



MEDINA CITY COUNCIL

Monday, May 12, 2025

5:00 PM – STUDY SESSION
6:00 PM - REGULAR MEETING

AGENDA

VISION STATEMENT

Medina is a family-friendly, diverse and inclusive community on the shores of Lake Washington. With parks and open spaces, Medina is a quiet and safe small city, with active and highly-engaged residents. Medina honors its heritage while preserving its natural environment and resources for current and future generations.

MISSION STATEMENT

Ensure efficient delivery of quality public services, act as responsible stewards of Medina's financial and natural resources, celebrate diversity, leverage local talent, and promote the safety, health, and quality of life of those who live, work, and play in Medina.



MEDINA, WASHINGTON

MEDINA CITY COUNCIL SPECIAL AND REGULAR MEETING

Hybrid - Virtual/In-Person
Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, May 12, 2025 – 5:00 PM

AGENDA

MAYOR | Jessica Rossman

DEPUTY MAYOR | Randy Reeves

COUNCIL MEMBERS | Joseph Brazen, Harini Gokul, Mac Johnston, Michael Luis, Heija Nunn

INTERIM CITY MANAGER | Jeff Swanson

CITY ATTORNEY | Jennifer S. Robertson

CITY CLERK | Aimee Kellerman

Hybrid Meeting Participation

The Medina City Council has moved to hybrid meetings, offering both in-person and online meeting participation. Medina City Council welcomes and encourages in-person public comments. To participate in person, please fill out a comment card upon arrival at City Hall and turn it in to the City Clerk. To participate online, please register your request with the City Clerk at 425.233.6411 or email akellerman@medina-wa.gov and leave a message before 2PM on the day of the Council meeting; please reference Public Comments for the Council meeting on your correspondence. The City Clerk will call you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3-minute limit. The city will also accept written comments to Council@medina-wa.gov at any time.

Join Zoom Meeting

<https://medina-wa.zoom.us/j/81961696176?pwd=WjRuK3ErVy9jdmttelAvek1VeHkzUT09>

Meeting ID: 819 6169 6176

Passcode: 689036

One tap mobile

+1 253 205 0468, 81961696176# US

Study Session Information

The Study Session is an informal discussion for the City Council. This session is held in person only and is not recorded. The public is welcome to attend; however, Zoom access will not be available until the regular meeting begins at **6:00 PM**.

1. STUDY SESSION – 5:00 to 6:00 PM

The regular meeting will start at 6:00 PM.

2. **REGULAR MEETING - CALL TO ORDER / ROLL CALL**

Council Members Brazen, Gokul, Luis, Johnston, Nunn, Reeves, Rossman

3. **APPROVAL OF MEETING AGENDA**

4. **PUBLIC COMMENT PERIOD**

Individuals wishing to speak live during the Virtual City Council meeting may register their request with the City Clerk at 425.233.6411 or email akellerman@medina-wa.gov and leave a message **before 2PM** on the day of the Council meeting. Please reference Public Comments for the Council Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3-minute limit.

5. **PRESENTATIONS**

[5.1](#) ARCH (A Regional Coalition for Housing) Presentation by Lindsay Masters, Executive Director

Time Estimate: 25 minutes

5.2 Reports and announcements from Park Board, Planning Commission, Emergency Preparedness, and City Council.

Time Estimate: 10 minutes

6. **PUBLIC HEARING**

[6.1](#) Presentation and Public Hearing Middle Housing Ordinance and Unit Lot Subdivision Ordinance

Recommendation: Hold public hearings on both the middle housing and subdivision ordinances.

Staff Contact: Jonathan Kesler, AICP, Planning Manager, Kirsten Peterson, Consultant, and Jennifer S. Robertson, City Attorney

Time Estimate: 60 minutes

7. **CITY MANAGER'S REPORT**

Time Estimate: 30 minutes

Police, Development Services, Finance, Central Services, Public Works, City Attorney

[7.1a](#) Interim City Manager Monthly Report

[7.1b](#) Police Monthly Report

[7.1c](#) Development Services Monthly Report

[7.1d](#) Finance Monthly Report

[7.1e](#) Central Services Monthly Report

[7.1f](#) Public Works Monthly Report

8. **CONSENT AGENDA**

Time Estimate: 5 minutes

Consent agenda items are considered to be routine and will be considered for adoption by one motion. There will be no separate discussion of these items unless a Councilmember or City staff requests the Council to remove an item from the consent agenda.

- [8.1](#) April 2025, Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Director of Finance and HR

- [8.2](#) Planning Commission Meeting Minutes of March 25, 2025
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Deputy City Clerk

- [8.3](#) Draft City Council Meeting Minutes of:
a) March 24, 2025;
b) April 14, 2025; and
c) April 28, 2025.
Recommendation: Adopt minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk

- [8.4](#) Proclamation Honoring National Police Week and Peace Officer Memorial Day
Recommendation: Adopt Proclamation.
Staff Contact: Jeffrey Sass, Police Chief

- [8.5](#) Approval of King County Interlocal Agreement Renewal - Road Services
Recommendation: Approve.
Staff Contact: Ryan Osada, Public Works Director

9. **LEGISLATIVE HEARING**

None.

10. **CITY BUSINESS**

- [10.1](#) City Manager Recruitment Timeline Update
Recommendation: Discussion and recommendations.
Contacts: Ryan Wagner, Finance and HR Director and Debbie Tarry, GMP Consultant

Time Estimate: 15 minutes

- [10.2](#) A Regional Coalition of Housing (ARCH) 2025/2026 Budget and Work Plan and Trust Fund Recommendations
Recommendation: Approve.
Staff Contact: Jeff Swanson, Interim City Manager

Time Estimate: 5 minutes

- [10.3](#) Critical Areas Ordinance Update
Recommendations: Discussion and direction.
Staff Contact: Steven R. Wilcox, Development Services Director

Time Estimate: 15 minutes

11. **REQUESTS FOR FUTURE AGENDA ITEMS**

a) Requests for future agenda items.

12. **PUBLIC COMMENT**

Comment period is limited to 10 minutes. Speaker comments are limited to one minute per person.

13. **EXECUTIVE SESSIONS**

RCW 42.30.110(1)(g)

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW **42.30.140(4)**, discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

RCW 42.30.110 (1)(i)

To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

14. **ADJOURNMENT**

Next regular City Council Meeting: Tuesday, May 27, 2025, at 5 PM.

ADDITIONAL INFORMATION

Public documents related to items on the open session portion of this agenda, which are distributed to the City Council less than 72 hours prior to the meeting, shall be available for public inspection at the time the documents are distributed to the Council. Documents are available for inspection at the City Clerk's office located in Medina City Hall.

The agenda items are accessible on the City's website at www.medina-wa.gov on Thursdays or Fridays prior to the Regular City Council Meeting.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the City Clerk's Office at (425) 233-6410 at least 48 hours prior to the meeting.

UPCOMING MEETINGS AND EVENTS

Monday, May 26, 2025 - Memorial Day - City Hall Closed

Tuesday, May 27, 2025 - City Council Meeting (5:00PM)

Monday, June 9, 2025 - City Council Meeting (5:00PM)

Thursday, June 19, 2025 - Juneteenth - City Hall Closed

Monday, June 23, 2025 - City Council Meeting (5:00PM)

Friday, July 4, 2025 - Independence Day - City Hall Closed

Monday, July 14, 2025 - City Council Meeting (5:00PM)

Monday, July 28, 2025 - City Council Meeting (5:00PM)

Monday, August 11, 2025 - City Council Meeting - Dark No Meeting

Monday, August 25, 2025 - City Council Meeting - Dark No Meeting

Monday, September 1, 2025 - Labor Day - City Hall Closed

Monday, September 8, 2025 - City Council Meeting (5:00PM)

Monday, September 22, 2025 - City Council Meeting (5:00PM)

Monday, October 13, 2025 - City Council Meeting (5:00PM)

Monday, October 27, 2025 - City Council Meeting (5:00PM)

Monday, November 10, 2025 - City Council Meeting (5:00PM)

Tuesday, November 11, 2025 - Veterans Day - City Hall Closed

Monday, November 24, 2025 - City Council Meeting (5:00PM)

Thursday, November 27, 2025 - Thanksgiving Holiday - City Hall Closed

Friday, November 28, 2025 - Day After Thanksgiving Holiday - City Hall Closed

Monday, December 8, 2025 - City Council Meeting (5:00PM)

Monday, December 22, 2025 - City Council Meeting (5:00PM)

Thursday, December 25, 2025 - Christmas Day - City Hall Closed

CERTIFICATION OF POSTING AGENDA

The agenda for Monday, May 12, 2025, Regular Meeting of the Medina City Council was posted and available for review on Thursday, May 9, 2025, at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at www.medina-wa.gov.

A Regional Coalition for Housing

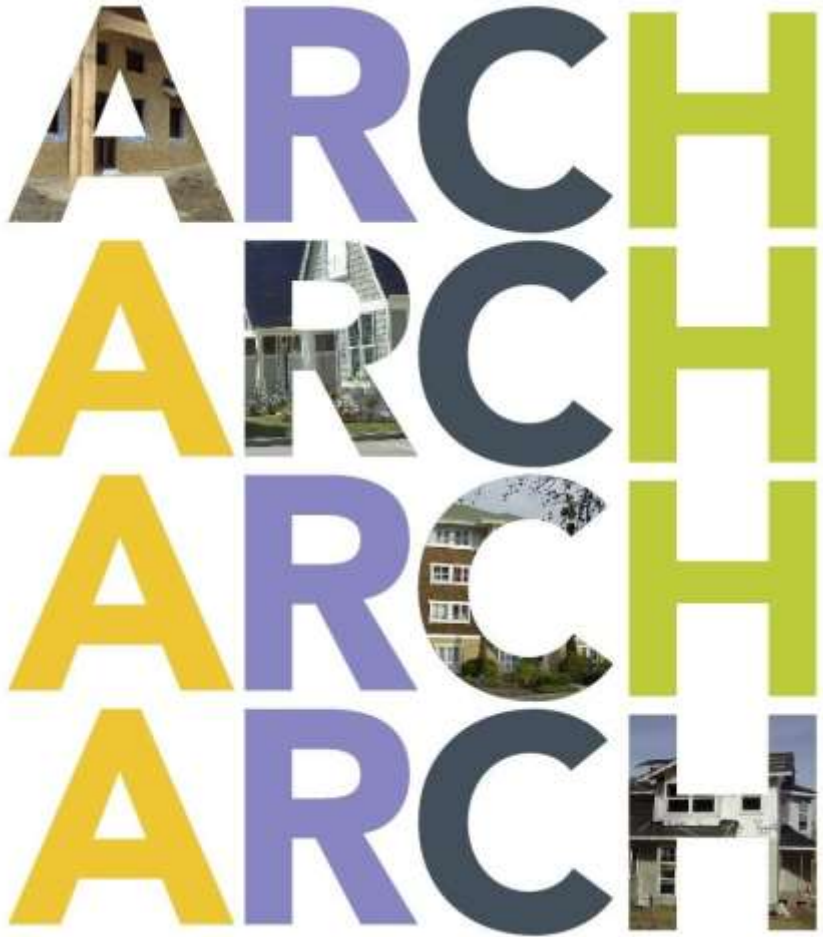
2025-26 Budget and Work Program and 2024 Housing
Trust Fund Recommendations

Lindsay Masters, ARCH Executive Director

May 12, 2025

Agenda

- 1 A Regional Coalition for Housing Overview
- 2 2025-26 Budget and Work Program
- 3 2024 Housing Trust Fund Recommendations



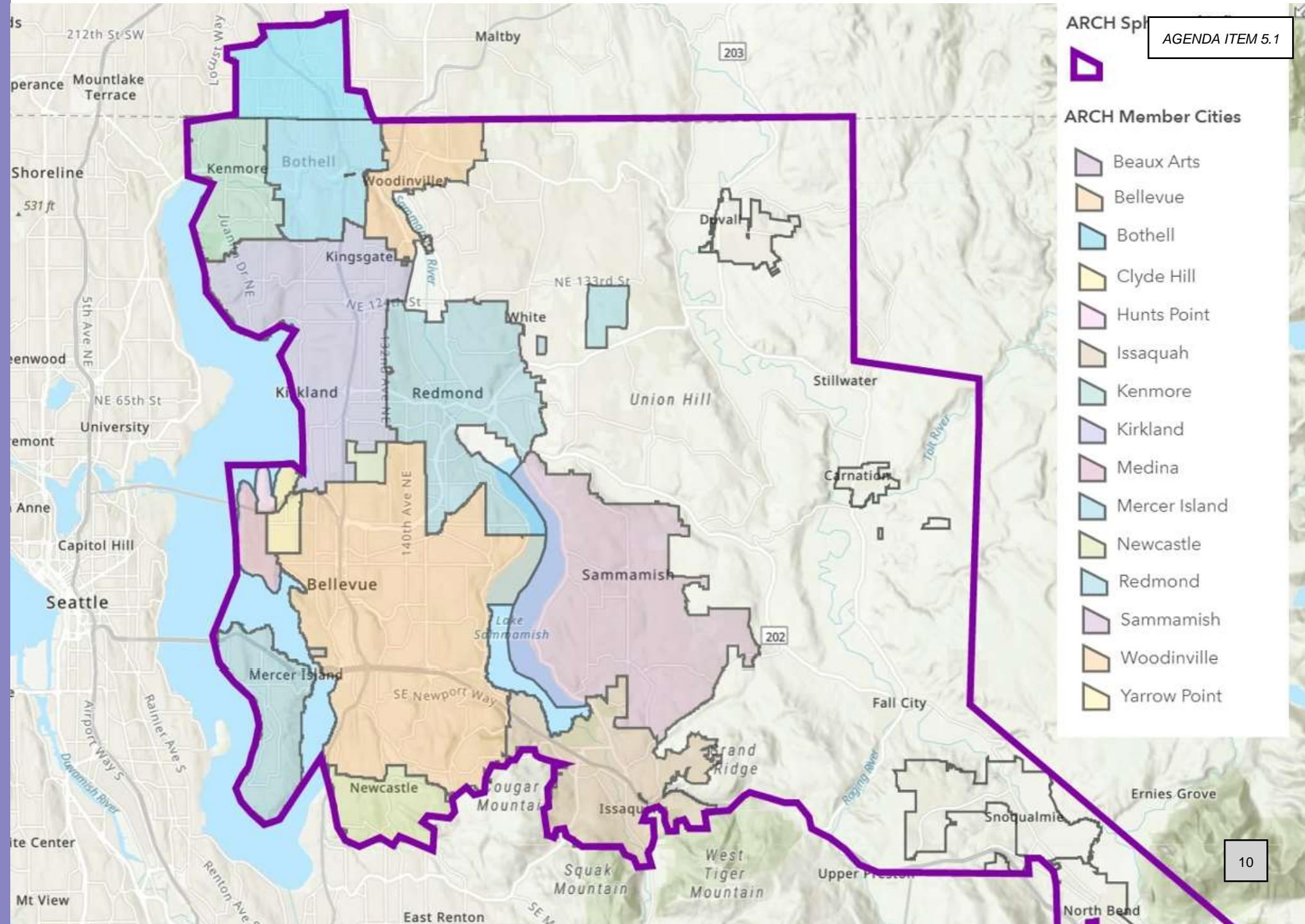
Vision

East King County is a thriving, inclusive community where the housing needs of people of all income levels are met.



Mission

To preserve and increase housing for low- and moderate- income households in East King County



ARCH Roles and Structure

Executive Board

- Executives of member jurisdictions or alternates
- Recommends ARCH Budget and Work Program, funding for projects
- Appoints Administering Agency (Bellevue)

Community Advisory Board

- Volunteers with housing interest/expertise
- Advises Executive Board on funding for projects

Member Councils

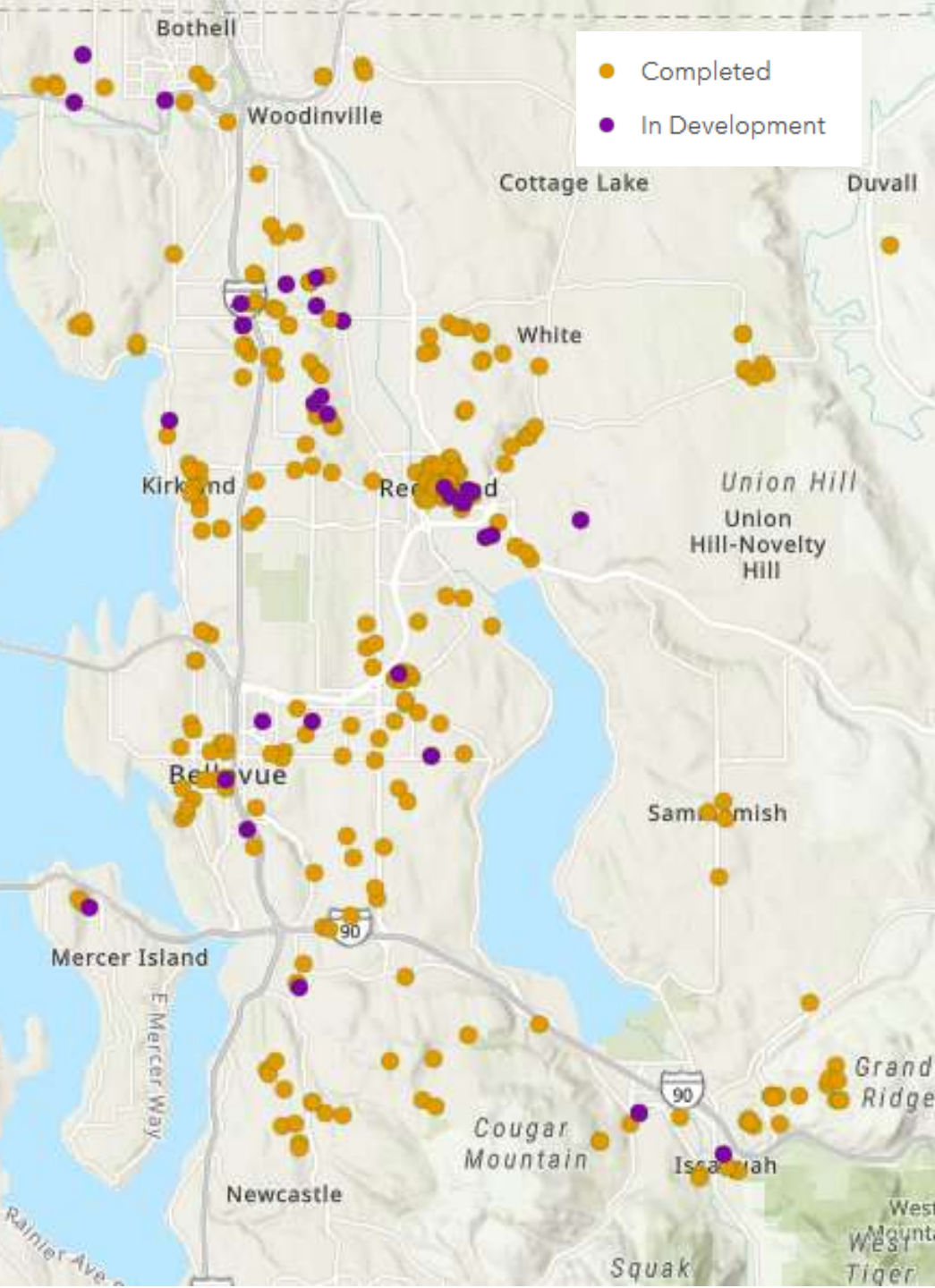
- Approve membership in ARCH
- Approve annual ARCH Work Program and Budget
- Decide voluntary contributions to the Trust Fund and authorize specific project awards
- Decide local planning, land use and other policies

ARCH's Services

- Invest public resources and attract private investment into affordable housing
- Share technical resources and staff between jurisdictions to create a sound base of housing policies and programs
- Steward affordable housing created through local policies and investment
- Provide one clear point of contact for affordable housing development
- Engage the community with information and expertise
- Advance policies that help create more affordable housing faster



Collective
Impact



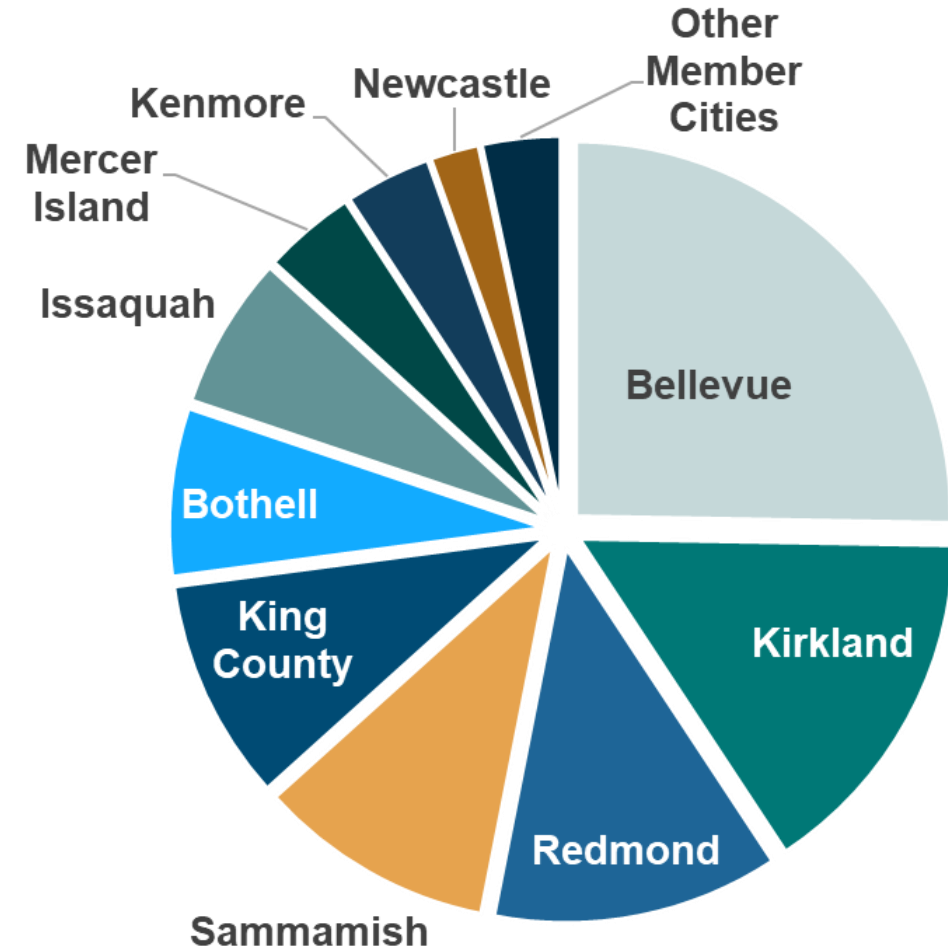
Location	Affordable Units/ Beds	Projects
Bellevue	2,830	76
Bothell	119	6
Duvall	32	1
Issaquah	925	30
Kenmore	307	6
Kirkland	1,540	57
Mercer Island	87	3
Newcastle	67	8
Redmond	3,795	112
Sammamish	119	5
Woodinville	130	5
Scattered/ Undisclosed	113	13
Total	10,064	314

2025-26 ARCH Budget and Work Program

ARCH Executive Board Recommendation

2025-26 ARCH Administrative Budget

- Recommendation approved by ARCH Executive Board in June 2024
- Informed by the ARCH Strategic Plan with goal to build more affordable housing faster
- Membership contributions primarily based on population



ARCH Member Contributions
2025-2026

2025-26 ARCH

Administrative

Strategic Plan implementation

- Biennial budget
- Staffing for special projects/ local planning, Comms/policy/ government affairs

Medina contributions (0.4%)

- 2025: \$10,538
- 2026: \$10,865



Work Program Priorities

Engagement:

- Implement annual efforts with ARCH member stakeholders to increase knowledge and understanding of affordable housing in the region



ARCH Member
Housing Tour
June 2024



ARCH Housing 101 Event
May 2024

Work Program Priorities

Governance: Complete a study of ARCH's legal and governance structure to facilitate changes that streamline processes and better advance ARCH's mission

AGENDA ITEM 5.1



Work Program Priorities

State and Regional Legislation and Funding:

- Convene members to develop targeted legislative priorities related to funding and reducing barriers that add to the cost of affordable housing

2024 Available vs. Requests



Work Program Priorities

Local Planning/Special Projects:

- Pursue partnerships and advance high impact special projects, including transit-oriented development projects and other projects on public lands
- Assist members with policies to reduce cost burden in affordable housing



2024 Housing Trust Fund Recommendations

ARCH Executive Board Recommendation

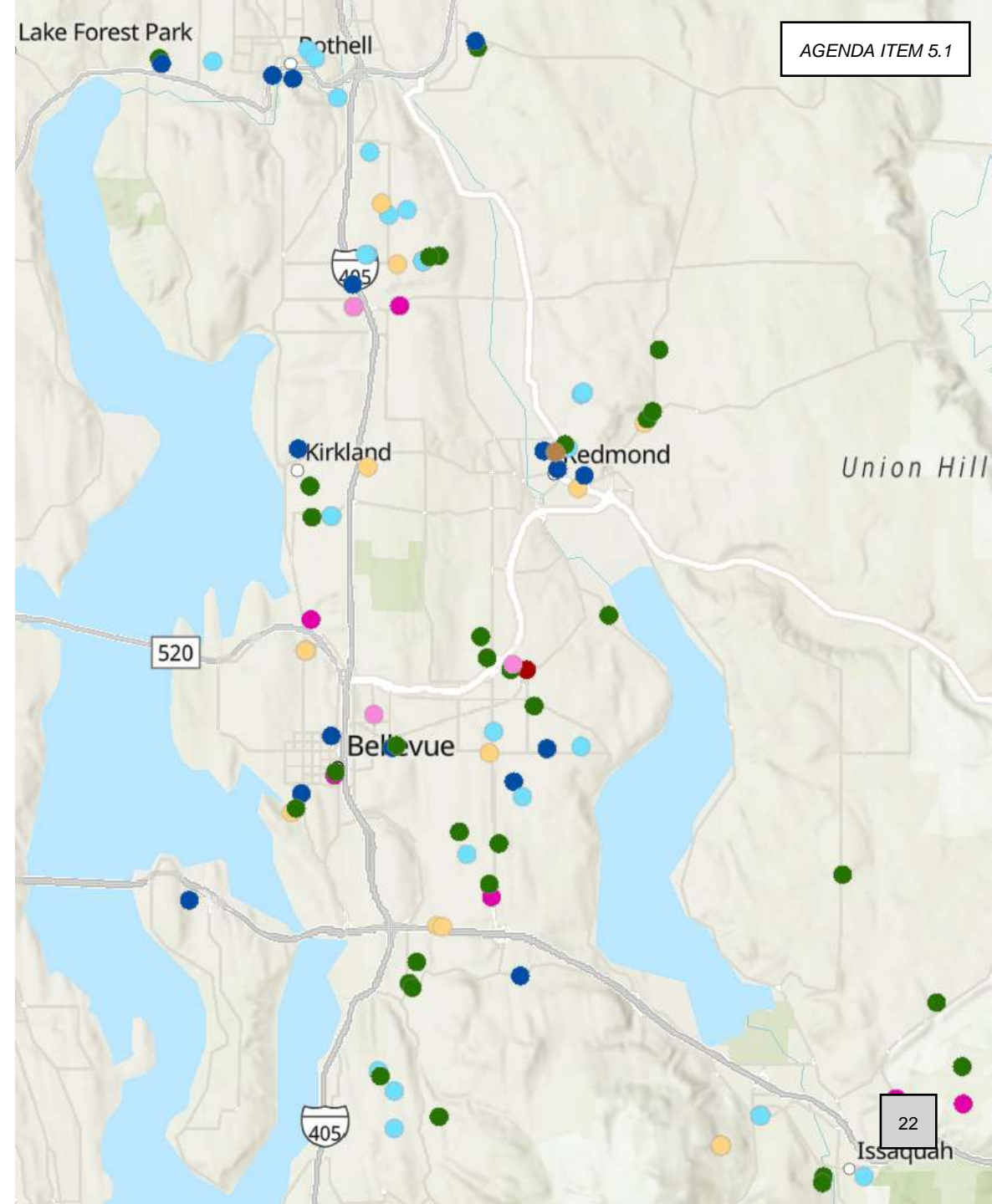
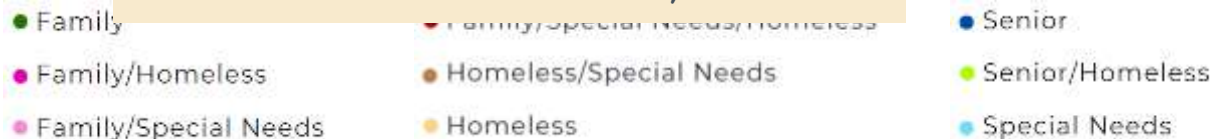
Adopted December 12, 2024



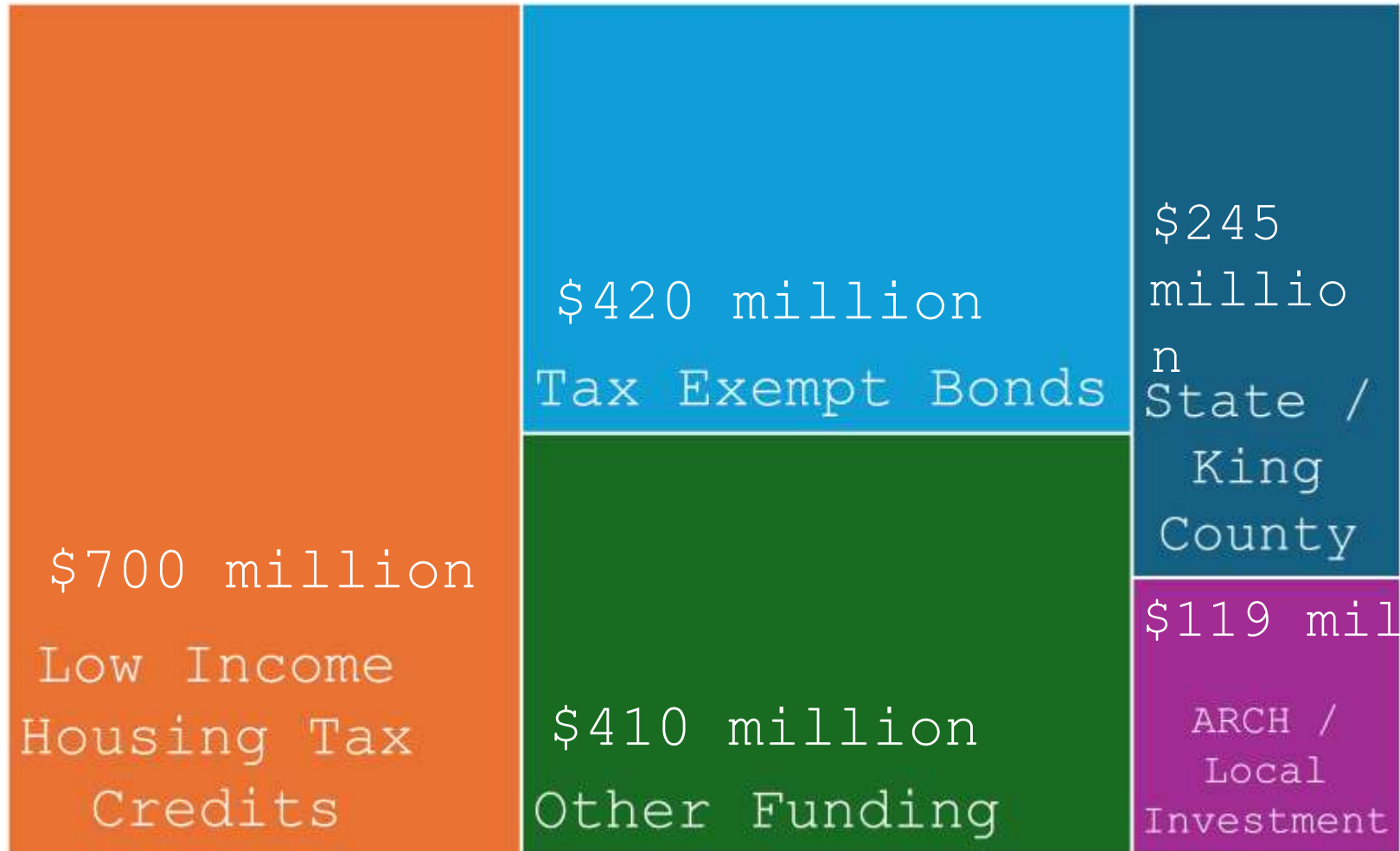


Housing Trust Fund

Population	Units Funded
Family	4,368
Senior	1,122
Homeless	786
Special Needs	388
Total	6,664



ARCH Projects Funding Sources 1993-2024



ARCH Housing Trust Fund

- Over \$14 for every \$1 of local funding
- \$119M in local investments
- Total

Program Activity

- 1088 units under construction in Kirkland, Bellevue, Bothell, and Redmond
- 625 units awarded, pending closing in Issaquah, Bellevue, Redmond and Woodinville

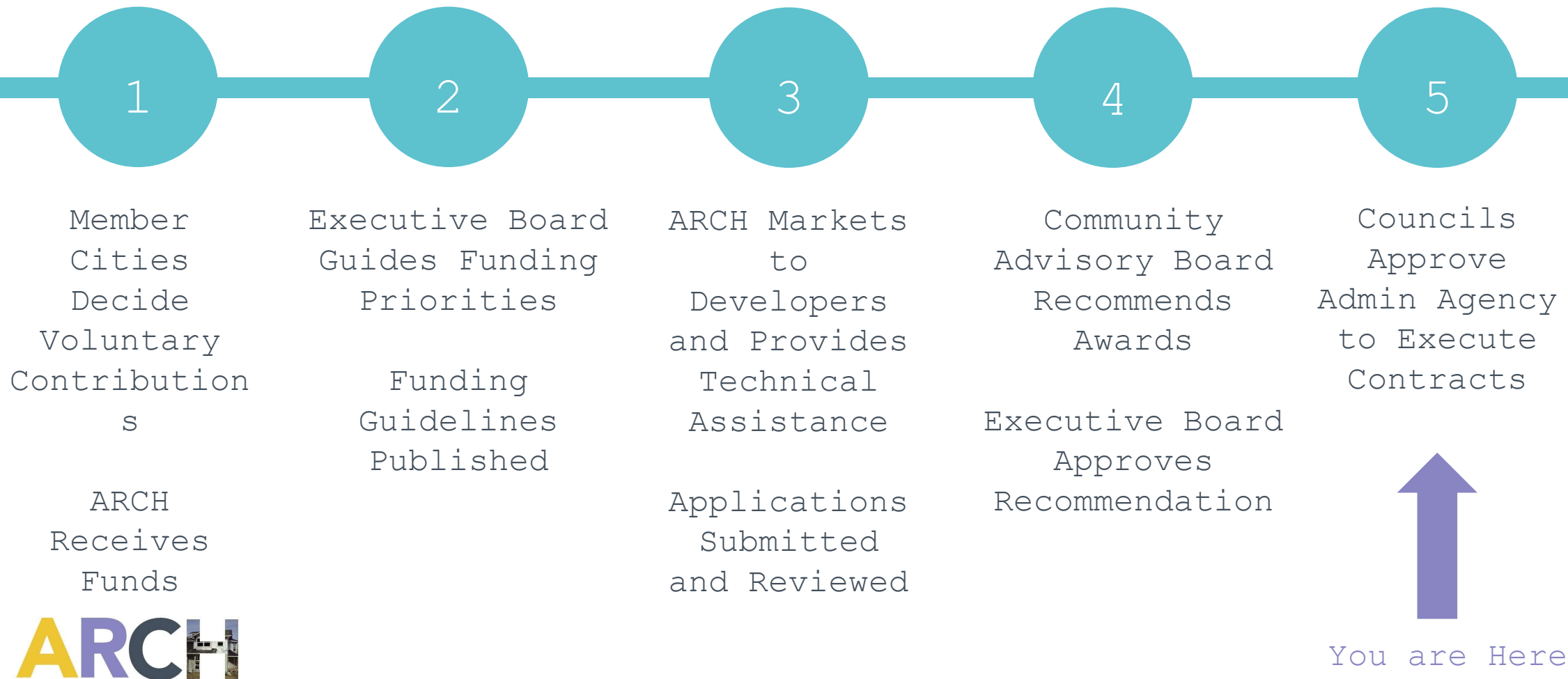


Program Activity

- 2 projects with 139 units completed construction in 2024
- 16 pre-application meetings with prospective sponsors in 2024



Funding Process



Total of \$16.9M available in
2024 Funding Round

Trust Fund

Other City
Funds

\$4.9 million in pooled
funding available for
award through ARCH
Trust Fund RFP

\$4.3 million in
general fund, HB
1406 funds, loan
repayments, and
returned funds

\$599,000
CDBG from
Redmond,
Kirkland,
N/E
Consortium

\$10
million
Bellevue
Housing
Stability
Program

\$2
million
Issaquah
Inclusive
Housing
Investmen
t Pool

2024 Trust Fund Applications

Applicant	Project	Units	City	ARCH HTF Request Amount
TWG	Larus	175	Kenmore	\$ 3,400,000
LIHI	Aventine	66	Bellevue	\$ 900,000
LEO	Emily House	5	Issaquah	\$ 482,687
Habitat for Humanity	Orchard Gardens	25	Bellevue	\$ 300,000
Shelter Resources	Catalina	96	Bellevue	\$ 1,000,000
BRIDGE Housing	Bothell Urban	201	Bothell	\$ 1,500,000
ARCH Inclusion Homes	Children's OHS 4	3	Scattered	\$ 150,000

ARCH 2024 Trust Fund Priorit ies



Timely Delivery of
Housing



Maximizing Unit
Creation with ARCH
Investment



Other Objectives
(e.g., populations,
geographic distribution,
etc.)

Summary of Recommendations

Applicant	Project	Units	City	Previous Awards	ARCH HTF Request Amount	2024 Exec. Board Recommendation
TWG	Larus	175	Kenmore	\$ 250,000	\$ 3,400,000	\$ 3,400,000
				\$	\$	\$
LIHI	Aventine	66	Bellevue	600,000	900,000	900,000
LEO	Emily House	5	Issaquah		\$ 482,687	(CDBG) \$ 482,687
Habitat for Humanity	Orchard Gardens	25	Bellevue	\$ 600,000	\$ 300,000	\$ -
Shelter Resources	Catalina	96	Bellevue		\$ 1,000,000	\$ -
BRIDGE Housing	Bothell Urban	201	Bothell		\$ 1,500,000	\$ -
Inclusion Homes	Children's OHS 4	3	Scattered		\$ 150,000	\$ -
SRM	Altaire 118	46	Bellevue		\$ 1,000,000	\$ -
	Family				\$	\$

Medina portion = \$35,700



Questions



Contact Us



16305 NE 87th St, Suite
119 Redmond, WA 98052



(425) 861-3677



info@archhousing.org



www.archhousing.org



MEDINA, WASHINGTON

AGENDA BILL

Monday, May 12, 2025

Subject: Presentation and Public Hearing Middle Housing Ordinance and Unit Lot Subdivision Ordinance

Category: Hold public hearings on both the middle housing and subdivision ordinances

Staff Contact(s): Jonathan G. Kesler, AICP – Planning Manager, Kirsten Peterson, Senior Project Manager, SCJ Alliance, and Jennifer S. Robertson, City Attorney

Summary

In 2023, the Washington State Legislature passed, and the Governor signed into law, House Bills (HB) 1110 and HB 1337, amending the Growth Management Act, Chapter 36.70A RCW (GMA). HB 2321 was adopted in 2024 to clarify the housing requirements of HB 1110. These legislative amendments require many cities to update their zoning regulations to allow additional densities and housing types defined as “middle housing” in predominantly residential land use districts, along with several other associated requirements to help encourage the development of these housing types.

House Bill 1337 requires cities and counties to allow two accessory dwelling units (ADUs) per lot in urban growth areas and establishes standards for jurisdictions to use. Medina has elected to utilize ADUs for meeting density requirements and has incorporated the ADU requirements into the middle housing ordinance.

The adopted definition of “Middle housing” found within RCW 36.70A.030 is as follows:

“Middle housing” means buildings that are compatible in scale, form, and character with single-family houses and contain two or more attached, stacked, or clustered homes, including duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, stacked flats, courtyard apartments, and cottage housing.

The City of Medina has been classified by Washington State as 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.

As a Tier 3 City, Medina has fewer requirements than Tier 1 and 2 cities and is only required to allow for a minimum of two units per lot. As noted in the RCW definition, there are nine (9) types of housing that are identified as middle housing. Tier 3 cities are only required to accommodate for the housing unit types which can reasonably accommodate two units per lot. By default, the State is limiting the required housing types for Tier 3 cities to the following:

- Duplexes
- Stacked flats
- Cottage housing
- Courtyard apartments

The other requirements specific to Tier 3 cities have been incorporated into an ordinance that would amend the Medina Municipal Code (MMC) to achieve compliance with state requirements. These revisions are outlined in the Proposed Revision section below. In addition, part of the legislation also requires cities to allow subdivision for the middle housing units that are of a type that can be subdivided. RCW 36.70A.635(5). These changes are outlined under the Subdivision Updates section below.

State Mandates

Middle Housing. Through the adoption of the new housing legislation, the Department of Commerce was directed to provide technical assistance to cities to help with the implementation of the new middle housing legislation.

RCW 36.70A.636(2)(a) states that “the department shall publish model middle housing ordinances no later than six months following July 23, 2023.” A model housing ordinance was published and went through several iterations before a final version was completed in November 2024. RCW 36.70A.636(b) goes on further to state:

(b) In any city subject to RCW [36.70A.635](#) that has not passed ordinances, regulations, or other official controls within the time frames provided under RCW [36.70A.635](#)(11), the model ordinance supersedes, preempts, and invalidates local development regulations until the city takes all actions necessary to implement RCW [36.70A.635](#).

Subdivision Mandates. As part of adopting the middle housing requirements, the State legislature included a requirement in [ESSHB 1110](#) requiring cities to allow “zero lot line” short subdivisions. [RCW 36.70A.635](#)(5), provides in pertinent part: “A city must also allow zero lot line short subdivision where the number of lots created is equal to the unit density required in subsection (1) of this section.”

This means that the City of Medina must allow zero lot line subdivisions that result in two lots for existing lots where residential uses are allowed. In addition, by adoption of different legislation in 2023 ([ESSSB 5258](#)), the Legislature amended the State Subdivision Act ([Ch. 58.17 RCW](#)) to requires the following:

(3) All cities, towns, and counties shall include in their short plat regulations procedures for unit lot subdivisions, allowing division of a parent lot into separately owned unit lots. Portions of the parent lot not subdivided for individual unit lots shall be owned in common by the owners of the individual unit lots, or by a homeowners' association comprised of the owners of the individual unit lots.

[RCW 58.17.060](#)(3). So, while the middle housing legislation only requires the City to allow the zero-lot line short subdivisions up to two lots per residential lot, ESSSB 5258 requires the general allowance of unit lot short subdivisions, not just zero-lot line short subdivisions. The proposed draft code accomplishes compliance only with the middle housing requirements using the unit lot subdivision procedures as the most effective way to have the subdivision be consistent with the underlying zoning and built environment in Medina.

As a Tier 3 City, Medina **must** adopt new middle housing regulations **by June 30, 2025**. The Middle Housing Update deadlines are found in **Exhibit 1**, which was produced by the Department of Commerce.

If the middle housing ordinance is not adopted by the June 30, 2025, deadline, then the model ordinance as described above will preempt the City's regulations and take effect. Because the City took early action, it has been able to integrate only the required sections of the RCW. If the City adopts the proposed amendments before June 30, 2025, it will **not** be governed by the model housing ordinance.

While a full comparison chart has not been developed, some of the provisions that would be most notably different are within the dimensional standards of the model ordinance. Height allowances would be set at 35 feet, compared to Medina's existing 25 feet, and the setbacks would be much less than the existing standards.

PROPOSED REVISIONS – MIDDLE HOUSING

The full revisions to the code are outlined below. Where applicable, Staff have indicated which sections of code are required to be updated for compliance with the new housing legislation. Other minor edits have been made to improve flow and consistency within the code.

When reading the attached ordinance, please note that language that is underlined indicates that it is an addition to the existing city code. Language shows with a ~~strikethrough~~ indicates that it is existing language proposed for deletion.

MMC 16.00.020(B)(2) Statement of Purpose

The term "single-family" has been removed from the statement of purpose sentence to instead refer to protecting "the community's *residential* nature...", rather than "the community's *single-family residential* nature".

MMC 16.12 Definitions

The following definitions within the MMC are being revised, deleted, or added. The definitions depicted in the **color red** are definitions that are required to be added within the MMC pursuant to the middle housing legislation, which amended RCW 36.70A.030 Definitions. All definitions are followed by a brief rationale for the amendment.

Please be advised that additional amendments to definitions are being made with the "S" definitions as well. Those updates are not included in this ordinance, but rather they are incorporated into a separate ordinance related to unit lot and zero lot line subdivisions. The purpose of placing the "S" definitions in that ordinance is to avoid having two separate ordinances contemporaneously amending the same section of code.

- **Accessory Building**

This definition is being revised to provide a differentiation between "accessory building" and "accessory dwelling unit".

- **Accessory Dwelling Unit**

This definition is being revised to specify that an ADU that exceeds the size limitations of MMC 16.34.020 shall be considered a duplex (if attached) or a cottage (if detached).

- **Administrative Design Review**

This is a new definition required pursuant to the middle housing legislation which amended RCW 36.70A.070. This has been revised to provide clarity on the role of the director.

- **Condominium**

This is a new definition which duplicates the language of RCW 64.34.020(10). It is not required per the middle housing legislation but is included in the State definitions and is relevant to the other housing related amendments to the code.

- **Cottage**

This term is proposed for deletion and will be replaced with a new definition for “cottage housing”.

- **Cottage housing**

This is a new definition, required pursuant to the middle housing legislation, which amended RCW 36.70A.030, Definitions.

- **Courtyard apartments**

This is a new definition, required pursuant to the middle housing legislation, which amended RCW 36.70A.030, Definitions.

- **Duplex**

This is a new definition agreed upon by City Council. The new housing legislation requires that Tier 3 cities allow duplexes as a permitted use in residential zones, but allows jurisdictions to craft their own definitions.

- **Major Transit Stop**

This is a new definition, required pursuant to the middle housing legislation which amended RCW 36.70A.030, Definitions.

- **Middle Housing**

This is a new definition, required pursuant to the middle housing legislation which amended RCW 36.70A.030, Definitions.

- **Tier 3 City**

This is a new definition that has been provided by the State but is optional. Staff recommend inclusion of the definition for clarity when describing Medina as a Tier 3 city.

- **Townhouses**

This is a proposed new definition. The new middle housing legislation does not require Tier 3 cities to allow for townhouses, however, the inclusion of definitions for housing types not permitted can help provide differentiation and clarity between housing types.

- **Unit**

This is a new definition provided by Staff in response to Council’s request to provide a term. This definition was shared with City Council during the November 25 City Council meeting. This defined provides clarity in response to the State’s use of the term “unit”.

- **Unit density**

This is a new definition recommended by the State for inclusion, but is one that the City may define.

MMC 16.20.010 Comprehensive Plan and Zoning

- Subsection A is proposed for amendment to remove the term “single-family” and instead refer only to the “residential” setting of the community.
- Table 16.20.010 is a table which includes a description of the Comprehensive Plan Land Use Designations in the first column, with the associated Implementing Zone Designations in the second column. The term “single-family residential” is being removed and replaced with the simplified term “residential”.

MMC 16.20.020(B) Adoption of official zoning map

This section of the code provides a description of each of the zoning districts. The term “single-family” has been removed from each of the residential zones (R-16), (R-20) and (R-30) and refers instead to “residential”.

MMC 16.21.030 Use Table

The use chart is an important tool within the development code to help users of the code determine which uses are permitted or prohibited within each of the various zoning districts. With the middle housing legislation requirements, the required middle housing types have been added to the chart, including:

- Duplex
- Cottage Housing
- Stacked Flats.
- Courtyard apartments

Placeholders have also been incorporated for “low-rise apartments”, “short term rental”, “townhouses” and “hotel/motel/transient lodging”.

Additionally, a footnote has been added to provide a reference to the limitations specific to middle housing.

MMC 16.21.060 Maximum dwelling units on a lot

This section of code has been updated significantly in order to comply with the State requirements found in RCW 36.70A.635(5) to provide more specificity about the allowance of two units per lot, including language describing the exemptions to the 2-unit per lot requirement.

A new subsection D has also been included which states that proposed modifications to the unit density standards would be allowable only through the implementation of a Development Agreement.

MMC 16.30.060 Residential Off-Street Parking

A new subsection (2) has been incorporated to specify the off-street parking requirements for middle housing dwellings. This language has been included for compliance with RCW 36.70A.635(6).

The additional provisions are as follows:

- No off-street parking will be required within one-half mile walking distance of a major transit stop.
- A maximum of one off-street parking space per unit shall be required on lots no greater than 6,000 square feet before any zero lot subdivisions or lot splits.
- A maximum of two off-street parking spaces per unit shall be required on lots greater than 6,000 square feet before any zero lot line subdivisions or lot splits.

MMC 16.34.020 Accessory Dwelling Units

While the term middle housing does not include “Accessory Dwelling Units” the City of Medina is also including legislation (required by House Bill 1337) related to ADU’s in the middle housing update. The code amendments within this section of the code are as follows:

- Subsection (A) - ADU’s will now be included in the density and minimum lot area requirements, where they were previously excluded.
- Subsection (C) now allows for up to two (2) ADU’s on a lot per each single-family dwelling located on the same lot, provided that the unit density standards are not exceeded. This section goes on to further state that if a lot is developed with a duplex, or with two units classified as middle housing, then no ADU is permitted on that lot.
- Subsection (D) Development Standards has also been updated to comply with HB 1337. A summary of the proposed new language is as follows:
 - ADU’s will only be allowed on lots that meet the minimum lot size requirements for the principal unit. In addition, no additional dwelling units will be allowed on lots that are the result of a lot split which is below the minimum lot size for the zone.
 - ADU’s will not be allowed on lots with critical areas, lots that are not connected to a public sewer system, or lots that are within the shoreline jurisdiction.
 - ADU’s may not be used as “short term rentals”.
 - The maximum gross floor area of an ADU is set at 1,000 square feet. (Although the maximum may be higher, it cannot be less than 1,000 square feet.)
 - The maximum roof height of an ADU is 25 feet, or the maximum height allowed for the primary unit (whichever is lower).
- Subsection (E) now includes language about the exception to ADU parking requirements, which is not applicable when the ADU is located within one-quarter mile of a transit stop.
- Subsection (F) previously included a brief statement that garage space could be converted into an ADU. Two revisions are being proposed for this sections:
 - Accessory buildings have been listed as allowable structures for conversion into ADU’s.
 - A provision has been added to require that parking spaces removed for conversion to ADU’s must be replaced elsewhere on the property.

SUBDIVISION UPDATES

A. Definitions – Chapter 16.12 MMC.

The definition of “Lot” at MMC 16.12.130 is updated for consistency with the new unit lot subdivision provisions.

The definition of “Parent Lot”, “Unit Lot” and “Lot Split” are added to MMC 16.12.130 as those terms are used in the updated code. Lot split was added as that is a term that was used during in the middle housing legislation. (RCW 36.70A.635(5); RCW 36.70A.681(2).)

In MMC 16.12.200, the definitions for “Subdivision” and “Short Subdivision” were updated to address unit lot subdivisions. New definitions for “Unit Lot Short Subdivision” and “Zero Lot Line Subdivision” were also added. Note the “Unit Lot Short Subdivision” is limited to only the number of lots for middle housing.

B. Subdivisions – Chapter 16.73.

MMC 16.73.020 “Applicability” was updated to include short unit lot subdivision but note but only to the extent that such maximum lot count equals the number of middle housing units.

MMC 16.73.060 “Survey Requirements” was updated to include short unit lot subdivisions for middle housing.

MMC 16.73.080 “Review procedures and approvals” was updated to include short unit lot subdivisions for middle housing.

MMC 16.73.090 “Approval criteria” was updated to include short unit lot subdivisions for middle housing. In addition, a new subsection “C” was added to specifically address short unit lot subdivisions for middle housing. This sets forth how the criteria applies and restrictions for use of the short unit lot subdivision procedures. This subsection includes several protections to ensure that only the maximum density set forth in the zoning code for middle housing is used and that re-division of a lot is not allowed. This subsection also clarifies that the maximum lot coverage for the original lot is still applicable across the new lots as are the existing setbacks which must be followed for the external lot area(s)/parent lot.

A new code section MMC 16.73.095 “Lot segregations – Zero-lot-line development” is proposed for when the unit lot subdivision is also a zero lot line subdivision.

MMC 16.73.100 “Submittal requirements” is amended to include short unit lot subdivisions. This also requires the applicant to show all lot lines, including internal lines, common use areas, setbacks, building footprints, etc.

MMC 16.73.100 “Approval criteria—Final short subdivision and subdivision” is amended to include short unit lot subdivisions.

MMC 16.73.120 “Submittal requirements—Final short subdivision and subdivision” is amended to include short unit lot subdivisions and unit lot subdivisions. A new subsection “G” was added to specifically address unit lot subdivisions and to require appropriate notes on the face of the plat, which requires:

1. The title of the plat shall include the phrase “Short Unit Lot Subdivision.”
2. The individual unit lots are not separate buildable lots. Additional development of the individual unit lots may be limited as a result of the application of development standards to the parent lot.
3. Approval of the design and layout of the development was granted by the review of the development, as a whole, on the parent lot.
4. Additional development of the individual unit lots, including but not limited to reconstruction, remodel, maintenance, addition, or changes in use shall comply with

- conditions of approval of the unit lot subdivision and may be limited as a result of the application of development standards to the parent lot or other applicable regulations.
5. Subsequent platting actions, additions, or modifications to any buildings may not create a nonconformity of the parent lot nor create any additional lot.
 6. Additional divisions of land which create a new lot shall not be permitted in this Short Unit Lot Subdivision.

