



# MEDINA, WASHINGTON

## PLANNING COMMISSION MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Tuesday, June 24, 2025 – 6:00 PM**

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### AGENDA

**COMMISSION CHAIR** | Laura Bustamante

**COMMISSION VICE-CHAIR** | Shawn Schubring

**COMMISSIONERS** | Julie Barrett, Li-Tan Hsu, Evonne Lai, Mark Nelson, Brian Pao

**DEVELOPMENT SERVICES DIRECTOR** | Steve Wilcox

**DEVELOPMENT SERVICES COORDINATOR** | Rebecca Bennett

#### Hybrid Meeting Participation

The Medina Planning Commission has moved to hybrid meetings, offering both in-person and online meeting participation. Individuals who are participating online and wish to speak live can register their request with the Development Services Coordinator at 425.233.6414 or email [rbennett@medina-wa.gov](mailto:rbennett@medina-wa.gov) and leave a message before 2PM on the day of the Planning Commission meeting. The Development Services Coordinator will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comments and will be asked to stop when you reach the 3-minute limit. The city will also accept written comments. Any written comments must be submitted by 2 PM on the day of the Planning Commission meeting to the Development Services Coordinator at [rbennett@medina-wa.gov](mailto:rbennett@medina-wa.gov).

Join Zoom Meeting

<https://medina->

[wa.zoom.us/j/86053912171?pwd=TdnBO0rzTzm60Xh2a3qEeXBU53VB5z.1](https://wa.zoom.us/j/86053912171?pwd=TdnBO0rzTzm60Xh2a3qEeXBU53VB5z.1)

Meeting ID: 860 5391 2171

Passcode: 606509

Dial by your location

• +1 253 215 8782 US (Tacoma)

#### 1. CALL TO ORDER / ROLL CALL

Planning Commissioners Barrett, Bustamante, Hsu, Lai, Nelson, Pao, and Schubring

#### 2. APPROVAL OF MEETING AGENDA

### 3. **APPROVAL OF MINUTES**

#### 3.1 Planning Commission Meeting Minutes of May 28, 2025

**Recommendation:** Adopt Minutes.

**Staff Contact:** Aimee Kellerman, CMC, City Clerk

### 4. **ANNOUNCEMENTS**

#### 4.1 Staff/Commissioners

### 5. **PUBLIC COMMENT PERIOD**

Individuals wishing to speak live during the Virtual Planning Commission meeting will need to register their request with the Development Services Coordinator, Rebecca Bennett, via email ([rbennett@medina-wa.gov](mailto:rbennett@medina-wa.gov)) or by leaving a message at 425.233.6414 by 2pm the day of the Planning Commission meeting. Please reference Public Comments for the Planning Commission meeting on your correspondence. The Development Services Coordinator 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.

### 6. **DISCUSSION**

#### 6.1 An Introduction to Middle Housing Phase II: Density Mitigations

**Recommendation:** Presentation and discussion; no action needed.

**Staff Contact:** Jeff Swanson, Interim City Manager and Steve Wilcox, Development Services Director

Time Estimate: 45 Minutes

#### 6.2 Critical Areas Ordinance Update

**Recommendation:** Discussion item only; no action needed.

**Staff Contact:** Steven Wilcox, Development Services Director

### 7. **ADJOURNMENT**

Next Planning Commission Meeting: July 22, 2025 at 6:00 PM.

### **ADDITIONAL INFORMATION**

Planning Commission meetings are held on the 4th Tuesday of the month at 6 PM, unless otherwise specified.

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**

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

Tuesday, July 22, 2025 - Regular Meeting

Tuesday, August 26, 2025 - Dark, No Meeting

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

Tuesday, September 23, 2025 - Regular Meeting

Tuesday, October 28, 2025 - Regular Meeting

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

Tuesday, November 18, 2025 (3rd Tuesday) - Special Meeting

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

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

Tuesday, December 16, 2025 (3rd Tuesday) - Special Meeting

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



# MEDINA, WASHINGTON

## PLANNING COMMISSION SPECIAL MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Wednesday, May 28, 2025 – 6:00 PM**

### MINUTES

#### 1. CALL TO ORDER / ROLL CALL

Planning Commission Chair Laura Bustamante called the Planning Commission meeting to order in the Medina Council Chambers at 6:00 p.m.

#### PRESENT

Commission Chair Laura Bustamante  
Commission Vice-Chair Shawn Schubring  
Commissioner Julie Barrett  
Commissioner Li-Tan Hsu  
Commissioner Evonne Lai (online) (offline at 6:35 p.m.)  
Commissioner Mark Nelson  
Commissioner Brian Pao (in at 6:11 p.m.)

#### STAFF

Swanson, Kesler, Wilcox, Peterson (Consultant) and Kellerman

#### 2. APPROVAL OF MEETING AGENDA

**ACTION:** Without objections, the meeting agenda was approved as presented.

#### 3. APPROVAL OF MINUTES

##### 3.1 Planning Commission Meeting Minutes of April 22, 2025

**Recommendation:** Adopt minutes.

**Staff Contact:** Aimee Kellerman, CMC, City Clerk

Commissioner Nelson requested clarification regarding the absence of Commission Vice Chair Schubring and Commissioner Barrett during the vote on the Minutes at the April 22, 2025, Planning Commission meeting. Although the attendance record showed them as late, Commissioner Nelson inquired whether the Minutes should explicitly note that they were absent for the vote.

