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Date: June 8, 2026
To: Honorable Mayor and City Council
Via: Jeff Swanson, City Manager
From: Steven R. Wilcox, Development Services Department Director
Subject: Development Services Department Monthly Report

Permitting

Please see the attached May 2026 permits received and permits issued reports. These reports include all permits that Development Services processes for the City of Medina including those for Public Works right of way.

Development Impacts (IOC Ord 1052) Process

On June 17, 2026 there will be a public forum with a 'design charrette' at the St. Thomas Church. The Great Hall has been reserved, and preparations are being made for the event. Our planning Consultant Kim Gunderson is leading this project and the June 17th event. Kim produced the following descriptions:

1. General description of 6/17 event agenda:
 - a. The Development Impacts Project Charette/Forum will invite the collaboration of Medina residents and industry professionals on the City's approach to Phase 1 of the Project. The event will include a presentation on the project's background and concept approach, guided activities designed to explore varied methods for addressing Phase 1, and opportunities for group critique and question. The event will close with remarks offered by the City Manager.
2. Description of how the information gained at the 6/17 event will be applied:
 - a. The on-call Planner will use the Charette/Forum to inform attendees' general acceptance of the City's Phase 1 approach, and will also inform whether new or other ideas should be further contemplated by the Development Services Committee and Planning Commission in its prepared recommendation to Council.

ROW Tree Inventory

Our City Arborist continues to progress in the inventory of right-of-way trees and has completed the first section in southeast Medina from 84th Ave. NE eastward. The inventory work is within budget.

Having the inventory of all City controlled trees such as in parks, right of way, open space, will allow for management of Medina's urban forest. If the Council were to choose to do so, the management of City trees could be defined within a new Tree Management Code. In my opinion, active management of public trees is a legacy project for the Council.

Development Services Topics

Council Work Plan

1. Recently I reviewed the entire workplan with our City Attorney to sort out what items could be combined and make process decisions.

I am now reformatting a version of the Council adopted workplan for my own use.

2. There are five State compliance tasks that are priorities for scheduling:
 - HB 1757 Conversion of nonresidential construction to residential. Due Summer 2026.
 - 2024 Washington State Building Code Update. Requires a review and updating of the MMC. Due May 2027.
 - SB 5559 Unit lot subdivisions. Due July 2027.
 - HB 1096 Residential lot splitting. Due July 2027.
 - SB 5509 Siting of childcare centers. Due July 2027.

The Planning Commission will have two of the five compliance tasks on their September 2026 meeting agenda for introductions by our planning consultant. In October or November 2026 the Planning Commission will be introduced to two additional compliance tasks. The 2024 Building Code Update has been assigned to our Building Official who has been working on this.

3. Various staff are responsible for workplan tasks and will need to bring each of them directly to the Council for discussion, or to the Planning Commission to begin their review.

Workplan State compliance tasks are being evaluated for possible grants.

Attachments:

May 2026 Permits Received Report

May 2026 Permit Issued Report

May 2026 Tree Permit Report