MMC 16.73.140 "Recording with county auditor" is amended to include short unit lot subdivisions for middle housing.

MMC 16.73.150 "Expiration of final approval" is amended to include short unit lot subdivisions.

PROCEDURAL REQUIREMENTS

The review procedures for processing text code amendments to the development regulations are outlined in Chapter 16.81 of the Medina Municipal Code as follows:

16.81.040. Review procedures.

The following shall apply to processing a text amendment to development regulations:

- A. The city council shall decide whether to review the amendment or direct the planning commission to review the amendment.
- B. If the planning commission reviews the amendment, after considering the amendment, the planning commission shall vote and forward a written recommendation to the city council.
- C. The planning commission's written recommendation shall be presented to the city council unchanged and accompanied by a staff report that includes any proposed changes to the planning commission's recommendation. If any proposed changes are substantively different from the planning commission's recommendation, the city council may remand the changes to the planning commission before proceeding further with action on the amendment.
- D. At least one public hearing shall be held prior to the city council acting on an amendment. The public hearing may be held before the planning commission, the city council, or both.
- E. City staff shall prepare a report on the amendment to be presented to the hearing body considering the amendment.
- F. Notice of hearing shall be provided pursuant to MMC 16.81.070.
- G. The city council may approve, approve with modifications, remand to the planning commission for further proceedings, or deny the amendment.

All code requirements were followed leading up to the City Council public hearing as follows:

PLANNING COMMISSION REVIEW

The Planning Commission reviewed the proposed amendments during a duly-advertised public hearing held on April 22, 2025 for both ordinances. At the conclusion of the hearing the Commission made a motion to forward recommendations of approval to City Council by a unanimous vote. However, the Commission requested that the Council determine what length or percentage of the common wall must exist between the two dwellings in a duplex so that it would qualify as attached.

PUBLIC NOTICE

The Notice requirements are outlined in MCC 16.81.070. Notice of the City Council May 12, 2025, public hearing was published in the Seattle Times and on the City website on April 25, 2025. See **Exhibit 2**.

SEPA AND STATE REVIEW

The City issued a SEPA Determination of Non-Significance (DNS) on March 25, 2025. See **Exhibit 3**. In accordance with RCW 36.70A.636, adoption of these ordinances are exempt from SEPA appeals.

The draft ordinance was submitted to the Washington State Department of Commerce on March 25, 2025, and the required 60-day notice period will end on May 24, 2025. As of the date of this report no comments from state agencies have been received.

PUBLIC OUTREACH

In addition to following the minimum noticing requirements, the City also exerted great efforts to be transparent with Medina community members about the new state requirements and to provide opportunities for engagement throughout the process of updating the code.

On June 10, 2024, the City Council adopted a Public Engagement Plan (PEP) via Resolution 444. This plan was utilized as a guiding document by City Staff and the planning consultants with SCJ Alliance.

In addition to providing materials for posting on the City website, and producing postcards, flyers and other materials for peer-to-peer engagement, two community forums were held in January 2025 as follows:

- Thursday, January 9, 2025, 6 - 8 pm
St. Thomas Episcopal Church.
- Wednesday, January 15, 2025, 6 – 8 pm
Medina City Hall & via Zoom

The purpose of the forums was to share information with the public, allow for Q&A, and to encourage participation in a community survey. At the conclusion of the survey, **199 responses** were received online. The completion rate was 72.4%, with 144 surveys fully completed and 55 partially completed. Four paper surveys were completed and submitted to City staff.

More information about the community outreach efforts, and the results of the survey, can be found on the Medina City website here:

<https://www.medina-wa.gov/developmentservices/page/new-housing-laws-middle-housing-and-adu-legislation-and-medina>

DECISION CRITERIA

In addition to detailing the noticing requirements, the Medina City Code also provides decision criteria for making text amendments to the development regulations. These are found in MMC 16.81.080, as follows:

The city council may amend the text of a development regulation only if it finds:

- A. The proposed amendment is consistent with the goals, policies and provisions of the Medina comprehensive plan;
- B. The proposed amendment bears a substantial relation to public health, safety, or welfare; and
- C. The proposed amendment advances the public interest of the community.

In addition to the above, the Ordinances meet and support Council's priorities 1, 2 and 5.

Council Priorities:

- 1. Financial Stability and Accountability**
- 2. Quality Infrastructure**
3. Efficient and Effective Government
4. Public Safety and Health
- 5. Neighborhood Character and Community Building**

Exhibits:

- Exhibit 1 – Middle Housing Update Deadlines
- Exhibit 2 – Public Hearing Notice
- Exhibit 3 – SEPA Threshold Determination
- Exhibit 4 – Middle Housing PowerPoint Presentation

Attachment(s)

- Middle Housing Ord. No. XXX
- Unit Lot Subdivision Ord. No. XXX

Budget/Fiscal Impact: None

Recommendation: Hold public hearings on both the middle housing and subdivision ordinances.

Interim City Manager Approval:



Proposed Council Motion: “I move to open the public hearing on the middle housing regulations and subdivision regulations for the City of Medina to comply with the Growth Management Act (GMA)”.

Time Estimate: 60 minutes

Middle Housing Update Deadlines (six months after GMA Update)					
June 30, 2025		June 30, 2026		December 31, 2026	December 31, 2027
OVER 75,000 Population		25,000 - 75,000 Population		Less than 25,000 Population, within a contiguous UGA with largest city	
Auburn	77,245	Bothell	48,161	Algona	3,290
Bellevue	151,854	Bremerton	43,505	Arlington	19,868
Everett	110,629	Burien	52,066	Beaux Arts	317
Federal Way	101,830	Des Moines	32,888	Black Diamond	4,697
Kent	136,588	Edmonds	42,853	Brier	6,560
Kirkland	92,175	Issaquah	40,051	Clyde Hill	3,126
Renton	106,785	Lake Stevens	35,630	Covington	20,777
Seattle	737,015	Lakewood	63,612	DuPont	10,151
Tacoma	219,346	Lynnwood	38,568	Edgewood	12,327
Bellingham	91,482	Maple Valley	28,013	Fife	10,999
Vancouver	190,915	Marysville	70,714	Fircrest	7,156
Kennewick	83,921	Mercer Island	25,748	Hunts Point	457
Pasco	77,108	Puyallup	42,937	Kenmore	23,914
Spokane	228,989	Redmond	73,256	Lake Forest Park	13,630
Spokane Valley	102,976	Sammamish	67,455	Medina	2,915
Yakima	96,968	SeaTac	31,454	Mill Creek	20,926
		Shoreline	58,608	Milton	8,697
		University Place	34,866	Mountlake Terrace	21,286
		Camas	26,065	Mukilteo	21,538
		Lacey	53,526	Newcastle	13,017
		Mount Vernon	35,219	Normandy Park	6,771
		Olympia	55,382	Pacific	7,235
		Tumwater	25,573	Port Orchard	15,587
		Richland	60,560	Ruston	1,055
		Walla Walla	34,060	Steilacoom	6,727
		Wenatchee	35,575	Sumner	10,621
		Moses Lake	25,146	Tukwila	21,798
				Woodinville	13,069
				Woodway	1,318
				Yarrow Point	1,134
				Washougal	17,039
				Airway Heights	10,757
				Liberty Lake	12,003
				Millwood	1,881



CITY OF MEDINA

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Medina City Council will hold a hybrid public hearing as part of its regular monthly meeting via Teleconference Zoom Meeting and In-Person at Medina City Hall on Monday, May 12, 2025, at 5:00 pm, or as soon thereafter as called by the City Council. The hearing will be to consider testimony for and against the following:

The Medina Middle Housing Update Ordinances. The proposal applies city-wide (4.8 square miles). The City of Medina proposes updating the Medina Municipal Code (MMC) to incorporate Middle Housing provisions and to adopt unit lot subdivision standards for Middle Housing. These Ordinances are under the Growth Management Act (GMA) requirements. The proposal would specifically amend portions of MMC Title 16 Unified Development Code to implement and align with new state law provisions on Middle Housing and related issues. The proposal would ensure city policy and regulatory consistency with new state laws and ensure GMA compliance (Revised Code of Washington [RCW] 36.70A).

On April 22, 2025, the Medina Planning Commission voted, 6-0-0, to recommend approval of both Ordinances to the Medina City Council.

Register to Speak: Individuals wishing to speak live during the Hybrid Public Hearing will need to register their request with the City Clerk Aimee Kellerman at 425-233-6411 or email akellerman@medina-wa.gov and leave a message before 2:00 pm on the day of the May 12, 2025, meeting. Please refer to the Middle Housing Public Hearing coming in front of the May 12, 2025, City Council Meeting in your correspondence. The City Clerk will call on you by your name or your telephone number when it is your turn to speak.

Telephone: To listen to the meeting or speak live during the Public Hearing via telephone, please call 1-253-205-0468 and enter 81961696176# when prompted.

Internet: To watch the meeting over the Internet or speak live during the Public Hearing, via your computer microphone, follow these steps:

Join Zoom Meeting:

<https://medina-wa.zoom.us/j/81961696176?pwd=WjRuK3ErVv9jdmttelAvek1VeHkzUT09>

Meeting ID: 819 6169 6176

Passcode: 689036

Written Comments: Written comments may be submitted to City of Medina Planning Manager Jonathan G. Kesler, AICP, at jkesler@medina-wa.gov. Written comments must be received by **4:00 pm on Tuesday, May 6, 2025**. All comments timely received will be forwarded to the City Council before the meeting. A brief summary of the comments will be included in the minutes of the meeting.

Jonathan Kesler, AICP, Planning Manager

4/25/25

Notice Issued

WARNING!

Posted notice is not to be removed, mutilated or concealed in any way.



CITY OF MEDINA

DETERMINATION OF NON-SIGNIFICANCE

Proposal: Request for a SEPA Threshold Determination in conjunction with the Medina Middle Housing Update Ordinances. The proposal is a non-project action that applies city-wide (4.8 square miles). The City of Medina proposes updating the Medina Municipal Code (MMC) to incorporate Middle Housing provisions and to adopt unit lot subdivision standards for Middle Housing. These Ordinances are in accordance with Growth Management Act (GMA) requirements. The proposal would specifically amend portions of MMC Title 16 Unified Development Code to implement and align with new state law provisions on Middle Housing and related issues. The proposal would ensure city policy and regulatory consistency with new state laws and ensure GMA compliance (Revised Code of Washington [RCW] 36.70A).

File No. N/A

Applicant: City of Medina

Site Address: City-wide

Lead Agency: City of Medina

The lead agency for this non-project action has determined that it does not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after a review of the completed SEPA Environmental Checklist and other information on file with the lead agency. This information is available to the public, upon request, by contacting Medina City Hall, Attn: Development Services, 501 Evergreen Point Rd, Medina, WA 98039.

Date of Issuance and Publication: Tuesday, March 25, 2025

Deadline to Submit Comments: Thursday, April 25, 2025

This Determination of Non-significance (DNS) is issued under WAC 197-11-340 (2). The lead agency will **not** act on this proposal for **30 days** from the date below.

Responsible Official: Jonathan G. Kesler, AICP

Title: Planning Manager/SEPA Official

Address: City Hall, 501 Evergreen Point Rd, Medina, WA 98039 **Telephone:** 425-233-6416

Email: jkesler@medina-wa.gov

Date: March 25, 2025

APPEAL PROCESS: A party of record may appeal a Determination of Non-significance (DNS). Per MMC 16.80.220(C)(5), this decision is associated with legislative action that will be made by the Medina City Council. Therefore, there is no administrative appeal for this decision. Judicial appeals must be filed in accordance with RCW 43.21C.075 and WAC 197-11-680. An Appeal must be in writing, contain specific factual objections and comply with RCW 43.21C.075 and WAC 197-11-680. Submit comments to the above address. This may be the only opportunity to comment on the environmental impact of this proposal.

Jonathan Kesler, AICP, Planning Manager

3/25/25

Notice Issued

WARNING!

Posted notice is not to be removed, mutilated or concealed in any way.

Medina, WA

Middle Housing Update

City Council Public Hearing | May 12, 2025



SCJ ALLIANCE
CONSULTING SERVICES

Agenda

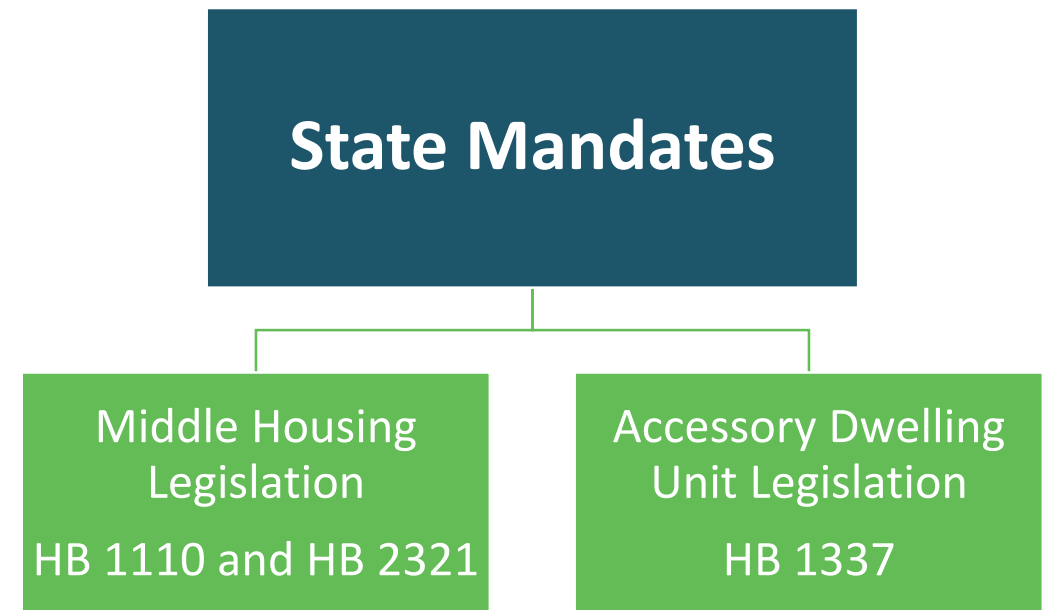
1. Overview of Middle Housing State Mandates
2. Tier 3 Requirements
3. Subdivision Requirements
4. Project Milestones
5. Middle Housing in Medina
6. Proposed Code Revisions
7. Public Engagement
8. Procedural Requirements
9. Next Steps



Overview of Middle Housing Mandates

2023–2024: WA Legislature passed HB 1110, HB 1337, and HB 2321

- These laws require cities to update zoning to allow middle housing types and increased density in residential areas.
- Cities must allow at least two accessory dwelling units (ADUs) on all lots that are located in all zoning districts that allow for single-family homes.
- Cities are also required to update their subdivision code to allow for unit lot subdivisions and zero lot line subdivisions.



Why Does Middle Housing Legislation Impact Medina?

The City of Medina is a city that meets the following criteria:

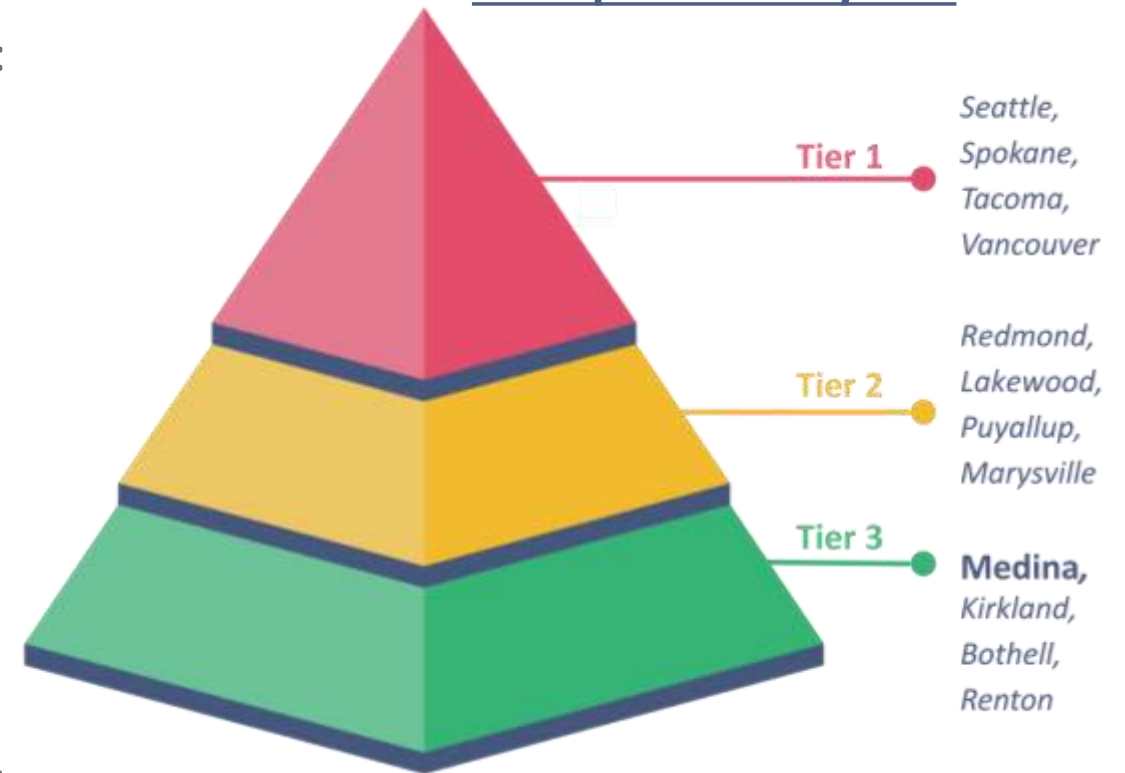
- Within a contiguous urban growth area with the largest city
- County with a population of more than 275,000
- Population less than 25,000

Thus, **Medina is categorized as a Tier 3 City.**

As a Tier 3 City, Medina **must** adopt middle housing requirements by **June 30, 2025**

- Failure to do so by the deadline means the City is subject to the Model Ordinance developed by the Department of Commerce – *a significant change from current code*

Example Cities by Tier

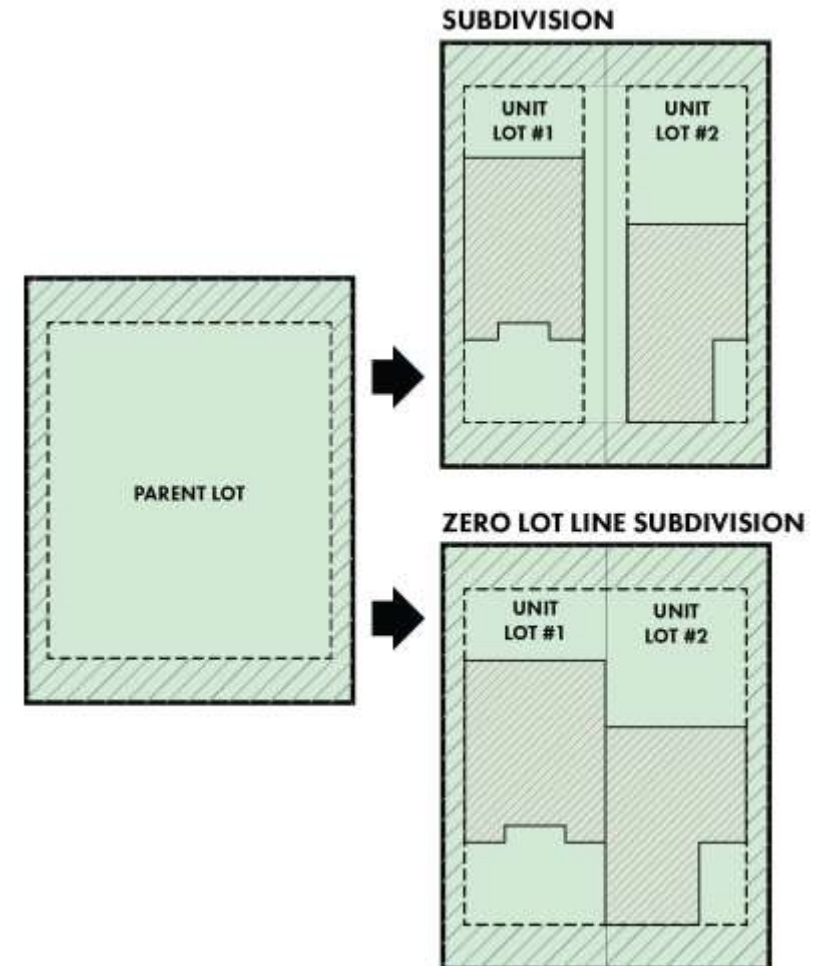


Subdivision Requirements of Middle Housing Mandates

RCW 36.70A.635(5) which was adopted as part of ESSHB 1110 (Middle Housing Law) requires:

“A city must also allow zero lot line **short** subdivision where the number of lots created is equal to the unit density required in subsection (1) of this section.”

Since the Medina density requirement under middle housing is two middle housing units per lot, this means that Medina must allow a zero lot line subdivision to take a single residential lot and divide it into two lots.

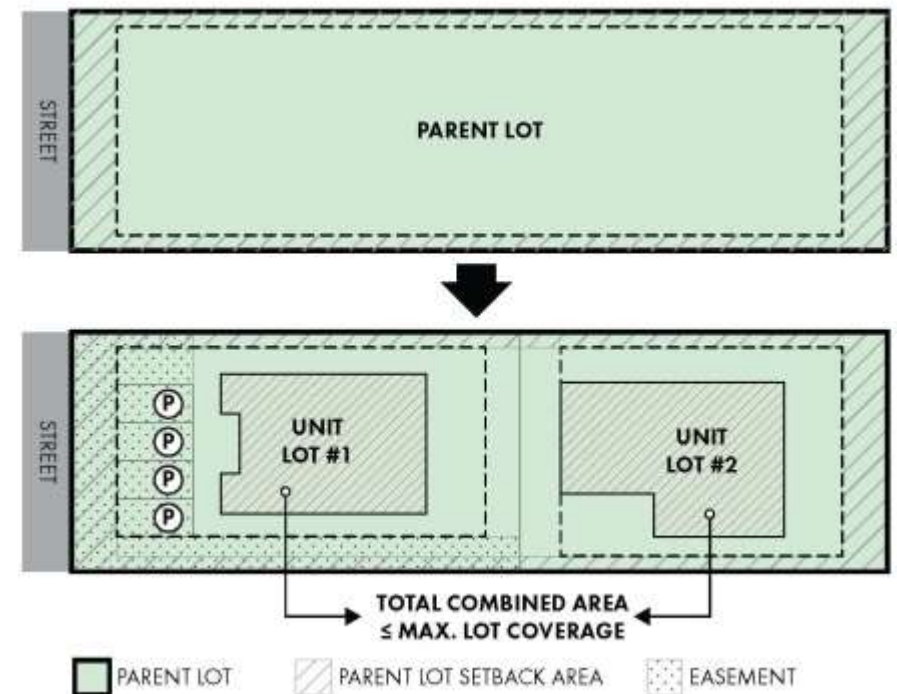


State Subdivision Act Amendmdnet

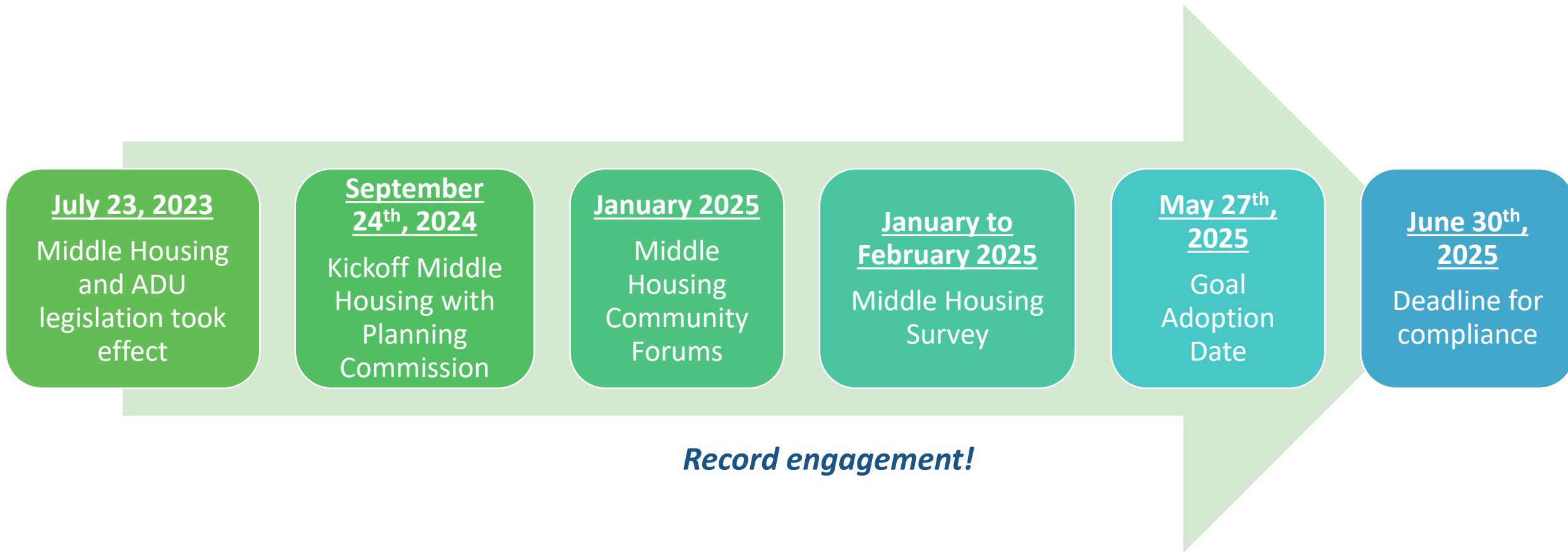
A different bill (ESSSB 5258) in 2023 updated the State Subdivision Act, Ch. 58.17 RCW. RCW 58.17.060(3) to require the following:

All cities, towns, and counties shall include in their short plat regulations procedures for unit lot subdivisions allowing division of a parent lot into separately owned unit lots. Portions of the parent lot not subdivided for individual unit lots shall be owned in common by the owners of the individual unit lots, or by a homeowners' association comprised of the owners of the individual unit lots.

SUBDIVISION - GENERAL REQUIREMENTS



Medina Middle Housing - Project Milestones



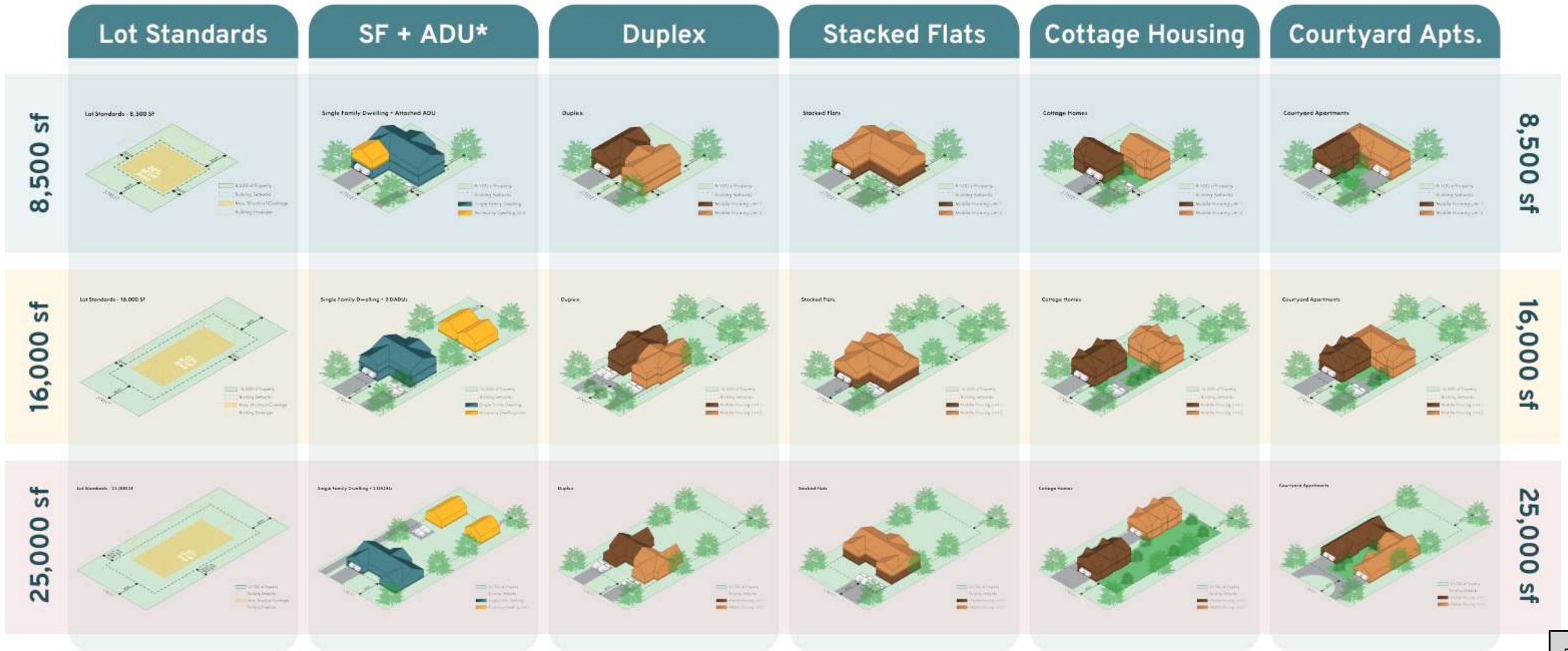
How does Washington State define 'Middle Housing'?

"Middle housing" means buildings that are compatible in scale, form, and character with single-family houses and contain two or more attached, stacked, or clustered homes including duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, stacked flats, courtyard apartments, and cottage housing.

RCW 36.70A.030



What Tier 3 Housing Means in Medina w/two units per lot



* Current code allows for a ADU on a substandard lot; however, the City may change this due to language in HB 1337.

Proposed Code Revisions – Definitions & Use Table

Several language and terminology revisions are required to properly address Middle Housing State Legislation:

New Definitions Added:

- **Administrative Design Review**
- **Cottage Housing**
- **Courtyard Apartments**
- **Duplex**
- **Major Transit Stop**
- **Middle Housing**
- Tier 3 City
- Townhouses
- Unit
- Unit Density

Existing Definitions Updated:

- Accessory Building
- Accessory Dwelling Unit
- Condominium

Use Table Updated

- Duplex
- Cottage Housing
- Stacked Flats
- Courtyard Apartments

Proposed Revision – Accessory Dwelling Units

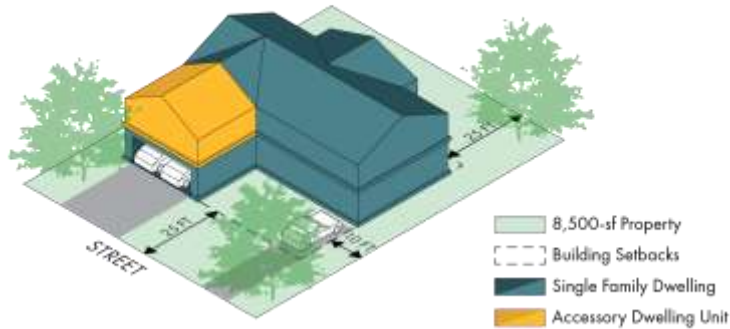
Although ADUs are not classified as middle housing, Medina is updating ADU regulations to comply with HB 1337.

The amendments to the middle housing code are:

- ADUs now count toward density and minimum lot size requirements
- Two ADUs allowed per single-family home, but none allowed on duplex /other middle housing lots
- New development standards:
 - Only allowed on lots meeting minimum size and sewer connection
 - Not allowed on critical areas or shoreline lots
 - Max 1,000 sq ft floor area; max 25 ft height (or lower if primary unit is lower)
 - ADUs prohibited as short-term rentals
- Parking exemptions near transit stops
- Garage and accessory building conversions allowed, with replacement parking required
- Condominium conversion of ADU's must be allowed through unit lot subdivision process

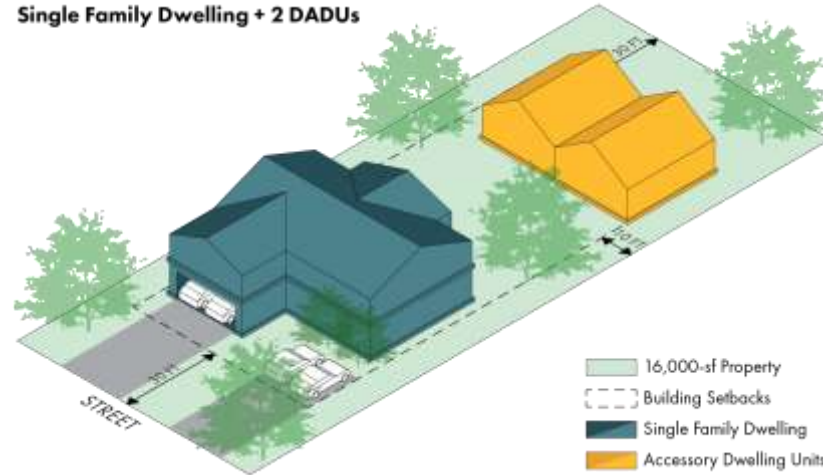
Accessory Dwelling Units – Example Graphics

Single Family Dwelling + Attached ADU



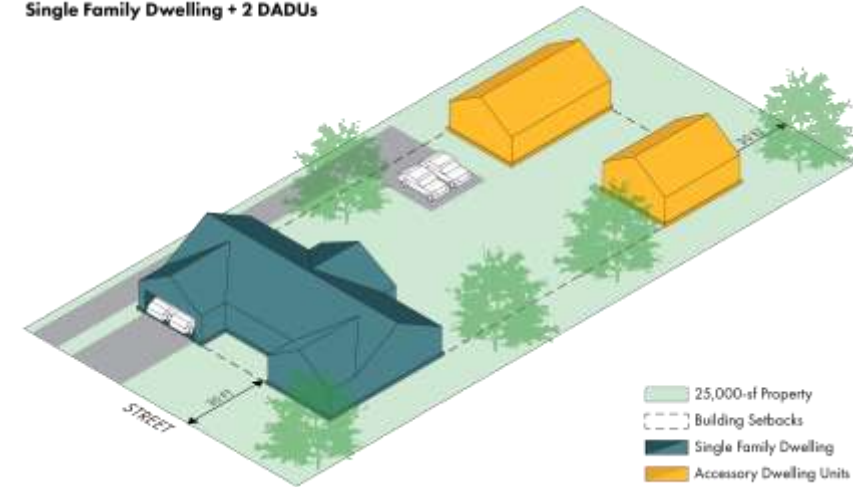
8,500 SF

Single Family Dwelling + 2 DADUs



16,000 SF

Single Family Dwelling + 2 DADUs



25,000 SF

Proposed Revision – Off Street Parking

New subsection of provisions incorporated to comply with State Requirements RCW 36.70A.635(6):

- No off-street parking will be required within one-half mile walking distance of a major transit stop.
- A maximum of one off-street parking space per unit shall be required on lots no greater than 6,000 square feet before any zero lot subdivisions or lot splits.
- A maximum of two off-street parking spaces per unit shall be required on lots greater than 6,000 square feet before any zero lot line subdivisions or lot splits.

Subdivision Procedures Updates

Updated Definitions:

- Lot
- Subdivision
- Short Subdivision

New definitions:

- Parent Lot
- Unit Lot
- Lot Split
- Unit Lot Short Subdivision
- Zero Lot Line Subdivision

Chapter 16.73 Updates to apply unit lot subdivisions:

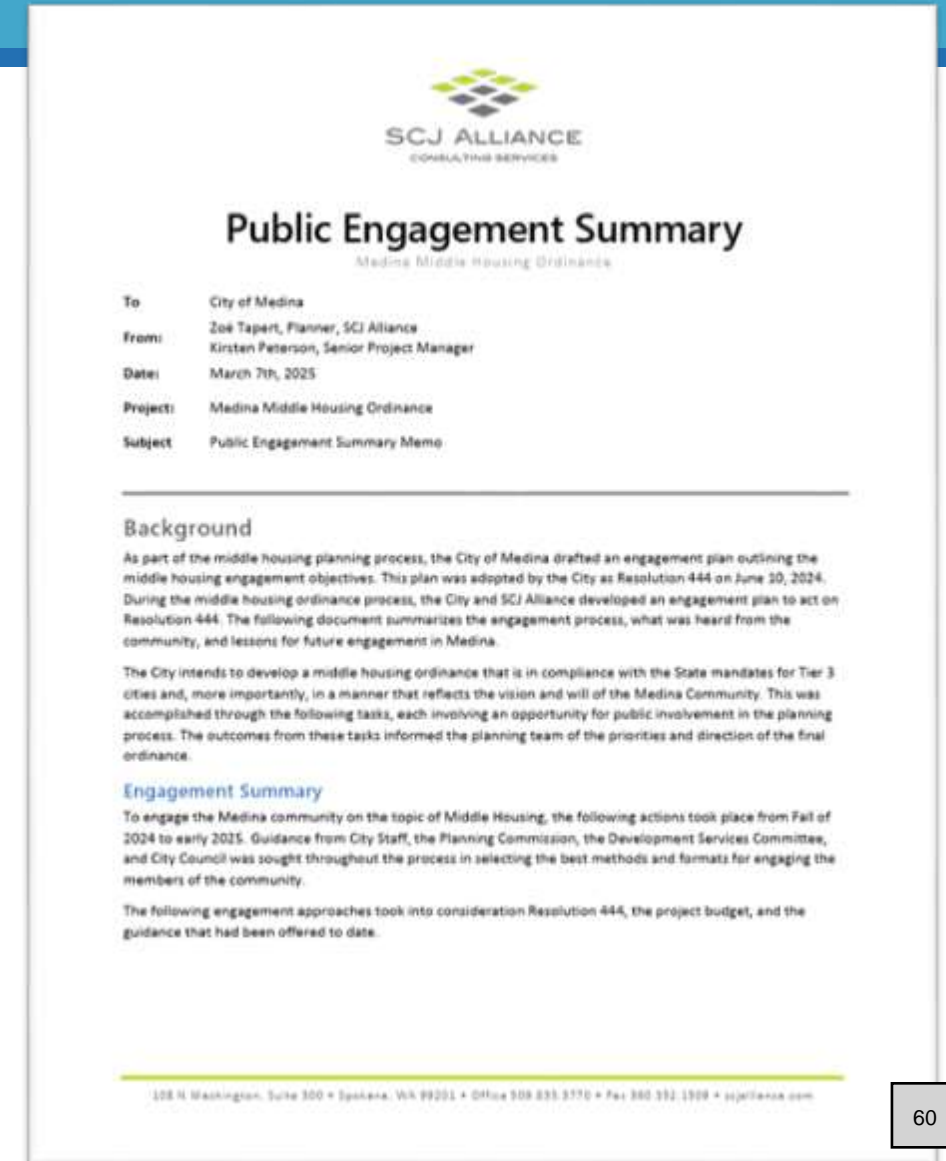
- Applicability
- Survey Requirements
- Review Procedures and Approvals
- Approval criteria - to include short unit lot subdivisions for middle housing
- Lot segregation/zero lot line development
- Submittal requirements updated to include short unit lot subdivision
- Final short subdivision and subdivision requirements updated to include unit lots
- Recording requirements for unit lot subdivisions

Public Engagement

The City, following a Public Engagement Plan adopted in June 2024, made extensive efforts to inform and involve the Medina community during the code update process.

Outreach efforts included:

- Website Updates
- Postcards
- Flyers
- Peer-to-peer Materials
- Two Community Forums:
 - January 9 at St. Thomas Episcopal Church
 - January 15 at City Hall & via Zoom
- Community Survey: 199 responses received (72.4% completion rate), with 144 fully completed and 55 partially completed.



City of Medina Middle Housing Web Page



Web Page Edits

The following updates were made to the City's middle housing webpage:

- Updated language on middle housing legislation ([HB 1110](#) and [HB 2321](#)) and accessory dwelling unit legislation ([HB 1337](#)) and how the two pieces of legislation intersect
- Updated graphics of the housing types and configurations
- Link to the online survey
- Reduced the amount of text for more visually appealing formatting that doesn't remove context
- Provide an FAQ section
- Information on how to stay engaged
- Provide a frequently asked questions section
- Provide a project timeline

Community Forums

Community Forums Held in January 2025

- **Community Forum #1**
Date: Thursday, January 9, 2025
Time: 6 – 8 pm
Location: St Thomas Episcopal Church
Attendee Count: 71 attendees
- **Community Forum #2**
Date: Wednesday, January 15, 2025
Time: 6 – 8 pm
Location: Medina City Hall Council Chambers and on Zoom
Attendee Count: 25 in person, 50 online



Community Survey

- An online community survey was advertised as follows:
 - City website
 - Emails notification
 - Community forums
- Paper survey also developed
- Survey was launched at the first community forum on January 9th, 2025 and closed February 14th, 2025.
- A total of **203 responses** were received between the online (199) and paper (4) formats.

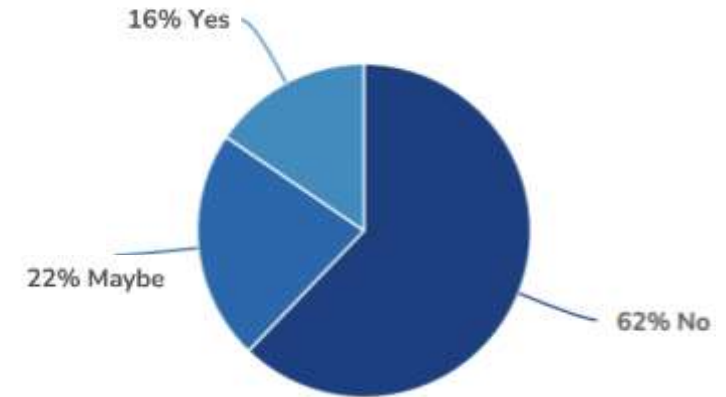


Middle Housing Survey Results

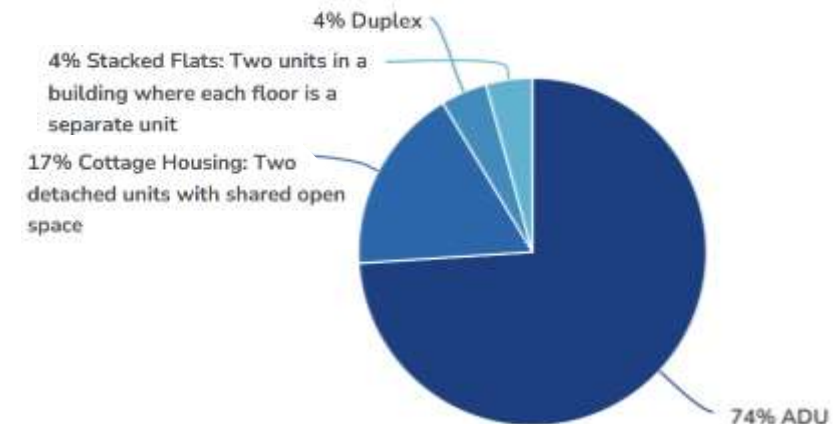
Personal Interest in Middle Housing:

- The majority of respondents (62 percent) indicated they would not personally consider building an ADU or other middle housing on their lot.
 - Of those who would consider it, ADUs were the most popular option.
- Reasons for not wanting to build middle housing included:
 - Space limitations;
 - Desire for privacy;
 - Preserving community character;
 - Tree preservation; and
 - Not wanting to be a landlord.

Would you or your family consider building an ADU, Duplex or other middle housing type on your lot?



If Yes, which of the following would you be most interested in developing?



How Code Amendments are Processed

The review procedures for processing an amendment to development regulations

Planning Commission

Reviews the amendment and forwards a recommendation to City Council

Completed
4/22/25

City Council

Holds at least one public hearing before taking action

We Are Here
5/12/25

City Staff

Prepares reports and notices as required by code

City Council

May approve, modify, remand, or deny the amendment

Progress Report / Adoption Process

TODAY 5/12 Public Hearing:

- Final public hearing before adoption

On track to adopt before the
Commerce Deadline

3/25
Determination
of SEPA DNS

3/25
Draft Ordinance
Sent to Commerce

4/22
Public Hearing: Recommendation
for approval to City Council

TODAY 5/12
Public Hearing

5/24
60-Day Notice
Period Ends

5/27
Goal Adoption
Date

6/30
Commerce
Deadline

SEPA

60-Day Commerce Review

Thank you.



SCJ ALLIANCE
CONSULTING SERVICES

CITY OF MEDINA, WASHINGTON

Ordinance No. **xxx**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, AMENDING THE MEDINA UNIFIED DEVELOPMENT CODE FOR CONSISTENCY WITH THE MIDDLE HOUSING LAWS (TO INCORPORATE REQUIREMENTS IN ESSHB 1110 AND ESSB 2321 AND ACCESSORY DWELLING UNIT REQUIREMENTS IN EHB 1337); MAKING REVISIONS TO THE FOLLOWING SECTIONS OF THE MEDINA MUNICIPAL CODE (MMC) 16.00.020, 16.12.040, 16.12.050, 16.12.140, 16.12.210, 16.12.220, 16.20.010, 16.20.020, 16.21.030, 16.21.060, 16.30.060, 16.34.020, ADDING A NEW SECTION 16.30.090, AND MAKING A HOUSEKEEPING CHANGE TO 16.30.010; PROVIDING FOR SEVERABILITY AND CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the State Legislature adopted legislation regarding middle housing (ESSHB 1110 and ESSB 2321) and imposed requirements on cities to bring their land use codes into compliance with that legislation; and

WHEREAS, Medina is classified as a “Tier 3 city” under the middle housing legislation and is required to have a compliant code by June 30, 2025; and

WHEREAS, the State legislature also adopted requirements for accessory dwelling units in EHB 1337 and imposed requirements on cities to bring their land use codes into compliance with that legislation by June 30, 2025; and

WHEREAS, under the middle housing legislation, Medina is required to allow two dwelling units on any lot that is zoned for residential development; and

WHEREAS, under the accessory dwelling unit legislation, Medina is required to allow up to two accessory dwelling units on certain residential lots with single-family homes, but only up to the density requirements in the middle housing legislation; and

WHEREAS, in order to ensure consistency between state law and the Medina Municipal Code (MMC), certain updates are required; and

WHEREAS, during the development of this Ordinance, the State Department of Commerce changed its guidance documents to cities numerous times, including as late as November of 2024; and

WHEREAS, the State Legislature continues to change housing laws and impose additional mandates on cities, therefore, Medina is implementing the requirements applicable as this Ordinance was being developed, but intends to continue to work on housing, planning, and development issues including considering additional revisions to the Medina Municipal Code; and

WHEREAS, this Ordinance is only one component of the Medina housing and development work plan and thus represents “phase one” of housing and land use updates; and

WHEREAS, the City Council intends that additional work will continue following the adoption of this Ordinance which may further change the codes as modified by this Ordinance; and

WHEREAS, a draft code update was provided to Commerce on January 31, 2025 for early review; and

WHEREAS, this Ordinance was submitted to the Department of Commerce for 60-day review on March 25, 2025; and

WHEREAS, on March 25, 2025, the City’s SEPA official issued a determination of nonsignificance for the proposed amendments, which was published and provided to the public in accordance with WAC 197-11-510, and there have been no appeals; and

WHEREAS, the Medina Planning Commission held eight (8) study sessions on this Ordinance and the Medina City Council held twelve (12) meetings where this Ordinance was discussed; and

WHEREAS, the City issued a Notice of Public Hearing for the proposed code amendment at least 15 days prior to the public hearing before the City’s Planning Commission which was published in the City’s official newspaper and provided to the public in accordance with Title 16 MMC; and

WHEREAS, following the public hearing, the Planning Commission voted to recommend approval of this Ordinance to the City Council; and

WHEREAS, the City Council reviewed this Ordinance along with the recommendation from the Planning Commission during its regularly meeting on April 28, 2025; and

WHEREAS, the City Council held a public hearing on this Ordinance on May 12, 2025 to take additional comment; and

WHEREAS, the City Council determines that it is in the public interest, safety and welfare to update its code as required by State law; **NOW, THEREFORE,**

THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. The above recitals are hereby adopted as findings in support of this Ordinance.

Section 2. Section 16.00.020 of the Medina Municipal Code is hereby amended to read as follows:

16.00.020. Statement of purpose.

- A. The UDC is a comprehensive set of regulations that governs the physical development of all land and water within the City of Medina, except where state-owned properties are exempt under state law, for the purpose of orderly

development within the community. The UDC consolidates the city's zoning, platting, environmental, construction and other development regulations into a one-book source with the goal of providing consistency between different regulations, and making the ability to find information related to development easier.

B. The primary purpose of the regulations under this title is to:

1. Encourage and guide development consistent with the goals, policies and intent of the Medina comprehensive plan;
2. Protect the community's ~~single-family~~ residential nature and the natural aesthetic quality of the community;
3. Address both natural and manmade environmental considerations as part of the project permitting processes;
4. Protect the public's health, safety and welfare as a whole and not create a duty of protecting any person or class of persons; and
5. Provide appropriate procedures for enforcement of the regulations of this title.

Section 3. Section 16.12.020 of the Medina Municipal Code is hereby amended to read as follows:

16.12.020. "A" definitions.

Abandoned means the knowing relinquishment of right or claim to the subject property or structure on that property.

Abandoned sign means a sign which no longer identifies or advertises a bona fide business, lessor, service, owner, product, or activity, and/or for which no legal owner can be found.

Access means a way or means of approach to provide vehicular or pedestrian physical entrance to a property.

Accessory means a use, activity, structure or part of a structure which is subordinate and incidental to the main activity or structure on the subject property.

Accessory building means a detached building, the use of which is incidental or secondary to that of the main building. If an accessory building contains bathroom facilities, a sink, food storage, and food preparation facilities it shall be considered an accessory dwelling unit.

Accessory dwelling unit means a dwelling unit subordinate to a single-family dwelling unit which is:

1. Located within the single-family dwelling unit (often referred to as an attached accessory dwelling unit or AADU); or
2. Located within an accessory building on the lot with a principal single-family dwelling (often referred to as an detached accessory dwelling unit or DADU).

An accessory dwelling unit that exceeds the size limitations set forth in MMC 16.34.020, is defined as a cottage, if detached, or as a duplex unit if attached to another dwelling unit.

Adjoining means property that touches or is directly across a street or private lane from the subject property.

Administrative Design Review means a development permit process whereby an application is reviewed, approved, or denied by the director or the director's designee based solely on objective design and development standards without a public predecision hearing, unless such review is otherwise required by state or federal law, or the structure is a designated landmark or historic district established under a local preservation ordinance. A city may utilize public meetings, hearings, or voluntary review boards to consider, recommend, or approve requests for variances from locally established design review standards.

Adult family home means a residential home in which a person or persons provide personal care, special care, room, and board to more than one but not more than six adults who are not related by blood or marriage to the person or persons providing the services; provided, however, any limitation on the number of residents resulting from this definition shall not be applied if it prohibits the city from making reasonable accommodations to disabled persons in order to afford such persons equal opportunity to use and enjoy a dwelling as required by the Fair Housing Amendments Act of 1988, 42 U.S.C. 3604(f)(3)(b).

Agriculture means the use of land for agricultural purposes including any one or more of farming, apiculture, horticulture, floriculture, and viticulture. "Agriculture" may not include using, keeping, raising or farming of any animal, and may not include farming marijuana regardless of whether farmed for medicinal, recreational or research purposes.

Alter or alteration means:

1. Any change, addition or modification in construction or occupancy.
2. When used with Chapter 16.50 MMC—any human-induced action which changes and/or impacts the existing conditions of a critical area or

buffer. Alterations include, but are not limited to, grading, filling, dredging, draining, channelizing, cutting of trees, clearing (vegetation), paving, construction, compaction, excavation, dumping, demolition, or any other activity that changes the character of the critical area.

Anadromous fish means fish that spawn and rear in fresh water and mature in the marine environment.

Ancillary facilities means the equipment required for operation of wireless communications, including, but not limited to, repeaters, radios, cabling, power meters, ventilation, generators, and other related equipment.

Ancillary use means a use essential for the proper and/or effective function of another use.

ANSI means the American National Standards Institute.

Antenna means an electrical conductor or group of electrical conductors that transmit or receive radio waves or microwaves.

Antenna, directional (or panel) means an antenna that receives and transmits signals in a directional pattern typically encompassing an arc of 120 degrees.

Antenna, omni-directional (or whip) means an antenna that receives and transmits signals in a 360-degree pattern, and which is four inches or less in diameter and 15 feet or less in height.

Antenna, parabolic (or dish) means a bowl-shaped device that receives and transmits signals in a specific directional pattern.

Antenna, tubular panel means an antenna which is 18 inches or less in diameter and less than eight feet in height, and which is capable of receiving or transmitting signals in a 360-degree pattern. This includes a configuration of multiple panel antennas located within a single shroud that gives the appearance of a single antenna.

Applicant means a person who applies for any permit or approval to do anything governed by this Code and who is the owner of the subject property, the authorized agent of the owner, or the city.

Arbor, bower, trellis means light, open, garden-type structures composed of vertical and/or horizontal elements without a room which may or may not attach to a building which is designed, established and installed as a part of the landscape of the property.

Arborist, city means a person appointed by the city manager or designee with the criteria that the person is a member of the American Society of Consulting Arborists

or similar professional organization and is an ISA certified arborist. The city arborist is responsible for evaluating trees according to the International Society of Arboriculture in evaluating hazardous trees in urban areas.

Auditor, county means the person defined in Chapter 36.22 RCW or the office of the person assigned such duties under the King County Charter.

Automobile mechanical repair means general repair, rebuilding, or recondition of engines, motor vehicles, or trailers including incidental repairs and replacement of parts and motor services. This does not include painting and body work.

