



MEDINA CITY COUNCIL

Monday, June 14, 2021

4:00 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 REGULAR MEETING

Virtual/Online

Monday, June 14, 2021 – 4:00 PM

AGENDA

MAYOR | Jessica Rossman

DEPUTY MAYOR | Cythnia F. Adkins

COUNCIL MEMBERS | Roger Frey, Jennifer Garone, Harini Gokul, Alex Morcos, Bob Zook

CITY MANAGER | Michael Sauerwein

CITY ATTORNEY | Scott Missall

CITY CLERK | Aimee Kellerman

[Join Microsoft Teams Meeting](#)

+1 360-302-2562 United States, Seattle (Toll)

Conference ID: 647 612 757#

Virtual Meeting Participation

With the passage of the City's Proclamation of Local Emergency, City Hall is closed to the public. Council participation in this meeting will be by teleconference/online only. Members of the public may also participate by phone/online. Individuals wishing to speak live during the Virtual City Council meeting will need to register their request with the City Clerk at 425.233.6411 or email akellerman@medina-wa.gov and leave a message before 2PM on the day of the June 14 Council meeting. Please reference Public Comments for June 14 Council Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3 minute limit.

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Council Members Adkins, Frey, Garone, Gokul, Morcos, Rossman and Zook

2. EXECUTIVE SESSION

Time Estimate: 30 minutes

RCW 42.30.11.(1)(i)

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

3. APPROVAL OF MEETING AGENDA

4. **PUBLIC COMMENT PERIOD**

Individuals wishing to speak live during the Virtual City Council meeting will need to register their request with the City Clerk at 425.233.6411 or email akellerman@medina-wa.gov and leave a message **before 2PM** on the day of the June 14 Council meeting. Please reference Public Comments for June 14 Council Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3 minute limit.

5. **PRESENTATIONS**

[5.1](#) Time Estimate: 30 minutes
Medina Traffic Calming Presentation by Chief of Police, Steve Burns

[5.2](#) Time Estimate: 20 minutes
Reports and announcements from Park Board, Planning Commission, Emergency Preparedness, and City Council.

6. **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.

[6.1](#) Check Register, May 2021
Recommendation: Approve.
Staff Contact: Julie Ketter, Director of Finance and HR

[6.2](#) Approved April 19, 2021 Park Board Meeting Minutes
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Deputy City Clerk

[6.3](#) Approved April 27, 2021 Planning Commission Meeting Minutes
Recommendation: Receive and file.
Staff Contact: Stephanie Keyser, Planning Manager

[6.4](#) Draft May 10, 2021 City Council Regular Meeting Minutes
Recommendation: Adopt Minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

[8.1](#) Ordinance Adopting Minor Code Amendments
Recommendation: Adopt Ordinance No. 1001.
Staff Contact: Stephanie Keyser, Planning Manager
Time Estimate: 15 minutes

[8.2](#) Ordinance Adopting Bulk Regulations
Recommendation: Adopt Ordinance No. 1002.
Staff Contact: Stephanie Keyser, Planning Manager
Time Estimate: 15 minutes

[8.3](#) 2022 - 2027 Six-Year CIP/TIP and Non-TIP
Recommendation: Approve.
Staff Contact: Ryan Osada, Director of Public Works
Time Estimate: 15 minutes

9. **CITY BUSINESS**

[9.1](#) Medina Park Playground Replacement Project Update
Recommendation: Approve.
Staff Contacts: Ryan Osada, Director of Public Works and Michael Sauerwein, City Manager
Time Estimate: 30 minutes

[9.2](#) Street Vacation Regulations
Recommendation: Staff recommends Council set and conduct a legislative hearing on the Attachment at the Council's first meeting in July, followed by action thereon.
Staff Contacts: Michael Sauerwein, City Manager, Steve Wilcox, Director of Development Services, Ryan Osada, Director of Public Works, Scott Missall, City Attorney
Time Estimate: 30 minutes

[9.3](#) Medina Personnel Policy Updates, Financial Policy Update, and Public Works Purchasing Code Amendment
a) Resolution No. 418 Amending Financial Policies, adding EFT (Electronic Fund Transfer) Control Procedures
b) Ordinance No. 999 Amending MMC Chapter 2.64 Public Works Purchasing Policies
c) Approval of Medina Personnel Policies update, Section 7.02 Vacation Accruals
Recommendation: Adopt Resolution No. 418, Adopt Ordinance No. 999 and Approve Medina Personnel Policies update, Section 7.02 Vacation Accruals.
Staff Contact: Julie Ketter, Director of Finance and HR
Time Estimate: 10 minutes

10. **CITY MANAGER'S REPORT**

Time Estimate: 15 minutes

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

[10.1a](#) CM Monthly Report

[10.1b](#) Police Monthly Report

[10.1c](#) DS Monthly Report

[10.1d](#) Finance Monthly Report

[10.1e](#) CS Monthly Report

[10.1f](#) PW Monthly Report

11. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE

12. PUBLIC COMMENT

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

13. ADJOURNMENT

Next regular City Council Meeting: Monday, July 12, 2021 at 4 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

Monday, June 28, 2021 - City Council Meeting - **Cancelled**
Monday, July 5, 2021 - Independence Day - City Hall Closed
Monday, July 12, 2021 - City Council Meeting (4:00 PM)
Monday, July 26, 2021 - City Council Meeting – **Cancelled**
Monday, August 9, 2021 - City Council Meeting - **Dark No Meeting**
Monday, August 23, 2021 - City Council Meeting - **Dark No Meeting**
Monday, September 6, 2021 - Labor Day - City Hall Closed
Monday, September 13, 2021 - City Council Meeting (4:00 PM)
Monday, September 27, 2021 - City Council Meeting (4:00 PM)
Monday, October 11, 2021 - City Council Meeting (4:00 PM)
Monday, October 25, 2021 - City Council Meeting (4:00 PM)
Monday, November 8, 2021 - City Council Meeting (4:00 PM)
Monday, November 22, 2021 - City Council Meeting (4:00 PM)
Thursday, November 25, 2021 - Thanksgiving Holiday - City Hall Closed
Friday, November 26, 2021 - Day After Thanksgiving Holiday - City Hall Closed
Monday, December 13, 2021 - City Council Meeting (4:00 PM)
Monday, December 27, 2021 - City Council Meeting (4:00 PM)

CERTIFICATION OF POSTING AGENDA

The agenda for Monday, June 14, 2021 Regular Meeting of the Medina City Council was posted and available for review on Friday, June 11, 2021 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.



*Medina Traffic Calming
Phase 1
June 2021*



Traffic Calming

- ▣ Medina Park Parking Lot
- ▣ Digital Speed Signs
- ▣ Speed Limit Pavement Markings
- ▣ Additional Speed Limit Signs



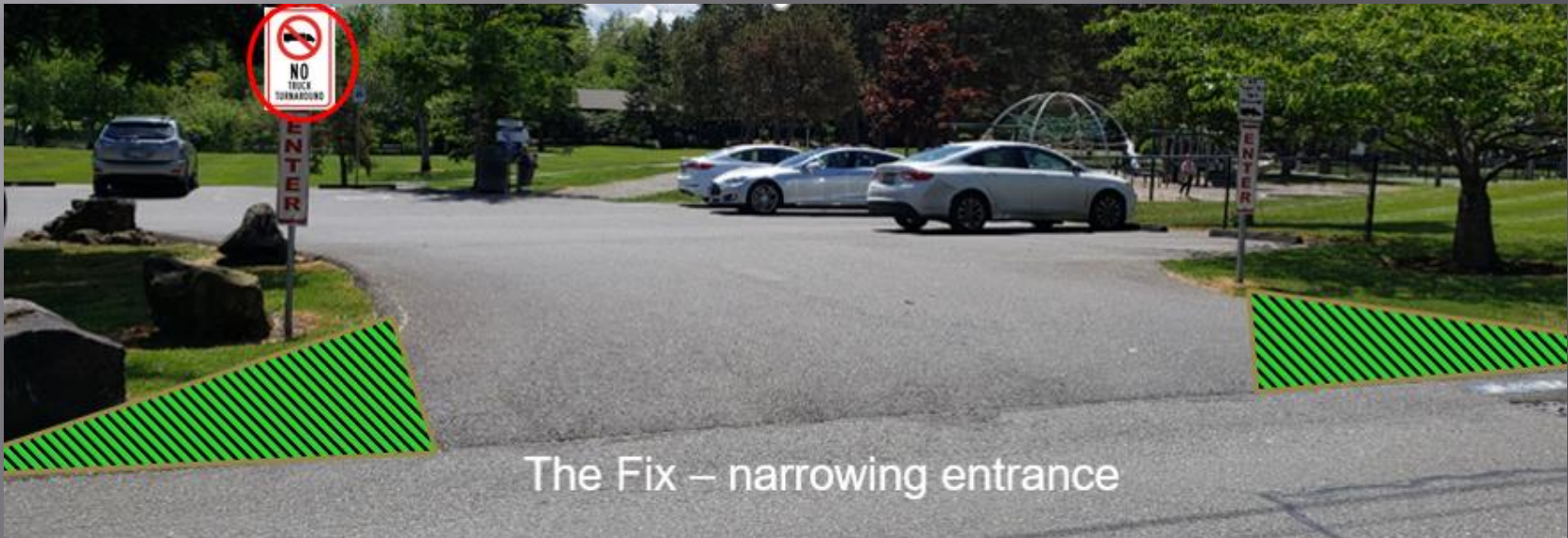
Medina Park Parking Lot



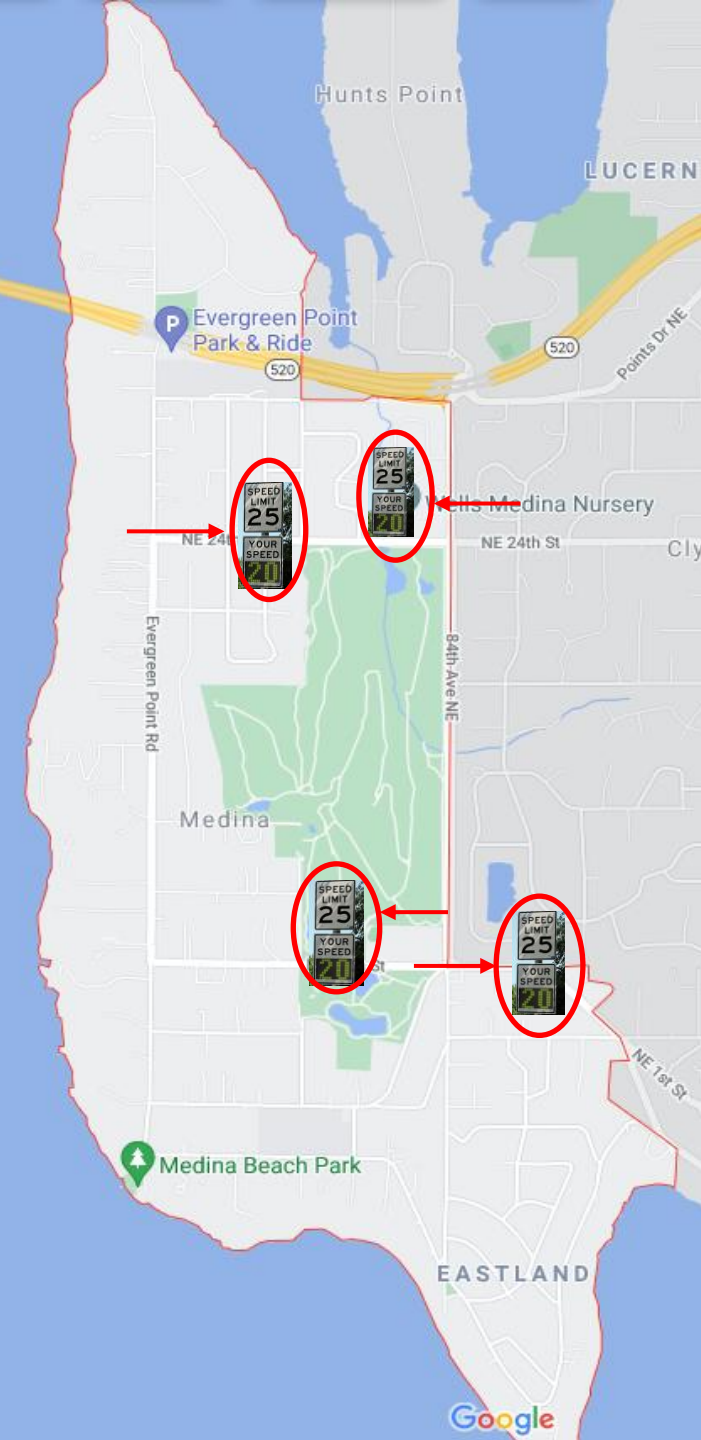
Medina Park



Before the Fix



The Fix – narrowing entrance



Digital Speed Signs –

1. W/B 24th west of 84th
2. E/B NE 24th between 79th and 80th
3. E/B NE 12th in the center island at 8500 block
4. W/B NE 12th across from Medina Park



Digital Signs – NE 24th



W/B west of 84th



E/B between 79th & 80th

Digital Signs – NE 12th



E/B east of 84th



W/B across from Medina Park

Speed Limit Pavement Markings



E/B NE 12th east of EPR



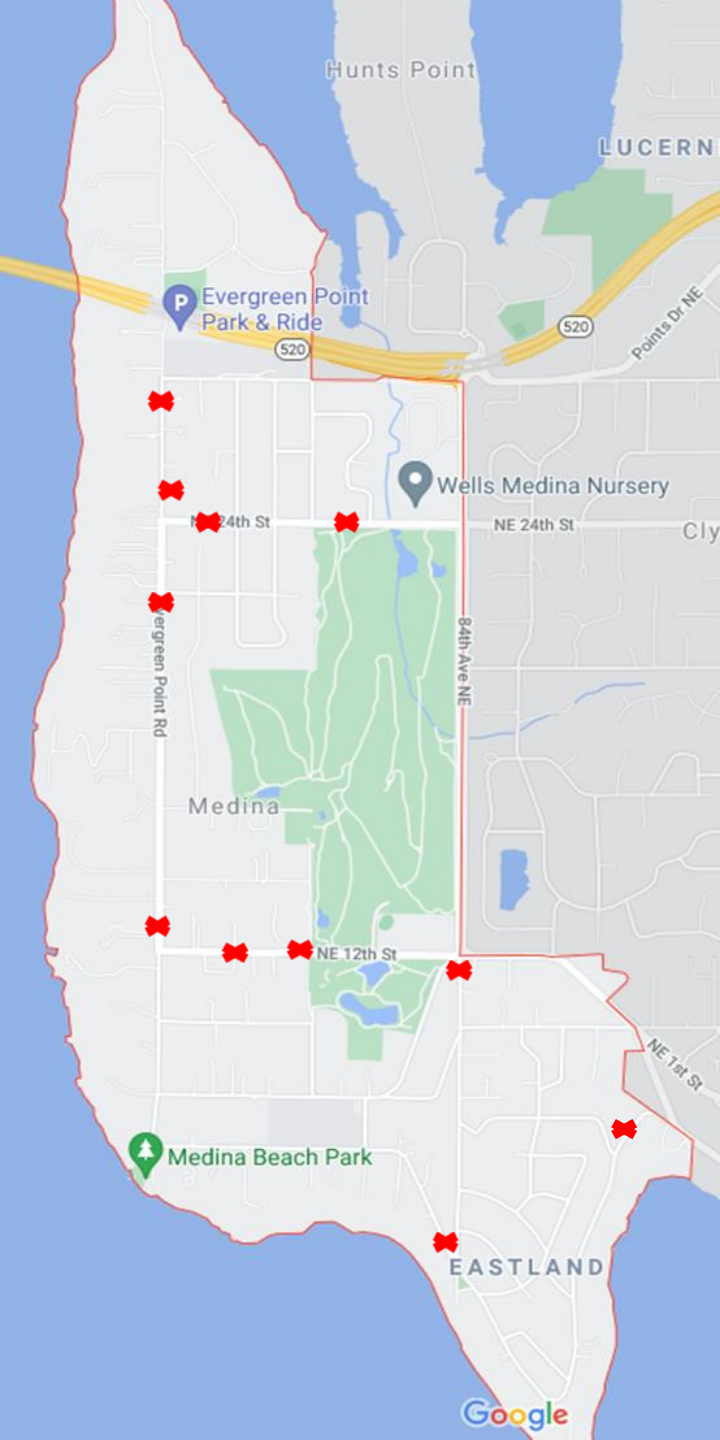
W/B NE 12th west of Medina Park

Speed Limit Pavement Markings



W/B Overlake Drive

Speed Limit Pavement Markings



Pavement Locations:

1. W/B OLD E entering the City
2. E/B OLD W just before 84th
3. 84th just south of the 5- way
4. W/B NE 12th near the park at the base of the hill
5. E/B 12th near 7800 block
6. W/B NE 24th between 82nd and 80th
7. E/B NE 24th near 78th
8. N/B EPR just north of NE 12th
9. S/B EPR near 22nd
10. N/B EPR north of 24th
11. S/B EPR south of NE 28th

Additional Speed Signs

- ▣ Addition Speed Limit Signs
 - Evergreen Point Road
 - NE 24th
 - Overlake Drive



Anticipated Projected Costs

- ▣ Digital Signs –
 - Each sign - \$19,790
 - Overall cost for purchase and installation - \$89,077
- ▣ Speed Limit Pavement Markings
 - Each marking - \$550
 - Eleven markings = \$6,050
- ▣ Additional Speed Limit Signs
 - Ten Signs - \$85/sign = \$850
- ▣ Mobile Speed Measuring Survey Device - \$6,000
- ▣ **Approximate Total Cost - \$101,977**
 - REET - ***“Road Improvement Project for Traffic Safety”***
 - REET Funds available – no impact to any other projects



Questions



Off-Leash Dogs in Medina Park

MEDINA CITY COUNCIL

JUNE 14, 2021

Tonight's Presentation

- Park Board and City Staff Goals.
- Issues addressed by the Park Board and City Staff. What problem were we trying to solve?
- Outreach and Public Discussion.

Park Board and City Staff Goals

1. Create an environment in Medina Park that is welcoming and safe for all by balancing park users needs and priorities.
2. Establish a set of clear, concise, and easily enforced rules for off-leash dogs in Medina Park.

Goals Continued...

1. Create an environment in Medina Park that is welcoming and safe for all by balancing park users needs and priorities.
 - Medina Park is **not** a “dog park.”
 - Medina Park is a multi-use city park. Playground, tennis courts, open space, with an off-leash area where dogs must be under owner’s voice command.
 - Fairweather Park and Fairweather Nature Preserve also have off-leash areas.

Goals Continued...

2. Establish a set of clear, concise, and easily enforced rules for off-leash dogs in Medina Park.
 - When we reached out to Park users with off-leash dogs...
 - Found rules confusing.
 - Requested consistent year-round rules.
 - Preferred location-based rules.
 - Some people did not want to encounter off-leash dogs. (People with older or small dogs...or young children).
 - 63% of the parcels in Medina have changed ownership since 2014.
 - What about making the whole Park off-leash until 9:00 AM? The more complicated the rules, the more difficult they are to enforce.

Issues Addressed by the Park Board and City Staff. What problem were we trying to solve?

➤ **Complaints from Park Users about off-leash dogs.**

- Dogs running through the playground.
- Dogs doing their business in the playground and on surfaces where children play.
- Inattentive dog handlers. Not cleaning up after their dogs.
- Collisions with people. Especially small children.
- Chasing/attacking wildlife.
- Interfering with peace/quiet/visit to park.

➤ **Park Maintenance Issues caused by off-leash dogs.**

- Digging holes in park.
- Chewing wood benches and tables.
- Damage to shrubs and trees
- Interfering with Public Works mowers, trimmers, vehicles.

Outreach and Public Discussion

- Park Board Discussion
 - Discussed through 2019 and 2020. Adopted updated rules October 2020.
 - Meeting Notices are posted City Hall, Post Office, and Medina Park (adding notice board at 82nd Ave parking lot).
 - Website and Social Media.

Park Board Chair, Sarah Gray

“It was brought to our attention that the city manager was going to address the petition about the on-leash changes at the medina park. As stated before the Park Board had several meeting regarding the park rule amendment and how to resolve the multiple dog issues occurring at Medina park. We unanimously approved the changes in the rules. The medina park is for the entire community to enjoy and this new rule ensures that it is a welcoming park for everyone.”

Park Board Chair, Sarah Gray

Questions???

**Check Register
May 2021**

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
AT&T MOBILITY	287290584494X04132021	PW cell phones	\$45.92	62752	5/7/2021	001-000-000-558-60-49-00	Dues,Subscriptions,Memberships
AT&T MOBILITY	287290584494X04132021	PW cell phones	\$215.00	62752	5/7/2021	001-000-000-576-80-42-00	Telephone/postage
			\$260.92	62752 Total			
Bellevue City Treasurer - Water	05065006 2/4-4/9/21	CH water/waste water	\$642.67	62753	5/7/2021	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Bellevue City Treasurer - Water	07522006 2/2-4/9/21	Fairweather pk irrig.	\$117.83	62753	5/7/2021	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	05172008 2/5-4/14/21	Medina pk irrig.	\$1,077.23	62753	5/7/2021	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	05066001 2/4/4/8/21	Beach pk irrig.	\$199.33	62753	5/7/2021	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	90108897 1/21-3/27/21	Street planter irrig.	\$124.72	62753	5/7/2021	101-000-000-542-70-40-00	Street Irrigation Utilities
Bellevue City Treasurer - Water	14971001 1/22-4/6/21	84th/24th irrig.	\$117.83	62753	5/7/2021	101-000-000-542-70-40-00	Street Irrigation Utilities
			\$2,279.61	62753 Total			
Buenavista Services, Inc	8710	Janitorial supplies	\$2,694.64	62754	5/7/2021	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	8652	CH&PO janitorial svcs, Apr'21	\$2,037.75	62754	5/7/2021	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	8651	Janitorial svcs-pk restrooms	\$1,158.62	62754	5/7/2021	001-000-000-576-80-41-00	Professional Services
			\$5,891.01	62754 Total			
Centurylink	425-637-3989 759B 4/17-5/17/21	PD phone/fax	\$237.43	62755	5/7/2021	001-000-000-521-20-42-00	Communications (phone,Pager)
Centurylink	425-454-2095 384B 4/8-5/8/21	PD emergency line	\$124.61	62755	5/7/2021	001-000-000-521-20-42-00	Communications (phone,Pager)
Centurylink	425-454-2095 384B 3/8-4/7/21	PD emergency line	\$124.36	62755	5/7/2021	001-000-000-521-20-42-00	Communications (phone,Pager)
Centurylink	425-454-8183 070B 4/8-5/8/21	PW alarm/fire line	\$129.80	62755	5/7/2021	001-000-000-576-80-42-00	Telephone/postage
			\$616.20	62755 Total			
Comcast	8498330130193323 3/16-4/15/21	NE 24th camera	\$241.36	62756	5/7/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Comcast	8498330130193323 4/16-5/16/21	NE 24th camera	\$251.36	62756	5/7/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Comcast	8498330130193587 4/25-5/24/21	PW internet svc	\$146.36	62756	5/7/2021	001-000-000-576-80-42-00	Telephone/postage
			\$639.08	62756 Total			
Crystal And Sierra Springs-Admin	11037150 042421	CH drinking water	\$28.60	62757	5/7/2021	001-000-000-518-10-31-00	Office And Operating Supplies
			\$28.60	62757 Total			
Crystal And Sierra Springs-Police	5296969 042421	PD office water	\$86.90	62758	5/7/2021	001-000-000-521-20-31-00	Office Supplies
			\$86.90	62758 Total			
Crystal And Sierra Springs-PW	5291929 042421	PW drinking water	\$40.39	62759	5/7/2021	001-000-000-576-80-31-00	Operating Supplies
			\$40.39	62759 Total			
FCI - Custom Police Vehicles	17193	PD veh repair & maint.	\$741.20	62760	5/7/2021	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
FCI - Custom Police Vehicles	13816	Veh lease, May'21	\$661.46	62760	5/7/2021	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	13808.	Veh lease, 3 cars, Apr'21	\$2,582.21	62760	5/7/2021	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	13817	Veh lease, May'21	\$774.95	62760	5/7/2021	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	13818	Veh lease, May'21	\$738.41	62760	5/7/2021	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	13764	Veh lease, 3 cars, Mar'21	\$2,573.63	62760	5/7/2021	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	13817	Veh lease, May'21	\$306.13	62760	5/7/2021	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	13816	Veh lease, May'21	\$277.66	62760	5/7/2021	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	13808.	Veh lease, 3 cars, Apr'21	\$529.99	62760	5/7/2021	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	13764	Veh lease, 3 cars, Mar'21	\$538.57	62760	5/7/2021	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	13818	Veh lease, May'21	\$255.31	62760	5/7/2021	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
			\$9,979.52	62760 Total			
Gray & Osborne, Inc.	20414.00-6	Fairweather creek culvert	\$78.88	62761	5/7/2021	001-000-000-518-62-40-00	Jobbing & Contract Work
Gray & Osborne, Inc.	21416.00-4	NPDES assistance	\$628.40	62761	5/7/2021	101-000-000-542-30-41-03	NPDES Grant
Gray & Osborne, Inc.	20487.00-11	Storm sys. mapping	\$2,739.21	62761	5/7/2021	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	21441.00-4	Engineering svcs	\$7,906.04	62761	5/7/2021	307-000-000-595-30-63-10	Sidewalk Improvements
			\$11,352.53	62761 Total			
Horticultural Elements, Inc.	5218	84th/24th landscape svc,May'21	\$4,490.00	62762	5/7/2021	101-000-000-542-30-41-00	Professional Services
			\$4,490.00	62762 Total			

**Check Register
May 2021**

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
IAPE	M21-C594391	IAPE membership, Hall	\$50.00	62763	5/7/2021	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			\$50.00	62763 Total			
Johnston, Willard Max	REIMB 4/27/21	LEOFF1 exp reimb.	\$218.00	62764	5/7/2021	001-000-000-521-20-21-10	Personnel Benefits-Retirees
			\$218.00	62764 Total			
LEIRA	633	LEIRA membership, Hall	\$50.00	62765	5/7/2021	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			\$50.00	62765 Total			
LexisNexis Risk Mgmt	1011660-20210331	Investigative tool, Mar'21	\$113.40	62766	5/7/2021	001-000-000-521-20-41-00	Professional Services
LexisNexis Risk Mgmt	1011660-20210228	Investigative tool, Feb'21	\$113.40	62766	5/7/2021	001-000-000-521-20-41-00	Professional Services
			\$226.80	62766 Total			
Message Watcher, LLC	43987	Email archiving, Apr'21	\$136.30	62767	5/7/2021	001-000-000-518-80-41-50	Technical Services, Software Services
			\$136.30	62767 Total			
Navia Benefit Solutions	10344844	Flex fee, Apr'21	\$50.00	62768	5/7/2021	001-000-000-514-20-49-00	Misc-Dues,Subscriptions
			\$50.00	62768 Total			
Pro-shred	44714	CH shredding svc	\$53.00	62769	5/7/2021	001-000-000-518-10-41-00	Professional Services
			\$53.00	62769 Total			
PST Investigations	PSTI21-76	Background check, Sass	\$2,739.00	62770	5/7/2021	001-000-000-521-20-41-50	Recruitment-Background
			\$2,739.00	62770 Total			
Public Safety Psychological Services	1354	Background check, Sass	\$400.00	62771	5/7/2021	001-000-000-521-20-41-50	Recruitment-Background
			\$400.00	62771 Total			
Puget Sound Energy	200004850133 3/18-4/14/21	NE 24th camera	\$11.29	62772	5/7/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Puget Sound Energy	200004844698 3/23-4/21/21	NE 10th SE camera	\$32.00	62772	5/7/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Puget Sound Energy	200024956076 3/22-4/20/21	82nd NE camera	\$34.96	62772	5/7/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Puget Sound Energy	200004844466 3/23-4/21/21	View pt pk pwr	\$15.26	62772	5/7/2021	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	200012316424 3/20-4/20/21	PW shop pwr	\$540.41	62772	5/7/2021	001-000-000-576-80-47-00	Utilities
			\$633.92	62772 Total			
Summit Law Group	124056	Legal svcs, gen labor	\$4,221.00	62773	5/7/2021	001-000-000-515-45-40-00	Special Counsel
			\$4,221.00	62773 Total			
Tiki Car Wash	2021-0331	PD car washes	\$95.48	62774	5/7/2021	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$95.48	62774 Total			
US Bank Voyager Fleet Sys.	8693624262115	PD fuel	\$1,369.16	62775	5/7/2021	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$1,369.16	62775 Total			
Utilities Underground Location Ctr	1040177	Utility locate svcs	\$99.33	62776	5/7/2021	101-000-000-542-30-47-00	Utility Services
			\$99.33	62776 Total			
WA ST Patrol	I21006039	Background check CPL	\$39.75	62777	5/7/2021	631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi
			\$39.75	62777 Total			
Zumar Industries, Inc.	35889	Sign material	\$480.16	62778	5/7/2021	101-000-000-542-64-41-00	Traffic Control Devices
			\$480.16	62778 Total			
Anglin, Albert	REIMB 4/27/2021	LEOFF1 exp reimb.	\$3,255.22	62780	5/18/2021	001-000-000-521-20-21-10	Personnel Benefits-Retirees
			\$3,255.22	62780 Total			
8X8, Inc.	3003579	CH phones, Apr'21	\$912.14	62781	5/21/2021	001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay
			\$912.14	62781 Total			
Arrow Concrete & Asphalt Spec.	20480	Tennis court resurfacing	\$10,107.18	62782	5/21/2021	307-000-000-594-76-63-20	Park Improvements
			\$10,107.18	62782 Total			
AT&T Mobility	287287975246X04272021	PD cell phones	\$809.17	62783	5/21/2021	001-000-000-521-20-42-00	Communications (phone,Pager)
			\$809.17	62783 Total			
AT&T MOBILITY	287290584494X05132021	PW & DS cell phones	\$45.92	62784	5/21/2021	001-000-000-558-60-49-00	Dues,Subscriptions,Memberships
AT&T MOBILITY	287290584494X05132021	PW & DS cell phones	\$215.12	62784	5/21/2021	001-000-000-576-80-42-00	Telephone/postage
			\$261.04	62784 Total			

**Check Register
May 2021**

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
Bellevue City Treasurer - Water	02623004 2/19-4/23/21	View pt pk irrig.	\$66.60	62785	5/21/2021	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	90107027 2/19-4/23/21	View pt pk irrig.	\$66.60	62785	5/21/2021	001-000-000-576-80-47-00	Utilities
			\$133.20	62785 Total			
Blueline Group LLC, The	21196	Planning support svc	\$1,221.00	62786	5/21/2021	001-000-000-558-60-41-01	Planning Consultant
			\$1,221.00	62786 Total			
BRC Acoustics&Audiovisual Design	26346	Sound test svc	\$1,995.28	62787	5/21/2021	001-000-000-558-60-41-08	Sound Testing Consultant
			\$1,995.28	62787 Total			
Cedar Grove Composting Inc	0000601392	Planting soil	\$107.34	62788	5/21/2021	001-000-000-576-80-31-00	Operating Supplies
			\$107.34	62788 Total			
Centurylink	425-451-7838 049B 4/7-5/7/21	CC terminal	\$162.87	62789	5/21/2021	001-000-000-518-10-42-00	Postage/Telephone
Centurylink	425-451-7838 049B 5/7-6/7/21	CC terminal	\$163.22	62789	5/21/2021	001-000-000-518-10-42-00	Postage/Telephone
Centurylink	425-454-8183 070B 5/8-6/8/21	PW shop alarm/line	\$129.80	62789	5/21/2021	001-000-000-576-80-42-00	Telephone/postage
			\$455.89	62789 Total			
Comcast	8498330081741723 5/7-6/6/21	700 LWB NE camera	\$255.22	62790	5/21/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Comcast	8498330130197935 5/7-6/6/21	1000 LWB NE camera	\$251.36	62790	5/21/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
			\$506.58	62790 Total			
CWA Consultants	21-143	Bldg plan review svc	\$440.00	62791	5/21/2021	001-000-000-558-60-41-00	Prof Services
CWA Consultants	21-138	Bldg plan review svc	\$440.00	62791	5/21/2021	001-000-000-558-60-41-00	Prof Services
CWA Consultants	21-162	Bldg plan review svc	\$1,100.00	62791	5/21/2021	001-000-000-558-60-41-00	Prof Services
CWA Consultants	21-145	Bldg plan review svc	\$1,540.00	62791	5/21/2021	001-000-000-558-60-41-00	Prof Services
CWA Consultants	21-146	Bldg plan review svc	\$1,980.00	62791	5/21/2021	001-000-000-558-60-41-00	Prof Services
CWA Consultants	21-137	Bldg plan review svc	\$440.00	62791	5/21/2021	001-000-000-558-60-41-00	Prof Services
CWA Consultants	21-144	Bldg plan review svc	\$330.00	62791	5/21/2021	001-000-000-558-60-41-00	Prof Services
			\$6,270.00	62791 Total			
Eastside Public Safety Communicat'n	10413	Radio fees, May'21	\$495.39	62792	5/21/2021	001-000-000-521-20-41-20	Dispatch-EPSCA
			\$495.39	62792 Total			
Esri Inc	94020022	GIS license renewal	\$1,981.80	62793	5/21/2021	001-000-000-518-80-41-50	Technical Services, Software Services
			\$1,981.80	62793 Total			
Gray & Osborne, Inc.	19412. 03 - 21427.09 3/28-4/24/21	Grading and drainage svc	\$9,763.37	62794	5/21/2021	001-000-000-558-60-41-07	Engineering Consultant
			\$9,763.37	62794 Total			
Home Depot Credit Services	4613539	Soap dispensers batteries	\$64.87	62795	5/21/2021	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Home Depot Credit Services	4613538	Gate latch, tennis courts	\$8.61	62795	5/21/2021	001-000-000-576-80-31-00	Operating Supplies
			\$73.48	62795 Total			
JR Mailing Services, Inc.	23456	Medina playground mailing	\$687.93	62796	5/21/2021	001-000-000-518-10-49-30	Postcard, Public information
			\$687.93	62796 Total			
KC Office of Finance	11010130	KC Inet, Apr'21	\$375.00	62797	5/21/2021	001-000-000-518-80-41-50	Technical Services, Software Services
KC Office of Finance	11010035	KC INet, Mar'21	\$375.00	62797	5/21/2021	001-000-000-518-80-41-50	Technical Services, Software Services
			\$750.00	62797 Total			
Kirkland Municipal Court	APR21MED	Filing fees, Mar'21	\$369.16	62798	5/21/2021	001-000-000-512-50-40-10	Municipal Court-Traffic/NonTrf
			\$369.16	62798 Total			
Konica Minolta Premier Finance	37738025	CH copier lease	\$675.49	62799	5/21/2021	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	37551975	CH copier lease	\$533.61	62799	5/21/2021	001-000-000-518-10-31-00	Office And Operating Supplies
			\$1,209.10	62799 Total			
Level 3 Communications, LLC	221397289	CH phones	\$490.98	62800	5/21/2021	001-000-000-518-10-42-00	Postage/Telephone
			\$490.98	62800 Total			
Michael & JJ , LLC	986 Stmt 4/1-4/30/21	PD dry cleaning	\$149.48	62801	5/21/2021	001-000-000-521-20-22-00	Uniforms
			\$149.48	62801 Total			
Mike's Tree Care, Inc	4/26/2021	Medina pk & EPR tree remvl	\$5,060.00	62802	5/21/2021	103-000-000-558-60-41-50	Professional Services/Landscape Consultant
			\$5,060.00	62802 Total			

**Check Register
May 2021**

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
Moberly & Roberts, PLLC	964	Prosecution svc, Apr'21	\$4,000.00	62803	5/21/2021	001-000-000-512-50-41-10	Prosecuting Attorney
			\$4,000.00	62803 Total			
Ogden Murphy Wallace	851056-851061	Legal svcs, CC	\$4,735.00	62804	5/21/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	851056-851061	Legal svcs, Comcast franch	\$260.00	62804	5/21/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	851056-851061	Legal svcs, DS St vac ord	\$1,966.25	62804	5/21/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	851056-851061	Legal svcs, DS-Animals	\$5,930.75	62804	5/21/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	851056-851061	Legal svcs, DS-general	\$2,917.50	62804	5/21/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	851056-851061	Legal svcs, Exec.	\$67.50	62804	5/21/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	851056-851061	Legal svcs, Fairweather/PCHB	\$6,622.50	62804	5/21/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	851056-851061	Legal svcs, PW St vac ord	\$1,357.50	62804	5/21/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	851056-851061	Legal svcs, PW-DOE	\$645.00	62804	5/21/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	851056-851061	Legal svcs, T-Mobile	\$2,632.50	62804	5/21/2021	001-000-000-515-41-40-00	City Attorney
			\$27,134.50	62804 Total			
Pacific Topsoils, Inc.	22-T1192039	Dump brush & mulch	\$159.14	62805	5/21/2021	001-000-000-576-80-31-00	Operating Supplies
Pacific Topsoils, Inc.	22-T1197911	Dump brush & mulch	\$160.01	62805	5/21/2021	001-000-000-576-80-31-00	Operating Supplies
Pacific Topsoils, Inc.	22-T1192039	Dump brush & mulch	\$170.40	62805	5/21/2021	001-000-000-576-80-41-00	Professional Services
Pacific Topsoils, Inc.	22-T1197911	Dump brush & mulch	\$171.20	62805	5/21/2021	001-000-000-576-80-41-00	Professional Services
			\$660.75	62805 Total			
Pro-shred	45021	CH shredding svc	\$53.00	62806	5/21/2021	001-000-000-518-10-41-00	Professional Services
Pro-shred	42310	CH shredding svc	\$53.00	62806	5/21/2021	001-000-000-518-10-41-00	Professional Services
Pro-shred	5.11.21 redit	CH shredding, credit bal.	(\$20.50)	62806	5/21/2021	001-000-000-518-10-41-00	Professional Services
Pro-shred	41894	CH shredding svc	\$53.00	62806	5/21/2021	001-000-000-518-10-41-00	Professional Services
			\$138.50	62806 Total			
Puget Sound Energy	200018418620 3/20-4/20/21	CH gas/electric	\$1,516.63	62807	5/21/2021	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Puget Sound Energy	220014371946 4/1-4/30/21	Street light power	\$102.90	62807	5/21/2021	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	220013672732 4/1-4/30/21	Street light power	\$28.76	62807	5/21/2021	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	220013665165 4/1-4/30/21	Street light power	\$12.42	62807	5/21/2021	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	300000000087 4/1-4/30/21	Street light power	\$22.97	62807	5/21/2021	101-000-000-542-63-41-00	Street Light Utilities
			\$1,683.68	62807 Total			
Robert Half Int'l Inc. dba Office Team	57685989	Temp DS coord.5/10-5/14	\$1,768.40	62808	5/21/2021	001-000-000-558-60-41-00	Prof Services
Robert Half Int'l Inc. dba Office Team	57561730	Temp DS coord.4/19-4/23	\$1,326.30	62808	5/21/2021	001-000-000-558-60-41-00	Prof Services
Robert Half Int'l Inc. dba Office Team	57661822	Temp DS coord. 5/3-5/7	\$1,768.40	62808	5/21/2021	001-000-000-558-60-41-00	Prof Services
Robert Half Int'l Inc. dba Office Team	57602066	Temp DS coord.4/26-4/30	\$1,679.98	62808	5/21/2021	001-000-000-558-60-41-00	Prof Services
			\$6,543.08	62808 Total			
Seattle Times, The	6322.	Legal notice	\$859.62	62809	5/21/2021	001-000-000-518-10-44-00	Advertising
			\$859.62	62809 Total			
Sound Law Center	2581	Hearing examiner, Apr'21	\$1,530.00	62810	5/21/2021	001-000-000-558-60-41-02	Hearing Examiner
			\$1,530.00	62810 Total			
Sound View Strategies, LLC	2423	SR520 consulting, Apr'21	\$3,000.00	62812	5/21/2021	001-000-000-513-10-41-00	Professional Services
			\$3,000.00	62812 Total			
Spot-On Print & Design	55025	Medina pk postcards	\$394.00	62813	5/21/2021	001-000-000-518-10-49-30	Postcard, Public information
Spot-On Print & Design	55035	Medina playground poster	\$165.00	62813	5/21/2021	001-000-000-518-10-49-30	Postcard, Public information
			\$559.00	62813 Total			
Staples Business Advantage	3472194763	PD office supplies	\$53.48	62814	5/21/2021	001-000-000-521-20-31-00	Office Supplies
Staples Business Advantage	3476261776	PD office supplies	\$121.16	62814	5/21/2021	001-000-000-521-20-31-00	Office Supplies
Staples Business Advantage	3472194762	PD office supplies	\$27.47	62814	5/21/2021	001-000-000-521-20-31-00	Office Supplies
			\$202.11	62814 Total			
Stewart MacNichols Harmell, Inc.	April 2021	Public defender, Apr'21	\$250.00	62815	5/21/2021	001-000-000-515-91-40-00	Public Defender
			\$250.00	62815 Total			

**Check Register
May 2021**

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
TIG Technology Integration Group	18041	IT support svcs, May'21	\$10,255.82	62816	5/21/2021	001-000-000-518-80-41-50	Technical Services, Software Services
TIG Technology Integration Group	5404626	VMWARE renewal	\$3,368.80	62816	5/21/2021	001-000-000-518-80-48-00	Repairs & Maint., Annual Software Maint.
			\$13,624.62	62816 Total			
Tiki Car Wash	2020-197 Reissue	PD car washes	\$47.70	62817	5/21/2021	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$47.70	62817 Total			
US Bank	4033150	Analysis fees, Feb'21	\$1,317.33	62818	5/21/2021	001-000-000-514-20-49-10	Miscellaneous
			\$1,317.33	62818 Total			
WA ST Criminal Justice	201135113	CJJ training, Glenn	\$200.00	62819	5/21/2021	001-000-000-521-20-43-00	Travel & Training
			\$200.00	62819 Total			
WA ST Dept of Enterprise Services	15119434	Balistic vest, Sass	\$813.20	62820	5/21/2021	001-000-000-521-20-22-01	DOJ Bullet Proof Vest Program
			\$813.20	62820 Total			
WA ST Dept of Transportation	*FB91017010211	Veh. fuel	\$38.87	62821	5/21/2021	001-000-000-558-60-32-00	Vehicle Expenses-Gas, Oil, Maint
			\$38.87	62821 Total			
Willard's Pest Control	359188	PO rodent svcs	\$83.68	62822	5/21/2021	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$83.68	62822 Total			
Wood Envir.& Infrstr. Sltns, Inc.	S51702742	Geotech review svc	\$324.50	62823	5/21/2021	001-000-000-558-60-41-07	Engineering Consultant
Wood Envir.& Infrstr. Sltns, Inc.	S51702743	Geotech review svc	\$252.50	62823	5/21/2021	001-000-000-558-60-41-07	Engineering Consultant
			\$577.00	62823 Total			
US Bank	CRICKMORE 4/2-5/3/21	Arbor Day tree	\$159.65	ACH Payment	5/21/2021	103-000-000-558-60-49-10	Miscellaneous-Tree Replacement
US Bank	BURNS 4/2-5/3/21	Boots, Sass	\$143.06	ACH Payment	5/21/2021	001-000-000-521-20-22-00	Uniforms
US Bank	BURNS 4/2-5/3/21	Car accessories	\$78.75	ACH Payment	5/21/2021	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
US Bank	CRICKMORE 4/2-5/3/21	CH boot scrapers	\$88.06	ACH Payment	5/21/2021	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
US Bank	CRICKMORE 4/2-5/3/21	Fuel filters & diesel	\$538.81	ACH Payment	5/21/2021	001-000-000-576-80-32-00	Vehicle Fuel & Lube
US Bank	KELLERMAN 4/2-5/3/21	Internet logs	\$0.26	ACH Payment	5/21/2021	001-000-000-518-80-41-50	Technical Services, Software Services
US Bank	MARXER 4/2-5/3/21	Lifeguard hiring ads	\$33.45	ACH Payment	5/21/2021	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
US Bank	CRICKMORE 4/2-5/3/21	New Backhoe tire	\$234.39	ACH Payment	5/21/2021	101-000-000-542-30-48-00	Equipment Maintenance
US Bank	KELLERMAN 4/2-5/3/21	Offsite storage, Apr & May	\$1,458.00	ACH Payment	5/21/2021	001-000-000-518-30-45-00	Facility Rental
US Bank	BURNS 4/2-5/3/21	PD office supplies	\$303.21	ACH Payment	5/21/2021	001-000-000-521-20-31-00	Office Supplies
US Bank	WILCOX 4/2-5/3/21	Planning mgr training	\$325.00	ACH Payment	5/21/2021	001-000-000-558-60-43-00	Travel & Training
US Bank	OSADA 4/2-5/3/21	Small Works registry	\$135.00	ACH Payment	5/21/2021	101-000-000-542-30-41-00	Professional Services
US Bank	WILCOX 4/2-5/3/21	Tahoe car washes	\$17.60	ACH Payment	5/21/2021	001-000-000-558-60-32-00	Vehicle Expenses-Gas, Oil, Maint
US Bank	KELLERMAN 4/2-5/3/21	Training new commissioner	\$59.46	ACH Payment	5/21/2021	001-000-000-511-60-43-00	Travel & Training
US Bank	BURNS 4/2-5/3/21	Training, Gidlof	\$375.00	ACH Payment	5/21/2021	001-000-000-521-20-43-00	Travel & Training
US Bank	KELLERMAN 4/2-5/3/21	WMCA dues, CC	\$75.00	ACH Payment	5/21/2021	001-000-000-518-10-49-20	Dues, Subscriptions
US Bank	SASS 4/2-5/3/21	CC purchases	\$158.72	ACH Payment	5/21/2021	001-000-000-521-20-22-00	Uniforms
			\$4,183.42	ACH Payment Total			
Pro-shred	VOID CHECK#59770	Shredding svc, check lost	(\$53.00)	VOID CHECK#59770	5/14/2021	001-000-000-518-10-41-00	Professional Services
			(\$53.00)	VOID CHECK#59770 Total			
R&T Hood And Duct Services, Inc	VOID CHECK#59900	Fire exting. svc, check lost	(\$484.83)	VOID CHECK#59900	5/14/2021	001-000-000-576-80-41-00	Professional Services
			(\$484.83)	VOID CHECK#59900 Total			
FirstNet	VOID CHECK#61398	DBO Cell, check lost	(\$219.99)	VOID CHECK#61398	5/14/2021	001-000-000-558-60-31-00	Operating Supplies
			(\$219.99)	VOID CHECK#61398 Total			
Tiki Car Wash	VOID CHECK#62401	Check lost	(\$47.70)	VOID CHECK#62401	5/14/2021	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			(\$47.70)	VOID CHECK#62401 Total			
Gray & Osborne, Inc.	VOID CHECK#62656	Grad & drainage svc-dupl.	(\$11,010.90)	VOID CHECK#62656	5/14/2021	001-000-000-558-60-41-07	Engineering Consultant
			(\$11,010.90)	VOID CHECK#62656 Total			
US Bank	ACH, Bank Fees		\$2,837.01	ACH, Bank Fees	5/31/2021	001-000-000-514-20-49-10	Miscellaneous
			\$2,837.01	ACH, Bank Fees Total			
WA ST Dept of Licensing	ACH, CPL Fees		\$54.00	ACH, CPL Fees	5/31/2021	631-000-000-589-30-01-00	Dept Of Lic-Gun Permit
			\$54.00	ACH, CPL Fees Total			
			\$152,113.04	AP Grand Total			

**Check Register
May 2021**

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
Payroll	May 2021 Payroll	Payroll	\$ 20,249.68	Total	5/31/2021	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	May 2021 Payroll	Payroll	22,372.95	Total	5/31/2021	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	May 2021 Payroll	Payroll	31,606.44	Total	5/31/2021	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	May 2021 Payroll	Payroll	146,298.92	Total	5/31/2021	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	May 2021 Payroll	Payroll	18,144.01	Total	5/31/2021	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	May 2021 Payroll	Payroll	43,487.00	Total	5/31/2021	001-000-000-558-60-11-00	Salaries, Wages & Benefits
Payroll	May 2021 Payroll	Payroll	27,215.81	Total	5/31/2021	001-000-000-576-80-11-00	Salaries, Wages & Benefits
		Total	\$ 309,374.81	Payroll Total			
			\$461,487.85	Period Grand Total			



MEDINA, WASHINGTON

www.medina-wa.gov

PARK BOARD MEETING MINUTES

Virtual/Online

Monday, April 19, 2021

4:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Chair Sarah Gray called the meeting to order at 4:00 PM.

