

MEDINA CITY COUNCIL

Monday, July 28, 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, July 28, 2025 – 5:00 PM**

AGENDA

MAYOR | Jessica Rossman
DEPUTY MAYOR | Randy Reeves
COUNCIL MEMBERS | Joseph Brazen, Harini Gokul, Mac Johnston, Michael Luis, Heija Nunn
CITY MANAGER | Jeff Swanson
ASSISTANT CITY ATTORNEY | Maili Barber
DEPUTY CITY CLERK | Dawn Nations

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 Deputy City Clerk. To participate online, please register your request with the Deputy City Clerk at 425.233.6410 or email dnations@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 Deputy 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://medinawa.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 <u>6:00 PM</u>.

1. STUDY SESSION

1.1 Gas Powered Leaf Blower Discussion by Ryan Osada, Public Works Director

Time Estimate: 25 minutes

1.2 Council Values and Rules of Procedure by Jeff Swanson, City Manager

Time Estimate: 25 minutes

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 Deputy City Clerk at 425.233.6410 or email dnations@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 Deputy 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

None.

6. CITY MANAGER'S REPORT

None.

7. 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.

7.1 Exigy Consulting Invoice Approval – Interim City ManagerRecommendation: Approval of the Invoice for Payment

Staff Contact: Ryan Wagner, Finance/HR Director

8. LEGISLATIVE HEARING

None.

9. PUBLIC HEARING

9.1 Lighting Ordinance – Interim Official Control

Recommendation: Conduct public hearing and receive public testimony.

Staff Contact(s): Jennifer S. Robertson, City Attorney and Steve Wilcox, Development

Services Director

Time Estimate: 15 minutes

10. <u>CITY BUSINESS</u>

10.1 Medina Complete Streets Ordinance

Recommendation: Discussion and adopt Ordinance No. 1044.

Staff Contact: Ryan Osada, Public Works Director

Time Estimate: 10 minutes

10.2 Business License Ordinance Update

Recommendation: Discussion item only.

Staff Contact(s): Ryan Wagner, Finance/HR Director

Time Estimate: 15 minutes

10.3 Middle Housing Phase II - Mitigations

Recommendation: Presentation and discussion.

Staff Contact(s): Steve Wilcox, Development Services Director; Jeff Swanson, City

Manager

Time Estimate: 30 minutes

10.4 Animal Control Discussion

<u>Recommendation:</u> Discussion and direction. <u>Staff Contact:</u> Jeffrey R. Sass, Chief of Police

Time Estimate: 20 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. ADJOURNMENT

Next regular City Council Meeting: September 8, 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, August 11, 2025 - City Council Retreat - (5-8PM)

Wednesday, August 20, 2025 - City Council Retreat - (8AM - 1PM)

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, July 28, 2025, Regular Meeting of the Medina City Council was posted and available for review on Thursday, July 24, 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.

COMMERCIAL BATTERY VS GAS LEAF BLOWERS

Model:	Stihl BRA 600	\$1,069.99 ea	RedMax EBZ8500	\$669.99
Battery		\$481.99 ea		Gas
Charger		\$192.99 ea		
Sound Rating		64 dba		113 dba
Air Volume		253 mph w/nozzle		220 mph
Air Flow		883 cfm		1,000 cfm
Blowing Force		34 newtons		47 newtons
Runtime		17 min (two batteries)		80-90 min
Weight		32 lbs		25.5 lbs
Charging Time		40 min / 55 min		refuel

^{*}Manufacturers use different testing standards and practices for their results. This makes comparisons confusing and potentially misleading. Based on <u>Blowing Force</u> (newtons) the data suggests a 33% efficiency loss. This could be conservative due to the power curve of battery and real-world performance.

When deciding between gas-powered and battery-powered leaf blowers, there are several factors to consider. Noise, power, convenience, environmental impact, and the type of work required. Both types have strengths and weaknesses that make them better suited for the end users.

Gas Leaf Blowers:

Gas blowers have long been the industry standard for professionals and those with large properties. They offer superior power, longer runtime, and greater versatility for heavy-duty tasks like moving wet leaves, sticks, and debris over large areas. Their ability to run continuously, refuel quickly, and handle tough conditions makes them a favorite for commercial landscapers. However, gas blowers are loud, heavy, require regular maintenance, produce emissions, and can frustrate users with hard starts (pull cords, choke, etc.). They are increasingly facing restrictions in cities focused on noise and pollution reduction.

Battery Leaf Blowers:

Battery-powered blowers have advanced significantly in recent years. For homeowners with small to mid-sized yards, they're often the better choice. They are quieter, lighter, easier to start, produce no emissions during operation, and require almost no maintenance. Modern lithium-ion batteries deliver adequate power for most residential needs, though runtime is limited by battery capacity. Swapping batteries or waiting for recharge can interrupt work on larger properties. While not yet matching gas in brute force, high-end battery models can rival some gas blowers for typical yard cleanup.

DISCUSSION TOPICS:

Noise

Performance

Productivity / Efficiency

Emissions

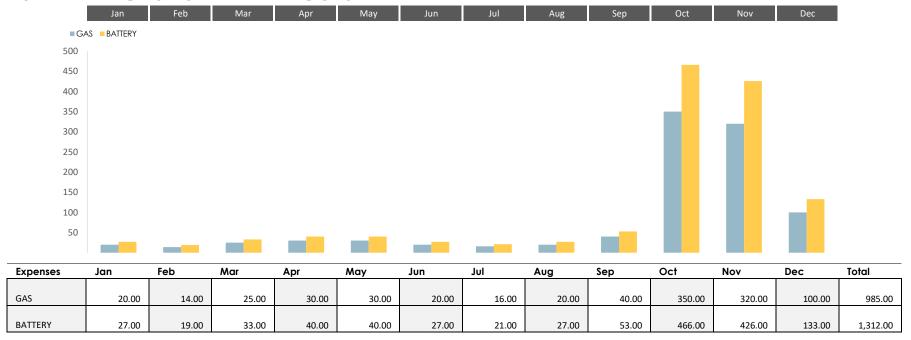
Upfront Cost

Ongoing Cost (fuel, power, maintenance)

Weight / Vibration

Enforcement

ESTIMATED GAS VS BATTERY HOURS



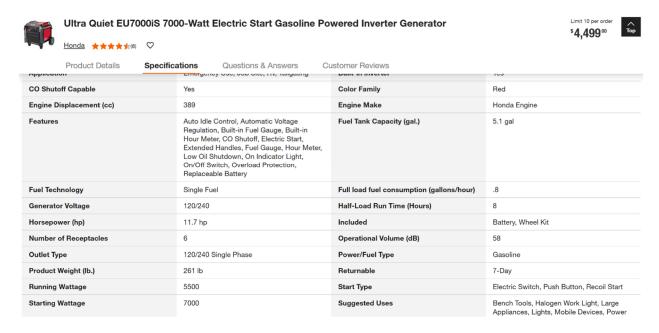
^{*}based on blowing force (newtons) the assumption is a 33% efficiency loss.

Scenario 1:

Assuming gas and battery blowers are equal in terms of performance. What is the cost difference? (based on 985 hours per year)

Gas Blower		\$699.99
Fuel 173 gallons (\$4.00g)		\$692.00
Maintenance		\$150.00
	Total	\$1,541.99
Battery Blower		\$1,069.99
Batteries 8 each		\$3,855.92
Fast Chargers 6 each		\$1,157.94
Gas Generator to Charge Batteries in the	efield	\$4,499.00
Fuel 784 gallons (\$4.00g)		\$3,136.00
Generator Maintenance		\$150.00

Total \$13,868.85



Scenario 2:

Operational change for Battery Leaf Blower use. Field blowing tasks would be limited to 1 hour intervals plus 1 hour of charging time. Charging would be performed at the Public Works Facility or where power outlets are available.

Battery Blower	\$1,069.99
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Batteries 6 each (.337 kwh) \$2,891.94

Fast Chargers 6 each \$1,157.94

Electricity Cost (\$0.14 kwh) \$164.01

Total \$5,283.88



MEDINA, WASHINGTON

AGENDA BILL

Monday July 28th, 2025

Subject: Exigy Consulting Invoice Approval – Interim City Manager

Category: Consent

Staff Contacts: Ryan Wagner, Finance/HR Director

Summary

At the April 14th Business meeting, the Council entered in contract with Jeff Swanson to be the Interim City Manager until a permanent Manager could be hired.

Per the terms of the contract, billing for the second invoice will be for the following period.

June 23rd - July 20th

- The agreed monthly amount is \$19,293.51 per the contract.
- The Finance Director has reviewed the invoice for accuracy and recommends approval.

Attachments: Exigy Invoice # 1287

Budget/Fiscal Impact: Outside of the 2025 budget

Recommendation: Approval of the Invoice for Payment

City Manager Approval: N/A

Exigy Consulting

702 Spring St Apt W812 Seattle, WA 98104 USA +1 3609759466 www.exigyconsulting.com

Invoice 1287



BILL TO

City of Medina, WA

DATE 07/20/2025 PLEASE PAY \$19,293.51

DUE DATE 07/30/2025

DATE	DESCRIPTION	QTY	RATE	AMOUNT
06/23/2025		13:00	0.00	0.00
06/24/2025		12:00	0.00	0.00
06/25/2025		6:00	0.00	0.00
06/26/2025		5:30	0.00	0.00
06/27/2025		2:00	0.00	0.00
06/30/2025		6:00	0.00	0.00
07/01/2025		8:30	0.00	0.00
07/02/2025		9:00	0.00	0.00
07/03/2025		3:00	0.00	0.00
07/07/2025		6:30	0.00	0.00
07/08/2025		8:00	0.00	0.00
07/09/2025		9:00	0.00	0.00
07/10/2025		8:30	0.00	0.00
07/11/2025		9:00	0.00	0.00
07/14/2025		12:30	0.00	0.00
07/15/2025		10:00	0.00	0.00
07/16/2025		12:30	0.00	0.00
07/17/2025		8:00	0.00	0.00
07/18/2025		2:00	0.00	0.00
07/20/2025	Description: interim city manager services. Meetings with City Council, city staff, boards and commissions, constituents, and regional partners. Document review	1:00	19,293.51	19,293.51

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	and email correspondence.			
	Meeting preparation			
	and facilitation.			
	Fee for services for			
	the period 6/21/2025			
	to 7/20/2025:			
	\$19,293.51	-		
			-	0.000 54
		TOTAL DUE	\$1	9,293.51

THANK YOU.



MEDINA, WASHINGTON

AGENDA BILL

Monday, July 28, 2025

Subject: Lighting Ordinance – Interim Official Control

Category: Council Business

Staff Contact(s): Jennifer S. Robertson, City Attorney and Steve Wilcox, Development

Services Director

Summary:

The City Council passed middle housing legislation on May 27, 2025 which takes effect on July 1, 2025. With the potential for significant increases in density and new construction, the Council expressed a desire to address the impacts of the lighting from such future developments in order to protect the sylvan nature of Medina, support "dark skies", and make the new development more harmonious with the existing high quality natural and built environment in Medina. Lighting was also a prominent issues for the public when providing feedback on middle housing.

The ordinance presented is an "Interim Official Control" ("IOC") which is a zoning ordinance that can be in effect while the staff, Planning Commission, and City Council consider, process, and perform outreach on permanent lighting regulations. This ensures that development applications that are submitted prior to the permanent regulations will be required to meet the IOC standards. These standards are described below.

