



CITY OF MEDINA

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Date: February 10, 2025
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

These Development Services Department monthly staff reports are created with input from each of our staff members. Additionally, our consulting City Arborist Andy Crossett provides a report.

Permit Activity

2025 has started with a promise of more activity than last year. To date we have conducted three pre-application meetings for new homes. At this time last year, we did not have any new home pre-application meetings. These meetings indicate we will receive permit applications at a later date.

I haven't had the time to review 2024 yet, but I will do so and include a graphic to give you an idea of how the year looked.

I also owe Council an update on our "Advanced Deposit" program. Our cash deposit (Advanced Deposit) program is a solid part of any Development Services Fund evaluation.

Planning Manager Report

Jonathan G. Kesler, AICP, Planning Manager

Middle Housing:

This has been a busy period for the Medina Middle Housing Update. City Council did a final review of the **draft** Middle Housing ordinance at its January 27th meeting, ahead of the January 31, 2025 deadline for its submission to the Dept. of Commerce. Consequently, City staff transmitted the draft ordinance to Commerce on January 30th. Moving forward, future Council meetings will include a review of additional topics that could be considered for inclusion in the **final** ordinance that must be transmitted to Commerce no later than June 30, 2025.

In the lead-up to that date, SCJ Alliance (SCJ) helped conduct two (2) Middle Housing Community Forums earlier in January: January 9th at St. Thomas Episcopal Church and January 15th, at Medina City Hall. Outreach to the community about these events included two (2) postcard mailers, posters, flyers, notification on the city website and personal outreach by City Council members and Planning Commissioners.

As SCJ noted in their Council summary, each event began with a welcome from the Mayor, followed by a formal PowerPoint presentation to the attendees describing Middle Housing and the requirements specific to Medina. The presentation included information on the relevant House Bills and state guidance regarding the legislation. The local development standards were shared, along with graphics designed to depict how Middle Housing could potentially look in Medina. Attendees then had the opportunity to ask questions of staff and consultants, followed by time to complete a survey via an online link or on paper.

The first forum at the church was offered as an in-person event, with an estimated 71 in attendance. The second forum held at City Hall was in-person, but offered an option for virtual attendance, also. Twenty-five (25) people came in person, with approximately fifty (50) participants attending online. These numbers make the forums among the highest-attended public meetings held in Medina in recent years.

The survey remains open until Friday, February 14th. (There is a “banner alert” on the City website notifying visitors of it.) Afterward, results will be compiled and presented formally at the February 24th Council meeting. Dozens of surveys have been completed so far.

Development Services Staffing

Development Services Coordinator

I previously mentioned in this report that our Development Services Coordinator, Rebecca Bennett will be on maternity leave for about 4-months in 2025. Rebecca’s baby is due in early this month!

Rebecca has been training a temporary person to do her job while she is on leave. Tom Moriarty is doing a great job learning Rebecca’s job. Rebecca drafted a manual for her position which has been very helpful.

Rebecca anticipates being on leave until early June 2025.

Permit Applications of Interest

American Tower Co. has applied for permits to modify antennas on 10-existing poles within the Medina public right of way. This application is under the recently approved franchise agreement. One part of this I am focusing on is ATC’s desire to add new electric meter posts near each of the existing 10 poles. We are evaluating this under our Municipal Code, and have asked our Telecom Attorney for an opinion.

The permit application for modifications to the existing T-Mobile site on Bellevue School District property at Evergreen Point Road and approx. NE 28th St. is being processed. This is the project which involves T-Mobiles monopine concealment proposal. Within the past week T-Mobile has agreed to provide additional information I had previously asked for regarding the monopine. Our City Attorney will approve of the staff report for this project and will make Medina’s presentation to the hearing examiner. Hearing date is not yet scheduled.

Overlake Golf and Country Club has an application for a fence height variance. This variance application will have its staff report approved by our City Attorney, and our attorney will present this to the hearing examiner. Hearing date is not yet scheduled.

Tree Activity

Please see the reports attached. We are currently working on getting our consultants ready to perform work under our 2025 approved budget.

Facet (formerly Watershed) will be performing a tree canopy study. I anticipate that this study will be completed with a presentation to Council by late Spring or early Summer agenda room pending. The canopy study is over the entire city and will reproduce the same study by Watershed in 2015.

Our arborist is preparing to begin a budgeted city tree inventory. This will actually be a 2025 and 2026 project. I will be asking for an additional budget to complete this project next year. We will be starting with an inventory of right-of-way trees (trees adjacent to streets). Then, city trees such as within parks will be inventoried. Having an inventory will allow Medina to comprehensively manage its urban forest proactively, where we have not been able to do so previously. Trees will be located, tagged, sized, species and health recorded. All information will be available to the public on our website through a map.

Permit Graphic

Our temporary staff member Tom Moriarty took permit process information given him by Rebecca Bennett and created the “Lifecycle of a Permit” graphic that is provided with this report. The purpose was for Tom’s benefit.

The graphic is simple and I don’t want to clutter it with information, but it will be nice to have when explaining to the public how the basics work.