Automobile service station means a place where petroleum products are kept for retail sales for automobiles and other motor vehicles and where repairs, washing, servicing, greasing, adjusting or equipping of automobiles or other motor vehicles may be performed; and where grease, anti-freeze, tires, spark-plugs and other automobile supplies may also be sold incidentally. For the purpose of this definition, the sale of associated sundry items and the sale of prepared foods for consumption off the premises may be allowed in conjunction therewith provided the gross floor area devoted to the sale of such sundry items and prepared foods does not exceed 160 square feet.

Section 4. Section 16.12.040 of the Medina Municipal Code is hereby amended to read as follows:

16.12.040. "C" definitions.

Caliper, tree means synonym for trunk diameter used to measure the size of nursery trees. Caliper measurement of the trunk is taken six inches above the ground up to and including four-inch caliper size. If the caliper at six inches above the ground exceeds four inches, the caliper is measured at 12 inches above the ground.

Carport means a building or structure or part thereof which is not wholly enclosed and is used for the parking or storage of passenger vehicles.

Channel migration zone (CMZ) means the lateral extent of active stream channel movement over the past 100 years. Evidence of active movement over the 100-year time frame can be inferred from aerial photos or from specific channel and valley bottom characteristics. A time frame of 100 years was chosen because aerial photos, maps and field evidence can be used to evaluate movement in this time. A CMZ is not typically present if the valley width is generally less than two bank full widths, is confined by terraces, no current or historical aerial photographic evidence exists of significant channel movement, and there is no field evidence of secondary channels with recent scour from stream flow or progressive bank erosion at meander bends. Areas separated from the active channel by legally existing artificial channel constraints that limit bank erosion and channel avulsion without hydraulic connections shall not be considered within the CMZ.

City means City of Medina.

Clearing means cutting, grubbing or removing vegetation or other organic plant material by physical, mechanical, chemical or any other similar means. For the purpose of this definition of clearing, "cutting" means the severing of the main trunk or stem of woody vegetation at any point.

Closed-record appeal means an administrative appeal on the record on a project permit application following an open-record hearing with no or limited new evidence or information allowed to be submitted and only appeal argument allowed.

Clubhouse means a building used by a club, being an association of persons with a common interest meeting periodically for shared activity.

Co-location means the use of a single support structure and/or site by more than one telecommunication carrier of wireless communication.

Commercial means the use of land, building or structure relating to the buying and selling of goods and services.

Compatible means a building, structure, activity or use that blends with, conforms to, or is harmonious with the surrounding ecological, physical, visual or cultural environment.

Compensatory mitigation means replacing project-induced critical area losses or impacts, and includes, but is not limited to, the following:

1. *Restoration.* Actions performed to reestablish critical area functional characteristics and processes that have been lost by alterations, activities, or catastrophic events within an area that no longer meets the definition of a critical area.
2. *Creation.* Actions performed to intentionally establish a critical area at a site where it did not formerly exist.
3. *Enhancement.* Actions performed to improve the condition of existing degraded critical areas so that the functions they provide are of a higher quality.

Comprehensive plan means the adopted Medina comprehensive plan, listing the goals and policies regarding land use within the city.

Conditional use, special use means a use permitted in a particular zone only upon showing that such use in a specified location will comply with all the conditions and standards for the location or operation of such use as specified and authorized by law.

Condominium means real property, portions of which are designated for separate ownership and the remainder of which is designated for common ownership solely by the owners of those portions. Real property is not a condominium unless the undivided interests in the common elements are vested in the unit owners, and unless a declaration and a survey map and plans have been recorded pursuant to chapter 64.34 RCW.

Coniferous trees means those trees that are called evergreen, have needles or scales for leaves, and bear seeds in protective cones. This includes conifer trees that lose their needles in the fall.

Contour line means the interconnection of points having the same height above sea level.

Cost of construction (including maintenance and repairs) means the true value in the open market of all work required to accomplish the proposed construction, as defined by the International Building Code for the purpose of computing building permit fees. The true value shall include reasonable true market values for the materials and labor and include normal contractor profit and overhead and design fees, but exclude Washington State and local sales taxes and permit fees.

~~*Cottage* means a detached single-family dwelling unit used as a secondary dwelling on a property.~~

Cottage housing means residential units on a lot with a common open space that either: (a) Is owned in common; or (b) has units owned as condominium units with property owned in common and a minimum of 20 percent of the lot size as open space. Cottages are limited in size to no more than 1,500 square feet of gross floor area with up to 250 square feet for an attached garage. If there are two or more cottages on a lot prior to subdivision or lot split, then the average gross floor area size across the multiple cottages shall be no more than 1,500 square feet, with up to 250 square feet of attached garage for each cottage.

Court means a space, open and unobstructed to the sky, located at or above grade level on a lot and bounded on three or more sides by walls or buildings.

Court of competent jurisdiction means the judicial body empowered to adjudicate the question under consideration.

Courtyard apartments means attached dwelling units arranged on two or three sides of a yard or court.

Critical areas means critical areas as defined in RCW 36.70A.030 and amendments thereto, and this title.

Section 5. Section 16.12.050 of the Medina Municipal Code is hereby amended to read as follows:

16.12.050. "D" definitions.

Day means calendar days.

Deciduous trees means perennial trees that lose all of their leaves at one time of the year.

Deck means a structure attached to a wall of a building designated, established, and/or installed to provide for entrance or exit, outdoor living, cooking, and/or recreation, some sides of which are open and which may or may not have a permanent overhead covering. (See definitions for "porch" and "veranda.")

Dedication means the deliberate appropriation of land by an owner for any general and public uses, reserving to himself or herself no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted.

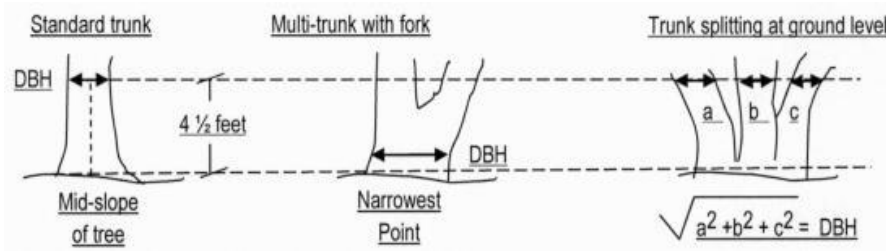
Development means a change in the use of any land, building, or structure for any purpose, and shall include the carrying out of any building, engineering construction or other operation in, on, over or under land, or the construction, addition or alteration of any building or structure.

Development permits means all permits and associated approvals administered by the city associated with development.

Development regulations means the controls placed on development or land use activities including but not limited to building codes, zoning, critical areas, shoreline master programs, official controls, and subdivisions, together with any amendments thereto.

Diameter breast height or DBH means the diameter measurement in inches of the outside bark of a tree trunk, measured at 4½ feet above the surrounding existing ground surface. The vertical measurement is taken at the mid-slope of the surrounding ground surface. The DBH for multi-trunk trees forking below the 4½-foot mark is determined by measuring the diameter of the tree trunk at the narrowest part of the main stem below the tree fork. The DBH for multi-trunk trees splitting at ground level is determined by taking the square root of the sum of all squared stem caliper. See Figures below.

Figures Measuring DBH



Diameter of replacement tree means the replacement tree diameter using caliper as the measurement. Multi-trunk trees shall be measured by taking one-half the caliper of up to the three largest trunks and summing them.

Director means the city manager or designee appointed by the city manager to administer this title or parts of this title.

Dispersion means a type of low impact development best management practice designed to release surface and stormwater runoff such that the flow spreads over a wide area and is located so as not to allow flow to concentrate anywhere upstream of a drainage channel with erodible underlying granular soils.

Division of land means any segregation of land that creates lots, tracts, parcels, or sites not otherwise exempted by this title that alters or affects the shape, size or legal description of any part of the owner's land.

Domesticated animal or pet has the meaning and status assigned in MMC 6.04.005.

Drainage facility means the system of collecting, conveying and storing surface and storm runoff. Drainage facilities shall include but not be limited to all surface and stormwater runoff conveyance and containment facilities including streams, pipelines, channels, ditches, infiltration facilities, retention/detention facilities, and other drainage structures and appurtenances.

Driveway means an area of the subject property designed to provide vehicular access to a parking area or structure contained on the subject property.

Driveway apron means that portion of a driveway connecting to a public roadway or to a private lane. The driveway apron provides a transition between the street, driveway, and sidewalk (if present).

Duplex means a residential building with two attached dwelling units.

Dwelling means a building used or intended for residential occupancy.

Dwelling unit means one or more rooms or structures providing complete, independent living facilities for one family, including permanent provisions for living, sleeping, cooking and sanitation.

Section 6. Section 16.12.140 of the Medina Municipal Code is hereby amended to read as follows:

16.12.140. "M" definitions.

Major transit stop means:

1. A stop on a high capacity transportation system funded or expanded under the provisions of chapter 81.104 RCW;
2. Commuter rail stops;
3. Stops on rail or fixed guideway systems;
4. Stops on bus rapid transit routes, including those stops that are under construction.

Manufactured home means a single-family dwelling required to be built in accordance with regulations adopted under the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. 5401 et seq.).

Marijuana use includes the following:

1. *Marijuana cooperative* means the same as described in RCW 69.51A.250 and amendments thereto;
2. *Marijuana processor* means a person or entity who processes marijuana into usable marijuana and marijuana-infused products, packages and labels usable marijuana and marijuana-infused products for sale in retail outlets, and sells usable marijuana and marijuana-infused products at wholesale to marijuana retailers;
3. *Marijuana producer* means a person or entity who produces and sells marijuana at wholesale to marijuana processors and other marijuana producers;
4. *Marijuana retailer* means a person or entity who sells usable marijuana and marijuana-infused products in a retail outlet;
5. *Marijuana researcher* means a person or entity licensed to produce, process, and possess marijuana for limited research purposes pursuant to RCW 69.50.372.

The terms in RCW 69.50.101, and amendments thereto, shall be used to interpret further the meaning of marijuana use.

Mechanical equipment means any machine or system containing moving parts such as motors, valves, relay switches, compressors, fans or similar components, including but not limited to those used to circulate and/or condition air, water, refrigerant, effluent or products of combustion.

Medina tree fund means a fund established by the city for the financial mitigation for tree removal consistent with Chapter 16.52 MMC. The fund is to be used to plant trees on public lands as deemed appropriate by the city manager or designee. In addition, the fund may be used to maintain public trees, develop a

community tree management plan, and to pay costs related to the city arborist or other consultants to carry out the purposes of the Medina tree code (Chapter 16.52 MMC).

Middle Housing means buildings that are compatible in scale, form, and character with single-family houses and contain two or more attached, stacked, or clustered homes including duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, stacked flats, courtyard apartments, and cottage housing. Medina will implement the housing requirements applicable to Tier 3 cities.

Mitigation means avoiding, minimizing or compensating for adverse critical areas impacts. Mitigation, in the following order of preference, is:

1. Avoiding the impact altogether by not taking a certain action or parts of an action;
2. Minimizing impacts by limiting the degree or magnitude of the action and its implementation, by using appropriate technology, or by taking affirmative steps, such as project redesign, relocation, or timing, to avoid or reduce impacts;
3. Rectifying the impact to wetlands and habitat conservation areas by repairing, rehabilitating or restoring the affected environment to the conditions existing at the time of the initiation of the project;
4. Minimizing or eliminating the hazard by restoring or stabilizing the hazard area through engineered or other methods;
5. Reducing or eliminating the impact or hazard over time by preservation and maintenance operations during the life of the action;
6. Compensating for the impact to wetlands and habitat conservation areas by replacing, enhancing, or providing substitute resources or environments; and
7. Monitoring the hazard or other required mitigation and taking remedial action when necessary.

Mitigation for individual actions may include a combination of the above measures.

MMC means Medina Municipal Code as adopted pursuant to Chapter 1.01 MMC.

Monopole means a single upright pole, engineered to be self-supporting that does not require lateral cross supports and is sunk into the ground and/or attached to a foundation.

Section 7. Section 16.12.210 of the Medina Municipal Code is hereby amended to read as follows:

16.12.210. "T" definitions.

Target, when used for assessing hazard trees, means people, property or activities that could be injured, damaged, or disrupted by a tree.

Target, likelihood of impact means the chance of a target being impacted by a failed part of a tree. The likelihood of impacting a target can be categorized as follows:

1. *Very low.* The chance of the failed tree or branch impacting the specific target is remote;

2. *Low.* It is not likely that the failed tree or branch will impact the target;
3. *Medium.* The failed tree or branch may or may not impact the target, with nearly equal likelihood; or
4. *High.* The failed tree or branch will most likely impact the target.

in evaluating the likelihood of impacting a target, the occupancy rate of the target and any factors that could affect the failed tree as it falls towards the target shall be used in determining the likelihood of impact.

Temporary public facility means a land use and/or facilities owned, operated, and maintained temporarily by a city government agency, a public or nonprofit school, or religious organization.

Terrace means a level platform or shelf of earth supported on one or more faces by a wall, bank of turf, stable inclined grades, or the like.

Tier 3 City means a city with a population of less than 25,000 that is within a contiguous urban growth area with the largest city in a country with a population of more than 275,000, based on 2020 Office of Financial Management population estimates. The City of Medina is classified as a Tier 3 city.

Title report means the written analysis of the status of title to real property, including a property description, names of titleholders and how title is held (joint tenancy, etc.), encumbrances (mortgages, liens, deeds of trusts, recorded judgments), and real property taxes due.

Townhouses means buildings that contain three or more attached single-family dwelling units that extend from foundation to roof and that have a yard or public way on not less than two sides.

Tract means an extended area of land reserved exclusively for a special use such as open space, surface water retention, utilities, or access. Tracts reserved for a special use are not considered building sites.

Transitional housing means one or more dwelling units owned, operated, or managed by a nonprofit organization or governmental entity in which supportive services are provided to individuals and families that were formerly homeless, with the intent to stabilize them and move them to permanent housing within a period of not more than 24 months, or longer if the program is limited to tenants within a specified age range or the program is intended for tenants in need of time to complete and transition from educational or training or service programs.

Treasurer, county means the person defined in Chapter 36.40 RCW, or the office of the person assigned such duties under the King County Charter.

Treatment best management practice means a facility designed to remove pollutants contained in stormwater. Some methods of pollutant removal include sedimentation/settling, filtration, plant uptake, and bacterial decomposition. Treatment BMPs include, but are not limited to: vegetated filter strips, oil and water separators, biofiltration swales, and linear sand filters. Further information can be found in the stormwater manual adopted under MMC 13.06.020.

Tree means a self-supporting woody perennial plant, excluding a bush or shrub.

Tree, dead means a tree that is no longer alive, has been removed beyond repair, or is in an advanced state of decline (where an insufficient amount of live tissue, green leaves, limbs or branches exists to sustain life) and has been determined to be in such a state by a certified arborist during a nondormant or other natural stage of the tree that would minimize the likelihood that the tree would be mistakenly identified as being in such a dead state.

Tree, hedge means a row of smaller trees planted close together and growing in a dense continuous line 20 feet in length or longer that form a thicket barrier.

Tree protection zone means area identified by the director in which no soil disturbances are permitted and activities are restricted.

Tree, right-of-way means a tree with at least two-thirds of its trunk diameter on public right-of-way.

Tree risk means the combination of the likelihood of an event and the severity of the potential consequences. In the context of trees, risk is the likelihood of a conflict or tree failure occurring and affecting a target and the severity of the associated consequences: personal injury, property damage, or disruption of activities. Risk is evaluated by categorizing or quantifying both the likelihood (probability) of occurrence and the severity of the consequences.

Tree species means group of trees that resemble each other closely and interbreed freely.

Tree topping means an inappropriate technique to reduce tree size that cuts through a stem more than two years old at an indiscriminate location.

Truck gardening means the same as "market gardens," which is the small-scale production of fruits, vegetables and flowers, frequently sold directly to consumers.

Section 8. Section 16.12.220 of the Medina Municipal Code is hereby amended to read as follows:

16.12.220. "U" definitions.

UDC means Unified Development Code as set forth in this title.

Uncovered means, when used in conjunction with a structure such as decks, stairs, patios, etc., open above and without cover.

Unit means a dwelling unit of any type.

Unit density means the number of dwelling units allowed on a lot, regardless of lot size.

Use means any activity, occupation, business or operation carried out, or intended to be carried on, in a building or other structure or on a parcel of land.

Use, accessory. See definition of "accessory."

Use, principal means the main or primary purpose for which a building, other structure and/or lot is designed, arranged, or intended, or for which may be used, occupied or maintained under the Medina Municipal Code.

Utility support structure means poles that support street lights, and poles used to support electrical, telephone, cable or other similar facilities. These poles are typically constructed of wood, steel, concrete and composite materials.

Section 9. Section 16.20.010 of the Medina Municipal Code is hereby amended to read as follows:

16.20.010. Comprehensive plan and zoning.

- A. The comprehensive plan establishes a community vision for a high-quality ~~single-family~~ residential setting and the coordinating goals and policies that support this vision. Development regulations implement the comprehensive plan by specifying how and for what purpose each parcel of land may be used.
- B. Table 16.20.010 prescribes the relationship between the comprehensive plan and zoning designations by identifying the comprehensive plan land use designation and the corresponding implementing zoning designations.

Table 16.20.010: Comprehensive Plan and Zoning

Comprehensive Plan Land Use Designation	Implementing Zone Designations
Single-family residential <u>Residential, including single-family.</u>	Single-family residence <u>Residential</u> —R16
	Single-family residence <u>Residential</u> —R20

<u>duplexes, stacked flats, courtyard apartments, and cottage housing.</u>	Single-family residence <u>Residential</u> —R30
	Suburban gardening residential—SR30
Local business	Single-family residence <u>Residential</u> —R16
	Suburban gardening residential—SR30
	Neighborhood auto servicing
Public facility	Single-family residence <u>Residential</u> —R16
	Parks and public places
School/institution	Parks and public places
Utility	All
Park	All
Open space	All

Section 10. Section 16.20.020 of the Medina Municipal Code is hereby amended to read as follows:

16.20.020. Adoption of official zoning map.

- A. The zoning map adopted by Ordinance No. 907, and amendments thereto, shall serve as the City of Medina official zoning map. Said map and all notations, references, data and other information shown on the official zoning map are adopted and made part of the UDC.
- B. The city is divided into the following zoning districts with the map symbols shown in parentheses, and which are shown on the official zoning map:
1. ~~Single-family residence~~ Residential R16 (R-16);
 2. ~~Single-family residence~~ Residential R20 (R-20);
 3. ~~Single-family residence~~ Residential R30 (R-30);
 4. Suburban gardening residential SR30 (SR-30);
 5. Neighborhood auto servicing (N-A); and

6. Park and public places (Public).
- C. The following special zoning map overlays with the map symbols shown in parentheses are established and shown on the official zoning map:
1. Neighborhood character preservation district—Medina Heights (Medina Heights); and
 2. Planned land use development (PLUD).
- D. In addition to the zoning districts and special zoning map overlays, a primary state highway designation shall apply to the SR 520 right-of-way and be shown on the official zoning map (state ROW).

Section 11. Section 16.21.030 of the Medina Municipal Code is hereby amended to read as follows:

16.21.030. Use table.

Table 16.21.030 establishes those uses which are permitted, those uses subject to specific development standards, and those uses requiring special approval and that are prohibited within each zoning district.

Table 16.21.030: Land Use Table

Uses	R-16 Zone	R-20 Zone	R-30 Zone	SR-30 Zone	NA Zone	Public Zone
Residential Uses						
Accessory dwelling units	P	P	P	P	P	P
Accessory recreational facilities	A	A	A	A	A	A
Accessory recreational facilities—Minor	L	L	L	L	L	L
Accessory uses—On-site	P	P	P	P	P	P
Accessory uses—Off-site	L	L	L	L	L	L
Adult family home	L	L	L	L	L	L
Detached, single-family dwelling	P	P	P	P	P	P
Family day care home	L	L	L	L	L	L

Manufactured home	L	L	L	L	L	L
<u>Low rise apartments</u>	=	=	=	=	=	=
<u>Duplex</u>	P	P	P	P	P	P
<u>Stacked flats</u>	P	P	P	P	P	P
<u>Cottage housing</u>	P	P	P	P	P	P
<u>Courtyard apartments</u>	P	P	P	P	P	P
Permanent supportive housing	L	L	L	L	L	L
Transitional housing	L	L	L	L	L	L
<u>Short term rental</u>	=	=	=	=	=	=
<u>Townhouses</u>	=	=	=	=	=	=
Nonresidential Uses						
Automobile service station					L	
Automobile mechanical repair					L	
Commercial horticulture/truck gardening/agriculture, excluding the raising of animals				L		
Clubhouse—Public/private		SU				SU
Golf course		SU				SU
Historical use	H				H	
Home business	L	L	L	L	P	P
<u>Hotel/Motel/Transient Lodging</u>	=	=	=	=	=	=
Public and Institutional Uses						

City government facilities						CU
Post office						SU
Public safety						CU
Public park	P	P	P	P	P	P
Electrical power and utility substation	SU	SU	SU	SU	SU	SU
Accessory recreational facilities—Public	P	P	P	P	P	P
Religious facility	SU	SU	SU	SU	SU	SU
School—Public/private (preschool to grade 12)						SU
Temporary city government facilities	L	L	L	L	P	P
Wireless communication facilities	SU	SU		SU	SU	SU
Shoreline Uses						
See Chapter 16.62 MMC for a list of uses within the shoreline jurisdiction.						
*See MMC 16.21.020 for explanation of "P," "L," "A," "SU," "CU," and "H."						
<u>For limitations on development of Middle Housing, see MMC 16.21.060.B</u>						

Section 12. Section 16.21.060 of the Medina Municipal Code is hereby amended to read as follows:

16.21.060. Maximum dwelling units on a lot.

A. Where Table 16.21.030 authorizes dwelling uses, ~~only one dwelling unit per lot is allowed~~ the maximum unit density per lot is limited to two units, except if one unit is a single-family dwelling unit, then up to two accessory dwelling units meeting the requirements set forth in MMC 16.34.020 may be allowed on the same lot. If the lot is developed with two units of middle housing, then no accessory dwelling units are permitted. for the following:

~~A. Accessory dwelling units meeting the requirements set forth in MMC 16.34.020;~~ B. The density requirements set forth in subsection "A" above does not permit middle housing to be developed in the following areas:

1. Portions of a lot, parcel, or tract designated with critical areas designated under RCW 36.70A.170 or their buffers as required by RCW 36.70A.170, except for critical aquifer recharge areas where a single-family detached house is an allowed use provided that any requirements to maintain aquifer recharge are met.

2. A watershed serving a reservoir for potable water if that watershed is or was listed, as of July 23, 2023, as impaired or threatened under section 303(d) of the federal clean water act (33 U.S.C. Sec. 1313(d))

3. Lots that have been designated urban separators by countywide planning policies as of July 23, 2023.

4. A lot that was created through the splitting or subdividing of a single residential lot after June 30, 2025.

~~B. Detached single-family dwellings provided:~~

~~1. The minimum net lot area is equal to or greater than the minimum net lot area set forth in Table 16.22.020 of the zoning district where the dwellings are located multiplied by the number of detached single-family dwellings on the lot; and~~

~~2. All development regulations and limitations applicable to buildings in the zoning district where such dwellings are located are followed.~~

~~3. Middle Housing forms compliant with all other MCO development regulations.~~

C. The standards of 16.21.060(A) do not apply to lots after subdivision below 1,000 square feet. These which lots shall only be permitted to have one dwelling unit per lot.

D. The standard in 16.21.060(A) may be modified for lots meeting the standards set forth in MMC 16.30.090 with the use of a development agreement.

Section 13. Section 16.30.010 of the Medina Municipal Code is hereby amended to read as follows:

16.30.010. Fences, walls and gates.

A. General provisions.

1. "Walls," as referred to in this section, means freestanding walls meeting the definition in MMC 16.12.070, and retaining walls and rockeries meeting the definitions in MMC 16.12.190.

2. Fences, walls and gates may be located within a setback area provided the fence, wall or gate does not exceed the maximum height requirements set forth in subsection (B) of this section.
 3. Fences, walls and gates shall be located entirely inside the property lines of a lot, unless both property owners agree the wall or fence may be placed on a common property line.
 4. The property owner is responsible for confirming all fences, walls and/or gates are placed inside the property lines on their property.
 5. Gates located near an opened street right-of-way shall be set back from the edge of the pavement pursuant to MMC 16.40.120.
 6. All lighting devices shall be subject to the height limitations prescribed by this section.
 7. Where a permit is required pursuant to subsection (G) of this section, the director may require the property owner to have a land survey performed to identify the property boundaries if:
 - a. The fence, wall or gate is adjacent to a street right-of-way; or
 - b. In the opinion of the director, it is not clear the proposed fence or wall is located entirely within the property lines on the owner's property.
- B. *Height.* (See Figures 16.30.010(B)(1), (B)(2) and (D)).
1. The maximum height of a fence, wall, combination of fence and wall, or gate shall not exceed four feet if the structure is located:
 - a. Within a horizontal distance of five feet from a front property line that adjoins a public street not designated as a collector or minor arterial street pursuant to Chapter 10.08 MMC; and
 - b. Within a horizontal distance of five feet from any property line that intersects a front property line that adjoins a public street as described in subsection (B)(1)(a) of this section and extending 30 feet from the front property line.
 2. Except as provided in subsection (B)(1) of this section, the maximum height of a fence, wall, combination of fence and wall, or gate shall not exceed six feet in all other ~~setback~~ areas.
 3. ~~Fences, walls and gates not located within setback areas may be constructed to the height limitations of other buildings and structures in the zoning district in which the fence, wall or gate is located.~~

For purposes of the height maximums set forth in this section, height shall be measured at the exterior side of the fence or wall facing outward from the property, from the lower of the existing or finished grade to the highest point of the fence or wall (including any light fixtures, caps, or other objects mounted on the top of the fence or wall).
 54. Fences and walls shall be considered combined for the purpose of measuring height where the horizontal separation is five feet or less between the closest points of the fence and wall; except, if a property line is located between the fence and wall, the fence and wall shall not be

considered combined. These requirements shall also apply to gates and walls.

Figure 16.30.010(B)(1): Height Limits for Fences and Walls

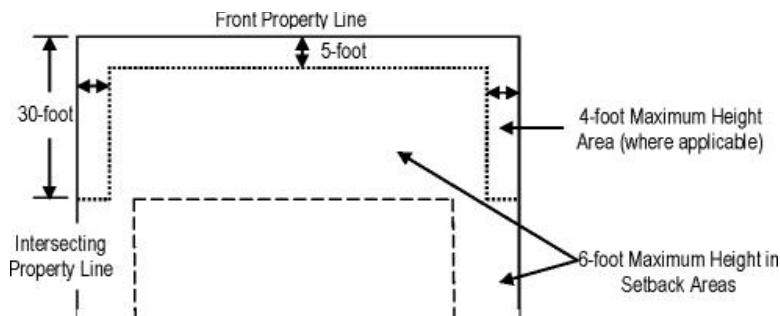
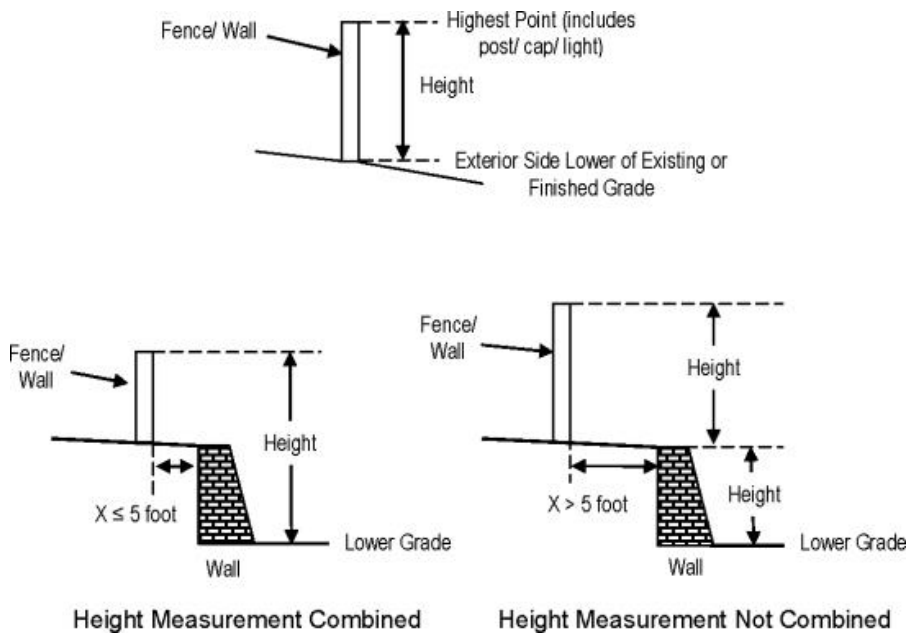


Figure 16.30.010(B)(2): Measuring Fence/Wall Height



C. *Fence and wall height exception.* The placement of a guard rail on top of a retaining wall may exceed the maximum height for fences and walls by up to four feet provided:

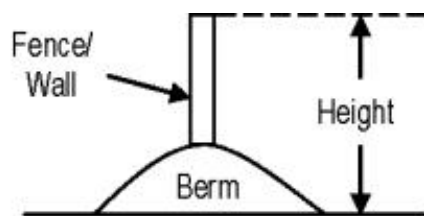
1. The building official determines a guard rail is required pursuant to the building codes set forth in Chapter 16.40 MMC; and
2. The solid component parts of the guard rail are evenly distributed and cover no more than 50 percent of the total surface area of the side elevation of the guard rail.

D. *Limitations.*

1. The following are prohibited:

- a. The use of barbed wire with a fence or wall;
 - b. Electric fences; and
 - c. Chain-link fences located within five feet of a property line that adjoins a public street designated as a collector or minor arterial street pursuant to Chapter 10.08 MMC.
2. No person may construct a berm upon which to build a fence, wall or combination of a fence and wall, unless the total height of the berm plus the fence or wall does not exceed the maximum height allowable for the fence or wall if the berm was not present. (See Figure 16.30.010(D).)
3. No gate or portion thereof shall be located within any public right-of-way or any easement for a private lane or private lane turnaround.

Figure 16.30.010(D): Fence/Wall with Berm



Height Measurement Combined

- E. *Appearance.* The more completely detailed or finished side of a fence or wall shall face outward from the property on which the fence or wall is located, except joint projects may have the more finished side oriented as agreed to between the two property owners.
- F. *Bulkheads.* The design and construction of a bulkhead shall be in compliance with the requirements of the building code and the Medina shoreline master program.
- G. *Permits.* A building permit is required to be obtained from the city prior to construction or repair of a fence, wall or gate, unless exempt pursuant to MMC 16.40.050.
- H. *Requirement for gates.*
 1. Every gate blocking vehicular access to a residence must have a "KNOX Box" or similar device approved by the fire marshal and chief of police allowing access to emergency vehicles and personnel. In addition, each gate which relies on electricity to open the locking mechanism or the gate itself must have a manual release mechanism which is activated by a power failure, or another method of assuring entry in event of a power failure, which is approved by the fire marshal and the chief of police.
 2. Gates and barriers associated with fire apparatus access roads shall meet the requirements in MMC 16.40.120.

Section 14. Section 16.30.060 of the Medina Municipal Code is hereby amended to read as follows:

16.30.060. Residential off-street parking.

1. Off-street parking for each single-family dwelling shall be provided as follows:

- A. If a lot has access from a street, a minimum of two on-site parking spaces is required;
- B. If a lot has access from a private lane, on-site parking spaces shall be required as follows:
 - 1. The surface area of each parking space shall be at least 250 square feet; and
 - 2. The minimum number of parking spaces shall be:
 - a. In the R-16 zoning district: three spaces;
 - b. In the R-20 zoning district: four spaces;
 - c. In the R-30 zoning district: five spaces;
 - 3. Such off-street parking areas shall be separate and distinct from the easement or turnaround required for the private lane;

2. Off-street parking for each middle-housing dwelling unit shall be provided as follows:

- A. No off-street parking shall be required within one-half mile walking distance of a major transit stop.
- B. Two off-street parking spaces per unit are required for lots greater than 6,000 square feet.
- C. A maximum of one off-street parking space per unit shall be required on lots no greater than 6,000 square feet before any zero lot line subdivisions or lot splits.

3. Off-street parking for ~~both single-family residential dwellings as well as middle-housing~~ shall be as follows subject to the following additional requirements:

- A. Additional off-street parking spaces, which are not required, may be located on site or off site as allowed in MMC 16.34.030; and
- B. Parking areas shall not be located within setback areas, except as allowed otherwise by law.

Section 15. A new Section 16.30.090 of the Medina Municipal Code is hereby amended to read as follows:

16.30.090 Increased Density for Housing.

The City Council may approve a development agreement to alter the maximum density requirements set forth in MMC 16.21.060(A) and other standards as set forth in Chapter 16.76 MMC. Any such development agreement shall be consistent with the MMC and state law. The Council may prioritize providing greater flexibility of development standards and greater density based on the requirement that the housing be affordable to low-income or very low-income households.

Section 16. Section 16.34.020 of the Medina Municipal Code is hereby amended to read as follows:

16.34.020. Accessory dwelling units.

This section establishes the development criteria that apply to accessory dwelling units.

- A. Accessory dwelling units meeting the requirements of this section are ~~excluded~~ included within the ~~from~~ density and minimum lot area requirements.
- B. Accessory dwelling units shall be fully contained within and attached to a single-family dwelling, or ~~must be~~ located within a detached accessory building.
- C. ~~A maximum of two~~ Only one accessory dwelling units may be permitted on a lot per each single-family dwelling located on the same lot, provided that the unit density set forth in MMC 16.21.060 for that lot is not otherwise exceeded. If a lot is developed with a duplex, or with two units meeting the definition of middle housing, then no accessory dwelling unit is permitted on that lot.
- D. Development standards.
 - 1. The accessory dwelling unit shall comply with the development standards of the zoning where the accessory dwelling unit is located, including, but not limited to, minimum lot coverage, setbacks, etc.
 - 2. Accessory dwelling units shall only be allowed on lots that meet the minimum lot sizes for the principal single-family unit under the code. In addition, for any lot which is the result of a subdivision or a lot split and which is below the minimum lot size for the zone, no additional dwelling units, including accessory dwelling units, shall be allowed.

3. Accessory dwelling units shall not be allowed on any lot that contains critical areas or buffers or that is not connected to a public sewer system.
 4. Accessory dwelling units shall not be allowed within the shoreline jurisdiction.
 2. ~~The accessory dwelling unit shall contain no more than the lesser of 1,000 square feet of gross floor area, or 40 percent of the total square footage of the gross floor area of the single-family dwelling and accessory dwelling unit combined.~~
 5. All of the structures on the property shall have ~~the~~ a cohesive and consistent appearance, including roof shape, glazing, exterior finishing materials and colors, of a single-family with all other dwelling units and any other permitted accessory structures on the lot.
 - ~~The entry door to the accessory dwelling unit shall be screened from the street by portions of the structure or by dense evergreen vegetation.~~
 5. ~~There shall be no sign or other indication of the accessory dwelling unit's existence other than an address sign and a separate mail box.~~
 6. A certification by City of Bellevue utilities is required indicating that water supply and sanitary sewage are available to adequately serve the accessory dwelling unit.
 7. Accessory dwelling units may not be used as short-term rentals.
 8. The maximum gross floor area for an accessory dwelling unit is 1,000 square feet.
 9. The maximum roof height for an accessory dwelling unit is no more than twenty-five (25) feet, or the maximum height allowed for the primary unit on the lot, whichever is lower.
- E. There shall be one off-street parking space provided for the accessory dwelling unit, which shall be in addition to any off-street spaces required for the principal single-family dwelling unit. The only exception for the accessory dwelling unit off-street parking requirement is when the accessory dwelling unit is located within one-quarter mile of a major transit stop.
- F. Garage space and other accessory buildings may be converted into an accessory dwelling unit unless such development would result in the property exceeding the unit density requirements set forth in MMC 16.21.060. However, if the converted accessory building contained parking, the minimum parking standards for both the principle single-family unit and any accessory dwelling unit must be replaced elsewhere on the property. Nonconforming use rules as set forth in chapter 16.36 MMC apply to any accessory buildings that are converted which are not consistent with the applicable codes at the time of conversion. ~~only if the number of covered garage spaces eliminated by the conversion is replaced by the same number of covered garage spaces elsewhere on the property.~~

- G. An accessory dwelling unit must contain:
1. Bathroom facilities that include a toilet, sink and a shower or bathtub; and
 2. Food storage and preparation facilities and a sink.
- H. A property owner seeking to establish a legal accessory dwelling unit shall apply to register the dwelling unit with the city pursuant to MMC 16.70.070. The application shall include an agreement, in a form approved by the city, by the property owner to maintain the accessory dwelling unit in compliance with the standards set forth in this section.
- I. After the accessory dwelling unit is approved, a registration form signed by the record holders of the property shall be recorded with the King County auditor's office. Said registration form shall contain:
1. The street address and legal description of the property; and
 2. The requirement for maintaining the accessory dwelling unit in compliance with the requirements of this section.
- J. The registration of the accessory dwelling unit may be canceled pursuant to MMC 16.70.070 by the property owner by recording a certificate of cancellation in a form satisfactory to the city with the King County department of records and elections. The city may record a notice of cancellation upon failure to comply with the standards set forth in this section.

Section 17. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

Section 18. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 19. Corrections. Upon the approval of the city attorney, the city clerk, and/or the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 20. Effective Date. This ordinance shall take effect at 12:01 AM on July 1, 2025, which is at least five days after publication as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE XX DAY OF XX 2024 BY A VOTE OF X FOR, X AGAINST, AND X ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE XX DAY OF XX 2024.

Jessica Rossman, Mayor

Approved as to form:
Inslee Best Doezie & Ryder, P.S.

Attest:

Jennifer R. Robertson, City Attorney

Aimee Kellerman, City Clerk

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: / AB

CITY OF MEDINA, WASHINGTON

Ordinance No. **xxx**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, AMENDING THE MEDINA UNIFIED DEVELOPMENT CODE TO PROVIDE FOR ZERO LOT LINE SUBDIVISIONS CONSISTENT WITH THE REQUIREMENTS OF RCW 36.70A.635(5), AMENDING SECTIONS 16.12.130, 16.12.200, 16.73.020, 16.73.060, 16.73.080, 16.73.090, 16.73.100, 16.73.110, 16.73.120, 16.73.140 AND 16.73.150 OF THE MEDINA MUNICIPAL CODE (MMC) AND CREATING A NEW SECTION 16.73.095 OF THE MMC, PROVIDING FOR SEVERABILITY AND CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the State Legislature adopted legislation regarding middle housing (ESSHB 1110) and imposed requirements on cities to bring their land use codes into compliance with that legislation; and

WHEREAS, Medina is classified as a “Tier 3 city” under the middle housing legislation and is required to have a compliant code by June 30, 2025; and

WHEREAS, the City is also in the process of updating its zoning code to provide for middle housing and that work requires amending Section 16.12.200 “S” definitions which are amended by this Ordinance; and

WHEREAS, in order to avoid two separate ordinances contemporaneously amending the same section of code, the middle housing amendments to the “S” definitions are included in this Ordinance; and

WHEREAS, the State legislature included a requirement in ESSHB 1110 for cities to allow “zero lot line” short subdivisions (RCW 36.70A.635(5)) where the number of lots created is equal to the unit density required under the middle housing legislation; and

WHEREAS, under the middle housing legislation, Medina is required to allow two dwelling units on any lot that is zoned for residential development; and

WHEREAS, this means that the City of Medina must allow zero lot line subdivisions that result in the number of lots equal to the unit density under middle housing for lots for existing lots where residential uses are allowed; and

WHEREAS, in order to ensure consistency between state law and the Medina Municipal Code (MMC), certain updates are required; and

WHEREAS, unit lot short subdivisions are a type of subdivision that allows for smaller unit lots for increased housing density; and

WHEREAS, in order to allow the zero lot line subdivisions, it is in the public interest to create a short unit lot subdivision process that can be used to divide a single residential lot into the number lots equal to the middle housing unit density for the purposes of middle housing development and to create special standards when such subdivision is also a zero lot line development; and

WHEREAS, the Medina Planning Commission held three (3) study sessions on this Ordinance and the Medina City Council held eight (8) meetings where this Ordinance was discussed; and

WHEREAS, this Ordinance was submitted to the Department of Commerce for 60-day review on March 25, 2025; and

WHEREAS, on March 25, 2025, the City's SEPA official issued a determination of nonsignificance for the proposed amendments, which was published and provided to the public in accordance with WAC 197-11-510, and there have been no appeals; and

WHEREAS, the City issued a Notice of Public Hearing for the proposed code amendment at least 15 days prior to the public hearing before the City's Planning Commission which was published in the City's official newspaper and provided to the public in accordance with Title 16 MMC; and

WHEREAS, following the public hearing, the Planning Commission voted to recommend approval of this Ordinance to the City Council; and

WHEREAS, the City Council reviewed this Ordinance along with the recommendation from the Planning Commission during its regular meeting on April 28, 2025; and

WHEREAS, the City Council held a public hearing on this Ordinance on May 12, 2025 to take additional comment; and

WHEREAS, the City Council determines that it is in the public interest, safety and welfare to update its code as required by State law; **NOW, THEREFORE**,

THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Section 16.12.130 of the Medina Municipal Code is hereby amended to read as follows:

16.12.130. "L" definitions.

Land alteration means any movement or modification of more than 25 cubic yards of earth material on any site.

Landscape means plant materials, topography, and other natural physical elements combined in relation to one another and to manmade structures.

Landscaping means the planting, removal and maintenance of vegetation along with the movement and displacement of earth, topsoil, rock, bark and similar substances done in conjunction with the planting, removal and maintenance of vegetation.

Landslide hazard areas means areas that are potentially subject to risk of mass movement due to a combination of geologic, topographic, and hydrologic factors. These areas are typically susceptible to landslides because of a combination of factors including bedrock, soil, slope (gradient), slope aspect, geologic structure, ground water, hydrology, or other factors.

Lane, private means a developed private right-of-way which provides vehicle access to more than one lot abutting thereon. (See Chapter 16.91 MMC.)

Lattice tower means a support structure characterized by an open framework of lateral cross members which stabilize the structure.

Lot means (1) a fractional part of subdivided lands having fixed boundaries being of sufficient area and dimension to meet the minimum and maximum underlying zoning district requirements for width, area and street frontage, except for unit lots approved in accordance with MMC 16.73.090.C or MMC 16.73.095; (2) land having fixed boundaries used as a "building site." The term includes parcels and tracts.

Lot area means the dry land area of a lot, which is further defined as land area exclusive of shorelands, except those which by recession of water or bulkhead have become dry land above the high water level.

Lot area, gross means all areas within the boundaries of a lot.

Lot area, net means the lot area exclusive of the area of any vehicular private lane, vehicular right-of-way, vehicular access easement, or any areas unbuildable due to the presence of critical areas as defined in Chapter 16.50 MMC.

Lot, corner means a lot situated at the intersection of, and abutting upon, the intersection of two or more streets, or the intersection of a street and a private lane, or upon two parts of the same street, provided the interior angle of intersection is not more than 135 degrees. In the case of a curved corner, the tangents at the street extremities of the side lot lines shall be used for forming the angle.

Lot line adjustment means a minor movement of a property line between two or more adjoining parcels. Lot line adjustments are used to correct minor trespasses (such as building a shed over a property line) or to add acreage to a parcel for the owner's convenience.

Lot, parent means a lot which is subdivided into unit lots through the unit lot subdivision process.

Lot split means a legal lot which is divided into the number of new lots equal to the unit density under middle housing. At least one of the new lots may be smaller than the required minimum lot size. Lots which are split by a "lot split" may not be split nor subdivided a second time.

Lot, through means a lot bounded on two opposite sides by streets; provided, however, that if any lot qualifies as being both a corner lot and a through lot, such lot shall be deemed to be a corner lot for the purposes of the zoning code.

Lot, unit means a lot created from a parent lot and approved through the unit lot subdivision process.

Low impact development best management practice means any one of several distributed stormwater management practices, integrated into a site, that emphasize pre-disturbance hydrologic processes of infiltration, filtration, storage, evaporation and transpiration. LID BMPs include, but are not limited to: bioretention, rain gardens, permeable pavements, dispersion, and water reuse. Further information can be found in the stormwater manual adopted under MMC 13.06.020.

Section 2. Section 16.12.200 of the Medina Municipal Code is hereby amended to read as follows:

16.12.200. "S" definitions:

School means a school operation with 13 or more attendees at any one time, not including immediate family members who reside in the school or employees.

School operation means any institution of learning, excluding those offering post-secondary education, offering instruction in the several branches of learning and study required by the Basic Education Code of the State of Washington to be taught in the public, private and parochial school.

Scrub-shrub wetland means a regulated wetland with at least 30 percent of its surface area covered by woody vegetation less than 20 feet in height as the uppermost strata as measured from existing grade.

Security barrier means an obstruction, such as fences, walls, vegetation and similar elements that restricts public access.

Seismic hazard areas means areas that are subject to severe risk of damage as a result of earthquake-induced ground shaking, slope failure, settlement, soil liquefaction, lateral spreading, or surface faulting.

Sensitive areas. See "critical areas."

SEPA. See definition of "State Environmental Policy Act (SEPA)."

Service area means the vicinity around a wireless communication facility that effectively receives signals from and transmits signals to the facility.

Setback means the minimum distance from the property line to where a structure may be built. (See MMC 16.22.030.)

Setback area means the area of a lot or building site between the property line and the limits set by this Code within which no structure may intrude unless allowed otherwise by law.

Shorelands or shoreland areas means those lands extending landward for 200 feet in all directions as measured on a horizontal plane from the ordinary high water mark or floodways and contiguous floodplain areas landward 200 feet from such floodways; and all wetlands and river deltas associated with the streams, lakes and tidal waters which are subject to the provisions of the Washington State Shoreline Management Act of 1971 and the City of Medina shoreline master program, Chapters 16.60 through 16.67 MMC.

Shorelines means all of the water areas of the state as defined in RCW 90.58.030, including reservoirs and their associated shorelands, together with the lands underlying them except:

1. Shorelines of statewide significance;
2. Shorelines on segments of streams upstream of a point where the mean annual flow is 20 cubic feet per second or less and the wetlands associated with such upstream segments; and

3. Shorelines on lakes less than 20 acres in size and wetlands associated with such small lakes.

Shorelines of statewide significance means those areas defined in RCW 90.58.030 and limited in the City of Medina to Lake Washington.

Short term rental means a lodging use, that is not a hotel or motel or bed and breakfast, in which a dwelling unit, or portion thereof, is offered or provided to a guest by a short-term rental operator for a fee for fewer than thirty consecutive nights.

Sign means any medium visible to the public including its structure and component parts which is used or intended to be used out of doors to convey a message to the public or otherwise attract attention to its subject matter, for advertising or any other purposes.

Sign, A-board means a portable sign consisting of two sign faces hinged at the top and separated at the bottom to make it self-standing.

Sign area means the area of the face of the sign. When a dimensional sign contains information on two sides of the sign, only one side is counted in determining sign area, except A-board signs where the average area of the two faces shall be used to determine sign area.

Sign, banner means a sign made of lightweight fabric or similar material that is temporarily mounted to a pole or building by one or more edge. National, state or municipal flags, or the official flag of any institution, shall not be considered banners.

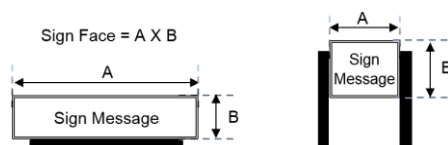
Sign, commercial means a sign containing commercial content used for identifying a building, use, business or event, or to advertise the sale of goods, products, events or services. This includes real estate and event signs.

Sign face means the surface upon, against or through which the letters, numerals, figures, symbols, logos and graphic elements comprising the content or message of a sign is displayed or illustrated, not including the sign support structure, or architectural features of a building.

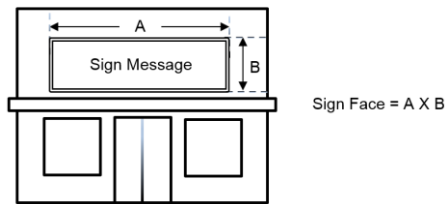
1. In the case of freestanding signs, the sign face shall include the entire area of the sign panel, cabinet or face substrate including borders upon which the sign message is displayed or illustrated. See Figure 1.

Figure

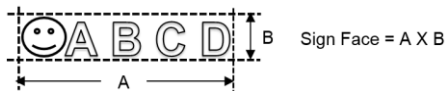
1



2. In the case of signs displayed on or mounted to buildings or fences, the sign face shall include the area of the entire panel, cabinet or face substrate upon which the sign message is displayed including framed, painted or illuminated borders that contrast the sign from the background of the building or fence. See Figure 2.

Figure**2**

3. In the case of signs consisting of individual letters and/or individual graphic elements painted or affixed to a building or structure, the sign face shall comprise the sum of the geometric figures or combination of regular geometric figures drawn using connected straight lines closest to the edge of the letters or separate graphic elements comprising the sign message. See Figure 3.

Figure**3**

Sign, freestanding means a sign attached to a self-supporting structure such as columns, poles, or braces placed in or upon the ground.

Sign height means the total vertical measurement of a sign including all components of the sign and the sign's support structure.

Sign, illuminated means a sign characterized using artificial light, either projecting through its surface (internally or trans-illuminated), or reflecting off its surface (externally illuminated).

Sign, location identity means signs that identify address numbers, property owners, and/or geographic areas such as neighborhoods and subdivisions.

Sign, mounted means a sign that is applied or affixed to a building, wall or fence.

Sign, municipal means a sign erected by the City of Medina, or its authorized representatives, for the safety, convenience or information of its citizens, including, but not limited to, traffic control signs, legal notices, city entrance signs, and signs announcing public and community events, meetings, and activities.

Sign, noncommercial means a sign containing noncommercial content used for identifying a building, use, or event, or to advertise noncommercial matters, excluding municipal signs.

Sign, off-site means any sign that advertises or relates to an event, activity, use, good, product, or service that is not available on the premises upon which the sign is erected.

Sign, on-site means any sign that advertises or relates to an event, activity, use, good, product, or service that is lawfully permitted to be offered, sold, traded, provided, or conducted at the location or premises upon which the sign is erected.

Sign, permanent means any sign which is affixed to the ground or to any permanent structure or building, including walls, awnings and fences, in such a manner that it cannot be moved or transported with ease, and which is intended to remain in one location and position for an extended period of time.

Sign, real estate and events means a temporary sign that is for the sole purpose of advertising a parcel, tract, lot, site or home for rent, lease or sale; for advertising the sale of a home's household belongings; or which identifies an individual or company performing an active construction project that has obtained building permits under MMC 16.40.010(A) or (B), and which construction activity is visible from a public street right-of-way, including remodels. For purposes of this definition, "construction projects" shall not include routine maintenance of property such as landscaping care.

Sign support structure means any structure designed specifically for the support of a sign and which does not form part of the sign proper or of the display.

Sign, temporary means a sign displaying either commercial or noncommercial messages which is not permanently affixed to the ground or any permanent structure or building and which is capable of being moved or transported with ease.

Sign, window means a sign affixed to the surface of a window with its message intended to be visible to the exterior environment.

Significant tree means a tree of at least six-inch DBH size and of a species as identified on the "City of Medina List of Suitable Tree Species" as set forth in Chapter 16.52 MMC.

Single-family dwelling means a dwelling unit which is occupied as, or designed or intended for occupancy as, a residence by one family operating as a single housekeeping unit ~~and may include family guests and/or household staff. The owner of the single-family dwelling may provide lodging to persons who are not guests and who are not part of a family provided the total number of persons, including nonfamily persons living in the dwelling, does not exceed three, excluding children with familial status within the meaning of Title 42 United States Code, Section 3602(k). The limitation on the number of nonfamily persons living in the dwelling shall not apply to adult family homes, family day-care providers' home facilities as prescribed by RCW 35A.63.215, and other living arrangements which would violate Title 42 United States Code, Section 3604.~~

Single-family dwelling, detached means a separate unconnected single-family dwelling surrounded by open space and yards and which contains one dwelling unit ~~and up to one accessory dwelling unit. A detached single-family dwelling may have detached accessory buildings including, but not limited to, garages, accessory recreational facilities, cabanas and similar residential accessories having no more than one room plus a bathroom and otherwise not designed as an independent residence.~~

Single-family zones means those zones where single-family detached residences are the predominant land use.

Single housekeeping unit means one or more person(s) who jointly have common access to and common use of all living, kitchen, and eating areas within the dwelling unit and household activities and responsibilities such as meals, chores, expenses and maintenance of the premises are shared or carried out according to a household plan or other customary method.

Soil survey means the most recent soil survey for the local area or county by the National Resources Conservation Service, U.S. Department of Agriculture.

Spa. See definition under "hot tub."

Species means any group of animals classified as a species or subspecies as commonly accepted by the scientific community.

Species, endangered means any fish or wildlife species or subspecies that is threatened with extinction throughout all or a significant portion of its range and is listed by the state or federal government as an endangered species.

Species of local importance means those species of local concern due to their population status or their sensitivity to habitat manipulation, or that are game species.

Species, priority means any fish or wildlife species requiring protective measures and/or management guidelines to ensure their persistence as genetically viable population levels as classified by the Department of Fish and Wildlife, including endangered, threatened, sensitive, candidate and monitor species, and those of recreational, commercial, or tribal importance.

Species, threatened means any fish or wildlife species or subspecies that is likely to become an endangered species within the foreseeable future throughout a significant portion of its range without cooperative management or removal of threats, and is listed by the state or federal government as a threatened species.

Sport court means an area of ground defined by permanent surfacing, equipment and/or fencing for the purpose of playing tennis, badminton, basketball and similar social games.

Stacked flat means dwelling units in a residential building of no more than three stories on a residential zoned lot in which each floor may be separately rented or owned.

State Environmental Policy Act (SEPA) means environmental review procedures required under Chapter 43.21C RCW, Chapter 197-11 WAC, and Chapter 16.04 MMC.