The ordinance creates an interim new Chapter 16.25 in the Medina Municipal Code which will apply to all development in Medina. It consists of 8 new sections:

16.25.010 Purpose. This section describes the goals and purpose of the lighting code, including "dark sky".

16.25.020 Definitions. This section includes definitions needed to implement the code, including accent lighting; cut-off angle (of a luminaire); director; fixture; foot-candle (measurement of brightness); lamp; light pollution; light trespass; luminaire; outdoor lighting fixture; shielding; and spotlight.

16.25.030 Applicability. This section makes the chapter applicable to all outdoor lighting fixtures on private and public property in Medina. The chapter does not apply to interior lighting unless such lighting is emitting light outside of the building and creating a light trespass.

16.25.040 Exemptions. This section provides exemption to the lighting code for traffic lights; streetlights which were installed prior to the ordinance; temporary emergency lighting; lights on moving vehicles; navigation lights; public recreational facilities; seasonal decoration; and outdoor lighting approved by the director for temporary or periodic events.

16.25.050 General standards. This section provides the performance standards for outdoor lighting. These include:

- Prohibiting light trespass
- Requiring lighting to be shielded and aimed downward and located as low as possible
- Requiring lighting to be designed to ensure no light trespass
- Prohibiting lighting from illuminating public waterways, except for navigational lights under state or federal regulations
- Requiring accent lights to be directed downward and not towards the sky or adjacent properties
- Limiting spotlighting on landscaping to 150 watts

16.25.060 Prohibited. This section prohibits:

- Searchlights
- Laser lights or similar high-intensity lights
- Quartz lamps
- Mercury vapor lamps
- Lighting of private sports courts or recreational facilities

16.25.070 Submittals. This section requires all building permits to include information on outdoor lighting and for the applicant to demonstrate compliance with the lighting code.

16.25.080 Figures of acceptable shielding and direction of outdoor light fixtures. This section contains graphics showing acceptable and unacceptable outdoor lighting fixtures.

In addition to the new chapter, the Ordinance includes amendments to MMC 16.66.110 which is the lighting standards for shoreline areas. MMC 16.66.110 was updated to incorporate Chapter 16.25 MMC into the shoreline lighting code for consistency across the city.

Interim Official Control. An interim official control is adopted using the same procedures as a moratorium. The Council may adopt the IOC but is required to hold a public hearing within 60 days. Given the August break, the ordinance sets the hearing for <u>July 28, 2025</u>. The ordinance also gives the Director of Development Services the authority to interpret the IOC. Assuming the public hearing is held, the ordinance will be in effect for 6 months and may be renewed if needed. While the ordinance is in effect, the Planning Commission and Council should consider and process permanent regulations.

These proposed Ordinances meet and support Council's priorities 2, 3, 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: Ordinance No. 1043 adopting an interim official control for outdoor lighting

17

Budget/Fiscal Impact: None

Recommendation: Conduct public hearing and receive public testimony.

Interim City Manager Approval:

Proposed Council Motions: N/A

Time Estimate: 15 minutes

CITY OF MEDINA, WASHINGTON

Ordinance No. 1043

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, ADOPTED PURSUANT TO RCW 35A.63.220 AND RCW 36.70A.390; IMPOSING AN INTERIM OFFICIAL CONTROL RELATING TO ZONING, ADDING A **NEW CHAPTER 16.25 TO THE MEDINA MUNICIPAL CODE** (MMC) TO REQUIRE OUTDOOR LIGHTING TO MEET CERTAIN STANDARDS THEREIN, REVISING 16.66.110 FOR CONSISTENCY WITH NEW CHAPTER 16.25 MMC; ADOPTING FINDINGS IN SUPPORT OF THIS PROVIDING FOR VESTED RIGHTS. ORDINANCE: INTERPRETATION AUTHORITY AND SETTING A PUBLIC **HEARING AS REQUIRED BY RCW 35A.63.220 AND RCW** 36.70A.390 TO TAKE TESTIMONY ON THIS INTERIM OFFICIAL CONTROL; PROVIDING FOR SEVERABILITY **CORRECTIONS:** AND AND **ESTABLISHING** AN **EFFECTIVE DATE.**

WHEREAS, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt moratoria and interim zoning controls related to land uses; and

WHEREAS, the City possesses land use jurisdiction and regulatory authority over the City's incorporated lands; and

WHEREAS, on May 27, 2025, the City Council adopted Ordinance No. 1040 to update the City's land use codes to allow for middle housing and additional accessory dwelling units consistent with State law; and

WHEREAS, with increasing density, adopting standards that allow harmony between residents are of increased importance; and

WHEREAS, in order to make sure such increased density and development does not vest to the existing lighting standards, the City Council deems it in the public interest to adopt an interim official control until such time and the City can process, consider and adopt updated permanent lighting regulations; and

WHEREAS, the interim official control imposed herein promotes the public good and is necessary for the protection of public health, property, safety, and welfare; and

Ordinance No. 1043 Page 1 of 10

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

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

<u>Section 1. Findings of Fact.</u> The recitals set forth above are hereby adopted as the City Council's initial findings of fact in support of the interim official control established by this ordinance. The City Council may, in its discretion, adopt additional findings after the public hearing referenced in Section 6 below.

Section 2. Interim Official Control Imposed. As authorized by the police powers of the City as set forth, for example, in Article XI, Section 11, of the Washington State Constitution, and pursuant to statutory authority set forth, for example, in RCW 36.70A.390 and RCW 35A.63.220, the City hereby imposes an interim official control, as described in Sections 3 through 4, to amend the Medina Municipal Code as set forth therein.

<u>Section 3.</u> A new chapter 16.25 is hereby added to the Medina Municipal Code to read as follows:

Chapter 16.25 OUTDOOR LIGHTING ON PUBLIC AND PRIVATE PROPERTY

16.25.010 Purpose.

16.25.020 Definitions.

16.25.030 Applicability.

16.25.040 Exemptions.

16.25.050 General standards.

16.25.060 Prohibited.

16.25.070 Submittals.

16.25.080 Figures of acceptable shielding and direction of outdoor light fixtures.

16.25.010 Purpose.

The purpose of this chapter is to provide regulations that preserve and enhance the view of the dark sky; promote health, safety, security, and productivity; and help protect natural resources. The provisions of this chapter are intended to control glare and light trespass. It is the intent of this chapter to provide standards for appropriate lighting practices and systems that will enable people to see essential detail in order that they

Ordinance No. 1043 Page 2 of 10

may undertake their activities at night, facilitate safety and security of persons and property, and curtail the degradation of the nighttime visual environment.

16.25.020 Definitions.

The following terms have the following definitions for purposes of this chapter:

- A. Accent lighting means any luminaire that emphasizes a particular object or draws attention to a particular area for aesthetic purposes.
- B. Cut-off angle (of a luminaire) means the angle, measured from the lowest point between a vertical line from the center of the lamp extended to the ground and the first line of sight at which the bare source is not visible.
- C. Director means the director of development services for the City of Medina.
- D. Fixture (also called a "luminaire") means a complete lighting unit including the lamps, together with the parts required to distribute the light, to position and protect the lamps, and to connect the lamps to the power supply.
- E. Foot-candle means a measure of illuminance or a measure of how bright a light appears to the eye. One foot-candle is equal to one lumen per square foot. As an example, a typical 60-watt incandescent lamp (840 lumens) produces an illuminance of 0.1 foot-candles at a distance of about 25 feet.
- F. Lamp means the light-producing source installed in the socket portion of a luminaire.
- G. Light pollution means general sky glow caused by the scattering of artificial light in the atmosphere and resulting in decreased ability to see the natural night sky.
- H. Light trespass means any light emitted by an outdoor luminaire that shines directly beyond the property on which the luminaire is installed or indirectly shines beyond the property on which the luminaire is installed at a brightness (illuminance) that exceeds 0.1 foot-candles at the property line. This term includes light extending above a commercial building from a sky light.
- I. Luminaire. See definition for "fixture (subsection D of this section).
- J. Outdoor lighting fixture means a luminaire outside of an enclosed building or structure or any luminaire directed such that it primarily illuminates outdoor areas.
- K. Shielding means that no light rays are emitted by a fixture above the horizontal plane running through the lowest point of the fixture.
- L. Spotlight means any lamp that incorporates a reflector or a refractor to concentrate the light output into a directed beam in a particular direction.

16.25.030 Applicability.

A. All outdoor lighting fixtures installed on private and public property shall comply with this chapter. This chapter does not apply to interior lighting; provided, however, that if it is determined by the director that any interior lighting emitting light outside of the

Ordinance No. 1043 Page 3 of 10

building or structure in which it is located creates a light trespass, the interior lighting shall be subject to the requirements of this chapter. Types of outdoor lighting to which this chapter applies include, but are not limited to, lighting for:

- 1. Buildings and structures including, but not limited to, overhangs and canopies;
- 2. Parking lot lighting;
- 3. Security lighting;
- 4. Landscape lighting;
- Driveway lighting;
- 6. Patio or deck lighting;
- 7. Lighting on docks and piers;
- 8. Street lighting.
- B. The city's departments of development services and public works shall administer and enforce this chapter.
- C. In the event of a conflict between the requirements of this chapter and any other requirement of the City of Medina Municipal Code, the more restrictive requirement shall apply.

16.25.040 Exemptions.

The following are exempt from the provisions of this chapter:

- A. Traffic control signals and devices;
- B. Street lights installed prior to the effective date of the ordinance codified in this chapter; provided, that when a street light fixture becomes inoperable, any replacement street light fixture shall be subject to the provisions of this chapter;
- C. Temporary emergency lighting (i.e., fire, police, repair workers) or warning lights;
- D. Moving vehicle lights;
- E. Navigation lights (i.e., radio/television towers, docks, piers, buoys) or any other lights where state or federal statute or other provision of the City of Medina Municipal Code requires lighting that cannot comply with this chapter. In such situations, lighting shall be shielded to the maximum extent possible, and lumens shall be minimized to the maximum extent possible, while still complying with state or federal statute;
- F. Public facilities where lighting is necessary for public safety purposes;
- G. Seasonal decorations do not have to be shielded; provided, that they do not have a brightness of more than 0.1 foot-candles at the property line on which they are installed;
- H. Outdoor lighting approved by the director for temporary or periodic events (e.g., fairs, nighttime construction).

16.25.050 General standards.

A. The following general standards shall apply to all nonexempt outdoor lighting fixtures and accent lighting:

- 1. All light trespass is prohibited.
- 2. Outdoor lighting fixtures and accent lighting must be shielded and aimed downward, and shall be installed at the minimum height necessary. Examples of acceptable and unacceptable light pollution control shielding are shown in Figures 1 through 4 in section 16.25.090. The shield must mask the direct horizontal surface of the light source. The light must be aimed to ensure that the illumination is only pointing downward onto the ground surface, with no escaping direct light permitted to contribute to light pollution by shining upward into the sky.
- All outdoor lighting fixtures and accent lighting shall be designed, installed, located and maintained such that light trespass is essentially nonexistent (see Figure 3)
- Outdoor lighting fixtures and accent lighting shall not directly illuminate public waterways, unless it is a navigational light subject to state or federal regulations.
- Accent lighting shall be directed downward onto the illuminated object or area and not toward the sky or onto adjacent properties (see Figure 4). Direct light emissions of such accent lighting shall not be visible above the roof line or beyond the building, structure, or object edge.
- 6. Spotlighting on landscaping and foliage shall be limited to 150 watts incandescent (2,020 lumens output).

