



CITY OF MEDINA

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Date: February 13, 2023
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Steven R. Wilcox, Development Services Department Director
Subject: Development Services Department Monthly Report

Permit Activity

Permit applications have started slow in 2023. Based on 2022 a slow start to 2023 was anticipated. The first quarter of a year is typically when we see inquiries and permit applications as people prepare to start construction in the Spring. We do have permit applications from late 2022 which will be issued soon and then translate into field work for our inspectors. Within the next few weeks we will be issuing permits for four-new homes (new development projects), and one large alteration with addition to an existing home.

T-Mobile will be completing an application for two small wireless facility sites in Medina with submittal anticipated. An application to us for permit submitted by T-Mobile recently was found to be incomplete. Once a complete application is submitted Council will be given more detailed information.

Following on January's Development Services staff report are two charts provided for your interest. Our Development Services Coordinator, Rebecca Bennett researched data found in various locations to produce the two charts.

Building Permit Valuation 2006 – 2022 Chart

Permit valuation is a relative number used by Development Services for consistency in determining building permit fees. We were able to find data back to 2006. This chart reflects "New construction" as you see in the monthly Permits Issued Report you receive. Other permits are not part of this report. Fortunately for comparison, the method of determining new construction permit value has not changed since 2006. However, we did discover during this exercise that the method of determining some of our fees has changed between department directors (Gellings up to September 2007, Wilcox September 2007 – March 2008, Grumbach March 2008 – April 2018, and Wilcox April 2018 -current). The chart is generally accurate to the extent that trends are correct. The actual permit values should be considered approximate, but fairly accurate even so. Rebecca spent quite some time adjusting the permit values to try to make them more consistent between directors. The permit values from 2006 have been adjusted to reflect how we currently calculate them. Here are some highlights within this chart:

- 2007 was a very busy year for smaller permits, also included is the St. Thomas School project with permit value of \$19,499,000.
- 2008 was a year of many small, or average projects. "Small or average" by Medina standards is large in most other jurisdictions.

- 2010 shows the depth of the economic downturn at that time. One project of \$28,000,000 was in the total.
- 2012 was another year of many small projects with nothing to highlight.
- 2013 was the year we felt that Medina was out of the economic downturn. We were busy with many small projects, but also one of \$20,000,000 value and another of \$15,000,000.
- 2017 had one project of \$15,374,969, but the others were small.
- 2019 for the most part was just busy. Only one project involving the St. Thomas Church was notable at \$10,800,000.
- 2022 saw one project of \$6,300,000 and another of \$5,000,000 permit value, but the remainder of Development Services work was smaller.

I have additional detail regarding year to year permit values if you would like for me to provide it.

New Construction 2006 – 2022

Rebecca Bennett produced this chart for us. The quantities shown are for “New Construction” as is shown in the monthly Permits Issued Report you receive. Other permits such as plumbing, mechanical, gas piping, etc. are not shown in the quantities. “New construction” includes new houses and large projects so this is the primary revenue source for Development Services and will control the chart trends. Interestingly the quantity trend generally follows permit valuation. Permit value and permit quantity do not necessarily follow the same trend.

We will continue to maintain the charts in the future. Adjustments will be needed in the future if the way permit value is viewed changes.

Planning Commission

By Stephanie Keyser

Over 40 residents participated in the Visioning Workshop that was held on January 26th in Medina Elementary School’s cafeteria. The feedback from each of the exercises is currently being organized by the consultant and should be available by the end of February. Once the city receives this information, we will publish it on the website and send out a notice via GovDelivery and social media that directs people on where they can find it. This information will also be included in March’s Council packet.

King County Wastewater Pump Station Maintenance Project

Last summer Development Services was notified that we would be receiving a permit application for maintenance work at the wastewater pump station located at 633 81st Ave. NE which is adjacent to Medina Elementary. Please see the “Medina Pump Station” location map provided. We have again been talking with King County staff regarding their project. Provided with this report is a PowerPoint (“Medina Pump Station Header Replacement”) created by King County staff which is intended to give you background on the project. Unfortunately, some of the PowerPoint is not clear. In the interest of time and simplicity, I chose to not invite King County staff to make a presentation to you, but rather summarize

the project for you myself. If you would prefer, I can ask that King County staff attend a future Council meeting to answer your questions directly.