Steep slope means any area with a slope of 40 percent or steeper and with a vertical relief of ten or more feet except areas composed of consolidated rock. A slope is delineated by establishing its toe and top and measured by averaging the inclination over at least ten feet of vertical relief.

Story means that portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling or roof.

Stream means a course or route, formed by nature or modified by humans and generally consisting of a channel with a bed, banks, or sides throughout substantially all its length, along which surface waters, with some regularity

(annually in the rainy season), naturally and normally flow in draining from higher to lower lands. This definition does not include specially designed irrigation and drainage ditches, grass-lined swales, canals, stormwater runoff devices, or other courses unless they are used by salmonids or to convey watercourses that were naturally occurring prior to construction.

Street means a right-of-way, ~~opened or unopened~~ developed or undeveloped, that is intended for motor vehicle travel or for motor vehicle access to abutting property. "Street" includes all the area within the right-of-way, such as roadways, parking strips, and sidewalks. For the purposes of the zoning code, "street" shall not include private lanes.

Street frontage means the property line abutting streets.

Structural coverage means the area of a lot covered by structures. (See MMC 16.23.030.)

Structure means that which is erected, built or constructed, including an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.

Subdivision means the division or redivision of land into five or more lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership.

Subdivision, accumulative short means multiple short subdivisions of contiguous existing lots held under common ownership, which would result in the creation of five or more lots within a five-year period of the initial short subdivision approval. "Ownership" for the purpose of this definition means ownership as established at the date of the initial short subdivision approval.

Subdivision, short means the division or redivision of land into four or fewer lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership. While a short unit lot subdivision is a type of short subdivision, it is limited to the creation of no more than the number of lots established as the maximum unit density set forth in MMC 16.21.060 for the purposes of middle housing.

Subdivision, short unit lot means a type of subdivision that allows a parent lot to be divided into no more than the number of lots established as the maximum unit density set forth in MMC 16.21.060 within a development that also includes common areas and that is approved through the unit lot subdivision process. A unit lot subdivision is a type of short subdivision that is created for the purpose of splitting a single residential lot into lots for the construction of middle housing. A short unit lot subdivision is a type of lot split.

Subdivision, zero lot line means a type of short unit lot subdivision whereby there is reduced building setbacks from the new lot line. The standards set forth in MMC 16.73.095 apply to zero lot line subdivisions.

Substantial destruction means damage of any origin that is voluntarily or involuntarily sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 60 percent of the fair market value of the structure before the damage occurred. Substantially means significant

in the size or amount and has a noticeable impact on the current situation to a degree that would satisfy a reasonable person as significant.

Substantially means significant in the size or amount and has a noticeable impact on the current situation to a degree that would satisfy a reasonable person as significant.

Support structures means the structure to which signs, antennas or other necessary associated hardware are mounted, including, but not limited to, lattice towers, monopoles, utility support structures, and existing nonresidential buildings.

Swimming pool means any artificially constructed water-holding device that has a minimum depth of 42 inches and is of sufficient size for swimming, wading, immersion, or therapeutic purposes.

Section 3. Section 16.73.020 of the Medina Municipal Code is hereby amended to read as follows:

16.73.020. Applicability.

- A. This chapter shall apply to all divisions of land including short subdivisions, short unit lot subdivisions, subdivisions, and lot line adjustments hereafter established within the incorporated areas of the City of Medina.
- B. This chapter is applied in conjunction with Chapter 2.72 MMC, Hearing Examiner; Chapter 14.04 MMC, SEPA Model Ordinance; Chapters 16.00 through 16.37 MMC, zoning; Chapters 16.60 through 16.67 MMC, Medina shoreline master program; Chapter 16.50 MMC, Critical Areas; Chapter 16.80 MMC, Project Permit Review Procedures, and other applicable codes referencing this chapter.

Section 4. Section 16.73.060 of the Medina Municipal Code is hereby amended to read as follows:

16.73.060. Survey requirements.

- A. A Washington State licensed land surveyor registered pursuant to Chapter 18.43 RCW shall prepare, stamp, and seal all proposed lot subdivisions.
- B. A survey is required for all final approvals of lot line adjustments, short subdivisions, short unit lot subdivisions, and subdivisions and shall meet the survey standards of Chapter 58.09 RCW and Chapter 332-130 WAC.
- C. The surveyor shall certify on the final document to be recorded that it is a true and correct representation of the lands actually surveyed.
- D. Whenever a survey reveals a discrepancy, the discrepancy shall be noted on the face of the subdivision. "Discrepancy" means: (1) a boundary hiatus; (2) an overlapping boundary; or (3) a physical appurtenance, which indicates encroachment, lines of possession, or conflict of title.

Section 5. Section 16.73.080 of the Medina Municipal Code is hereby amended to read as follows:

16.73.080. Review procedures and approvals.

Each lot line adjustment and division of land is processed as a different action type as described in MMC 16.80.050 and summarized as follows:

- A. Approval of a lot line adjustment application is a two step process, which includes final approval by the director and recording with the King County auditor.
- B. Approval of a division of land is a four step process including preliminary approval, installation or bonding of required improvements, final approval, and recording with the King County auditor. The process summarizes as follows:
 1. *Short subdivision.*
 - a. A preliminary short subdivision or preliminary short unit lot subdivision is processed as a Type 2 decision pursuant to Chapter 16.80 MMC.
 - b. Installation of infrastructure improvements as determined by the city, or providing a form of security as determined by the city to ensure such improvements are installed.
 - c. A final short subdivision or final short unit lot subdivision is processed as a Type 1 decision pursuant to Chapter 16.80 MMC.
 - d. The final short subdivision or final short unit lot subdivision shall be submitted to the director within five years of the date that the preliminary approval became final or the short subdivision shall become null and void.
 - e. The director's signature is required on the final short plat.
 2. *Subdivision.*
 - a. A preliminary subdivision is processed as a Type 3 decision pursuant to Chapter 16.80 MMC.
 - b. Installation of infrastructure improvements as determined by the city, or providing a form of security as determined by the city to ensure such improvements are installed.
 - c. A final subdivision is processed as a Type 2 decision pursuant to Chapter 16.80 MMC.
 - d. The final subdivision shall be submitted to the director within five years of the date that the preliminary approval became final or the subdivision shall become null and void.
 - e. The following signatures on the final plat are required before the director can submit the final plat to the city council for their action:
 - i. *Director:* Whose signature approves compliance with all terms of the preliminary plat approval of the proposed plat subdivision or dedication.
 - ii. *City engineer:* Whose signature approves the layout of streets, alleys and other rights-of-way, design of bridges, sewage and water systems and other structures.
 - iii. *City of Bellevue utilities:* Whose signature approves the adequacy of the proposed means of sewage disposal and water supply.
 - iv. *King County treasurer:* Whose signature confirms a statement that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been duly paid, satisfied or discharged.

- v. *Property owner*: Whose signature confirms a statement that the subdivision has been made with the free consent and in accordance with the desires of the owner.
- f. The city council may authorize the mayor to sign an approved final plat.

Section 6. Section 16.73.090 of the Medina Municipal Code is hereby amended to read as follows:

16.73.090. Approval criteria—Lot line adjustment, short subdivision, short unit lot subdivision, and subdivision.

The following criteria shall be used to review and approve lot line adjustments, preliminary short subdivisions and subdivisions:

A. *Lot line adjustments.*

- 1. Does not create any additional lot, tract, parcel, or division of land;
- 2. Does not create a lot, tract, parcel, site, or division of land which contains insufficient area or dimension to meet the minimum requirements for area and dimensions as set forth in the Medina Municipal Code;
- 3. Does not create or diminish any easement or deprive any parcel of access or utilities; and
- 4. Does not create or increase the nonconformity of structures, lots, or other factors with respect to development standards.

B. *Preliminary short subdivisions and preliminary subdivisions.*

- 1. The proposal is in conformance with the comprehensive plan, shoreline master program, and any other city-adopted plans;
- 2. Provisions have been made for water, storm drainage, erosion control and sanitary sewage disposal for the subdivision that are consistent with current standards and plans as adopted in city code or ordinance;
- 3. Provisions have been made for roads, utilities, street lighting, street trees and other improvements that are consistent with the zoning code, Chapter 16.90 MMC, and engineering standards;
- 4. Provisions have been made for dedications, easements and reservations;
- 5. The proposal complies with the relevant requirements of the zoning code and all other relevant local regulations;
- 6. Appropriate provisions are made for:
 - a. The public health, safety, and general welfare and for such open spaces, drainage ways, streets or roads, alleys or other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and
 - b. The public use and interest will be served by the platting of such subdivision and dedication.

C. *Short unit lot subdivision.*

1. Applicability.

- a. The provisions of this subsection apply exclusively to the short unit lot subdivision of land proposed to be developed as

middle housing with attached or detached dwellings in all zoning residential districts in which residential dwellings are permitted.

b. This subsection may only be utilized for the division of lots which either meet the minimum lot size for the underlying zone or are legal non-conforming lots that existed prior to June 30, 2025.

c. Unless expressly modified by this section, all provisions applicable to short subdivisions, including subsection B above, are also applicable to short unit lot subdivisions.

2. General Requirements.

a. Unit lots shall be subject to all applicable requirements of the City's zoning code, except as otherwise modified by this section.

b. *Subdivision of middle housing units on a single lot.* A short unit lot subdivision proposed for a residential lot shall be limited such that the maximum number of lots shall be no greater than the maximum number of dwelling units on a lot as set forth in MMC 16.21.060. In addition, each unit lot shall be entirely outside of a critical area and shoreline buffers, and building setbacks shall be required from any critical area buffer consistent with Subtitles 16.5 and 16.6 of the Medina Municipal Code.

c. Development on individual unit lots within the unit lot subdivision need not conform to the minimum lot area, minimum density, or dimensional requirements; provided, however, that any structure located upon a unit lot shall comply with the maximum building height requirements and the density requirements for the underlying zone. The overall development of the parent lot must meet the development and design standards of the underlying zone, including the maximum density. The maximum lot coverage for the underlying zone shall apply collectively to all properties within the unit lot subdivision based on the maximum lot coverage for the parent lot prior to subdivision. In addition, if the lot maximum is increased under MMC 16.73.090.C.2.b based on the development of one or more accessory dwelling units, then the usage of those lots shall be permanently restricted to use for an accessory dwelling unit and may not be converted for use for a different type of dwelling unit.

d. Within the parent lot, required parking for the dwelling units may be provided on a different unit lot than the lot with the dwelling unit if the right to use that parking is formalized by an easement recorded with the King County Recorder's Office.

e. A short unit lot subdivision shall make adequate provisions through easements for ingress, egress, emergency services, and utilities access to and from each unit lot created by reserving such common areas or other areas over, under, and across the parent lot as necessary to comply with all applicable development standards. Such easements shall be recorded with the King County Recorder's Office.

f. Access easements, joint use agreements, and maintenance agreements identifying the rights and responsibilities of property owners and any homeowners association shall be executed for use and maintenance of common garage, parking, and vehicle access areas, landscaping, underground utilities, common

open space, exterior building facades and roofs, any portions of the parent lot not subdivided for individual unit lots, and other similar features, and shall be recorded with the King County Recorder's Office.

g. If the development includes zero lot line residential development, the performance standards contained in MMC 16.73.095 will also apply.

3. Notes on Plat. Notes shall be placed on the plat recorded with the King County Recorder's Office to state the following:

a. The title of the plat shall include the phrase "Short Unit Lot Subdivision."

b. The individual unit lots are not separate buildable lots. Additional development of the individual unit lots may be limited as a result of the application of development standards to the parent lot.

c. Approval of the design and layout of the development was granted by the review of the development as a whole on the parent lot.

d. Additional development of the individual unit lots, including but not limited to reconstruction, remodel, maintenance, addition, or changes in use shall comply with conditions of approval of the short unit lot subdivision and may be limited as a result of the application of development standards to the parent lot or other applicable regulations.

e. Subsequent platting actions, additions, or modifications to any buildings may not create a nonconformity of the parent lot nor create any additional lots.

e. Additional divisions of land which create a new lot shall not be permitted in this Short Unit Lot Subdivision.

Section 7. A new Section 16.73.095 is hereby added to the Medina Municipal Code to read as follows:

16.73.095 Lot segregations – Zero-lot-line development.

In any zone where zero-lot-line development is permitted, interior setbacks may be modified during the short unit lot subdivision review as follows:

A. If a building is proposed to be located within a normally required interior setback:

1. An easement shall be provided on the abutting lot of the subdivision that is wide enough to ensure a 10-foot separation between the walls of structures on adjoining lots, except as provided for common wall construction;

2. The easement area shall be free of permanent structures and other obstructions that would prevent normal repair and maintenance of the structure's exterior;

3. Buildings utilizing reduced setbacks shall not have doors that open directly onto the private yard areas of abutting property. Windows in such buildings shall not be oriented toward such private yard areas unless they consist of materials such as glass block,

textured glass, or other opaque materials, and shall not be capable of being opened, except for clerestory-style windows or skylights; and

4. The final short plat shall show the approximate location of buildings proposed to be placed in a standard setback area.

B. In the residential zones, setbacks on existing individual lots may be modified; provided, that the standards set forth in subsection (A)(1) of this section are met.

Section 8. Section 16.73.100 of the Medina Municipal Code is hereby amended to read as follows:

16.73.100. Submittal requirements.

An applicant seeking approval of a lot line adjustment, preliminary short subdivision, preliminary short unit lot subdivision, or preliminary subdivision must submit a complete application requesting approval. It is the responsibility of the applicant to provide all of the necessary information before the application is processed. In conjunction with the appropriate fee, a complete application under this chapter shall include, but is not limited to, the following:

- A. Application shall be made on the appropriate forms prescribed by the city and shall be signed and dated by the property owner or authorized agent. When an authorized agent is involved, they shall provide proof they represent the legal interests of the property owner.
- B. The application shall contain each of the following:
 - 1. The name, address and telephone number of the applicant and person to be contacted;
 - 2. The King County assessor's tax identification number;
 - 3. The name, address and telephone number of the owner of the property;
 - 4. Address or location of the property to be subdivided;
 - 5. Legal description of the property (from the title report verbatim);
 - 6. The existing zone classification of the property;
 - 7. The existing shoreline environmental designation if any land is within 200 feet of the ordinary high water mark as defined by RCW 90.58.030(2)(b);
 - 8. Approximate project site lot area in acres;
 - 9. The range of lot sizes in square feet.
- C. Plan drawings.
 - 1. All drawings shall be to scale on an 18-inch by 24-inch sheet of paper (multiple sheets may be used in order to provide clarity).
 - 2. Lot line adjustment. In addition to the illustrations prescribed in subsection (C)(3) of this section, plan drawings for lot line adjustments shall include the following:
 - a. The final lot boundaries shall be shown with a heavier line weight to clearly distinguish them from existing boundaries;
 - b. A full and correct legal description of the revised lots; and
 - c. Comply with the survey requirements set forth in MMC 16.73.060.
 - 3. Preliminary short plat/plat. Drawings shall include the following illustrations:

- a. Location of the site by section, township, range;
 - b. North arrow and the boundary of the lands being divided or having the boundaries adjusted;
 - c. Scale at not less than one inch equals 100 feet (larger scales such as 1:50, 1:20, and 1:30 are preferred);
 - d. Vicinity map showing the site clearly marked (smaller scale than 1:100 is acceptable);
 - e. The proposed layout and dimensions of lots and tracts;
 - f. The name of any adjacent subdivisions;
 - g. The approximate location, names and width of all existing and proposed streets, roads, private lanes and access easements within the boundaries of the lands being affected;
 - h. The location of existing and proposed improvements such as storm water facilities, sidewalks, utilities, power poles, etc., within the boundaries of the lands being affected and adjacent lots;
 - i. All existing and/or proposed easements or divisions proposed to be dedicated for any public purpose or for the common use of the property owners of the lands being subdivided;
 - j. A full and correct description of the lands being divided or having the lot lines adjusted;
 - k. Approximate location of existing structures and other improvements located on the site and whether such structures are proposed to remain on the property;
 - l. Shorelines, streams, wetlands, wildlife habitat conservation areas, and geologically hazardous areas as defined in Chapter 16.50 MMC, Critical Areas, and the shoreline master program;
 - m. Topographical information showing existing contour lines at intervals of two feet elevation; and
 - n. For short unit lot subdivisions, show the boundaries of the parent lots and unit lots, show areas of common use, show ingress and ingress, show all setback lines, and show the general building footprints for the proposed unit lots.
- D. Reduced plan drawing consisting of an 11-inch by 17-inch reproducible copy of the site plan containing the information prescribed in subsection (B) of this section, except this provision shall not apply to a lot line adjustment.
 - E. Title report issued within 30 days of application, showing all persons having an ownership interest, a legal description describing exterior boundary of application site and listing all encumbrances affecting the site.
 - F. Public notice packet as required by the corresponding application.
 - G. Environmental (SEPA) checklist for a subdivision application.
 - H. Water and sewer availability from city of Bellevue utilities (not applicable to a lot line adjustment).
 - I. Perimeter lot closures for all lots, tracts, and the exterior boundary.
 - J. Any related information and/or studies (including but not limited to storm drainage report and critical areas report) required by other provisions of the Medina Municipal Code, identified in the preapplication meeting, or deemed necessary by the director.

Section 9. Section 16.73.110 of the Medina Municipal Code is hereby amended to read as follows:

16.73.110. Approval criteria—Final short subdivision and subdivision.

The following criteria shall be used to review and approve a final short subdivision, final short unit lot subdivision, and final subdivision:

- A. Conforms to all terms of the preliminary approval;
- B. Meets all zoning and engineering requirements;
- C. Meets all requirements of this chapter;
- D. Meets all applicable local and state laws that were in effect at the time of vesting; and
- E. Improvements have been constructed, or a bond or other security has been secured at 130 percent of the estimated construction value accepted by the city.

Section 10. Section 16.73.120 of the Medina Municipal Code is hereby amended to read as follows:

16.73.120. Submittal requirements—Final short subdivision and subdivision.

An applicant seeking final approval of a short subdivision, short unit lot subdivision, or subdivision must submit a complete application requesting approval. It is the responsibility of the applicant to provide all of the necessary information before the application is processed. In conjunction with the appropriate fee, a complete application for a final subdivision approval shall contain, but is not limited to, the following:

- A. Application shall be made on the appropriate forms prescribed by the city and shall be signed and dated by the property owner or authorized agent.
- B. Final plan drawings.
 - 1. All drawings shall be to scale on an 18-inch by 24-inch sheet of paper (multiple sheets may be used);
 - 2. Contain the illustration and information set forth in MMC 16.73.100(C)(3), except the director may approve a scale up to one inch equals 200 feet in order to fit the layout of a plat on a single sheet;
 - 3. Meet the survey requirements set forth in MMC 16.73.060;
 - 4. Include addressing of individual lots assigned by the city;
 - 5. Certificate for the approval signatures detailed in MMC 16.73.080;
 - 6. Treasurer's certificate to ensure payment of taxes; and
 - 7. Other information requested during the preliminary short plat or plat approval.
- C. If the short subdivision, short unit lot subdivision, or subdivision includes a dedication, the following statements shall be included:
 - 1. The dedication of all streets and other areas to the public, and individual or individuals, religious society or societies, or to any corporation, public or private, as shown on the plat;
 - 2. A waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage and maintenance of said road;

3. Said statements shall be signed and acknowledged before a notary public by all parties having any interest in the lands subdivided.
- D. Lot numbering. Lots shall be consecutively numbered; tracts shall be lettered alphabetically and in consecutive order.
- E. Plat certificates. Three copies of a plat certificate for the subject property shall accompany a final subdivision application.
- F. Perimeter lot closures for all lots, tracts, and the exterior boundary.
- G. For short unit lot subdivisions, the following notes shall be included on the face of the plat:
 1. The title of the plat shall include the phrase "Short Unit Lot Subdivision."
 2. The individual unit lots are not separate buildable lots. Additional development of the individual unit lots may be limited as a result of the application of development standards to the parent lot.
 3. Approval of the design and layout of the development was granted by the review of the development, as a whole, on the parent lot.
 4. Additional development of the individual unit lots, including but not limited to reconstruction, remodel, maintenance, addition, or changes in use shall comply with conditions of approval of the unit lot subdivision and may be limited as a result of the application of development standards to the parent lot or other applicable regulations.
 5. Subsequent platting actions, additions, or modifications to any buildings may not create a nonconformity of the parent lot nor create any additional lot.
 6. Additional divisions of land which create a new lot shall not be permitted in this Short Unit Lot Subdivision.

Section 11. Section 16.73.140 of the Medina Municipal Code is hereby amended to read as follows:

16.73.140. Recording with county auditor.

All lot line adjustments, final short subdivisions, final short unit lot subdivisions, and final subdivisions shall be filed for record with the office of the King County auditor. The applicant shall furnish three copies of the recorded document to the city and one copy shall be filed with the King County assessor.

Section 12. Section 16.73.150 of the Medina Municipal Code is hereby amended to read as follows:

16.73.150. Expiration of final approval.

Approvals of lot line adjustments, final subdivisions, final short unit lot subdivisions, and final short subdivisions shall automatically expire if the plans are not recorded within one year of the written approval date.

Section 13. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

Section 14. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 15. Corrections. Upon the approval of the city attorney, the city clerk, and/or the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 16. Effective Date. This ordinance shall take effect at 12:01 AM on July 1, 2025, which is at least five days after publication as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE XX DAY OF XX 2024 BY A VOTE OF X FOR, X AGAINST, AND X ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE XX DAY OF XX 2024.

Jessica Rossman, Mayor

Approved as to form:
Inslee Best Doezie & Ryder, P.S.

Attest:

Jennifer R. Robertson, City Attorney

Aimee Kellerman, City Clerk

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: / AB



CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144
TELEPHONE 425-233-6400 | www.medina-wa.gov

Date: May 12, 2025

To: Honorable Mayor and City Council

From: Jeff Swanson, Interim City Manager

Subject: City Manager Report

- The City Council and department heads participated in a retreat on May 2, 2025. Topics covered in the retreat were: organizational culture, form of government, Open Public Meetings Act, Public Records Act, and the start of strategic planning discussions. We will calendar a retreat for June that will continue the strategic planning discussions and will begin to discuss the 2026 annual budget.
- The 2025 Washington State Legislative session concluded at the end of April. Included is a wrap up report from Jennifer Ziegler Public Affairs representing the Points Communities – **See attachment 1.**

Of particular note in the report as relates to WSDOT and SR 520:

“The 2025-27 Transportation Budget provides \$15.5 billion in spending authority for the biennium and balances for four years. The budget assumes a combination of new funding sources and bonding of about \$3.3 billion.

“The budget includes funding for the next phase of the expansion joint noise mitigation study, as well as direction to WSDOT to analyze options for SR 520 ramp tolling.”

- Bellevue Fire Report – **See attachment 2.**
- 2025 City Council Calendar – **See attachment 3.**

ATTACHMENT 1



2025 Washington State Final Legislative Update

Points Communities

May 2, 2025

General Background

The 2025 Washington State Legislative session came to a close on its scheduled Sine Die, April 27 at 6:31 pm. When interviewed on the final day of session, Lieutenant Governor Denny Heck (D) characterized this session as “grueling” and “brutal.” This was due in large part to the fact that legislators came into the 2025 Session facing a \$12-to-\$16 billion budget deficit over the next four years. The heavy weight of this challenging circumstance hung over nearly all legislative business conducted throughout the 105-day session.

During this final weekend of the 2025 Session, the main focus was on finalizing and adopting the 2025-27 biennium operating, transportation, and capital budgets. Due to the considerable challenges created by the major budget deficit projections, final budget talks came down-to-the-wire resulting in legislators working around the clock to wrap up on time.

The Governor has 20 days, not counting Sundays, from the adjournment of the legislative session to take action on bills. On the final evening of the legislative session, he indicated that he would review the budgets line-by-line to make his final decisions.

Operating Budget

The \$77.9 billion [2025-27 biennium operating budget](#) was released on April 26 and adopted on April 27 using a conference committee process, as noted in this Senate Democrat [press release](#). As a reminder, no changes can be made to proposals agreed upon using a conference committee process. They are brought to the House and Senate floors for consideration, using a straight up or down vote.

During a press event announcing the conference committee agreed-upon operating budget proposal, budget leaders provided their caucus’ priorities for drafting the 2025-27 biennium operating budget. Senate Ways & Means Chair, Senator June Robinson (D-Everett), noted that supporting education and protecting essential services was a major priority for Senate Democrats coming into this session. House Appropriations Committee Chair, Representative Timm Ormsby (D-Spokane) shared that “food, shelter, and health” were the main priorities for House Democrats.

Overall, the adopted operating budget relies upon \$8.7 billion in new revenue over four years and includes \$3.1 billion in funding cuts during the 2025-27 biennium, as outlined in this *The Olympian* [article](#).

ATTACHMENT 1

Major highlights from the adopted operating budget are below:

- K-12 education funding over four years including; \$750 million for special education, \$213 million for materials and supplies, and \$200 million for local effort assistance funding to support students in low-income school districts.
- Fully funds new collective bargaining agreements for state workers
- \$100 million for law enforcement grants over four years out of a dedicated account provided through [ESHB 2015](#)
- \$117 million for local housing programs
- Several fund transfers are relied upon including \$288 million from the Public Works Assistance Account
- No major Budget Stabilization Account (“rainy day fund”) transfers are relied upon
- Relies upon a 1.5% across-the-board reduction to higher education institutions
- Reduces Apple Care (Medicaid) adult dental reimbursement rates by removing a previously adopted 50% increase and includes more modest reductions for pediatric dental rate reimbursements (some groups of children are excluded from these rate reimbursement reductions)
- Relies upon Managed Care reductions of 1% starting January 1, 2026
- Delays planned expansions of the [Fair Start for Kids Act](#)
- Provides a Budget Stabilization Account ending fund balance of \$2.3 billion for the 2025-27 biennium and \$3.6 billion for the 2027-29 biennium

Operating Budget Revenue Package

The 2025-27 operating budget relies upon a revenue package that is projected to generate \$4.3 billion during the 2025-27 biennium and \$4.4 billion during the 2027-29 biennium.

- [ESSB 5813](#) modifies the capital gains tax. Among other things, this bill applies an additional 2.9% excise tax on individual's Washington capital gains exceeding \$1 million, increases the estate tax exclusion amount to \$3 million and provides an updated reference to the Consumer Price Index to allow for annual inflation adjustments, and increases the qualifying family-owned business interests deduction amount for the estate tax to \$3 million and provides annual inflation adjustments.
- [ESSB 5814](#) modifies the application and administration of certain excise taxes. ESSB 5814 extends retail sales and use tax to certain specified services (e.g. temporary staffing, advertising, security, and information technology), and makes certain products containing nicotine subject to the other tobacco products tax.
- [ESSB 5794](#) revises or repeals a wide variety of tax preferences.
- Nicknamed the, “Tesla tax bill,” [SHB 2077](#) imposes an excise tax on the banking and sale of surplus zero-emission vehicle credits by a manufacturer for each model year beginning with model year 2024 program implementation.

ATTACHMENT 1

- [ESHB 2081](#) modifies business and occupation tax surcharges, rates, and the advanced computing surcharge cap, clarifying the business and occupation tax deduction for certain investments, and creating a temporary business and occupation tax surcharge on large companies. Specifically, this bill does the following:
 - Increases the business and occupation (B&O) tax rate for manufacturing, retailing, and wholesaling to 0.5% beginning January 1, 2027.
 - Increases the B&O tax rate for multiple rate categories beginning January 1, 2027.
 - Increases the B&O tax rate for services and other activities for businesses with gross receipts over \$1 million beginning October 1, 2025.
 - Imposes a 0.5% B&O tax surcharge on taxpayers with Washington taxable income over \$250 million from January 1, 2026, through December 30, 2030. Increase the B&O surcharge on financial institutions to 1.5% beginning October 1, 2025.
 - Increases the B&O advanced computing surcharge to 7.5% and increases the annual cap to \$75 million beginning January 1, 2026.

Transportation Budget

The \$15.5 billion [2025-27 biennium transportation budget](#) also was negotiated using a conference committee process.

This budget is supported by the two new resources below.

- [E2SB 5801](#) - includes a 6-cent-per gallon increase, starting July 1, in the state fuel tax (with an additional 2% increase annually), truck and passenger weight fees, the rental car tax, and the motor vehicle sales tax as well a new luxury tax on certain higher priced vehicles, as detailed in this *Seattle Times* [article](#). These new resources total more than \$3 billion over six years.
- [ESSB 5802](#) - creates a permanent dedication of 0.1% of the current 6.5% sales and use tax, providing additional resources of approximately \$300 million per year starting in Fiscal Year 2028.

The 2025-27 Transportation Budget provides \$15.5 billion in spending authority for the biennium and balances for four years. The budget assumes a combination of new funding sources and bonding of about \$3.3 billion.

The budget includes funding for the next phase of the expansion joint noise mitigation study, as well as direction to WSDOT to analyze options for SR 520 ramp tolling.

Budget highlights include the following:

- \$125 million for fish passage barrier removal in 2025-27 and a total of \$1.12 billion in new funding.
- Preservation is funded at the same level for the biennium, but there is an increase in funding of \$200 million for the 2027-29 biennium.
- \$49.7 million additional funding for local governments in 2025-27 and an additional increase of \$101 million in the 2027-29 biennium.

Additional details on the 2025-27 transportation budget are provided below.

2025 Washington State Final Legislative Update

May 2, 2025

Page 3 of 8

ATTACHMENT 1

Studies, Planning and Reporting

- \$100,000 for the JTC to continue its review of transit-oriented development conditions, include a review of HB 1491 and make recommendations on how HB 1491 may be best implemented by local governments. The report is due December 15, 2025.
- \$50,000 for the Department of Licensing to conduct a study on the feasibility of implementing a per mile fee program.
- Funding is provided for WSDOT to develop a strategic long-range tolling feasibility assessment that indicates the operational viability and revenue potential for possible future tolled facilities in the State. WSDOT must submit the assessment to the Legislature by October 1, 2026.
- WSDOT must continue coordinated planning work with the goal of maximizing system performance. The coordination must include the Interstate 5 corridor, existing rail infrastructure, future high-speed rail alignment and commercial aviation capacity.

Directives and Demonstration Projects

- The Transportation Commission must develop a toll relief program based on income qualification. The Commission must provide annual updates on the program to the Legislature.
- The Legislature intends that tolling commence as soon as possible on the I-405 express lanes Renton to Bellevue Corridor.

Capital Budget

The \$7.5 billion [2025-27 biennium capital budget compromise proposal](#) was the final budget to be released over the weekend. The 2025-27 biennium capital budget compromise proposal budget summary noted that “housing, education, natural resources, and other key areas” were the focus of this budget. The proposal, which was made public during the evening of April 26, was adopted by the House and Senate the following night, making it one of the last proposals adopted this session. A detailed list of projects funded in this budget can be accessed [here](#).

Major highlights from the adopted capital budget are below:

- \$975 million for education (including \$202 million for small district and tribal compact schools, \$151 million for school seismic safety, and \$100 million for early learning facilities)
- \$827 million for natural resources
- \$782 million for housing and homelessness
- \$375 million from the Climate Commitment Account to support projects aligned with environmental and energy goals (including \$120 million for the Washington Wildlife & Recreation Program and \$171 million for water supply infrastructure)
- \$114 million for broadband spending to expand internet statewide

Approximately, \$349 million in bond capacity is reserved for the 2026 supplemental capital budget

Other Major Legislation Wrapped Up Over the Weekend

ATTACHMENT 1

- **Rent Stabilization:** [EHB 1217](#) - caps annual rent increases at 7% plus inflation or 10%, whichever is less, as outlined in this *Washington State Standard* [article](#). This bill was passed using a conference committee.
- **Unemployment Benefits for Striking Workers:** [ESSB 5041](#) - allows individuals unemployed due to a labor strike to receive unemployment insurance benefits for up to six weeks, as noted in this *Washington State Standard* [article](#). This bill was passed using a conference committee.
- **Public Safety Funding:** [ESHB 2015](#) - creates a Local Law Enforcement Grant Program to be administered by the Criminal Justice Training Commission and authorizes a new local 0.1% sales and use tax for criminal justice purposes. This bill has been delivered to the governor.
- **Lot-Splitting:** [E2SHB 1096](#) Requires cities to establish a process for review and approval of an administrative lot split, which may be combined with concurrent review of a residential building permit for new single-family or middle housing. On April 27, the House concurred (94-4) with Senate amendments to this bill.

Below is a summary of other major items that the Legislature addressed during the last week of the legislative session.

Transportation

On April 23, the Senate passed (35-13) [SHB 1958](#) relating to the Washington state and Oregon Interstate 5 bridge replacement toll bond authority. This bill allows for the issuance of up to \$2.5 billion of bonds for the design, right-of-way, and construction of the Interstate 5 Bridge Replacement Project. Additionally, it provides that bonds may be issued as either triple backed—meaning backed by tolls first, then the gas tax and vehicle fees, then the full faith and credit of the state; or as toll-only backed.

On April 22, the House concurred (67-30) with Senate amendments to [SHB 1774](#) regarding the leasing of unused highway land. This bill allows the Washington State Department of Transportation to take into account social, environmental, or economic benefits of a property lease as part of the required adequate consideration for the lease when the lessee will use the property for community purposes. Additionally, it defines "community purposes" as serving a housing, housing assistance, shelter program, park, enhanced public space, public recreation, salmon habitat restoration, or public transportation public benefit purpose.

On April 21, the House concurred (65-32) with Senate amendments to [ESHB 1837](#) establishing intercity passenger rail improvement priorities. Among other things, this bill establishes 2035 targets for the Department of Transportation's Amtrak Cascades service regarding improvements, connections, frequency, and reliability. It also instructs the Department of Transportation to prioritize targets as it conducts project development work.

[ESHB 1902](#) convenes a work group regarding the streamlining of permitting for transportation projects. On April 24, the House concurred (93-1) with Senate amendments to this bill.

Housing & Homelessness

ATTACHMENT 1

On April 22, the House concurred (57-39) with Senate amendments to transit oriented development (TOD) legislation ([3SHB 1491](#)). In its final form, this bill has the five major components below.

- Requires cities planning under the Growth Management Act to allow new residential and mixed-use development within a station area at certain TOD densities.
- Establishes a new 20-year Multi-Family Property Tax Exemption (MFTE) Program for multifamily residential housing within a station area that meets TOD affordability requirements.
- Requires a local government to reduce certain impact fees by 50% if the project is within a station area and claiming the 20-year MFTE Program tied to the TOD affordability requirements.
- Requires the Department of Commerce develop model TOD ordinances and administer a grant program to assist cities in providing the infrastructure, planning, and staffing necessary to implement the TOD requirements.
- Requires Department of Transportation review certain surplus property and select up to three park and ride facilities to conduct a pilot program to encourage TOD development that meets density and affordability requirements

On April 21, the Senate unanimously concurred with House amendments to [ESB 5559](#), relating to streamlining the subdivision process inside urban growth areas.

The Senate unanimously concurred with House amendments to middle housing legislation ([ESB 5471](#)) on April 21. In its current form, this bill has four major parts as outlined below.

- Allows planning counties to authorize at least one middle housing unit on each parcel that permits single-family residences in urban growth areas and limited areas of more intensive rural development (LAMIRDs).
- Limits units to four residential units per lot in LAMIRDs and in designated urban growth areas.
- Prohibits standards for middle housing that are more restrictive than those required for detached single-family residences.
- Requires counties to apply the same development permit and environmental review processes that apply to single-family housing.
- Exempts adoption of related ordinances and regulations from administrative or judicial appeals and authorizes the Growth Management Hearings Board to hear petitions alleging noncompliance.

On April 19, the Senate passed (39-19) [SB 5647](#) providing a real estate excise tax (REET) exemption for the sale of qualified affordable housing to include any type of ownership housing provided by an affordable homeownership facilitator to low-income households. This bill is now in House Finance.

On April 19, the House unanimously concurred with Senate amendments to [SHB 1576](#), regarding historic landmarks. As passed, this bill prohibits cities from designating a property as a historic landmark outside of a historic district if the property is less than 40 years old or, if the designation would restrict the use of the property and the property is less than 125 years old, if the property owner has not given written consent to the designation.

Looking ahead.

ATTACHMENT 1

- House Assembly Days: December 4 and December 5
- Senate Assembly Days: TBD (most likely will occur in November or December)

Bills of Interest

Bill #	Abbrev. Title	Title	Status	Sponsor
SHB 1061	Residential parking	Providing additional parking flexibility in residential neighborhoods.	C 137 L 25	Low
E2SHB 1096	Lot splitting	Increasing housing options through lot splitting.	Del to Gov	Barkis
E2SHB 1108	Housing cost task force	Creating a task force on housing cost driver analysis.	Del to Gov	Klicker
ESHB 1135	Local government planning	Ensuring that local government planning complies with the growth management act.	C 17 L 25	Duerr
2SHB 1183	Building codes	Concerning building code and development regulation reform.	C 139 L 25	Duerr
SHB 1353	ADU self-certification	Establishing a self-certification program for accessory dwelling unit project permit applications.	C 22 L 25	Ramel
3SHB 1491	Transit-oriented housing dev	Promoting transit-oriented housing development.	Del to Gov	Reed
HB 1757	Residential use/existing	Modifying regulations for existing buildings used for residential purposes.	Del to Gov	Walen
SHB 1791	Local real estate excise tax	Increasing the flexibility of existing funding sources to fund public safety and other facilities by modifying the local real estate excise tax.	C 159 L 25	Paul
ESHB 2049 (SB 5812)	K-12 education funding	Investing in the state's paramount duty to fund K-12 education and build strong and safe communities.	Del to Gov	Bergquist
E2SSB 5148 (HB 1235)	GMA housing element	Ensuring compliance with the housing element requirements of the growth management act.	Del to Gov	Bateman
ESSB 5161 (SHB 1227)	Transportation budget	Addressing transportation fiscal matters.	Del to Gov	Liias
ESSB 5167 (SHB 1198)	Operating budget	Making 2025-2027 fiscal biennium operating appropriations and 2023-2025 fiscal biennium second supplemental operating appropriations.	Del to Gov	Robinson
ESSB 5184 (HB 1299)	Minimum parking requirements	Concerning minimum parking requirements.	Del to Gov	Bateman

ATTACHMENT 1

Bill #	Abbrev. Title	Title	Status	Sponsor
ESB 5471 (HB 1840)	Middle housing	Authorizing middle housing in unincorporated growth areas and unincorporated urban growth areas, certain limited areas of more intensive rural development, and fully contained communities.	Del to Gov	Goehner
SSB 5558	Growth management plans	Concerning timelines for growth management comprehensive plan and development regulation updates.	C 148 L 25	Goehner
ESB 5559	UGA subdivision process	Streamlining the subdivision process inside urban growth areas.	Del to Gov	Lovelett
ESB 5595 (HB 1772)	Shared streets	Establishing shared streets.	Del to Gov	Alvarado
ESSB 5611	Land use permitting workload	Streamlining and clarifying local governments' land use permitting workloads.	Del to Gov	Salomon
ESSB 5801	Transportation resources	Concerning transportation resources.	Del to Gov	Liias
2SSB 5802	Transportation funds	Rebalancing statutory fund transfers and revenue dedications for transportation.	Del to Gov	Liias

Filter statement

Filters

Alarm Date Range Last Month

Is Locked true

Is Active true

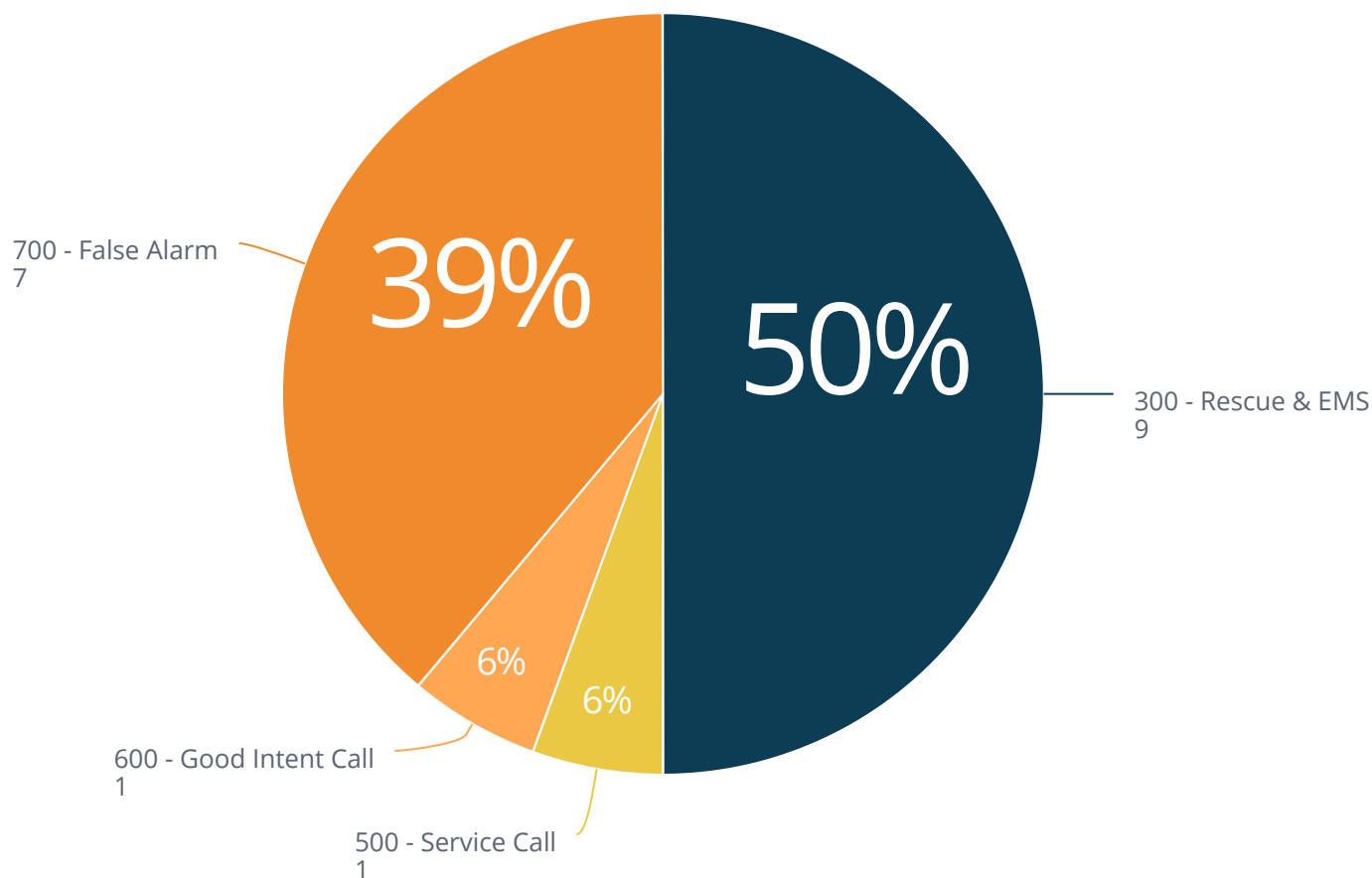
Location City MEDINA, Medina

Fire and EMS Summary

Count of Total Incidents

18

Percentage of Incident Type (with count)



Contract City Incident Summary (Medina)

May 5, 2025 8:08:23 AM

ATTACHMENT 2

Filter statement

Filters

Alarm Date Range Last Month | **Is Locked** true | **Is Active** true | **Location City** MEDINA, Medina

Count of Incidents by Type

Incident Type Group	Incident Type	Type Code	Count
300 - Rescue & EMS	EMS call, excluding vehicle accident with injury	321	1
	EMS Call, Medical	3211	7
	EMS Call, Other Accident/Trauma	3210	1
300 - Rescue & EMS Total			9
500 - Service Call	CARES 200 Series Units	5532	1
600 - Good Intent Call	Dispatched & canceled en route	611	1
700 - False Alarm	Alarm system activation, no fire - unintentional	745	6
	Carbon monoxide detector activation, no CO	746	1
700 - False Alarm Total			7
Count			18

ATTACHMENT 3

**MEDINA CITY COUNCIL**

2025 AGENDA/ACTION CALENDAR

Meetings scheduled for 5:00 pm, online (unless noticed otherwise).

JANUARY 13, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Police Officer Roman Scott - Professional Excellence Award - 15 Minutes	Sass	N/A		
Presentation	Introduction of Rob Kilmer as the City's Building Official. 10 Minutes	Wilcox	N/A		
Consent Agenda	December 2024, Check Register	Wagner	Approve.		
Consent Agenda	Approved PB Minutes	Nations	Receive and file.		
Consent Agenda	Approved PC Minutes	Bennett	Receive and file.		
Consent Agenda	Draft Meeting Minutes of: 11/25/2024 & 12/09/2024	Kellerman/Nations	Adopt.		
Legislative Hearing	None.				
Public Hearing	None.				
City Business	Middle Housing Update - 30 Minutes	Kesler	Discussion and Direction		
City Business	NE 12th Street Landscaping Update - 30 minutes	Osada	Discussion and Direction		
City Business	ROW Priorities - 30 Minutes	Burns/Robertson/Rossmann	Discussion and Direction		
City Business	Council Retreat Planning Discussion - 15 Minutes	Burns	Discussion and Direction		
City Business	Legislative Priorities Agenda Update	Burns	Discussion		
Executive Session	RCW 42.30.140 (4)(a) Collective Bargaining - 20 Minutes				
	RCW 42.30.110(1)(g) Employee Evaluation - 45 Minutes	Burns			
JANUARY 27, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	None.				
Consent Agenda	None.				
Legislative Hearing	None.				

ATTACHMENT 3

Public Hearing	None.				
City Business	Middle Housing - 60 minutes	Kesler			
City Business	City Council Work Plan Review and Update - 45 minutes	Burns/Kellerman			
City Business	Park Board Goal Setting for Joint Meeting - 30 minutes	Burns/Osada			
City Business	City Legislative Priorities Update - 20 minutes	Burns			
FEBRUARY 10, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation	Legislative Update and Check-in by Soundview Strategies - 30 Minutes	Burns	N/A		
Consent Agenda	January 2025, Check Register	Wagner	Approve.		
Consent Agenda	13th Month Check Register	Wagner	Approve.		
Consent Agenda	Approved 11/13/2024 PB Minutes	Kellerman	Receive and file.		
Consent Agenda	Approved 1/16/2025 PC Minutes	Bennett	Receive and file.		
Consent Agenda	Draft 1/13/2025 & 1/27/2025 CC Minutes	Kellerman	Adopt.		
Consent Agenda	Medina Council Legislative Priorities	Burns	Approve.		
Consent Agenda					
Legislative Hearing	None.				
Public Hearing	None.				
City Business	City Manager Recruitment	Robertson/Archer	Discussion and direction.		
City Business	Middle Housing Update	Kesler	Discussion item only.		
City Business	City Right of Way Policy Discussion	Osada	Discussion and direction.		
City Business	NE 12th Street Landscape Options	Osada	Discussion and direction.		
Executive Session	RCW 42.30.140(4)(a) - Collective Bargaining RCW 42.30.110(1)(b) - Real Estate	Burns/Wagner	N/A		
FEBRUARY 24, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice

ATTACHMENT 3

Study Session	Middle Housing Subdivisions - 2 Hours	Kesler			
Consent Agenda	None.				
Legislative Hearing	None.				
Public Hearing	None.				
City Business	City Manager Recruitment Update	Robertson			
City Business	SCJ Contract Funding Update	Kesler/Wilcox			
Executive Session	RCW 42.30.140(4)(a) - Collective Bargaining - 20 minutes	Burns			

MARCH 10, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session Presentation	Retreat Facilitator Update	Burns			
Consent Agenda	February 2025, Check Register	Wagner			
Consent Agenda	PC 12/18/24 minutes				
Consent Agenda	DRAFT 02/10/2024 Minutes	Kellerman			
Consent Agenda	Medina/Teamsters CBA	Burns/Wagner			
Consent Agenda	Eastside Transportation Partnership Agreement	Burns			
Legislative Hearing	None.				
Public Hearing	None.				
City Business	City Manager Recruiting Update - 15 minutes	Wagner			
City Business	Middle Housing Update - 30 minutes	Kesler			
City Business	Business License Program Update - 30 minutes	Wagner			
City Business	Donation - Medina Park - 20 minutes	Osada	Discussion and direction		
Executive Session	RCW 42.30.110 (1)(i) Potential Litigation - 15 minutes	Robertson			
Executive Session	RCW 42.30.110(1)(b) Real Estate - 20 minutes	Osada			

MARCH 24, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Middle Housing Ordinances - 60 minutes	Kesler/Robertson	Discussion		
Consent Agenda					
Consent Agenda					

ATTACHMENT 3

Legislative Hearing					
Public Hearing					
City Business					
City Business	Middle Housing Ordinance and Subdivision Lot - 45 minutes	Robertson/Kesler	Discussion and direction		
Executive Session					
APRIL 14, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	March 2025, Check Register	Wagner			
Consent Agenda	PB Minutes of 1/20/25	Nations			
Consent Agenda	PC Minutes of 3/25/25	Nations			
Consent Agenda	DRAFT 03/10/2025 & 02/24/2025 CC Minutes	Kellerman			
Consent Agenda	2025 Proclamation: Sexual Assault Awareness & Prevention Month	Burns			
Consent Agenda	56th Annual Professional Municipal Clerks Week May 4-May 10, 2025	Kellerman			
Legislative Hearing	None				
Public Hearing	None				
City Business	City Manager Hiring Update 10 min	Wagner	Update		
City Business	NE 12th Street Landscaping Update 20 minutes	Osada	Discussion and direction.		
City Business	Medina Park Donation Update 10 minutes	Osada	Discussion		
Executive Session	Potential Litigation 45 minutes	Osada/Fuller/Robertson			
APRIL 28, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Executive Session	City Manager Applications Review Tentative	Wagner			
Consent Agenda	Authorization for One-Time Travel Expenses	Wagner			
Legislative Hearing	None				
Public Hearing	None				
City Business	Recruitment Timeline Update	Wagner			
Additional City Business	Council May Take Action				

ATTACHMENT 3

MAY 12, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	ARCH Presentation				
Consent Agenda	April 2025, Check Register	Wagner			
Consent Agenda	Approved PC Minutes	Kellerman			
Consent Agenda	DRAFT 3/24/2025, 04/14/2025 & 04/28/2025 CC Minutes	Kellerman			
Consent Agenda	Proclamation Honoring National Police Week and Peace Officer Memorial Day	Sass			
Consent Agenda	King County ILA Renewal - Road Services	Osada			
Consent Agenda					
Legislative Hearing	none				
Public Hearing	Middle Housing Ordinance and Unit Lot Subdivision Ordinance	Kesler			
		Kesler			
City Business	City Manager Recruitment Update	Robertson/Archer/Wagner			
City Business	ARCH Budget and Work Program	Swanson			
City Business	Critical Areas Ordinance	Wilcox			
Executive Sessions	RCW 42.30.110(1)(g) and RCW 42.30.110 (1)(i)				

MAY 27 (TUESDAY), City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Legislative Hearing					
Workshop	Business Licenses - Tentative				
Workshop	Middle Housing Ordinance - Tentative				
Workshop	Unit Lot Subdivision Ordinance - Tentative				
City Business					
Executive Session	Exit Interview—Steve Burns				

JUNE 9, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Workshop	DRAFT Six-Year CIP/TIP/Non-TIP Plan	Osada			
Consent Agenda	May 2025, Check Register	Wagner			

ATTACHMENT 3

Consent Agenda					
Consent Agenda	DRAFT 05/12/2025 & 05/27/2025 CC Minutes	Kellerman			
Consent Agenda	PB and PC Appointment Confirmations	Kellerman			
Consent Agenda	PB Minutes				
Consent Agenda	PC Minutes				
Consent Agenda					
Legislative Hearing					
Public Hearing	DRAFT Six-Year CIP/TIP/Non-TIP Plan	Osada	First Hearing		
City Business	City Manager Recruitment Update	Wagner/Archer			
City Business	Small Works Roster Ordinance Update - Tentative	Osada			
City Business	St. Thomas School Traffic Flow (video) - 15 Minutes	CM Nunn			
City Business	Wireless Facilities Regulations Update	Wilcox			
City Business	Small Works Roster Ordinance Update - Tentative	Osada			
City Business	Business Licenses - Tentative	Wagner			
Executive Session					

JUNE 23, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	2026 Budget Retreat	Wagner			
City Business	Hedge Reimbursement Policy	Burns/Osada	Push to June 23		
City Business					

JULY 14, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	June 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 06/09/2025 & 06/23/2025 CC Minutes	Nations/Kellerman			

ATTACHMENT 3

Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	DRAFT Six-Year CIP/TIP/Non-TIP Plan	Osada	Adopt		
City Business					
City Business	Complete Streets Ordinance Discussion	Osada	Discussion and Direction		
City Business					
City Business					
City Business					
Executive Session					
JULY 28, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
AUGUST 11, City Council DARK					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
AUGUST 25, City Council DARK					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
SEPTEMBER 8, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	July/August 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 07/14/2025 & 07/28/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					

ATTACHMENT 3

Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	2026 Preliminary Budget Hearing	Wagner			
City Business					
City Business					
City Business					
City Business					
City Business	City Hall Resource Usage Update	Burns/Osada			
Executive Session					

SEPTEMBER 22, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	2026 Preliminary Budget - Deep Dive	Wagner			
City Business	Short-term Rentals - Tentative	Burns			
City Business	Vacant Houses - Tentative	Burns			

OCTOBER 13, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	September 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 09/08/2025 & 09/22/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					

ATTACHMENT 3

Legislative Hearing					
Public Hearing	2026 Preliminary Budget Hearing	Wagner			
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					
OCTOBER 27, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
NOVEMBER 10, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	October 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 10/13/2025 & 10/27/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	2026 Final Budget and Salary Schedule	Wagner			
Public Hearing	2026 Property Tax Resolution	Wagner			
City Business					

ATTACHMENT 3

City Business					
City Business					
City Business					
City Business					
Executive Session					
NOVEMBER 24, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
DECEMBER 8, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	November 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 11/10/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

DECEMBER 22, City Council Regular Meeting, 5:00 pm					ATTACHMENT 3
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

Parking Lot Items: Weekly Recycling and Compost Update



MEDINA POLICE DEPARTMENT

DATE: May 12th, 2025
TO: Jeff Swanson, Interim City Manager
FROM: Jeffrey R. Sass, Chief of Police
RE: Police Department Update – April, 2025

The following is a summary highlighting some of the Medina Police Department activity in April, 2025.