City Clerk Aimee Kellerman confirmed that both individuals were indeed absent for the vote. However, she explained that the Minutes accurately reflected their late arrival and correctly noted that they did not participate in the vote. As a result, no changes will be made to the Minutes.

**ACTION:** Motion to approve the meeting minutes, with the understanding that Vice Chair Schubring and Commissioner Barrett were absent for the vote on the Minutes at the April 22, 2025, Planning Commission meeting. Motion passed 6-0.

Motion made by Commission Vice Chair Schubring, Seconded by Commissioner Hsu.

Voting Yea: Commission Chair Bustamante, Commissioner Barrett, Commissioner Hsu, Commissioner Lai, Commissioner Nelson.

Absent: Commissioner Pao

#### 4. **ANNOUNCEMENTS**

##### 4.1 Staff/Commissioners

Chair Bustamante noted the upcoming City Manager candidate reception and wanted to ensure the Commission was aware of the details. The event was initially scheduled at St. Thomas School on June 5, 2025, from 6:00 PM to 7:30 PM; however, City Clerk Aimee Kellerman and Commissioner Mark Nelson clarified that the correct location is St. Thomas Church.

#### 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 asked about the progress of Affordable Housing and next steps. Planning Manager Jonathan Kesler responded that Affordable Housing will be covered under Agenda Item 6.2.

##### 6.2 Middle Housing Update and Next Steps for Medina

**Recommendation:** Discussion.

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

Planning Manager Jonathan Kesler provided a presentation on the Middle Housing update and next steps. He reported that the City Council gave final approval to the Middle Housing Ordinance and Zero Lot-Line Subdivision, with a vote of 6-1-0.

Kesler also gave a brief overview of comments received from the Department of Commerce.

Finally, he noted that staff will bring a proposal on affordable housing issues to the City Council at its June 9, 2025 meeting.

Commissioners asked questions, and Kesler responded.

**ACTION:** Discussion only; no action taken.

6.3 Critical Areas Ordinance (CAO) Update

**Recommendation:** Discussion.

**Staff Contact:** Jonathan Kesler, AICP, Planning Manager

Planning Manager Jonathan Kesler gave a presentation on the upcoming update to the Critical Areas Ordinance (CAO). He explained that the Director of Development Services is leading the project and has retained the consulting firm Facet (formerly DSG/Watershed) to carry out the work.

Following an initial kickoff meeting between staff and Facet, the consultant will provide the City with a detailed project management plan. The Planning Manager will oversee the project and will develop a project calendar to track key milestones and deliverables.

The Commission asked questions and Kesler responded.

**ACTION:** Discussion only; no action taken.

7. **ADJOURNMENT**

Motion Hsu second Nelson, the Commission adjourned the regular meeting at 6:55 p.m.



# MEDINA, WASHINGTON

## Planning Commission

Tuesday June 24, 2025

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**Subject:** An Introduction to Middle Housing Phase II: Density Mitigations

**Planning Commission Action:** Discussion Only

**Staff Contacts:** Jeff Swanson, Interim City Manager  
Steven Wilcox, Development Services Director

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### Summary

Following the recent adoption of middle housing regulations, both City Council and Planning Commission have identified the need for additional planning work to mitigate the systemic impacts of increased density on several aspects of City functions. This presentation provides an introduction and overview of potential mitigation topics expected to come before the Planning Commission and City Council following the development of a work plan at a future joint City Council/Planning Commission/Parks Board work session.

### Attachments

Exhibit 1 PowerPoint

### **Proposed Planning Commission Motion:**

No action.

EXHIBIT 1

# An Introduction to Middle Housing Phase II: Density Mitigations

Planning Commission

June 24, 2025

Steve Wilcox, Development Services Director

Jeff Swanson, Interim City Manager





# Middle Housing Phase II

- Planning Commission completed work on middle housing ordinance, followed by City Council adoption
- The practical implication is this could result in three times the amount of households in Medina. The pragmatic application will likely be much less than that.
- In any case, the growth in number of households will impact systems, services, amenities, livability, and infrastructure.
- Careful, intentional planning efforts can mitigate to some extent these impacts, and help

# Mitigations

- Transportation System
- Parks System
- Utilities
  - Water
  - Wastewater
  - Stormwater
  - Electrical
- Livability/Quality of Life Impacts
- Scalability of Public Services

# Transportation System

Already experiencing lots of right of way use conflicts and design patchwork.

- Transportation System Plan Update (Comprehensive Plan)
- Transportation Improvement Program (TIP) Update
- Concurrency Ordinance
- Traffic Impact Fee Schedule and Ordinance
- Street Design Standards Update
  - Cross sections for facility designations included in Comprehensive Plan
  - Codify required improvements for new development/substantial redevelopment
- Complete Streets Ordinance
- Parking

# Parks System

- Parks, Recreation, and Open Space (PROS) Plan (Comp Plan)
  - Capacity Analysis
  - Planning for Future Demand
- Capital Facilities Planning and Capital Improvement Program
- Parks Impact Fees for New Development/Substantial Redevelopment
- Trails System Development and Maintenance
- Additional Facilities/Amenities Demand (tennis, pickleball, etc)

