



MEDINA, WASHINGTON

PLANNING COMMISSION MEETING

Hybrid-Virtual/In Person

Tuesday, January 28, 2025 – 6:00 PM

AGENDA

COMMISSION CHAIR | Laura Bustamante

COMMISSION VICE-CHAIR | Shawn Schubring

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

PLANNING MANAGER | Jonathan Kesler

DEVELOPMENT SERVICES COORDINATOR | Rebecca Bennett

Hybrid Meeting Participation

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

Join Zoom Meeting

<https://medina-wa.zoom.us/j/84803025666?pwd=ALMppGfqjwK7XVQ0iJkg1SQNSgzu5m.1>

Meeting ID: 848 0302 5666

Passcode: 788192

One tap mobile

+12532050468,,84803025666# US

+12532158782,,84803025666# US (Tacoma)

1. CALL TO ORDER / ROLL CALL
2. APPROVAL OF MEETING AGENDA
3. APPROVAL OF MINUTES

- [3.1](#) Planning Commission Special Meeting Minutes of January 16, 2025
Recommendation: Adopt minutes.
Staff Contact: Rebecca Bennett, Development Services Coordinator

4. **ANNOUNCEMENTS**

- 4.1 Staff/Commissioners

5. **PUBLIC COMMENT PERIOD**

Individuals wishing to speak live during the Virtual Planning Commission meeting will need to register their request with the Development Services Coordinator, Rebecca Bennett, via email (rbennett@medina-wa.gov) or by leaving a message at 425.233.6414 by 2pm the day of the Planning Commission meeting. Please reference Public Comments for the Planning Commission meeting on your correspondence. The Development Services Coordinator will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3-minute limit.

6. **DISCUSSION**

- 6.1 Concerns of the Commission

[6.2](#) Middle Housing Review

Recommendation: Discussion

Staff Contacts: Jonathan Kesler, AICP, Planning Manager; Kirsten Petersen, Senior Project Manager, SCJ Alliance

Time Estimate: 30 minutes

[6.3](#) Proposed Unit Lot Subdivision/Zero Lot Line Ordinance

Recommendation: Discussion

Staff Contacts: Jennifer S. Robertson, Esq., Inslee Best, Attorneys at Law

Time Estimate: 30 minutes

[6.4](#) Upcoming Topics in 2025

Recommendation: Discussion

Staff Contact: Jonathan Kesler, AICP, Planning Manager

Time Estimate: 30 minutes

7. **ADJOURNMENT**

The next meeting is the Regular Meeting on Tuesday, February 25, 2025, at 6:00 pm.

ADDITIONAL INFORMATION

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

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

REMAINING 2025 CALENDAR:

Monday, February 17, 2025 - Presidents' Day - City Hall Closed

Tuesday, February 25, 2025 - Regular Meeting

Tuesday, March 25, 2025 - Regular Meeting

Tuesday, April 22, 2025 - Regular Meeting

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

Wednesday, May 28, 2025 (due to the holiday) - Special Meeting

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

Tuesday, June 24, 2025 - Regular Meeting

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

Tuesday, July 22, 2025 - Regular Meeting

Tuesday, August 26, 2025 - Dark, No Meeting

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

Tuesday, September 23, 2025 - Regular Meeting

Tuesday, October 28, 2025 - Regular Meeting

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

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

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

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

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

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



MEDINA, WASHINGTON

PLANNING COMMISSION SPECIAL MEETING

Hybrid - Virtual/In-Person
Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Thursday, January 16, 2025 – 6:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Development Services Coordinator Rebecca Bennett called to order the special meeting of the Medina Planning Commission in the Council Chambers at 6:01pm.

PRESENT

- Commission Chair Laura Bustamante
- Commission Vice-Chair Shawn Schubring
- Commissioner Julie Barrett
- Commissioner Li-Tan Hsu
- Commissioner Evonne Lai (Arrived @ 6:03pm)
- Commissioner Mark Nelson
- Commissioner Brian Pao (Arrived @ 6:10pm)

STAFF

Bennett, Burns, Kesler, Peterson, Robertson, Tapert, Wilcox

2. ELECTIONS

2.1 Elect Chairperson and Vice Chairperson for 2025

Development Services Coordinator Rebecca Bennett asked for nominations for Chair. There was one nomination for Commissioner Laura Bustamante. Bennett asked for additional nominations. None were heard. Bennett closed the nomination period.

ACTION: Voting for Commissioner Bustamante as Chair. (Approved 6-0)

Voting Yea: Commissioner Barrett, Commissioner Bustamante, Commissioner Hsu, Commissioner Lai, Commissioner Nelson, Commissioner Schubring

Chair Laura Bustamante asked for nominations for Vice Chair. There was one nomination for Commissioner Shawn Schubring. Chair Bustamante asked for additional nominations. None were heard. Chair Bustamante closed the nomination period.

ACTION: Voting for Commissioner Schubring as Vice Chair. (Approved 6-0)

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

3. APPROVAL OF MEETING AGENDA

Without objections, the meeting agenda was approved as presented.

4. APPROVAL OF MINUTES

4.1 Planning Commission Meeting Minutes of December 5, 2024

Recommendation: Adopt minutes.

Staff Contact: Rebecca Bennett, Development Services Coordinator

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

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

4.2 Planning Commission Meeting Minutes of December 18, 2024

Recommendation: Adopt minutes.

Staff Contact: Rebecca Bennett, Development Services Coordinator

ACTION: Motion to approve minutes. (Approved 5-0)

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

5. ANNOUNCEMENTS

5.1 Staff/Commissioners

City Manager, Steve Burns, announced that he will be retiring June 2025. Laura thanked the commissioners for attending the community forums.

6. PUBLIC COMMENT PERIOD

There was no public comment.

7. DISCUSSION

7.1 Concerns of the Commission

Chair Bustamante would like an update on what is progressing through the legislature.

7.2 Approval of the 2025 Planning Commission Calendar of Meetings

Recommendation: Discussion and adoption

Staff Contact: Jonathan Kesler, AICP, Planning Manager

Kesler gave PowerPoint presentation on the 2025 Planning Commission Calendar.

ACTION: Motion to approve as amended. (Approved 5-0)

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

7.3 Middle Housing Review

Recommendation: Discussion

Staff Contacts: Jonathan Kesler, AICP, Planning Manager; Kirsten Petersen, Senior
Project Manager, SCJ Alliance

Time Estimate: 90 minutes

SCJ Staff presented red-lined document on Middle Housing Review. Commissioners
discussed and asked questions.

8. ADJOURNMENT

Meeting adjourned at 7:52pm.