Follow up:

Nothing to report.

Shredder Day/Drug Takeback/Electronics Recycling Event:

The Medina Police Department hosted the first Shredder/Drug Take-Back/E-Cycle Day of 2025! The event was a huge success and was an outstanding opportunity to see many of the community members we haven't seen throughout the winter months.

Pro-Shred collected approximately 4,800 pounds of documents to shred and SBK Recycling collected approximately 3,300 pounds of electronics to be recycled. The Medina Police Department turned over approximately 50 pounds of drugs to be destroyed, rendering each medication incapable of being misused or falling into the wrong hands.





Solicitors:

Soliciting activity has started to increase throughout our communities. All solicitors are required to obtain a city-issued permit before conducting any such activity. Permit applications must be submitted to the Medina Police Department and include personal, business and criminal background information. Permits are valid for a maximum of two weeks.

Refer to the photographs below, which show valid solicitor permits issued by the Medina Police Department: the permit for the City of Medina is on the left, and the permit for the Town of Hunts Point is on the right.



The Medina Police Department asks community members to notify us by calling 911 if solicitors do not have a valid permit, are aggressive, or fail to respect signs prohibiting solicitation at a residence.

Marine Patrol:

Nothing to report.



MEDINA POLICE DEPARTMENT
Jeffrey R. Sass, Chief of Police
MONTHLY SUMMARY
APRIL, 2025



FELONY CRIMES

MISDEMEANOR CRIMES

Malicious Mischief **2025-00001959** **04/03/2025**
 Officers were dispatched to the 7600 block of Overlake Drive West for a report of multiple windows having been broken out of an unoccupied residence. After further investigation, it was determined to have been the result of local children throwing rocks at the residence. The children's parents were contacted, the children apologized to the homeowner and the incident was handled civilly from there.

Theft **2025-00002462** **04/28/2025**
 Officers were dispatched to the 800 block of 82nd Avenue NE for a report of mail that had been stolen from inside a mailbox after it was pried open. Several other mailboxes had been pried open overnight. A suspect vehicle has been identified. Investigation ongoing.

Theft **2025-00002503** **04/30/2025**
 Officers were dispatched to the 8700 block of NE 11th Street for a report of mail that had been stolen from inside a mailbox after it was pried open. Several other mailboxes had been pried open overnight. A suspect vehicle has been identified. Investigation ongoing.

OTHER

Traffic Collision **2025-00002291** **04/18/2025**
 Officers were dispatched to the 8400 block of NE 12th Street for a report of a two vehicle, non-injury, non-reportable collision. Officers assisted with the exchange of information between the two involved parties.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

MONTHLY REPORT



AGENDA ITEM 7.1b

APRIL, 2025

CRIMES	Current Month	YTD 2025	YTD 2024	Year-End 2024
Burglary	0	1	0	6
Vehicle Prowl	0	0	8	17
Vehicle Theft	0	0	0	1
Theft (mail & all other)	2	3	13	31
ID Theft/Fraud	0	1	2	14
Malicious Mischief (Vandalism)	1	2	6	9
Domestic Violence	0	0	2	15
Disturbance, Harassment & Non-DV Assault	0	1	4	15
TOTAL	3	8	35	108

COMMUNITY POLICING	Current Month	YTD 2025	YTD 2024	Year-End 2024
Drug Violations	0	0	1	1
Community Assists	70	311	129	474
Marine	1	3	2	10
House Watch Checks	86	337	269	955
School Zone	27	115	125	258
Behavioral Health	2	2	2	13
TOTAL	186	768	528	1711

TRAFFIC	Current Month	YTD 2025	YTD 2024	Year-End 2024
Collisions				
Injury	0	0	1	2
Non-Injury	0	0	1	5
Non-Reportable	1	1	1	3
TOTAL	1	1	3	10
Traffic Enforcement				
Criminal Citations	0	9	13	28
Infractions	38	93	100	418
Warnings	201	777	683	2175
TOTAL	239	879	796	2621

LICENSE PLATE READER EVENTS	Current Month	YTD 2025	YTD 2024	Year-End 2024
LPR alerts that were recovered	1	3	4	13
LPR alerts that were not located	0	22	14	77
LPR alerts that were located, not apprehended	0	0	2	4
TOTAL	1	25	20	94

CALLS FOR SERVICE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Animal	4	12	9	29
Residential Alarms	18	68	70	221
Missing Person	0	2	0	3
Suspicious Activity/Area Checks	38	197	230	639
TOTAL	60	279	309	892

ADMINISTRATIVE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Public Disclosure Requests Received	8	25	11	72
Concealed Pistol License Applications Processed	4	9	12	25
TOTAL	12	34	23	97

**This report does not include all calls for service handled by Medina Police Officers. It is meant to be an overview of general calls for service within the specified reporting period.*



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

TOWN OF
HUNTS POINT
Washington

MONTHLY SUMMARY

APRIL, 2025

FELONY CRIMES

MISDEMEANOR CRIMES

Trespass

2025-00002517

04/30/2025

Officers were dispatched to the 3000 block of Hunts Point Road for a report of an individual who had just entered an occupied residence through an unlocked door. The suspect asked the resident for a glass of water and to use their phone, then left the residence without further incident. The resident called 911 after the subject left, prompting a large police response to the area. The suspect was located only a few blocks away following a relatively brief police K9 and drone search. The suspect appeared to be under the influence of narcotics, and was booked into jail following his capture. This suspect is believed to be the same suspect reported in nearby Yarrow Point after being seen in another back yard of a residence.

OTHER



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

MONTHLY REPORT

AGENDA ITEM 7.1b

TOW
HUNTS POINT
Washington

APRIL, 2025

CRIMES	Current Month	YTD 2025	YTD 2024	Year-End 2024
Burglary	0	0	0	0
Vehicle Prowl	0	0	1	2
Vehicle Theft	0	0	0	1
Theft (mail & all other)	0	0	0	2
ID Theft/Fraud	0	1	1	3
Malicious Mischief (Vandalism)	0	0	0	3
Domestic Violence	0	0	2	11
Disturbance, Harassment & Non-DV Assault	0	0	1	5
TOTAL	0	1	5	27

COMMUNITY POLICING	Current Month	YTD 2025	YTD 2024	Year-End 2024
Drug Violations	0	0	0	0
Community Assists	16	56	16	76
Marine	0	2	0	1
House Watch Checks	3	34	11	65
Behavioral Health	0	0	1	1
TOTAL	19	92	28	143

TRAFFIC	Current Month	YTD 2025	YTD 2024	Year-End 2024
Collisions				
Injury	0	0	0	0
Non-Injury	0	0	0	1
Non-Reportable	0	0	0	1
TOTAL	0	0	0	2
Traffic Enforcement				
Citations	0	0	4	9
Infractions	9	29	18	73
Warnings	46	158	172	467
TOTAL	55	187	194	549

LICENSE PLATE READER EVENTS	Current Month	YTD 2025	YTD 2024	Year-End 2024
LPR alerts that were recovered	0	0	0	1
LPR alerts that were not located	0	5	0	5
LPR alerts that were located, not apprehended	0	1	0	1
TOTAL	0	6	0	7

CALLS FOR SERVICE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Animal	0	0	4	13
Residential Alarms	0	10	26	61
Missing Person	0	0	1	2
Suspicious Activity/Area Checks	16	35	24	82
TOTAL	16	45	55	158

*This report does not include all calls for service handled by Medina Police Officers. It is meant to be an overview of general calls for service within the specified reporting period.

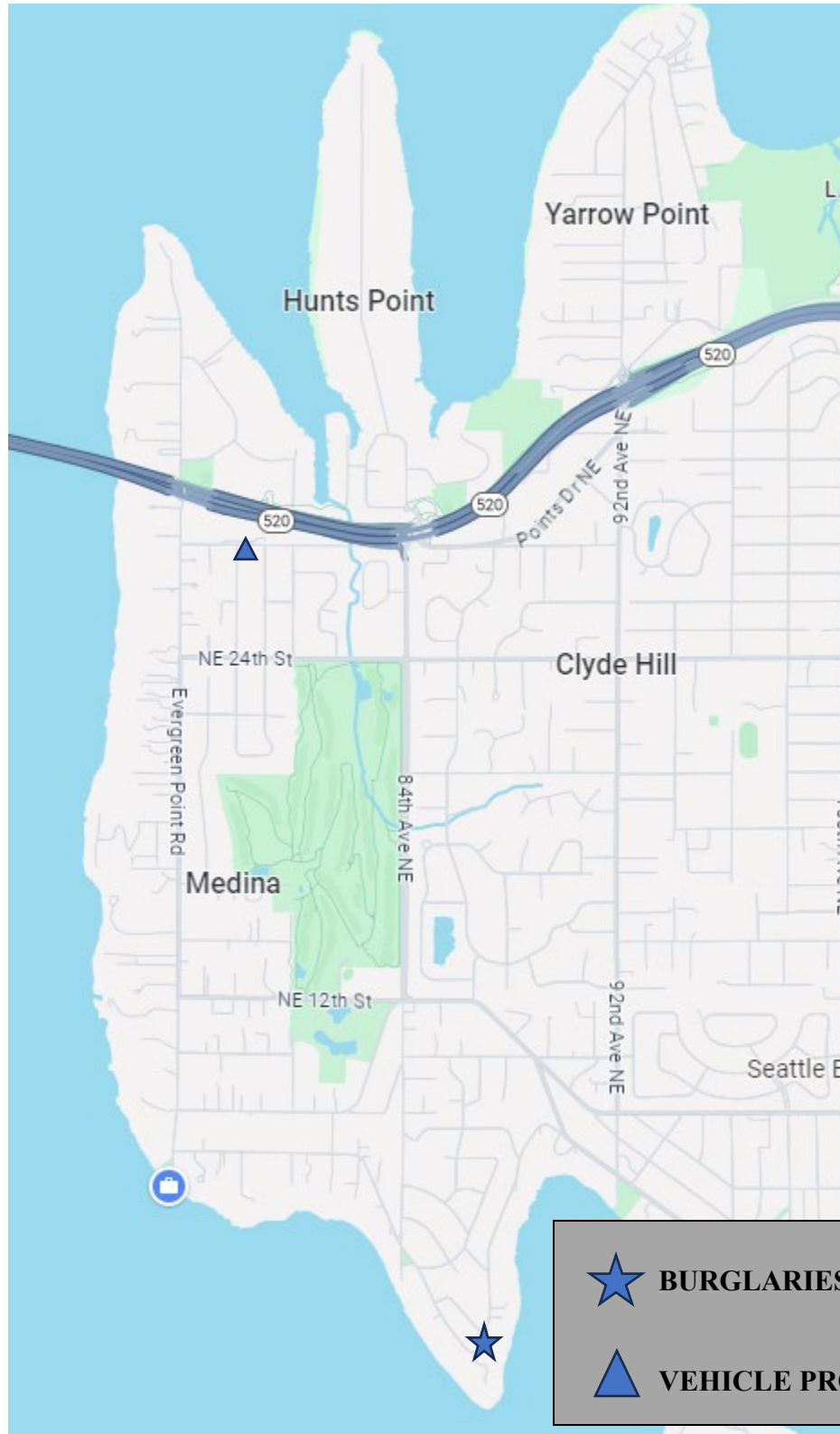


MEDINA POLICE DEPARTMENT

BURGLARY & MOTOR VEHICLE PROWL INCIDENT MAP



APRIL YEAR-TO-DATE





MEDINA POLICE DEPARTMENT

MONTHLY REPORTING STANDARDS



CATEGORY	DETAILS
Burglary	Includes: <ul style="list-style-type: none"> Burglary (all degrees) Residential Burglary
Vehicle Prowl	All degrees of Motor Vehicle Prowl.
Vehicle Theft	Includes: <ul style="list-style-type: none"> Motor vehicle theft Taking a motor vehicle without permission Car jacking
Theft	Includes: <ul style="list-style-type: none"> Possession of stolen property Theft (all degrees) Theft of mail
ID Theft/Fraud	Includes: <ul style="list-style-type: none"> Identity theft Fraud
Malicious Mischief	Includes: <ul style="list-style-type: none"> Arson Malicious Mischief (vandalism)
Domestic Violence	Includes: <ul style="list-style-type: none"> DV Assault (all degrees) Violation of Domestic Violence Court Order DV Harassment (all degrees) Custodial Interference Order Service DV Rape & Sex Offenses
Disturbance/Harassment /Non-DV Assault	Includes: <ul style="list-style-type: none"> Disturbance Telephonic Harassment Harassment (all degrees) Assault (all degrees) Adult Protective Services (APS) investigations Child Protective Services (CPS) investigations Abuse investigations Extortion Kidnapping Non-DV Rape & Sex Offenses Robbery
Drug Violations	Includes all Violations of the Uniformed Controlled Substances Act
Community Assists	Includes: <ul style="list-style-type: none"> Civil matters Community Policing Non-suspicious Death Investigations

	<ul style="list-style-type: none"> • Assisting the Fire Department/EMS • Found Child • Found Property • Special Events
Marine	Includes all incidents within our jurisdiction on the waterways.
House Watch Checks	Total number of visits to residences on house watch within the reporting period.
School Zone	Total number of school zone patrols conducted at all three elementary schools within the reporting period.
Behavioral Health	Calls for service involving individuals experiencing a behavioral or mental health episode. The call may have resulted in anything ranging from no police action and an involuntary commitment to a medical facility for treatment.
Traffic Collisions	<p>Includes:</p> <ul style="list-style-type: none"> • Injury collisions involve medical treatment to at least one of the involved parties, either by on-scene EMS evaluation/treatment and/or transportation to a medical facility for treatment. These collisions require a police case report by law. • Non-injury collisions involve a collision in which there is property damage amounting to at least \$1,000 but no involved parties were injured. These collisions require a police case report by law. • Non-reportable collisions involve a collision under any of the following circumstances: <ul style="list-style-type: none"> ○ Collision on private property with no injuries. ○ Collision on public right of way with no injuries and any property damage did not amount to at least \$1,000.
Traffic Enforcement	<p>Citations:</p> <ul style="list-style-type: none"> • Any criminal traffic citation, to include Driving With Suspended License, Reckless Driving, DUI, etc. <p>Infractions:</p> <ul style="list-style-type: none"> • Any non-criminal traffic stop that resulted in the issuance of a civil infraction (ticket) to the driver. <p>Warnings:</p> <ul style="list-style-type: none"> • Any traffic stop that resulted in a verbal warning to the driver.
License Plate Reader (LPR) Events	<p>Stolen license plates/vehicles that alerted the LPR system and were recovered.</p> <p>Stolen license plates/vehicles that alerted the LPR system and were not located.</p> <p>Stolen license plates/vehicles that alerted the LPR system and were located but fled from law enforcement attempts to apprehend the vehicle.</p>
Animal	<p>Includes:</p> <ul style="list-style-type: none"> • Found animal call for service • Lost animal call for service • Welfare check involving an animal • Noise complaints or nuisance calls for service involving an animal
Residential Alarms	House alarms that are triggered and the alarm company contacts 911 for a police response. These calls for service do not include alarm calls that become a burglary investigation upon police arrival.
Missing Person	Calls for service where a missing person report is taken, or the assistance of law enforcement is requested to search for a missing person. These calls include adults as well as juveniles.

Suspicious Activity/Area Checks	<p>Includes:</p> <ul style="list-style-type: none">• Noise complaints• Suspicious person/activity reports• Field contacts made by officers on patrol• Loud party calls, juveniles• Reports of dangerous driving• Weapons Complaints• Soliciting• Welfare Check• Prowler
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**This report does not include all calls for service handled by Medina Police Officers. It is meant to be an overview of general calls for service within the specified reporting period.*



501 Evergreen Point Road, Medina WA 98039
425.233.6400 www.medina-wa.gov

Date: May 12, 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

Development Services Staffing

Development Services Coordinator Rebecca Bennett is currently on leave. The City has been working with a temporary placement agency, however this has proven very challenging. Twice candidates have been placed who have not worked out. The City anticipates Rebecca's return from leave June 17th. The City continues to work with the placement agency, however in the meantime Development Services and Central Services staff will work together to ensure coverage and support.

Permit Activity

Because of the staffing gaps and difficulties with reporting from the City's permitting system a permit activity report is unavailable this month.

Planning Manager Report

Jonathan G. Kesler, AICP, Planning Manager

A written report is not provided this month, but Jonathan will be available for questions during the Development Services staff report.

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 with proposed addition of ten electric meters placed within the public right of way and mounted on 4x4 posts.

This past week we had two meetings regarding this topic. With our City Attorney's assistance, we now have a manager at PSE involved who is looking at the situation. The ATC representative had stated, and provided a PSE document indicating that the meters must be placed on the new posts. Telecom, our attorney, and I

continue working on this matter. The goal is that there are no electric meters mounted on posts and that the meters be placed in an obscure location and possibly with a different technology than proposed.

T-Mobile Tower with Monopine proposal

Following the April 16th hearing, the City and T-Mobile agreed on an extension of permit application time through a Tolling Agreement.

More information to come on this project, but a decision on the monopine concealment proposal has not been made.

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

The staff report has been released and is on the Medina website along with details of the upcoming hearing. The hearing regarding the height variance is scheduled for Thursday May 15th at 10:00 am. The hearing will be hybrid on-line and in-person at City Hall. Our attorney and staff will be at City Hall and the Hearing Examiner will be on-line.

Tree Inventory

The public tree inventory approved under 2025 budget is now underway. Medina Park is now completed.

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 do now. All data will be on-line for use by anyone. Council and residents will be able to visualize the urban forest and use inventory collected data to plan the future.

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

Critical Area Ordinance Update

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

An Agenda Bill has been provided for your review. At this meeting I will be asking the Council for approval of budget funds to have a consultant perform the CAO update for us, and secondly for direction to forward the CAO update task to Planning Commission for inclusion in their 2025 calendar.

The CAO update will likely result in the need to amend our CAO map as a 2026 budget request item.



April 2025 Code Enforcement Report

Case Number	Case Type	Assigned To	Address	Case Text	Fine Amount
CC-2025-032	NOTICE OF VIOLATION	Rob Kilmer	1041 84TH AVE NE	<p>Description: Site conditions do not conform to Construction Activity Permit for project.</p> <p>Action Taken: Spoke with project manager during previous week but conditions have deteriorated instead of being corrected. Issued Notice of Violation requiring corrections to be made.</p>	N/A
CC-2025-033	GENERAL	Rob Kilmer	2022 77TH AVE NE	<p>Description: Received concern regarding water coming from roadway.</p> <p>Action Taken: Investigated and observed what appeared to be a ruptured water service line issue. Notified Public Works Director who then notified Bellevue Utilities.</p>	N/A
CC-2025-034	GENERAL	Rob Kilmer	7621 NE 10TH ST	<p>Description: Observed work vehicle obstructing roadway.</p> <p>Action Taken: Investigated and directed driver to move vehicle out of roadway. Work not related to a construction project. No further action taken.</p>	N/A
CC-2025-035	GENERAL	Rob Kilmer	View Point Park	<p>Description: Observed multiple construction related vehicles obstructing NE 84th at the 400 block. Additional vehicles observed at Overlake Drive West and Upland Road.</p> <p>Action Taken: Investigated and determined that all vehicles belonged to the utility work occurring adjacent to View Point Park. Spoke with the contact for Bellevue Utilities, the Site Manager for the project, the Public Works Director, and Medina Police. Additional traffic control was put in place. Medina Police stated that they were also ticketing the vehicles obstructing the west lane of 84th.</p>	N/A
CC-2025-036	GENERAL	Rob Kilmer	8432 MIDLAND RD	<p>Description: Received noise complaints from neighbors of the renovation project at this address regarding hammering noise.</p> <p>Action Taken: Spoke with project manager and project agent. Determined that the noise is not technically a violation as it's typical construction noise conducted within the construction work hours.</p> <p>Worked with project manager to mitigate the noise by limiting the hours. Added project Agent into discussion after further concerns about the noise were raised.</p>	N/A

CC-2025-037	GENERAL	Rob Kilmer	2203 EVERGREEN POINT RD	<p>Description: Observed three work vans parked along roadway, obstructing west lane of Evergreen Point Road.</p> <p>Action Taken: Investigated and determined the vehicles did not belong to a construction project. Notified Medina PD. Upon further investigation, located workers at 2203. Spoke with them about the work they were doing, warned them to move their vehicles out of the roadway. Warned them that a permit had not yet been approved for the work they were preparing for.</p>	N/A
CC-2025-038	GENERAL	Rob Kilmer	328 OVERLAKE DR E	<p>Description: Received concern regarding height of new construction.</p> <p>Action Taken: Investigated and determined that the project is still within the approved plans. Advised project manager that a survey is required for final inspection.</p> <p>Communicated back to concerned party.</p>	N/A

Past Code Enforcement Cases Still Open					
Case Number(s)	Case Type	Assigned To	Address	Case Text	Fine Amount
CC-2023-152	NOTICE OF VIOLATION	Rob Kilmer	7838 NE 8TH ST	<p>Description: During an inspection at a neighboring property, a structure was observed to have been built within the rear-yard setbacks of 7838 NE 8th Street. The structure appears to require both an approved variance and building permit.</p> <p>Action Taken: Issued a Notice of Violation</p> <p>Estimated Penalty: Structure must be removed or approved variance and building permit(s) must be obtained. Financial penalties will apply if required actions are not initiated by 11/2/23.</p> <p>Status: Working through variance process</p>	To be determined based upon compliance
CC-2024-067	STOP WORK ORDER	Rob Kilmer	1636 73rd Ave NE	<p>Description: Clearing, grading, and construction occurring on site within a steep slope critical area.</p>	To be determined based upon compliance
CC-2024-075	NOTICE OF VIOLATION			<p>Action Taken: Stop Work Order issued and project owner instructed to set up an application meeting. Work can only resume once required permits are approved and issued.</p> <p>Estimated Penalty: Doubling of building permit fees per 16.40.070. - Work commencing before permit issuance. To be reviewed for Notice of Violation penalty per MMC 1.15.200. - Notice of violation.</p> <p>Status: Working through permitting process.</p>	

CC-2024-070	STOP WORK ORDER	Rob Kilmer	8711 Ridge Road	Description: Observed stairway structure being erected on roof of garage up to roof of second story.	To be determined based upon compliance
CC-2024-072	NOTICE OF VIOLATION			Action Taken: Issued Stop Work Order and required a permit pre-application meeting to be scheduled.	
CC-2024-080	NOTICE OF FINAL ORDER			Estimated Penalty: Doubling of permit fees per MMC 16.40.070. - Work commencing before permit issuance. To be reviewed for Notice of Violation penalty per MMC 1.15.200. - Notice of violation. Status: Pending Resolution	
CC-2024-101	GENERAL	Rob Kilmer	7664 NE 14TH ST	Description: Met onsite with homeowner to discuss a sport court that had been installed.	To be determined based upon compliance
CC-2024-114	NOTICE OF VIOLATION			Action Taken: Directed homeowner that permits are required for a sport court. Status: Working through zoning process	

Tree Permit Activity Report

April 2025

By Andy Crossett

Tree Inventory Update:

Medina Park has been completed. We are now working our way through Fairweather Nature Preserve. The trees have been pre-tagged, and we are currently inventorying and mapping them.

Issued Non-Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
1	TREE-RESTORATION TREE-25-018	3438 EVERGREEN POINT RD	1 Western redcedar	58"	1	Tree met requirements to be considered 'high-risk'. The tree is fully rotten at the base.
N/A	TREE-PERFORMANCE TREE-25-020	609 Evergreen Point Rd	1 Cottonwood, 1 Pine	22", 16"	N/A	The site exceeds minimum TU requirements.
2	TREE-PERFORMANCE TREE-25-021	2795 EPR	1 Silver Maple	35"	N/A	The site exceeds minimum TU requirements.

New Non-Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Proposed to be Removed	Removed Tree (Size)	Supplemental Required	Description
3	TREE-RESTORATION TREE-25-023	212 Overlake DR E	1	?	?	Waiting for their arborist to assess the trees risk. They also didn't include the trees size and it's rather large.
N/A	TREE-RESTORATION TREE-25-026	609 EVERGREEN POINT RD	N/A	N/A	2	Pruning permit.

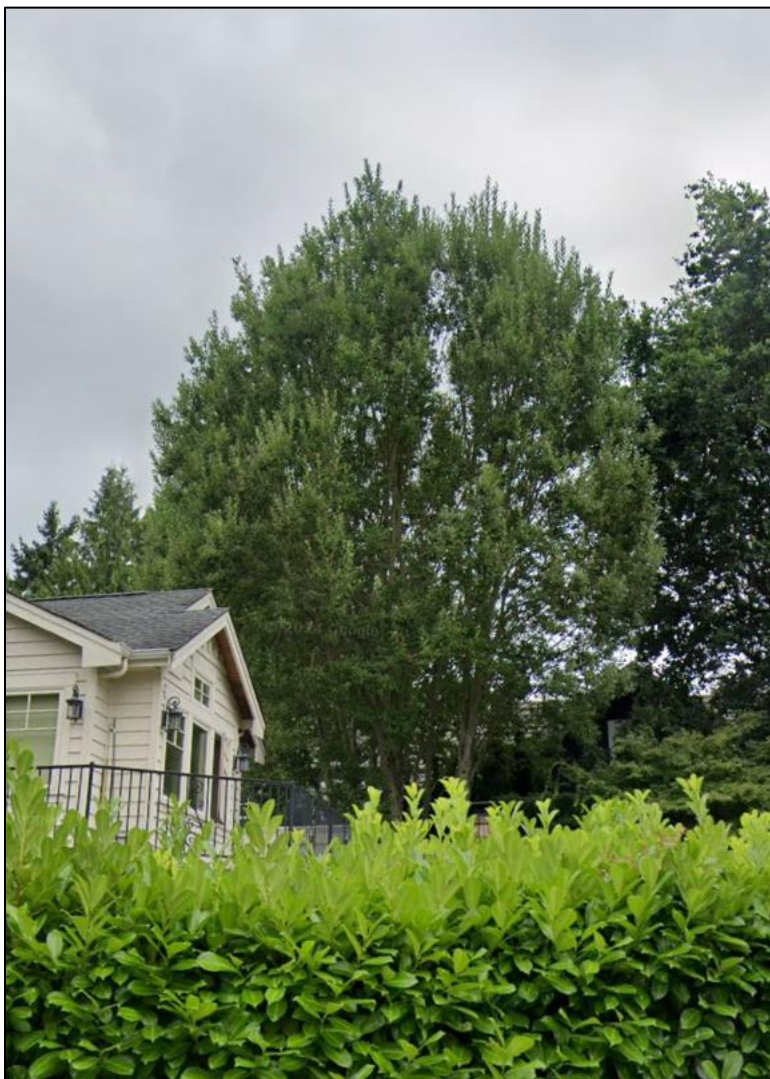
Issued Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
N/A	TREE-WITH BUILDING/DEVELOPMENT TREE-25-015	7838 NE 14th ST	2 'Deciduous'	6", 6"	3	
N/A	TREE-WITH BUILDING/DEVELOPMENT TREE-25-013	1829 EVERGREEN POINT RD	3 Birch, 1 Flowering cherry	9", 8", 6", 9"	7	
4	TREE-WITH BUILDING/DEVELOPMENT TREE-25-004	7920 NE 32ND ST	1 Blue atlas cedar, 1 Japanese Maple, 2 Western Hemlock, 1 Douglas fir, 1 Austrian Pine, 1 Mountain Hemlock	29", 13", 15", 15", 16", 17", 10"	6	
N/A	TREE-WITH BUILDING/DEVELOPMENT TREE-25-022	2405 EPR	1 Apple	10"	1	
N/A	TREE-WITH BUILDING/DEVELOPMENT TREE-25-001	3313 EPR	1 Maple	10"	1	

New Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Proposed to be Removed	Removed Tree (Size)	Supplemental Required	Description
N/A	TREE-WITH BUILDING/DEVELOPMENT TREE-25-024	2045 78TH AVE NE	N/A	N/A	N/A	No trees proposed to be removed.

Picture 1. 3438 EVERGREEN POINT RD – Hazard western redcedar



Picture 2. 2795 EPR – Silver Maple



Picture 3. 212 Overlake DR E – Pine & Douglas fir



Picture 4. 7920 NE 32ND ST – Development site





CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144
TELEPHONE 425-233-6400 | www.medina-wa.gov

Date: May 12th, 2025
To: Honorable Mayor and City Council
Via: Jeff Swanson, Interim City Manager
From: Ryan Wagner, Finance & HR Director
Subject: 2025 April Financial Report

The 2025 report includes:

- April Key Revenue and Expenditures:
- Updated Legal and Planning Cost Snapshot
- Potential 2025 Budget Amendment Items
- April Cash Statement
- April Financial Summary
- April 2025 AP Check Register Activity Detail

April Key Revenue

- \$1.2M Property Taxes
- \$197K Utility and Franchise Fees/Taxes
- \$133K Local Sales and Use Tax
- \$132K REET – Retail Excise Tax (March Sales)
- \$58K Building Permit Revenue
- \$40K Investment Earnings

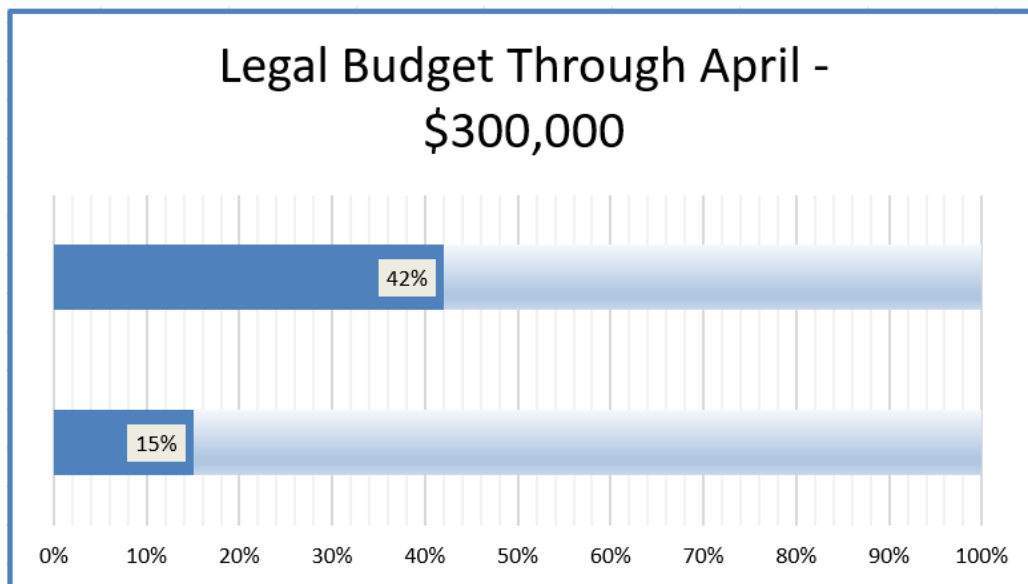
April Key Expenditures

- \$468K City of Bellevue – Fire and Emergency Services
- \$67K Inslee Best – March Attorney Services
- \$37K TIG – March and April IT Services and Projects
- \$23K Norcom – Q2 Dispatch Services
- \$6.8K Kenneth Philip Architects – NE 12th Landscape Design
- \$3.7K GMP Consultants – City Manager Recruitment

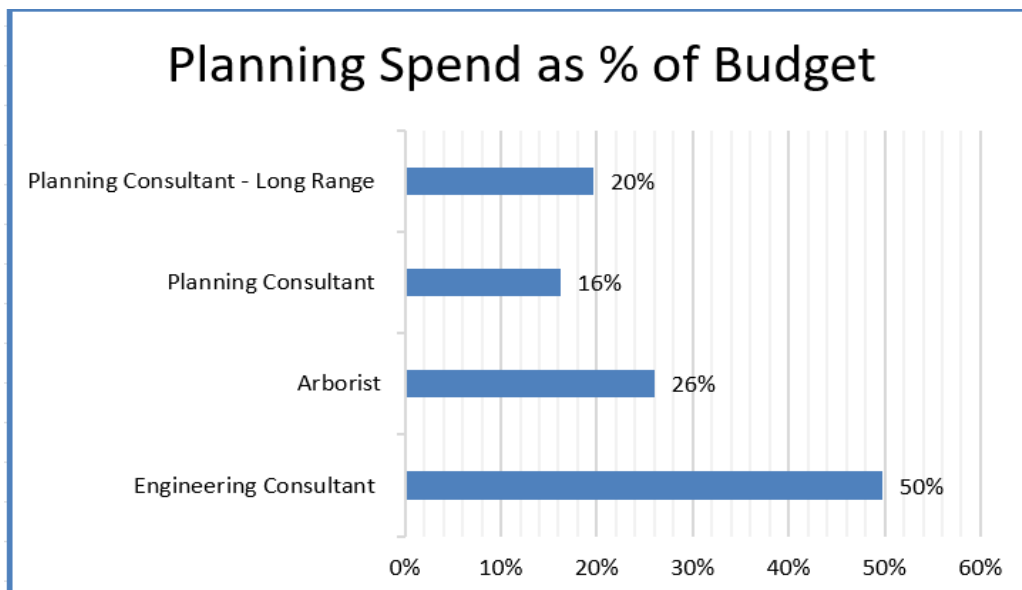
Legal and Planning Cost Analysis and Tracker

Legal

Over the last couple of years, Medina's City Attorney budget has been flat at \$300,000, as end of year costs have fallen short of what was expected. With current trends in 2025, and a \$67,000 March bill, costs are expected to exceed budget. Staff are aware of these trends and are working to reduce costs through better management and oversight.



Planning



2025 Potential Budget Amendment Items

1) City Manager Recruitment - \$25K Estimate

In January of this year, City Manager Burns announced his retirement after over 10 years working for the City of Medina. The City has signed a contract with the recruiting firm GMP Consultants, totaling \$19,500. With assumed additional costs associated with the recruiting/hiring process, the estimate has been increased by \$5,500.

2) City Manager Cashout - \$45K Estimate

Per Medina policy, found within the Employee Handbook, the City Manager is eligible for a cashout of all unused vacation time upon departure. After 10 years of service with the City, the City Manager is also eligible for a cashout of 25% of all accrued sick time up to 180 hours as well.

3) Teamsters CBA Contract - \$25K Estimate

The Teamsters collective bargaining agreements for the Clerical and Public Works Unions are on consent for the March 10th meeting. The estimated cost increase over the 2025 budget is \$25K. While the negotiated increase to salary and longevity are set, the “estimate” comes from potential budget impacts to overtime and on call rates.

4) Critical Area Review - \$100K Estimate

2025 Cash Position and Investment Summary

<u>2025 Cash Balance, 3/30/25</u>		<u>2025 Cash Balance, 4/30/2025</u>	
<u>TOTAL CASH & INVESTMENTS</u>		<u>TOTAL CASH & INVESTMENTS</u>	
Period Ending: 3/30/25		Period Ending: 4/30/2025	
WA ST INV POOL	\$ 10,719,464	WA ST INV POOL	\$ 10,907,944
OTHER INVESTMENTS*	4,312,403	OTHER INVESTMENTS*	4,312,403
CHECKING	588,004	CHECKING	1,550,524
	\$ 15,619,871		\$ 16,770,872
		Outstanding Checks	\$572,814
			\$ 16,198,058

\$1M bond (Dec 2024)
5/15/2028
\$500K bond (June 2022)
12/31/2025
\$1.15M bond (Jan 2023)
6/30/2026
\$1M bond (Aug 2024)
7/8/2027
\$1M bond (Nov 2024)
11/15/2027

April 2025 Financial Summary

REVENUES:	APR ACTUAL	YTD ACTUAL	2025 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Property Tax	\$1,246,730	\$1,666,928	\$4,608,359	36.17%	\$2,941,431
Sales Tax	\$133,447	\$600,235	\$1,964,450	30.55%	\$1,364,215
Affordable & Sup. Housing	\$0	\$91	\$0	--	(\$91)
Criminal Justice	\$7,337	\$33,737	\$111,099	30.37%	\$77,362
B & O Tax: Utility & Franchise Fee	\$196,515	\$527,953	\$978,219	53.97%	\$450,266
Leasehold Excise Tax	\$0	\$0	\$2,000	0.00%	\$2,000
General Government (includes Hunts Point)	\$6,319	\$115,826	\$406,868	28.47%	\$291,042
Passports, General Licenses & Permits	\$422	\$659	\$5,900	11.17%	\$5,241
Fines, Penalties, Traffic Infr.	\$4,815	\$13,521	\$18,000	75.12%	\$4,479
Misc. Invest. Facility Leases	\$35,470	\$173,562	\$262,166	66.20%	\$88,604
Disposition of Capital Assets	\$0	\$0	\$0	--	\$0
General Fund Total	\$1,631,054	\$3,132,512	\$8,357,061	37.48%	\$5,224,549
Development Services Fund Total	\$58,482	\$220,513	\$915,500	24.09%	\$694,987.35
Development Services Fund Transfers In from GF	\$0	\$0	\$0	--	\$0.00
Street Fund Total	\$2,203	\$13,567	\$118,085	11.49%	\$90,446
Street Fund Transfers In	\$45,000	\$180,000	\$540,000	33.33%	\$200,764
Tree Fund Total	\$0	\$0	\$3,075	0.00%	\$3,075
Contingency Fund Total	\$0	\$0	\$0	0.00%	\$0
Capital Fund Total	\$151,720	\$450,971	\$1,535,000	29.38%	\$1,084,029
Levy Stabilization Fund Total	\$0	\$0	\$0	--	\$0
Levy Fund Transfers In GF	\$23,750	\$95,000	\$285,000	33.33%	\$190,000
NonRevenue Trust Funds Total	\$5,564	\$14,347	\$0	--	(\$14,347)
Master Investments Total	\$0	\$1,500,000	\$0	--	(\$1,500,000)
Total (All Funds)	\$1,849,023	\$3,831,910	\$10,928,721	35.06%	\$7,096,811
Total (All Funds) Transfers In	\$68,750	\$275,000	\$825,000	33.33%	\$550,000

EXPENDITURES:	APR ACTUAL	YTD ACTUAL	2025 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Legislative	\$7,127	\$17,960	\$83,000	21.64%	\$65,040
Municipal Court	\$2,622	\$7,154	\$15,000	47.70%	\$7,846
Executive	\$29,001	\$108,887	\$308,736	35.27%	\$199,849
Finance	\$31,329	\$349,313	\$614,051	56.89%	\$264,738
Legal	\$78,533	\$147,779	\$468,000	31.58%	\$320,221
Central Services	\$107,160	\$435,135	\$1,186,277	36.68%	\$751,142
Police Operations	\$226,091	\$966,364	\$2,931,655	32.96%	\$1,965,291
Fire & Medical Aid	\$467,591	\$467,591	\$950,544	49.19%	\$482,953
Public Housing, Environmental & Mental Health Fees	\$0	\$13,736	\$55,966	24.54%	\$42,230
Recreational Services	\$0	\$0	\$48,500	0.00%	\$48,500
Long Range Planning	\$13,678	\$63,483	\$315,222	20.14%	\$251,739
Parks	\$51,684	\$192,111	\$630,355	30.48%	\$438,244
General Fund Subtotal	\$1,014,817	\$2,769,514	\$7,607,306	36.41%	\$4,837,792
General Fund Transfers Out	\$60,417	\$241,667	\$725,000	33.33%	\$483,333
General Fund Total	\$1,075,233	\$3,011,181	\$8,332,306	36.14%	\$5,321,125
Development Services Fund Total	\$75,830	\$357,027	\$1,208,063	29.55%	\$851,036
City Street Fund Total	\$43,205	\$166,511	\$647,696	25.71%	\$481,185
Tree Fund Total	\$320	\$320	\$30,000	1.07%	\$29,680
Capital Fund Total	\$31,615	\$131,789	\$750,000	17.57%	\$618,211
Capital Fund Transfers Out	\$8,333	\$33,333	\$100,000	33.33%	\$66,667
NonRevenue Trust Funds Total	\$33	\$155	\$0	0.00%	(\$155)
Master Investments Total	\$0	\$1,000,000	\$0	0.00%	(\$1,000,000)
Total (All Funds)	\$1,165,819	\$4,425,316	\$10,243,065	43.20%	\$5,817,749
Total (All Funds) Transfers Out	\$68,750	\$275,000	\$825,000	33.33%	\$550,000



CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144
TELEPHONE 425-233-6400 | www.medina-wa.gov

Date: May 12, 2025
To: Honorable Mayor and City Council
Via: Jeff Swanson, Interim City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

MAY AND JUNE PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
Park Board Meeting	May 19	5:00 pm	In-Person/Online
Memorial Day – City Hall Closed			
City Council Meeting – Tuesday	May 27	5:00 pm	In-Person/Online
Planning Commission Meeting	May 28	6:00 pm	In-Person/Online
City Council Meeting	June 9	5:00 pm	In-Person/Online
Juneteenth Holiday – City Hall Closed			
City Council Meeting – Budget Retreat	June 23	5:00 pm	In-Person/Online
Planning Commission Meeting	June 24	6:00 pm	In-Person/Online

Meetings are publicly noticed on the City's three official notice boards, City website, and via GovDelivery. Occasionally notices require publication in the City's official newspaper, The Seattle Times. Public meetings scheduled after publication of this report can be found on the City's website.

COMMUNICATION TO OUR COMMUNITY

E-Notice Program: During the month of April, the City issued 18 bulletins amounting to a total of 141,378 bulletins delivered to subscribers; approximately 13% were opened. See **Attachment 1**.

As of April 30, the city had 20,939 subscribers (change in total subscribers +246), with a combined total of 188,420 subscriptions (change in total subscriptions +294).

RECORDS REQUESTS

During the month of April, 14 public records requests were received by Central Services. See **Attachment 2**.

WHAT'S NEW IN CENTRAL SERVICES

Central Services Launches CivicReady: A Smarter Way to Stay Informed

Central Services is excited to introduce CivicReady, the City's new mass communications platform designed to keep residents informed with important updates—quickly and conveniently.

CivicReady allows you to receive alerts via text message, phone call, or email, giving you the flexibility to stay informed in the way that works best for you. A key feature is geo-targeting, which allows the City to send notifications to specific neighborhoods or areas—so you'll receive updates that are most relevant to your location, such as road closures, detours, or emergency alerts.

This new platform not only improves how we communicate with residents but also brings significant cost savings—saving the city **\$9,202 annually**.

Beginning Friday, May 16, the CivicReady signup link will go live. From that date through the end of June, City staff will share alerts, announcements, and community bulletins through both GovDelivery and CivicReady. This dual-platform approach will help ease the transition and ensure all residents know how to stay connected and receive timely information.

To sign up, visit www.medina-wa.gov and click the “**Subscribe**” button—or simply text **MedinaWA** to **38276**. We encourage everyone to subscribe and enter your **home address** to take full advantage of geo-targeted alerts.

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ATTACHMENT 1

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Unique Email Open Rate	Wireless Recipients
Comparisons:						
April, 2025	18	150,572	141,378	11,470	13.00%	54,740
March, 2025	19	122,516	108,177	11,151	14.80%	40,332
February, 2025	20	257,214	228,450	21,848	15.00%	99,834
January, 2025	25	242,268	214,852	20,893	14.90%	90,903
December, 2024	32	350,956	311,634	29,373	14.70%	134,905
November, 2024	24	187,537	167,321	16,364	14.50%	65,730
October, 2024	30	282,844	252,380	24,188	14.50%	102,850
September, 2024	21	188,362	167,673	15,322	13.80%	68,343
August, 2024	25	212,439	189,942	18,274	14.30%	59,517
July, 2024	13	94,658	84,329	8,360	14.50%	32,234
June, 2024	13	114,839	102,709	9,751	14.20%	40,902
May, 2024	19	160,753	143,855	13,815	14.20%	56,413
April, 2024	33	272,560	244,326	22,981	14.00%	97,242
March, 2024	26	155,690	136,634	15,275	16.30%	52,425
Date Sent	Top 10 Most Read Bulletins During April			Emails Opened	Email Open Rate	
04/01/2025 12:06 PM PDT	Retirement Celebration for Dave Stifler - April 9, 2025 at 12pm			1,588	13%	
04/04/2025 10:00 AM PDT	Community Bulletin - Shredder Day with Electronics Recycling and Drug Take Back			2,160	14%	
04/15/2025 11:25 AM PDT	Proclamation - Sexual Assault Awareness and Prevention Month April 2025			1,624	12%	
04/15/2025 03:24 PM PDT	Notice of Virtual Hearing - Medina Middle Housing Update Ordinances April 22, 2025 at 6PM			548	17%	
04/17/2025 10:00 AM PDT	Community Bulletin - Reminder - Shredder Day with Electronics Recycling and Drug Take Back			2,030	15%	
04/17/2025 02:37 PM PDT	Save the Date! Annual Arbor Day Tree Planting - Friday, April 25, 2025			1,440	12%	
04/23/2025 12:00 PM PDT	Reminder! Annual Arbor Day Tree Planting - Friday, April 25, 2025			1,326	12%	
04/23/2025 12:30 PM PDT	NE 12th St Landscaping Work - April 28-29			541	17%	
04/24/2025 03:01 PM PDT	Potential Quorum Notice - Arbor Day Tree Planting - April 25, 2025			1,558	13%	
04/25/2025 07:00 AM PDT	TODAY! Annual Arbor Day Tree Planting - Friday, April 25, 2025			1,356	12%	

**ATTACHMENT 2**

501 EVERGREEN POINT ROAD • P.O. BOX 144 • MEDINA, WA 98039-0144
TELEPHONE (425) 233-6400 • FAX (425) 451-8197 • www.medina-wa.gov

DATE: May 12, 2025

TO: Mayor and City Council

From: Aimee Kellerman, City Clerk

Subject: April 2025, Public Records Request Tracking

In April 2025, Central Services staff received **14** new public records requests. These requests required approximately **5 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall April cost, which includes staff hourly rate plus benefits and City Attorney fees, is approximately **\$450**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In April 2025, the Police Department received **7** new records requests. These requests required approximately **6.5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall April cost, which includes staff hourly rate plus benefits, is approximately **\$475**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

ATTACHMENT 2

April 2025 Monthly PRR Report

Ref. #	Public Records Request	Requester Name	Request Date	Dept.	Assigned Staff
	Jeff: Further to my email below, I think the city should give serious consideration to suspending its search for a replacement maintenance worker until it has considered whether better and less costly results could be achieved by using independent contractors to perform these duties. I would be very interested in knowing what the new maintenance worker will be expected to maintain. Could you please provide me with a detailed job description? I would also be interested in knowing the estimated total cost of this employee, which must be north of \$100,000, including benefits. Finally, I would like to take this opportunity to ask the Council Members to review my correspondence below with Ryan Osada. George	George Ledwith	4/30/2025	Human Resources	Aimee Kellerman
25-80					
25-79	Building plans for parcel 326230-0685, permit B-22-106, 2439 78th ave NE, Medina, Wa 98039	Thomas Hults	4/30/2025	Development Services	Dawn Nations
	Please provide me with a copy of the Public Works Department's current budget. George	George Ledwith	4/29/2025	Public Works	Aimee Kellerman
25-77					
25-76	Parcel 542570-0145, Permit B-22-115, 8029 NE 28th St	Thomas Hults	4/28/2025	Development Services	Dawn Nations
25-75		Michael A. Ayele (a.k.a) W	4/28/2025	City Manager	Aimee Kellerman
25-74	Please provide approved plans and documents from B-21-098 and B-23-063 for 8845 Overlake Dr W		4/23/2025	Development Services	Dawn Nations

ATTACHMENT 2

I am requesting: all documents the applicants and/or their representatives filed with the City of Medina between March 6, 2025, and April 22, 2025, in connection with the project subject to the attached Notice of Application; and all correspondence between the City of Medina and the applicants and/or their representatives concerning this application between March 6, 2025, and April 22, 2025. Project address: 2405 Evergreen Point Road, Medina WA 98039 Assigned Agent: Dan Pence					
25-73		Wady Milner	4/22/2025	Development Services	Dawn Nations
Please provide architectural plans and floorplans for 7735 Overlake Dr W, Medina, WA 98039 Please provide architectural plans and floorplans for 8845 Overlake Dr W, Medina, WA 98039					
25-69			4/21/2025	Development Services	Dawn Nations
Please provide architectural plans and floorplans for 607 86th Ave NE, Medina, WA 98039					
25-68			4/21/2025	Development Services	Dawn Nations
Hi, I would like to request for the permit detail of B-23-009.					
25-67		Le Jin	4/18/2025	Development Services	Dawn Nations
All records found in RCW 42.56.70(3)(a)- (f)					
25-65			4/16/2025	Central Services	Aimee Kellerman
Hey. I am the owner of the property 2546 medina circle, medina,wa. Could you please provide all the previous permit records? Thank you					
25-64		Hua Shao	4/14/2025	Development Services	Dawn Nations
Requesting a report of all issued and pending building permits for residential & commercial properties from 3/1/2025 to 3/31/2025. Report to include if possible: permit number, issue date, site addresses, valuation of project, description of work, contractor information and owner name. If a report is unavailable, then copies of the original permits would be more than adequate.					
25-63		Braden Mineer	4/14/2025	Development Services	Dawn Nations

ATTACHMENT 2

25-62	Requesting original Geotechnical Engineering Study and Original Grade Report (GES) report submitted with P-19-037 / P-19-039. This document would be dated May 4, 2018. We already have the Critical Area Report document dated October 18, 2019 (attached for reference).	Marianne Stover	4/9/2025	Development Services	Dawn Nations
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CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144
TELEPHONE 425-233-6400 | www.medina-wa.gov

Date: May 12, 2025
To: Honorable Mayor and City Council
Via: Jeff Swanson, Interim City Manager
From: Ryan Osada, Public Works Director
Subject: Public Works Monthly Report

- 1. NE 12TH STREET LANDSCAPING** – The City Council decided to move forward with drought tolerant landscape plantings at last month's meeting. This landscape option was decided earlier in the year, however irrigation installation costs postponed the project. Watering the new plants will be accomplished using a water truck and public works will contract maintenance of the landscaped beds.



2. **BELLEVUE WATER AC MAIN REPLACEMENT** – Bellevue's Contractor was able to complete final connections for the AC Watermain Project last month. Asphalt and landscape restoration was also completed, which is required by city code. Bellevue Utilities has ongoing scheduled projects which will help provide reliable water service to the Medina community. The Public Works department will continue to provide hands-on support for affected residents.



- 3. STORMWATER IMPROVEMENTS** – Kamins Construction was onsite to complete the stormwater connections on NE 25th Street. As stated last month, the stormwater project experienced delays due to utility gas line conflicts. Relocating two service lines took several months to complete. PSE had priority weather related work orders to complete before going back to non-essential requests.



4. **PUBLIC WORKS MAINTENANCE** – April typically starts the growing season where our maintenance staff is mowing the parks two times a week. They also help set up and participate in the Easter Egg Hunt and Arbor Day Tree planting events. Seasonal workers start in the coming weeks, which supports our full-time staff during the summer months. Lastly, candidates for the open maintenance worker position are going through final in-person interviews.



5. PROJECT UPDATES -

Medina Beach Park Tree Replanting – Phase III tree planting

2024 Localized Stormwater Imp_NE 2nd Pl, 78th Pl NE, 82nd Ave NE, PO – Everything is complete except for 78th Pl NE which is still waiting for gas relocation.

