

Exhibit 1

Draft Code Update for Medina Subdivisions

For Planning Commission Review

UPDATES TO DEFINITION CHAPTER 16.12 MMC

Add the following new or amended definitions to **MMC 16.12.130. “L” definitions:**

Lot means (1) a fractional part of subdivided lands having fixed boundaries being of sufficient area and dimension to meet the minimum and maximum underlying zoning district requirements for width, area and street frontage, except for unit lots approved in accordance with MMC 16.73.090.C or 16.73.095; (2) land having fixed boundaries used as a "building site." The term includes parcels and tracts.

Lot, parent means a lot which is subdivided into unit lots through the unit lot subdivision process.

Lot, unit means a lot created from a parent lot and approved through the unit lot subdivision process.

Lot split means a legal lot which is divided into two new lots, at least one of which is smaller than the required minimum lot size. Lots which are split by a “lot split” may not be split nor subdivided a second time.

Add the following new or amended definitions to **MMC 16.12.200. “S” definitions:**

Subdivision means the division or redivision of land into five or more lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership. Subdivision includes unit lot subdivisions that divides or redivides land into five or more lots, tracts, parcels or sites for the purpose of sale, lease, or transfer of ownership. In determining the number of lots, tracts, parcels or sites, the count shall include all lots, tracts, parcels or sites, including any that may be considered a parent lot under the unit lot subdivision sections of this Title.

Subdivision, short means the division or redivision of land into four or fewer lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership. Short subdivision includes unit lot subdivisions that divides or redivides land into four or fewer lots, tracts, parcels or sites for the purpose of sale, lease, or transfer of ownership. In determining the number of lots, tracts, parcels or sites, the count shall include all lots, tracts, parcels or sites, including any that may be considered a parent lot under the unit lot subdivision sections of this Title.

Subdivision, unit lot means a type of short subdivision that allows a parent lot to be divided into two or more unit lots within a development that also includes common areas and that is approved through the unit lot subdivision process. A unit lot subdivision may be a type of short subdivision, or a type of long subdivision, depending on the number of lots created.

Subdivision, zero lot line means a type of unit lot subdivision whereby there is reduced building setbacks from the new lot line. The standards set forth in MMC 16.73.095 apply to zero lot line subdivisions.

Exhibit 1

UPDATES TO SUBDIVISION CHAPTER 16.73 MMC

16.73.020. Applicability.

- A. This chapter shall apply to all divisions of land including short subdivisions, short unit lot subdivisions, subdivisions, unit lot subdivisions, and lot line adjustments hereafter established within the incorporated areas of the City of Medina.
- B. This chapter is applied in conjunction with Chapter 2.72 MMC, Hearing Examiner; Chapter 14.04 MMC, SEPA Model Ordinance; Chapters 16.00 through 16.37 MMC, zoning; Chapters 16.60 through 16.67 MMC, Medina shoreline master program; Chapter 16.50 MMC, Critical Areas; Chapter 16.80 MMC, Project Permit Review Procedures, and other applicable codes referencing this chapter.

16.73.060. Survey requirements.

- A. A Washington State licensed land surveyor registered pursuant to Chapter 18.43 RCW shall prepare, stamp, and seal all proposed lot subdivisions.
- B. A survey is required for all final approvals of lot line adjustments, short subdivisions, short unit lot subdivisions, unit lot subdivisions, and subdivisions and shall meet the survey standards of Chapter 58.09 RCW and Chapter 332-130 WAC.
- C. The surveyor shall certify on the final document to be recorded that it is a true and correct representation of the lands actually surveyed.
- D. Whenever a survey reveals a discrepancy, the discrepancy shall be noted on the face of the subdivision. "Discrepancy" means: (1) a boundary hiatus; (2) an overlapping boundary; or (3) a physical appurtenance, which indicates encroachment, lines of possession, or conflict of title.

