



501 Evergreen Point Road, Medina WA 98039  
425.233.6400 [www.medina-wa.gov](http://www.medina-wa.gov)

---

**Date:** December 8, 2025  
**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 permits issued report provided. The summary is that permit applications in 2025 remained low through the entire year.

2024 was also slow but appears busy (see comparison) due to a large number of applications in late 2023 and the associated permits then issued in 2024. Since issuing the 2023 permits in the first half of 2024, Development Services activity has been slow.

I will provide a summary next month of permit activity including a 2025 Permit Valuation chart.

## Permit Applications of Interest

Here is an update of a project which Council has been previously advised on.

### American Tower Company (ATC)

We are processing building permit applications for changes to nine existing ATC cell facilities (wood poles with antennas) located within Medina public right of way. A tenth facility will require a height variance and is not currently being processed.

## Development Services

I apologize for the brief report this month. I am out of the office currently, but still getting some work accomplished. Next year will be busy for Development Services and it is going to require that our staff put in full effort.

I am not expecting permit activity to increase from where it has been the past two years because there is no reason to. For various reasons I do believe that it is appropriate to look into why development/permit activity in Medina is low and for so long. This is a project for early 2026 that will help with 2027 budgeting and other decisions.

Development Services is financed through permit fees, cash deposits, and the General Fund. With a better understanding of projected long-term development activity for Medina we can improve how

we operate and also increase transparency. The General Fund should only provide a reserve for the DS Fund in my opinion, but the reserve amount has not been established as a policy and probably should be. Permit fees vs. increasing reliance on cash deposits should be evaluated. An outside consultant can perform a “fee study” for us, but in lieu of that I will at least get a start on what I see is needed. An alternative is to eliminate the DS Fund.

A Planning Commission work calendar is still pending. We can keep PC busy, but it is without a calendar until work is understood, priorities are established and then assigned. If PC is working on mandates as required by the state and Council priorities as we know them, we can keep PC busy in 2026, but it is without long-range Council direction.

I believe that Council should be introduced to options for tree management. In 2026 we will have the data collected which is needed to begin making decisions about how the City would like to manage trees. Potentially this could include a change in our existing Tree Management Code philosophy. If the Council did decide to make changes to Medina tree management, this could be scheduled for 2027 with preparations starting in late 2026 following budget discussions.

Administrative work to improve Development Services will keep our Development Coordinator and Building Official busy even if permit activity is low in 2026. The Building Official is allotted 50% of his cost to Development Services in 2026.