comments	<p>Teresa Pape, Woodway resident, commented that the streets in the Highlands were never plowed during the recent storm. Town Administrator Faison clarified that it may have been due to a staff medical emergency.</p> <p>Jeff Abdo, Woodway resident, commented on proposed tree code update and observed that additional review of tree removal and topping on bluff properties would be appropriate. He suggested that the Council might want to establish “zones” that have different review criteria.</p>	
V – Council Reports	<p>Councilmember Quinn reported on the final HART meeting; the draft recommendations, as shared at a previous Council meeting, were approved. He shared that it would be valuable for Woodway to continue to participate in the county-wide discussions.</p> <p>Councilmembers Bogen and DeDonker thanked Public Works Director Bryant for his work and responsiveness during the recent storm.</p>	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
VI – Mayor’s Report	<ol style="list-style-type: none"> <li>1. Will be sending an e-newsletter notifying residents of the February 3 open house and reminding residents of the upcoming deadline to comment on the Point Wells application.</li> <li>2. The next Woodway Whisper will be mailed soon.</li> </ol>	
VII – Town Administrator’s Report	None.	
VIII – Designation of Representatives to Regional Organizations	<p>The Council reviewed the list of representatives to regional organizations and made several changes.</p> <p><i>Councilmember Bogen</i> moved to approve the designation of representatives to regional organizations as discussed. <i>Councilmember Mitchell</i> seconded the motion.</p> <p><i>Councilmember Mitchell</i> moved to appoint Councilmember Quinn as Mayor Pro Tem. <i>Councilmember Bogen</i> seconded the motion.</p>	<p>The motion passed unanimously. The updated list of assignments will be in the next Council agenda packet</p> <p>The motion passed unanimously.</p>
IX – Regular Meeting Time	The consensus of the Council was to change the start time for Council meetings to 6 p.m.	Staff will prepare an ordinance for the next meeting.

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
X – Resolution 2020-418: Sales and Use Tax for Affordable and Supportive Housing	<p>Town Administrator Faison introduced Resolution 2020-418: Sales and Use Tax for Affordable and Supportive Housing. The Council discussed the tax, how the money could be spent, whether passing the resolution committed the Town to accepting the tax money, and Woodway’s participation in the regional affordable housing conversation. It was recognized that the Resolution was only the first step in actually implementing this tax program. Further study and research will be needed before any formal action is taken.</p> <p><i>Councilmember Bogen</i> moved to approve Resolution 2020-418: Sales and Use Tax for Affordable and Supportive Housing. <i>Councilmember Quinn</i> seconded the motion.</p>	The motion passed unanimously.
Audience Comments	Jeff Abdo, Woodway Resident, echoed the call for caution and urged the Council to consider the tax credit.	
General Council Discussion - Choice of Subjects	None.	
Adjournment	<i>Councilmember Mitchell</i> moved to adjourn the meeting. <i>Councilmember Bogen</i> seconded the motion.	The motion passed unanimously. The meeting was adjourned at 9:32 p.m.

Respectfully Submitted,

**APPROVED BY THE TOWN COUNCIL**

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Heidi K. S. Napolitano, Clerk-Treasurer

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Carla A. Nichols, 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

## ORDINANCE 2020-610

AN ORDINANCE OF THE TOWN OF WOODWAY CHANGING THE REGULAR MEETING TIME FOR THE TOWN OF WOODWAY COUNCIL MEETINGS; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE AND AUTHORIZING SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, the Town Council of the Town of Woodway would like to change their meeting time;

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

Section 1. Woodway Municipal Code Section 2.04.010 Meetings shall be amended as follows:

### **2.04.010 MEETINGS.**

- A. All meetings of the Town Council shall be at the Town Hall, 23920 113th Place West, Woodway, Washington, unless moved to a different location upon majority vote of the Town Council and upon proper advance notice, if required.
- B. The regular monthly meetings of the Town Council shall be on the first and third Mondays of each month at ~~seven~~-~~six~~ p.m.
- C. When the legal holidays recognized by the Town fall on the first or third Mondays of the month, the Council meetings will be held on Tuesday following the holiday.

Section 2. If any part or portion of this Ordinance is declared invalid for any such reason, such declaration of invalidity shall not affect any remaining portion.

Section 3. This Ordinance shall take effect 5 days after date of publication by ordinance title only.

PASSED this 3<sup>rd</sup> day of February 2020 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

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Carla A. Nichols, Mayor

ATTEST:

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Heidi K. S. Napolitano, Clerk-Treasurer

APPROVED AS TO FORM:

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Greg Rubstello, Town Attorney

Date Passed by the Town Council:

Date Published:

Effective Date:

Draft