SROF_Medina Park Stormwater Pond Imp. – permitting

Citywide Stormwater System Mapping & Evaluation – Drainage easement analysis

City Hall Deck Repair – finishing the rail painting

City Hall & Post Office Exterior Painting – in contract

2025 Hazardous Tree Removal – as needed

Points Loop Trail Signs – in progress

87th Ave NE_86th Ave NE to NE 10th St Overlay – design

Evergreen Point Rd Sidewalk Improvements_NE 12th to NE 16th St – postponed

Tennis Court Resurfacing – in contract

Fairweather Nature Preserve Goats – scheduled August 17th – 31st

2025 Stormwater Improvements – design

City Hall Interior Painting – in contract

Public Works Carport Canopy – design

2025 PROPOSED PROJECT LIST	START DATE	DURATION	GRANT FUNDS	TOTAL COST	CITY COST
STREETS:					
87th Ave NE - 86th Ave NE to NE 10th ST	Aug-25	1 week	\$ -	\$ 100,000.00	\$ 100,000.00
SIDEWALK:					
Resurface Gravel Sidewalk OLDr & Points Loop Trail	Jun-25	2 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
PARKS:					
Medina Park & Fairweather Tennis Court Resurfacing	May-25	2 weeks	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Fairweather Invasive Species Removal - Goats	Aug-25	3 weeks		\$ 15,000.00	\$ 15,000.00
Medina Beach Park Tree Planting	TBD	2 days	\$ -	\$ 5,000.00	\$ 5,000.00
STORMWATER:					
2025 Localized Improvements	Aug-25	3 weeks	\$ -	\$ 250,000.00	\$ 250,000.00
2025 Medina Park North Pond Vegetation Removal	Sep-25	4 weeks	\$ 200,000.00	\$ 200,000.00	\$ -
Citywide Stormwater System Mapping & Evaluation	2025	TBD	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
BUILDING:					
City Hall Interior Painting	May-25	2 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
Public Works Canopy / Carport	Apr-25	2 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
City Hall & Post Office Exterior Painting	May-25	3 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
OTHER:					
Points Loop Trail Sign	2024	NA	\$ -	\$ 10,000.00	\$ 10,000.00
2025 Hazardous Tree Removal Program	2025	NA	\$ -	\$ 25,000.00	\$ 25,000.00

*UPDATED 5/6/2025

TOTALS

\$ 300,000.00	\$ 905,000.00	\$ 705,000.00
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April 2025 Check Register

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Description
Moe, Barbara	Moe, Barbara expense reimbursement, Easter	Moe, Barbara expense reimbursement, Easter	\$518.54	66645	4/21/2025	001-000-000-576-80-31-00	Operating Supplies
			\$518.54				
8X8, Inc.	4927097	CH Phones	\$923.40	66650	4/28/2025	001-000-000-518-80-41-50	Technical Services, Software Services
			\$923.40				
911 Supply Inc	INV-2-46588	PD Uniform-McKenney	\$91.82	66651	4/28/2025	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-52189	PD Uniform-Scott	\$196.54	66651	4/28/2025	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	CM-2-2708	CM-2-2708	(\$264.44)	66651	4/28/2025	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-46835	PD Uniform-Robles	\$104.64	66651	4/28/2025	001-000-000-521-20-22-00	Uniforms
			\$128.56				
ADP, Inc.	JE #2258 ADP Fees	ADP Processing Fees	\$2,443.15	EFT Payment 5/5/2025 9:39:44 AM - 1	4/30/2025	001-000-000-514-20-41-01	Professional Services
			\$2,443.15				
Alexander Gow Fire Equipment Co.	12671518	Fire Suppression Inspection	\$1,074.46	66652	4/28/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$1,074.46				
Amazon Capital Services	17L7-3JNP-PQLV	PD Uniform/Jacket	\$159.24	66612	4/2/2025	001-000-000-521-20-22-00	Uniforms
			\$159.24				
AT&T Mobility	287287975246X03272025	PD Patrol Cars	\$1,223.29	66613	4/2/2025	001-000-000-521-20-42-00	Communications (phone,Pager)
AT&T MOBILITY	287290584494X03132025	PW Cell Phones	\$716.38	66614	4/2/2025	001-000-000-576-80-42-00	Telephone/postage
AT&T MOBILITY	287290584494X04132025	PW Cell Phones	\$358.18	66653	4/28/2025	001-000-000-576-80-42-00	Telephone/postage
			\$2,297.85				
Bellevue City Treasurer - Water	Service from 11/27/24-1/26/25 1000 80th Ave NE	Medina Park Irrigation	\$1,521.56	66615	4/2/2025	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 12/16/24-2/6/25 100 84th Ave NE	View Point Park	\$80.04	66615	4/2/2025	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 11/26/24-1/26/25 7801 NE 32nd St	Fairweather Park Irrigation	\$139.07	66615	4/2/2025	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 11/27/24-1/26/25 506 Evergreen Rd	Beach Park Irrigation	\$235.36	66615	4/2/2025	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 11/27/24-1/22/25 84th NE N of NE 24	84th/24th Irrigation	\$138.78	66615	4/2/2025	101-000-000-542-70-40-00	Street Irrigation Utilities
Bellevue City Treasurer - Water	Service from 11/20/24-1/16/25 CNTR R W of 84th NE	84th Median Irrigation	\$137.75	66615	4/2/2025	101-000-000-542-70-40-00	Street Irrigation Utilities
Bellevue City Treasurer - Water	Service from 1/23/25-4/2/25 On 84th NE N of NE 24	Street Irrigation	\$144.42	66687	4/29/2025	101-000-000-542-70-40-00	Street Irrigation Utilities
Bellevue City Treasurer - Water	Service from 1/15/25-3/17/25 1078 Lake Washington Blvd NE	Street Irrigation	\$96.60	66687	4/29/2025	101-000-000-542-70-40-00	Street Irrigation Utilities
Bellevue City Treasurer - Water	Service from 1/17/25-3/26/25 Cntr RW of 84th NE	Street Irrigation 84/24th	\$144.42	66687	4/29/2025	101-000-000-542-70-40-00	Street Irrigation Utilities
			\$2,638.00				
Bellevue, City of	52295	CIP & 1st half fire invoice	\$467,591.00	EFT Payment 5/5/2025 9:39:35 AM - 1	4/30/2025	001-000-000-522-20-41-00	Fire Control Services
			\$467,591.00				
Blackfish Civil Infrastructure, Inc	2405*07	Retention Blackfish Invoice 2405*07	(\$647.78)	66654	4/28/2025	307-000-000-382-20-00-00	Retainage Deposits
Blackfish Civil Infrastructure, Inc	2405*07	NE 12th St Pedestrian Imp	\$12,955.46	66654	4/28/2025	307-000-000-595-30-63-10	Sidewalk Improvements
			\$12,307.68				
Buenavista Services, Inc	12407	Janitorial Services at Post Office	\$1,852.50	66616	4/2/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	12406	Janitorial Services at Parks	\$1,053.29	66616	4/2/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$2,905.79				
Car Wash Enterprises	Feb25-59	PD Car Washes	\$18.00	66617	4/2/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Car Wash Enterprises	Mar25-59	PD Car Washes	\$12.00	66688	4/29/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$30.00				
Cardoza, Ricquel	Refund request B-25-019	Refund request B-25-019	\$818.87	20101067	4/15/2025	401-000-000-322-10-00-00	Building Permits
			\$818.87				
Centurylink	Services from 3/18/25-4/17/25 425-637-3933	PD/CH Emergency Lines	\$212.66	66655	4/28/2025	001-000-000-521-20-42-00	Communications (phone,Pager)
Centurylink	Services from 4/8/25-5/7/25	CH Credit Card Terminal	\$198.39	66689	4/29/2025	001-000-000-518-10-42-00	Postage/Telephone
			\$411.05				
Ching, John	Right of Way permit refund PW-ROW-25-005	Right of Way permit refund PW-ROW-25-005	\$10,000.00	66610	4/2/2025	001-000-000-382-10-00-01	Refundable Deposits - DS (CMP, PGB)
			\$10,000.00				
Cities Digital	63227	Laserfiche Annual Sub Support	\$4,273.91	66656	4/28/2025	001-000-000-518-80-41-60	Software Services
			\$4,273.91				
CivicPlus, LLC	331183	Munidoc Renewal	\$404.99	66618	4/2/2025	001-000-000-518-80-41-60	Software Services
CivicPlus, LLC	333122	MMC Online Code Update	\$2,261.63	66690	4/29/2025	001-000-000-518-10-41-00	Professional Services
			\$2,666.62				
Comcast	Services from 3/25/25-4/24/25	PW Internet	\$146.37	66619	4/2/2025	001-000-000-576-80-42-00	Telephone/postage
Comcast	Services from 4/25/25-5/24/25	PW Internet	\$146.37	66691	4/29/2025	001-000-000-576-80-42-00	Telephone/postage
			\$292.74				

Crystal And Sierra Springs-Admin	11037150 032225	CH Drinking Water	\$325.07	66620	4/2/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Crystal And Sierra Springs-Admin	11037150 041925	CH Drinking Water	\$176.30	66692	4/29/2025	001-000-000-518-10-31-00	Office And Operating Supplies
			\$501.37				
Crystal And Sierra Springs-PW	5291929 032225	PW Drinking Water	\$72.13	66621	4/2/2025	001-000-000-576-80-31-00	Operating Supplies
Crystal And Sierra Springs-PW	5291929 022225	PW Drinking Water	\$58.37	66621	4/2/2025	001-000-000-576-80-31-00	Operating Supplies
			\$130.50				
CWA Consultants	25-040	Building Permit Review	\$810.00	66693	4/29/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-042	Building Permit Review	\$540.00	66693	4/29/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-036	Building Permit Review	\$540.00	66693	4/29/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-037	Building Permit Review	\$810.00	66693	4/29/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-035	Building Permit Review	\$2,970.00	66693	4/29/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	25-041	Building Permit Review	\$3,240.00	66693	4/29/2025	401-000-000-558-60-41-00	Professional Services
			\$8,910.00				
Dapper Plumbing	35511276	Public Works Bldg Imp	\$3,798.18	66657	4/28/2025	307-000-000-594-18-60-00	Building Improvements
Dapper Plumbing	31282402	Post Office Bldg Light Installation (Flag Pole)	\$1,918.86	66657	4/28/2025	307-000-000-594-18-60-00	Building Improvements
			\$5,717.04				
FCI - Custom Police Vehicles	16551	Lease MPD Car 29	\$1,146.44	66658	4/28/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16552	Lease MPD Car 30 & 31	\$2,081.07	66658	4/28/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16554	Lease MPD Car 33	\$812.49	66658	4/28/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16550	Lease MPD Car 28	\$950.07	66658	4/28/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16553	Lease MPD Car 32	\$568.98	66658	4/28/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16551	Interest PD Veh	\$222.52	66658	4/28/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16554	Interest PD Veh	\$550.64	66658	4/28/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16552	Interest PD Veh	\$623.73	66658	4/28/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16553	Interest PD Veh	\$392.65	66658	4/28/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16550	Interest PD Veh	\$131.01	66658	4/28/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
			\$7,479.60				
Fifth Asset, Inc dba DebtBook	DB2007157	Lease/Contract Mgmt	\$2,892.75	66622	4/2/2025	001-000-000-514-20-41-01	Professional Services
Fifth Asset, Inc dba DebtBook	DB2007157	Lease/Contract Mgmt	\$2,982.75	66622	4/2/2025	001-000-000-518-10-41-00	Professional Services
			\$5,875.50				
GMP Consultants LLC	25-111	City Management Recruitment	\$3,621.79	66659	4/28/2025	001-000-000-513-10-41-00	Professional Services
			\$3,621.79				
Gray & Osborne, Inc.	Project No: 25421.00 Invoice No: 2	Project No: 25421.00 Invoice No: 2	\$442.51	66623	4/2/2025	101-000-000-542-30-41-03	NPDES Grant
Gray & Osborne, Inc.	Project No: 20487.00 Invoice No: 22	Project No: 20487.00 Invoice No: 22	\$1,967.44	66623	4/2/2025	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	Project No: 21441.00 Invoice No: 46	Project No: 21441.00 Invoice No: 46	\$2,131.92	66623	4/2/2025	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	Project No: 21441.00 Invoice No: 45	Project No: 21441.00 Invoice No: 45	\$1,302.84	66623	4/2/2025	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	Project No: 20425.10 Invoice No: 22	Project No: 20425.10 Invoice No: 22	\$447.44	66623	4/2/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.09 Invoice No: 4	Project No: 24427.09 Invoice No: 4	\$204.86	66623	4/2/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.07 Invoice No: 3	Project No: 24427.07 Invoice No: 3	\$332.64	66623	4/2/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.03 Invoice No: 6	Project No: 23427.03 Invoice No: 6	\$332.64	66623	4/2/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.25 Invoice No: 9	Project No: 22427.25 Invoice No: 9	\$254.38	66623	4/2/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.00 Invoice No: 3	Project No: 25427.00 Invoice No: 3	\$552.72	66623	4/2/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.08 Invoice No: 5	Project No: 24427.08 Invoice No: 5	\$214.86	66623	4/2/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.23 Invoice No: 10	Project No: 22427.23 Invoice No: 10	\$315.84	66623	4/2/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 25427.01 Invoice No: 1	Project No: 25427.01 Invoice No: 1	\$868.56	66623	4/2/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.20 Invoice No: 8	Project No: 22427.20 Invoice No: 8	\$131.60	66623	4/2/2025	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.17 Invoice No: 5	Project No: 23427.17 Invoice No: 5	\$253.68	66623	4/2/2025	401-000-000-558-50-41-07	Engineering Consultant
			\$9,753.93				
Home Depot Credit Services	3/26/25 Anitfreeze City Hall Generator	Anitfreeze City Hall Generator	\$16.51	EFT Payment 4/29/2025 11:28:44 AM - 1	4/28/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Home Depot Credit Services	3/26/25 Tarp & Sign Bolts	Tarp & sign bolts	\$52.63	EFT Payment 4/29/2025 11:28:44 AM - 1	4/28/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
			\$69.14				
Honey Bucket	0554775381	City Hall-Porta potty	\$289.50	66660	4/28/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$289.50				
Horticultural Elements, Inc.	9721	84/24th & 84th Median Maintenance	\$4,490.00	66624	4/2/2025	101-000-000-542-30-41-00	Professional Services
			\$4,490.00				
Inslee Best Doezie & Ryder, P.S.	435147	City Attorney	\$67,471.99	66661	4/28/2025	001-000-000-515-41-40-00	City Attorney
			\$67,471.99				
JR Mailing Services, Inc.	24288	Easter Egg Hunt Mailer	\$880.90	66625	4/2/2025	001-000-000-518-10-49-30	Postcard, Public information
JR Mailing Services, Inc.	24301	Newsletter Mailing	\$880.90	66662	4/28/2025	001-000-000-518-10-49-30	Postcard, Public information

			\$1,761.80				
KC Office of Finance	11015684	KC Inet	\$375.00	66663	4/28/2025	001-000-000-518-80-41-50	Technical Services, Software Services
			\$375.00				
Kenneth Philp Landscape Architects	6048	NE 12th St Landscape	\$6,802.50	66664	4/28/2025	307-000-000-595-30-63-10	Sidewalk Improvements
			\$6,802.50				
King County Treasury	2025 Real Estate Tax	Caseleys Plot 8	\$18.71	66611	4/2/2025	001-000-000-576-80-49-01	Misc-Property Tax
King County Treasury	2025 Real Estate Tax	Caseleys Plot A	\$19.70	66611	4/2/2025	001-000-000-576-80-49-01	Misc-Property Tax
King County Treasury	2025 Real Estate Tax	Caseleys Plot 4	\$18.71	66611	4/2/2025	001-000-000-576-80-49-01	Misc-Property Tax
King County Treasury	2025 Real Estate Tax	061977	\$19.08	66611	4/2/2025	001-000-000-576-80-49-01	Misc-Property Tax
King County Treasury	2025 Real Estate Tax	Caseleys Plot POR FOR ST	\$22.49	66611	4/2/2025	001-000-000-576-80-49-01	Misc-Property Tax
King County Treasury	2025 Real Estate Tax	Caseleys Plot 6	\$18.71	66611	4/2/2025	001-000-000-576-80-49-01	Misc-Property Tax
King County Treasury	2025 Real Estate Tax	659800	\$18.72	66611	4/2/2025	001-000-000-576-80-49-01	Misc-Property Tax
King County Treasury	2025 Real Estate Tax	Medina park	\$19.08	66611	4/2/2025	001-000-000-576-80-49-01	Misc-Property Tax
King County Treasury	2025 Real Estate Tax	City Hall & Beach Park	\$19.77	66611	4/2/2025	001-000-000-576-80-49-01	Misc-Property Tax
King County Treasury	2025 Real Estate Tax	Caseleys Plot 9	\$18.71	66611	4/2/2025	001-000-000-576-80-49-01	Misc-Property Tax
King County Treasury	2025 Real Estate Tax	Medina Park	\$19.43	66611	4/2/2025	001-000-000-576-80-49-01	Misc-Property Tax
King County Treasury	2025 Real Estate Tax	Caseleys Plot 2	\$18.70	66611	4/2/2025	001-000-000-576-80-49-01	Misc-Property Tax
King County Treasury	2025 Real Estate Tax	Caseleys Plot 3	\$18.71	66611	4/2/2025	001-000-000-576-80-49-01	Misc-Property Tax
King County Treasury	2025 Real Estate Tax	Caseleys Plot 5	\$18.71	66611	4/2/2025	001-000-000-576-80-49-01	Misc-Property Tax
King County Treasury	2025 Real Estate Tax	Medina Park	\$18.66	66611	4/2/2025	001-000-000-576-80-49-01	Misc-Property Tax
King County Treasury	2025 Real Estate Tax	Fairweather	\$23.08	66611	4/2/2025	001-000-000-576-80-49-01	Misc-Property Tax
King County Treasury	2025 Real Estate Tax	Caseleys Plot 7	\$18.71	66611	4/2/2025	001-000-000-576-80-49-01	Misc-Property Tax
King County Treasury	2025 Real Estate Tax	Viewpoint	\$18.64	66611	4/2/2025	001-000-000-576-80-49-01	Misc-Property Tax
			\$348.32				
Kirkland Municipal Court	APR25MED	Filing Fees	\$2,622.11	66694	4/29/2025	001-000-000-512-52-40-10	Municipal Court-Traffic/NonTrf
			\$2,622.11				
Kirkland, City of	KPD2025-022	Inmate Housing	\$286.00	66665	4/28/2025	001-000-000-521-20-41-55	Jail Service-Prisoner Board
Kirkland, City of	KPD2025-028	Inmate Housing	\$143.00	66695	4/29/2025	001-000-000-521-20-41-55	Jail Service-Prisoner Board
			\$429.00				
Konica Minolta Business Solutions	500771739	PW Printer	\$6.40	66626	4/2/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Business Solutions	501505051	PW Printer	\$2.75	66666	4/28/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Business Solutions	501478756	PW Printer	\$20.82	66666	4/28/2025	001-000-000-518-10-31-00	Office And Operating Supplies
			\$29.97				
Konica Minolta Premier Finance	589940365	PD Copier	\$128.35	EFT Payment 4/29/2025 11:28:44 AM - 2	4/28/2025	001-000-000-521-20-45-00	Equipment-Lease & Rentals
Konica Minolta Premier Finance	589940365	PD Copier	\$161.29	EFT Payment 4/29/2025 11:28:44 AM - 2	4/28/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
Konica Minolta Premier Finance	589687049		\$162.31	EFT Payment 5/5/2025 3:09:29 PM - 1	4/30/2025	001-000-000-521-20-45-00	Equipment-Lease & Rentals
Konica Minolta Premier Finance	589687049		\$1,591.17	EFT Payment 5/5/2025 3:09:29 PM - 1	4/30/2025	001-000-000-591-18-70-00	Central Services Lease Repayment
			\$2,043.12				
Kustom Signals, Inc.	619136	Battery handles for Talon radars	\$644.68	66696	4/29/2025	001-000-000-521-20-31-40	Police Operating Supplies
			\$644.68				
Land Morphology	Refund request for TREE-25-010	Refund request for TREE-25-010	\$2,500.00	20101064	4/2/2025	401-000-000-345-81-00-00	Zoning
Land Morphology	Refund request for TREE-25-010	Refund request for TREE-25-010	\$1,500.00	20101064	4/2/2025	401-000-000-345-89-00-00	Planning
			\$4,000.00				
Le, Hung	Refund request for M-24-100	Refund request for M-24-100	\$300.00	20101065	4/2/2025	401-000-000-322-10-00-00	Building Permits
			\$300.00				
LexisNexis Risk Management - Account 1011660	1100098523	Investigative Tool	\$127.75	66627	4/2/2025	001-000-000-521-20-41-00	Professional Services
LexisNexis Risk Management - Account 1011660	1100118232	Investigative Tool	\$127.75	66697	4/29/2025	001-000-000-521-20-41-00	Professional Services
			\$255.50				
Liu, Miao	Refund request for PW-ROW-25-022	Refund request for PW-ROW-25-022	\$19.75	20101072	4/29/2025	401-000-000-322-11-00-00	Building Permit - Technology Fee
Liu, Miao	Refund request for PW-ROW-25-022	Refund request for PW-ROW-25-022	\$270.00	20101072	4/29/2025	401-000-000-345-89-00-00	Planning
			\$289.75				
Martin, James	Expense Reimbursement IACP Wellness Conference	Expense Reimbursement IACP Wellness Conference 3/11-3/13/25	\$1,691.36	20101070	4/21/2025	001-000-000-521-20-43-00	Travel & Training
			\$1,691.36				
McMullen, Collette	McMullen, Collette Expense Reimbursement, Easter Eggs	McMullen, Collette Expense Reimbursement, Easter Eggs	\$276.42	66646	4/21/2025	001-000-000-576-80-31-00	Operating Supplies
			\$276.42				
Message Watcher, LLC	2-5407b	Email/SM/Web Archiving	\$346.60	66698	4/29/2025	001-000-000-518-80-41-60	Software Services
Message Watcher, LLC	250259	Email/SM/Web Archiving	\$346.60	66698	4/29/2025	001-000-000-518-80-41-60	Software Services

Message Watcher, LLC	4D22DBE7-0028	Email/SM/Web Archiving	\$355.30	66698	4/29/2025	001-000-000-518-80-41-60	Software Services
			\$1,048.50				
MG Consulting Services LLC	25020	LF/RM Consulting	\$1,500.00	66667	4/28/2025	001-000-000-518-10-41-00	Professional Services
			\$1,500.00				
Michael's Fine Dry Cleaning	305	PD Dry Cleaning	\$244.55	66668	4/28/2025	001-000-000-521-20-22-00	Uniforms
			\$244.55				
Moberly & Roberts, PLLC	1229	Prosecuting Attorney	\$4,000.00	66628	4/2/2025	001-000-000-515-93-40-10	Prosecuting Attorney
			\$4,000.00				
Nations, Dawn	Nations Expense Report, March 12 and March 24 Meetings	Mileage for Council Meeting Food Pickup	\$7.28	EFT Payment 4/21/2025 12:43:19 PM - 1	4/21/2025	001-000-000-511-60-49-00	Miscellaneous
Nations, Dawn	Nations Expense Report, 3/17/25-3/21/25	Mileage to Semiahmoo and a meal	\$196.26	EFT Payment 4/21/2025 12:43:19 PM - 1	4/21/2025	001-000-000-518-10-43-00	Travel & Training
Nations, Dawn	Nations Expense Report, Jan 8 and Apr 4	Mileage to pick up name tags and plaque from Washington Awards	\$15.96	EFT Payment 4/21/2025 12:43:19 PM - 1	4/21/2025	001-000-000-518-10-49-10	Miscellaneous
			\$219.50				
Navia Benefit Solutions	10955267	Navia Fees	\$100.00	66629	4/2/2025	001-000-000-514-20-49-10	Miscellaneous
			\$100.00				
Norcom	0001855	Q2 2025 Dispatch	\$23,193.25	66630	4/2/2025	001-000-000-521-20-41-15	Dispatch Services-Norcom Trans
			\$23,193.25				
Ogden Murphy Wallace	905447	City Attorney	\$1,734.00	66631	4/2/2025	001-000-000-515-41-40-00	City Attorney
			\$1,734.00				
Osada, Ryan	Osada Expense Reimbursement Forms	Arbor Day Seedling Gift Bags	\$39.68	EFT Payment 4/29/2025 11:28:03 AM - 1	4/30/2025	001-000-000-576-80-31-00	Operating Supplies
			\$39.68				
Pacific Plants, Inc.	102892	Arbor Day Tree	\$319.58	66699	4/29/2025	103-000-000-558-60-49-10	Miscellaneous-Tree Replacement
			\$319.58				
Pacific Power Group, LLC	513200	CH Generator Repair	\$784.05	66632	4/2/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$784.05				
Pence, Daniel	Refund request ENG-GD-25-004	Refund request ENG-GD-25-004	\$250.00	20101066	4/15/2025	401-000-000-345-89-00-00	Planning
Pence, Daniel	Refund request PW-ROW-25-007	Refund request PW-ROW-25-007	\$270.00	66647	4/21/2025	401-000-000-345-89-00-00	Planning
			\$520.00				
Pitney Bowes Global Financial Services LLC	3320461585	Postage Machine	\$72.66	66633	4/2/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Pitney Bowes Global Financial Services LLC	3320461585	Postage Machine Annual Lease	\$370.80	66633	4/2/2025	001-000-000-591-18-70-00	Central Services Lease Repayment
			\$443.46				
Pro-shred	84164	CH Shredding Services	\$58.10	66669	4/28/2025	001-000-000-518-10-41-00	Professional Services
Pro-shred	83725	CH Shredding Services	\$58.10	66669	4/28/2025	001-000-000-518-10-41-00	Professional Services
Pro-shred	84471	Community Shredder Day Event	\$1,854.00	66700	4/29/2025	001-000-000-518-10-41-00	Professional Services
			\$1,970.20				
Pro-Vac LLC	360878513	Street Cleaning	\$5,488.24	66634	4/2/2025	101-000-000-542-67-41-00	Street Cleaning
			\$5,488.24				
Public Safety Testing, Inc.	2025-190	Q1 Dues	\$163.00	66670	4/28/2025	001-000-000-521-20-41-50	Recruitment-Background
			\$163.00				
Puget Sound Emergency Radio Network	2038	Public Safety Radio Q2 Dues	\$2,879.76	66635	4/2/2025	001-000-000-521-20-41-20	Dispatch-EPSCA
			\$2,879.76				
Puget Sound Energy	Services from 2/20/25-3/20/25 501 Evergreen Point Rd	CH Utilities	\$2,002.70	20101071	4/15/2025	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Puget Sound Energy	Services from 3/4/25-4/1/25 80th Ave NE & NE 10th St		\$0.00	66671	4/28/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Services from 2/20/25-3/20/25 1050 82nd Ave NE	Street Lights- 10th/82nd	\$38.89	66671	4/28/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 3/4/25-4/1/25 80th Ave NE & NE 10th St	Street Light Power- 80th/10th	\$12.15	66671	4/28/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 3/1/25-3/31/25 TIB LED Conversion	Street Light Power	\$1,386.82	66671	4/28/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 3/4/25-4/1/25 515 Evergreen Point Rd	Street Lights-515 EPR	\$41.39	66671	4/28/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 2/20/25-3/20/25 1000 80th Ave NE	Medina Park Irrigation	\$992.22	66671	4/28/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 3/4/25-4/1/25 80th Ave NE & Lk Wa Blvd	Street Light Power	\$37.47	66671	4/28/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Service from 2/21/25-3/21/25 84th Ave NE	Street Light Power	\$17.41	66701	4/29/2025	101-000-000-542-63-41-00	Street Light Utilities
			\$4,529.05				
Ramp	Apr 2025 Ramp Credit Card	Apr 2025 Ramp Credit Card	\$250.72	20101081	4/30/2025	001-000-000-521-20-22-00	Uniforms
Ramp	Apr 2025 Ramp Credit Card	Apr 2025 Ramp Credit Card	\$232.47	20101081	4/30/2025	001-000-000-521-20-31-00	Office Supplies
Ramp	Apr 2025 Ramp Credit Card	Apr 2025 Ramp Credit Card	\$880.77	20101081	4/30/2025	001-000-000-521-20-31-01	IT HW,SW Off Equip <\$5K
Ramp	Apr 2025 Ramp Credit Card	Apr 2025 Ramp Credit Card	\$1,645.35	20101081	4/30/2025	001-000-000-521-20-31-40	Police Operating Supplies

Ramp	Apr 2025 Ramp Credit Card	Apr 2025 Ramp Credit Card	\$1,090.66	20101081	4/30/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Ramp	Apr 2025 Ramp Credit Card	Apr 2025 Ramp Credit Card	\$397.05	20101081	4/30/2025	001-000-000-521-20-43-00	Travel & Training
Ramp	Apr 2025 Ramp Credit Card	Apr 2025 Ramp Credit Card	\$372.01	20101081	4/30/2025	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
Ramp	Apr 2025 Ramp Credit Card	Apr 2025 Ramp Credit Card	\$1,934.40	20101081	4/30/2025	001-000-000-576-80-48-00	Repair & Maint Equipment
			\$6,803.43				
Ricoh USA, Inc.	1103129945	Main floor copier fuser unit replaced	\$214.83	66702	4/29/2025	001-000-000-518-10-48-00	Repairs & Maint-Equipment
			\$214.83				
Robert Half International Inc. dba Office Team	64791727	Temporary Staff	\$1,760.00	66636	4/2/2025	401-000-000-558-60-11-00	Salaries & Wages
Robert Half International Inc. dba Office Team	64653419	Temp Staff	\$2,177.45	66672	4/28/2025	401-000-000-558-60-11-00	Salaries & Wages
Robert Half International Inc. dba Office Team	64823645	Temp Staff	\$2,186.25	66672	4/28/2025	401-000-000-558-60-11-00	Salaries & Wages
Robert Half International Inc. dba Office Team	64766901	Temp Staff	\$1,306.25	66672	4/28/2025	401-000-000-558-60-11-00	Salaries & Wages
Robert Half International Inc. dba Office Team	64843127	Temp Staff	\$2,081.20	66672	4/28/2025	401-000-000-558-60-11-00	Salaries & Wages
			\$9,511.15				
SAFEbuilt, LLC	1612055	Building Inspections Services	\$110.00	66673	4/28/2025	401-000-000-558-50-41-06	Building Inspector Contract
			\$110.00				
Schiro, Steve & Diana	Refund release CAP-25-009	Refund release CAP-25-009	\$100.00	66648	4/21/2025	401-000-000-322-10-00-00	Building Permits
Schiro, Steve & Diana	Refund request TREE-25-008	Refund request TREE-25-008	\$300.00	66648	4/21/2025	401-000-000-345-89-00-00	Planning
Schiro, Steve & Diana	Refund request ENG-GD-25-004	Refund request ENG-GD-25-004	\$2,000.00	66648	4/21/2025	401-000-000-582-10-00-02	Refund of DS Adv Deposits
Schiro, Steve & Diana	Refund request TREE-25-008	Refund request TREE-25-008	\$600.00	66648	4/21/2025	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$3,000.00				
SCJ Alliance Consulting Services	80485	Middle Housing Consultant	\$5,566.70	66674	4/28/2025	001-000-000-558-60-41-01	Planning Consultant
			\$5,566.70				
Seattle Times, The	69243	Legal Notices	\$1,240.25	66675	4/28/2025	401-000-000-558-60-42-00	Communications
			\$1,240.25				
Sound View Strategies, LLC	3488	Lobbyist	\$3,000.00	66676	4/28/2025	001-000-000-513-10-41-00	Professional Services
			\$3,000.00				
Spot-On Print & Design	61384	Easter Egg Hunt Mailer	\$585.16	66637	4/2/2025	001-000-000-518-10-49-30	Postcard, Public information
Spot-On Print & Design	61406	Spring Newsletter	\$805.01	66677	4/28/2025	001-000-000-518-10-49-30	Postcard, Public information
			\$1,390.17				
Staples Business Advantage	6028436134	CH Office Supplies	\$247.39	66678	4/28/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	6029351615	PD Office Supplies	\$168.21	66678	4/28/2025	001-000-000-521-20-31-00	Office Supplies
Staples Business Advantage	6028436135	PD Office Supplies	\$51.31	66678	4/28/2025	001-000-000-521-20-31-00	Office Supplies
			\$466.91				
Statewide Security	220806	Quarterly Fire Alarm	\$1,028.27	66638	4/2/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$1,028.27				
Summit Law Group	162006	Labor attorney	\$1,076.80	66639	4/2/2025	001-000-000-515-45-40-00	Special Counsel
			\$1,076.80				
TIG Technology Integration Group	68854	IT Services	\$12,922.62	66679	4/28/2025	001-000-000-518-80-41-50	Technical Services, Software Services
TIG Technology Integration Group	5597864	Azure monthly subscription Feb 2025	\$1,910.81	66679	4/28/2025	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	5596522	Anti Malware Mar 2025	\$920.17	66679	4/28/2025	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	5597653	Duo subscription	\$72.73	66679	4/28/2025	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	5598177	Azure monthly subscription Mar 2025	\$1,759.03	66679	4/28/2025	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	68854	IT Services	\$2,381.29	66679	4/28/2025	401-000-000-558-50-05-00	Technical Services, Software Services
TIG Technology Integration Group	5595821	Dell servers replacement project	\$5,044.41	66703	4/29/2025	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	5599063	Annual VMWare licenses for servers	\$12,536.35	66703	4/29/2025	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	5599123	Palo Alto Software for PD	\$314.07	66703	4/29/2025	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			\$37,861.48				
Tiki Car Wash	2340	PD Car Washes	\$110.95	66680	4/28/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$110.95				
US Bank	JE # 2258 Bank Fees	JE # 2258 Bank Fees	\$169.75	20101080	4/30/2025	001-000-000-514-20-49-10	Miscellaneous
US Bank	JE #2258 Merchant Fees	JE #2258 Merchant Fees	\$1,916.01	20101080	4/30/2025	401-000-000-558-60-49-10	Miscellaneous
US Bank	Apr 2025 Nations US Bank CC Statement	Food for council meeting Mar 24	\$278.59	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	001-000-000-511-60-49-00	Miscellaneous
US Bank	Apr 2025 Nations US Bank CC Statement	Food for council meeting Mar 12	\$278.59	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	001-000-000-511-60-49-00	Miscellaneous
US Bank	Apr 2025 Wagner US Bank CC Statement	SAM Registration	\$500.00	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	001-000-000-514-20-49-00	Misc-Dues,Subscriptions
US Bank	Apr 2025 Wagner US Bank CC Statement	PW Job Posting	\$50.00	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	001-000-000-514-20-49-10	Miscellaneous

US Bank	Apr 2025 Wagner US Bank CC Statement	PS Job Posting	\$50.00	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	001-000-000-514-20-49-10	Miscellaneous
US Bank	Apr 2025 Nations US Bank CC Statement	Hi Vis Vests Development Services	\$33.12	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	Apr 2025 Nations US Bank CC Statement	Contractors	\$49.67	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	Apr 2025 Nations US Bank CC Statement	First Aid Kit DS vehicle	\$165.90	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	001-000-000-518-10-43-00	Travel & Training
US Bank	Apr 2025 Nations US Bank CC Statement	Hotel for Nations WMCA Conference	\$17.71	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	001-000-000-518-10-43-00	Travel & Training
US Bank	Apr 2025 Nations US Bank CC Statement	Food for Nations WMCA Conference	\$497.70	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	001-000-000-518-10-43-00	Travel & Training
US Bank	Apr 2025 Nations US Bank CC Statement	Hotel for Nations WMCA Conference	\$40.00	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	001-000-000-518-10-43-00	Travel & Training
US Bank	Apr 2025 Kellerman US Bank CC Statement	Zoom Storage	\$88.10	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	001-000-000-518-80-41-50	Technical Services, Software Services
US Bank	Apr 2025 Gidlof US Bank CC Statement	Apr 2025 Gidlof US Bank CC Statement	\$3.29	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	001-000-000-521-20-31-00	Office Supplies
US Bank	Apr 2025 Anderson US Bank CC Statement	Apr 2025 Anderson US Bank CC Statement	\$307.35	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
US Bank	Apr 2025 Wilcox US Bank CC Statement	Tree Inventory Project Tags	\$219.30	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	001-000-000-558-60-41-02	Hearing Examiner
US Bank	Apr 2025 Crickmore US Bank CC Statement	Transfer pump	\$174.12	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	001-000-000-576-80-31-00	Operating Supplies
US Bank	Apr 2025 Osada US Bank CC Statement	Seedlings	\$70.57	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	001-000-000-576-80-31-00	Operating Supplies
US Bank	Apr 2025 Crickmore US Bank CC Statement	Hammer and nail sets	\$21.82	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	001-000-000-576-80-31-00	Operating Supplies
US Bank	Apr 2025 Crickmore US Bank CC Statement	Lopper grips	\$873.62	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	001-000-000-576-80-48-00	Operating Supplies
US Bank	Apr 2025 Crickmore US Bank CC Statement	Repair Honda mower	\$621.86	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	001-000-000-576-80-48-00	Repair & Maint Equipment
US Bank	Apr 2025 Crickmore US Bank CC Statement	Service Honda Generator, Service	\$40.76	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	001-000-000-576-80-48-00	Repair & Maint Equipment
US Bank	Apr 2025 Crickmore US Bank CC Statement	Redmax, service Redmax blower		EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	Apr 2025 Crickmore US Bank CC Statement	Chainsaw chains	\$35.98	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	Apr 2025 Crickmore US Bank CC Statement	14" Chainsaw bar	\$102.79	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	Apr 2025 Crickmore US Bank CC Statement	Pressure washer gun, hose and truck fuses	\$76.43	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	101-000-000-542-30-35-00	Operating & Maintenance Supplies
US Bank	Apr 2025 Crickmore US Bank CC Statement	Battery dust blower and auto fuses	\$737.33	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	101-000-000-542-30-35-00	Small Tools/minor Equipment
US Bank	Apr 2025 Crickmore US Bank CC Statement	Medina City Hall Bathrooms (outside0	\$4.01	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	307-000-000-594-18-60-00	Building Improvements
US Bank	Apr 2025 Wilcox US Bank CC Statement	Code Enforcement Notice Mailing	\$325.00	EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	401-000-000-558-60-42-00	Communications
US Bank	Apr 2025 Wilcox US Bank CC Statement	Annual Conference		EFT Payment 4/29/2025 10:52:07 AM - 1	4/29/2025	401-000-000-558-60-43-00	Travel & Training
			\$7,749.37				
Utilities Underground Location Ctr	5020183	Utility Locate Services	\$60.75	66640	4/2/2025	101-000-000-542-30-47-00	Utility Services
			\$60.75				
Valley Defenders	Medina 3/31/25	Public Defender Services Q1 2025	\$4,250.00	66641	4/2/2025	001-000-000-515-91-40-00	Public Defender
			\$4,250.00				
Voyager Systems	8693624262515	PD Fuel	\$1,349.50	EFT Payment 4/29/2025 11:28:44 AM - 3	4/28/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$1,349.50				
WA ST Criminal Justice	201140788	Training-Martin & Scott	\$2,300.00	66681	4/28/2025	001-000-000-521-20-43-00	Travel & Training
			\$2,300.00				
WA ST Dept of Retirement Systems	1665270	2024 OASI Dues	\$25.00	66682	4/28/2025	001-000-000-514-20-49-00	Misc-Dues,Subscriptions
			\$25.00				
WA ST Dept of Transportation, Northwest Region	RE 41 JA7616 L006	Deicer liquid	\$706.19	66642	4/2/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
			\$706.19				
Washington State Patrol	I2505210	CPL Background	\$33.00	66643	4/2/2025	631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi
			\$33.00				
Western Display Fireworks	Proposal 25-7689 2nd Installment	Medina Days	\$6,562.50	66683	4/28/2025	001-000-000-511-60-49-10	Medina Days
			\$6,562.50				
Willard's Pest Control	431084	City Hall Pest Services	\$230.04	66684	4/28/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Willard's Pest Control	432486	Remove beaver Medina Park	\$330.60	66684	4/28/2025	001-000-000-576-80-41-04	Professional Services-Misc
			\$560.64				
WSP Global Inc	40170604	Geotechnical Eng Svc	\$2,376.25	66644	4/2/2025	401-000-000-558-50-41-07	Engineering Consultant
WSP Global Inc	40170603	Geotechnical Eng Svc	\$2,036.00	66644	4/2/2025	401-000-000-558-50-41-07	Engineering Consultant
WSP Global Inc	40176755	Geotechnical Eng Svcs	\$713.50	66685	4/28/2025	401-000-000-558-50-41-07	Engineering Consultant
WSP Global Inc	40174483	Geotechnical Eng Svcs	\$1,031.50	66685	4/28/2025	401-000-000-558-50-41-07	Engineering Consultant

			\$6,157.25				
zhang, Rong	Refund request for P-24-051	Refund request for P-24-051	\$1,060.50	20101068	4/15/2025	401-000-000-345-81-00-00	Zoning
zhang, Rong	Refund request for P-24-051	Refund request for P-24-051	\$2,500.00	20101068	4/15/2025	401-000-000-345-89-00-00	Planning
			\$3,560.50				
Zhu, Jerry	Refund of Right of Way Permit PW-ROW-23-077	Refund of Right of Way Permit PW-ROW-23-077	\$10,000.00	66649	4/21/2025	001-000-000-382-10-00-01	Refundable Deposits - DS (CMP, PGB)
			\$10,000.00				
			\$811,533.21	AP Total			
Payroll	Apr 2025 Payroll	Payroll	\$22,379.17		4/30/2025	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	Apr 2025 Payroll	Payroll	\$25,098.71		4/30/2025	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	Apr 2025 Payroll	Payroll	\$40,527.58		4/30/2025	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	Apr 2025 Payroll	Payroll	\$180,477.60		4/30/2025	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	Apr 2025 Payroll	Payroll	\$7,804.12		4/30/2025	001-000-000-558-60-11-00	Salaries, Wages & Benefits
Payroll	Apr 2025 Payroll	Payroll	\$42,780.51		4/30/2025	001-000-000-576-80-11-00	Salaries, Wages & Benefits
Payroll	Apr 2025 Payroll	Payroll	\$28,520.36		4/30/2025	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	Apr 2025 Payroll	Payroll	\$41,365.77		4/30/2025	401-000-000-558-60-11-00	Salaries, Wages & Benefits
			\$388,953.82	Payroll Total			
			\$1,200,487.03	Grand Total			



MEDINA, WASHINGTON

PLANNING COMMISSION MEETING

Hybrid - Virtual/In-Person
 Medina City Hall - Council Chambers
 501 Evergreen Point Road, Medina, WA 98039
Tuesday, March 25, 2025 – 6:00 PM

MINUTES

1. **CALL TO ORDER / ROLL CALL**

Planning Commission Chair Laura Bustamante called the meeting to order of the Medina Planning Commission in the Council Chambers at 6:02pm.

PRESENT

Commission Chair Laura Bustamante
 Commission Vice-Chair Shawn Schubring
 Commissioner Julie Barrett
 Commissioner Li-Tan Hsu
 Commissioner Evonne Lai
 Commissioner Mark Nelson
 Commissioner Brian Pao (on-line at 6:32 pm - off-line at 6:58pm)

STAFF

Burns, Wilcox, Kesler, Nations, Reitan, Peterson

2. **APPROVAL OF MEETING AGENDA**

Without objections, the meeting agenda was approved as presented.

3. **APPROVAL OF MINUTES**

3.1 Planning Commission Regular Meeting Minutes of January 28, 2025

Recommendation: Adopt Minutes.

Staff Contact: Dawn Nations, Deputy City Clerk

ACTION: Motion to approve minutes as amended. (Approved 6-0)

Chair Bustamante asked for the word "edit" to be deleted from agenda item 6.1.

Motion made by Commissioner Nelson, Seconded by Commissioner Barrett.
 Voting Yea: Commission Chair Bustamante, Commission Vice-Chair Schubring,
 Commissioner Barrett, Commissioner Hsu, Commissioner Lai, Commissioner Nelson
 Commissioner Pao (absent).

4. **ANNOUNCEMENTS**

4.1 Staff/Commissioners

No announcements.

5. **PUBLIC COMMENT PERIOD**

Chair Bustamante opened the public comment period. There were no speakers. Subsequently, public comments was closed.

6. **DISCUSSION**

6.1 Concerns of the Commission

Chair Bustamante clarified why the February 25, 2025, meeting was cancelled. Due to power outage and the generator was not working for back up power and due to lack of business.

Chair Bustamante asked Planning Manager Kesler for an update on the status of the Critical Area Ordinance. Kesler reported that Facet consulting will be assisting staff with this, and it will be brought forward for review in May. Chair Bustamante added that Steve Wilcox, Development Services Director negotiated a master services agreement for future services.

6.2 Review of Middle Housing Survey Results

Recommendation: Discussion.

Staff Contacts: Jonathan Kesler, AICP, Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance

Time Estimate: 45 minutes

Jonathan Kesler gave a brief update, and Kirsten Peterson gave a PowerPoint presentation on the results of the Middle Housing Survey. Commissioners discussed and asked questions and staff responded.

6.3 Review of Remaining Tasks for Middle Housing

Recommendation: Discussion.

Staff Contact: Jonathan Kesler, AICP, Planning Manager

Time Estimate: 15 minutes

Jonathan Kesler, Planning Manager, gave a PowerPoint presentation on the updated timeline for Middle Housing. Commissioners discussed and asked questions and staff responded.

6.4 Review of the Middle Housing and Subdivision Ordinance Drafts

Recommendation: Discussion.

Staff Contacts: Dawn L. Reitan, Assistant City Attorney and Jonathan Kesler, AICP, Planning Manager

Time Estimate: 60 minutes

Jonathan Kesler and Dawn Reitan gave a PowerPoint presentation and reviewed the draft ordinances for Middle Housing and Subdivision. Commissioners discussed and asked staff to update the graphic to include only what is available in Medina and staff responded.

7. **ADJOURNMENT**

The meeting was adjourned at 7:37 PM.

Meeting minutes taken by Dawn Nations, Deputy City Clerk



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person
Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, March 24, 2025 – 5:00 PM

MINUTES

1. **STUDY SESSION**

Mayor Rossman called the study session to order in the Medina Council Chambers at 5:00p.m.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Joseph Brazen
Councilmember Mac Johnston (on-line)
Councilmember Michael Luis (on-line)
Councilmember Heija Nunn
Planning Commission Chair Laura Bustamante
Planning Commissioner Mark Nelson

ABSENT

Councilmember Harini Gokul

STAFF

Burns, Wilcox, Osada, Kesler, Nations, Wagner (on-line) Robertson (on-line), Peterson (on-line)

Mayor Rossman introduced the study session topic. Council asked questions and staff responded.

1.1 Middle Housing Ordinances

Recommendation: Discussion and direction.

Staff Contacts: Jonathan G. Kesler, AICP, Planning Manager and Jennifer S. Robertson, City Attorney

ACTION: Discussion only; no action taken.

2. **REGULAR MEETING - CALL TO ORDER / ROLL CALL**

Mayor Rossman called the regular meeting of the City Council to order in the Council Chambers at 6:15pm

PRESENT

Mayor Jessica Rossman
 Deputy Mayor Randy Reeves
 Councilmember Joseph Brazen
 Councilmember Mac Johnston (on-line)
 Councilmember Michael Luis (on-line)
 Councilmember Heija Nunn
 Councilmember Harini Gokul (on-line at 6:40pm)

STAFF

Burns, Wilcox, Osada, Kesler, Nations, Wagner (on-line) Robertson (on-line), Peterson (on-line)

3. APPROVAL OF MEETING AGENDA

ACTION: By consensus the meeting agenda was approved as amended. Council added two additional items to the agenda:

- 1) Executive Session Agenda item 13
- 2) Update on NE 12th Street Planters City Business Agenda item 10.2

4. PUBLIC COMMENT PERIOD

Mayor Rossman opened the public comment period. There was one public comment by Alex Tsimerman he commented on trespasses at various agencies.

With no further comments, public comments was closed.

5. PRESENTATIONS

None.

6. CITY MANAGER'S REPORT

None.

7. CONSENT AGENDA

None.

8. LEGISLATIVE HEARING

None.

9. PUBLIC HEARING

None.

10. CITY BUSINESS

10.1 Middle Housing Ordinances

Recommendation: Discussion only; no action needed.

Staff Contacts: Jonathan G. Kesler, AICP – Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance

Jonathan Kesler, Planning Manager gave brief update on the timeline on the process for review, public hearings, discussion with Planning Commission and City Council to final adoption. Jennifer Robertson, City Attorney, gave additional clarification on the code changes in ordinance form. Council asked questions and staff responded.

The previously mentioned revision to the adoption timeline is as follows:

1. March 25, 2025 – Initiate SEPA DNS
Publish SEPA DNS with a 30-day comment period (comment deadline, Thursday, April 24th)

Send proposed Middle Housing and Unit Lot Subdivision Ordinances to Commerce
2. March 25, 2025 - Planning Commission (PC)
Review ordinances sent to Commerce
3. April 22, 2025 - PC Public Hearing
Middle Housing Ordinance and Unit Lot Subdivision Ordinance
4. April 28, 2025 - City Council (CC)
Review the outcome of the PC hearing
5. May 12, 2025 - CC Study Session and Public Hearing
Middle Housing ordinance and Unit Lot Subdivision ordinance
6. May 27, 2025 – CC Mtg.
Final Action on the Middle Housing and Unit Lot Subdivision Ords.
7. Submit ordinances to the Dept. of Commerce
Before the June 30, 2025, deadline

ACTION: By consensus, Council amended the agenda further to add an additional Executive Session having two Executive Sessions 13.1 and 13.2.

10.2 Update NE 12th Street Planters

Recommendation: Update only.

Staff Contacts: Ryan Osada, Public Works Director

Ryan Osada gave a brief update on the next steps on planting and watering/irrigation on NE 12th Street. He will bring the proposal choices to the council in April for discussion and direction. Council asked questions and staff responded.

11. **REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE**

- a) Requests for future agenda items.
- b) Council round table.

Council member Luis asked to add the Leaf Blowers ordinance. Second by Johnston. Steve Burns, City Manager informed council this is an ongoing discussion with the City Attorney and will be added to a future agenda item when the City is prepared to have further discussions.

Council member Nunn asked for dark sky lighting to be discussed as a future agenda item, Second by council member Gokul. Steve Wilcox responded he will provide a list of items on Development Services work plan and present in order of priority.

Council member Nunn asked to add Taco Tuesday in the Park as a future agenda item, Second by council member Johnston.

Council asked Council Members Nunn and Gokul to meet with City Staff regarding discussion with local legislators.

Council gave direction to add a council article in the Spring Newsletter. Council member Nunn will work with staff.

12. **PUBLIC COMMENT**

Mayor Rossman opened the public comment period. No Comments, public comment was closed.

13. **EXECUTIVE SESSIONS**

- 13.1 The Council entered the Executive Session for an estimated duration of 10 minutes pursuant to RCW 42.30.110(1)(i) at 7:07 p.m.

ACTION: No action was taken following the Executive Session.

- 13.2 The Council reconvened the regular meeting at 7:21 p.m. and announced they would enter a second Executive Session, estimated to last 30 minutes, pursuant to RCW 42.30.110(1)(i) and RCW 42.30110(1)(g). No action will be taken, and the meeting will adjourn directly from the Executive Session.

14. **ADJOURNMENT**

Council adjourned from the Executive Session.

Meeting Minutes taken by Dawn Nations, Deputy City Clerk



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person
Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, April 14, 2025 – 5:00 PM

MINUTES

1. **REGULAR MEETING - CALL TO ORDER / ROLL CALL**

Mayor Rossman called the regular meeting of the Medina City Council to order in the Council Chambers at 5:05 p.m.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Joseph Brazen
Councilmember Harini Gokul
Councilmember Mac Johnston
Councilmember Michael Luis
Councilmember Heija Nunn

STAFF

Osada, Sass, Nations, Wagner, Wilcox, Robertson, Archer

2. **APPROVAL OF MEETING AGENDA**

By consensus, the meeting agenda was approved as amended. Council added an Executive Session to become agenda item 4 and the agenda items all shift down in numbering. Council added specific public comments for agenda item 10. 2 to be heard at that time.

3. **PUBLIC COMMENT PERIOD**

Mayor Rossman opened the public comment period. The following individuals addressed the Council:

1. Alex Tsimerman, he commented on trespasses at various agencies.

2. Mark Nelson addressed the council regarding the petition he presented to Medina residents asking if they would like to have the Kitchen and Market store to be open on all holidays. He will share this petition and the proposed change to the current policy at a future meeting. He voiced concerns and gave suggestions about the NE 12th Street landscaping and irrigation.

Mayor Rossman opened the public comment period. There was one public comment by
 With no further comments, public comments was closed.

4. EXECUTIVE SESSION

- 4.1 The Council entered Executive Session for an estimated duration of 30 minutes pursuant to RCW 42.30.110 1(i). The Council reconvened the regular meeting and announced they would extend the Executive Session, an additional 15 minutes and reconvene at 6 PM.

Mayor Rossman discussed the work of the personnel committee and proposed action for the council to consider. The council thanked Steve Burns for his service and wished him the best in his well-deserved retirement. The personnel committee has identified GMC consultants to assist with the recruitment and hiring of a new City Manager which could take up to 4 months. The firm identified several strong candidates to serve as interim City Manager while conducting a thorough and thoughtful search for a new City Manager. The personnel committee recommended Jeff Swanson to serve as the Interim City Manager. Mayor Rossman gave a brief background on Mr. Swanson.

ACTION: Deputy Mayor Reeves moved to authorize the mayor to execute an agreement with Interim City Manager Jeff Swanson and an associated separation agreement with Steve Burns. The motion was seconded by Councilmember Johnston and carried by a vote of 7-0.

5. PRESENTATIONS

- 5.1 Reports and announcements from Park Board, Planning Commission, Emergency Preparedness, and City Council.

Ryan Osada, Public Works Director presented the Park Board report on behalf of Park Board Chair Collette McMullen. He shared the recap on the Easter Egg Hunt. It was reported to be a great success. Council extended a huge thank you to the Park Board for their efforts to reorganize this community event and make it successful. Osada also gave updates on upcoming events, Arbor Day celebration on April 25th at 10 a.m. and Weeding/Spring cleanup work party on April 29th at 10 a.m.

Planning Commission Chair Laura Bustamante reported the Planning Commission March 25th they reviewed the Middle Housing survey results, presented with the calendar for the remaining middle housing tasks, reviewed Middle Housing and Subdivision ordinance drafts and provided comments to present to council before adoption.

Emergency Preparedness – On behalf of chair Gann, Mayor Rossman extended a thank you to the city for adding information on Emergency Preparedness in the newsletter.

6. **CITY MANAGER'S REPORT**

Given the heavy agenda, department directors submitted written reports for Council review. Council members had the opportunity to ask questions which staff addressed.

Director of Finance and HR Ryan Wagner provided an update on the city's financial status. Council asked for concrete numbers when entering the 2026 Budget planning period.

Director of Development Services Steve Wilcox reported the T-Mobile Hearing will be on April 16, 2025, and the release of the staff report for the Overlake Golf and Country Club proposed 50-foot fence hearing on May 15, 2025.

Medina Police Chief Sass announced Shredder Day is April 19th at 9 a.m. at Medina Park. He gave an update on recent police activities.

Director of Public Works Ryan Osada provided an update on trail signage it is an on-going project and adding a trail map to the notice boards.

7. **CONSENT AGENDA**

ACTION: Councilmember Johnston moved to approve the Consent Agenda. The motion was seconded by Councilmember Gokul and carried by a vote of 7-0.

- 7.1 March 2025 Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, HR/Finance Director
- 7.2 Park Board Meeting Minutes of January 21, 2025
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Deputy City Clerk
- 7.3 Planning Commission Meeting Minutes of January 28, 2025
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Deputy City Clerk
- 7.4 Draft City Council Meeting Minutes of:
a) February 24, 2025; and
b) March 10, 2025.
Recommendation: Adopt minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk
- 7.5 2025 Proclamation: Sexual Assault Awareness and Prevention Month
Recommendation: Adopt Proclamation.
Staff Contact: Stephen R. Burns, City Manager
- 7.6 Proclamation: 56th Annual Professional Municipal Clerks Week May 4-May 10, 2025
Recommendation: Adopt Proclamation.
Staff Contact: Aimee Kellerman, CMC, City Clerk

8. **LEGISLATIVE HEARING**

None.