16.73.080. Review procedures and approvals.

Each lot line adjustment and division of land is processed as a different action type as described in MMC 16.80.050 and summarized as follows:

- A. Approval of a lot line adjustment application is a two step process, which includes final approval by the director and recording with the King County auditor.
- B. Approval of a division of land is a four step process including preliminary approval, installation or bonding of required improvements, final approval, and recording with the King County auditor. The process summarizes as follows:
 - 1. *Short subdivision.*
 - a. A preliminary short subdivision or preliminary short unit lot subdivision is processed as a Type 2 decision pursuant to Chapter 16.80 MMC.

Exhibit 1

- b. Installation of infrastructure improvements as determined by the city, or providing a form of security as determined by the city to ensure such improvements are installed.
 - c. A final short subdivision or final short unit lot subdivision is processed as a Type 1 decision pursuant to Chapter 16.80 MMC.
 - d. The final short subdivision or final short unit lot subdivision shall be submitted to the director within five years of the date that the preliminary approval became final or the short subdivision shall become null and void.
 - e. The director's signature is required on the final short plat.
2. *Subdivision.*
- a. A preliminary subdivision or preliminary unit lot subdivision is processed as a Type 3 decision pursuant to Chapter 16.80 MMC.
 - b. Installation of infrastructure improvements as determined by the city, or providing a form of security as determined by the city to ensure such improvements are installed.
 - c. A final subdivision or final unit lot subdivision is processed as a Type 2 decision pursuant to Chapter 16.80 MMC.
 - d. The final subdivision or final unit lot subdivision shall be submitted to the director within five years of the date that the preliminary approval became final or the subdivision shall become null and void.
 - e. The following signatures on the final plat are required before the director can submit the final plat to the city council for their action:
 - i. *Director:* Whose signature approves compliance with all terms of the preliminary plat approval of the proposed plat subdivision or dedication.
 - ii. *City engineer:* Whose signature approves the layout of streets, alleys and other rights-of-way, design of bridges, sewage and water systems and other structures.
 - iii. *City of Bellevue utilities:* Whose signature approves the adequacy of the proposed means of sewage disposal and water supply.
 - iv. *King County treasurer:* Whose signature confirms a statement that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been duly paid, satisfied or discharged.
 - v. *Property owner:* Whose signature confirms a statement that the subdivision has been made with the free consent and in accordance with the desires of the owner.
 - f. The city council may authorize the mayor to sign an approved final plat.

Exhibit 1

16.73.090. Approval criteria—Lot line adjustment, short subdivision, ~~and~~ short unit lot subdivision, subdivision, and unit lot subdivision.

The following criteria shall be used to review and approve lot line adjustments, preliminary short subdivisions and subdivisions:

A. *Lot line adjustments.*

1. Does not create any additional lot, tract, parcel, or division of land;
2. Does not create a lot, tract, parcel, site, or division of land which contains insufficient area or dimension to meet the minimum requirements for area and dimensions as set forth in the Medina Municipal Code;
3. Does not create or diminish any easement or deprive any parcel of access or utilities; and
4. Does not create or increase the nonconformity of structures, lots, or other factors with respect to development standards.

B. *Preliminary short subdivisions and preliminary subdivisions.*

1. The proposal is in conformance with the comprehensive plan, shoreline master program, and any other city-adopted plans;
2. Provisions have been made for water, storm drainage, erosion control and sanitary sewage disposal for the subdivision that are consistent with current standards and plans as adopted in city code or ordinance;
3. Provisions have been made for roads, utilities, street lighting, street trees and other improvements that are consistent with the zoning code, Chapter 16.90 MMC, and engineering standards;
4. Provisions have been made for dedications, easements and reservations;
5. The proposal complies with the relevant requirements of the zoning code and all other relevant local regulations;
6. Appropriate provisions are made for:
 - a. The public health, safety, and general welfare and for such open spaces, drainage ways, streets or roads, alleys or other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and
 - b. The public use and interest will be served by the platting of such subdivision and dedication.

C. *Unit lot subdivision; short unit lot subdivision.*

1. Applicability.

- a. The provisions of this subsection apply exclusively to the unit lot subdivision or short unit lot subdivision of land proposed to be developed

Exhibit 1

with attached or detached dwellings in all zoning residential districts in which residential dwellings are permitted.

b. This subsection may only be utilized for the division of lots which either meet the minimum lot size for the underlying zone or are legal non-conforming lots that existed prior to June 30, 2025.

c. Unless expressly modified by this section, all provisions applicable to subdivisions, including subsection B above, are also applicable to unit lot subdivisions.

