



# CITY OF MEDINA

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**Date:** March 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

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## Permit Activity

Please see the permit reports provided. Permit activity has been heavier than this time last year, although the valuations shown in the report reflect the opposite. This discrepancy has to do with a bust late 2023 where permits were submitted to us, but not deemed complete until after January 1, 2024. This skews the data.

## Planning Manager Report

Jonathan G. Kesler, AICP, Planning Manager

Results have been tabulated for the Middle Housing Survey that SCJ Alliance (SCJ) did. The response rate was very high, just as attendance was high at the two public forums in January (71 at St. Thomas Episcopal Church and 25 in-person and 50 virtually at City Hall). **When the survey closed, 199 responses were received online.** The completion rate was 72.4%, with 144 surveys fully completed and 55 partially completed. Four (4) paper surveys were completed and submitted to City staff, **for a total of 203 surveys submitted.** A report on the results, along with the data was provided to the Council in the packet and is being made available on the Medina Middle Housing page.

Upcoming discussions will focus on any additional subjects to the Middle Housing Ordinance, issuing the SEPA (with a 30-day comment period) and reviewing and preparing the Ordinance to send to Commerce for its mandatory 60-day review. Public Hearing schedules for April and May will be discussed in the upcoming Council meeting, also.

## Tree Activity Report

We do not have a tree activity report from our arborist this month. There were no tree activity permit applications. This is unusual. We do expect to see permit applications as Spring approaches.

## Development Services Professional Services Contracts

With help from Jennifer Robertson, I have been working with consultants on contract renewals, and new contracts.

## CWA

CWA has been supporting us with building code compliance review services for several years. We recently renewed the CWA contract. Our goal is to use less of CWA as our new Building Official takes more of the work.

## Coffman Engineers

We are currently working with Coffman Engineers on renewal of a contract to provide us with sound testing services.

## Tree Frog

This is our arborist Andy Crossett's company. We recently completed the renewal of this contract.

## SCJ Alliance

SCJ currently is assisting Medina with the Middle Housing project. I am talking with SCJ about the possibility of their assisting us with specific planning project reviews.

## Facet

We recently completed a new professional services contract with Facet (formerly Watershed Co). Medina has worked with Facet/Watershed on several projects over the years, but we have never had anything other than a project-by-project relationship. We now can use Facet for environmental reviews as needed. Additionally, Facet will be our lead for the state mandated Critical Areas Ordinance Update, and a city-wide tree canopy study all during 2025. The Facet contract model is one we may use in the future for other contracts where we have a professional services contract, then use task orders for individual projects.

## Other Professional Services Contracts

Development Services has a small staff, but we have large projects that we have responsibility for assuring code compliance. Since I listed the contracts. we are establishing and renewing I thought I would list other consultants we regularly work with.

LDC assists us with both current and long-range planning. Permit reviews and the Comprehensive Plan are examples. LDC is new to Medina starting in January 2024.

Grette is our critical area consultant. Grette is based near Tacoma and is fairly new to Medina. Grette reviews work such as no net loss related to shorelines replanting, steep slope critical areas reviews, etc.

WSP is a Kirkland company we have worked with for several years. WSP has changed names over the years having been bought twice recently. WSP reviews geotechnical reports for us. Typically, WSP is involved with steep slope engineering for stability review.

Telecom is our telecommunications specialist. This is a Southern CA based company with skilled attorneys on staff who are current on telecommunications laws. We engage Telecom in permit applications that have complexities. Telecom recently guided Medina through a new franchise agreement with American Tower Co.

## **Permit Applications of Interest**

This section of my report is simply intended to be another update for you regarding three projects of interest to the community.

Last month in my staff report I mentioned that American Tower Co. had 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. Included with the application are new proposed electric meters mounted on posts near each of the 10-existing poles. Our telecommunications consultant has reviewed the meter proposal and produced an opinion which is now under review with our City Attorney.