# Utilities

- Water System Capacity and Capital Improvements
- Wastewater System Capacity
  - Lake Line Management Program
  - Capital Improvements
- Stormwater System Capacity
  - Establishing Utility and Rates (Capital, O&M)
  - I&I Reduction Program
  - Capital Improvement Program
  - Impact Fee Schedule and Ordinance
  - NPDES Permit Program
  - Street Sweeping and Solid Waste Management
- Electrical Utility – PSE Capacity; Undergrounding

# Livability/Quality of Life Impacts

- Housing Affordability
  - Affordable Housing Work Plan/Policy
  - Potential Zoning Changes
- Low Impact/Sustainable Development
- Development Standards and Community Design/Review
- Noise
  - Regulation of Landscaping Equipment and Hours of Operation
  - Review Nuisance Definitions, Policies, and Enforcement
  - SR520 Expansion Joint Noise Mitigation (ongoing with WSDOT)
- Light Pollution – Outdoor Lighting Code
- Air Quality – Tree Code; Regulating Allowed Equipment Type/Uses

# Livability/Quality of Life Impacts (cont'd 2)

- Business License Program and Business Regulations (Landscaping Businesses, Short-term Rentals, etc.)
- Short-term Rental Policy
  - Allow: Regulate → Establish Fees, Lodging Tax Ordinance, Inspection and Code Enforcement Program
  - Disallow: Regulate → Establish Enforcement Program
- Code Enforcement – Vacant Properties; Hedges and Frontages
- Zoning
  - Commercial Uses/Comprehensive Plan Amendment
  - Affordable Housing/Comprehensive Plan Amendment
  - Setbacks, Lot Coverage, Impervious Surface Area

# Livability/Quality of Life Impacts (cont'd 3)

- Wireless Facilities/Telecom/Broadband Regulations and Franchise Ordinance
- SEPA Update
- Shoreline Master Program
- Sign Code
- Construction Activity Permit Update
- Development Agreement Code



# Scalability of Public Services

- Public Safety
  - Bellevue Fire
  - EMS
  - Law Enforcement
- Public Facilities/CIP
- Public Works Operations/Maintenance of Capital Improvements
- Budgetary Impacts (staffing, contracts, materials, equipment, etc)

# Where to Start?

- Already in Program for 2025:
  - Critical Areas Ordinance Update
  - Affordable Housing Mandate
- Suggestions:
  - Outdoor Lighting Code
  - Transportation System Plan Update (RFP Development in 2025)
- Schedule Joint City Council, Planning Commission, Parks Board Work Session to Develop and Coordinate Work Plans





# MEDINA, WASHINGTON

## PLANNING COMMISSION

Tuesday June 24, 2025

**Subject:** Critical Areas Ordinance Update

**Planning Commission Action:** Discussion item only; no action needed.

**Staff Contacts:** Steven Wilcox, Development Services Director

### **Summary**

The intent of this Agenda Bill is to begin to familiarize you with the Critical Area Ordinance (CAO) update project that the Planning Commission will become involved with. Our consultant has begun work on our CAO update but will not be prepared for a presentation until September. There are no definite answers about the implications of the update on Medina yet.

A. Background. Washington State is mandating a periodic update of our Critical Areas Ordinance. 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.

The CAO update will involve a change in how our existing stream buffers are to be managed. A view of our streams as Riparian Ecosystems, and a new Riparian Management Zone (RMZ) may be the most impactful changes caused by this state-mandated CAO update. To begin understanding the new approach to stream buffers you will find the Washington Department of Fish and Wildlife (WDFW) "Recommendations for Riparian Ecosystems" which is labeled EXHIBIT 2.

Our existing Critical Area Map which is provided as Exhibit 3, will require updating in 2026 following this project.

B. History and Consultant. Medina’s last 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 has recently worked with the Cities of Sammamish, Kirkland, and Bellevue among others on their CAO updates.

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.

C. Consultant Contract. The Facet Task Order for the CAO update is provided for your review as EXHIBIT 1. An important part of the Facet Task Order is community engagement. We want to inform residents of the project, gain input, and then keep everyone updated on the status of the work throughout the project. 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 public open houses/forums. I anticipate that one open house/forum will be virtual, and the other in-person. Our City Attorney will be asked to assist with ordinance development during the process.

The schedule through the CAO update is being finalized.

**Attachments**

Exhibit 1. Facet Task Order

Exhibit 2. WDFW’s Recommendations for Riparian Ecosystems

Exhibit 3. Medina Critical Area Map

**Proposed Planning Commission Motion:**

Discussion item only; no action needed.



Formerly DCG/Watershed

## On-Call Planning Task Order Request

<b>Date</b>	5/19/2025
<b>Task Order Name</b>	Critical Areas Ordinance Update
<b>Task Order Reference #</b>	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
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#### **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**



5/26/2025

Dan Nickel

Date

Principal of Planning

**City of Medina**



5/27/2025

Jeff Swanson

Date

Interim City Manager





Certificate Of Completion


Envelope Id: 80BEBB4D-2519-4E27-ACC9-B08DF08EBAAE		Status: Completed
Subject: Complete with DocuSign: Medina Task Order Request_CAO Update 5-19-25.pdf		
Source Envelope:		
Document Pages: 5	Signatures: 2	Envelope Originator:
Certificate Pages: 5	Initials: 0	Aimee Kellerman
AutoNav: Enabled		501 Evergreen Road
Envelopeld Stamping: Enabled		Medina, WA 98039
Time Zone: (UTC-08:00) Pacific Time (US & Canada)		akellerman@medina-wa.gov
		IP Address: 146.129.245.86