Board Present via Zoom: Bui, Dickmann, Gray, Johnston, McMullen, Moe, Stengel, Schubring, Martin

Staff Present via Zoom: Osada, Crickmore, Nations, Sauerwein, Kellerman, Chief Burns, Captain Sass

2. ANNOUNCEMENTS

Chair Sarah Gray gave update from the City Council meeting regarding council direction to notify the public regarding the new playground improvements. Gray suggested they discuss options.

Chief Burns made the announcement and introduced the new Police Captain Jeff Sass. Captain Sass addressed the board and introduced himself. The Board welcomed Captain Sass.

3. APPROVAL OF PARK BOARD MINUTES

ACTION: Motion McMullen second Moe and carried by a 7-0 vote.

1. Park Board Meeting Minutes of March 15, 2021
Recommendation: Adopt Minutes.
Staff Contact: Dawn Nations, Deputy City Clerk

4. PUBLIC COMMENT

None.

5. PARK BOARD BUSINESS

1. Playground Equipment Design Update and Approval
Recommendation: Discussion and Approve Playground Equipment Design.
Staff Contact: Ryan Osada, Public Works Director

Gray gave update regarding the Cliff Rider feature concerns. Michael Sauerwein gave update regarding insurance company feedback regarding the Cliff Rider feature. The recommendation was to look at alternate options.

Ryan Osada gave presentation with alternate features. Alternate features were presented and discussed. Osada will be in contact with Kompan to make the adjustments to the design layout.

ACTION: Motion to McMullen second Stengel and carried by a 7-0 vote.
Motion was made to remove the cliff rider tower and add in its place the Jacobs ladder.

- 2. Arbor Day Event - April 30, 2021 at 10 AM.

Staff Contact: Ryan Osada, Public Works Director

Osada and Crickmore discussed the tree and location. A notice will be sent out with meeting location and City Council members will be invited to attend.

6. OTHER BUSINESS

Pat Crickmore gave update that all the new Pet/Park Rules signage has been installed at Medina Park. The Park Board and PW thanked Barbara Moe for her assistance with the new signage.

Osada gave update regarding proposed date of May 13th for an Open House to present the new playground improvement project to the community. The Park board and staff discussed the community outreach components to present at the Open House. Barbara Moe volunteered to make the signage for the information boards and postcards. The Park Board will evaluate the feedback from the public forum at the next meeting on May 17th. The new layout is proposed to be taken to Council at the June 14th meeting for final approval.

7. PARK REPORTS

Fairweather & Lid	Gray reported looks nice, Stengel and Dickmann watered new plantings and ask for weeding to be done.
Indian Trail	Stengel reported looks fine.
Lake Lane	Martin reported looks beautiful.
Medina Beach Park	Dickmann reported looks good but flower beds need attention.
Medina Park	Dickmann reported looks really nice and asked when Bocce Court would be done. PW reported it is on the list to be done.
Viewpoint Park	Moe reported weeding needs to be done.

8. ADJOURNMENT

Meeting Adjourned at 5:16 PM

Meeting Minutes taken by:



Dawn Nations

MEDINA, WASHINGTON



PLANNING COMMISSION
SPECIAL MEETING MINUTES
ZOOM
Tuesday, April 27, 2021
2:00 PM

MINUTES

1. CALL TO ORDER/ROLL CALL

The Planning Commission Special Meeting of April 27, 2021 was called to order at 2:01 p.m. by Chair Preston.

Commissioners Present: Nelson, Raskin, Reeves, Schubring and Preston.

Commissioners Absent: Langworthy

Staff Present: Kellerman, Keyser, Minor, Wilcox, and Sauerwein

2. EXECUTIVE SESSION

Planning Commission moved into Executive Session at 4:02 PM for an estimated time of thirty minutes.

RCW 42.30.110(1)(i)

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

ACTION: No action was taken following Executive Session.

3. ANNOUNCEMENTS

Keyser made the following announcements:

1. Council confirmed new Planning Commissioner Laura Bustamante who will start in May.
2. Development Services Coordinator, Amber Taylor, is out on maternity leave for the next few months.

4. APPROVAL OF MINUTES

Minutes from March 23, 2021 Special Planning Commission Meeting.

ACTION: Motion Nelson Second Schubring Approved: 5-0

5. AUDIENCE PARTICIPATION

None.

6. PRESENTATIONS

1. Public Hearing Process – Planning Commission roles and responsibilities

Assistant City Attorney Emily Minor discussed the role of the Planning Commissioners during public hearings.

The Commissioners asked questions.

Minor responded.

7. DISCUSSION

1. **Subject: Tree Code Retention and Replacement Requirements**

Keyser discussed staff report.

Commissioners discussed and asked questions.

Staff responded.

Nelson calls to motion to reduce legacy trees from 50 inches to 36 inches.

ACTION: Motion Nelson Second Reeves

Commissioners discussed adjusting legacy tree mitigation to index for lot size and native tree species.

Nelson withdraws motion to reduce legacy trees from 50 inches to 36 inches.

ACTION: Motion Nelson Second Schubring

Approved 4-1 (Reeves)

Nelson calls to motion to instruct staff to analyze legacy tree size and mitigation requirements.

ACTION: Motion Nelson Second Schubring

Approved: 5-0

Nelson calls to motion to approve fee-in-lieu section as presented in the staff report.

ACTION: Motion Nelson Second Reeves

Approved: 3-2 (Raskin, Schubring)

2. Subject: Minor Code Amendments

Keyser discussed Minor Code Amendments.
Commissioners asked questions.

Keyser responded.

ACTION: Planning Commission will hold a public hearing on minor code amendments at the May 25th meeting.

8. ADJOURNMENT

Motion Nelson Second Raskin; The Special Planning Commission Meeting adjourned at 4:00 PM

Minutes taken by:



Stephanie Keyser



MEDINA, WASHINGTON

MEDINA CITY COUNCIL
 REGULAR MEETING
 Virtual/Online
 Monday, May 10, 2021
 4:00 PM

MAYOR
 JESSICA ROSSMAN

CITY MANAGER
 MICHAEL SAUERWEIN

DEPUTY MAYOR
 CYNTHIA F. ADKINS

CITY ATTORNEY
 SCOTT MISSALL

COUNCIL MEMBERS
 ROGER FREY
 JENNIFER GARONE
 HARINI GOKUL
 ALEX MORCOS
 BOB ZOOK

CITY CLERK
 AIMEE KELLERMAN

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called the regular meeting to order at 4:00 p.m. via MS Teams.

City Council Present via MS Teams: Adkins, Garone, Gokul (online at 4:50 pm), Frey, Morcos, Zook and Mayor Rossman

Council Members Absent: None

Staff Present via MS Teams: Sauerwein, Missall, Burns, Sass, Osada, Ketter, Keyser, Nations, Wilcox and Kellerman

2. APPROVAL OF MEETING AGENDA

ACTION: By consensus, the meeting agenda was approved as presented.

3. PUBLIC COMMENT PERIOD

Mayor Rossman opened the public comment period. There were no speakers. Subsequently, public comment was closed.

4. PRESENTATIONS

- 4.1 Senator Patty Kuderer to address the Council regarding Phase 2 520 Joint Noise abatement and updates on major bills that were passed.

Senator Pattu Kuderer provided an update on bills passed through the State Legislature. She reported that the noise abatement study funding for phase 2 was included in the transportation budget earlier this year plus an additional \$406,000. There may be an upcoming special session to vote on the transportation budget. She also reported on the Capital Gains tax, noting that Washington State was rated last in terms of tax fairness. She clarified that the tax is not a tax on income you earn, but a tax on a sale of an asset you own.

- 4.2 ARCH (A Regional Coalition of Housing) Presentation by Executive Manager, Lindsay Masters

ARCH Executive Manager, Lindsay Masters provided an update on low-income housing projects in King County.

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

Park Board Chair Sarah Gray reported that Park Board is presenting a final design for the new playground equipment at Medina Park at the June 14 City Council meeting.

Planning Commission Chair Laurel Preston reported on upcoming discussions for Planning Commission meetings.

- 4.4 Presentation on National Safe Boating and Paddling Week by Dale Vodicka, Staff Officer Public Affairs Division 2, District 13, United States Coast Guard Auxilliary.

Debra Alderman with the Public Affairs Division 2, District 13, United States Coast Guard Auxiliary thanked the City Council for issuing a proclamation in recognition of National Safe Boating and Paddling week.

5. CONSENT AGENDA

ACTION: Motion Adkins second Garone and carried by a 6:0 (Gokul absent) vote; Council approved the Consent Agenda.

- 5.1 Check Register, April 2021
Recommendation: Approve.
Staff Contact: Julie Ketter, Finance Director

- 5.2 Approved Park Board Minutes of March 15, 2021
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Deputy City Clerk

- 5.3 Approved Planning Commission Meeting Minutes of:
a) February 23, 2021; and
b) March 23, 2021.
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Deputy City Clerk
- 5.4 Draft City Council Meeting Minutes of:
a) April 12, 2021; and
b) April 26, 2021.
Recommendation: Adopt Minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk
- 5.5 Proclamation in Recognition of National Safe Boating and Paddling Week 2021
Recommendation: Adopt Proclamation.
Staff Contact: Aimee Kellerman, CMC, City Clerk
- 5.6 Proclamation in Recognition of National Police Week and Peace Officer Memorial Day 2021
Recommendation: Adopt Proclamation.
Staff Contact: Stephen Burns, Chief of Police
- 5.7 Approval of 2021 Stormwater Management Plan (SWMP)
Recommendation: Approve.
Staff Contact: Ryan Osada, Public Works Director
- 5.8 Confirmation of Appointment to the Medina Park and Recreation Board and Planning Commission
Recommendation: Approve.
Staff Contact: Aimee Kellerman, CMC, City Clerk
- 5.9 Ordinance No. 998 - Comcast Franchise Agreement
Recommendation: Adopt Ordinance No. 998 - Franchise Agreement.
Staff Contact: Emily Miner, Assistant City Attorney

6. LEGISLATIVE HEARING

None.

7. PUBLIC HEARING

None.

8. CITY BUSINESS

- 8.1 2021 City Manager's Goals and Objectives: Central Services and City Clerk's Office Service Level Agreement

Recommendation: Discussion item only; no action needed.

Staff Contact: Michael Sauerwein, City Manager, Aimee Kellerman, CMC, City Clerk

City Clerk Aimee Kellerman gave a presentation on the 2021 City Manager's Goals and Objectives on a proposed service level agreement. The presentation included developing standards for responses and acknowledgements for all inquiries to the city. The City Clerk also noted that Central Services staff is in the process of redesigning the City's website, cleaning up the City's Municipal Code and upgrading the City's agenda management software. These changes will provide better service and ease of use for patrons visiting our website and quickly finding what they need.

The updated and cleaned up version of the Medina Municipal Code will be brought back to Council at a future meeting for adoption.

ACTION: Discussion item only; no action taken.

8.2 Minor Code Amendments Presentation

Recommendation: Discussion item and possible direction.

Staff Contact: Stephanie Keyser, AICP, Planning Manager

Planning Manager Stephanie Keyser gave a presentation on the Minor Code Amendments. The small code amendments are intended to clean-up and clarify the existing code, streamline process for both staff and applicants and incorporate new direction from legislature. The proposed amendments will come to Council at the June 14 City Council meeting for public hearing and adoption. Council asked questions and staff responded.

ACTION: Discussion item only; no action taken.

8.3 Street Vacation Policy

Recommendation: Discussion and direction.

Staff Contact: Scott Missall, City Attorney, Stephanie Keyser, AICP, Planning Manager

Planning Manager Stephanie Keyser gave a presentation on the proposed street vacation policy. The proposal is to add chapter 12.44 to the Medina Municipal Code, establishing procedures and criteria that the city will use to review and decide the vacation of public streets, alleys, sidewalks, trails, and any other public grants. Council discussed the proposed Options A and B, asked questions and staff responded.

ACTION: Motion Adkins that city staff look at Option A and removing the "tangible and demonstrable" words in 12.44.140 and in their discretion, either include or exclude examples. This was seconded by Gokul. Motion carried 6:0 (Morcos Offline)

8.4 Animal Control Regulations

Recommendation: Discussion and direction.

Staff Contact: Michael Sauerwein, City Manager, Steve Wilcox, Development Services Director, Scott Missall, City Attorney

City Attorney Scott Missall reported that staff reviewed and discussed animal control regulations and included discussion of large lot exemptions for farm animals. He suggested that Council hold an Executive Session at the next City Council meeting for further discussions.

ACTION: Discussion item only; no action taken.

9. CITY MANAGER'S REPORT

- # - # 9.1 Police, Development Services, Finance, Central Services, Public Works, City Attorney
- Police Chief Steve Burns gave an update on activities in the police department.
- Director of Development Services Steve Wilcox gave an update on activities in Development Services.
- Director of Public Works Ryan Osada gave an update on projects in Public Works.
- Director of Finance and HR Julie Ketter gave an update on the city's finances.
- City Manager Michael Sauerwein provided a summary of his report and provided a follow up to the after-action report from the last City Council meeting.

10. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE

None.

11. PUBLIC COMMENT

Mayor Rossman opened the public comment period. There were no speakers. Subsequently, public comment was closed.

12. ADJOURNMENT

By consensus, the Council adjourned the regular meeting at 7:15 p.m.

Jessica Rossman, Mayor

Attest:

Aimee Kellerman, City Clerk



MEDINA, WASHINGTON

AGENDA BILL

Monday, June 14, 2021

Subject: Minor Code Amendments

Category: Ordinance/Public Hearing

Staff Contact: Stephanie Keyser, AICP, Planning Manager

Summary

The attached proposed amendments are intended to 1) clean-up and clarify the existing code 2) streamline process for both staff and applicants 3) and incorporate new direction from the legislature. The proposed amendments were sent out via GovDelivery and have been available on the city's website since April 1, 2021. Staff hosted a virtual open house on April 15th and has met with one resident virtually to answer questions on the proposal. Planning Commission held a public hearing on May 25th and voted unanimously (4-0) to recommended approval of the proposed amendments. Council will hold a second public hearing and adoption on June 14th.

Attachments

1. Staff Report – Minor Code Amendments
2. Ordinance No. 1001

Budget/Fiscal Impact: None

Staff Recommendation: Adopt

City Manager Approval: 

Proposed Council Motion: "I Move to adopt Ordinance No. 1001 as presented"

Time Estimate: 30 minutes.



CITY OF MEDINA

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

MEMORANDUM

DATE: June 14, 2021
TO: Honorable Mayor and Medina City Council
FROM: Stephanie Keyser, AICP, Planning Manager
RE: Minor Code Amendments

It is staff's goal to bring to Council on an annual basis, small code amendments that are intended to: 1) clean-up and clarify the existing code 2) streamline process for both staff and applicants 3) and incorporate new direction from the legislature. The proposed amendments were sent out via GovDelivery and have been available on the city's website since April 1, 2021. Staff hosted a virtual open house on April 15th and has met with one resident virtually to answer questions on the proposal. Planning Commission discussed the proposed amendments on April 27th and had a public hearing at their May 25th meeting where they unanimously (4-0) voted to recommend approving these amendments. Council will hold the second public hearing and adoption at the June 14th meeting.

New Legislation – Accessory Dwelling Units (ADU's)

Accessory Dwelling Units (ADU's) have been recognized as a tool cities can use to help the housing crisis in Washington. In 2020, the Governor signed two bills, both of which have new provisions for ADU's. In Medina, every house is allowed to have an ADU. A homeowner may elect to build one either within or attached to their residence or it may be detached if it has another use. For example, someone could build an ADU on top of a detached garage.

Accessory Dwelling Units (Amending MMC 20.34.020 and 20.70.070)

The first bill, HB2343, reduces hurdles for homeowners to build an ADU on their property. Currently, the minimum size for an ADU is 300 square feet. The amendment will remove this minimum requirement. It should be noted that the maximum square footage will remain, which is the lesser of 1,000 square feet or 40% of the gross floor area of the house plus the ADU combined. Although in Medina, the majority of building permits that are submitted for ADU's tend to be as large as possible by code, in the past year, staff has received an increase in inquiries into building small (less than 300 square feet) ADU's for aging parents/in-laws and college-age children. This amendment removes the size hurdle and opens up the accessibility for building an ADU. It should be noted that building codes still apply, so regardless of size, and ADU must have bathroom facilities that include a toilet, sink and a shower or bathtub, and a kitchen or foot storage area and

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preparation facility that has a sink. The second part of HB2343 will remove the owner occupancy requirement.

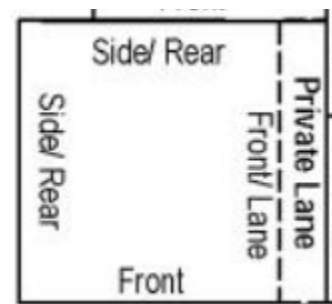
Accessory Dwelling Unit Parking (SB6617)

The second (SB6617) requires cities to remove the parking requirement for ADU's within ¼ mile of a major transit stop unless the city determines there is not enough parking space to accommodate this. At the beginning of 2021, the city directed their planning consultant to undertake a parking study. This was paid for by the planning consultant line item in the Development Services 2021 budget. Over the course of three months, the consultants conducted parking counts and an analysis of available space. The conclusion of the report was that Medina does not have adequate street parking to accommodate the requirement in SB6617, therefore no amendment is required.

Amendments to MMC 20.22.030 – Lot Development Standards

There are two proposed amendments in MMC 20.22.030 Lot Development Standards that are intended to clarify the code. The first being that lots located at the end of a terminal street are allowed the same logical orientation as lots on a private lane. When lots that have access off of an easement or private lane have a condition where the orientation of the house or the orientation of the adjacent properties do not correspond to the longer and shorter dimensions of the lot, the homeowner may elect to establish the setbacks using the *logical* orientation rather than the dimensions of the lot; this amendment would give lots at the end of a terminal street the same option.

The second amendment relates to a property with three *fronts* as indicated in Figure 20.22.030(B). A front simply relates to the location of a property line that is contiguous with a street and assigns that property line the front yard setback dimension (which is the same dimension as a rear setback). For example, for lots that span a block and have property lines that touch *two* separate streets, they would have two *fronts* and two *side* yard setbacks. The absence of the word rear from Figure 20.22.030(B) does not mean they would not have a backyard or that they would be forced to have two front doors. Where Figure 20.22.030(B) indicates two setbacks separated by a slash (/), that means that the property owner has the option to choose which property designation they would like. In the clip from Figure 20.22.030(B) below, the homeowner could choose whether they wanted the side yard to be the north property line or the west property line; the other property line would be designated as rear.

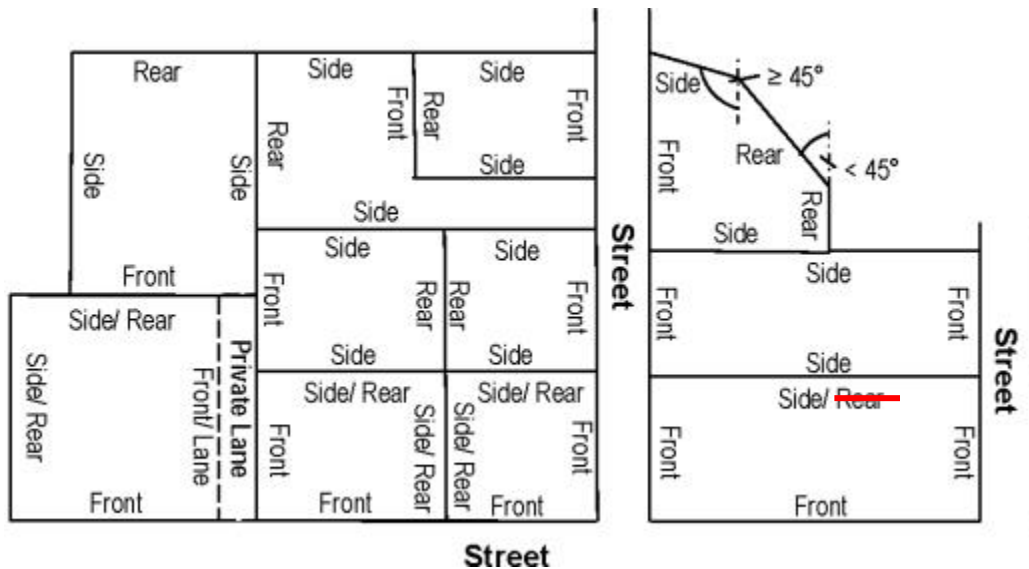


The proposed amendment is to remove the option for a rear with properties that have three *fronts* or have three property lines that are contiguous along three streets. The reasoning behind this is

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that no one is ever going to voluntarily elect to reduce their building envelope by opting for another rear instead of a side (front and rear setbacks are always larger than side setbacks). Now, one might think that another option would be to remove the possibility to choose a side yard setback, thereby create three *fronts* and one *rear*, however doing so would make these lots the most constrained in Medina. There are approximately four lots that have this situation but more can always be created through lot line adjustments. Of the four existing lots, two of them are substandard (smaller than the minimum lot size required by the zoning district) and two exceed the minimum square footage requirement. For the smaller lots, the side yard setback would be 10 feet and for the larger lots, the side yard setback would be 20 feet (for lots larger than 20,000 square feet, side yard setbacks are determined by calculating the greater of 10 feet or 15% of the lot width not to exceed 20 feet). The proposal is below.

Figure 20.22.030(B): Setback Property Line Designations
 (See “Property Line” definitions in Chapter 20.12 MMC)



Amending MMC 20.22.040 – Protrusions into setback areas

Throughout this past year of being stuck at home, one of the requests that has dramatically increased is that of creating outdoor living space in the form of a patio or a deck. In Medina, Chapter 20.22.040 lists the things that are allowed to protrude into the setbacks. Examples listed in this section include driveways, walkways, and play structures. The city has historically taken the interpretation that if something is not listed in this section of the code, it cannot protrude. On-grade patios and decks are not listed in this section therefore they are not allowed to protrude into the setbacks.

However, as with all code, there are always exceptions to the rules. A resident is permitted to build a swimming pool or sport court in their backyard that protrudes into the setbacks. Typically, a pool will include a cool deck that goes all around it. Additionally, lots that are within the Shoreline

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Jurisdiction, which are those lots 200 feet inland from the Ordinary High-Water Mark, are specifically allowed to have patios and decks protrude (it should be noted that shoreline lots are governed by the Shoreline Master Program, which is a subsection of the code).

Right now, the only way to build a patio that extends into the setbacks is through a non-administrative variance. Throughout this past year, many people have amended their site plans or decided not to move forward with a new patio because of this requirement. In order to make things equitable between lots by the water and lots that are upland, staff is proposing to amend the section to allow on-grade patios and decks to protrude providing a 15-foot setback is maintained from the front property line; a 10-foot setback from the rear; and a side yard setback that is ½ of the required setback (for example a property with a 10-foot side yard setback would be allowed to have a small patio protrude up to 5-feet from the property line).

It should be noted that this amendment does not allow someone to go up *vertically*. Someone would not be permitted to build an outdoor kitchen or a pergola within these setbacks. This is strictly for flat, on-grade surfaces.

Amending MMC 20.30.020 – Signs

The purpose of this amendment is to clarify when a sign that has two sides needs to be averaged to determine surface area. This amendment will make language consistent with the sign area definition in MMC 20.12.200.

Amending MMC 20.34.040 – Accessory Recreational Facilities

Pools and sport courts are considered accessory recreational facilities and require a land use application called an Administrative Special Use Permit (ASUP) before a building permit may be submitted. Because outdoor pools and sport courts can have impacts on neighbors (noise from outdoor use, lighting, etc.) the purpose of the ASUP is to notify neighbors that one is going to be built. Only after the ASUP process is completed can the applicant submit the Building Permit, Construction Activity Permit, Tree Permit (if required), and Grading and Drainage Permit (if required). The ASUP is only the first step.

The code currently does not make an exception if the pool or sport court is going to be located inside of a building. The city has recently had a couple of indoor pools come in for permit that, because there is not a differentiation in the code, had to go through the ASUP process. This does not make a lot of sense because any impacts from the *end use* (which is the reason behind the ASUP) are going to be contained within the building. *Construction* impacts are handled through the Construction Activity Permit, which is tied to the building permit.

The proposed amendment will clarify that if a pool or sport court is located within a building, an ASUP is not required. This is intended to streamline process.

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Repealing MMC 20.73.085 and 20.73.165

Both of these sections expired on December 31, 2014 and were replaced by subsequent sections. This is intended to be a code clean-up.

Amendments to MMC 20.80.060

The purpose of these amendments is to remove the old Construction Mitigation Language that is still in the Type 1, 2, and 3 Decisions table and to replace that will the new Construction Activity Permit Language. This is intended to be a code clean-up.

Table of Amendments

Section	Title	Proposed Amendment
MMC 20.22.030	Lot Development Standards	Clarify lots at the end of a terminal street to be allowed a logical orientation, similar to lots on a private lane
MMC 20.22.030	Lot Development Standards	Clarify property line designations figure
MMC 20.22.040	Protrusions into Setback Areas	Allow uncovered decks and patios to protrude into setback (<i>consistent with shoreline jurisdiction</i>)
MMC 20.30.020	Signs	Clarify when to average surface area to determine the sign area (<i>consistent with definition in MMC 20.12.200</i>).
MMC 20.34.020	Accessory Dwelling Units	Remove minimum square footage requirement for ADUs (HB2343)
MMC 20.34.020	Accessory Dwelling Unit	Remove ADU owner occupancy requirement (HB2343)
MMC 20.34.040	Accessory Recreational Facilities	Clarify <i>indoor</i> accessory recreational facilities do not require an administrative special use permit
MMC 20.70.070	Administrative Approvals	Remove owner occupancy requirements from accessory dwelling unit registration (HB2343)
MMC 20.73.085	Review Procedures and Approvals	Repeal. <i>Section expired December 31, 2014.</i>
MMC 20.73.165	Subdivision Vesting After Approval	Repeal. <i>Section expired December 31, 2014.</i>
MMC 20.80.060	Type 1 Decisions	Amend code of conduct for CAP permits ≤ \$499,999

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MMC 20.80.060	Type 2 Decisions	Amend CMP Level 1 for CAP ≥ \$500,000 and/or on a private lane
MMC 20.80.060	Type 3 Decisions	Repeal CMP Level 2

Adoption Timeline

Action	Due	Progress
Proposal available online/sent out through GovDelivery	April 1	Completed
Virtual Open House	April 15	Completed
Planning Commission to discuss proposal	April 27	Completed
Present proposal to Council for first discussion	May 10	Completed
Planning Commission to hold public hearing	May 25	Completed
Council to hold final public hearing and adopt code amendments	June 14	June 14

ATTACHMENT 2

Ordinance No. 1001

AN ORDINANCE OF THE CITY OF MEDINA, WASHINGTON AMENDING LOT DEVELOPMENT STANDARDS (MMC 20.22); CITY WIDE USES (MMC 20.30); ACCESSORY USES (MMC 20.34); ADMINISTRATIVE APPROVALS (MMC 20.70); LAND DIVISIONS (MMC 20.73); AND PROJECT PERMIT REVIEW PROCEDURES (MMC 20.80).

WHEREAS, Title 20 of the Medina Municipal Code (“MMC” or “Code”) contains the City of Medina’s (“City”) unified development code; and

WHEREAS, on March 27, 2020, the Governor signed SB 6617 which pertained to Accessory Dwelling Units—Off-Street Parking into law; and

WHEREAS, on June 11, 2020, SB 6617 went into effect; and

WHEREAS, Section 4, Subsection (1) of SB 6617 states that cities may not require the provision of off-street parking for accessory dwelling units within one-quarter mile of a major transit stop; and

WHEREAS, Section 4, Subsection (2) of SB 6617 states that a city may require the provision of off-street parking for an accessory dwelling unit located within one-quarter mile of a major transit stop if the city has determined that the accessory dwelling unit is in an area with a lack of access to street parking capacity, physical space impediments, or other reasons supported by evidence that would make on-street parking infeasible for the accessory dwelling unit; and

WHEREAS, there are three major transit stops within the City: 1) Evergreen Point Park & Ride, 2) the bus stop on 84th Avenue NE located north of NE 24th Street, and 3) the bus stop at 84th Ave NE and NE 20th Street; and

WHEREAS, the City used its planning consultant firm, The Blueline Group, to conduct a parking study beginning in January 2021; and

WHEREAS, The Blueline Group provided a memorandum on March 25, 2021 and the final on-street parking study in April 2021; and

WHEREAS, the study concluded that the City does not have adequate space to support the on-street parking requirement for accessory dwelling units within one-quarter mile of a major transit stop; and

WHEREAS, the City provided a Notice of Intent to Adopt certain code amendments to the Washington State Department of Commerce in accordance with RCW 36.70A.106 and MMC 20.81.070 on March 29, 2021; and

WHEREAS, a State Environmental Policy Act (SEPA) environmental checklist was prepared and a Determination of Non-Significance (DNS) was issued on March 31, 2021; and

ATTACHMENT 2

WHEREAS, the City published a legal ad in the Seattle Times on April 30, 2021 for a public hearing before the Medina Planning Commission to solicit and receive public testimony regarding the proposed amendments; and

WHEREAS, the Planning Commission reviewed and evaluated the proposed amendments during the public hearing on May 25, 2021; and

WHEREAS, after considering staff recommendation and reviewing the record, the Planning Commission voted unanimously to recommend approval of the proposed amendments to City Council on May 25, 2021; and

WHEREAS, the City published a legal ad in the Seattle Times on May 19, 2021 for a virtual public hearing on June 14, 2021 before the City Council to solicit and receive additional public testimony regarding the Planning Commission's recommendation on the proposed amendments; and

WHEREAS, the City Council finds based on City staff's recommendation and public testimony, these amendments are consistent with the City's Comprehensive Plan, will enhance public health, safety and welfare; and advance the public's interest; and

WHEREAS, the City Council desires to take the actions set forth in this ordinance,

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, DOES ORDAIN WAS FOLLOWS:

Section 1. Findings. The City Council adopts the foregoing recitals as its findings and conclusions concerning the matters described therein, also intending thereby to provide a record of the facts, issues and process involved in its consideration.

Section 2. Amendment to MMC 20.22.030. The Medina Municipal Code Section 20.22.030 is hereby amended as follows:

20.22.030 Building and structure setbacks.

A. Table 20.22.030 establishes the minimum distance required for any part of any building or structure to be set back from the pertinent property line. The minimum setback requirements are applied to each lot by the square footage of the lot area and the corresponding setback standards in the table. (See definition of "lot area" and the definitions of "property lines" in Chapter 20.12 MMC and Figures 20.22.030(B) and (C) for establishing and delineating setbacks.)

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Table 20.22.030: Minimum Building/Structure Setbacks

Square Footage of the Lot Area	Minimum Setback from the:			
	Front Property Line	Rear Property Line	Side Property Line	Lake Washington Shoreline
Less than 10,001	25 feet	25 feet	10 feet	See MMC 20.63.030
From 10,001 to 13,000	26 feet	26 feet		
From 13,001 to 15,000	28 feet	28 feet		
From 15,001 to 20,000	30 feet	30 feet		
Greater than 20,000	30 feet	30 feet	The greater of 10 feet or 15% of the lot width; not to exceed 20 feet	

B. Setbacks are measured as the distance between the property line and the closest point of any part of the building or structure to the property line, including but not limited to architectural elements, roof eaves, gutters and mechanical equipment. (See Figure 20.22.030(A).)

C. To determine compliance with the setback standards in Table 20.22.030, the setback is measured along a horizontal plane consistent with subsection (B) of this section.

D. Where a lot adjoins a private lane and has less than 30 feet of public street frontage, the front, rear and side property lines shall be determined as follows, except as provided in subsection (E) of this section:

1. The side property lines shall generally correspond to the long dimension of the lot;
2. The front and rear property lines shall generally correspond to the shorter dimensions of the lot;
3. If the dimensions of the lot form a square, the applicant may elect to designate the front property line with the rear and side property lines designated consistent with the definitions in Chapter 20.12 MMC.

E. Where a lot adjoining a private lane or at the terminal end of the street has a condition where the orientation of the dwelling on the lot, or the orientation of dwellings on adjacent properties, logically suggests setbacks that do not correspond to the longer and shorter dimensions of the lot, the setbacks shall be established using the logical orientation rather than the dimensions of the lot.

F. In addition to the setbacks prescribed by this section, if a lot adjoins a private lane, a setback from the private lane easement is required pursuant to MMC 20.91.060.

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Figure 20.22.030(A): Measuring Setbacks

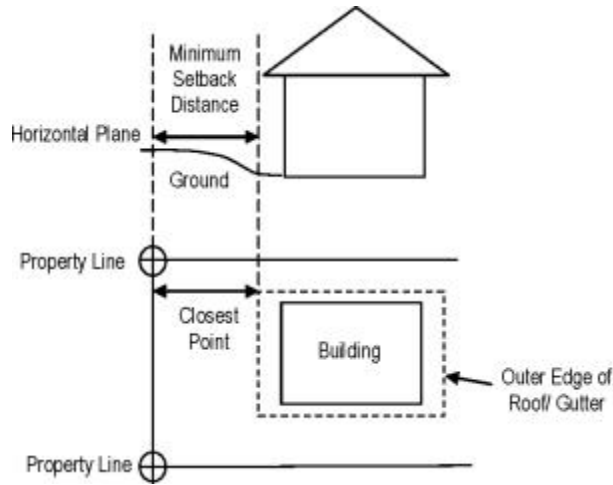


Figure 20.22.030(B): Setback Property Line Designations (See "Property Line" definitions in Chapter 20.12 MMC)

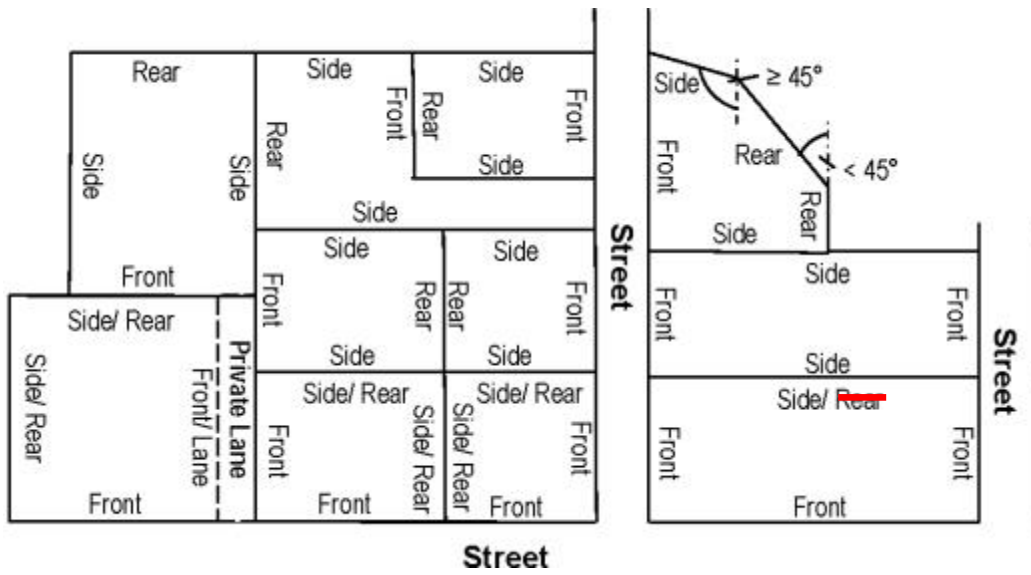
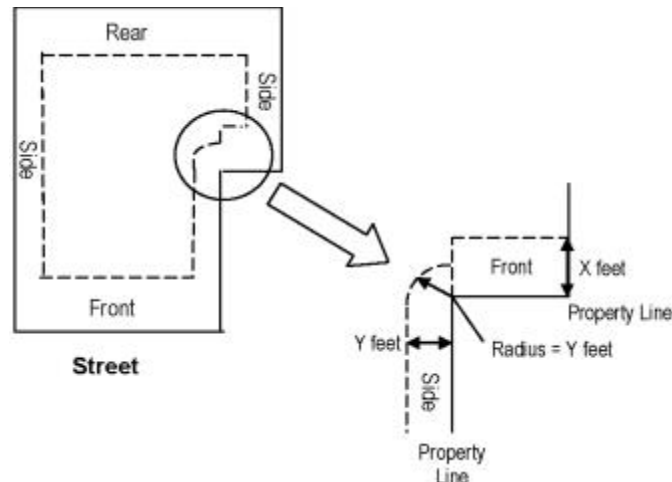


Figure 20.22.030(C): Setbacks at Step Shaped Property Line Intersections

ATTACHMENT 2



Section 3. Amendment to MMC 20.22.040. The Medina Municipal Code Section 20.22.040 is hereby amended as follows:

20.22.040 Protrusions into setback areas.

The following structures may be located within a setback area, excluding setbacks from Lake Washington, which are subject to Chapter 20.63 MMC:

- A. Utilities which are located underground and accessory to a principal use, except the requirement for undergrounding is not required if the limitation in MMC 20.50.200(I)(6) applies;
- B. Walkways, stairs and steps, and driveways, not including parking spaces, which do not exceed 30 inches above the existing or finished grade, whichever grade is lower;

C. Uncovered decks and patios, provided:

1. No part of the structure exceeds 30 inches in height above the existing or finished grade, whichever grade is lower; and
2. The following setbacks are maintained:
 - a. A minimum 15-foot setback is maintained from the front property line;
 - b. A minimum 10-foot setback is maintained from the rear property line; and
 - c. A minimum side-yard setback equal to one-half (1/2) the required distance pursuant to Table 20.22.030

CD. Window wells that do not project more than six inches above the ground level and do not protrude more than four feet into the setback area;

DE. Fences and freestanding walls which comply with the requirements set forth in MMC 20.30.010;

EF. Irrigation systems at or below finished grade, including yard hydrants, sprinkler heads and similar features that do not exceed 36 inches above the finished grade;

ATTACHMENT 2

FG. Ramps and similar structures installed to a single-family dwelling to provide access for elderly and/or disabled persons;

GH. Foundation footings where the footing structure does not protrude more than two feet into the setback area and is located entirely below the ground surface;

HI. Improved surface areas for off-street parking provided:

1. The protrusion is limited to the setback area from a front property line;
2. The parking area is designed in a manner that is clearly distinguishable from the driveway;
3. A minimum 15-foot setback is maintained from the front property line;
4. The top of the parking surface does not exceed 30 inches above the existing or finished grade, whichever is lower;

IJ. A chimney provided:

1. The protrusion is limited to the setback area from a side property line;
2. The maximum horizontal width of the chimney inside the setback area is five feet; and
3. The chimney does not protrude more than two feet into the setback area;

JK. Small accessory structures and outdoor mechanical equipment provided:

1. The protrusion is limited to the setback area from a rear property line;
2. The highest point of the accessory structure or outdoor mechanical equipment does not exceed eight feet in height above the finished grade;
3. The accessory structure or outdoor mechanical equipment does not occupy a footprint greater than 100 square feet;
4. Solid landscape screening pursuant to MMC 20.30.060 is planted that screens the structure or mechanical equipment from adjoining properties; and
5. A minimum 15-foot setback from the rear property line is maintained;

KL. Open play structures without roofs or walls provided:

1. The protrusion is limited to setback areas from a rear property line;
2. The maximum height of the play structure does not exceed 10 feet above the finished grade;
3. The play structure does not occupy a footprint greater than 100 square feet;
4. A minimum 10-foot setback from the rear property line is maintained;

LM. Swimming pools, spas and hot tubs as provided for in MMC 20.34.040;

MN. Raised planting bed boxes, which do not exceed 30 inches above the existing or finished grade, whichever grade is lower;

ATTACHMENT 2

NO. Low impact development best management practices or treatment best management practices provided:

1. The best management practice shall be designed, constructed, and maintained in accordance with the stormwater manual adopted under MMC 20.43.200.
2. Best management practices, including associated vegetation, shall be located entirely on private property.
3. The maximum height of any structural element associated with the best management practice shall not exceed 30 inches above the existing or finished grade, whichever grade is lower.
4. The best management practice shall be designed to manage or treat stormwater runoff solely from the building site and from less than 5,000 square feet of impervious surface.
5. Examples of acceptable best management practices, as those practices are defined in Chapter 20.12 MMC, include but are not limited to the following:
 - a. Rain garden;
 - b. Bioretention;
 - c. Dispersion; and
 - d. Biofiltration treatment.

Section 4. Amendment to MMC 20.30.020(C). The Medina Municipal Code Section 20.30.020(C)(10)(c) is hereby amended as follows:

c. When a sign contains information on two sides, **only one side is counted in determining sign area, except A-board signs where** the average area of the two surface areas shall be used to determine surface area.

Section 5. Amendment to MMC 20.34.020. The Medina Municipal Code Section 20.34.020 is hereby amended as follows:

20.34.020 Accessory dwelling units.

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

- A. Accessory dwelling units meeting the requirements of this section are excluded from density and minimum lot area requirements.
- B. Accessory dwelling units shall be fully contained within and attached to a single-family dwelling, or must be located within a detached accessory building containing another permitted accessory use.
- C. Accessory dwelling units are prohibited as the only use in a detached accessory building.
- D. Only one accessory dwelling unit may be permitted on a lot per each single-family dwelling located on the same lot.

ATTACHMENT 2

~~E. The property owner of record must occupy either the single-family dwelling or the accessory dwelling unit as a legal residence. Legal residency must be evidenced by actual residency. Legal residency shall terminate by reason of absence in excess of one year. Legal residency shall immediately terminate upon the payment or receipt of rent for both units.~~

~~EE.~~ Development Standards.

1. The accessory dwelling unit shall comply with the development standards of the zoning where the accessory dwelling unit is located;

~~2. The accessory dwelling unit shall contain not less than 300 square feet of gross floor area;~~

~~32.~~ The accessory dwelling unit shall contain no more than the lesser of 1,000 square feet of gross floor area, or 40 percent of the total square footage of the gross floor area of the single-family dwelling and accessory dwelling unit combined;

~~43.~~ All of the structures on the property shall have the appearance of a single-family dwelling and any other permitted accessory structures;

~~54.~~ The entry door to the accessory dwelling unit shall be screened from the street by portions of the structure or by dense evergreen vegetation;

~~65.~~ There shall be no sign or other indication of the accessory dwelling unit's existence other than an address sign and a separate mail box;

~~76.~~ The exterior finish of the accessory dwelling unit shall be identical to the residence or accessory structure in which it is contained; and

~~87.~~ A certification by city of Bellevue utilities is required indicating that water supply and sanitary sewage are available to adequately serve the accessory dwelling unit.

~~GE.~~ There shall be one off-street parking space provided for the accessory dwelling unit, which shall be in addition to any off-street spaces required for the principal single-family dwelling.

~~HG.~~ Garage space may be converted into an accessory dwelling unit only if the number of covered spaces eliminated by the conversion is replaced by the same number of covered spaces elsewhere on the property.

~~H.~~ An accessory dwelling unit must contain:

1. Bathroom facilities that include a toilet, sink and a shower or bathtub; and
2. Kitchen or food storage and preparation facilities and a sink.

~~I.~~ A property owner seeking to establish a legal accessory dwelling unit shall apply to register the dwelling unit with the city pursuant to MMC 20.70.070. The application shall include an agreement by the property owner ~~to occupy either the single-family dwelling or the accessory dwelling unit and~~ to maintain the accessory dwelling unit in compliance with the standards set forth in this section.

~~KJ.~~ After the accessory dwelling unit is approved, a registration form signed by the record holders of the property shall be recorded with the King County auditor's office. Said registration form shall contain:

ATTACHMENT 2

1. The street address and legal description of the property; and

~~2. Description of the requirement for owner occupancy; and~~

~~3~~2. The requirement for maintaining the accessory dwelling unit in compliance with the requirements of this section.

~~LK~~. The registration of the accessory dwelling unit may be canceled pursuant to MMC 20.70.070 by the property owner by recording a certificate of cancellation in a form satisfactory to the city with the King County department of records and elections. The city may record a notice of cancellation upon failure to comply with the standards set forth in this section.

Section 6. Amendment to MMC 20.34.040. The Medina Municipal Code Section 20.34.040 is hereby amended as follows:

20.34.040 Accessory recreational facilities.

This section establishes the development criteria that apply to outdoor accessory recreational facilities, including minor accessory recreational facilities.

A. Accessory recreational facilities are categorized as either major or minor pursuant to the following:

1. Major accessory recreational facilities include the following and require approval of an administrative special use permit pursuant to MMC 20.71.030, provided a major accessory recreational facility is exempt from this section when completely located within a single-family residence or an accessory building:

- a. Active sports courts such as tennis, paddle tennis, basketball, and similar facilities;
- b. Swimming pools;
- c. Hot tubs and spas, except as allowed in subsection (B) of this section; and
- d. Other similar sports facilities that provide active outdoor recreational activity and with similar impacts on adjoining properties.

2. Minor accessory recreational facilities such as a basketball hoop and temporary game nets do not require approval of an administrative special use permit provided:

- a. Installation of the facility does not require additional paved surface area;
- b. No illumination beyond normal house lighting is installed for use of the facility;
- c. The facility is not located inside any setback areas, except as allowed for major recreational facilities in subsection (C)(3) of this section; and
- d. Maximum noise level requirements in Chapter 8.06 MMC are followed.

B. Hot tubs and spas do not require approval of an administrative special use permit where:

1. If the hot tub and/or spa is permanent:

- a. The facility is located within 20 feet of a single-family dwelling;

ATTACHMENT 2

- b. Special outdoor lighting is not installed other than in-water low-light illumination directed away from any adjoining properties;
- c. Pump and mechanical equipment are located inside of the residential structure or enclosed by sound attenuating structure;
- d. A barrier is provided as prescribed by the building code;
- e. The facility is not located inside any setback areas; and
- f. The hot tub/spa drains into the sanitary sewer system.

