



CITY OF MEDINA

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Date: March 14, 2022
To: Honorable Mayor and City Council
Via: Stephen R. Burns, Interim City Manager
From: Steven R. Wilcox, Development Services Department Director
Subject: Development Services Department Monthly Report

Permit Activity

Permit applications to Development Services are slow. This time of year is typically very busy as projects are prepared to start construction in spring or summer. Our staff remain very busy with permits, but this is primarily work that has been on-going. Activity in 2022 had been predicted to be about the same as 2021 and the current downwards trend may change. A comparison of Construction Activity Permit Open Houses between 2021 and 2022 for the first two months of this year show a dramatic decrease in activity. We held 8 open houses in January and February 2021 and only 2 for the same period in 2022. Permit applications are down as well.

Local construction industry professionals remain busy which is a positive indicator of future work for Development Services. But, construction has the appearance of slowing in 2022 based on some indicators.

Since 2007 we have seen that construction permitting in Medina can lead residential permit activity in our local area. While some jurisdictions with primarily residential construction follow the economy, Medina has been ahead.

We are watching construction activity carefully as it has direct effect on our workload and department budgeting. We have some early indicators for 2022 activity now, but it will not be until June or July that we know where the year is going.

Planning Commission

By Stephanie Keyser

In February, Planning Commission began discussing alternatives to original grade (work plan item #5). The discussion included ensuring a new process does not create unintentional consequences such as the ability for a builder to create a 50-foot façade. Commissioners discussed houses they have seen on Lake Washington Blvd or in Mercer Island that have been able to construct massive walls/façades and the consensus was to ensure Medina's code prevented this. The Commission asked Staff to bring back more examples illustrating what average grade would look like on various lot topographies, as well as a draft code for the March meeting.

The Washington State Department of Ecology has offered the City a seat in an upcoming pilot of a new shoreline permitting course. The course will provide a framework for implementing the no-net-loss requirement of Medina's Shoreline Master Program (SMP) and the Shoreline Management Act. The course will cover Ecology's new draft implementation guidance, which is something that will be a more significant part of the next SMP update. Staff will participate in this all-day training at the end of March.

In December, the Washington State Department of Natural Resources (DNR) Urban and Community Forestry Program (UCF) began accepting applications for grant funding to help improve urban forests statewide. The available funds total \$550,000, which is the largest amount offered by UCF for a single grant cycle. On March 1st, Development Services and Public Works submitted a joint grant application to inventory all City trees in the right-of-way. Having an inventory of these trees will provide the City with an accurate picture of species diversity, details on tree health, and information on how to care of existing and future trees. The last inventory was conducted in 2002 and only included properties north of SR-520, accounting for approximately 700 trees. This is a matching grant and if selected, Public Works will provide a match of \$9,928 from their tree fund line item. The total city-wide tree inventory cost is \$19,856.

Development Services Committee

Council recently approved the establishment of a new Development Services Committee. This committee is made up of three Councilmembers and three Planning Commissioners. The purpose of the committee is to assist the Planning Commission through the Comprehensive Plan Update over the next two years by providing advice to the Development Services Director. The Development Services Director is the Chair of the committee.

The committee has no input or authority within the decision making of the Planning Commission. The committee will provide advice to the Development Services Director regarding certain administrative aspects of the Comprehensive Plan Update. Process, scheduling, and reviews of draft presentations of completed Planning Commission work prior to submittal to Council are the general areas of involvement by the new committee.

Initial topics for the committee include discussion of a scope of work, and status of the 2021 Tree Code amendments and the process for the topic return to Council. In early meetings the committee will discuss process, Comprehensive Plan Update scheduling, use of a consultant to assist our Planning Manager, and consultant costs.

The first "DSC" meeting is scheduled for Wednesday March 16th.

Tree Management Code Consultant

We are continuing to work with two arborist companies on completing draft contracts. It is expected that we will have finalized agreement on work scopes and fee schedules quite soon. There is a balance between service and cost and getting the best of both has taken some time. Our costs will increase beyond what we were paying for Tom Early through Otak and what was budgeted for 2021, but we have worked at assuring that those increases are mitigated. Working with two companies allows us to use the best skills of each at rates which reflect the qualification and level of the work they will do for us. I expect that both companies will give us exceptional service. Having two arborists working for a jurisdiction is common.

Permit Tracking and Portal

We continue to work with our permit software vendor to assure the best service possible. We continue to have several technical issues. Because of the unresolved technical issues we are exploring other vendor options.

The best course is to continue to work with our current vendor towards their perfection of the product we use. Changing vendors is an option and might need to happen. Changing vendors would be time consuming and expensive. Likely about 2-years and over \$200,000 to change vendors. We want to avoid changing our permitting vendor if at all possible.

