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**Date:** June 9, 2025  
**To:** Honorable Mayor and City Council  
**Via:** Jeff Swanson, Interim City Manager  
**From:** Steven R. Wilcox, Development Services Department Director  
**Subject:** Development Services Department Monthly Report

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### **Permitting**

Our Development Services Coordinator Rebecca Bennett is scheduled to return from leave on June 17<sup>th</sup>. Rebecca will be busy helping to get us caught up on various reports that we have not been able to do on a regular basis in her absence.

Rebecca will go through 2025 permit reports and get us up to date. With the reports I can provide a summary of 2025 to date in my July 2025 staff report.

### **Planning Manager Report**

Jonathan G. Kesler, AICP, Planning Manager

A written report is not provided this month. See "Permit Applications of Interest" below.

### **Permit Applications of Interest**

Here is an update on three projects which Council has been previously advised on.

#### American Tower Company (ATC)

We continue to work on the ATC permit application to upgrade ten existing facilities which include the proposed addition of ten electric meters placed within the public right of way and mounted on 4x4 posts.

The matter of the electric meters is now back with the applicant's representative for response.

#### T-Mobile Tower with Monopine proposal at 2800 block of Evergreen Point Road

The hearing examiner provided a decision on the T-Mobile special use and variance applications. You may have already seen this, but for your quick reference a copy of the decision is provided with this staff report. A summary is that the monopine concealment proposal was denied by the hearing examiner. Without the monopine, the existing tower height of 65' can continue and will not need to increase to 70'. Various conditions that Medina had asked for were included in the decision.

Project summary: The existing T-Mobile facility will change with the existing pole location moving 10' to the north within the same fenced area. The existing automatic standby generator will be eliminated. No trees will be

removed. The existing 36" diameter antenna will remain without concealment and the size will increase to up to 80" in diameter. The tower and antenna will be painted and maintained a color and in a tone as specified by Medina.

At this point we are waiting for T-Mobile to submit a complete building permit application.

For additional information permits P-24-034, P-24-035, and P-24-036 are available through public records request.

#### Overlake Golf and Country Club 50' Driving Range Protection Fence Proposal

The hearing for the proposed 50' driving range fence was held on May 15<sup>th</sup>. The hearing will continue Wednesday June 11<sup>th</sup>.

The June 11<sup>th</sup> hearing will be conducted in person at Medina City Hall and with an on-line option.

#### **Development Services Consultant Staffing**

We are exploring consultant options to better assist us with current and long-range planning.

Loss of consultant SCJ due to the completion of the Middle Housing work, and increasing costs of service are causing the need for re-evaluation of how we have been operating with planning consultants. I am waiting for the hiring of a new City Manager to make decisions, but I have been moving this topic forward in preparation.

Medina has a history of using planning consultants for both specific tasks such as long-range planning, and for day-to-day assistance with Development Services current planning projects.

#### **Tree Inventory**

Our arborist is now working in Fairweather Park to inventory trees.

Medina Park trees are now tagged with a number, GIS located, species determined, size and health recorded.

Next year I hope that Medina right of way trees can be inventoried under 2026 budget.

When the inventory is completed in 2026, Medina will be able to manage public trees as a forest rather than as a collection of unidentified individual trees as we have traditionally. All data will be on-line for use by anyone and will also be updated as changes occur. Council and residents will be able to visualize the urban forest and can use inventory collected data to better plan the future.

These inventories are a tool for managing public trees only and do not involve any private trees.

#### **Critical Area Ordinance Update**

The Council approved funding for consultant Facet to assist us with this 2025 project. We are now under contract with Facet and will have a kick-off meeting soon.

This is an unfunded State of Washington mandate which requires that jurisdictions update their existing Critical Area's ordinances. Medina has until the end of 2025 to complete the update to Medina Municipal Code Chapter 16.50 with implementation at the start of 2026.

## **Development Services Projects**

Below are a couple of significant projects that we need to complete.

### Code Amendments

I have an on-going compilation of code amendment proposals for later in 2025 and in 2026. Several of these may be considered “minor code amendments” which have been typically presented to Council for approval on consent. However, some amendments will be larger and need to be considered separate. A minor code amendment would not need Planning Commission or Department of Commerce involvement.

Examples of small amendments may include addressing changes in the Bellevue Fire Code to match Medina’s Municipal Code, correcting an error in code numbering, adding helpful definitions, updating our complete building permit application requirements, defining measurement of fences, adding site notice and waiting period for approved tree removals, etc. Some minor code amendments could overlap with addressing “Phase 2” impacts of Middle Housing.

Examples of larger amendments may include proposals to improve the use and effectiveness of our Tree Management Code, updating our existing telecommunications code, updating and amending our existing Construction Activity Permit ordinance with the inclusion of previous Council directives, creation of a separate Construction Activity Permit violations section, a complete re-draft of our code enforcement chapter with matching amendments throughout our MMC, etc. These types of amendments may need Planning Commission, Department of Commerce or other involvement.

The result of the 2025 Tree Canopy Study, and the 2025-2026 public tree inventory project may be that the Council will want to amend our Tree Management Code. If the time comes to amend our Tree Management Code, it will require budget funds and careful advanced planning.

### Development Services Fees

Development Services fees have not been comprehensively reviewed in many years. A complete review of our fees is needed versus services and costs. As part of a “fee study” is a review of our use of cash deposits or “Advanced Deposits”. Advanced Deposits require policy development.

Until recently, our fees combined with the use of Advanced Deposits have been working well. Consultant costs are going up dramatically as are the costs of overhead etc. causing a need to re-evaluate not only fees we charge, but also how we administer them.

As a part of the fee discussion, we have a need to create policies for the use of the Development Services Fund. An example of policy is the amount of reserve funds that should be maintained from year to year.