



# CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144  
TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

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**Date:** July 11, 2022  
**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

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## **Permit Activity and Development Services Fund**

Local construction industry professionals such as architects, engineer's, and contractors remain busy which is one indicator of future work for the Development Services Department.

The first half of 2022 has presented us with unusual permit application activity. The first quarter of 2022 was very slow when it is normally busy. April and May saw an increase in activity, but June has been slow again. These trends do not match historic expectations.

One marker for activity is permit valuation. Permit value is what we use to calculate building permit fees from and is not necessarily a reflection of market value, or construction cost. The Monthly Issued Permit Report for June 2022 is provided for your review. Our 2022 year to month permit value is now behind that of the same time in 2021 by about 11%.

We continue to watch construction activity carefully as it has effect on our workload and department budgeting.

## **Planning Commission**

By Stephanie Keyser, Planning Manager

Planning Commission held a public hearing on average grade at their June 21<sup>st</sup> meeting however no vote was made. The Commissioners discussed keeping Medina Heights with an original grade calculation of height and applying average grade to the rest of the city. As this process would complicate the code instead of simplifying it, staff is of the opinion that more data is needed to help inform Planning Commission's recommendation. Staff is looking into cost and feasibility of having a third party do an analysis of previous building permits to determine what the difference in height would be under average grade.

The July Planning Commission has been cancelled.

## **Advanced Deposit**

An Advanced Deposit (“AD”) is an additional amount of money that is accepted by Development Services with certain permit applications to help pay for the associated work of our professional services consultants. The AD is above the permit costs charged for Grading and Drainage, and for Tree Activity permits. There is a separate AD for each Grading and Drainage and for Tree Activity permits. The AD process is very important to how Development Services operates.

The AD allows for relatively small permit fees to be charged. Larger projects have more expense to Medina with costs of service normally exceeding the permit fees we charge for Grading and Drainage and Tree Activity permits. Based upon a monthly review of consultant invoices our staff deduct from individual permit applicants AD accounts. If an AD account gets low we ask for it to be re-filled. At the end of a project we refund the remaining AD that may be left in the account. The AD process allows for the more expensive projects to pay for their actual costs to Medina and not require us to have high fees which would effectively capture all sizes of projects.

The AD process as it is currently configured has been in existence since 2010. Prior to 2010 Development Services issued invoices for consultant charges which exceeded permit fees. The AD process requires code updates and process revisions for it to operate better. Proposals for changes to the AD process will come to Council for consideration in the Fall 2022.

## **Development Services Fund**

2022 is the first year that Development Services has had its own fund separate from the General Fund.

While as mentioned above the permit valuation marker is behind last year by about 11% through June, revenues for the DS Fund are also behind budgeted amount. I believe that our Finance Director is providing you with current revenue and expense data through June 2022.

It is likely that there will need to be a budget amendment request for 2022. What a 2022 budget amendment request would mean is not yet known. There will be a review of data kept by Development Services of Advanced Deposits (AD) vs. invoices received. The net of AD amounts deducted will change the actual budget data that is shown in reporting. With this net amount, and with a better idea of where permitting is going into the last of 2022 we will know what a budget amendment should look like. However, permit activity predictions are difficult this year so an evaluation of comparative trends will be graphed for discussion.

## **Tree Management Code Enforcement**

Enforcement of our Medina Tree Management Code is a significant part of what Development Services does on a regular basis. This time of year many residents are interested in tree removals on their property, or within the public right of way. Some residents do not apply for tree removal permits and go ahead with the work. Removal of trees without permits creates code enforcement actions. Please see our Tree Code Consultants' June 2022 reports provided for properties under development permits, for properties not under development, and tree removal code enforcement.

## **Development Services Committee**

The Development Services Committee (DSC) met in June. The DSC heard a presentation by Blueline regarding their Comprehensive Plan Update services proposal. The DSC agreed that Blueline is qualified. Blueline and our Planning Manager were asked to work on a Scope of Work as part of the proposed professional services agreement.

As of today the professional services agreement is not completed. It is anticipated that Council will see the Blueline contract proposal at the September 2022 regular meeting.