ACTION: Motion to adjourn. (Approved 7-0)

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



CITY OF MEDINA

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

MEMORANDUM

DATE: January 28, 2025
TO: Medina Planning Commission
FROM: SCJ Alliance, Middle Housing Consultant
RE: Middle Housing Community Engagement & Next Steps

Summary:

The work on the Middle Housing project continues to progress on schedule, with two successful community forums that took place earlier in January on the following dates:

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

The Planning Commission and City Council put a great deal of thought into following the objectives of the adopted public engagement plan to ensure that Medina community members were made aware of the new Middle Housing mandates from the State, with a desire to provide meaningful opportunities for community input.

Outreach to the community about these events included two postcard mailers, posters, flyers, notification on the city website, and personal outreach by City Council members and Planning Commissioners.

Each event began with a welcome from the Mayor, followed by a formal PowerPoint presentation by SCJ Alliance staff to the attendees for the purpose of describing Middle Housing and the requirements specific to Medina. The presentation included information on the relevant House Bills and state guidance regarding the legislation. The local development standards from the Medina City Code were shared, along with graphics designed to depict how Middle Housing could potentially look in Medina.

Attendees were then afforded the opportunity to ask questions of staff and consultants, followed by time to take a survey via an online link or paper surveys available on-site.

The first forum at the church was offered as an in-person event, with the number of attendees estimated at 71. The second forum held at City Hall was in-person but also

offered an option for virtual attendance via Zoom. The number of attendees in person was 25, with approximately 50 participants attending online (excluding Council members and staff), for a total of 75.

As of Thursday, January 24, 2025, 36 surveys had been completed via the online link, with 15 of the surveys only partially completed. Three paper copies were completed and submitted at the events. No additional paper surveys have been submitted at City Hall as of that date. The survey is currently set to end on **Friday, February 14th**. However, this date can be extended, based on Council direction.

A **report** of the survey results, for consideration by the Planning Commission, has been included in the packet as **Exhibit 1**. The survey responses will also be tabulated again on January 28th with updated results ready for dissemination during the PC meeting itself.

As of January 23rd, key takeaways from the survey are as follows:

- 65.7% of respondents reported that they were at least somewhat familiar with the term “Middle Housing” while 74.3% reported that they knew of the possible housing types this would entail.
- When asked about the level of concern over the impacts of Middle Housing legislation on Medina, more than 50% of respondents indicated that they were extremely concerned over topics such as property values and parking. 35% of respondents were extremely concerned about traffic, lighting, noise, tree preservation and safety. Other levels of concern over each topic varied, as depicted on page 4 of the survey results.
- When asked about the support for adopting design guidelines for all housing in Medina, 45.5% were in strong support, 36.4% slightly supported this, and 13.6% were neutral on the topic.
- When asked about using Middle Housing to achieve the State mandated affordability requirements, 59.1% of respondents said no, with 22.7% responding with a yes, and 18% were neutral.
- When asked to rank the possible options regarding a state requirement to update the zoning to meet regionally allocated affordability targets, the answers from 21 respondents ranked highest to lowest as follows:
 - 1 – Other
 - 2 – Middle Housing with additional subsidies
 - 3 – Multifamily Zoning
 - 4 – Tiny homes community.
- When asked about strategies for reducing traffic stress to preserve safe streets, the most support went toward utilizing traffic calming measures at 66.7%, with 42.9% of respondents supportive of increasing the active transportation network. 28.6% percent were in support of promoting or expanding public transportation. 33.3% responded with “other”.

- The graph on page 12 depicts the respondents' preferred actions for addressing changes in traffic patterns, with a high level of support for protected walkways, speed bumps, and wider walkways.
- Out of 22 respondents when asked if they would consider building an ADU, duplex or other Middle Housing on their lot, 36.4% responded with "maybe", 36.4% responded "no" and 27.3% said yes.
- Of the 6 respondents who reported yes, 5 were most interested in building an ADU, and 1 person indicated interested in cottage housing.
- Of the 8 respondents who reported "maybe", 5 reported that they would be most interested in developing ADU's, and 3 responded with an interest in cottage housing.

The survey also asked respondents which method they most likely engage with to provide feedback. Online surveys were the highest ranked method at 90.5%, followed by 57.1% in favor of town hall/forums, 47.6% in favor of focus group discussions, and 42.9% in favor of commenting at public meetings.

When asked how respondents would like to receive information and updates about changes in the City, 95.2% responded that email was the preferred option. 47.6% reported that mailers worked well, 47.6% utilize the City website, 28.6% look to social media and 9.5% preferred phone contact.

All of this feedback is very useful for informing policy decisions as the Middle Housing project continues to progress. It is also very helpful to better understand the ways in which the community members like to receive information and get engaged on topics that are important to them.

Next Steps:

As previously reported, the City has a deadline to submit the draft Middle Housing ordinance to the Department of Commerce by January 31, 2025. Council will be reviewing the final version of the draft at their meeting on Monday, January 27, 2025.

In February, the Council will begin reviewing the unit lot subdivision / zero lot line ordinance that has been drafted by the City Attorney. Council will also begin reviewing other identified priority areas that could potentially be included in the final Middle Housing ordinance that is transmitted to Commerce in June. The Planning Commission will also review and provide feedback on each of the topics identified by City Council.

The amount of time for including additional topics will be limited as it will be necessary to comply with the standard steps required for adopting a code amendment ordinance. The Council is scheduled to hold a public hearing at their first meeting in June. A public hearing will also be held before the Planning Commission before forwarding a recommendation to City Council.

The City also needs to conduct SEPA review with opportunity for public comment, and the proposed ordinance must also be sent to the Department of Commerce for a formal 60-day review.

Given these various adoption stages, the City Attorney has indicated it would be advisable to have the final draft of the ordinance completed by March. A more detailed timeline, taking into account City Council and Planning Commission dates, will be developed by staff and shared at the next meeting.

Exhibits:

- Exhibit 1 – Online Survey Results, as of 1/23/25

This report is filtered

Only show: Response Submitted between January 9, 2025 and January 23, 2025 (inclusive)