Project Summary

As normally occurs with machines and equipment, the King County wastewater treatment pump station (“Medina Pump Station”) requires maintenance. The maintenance work has a construction value estimate of \$2,250,000. The work is not currently an emergency requiring work today, but not acting to perform the necessary maintenance within the dates prescribed by the County will result in failure as early as next Winter with the result of an emergency at that time. The County describes the equipment requiring maintenance as being “*paper thin and in imminent threat of failure*”. King County is scheduling the maintenance work to begin in July 2023 and last from 2 to 4 weeks, Generally, the maintenance work involves replacement of various components which are internal to the building.

Medina Municipal Code

The Medina Pump Station maintenance work is exempt from a building permit under Section 105.2.2 of the 2018 International Building Code as adopted by MMC 16.040.10.

The maintenance work is exempt from a Construction Activity Permit, and associated mitigations under MMC 16.75.020.

The maintenance work is exempt from Medina’s Noise ordinance under Section 8.06.130 G.3. and G.4.

Proposed Methods Requiring Mitigations

King County has stated that work for one night for between 6-8 hours is needed. The night work is necessary due to reduced flows through the pump station at that time. The night work will involve outdoor workers, power tools, construction of a temporary by-pass system, and trucking. The trucking is needed to capture and carry flow that normally goes through the pump station to a King County owned property outside of Medina. The trucking is needed during the period while the temporary by-pass is being constructed. The work at night is only needed once. A permanent by-pass connection inside the building will be installed which alleviates the need for future trucking.

Additionally, the project will require outdoor pumps and standby emergency power generators during the 2 to 4 week construction period. One pump will always be operating and a second pump will also operate as flows require. There will be an additional two pumps on standby for emergency use, An acoustic designer as provided modeling for the exterior pump noise and found that the level at the nearest receiving residential property boundary exceeds the maximum limits. Medina requires that sound testing occur during operation of the equipment (MMC 8.06.170). Modeling is necessary, but testing to prove conformance with our noise ordinance will be needed.

Mitigations

Reasonable mitigations in the interest of limiting impacts on residents are yet to be determined and King County understands this. Council is being asked for input into appropriate mitigations.

- The trucking, and outdoors work for one night in July 2023 will have impact on residents near the Medina Pump Station and on truck routes.

- The operation of the outdoor temporary pump(s) will require code conformance and proof of compliance through field testing. Modeling will be needed for design purposes. If the sound level (as modeled and then tested) exceed our noise ordinance limits, then mitigations as proposed by King County will be needed.

Trucking mitigations may include routes and staging locations with the least impact possible, and rules regarding idling and other avoidable noises.

Worker noises including from their vehicles can be reduced to some extent.

Exterior lighting will be needed and how that occurs needs to be investigated.

Tree Code Enforcement

With Sean Dugan on vacation following the January 23rd tree code presentation, little has been done to complete the 6-bullet point draft code amendments. A focus back onto this has begun.

Please see the Development, and Non-Development tree activity reports for January,

Monthly REET Distribution Report

I believe that Ryan Wagner is discussing this in more detail in his report. The one property sale in January 2023 will not likely result in a new development project. However, due to specifics of the home as shown within public records it is possible that Medina could see an alteration and addition permit for this property.

Permit Tracking and Public Portal

This is a topic that I would prefer to not get back into, but here we are. Sometime in the near future I will provide Council an in-depth explanation of what we are starting to look at. The general summary is that Development Services staff, and often the public, are very dissatisfied with our current permitting products and vendor support. This is associated with our permit tracking system implemented in 2011, and public portal implemented in 2020 which are both provided as products known as SmartGov. For various reasons we have felt locked into the system we have. Changes within the well-liked “My Building Permit” public enterprise have come up recently where we may have our best opportunity to move on from the vendor we have now.

Without any authority through direction, budget or otherwise we are now participating in meetings and intend on becoming a member on a steering committee that is looking at options for replacing My Building Permit. We are participating to see what involvement we may later have. More to come as we learn more.

Development Services Fund

At the second Council meeting scheduled for February 27th I will be talking about the Development Services Fund. The fund was implemented beginning in 2022. During the first year of use in 2022 it became obvious that the fund will require focus through various means to make it both transparent and sustainable.

One primary reason that the Development Services Department budget was separated out from the general fund was to create better transparency considering the levy approval. Assuring that the city can show that development is not paid for out of general fund money was the thought. The idea of “development pays for development” is actually a state requirement.

In 2022 we saw what I had not anticipated as a significant decrease in development activity. If the DS Fund is to remain separate from the general fund then it must be analyzed, amended, and made to be independently sustainable. If changes are not made, then the DS Fund should go back to being a part of the general fund as transparency will be difficult to show, and the fund may not be independently sustainable.

More to come on February 27th.