Our permit software is called "SmartGov". SmartGov has been owned and provided to Medina through three owners just since we began working with our public portal 3-years ago. These changes in ownership have not helped with getting the service we need.

Code Enforcement

Please see the February 2022 Code Enforcement report provided. The report shows much of the monthly code enforcement activity performed by Development Services. We perform many investigations either by complaint, or because of things we notice such as construction parking in the public right of way or advertising signs.

Earlier this year we began a new approach to investigating construction parking. Discovering if a vehicle is actually associated with permitted construction, and then finding out which project is involved can be time consuming and very difficult to do. Below is a new Warning Notice that we are using. Our Deputy Building Official places these on suspected construction vehicles which are parking in the public right of way. This has been helping. Last month this Notice was applied to vehicles parked in the Park & Ride that we suspected were associated with a construction project. The vehicles did not return after having reportedly been in the Park & Ride each day for some time.



The City of Medina

DEVELOPMENT SERVICES DEPARTMENT

501 Evergreen Point Road
Medina, WA 98039

WARNING NOTICE

No construction project related vehicles are allowed to park outside of private property boundaries except where signed on NE 12th St.

Continued violations will result in a Stop Work Order for your project per Medina Municipal Code 1.15.070

If you have questions or concerns, contact Rob Kilmer, Deputy Building Official for the City of Medina, at (425) 233-6413

We are currently investigating what appears may be a significant deviation from an issued permit. A Tree Activity permit issued for a 3-lot short plat that is under construction appears to be out of conformance with its permits in several aspects. A field investigation resulted in a list of issues which will now need to be addressed. Fines, fees, re-planting all may be a part of this.

St. Thomas School

St. Thomas has been adding onto their school and renovating other portions. The work has been over the past 3-years and in 3-phases.

Phase three is now complete. Phase three involved interior renovations. The project is now done with a new Certificate of Occupancy issued.



Monthly Issued Permit Report

February, 2022

Construction Value:	February 2022	February 2021	2022 YTM	2021 YTM	Difference
Accessory Structure	-	-	-	-	\$0.00
Addition / Alteration	\$20,000.00	\$20,000.00	\$895,035.00	\$523,000.00	\$372,035.00
Fence / Wall	\$75,000.00	\$5,000.00	\$78,500.00	\$9,000.00	\$69,500.00
New Construction	\$4,745,306.00	-	\$7,645,306.00	\$2,364,659.00	\$5,280,647.00
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	-	-	-	-	\$0.00
Total Value:	\$4,840,306.00	\$25,000.00	\$8,618,841.00	\$2,896,659.00	\$5,722,182.00

Permits Issued:	February 2022	February 2021	2022 YTM	2021 YTM	Difference
New Construction	2	-	3	1	2
Permit Extension	3	7	6	9	(3)
Accessory Structure	-	-	-	-	0
Addition / Alteration	1	1	2	5	(3)
Construction Activity Permit	5	-	7	2	5
Demolition	2	1	3	2	1
Fence / Wall	2	1	3	2	1
Grading / Drainage	2	-	3	1	2
Mechanical	7	5	17	15	2
Other - Moving	-	-	-	-	0
Plumbing / Gas	5	5	11	18	(7)
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	6	9	12	15	(3)
Tree Mitigation	6	1	13	6	7
Wireless Comm. Facility	-	-	-	-	0
Total Permits:	41	30	80	76	4

Inspections:	February 2022	February 2021	2022 YTM	2021 YTM	Difference
Building	105	90	172	142	30
	17	14	27	34	(7)
Engineering/Other	2	5	11	7	4
Tree	2	-	5	1	4
Total Inspections:	126	109	215	184	31

Monthly Applications Submitted

02/01/2022 – 02/28/2022

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
ADDRESS ASSIGNMENT	02/16/2022	ADDRESS-22-001		
TOTAL ADDRESS ASSIGNMENT:	1		\$0.00	
ADVANCE DEPOSIT	02/08/2022	DEP00163		3234 78TH PL NE
ADVANCE DEPOSIT	02/08/2022	DEP00164		7626 NE 10TH ST
TOTAL ADVANCE DEPOSIT:	2		\$0.00	
B-ADD/ALT	02/18/2022	B-21-131	\$360,000.00	500 86TH AVE NE
B-ADD/ALT	02/28/2022	B-22-027	\$2,500.00	7545 NE 28TH PL
TOTAL B-ADD/ALT:	2		\$362,500.00	
B-DECK	02/02/2022	B-22-021	\$315,079.00	8905 GROAT POINT DR
TOTAL B-DECK:	1		\$315,079.00	
B-DEM	02/02/2022	D-22-002		632 EVERGREEN POINT RD