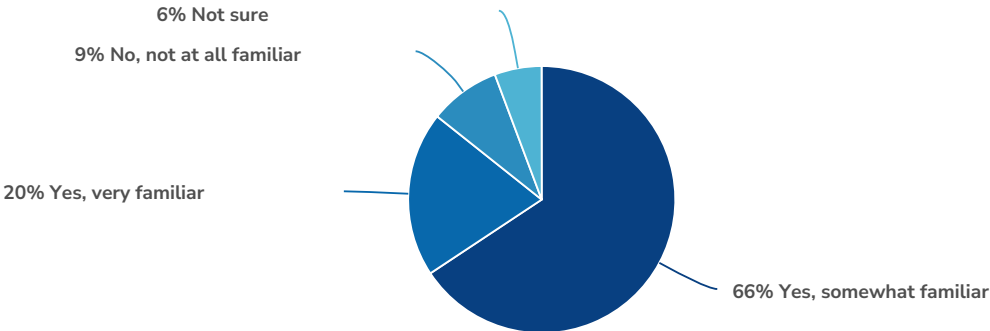
Report for Medina Middle Housing Survey

Response Counts



Totals: 36

1. Are you familiar with the term 'middle housing'?



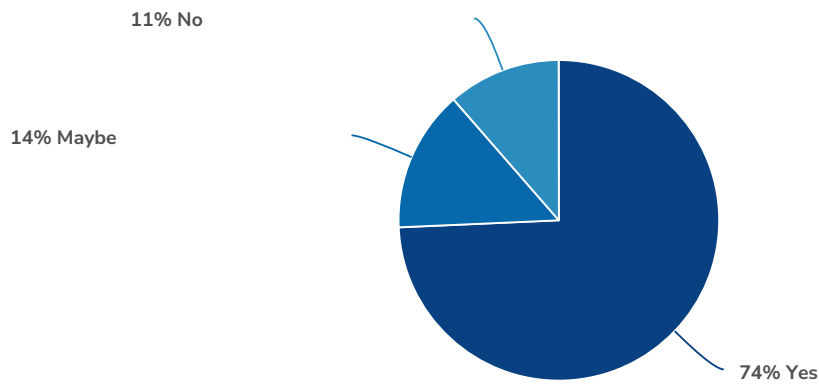
Value	Percent	Responses
Yes, somewhat familiar	65.7%	23
Yes, very familiar	20.0%	7
No, not at all familiar	8.6%	3
Not sure	5.7%	2

Totals: 35

Statistics

Skipped	1
Total Responses	35

2. Middle Housing refers to a range of housing types that can provide more than one housing unit per lot in a way that is compatible in scale with single-family homes. Do you know of possible housing types this could entail?



Value	Percent	Responses
Yes	74.3%	26
Maybe	14.3%	5
No	11.4%	4
		Totals: 35

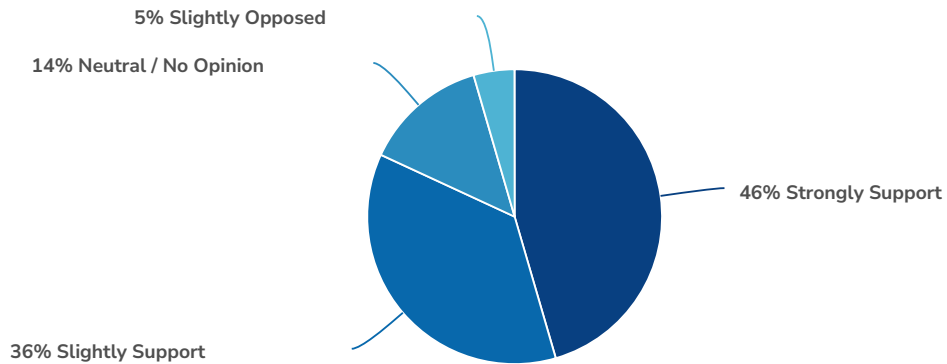
Statistics

Skipped	1
Total Responses	35

3. This state-required change will have impacts on the Medina community. What are your highest concerns about the possible impacts of this state legislation? Please classify the following possible impacts to your level of concern for each.

	1 - Not all concerned	2 - Slightly concerned	3 - Somewhat concerned	4 - Moderately concerned	5 - Extremely concerned	Responses	Average
Lighting							
Count	4	9	5	2	11	31	3.2
Row %	12.9%	29.0%	16.1%	6.5%	35.5%	88.6%	
Column %	19.0%	36.0%	15.6%	4.0%	12.4%		
Noise							
Count	1	5	3	11	11	31	3.8
Row %	3.2%	16.1%	9.7%	35.5%	35.5%	88.6%	
Column %	4.8%	20.0%	9.4%	22.0%	12.4%		
Parking							
Count	1	1	7	5	17	31	4.2
Row %	3.2%	3.2%	22.6%	16.1%	54.8%	88.6%	
Column %	4.8%	4.0%	21.9%	10.0%	19.1%		
Traffic							
Count	1	3	3	12	12	31	4.0
Row %	3.2%	9.7%	9.7%	38.7%	38.7%	88.6%	
Column %	4.8%	12.0%	9.4%	24.0%	13.5%		
Tree Preservation							
Count	5	4	7	4	11	31	3.4
Row %	16.1%	12.9%	22.6%	12.9%	35.5%	88.6%	
Column %	23.8%	16.0%	21.9%	8.0%	12.4%		
Safety							
Count	6	2	5	9	9	31	3.4
Row %	19.4%	6.5%	16.1%	29.0%	29.0%	88.6%	
Column %	28.6%	8.0%	15.6%	18.0%	10.1%		
Property Values							
Count	3	1	2	7	18	31	4.2
Row %	9.7%	3.2%	6.5%	22.6%	58.1%	88.6%	
Column %	14.3%	4.0%	6.3%	14.0%	20.2%		
Totals	21	25	32	50	89	217	
	9.7%	11.5%	14.7%	23.0%	41.0%	100.0%	

4. The City of Medina cannot create design guidelines for middle housing types without also applying the same design guidelines to single-family residences. Would you be supportive or opposed to the City of Medina adopting design guidelines for all housing in Medina?



Value	Percent	Responses
Strongly Support	45.5%	10
Slightly Support	36.4%	8
Neutral / No Opinion	13.6%	3
Slightly Opposed	4.5%	1
Strongly Opposed	0.0%	0

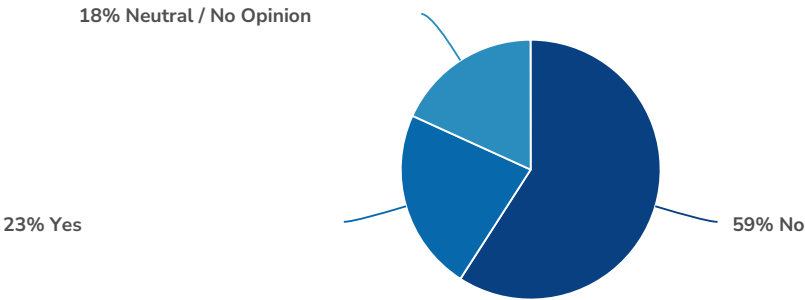
Totals: 22

Statistics

Total Responses

22

5. The state legislature is using middle housing to diversify housing supply and increase housing affordability. The City of Medina has been allocated housing affordability targets by the region that must be met by 2044. Middle housing can be a more affordable housing type depending on how it's implemented. This can look like reducing barriers to development or incentivizing certain middle housing types to reduce costs. Should the city use Middle Housing to address housing affordability?



