



CITY OF MEDINA

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Date: April 14, 2025
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Steven R. Wilcox, Development Services Department Director
Subject: Development Services Department Monthly Report

Permit Activity

With our Development Services Coordinator Rebecca Bennett on maternity leave we continue to have trouble getting reports from our permit tracking system. I do not have reports for you this month, but I will try to get the issues we are having resolved by May's reporting.

Planning Manager Report

Jonathan G. Kesler, AICP, Planning Manager

The Middle Housing Ordinances were sent to Commerce for its mandatory 60-day review on March 25th. The SEPA Determination of Non-Significance (DNS) was issued the same day. With a Council-directed 30-day review period, **the deadline to comment is Thursday, April 24th**. The Planning Commission (PC) Public Hearing for the Ordinances will be held on Tuesday, April 22nd. They will then return to Council for hearings at the meetings of May 12th and 27th.

I met with other King Co. Planning Managers/Planning Directors in person at Kirkland City Hall on March 27th. We heard from Prof. Joe Tovar of WWU, who is tracking the progress of all the housing-related bills for the American Planning Assoc. – Washington Chapter (APA-WA). He gave us in-depth info on each and noted that **all are still active and could pass**. We will have a clear idea about the fate of these bills in the next two weeks, since the legislature must wrap up its session by April 27th. We will update Council once we know what has passed and is set to become law.

Permits of Interest

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

American Tower Company (ATC)

We have an application from ATC that we have been processing. The application is for an upgrade to ten existing poles and involves a proposal to add electric meters on new posts in the right of way. We worked with our telecommunications consultant Telecom on the matter of the proposed meters and got back with ATC. Currently, we are waiting for ATC

to provide us with additional documentation from PSE who is apparently requiring the electric meter locations.

Provided for additional background is Exhibit 1 which shows an elevation, or side view of one of the existing poles (“nodes”). Exhibit 1 shows the proposed location of the electric meter on post.

Exhibit 2 is a small-scale map showing the locations of the existing 10-nodes. The pages following the cover sheet are photos of each node in order as listed on the provided table. There are no addresses for the nodes.

T-Mobile Tower with Monopine proposal

Exhibit 3 is provided in the staff report for the T-Mobile proposal hearing. The hearing is scheduled for Wednesday April 16, 2025, at 10:00 am via Zoom with an in-person at City Hall option. The City Hall option is for anyone who may not have access to a computer and would like to participate using facilities in the Council Chambers. The staff report reflects opposition to the monopine concealment proposal and leaves the decision of either stealth or non-stealth antenna concealment to the hearing examiner. The staff report explains the position, but I am happy to answer your questions on this.

A copy of the hearing examiner packet is on our Medina website at <https://www.medina-wa.gov/bc-he/page/hearing-examiner-23>

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

The staff report for the OGCC 50' fence proposal is nearly complete. The staff report is anticipated to be released on Tuesday April 15th. The hearing is scheduled for May 15, 2025.

Adult Family Home

The Adult Family Home at 1899 77th Ave NE I previously mentioned starting last Fall has now been inspected and approved. The state had required that Medina inspect the premises based on a specific checklist we were given. Our first inspection found that there were upgrades needed to make the building compliant with the state checklist. The applicant made the needed changes for state compliance, and we were then able to approve. With Medina's inspection approval the owner can complete their license with the state.

Tree Canopy study

A study of Medina's tree canopy is now underway. This project was approved under our 2025 budget. Facet is a company in Kirkland formerly known as Watershed. Facet is performing the study as a direct comparison to the same study they did for us in 2014.

I expect a preliminary report in June and at that time we will decide, with your input, when the finalized study should be presented to Council. Facet will be presenting the study results.

Tree Inventory

The public tree inventory approved under 2025 budget is now underway. Our arborist and his assistant are inventorying parks trees first. The next step will be other city trees not within the right of way.

Next year I anticipate asking Council to fund the second half of this inventory which would involve all trees along our city streets in the public right of way.

These inventories are for public trees only and do not involve any private trees. Following the adoption of state mandates we have been working on I expect there will be ideas on how to amend our tree management code based on private trees.

The second page of this month's arborist report has additional information.

Critical Area Ordinance Update

The State of Washington has required that jurisdictions update their Critical Area's ordinances. Medina has until the end of 2025 to complete the update.

The CAO update will result in the need to amend our CAO map which will be a 2026 budget request item. In case you may be interested, I am including a copy of the current 2014 version of our CAP map. I can email you this map as well if you would like because that format will be more clear.

The state has required that our CAO be updated every 8 years, but that recently changed to every 10 years. The last CAO update that Medina completed was in 2015 and was performed by our planner/Director and the Watershed company which is now Facet.

Last year prior to budgeting we had a decision that our internal staff would perform the CAO update as that was a task that our Planning Manager wanted and said he is experienced with. I did not add a budget request to do the CAO update in 2025. The workload and complexities of 2025 have caused some reconsideration of the approach to the CAO update causing me to ask Facet for their estimate to do the work with our staff as administrative support and with our attorney's legal oversight of document drafts. The cost of Facet to do the work is about \$100,000.

At this moment our City Manager and I are considering options. Planning costs overall and comprehensively for 2025 appear they may become considerably over budget. I have not yet made an estimate of where the planning costs will be this year. Adding another \$100,000 of unbudgeted money is not something we want to ask Council to do. It is possible that our Planning Manager will need to do the entire CAO update and that there will be limited, or no consultant support other than legal reviews.

Affordable Housing

Our Planning Manager Jonathan Kesler has been assigned to lead our efforts in conforming to state mandates regarding affordable housing legislation.

At this time, I do not have detailed information for you, but Jonathan will be preparing a comprehensive presentation for Council on the approach to this project.

Legislation

Our Building Official Rob Kilmer participates in the Washington State Building Officials Government Relations Committee meetings where their lobbyist provides updates. It appears that SHB 1935 could clarify recently enacted rules regarding permit process timing. Medina followed state mandate last year and revised our permit timing through Council approved ordinance amendments.

Clarification may mean that the reduced permit process timing only applies to planning project timing, not building permits. The effect on Medina would be some degree of relief in the administration required to track building permits under the tight state rules.

We will watch and see where this goes.