2. If the hot tub and/or spa is temporary:

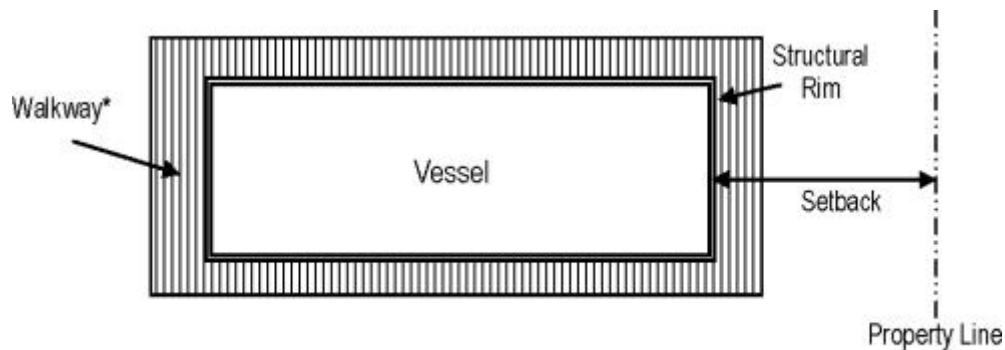
- a. It is not erected for more than seven days during any one-month period;
- b. It meets the criteria in subsections (B)(1)(a) through (e) of this section.

C. Development Standards.

1. Major recreational facilities shall comply with the development requirements of the zone in which the recreational facility is located, except as provided in subsection (C)(3) of this section.
2. Swimming pools, spas and hot tubs shall have the setback measured from the property line to the outside edge of the structural rim of the vessel (see Figure 20.34.040(C)(2)).
3. Major recreational facilities may protrude into setback areas provided:
 - a. At least a 15-foot setback is maintained from each rear and front property line; and
 - b. At least a 10-foot setback is maintained from each side property line.
4. The height of a swimming pool, hot tub or spa is measured from the lowest point of original grade or finished grade, whichever grade is lower, underneath the perimeter of the facility to the highest point of the structural rim of the vessel. (See Figure 20.34.040(C)(4).)

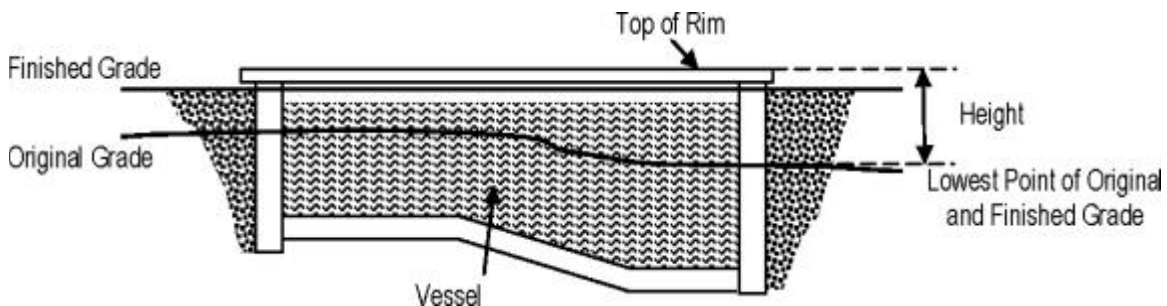
ATTACHMENT 2

Figure 20.34.040(C)(2): Measuring Setback for Swimming Pools, Hot Tubs and Spas



*Walkway may be subject to other setback requirements.

Figure 20.34.040(C)(4): Height of Swimming Pools, Hot Tubs and Spas



5. Major recreational facilities that protrude into setback areas shall comply with the following requirements:

- a. Solid landscape screening pursuant to MMC 20.30.060 shall be installed along the perimeter of the lot from which the facility is set back, such that the use is concealed year-round from public streets, private lanes, and nearby properties;
- b. All lighting shall be oriented or shielded such that the light does not shine or spill over onto neighboring properties or Lake Washington;
- c. Fences and barriers shall meet all development and building code requirements; and
- d. Additional mitigation measures may be required such as, but not limited to, restricted hours of use, limitations on lighting, increased screening, altered location, etc., to minimize any negative impacts generated by the use of the accessory recreational facility.

Section 7. Amendment to MMC 20.70.070. The Medina Municipal Code Section 20.70.070 is hereby amended as follows:

20.70.070 Accessory dwelling unit registration.

A. Applicability. Any owner installing an accessory dwelling unit (ADU) pursuant to MMC 20.34.020 shall apply for an accessory dwelling unit registration.

ATTACHMENT 2

B. Review Procedures. Approval of an accessory dwelling unit is processed as a Type 1 decision pursuant to the requirements set forth in Chapter 20.80 MMC.

C. Approval Criteria. The decision authority may approve an ADU only when the following criteria are met:

1. The ADU meets the requirements set forth in MMC 20.34.020; and
- ~~2. The property owner enters into a written agreement with the city to occupy the primary single-family dwelling, or the ADU pursuant to subsection (D) of this section; and~~
- ~~3~~2. The property owner agrees to maintain the ADU in compliance with the requirements in MMC 20.34.020.

D. Written Agreement.

1. Before a certificate of occupancy is issued for the ADU, the property owner shall complete, sign, have notarized, and record an ADU registration form.
2. The contents of the ADU registration form shall include the following:
 - a. The street address and legal description of the property where the accessory dwelling unit is located;
 - ~~b. The written agreement for occupancy as prescribed in subsection (C)(2) of this section;~~
 - ~~eb~~. The written agreement to maintain the ADU as prescribed in subsection (C)(~~3~~2) of this section; and
 - ~~dc~~. Any other relevant information determined necessary by the decision authority.
3. The property owner shall record the ADU registration with King County recorder's office. A copy of the recorded document and recording number shall be provided to the city.
4. The ADU registration may be cancelled under the following conditions:
 - a. The property owner may cancel the ADU registration if:
 - i. The ADU is permanently removed from the property; or
 - ii. The property owner provides to the city evidence that the use has been removed and obtains approval from the city to cancel the ADU registration; and
 - iii. The property owner records a certificate of cancellation with King County recorder's office and provides a copy of the recorded certificate of cancellation to the city.
 - b. The city may cancel the ADU registration if the property owner fails to comply with the general requirements in MMC 20.34.020. Cancellation of the ADU registration shall be in accordance with the following procedures:
 - i. The city provides a notice of cancellation to the property owner who shall have a right to appeal the decision to cancel pursuant to MMC 20.80.220 for a Type 1 decision;

ATTACHMENT 2

ii. Once a decision to cancel becomes final, the city shall record a certificate of cancellation with King County recorder’s office;

iii. A copy of the recorded certificate of cancellation shall be provided to the property owner after which the use as an accessory dwelling unit shall cease.

E. Lapse of Approval. Approval of an accessory dwelling unit shall expire if the building permit for the accessory dwelling unit expires and substantial construction of the accessory dwelling unit has not started. Approval of an accessory dwelling unit shall also expire if the use is abandoned during its existence, or if a certificate of cancellation is recorded.

Section 8. MMC 20.73.080 Repealed. The Medina Municipal Code Section 20.73.080 is hereby repealed in its entirety.

Section 9. MMC 20.73.165 Repealed. The Medina Municipal Code Section 20.73.165 is hereby repealed in its entirety.

Section 10. Amendment to MMC 20.80.060. The Medina Municipal Code Section 20.80.060 is hereby amended as follows:

20.80.060 Project permit procedures.

The procedures for processing a project permit application may include a determination of completeness, notice of application, notice of hearing, and notice of decision. The following tables establish the decision type, the person or body authorized to make the decision, the general review procedures, and notice requirements that are applicable to each project permit application.

A. Table 20.80.060(A) sets forth project permits that are categorized as Type 1 decisions with the applicable corresponding review procedures.

Table 20.80.060(A) – Type 1 Decisions

Project Permit	Decision Authority	Procedure Requirements			
		DOC	NOA	NOH	NOD
Building, reroof and construction permits not listed/no SEPA	BO	Yes	No	No	Yes
Mechanical permit	BO	Yes	No	No	Yes
Demolition permit/no SEPA	BO	Yes	No	No	Yes
Grading and drainage permit/no SEPA	BO	Yes	No	No	Yes
Fence permit	BO	Yes	No	No	Yes
Final short subdivision	D	No	No	No	No
Administrative tree activity permit	D	Yes	No	No	Yes
Hazardous tree designation	D	Yes	No	No	Yes
Right-of-way permit	E	Yes	No	No	Yes

ATTACHMENT 2

Project Permit	Decision Authority	Procedure Requirements			
		DOC	NOA	NOH	NOD
Lot line adjustment	D	Yes	No	No	Yes
Zoning code interpretation	D	No	No	No	Yes
Accessory dwelling units	D	Yes	No	No	Yes
Administrative sign approval	D	Yes	No	No	Yes
<u>Code of conduct approval Construction activity permit for projects ≤ \$499,000</u>	<u>E D</u>	Yes	No	No	Yes
SEPA letter of exemption	D ¹	No	No	No	Yes
Shoreline letter of exemption	D	No	No	No	Yes
Shoreline master program interpretation	D	No	No	No	Yes
Temporary use permit	D	No	No	No	Yes
Notes: “DOC” – determination of completeness required pursuant to MMC 20.80.100 “NOA” – notice of application required pursuant to MMC 20.80.110 “NOH” – notice of hearing required pursuant to MMC 20.80.120 “NOD” – notice of decision required pursuant to MMC 20.80.200 “BO” means building official has authority to make the decision “D” means the director has authority to make the decision “E” means the city engineer or designee has authority to make the decision ¹ “Director” here means the person designated as the responsible official					

B. Table 20.80.060(B) sets forth project permits that are categorized as Type 2 decisions with the applicable corresponding review procedures.

Table 20.80.060(B) – Type 2 Decisions

Project Permit	Decision Authority	Procedure Requirements			
		DOC	NOA	NOH	NOD
Building permit/with SEPA	BO/D ¹	Yes	Yes	No	Yes
Demolition permit/with SEPA	BO/D ¹	Yes	Yes	No	Yes
Grading and drainage permit/with SEPA	BO/D ¹	Yes	Yes	No	Yes
Administrative right-of-way tree activity permit	D	Yes	Yes	No	Yes
Administrative special use permit	D	Yes	Yes	No	Yes
Administrative variance	D	Yes	Yes	No	Yes
Minor deviation	D	Yes	Yes	No	Yes
SEPA threshold determination	D ¹	Yes	Yes ²	No	Yes
Preliminary short subdivision	D	Yes	Yes	No	Yes

ATTACHMENT 2

Project Permit	Decision Authority	Procedure Requirements			
		DOC	NOA	NOH	NOD
Tailored construction mitigation plan— Level-1 Construction activity permit for projects ≥ \$500,000 and/or on a private lane or joint driveway	D	Yes	Yes ³	No	Yes
Final subdivision	CC	No	No	No	Yes
<p>Notes:</p> <p>“DOC” – determination of completeness required pursuant to MMC 20.80.100 “NOA” – notice of application required pursuant to MMC 20.80.110 “NOH” – notice of hearing required pursuant to MMC 20.80.120 “NOD” – notice of decision required pursuant to MMC 20.80.200 “BO” means building official has authority to make the decision “D” means the director has authority to make the decision “CC” means the city council makes the decision “E” means the city engineer or designee has authority to issue a decision ¹“Director” here means the person designated as the responsible official ²A NOA is not required for a SEPA threshold determination issued pursuant to WAC 197-11-340(1) ³<u>The NOA for a construction activity permit for projects greater than or equal to \$500,000 and/or projects on a private lane or joint driveway shall include the date and time of the open house pursuant to MMC 20.75.070 and MMC 20.75.080</u></p>					

C. Table 20.80.060(C) sets forth project permits that are categorized as Type 3 decisions with the applicable corresponding review procedures.

Table 20.80.060(C) – Type 3 Decisions

Project Permit	Decision Authority	Procedure Requirements			
		DOC	NOA	NOH	NOD
Nonadministrative special use permit	HE	Yes	Yes	Yes	Yes
Conditional use permit	HE	Yes	Yes	Yes	Yes
Historical use permit	HE	Yes	Yes	Yes	Yes
Nonadministrative variance	HE	Yes	Yes	Yes	Yes
Site-specific rezone	PC/CC ¹	Yes	Yes	Yes	Yes
Reasonable use exception	HE	Yes	Yes	Yes	Yes
Nonadministrative right-of-way tree activity permit	HE	Yes	Yes	Yes	Yes
Nonadministrative tree activity permit	HE	Yes	Yes	Yes	Yes
Site plan review	PC	Yes	Yes	Yes	Yes
Tailored construction mitigation plan Level-2	PG	Yes	Yes	Yes	Yes

ATTACHMENT 2

Project Permit	Decision Authority	Procedure Requirements			
		DOC	NOA	NOH	NOD
Preliminary subdivision	HE/CC ²	Yes	Yes	Yes	Yes
Shoreline substantial development permit	HE	Yes	Yes	Yes	Yes
Shoreline variance	HE ³	Yes	Yes	Yes	Yes
Shoreline conditional use permit	HE ³	Yes	Yes	Yes	Yes

Notes:
 “DOC” – determination of completeness required pursuant to MMC 20.80.100
 “NOA” – notice of application required pursuant to MMC 20.80.110
 “NOH” – notice of hearing required pursuant to MMC 20.80.120
 “NOD” – notice of decision required pursuant to MMC 20.80.200
 “HE” means the hearing examiner has authority to make the decision
 “PC” means the Medina planning commission has authority to make the decision
 “CC” means the city council makes the decision
¹The planning commission holds the open-record hearing and makes a recommendation to the city council. The city council decides the rezone at a closed-record meeting.
²Hearing examiner holds the open-record hearing and makes a recommendation to the city council. The city council decides the preliminary subdivision at a closed-record meeting.
³If the hearing examiner’s action on shoreline variances and shoreline conditional use permits is to approve the application, the approval shall be submitted to the Washington State Department of Ecology for approval, approval with conditions, or denial pursuant to WAC 173-27-200.

Section 10. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 11. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 12. Effective Date. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after publication.

ATTACHMENT 2

Passed by the Medina City Council and approved by the Mayor this 14th day of June 2021.

Jessica Rossman, Mayor

Attested to by:

Approved as to form:

Aimee Kellerman, City Clerk

Scott Missall, City Attorney

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: / AB

MINOR CODE AMENDMENTS PUBLIC HEARING

MEDINA CITY COUNCIL

JUNE 14, 2021 @ 4PM

MINOR CODE CLEANUP – WHY?

- Code cleanups happen to clarify, correct, or make the code consistent with itself
- To incorporate new legislation

NEW LEGISLATION FOR ADU'S (HB 2343)

- ADU's have been recognized as a tool to help address the housing crisis
- Increase accessibility for homeowners to build an ADU

NEW LEGISLATION FOR ADU'S (HB 2343)

- **Amend MMC 20.34.020** – remove minimum square footage requirement
 - Maximum square footage still applies
 - Building codes still apply (toilet, sink, shower/bath, food prep, food storage, sink)
- **Amend MMC 20.34.020 and MMC 20.70.070** – remove owner occupancy requirement

NEW LEGISLATION FOR ADU'S (SB6617)

- Requires cities to **remove** the on-site parking requirement for ADU's within 1/4 mile of a major transit stop
- Unless a city determines there is a lack of street parking

NEW LEGISLATION FOR ADU'S (SB6617)

- From January to March of 2021, the city's planning consultant firm conducted a parking study
- The city **does not** have adequate street parking to accommodate SB6617
- **No** code amendment is required

AMEND MMC 20.22.030 LOT DEVELOPMENT STANDARDS

- **MMC 20.22.030** – Clarify lots at the end of a terminal street have the same logical site orientation as lots on private lanes

AMEND MMC 20.22.030 LOT DEVELOPMENT STANDARDS

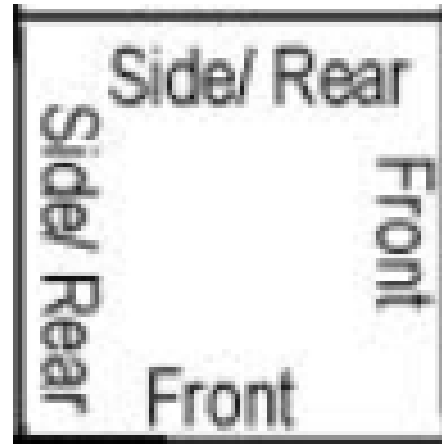
- **MMC 20.22.030** – Clarify property line designation for a lot with three “fronts”
 - A front setback relations to a property line that is contiguous with a street
 - Assigns that property line the front yard setback dimension

AMEND MMC 20.22.030 LOT DEVELOPMENT STANDARDS

- **MMC 20.22.030** – Clarify property line designation for a lot with three “fronts”
 - A front setback relations to a property line that is contiguous with a street
 - Assigns that property line the front yard setback dimension
- A slash (/) allows a property owner to decide which setback designation they would like

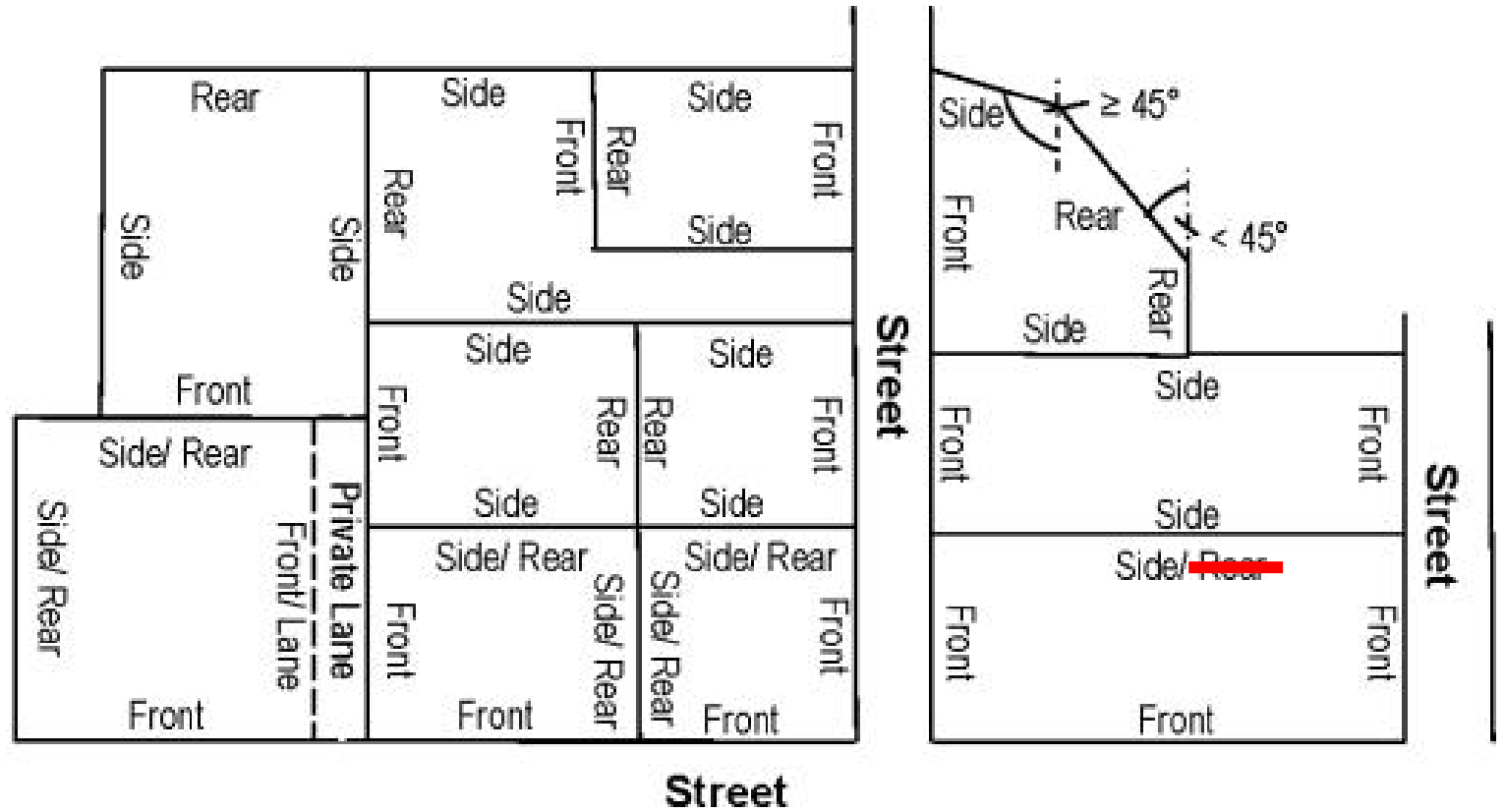
AMEND MMC 20.22.030 LOT DEVELOPMENT STANDARDS

- Figure 20.22.030(B) – the homeowner can choose what property line is the side and rear



AMEND MMC 20.22.030 LOT DEVELOPMENT STANDARDS

FIGURE 20.22.030(B):
SETBACK PROPERTY
LINE DESIGNATIONS



AMEND MMC 20.22.040 PROTRUSIONS INTO SETBACKS

- **MMC 20.22.040** – Allow uncovered decks and patios to protrude into the setbacks
- Inconsistencies in the code regarding on-grade patios and decks
- What is permitted to protrude into the setbacks is limited – patios are not listed
 - *Unless* you build a pool
 - *Unless* you live in the Shoreline Jurisdiction (200-feet landward of the water)
- Currently the only option is to pursue a non-administrative variance

AMEND MMC 20.22.040 PROTRUSIONS INTO SETBACKS

- **MMC 20.22.040** – Allow uncovered decks and patios to protrude into the setbacks
 - 15-feet from the front property line
 - 10-feet from the rear property line
 - ½ the required side yard setback
- You cannot go up vertically (no kitchens, pergolas, etc.)

AMEND MMC 20.30.020 SIGNS

- **MMC 20.23.020** – Clarify when a sign that has two sides needs to be averaged to determine surface area
- This amendment will make the language consistent with the sign area definition in MMC 20.12.200

AMEND MMC 20.34.040 ACCESSORY RECREATIONAL FACILITIES

- **MMC 20.34.040** – Remove requirement for an Administrative Special Use Permit (ASUP) when an accessory recreational facility is located *inside* of a building
- Pools, tennis courts, and sport courts are accessory recreational facilities
- All accessory recreational facilities require a land use application called an Administrative Special Use Permit (ASUP)
- It is **not** used to mitigate construction issues

AMEND MMC 20.34.040 ACCESSORY RECREATIONAL FACILITIES

- **MMC 20.34.040** – Remove requirement for an Administrative Special Use Permit (ASUP) when an accessory recreational facility is located inside of a building
- The purpose of the ASUP is to notify neighbors of the *end use*
- The impacts from the end use (noise, lighting) are contained within the structure

REPEAL MMC 20.73.085 AND 20.73.165

- **MMC 20.73.085 Review procedures and approvals** – This section expired on December 31, 2014. MMC 20.73.090 took its place
- **MMC 20.73.165 Subdivision vesting after approval** – This section expired on December 31, 2014. MMC 20.73.170 took its place

AMEND MMC 20.80.060

- **Table 20.80.060(A)** – Type 1 Decisions – remove Construction Mitigation Language and replace with Construction Activity Permit Language
- **Table 20.80.060(B)** – Type 2 Decisions – remove Construction Mitigation Language and replace with Construction Activity Permit Language
- **Table 20.80.060(C)** – Type 3 Decisions – remove Construction Mitigation Language

ADOPTION TIMELINE

Action	Due	Progress
Proposal available online/sent out through GovDelivery	April 1	<i>Completed</i>
Virtual Open House	April 15	<i>Completed</i>
Planning Commission to discuss proposal	April 27	<i>Completed</i>
Present proposal to Council for first discussion	May 10	<i>Completed</i>
Planning Commission to hold public hearing	May 25	<i>Completed</i>
Council to hold final public hearing and adopt code amendments	June 14	June 14

QUESTIONS?



MEDINA, WASHINGTON

AGENDA BILL

Monday, June 14, 2021

Subject: Bulk Development Regulations Amendment

Category: Ordinance/Public Hearing

Staff Contact: Stephanie Keyser, AICP, Planning Manager

Summary

The attached proposed amendment to Table 20.23.020(A) in Chapter 20.23 Bulk Development Standards of Medina's Municipal Code is the result of over a year's work and dedication from the Planning Commission. This proposal is a logical first step in modifying Medina's code to address out-of-scale new construction by reducing structural coverage on lots larger than 16,000 square feet in the R-16 zoning district to match what is allowed for the same sized lot in R-20 and R-30. On January 26, 2021, Planning Commission voted unanimously to forward this recommendation to Council. On February 8, 2021, Council voted unanimously to direct staff to begin the public process toward adoption of the attached amendment. The public process included notifying the Department of Commerce, SEPA, and having an open house. On May 25th Planning Commission held a public hearing on the amendment and voted unanimously (4-0) to recommend approval. Council will hold the second public hearing and adoption during the June 14th meeting.

Attachments:

1. Staff Report – Bulk Development Regulations Amendment
2. Ordinance No. 1002

Budget/Fiscal Impact: None

Staff Recommendation: Adopt

City Manager Approval:

Proposed Council Motion: "I Move to adopt Ordinance No. 1002 as presented"

Time Estimate: 30 minutes.



CITY OF MEDINA

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

ATTACHMENT 1

MEMORANDUM

DATE: June 14, 2021
TO: Honorable Mayor and Medina City Council
FROM: Stephanie Keyser, AICP, Planning Manager
RE: Bulk Development Code Amendment

This memorandum outlines the many months of work and consideration Planning Commission gave to the topic of mitigating bulk. Although bulk as a topic was placed on the work plan in May 2018, other mandatory, time sensitive code amendments had to be completed first. It was not until the Low Impact Development Code, Wireless Code, and the Shoreline Master Program updates were completed that Planning Commission had room in its schedule to begin the bulk conversation in June 2019.

On January 26, 2021, the Planning Commission voted unanimously (5-0) to recommend modifying the R-16 structural coverage table (Table 20.23.020(A)) for lots larger than 16,000 square feet to match what is allowed for the same sized lots in the R-20/R-30/SR-30 zoning districts (**Attachment A**). On February 8, 2021, Council voted unanimously to direct staff to begin the public process toward adoption of the proposed amendment. The public process included notifying the Department of Commerce, SEPA, and having an open house on April 15th. Planning Commission held a public hearing on May 25th and voted unanimously (4-0) to recommend approving the amendment. Council will hold a second hearing and adoption on June 14th.

Background – What is *Bulk*?

When we talk about bulk, we're talking about both the quantitative and qualitative elements that make up a structure. The volume of a structure is comprised of its quantitative height, width, and depth while its bulk is typically considered the qualitative perception of these elements. These are elements that include its shape, scale, and massing. While the predominant pattern of development in Medina is such that older bungalow-style cottages are bought, demolished, and replaced by larger houses, what constitutes *older* is becoming more relative, as even houses that were built ten to fifteen years ago are often undergoing redevelopment.

Development is regulated in the municipal code by Lot Development Standards (MMC 20.22) and Bulk Development Standards (MMC 20.23) with the constraints of what can be built on a lot being maximum height, setbacks, structural coverage, and impervious surface. Virtually all new construction is maximizing the allowable building envelope which can create an out-of-scale feeling within neighborhoods. This is not a problem that is unique to Medina and cities all across the country have been reevaluating their codes in an attempt to limit this occurrence.

STRUCTURAL COVERAGE ADJUSTMENT

ATTACHMENT 1

While there have been many changes to the development code throughout Medina's 65 years (**Attachment B**), in order to gain a better understanding about what the code currently allows, a comprehensive analysis of the lots by zoning district had to be done. Once the analysis began, it quickly became clear there are significant differences in what is allowed to be built based on zoning alone, regardless of lot size. These discrepancies appear to be arbitrary and significant pieces in the generation of construction complaints.

Considerations in R-16Rebalancing Acts

The R-16 zoning district is the largest district in the city and is comprised of approximately 720 lots, not including the post office, green store, and PSE power stations. Of those, 320 lots (44%) are larger than 16,000 square feet. In **Attachment C**, these parcels are highlighted in blue on top of the city's zoning map. When viewed as one group, the impacts of redevelopment do not appear to be that substantial because many of these larger lots are clustered together. However, as we filter these parcels, what we discover is that the lot sizes vary from 16,001 to 52,707 square feet. In **Attachment D**, the parcels¹ are further broken out into different colors: pink is 16,001-16,999, red is 17,000-17,999, blue is 18,000-18,999, green is 19,000-19,999, yellow is 20,000-29,999, and purple is anything 30,000 and above. What we now see is a patchwork of inconsistency within blocks and neighborhoods that is unified by one metric in the code: all of these lots are granted the same 25% maximum structural coverage. When we look at similar sized lots in R-20 and R-30, what we find is that as the lot sizes increase, the allowable structural coverage decreases. The result of the current code is that a bigger structure being permitted if a lot is larger than 16,000 square feet and zoned R-16 instead of R-20 or R-30. It is staff's belief that it was not the original intention of the code to grant these larger R-16 lots more structural coverage than their counterparts in R-20 and R-30.

It seems reasonable that rebalancing the structural coverage based on lot size is a first concrete step toward mitigating bulk. It is probable that this is a significant contributing factor to the *looming* and *out-of-scale* complaints that some new construction generates. Rebalancing these lots would mean amending the code to reflect the same development capacity for larger lots in R-16 that R-20 and R-30 have. This would result in a sliding scale that decreases from 25-21% based on lot size.

The impact of rebalancing the 320 lots is broken down below:

16,001 to 16,500 = 103 lots
 16,501 to 17,000 = 19 lots
 17,001 to 17,500 = 16 lots
 17,501 to 18,000 = 16 lots
 18,001 to 18,500 = 16 lots
 18,501 to 19,000 = 13 lots
 19,001 – 19,500 = 14 lots
 19, 501 – 29,000 = 109 lots
 30,000 and over = 14 lots

The resulting change would essentially be for the R-16 structural coverage table to be a combination of Table A and Table B (MMC 20.23.020), which is show in **Attachment 1**.

¹ Full parcel data for this example may be found in Attachment E

ATTACHMENT 1

PUBLIC FEEDBACK

Public participation is a critical aspect of any code update. Two resident survey monkeys (**Attachment F and G**) were conducted (September 2019 and in June-July 2020) while one survey (**Attachment H**) was directed to architects, builders, and designers (June-July 2020) in order to better inform the conversation.

Residential Surveys

When Planning Commission first began to discuss bulk, staff sent a survey to residents with the goal being to help identify common complaints around new construction as well as to identify what traits residents find most important. Eighty-eight people responded and the majority (68%) had a tear down and rebuild on their street within the past three years. Of those, nearly half (48.24%) felt the new house was too large compared to the surrounding structures. In response to what matters, 89.78% felt privacy was important, 56.82% felt trees were important, and 40.91% felt having a mixture of architectural styles in their neighborhood was important.

The second survey was intended to have residents help flush out some of the concepts Planning Commission had been discussing and sixty-three people responded. While the comprehensive plan talks about high quality residential character, what that means isn't defined. How can we strive to uphold something that we have no common definition for? The most direct way to help us figure out what it means was to ask the residents. Some of the words residents used to define *high quality residential character* included: diverse architecture, low density, space between houses, houses proportional to the lot size, and well-maintained lots. When asked how they thought this character could be maintained, the responses included: restricting the size of houses, having code enforcement, and having more trees.

With regard to form, 65.57% felt there are too many box-style houses being built and 59.02% felt the city should be encouraging more pitched roofs. The daylight plane was a popular choice (90.57%) when asked about specific ways to modify a structure's form. The respondents were unfavorable to the suggestion of a neighbor being allowed to have more height if a change was made to the form (more height if setbacks increased – 76.19% no; more height if a pitched roof was used – 65.08% no; more height if second floor had fewer square footage than first – 71.43% no; more height as long as landscaping/trees camouflage it – 46.06% no).

Architect Survey

A survey was sent to architects, builders, and designers that have worked in Medina and sixteen people responded. The Planning Commissioners were interested in finding out their perspective on working with Medina's current code. Although 64.29% felt it is more challenging to design in Medina, 81.82% did not feel it is impossible to design something that meets the code. The respondents were asked to clarify their statements regarding the impossibility of designing something and it should be noted that the examples given are a result of previous consultants or versions of the code that have since been amended.

They were also asked to comment on the changes to form that Planning Commission has been discussing. 56.25% were interested in a pitched roof if the structural coverage was reduced. 68.75% were not interested in a planting strip along the perimeter of the lot lines. They felt indifferent about

ATTACHMENT 1

requiring a daylight plane and a plane break (both 46.67%) however, surprisingly they were supportive (62.5%) of requiring different heights depending on roof forms (20 feet for flat and 25 feet for pitched).

Recommendation and Timeline for AdoptionRebalance Structural Coverage in R-16 (Code Amendment by June 2021)

On January 26, 2021, the Planning Commission voted unanimously (5-0) to recommend modifying the structural coverage for lots larger than 16,000 square feet in the R-16 zoning district to match what is allowed for the same sized lots in the R-20/R-30/SR-30 zoning districts (**Attachment A**). Within the code, lots larger than 16,000 square feet that are zoned R-16 are able to build a larger house than the same sized lot in R-20/R-30/SR-30. This is an arbitrary discrepancy that is helping to generate some of the complaints that are received about the scale of new construction. The rationale for this amendment is that it restores balance and proportion among adjacent lots of varying sizes throughout the City and will reduce bulk. On February 8, 2021, Council voted unanimously to direct staff to begin the public process toward adoption of the proposed amendment. The public process included notifying the Department of Commerce, SEPA, and having an open house on April 15th. On May 25th Planning Commission held a public hearing and voted unanimously (4-0) to recommend approving the amendment. Council will hold a second hearing and adoption on June 14th.

Action	Progress
Planning Commission voted on recommendation	January 26
Planning Commission recommendation presented to Council	February 8
Notice of Intent to Department of Commerce Submitted	February 9
Determination of Nonsignificance Issued (SEPA)	February 11
Draft code available on City website	February 12
Public Open House (via Zoom)	April 15
Notice of Public Hearing (Planning Commission)	April 30
Planning Commission to hold public hearing	May 25
Council to hold final public hearing and adopt code amendments	June 14

ATTACHMENT A

Ordinance No. 1002

AN ORDINANCE OF THE CITY OF MEDINA, WASHINGTON AMENDING TABLE 20.23.020(A) OF THE MEDINA MUNICIPAL CODE PERTAINING TO THE STRUCTURAL COVERAGE FOR LOTS LARGER THAN 16,000 SQUARE FEET IN THE R-16 ZONING DISTRICT; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, Title 20 of the Medina Municipal Code (“MMC” or “Code”) contains the City of Medina’s (“City”) unified development code; and

WHEREAS, the City Council placed analyzing the Bulk Development Regulations in Chapter 20.23 on the Planning Commission’s work plan in May of 2018; and

WHEREAS, the Planning Commission began their discussion on bulk development regulations in June of 2019; and

WHEREAS, MMC 20.23.020 governs structural coverage and impervious surface standards; and

WHEREAS, the Planning Commission analyzed varying lot sizes in the R-16 zoning district; and

WHEREAS, the Planning Commission identified a discrepancy in the code for lots larger than 16,000 square feet that are zoned R-16; and

WHEREAS, the City seeks to promote high-quality residential character of the community; and

WHEREAS, City staff recommended amending Table 20.23.020(A) so that lots larger than 16,000 square feet in the R-16 zoning district have the same reduced structural coverage as lots in the R-20 and R-30 zoning districts; and

WHEREAS, the City provided a Notice of Intent to Adopt certain code amendments to the Washington State Department of Commerce in accordance with RCW 36.70A.106 and MMC 20.81.070 on February 9, 2021; and

WHEREAS, a State Environmental Policy Act (SEPA) environmental checklist was prepared and a Determination of Non-Significance (DNS) was issued on February 11, 2021; and

WHEREAS, the City published a legal ad in the Seattle Times on April 30, 2021 for a public hearing before the Medina Planning Commission, to solicit and receive public testimony regarding the proposed amendments; and

WHEREAS, the Planning Commission reviewed and evaluated the proposed amendments during the public hearing on May 25, 2021; and

WHEREAS, after considering staff recommendation and reviewing the record, the Planning Commission voted unanimously to recommend approval of the proposed amendments to City Council on May 25, 2021; and

ATTACHMENT A

WHEREAS, the City published a legal notice in the Seattle Times on May 19, 2021, for a virtual public hearing on June 14, 2021 before the City Council to solicit and receive additional public testimony regarding the Planning Commission’s recommendation on the proposed amendments; and

WHEREAS, the City Council finds that based on City staff’s recommendation and public testimony, these amendments are consistent with the City’s Comprehensive Plan, will enhance public health, safety and welfare, and advance the public’s interest; and

WHEREAS, the City Council desires to take the actions set forth in this ordinance,

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

Section 1. Findings. The City Council adopts the foregoing recitals as its findings and conclusions concerning the matters described therein, also intending thereby to provide a record of the facts, issues and process involved in its consideration.

Section 2. Amendment to MMC 20.23.020. Table (A) of MMC Section 20.23.020 is hereby amended to read as follows:

Table 20.23.020(A):

R-16 Zone Total Structural Coverage and Impervious Surface Standards

Square Footage of the Lot Area	Maximum Structural Coverage	Maximum Impervious Surface
10,000 or less	30 percent	55 percent
10,001 to 10,500	29.58 percent	55 percent
10,501 to 11,000	29.17 percent	55 percent
11,001 to 11,500	28.75 percent	55 percent
11,501 to 12,000	28.33 percent	55 percent
12,001 to 12,500	27.92 percent	55 percent
12,501 to 13,000	27.5 percent	55 percent
13,001 to 13,500	27.08 percent	55 percent

ATTACHMENT A

Square Footage of the Lot Area	Maximum Structural Coverage	Maximum Impervious Surface
13,501 to 14,000	26.67 percent	55 percent
14,001 to 14,500	26.25 percent	55 percent
14,501 to 15,000	25.83 percent	55 percent
15,001 to 15,500	25.42 percent	55 percent
15,501 to 15,999	25.21 percent	55 percent
16,000 or greater	25 percent	55 percent
<u>16,001 to 16,500</u>	<u>24.5 percent</u>	<u>55 percent</u>
<u>16,501 to 17,000</u>	<u>24 percent</u>	<u>55 percent</u>
<u>17,001 to 17,500</u>	<u>23.5 percent</u>	<u>55 percent</u>
<u>17,501 to 18,000</u>	<u>23 percent</u>	<u>55 percent</u>
<u>18,001 to 18,500</u>	<u>22.5 percent</u>	<u>55 percent</u>
<u>18,501 to 19,000</u>	<u>22 percent</u>	<u>55 percent</u>
<u>19,001 to 19,500</u>	<u>21.5 percent</u>	<u>55 percent</u>
<u>19,501 to 29,999</u>	<u>21 percent</u>	<u>55 percent</u>
<u>30,000 and greater</u>	<u>21 percent</u>	<u>55 percent</u>

Section 3. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 5. Effective Date. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and

ATTACHMENT A

be in full force five (5) days after publication.

Passed by the Medina City Council and approved by the Mayor this 14th day of June 2021.

Jessica Rossman, Mayor

Attested to by:

Approved as to form:

Aimee Kellerman, City Clerk

Scott Missall, City Attorney

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: / AB

Medina's Development History

Dec. 11,
1955

- Maximum height 30 ft. from the highest point of finished grade
- Structural coverage: 30% of the lot

Feb. 17,
1976

- Maximum height: 30 ft. from original grade to highest point of roof proper but not more than 36 ft. from lowest point of original grade
- Structural coverage: 30% of the lot

April 14,
1986

- Lot coverage excludes private lanes and easements
- Maximum height: 30/36
- R-16 & R-20 structural coverage reduced to 17.5% of the lot
- R-30 structural coverage reduced to 15% of the lot
- **Bonus** structural coverage of 25% of the lot if height is reduced to 20/26

Sept. 8,
1986

- R-16 maximum height limited to 25 ft. from lowest point of original grade
- Structural coverage: 25% of the lot

April 12,
1999

- R-20 & R-30 setbacks increased for larger lots
- 13% structural coverage with maximum height 30/36
- 21% structural coverage with maximum height 25ft. from original grade
- 2% bonus for uncovered decks

March
10, 2008

- Lots moved to gross coverage (easements and private lanes included in structural coverage calculations)

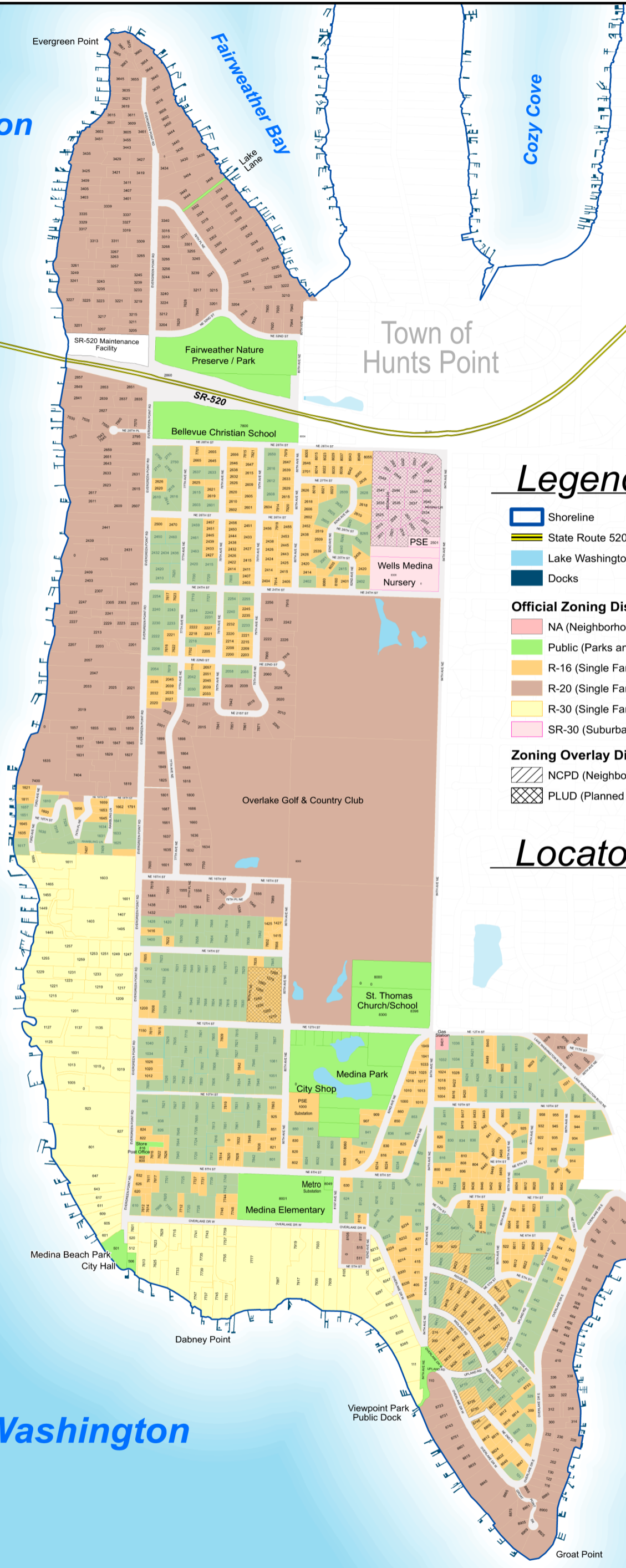
August
11, 2008

- Substandard lots in R-16 (less than 16,000 sq. ft.) given additional structural coverage

ATTACHMENT C

Town of Yarrow Point

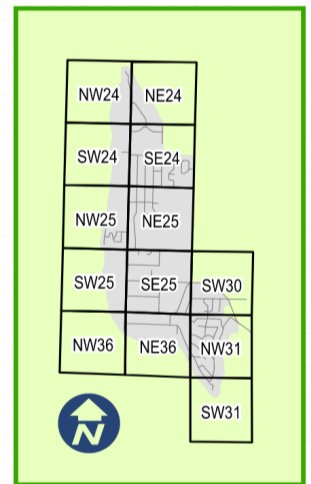
Lake Washington



Legend

- Shoreline
 - State Route 520
 - Lake Washington
 - Docks
- Official Zoning Districts**
- NA (Neighborhood Auto Servicing) R-16
 - Public (Parks and Public Spaces) 16,000 and above
 - R-16 (Single Family Residence)
 - R-20 (Single Family Residence)
 - R-30 (Single Family Residence)
 - SR-30 (Suburban Gardening Residential)
- Zoning Overlay Districts**
- NCPD (Neighborhood Character Preservation District)
 - PLUD (Planned Landuse Development)

Locator Map



Lake Washington

City of Bellevue



Address & Zoning Designations

This map was produced by the City of Medina GIS. It does not represent survey accurate data. No warranties, of any sort, including accuracy, fitness, or merchantability accompany this product.

Source: King County Open Data GIS

Official Zoning Map

- Ordinance No. 907
- Passed by City Council, 5.12.2014
- Amended by Ordinance No. 961
- Effective Date: 7.9.2018

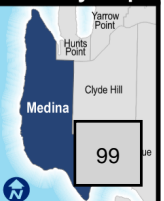
0 400 800 1,600 Feet

1" = 400'

Original plot size is 27"x40." 1"x400" scale is not accurate at smaller print sizes.



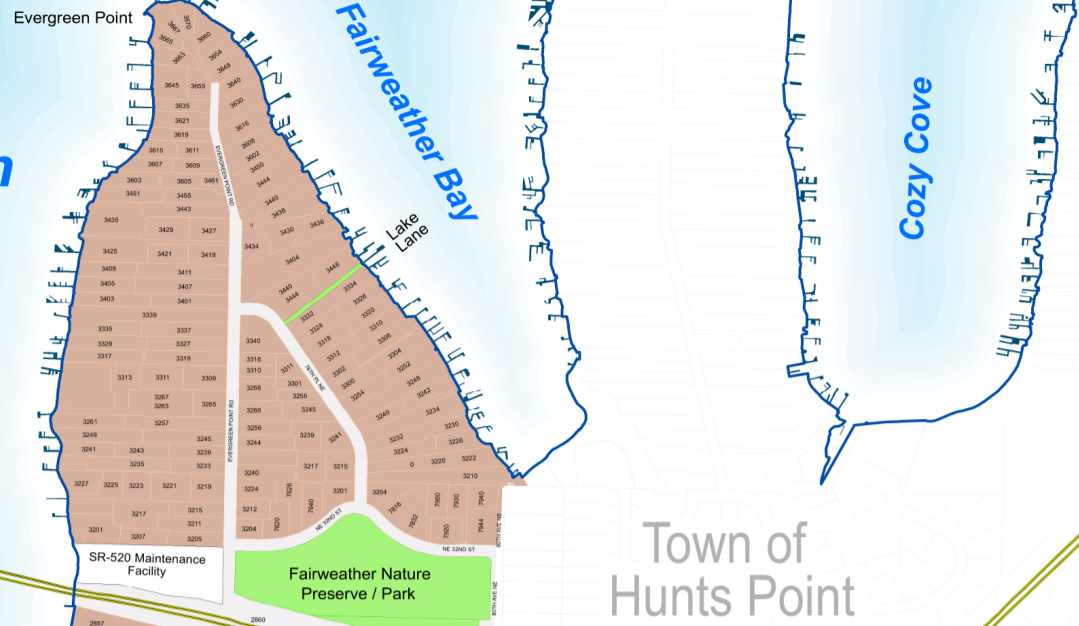
Vicinity Map



ATTACHMENT D

Town of Yarrow Point

Lake Washington



Town of Hunts Point

City of Clyde Hill

Legend

- Shoreline
 - State Route 520
 - Lake Washington
 - Docks
- | | |
|--|-----------------------|
| Official Zoning Districts | R-16 Breakdown |
| NA (Neighborhood Auto Servicing) | 16,001-16,999 |
| Public (Parks and Public Spaces) | 17,000-17,999 |
| R-16 (Single Family Residence) | 18,000-18,999 |
| R-20 (Single Family Residence) | 19,000-19,999 |
| R-30 (Single Family Residence) | 20,000-20,999 |
| SR-30 (Suburban Gardening Residential) | 30,000-greater |
- NCPD (Neighborhood Character Preservation District)
 - PLUD (Planned Landuse Development)

Locator Map



Lake Washington

Medina Beach Park
City Hall

Dabney Point

Viewpoint Park
Public Dock

Groat Point

City of Bellevue

Meydenbauer Bay



Address & Zoning Designations

This map was produced by the City of Medina GIS. It does not represent survey accurate data. No warranties, of any sort, including accuracy, fitness, or merchantability accompany this product.
Source: King County Open Data GIS

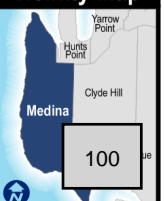
Official Zoning Map

- Ordinance No. 907
- Passed by City Council, 5.12.2014
- Amended by Ordinance No. 961
- Effective Date: 7.9.2018

0 400 800 1,600 Feet
1" = 400'
Original plot size is 27"x40." 1"x400" scale is not accurate at smaller print sizes.