16.25.060 Prohibited.

- A. The following fixtures (luminaires) are prohibited:
 - 1. Searchlights for any purpose other than temporary emergency lighting or as allowed by a special event license;
 - 2. Laser lights or any similar high-intensity light for outdoor use or entertainment, when projected above the horizontal plane;
 - 3. Quartz lamps;
 - 4. Mercury vapor lamps.
- B. No lighting shall be allowed on private sports courts or private recreational facilities in the City.
- C.The city reserves the right to further restrict outdoor lighting including, but not limited to, pole height, and level of illumination, when it is deemed to be in the best public interest consistent with the purpose of this chapter.

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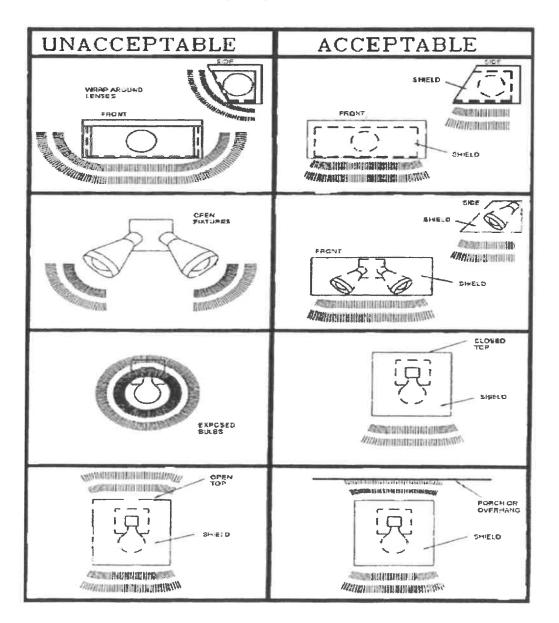
16.25.070 Submittals.

All building permit applications which include the installation of outdoor lighting fixtures shall demonstrate compliance with the requirements of this chapter by indicating the location and type of lighting used on the site plan submitted with the building permit application.

16.25.080 Figures of acceptable shielding and direction of outdoor light fixtures.

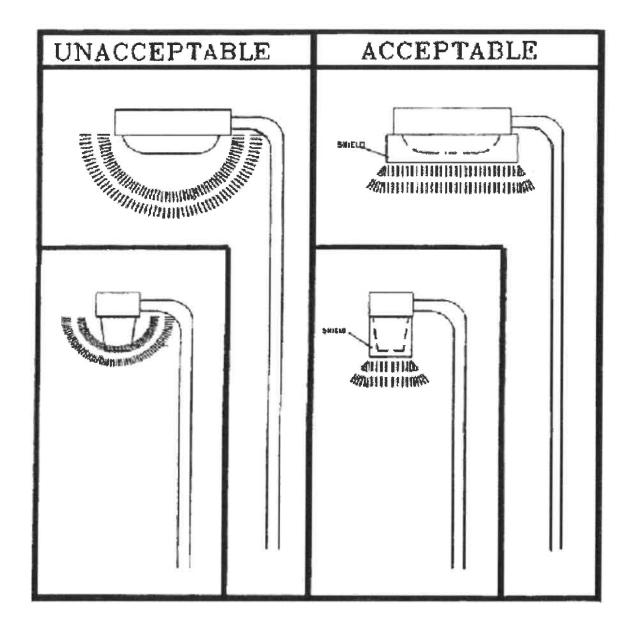
The following four figures illustrate acceptable and unacceptable outdoor lighting fixtures in the city:

Figure 1: Wall-Mounted Lighting Fixtures



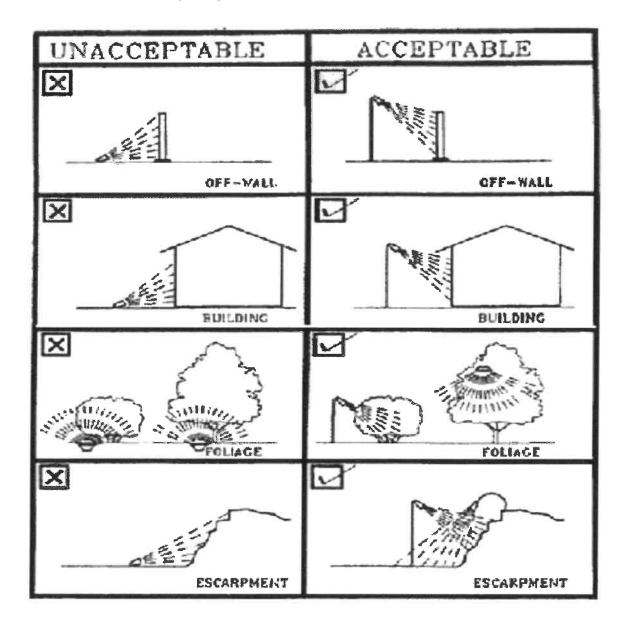
Ordinance No. 1043 Page 6 of 10

Figure 2: Freestanding Outdoor Lighting Fixtures



Ordinance No. 1043

Figure 3: Accent Lighting



Section 4. Section 16.66.110 of the Medina Municipal Code is hereby amended to read as follows:

16.66.110. Lighting.

- A. Exterior lighting shall be controlled using limits on height, light levels of fixtures, light shields, and other mechanisms that:
- 1. Prevent light pollution or other adverse effects that could infringe upon public enjoyment of the shoreline;

Ordinance No. 1043 Page 8 of 10

- 2. Protect residential uses from adverse impacts that can be associated with light trespass from adjoining properties; and
- 3. Prevent adverse effects on fish and wildlife species and their habitats.
- B. Exterior lighting shall be directed downward and away from adjoining residential properties and Lake Washington and shall be consistent with the requirements of Chapter 16.25 of the Medina Municipal Code. Shielding may be required to conceal the light source.
- C. Exterior lighting mounted on piers, docks or other water-dependent uses located at the shoreline edge shall be at ground or dock level and be designed to prevent lighting from spilling onto the lake water and shall be consistent with the requirements of Chapter 16.25 of the Medina Municipal Code.
- D. The following shall be exemptions set forth in Chapter 16.25 of the Medina Municipal Code shall also apply in the Shoreline area. from the lighting requirements in this section:
 - 1. Emergency lighting required for public safety;
 - Lighting for public rights-of-way;
- 3. Outdoor lighting for temporary or periodic events (e.g., community events at public parks);
 - 4. Seasonal decoration lighting; and
- 5. Lighting required by a state or federal agency for navigation purposes.

Section 5. Effect on Vested Rights. The interim official control imposed under Sections 3 and 4 of this Ordinance shall apply prospectively only and shall be all Permit Applications, Land Use Development Applications, and Variance Applications submitted after the effective date of this ordinance. Nothing in this ordinance shall be construed to extinguish, limit, or otherwise infringe on any permit applicant's vested development rights as defined by state law and City of Medina's regulations, provided that such an applicant has filed a complete Permit, Development or Variance Application before the effective date of this ordinance.

<u>Section 6.</u> <u>Public Hearing.</u> Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council shall hold a public hearing at a City Council meeting within 60 days of adoption of this ordinance in order to take public testimony and to consider adopting further findings of fact, on or before August 22, 2025. The Council hereby schedules the public hearing for July 28, 2025.

Ordinance No. 1043 Page 9 of 10

Section 7. Interpretive Authority. The City of Medina Development Services Director, or designee, is hereby authorized to issue official interpretations arising under or otherwise necessitated by this ordinance.

Section 8. 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 9. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 10. 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 11. Effective Date. This interim official control shall take effect five days after publication as provided by law and shall remain effective for six (6) months, unless terminated earlier by the City Council. Provided, that the Council may, at its sole discretion, renew the interim official control for one or more six-month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 23rd DAY OF JUNE, 2025 BY A VOTE OF 7 FOR, 0 AGAINST, AND 0 ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 23RD DAY OF JUNE, 2025.

Jessica Rossman, Mayor

Approved as to form:

Inslee Best Doezie & Ryder, P.S.

Jennifer R. Robertson, City Attorney

Attest:

Aimee Kellerman, City Clerk

PUBLISHED: 6/26/2025 EFFECTIVE DATE: 7/1/2025 ORDINANCE NO.: / AB

Page 10 of 10 Ordinance No. 1043



MEDINA, WASHINGTON

AGENDA BILL

July 28, 2025

Subject: Medina Complete Streets Ordinance

Category: City Business

Staff Contact(s): Ryan Osada, Public Works Director

Summary

The state legislature passed the Complete Streets Act in 2011 (codified in RCW 47.04.320-.340), encouraging local governments to adopt their own complete streets ordinances that would provide safe access to all "including bicyclists, pedestrians, motorists, and public transportation users."

RCW 47.04.320 establishes a grant program to help cities, towns, and counties pay for complete streets projects. To be eligible for a grant, RCW 47.04.320(2)(b) requires local governments to adopt a jurisdiction-wide complete streets ordinance. Note that the statute specifically refers to an ordinance, so it is unclear whether jurisdictions that adopt a complete streets policy by resolution will be eligible. The grant program is managed by the Washington State Transportation Improvement Board (TIB).

This project meets and supports Council's priorities 2-5:

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

*Complete Streets Ord will be inserted in chapter 12.01

Attachment(s)

Complete Streets Ordinance Medina 07252025

Budget/Fiscal Impact: n/a

Recommendation: Discussion and adopt Ordinance No. 1044.

City Manager Approval:

Proposed Council Motion: I move to adopt the Medina Complete Streets Ordinance No. 1044.

Time Estimate: 10 minutes

CITY OF MEDINA, WA ORDINANCE NO. 1044

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON ADOPTING A COMPLETE STREETS POLICY, AND ADDING A NEW CHAPTER 12.01 TO THE MEDINA MUNICIPAL CODE "COMPLETE STREETS POLICY".

WHEREAS, pursuant to RCW 47.04.320(1), the Washington State Transportation Improvement Board ("TIB") has established a complete streets grant program, the purpose of which is to encourage local governments to adopt urban arterial retrofit street ordinances that are designed to provide safe access to all users, including bicyclists, pedestrians, motorists, and public transportation users; and

WHEREAS, the goals of the TIB's complete streets grant program are to (1) promote healthy communities by encouraging walking, bicycling, and using public transportation, (2) improving safety by designing major arterials to include features such as wider sidewalks, dedicated bicycle facilities, medians, and pedestrian streetscape features, including trees where appropriate, (3) protecting the environment and reducing congestion by providing safe alternatives to single-occupancy driving, and (4) preserving community character by involving local citizens and stakeholders in planning and design decisions; and

WHEREAS, the TIB is authorized to award complete streets grant program funds to local governments that have adopted a jurisdiction-wide complete streets ordinance which plans for the needs of all users and is consistent with sound engineering principles; and

WHEREAS, the TIB is authorized to award complete streets grant program funds only to eligible projects, as defined in RCW 47.04.320(2), that are designed consistent with sound engineering principles; and

WHEREAS, the City Council desires to adopt a complete streets ordinance to satisfy the purpose and goals of the TIB's complete streets grant program and to qualify for an award of funds from the complete streets grant program;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON DO ORDAIN AS FOLLOWS:

<u>Section 1.</u> <u>Adoption of Complete Streets Policy.</u> The City Council adopts a Complete Streets Policy, in chapter 12 of the Medina Municipal Code as set forth in Attachment A, attached hereto and incorporated herein by reference.

<u>Section 2.</u> <u>Effective Date.</u> This ordinance shall become effective five days after the date of its publication by summary.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 28TH DAY OF JULY 2025 BY A VOTE OF ___ FOR, ___ AGAINST, AND ___ ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 28TH DAY OF JULY 2025.