Value	Percent	Responses
No	59.1%	13
Yes	22.7%	5
Neutral / No Opinion	18.2%	4


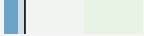


Totals: 22


Statistics

Total Responses

22

6. To meet the regionally allocated affordability targets, the City of Medina has been informed that it will need to update its zoning. Possible options identified during the comprehensive planning process include zoning for multifamily, middle housing with subsidies, or tiny home communities. Please rank these options from highest (1) to lowest support (4)

Item	Overall Rank	Rank Distribution	Score	No. of Rankings
Other	1		61	21
Middle housing with additional subslides	2		60	19
Multifamily zone	3		48	20
Tiny home communities	4		34	20

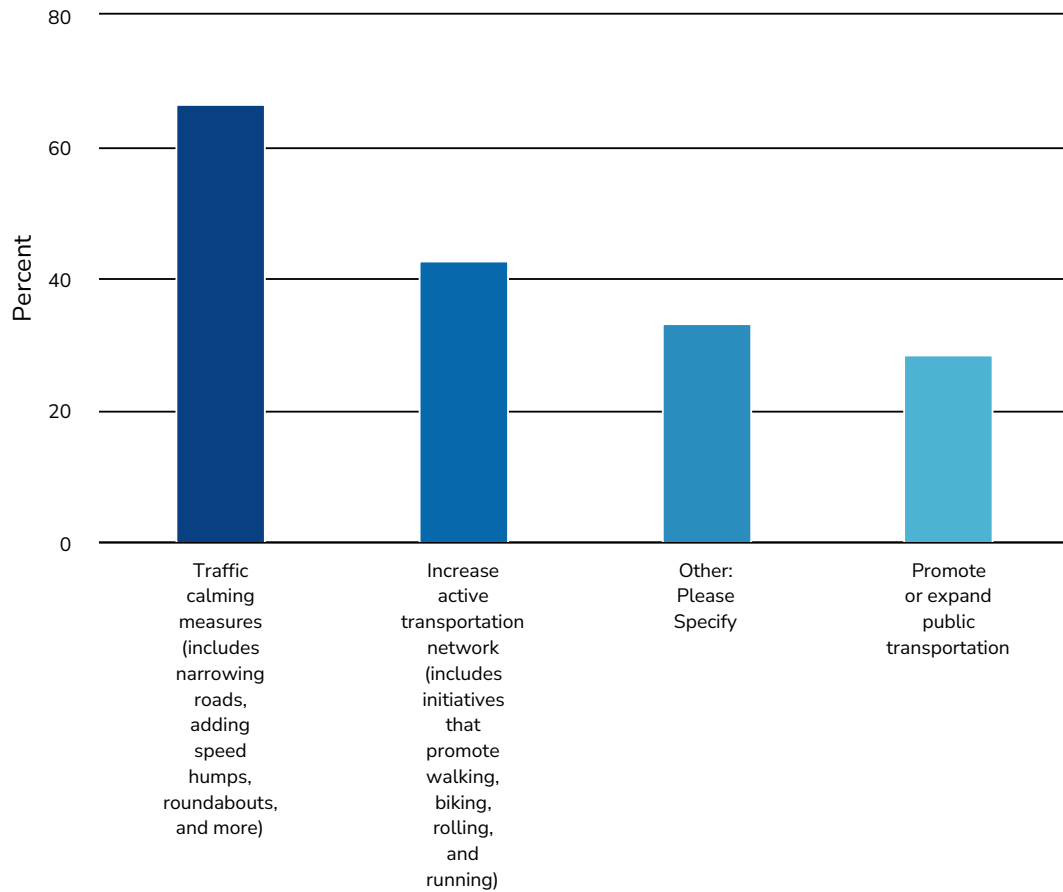


Lowest Rank Highest Rank

Statistics

Total Responses 21

7. With additional vehicles on the road, the City can take action to preserve our streets in our community. Which of the following strategies would you support to reduce traffic stress? Please select all that apply.

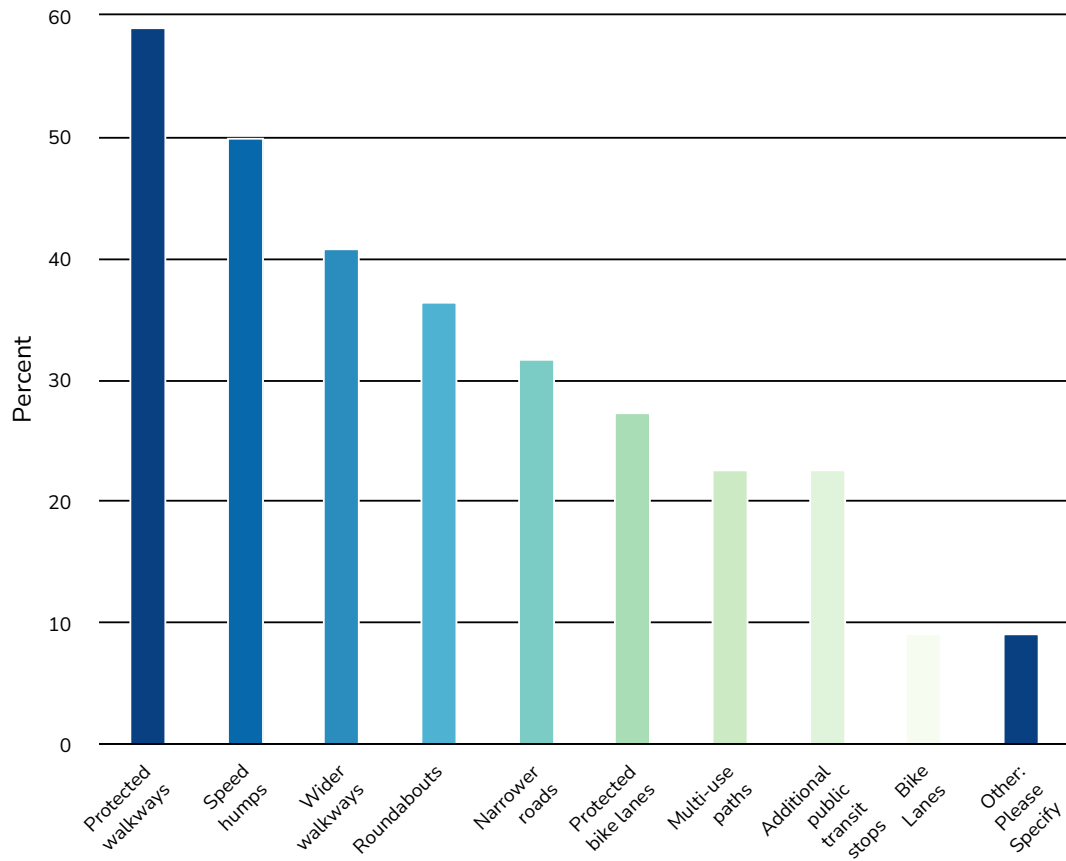


Value	Percent	Responses
Traffic calming measures (includes narrowing roads, adding speed humps, roundabouts, and more)	66.7%	14
Increase active transportation network (includes initiatives that promote walking, biking, rolling, and running)	42.9%	9
Other: Please Specify	33.3%	7
Promote or expand public transportation	28.6%	6