Record Tracking

Status: Original	Holder: Aimee Kellerman	Location: DocuSign
5/23/2025 12:06:05 PM	akellerman@medina-wa.gov	

Signer Events	Signature	Timestamp
Dan Nickel dnickel@facetnw.com Security Level: Email, Account Authentication (None)	  Signature Adoption: Uploaded Signature Image Using IP Address: 2601:602:867e:9280:7540:1ad1:eb3a:9af7	Sent: 5/23/2025 12:10:04 PM Viewed: 5/26/2025 6:46:57 AM Signed: 5/26/2025 6:50:11 AM

Electronic Record and Signature Disclosure:  
Accepted: 5/26/2025 6:46:57 AM  
ID: db728566-6071-43b1-a617-06d1feac08e8

Jeff Swanson jswanson@medina-wa.gov Interim City Manager Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 146.129.245.86	Sent: 5/26/2025 6:50:12 AM Viewed: 5/27/2025 12:14:05 PM Signed: 5/27/2025 12:14:23 PM
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Electronic Record and Signature Disclosure:  
Accepted: 5/27/2025 12:14:05 PM  
ID: 7e4453a5-0451-453a-ab71-2a75c2fd2396

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/23/2025 12:10:04 PM

Envelope Summary Events		Status	Timestamps
Certified Delivered		Security Checked	5/27/2025 12:14:05 PM
Signing Complete		Security Checked	5/27/2025 12:14:23 PM
Completed		Security Checked	5/27/2025 12:14:23 PM
Payment Events		Status	Timestamps
Electronic Record and Signature Disclosure			

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, City of Medina (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact City of Medina:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [akellerman@medina-wa.gov](mailto:akellerman@medina-wa.gov)

### **To advise City of Medina of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [akellerman@medina-wa.gov](mailto:akellerman@medina-wa.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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# WDFW's Recommendation for Riparian Ecosystems

Mary Huff, Tom O'Brien,  
Tim Quinn, and George Wilhere  
Habitat Program



# Presentation Outline

## Volume 1: Science Synthesis (2018, 2020)

- Best Available Science (BAS) under Growth Management Act
- Scientific/technical information under Shoreline Management Act

## Volume 2: Management Recommendations (2020)

- Relationship to Volume 2
- Key recommendations
- Considerations
- Next steps

Question and Answer time (at the end)





# Riparian Ecosystems, Volume 1: Science Synthesis and Management Implications



A Priority Habitats and Species Document of the  
Washington Department of Fish and Wildlife



Updated January 2020

# Volume 1: Overview

- Addresses five riparian functions:
  1. bank integrity
  2. inputs of wood
  3. stream shading
  4. nutrients (e.g., leaf litter) input
  5. pollutant removal
- ✓ This is consistent with the two major federal and state riparian conservation strategies (Northwest Forest Plan, and Forests and Fish)
- Includes review of watershed-scale processes



# Volume 1: Science Synthesis

Four of the key scientific findings related to riparian ecosystems are:

- What areas they encompass on the landscape
- The use of 200-year Site Potential Tree Height (SPTH<sub>200</sub>) to determine the width of the Riparian Management Zone (RMZ)
- The pollution removal function
- The importance of protecting the Channel Migration Zone (CMZ)





## Riparian Ecosystems, Volume 2: Management Recommendations



A Priority Habitats and Species Document of the  
Washington Department of Fish and Wildlife



December 2020

# Volume 2: Relationship to Vol. 1

Volume 2 provides policy-based recommendations for how to apply the science in Volume 1.

➤ Volume 2 **is not in and of itself**

Best Available Science (BAS):  
Rather, it states our policy preferences, reflective of WDFW's mandate, based on the science.

WDFW's policy is that **we want full riparian function to meet the needs of fish and wildlife.**





# Vol. 2: The “Bottom Line Up Front”

AGENDA ITEM 6.2

Our recommendation: “Within the context of wise watershed management, preserve, protect, and—where possible—restore the full extent of the riparian ecosystem.”



- Restoration is essential because the amount and quality of riparian areas that exist today are insufficient to meet the needs of the state’s fish and aquatic wildlife.



# Vol. 2: RMZ Recommendations

AGENDA ITEM 6.2

Where trees are the native riparian vegetation, we recommend the width of the Riparian Management Zone (RMZ) be at least one SPTH<sub>200</sub>.

A minimum 100-foot wide RMZ will achieve:

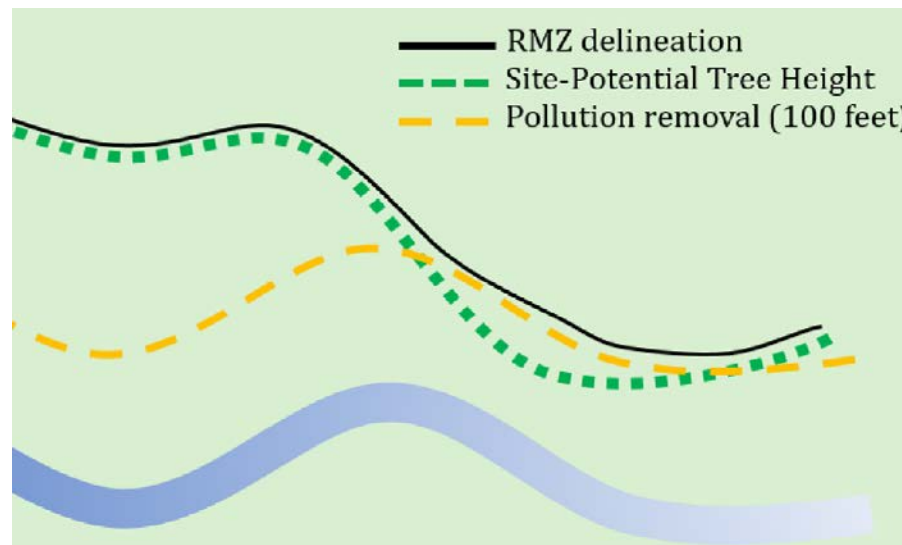
- 95% or more removal efficacy of phosphorous, sediment, and most pesticides; and
- 80% removal efficacy for surface runoff containing excess nitrogen.
  - The actual risk posed and efficacy of removal of excess nitrogen are site-specific.



# Vol. 2: RMZ Delineation

1. Identify the RMZ **inner** edge (using OHWM or CMZ)
2. Determine RMZ width:
  - A. Identify (i)  $SPTH_{200}$
  - B. Overlay the minimum 100-foot pollution removal delineation
3. Set the RMZ **outer** edge using the wider of A or B

## Forested RMZ





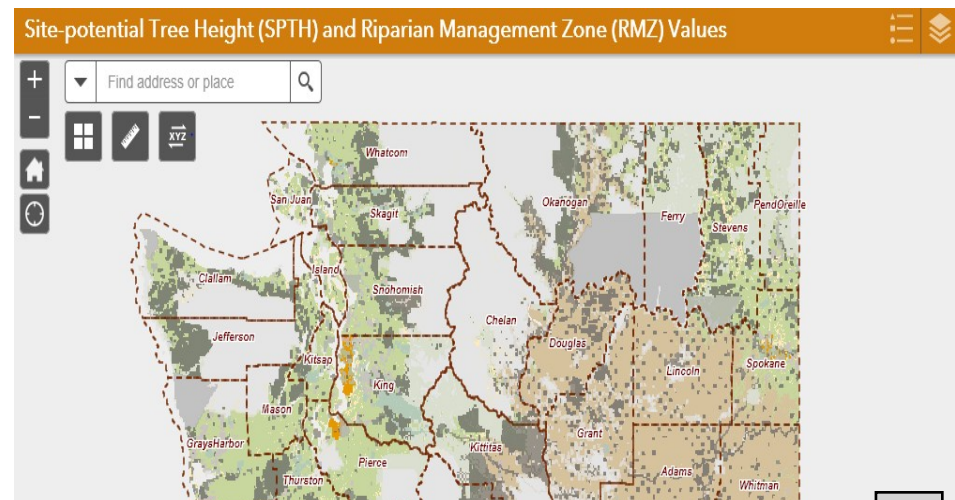
# Vol. 2: Online Mapping Tool

AGENDA ITEM 6.2

We developed and published an online RMZ mapping tool to provide  $SPTH_{200}$  information to end users in (what we hope is) a clear, accessible format.

We've already received some suggestions (including from members of this group) about how we can provide more information within the mapping tool.

- We will make those kinds of improvements as our capacity allows.



# Volume 2: Considerations

- “We recognize landowners and land managers most often face situations where various human needs must also be met; and thus, considerations other than fish and wildlife will be incorporated into land use decision making.”
- We understand SPTH<sub>200</sub>-based RMZs (including protecting the full CMZ) may not be possible everywhere, always; but what *is* possible?
- Governor Inslee spoke about SPTH at the 2019 Centennial Accord and is continuing to demonstrate support for other state agencies to follow WDFW’s recommendations.



# Volume 2: Next steps

Develop/post Q&A document (if capacity allows).

For example:

