



MEDINA, WASHINGTON

AGENDA BILL

Tuesday, May 28, 2024

Subject: Middle Housing Consultant Discussion

Category: City Business

Staff Contact: Jonathan Kesler, AICP, Planning Manager and Stephen R. Burns, City Manager

Summary:

The Middle Housing Public Engagement and Communication Plan is a working document that describes the goals, objectives, activities, and timeline for community engagement conducted in support of the Department of Commerce Middle Housing Grant in the run-up to the June 30, 2025, deadline for compliance.

This Plan will be amended as needed to ensure that there is broad public engagement in the Middle Housing Land Use Code Update. The consultant would be engaged to work under the general direction of the Planning Manager to complete this plan.

The Middle Housing Plan includes the following elements:

- Objectives of the Public Engagement and Communication Plan.
- Key messages we want to convey to the public about middle housing and this project.
- Stakeholder groups to engage as part of the process, including details on the information needs or engagement objectives for each group.
- Strategies for engagement corresponding to the timeline in the project plan.
- Timeline of the project and engagement activities.
- Summary of previous engagement done by cities to create a shared understanding of what the City of Medina has done to engage the community on housing issues, including challenges.
- Use of a Middle Housing webpage to keep the public informed as to the status of this update. Note:

Staff is requesting review and direction regarding the attached Request for Qualifications (RFQ) so that we may move forward with advertising the opening and interviewing potential candidates for the role. This will ensure that a qualified consultant will be engaged to work with the Planning Manager to complete this plan in a timely manner.

This Middle Housing Public Engagement and Communication Plan meets and supports Council's priorities 2, 3 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

Attachments: RFQ – Middle Housing Consultant

Budget/Fiscal Impact: Hiring of a Middle Housing Consultant is a key step after adopting Resolution No. 444 (Item 9.3 on the present Council Agenda) and is consistent with the City's obligations under the Commerce Middle Housing Grant. By meeting required milestones with appropriate staff, the City will be able to draw from the grant funds and ensure that the Plan is completed by the June 30, 2025, deadline for compliance.

Recommendation: Discussion and direction.

City Manager Approval:



Time Estimate: 30 minutes