The permit application for modifications to the existing T-Mobile site on Bellevue School District property at Evergreen Point Road and approx. NE 28<sup>th</sup> St. continues to be processed. This is the project which involves T-Mobiles monopine concealment proposal. Since my last staff report T-Mobile provided us with additional information showing options to the monopine in photo simulations. We now have photo simulations of a monopine proposal for pole and antenna concealment, an antenna with a barrel concealment, and a pole with antenna which has no concealment. I expect we will have a public hearing on this project in mid-late April.

As mentioned in my previous staff report, Overlake Golf and Country Club has submitted an application for a driving range 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 Inventory**

Our 2025 budget includes funds for a portion of a city-wide tree inventory. This is a 2-year project and there will be a budget request for completing the project in 2026.

The inventory is the first step to effective management of city-controlled trees. Basically, any trees not located on private property are a part of this inventory.

In 2025 we will have an inventory of right-of-way trees along city streets. In 2026 the inventory will be completed in our parks and public spaces.

As part of the inventory budget, we purchased software which will be used to track each tree by GIS location, size, species and health. This information will be available to the public on our website.

## **Construction Activity Permit**

This topic may be brought to Council by a resident, so I am giving you some general background through a summary of the CAP.

The CAP is a formal way for Medina to apply construction mitigation rules such as work hours and construction parking locations. Every building permit is issued with at least the prescriptive CAP rules. There are two types of CAP's which require the formality of noticing. The noticing and the documents we receive are different between the two CAP types. What I am writing is intended as an overview to describe code intent, not detailed process.

For reference, please see the provided CAP ordinance found in the Medina Municipal Code Chapter 16.75. – Construction Activity Permit. The entire Chapter 16.75 is provided, but I highlighted the two types of CAP's I am referencing for you to find easier.

Section 16.75.070 describes the most common form of CAP we see and is also the most visible to Medina residents. This section is associated with projects having a permit value (city assigned value) of \$500,000 and above. These large projects have notice requirements and must conduct an open house. These CAP's use a city provided CAD template where the applicant imports their own site plan detailing the required minimum mitigations. This site plan on the city template is used with the open house and is available for anyone to view it without the need for a public records request. Medina posts these mitigation site plans on our website for public view during the notice period. No other permit application documents are presented to the public without using the public records request process.

Section 16.75.080 is the other form of CAP. This section is for projects with permit value below \$500,000 that require a building permit, and also require construction access via a private lane or joint use driveway. The concept is that neighbors who share access to their properties should be notified when one of the properties on that access will be constructing under a Medina issued building permit. Construction parking on private property is not regulated by Medina, and potential access blockage, deliveries etc. in often narrow property access are issues this code section is addressing. Permit applicants with projects under MMC 16.75.080 are required to provide notice of application to all neighbors whose primary access is via the private lane or joint use driveway. No more than 21-days following determination of a complete permit application, the applicant must distribute the notices with the information as listed in the CAP ordinance. The 21-day period is not a comment period, but rather a method of assuring timeliness of notification. This form of CAP under 16.75.080 does not use the city provided CAD template so there are no construction mitigation documents held by Medina which could be reviewed by neighbors. The only permit documents that Medina has are related to the construction which may be viewed through a public records request. The public records request process is easily found on our Medina website.

Neither of the two CAP processes has the intention of collecting comments and neither has a comment period. As this ordinance was being drafted, Council and Planning Commission were both involved and each had much input. The CAP ordinance language was drafted by our City Attorney. The intention by Council and staff regarding the required two forms of noticing is simply to inform residents about a construction project that may impact them. Then, through the CAP process, impacted neighbors who are now aware of pending projects have the opportunity to engage with the permit applicant towards additional mitigations beyond Medina requirements if they chose to.

From time-to-time ordinances must be amended. Chapter 16.75 has been amended once previously. There are several minor updates currently needed to the CAP including a Council directed notice posting change with associated sign code update. I will be packaging all CAP updates for a single Council review with request for approval.