



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, January 27, 2025

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**Subject:** Middle Housing Update

**Category:** Discussion

**Staff Contact(s):** Jonathan G. Kesler, AICP – Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance

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**Summary:**

During the previous City Council meeting held on January 13, 2025, the Council reviewed the draft Middle Housing ordinance that has been developed over the past few months. The ordinance was then reviewed by the Planning Commission during their meeting held on January 16, 2025. Based on discussion with the Commission, staff, and consultants, a few minor revisions have been made to the ordinance for consideration by Council.

The January 27<sup>th</sup> City Council meeting will be the last opportunity to review the ordinance prior to the January 31, 2025 deadline for submission of the draft ordinance to the Dept. of Commerce. Future Council meetings will include 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. This Agenda Bill will provide a summary of the recent revisions to the draft Middle Housing ordinance. City Council will have an opportunity to review, ask for clarification and feedback, and ultimately give approval to transmit the draft ordinance to Commerce.

Following discussion of the draft ordinance, the Council will then review and discuss the results of the community outreach efforts and do a recap on the community forums held on Thursday, January 9<sup>th</sup>, and Wednesday, January 15, 2025.

**Draft Middle Housing Ordinance**

The Code Amendments have been attached to this packet as Exhibit #1. For discussion purposes, the proposed Code Amendments are depicted in “Track Changes”. The document will be converted into ordinance format at a later date.

The following provides a description of the recent revisions, in chronological order of appearance, within the Code Amendment document:

**MMC 16.12 Definitions**

The following definitions within the Medina Municipal Code are being revised from the previous version. The definitions depicted in the color red are those required to be included within the MMC pursuant to the Middle Housing legislation which amended RCW 36.70A.030 Definitions.

- **Accessory Dwelling Unit** (pg. 3)  
This definition has already been revised to specify that an ADU that exceeds the size limitations of MMC 16.34.020 shall be considered a duplex (if attached) or a cottage (if

detached). The most recent revision provides clarity on the difference between attached and detached ADU's.

- **Administrative Design Review** (pg. 3)  
This is a new definition required pursuant to the Middle Housing legislation which amended RCW 36.70A.070. This has been revised to provide clarity regarding the role of the director. A footnote has also been added to indicate that the City does not presently have a design review process.
- **Major Transit Stop** (pg. 10)  
This is a new definition, required pursuant to the Middle Housing legislation which amended RCW 36.70A.030, Definitions. A footnote was added to clarify that as of June 30, 2025, there is not currently a major transit stop within Medina or within one-half mile of its border. The distance requirement will need be analyzed at time of future development.
- **Middle Housing** (pg. 11)  
This is a new definition, required pursuant to the Middle Housing legislation which amended RCW 36.70A.030, Definitions. An additional sentence has been added to indicated that Medina will comply with housing requirements applicable to Tier 3 cities. Please note that the previous agenda packet included a version of the ordinance with this term struck out. This was a formatting error, and the term has been reinserted as a requirement.
- **Single-family dwelling** (pg. 16)  
This is an existing definition that has been revised to simplify it from its original language to provide clearer guidance and distinction from the various new Middle Housing types.
- **Single-family dwelling, detached** (pg. 16)  
This is also an existing definition that is simplified after further review of the Middle Housing regulations.
- **Street** (pg. 18)  
This definition was not flagged for revision in the previous Code Amendment document, but it was recognized that it would be appropriate to update this definition to match up with the definition of "street" within the recently adopted Comprehensive Plan.

#### **MMC 16.21.030 Use Table** (pgs. 25-27)

The use chart is an important tool within the development code to help users of the code determine which uses are permitted or prohibited within each of the various zoning districts. As described previously the following new Middle Housing uses were added to the chart:

- Duplex
- Cottage Housing
- Stacked Flats.
- Courtyard apartments

The revision since the last review was to place these uses in alphabetical order within the use chart.

### **MMC 16.21.060 Maximum dwelling units on a lot** (pgs. 28-29)

This section of code has been updated significantly in order to comply with the State requirements found in RCW 36.70A.635(5) to provide more specificity about the allowance of two units per lot, including language describing the exemptions to the 2-unit per lot requirement.

