



CITY OF MEDINA

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Date: March 13, 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

Well, it is the same story, but different month. Applications, permit value, and most important to service revenues are down again.

The “February 2023 Issued Permits” report provided shows Total Value of permits issued down significantly when compared to 2022. You may recall that 2022 was down all year compared to 2021. And, the larger valued permits issued in February 2023 came in as applications in Fall of 2022.

This month we have 5-Construction Activity Permit Open Houses scheduled. All of these open houses are associated with 2022 permit applications.

Planning Commission

By Stephanie Keyser

Planning Commission began discussing the draft Housing Action Plan (HAP) during their February 28th meeting. The purpose of the HAP is to identify Medina’s housing needs, analyze projected needs, and identify strategies and implementation actions that the city may take to promote greater housing opportunities at all income levels. It is anticipated that Planning Commission will hold a public hearing on the draft in March and Council will begin to discuss it in April. The city received a grant from the Department of Commerce to do this work and the HAP must be adopted by resolution by June 30, 2023.

King County Wastewater Pump Station Maintenance Project

We continue to work with King County staff on construction mitigations associated with their July/August 2023 pump station maintenance project. A meeting this past week resulted in an agreement for the County to provide a mailing notice for a 1,000 ft radius of their property. This first notice will be sent out the week of March 20th – 24th.

Additional noticing will come in the form of Medina Matters, and in-person conversations with residents. We intend on sending out 4-notices between late March and about 2-weeks prior to the start of the work. The primary issue is work through one night and trucking

during that time. Noticing to each resident along the truck route will also occur. The pump station property will also be posted with project information.

Tree Code Enforcement

Our development project Arborist, Sean Dugan is working with the owner of 3444 and 3450 Evergreen Point Road regarding proposed tree removals. The report provided has details. As always, we are working with the property owner to identify alternatives to the tree removal. However, the applications appear to be code compliant. The result of the tree removal will be a noticeable change in canopy along Evergreen Point Road.

We have drafts of code amendments associated with the six bullet points that Council approved. Approval of these code amendments will add clarity to the Tree Management Code and to a degree better tree protections. These are short-term fixes to issues identified by our two new arborists. An in-depth review of the Medina Tree Management Code should become a calendared Planning Commission item as time and budget allows.

Permit Tracking and Public Portal

As previously mentioned, we are exploring the possibility of replacing our permit tracking software including our public portal.

Medina now has a seat on a 9-member steering committee which is managed by the City of Bellevue. Bellevue has initiated a plan to add permit tracking software to their well-liked public portal software. About 30-jurisdictions have shown interest in this project.

Over the next months the project will develop and more information will be provided to Council. If this Bellevue project is something we wish to be a part of there will need to be a budget discussion in 2024.

Development Services Fund

As discussed, the DS Fund is under review with several administration to be made, and some fee amendments to be proposed.

The DS Fund was established in 2021 and implemented on January 1, 2022 with transparency as the focus, but sustainability has become the most important matter to address.

A significant part of how Development Services is funded is through cash deposits made by permit applicants. These "Advanced Deposits" offset additional costs to the City for services provided. Medina staff evaluate our consultant invoices each month and compare to permit fees assessed to projects. As cost of service exceeds permit fees paid then money is drawn from the associated advanced deposit.

Provided is the 2021 and 2022 tracking of advanced deposits for each our tree code consultants, and our engineering consultant. The tables show the result of using the advanced deposit process.

As part of the DS Fund evaluation the advanced deposit process will need to be expanded to include all of our professional consultants. This change will come to Council as a code amendment.