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Date: July 13, 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

Permitting

Please see the two June 2026 Mid-Year permitting reports provided.

Comparing 2026 to year-to-month 2025 it appears that Development Services is much busier than last year. This is not true due to permit applications from late 2025 that were issued in 2026.

June 2025 YTM Permit Valuation: \$6,452,354.42

June 2026 YTM Permit Valuation: \$13,603,471.30

Development activity in Medina and the Points area generally remains slow.

Outdoor Lighting Ord. 1043 Process Update

The original Outdoor Lighting Ordinance 1043 was approved by the Council on June 25, 2026 has been extended by Ordinances 1050 and 1057.

Recent completed events:

May 22, 2026. SEPA Checklist and Determination of Non-significance noticing was issued

June 4, 2026. Notice of Intent to Adopt to Department of Commerce request for expedited review approved

June 23, 2026. Planning Commission Public Hearing and approval of recommendation to the Council

Subject to change; here is the current anticipated calendar for the on-going Outdoor Lighting project:

July 14, 2026. Development Services Committee will review the Planner's Council presentation

July 27, 2026. Council Public Hearing and request for motion to approve

Development Impacts Ord. 1052 ('Phase 1') Process Update

Subject to change; here is the current anticipated calendar for the on-going Development Impacts Phase 1 project:

July 27, 2026. Request on Consent for the Council to extend the Interim Official Control (IOC)
July 28, 2026. Planning Commission Study Session
July 29, 2026. Notice of Intent to Adopt sent to Department of Commerce with request for expedited review
July 30, 2026. SEPA Checklist and Determination of Non-significance noticing will be issued
August 24, 2026. IOC extension Public Hearing at the regular Council meeting
August 25, 2026. Planning Commission Public Hearing and request for Council recommendation approval
September 2026. Date TBD, Development Services Committee review of the Planner's Council presentation
September 14, 2026. Council Study Session
September 28, 2026. Council Public Hearing

Development Impacts Phase 2

The Development Impacts topic was originally considered as a single project, however it was later divided into two phases.

Phase 1: Address immediate problems
Phase 2: Long-term resolution

On April 27, 2026 the Council provided the following direction:

"Direct the Planning Commission to study each presented zoning reform opportunity for its efficacy in satisfying the goals of the Development Impacts Project and prepare a recommendation for Council's adoption."

Regarding Phase 2 staff are working on the scoping and timeline for the process. Completion of Phase 1 and Phase 2 will fulfill the Council direction.

2026 Budgeted Projects Mid-Year Update

Development Services has three on-going projects under Council approved budgets for completion in 2026.

Telecommunications Code Update

Budget amount \$50,000

Consultant
City Attorney's office - Inslee Best

Description

Telecommunications rules change requiring that our Municipal Code have regular reviews and updating by our attorney to ensure compliance. This is a review of the entirety of Medina Municipal Code Title 15.

The Small Wireless Chapter 15.14 was drafted by previous City Attorney Ogden Murphy Wallace in 2019. The remainder of Title 15 has not been updated since 2001.

Clarity for ease of use is also being considered in the current update.

Telecommunications fee structure will require a review for consistency.

Status

Work is within budget and is on-going with goal to be completed through Council approval by the end of 2026.

Critical Area Map Update

Budget amount \$17,627

Consultant

Facet

Description

Medina's critical areas are currently depicted within a hard-copy Critical Areas Map. The map gives generalized information which may be used by those who are evaluating a parcel. This is helpful for someone who is in a feasibility study or preparing for our Development Services pre-application process.

The new map is necessary due to the Critical Areas code update that was mandated by the State and approved by Medina last year. Additionally, the new map corrects some minor inconsistencies in the current map.

A qualified professional hired by the property owner decides if a critical area affects the parcel and what those impacts might be. For example, the qualified professional will confirm critical area impacts and perform delineation, stream type, etc. as may be needed. Our pre-application process can provide guidance. Development Services staff and consultants confirm code compliance under permit application review.

The new Critical Areas map is GIS based and will be available to the public on Medina's website.

Status

Our agreement with Facet is to complete the map and have it ready for Medina website hosting by August 1st. It appears that Facet will meet the deadline. The work is within budget.

Right of Way Tree Inventory

Budget amount \$34,000

Consultant

City Arborist Andy Crossett

Description

This is the second part of a two-phase project. Phase one was completed in 2025 and involved the inventory of Medina's park and other open space trees. The second phase is on-going in 2026 and involves the inventory of Medina's right of way trees.

As part of a Council approved Work Plan task, our Medina Municipal Code Tree Management Code Chapter 16.52 will be proposed for updating. Development Services staff are working on this task now by creating concepts and reviewing other similar codes. Most of the code update is expected in 2027 and of course the Council and the public will become involved at that time. Professional management of the city's trees will be a part of a new code update proposal.

The tree inventory of Medina's public trees conducted in 2025 and 2026 will enable the ability to permanently manage the city's urban forest. The inventory is necessary for adopting and enacting new code provisions should the Council decide to do so. Even if Council does not choose to adopt tree management provisions

within a proposed code update, the inventory will have use by our arborist, public works, and the public through a new GIS based map of the city's trees which will be hosted on Medina's website.

Status

As expected, this inventory is a slow process. Evaluation of a particular tree location vs. an adjacent private property boundary takes time. Most of the public trees in the southeast and south end of Medina have now been inventoried. The inventory will be completed in 2026 and is within budget.

Attachments:

June 2026 Permits Received Report

June 2026 Permit Issued Report

June 2026 Tree Permit Report