The DSC also met on July 5<sup>th</sup> to pre-review our Planning Manager's presentation to Council on the Tree Code update.

Additionally, at the July 5<sup>th</sup> meeting the DSC discussed the status of the Planning Commission's work to evaluate converting the legacy original grade method of determining building height to another method. As mentioned in the Planning Manager's report (above) there is a need for additional comparative data. There needs to be a comparison of the methods and the results of the existing original grade determination vs. a new method. There is a potential for altering building height by changing the way that height is measured so knowing the facts is important in order to make a decision.

## **Code Enforcement**

Please see the May 2022 Code Enforcement report provided. The report shows much of the monthly code enforcement activity performed by Development Services. We perform many investigations either reactively by complaint, or proactively because of things we notice such as construction parking in the public right of way or advertising signs.

## **Garbage/Recycle Containers**

We prepared a reminder notice which will be applied to garbage and recycle containers that are left out too long in violation of our Municipal Code. The goal of the reminder notice is code compliance. We also hope to receive inquiries so we will have opportunity to talk with residents.

We are trying to make a difference in container enforcement without over-burdening Development Services staff.

### **City of Medina Reminder**

**Please move your bin(s) onto your property as required by our Medina Municipal Code.**

**Garbage, yard waste, and/or recycling bins are allowed to be placed within the public right-of-way for no longer than a maximum of 24-hours surrounding the designated date and collection or pickup time of the bin owner's municipal waste service. Section 12.28.020(I) Medina Municipal Code.**

**Direct questions to Rob Kilmer,  
Medina Deputy Building Official  
rkilmer@medina-wa.gov  
425-233-6413**



# Monthly Issued Permit Report

June, 2022

Construction Value:	June 2022	June 2021	2022 YTM	2021 YTM	Difference
Accessory Structure	-	-	\$70,000.00	-	\$70,000.00
Addition / Alteration	\$355,589.97	\$785,000.00	\$2,539,541.59	\$5,805,622.94	(\$3,266,081.35)
Fence / Wall	\$31,200.00	\$264,200.00	\$139,900.00	\$346,300.00	(\$206,400.00)
New Construction	-	\$4,500,000.00	\$20,117,837.00	\$19,528,588.00	\$589,249.00
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	-	-	\$70,000.00	-	\$70,000.00
<b>Total Value:</b>	<b>\$386,789.97</b>	<b>\$5,549,200.00</b>	<b>\$22,937,278.59</b>	<b>\$25,680,510.94</b>	<b>(\$2,743,232.35)</b>

Permits Issued:	June 2022	June 2021	2022 YTM	2021 YTM	Difference
New Construction	-	1	10	10	0
Permit Extension	3	1	23	26	(3)
Accessory Structure	-	-	1	-	1
Addition / Alteration	1	3	13	22	(9)
Construction Activity Permit	2	3	15	17	(2)
Demolition	-	1	6	15	(9)
Fence / Wall	2	3	8	9	(1)
Grading / Drainage	2	1	12	15	(3)
Mechanical	8	8	59	48	11
Other - Moving	-	-	-	-	0
Plumbing / Gas	10	11	37	45	(8)
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	7	2	44	40	4
Tree Mitigation	4	9	29	40	(11)
Wireless Comm. Facility	-	-	1	-	1
<b>Total Permits:</b>	<b>39</b>	<b>43</b>	<b>258</b>	<b>287</b>	<b>(29)</b>

Inspections:	June 2022	June 2021	2022 YTM	2021 YTM	Difference
Building	96	107	575	499	76
	22	32	125	144	(19)
Engineering/Other	7	5	47	21	26
Tree	7	5	35	17	18
<b>Total Inspections:</b>	<b>132</b>	<b>149</b>	<b>782</b>	<b>681</b>	<b>101</b>