Vicinity Map



Parcel Data - R-16 Lots greater than 16,000 sq. ft.

ATTACHMENT E

Parcel No.	Zoning	Sq. Ft.	House No.	Street
2525049084	R16	16,001	7844	NE 10TH ST
2525049271	R16	16,001	836	82ND AVE NE
5425700075	R16	16,001	2628	82ND AVE NE
5425700005	R16	16,002	2402	82ND AVE NE
2525049264	R16	16,002	7644	NE 8TH ST
2525049265	R16	16,002	7648	NE 8TH ST
3262300122	R16	16,002	2434	EVERGREEN POINT RD
2018700046	R16	16,004	8208	OVERLAKE DR
3025300186	R16	16,006	7675	NE 14TH ST
5425700045	R16	16,007	8265	NE 26TH ST
2525049120	R16	16,010	7851	NE 10TH ST
3262300605	R16	16,019	2459	78TH AVE NE
3262300120	R16	16,019	2432	EVERGREEN POINT RD
3262300745	R16	16,020	2603	78TH AVE NE
3262300125	R16	16,020	2410	EVERGREEN POINT RD
3262300123	R16	16,020	2420	EVERGREEN POINT RD
5425700170	R16	16,023	2415	82ND AVE NE
5424700136	R16	16,023		<i>Behind 8424 NE 6th ST</i>
3625049108	R16	16,034	7742	OVERLAKE DR
5425700025	R16	16,035	8255	NE 26TH ST
2540700166	R16	16,037	8606	NE 10TH ST
3262300750	R16	16,045	2601	78TH AVE NE
3262300015	R16	16,050	2710	EVERGREEN POINT RD
3262300005	R16	16,050	2790	EVERGREEN POINT RD
2525049125	R16	16,051	7650	NE 10TH ST
3625049096	R16	16,054	8215	NE 8TH ST
2540700255	R16	16,058	8424	NE 10TH ST
2540700165	R16	16,064	8604	NE 10TH ST
2525049233	R16	16,065	7815	NE 12TH ST
2525049235	R16	16,065	7821	NE 12TH ST
2525049088	R16	16,065	7827	NE 12TH ST
3738000090	R16	16,065	924	88TH AVE NE
5425700026	R16	16,071	8240	NE 25TH ST
3262301015	R16	16,071	2254	78TH AVE NE
5425700030	R16	16,074	8245	NE 26TH ST
3262300020	R16	16,074	2740	EVERGREEN POINT RD
3262300010	R16	16,074	2770	EVERGREEN POINT RD
2210500150	R16	16,078	8809	NE 10TH ST
2540700150	R16	16,080	8607	NE 12TH ST
2525049238	R16	16,082	7807	NE 12TH ST
4000500035	R16	16,083	7329	NE 18TH ST
3262300058	R16	16,085	2618	EVERGREEN POINT RD
3625049101	R16	16,087	8235	NE 8TH ST
3262300057	R16	16,087	2616	EVERGREEN POINT RD

ATTACHMENT E

2525049027	R16	16,091	7630	NE 10TH ST
3262300042	R16	16,093	2610	EVERGREEN POINT RD
3262300205	R16	16,104	2254	EVERGREEN POINT RD
2525049197	R16	16,116	7848	NE 10TH ST
3025300127	R16	16,126	7632	NE 12TH ST
3262300045	R16	16,152	2614	EVERGREEN POINT RD
2525049249	R16	16,154	7648	NE 10TH ST
3025300121	R16	16,164	7626	NE 12TH ST
2540700026	R16	16,200	8421	NE 12TH ST
5424700220	R16	16,200	443	86TH AVE NE
3025300129	R16	16,200	1312	EVERGREEN POINT RD
3625049059	R16	16,212	631	84TH AVE NE
3625049065	R16	16,215	7606	OVERLAKE DR
3625049063	R16	16,215	7702	OVERLAKE DR
2018700065	R16	16,218	601	84TH AVE NE
2525049199	R16	16,220	817	82ND AVE NE
3262300420	R16	16,236	2030	77TH AVE NE
3262300410	R16	16,236	2042	77TH AVE NE
3262300645	R16	16,238	7700	NE 24TH ST
3262300505	R16	16,238	7719	NE 24TH ST
3262300655	R16	16,238	7720	NE 24TH ST
3262300595	R16	16,238	7721	NE 24TH ST
3262300955	R16	16,238	7800	NE 24TH ST
3262300275	R16	16,238	2233	77TH AVE NE
3262300285	R16	16,238	2243	77TH AVE NE
3262300515	R16	16,238	2244	77TH AVE NE
3262300635	R16	16,238	2420	77TH AVE NE
3262300665	R16	16,238	2415	78TH AVE NE
3262300615	R16	16,238	2461	78TH AVE NE
3262300625	R16	16,238	2463	78TH AVE NE
3262301085	R16	16,238	2233	79TH AVE NE
3262301105	R16	16,238	2255	79TH AVE NE
3262300235	R16	16,238	2222	EVERGREEN POINT RD
3262300225	R16	16,238	2230	EVERGREEN POINT RD
3262300215	R16	16,238	2240	EVERGREEN POINT RD
3262300105	R16	16,239	2450	EVERGREEN POINT RD
3262300180	R16	16,239	2460	EVERGREEN POINT RD
3262300725	R16	16,240	2637	77TH AVE NE
3262300740	R16	16,240	2615	78TH AVE NE
3262300777	R16	16,240	2633	78TH AVE NE
3262301520	R16	16,240	2608	79TH AVE NE
3262301518	R16	16,240	2612	79TH AVE NE
3262301517	R16	16,240	2616	79TH AVE NE
3262301515	R16	16,240	2650	79TH AVE NE
3262300305	R16	16,287	2054	EVERGREEN POINT RD
3262300245	R16	16,289	2206	EVERGREEN POINT RD
3262300396	R16	16,303	7619	NE 22ND ST
2540700168	R16	16,306	8608	NE 10TH ST
2540700170	R16	16,334	8612	NE 10TH ST

ATTACHMENT E

5425700210	R16	16,355	2625	82ND AVE NE
3262301115	R16	16,362	2058	78TH AVE NE
3025300128	R16	16,368	1306	EVERGREEN POINT RD
3025300050	R16	16,375	7845	NE 14TH ST
3262301205	R16	16,378	2055	79TH AVE NE
3025300122	R16	16,392		<i>In front of 7626 NE 12th ST</i>
3262301025	R16	16,406	2240	78TH AVE NE
5426300050	R16	16,422	2402	80TH AVE NE
6447300185	R16	16,432	309	UPLAND RD
2540700257	R16	16,476	8428	NE 10TH ST
5425700215	R16	16,505	2635	82ND AVE NE
5425700051	R16	16,513	8240	NE 26TH ST
5424700080	R16	16,534	8650	NE 7TH ST
2525049087	R16	16,538	7805	NE 12TH ST
6447300265	R16	16,573	515	UPLAND RD
2018700030	R16	16,574	624	81ST AVE NE
2540700015	R16	16,586	1036	84TH AVE NE
5424700230	R16	16,621	8405	NE 7TH ST
2525049085	R16	16,641	838	EVERGREEN POINT RD
2210500228	R16	16,675	8660	NE 10TH ST
3262300155	R16	16,675	7620	NE 24TH ST
2210500201	R16	16,900	8670	NE 10TH ST
2525049166	R16	16,900	1051	80TH AVE NE
2525049261	R16	16,900	826	EVERGREEN POINT RD
2540700256	R16	16,934	8426	NE 10TH ST
5425700205	R16	16,953	2605	82ND AVE NE
5424700020	R16	16,962	8424	NE 7TH ST
3262300060	R16	16,963	2750	EVERGREEN POINT RD
5425700180	R16	16,990	2501	82ND AVE NE
3025300304	R16	17,005	1428	EVERGREEN POINT RD
2525049094	R16	17,010	7629	NE 12TH ST
626900051	R16	17,030	911	87TH AVE NE
5424700150	R16	17,036	607	86TH AVE NE
2525049226	R16	17,058	7831	NE 10TH ST
6447300100	R16	17,067	8467	MIDLAND
6447300320	R16	17,094	8715	MIDLAND
3625049100	R16	17,132	8245	NE 8TH ST
3025300271	R16	17,160	7630	NE 14TH ST
3835502230	R16	17,160	518	UPLAND RD
2525049248	R16	17,199	7642	NE 10TH ST
2525049241	R16	17,200	7800	NE 10TH ST
4000500025	R16	17,210	1810	73RD AVE NE
2525049026	R16	17,273	7802	NE 10TH ST
3999900055	R16	17,286	1634	RAMBLING LN
2525049115	R16	17,363	7834	NE 10TH ST
4000500040	R16	17,559	7319	NE 18TH ST
2525049031	R16	17,574	7728	NE 8TH ST
3625049070	R16	17,600	7739	NE 8TH ST
3999900110	R16	17,600	7409	RAMBLING LN

ATTACHMENT E

6447300130	R16	17,633	8411	MIDLAND
5424700215	R16	17,680	433	86TH AVE NE
2018700045	R16	17,701	8210	OVERLAKE DR
3025300250	R16	17,709	7664	NE 14TH ST
3835502544	R16	17,824	329	OVERLAKE DR
2525049242	R16	17,825	7801	NE 12TH ST
2210500016	R16	17,889	830	84TH AVE NE
2525049239	R16	17,902	8048	NE 8TH ST
2525049247	R16	17,904	850	80TH AVE NE
6447300225	R16	17,919	8404	MIDLAND
3025300126	R16	17,940	1302	EVERGREEN POINT RD
2540700027	R16	18,000	8425	NE 12TH ST
2525049102	R16	18,021	7812	NE 8TH ST
3625049069	R16	18,049	7720	OVERLAKE DR
2525049270	R16	18,069	7724	NE 8TH ST
2525049086	R16	18,115	8234	NE 8TH ST
2525049237	R16	18,118	7803	NE 12TH ST
6447300300	R16	18,126	8710	OVERLAKE DR
2540700075	R16	18,141	1034	84TH AVE NE
2525049126	R16	18,155	836	82ND AVE NE
2525049236	R16	18,186	7861	NE 10TH ST
2210500005	R16	18,300	8411	NE 10TH ST
2210500006	R16	18,300	842	84TH AVE NE
2525049081	R16	18,316	8040	NE 8TH ST
2525049127	R16	18,410	840	80TH AVE NE
2525049072	R16	18,430	8032	NE 8TH ST
5424700084	R16	18,434	8645	NE 7TH ST
2018700050	R16	18,498	8206	OVERLAKE DR
2540700110	R16	18,564	8627	LAKE WASHINGTON BLVD
5424700115	R16	18,569	8457	NE 7TH ST
3835502628	R16	18,580	8740	NE 2ND PL
5424700085	R16	18,590	8641	NE 7TH ST
3835502260	R16	18,615		<i>N of 442 87th Ave NE</i>
2525049113	R16	18,713	7715	NE 12TH ST
2525049165	R16	18,720	1034	EVERGREEN POINT RD
5424700250	R16	18,722	8401	NE 7TH ST
3625049068	R16	18,725	610	EVERGREEN POINT RD
3999900090	R16	18,732	1625	EVERGREEN POINT RD
3625049105	R16	18,831	7620	OVERLAKE DR
2525049205	R16	18,885	7887	NE 10TH ST
5425700230	R16	18,928	2639	82ND AVE NE
2525049128	R16	19,002	7655	NE 10TH ST
2210500012	R16	19,078	836	84TH AVE NE
6447300285	R16	19,120	425	86TH AVE NE
3625049113	R16	19,120	7736	OVERLAKE DR
2525049029	R16	19,197	848	EVERGREEN POINT RD
6447300325	R16	19,220	227	UPLAND RD
2525049130	R16	19,240	841	82ND AVE NE
2525049112	R16	19,247	7641	NE 12TH ST

ATTACHMENT E

6447300366	R16	19,250	101	OVERLAKE DR
2525049257	R16	19,329	7813	NE 10TH ST
2018700010	R16	19,337	8212	OVERLAKE DR
2018700015	R16	19,338	8216	OVERLAKE DR
3835502510	R16	19,430	8723	NE 4TH ST
2525049137	R16	19,434	7806	NE 10TH ST
2525049092	R16	19,602	7626	NE 10TH ST
3025300301	R16	19,652	1420	EVERGREEN POINT RD
2018700115	R16	19,695	8222	OVERLAKE DR
2210500007	R16	19,700	816	84TH AVE NE
2540700200	R16	19,800	8632	NE 10TH ST
2525049254	R16	19,816	7816	NE 8TH ST
3025300242	R16	19,827	7814	NE 14TH ST
3025300100	R16	19,844	7634	NE 12TH ST
3025300095	R16	19,844	7640	NE 12TH ST
3025300155	R16	19,845	7631	NE 14TH ST
3025300160	R16	19,848	7633	NE 14TH ST
3025300090	R16	19,850	7648	NE 12TH ST
3025300165	R16	19,850	7649	NE 14TH ST
3025300085	R16	19,852	7652	NE 12TH ST
3025300170	R16	19,852	7657	NE 14TH ST
3025300080	R16	19,854	7658	NE 12TH ST
3025300175	R16	19,854	7661	NE 14TH ST
3025300075	R16	19,855	7804	NE 12TH ST
3025300180	R16	19,855	7665	NE 14TH ST
3025300070	R16	19,857	7808	NE 12TH ST
3025300245	R16	19,857	7804	NE 14TH ST
3025300065	R16	19,859	7816	NE 12TH ST
3025300060	R16	19,862	7826	NE 12TH ST
3025300235	R16	19,862	7822	NE 14TH ST
3025300195	R16	19,862	7823	NE 14TH ST
3025300055	R16	19,864	7830	NE 12TH ST
3025300200	R16	19,864	7829	NE 14TH ST
3025300226	R16	19,865	7838	NE 14TH ST
3025300225	R16	19,865	7836	NE 14TH ST
3025300220	R16	19,868	7842	NE 14TH ST
5424700135	R16	19,879	8424	NE 6TH ST
3025300255	R16	19,897	7668	NE 14TH ST
3625049042	R16	19,897	7728	OVERLAKE DR
2525049110	R16	19,905	801	80TH AVE NE
3025300260	R16	20,020	7658	NE 14TH ST
2210500050	R16	20,049	8623	NE 10TH ST
3835502509	R16	20,150	8725	NE 4TH ST
3835502395	R16	20,190	438	UPLAND RD
2525049201	R16	20,280	1011	80TH AVE NE
2525049148	R16	20,412	7635	NE 12TH ST
3025300145	R16	20,412	7623	NE 14TH ST
2540700025	R16	20,430	8417	NE 12TH ST
3025300281	R16	20,457	1400	EVERGREEN POINT RD

ATTACHMENT E

3835501951	R16	20,532	707	OVERLAKE DR
3835502385	R16	20,700	442	87TH AVE NE
3262300540	R16	20,946	2216	77TH AVE NE
3835502680	R16	20,990	223	OVERLAKE DR
3999900085	R16	21,080	1633	EVERGREEN POINT RD
2525049255	R16	21,152	7846	NE 10TH ST
2525049250	R16	21,152	1081	80TH AVE NE
3625049085	R16	21,340	7749	NE 8TH ST
3835502165	R16	21,378	8659	NE 7TH ST
4000500095	R16	21,400	1617	73RD AVE NE
2018700276	R16	21,567	247	84TH AVE NE
2525049178	R16	21,587	854	EVERGREEN POINT RD
2540700280	R16	21,600	8430	NE 10TH ST
2018700060	R16	21,625	619	84TH AVE NE
2018700005	R16	21,625	625	84TH AVE NE
4000500075	R16	21,720	1651	73RD AVE NE
3025300265	R16	21,810	7660	NE 14TH ST
2525049057	R16	21,866	8050	NE 8TH ST
2540700085	R16	21,870	1032	84TH AVE NE
2525049040	R16	21,875	816	EVERGR Post Office
3025300106	R16	21,922	7620	NE 12TH ST
2525049269	R16	21,932	7833	NE 12TH ST
2525049256	R16	21,954	7808	NE 10TH ST
3738000050	R16	22,050	915	88TH AVE NE
3835502430	R16	22,240	414	87TH AVE NE
3835502720	R16	22,317	8826	NE 2ND PL
3025300270	R16	22,440	7632	NE 14TH ST
6447300135	R16	22,454	322	84TH AVE NE
2210500225	R16	22,525	8649	LAKE WASHINGTON BLVD
2525049098	R16	22,881	8024	NE 8TH ST
3835502250	R16	22,935	508	UPLAND RD
2525049119	R16	23,078	7899	NE 10TH ST
2210500010	R16	23,115	834	84TH AVE NE
3999900060	R16	23,248	1631	RAMBLING LN
2525049078	R16	23,262	7653	NE 10TH ST
2018700095	R16	23,384	8106	OVERLAKE DR
3025300185	R16	23,710	7677	NE 14TH ST
2525049043	R16	23,735	7627	NE 10TH ST
5424700015	R16	23,784	8400	NE 7TH ST
2525049159	R16	23,808	7841	NE 10TH ST
3625049014	R16	23,885	8115	NE 8TH ST
2525049056	R16	24,000	7621	NE 10TH ST
2540700100	R16	24,000	8615	NE 12TH ST
2525049028	R16	24,047	7600	NE 10TH ST
2525049032	R16	24,095	7811	NE 10TH ST
2525049023	R16	24,291	7831	NE 12TH ST
2210500226	R16	24,331	8650	NE 10TH ST
2525049117	R16	24,355	7657	NE 10TH ST
2018700026	R16	24,381	8120	OVERLAKE DR

ATTACHMENT E

2525049162	R16	24,501	853	83RD AVE NE
3835501955	R16	24,550	8658	NE 7TH ST
2525049144	R16	24,927	7720	NE 8TH ST
6447300270	R16	25,632	8400	NE 4TH ST
3835501952	R16	25,840	777	OVERLAKE DR
5424700240	R16	25,912	600	84TH AVE NE
2525049030	R16	25,912	7640	NE 8TH ST
2525049044	R16	26,255	1040	EVERGREEN POINT RD
3999900075	R16	26,540	1641	EVERGREEN POINT RD
4000500045	R16	26,775	1636	73RD AVE NE
5424700225	R16	26,794	8443	NE 6TH ST
6447300240	R16	26,946	439	UPLAND RD
2525049100	R16	27,357	7842	NE 8TH ST
6447300239	R16	27,822	435	UPLAND RD
3625049064	R16	28,000	7701	NE 8TH ST
3625049071	R16	28,112	7725	NE 8TH ST
2540700095	R16	28,800	8601	NE 12TH ST
2525049022	R16	29,080	7857	NE 12TH ST
5424700175	R16	29,251	8626	NE 6TH ST
2525049025	R16	29,369	7820	NE 10TH ST
2210500152	R16	30,510	851	LAKE WASHINGTON BLVD
2540700120	R16	30,694	8633	LAKE WASHINGTON BLVD
3835502406	R16	31,880	426	87TH AVE NE
2540700180	R16	32,400	8622	NE 10TH ST
3262300580	R16	32,485	2231	78TH AVE NE
3262300170	R16	32,692	2432	77TH AVE NE
3835502440	R16	35,640	402	UPLAND RD
6447300290	R16	36,537	423	86TH AVE NE
2525049151	R16	36,592	820	83RD AVE NE
626900090	R16	42,818	804	86TH AVE NE
3999900129	R16	52,707	1625	RAMBLING LN

ATTACHMENT F

Survey Monkey Responses

Monday September 9, 2019- Wednesday September 18, 2019

10 questions; 88 responses

Median time spent on the survey: 5m 21s

1. There has been a construction project on my street within the past three years. (87 answered; 1 skipped)

Yes: 93.10 % (81)

No: 5.75% (5)

Unsure: 1.15% (1)

2. The project was (check all that apply) (88 answered)

A tear down and rebuild: 77.27% (68)

An addition to the existing house: 26.14% (23)

Other: 17.05% (15)

I don't know what they were doing: 10.23% (9)

I have not had construction on my street within the past three years: 5.68% (5)

3. New development in my neighborhood (87 answered; 1 skipped)

Is too large compared to the surrounding houses:

Absolutely disagree: 10.59% (9)

Disagree: 23.53% (20)

I haven't noticed: 17.65% (15)

Agree: 23.53% (20)

Absolutely agree: 24.71% (21)

Has removed too many trees:

Absolutely disagree: 11.76% (10)

Disagree: 27.06% (23)

I haven't noticed: 21.18% (18)

Agree: 20% (17)

Absolutely agree: 20% (17)

Looks too close to the street

Absolutely disagree: 12.05% (10)

Disagree: 31.33% (26)

I haven't noticed: 24.10% (20)

Agree: 16.87% (14)

ATTACHMENT F

Absolutely agree: 15.66% (13)

4. If I could change one thing about my neighborhood it would be (79 answered; 9 skipped)
- We live on BUSY NE 24th St. It's like living directly on a freeway on Mon. thru Fri. Apparently, it is also designated to be a "truck route." Please enforce speeders, and also huge concern about crosswalk by Indian Trail. With new families moving on our street: I worry that a child/biker/walker will get hit by a car. Need slightly raised, cobblestone-type crosswalk going across NE 24th by Indian Trail to SLOW DOWN traffic. Also: please consider routing trucks, commercial vehicles to use NEAREST thru street vs. directing every single truck all the way down Evergreen Point to reach NE 24th. Not a good and equitable situation. Thanks.
 - Cut through traffic on 78th to BCS and speeding on same. Enforce property owner maintenance of right of way e.g. 24th and 78th
 - Rules and specifications bring created and enforced for neighbors who plant trees that grow above the hedge or house height, thereby impacting the view (and value) if others property.
 - Maintain lot level of new construction to that of adjacent property. Excavation/leveling to accommodate "basement" garage and 3-story dwelling results in gradual subsidence of adjacent property with resultant cracks, shifts in closures in that building and sliding landscape.
 - Preserve more older homes. If building new, increase setbacks and reduce amount of allowable impermeable surfaces, and limit excavation that may affect adjacent properties and trees.
 - More stringent quiet hours like 7:30. We have cement trucks outside our house with the cement twirling at 6:45AM. The projects are lasting way too long to whit - the 4 year Whitten project - still on-going!
 - An enforced ordinance that would restrict living fences to a respectable height.
 - Less construction on the streets themselves.
 - Reduce the amount of tourist traffic looking for Bill Gates' house.
 - besides trees mentioned above, speeds on our street
 - More programs like block watch or programs to encourage neighbors to get together and know one another.
 - Street traffic has become even faster after the city put in a sidewalk to make it "safer". Drivers see it as a major street now because of the sidewalk and speed.
 - Construction truck traffic and idling
 - Under grounding utility poles.
 - underground wiring
 - Different system for the bikers crossing the path over the 520 lid. There have been SO many close calls w/bikers & cars.
 - Fewer empty investment homes owned by people living abroad.
 - That it would be quieter. Construction trucks go by repeatedly and leaf blowers start up at 7 am. This used to be a quiet place -- no longer.
 - Not go bankrupt
 - Nothing comes to mind
 - Noise level is too high

ATTACHMENT F

- We would have a central gathering place to get to know one another
- Less restrictive tree rules
- Cant say it but I would like to see some of the new owners take better care of their property
- Safer place to walk than in the street
- Add a traffic calming, speed reduction measure where the Indian Trail crosses NE 24th St. Vehicles race through that location at excessive speeds day and night, especially large dump trucks, endangering children and pets. A highly visible speed hump is needed at that dangerous crossing to keep both workers and speed enthusiasts closer to the 25 mph limit.
- Requiring that homes be owner occupied, or taxed as investments.
- Less out of area traffic speeding through. Residents also need to control their speed. Too much traffic pushed onto Evergreen Point Road, like bicycle and school traffic.
- Burying power lines and being able to cut down trees
- Take away the Arbor designation and allow for small parcel size.
- Eliminate the building of houses too big for their lots, and total elimination of cube-style houses.
- Have the police wave back to me more often!
- Less development by BDR
- I love my neighborhood
- Keep most of the significant trees. Force construction workers to be more respectful of existing residents
- Make all the sidewalks ADA compliant and keep the vegetation overgrowth trimmed back
- Less stucco
- No change
- empty lot with little landscaping and maintenance across my driveway
- Eliminate gas powered blowers
- More consistency on houses. 86th Avenue NE needs paving
- Nothing
- Driving too fast on residential streets
- I suppose bury the utilities, but I really do not like the 2 houses that are being built on 14th right up to the front of the property line--we came back from San Jose CA and we don't want this lovely place to become that. I'm surprised those were approved
- I can't pick one, I will offer two: 1. That unoccupied homes are expected to maintain a level of upkeep. They look unoccupied which detracts from the pride of ownership the rest of us strive for and 2. That owners of homes adjacent to walking paths/sidewalks maintain their foliage so as to keep our sidewalks clear.
- Get electricity under ground
- Quicker redevelopment of lower end homes, falling into disrepair.
- Fewer absentee owners
- The new construction on 16th and EPR is disturbing to look at
- Keep neighborhoods the same by strictly enforcing lot size and set back requirements
- don't build so close to the lake
- forbid parking on street ; no black top parking lane for individual lots.
- Have city now parking strips or make owners do it.
- sidewalk improvement

ATTACHMENT F

- City involved in inspection if complied with set backs according to deeds pertaining to lots and sufficient turnarounds provided and speeds on private road determined. No sign offs until complied with.
- Would like to fewer tall growing trees be contained in new plantings
- No overhead wires
- When new power, sewer (storm) and gas line construction occur we need to know in advance what damage is expected to occur to our property and quicker restoration work to be done.
- Stop cut through speeding dangerous traffic on our streets
- better management of bikers on the streets and crossing Evergreen Point at 520 -- DANGEROUS. Someone is going to get hurt.
- Stop these big boxes from being developed and maintain some of the original design and integrity of existing homes.
- We would a neighborhood again. Too many buyers are buying up the homes and are either vacant or used for renters. The lawns are not cared for and so many vacant lifeless homes create and an empty lost neighborhood that once was full of life, community and pride.
- Get power and telecom utility cables below ground
- Prohibiting tour buses, lots remain as one lot, not subdivided, houses cannot be built to the perimeter, there should be some yard to allow for privacy.
- (1) Barrier for bikers barreling across Evergreen Point Road on the 520 Trail. I have had discussions with City officials about this issue and understand the liability concerns, but hope that a solution can be found before a biker IS KILLED OR SERIOUSLY INJURED THERE! The fact that the City will (presumably) not be liable when that happens will be of little solace to the family of the biker and to the driver who hit him or her. (2) SIDEWALKS and better lighting on Evergreen Point Road north of the 520 lid.
- Stop the hideous McMansion incursion. This isn't California.
- The number of trees required on small, 8000 sq ft lots. We need more flexibility to remove very old, sick trees.
- Sidewalks. There are 20 kids on my street there aren't enough and the ones that e it's are in poor repair. Better street lights to deter car prowls and break ins. People's hedges are impacting the right of way on sidewalks. People parking on 28th to go to the park and ride because there aren't enough stalls.
- Foreign nationals have taken over who have no connection to area and don't take care of homes. Turning them into rentals to have an address
- Tree regulations on private property.
- Stop the building of monster-size houses!
- Limited noise problem relate to construction
- Smaller houses and more green!!!
- Can't think of anything off hand.
- Trim more trees. The past couple years have not been as bad, but prior to that power would get interrupted at least twice each year due to limbs/trees falling on power lines. The tree regulations are totally unrealistic and overwhelm the reasonable removal/trimming of trees.
- Add sidewalk to Overlake drive east. Very dangerous walking on the street.
- Big box stucco

ATTACHMENT F

- No parking for construction vehicles. Neighbors keep up their landscaping!!!!
- I would bury the power lines

5. I want to build a new addition to my home or redevelop my lot within the next three years (88 answered)

Yes: 12.5% (11)

No: 76.14% (67)

Maybe: 11.36% (10)

6. How important are the following to you? (88 answered)

The privacy I have on my lot:

I never think about this: 1.14% (1)

Not so important: 1.14% (1)

Somewhat important: 7.95% (7)

Very important: 38.64% (34)

Extremely important: 51.14% (45)

The trees in my neighborhood:

I never think about this: 2.27% (2)

Not so important: 14.77% (13)

Somewhat important: 26.14% (23)

Very important: 29.55% (26)

Extremely important: 27.27% (24)

The mix of architectural styles being used in my neighborhood:

I never think about this: 10.23% (9)

Not so important: 17.05% (15)

Somewhat important: 31.82% (28)

Very important: 30.68% (27)

Extremely important: 10.23% (9)

To not be disturbed by outside noise:

I never think about this: 0% (0)

Not so important: 3.41% (3)

Somewhat important: 21.59% (19)

Very important: 40.91% (36)

Extremely important: 34.09% (30)

To not have a lot of non-resident traffic driving up and down my street:

I never think about this: 1.14% (1)

Not so important: 4.55% (4)

Somewhat important: 17.05% (15)

Very important: 40.91% (36)

ATTACHMENT F

Extremely important: 36.36% (32)

7. I want my neighborhood to: (73 answered; 13 skipped)

- drivers be considerate of speed limit on my street NE 24th. Be kept tidy. Continue to use street sweeper truck service - much appreciated.
- not suffer the blight of absentee owner/landlords/tenants who do not maintain their properties/ right of way,etc.
- Enforce landscaping limits on badges and trees that exceed the house height limit and impact the overall view of each property.
- be comfortable, walkable, friendly, quiet, green, mature trees, low traffic, well-maintained by owners, not over-developed.
- be quiet, walkable and friendly with limited development.
- Limit the number of vacant homes by imposing a tax on unoccupied homes much like Vancouver, BC did.
- Not have so many vacant homes. This takes away from the community spirit. These homes should be taxed.
- Get to know each other better...
- Have enough vegetation to feel lush and cozy, be safe, friendly, neighbors that care about each other and the environment, have reduced noise from the 520 bridge expansion grates.
- be more kept up-----we need to have everyone be proud of how their lot looks in Medina
- well patrolled, safe, quiet, traditional ambiance
- Be a quiet place and neighborly place to live
- Feel more rural.
- Not to look like a place where its wall to wall houses. Set backs could be greater. Light pollution should be limited. Medina is not a cosmo city, its a small town and should not look like Bellevue.
- Have nicely maintained houses, lots of greenery (ideally native plants), and limited noise pollution.
- Be safe
- Be safe
- Reaquire the quaint character it had when I first moved here 25 years ago.
- Be calm and quiet
- Not remind me of the 520 expansion joints every time I go outside
- Be respectful
- Have stricter ordinances and enforcement of noise restrictions
- Know each other. Have community opportunities for families that are simple. Medina Days is too crazy and complex. Simple get together at the school, the PO parking lot (we own it, right?) the beach. The parks?
- be a home to people who live here and care about the community
- Be safe for people and pets and provide a habitat for wildlife including eagles and other birds.
- Be safe. That includes moderating traffic flow, minimizing criminal activity, and educating Three-Points elementary parents that talking on their handheld cell phones while speeding to their

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coffee dates is not acceptable behavior. Also, workers need to get speeding warnings and citations until word gets out that it is too costly to speed in Medina. (Works for Clyde Hill.)

- be an owner occupied and engaged community.
- Evaluate the size (very large) of homes put on very small lots.
- Be secure, be reasonable about construction, be safe, have maintained roads and sidewalks, and bury overhead power.
- Flourish and generate enough revenue to grow.
- remain shady, private, quiet -- Medina.
- Be safe
- Be family friendly
- Can't think of anything
- Feel like a neighborhood where people walk, children play that maintains, doesn't increase, the density and therefore doesn't elevate traffic, traffic noise or reduce trees and green spaces.
- Be dynamic, accommodate a variety of residents, prioritize pedestrians, prioritize tree canopy
- Be safe
- Dance
- To be well kept
- Enforce tree code
- Be quieter
- Duplicate top Medina style and presence . No larger than 80% of largest home in neighborhood
- Remain the same
- Be a refuge from the busyness of Bellevue and Seattle. I want us to be very thoughtful about the type of development that is occurring. The spec homes are really obvious (and generally ugly) and not well landscaped.
- To reflect pride of ownership, be a safe place for my children to explore with autonomy and have a sense of community amongst our neighbors.
- Stay quiet and peaceful
- Always be a place where all feel welcome.
- Stay safe and beautiful – watch public areas.
- Maintain our neighborhood friends by looking out for each other, which we do
- discourage bicycle groups from entering medina streets after crossing from 520 bridge
- Take care of their property
- Be safe
- have enjoyable, pleasant neighbors and mutual respect for each other.
- Safe
- to be as quiet as possible and to control parking on residential streets.
- Enforce speed limits
- To be quaint, charming and diverse. I love trees, but our house is very dark as a result. I don't propose cutting every tree down but it would make a tremendous difference for us if we had a little more flexibility without the exorbitant costs.
- Have laws in place for building style, preserving trees and privacy and furthermore put laws in place that deter less foreign buyers looking to just have a vacant house or use it as a vrbo or air b & b. I am supportive of foreign buyers looking to buy to actually live in the house and support

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and become part of the neighborhood. To us, Medina is experiencing what Vancouver went through. Foreign buyers looking to park money and lots of vacant homes. We need laws in place to detract this.

- Quiet and peaceful
- Not sell to foreign investors and/or have an empty house.
- Be safe. Be green. Be friendly.
- Retain its charm. Having (especially) Asians come into the neighborhood, tear out all flora, and replace it with concrete is not the way Medina should be developing.
- Safe, pretty, "lived-in".
- Be a community that is easy for everyone on my street to be able to be safely out and engaged.
- safe from crime
- Be quiet, pretty, and safe with lots of trees.
- Retain the privacy that we used to enjoy. There are a lot of "weekend" cyclists traveling via 520 to our neighborhood and I did see a lot more garbages than before (though they may not associate, to be fair).
- Green/ friendly/ private
- remain quite and non intrusive (although we hear 520, it's not an issue).
- Modernize while retaining its classic charm and quiet seclusion. I also want my neighborhood to recognize that sometimes it is necessary to remove trees - especially those that have died due to disease, without incurring penalties or fines for having to remove what nature already removed!!
- Improve landscaping along the street.
- feel like a community
- Be beautiful and inviting

8. How happy are you living in your neighborhood? (86 answered; 2 skipped)

Not at all happy: 1.16% (1)
 It's okay: 3.49% (3)
 Somewhat happy: 9.3% (8)
Happy: 48.84% (42)
 Extremely happy: 37.21% (32)

9. Is there anything else you'd like to share? (59 answered; 27 skipped)

- Please refer to above comments made. My top concerns: speeders on NE 24th St., NE 24th St being designated as main truck route in-and-out of Medina (I've followed trucks coming all the way down Evergreen Pt. to reach NE 24th for in-and-out - rather ridiculous when they could easily use NE 12th, raised crosswalk desperately needed on NE 24th St. by Indian Trail (Bridle Trails main street put in perfect ones on 130th Ave NE (just north of NE 24th St. in the Cherry

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Crest Neighborhood). Really reduced speed of cars & made drivers aware of crosswalk. Can you confirm re. budget concerns for Medina: does MERIT PAY exist for city employees?

- The increase in bike traffic and pedestrians along Overlake Drive East. Many walk/ride on water side and have no reflective gear or lights. As we enter winter darkness, I'm concerned about visibility to cars. Additionally, having bikes obey Stop signs and other "Rules of the Road". They are making dangerous decisions.
- Hope the City of Medina will not lose remaining hints of its once rural character, including undeveloped areas, big trees, birds and blackberry vines.
- Medina Park would be enhanced with a boardwalk. The bocce ball court needs to be maintained with the proper surface. People are speeding on Overlake Construction workers make noise before their hours. Project go on for too long.
- No
- Revise Code so that Alternative Setbacks Rule should apply to a "lot at terminal end of a street or that adjoins a private lane" and "consider the orientation of the other homes on the street" . There are only a few homes that fall into this category and the current setback rule unfairly restricts such lots.
- the city needs to do a better job of helping construction projects up front to make it easier to build in Medina. Our city tends to wait until the end to see if they can catch anything instead of being a help at the start.
- No
- No
- Everyone doing work must understand Medina's noise code.
- The survey is not very conclusive to those of us that live on a busy street and may not be living in what is defined as a typical neighbor hood, although we have similar issues. Medina is small enough that the survey should not be isolating questions to neighbor hoods per say. Perhaps defining the neighborhoods in sections like they do for Medina Days.
- It would be great to limit or even ban gas-powered blowers and mowers in Medina. Gardeners here should move to electric.
- Our neighbors subdivided their lot, squeezing a very large house into the newly divided property. The owners now are trying to tear down the original old home and build another large house. There have been all kinds of problems now with our easement getting down to our home, costing us thousands of dollars in legal fees. There is nothing neighborly about this, they are out of country owners, here to sell and make money.
- more control of construction worker parking
- No
- Medina is a wonderful place to live. Let's keep it that way!
- Fix the surveillance cameras at entrances to Medina. My car was stolen during a burglary of my house and there was no video of either the theft or the high speed police chase (24th & 84th) the following night.
- Limit the overnight parking of commercial vehicles
- Excessive noise levels is making the neighborhood less desirable
- Dang those airplanes are noisy. When it's our turn, it starts at 6am. No sleeping through that .
- No

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- Many people drive too fast on our streets and it's dangerous for pedestrians. This is true of residents and non residents.
- An attractive, gentle brick speed hump or two along NE 24th would slow traffic without having to use police time and manpower. Also, there is no reason for construction trucks from areas south of NE 16th St go north on to EPR to NE 24th to reach 84th Ave NE; they should use NE 12th St., which is largely a non-residential street, instead of the primarily residential NE 24th St. Finally, the Indian Trail south of NE 24th St needs to be less of a cow pasture and have some shrubbery adjacent to the path.
- There should be regulations to ensure that yards are appropriately maintained.
- Medina local government needs to advocate for Medina residents more strenuously when it comes to traffic, bicycles, aircraft fly overs and rental properties that don't keep up the property.
- It is too expensive to cut down eyesore and unhealthy trees. It is ridiculous to keep planting replacements in the park. I am also sick of the grossness of medina Park as a dog bathroom for all of downtown and west Bellevue. It is unsanitary and reeks after a rain. Pet owners from outside do not adhere to the rules. Off leash is a hazard for those that do not know how train their pets. It used to be a good picnic park but no longer. Just a dog walking, pet training ground for too many hired walkers. In Medina Park, The fitness stops are dilapidated. Other than that. Love our Police officers. The maintenance crew and our community.
- Thank you for asking these extremely important questions. Even those who don't really care about maintaining the quality of Medina should care about the erosion of their property values as the nature of our town is allowed to be "harvested" by rapacious development.
- I appreciate sidewalks being maintained!
- The past height and other restrictions added unnecessary costs which was wasteful!
- Not sure 8 registered. I love my neighborhood
- I worry that many houses are not regularly occupied by owner. I believe this can have a negative impact on the neighborhood in reducing the vibrancy of the neighborhood and may impact neighborhood safety.
- We are too car centric
- No
- How can neighbors take trees down illegally and not replace like trees?
- Eliminate planted trees that block our water view.
- Need better build rules we were treated unfairly but builders seem to do whatever they want.
- Keep construction parking away from house e.g. 100 yards or more.
- No
- Thanks for looking into this. We need to do a better job of making sure the homes being built are not overbuilt for their lots and are not just a bunch of boxes with some ornamentation stuck on. And they MUST replace the trees they take out!
- Thank you City Management, Staff and Elected Officials for all your efforts in making Medina a great place to live.
- No
-]
- we need safe walking lanes rather than walking in streets

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- Trimming a hedge by the city down to the dead stump is ridiculous after allowing resident to ignor it for years.
- comply with city codes and building restrictions being adhered to, Ordinances on the books followed up on. Trash cans remaining on street year after year as an example.
- In my neighborhood a new mega home was required to put in new utility lines and we were promised little damage would result because of underground lateral drilling and now open ditching. that occurred with the gas lines and the new technology was great, however they came right after and upgraded the storm sewer lines and they left a great deal of damage with open trenching. There was no notice that this was to occur, they just arrived and started one morning.
- Make streets safer
- We also need to enforce people taking care of their property. We have a home on our street that has 5 ft weeds growing in all sides.. and people are living there!
- I would like to keep Amazon and Microsoft commuter buses out of our neighborhoods and stick to their office routes in the city.
- Our building code is very restrictive and very convoluted. We recently completed a major remodeling project, and were dismayed to find at least one architect and one contractor who refused to work on our home because of their previous experience (or possibly rumors about others' experience) dealing with the Medina City Code.
- Medina is a great place. Let's not turn it into the worst parts of Redmond.
- Way too many houses are unoccupied. The condition of the houses and lots are deteriorating. Fences are falling down, grass is un-mowed, etc. Rental houses are allowed to literally be unmaintained.
- I like my street and know that there is a lot of development happening. But I don't view new house construction as a problem. Do I like every style of architecture? No. Do I want the city telling me what kind of house I can build? No, as a property owner I want to be able to build a house that I find pleasing and meets my needs. If the city intends to begin down the road of CCRs then I will vote to remove everyone of you.
- Medina needs to really take a look at the new houses people want to build and make sure they fit with the neighborhood. Also, we're losing more and more trees - Medina needs to fix this, as well.
- We lost the quietness and the small town feel. Lots of new houses of mega size, consider leaving
- the tree ordinance is too restrictive. New development needs to take into account neighboring properties and not be obtrusive.
- TREE REGULATIONS ARE WRITTEN POORLY AND ENFORCED EVEN MORE POORLY! We have had several paper birches die due to an invasive pest, yet we are on the hook for replacement of these trees. If nature kills the trees, I shouldn't have to replace them. It's insane
- Clear the blackberries and uncontrolled vegetation along the streets
- No

10. Tell us about you (77 answered; 8 skipped; 2 incomplete answers; 1 outside Medina)

- 7719 NE 24th St. 98039
- 78th

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- 8461 Ridge Road
- 851 80th Ave NE
- 851 80th Ave NE
- 8338 Overlake Drive West
- Overlake Drive West
- 1617 73rd Ave NE
- 10th Street
- Evergreen Point Road
- 7806 NE 10th St
- 80th Ave NE
- 8633 Lake Washington Blvd NE
- 82nd Ave NE
- 7660 NE 14th Street
- Evergreen Point Road
- NE 10th St
- 32nd St
- 1081 80th Ave NE
- 1791 Evergreen Point Road
- 79th
- Overlake Drive
- 847 83rd Ave NE
- 840 80th Ave NE
- 3640 Evergreen Point Road
- 7719 NE 24th Street
- Midland Road
- Evergreen Point Road
- 82nd Ave NE
- 647 Evergreen Point Road
- 2025 77th Ave NE
- 7657 NE 10th St
- PO Box
- NE 8th Street
- Evergreen Point Road
- 9906 Lake Washington Blvd NE
- 88th Ave NE
- 1848 77th Ave NE
- 8401 NE 7th St
- 8832 Overlake Drive W
- 522 86th Ave NE
- Lake Washington Blvd NE
- 10th Street
- 7915 NE 22nd Street
- 7632 NE 14th Street

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- Evergreen Point Road
- 816 84th Ave
- 2461 78th Ave NE
- 2025 77th Ave NE
- 7721 NE 24th Street
- 2602 78th Ave NE
- 2415 78th Ave NE
- Evergreen Point Road
- 3302 78th PL NE
- Overlake Drive
- 77th Ave NE
- Groat Point
- 7821 NE 28th ST
- NE 12th ST
- Evergreen Point Road
- 77th Ave NE
- 79th Ave NE
- Rambling Lane
- NE 8th St
- 3401 Evergreen Point Road
- 78th Ave NE
- 2433 78th Ave NE
- Medina
- Evergreen Point Road
- NE 14th St
- 82nd St
- 1081 80th Ave NE
- NE 28th
- Overlake Drive East
- 77th Ave NE
- Midland Road
- Hunts Point Road
- Lake Washington Blvd

ATTACHMENT G

**High Quality Residential Character in Medina
Survey Monkey Responses**

Friday, June 26, 2020 – Monday, July 20, 2020

10 questions; 63 responses

Median time spent: 10m 30s

1. One of the goals of Medina’s Comprehensive Plan is to maintain the high-quality residential setting and character.
 - a. What does high-quality residential character look like to you? (51 answered; 12 skipped)
 - It’s a personal choice
 - Excellent architectural design, well proportioned on the lot (not overpowering), beautiful landscaping, affords privacy from neighbors
 - No trash in the streets, some street lighting
 - Allowing people to build according to their needs
 - Privacy, lack of density, architectural consistency
 - Friendly
 - A neighborhood that differentiates itself from other neighborhoods in the surrounding area through thoughtful and careful planning
 - Some parks and unbuilt areas, houses that have a reasonable relationship to their lots. Nice gardens around houses, not all concrete
 - House size reasonable for lot, decent amount of vegetation and trees, reasonable house height
 - Homes in a variety of architectural styles, greenery that camouflages house from street and neighborhood, setback adequate from the street
 - It certainly doesn’t look like the mess the city does around hacking down local trees and bushes
 - It looks like an area where one house does not impose on its neighboring house
 - Homes with unique architecture instead of cookie cutter designs
 - Tree lined streets, underground wiring, spacious lots
 - Traffic taming. Low fence height in front yard, the houses on Evergreen Point Road diminish the quality of our residential character
 - I think this is too subjective a term to truly try to describe. This is arbitrary and too open to personal taste and opinion. What I may feel is not what another feels. This is based on feelings and is not quantifiable
 - Less density, trees, sidewalks, neighborhood feel
 - Aesthetically pleasing and not cookie cutter, big boxes
 - Tidy yards and streets, sidewalks, diversity of high quality architecture
 - Family homes, not estates, with preservation of trees
 - No utility poles, lots of trees, plantings on street side of sidewalks on busy street
 - An interesting diverse mixture of architectural design that is high quality both in design and construction and it not allow to impact existing neighboring properties
 - Walkways throughout the neighborhood with street lights and well manicured yards. It would be favorable to have walkways that carry through all the streets in our small town

