



CITY OF MEDINA

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Date: December 12, 2022
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Steven R. Wilcox, Development Services Department Director
Subject: Development Services Department Monthly Report

I would enjoy talking with you individually about anything in this report. The best way to contact me is at swilcox@medina-wa.gov. Also 206-235-9137 or 425-233-6409.

Permit Activity

Please see the two permit activity reports provided. You will notice in the “November 2022 Issued Permits” report that the Total Value of permits issued continued the 2022 trend. November was an exceptionally slow month for permit issuance and our year-to-date permit valuation total is behind 2021 by nearly 28%.

Development Services Fund

2023 will be a year of evaluation, preparation, and possible action towards changing certain aspects of the Development Services Fund. The DS Fund is new to 2022 and we have learned some positives and negatives through using the fund during the past year. Pending City Manager and Council input and approvals, a goal in the first half of 2023 will be to build the framework for a 2024 DS Fund budget that is sustainable. Currently, we are preparing for a discussion that we hope to have with Council regarding DS Fund concepts sometime in early 2023.

In the previous Development Services Staff Report dated November 14, 2022, a general overview was provided which was titled “Development Services Fund Concepts”. These described concepts are being further developed through research, staff discussions, and consultation with Municipal Research and Services Center (MRSC). A more complete draft of concepts for changes to the DS Fund will eventually need to be reviewed by our City Attorney prior to an initial discussion with Council.

The overall purpose of this new concept discussion is the idea of creating a DS Fund that is independently sustainable through the highs and lows of the local development economy. The DS Fund should not be assumed that it can currently be independent of the General Fund through year-to-year local development activity changes. Considering the recently approved Medina tax levy, a separation of costs and services associated with development activity should be consistently shown, and the DS Fund was established in 2022 with that as a primary motive. However, the DS Fund was not established in a manner which can confirm independence and sustainability over time.

Assuming Council approval, a goal for achieving changes to our DS Fund would be the start of the 2024 budget preparation next summer. I would enjoy speaking with you individually about this prior to what I hope is an early 2023 discussion with the full Council.

Planning Commission

By Stephanie Keyser, Planning Manager

Planning Commission held a public hearing on their annual minor code amendments during their November 15th meeting. After discussion, consideration of staff's recommendation, and a review of the record, Planning Commission voted unanimously (7-0) to recommend approval of the minor code amendments. December's Planning Commission meeting has been canceled in lieu of the joint meeting that will be held during the first hour of the December 12th Council meeting.

Comp Plan

The first city-wide Comp Plan survey has been released and will be open until January 28, 2023. To ensure we capitalize on receiving as much input as we can, the City is using the following strategies: weekly email and social media reminders will be sent out from now until the survey's close; sandwich boards with a QR code will be placed in the parks and outside of City Hall; hard copies will be mailed to every house in Medina; and hard copies will be available at City Hall to pick up.

Staff continues to work with CREA on finalizing the GMA checklist (this is the first item required by our GMA Grant) and doing a first review of the Comprehensive Plan goals and policies. This is an initial edit by staff to remove policies and goals that have been achieved or are now codified. All new goals and policies will be discussed and agreed upon by Planning Commission and Council. In preparation for the joint PC/CC meeting, the Development Services Committee (DSC) met on Monday, December 5th to preview CREA's presentation and related materials.

Construction Activity and General Medina Municipal Code Enforcement

Our staff placed emphasis on garbage/recycle bin enforcement this past month. We have not had many positive results by placing notices on bins. We want to avoid taking formal actions such as issuing citations for leaving bins out, but it remains an option.

Staff has been asked to contact individuals who leave bins in the public right of way on a regular basis, and work with them towards code compliant solutions. All of this takes time so this may be a slow process, but we will continue to be diligent. Bin enforcement is a regular weekly activity for us.

Tree Management Code Enforcement

Please see the two reports by our Tree Management Code consultants. You may notice that our reports are evolving and we are now close to having a template, If you have comments or ideas for improvements please let me know.

At the second Council meeting in January 2023 our two City Arborists will make a joint presentation. The purpose of the presentation is to make you aware of experiences and

thoughts our two new City Arborists now have after using our Tree Management Code for several months. Both of our Arborists have experience with other local jurisdictions which they will use to give you some comparisons.

Andy Crossett is our non-development project arborist consultant. Andy responds to requests from homeowners who want to remove a tree on their property or in the adjacent public right of way. Andy also performs code enforcement and hazardous tree evaluations on non-development projects.

Sean Dugan is our development project arborist consultant. Sean participates in our pre-application process, reviews development site permit applications, performs inspections, performs code enforcement on development sites, and will assist the City with code amendments, the Comprehensive Plan Update and other.

We have two arborist's performing similar, but different tasks for us. When soliciting to find a new arborist following Tom Early's departure last year we were not able to find a person who could perform the entire job description for us. Now, we have two qualified arborist consultants.

Tree Infestation Concerns

Recently Andy Crossett was asked by a Medina resident to evaluate a tree for removal. In October, a resident requested an inspection of a legacy-sized Douglas fir on her property. She was concerned about a possible Bark Beetle infestation due to information received by a representative of Evergreen Tree Service which is a local arborist/tree service company. It was claimed that the resident's tree was "infested" and would likely die and fall on her house. It was stated that there is an on-going Bark Beetle "infestation" in Medina. Our City Arborist inspected the tree and found no sign of the beetles. Our Arborist has inspected many Douglas Fir throughout Medina and has found no evidence of a Bark Beetle infestation.

2021 Washington State Building Code

The 2021 Washington State Building Code ("State Code") was adopted by the state. We will need to implement the 2021 codes on July 1, 2023. The implementation date could change.

Once a comparison of code changes has been prepared we will share that in a staff report. The primary effect of the code change will be in energy efficiency through the Washington State Energy Code. Council will be asked to approve the adoption of the 2021 Washington State Building Code.