



CITY OF MEDINA

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Date: May 8, 2023
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

Permit Activity

At the current pace of building permit applications, we would be on-target for what was anticipated for 2023 for permit valuation. Development Services does remain behind 2022 permit valuation by over 30%.

The first quarter financial data provided by our Finance Department staff shows that expenses are very accurate as budgeted. Revenues are slightly behind, but likely to be further off budget by mid-year. Some of our first quarter 2023 revenue is a continuation of permit application fees that were collected from 2022 permit applications.

Because the first 4-months of a calendar year are typically some of the busiest for permitting, it would be unusual for a correction in volume to occur that would greatly improve our current financial outlook, but it is possible.

This month we have 4-Construction Activity Permit Open Houses scheduled. Two of these open houses are associated with 2022 permit applications, and two are 2023 applications.

Planning Commission

By Stephanie Keyser

Planning Commission held a public hearing on the Housing Action Plan at their May 2nd Special Meeting. Four members of the public were present (three in person and one online). The Commissioners have asked for an opportunity to edit and provide written comments on the Housing Action Plan prior to voting on it at their Special Meeting on May 24th.

T-Mobile Informational Meeting

T-Mobile conducted an "Informational Meeting" on April 26th at Medina City Hall. The meeting was well attended. T-Mobile and their representatives seemed to have prepared well to answer resident questions.

Included in this report is the notice distribution list that T-Mobile provided to the City in compliance with MMC 15.14.030(F), as well as the comments T-Mobile collected during the

Informational Meeting. As previously noted, the informational meeting was for the public's information and was not a hearing nor part of the land use appeal process.

The distribution list font is difficult to read as well as some of the hand-written comments. Please let me know if I can send you a copy of the distribution list and comments by email which should be easier to read. swilcox@medina-wa.gov

The T-Mobile building permit application for a new "Small Wireless Facility" located within the public right of way on 84th Ave. NE adjacent to 247 84th Ave. NE is under review. The facility essentially consists of a new tower, an underground equipment vault, and underground cable between the two structures. The reviews are being conducted within the Development Services Department using staff and consultants under application number B-23-001.

Our consultants are currently reviewing the building permit application for compliance with our Tree Management Code, Grading and Drainage, and Building Code. A separate review for compliance with our Small Wireless Facility Code Chapter 15.14 is the Development Services Directors responsibility.

Once T-Mobile has hired a contractor a Medina issued Right of Way permit will be needed to address use of 84th Ave. NE during construction and reconstruction of any altered city owned property.

The permits will not allow for any work on private property. Any need for use of private property use will be a private agreement outside of Medina's permitting.

King County Wastewater Pump Station Maintenance Project

We are waiting for King County to choose a contractor. Without a contractor King County does not have details needed to complete notifications to residents affected by the July 2023 project.

The work is anticipated to be started early July and last 2-4 weeks with significant disruption of nearby residents due to outdoors temporary pumps, and one full night of trucking and work. More information to come as we know it.

Tree Code Enforcement

The most significant and disturbing matter we have had in some time is the illegal cutting of two trees within the public right of way adjacent to 227 Upland Road.

With assistance of a nearby neighbor who took photos of the tree removal company trucks we are now able to pursue this matter. We do not have evidence as to the property owner who hired the tree removal company.

Unfortunately, the 31" Fir and 28" Cedar are destroyed. Medina will need to remove the remains of the two trees, but will leave the stumps due to property damage that could occur. Cost of the removals will be the responsibility of the tree removal company.

Please see the two reports provided by our arborists to see other activity we were involved with in April.

Permit Tracking and Public Portal

As previously mentioned, we are exploring the possibility of replacing our permit tracking software including our public portal. Medina staff member Rebecca Bennet is on the Steering Committee for this project.

This City of Bellevue lead project is developing slowly. There are many local jurisdictions involved with this effort. Costs have not been determined but will be divided in some manner among the number of participants.

A more detailed explanation of this will be provided to Council as the details of the project become available.