2. General Requirements.

a. Unit lots shall be subject to all applicable requirements of the City's zoning code, except as otherwise modified by this section.

b. Subdivision of middle housing units on a single lot. A unit lot subdivision proposed for a residential lot shall be limited such that the maximum number of lots shall be no greater than the maximum number of dwelling units on a lot as set forth in MMC 16.21.060. In addition, each unit lot shall be entirely outside of a critical area and shoreline buffers, and building setbacks shall be required from any critical area buffer consistent with Subtitles 16.5 and 16.6 of the Medina Municipal Code.

c. Development on individual unit lots within the unit lot subdivision need not conform to the minimum lot area, minimum density, or dimensional requirements; provided, however, that any structure located upon a unit lot shall comply with the maximum building height requirements and the density requirements for the underlying zone. The overall development of the parent lot must meet the development and design standards of the underlying zone. The maximum lot coverage for the underlying zone shall apply collectively to all properties within the unit lot subdivision. In addition, if the lot maximum is increased under MMC 16.73.090.C.2.b based on the development of one or more accessory dwelling units, then the usage of those lots shall be permanently restricted to accessory dwelling unit and may not be converted to a different type of dwelling unit.

d. Within the parent lot, required parking for the dwelling units may be provided on a different unit lot than the lot with the dwelling unit if the right to use that parking is formalized by an easement recorded with the King County Recorder's Office.

e. A unit lot subdivision shall make adequate provisions through easements for ingress, egress, emergency services, and utilities access to and from each unit lot created by reserving such common areas or other areas over, under, and across the parent lot as necessary to comply with all applicable development standards. Such easements shall be recorded with the King County Recorder's Office.

Exhibit 1

f. Access easements, joint use agreements, and maintenance agreements identifying the rights and responsibilities of property owners and any homeowners association shall be executed for use and maintenance of common garage, parking, and vehicle access areas, landscaping, underground utilities, common open space, exterior building facades and roofs, any portions of the parent lot not subdivided for individual unit lots, and other similar features, and shall be recorded with the King County Recorder's Office.

g. If the development includes zero lot line residential development, the performance standards contained in MMC 16.73.095 will apply.

3. Notes on Plat. Notes shall be placed on the plat recorded with the King County Recorder's Office to state the following:

a. The title of the plat shall include the phrase "Unit Lot Subdivision."

b. The individual unit lots are not separate buildable sites. Additional development of the individual unit lots may be limited as a result of the application of development standards to the parent lot.

c. Approval of the design and layout of the development was granted by the review of the development, as a whole, on the parent lot.

d. Additional development of the individual unit lots, including but not limited to reconstruction, remodel, maintenance, addition, or changes in use shall comply with conditions of approval of the unit lot subdivision and may be limited as a result of the application of development standards to the parent lot or other applicable regulations.

e. Subsequent platting actions, additions, or modifications to any buildings may not create a nonconformity of the parent lot.

e. Additional divisions of land which create a new lot shall not be permitted in this Unit Lot Subdivision.

****New Code Section**:**

16.73.095 Lot segregations – Zero-lot-line development.

In any zone where zero-lot-line development is permitted, interior setbacks may be modified during subdivision, short subdivision review, unit lot subdivision, or unit lot short subdivision review as follows:

A. If a building is proposed to be located within a normally required interior setback:

Exhibit 1

1. An easement shall be provided on the abutting lot of the subdivision that is wide enough to ensure a 10-foot separation between the walls of structures on adjoining lots, except as provided for common wall construction;

2. The easement area shall be free of permanent structures and other obstructions that would prevent normal repair and maintenance of the structure's exterior;

3. Buildings utilizing reduced setbacks shall not have doors that open directly onto the private yard areas of abutting property. Windows in such buildings shall not be oriented toward such private yard areas unless they consist of materials such as glass block, textured glass, or other opaque materials, and shall not be capable of being opened, except for clerestory-style windows or skylights; and

4. The final plat or short plat shall show the approximate location of buildings proposed to be placed in a standard setback area.