Statistics

Skipped	3
Total Responses	21

8. Which of the following actions would you prefer the City take to address any possible changes in traffic patterns?

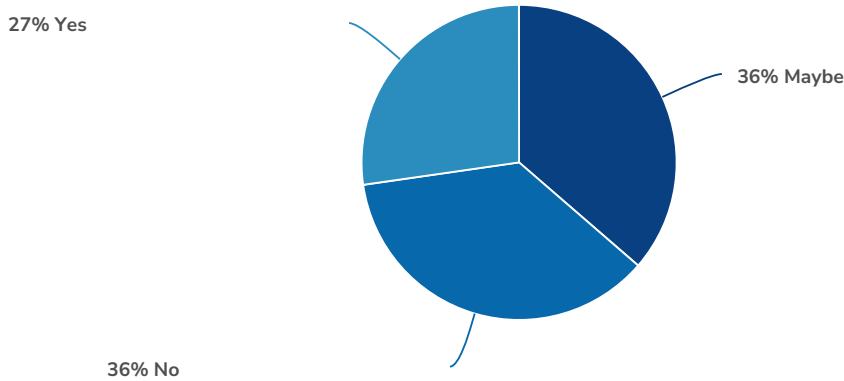


Value	Percent	Re
Protected walkways	59.1%	13
Speed humps	50.0%	11
Wider walkways	40.9%	9
Roundabouts	36.4%	8
Narrower roads	31.8%	7
Protected bike lanes	27.3%	6
Multi-use paths	22.7%	5
Additional public transit stops	22.7%	5
Bike Lanes	9.1%	2
Other: Please Specify	9.1%	2

Statistics

Skipped	2
Total Responses	22

9. The City of Medina is not required to build middle housing. Instead, the city is required to allow for residents who wish to develop middle housing. Would you or your family consider building an ADU, Duplex or other middle housing type on your lot?

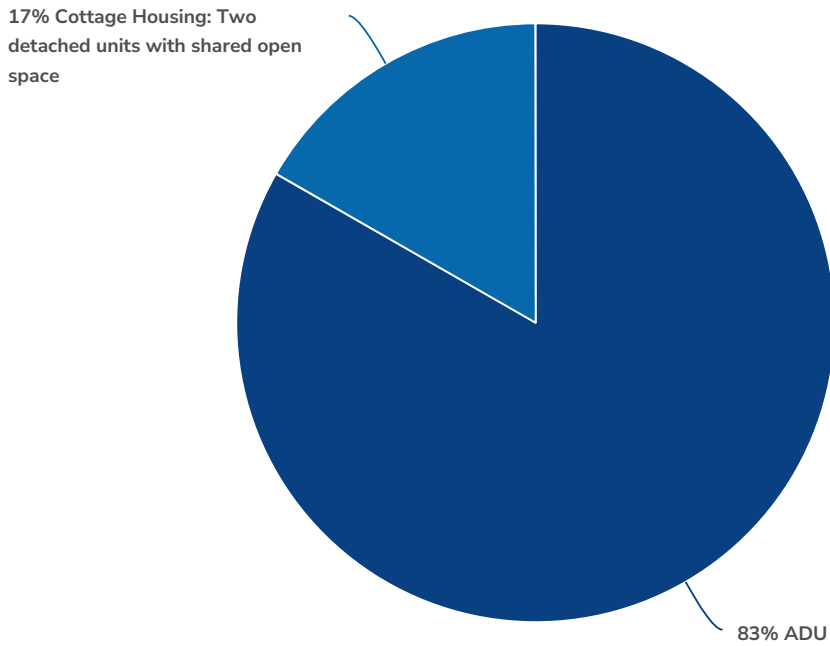


Value	Percent	Responses
Maybe	36.4%	8
No	36.4%	8
Yes	27.3%	6
		Totals: 22

Statistics

Total Responses 22

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



Value	Percent	Responses
ADU	83.3%	5
Cottage Housing: Two detached units with shared open space	16.7%	1
Duplex	0.0%	0
Courtyard Apartment: Two attached units with a courtyard between them	0.0%	0
Stacked Flats: Two units in a building where each floor is a separate unit	0.0%	0

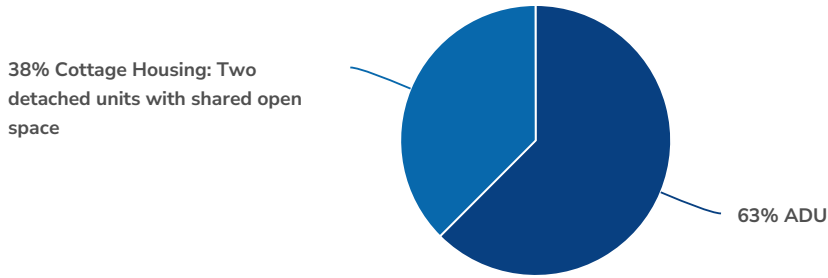
Totals: 6

Statistics

Hidden 29

Total Responses 6

11. If Maybe, which of the following are you most interested in?



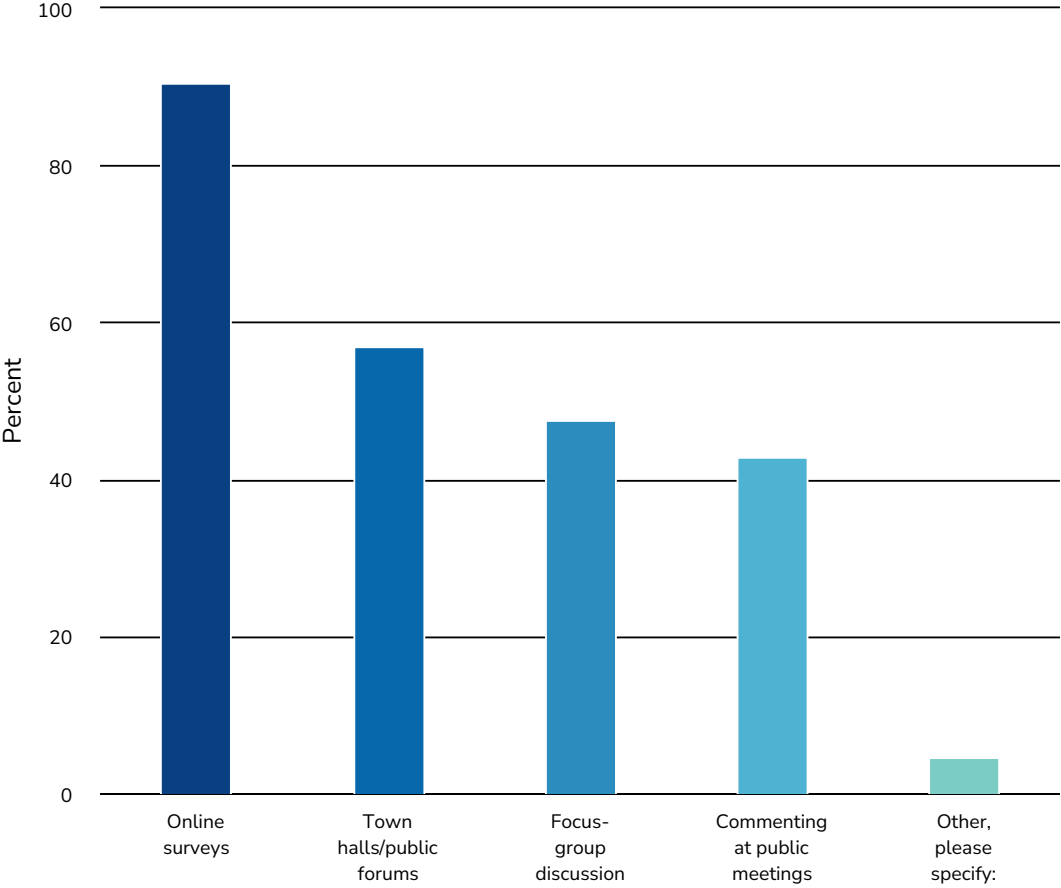
Value	Percent	Responses
ADU	62.5% 	5
Cottage Housing: Two detached units with shared open space	37.5% 	3
Duplex	0.0% 	0
Courtyard Apartment: Two attached units with a courtyard between them	0.0% 	0
Stacked Flats: Two units in a building where each floor is a separate unit	0.0% 	0

