



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

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**Date:** March 9, 2026  
**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

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### **Permitting**

Please see the attached February 2026 permit reports. These reports include all permits that Development Services processes for the City of Medina including those for Public Works right of way.

Valuation of permits issued in 2026 greatly exceed those of the same time last year at \$5,434,892 vs. \$1,272,511. However, the permits issued to date in 2026 were accepted in 2025 with their review processes having been completed this year. Because permit work can occur in one year and then that permit issued in a different year, valuation data and even financial data can skew the actual workload appearance of the Development Services Department in both directions either up or down. Development Services permitting related workload remained slow in February with a large existing home re-roof project accounting for about half the permit value.

Permit valuation is only an indication of activity. Financial data will provide actual accounting.

I continue to talk with those involved in our local development including owners, architects, developers, engineers, general contractors and sub-contractors about their current and anticipated Medina work volume. I also ask for opinions about local development trends. There are some concerns about the near future of development activity in Medina. Specialty contractors are typically busy everywhere. Most professionals I speak with are busy, but just not in the Points area. One thing for certain is that Medina residents tend to develop projects with timing that does not necessarily match that of other local jurisdictions.

If Medina development permit application trends continue as they have been, there will become a need to evaluate operations.

### **Development Projects of Interest**

An application by the Overlake Golf and Country Club to reconstruct an existing sport court has been determined to be incomplete. The applicant will need to re-submit with complete application documents.

### **Planning Commission**

We are polling Commissioners for a potential Special Planning Commission meeting on April 14<sup>th</sup>. This additional meeting in April is needed for the Outdoor Lighting Ordinance review and to have the possibility of completing the adoption process by the expiration of the extended Interim Official Control on June 20, 2026. There remains the potential that the Outdoor Lighting IOC will need a second extension.

### Administration

We hope to have the current vacancy on the Commission filled for our March 24<sup>th</sup> meeting. Medina's Personnel Committee will interview candidates and then make a recommendation to the Council.

I have invited our City Attorney to attend the March 24, 2026, Planning Commission meeting. We are establishing an annual presentation by our attorney for an overview of Medina Municipal Code Chapter 2.28 – Planning Commission. Essentials to review annually include general process, powers, duties, rules of order, and personal vs. Medina email use.

We are establishing a new more formalized “meeting before meeting” process. These types of meetings have always been needed, and they did occur, but not always and not always on a scheduled basis. Medina's Development Services Coordinator is also the Planning Commission Secretary, and she will be scheduling this meeting with those involved. Invited are the Chair, Vice Chair, Secretary, Development Services Director and Medina's Planning consultant, other consultants, or staff making a presentation as may be needed. I work with the presenter ahead of this meeting on the development of materials. The purpose of this meeting is to help ensure efficiency during the Planning Commission meetings. The Chair and Vice Chair can help guide the Planning Commission conversation if they know ahead of time the material background.

We are developing a new Planning Commission Calendar that will be maintained by our Development Services Coordinator with input from me. The Calendar by necessity is a working document that will regularly require updating. The Planning Commission Calendar will be a product of the Council Work Plan. The Planning Commission Calendar format is a copy of that used to schedule Council meetings. The Calendar will have anticipated project dates, known deadlines, process such as Department of Commerce and SEPA, Council meeting dates, etc. There will also be placeholders for potential State mandates or other future Medina initiated priorities where we can see the projects and prepare for grant applications and budgeting. The Calendar can be shared with both the Council and the Planning Commission regularly. The Calendar may need to be supplemented with graphics.

### Projects

On January 27<sup>th</sup> the Planning Commission was introduced to the Outdoor Lighting topic. On March 24<sup>th</sup> the Outdoor Lighting topic will be presented by our Planning Consultant Kim Gunderson. Kim is using the IOC Lighting Ordinance as a template. The Dark Sky model ordinance is being used and outdoor lighting currently allowed in Medina is not being expanded. I have asked Kim to assure that the discussion is contained to what I believe the Council has asked, and I will also discuss these same points with the Chair and Vice Chair at our meeting prior to the March 24<sup>th</sup> Planning Commission meeting.

Tree Management Code MMC 16.52 “Short-term Solutions” will be added to the Planning Commission Calendar assuming that the Council directs this to happen on March 9<sup>th</sup>. An Agenda Bill has been prepared and submitted as a City Business item.

At the March 23<sup>rd</sup> Council meeting I hope to receive direction to send the building bulk topic to the Planning Commission for addition to their calendar and to begin their review with the goal to create a draft ordinance as a recommendation for the Council. The Council had sent the building bulk topic to the Planning Commission a few years ago with the resulting recommendations likely not achieving the full desired intent of the project. Our Planning consultant Kim Gunderson will attend the March 23<sup>rd</sup> Council meeting in person and at my direction she has already been working on background preparation for the bulk topic at the Planning Commission. I will draft an Agenda Bill which will have the goal of summarizing a significant project into a short, but hopefully clear request to the Council to direct me to forward the topic to the Planning Commission Calendar and to begin their review.

Once the Work Plan is finalized, we can add projects to the developing Planning Commission Calendar and make it a useful tool.

### **Tree inventory Project**

Our City Arborist and his assistant have started the right-of-way portion of the tree inventory project. The work is being performed in 5 separate areas. Dividing the project allows us to better keep the public informed about the work location and where our arborists are. See the Medina website “2026 Tree Inventory Project” and “Read More” to see the 5 separate work areas.

I expect that there will be residents’ questions about our arborists working immediately in front of their properties, so we have taken several steps to ensure notification and identification are fully addressed.

This right-of-way inventory is the second part of a project which started in 2025. In 2025 Medina’s parks and open spaces were inventoried. This year the inventory is the second of two parts and is focused on right of way trees which are primarily along streets in front of private property.

The inventory project involves our arborists walking through the entire city. Only public trees are being inventoried. No private trees or private property is involved in the inventory. Data collected includes GIS location, species, size, health. Each tree also has an identification tag added to it. The data will be maintained on our Medina website available for anyone to view.

The inventory data is prepared so that if the Council chooses, Medina trees can be managed as an entire forest rather than one by one. Then, managing the public “urban forest” could become text within a comprehensive replacement to the current Medina Tree Management Code. Added to this is the need for a new approach to private property tree management. We have been building towards the 2027 budget and a request to review the tree code for about the past three years. I would expect that a new tree code could use a successful example from another jurisdiction as a template which would save time and expense.

### **February Tree Permit Report**

There is a tree removal permit application for 3419 Evergreen Point Road. Two large trees are high risk and unfortunately can and should be removed.

A third tree shown as “Picture #3” within the attached report is healthy. The process to remove this tree involves a non-administrative tree activity permit with the decision going to the Medina Hearing Examiner. Due to direction of the Medina Comprehensive Plan, and the Purpose and Intent as written within the Medina Municipal Code Chapter 16.52-Tree Management Code, staff is opposed to removal and will draft a report accordingly.

### **Attachments:**

February 2026 Permits Received Report  
February 2026 Permit Issued Report  
February 2026 Code Enforcement Report  
February 2026 Tree Permit Activity Report