

September 2025 Monthly PRR Report

Ref. #	Public Records Request	Requester Name	Request Date	Dept.	Assigned Staff
25-198	Please send me all issued permits in regards to the dock/pier located at 3261 Evergreen Point Rd going back in time as far as possible.	Evan Wehr	9/30/2025	Development Services	Dawn Nations
25-196	All records regarding Michelle Kulp since September 26, 2025. She stated she has sent emails to the Medina City Council and stated that she has been in contact with Joseph Brazen. This request is for all documents, photos, emails, texts, videos, and other records to any department or employee or official or police.	Eric Hokanson	9/29/2025	Human Resources	Dawn Nations
25-195	Good afternoon, I am wanting to get as-built drawings for all utilities in my driveway. Electrical, Sewer, Water, Storm, and anything else that shows up in there as soon as possible. Thank you.	Sean Matthew Thorson	9/29/2025	Public Works	Dawn Nations
25-194	I'd like a copy of the claims/judgements register.	Walter Krom	9/29/2025	Finance	Dawn Nations
25-193	Can you please send me the approved plans and permits for the land use permit and building permit to modify the pier and repair the bulkhead at 130 Overlake Dr E?	Evan Wehr	9/26/2025	Development Services	Dawn Nations
25-192	Any work done or any right of way permits issued by City of Medina or City of Medina's utility department in the vicinity of 2610 82nd Ave NE Medina, WA 98039 and the 8005 NE 28th St, Medina, WA 98039.	Angelina	9/25/2025	Development Services	Dawn Nations

Pursuant to the Public Records Act, this is a request for a copy of the following records: An electronic file (ie Excel, PDF, Word) of any and all employees including part-time, temporary, seasonal employees and elected officials for year of 2024. Each employee record should contain the year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. The principal purpose of this is to make this information more accessible to the public and to access and disseminate information regarding the health, safety, and welfare of the general public. This request is not principally for personal or commercial benefit. Our agency is just exercising the general rights of the public. For these reasons, we are requesting a waiver of fees. If there is a charge for this service, please obtain my approval in writing prior to proceeding with request. All documents can be e-mailed to Washington@OpenTheBooks.com or mailed in electronic format (preferred format would be .csv or .xls). If any documents are not provided in the format specified, please provide the state or federal statutes relied upon for that decision. If any record or portion of a record responsive to this request is contained in a record or portion of a record deemed unresponsive to the request, I would like to inspect the entire document. Under the Open Records Act/Freedom of Information Act, all non-exempt portions of any partially-exempt documents must be disclosed. If any records or portions of records are withheld, please state the exemption on which you rely, the basis on which the exemption is invoked, and the name of the individual responsible for the decision. Thank you for your prompt consideration of my request. If you have any questions, or if I can be of any assistance, please e-mail me at Washington@OpenTheBooks.com.

25-191

Isabelle Schreiner	9/25/2025	Human Resources	Dawn Nations
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Pursuant to the Public Records Act, this is a request for an electronic copy of all payment transactions for fiscal year 2023-2024 or calendar year 2024. This could be considered one of the following reports: Vendor Payment Checkbook Report, Checkbook Register, Expenditure Data, Transactional Detail Payments, Online Checkbook, or Disbursements. We would accept any existing report which contains a minimum of the Payee Name, Amount and Date of each transaction. The principal purpose of this is to make this information more accessible to the public and to disseminate information regarding the health, safety, and welfare of the general public. This request is not for personal or commercial benefit and we are exercising the general rights of the public. For this reason we are requesting a waiver of fees. If there is a fee for this data, please obtain my approval in writing prior to proceeding with this request. All documents can be e-mailed to Washington@OpenTheBooks.com. We would prefer a file format of csv or xlsx. If any records or portions of records are withheld, please provide the exemption and the name of the individual responsible for the decision. Thank you for your prompt consideration of my request. If you have any questions, or if I can be of any assistance, please e-mail me at Washington@OpenTheBooks.com.

25-190	Isabelle Schreiner	9/25/2025	Finance	Dawn Nations
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Hello officer, I hope you are having a good day. I am writing to request a copy of the latest contract between your city/department/office and Nextrequest (Parent company- Civicplus) for using their FOIA (public records) software. Please also provide a copy of all the previous contracts with them. Additionally, please also provide all invoices or other documents received from Nextrequest (Parent company- Civicplus) over the years. i.e. Contract and invoices from the first year of implementation till 2025 would suffice. We want to receive all records electronically. Thank you very much.