	Jessica Rossman, Mayor
Approved as to form: Inslee Best Doezie & Ryder, P.S.	Attest:
Jennifer R. Robertson, City Attorney	Dawn Nations, Acting City Clerk
PUBLISHED:	

EFFECTIVE DATE:

ORDINANCE NO.: 1044/ AB

EXHIBIT A

Chapter 12.01 Complete Streets Policy

Sections:

12.01.010 Vision - Purpose

12.01.020 General Policy

12.01.030 Projects

12.01.040 Exceptions

12.01.050 Intergovernmental Cooperation

12.01.060 Design Criteria

12.01.070 Community Context

12.01.080 Network

12.01.090 Performance Measures

12.01.100 Implementation

12.01.010 Vision - Purpose

Promoting pedestrian, bicycle, and public transportation travel reduces negative environmental impacts, promotes healthy living, advances the well-being of travelers, supports the goal of compact development, and meets the needs of the diverse populations that comprise the community. The vision of the city is a community in which all residents and visitors, regardless of their age, ability, or financial resources, can safely and efficiently use the public right-of-way to meet their transportation needs regardless of their preferred mode of travel.

12.01.020 General Policy

The city will plan for, design, construct, operate, and maintain an appropriate and integrated transportation system that will meet the needs of motorists, pedestrians, bicyclists, wheelchair users, transit vehicles and riders, freight haulers, emergency responders, and residents of all ages and abilities. Transportation facilities that support the concept of complete streets include, but are not limited to pavement markings and signs; street and sidewalk lighting; sidewalk and pedestrian safety improvements; Americans with Disabilities Act and Title VI compliance; transit accommodations; bicycle accommodations including appropriate signage and markings; and as appropriate streets capes that appeal to and promote pedestrian use. The system's design will be consistent with and supportive of local neighborhoods, recognizing that transportation needs vary and must be balanced in a flexible, safe, and cost-effective manner.

12.01.030 Projects

Those involved in the planning and design of projects within the public right-of-way will give consideration to all users and modes of travel from the start of planning and design work.

Transportation improvements shall be viewed as opportunities to create safer, more accessible.

12.01.040 Exceptions, Exemptions, and Considerations

The city shall evaluate and carry out projects as follows, and the City Manager or city council may authorize exceptions and exemptions to this chapter as follows:

- A. Where a street project would require the inclusion of street uses prohibited by law, the street project may exclude such street uses.
- B. For ordinary maintenance activities, such as mowing, snowplowing, sweeping, spot repair, joint or crack sealing, or pothole filling, the elements of this Chapter shall be applied only to such activities.
- C. For ordinary maintenance paving projects, the city should evaluate the conditions of existing facilities supporting alternate transportation modes and appropriate modification of existing pavement markings and signage related to such alternate transportation modes.
- D. For street reconstruction projects and maintenance paving projects that involve widening of pavement, elements of this Chapter may be excluded when the accommodation of a specific use is expected to:
 - 1. Require more space than is physically available;
 - 2. Be located where both current and future demand is proven to be absent;
 - 3. Drastically increase project costs and equivalent alternatives are available within close proximity;
 - 4. Cause adverse impacts on environmental resources, such as streams, wetlands floodplains, or on historic structures or sites, over and above the impacts of the existing infrastructure; or
 - 5. Result in cost that is disproportionate to the current need or probable future use.
- E. For street projects, sidewalks may be excluded outside of areas identified as appropriate for sidewalks in an adopted sidewalk policy.

12.01.050 Intergovernmental Cooperation

The city will cooperate with other transportation agencies, including the Washington State Department of Transportation and King County, to ensure the principles and practices of complete streets are embedded within their planning, design, construction, and maintenance activities. The city will specifically cooperate to ensure that the transportation network flows seamlessly between jurisdictions in accordance with local and regional road, transit, bicycle and pedestrian plans.

12.01.060 Design Criteria

The city, through its public works department, or engineer, shall maintain design criteria, standards and guidelines based upon recognized best practices in street design, construction and operation as identified in state statutes and Title 17 of this code. To the greatest extent possible, the city shall adopt the same standards, with particular emphasis on pedestrian and bicycle markings and wayfinding signage (as permitted through this code). Resources to be referenced in developing these standards shall include, but shall not necessarily be limited to, the latest editions of:

American Association of State Highway Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets, Washington State Department of Transportation Design Manual, and the Manual on Uniform Traffic Control Devices.

12.01.070 Community Context

Implementation of this Chapter shall take into account the goal of enhancing the context and character of the surrounding built and natural environments.

12.01.080 Network

Appropriate attention should be given to projects which enhance the overall transportation system and its connectivity for access to parks or recreation areas, schools, shopping/commercial areas, public transportation, employment centers, existing pedestrian or bicycle networks, or regional bicycle pedestrian plans prepared by other associated groups, such as King County.

12.01.090 Performance Measures

The City Manager or designee shall report to the city council on an annual basis on the transportation projects undertaken within the prior year and planned within the coming six-year period and the extent to which each of these projects has met the objectives of this Chapter.

12.01.100 Implementation

This Chapter will be primarily implemented through developing bike and pedestrian network plans on a regional basis within the city and in conjunction with King County's regional plans. These plans shall specify the type and location of improvements and shall be implemented as funding becomes available. Special emphasis shall be placed on those elements of these plans that can be accomplished with little or no additional expense, such as providing bike lanes where existing pavement is adequate or where road shoulders are sufficient to allow for safe bicycle use.



MEDINA, WASHINGTON

AGENDA BILL

Monday July 28th, 2025

Subject: Business License Discussion

Category: City Business

Staff Contact(s): Ryan Wagner, Finance & HR Director, Jennifer Robertson, City Attorney

Summary

The purpose of this City Business Item is to provide the Council with an updated timeline for Business Licensing, followed by feedback and discussion on the updated draft ordinance.

What is New

- The Business License packet now includes a cost analysis
- The changes to the draft ordinance are highlighted in purple

The Finance Director and the City Attorney will be available to answer any questions.

Background

- During the first July meeting, Eric Jones from the Department of Revenue gave a
 presentation and answered questions on Business Licenses and their potential benefit to
 the city. At the second July meeting, Finance Director Ryan Wagner led a preliminary
 discussion with Council and was directed to bring back refined templates for discussion.
- During the September 23rd meeting, the Council voted to go forward with implementing Business Licenses.
- On March 10th, the Council delegated the preparation of the Business License requirements to the Finance Committee.
- On May 27th, Council and staff engaged in a study session to work through the remaining action items, and to provide feedback for the drafting of the ordinance.
- On June 23rd, the draft ordinance was brought to the Council for discussion and feedback.
- There will be a public hearing on Business Licenses in September, with possible action.

These proposed Ordinances meet and support Council's priorities 1,3, and 4.

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

Budget/Fiscal Impact: Budget Discussion, Staff Time Only for Business Licenses

Recommendation: Discussion item only.

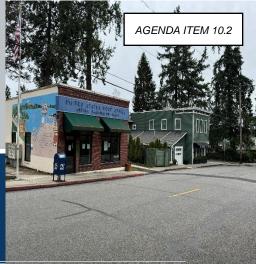
City Manager Approval: My RM

Proposed Council Motions: N/A

Time Estimate:15 minutes

Coming to Medina, starting March 26, 2026

Let's consider the impact on Medina and local business



W	HY PURSUE LICENSES?
	Licenses provide staff with a more complete understanding of who operates businesses within city limits. With this information, Medina can better communicate with local businesses. Simplified regulation of Medina City Code across various industries, with a defined process for approval/denial of licenses. Ability to isolate sales tax allocation for work done within Medina. Better resource management across city staff, parks, streets, and development services.
W	HAT IS THE PROCESS?
	July of 2024 - The Department of Revenue held a presentation and discussion with the Council. September of 2024 - Council directed staff to start the process with the Department of Revenue. March of 2025 - Council directed Finance Committee to solidify business requirements to provide to the Department of Revenue. May of 2025 - Council participated in a works session on Business Licenses and gave direction to staff to help prepare the draft ordinance. June of 2025 - City Attorney will bring the licensing ordinance to Council for feedback and discussion. July of 2025 - City staff will bring back the updated ordinance for consideration and possible action. March of 2026 - Businesses will be required to hold a Medina endorsement, after the "Go Live" date of October 26, 2026. December of 2026 - Businesses will be required to renew their Medina endorsement, which will be required on an annual cadence going forward.
H	OW WILL WE NOTICE AND EDUCATE?
	An information page will be posted on the website. An article will be included in the summer newsletter. Flyers will be distributed to residents. Will require licenses for all permitted work in the city, and for all city contractors. Staff will notify all businesses with an active tax account located in Medina.

BUSINESS LICENSE REQUIREMENTS

WHO WILL BE REQUIRED TO GET A LICENSE?

Medina will look to take an umbrella approach, requiring Business Licenses for all business done
within city limits with limited exemptions.

- Businesses will be required to get separate endorsements for each business activity. An example of this would be if a resident runs both an accounting firm and a dog walking business out of the same address.
- Exemptions will include Charitable or Religious Institutions, Government Entities, Lemonade Stands or Other Minor Run Small Income Businesses.
- ☐ If you own rental property or rental properties in Medina, you will be required to get a license.

Business License Types



A General Business License is a broad type of license issued by a state or local government that
grants a business the legal right to operate within a specific jurisdiction.
A Non-Resident Business License allows businesses located outside a specific city or state to
conduct business within that jurisdiction.
A Home Occupancy Business License, also known as a home-based business license, is required
for operating a business from your residence. This license ensures that the business activity complies with local regulations and doesn't disrupt the neighborhood.
A Rental Business License is required for businesses renting real property, including residential
dwellings and commercial buildings. One license covers all properties owned by the same legal entity.

WHAT ARE THE LICENSING PROCEDURES?

When a business applies for a Medina License for the first time, the City will review the application
before approval. When renewing a license, it will be set to auto approval.
If a business changes its business activities, it will be required to go through the approval process
again before a new endorsement is given.
Any licenses that are not renewed within 120 days of expiration will be terminated automatically.
The City has a right to deny, suspend, or revoke a Business License, which can be appealed. A few
examples of reason a Business License could be denied/suspended/revoked are:

- **Failure to comply with city ordinances:** A business may be denied a license if it doesn't meet requirements related to health, building, fire, or safety regulations.
- **Zoning violations:** Operating a business in a location prohibited by zoning ordinances can lead to license denial.
- **Criminal convictions:** A criminal history may make it difficult to obtain a business license.
- Failure to pay taxes or assessments: Not paying business taxes or special assessments can also result in a license denial, suspension or revocation.
- **Misrepresentation in the application:** Fraud or false information in the application may be grounds for denial, suspension or revocation.
- **Failure to provide required information:** If the applicant doesn't provide necessary information, the city may deny the application.

WHAT INFORMATION DO BUSINESSES PROVIDE?

- Business Name
- Address
- Unique Business Identifier (UBI)
- First Date of Business
- Business Activity
- Revenue and Tax Information
- Number of Employees
- Whether the Physical Address is a Residence
- Exterior/Interior Modifications needed for the business
- If a contractor is a General or Specialty Contractor
- If they are providing a Utility Service
- Whether their business handles Hazardous Materials
- Whether or not they have an Emergency Alarm Service

WHE	N Do You NEED TO RENEW?
	The First Renewal Date will require renewal no later than 12/31/2026, with annual renewals after the first Renewal Date.
Wor	RK SESSION TOPICS - DIRECTION GIVEN
1)	Fee Type and Amount
	At the May work session, the Council provided direction to staff to move forward with a \$100 origination and renewal fee structure for Medina, for all eligible businesses that are over the \$4,000/year revenue exemption threshold. The fee would be the same for all types of businesses, including General, Home Occupancy and non-resident. Below are some examples of other Business License Fees in our area.
2)	Should we charge Late Renewal Fees?
	At the May work session, the Council gave direction to staff not to move forward with any late or non-compliance related fees regarding Business Licenses. Please note, the below RCW lists the potential for a delinquency fee to be charged by the Department of Revenue, for failure to renew or terminate an endorsement.
	RCW 19.02.085(1) Licensing fees—Business license delinquency fee—Rate—Disposition.
	(1) To encourage timely renewal by applicants, a business license delinquency fee is imposed on licensees who fail to renew by the business license expiration date. The business license delinquency fee must be the lesser of one hundred fifty dollars or fifty percent of a base comprised of the licensee's renewal fee minus corporate licensing taxes, corporation annual report fee, and any interest fees or penalties charged for late taxes or corporate renewals. The business license delinquency fee must be added to the renewal fee and paid by the licensee before a business license is renewed. The delinquency fee must be deposited in the business license account.

