



MEDINA, WASHINGTON

AGENDA BILL

Monday, November 25, 2024

Subject: Middle Housing

Category: City Council Business

Staff Contacts: Jonathan G. Kesler, AICP, Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance

Summary

Since the last update was presented to the City Council during their regular meeting of November 12, work has continued to steadily progress on the Medina Middle Housing project.

The Planning Commission held a meeting on Monday, November 18, at which several important topics were discussed, and recommendations were made for City Council consideration. The DCS also held a working session on Wednesday, November 20 at which the primary focus of the conversation was on the upcoming community engagement efforts.

Regarding the code amendments specific to Medina as a Tier 3 city, revisions have been made to both the gap analysis spreadsheet and the code amendment document, based on feedback received from both the Planning Commission and City Council. These two documents are attached to this memo as **Exhibits 3 and 4**. The updates were made based on guidance provided in the Tier 3 memo, attached as **Exhibit 5**. The updates within both the spreadsheet and the word document are summarized as follows:

1. Removed “single family” from 16.00.020.B.2
2. Added to the ADU definition the following language: “An accessory dwelling unit that exceeds the size limitations set forth in MMC 16.34.020, is defined as a cottage, if detached, or as a duplex unit if attached to another dwelling unit.”
3. Added a definition of “condominium” consistent with state law.
4. Added a definition of “unit” based upon City Council feedback.
5. Updated 16.21.060.A for clarity consistent with updated Commerce guidance.
6. Corrected subsection numbering where needed.
7. Updated 16.34.020, specifically subsections A, C, D.5, and D.6 consistent with updated guidance and PC discussions.
8. Placeholders were notated for possible inclusion of Multifamily-Low Zoning in various locations of the code.
9. Placeholder was included for future work on fence height.
10. Placeholders were added for future inclusion of cottage housing, townhouses and multi-family standards.

Discussion also led to the identification of future code amendments that will need to be considered after adoption of the middle housing code updates.

As previously shared, SCJ has also developed various graphics to help visualize how the code amendments that allow for the inclusion of middle housing could impact the community. During their previous meetings, the Planning Commission made various requests for modifications to the graphics to more accurately reflect the scale and appearance of Medina lots, with the inclusion of trees, and more descriptors through the addition of a legend and setback measurements. The requested changes have been made, and the new graphics are depicted within the PowerPoint presentation which has been included in the packet as **Exhibit 1**.

The Planning Commission and the DSC have also held thoughtful discussions on the best means of sharing information with the Medina community members. The various ideas for engaging the public have been captured in a Public Engagement Plan Memo, which has been attached as **Exhibit 6**. This document was originally provided to the Planning Commission on November 18. Edits were captured in Track Changes based on discussion with the Commission. The document is being provided with the changes depicted so that Council can see various options discussed. The previously approved Resolution No. 444 has also been attached as a reference document as **Exhibit 7**.

In light of the timelines for deliverables, Staff has also identified three potential dates in January for holding community forums within Medina. A schedule of meeting dates, with all CC, PC and DSC meeting dates has been included as **Exhibit 2**, along with the potential community forum dates. Staff and SCJ are seeking feedback from the City Council regarding the potential dates and locations for community engagement.

SCJ and City Staff look forward to a robust discussion with the City Council regarding the next steps in the middle housing update process. To aid the discussion several items are being presented to City Council for their consideration. The attached materials for review include the following:

1. PowerPoint presentation that includes updated **graphics** that have been refined based on City Council and Planning Commission feedback. (**See Exhibit 1**)
2. Meeting date schedule.
 - a. This includes all meetings scheduled from October through the end of January, at which point the DRAFT middle housing updates will need to be submitted to Commerce.
 - b. This calendar also includes POTENTIAL meeting dates for conducting one to two Community Forums.
 - c. This schedule can also be found within the PowerPoint.
3. Updated Gap Analysis spreadsheet in MS Excel
4. Updated code amendments in MS Word
5. Tier 3 Housing Memo which provides a breakdown on the various State mandates for Tier 3 communities.
6. Public Engagement Plan memo drafted by SCJ.
 - a. This memo incorporates feedback from the Planning Commission depicted in Track Changes.
7. Resolution No. 444 Public Engagement Plan

Staff and SCJ look forward to further discussion with the City Council during the upcoming working session, with particular attention paid to the potential community engagement activities.

This Middle Housing Land Use Code Update project continues to meet and support Council's priorities 1, 2 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 and Community Building**

Attachments

- Exhibit 1: PowerPoint presentation with updated graphics
- Exhibit 2: Meeting Date Schedule
- Exhibit 3: Updated Gap Analysis spreadsheet in MS Excel
- Exhibit 4: Updated code amendments in MS Word
- Exhibit 5: Tier 3 Housing Memo
- Exhibit 6: Public Engagement Plan memo from SCJ Alliance
- Exhibit 7: Resolution No. 444, Public Engagement Plan

Budget/Fiscal Impact: Proceeding with the Middle Housing Scope of Work is consistent with the City's obligations under the Commerce Middle Housing Grant. By meeting the required milestones, the City will be able to draw from the grant funds.

Recommendation: Discussion and direction.

City Manager Approval: 

Proposed Council Motion: N/A

Time Estimate: 90 minutes