



# CITY OF MEDINA

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**Date:** November 12, 2024  
**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

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## **Good News!**

Our Development Services Coordinator Rebecca Bennett is pregnant and expecting her baby in early February 2025.

Rebecca will be away from Medina with her new baby for about 4 months. In the meantime, we will be hiring a temporary staff member to assist us with many of Rebecca's duties. We are hoping to have several days overlap with Rebecca in January for training the temporary staff member.

## **Permit Activity and Development Services Fund**

Please see the permits received and permits issued reports for October. To summarize Development Services activity in 2024 for the Council, I will use collected data for comparison with previous years and have that in my January 2025 staff report.

Once again, our permitting total quantity, and total permit valuation YTD 2024 continue to be comparable to 2023. The first half of 2024 permitting was skewed by applications received in late 2023. The 2024 permit valuation is now reflecting the offset caused by a busy 4<sup>th</sup> quarter 2023.

## **Planning Manager Report**

Jonathan G. Kesler, AICP, Planning Manager

### Comprehensive Plan:

The Comp Plan is in the home stretch. After additional public input was received at the Open House on Thursday, October 3<sup>rd</sup>, the Planning Commission voted 4-0-0 to recommend approval to the Council at the Special Meeting of Wednesday, October 9<sup>th</sup>. Per Resolution 430, a second Public Hearing will occur, this time before the City Council (with adoption slated afterwards), at the November 12, 2024, meeting.

### Middle Housing:

SCJ Alliance (SCJ) has begun work in earnest on the Middle Housing Update to the Medina Municipal Code (MMC). SCJ's proposed scope of work is outlined in accordance with Medina's Middle Housing Public Engagement and Communication Plan and the Dept. of Commerce grant schedule, tasks, and deliverables. The consultants introduced their plan at the October 14<sup>th</sup> Council meeting and did a deeper dive by presenting the GAP Analysis at the October 28<sup>th</sup> meeting. Detailed discussions also occurred on the GAP Analysis and possible amendments to the MMC at the Development Services Committee (DSC) meeting of October 30<sup>th</sup>. SCJ will be reviewing these in-depth with the PC at the November 6<sup>th</sup> and 18<sup>th</sup> Special Meetings. Council will receive updates at each of their November meetings.

### Planning Commission Work Plan:

Review of the PC Work Plan will be completed in November for presentation at the Monday, November 25<sup>th</sup> Council meeting for review. It will outline tasks for the PC for 2025.

### **Telecommunications Permit Application**

We received three initial planning applications for the reconstruction of the existing T-Mobile site on Bellevue School District property. The three applications are for SEPA, Non-Administrative Special Use, and a Height Variance. There is an existing tower and equipment building within a fenced area adjacent to Evergreen Point Road near the Park N' Ride which is proposed for alteration. The address on the application is 7800 NE 28<sup>th</sup> St.

For your information I am providing with this staff report a portion of the T-Mobile permit application for the proposed alterations to the existing 7800 NE 28<sup>th</sup> St. site. The attached Project Narrative and photo simulations have not yet been presented to our hearing examiner, but these and other application documents are currently available to the public.

The Project Narrative and photo simulations provided help to describe the proposed project. I have requested additional information from T-Mobile regarding their use of monopine concealment, such as example jurisdictions, and photos of the specific installations. T-Mobile has said that they will provide this information to me. I would also like to see a photo simulation of the 80" canister option for comparison to the monopine concealment.

A Notice of Application has now been issued to the public through mailing and posting as required. T-Mobile is still considering my request to conduct an open house. I feel that an open house would be a time when the cell tower concealment options could be presented to the public and we could gain more comments. I would like input from residents regarding the "monopine" concealment option being proposed vs. other possible options such as a large cannister. An open house is not required so T-Mobile must agree before this can happen. My concern is that Medina residents will see changes to the existing T-Mobile site, but even with noticing they may not be aware of the project particulars ahead of permit issuance. I believe it is best to have as much resident input as possible to help guide this staff report for the hearing examiner.

This application will go before our hearing examiner. The staff report for this project which is considered by the hearing examiner can include a recommendation on the tower concealment.

## **WSDOT 520 Maintenance Project**

Last year Medina issued a conditioned Administrative Noise Variance to the Washington State Department of Transportation. The noise variance was needed due to maintenance work on 520 which can only reasonably be done at night. This night work within Medina required a noise variance. The maintenance involved the application of a sealant on the bridge concrete. Over a period of months I worked with WSDOT on the very challenging topic of assuring safety of the “Silane” sealant application such that both Medina residents and the environment were protected.

The start of the maintenance work was delayed several months. The work has now been completed as of late October.

During weekly WSDOT meetings which involved the entire 520 construction and maintenance project a very good working relationship was developed. WSDOT went beyond simply allowing me into their contractor meetings, they allowed me to participate. WSDOT staff followed up during the week with information they thought would be helpful which was far above the noise variance conditions. I will attend one last WSDOT meeting where I will thank them for working with us. My hope is to continue building the cooperation between Medina and WSDOT construction and maintenance staff.

## **Tree Code Violations**

A development project which our staff has had some difficulty with is being fined \$1,000 for failure to maintain the required minimum tree protection.

This is the first use of the new Tree Management Code Violations code amendment approved by the Council in October.

This fine was issued under a Notice of Violation.

## **Second Substitute Senate Bill 5290**

SSSB 5290 is a Washington State Mandate which will have administrative impacts on Development Services Department permitting operations. SSSB 5290 will take effect on January 1, 2025.

Medina Municipal Code Chapter 16.80. - Project Permit Review Procedures required updating for consistency with mandated SSSB 5290. Our City Attorney drafted the necessary code amendment language. The Department of Commerce agreed to an expedited review of MMC 16.80 amendments meaning that they will not have any substantive comments. SEPA determination of non-significance has been issued. A public hearing was noticed and will occur on 11/6/24 at the Planning Commission meeting.

SSSB 5290 is an unfunded state mandate which will add work for our Development Services Coordinator. Our staff and professional consultants will have some additional internal administration. Implementing the new ordinance will require training and regular oversight. The added work by consultants will probably result in new and on-going additional professional services cost to Medina. Failure of Medina to comply with SSSB 5290 timelines could result in the refund of a portion of permit application review fees.

The Medina Planning Commission is reviewing the proposed amendments to MMC 16.80 on November 6, 2024. Depending upon the timing for the return of Department of

Commerce review, Council may see the MMC 16.80 proposed amendments either at the second November meeting, or in December. It is unlikely that there will be controversy with the adoption of the proposed MMC amendments because the effects are administrative. The MMC 16.80 proposed amendments may be requested for the Council's Consent Agenda pending the result of Planning Commission review and public hearing.

### **Adult family home Update**

There has been discussion regarding an Adult Family Home (AFH) to be located within Medina. This was briefly discussed at the October 14, 2024 Council meeting.

We have engaged in conversations with the person who has applied to the State of Washington for an AFH license. We have also talked with staff from the Washington State Department of Social and Health Services about the license procedure that Medina is required to follow. The person who will be establishing the AFH under state license is currently reviewing the premises conditions and will make any needed alterations for compliance with state rules.

Once any needed alterations have been made, Medina is required to inspect the house using a state provided checklist. Once the items on the checklist are confirmed by Medina then the state may issue the AFH license.