3) Defining Business Activity as it Relates to Rental Properties

Language from the draft ordinance

Any person renting or making available for rent to the public any dwelling unit located within the City limits of Medina is only required to obtain one license for all rental business activity conducted in the City, but shall register each dwelling unit with the City of Medina and include a statement certifying that each dwelling unit complies with RCW 59.18.060, as adopted by the state, and does not present conditions that endanger or impair the health or safety of the tenants. The registration required herein shall include information on the owner and, as applicable, the property manager, including contact information, including a phone number and email address for the owner and property manager.

ESTIMATED COST ANALYSIS - WHAT IS THE BREAK-EVEN POINT?

Medina estimates that the annual revenue brought in by Business Licenses will be \$28,400. This is by taking the estimated 355 operating businesses and rental units within Medina, if 80% keep up to date with licensing at \$100/renewal.

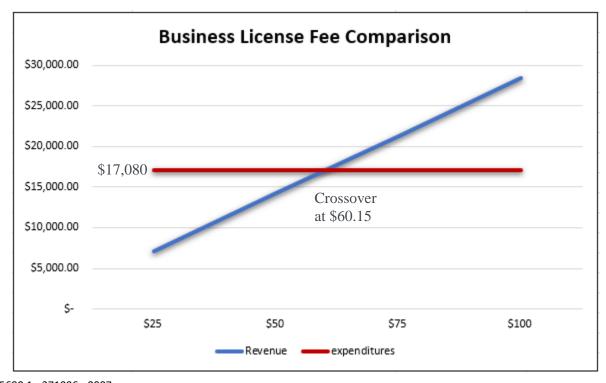
Estimated Annual Hours for Staff: 150 Hours - \$10,080 at exempt rate

This includes the application review process, business noticing, and potential code enforcement

Estimated Business Noticing Costs: \$4,000/year

Implementation Costs: \$12,000

The graph below shows the comparison of revenue and expenditure at different license fees. Please note the implementation costs projected above are split over a four-year period.



CITY OF MEDINA, WASHINGTON

Ordinance No. xxx

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WASHINGTON, REGARDING MEDINA, **BUSINESS** LICENSING, CREATING A NEW BUSINESS LICENSING CODE, ADOPTING A NEW CHAPTER 5.02 OF THE MEDINA MUNICIPAL CODE (MMC) TO IMPLEMENT **BUSINESS LICENSING** IN MEDINA, CONSISTENCY **AMENDMENTS** TO MMC 5.04.020. 5.06.020, 5.08.030, AND 16.31.010 TO INCORPORATE CHAPTER 5.02 INTO THESE SECTIONS; PROVIDING FOR SEVERABILITY **CORRECTIONS:** AND AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Medina has not required business licenses in the past; and

WHEREAS, having a business licensing requirement in Medina will help the City understand which businesses are operating in Medina, create a pathway to communication with those businesses, and enable Medina to ensure that tax revenues, such as the sales tax, are properly credited; and

WHEREAS, the City has entered into an agreement with the Washington State Department of Revenue Business Licensing Service to partner with Medina in accordance with state law to administer the business licensing program; and

WHEREAS, the City Council deems it to be in the best interest of the public health, safety and welfare to adopt this Ordinance establishing business licensing in Medina; and

WHEREAS, in order to ensure consistency between the Medina land use code and the business licensing code, an update is required to MMC 16.31.010; and

WHEREAS, this Ordinance was submitted to the Department of Commerce for 60-day review on XXXX, 2025, as required by RCW 36.70A.106; and

WHEREAS, on July 3, 2025, the City's SEPA responsible official determined that the proposed amendments are procedural actions adopting an ordinance amending text in the MMC that result in no substantive changes respecting use or modification of the environment, and therefore are categorically exempt from issuance of a SEPA threshold determination in accordance with WAC 197-11-800(19)(b); and

WHEREAS, the City Council held a public hearing on this ordinance on XXXX, 2025 in compliance with state law; and

WHEREAS, the City Council determines that it is in the public interest, safety and welfare to update its code as set forth herein; **NOW, THEREFORE,**

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

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

Section 2. A new Chapter 5.02 is hereby added to the Medina Municipal Code to read as follows:

Chapter 5.02 GENERAL BUSINESS LICENSES

Sections: 5.02.010 Generally. 5.02.020 License required. 5.02.030 Definitions. 5.02.040 License fees. **5.02.050** Application. 5.02.060 Separate licenses—When required. 5.02.070 Approval and issuance of a license. 5.02.080 Denial of license; Appeal. 5.02.090 Display of license. 5.02.100 Advertising unlicensed premises. 5.02.110 Renewal. **5.02.120 Exemptions** Nontransferability - Business changes. 5.02.130 5.02.140 Refunds. 5.02.150 Promulgation of rules and regulations. 5.02.160 Suspension or revocation; Appeal. 5.02.170 Summary suspension; Appeal. 5.02.180 Statute of limitations – Unlicensed licensees. 5.02.190 Grounds for disqualification of licensees. 5.02.200 Notice of right to suspend. 5.02.210 Violation – Penalty. 5.02.220 Severability.

5.02.010 Generally.

The provisions of this chapter are deemed to be an exercise of the power of the city to license businesses for regulatory purposes. This chapter shall constitute the Business License Code of the City of Medina and may be cited as such.

5.02.020 License required.

- A. As of March 26, 2026 no person may begin to engage in, or carry on any business, occupation, act or privilege within the limits of the City of Medina, whether or not a place of business is maintained within the city, without first having obtained, and being the holder of, a license to do so, to be known as a "business license", unless specifically exempted from such requirement. All other licenses, permits, or any other form of authorization issued by the city under other ordinances or chapters of the city's code, and any city fee or tax imposed therefore are in addition to, and are issued and required separately from the business license of this chapter, unless identified otherwise.
- B. All persons already having engaged in business in the city prior to March 26, 2026 must complete the process the city prescribes to acquire the City of Medina business license within sixty (60) days after March 26, 2026 to lawfully continue to engage in business in the city after May 25, 2026.
- C. Persons conducting their business from their residence located within the limits of the city must hold the business license as provided for in this chapter, as well as comply with all applicable special conditions for such a business, including, but not limited to those contained in MMC 16.31.010, and any special use permitting requirements or fees.
- D. Each physical location in the city at which a person conducts business must have its own license issued under the provisions of this chapter and each business activity at that location must be separately licensed. In addition, if more than one person each conducts their own business at the same physical location, each such person must obtain a separate license for their respective business.

5.02.030 Definitions.

The following definitions apply to each section in this subtitle of the MMC:

A. A Definitions:

"Annual business license" means a license for the privilege of doing business with the City or within the City as required by the provisions of this chapter of the License Code of the City. The annual business license certificate issued by the Department of Revenue is required to be displayed at the place of business by all persons operating a business under the provisions of Title 5.

B. B Definitions:

"Business Licensing Service" or "BLS" means the office within the Washington State Department of Revenue providing business licensing services to the City of Medina.

C. C Definitions:

"Calendar year" means January 1 through December 31 of each year.

"Certificate" means "registration certificate" as defined below.

"Charitable organization" means any organization recognized as a nonprofit corporation under the provisions of Chapter 24.03 RCW and exempt from the Washington State business and occupation tax pursuant to RCW 82.04.3651.

"City" means the City of Medina and all its departments.

"City Clerk" or "Clerk" means the Department of the City of Medina Clerk or designee.

D. D Definitions:

"Department" means the Finance Director's Office of the City or any successor department.

"Door-to-door sales" means the carrying of merchandise for sale from place to place, and the making of sales and delivery of merchandise sold at the same time and place.

E. E Definitions:

"Engaging in business"

- 1. The term "engaging in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.
- 2. This section sets forth examples of activities that constitute engaging in business in the City and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimis business activities in the City without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in subsection (1). If an activity is not listed, whether it constitutes engaging in business in the City shall be determined by considering all the facts and circumstances and applicable law.
- 3. Without being all inclusive, any one of the following activities conducted within the City by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.
 - a. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the City.
 - b. Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the City.
 - c. Soliciting sales.

- d. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.
- e. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.
- f. Installing, constructing, or supervising installation or construction of real or tangible personal property.
- g. Soliciting, negotiating, or approving franchise, license, or other similar agreements.
 - h. Collecting current or delinquent accounts.
- i. Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.
- j. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.
- k. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.
- I. Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.
- m. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the City, acting on its behalf, or for customers or potential customers.
- n. Investigating, resolving, or otherwise assisting in resolving customer complaints.
- o. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.
- p. Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.
- 4. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the City but the following, it need not register and obtain a business license.
 - a. Meeting with suppliers of goods and services as a customer.

- b. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.
- c. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.
- d. Renting tangible or intangible property as a customer when the property is not used in the City.
- e. Attending, but not participating in a "trade show" or "multiple vendor events." Persons participating at a trade show shall review the City's trade show or multiple vendor event ordinances.
 - f. Conducting advertising through the mail.
 - g. Soliciting sales by phone from a location outside the City.
- 5. A seller located outside the City merely delivering goods into the City by means of common carrier is not required to register and obtain a business license, provided that it engages in no other business activities in the City. Such activities do not include those in subsection (4) above.

The City expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

F. F Definitions:

"Finance Director" means the Finance Director of the City or any officer, agent, or employee of the City designated to act on the Finance Director's behalf.

G. G Definitions:

"Gross income" means the value proceeding or accruing by reason of the transaction of business engaged in and includes gross proceeds of sales, compensation for the rendition of services, gains realized from trading in stocks, bonds, or other evidence of indebtedness, interest, discount, rents, royalties, fees, commissions, dividends, and other emoluments, however designated, all without any deduction on account of the cost of tangible property sold, the cost of materials used, labor costs, interest, discount, delivery costs, taxes, or any other expense whatsoever paid or accrued without any deduction on account of losses.

"Gross receipts" has the same meaning as gross income.

H. H Definitions:

"Home-based business" means a business, profession, occupation, or trade conducted for gain or support and located entirely within a residential building or a building accessory thereto, which use is accessory, incidental, and secondary to the use of the building for dwelling purposes and does not change the essential residential character or appearance of such building. The intent of this definition is to maintain consistency with home occupations as set forth in this chapter herein and under MMC 16.31.010.

I. I Definitions: reserved.

J. J Definitions: reserved.

K. K Definitions: reserved.

L. L Definitions:

"License" means a regulatory license required under the provisions of Subtitle 5.02 of the MMC.

"License certificate" means the certificate issued by the BLS pursuant to Subtitle 5.02 of the MMC.

"License code" means Subtitle 5.02 of the MMC, including any subparts thereof.

"License fee" means the amount charged by the City for the issuance of a regulatory license required under the provisions of Subtitle 5.02 and any subparts thereof.

