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Date: August 24, 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 two permit reports provided.

The year to date "Total Value" comparison is now becoming closer as expected. 2026 started quickly with value carry-over from 2025 permit applications. With permit applications down in 2026 due to various factors, the 2025 vs. 2026 comparison has become closer.

If a resolution to the Development Impacts 'Phase 1' topic occurs this year, development permit applications will increase in late 2026. If permit applications increase in late 2026, 2027 permit valuation will again present high in the first quarter.

July 2025 YTM Permit Valuation: \$15,491,094.08

July 2026 YTM Permit Valuation: \$15,581,971.30

Development activity in Medina, and generally throughout the Points area, continues to remain comparatively slow.

Development Impacts 'Phase 1' Scheduled Meetings and Status

Scheduled Meetings

The Planning Commission's public meeting will meet at 6:00 pm on Tuesday August 25, 2026. The primary agenda topic will be a Public Hearing on Development Impacts. The Commission will be asked to approve a recommendation to send the topic to the Council.

The Development Services Committee (DSC) is scheduled to meet on Monday August 31, 2026. This meeting anticipates that the Planning Commission will have completed their review and will have approved the Development Impacts topic. The focus of this DSC meeting will be to hear and comment on our consulting planner Kim Gunderson's draft presentation for the Council.

If the August 25th Planning Commission and August 31st DSC meetings conclude as anticipated, the Council will be presented the Development Impacts topic for discussion at the Monday September 14, 2026 meeting.

Depending upon the results of the Council discussion on September 14th, the Development Impacts topic will be returned for a Council Public Hearing on Monday September 28, 2026.

Status

July 29, 2026. Notice of Intent to Adopt sent to Department of Commerce with request for expedited review. Request for expedited review was approved by Commerce August 14, 2026. This concludes our state agency notification obligation.

August 7, 2026. SEPA Checklist and Determination of Non-significance were noticed. The comment period runs through August 21, 2026. So far, no comments on the Determination of Non-significance have been received by the City.

Development Impacts Phase 2

City staff and our professional consultants continue to scope and strategize the rather complex Development Impacts Phase 2 project.

An RFQ was issued for a firm which can assist with Phase 2. Due to the diverse requirements, we may need to have more than one firm under contract. The RFQ submittal due date is 4:00 pm Friday September 11, 2026.

Douglas Fir Bark Beetles

The Bark Beetle infested Douglas fir tree in the public right of way adjacent to 201 Overlake Drive East was removed on August 17, 2026. The tree, stump and all materials have been removed from Medina. Thank you to Director Ryan Osada for his help with contracting the removal. Our City Arborist Andy Crossett oversaw the removal due to the beetles and said that everything went according to plan.

Our staff are working on sending out notifications regarding the matter in a standard form via email to residents, social media, posting at notice boards, and on our website. A sample of the notice is provided.

Overlake Golf and Country Club (OGCC) Permit Application

A second correction letter dated August 12, 2026 was issued to OGCC regarding an application for the reconstruction of a sports court. This correction letter referenced a previous correction letter issued June 23, 2026.

Non-Administrative Conditional Use Permit Application P-26-015, SEPA P-26-016, and Critical Areas review P-26-017 remain under City of Medina review.

One of the outstanding items to resolve is noise impacts.

2026 Budgeted Projects Mid-Year Update

Development Services has three on-going projects under Council approved budgets for completion in 2026.

Telecommunications Code Update

This project to update Medina Municipal Code Title 15 is within budget. A first draft of amendments has been completed by Inslee Best staff and is currently with me for review.

Critical Area Map Update

This project to update and modernize Medina's Critical Areas Map is within budget. A first draft was presented and is now back with our consultant Facet for changes.

Right of Way Tree Inventory

This project to inventory all of Medina's right of way trees and create an on-line resource is within budget. This is a labor-intensive project that is still underway.

Attachments:

July 2026 Permits Received Report
July 2026 Permit Issued Report
July 2026 Code Enforcement Report
July 2026 Tree Permit Report
RFQ for 'Phase 2'
Bark Beetle Notice