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- Plenty of mature trees, space between houses, and GOOD architecture that is appropriate to a residential setting
- Houses proportional to a lot with unique architectural features and nice landscaping
- Well-balanced structure and green space/landscaped area
- Fewer homes over 5000, less stucco
- Cohesive neighborhoods of well spaced, well maintained properties
- Space between well-designed homes
- Property maintained
- Aesthetically pleasing homes that don't look like a giant box plopped on a piece of land all the way up to the setbacks
- Well maintained, architecturally diverse, without massive walls and/or overgrown trees and shrubs
- To be consistent with the overall landscape of Medina as well as surrounding architecture
- Mixed but timeless architecture, well-maintained, proportional – doesn't eat up the entire lot
- Graceful homes, property sized for the building lot, and well maintained quality landscaping
- Home size proportional to lot size. Adequate set back with required landscaping. No Street Parking Strips. Paved sidewalks with trees street side
- Green belt appearance with clean lighted streets
- Custom homes
- Lush, expansive, nature-filled green space that brings nature and everything that makes the location special to the forefront
- 1) No massive homes that can home 4 different "but related" families. Or a single family with 20 members. High quality, fit is with other homes nearby. Example, most homes are "close to" English Tudor and someone wants a large white box
- The setting in which the house sits is spacious, lush with mature plantings, natural fencing or upscale fencing
- Nice homes and yards, spacious lots, well maintained public spaces (roads, sidewalks, parks, etc.)
- Well maintained homes and gardens
- Maintained yards including the publicly owned right of ways, diversity in architectural styles, well-maintained buildings, off street parking, preferably garaged vehicles, trees. Would be wonderful to have underground utilities throughout, excellent street appeal, sidewalks throughout
- Well kept roads, public areas, removal of litter, removal of dead trees, and mutual respect of neighbors in community
- Unique design without building to property lines. Allow for ample vegetation surrounding house and privacy
- Old growth trees, attractive, older structures
- Mixture of looks
- Like the home has been there for a long time

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- Retain character from destroying it by too big of homes on stripped lots
 - Size appropriate for the lot, well designed in a single characteristic (i.e. Dutch colonial, Craftsman, etc.) well maintain and “lived in” appearance
- b. Is there an area of the city (house, street, block, neighborhood) you think exemplifies this character? (41 answered; 22 skipped)
- Houses on the golf course have a good mix of architecture
 - Many individual houses; I’d have to make a tour to identify a block or neighborhood
 - Laurelhurst area of Seattle, Eastside (Manhattan, NYC)
 - Vancouver, BC (Marpole, Shaughnessy, West End neighborhoods)
 - Absolutely sure
 - Evergreen Point
 - Those where houses have been for many years, very few newer houses that tend to be too large
 - Most of Medina fits this character. The area East of Evergreen Point Road and West of the golf course generally fits this
 - 77th between 16th and 22nd Ave
 - Overlake Drive and 81st Ave. corner are used to look so pretty until the city hacked away all the rosebushes
 - Most of Medina has character but recently BDR homes is building cookie cutter homes which is a bad development
 - With the exception of underground wiring...this characterizes most of the city
 - NE 10th between Evergreen and 80th
 - Again, if I were to say what I like that is not something that can be defined by a code
 - 10th St
 - NE 10th
 - Overlake Drive, Evergreen Point Road
 - 12th Street. A mix of homes, not just estates
 - Medina heights, parts of Evergreen Point Road where plantings between sidewalk and street
 - 77th Ave NE has a fairly diverse architectural style at this point. IT appears that many trees were removed a long time ago and landscaping isn’t as natural as other areas
 - North of the Golf Club, East of Evergreen Pt. Rd. and Medina Heights
 - Medina Heights
 - Some parts of Medina Heights, Overlake
 - 77th
 - 77th
 - Various areas
 - I think 77th Ave bordering the gold course (mostly) and parts of Medina Heights
 - NE 2nd Place
 - 77th Ave
 - Medina Heights, NE 2nd PL, 77t (exception: the big new white house on the west side of the street, which is out of scale to the rest of the street)

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- Medina Heights
 - Much of Evergreen Point Road, Medina Park circumference
 - 88th Street
 - Yes, east side of Evergreen Rd. between 12th and entrance to Overlake G&CC
 - Medina Heights
 - 78th Place NE
 - 77th Ave NE between 16th St. & 22nd St. There are probably a number of others
 - Medina park and most streets
 - I love Medina Heights for this – there are plenty of trees, beautiful homes, and walkability with smaller street and a cozy feel
 - Homes that are not in direct view don't count but there are too many LARGE mega homes taking up entire lot
 - The Heights
- c. How do you think this character can be maintained? (46 answered; 17 skipped)
- Up to the property owners to maintain
 - Some street lights on major streets
 - Eliminate zoning and building code except for that related to safety and quality of construction
 - Disallow box shapes
 - Keeping our mayor and all the officers staying with us continually
 - As a city, we need to limit developers ability to tear down older homes and replace them with gargantuan houses that have no yard and are stacked on top of one another. We are losing our neighborhoods charm and character
 - Allowing less lot coverage, requiring more greens, less impervious surfaces
 - Keep the houses proportional to the lots, restrict height
 - Restrict size of houses, regulate tree removal for construction, regulate setback and height
 - Do not hire seasonal workers who don't know their job
 - Reasonable setbacks
 - Encouraging unique architecture. Not allowing lots to be subdivided
 - Zoning, strict tree preservation/restoration codes and set-back codes based on timely, updated county-performed property surveys
 - Zone low fence height front yard
 - If you are talking about CCR's that is a non-started
 - Strict enforcement of setbacks and zoning, design review process for new home builds
 - Smaller houses, more varied architecture
 - Encouraging maintenance of front yards
 - Lower property taxes, special tax on people who are not citizens, maximum square footage
 - Undergrounding the utility poles
 - Depends on new regulation and enforcement
 - Strengthen the tree protection requirements, and require proportional coverage of lots

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- Nope
 - Clear building code and limits on size, height and design
 - Guidelines as well as mandates with penalties not limited to financial
 - Stricter building codes and maintenance requirements
 - More flexible rules, with more focus on goals
 - Owners maintain
 - Set restrictions on building size proportionate to lot size; maintain a % of trees on lot outside of house footprint (if there are any)
 - Architectural review of building plans; tree and shrub height and breadth restrictions
 - New buildings should consider the “look” of the neighborhood not only the “unique” features of the house they are going to build
 - Block-by-block neighbor input in advance of planning/building
 - So far – so good...
 - Neighborhood surveillance volunteer groups and fines for those who leave garbage dumpsters beyond collection days and substantial fines for street parking especially present on 78th Ave NE between 24th and 28th Street
 - House setbacks maintained
 - Minimum lot size (no further subdividing)
 - By not building mega-mansions that destroy the view and clear out nature
 - Have a citizen architect review board like a very many communities do
 - Increase setback regulations
 - Pride in possession
 - Owner maintenance and attention to remodels and new construction, continue with current zoning code for SF residential
 - I think Medina can do a better job picking up litter, especially around the school. My daughter and I actually did some of this ourselves when she was younger
 - Keep the trees, limit the new construction of massive structures on smaller lots, make sure monoliths are overly large/tall homes are at a minimum as well
 - Don't let builders cram houses on a lot
 - Stricter codes for new construction
 - Better home design review with city review board
- d. Is there anything else related to high-quality residential character you'd like to share? (36 answered; 27 skipped)
- Medina heights also has a good mix of architecture and street appeal
 - Materials and practices that respect the environment are important too
 - Strict rules about trees and signs and other stuff is dictatorial and doesn't help increase quality of residential character
 - Current red tape discourages homeowners to build anything or even cut down a diseased tree (easier to wait until it's dead)
 - Bulk on a lot should be permissible to the extent that it does not interfere with others sight lines, require setback/privacy trees above a certain bulk but allow square footage
 - Respect

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- Walkways are important, glad to see we are adding them
- No more box houses like the one on the corner of 16th and EPR! Took out so many trees to build that box. The house next to it being built is a good example of how to build unique houses and keep vegetation
- Making it easy for home owners to remove dead trees
- Arterials overviewed by city maintenance
- Raised crosswalks to slow traffic in front of parks and schools
- Raised crosswalks to slow traffic in front of parks and schools
- If you are looking to try to restrict architecture and style of home based on taste that is ridiculous. What I like may not be what others like and to dictate to residents what they can and cannot design a house to look like is going to severely impact everyone's property
- Quality construction, landscaping, distance from street
- Power lines should be underground
- Don't force residents to keep trees they don't want
- Keep the parks and paths well-maintained. Turn Chevron station into a park...
- There are too many oversized homes on small lots. They look bad and certainly impact their neighbors, many of whom have been residents for decades
- What can be done about the 520 lid traffic and overflow parking in the street towards the North point?
- Property rights over emotion
- Proper maintenance of driveways and property for existing homes is also needed
- No
- When the planning commission requires landscape and building maintenance is surprising how the city does not enforce standards like other homeowner groups
- Refrain from subdivision of lots which put houses at the maximum setbacks. Establish city code which allows for enforcement of yard and right of way maintenance
- Non contiguous swimming pools, tennis courts or other concrete monstrosities should not be allowed. High quality residential neighborhoods mean homes with well concealed "extras"
- It is really important to keep distances between houses, having sidewalks, and trees
- Spec builders need to be controlled. Avoid needless tree removal. Great grounds
- No – please continue to monitor the exterior colors allowed
- Tree rules followed
- Landscaping of like character (above)
- No cement sidewalks, natural, gravel, or black top paths or none at all
- SIDEWALKS and STREET LIGHTS on Evergreen Point Road (north of 520)
- No trash cans left on street year after year
- I know you've reminded homeowners – all need to maintain the ROWs that abut their properties
- I think the mutual respect of most people who reside and work here, including our friendly police team show the high quality of our neighborhood!
- The entire lot is taken up by the house, virtually no yard! Do not allow that

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- Make sure that foreign investment homes do not sit empty
2. Current Development Projects:
- Have too many boxed style houses; there should be more modulation and not just flat walls: (61 answered; 2 skipped)
- a. Absolutely Disagree: 13.11% (8)
 - b. Disagree: 1.64% (1)
 - c. Neither Agree nor Disagree: 19.67% (12)
 - d. Agree: 39.34% (24)**
 - e. Absolutely Agree: 26.23% (16)
- Are too big; there should be a scaling back of allowable square footage: (63 answered)
- a. Absolutely Disagree: 17.46% (11)
 - b. Disagree: 12.70% (8)
 - c. Neither Agree nor Disagree: 9.52% (6)
 - d. Agree: 31.75% (20)**
 - e. Absolutely Agree: 28.57% (18)
- Are clearing too many trees and shrubs; there should be more of a natural landscaped buffer between lots: (63 answered)
- a. Absolutely Disagree: 11.11% (7)
 - b. Disagree: 7.94% (5)
 - c. Neither Agree nor Disagree: 9.52% (6)
 - d. Agree: 28.57% (18)
 - e. Absolutely Agree: 42.86% (27)**
3. The City should be encouraging more pitched roofs: (61 answered; 2 skipped)
- a. Absolutely Disagree: 9.84% (6)
 - b. Disagree: 4.92% (3)
 - c. Neither Agree nor Disagree: 26.23% (16)
 - d. Agree: 31.15% (19)**
 - e. Absolute Agree: 27.87% (17)
4. As far as having something built in Medina, I have
- Heard that Medina's development code is difficult to understand: (60 answered; 3 skipped)
- a. Absolutely Disagree: 5% (3)
 - b. Disagree: 1.67% (1)
 - c. Neither Agree nor Disagree: 33.33% (20)
 - d. Agree: 38.33% (23)**
 - e. Absolute Agree: 21.67% (13)
- Heard that it is difficult to have exactly what you want built: (60 answered; 3 skipped)
- a. Absolutely Disagree: 3.33% (2)
 - b. Disagree: 11.67% (7)
 - c. Neither Agree nor Disagree: 46.67% (28)**
 - d. Agree: 21.67% (13)
 - e. Absolute Agree: 16.67% (10)

ATTACHMENT G

Personally experienced that it is difficult to get what you want built: (58 answered; 5 skipped)

- a. Absolutely Disagree: 6.9% (4)
- b. Disagree: 10.34% (6)
- c. Neither Agree nor Disagree: 44.83% (26)**
- d. Agree: 15.52% (9)
- e. Absolute Agree: 22.41% (13)

Not encountered this at all: (58 answered; 5 skipped)

- a. Absolutely Disagree: 17.24% (10)
- b. Disagree: 10.34% (6)
- c. Neither Agree nor Disagree: 44.83% (26)**
- d. Agree: 22.41% (13)
- e. Absolute Agree: 5.17% (3)

5. I would welcome the following next-door to my house (please check as many as you'd like): (53 answered; 10 skipped)

- a. Plane Break: 20.75% (11)
- b. Daylight Plane: 90.57% (48)**
- c. Second Floor Sq. Ft. Reduction: 49.09% (26)

6. One concept that has been discussed is the idea of allowing additional height if there was a constraint placed on form (*this would NOT be applicable in the Medina Heights Overlay). Would you be okay if your next-door neighbor Built a house that was taller than the existing maximum height as long as it was farther away from my side yard: (63 answered)

- a. Absolutely Disagree: 50.79% (32)**
- b. Disagree: 25.4% (16)
- c. Neither Agree nor Disagree: 3.17% (2)
- d. Agree: 12.7% (8)
- e. Absolute Agree: 7.94% (5)

Built a house that was taller than the existing maximum height as long as it had a pitched roof: (63 answered)

- a. Absolutely Disagree: 41.27% (26)**
- b. Disagree: 23.81% (15)
- c. Neither Agree nor Disagree: 14.29% (9)
- d. Agree: 11.11% (7)
- e. Absolute Agree: 9.52% (6)

Built a house that was taller than the existing maximum height as long as the second floor had fewer square feet than the first: (63 answered)

- a. Absolutely Disagree: 39.68% (25)**
- b. Disagree: 31.75% (20)
- c. Neither Agree nor Disagree: 14.29% (9)
- d. Agree: 7.94% (5)
- e. Absolute Agree: 6.35% (4)

ATTACHMENT G

I don't care what they build as long as I can't see it or it's camouflaged by landscaping: (63 answered)

- a. Absolutely Disagree: 15.87% (10)
- b. Disagree: 30.16% (19)**
- c. Neither Agree nor Disagree: 28.57% (18)
- d. Agree: 15.87% (10)
- e. Absolute Agree: 9.52% (6)

I am absolutely not okay with my neighbor being able to build a taller house than the existing maximum height: (62 answered; 1 skipped)

- a. Absolutely Disagree: 16.13% (10)
- b. Disagree: 6.45% (4)
- c. Neither Agree nor Disagree: 9.68% (6)
- d. Agree: 16.13% (10)
- e. Absolute Agree: 51.61% (32)**

7. A benefit of having a heavily landscaped lot is that it can provide visual and acoustic privacy between neighbors. The City should encourage or incentivize more landscaping around the perimeter of the lots: (63 answered)

- a. Absolutely Disagree: 3.17% (2)
- b. Disagree: 3.17% (2)
- c. Neither Agree nor Disagree: 15.87% (10)
- d. Agree: 31.75% (20)
- e. Absolute Agree: 46.03% (29)**

8. I think some of the things brought up in this survey depend on where the lot is located. For example, additional height would be less impactful on upland lots compared to shoreline lots: (61 answered; 2 skipped)

- a. Absolutely Disagree: 13.11% (8)
- b. Disagree: 31.15% (19)**
- c. Neither Agree nor Disagree: 19.67% (12)
- d. Agree: 24.59% (15)
- e. Absolute Agree: 11.48% (7)

9. How long have you lived in Medina? (63 answered)

- a. 0-1 year: 1.59% (1)
- b. 1-5 years: 4.76% (3)
- c. 5-10 years: 11.11% (7)
- d. 10-20 years: 28.57% (18)
- e. 20+ years: 52.38% (33)**
- f. I don't live in Medina: 1.59% (1)

10. Is there anything else you'd like to share? (45 answered; 18 skipped) be maintained? (46 answered; 17 skipped)

- Tree regulations are bad. It makes it hard to get rid of a diseased tree. Easier to let the disease spread. If a tree is too tall, it should be cut down without a permit. All trees

ATTACHMENT G

eventually die and fall over but it's expensive to have yearly inspection and expensive to follow the code. Medina should stop being a busy body strict homeowner's association. Medina is too small to save the planet even if the entire city were converted to a tree plantation.

- Extremely tall trees are a hazard. They should be banned.
- Neighborhood character is fragile and change to code should be made very conservatively if at all
- N/A
- Please stop neighbors and especially developers from planting Leland Cyprus along property lines. They are cheap and grow fast, but quickly become a giant cost and nuisance to neighbors living on the other side. I would encourage you to prohibit the planting of this tree in our neighborhood. Especially along property lines. It seems unreasonable to me that the adjoining neighbor should have to spend thousands of dollars a year to maintain someone else trees when they are growing over the fence. I have personal experience with this problem. Two sides of my lot have Leland Cyprus trees along the property line and we spend thousands of dollars every year to maintain something we didn't plant or want in our yard.
- We need to protect those few reminders of old Medina that are remaining. Water towers, i.e. and other vestiges of early Medina, those can never be replaced and make for extra charm
- I'm concerned about the # of homes sitting empty. If they maintain the yard, it's better, but it's sad. Two at least on my street
- All the questions are situational
- Legacy Trees should be kept or mandate replant on lot
- I don't want to see a design review committee, so while I may not like a "box" type house, others may so I don't want to restrict what it looks like. That being said, a newly built house should not impose on the neighboring houses. Landscape buffers look nice, however in my experience they do not provide noise buffers
- The tree code is still too onerous and requires too many trees on a lot which can reduce access to light. The shoreline code is very restrictive—the previous building manager told me I couldn't put up a kids swing set on my property by the lake, which seems anti-family and children
- At current land-only, real-market value/square foot there is no room for error. Survey data of a property should be no more than 30 days old for a pending listing/sale and be performed by a governing assessor's team...no private surveyors!
- If you intend to put restrictions on the architectural styles of home available in Medina then you are asking for a lawsuit. This is not a CCR community and to impose those upon the residents present and future is absolutely not in line with the property rights of individuals. I should be able to build what I want architecturally as long as my structure follows coverage and height restrictions. If I like Modern, Farmhouse, Craftsman, etc is no business of anyone else's. What is next colors of paint? Grass maintenance? What if I don't like my neighbor's shade of green on his house??? Being "impacted" has to be quantified. You can't because it is emotional, This is purely emotional. I hate the style of Hogwarts on Evergreen Point Road. But I am not going to say the owners can't build it. They have to live there. Not me. They

ATTACHMENT G

probably hate my craftsman. So what?? If you want continuity of style by a track house somewhere else.

- I appreciate the time taken to survey the residents on this topic. There are many small communities that have placed restrictions on development in an effort to maintain the unique character of their community. I believe it's important that our city government play a role in maintaining the Medina we all cherish and protect its attributes for future generations. There is a lot of pressure of development in our area and these are not easy fights to fight. I believe you have most of the city on your side.
- Thank you for sending out the survey
- Bury the ugly power lines
- Green, community and low impact homes create a quality place to live. Fenced estates create barriers. Please mitigate for noise and toxic fumes
- Keep/enhance the charm of Medina. Avoid box-like houses and underground utility lines
- Too large of homes are allowed on small lots. Evergreen Point Road is not treated as a residential street like the rest of Medina. It needs protection from speeding and misuse by cyclists and pedestrians. This too impacts quality of life
- Keep the city semi-rural as is current concept I believe
- Is there any chance we could FINALLY bury the power lines? The benefits are obvious—far less destruction of existing beautiful graceful mature trees, far less danger of power outage (and need for generators) and a much more attractive overall appearance
- No emotional laws view and sunlight was the lesson
- Code should encourage custom architectural design
- Required replacement of tree coverage when house structure covers most of lot results in use of borders of tall trees such as pine which are fragile, messy and, as trucks are denuded with branch loss, ugly
- Better management of construction parking. My street has been overrun with construction parking for a remodel for the last 4 months
- Unmaintained existing structure bring down overall neighborhood character and should be addressed
- No
- I am disappointed that major trees can be illegally trimmed or killed to create a view (not preserve) and the city does very little to enforce codes
- It would be nice if the city would enforce view rights
- I really don't like the newly built "monster" houses
- The waterfront properties that plant big trees should not be permitted
- I don't understand questions #5 – Please do NOT allow Leland Cypress hedge plantings
- Paved parking or pebbled parking strips along street should not be allowed. Along 78th Ave NE between 24th and 28th many of these are use for long term parking and commercial cars and trucks which gives the appearance of a parking lot. This is unsightly as well as very unsafe
- No
- Tired of Bellevue allowing mega-mansions that cost millions of dollars, drive up the prices/affordability of homes, and are larger than 2,500 sq. feet. If you want less traffic on

ATTACHMENT G

roads, want less homeless and more housed, don't want this to turn into a concrete city and want to retain nature and everything that makes the area amazing and worth living in, please reconsider how many large companies (1000+ employee companies) are being allowed to stack themselves on top of each other in a tiny space where only multimillion dollar houses exist. PLEASE start taking future generations into account!!! Thank you for your time.

- Feel that Medina is being fed half truths about # of family members in a single family swelling and 2) builders building spec homes will chat, lie or steal to maximize sq. ft. on a given zoned lot. This happened to us 25 years ago.
- Wouldn't it be nice now that we are living with COVID tat kids in Medina actually had a yard to play in. Oh, well
- The development code is too restrictive, confusing, and unhelpful to homeowners. It discourages not only building reasonable homes but even the maintenance of shared spaces, including safety-related enhancements in the Right of Way
- Roof being changed. Skirting light pole changed without consulting neighbors
- Thanks for offering this survey. It was interesting to think about buildings in Medina as I completed it. I look forward to learning about the results
- No
- Horrible application of the code interpretation screwed our remodel. Process was a joke then you let Steven Smith Construction build an eyesore across the street from us
- PLEASE do something about yards that are not being maintained! So many more rentals in Medina that are not doing any maintenance. Two homes on my street are like this. Eyesores! Unacceptable. Slum lords.
- Impose a tax on foreign purchased homes for investments
- Not related to building code: I wish the city would address lots that appear un-lived in. Overgrown landscape, dangerous material, etc.

ATTACHMENT H

Designing in Medina Survey Monkey Responses

Wednesday, June 24, 2020 – Monday, July 20, 2020

10 questions; 16 responses

Median time spent: 8m 1s

1. My experience designing something that meets the code in Medina has been:

Easy

- a. **Often: 50% (5)**
- b. Sometimes: 20% (2)
- c. Never: 30% (3)

Slightly annoying, but manageable

- a. **Often: 38.46% (5)**
- b. **Sometimes: 38.46% (5)**
- c. Never: 23.08% (3)

Frustrating

- a. Often: 30.77% (4)
- b. **Sometimes: 46.15% (6)**
- c. Never: 23.03% (3)

Impossible

- a. Often: 9.09% (1)
- b. Sometimes: 9.09% (1)
- c. **Never: 81.82% (9)**

2. Designing in Medina compared to other jurisdictions:

I often hear people say it's more difficult

- a. **Agree: 78.57% (11)**
- b. Disagree: 14.29% (2)
- c. N/A: 7.14% (1)

I've never heard people say that it's more difficult

- a. Agree: 15.38% (2)
- b. **Disagree: 69.23% (9)**
- c. N/A: 15.38% 2

I personally think that it's more challenging

- a. **Agree: 64.29% (9)**
- b. Disagree: 35.71% (5)
- c. N/A

I don't find it any more challenging

- a. **Agree: 50% (6)**
- b. **Disagree: 50% (6)**

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c. N/A

I don't think about this

- a. Agree: 0
- b. Disagree: 36.36% (4)
- c. **N/A: 63.64% (7)**

3. The code seems to promote box-style houses

- a. **Agree: 37.50% (6)**
- b. Disagree: 31.25% (5)
- c. Haven't noticed: 31.25% (5)

4. My client wasn't able to get exactly what they wanted because of the code

- a. **Agree: 68.75% (11)**
- b. Disagree: 25% (4)
- c. N/A: 6.25% (1)

5. If your client was unable to get exactly what they wanted because of the code, can you provide an example of what that was:

- Tree code with previous tree consultant. Not Tom Early, he has been exceptional
- Setbacks/lot coverage made house small
- The height limit and original ground process make designing a conventional 2 story house with expected ceiling heights almost impossible
- N/A
- Obscure original grade determination not seen in other jurisdictions and reduced height limit on top of it
- Additional covered deck. Note – we used the height bonus that then limits lot coverage, which covered decks/patios would count against that in most instances would not increase the bulk and mass of the structure
- Second story decks counting toward FAR
- Our client was not able to match the existing roof height when doing an upper floor addition to add a bathroom. This was due to a more stringent application of the original grade determination than when the house was originally built. The result was that we had to do a flat roof on the addition which was not ideal in terms of roof drainage or aesthetics. The code is creating less ideal design solutions.
- Mainly, the height restrictions. 5 more feet would be nice
- The height limit and the front setbacks are unlike any other community
- A small covered deck addition to an existing non-conforming waterfront home (closer to the shoreline and one property line than currently allowed)
- Wanted to drop the garage to be more level with the street but could not because height is measured from grade at every section and not midpoint of average grade like all other cities

6. I have designed something for a client in Medina within the past

- a. **Six months: 33.33% (5)**
- b. Year: 26.67% (4)
- c. **Two years: 33.33% (5)**
- d. Five years: 6.67% (1)

ATTACHMENT H

e. I can't even remember: 0%

7. I would be interested in the following:

Additional height if a pitched roof was used by structural coverage was reduced

- a. Definitely not! What are you thinking? 0%
- b. Nope: 18.75% (3)
- c. Meh, I don't have an opinion either way: 25% (4)
- d. This would work: 37.5% (6)**
- e. Absolutely implement something like this! 18.75% (3)

A planting strip along 50% of the rear and side yard setbacks for lots that exceed the maximum lot size requirement

- a. Definitely not! What are you thinking? 6.25% (1)
- b. Nope: 62.5% (10)**
- c. Meh, I don't have an opinion either way: 25% (4)
- d. This would work: 6.25% (1)
- e. Absolutely implement something like this! 6.25% (0)

Daylight Plane

- a. Definitely not! What are you thinking? 13.33% (2)
- b. Nope: 20% (3)
- c. Meh, I don't have an opinion either way: 46.67% (7)**
- d. This would work: 13.33% (2)
- e. Absolutely implement something like this! 6.67% (1)

Plane Break

- a. Definitely not! What are you thinking?
- b. Nope: 20% (3)
- c. Meh, I don't have an opinion either way: 46.67% (7)**
- d. This would work: 13.33% (2)
- e. Absolutely implement something like this! 6.67% (1)

Different height requirements based on the roof form (e.g. 20 ft. for a flat roof and 25 ft. for a pitched roof)

- a. Definitely not! What are you thinking? 6.25% (1)
- b. Nope: 25% (4)
- c. Meh, I don't have an opinion either way: 6.25% (1)
- d. This would work: 25% (4)
- e. Absolutely implement something like this! 37.5% (6)**

8. I have designed the following for clients in Medina (check all that apply)

- a. Additions: 53.33% (8)**
- b. Single-family residences: 66.67% (10)
- c. Shoreline appurtenances (e.g. docks, cabanas): 20% (3)
- d. Landscaping and related features (e.g. pergolas, water features, outdoor kitchens): 26.67% (4)
- e. Other: 13.33% (2)

ATTACHMENT H

9. I work primarily as a(n)
- a. **Architect: 62.5% (10)**
 - b. Builder: 18.75% (3)
 - c. Landscape Architect: 6.25% (1)
 - d. Designer: 0
 - e. Other: 12.5% (2)
10. Is there anything else you would like to share:
- The staff does an excellent job answering code related questions and working with clients on projects
 - Staff is friendly
 - The staff is nice
 - Kudos to you for having Stephanie on your staff – she was great to work with, accommodating, communicative, attentive, cordial
 - Codes defining style and limiting creativity should be reviewed. A reasonable height limitation without original grade determination would allow a variety of housing styles and give some freedom roof forms
 - Some kudos to the staff and consultants. I have found them to be very responsive and helpful. I think the ‘original grade’ process is onerous difficult to predict outcomes for clients. If the whole house design has to change because of something that is uncovered during excavation that differs from the initial determination, there are SIGNIFICANT additional cost and delay to a project. Recommendation would be O.G. per Clyde Hill or resort to what most municipalities use for average grade based on existing or proposed (whichever is lower).
 - I have designed in many different municipalities. In a hilly neighborhood, allowing a sloped roof bonus definitely results in more attractive views of roofs below. People who own uphill lots are generally focused on maintaining height limits for fear of blocking views, but within a sloped roof bonus (and with restrictive height limits), boxy flat-roof design solutions will predominate. This creates a condition where uphill lots may have a view, but look out over unattractive flat roofs. Seattle’s sloped roof bonus has done a lot to encourage more attractive roof forms. Also, the calculation of height limit based on lowest original grade is ridiculous and illogical, especially for previously developed parcels (which is all of them at this point). To hold homeowners to a highly variable original grade determination based on unseen underlying geology (which predate any development and disregards the elevation of existing roofs & infrastructure) makes no sense. Both new and existing homeowners are negatively affected. Nothing good is coming from this process.
 - Once you know the process, it’s a nice city to work with
 - The height limit calc method & front yard setbacks are unique & unsuccessful in supporting quality design in fact the height limit drives poor design choices. Why have a restrictive height limit on lots with no potential for any views? Additionally the review timelines are extremely long. My recommendation would be to outsource your permitting to the city of Bellevue completely. Their system is efficient and predictable. You could have your own specific planning requirements but you could eliminate nearly the entire permitting department and streamline the process for better quality results. Owners would be able to spend more of their budgets on improving their homes instead of the soft costs associated with a protracted permitting process.

ATTACHMENT H

- These questions seem to be geared toward pushing the city in a more suburban direction that limits development. That's unfortunate given Medina's proximity to the city's major employment centers. There seems to be no effort on the part of the city to take on its share of density and change that is necessary to make our region sustainable.
- I found working with the City building department folks was delightful, they were very helpful!
- Make permit process online and simple. Way too much paperwork and can't check status unless emailing all reviewers, and not even sure who reviewers are. It would be nice to be given all reviewers needed, reviewer name, and status of each.

***Bulk Development
Code Amendment
Public Hearing***

MEDINA CITY COUNCIL

JUNE 14TH @ 4PM

Bulk Code Amendment – Why?

- Work Plan Item
- City Council directed Planning Commission to analyze the bulk development regulations in the code

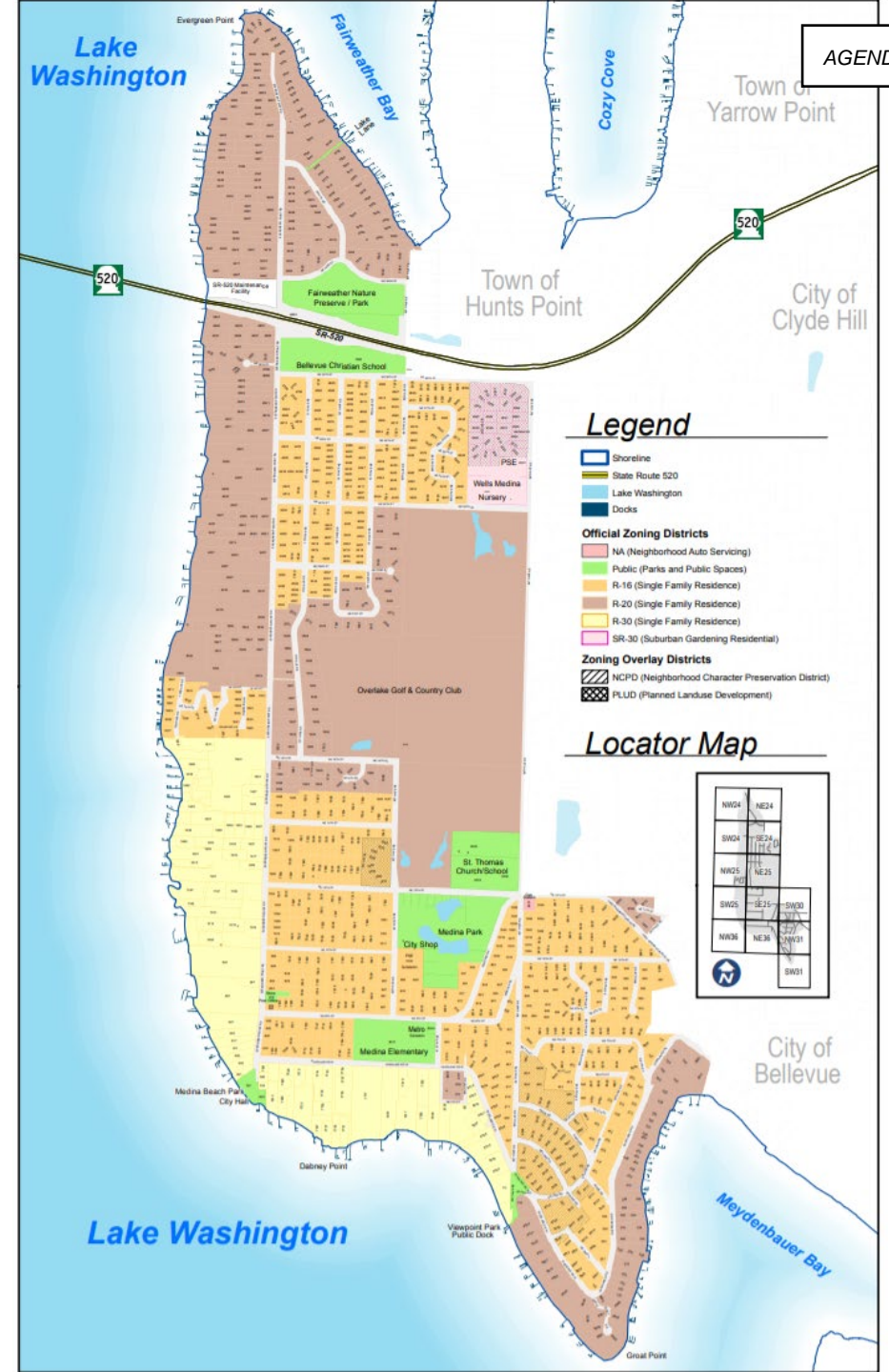
Bulk Code Amendment

- Development is regulated in **MMC 20.22 & MMC 20.23**
- Development is constrained by:
 - Maximum height
 - Setbacks
 - Maximum structural coverage
 - Maximum impervious surface

Medina's Zoning Map

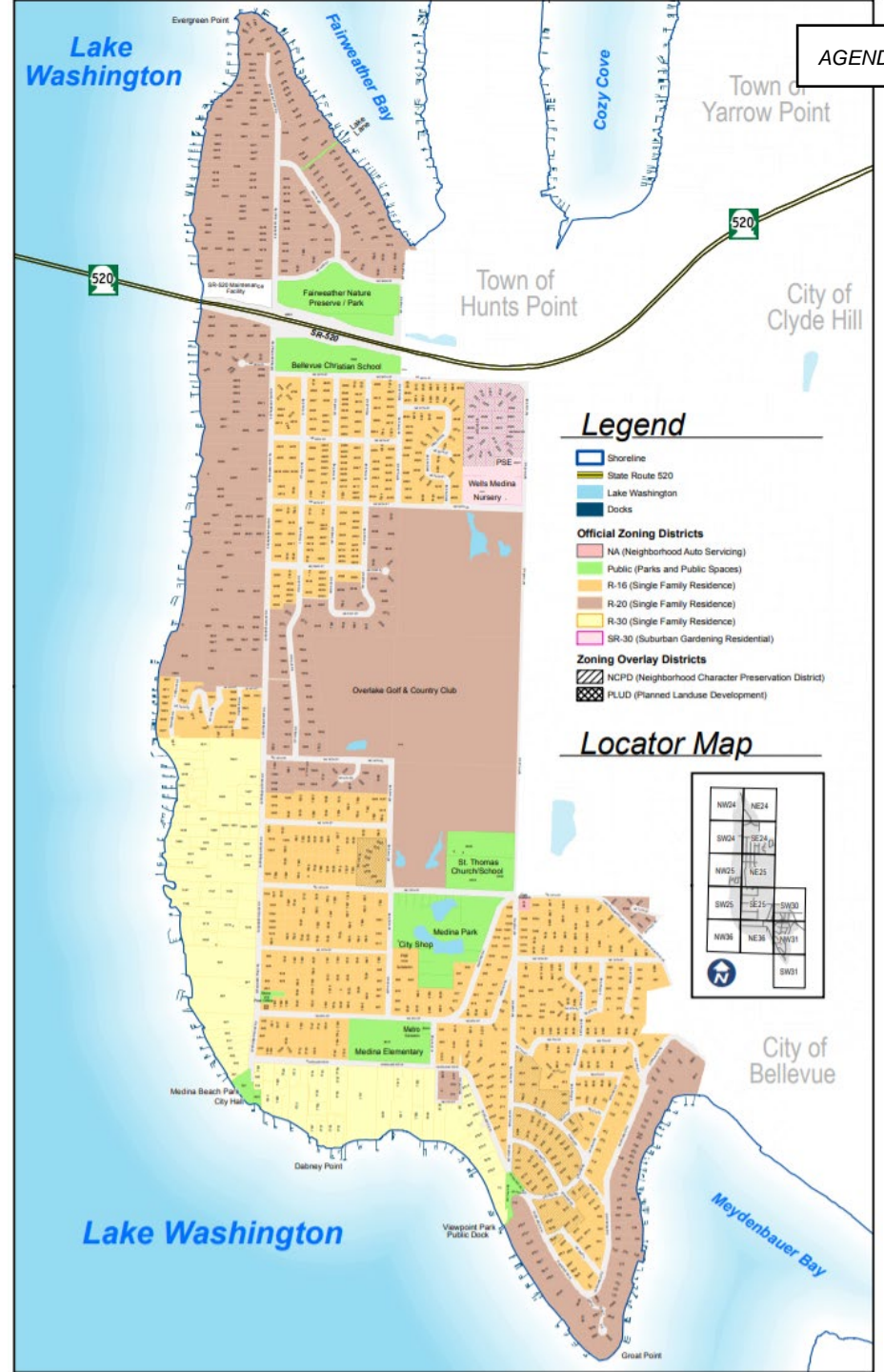
THREE MAIN ZONING DISTRICTS

R-16; R-20; R-30



Medina's Zoning Map

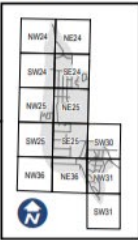
R-16 IS THE LARGEST DISTRICT



Legend

- Shoreline
 - State Route 520
 - Lake Washington
 - Docks
- Official Zoning Districts**
- NA (Neighborhood Auto Servicing)
 - Public (Parks and Public Spaces)
 - R-16 (Single Family Residence)
 - R-20 (Single Family Residence)
 - R-30 (Single Family Residence)
 - SR-30 (Suburban Gardening Residential)
- Zoning Overlay Districts**
- NCPD (Neighborhood Character Preservation District)
 - PLUD (Planned Landuse Development)

Locator Map



AGENDA ITEM 8.2

Medina's Zoning Map

R-16 LOTS GREATER THAN 16,000 SQUARE FEET

Legend

- Shoreline
- State Route 520
- Lake Washington
- Docks

Official Zoning Districts

- NA (Neighborhood Auto Servicing)
- Public (Parks and Public Spaces)
- R-16 (Single Family Residence)
- R-20 (Single Family Residence)
- R-30 (Single Family Residence)
- SR-30 (Suburban Gardening Residential)

Zoning Overlay Districts

- NCPD (Neighborhood Character Preservation District)
- PLUD (Planned Landuse Development)

R-16
16,000 and above

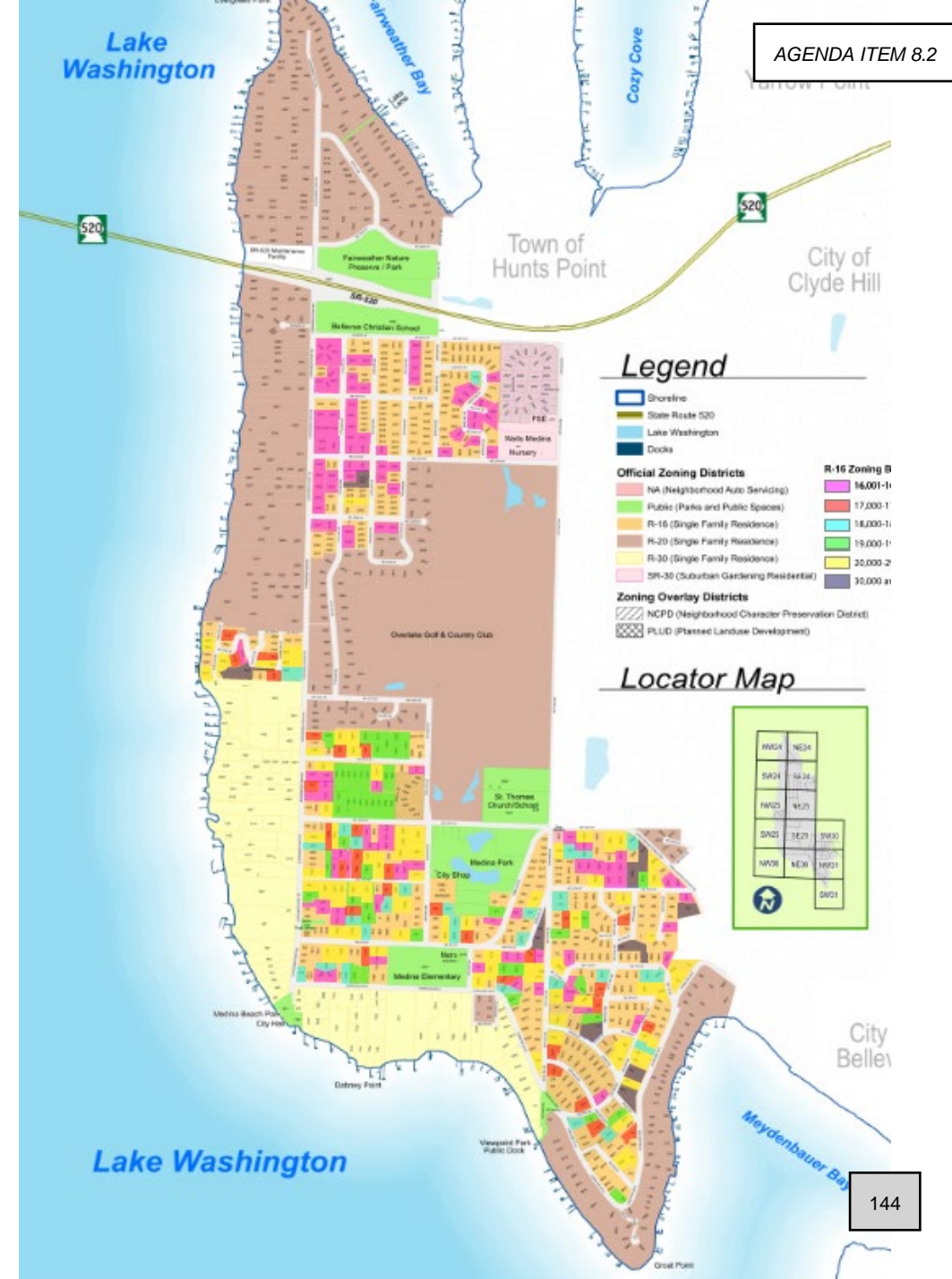
Locator Map

NW24	NE24	
SW24	SE24	
NW25	NE25	
SW25	SE25	SW30
NW36	NE36	NW31
		SW31

143

Structural Coverage Analysis

- INCONSISTENCIES IN R-16
 - 720 lots
 - 320 lots (44%) are larger than 16,000 square feet
 - Range from 16,001-52,707 square feet
- THESE LOTS ARE GRANTED THE SAME 25% STRUCTURAL COVERAGE
- IN R-20 AND R-30, AS LOT SIZES INCREASE, STRUCTURAL COVERAGE DECREASES



R-16 Zone Total Structural Coverage and Impervious Surface Standards

Proposed Bulk Code Amendment

Square Footage of the Lot Area	Maximum Structural Coverage	Maximum Impervious Surface
10,000 or less	30 percent	55 percent
10,001 to 10,500	29.58 percent	55 percent
10,501 to 11,000	29.17 percent	55 percent
11,001 to 11,500	28.75 percent	55 percent
11,501 to 12,000	28.33 percent	55 percent
12,001 to 12,500	27.92 percent	55 percent
12,501 to 13,000	27.5 percent	55 percent
13,001 to 13,500	27.08 percent	55 percent
13,501 to 14,000	26.67 percent	55 percent
14,001 to 14,500	26.25 percent	55 percent
14,501 to 15,000	25.83 percent	55 percent
15,001 to 15,500	25.42 percent	55 percent
15,501 to 15,999	25.21 percent	55 percent
16,000 or greater	25 percent	55 percent
<u>16,001 to 16,500</u>	<u>24.5 percent</u>	<u>55 percent</u>
<u>16,501 to 17,000</u>	<u>24 percent</u>	<u>55 percent</u>
<u>17,001 to 17,500</u>	<u>23.5 percent</u>	<u>55 percent</u>
<u>17,501 to 18,000</u>	<u>23 percent</u>	<u>55 percent</u>
<u>18,001 to 18,500</u>	<u>22.5 percent</u>	<u>55 percent</u>
<u>18,501 to 19,000</u>	<u>22 percent</u>	<u>55 percent</u>
<u>19,001 to 19,500</u>	<u>21.5 percent</u>	<u>55 percent</u>
<u>19,501 to 29,999</u>	<u>21 percent</u>	<u>55 percent</u>
<u>30,000 and greater</u>	<u>21 percent</u>	<u>55 percent</u>

Questions?



MEDINA, WASHINGTON

AGENDA BILL

June 14, 2021

Subject: 2022-2027 Six Year CIP, TIP, Non-TIP

Category: Public Hearing

Staff Contact: Ryan Osada, Public Works Director

Summary

The Six-Year Capital Improvement Plans (CIP) and Transportation Improvement Plans (TIP) are elements of the Comprehensive Plan. It serves as a planning and budgeting document for public works projects. State law requires all municipalities to hold a public hearing to receive public comments before adopting or amending a CIP/TIP. The City is required to provide the adopted Six-Year TIP to the State Department of Transportation by July of each year. The TIP is used to qualify for grant funding and requires each project for which funding is requested to appear in the adopted TIP. Because of our size, Medina merges the CIP and TIP into one document for more efficient overall fiscal planning.

The purpose of the hearing is to receive public testimony on the proposed plan. Following the public hearing, the council may wish to discuss the document and provide further input.

The Proposed Six-Year CIP/TIP Plan for years 2022 through 2027 was developed from street and right-of-way improvement condition assessment, storm drainage deficiencies, public facility evaluations, and incorporates planned improvements such as street pavement overlays to restore street surfaces, storm drainage projects, sidewalk repairs, and park improvements. The attached 2022 – 2027 CIP/TIP Project Summary lists the projects by year, project scope, budget, and revenue source.