B. In the residential zones, setbacks on existing individual lots may be modified; provided, that the standards set forth in subsection (A)(1) of this section are met.

16.73.100. Submittal requirements.

An applicant seeking approval of a lot line adjustment, preliminary short subdivision, preliminary short unit lot subdivision, preliminary unit lot subdivision, or preliminary subdivision must submit a complete application requesting approval. It is the responsibility of the applicant to provide all of the necessary information before the application is processed. In conjunction with the appropriate fee, a complete application under this chapter shall include, but is not limited to, the following:

- A. Application shall be made on the appropriate forms prescribed by the city and shall be signed and dated by the property owner or authorized agent. When an authorized agent is involved, they shall provide proof they represent the legal interests of the property owner.
- B. The application shall contain each of the following:
 1. The name, address and telephone number of the applicant and person to be contacted;
 2. The King County assessor's tax identification number;
 3. The name, address and telephone number of the owner of the property;
 4. Address or location of the property to be subdivided;
 5. Legal description of the property (from the title report verbatim);
 6. The existing zone classification of the property;

Exhibit 1

7. The existing shoreline environmental designation if any land is within 200 feet of the ordinary high water mark as defined by RCW 90.58.030(2)(b);
 8. Approximate project site lot area in acres;
 9. The range of lot sizes in square feet.
- C. Plan drawings.
1. All drawings shall be to scale on an 18-inch by 24-inch sheet of paper (multiple sheets may be used in order to provide clarity).
 2. Lot line adjustment. In addition to the illustrations prescribed in subsection (C)(3) of this section, plan drawings for lot line adjustments shall include the following:
 - a. The final lot boundaries shall be shown with a heavier line weight to clearly distinguish them from existing boundaries;
 - b. A full and correct legal description of the revised lots; and
 - c. Comply with the survey requirements set forth in MMC 16.73.060.
 3. Preliminary short plat/plat. Drawings shall include the following illustrations:
 - a. Location of the site by section, township, range;
 - b. North arrow and the boundary of the lands being divided or having the boundaries adjusted;
 - c. Scale at not less than one inch equals 100 feet (larger scales such as 1:50, 1:20, and 1:30 are preferred);
 - d. Vicinity map showing the site clearly marked (smaller scale than 1:100 is acceptable);
 - e. The proposed layout and dimensions of lots and tracts;
 - f. The name of any adjacent subdivisions;
 - g. The approximate location, names and width of all existing and proposed streets, roads, private lanes and access easements within the boundaries of the lands being affected;
 - h. The location of existing and proposed improvements such as storm water facilities, sidewalks, utilities, power poles, etc., within the boundaries of the lands being affected and adjacent lots;
 - i. All existing and/or proposed easements or divisions proposed to be dedicated for any public purpose or for the common use of the property owners of the lands being subdivided;
 - j. A full and correct description of the lands being divided or having the lot lines adjusted;
 - k. Approximate location of existing structures and other improvements located on the site and whether such structures are proposed to remain on the property;

Exhibit 1

- l. Shorelines, streams, wetlands, wildlife habitat conservation areas, and geologically hazardous areas as defined in Chapter 16.50 MMC, Critical Areas, and the shoreline master program;
 - m. Topographical information showing existing contour lines at intervals of two feet elevation; and
 - n. For unit lot subdivisions or short unit lot subdivisions, show the boundaries of the parent lots and unit lots, areas of common use, show all setback lines, and show the general building footprints for the proposed unit lots.
- D. Reduced plan drawing consisting of an 11-inch by 17-inch reproducible copy of the site plan containing the information prescribed in subsection (B) of this section, except this provision shall not apply to a lot line adjustment.
 - E. Title report issued within 30 days of application, showing all persons having an ownership interest, a legal description describing exterior boundary of application site and listing all encumbrances affecting the site.
 - F. Public notice packet as required by the corresponding application.
 - G. Environmental (SEPA) checklist for a subdivision application.
 - H. Water and sewer availability from city of Bellevue utilities (not applicable to a lot line adjustment).
 - I. Perimeter lot closures for all lots, tracts, and the exterior boundary.
 - J. Any related information and/or studies (including but not limited to storm drainage report and critical areas report) required by other provisions of the Medina Municipal Code, identified in the preapplication meeting, or deemed necessary by the director.

