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**Date:** May 12, 2025  
**To:** Honorable Mayor and City Council  
**Via:** Jeff Swanson, Interim City Manager  
**From:** Steven R. Wilcox, Development Services Department Director  
**Subject:** Development Services Department Monthly Report

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### **Development Services Staffing**

Development Services Coordinator Rebecca Bennett is currently on leave. The City has been working with a temporary placement agency, however this has proven very challenging. Twice candidates have been placed who have not worked out. The City anticipates Rebecca's return from leave June 17<sup>th</sup>. The City continues to work with the placement agency, however in the meantime Development Services and Central Services staff will work together to ensure coverage and support.

### **Permit Activity**

Because of the staffing gaps and difficulties with reporting from the City's permitting system a permit activity report is unavailable this month.

### **Planning Manager Report**

Jonathan G. Kesler, AICP, Planning Manager

A written report is not provided this month, but Jonathan will be available for questions during the Development Services staff report.

### **Permit Applications of Interest**

Here is an update on three projects which Council has been previously advised on.

#### American Tower Company (ATC)

We continue to work on the ATC permit application to upgrade ten existing facilities with proposed addition of ten electric meters placed within the public right of way and mounted on 4x4 posts.

This past week we had two meetings regarding this topic. With our City Attorney's assistance, we now have a manager at PSE involved who is looking at the situation. The ATC representative had stated, and provided a PSE document indicating that the meters must be placed on the new posts. Telecom, our attorney, and I

continue working on this matter. The goal is that there are no electric meters mounted on posts and that the meters be placed in an obscure location and possibly with a different technology than proposed.

#### T-Mobile Tower with Monopine proposal

Following the April 16<sup>th</sup> hearing, the City and T-Mobile agreed on an extension of permit application time through a Tolling Agreement.

More information to come on this project, but a decision on the monopine concealment proposal has not been made.

#### Overlake Golf and Country Club 50' Driving Range Protection Fence Proposal

The staff report has been released and is on the Medina website along with details of the upcoming hearing. The hearing regarding the height variance is scheduled for Thursday May 15<sup>th</sup> at 10:00 am. The hearing will be hybrid on-line and in-person at City Hall. Our attorney and staff will be at City Hall and the Hearing Examiner will be on-line.

### **Tree Inventory**

The public tree inventory approved under 2025 budget is now underway. Medina Park is now completed.

Medina Park trees are now tagged with a number, GIS located, species determined, size and health recorded. Next year I hope that Medina right of way trees can be inventoried under 2026 budget.

When the inventory is completed in 2026, Medina will be able to manage public trees as a forest rather than as a collection of unidentified individual trees as we do now. All data will be on-line for use by anyone. Council and residents will be able to visualize the urban forest and use inventory collected data to plan the future.

These inventories are for public trees only and do not involve any private trees.

### **Critical Area Ordinance Update**

This is an unfunded State of Washington mandate which requires jurisdictions update their existing Critical Area's ordinances. Medina has until the end of 2025 to complete the update Medina Municipal Code Chapter 16.50 with implementation at the start of 2026.

An Agenda Bill has been provided for your review. At this meeting I will be asking the Council for approval of budget funds to have a consultant perform the CAO update for us, and secondly for direction to forward the CAO update task to Planning Commission for inclusion in their 2025 calendar.

The CAO update will likely result in the need to amend our CAO map as a 2026 budget request item.