## Monthly Applications Submitted

06/01/2022 – 06/30/2022

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ACCST	06/16/2022	B-22-040	\$40,000.00	8417 NE 12TH ST
<b>TOTAL B-ACCST:</b>	<b>1</b>		<b>\$40,000.00</b>	
B-FENCE	06/09/2022	B-22-086	\$3,500.00	2005 EVERGREEN POINT RD
B-FENCE	06/14/2022	B-22-087	\$15,000.00	2604 79TH AVE NE
B-FENCE	06/22/2022	B-22-088	\$16,200.00	2410 76TH AVE NE
B-FENCE	06/23/2022	B-22-089	\$7,000.00	3244 76TH AVE NE
B-FENCE	06/24/2022	B-22-090	\$4,248.00	7725 NE 8TH ST
B-FENCE	06/29/2022	B-22-091	\$17,000.00	7648 NE 12TH ST
<b>TOTAL B-FENCE:</b>	<b>6</b>		<b>\$62,948.00</b>	
B-GAS	06/01/2022	G-22-016		8425 RIDGE RD
B-GAS	06/10/2022	G-22-017		8424 NE 10TH ST
B-GAS	06/14/2022	G-22-018		2450 78TH AVE NE
B-GAS	06/14/2022	G-22-019		7811 NE 10TH ST
B-GAS	06/15/2022	G-22-020		633 81ST AVE NE

B-GAS	06/21/2022	G-22-021		1312 Evergreen point rd
<b>TOTAL B-GAS:</b>	<b>6</b>		<b>\$0.00</b>	
B-MECHANICAL	06/03/2022	M-22-063		7715 NE 22ND ST
B-MECHANICAL	06/03/2022	M-22-064		1024 84TH AVE NE
B-MECHANICAL	06/09/2022	M-22-065		1859 EVERGREEN POINT RD
B-MECHANICAL	06/14/2022	M-22-066		2039 79th Ave NE
B-MECHANICAL	06/15/2022	M-22-067		633 81st Avenue NE
B-MECHANICAL	06/21/2022	M-22-068		7811 NE 10TH ST
B-MECHANICAL	06/21/2022	M-22-069		2401 82ND AVE NE
B-MECHANICAL	06/22/2022	M-22-070		7319 NE 18TH ST
<b>TOTAL B-MECHANICAL:</b>	<b>8</b>		<b>\$0.00</b>	
B-PLUMBING	06/08/2022	P-22-033		8425 RIDGE RD
B-PLUMBING	06/08/2022	P-22-034		1686 77TH AVE NE
B-PLUMBING	06/22/2022	P-22-036		2039 77TH AVE NE
B-PLUMBING	06/22/2022	P-22-037		7858 NE 14TH ST
<b>TOTAL B-PLUMBING:</b>	<b>4</b>		<b>\$0.00</b>	

B-POOL/SPA	06/07/2022	B-22-084	\$350,000.00	2005 EVERGREEN POINT RD
<b>TOTAL B-POOL/SPA:</b>	<b>1</b>		<b>\$350,000.00</b>	
B-ROOF	06/07/2022	B-22-083		2611 EVERGREEN POINT RD
<b>TOTAL B-ROOF:</b>	<b>1</b>		<b>\$0.00</b>	
CAP - CONSTRUCTION ACTIVITY PERMIT	06/22/2022	CAP-22-012		2835 EVERGREEN POINT RD
CAP - CONSTRUCTION ACTIVITY PERMIT	06/07/2022	CAP-22-019		7640 NE 8TH ST
CAP - CONSTRUCTION ACTIVITY PERMIT	06/09/2022	CAP-22-020		1611 EVERGREEN POINT RD
CAP - CONSTRUCTION ACTIVITY PERMIT	06/09/2022	CAP-22-021		2005 EVERGREEN POINT RD
<b>TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:</b>	<b>4</b>		<b>\$0.00</b>	
ENG-GRADING/DRAINAGE	06/16/2022	ENG-GD-22-015		2005 EVERGREEN POINT RD
ENG-GRADING/DRAINAGE	06/22/2022	ENG-GD-22-016		1835 73RD AVE NE
<b>TOTAL ENG-GRADING/DRAINAGE:</b>	<b>2</b>		<b>\$0.00</b>	
P-SEPA EXEMPTION	06/17/2022	P-22-035		8000 NE 16TH ST
<b>TOTAL P-SEPA EXEMPTION:</b>	<b>1</b>		<b>\$0.00</b>	
P-SUBSTANTIAL DEV PERMIT EXEMPTION	06/13/2022	P-22-026		8847 NE 2ND PL
<b>TOTAL P-SUBSTANTIAL DEV PERMIT EXEMPTION:</b>	<b>1</b>		<b>\$0.00</b>	
PW-RIGHT OF WAY	06/13/2022	PW-ROW-22-048		8847 NE 2ND PL