16.73.110. Approval criteria—Final short subdivision and subdivision.

The following criteria shall be used to review and approve a final short subdivision, final short unit lot subdivision, ~~and~~ final subdivision, and final unit lot subdivision:

- A. Conforms to all terms of the preliminary approval;
- B. Meets all zoning and engineering requirements;
- C. Meets all requirements of this chapter;
- D. Meets all applicable local and state laws that were in effect at the time of vesting; and
- E. Improvements have been constructed, or a bond or other security has been secured at 130 percent of the estimated construction value accepted by the city.

16.73.120. Submittal requirements—Final short subdivision and subdivision.

An applicant seeking final approval of a short subdivision, short unit lot subdivision, ~~or~~ subdivision, or unit lot subdivision must submit a complete application requesting approval. It is the responsibility of the applicant to provide all of the necessary information before the application is processed. In conjunction with the appropriate fee, a complete application for a final subdivision approval shall contain, but is not limited to, the following:

Exhibit 1

- A. Application shall be made on the appropriate forms prescribed by the city and shall be signed and dated by the property owner or authorized agent.
- B. Final plan drawings.
 - 1. All drawings shall be to scale on an 18-inch by 24-inch sheet of paper (multiple sheets may be used);
 - 2. Contain the illustration and information set forth in MMC 16.73.100(C)(3), except the director may approve a scale up to one inch equals 200 feet in order to fit the layout of a plat on a single sheet;
 - 3. Meet the survey requirements set forth in MMC 16.73.060;
 - 4. Include addressing of individual lots assigned by the city;
 - 5. Certificate for the approval signatures detailed in MMC 16.73.080;
 - 6. Treasurer's certificate to ensure payment of taxes; and
 - 7. Other information requested during the preliminary short plat or plat approval.
- C. If the short subdivision, short unit lot subdivision, ~~or~~ subdivision, or unit lot subdivision includes a dedication, the following statements shall be included:
 - 1. The dedication of all streets and other areas to the public, and individual or individuals, religious society or societies, or to any corporation, public or private, as shown on the plat;
 - 2. A waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage and maintenance of said road;
 - 3. Said statements shall be signed and acknowledged before a notary public by all parties having any interest in the lands subdivided.
- D. Lot numbering. Lots shall be consecutively numbered; tracts shall be lettered alphabetically and in consecutive order.
- E. Plat certificates. Three copies of a plat certificate for the subject property shall accompany a final subdivision application.
- F. Perimeter lot closures for all lots, tracts, and the exterior boundary.
- G. For unit lot subdivisions or unit lot short subdivisions, the following notes shall be included on the face of the plat:
 - 1. The title of the plat shall include the phrase "Unit Lot Subdivision."
 - 2. The individual unit lots are not separate buildable sites. Additional development of the individual unit lots may be limited as a result of the application of development standards to the parent lot.
 - 3. Approval of the design and layout of the development was granted by the review of the development, as a whole, on the parent lot.
 - 4. Additional development of the individual unit lots, including but not limited to reconstruction, remodel, maintenance, addition, or changes in use shall comply with conditions of approval of the unit lot subdivision and may be limited as a

Exhibit 1

result of the application of development standards to the parent lot or other applicable regulations.

5. Subsequent platting actions, additions, or modifications to any buildings may not create a nonconformity of the parent lot.
6. Additional divisions of land which create a new lot shall not be permitted in this Unit Lot Subdivision.

16.73.140. Recording with county auditor.

All lot line adjustments, final short subdivisions, final unit lot short subdivisions, final unit lot subdivisions, and final subdivisions shall be filed for record with the office of the King County auditor. The applicant shall furnish three copies of the recorded document to the city and one copy shall be filed with the King County assessor.

16.73.150. Expiration of final approval.

Approvals of lot line adjustments, final subdivisions, final unit lot subdivisions, final unit lot short subdivisions, and final short subdivisions shall automatically expire if the plans are not recorded within one year of the written approval date.