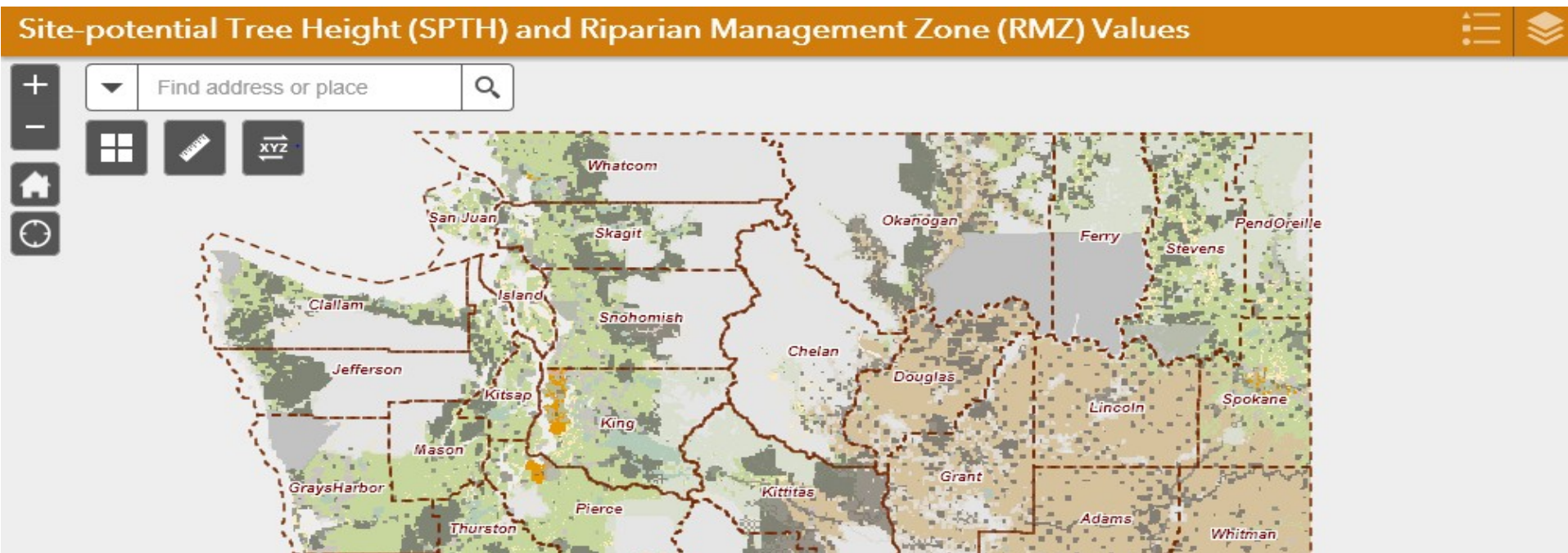
- “The online mapping tool provides data for limited tree species only – what should we do if those species aren’t appropriate for our area?”
- “Should we apply this information at the parcel scale?”

Meet with other state agencies to

- (1) answer their questions,
- (2) promote the SPTH science and our recommendations, and
- (3) understand how they intend to reference our recommendations within the scope of their activities.



# Online Mapping Tool Example



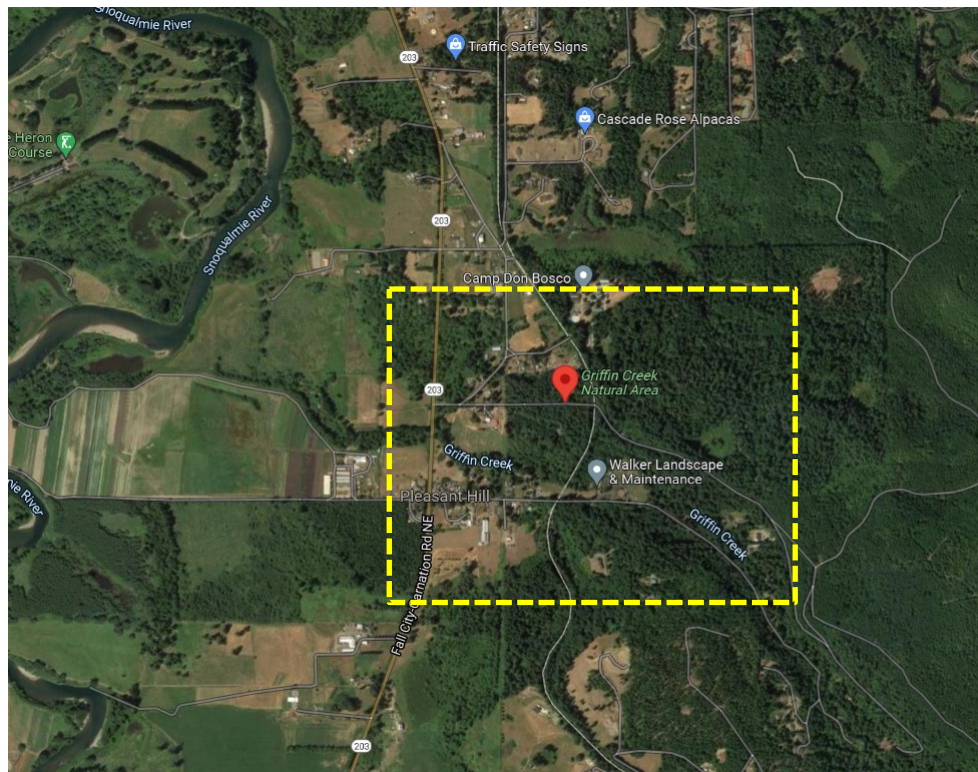
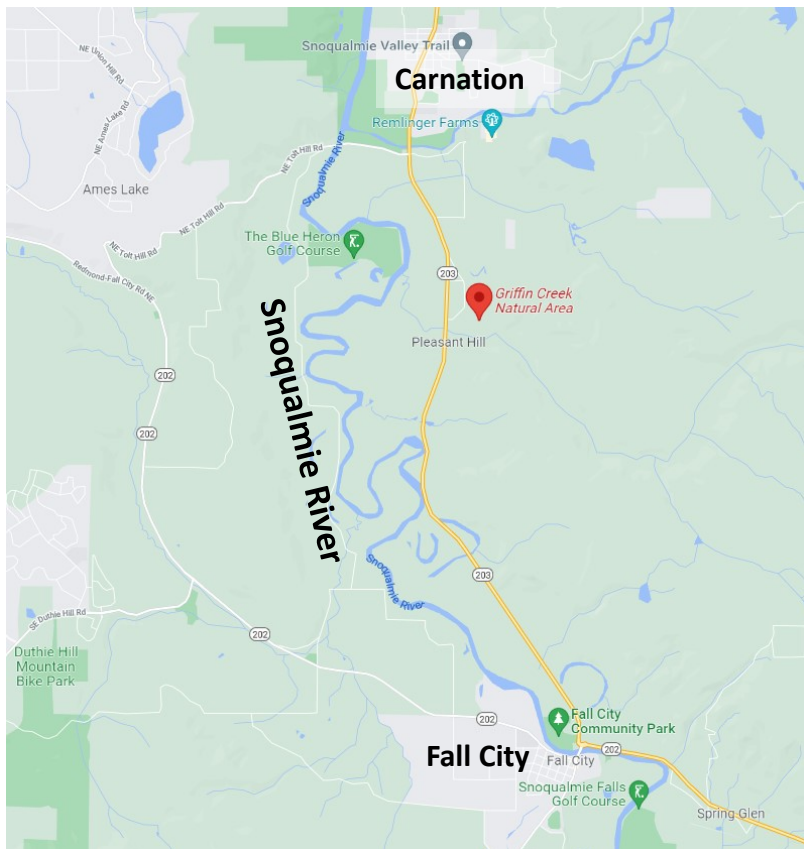
## Site-Potential Tree Height & Riparian Management Zone Online Mapping Tool

