



CITY OF MEDINA

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Date: September 9, 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

Permit Activity and Financial

Please see the permits issued and permits received reports for both July and August.

Development activity involving new projects remains slow through August. In 2023 we were also slow at this time, but the last two quarters of the year became busy. With two pending pre-application meetings scheduled for new house applications, 2024 might be starting to look like 2023.

Telecommunications Permit Application

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.

To date we have received applications for:

- Administrative Special Use
- Non-Administrative Variance
- SEPA

The three applications have not yet been reviewed to determine if they can be deemed complete. Once the three applications are deemed complete, they will be routed for reviews. A building permit application will typically follow the planning approvals.

This application includes a proposed new pole and antenna with concealment via a monopine. A monopine is an imitation tree. T-Mobile representatives presented the monopine concealment concept to Council this past May.

I will keep you informed as the planning and eventually building applications progress.

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. This night work within Medina required a noise variance. There are 10-nights during 2024 that the Administrative Noise Variance allows work on 520 within the boundary of the City of Medina.

The 520 bridge maintenance work involves spraying a sealant on the concrete bridge deck and soffits. The work needs to occur in dry weather with warm temperatures. Due to a late start to the sealing project, the work is now facing weather delays. Because of rain, the sealant contractor now must add protection to the lake against possible contamination that was not previously needed. Additionally, the sealant contractor now has work area conflicts with another contractor at the Seattle/west side of the bridge where other work has begun.

I attend WSDOT weekly project meetings on-line. Medina is the only jurisdiction that has been attending and participating in these meetings. Our participation in these meetings is important.

Grant Reimbursements

We have did receive the second, and last grant of \$62,500 from the Department of Commerce for the 2024 portion of the Comprehensive Plan Update.

We have also received the first two draws on a DOC grant for the Middle Housing project. The \$17,500 received reflects the first two deliverables to DOC. The next grant amount of \$8,750 will come in January or February 2025, and the last \$8,750 will be received once the project is completed next June 2025.

Planning Consultant

Medina contracted LDC Corp. at the beginning of 2024 with Kim Mahoney leading our Comprehensive Plan Update. We contracted with LDC primarily because of Kim. Kim left LDC in May and is now working in local government.

Yeni Li is now with LDC as a replacement for Kim Mahoney. LDC is using Yeni as lead with two other staff members performing most of the long-range and current planning work for Medina.

Code Amendments

The Medina Municipal Code 16.52 Tree Management Code amendments are scheduled to be discussed at Planning Commission on September 11th. This is primarily a new violations section being discussed, but also includes additional Council initiatives within the text MMC 16.52.

Also, at the September 11th Planning Commission meeting the amendments to the Nonadministrative Variance procedures found in MMC Ch. 16.72 will be discussed. These amendments will provide greater clarity of our code intent, and better direction to the Hearing Examiner.