9. **PUBLIC HEARING**

None.

10. **CITY BUSINESS**

10.1 City Manager Recruitment

Recommendation: Discussion and direction.

Staff Contacts: Ryan Wagner, Finance/HR Director and Charlotte Archer, Assistant City Attorney

Ryan Wagner, Finance/HR Director gave an update on the recruitment process. The job was posted on March 17th, and the first review was April 13th. He reported GMC consultants will conduct the first-round interviews and candidates will be presented to council on April 28, 2025. The city received 26 applications. GMC consultants will prepare a confidential packet will be distributed to the council the week of April 21st.

10.2 NE 12th Street Landscape Update

Recommendation: Discussion and direction.

Staff Contact: Ryan Osada, Public Works Director

Public Comment - Louise Reider commented on the NE 12th Street Landscaping project and thanked council and Ryan Osada for follow up and information. She extended her support for the project.

Ryan Osada, Public Works Director, gave a presentation on the different cost options for council to direct staff to what direction they should move forward with the project. Council asked questions and staff responded.

ACTION: Councilmember Johnston motion to move forward with draft resistant plants only, do not stub in the irrigation and use water buffalo watering system. The motion was seconded by Councilmember Luis

Motion to Amend the underlining motion by Gokul to review the plants to make ensure the draught tolerance and identify the funds to use the water buffalo system. Motion to Amend seconded by Deputy Reeves carried vote of 5-2.

Motion as Amended is to direct staff to move forward to using draught tolerate plants and review the plant list to make sure they are truly draught tolerant and to identify appropriate funds to water the plant until well established using the water buffalo system. Vote carried by a vote of 5-2.

Council members spoke for and against the motion.

10.3 Medina Park Donation Update

Recommendation: Discussion and direction

Staff Contact: Ryan Osada, Public Works Director

Ryan Osada, Public Works Director, gave a brief update. The Park Board advised staff to draft a policy on this donation and future park donations. Osada will present the draft policy to the park board for discussion and direction at a later meeting. Once the Park Board gives input the policy will be presented to the council later this year for review and possible resolution adoption. Osada will contact the donor and update them on the next steps.

11. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE

None.

12. PUBLIC COMMENT

Mayor Rossman opened the public commented period. There were no speakers. Subsequently, public comments was closed.

13. EXECUTIVE SESSION

The Council entered Executive Session for an estimated duration of 45 minutes pursuant to RCW 42.30.110 (1)(i). No action was taken following the Executive Session, and council will adjourn from Executive Session.

14. ADJOURNMENT

Council adjourned from Executive Session.

Meeting minutes taken by Dawn Nations, Deputy City Clerk



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person
Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, April 28, 2025 – 5:00 PM

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called the regular meeting to order in the Medina Council Chambers at 5:01 p.m.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Joseph Brazen (in at 5:08 p.m.)
Councilmember Harini Gokul
Councilmember Mac Johnston
Councilmember Michael Luis
Councilmember Heija Nunn (in at 5:05 p.m.)

ABSENT

None

STAFF

Swanson, Archer, Sass, Osada, Wilcox, Wagner, Kellerman

2. APPROVAL OF MEETING AGENDA

ACTION: Without objections, the meeting agenda was approved as presented.

3. PUBLIC COMMENT PERIOD

Mayor Rossman opened the public commented period. There were no speakers. Subsequently, public comments was closed.

4. PRESENTATIONS

None.

5. **CITY MANAGER'S REPORT**

None.

6. **CONSENT AGENDA**

ACTION: Deputy Mayor Reeves moved to approve the Consent Agenda. The motion was seconded by Councilmember Gokul and carried by a vote of 5-0.

6.1 Recruitment Update – Authorization for Travel Costs for Finalist Candidate(s)

Recommendation: Adopt Resolution No. 450.

Contacts: Finance Director Ryan Wagner, GMP Consultant Debbie Tarry

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

9.1 Recruitment Timeline Update

Recommendation: Update.

Contacts: Finance Director Ryan Wagner, GMP Consultant Debbie Tarry

Director of Finance and HR, Ryan Wagner, explained that the purpose of this agenda item was to provide Council and the community with an update on the City Manager recruitment timeline. He then introduced Debbie Tarry from GMP Consultants to present the update.

Debbie Tarry provided Council with an overview of the updated City Manager recruitment timeline. She reported that 28 applications were received, with 10 candidates identified as meeting the qualifications for the position. Debbie also outlined a draft schedule for the two-day finalist process, which includes a city tour, candidate interviews, and a community Meet & Greet. Councilmembers discussed, asked questions, and staff responded.

ACTION: Presentation and update only; no action taken.

10. **REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE**

Councilmember Brazen requested that the NE 12th Street Landscaping Project be revisited and expressed several concerns regarding the project. In response, Mayor Rossman asked Public Works Director Ryan Osada to address questions related to the plantings. The Mayor also requested that Councilmember Brazen meet with staff following the meeting to further discuss his concerns, noting that the Council has already taken action on this project and does not revisit decisions that have been finalized.

11. **PUBLIC COMMENT**

Mayor Rossman opened the public comment period. The following individual addressed the Council:

Heija Nunn requested that the Council consider taking a strong legislative position regarding some of the business tax issues and also having a larger regional voice for legislative issues.

With no further comments, public comments was closed.

12. **EXECUTIVE SESSION**

Council moved into Executive Session for an estimated time of 120 minutes under the following RCW.

RCW 42.30.110 (1)(g)

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to **RCW 42.30.140(4)**, discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

ACTION: No action was taken following the Executive Session.

13. **ADDITIONAL CITY BUSINESS**

13.1 Recruitment Update – Action on Finalist Candidate(s)

Contacts: Finance Director Ryan Wagner, GMP Consultant Debbie Tarry

ACTION: Motion was made by Councilmember Johnston to schedule a special meeting for continued discussions at an agreeable time for Council on this topic. Motion was seconded by Councilmember Reeves.

Council discussed the motion and Councilmember Nunn proposed scheduling the meeting for the current week. Additionally, she requested a zoom option for the special meeting.

ACTION: Motion by Councilmember Johnston to schedule a special meeting for continued discussions at an agreeable time for Council on this topic to include a Zoom option. This was seconded by Reeves and carried by a vote of 7-0.

Council discussed options for the special meeting.

ACTION: By consensus, the Council scheduled the special meeting for Saturday, May 3, 2025, at City Hall from 7:30 am to 8:30 am.

14. ADJOURNMENT

By consensus, Council adjourned the regular meeting at 7:50 p.m.

DRAFT



City of Medina, Washington
PROCLAMATION

NATIONAL POLICE WEEK AND PEACE OFFICER MEMORIAL DAY

WHEREAS, In 1962 the Congress and the President of the United States signed a proclamation which designated May 15 as “*Peace Officer Memorial Day*” and the week in which that date falls as “*Police Week*”; and

WHEREAS, members of law enforcement recognize their duty to serve the citizens of the City of Medina by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, during Law Enforcement Week, and throughout the year, the Medina City Council recognizes and appreciates the critical contributions and sacrifices made by members of law enforcement at all levels, and honors their courage and dedication; and

WHEREAS, the dedicated men and women of the Medina Police Department provide this vital public service day and night enforcing the law, safeguarding the lives and property, rights, and freedom of every community member,

NOW, THEREFORE, I, Jessica Rossman, Mayor of the City of Medina, Washington, and on behalf of the City Council, do hereby proclaim the City’s recognition and appreciation of our law enforcement officers, past and present, by designating the week of May 11 to 17, 2025 as

NATIONAL POLICE WEEK

in recognition of the service given by these men and women who stand guard to preserve the rights and security of all citizens.

Further, the City Council calls upon the citizens of Medina to observe May 15, 2025, as

PEACE OFFICER’S MEMORIAL DAY

in honor of those fallen law enforcement officers and those who became disabled in the performance of their duty and recognize and offer our respect to the survivors of our fallen heroes.

Jessica Rossman, Mayor



MEDINA, WASHINGTON

AGENDA BILL

May 12, 2025

Subject: Approval of King County Interlocal Agreement Renewal - Road Services

Category: Consent

Staff Contact: Ryan Osada, Public Works Director

Summary

King County Road Services Division has been providing bridge inspection and street preservation services to the City of Medina for many years. The current ILA has expired and needs to be renewed in order to continue services through their program. The attached ILA is the same agreement signed in 2018. In addition to the road services, the City of Medina has partnered with King County for grant funded projects where volume pricing was prioritized.

This project meets and supports Council's priorities 1, 3 & 4:

1. Financial Stability and Accountability
2. Quality Infrastructure
3. Efficient and Effective Government
4. Public Safety and Health
5. Neighborhood Character

Attachment(s)

ILA Template for KC Road Services

Budget/Fiscal Impact: N/A

Recommendation: Approve.

City Manager Approval:

Proposed Council Motion: N/A

**INTERLOCAL AGREEMENT BETWEEN KING COUNTY
AND THE CITY OF MEDINA FOR
PROVISION OF SERVICES BY THE KING COUNTY
ROAD SERVICES DIVISION**

THIS AGREEMENT is made and entered into by and between King County (“County”) and the City of Medina (“City”), and each are a “Party” to this Agreement and collectively shall be referred to as the “Parties.”

RECITALS

- A. The City owns public roads, traffic devices, bridges and road related facilities which require maintenance and/or other improvements.
- B. The City wishes the County, through its Road Services Division, to provide or perform certain services for the City.
- C. The Parties can achieve cost savings and benefits in the public's interest by having the County complete those services for the City at the City's expense.
- D. This Agreement establishes the City's role and responsibilities as the recipient of such services and the County's role and responsibilities as the provider of such services.
- E. The Parties are authorized by RCW Chapter 39.34 to enter into an interlocal cooperation agreement of this nature.
- F. The County Council has authorized the County Executive to execute this template road services Agreement.

NOW, THEREFORE, the Parties agree as follows:

TERMS AND CONDITIONS:

1. Services

1.1 The County will, upon the City's request, provide the City with traffic maintenance, road maintenance, construction management and engineering, environmental services, bridge inspections and related repairs and other road related services. Examples of the types of traffic and road maintenance services to be provided are contained in Exhibit 1 of this Agreement. The City may request to be provided any service that the County's Road Services Division offers; provided that the terms of such service shall be mutually agreed upon.

1.2 The County shall only perform services as requested by the City through the procedure described in Section 2 below.

1.3 The County shall act as a contractor of services only and will not purport to represent the City professionally other than in providing the services requested.

1.4 The County shall be the lead agency for the completion of work items requested by the City. The County shall provide services in the type, nature, and magnitude requested by the City.

1.5 In the event either Party decides to make changes to the work items requested on a Request and Approval for Services form (see Exhibit 2) which alters the original scope of work, written notification from the City authorizing such changes shall be required preceding any such work.

2. Procedure for Requesting Services

2.1 The City shall request services furnished by the County through the procedure identified in Exhibit 2 of this Agreement.

2.2 The County shall provide the City with a cost estimate for individual service requests.

3. County and City Coordination

3.1 The City and County shall notify each other in writing of their respective operations liaison(s) responsible for administering day-to-day operational activities related to the provision of services under this Agreement. The City shall notify the County in writing which City officials are authorized to execute Forms A and B on behalf of the City.

3.2 The County and City liaisons shall meet as needed to review performance or to resolve problems or disputes. Any problems or disputes which cannot be resolved by the City and County liaisons shall be referred to the City's Public Works Director (or equivalent position) and the Road Services Division Director.

4. Personnel and Equipment

4.1 The County is acting hereunder as an independent contractor so that:

- a. control of personnel standards of performance, discipline, and all other aspects of work shall be governed entirely by the County;
- b. except as described in 4.3 below, all persons rendering service hereunder shall be for all purposes employees of the County.

4.2 The County shall furnish all personnel, resources, and materials deemed by the County to be necessary to provide the services herein described and subsequently requested and authorized by the City.

4.3 In the event the County uses a contractor to perform one or more of the services requested by the City, the appropriate supervision and inspection of the contractor's work will be performed by the County. Furthermore, if contractors are used, the County shall comply with all the requirements of RCW 39.34.030.

5. Compensation

5.1 Costs. The City will pay the County for the costs of services, which will include recovery for labor, equipment, supplies, materials and overhead costs.

5.2 Billing. The County shall invoice the City monthly for the costs of services provided. The monthly bill will reflect the costs set forth in Section 5.1 above. Payments are due within 30 days of the City's receipt of said invoice.

5.3 Extraordinary Costs. Whenever the City desires to modify an already fully executed Request and Approval for Services, it shall notify the County in writing of that desire, and the County shall, before providing the modified service, advise the City in writing as to whether the modification would result in any increased costs. If, after receiving such notification, the City authorizes the modification of service in writing, then it shall be responsible for actual costs for the authorized modified services performed by the County. If the City decides not to authorize the modification of service, it shall notify the County in writing, and advise the County whether service shall continue as originally requested or if the City chooses to cancel the original authorized Request. If the City cancels the original Request, the City shall be responsible for all cost incurred by the County prior to and in connection with the cancellation.

6. City Responsibilities

6.1 The City hereby gives authority to the County to perform services within the City for the purposes of carrying out this Agreement.

6.2 The City is responsible for obtaining any permits or other authorizations that maybe necessary for the County to carry out the work under this Agreement.

6.3 Nothing in this Section shall alter the status of the County as an independent contractor of the City and the County's actions shall not be deemed to be those of the City when exercising the authority granted in this Section 6.

7. County Responsibilities

7.1 The County shall furnish and supply all necessary labor, supervision, machinery, equipment, materials, and supplies to perform the services requested by the City.

7.2 The County shall make every effort to meet pertinent City deadlines for completion of services, and except for emergencies, shall notify the City in advance of any hardship or other inability to perform the services requested, including postponement of work due to circumstances requiring the County to prioritize its resources toward emergency-related work outside of the City limits.

8. Duration

8.1 This Agreement is effective upon signature by both Parties, and shall remain in effect for the remainder of the calendar year in which it is signed and throughout the following four (4) calendar years.

8.2 Thereafter, this Agreement may be renewed for one (1) – five (5) year period upon mutual agreement.

8.3 Either Party may terminate this Agreement upon 90 days written notice. The City shall be responsible for all costs incurred by the County for services requested by the City prior to termination of the Agreement or in connection with the termination of the Agreement.

9. Force Majeure

The County's performance under this Agreement shall be excused during any period of force majeure. Force majeure is defined as any condition that is beyond the reasonable control of the County, including but not limited to, natural disaster, severe weather conditions, contract disputes, labor disputes, epidemic, pandemic, delays in acquiring right-of-way or other necessary property or interests in property, permitting delays, or any other delay resulting from a cause beyond the reasonable control of the County.

10. Dispute Resolution

10.1 In the event of a dispute between the Parties regarding this Agreement, the Parties shall attempt to resolve the matter informally.

10.2 If the Parties are unable to resolve the matter informally, the matter shall be decided by the Director of the King County Road Services Division and the Public Works Director of the City. If the Parties are unable to reach a mutual agreement, either Party may refer the matter to non-binding mediation. Each Party will be

responsible for its own costs for mediation, and shall share the costs of the mediator equally.

10.3 Unless otherwise expressly agreed to by the Parties in writing, both the County and the City shall continue to perform all their respective obligations under this Agreement during the resolution of the dispute.

10.4 This Agreement shall be interpreted in accordance with the laws of the State of Washington in effect on the date of execution of this Agreement. In the event that either Party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the Parties agree that any such action or proceedings shall be brought in a court of competent jurisdiction situated in Seattle, King County, Washington.

11. Indemnification

To the extent permitted by law, each Party to this Agreement shall protect, defend, indemnify, and save harmless the other Party, and its officers, officials, employees, and agents, while acting within the scope of their employment, from any and all costs, claims, demands, judgments, damages, or liability of any kind including injuries to persons or damages to property, which arise out of, or in any way result from, or are connected to services associated with this Agreement caused by or resulting from or are due to any negligent acts or omissions of the indemnifying Party.

Each Party agrees that it is fully responsible for the acts and omissions of its own subcontractors, their employees and agents, acting within the scope of their employment as such, as it is for the acts and omissions of its own employees and agents. No Party shall be required to indemnify, defend, or save harmless the other Party if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the Party seeking indemnification. Where such claims, suits, or actions result from concurrent negligence of the Parties, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the Party's own negligence.

Each Party agrees that its obligations under this indemnification section extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each Party, by mutual negotiation, hereby waives, with respect to the other Party only, any immunity that would otherwise be available against such claims under the industrial insurance provisions of Title 51 RCW.

In the event of any claims, demands, actions and lawsuits, the indemnifying Party upon prompt notice from the other Party shall assume all costs of defense thereof, including legal fees incurred by the other Party, and of all resulting judgments that may be obtained against the other Party. In the event that either Party incurs attorney fees, costs or other

legal expenses to enforce the provisions of this section, all such fees, costs and expenses shall be recoverable by the prevailing Party.

This indemnification shall survive the expiration or earlier termination of this Agreement.

12. Insurance

The County certifies that it is fully self-insured for its liability exposures. To the extent that an incident arising out of the negligence of the County in the performance of this Agreement occurs, the County self-insured program will respond.

13. Audits and Inspections

The records and documents pertaining to all matters covered by this Agreement shall be retained and be subject to inspection, review, or audit by the County or the City during the term of this Agreement and for three (3) years after termination.

14. Entire Agreement and Amendments

This Agreement contains the entire written agreement of the Parties and supersedes any and all prior oral or written representations or understandings. The scope of the Traffic and Road Maintenance services contained in Exhibit 1 to this Agreement may be amended at any time by mutual, written agreement between the Parties.

15. Invalid Provisions

If any provision of this Agreement shall be held invalid, the remainder of the Agreement shall not be affected if such remainder would then continue to serve the purposes and objectives of the Parties.

16. Other Provisions

The headings in this Agreement are for convenience only and do not in any way limit or amplify the provisions of this Agreement.

17. No Third Party Rights

Nothing contained herein is intended to, nor shall be construed to, create any rights in any third party, or to form the basis for any liability on the part of the Parties to this Agreement, or their officials, officers, employees, agents or representatives, to any third party.

18. Waiver of Breach

Waiver of any breach of any provision of this Agreement shall not be deemed to be a waiver of any prior or subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date last written below.

KING COUNTY

CITY OF MEDINA

King County Executive

City Mayor

Date

Date

Approved as to Form

Approved as to Form

King County Deputy Prosecuting
Attorney

City Attorney

Exhibit 1

1. Traffic Services: The following are examples of traffic services provided by the County. Actual services provided will be those requested by the City, and the County shall provide such services in the magnitude, nature, and manner requested by the City. The City shall set its own service level standards and policies for all roadway features. The County is merely a contractor for the purpose of implementing City roadway service standards and policies.
 - 1.1 Sign Maintenance: Replacing faded sign faces and rotten posts, straightening leaning posts, cleating uncleated posts, relocating signs for visibility or pedestrian safety based on direction from the City, maintenance of vandalized signs or signs damaged by vehicle accidents, inspection of signs to check for reflectivity, cutting or trimming bushes or limbs blocking visibility based on direction from the City, removal of signs when directed by the City, installation of new signs upon City request.
 - 1.2 Signal Maintenance: Replacing and cleaning light systems for signal and flasher displays and signs, installation and repair of vehicle detector loops, checking and adjusting signal timing based on direction from the City, examining traffic signal operation to assure it is operating as intended, inspecting hardware for wear or deficiencies, testing and repairing of electronic control devices and components, repair or replacement of signal and flasher displays and supports or wiring external to controller cabinets, modification of controller cabinets, testing of new and modified cabinets and control devices, traffic counter testing and repair, preventative maintenance.
 - 1.3 Sign Fabrication: Design and fabricate signs of any size as needed by the City.
 - 1.4 Crosswalks: Refurbishing with thermoplastics and temporary tape and removal when appropriate.
 - 1.5 Stop Bars: Refurbishing with thermoplastics and temporary tape and removal when appropriate.
 - 1.6 Arrows/Legends: Remarking worn arrows and removing when appropriate.
 - 1.7 Curb Painting: Maintenance of curbing, islands, and parking stalls.
 - 1.8 Raised Pavement Markers: Removal and replacement of raised pavement markers or rumble bars.
 - 1.9 Striping: Painting linear road stripes on pavement, such as centerlines, edge

lines, radius and channelization, removal of lines, stripes, or symbols.

- 1.10 Street Lights: Replacement of light bulbs in existing street lights not maintained by power companies, repair and replacement of street light heads, poles, or wiring.
- 1.11 Utility Locating: Locating underground traffic facilities for utilities or other digging operations.
- 1.12 Flasher/Crosswalk Preventative Maintenance: Examining to assure equipment is operating as intended and inspecting hardware for wear or deficiencies.
2. Roadway Maintenance: The following are examples of roadway maintenance services provided by the County. Actual services provided will be those requested by the City, and the County shall provide such services in the magnitude, nature, and manner requested by the City. The City shall set its own service level standards and policies for all roadway features. The County is merely a contractor for the purpose of implementing City roadway service standards and policies.
 - 2.1 Traveled Roadway Surface: Patching, crack pouring, pre-level work, pavement replacement, grading, and dust control.
 - 2.2 Shoulders: Restoration construction, paving, curb and gutter repair, spraying, and extending pavement edge.
 - 2.3 Drainage: Maintenance and repair of drainage pipe, curb, catch basins, culvert headers/trash racks; hand ditching, drainage pipe repair, catch basin and manhole cleaning, blade ditching/shoulder pulling, drainage systems cleaning, pipe marking, drainage preparation, catch basin repair, culvert header/trash rack replacement and repair, bucket ditching, catch basin replacement, erosion control, catch basin/manhole cover replacement, silt removal, and Ditchmaster ditch cleaning.
 - 2.4 Structures: Maintenance and repair of rock, gabion and rip-rap walls, guardrails, fencing, median barrier walls, guidepost installation, guardrail repair, retaining wall repair, median barrier replacement, guardrail post removal, fencing repair, and bridge repair.
 - 2.5 Traffic and Pedestrian Facilities: Concrete sidewalk/walkway maintenance and repair, hazardous material cleanup, street sweeping, street flushing, snow and ice control, and maintaining traffic control barricades.
 - 2.6 Roadside: Landscape restoration, slope/shoulder mowing, litter pickup, hand brushing, danger tree removal when directed by the City, landscape

maintenance, slide removal, ornamental tree maintenance, tree trimming, hand mowing, roadside spraying, tansy ragwort spraying, washout repair.

Exhibit 2

Services Request Process

1. City completes the Form A of the "Request and Approval for Services," which is signed by an authorized City official (see attached form) and City liaison transmits to County liaison.
2. The County liaison delegates the request to the appropriate Roads Services Division Section for review.
3. A Section representative completes the Form B portion of the "Request and Approval for Services." Form B will include the recommended action, cost estimate, and proposed schedule. Except as provided in section 4, a completed Form B will be returned to the City liaison for City execution. (If the Road Services Division is unable to provide the requested service, a notation will be made on the Form B, and the form will be returned to the City liaison in a timely manner.)
4. If the County's cost estimate is \$500.00 or less, the County is authorized to proceed with the work described in Form A. The County will use its best efforts to return the completed Form B to the City liaison prior to starting this under \$500.00 work.
5. If the cost estimate is over \$500.00, the County is only authorized to start the work after it has received the Form B countersigned by an authorized City official,
6. The County shall commence the requested work upon receipt of the fully executed Form B. If the County is unable to complete the work in accordance with the proposed schedule, it shall notify the City immediately.
7. The County and City liaisons maintain a file of all service requests.
8. The County liaison maintains a tracking system of all the service requests and provides the City with an updated report at least quarterly.

**REQUEST AND APPROVAL FOR SERVICES
CITY OF MEDINA**

FORM A

Request Number:

Date:

Nature of Request:

Location:

Requester Name:

Address:

Telephone:

Authorization for Request of Services:

City Authorized Signature

Date

FORM B

Date:

Project/Work Order Number:

Recommended Action:

Cost Estimate:

Proposed Schedule:

Authorization to Proceed:

Date Completed:

Director, Road Services Division

Date

City Authorized Signature
(if cost estimate over \$500.00)

Date



MEDINA, WASHINGTON

AGENDA BILL

May 12th, 2025

Subject: City Manager Recruitment Timeline Update

Category: City Business

Contacts: Ryan Wagner, Finance and HR Director and Debbie Tarry, GMP Consultant

Summary

The purpose of this agenda item is to provide the Medina City Council and the community with an update to the City Manager recruitment process, including key dates and to finalize the interview structure.

Attachments:

Drafted Finalist Process

Budget/Fiscal Impact: N/A

Recommendation: Discussion and Recommendations.

City Manager Approval: N/A

Proposed Council Motion: N/A.

Time Estimate: 15 minutes

Day 1

9:30 am: Group Tour (Candidates & City Representative)

11:00 am – 12:30 pm: Catered lunch w/ 4 candidates, Personnel Committee, Dept Directors & Community Stakeholders

Afternoon Interviews (Dept. Directors & Community Stakeholders)

Time Slot	Public Safety	Planning	PW	Admin
12:45 – 1:00	Panel Prep w/ Debbie			
1:00 -1:30	Candidate 1	Candidate 2	Candidate 3	Candidate 4
1:45 – 2:15	Candidate 4	Candidate 1	Candidate 2	Candidate 3
2:30 – 3:00	Candidate 3	Candidate 4	Candidate 1	Candidate 2
3:15 – 3:45	Candidate 2	Candidate 3	Candidate 4	Candidate 1
4:00 – 4:45	Panels Debrief w/ Debbie			

6:00 – 7:30 pm: Public Reception

Day 2**Council Interviews**

Time Slot	Candidate
8:30 – 9:00 am	Council Prep w/ Debbie
9:15 – 10:30 am	Candidate 1
10:45 – 12:00 pm	Candidate 2
12:00 – 12:30 pm	Lunch Break
12:45 – 2:00 pm	Candidate 3
2:15 pm – 4:00 pm	Candidate 4
4:00 – 5:00 pm	Council Deliberations



MEDINA, WASHINGTON

AGENDA BILL

Monday, May 12, 2025

Subject: A Regional Coalition of Housing (ARCH) 2025/2026 Budget and Work Plan and Trust Fund Recommendations

Category: City Council Business/Resolution

Staff Contact: Jeff Swanson, Interim City Manager

Summary

1. ARCH Work Program and Budget: The City of Medina became a member of A Regional Coalition for Housing (ARCH) in 1999. The City Council is required by the ARCH Interlocal Agreement to review and approve the Annual Administrative Budget and Work Plan.

Each year, the City of Medina allocates funds in the General Fund for Affordable Housing. These funds are used to cover Medina's portion of ARCH's administrative budget, and to award funds to individual affordable housing projects through ARCH. For 2025, the City budgeted \$38,066 for dues and projects. Medina's dues for 2025 are \$10,538. The remainder of funds are intended to be made available for future housing projects recommended by ARCH.

2. Projects funded through ARCH Trust Fund: The ARCH Executive Board has recommended funding three projects with contributions from Medina as follows:
 - a. TWG/Imagine Housing - Larus,
 - b. LIHI – Aventine Apartments, and
 - c. Life Enrichment Options – Emily House.

Medina's portion of the awards totals \$35,700. Medina has a sufficient uncommitted Trust Fund balance from previous years' contributions and interest earnings for the recommended awards.

This meets and supports Council's priority 3.

Council Priorities:

1. Financial Stability and Accountability
2. Quality Infrastructure
3. **Efficient and Effective Government**
4. Public Safety and Health
5. Neighborhood Character and Community Building

Attachments

1. 2025/2026 ARCH Administrative Budget and Work Program
2. Resolution No. 451 including Exhibit A – Executive Board Memo, dated December 26, 2024

Budget/Fiscal Impact: \$38,066 (budgeted)

Recommendation: Approve.

City Manager Approval:



Proposed Council Motion: “I move that the City Council approve the 2024 ARCH Administrative Budget and Work Plan, Adopt Resolution No. 451, funding the three projects listed in the combined amount not to exceed \$38,066 and authorize the administering Agency to execute documents and take all necessary actions on behalf of the City.”

Time Estimate: 5 minutes



Together Center Campus
16307 NE 83rd St, Suite 201
Redmond, WA 98052
(425) 861-3677

MEMORANDUM

Date: June 26, 2024

From: Lindsay Masters, ARCH Executive Director

To: ARCH Member Councils

Subject: ARCH 2025-26 Budget and Work Program

Please find attached the 2025-26 ARCH Budget and Work Program, which was adopted by the ARCH Executive Board in June of 2024. Earlier this year, the ARCH Executive Board adopted a [Strategic Plan](#) designed to “Build More Affordable Housing Faster”. This 2025-26 Budget and Work Program was crafted with the intent to move the Strategic Plan into action, elevating new strategies, building organizational capacity to implement those strategies, and carrying forward existing core work program commitments. Both the Strategic Plan and this 2025-26 Budget and Work Program are the result of collaboration and discussion among our members, and ARCH will continue to value your input and guidance as we advance these efforts.

Thank you for your support of ARCH’s mission and your continued commitment to working as a coalition. Together, we are making meaningful progress and look forward to taking shared action to **build more affordable housing faster**.

Attachments:

1. ARCH Strategic Plan Summary
2. 2025-26 ARCH Administrative Budget
3. 2025-26 ARCH Work Program

ARCH MEMBERS

BEAUX ARTS VILLAGE ♦ BELLEVUE ♦ BOTHELL ♦ CLYDE HILL ♦ HUNTS POINT ♦
ISSAQUAH ♦ KENMORE ♦ KIRKLAND ♦ MEDINA ♦ MERCER ISLAND ♦ NEWCASTLE ♦ REDMOND ♦
SAMMAMISH ♦ WOODINVILLE ♦ YARROW POINT ♦ KING COUNTY

ARCH 2024

STRATEGIC PLAN SUMMARY

BUILDING MORE AFFORDABLE HOUSING FASTER

A Regional Coalition for Housing (**ARCH**) was founded in 1992 as a joint undertaking of local jurisdictions to address the growing need for affordable housing in East King County. Since then, the dramatic growth in need for affordable housing has created greater pressure on ARCH's efforts and a widening gap in resources to effectively meet that need.



In 2023, the ARCH Executive Board initiated a strategic planning process to support its **VISION**:

“That East King County is a thriving, inclusive community where the housing needs of people of all income levels are met.”

The resulting Strategic Plan creates a framework that will help align and guide ARCH over the coming years.

MEMBER JURISDICTIONS

Beaux Arts Village
Bellevue
Bothell
Clyde Hill
Hunts Point
Issaquah
Kenmore
King County
Kirkland
Medina
Mercer Island
Newcastle
Redmond
Sammamish
Woodinville
Yarrow Point



2024 STRATEGIC PLAN

TO BEGIN, WE'LL FOCUS ON:

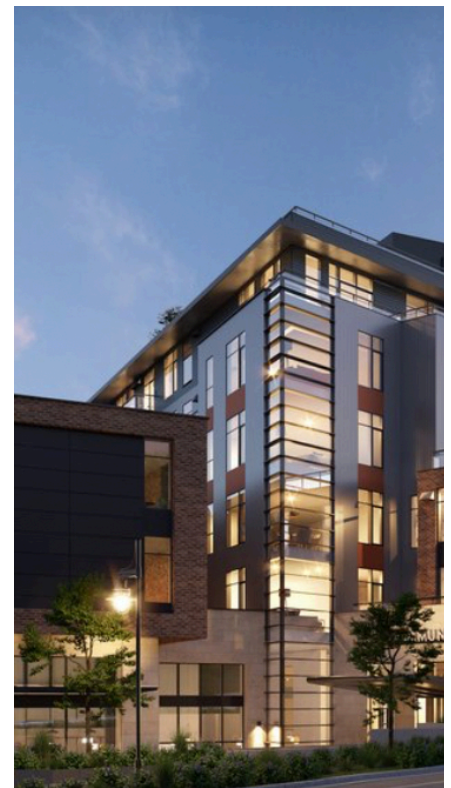
- **Pursuing organizational and governance changes** that streamline decision-making, empower the coalition to tackle major policy challenges, and increase education and engagement by members' elected officials in affordable housing.
- **Focusing on targeted state and regional policy efforts that increase funding** and reduce barriers that contribute to the cost of affordable housing development.
- **Supporting high impact special projects and local strategies** that result in creating more affordable housing faster.
- **Providing an efficient vehicle for members to implement local funding and developer incentive programs** and steward the affordable housing assets created through those programs.
- **Focusing on partnerships** to streamline our work and support the broader range of needs of low-income renters and homeowners.

FOR MORE INFORMATION CONTACT
ARCH INFO@ARCHHOUSING.ORG



MISSION:

To preserve and increase housing for low- and moderate-income households in East King County.



BUILDING
MORE AFFORDABLE
HOUSING FASTER!

Final 2025-26 ARCH Administrative Budget

Adopted by ARCH Executive Board

June 13, 2024

	2024 Adopted Budget	2025-26 Budget Recommendation			
		2025	2026	% change from '24	% change from '25
I. TOTAL EXPENSES	\$ 2,251,199	\$ 2,720,754	\$ 2,827,690	20.9%	3.9%
A. Personnel	\$ 1,981,178	\$ 2,427,721	\$ 2,532,678	22.5%	4.3%
Salaries	\$ 1,492,415	\$ 1,848,491	\$ 1,911,173		
Benefits	\$ 488,763	\$ 579,230	\$ 621,505		
B. Operating	\$ 105,192	\$ 120,787	\$ 120,117	14.8%	-0.6%
Rent & Utilities	\$ 44,133	\$ 42,000	\$ 44,133		
Telephone	\$ 7,819	\$ 7,840	\$ 8,075		
Internet	\$ 3,042	\$ 3,042	\$ 3,164		
Travel/Training	\$ 2,600	\$ 6,000	\$ 6,180		
Auto Mileage	\$ 1,500	\$ 1,150	\$ 1,185		
Postage/Printing	\$ 2,678	\$ 2,500	\$ 2,678		
Office Supplies	\$ 2,500	\$ 2,700	\$ 2,678		
Software licensing (website, database, etc.)	\$ 21,420	\$ 25,000	\$ 25,750		
IT Equipment Replacement	\$ 4,500	\$ 8,600	\$ 5,000		
Periodical/Membership	\$ 15,000	\$ 15,450	\$ 15,914		
Misc. (furniture, events, job posting fees, etc.)	\$ 3,000	\$ 6,505	\$ 5,361		
C. In-Kind Admin/Services	\$ 44,830	\$ 46,495	\$ 48,223	3.7%	3.7%
Insurance	\$ 32,000	\$ 33,280	\$ 34,611		
IT Services	\$ 12,830	\$ 13,215	\$ 13,611		
D. Professional Services / Consulting	\$ 120,000	\$ 125,750	\$ 126,673	4.8%	0.7%
Consultant Contracts	\$ 25,000	\$ 25,750	\$ 26,523		
Outside Legal Counsel Contract	\$ 95,000	\$ 95,000	\$ 95,000		
Translation and Interpretation		\$ 5,000	\$ 5,150		
II. TOTAL INCOME	\$ 2,251,199	\$ 2,720,754	\$ 2,827,690	20.9%	3.9%
A. Member Contributions (General Fund \$)	\$ 1,910,802	\$ 2,377,357	\$ 2,460,218	24.4%	3.5%
Beaux Arts Village	\$ 3,019	\$ 3,187	\$ 3,294	5.6%	3.3%
Bellevue	\$ 485,060	\$ 600,541	\$ 622,327	23.8%	3.6%
Bothell	\$ 135,990	\$ 172,748	\$ 178,110	27.0%	3.1%
Clyde Hill	\$ 8,954	\$ 11,205	\$ 11,553	25.1%	3.1%
Hunts Point	\$ 3,019	\$ 3,187	\$ 3,294	5.6%	3.3%
Issaquah	\$ 126,837	\$ 157,108	\$ 162,807	23.9%	3.6%
Kenmore	\$ 71,011	\$ 88,579	\$ 91,517	24.7%	3.3%
Kirkland	\$ 297,651	\$ 366,910	\$ 380,220	23.3%	3.6%
Medina	\$ 8,408	\$ 10,538	\$ 10,865	25.3%	3.1%
Mercer Island	\$ 76,611	\$ 95,259	\$ 98,405	24.3%	3.3%
Newcastle	\$ 40,281	\$ 50,076	\$ 51,819	24.3%	3.5%
Redmond	\$ 234,358	\$ 293,990	\$ 304,655	25.4%	3.6%
Sammamish	\$ 194,426	\$ 243,510	\$ 251,257	25.2%	3.2%
Woodinville	\$ 38,041	\$ 47,952	\$ 49,440	26.1%	3.1%
Yarrow Point	\$ 3,920	\$ 4,615	\$ 4,758	17.7%	3.1%
King County	\$ 183,216	\$ 227,952	\$ 235,897	24.4%	3.5%
B. Bellevue Detail (General Fund + 1590)	\$ 661,142	\$ 776,623	\$ 814,799	17.5%	4.9%
Cash Contributions	\$ 212,510	\$ 315,522	\$ 338,836		
In-Kind Contributions	\$ 448,631	\$ 461,101	\$ 475,963		
Personnel (Gen Fund and 1590)	\$ 403,801	\$ 414,606	\$ 427,740		
Insurance	\$ 32,000	\$ 33,280	\$ 34,611		
IT Services	\$ 12,830	\$ 13,215	\$ 13,611		
C. Other Income	\$ 167,315	\$ 167,315	\$ 175,000	0.0%	4.6%
Administrative Fees	\$ 165,000	\$ 165,000	\$ 135,000		
Interest Earnings	\$ 2,315	\$ 2,315	\$ 40,000		

ARCH WORK PROGRAM: 2025-26

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ARCH WORK PROGRAM: 2025-26

2025-26 Priorities

In 2025-26, ARCH will elevate the following priorities in its Work Program:

- Implement annual engagement efforts with ARCH member stakeholders (including staff, planning commissioners and elected officials) to increase knowledge and understanding of affordable housing in the region
- Convene ARCH coalition members to develop targeted legislative priorities related to funding for affordable housing and/or reducing barriers to affordable housing development
- Facilitate and advance proposals for dedicated revenue sources for affordable housing in East King County
- Complete a study of ARCH's legal and governance structure to facilitate changes that streamline processes and better advance ARCH's mission
- Assist members to implement policies to reduce cost burden in affordable housing
- Pursue partnerships and advance the development of high impact special projects, including transit-oriented development projects and other projects on public lands

I. AFFORDABLE HOUSING INVESTMENT

A. Local Investment Coordination and Administration

ARCH works on behalf of members to make recommendations on the use of public funding for the development and preservation of affordable housing and implement investment of local resources. This involves managing multiple types of funding through coordinated processes to maximize the impact of local resources. Specific programs are described below, with coordinated program activities including:

- **Annual Funding Round.** Advertise the collective set of available funds and manage competitive processes on behalf of member cities. Coordinate funding recommendations between programs.
- **Public Funding Coordination.** Work collaboratively with public funders at the State and local levels to promote shared affordable housing goals and equitable geographic distribution of resources. Review and provide input to other funders for Eastside projects that apply for County (HOF, RAHP, HOME, TOD, etc.) and State (Tax Credit, State Housing Trust Fund) resources. Provide input to the King County Joint Recommendations Committee (JRC) on behalf of participating Eastside jurisdictions. Assist N/E consortium members with evaluating and making a recommendation to the County regarding CDBG allocations to affordable housing.
- **Private Funding Coordination.** Work with private investors and lenders to maximize leverage of ARCH members' investments into affordable housing and negotiate public benefits from investment of housing funds. Engage with Enterprise Community Partners and other investors on administration and potential extension of the Regional Equitable Development Initiative (REDI) Fund. Complete implementation of a Bridge Financing Pilot in partnership with Microsoft. Coordinate with Amazon to ensure projects in ARCH pipeline are considered for Amazon Housing Equity Fund program.
- **Project Pipeline Management.** Work with member cities and project sponsors to develop a robust pipeline of projects to be funded over the next five years (see related work on Transit Center sites, below). Actively vet potential projects, and lead funding policy and prioritization discussions with the ARCH Executive Board to facilitate planning and decision-making.

B. ARCH Housing Trust Fund

Annual Funding Round and Community Advisory Board. Develop funding priorities and evaluation criteria for the annual Housing Trust Fund round. Review funding applications and develop recommendations through the Community Advisory Board (CAB), with input from member staff. Develop final recommendations by the ARCH Executive Board and facilitate funding allocations through member councils. Provide ongoing support to CAB throughout the year, including conducting educational sessions to build CAB members' knowledge and capacity.

Contract Development and Administration. Prepare contract documents in consultation with legal counsel and facilitate execution of contracts with the Administering Agency (Bellevue). Review and approve disbursement of funds to awarded projects in accordance with executed contracts. Maintain and update ARCH's standard form of agreements.

Centralized Trust Fund Reporting. Work with Administering Agency to maintain records and produce regular financial reports for the ARCH Trust Fund accounts. Update internal policies and procedures regarding records maintenance efforts coordinated with the Administering Agency.

HB 1406 Sales Tax. Develop systems and procedures to manage contributions, commitments and expenditures of pooled sales tax revenue authorized by HB 1406. Work with the Department of Commerce to ensure timely and complete reporting in compliance with state requirements.

Parity Goals. Maintain annual goals for individual member investments through the ARCH HTF, while pursuing broader strategies to increase overall investment levels in affordable housing in East King County.

C. Bellevue Housing Stability Program

Annual Request for Proposals. On an annual basis, verify and advertise available funds for capital, operating and maintenance and services funds. Solicit application interest and provide in-depth review of funding applications. Develop recommendations through a Bellevue interdepartmental staff team, ensuring coordination with the Trust Fund and other regional and state funding processes. Coordinate with City staff and present recommendations to the Bellevue City Council for approval.

Contract Development and Administration, Reporting. Prepare contract documents in consultation with legal counsel and facilitate approval of contracts. Review and approve disbursement of funds to awarded projects in accordance with executed contracts. Maintain contract data and assist with regular reporting to the Bellevue City Council.

Support for Other HSP Initiatives. Provide advice and support for other City initiatives funded through the Housing Stability Program, such as acquisition and preservation partnerships. Support may include assisting with overall outreach and engagement, evaluation of project feasibility, development of funding terms and conditions and preparation of project agreements.

D. Special Projects and Other Local Housing Investments

ARCH provides expertise to advance special projects and initiatives that require unique financing, land use or partnership strategies that leverage significant development opportunities, including projects on underutilized public, nonprofit or faith community property. Activities include:

Local Housing Investments. Provide strategic policy support and administrative capacity to cities making targeted investments in housing, including RFP development and administration. Example funding types include fee in lieu funds, dedicated sales tax funds, pass through of state grant funds or other sources directed by individual cities. Ensure coordination with regional funding processes to maximize affordable housing outcomes.

Transit-Oriented Development Sites. Assist cities with advancing and coordinating affordable housing projects near transit. Partner with Sound Transit, King County Metro and other public agencies to maximize opportunities on public property. Current opportunities include sites in Bel-Red, Overlake, Downtown Redmond, Marymoor, Issaquah, Kirkland, Bothell, and Kenmore.

Surplus Property/Underdeveloped Property. Assist with evaluation of public surplus or underutilized private property (e.g., faith community properties) for suitability of affordable housing. Provide technical assistance to property owners interested in supporting affordable housing. Develop an inventory of promising public and nonprofit property and begin to engage owners to gauge interest in disposition for housing. Complete financial feasibility studies to inform potential property offerings.

Preservation of At-Risk Affordable Housing. Work with member cities to facilitate acquisitions or other strategies to preserve existing housing where affordability is at risk of being lost, including at-risk manufactured housing communities. As needed, assist with responding to notices of sale of HUD assisted properties received by member cities, or other information indicating an impending loss of existing affordable housing.

Strategic Predevelopment Investment. With approval of the Executive Board, invest in predevelopment studies to investigate feasibility of special projects.

Private Sector Engagement. Support efforts by ARCH member cities to engage employers and private sector entities in discussions around the need for more affordable housing and identifying options for public-private partnerships.

II. HOUSING POLICY AND PLANNING

A. Local Policy, Planning and Code Development

ARCH provides assistance directly to member cities on a range of local planning efforts. Local planning efforts with individual member cities may be found in *Attachment A*. These efforts may take different forms, such as:

- **Housing Element Updates.** Work with members to update comprehensive plan housing elements.
 - Assist with understanding and complying with new housing-related requirements under the Growth Management Act and Countywide Planning Policies.
 - Prepare an east King County housing needs analysis with focused analyses for each city—including projected affordable housing needs—to fulfill GMA requirements.
 - Coordinate local and ARCH affordable housing goals with King County Affordable Housing Committee and Countywide Planning Policies.
 - Assist with policy writing, outreach, presentations, etc. as needed.
- **Housing Strategy and Action Plans.** Assist members to prepare housing strategies to implement housing elements and create council work plans. Cities with completed or ongoing strategy and action plans include Bellevue, Issaquah, Kenmore, Bothell, Kirkland, Redmond, and Sammamish.

- **Incentive Program Design.** Provide economic analysis and policy and program development support to design local housing incentive programs, including land use, property tax, impact fee waivers, parking reductions and other incentives. Develop standard tools or models that can be used by member cities/staff to evaluate and design their individual affordable housing incentive/inclusionary programs.
- **Land Use Code Amendments.** Assist city staff on land use and other code amendments in order to implement comprehensive plan policies.
- **Other Support.** Other areas in which ARCH could provide support to member cities include preservation of valuable community housing assets, assistance to households displaced by development activity, review of tenant protection regulations, or negotiation of agreements for specific development proposals. ARCH views this as a valuable service to its members and will continue to accommodate such requests to the extent they do not jeopardize active work program items.

B. Inter-Local / Eastside Planning Activities

Interlocal planning activities are coordinated by ARCH for the benefit of multiple members and the broader Eastside region.

Data Collection, Analysis and Reporting. Maintain and provide reporting on local housing and demographic data, including on members' progress toward meeting GMA and CPP housing requirements. Document members' investment in affordable housing in other jurisdictions and reflect these contributions in ongoing reporting. Conduct data analysis and make information available to members for planning efforts, including reporting on any locally adopted goals or initiatives or for ARCH educational efforts.

Long-Term Funding/Dedicated Revenue Strategy. Continue work on a long-term funding strategy for the ARCH Trust Fund. Facilitate conversations with member cities on identifying and exploring dedicated sources of revenue for affordable housing at the local and regional level (e.g., REET, property tax levy, commercial linkage fee, etc.). Provide relevant data and develop options for joint or individual revenue approaches across ARCH member cities and help inform potential shared state legislative priorities to authorize local options for funding.

Incentive/Inclusionary Housing Program Policies. As program implementation issues arise, assist member jurisdictions to develop coordinated policy solutions that incorporate input from the diverse range of stakeholders. Work with member city staff to develop code amendments that adapt programs to new knowledge and best practices (for example, implementing fee strategies to create sustainable revenue for monitoring, or rent limit policies for ARCH monitored housing that create more predictable outcomes for tenants and property owners).

Middle Housing/HB 1110 Implementation. Support members to implement new affordability incentives required by HB 1110, including evaluating new incentive programs and stewarding affordable units that may be created through the new regulations. In addition, support members to utilize input from a range of community-based organizations representing diverse constituents when considering middle housing regulations.

Tenant Protection Policies. Share information and help identify common policy priorities relating to tenant protections. Facilitate consideration of local regulations by ARCH members and help to encourage consistent protections for renters across the region that reduce evictions and economic displacement.

Explore Collaboration with Cities in North and East King County. As requested, engage cities interested in supporting affordable housing in north and east King County that are not currently members of ARCH. Explore collaboration that provides benefits for additional cities and current ARCH member cities. Enter into agreements to provide services to other cities, as directed by the ARCH Executive Board.

C. State and Regional Policy and Funding Engagement

ARCH will facilitate targeted state and regional policy efforts that increase funding and reduce barriers that contribute to the cost of affordable housing development. Activities may include:

- Convene coalition members to develop targeted legislative priorities related to funding for affordable housing and/or reducing barriers to affordable housing development
- Discuss and explore shared legislative priorities at the Executive Board, and identify one or two strategic legislative priorities to advance to member councils for consideration in the upcoming legislative session
- Explore opportunities to partner with relevant organizations (e.g., AWC, SCA, WLIHA, HDC)
- Collaborate with ARCH members' government relations and other key personnel to support implementation of identified legislative priorities, including coordination of advocacy efforts, informing strategy and coordinating with relevant partners
- Support legislative engagement by ARCH members, providing data, policy expertise and talking points as needed

ARCH will participate in broader regional planning efforts to advance Eastside priorities and ensure that the perspectives of communities in East King County are voiced in regional housing and homelessness planning. Such efforts include:

- **King County GMPC Affordable Housing Committee / Housing Inter-Jurisdictional Team (HIJT).** Help staff the HIJT, which provides support to the Growth Management Planning Council's Affordable Housing Committee (AHC).
- **King County Regional Homelessness Authority (KCRHA) / Eastside Homeless Advisory Committee (EHAC).** Support Eastside collaboration in regional homelessness efforts, as appropriate and as resources allow. Collaborate with KCRHA, EHAC and other relevant organizations and initiatives to advance shared work on homelessness. Promote best practices in development of housing solutions that move people out of homelessness. Coordinate allocation of resources, and work on specific initiatives.

III. HOUSING PROGRAM IMPLEMENTATION

A. Administration of Housing Incentive and Inclusionary Programs

ARCH partners with member cities to administer local housing incentive and inclusionary programs, including mandatory inclusionary, voluntary density bonus, multifamily tax exemption (MFTE) and other programs. Specific programs administered by ARCH include:

Jurisdiction	Incentive/Inclusionary Programs
Bellevue	Voluntary density bonuses, MFTE, impact fee waivers.
Bothell	Inclusionary housing, MFTE.
Issaquah	Development agreements, voluntary and

	inclusionary programs, impact and permit fee waivers.
Kenmore	Development agreements, voluntary and inclusionary programs, MFTE, impact fee waivers.
Kirkland	Inclusionary program, MFTE.
Mercer Island	Voluntary density bonus.
Newcastle	Inclusionary program, impact fee waivers.
Redmond	Inclusionary program, MFTE.
Sammamish	Inclusionary and voluntary density bonuses, impact fee waivers.
Woodinville	MFTE.
King County	Development agreements.

ARCH roles and responsibilities will typically include:

- Work with member city staff and legal counsel to align incentive and inclusionary programs with a unified set of administrative policies, practices and templates for legal agreements
- Communicate with developers/applicants and city staff to establish applicability of codes and policies to proposed developments
- Review and approve proposed affordable housing (unit count, location/distribution, bedroom mix, and quality)
- Review and recommend approval of MFTE applications.
- Review and recommend approval of alternative compliance proposals
 - For fee in lieu projects, provide invoices and receipts for developer payments
- Develop contracts and covenants containing affordable housing requirements
- Ensure implementation of affordable housing requirements during sale/lease-up
- Register MFTE certificates with County Assessor and file annual MFTE reports with state Commerce.
- On-going compliance monitoring (see Stewardship, below).

B. Stewardship of Affordable Housing Assets

ARCH provides long-term oversight of affordable housing created through city policies and investment to ensure stewardship of these critical public assets for residents, owners and the broader community.

ARCH Rental Program (Incentive and Inclusionary Projects). Monitor and enforce compliance in rental housing projects with incentive and inclusionary housing agreements. Administer a robust compliance monitoring program, including:

- Ensure compliance with rent and income restrictions through timely annual report reviews and supplemental on-site file audits
- Provide training and technical assistance for property managers
- Maintain written standards for eligibility, leasing and other program requirements
- Implement standard remedies for non-compliance
- Respond to tenant issues and questions

ARCH Trust Fund Projects. Oversee contracts and regulatory agreements with owners of projects supported through the direct assistance from members, including:

- Monitor project income and expenses to determine cash flow payments
- Conduct long-term sustainability monitoring of projects and owners

- Proactively problem-solve financial and/or organizational challenges in partnership with project owners and other funders
- Work with legal counsel to review and approve requests for contract amendments, subordination and other agreements
- Pursue formal MOUs with other funders to govern shared monitoring responsibilities that streamline processes for owners and funders.
- Collect annual compliance data and evaluate program beneficiaries

ARCH Homeownership Program. Provide effective administration to ensure strong stewardship of resale restricted homes in the ARCH Homeownership Program, including:

- Oversee resales and new construction sales to ensure ongoing compliance with affordability, buyer eligibility and other program requirements
- Implement adopted policies and procedures for monitoring and work with cities to address non-compliance
- Distribute an annual communication with relevant homeowner resources and respond to homeowners in financial distress
- Collect program fees to ensure sustainable operations

As time and resources allow, continue to make improvements that support the objective of creating and preserving long-term affordability, including:

- Work with member planning and legal staff to make improvements to boilerplate legal documents, in consultation with key stakeholders and outside counsel, as needed
- Develop strategies to preserve homes at risk of foreclosure
- Preserve expiring units and pursue strategies to re-capture lost affordability
- Build relationships with lenders to improve ARCH homebuyers' access to financing options.
- Explore offering brokerage services or developing partnerships with realtors to provide cost-savings to homebuyers and sellers, diversify program revenue, and expand ARCH's marketing reach
- Plan for additional staff capacity as the number of ARCH homes continues to grow.
- Engage the Washington State Housing Finance Commission to evaluate and improve the ARCH Eastside Down Payment Assistance Program and make updates to provide effective financial assistance to income-eligible first-time homebuyers in East King County.

Database/Systems Development. Continue to utilize the new ARCH Homeownership Program database to collect critical program data and evaluation, compliance monitoring, communication with program participants, and other key functions. Continue to improve and streamline data systems for ARCH Rental Program and Trust Fund Program. Develop a new Trust Fund project and loan database to assist with timely loan monitoring and reporting. Update information systems to ensure accurate, efficient recording of transactions within ARCH Trust Fund accounts.