The proposed annual expenditure for the plan ranges from \$520,000 to \$660,000 per year.

Attachment:

2022-2027 Six Year CIP, TIP, Non-TIP

Budget/Fiscal Impact: \$520,000 - \$660,000

Staff Recommendation: Conduct public hearing, receive public comments for discussion and approve.

City Manager Approval:

Proposed Council Motion: Move to approve the 2022-2027 Six-Year Capital Improvement Plans (CIP) and Transportation Improvement Plans (TIP)

Time Estimate: 30 minutes.

CITY OF MEDINA Updated 5/20/2021

2022 - 2027 SIX YEAR CAPITAL IMPROVEMENT PLAN (CIP)
 2022 - 2027 SIX YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP)
 2022 - 2027 SIX YEAR NON-TRANSPORTATION IMPROVEMENT PLAN (NON-TIP)
 DATE SUBMITTED: June 2021

Approved by: Medina City Council
 Date: June 2021
 Resolution Number:

NO.	YEAR	STREET / LOCATION	FROM / AT	TO	LENGTH (mi)	PROJECT SCOPE	PAVEMENT CONDITION	PROJECT BUDGET	REVENUE SOURCE
I. STREET IMPROVEMENT PROJECTS (ACP Overlays, Sidewalks, Storm Drainage, etc.)									
I - 1	2023	Upland Road	Overlake Dr W	NE 6th Street	0.3	Asphalt overlay, drainage improvements	56	\$200,000.00	REET Tax
I - 2	2024	78th Place NE	NE 32nd Street	Evergreen Pt Rd	0.23	Asphalt overlay, drainage improvements	68	\$100,000.00	REET Tax
I - 3	2025	Parking Lot	Medina Pk NE 82nd			Asphalt overlay	77	\$50,000.00	REET Tax
I - 4	2025	86th Ave NE	NE 5th Street	NE 6th Street	0.07	Asphalt overlay, drainage improvements	72	\$45,000.00	REET Tax
I - 5	2025	NE 5th Street	Ridge Road	Upland Road	0.10	Asphalt overlay, drainage improvements	72	\$65,000.00	REET Tax
I - 6	2026	NE 10th Street	84th Ave NE	Lake Wash Blvd	0.28	Asphalt overlay, drainage improvements	77	\$155,000.00	REET Tax
I - 7	2027	NE 12th Street	84th Ave NE	Evergreen Pt Rd	0.48	Asphalt overlay, drainage improvements	81	\$225,000.00	REET Tax

II. STORM DRAINAGE PROJECTS (Not including storm drainage improvements in conjunction with street or path projects)

II - 1	2022	Localized Repairs	Various Locations			Stormwater Infrastructure Improvements		\$100,000.00	REET Tax
II - 2	2023	Localized Repairs	Various Locations			Stormwater Infrastructure Improvements		\$100,000.00	REET Tax
II - 3	2024	Localized Repairs	Various Locations			Stormwater Infrastructure Improvements		\$150,000.00	REET Tax
II - 4	2025	Localized Repairs	Various Locations			Stormwater Infrastructure Improvements		\$50,000.00	REET Tax
II - 5	2026	Localized Repairs	Various Locations			Stormwater Infrastructure Improvements		\$100,000.00	REET Tax

<p>Pavement Condition Legend for Part I. ACP Overlays:</p> <p>Based on a 100 point rating with 0 being the worst. Rating is generated by the TIB Performance Management Dashboard *Rating is outdated - field verified</p>	<p>NOTES:</p> <p>1) The above budget figures are to be considered preliminary project costs only. More precise budget figures will need to be determined once the final scope of each project is defined, which will require more extensive research, survey, and scope definition prior to the particular year's budgeting.</p> <p>2) The projects identified above are preliminary in scope. Projects may be added to or deleted from this list.</p>
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III. SIDEWALK / PATH PROJECTS (Including storm drainage improvements as needed)

III - 1	2022	NE 12th Street	Evergreen Pt Rd	80th Ave NE	0.28	ADA Updates and Sidewalk Repairs		\$390,000.00	REET Tax
III - 2	2023	NE 10th St	84th Ave NE	Lk Wash Blvd	0.28	ADA Updates and Sidewalk Repairs		\$120,000.00	REET Tax
III - 3	2024	81st Ave NE	NE 8th St	Overlake Dr W	0.09	Sidewalk Installation		\$200,000.00	REET Tax
III - 4	2025	NE 24th Street	Evergreen Pt Rd	84th Ave NE	0.48	ADA Updates and Sidewalk Repairs		\$300,000.00	REET Tax
III - 5	2026	NE 28th Street	Evergreen Pt Rd	80th Ave NE	0.25	ADA Updates and Sidewalk Repairs		\$150,000.00	REET Tax
III - 6	2027	NE 12th Street	80th Ave NE	84th Ave NE	0.2	ADA Updates and Sidewalk Repairs		\$280,000.00	REET Tax

NON-TRANSPORTATION IMPROVEMENT PROJECTS:

IV. BUILDING RESTORATION AND IMPROVEMENTS

IV - 1	2022	City Hall				Miscellaneous Repairs		\$20,000.00	REET Tax
IV - 2	2023	City Hall				Re-paint City Hall Building Exterior, excluding trim		\$50,000.00	REET Tax
IV - 3	2024	Post Office				Re-paint Building Exterior		\$20,000.00	REET Tax
IV - 4	2025	Post Office				Re-paint Interior		\$20,000.00	REET Tax
IV - 5	2026	City Hall Building				Re-paint City Hall Interior		\$65,000.00	REET Tax
IV - 6	2027	City Hall Building				Re-Roof Building		\$50,000.00	REET Tax

V. PARKS PROJECTS

V - 1	2022	Medina Park	Playground		N/A	Turf Installation		\$150,000.00	Park Levy & REET Tax
V - 2	2023	Medina Park	East Section		N/A	Irrigation system, drainage & pathway improvements		\$50,000.00	Park Levy
V - 3	2024	Medina Park	West Section		N/A	Irrigation system, drainage & pathway improvements		\$50,000.00	Park Levy
V - 4	2025	Fairweather Park	Playfield		N/A	Playfield Drainage Improvements		\$50,000.00	Park Levy
V - 5	2026	Post Office Park	Park		N/A	Hardscaping & Landscaping		\$50,000.00	REET Tax

SUMMARY TOTAL PROJECTED BUDGET BY YEAR:				NOTES:					
	2022	\$	660,000.00	1) The above budget figures are to be considered preliminary project costs only. More precise budget figures will need to be determined once the final scope of each project is defined, which will require more extensive research, survey, and scope definition prior to the particular year's budgeting. 2) The projects identified above are preliminary in scope. Projects may be added to or deleted from this list.					
	2023	\$	520,000.00						
	2024	\$	520,000.00						
	2025	\$	530,000.00						
	2026	\$	520,000.00						
	2027	\$	555,000.00						
TOTAL SIX YEAR C.I.P. 2022 - 2027 \$ 3,305,000.00									



MEDINA, WASHINGTON

AGENDA BILL

June 14, 2021

Subject: 2021 Medina Park Playground Improvements

Category: City Council Business

Staff Contact: Ryan Osada, Public Works Director

Summary

In 2016, Medina Park Playground was expanded to add the Explorer Dome and Seesaw structures. At that time, the city also included an ADA Accessibility Ramp on the east entrance to meet current federal requirements. In 2021, the city plans to replace the older outdated structures and incorporate an Accessible Design that offers a range of play experiences for children of varying abilities. This project will make needed playground improvements that includes new play equipment, new wood chip surfacing and relocating the sandpit. The improvements benefit the community as a whole and encourage free play for the children.

Attachment:

- PowerPoint Presentation

Budget/Fiscal Impact: \$200,000.00 (\$50,000.00 from KC Park Levy)

Staff Recommendation: Approve final Playground Design

City Manager Approval:

Proposed Council Motion: Move to approve final playground design and direct City Staff to purchase and install equipment.

Time Estimate: 15 minutes.

2021 MEDINA PARK PLAYGROUND IMPROVEMENTS

JUNE 14, 2021

PLAYGROUND IMPROVEMENT GOAL

Accessible Design that offers
a range of play experiences for
children of varying abilities



EXISTING PLAYGROUND EQUIPMENT

- OUTDATED & WORN EQUIPMENT
- MAINTENANCE ISSUES
- NON-COMPLIANT
- LIMITED REPLACEMENT PARTS
- PLAYSAND MIXING



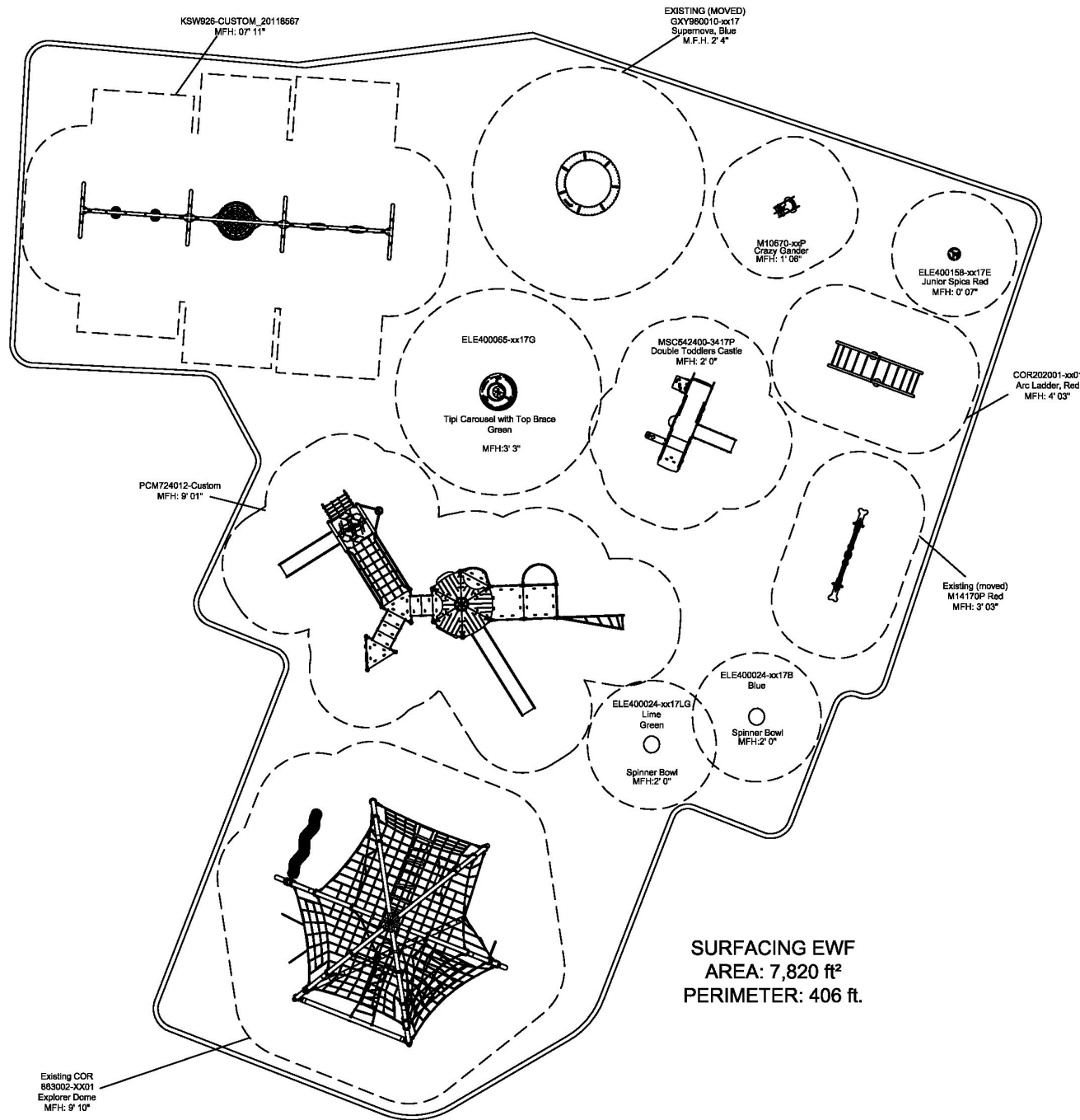








PROPOSED NEW PLAYGROUND DESIGN



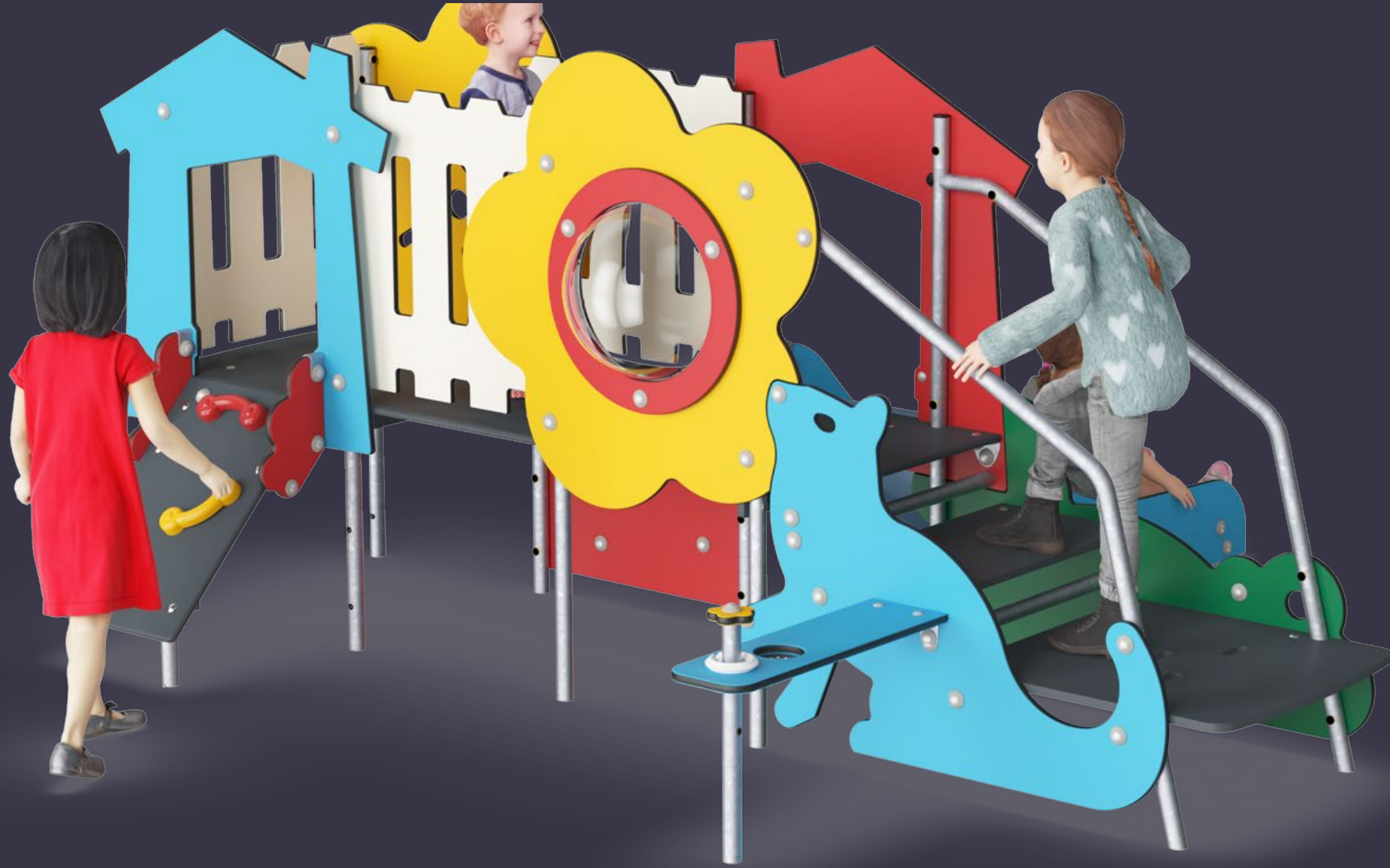












Double Toddlers Castle

MSC5424



Panel with manipulatives

Social-Emotional: cooperation from both sides of panel.
Cognitive: cause and effect understanding and logical thinking: making sounds when running the play sphere through the vertical toothed groove.



Bubble window

Social-Emotional: invites interaction between outside and inside.
Cognitive: distorts the sound of the voice, developing logical thinking.



Slide

Physical: sliding develops spatial awareness and a sense of balance. Furthermore, the core muscles are trained when sitting upright going down.
Social-Emotional: empathy stimulated by turn-taking.
Cognitive: young children develop their understanding of space, speed and distances when sliding down quickly.



Rock climber

Physical: supports cross coordination and leg, arm and hand strength.
Social-Emotional: the inclination makes climbing feel secure, especially for younger children.



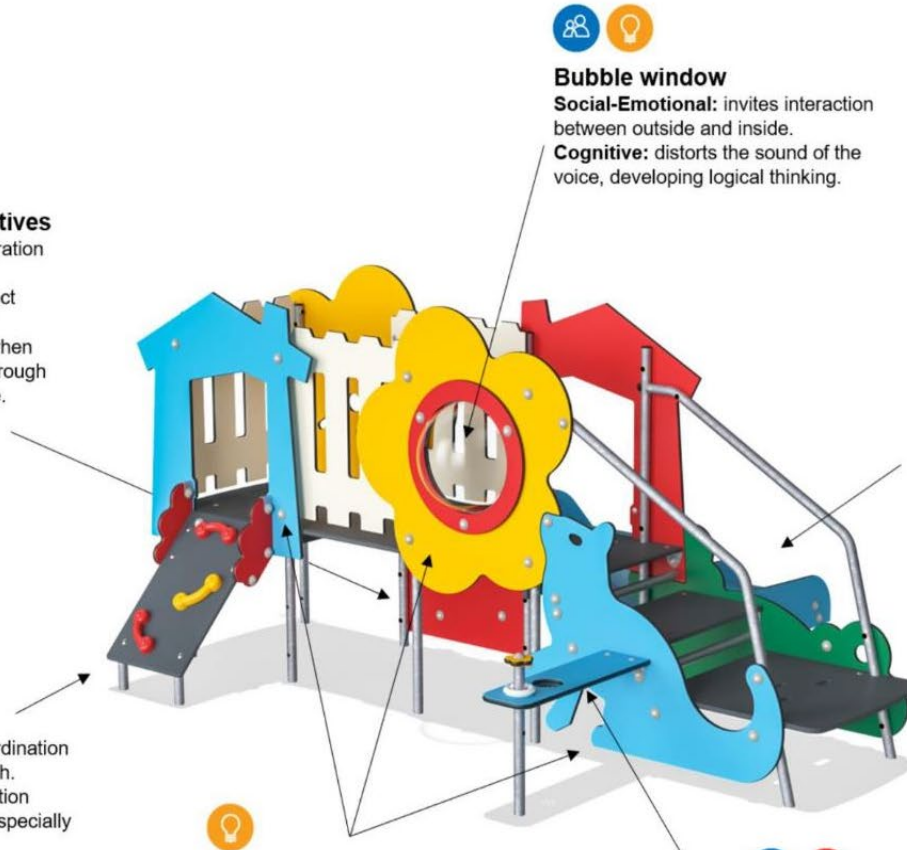
Thematized elements

Cognitive: suggests a theme and supports dramatic play, which stimulates languages and communication skills.



Desk with ring

Social-Emotional: a place for meeting and exchanging.
Creative: sand and construction play encouraged with sieve in desk.







Arch Ladder, 4 ft

COR20200



Frame

Physical: develop children's upper body muscles and arm strength when hanging in arms. This is especially important due to sedentary lifestyles and back-pain in children.

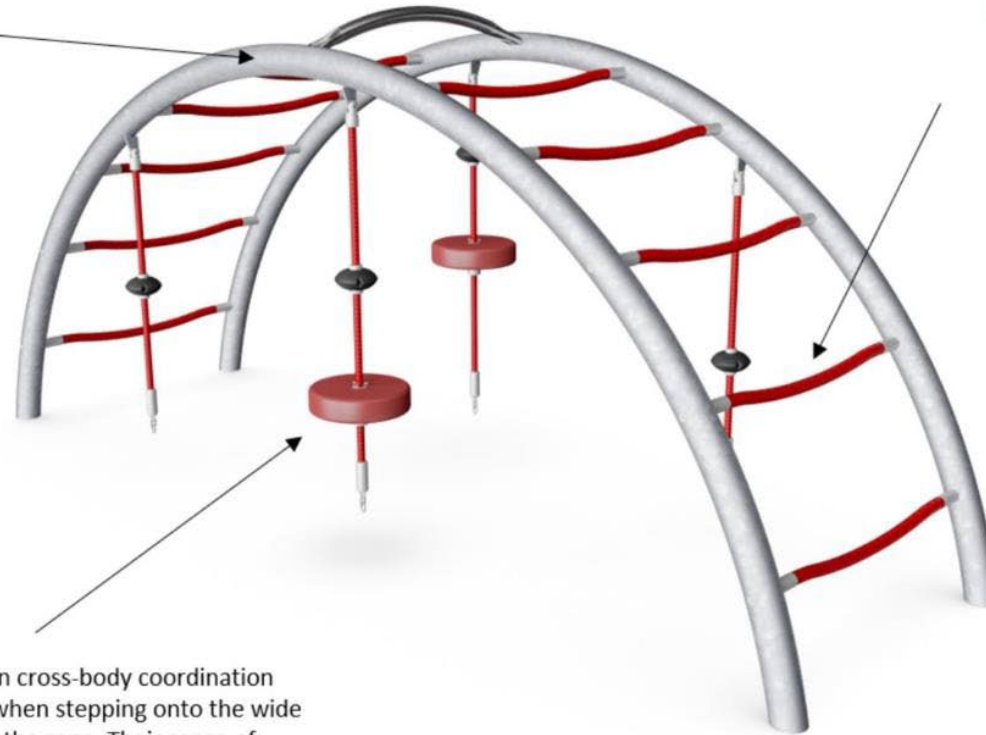
Social-Emotional: develop children's courage and self-regulation when seated on the top of the frame.



Rope with disc

Physical: children train cross-body coordination and muscle strength when stepping onto the wide disc and clinging onto the rope. Their sense of balance is trained when gently swaying when seated. The sense of balance is important for instance for being able to sit still.

Social-Emotional: socializing and turn-taking when deciding who should sit here.



Rope ladder

Physical: the big steps allow for climbing and crawling through, training proprioception and spatial awareness. Climbing here takes big steps, training cross-coordination and muscle strength, pushing and pulling arms to get upwards.

Social-Emotional: the big meshes allow more children being seated together, sharing.





Gander

M106



Back and foot support

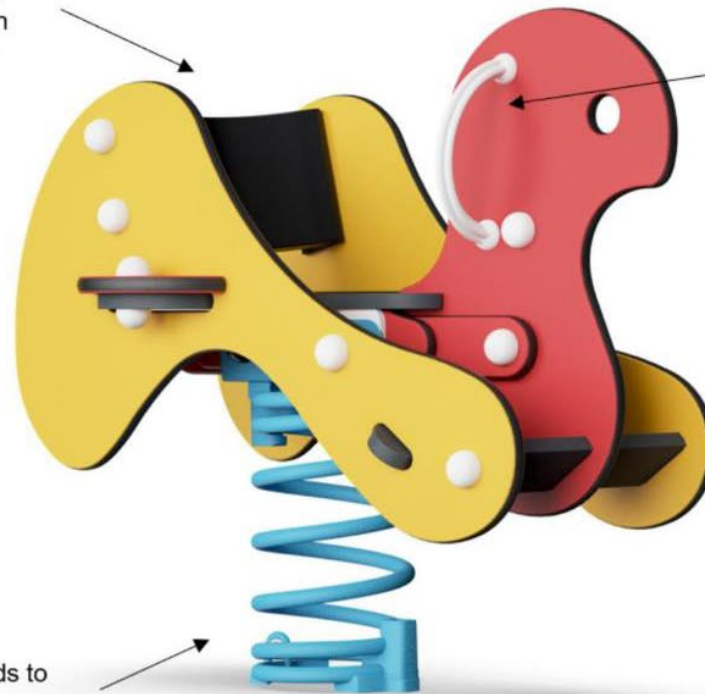
Physical: extra back and foot support for children with walking disabilities. Rocking promotes sense of balance and space, both important in navigating the body in space. Arms and leg muscles strengthened when holding tight and pushing with legs. Bone density built when jumping off.



Rocking springer

Physical: response to movements adds to spatial awareness and sense of balance. These are fundamental motor skills that help the child's ability to sit still on a chair which takes a good sense of balance.

Cognitive: trains the understanding of cause and effect: when I move my body, the spring responds with movement.



Handhold

Physical: the possibility to hold onto more areas of the handhold ensures a good grip, necessary for rocking intensely. This trains the hand and arm muscles.



Gander

Cognitive: suggests a theme and supports dramatic play, which stimulates languages and communication skills.





Spinner Bowl

ELE400024



Tilted, spinning bowl

Physical: the sense of balance and the coordination are supported when spinning. This effects the ability to sit still for longer periods. Muscles are developed when pushing or pulling friends.

Social-Emotional: cooperation, helping others, turn-taking.

Cognitive: logical thinking when speeding up or slowing down the spin by either curling up or stretching.



Deep bowl

Social-Emotional: feeling of security when scooping in the bowl. Inclusive for all abilities.





Junior Spica

ELE400158



Round seat

Social-Emotional: turn-taking, cooperation, socializing.



Internal ball-bearing spinner

Cognitive: logical thinking, figuring out how to make the spinner work with gravity, not against it.



Pole

Physical: more gripping or leaning support points when standing, sitting, hanging holding tight and spinning.



Rotation

Physical: pushing or pulling it into motion, children use their muscle strength and strengthen their cardio. The rotation develops the sense of balance and space when enjoying the ride.

Social-Emotional: listening and negotiating how slow or fast to go, children develop their empathy and cooperation skills.



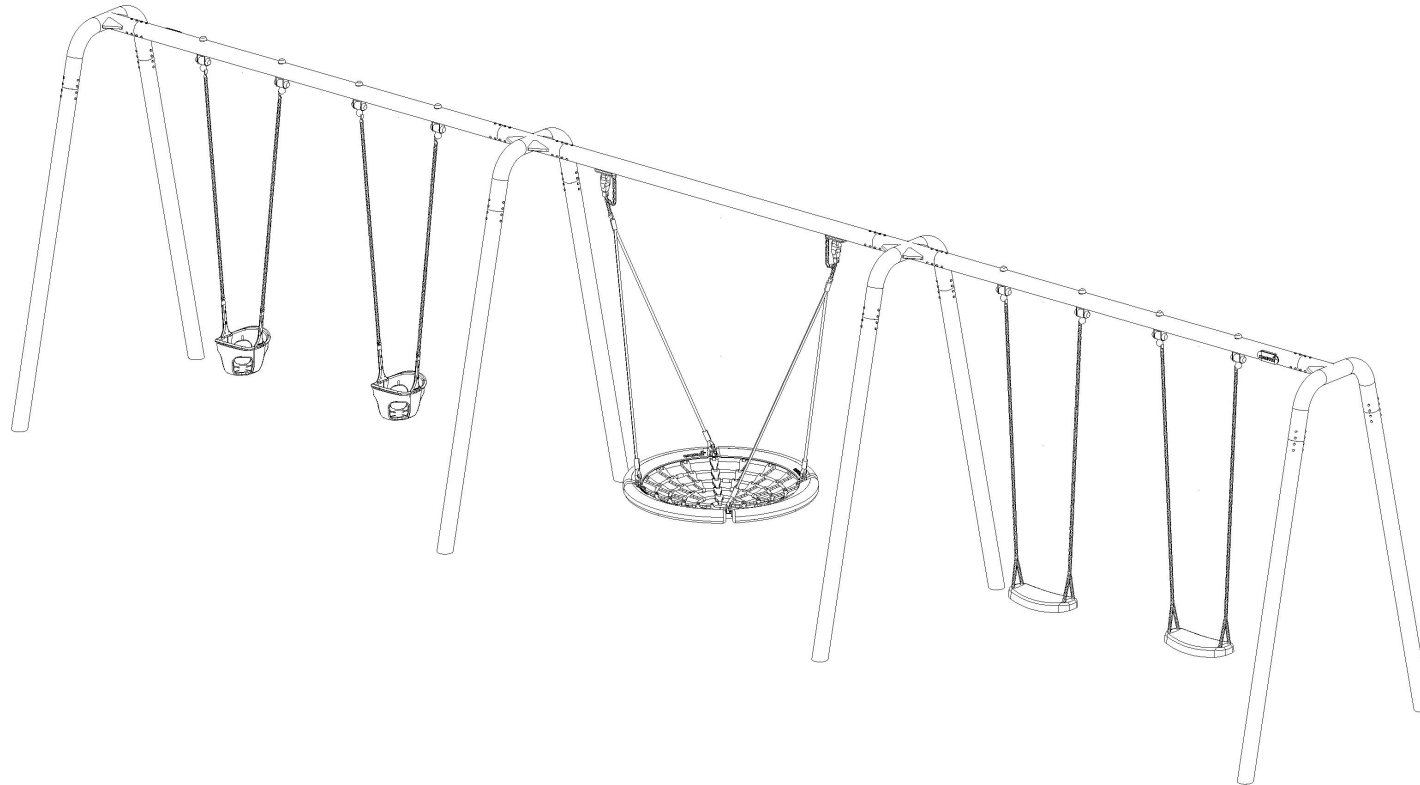






KSW926
ID 2011:
JENMEI
2021-05-04

Colorline: Night Sky Blue Mat
Foundation: 90 cm
Norm: ASTM
Units: inch
Post Material: Night_Sky_Blue_M









ADOPTED PROJECT BUDGET

City Capital Funds (REET)	\$100,000
King County Parks Grant	<u>\$ 50,000</u>
Total Adopted Budget	\$150,000

PROPOSED REVISED BUDGET

City Capital Funds (REET)
\$150,000

King County Parks Grant
\$ 50,000

Total Adopted Budget
\$200,000

COST BREAKDOWN

Materials and Equipment
\$150,000



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graph TD; A[Materials and Equipment  
$150,000] --> B[Site Preparation and Installation  
$ 50,000]; B --> C[Total Project Cost  
$200,000]
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Site Preparation and Installation
\$ 50,000

Total Project Cost
\$200,000



QUESTIONS?



MEDINA, WASHINGTON

AGENDA BILL

Monday, June 14, 2021

Subject: Street Vacation Regulations

Category: City Council Business

Staff Contacts: Michael Sauerwein, City Manager, Steve Wilcox, Director of Development Services, Ryan Osada, Director of Public Works, Scott Missall, City Attorney

Action Requested

Approve changes to Street Vacation regulations per Council motion from May 10 meeting and set legislative hearing and final approval for July Council meeting

Summary

The City Council recently completed consideration and action on a street vacation petition. In the course of that process the Council determined that the lack of guidance, procedures and policies was a hindrance to the Council and the City, and so directed the preparation of a new MMC chapter to better address street vacations in the event of future petitions.

A draft Street Vacation chapter was developed by Staff and has been reviewed by the Council. It is deemed ready for a legislative hearing to be held at the Council's first meeting in July, with adoption thereafter. The draft ordinance and the proposed new street vacation chapter are attached hereto.

Staff recommends that Council set and conduct a legislative hearing regarding this proposal for the Council's first meeting in July, following which the Council will take final action on the ordinance adopting the street vacation regulations.

Attachment

Proposed ordinance adopting new MMC Street Vacation Chapter 12.44 including **Exhibit A**

Budget/Fiscal Impact: N/A

Staff Recommendation: Discussion and set legislative hearing at the July 12 City Council meeting.

City Manager Approval:

Proposed Council Motion: "I move to approve changes to Street Vacation regulations, and set legislative hearing and final action on the proposed Street Vacation regulations for the Council's first meeting in July."

Time Estimate: 30 minutes.

Ordinance No. _____

MEDINA CITY COUNCIL

AN ORDINANCE OF THE CITY OF MEDINA, WASHINGTON, ADDING A NEW CHAPTER 12.44 TO THE MEDINA MUNICIPAL CODE REGARDING STREET VACATION POLICIES AND PROCEDURES; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Medina Municipal Code (MMC) does not contain street vacation policies or procedures, which inhibits the City's efficient consideration and determination of petitions seeking vacation of City streets; and

WHEREAS, the City Council desires to establish street vacation policies, procedures, standards and criteria to better guide the City and the City Council in addressing street vacation petitions; and

WHEREAS, the Council engaged in a lengthy process of developing comprehensive street vacation policies and procedures, including a legislative hearing regarding proposed new Chapter 12.44; and

WHEREAS, the City Council has duly considered **Exhibit A** to this Ordinance, comprising a new chapter 12.44 of the MMC entitled Street Vacations, and finds that it will provide the structure and guidance needed to address future street vacations, will reduce the City's costs and expenses in performing such actions, and will enable better decisions in the public interest;

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

Section 1. Adopt New MMC Chapter 12.44. For the reasons set forth above, the City Council hereby adopts new Chapter 12.44, entitled Street Vacations, into the Medina Municipal Code, all as set forth in attached **Exhibit A**, incorporated herein by this reference.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including but not limited to the correction of scrivener and clerical errors, references, ordinance numbering, section/subsection numbering and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Effective Date. This Ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after such publication.

APPROVED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE _____ DAY OF _____, 2021 AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THE _____ DAY OF _____, 2021.

Jessica Rossman, Mayor

Approved as to form:
Ogden Murphy Wallace, PLLC

Attest:

Scott M. Missall, City Attorney

Aimee Kellerman, City Clerk

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.:

EXHIBIT A

Medina Municipal Code Title 12—Streets, Sidewalks and Public Places

New Chapter 12.44 Street Vacations

- 12.44.010 Purpose.
- 12.44.020 Applicability.
- 12.44.030 Definitions.
- 12.44.040 Initiation of proceedings.
- 12.44.050 Petition by owners.
- 12.44.060 Resolution by council.
- 12.44.070 Appraisals.
- 12.44.080 Petition fees and costs; Compensation.
- 12.44.090 Date of public hearing.
- 12.44.100 Notice of public hearing.
- 12.44.110 Protest.
- 12.44.120 Staff report.
- 12.44.130 Hearing.
- 12.44.140 Vacation criteria.
- 12.44.150 Right to condition vacation and reserve public uses and easements.
- 12.44.160 Limitations on waterfront streets.
- 12.44.170 City Council decision.
- 12.44.180 Compensation for vacation.
- 12.44.190 Title to vacated public ROW.

12.44.010 Purpose.

The purpose of this chapter 12.44 is to establish procedures and criteria the city will use to review and decide upon the vacation of public streets, alleys, sidewalks, trails and any other public grants, dedications and easements relating to street, pedestrian, or travel purposes within the city. This chapter is intended to be consistent with, implement and supplement RCW Chapter 35.79, entitled Streets—Vacation.

12.44.020 Applicability.

This chapter applies to every request for vacation of public streets, alleys, sidewalks, trails and any other public grants, dedications and easements relating to street, pedestrian, or travel purposes within the city, and shall not apply to vacation or termination of other types of public property.

12.44.030 Definitions.

For the purpose of this chapter, the following terms, phrases, words, and abbreviations shall have the meanings given herein, unless otherwise expressly stated. Words not otherwise defined shall have their common and ordinary meaning:

A. "Owner" means the owners of fee title, mortgagors, and/or contract vendees of any interest in real estate.

B. "Petition" means a complete and sufficient petition meeting the requirements of this chapter and applicable state law.

C. "Petitioner" means any party who has filed a petition for vacation with the city clerk.

D. "Public right-of-way" or "public ROW" means public streets, alleys, sidewalks, trails and any other public grants, dedications and easements relating to street, pedestrian, or travel purposes within the city.

E. "Subject property" means the public street, alley, sidewalk, trail, and/or any other public property or easement, or portion thereof, sought to be vacated.

12.44.040 Initiation of proceedings.

A vacation may be initiated in two ways:

A. A resolution of the city council.

B. A petition of the owners of more than two-thirds of the property abutting or underlying the subject property as may be applicable.

12.44.050 Petition by owners.

The owners of an interest in real estate abutting upon or underlying public ROW may petition the city council for vacation thereof in accordance with requirements of this chapter.

A. The petitioner shall apply for a vacation by submitting the following to the city clerk:

1. A vacation petition with supporting affidavits on forms provided by the city.
2. A diagram of the location and a survey of the subject property and immediate area of the proposed vacation including the abutting and/or underlying properties, all prepared by a licensed surveyor registered in the state of Washington.
3. A legal description of the subject property prepared by a licensed surveyor registered in the state of Washington.
4. For each abutting and underlying property and petitioner, a title report indicating the extent and type of ownership and providing a legal description of the petitioner's property.
5. The vacation fees as established by this chapter and city ordinance.
6. Any additional information or material the city determines is reasonably necessary for the city council to understand, consider and evaluate the requested vacation.

B. The petition shall be filed with the city clerk and shall be signed by owners of more than two-thirds of the property abutting the subject property (based on front footage) or underlying the subject property (based on square footage).

C. The city clerk shall determine the petition's compliance with this chapter. For the purpose of determining the sufficiency of signatures of owners of private property on a petition or a consent to vacate determined by the city council, the following rules shall govern as applicable:

1. The signature of an owner of property shall be as set forth in the King County assessor records and confirmed by a title report.
2. In the case of a property subject to a contract of purchase, the signature of the contract grantor and grantee shall be required.
3. In the case of property ownership by corporation or similar entity, the signature of the officer authorized by the bylaws and resolution of the board of directors evidenced by an excerpt of the bylaws and copy of the resolution, each duly certified by the secretary of the corporation, and granting such authority.
4. In the case of property owned or controlled by an estate, guardian or conservator of a decedent or incompetent, the signature of the duly qualified administrator, executor or guardian accompanied by a duly certified copy of his/her judicial appointment or designation. ,.

12.44.060 Resolution by council.

The city council may initiate vacation procedures of public ROW by resolution, which shall contain a legal description and a survey of the subject property, and such other information as the city council may determine appropriate.

12.44.070 Appraisals.

Determinations of fair market value of the subject property shall be made by MAI appraisal of the subject property at the direction of the city manager or designee. Petitioners shall pay the cost of all such appraisals as established in MMC 12.44.080. Such appraisals shall take into account the full value of the released rights and of any rights retained by the city for future use(s) which would restrict the private use of the vacated property.

12.44.080 Petition fees and costs; Compensation.

A. The petition, properly signed, shall be filed with the city clerk and accompanied by payment of the application fee and the estimated appraisal cost, which amounts shall be paid into the general fund of the city to defray the costs and expenses incurred by the city to: appraise the subject property, determine the sufficiency of the petition, evaluate and investigate the petition, and report the facts, circumstances and conclusions concerning the petition to the city council. Fees and costs shall not be returned or refunded to the petitioners regardless of the city council's action on the petition.

B. The amount of the fees and costs due upon filing shall be as follows:

1. The minimum application fee established by the city's then current fee schedule.
2. An appraisal fee deposit of \$2,500, which may be adjusted by the city manager up to the amount of the MAI appraisal bid or estimate submitted to the city.

C. In the event that the application fee and/or the appraisal costs set forth in subsection (B) of this section is insufficient to reimburse the city for all of the city's costs and expenses incurred in

relation to the petition, the balance shall be paid by the petitioner immediately upon receipt of the city's invoice.

D. In the event the vacation is granted by the city council, the petitioner shall immediately pay upon receipt of an invoice the amount required by the city council as compensation for the area being vacated as provided in MMC 12.44.180. A vacation ordinance shall not be effective until such time as the petitioner pays all sums due to the city, including all compensation due to the city for the vacation and all costs and expenses of the city in processing the petition. The city shall not record an approved vacation ordinance until such time as all such compensation, fees, costs and reimbursements are paid in full. If any portion of such amount remains unpaid for 30 days after submittal of a final invoice to the petitioner, the city council shall rescind and vacate the approved vacation ordinance.

E. In the event that the city council initiates a vacation, fees shall not be required unless council directs otherwise.

12.44.090 Date of public hearing.

Upon determining the application for vacation is complete, or upon passage of a resolution by the city council seeking vacation, the council shall, by resolution, fix a time when the city will hold a public hearing on the proposed vacation. The hearing will be not more than sixty days nor less than twenty days after the date of passage of the resolution scheduling the public hearing.

12.44.100 Notice of public hearing.

A. Upon the passage of the council resolution fixing the date and time for a public hearing, the city clerk shall give twenty days' notice of the pendency of the petition.

B. The hearing notice shall contain the following information: a statement that a petition has been filed to vacate the subject property; the date, time and place fixed for the hearing of the petition; that interested persons may appear at the hearing and be heard for or against the petition; and that interested persons may submit written comment to the city clerk prior to or at the hearing.

C. The city clerk shall post and distribute the hearing notice as follows:

1. A copy shall be posted in three conspicuous public places in the city.
2. A copy shall be posted in a conspicuous place on the subject property or at a nearby location that can be viewed by the public.
3. A copy shall be posted on the city's website.
4. A copy shall be published in the official newspaper of the city.
5. A copy shall be mailed to each owner of property within 300 feet of the subject property, including all the petitioners, at a local address if a resident of the city, or otherwise to the last address showing on the records of the King County assessor.

12.44.110 Protest.

If fifty percent of the abutting property owners file written objection to a city council-initiated vacation with the city clerk prior to the time of the hearing, the city council shall be prohibited from proceeding with the vacation.

12.44.120 Staff report.

A. The planning manager and/or public works director or their designee(s) shall prepare a staff report which shall address the requirements of this section and the vacation criteria in MMC 12.44.140. The staff report shall be presented to the city council at the public hearing and as otherwise appropriate or necessary.

B. In preparing the staff report, the manager and/or director shall solicit comments and input from the city's public works department and the police department, and may solicit comments from other city departments, governmental agencies, and utility providers having interest in, or jurisdiction over, or utilities within, the boundaries of the city.

C. The staff report shall contain the following information:

1. All application materials submitted by the petitioner.
2. All comments regarding the vacation received by the city prior to distribution of the staff report.
3. Maps, diagrams and other information pertinent to and helpful for the city council's review, understanding and decision.
4. An analysis and evaluation of the proposed vacation in relation to the provisions of this chapter, the provisions of the city's comprehensive plan, and pertinent state laws and regulations.
5. A recent appraisal of the subject property in accordance with MMC 12.44.070.
6. A recommendation of the appropriate city council action regarding the petition.

D. Not less than five days prior to the hearing, the city clerk shall distribute the staff report to the city council and staff, each petitioner, and anyone submitting comments to the city regarding the petition or making a written request for a copy of the staff report.

12.44.130 Hearing.

A. At the day and time appointed for the hearing of the petition or city council resolution, or at such other day and time as the same may be continued or adjourned to by the city council, the matter shall be considered and persons desiring to speak for or against the vacation shall be heard in accordance with the council's usual rules.

B. The city council may deliberate on the merits of the petition in accordance with its usual rules, may adjourn from time to time and may recess to executive session as needed, may require additional information and evaluation from any petitioner or city staff, and may continue and resume the hearing as appropriate. At the conclusion of the city council's deliberations, the city council shall decide the petition in accordance with MMC 12.44.170.

12.44.140 Vacation criteria.

A. In determining whether to vacate the subject property, the city council shall consider, but shall not be limited to, the following criteria:

1. Whether a change of use or vacation of the subject property will provide a ~~tangible or demonstrable~~ benefit to the city **as determined by the council, including but not limited to any of the following examples: reduction of unnecessary ROW; preservation of streetscape character; expanding the city's property tax roll; addressing neighborhood requests related to traffic impacts; better accommodation of pedestrians, bicyclists, motorists and/or emergency responders; reservation of an easement will accommodate the city's current or projected needs.**
2. Whether the subject property is no longer required for public use or public access.
3. Whether the substitution of a new and different public way would be more or less useful to the city and/or the public.
4. Whether conditions may or could change in the future, creating or providing a greater or different public use or need than presently exists.
5. Whether existing property access will be restricted or denied as a result of the vacation.
6. Whether objections to the petition or proposed vacation are made by (i) owners of private property (exclusive of petitioners) abutting or in proximity to the subject property, (ii) governmental agencies, (iii) private users of the subject property, and/or (iv) members of the general public.

12.44.150 Right to condition a vacation and reserve public uses or easements.

Ordinances vacating all or any portion of the subject property may contain and require:

- A. Conditions on the allowed use(s) that the city council determines to be in the public interest.
- B. Provisions reserving, retaining or requiring conveyance of easements for any public use or purpose, including without limitation construction, repair and maintenance of existing and future public utilities and services.

12.44.160 Limitations on waterfront streets.

A. The city council shall not vacate public ROW governed by this chapter if any portion of the subject property abuts a body of fresh or salt water, unless:

1. The vacation is sought to enable the city to acquire the subject property for port purposes, beach or waterfront access purposes, boat moorage or launching sites, park, public view, recreation, or educational purposes, or other public uses; or
2. The city council, by resolution, declares that the subject property is not presently being used as a street, alley or public easement and that the subject property is not suitable for any of the following purposes: port, beach or water access, boat moorage, launching sites, park, public view, recreation, or education; or
3. The vacation is sought to enable the city to implement a plan, adopted by resolution or ordinance, that provides comparable or improved public access to the same shoreline area to which the subject property abuts, had the subject property included in the plan not been vacated.

B. Before adopting a resolution vacating the subject property under subsection (A)(2) of this section, the city shall:

1. Compile an inventory of all rights-of-way within the city that abut the same body of water that is abutted by the subject property;
2. Conduct a study to determine if the subject property is suitable for use by the city for any of the following purposes: port, boat moorage, launching sites, beach or water access, park, public view, recreation, or education; and
3. Make a finding that the subject property is not suitable for any of the purposes listed under subsection (B)(2) of this section, and the vacation is in the public interest.

C. No vacation under this section shall be effective until the fair market value has been paid for the subject property and any other applicable provisions of this chapter have been met.

D. Moneys received from the vacation may be used by the city only for acquiring additional beach or water access, acquiring additional public view sites to a body of water, or acquiring additional moorage or launching sites.

12.44.170 City council decision.

The city council may grant or deny the petition in whole or in part and with or without conditions, reservations or requirements as the city council determines appropriate. Following the public hearing and conclusion of its deliberations, the city council shall either:

- A. Adopt an ordinance granting the vacation; or
- B. Adopt an ordinance denying the vacation; or
- C. Adopt a resolution of intent to vacate stating that the city council will, by ordinance, grant the vacation if the applicant meets specified conditions within 90 days, unless otherwise specified in the resolution.

12.44.180 Compensation for vacation.

A. Ordinances vacating any public ROW shall not be adopted by the city council until the owners of the property abutting the subject property shall compensate the city in the amount required by this subsection.

B. Monetary compensation to be paid to the city in an amount of up to one-half of the appraised value for the subject property; provided, that compensation may be required in an amount of up to the full appraised value of the subject property if any of the following applies to the street, alley, or public easement:

1. The subject property has been part of a dedicated public right-of-way for twenty-five years or more; or
2. The subject property or portions thereof were acquired at public expense; or
3. The subject property abuts a body of water as outlined in MMC 12.44.160

C. In lieu of payment for monetary compensation, the petitioners may grant or dedicate to the city for street or other purposes, real property useful for that purpose where the property to be acquired by such exchange has a fair market value of at least equal to the amount of cash compensation that would otherwise be required.

