

2025 Planning Commission Work Plan

Item	Description	Requests to Staff	Outside experts/ consultants needed	Deliverable	Timing and budget notes
State Mandates					
1. Development Regulations	Per the Comprehensive Plan process in October 2024, the Land Capacity Analysis (LCA) noted: In partnership with LDC, the LCA found that the City has housing capacity through zoned and ADU development potential but lacks zoning that supports housing affordable to households with income less than 80% of AMI. Consequently, there is a shortfall of 19 housing units that must be addressed to meet the requirements of RCW 36.70A.070(2). To address this shortfall, Medina is exploring alternative zoning options. In addition, the standards for impervious surface, lot coverage/bulk and setbacks and building height will be reviewed.	Staff: Work with the consultant to get the strnds. updated.	Yes	The deliverable will conform to the changes made under the 2024 Comp Plan Update; Code Amendments.	The Comp Plan grant approved for Medina will fund part of this project. The Dev. Regs. Update was due by 12/31/2024, instead of the originally understood 6/30/2025. The target will be to complete them in Spring 2025.
2. Middle Housing Update	This is in response to the State Legislature passed both Accessory Dwelling Unit legislation (ESHB 1337) and Middle Housing legislation (HB 1110, as modified by ESSB 2321) (codified as RCW 36.70A.635 - .638; RCW 36.70A.630; and RCW 36.70A.680 - .682). These laws require certain cities to allow accessory dwelling units on single-family lots subject to certain conditions and require certain cities to allow changes to density on single-family lots, as well as require certain cities to allow zero-lot line subdivisions. The deadline for cities to have land use code updates in compliance with these laws is 6/30/25 for King County cities. The draft Ordinance needs to be sent by 1/31/25. In addition, the affordable housing element will need to be examined.	Staff: Work with the consultant to get the Middle Housing mandates integrated into the MMC.	Yes	Community Engagement and Drafting of the Middle Housing Code Amendments	Commerce Grant rec'd for part of the work; completion of the draft by 1/31/2025 and final product by 6/30/2025
3. Critical Area Ordinance (CAO) Periodic Review	The periodic update to the Critical Area Ordinance (CAO) is due at the end of 2025. Some major changes have been made to the state requirements on Riparian areas, especially regarding stream buffers, that will need to be incorporated into Medina's CAO.	Staff: The first step will be review the Code and determine if the work can be done wholly by staff or whether consultant assistance is needed	Option to use existing staff/ or a consultant	Deliverables include the completion of CAO revisions & submittal to Commerce and Ecology for review and approval.	Completion by 12/31/2025
4. Construction Activity Permit (CAP) Minor Code Amendments	This task involves amendments to the Construction Activity Permit language in the Code. It includes an associated sign code amendment and some general CAP Code clean-ups.	Staff: Anticipated start of 2/1/25 to complete it by 6/30/25.	TBD	Amendments to Construction Activity Permit language in the Code	Completion by 6/30/2025
Council Initiatives					
1. Review of Outdoor Lighting per Dark Skies Guidelines	This task involves reviewing comparable Ordinances in similar jurisdictions to determine how they dealt with the issue. This can assist staff in crafting effective Code language in Medina	Staff begins work after 1/31/2025, exact start TBD	No	New Code section	Completion by 12/31/2025
2. Noise	This task involves working with the Police Dept. on revisions to the MMC 8.06 on acceptable decibel levels for noise and related issues.	Staff begins work after 1/31/2025, exact start TBD	No	Code Amendment	Completion by 12/31/2025
3. Stormwater as related to property development	This task involves working with Public Works on stormwater capacity issues, especially as related to new development on properties.	Staff begins work after 1/31/2025, exact start TBD	No, Work with Public Works Director	Code amendment	Completion by 12/31/2025

4. Landscaping related to ROWs	This task involves working with Public Works on landscaping as it relates to "Complete Streets" principals and ROWs.	Staff begins work after 1/31/2025, exact start TBD	No, Work with Public Works Director	Code Amendments	Completion by 12/31/2025
5. Parking	This task involves reviewing the 2021 Parking Study to determine whether an update is needed to move forward on parking regulation changes.	Staff begins work with a consultant after 1/31/2025, exact start TBD	Yes	Code Amendment possible	Completion by 12/31/2025
6. Impact Fees	This task involves working with staff and consultants to determine the feasibility of implementing Impact Fees in Medina. Existing ordinances in similar jurisdictions can be reviewed.	Staff begins work with a consultant after 1/31/2025, exact start TBD	Yes	New Code section	Completion by 12/31/2026
7. Comp Plan Amendment(s)	This task involves addressing any concerns that have arisen since the formal adoption of the Comprehensive Plan Update in 2024, per the Annual Comp Plan Amendment provision of state law.	Staff begins work after 7/1/2025	No	Comp Plan Amendments	9/30/2025
Future					
1. Shoreline Master Program Periodic Review	This task involves updating the Shoreline Master Program (SMP), which manages shoreline resources and development in Medina, to comply with the Shoreline Management Act, State Shoreline Master Program Guidelines and best practices for shoreline protection. Update to ensure consistency between the SMP and the rest of Medina's Code.	The anticipated start should be no later than mid-2026 to meet the 2028 deadline.	Yes	Update SMP to be compliant with changes in the laws, rules and applicable updated guidance that was adopted in 2019.	The next mandated update is due by 12/31/28. Suggested start no later than 7/1/26.
2. Tree Code Amendments	This task involves preparing draft amendments to the MMC Chap. 16.52, Tree Management Code, according to the six (6) "Short-term Solutions" bullet points as presented at the 1/23/23 Council meeting by our tree code consultants. Additional tree removal permit noticing amendment(s) and additional Tree Management Code minor amendments, as necessary for the improved function of 16.52 will be proposed in 2025, followed by a more in-depth policy review of 16.52 in 2026.	Ongoing work thru 2025	Yes	Code revisions	Complete minor amendments in 2025; with a more thorough policy review of MMC 16.52 in 2026.
3. Other Minor Code Amendments	This involves updating sections of the Code with updated language.	Staff begin after 1/31/2025	No	Code revisions	12/31/2026
4. Sustainability (Sustainable Development)	This task involves the City embracing sustainability. The American Planning Association's Six Principles of the Sustaining Places Initiative give guidance: 1) Liveable built environment, 2) Harmony with Nature, 3) Resilient Economy; 4) Interwoven Equity, 5) Healthy community, and 6) Responsible regionalism	Ongoing	No	Best practices	Ongoing