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**Date:** September 8, 2025  
**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**

Attached are the permit reports for August. The Permits Issued report shows that permit applications is down significantly over last year.

We do have pre-application meeting scheduled which means we will likely see additional larger project permit activity.

2025 may become one of the slowest years since we started tracking in 2006.

## **Permit Applications of Interest**

### American Tower Company (ATC)

The ATC permit application to upgrade 10 existing facilities (wood poles with antennas) which includes the proposed addition of 10 electric meters placed on wood 4x4 posts within the public right of way is still pending with no action.

The matter of the electric meters remains with the applicants representative for response. We have not heard anything on this for about 2-months.

ATC has also contacted us about re-negotiating their lease of the second floor of the Medina Public Works building. ATC has leased this space since at lease 2011 and would like a renewal. I am working with a local commercial real estate broker to identify value, and our attorney's office towards the lease renewal. The second floor is use for telecommunications base equipment.

### Overlake Golf and Country Club Pre-Application Meeting

I met with OGCC staff and architect for a pre-application meeting in early August. OGCC is considering improvements to their existing tennis court. I asked OGCC for additional information and am waiting to hear back. There are no permit applications.

## **Tree Inventory**

The 2025 portion of the city tree inventory project is nearly complete.

Parks and other open space trees are now tagged with a number, GIS located, species determined, size and health recorded. The data is in a program called "Tree Plotter".

I am requesting that the Council approve funds necessary to complete the city tree inventory in 2026.

With a completed inventory in 2026, Medina will be able to manage public trees as a forest rather than as a collection of unidentified individual trees as we have traditionally. All data will be on-line for use by anyone and will also be updated as changes occur. Council and residents will be able to visualize the urban forest and can use inventory collected data to better plan the future. Medina Council's will be able to create and revise policy using managed tree inventory data.

These inventories are a tool for managing public trees only and do not involve any private trees.

## **Critical Area Ordinance Update**

Attached is the two-sided postcard that is being prepared for mailing to all Medina residents. This is an invitation to learn about the Critical Areas Ordinance update (CAO). The postcard will be mailed on September 17th.

The postcard identifies two important dates:

Open House (and Forum)  
Tuesday October 7<sup>th</sup>

Planning Commission Special Meeting  
Tuesday October 14<sup>th</sup>

There is the possibility of a public hearing at the October 14th Planning Commission (PC) meeting.

The Planning Commission will see the CAO update at their regular September 23, 2025 meeting. This will be an introduction to the topic and will be a review of the first draft of an ordinance. We will notice the September 23<sup>rd</sup> PC meeting by public posting, email delivery, and A-frame notices similar to other public meetings.

Our consultant and staff are currently working on identifying the over 150 properties potentially impacted by critical areas and the update. I will draft a letter to be sent to be mailed to the identified properties informing them about the CAO update, potential for impact and important dates. The letter will be sent ahead of the September 23<sup>rd</sup> PC meeting and provide invitation to the Planning Commission meetings, Open House/Forum, and associated Council meetings. An issue we know about is that there will be properties we mail to but with absent owners.

Between the September 23<sup>rd</sup> PC meeting and the October 14<sup>th</sup> PC meeting there will be a second Open House and Forum on October 7th.

There is a possibility that PC will need to see the CAO update again at their October 28<sup>th</sup> meeting. I am adding placeholders to Council meetings for the first read of a PC draft ordinance.

First Council review of a PC recommendation and routing for Department of Commerce reviews (as authorized by the Council) are of course pending completion of work by Planning Commissioners.

Considering the timing involved for process, and upcoming holidays, the CAO update likely will not be back to Council from Department of Commerce until sometime in January.

To date our consultant has assisted us with the first Open House, identified Best Available Science (state required first step), performed a gap analysis, and provided a draft ordinance. Our attorney's office now has the draft ordinance.

### **Outdoor Lighting**

Planning Commission will get an introduction to the Outdoor Lighting topic at their September 23<sup>rd</sup> meeting.

The depth of the discussion will depend on the CAO update discussion length. In any case Planning Commissioners will receive written information and be able to begin forming ideas and opinions.

The Interim Official Control which the Council approved is valid for 6-months. It is not likely that the new Outdoor Lighting Ordinance will be completed with approval by the Council before the 6-month period expires. I intend on asking the Council for an extension of the 6-months when the time is appropriate to do so.

### **Affordable Housing**

I attended an on-line regional seminar regarding affordable housing. This was an 8-hour seminar over 2-days presented by an organization called Living Future.

The specifics of the seminar presentations and discussions had little to do with a city Medina's size. The benefit of the seminar was in hearing various broad perspectives from larger jurisdictions.

Another benefit of the seminar was in hearing about fundamental aspects of affordable housing, although this was a larger jurisdiction discussion. Understanding the affordable housing topic on a broad, regional basis will eventually assist Medina as we tailor legislation to meet state requirements.

If I had one word to describe the Living Future affordable housing seminar it is "advocates".