1. The city shall not be obligated to accept such an exchange and the decision of the city manager on the acceptability of the alternative property offered shall be final.

D. Where a vacation was initiated by city council resolution, abutting property owners may not be required to make payment to the city for such vacation where:

1. The street, alley or public easement was not acquired at city expense;
2. The city determines the street, alley or public easement is not needed for public travel either now or in the foreseeable future;
3. The city's maintenance or upkeep of the subject property is unrelated to any use of the street, alley, or public easement for public travel.

E. Where a vacation is applied for by or on behalf of another governmental agency or jurisdiction, the city council may waive any compensation required by this code and may also waive filing fees, if the council deems such a waiver to be in the public's interest and advantage.

1. A vacation of property in which compensation has been waived on behalf of a governmental agency or jurisdiction shall be accompanied by a covenant providing the city shall be compensated by the fair market value of the interest conveyed or vacated at the time of any future sale or lease of the subject property by said other governmental agency.

12.44.190 Title to vacated public ROW.

Title to any vacated portion of the subject property shall pass in accordance with Washington State statutory and common law governing title to vacated rights-of-way.

Ordinance No. _____

MEDINA CITY COUNCIL

AN ORDINANCE OF THE CITY OF MEDINA, WASHINGTON, ADDING A NEW CHAPTER 12.44 TO THE MEDINA MUNICIPAL CODE REGARDING STREET VACATION POLICIES AND PROCEDURES; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Medina Municipal Code (MMC) does not contain street vacation policies or procedures, which inhibits the City's efficient consideration and determination of petitions seeking vacation of City streets; and

WHEREAS, the City Council desires to establish street vacation policies, procedures, standards and criteria to better guide the City and the City Council in addressing street vacation petitions; and

WHEREAS, the Council engaged in a lengthy process of developing comprehensive street vacation policies and procedures, including a legislative hearing regarding proposed new Chapter 12.44; and

WHEREAS, the City Council has duly considered **Exhibit A** to this Ordinance, comprising a new chapter 12.44 of the MMC entitled Street Vacations, and finds that it will provide the structure and guidance needed to address future street vacations, will reduce the City's costs and expenses in performing such actions, and will enable better decisions in the public interest;

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

Section 1. Adopt New MMC Chapter 12.44. For the reasons set forth above, the City Council hereby adopts new Chapter 12.44, entitled Street Vacations, into the Medina Municipal Code, all as set forth in attached **Exhibit A**, incorporated herein by this reference.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including but not limited to the correction of scrivener and clerical errors, references, ordinance numbering, section/subsection numbering and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Effective Date. This Ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after such publication.

APPROVED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE _____ DAY OF _____, 2021 AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THE _____ DAY OF _____, 2021.

Jessica Rossman, Mayor

Approved as to form:
Ogden Murphy Wallace, PLLC

Attest:

Scott M. Missall, City Attorney

Aimee Kellerman, City Clerk

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.:

EXHIBIT A

Medina Municipal Code Title 12—Streets, Sidewalks and Public Places

New Chapter 12.44 Street Vacations

- 12.44.010 Purpose.
- 12.44.020 Applicability.
- 12.44.030 Definitions.
- 12.44.040 Initiation of proceedings.
- 12.44.050 Petition by owners.
- 12.44.060 Resolution by council.
- 12.44.070 Appraisals.
- 12.44.080 Petition fees and costs; Compensation.
- 12.44.090 Date of public hearing.
- 12.44.100 Notice of public hearing.
- 12.44.110 Protest.
- 12.44.120 Staff report.
- 12.44.130 Hearing.
- 12.44.140 Vacation criteria.
- 12.44.150 Right to condition vacation and reserve public uses and easements.
- 12.44.160 Limitations on waterfront streets.
- 12.44.170 City Council decision.
- 12.44.180 Compensation for vacation.
- 12.44.190 Title to vacated public ROW.

12.44.010 Purpose.

The purpose of this chapter 12.44 is to establish procedures and criteria the city will use to review and decide upon the vacation of public streets, alleys, sidewalks, trails and any other public grants, dedications and easements relating to street, pedestrian, or travel purposes within the city. This chapter is intended to be consistent with, implement and supplement RCW Chapter 35.79, entitled Streets—Vacation.

12.44.020 Applicability.

This chapter applies to every request for vacation of public streets, alleys, sidewalks, trails and any other public grants, dedications and easements relating to street, pedestrian, or travel purposes within the city, and shall not apply to vacation or termination of other types of public property.

12.44.030 Definitions.

For the purpose of this chapter, the following terms, phrases, words, and abbreviations shall have the meanings given herein, unless otherwise expressly stated. Words not otherwise defined shall have their common and ordinary meaning:

A. “Owner” means the owners of fee title, mortgagors, and/or contract vendees of any interest in real estate.

B. "Petition" means a complete and sufficient petition meeting the requirements of this chapter and applicable state law.

C. "Petitioner" means any party who has filed a petition for vacation with the city clerk.

D. "Public right-of-way" or "public ROW" means public streets, alleys, sidewalks, trails and any other public grants, dedications and easements relating to street, pedestrian, or travel purposes within the city.

E. "Subject property" means the public street, alley, sidewalk, trail, and/or any other public property or easement, or portion thereof, sought to be vacated.

12.44.040 Initiation of proceedings.

A vacation may be initiated in two ways:

A. A resolution of the city council.

B. A petition of the owners of more than two-thirds of the property abutting or underlying the subject property as may be applicable.

12.44.050 Petition by owners.

The owners of an interest in real estate abutting upon or underlying public ROW may petition the city council for vacation thereof in accordance with requirements of this chapter.

A. The petitioner shall apply for a vacation by submitting the following to the city clerk:

1. A vacation petition with supporting affidavits on forms provided by the city.
2. A diagram of the location and a survey of the subject property and immediate area of the proposed vacation including the abutting and/or underlying properties, all prepared by a licensed surveyor registered in the state of Washington.
3. A legal description of the subject property prepared by a licensed surveyor registered in the state of Washington.
4. For each abutting and underlying property and petitioner, a title report indicating the extent and type of ownership and providing a legal description of the petitioner's property.
5. The vacation fees as established by this chapter and city ordinance.
6. Any additional information or material the city determines is reasonably necessary for the city council to understand, consider and evaluate the requested vacation.

B. The petition shall be filed with the city clerk and shall be signed by owners of more than two-thirds of the property abutting the subject property (based on front footage) or underlying the subject property (based on square footage).

C. The city clerk shall determine the petition's compliance with this chapter. For the purpose of determining the sufficiency of signatures of owners of private property on a petition or a consent to vacate determined by the city council, the following rules shall govern as applicable:

1. The signature of an owner of property shall be as set forth in the King County assessor records and confirmed by a title report.
2. In the case of a property subject to a contract of purchase, the signature of the contract grantor and grantee shall be required.
3. In the case of property ownership by corporation or similar entity, the signature of the officer authorized by the bylaws and resolution of the board of directors evidenced by an excerpt of the bylaws and copy of the resolution, each duly certified by the secretary of the corporation, and granting such authority.
4. In the case of property owned or controlled by an estate, guardian or conservator of a decedent or incompetent, the signature of the duly qualified administrator, executor or guardian accompanied by a duly certified copy of his/her judicial appointment or designation. ,.

12.44.060 Resolution by council.

The city council may initiate vacation procedures of public ROW by resolution, which shall contain a legal description and a survey of the subject property, and such other information as the city council may determine appropriate.

12.44.070 Appraisals.

Determinations of fair market value of the subject property shall be made by MAI appraisal of the subject property at the direction of the city manager or designee. Petitioners shall pay the cost of all such appraisals as established in MMC 12.44.080. Such appraisals shall take into account the full value of the released rights and of any rights retained by the city for future use(s) which would restrict the private use of the vacated property.

12.44.080 Petition fees and costs; Compensation.

A. The petition, properly signed, shall be filed with the city clerk and accompanied by payment of the application fee and the estimated appraisal cost, which amounts shall be paid into the general fund of the city to defray the costs and expenses incurred by the city to: appraise the subject property, determine the sufficiency of the petition, evaluate and investigate the petition, and report the facts, circumstances and conclusions concerning the petition to the city council. Fees and costs shall not be returned or refunded to the petitioners regardless of the city council's action on the petition.

B. The amount of the fees and costs due upon filing shall be as follows:

1. The minimum application fee established by the city's then current fee schedule.
2. An appraisal fee deposit of \$2,500, which may be adjusted by the city manager up to the amount of the MAI appraisal bid or estimate submitted to the city.

C. In the event that the application fee and/or the appraisal costs set forth in subsection (B) of this section is insufficient to reimburse the city for all of the city's costs and expenses incurred in

relation to the petition, the balance shall be paid by the petitioner immediately upon receipt of the city's invoice.

D. In the event the vacation is granted by the city council, the petitioner shall immediately pay upon receipt of an invoice the amount required by the city council as compensation for the area being vacated as provided in MMC 12.44.180. A vacation ordinance shall not be effective until such time as the petitioner pays all sums due to the city, including all compensation due to the city for the vacation and all costs and expenses of the city in processing the petition. The city shall not record an approved vacation ordinance until such time as all such compensation, fees, costs and reimbursements are paid in full. If any portion of such amount remains unpaid for 30 days after submittal of a final invoice to the petitioner, the city council shall rescind and vacate the approved vacation ordinance.

E. In the event that the city council initiates a vacation, fees shall not be required unless council directs otherwise.

12.44.090 Date of public hearing.

Upon determining the application for vacation is complete, or upon passage of a resolution by the city council seeking vacation, the council shall, by resolution, fix a time when the city will hold a public hearing on the proposed vacation. The hearing will be not more than sixty days nor less than twenty days after the date of passage of the resolution scheduling the public hearing.

12.44.100 Notice of public hearing.

A. Upon the passage of the council resolution fixing the date and time for a public hearing, the city clerk shall give twenty days' notice of the pendency of the petition.

B. The hearing notice shall contain the following information: a statement that a petition has been filed to vacate the subject property; the date, time and place fixed for the hearing of the petition; that interested persons may appear at the hearing and be heard for or against the petition; and that interested persons may submit written comment to the city clerk prior to or at the hearing.

C. The city clerk shall post and distribute the hearing notice as follows:

1. A copy shall be posted in three conspicuous public places in the city.
2. A copy shall be posted in a conspicuous place on the subject property or at a nearby location that can be viewed by the public.
3. A copy shall be posted on the city's website.
4. A copy shall be published in the official newspaper of the city.
5. A copy shall be mailed to each owner of property within 300 feet of the subject property, including all the petitioners, at a local address if a resident of the city, or otherwise to the last address showing on the records of the King County assessor.

12.44.110 Protest.

If fifty percent of the abutting property owners file written objection to a city council-initiated vacation with the city clerk prior to the time of the hearing, the city council shall be prohibited from proceeding with the vacation.

12.44.120 Staff report.

A. The planning manager and/or public works director or their designee(s) shall prepare a staff report which shall address the requirements of this section and the vacation criteria in MMC 12.44.140. The staff report shall be presented to the city council at the public hearing and as otherwise appropriate or necessary.

B. In preparing the staff report, the manager and/or director shall solicit comments and input from the city's public works department and the police department, and may solicit comments from other city departments, governmental agencies, and utility providers having interest in, or jurisdiction over, or utilities within, the boundaries of the city.

C. The staff report shall contain the following information:

1. All application materials submitted by the petitioner.
2. All comments regarding the vacation received by the city prior to distribution of the staff report.
3. Maps, diagrams and other information pertinent to and helpful for the city council's review, understanding and decision.
4. An analysis and evaluation of the proposed vacation in relation to the provisions of this chapter, the provisions of the city's comprehensive plan, and pertinent state laws and regulations.
5. A recent appraisal of the subject property in accordance with MMC 12.44.070.
6. A recommendation of the appropriate city council action regarding the petition.

D. Not less than five days prior to the hearing, the city clerk shall distribute the staff report to the city council and staff, each petitioner, and anyone submitting comments to the city regarding the petition or making a written request for a copy of the staff report.

12.44.130 Hearing.

A. At the day and time appointed for the hearing of the petition or city council resolution, or at such other day and time as the same may be continued or adjourned to by the city council, the matter shall be considered and persons desiring to speak for or against the vacation shall be heard in accordance with the council's usual rules.

B. The city council may deliberate on the merits of the petition in accordance with its usual rules, may adjourn from time to time and may recess to executive session as needed, may require additional information and evaluation from any petitioner or city staff, and may continue and resume the hearing as appropriate. At the conclusion of the city council's deliberations, the city council shall decide the petition in accordance with MMC 12.44.170.

12.44.140 Vacation criteria.

A. In determining whether to vacate the subject property, the city council shall consider, but shall not be limited to, the following criteria:

1. Whether a change of use or vacation of the subject property will provide a ~~tangible or demonstrable~~ benefit to the city **as determined by the council, including but not limited to any of the following examples: reduction of unnecessary ROW; preservation of streetscape character; expanding the city's property tax roll; addressing neighborhood requests related to traffic impacts; better accommodation of pedestrians, bicyclists, motorists and/or emergency responders; reservation of an easement will accommodate the city's current or projected needs.**
2. Whether the subject property is no longer required for public use or public access.
3. Whether the substitution of a new and different public way would be more or less useful to the city and/or the public.
4. Whether conditions may or could change in the future, creating or providing a greater or different public use or need than presently exists.
5. Whether existing property access will be restricted or denied as a result of the vacation.
6. Whether objections to the petition or proposed vacation are made by (i) owners of private property (exclusive of petitioners) abutting or in proximity to the subject property, (ii) governmental agencies, (iii) private users of the subject property, and/or (iv) members of the general public.

12.44.150 Right to condition a vacation and reserve public uses or easements.

Ordinances vacating all or any portion of the subject property may contain and require:

- A. Conditions on the allowed use(s) that the city council determines to be in the public interest.
- B. Provisions reserving, retaining or requiring conveyance of easements for any public use or purpose, including without limitation construction, repair and maintenance of existing and future public utilities and services.

12.44.160 Limitations on waterfront streets.

A. The city council shall not vacate public ROW governed by this chapter if any portion of the subject property abuts a body of fresh or salt water, unless:

1. The vacation is sought to enable the city to acquire the subject property for port purposes, beach or waterfront access purposes, boat moorage or launching sites, park, public view, recreation, or educational purposes, or other public uses; or
2. The city council, by resolution, declares that the subject property is not presently being used as a street, alley or public easement and that the subject property is not suitable for any of the following purposes: port, beach or water access, boat moorage, launching sites, park, public view, recreation, or education; or
3. The vacation is sought to enable the city to implement a plan, adopted by resolution or ordinance, that provides comparable or improved public access to the same shoreline area to which the subject property abuts, had the subject property included in the plan not been vacated.

B. Before adopting a resolution vacating the subject property under subsection (A)(2) of this section, the city shall:

1. Compile an inventory of all rights-of-way within the city that abut the same body of water that is abutted by the subject property;
2. Conduct a study to determine if the subject property is suitable for use by the city for any of the following purposes: port, boat moorage, launching sites, beach or water access, park, public view, recreation, or education; and
3. Make a finding that the subject property is not suitable for any of the purposes listed under subsection (B)(2) of this section, and the vacation is in the public interest.

C. No vacation under this section shall be effective until the fair market value has been paid for the subject property and any other applicable provisions of this chapter have been met.

D. Moneys received from the vacation may be used by the city only for acquiring additional beach or water access, acquiring additional public view sites to a body of water, or acquiring additional moorage or launching sites.

12.44.170 City council decision.

The city council may grant or deny the petition in whole or in part and with or without conditions, reservations or requirements as the city council determines appropriate. Following the public hearing and conclusion of its deliberations, the city council shall either:

- A. Adopt an ordinance granting the vacation; or
- B. Adopt an ordinance denying the vacation; or
- C. Adopt a resolution of intent to vacate stating that the city council will, by ordinance, grant the vacation if the applicant meets specified conditions within 90 days, unless otherwise specified in the resolution.

12.44.180 Compensation for vacation.

A. Ordinances vacating any public ROW shall not be adopted by the city council until the owners of the property abutting the subject property shall compensate the city in the amount required by this subsection.

B. Monetary compensation to be paid to the city in an amount of up to one-half of the appraised value for the subject property; provided, that compensation may be required in an amount of up to the full appraised value of the subject property if any of the following applies to the street, alley, or public easement:

1. The subject property has been part of a dedicated public right-of-way for twenty-five years or more; or
2. The subject property or portions thereof were acquired at public expense; or
3. The subject property abuts a body of water as outlined in MMC 12.44.160

C. In lieu of payment for monetary compensation, the petitioners may grant or dedicate to the city for street or other purposes, real property useful for that purpose where the property to be acquired by such exchange has a fair market value of at least equal to the amount of cash compensation that would otherwise be required.

1. The city shall not be obligated to accept such an exchange and the decision of the city manager on the acceptability of the alternative property offered shall be final.

D. Where a vacation was initiated by city council resolution, abutting property owners may not be required to make payment to the city for such vacation where:

1. The street, alley or public easement was not acquired at city expense;
2. The city determines the street, alley or public easement is not needed for public travel either now or in the foreseeable future;
3. The city's maintenance or upkeep of the subject property is unrelated to any use of the street, alley, or public easement for public travel.

E. Where a vacation is applied for by or on behalf of another governmental agency or jurisdiction, the city council may waive any compensation required by this code and may also waive filing fees, if the council deems such a waiver to be in the public's interest and advantage.

1. A vacation of property in which compensation has been waived on behalf of a governmental agency or jurisdiction shall be accompanied by a covenant providing the city shall be compensated by the fair market value of the interest conveyed or vacated at the time of any future sale or lease of the subject property by said other governmental agency.

12.44.190 Title to vacated public ROW.

Title to any vacated portion of the subject property shall pass in accordance with Washington State statutory and common law governing title to vacated rights-of-way.

Agenda Item 9.3a

**MEDINA, WASHINGTON****AGENDA BILL****Monday, June 14, 2021**

Subject: Resolution No. 418 Amending Financial Policies, adding EFT (Electronic Funds Transfer) Control Procedures

Category: City Council Business

Staff Contact: Julie Ketter, Finance & HR Director

Summary

December 2020 the State Auditor's Office completed the City of Medina's 2019 annual audit. As in previous years, the auditor provided management with exit recommendations for updates to our policies and procedures. These do not affect the "clean audit" report status but need to be addressed before the next audit cycle.

It was noted that while staff has established procedures and adequate internal controls over Electronic Fund Transfers (EFTs), written documentation of these was missing from the City's Financial Policy manual. Any changes to the Financial Policies must be approved by Council via a resolution. The attached Exhibit A describes the existing procedures and controls. Upon Council approval, it will be inserted into the Financial Policy manual.

Attachment:

Resolution 418, including **Exhibit A**

Budget/Fiscal Impact: None

Staff Recommendation: Approve

City Manager Approval: 

Proposed Council Motion: "I move to Adopt Resolution No. 418 Amending Financial Management Policies as recommended by the State Auditor's Office."

Time Estimate: 10 minutes.

Agenda Item 9.3a

CITY OF MEDINA, WASHINGTON

RESOLUTION NO. 418

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, AMENDING THE FINANCIAL MANAGEMENT POLICY TO INCLUDE EFT (ELECTRONIC FUND TRANSFER) CONTROL PROCEDURES

WHEREAS, State policy requires that agencies develop written internal policies for managing Electronic Fund Transfers; and

WHEREAS, as a result the State Auditor made recommendations that the City develop and adopt policies for managing these transactions; and

WHEREAS, based on example policies provided by MRSC and existing City practices, City staff drafted new policies and procedures for EFT Control Procedures for City Council consideration;

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

Section 1. Amended Financial Management Policies Adopted. The City Council finds it in the best interest of the City to have an EFT Control Procedures Policy and hereby adopts the amended Financial Management Policy attached hereto as **Exhibit A**.

Section 2. Effective Date. This Resolution shall be effective upon its adoption by the City Council.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON JUNE 14, 2021 AND SIGNED IN AUTHENTICATION OF ITS PASSAGE ON JUNE 14, 2021.

Jessica Rossman, Mayor

Approved as to form:
Ogden Murphy Wallace, PLLC

Attest:

Scott M. Missall, City Attorney

Aimee Kellerman, City Clerk

FILED WITH THE CITY CLERK: XX
PASSED BY THE CITY COUNCIL: XX
Resolution No. 418

Agenda Item 9.3a**EFT (Electronic Fund Transfer) CONTROL PROCEDURES**

To promote the safety of City funds in the electronic funds transfer environment, the following procedures will be adhered to:

1. The procedure to initiate, approve, and record an EFT payment is subject to the same financial policies, procedures, and controls that govern disbursements made by any other means.
 - Review of transfer by Finance Director or her/his designee who will not be entering or initiating the transfer.
 - Two approval signatures from authorized check signers.
 - Reconciliation of bank activity to the General Ledger will be performed in a timely manner with all exceptions resolved.
2. EFT transactions will not be made without proper authorization of affected parties in accordance with federal and state statutes and accepted business practices.
3. All EFT payments should be initiated by secure computer-based systems:
 - US Bank SinglePoint (designated administrator, dual control & time-limited token generated PIN)
 - Known payroll benefit providers' portals, such as IRS, AWC, DRS.
4. The City Finance Director shall serve as primary administrator to manage and control access to the systems used to process EFT transactions. The administrator shall ensure that adequate separation of duties exists in accordance with accepted internal control standards. In addition, the administrator shall ensure approval and maintenance of user system IDs, user permissions, including authorized representatives and their associated transfer limits. The City Manager has authority serve as back up administrator.
5. Because EFT transfers between City bank accounts have reduced risk, the Finance Office may use EFTs on a routine basis to concentrate funds for payment and investment purposes. Although the risks are minimal for transfers between City accounts, reasonable controls should exist with regard to authorization, reconciliation, and review of these transactions.
6. EFT payments are limited to transfers between City bank accounts, employee expense reimbursement, payroll and payroll benefits.
7. Employees must submit hard copy of completed Direct Deposit Agreement Form to the Finance Director. No electronic signatures will be accepted. Any change to banking information will require a newly completed form. Employee signatures will be verified against signature on file. If an employee submits a change request without enough time for authorization prior to payroll, payment will be made by check until such time as the information can be verified.



MEDINA, WASHINGTON

AGENDA BILL

Monday, June 14, 2021

Subject: Ordinance No. 999 Amending MMC Chapter 2.64 Public Works Purchasing Policies

Category: City Council Business

Staff Contact: Julie Ketter, Finance & HR Director

Summary

December 2020 the State Auditor's Office completed the City of Medina's 2019 annual audit. As in previous years, the auditor provided management with exit recommendations for updates to our policies and procedures. These do not affect the "clean audit" report status but need to be addressed before the next audit cycle.

It was noted that staff had established procedures expanding the use of formal sealed bid process to certain small works projects (\$100K<\$350K), when doing so would possibly save costs, but this was not included in the related code.

It was also noted that the code lacked a formal sealed bidding process for large Public Works projects (>\$350K). The City's current, undocumented procedures mirror the requirements of RCW 39.04, as reflected in the attached.

The necessary code updates to address the SOA's recommendations reflected in attached Exhibit A.

Attachment:

Ordinance 999, including **Exhibit A**

Budget/Fiscal Impact: None

Staff Recommendation: Approve

City Manager Approval: 

Proposed Council Motion: "I move to Adopt Ordinance No. 999 Amending MMC Chapter 2.64 as recommended by the State Auditor's Office."

Time Estimate: XX minutes.

Agenda Item 9.3b

Ordinance No. 999

MEDINA CITY COUNCIL

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA,
WASHINGTON, AMENDING MMC CHAPTER 2.64

WHEREAS, State policy requires that agencies develop written internal policies for managing Public Works Purchasing & Contracting; and

WHEREAS, as a result the State Auditor made recommendations that the City update policies to match current practices; and

WHEREAS based on example policies provided by MRSC, RCW and existing City practices, City staff drafted the recommended updates to MMC Chapter 2.64 for Public Works Purchasing & Contracting for City Council consideration;

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

Section 1. Amended MMC Chapter 2.64. The City Council finds it in the best interest of the City to have an updated Public Works Purchasing & Contracting policy recorded in MMC Chapter 2.64 and hereby adopts the amended MMC 2.64 attached hereto as **Exhibit A**.

Section 2. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Effective Date. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 14th DAY OF JUNE 2021 BY A VOTE OF X FOR, X AGAINST, AND X ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 14th DAY OF JUNE 2021.

Jessica Rossman, Mayor

Agenda Item 9.3b

Approved as to form:
Ogden Murphy Wallace, PLLC

Attest:

Scott M. Missall, City Attorney

Aimee Kellerman, City Clerk

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: / AB

**Agenda Item 9.3b
Exhibit A****Chapter 2.64 Small Works Roster Public Works Purchasing & Contracting****2.64.020 Small Works Roster**

The following small works roster procedures are established for use by the city of Medina pursuant to RCW [39.04.155](#):

A. Cost. The city of Medina need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed ~~\$300,000~~\$350,000, which includes the costs of labor, material, equipment and sales and/or use taxes as applicable. Instead, the city of Medina may use the small works roster procedures for public works projects as set forth herein. At its discretion, the City may opt to use formal sealed bidding procedures for projects less than \$350,000 if it feels doing so can save costs on the project. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.

B. Publication. At least once a year, the city of Medina, on its own or through MRSC, shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to appropriate city or MRSC roster or rosters at any time that they submit a written request and necessary records. The city of Medina may require master contracts to be signed that become effective when a specific award is made using a small works roster.

C. Telephone or Written Quotations. The city of Medina shall obtain telephone, written or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW [39.04.350](#)(1) and may establish supplementary bidder criteria under RCW [39.04.350](#)(2).

1. A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.

2. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster.

Agenda Item 9.3b
Exhibit A

“Equitably distribute” means that the city of Medina may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

3. If the estimated cost of the work is from \$150,000 to \$300,000, the city of Medina may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The city of Medina has the sole option of determining whether this notice to the remaining contractors is made by:

- a. Publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
- b. Mailing a notice to these contractors; or
- c. Sending a notice to these contractors by facsimile or e-mail.

4. At the time bids are solicited, the city of Medina representative shall not inform a contractor of the terms or amount of any other contractor’s bid for the same project.

5. A written record shall be made by the city of Medina representative of each contractor’s bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

D. Limited Public Works Process. If a work, construction, alteration, repair, or improvement project is estimated to cost less than \$35,000, the city of Medina may award such a contract using the limited public works process provided under RCW [39.04.155](#)(3). For a limited public works project, the city of Medina will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW [39.04.010](#). After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the city of Medina may waive the payment and performance bond requirements of Chapter [39.08](#) RCW and the retainage requirements of Chapter [60.28](#) RCW, thereby assuming the liability for the contractor’s nonpayment of laborers, mechanics, subcontractors, materialmen, suppliers, and taxes imposed under RCW Title [82](#) that may be due from the contractor for the limited public works project. However, the city of Medina shall have the right of recovery against the contractor for any payments made on the contractor’s behalf.

The city of Medina shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process,

**Agenda Item 9.3b
Exhibit A**

including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

E. Determining Lowest Responsible Bidder. The city council or designated city official shall award the contract for the public works project to the lowest responsible bidder; provided, that all bids may be rejected and the city may call for new bids. A responsible bidder shall be a registered and/or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibility criteria established by the city of Medina.

F. Award. The city manager shall be authorized to award and execute contracts in accordance with Chapter [2.66](#) MMC. (Ord. 842 §§ 1, 2, 2009; Ord. 822 § 3, 2007)

2.64.040 Formal Sealed Bidding

The City adheres to requirements outlined in RCW Chapter 39.04 (Public Works) for the procurement of public works projects with contract values greater than \$350,000.



MEDINA, WASHINGTON

Agenda Item 9.3c

AGENDA BILL

Monday, June 14, 2021

Subject: Approval of Medina Personnel Policies update, Section 7.02 Vacation Accruals

Category: City Council Business

Staff Contact: Julie Ketter, Finance & HR Director

Summary

In 2015, Staff and the Personnel Committee drafted a Personnel Policy Manual, which was adopted by Council on 8/10/2015. Previously, there had been no consolidated policy that covered the unrepresented employees. The City Manager was granted the authority to authorize future updates as needed by law or clarity; Council retained the authority to approve all changes that would impact employee compensation or benefits.

The proposed change is being requested by staff to give more detailed instructions for managing excess carryover leave. It also addresses how the policy applies in the case of the City Manager. Additionally, it allows for a one-time cash out of any excess leave on 12/31/2021 in order to bring all leave balances under the carryover limit. Carryover balances are existing accrued liabilities of the City, requiring reporting to the State Auditor each year. The cash out is advantageous to the City: it aligns existing balances to new policy while also reducing liabilities at current value.

The proposed policy change was created based on discussion at the Personnel Committee meeting of March 17th and numerous email exchanges following. During their June 1st meeting, the committee agreed to send it to Council with a recommendation to approve. The policy change has also been reviewed by the City's labor attorney, Sofia Mabee.

It is also important to note, this change will only impact the City's non-represented employees who comprise less than a third of total staff. The remaining, represented staff's labor contract language sets their vacation policy.

Attachment:

Medina Personnel Policy Manual, 7.02 Vacation Accrual, proposed update

Budget/Fiscal Impact: \$50K - 65K, based on 2 potential employee excess cash outs, factoring in possible amount of vacation taken during remaining year. There will be an equal reduction of existing liability amount.

Staff Recommendation: Approve

City Manager Approval:

Proposed Council Motion: "I move to Approve the Medina Personnel Policies update of Section 7.02 Vacation Accruals, as recommended by Personnel Committee."

Time Estimate: XX minutes.

Agenda Item 9.3c

Current

7.02 Vacation Accrual: Employees are encouraged to use vacation leave in the year it is earned. The maximum vacation leave that an employee may carry over at the end of each year is 1.5 times annual leave accrual level, or as specified in an applicable labor agreement. Any hours earned above the maximum must be taken at the end of the calendar year or they shall be forfeited unless advanced written approval is granted by the City Manager.

Vacation Accrual Schedule

<u>Length of Continuous Service</u>	<u>Annualized Leave</u>
1 st Year	96 Hours
2 nd – 4 th Year	112 Hours
5 th – 7 th Year	128 Hours
8 th – 9 th Year	144 Hours
10 th – 14 th Year	160 Hours
15 th – 19 th Year	176 Hours
20 th and Subsequent Years	200 Hours

Proposed

7.02 Vacation Accrual: Employees are encouraged to use vacation leave in the year it is earned. The maximum vacation leave that an employee may carry over at the end of each year is 1.5 times annual leave accrual level, or as specified in an applicable labor agreement. Any hours earned above the maximum must be taken by the end of the calendar year. HR/Payroll will notify employees, along with their managers, before the beginning of the 4th quarter if they are projected to exceed the limit at year-end. Employees are expected to schedule the necessary leave to bring their balance down to within the carryover limit by the end of the year.

Excess carryover leave can be allowed with advance written approval by the City Manager, or with advance City Council approval for the City Manager’s excess carryover. Employees granted permission to carryover excess leave are expected to be within the limit by the end of the following calendar year. If a non-represented employee has failed to bring their balance within the limit by the end of that following year, that employee’s vacation accrual will cease until their balance is within their carryover limit.

Effective January 1st, 2022, all non-represented employees will have no more than their carryover maximum. Excess will have either been used or will be cashed out on December 31, 2021.

Vacation Accrual Schedule

<u>Length of Continuous Service</u>	<u>Annualized Leave</u>
1 st Year	96 Hours

Agenda Item 9.3c

2nd – 4 th Year	112 Hours
5 th – 7 th Year	128 Hours
8 th – 9 th Year	144 Hours
10 th – 14 th Year	160 Hours
15 th – 19 th Year	176 Hours
20 th and Subsequent Years	200 Hours



CITY OF MEDINA

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

Date: June 14, 2021
To: Honorable Mayor and City Council
From: Michael Sauerwein, City Manager
Subject: City Manager Report

City Council Meeting After Action Report

May 10, 2021, City Council Meeting After-Action Report

There were no items for the After-Action Report.

Medina Days 2021

After taking the COVID Year of 2020 off, Medina Days will be making a triumphal return this August. Current plans include a Concert in the Park on Tuesday, August 10, 2021, with food trucks, and a community picnic.

American Rescue Plan

As we discussed last month, the American Rescue Plan Act has allocated an estimated ~~\$720,000~~ \$917,839 to the City of Medina. 50% of the allocated funds will be distributed to the City in 2021 and 50% in 2022. The 2021 distribution will be on or around June 27, 2021. The deadline for expending all distributed funds is December 31, 2024. Eligible uses of the funds are outlined below.

The Five Eligible Uses of Funding

1. Supporting the public health response by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff.
2. Replace lost public sector revenue to strengthen support for vital public services and help retain jobs.
3. Support immediate economic stabilization for households and businesses.
4. Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations.
5. Investing in infrastructure improvement, repairs, and replacement. Specifically:
 - a. Broadband, targeting rural and remote areas that have minimal access.
 - b. Water systems (our water system is owned and operated by the City of Bellevue).

AGENDA ITEM 10.1

- c. Sewer systems, in two subcategories:
 - i. Wastewater (also owned and operated by the City of Bellevue).
 - ii. Stormwater.

City Staff's Recommendation

City Staff recommends the following three funding priorities:

- Maintain inventory of personal protective equipment.
- Work with Bellevue Hopelink to address the medical and behavioral healthcare needs of our community. Police Chief, Steve Burns, will be providing additional information about this program later this year.
- Invest in improvements, repairs, and replacement of our stormwater infrastructure. Public Works Director Ryan Osada, and City Engineer Roger Kuykendall will be presenting their recommendations at your July 12, 2021, City Council Meeting.

2021 City Manager Goals, Projects, and Objectives

The adopted 2021 City Manager Goals, Projects, and Objectives are **attached**.

Updated 6-11-2021

2021 City Manager Goals, Projects, and Objectives

City Manager

- **SR 520 Expansion-Joint** (on-going) – Continue to aggressively manage SR 520 expansion-joint noise issue to achieve an agreeable resolution.
 - Maintain regular and consistent communication with Washington State Legislators, WSDOT, and consultants.
 - Continue to work with Legislators, WSDOT, and consultants to include Phase 2 of the University of Washington Engineering Department’s Sound Mitigation Study in the State’s Supplemental Budget.
 - Have the University of Washington Engineering Department to present the results of Phase 2 of their Sound Mitigation Study to the City Council. (2022).
- **Community Survey** (first half) – In 2019 and 2020 the Development Services Department conducted three surveys to ascertain citizen’s attitudes regarding construction and development in their neighborhoods. Results of the surveys were discussed at the September 22, 2020 Joint City Council Planning Commission Meeting.

In 2021 we will conduct a Community Survey including city services, community priorities, and quality of life in Medina. **(4-12-2021 Discussed CC Meeting)**

- **Bi-Monthly Online Open House with the City Manager and Police Chief** (first half) – This is a temporary COVID replacement for “Coffee with the City Manager and Mayor” and “Coffee with a Cop”.
 - City Staff has/will hold the following on-line Community Forums:
 - Emergency Preparedness and other Community Public Safety Concerns **(1-14-2021)**.
 - Virtual Tour of 2021 Public Works Projects **(3-22-2021)**.
 - Juvenile Safety Forum **(3-31-2021)**.

Coffee with City Manager and Coffee with a Cop events will be scheduled when it is safe to do so.

- **Park Use Permit** (second half) – Update the City’s Park Use Permit Process.
- **Labor Contract Negotiation** (on-going) – Initiate negotiations of the City’s three expiring labor contracts.

- Public Works (Teamsters).
 - Clerical Employees (Teamsters).
 - Police Officers (Police Guild).
- **Speeding and Traffic Calming** – See Police Department
 - **Leaf Blowers and Gas-Powered Lawn Equipment** (first half) – Work with neighboring cities, to regulate use of this equipment. *(2020 Performance Review)* **(4-12-2021 Discussed CC Meeting)**
 - **Employee Training Programs** (second half) – The following programs are offered at no-cost through our insurance carrier; Washington Cities Insurance Authority (WCIA).
 - **Implicit Bias and Unlearning Racism** – I recently attended this excellent two-day program. While our Police Officers receive similar training on a regular basis as part of the Department’s accreditation process ...I would like to provide it to all City employees this year.
 - **Preventing Harassment and Discrimination in the Workplace** – This ½ day program is regularly provided to all employees. One session for employees. One for supervisors. We will also include lifeguards and seasonal employees if scheduling allows.
 - **Undergrounding of Utilities** (second half) – Direct City Engineer to prepare engineer’s estimate of project design costs within the right of way, (100% City responsibility). Obtain detailed and reliable pricing information from Puget Sound Energy of property owner costs. Prepare a plan that can help inform future City Councils in moving forward with pilot project or city-wide project.
 - **Annual Review Process** (first half) – Work with the Personnel Committee to develop an annual review process for all City Staff. *(2020 Performance Review)*
 - **All Staff Meeting** (on-going) – Schedule regular All Staff Meetings. *(2020 Performance Review)* **(Scheduled monthly meetings)**
 - **Continue working toward earning my PhD in Political Science** (on-going).
 - **Working with the City Council** (first and second half).
 - Organize ½-day virtual City Council Retreat this Spring. And, hopefully, 1-day Retreat this Fall **(2-22-2021)**.
 - Review the City’s Vision and Mission Statements **(2-22-2012)**.
 - Discuss City Council Rules and Guidelines **(2-22-2012)**.
 - **Brief Monthly Update/Expanded Quarterly Update** (on-going) – Provide the City Council with status reports on progress in meeting 2021 Objectives.

- **Maintain and Expand Visibility in the Community** (on-going).
 - Proactively drive around the community, noting any problem issues or areas, and report to Council.
 - As in past years, I will attempt to attend all City Events and Activities.
 - In addition to the monthly City Council Meetings and the Study Sessions, I also regularly attend Park Board, and Emergency Preparedness Committee Meetings.

Public Works

- **Streets and Sidewalks 2021** (first and second half).
 - 86th Ave NE Overlay.
 - 77 Ave NE Overlay.
 - 84th Ave NE Overlay – NE 12th to Overlake Drive.
 - NE 12th St Sidewalk Improvements – West Segment.
- **Streets and Sidewalks Ongoing** (on-going).
 - Trimming hedges and trees impacting sidewalk rights-of-way.
 - Street sweeping and vactoring catch basins per Department of Ecology.
 - Timely responses to any community complaints.
- **Parks** (first and second half).
 - Medina Park – Playground Addition.
 - Medina Beach Park – Tree Re-Planting.
 - Fairweather Park – Tennis Court Resurfacing.
- **Other Projects** (first and second half).
 - Stormwater System Mapping and Evaluation Phase 2.
 - Post Office Floors.
 - Police Department Floors.

Police

- **Washington Association of Sheriffs and Police Chiefs (WASPC) Accreditation** (second half) – Medina Police Department is up for WASPC re-accreditation in 2021. Department successfully passed re-accreditation in May 2017. The purpose of law enforcement agency accreditation is to professionalize the law enforcement industry by

providing a review process for agencies to be certified as operating under industry best practices and standards.

- **Training** (on-going) – Fulfilling the expanded training requirement for the Law Enforcement Training and Community Safety Act (LETCSA), passed in 2018. This will be the first year we will be required to fulfill higher training hours and requirements. In November 2018, voters passed Initiative 940 (I-940) in an effort to establish higher training requirements and police accountability standards so we will need to work to complete the new level of training.
- **Emphasis on Traffic Safety** (on-going) – Continue to focus on all traffic safety – vehicular, bicycle, and pedestrian – throughout the community through education, engineering (where possible and cost effective), social media, and enforcement to reduce collisions, improve awareness, and improve safety.
- **Speeding and Traffic Calming** (second half) – the City will conduct a speed study of traffic on Evergreen Point Road, 84th Avenue NE, and the East/West Streets connecting these two main arterials. We will also study Overlake Drive West/East.

Based on the data generated by the study, City Staff will recommend implementation of appropriate traffic calming techniques.

- **Support and promote Medina Emergency Preparedness Committee including Schools Sub-Committee** (on-going).

Development Services

- **Public Portal** (first half) – Continue development of our new Public Portal with the goal of fully independent use by outside users.
- **Staff Cross-Training** (on-going) – This regular and primarily internal training program will assure continuity of services, service maintenance, and workload balancing.
- **State Building Codes** – (first half) Adopt the 2018 Washington State Building Code.
- **Right of Way Permit** (second half) – Create a new Development Services Right of Way Use permit. This will consolidate all work associated with development projects into Development Services and reduce the Public Works Directors involvement in volumes of small projects.
- **Development Code and Process Complexity Reduction** (on-going) – Establish goals and propose reductions in the complexity of our codes and process.
- **Cost vs. Service Analysis and Advance Deposit** (second half) – This is a full analysis of the costs of service vs. the fees charged. We will also be changing our existing Advance Deposit System to create better accounting and ease of use.

- **Professional Services Contracts** (on-going) – Modify existing consultant professional services contracts in combination with the cost vs. service analysis.
- **Code Enforcement** (second half) – Update Medina Municipal Code Ch. 1.15: Code Enforcement.

Finance and Human Resources

- **Contingency Fund** (on-going) – Work with Finance Committee and City Council on a plan to replenish Contingency Fund **(2-24-2021)**.
- **2022 Budget** (second half) – Prepare a 2022 balanced budget with levy stabilization funding that is required to hit the 10-year mark of 2029.
- **Labor Contract Negotiation** (on-going) – Initiate negotiations of the City’s three expiring labor contracts.
 - Public Works (Teamsters)
 - Clerical Employees (Teamsters)
 - Police Officers (Police Guild)
- **Enterprise Fund for Development Services** (second half) – Work with Development Services to create their own “Enterprise Fund”, separate from the General Fund.
- **Stormwater Utility** (second half) – Work toward the development of a stormwater utility including a sustainable funding source.
- **State Audit** (second half) – Continue to follow the Washington State Auditor’s Office updates & policy recommendations to achieve another year of a clean audit.
- **Community Forum on the City Budget Process** (second half) – Fall 2021 (*2020 Performance Review*)

Central Services and City Clerk Office

- **Service Level Agreement** (first half) – Develop a Service Level Agreement specifying how City Staff responds to questions and complaints. Promote and encourage the use of our on-line Citizen Helpdesk. (*2020 Performance Review*)
- **IT** (on-going).
 - Improve Network Security – Replace necessary hardware.
 - Upgrade City Hall Telecommunications – Replace 1980s Telephone System **(2-2021)**.

- City Website – Update website pages to be more user-friendly.
- **Records Management** (on-going).
 - File System – Develop new file system following WA State Records Retention Regulations.
 - Development Services – Clear out old files from storage.
 - E-Records – Clean up e-records off servers.
 - Cloud-Based System – Implement cloud-based records management system.
 - Public Access to City Records - Improve public ability to search for records online.
- **Payment Portal** (first half).
 - Research an Online Payment Portal.



MEDINA POLICE DEPARTMENT

DATE: June 14, 2021
TO: City Manager Michael Sauerwein
FROM: Chief Stephen R. Burns
RE: Police Department Update – May 2021

The following is a summary highlighting some of the Medina Police Department activity in May 2021.

Bellevue Demonstration Assistance: On May 11th, a large demonstration was scheduled to take place in the Bellevue Downtown Park. The Medina Police Department was made aware of the event and prepared to assist Bellevue while maintaining a high presence in Medina and Hunts Point.

Bellevue PD and several supporting agencies did an outstanding job of handling the demonstration while Medina police officers assisted with calls for service outside the event. Nothing significant occurred in Medina or Hunts Point as it related to the demonstration.

Medina Parks Patrol: Medina Police Officers continue to focus on the new Medina Park rule that requires dogs to be on a leash when on the west side of the park. Medina Police Officers have been patrolling the park to interact with dog owners about the new rules and ensure they are being followed.

In addition, officers have increased patrols at Fairweather Nature Preserve and the SR 520 Lid area. Addressing public concerns for criminal and traffic safety, the increased presence is important to improve safety and prevent criminal activity from occurring.

The Medina Police Department encourages community members to call 9-1-1 when they see anything suspicious so an officer can respond and check it out.

Pop-Up Clinic for COVID Vaccine Shots: On May 26th, Bellevue Fire Department mobile vaccination team held a pop-up clinic for COVID vaccine shots at the Medina Park. The firefighters gave out over 30 vaccinations that day.

Medina Police Department
May 2021





MEDINA POLICE DEPARTMENT
Steve Burns, Chief of Police
MONTHLY SUMMARY
MAY 2021

FELONY CRIMES

Burglary 2021-00001523 05/10/2021
A resident in the 900 Blk of 87th Ave NE contacted the Police Department to report that their residence had been burglarized. Entry was made by breaking a rear glass window. Several items had been stolen. Approximate value is unknown at this time. No suspect information at this time. Ongoing investigation.

MISDEMEANOR CRIMES

Fraud 2021-00001403 05/04/2021
A resident contacted the Police Department to report that someone had fraudulently changed their address with the US Postal Service and that their credit cards had been compromised. The accounts were closed and there was no monetary loss. No suspect information at this time.

Fraud 2021-00001407 05/04/2021
A resident reported to the Police Department that someone had attempted to fraudulently use their identity to purchase a vehicle. Under investigation.

Domestic Violence 2021-00001563 05/11/2021
A Police Officer responded to a reported domestic violence call.

Motor Vehicle Prowl 2021-00001738 05/20/2021
A Police Officer was dispatched to the 8700 Blk of Overlake Drive West for a report of a vehicle prowl. Entry into the vehicle was made by breaking the driver's side window. Approximately \$100 in cash, a pair of sunglasses and an iPad that were in plain view inside the vehicle were taken. No suspect information at this time

Malicious Mischief 2021-00001845 05/26/2021
A resident in the 2400 Blk of 80th Ave NE contacted the Police Department to report that their mailbox had been pried open. Unknown if any mail had been taken. An officer contacted an individual suspected of prowling. Under investigation.

Malicious Mischief 2021-00001856 05/26/2021
A resident in the 2400 Blk of 80th Ave NE contacted the Police Department to report that their locking mailbox had been broken into. Unknown if any mail taken. Estimated damage to the mailbox is approximately \$250. Under investigation.