Totals: 8

Statistics

Hidden	27
Total Responses	8

12. Which of the following methods would you most likely engage with to provide feedback? Please select all that apply.

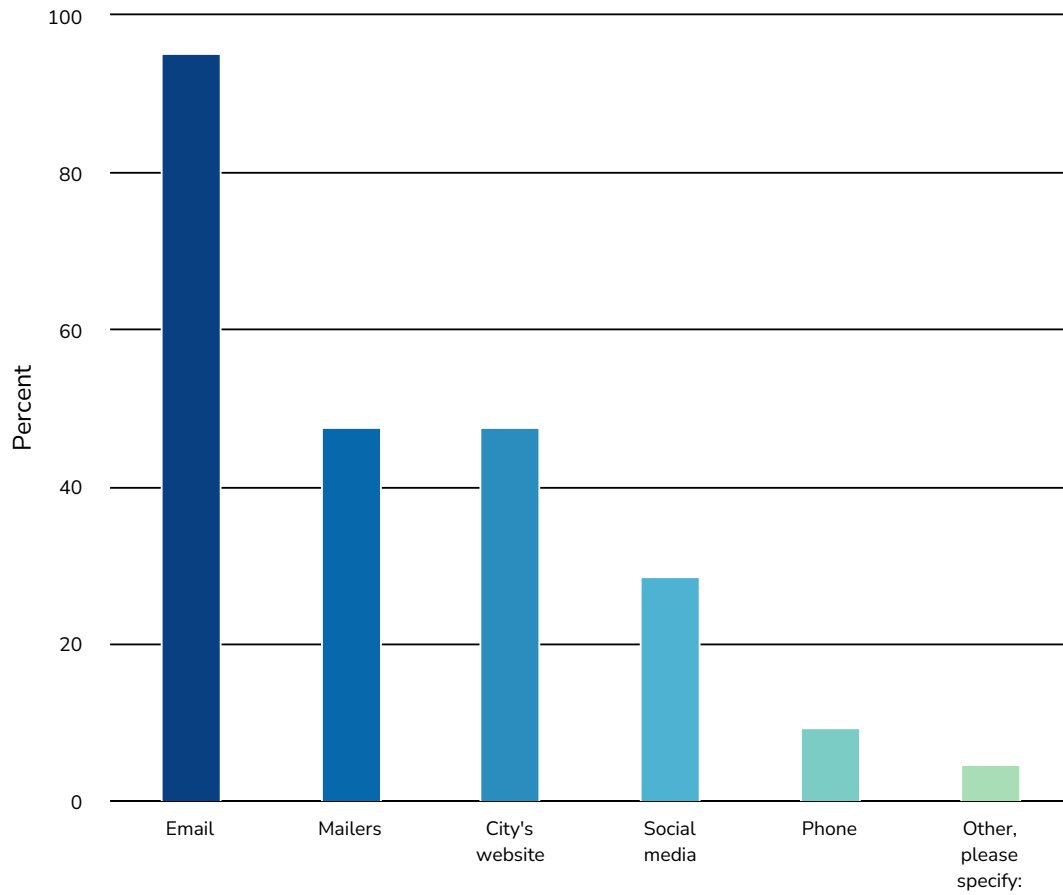


Value	Percent	Responses
Online surveys	90.5%	19
Town halls/public forums	57.1%	12
Focus-group discussion	47.6%	10
Commenting at public meetings	42.9%	9
Other, please specify:	4.8%	1

Statistics

Skipped	0
Total Responses	21

13. How would you want to receive information and updates about changes in the City like housing policies?



Value	Percent	Responses
Email	95.2%	20
Mailers	47.6%	10
City's website	47.6%	10
Social media	28.6%	6
Phone	9.5%	2
Other, please specify:	4.8%	1

Statistics

Skipped	0
Total Responses	21



CITY OF MEDINA

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

MEMORANDUM

DATE: January 28, 2025
TO: Medina Planning Commission
FROM: Jennifer S. Robertson, Medina City Attorney
RE: Proposed Unit Lot Subdivision/Zero Lot Line Ordinance

Summary:

1. State Mandated Compliance for Updating Subdivision Requirements.

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

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

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

RCW 58.17.060(3). So while the middle housing legislation only requires the City to allow the zero lot line subdivisions up to the two lots per residential lot, ESSSB 5258 requires allowance of unit lot subdivisions, not just zero lot line short subdivisions. The proposed draft code accomplishes compliance with both bills.

2. Proposed Changes to Subdivision Code Summary.

Below, this memo walks through the changes to the draft code. The draft code is attached at **Exhibit 1**. Changes to the code are shown by the use of either ~~strike out~~ or underline text. If a section is brand new, that is also noted. Where sections of the subdivision code are not being changed, those sections are not included.

A. Definitions – Chapter 16.12 MMC.

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

The definition of Parent Lot, Unit Lot and Lot Split are added to MMC 16.12.130 as those terms are used in the updated code. Lot split was added as that is a term that was use during in the middle housing legislation (RCW 36.70A.635(6); RCW 36.70A.681(2)) and there is a bill pending in the Legislature this session regarding “Lot Splits”.

In MMC 16.12.200, the definitions for “Subdivision” and “Short Subdivision” were updated to address until lot subdivisions. New definitions for “Unit Lot Subdivision” and “Zero Lot Line Subdivision” were also added.