<https://wdfw.maps.arcgis.com/apps/MapJournal/index.html?appid=35b39e40a2af447b9556ef1314a5622d>





# Griffin Creek Natural Area (vicinity)

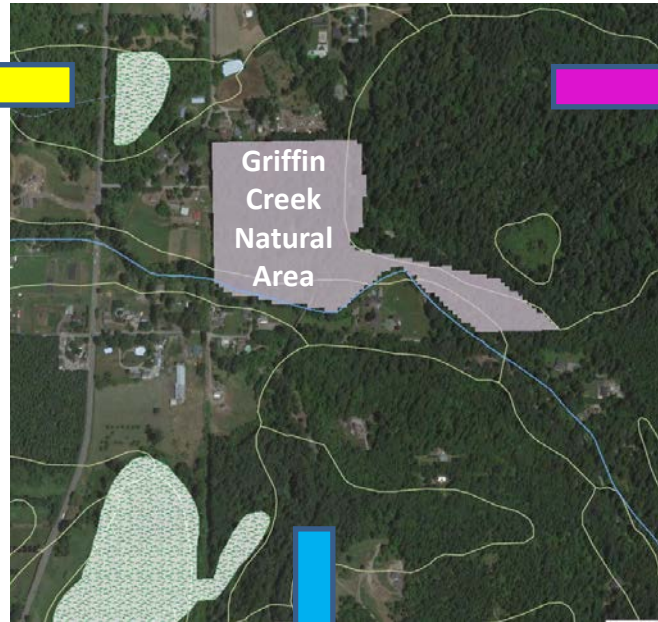


The dashed yellow line (above right) shows the approximate area within the mapping tool that we will examine in the next slide



## Example 1

Site Potential Tree Height at 200 Years: King	
County Name	King
200 Year SPTH (in feet)	100
Tree Name	Red Alder
Reference	Worthington 1960
Note	Additional considerations for terrestrial wildlife are encouraged. See Chapter 2 of the Riparian Ecosystems, Volume 2: Management Recommendations for more information.



## Example 2

AGENDA ITEM 6.2

Site Potential Tree Height at 200 Years: King	
County Name	King
200 Year SPTH (in feet)	211
Tree Name	Douglas-fir
Reference	King 1966
Note	Additional considerations for terrestrial wildlife are encouraged. See Chapter 2 of the Riparian Ecosystems, Volume 2: Management Recommendations for more information.

## Example 3

(1 of 2) Site Potential Tree Height at 200 Years: King	
County Name	King
200 Year SPTH (in feet)	235
Tree Name	Douglas-fir
Reference	King 1966
Note	Additional considerations for terrestrial wildlife are encouraged. See Chapter 2 of the Riparian Ecosystems, Volume 2: Management Recommendations for more information.

(2 of 2) Site Potential Tree Height at 200 Years: King	
County Name	King
200 Year SPTH (in feet)	215
Tree Name	Western Hemlock
Reference	Wiley 1978
Note	Additional considerations for terrestrial wildlife are encouraged. See Chapter 2 of the Riparian Ecosystems, Volume 2: Management Recommendations for more information.