PW-RIGHT OF WAY	06/02/2022	PW-ROW-22-055		2036 EVERGREEN POINT RD
PW-RIGHT OF WAY	06/06/2022	PW-ROW-22-057		8845 OVERLAKE DR W
PW-RIGHT OF WAY	06/09/2022	PW-ROW-22-058		8024 NE 8th Street
PW-RIGHT OF WAY	06/10/2022	PW-ROW-22-059		8632 NE 10TH ST
PW-RIGHT OF WAY	06/13/2022	PW-ROW-22-060		8649 Lake Washington Blvd NE
PW-RIGHT OF WAY	06/17/2022	PW-ROW-22-061		NE 2nd Pl and Overlake Dr. E
<b>TOTAL PW-RIGHT OF WAY:</b>	<b>7</b>		<b>\$0.00</b>	
TREE-ADMIN ROW TREE REMOVAL	06/08/2022	TREE-22-048		1306 EVERGREEN POINT RD
<b>TOTAL TREE-ADMIN ROW TREE REMOVAL:</b>	<b>1</b>		<b>\$0.00</b>	
TREE-NON ADMIN TREE ACTIVITY PERMIT	06/16/2022	TREE-22-050		2005 EVERGREEN POINT RD
<b>TOTAL TREE-NON ADMIN TREE ACTIVITY PERMIT:</b>	<b>1</b>		<b>\$0.00</b>	
TREE-PERFORMANCE	06/13/2022	TREE-22-049		827 80TH AVE NE
TREE-PERFORMANCE	06/29/2022	TREE-22-052		7863 NE 10TH ST
<b>TOTAL TREE-PERFORMANCE:</b>	<b>2</b>		<b>\$0.00</b>	
TREE-WITH BUILDING/DEVELOPMENT	06/24/2022	TREE-22-051		2226 79TH AVE NE
<b>TOTAL TREE-WITH BUILDING/DEVELOPMENT:</b>	<b>1</b>		<b>\$0.00</b>	
<b>Total Permit Valuation Received</b>	<b>53</b>		<b>\$452,948.00</b>	

Case Number	Case Type	Case Status	Assigned To	Address	Case Text
CC-2022-064	GENERAL	COMPLETED	Rob Kilmer	7611 NE 12TH ST	<p>Description: Oversized dumpster placed on jobsite that extends outside of the property boundaries.</p> <p>Action Taken: Messaged project Agents requiring that the dumpster be replaced with a smaller one.</p>
CC-2022-065	NOTICE OF VIOLATION	COMPLETED	Rob Kilmer	3244 76TH AVE NE	<p>Description: Construction in Right of Way without a permit.</p> <p>Action Taken: Notice of Violation sent to homeowner. Homeowner has removed pavers from Right of Way.</p>
CC-2022-066	STOP WORK ORDER	OPENED	Rob Kilmer	2036 Evergreen Point Rd.	<p>Description: Work initiated to regrade backyard of jobsite that requires review before it can proceed.</p> <p>Action Taken: Stop Work Order issued on this scope of work.</p>
CC-2022-067	GENERAL	COMPLETED	Rob Kilmer	8234 OVERLAKE DR W	<p>Description: Report of storm water issues caused by neighboring construction activities.</p> <p>Action Taken: A broken storm-drain pipe appeared to be the cause. The broken pipe was required to be swapped out with a flexible line and additional protections were added to prevent recurrence. The issue will continue to be monitored.</p>
CC-2022-068	CAP VIOLATION	COMPLETED	Rob Kilmer	2019 79TH AVE NE	<p>Description: Visibility barrier fence requires maintenance. Jobsite and Right of Way requires upkeep.</p> <p>Action Taken: Inspection correction notice issued to project Agent.</p>
CC-2022-069	SIGN VIOLATION	COMPLETED	Rob Kilmer	2039 77TH AVE NE	<p>Description: Commercial sign displayed on visibility barrier fence of construction site.</p> <p>Action Taken: Notified project Agent and Site Manager that the sign must be removed by end of day.</p>
CC-2022-070	GENERAL	COMPLETED	Rob Kilmer	2410 76TH AVE NE	<p>Description: Tree cutting activity observed at site with work vehicles obstructing ROW.</p> <p>Action Taken: Confirmed that the work was covered by an issued Tree Permit. Had workers move vehicles to remove obstruction of the ROW.</p>

