



# CITY OF MEDINA

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**Date:** October 14, 2024  
**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

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## **Permit Activity and Development Services Fund**

Please see the permits received and permits issued reports for September.

By looking at the Issued Permits report comparing September 2024 to September 2023 you will notice a dramatic decrease in Construction Value (AKA "Permit Value"). The September decrease is causing the permit valuation comparison for the entire year to now be below last year. It can only take one house permit to change how the entire year appears.

Variables such as when revenue is received, permit volume and project size can skew how a revenue year appears through permit valuation numbers. However, 3 or 4 additional house permit applications this fall could change the revenue forecast for the remainder of 2024 to a more positive outlook.

Development activity involving new project applications remains slow through September as it has all 2024. In 2023 we were also slow at this time, but the last quarter of the year became busy. The way that permitting budgets were traditionally forecasted has changed since Covid.

## **Planning Manager Report**

By Jonathan G. Kesler, AICP, Planning Manager

### **Comp Plan:**

On 5/31/24, the City finalized the first draft of its 2024 Comprehensive Plan and submitted it for review by public agencies and the public. The City received comments from various regulatory and reviewing public agencies over the summer and addressed comments by revising the draft Comp plan. Subsequently, City and consulting staff prepared additional revisions to the Draft Comp Plan based on comments received from the City Council and the Planning Commission (PC) when the revised Comp Plan was presented at their September public meetings, as well as from public input received at the Comp Plan Open House on 10/3/24. The public hearing on adoption of the Comp Plan will be at the PC meeting on 10/9/24, with final adoption by the Council slated for the 10/28/24 meeting.

Middle Housing:

SCJ Alliance (SCJ) has been hired to work with the Planning Manager to complete the Middle Housing Update to the Medina Municipal Code. The update is necessary to comply with the revisions to state law enacted in the past several years. SCJ has experience working on Housing Action Plans, Middle Housing Code Amendments and Missing Middle Housing Initiatives around the state.

SCJ's proposed scope of work is outlined in accordance with Medina's Middle Housing Public Engagement and Communication Plan and the Dept. of Commerce grant schedule, tasks, and deliverables. It will be in four (4) phases over the next several months: Administrative and Project Management, Community Engagement and Draft Middle Housing Development Regulation Amendments and Amendment Adoption. The consultants will introduce their plan at the 10/14/24 Council meeting.

### **Telecommunications Permit Application**

As mentioned previously, we received initial planning applications for the reconstruction of the existing T-Mobile site on Bellevue School District property. There is an existing tower and equipment building within a fenced area adjacent to Evergreen Point Road near the Park N' Ride. The address on the application is 7800 NE 28th St.

Complete permit applications for Administrative Special Use, Non-Administrative Variance, and SEPA have now been deemed complete and review processes started.

The unusual part of this application is the proposed use of a "monopine" as tower concealment. A monopine is an imitation tree. Our MMC requires cell tower concealment. Medina is not required to accept a monopine as concealment. I will try to improve the level of community input into the monopine concept as previously promised to Council. However, I can only require the public noticing specified within our Municipal Code. If T-Mobile agrees to an increased level of public outreach above what our MMC requires, then we can do that. I will speak with T-Mobile to discuss additional public outreach including the possibility of an open house.

Public outreach suggestions from the Council as representative of Medina resident opinion which I may include in my discussions with T-Mobile would be appreciated. I would like Medina residents to be fully informed and provide comment on the T-Mobile concealment proposal in particular. Public input needs to be completed prior to the staff report which will be drafted for the hearing examiner's consideration associated with the Administrative Special Use.

I have no opinion regarding the monopine concealment proposal; however I do have thoughts and questions about it. The direction of the staff report for the hearing examiner will be based upon our Municipal Code and influenced by public input.

Once the planning applications are completed, we can then receive and process building permits.

### **WSDOT 520 Maintenance Project**

Last year Medina issued a conditioned Administrative Noise Variance to the Washington State Department of Transportation. The noise variance is needed due to maintenance work on 520 which can only reasonably be done at night. There are 10 nights during 2024

that the Administrative Noise Variance allows work on 520 within the boundary of the City of Medina. I attend WSDOT weekly project meetings on-line.

The work involves sealing the 520 concrete paved road and bridge soffits. The sealing work started later in 2024 than expected and is now facing weather challenges and other interference with contractors working on the west side of 520.

WSDOT is moving concrete sealing work that is covered under the Medina noise variance to daytime. This will mean additional partial closures of 520 during the day. Rain and humidity are causing delays. The concrete must be dry for at least 24-hours prior to applying the sealant.

### **Code Amendments**

Both the Medina Municipal Code Ch. 16.52 Tree Management Code proposed amendments to add a new violations section, and the MMC Ch. 16.72 Nonadministrative Variance proposed amendments are on the Council's Consent Agenda.

Both of these proposals were reviewed by Planning Commission on September 11, 2024, and approved with 7-0 votes. The Planning Commission had one change to the nonadministrative variance proposal. The Planning Commission changed the new Hardship definition, but otherwise the draft ordinance is as previously presented to the Council. The impact of this change is detailed within the Agenda Bill provided with this proposal.

### **Critical Area Ordinance**

The Washington State Department of Ecology has mandated that jurisdictions update their critical areas ordinances by the end of 2025. Medina will need to update our CAO in 2025.

Our Planning Manager has been tasked with scheduling the process through Planning Commission and Council. Additionally, any available grants are to be discovered with applications made.

### **Fence Permit**

Development Services is currently processing a fence permit for Overlake Golf and Country Club. This fence is 25'-0 in height above grade and acts as protection against golf balls for those using a swimming pool area. The fence is within private property and outside of the minimum required setbacks.

Our Medina Municipal Code allows structures including fences to be the height as allowed by the Zone. There is no public process involved with this fence. The fence is being processed as a building permit.