25-189	Deep D.	9/24/2025	Finance Development	Dawn Nations
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25-186	Heng Song	9/15/2025	Services	Dawn Nations
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25-180	Hi, Can you find out any permits/records for the year-1964 renovation of following property please? 300 OVERLAKE DR E 98039. (Parcel 3835502960) Also, can you find out whether there is any building permit pending or active for the following property please? 230 OVERLAKE DR E 98039 (Parcel 383550-3035)	Kangrong Yan	9/13/2025	Development Services	Dawn Nations
25-179	Hi, I would like to review the NSFR building plans from October of 2002 for the property located at 3329 Evergreen Pt Rd, Medina. I am looking specifically for % of impervious surface coverage on the site.	David Martin	9/12/2025	Development Services	Dawn Nations
25-177	Requesting a report of all issued and pending building permits for residential & commercial properties from 8/1/2025 to 8/31/2025. Report to include if possible: permit number, issue date, site addresses, valuation of project, description of work, contractor information and owner name. If a report is unavailable, then copies of the original permits would be more than adequate.	Braden Mineer	9/10/2025	Development Services	Dawn Nations
25-176	Hello, Pursuant to RCW 42.56, I am requesting copies of identifiable records related to 7887 Overlake Dr, Medina, WA 98009, including: The original subdivision/plat map and any subsequent recorded surveys for the property, filed from the time of the initial plat onward. Any building permits, land use permits, or related approvals that include documents showing the vicinity, existing/proposed structures, and orientation of property lines over time, including the original land use/building permits for any previous structures and also the current structure(s) on site. Any approved site plans, schematics, or similar records associated with construction of the existing residence or any prior structures. Any older records that may exist only in paper format, or digitized archive files housed outside the current permit system. Any associated records from related agencies that you may have on file as part of these projects (e.g., HPA approvals, 401 WQC approvals, or similar). For efficiency: I have included the permits I was able to locate using publicly available resources. Please provide any associated approved site plans, schematic packages, or drawing sets that accompany those permits. Thank you for your assistance with this request. Please let me know if you need clarification or additional information. Sincerely, Katherine Rupert	Katherine Rupert	9/10/2025	Development Services	Dawn Nations

25-171	I need all of the permitting documents, specifically as related to docks for the following address: 7887 Overlake Dr, Medina, WA 98009. Also any old surveys you can find could also be helpful. Thanks <3	Katherine Rupert	9/4/2025	Development Services	Dawn Nations
25-170	Hello City Office, If the PDF format of my house floor plan is not available, I was wondering if it would be possible to obtain the blueprint, including the garage area. Thank you very much for your assistance. Best regards, Lyn J	Lyn Jenkins	9/4/2025	Development Services	Dawn Nations
25-168	Request to review/copy architectural plans for 3602 Evergreen Point Rd. Construction completed 1996	Lance Harwell	9/3/2025	Development Services	Dawn Nations
25-166	Request for Floor Plan in PDF format – 1049 84th Ave NE, Medina Hello City of Medina Office, I am planning to add two ADUs to my property located at 1049 84th Ave NE, Medina. I am currently working with a designer who is out of town, and in the meantime, I would like to provide her with the floor plan of my house in PDF format so she can begin preparing. I was not able to locate a copy of the floor plan myself. Would your office happen to have one on file, and if so, could you please share it with me? Thank you very much for your assistance. Sincerely, Lyn C Jenkins	Lyn Jenkins	9/2/2025	Development Services	Dawn Nations
25-165	Hello Development Services Team, I'm requesting the Original Grade Determination (OGD) and related building height calculation documents for 3217 Evergreen Point Rd, Medina associated with the 2024 permits B-24-011 (New SFR) and CAP-24-009 (and any related demolition/grading/tree permits). Please provide (PDFs are fine): The signed OGD / average building elevation memo (or worksheet) used for height compliance. Any height calculation worksheets, including the "lower of 25' above original grade or 28' above finished grade" comparison used for the project. The topographic survey and plan sheets that were the basis for the OGD. The current site plan and building elevations showing height callouts tied to the OGD. Any revisions or addenda that modify the OGD or height calcs. If any of the above is only available through a Public Records Request, please let me know and I'll submit via the City's process—otherwise, an emailed PDF response is perfect. Thanks very much, David Doud	David Doud	9/2/2025	Development Services	Dawn Nations

25-164	<p>Hello Development Services Team, I'm requesting the Original Grade Determination (OGD) and related building height calculation documents for 3217 Evergreen Point Rd, Medina associated with the 2024 permits B-24-011 (New SFR) and CAP-24-009 (and any related demolition/grading/tree permits). Please provide (PDFs are fine): The signed OGD / average building elevation memo (or worksheet) used for height compliance. Any height calculation worksheets, including the "lower of 25' above original grade or 28' above finished grade" comparison used for the project. The topographic survey and plan sheets that were the basis for the OGD. The current site plan and building elevations showing height callouts tied to the OGD. Any revisions or addenda that modify the OGD or height calcs. If any of the above is only available through a Public Records Request, please let me know and I'll submit via the City's process—otherwise, an emailed PDF response is perfect. Thanks very much,</p>	David Tieman Doud	9/2/2025	Development Services	Dawn Nations
25-163	<p>Hello, I would like to request any leases for wireless carrier facilities (WCFs) or cell towers on city property that were executed or commenced from November 1, 2023, through the present. Please let me know if you have any questions. Thank you,</p>	Tim Lovell	9/2/2025	Finance	Dawn Nations
25-161	<p>SmartProcure is submitting a public records request to the City of Medina for purchasing records from 5/31/2025 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number and name</p>	Jeffrey Lee	9/2/2025	Finance	Dawn Nations