IV. MEMBER EDUCATION, ENGAGEMENT AND COMMUNITY OUTREACH

A. Education Efforts and Elected Official Engagement

Member Education and Engagement. Develop educational tools and conduct or support events to inform councils, planning commissions and member staff of current housing conditions, and of successful housing

programs. Engage elected officials through tours, educational workshops and briefings to build understanding and support for affordable housing, key policy and funding tools, and the role of ARCH and local jurisdictions in meeting the needs of low-income households.

Housing 101. Plan and conduct a Housing 101 event.

B. Community Outreach and Assistance for the Public

Community Engagement. Host ARCH events to share information about ARCH programs with diverse communities. Participate in city and community events to promote ARCH programs across East King County (EKC). Build connections with community groups, faith communities, developers, nonprofits and others interested in housing issues.

Office Hours. Provide published office hours, consistent with public health guidelines, for appointments or walk-in customer service. Open office hours will be advertised on the ARCH website and ARCH Facebook page and shared with partner organizations.

ARCH Website. Continually update and build on information in the ARCH website. Maintain information on the most urgently needed resources in the community, including rental assistance, no-cost legal services, mortgage assistance, and senior resources available in East King County.

Assist Community Members Seeking Affordable Housing. Maintain up-to-date information on affordable housing in East King County (rental and ownership) and distribute to people looking for affordable housing. Continue to maintain a list of households interested in affordable ownership and rental housing and advertise newly available housing opportunities. Work with other community organizations and public agencies to develop appropriate referrals for different types of inquiries received by ARCH (e.g., rapid re-housing, eviction prevention, landlord tenant issues, building code violations, fair housing complaints, etc.).

C. Equitable Access to Affordable Housing in East King County

Develop outreach and marketing efforts to maximize awareness of affordable housing opportunities in East King County. Build relationships and partnerships with community-based organizations, faith communities, service providers and others interested in affordable housing access. Collect and analyze data on existing programs to determine potential gaps in access by different populations, such as communities of color, immigrant and refugee communities, homeless individuals and families, and workers in EKC commuting from other communities. Evaluate strategies and outreach goals to increase access to affordable housing in EKC by underserved communities.

V. ADMINISTRATION

A. Administrative Procedures

Maintain administrative procedures that efficiently and transparently provide services to both members of ARCH and community organizations utilizing programs administered through ARCH. Activities include:

- Prepare the Annual Budget and Work Program and ensure equitable allocation of administrative costs among ARCH members.

- Prepare quarterly budget and work program progress reports, Trust Fund reports, and monitor expenses to stay within budget.
- Manage the ARCH Community Advisory Board, including recruiting and maintaining membership that includes broad geographic representation and a wide range of housing and community perspectives.
- Staff the Executive Board.
- Work with Administering Agency to streamline financial systems.
- Review and update bylaws and ensure timely renewal of the ARCH Interlocal Agreement.

B. Organizational Assessment and Planning

The ARCH Executive Board will continue to evaluate ARCH's organizational capacity to accomplish its Work Program and broader mission. The Board will review ARCH's organizational structure, staffing resources, capital resources and other aspects of the organization to determine any gaps and assess options for right-sizing organizational capacity. The assessment will inform recommendations for the following year's work program and budget.

In 2025-26, this work will include implementing actions and recommendations from ARCH's strategic planning process, including completing a study of ARCH's legal and governance structure, and pursuing organizational changes. These changes will focus on streamlining decision-making, empowering the coalition to tackle major policy challenges, and increasing education and engagement of elected officials. The Board will monitor progress on ARCH's Strategic Plan and make adjustments to respond to new conditions and opportunities.

Attachment A: Local Planning Efforts by City

ARCH staff will assist members' staff, planning commissions, and elected councils with local policy, planning and special projects and initiatives, as described below. Member city staff may make adjustments to the proposed actions identified below as individual city work plans are updated.

Bellevue

Support ongoing monitoring and reporting required by the King County Countywide Planning Policies.

Support actions to implement Bellevue's Affordable Housing Strategy, including:

Assist staff with engagement and pre-development support for affordable housing on suitable land owned by public agencies, faith-based groups, and non-profit housing entities (C-1).

Participate in developer selection processes and work with staff to develop a funding strategy for affordable housing on suitable public lands in proximity to transit hubs, including Barrier Porsche, 130th TOD parcels, Metro (Civic Center site), and Lincoln Center parcel.

Provide consultation on a comprehensive acquisition strategy, such as preservation of existing naturally occurring affordable housing, setting up a community land trust, and an expanded homeownership program.

Support the update of Bellevue's Affordable Housing Strategy to achieve the City's new affordable housing target.

Provide ongoing support to implement investment of funds authorized by HB 1590, or other city funds as directed.

Provide research and input on potential code amendments concerning:

Affordability in middle housing under HB 1110

Affordability with the residential FAR increases in mixed-use land use districts (Phase 2 FAR Increase project)

Bothell

Support updating the city's (2018) Housing Strategy Plan to implement the City's updated Comprehensive Plan to be completed in 2024.

Assist in the refinement of local code updates, such as inclusionary zoning, middle housing, and MFTE standards, to increase housing supply and meet regional growth targets.

Support affordable housing opportunities, especially in the Downtown/Canyon Park areas, including production strategies for city-owned property.

Help to identify potential Bothell Trust Fund projects.

Evaluate affordable housing incentives and requirements such as parking reductions or other development incentives, code amendments that add capacity and rezones, and implement those adopted.

Support further updates to policies and codes for affordable housing options, including ADUs, micro-housing, small efficiency dwelling units, and "missing middle" housing.

Help pursue funding and implement further outreach, equity, and implementation measures to encourage more middle housing and address potential displacement.

Issaquah

Assist with implementation of affordable units within the Issaquah Highlands Hight Street Collection Residential Target Area.

Provide data for the annual Housing Report Card and Dashboard.

Provide technical support and assist with the housing analysis for development of potential code amendments concerning:

- Inclusionary zoning (in conjunction with changes to density, parking, and other regulations) and multifamily tax exemptions.
- Middle housing and ADUs in wake of new state legislation.

Help to evaluate potential projects/opportunities that arise under current or amended Development Agreements (e.g., Lakeside, Rowley) and prepare contractual agreements as needed.

Support implementation and funding of the city's TOD project with the King County Housing Authority.

Kenmore

Assist with implementing a high priority item identified in the Housing Strategy Plan, as requested.

Assist with updating the Housing Strategy Plan.

Continue support of the Preservation of Affordable Housing/Mobile Home Park project started in 2018.

Assist with any amendments needed to the Comprehensive Plan Housing Element update, including help with new affordable housing targets.

Assist with ongoing implementation and monitoring of the adopted Affordable Housing Targets.

Provide technical support, data, and best practices to assist with potential code changes, such as for "missing middle" housing amendments or amendments to the Multifamily Tax Exemption (MFTE) regulations.

Advance opportunities to site affordable housing in Kenmore, such as near ST3 transit investments, or on other public, nonprofit, and faith-based community property. Help evaluate and identify potential properties, partners, and financing strategies.

Provide technical support in proposal review, and assistance on financing strategies to advance siting the Imagine Housing affordable housing project on the City owned Holt property.

Provide technical support to assist with developing policies and regulations required to implement new state legislation (e.g. ADU regulations, missing middle regulations, TOD regulations).

Provide technical support with developing shelter, transitional housing, emergency housing, and permanent supportive housing (STEP) policies and regulations.

Kirkland

Evaluate housing-related issues in 2044 Comprehensive Plan Update.

Support the development of code amendments implementing housing policies in the 2044 Comprehensive Plan, such as:

- Evaluating inclusionary requirements across multiple scales of development and in zoning districts that do not currently have requirements (such as the downtown and lower intensity residential areas).

- Incentivizing larger (3+ bedroom) affordable housing units.
- Examining additional incentives for the creation of affordable housing.

Provide research and input on potential code amendments concerning affordability in middle housing under HB 1110.

Help review the effectiveness and value of the current MFTE program.

Assist with updating the City's Housing Dashboard and ongoing implementation and monitoring of the adopted Affordable Housing Targets.

Assist the City with its reevaluation of parking standards as they relate to affordable housing.

Mercer Island

Assist the City with implementation of goals and policies in the 2024 Comprehensive Plan Housing Element, including updates to regulations and programs to work toward achieving the City's affordable housing targets.

Provide technical assistance in developing policies and regulations required to implement new state legislation related to middle housing, ADUs and STEP housing.

Provide technical assistance in evaluating the City's existing affordable housing incentives and considering additional or expanded incentives and requirements.

Newcastle

Provide technical assistance in developing policies and regulations required to implement new state legislation (e.g. ADU regulations, missing middle regulations, STEP housing).

Provide technical assistance in evaluating the City's existing affordable housing incentives and considering additional or expanded incentives and requirements.

Redmond

Provide advice and technical support to evaluate and refine existing inclusionary and incentive programs, focusing on Downtown and Marymoor centers.

Provide technical support for outreach and education efforts.

Support partnerships with transit agencies to advance affordable housing within transit-oriented developments, including at Overlake and Southeast Redmond.

Help city staff write and propose comprehensive plan and code amendments for meeting existing and future housing needs, including residential zone consolidation and regulations. Support neighborhood plan update process.

Assist with potential strategies for increasing housing capacity from commercial development, such as housing over big box stores and commercial spaces in mixed-use buildings.

Continued support for implementing adopted Housing Action Plan. Continued support for evaluating opportunities identified in the HUD Thriving Communities Technical Assistance consultant work.

Sammamish

Partner with city staff to refine the Housing Action Plan/Housing Diversification Toolkit implementation plan by creating detailed work plans and identifying related budget needs.

Support city staff in responding to public inquiries related to affordable housing development.

Collaborate with city staff to evaluate the best use of HB 1590 Health Through Housing Initiative local share funding.

Collaborate with city staff to advocate for new and flexible funding options for local jurisdictions that address the need for affordable housing at low—and moderate-income levels, such as a local option, Real Estate Excise Tax (REET).

Collaborate with city staff to advocate for requirements and supporting resources to ensure affordable housing is included in future planning for growth near fixed-route transit, with affordability goals for transit-oriented development.

Assist the city with private development proposals that maximize affordable housing elements by leveraging the City's affordable housing requirements and incentives.

Support the city in negotiating and drafting affordable housing components of potential development agreements to strengthen developer housing affordability obligations

Support city staff in identifying and cultivating relationships with landowners, nonprofit developers, public agencies, faith-based organizations, and affordable housing providers to identify land appropriate for affordable housing development projects and facilitate housing development

Support city staff in developing and updating sub-area and neighborhood center plans to ensure the inclusion of affordable housing that maintains feasibility and supports the overall vision for those areas, starting with the completion of amending the City's Town Center Plan. This will include technical assistance related to the viability of different affordable housing scenarios and technical support in completing environmental impact statements

Woodinville

Assist in evaluating options and developing proposals for programs and code amendments following the city's new Housing Action Plan.

King County

Provide monitoring and stewardship services for affordable housing in the Northridge/Blakely Ridge and Redmond Ridge Phase II affordable housing development agreements.

Partner with King County to preserve affordable homes with expiring covenants in unincorporated areas.

Help advance the goals and policies of the Countywide Planning Policy Housing Chapter and where feasible, support the Affordable Housing Committee in executing the CPP Housing Chapter accountability framework, including annual monitoring and reporting.

ATTACHMENT 2

CITY OF MEDINA, WASHINGTON

RESOLUTION NO. 451

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, AUTHORIZING THE DULY APPOINTED ADMINISTERING AGENCY FOR ARCH TO EXECUTE ALL DOCUMENTS NECESSARY TO ENTER INTO AGREEMENTS FOR THE FUNDING OF AFFORDABLE HOUSING PROJECTS, AS RECOMMENDED BY THE ARCH EXECUTIVE BOARD, UTILIZING FUNDS FROM THE CITY'S HOUSING TRUST FUND.

WHEREAS, A Regional Coalition for Housing (ARCH) was created by interlocal agreement to help coordinate the efforts of Eastside cities to provide affordable housing; and

WHEREAS, the ARCH Executive Board has recommended that the City of Medina participate in the funding of certain affordable housing projects and programs hereinafter described; and

WHEREAS, the ARCH Executive Board has developed a number of recommended conditions to ensure that the City's affordable housing funds are used for their intended purpose and that projects maintain their affordability over time; and

WHEREAS, the City Council has approved the Amended and Restated Interlocal Agreement for ARCH; and

WHEREAS, the City Council desires to use \$35,700 from City funds as designated below to finance the projects recommended by the ARCH Executive Board; now, therefore,

THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Council authorizes the duly-appointed administering agency of ARCH pursuant to the Amended and Restated Interlocal Agreement for ARCH to execute all documents and take all necessary actions to enter into Agreements on behalf of the City to fund TWG/Imagine Housing – Larus, LIHI – Aventine Apartments, and Life Enrichment Options – Emily House, in a combined total amount not to exceed \$35,700.

Section 2. The Agreements entered into pursuant to Section 1 of this resolution shall include terms and conditions to ensure that the City's funds are used for their intended purpose and that the projects maintain affordability over time. In determining what conditions should be included in the Agreements, the duly-appointed administering agency of ARCH shall be guided by the recommendations set forth in the ARCH Executive Board's memorandum of December 26, 2024, a copy of which is attached hereto as **Exhibit A**.

ATTACHMENT 2

**PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 12TH DAY
OF MAY 2025 AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 12TH DAY
OF MAY 2025.**

Jessica Rossman, Mayor

Approved as to form:

Attest:

Jennifer S. Robertson, City Attorney
Inslee, Best, Doezie & Ryder, P.S.

Aimee Kellerman, CMC, City Clerk

ATTACHMENT 2

MEMORANDUM

TO:	City of Bellevue Council Members	City of Medina Council Members
	City of Bothell Council Members	City of Mercer Island Council Members
	City of Newcastle Council Members	
	Town of Hunts Point Council Members	City of Redmond Council Members
	City of Issaquah Council Members	City of Sammamish Council Members
	City of Kenmore Council Members	City of Woodinville Council Members
	City of Kirkland Council Members	Town of Yarrow Point Council Members

FROM: Carol Helland, Chair, ARCH Executive Board

DATE: December 26, 2024

RE: Fall 2024 Housing Trust Fund (HTF) Recommendation

This year ARCH received \$11.7 million in funding requests from ten projects proposing an impressive 749 units of affordable housing. After careful deliberation, the ARCH Executive Board concurred with the recommendations of the ARCH Community Advisory Board (CAB), which provide full funding for three projects. Consistent with recent years, the demand for funding far exceeded available resources, with \$4.3 million in Trust Fund dollars included in the recommendations, plus an additional \$599,000 in CDBG funds, resulting in \$4.9 million available for awards.

Over the last three decades, the ARCH Trust Fund has supported over 6,000 units of affordable housing, creating housing access for thousands of families and individuals with limited incomes.

This year's recommendations will support 246 units of housing in three projects that meet numerous priorities and needs throughout the region, including:

- Preservation of existing affordable housing
- Speedy delivery of projects to meet the urgent need for affordable housing
- Aligning and leveraging public dollars to maximize the impact of limited resources
- Local partnerships to serve diverse populations, including low-income seniors, families and individuals exiting homelessness, persons with intellectual and developmental disabilities, and veterans

In addition to Trust Fund resources, ARCH is also partnering to coordinate additional resources from member cities, including funding from the 0.1% sales tax collected by the cities of Bellevue and Issaquah. These resources are an important supplement to grow the overall production of our coalition. The Trust Fund also continues to bring a high return on local investment, with this year's recommended projects expected to attract over \$90 million in other public and private funding.

A summary of the recommendations is shown in the table below:

Applicant and Project	Units	City	2024 Request Amount	2024 Recommendation
TWG/Imagine Housing- Larus	175	Kenmore	\$ 3,400,000	\$ 3,400,000 (previous ARCH award, \$250,000)
LIHI- Aventine Apartments	66	Bellevue	\$ 900,000	\$ 900,000 (previous ARCH award, \$600,000)
Life Enrichment Options- Emily House	5	Issaquah	\$ 482,687	\$ 482,687
Habitat for Humanity- Orchard Gardens	25	Bellevue	\$ 300,000	\$ - (previous ARCH award, \$600,000)
Shelter Resources- Catalina	96	Bellevue	\$ 1,000,000	\$ -
BRIDGE Housing- Bothell Urban	201	Bothell	\$ 1,500,000	\$ -
Inclusion Homes- Children's OHS Home 4	3	Scattered	\$ 150,000	\$ -
SRM- Altaire 118	46	Bellevue	\$ 1,000,000	\$ -
Acres of Diamonds- Family Renewal Home	24	Duvall	\$ 2,000,000	\$ -
LIHI- Crossroads Apartments	108	Bellevue	\$ 1,000,000	Withdrawn
Total	749		\$ 11,732,687	\$ 4,782,687

This memo provides a summary of the applications, the Executive Board recommendations and rationales, and proposed contract conditions for the **three** proposals recommended for funding at this time. Also enclosed is an economic summary of the projects recommended for funding.

Attachments:

1. Proposed Funding Sources
2. Project Economic Summaries
3. ARCH Trust Fund Standard Conditions

Note that bolded text in proposed conditions shows unique conditions in otherwise standard text.

1. TWG Larus Senior Housing, Kenmore

2023 Funding Request:	\$3,900,000 (Contingent Loan)
2024 Funding Request:	\$3,400,000 (Contingent Loan)
	175 Affordable Rental Units for Seniors
2023 ARCH Award:	\$ 250,000 (Contingent loan)
2024 Executive Board Recommendation:	\$3,400,000 (Contingent loan)
Total Award:	\$3,650,000 (Contingent loan)

Project Summary:

The proposed Larus Senior Apartments is a transit-oriented senior housing development to be developed by TWG Housing in partnership with Imagine Housing. The development team elected to proceed with the same model for Larus as their previous partnership, Ardea at Totem Lake, by serving seniors with Imagine Housing to be the non-profit development partner and service provider. ARCH awarded funding to the Ardea project in 2022, and the developer successfully assembled its financing and began construction in 2023.

The project will consist of 175 units of affordable housing with a mix of studios and 1-bedroom units with affordability levels at 40% AMI, 50% AMI, and 60% AMI. Located within ¼ mile from the Kenmore Park & Ride and future Sound Transit BRT station, the project will aim to take advantage of future transportation options for its residents. In addition to its close proximity to the Kenmore transit hub, Larus Senior Apartments benefits from local groceries, shopping, and services within ¼ mile walking distance. ARCH made a partial award to this project last year, due to limited funding availability.

Funding Rationale:

The Executive Board recommends funding with conditions listed below for the following reasons:

- Funding this year's request for additional capital demonstrates continued commitment from ARCH to this priority project that has already secured other important sources of leverage.
- The project is strategically located near a future transit facility and close to amenities and services.
- The project advances the City's affordable housing priorities by providing much needed low-income housing for seniors in the area.
- The project leverages significant investments from public and private funding sources and is expected to be competitive for bonds/tax credit financing in 2025.
- The project produces a significant amount of affordable housing in a cost-effective manner.

Proposed Conditions:

Standard Conditions: See Attachment 3 ARCH Award Standard Conditions

Special Conditions (will supersede conditions from previous award):Prior to Contracting

1. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the Agency will provide status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a twelve-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the Agency will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. **Agency must demonstrate loan commitment letters from Amazon Housing Equity Fund, or a replacement lender, and securing WSHFC Bond tiering placement by 5/1/25.** ARCH staff will consider a twelve-month extension only based on documented, meaningful progress in bringing the project to readiness or completion.

Through Construction Period

3. **Agency must submit a supportive services plan which includes coordination of services with outside providers to ARCH Staff for review three month prior to finance closing and an update six months before the opening of the property.**
4. Funds shall be used by the Agency towards **construction and soft costs**. Funds may not be used for any other purpose unless ARCH staff has been given written authorization for the alternate use. Spending of construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances. Funds not expended at the end of the construction period will be de-obligated.

Ongoing Requirement through Period of Affordability

5. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Agency shall provide final operating proforma and cashflow waterfall for ARCH staff review. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin generally on or before year 15 and after repayment of earlier maturing senior loans and deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payment if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.

6. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table, and **serving residents 55 years old and older**. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	Studio	1BR	Total
40%	10		10
50%	46	67	113
60%	24	28	52
Total	80	95	175

2. LIHI – Aventine Apartments

2023 Funding Request: \$1,500,000 (Contingent Loan)
 2024 Funding Request: \$ 900,000 (Contingent Loan)
 66 Affordable Rental Units

2023 ARCH Award: \$ 600,000 (Contingent loan)
 2024 Executive Board Recommendation: \$ 900,000 (Contingent loan)
 Total Award: \$1,500,000 (Contingent loan)

Project Summary:

The Aventine Apartments is an acquisition-rehab of an existing 68-unit apartment building located in Bellevue, WA. Roughly half of the prior residents were low-income, and this acquisition and minor renovation will result in preserving 66 units of affordable housing. Planned rehabilitation includes the conversion of two studio units on the second floor into office space for two case managers and a behavioral therapist to provide on-site supportive services to residents as well as repainting the building exterior and modernizing the elevator. The project will serve low-wage workers, families exiting homelessness, veterans experiencing homelessness, and people with disabilities. In 2023, the ARCH Executive Board recommended and member councils approved a \$600,000 award to this project. Full funding was not possible at the time due to limited funding availability.

LIHI acquired the property in May 2024 using proceeds from the City of Bellevue, including a \$3.5 million bridge loan, a tax exempt bond issuance, a loan from the Amazon Housing Equity Fund, and a short term bridge loan from a Private Foundation. The project also secured 32 project-based vouchers from the King County Housing Authority, which enhance additional funding from the Bellevue Housing Stability Program Operation, Maintenance, and Services (OMS) contract that pays for the supportive services personnel. The funding request to ARCH is proposed to repay the bridge loans used to acquire the property.

Funding Rationale:

The Executive Board recommends funding with conditions listed below for the following reasons:

- The project preserves and deepens affordability in existing unsubsidized housing, advancing key

objectives in the City of Bellevue's Affordable Housing Strategy including providing units for households exiting homelessness, veterans experiencing homelessness, and people with disabilities.

- The property provides 22 units for households exiting homelessness, including both two-bedroom units for families. Further, the proposed project will have 10 units set-aside for veterans and an additional 10 for people with physical disabilities.
- The project is able to proceed in a timely fashion and deliver immediate affordable housing outcomes in a high-cost market.
- The project is well located near a transit facility and close to jobs, amenities and services.

Proposed Conditions:

Standard Conditions: See Attachment 3 ARCH Award Standard Conditions

Special Conditions:

Prior to Contracting

1. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested from ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a 12-month extension based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.

Through Construction Period

2. **Agency must submit for ARCH staff approval a management, affirmative marketing, and services plans.**

Ongoing Requirement through Period of Affordability

3. Funds shall be used by the Agency towards **refinancing the acquisition bridge financing sources**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. Spending on furnishings, fixtures, and equipment, rehab, remediation and construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances. Funds not expended at the end of the construction period will be de-obligated.

4. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payments if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
5. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table, including **approximately 22 units for households exiting homelessness**. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	Studio	1BR	2BR	Total
30%	5	5	2	12
50%	10	10	-	20
60%	15	4	-	19
80%	9	6	-	15
Total	39	25	2	66

3. Life Enrichment Options – Emily House

2024 Funding Request: \$482,687 (Contingent Loan)
4 Affordable Rental Units and 1 Common Area Unit

2024 Executive Board Recommendation: \$482,687 (Contingent loan) CDBG

Project Summary:

Life Enrichment Options (LEO) is proposing to acquire a single-family home known as Emily House in Issaquah to provide long term affordable housing for individuals with Intellectual and Developmental Disabilities (IDD). The property initially began operations as an independently owned and operated group home serving IDD residents in 2000. LEO's acquisition of the Emily House will preserve four low-income housing units for adults with IDD, allowing current residents to maintain connection to their community and supports in the City of Issaquah, and creating a long-term community asset for future residents with IDD.

The property is already an established shared living household with five tenants, including four individuals with intellectual and developmental disabilities. Three IDD tenants have housing choice vouchers from the King County Housing Authority at 30% AMI. The 4th resident makes slightly more than the maximum amount to be eligible for their voucher, however, they are charged the same amount as other residents. One of the vouchers includes reasonable accommodation to add a live-in caregiver to the voucher, and it is fully subsidized by KCHA.

The property is in an excellent location, where residents benefit from several nearby public facilities, including the Issaquah Community Center, the City swimming pool, the senior center (used for IDD dance parties), walking and hiking trails, outdoor athletic facilities, the public green for summer movies and concerts, and a public library. There is bus service about four blocks from the house, serving both Issaquah and the Issaquah transit center, from which residents can transfer for bus access to Bellevue and Seattle. Many businesses provide employment opportunities within walking distance and a short bus/car ride. King County Access buses have good access to the front and rear of the house.

Funding Rationale:

The Executive Board recommends funding with conditions listed below for the following reasons:

- The project preserves much needed IDD housing for people with very low incomes.
- This project leverages investments from public sources including State capital funds.
- The project is undertaken by a local organization with a strong reputation and commitment to expanding IDD housing opportunities in the community.

Proposed Conditions:

Standard Conditions: See Attachment 3 ARCH Award Standard Conditions.

Special Conditions:

Prior to Contracting

1. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the Agency will provide status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a twelve-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the Agency will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. In the event federal funds are used, and to the extent applicable, federal guidelines must be met, including but not limited to the following: contractor solicitation, bidding, and selection;

wage rates; and Endangered Species Act (ESA) requirements. CDBG funds may not be used to refinance acquisition costs.

3. **Agency must work with a development consultant or demonstrate staff experience and capacity to contract with public funders' capital awards.**

Through Construction Period

(Intentionally Omitted)

Ongoing Requirement through Period of Affordability

4. Funds shall be used by the Agency towards **acquisition, soft costs, reserves, and other development costs**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. Spending of construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances. Funds not expended at the end of the construction period will be de-obligated.
5. Funds will be in the form of a **deferred, contingent loan**. Agency shall provide final operating proforma and cashflow waterfall for ARCH staff review. So long as Borrower is in good standing payment of interest and principal under loan shall be deferred through the period of affordability. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff.
6. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table, and serving residents with intellectual or developmental disabilities. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	Beds	Total
30%	3	3
40%	1	1
Common Area	1	1
Total	5	5

4. Shelter Resources, Inc. – Catalina Apartments

2024 Funding Request: \$1,000,000 (Contingent Loan)
96 Affordable Rental Units

2024 Executive Board Recommendation: \$0

Project Summary:

The Catalina project intends to convert an existing, non-restricted, naturally occurring affordable housing building in Bellevue into a fully affordable building serving households earning between 30% and 80% of the area median income or below. The building, built in 1992 as a nursing home, was converted to 96 apartments in the 2000s. The applicant, Shelter Resources, has a purchase and sale agreement and anticipates closing in spring 2025 if funding applications are successful. The building is currently occupied, and the applicant believes most of the existing residents will qualify to stay on the property, with those that don't qualify receiving relocation assistance. The planned acquisition and rehabilitation includes addressing capital needs identified in third party reports including updating mechanical equipment and replacing the roofing.

Proposed funding sources for the project include a private first mortgage (Amazon), deferred developer fee, ARCH Housing Trust Fund, and the City of Bellevue. The applicant has engaged Amazon and submitted an application simultaneously to ARCH and the City of Bellevue.

Funding Rationale:

Given limited resources for an award in this year's funding round, the Executive Board supports the intent of the project but does not recommend funding the project for the following reasons:

- Project is unlikely to secure other sources of funds necessary to complete the acquisition.
- The project requested nearly 50% of the total project cost from ARCH and Bellevue.

5. Habitat for Humanity – Orchard Gardens

2022 Funding Request:	\$600,000 (Secured Grant)
2024 Funding Request:	\$1,300,000 (Secured Grant)
	25 Affordable Homeownership Units
2022 ARCH Award	\$600,000 (Secured Grant)
2024 Executive Board Recommendation:	\$0

Project Summary:

Orchard Gardens is a proposed 25-unit development of new single-family homes in the Factoria neighborhood of Bellevue. Habitat for Humanity of Seattle-King & Kittitas County (Habitat SKKC) intends to construct and sell the units to income-qualified Habitat homebuyers who have a critical housing need, and earn less than 80% of the Seattle-Metro area median income (AMI). These homes will be permanently affordable to individuals and families at or below 80% AMI – with Habitat SKKC stewarding the resale/income qualification of future home buyers.

The Orchard Gardens project began in partnership with Holy Cross Lutheran Church in Bellevue. The plan originally included the demolition of existing buildings and rebuilding the church as a gathering space. Holy Cross Lutheran Church subsequently disbanded, so the decision was made (and approved by the

church) to no longer include rebuilding the religious space. The project now proposes to preserve the P-Patch alongside an apple orchard maintained by the community for long term community benefit. The site design intends to maintain these distinctive land features, and Habitat homeowners will have the opportunity to maintain a connection to the land, including gardening, tending to the orchard, and enjoying the green space in a largely urban area.

Habitat SKKC anticipates finalizing the acquisition of the property in Q4 2024 and has already executed a purchase and sale agreement to that effect. ARCH made an award for the 25-unit development in 2022 application round in the amount of \$600,000, which has not yet been contracted with Habitat SKKC. An initial State funding award followed in the 2023 application round, however the estimated cost of the project has increased, leading to a continued funding gap.

Funding Rationale:

Given limited resources for an award in this year’s funding round, the Executive Board supports the intent of the project but does not recommend funding the project for the following reasons:

- Project is unlikely to secure other sources of funds necessary to construct the project on the proposed timeline and will need to re-apply for those funds in 2025.
- Project is unlikely to obtain building permits in the next year. ARCH encourages the applicant to continue to make progress on permitting.
- The application did not include a third-party construction cost estimate, and the project may have opportunity for revisions to add more units and/or create a more cost-effective design.
- ARCH encourages the applicant to reapply when the project schedule is more finalized and when a cost estimate detailing the funding gap is available.

6. BRIDGE Housing – Bothell Urban

2024 Funding Request:	\$1,500,000 (Contingent Loan) 200 Affordable Rental Units and 1 Common Area Unit
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2024 Executive Board Recommendation:	\$0
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Project Summary:

Bothell Urban is a new construction, 201-unit development proposal located in Bothell, WA. Just over 50% of the apartments will be family-sized units (2BR and 3BR) while 50% of the units will be targeted to very low-income households earning 30%-50% AMI. The project will be the realization of a community vision led by Bothell United Methodist Church (BUMC) to provide housing and other community benefits in the heart of downtown Bothell. Residents will benefit from a proposed 6,000 SF community center as

BUMC selected BRIDGE Housing as the lead development partner responsible for execution of the project financing, entitlement and construction. BRIDGE is a successful nonprofit housing developer based in California that has expanded its development pipeline to the Pacific Northwest and currently has significant developments underway in Seattle and Bellevue. As of the time of funding application the applicants were in the process of developing a purchase and sale agreement for the acquisition of property owned by the City of Bothell.

Given limited resources for an award in this year's funding round, the Executive Board supports the intent of the project but does not recommend funding the project for the following reasons:

- Applicant has made substantial progress but has not yet obtained full site control with the City of Bothell at the time of Executive Board Recommendation, though negotiations are underway.
- Project is unlikely to secure the funding necessary to achieve full funding in the current application round but would likely be competitive for these funds in next year's funding round.
- The proposed construction start time (Q4 2026) is nearly 24 months away.
- ARCH encourages the applicant to reapply when site control has been secured and the project schedule is further along.

2024 Funding Request: \$150,000 (Contingent Loan)
3 Affordable Rental Units

2024 Executive Board Recommendation: \$0

The Inclusion Housing application includes requests for the acquisition of three properties to be financed largely by the Department of Commerce. Of these, one site (the Children's OHS Home 4) is targeted to be in an ARCH member city, and therefore eligible for an ARCH award. The proposed project would consist of three units for children with Intellectual and Developmental Disabilities (IDD)

For the Children's OHS Home, this targeted area is near the provider's three existing Children's Homes, thus allowing staff to easily work between homes, coordinate care for the children in the program, and collaborate with school districts where Inclusion has an established working relationship. All sites were selected because of their proximity to employment opportunities as well as access to public transportation and community activities.

It should be noted that Inclusion was funded by ARCH along with the Department of Commerce for the acquisition of two homes in the 2022-2023 cycle, a children’s home and a supported living home. Since then, Inclusion has purchased one home (the above-mentioned Children’s Intensive Habilitation Services home in Woodinville) located in the ARCH catchment area. The supported living home in unincorporated Bothell is located outside of ARCH’s jurisdiction. Inclusion still plans to use the ARCH’s previously awarded funding and the Commerce funding from the last round (2023-2024), to purchase and renovate a property to fulfill the previous award made by ARCH.

Funding Rationale:

Given the limited resources for an award in this year’s funding round, the Executive Board supports the intent of the project but does not recommend funding the project for the following reasons:

- Applicant appears likely to be able to obtain funding necessary for the project from other sources.
- Applicant has taken steps to utilize previous 2022 ARCH award but has not yet expended all of the dollars. ARCH would like to see completion of the previously awarded projects prior to making another award.
- ARCH didn’t want the small ARCH award to constrict their site selection to member cities only in the case that Inclusion can meet their resident needs in other locales.

8. SRM – Altaire 118

2024 Funding Request: \$1,000,000 (Contingent Loan)
46 Affordable Rental Units

2024 Executive Board Recommendation: \$0

Project Summary:

The proposed project, Altaire 118, involves the construction of a mixed-use, 6-story building featuring the KidsQuest Children's Museum on the bottom three floors. The top three floors include 46 family sized units consisting of 2 to 3-bedroom apartment affordable at 40-80% of the area median income, with half designated for those earning 50% AMI and below. The project is designed to support families, especially those transitioning out of homelessness, providing much-needed affordable housing in the area. Additionally, SRM intends to partner with Hopelink to help connect residents with services such as food assistance, housing stability support, and financial assistance to foster long-term stability for these families.

SRM purchased the site in December 2021 with plans to finish construction of a partially built Holiday

Funding Rationale:

- Proposed project does not yet have appropriate zoning for the site.
- The estimated total cost of the residential units significantly exceeds the cost limits set by other important funding sources, which could affect the project's competitiveness.
- The proposed land cost allocated to the residential portion of the Altaire project was not supported by an appraisal.
- Project is unlikely to receive the other sources of leverage necessary to complete project financing.

2024 Funding Request: \$2,000,000 (Secured Grant)
24 Transitional, Single Room Occupancy Units

Project Summary:

This project envisions constructing a new 3-story, 21,153 SF multi-family home. Family Renewal Home will include a daycare program alongside 24 rooms for families. There are currently two structures on the proposed development site. The existing apartment structure will be demolished to make way for this new larger building and the existing multi-family home, Pearl Tadema House, will remain onsite.

AOD's community living model places a premium on resident safety for all the mothers and children living in the community, and ensuring residents are drug and alcohol-free. Additionally, the agency follows a "do with" model where staff help equip and empower resident mothers transform their lives through obtaining knowledge and skills that foster lifelong self-sufficiency. This approach facilitates the process of healing from past trauma; learning important life skills on parenting, finance, and job/renter readiness; attending school (optional yet encouraged); and working as a means of participating in the one's own recovery.

Funding Rationale:

Given the limited resources for an award in this year's funding round, the Executive Board supports the intent of the project does not recommend funding the project for the following reasons:

- Project is unlikely to secure other sources of funds, nearly 50% of the total development costs, necessary to construct the project on the proposed timeline.
- Application did not clarify how costs are allocated between the residential portion of the building and the non-residential childcare portion of the project.
- The "transitional housing" program model may have challenges securing operating funds for a large increase in transitional units.

Attachment 1: Proposed Funding Sources

PROJECTS RECOMMENDED FOR 2024 FUNDING				
	Aventine	Emily House	Larus	Funds Recommended
Bellevue	378,900	-	1,432,000	1,810,900
Bothell	26,100	-	98,600	124,700
Hunts Point	1,500	-	5,700	7,200
Issaquah	62,900	-	237,400	300,300
Kenmore	15,200	-	57,700	72,900
Kirkland	97,400	-	367,800	465,200
Medina	7,500	-	28,200	35,700
Mercer Island	11,000	-	41,400	52,400
Newcastle	6,200	-	23,200	29,400
Redmond	221,200	-	835,600	1,056,800
Sammamish	39,200	-	148,000	187,200
Woodinville	30,500	-	115,400	145,900
Yarrow Point	2,400	-	9,000	11,400
ARCH HTF	900,000	-	3,400,000	4,300,000
CDBG	-	482,687	-	482,687
IHIP	-	482,687	-	482,687
2023 HTF Award	600,000	-	250,000	850,000
Grand Total	1,500,000	965,374	3,650,000	6,115,374

Attachment 2: Project Economic Summaries

Applicant: TWG and Imagine Housing
Project Name: Larus Senior Housing
Location: 7520 NE Bothell Way, Kenmore, WA
Project Description: 175 units of affordable housing for seniors at 40%, 50% and 60% AMI

Project Sources	Amount	Status
Perm Loan	\$ 18,400,000	Proposed
Amazon Hard	\$8,750,000	Proposed
Amazon Soft	\$8,750,000	Proposed
King County TOD Hard	\$2,480,373	Committed
King County TOD Soft	\$2,500,000	Committed
ARCH	\$3,650,000	Proposed
Deferred Developer Fee	\$3,995,492	Committed
Federal Energy Equity	\$ 153,000	Proposed
LIHTC Equity	\$ 24,124,397	Proposed
Total Capital Sources	\$ 72,803,262	

Project Uses	Amount	Per Unit	Per SF
Acquisition Costs	\$4,509,855	\$25,771	\$ 30
Construction	\$50,478,407	\$288,448	\$ 335
Soft Costs	\$9,384,019	\$53,623	\$ 62
Pre-Development/Bridge Financing	\$ 628,605	\$ 3,592	\$ 4
Construction Financing	\$4,637,247	\$26,499	\$ 31
Permanent Financing	\$ 492,107	\$ 2,812	\$ 3
Capitalized Reserves	\$ 909,866	\$ 5,199	\$ 6
Other Development Costs	\$1,102,266	\$ 6,299	\$ 7
Bond Related Costs	\$ 660,890	\$ 3,777	\$ 4
Total Development Costs	\$ 72,803,262	\$ 416,019	\$ 483

Applicant: Low Income Housing Institute (LIHI)
Project Name: The Aventine
Location: 211 112th Ave NE, Bellevue WA
Project Description: Renovation and acquisition of an existing 5-story, 68-unit apartment community for the preservation of housing for households at 30%, 50% and 80% AMI

Project Sources	Amount	Status
State HTF	\$3,703,027	Proposed
King County	\$1,500,000	Proposed
City of Bellevue	\$10,000,000	Committed
ARCH 2023	\$ 600,000	Committed
WSHFC 501(C)3	\$9,500,000	Committed
Amazon Housing Equity Fund	\$6,800,000	Committed
ARCH 2024	\$ 900,000	Proposed
Total Capital Sources	\$ 33,003,027	

Project Uses	Amount	Per Unit	Per SF
Acquisition Costs	\$ 29,379,488	\$ 445,144	\$ 421
Construction	\$1,105,915	\$16,756	\$ 16
Soft Costs	\$ 832,711	\$12,617	\$ 12
Pre-Development/Bridge Financing	\$ 298,000	\$ 4,515	\$4
Construction Financing	\$ 406,500	\$ 6,159	\$6
Permanent Financing	\$ -	\$ -	\$ -
Capitalized Reserves	\$ 527,200	\$ 7,988	\$8
Other Development Costs	\$ 57,000	\$ 864	\$1
Bond Related Costs	\$ 396,213	\$ 6,003	\$6
Total Development Costs	\$33,003,027	\$ 500,046	\$ 473

Applicant: Life Enrichment Options
Project Name: Emily House
Location: 240 1st AVE NE, Issaquah
Project Description: Acquisition of a single-family home for use as a group home for people with intellectual and developmental disabilities

Residential Source Name	Amount	Status
State	\$ 965,374	Proposed
ARCH	\$ 482,687	Proposed
City of Issaquah- IHIP	\$ 482,687	Proposed
Total Capital Sources	\$1,930,748	

Project Uses	Amount	Per Unit/Bed	Per SF
Acquisition Costs	\$1,705,000	\$ 341,000	\$ 478
Construction	\$ -	\$ -	\$ -
Soft Costs	\$ 190,123	\$38,025	\$ 53
Pre-Development/Bridge Financing	\$ -	\$ -	\$ -
Construction Financing	\$ -	\$ -	\$ -
Permanent Financing	\$ -	\$ -	\$ -
Capitalized Reserves	\$ 3,625	\$ 725	\$1
Other Development Costs	\$ 32,000	\$ 6,400	\$9
Community/Nonresidential Space	\$ -	\$ -	\$ -
Bond Related Costs	\$ -	\$ -	\$ -
Total Development Costs	\$1,930,748	\$ 386,150	\$ 541

Attachment 3- ARCH Award Standard Conditions

The ARCH Award Standard Conditions will apply to all project awards.

Prior to Contracting

1. Agency shall submit evidence of funding commitments from all proposed sources. In the event commitment of funds identified in the application cannot be secured in the timeframe identified in the application, the Agency shall immediately notify ARCH, and describe the actions it will undertake to secure alternative funding and the timing of those actions subject to ARCH review and approval.
2. In the event federal funds are used, and to the extent applicable, federal guidelines must be met, including but not limited to the following: contractor solicitation, bidding, and selection; wage rates; and Endangered Species Act (ESA) requirements. CDBG funds may not be used to refinance acquisition costs.
3. Agency must submit for ARCH staff approval a draft management, affirmative marketing, and services plan, if applicable.

Through Construction Period

(Intentionally Omitted)

Ongoing Requirement through Period of Affordability

4. Agency shall provide revised development and operating budgets based upon actual funding commitments, which must be approved by ARCH staff. If the Agency is unable to adhere to the budgets, ARCH must be immediately notified and (a) new budget(s) shall be submitted by the Agency for ARCH's approval. ARCH shall not unreasonably withhold its approval to (a) revised budget(s), so long as such new budget(s) does not materially adversely change the Project. This shall be a continuing obligation of the Agency. Failure to adhere to the budgets, either original or as amended may result in withdrawal of ARCH's commitment of funds.
5. Agency shall maintain documentation of any necessary land use approvals and permits required by the city in which the project is located.
6. ARCH shall retain five percent (5%) of the award amount until the project completion and satisfaction of the close out terms.
7. Agency shall submit quarterly monitoring reports through completion of the project, and annually thereafter, and shall submit a final budget upon project completion. If applicable, Agency shall submit initial tenant information as required by ARCH.

8. Agency shall maintain the project in good and habitable condition for the duration of the period of affordability.
9. ARCH, through its Administering Agency, may negotiate, approve, execute, and record amendments or releases of any ARCH loan documents as may be needed for the project; provided the project still provides the anticipated affordable housing and there is sufficient collateral to secure the members' financial investment, all as determined by ARCH staff.
10. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
11. Agency must submit for ARCH staff approval a final management, affirmative marketing, and services plan at least 60 days prior to occupancy.



MEDINA, WASHINGTON

AGENDA BILL

Monday, May 12, 2025

Subject: Critical Areas Ordinance Update

Category: City Council Business

Staff Contact: Steven R. Wilcox, Development Services Director

Summary

A. Background. Washington State is mandating a periodic update of our Critical Areas Ordinance (CAO). Washington's Growth Management Act requires cities and counties to review and update their critical areas policies and regulations on a periodic basis. This process ensures these protections reflect the current Best Available Science and continue to safeguard sensitive environmental areas. The state identifies five types of critical areas that must be designated and protected:

- Wetlands
- Critical aquifer recharge areas (which help replenish drinking water supplies)
- Frequently flooded areas
- Geologically hazardous areas (such as landslide-prone slopes)
- Fish and wildlife habitat conservation areas

Within Medina, known critical areas include wetlands, geologically hazardous areas, and fish and wildlife habitat conservation areas. The most common critical area type that is part of Medina development permit applications involve "steep slope" geologically hazardous areas.

B. Budget. Unfortunately, this state mandate was not added to the Medina budget for 2025. The state has not offered any grants towards the cost of this work.

Our consultant's proposal to perform Medina's 2025 CAO periodic update is \$99,481.00.

It was known that this project was coming to us in 2025 during our budget development last Summer and Fall. The choice was made to leave the CAO periodic update out of our budget and to rely on Development Services staff to lead the project. It was anticipated there would be some consultant assistance needed for our staff, but only with minimal impact on the 2025 budget.

The reality of the Development Services staff workload to date in 2025 has caused a reversal of how we need to approach this project. Large special/high-interest projects, continuing efforts to complete current state mandates, and a CAO update schedule which is becoming only more compressed has resulted in the need to propose the use of a professional consultant to lead this project rather than asking our staff to do it.

C. History and Consultant. Medina's last major update to Municipal Code Chapter 16.50 – Critical Areas was in 2015. Since 2015 Medina has not made any CAO updates. Washington State's mandated CAO periodic update schedule had been every 8-years, but this has now been increased to 10-years.

The company named Facet is formerly DSG/Watershed (Kirkland) and was Medina's consultant on our previous 2015 CAO periodic update. Medina has successfully worked with DSG/Watershed on several projects over the years. Facet is currently performing a Tree Canopy Study for Medina under separate budget. Council approval pending, the same lead Facet staff member who participated in our 2015 CAO periodic update will also lead this 2025 effort.

A staff goal is to keep this CAO periodic update as simple as possible and to state minimum requirements for approval by the Department of Commerce.

D. Schedule. This state mandate requires that the CAO update project is completed through Council approval of ordinance amendments by **December 31, 2025**, with implementation at the start of 2026. To meet the December 31st deadline, Facet produced the Task Order proposal found in Exhibit 1.

E. Consultant Proposal. Please see Exhibit 1. An important part of the Facet proposal is community engagement. We want to inform residents of the project and keep everyone updated on progress of the work through the remainder of 2025. An updated progress schedule, maps, meeting information, project details, and FAQ's will be on our Medina website. Facet will also work with Development Services staff to facilitate two in-person public forums at City Hall. Medina will need to provide some essential administrative assistance.

Our City Attorney will also be asked to provide review and input on the ordinance draft, and possibly other assistance to be determined during the process. There will be additional costs to complete the CAO update above the Facet estimated budget due to our City Attorney's involvement.

The Task Order was drafted in a comprehensive manner to avoid the need for amendments and additional costs.

This Critical Areas Ordinance Update meets and supports Council's priorities 2, 4, and 5.

Council Priorities:

1. Financial Stability and Accountability
2. Quality Infrastructure
3. Efficient and Effective Government
4. Public Safety and Health
5. Neighborhood Character and Community Building

Attachment(s)

Exhibit 1. Facet Task Order 2406.0332.02

Budget/Fiscal Impact:

The 2025 budget will be impacted by the cost of professional services consultant Facet. Additionally, there will be City Attorney costs to review ordinance drafts, and due to other assistance as may be deemed necessary during the course of the CAO update process.

Recommendations:

1. Approve the estimated budget of \$99,481.00 shown in Exhibit 1 Facet Task Order 2406.0332.02.
2. Direct the Critical Areas Ordinance Update to the Planning Commission for inclusion in their 2025 workplan calendar.

Interim City Manager Approval:



Proposed Council Motions:

1. "I move for approval of the \$99,481.00 budget request to fund the cost of the periodic update to Medina Municipal Code Chapter 16.50."
2. "I move that staff forward the Critical Areas Ordinance Update to the Planning Commission for inclusion within their 2025 workplan calendar."

Time Estimate: 15 minutes



Formerly DCG/Watershed

EXHIBIT 1

On-Call Planning Task Order Request

Date	4/9/2025
Task Order Name	Critical Areas Ordinance Update
Task Order Reference #	2406.0332.02

Scope of Services

Under this Task Order, Facet will assist the City of Medina with the following scope of work:

TASK 1. PROJECT ADMINISTRATION

The Facet project manager will serve as the direct point of contact, working closely with the City project team throughout the Critical Areas Ordinance (CAO) update with regular check-in meetings and internal quality assurance on all deliverables. The project manager will facilitate a kick-off meeting and subsequent coordination meetings with the project team, including any other relevant stakeholders. The project manager will establish goals and expectations including a deliverable schedule.

Deliverables:

- Kick-off meeting summary, including Project Management Plan
- Meeting agendas and summaries for all biweekly coordination meetings
- Monthly progress reports and invoices

TASK 2. BEST AVAILABLE SCIENCE (BAS) REVIEW

- Draft BAS Report.** The Consultant team will review prior BAS documentation to determine updates needed to complete with changes in science or regulatory guidance. The Consultant team will prepare a BAS Report to supplement the prior BAS review.
- Final BAS Report.** The Consultant team will prepare a final BAS Report that incorporates City comments from the draft in Task 2.b.

Deliverables:

- Draft BAS Report for City staff review
- Final BAS Report that incorporates City comments

Assumptions:

- Development of each work product includes one (1) round of review with consolidated comments by the City.

TASK 3. GAP ANALYSIS

- c. **Gap Analysis.** A Gap Analysis of the current CAO, Medina Municipal Code (MMC) Chapter 16.50 – Critical Areas, will be drafted and cross-referenced to check for known deficiencies in meeting GMA requirements. Management and regulatory recommendations will be produced as separate chapters of the report. All substantive recommendations will be tied to scientific findings which meet BAS standards, an element which may prove useful during the local adoption process.
- d. **Commerce Checklist.** Complete the Washington State Department of Commerce CAO Checklist.

Deliverables:

- Completed Commerce Critical Areas Checklist
- Draft and Final Gap Analysis that incorporates City comments

Assumptions:

- The City will provide necessary background information to complete the review of existing policies and critical area regulations. City staff will provide timely review and provide one round of feedback on initial completed Checklist and one round of feedback on the initial gap analysis report.

TASK 4. COMMUNITY ENGAGEMENT AND FORUM FACILITATION

- a. **Public Engagement Plan.** The Consultant will prepare a Public Engagement Plan that lays out a strategy to effectively notify interested parties, gather input to assist the CAO update, ensure open communication, and understand how best to engage the community.
- b. **Online ArcGIS StoryMap.** The Consultant team will provide content for an online StoryMap at the project outset that can be shared on the City's CAO update website. The StoryMap will provide key project information to the public, including project schedule, meeting information, project details, and frequently asked questions. StoryMap content updates will be shared by the Consultant team throughout the project, as needed.
- c. **Public Forums.** The Consultant team will help facilitate two in-person public forums to help inform the public regarding the CAO update, including the use of BAS and potential for code changes. The Consultant team will capture and summarize community feedback in Forum Summary Memos and will work to integrate the findings into the CAO update framework.

Deliverables:

- Public Engagement Plan
- Online StoryMap content
- Public Forums (2) and materials
- Forum Summary Memos
-

Assumptions:

- The City will be responsible for organizing the meeting logistics and sending notices and meeting materials
- The ArcGIS StoryMap will be hosted by the City

- The City will host and update a project-specific website. The Consultant may provide input and recommendations on site content.

TASK 5. DRAFTING OF CRITICAL AREA CODE AMENDMENTS

- Preliminary Draft CAO and BAS Crosswalk.** The Consultant team will provide a preliminary draft with the revisions to the CAO. As a companion document to the revised CAO, the Consultant team will produce a crosswalk report that clearly describes the supporting rationale for the proposed revisions. This task may include GIS analysis to evaluate the potential regulatory changes.
- Public review draft CAO.** The Consultant team will incorporate City comments and prepare an initial public review draft of the CAO in an underline/strikethrough format. City staff will be responsible for sharing the public review draft for comment.
- Respond to public comments.** The Consultant team will respond to public comments in a comment matrix format unless otherwise specified by the City staff.
- Prepare final draft CAO.** The Consultant team will prepare a revised, final draft of the CAO that incorporates any necessary changes from public comments.

Deliverables:

- A preliminary draft of proposed code updates for City review along with a BAS crosswalk
- A preliminary draft of proposed code updates for public review
- Comment Response Matrix
- Final draft CAO

Assumptions:

- Each work product includes one round of consolidated comments from the City
- City will consolidate public comments for the Consultant team's review

TASK 6. ADOPTION SUPPORT

- SEPA Support.** Facet we will prepare a draft SEPA checklist for City use. The City will be responsible for issuing a SEPA determination. The City will also be responsible for preparing and submitting a 60-day notice to Commerce.
- Presentation to Planning Commission and/or City Council.** Support City staff in presenting the final CAO amendments to the Planning Commission and City Council for review and adoption. This includes attending up to four public meetings to provide technical support during the legislative process. The four meetings will likely be some combination of Planning Commission, Development Services Committee and City Council meetings, as requested by City staff.
- Final CAO Land Use Code Amendment for Adoption.** Following all public deliberation and hearings, Facet will prepare a final CAO for adoption by City Council.

Deliverables:

- Draft SEPA Checklist
- Final CAO for adoption
- Presentation materials, as needed, to support public meetings

Assumptions:

- The City will coordinate meeting logistics and notify the Consultant of required attendance.
- Facet would anticipate this process would result in a Determination of Non-Significance, consistent with other similar CAO updates of this nature.
- The City will be responsible for issuing a SEPA determination and coordinating the 60-day GMA notice to Commerce.

Estimated Budget

Task	Task Name	Estimated Cost
1	Project Administration	\$7,760
2	Best Available Science Review	\$10,378
3	Gap Analysis	\$11,931
4	Community Engagement and Forum Facilitation	\$23,789
5	Drafting of Critical Area Code Amendments	\$29,150
6	Adoption Support	\$16,123
	Expenses	\$350
Total		\$99,481

Payment

Payment will be made on a monthly basis as outlined in the Medina Planning On-Call contract.

Schedule

Completion of these tasks by:

- The exact project schedule is to be developed during the project kick-off meeting.

Authorization**Facet****City of Medina**_____
Dan Nickel_____
Date*Principal of Planning*_____
Steve Burns_____
Date*City Manager*