B. Subdivisions – Chapter 16.73.

MMC 16.73.020 “Applicability” was updated to include short unit lot subdivisions and unit lot subdivisions. (Note: a short unit lot subdivisions is 4 or fewer lots. A unit lot subdivision is 5 or more lots.)

MMC 16.73.060 “Survey Requirements” was updated to include short unit lot subdivisions and unit lot subdivisions.

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

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

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

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

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

MMC 16.73.120 “Submittal requirements—Final short subdivision and subdivision” is amended to include short unit lot subdivisions and unit lot subdivisions. A new subsection “G” was added to specifically address unit lot subdivisions.

MMC 16.73.140 “Recording with county auditor” is amended to include short unit lot subdivisions and unit lot subdivisions.

MMC 16.73.150 “Expiration of final approval” is amended to include short unit lot subdivisions and unit lot subdivisions.

3. Next Steps.

During the meeting, we will walk the Planning Commission through the draft code and take questions. In addition, the Planning Commission may provide input on the draft code.

Exhibits:

- 1. Draft Code with updates to the Medina Subdivision Regulations

Exhibit 1**Draft Code Update for Medina Subdivisions*****For Planning Commission Review*****UPDATES TO DEFINITION CHAPTER 16.12 MMC**

Add the following new or amended definitions to **MMC 16.12.130. “L” definitions:**

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

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

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

Lot split means a legal lot which is divided into two new lots, at least one of which is smaller than the required minimum lot size. Lots which are split by a “lot split” may not be split nor subdivided a second time.

Add the following new or amended definitions to **MMC 16.12.200. “S” definitions:**

Subdivision means the division or redivision of land into five or more lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership. Subdivision includes unit lot subdivisions that divides or redivides land into five or more lots, tracts, parcels or sites for the purpose of sale, lease, or transfer of ownership. In determining the number of lots, tracts, parcels or sites, the count shall include all lots, tracts, parcels or sites, including any that may be considered a parent lot under the unit lot subdivision sections of this Title.

Subdivision, short means the division or redivision of land into four or fewer lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership. Short subdivision includes unit lot subdivisions that divides or redivides land into four or fewer lots, tracts, parcels or sites for the purpose of sale, lease, or transfer of ownership. In determining the number of lots, tracts, parcels or sites, the count shall include all lots, tracts, parcels or sites, including any that may be considered a parent lot under the unit lot subdivision sections of this Title.

Subdivision, unit lot means a type of short subdivision that allows a parent lot to be divided into two or more unit lots within a development that also includes common areas and that is approved through the unit lot subdivision process. A unit lot subdivision may be a type of short subdivision, or a type of long subdivision, depending on the number of lots created.

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

Exhibit 1**UPDATES TO SUBDIVISION CHAPTER 16.73 MMC****16.73.020. Applicability.**

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

16.73.060. Survey requirements.

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

16.73.080. Review procedures and approvals.

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

- A. Approval of a lot line adjustment application is a two step process, which includes final approval by the director and recording with the King County auditor.
- B. Approval of a division of land is a four step process including preliminary approval, installation or bonding of required improvements, final approval, and recording with the King County auditor. The process summarizes as follows:
 - 1. *Short subdivision.*
 - a. A preliminary short subdivision or preliminary short unit lot subdivision is processed as a Type 2 decision pursuant to Chapter 16.80 MMC.

Exhibit 1

- b. Installation of infrastructure improvements as determined by the city, or providing a form of security as determined by the city to ensure such improvements are installed.
 - c. A final short subdivision or final short unit lot subdivision is processed as a Type 1 decision pursuant to Chapter 16.80 MMC.
 - d. The final short subdivision or final short unit lot subdivision shall be submitted to the director within five years of the date that the preliminary approval became final or the short subdivision shall become null and void.
 - e. The director's signature is required on the final short plat.
2. *Subdivision.*
- a. A preliminary subdivision or preliminary unit lot subdivision is processed as a Type 3 decision pursuant to Chapter 16.80 MMC.
 - b. Installation of infrastructure improvements as determined by the city, or providing a form of security as determined by the city to ensure such improvements are installed.
 - c. A final subdivision or final unit lot subdivision is processed as a Type 2 decision pursuant to Chapter 16.80 MMC.
 - d. The final subdivision or final unit lot subdivision shall be submitted to the director within five years of the date that the preliminary approval became final or the subdivision shall become null and void.
 - e. The following signatures on the final plat are required before the director can submit the final plat to the city council for their action:
 - i. *Director:* Whose signature approves compliance with all terms of the preliminary plat approval of the proposed plat subdivision or dedication.
 - ii. *City engineer:* Whose signature approves the layout of streets, alleys and other rights-of-way, design of bridges, sewage and water systems and other structures.
 - iii. *City of Bellevue utilities:* Whose signature approves the adequacy of the proposed means of sewage disposal and water supply.
 - iv. *King County treasurer:* Whose signature confirms a statement that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been duly paid, satisfied or discharged.
 - v. *Property owner:* Whose signature confirms a statement that the subdivision has been made with the free consent and in accordance with the desires of the owner.
 - f. The city council may authorize the mayor to sign an approved final plat.

Exhibit 1**16.73.090. Approval criteria—Lot line adjustment, short subdivision, and short unit lot subdivision, subdivision, and unit lot subdivision.**

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

A. *Lot line adjustments.*

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

B. *Preliminary short subdivisions and preliminary subdivisions.*

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

C. Unit lot subdivision; short unit lot subdivision.**1. Applicability.**

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

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

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

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

2. General Requirements.

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

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

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

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

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

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f. Access easements, joint use agreements, and maintenance agreements identifying the rights and responsibilities of property owners and any homeowners association shall be executed for use and maintenance of common garage, parking, and vehicle access areas, landscaping, underground utilities, common open space, exterior building facades and roofs, any portions of the parent lot not subdivided for individual unit lots, and other similar features, and shall be recorded with the King County Recorder's Office.

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

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

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

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

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

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

e. Subsequent platting actions, additions, or modifications to any buildings may not create a nonconformity of the parent lot.