# Questions?

Volume 1

Tim Quinn/George Wilhere

Volume 2

Tom O'Brien/Mary Huff



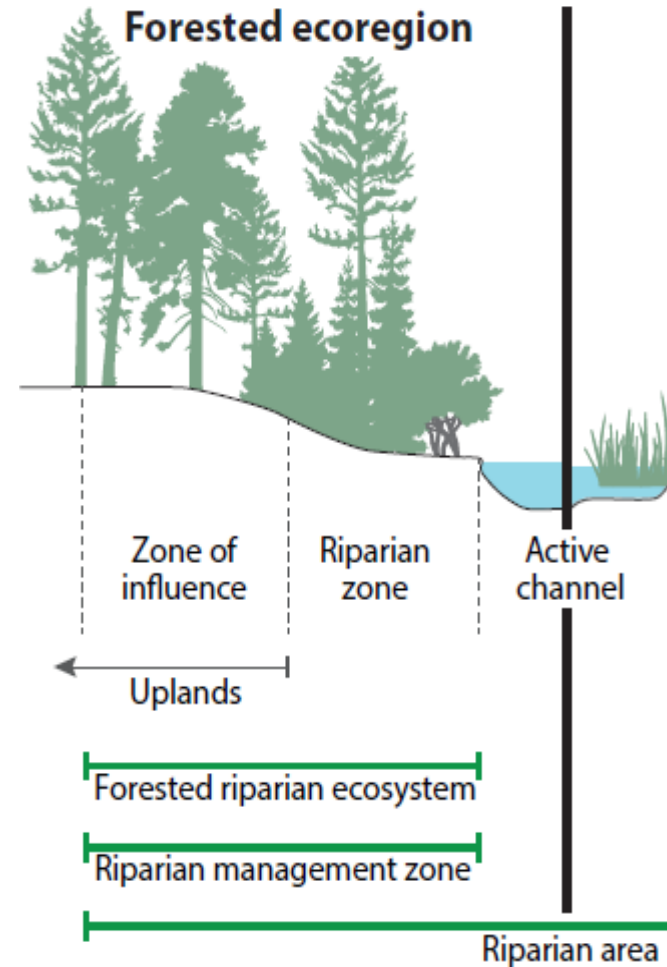
# Backup Slides





# Riparian Ecosystems encompass:

- the riparian zone,
- the **active floodplain**,  
*and*
- the zone of influence  
(the terraces and adjacent uplands that directly contribute matter and energy to the stream.)



# Riparian Ecosystems: Width

(a) In general, **the height of trees determines the width** of the riparian ecosystem.

- Protecting functions within at least one 200-year Site Potential Tree Height ( $SPTH_{200}$ ) is a scientifically supported approach if the goal is to protect and maintain full function of the riparian ecosystem.

(b) Exception: *Where the riparian zone is narrow and the zone of influence lacks tall trees, **the pollution removal function may determine the width** of the riparian ecosystem.*

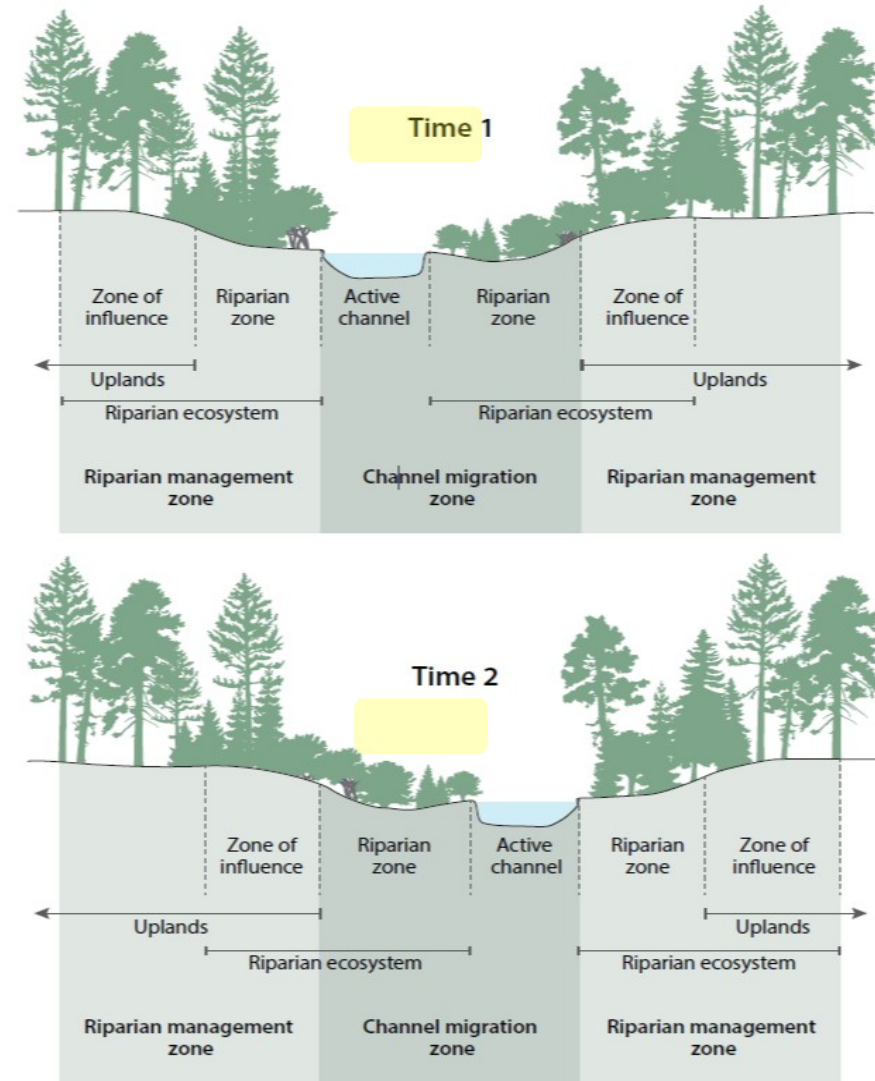


# Riparian Ecosystems & the CMZ

AGENDA ITEM 6.2

As the active channel moves, the riparian ecosystem moves back and forth across the Channel Migration Zone (CMZ.)

**To maintain ecological functions, management should anticipate future locations of the riparian ecosystem.**







# CITY OF MEDINA CRITICAL AREAS MAP

