



# CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144  
TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

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## MEMORANDUM

DATE: November 18, 2024  
TO: Medina Planning Commission  
FROM: SCJ Alliance, Middle Housing Consultant  
RE: Middle Housing Review and Discussion

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### **Summary:**

During the previous Planning Commission meeting held on November 6, 2024, discussion was held on the Middle Housing update project that is currently underway for the City of Medina.

The Commission reviewed the relevant housing legislation, and also reviewed potential updates to the City Code in conjunction with the draft Gap Analysis matrix which summarizes the potential changes in spreadsheet format. The Planning Commission also reviewed graphics that were developed by SCJ Alliance to help visualize the various Middle Housing types under consideration. Discussion was also held on next steps for public participation.

In the time since the PC meeting, the City Council also received a briefing during their meeting of November 11, 2024. Based on feedback received from both the Planning Commission and City Council, revisions have been made to both the gap analysis and the code amendment document. These two documents are attached to this memo as Attachments #1 and #2.

The updates within both documents 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.

When reviewing the graphics, the Commission made a request for modifications to the graphics provided to more accurately reflect the scale of Medina lots, and to depict ADU's outside of the setback. The requested changes have been made, and the new graphics are depicted as the third attachment.

Finally, a request was made for more specificity regarding future public outreach. In response to that request, a memo has been provided as the fourth attachment to this packet. The memo draws upon the previously adopted Public Engagement Plan adopted by City Council through Resolution #444. The memo outlines several possible options that can be utilized by the City. The Planning Commission is being asked to provide recommendations for the most appropriate methods of outreach, and this will also be discussed in further detail with the Development Services Committee when they meet on November 20. Whatever means are selected for community engagement, it will be important for the City to make decisions on which information is ready to be shared with the public, and what types of questions would be appropriate to include in any future visual preference, or other, surveys.

**Attachments:**

- Exhibit 1 - Updated Gap Analysis Spreadsheet
- Exhibit 2 - Updated Code Amendments
- Exhibit 3 - Updated Graphics, Tier 3 Housing
- Exhibit 4 – Middle Housing Public Engagement Plan Memo