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

****New Code Section**:**

16.73.095 Lot segregations – Zero-lot-line development.

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

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

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

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

3. Buildings utilizing reduced setbacks shall not have doors that open directly onto the private yard areas of abutting property. Windows in such buildings shall not be oriented toward such private yard areas unless they consist of materials such as glass block, textured glass, or other opaque materials, and shall not be capable of being opened, except for clerestory-style windows or skylights; and

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

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

16.73.100. Submittal requirements.

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

- A. Application shall be made on the appropriate forms prescribed by the city and shall be signed and dated by the property owner or authorized agent. When an authorized agent is involved, they shall provide proof they represent the legal interests of the property owner.
- B. The application shall contain each of the following:
 1. The name, address and telephone number of the applicant and person to be contacted;
 2. The King County assessor's tax identification number;
 3. The name, address and telephone number of the owner of the property;
 4. Address or location of the property to be subdivided;
 5. Legal description of the property (from the title report verbatim);
 6. The existing zone classification of the property;

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7. The existing shoreline environmental designation if any land is within 200 feet of the ordinary high water mark as defined by RCW 90.58.030(2)(b);
 8. Approximate project site lot area in acres;
 9. The range of lot sizes in square feet.
- C. Plan drawings.
1. All drawings shall be to scale on an 18-inch by 24-inch sheet of paper (multiple sheets may be used in order to provide clarity).
 2. Lot line adjustment. In addition to the illustrations prescribed in subsection (C)(3) of this section, plan drawings for lot line adjustments shall include the following:
 - a. The final lot boundaries shall be shown with a heavier line weight to clearly distinguish them from existing boundaries;
 - b. A full and correct legal description of the revised lots; and
 - c. Comply with the survey requirements set forth in MMC 16.73.060.
 3. Preliminary short plat/plat. Drawings shall include the following illustrations:
 - a. Location of the site by section, township, range;
 - b. North arrow and the boundary of the lands being divided or having the boundaries adjusted;
 - c. Scale at not less than one inch equals 100 feet (larger scales such as 1:50, 1:20, and 1:30 are preferred);
 - d. Vicinity map showing the site clearly marked (smaller scale than 1:100 is acceptable);
 - e. The proposed layout and dimensions of lots and tracts;
 - f. The name of any adjacent subdivisions;
 - g. The approximate location, names and width of all existing and proposed streets, roads, private lanes and access easements within the boundaries of the lands being affected;
 - h. The location of existing and proposed improvements such as storm water facilities, sidewalks, utilities, power poles, etc., within the boundaries of the lands being affected and adjacent lots;
 - i. All existing and/or proposed easements or divisions proposed to be dedicated for any public purpose or for the common use of the property owners of the lands being subdivided;
 - j. A full and correct description of the lands being divided or having the lot lines adjusted;
 - k. Approximate location of existing structures and other improvements located on the site and whether such structures are proposed to remain on the property;

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- l. Shorelines, streams, wetlands, wildlife habitat conservation areas, and geologically hazardous areas as defined in Chapter 16.50 MMC, Critical Areas, and the shoreline master program;
 - m. Topographical information showing existing contour lines at intervals of two feet elevation; and
 - n. For unit lot subdivisions or short unit lot subdivisions, show the boundaries of the parent lots and unit lots, areas of common use, show all setback lines, and show the general building footprints for the proposed unit lots.
- D. Reduced plan drawing consisting of an 11-inch by 17-inch reproducible copy of the site plan containing the information prescribed in subsection (B) of this section, except this provision shall not apply to a lot line adjustment.
 - E. Title report issued within 30 days of application, showing all persons having an ownership interest, a legal description describing exterior boundary of application site and listing all encumbrances affecting the site.
 - F. Public notice packet as required by the corresponding application.
 - G. Environmental (SEPA) checklist for a subdivision application.
 - H. Water and sewer availability from city of Bellevue utilities (not applicable to a lot line adjustment).
 - I. Perimeter lot closures for all lots, tracts, and the exterior boundary.
 - J. Any related information and/or studies (including but not limited to storm drainage report and critical areas report) required by other provisions of the Medina Municipal Code, identified in the preapplication meeting, or deemed necessary by the director.

16.73.110. Approval criteria—Final short subdivision and subdivision.

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

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

16.73.120. Submittal requirements—Final short subdivision and subdivision.

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

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- A. Application shall be made on the appropriate forms prescribed by the city and shall be signed and dated by the property owner or authorized agent.
- B. Final plan drawings.
1. All drawings shall be to scale on an 18-inch by 24-inch sheet of paper (multiple sheets may be used);
 2. Contain the illustration and information set forth in MMC 16.73.100(C)(3), except the director may approve a scale up to one inch equals 200 feet in order to fit the layout of a plat on a single sheet;
 3. Meet the survey requirements set forth in MMC 16.73.060;
 4. Include addressing of individual lots assigned by the city;
 5. Certificate for the approval signatures detailed in MMC 16.73.080;
 6. Treasurer's certificate to ensure payment of taxes; and
 7. Other information requested during the preliminary short plat or plat approval.
- C. If the short subdivision, short unit lot subdivision, ~~or~~ subdivision, or unit lot subdivision includes a dedication, the following statements shall be included:
1. The dedication of all streets and other areas to the public, and individual or individuals, religious society or societies, or to any corporation, public or private, as shown on the plat;
 2. A waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage and maintenance of said road;
 3. Said statements shall be signed and acknowledged before a notary public by all parties having any interest in the lands subdivided.
- D. Lot numbering. Lots shall be consecutively numbered; tracts shall be lettered alphabetically and in consecutive order.
- E. Plat certificates. Three copies of a plat certificate for the subject property shall accompany a final subdivision application.
- F. Perimeter lot closures for all lots, tracts, and the exterior boundary.
- G. For unit lot subdivisions or unit lot short subdivisions, the following notes shall be included on the face of the plat:
1. The title of the plat shall include the phrase "Unit Lot Subdivision."
 2. The individual unit lots are not separate buildable sites. Additional development of the individual unit lots may be limited as a result of the application of development standards to the parent lot.
 3. Approval of the design and layout of the development was granted by the review of the development, as a whole, on the parent lot.
 4. Additional development of the individual unit lots, including but not limited to reconstruction, remodel, maintenance, addition, or changes in use shall comply with conditions of approval of the unit lot subdivision and may be limited as a

Exhibit 1

result of the application of development standards to the parent lot or other applicable regulations.

5. Subsequent platting actions, additions, or modifications to any buildings may not create a nonconformity of the parent lot.
6. Additional divisions of land which create a new lot shall not be permitted in this Unit Lot Subdivision.

16.73.140. Recording with county auditor.

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

16.73.150. Expiration of final approval.

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



CITY OF MEDINA

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MEMORANDUM

DATE: January 28, 2025
TO: Medina Planning Commission
FROM: Jonathan Kesler, AICP, Planning Manager
RE: Upcoming Topics for 2025

Summary:

As the Middle Housing draft ordinance is prepped for sending to the Dept. of Commerce by January 31st, attention turns to scheduling topics for the Planning Commission (PC) for the spring and summer.

As a reminder, the state mandate to update Medina's Critical Area Ordinance (CAO) will need to be completed by the end of the year. But review of the changes needed to bring it up-to-date will begin later this Spring, to allow ample time for review. In addition, the calendar to be presented will coordinate this item with smaller initiatives to be taken on, along with the timeline for action on Middle Housing-related issues that need to be completed before final adoption of the Middle Housing Ordinance in June.

At packet distribution time, staff had not yet heard back from our Commerce Planner on the timeline for CAO deliverables. However, we plan to have this incorporated in a calendar, along with the other upcoming items mentioned above, by the time the PC meets on January 28th.