"Licensee" means any person required to be licensed under Subtitle 5.02 and any subparts thereof.

M. M Definitions:

"MMC" means the Medina Municipal Code.

N. N Definitions: reserved.

O. O Definitions: reserved.

P. P Definitions:

"Peddling" or "Soliciting" has the meaning as is set forth in MMC 5.10.010.

"Person" means any individual, receiver, administrator, executor, assignee, trustee in bankruptcy, trust, estate, firm, co-partnership, joint venture, club, company, joint stock company, business trust, municipal corporation, political subdivision of the state of Washington, corporation, limited liability company, association, society, or any group of individuals acting as a unit, whether mutual, cooperative, fraternal, nonprofit, or otherwise, and the United States or any instrumentality thereof.

"Public official" means any official designated by the Mayor, or his or her designee, authorized to enforce this chapter, including, but not limited to, officials of the Police Department, Fire Department, Public Works Department, Finance Department, or

Finance Director's Office charged with the enforcement of a particular portion of this chapter.

Q. Q Definitions: reserved.

R. R Definitions:

"Records" means the books of accounts and other business-related records of a licensee subject to the City's Tax Code or License Code. Such records include ledgers; subsidiary ledgers; invoices; receipts; registration and incorporation documents; federal, state and local tax returns; and any other records necessary to establish the amounts due under the provisions of the City's Code.

"Registration" or to "register" means an identification of real properties owned by a person, for which they use, or intend to use, as rental property. "Registration certificate" means a nontransferable certificate issued by the Department required of all persons operating a business under the provisions of Title 5.

S. S Definitions:

"Subtitle 5.02" means Chapter 5.02 along with all subparts thereof.

"Successor" means any person to whom a licensee quitting, selling out, exchanging, or disposing of a business sells or otherwise conveys, directly or indirectly, in bulk and not in the ordinary course of business of the licensee's business, any part of the materials, supplies, merchandise, inventory, fixtures, or equipment of the licensee. Any person obligated to fulfill the terms of a contract shall be deemed a successor to any contractor defaulting in the performance of any contract as to which such person is a surety or guarantor.

T. T Definitions:

"Taxpayer" means any person subject to the provisions of Title 5, regardless of whether they owe or have previously paid taxes to the City.

U. U Definitions: reserved.

V. V Definitions:

"Vendor" means any person who exhibits goods or services for sale for the purpose of selling, bartering, trading, exchanging, or advertising such goods or services.

W. W Definitions: reserved.X. X Definitions: reserved.Y. Y Definitions: reserved.Z. Z Definitions: reserved.

5.02.040 License fees.

The city fees for application and renewal of the city licenses provided for in this chapter will be set and maintained by the City Manager, as authorized by MMC 3.76.010.

5.02.050 Application.

Application for the licenses provided for in this chapter is made through the Business Licensing Service and must include all information required for issuance of all licenses requested, the total fees due for all licenses requested, and the application handling fee required by RCW 19.02.075.

5.02.060 Separate licenses—When required.

- A. A separate license shall be obtained for each branch, establishment, or separate location in which the business, calling, profession, trade, occupation, or activity licensed by this subtitle is carried on.
- B. Each different business, calling, profession, trade, occupation, or activity carried on or device situated at any one location shall be described in detail on the application for business license.
- C. Each license shall authorize the licensee to carry on, pursue, or conduct only that business, calling, profession, trade, occupation, or activity, or operate the device, vehicle, or thing described in such license, and only at the location or in the manner indicated therein, except as may be specifically provided in this chapter.
- D. Any person renting or making available for rent to the public any dwelling unit located within the City limits of Medina is only required to obtain one license for all rental business activity conducted in the City, but shall register each dwelling unit with the City of Medina and include a statement certifying that each dwelling unit complies with RCW 59.18.060, as adopted by the state, and does not present conditions that endanger or impair the health or safety of the tenants. The registration required herein shall include information on the owner and, as applicable, the property manager, including contact information, including a phone number and email address for the owner and property manager.

5.02.070 Approval and issuance of a license.

The Business Licensing Service (BLS) will provide the contents of a license application to the Finance Director. The Finance Director will review the application together with applicable city officials to determine if the application should be approved. If approved, the Finance Director will authorize issuance of the license through BLS.

5.02.080 Denial of license; Appeal.

If the Finance Director determines that the licenses shall not be approved, the Finance Director shall notify BLS of such denial. Any applicant denied a license, or any person objecting to the issuance of any such license, shall, within ten days after the issuance or denial of such license, appeal said ruling by filing a written notice of appeal. Such notice shall clearly state the grounds that the appeal is based on and be timely filed with the City Clerk. Following expiration of the appeal period, the City Clerk shall then set a date for the hearing of such appeal before the Hearing Examiner of the City. The appeal shall be governed by Chapter 2.72 MMC. The City Clerk shall notify the applicant in the case of a denial, and the objector and applicant in the case of issuance, by mail, of the time and place of hearing.

5.02.090 Display of License

A license issued under this chapter must be displayed in a publicly conspicuous place at the physical location identified on the license. However, that when the licensee's business requires travel from place to place or from house to house, then such license must be carried on the person of such licensee while actually engaged in the licensed occupation, business, or trade. Provided, however, that if the person is traveling from place to place or from house to house by vehicle, the person shall display the license on their vehicle so that it is visible when viewed from outside the vehicle.

5.02.100 Advertising unlicensed premises.

No person shall place on a building or property within the city limits of Medina any advertisement about conducting a specific business activity within the building or on the property unless the person conducting the activity has a valid license pursuant to local, state, or federal law. Advertising includes, but is not limited to, any sign, placard, poster, banner, card, or other advertising matter placed, erected, displayed, or maintained on the outside or in close proximity to any building or place, or in the inside in such a manner as it may be seen from the outside thereof. Any signage shall comply with the Medina sign regulations set forth in MMC 16.30.020.

5.02.110 Renewal.

The licenses provided for under this chapter expire on the date established by the Business Licensing Service (BLS) and must be renewed on or before that date to continue to engage in business in the city after that date.

- A. Application for renewal is made through the BLS and must include all information required for issuance of all licenses, the total fees due for all licenses, and the renewal handling fee required by RCW 19.02.075.
- B. The term of the license, and the respective city fee therefor may be prorated as necessary to synchronize the license expiration with that of the business account maintained by BLS.

- C. Failure to complete the renewal by the expiration date will incur the late renewal penalty required by RCW 19.02.085 in addition to all license fees due.
- D. Failure to complete the renewal within 120 days after the expiration date will result in the cancellation of the license, and will require application for a new license, as provided for in this chapter, to continue to engage in business within the city.

5.02.120 Exemptions

The following conditions provide for an exemption from either or both the business license requirement of this chapter or the city fee for a city business license, as indicated.

A. For purposes of the license issued under this chapter, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than the exemption amount set forth below must obtain a business license as provided for in this chapter, but will be exempt from the city fee therefore. The threshold does not apply to regulatory license requirements or activities that require a specialized permit.

- 1. Exemption Amount. The gross proceeds or gross income of a business for the purposes of this subsection "A" shall be no greater than \$4,000. This exemption amount shall be adjusted periodically as follows:
 - a. This exemption amount will be adjusted every forty-eight (48) months, on January 1, starting January 1, 2030, by an amount equal to the increase in the Consumer Price Index ("CPI") for "West Urban, All Urban Consumers" (CPI-U) for each 12-month period ending on June 30, as published by the United States Department of Labor Bureau of Labor Statistics or successor agency.
 - b. To calculate this adjustment, the current rate will be multiplied by one plus the cumulative four-year (forty-eight (48) months) CPI increase using each 12-month period ending on June 30 of each prior year, and rounded to the nearest \$100. However, if any of the annual CPI increases are more than five percent (5%), a five percent (5%) increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight (48) month period, a zero percent (0%) increase will be used in computing the annual basis.
- B. Persons, businesses, and organizations, other than those identified in subsection C. below, which are viewed as nonprofit and have been granted a federal tax exemption by the Internal Revenue Service under a provision of 26 USC § 501(c), must obtain a business license as provided for in this chapter, but will be exempted from the city license fee if they submit proof of their federal tax exemption determination letter.
- C. Religious organizations which qualify for a federal tax-exempt status under 26 USC § 501(c)3, but for which the Internal Revenue Service assumes that status and does not normally provide a determination letter, are fully exempted from the requirements of this chapter when performing their core religious activities only. If such organizations

conduct other business activities than only their core religious activities those other activities will be subject to all licensing requirements of this chapter.

- D. The following are all fully exempt from the requirements of this chapter.
 - 1. Delivery in the City of any property purchased or acquired outside the City where no intent is shown to exist to evade the provisions of this chapter.
 - 2. Casual or isolated sales made by persons who are not otherwise engaged in the business of selling the type of property involved is fully exempted from the requirements of this chapter. Casual sales include garage sales, lawn sales, attic sales, rummage sales, flea market sales, or any other similar casual sale of tangible personal property conducted on an infrequent basis, not to exceed three times per each calendar year and three days per event.
 - 3. Minors engaged in babysitting, delivery of newspapers, or engaged in other small businesses such as a lemonade stand.
 - 4. Any farmer or gardener who sells, delivers or peddles any fruit, vegetables, berries, butter, eggs, fish, milk, poultry, meats, or any farm produce or edibles raised, caught, produced, or manufactured by such person in any place in this state, subject to Health Department regulations for sanitation, permits, and inspections, where applicable.
 - 5. Municipal, state, or federal agencies or employees acting on behalf of that agency.
 - 6. A person employed in the City by a person engaged in business in the City, if the employer is licensed pursuant to this chapter to conduct business in the City.
 - 7. A person transacting and carrying on a business exempt from City licensure by virtue of the Federal or State Constitution or state law.
 - 8. Real Estate Agents. For the purposes of this chapter, "real estate agent" means a person who is licensed under Chapter 18.85 RCW and whose license is being retained by a broker licensed as a broker under Chapter 18.85 RCW ("designated broker"). Due to the unique legal controls placed upon the real estate agent/broker relationship, a real estate agent whose license is retained by a designated broker holding a currently valid city of Medina business license is not required to have his/her own separate business license if all of the following are true:
 - a. The real estate agent engages in no business in Medina other than the work with the designated broker; and
 - b. The designated broker notifies the city in writing as part of each year's business license renewal of the name of each real estate agent that the city should consider to be the equivalent of an employee of the designated broker for the purposes of this chapter
 - 9. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no

other activities in or with the city but the following, it need not register and obtain a business license:

- a. Meeting with suppliers of goods and services as a customer.
- b. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.
- c. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.
- d. Renting tangible or intangible property as a customer when the property is not used in the city.
- e. Attending, but not participating, in a "trade show" or "multiple vendor events." Persons participating at a trade show shall review the city's trade show or multiple vendor event ordinances.
- f. Conducting advertising through the mail.
- g. Soliciting sales by phone from a location outside the city.
- 10. A seller located outside the city merely delivering goods into the city by means of common carrier is not required to register and obtain a business license; provided, that it engages in no other business activities in the city.
- 11. No license is required if a person engages in no activities within the city but the following:
- a. Activities that are within the term and scope of a city special event permit, pursuant to Chapter 9.40 MMC (e.g., vendors at a temporary booth who are included under an entity's special event or community program permit, consistent with the term and activity for which the permit was issued);
- Activities that are within the term and scope of a city-operated and citymanaged parks event that would otherwise be exempt if it was conducted pursuant to a special event permit;
- c. Attending meetings where the person does not provide training for a fee;
- d. Sale of one's own residence: or
- e. Employing a household employee or being a customer of a domestic worker (e.g., babysitters, nannies, health aides, maids, or yard workers).

