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Date: May 11, 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

Please see the attached April 2026 permits received and permits issued reports. These reports include all permits that Development Services processes for the City of Medina including those for Public Works right of way.

Permit activity reflected in 'Construction Value' is currently much higher than this time in 2025. This activity level is due to permit applications for new houses accepted last year which are being issued this year.

2025 Year to Month Permit Valuation: \$2,777,809.42
2026 Year to Month Permit Valuation: \$10,443,704.75

Unless we see an increase in permit applications, the Total Value between 2025 and 2026 is expected to become closer.

Development Services Topics

Council Work Plan

Tasks within the Council Work Plan are being scheduled. Budget requests and grants are being evaluated. Tasks which are considered 'routine' may be brought directly to the Council while many others will require Planning Commission review and processes such as SEPA and Department of Commerce review. The intent is to eventually have the Council see the status of the Work Plan on a regular basis such as through this monthly staff report.

Private Sport Courts. We are continuing to work through applications for private sport courts. One application we have is an administrative process and another is non-administrative process. Use of sport courts for pickle ball and the resulting sound has been a concern received by Development Services staff. Hours of use for private sport courts are not regulated by the Medina Municipal Code.

Our Medina Municipal Code addresses noise through maximum limits measured in dBA at the nearest receiving property line. The MMC also addresses certain noise that is a nuisance and may require abatement through Chapter 8.06 and 8.04. MMC 8.04.020.P states:

“Noise that:

1. Unreasonably annoys, injures, interferes with or endangers the comfort, repose, health or safety of a community or neighborhood; and

2. The noise need not exceed the maximum permissible sound levels or be a public disturbance noise, as described in [Chapter 8.06 MMC](#), to be a public nuisance.”

Regarding noise; MMC 8.04.020.P would be applicable during a code enforcement action, although difficult to enforce. Applying mitigation of either MMC 8.06 noise level maximums, or 8.04.020.P as a requirement of an administrative permit application is not possible other than as a notification of implications within the permit issuance. With non-administrative permit applications SEPA can be used to help mitigate noise levels, but the subjectivity of MMC 8.040.20.P is still difficult for staff to address.

A balance of property use and enjoyment vs. neighboring resident protection against ‘unreasonable’ noise is difficult under Medina’s current code. At some point the City of Medina may wish to consider private sport court noise mitigations as a code amendment where some form of acoustic design and/or evaluation is required under a permit application.

ROW Tree Inventory

Our City Arborist continues to progress in the inventory of right-of-way trees. This is the second of a two-part program to create an inventory of all city-controlled trees. The fieldwork process is slow as was expected. Determine if a tree is in the public ROW or if is on private property and this can be time consuming. This work is under 2026 budget.

Critical Area Map

Our consultant Facet is working on updating and re-creating the content and form of our Critical Areas Map. The new map will be GIS based and will be made available on Medina’s website. This is under 2026 budget.

Wildland Urban Interface Code

The ‘WUI’ has been an on-going and confusing process at the state level. The WUI was signed into law by the Governor at one point, then immediately rescinded.

The WUI is a state-wide code proposal intended to protect property from wildland fire. A problem with the initial drafting of the WUI was that hazard mapping was also state-wide with little apparent consideration for differences in fire response capabilities between rural towns and urban cities. The potential impacts to Medina and other urban areas have been with the Department of Natural Resources hazard level mapping and resulting increased setbacks of vegetation to buildings.

DNR currently has a target date of 12/1/26 for publishing new hazard maps. Our Building Official is tasked with tracking the WUI code process and providing advice regarding any potential MMC amendments that might be needed.

Overlake Golf and Country Club Sport Court Application Update

- Permit Application Vesting Date: March 12, 2026.

- Permit Application Numbers:
 - P-26-015 – Critical Areas Review
 - P-26-016 – Non-Administrative Conditional Use Permit

- P-26-017 – SEPA Threshold Determination
- Review Process: The project is being processed as a non-administrative application and will go before the Hearing Examiner.
- Current Status: The permit applications are with the applicant for response to Medina staff comments sent March 27, 2026.
- Public Notice Process: The Notice of Application has been completed. The next steps will include issuance of the Notice of Hearing, the public hearing, and subsequently the Notice of Decision.
- Currently Proposed Sound Mitigation: 10' acoustical noise reduction panels at the south and west sides of the court, though no specifications or study as to the efficacy of the panels were provided as was requested by the City in its first round of review comments.

Medina has asked OGCC to tell us how they will mitigate the sound impacts associated with more proximal pickleball to neighboring residences and to substantiate the efficacy of their proposed mitigation.

Planning Commission

Planning Commission met on April 28th which other than the joint meeting with the Council on February 24th was their first meeting since January 27th. Attached to this staff report is the April 28th agenda with the intention of providing you with an overview of topics discussed. All referenced documents are available on Medina's website.

The April 28th meeting agenda was full. Both the Outdoor Lighting and Tree Management Code topics were discussed. The Planning Commission will see each of these topics at least once more.

Once Planning Commission completes their recommendations and the Development Services Committee has reviewed the presentations, the draft ordinances will be sent to the Council with presentations by our professional consultants. Council will be asked to approve for staff to forward the drafts to begin SEPA and Department of Commerce review.

Typically, the Planning Commission will conduct a Public Hearing, and the Council will be asked to conduct a Public Hearing following SEPA and Department of Commerce approvals.

There will be a special Planning Commission meeting on May 19th where the development impacts ('bulk') topic is scheduled to be introduced by our planning consultant.

The regular May Planning Commission meeting has been moved to Wednesday May 27th due to Memorial Day. Anticipated topics will include continued discussion of development impacts.

The Planning Commission will be busy for the foreseeable future as the Council Work Plan continues to be scheduled into their calendar.

Attachments:

April 2026 Permits Received Report
April 2026 Permit Issued Report
April 2026 Code Enforcement Report
April 28, 2026 Planning Commission Agenda