Case Number	Case Type	Case Status	Assigned To	Address	Case Text
CC-2022-071	GENERAL	COMPLETED	Rob Kilmer	508 UPLAND RD	<p>Description: Report of construction-related equipment in right-of-way.</p> <p>Action Taken: Visited site. An excavator had broken a gas service pipe and called PSE to shut it off. Remained onsite until the service had been shut off and equipment was moved out of the right-of-way.</p>
CC-2022-072	GENERAL	COMPLETED	Rob Kilmer	8001 Overlake Drive West	<p>Description: Report of vehicle parked on shoulder, walking path, and landscaped area of right-of-way.</p> <p>Action Taken: Vehicle did not appear related to construction activity. Notified police department of vehicle and location.</p>
CC-2022-073	GENERAL	COMPLETED	Rob Kilmer	8845 OVERLAKE DR W	<p>Description: Observed a clogged storm water catch basin in the roadway outside of this worksite.</p> <p>Action Taken: Informed site manager and grading and drainage inspector of the issue. Required that the catch basin filter bag be removed, cleaned, and replaced.</p>
CC-2022-074	GENERAL	COMPLETED	Rob Kilmer	7611 NE 12TH ST	<p>Description: Construction-related vehicle parked along right-of-way.</p> <p>Action Taken: Spoke with workers on site and determined that the vehicle was parked for an on-site meeting. Required that hazard flashers be turned on.</p>
CC-2022-075	GENERAL	COMPLETED	Rob Kilmer	7816 NE 12TH ST	<p>Description: Work-related vehicle parked along right-of-way.</p> <p>Action Taken: Determined that the vehicle was for emergency plumbing repair. No further action taken.</p>
CC-2022-076	SIGN VIOLATION	COMPLETED	Rob Kilmer	2402 82ND AVE NE	<p>Description: Commercial sign displayed in right-of-way.</p> <p>Action Taken: Removed sign and notified company regarding sign rules in the City.</p>
CC-2022-077	STOP WORK ORDER	OPENED	Rob Kilmer	7915 NE 24TH ST	<p>Description: Observed construction of a roof structure being built without required permits.</p> <p>Action Taken: Spoke with homeowner to issue a Stop Work Order.</p>

Case Number	Case Type	Case Status	Assigned To	Address	Case Text
CC-2022-078	GENERAL	COMPLETED	Rob Kilmer	8401 NE 12TH ST	<p>Description: Report of a possible illicit discharge caused by pressure washing work</p> <p>Action Taken: Visited site, observed work, spoke with owner. As the work does not involve soap and no chemicals or dirt is entering the storm drain, this work does qualify as an illicit discharge. I asked the owner to make sure solids are swept or shoveled away to ensure any water entering the storm system was free of debris.</p>
CC-2022-079	STOP WORK ORDER	OPENED	Rob Kilmer	2039 77TH AVE NE	<p>Description: Substantial destruction of structure has been performed, exceeding approved, issued permit's approved scope of work.</p> <p>Action Taken: Stop Work Order issued. Project Agent and manager have been notified to contact Building Official.</p>
CC-2022-080	SIGN VIOLATION	COMPLETED	Rob Kilmer	3315 Evergreen Point Road	<p>Description: Complaint regarding a real estate agent sign. Reporter felt that the sign had been up too long or was not related to a specific property site.</p> <p>Action Taken: Visited site and contacted real estate agents listed on the sign. The property is expected to close on July 12, 22. The agents will have the sign removed then. No further action taken.</p>

