



# CITY OF MEDINA

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**Date:** January 8, 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

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## **Permit Activity and Budgeting**

Please see the permits issued and permits received reports. 2023 was a busy year for permitting with “permit value” totaling \$73,696,793 vs. the 2022 total of \$32,472,240.

A chart is also provided for your review which compares permit valuation from the beginning of 2006 through 2023.

## **Planning Manager**

Last October our Planning Manager, Stephanie Keyser resigned. On January 2<sup>nd</sup> our new Planning Manager began working with us.

Jonathan is an experienced planner who will be assigned the general task of managing our Land Use code.

## **Planning Consultant**

We received three responses to our planning consultant Request for Qualifications. Phone interviews with each of the three were conducted and we found all to be highly qualified.

Our Planning Manager Jonathan Kesler will be busy for at least the first half of 2024 with the Comprehensive Plan Update and other matters on the Planning Commission’s calendar. Our new Planning Consultant will provide additional assistance to us by reviewing zoning and planning permits for us. These “current planning” tasks will further allow Jonathan to focus on long-range Planning Commission calendar related matters.

Due to the nature of the work, and public presentations that may be required of the new consultant’s staff, we will have another on-line interview involving their senior staff members that would be working with us. A decision will be made by January 12th and a contract likely completed no later than January 26<sup>th</sup>.

## **2024 Comprehensive Plan Update**

Our new Planning Manager, Jonathan Kesler, is working on a schedule for the completion of Medina's Comprehensive Plan Update. The initial schedule we had been working with is now changed due to the resignation of Stephanie Keyser in October. Jonathan's work with us will initially be focused on our Comprehensive Plan Update.

Our new Planning Consultant will work with Jonathan on completing the various Elements of the Update. It is possible that the consultant will be assigned Elements, or portions of Elements by Jonathan. We intend on having a two-track approach to the Comprehensive Plan Update completion.

## **Tree Code Enforcement**

A hearing has been scheduled for Tuesday January 9 2024 regarding the proposed removal of a 50.2" Coast Redwood on private property. This is designated by our Municipal Code as a Landmark tree.

A decision regarding the tree removal will be made by the Hearing Examiner. Removal of trees this size is unusual in Medina.

Our Arborists staff report for the hearing examiner evaluates the removal proposed compared to our Tree Activity code and our Comprehensive Plan.

The application includes a letter from a neighbor who is in favor of the removal.

## **WSDOT 520 Bridge Maintenance Project**

The Washington State Department of Transportation (WSDOT) notified us several months ago that they will be maintaining the 520 bridge and approaches in 2024. The maintenance involves application of a sealant to the concrete driving surface and soffits. The work requires an administrative noise variance from Medina due to night work involved.

The administrative noise variance has now been approved with conditions. The conditions are intended to protect Medina residents through noise attenuation measures. While the noise variance does not regulate application of the sealant, we have worked with WSDOT towards assuring resident and environmental protections.

## **Residential Lighting Complaint**

Our staff received a complaint recently from a resident about exterior lighting on a new house constructed across the street. The new home contractor and the homeowner have communicated, but the matter remains unresolved.

Our Deputy Building Official is investigating the complaint. If it is discovered that our Municipal Code does not address this type of issue, then we will advise the two private parties on ideas for solutions and try to help them gain an agreement before the building permit is closed. If our Municipal Code does regulate this then we will enact the appropriate enforcement which always begins with communication, and the permit will not be closed until there is a solution.