A new subsection D was included in the previous revision for discussion purposes. No revisions have been made since the last Council meeting, but Staff wanted to point out that this provision remains. This language provides direction that any other modifications to the unit density standards would be allowable only through the implementation of a Development Agreement.

### **MMC 16.30.060 Residential Off-Street Parking** (pg. 41)

A new subsection (2) has been incorporated to specify the off-street parking requirements for Middle Housing dwellings. This language is being included for compliance with RCW 36.70A.635(6).

During further review it was determined that the word “no” had been inadvertently left out of the following provision. This important word has been incorporated back in as depicted below.

- A maximum of one off-street parking space per unit shall be required on lots no greater than 6,000 square feet before any zero lot subdivisions or lot splits.

Additionally, a third provision for off-street parking has been added to 16.30.060(2) as follows:

- A maximum of two off-street parking spaces per unit shall be required on lots greater than 6,000 square feet before any zero lot line subdivisions or lot splits.

This language is also mandated by the new Middle Housing legislation.

### **MMC 16.34.020 Accessory Dwelling Units** (pgs. 42-44)

While the term Middle Housing does not include “Accessory Dwelling Units” the City of Medina is also including legislation (required by House Bill 1337) related to ADU’s in the Middle Housing update. An update to subsection D has been made since the last review:

- Subsection (D)2 now includes a second sentence to read as follows:

Accessory dwelling units shall only be allowed on lots that meet the minimum lot sizes for the principal unit under the code. In addition, for any lot which is the result of a subdivision or a lot split and which is below the minimum lot size for the zone, no additional dwelling units, including accessory dwelling units, shall be allowed.

### **Community Outreach**

Council put a great deal of thought into ensuring that the Medina community members were made aware of the new Middle Housing mandates from the State, with a desire to provide meaningful opportunities for community input.

A public engagement plan was adopted by City Council early in the process. It was further refined and updated throughout the Middle Housing discussions.

One of the most successful engagement methods to date has been through the offering of two community forums held in early January. These two events took place as follows:

- Thursday, January 9, 2025, 6 - 8 pm  
St. Thomas Episcopal Church.
- Wednesday, January 15, 2025, 6 – 8 pm  
Medina City Hall

Outreach to the community about these events included two postcard mailers, posters, flyers, notification on the city website, and personal outreach by City Council members and Planning Commissioners.

Each event began with a welcome from the Mayor, followed by a formal PowerPoint presentation to the attendees for the purpose of 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 were then afforded the opportunity to ask questions of staff and consultants, followed by time to take a survey via online link or paper surveys.

The first forum at the church was offered as an in-person event, with the number of attendees at estimated at 71. The second forum held at City Hall was held in-person but also offered an option for virtual attendance. The number of attendees in person was 25, with approximately 50 participants attending online (not including Council members or staff).

As of Thursday, January 23<sup>rd</sup>, **36 surveys had been completed via the online link**, and three paper copies had been completed and submitted at the events. **The survey is currently set to end on Friday, February 14<sup>th</sup>**. However, the survey can be extended to a later date based on Council direction. A summary of the survey responses will be provided at the next Council meeting. Staff will welcome discussion on future opportunities to engage the community leading up the final adoption stage of the process in June.

This Middle Housing Land Use Code Update project continues to meet and support Council's priorities 1, 2 and 5.

Council Priorities:

1. Financial Stability and Accountability
2. Quality Infrastructure
3. Efficient and Effective Government
4. Public Safety and Health
5. Neighborhood Character and Community Building

### **Attachment(s)**

- Exhibit 1 – Code Amendments document in Word

**Budget/Fiscal Impact:**

Proceeding with the Middle Housing Scope of Work is consistent with the City's obligations under the Commerce Middle Housing Grant. By meeting the required milestones, the City will be able to draw from the grant funds.

**Recommendation:** Discussion and direction.

**City Manager Approval:** 

**Proposed Council Motion:** N/A, no action needed at this meeting.

Time Estimate: 60 minutes