**June 2022 - Development Project Permitted Tree Removal**

Request Type	Address	Request Date	# Trees Removed	Removed Tree Size	*Supplemental Required	Description
TREE-WITH BUILDING/DEVELOPMENT	3242 Evergreen Point Road	06.09.2022	9		0	Removed for construction, removal size 6,8,8,8,8,19,37,40 - trees within or adjacent to proposed development; 1 12" diameter tree removed dead
TREE-WITH BUILDING/DEVELOPMENT	3234 78th PI NE	05.10.2022	14		3	Removal size 6,6,7,8,8,8,9, 9,10,11,12, 14, 32, 38; trees within or adjacent to proposed development
TREE-WITH BUILDING/DEVELOPMENT	7617 NE 24th St	06.10.2022	2	10, 14	0	Two cherry trees to be removed from front property. Small site

**June 2022 Non-Development Project and Code Enforcement Tree Removal Activity**

<b>Date Rec.</b>	<b>Type</b>	<b>Trees</b>	<b>Address</b>	<b>Permit</b>	<b>Status</b>	<b>Notes</b>
5/18/2022	Tree Performance	Horsechestnut (20")	2410 76TH AVE NE	TREE-22-043	Issued	Application was complete. Permit issued. E-mailed rep ROW tree removal information. Development tree - Do not contact unless requested.
5/20/2022	TREE-ADMIN ROW TREE REMOVAL	Deodar Cedar (45")	1018 84TH AVE NE 1306 Evergreen	TREE-22-040	Complete	Submitted. Left over from Tom. Working with resident. Permit issued.
5/11/2022	Tree Performance	Douglas fir (23, 28, 32")	Point Rd	TREE-22-048	Issued	No "high" risk trees. Informed resident of permitting options. Permit issued. Tree would not be considered "high" risk or a nuisance. Informed resident of permitting options.
5/17/2022	Tree Performance		2405 80th Ave NE	TREE-22-044	Issued	Inspected site and the builder has followed approved plans.
4/18/2022	Risk Assessment Construction	Maple Trees along property	7851 NE 10th Street		Complete	High risk tree on private property. Contacted on 6/13/2022 to inform resident that they will need a tree activity permit. Contacted again on 6/16 informing resident the tree requires a permit.
4/13/2022	Inspection	line.	7721 N.E. 24th		Complete	
5/24/2022	Risk Assessment		7631 NE 14 <sup>th</sup> St		Open	
5/17/2022	Tree Permit Question				Complete	General tree removal question. General tree removal question. Plans to submit for tree removal.
5/24/2022	Tree Permit Question	Shore Pine			Complete	
6/1/2022	Tree Permit Question	Leyland Cypress	8826 NE 2nd Pl.		Complete	General tree removal question. Removal of four significant trees without permit.
5/31/2022	Removed trees without permit	Cherry (24, 19, 17, 15")	7863 NE 10th		Open	Letter written. Contacted homeowner on 6/9/2022 to request final inspection.
6/6/2022	Final tree removal inspection	Black Poplars (31, 38")	3211 Evergreen Point Rd	TREE-22-013	Open	
6/3/2022	PSE tree trimming				Complete	Informed of permit requirements.
6/20/2022	Tree Permit Question	Golden Willow (34")	647 Evergreen Point Rd		Complete	Willow had fallen due to root rot and overloading. Resting in lake Washington. Informed resident of a variety of options for either retention or removal.

6/21/2022	Final tree restoration inspection	7813 NE 10th Street	Tree-21-082	<b>Complete</b>	<b>Site visit scheduled 6/29/22. Restoration requirements have been met.</b>
6/21/2022	ROW Tree issue	304 Upland Rd		<b>Open</b>	<b>Inspected subject trees on 6/29/22. Site visit scheduled 6/29/22. Met with homeowner and discussed tree permitting options.</b>
6/24/2022	Nuisance tree	8925 Lake WA BLVD NE		<b>Complete</b>	