MEDINA POLICE DEPARTMENT

Steve Burns, Chief of Police

City of Medina

May 2021 - Monthly Report

CRIMES	Current Month	YTD 2021	YTD 2020	2020 Year End
Arson	0	0	0	0
Assault				
DV Assault	1	3	0	1
Non-DV Assault	0	0	0	0
Sexual Assault/Rape	0	0	0	0
Simple Assault	0	0	0	0
Burglary				
Residential	1	4	2	12
Attempted	0	1	1	1
Malicious Mischief				
Felony	0	0	0	0
Misdemeanor	2	3	5	13
Theft				
Auto	0	0	0	0
Fraud (ID Theft)	2	6	21	35
Over \$750	0	2	1	8
Under \$750	1	5	3	7
Motor Vehicle Prowl	1	6	4	11
TOTAL CRIMES	8	30	37	88

ENFORCEMENT	Current Month	YTD 2021	YTD 2020	2020 Year End
Drug Violations	0	0	0	0
Minor in Possession	0	0	0	0
Possession of Stolen Prop.	0	0	1	2
Warrant Arrests	0	1	2	4
TOTAL ENFORCEMENT	0	1	3	6

TRAFFIC	Current Month	YTD 2021	YTD 2020	2020 Year End
Accidents				
Injury	0	0	0	1
Non-Injury	1	8	5	9
Citations				
DUI	0	1	0	0
Other*	1	2	4	5
Infractions				
Speeding	18	46	5	5
Parking	0	1	3	15
Other**	1	5	4	6
Warnings	222	457	316	434
TOTAL TRAFFIC	243	520	337	475

CALLS FOR SERVICE	Current Month	YTD 2021	YTD 2020	2020 Year End
Animal Complaints	1	13	16	27
Assists	27	144	217	488
False Alarms	22	85	73	167
House Watch	15	82	76	209
Missing Person	1	5	1	4
Property Lost/Found	2	3	5	25
Suspicious Circumstances	9	51	59	136
Other ***	6	35	37	118
TOTAL SERVICE	83	418	484	1174

*DWLS, Fail to transfer title, No License

** Expired tabs, No insurance, Fail to stop, Defective equipment, Cell phone use

***Civil Dispute, Disturbance, Death investigation, Suicide Attempt, Trespass, Harassment, Mental



MEDINA POLICE DEPARTMENT
Steve Burns, Chief of Police
Town of Hunts Point



May 2021 - Monthly Report

CRIMES	Current Month	YTD 2021	YTD 2020	2020 Year End
Arson	0	0	0	0
Assault				
DV Aggravated Assault	0	2	0	0
Non-DV Aggravated Assault	0	0	0	0
Sexual Assault/Rape	0	0	0	0
Burglary				
Residential	0	0	0	1
Attempted	0	0	0	0
Malicious Mischief				
Felony	0	0	0	0
Misdemeanor	1	1	0	3
Theft				
Auto	1	1	0	1
Fraud (ID Theft)	0	1	3	6
Over \$750	0	1	0	2
Under \$750	0	0	0	1
Motor Vehicle Prowl	1	1	0	11
TOTAL CRIMES	3	7	3	25

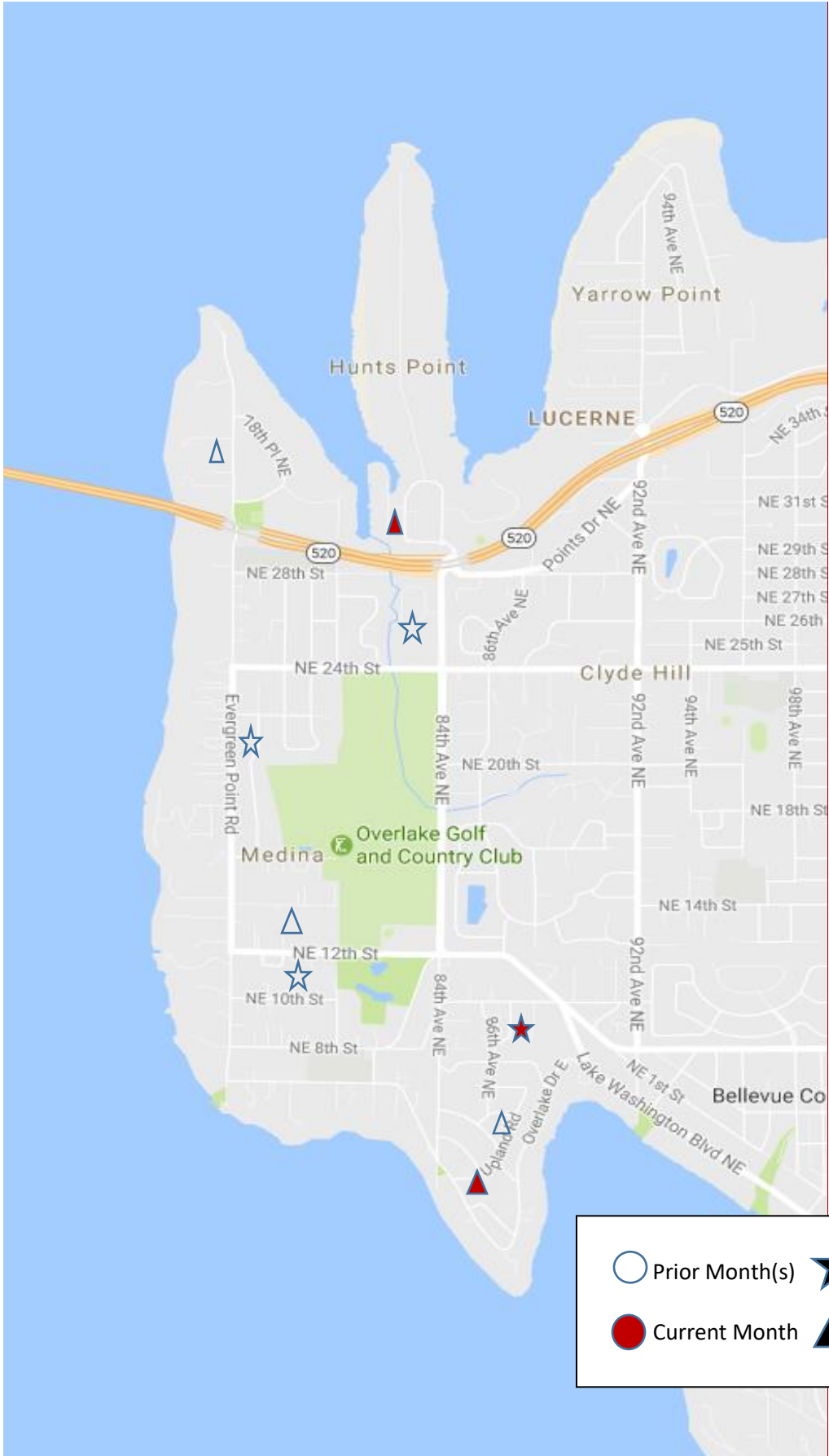
ENFORCEMENT	Current Month	YTD 2021	YTD 2020	2020 Year End
Drug Violations	0	0	0	0
Minor in Possession	0	0	0	0
Possession of Stolen Prop.	1	2	1	1
Warrant Arrests	0	0	0	0
TOTAL ENFORCEMENT	1	2	1	1

TRAFFIC	Current Month	YTD 2021	YTD 2020	2020 Year End
Accidents				
Injury	0	0	0	0
Non-Injury	0	0	1	1
Citations				
DUI	0	0	0	0
Other*	0	1	0	0
Infractions				
Speeding	1	5	4	4
Parking	0	0	0	0
Other**	0	0	0	0
Warnings	17	52	54	81
TOTAL TRAFFIC	18	58	59	86

CALLS FOR SERVICE	Current Month	YTD 2021	YTD 2020	2020 Year End
Animal Complaints	0	0	0	2
Assists	4	15	18	51
False Alarms	1	8	13	33
House Watch	0	4	5	10
Missing Person	0	0	0	0
Property Lost/Found	0	0	3	5
Suspicious Circumstances	0	3	10	19
Other ***	3	9	4	16
TOTAL SERVICE	8	39	53	136

** Expired tabs, No insurance, Fail to stop, Defective equipment, Cell phone use
 ***Civil Dispute, Disturbance, Death investigation, Suicide Attempt, Trespass, Harassment, Mental

2021 Burglaries & Vehicle Prowls Medina & Hunts Point





Situation Report

06/14/2021

COVID-19

Incident Number: 1

Sit Rep#: 2 8

Incident Type:

Pandemic

Political Subdivisions:

King County, Snohomish County, Pierce County

Incident Commander:

City Manager Michael Sauerwein

Public Information:

Joint Information at direction of Incident Commander

General Situation

Latest Top line information:

06/03/2021

Gov. Jay Inslee announced a suite of new incentives to help encourage unvaccinated Washingtonians to get the COVID shot.

The Washington State Lottery will be conducting a “Shot of a Lifetime” giveaway series during the month of June, working with state agencies, technology companies, sports teams and higher education institutions across the state to offer a myriad of different prizes to vaccinated individuals.

“These generous programs will encourage more Washingtonians to take this life-saving vaccine,” Inslee said during a press conference “I hope people will see this as an opportunity to reopen even sooner than June 30 if we can stay motivated, stay informed and get more people vaccinated faster throughout the month of June.”

According to the most recent data from the Department of Health (DOH), approximately 63% of Washingtonians 16 years and older have initiated their vaccinations. The state hopes that the incentives announced today will entice unvaccinated people to initiate their vaccinations and raise the statewide rate to save more lives and protect more people.

Washington is set to reopen fully on June 30, or when the percentage of eligible adults who have initiated vaccination reaches 70%, whichever comes first.

Governor's Office

To view all new, amended, or extended proclamations relating to COVID-19, visit [Governor's Proclamations](#)

Resources

Public Health: recommends the following websites for family safety information:

<https://coronavirus.wa.gov/information-for/you-and-your-family/safer-gatherings>

General guidelines on response to COVID-19 put forth by the State of Washington and King County: www.kingcounty.gov/COVID

WA State resources <https://www.governor.wa.gov/issues/issues/covid-19-resources>

05/28/21

(Most recent data) Summary of KC data (05/28/21):

Total people Tested:	1,006,624	5/28:		Last 14 Days:	2,184
Positive:	109,380	5/28:	184 5.0%	Last 14 days :	1,924
Hospitalized:	6,139	5/28:	10 5.8%	Last 14 days:	122 5.8%
Deaths:	1,591	5/28:	3 1.5%	Last 14 days:	18 0.9%

Key Indicators: We reflect Phase 3 numbers:

New Cases / 100k: 138.2/100k

Risk of Hospitalizing: 3.4/100k (Phase 3 Goal is less than 5)

Risk of death has decreased.

As of 05.20.21:

Homeless and Covid-19:

Facilities:	#	Cases	Deaths:
EM Shelters:	61	509	5
Housing:	45	254	6
Day Care:	7	22	0
Unenrolled:		968	16
Total:	113	1,753	27

Long Term Care Facilities (5/13):

	With Cases:	Cases:	Fatalities:
Skilled Nursing:	113	3,295	505
Assisted Living:	184	1,503	208
Adult Fm Home:	187	845	153
Total:	484	5,643	866

KC: Doses administered: 2,525,284 doses).

First Dose: 1,428,968 74.8%

Second Dose: 1,174,354 63.4%

Indoor air quality guidance:

[Http://kingcounty.gov/depts/health/covid-19/ventilation.aspx](http://kingcounty.gov/depts/health/covid-19/ventilation.aspx)

New Poster for Businesses on Masking:

[Https://kingcounty.gov/~media/depts/health/communicable-diseases/documents/C19/mask-up-while-we-vaccinate-en.ashx](https://kingcounty.gov/~media/depts/health/communicable-diseases/documents/C19/mask-up-while-we-vaccinate-en.ashx)

Latest CDC information on Myocarditis:

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/safety/myocarditis.html>

Eric O'Brien, KCEOC Logistics posted this information:

The following COVID-19 resources are online:

1. General guidelines on response to COVID-19 put forth by the State of Washington and King County:
www.kingcounty.gov/COVID
2. WA State resources
<https://www.governor.wa.gov/issues/issues/covid-19-resources>
3. US Small Business Administration (SBA) resources
 - a. Business Resiliency Toolkit
<https://wsbdc.org/protect-your-business/business-resiliency/>
 - b. SBA Economic Injury Disaster Loan – see press release below, federal funds have been made available
<https://disasterloan.sba.gov/ela/Information/EIDLLoans>
4. Information specifically from King County for retail establishments
<https://www.kingcounty.gov/depts/health/communicable-diseases/disease-control/novel-coronavirus/retail.aspx>
5. Employment Security Department for businesses and workers
<https://esd.wa.gov/newsroom/covid-19>
6. Covid-19 Daily Data Dashboard:

<https://www.kingcounty.gov/depts/health/communicable-diseases/disease-control/novel-coronavirus/data-dashboard.aspx>

Zone One Covid-19 Case Count Data Change* (05/28/21)

<https://www.kingcounty.gov/depts/health/covid-19/data/daily-summary.aspx>

* Number tested adjusted downward.

City:	Tested	Positive	Hospitalized	Deaths
Beaux Arts:	200	13	1	0
Bellevue:	63,002	4426	280	65
Bothell:	10,969	1030	50	15
Carnation:	666	95	2	1
Clyde Hill:	1,443	91	3	2
Cottage Lake	7,925	583	20	4
Duvall:	2,992	275	8	1
Fall City:	858	61	1	0
Hunts Point:	241	26	0	0
Issaquah:	15,791	1201	87	57
Kenmore:	9,160	750	60	11
Kirkland:	35,026	3,029	188	72
Lake Forrest Park:	5,477	341	17	4
Medina:	1,539	82	2	0
Mercer Island:	12,687	593	26	8
Mirrormont:	1,311	100	10	1
Newcastle:	5,192	337	15	3
North Bend:	3,446	413	20	17
Redmond:	25,806	1,737	131	66

Riverbend:	746	5	3	1
Sammamish:	23,240	1394	48	15
Shoreline:	25,026	2,523	201	101
Skykomish	84	3	0	0
Snoqualmie:	5,248	470	11	2
Union/Novelty Hill:	7,005	446	32	8
Wilderness Rim:	532	57	4	2
Woodinville:	5,125	471	21	4
Yarrow Point:	628	46	1	1
		2059		
Total:	271365	8	1242	461
		0.075	0.0602	0.022
		905	97	381

Note: Several cities show a reduction in numbers tested from previous post; reason unknown.

Totals County-wide (03/01/21):

1,032,976	96,744	5,742	1,505
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Zone One % of total:

		0.216	0.3063
0.262702134	0.212912	301	12



CITY OF MEDINA

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

Date: June 14, 2021

To: Honorable Mayor and City Council

Via: Michael Sauerwein, City Manager

From: Steven R. Wilcox, Development Services Department Director

Subject: Development Services Department Monthly Report

Development Services

Other than the large projects that Planning Commission is involved with Development Services staff are busy processing the daily work that crosses their electronic desks. The second quarter of 2021 is extremely busy. With staff on leave and working remotely there has been a re-direction in how we operate. Other than field inspections, most of our communication is through email and on-line video meetings. Our assistance in the fine details of the development projects that are under construction is required and fills much of Development Services staff days.

Development Services Staff:

- Stephanie Keyser, Planning Manager
- Amber Taylor, Development Services Coordinator
Amber is currently on leave with Tim Warner here as a temporary replacement
- Rob Kilmer: Deputy Building Official
- Steve Wilcox: Development Services Director and Building Official

Our efforts to determine if we should replace our permit software begin this month. We have been using SmartGov since 2011 as a permit tracking program. We have been using SmartGov’s public portal since June 2020. The public portal has many problems and is timing consuming for our staff who must create “work-arounds” and additional spreadsheets just to perform their daily work in SmartGov. We feel that there must be better products available so we will issue an RFP and interview software vendors in late July.

Permitting

Permit applications were slow at the beginning of 2021. The first quarter of 2021 was slower than in 2020. Prior to COVID-19 causing a shut-down of construction, the first quarter of 2020 was looking to be a volume record. As you can see through the permit submittal report provided to you, the comparison of 2020 and 2021 to date is now what would be expected.

The late second quarter of any year is typically slower in permit submittal volume. This year we are still busy accepting a variety of development project permits.

The late spring and summer of 2021 will look much like last year. As a normal course we receive many permit applications early in the year which are then issued for construction around now. Because of this you may see multiple properties being re-developed at the same time.

We have had one resident inquiry regarding tree removal at a project at the 2400 block of 79th. Our tree code consultant subsequently inspected the work and found that it is in compliance with the tree activity (tree removal and protection) as required by the permit. We are watching and tracking all projects as we are able to in order to assure compliance with all applicable codes.

Planning Commission

The Planning Commission with Stephanie Keyser as staff representative continue to progress on the Council directed Work Plan regarding specific topics of the Tree Management Code.

A required review of Medina’s Comprehensive Plan is scheduled to begin at the start of 2022. This Comprehensive Plan review could take up to three years to complete. This review will divert the Planning Commission from most other work. Council should be thoughtful if there are any specific additions that are added to the Comprehensive Plan review as this will complicate and extend the process.

Code Enforcement

We are busy with pro-active enforcement of our Construction Activity Permit rules, and following-up on complaints and inquiries we receive. Construction parking in particular is a daily event for our staff. We had a resident complaint regarding early work start at a project on 78th this past week.

We issued a warning notice and any further violations of the Construction Activity Permit will result in a Stop Work Order and/or a Citation with fines and fees.

Development Services received a resident inquiry regarding a vacant property on the corner of NE 24th and 78th Ave. NE. Along 24th there is a Cyprus hedge that was heavily trimmed to accommodate use of the sidewalk and is now unsightly. Also, along the 78th side the landscape is unmaintained. Both issues are within the public right of way, but are the responsibility of the property owner to maintain. Properties which are purchased as investments, vacant, and have out of the area owners without any contact information are common and time-consuming for Development Services staff. We were able to find a realtor connected with the vacant property at 24th and 798th who has been cooperative to date. The realtor has said that he will be able to direct that the Cyrus hedge be removed and new landscaping installed. Additionally, a broken fence will be repaired and the right of way landscaping along the 78th side of the property will be maintained. We were told that there is no current plan to occupy the house.

We continue to monitor and speak with garbage can owners on Evergreen Point Road north of 520.

Construction Activity Permit

We facilitated one open house in May. Because permit activity remains constant, June appears that it will be busier with at least three open houses.



Monthly Issued Permit Report

May, 2021

Construction Value:	May 2021	May 2020	2021 YTM	2020 YTM	Difference
Accessory Structure	-	-	-	\$16,450.00	(\$16,450.00)
Addition / Alteration	-	-	-	\$1,298,000.00	(\$1,298,000.00)
Fence / Wall	-	-	-	-	\$0.00
New Construction	\$6,287,267.00	\$2,631,248.00	\$15,028,588.00	\$13,612,574.00	\$1,416,014.00
Repair / Replace	-	-	-	\$6,000.00	(\$6,000.00)
Wireless Comm. Facility	-	-	-	-	\$0.00
Total Value:	\$6,287,267.00	\$2,631,248.00	\$15,028,588.00	\$14,933,024.00	\$95,564.00

Permits Issued:	May 2021	May 2020	2021 YTM	2020 YTM	Difference
New Construction	5	1	9	6	3
Permit Extension	-	-	25	-	25
Accessory Structure	-	-	-	1	(1)
Addition / Alteration	-	-	-	2	(2)
Construction Mitigation	-	-	-	2	(2)
Demolition	9	2	14	7	7
Fence / Wall	-	-	-	-	0
Grading / Drainage	8	2	14	8	6
Mechanical	6	3	40	28	12
Other - Moving	-	-	-	-	0
Plumbing / Gas	-	2	-	17	(17)
Repair / Replace	-	-	-	1	(1)
Reroof	-	-	-	-	0
Right of Way Use	-	-	-	1	(1)
Tree Mitigation	9	3	31	12	19
Wireless Comm. Facility	-	-	-	-	0
Total Permits:	37	13	133	85	48

Inspections:	May 2021	May 2020	2021 YTM	2020 YTM	Difference
Building	67	41	362	193	169
	19	4	100	30	70
Engineering/Other	2	1	15	6	9
Tree	-	-	4	-	4
Total Inspections:	88	46	481	229	252

Monthly Applications Received

May-21

Permit Type	Submitted Date	Permit #	Total Valuation	Site Address
B-ADD/ALT	05/03/2021	B-21-050	\$15,000.00	7842 NE 14TH ST
B-ADD/ALT	05/25/2021	B-21-060	\$72,010.05	1026 76TH AVE NE
B-DEM	05/14/2021	D-21-009		438 UPLAND RD
B-DEM	05/21/2021	D-21-010		3430 EVERGREEN POINT RD
B-FENCE	05/17/2021	B-21-054	\$3,000.00	8210 OVERLAKE DR W
B-GAS	05/06/2021	G-21-015		7777 Overlake Dr W
B-GAS	05/06/2021	G-21-016		2220 78TH AVE NE
B-GAS	05/28/2021	G-21-017		1645 73RD AVE NE
B-GATE	05/01/2021	B-21-049	\$27,000.00	1010 82ND AVE NE
B-GATE	05/26/2021	B-21-061	\$20,000.00	3300 78th place ne
B-MECHANICAL	05/03/2021	M-21-033	\$4,000.00	2750 EVERGREEN POINT RD
B-MECHANICAL	05/03/2021	M-21-034		1635 77TH AVE NE
B-MECHANICAL	05/10/2021	M-21-035	\$171.00	3215 78TH PL NE
B-MECHANICAL	05/25/2021	M-21-036	\$6,006.93	8444 MIDLAND RD
B-MECHANICAL	05/27/2021	M-21-037	\$48,000.00	1010 84th Ave NE
B-PLUMBING	05/03/2021	P-21-033		2750 EVERGREEN POINT RD
B-PLUMBING	05/10/2021	P-21-034		7640 NE 12TH ST
B-PLUMBING	05/12/2021	P-21-035		2461 78th Avenue NE
B-PLUMBING	05/26/2021	P-21-042		7777 OVERLAKE DR W

B-ROOF	05/03/2021	B-21-051		2021 78TH AVE NE
B-SFR	05/12/2021	B-21-053	\$100,000.00	7632 NE 14TH ST
B-SFR	05/18/2021	B-21-055	\$25,808.00	7747 OVERLAKE DR
B-SFR	05/21/2021	B-21-059	\$2,150,000.00	3430 EVERGREEN POINT RD
B-WALL	05/20/2021	B-21-057	\$25,000.00	508 UPLAND RD
CAP - CONSTRUCTION ACTIVITY PERMIT	05/20/2021	CAP-21-019		3430 EVERGREEN POINT RD
ENG-GRADING/DRAINAGE	05/21/2021	ENG-GD-21-011	\$2,150,000.00	3430 EVERGREEN POINT RD
P-ADMIN SUBSTANTIAL DEV	05/20/2021	P-21-039		3436 EVERGREEN POINT RD
P-ADMIN VARIANCE	05/17/2021	P-21-036		2841 76TH AVE NE
P-MINOR DEVIATION	05/20/2021	P-21-038		2039 77TH AVE NE
P-NON ADMIN SUBSTANTIAL DEV	05/20/2021	P-21-037		1447 Evergreen Point Rd
P-NON ADMIN SUBSTANTIAL DEV	05/27/2021	P-21-043		202 OVERLAKE DR E
P-SEPA THRESHOLD	05/20/2021	P-21-040		3436 EVERGREEN POINT RD
P-SEPA THRESHOLD	05/21/2021	P-21-041		3430 EVERGREEN POINT RD
PW-RIGHT OF WAY	05/01/2021	PW-ROW-21-035		1010 82ND AVE NE
PW-RIGHT OF WAY	05/10/2021	PW-ROW-21-036		442 Upland Rd
PW-RIGHT OF WAY	05/12/2021	PW-ROW-21-037		7648 NE 12th St
PW-RIGHT OF WAY	05/18/2021	PW-ROW-21-038		500 86TH AVE NE
PW-RIGHT OF WAY	05/23/2021	PW-ROW-21-039		7823 NE 14TH ST
PW-RIGHT OF WAY	05/23/2021	PW-ROW-21-041		1010 84TH AVE NE
PW-RIGHT OF WAY	05/23/2021	PW-ROW-21-040		3265 EVERGREEN PT RD

TREE-ADMIN ROW TREE REMOVAL	05/07/2021	TREE-21-036		8338 Overlake Dr W
TREE-PERFORMANCE	05/21/2021	TREE-21-040		3645 EVERGREEN POINT RD
TREE-PERFORMANCE	05/25/2021	TREE-21-041		2221 78TH AVE NE
TREE-RESTORATION	05/12/2021	TREE-21-037		7861 NE 21st Street
TREE-WITH BUILDING/DEVELOPMENT	05/21/2021	TREE-21-039		3430 EVERGREEN POINT RD

Total # of Permits **45** **Total Valuation** **\$586,587.39**



CITY OF MEDINA

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

Date: June 14, 2021

To: Honorable Mayor and City Council

Via: Michael Sauerwein, City Manager

From: Julie Ketter, Finance & HR Director

Subject: May 2021 Financial Reporting

The May 2021 Reporting includes:

- May 2021 AP Check Register Activity Detail (6.1)
- May 2021 Revenue & Expense Summary
- May 2021 Cash Position Report

Key Items for May YTD include:

GENERAL FUND

Revenue:

- Property Tax is at \$2.3M (57% of budget) as of May 2021. Property Tax normally is deposited during the April/May and October/November fiscal periods. It is expected that the remaining amounts of our annual total will be received in the fall.
- Sales Tax Revenues are \$791K (41% of budget) as of May 2021. This continues the 2020 pace, elevated due to COVID impacts causing increased destination-based receipts. In creating the 2021 budget, staff and Council decided to budget this revenue conservatively rather than planning for sporadic windfalls caused by large expensive destination-based purchases. The COVID related impacts are expected to lessen as the year progresses and restrictions are lifted.
- Utility Taxes & Franchise Fees are remitted mostly by the quarter. The year-to-date amount reflected in May, \$461K represents receipts of 4th quarter 2020 and 2021 Q1 amounts..
- Development fees continue to come in at a stunning pace; associated expenses will take 1-2 years to catch up with receipts.
- Hunts Point's Q1 contract payment for police services was received in early April and is reflected in General Government revenues. The contract receipts for 2021 will be \$17K below line-item budget due to 2020 PD cost savings Medina is contractually obligated to pass along to Hunts Point in 2021.
- Traffic fines receipts are low, matched with low court-related expenses.
- Just a reminder of last month's note: asset disposals is high due to a \$38K receipt caused by a return and 2021 refund of camera equipment purchased in 2020. It is flagged in the General Fund this way in order to track it for eventual repurchases.

Expense:

- Finance pays the full 2021 annual WCIA Insurance Liability premiums in January, \$186K. This single expense accounts for 35% of its overall budget. Additionally, Finance's budget includes amounts for banking fees. With the recent launching of an online DS permit application and payment process, credit card processing fees are exceeding the expense line's budget (Miscellaneous). It is offset by applicant convenience revenue. Staff, in creating the budget, underestimated the willingness of applicants to pay 3% in order to pay by credit cards.

- Legal Department's spending of \$113K through May represents only four months of invoices. Annualized, this pace of spending will manage to keep the department within its budget.
- Fire & Medical Aid pays the contract fees to Bellevue Fire in two installments. The first half will be paid in June.

CAPITAL FUND

- There is \$675K of REET (real estate excise tax) revenue year-to-date, reflecting December 2020 - April's real estate activity. This is 87% of the receipts we had anticipated for the entire year when drafting the budget. So far the predicted eventual slowing of home sales in Medina has yet to show itself. Additionally, \$31K of Medina's \$50K total annual allocation of the King County Parks levy has been received.
- Capital expense budget is only at 6.6% spent but this will increase rapidly now that the weather is better and planned projects can begin.

GENERAL FINANCE NOTES:

Finance Committee's next meeting will be a review of Q2 financial statements, date & time TBA, ideally in advance of July's regular Council meeting.

Since the budgeting season is fast approaching, please note the annual budget calendar is attached to this report for your reference.

Items for future 2021 budget amendment:

- Update of Salary Schedule (budget attachment A) to reflect Council action on December 14th, increasing the City Manager pay and lifting the upper end of the position's salary range to accommodate this action.
- Transfer from General Fund to Contingency Fund of \$251,844, per Finance Committee's 2/24 recommendation.
- PD seasonal OT for extra patrolling as approved by Council May 10th.

2022 Preliminary Budget Calendar City of Medina, Washington

Statutory Dates	Planned/Actual Dates	2022 Budget Process
July 1, 2021	June 14, 2021	Council holds Public Hearing on 6 year Capital Improvement Plan (CIP/TIB/Non-TIB)
July 1, 2021	June 14, 2021	Council approves 6 year Capital Improvement Plan, file w/ Sec of Transp. by 7/31
Sept 13 2021	August 2, 2021	Department Directors begin preparing 2022 Budget Requests.
Sept 27, 2021	August 23, 2021	Department Directors 2022 Budget requests submitted to Finance Director. RCW 35.33.031 and RCW 35A.33.030.
Oct 1, 2021	August 31, 2021	2022 Preliminary Budget estimates are presented to the City Manager by Finance Director for modification, revision or addition. RCW 35.33.031 and RCW 35A.33.030.
No legal requirement	September 13, 2021	Council holds Public Hearing to gather input on 2022 Preliminary Budget.
Oct 4, 2021	September 13, 2021	City Manager provides City Council with 2022 Revenue projections for the current year. City Manager provides a 2022 Preliminary Budget showing 2022 Revenue and Expenditures by Department.
No legal requirement	Sept 27, 2021	City Council holds a study session on 2022 Preliminary Budget. <i>Balancing decisions made if necessary.</i>
Nov 2, 2021	October 12, 2021	City Manager files 2022 Updated Preliminary Budget & Budget Message with the City Clerk and the City Council.
Prior to November 24, 2021	October 12, 2021	City Council holds Preliminary Public Hearing on 2022 Budget & Revenue Sources (Property Tax Levy)
No later than Nov 2, through Nov 20, 2021	Dates as needed prior to Nov 8 th meeting	City Clerk publishes notice of filing of 2022 Budget and publishes notice of public hearing on final budget once a week for two consecutive weeks.
Nov 20, 2021	Nov 8, 2021	Copies of 2022 proposed final budget are made available to the public at the Regular City Council meeting.
Nov 24, 2021 (KC due date) (Hearing due date 12/6/21)	Nov 8, 2021	Council holds Final Public Hearing and sets the 2022 Property Tax Levy to certify property tax levy to King County Assessor's Office
Dec. 31, 2021	Nov 8, 2021	Council adopts Final 2022 Budget at the Regular Monthly City Council meeting.

**City of Medina
Revenue & Expense Summary
May 2021**

REVENUE:	MAY ACTUAL	MAY YTD ACTUAL	2021 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Property Tax	\$631,107	\$2,265,628	\$3,986,413	56.83%	\$1,720,785
Sales Tax	\$173,606	\$790,722	\$1,522,354	51.94%	\$731,632
Criminal Justice	\$9,293	\$41,549	\$90,080	46.12%	\$48,531
B & O Tax: Utility & Franchise Fee	\$195,468	\$461,027	\$890,524	51.77%	\$429,497
Leasehold Excise Tax	\$0	\$2,982	\$800	372.73%	(\$2,182)
Building Permits, Planning & Development	\$94,678	\$595,564	\$890,611	66.87%	\$295,047
General Government (includes Hunts Point)	\$0	\$79,594	\$358,233	22.22%	\$278,639
Passports, General Licenses & Permits	\$32	\$593	\$8,490	6.98%	\$7,897
Fines, Penalties, Traffic Infr.	\$2,070	\$5,258	\$31,250	16.82%	\$25,992
Misc. Invest. Facility Leases	\$9,620	\$75,608	\$128,007	59.07%	\$52,399
Other Revenue, Dispositions	\$0	\$38,550	\$3,000	1285.00%	(\$35,550)
General Fund Total	\$1,115,875	\$4,357,074	\$7,909,762	55.08%	\$3,552,688
Street Fund	\$4,776	\$23,875	\$139,092	17.16%	\$115,217
Street Fund Transfers In	\$31,428	\$157,138	\$377,132	41.67%	\$219,994
Tree Fund	\$0	\$0	\$3,075	0.00%	\$3,075
Levy Stabilization Fund (Transfers In)	\$41,667	\$208,333	\$500,000	41.67%	\$291,667
Capital Fund	\$131,782	\$711,781	\$1,113,016	63.95%	\$401,235
Total (All Funds)	\$1,252,432	\$5,092,730	\$9,164,945	55.57%	\$4,072,215
Total (All Funds) Transfers In	\$73,094	\$365,472	\$877,132	41.67%	\$511,660

EXPENDITURES:	MAY ACTUAL	MAY YTD ACTUAL	2021 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Legislative	\$59	\$6,624	\$39,600	16.73%	\$32,976
Municipal Court	\$4,369	\$20,944	\$57,000	36.74%	\$36,056
Executive	\$23,142	\$113,954	\$274,819	41.46%	\$160,865
Finance	\$27,125	\$325,209	\$524,983	61.95%	\$199,774
Legal	\$31,606	\$113,018	\$367,200	30.78%	\$254,182
Central Services	\$61,832	\$336,705	\$941,639	35.76%	\$604,934
Police Operations	\$169,914	\$911,784	\$2,380,557	38.30%	\$1,468,773
Fire & Medical Aid	\$0	\$0	\$807,954	0.00%	\$807,954
Public Housing, Environmental & Mental Health Fees	\$0	\$16,712	\$31,238	53.50%	\$14,526
Development & Planning	\$60,435	\$369,980	\$910,642	40.63%	\$540,662
Recreational Services	\$33	\$271	\$44,820	0.61%	\$44,549
Parks	\$31,788	\$193,316	\$511,781	37.77%	\$318,465
General Fund Total	\$410,304	\$2,408,515	\$6,892,233	34.95%	\$4,483,718
General Fund Transfers Out	\$73,094	\$365,472	\$877,132	41.67%	\$511,660
Street Fund	\$23,150	\$175,572	\$515,112	34.08%	\$339,540
Tree Fund	\$5,220	\$13,551	\$38,000	35.66%	\$24,449
Capital Fund	\$20,752	\$55,541	\$840,000	6.61%	\$784,459
Capital Fund Transfers Out	\$0	\$0	\$0	0.00%	\$0
Total (All Funds)	\$459,426	\$2,653,180	\$8,285,344	32.02%	\$5,632,164
Total (All Funds) Transfers Out	\$73,094	\$365,472	\$877,132	41.67%	\$511,660

**2021 YTD Cashflow Report
May 2021**

<u>2021 Beginning Cash Balance 1/1/2021</u>		<u>2021 Cash Balance, to date</u>	
<u>TOTAL CASH & INVESTMENTS</u>		<u>TOTAL CASH & INVESTMENTS</u>	
Beginning Year: 1/1/2021		Period Ending 4/30/2021	
WA ST INV POOL	\$ 2,842,687	WA ST INV POOL	\$ 3,721,495
OTHER INVESTMENTS	1,500,000	OTHER INVESTMENTS*	1,500,000
CHECKING	<u>1,580,653</u>	CHECKING	<u>3,181,011</u>
	\$ 5,923,340		\$ 8,402,505

*Bond maturity dates:

\$500K bond (Mar 2021)
3/3/2025
\$1M bond (Aug 2020)
8/5/2024



CITY OF MEDINA

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

Date: June 14, 2021

To: Honorable Mayor and City Council

Via: Michael Sauerwein, City Manager

From: Aimee Kellerman, City Clerk

Subject: Central Services Department Monthly Report

JUNE AND JULY PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
Council Meeting	Jun 14	4:00 pm	Teleconference/Online
Park Board Meeting	Jun 21	4:00 pm	Teleconference/Online
Planning Commission Meeting	Jun 22	4:00 pm	Teleconference/Online
Virtual Community Forum – Gas-Powered Lawn Equipment	Jun 24	5:30 pm	Teleconference/Online
Council Meeting - CANCELLED	Jun 28		
Independence Day Observed – City Hall Closed	Jul 5		
City Council Meeting	Jul 12	4:00 pm	Teleconference/Online
Park Board Meeting	Jul 19	4:00 pm	Teleconference/Online
Council Meeting - CANCELLED	Jul 26		
Planning Commission Meeting	Jul 27	4:00 pm	Teleconference/Online

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

COMMUNICATION TO OUR COMMUNITY

E-Notice Program: During the month of May, the City issued 31 bulletins amounting to a total of 113,370 bulletins delivered to subscribers; approximately 10.7% were opened. See **Attachment 1**.

As of May 31, the City had 10,631 subscribers (change in total subscribers **-279**), with a combined total of 111,890 subscriptions (change in total subscriptions **-15,498**).

RECORDS REQUESTS

As of May 31, 14 public records requests have been received by Central Services. See **Attachment 2**.

ATTACHMENT 1

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Unique Email Open Rate	Wireless Recipients
Comparisons:						
May, 2021	31	120,746	113,370	10,176	10.70%	21,364
April, 2021	35	115,716	109,081	9,571	10.10%	17,510
March, 2021	37	101,291	95,540	8,119	9.50%	12,522
February, 2021	26	71,737	67,738	6,927	11.50%	9,355
January, 2021	20	68,455	64,548	6,858	11.90%	8,944
December, 2020	27	115,648	109,761	9,151	9.30%	14,662
November, 2020	24	84,718	80,375	7,115	9.80%	9,772
October, 2020	37	124,366	118,068	9,230	8.60%	14,379
September, 2020	36	119,438	113,278	10,761	10.50%	13,606
August, 2020	12	35,945	33,899	3,567	11.50%	3,723
July, 2020	21	65,561	62,485	7,776	13.50%	6,320
June, 2020	26	92,951	89,208	10,289	12.70%	9,675
May, 2020	26	29,166	76,719	7,856	11.60%	6,705
Email Open						
Date Sent	Top 10 Most Read Bulletins During May			Emails Opened	Rate	
05/03/2021 01:35 PM PDT	Proclamation - Professional Municipal Clerks Week - May 2 through May 8, 2021			1,016	13%	
05/03/2021 03:41 PM PDT	Medina Park Playground Improvement Project Open House (Online) May 13, 2021			882	12%	
05/11/2021 03:34 PM PDT	Proclamation - National Police Week and Peace Office Memorial Day May 9 - May 15, 2021			1,090	14%	
05/12/2021 08:54 AM PDT	Plan ahead for SR 520 nighttime directional closures this week			1,325	14%	
05/17/2021 11:21 AM PDT	Proclamation - National Safe Boating and Paddling Week May 22-28, 2021			954	12%	
05/20/2021 01:03 PM PDT	Bellevue AC Water Main Replacement on 84th Ave NE starting on May 24th			1,202	12%	
05/21/2021 11:43 AM PDT	May 24, 2021- Medina City Council Regular Meeting Cancelled			611	9%	
05/21/2021 01:53 PM PDT	Notice of Public Hearing - 2022-2027 Six Year CIP/TIP & non-TIP - June 14, 2021			813	11%	
05/25/2021 11:20 AM PDT	Community Awareness - COVID-19 Vaccine Shots Tomorrow, Wednesday at Medina Park			1,624	14%	
05/26/2021 09:00 AM PDT	Overnight Closures - SR-520 Bridge			786	10%	



ATTACHMENT 2

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

DATE: June 14, 2021
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: May 2021, Public Records Request Tracking

In May 2021, Central Services staff received **14** new public records requests, **1** ongoing public records request. These requests required approximately **7.25 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall May cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$418**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In May 2021, the Police Department received **16** new records requests. These requests required approximately **1.5 hour** of staff time and **0 hours** of consulting time with the City Attorney. The overall May cost, which includes staff hourly rate plus benefits is approximately **\$78**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

May 2021 Monthly PRR Report

ATTACHMENT 2

Run Date: 06/03/2021 2:00 PM

May 2021 Monthly PRR Report

Run Date: 06/03/2021 2:00 PM

Assigned Dept	Create Date	Reference No	Request Type	Required Completion Date	Summary	Customer Full Name	PRR - Type of Records Requested	Public Record Desired	Assigned Staff
Central Services	5/3/2021	P002080-050321	Public Records Request	6/1/2021	Public Records Request	Frank Wu	Building	I would like to get all building permit applications for the house located in 7622 NE 14th St, Medina, WA 98039. I am especially interested at the renovation work back in 1990 to 1991, and the pending/denied application to build 2nd floor afterwards. Thank you very much, Frank	Dawn Nations
Central Services	5/6/2021	P002083-050621	Public Records Request	5/18/2021	Public Records Request	Stasia Steele	Development Services	May I please get a copy of my civil plan? My address is 7852 NE 14th St Medina, Wa 98039	Dawn Nations
Central Services	5/10/2021	P002086-051021	Public Records Request	5/28/2021	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 4/1/2021 to 4/30/2021. Report to include if possible: permit number, issue date, site addresses, valuation of project, description of work, contractor information and owner name. If a report is unavailable, then copies of the original permits would be more than adequate.	Dawn Nations
Central Services	5/13/2021	P002088-051321	Public Records Request	5/28/2021	Public Records Request	West Bellevue Partners (Windermere Yarrow Bay) Sydney Carlson	Building	Building Plans for 1634 Rambling In There was a remodel done and the new owner is looking for the building plans. thanks!	Dawn Nations
Central Services	5/13/2021	P002089-051321	Public Records Request	5/28/2021	Public Records Request	Lisa Davenport	Building	Approved Site plan and permit set for the new house being built at 2226 79th Ave NE Medina Approved special permit for sport court located at 2226 79th Ave NE	Dawn Nations
Central Services	5/18/2021	P002096-051821	Public Records Request	6/1/2021	Public Records Request	Founding Principal Xiaoli Stoyanov	Development Services	My client is asking ELLUMUS to do a landscape and interior modification design for their property located at: 1818 77th Ave. NE, Medina, I would like to request the building permit set of drawings (in dwg and pdf format) including site survey drawings (if available, architecture site plan, landscape plans, civil plans and architecture drawings.	Dawn Nations
Central Services	5/18/2021	P002098-051821	Public Records Request	5/28/2021	Public Records Request	Sally huang	Building	I would like to get some information about the following property, 2445 NE. 78 street, Medina, wa 98039 1. Is there any criminal activities happened in this property? 2. Is there anyone die , for example suicide or death unatually in this property? I see the neighbour of this property, which is 2439, 78th street, wa 98039, are also under the the same owner as 2445, is this correct? Thank you so much! Sincerely, Sally	Dawn Nations
Central Services	5/24/2021	P002100-052421	Public Records Request	6/2/2021	Public Records Request	Sanjay Shah	Building	I am requesting a Permit Records issued by Medina City in 2003. There was a modification in the easement on 3434 Evergreen Pt Rd by Kozlowski's and Vorhees's which was approved by city of Medina.	Dawn Nations

ATTACHMENT 2

Central Services	5/24/2021	P002101-052421	Public Records Request	6/2/2021	Public Records Request	Kelsey Frause	Building	I would like to know if there is a survey or sitemap on record for our property, 2520 Medina Circle. Thank you, Kelsey Frause	Dawn Nations
Central Services	5/24/2021	P002102-052421	Public Records Request	6/3/2021	Public Records Request	Yadi Li	Building	I want to request the floorplan for below address: 2615 Evergreen Pt Rd, Medina, 98039	Dawn Nations
Central Services	5/25/2021	P002103-052521	Public Records Request	6/3/2021	Public Records Request	Matthew Olson	Development Services	for 7852 NE 14th Street, Grading and Drainage plans	Dawn Nations
Central Services	5/25/2021	P002107-052521	Public Records Request	6/3/2021	Public Records Request	Cory Brown	Development Services	Delineated Wetland Reports for Overlake Golf and Country Club	Dawn Nations
Central Services	5/25/2021	P002108-052521	Public Records Request	6/3/2021	Public Records Request	John Andrews	Building	Permit records for 3233 EPR regarding valuation for property.	Dawn Nations
Central Services	5/27/2021	P002111-052721	Public Records Request	6/7/2021	Public Records Request	National Title Plant Operations Olivia Figueroa	Central Services	Dear City Clerk, My name is Olivia Figueroa from Property Insight. I was referred to contact you regarding Local Improvement Districts. We would like to know if Medina City has "active" LID/ULID/RID/SID/BIA (Local Improvement Districts) being collected at the present time. If the city no longer collects LIDs, please confirm so and if possible note the last date/year the LIDs were closed/cancelled. If you are collecting LIDs, Property Insight would like to request an electronic copy of the current/active 2021 billed LID Reports. Ideally, we would like to receive this information via email in excel/cvs format. If this format is not available, please indicate the available formats and provide a sample (if available). Here's a list of the different local improvement we are interested in. LID Local Improvement District ULID Utility Local Improvement Districts RID Road Improvement Districts SID Sewer Improvement Districts BIA Business Improvement Area If this information is available through your office, please provide the cost and forward any pertinent information you need from Property Insight for this request. • Cost • Request Form (s) • LID Name (s) We hope to receive the following information (if available): • LID Name • LID/Account # • Assessor Parcel # • Situs Address • Owner's Name • Principal Amount Billed • Principal Amount Balance • Penalty Billed • Total Amount Due To provide you some background on Property Insight, we are a subsidiary of the Fidelity National Financial brand of underwriters. We provide automated title research software to our family brands and their agencies. Our sole use for these records would be for title research purposes. We do not resell acquired records in bulk form-only transactionally to the real estate title industry through online systems under long term contracts. We do not sell to the public through the internet. I'd like to thank you in advance for your assistance. Please do not hesitate to call me if you have questions. Thank you.	Aimee Kellerman



CITY OF MEDINA

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Date: June 14, 2021
To: Honorable Mayor and City Council
Via: Michael Sauerwein, City Manager
From: Ryan Osada, Public Works Director
Subject: Public Works Monthly Report

1. MEDINA PARK PLAYGROUND PROJECT OPEN HOUSE – The City and Park Board hosted an Open House for the 2021 Medina Park Playground Improvements on May 13th. A power point presentation was used to show the who, what and why of the project. Park Board members attended and explained the history and background of the project for the audience. There were numerous questions asked and answered with the consensus being favorable for the project. The playground design will bring needed improvements to create an inclusive area for the community to enjoy.

PLAYGROUND
IMPROVEMENT
GOAL

Accessible Design that offers a
range of play experiences for
children of varying abilities

2. 2021 PRIVATE STORM INSPECTION PROGRAM – Last year the Private Storm Inspection program received nearly 50% compliance. This year the city’s goal is to reach 80% compliance from those who have private storm facilities. The first round of letters was sent last month to 95 homeowners with a deadline of August 15th. The drier weather is preferred for inspections due to access when most systems are empty or dry.



3. 84th AVE NE AC WATERMAIN PROJECT – The City of Bellevue watermain project began on May 24th. As mentioned before, this project will replace a deteriorated watermain along 84th Ave NE from NE 12th ST to Overlake Drive W. There will be significant traffic impacts around the construction zone until August 6th which is posted on the city’s website. Medina and Bellevue will work closely with the contractor to ensure this project stays on schedule.



4. MAINTENANCE UPDATES – With the state lifting COVID restrictions, the Public Works Department was able to find two new seasonal maintenance workers for the summer. Please stop by and say hi to both Jack and Griffen, who are local residents. The department was also able to hire a new Maintenance Worker to replace Ken, who retired earlier this year. The crew has been busy getting the parks ready for the warmer weather and all the visitors who enjoy Medina’s open spaces.





5. PROJECT UPDATES –

2015 Medina Park Stormwater Pond Imp. – Bravo Environmental has proposed vactoring to dredge the ponds. However, we are currently researching a method that will lessen the impact to the pond wildlife. In addition, recent estimates for material disposal are around \$900,000.00.

2017 Medina Beach Park Tree Replanting – Phase III tree planting.

TIB 84th Ave NE Overlay – NE 12th St to Overlake Drive – The overlay is scheduled for late August. Bellevue’s AC Watermain project is expected complete by the first week in August.

2021 Overlay Program 77th Ave NE / NE 22nd St – Advertise for bids this month.

Medina Park Playground Improvements – Presenting to city council for approval June 14th.

Post Office Floor Replacement – In review.

Citywide Stormwater System Mapping & Evaluation – G&O is working on cleaning and scoping the 22 remaining outfalls.

2021 Hazardous Tree Removal – In review.

NE 12th Street Sidewalk Improvements – Researching feasibility of undergrounding the utilities.

Fairweather Tennis Court Resurfacing – Completed early.