B-DEM	02/24/2022	D-22-003		2436 82ND AVE NE
TOTAL B-DEM:	2		\$0.00	
B-FENCE	02/07/2022	B-22-015	\$50,000.00	1637 77TH AVE NE
B-FENCE	02/08/2022	B-22-023	\$25,000.00	2053 77TH AVE NE
TOTAL B-FENCE:	2		\$75,000.00	
B-GAS	02/02/2022	G-22-004		8235 NE 8TH ST
B-GAS	02/22/2022	G-22-008		2221 77th Ave NE
B-GAS	02/23/2022	G-22-009		7914 NE 26TH ST
B-GAS	02/25/2022	G-22-010		3244 76TH AVE NE
TOTAL B-GAS:	4		\$0.00	
B-LIFT	02/01/2022	B-22-020		3223 EVERGREEN POINT RD
TOTAL B-LIFT:	1		\$0.00	

B-MECHANICAL	02/02/2022	M-22-019		624 81ST AVE NE
B-MECHANICAL	02/09/2022	M-22-022		3217 78TH PL NE
B-MECHANICAL	02/15/2022	M-22-023		2036 EVERGREEN POINT RD
B-MECHANICAL	02/18/2022	M-22-024		810 84TH AVE NE
B-MECHANICAL	02/22/2022	M-22-025		8398 NE 12TH ST
TOTAL B-MECHANICAL:	5		\$0.00	
B-PLUMBING	02/23/2022	P-22-010		7914 NE 26TH ST
TOTAL B-PLUMBING:	1		\$0.00	
B-TELE	02/09/2022	B-22-024	\$70,000.00	8398 NE 12TH ST
TOTAL B-TELE:	1		\$70,000.00	
CAP - CONSTRUCTION ACTIVITY PERMIT	02/28/2022	CAP-22-007		500 86TH AVE NE
TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:	1		\$0.00	

ENG-GRADING/DRAINAGE	02/24/2022	ENG-GD-22-004		2436 82ND AVE NE
TOTAL ENG-GRADING/DRAINAGE:	1		\$0.00	
P-ADMIN SPECIAL USE	02/11/2022	P-22-008		550 OVERLAKE DR E
TOTAL P-ADMIN SPECIAL USE:	1		\$0.00	
P-NON ADMIN VARIANCE	02/16/2022	P-22-009		607 86TH AVE NE
TOTAL P-NON ADMIN VARIANCE:	1		\$0.00	
P-SEPA/SUBSTANTIAL DEV	02/01/2022	P-22-006		8925 GROAT POINT DR
TOTAL P-SEPA/SUBSTANTIAL DEV:	1		\$0.00	
PW-RIGHT OF WAY	02/01/2022	PW-ROW-22-008		2226 79TH AVE NE
PW-RIGHT OF WAY	02/03/2022	PW-ROW-22-010		8160 NE 24TH ST
PW-RIGHT OF WAY	02/03/2022	PW-ROW-22-011		632 EVERGREEN POINT RD
PW-RIGHT OF WAY	02/04/2022	PW-ROW-22-013		7747 OVERLAKE DR W

PW-RIGHT OF WAY	02/07/2022	PW-ROW-22-014		442 87TH AVE NE
PW-RIGHT OF WAY	02/08/2022	PW-ROW-22-015		8000 NE 16TH ST
PW-RIGHT OF WAY	02/08/2022	PW-ROW-22-017		2019 79th Ave NE
PW-RIGHT OF WAY	02/09/2022	PW-ROW-22-018		8845 OVERLAKE DR W
PW-RIGHT OF WAY	02/10/2022	PW-ROW-22-019		2226 79TH AVE NE
PW-RIGHT OF WAY	02/14/2022	PW-ROW-22-020		508 UPLAND RD
PW-RIGHT OF WAY	02/16/2022	PW-ROW-22-021		2019 79th Ave NE
PW-RIGHT OF WAY	02/22/2022	PW-ROW-22-022		8845 OVERLAKE DR W
PW-RIGHT OF WAY	02/25/2022	PW-ROW-22-025		1525 79th place ne
TOTAL PW-RIGHT OF WAY:	13		\$0.00	
TREE-ADMIN ROW TREE REMOVAL	02/01/2022	TREE-22-016		2205 78TH AVE NE
TOTAL TREE-ADMIN ROW TREE REMOVAL:	1		\$0.00	

TREE-RESTORATION	02/03/2022	TREE-22-018		8417 NE 10TH ST
TOTAL TREE-RESTORATION:	1		\$0.00	
TREE-WITH BUILDING/DEVELOPMENT	02/24/2022	TREE-22-021		2436 82ND AVE NE
TOTAL TREE-WITH BUILDING/DEVELOPMENT:	1		\$0.00	
Total # of Permits	43		\$822,579.00	

