



# CITY OF MEDINA

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## MEMORANDUM

DATE: November 6, 2024  
TO: Medina Planning Commission  
FROM: SCJ Alliance, Middle Housing Consultant  
RE: Middle Housing Review and Discussion

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### **Summary:**

SCJ Alliance has been retained by the City of Medina to assist with updating the Medina City Code to achieve compliance with the Middle Housing requirements of the state.

As a reminder, the Middle Housing regulations have been adopted by the State as a means of responding to the housing challenges that are being experienced both in terms of availability and affordability.

As previously shared, the City of Medina falls into the category of a Tier 3 City, which means that the City has a population of less than 25,000 in 2020, is in a county with a population of at least 275,000 and is in a contiguous urban growth area with the largest city in the county. The requirements for a Tier 3 city are less than those of Tier 1 and Tier 2 cities but will still create impacts that need to be analyzed against the needs and priorities of each community.

As the legislation regarding middle housing and the guidance from the State continues to evolve, SCJ has prepared a memo that outlines the regulations and requirements specific to Tier 3 cities. This memo has been included in your packet as the first attachment.

### **Status Update**

The work plan proposed by SCJ was presented as a 4-pronged approach as follows, with work in the first three phases to occur simultaneously:

1. Administration and Project Management
2. Community Engagement
3. Drafting of Middle Housing Regulations
4. Adoption

To date, the SCJ team has met with City staff in a kick-off meeting and in a working session to review a gap analysis produced by SCJ. The team was previously introduced to the Planning Commission, and SCJ is scheduled to begin regular working sessions with the Commission beginning with this meeting of November 6, 2024.

On October 22, 2024, SCJ held a working meeting with Planning Manager Jonathan Kesler and City Attorney Jennifer Robertson to review a gap analysis spreadsheet provided by SCJ. This document was developed as a means of identifying which sections of the Medina Code were impacted by the Middle Housing legislation. The information within the Gap Analysis will be used as a guide in developing a proposed ordinance for future adoption.

The Gap Analysis is still in draft form as it will continue to be a working document throughout the decision-making process. The Gap Analysis was presented to City Council on Monday, October 28, 2024, and then to the Development Services Committee on Wednesday, October 30, 2014. The DSC also reviewed a draft Word document of potential amendments to the Code. Based on feedback received, additional edits have been made to both gap analysis spreadsheet, and the Word document.

The most current working copy of the Gap Analysis has been included as the second attachment to this memo. The third attachment is the Word document with the potential code amendments. The two documents are meant to viewed simultaneously in working through the process of updating the Medina City Code.

**Attachments:**

- Medina Middle Housing Tier 3 Update Memo
- Gap Analysis spreadsheet
- Medina proposed code amendments