5.02.130 Nontransferability - Business changes.

The licenses issued under this chapter are personal to the person to which it was issued and for the location identified on the license. A person may only conduct business in the city under their own license, and a license may not be transferred to another person. A person may not allow another person to conduct business activities under their license, and a person may not conduct business under another person's license.

- A. If a person wishes to change the physical location of their business within the city they must notify the Business Licensing Service sufficiently prior to the change to allow the city to review and approve the new location. A person may not commence their business at a new location in the city until the city has approved the change. Such a change of location may require submitting a new application for license as provided for in this chapter.
- B. In the event of a change in ownership of a business, the acquiring owner must obtain their own license for the business, as provided for in this chapter, before commencing business in the city with that acquired business.
- C. In case of the death of any licensee before the expiration of his or her license, his or her administrator or executor, duly appointed as such by order of court, may continue to act under said license for the unexpired term thereof upon filing with the City proof of such appointment.

5.02.140 Refunds.

Money paid to the city through the Business Licensing Service or otherwise, made in payment for city licensing fees, is not refundable through the city even though the licensee failed to complete all or any portion of a license's term. Provided, any money paid to the city to pay a city fee imposed by this chapter, but paid through error or otherwise not due for any city fee imposed by this chapter, will be, upon request of the payor, refunded to the payor by the city.

5.02.150 Promulgation of rules and regulations.

The Finance Director for the city is authorized to adopt, publish and enforce, from time to time, such rules and regulations for the proper administration of this chapter as may be necessary, and it is a violation of this chapter to fail to comply with any such rule or regulation lawfully promulgated under this chapter.

5.02.160 Suspension or revocation; Appeal.

- A. The Finance Director shall have the power and authority to suspend or revoke any registration or license issued under the provisions of this title. The Finance Director shall notify such licensee in writing by certified mail or hand delivery of the suspension or revocation of his or her license or registration and the grounds therefor. Any license or registration issued under this title may be suspended or revoked based on one or more of the following grounds:
- 1. The registration was procured by fraud or false representation of fact, including, but not limited to, the existence of owners who were not identified on the application.
 - 2. The licensee has failed to comply with any provisions of this title.
 - 3. The licensee has failed to comply with any provisions of the MMC.

- 4. The licensee is in default in any payment of any license fee or tax under Title 5
- 5. The licensee or employee has been convicted of a crime involving the business.
- 6. Licensee's continued conduct of the business for which the license or registration was issued will result in a danger to the public health, safety, or welfare by reason of any of the following:
 - i. The licensee, his/her employee or agent has committed a crime or other violation of law, which bears a direct relationship to the conduct of the business under the license or registration issued pursuant to this title. The Finance Director may consider any relevant violation of law regardless of whether the same act was charged as a civil infraction or crime or resulted in a finding of committed or conviction or if it is deferred or subject to pretrial diversion. If a licensee appeals such a suspension, revocation, or denial of a license or registration under this subsection, the violation must be proved by a preponderance of the evidence. Provided, however, that a finding of not committed on a civil infraction or a verdict of not guilty on a criminal charge precludes use of that act as a basis for a violation under this chapter.
 - ii. The licensee, or his/her agents or employees, have in the conduct of the business, violated any local, state, or federal law relating to public health or safety.
 - iii. The conduct of the business for which the license or registration was issued has resulted in the creation of a public nuisance as defined in the MMC or in state law.
 - iv. The tolerance of a public nuisance or criminal activity, as defined in local, state, or federal law, for which the business owner or operator can reasonably control or prevent.
- 7. For any reason that would justify denial or disqualification of a license under Section 5.02.190.
- B. Any licensee may, within ten days from the date that the suspension or revocation notice was mailed to the licensee, appeal such suspension or revocation by filing a written notice of appeal ("petition") setting forth the grounds therefor with the City Clerk. The hearing shall be conducted in accordance with the procedures for hearing contested cases set out in MMC 2.72. The Hearing Examiner shall set a date for hearing said appeal and notify the licensee by mail of the time and place of the hearing. After the hearing thereon the Hearing Examiner shall, after appropriate findings of fact and conclusions of law, affirm, modify, or overrule the suspension or revocation and reinstate the license or registration, and may impose any terms upon the continuance of the registration.

No suspension or revocation, under this subsection, of a license or registration issued shall take effect until ten days after the mailing or hand delivery of the notice

thereof by the Finance Director and, if appeal is taken as herein prescribed, the suspension or revocation shall be stayed pending final action by the Hearing Examiner. All licenses or registrations which are suspended or revoked shall be surrendered to the City on the effective date of such suspension or revocation. The decision of the Hearing Examiner shall be final. The licensee and/or the Finance Director may seek review of the decision by the Superior Court of Washington in and for King County within 21 days from the date of the decision. If review is sought as herein prescribed, the suspension or revocation shall be stayed pending final action by the Superior Court. Upon revocation of any license or registration as provided in this subchapter, no portion of the license fee shall be returned to the licensee.

5.02.170 Summary suspension; Appeal.

- A. Where conditions exist that are deemed hazardous to life or property, or where the owner or his or her employee or agent has knowingly permitted a violation of the uniform controlled substances act, a violation of any law against gambling, or a violation of any law against prostitution within the business, the public official in charge is authorized to immediately stop such hazardous conditions that are in violation of this code, up to and including closing the business operation. Such order and demand may be oral or written.
- B. At the time the Finance Director notifies the licensee of the summary suspension, either by mail or hand delivery, the Finance Director shall also schedule a hearing to be held within three business days from the date of the notice of summary suspension. Where an oral summary suspension is ordered or demanded by a public official, the Finance Director shall schedule a hearing to be held within three business days from the date of the summary suspension and the licensee will be notified by mail, facsimile, email, personal service or hand delivery. Such notices shall state the time and place of the hearing.

The hearing shall be held before the Finance Director. The decision of the Finance Director shall be final. The licensee may, within ten days from the date of the Finance Director's decision, appeal such suspension or revocation by filing a written notice of appeal ("petition") setting forth the grounds therefor with the Finance Director. The hearing shall be held by the City Hearing Examiner and conducted in accordance with the procedures for hearing contested cases set out in MMC 2.72. The Hearing Examiner shall set a date for hearing said appeal and notify the licensee by mail of the time and place of the hearing. After the hearing thereon the Hearing Examiner shall, after appropriate findings of fact and conclusions of law, affirm, modify, or overrule the summary suspension and reinstate the license or registration, and may impose any terms upon the continuance of the license.

The decision of the Hearing Examiner shall be final. The licensee and/or the Finance Director may seek review of the decision by the Superior Court of Washington in and for King County within 21 days from the date of Hearing Examiner's decision.

5.02.180 Statute of limitations—Unlicensed licensees.

With regard to unlicensed licensees, no assessment or correction of an assessment for additional fees and penalties may be made due by the Finance Director more than four years after the close of the calendar year, except upon showing of the licensee's failure to file a license application as and when required under this chapter, which failure to file a license application resulted from the licensee's willful and fraudulent intent to avoid payment of the required fees.

5.02.190 Grounds for disqualification of licensees.

Pursuant to the provisions of this subtitle, no license shall be issued to the following persons:

- A. Any minor under 18 years of age.
- B. Any person who, if licensed, is likely to present a danger to the public health, safety, or welfare by reason of any of the following:
 - 1. The applicant or his or her employee or agent has committed a crime or other violation of law which bears a direct relationship to the conduct of the business under the license issued pursuant to this title. The Finance Director may consider any relevant violation of law regardless of whether the same act was charged as a civil infraction or crime or resulted in a finding of committed or conviction or if it is deferred or subject to pretrial diversion. If a licensee appeals such a denial of a license under this subsection, the violation must be proved by a preponderance of the evidence. Provided, however, that a finding of not committed on a civil infraction or a verdict of not guilty on a criminal charge precludes use of that act as a basis for a violation under this chapter.
 - 2. The applicant has had a similar license revoked or suspended pursuant to the provisions of Section 5.02.150 above or has had a similar license revoked or suspended by any other administrative authority.
 - 3. The Finance Director has reasonable grounds to believe applicant to be dishonest or to desire such license to enable applicant to practice some illegal act or some act injurious to the public health or safety.
- C. Any person who is not qualified under any specific provision of this subtitle for any particular license for which application is made.
 - D. The Finance Director may deny a license if:
 - 1. The applicant or his or her employee or agent has committed a series of crimes or other violations of law that show a disregard for the law and the Finance Director reasonably concludes, based on this conduct that the applicant will not comply with the provisions of this title or other applicable laws applicable to the operation of the business. The Finance Director may consider any relevant violation of law, regardless of whether the same act was charged as a civil infraction or crime or resulted in a conviction or finding of committed, or if it is

deferred or subject to pretrial diversion. If a licensee appeals such a denial of a license under this subsection, the violation must be proved by a preponderance of the evidence. Provided, however, that a finding of not committed on a civil infraction or a verdict of not guilty on a criminal charge precludes use of that act as a basis for a violation under this chapter.

- 2. For any reason that would justify denial of the license under this Chapter.
- 3. When the Finance Director reasonably concludes that the applicant will not comply with the provisions of this title or other applicable local, state, or federal laws applicable to the operation of the business or that the operation of the business is likely to endanger public health or safety. The Finance Director may consider any relevant matter, including illegal activity associated with the applicant's operation of another business, or the conduct of the applicant's patrons or employees inside or outside a similar business operated by the applicant.

5.02.200 Notice of right to suspend or revoke.

Every license issued pursuant to the provisions of this subtitle shall state thereon, in substance, that such license is issued in consideration of the fee paid therefor and that the same is subject to suspension or revocation in the manner provided in this chapter.

5.02.210 Violation – Penalty.

If any person, firm or corporation subject to this chapter fails to pay any city-imposed fee required by this chapter within 30 days after the due date thereof, there may be added to such fee a penalty of 15 percent of the amount of such fee and any fee due under this chapter and unpaid, and all city-imposed penalties thereon, will constitute a debt to the city and may be collected by court proceedings, which remedy will be in addition to all other remedies. Provided, however, that there shall be no late-payment penalty when the person, firm or corporation did not pay to renew the business license as the person, firm or corporation did not expect to do any business in the City for the year to which the non-payment applies.

5.02.220 Severability.

If any provision of this Subtitle 5.02 or its application to any person or circumstance is held invalid, the remainder of the subtitle or the application of the provision to other persons or circumstances shall not be affected.

Section 3. Section 5.04.020 of the Medina Municipal Code is hereby amended to read as follows:

5.04.020 License required.

After April 1, 1975, no person, firm or corporation shall engage in or carry on any business, occupation, act or privilege for which a tax is imposed by MMC 5.04.030 without first having obtained, and being the holder of, a license to do so, to be known as an occupation license. Such license is separate from and in addition to the general business license issued under Chapter 5.02 MMC, which may also be required when applicable. Each such person, firm or corporation shall promptly apply to the city clerk for such license upon such forms as the clerk shall prescribe, giving such information as the clerk shall deem reasonably necessary to enable said clerk's office to administer and enforce this chapter; and, upon acceptance of such application by the clerk, said clerk shall thereupon issue such license to the applicant. Such occupation license shall be personal and nontransferable and shall be valid as long as the licensee shall continue in said business and shall comply with this chapter.