Case Number	Case Type	Case Status	Assigned To	Address	Case Text
CC-2022-015	GENERAL	COMPLETED	Rob Kilmer	2890 Evergreen Point Road	<p>Description: Complaint received of overcrowding at Park & Ride due to construction-project related vehicles</p> <p>Action Taken: Created notices and placed them on each vehicle that appeared to be construction related. Followed up during the next day and did not find 3 of the 5 vehicles of that notices had been placed upon. Did not find additional vehicles that looked obviously construction related.</p>
CC-2022-016	GENERAL	COMPLETED	Rob Kilmer	7545 NE 28TH PL	<p>Description: Complaint regarding construction noise</p> <p>Action Taken: Investigated and determined a building permit was not needed for the project's scope of work. Advised the project manager regarding construction work hours and construction noise hours in Medina. Project manager agree to limit percussive noise to the permitted hours.</p>
CC-2022-017	GENERAL	COMPLETED	Rob Kilmer	8401 NE 7TH ST	<p>Description: Report of storm water issue</p> <p>Action Taken: Visited site and spoke with reporting homeowner. Followed up with further information in answer to homeowner's questions.</p>
CC-2022-018	GENERAL	OPENED	Rob Kilmer	8658 NE 7TH ST	<p>Description: Report of work performed without permit.</p> <p>Action Taken: Visited site to gather facts. Investigation ongoing.</p>
CC-2022-019	GENERAL	COMPLETED	Rob Kilmer	508 UPLAND RD	<p>Description: Apparently construction related vehicle parked along ROW.</p> <p>Action Taken: Investigated and found that the vehicle was unrelated to construction activities. The owner is a routine home maintenance worker.</p>
CC-2022-020	GENERAL	COMPLETED	Rob Kilmer	227 UPLAND RD	<p>Description: Potentially construction related vehicles parked along ROW.</p> <p>Action Taken: Left warning notices on each vehicle.</p>

Case Number	Case Type	Case Status	Assigned To	Address	Case Text
CC-2022-021	GENERAL	COMPLETED	Rob Kilmer	8000 NE 16TH ST	<p>Description: Report of a commercial sign displayed in ROW</p> <p>Action Taken: Sign was removed by owner prior to any action needing to be taken.</p>
CC-2022-022	GENERAL	COMPLETED	Rob Kilmer	8400 NE 7TH ST	<p>Description: Potentially construction related vehicle parked along ROW.</p> <p>Action Taken: Left warning notice on vehicle.</p>
CC-2022-023	INITIAL WARNING	COMPLETED	Rob Kilmer	7619 NE 22ND ST	<p>Description: Potentially construction related vehicle parked along ROW.</p> <p>Action Taken: Left warning notice on vehicle.</p>
CC-2022-024	INITIAL WARNING	COMPLETED	Rob Kilmer	1635 77TH AVE NE	<p>Description: Potentially construction related vehicle parked along ROW.</p> <p>Action Taken: Left warning notice on vehicle.</p>
CC-2022-025	GENERAL	COMPLETED	Rob Kilmer	1400 EVERGREEN POINT RD	<p>Description: Report of tree cutting taking place</p> <p>Action Taken: Scope of work found to be hedge pruning only</p>
CC-2022-026	GENERAL	COMPLETED	Rob Kilmer	2221 77TH AVE NE	<p>Description: Work performed without obtaining the correct permit</p> <p>Action Taken: Instructed the contractor on how to bring the project into compliance</p>
CC-2022-027	SIGN VIOLATION	COMPLETED	Rob Kilmer	8000 NE 16TH ST	<p>Description: Report of a commercial sign displayed in ROW</p> <p>Action Taken: Sign was removed prior to being found. Extra attention is now being paid to this location to see when the sign gets placed/removed.</p>
CC-2022-028	GENERAL	COMPLETED	Rob Kilmer	2631 EVERGREEN POINT RD	<p>Description: Voicemail received regarding potential tree cutting having occurred. Caller requested to speak with City Manager or Police.</p> <p>Action Taken: Provided caller's voicemail to City Manager who provided it to Police Department. Visited site with Officer Glenn and determined that this was not a permit issue. Officer Glenn followed up with the homeowner.</p>

Case Number	Case Type	Case Status	Assigned To	Address	Case Text
CC-2022-029	GENERAL	OPENED	Rob Kilmer	3444 EVERGREEN POINT RD	<p>Description: Work performed without all necessary permits.</p> <p>Action Taken: Advised applicant of requirement to obtain a mechanical permit in addition to their approved gas permit.</p>
CC-2022-030	ROW VIOLATION	COMPLETED	Rob Kilmer	8426 OVERLAKE DR W	<p>Description: Neighborhood residents reported construction-related vehicles parked along ROW. Previously these vehicles had been associated with non-construction related activity.</p> <p>Action Taken: Notified Agent for the implicated construction site that the vehicles are required to be removed if they belong to any worker on that site. The vehicles were no longer present when I revisited the area.</p>