



MEDINA, WASHINGTON

AGENDA BILL

Monday, December 9, 2024

Subject: Middle Housing Public Engagement Plan

Category: Discussion

Staff Contact(s): Jonathan G. Kesler, AICP – Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance

Summary:

During the previous City Council meeting of November 25, 2024, the Council members had the opportunity to review the various middle housing materials completed to date. The packet materials included the Tier 3 middle housing memo and the most recent versions of the gap analysis and code amendment. The graphics and public engagement plan were also reviewed, after receiving updates based on feedback from the November 18 Planning Commission meeting and the November 20 DSC meeting.

The Planning Commission met again on Thursday, December 5 and focused the discussion on plans for reaching out and engaging with the community on the topic of middle housing. Feedback received has been incorporated into the newly updated Public Engagement Plan (PEP) memo which is included as **Exhibit 1**.

The PEP memo begins with a summary background on middle housing, and then launches into the various engagement methods, including online and in person opportunities and provides description on the types of tools and techniques to be utilized.

At present, dates have been set for TWO community forums, including one on Thursday, January 9, 2025, at St. Thomas Episcopal Church and another on Wednesday, January 15, 2025. Both events will be held from 6 to 8 pm, starting with a presentation to the public followed by an opportunity for Q&A from the public. Staff and consultants will be available throughout both events. A calendar of events has been included as **Exhibit 2**.

Work is currently commencing on the information to be presented online and in person, and drafts were shared at the December 5 Planning Commission meeting. Updated versions of the postcard and website content will be provided for City Council review on December 9, with final edits to be made following Council feedback, and potentially even feedback from the DSC after their meeting on December 10. The intention is to get postcards sent out to the public prior to commencement of the Christmas break, with the in-person events to take place in January after school is back in session. The invitation will include a QR code to take people to the website, so it is a priority to also finalize the website prior to mailing postcards and posting flyers.

As part of the materials to be placed online, the middle housing graphics continue to be updated. There are plans to include the driveways on the graphics, in order to depict available parking, and new graphics are being made for depiction of smaller lot sized and larger lot sizes.

The PowerPoint presentation provides details on several engagement methods for middle housing in Medina and includes the proposed website text and graphics in draft format. It also includes an example of a middle housing webpage approach being utilized by a neighboring community. The PowerPoint is included as **Exhibit 3**.

Based on feedback from the upcoming City Council discussion, additional edits will be made as necessary to reflect the best methods for reaching out to the Medina community. Additional plans for the engagement activities themselves will continue to be refined leading up to the events. Staff and the consultants appreciate the feedback and look forward to engaging with the Medina community.

This Middle Housing Land Use Code Update project continues to meet and support Council's priorities 1, 2 and 5.

Council Priorities:

1. **Financial Stability and Accountability**
2. **Quality Infrastructure**
3. Efficient and Effective Government
4. Public Safety and Health
5. **Neighborhood Character and Community Building**

Attachment(s)

- Exhibit 1 – Public Engagement Plan memo
- Exhibit 2 – Project Schedule
- Exhibit 3 - PowerPoint presentation

Budget/Fiscal Impact:

Proceeding with the Middle Housing Scope of Work is consistent with the City's obligations under the Commerce Middle Housing Grant. By meeting the required milestones, the City will be able to draw from the grant funds.

Recommendation: Presentation, discussion and direction.

City Manager Approval:



Proposed Council Motion: N/A

Time Estimate: 45 minutes