Section 4. Section 5.06.020 of the Medina Municipal Code is hereby amended to read as follows:

5.06.020 Franchise fees – Amount.

- A. All persons given a grant pursuant to a franchise, license, permit or other authorization to use and occupy the public rights-of-way to provide services, whether or not such services are provided to the general public, shall, in consideration for such grant and to the extent the city may lawfully require such persons to do so, pay franchise fees to the city in accordance with the terms and conditions of the applicable franchise agreement, license, permit or other authorization.
- B. Except as may be otherwise provided in the franchise, license, permit or other authorization, the obligation of such person to pay such franchise fees to the city shall survive the expiration, termination or revocation of the franchise, license, permit or other authorization and shall be in full force and effect until such time as a new franchise, license, permit or other authorization granting use and occupancy of the public rights-of-way becomes effective or such person removes its facilities, if any, from the public rights-of-way.
- C. Franchise fees imposed pursuant to this section that are imposed upon gross revenues derived from services provided within the city shall not exceed a percentage of four percent of such gross revenues. Franchise fees imposed upon gross revenues derived from services provided within the city pursuant to a franchise, license, permit or other authorization granted prior to the effective date of the ordinance codified in this section shall not be assessed or collected to the extent such franchise fees exceed four percent of such gross revenues.
- D. The franchise provided for in this chapter is separate from and in addition to the general business license issued under Chapter 5.02 MMC, which may also be required when applicable.

Section 5. Section 5.08.030 of the Medina Municipal Code is hereby amended to read as follows:

5.08.030 Franchise grant.

It is unlawful to engage in or commence construction, operation or maintenance of a cable system in the city without a franchise issued under this chapter. The city council may, by ordinance, issue a nonexclusive franchise to construct, operate and maintain a cable system within all or any portion of the city to any person or entity, whether operating under an existing franchise or not, who applies for authority to furnish cable service which complies with the terms and conditions of this chapter; and provided, that such person or entity also agrees to comply with all of the provisions of the franchise. However, this shall not be deemed to require the grant of a franchise to any particular person or entity. The city council may restrict the number of franchises should it determine such a restriction would be in the public interest. The franchise provided for in this chapter is separate from, and in addition to the general business license issued under Chapter 5.02 MMC, which may also be required when applicable.

<u>Section 6.</u> Section 16.31.010 of the Medina Municipal Code is hereby amended to read as follows:

16.31.010 Home business.

- A. *Permissive use.* A home business is permitted within a single-family dwelling provided it meets all the standards and requirements of this section. Home business is defined in MMC 16.12.090. Activities not able to meet all the standards and requirements of this section may be performed in non-residential zone districts of the city if otherwise allowed under the MMC.
- B. <u>License required.</u> A home business must both obtain a business license issued under Chapter 5.02 MMC, and complete all permitting processes required to conduct the home business, and upon which issuance of the business license is dependent.
- <u>C</u>. Standards. Every home business shall meet the following standards:
 - 1. The home business shall be clearly incidental and secondary to the use and function of the single-family dwelling as a residence.
 - All external indications of or impacts from a home business shall be compatible with the residential character and nature of the neighborhood.
 - The home business shall not cause or result in material changes in neighborhood safety, traffic, number or frequency of vehicle trips, parking demand or parking requirements.
 - 4. The following are prohibited in connection with a home business: signs; noise; smoke or odors detectible outside the dwelling; retail trade; pickup and delivery; external structure modifications; and exterior lighting.

 $\underline{\mathsf{C}\underline{\mathsf{D}}}.$ Requirements. Every home business shall meet the following requirements:

- The home business shall be located and operated wholly within the single-family dwelling.
- 2. No more than one person may be employed who is not a family member residing in the residence.
- Any employee, client(s) and family members shall use off-street parking exclusively.
- 4. Not more than two vehicles owned or operated by an employee and/or a client shall be parked on the premises at any time.
- All required local, regional, state, and federal permits and licenses shall have been obtained and shall be current and valid.
- 6. All required permits and authorizations for the dwelling structure and other attributes of the property and premises shall have been issued by the city and be in current compliance with the Medina Municipal Code.

<u>DE</u>. *Exclusions*. The following activities are not allowed as a home business:

- 1. Storage, receipt or transfer of equipment, materials, and commodities.
- 2. Stables, kennels, or husbandry of animals; any activities involving any exotic animal or farm animal; activities that are not permitted by MMC chapter 6.04.
- Agriculture farming and sales activities.
- 4. Vehicle repair, automobile detailing or automotive servicing activities.
- 5. Production or storage of any hazardous waste or substance.
- 6. Any nonconforming use, however or whenever established.
- 7. Any activity that is prohibited by the Medina Municipal Code.
- <u>EF</u>. Enforcement. Pursuant to MMC 16.10.040 and 16.10.050, the director shall apply the provisions of this section to the activities of a home business whenever necessary or appropriate to determine whether the home business meets the requirements and standards of the Medina Municipal Code, and shall issue findings and a decision thereon.
- <u>Section 7.</u> <u>Severability</u>. 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 8. Publication.** This Ordinance shall be published by an approved summary consisting of the title.
- <u>Section 9.</u> <u>Corrections.</u> 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.

<u>Section 10</u>. <u>Effective Date.</u> This ordinance shall take effect five days after publication as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE XX DAY OF XX 2025 BY A VOTE OF X FOR, X AGAINST, AND X ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE XX DAY OF XX 2025.

	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



MEDINA, WASHINGTON

AGENDA BILL

Monday, July 28, 2025

Subject: Middle Housing Phase II - Mitigations

Category: City Business

Staff Contact(s): Steve Wilcox, Development Services Director; Jeff Swanson, City Manager

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.

This discussion on Middle Housing mitigations meets and supports Council's priorities 1, 2, 3, 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)

PowerPoint Presentation

Budget/Fiscal Impact: None

Recommendation: Presentation and discussion

City Manager Approval:

Proposed Council Motion: N/A

Time Estimate: 30 minutes

An Introduction to Middle Housing Phase II:

Density Mitigations

City Council Regular Meeting July 28, 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
 - Telecommunications
- 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
- Wireless Facilities/Telecom/Broadband Regulations and Franchise Ordinance

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 \rightarrow 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)

- 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

EDINA

- Affordable Housing Mandate
- Outdoor Lighting
- 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

AGENDA BILL

Monday, July 28, 2025

Subject: Animal Control Options

Category: City Business

Staff Contact: Jeffrey R. Sass, Chief of Police

Summary

Discussion on how current issues with animals are handled in the City of Medina and how they could be done if contracted with King County Animal control. Current issues discussed and how these would be resolved if we move to King County Animal control.

Attachment(s)

Animal Control options (current and King County Animal Control)

<u>Budget/Fiscal Impact:</u> Approximately \$6k

Recommendation: Discussion and direction.

City Manager Approval: N/A

Proposed Council Motion: N/A

Time Estimate: 20 minutes



MEDINA POLICE DEPARTMENT

ANIMAL CONTROL OPTIONS



FOUND ANIMAL

Current Protocols	King County Animal Control Protocols
If a dog is found wandering in our jurisdiction(s),	A King County Animal Control Officer would be
MPD Officers are not able to take the animal to a	requested to respond and take possession of the
local animal shelter because the animal shelters in	animal. The Animal Control Officer would register
King County require the police agency to have a	the animal in an online "found animal" database. This
current contract with King County Animal Control.	database is searchable by the public, so anyone who
Additionally, the Medina Police Department does not	has lost a pet is able to search the website for their
have a holding facility to keep the found pet that is	missing pet.
under observation and provides the necessary care	
and shelter.	

LOST ANIMAL

Current Protocols	King County Animal Control Protocols
The on-duty Medina Police Officer would gather the	The owners of the lost pet are able to fill out a "lost
details of the lost pet and contact information for the	animal request" form online in hopes of being
owner. If a call of a found animal matching the	reunited with their pet if it is found in the King
description of the lost animal is received, the on-duty	County Area.
Police Officer would contact the owner. This is only	
applicable if the pet is lost and found in the	
jurisdiction of the Medina Police Department.	

NUISANCE ANIMAL

Current Protocols	King County Animal Control Protocols
The on-duty Medina Police Officer would receive a	In cases of a nuisance animal, special resources are
call for service from a complainant reporting	available on the King County Animal Control
nuisance or neglect of a nearby animal. The Police	website to file a complaint and send in a petition for
Officer would attempt to contact the owner of the	review prior to an Animal Control Officer taking
animal to mitigate the situation, reserving the option	more severe actions.
to cite the owner for a municipal code violation as the	
maximum penalty to the owner. Cases of neglect or	In cases of animal abuse or neglect, a King County
animal abuse can be investigated by the Medina	Animal Control Officer would be requested to
Police Officer but resources to house the animal in a	respond to investigate the situation utilizing their
safe environment are currently not existent. Medina	specialized training and experience to mitigate the
Police Officers are not trained the same as Animal	situation, provide resources and/or work with all
Control Officers in regards to investigations of abuse	involved parties to reach a long-term solution.
or neglect of animals.	

DANGEROUS DOG

Current Protocols	King County Animal Control Protocols
In cases of emergency, the on-duty Medina Police	In cases of emergency, the on-duty Medina Police
Officer would respond to the scene to ensure	Officer would respond to the scene to ensure
immediate safety of all parties and to summon aid if	immediate safety of all parties and to summon aid if
needed. The Medina Police Officer would document	needed. The Medina Police Officer would document
the situation through photographs and a police case	the situation through photographs and a police case
report. If the circumstances are severe enough, the	report. The report is then forwarded to a King County
owners of the dog will be instructed to quarantine	Animal Control Officer, who would use their
their dog. If the incident meets the "dangerous dog"	specialized training, experience and resources to take
criteria, the owner will be responsible for completing	over the investigation and see it to its conclusion. The
the registration requirements stipulated for a	costs associated with this process would be included
dangerous dog. If the owner wishes to contest the	in the City's services agreement with King County
designation of their dog as a "dangerous dog," the	Animal Control.
City is responsible for facilitating the hearing for	
both parties (the City and the dog owner) to have	
their cases heard before a hearing examiner. All costs	
associated with providing the hearing examiner and	
the legal representative for the City are the	
responsibility of the City, including any subsequent	
contested hearings after the initial ruling. Since this	
situation is not covered under the agreement with the	
City's prosecuting attorney, all legal fees are billed	
separately and become extremely costly very quickly.	

FEES

City of Medina Lifetime Licensing		King County Animal Control Annual Licensing	
Cat License – altered	\$20.00	Cat License – altered	\$30.00
Cat License – unaltered	\$36.00	Cat License – unaltered	\$60.00
Senior Citizen Cat License - altered	\$12.00	Senior Citizen Cat License - altered	\$15.00
Senior Citizen Cat License - unaltered	\$25.00	Senior Citizen Cat License - unaltered	N/A
Dog License – altered	\$30.00	Dog License – altered	\$30.00
Dog License – unaltered	\$60.00	Dog License – unaltered	\$60.00
Senior Citizen Dog License - altered	\$20.00	Senior Citizen Dog License - altered	\$15.00
Senior Citizen Dog License - unaltered	\$40.00	Senior Citizen Dog License - unaltered	N/A
Replacement Tag	\$5.00	Replacement Tag	\$5.00
Service Animal License	Free	Service Animal License	Free
Failure to Obtain License	\$25.00		
		Disabled Person Altered Dog/Cat License	\$15.00
		Late fee (45-90 days past expiration)	\$15.00
		Late fee (91-135 days past expiration)	\$20.00
		Late fee (136-364 days past expiration)	\$30.00
Altered - snaved/nevtored		Late fee (365+ days past expiration)	\$30.00
Altered = spayed/neutered Unaltered = unspayed/unneutered			+ prior
Onauerea – unspayea/unneuterea			year's
			fee