



CITY OF MEDINA

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Date: June 14, 2021
To: Honorable Mayor and City Council
Via: Michael Sauerwein, City Manager
From: Steven R. Wilcox, Development Services Department Director
Subject: Development Services Department Monthly Report

Development Services

Other than the large projects that Planning Commission is involved with Development Services staff are busy processing the daily work that crosses their electronic desks. The second quarter of 2021 is extremely busy. With staff on leave and working remotely there has been a re-direction in how we operate. Other than field inspections, most of our communication is through email and on-line video meetings. Our assistance in the fine details of the development projects that are under construction is required and fills much of Development Services staff days.

Development Services Staff:

- Stephanie Keyser, Planning Manager
- Amber Taylor, Development Services Coordinator
Amber is currently on leave with Tim Warner here as a temporary replacement
- Rob Kilmer: Deputy Building Official
- Steve Wilcox: Development Services Director and Building Official

Our efforts to determine if we should replace our permit software begin this month. We have been using SmartGov since 2011 as a permit tracking program. We have been using SmartGov's public portal since June 2020. The public portal has many problems and is timing consuming for our staff who must create "work-arounds" and additional spreadsheets just to perform their daily work in SmartGov. We feel that there must be better products available so we will issue an RFP and interview software vendors in late July.

Permitting

Permit applications were slow at the beginning of 2021. The first quarter of 2021 was slower than in 2020. Prior to COVID-19 causing a shut-down of construction, the first quarter of 2020 was looking to be a volume record. As you can see through the permit submittal report provided to you, the comparison of 2020 and 2021 to date is now what would be expected.

The late second quarter of any year is typically slower in permit submittal volume. This year we are still busy accepting a variety of development project permits.

The late spring and summer of 2021 will look much like last year. As a normal course we receive many permit applications early in the year which are then issued for construction around now. Because of this you may see multiple properties being re-developed at the same time.

We have had one resident inquiry regarding tree removal at a project at the 2400 block of 79th. Our tree code consultant subsequently inspected the work and found that it is in compliance with the tree activity (tree removal and protection) as required by the permit. We are watching and tracking all projects as we are able to in order to assure compliance with all applicable codes.

Planning Commission

The Planning Commission with Stephanie Keyser as staff representative continue to progress on the Council directed Work Plan regarding specific topics of the Tree Management Code.

A required review of Medina's Comprehensive Plan is scheduled to begin at the start of 2022. This Comprehensive Plan review could take up to three years to complete. This review will divert the Planning Commission from most other work. Council should be thoughtful if there are any specific additions that are added to the Comprehensive Plan review as this will complicate and extend the process.

Code Enforcement

We are busy with pro-active enforcement of our Construction Activity Permit rules, and following-up on complaints and inquiries we receive. Construction parking in particular is a daily event for our staff. We had a resident complaint regarding early work start at a project on 78th this past week.

We issued a warning notice and any further violations of the Construction Activity Permit will result in a Stop Work Order and/or a Citation with fines and fees.

Development Services received a resident inquiry regarding a vacant property on the corner of NE 24th and 78th Ave. NE. Along 24th there is a Cyprus hedge that was heavily trimmed to accommodate use of the sidewalk and is now unsightly. Also, along the 78th side the landscape is unmaintained. Both issues are within the public right of way, but are the responsibility of the property owner to maintain. Properties which are purchased as investments, vacant, and have out of the area owners without any contact information are common and time-consuming for Development Services staff. We were able to find a realtor connected with the vacant property at 24th and 798th who has been cooperative to date. The realtor has said that he will be able to direct that the Cyprus hedge be removed and new landscaping installed. Additionally, a broken fence will be repaired and the right of way landscaping along the 78th side of the property will be maintained. We were told that there is no current plan to occupy the house.

We continue to monitor and speak with garbage can owners on Evergreen Point Road north of 520.

Construction Activity Permit

We facilitated one open house in May. Because permit activity remains constant, June appears that it will be busier with at least three open houses.



Monthly Issued Permit Report

May, 2021

Construction Value:	May 2021	May 2020	2021 YTM	2020 YTM	Difference
Accessory Structure	-	-	-	\$16,450.00	(\$16,450.00)
Addition / Alteration	-	-	-	\$1,298,000.00	(\$1,298,000.00)
Fence / Wall	-	-	-	-	\$0.00
New Construction	\$6,287,267.00	\$2,631,248.00	\$15,028,588.00	\$13,612,574.00	\$1,416,014.00
Repair / Replace	-	-	-	\$6,000.00	(\$6,000.00)
Wireless Comm. Facility	-	-	-	-	\$0.00
Total Value:	\$6,287,267.00	\$2,631,248.00	\$15,028,588.00	\$14,933,024.00	\$95,564.00

Permits Issued:	May 2021	May 2020	2021 YTM	2020 YTM	Difference
New Construction	5	1	9	6	3
Permit Extension	-	-	25	-	25
Accessory Structure	-	-	-	1	(1)
Addition / Alteration	-	-	-	2	(2)
Construction Mitigation	-	-	-	2	(2)
Demolition	9	2	14	7	7
Fence / Wall	-	-	-	-	0
Grading / Drainage	8	2	14	8	6
Mechanical	6	3	40	28	12
Other - Moving	-	-	-	-	0
Plumbing / Gas	-	2	-	17	(17)
Repair / Replace	-	-	-	1	(1)
Reroof	-	-	-	-	0
Right of Way Use	-	-	-	1	(1)
Tree Mitigation	9	3	31	12	19
Wireless Comm. Facility	-	-	-	-	0
Total Permits:	37	13	133	85	48

