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Date: November 9, 2026

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

Permitting

Since adoption of the development impacts 'Phase 1" Ordinance 1062 by the Council, Development Services has had *five Minor Deviation applications with two of those on the same parcel*. There is also a pre-application meeting scheduled to discuss another (6th) Minor Deviation.

Please see the permits received and permits issued reports provided for October 2026.

Here is a comparison of permit valuation year to date 2026 vs 2025:

October 2025 YTM Permit Valuation: $26,313,001.18
October 2026 YTM Permit Valuation: $29,147,071.30

Medina issued no new house building permits in October 2026. The total valuation for October additions/alteration was $488,000.

Development activity in Medina, and generally throughout the Points area, continues to remain year over year comparatively slow.

Planning Commission

The November 18, 2926 Planning Commission meeting will be cancelled. Our consulting Planner Kim Gunderson is taking a break now that she has had a baby girl! Without a planner we do not have an agenda. I expect that the Planning Commission will resume work on December 15, 2026 at a scheduled Special Meeting. Council Work Plan topics that are due in mid-2027 will be on the December 15th agenda.

Unfortunately, we are missing two consecutive months of Planning Commission meetings.

Projects 2027

In addition to state mandated projects required to be completed by mid-2027, Medina is preparing to address various city-wide topics beginning in early 2027. Topics involving land use will begin early in 2027. A follow-up to 'Phase 1' development impact's that was recently approved by the Council through adoption of Ordinance

1062 is not defined in the Council Work Plan, but the Council may wish to consider this a priority to continue early in 2027.

An RFQ was issued which had a due date of September 11, 2026. The RFQ issuance was a response to the need for a highly and broadly experienced planning firm which may have additional capabilities in design and engineering. Medina needs guidance towards a cohesive vision as a starting point. With a vision, Medina can step forward towards city-wide projects.

Fifteen very qualified planning firms and individual planners responded to the RFQ. Some of the firms were multi-disciplinary with abilities such as civil engineering, landscape architecture, surveying, transportation, etc. in addition to planning. The fifteen were narrowed to three finalists. The three finalists were interviewed by the Development Services Committee on Tuesday November 3rd. At the time of this report a decision on the finalists has not been made. The three finalists are:

Dudek and Leland Consulting Group
Dowl
Opticos

Construction Mitigation Updates 2027

Background - Construction Activity Permit
Development project rules for mitigating construction impacts on their neighbors have been formalized in Medina. Enforcement is through Development Services Department staff.

A proposal for Council consideration in 2027 is being prepared which will propose updates to our Construction Activity Permit (CAP) ordinance. I thought a brief overview of Medina's construction mitigation ordinance would be timely. Council has already asked for certain amendments to the CAP noticing process which will be included in this comprehensive amendment proposal.

Here is a summarized history of Medina construction mitigation rules.

- 1994 Medina passed Ordinance 588 'Mitigation Plans for Major Construction Activities' (AKA 'CMP'). Ord 588 was reaction to a significant development project on the waterfront with new types of neighbor impacts. Ord 588 was simple and addressed basics that were needed at the time.
- There were several amendments to Ord 588 between 1994 and 2019.
- 2003 Medina passed Ordinance 748 which was the most significant of updates to the original 588. This is where the term 'Construction Mitigation Plan' (CMP) really began. Ord 748 included the first provisions regulating tower cranes. Various levels of construction mitigations were defined with their own processes. The simplest process was a 'Construction Code of Conduct' and the most rigorous 'Level 1' required a formal presentation and approval by the Planning Commission. "Level 2' was something in between. The entire CMP process was managed by the professional consulting firm Otak.
- 2019 Medina Ordinance 972 adopted the Construction Activity Permit (AKA 'CAP") which eliminated the CMP process and created an entirely new simplified approach to construction mitigation. Additional amendments followed Ord 972 in 2021 and have also been directed by the Council,

In most jurisdictions development project construction mitigation is limited to regulating work hours, days of work, and similar. In Medina the CAP regulates work hours, allowed work days, tower cranes, noise such as radios and loud voices and tile cutting, construction parking, use of the public right of way, visual barriers, site contact signage, vehicle idling, construction company advertising, site cleanliness, etc. The CAP process for permitting is formal in that new houses will have hard mailed and posted noticing, and a city hosted on-line open house is conducted where residents may interact with the permit applicant.

As with any ordinance, updates are often required based on experience with use. Updating the CAP is currently on the Council Work Plan, although this is not listed as a high priority. I believe a comprehensive update can and should be completed in 2027 with City Attorney assistance and likely no other consultants. The proposed updates will include new enhanced noticing, site visual impact reductions, code enforcement process and new fines among others.

Development Project Drones

The use of drones by building construction contractors in Medina is probably already happening and will likely become more frequent. The National Association of Home Builders published a sponsored report on drone use which the Master Builders Association then sent out as part of their daily newsletter. Builders find risk reduction and efficiencies with drone use. Please see the NAHB report at: https://www.nahb.org/blog/2026/10/sponsored-drone-as-a-service. The NAHB report is sponsored by a drone service company, but it is informative and relevant.

The sound produced by a drone is not likely to exceed Medina allowed noise levels. Drone sound is more likely to be a nuisance for development project neighbors. Both noise level maximums and nuisances are addressed within the Medina Municipal Code. Drone noise can be measured, although it would be difficult to do. Drone noise as a nuisance is subjective and therefore difficult to enforce. In Medina the use of drones could become a privacy matter for development project neighbors.

The Council may wish to explore the possibility of proactively regulating development project drone use through amendments to the Medina Municipal Code. The topic of drone enforcement is complicated as our Police Chief already knows. There are FAA and state laws involved meaning our City Attorney would need to weigh in early if there is any thought of pursuing regulations through our Municipal Code.

Trees

- The Council Study Session agenda on December 14th is scheduled to be a discussion on the Tree Management Code Updates Council Work Plan item which we hope to schedule and complete in 2027.

- The Right of Way Tree Inventory project is nearly complete. The two-year 'city tree' inventory performed by our City Arborist will be completed before the end of 2026. The data collected will be useful if the Council decides to establish a comprehensive tree management or urban forestry program. The data will also be available to the public on the Medina website through a program called 'TreePlotter'.

- For right of way tree removals, we created a new yellow notice. See the photo provided of a diseased Public right of way Douglas-fir at 7721 NE 24th Street which our Public Works Department will have removed due to hazard.

Code Enforcement

- After Halloween each year tree light installers place signs all through Medina. Our Building Official/Code Enforcement Officer Rob Kilmer picks up signs almost daily.

- As part of an investigation into vehicles parked within the right-of-way, Rob found two companies working in Medina without City of Medina business licenses. Rob used the Washington State Department of Labor & Industries and Washington State Department of Revenue websites to confirm the lack of licensing. Both companies were emailed about the matter and directed to the City's business license information page. The two companies obtained Medina business licenses the next day.

Please see the Code Enforcement Report provided.

Attachments:
October 2026 Permits Received Report
October 2026 Permit Issued Report
October 2026 Code Enforcement Report
October 2026 Tree Permit Report
Photo - Right of Way Tree Removal Notice