Inspections:	May 2021	May 2020	2021 YTM	2020 YTM	Difference
Building	67	41	362	193	169
	19	4	100	30	70
Engineering/Other	2	1	15	6	9
Tree	-	-	4	-	4
Total Inspections:	88	46	481	229	252

Monthly Applications Received

May-21

Permit Type	Submitted Date	Permit #	Total Valuation	Site Address
B-ADD/ALT	05/03/2021	B-21-050	\$15,000.00	7842 NE 14TH ST
B-ADD/ALT	05/25/2021	B-21-060	\$72,010.05	1026 76TH AVE NE
B-DEM	05/14/2021	D-21-009		438 UPLAND RD
B-DEM	05/21/2021	D-21-010		3430 EVERGREEN POINT RD
B-FENCE	05/17/2021	B-21-054	\$3,000.00	8210 OVERLAKE DR W
B-GAS	05/06/2021	G-21-015		7777 Overlake Dr W
B-GAS	05/06/2021	G-21-016		2220 78TH AVE NE
B-GAS	05/28/2021	G-21-017		1645 73RD AVE NE
B-GATE	05/01/2021	B-21-049	\$27,000.00	1010 82ND AVE NE
B-GATE	05/26/2021	B-21-061	\$20,000.00	3300 78th place ne
B-MECHANICAL	05/03/2021	M-21-033	\$4,000.00	2750 EVERGREEN POINT RD
B-MECHANICAL	05/03/2021	M-21-034		1635 77TH AVE NE
B-MECHANICAL	05/10/2021	M-21-035	\$171.00	3215 78TH PL NE
B-MECHANICAL	05/25/2021	M-21-036	\$6,006.93	8444 MIDLAND RD
B-MECHANICAL	05/27/2021	M-21-037	\$48,000.00	1010 84th Ave NE
B-PLUMBING	05/03/2021	P-21-033		2750 EVERGREEN POINT RD
B-PLUMBING	05/10/2021	P-21-034		7640 NE 12TH ST
B-PLUMBING	05/12/2021	P-21-035		2461 78th Avenue NE
B-PLUMBING	05/26/2021	P-21-042		7777 OVERLAKE DR W

B-ROOF	05/03/2021	B-21-051		2021 78TH AVE NE
B-SFR	05/12/2021	B-21-053	\$100,000.00	7632 NE 14TH ST
B-SFR	05/18/2021	B-21-055	\$25,808.00	7747 OVERLAKE DR
B-SFR	05/21/2021	B-21-059	\$2,150,000.00	3430 EVERGREEN POINT RD
B-WALL	05/20/2021	B-21-057	\$25,000.00	508 UPLAND RD
CAP - CONSTRUCTION ACTIVITY PERMIT	05/20/2021	CAP-21-019		3430 EVERGREEN POINT RD
ENG-GRADING/DRAINAGE	05/21/2021	ENG-GD-21-011	\$2,150,000.00	3430 EVERGREEN POINT RD
P-ADMIN SUBSTANTIAL DEV	05/20/2021	P-21-039		3436 EVERGREEN POINT RD
P-ADMIN VARIANCE	05/17/2021	P-21-036		2841 76TH AVE NE
P-MINOR DEVIATION	05/20/2021	P-21-038		2039 77TH AVE NE
P-NON ADMIN SUBSTANTIAL DEV	05/20/2021	P-21-037		1447 Evergreen Point Rd
P-NON ADMIN SUBSTANTIAL DEV	05/27/2021	P-21-043		202 OVERLAKE DR E
P-SEPA THRESHOLD	05/20/2021	P-21-040		3436 EVERGREEN POINT RD
P-SEPA THRESHOLD	05/21/2021	P-21-041		3430 EVERGREEN POINT RD
PW-RIGHT OF WAY	05/01/2021	PW-ROW-21-035		1010 82ND AVE NE
PW-RIGHT OF WAY	05/10/2021	PW-ROW-21-036		442 Upland Rd
PW-RIGHT OF WAY	05/12/2021	PW-ROW-21-037		7648 NE 12th St
PW-RIGHT OF WAY	05/18/2021	PW-ROW-21-038		500 86TH AVE NE
PW-RIGHT OF WAY	05/23/2021	PW-ROW-21-039		7823 NE 14TH ST
PW-RIGHT OF WAY	05/23/2021	PW-ROW-21-041		1010 84TH AVE NE
PW-RIGHT OF WAY	05/23/2021	PW-ROW-21-040		3265 EVERGREEN PT RD

TREE-ADMIN ROW TREE REMOVAL	05/07/2021	TREE-21-036		8338 Overlake Dr W
TREE-PERFORMANCE	05/21/2021	TREE-21-040		3645 EVERGREEN POINT RD
TREE-PERFORMANCE	05/25/2021	TREE-21-041		2221 78TH AVE NE
TREE-RESTORATION	05/12/2021	TREE-21-037		7861 NE 21st Street
TREE-WITH BUILDING/DEVELOPMENT	05/21/2021	TREE-21-039		3430 EVERGREEN POINT RD

Total # of Permits

45

Total Valuation

\$586,587.39